Report Tracking

From the Submitted Expense Reports grid, tap on the desired expense to preview it. Then tap **TRACKING** in the preview. On smaller screens, tap the expense to open a preview, then tap the *** button and select **TRACKING** from the drop-down list.

You will see a list of every item on the report and its status. For hotel expenses, tap the arrow on the left to view the status of each itemized expense.
• Tap an item to see where it is in the approval process, including the approver to whom it is currently assigned, the date, and the rule that triggered the assignment.

• Tapping each **Routing Steps** circle will show you complete details for that step, click each circle to track the next approval needed.