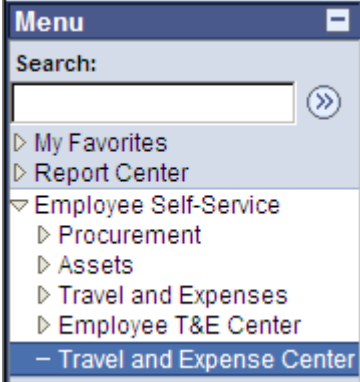
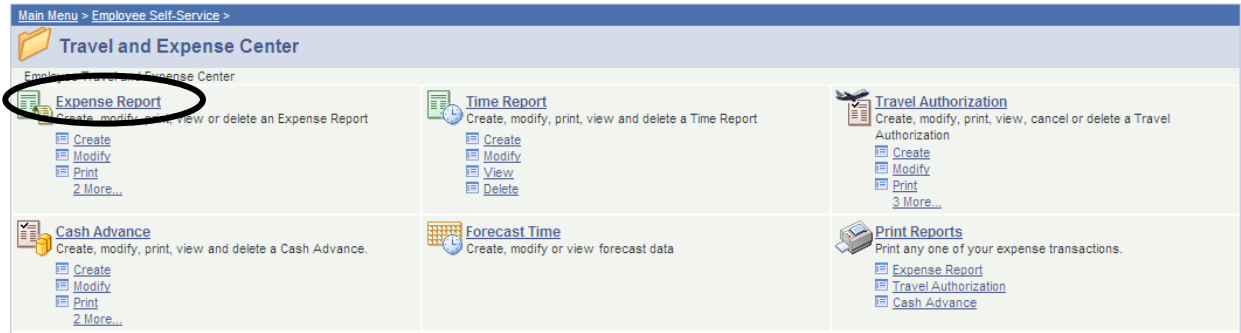



## Viewing Expense Reports

<p>➤</p>	<p>Begin by navigating to the <b>Expense Report Entry</b> page.</p> <p><b>Employee Self Service → Travel and Expense Center</b></p> 
<p>➤</p>	<p>Click <b>Expense Report</b> in the Main Page</p> 
<p>1.</p>	<p>Click the <b>View</b> link.</p> 

2. Enter the expense report id, employee id or name and click Search

**Expense Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Report ID:** begins with   
**Report Description:** begins with   
**Name:** begins with   
**EmplID:** begins with    
**Report Status:** =    
**Creation Date:** =

Case Sensitive

[Basic Search](#)

3.

[Basic Search](#)

**Search Results**

View All First 1-7 of 7 Last

Report ID	Report Description	Name	EmplID	Report Status	Creation Date
<a href="#">0000000371</a>	<a href="#">Anaheim, CA</a>	<a href="#">Obrien, Patricia Roper</a>		<a href="#">Pending</a>	<a href="#">05/11/2009</a>
<a href="#">0000000369</a>	<a href="#">Shrewsbury, MA</a>	<a href="#">Obrien, Patricia Roper</a>		<a href="#">Pending</a>	<a href="#">05/08/2009</a>
<a href="#">0000000368</a>	<a href="#">Anaheim, CA</a>	<a href="#">Obrien, Patricia Roper</a>		<a href="#">Submitted</a>	<a href="#">05/08/2009</a>
<a href="#">0000000169</a>	<a href="#">TEST CROSS CAMPUS</a>	<a href="#">Obrien, Patricia Roper</a>		<a href="#">Paid</a>	<a href="#">03/10/2009</a>
<a href="#">0000000168</a>	<a href="#">TEST CROSS CAMPUS</a>	<a href="#">Obrien, Patricia Roper</a>		<a href="#">Paid</a>	<a href="#">03/10/2009</a>
<a href="#">0000000067</a>	<a href="#">Shrewsbury</a>	<a href="#">Obrien, Patricia Roper</a>		<a href="#">Paid</a>	<a href="#">02/06/2009</a>
<a href="#">0000000066</a>	<a href="#">Shrewsbury for HR T the T</a>	<a href="#">Obrien, Patricia Roper</a>		<a href="#">Paid</a>	<a href="#">02/06/2009</a>

The Report Status field indicates where in the process the expense report is:

- Pending – ‘saved for later’
- Submitted – submitted and awaiting processing
- Paid – expense has been paid.

Click the **Report ID** link to view an expense report

<p>4.</p>	<p><a href="#">View Expense Report</a></p> <h3>Expense Report Detail</h3> <p>Patricia Obrien <a href="#">User Defaults</a> <b>Report ID:</b> 0000000369</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>General Information</b></p> <p><b>Description:</b> Shrewsbury, MA <b>Comment:</b> regular bimonthly core team meeting 4/7/09</p> <p><b>Business Purpose:</b> University Meeting</p> <p><b>Status:</b> Pending <b>Reference:</b></p> <p><b>Default Location:</b> <input type="text"/> <b>Last Updated:</b> 05/08/2009 <b>By:</b> APROPER</p> <p><b>Post State:</b> Not Applied</p> <p><a href="#">Accounting Defaults</a> <b>More Options:</b> <input type="text"/> <input type="button" value="GO"/></p> </div> <div style="border: 1px solid black; padding: 5px;"> <p><b>Details</b> <span style="float: right;"><a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>    First 1-2 of 2 Last</span></p> <p><b>*Overview</b>   <b>*Detail</b>   <b>Location</b>   <b>Merchant</b>   <b>Air/Hotel</b>   <b>*Mileage</b>   <b>*Currency</b>   <input type="text"/></p> <table border="1"> <thead> <tr> <th>*Expense Type</th> <th>*Expense Date</th> <th>*Amount Spent</th> <th>*Currency</th> <th>*Payment Type</th> <th>*Billing Type</th> </tr> </thead> <tbody> <tr> <td>Mileage</td> <td>04/07/2009</td> <td>70.40</td> <td>USD</td> <td>Out of Pocket</td> <td>In-State Travel</td> </tr> <tr> <td>Parking/Tolls</td> <td>04/07/2009</td> <td>2.30</td> <td>USD</td> <td>Out of Pocket</td> <td>In-State Travel</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px;"> <p><b>Totals</b></p> <p><b>Employee Expenses:</b> 72.70 USD <b>Due Employee:</b> 72.70 USD</p> <p><b>Non-Reimbursable Expenses:</b> 0.00 USD <b>Due Vendor:</b> 0.00 USD</p> <p><b>Prepaid Expenses:</b> 0.00 USD</p> <p><b>Employee Credits:</b> 0.00 USD</p> <p><b>Vendor Credits:</b> 0.00 USD</p> <p><b>Cash Advances Applied:</b> 0.00 USD</p> <p style="text-align: center;"><a href="#">Definition of Totals</a></p> <p style="text-align: right;"><a href="#">Expense Report Project Summary</a>    <a href="#">Printable View</a></p> </div> <p><a href="#">Return to Expense Report</a></p> <p><input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/></p> </div>	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	Mileage	04/07/2009	70.40	USD	Out of Pocket	In-State Travel	Parking/Tolls	04/07/2009	2.30	USD	Out of Pocket	In-State Travel
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Parking/Tolls	04/07/2009	2.30	USD	Out of Pocket	In-State Travel														
<p>5.</p>	<p>Click <b>Return to Search</b> or <b>Next in List</b> to find another expense report.</p>																		
<p>6.</p>	<p><b>End of Procedure.</b></p>																		

