



Printing an Expense Report

1. Log into [PeopleSoft Financials](#).
2. Select the **My Expense Reports** tile.
3. If the expense report has been submitted for approval, click the **Awaiting Approval** link to locate the needed report. If the report has not been submitted, click the **Not Submitted** link to locate the needed report. The **View All** link will display all expense reports.
4. Click on the desired expense report.
5. Click the **View Printable Report** link.
6. A new window/tab will automatically open which will display the printable version of the expense report.
7. Use the print function in the PDF to print the report after it displays.
8. When you have finished viewing and/or printing the report, close the report window to return to the expense report summary.