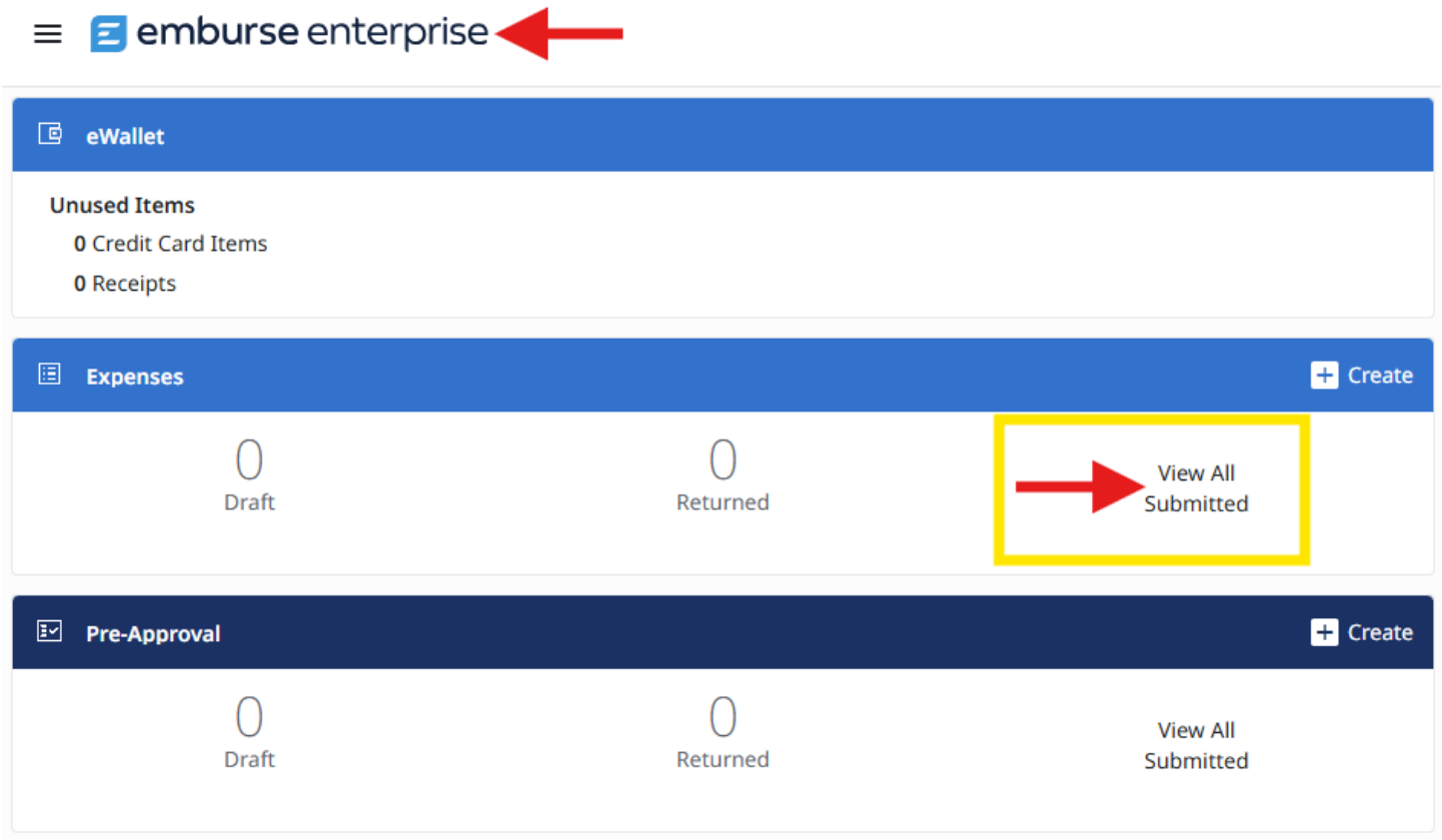
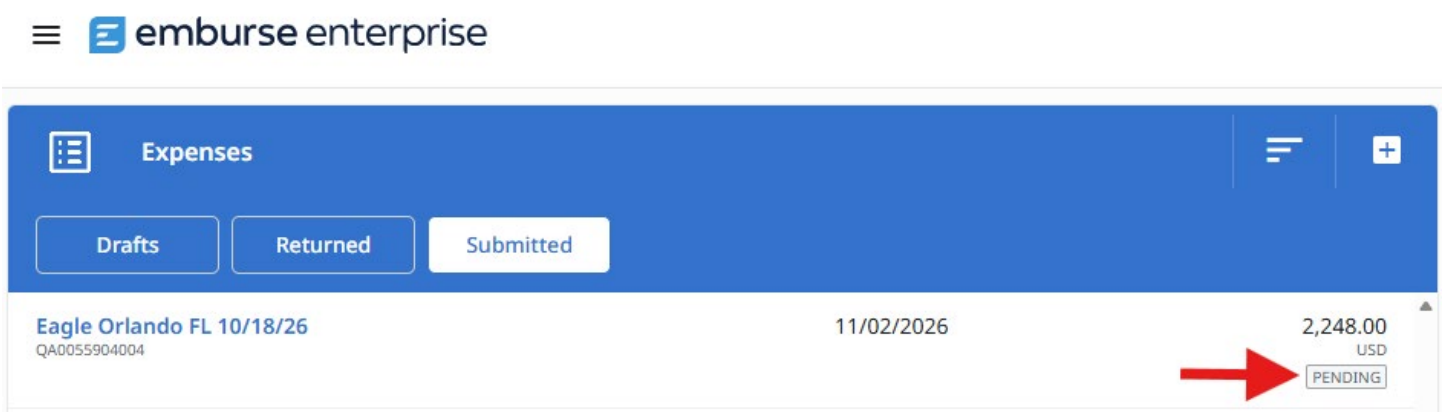
Emburse User Guide:
Track an Expense Report

