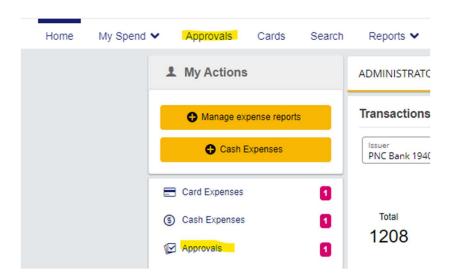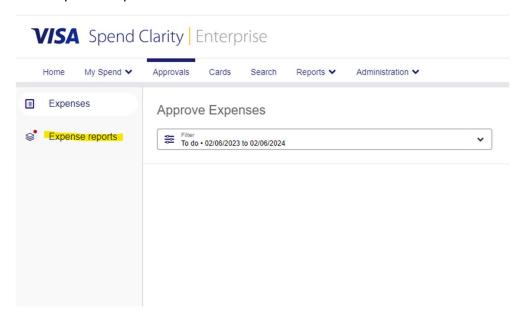# Spend Clarity Approver Quick Guide – Approving Expense Reports
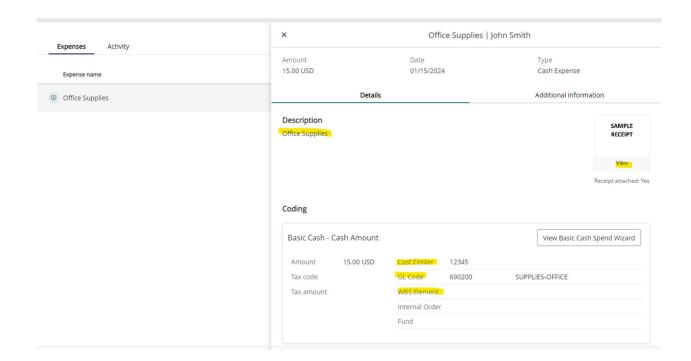
An approver can click any of the "Approval" related hyperlinks on the home screen to open the Approval page.
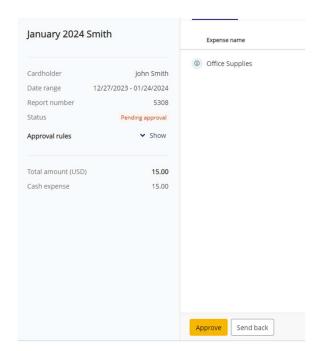

Click Expense Reports in the left column menu:

Click on the expense report to open it. You can review the coding and receipts attached to an expense by clicking on it:

Once you are ready to approve the expense report, you will click the Approve button at the bottom of the page:

If information or documentation is missing from any of the expenses on the expense report, you can send the expense report back to the cardholder to make any needed corrections. Click Send Back, enter any questions or comments about the expense report, and click Send Back:

Send back expense report   ✕

Ask a question or add a comment for January 2024 Smith.

Enter a question or comment. *

500 characters left

[Send back]   [Cancel]