Reassigning Employee Expense Approvals Overview

Employee expense related transactions (i.e., Travel Authorizations, Cash Advances, and Expense Reports) can be reassigned from one approver to another by users with the Expenses Reassign role.

Expense items are individually reassigned on the **Reassign Work** page. Only items that appear on the approver's Worklist can be reassigned. The new approver must have the correct approval security in Cardinal in order to approve the reassigned expense transactions.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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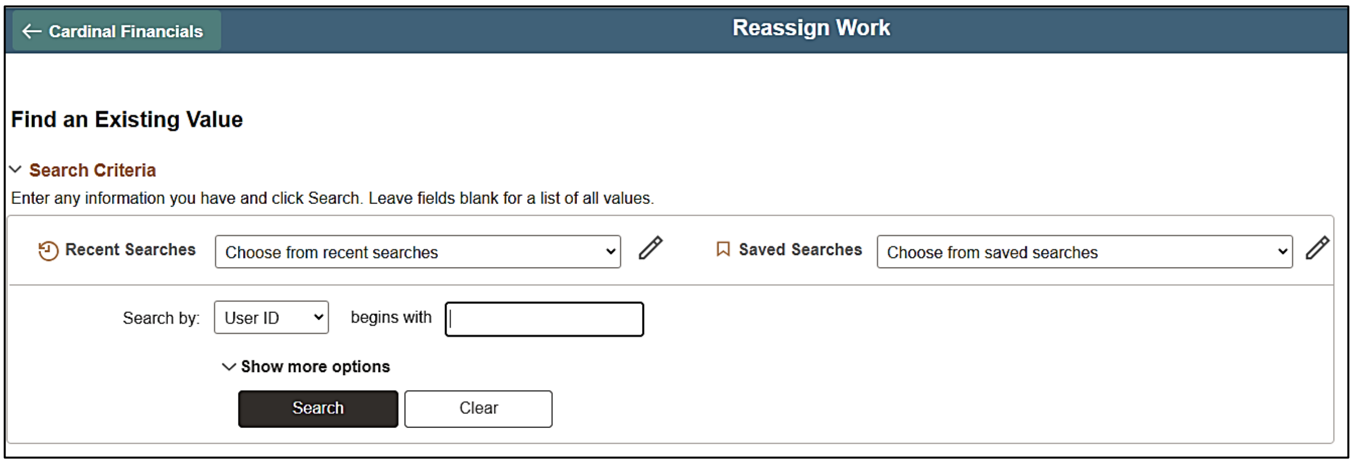
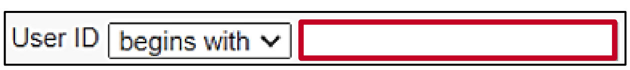
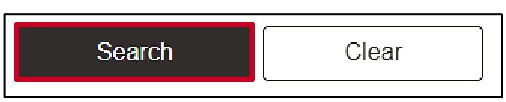
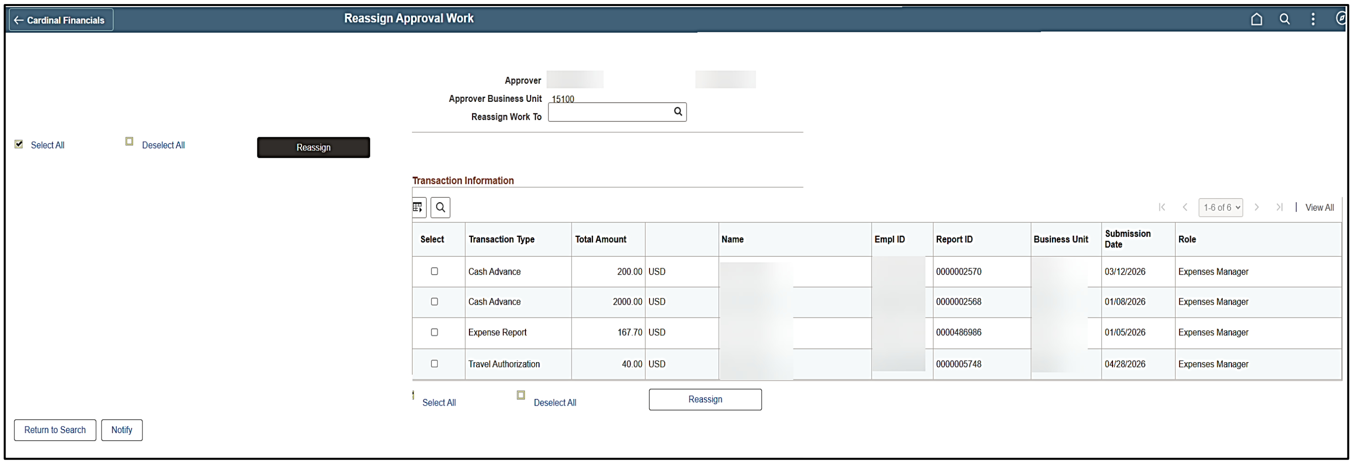
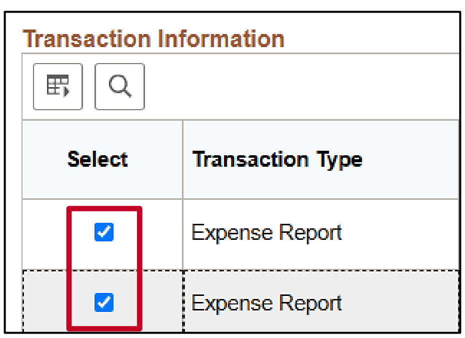
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages. Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

