How to Submit a Pending Expense Report

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; each category can be selected individually:
   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. Under Not Submitted, select the expense report description to open it.
6. Select Review and Submit

7. Select Submit

8. Select Submit one last time

9. You will now see the report is Submitted for Approval

10. 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