Find Expense Report ID

LEWIS·CLARK
STATE COLLEGE

1   Under Expenses click on "View All Submitted"

2 Find the report you want to get information on and click on report name.
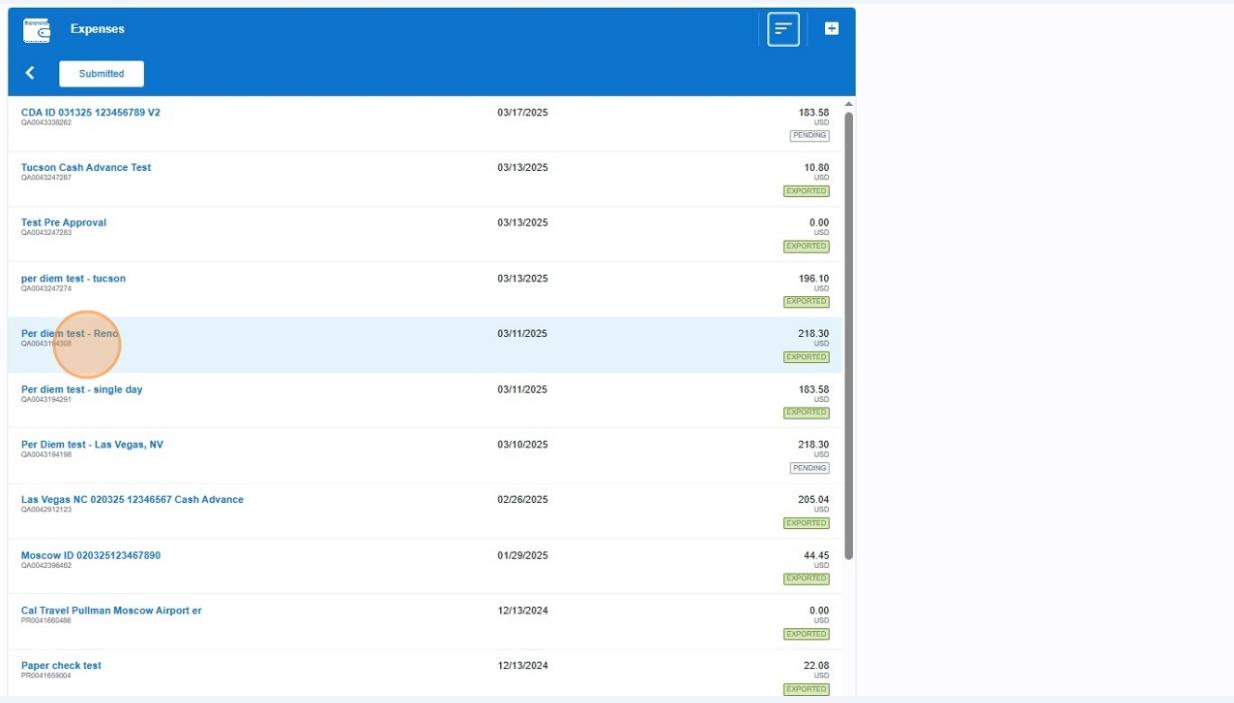
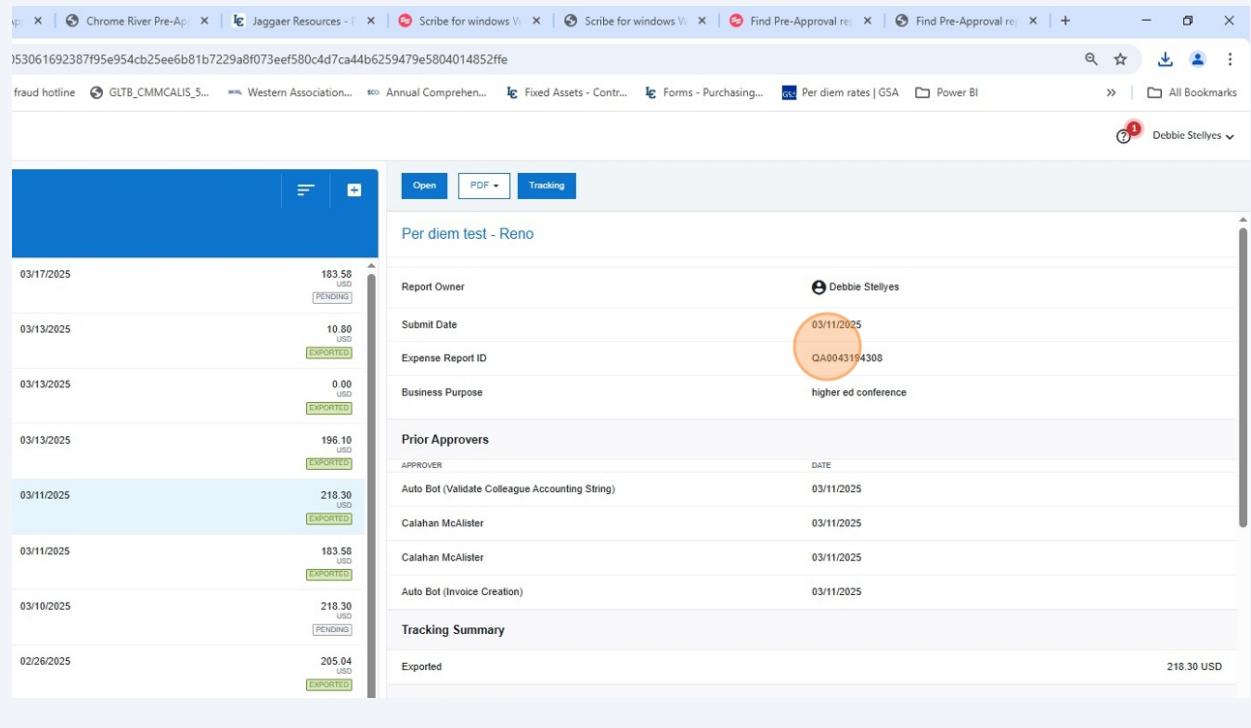| Expenses		
Submitted		
CDA ID 031325 123456789 V2 QA0043338262	03/17/2025	183.58 USD PENDING
Tucson Cash Advance Test QA0043247267	03/13/2025	10.80 USD EXPORTED
Test Pre Approval QA0043247283	03/13/2025	0.00 USD EXPORTED
per diem test - tucson QA0043247274	03/13/2025	196.10 USD EXPORTED
Per diem test - Reno QA0043194308	03/11/2025	218.30 USD EXPORTED
Per diem test - single day QA0043194291	03/11/2025	183.58 USD EXPORTED
Per Diem test - Las Vegas, NV QA0043194198	03/10/2025	218.30 USD PENDING
Las Vegas NC 020325 12346567 Cash Advance QA0042912123	02/26/2025	205.04 USD EXPORTED
Moscow ID 020325123467890 QA0042396482	01/29/2025	44.45 USD EXPORTED
Cal Travel Pullman Moscow Airport er PR0041660486	12/13/2024	0.00 USD EXPORTED
Paper check test PR0041659004	12/13/2024	22.08 USD EXPORTED