Find and click **View All Submitted** on the Home Screen in the Expenses ribbon.

- Tip: If not on the Home Screen, then click the **Emburse** logo to be taken to it.



Click on the respective Expense Report on the left to check its status.



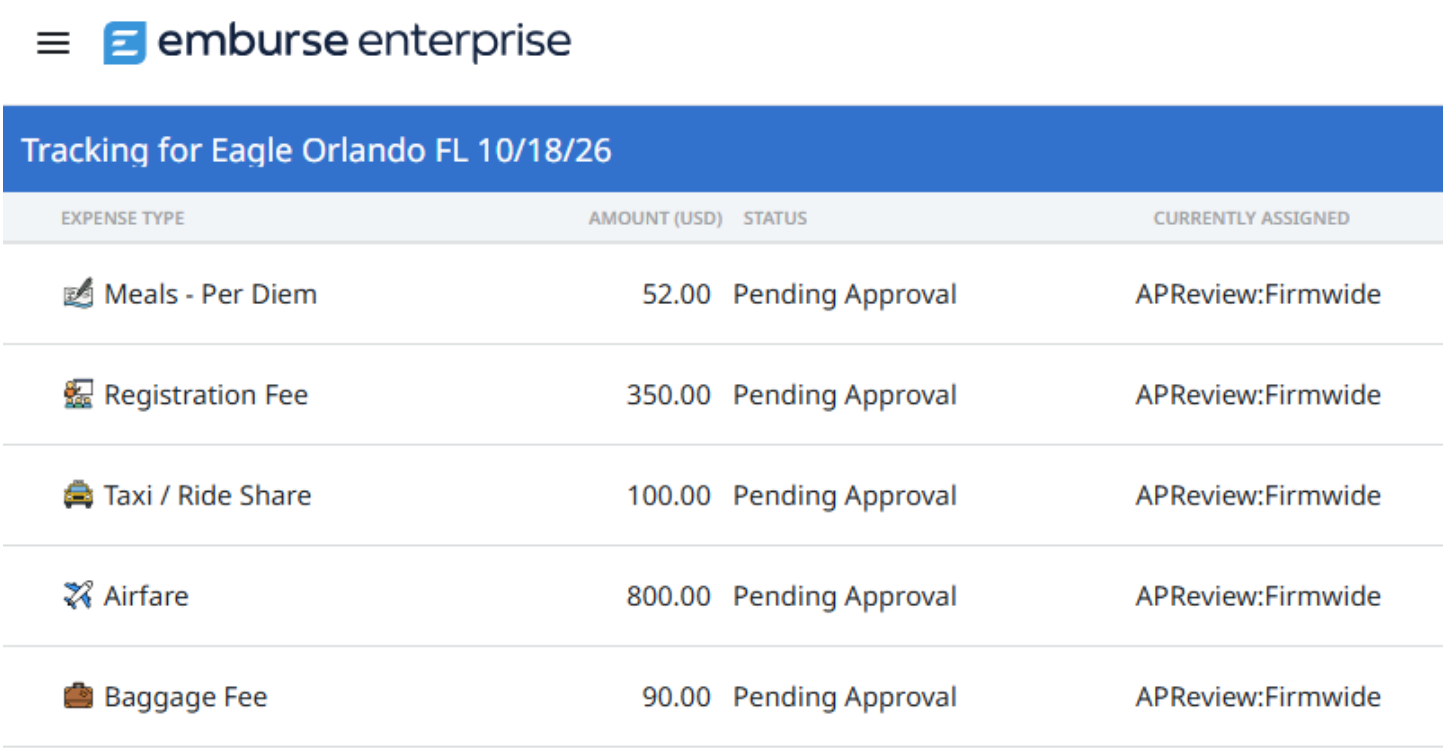
Click **Tracking**.



