View Employee Expense History

The Employee Expense History page is used to view an employee's expenses for travel authorizations, cash advances, and expense reports. This history can be helpful when tracking expenses for an employee.

1. To view an employee’s expense history, begin by navigating to: NavBar > Navigator > Travel and Expenses > Process Expenses > Review Payments > Employee Expense History

2. The Employee Expense History page is displayed.
   a. From the Find an Existing Value tab, you can perform a search by Employee ID or Name. Enter the employee’s information into the appropriate field.
   b. Click Search.
   c. The Employee Expense History page is displayed.

3. The Employee Expense History page is used to view all TAs, CAs, and ERs for an employee. If necessary, you can specify a date range for the expenses you want to display.

4. The Transaction Type field defaults to “All”. If necessary, this can be filtered to only CAs, TAs, or ERs.

5. The Expense History table displays the reports used to process the expense. This section provides a brief description, the status, dates, and dollar amount.

6. Click the ID link to view the report used to process the expense.