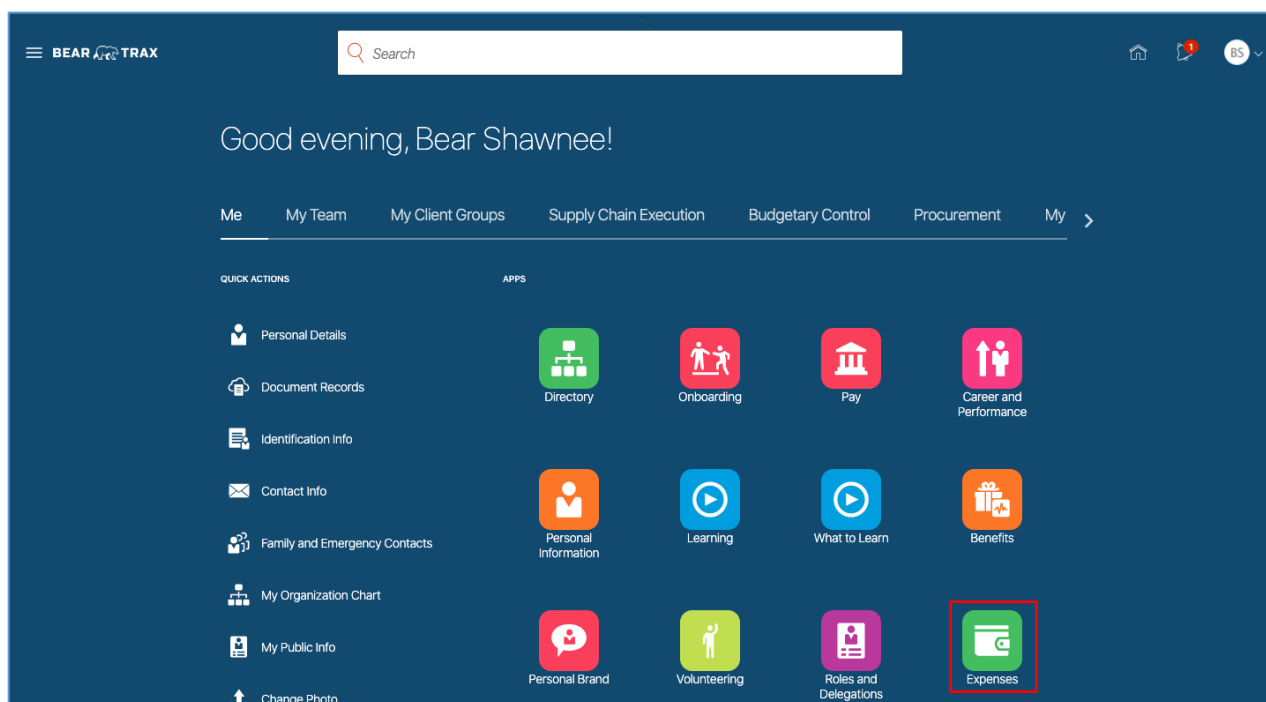


Expenses: Print or Save an Expense Report

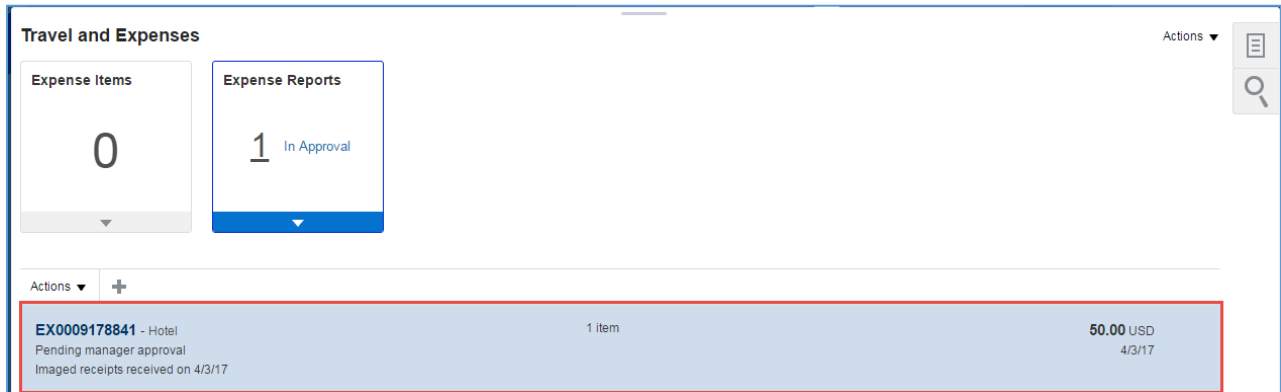
For employees printing or saving expense reports

Purpose:	Print an Expense Report.
How to Access:	Log into the Bear Trax application. Select the About Me task in the Navigator.
Helpful Hints:	Be sure to keep in mind that... <ul style="list-style-type: none">You can save expense reports to your workstation (desktop, smartphone, tablet) to view offline
Procedure:	Complete the following steps to print or save an Expense Report:

1. Click on the **Expenses** tile.



2. Under Expense Reports, click the status of the report you wish to save or print (e.g., "In Approval"). **Highlight** the expense report you want to take action on.



