UCLA Express

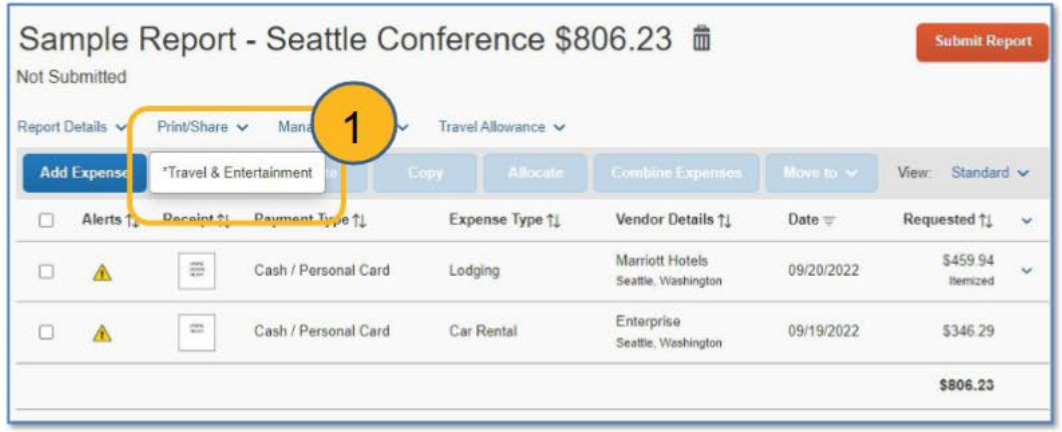
Printing, Reviewing & Submitting an Expense Report

When you complete your expense report, you can print it or save a PDF copy for your records or to review required receipts.

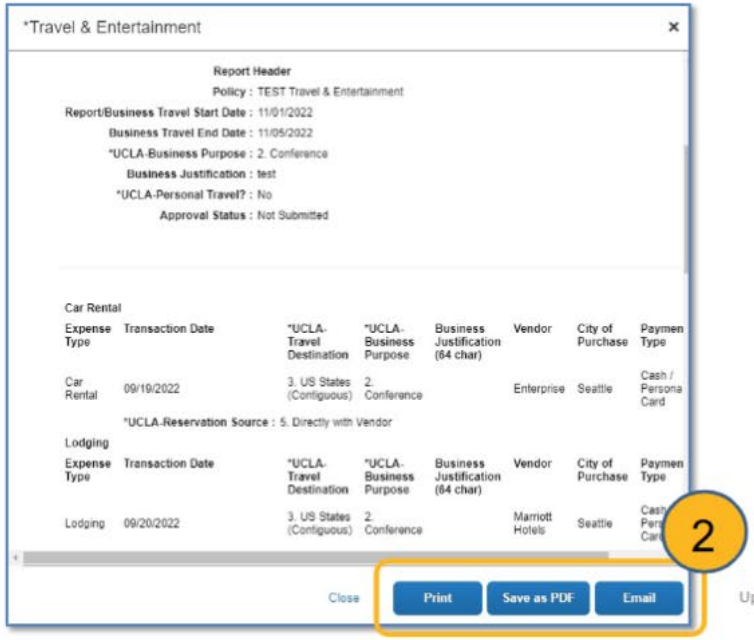
Watch ▶ the tutorial.
Please note, this is a 3rd party video which provides an overview of the steps. For specific instructions for UCLA, please refer to this written guide.

Printing an Expense Report

1) From the expense report, click **Print/Share**, then select the report option.



