



CREATING AN EXPENSE REPORT





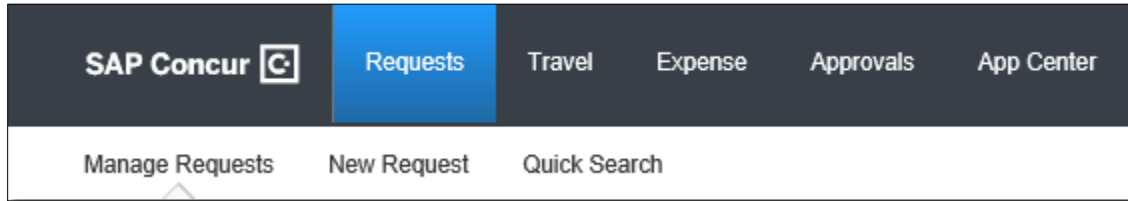
TABLE OF CONTENTS

- LINK REQUEST TO EXPENSE..... 2**
- REPORT HEADER..... 3**
- TRAVEL ALLOWANCE ITINERARY 4**
- TRAVEL CARD CHARGES 7**
- EXPENSES PAID WITH PERSONAL FUNDS..... 9**
- ITEMIZING HOTEL STATEMENT 10**
- RECEIPTS 14**
- ALLOCATIONS 15**
- MILEAGE CALCULATOR..... 17**
- SUBMIT REPORT 18**
- REPORT SUMMARY 19**

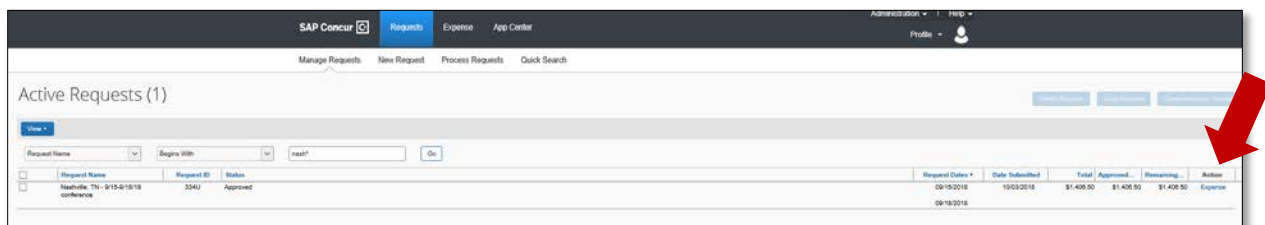


LINK REQUEST TO EXPENSE

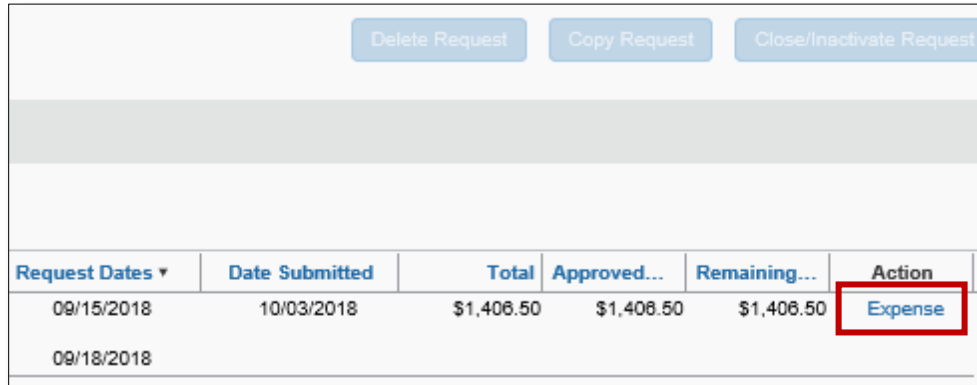
Select the **Request tab** on the menu bar.



Select **Manage Requests**. This will give you a list of all active requests.



Under the Action column, the option for “Expense” will be available for any approved requests. Select **Expense** to begin creating the expense report.





REPORT HEADER

The “Expense” link should take you to the following screen:

Note: Required fields are marked with a red bar.

