



**Apptcity Training & Travel Expense Management
Department Guide - POLICE
April 2017**

Apptcity is the web-based training and travel expense management system used by the City of Roswell. This software is used to request approval to attend training classes, to record actual expenses associated with training and related travel, and to reimburse employees for expenses related to training and travel. **The City’s policy regarding employee training and travel can be found in Chapter 18 of the Human Resources Policies and Procedures Manual (available on the Intranet).**

The Training/Travel Process is comprised of the following steps:

Process Description		Timeline
1	Employee submits Travel Request in Apptcity to request approval to attend a training event. This request includes an itemized estimate of all expected expenses.	Submitted and reviewed no less than 10 working days before departure.
2	Travel Request is reviewed and approved/denied by employee’s supervisor or department head.	
3	If Travel Request is approved, employee will proceed to secure event registration and all other accommodations, as necessary, in compliance with City policy.	
4	Employee attends training event and utilizes Apptcity mobile app to retain receipts for all expenses (except per diem).	
5	Employee returns from travel event and completes Expense Report in Apptcity to itemize actual training and travel expenses.	Submitted within 10 working days after return.
6	Expense Report is reviewed and approved/denied by employee’s department head.	
7	Expense Report is reviewed and approved/denied by Budget Division	
8	Accounts Payable reviews Expense Report and issues any applicable reimbursement to employee.	Reimbursement issued within 7-10 working days after department head approval.



The following pages of this guide provide step-by-step instructions for City employees in completing the various steps of the Training/Travel Process in Apptcity. **The Apptcity website also contains a complete Help Guide which can be accessed by clicking “? Help” in the upper left corner of the site. Questions or issues can also be submitted to Apptcity@roswellgov.com.**

General Information

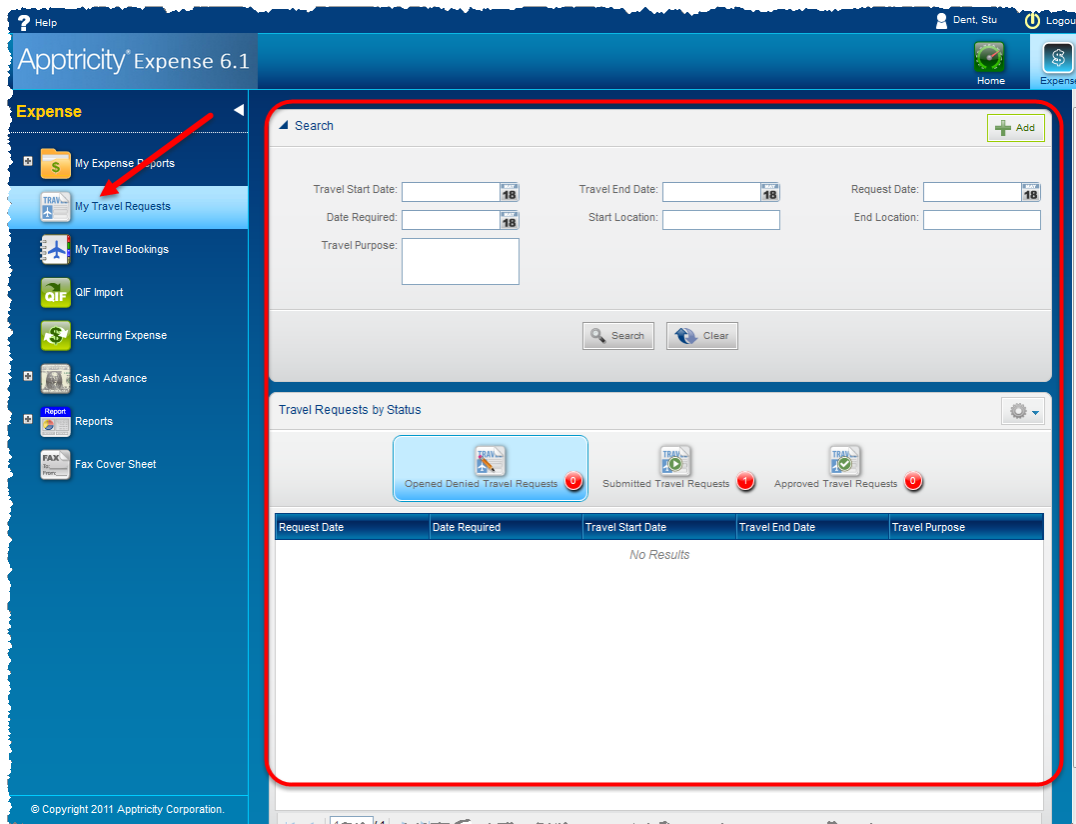
- The Appticity website can be found at <https://cityofroswell.appticityondemand.com/Roswell>
- User ID will be provided by the Finance Department.
- For the first login attempt, enter the User ID provided to you and click the link for “Forgot Password.” Use this process to create your own password. You may also use this link to reset a forgotten password.
- Users can access their Appticity profile by clicking their name in the upper right corner.
 - o This menu also provides access for users who manage travel/expense reports for other users. This functionality must be enabled by Finance.
- Questions can be submitted via email at Appticity@roswellgov.com.
- Upon logging in to Appticity, the home screen contains several tiles of information:
 - o Calendar
 - o Company News
 - o Action Items – Notifications will appear here when the user has Travel Requests or Expense Reports that have been approved by a supervisor or the user needs to approve as a supervisor
 - o Links – Corporate links include several important documents pertaining to City policy
 - o Graphs – visual representation of expense reports for user
 - o Reports – listing of user-generated reports using the Appticity reporting function

