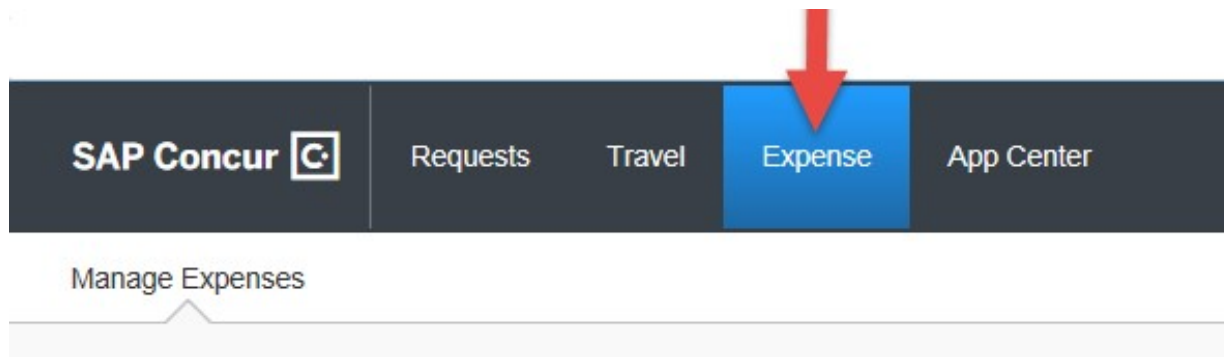
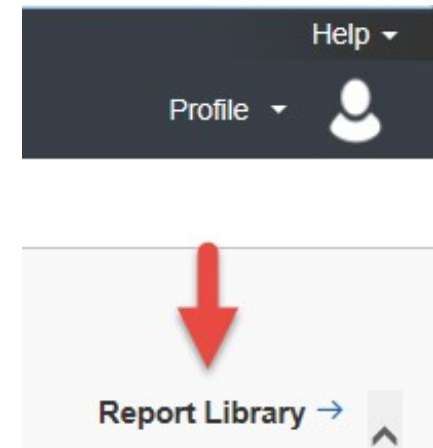


Viewing Your Expense Report History

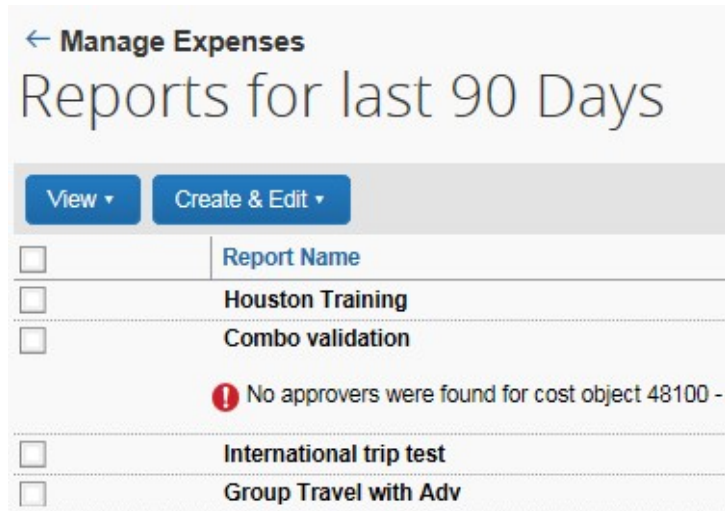


Click the **Expense** tab on the black bar.

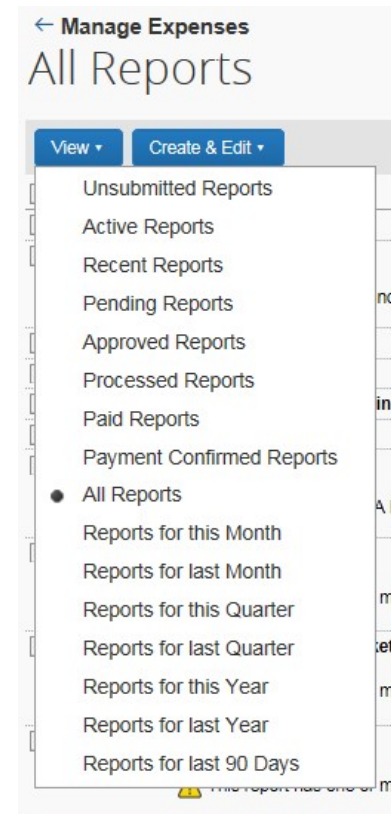


Click on **Report Library**.

Viewing Your Expense Report History



You can view the Expense Reports for the last 90 days, or...



Click the down arrow on the **View** button to view more options.