

Employee Expense History

Travel Admins may use this option to quickly review the status of travel documents for an agency traveler. This may be helpful to see if all ERs submitted recently have been paid. Another time this information may be useful is to see if all of a traveler's recent trips have been submitted for reimbursement. The results of this search show the type of document, ID number, description used on the document, status of the document, dates of travel, and the submitted amount for reimbursement.

1. Go to Travel Admin WorkCenter

2. Click on Employee Expense History



3. Enter or search for the Employee ID of the traveler.

To search, you can use the choices in the operator next to Search by: or click Advanced Search for more options.

information you have and click Search. Leave fields blank for a list of all values.

an Existing Value

Criteria

Search by: begins with

Advanced Search

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4. Click Search.

- Create/Modify Travel Auth
- View Travel Authorization
- Cancel Travel Authorizations

Expense Reports

- Create/Modify Expense Report
- View Expense Report

Accounting

- Request Budget Checking
- Travel Auth Budget Exceptions
- Expense Rpt Budget Exceptions
- Adjust Paid Expenses
- Expense Report Acctg Entries

Administration

- Update Profile
- Reassign Approval Work
- Modify Approved Transactions
- Employee Expense History
- Review Authorized Exp Users

Search Criteria

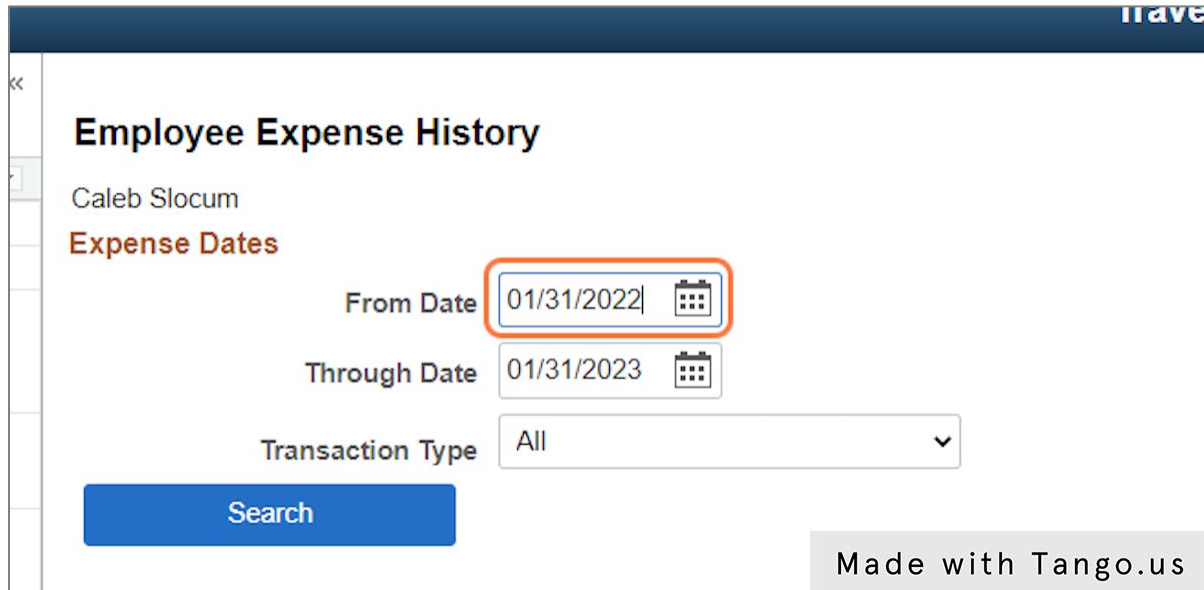
Search by: begins with

Search **Advanced Search**

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5. Choose From Date for your search.

