How to Approve Claims or Send Back for Revision in PeopleSoft

Sign in to PeopleSoft from our EAS Home Page

Select the Travel and Expense Center to navigate to this console

Click the Approve T&E Transactions link

To select a report, click on the link showing in either of the following columns: Description or Transaction ID

This will open the report for you to review. At the bottom of the page you will see the following action buttons

Please don’t ever Deny

Click to Approve
You will always need to hit OK to confirm

Requesting a Revision from the Claimant

(speed code, details, amounts, etc.)

Click **Send Back** if you want any changes to be made to the claim before it’s approved.

- **Note:** A message will pop up requiring you to enter a comment and will automatically send an email to claimant
- The claim will then be available for the claimant to revise and re-submit.

You will always need to hit OK to confirm Approving or Sending Back a claim.