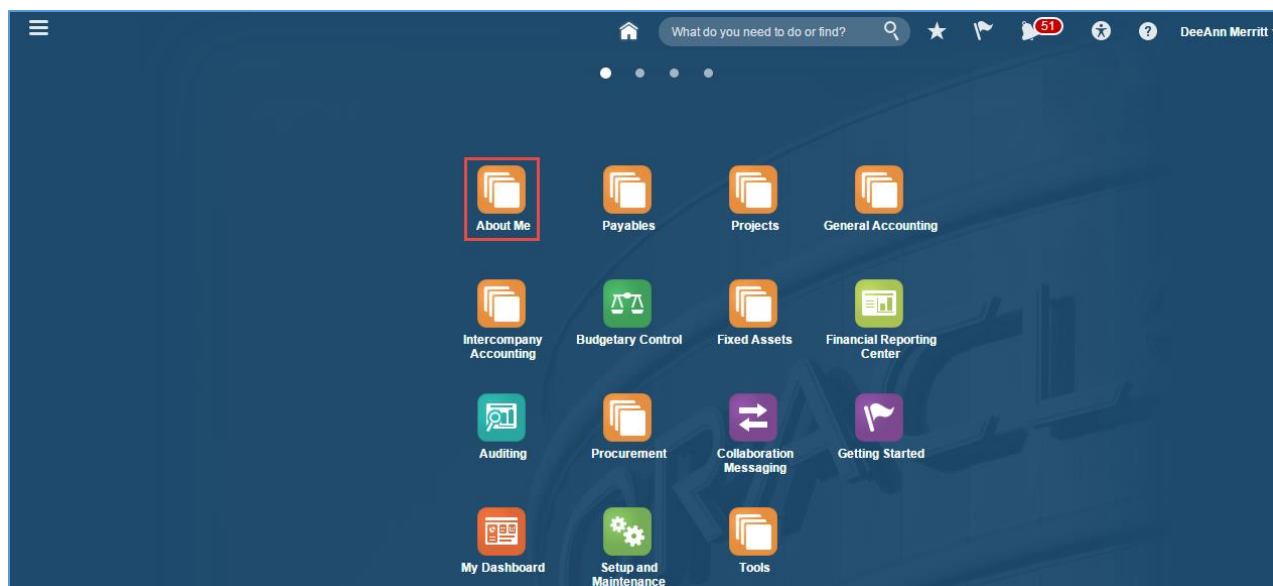


Expenses: Print or Save an Expense Report

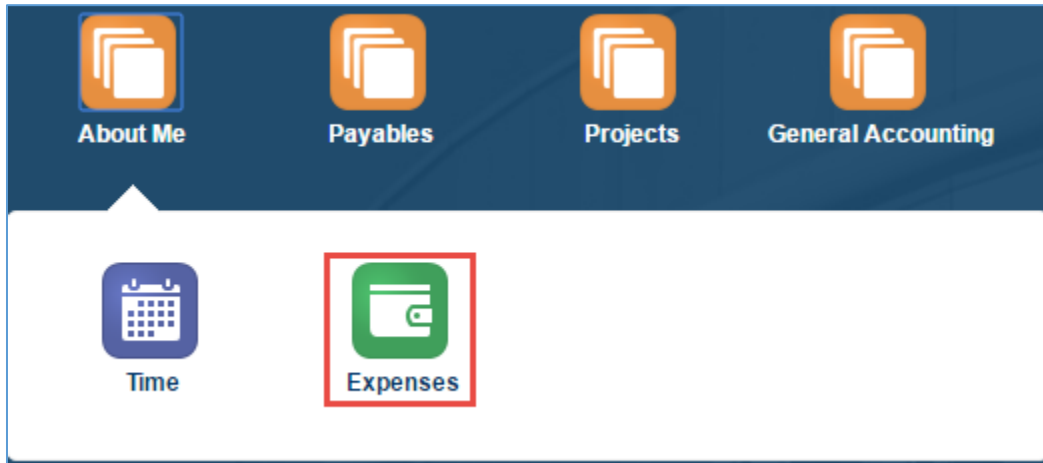
For employees printing or saving expense reports

Purpose:	Print an Expense Report.
How to Access:	Log into the Bear Trax application. Select the About Me task in the Navigator.
Helpful Hints:	Be sure to keep in mind that... <ul style="list-style-type: none">You can save expense reports to your workstation (desktop, smartphone, tablet) to view offline
Procedure:	Complete the following steps to print or save an Expense Report:

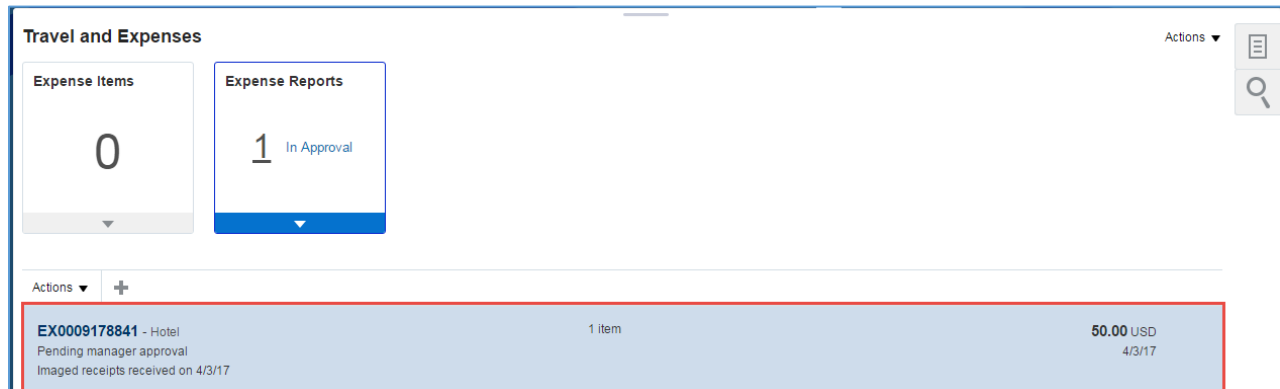
1. Click on the **About Me** icon.



