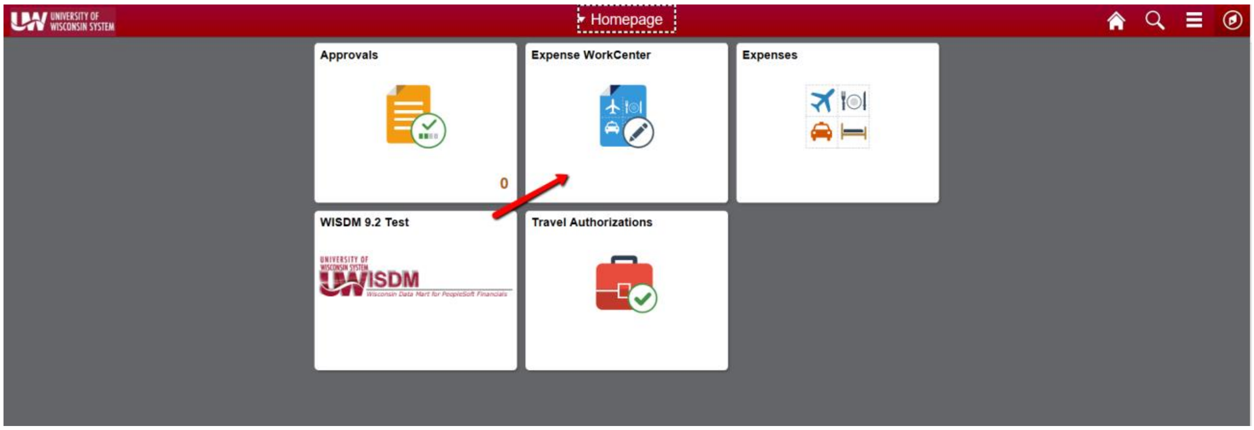
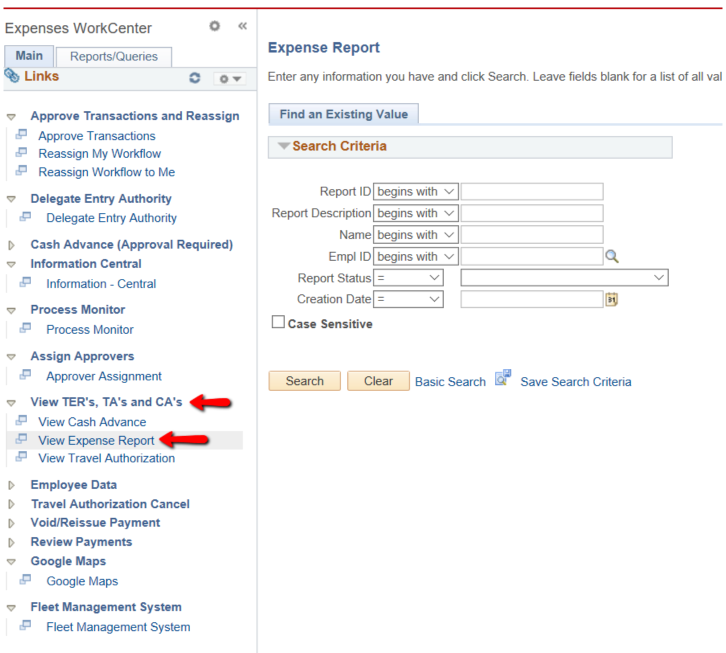
Finding a Specific TER, TA or CA for Someone Else