The screenshot shows the SAP Concur interface for creating a new expense report. The form is titled "Create a New Expense Report" and includes a "Report Header" section with the following fields:

- Policy: "Out of State" (marked with a red bar)
- Trip Type: "Out of State" (marked with a red bar)
- Report Name (Destination, Travel Dates): "London - 2/11-2/13/19" (marked with a red bar)
- Report Date: "02/26/2019" (marked with a red bar)
- Comment: (empty)
- Department: "0100 FINANCE" (marked with a red bar)
- Accounting Group: "1242317 Comptroller's Office" (marked with a red bar)
- Accounting Template: "SUNCP01 COMPTROLLER" (marked with a red bar)

Below the form is a table of requests:

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
London - 2/11-2/13/19	343P	No	\$1,958.01	\$1,958.01	\$1,958.01

- **Policy** – The Policy will default to the Policy on the Request.
- **Trip Type** – This field is only visible for Out of State travel. If the travel event is International, please select that option from the drop-down box. Otherwise, Out of State will default in this field.
- **Report Name** – The Report Name should default from the Request.
- **Report Date** – This field will default to the current date.
- **Comment** – Enter any necessary comments that your approver will need to approve the expense report.
- **Department** – This information should default based on the user. *This will determine how the expense is posted, but your approver will have the ability to change this information if necessary.*
- **Accounting Group** - This information should default based on the user. *This will determine how the expense is posted, but your approver will have the ability to change this information if necessary.*
- **Accounting Template** - This information should default based on the user. *This will determine how the expense is posted, but your approver will have the ability to change this information if necessary.*
- The Request tied to the expense report should be visible. If it is not, you can select the **Add** button to choose a different request. Note: Only one request per expense report is allowed.

NOTE: If personal time is included in this trip, an explanation of dates and times must be included as an attachment to the expense report for auditing purposes.

5. Select **Next** in the bottom right-hand corner of the screen.



TRAVEL ALLOWANCE ITINERARY

1. Creating your travel allowance itinerary:

- **Itinerary Name** – This will default to the Report Name.
- **Selection** – This field will default to USGSA CONUS for agencies that will reimburse the CONUS per diem. For the agencies that continue to reimburse based on actual expenses, you will select USGSA Actuals. *Note: Please see [Creating Travel Allowance for Receipts](#) for assistance with this process.*

- **Departure City** – Enter the city you are departing from.
- **Date** – Enter the date your travel began. If the date is not available for selection, it may be tied to another expense report.
- **Time** – Enter the time your travel began.
- **Arrival City** – Enter the city you traveled to.
- **Date** – Enter the date you arrived at your destination.
- **Time** – Enter the time you arrived at your destination.
- Select **Save**. This should be the itinerary for your departure date.

Note: You will repeat this process for the return itinerary or any other stops.

- **Departure City** – This will default from the Arrival City in the prior itinerary entry screen.



- **Date** – Enter the date you departed. If the date is not available for selection, it may be tied to another expense report.
- **Time** – Enter the time you departed.
- **Arrival City** – This will default from the Departure City in the prior itinerary entry screen.
- **Date** – Enter the date you arrived.
- **Time** – Enter the time you arrived.
- Select **Save**. This should be the itinerary for your return date.

2. If there are no other stops, select **Next**. You should have at least two lines visible (departure date and return date).

3. Review the itinerary information for accuracy and select **Next**. You can edit from this screen if a correction is necessary. To edit, select a line and the **Edit** button will become available.

Travel Allowances For Report: Nashville, TN - 9/15-9/18/18

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Nashville, TN - 9/15-9/18/18				
Montgomery, Alabama	09/15/2018 08:00 AM	Nashville, Tennessee	09/15/2018 12:00 PM	DAVIDSON COUNTY, US-TN, US
Nashville, Tennessee	09/18/2018 09:00 AM	Montgomery, Alabama	09/18/2018 02:00 PM	MONTGOMERY COUNTY, US-...

Available Itineraries

Current Itineraries [v] Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

<< Previous Next >>



4. The next screen will allow you to select individual meals that were provided by a conference. If any personal days were taken, you can select the row to exclude the entire day from the CONUS calculation.

Travel Allowances For Report: Nashville, TN - 9/15-9/18/18

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	09/15/2018 Nashville, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$44.25
<input type="checkbox"/>	09/16/2018 Nashville, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$59.00
<input type="checkbox"/>	09/17/2018 Nashville, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$59.00
<input type="checkbox"/>	09/18/2018 Nashville, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$44.25

<< Previous Create Expenses Cancel

5. Select **Create Expenses**.



TRAVEL CARD CHARGES

If you have travel card charges, select **Import Expenses** to pull them to the expense report.

