

Supervisor Approver

How to approve an Expense Report submitted through the Automated Travel & Expense Center.

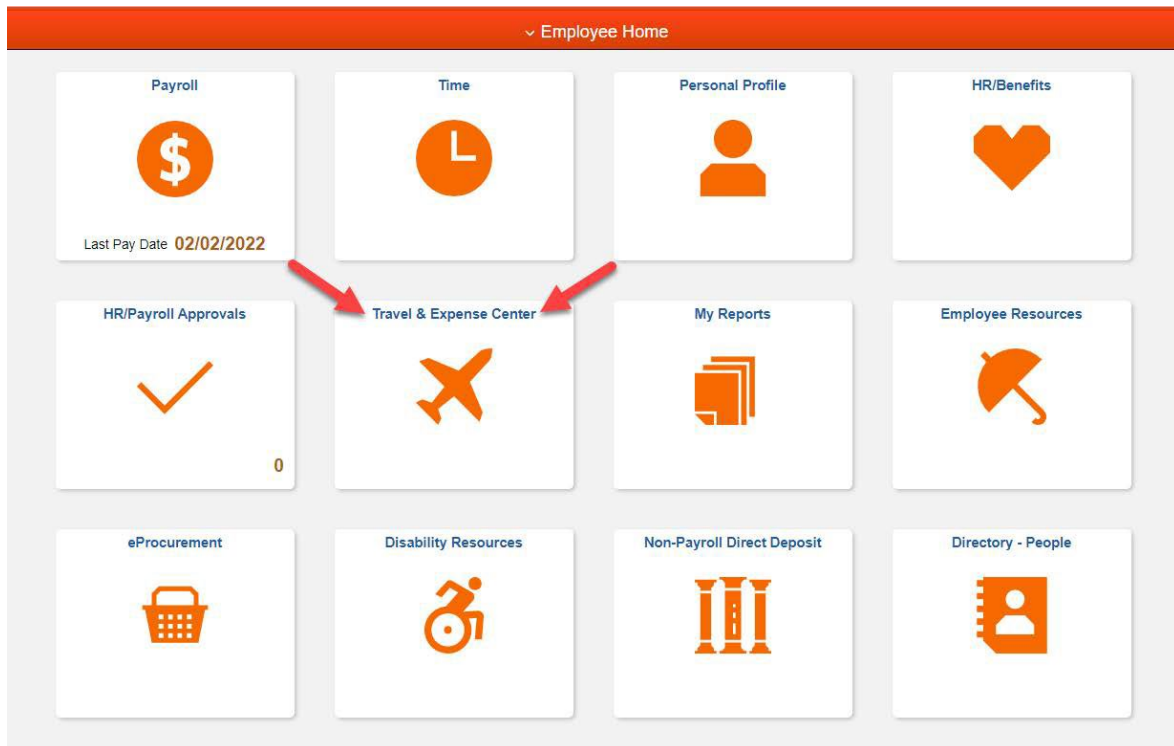
1. The assigned Supervisor for the employee that submits the expense report will receive an email asking to approve it similar to the example below.

An expense report has been submitted that requires your action:

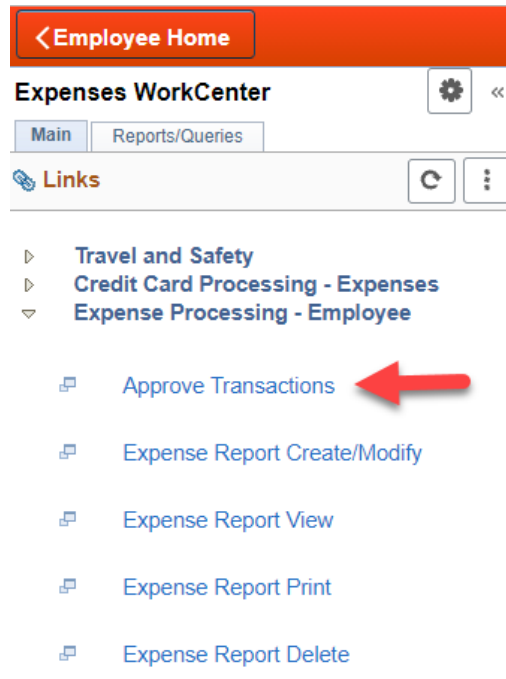
Employee ID: ██████████
Employee Name: Pendergast, Brian W
Submission Date: 2022-03-01
Report Description: JPMC January 2022
Report ID: 0088002013
Request Type: Credit Card Reconciliation
Total Amount: 2022.99 USD
Reimbursement Amount: 0.00 USD

