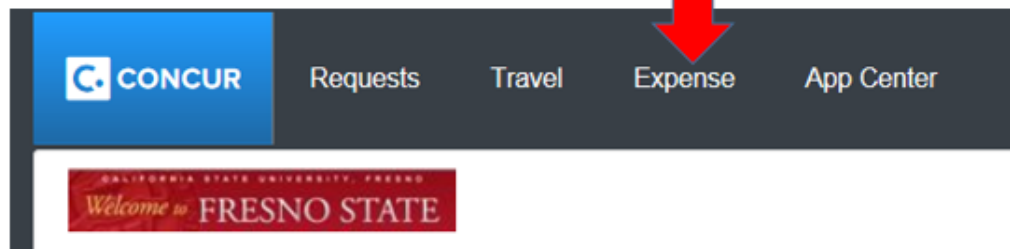
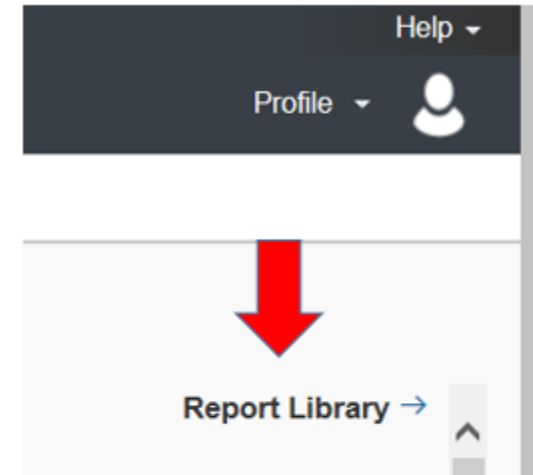


Viewing Your Expense Report History

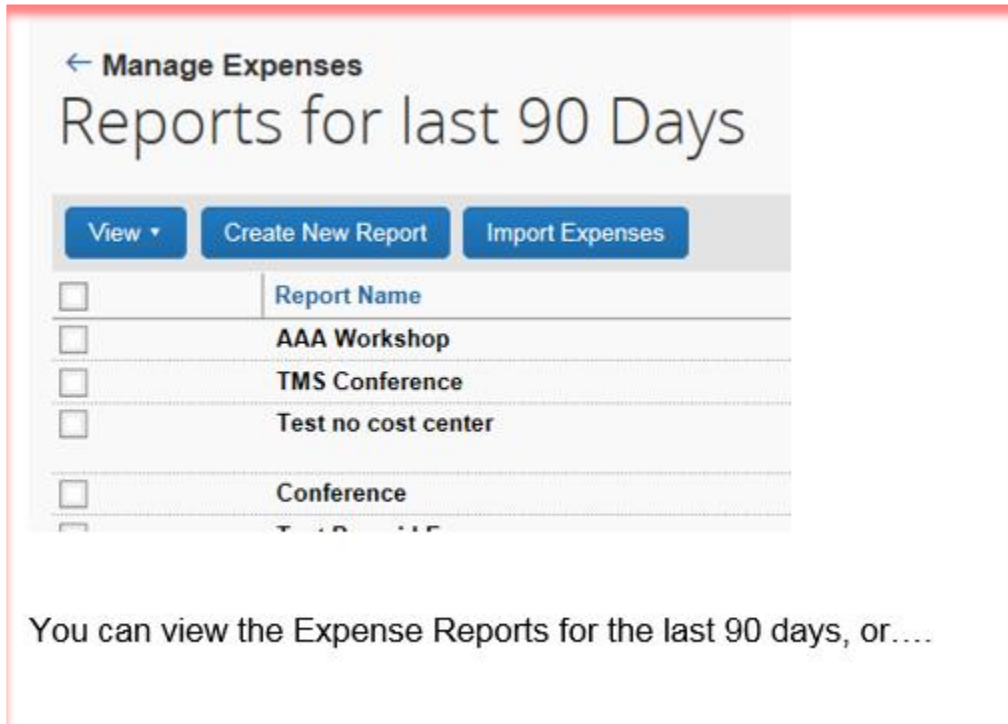


Click the **Expense** tab on the black bar.



