### ProCard – Approving an Expense Report
For employees approving an expense report for ProCard transactions.

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>Approve an expense report.</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Access:</td>
<td>Log into the Stratus application.</td>
</tr>
<tr>
<td>Helpful Hints:</td>
<td>Be sure to keep in mind that...</td>
</tr>
<tr>
<td></td>
<td>• All fields marked with an asterisk, *, are required to be filled.</td>
</tr>
<tr>
<td></td>
<td>• Quotes and other necessary information can be attached.</td>
</tr>
<tr>
<td>Procedure:</td>
<td>Complete the following steps to approve an expense report:</td>
</tr>
</tbody>
</table>

1. If you have an expense report to approve, you will receive a bell notification and email.

![Stratus Screenshot](image)

**Good evening, Cardholder Manager!**

![Stratus Expense Screen](image)

**Things to Finish**

- [ ] 7 hours ago
- [x] Yesterday
- [x] 2 days ago

2. Within the Bell notification in Stratus, click on the link for the appropriate approval action.
3. This will bring up the expense report details. From here, you can view the expense report image, approve, reject, or click on actions in the top right corner.

**NOTE:** Options from the Actions drop down:

Request Information – will send a note to the traveler for additional information.
Delegate – delegate approval to someone else to approve the expense report on your behalf.

Reassign – reassign approval to someone else to approve the expense report on your behalf.

Route Task – will require you to approve the expense report, then can be routed to an additional person to review/approve.

Add Comments – adds comments to the expense report.

Add Attachments – adds attachments to the expense report.

View Approvals – see who approved before you/who it will go to after you.

When you have reviewed the expense report and are ready to approve, click Approve.

4. A new popup window will appear in which you can add any additional comments and/or attachments. When you are finished adding comments/attachments, click Submit. **NOTE**: This will look the same if you Reject the invoice instead of approving.