Pre-Trip Guide

How to Submit a Travel Request

Prior authorization for training/travel is required by City policy. Prior authorization is accomplished by submitting a Travel Request in Apptricity. When you make a travel request, you enter all pertinent information about your trip. When you submit your request, it is routed to your supervisor through an electronic workflow.

1. Log in to Apptricity
2. Click **My Travel Requests** icon in the left navigation pane to display the **My Travel Requests** panel. The panel has two panes: **Search** and **Travel Requests by Status**. Here you can search for Travel Requests you have already made and check their status. You can also create new a Travel Request.



3. In the upper **Search** pane, click the green **+Add** button. The **Update Travel Request** and the **Add Details** panes appear.
4. Update the following fields on the **Update Travel Request** pane:
 - a. Travel Start/End Date
 - b. Date Required (optional) – can be used if travel authorization is needed by a certain date
 - c. Start/End Location – starting in Roswell; ending location is destination; include state

- d. Travel Purpose – provide a brief description of name of the conference/training event and who it is provided by, the purpose for attending, accompanying family members, and any other relevant information.
 - e. The Notes button in the top right can be used to supply any additional information.
 - f. Click **Save**.
5. Moving down to the **Add Details** pane, click the green **+Add Details** button to add each estimated expense associated with the requested travel. Use the various tabs, Transportation, Lodging, Per Diem, and Miscellaneous, to add expenses. Click **Ok** after entering each expense in order for the information to be saved.

The screenshot shows a software interface for adding travel details. At the top, there are date pickers for 'Travel Start Date' (Jan 10, 2017) and 'Travel End Date' (Jan 13, 2017). Below these are four tabs: 'Transportation' (selected), 'Lodging', 'Per Diem', and 'Miscellaneous'. The 'Transportation' tab contains the following fields: 'Reimbursable?' with a dropdown menu set to 'True'; 'Transportation Type' with a dropdown menu; 'From Date' and 'To Date' with calendar pickers; a 'Description' text area; and an 'Amount' text input field. At the bottom of the pane are two buttons: a green 'Ok' button and a red 'Cancel' button.

- a. Entering a Per Diem Expense in a Travel Request
 - i. Click the **Per Diem** tab and complete the following fields.
 1. Reimbursable – select True
 2. Amount – auto-filled
 3. From & To Date – enter date range of trip
 4. Category – select Meals
 5. Location Zip Code – select zip code of destination from drop-down box (begin entering zip code to narrow down options)
 6. Type – select Government
 7. Daily Lodging Rates – ignore; should be blank
 8. Daily M&IE Rates – shows full per diem amount for each day of travel
 9. Description – use field to note any information concerning per diem, such as meals provided, if known at this time

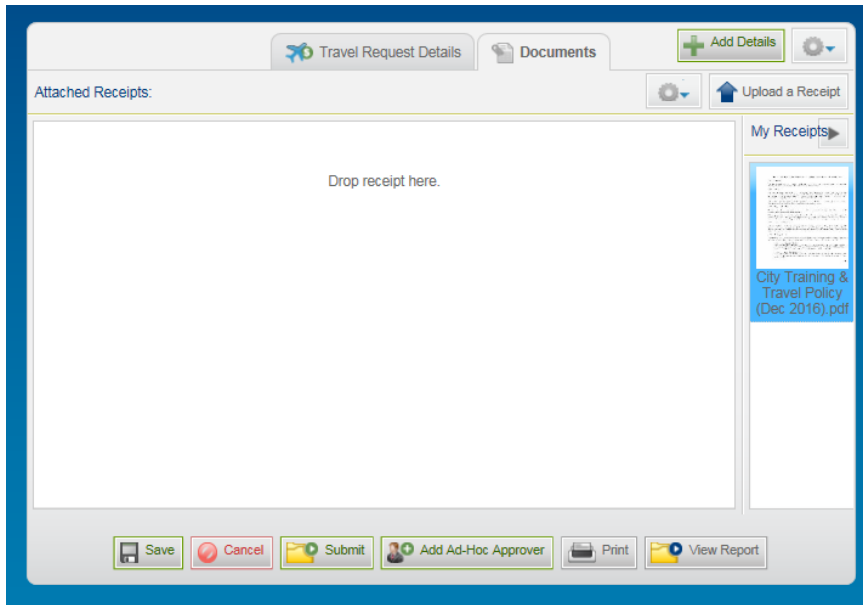
ii. Important Notes

- 1. Per diem expenses are paid post-travel, unless an exception is approved in advance by the City Administrator.
- 2. The Per Diem tab provides the full day per diem rate based on the location entered. However, this amount may vary when actually reimbursed due to the

time of departure and return as well as any meals provided by the training event or hotel. **The per diem amount provided here is only an estimate.**