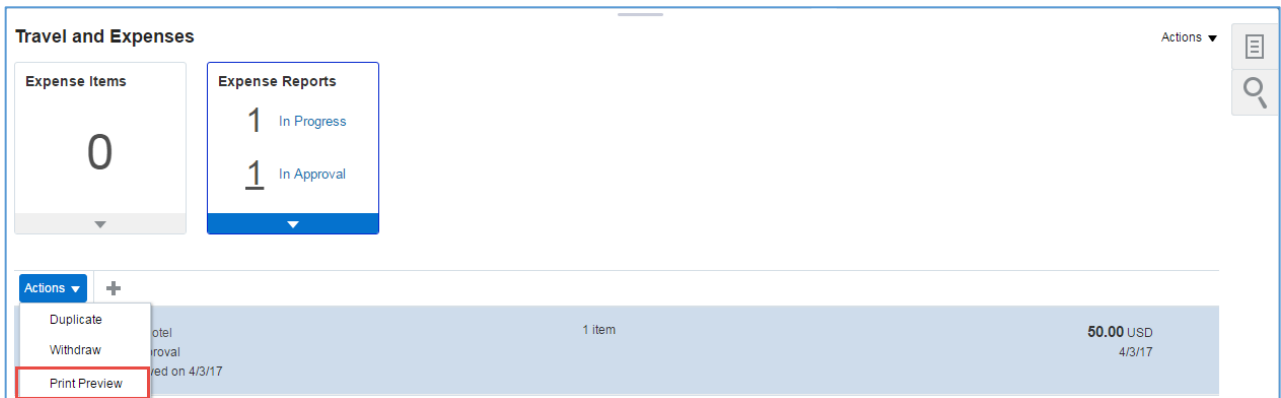
Travel and Expenses Actions ▾

Expense Items 0	Expense Reports 1 In Approval
---------------------------	---

Actions ▾ +

EX0009178841 - Hotel Pending manager approval Imaged receipts received on 4/3/17	1 item	50.00 USD 4/3/17
--	--------	---------------------

3. Select the **Actions** drop down menu. Here a duplicate expense can be created, the expense can be withdrawn, or you can view a Print Preview. Select **Print Preview**.



Travel and Expenses Actions ▾

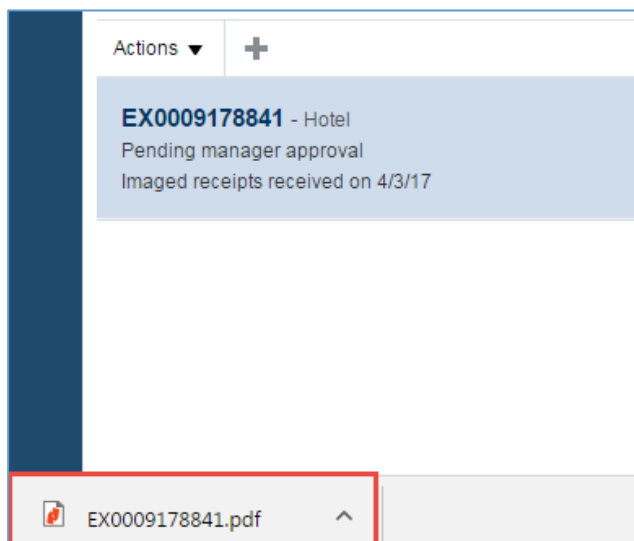
Expense Items 0	Expense Reports 1 In Progress 1 In Approval
---------------------------	--

Actions ▾ +

- Duplicate
- Withdraw
- Print Preview**


EX0009178841 - Hotel Pending manager approval Imaged receipts received on 4/3/17	1 item	50.00 USD 4/3/17
--	--------	---------------------

4. Click on the PDF file that appears on the bottom left of the screen, or click **Open** to view the file.



Actions ▾ +


EX0009178841 - Hotel
Pending manager approval
Imaged receipts received on 4/3/17

 EX0009178841.pdf ^

Note: If using Internet Explorer, a bar will appear at the bottom of the screen. Click **Open** to view the file or **Save** to download it and proceed from there.



The expense report will open in a separate window.



Expense Report

Report Number **EX0009178841**

Confirmation

Expense report number EX0009178841 for 50.00 USD was submitted for approval.

