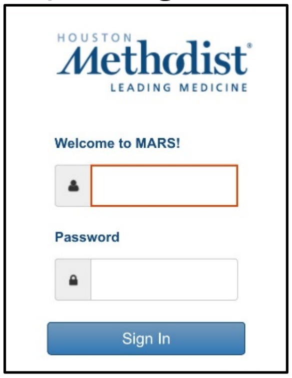
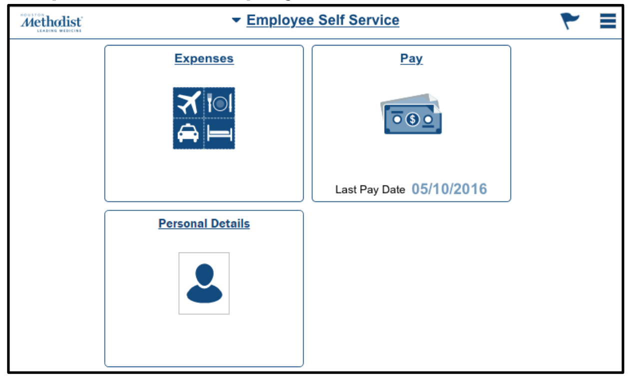
Mobile — MARS Travel and Expense

How to approve an expense report from your worklist

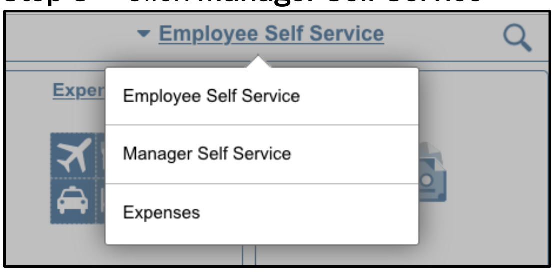
Step 1 – Log in



Step 2 – Click **Employee Self Service**

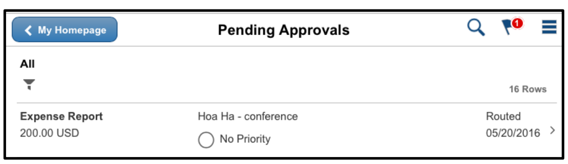


Step 3 – Click **Manager Self Service**

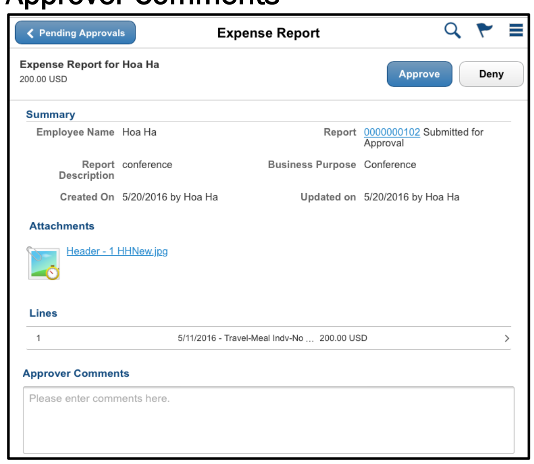


Step 4 – Click **Approvals**

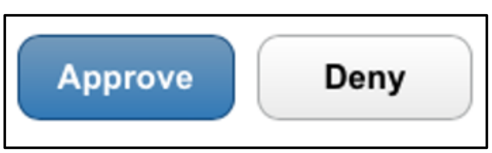
Step 5 – Click **Expense Report** you want to review



Step 6 – Click **Attachments** to view, click **Expense Line** to review detail; then input **Approver Comments**



Step 7 – Select **Approve** or **Deny**



Step 8 – You will see a confirmation; click **Submit;** and then **Sign Out**