



# PAYING STATE TRAVEL CARD IN ADVANCE





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The State of Alabama OneCard/Travel Card is managed and paid through Concur. It is the traveler/cardholder's responsibility to make sure charges to the card are processed timely. Once an expense report is submitted and approved in Concur, the transactions will interface into STAARS for a payment to generate. Transactions can be reconciled two ways:

- In advance of state business trip
- Upon return of state business trip

## PAYING STATE TRAVEL CARD IN ADVANCE

To pay the State Travel Card in advance, please follow the instructions below or see the job aid, **Paying State Travel Card in Advance**.

### ADVANCE PAYMENTS

Conference registration fees and/or travel accommodations for air and hotel that are charged to the state travel card in advance of the state travel event should be paid timely to prevent interest charges from incurring on the state travel card.

The Concur System is set up to allow these advance charges on the state travel card to be submitted for payment as they import into the traveler's profile.

*NOTE: Travel accommodations should not be made more than 60 days in advance.*

### TRAVEL CROSSING FISCAL YEARS

The purchase of an airline ticket can be made in the last two months of the current fiscal year for travel in the next fiscal year (October 1 – September 30).

For conference registration fees, the following guidelines should be used in determining if payment can be made outside fiscal years:

- There must be an immediate need. – There is limited space and if the conference isn't paid for at that moment, then all spots will fill up.
- Payment scheduling is out of the control of the agency – if the due date for all registrants is set prior to the event and falls in the current fiscal year, then payment can be made within 30 days of the new fiscal year.

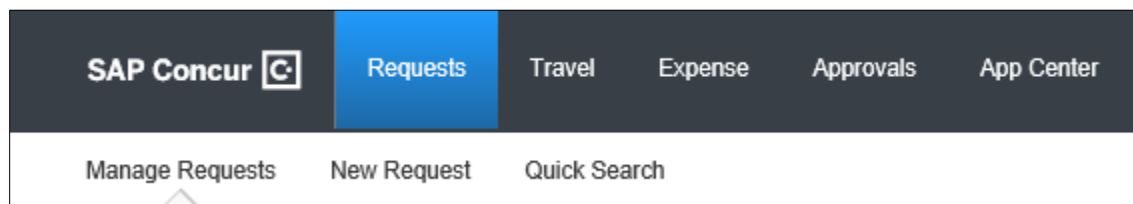
An early bird special is not an exception to these guidelines.



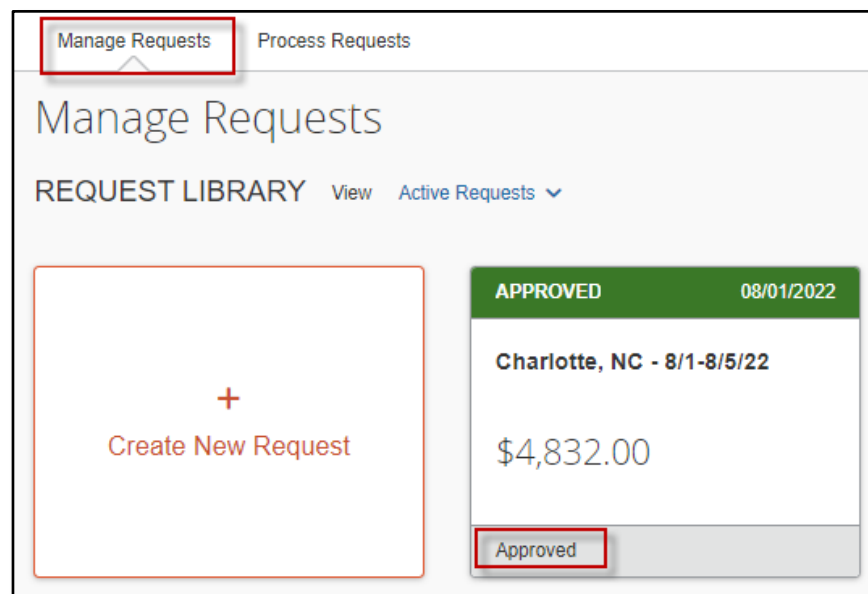
## LINK REQUEST TO EXPENSE

An approved Request is necessary to create a travel related Expense Report in Concur. It is important to keep all travel Requests active until you are sure no other travel expenses related to the event are expected. Once the Request is inactivated, the only way to submit future travel expenses is to create a new Request. Our office recommends keeping all Requests active for up to a month after the event for this reason.

