






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

 Employee ID: 43081  Delegate Name: SHANNON POPPE Campus: UNCA						
All Open Submitted Approved Sent for Payment						
   <input type="text" value="Search"/>						
<input type="checkbox"/>	Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount
<input type="checkbox"/>	6900011223	BTA for FY24-25	Blanket TA Request	07/01/2024	Open	92.48 USD
<input type="checkbox"/>	6900011222	PHX trip	Meeting	06/25/2024	Approved Request	1617.36 USD
<input type="checkbox"/>	6900011183	AMI	Business Trip	04/19/2024	Payment Processed	750.26 USD
<input type="checkbox"/>	6900011181	BTA for Nebraska	Blanket TA Request	05/01/2024	Cancelled	562.36 USD

Status for *Travel Requests*:

- *Open* can indicate several things; Request has:
 - not been submitted.
 - been recalled (by the employee or delegate).
 - 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:
 - been modified/saved from the approved request / not submitted.
 - 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.