How Traveler Can See Where Their Expense Report (TER) is or TA or CA

There are two different ways for the traveler to see where their TER is.

Select Expenses Tile and click on My Expense Reports. Go to Awaiting Approval and find the TER. Check if the approval name field lists the approver. If so, that is who the report is waiting for approval. If it says "Pooled" under Approver, click on the Description for this TER and click on the word Pooled and it will show you all of the approvers that could approve this TER to move it along.

The second way to find out where all of your Expense reports, travel authorizations or cash advances are for approval is to Select Expense WorkCenter.

Under the Reports/Queries tab choose:
Where are My ERs
Where are my TAs
Where are my CAs

Once you click on one of these it will display all of your current ER’s, TA’s or CA’s waiting for approval.