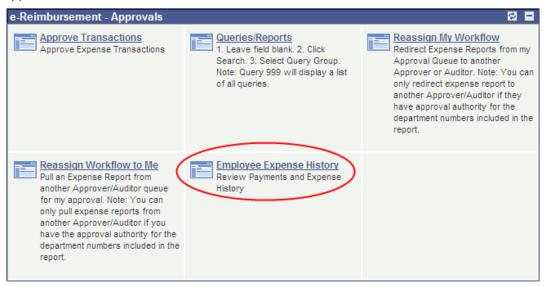
How To View e-Reimbursement Payment Information (Approval Roles)

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.

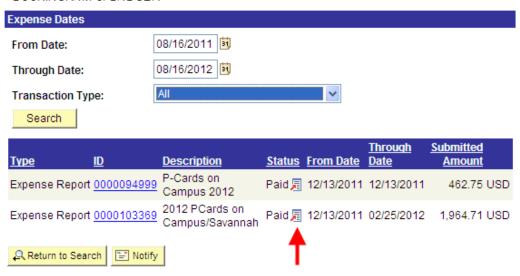
Find an Existing Value	
	h a sia a suith
Search by:	Name begins with
	Employee ID
Search	Name Advanced Search

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

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4. 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

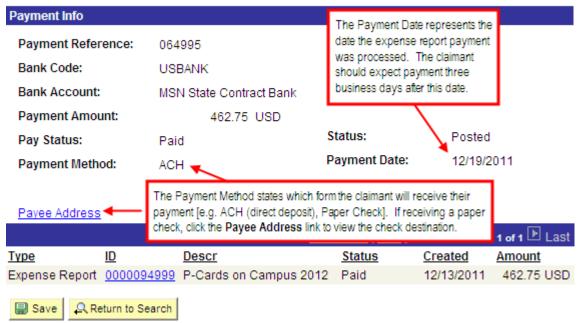


- 5. View expense report details and payment information in one of the following ways:
 - To display the expense report, click the **Transaction Detail** link.

• 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



 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.