

Checking the status of expense reimbursement

In the "Expense reimbursements" view, there are 4 statuses. This allows you to see at a glance which status your expense reimbursements are in.

SCREENSHOT

1) Drafts

Here you can save your expense forms before sending them to Smart and edit them at a later date.

2) In progress

These forms are currently being processed by the Smart team. You will receive an e-mail notification if the expense reimbursement has been **rejected**.

3) Confirmed

Here you will find all confirmed and paid expense reimbursements

4) Rejected

Here you will find the rejected expense reimbursements. You will receive an e-mail notification if the expense reimbursement has been rejected

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