2. Click on the **Expenses** icon.



3. Under Expense Reports, click the status of the report you wish to save or print (e.g., "In Approval"). **Highlight** the expense report you want to take action on.



4. Select the **Actions** drop down menu. Here a duplicate expense can be created, the expense can be withdrawn, or you can view a Print Preview. Select **Print Preview**.

Travel and Expenses

Expense Items

0

Expense Reports

1 In Progress

1 In Approval

Actions

+

Duplicate

Withdraw

Print Preview

<div>Hotel</div> <div>Approval</div> <div>Received on 4/3/17</div>	1 item	50.00 USD 4/3/17
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5. Click on the PDF file that appears on the bottom left of the screen, or click **Open** to view the file.

Actions

+

EX0009178841 - Hotel

Pending manager approval

Imaged receipts received on 4/3/17

EX0009178841.pdf

^

Note: If using Internet Explorer, a bar will appear at the bottom of the screen. Click **Open** to view the file or **Save** to download it and proceed from there.


Do you want to open or save EX0010423282.pdf from ednd-test.fin.us2.oraclecloud.com?

Open

Save

Cancel

The expense report will open in a separate window.



Expense Report
 Report Number **EX0009178841**

Confirmation
 Expense report number EX0009178841 for 50.00 USD was submitted for approval.

IMAGED_RCPT_BASED_AUDIT

Submission Instructions

1. To send required receipts to Accounts Payable, print this page and attach all required receipts.
2. Make a photocopy of this page and the receipts for your records.
3. Place this page and the receipts in an interoffice envelope, and send to Accounts Payable.

- The expense report approver will be notified and requested to approve this expense report. Upon approval, a notification will be sent to you and Accounts Payable.
- This expense report will be paid after it has been approved, and Accounts Payable has verified the receipts.

Person **Merritt, DeeAnn**
 Expense Dates **4/3/17 - 4/3/17**
 Reimbursable Total **50.00 USD**

Submission Date **4/3/17**
 Report Status **Pending manager approval**
 Purpose **Hotel**




Expense Items								
Expense Type	Expense Template	Date	Expense Class	Source	Description	Receipt Missing	Receipt Required	Reimbursable Amount (USD)
Accommodations	SSU_Expenses	4/3/17	Business	Cash	hotel stay	<input type="checkbox"/>	<input type="checkbox"/>	50.00


Amount Due to You

50.00 USD

6. Review the Expense Report, then select the Print  icon from the tool bar at the top of the screen.

1 / 1







Expense Report
 Report Number **EX0009178841**

Confirmation
 Expense report number EX0009178841 for 50.00 USD was submitted for approval.

7. Click on the Download  or Save icon to save a copy of the expense report.

1 / 1

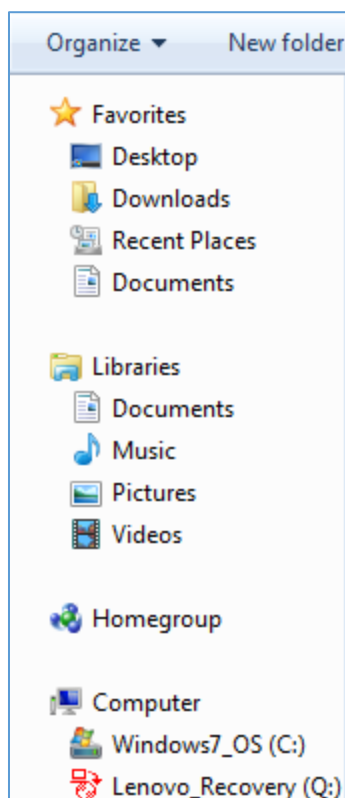






Expense Report
 Report Number **EX0009178841**

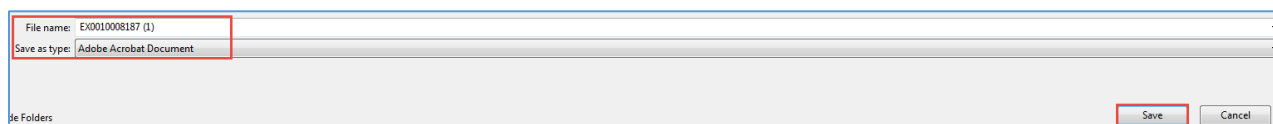
Confirmation
 Expense report number EX0009178841 for 50.00 USD was submitted for approval.

8. Select the location on your computer where the file will be saved.



File name - It will automatically insert a file name with the expense number. If you want to rename the file to something different, enter the name you want into this field.

9. Click **Save**.



Final Notes

By following these steps, you have successfully printed and/or saved a copy of an expense report.