

Viewing a Previously Submitted Expense Report in the Travel and Expense Module

1. Sign into **PeopleSoft HRMS Self Service** website.
2. Click the **Travel and Expense Home** link.
3. Click the **Employee Self Service** link.
4. Click the **Expense Report** link.
5. Click the **View/Print** link.
6. Select the **Expense Report** you need to view:
 - a. If you know the entire Expense Report ID, enter it in the **Search by** field and click the **Search** button.
 - b. If you do not know the entire Expense Report ID, make sure the **Search by** field is blank and click the **Search** button.
 - i. A list of all of your Expense Reports will appear.
 - ii. Select the one you want to view by clicking on the **Report ID** link.
7. Note the Expense Report is a read-only page.
8. Scroll towards to bottom to view the **Pending Actions** and **Action History** of this Expense Report.
 - a. Pending Actions: Approval levels who still need to act on the Expense Report
 - b. Action History: Displays any actions that have been taken on the Expense Report
9. To print the Expense Report, click on the **Printable View** link.
 - a. The system will open a second window. Do not close this window.
 - b. You will see the report process and go through some of the following stages: Queued, Processing, and Success. This process can take anywhere from 10 to 60 seconds.
 - c. Your Expense Report will be displayed in this window.
 - d. Use the Print icon to print a copy of your Expense Report.
 - e. Close the report window.
10. To view another Expense Report:
 - a. Click the **Return to Search** button to go back to your Search list, or
 - b. Click the **Previous in List** or **Next in List** button to review either the preceding or subsequent Expense Report in the list.