



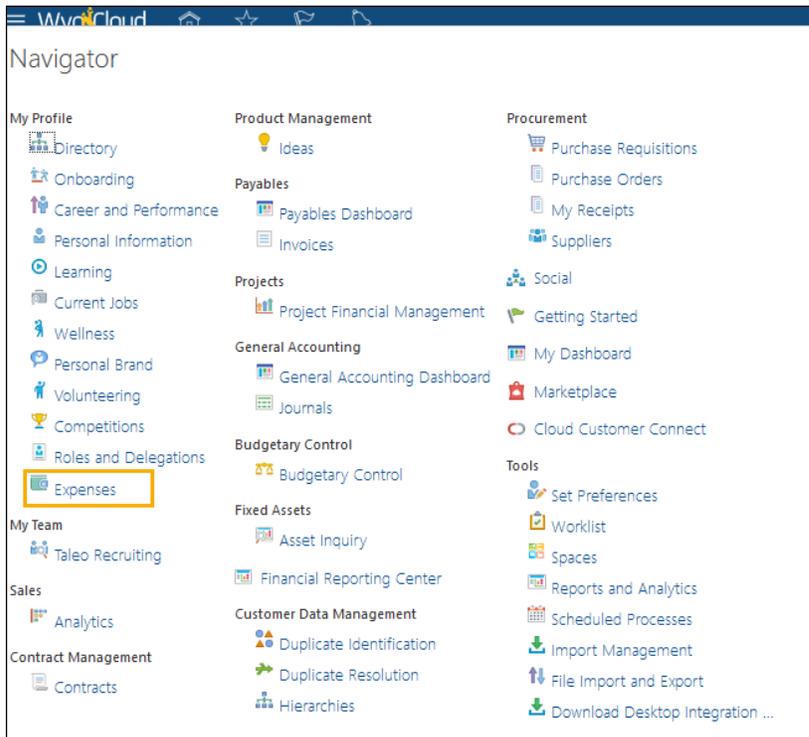
# Non-Project Related Transactions

## Locating & Resubmitting Expense Reports in Saved Status

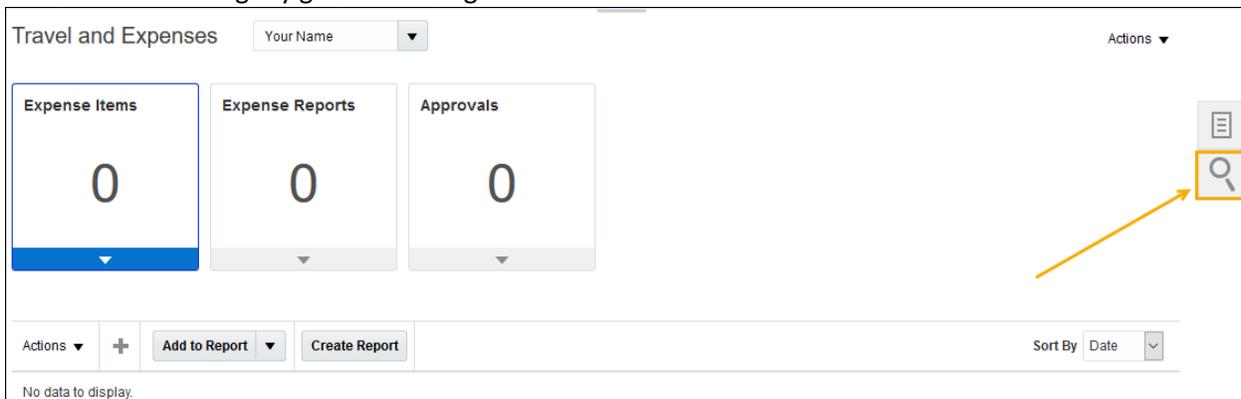
### Step One

#### Locating Expense Reports

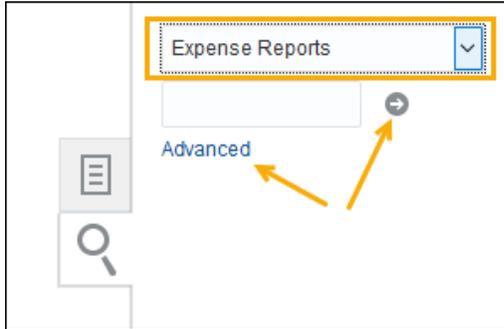
I. Navigate to the Expense section under My Profile



II. Click on the magnify glass on the right



- III. Expense Reports should default to the search option. Either click on the grey circle with the white arrow **OR** the Advanced hyperlink (both options take you to the same place to Manage Expense Reports).



All of your expense reports and their statuses will show in the Manage Expense Reports page. All expense reports with a status of **Saved** will need to be resubmitted to workflow. Remember, this issue affected all reports in any status other than “Saved” **prior to 01/07/19**.

Manage Expense Reports				
				Saved
Search	Expense Reports ▼			
▶ Search				
Actions ▼	View ▼			 Detach
				Create Report
Report Number	Date	Report Status	Report Total (USD)	
EXP0041161258	1/02/2019	Saved	2,575.31	
EXP0041161293	12/21/2018	Saved	12.00	
EXP0029700543	1/10/2019	Ready for payment	5,017.57	
EXP0029715200	12/21/2018	Saved	25.58	
EXP0026287593	11/21/2018	Paid	844.00	



## Step Two

### Resubmitting expense reports for non-project related transactions

Non-project related expense reports containing *only personal reimbursement lines, only p-card transaction lines or combination of p-card and personal transaction lines* need to be resubmitted if they are in a saved status. The expense report will route through the normal approval workflow.

- I. Click on the hyperlinked Report Number to fix the report that is stuck in **Saved Status** with a date of 1/07/2019 or earlier.

Report Number	Date	Report Status	Report Total (USD)
<a href="#">EXP0041161258</a>	1/02/2019	Saved	2,575.31
<a href="#">EXP0041161293</a>	12/21/2018	Saved	12.00
<a href="#">EXP0029700543</a>	1/10/2019	Ready for payment	5,017.57
<a href="#">EXP0029715200</a>	12/21/2018	Saved	25.58
<a href="#">EXP0026287593</a>	11/21/2018	Paid	844.00

- II. Once in the expense report, review the detail, account string, attachment(s) and payment method to ensure they are correct.
- III. Click the box next to “I have read and accept the corporate travel and expense policies.”
- IV. Click Submit.



Expense Report: EXP0041161258

Purpose: Travel expenses for conference in Nashville, TN 12/1

Missing Images Reason: [Empty]

Attachments: None

Status: Saved

Report Total

Payment Method: Electronic

Employer Pays You: 2,575.31 USD

**2,575.31 USD**

I have read and accept the corporate travel and expense policies.

Expense Items

Sort By: Newest date

Item	Date	Amount	Action
<b>Hotel / Lodging Domestic</b> Hotel in Nashville, TN for conference	12/23/2018	1,425.31 USD	+
			Imaged receipt required
<b>Per Diem- Domestic</b> Per Diem for travel Nashville, TN for conference	12/21/2018	125.00 USD	+
			Imaged receipt required
<b>Airfare &amp; Bag Fees- Domestic</b> Airfare to conference in Nashville, TN	12/20/2018	1,025.00 USD	+
			Imaged receipt required

**The expense report will route through the normal workflow and approvals.**