How to Find My Active Expense Reports

1. Login to SFS
2. Select Expenses
3. Select My Expense Reports
4. You will now be able to see your active expense reports broken down into the following categories below. Just select the category and then select the expense report you want to open.
   a. Returned – Your reports that have been sent back by UW System or the account approver for the funding string listed. You should be able to see send back reasons in red.
   b. Not Submitted – You have created the report and still need to submit. You have 90 days from the return date of your trip to submit your report. After 90 days your report will become taxable.
   c. Awaiting Approval – Waiting on the account approver or UW System auditors to approve.
   d. Pending Payment – Your report has been approved by UW System auditors. Payments are typically completed within 4 to 6 business days of approval.
   e. View All – View all your active expense reports.
5. If there is a duplicate report or a report that you no longer need:
   a. Delete by selecting the **green drop-down arrow** in the Actions column
   b. Select **Delete Report**

![Image showing the Actions menu with delete option selected]

6. If you are an alternate for another traveler and want to look at their active expense reports:
   a. Select the **green actions button** next to your name and then select **Change Employee**.
   b. Select the **employees name**, you will now be able to see all active expense reports

![Image showing the Change Employee action selected]

7. If you want to submit your report:
   a. Select the expense report to open it
   b. On the top right of your screen select **Review and Submit**
   c. On the top right of your screen select **Submit**.
d. Select Submit again

e. The report should now say Submitted for Approval

8. If you have any questions, please contact the Firstsource team in the ASK Center at:
   a. Phone: 715-836-3131
   b. Email: askcenter@uwec.edu
   c. Walk in: Monday through Friday, 7:45am - 4:30pm in Schofield 230