How to View All Expense Reports

1. Select **Approvals** in the navigation bar
2. Select **Reports**.
3. This page displays both current and previously approved requests. Use it as a reference to review and track your approval history.
4. Select **View** to filter expense reports that are pending your approval or that you previously approved.
5. Search for a Report **Select your filter criteria**, enter a search term, and select **Go**.







