

Chrome River


Expense Report (Reimbursement)

Disbursement Services
2024




WINSTON-SALEM STATE UNIVERSITY



WSSU


 eWallet



Unused Items
1 Credit Card Items
3 Receipts
[VIEW ALL 4 UNUSED ITEMS](#)

 **Approvals**

Approvals Needed
8 Expense Reports 0 Pre-Approvals

 **Expenses**  Create

20 Draft	1  Returned	View All Submitted
-------------	---	------------------------------------

 **Pre-Approval**  Create

6 Draft	3 Returned	View All Submitted
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WINSTON-SALEM
STATE UNIVERSITY


CONTACT



Reimbursement and policy questions



Credit Card Support
336-750-2803
wssutransel@wssu.edu



Travel Support
336-750-2803
harrisondm@wssu.edu

GENERAL



Company Policies
[Travel & Expense](#)



Training and Education
[Chrome River Help Portal](#)



WSSU Policy
[Travel & Expense Policy](#)



WSSU Travel Training

EXPENSE REIMBURSEMENTS


Approve Expenses
[Quick Start](#)


Email Your Receipts
receipt@ca1.chromeriver.com


Add Receipt Images
[How To](#)


Creating a New Expense Report
[Getting Started](#)

Creating your Expense Report (Travel Reimbursement)

The screenshot displays the 'emburse chrome river' interface for Winston-Salem State University. The sidebar on the left contains the following sections:

- eWallet**: Unused Items (1 Credit Card Items, 3 Receipts, VIEW ALL 4 UNUSED ITEMS)
- Approvals**: Approvals Needed (8 Expense Reports, 0 Pre-Approvals). A large black arrow points to this section.
- Expenses**: 20 Draft, 1 Returned (with an information icon), View All Submitted. A '+ Create' button is in the top right.
- Pre-Approval**: 6 Draft, 3 Returned (with an information icon), View All Submitted. A '+ Create' button is in the top right.

The main content area on the right features the Winston-Salem State University logo and the following sections:

- CONTACT**:
 - Reimbursement and policy questions (envelope icon)
 - Credit Card Support: 336-750-2803, wssuttravel@wssu.edu (person and envelope icon)
 - Travel Support: 336-750-2803, harrisondm@wssu.edu (airplane icon)
- GENERAL**:
 - Company Policies Travel & Expense (document icon)
 - Training and Education Chrome River Help Portal (book icon)
 - WSSU Policy Travel & Expense Policy (graduation cap icon)
 - WSSU Travel Training (person with suitcase icon)
- EXPENSE REIMBURSEMENTS**:
 - Approve Expenses Quick Start (checkmark icon)
 - Email Your Receipts receipt@ca1.chromeriver.com (envelope icon)
 - Add Receipt Images How To (plus icon)
 - Creating a New Expense Report Getting Started (camera icon)

WINSTON-SALEM STATE UNIVERSITY

← Expenses For Devontae Harrison

DH Test

0 Comments 0 Attachments

DATE EXPENSE SPENT PAY ME

You have not added any expenses.

+ Add Expense

Expense Report

Total Pay Me Amount
0.00 USD

Submit

Expenses For Devontae Harrison

Import from Pre-Approval

Report Name DH Test

Business Purpose Test

Trip Type In-State

Traveler Affiliation Employee

Vendor Rahim N Skinner 3056 Marmion St Winston-Sale...

Destination City Wilmington

Destination State North Carolina (NC)

Destination Country United States

Departure Date 07/08/2024

Return Date 07/10/2024

If this report is for a conference, please attach the agenda and ensure the box below is checked.

Agenda Attached ☒

Student Roster Attached ☐

Cancel Save

- When your Pre-Approval is approved, you can import it into your expense report. If not, follow the steps below:
- **Create** “Report Name”
- **Enter** “Departure/Return” (Start/End) and “Business Purpose”
- **Select** “Travel Type” and “Affiliation”, “City”, “State”, and “Country” (**Note: You will have to type in the city name**)
- **Check** “Agenda Attached” or “Student Roster Attached” (when applicable)
- **Click** “Save”

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Devontae Harrison ▾
Winston-Salem State University

←

Expenses For
Devontae Harrison

≡

+

DH Test

0 Comments

0 Attachments

DATE

EXPENSE

SPENT

PAY ME

📎

💬

⚠

You have not added any expenses.

