Once you have raised and saved an expense claim, you will receive a transaction number (i.e. 7012345). Your expense claim has now been sent out into approval workflow.

**What is Approval workflow?**

The system will sent your expense claim for approval to the head of school/cost centre of the subproject that you have charged your claim to.

To check who it has been sent to for approval go to:

**Time and Expenses → Expenses → Workflow enquiry – Out of pocket expenses**

1. **GO** to Time and Expenses – Expenses – Workflow enquiry – Out of pocket expenses

2. **PRESS SEARCH** or **INPUT** your transaction number into the TransNo field.

3. **CLICK** on Workflow in progress to view a map of the approval process.
**Understanding the workflow map:**

The highlighted areas in yellow (with this icon 📝) indicates who your requisition is currently with for approval.

A green tick indicates that the task has been approved. A red exclamation mark indicates that the task has been rejected.

Place your cursor over the Workflow stage to see more information regarding each stage.

![Workflow Diagram](image-url)