



# Reimbursement Status/History

## 1. Overview

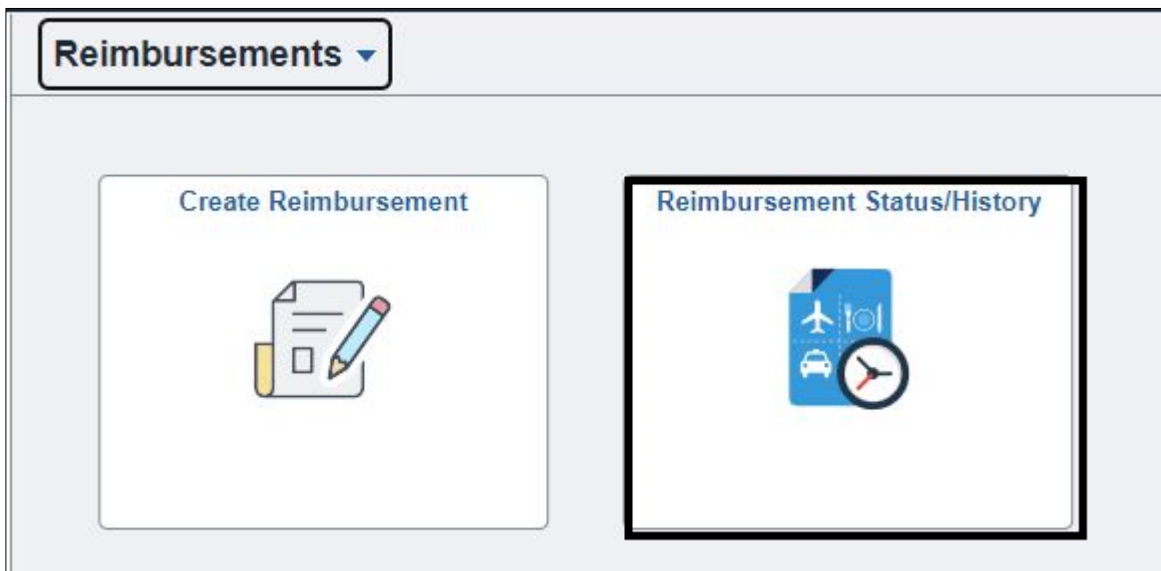
Follow the steps below to monitor the progress of a Reimbursement Claim.

## 2. Reimbursement Status/History

1. Login to Finance Self Service and select the **Reimbursements** Tile



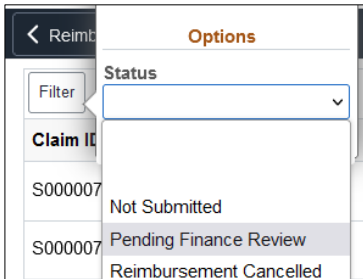
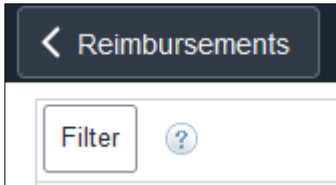
2. Select the **Reimbursement Status/History** Tile to monitor the status of a Reimbursement Claim.



3. All Claims that you have submitted will be listed. Claims can be sorted by the Column Headings

Claim ID	Claim Date	Status	Description	Claim Total
S0000077	22/09/2023	Pending Finance Review	Reimbursement Claim 2	46.2000
S0000076	22/09/2023	Not Submitted	Reimbursement Claim 1	200.0000

or filtered based on Claim Status



4. A Claim will have one of the following Status values

Status	Description
Not Submitted	Saved as a Draft
Pending Review and Approval	Submitted. Currently with Financial Shared Services for Review
Pending Approval	Submitted. Has passed Financial Shared Services review. Currently with the Financial Delegate for review/approval
Approved	Financial Delegate has approved the Claim and it is ready to be paid
Reimbursement Paid	The Claim has been paid to your nominated Bank Account
Reimbursement Cancelled	The Claim has been Cancelled

### 3. Additional Information

For additional information and user guides please visit the [Finance Self Service](#) Support page.