

Check the status of an Expense Report

Employee

The employee can check on the status of an Expense Report by navigating to Employee Self Service >Travel and Expense Center > Expense Report > View

The employee can search for an existing Expense Report on the Search page by entering either the ER ID or the employee ID. In this example, the Expense Report ID is entered. Click on Search.

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

Find an Existing Value

▼ **Search Criteria**

Search by: Report ID ▼ begins with 0000039317

Limit the number of results to (up to 300): 300

Search [Advanced Search](#)

The Expense Report has been approved.

View Expense Report

NOTE: Press the ENTER key after changing the GL Business Unit or Business Purpose

Expense Report Detail

Kosal Path [User Defaults](#) Report ID: 0000039317 GL Business Unit:

General Information

Description:	2020 Business Conference	Comment:	<input type="text" value="Finance Conference"/>
Business Purpose:	Conference	Reference:	
Status:	Approved for Payment	Last Updated:	01/07/2020 By: 10844470
Default Location:	NY ALBANY	Authorization ID:	0000019042
Post State:	Not Applied		Attachments (3) Expense Location Details

More Options:

In the event that the Expense Report is not fully approved, the employee can review the approval workflow under the Action History to see which approvals are outstanding. In this case, the ER is fully approved and ready for payment.

Action History			
Profile	Name	Action	Date/Time
	Path, Kosal	Submitted	12/19/2019 4:20:31PM
HR SUPERVISOR	Ness, Immanuel	Approved	01/07/2020 3:57:39PM
Department Approver 2	Tabrani, Mohamed	Approved	01/07/2020 4:17:54PM
PREPAY AUDITOR	Galang, Jacqueline	Approved	01/07/2020 4:30:32PM