

## 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 like the example below.

-----Original Message-----

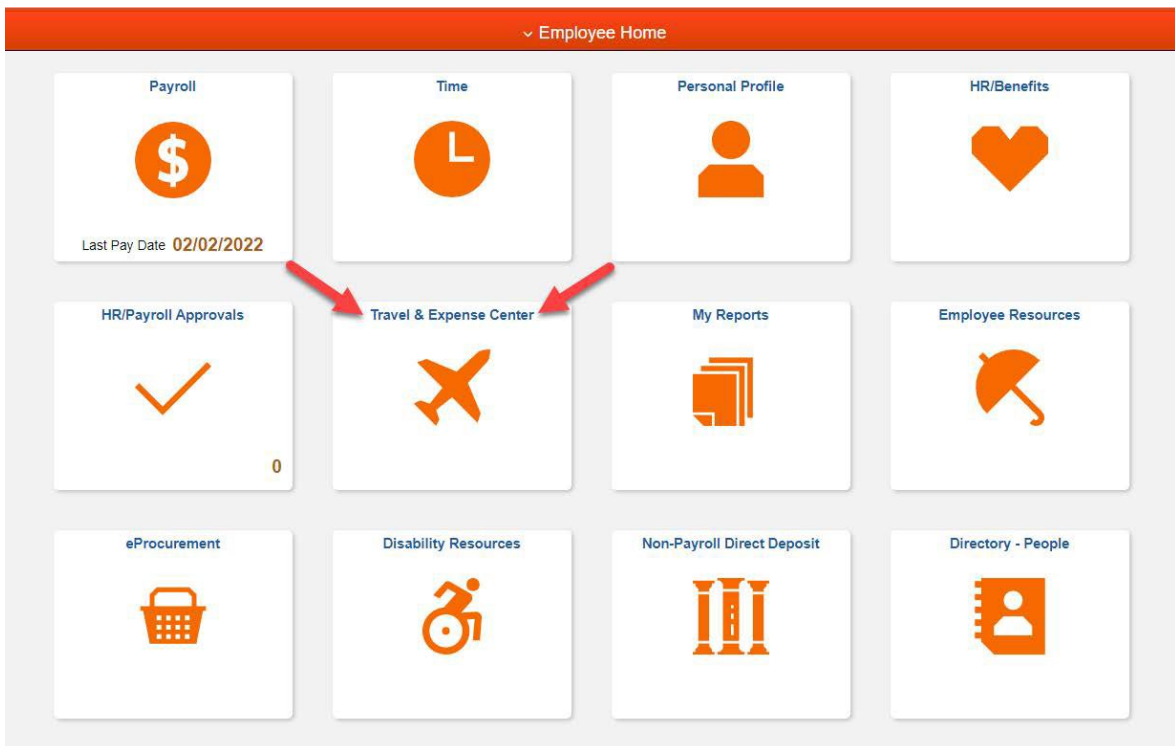
From: Brian W Pendergast  
Sent: Thursday, July 7, 2022 9:36 AM  
To: Shaun T Wade  
Subject: Expense report 0088002083 for Pendergast,Brian W requires your attention

An expense report has been submitted that requires your action:

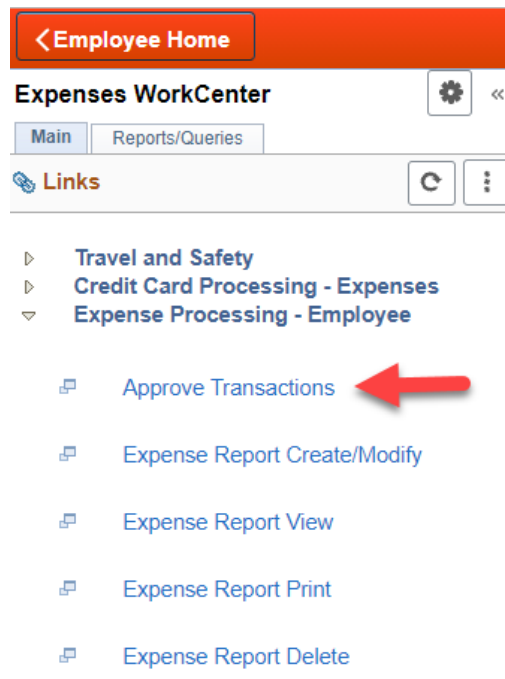
Employee ID: [REDACTED]  
Employee Name: Pendergast,Brian W  
Submission Date: 2022-07-07  
Report Description: Atlanta Conference 6/1/22  
Report ID: 0088002083  
Request Type: Reimbursement  
Total Amount: 220.00 USD  
Reimbursement Amount: 220.00 USD

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" hyperlink in blue.

The screenshot shows a table titled 'Transactions to Approve'. The table has columns for Urgency, Transaction Type, Total, Unit, Name, Employee ID, Description, Transaction ID, Date Submitted, Status, and Role. The first row contains the following data: Urgency (green dot), Transaction Type (Expense Report), Total (11.20), Unit (USD), Name (Wade, Shaun T), Employee ID (blurred), Description (Campus Meetings April 2021), Transaction ID (0088000491), Date Submitted (05/27/2021), Status (Approvals in Process), and Role (HR Supervisor). Red arrows point to the 'Description' and 'Transaction ID' cells. Above the table, there are buttons for 'Search Pending Transactions', 'Change Sort Order', and 'Refresh List'. The table header includes 'Personalize | View All | [grid icon] | [refresh icon]'.

Urgency	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<span style="color: green;">●</span>	Expense Report	11.20	USD	Wade, Shaun T		Campus Meetings April 2021	0088000491	05/27/2021	Approvals in Process	HR Supervisor

- 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.
- 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

Shaun Wade

Request Type Reimbursement Report 0088000491 Approvals in Process  
 Description Campus Meetings April 2021 Created 05/27/2021 Shaun Wade  
 Reference Last Updated 05/27/2021  
 Budget Status Not Budget Checked Budget Options

Totals ? Urgency: ● View Analytics Notes Attachments (1)

Employee Expenses (1 Line)	11.20 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 11.20 USD Amount Due to Supplier 0.00 USD

Approval History

Submitted Shaun Wade Expense Manager HR Supervisor Matthew O'Keefe Prepay Auditor (Pooled) Payment

Action	Role	Name	Date/Time
Submitted	Employee	Shaun Wade	05/27/2021 12:50:28PM
Approved	Expense Manager		05/27/2021 12:51:57PM

Comments

Approve Send Back Save Changes

- Click on “Attachments” to view receipts, and “Expand All” to view the Chartstring(s) 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

Shaun Wade

Request Type Reimbursement Report 0088000491 Approvals in Process  
 Description Campus Meetings April 2021 Created 05/27/2021 Shaun Wade  
 Reference Last Updated 05/27/2021

Expenses ? Urgency: ● View Analytics Notes Attachments (1)

Expand Lines | Collapse Lines | Expand All | Collapse All Total 11.20 USD

*Date	*Expense Type	Business Purpose	*Amount	*Currency	Approve
04/30/2021	Mileage	Campus Meetings April 2021 228 characters remaining	11.20	USD	<input checked="" type="checkbox"/>

Payment Type Personal Funds  
 Originating Location SYRACUSE, NY  
 Destination Location SYRACUSE, NY  
 Miles 20.00 x 0.5600

Accounting Details ?

Chartfields	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Account	Mycode	PC Bus Unit	Project
	11.20	SYRUN	11.20	USD	1.00000000	11	31006	00001	560706			

Expand Lines | Collapse Lines | Expand All | Collapse All Total 11.20 USD

**Note:** If the report needs to be sent back, the system requires a reason to be entered in the comment box on why it is being sent back. Please refer to the screen shot under step #6.