IMAGED_RCPT_BASED_AUDIT

Submission Instructions

1. To send required receipts to Accounts Payable, print this page and attach all required receipts.
2. Make a photocopy of this page and the receipts for your records.
3. Place this page and the receipts in an interoffice envelope, and send to Accounts Payable.

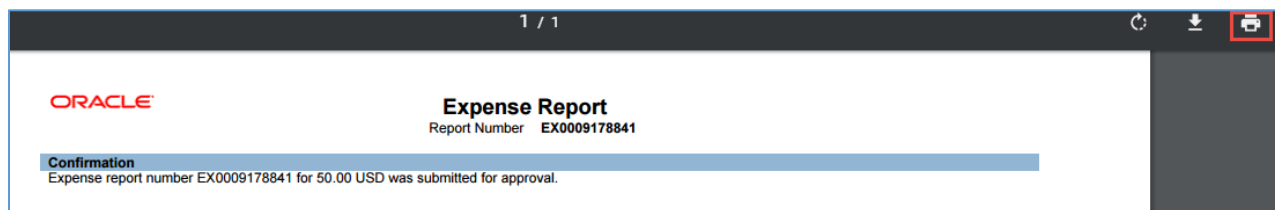
- The expense report approver will be notified and requested to approve this expense report. Upon approval, a notification will be sent to you and Accounts Payable.
- This expense report will be paid after it has been approved, and Accounts Payable has verified the receipts.

Person	Merritt, DeeAnn	Submission Date	4/3/17
Expense Dates	4/3/17 - 4/3/17	Report Status	Pending manager approval
Reimbursable Total	50.00 USD	Purpose	Hotel

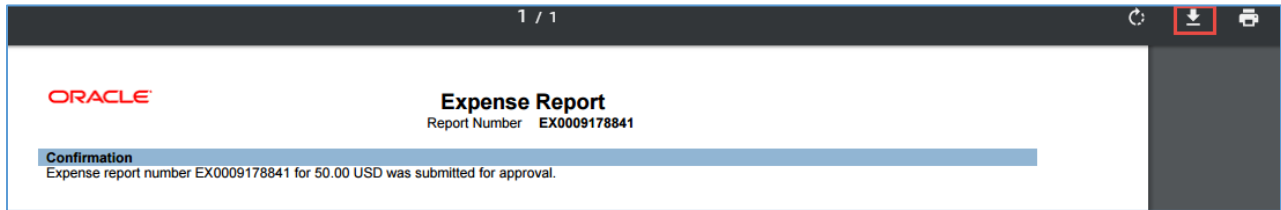
Expense Items								
Expense Type	Expense Template	Date	Expense Class	Source	Description	Receipt Missing	Receipt Required	Reimbursable Amount (USD)
Accommodations	SSU_Expenses	4/3/17	Business	Cash	hotel stay	<input type="checkbox"/>	<input type="checkbox"/>	50.00

Amount Due to You 50.00 USD

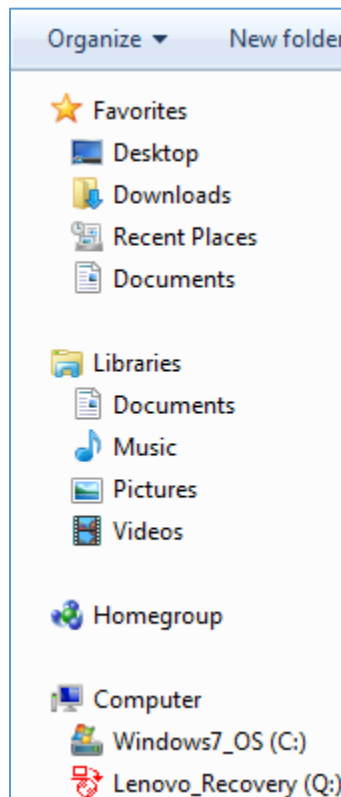
5. Review the Expense Report, then select the Print  icon from the tool bar at the top of the screen.



6. Click on the Download  or Save icon to save a copy of the expense report.

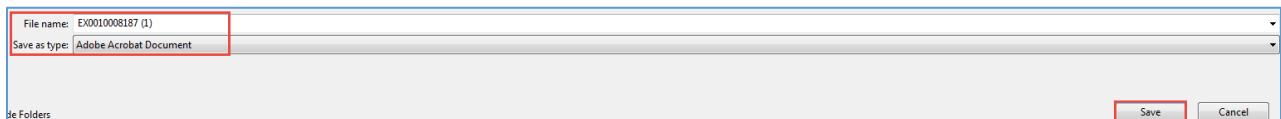


7. Select the location on your computer where the file will be saved.



File name - It will automatically insert a file name with the expense number. If you want to rename the file to something different, enter the name you want into this field.

8. Click **Save**.



Final Notes

By following these steps, you have successfully printed and/or saved a copy of an expense report.