## **Review Expense Report and Reimbursement Status**

You can view your expense reports and cash advances for the past 6 months from the Manage Expense Reports page for yourself or as a delegate.

• In the Expense tile, click on 'See All' on the right side of the page. To view the details of a report, click on the *report number*. View the status explanations to the right.

≷ \$	Manage Expense Reports	
	Search Expense Reports 🗸	
See All	► Search Actions  View	
	Report Number	
	RBU000406597543 5/25/22 Pending manager approval	
	Columns Hidden 1	

• To view the approval workflow, click the link next to the Status header.

Expense Report: RBU000406597543						
Purpose test						
Attachments None						
Status Pending manager approval						
_						



<ul> <li>Complete the <u>Finance Appro</u> necessary approvals and s <u>cloudaccess@finance.rutgers.edu</u></li> </ul>	over Change Form, ob scan/email the form <u>1</u> .	otain to:
	Audit Rules Checked	
Original Receipt Package Check in Date	Preparer Bal	cke, Emil
Attachments None	Audit Reasons	
Status Pending individual approval	Audit Rule-Based Risk	
	Last Audited By	

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The below error message indicates the traveler has not been assigned an Expense Approver. Follow these steps to request an

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Status	Explanation
<u>In Progress/Saved -</u>	The report has been created but has not yet been submitted
<u>Paid –</u>	Approvals are complete and payment has been issued
<u>Pending Expense Auditor</u> <u>Approval -</u>	The report is with the audit team for policy compliance review
<u> Pending Manager Approval -</u>	The report is with either the Project Approver or Finance Approver for approval
<u>Rejected -</u>	The report has been rejected by the approver or auditor
<u>Manager Requires More</u> <u>Information -</u>	The report has been sent back to the creator to make changes. Report must be withdrawn, corrected and re-submitted.

• To search through all reports, back out of an individual report and click the search feature. Complete the appropriate fields and click <u>Search.</u>

Search Expense Reports						Basic Saved Search	Expense Reports Saved or S	Submitted in the Last 6 Months 🗸
Report Number	Equals	•	Currency	Equals 🗸			~	
Report Status	Equals 🗸	~	✓ Date	Equals 🗸	m/d/yy			
Purpose	Starts with 🗸		Age in Days	Less than	✔ 180			
Report Total	Equals	•	Trip Name	Contains 🗸				
	N						Search Reset Save	Add Fields  Reorder

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