



UNIVERSITY OF WYOMING



Enhanced Expense Report Approval Emails

The Financial Affairs team has enhanced the email approval notifications for expense reports. Emails will now display the account string or project information for each transaction line within the body of the email. The email approval will now be similar to the purchase requisition email notification.

Expense Report Approval

20.00 USD

Paul Kasper

EXP0087331670 submitted on 10/28/2019

Commercial-Scaling

Approve

Reject

Request Info

Expense Items

10/21/2019 Split Funding	20.00
Hard Rock - Scaling Gillette, WY	
10/21/2019	10.00
Other Supplies - Supplies POET String: 1004172-School of Energy Resources Directors Office- Other Supplies-1 Project Name: Commercial-Scale Carbon Storage Complex Feasibility Study at Dry Fork Station, Wyoming	
10/21/2019	10.00
Other Supplies - Supplies Account String: 10-64012-105-000001-21003-200-0000-0000-0	

In collaboration with Oracle, the slowness of opening and approving expense reports has been expedited. Users should see improvements with these actions beginning this week.

Any questions/feedback can be submitted by emailing userhelp@uwyo.edu.

Contact Information

Financial Affairs
Room 202H, Old Main
Phone: (307) 766-5766
Fax: (307) 766-3436
financialaffairs@uwyo.edu
www.uwyo.edu/administration/financial-affairs