UNIVERSITY of West Georgia | Center for Business Excellence

Viewing an Expense Report

1. Log into PeopleSoft Financials.
2. Select the **My Expense Reports** tile.
3. To view all expense reports, click the **View All** menu link. To see reports based on status, click any of the other available statuses (Not Submitted, Awaiting Approval or Pending Payment).
4. Click on the desired **Expense Report** to view the expense lines.
5. You can view each expense line by clicking on the desired line from the left hand side list.