+

Add Expense

Expense Report

010068383687

Total Pay Me Amount

0.00 USD

Submit

Add Expenses

Create New

eWallet

All

Trips

Credit Card

Offline

Personal Account

Recycle Bin

eReceipts

Receipt Gallery

AIR TRAVEL

✈

GROUND
TRANSPORTATION

🚗

HOTEL

🛏

MEALS

🍴

REGISTRATION FEES

📄

OTHER

📊

- Your report name will appear on the left and your tiles, receipts, and T-Card information will be on the right.

WINSTON-SALEM STATE UNIVERSITY

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Devontae Harrison

Winston-Salem State University

←

Expenses For
Devontae Harrison

+

DH Test

0 Comments

0 Attachments

DATE

EXPENSE

SPENT

PAY ME

You have not added any expenses.

+

Add Expense

Expense Report
010068383687

Total Pay Me Amount
0.00 USD

Submit

Add Expenses

Create New

eWallet

All

Trips

Credit Card

Offline

Personal Account

Recycle Bin

eReceipts

Receipt Gallery

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS

REGISTRATION FEES

AIRFARE

AGENT FEE

AIRPORT PARKING

BAGGAGE FEE

CHANGE TICKET FEE

IN-FLIGHT WIFI

OTHER

- Note the sub-tiles related to Air Travel. The same being for “Ground Transportation”, “Meals”, “Registration Fees”, and “Other”.

WINSTON-SALEM STATE UNIVERSITY

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Devontae Harrison

Winston-Salem State University

Expenses For Devontae Harrison

←

+

DH Test

0 Comments

0 Attachments

DATE

EXPENSE

SPENT

PAY ME

You have not added any expenses.

Add Expense

Expense Report

010068383687

Total Pay Me Amount

0.00 USD

Submit

Airfare

07/08/2024

↓

USD

SRD - Suriname Dollars

SSP - South Sudanese pound

STN - São Tomé and Príncipe Dobra

SVC - El Salvador Colones

SYP - Syria Pounds

SZL - Swaziland Emalangeni

THB - Thailand Baht

TJS - Tajikistan Somoni

TMM - Turkmenistan Manats

TMT - Turkmenistan Manats

TND - Tunisia Dinars

TOP - Tonga Pa'anga

TRY - Turkey New Lira

TTD - Trinidad and Tobago Dollars

TVD - Tuvalu Dollars

TWD - Taiwan New Dollars

TZS - Tanzania Shillings

UAH - Ukraine Hryvnia

UGX - Uganda Shillings

USD - US Dollars

Spent

500.00

If an employee traveling on official state business combines personal travel with business travel, the cost must not exceed what the cost would have been without the personal travel. (Two separate expenses must be submitted for each type of travel included.)

