Expenses – View a Rejected Expense Report
For employees who submitted an expense report that was rejected.

**Purpose:** View a rejected expense report in Stratus.

**How to Access:** Log into the Stratus application.

**Helpful Hints:** Be sure to keep in mind that...
- Comments can only be viewed through notifications, not on the expense report directly.
- This process applies to Employee Reimbursement, Travel, and ProCard expense reports in Stratus.

**Procedure:** Complete the following steps to view a rejected expense report:

1. If you submitted an expense report that was rejected by your **Supervisor/Cost Center Manager/Financial Steward**, you will receive a bell notification.

2. Within the Bell notification in Stratus, click on the link for the expense report you wish to view.

   ![Stratus Bell Notification](image)

   **Expense Report Approval EXP000044404798 for Travel Manager (550.00 USD)**

   ![Stratus Expense Report](image)

   **Good afternoon, Expense Auditor!**

   **Things to Finish**

   * Yesterday, X | Yesterday, X | 4 days ago, X

   ![Stratus Expense Report](image)

   **Travel Manager**

   ![Stratus Expense Report](image)

   **Expense Report Approval EXP000044404798 for Travel Manager (550.00 USD)**

   ![Stratus Expense Report](image)

   **Dismiss**

   ![Stratus Expense Report](image)

   **Last Revised on 6/16/22**
3. From the popup window, click View Approvals to view comments and see why the expense report was rejected.

4. If your expense report was rejected by an auditor, you will receive a bell notification.
5. A new popup window will display the expense report details and will show in two places why it was rejected: at the top next to the yellow triangle and at the bottom under “report history”.

6. If your expense report was rejected, you will also receive an email notification and can view the comments and reason why it was rejected directly in the email.
Expenses – View a Rejected Expense Report

Expenses

30.00 USD
Jamie Gillispie
EXP000044300179 submitted on 6/7/22
TESTING WITHDRAW

Expense Items

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/30/22</td>
<td>Parking</td>
<td>30.00</td>
</tr>
<tr>
<td>5/30/22</td>
<td>Parking - Split</td>
<td>30.00</td>
</tr>
</tbody>
</table>

Approvers

Rejected by Dawn Kuessner
Rejecting form because the dollar amounts don’t match receipt!

Submitted by Jamie Gillispie

Transaction details

NOTE: Comments can only be viewed from email or bell notifications, they will not appear on the expense report in the Expense module.