Blanket Travel Authorization (BTAs) will reuse the same Report ID.

When reviewing the current expense report, the Amount is the total amount for the entire BTA.

Expense types with green | (at left) and Posted ✔ (at right) have been approved and sent for payment. Financial approvers will review those with To Be Approved status.

If needed, use the filter  

Click Status
Filter by *To Be Approved*.

The expense types *To Be Approved* are displayed.