Description

Optional

Air Class

Coach-Economy

Merchant

Optional

Direct Payment to Vendor

☐

Allocation

117006 Accounting Finance ***

+ Add Allocation

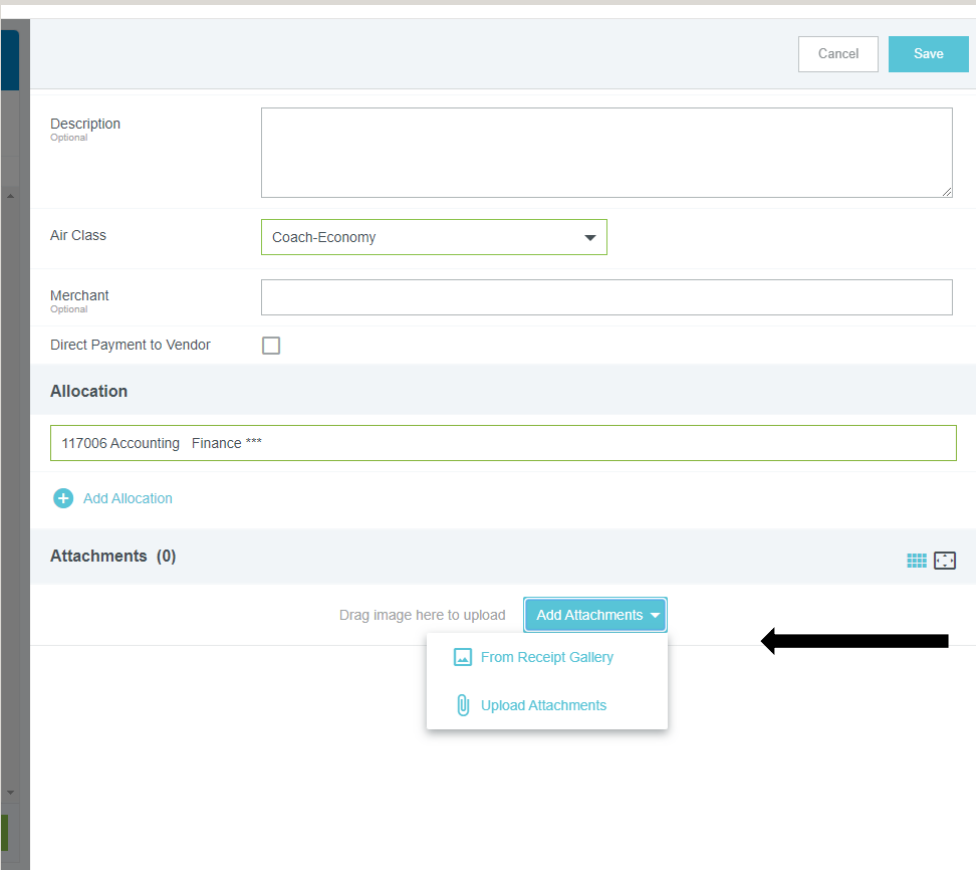
Attachments (0)

Drag image here to upload

Add Attachments

- **Enter** the date of the transaction and the actual amount spent.
- **Select** Air Class
- **Select** allocation/fund (multiple allocations can be selected by clicking the “add allocation” button)
- **Note: For international travel, the currency can be changed by clicking on the currency type beside the amount**

To add your receipt, click add attachments as shown below; you can choose to upload from your computer or from your receipt gallery. If loading from receipt gallery, be sure to check the associated box and then click attach in the lower left.

