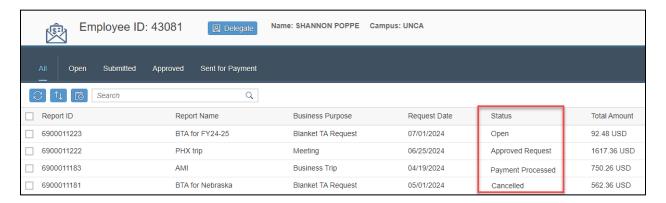
Updated August 29, 2024

The status of a travel request or expense report can be viewed on the main screen.



## Status for *Travel Requests*:

- Open can indicate several things; Request has:
  - o not been submitted.
  - o been recalled (by the employee or delegate).
  - o been returned for changes.
- Submitted: request has been submitted by the employee and awaiting approvals.
- Approved: report has been through all the approval steps.
- Canceled: report was canceled by the employee or delegate.

## Status for *Expense Reports*:

- Approved Request: no action has been taken on the approved request within the expense application.
- Open can indicate several things; Expense has:
  - o been modified/saved from the approved request / not submitted.
  - o been recalled (by the employee or delegate) or has been returned for changes.
- Submitted: report has been submitted by the employee for approval.
- Approved: report has been through all the approval steps.
- Payment Processed: expense has been processed and employee should expect reimbursement.
- Canceled: report was canceled by the employee or delegate.