# Submitting a Pending Expense Report

There are two ways you can access your pending expense report to submit it into workflow…the fluid interface or the traditional classic view.

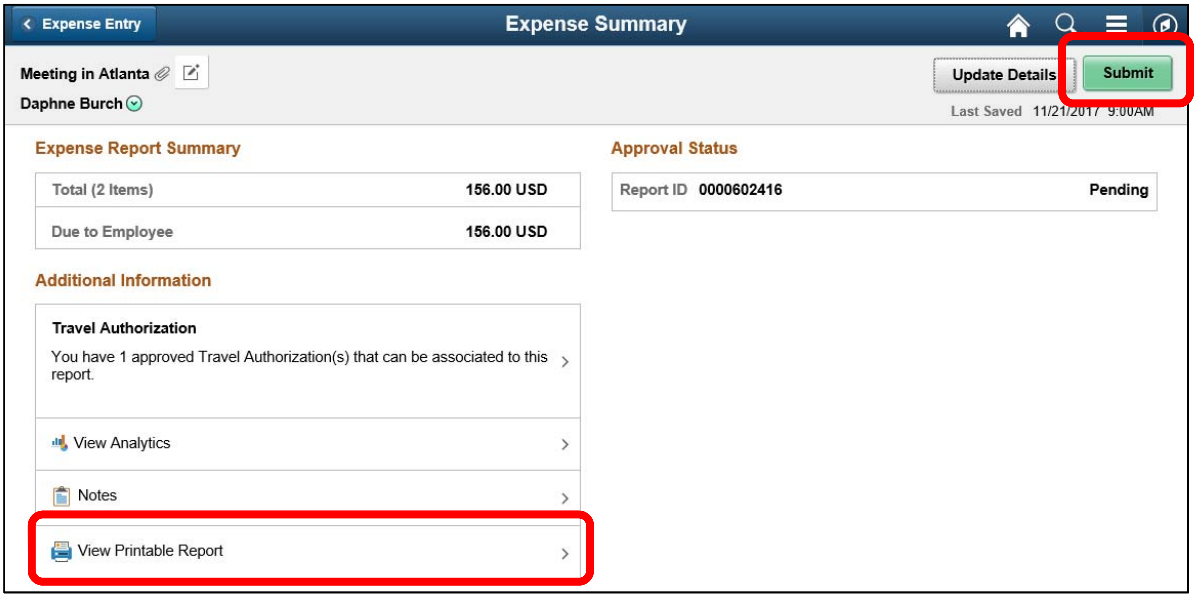
## Using the Fluid Interface

You can utilize the new fluid interface by clicking on the **"My Expense Reports"** tile on the new fluid homepage.  Once you click on the tile, you should be able to search for your pending expense report.


Once the report is opened, you will be able to review the report.  Next click on the **Review and Submit** button.

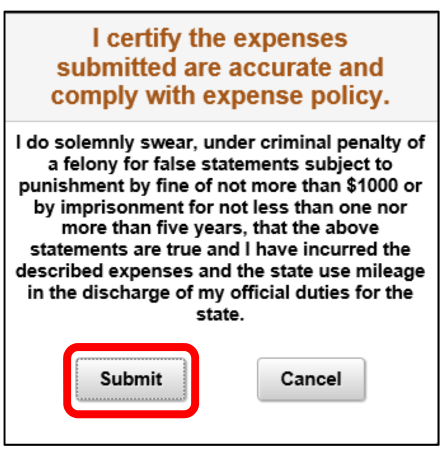
The Expense Summary page will display.

Click the **Submit** button. If you want to print your expense report, you can click on the **View Printable Report** option.




The submission statement will display.

