Approving Expense Reports in Certify

- Log into Certify using your full Bowdoin College email address and your password. If you have forgotten your password click on the “Lost Password Wizard” from the Certify Login page.

- You will see My Approval Requests in the center of the page (see section hi-lighted in yellow below).

- Click on the items displayed.

- Then click the icon listed under view to open the report.
• When the report opens, click on detailed view so that you can see the details of the expenses.

![Approving Expense Report](image)

- **When the report opens, click on detailed view so that you can see the details of the expenses.**

  ![Expense Report Details](image)

  - **Approve Expense Report**
    - Status: Pending Approval
    - Current Approver
    - Department: BUSINESS INTELLIGENCE & DATA WAREHOUSING (240338)
    - Summary: Data modeling training 9/20/2013 - 10/9/2013
    - Actions: Submit for Reimbursement, Disapprove Expense Report, Print
    - Approval History: 10/9/2013 Submitted Pending
      - Send Email to All
      - Full Approval History

  ![Expense Details](image)

  - **Expenses**
    - Date: 8/23/2013
    - Category: Travel-Airfare (Professional Day) 1-6011
    - Details:
      - From Portland, ME to Chicago, IL
      - Time: 4101
      - Billable: No
      - Reim. Amount: 0.00
      - Amount Reim.: $46.70
      - Receipt Image: [Image]
    - Date: 8/23/2013
    - Category: Travel-Airfare (Professional Day) 1-6011
    - Details:
      - From Portland, ME to Chicago, IL
      - Time: 4101
      - Billable: No
      - Reim. Amount: 0.00
      - Amount Reim.: $46.70
      - Receipt Image: [Image]
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- Things to look for during your review are:
  - That there is a category code and department code selected
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- That credit card charges are listed as Reimburse “no” and out of pocket expenses are listed as “yes”.

<table>
<thead>
<tr>
<th>Status</th>
<th>Approval</th>
<th>Date</th>
<th>Category</th>
<th>Details</th>
<th>Amount</th>
<th>Reim.</th>
<th>Reim. Amount</th>
<th>Billable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve all</td>
<td></td>
<td>8/23/2013</td>
<td>Travel-Airfare (Professional Dev.) (1-6011)</td>
<td>Visa XXXX-XXXX-XXXX-4011 From Portland, ME to Chicago, IL Carrier: USAIRWAYS Dept Not Listed: Categ. Not Listed: Visa XXXX-XXXX-XXXX-4011</td>
<td>546.70</td>
<td>No</td>
<td>0.00</td>
<td>No</td>
</tr>
</tbody>
</table>

- That there is a receipt for any expense of $50 or greater. Click on the sheet of paper icon to view the receipt.

- That there is a reason noted for each expense item.
Approving Expense Reports in Certify

There are two steps for approving the report.

Select Approve all and then Submit for Reimbursement.