



Travel Management System (TMS)

JOB AID # 5.11

Date: 03/29/2012

Job Aid Description:

1. From an open Expense Report, click the **Print** button, then select ***SOG Detail Report**.
2. Details of the Expense Report appear in a new window.
3. You may click the Show Itemizations check box if you wish to display itemizations.
4. After reviewing the document, click **Print**, and then click **Close**.