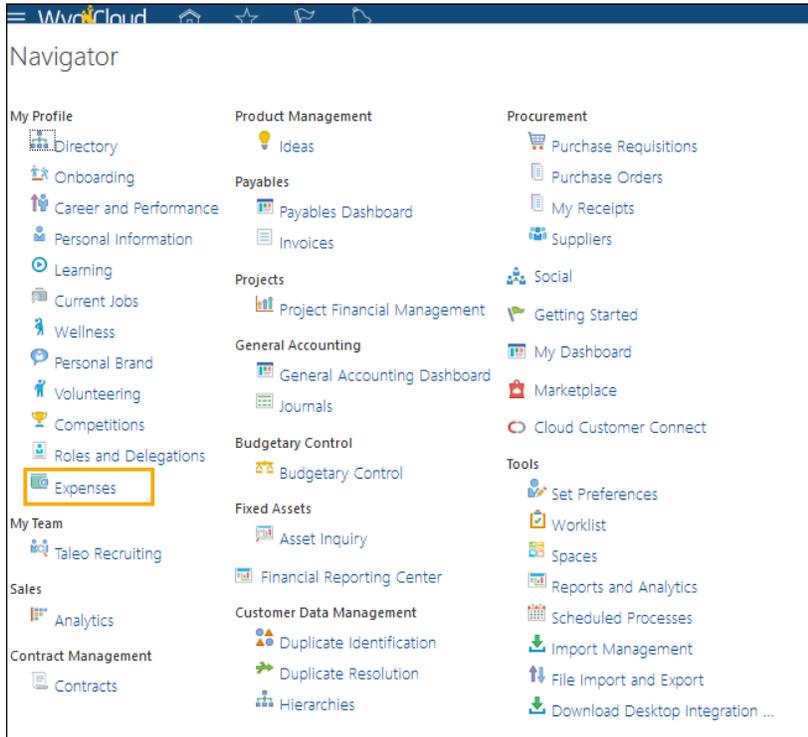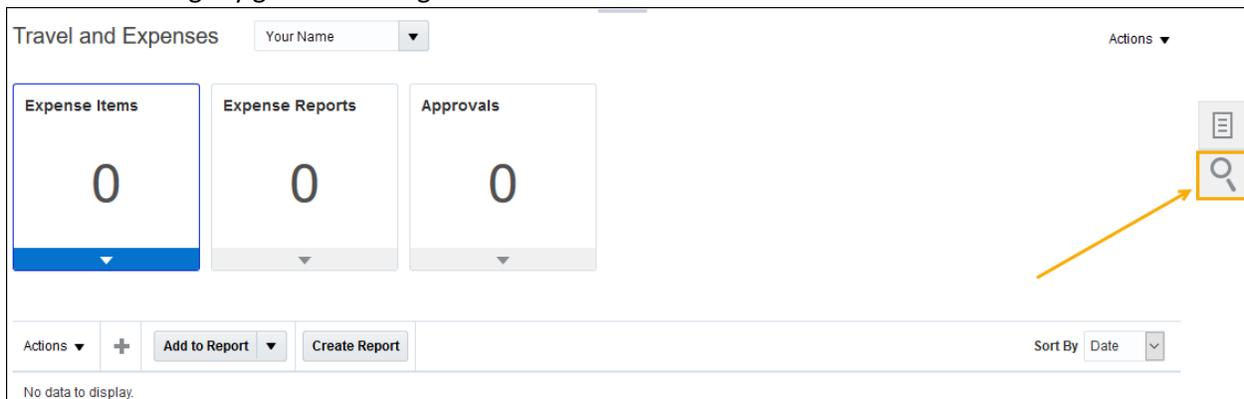# Checking Status of Expense Reports

Step One

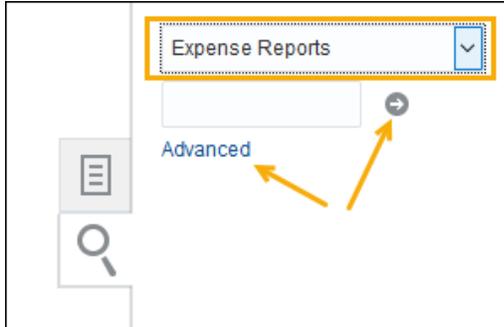Navigate to the Expense section under My Profile

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).