

Print an Expense Report

1. Log into PeopleSoft Self Service: <https://fprod-selfservice.gafirst.usg.edu>
2. Select **Employee Self-Service**
3. Select **Expense Report**
4. Select **View/Print**
5. Enter the **Expense Report ID** and click **Search** or click **Search** (with the ID field blank) to display all Expense Reports
6. Select the **Expense Report ID** link to view the transaction
7. A read-only view of the Expense Report is displayed
8. Select the **View Printable Version** link
9. Select the **Print Expense Report** link
10. A new window/tab will automatically open which will display the printed expense report. Note that this may take several minutes
11. Use the print function on your browser to print the report after it displays
12. When you have finished viewing and/or printing the report, close the report window to return to the Expense Report view page