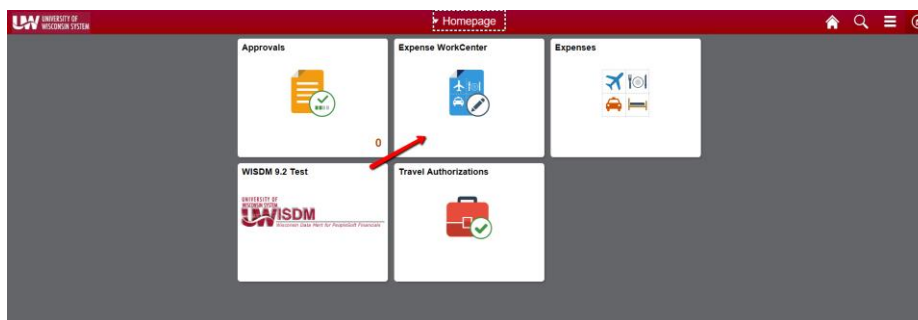


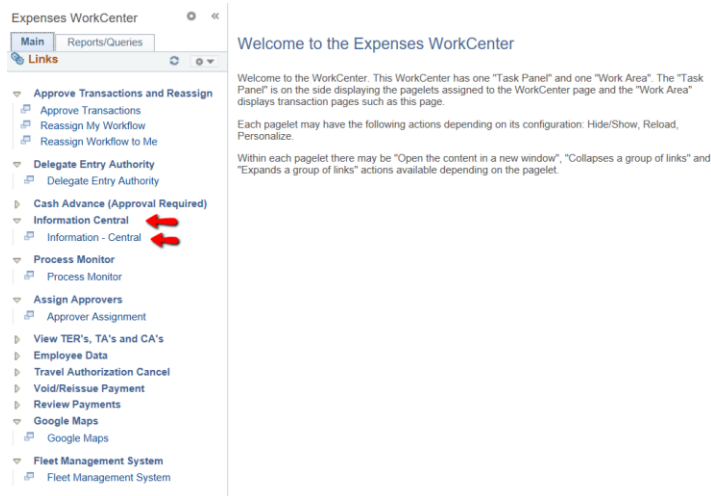
## Where is an Expense Report, Travel Authorization or Cash Advance for Approval?

If a traveler calls and wants to know where their TER, TA or CA is in workflow you can direct them to the document called: How a Traveler Can See Their TER (for only TER's), else you can do the process below.

1. Click the **Expense WorkCenter**



2. Scroll down and expand **Information Central**
3. Click the **Information - Central** menu



4. Choose 25 for TER's or 27 for TA's or CA's
5. Next choose 3 (ER in workflow (details) for TER's and 6 (TA in workflow (detail) for TA's or 23 CA in workflow (details)
6. Put in the TER, TA or CA number including the leading zeros. Search and look in the column labeled "Approver Status" and under the Approver



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**SFS Business Process**  
**EX – Where is an Expense Report or Travel Authorization for**  
**Approval**

Status column look for Pending and see who the TER, TA or CA is waiting for.