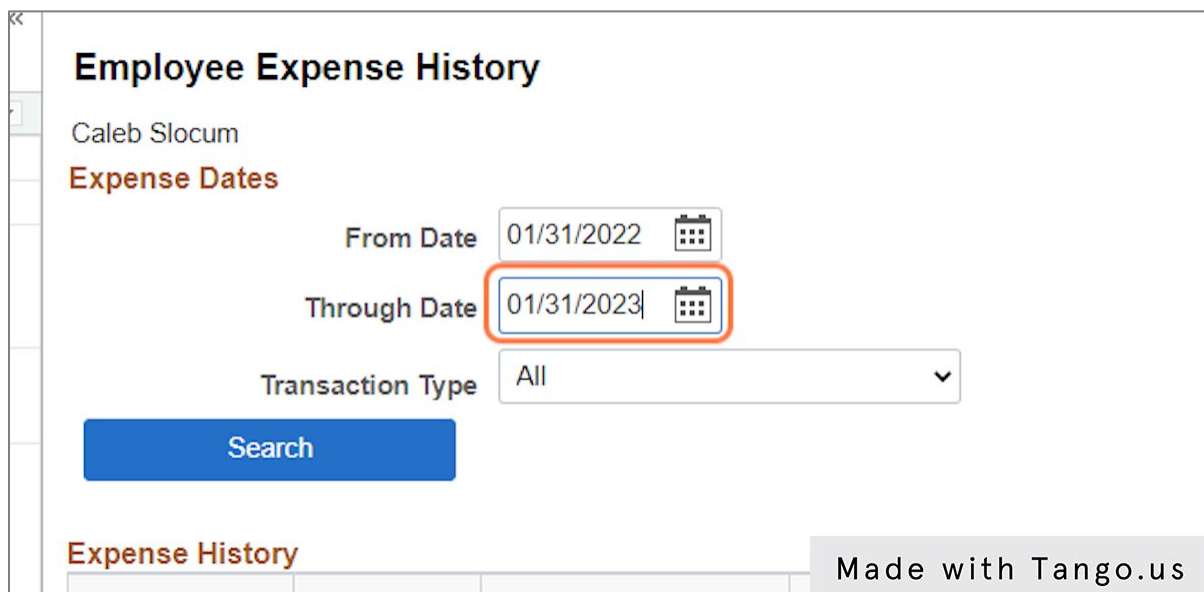
T&E will default the From Date as one year prior to the date you are running the search. This date can be changed to best suit your needs.



The screenshot shows the 'Employee Expense History' search interface for Caleb Slocum. Under the 'Expense Dates' section, the 'From Date' field is highlighted with an orange box and contains the value '01/31/2022'. The 'Through Date' field contains '01/31/2023'. The 'Transaction Type' dropdown menu is set to 'All'. A blue 'Search' button is located below the date fields. A watermark 'Made with Tango.us' is visible in the bottom right corner.

6. Choose Through Date for your search.

T&E will default the Through Date as the current date you are running the search. This date can be changed to best suit your needs.



The screenshot shows the 'Employee Expense History' search interface for Caleb Slocum. Under the 'Expense Dates' section, the 'Through Date' field is highlighted with an orange box and contains the value '01/31/2023'. The 'From Date' field contains '01/31/2022'. The 'Transaction Type' dropdown menu is set to 'All'. A blue 'Search' button is located below the date fields. A watermark 'Made with Tango.us' is visible in the bottom right corner.

7. Choose the Transaction Type you want to see.

You can select from All, Expense Reports, and Travel Authorizations. We are not utilizing the Cash Advances in T&E. If you make changes to From Date, Through Date, and/or Transaction Type, you will need to click Search to update your results.

The screenshot shows a web interface for selecting expense dates and transaction types. It includes fields for 'From Date' (01/31/2022) and 'Through Date' (01/31/2023), both with calendar icons. A 'Transaction Type' dropdown menu is highlighted with a red box and currently shows 'All'. Below these fields is a blue 'Search' button. The interface also shows a table header for 'Expense History' with columns for 'ID', 'Description', and 'Status'. A watermark 'Made with Tango.us' is visible in the bottom right corner.

8. Click Return to Search if you have additional travelers to search.

The screenshot displays a list of expense reports. On the left, there is a sidebar menu with options: 'Update Profile', 'Reassign Approval Work', 'Modify Approved Transactions', 'Employee Expense History', and 'Review Authorized Exp Users'. The main content area shows a table with two rows of expense reports. Below the table are two buttons: 'Return to Search' and 'Notify'. A horizontal orange line is present below the buttons. A watermark 'Made with Tango.us' is visible in the bottom right corner.

Expense Report	0000181178	change dept ID
Expense Report	0000175991	SLOCUM 07272022