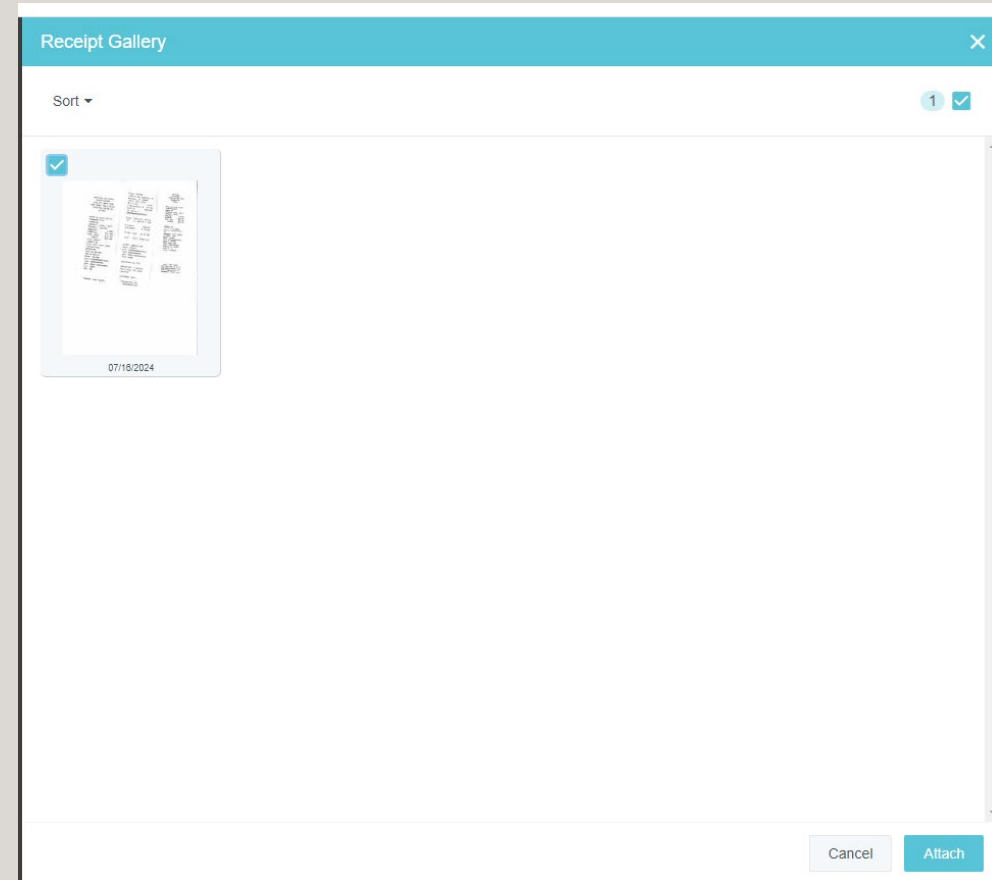


The screenshot shows a form with the following fields:

- Description** (Optional): A text input field.
- Air Class**: A dropdown menu with "Coach-Economy" selected.
- Merchant** (Optional): A text input field.
- Direct Payment to Vendor**: A checkbox.
- Allocation**: A text input field containing "117006 Accounting Finance ***".
- Attachments (0)**: A section with a "Drag image here to upload" area and an "Add Attachments" button. A black arrow points to this button.

The "Add Attachments" button has a dropdown menu with two options:

- From Receipt Gallery**: Represented by a receipt icon.
- Upload Attachments**: Represented by a paperclip icon.



The "Receipt Gallery" modal displays a receipt image with a date of "07/19/2024". At the bottom right, there are two buttons: "Cancel" and "Attach". A black arrow points to the "Attach" button.

When all your information is entered click save

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Devontae Harrison
Winston-Salem State University

Expenses For Devontae Harrison

DH Test

0 Comments 1 Attachments

DATE	EXPENSE	SPENT	PAY ME
You have not added any expenses.			

[Add Expense](#)

Merchant
Optional

Direct Payment to Vendor ☐

Allocation

117006 Accounting Finance ***

[Add Allocation](#)

Downloaded Details

Receipt

Date 07/16/2024

Attachments (1)

Drag image here to upload [Add Attachments](#)

Expense Report
010068383687

Total Pay Me Amount
0.00 USD

[Submit](#)

[Cancel](#) [Save](#)

WINSTON-SALEM STATE UNIVERSITY

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Devontae Harrison

Winston-Salem State University

←

Expenses For
Devontae Harrison

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DH Test

0 Comments

1 Attachments

DATE

EXPENSE

SPENT

PAY ME

Mon
07/08/2024

Airfare

500.00
USD

500.00

Expense Report

010068383687

Total Pay Me Amount

500.00 USD

Submit

Images

Airfare

Corporate Card Policy

#213

Per company policy, you need to use your corporate card for Airfare, Car Rental and Hotel. Please provide explanation why you did not use your corporate card.

I do not have a T-Card yet

Cancel Post

Airfare Class Compliance

#207

You have specified an airfare class other than economy. Please provide an explanation why a different class ticket was purchased.

Coach-Economy is the only option

Cancel Post

Date

07/08/2024

Spent

500.00 USD

Description

Air Class

Coach-Economy

1 of 1

- You will receive a warning if this request was not placed on the T-Card.
- In the event you do not have your T-Card yet, indicate that in the provided section.
- Once the warnings have been satisfied, the expense will receive a green check mark.

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Devontae Harrison

Winston-Salem State University

←

Expenses For
Devontae Harrison

+

DH Test

0 Comments

1 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Mon 07/08/2024	Airfare	500.00 USD	500.00	

Expense Report
010068383687

Total Pay Me Amount
500.00 USD

Submit

Images

Airfare

Corporate Card Policy

#213

Per company policy, you need to use your corporate card for Airfare, Car Rental and Hotel. Please provide explanation why you did not use your corporate card.

