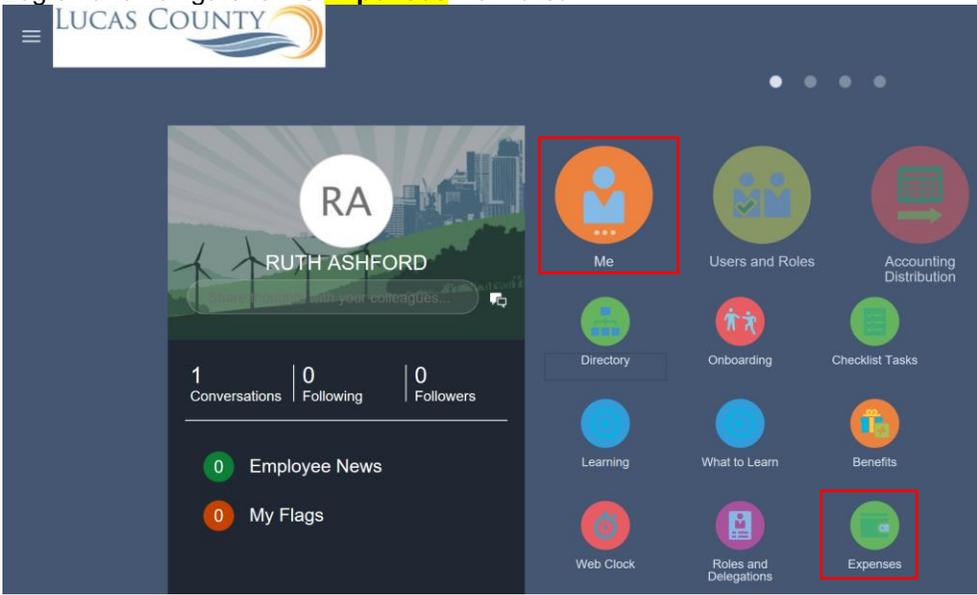
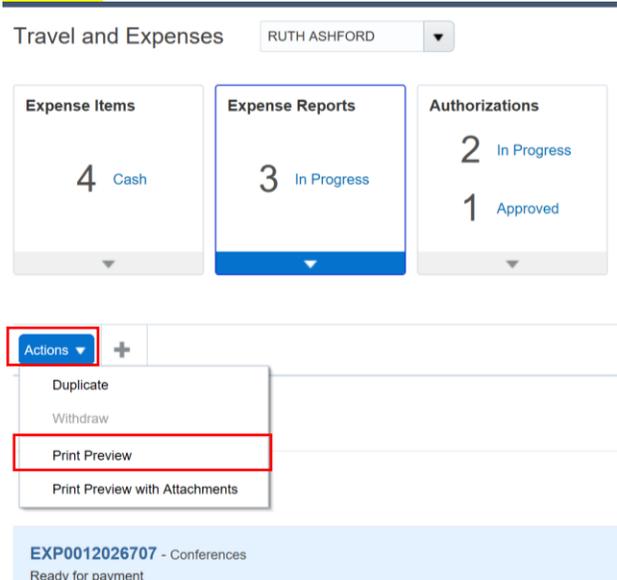


## Print Expense Report

**Audience:** Employee

**Purpose:** This job aid will assist you with printing an expense report.

Step	Action
1	<p>Log on and navigate to the <b>Expenses</b> work area.</p>  <p>Under the In Progress Link of the Expense Report Info Tile, highlight an expense report by clicking on the expense report row and then click on <b>Actions</b> pull down list and select <b>Print Preview</b>.</p> 
2	Select <b>OK</b> to open with Adobe Acrobat.

- |   |   |
|---|---|
| 3 | This action downloads a PDF version of the expense report to be printed or saved. Review the PDF version of the Expense Report and then print the document. |
|---|---|