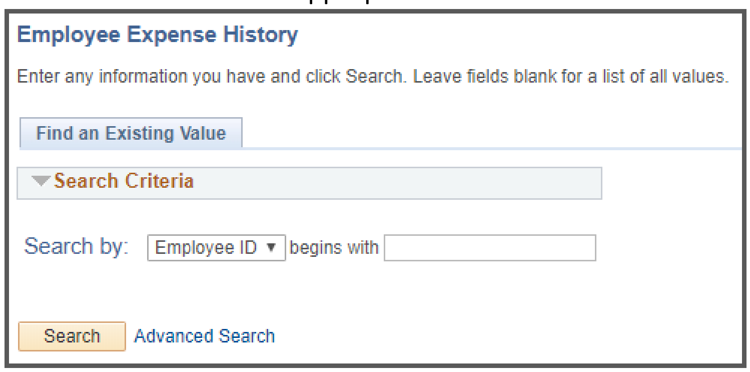
View Employee Expense History

The **Employee Expense History** page is used to view an employee's expenses for travel authorizations, cash advances, and expense reports. This history can be helpful when tracking expenses for an employee.

1. To view an employee's expense history, begin by navigating to: **NavBar> Menu > Financials > Travel and Expenses > Process Expenses > Review Payments > Employee Expense History**
2. The **Employee Expense History** page is displayed.
    a. From the **Find an Existing Value** tab, you can perform a search by **Employee ID** or **Name**. Enter the employee's information into the appropriate field.
    b. Click **Search**.
    c. The **Employee Expense History** page is displayed.



3. The **Employee Expense History** page is used to view all TAs, CAs, and ERs for an employee. If necessary, you can specify a date range for the expenses you want to display
4. The **Transaction Type** field defaults to "All". If necessary, this can be filtered to only CAs, TAs, or ERs.
5. The **Expense History** table displays the reports used to process the expense. This section provides a brief description, the status, dates, and dollar amount.
6. Click the **ID** link to view the report used to process the expense.