Go to your **Report Library**.

Viewing Your Expense Report History



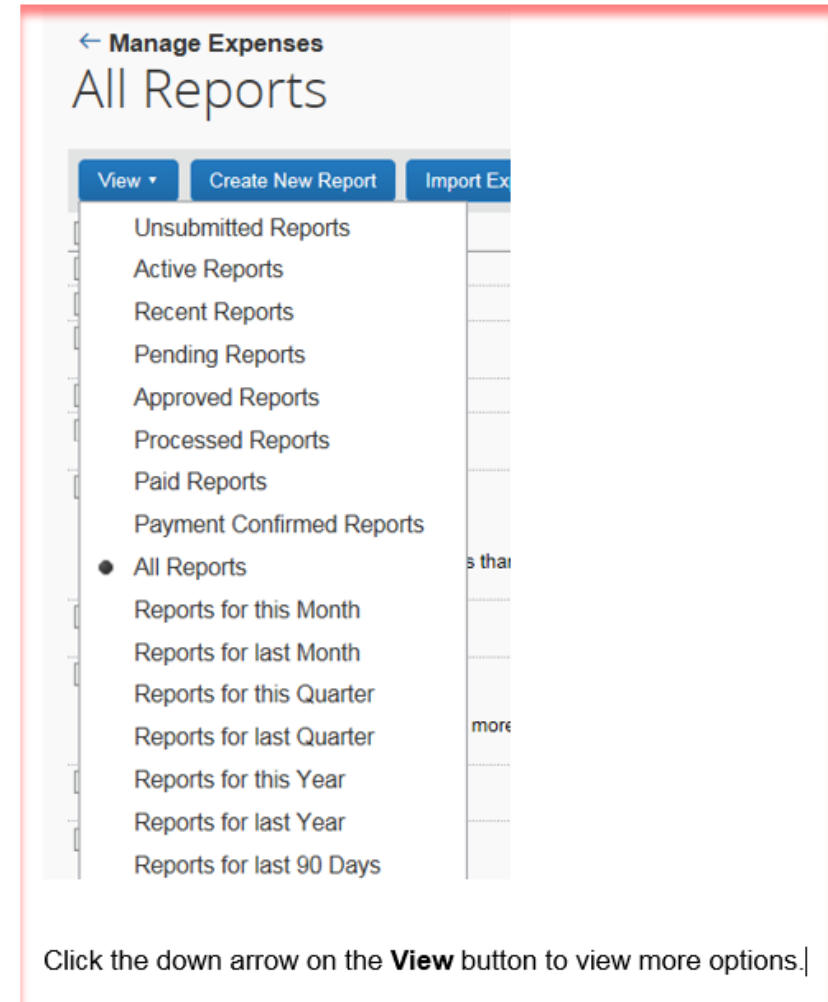
← Manage Expenses

Reports for last 90 Days

View Create New Report Import Expenses

| <input type="checkbox"/> | Report Name |
|--------------------------|---------------------|
| <input type="checkbox"/> | AAA Workshop |
| <input type="checkbox"/> | TMS Conference |
| <input type="checkbox"/> | Test no cost center |
| <input type="checkbox"/> | Conference |

You can view the Expense Reports for the last 90 days, or....



← Manage Expenses

All Reports

View Create New Report Import Expenses

- Unsubmitted Reports
- Active Reports
- Recent Reports
- Pending Reports
- Approved Reports
- Processed Reports
- Paid Reports
- Payment Confirmed Reports
- All Reports
- Reports for this Month
- Reports for last Month
- Reports for this Quarter
- Reports for last Quarter
- Reports for this Year
- Reports for last Year
- Reports for last 90 Days

Click the down arrow on the **View** button to view more options.