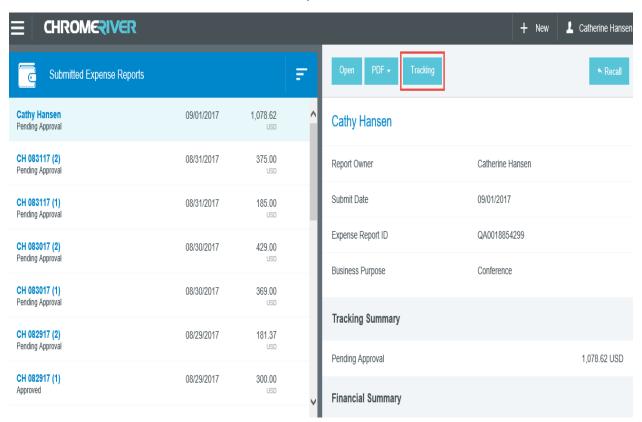
Report Tracking

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.

Tracking for Cathy Hansen		
EXPENSE TYPE	AMOUNT (USD) STATUS	CURRENTLY ASSIGNED
▼ ⊨ Hotel	539.31	^
P Hotel - Parking	50.00 Pending App	oroval Nakia Goode,Maria La Lima
Hotel - Lodging	400.00 Pending App	oroval Maria La Lima,Nakia Goode
Rotel - Internet	60.00 Pending App	oroval Maria La Lima,Nakia Goode
Hotel - Meals	29.31 Pending App	oroval Maria La Lima,Nakia Goode
► Hotel	539.31	

- 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.

