

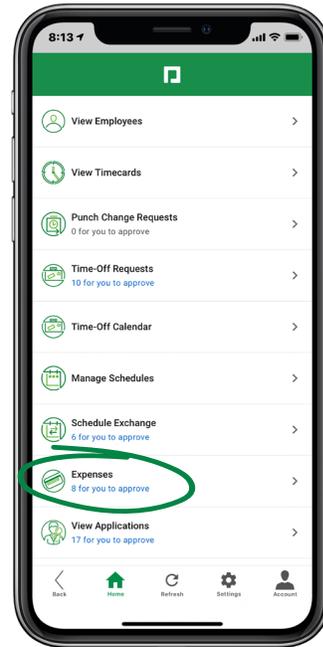
SHOW ME HOW

to Approve or Deny Expenses
Expense Management



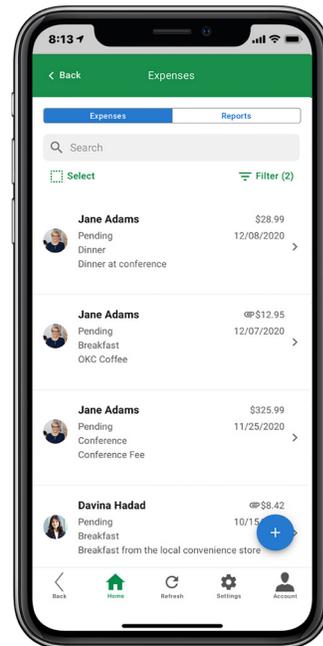
STEP 1

From the Manager on-the-Go™ app, tap "Expenses."



STEP 2

Next, tap the expense you need to approve or deny.



MANAGERS

Visit the Help Menu for the most up-to-date version of this guide.



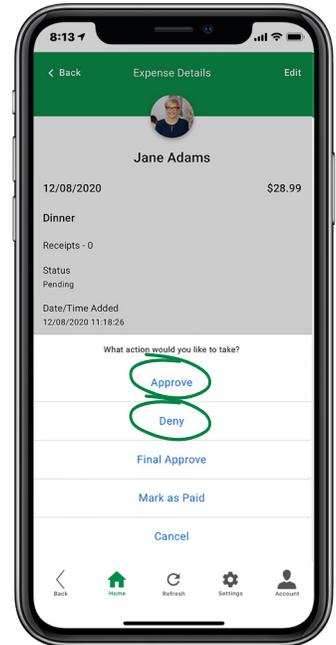
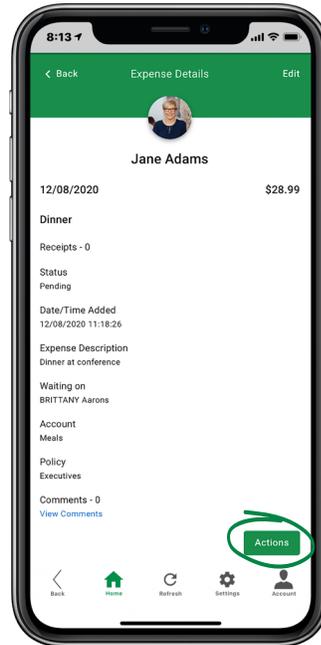
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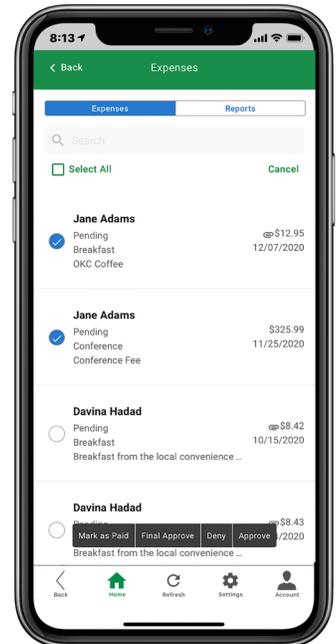
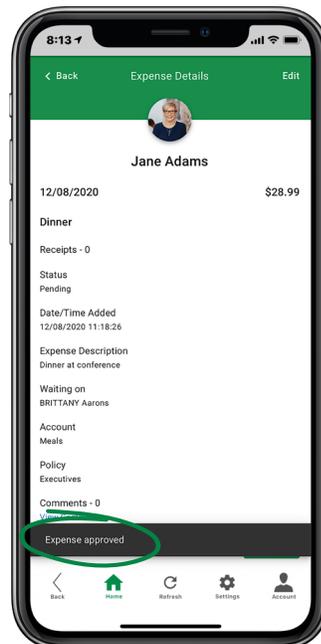
STEP 3

Then, tap "Actions" and approve or deny the expense.



STEP 4

A confirmation message appears. To approve or deny multiple expenses, select each expense and tap "Approve" or "Deny."



MANAGERS

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