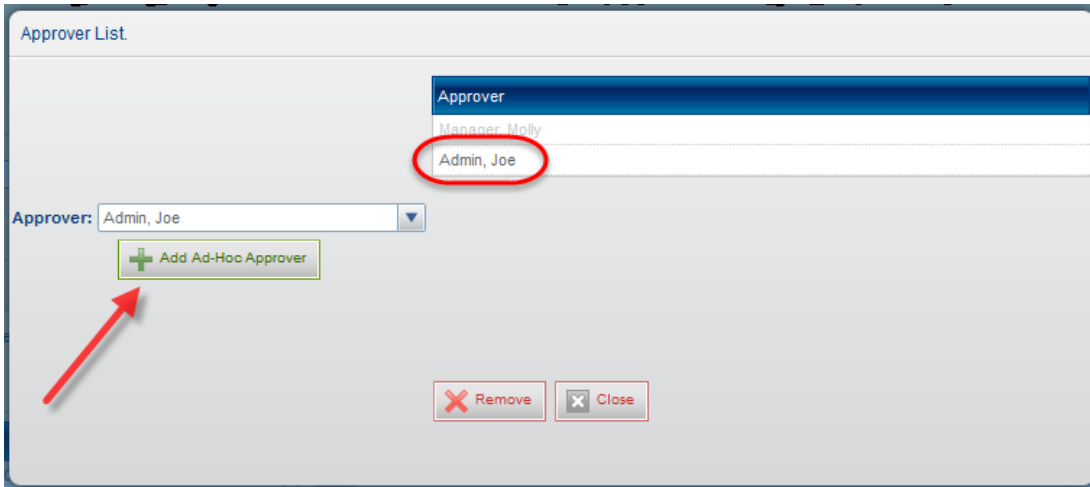
3. To determine the exact amount of per diem prior to travel, review “Adding a Per Diem Expense” in the Post-Trip section of this guide.
 - a. Users may create the actual per diem expense in Apptricity prior to travel (using the function “Add New Unassigned Expense” under My Expense Reports) and assign to the appropriate Expense Report when necessary.

6. Use the **Documents** tab of the **Travel Request Details** pane to attach supporting documentation, such as the conference program or brochure.
 - a. Click the **Documents** tab



- b. Click **Upload a Receipt** to upload the supporting documents. Once uploaded, the documents will appear in the pane under **My Receipts**.
 - c. Drag and drop the document(s) to the **Drop receipt here** area and click **Save**. The document has now been added as an attachment to your Travel Request.
7. At this point, there are three basic options:
 - a. **Save** – If you are finished with the Travel Request, but not ready to submit for approval
 - b. **Submit** – Police users DO NOT use this button when submitting. Instead, click **Add Ad-Hoc Approver** if everything is complete and ready to be reviewed.
 - i. The Police Chief is automatically included in the Approver list.
 - ii. Using the Approver field on the left side, begin typing the name of the Lieutenant or other Manager that should review the Travel Request. The name will appear in a drop-down list. Select the name and click the “Add Ad-Hoc Approver” button below. The name should appear in the Approver list to the right.

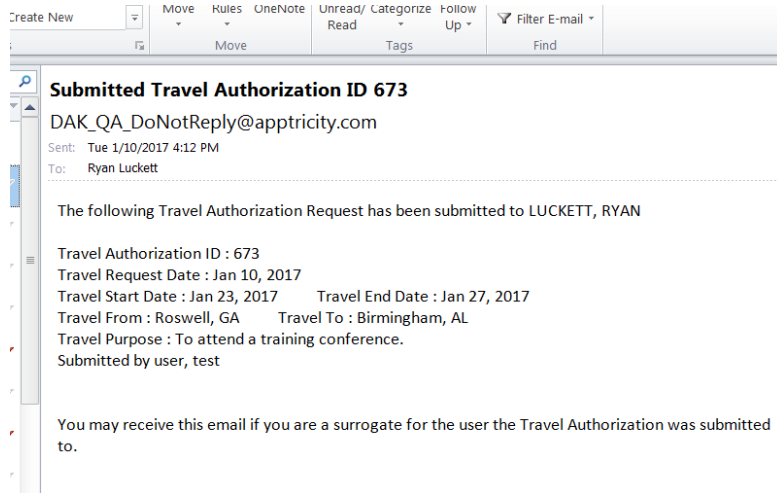
- iii. PD users should also add Venessa Cook to the Approver list by following the same steps listed above.