RESPONSE

I do not have a T-Card yet

Airfare Class Compliance

#207

You have specified an airfare class other than economy. Please provide an explanation why a different class ticket was purchased.

RESPONSE

Coach-Economy is the only option

Date

07/08/2024

Spent

500.00 USD

Description

Air Class

Coach-Economy

Merchant

1 of 1

- Once the warnings have been satisfied, the expense will receive a green check mark.
- To add more expenses, click the “add” button.

Expenses For
Devontae Harrison

DH Test

0 Comments

1 Attachments

DATE	EXPENSE	SPENT	PAY ME		
Mon 07/08/2024	<div><div></div>Airfare</div>	500.00 USD	500.00		

Expense Report

010068383687

Total Pay Me Amount

500.00 USD

Submit

Mileage

Date
07/08/2024

Spent
0.00 USD

5.1.26 Mileage is measured from the closer of duty station or point of departure to destination (and return)

Description

Rate
0.67

Miles
0.00
Calculate Mileage

Deduction
None

Allocation
117006 Accounting Finance ***
Add Allocation

Attachments (0)

Drag image here to upload

Add Attachments

- For mileage, enter the date of transaction
- Use the “Calculate Mileage” button to enter your mileage.

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Devontae Harrison

Winston-Salem State University

Expenses For

Devontae Harrison

DH Test

0 Comments

1 Attachments

DATE	EXPENSE	SPENT	PAY ME
Mon 07/08/2024	Airfare	500.00 USD	500.00

Expense Report

010068383687

Total Pay Me Amount

500.00 USD

Submit

Cancel

Save Trip

Winston-Salem State University, South Martin Luther King Junior Drive, Winston-Salem, NC, USA

Wilmington, NC, USA

Winston-Salem State University, South Martin Luther King Junior Drive, Winston-Salem, NC, USA

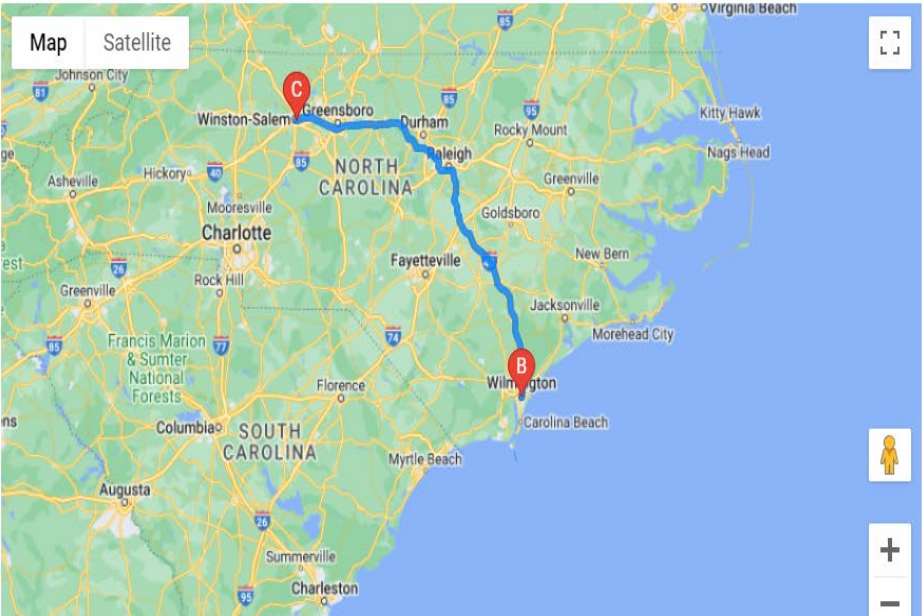
Add Destination

Return to Start

462.74 Miles

Map

Satellite



- The map route will populate once you enter your destinations.
- You can add a destination by selecting “Add Destination” (red arrow)
- Click “return to start” to conclude your trip (green arrow)
- You can remove a destination by clicking the “red delete button” (yellow arrow)
- Click “Save Trip” (black arrow)


