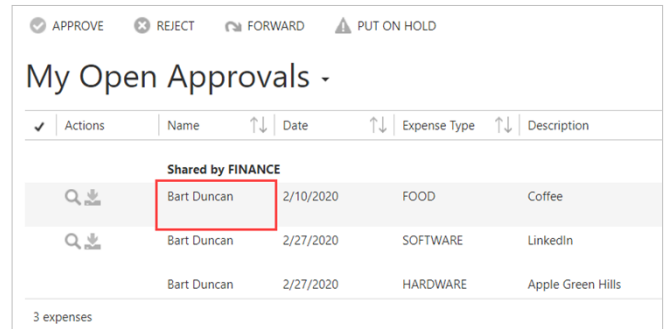
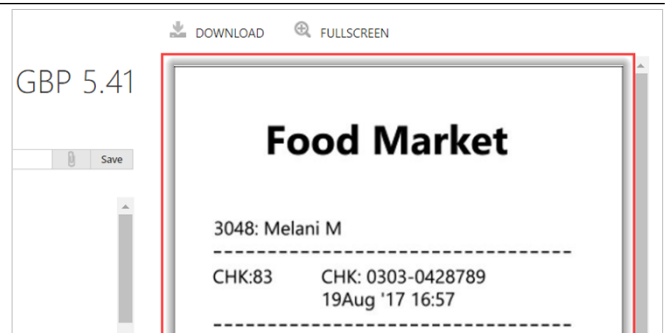


When documents have been submitted from the Expense App, they are sent in flow for approval.

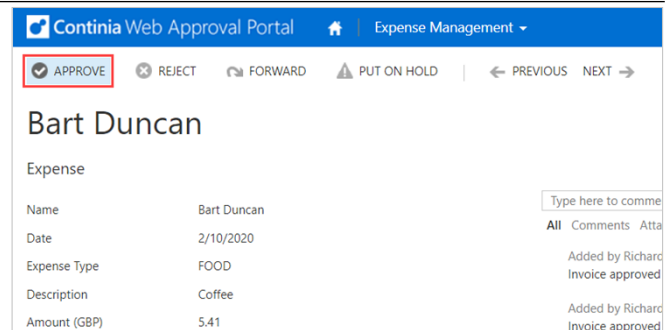
On the Approval Portal, the approver will see a list of documents waiting for approval.



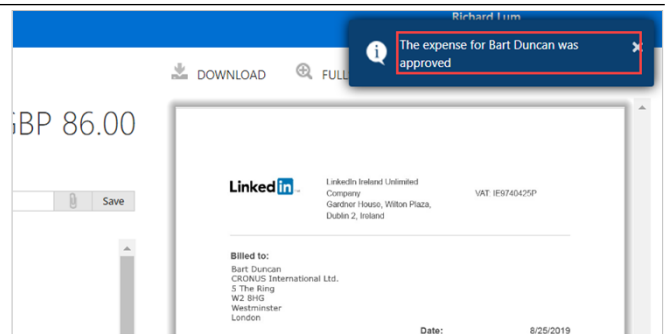
When opening a document, all relevant information will be visible for the approver. The receipt attached is visible for the approver to check the amount and expense type.



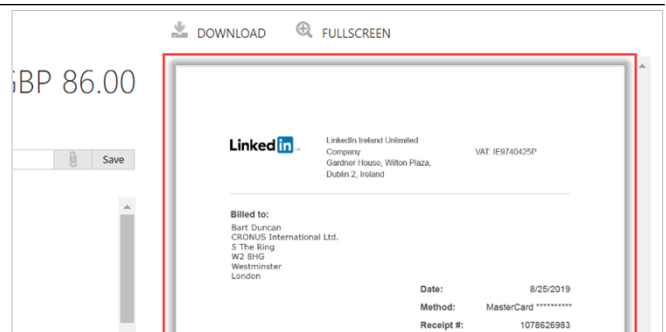
If everything looks fine, the approver will choose "APPROVE".



