View Expense Report

An employee may view their Expense Report with expense lines, attachments, ChartFields and Approver comments.

An Expense Report is available after it is submitted for approval with any of these statuses: Approved, Closed, In Process, Paid, Pending, Submitted, and On Hold.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Employee Self-Service > Travel and Expense Center > Expense Report > View***.
3.	The **Expense Report** search page displays on the **Find an Existing Value** tab by default. Click the **Search** button.
4.	The **Search Results** display below. In the **Search Results** in the **Report ID** column, click the link of the Expense Report to be viewed. ***Note: If only one is available, then the Expense Report Detail page displays.***
5.	The **Expense Report Detail** page displays. To view an Approver's comments, click the red link with the first 30 characters of the comments in the header of the **Expense Report Detail** page.
6.	Click the **Return** button.
7.	To view the Travel Authorization, click the **Authorization ID** link.
8.	The Travel Authorization for this Expense Report displays in a new window. After viewing the Travel Authorization, click the **Close** button in the upper right corner of the window.
9.	The **Expense Report Detail** page is still displayed. To view attachments, click the **Attachments** link. ***Note: The number of attachments displays on the link.***
10.	The **Expense Attachments** page displays. To view an attachment, in the **File Name** column, click the link for the attachment to be viewed.
11.	The attachment file displays in a new window. When you have finished viewing the file, click the **Close** button in the upper right corner of the window.
12.	Click the **OK** button.
13.	In the **Details** section for any expense line to view the Description and additional fields related to the Expense Type, click the **Detail** link.
14.	The **Expense Detail** page for the selected expense line displays. To view the ChartFields, click the **Accounting Detail** link.
15.	Click the **OK** button.
16.	Click the **Return to Expense Report** link.
	End of Procedure.