

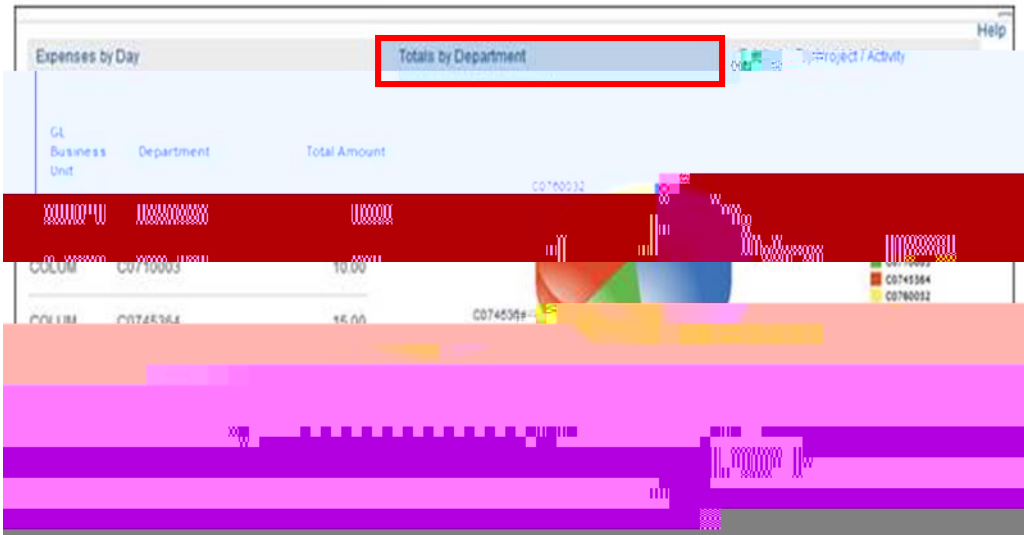
Viewing Analytics for an Expense Report as an Approver

Navigation: **Main Menu – Travel and Expenses – Approve Transactions**

Or via email notification hyperlink

Select ER that you are approving and you will be defaulted to the Expense Summary Page

Use the **View**



By Clicking on **Totals by Project/Activity** this will take you to view totals based on the projects and activities entered in the Accounting Detail section of the expense report.



Click on the Return button to go back to the View Expense Report page.