

# Travel – Approving a Travel Expense Report

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Purpose:

How to Access: 2

Helpful Hints: !  
• 2

Procedure: "

NOTE:

"Access this task in th



Action Required: Expense Report Approval EXP000009085164 for William Joyner (880.00 USD)

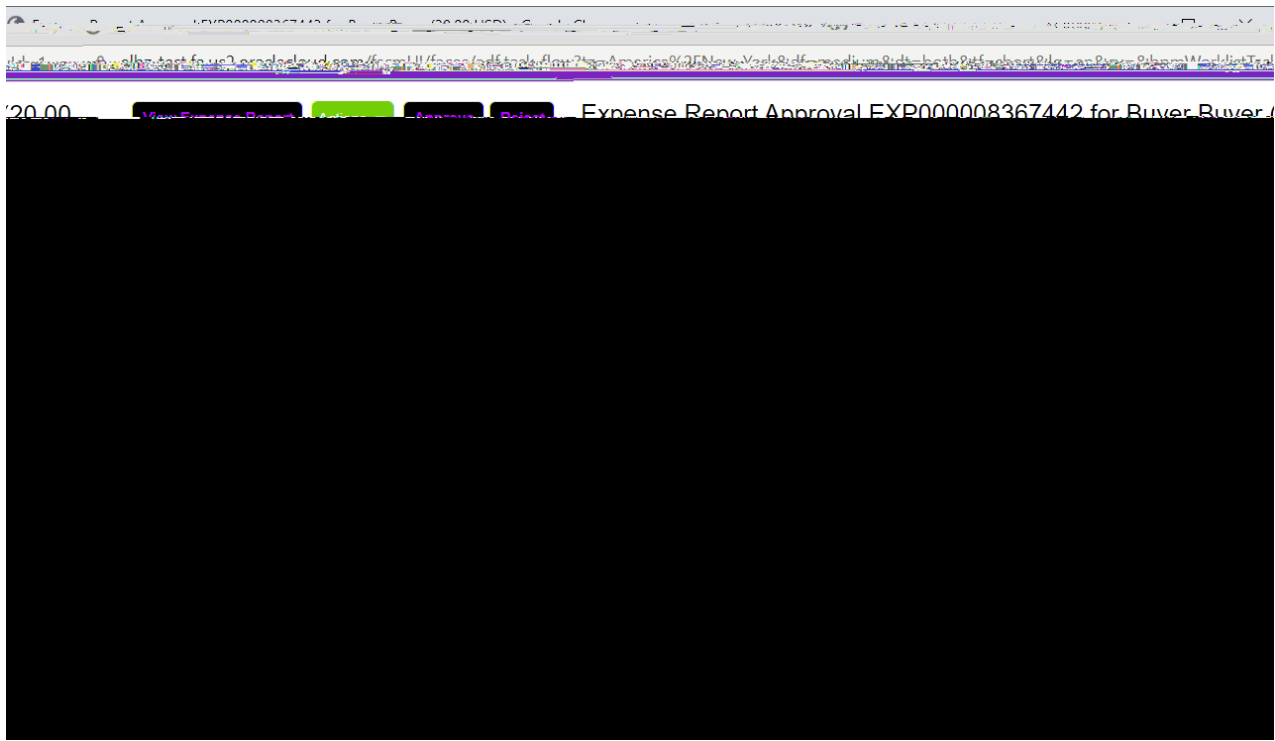
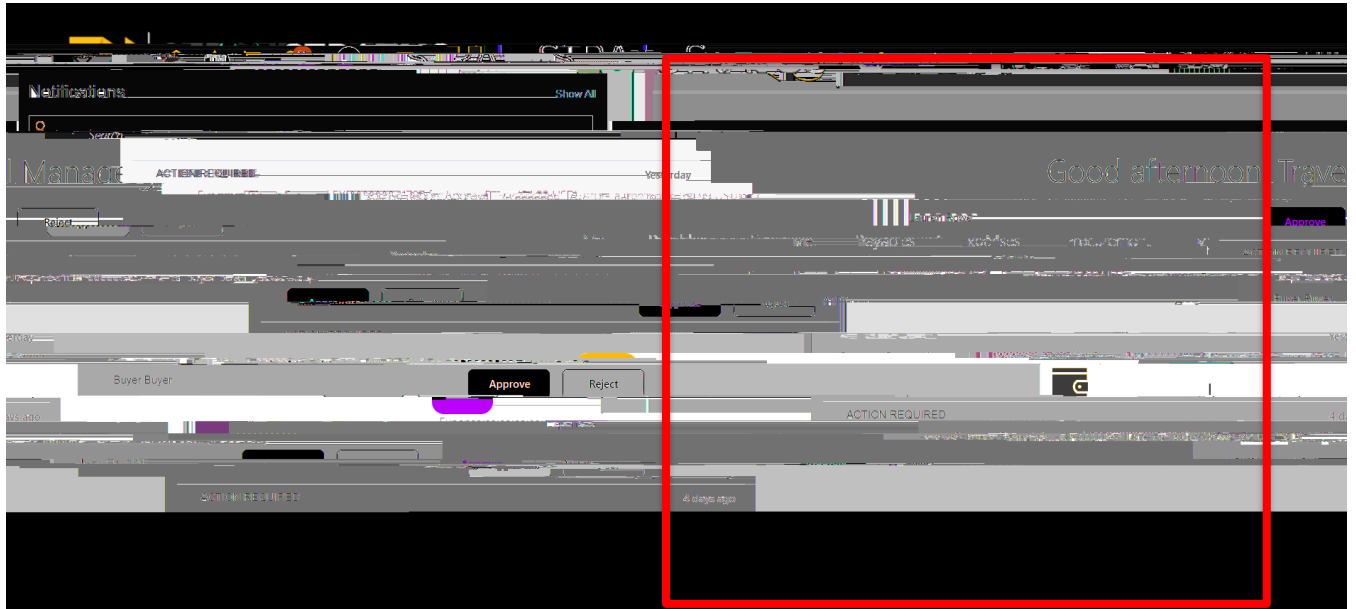
William Joyner (wjoyner@msn.com) has submitted an expense report for approval. The report is for the period of 4/1/22 to 4/1/22. The total amount is 880.00 USD. The report is currently in the 'Submitted' status.

If there are problems with how this message is displayed, click here to view it in a web browser.

- FULL TEST\_3.docx 12 KB
- FULL TEST\_2.docx 12 KB
- FULL TEST.docx 12 KB



Expense Items	
480.19 USD	4/2/22 Library Books New AMAZON.COM*1622K8BH2 - test
180.19 USD	4/2/22 Library Books New - Split test
100.00 USD	4/2/22 Library Books New - Split test
100.00 USD	4/2/22 Library Books New - Split test



NOTE .

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