WINSTON-SALEM

STATE UNIVERSITY

- Click save to add this mileage to your report
- The map route will be added as an attachment


Cancel

Save

 Mileage

Date

07/08/2024



Spent

310.04

USD

5.1.26 Mileage is measured from the closer of duty station or point of departure to destination (and return)

Description



From:: Winston-Salem State University, South Martin Luther King Junior Drive, Winston-Salem, NC, USA
To:: Wilmington, NC, USA
To:: Winston-Salem State University, South Martin Luther King Junior Drive, Winston-Salem, NC, USA

Rate

0.67

Miles

462.74


 Calculate Mileage 

Deduction



None

Allocation


117006 Accounting Finance ***

 Add Allocation



Attachments (0)


 

Drag image here to upload

Add Attachments 









Expenses For
Devontae Harrison

DH Test 

0 Comments

1 Attachments

DATE	EXPENSE	SPENT	PAY ME		
Mon 07/08/2024	 Airfare	500.00 USD	500.00		
Mon 07/08/2024	 Mileage	310.04 USD	310.04		

Expense Report


010068383687

Total Pay Me Amount

810.04 USD

Submit

Images

Edit Delete 

Miles 462.74

Deduction



Allocation

117006 Accounting Finance ***


Comments (0)


Add Comment

Post

Attachments (1)  

Drag image here to upload


Add Attachments 





Previous

2 of 2

You will be asked to fully itemize – click Itemize

 **chromeriver**

2











Devontae Harrison
Winston-Salem State University

← Expenses For Devontae Harrison

≡ +

DH Test


0 Comments 2 Attachments

DATE	EXPENSE	SPENT	PAY ME
Mon 07/08/2024	 Airfare	500.00 USD	500.00  
Mon 07/08/2024	 Mileage	310.04 USD	310.04  
Mon 07/08/2024	 Hotel	250.00 USD	0.00 

Images

Hotel

TOTAL AMOUNT 250.00 REMAINING 250.00

 Amount of expense needs to be fully itemized. #HC01

Amount of expense needs to be fully itemized.

Date

07/08/2024

Spent

250.00 USD

Description

Merchant

Check-in Date

07/08/2024

Check-out Date

07/10/2024

Direct Payment to Vendor

☐

Allocation

117006

Accounting Finance

Comments (0)

Expense Report

010068383687

Total Pay Me Amount

810.04 USD

Submit

- If you have only room charges and no parking or other charges, then click “Hotel-Lodging” and enter the entire amount of your stay.
- **Add** your receipt.
- **Click** save.
- You will receive a warning if this request was not placed on the T-Card.
- In the event you do not have your T-Card yet, indicate that in the provided section.

Expenses For
Devontae Harrison

DH Test

0 Comments

2 Attachments

DATE	EXPENSE	SPENT	PAY ME
Mon 07/08/2024	Airfare	500.00 USD	500.00 ✓
Mon 07/08/2024	Mileage	310.04 USD	310.04 ✓
Mon 07/08/2024	Hotel	250.00 USD	0.00 ⚠

Expense Report

010068383687

Total Pay Me Amount

810.04 USD

Submit

Add Itemization

Hotel

TOTAL AMOUNT

250.00

REMAINING

250.00

RECURRING

HOTEL - LODGING

HOTEL - TAXES/FEES

HOTEL - PARKING

HOTEL - INTERNET

HOTEL - MEALS

HOTEL - TIPS

MISCELLANEOUS

PERSONAL EXPENSE - NON-REIMBURSABLE

Expenses For
Devontae Harrison

DH Test

0 Comments

3 Attachments

DATE	EXPENSE	SPENT	PAY ME
Mon 07/08/2024	Airfare	500.00 USD	500.00 ✓
Mon 07/08/2024	Mileage	310.04 USD	310.04 ✓
Mon 07/08/2024	Hotel	250.00 USD	250.00 ✓
Mon 07/08/2024	Hotel - Lodging	250.00 USD	250.00 ✓

Expense Report

010068383687

Total Pay Me Amount

1,060.04 USD

Submit

Images

Hotel - Lodging

TOTAL AMOUNT

250.00

REMAINING

0.00

Corporate Card Policy

#213

Per company policy, you need to use your corporate card for Airfare, Car Rental and Hotel. Please provide explanation why you did not use your corporate card.