Viewing Expense Reports

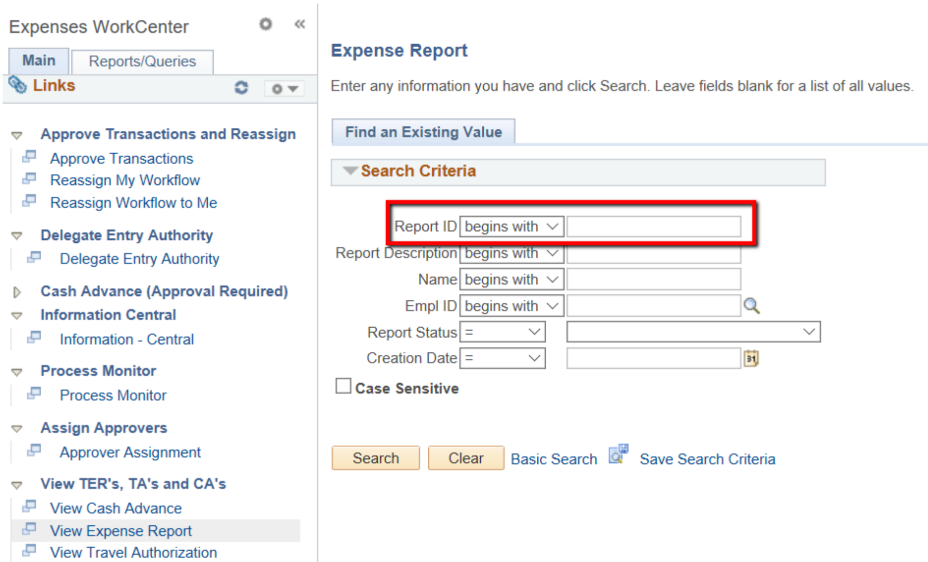
1. Click the **Expense WorkCenter**



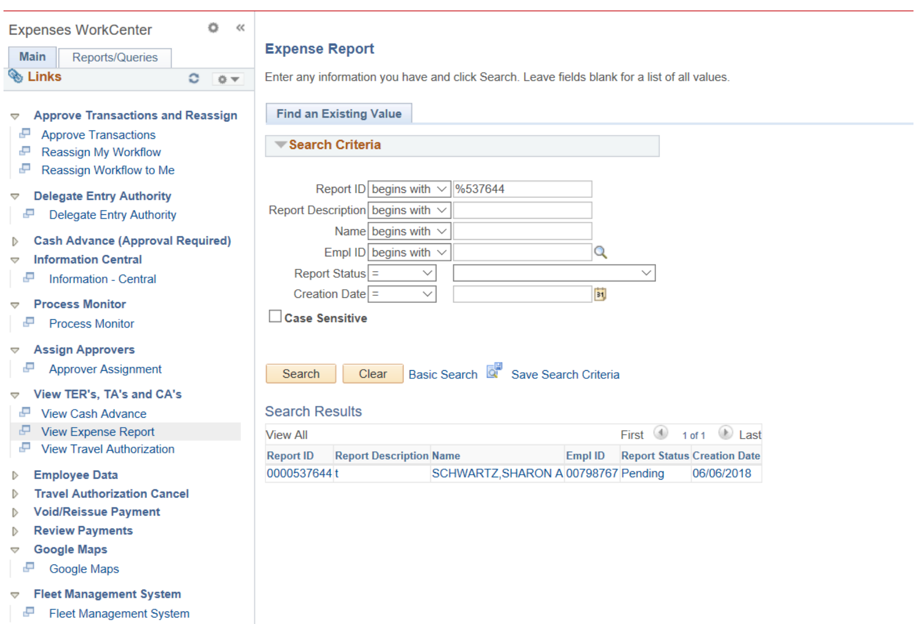
2. Scroll down and expand **View TER's, TA's, and CA's**
3. Click the **View Expense Report** menu.



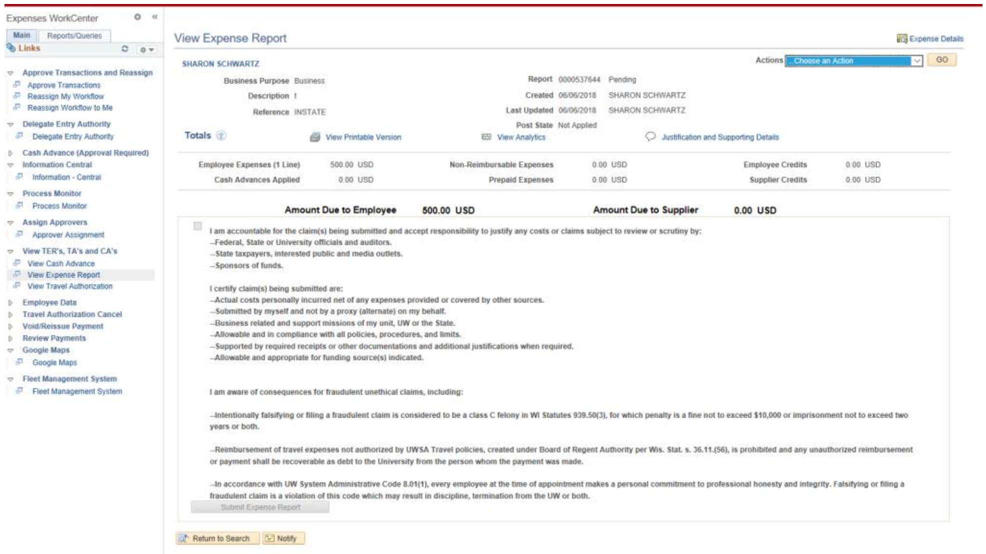
4. Enter the desired information into the **Report ID** field
5. Click the **Search** button.



