Log into FINS

Click on "Exp Rpt – Create/Edit Attach/Submit" in the left hand column:



Click on the "Find Existing Value" tab:

Expense Report

<u>F</u> ind an	Existing Value	Add a New Value	
Empl ID	C	2	
Add			

Find an Existing Value Add a New Value

Then click on "Search" and all of your pending claims will appear

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value				
Search Criteria				
Report ID begins with ~				
Report Description begins with ~]			
Name begins with ~]			
Empl ID begins with ~	Q			
Creation Date = ~	31			
Case Sensitive				
Search Clear Basic Search 🖾 Save Search Criteria				