- iv. Click Close when you are finished selecting multiple approvers. The Add Ad-Hoc Approver button changes to Approver List. You can click the Approver List button to view or modify the approver list.
 - v. An email will be sent to the individuals listed notifying them they have a Travel Request pending their review. Once approved or denied, a notification will be sent in Appticity to the original submitter.
- c. Click **Cancel** if you prefer not to save the Travel Request.
- 8. On the **Travel Requests by Status** pane, the **Submitted Travel Requests** collection is updated and your newly submitted travel request shows up in a line item view.
 - 9. Additional options regarding Travel Requests are listed below. Additional information for these functions may be found in the Appticity Expense User Guide, available by clicking "**? Help**" in the upper left corner of the Appticity site.
 - a. Recalling a submitted Travel Request
 - b. Cloning a Travel Request
 - c. Search existing Travel Requests

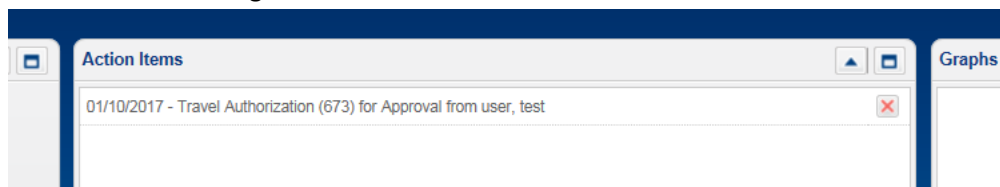
How to Approve a Travel Request – MANAGERS

Managers are responsible for approving both Travel Requests and Expense Reports. When a Travel Request is submitted by an employee, the manager will receive an email notification that a request is pending approval.



To approve a Travel Request in Apptricity, complete the following steps:

1. Log in to Apptricity
2. See the notification showing under **Action Items**



3. Click the notification in the list OR click **My Travel Requests** in the left side menu.
 - a. If going through **My Travel Requests**, click the button called **Pending Approval Travel Requests** and double-click the request needing review.
4. The manager should now be able to review the various details of the requested travel, including purpose, dates, location, estimated expenses, and any documents that have been attached.
5. The manager may then decide to **Approve** or **Deny** the Travel Request by clicking the appropriate button.

Once travel has been authorized, the employee or designee may begin to make the necessary accommodations related to the training, such as registration, lodging, transportation, etc. **City employees are responsible for ensuring such accommodations are in compliance with the City’s Training & Travel Policy.**

Trip Guide

Employees are responsible for obtaining receipts for expenses incurred while attending a training event. If available, employees may use a City P-card to cover allowable expenses while traveling, such as:

- Airline baggage fees
- Ground transportation
- Lodging
- Parking

Examples of prohibited uses of a City P-card while traveling include, but are not limited to, the following:

- Fuel associated with a rental car (must pay out of pocket and seek reimbursement)
- Meals (covered through per diem)
- Entertainment

All receipts must be submitted as part of the Apptricity Expense Report upon the employee's return from training. If a City P-card was used for training/travel expenses, these receipts must also be included as part of the monthly p-card reconciliation process in Munis. **Be sure to retain p-card receipts for BOTH purposes.**

Employees should refer to both the Training & Travel Policy and the P-card Policy to ensure compliance with City policies.

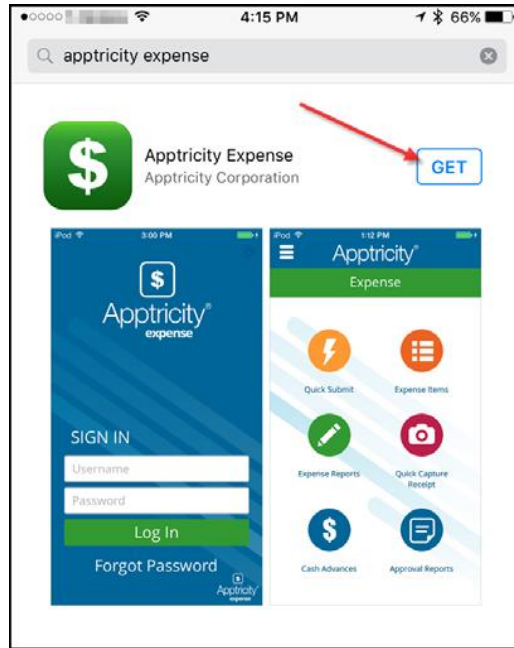
Saving and Submitting Receipts

Apptricity users may upload receipts to Apptricity utilizing several different methods:

