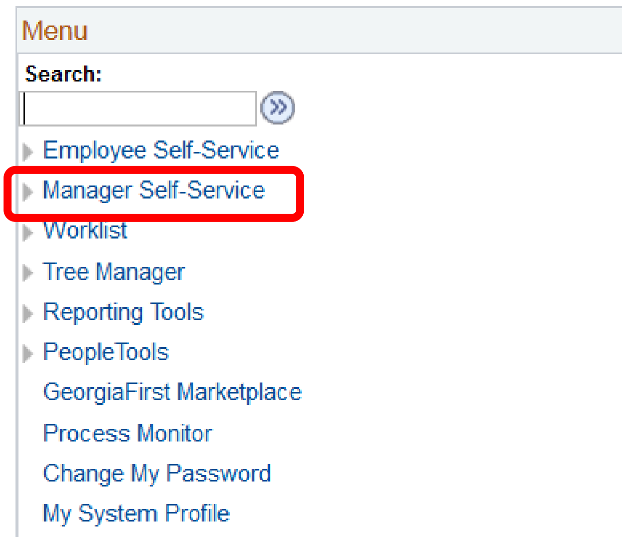
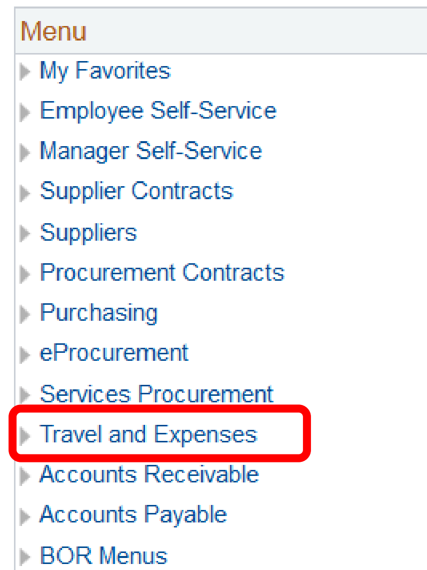
You can access the **Approve Transactions** workaround through PeopleSoft Self Service or core PeopleSoft. The screenshots below reflect the home pages for each of these URL's.

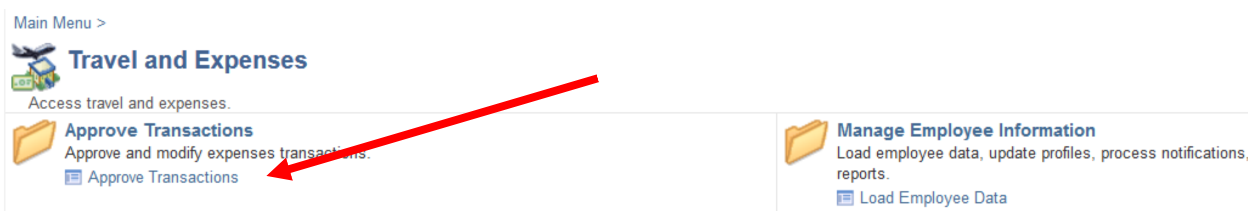
1. If using PeopleSoft Self Service, click on **Manager Self Service**



If using core PeopleSoft, click on **Travel and Expenses**



2. Click on **Approve Transactions** > **Approve Transactions**.



3. Your worklist will be displayed. Click on the appropriate tab for expense reports. Click the Select checkbox next to the appropriate transaction. Click the Action button to indicate what action you would like to take on the selected transaction (i.e. Approve, Send Back, Hold, etc).