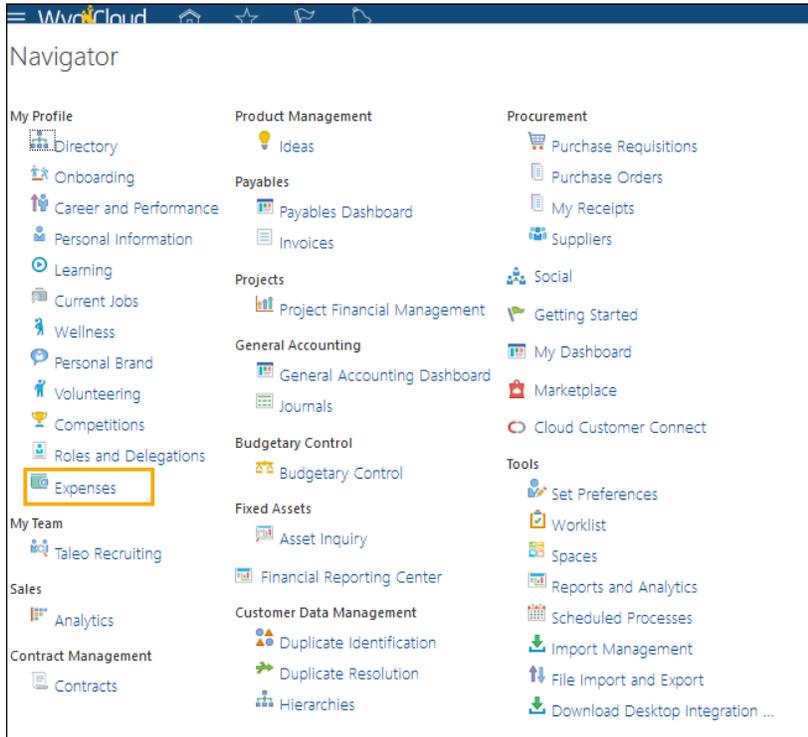




# Checking Status of Expense Reports

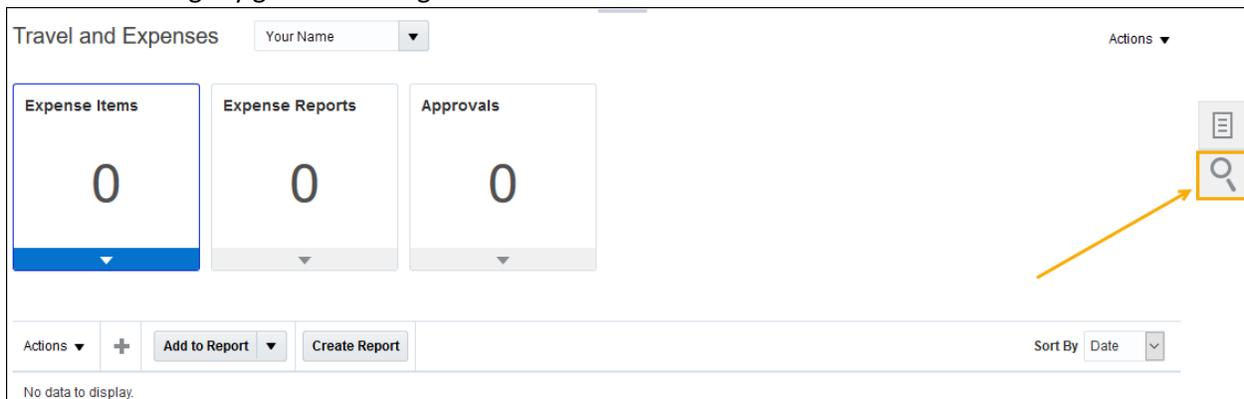
## Step One

Navigate to the Expense section under My Profile



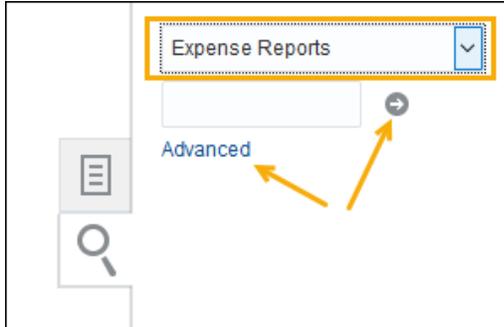
## Step Two

Click on the magnify glass on the right





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).



### Step Three

All of your expense reports and their statuses will show in the Manage Expense Reports page. Expense Reports with a date **prior to 01/07/2019** that have a status of anything other than “Paid” are affected (Example – Orange Box).

Report Number	Date	Report Status	Report Total (USD)
EXP0041161258	1/02/2019	Saved	2,575.31
EXP0041161293	12/21/2018	Ready for payment	12.00
EXP0029700543	1/10/2019	Ready for payment	5,017.57
EXP0029715200	12/21/2018	Pending manager approval	25.58
EXP0026287593	11/21/2018	Paid	844.00