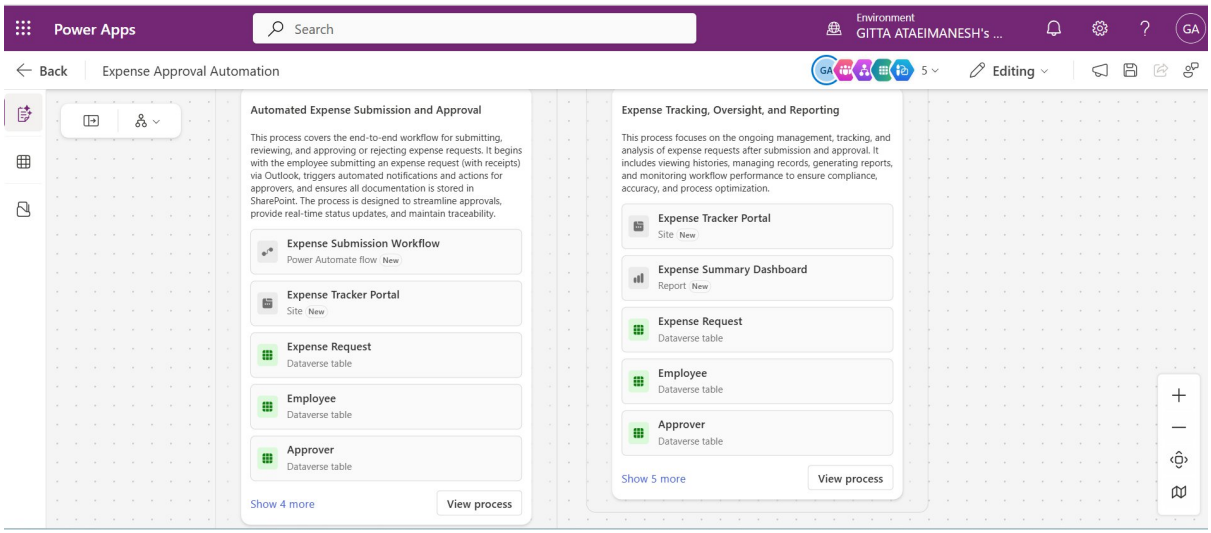
Expense Approval Workflow (Power Automate + Outlook + SharePoint)

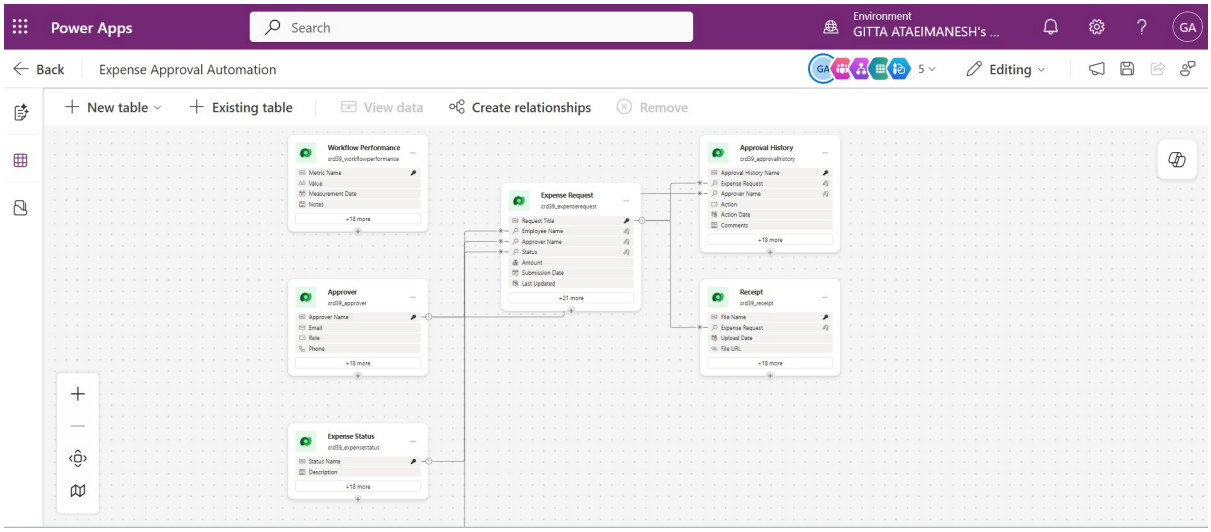
Problem: Expense approvals were frequently delayed due to manual email chains, inconsistent tracking, and lack of centralized documentation.