Nashville, TN - 9/15-9/18/18

Buttons: + New Expense, **Import Expenses**, Details, Receipts, Print

Expenses	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	09/18/2018	M&IE Rate Nashville, Tennessee	\$44.25	\$44.25
<input type="checkbox"/>	09/17/2018	M&IE Rate Nashville, Tennessee	\$59.00	\$59.00
<input type="checkbox"/>	09/18/2018	M&IE Rate Nashville, Tennessee	\$50.00	\$50.00
<input type="checkbox"/>	09/15/2018	M&IE Rate Nashville, Tennessee	\$44.25	\$44.25

TOTAL AMOUNT: \$206.50 TOTAL REQUESTED: \$206.50

Expense Type: []

Recently Used Expense Types: Airfare, Breakfast, Hotel

All Expense Types:

- 01. Hotel Expenses: Agency Booking Fees - Hotel, Hotel, Laundry, Parking - Hotel
- 02. Transportation: Agency Booking Fees - Airline, Agency Booking Fees - Rental Car, Airfare, Airline Fees, Baggage Fees, Parking - Airport
- 03. Meals: Breakfast, Dinner, Incidentals, Lunch
- 04. Promotional Expenses: Promotional - General
- 05. Office Expenses: Computer Equipment/Hardware, Courier/Shipping/Freight, Office Software, Office Supplies, Postage, Printing/Photocopying, Internet/Online Fees, Telephone/Fax
- 06. Communications: Internet/Online Fees, Telephone/Fax
- 07. Fees: Currency Exchange Fees, Passports/Visa Fees
- 08. Other: Conference Registration, Miscellaneous, Parking - General/Metered, Professional Dues, Mileage, Personal Car Mileage

Select transaction(s) click **Move** to add them to the current expense report.

Available Expenses

Expense Detail	Expense Type	Source	Date
<input checked="" type="checkbox"/> AGENT FEE 9900759022887 CORPORATE TRA, VA	Airfare	[]	10/10/2018
<input checked="" type="checkbox"/> Delta Air Lines RESTON, VA	Airfare	[]	10/10/2018

Buttons: Move



The transaction is pulled into the expense report and ready for additional information to be entered.

The screenshot shows a web-based expense report form titled "Expense" with a sub-tab "Nightly Lodging Expenses". The form contains several input fields and dropdown menus. The "Expense Type" is set to "Hotel". The "Transaction Date" is "07/10/2018". The "Business Purpose" and "Vendor" fields are empty. The "Enter Vendor Name" field contains "HOMEWOOD SUITES". The "City of Purchase" is "Nashville, Tennessee". The "Payment Type" is "*AL-VISA". The "Amount" is "357.02" with a "USD" dropdown. The "Request" field shows "09/15/2018, \$800.00 - Nashv". Below the form, there is an "Attendees" section with a summary: "Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$357.02". There are buttons for "New Attendee", "Advanced Search", "Favorites", "Search Recently Used", "Remove", and "Create Group". At the bottom right, there are buttons for "Itemize", "Attach Receipt", and "Cancel".

- **Expense Type** – This field will default if you manually select an expense type. If you select a credit card transaction, be sure the expense type is accurate based on the charges.
- **Transaction Date** – This field will default if a loaded credit card transaction is selected. If a manual charge is added, this field will need to be completed.
- **Business Purpose** – This field may be required based on agency policy.
- **Vendor** – This field will default if a loaded credit card transaction is selected. If a manual charge is added, this field will need to be completed.
- **City of Purchase** – Enter the city the purchase took place.
- **Payment Type** – If a loaded credit card transaction is selected, AL-VISA will default.
- **Amount** – Enter the amount of the reimbursement.
- **Request** – This field shows the amount that was requested. If more than one line item was entered on the Request, make a selection from the drop-down and save any changes.



EXPENSES PAID WITH PERSONAL FUNDS

Any business expenses that were not paid with the State's travel card will need to be manually entered. You may do so by selecting the expense type from the options on the right of the screen.

