

Log into FINS

Click on “Exp Rpt – View/Print/Withdraw” in the left hand column:

Links

Expense Management

- Exp Rpt - Create/Edit/Attach/Submit
- Exp Rpt - View/Print/Withdraw
- Exp Rpt - Delete

Click on “Search”

Expense Report

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

Find an Existing Value

Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Report Status =

Creation Date =

SetID begins with

Business Purpose begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

A list of your claims will appear. Choose the one that you would like to print or save. Then click on “View Printable Version”. A pdf will appear and you can now save and/or print your expense claim.

View Expense Report

Business Purpose d. Conferences
Description Attendance of SSC
Reference

Totals ?

View Printable Version