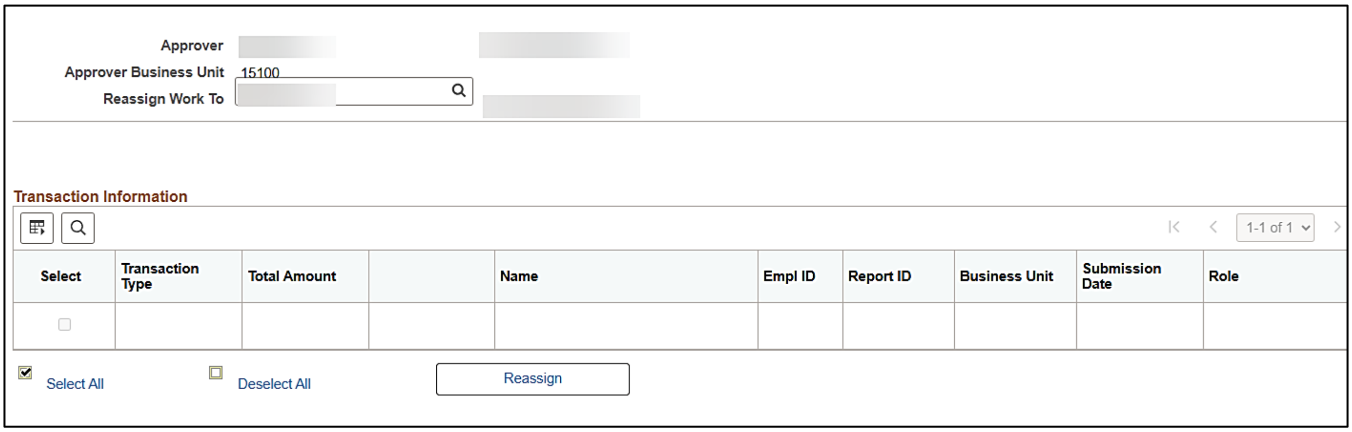
Reassigning Employee Expense Approvals

Step	Action
1.	Navigate to the **Reassign Work** page using the following path: **NavBar > Menu > Travel and Expenses > Manage Expenses Security > Reassign Approval Work**
	The **Reassign Work Search** page displays. 
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Enter the User ID of the current approver in the **Search by** field. 
	If the User ID is unknown, click the **Show more options** menu. Use the **Description** search field. Enter the full name or select the “Contains” option from the dropdown menu to enter a partial name.
3.	Click the **Search** button. 

Step	Action
	The **Reassign Work** page displays. 
4.	Verify that this is the intended employee.
5.	Enter or select the User ID of the new approver in the **Reassign Work To** field. 
	If the User ID is unknown, click the **Look Up** icon to search for the applicable name.
6.	In the **Transaction Information** section, click the **Select** checkbox option for each item you want to reassign to the new approver. 
7.	Click the **Select All** checkbox to select all transactions. For this scenario, all transactions will be reassigned. 

Step	Action
8.	Click the **Reassign** button. 

The page refreshes and all reassigned transactions no longer display.



	If approvals need to be reassigned to more than one approver, complete the above steps for each approver. Transactions not selected stay on the original approver's Worklist and future transactions route to the original approver as well.