The screenshot shows a web interface for entering a new expense. At the top, there is a tab labeled 'New Expense' and a link for 'Available Receipts'. Below this is a text input field for 'Expense Type'. A note reads: 'To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.' The main area is divided into two sections: 'Recently Used Expense Types' and 'All Expense Types'. The 'Recently Used' section lists: Parking - Hotel, Airfare, Transit Costs, Hotel, and Baggage Fees. The 'All Expense Types' section is organized into numbered categories: 01. Hotel Expenses (Hotel, Laundry, Parking - Hotel), 02. Transportation (Agency Booking Fees, Airfare, Airline Fees, Baggage Fees, Parking - Airport, Rental Car, Rental Car Fuel, Tolls/Road Charges, Transit Costs), 03. Meals (Breakfast), ...03. Meals (Dinner, Incidentals, Lunch), 04. Promotional Expenses (Promotional - General, Promotional - Meals), 05. Office Expenses (Computer Equipment/Hardware, Courier/Shipping/Freight, Office Software, Office Supplies, Postage, Printing/Photocopying), 06. Communications (Internet/Online Fees), ...06. Communications (Telephone/Fax), 07. Fees (Currency Exchange Fees, Passports/Visa Fees), 08. Other (Conference Registration, Miscellaneous, Parking - General/Metered, Professional Dues), and Mileage (Personal Car Mileage).

- **Expense Type** – This field will default if you manually select an expense type.
- **Transaction Date** – If a manual charge is added, this field will need to be completed.
- **Business Purpose** – This field may be required based on agency policy.
- **Vendor** – This field will default if a loaded credit card transaction is selected. If a manual charge is added, this field will need to be completed.
- **City of Purchase** – Enter the city the purchase took place.
- **Payment Type** – Enter the payment type used. If a loaded credit card transaction is selected, AL-VISA will default. If personal funds were used, select Cash.
- **Amount** – Enter the amount of the reimbursement.
- **Request** – This field shows the amount that was requested. If more than one line item was entered on the Request, make a selection from the drop-down and save any changes.



ITEMIZING HOTEL STATEMENT

When keying a hotel reimbursement, select **Itemize** at the bottom right-hand corner. This will allow you to key the nightly rate and associated taxes and parking.

Expense: **Nightly Lodging Expenses** Available Receipts

Expense Type: Hotel Transaction Date: 07/02/2018 Business Purpose:

Vendor: South Seas Resorts Enter Vendor Name: SOUTH SEAS RESORTS City of Purchase: Seattle, Washington

Payment Type: *AL-VISA Amount: 468.26 USD Comment:

Request: 06/28/2018, \$600.00 - Seattle

Attendees: 1 | Attendee Total: \$468.26 | Remaining: \$0.00

Itemize Allocate Attach Receipt Cancel

1. Enter the **Check-in Date**. The Check-out Date will default to the transaction date on the expense tab, which should also default from the bank transaction that imported into Concur. The number of nights will automatically calculate.
2. Enter the **Room Rate** and **Room Tax(s)** amount for each night. **Note: These amounts should be per night amounts.** If nightly amounts differ, choose one of the rates to enter and you will learn how to adjust the others later in the job aid.

Expense: **Nightly Lodging Expenses** Available Receipts

Check-in Date: 09/15/2018 Check-out Date: 09/18/2018 Number of Nights: 3

Recurring Charges (each night)

Room Rate: 200.00 Room Tax: 20.00

Other Room Tax 1: Other Room Tax 2:

Room rate and taxes will be shown as separate expenses

Additional Charges (each night)

Expense Type: Parking - Hotel Amount: 20.00

Expense Type: Choose an expense type Amount:

Save Itemizations Cancel



- If you need to add Hotel Parking or another recurring charge, you may select that from the Expense Type drop down. **Note: These amounts should be per night amounts.**

Expense | Nightly Lodging Expenses

Check-in Date: [] Check-out Date: 07/02/2018 Number of Nights: []

Recurring Charges (each night)

Room Rate: [] Room Tax: []

Other Room Tax 1: [] Other Room Tax 2: []

Room rate and taxes will be shown as separate expenses

Additional Charges (each night)

Expense Type: [v]

01. Hotel Expenses
Hotel
Hotel Tax
Laundry
Parking - Hotel
02. Transportation
Agency Booking Fees
Airfare
Airline Fees
Baggage Fees

