

### View an Expense Report

1. Log into PeopleSoft Self Service: <https://fprod-selfservice.gafirst.usg.edu>
1. Select **Employee Self-Service**
2. Select **Travel and Expenses**
3. Select **Expense Report**
4. Select **View**
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. You will be taken to the Summary Page where you can view the **Approval History** and **Action History**. The **Approval History** section displays the approval levels and names of the approvers (if not pooled) which are still required for the transaction. The **Action History** section displays any actions that have been taken on the transaction.
8. To access the details of the expense report, click on the **Expense Details** link in the right hand corner.
9. The Expense Report is displayed in a read-only format
10. To view the specifics of a particular expense line, select the **Expand Section** arrow on the appropriate line. You can also select the **Expand All** link to expand all lines