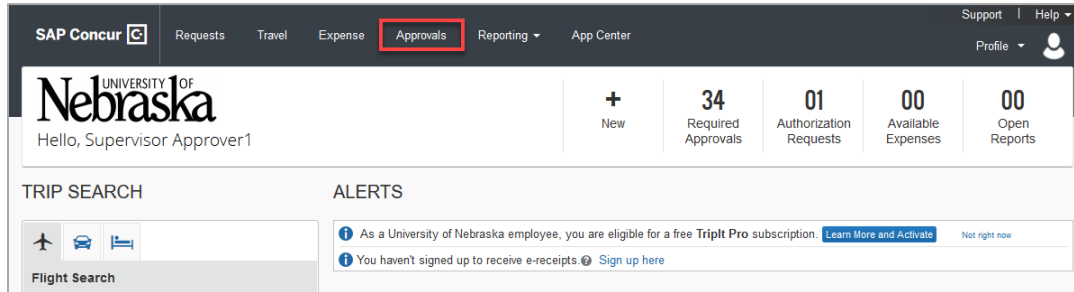
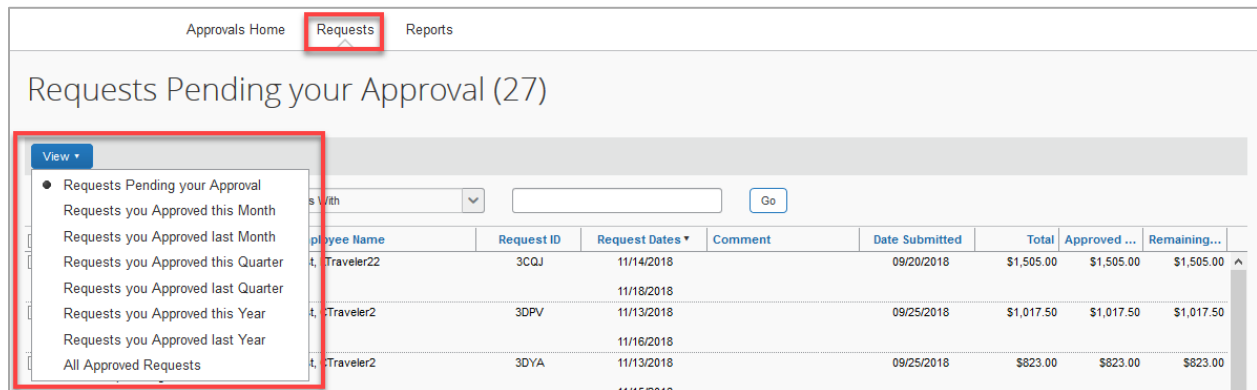


Once a travel request or expense report has been acted upon, it no longer appears on the current approval screen. To view reports that have been approved, click on the Approvals tab at the top of the screen.



TRAVEL REQUEST APPROVALS

To view travel requests, click on the *Requests* tab. Click on the **View** and select an option from the dropdown menu.



EXPENSE REPORT APPROVALS

To view expense reports, click on the *Reports* tab. Click on the **View** and select an option from the dropdown menu.

