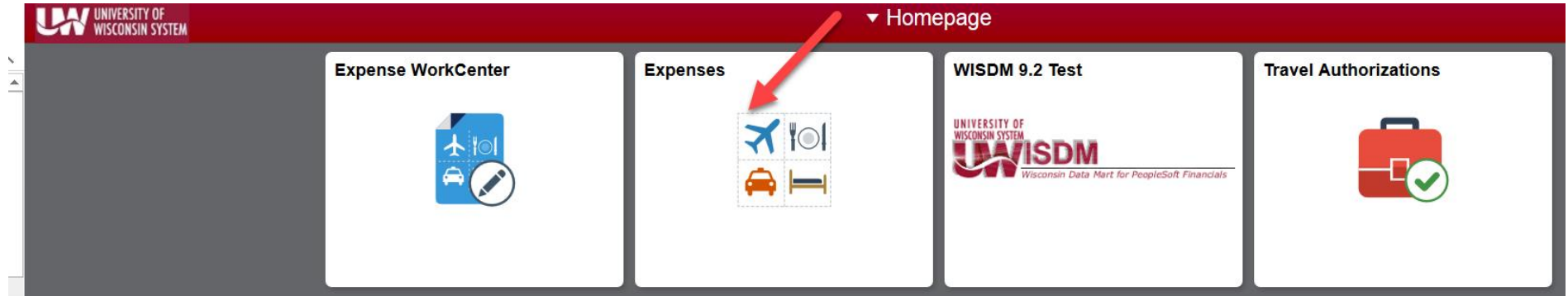


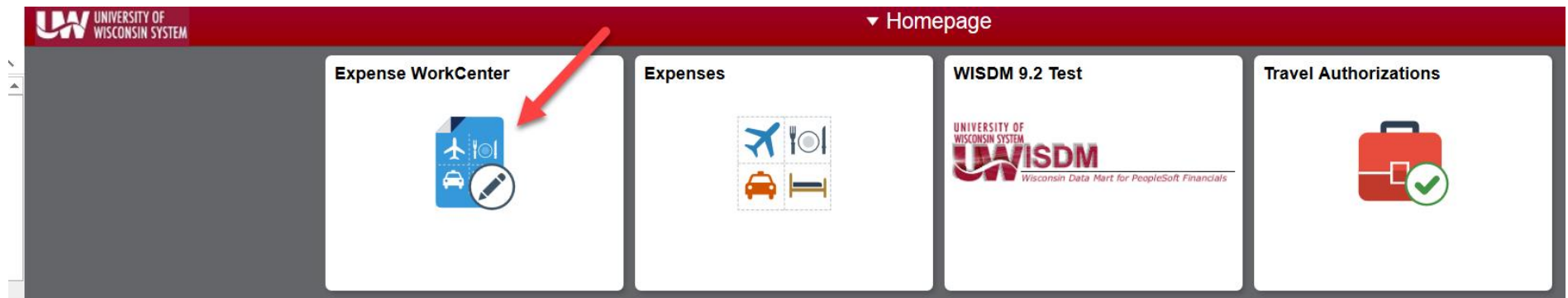
How Traveler Can See Where Their Expense Report (TER) is or TA or CA

There is 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:

Traveler Information

- Where are My ERs
- Where are my TAs?
- Where are my CAs?
- Proxy - Where are My ERs
- Proxy - Where are my TAs?
- Proxy - Where are my CAs?



Welcome to the Expenses WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

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.