



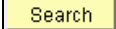



Viewing Expense Reports

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the View link. 
5.	Enter the desired information into the begins with field. Enter a valid value e.g. "0000181134" . You would enter the Expense Report ID here, in this example it is "0000181134".
6.	Click the Search button. To find the desired report. 
7.	This page will display the Expense Report that you searched for.
8.	Click the Home link. When you are done viewing the Report. 
9.	Congratulations. You have successfully Viewed an Expense Report. End of Procedure.