

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

  **emburse enterprise**

 **eWallet**

Unused Items

37 Credit Card Items

0 Receipts

[VIEW ALL 43 UNUSED ITEMS](#)

 **Approvals**

Approvals Needed

3 Expense Reports

2 Invoices

1 Pre-Approvals

 **Expenses**

7

Draft

0

Returned

[View All Submitted](#)

 **Create**

Expenses			
Submitted			
Galgano, Tallahassee, 10.01.25 QA0047828278	10/27/2025	2,192.00 USD	PENDING
Galgano, Sept mileage 2025 QA0047829574	10/24/2025	61.97 USD	PENDING
Galgano, TDR 10.25.25 QA0047675565	10/15/2025	628.47 USD	PENDING

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 Tracking

emburse enterprise

Julie Galgano
Yavapai Community College

Open PDF Tracking Recall

Galgano, Sept mileage 2025

Report Owner Julie Galgano

Submit Date 10/24/2025

Expense Report ID QA0047829574

Prior Approvers

APPROVER	DATE
Auto Bot (Budget Check)	10/24/2025

Tracking for Galgano, Sept mileage 2025

EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
Mileage	61.97	Pending Approval	Timothy Diesch

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

Tracking for Galgano, Sept mileage 2025

EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
Mileage	61.97	Pending Approval	Timothy Diesch

Mileage

Spent Converted

61.97 USD

Amount Spent

61.97 USD

Routing Status

Pending

Routing Steps



Step Number

2

Assigned To

Timothy Diesch

Assigned To

Timothy Diesch

Assigned Date

10/24/2025 03:43 PM

Step Status

Assigned

Routing Rule

107000 - Allocation Approver

Tracking for Galgano TDR 10.20.25

EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
PCard Transaction	129.00	Exported	
PCard Transaction	6.54	Exported	

 PCard Transaction

Spent Converted

129.00 USD

Amount Spent

129.00 USD

Routing Status

Exported

Date Exported

10/23/2025 12:16 PM

Routing Steps

✓

✓

✓

✓

✓

✓

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

This TDR item has been approved and exported into Banner