3 On the right a report will generate. In this the Expense Report ID will be to the right of the title.
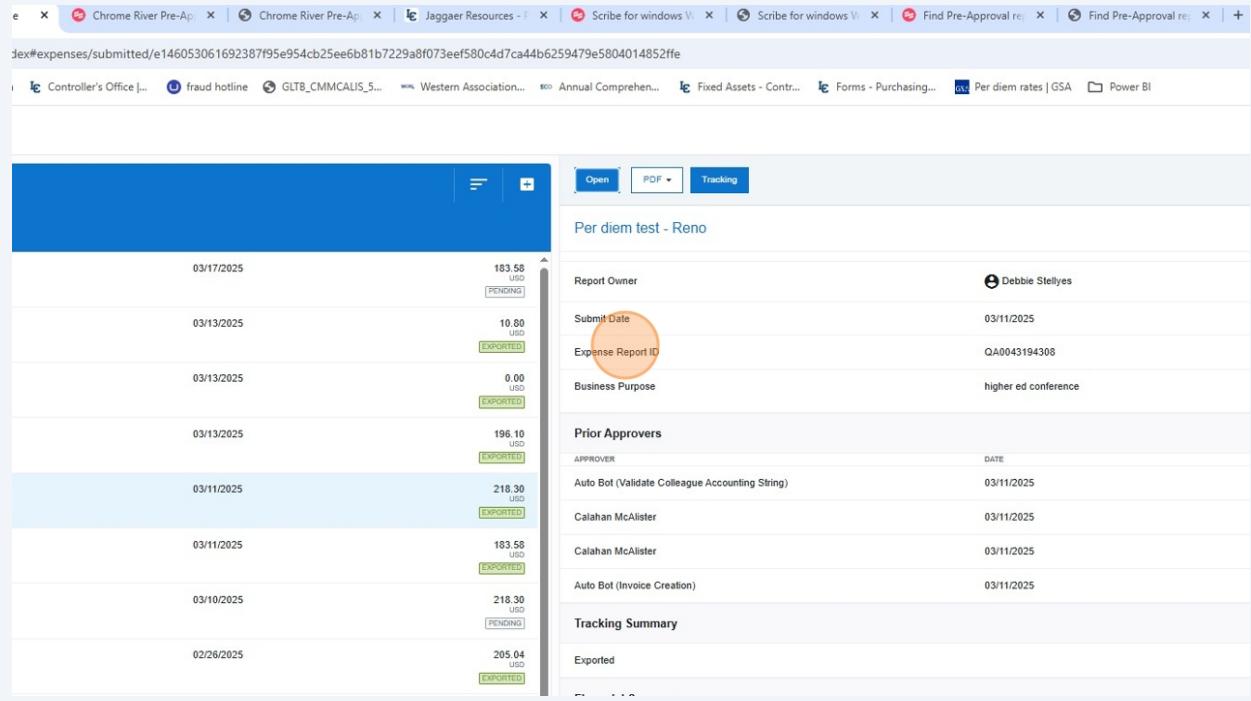
Per diem test - Reno

Report Owner	Debbie Stellyes
Submit Date	03/11/2025
Expense Report ID	QA0043194308
Business Purpose	higher ed conference

Prior Approvers

APPROVER	DATE
Auto Bot (Validate Colleague Accounting String)	03/11/2025
Calahan McAlister	03/11/2025
Calahan McAlister	03/11/2025
Auto Bot (Invoice Creation)	03/11/2025

Tracking Summary

Exported

4 This is the Expense Report ID # for this report.