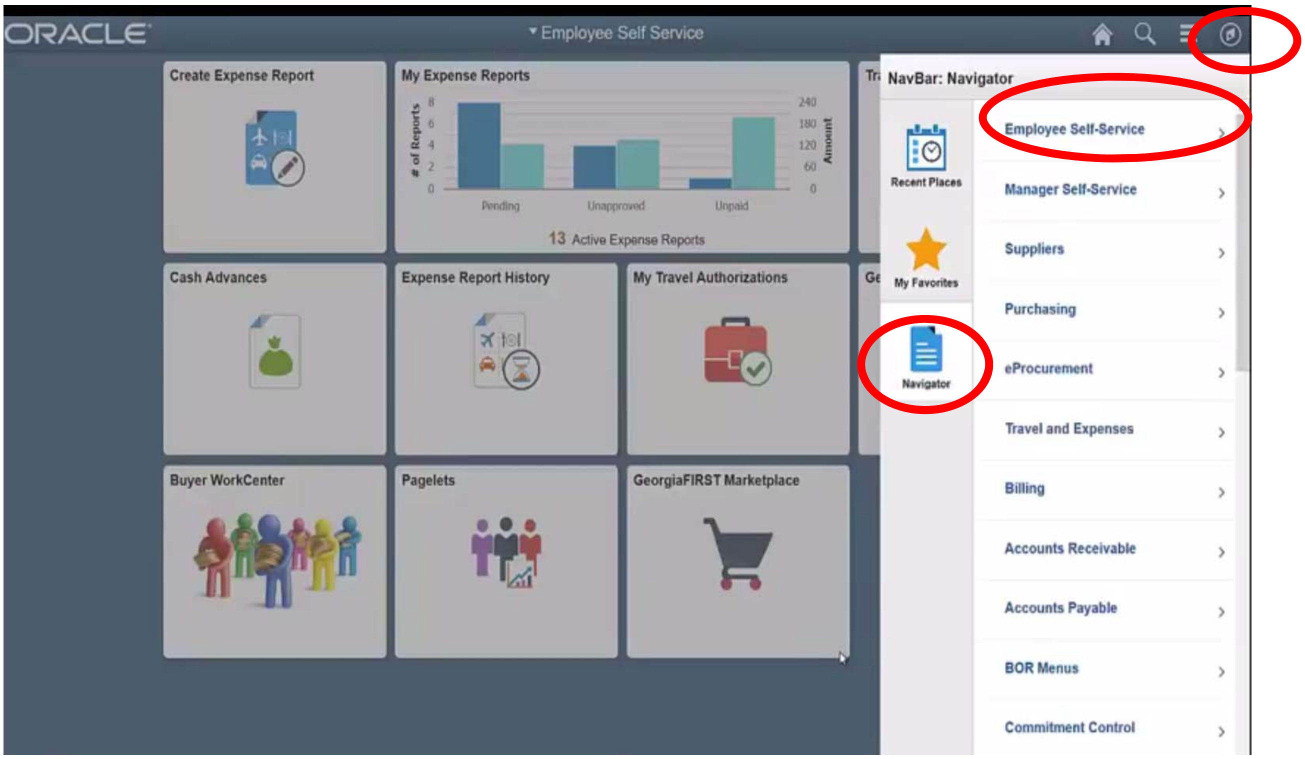
Click **Submit.**



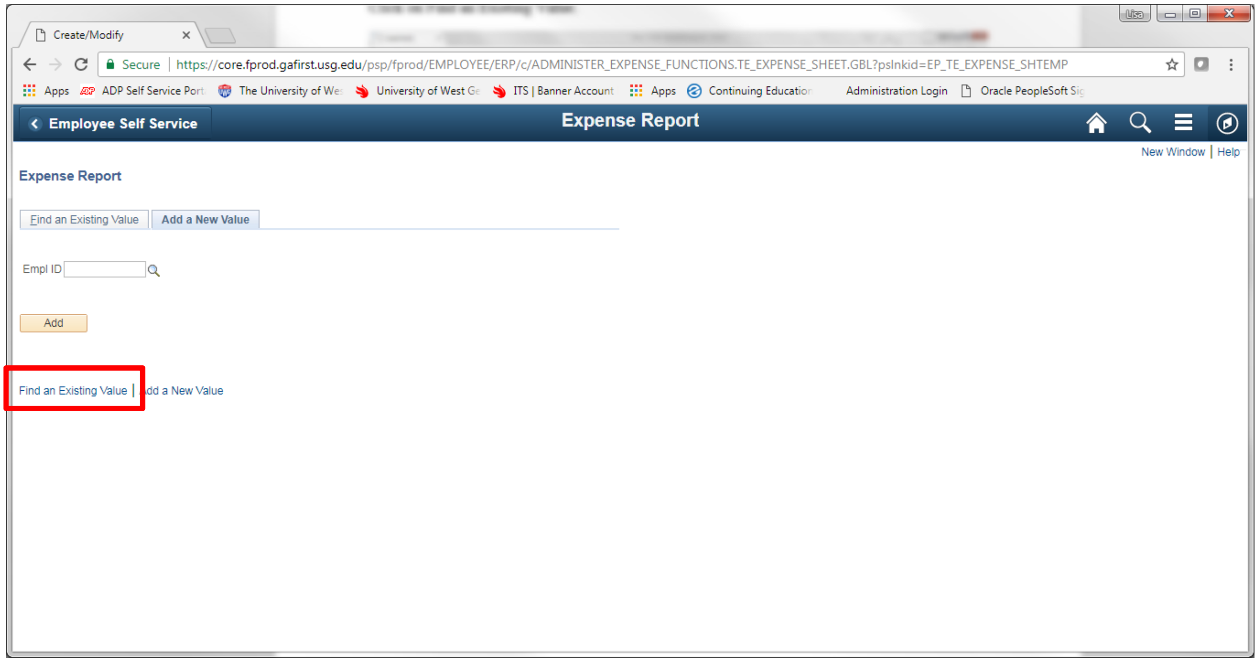

A message will appear at the top of the page confirming that your Expense Report has been submitted and you will be returned to the My Expense Reports page.