2) From here, a summary of the report can be printed, saved as a PDF, or emailed



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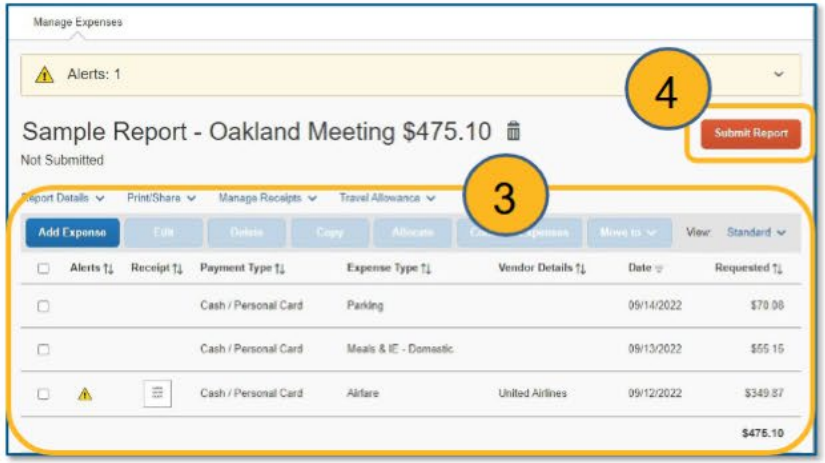
Reviewing & Submitting an Expense Report

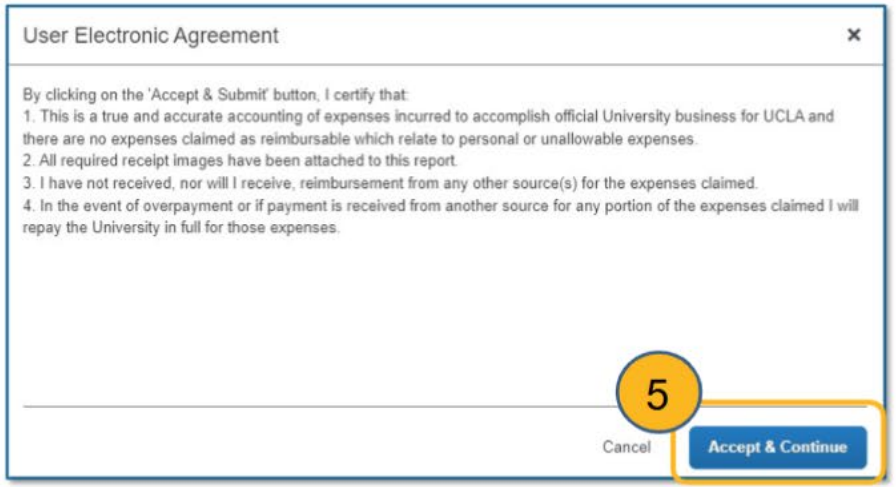
3) Review all expenses for accuracy

Click on any expense line to open **Expense Details**



4) After you have reviewed all your expenses (and attached receipts as needed), click **Submit Report**

5) On the confirmation screen, read the agreement and click **Accept & Continue**



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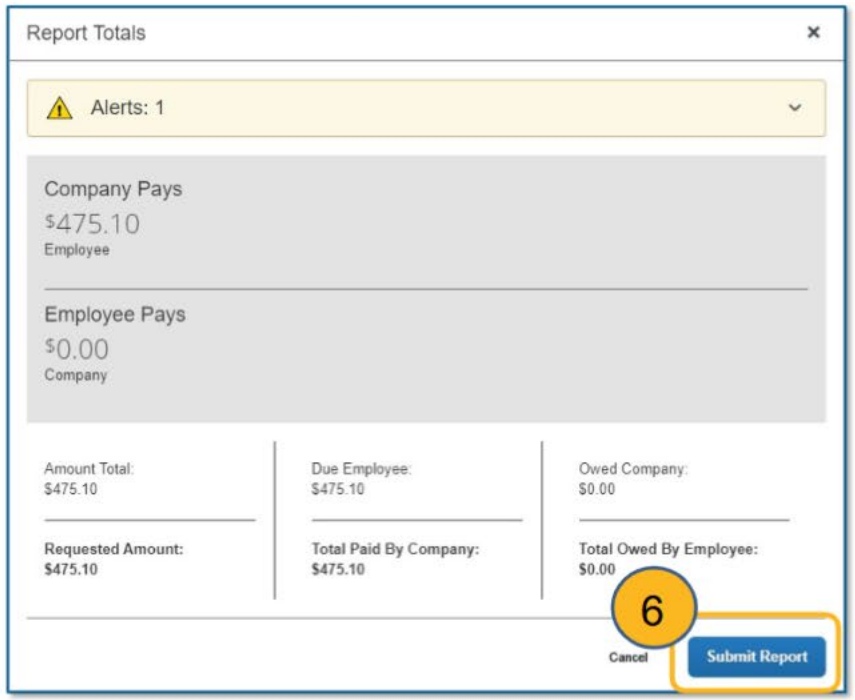
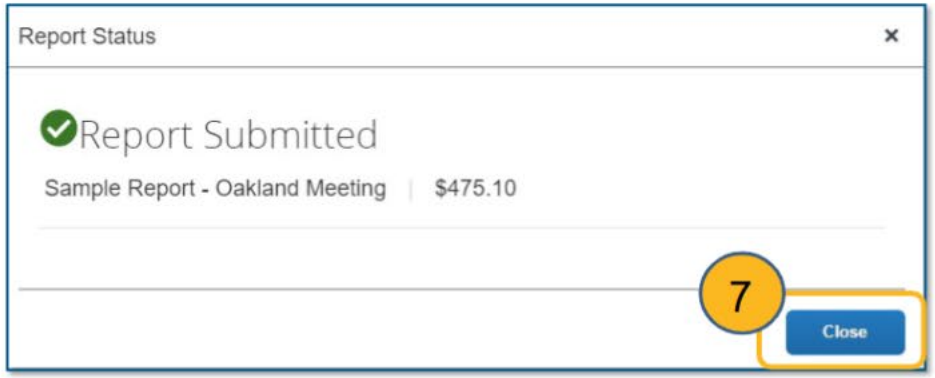
6) Review the Report Totals and click **Submit Report**



