Department	
Responsibility/Role	
File Name	**Viewing Expense Reports_BUSPROC.doc**
Version	
Document Generation Date	**8/12/2009**
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Last Changed by	
Status	

Viewing Expense Reports

Trigger:

Required Field(s)	Comments

Output - Results	Comments

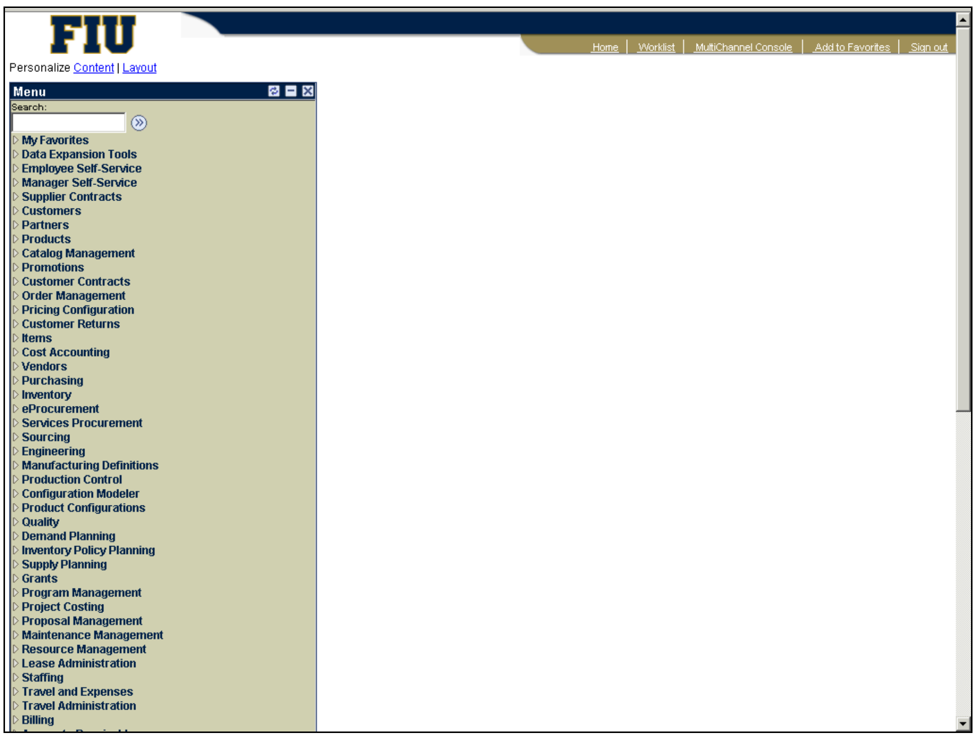
Additional Information

Procedure

After you submit an expense report for approval, you can only view it.

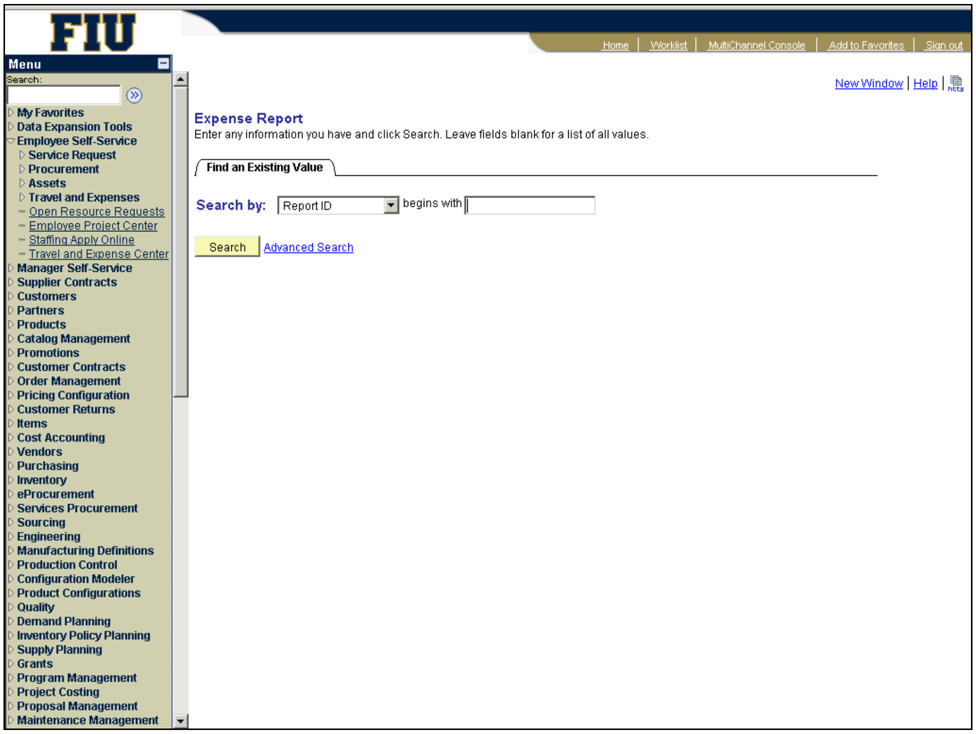
You can view expense reports with these statuses: Approved, Closed, Denied, In Process, Paid, Pending, Submitted, and Hold.

In this topic, you will learn the steps to viewing an existing Expense Report.



Step	Action
1.	Click the **Employee Self-Service** link. Employee Self-Service

Step	Action
2.	Click the **Travel and Expense Center** link. Travel and Expense Center
3.	Click the **Expense Report** link. Expense Report
4.	Click the **View** link. View



Step	Action
5.	Enter the desired information into the **begins with** field. Enter "**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. Search
7.	This page will display the Expense Report that you searched for.
8.	Click the **Home** link. When you are done viewing the Report. Home
9.	Congratulations. You have successfully Viewed an Expense Report. **End of Procedure.**