## Using the Traditional "Classic View"

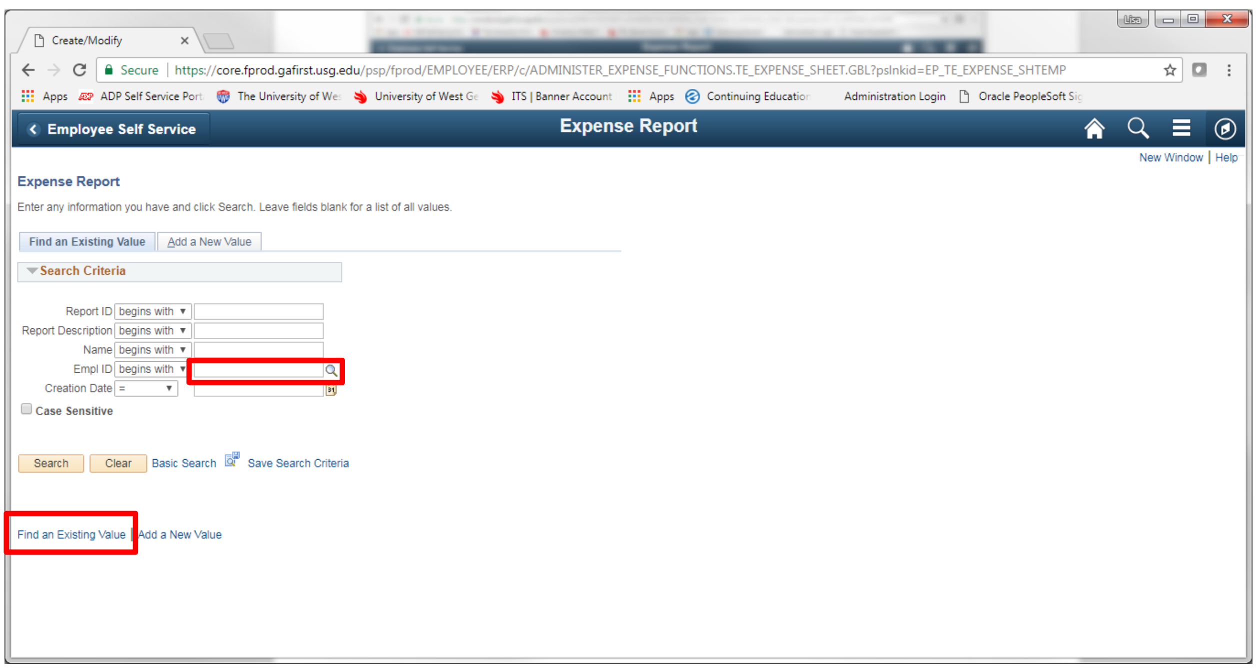
As an alternative, you can utilize the traditional "classic view" in the PeopleSoft Financials system by clicking on the **Compass** icon. This will access the NavBar. Once on the NavBar, click the **Navigator** icon. The traditional PeopleSoft menu will be displayed. You can then proceed to **Employee Self Service**. This will take you into the traditional view of PeopleSoft. You will be able to go to Travel and Expenses > Expense Reports > Create/Modify to access your report for review and submission.



