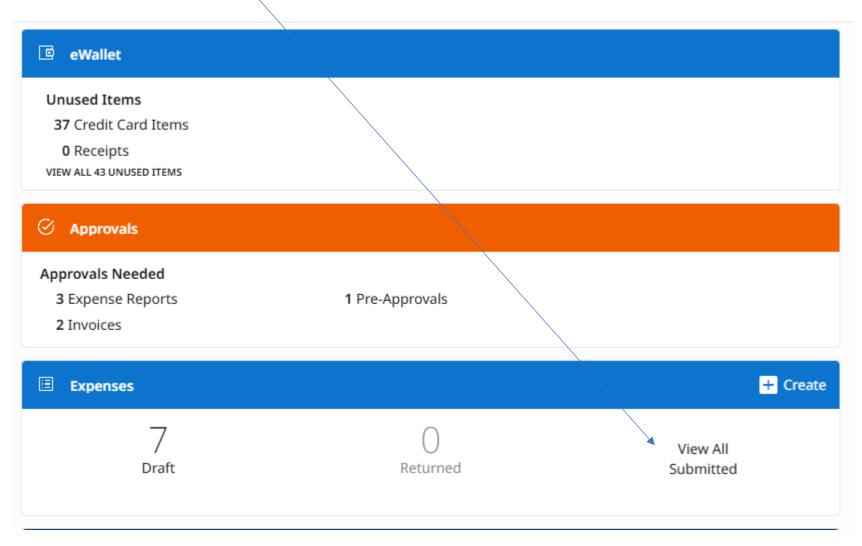
How to determine if your Expense Reports have been approved

In Emburse



To determine if your Mileage, Claim for Travel Reimbursement, or TDR has been approved, log into Emburse and chose View All Submitted

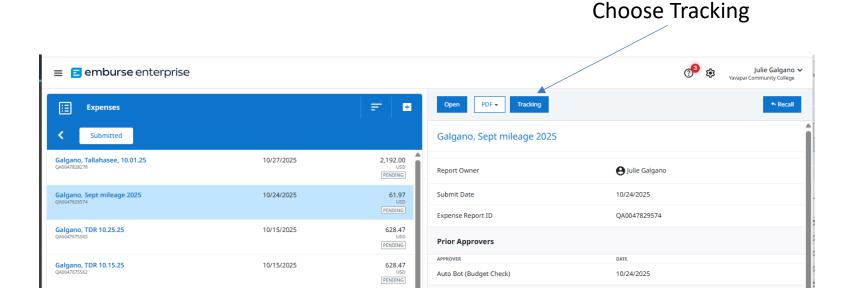
≡ **E** emburse enterprise

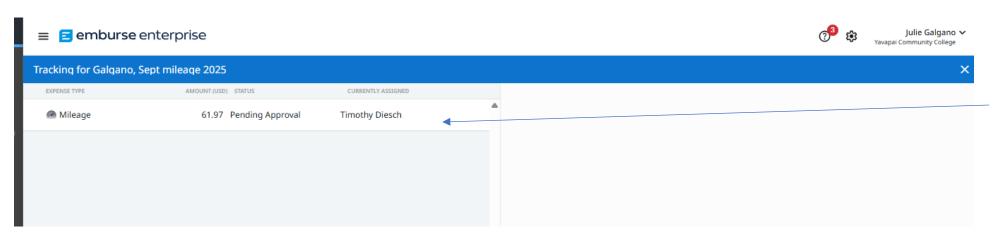


≡ **=** emburse enterprise



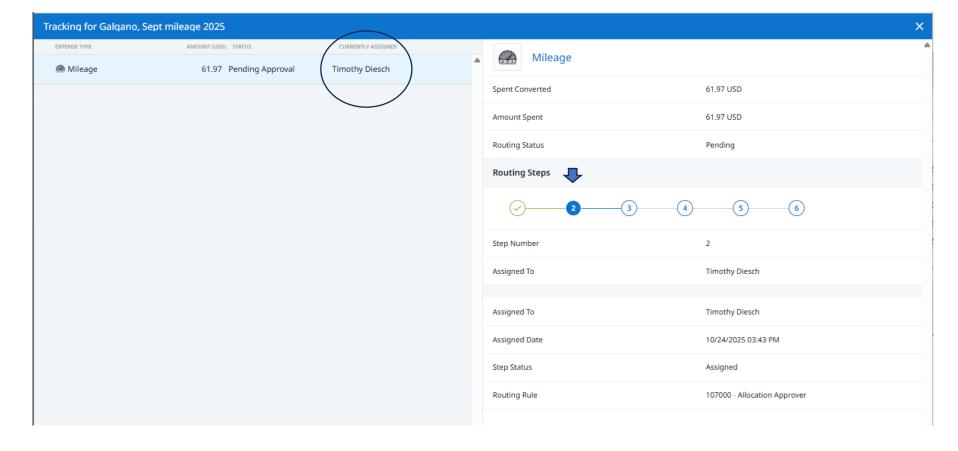
Click on the form in question. Pending means that your report has not been approved. An approved report will reflect in green with the word approved.





Choose the line, there maybe more than one

This opens the routing diagram. As an item is approved the circle will show a . You can click on a number to see the path of approval

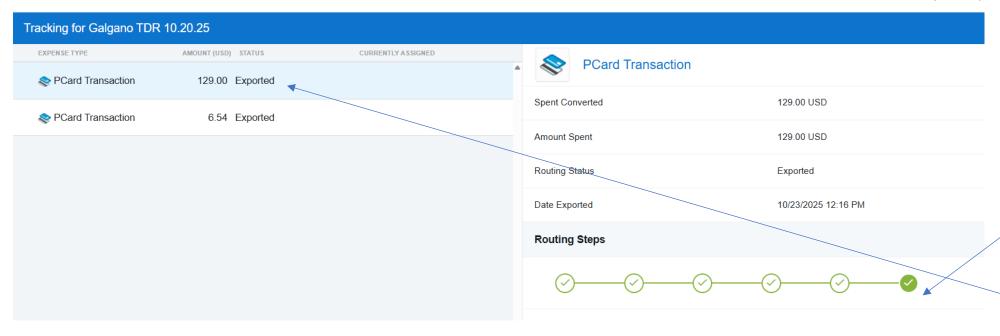








Julie Ga Yavapai Community



When your TDR is through the approval process all the checks turn green

This TDR item has been approved and exported into Banner