## 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.