Reviewing and Approving Out of Pocket and Mileage Reimbursements

Managers are responsible for reviewing and approving all out of pocket and mileage reimbursements in Ramp. Below is a quick guide on how to navigate to the review page and what you should be reviewing.

Please note: You can skip steps 9 and 10. The Accounting team will be completing those.

[Ramp Reviewing and Approving Out of Pocket and Mileage Reimbursement Slides](#)

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