



### Tracking an Expense Report

On the Home Screen, find and click **Submitted Last 90 days** in the Expenses ribbon.

From there, click the Expense Report on the left for which report to track.

Click **Tracking**.

To see the status of an expense line item, click on one to see who it is currently assigned to. The Routing Rule numbers, see list below, show which approving area has yet to approve the Expense Report.

#### Routing Rule Numbers and Approving Area

10100 – Delegate Submits -> Expense Owner Approves: occurs when a delegate prepares and submits the Expense Report

10400 – AP Review: for preliminary review by Accounts Payable

10500 – AP Admin Review: for final review by Accounts Payable