How To Reassign Expense Reports (Fluid PeopleSoft)

This job aid is designed to help 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. Click the Compass, select Navigator and 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.