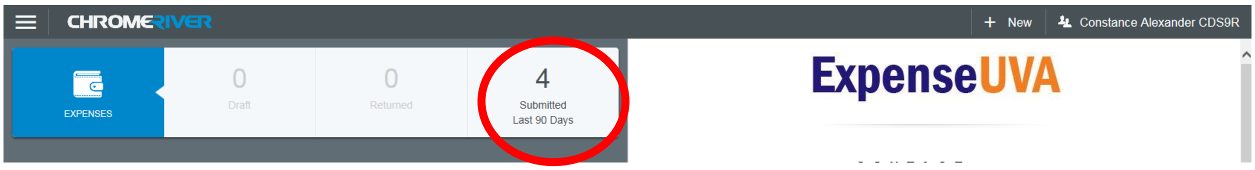
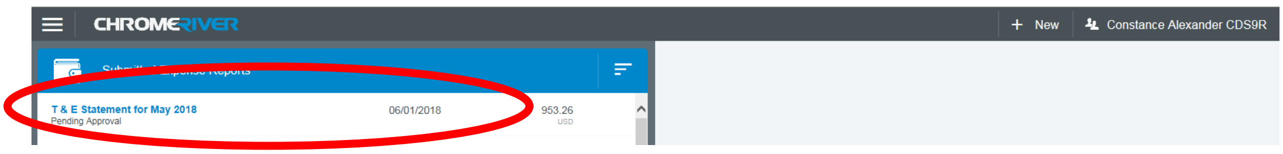
UVAFinance

Tracking Expense Reports

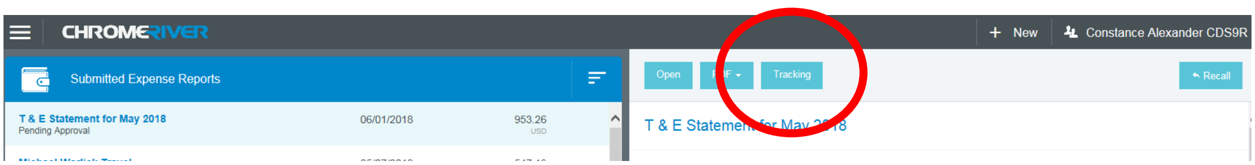
1. Click on Submitted Reports



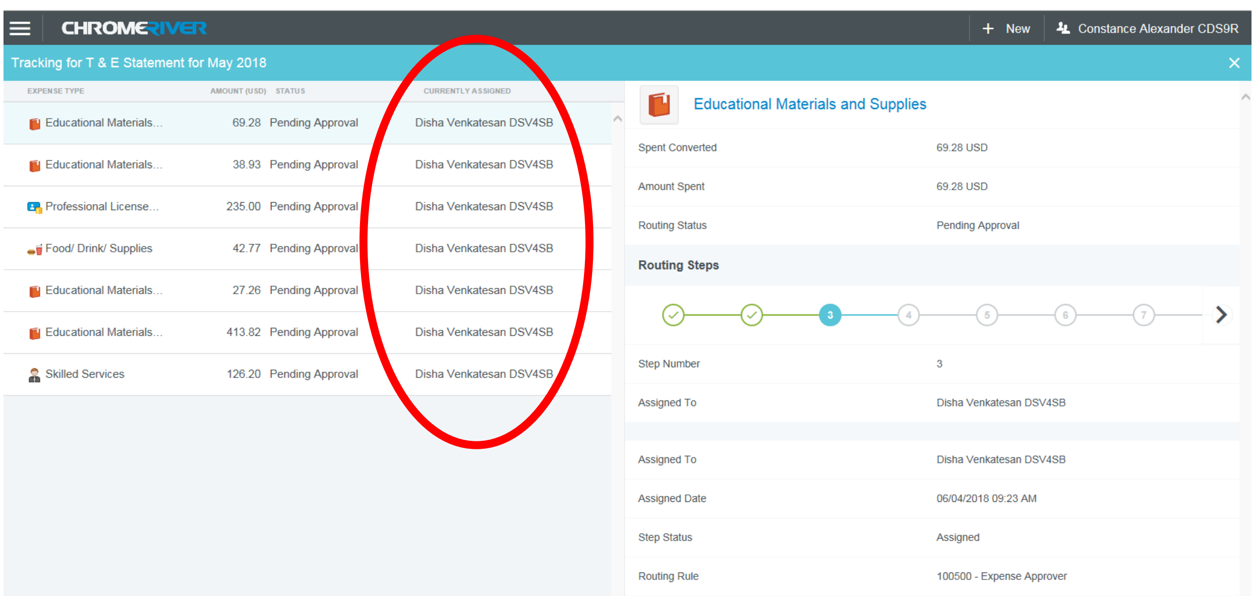
2. Select the report you wish to track and single click



3. The tracking button will appear



4. Click the Tracking button. The individual currently assigned to each expense line is shown.



5. By clicking on each individual expense, you are able to see the past or future steps in the approval process by clicking on each numbered step.