

# EXPENSE REPORT APPROVERS

## DENY

The Deny option terminates the expense line(s), marking them as a non-reimbursable expense. Use of the “deny” option should be limited to instances where the employee is not eligible for reimbursement for the expense.

- Once an expense report is denied, it can **not** be edited or resubmitted for processing.

## SENDBACK

The **Sendback** option should be **your primary tool** when a pending Expense Report has errors that require correction, additional information or documentation.

- The *sendback* function allows the employee to re-submit the expense report back into workflow for processing after any necessary corrections have been made.

**Use of the “Deny” option should be limited to instances where the employee is not eligible for reimbursement for the expense.**