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



Select **Manage Requests**. This will show all active requests. Click to open the “Approved” Request.



Select **Create Expense Report** in the top right corner of the screen to begin creating the expense report.





## REPORT HEADER

If you have created the expense report by mistake or just need to delete, there is a trash can icon next to the report name.

If you notice the Report Name does not follow the required format, you can click the actual name and will be taken directly to the Report Header screen to make necessary adjustments. Remember, the name should be formatted with the Destination and travel dates (including the year). Any reports not using this format will be rejected for correction.

Charlotte, NC - 8/1-8/5/22 \$0.00

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

REQUEST

Approved  
\$4,832.00

Submit Report

You can also access the Report Header by selecting the **Report Details** dropdown then **Report Header**. This is necessary to double check the information that transferred from the Request.

Charlotte, NC - 8/1-8/5/22 \$0.00

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Report

Report Header

Report Totals

Report Timeline

Audit Trail

*NOTE: Required fields are marked with a red asterisk.*

It is very important to go to the Report Header first, because there are required fields that must be completed in order to claim M&IE/CONUS.



## IN STATE REPORT HEADER

The Report Header for the In State Policy has two additional fields that must be completed.

The screenshot shows a web form titled "IN STATE REPORT HEADER". The form is divided into several sections. At the top, there are three main input areas: "Policy" (with a dropdown menu showing "\*AL-In State Policy"), "Home Base (City, State) \*" (highlighted with a red box), and "Work Base (City, State) \*" (also highlighted with a red box). Below these are "Report Name (Destination, Travel Dates) \*" (Gulf Shores, AL - 9/7-9/12/22), "Report ID" (D620D3E8F757460B8843), and "Report Date" (07/06/2022). Further down are "Report Currency" (US, Dollar), "Approval Status" (Not Submitted), and "Department" (010) FINANCE. Below these are "Accounting Group" (1242.917) Comptroller:Fiscal Mgmt and "Accounting Template" (UNCP01) COMPTROLLER. A large text area for "Comment" is at the bottom. At the very bottom, there is a section for "Claim Travel Allowance" with two radio buttons: "Yes, I want to claim Travel Allowance" and "No, I do not want to claim Travel Allowance". The "No" option is selected. At the bottom right, there are "Cancel" and "Save" buttons.

- **Policy** – The Policy will default to the Policy on the Request. This drives the allowable expenses, so if the wrong policy is visible you will need to cancel and redo the Request using the correct policy (In State Policy vs Out of State Policy).

*NOTE: The state or traveler must be a dues-paying member of the national, state, or regional organization holding the event to qualify for In State Actual. The [Certification of In State Travel Expenses Form](#) must be attached to the Expense Report for processing. This form can be found on the Comptroller's website under Online Forms.*

- **Home Base** – Enter the City and State of your home base.
- **Work Base** – Enter the City and State of your work base.
- **Report Name** – The Report Name should default from the Request. Be sure the required format of Destination (city, state) and Travel Dates (including the year) is used.

*NOTE: This is a required format. The Expense Report will not be processed until this format is used.*

- **Report Date** – This field will default to the current date.
- **Department** – This information should default based on the user.
- **Accounting Group** - This information should default based on the user.
- **Accounting Template** - This information should default based on the user.

*NOTE: This will determine how the expense is posted. The agency accounting offices can allocate expenses to different templates during their audit of the Expense Report. See the [Allocations job aid](#) for assistance.*

- **Comment** – Enter any necessary comments that your approver will need to approve the expense report.



- **Claim Travel Allowance** – Since this report is being created before the travel event, you will select “**No, I do not want to claim Travel Allowance**”. You will have the opportunity to claim the travel allowance when you return from the travel event.

**Claim Travel Allowance**  
Do you wish to claim Travel Allowance?  
  
☐ Yes, I want to claim Travel Allowance  
☒ No, I do not want to claim Travel Allowance

*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.*

## OUT OF STATE/INTERNATIONAL REPORT HEADER

The Report Header for the Out of State Policy has an additional field that must be completed.

Report Header  
Charlotte, NC - 8/1-8/5/22 | \$0.00

Policy  
\*AL-Out of State Policy

Report Date  
07/06/2022

Department \*  
(010) FINANCE

Comment

Claim Travel Allowance  
Do you wish to claim Travel Allowance?  
  
