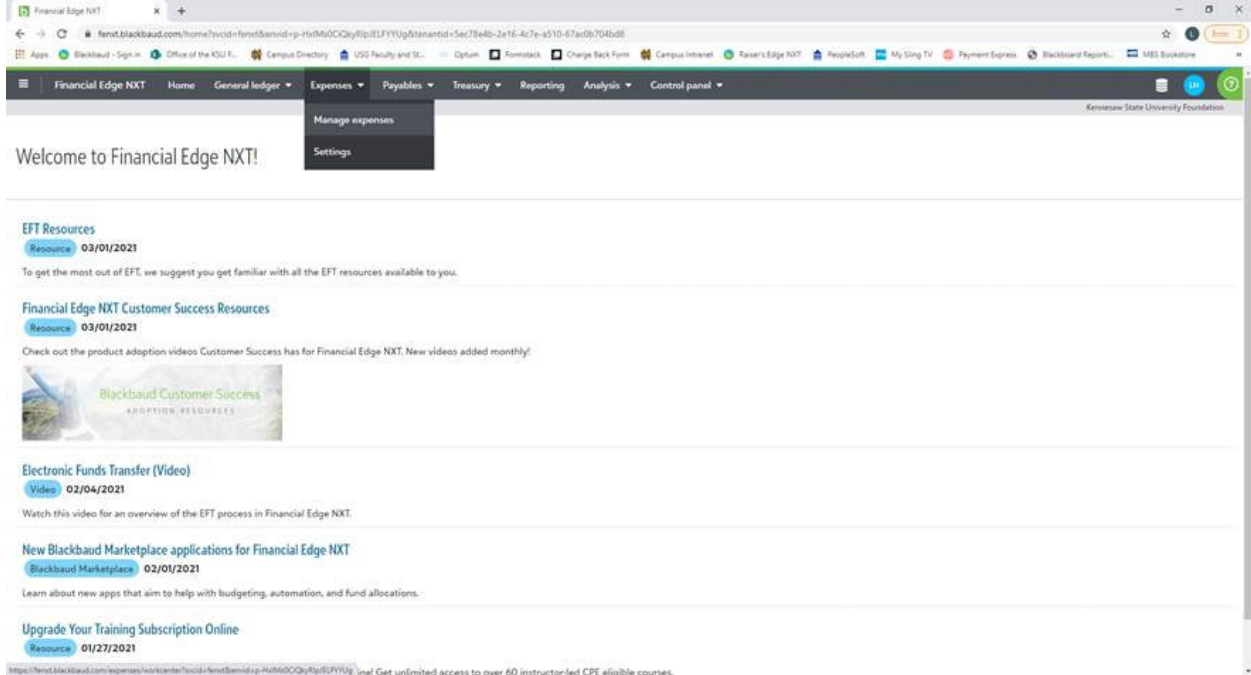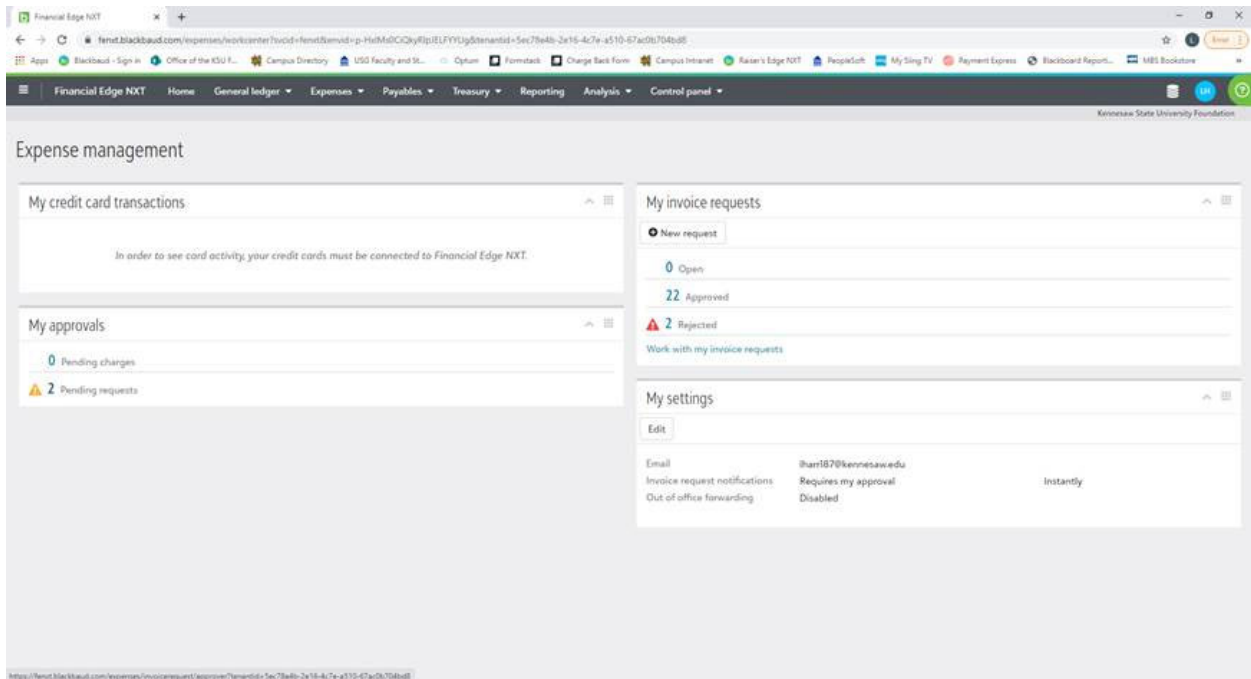From the Financial Edge NXT home screen, hover over "Expenses" and click on "manage expenses".

In Expense Management, under "My approvals" hover your cursor over the number (digit) of "Pending requests".

Once you click on the number, you will be able to review request(s), and either approve or reject it. Rejecting it will allow the original submitter to make corrections or provide additional documentation.