Desktop Reference Guide: Expense Reports

View an Expense Report

You can view a submitted Expense Report to check its status.

Navigation: Employee Self-Service > Travel and Expense Center > Expense Report > View

1. On the Find an Existing Value tab, enter the Report ID and click .
   
   Note: To search by other criteria, such as Creation Date, EmplID, Name, or Report Status, click the drop-down arrow to the right of the Search By field.

2. Scroll to the bottom of the Expense Report Detail page.

3. The Approval Map shows the current status of the Expense Report.

4. If your Expense Report was denied or put on hold, click to view the reason.

Modify a Denied Expense Report

If your Expense Report is denied, you can modify and resubmit it.

Navigation: Employee Self-Service > Travel and Expense Center > Expense Report > Modify

1. On the Find an Existing Value tab, enter the Report ID and click .
   
   Note: To search by other criteria, such as Creation Date, EmplID, Name, or Report Status, click the drop-down arrow to the right of the Search By field.

2. The Expense Report Entry page displays with a status of Denied.

3. Scroll to the bottom of the page to view the Approval Map.

4. Click to view the approver’s comments.

5. Make the necessary corrections to the Expense Report.

6. Click .

7. Click  .

8. Click OK to resubmit the transaction into Workflow.