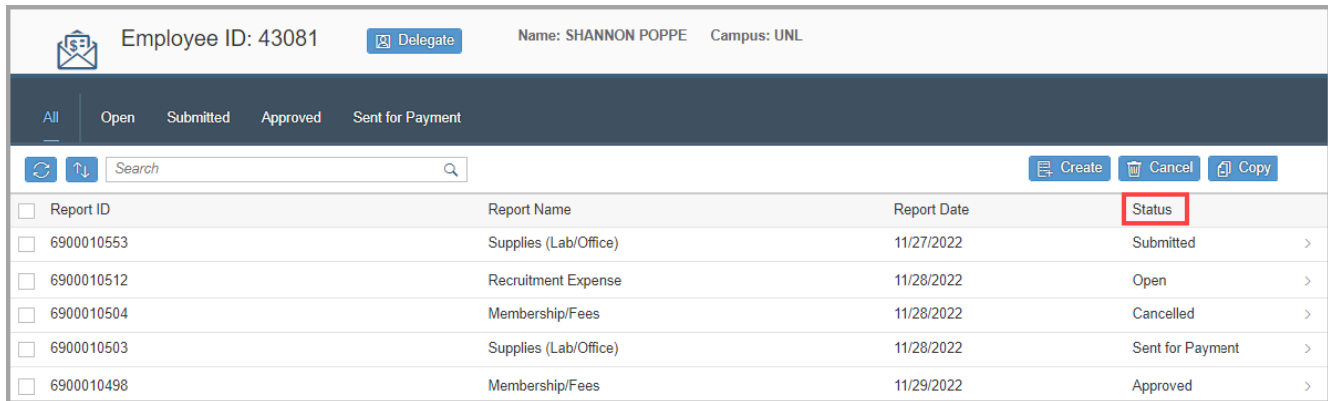The status of a non-travel expense report is displayed on the main screen.

Report ID	Report Name	Report Date	Status	
6900010553	Supplies (Lab/Office)	11/27/2022	Submitted	>
6900010512	Recruitment Expense	11/28/2022	Open	>
6900010504	Membership/Fees	11/28/2022	Cancelled	>
6900010503	Supplies (Lab/Office)	11/28/2022	Sent for Payment	>
6900010498	Membership/Fees	11/29/2022	Approved	>

- Open: the report has either not been submitted, has been recalled (by the employee or delegate), or has been returned for changes.
- Submitted: the report has been submitted by the employee.
- Approved: the report has been through all the approval steps.
- Sent for Payment: employee should expect reimbursement
- Cancelled: the report was cancelled by the employee or delegate.