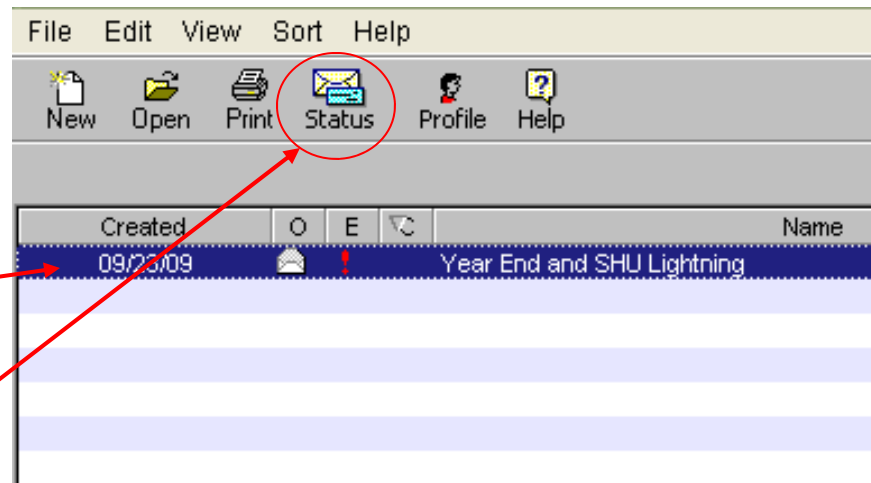


I'm getting a few inquiries regarding the status of claims and I just found out about a little task that should be helpful to find this information on your own:

After you log into CalATERS, a window will come up with a list of travel claim(s) you have submitted into CalATERS.

This is called the "Work Queue".

If you click on the claim to highlight it, then go up to the task bar and find "Status". It has an envelope icon above it.



Click on "Status" and another window will pop up to display exactly where your claim is at and who it is with. It may be awaiting your supervisor's approval. It may be in the accounting office waiting on receipts. Look at the "Action Taken" column to see the status of your claim.

**"Submitted"** means that the claim has been sent for approval.

**"Action"** means that the claim is awaiting the review of your supervisor or Departmental Accounting Office. "Action" may be needed if you need to submit receipts or other documentation to DAO before payment can be made.

**"Returned"** means that the claim has been sent back to your Work Queue for additional information.

**"Completed"** means that the claims had gone through the approval process and has been scheduled for payment.

