Expenses: View an Expense Report
For employees viewing an expense report

Purpose: View an Expense Report that has not been approved.

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...
- You can use this job aid to view an expense report that is in progress or has been submitted for approval
- Expense reports which have been submitted or approved can be searched and viewed up to 6 months later

Procedure: Complete the following steps to view an Expense Report:

1. Click on the Expenses tile.
The page will show expense reports that are “In Progress” or “In Approval” status.

2. Click "In Progress" or "In Approval" to see the list of reports in that status.

3. Highlight the expense report you would like to take action on.

4. Click on the report number to open the expense report and see more details.

5. Click on Pending manager approval in the Status section to view the Approver List for reports "In Approval" status.
6. Click OK once finished reviewing.

This page indicates that DeeAnn Merritt has submitted this report to Greg Ballengee for approval.
7. Click the Expense Item detail link to see more details about an expense item included in the report.

8. Review information, then click **Done** to return to the main page.

9. Click **Cancel** to exit the report.
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This will take you back to the Travel and Expenses page.

10. **View Past Approved Expense Reports** up to 6 months in history by clicking the **Search** icon on the right side of the page.

11. The search panel will open from the right. **Click the Search arrow** without entering anything into the field to search for all expense reports.
12. You will see all expense reports created or submitted in the last 6 months.

Note: You can view the status of all submitted and approved expense reports using this search.

13. Click Done to return to the main page.

Final Notes

By following these steps, you have successfully viewed an expense report and its expense items or viewed a search of all expense reports which have been submitted or approved over the last 6 months.