- Upload manually (described under How to Enter a Basic Expense Report)
- Upload via Apptricity Mobile App (described below)
- Upload via Email
 - Users **must** submit the receipt using their City email account
 - Users may submit PDF's or images (JPG, PNG)
 - Attach the receipt file(s) to the email and send to the following email address:
 - ROSW_Receipts@corp.apptmail.com
 - Receipt files will appear in the My Receipts pane
 - Users may drag a receipt image to the Attached Receipts pane when completing a Travel Request, Expense Report, or Unassigned Expense item

Mobile App for Smart Phones – Apptricity Expense

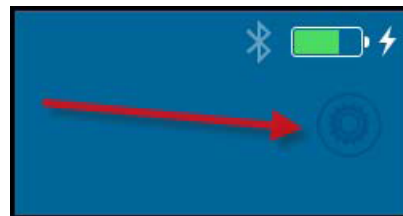
The Apptricity mobile app provides access to expense data and management functions from any location with internet access. You can track expenses from any iOS (version 8.0 and greater) or Android (version 4.0.3 or greater) device. The mobile app provides the ability to perform only the most common tasks in Apptricity. The mobile app is free and can be downloaded from either the Apple App or Google Play store.



Configuring Expense Mobile

Before you can use Expense Mobile the first time, you'll need to configure the web address in order to connect to the proper system.

1. Tap the **Expense** icon on your device's screen to launch the application
2. Tap the **Configuration** button in the upper right corner of the screen to display the web address field.



3. The screen will darken in the background to highlight the field. Type the following web address **exactly** as it appears below and tap **Done** or **Return**.

<https://cityofroswell.apptricityondemand.com/Roswell>

4. The **Sign In** screen will display. Enter your user name and password and tap **Login**.

The app Home Screen provides buttons for the various tasks, including:

- **Expense Items** – View and edit existing unassigned expenses and add new unassigned expense items
- **Expense Reports** – View and edit existing open expense reports, create new reports, and submit expense reports for approval
- **Quick Capture Receipt** – Use your mobile device camera to capture a receipt and upload to Apptricity, where you can view, edit, and add it to expense reports using the Expense web application.
- **Approval Reports** – Approve and deny expense reports (managers only).

For a complete guide on how to use the mobile app to perform the tasks highlighted above, please refer to the Apptricity Expense Mobile User Guide, which is available in the “? Help” menu of the Apptricity web application.

Post-Trip Guide

Following a training event, City employees should submit a Travel and Training Report (Expense Report) in Apptricity within ten (10) working days after their return. The Expense Report will include an itemization of all expenses related to the training event and a reconciliation indicating if any reimbursement is due to the employee or the City. Once the Expense Report is submitted in Apptricity, the report will be reviewed and approved/denied by the Department Head, Budget Division, and Accounts Payable Division. The AP Division will be responsible for issuing reimbursement, when applicable.

Apptricity Expense Reports

Expense Reports are a collection charges, including hotel, airfare, car rental, and other expenses, incurred during a single training event.

Unassigned expenses must be added to an expense report to be submitted. You can also create unassigned items and assign them to expense reports at a later time.

Expense Reports Panel

To view your expense reports and unassigned expense items, click **My Expense Reports** in the left navigation pane. The **Expense Report** panel is displayed. The **Expense Report** panel includes the following areas:

The screenshot displays the Apptricity Expense Reports interface, divided into three main sections:

- Panel A: Unassigned Expense Items**

Date	Amount	Category	Source	Payment Type	Rcpt	Split	Attnd	Notes	Error
02/01/2015	\$161.52			Corporate Card					
10/14/2014	\$525.00	Meals - Group		Out of Pocket					
02/20/2014	\$1,350.00	Per Diem		Out of Pocket					
04/05/2015	\$14.14	Miscellaneous Expense		Out of Pocket					
10/04/2015	\$775.00	Vision Trip Expense		Out of Pocket					
10/06/2015	\$525.00			Out of Pocket					
10/07/2015	\$45.99			Out of Pocket					
- Panel B: Open Expense Reports**

03-14-2015 - 04-24-2015: Total \$205.61

Report Id: 8
 Status: Open
 Items: 4

Corp Card Total: 0
 Employee Total: 205.61
 Non-Reimb Total: 0
 Grand Total: 205.61

Purpose: General office expenses

08-23-2015 - 08-23-2015: Total \$2,023.38

09-26-2015 - 09-29-2015: Total \$600.00

02-20-2014 - 02-25-2014: Total \$129.38

05-22-2014 - 05-22-2014: Total \$45.84
- Panel C: Expense Reports By Status**

Report ID	From	To	Item	Non Reimb	Total
105	10/07/2015	10/07/2015	1	45.99	45.99
92	10/14/2014	11/13/2015	4	0	0.00
91	03/01/2015	03/21/2015	3	0	143.47
90	10/14/2014	10/14/2014	1	0	888.88
87	09/29/2015	09/29/2015	1	0	400.00
85	09/28/2015	10/06/2015	4	65.00	1126.38
84	03/20/2015	04/10/2015	2	0	243.50

A – Unassigned Expense Items – This pane displays any expense items that have not been included in an expense report. Here, you can add a new unassigned expense item or delete expense items you created.

