

How To View e-Reimbursement Payment Information (Approval Roles)

Individuals assigned to approval roles in e-Reimbursement have the capability to view payment information for employee and non-employee claimants, including payments made to the individual (Personal Funds) and payments made directly to US Bank (My Corporate Card). The steps below outline the navigation used to access payment dates, payment methods, address information for paper checks and direct links to the expense report.

1. Sign into e-Reimbursement. Click on **Employee Expense History** in the *e-Reimbursement-Approvals* box.



2. Select *Employee ID* or *Name* from the drop-down menu, enter the appropriate information in the *begins with* field and click the **Search** button.
Note: The most efficient way to search is by entering the *Employee ID*. If searching by name, enter the following: last name,first name (no space). Click the **Search** button and select the desired individual from the list that displays.

Employee Expense History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: begins with

[Advanced Search](#)


3. By default, the system will display a list of expense reports paid to the individual within the last year. If necessary, adjust the date range and click the **Search** button again.


Note: The system will not display a report until it has been processed for payment.


Employee Expense History



BUCKINGHAM U. BADGER


Expense Dates

From Date: 

Through Date: 

Transaction Type: 

Type	ID	Description	Status	From Date	Through Date	Submitted Amount
Expense Report	0000094999	P-Cards on Campus 2012	Paid 	12/13/2011	12/13/2011	462.75 USD
Expense Report	0000103369	2012 PCards on Campus/Savannah	Paid 	12/13/2011	02/25/2012	1,964.71 USD



- Click on the icon in the *Status* column for the desire expense report to display the following menu:

Please select one of the following links:

[Transaction Detail](#)
[Employee Payment Detail](#)
[Vendor Payment Detail](#)
[Accounting Detail](#)

- View expense report details and payment information in one of the following ways:
 - To display the expense report, click the **Transaction Detail** link.

- To review information about payments made to the individual (expense lines indicated as *Personal Funds*), click the **Employee Payment Detail** link.

Employee Payment History

BUCKINGHAM U. BADGER

Payment Info

Payment Reference: 064995
Bank Code: USBANK
Bank Account: MSN State Contract Bank
Payment Amount: 462.75 USD
Pay Status: Paid
Payment Method: ACH

The Payment Date represents the date the expense report payment was processed. The claimant should expect payment three business days after this date.

Status: Posted
Payment Date: 12/19/2011

[Payee Address](#)

The Payment Method states which form the claimant will receive their payment [e.g. ACH (direct deposit), Paper Check]. If receiving a paper check, click the **Payee Address** link to view the check destination.

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Type	ID	Descr	Status	Created	Amount
Expense Report	0000094999	P-Cards on Campus 2012	Paid	12/13/2011	462.75 USD

Save
 Return to Search

- To review information about My Corporate Card payments made directly to US Bank on behalf of the claimant, click on the **Vendor Payment Detail** link. If multiple expense reports are processed on the same day, a lump sum payment will be made to US Bank.