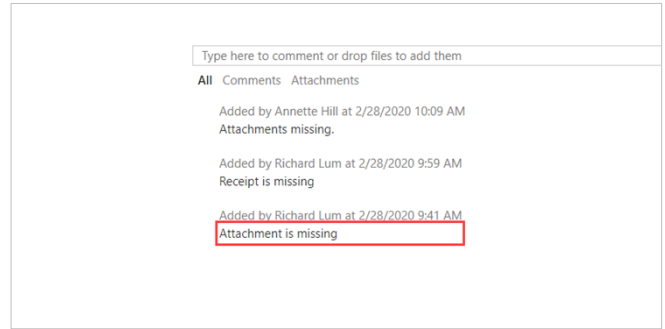
A message will show that the expense was approved.



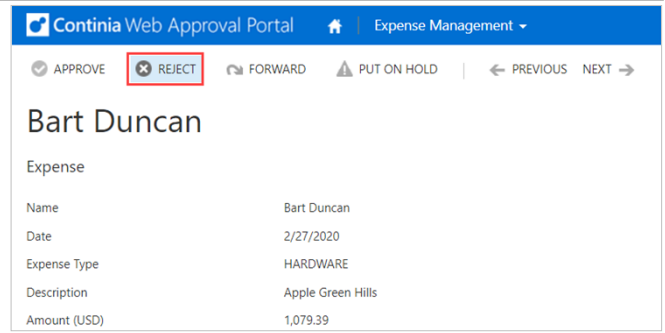
Once the first document has been approved, the following document will automatically show, easy for the approver to check and approve.



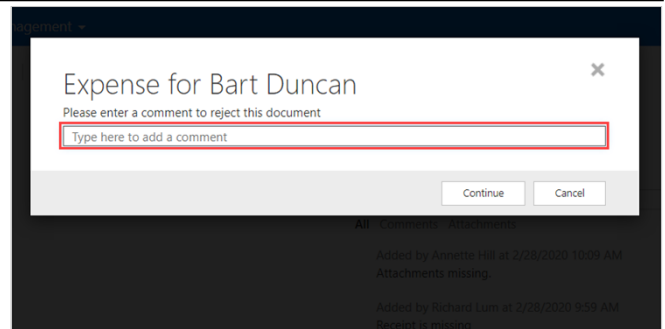
In the next document, everything looks great, except that the receipt is missing.



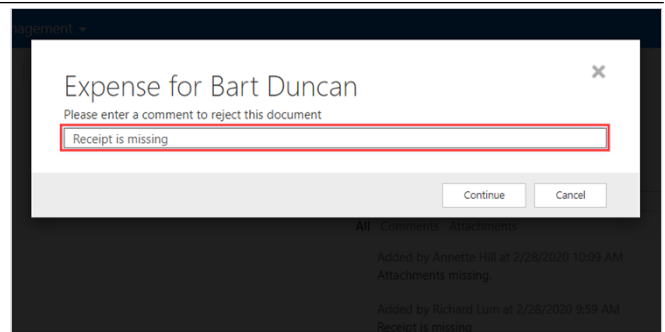
The approver will then choose "REJECT".



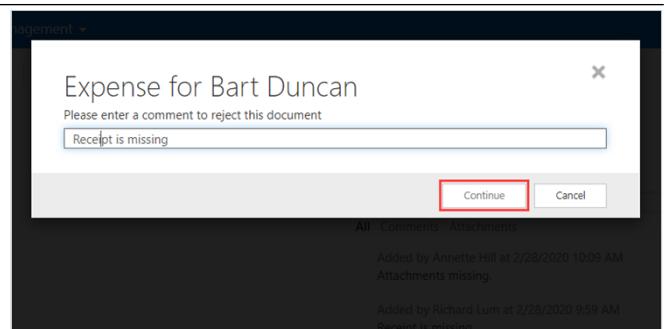
When "Reject" is chosen, the approver is asked to give a comment. The comment will be visible when the document is returned to the user.



The approver must then add a comment for rejecting.



Choose continue, and the document will be returned to the expense user with the comment.



A message will show that the expense was rejected. The rejected expense with comment will show for the expense user in the App under "Open".

