View an Expense Report

1. Log into PeopleSoft Self Service: https://fprod-selfservice.gafirst.usg.edu
2. Select Employee Self-Service
3. Select Travel and Expenses
4. Select Expense Report
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.