Print Expenses
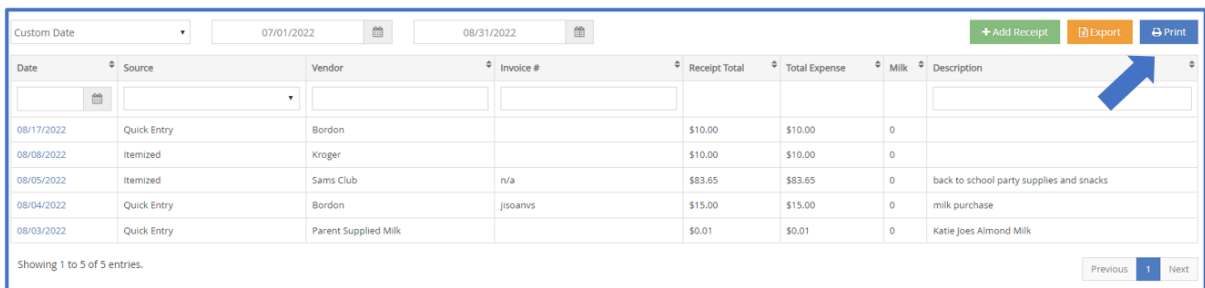
Required Permissions: You must have the **Vendor/Receipts** permission enabled on your account to access and work with Expenses.

To print expenses:

1. From the menu to the left, click **Expenses**.
2. Click **Receipts**. The Receipts page opens.
3. Set filters, as needed.
4. Click **Print**. A printer-friendly page opens and displays the records to which you filtered.

5. Click **Print** again to access your browser's printing options and print the expenses.