



Check Expense Report Status

SharePoint Quick Guide

Complete the following steps to check the current status of your **expense report**.

Step #1: Enter <https://sp.eota.energy.gov> into your browser URL bar, then press **Enter** key on your keyboard

Step #2: Enter current Username and Password

Step #3: Click Sign In

Step #4: Click Travel Authorization & Expense Report, under Travel Forms

1 <https://sp.eota.energy.gov/login/registration/home.aspx>

Search this site...

EMERGENCY OPERATIONS TRAINING ACADEMY
EOTA

WARNINGWARNING**WARNING**WARNING**

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WARNINGWARNING**WARNING**WARNING**

General Information | **Log In** | Sign In

2 Username:
Password:

3 Sign In

[About Emergency Operations Training Academy](#)

<https://sp.eota.energy.gov/default.aspx>

Site Actions | Browse | Page | Jennifer "Jenn" Hutchins

Search this site...

[EOTA Home](#) | [EOTA Operations](#) | [Communities of Interest](#) | [Team Sites](#) | [DNDO Home](#) | [First Responder Home](#) | [Help](#) | [EOTA Training Compliance](#)

Welcome to the SharePoint Site for Emergency Operations Training Academy

For help using SharePoint at any time, select the **Help** tab above for tutorials and quick tips on a variety of site components and features. For additional information, please contact the EOTA SharePoint Coordinator (see [Important Contacts](#)).

Important Contacts	Log In/Change Password
EOTA SharePoint Coordinator - Jennifer Nachor at jennifer.nachor@nnsa.doe.gov or 505-845-6630	Welcome jennifer.hutchins@nnsa.doe.gov Change Password Log Out
Online Learning Support Specialist - Janet Lee at janet.lee@nnsa.doe.gov or 505-845-6617	About Team Sites

The **Team Sites** tab is a collection of sub-sites managed by EOTA members and are restricted access only. For more information about team sites, or to inquire about adding a team site to the collection, please contact the EOTA SharePoint Coordinator (see [Important Contacts](#)).

Travel Forms

Travel Authorization & Expense Report

The **SharePoint Sites**

Emergency Operations Training Academy (EOTA)

This is a restricted SharePoint site used by EOTA members for course/project development and collaboration.

Domestic Nuclear Detection Office (DNDO)

The Domestic Nuclear Detection Office (DNDO) is a jointly staffed agency within the Department of Homeland Security. DNDO is the primary entity in the U.S. government for implementing domestic nuclear detection efforts for a managed and coordinated response to radiological and nuclear threats, as well as integration of federal nuclear forensics programs. Additionally, DNDO is charged with coordinating the development of the global nuclear detection and reporting architecture, with partners from federal, state, local, and international governments and the private sector.

Radiological Assistance Program (First Responders)

Training... it's what we do.



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Step #5: The **My Travel Dashboard** will appear displaying the status of each submitted report

Quick Tip: If necessary, click on the desired expense report to open, edit, save, and or print the report.

My Travel

EOTA Expense Reports > My Travel -

Name	Name Of Event	5	Depart Date	Total Expenses
Form Status : Closed (1)				
Mick Kelleher Expenses722181854	New Mexico PRND Training and Exercise meeting		7/22/2014	72.8
Form Status : Finalize (5)				
Mick Kelleher Expenses722181854	OSD Assistance Program Review		7/22/2014	1,438.56
Mick Kelleher Expenses722181854	Seattle Training and Exercise Planning Workshop (TEPW) and Midterm Planning Meeting (MPM)		7/23/2014	1,507.7
Mick Kelleher Expenses722181854	Urban Shield Radiation Source Testing		8/25/2014	1,645.94
Mick Kelleher Expenses722181854	Urban Shield Radiation Source Testing		8/25/2014	1,465.94
Mick Kelleher Expenses722181854	Assistance Branch Improvement and Lessons Learned Meeting		7/22/2014	790.82
Form Status : FMT Approval (2)				
Mick Kelleher Expenses722181854	Wyoming FSE Final Planning Meeting		8/6/2014	2,121.32
Mick Kelleher Expenses722181854	IND Sustainment		9/21/2014	1,784.86
Form Status : FMT Pending (1)				
Mick Kelleher Expenses722181854	Operation Safe Haven Full Scale Exercise		9/15/2014	2,158.8
Form Status : Manager Approval (2)				
Mick Kelleher Expenses722181854	Northern Border Initative (NBI) Full Scale Exercise (FSE)		8/13/2014	2,060.37
Mick Kelleher Expenses722204339	Operation Safe Haven		9/15/2014	3,003.24

5 Closed Status: Expense Report has been submitted to the Government for payment.

6 Finalize Status: Travel Approval Form is waiting for you to complete travel and enter your ACTUAL expenses.

7 FMT Approval Status: Travel Approval is waiting for Government approval.

Form Status : Finalize (5)

Mick Kelleher Expenses722181854	OSD Assistance Program Review
Mick Kelleher Expenses722181854	Seattle Training and Exercise Planning Workshop (TEPW) and Midterm Planning
Mick Kelleher Expenses722181854	Urban Shield Radiation Source Testing
Mick Kelleher Expenses722181854	Urban Shield Radiation Source Testing
Mick Kelleher Expenses722181854	Assistance Branch Improvement and Lessons Learned Meeting

Form Status : FMT Approval (2)

Mick Kelleher Expenses722181854	Wyoming FSE Final Planning Meeting
Mick Kelleher Expenses722181854	IND Sustainment



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8 FMT Pending
Status: Travel Approval is on hold pending Government approval.

Form Status : FMT Pending (1) 

Mick Kelleher Expenses722188 Operation Safe Haven Full Scale Exercise

9 Manager Approval Status:
Travel Approval is waiting for EOTA Program Manager approval.

Form Status : Manager Approval (2) 

Mick Kelleher Expenses722181854 Northern Border Initiative (NBI) Full Scale Exercise (FSE)
Mick Kelleher Expenses722204339 Operation Safe Haven



Questions?
For questions or assistance please email **Jennifer Nachor** at jennifer.nachor@nnsa.doe.gov or call (505)-845-6630