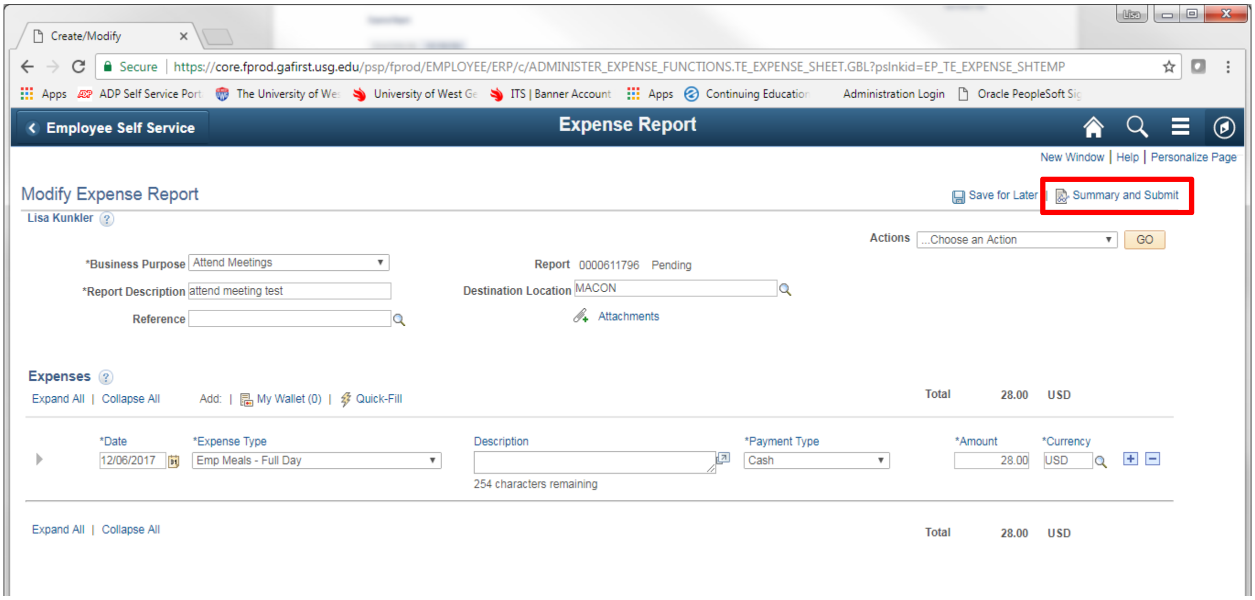
Click on Find an Existing Value.



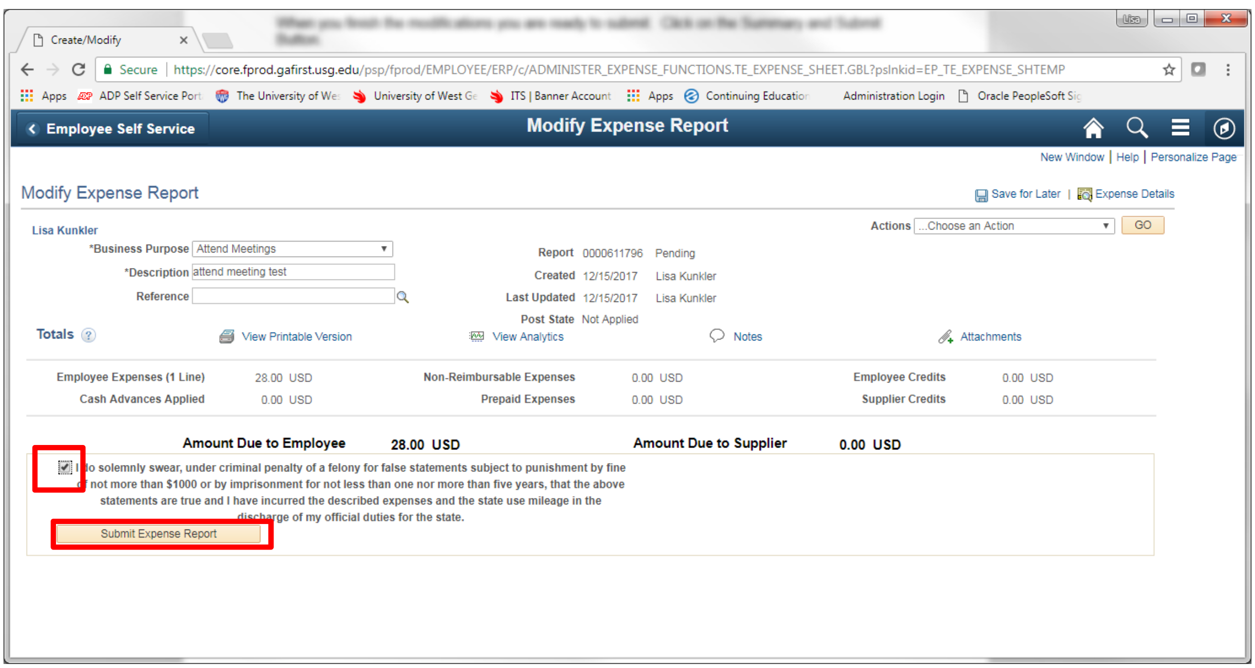

On the next screen input your Employee ID and click Search.  If you only have one expense report it will open. If you have more than one pending a list will appear and you can choose which one you wish to modify or submit.



When you finish the modifications you are ready to submit. Click on the Summary and Submit button.



If the totals look correct, check the box to attest that the report is correct and click on the Submit Expense Report button.



Another window will open. Select **OK** to finalize the submission process. Your expense report will now be in the unapproved category waiting on your supervisors approval.