If it is necessary for multiple Financial Unit Approvers to review an Expense Request, you can do so by clicking the first workflow approval level after a document is submitted. One Financial Unit Approver will receive an email notification when the request is received, and the document will need to be reviewed by the primary Approver indicated in the Report Header. The document will need to be submitted to the first workflow level.

Best practice when creating a Travel Expense Report is to start from the PO Invoice and Requisition Approval Guides. If you have WalkMe installed, a popup will now appear when you open the bell icon popup. These include: