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.
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.

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