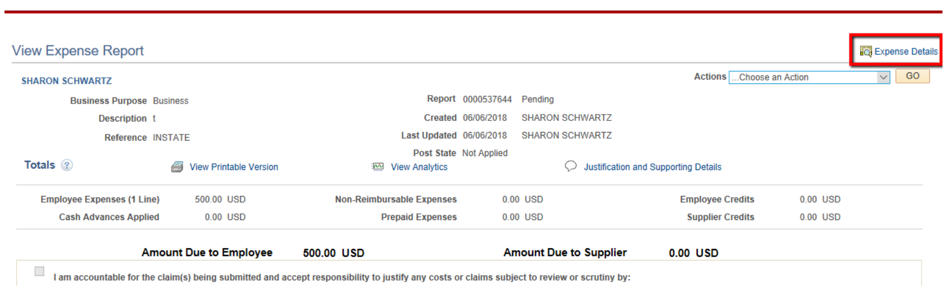
6. Under the Search Results Click the link of the expense report



7. Use the **View Expense Report** page to view an expense report in read-only mode.



8. Next to the **Report**, the system displays the status of the expense report.
9. Use the **Expense Details** hyperlink to view the individual expense lines.

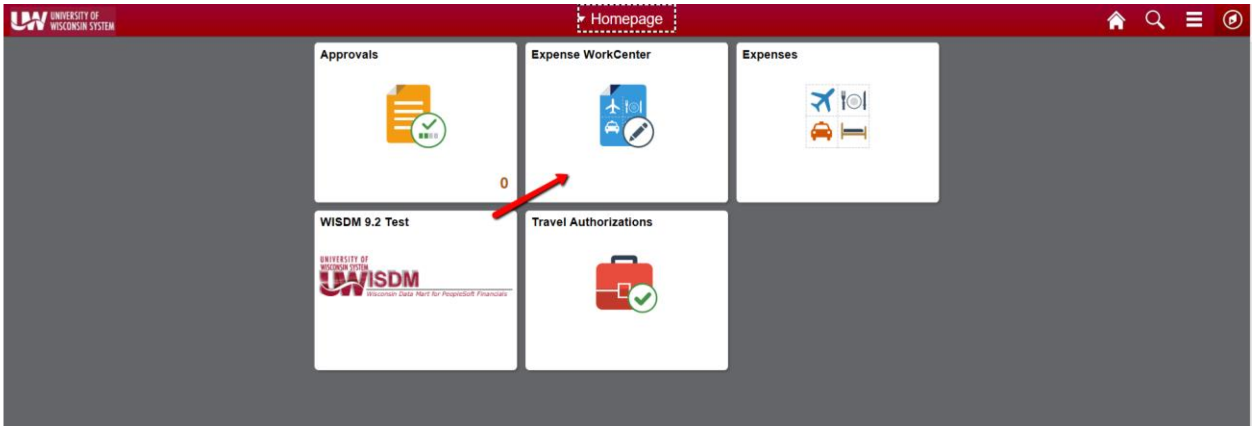


10. Expand the expense line to view the line details.

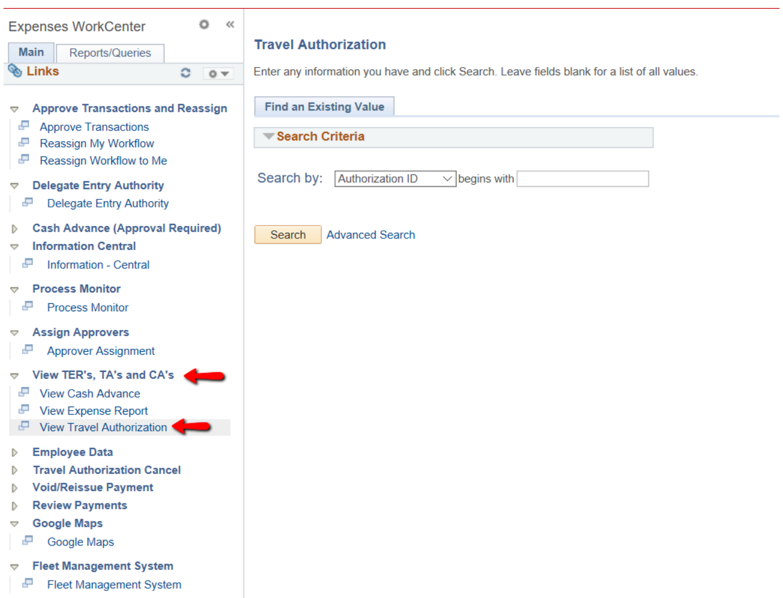
11. You have successfully viewed an expense report.

Viewing Travel Authorization

1. Click the **Expense WorkCenter**

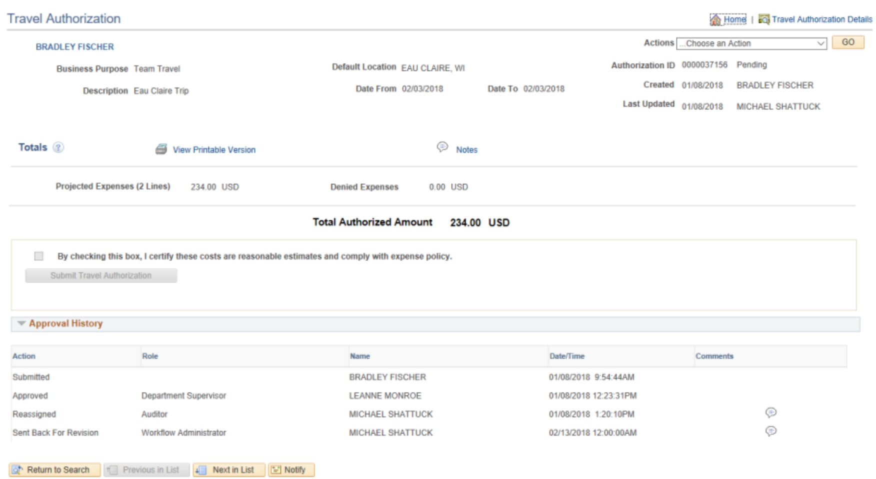


2. Scroll down and expand **View TER's, TA's, and CA's**
3. Click the **View Travel Authorization** menu

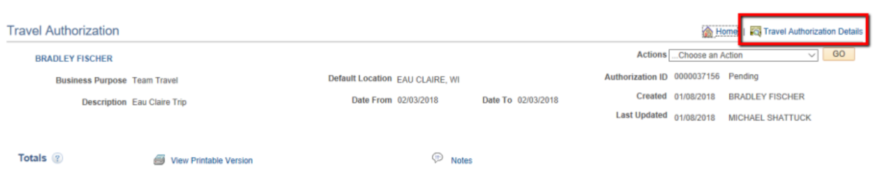


4. Enter the desired information into the **Authorization ID** field
   a. Other Options are as follows:
      i. Authorization ID
      ii. Authorization Name
      iii. Creation Date
      iv. Empl ID
      v. Name
      vi. Status
      vii.

5. Click the **Search** button.
6. Click in the **Authorization ID** field
7. Use the **Travel Authorization** page to review the details of the travel authorization. This page is read-only and cannot be modified.



8. Use the **Travel Authorization Details** hyperlink to view the individual expense lines



Viewing Cash Advance

1. Follow similar procedure as Travel Authorization but choose View Cash Advance instead