

Express Status Cheat Sheet

Accounting Audit – Expense report is currently waiting for UCLA auditors to review. Date of review they are currently working on can be found on the Express main page in red text. Please see document history to find the exact day document was submitted, do not go by create date.

Expense Reimbursement

Travel Accounting is currently processing expense reports that were sent to Accounting Audit activity on 09/06/2013 . To find the "Sent to Accounting Audit" date, click the "View Document History" action button for the TR.

ER Create – Expense Report is in the stages of being created, has not been submitted or needs to be resubmitted

ER Done – Expense report has been audited and approved for payment, this is the final step of a completed successful expense report

ER Export – Manager has approved expense report and the report is being exported to Accounting Audit

ER Manager Review – Currently with manager waiting to be reviewed

ER Trash – Document has been deleted

ER Verify – Expense report has been verified and set to be paid

Exception Review – There are exceptions with the expense report, special review is being completed

Owner Review – Expense report was completed by a proxy, it is currently waiting for owner approval to move on to the next stage of manager review

Receipts Hold – Paperwork that was submitted was not found in the imaging system. If your TR has been in receipts hold activity for more than 24 hours try to reattach your receipts. You can view attached receipts by clicking on view receipts icon.