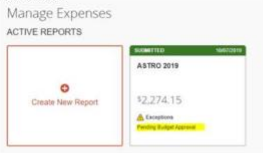
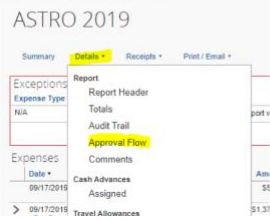


How do I check the status of an Expense Report?

1. Go to the Expense Report. You can see what is pending on the tile, if you want to know more select the Expense Report:



2. Go to Details > Approval Flow for more info



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

