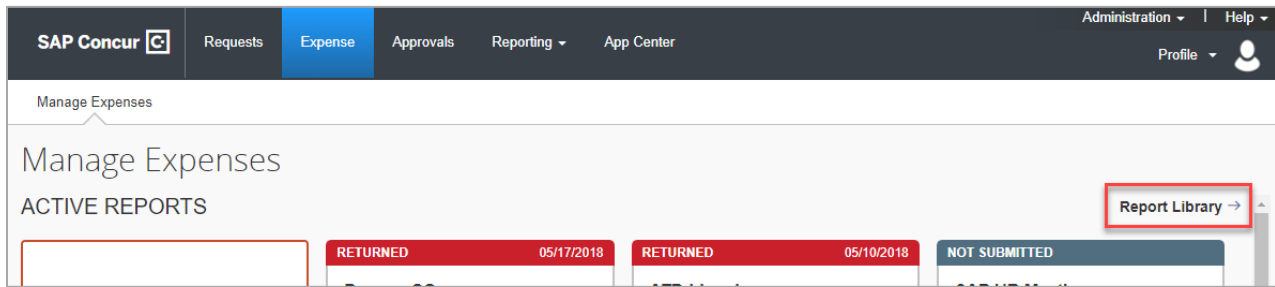


To review a list of expense reports, click on *Report Library* from the manage expenses screen



Expense reports will display from the last 90 days.

Manage Expenses

Reports for last 90 Days

Report Name	Report ID	Comments	Status	Payment Status	Report Date	Total	Requested Amount
Financial Test	2548F79AC9204ED765DF		Approved & Pending J/P Audit Review	Not Paid	05/17/2018	\$23.04	\$23.04
One or more Cost objects could not be approved by the right authority (101 Gas Biology (UNIS05.1000.CC.2155061001)). The expense report has been moved to the next workflow step.							
Atlanta, GA SAP HR mtg	81F7CF889A24A282821		Approved & Pending A/P Audit Review	Not Paid	05/16/2018	\$110.38	\$110.38
Denver, CO	8F56E2687624543A607		Sent Back to User -	Not Paid	05/16/2018	\$327.09	\$327.09
Office Supplies	31142B314BC94D240C8E8		Not Submitted	Not Paid	05/16/2018	\$100.00	\$100.00
May 1-31, 2018	1C3F350765AF4C7FA41		Not Submitted	Not Paid	05/16/2018	\$0.00	\$0.00
APPROVE - to create itinerary	C7F809EE52BF46E05E35		Not Submitted	Not Paid	05/16/2018	\$500.00	\$500.00
Warning: Total Expenses exceed Total Request estimate.							
HR Magazine	DF5D380A8E24C71B4B4		Not Submitted	Not Paid	05/16/2018	\$200.00	\$200.00
SAP Univ Online Trng	D7FD97494964F94B991	Report's approval time expired and it was sent to another manager.	Submitted & Pending Supervisor Approval -	Not Paid	05/10/2018	\$10,000.00	\$10,000.00
This Report has been pending approval longer than allowed by workflow (8 days). The Report owner should contact their Approver for instructions before resubmitting. If you are not the owner but have been forwarded the report, follow the approval steps according to your policy - this may involve approving the report or assigning it to another Approver for further review.							
SHRM Membership	C3AA4DD02DF441199FT		Not Submitted	Not Paid	05/10/2018	\$500.00	\$500.00
SAP HR Meeting	82FFD5DD375E46A5937E		Not Submitted	Not Paid	05/10/2018	\$2,008.66	\$2,008.66
Warning: Total Expenses exceed Total Request estimate.							
Denver Meeting	36C4CF9C3E74184B21F		Not Submitted	Not Paid	05/10/2018	\$481.78	\$481.78

Click on the view dropdown menu to sort expense reports by defined criteria.