B – Open Expense Reports – This pane displays any expense reports that have not been submitted for approval, reports that are incomplete, or reports that have been submitted but were denied.

C – Expense Reports by Status – This pane displays a list of expense reports by selected status: Submitted, Approved, or Paid.

You can create an expense report on the **My Expense Reports** screen by clicking **Add New Expense Report**, or click **Add New Unassigned Expenses** to add expenses you're not ready to associate with a particular expense report.

Expense Types

Expenses can be created manually or created with the Expense mobile app. Below are the types of expenses that can be created in the City's version of Apptricity.

- General Expenses – Use this category for any expense, other than Mileage and Per Diem
- Mileage Expense – Use this category when requesting reimbursement for mileage driven with a personal vehicle. Per the City's Training and Travel Policy, personal vehicles may only be used when a City vehicle is unavailable and has been approved by the Department Director.
- Per Diem Expense – Use this category for meal expenses associated with non-local travel.

How to Enter a Basic Expense Report

As previously mentioned, an Expense Report including all the various expense items can be created all at once OR the user may create the various expense items separately and later assign them to an Expense Report. **The instructions below provide a guide on how to create a basic Expense Report and add expense items. Refer to the “? Help” menu in the upper left corner of the Apptricity website if you are interested in learning about additional options for entering Expense Reports or items.**

1. Click **My Expense Reports** in the left navigation pane. Click **Add New Report** in the upper right corner.
2. Beginning at the top of the report, enter the basic information concerning the training/travel event, including:
 - a. Date Range of the training/trip
 - b. Purpose

The screenshot shows a portion of the Apptricity web interface. At the top, there is a dark blue header bar. Below it, a white form area contains two date selection fields: "Expense Report From:" followed by a date picker set to "Feb 1, 2017" and "To:" followed by another date picker set to "Feb 1, 2017". Below these fields is a "Purpose:" label followed by a large, empty white text input box with a small downward-pointing arrow icon on the right side.

The **Total** boxes appearing under the **Purpose** section are auto-filled as expenses are entered. Users cannot manually enter amounts into this section.

3. The approved Travel Request that was submitted prior to the training event **MUST** be attached to the Expense Report.
 - a. Click the **Attach TA** button, located under the **Purpose** field.
 - b. Enter the date range of travel and click **Search**.
 - c. Choose the appropriate Travel Request from the list and click **Attach TA**.

4. Begin entering each expense using the form at the bottom of the Expense Report. For each expense, users must determine whether it is a General Expense, Mileage Expense, or Per Diem Expense. See the **Expense Types** section in this guide for more information. General expenses include airfare, parking, hotel, registration fees, ground transportation, rental cars, and anything else that is NOT mileage or per diem.

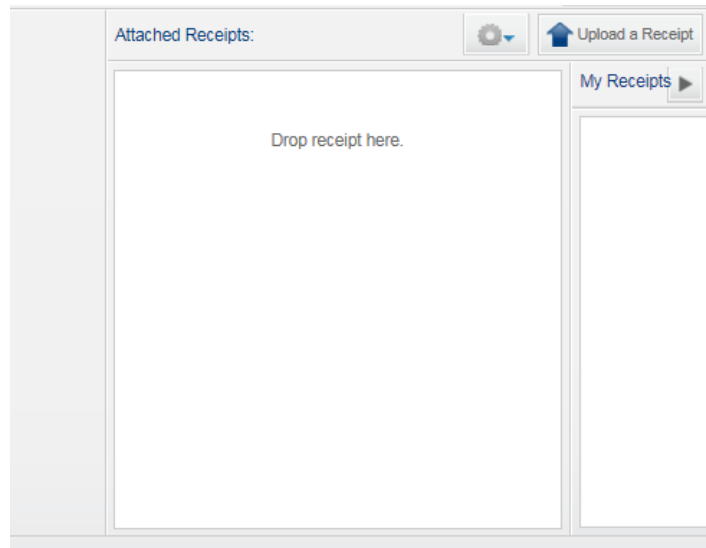
The screenshot shows a web-based form titled "Create a General Expense Item". At the top, there are four tabs: "General Expense" (selected), "Mileage Expense", "Per Diem", and "Import Unassigned Expense(s)". Below the tabs are "Details" and "Notes" icons. The main section is "Enter Expense Details" and contains the following fields:

- Expense Date: Feb 1, 2017
- Expense Total (USD): 0.00
- Payment Type: Employee Out of Pocket
- Department: Finance
- Division: Finance Administration
- Vendor: Please Type
- Location: Please Type
- Category: Please Select
- Description: (empty text area)