Check-in Date: 06/28/2018 Check-out Date: 07/02/2018 Number of Nights: 4

Recurring Charges (each night)

Room Rate: 99.00 Room Tax: 15.00

Other Room Tax 1: [] Other Room Tax 2: []

Room rate and taxes will be shown as separate expenses

Additional Charges (each night)

Expense Type: Parking - Hotel Amount: []

Total Amount: \$468.26 | Itemized: \$468.26 | Remaining: \$0.00

Save Itemizations Cancel

- Once you have entered all recurring charges, select **Save Itemizations**.
- If you have not itemized all hotel charges, you will have the option to select an expense type to classify the remaining amount. You will be able to add as many expense types as necessary.

New Itemization

Total Amount: \$468.26 | Itemized: \$456.00 | Remaining: \$12.26

Expense Type: Choose an expense type [v]

Save Cancel

- Click **Save** each time an expense type is added.



7. If you are claiming CONUS rate and inadvertently charged something to your hotel bill, such as a meal, you will need to be sure the expense is marked as **Personal Expense**.

Itemization

Total Amount: \$468.26 | Itemized: \$463.00 | Remaining: \$5.26

Expense Type: Dinner

Transaction Date: 07/02/2018

Business Purpose:

Enter Vendor Name: SOUTH SEAS RESORTS

City of Purchase: Seattle, Washington

Payment Type: *AL-VISA

Amount: 12.26 USD

Personal Expense (do not reimburse)

Comment:

Save Cancel

8. Click **Save**.

The itemization should be displayed on the left of the screen with all other expenses claimed.

9. If the nightly room rate differs from night to night, you can edit the rates from this screen.

	Date	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	07/02/2018	Hotel Rate Seattle, Washington	\$33.30	\$33.30
<input type="checkbox"/>	07/02/2018	Hotel SOUTH SEAS RESORTS, Seattle,	\$468.26	\$456.00
<input type="checkbox"/>	06/28/2018	Hotel	\$99.00	\$99.00
<input type="checkbox"/>	06/28/2018	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>	06/29/2018	Hotel	\$99.00	\$99.00
<input type="checkbox"/>	06/29/2018	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>	06/30/2018	Hotel	\$99.00	\$99.00
<input type="checkbox"/>	06/30/2018	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>	07/01/2018	Hotel	\$99.00	\$99.00
<input type="checkbox"/>	07/01/2018	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>	07/02/2018	Dinner	\$12.26	\$0.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$1,801.26	\$1,789.00



10. To edit the rate, click in the specific line and the itemization will be available for edit on the right of the screen.

Expenses					Move	Delete	Copy	View
<input type="checkbox"/>	Date	Expense Type	Amount	Requested				
<input type="checkbox"/>	07/02/2018	Airfare Delta Air Lines, Montgomery, Alab;	\$1,000.00	\$1,000.00				
<input type="checkbox"/>	07/02/2018	M&IE Rate Seattle, Washington	\$55.50	\$55.50				
<input type="checkbox"/>	07/02/2018	Hotel SOUTH SEAS RESORTS, Seattle,	\$468.26	\$507.00				
<input type="checkbox"/>	06/28/2018	Hotel	\$99.00	\$99.00				
<input type="checkbox"/>	06/28/2018	Hotel Tax	\$15.00	\$15.00				
<input type="checkbox"/>	06/29/2018	Hotel						
<input type="checkbox"/>	06/29/2018	Hotel Tax						
<input type="checkbox"/>	06/30/2018	Hotel						
<input type="checkbox"/>	06/30/2018	Hotel Tax						
<input checked="" type="checkbox"/>	07/01/2018	Hotel						
<input type="checkbox"/>	07/01/2018	Hotel Tax						
<input type="checkbox"/>	07/02/2018	Dinner						

Itemization

Total Amount: \$468.26 | Itemized: \$519.26 | Remaining: **-\$51.00**

Expense Type: Hotel
Transaction Date: 07/01/2018
Business Purpose:

Vendor: South Seas Resorts
City of Purchase: Seattle, Washington
Payment Type: *AL-VISA

Amount: USD
 Personal Expense (do not reimburse)
Comment:

