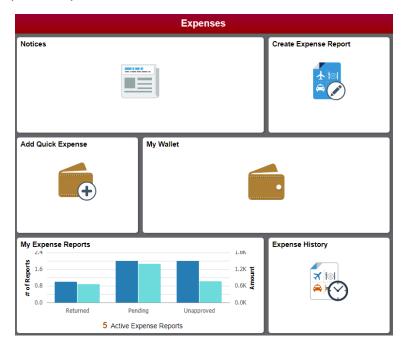
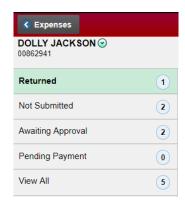


Where is My Reimbursement?

- 1. Log into E-Reimbursement
- 2. Click on Expenses Tile
- 3. Click on the My Expense Reports Tile



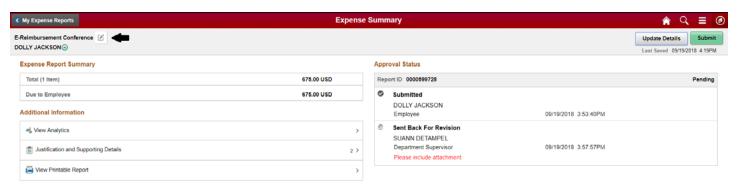
4. The click on the tabs on the left to see reports that have been Returned, Not Submitted (also known as Pending), Awaiting Approval, Pending Payment (it is fully approved and payment will be deposited in 4 to 6 days) or click View All to see all unpaid expense reports. The number indicates how many reimbursements for each type. Paid reimbursements are under the Expense History tile on the Expenses main screen.





Returned Reimbursements

Reimbursements that have been returned for revision are under the Returned tab. Click on the report to see the full comment and make adjustments.



The reason for sent back is listed in red. To add/adjust attachments, trip dates, funding or notes, click on the button to get to the General Information page of the reimbursement. Once the necessary adjustments are made to General Information page, click on the Update Details button to adjust the expense lines. Once all changes have been made, click Save, then Review and Submit.

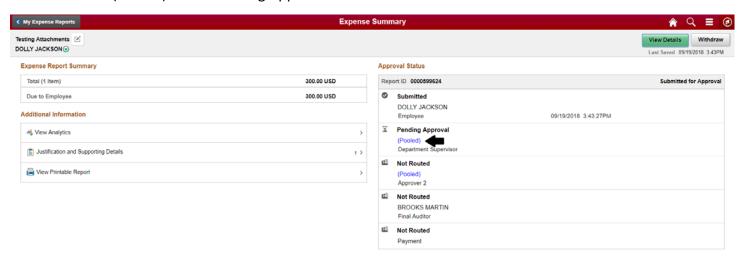
Not Submitted Reimbursements

Reimbursements that have been started but not yet submitted. Click on the report to finish. Save before submitting.

Awaiting Approval

Reimbursements that are pending approval. To see which approver the report is with:

- 1. Click on the report
- 2. Click on (Pooled) under Pending Approval





3. The list of Approvers will appear



If the report has not yet been approved by the first approver, you have the option of withdrawing the report to make changes. Click the Withdraw button to send the report back to yourself for revision.



Pending Payment

Reimbursements that have been fully approved today. Funds will be direct deposited in your bank account within 4-6 days.