AFSC Expense Report Supervisor Training
Click Time & Expense > Expense Reports > Manage/Approve Expense Reports

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Time</th>
<th>Expense Authorizations</th>
<th>Manage Expense Report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Expense</td>
<td>Expense Reports</td>
<td>Manage/Approve Expense Reports</td>
</tr>
<tr>
<td></td>
<td>Configuration</td>
<td>Batch Expenses</td>
<td>Print Expense Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expense Interfaces</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expense Controls</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expense Utilities</td>
<td></td>
</tr>
</tbody>
</table>

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Filter By:

“Outstanding Tasks” – to view those expense reports that are ready for approval

“Status” – to view all expense reports, regardless of their status
Reviewing Expense Reports
Select the Expense Report > Click on the Workflow Link
Finding the workflow

In table and form view, workflow can be opened using the hyperlink.
Click on Attachment Line > View

- Ensure all required forms/attachments are included for all expenses that require receipts.
- If the employee does not have receipts for all expenses, the system may not allow you to approve the expense report. Each Attachment line should be in “Completed” Status.
- Please ensure that employees’ receipts match the claimed amounts on their expense reports.
- Employees should include any contract specific requirements, such as fully-executed pre-and-post travel forms, with these attachments.
Additional ER Details to Review > Default Charges

Verify correct Charge Code is being utilized, paying close attention to periods of performance.
Additional ER Details to Review > Claimed Expenses

Claimed Expenses

- Please ensure that the amount claimed for each expense matches the amount on the receipts attached to the expense report.

- Ensure any company paid expenses are recorded properly. The payment method should be Company Paid when the BTA was used as payment through ADTRAV.

- Check that the appropriate charge code and charge types (billable/nonbillable) are being used for the type of expense report and expenses the employee is claiming.

- For lodging, ensure that “Charge Allocations Over Ceiling” has an amount of $0. If not, there is an overage of the per diem maximum for lodging. The process for addressing this varies by contract.
Approving Expense Reports
Finding the workflow

In table and form view, workflow can be opened using the hyperlink.
In the workflow section, select the “Primary Supervisor” line

- To approve an expense report click “Perform Selected Task”
- To reject an expense report click “Reject Selected Task”
  - If you are rejecting an expense report, you will be prompted to provide a thorough reason for rejection.