Submitting Expense Reports

If you have Travel and Expense reports created by a delegate on your behalf, you will need to review and submit the report once notified by the delegate that it is ready. When the delegate notifies you that a report is ready to be submitted, an email will be generated that contains a link to the report.

Clicking on the link will bring you to your expense report. Look to see if the report screen says 'Modify Expense Report' or 'View Expense Report' at the top.

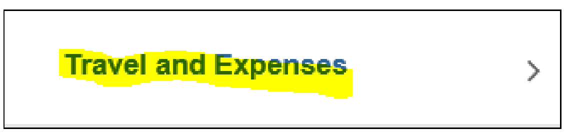
If your screen says View Expense Report, navigate to the Modify Expense Report:

The View Expense Report screen will only let you view the report and will **not** let you submit from here. To submit the report follow the below steps.

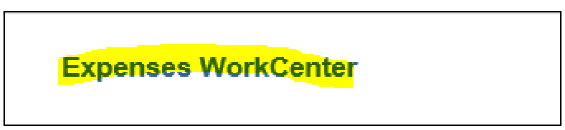
Click on the NavBar Icon in the top right corner

Click on Navigator

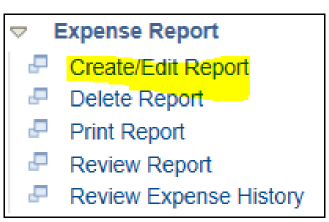
Click on Travel and Expenses



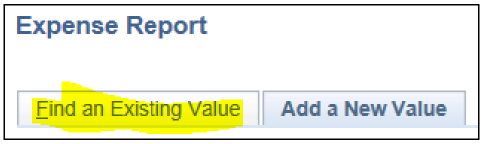
Click on Expenses WorkCenter



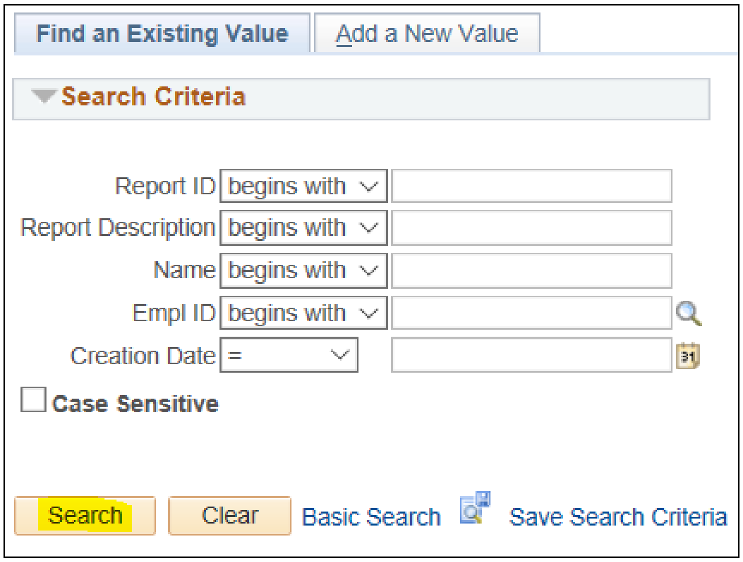
Once in the Expenses WorkCenter, click on Create/Edit Report located in the Links section in the bottom left hand corner



Click on the Find an Existing Value tab



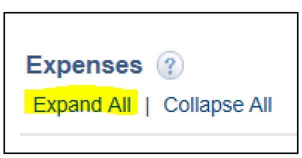
Then leave all fields blank and click search

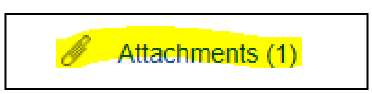


If you have multiple reports pending, they will appear in a list here. Click on the Report ID of the report that is ready to review and submit. If you only have one report pending, then you should be directed into the report after hitting search.

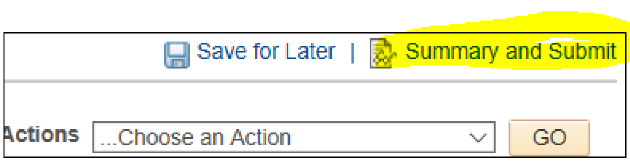
Your screen should now say **Modify Expense Report** at the top

Use the Expand All button and Attachments button to review the report information





If everything in the report looks OK, then click on the Summary and Submit button in the top right corner



Check the certify box, and then click on the Submit Expense Report button