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.**

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

- **Go to *Financial Information System Access Forms***

- **Complete the *Finance Approver Change Form*, obtain necessary approvals and scan/email the form to: *cloudaccess@finance.rutgers.edu*.**

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

See the next slide for Status Explanations

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 Report must be withdrawn, corrected and re-submitted.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