How To Reassign Expense Reports

This job aid is designed to help you first level approvers reassign expense reports to the second level approver, if the second level approver is the traveler.

1. Log into PeopleSoft Financials.
2. Select Travel and Expenses in the menu.
4. Enter your user ID.
5. Identify the expense report that needs to be reassigned and check mark it on the left and put in the user id for the person who needs to review/approve the expense report. You can utilize the search function (magnifying glass) if you do not know the user id of the person you are reassigning the expense report to.
6. Then click Reassign.

The content of this handout was the most up-to-date information available at the time of printing. However, policies, procedures, and guidelines may be updated during an academic year. Please refer to the University Policy website for the most current version of these policies, procedures, and guidelines.