

DESIGNATE DEPARTMENT HEAD AS APPROVER

All ERS reimbursements that have a conference travel award associated with it must be indicate the Department Head as the approver.

To designate the Department Head as the approver, click on the down arrow beside the "Details" tab and select "Approval Flow".

The screenshot displays the 'Details' dropdown menu for an expense entry. The menu options are: Report, Report Header, Totals, Audit Trail, Approval Flow (circled in red), and Comments. Below the menu, the 'Expenses' table is visible, showing a list of expenses with columns for Date, Expense Type, Amount, and Requested. The 'Adding New Itemization' section is also visible, showing a table with columns for Date, Expense Type, Amount, and Requested.

Expense Type	Date	Amount	Requested
Dinner	19/10/2017	CAD 9.00	
Dinner	19/10/2017	CAD 18.60	

Date	Expense Type	Amount	Requested
19/10/2017	Registration/Seminar CSC, Toronto, Ontario	29.00	CAD 0.00
19/10/2017	Bus Via Rail, Kingston, Ontario	49.95	CAD 0.00
19/10/2017	Taxi Amey's Taxi, Kingston, Ontario	12.00	CAD 0.00
19/10/2017	Dinner Curry Original, Toronto, Ontario	CAD 18.64	CAD 9.59

Date	Expense Type	Amount	Requested
19/10/2017	Dinner	CAD 9.05	CAD 0.00
19/10/2017	Dinner	CAD 9.59	CAD 9.59

In the Approval Flow dialog box, enter "Loock" under the "Manager Approval" and select "Free, Dawn" (freed@queensu.ca), then click "Save Workflow".

Approval Flow for Report: Test ×

Manager Approval:

+ ×

Free, Dawn (freed@queensu.ca)

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2nd Processor :

+ + ×

Submit Report Save Workflow Cancel