Request: 06/28/2018, \$600.00 - Seattle

Save Allocate Cancel

11. Once you have finished making changes, click **Save**.

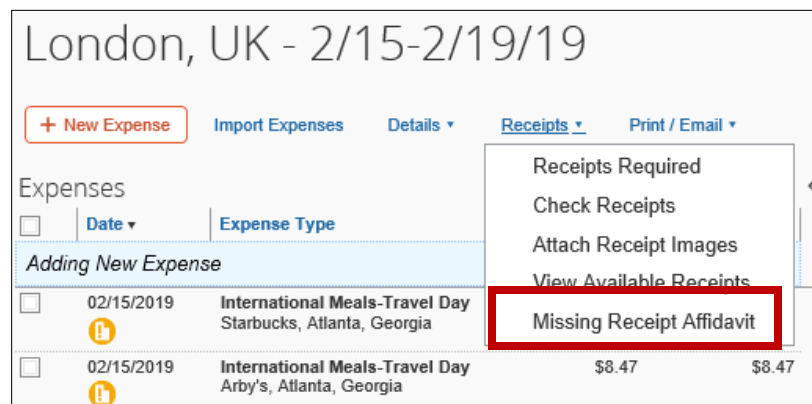


RECEIPTS

Each expense, except for the M&IE rate and Agency Booking Fees, will need a receipt attached. You can do so by selecting the **Attach Receipt** button in each expense type.

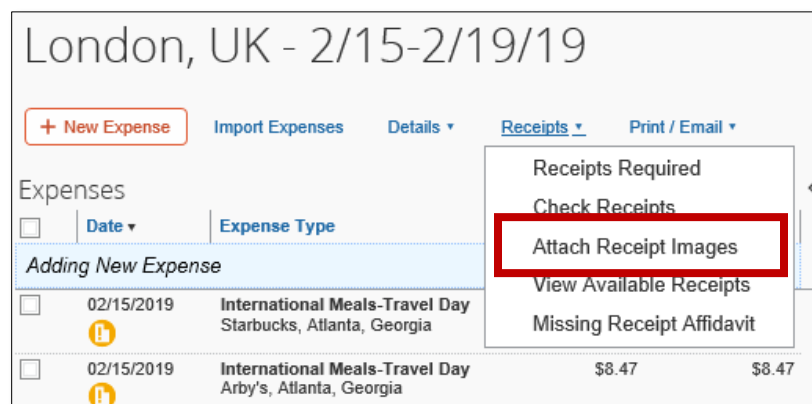


There is a **Missing Receipt Affidavit** available under the “Receipts” dropdown, if the traveler is unable to provide the actual receipt.



You may also attach any general information, such as the conference itinerary, by selecting **Attach Receipt Images** under the “Receipts” dropdown.

NOTE: If personal time is included in this trip, an explanation of dates and times must be included as an attachment to the expense report for auditing purposes.





ALLOCATIONS

The expense can also be allocated to different accounting templates by selecting the **Allocate** button.

Note: Approvers in the workflow will have the capability to make adjustments to allocations as necessary.



Allocations can be changed by selecting individual expenses or by clicking the box next to **Date** to select them all. Once expenses are selected, you will have the option to **Allocate Selected Expenses**.

Allocations for Report: Seattle, WA - 6/28/18-7/2/18

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group

<input checked="" type="checkbox"/>	Date	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	06/28/2018	M&IE Rate		\$55.50
<input checked="" type="checkbox"/>	06/28/2018	Baggage F...		\$25.00
<input checked="" type="checkbox"/>	06/28/2018	Conferenc...		\$250.00
<input checked="" type="checkbox"/>	06/29/2018	M&IE Rate		\$74.00
<input checked="" type="checkbox"/>	06/30/2018	M&IE Rate		\$74.00
<input checked="" type="checkbox"/>	07/01/2018	M&IE Rate		\$74.00
<input checked="" type="checkbox"/>	07/02/2018	Airfare		\$1,000.00
<input checked="" type="checkbox"/>	07/02/2018	M&IE Rate		\$55.50
<input checked="" type="checkbox"/>	07/02/2018	Baggage F...		\$25.00
Hotel				
<input checked="" type="checkbox"/>	06/28/2018	Hotel Tax		\$15.00
<input checked="" type="checkbox"/>	06/28/2018	Hotel		\$99.00
<input checked="" type="checkbox"/>	06/29/2018	Hotel Tax		\$15.00
<input checked="" type="checkbox"/>	06/29/2018	Hotel		\$99.00
<input checked="" type="checkbox"/>	06/30/2018	Hotel Tax		\$15.00
<input checked="" type="checkbox"/>	06/30/2018	Hotel		\$99.00
<input checked="" type="checkbox"/>	07/01/2018	Hotel Tax		\$15.00

Allocations

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage Department Accounting... Accounting T... Code

Save Cancel

Done



Select **Allocate By** to allocate by either Percentage or Amount. Select **Add New Allocation** to add lines to allocate by.

Date	Expense T...	Group	Amount
08/28/2018	M&IE Rate		\$55.50
08/28/2018	Baggage F...		\$25.00
08/28/2018	Conferenc...		\$250.00
08/29/2018	M&IE Rate		\$74.00
08/30/2018	M&IE Rate		\$74.00
07/01/2018	M&IE Rate		\$74.00
07/02/2018	Airfare		\$1,000.00
07/02/2018	M&IE Rate		\$55.50
07/02/2018	Baggage F...		\$25.00
Hotel			
08/28/2018	Hotel Tax		\$15.00
08/28/2018	Hotel		\$99.00
08/29/2018	Hotel Tax		\$15.00
08/29/2018	Hotel		\$99.00
08/30/2018	Hotel Tax		\$15.00
08/30/2018	Hotel		\$99.00
07/01/2018	Hotel Tax		\$15.00

Enter information into the **Department**, **Accounting Group** and **Accounting Template** fields by either selecting **Text** or **Code**. Once information has been keyed, select **Save**.

Note: Adding allocations may add approval roles to the workflow of the document.

Percentage	Department	Accounting Group	Accounting Template	Code
100	010			



MILEAGE CALCULATOR

Select the **Personal Car Mileage** expense type – enter the transaction date and select the **Mileage Calculator** link.

The screenshot shows a 'New Expense' form with the following fields and options:

- Expense Type:** Personal Car Mileage (selected)
- Transaction Date:** [Calendar icon]
- Purpose of the Trip:** [Text input]
- From Location:** [Text input]
- To Location:** [Text input]
- Payment Type:** Cash (selected)
- Distance : Amount:** 0 : 0.00 USD
- Comment:** [Text input]

A **Mileage Calculator** link is visible below the form fields. At the bottom right, there are buttons for **Save**, **Allocate**, **Attach Receipt**, and **Cancel**.

Enter the points of travel and **Calculate Route**. Commute miles can be deducted from the calculation by clicking the **Deduct Commute** button. Select **Add Mileage to Expense**.

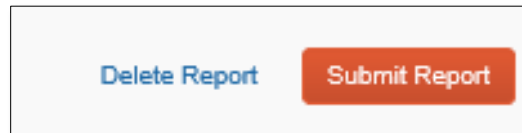
The screenshot shows the 'Mileage Calculator' map interface with the following elements:

- Waypoints:** Two input fields for starting and ending locations, with a 'Calculate Route' button.
- Map:** A Google Map showing the world with a green pin on the African continent.
- Options:** Avoid Tolls, Avoid Highways, Deduct Commute.
- Summary:** TOTAL PERSONAL 0.0 MI, TOTAL BUSINESS 0.0 MI.
- Buttons:** Add Mileage to Expense, Cancel.



SUBMIT REPORT

Select **Submit Report** from the top right corner of the expense report.



Select **Accept & Submit**.

Final Review ☐ ×

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the Company and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the Company in full for those expenses.

Accept & Submit Cancel



REPORT SUMMARY

A summary of the expense report will display detailing all totals. Take note of the disbursements section. This is a breakdown of the reimbursement to the traveler and the amount that will be sent to the bank to pay off the state travel card.

Report Totals	
Expense Report	
Report Total :	\$2,101.26
Less Personal Amount :	\$12.26
Amount Claimed :	\$2,089.00
Amount Rejected :	\$0.00
Amount Approved :	\$2,089.00
Company Disbursements	
Amount Due Employee :	\$1,620.74
Amount Due *AL-VISA :	\$468.26
Total Paid By Company :	\$2,089.00
Employee Disbursements	
Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00
Close	