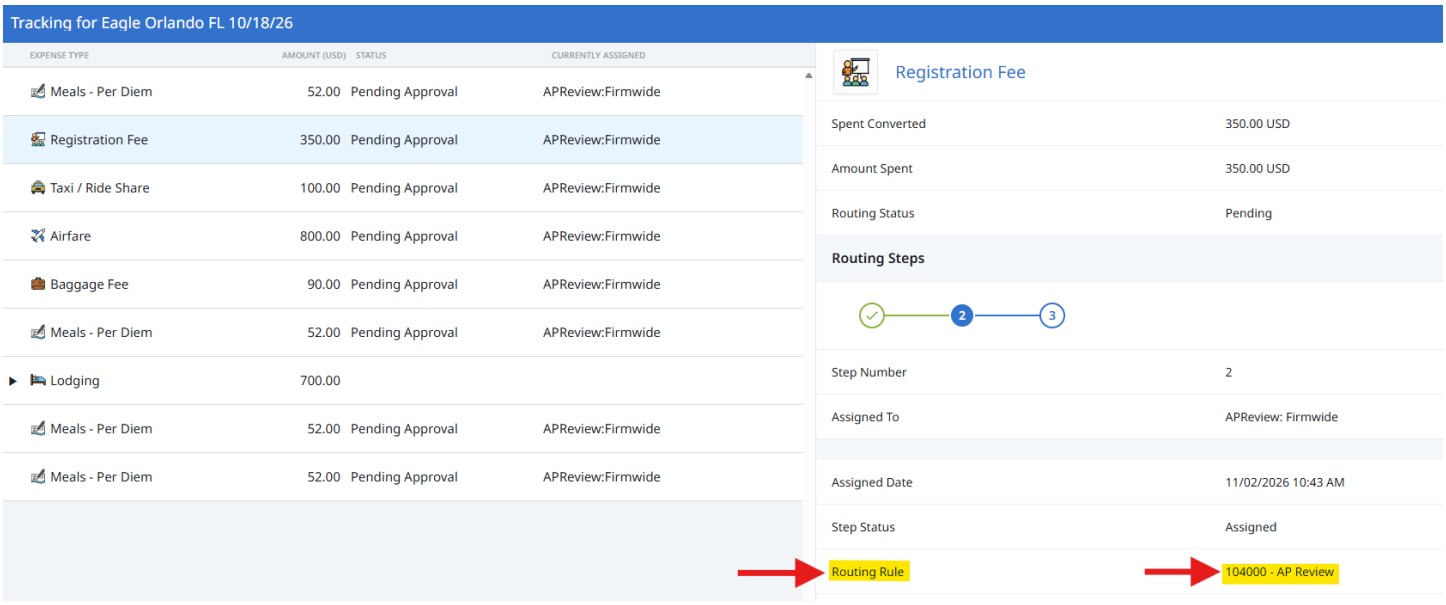
Eagle Orlando FL 10/18/26

Report Owner	Archibald Eagle *1965 - USI Mascot*
Submit Date	11/02/2026
Expense Report ID	QA0055904004
Business Purpose	Attending the CBA Conference to learn how TBD Software works for the department.

Below is an example of what tracking an Expense Report looks like after submission.



Click on an expense line item to see who it is currently assigned to.
The **Routing Rule number** will identify which approving area has yet to approve the Expense Report (ER).



Routing Rule Numbers and Approving Area

10100 – Delegate Submits → Expense Owner Approves: occurs when a delegate prepares and submits the ER
10400 – AP Review: for preliminary review by Accounts Payable
10500 – AP Admin Review: for final review by Accounts Payable