RESPONSE

I do not have a T-Card yet

Date

07/08/2024

Spent

250.00 USD

Description

Check-in Date

07/08/2024

Check-out Date

07/10/2024

Allocation

117006

Accounting Finance

1 of 1

Note: there is no need to separate out the days or the taxes. Only detail out parking; internet; tips.

Per diem meals – click meals and then click per diem wizard

Expenses For
Devontae Harrison

←

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DH Test

0 Comments 3 Attachments

DATE	EXPENSE	SPENT	PAY ME
Mon 07/08/2024	Airfare	500.00 USD	500.00
Mon 07/08/2024	Mileage	310.04 USD	310.04
Mon 07/08/2024	Hotel	250.00 USD	250.00
Mon 07/08/2024	Hotel - Lodging	250.00 USD	250.00

Expense Report 010068383687

Total Pay Me Amount
1,060.04 USD

Submit

Add Expenses

Create New

eWallet

All

Trips

Credit Card

Offline

Personal Account

Recycle Bin

eReceipts

Receipt Gallery

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS

REGISTRATION FEES

PER DIEM WIZARD

STUDENT MEALS


TEAM / GROUP MEAL

OTHER

- Enter your start date and time; end date and time
- **NOTE: The time is in a 24-hour format**
- **Type** in your destination
- **Click “Add To Preview”**


Per Diem Wizard ⓘ

Start Date

07/08/2024 

08:00 ▾

End Date

07/10/2024 

16:30 ▾

Days

3

Location ⓘ

Wilmington-New Hanover County, North Carolina (NC), United States

The IRS considers meal reimbursement outside of overnight travel status as taxable compensation payments.

5.1.13 Travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station or home, which ever is less.

Be sure to attach the conference, meeting or training agenda.

Allocation

117006 Accounting Finance ***


+ Add Allocation

Cancel

Add To Preview

Clear All

Per Diem Rates Preview ⓘ



There are no per diem rates calculated.
Please add at least one day to preview the per diem rate.

Apply

WINSTON-SALEM STATE UNIVERSITY

- Your allowable per diem rates will appear in the right. Click on the day in which meals were provided to you (as they are not an allowable expense) and put a check in the box by the meal that you need to deduct – this auto calculates your rate.
- Once completed – click “Apply” in the bottom right.

Per Diem Wizard ⓘ

Start Date

07/10/2024

16:30

End Date

23:59

Days

0

Location ⓘ

Wilmington-New Hanover County, North Carolina (NC), United States

The IRS considers meal reimbursement outside of overnight travel status as taxable compensation payments.

5.1.13 Travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station or home, which ever is less.

Be sure to attach the conference, meeting or training agenda.

Allocation

117006 Accounting Finance ***

+ Add Allocation

Cancel

Add To Preview

Per Diem Rates Preview ⓘ

▼ Mon 07/08/2024
08:00-23:59

Wilmington,
North Carolina (NC),
United States

13.30
USD

DEDUCTIBLES

☒ Breakfast

☐ Lunch

☒ Dinner

► Tue 07/09/2024
00:00-23:59

Wilmington,
North Carolina (NC),
United States

46.50
USD

► Wed 07/10/2024
00:00-16:30

Wilmington,
North Carolina (NC),
United States

23.40
USD

Clear All

↓

Apply ⓘ

- Once you have completed making your request, click “submit”
- Verify everything and press “submit” again.
- **NOTE: All overnight travel MUST have a Pre-Approval attached**