To access this information, sign into MYSLICE, click on the Travel and Expense Center, and then click on Approve Transactions

2. Sign into MYSLICE (<https://myslice.ps.syr.edu>) and click on the Travel & Expense Center tile:



3. Next, click on the Approve Transactions link in the “Expenses WorkCenter”.



4. Then, click on either the Description or Transaction ID link.

Transactions to Approve [?]

Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
Expense Report	39.00	USD	Pendergast,Brian W		JPMC November 2021	0088001989	02/14/2022	Submitted for Approval	Department Manager
Expense Report	45.93	USD	Pendergast,Brian W		JPMC October 2021	0088001996	02/18/2022	Submitted for Approval	Department Manager
Expense Report	42.18	USD	Pendergast,Brian W		JPMC September 2021	0088002001	02/22/2022	Submitted for Approval	Department Manager
Expense Report	3500.92	USD	Pendergast,Brian W		JPMC December 2021	0088002012	03/01/2022	Submitted for Approval	Department Manager
Expense Report	25.80	USD	Pendergast,Brian W		JPMC August 2021	0088002015	03/03/2022	Submitted for Approval	Department Manager
Expense Report	2108.65	USD	Pendergast,Brian W		JPMC January 2022	0088002017	03/04/2022	Submitted for Approval	Department Manager

Refresh List

5. The Supervisor will now see the Expense Report workflow showing the “Approval History” of who submitted the reimbursement, and what Expense Manager (Department Approver) has approved it.

6. Go to the “Expense Details” link at the top righthand corner of the screen to review the expense report details.

Approve Expense Report - Expense Summary

Brian Pendergast Actions ...Choose an Action Expense Details

Request Type Reimbursement Report 0088002022 Approvals in Process
 Description JPMC January 2022 Created 03/07/2022 Matthew O'Keefe
 Reference Last Updated 03/07/2022 Shaun Wade
 Budget Status Not Budget Checked [Budget Options](#)

Totals Urgency: ● [View Analytics](#) [Notes](#) [Attachments \(1\)](#)

Employee Expenses (7 Lines)	2,108.65 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD		
Cash Advances Applied	0.00 USD	Prepaid Expenses	2,108.65 USD	Supplier Credits	0.00 USD		
Amount Due to Employee		0.00 USD		Amount Due to Supplier		0.00 USD	

Approval History

Action	Role	Name	Date/Time
Submitted	Employee	Matthew O'Keefe	03/07/2022 2:41:35PM
Approved	Expense Manager	Shaun Wade	03/07/2022 2:44:09PM

Comments

7. Click on “Attachments” to view receipts, and “Expand All” to view the chart string of the submitted expense(s) if needed. After review, click on “Summary and Approve” at the top right-hand corner of the screen and either approve or send back the report.

Approve Expense Report - Expense Details

Brian Pendergast Actions ...Choose an Action Summary and Approve

Request Type Credit Card Reconciliation Report 0088002017 Submitted for Approval
 Description JPMC January 2022 Created 03/04/2022 Matthew O'Keefe
 Reference Last Updated 03/04/2022 Matthew O'Keefe

Expenses Urgency: ● [View Analytics](#) [Notes](#) Attachments (1)

Expand Lines | Collapse Lines | [Expand All](#) | Collapse All Total 2,108.65 USD

*Date	*Expense Type	Business Purpose	*Amount	*Currency	Approve
02/09/2022	Tolls	Professional Development Annual	29.00	USD	<input checked="" type="checkbox"/>

211 characters remaining

Note: If sending back, it is required to type in a reason in the comment box on why the report is being sent back. Please refer to the screen shot under step #6.