FINANCE: Searching and Viewing Status of an Expense Report

1. Log onto My.Seneca using your username and password
2. Click on Employees
3. Click on i3 Portal
4. Click on Travel and Expenses tile

5. Click on Expense Report Status tile

6. My Expense Report is displayed. The My Expense Reports page is where you can view the status of your expense reports.

The Status on the left represent:

i. Returned – expense reports that was returned for review
ii. Not Submitted – saved expense reports
iii. Awaiting Approval – pending management approval
iv. Pending Payment – awaiting payment
Note: If you are unable to find a submitted report, click the Filter button and enter the expense criteria.

7. To view the Approval Status, click a submitted expense report.
8. If the expense is approved and paid then you can view the expense claim in the Expense History tile.