☐ Yes, I want to claim Travel Allowance  
☒ No, I do not want to claim Travel Allowance

Trip Type \*  
Out of State  
None Selected  
International  
Out of State  
US Dollar

Accounting Group \*  
(1242.917) Comptroller.Fiscal Mgmt

Report Name (Destination, Travel Dates) \*  
Charlotte, NC - 8/1-8/5/22

Report Id  
2A883B6447C54DBAAE5B

Approval Status  
Not Submitted

Accounting Template \*  
(UNCP01) COMPTROLLER

Cancel Save

- **Policy** – The Policy will default to the Policy on the Request. This drives the allowable expenses, so if the wrong policy is visible you will need to cancel and redo the Request using the correct policy (In State Policy vs Out of State Policy).
- **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. *Note: Please see the [Creating an Expense Report for International Travel](#) for more assistance with international trips.*

- **Report Name** – The Report Name should default from the Request. Be sure the required format of Destination (city, state) and Travel Dates (including the year) is used.

*NOTE: This is a required format. The Expense Report will not be processed until this format is used.*

- **Report Date** – This field will default to the current date.
- **Department** – This information should default based on the user.
- **Accounting Group** - This information should default based on the user.
- **Accounting Template** - This information should default based on the user.

*NOTE: This will determine how the expense is posted. The agency accounting offices can allocate expenses to different templates during their audit of the Expense Report. See the [Allocations](#) job aid for assistance.*

- **Comment** – Enter any necessary comments that your approver will need to approve the expense report.
- **Claim Travel Allowance** – Since this report is being created before the travel event, you will select “**No, I do not want to claim Travel Allowance**”. You will have the opportunity to claim the travel allowance when you return from the travel event.

Claim Travel Allowance

Do you wish to claim Travel Allowance?

☐ Yes, I want to claim Travel Allowance

☒ No, I do not want to claim Travel Allowance

*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.*

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

Claim Travel Allowance

Do you wish to claim Travel Allowance?

☐ Yes, I want to claim Travel Allowance

☒ No, I do not want to claim Travel Allowance

Cancel Save





## TRAVEL CARD CHARGES

### ADDING CHARGES

If you have travel card charges, select **Add Expense**.

Manage Expenses View Transactions Process Reports

Charlotte, NC - 8/1-8/5/22 \$0.00

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

REQUEST

Approved  
\$4,832.00

**Add Expense** Edit Delete Copy Allocate Combine Expenses Move to

No Expenses  
Add expenses to this report to submit for reimbursement.

A new window will appear. Select the tab for **Available Expenses**, in order to view charges from the AL-VISA.

Add Expense

**2**  
Available Expenses Create New Expense

<input type="checkbox"/>	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	*AL-VISA	Transit Costs	TAXI SVC WASHINGTON Washington, District of Columbia	02/25/2020	\$18.93
<input type="checkbox"/>	*AL-VISA	Hotel	FLORIDAYS RESORT ORLAN Orlando, Florida	02/20/2020	\$1,012.50

Displayed expenses: 2, Total: 2

Close



**NOTE:**

State travel card charges will have \*AL-VISA as the payment type. If the expense line indicates “Pending Card Transaction” then the posted charge has not imported from the bank yet. Please wait for the \*AL-VISA notation on the line before adding to an expense report.

Payment Type
Pending Card Transaction

A receipt image will be visible on expense lines that have receipts or e-receipts attached.

Receipt	Payment Type
	*AL-VISA
	*AL-VISA
	*AL-VISA

If a travel itinerary is the only item imported from the airline carrier or rental car provider, it will have an “Estimated” amount in that column.

Amount
\$0.00
Estimated

Select the charges that relate to the travel event, then click **Add to Report**.

Add Expense

3 Available Expenses + Create New Expense

<input checked="" type="checkbox"/>	Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>	*AL-VISA	Transit Costs	TAXI SVC WASHINGTON Washington, District of Columbia	02/25/2020	\$18.93
<input checked="" type="checkbox"/>	*AL-VISA	Hotel	FLORIDAYS RESORT ORLAN Orlando, Florida	02/20/2020	\$1,012.50
<input checked="" type="checkbox"/>	*AL-VISA	Transit Costs	LYFT *RIDE SAT 6AM	02/15/2020	\$42.79

Close Add To Report

The transactions are pulled into the expense report and ready for additional information to be entered. Be sure the Expense Type is correct and that receipts are available for all charges. Note: **The Agency Booking Fee does not require a receipt.**



## EXPENSE TYPES

If an Expense Type imports into Concur incorrectly or with an error, the traveler may change the selection by using the drop-down provided on each line.