7) Review the expense report status and click **Close**



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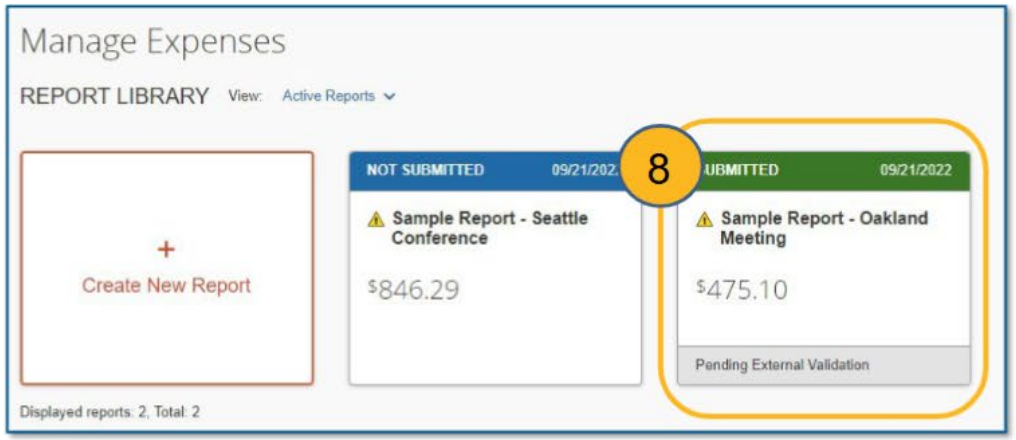
8) Your expense report and its status are listed in the **Active Reports** filter of the Report Library



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Approval Status

Not Submitted:	The report has not been submitted into the approval workflow.
Pending External Validation:	Certain information on the report is being validated against UC systems. Reports should automatically move through this step within a few minutes.
Pending Cost Object Approval:	The report is pending department approval.
Approved & In Accounting Review:	The report is pending Travel Accounting approval.
Submitted & Pending Approval:	The report is pending additional approval (ex: Submitted & Pending Approval - Policy Review).
Approved:	The report has received all approvals; refer to Payment Status for payment information.
Sent Back to Employee:	The report was returned by an approver for correction or editing.
Recalled:	The report was recalled by an employee or their delegate.
Dean/Executive Review:	For Deans and Executives group only: the report is pending Travel Accounting approval.
Controller Review:	For Deans and Executives group only: the report is pending Controller approval.

Payment Status

Not Paid:	The report has not received all approvals yet.
Processing Payment:	The report has received all approvals and is ready to begin payment processing. Approved reports are extracted for payment overnight.
Sent for Payment:	The approved report has been extracted from Express and payment is being processed. Allow up to 5 business days for payment to issue, depending on the payment method (e.g., direct deposit, T&E Card, check, or Zelle).
Payment Confirmed:	Payment has been issued, and confirmation details are available.