

## EXPENSE REPORT STATUS - Life Cycle of an Expense Report (Update: 1/29/2016)

	Status	Explanation	Remarks
1)	Pending	[1] Expense Report has not been submitted for approval, or [2] Expense Report has been sent back by Approver, and has not been resubmitted.	Employee/Submitter needs to click " <b>Submit</b> " button, when Expense Report is ready for submission / re-submission.  <b>Note:</b> <b>Submitter is required to:</b> <b>[1] Scan and attach the supporting documents to Expense Report in PeopleSoft; and</b> <b>[2] Print a copy of the submitted Expense Report, attach it to the original receipts, and then submit the hard copy to Accounts Payable (LKS-22).</b>
2)	Submission in Process	Expense Report has just been submitted online (via PeopleSoft) by Submitter.	No action required.
3)	Submitted for Approval	Expense Report has just been submitted online (via PeopleSoft) for approval.	No action required.
4)	Approvals in Process	Expense Report has been routed online for approval, and is pending approval from Approver(s).	Employee / Submitter may scroll down to "Pending Action" to see approval status.
5)	Approved for payment	Expense Report has been completely approved, and will be included in AP detailed managerial review.	No action required.
6)	Staged	Expense Report has been included in AP detailed mangerial review.	Employee / Submitter may contact Accounts Payable for expected check date. (See attached " <b>Accounts Payable Contact</b> ")
7)	Paid	Check has been issued (for Expense Amount Due to Employee > \$0)	Employee / Submitter may look up Expense Report Payment History. [See attached " <b>PS-Expense-View employee expense history (v2016-02-01)</b> "]
	Denied / Closed	Expense Report will not be paid (Possible reason: Duplicate submission of expense report; Expense report no longer needed; etc)	No action required.

## **Accounts Payable Contact (Effective 1/5/2016)**

If you have question about your submitted expense report(s), please contact following AP staff via email / phone based on Employee's Dept ID:

<b>EMPLOYEE EXPENSE REIMBURSEMENT / PETTY CASH REPLENISHMENT</b>		
<b>Dept ID of Employee / Petty Cash Custodian</b>	<b>AP Staff</b>	<b>Ext</b>
0101100 - 0201099	Eugene Sri-On	6938
0201100 - 0302399	Mary Crossley	6909
0302400 - 0501399	Eugene Sri-On	6938
0501400 - 0802819	Genevieve Johnson	6928
0802820 - 0804799	Shanshan Yu	6904
0804800 - 0805759	Teri Cervantes	6916
0805760 - 1102499	Rebecca Gamab	6927
1102500 - 9999999	Jotinesh Ram	6967

PS-Expense-View employee expense history (v2016-02-01)

1) Navigate as highlighted:

The screenshot shows a web application interface for viewing employee expense history. At the top, a breadcrumb trail is highlighted in yellow: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Review Expense History. Below this, the page title is "Employee Expense History". A instruction reads: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Advanced Search". Under the "Find an Existing Value" tab, there is a "Search Criteria" section. The search criteria are defined by "Search by:" followed by a dropdown menu set to "Employee ID" and the text "begins with" followed by an empty text input field. At the bottom, there is a "Search" button and a link to "Advanced Search".

2) Enter Employee ID (for submitted expense report). You may also search by Employee Name.

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Review Expense History

### Employee Expense History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

**Search by:** Employee ID begins with

[Advanced Search](#)

- 3) Click “Search”. Select the expense report, and click the Paid. [Note: If you don’t see your submitted expense report, you might need to expand the highlighted date range (From Date, and Through Date).]

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Review Expense History

### Employee Expense History

Harold Brown

**Expense Dates**

From Date: 02/01/2015

Through Date: 02/01/2016

Transaction Type: All

Search

Expense History								
Type	ID	Description	Submitted Date	Status	From Date	Through Date	Submitted Amount	
Expense Report	<a href="#">0000008437</a>	Special trackwork Inspection	04/21/2015	<a href="#">Paid</a>	02/11/2015	02/13/2015	1,157.71	USD
Expense Report	<a href="#">0000008498</a>	Special Trackwork Inspection	04/21/2015	<a href="#">Paid</a>	04/01/2015	04/03/2015	1,189.09	USD
Expense Report	<a href="#">0000008597</a>	Special Trackwork Inspection	05/26/2015	<a href="#">Paid</a>	04/22/2015	04/24/2015	1,027.16	USD
Expense Report	<a href="#">0000009342</a>	SPECIAL TRACKWORK INSPECTION	09/02/2015	<a href="#">Paid</a>	08/19/2015	08/21/2015	1,229.77	USD

4) Click "Search" to view payment status of a particular expense report (e.g. 0000009342).

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Review Expense History > Review Payments

### Employee Expense Payments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

<b>Empl ID:</b>	begins with	<input type="text" value="██████████"/>	
<b>Name:</b>	begins with	<input type="text" value="Brown,Harold E"/>	
<b>Payment Reference:</b>	begins with	<input type="text"/>	
<b>SetID:</b>	=	<input type="text" value="BARTD"/>	
<b>Bank Code:</b>	begins with	<input type="text" value="BOFA"/>	
<b>Bank Account:</b>	begins with	<input type="text" value="GENL"/>	
<b>Payment Number:</b>	begins with	<input type="text" value="0000108431"/>	

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

5) PeopleSoft will display the Check Number (e.g. 491167) and Check Date (e.g. 11/09/2015) generated for your submitted Expense Report (e.g. # 0000009342).

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Review Expense History > Review Payments

Employee Expense Payment

### Employee Payment History

Harold Brown

**Payment Information**

**Check Date:** 11/09/2015      **Payment Amount:** 1,229.77 USD  
**Payment Status:** Paid      **Check Number:** 491167

[Payee Address](#)

Payments						
Type	ID	Description	Status	Created	Amount	Currency
Expense Report	<a href="#">0000009342</a>	SPECIAL TRACKWORK INSPECTION	Paid	09/01/2015	1,229.77	USD

Save    Return to Search