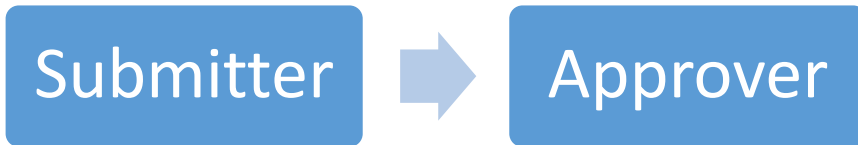


Reviewer Role

A department can choose to add a reviewer role to their department workflow. This role allows an individual to review an expense report before it is routed to an approver.

Standard Workflow

When an expense report is submitted, it automatically routes to the approver for that department.



Workflow with a Reviewer Role

When an expense report is submitted, it will first route to the reviewer. The reviewer will then submit the expense report and it will then route to the approver.