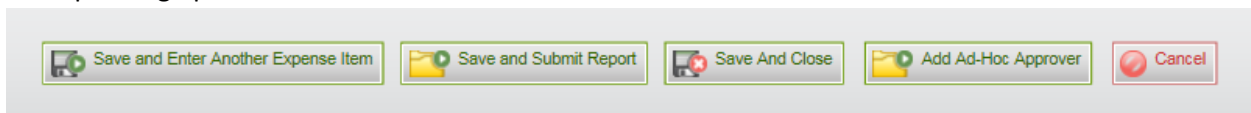
On the right side, there is an "Attached Receipts" section with a "Drop receipt here" prompt and an "Upload a Receipt" button. At the bottom of the form, there are five buttons: "Save and Enter Another Expense Item", "Save and Submit Report", "Save And Close", "Add Ad-Hoc Approver", and "Cancel".

5. For each **General Expense** entered, fill in the following required information:
 - a. Expense Date – if one expense includes multiple dates (such as hotel or airfare), enter the first day the expense occurred.
 - b. Expense Total
 - c. Payment Type – indicate whether the expense was paid by a City check, City p-card, or was paid out-of-pocket by the employee.
 - d. Department and Division should be prefilled for the user. If not, choose the applicable department and division.
 - e. Vendor – Type the name of the vendor associated with the expense (ex. Hampton Inn). The vendor name may already exist, if so, choose from the drop-down box that appears **once you begin typing**.
 - f. Location – Enter the location where the expense occurred (ex. Atlanta, GA). Most locations already exist in the system. If so, choose from the drop-down box that appears **once you begin typing**.

- g. Category – choose the category that best describes the expense
 - h. Description – provide any other information that needs to be noted for the expense. If no additional information is necessary, type “N/A”.
6. Once all information for the expense has been entered, attach a receipt by completing the following steps:
- a. Click **Upload Receipt**, located in the upper right corner of the receipt section



- b. Browse to find the file that contains the receipt image. The selected receipt should then appear in the **My Receipts** pane.
 - c. Drag the image to the **Attached Receipts** pane.
7. Once these steps are completed, users may click one of the buttons at the bottom of the Expense Report, depending upon what the next action should be.



- a. Save and Enter Another Expense Item – saves the current expense and report and opens a new expense item to enter
- b. Save and Submit Report – saves the expense item and report and submits to Department Head for review
- c. Save and Close – saves the expense item and report and closes
- d. Add Ad-Hoc Approver – the feature may be used if another manager needs to be added to the approval workflow, such as an immediate supervisor. Only users designated with the manager role will appear in the list.
- e. Cancel – closes the expense item and report without saving changes

Adding a Mileage Expense

1. With the applicable Expense Report open, click the **Mileage Expense** tab and enter the following information:
 - a. Expense Date - if expense includes multiple dates, enter the first day the expense occurred.
 - b. Starting Location – Per City policy, will be City Hall or home of employee, whichever is nearer the destination (enter full address or name of location)
 - c. Ending Location – destination of training event (enter address or name of location)
 - d. Distance Miles – enter the total roundtrip mileage (round up to the nearest whole mile; decimals cannot be entered)
 - i. If needed, click the **Show Map** button above to determine the total mileage
 - ii. Mileage entered must correspond to the map that will be attached as a receipt
 - e. Total Miles – auto-filled
 - f. Mileage Code – auto-filled
 - g. Department and Division should be prefilled for the user. If not, choose the applicable department and division.
 - h. Rate – auto-filled
 - i. Expense Total – auto-filled
 - j. Description – provide any other information that needs to be noted for the expense. If no additional information is necessary, type “N/A”.
2. Attach a map showing the distance in miles as a receipt following the steps outlined in the previous section. Users may use the map generated from the **Show Map** button in Apptricity or may use other methods, such as Google Maps.
3. Once the receipt is attached, click one of the buttons at the bottom depending upon the next desired action.

Adding a Per Diem Expense

Employees will enter a separate per diem expense for each day of travel. For example, an employee departs on March 1 and returns on March 4. The employee will enter four separate per diem expenses on their Expense Report in Apptricity. **Per City Policy, per diem expense is paid AFTER the employee returns from a training event. Any exceptions to this policy must be approved by the City Administrator or his/her designee.**

1. With the applicable Expense Report open (or as an Unassigned Expense item), click the **Per Diem Expense** tab and enter the following information for each day of travel:
 - a. Arrival & Departure Date – will be the same date for both fields
 - b. % of Day – this field is used to determine the amount of per diem an employee is entitled to for the specified date. Enter the same percentage in both fields for the specified date.
 - i. See Table 1 and 2 below for assistance. Table 1 provides information on determining the partial per diem amount on departure and return days. Table 2 provides information on

determining the partial per diem amount when meals are provided by a hotel and/or training event.

