


## 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.

Expenses	
DOLLY JACKSON 	
00862941	
Returned	1
Not Submitted	2
Awaiting Approval	2
Pending Payment	0
View All	5

## 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.

My Expense Reports
Expense Summary

E-Reimbursement Conference
DOLLY JACKSON
Update Details
Submit
Last Saved 09/19/2018 4:15PM

Expense Report Summary

Total (1 Item)	675.00 USD
Due to Employee	675.00 USD

Additional Information

View Analytics
Justification and Supporting Details
View Printable Report

Approval Status

Report ID 0000599728	Pending
Submitted DOLLY JACKSON Employee	09/19/2018 3:53:40PM
Sent Back For Revision SUANN DETAMPEL Department Supervisor Please include attachment.	09/19/2018 3:57:57PM

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:

- Click on the report
- Click on (Pooled) under Pending Approval

My Expense Reports
Expense Summary

Testing Attachments
DOLLY JACKSON
View Details
Withdraw
Last Saved 09/19/2018 3:43PM

Expense Report Summary

Total (1 Item)	300.00 USD
Due to Employee	300.00 USD

Additional Information

View Analytics
Justification and Supporting Details
View Printable Report

Approval Status

Report ID 0000599624	Submitted for Approval
Submitted DOLLY JACKSON Employee	09/19/2018 3:43:27PM
Pending Approval (Pooled)	
Not Routed (Pooled) Approver 2	
Not Routed BROOKS MARTIN Final Auditor	
Not Routed Payment	



3. The list of Approvers will appear

Department Supervisor

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Approver	Approval Status
SUANN DETAMPEL	Pending
SHERYL VAN GRUENSVEN	Pending

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.

< My Expense Reports

Expense Summary

Testing Attachments

DOLLY JACKSON

View Details

Withdraw

Last Saved: 09/19/2018 3:43PM

Expense Report Summary

Total (1 Item)	300.00 USD
Due to Employee	300.00 USD

Additional Information

View Analytics

Justification and Supporting Details

Approval Status

Report ID: 0000599624 Submitted for Approval

Submitted

DOLLY JACKSON

Employee

09/19/2018 3:43:27PM

Pending Approval

(Pooled)

Department Supervisor

## Pending Payment

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