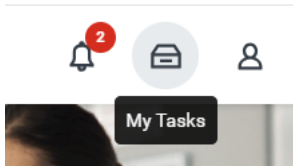
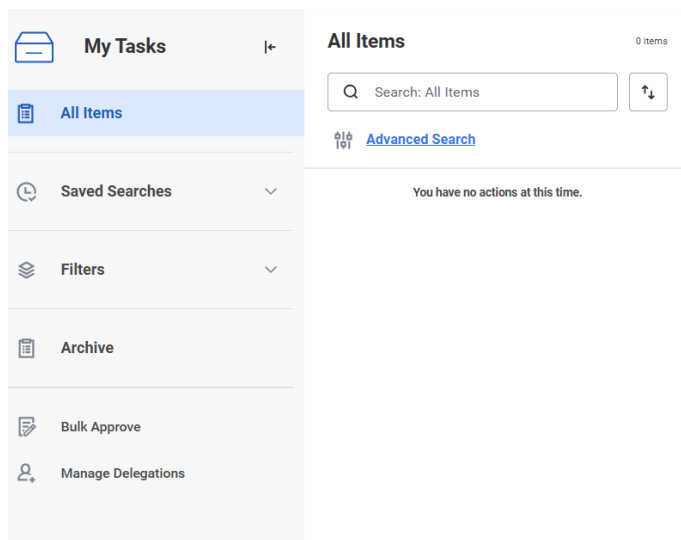


Checking Expense Report Status in Workday

1. On the Workday home page, click on My Tasks



2. You might see something on your expense report under My Tasks



3. If you don't see it under My Tasks, click on Archive (see on left in above picture). Click on the item in the left-hand pane, and then click on Process (see red arrow).

View Event

Expense Report: ER00004716

For

Expense Report: ER00004716

Overall Process

Expense Report: ER00004716, Michael Zimmerman on 01/10/2025 for \$48.58

Overall Status

Successfully Completed

Due Date

01/23/2025

Calendars In Use

Consecutive Days (No Calendars Selected)

Details

Process



Expense Report Number

ER00004716

Company

1300 Massachusetts General Physicians Organization, Inc.

Reimbursement

48.58

Personal

0.00

Total Amount

48.58

Currency

USD

4. Look down and see if there are approvals under Status. If it is in Archive, you should see the approval.

Process History 9 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons
Expense Report Event	Expense Report Event	Step Completed	01/10/2025 12:53:07 AM	01/23/2025		1
Expense Report Event	To Do: Attestation required	Step Completed	01/10/2025 01:26:19 AM			1
Expense Report Event	Manager's Manager	Not Required		01/23/2025		0
Expense Report Event	Manager Approval	Approved	01/10/2025 07:43:16 AM	01/11/2025	Maria Dellarocco (Manager)	1
Expense Report Event	Approval by Prepay Audit	Not Required		01/23/2025		0
Expense Report Event	Approval by Cost Center Manager	Approved	01/10/2025 10:37:00 AM	01/12/2025	Tyler Sheehan (Cost Center Manager)	1
Expense Report Event	Approval by Project Manager	Not Required		01/23/2025		0
Expense Report Event	Approval by Grant Manager	Not Required		01/23/2025		0
Expense Report Event	Approval by Prepay Audit	Not Required		01/23/2025		0