

Reassigning Expense Report Approvals

When Reassigning an Expense Report to another user for their approval, please make sure the 'Transfer notification ownership' option is selected at the time of submission. Transferring ownership updates the workflow history to show that a new user is responsible for taking action on that item.


The delegate option should be used only when another user is approving an item on the original approver's behalf. Thus the history will still reflect the original approver. Typically the Delegate option is used when an approver will be out of the office and is not able to approve the expenses in a timely manner.

1. To Reassign an expense report, click the Reassign button in the notification.
2. Select the *Employee* who will now be responsible for approval.
3. Select the *Transfer notification ownership* option.
4. Optionally enter *Comments*.

Reassign Notification: Expense TR1833809 for Lego, Heather (25.00 USD)

Use 'Transfer' to give another user responsibility for the notification. For example, if the new approver is approving has a higher signature, the authority must be transferred to the user. Use 'Delegate' to give another user authority to respond to a notification on your behalf.

* Indicates required field

* Assignee Employee 

Delegate your response

Transfer notification ownership

Comments

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5. Click the Submit button.