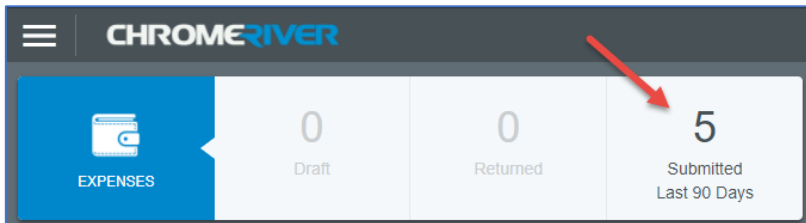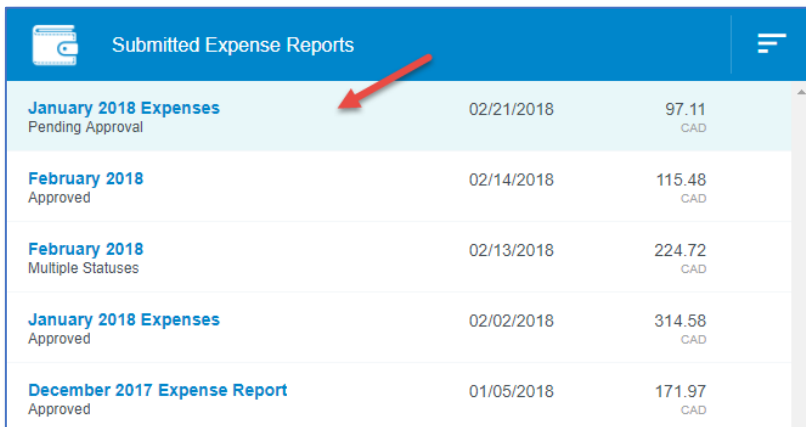# How to View an Expense Report in PDF (Desktop Only)

Open Submitted Expense Report(s)
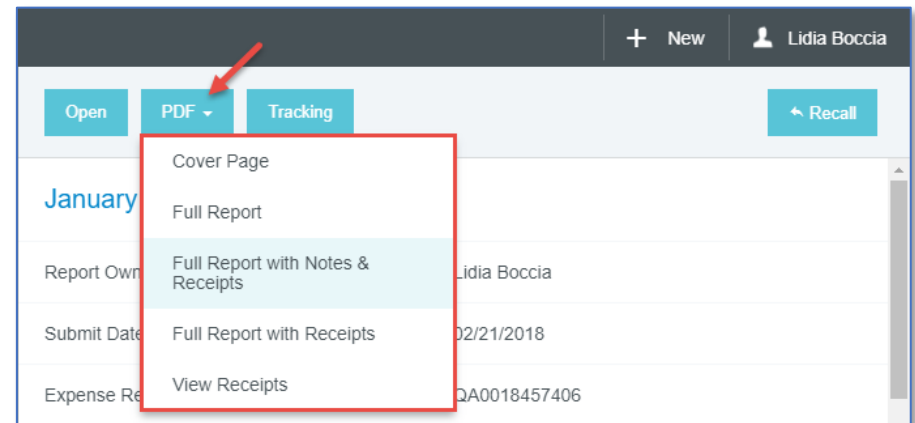
1. Click the **Submitted Last 90 Days** button

2. Click on the desired expense report

Generating PDF Report

1. On the right panel, click the PDF button
2. Select the type of report you would like to generate

3. The PDF report will open in a separate tab

For support contact Information Technology Services
416.675.6622 X8888 | https://its.humber.ca

Additional user guides are available on the Finance website (humber.ca/finance)
This document is available in alternate formats upon request