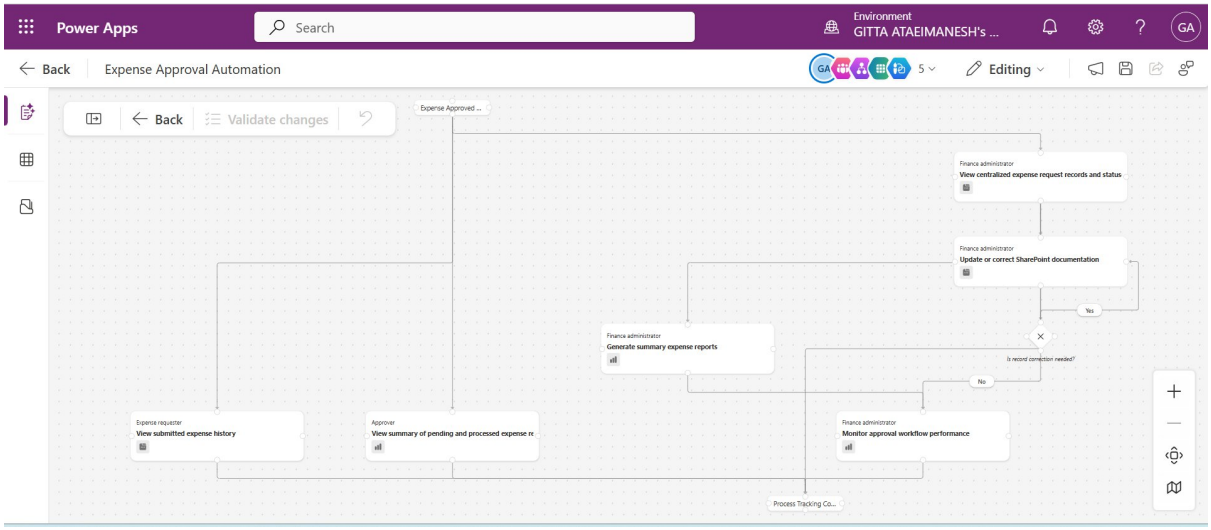
Solution: Built an automated approval workflow using Power Automate. The flow is triggered directly from Outlook when an expense request is submitted. Receipts are stored securely in SharePoint, and approvers receive real-time notifications with actionable links. The system ensures traceability, speeds up approvals, and reduces administrative overhead.

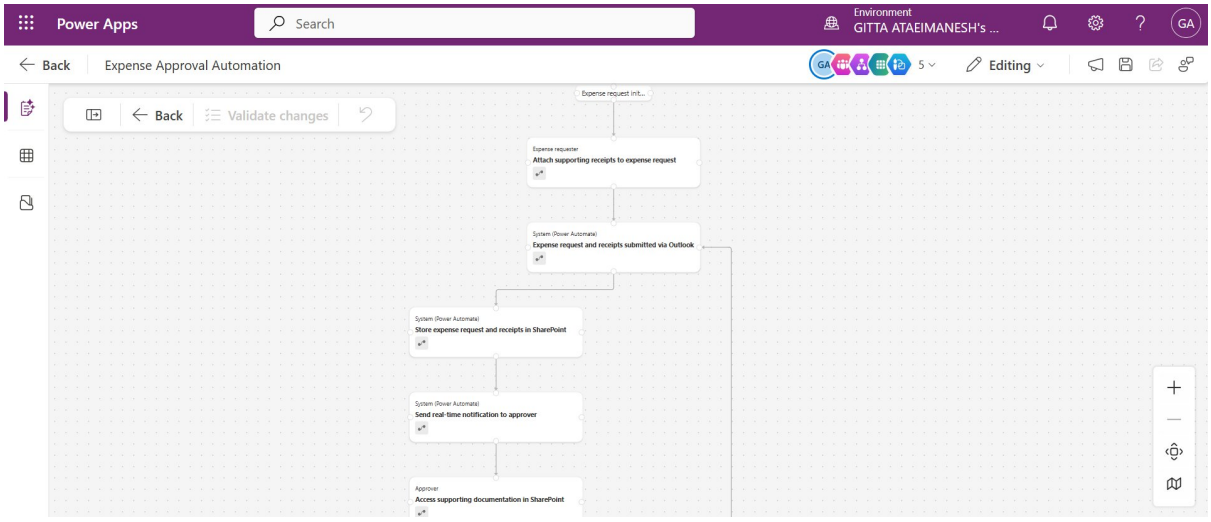
Skills Showcased:

- Flow logic and conditional branching
- Microsoft 365 connector integration
- Business process automation
- SharePoint document management




Power Apps
Search
Environment
GITTA ATAEIMANESH's ...
Back
Expense Approval Automation
Editing
New table
Existing table
View data
Create relationships
Remove
Workflow Performance
Approval History
Expense Request
Approver
Receipt
Expense Status


Power Apps
Search
Environment
GITTA ATAEIMANESH's ...
Back
Expense Approval Automation
Editing
Back
Validate changes
Finance administrator
View centralized expense request records and status
Update or correct SharePoint documentation
Generate summary expense reports
View submitted expense history
Monitor approval workflow performance


Power Apps
Search
Environment
GITTA ATAEIMANESH's ...
Back
Expense Approval Automation
Editing
Back
Validate changes
Attach supporting receipts to expense request
Expense request and receipts submitted via Outlook
Store expense request and receipts in SharePoint
Send real-time notification to approver
Access supporting documentation in SharePoint

Impact:

- Cut approval turnaround time by 60%
- Improved compliance and audit readiness
- Reduced manual follow-ups and email clutter

Learning: This project strengthened my ability to design scalable workflows and leverage Microsoft connectors effectively. I also learned how to balance automation with user experience, ensuring clarity and control for both requesters and approvers.