Review Payments

Concept

Employees can review Travel and Expense payments electronically through Employee Self-Service. **Review Payments** will enable employees to view all entered vouchers and check the statuses of the processing to identify when reimbursement payments are created. When a reimbursement is identified by a Paid status, the check number and check date will be available for viewing.

Employees will only be able to view their own specific voucher data and history. Statuses will show verifications of *Pending, Approved, Staged,* and *Paid* vouchers.

Employees may view their Travel and Expense Payment information on the **Employee Self Service > Travel & Expense > Review Payments** page.

As always, employees will be able to contact their campus’ Travel Administrator for assistance.
### Navigation

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From your MaineStreet portal menu, click the <strong>Employee Self-Service</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Travel and Expenses</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Review Payments</strong> link.</td>
</tr>
</tbody>
</table>
Procedure

4. On the **Review Payments Search Results** page, click on any link in a search result row to open that **Employee Payment History** page for that payment.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>On the <strong>Employee Payment History</strong> page, click the <strong>Payee Address</strong> link to verify the correct address is entered in MaineStreet Financials system.</td>
</tr>
</tbody>
</table>

**Payee Address**
Step | Action
---|---
6. | After verifying the address, click the **OK** button to return to the **Employee Payment History** page.

![Employee Payment History](image-url)
Step | Action
--- | ---
7. | In this example, we selected a **Cash Advance** to review. Click on its ID link in the **Payments** section of the page to view additional details.
8. The View Cash Advance page displays the Advance ID and all information entered on the submitted document. The approval path for the document appears in the Cash Advance Status section of the page and any comments entered during the approval process appear in the Approval Detail section.