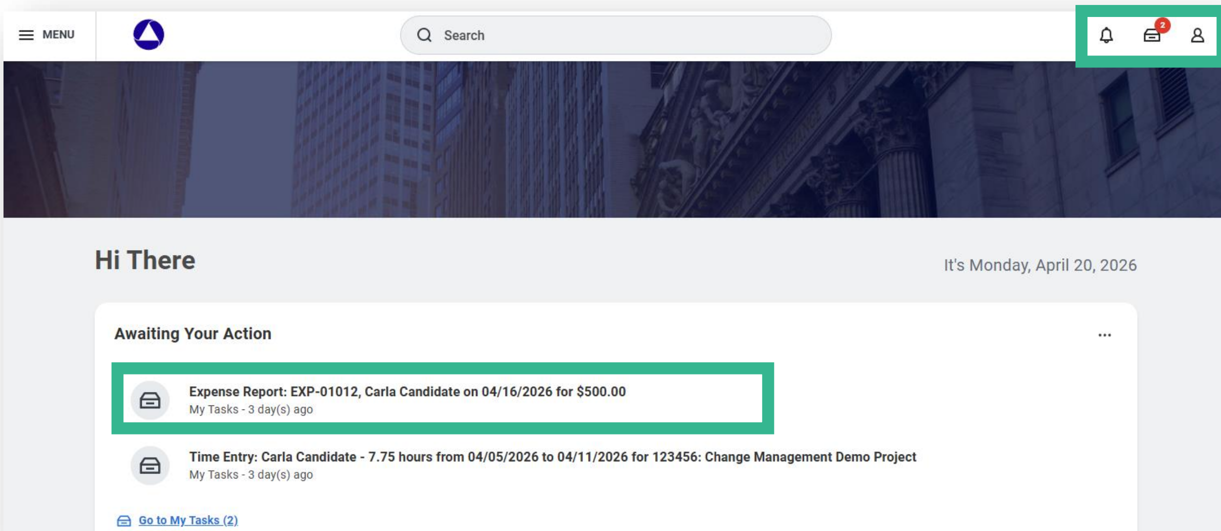
Approving an Expense Report

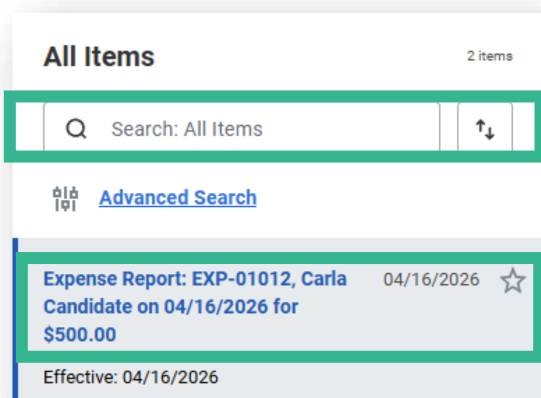
All billable expenses must be approved by the client, who also approves time entries. If an expense report is not approved, the candidate will not be reimbursed.

Step 1: When an expense has been submitted, you will get notified in the **Awaiting Your Action** section and the **My Tasks** inbox.

- Click on **My Tasks** in the top right-hand corner or select the task under **Awaiting Your Action**

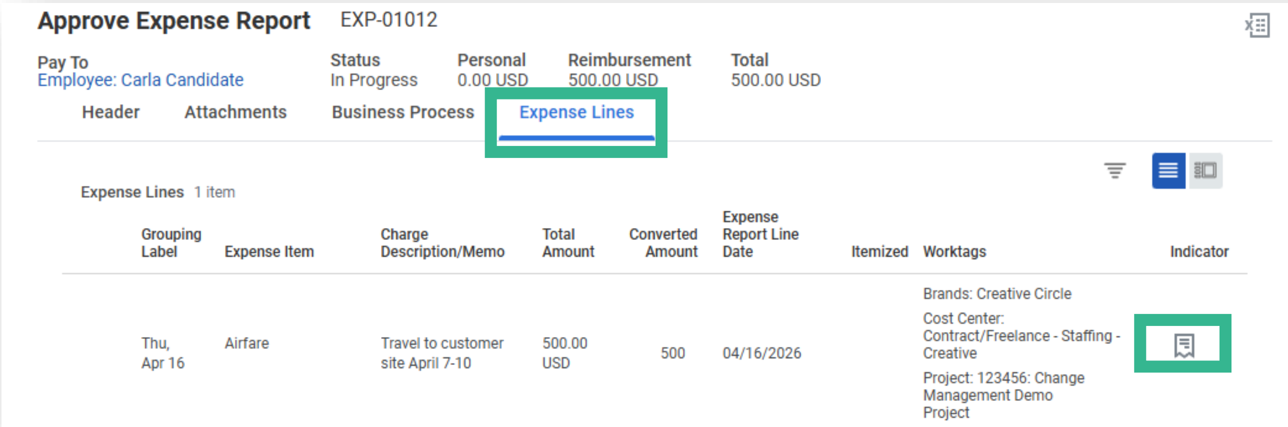


Step 2: Just like Outlook, you can **search your inbox for "Expense Report"** or you can scroll through the Inbox.

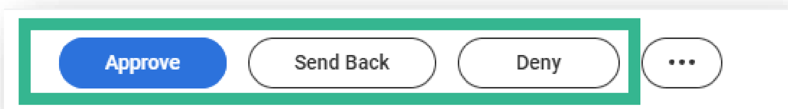


Updated April 2026

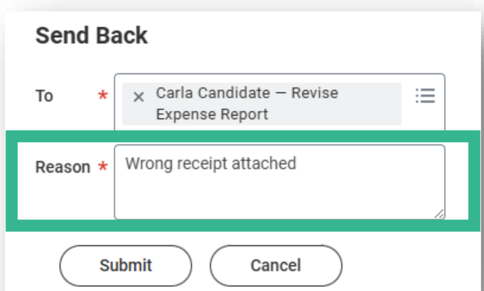
Step 3: Review the **Expense Lines**, including the receipt(s) by clicking the icon under "Indicator".



Step 4: Click **Approve** to send the expense to the next internal approver, **Send Back** for the candidate to make corrections, or **Deny** to reject the submitted expense. If the expense report is denied, it will be cancelled and cannot be modified. If the Expense Report is denied in error, a new expense report must be initiated. The expense report initiator receives a notification.



Note: If sent back, a detailed explanation will be required.



Updated April 2026