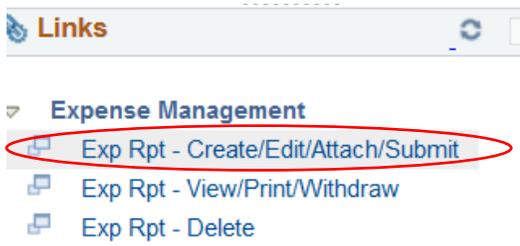
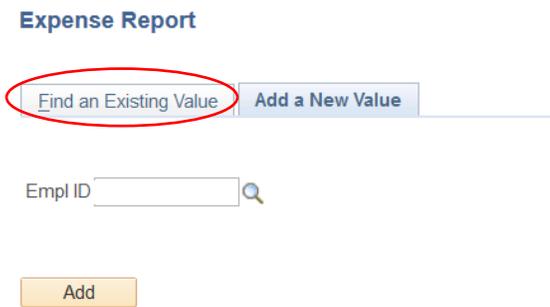


Log into FINS

Click on “Exp Rpt – Create/Edit Attach/Submit” in the left hand column:



Click on the “Find Existing Value” tab:

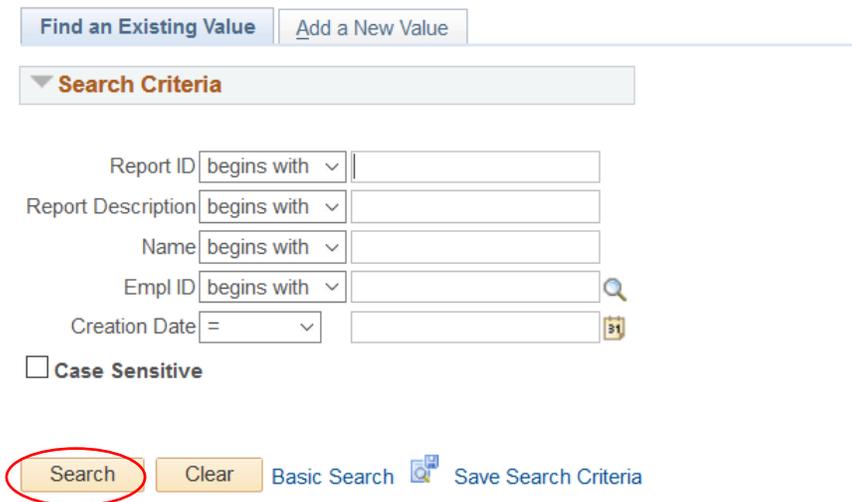


Find an Existing Value | Add a New Value

Then click on “Search” and all of your pending claims will appear

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.



Find an Existing Value | Add a New Value