Expenses For
Devontae Harrison

Expenses For
Devontae Harrison

DH Test

0 Comments

3 Attachments

DATE	EXPENSE	SPENT	PAY ME		
Mon 07/08/2024	Airfare	500.00 USD	500.00		✓
Mon 07/08/2024	Mileage	310.04 USD	310.04		✓
Mon 07/08/2024	Hotel	250.00 USD	250.00		✓
Mon 07/08/2024	Meals - Per Diem	13.30 USD	13.30		✓
Tue 07/09/2024	Meals - Per Diem	46.50 USD	46.50		✓
Wed 07/10/2024	Meals - Per Diem	23.40 USD	23.40		✓

Expense Report

010068383687

Total Pay Me Amount

1,143.24 USD

Submit

Create New

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS

REGISTRATION FEES

OTHER

eWallet

All

Trips

Credit Card

Offline

Personal Account

Recycle Bin

eReceipts

Receipt Gallery

DH Test

0 Comments

3 Attachments

DATE	EXPENSE	SPENT	PAY ME		
Mon 07/08/2024	Airfare	500.00 USD	500.00		✓
Mon 07/08/2024	Mileage	310.04 USD	310.04		✓
Mon 07/08/2024	Hotel	250.00 USD	250.00		✓
Mon 07/08/2024	Meals - Per Diem	13.30 USD	13.30		✓
Tue 07/09/2024	Meals - Per Diem	46.50 USD	46.50		✓
Wed 07/10/2024	Meals - Per Diem	23.40 USD	23.40		✓

Expense Report

010068383687

Total Pay Me Amount

1,143.24 USD

Submit

Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

PDF

Cancel

Pre-Approval

Submit

DH Test

Report Owner

Devontae Harrison
Accounting Tech

Expense Report ID

010068383687

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	1,143.24	0.00
Amount Due Employee	1,143.24	0.00

Expense Summary

	AMOUNT (USD)	APPROVED (USD)
Airfare	500.00	0.00
Hotel - Lodging	250.00	0.00
Meals - Per Diem	83.20	0.00
Mileage	310.04	0.00
Total	1,143.24	0.00

WINSTON-SALEM STATE UNIVERSITY

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Devontae Harrison

Winston-Salem State University

Dashboard

✓

APPROVALS

Expense Report

1

Pre-Approval

0

eWallet

eReceipts

Draft

Returned

Recently Submitted

✓

PRE-APPL

Draft

Returned

Recently Submitted

Inquiry

Emburse Analytics

New

08/01/2024

1,143.24
USD
PENDING

07/30/2024

2,126.20
USD
PENDING

07/30/2024

1,506.40
USD
PENDING

07/30/2024

807.30
USD
PENDING

07/16/2024

1,630.34
USD
PENDING

07/09/2024

1,653.25
USD
PENDING

06/05/2024

956.16
USD
PENDING

All reports submitted can be viewed under the “recently submitted tab”

WINSTON-SALEM STATE UNIVERSITY

Submitted				
DH Expense Report Training Test 010068383687	08/01/2024	1,143.24 USD	PENDING	
DH international 010068383642	07/30/2024	2,126.20 USD	PENDING	
DH Test 010067224904	07/30/2024	1,506.40 USD	PENDING	
DH split bank 010068348564	07/30/2024	807.30 USD	PENDING	
DH Test 010067186305	07/16/2024	1,630.34 USD	PENDING	
DH Test 010067917184	07/09/2024	1,653.25 USD	PENDING	
Test 010067186543	06/05/2024	956.16 USD	PENDING	

Open

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Tracking

Recall

DH Expense Report Training Test

Report Owner

Devontae Harrison

Accounting Tech

Submit Date

08/01/2024

Expense Report ID

010068383687

Tracking Summary

Pending Approval

1,143.24 USD

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	1,143.24	1,143.24
Amount Due Employee	1,143.24	1,143.24
Total Expenses For Approval	1,143.24	1,143.24

Expense Summary

	AMOUNT (USD)	APPROVED (USD)
Airfare	500.00	500.00
Hotel - Lodging	250.00	250.00
Meals - Per Diem	83.20	83.20

- You can track the workflow to see where your reports are in the approval process but clicking on “Tracking”
- You may also recall the report if there was an error, or something needs to be edited.