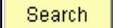
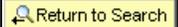




## Review Expense Report

1.	Click the <b>Employee Self-Service</b> link. 
2.	Click the <b>Travel and Expense Center - E</b> link. 
3.	Click the <b>Expense Report</b> link. 
4.	Click the <b>View</b> link. 
5.	Enter the Expense Report ID or use the available search options to locate the correct document.  Click the <b>Search</b> button. 
6.	If the search options used provided a list of results, select the correct document and click an entry in the <b>Report ID</b> column. 
7.	To review more information about each expense line, click the <b>Detail</b> link. 
8.	To review the accounting information, click the <b>Accounting Detail</b> link. 
9.	After reviewing the charfields, click the <b>OK</b> button. 
10.	Click the <b>Return to Expense Report</b> link. 
11.	Click the <b>Return to Search</b> button to review another Expense Report. 
12.	<b>End of Procedure.</b>