How do I check the status of an Expense Report?

1. Go to the Expense Report. You can see what is pending on the title. If you want to know more select the Expense Report.

2. Go to details to see the details for more info.

3. You can then view the Approval Flow and where it is held up:

Approval Flow for Report: ASTRO 2019

- Budget Approval:
  - HCH ANC 60R RADIATION ONCOLOGY (92.61262):
    - SALTER, BILL J.

Approved and in Accounting Review:

Supplier Setup: