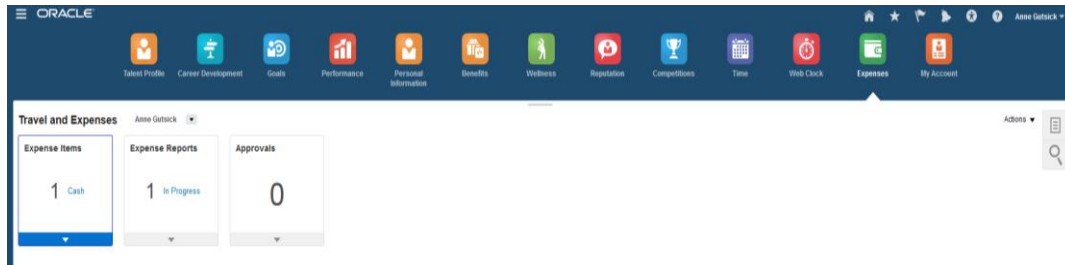


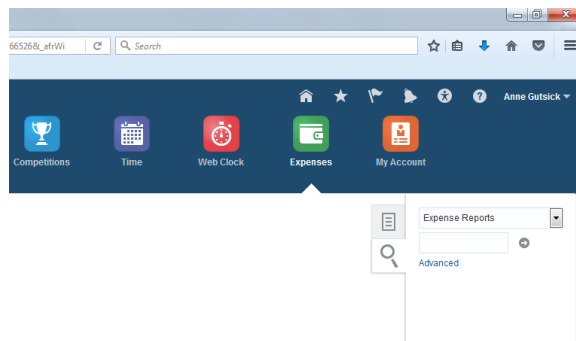


To view Paid Expense Reports:

1. Log in to Oracle Expense
2. On the far right, click on the magnifying glass



3. From the magnifying glass, click on the arrow. You can also check on paid Cash Advances by choosing Cash Advance from the drop down list below.



4. All of the expense reports for the employee will show in the list. These reports can be filtered and also can be exported into Excel.

Report Number	Date	Report Status	Report Total (USD)	Purpose	Trip Name	Amount (USD)	Payment Date
RBU0018648820	10/30/16	Paid	90.28	Bank of America Conference		90.28	11/2/16
RBU0020422710	11/10/16	Saved	102.00	Test			

5. Once done viewing the reports, click Done.