ii. Examples

1. Scenario 1 – Employee leaves for conference at 9:30 AM on February 1 and no meals are provided that day. Therefore, according to Table 1, the employee is entitled to 75% of the per diem amount for that day.
2. Scenario 2 – On day one of the conference, breakfast and lunch are included in the cost of registration. Therefore, according to Table 2, the employee is entitled to 50% of the per diem amount for that day.
3. Scenario 3 – On the last day of the conference, breakfast and lunch are included in the cost of registration. Additionally, the employee will return home the same day by 5 PM. Therefore, according to Table 1 & 2, the employee is entitled to 0% of the per diem amount for that day.

iii. ***Per City Policy, if a meal is provided as part of the training registration fee or a hot breakfast is included in the hotel rate, the employee does not qualify for per diem for that particular meal (see Table 2).***

Table 1. Determining Per Diem on Arrival/Departure Days

Time of Departure	Meals Covered	% to Enter in Apptricity
Before 6:30 AM	Breakfast, Lunch, Dinner	100%
Between 6:30 AM – 1:30 PM	Lunch, Dinner	75%
Between 1:30 PM – 7:00 PM	Dinner	50%
After 7:00 PM	None	0%
Time of Return	Meals Covered	% to Enter in Apptricity
Before 11:00 AM	Breakfast	25%
Between 11:00 AM – 7:00 PM	Breakfast, Lunch	50%
After 7:00 PM	Breakfast, Lunch, Dinner	100%

Table 2. Determining Per Diem When Other Meals are Provided

Meal	Equivalent % in Apptricity
Breakfast	25%
Lunch	25%
Dinner	50%

- c. Type – auto-filled
- d. Category – auto-filled
- e. Location – begin entering destination location, city and state, and select from the drop-down box. If the destination city and state do not appear, enter the zip code of the destination location. Per City Policy, if a location is not specified by the GSA, the standard continental U.S. per diem rate applies.

- f. Department and Division should be prefilled for the user. If not, choose the applicable department and division.
 - g. Description – use this field to note departure/return time; also note any meals that are provided by the training event or hotel.
 - i. Example (each example below would appear on a separate per diem expense, not on one)
 - 1. Day 1 – Departed at 9:30am, no meals provided
 - 2. Day 2 – Breakfast provided by hotel
 - 3. Day 3 – Breakfast provided by hotel; Lunch provided by conference
 - 4. Day 4 – Breakfast provided by hotel; Returned home at 5:00pm
 - h. Amount – auto-filled
 - i. Payment Type – auto-filled
2. Once all information has been entered, click one of the buttons at the bottom depending upon the next desired action.

Viewing the Status of a Submitted Expense Report

Users may utilize Appticity to check the status of a submitted Expense Report. To view the status, return to **My Expense Reports**, click **Submitted Reports** and double-click the applicable report, click the **Approval Workflow** tab to view the status of the Expense Report.

Mobile Application

Any Expense Reports or Unassigned Expenses created utilizing the Appticity mobile application will also appear in the **My Expense Reports** section of the Appticity online version. Expenses or Reports can be created or modified using either environment.

Employee Payments

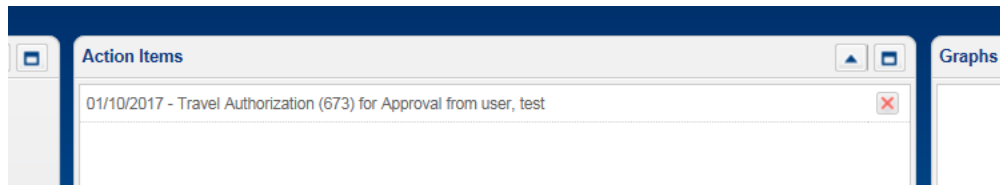
Once an Expense Report has been approved by the Department Head, Budget Division, and Accounts Payable, payment will be issued in the following check run. Accounts Payable is responsible issuing payment and will notify the employee or Department Liaison when the check is available for pickup.

How to Approve an Expense Report – DEPARTMENT HEAD/MANAGER

Department Heads are responsible for approving both Travel Requests and Expense Reports. When an Expense Report is submitted by an employee, the Department Head will receive an email notification that a report is pending approval.

To approve an Expense Report in Apptricity, complete the following steps:

1. Log in to Apptricity
2. See the notification showing under **Action Items**



3. Click the notification in the list OR click **My Expense Reports** in the left side menu.
 - a. If going through **My Expense Reports**, click the button called **Pending Approvals** and double-click the request needing review.
4. The Department Head should now be able to review the various details of the report, receipts, overall cost, and amount to be reimbursed to employee, if any.
5. The manager may then decide to **Approve** or **Deny** the Expense Report by clicking the appropriate button.

Managers may also approve/deny submitted Expense Reports through the Apptricity mobile app.

Apptricity offers other features and methods relating to Expense Reports. A complete guide is available in the “? Help” menu, located in the upper left corner of the site.