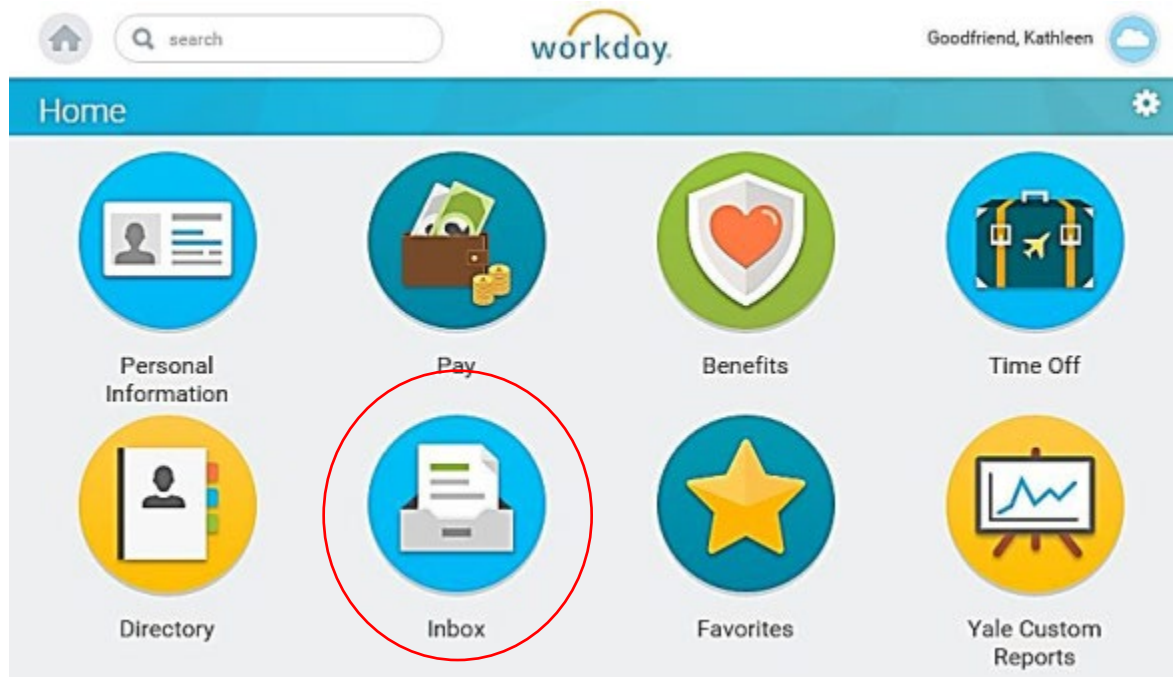


1. Please go to <https://www.myworkday.com/yale/d/home.html> and access your inbox by clicking on the *inbox worklet* or by clicking on your *name* and *inbox* in the upper right hand corner or the page.



2. Under the *Actions* tab, click on the expense report that you need to review. This will automatically bring up the details. Make sure all of the fields have been properly completed.
3. After your review, you must select one of the following actions:
  - a. "Approve"
  - b. "Send Back," if you make this selection, you should also complete the "Reason" field with an explanation on why you are sending the report back and specifying what information is needed for approval.
4. Click on "Submit and Done". The business process event moves to the next step and this action item disappears from your *Actions* tab. Your approved business processes are added to your *Archive* tab.