**EX.05 – Manage Expense Report Approvals**

**Employee**
- Receive notification report has been rejected
- Resubmit?
  - Yes: Edit and resubmit
  - No: End

**Financial Unit Manager**
- Expense report enters workflow
- Approve?
  - Yes: Approve expense report
  - No: Request more information
- Reject?
  - Yes: Reject expense report
  - No: End

**BU/Entity Approval Group**
- Request Information (WF.02)
  - Claim and request more information
- Reject?
  - Yes: Reject expense report
  - No: Approve?
    - Yes: Approve expense report
    - No: End

**Vice Chancellor**
- Request Information (WF.02)
  - Claim and reject expense report
- Approve?
  - Yes: Approve expense report
  - No: End

**Expense Report Auditor**
- Reject?
  - Yes: Reject expense report
  - No: End

**End**