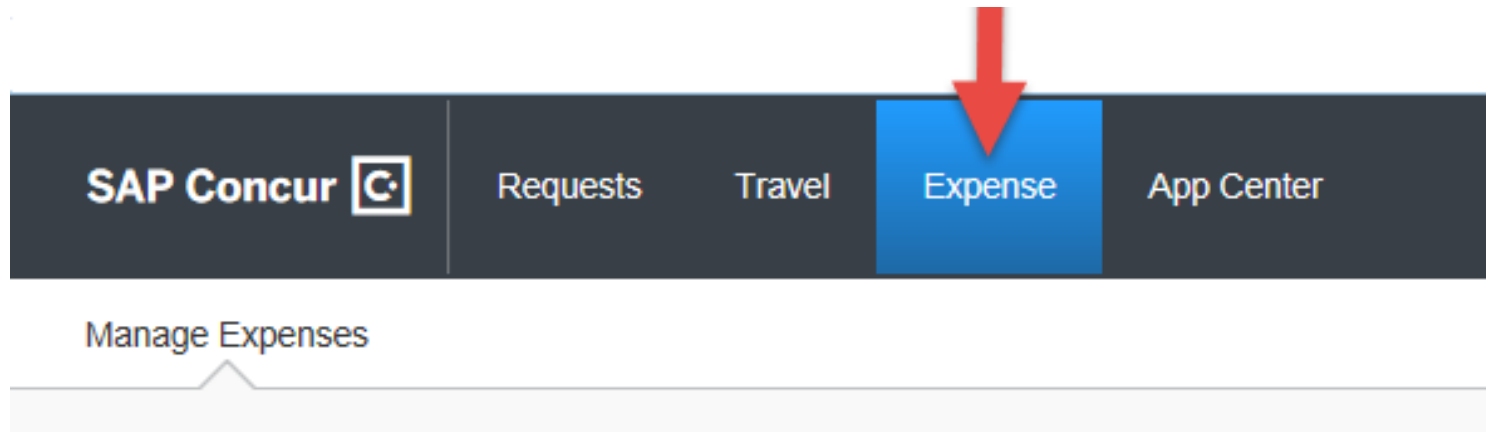
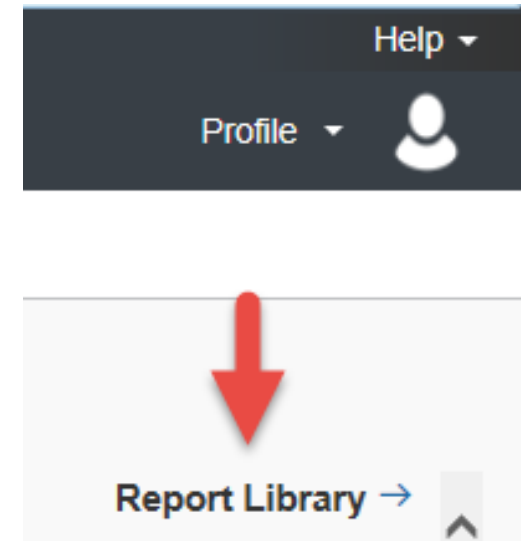


# Viewing Your Expense Report History

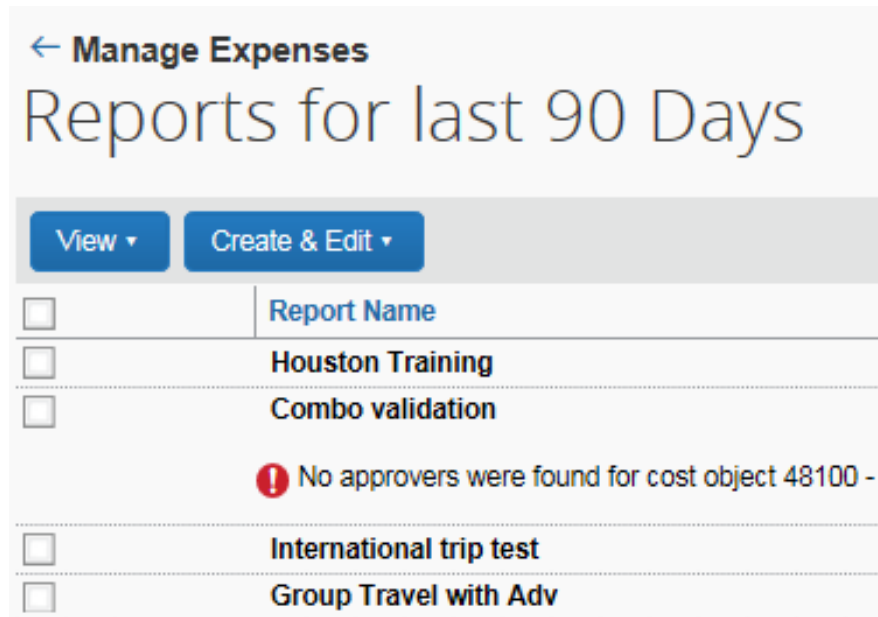


Click the **Expense** tab on the black bar.



Click on **Report Library**.

# Viewing Your Expense Report History



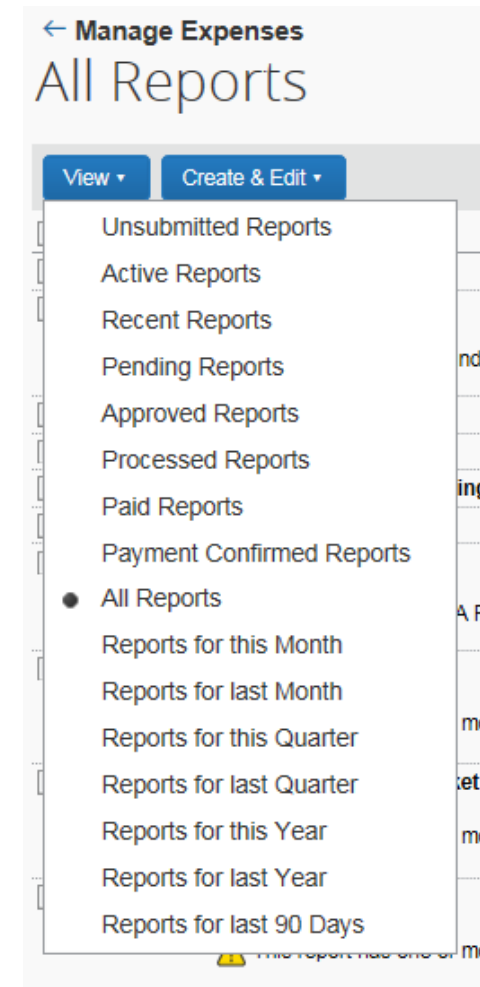
← Manage Expenses

## Reports for last 90 Days

View ▾ Create & Edit ▾

<input type="checkbox"/>	Report Name
<input type="checkbox"/>	Houston Training
<input type="checkbox"/>	Combo validation
	! No approvers were found for cost object 48100 -
<input type="checkbox"/>	International trip test
<input type="checkbox"/>	Group Travel with Adv

You can view the Expense Reports for the last 90 days, or...



← Manage Expenses

## All Reports

View ▾ Create & Edit ▾

- Unsubmitted Reports
- Active Reports
- Recent Reports
- Pending Reports
- Approved Reports
- Processed Reports
- Paid Reports
- Payment Confirmed Reports
- All Reports
- Reports for this Month
- Reports for last Month
- Reports for this Quarter
- Reports for last Quarter
- Reports for this Year
- Reports for last Year
- Reports for last 90 Days

Click the down arrow on the **View** button to view more options.