Transit Costs \$18.93

02/25/2020 | TAXI SVC WASHINGTON | Corporate Card

Details | Itemizations

Attendees (1) | Allocate

Expense Type \*

Transit Costs

Hotel

Agency Booking Fees

Transit Costs

If the expense type you need is not available, make sure the correct Report Policy is being referenced on the expense report. This can be checked by clicking the **Report Details** dropdown and selecting **Report Header**.

Seattle, WA - 9/6-9/11/19 \$1,610.20

Pending Cost Object Approval

Report Details | Print/Share | Manage Receipts

Report

Report Header

Report Totals

Report Timeline

Audit Trail

Allocation Summary

Linked Add-ons

Manage Requests

Remaining \$3,811.05

Payment Type | Expense Type

\*AL-VISA | Conference Registration

The expense report should either reference **\*AL-Out of State** or **\*AL-In State**, depending on the exact travel event. If this field is incorrect, the report will need to be deleted. The expense report pulls the policy referenced on the Request, so if the wrong policy was entered on the Request, you will need to submit a new Request for approval using the correct policy.

Report Header

Charlotte, NC - 8/1-8/5/22 | \$0.00

Policy

\*AL-Out of State Policy

If the policy on the Report Header is **\*AL-Expense Rpt w/o Request**, then you have created your expense report without a Request. You need to delete the existing expense report and access the approved Request in the Request module in order to create the expense report. See the [Link Request to Expense](#) section of this job aid to assist with this process.



## CONFERENCE REGISTRATION

Conference registration fees can be paid within 60 days of the travel event. For conferences that fall in the next fiscal year (October 1 – September 30), the following guidelines should be used in determining if payment can be made outside fiscal years:

- There must be an immediate need. – There is limited space and if the conference isn't paid for at that moment, then all spots will fill up.
- Payment scheduling is out of the control of the agency – if the due date for all registrants is set prior to the event and falls in the current fiscal year, then payment can be made within 30 days of the new fiscal year.

An early bird special is not an exception to these guidelines.

Payments for registration fees that follow the guidelines mentioned above can be submitted in advance of the travel event when the state travel card charge imports into the traveler's profile. Make sure the correct expense type is selected, Conference Registration, and the receipt and conference details are attached to the expense report.

The screenshot shows a web interface for an expense report titled "Conference Registration \$653.57". At the top, there are navigation arrows and a trash icon. Below the title, the date "02/25/2020", the location "AMPEER DUPONT CIRCLE", and the payment method "Corporate Card" are displayed. There are two tabs: "Details" (selected) and "Itemizations". Under the "Details" tab, there is an "Allocate" button with a circular icon. Below this is a dropdown menu labeled "Expense Type \*" with "Conference Registration" selected. A red box highlights the "Expense Type \*" label and the dropdown menu. To the right of the dropdown, there is a red asterisk and the text "\* Required field".



## AIRLINE TICKET

Airline tickets booked in Concur within 60 days of the travel event can be processed for payment when the state travel card charge imports into the traveler's profile. Because the Concur Travel module is utilized for these bookings, there will also be an additional charge that imports for the Agency Booking Fee. This fee is normally \$6, unless the agency's Concur Travel Liaison had to call the Concur travel agent directly. The charge increases to \$20 each time the agent is called directly. The Concur travel agency only has the authority to speak with the agency's Concur Travel Liaison; therefore, the traveler should contact the agency's Concur Travel Liaison to handle this communication.

Make sure the correct expense types are selected for these charges. Sometimes they import in from the bank incorrectly, so it is very important to double check before submitting the expense report.

**NOTE:** *The Agency Booking Fee does not require a receipt.*

←

→

Airfare \$292.50

08/25/2021 | Delta Air Lines | Corporate Card, E-Receipt

Details

Itemizations

🔍

 Allocations

Expense Type

Airfare

←

→

Agency Booking Fees \$6.00

08/25/2021 | AGENT FEE 8900803158806 | Corporate Card

Details

Itemizations

🔍

 Allocations

Expense Type

Agency Booking Fees

Transaction Date

08/25/2021

Business Purpose

Vendor

AGENT FEE 8900803158806

City of Purchase



HOTEL DEPOSIT

If a hotel deposit is charged to the state travel card, this charge will require an itemization before the expense report can be submitted. You will leave the **Check-out Date** as the transaction date of the charge. The system will not allow you to enter a date that has not occurred. Enter the **Check-in Date** as the date before, so that it shows up as a single night charge. Select the **Itemizations** tab to enter the itemizations.

Hotel \$1,012.50

02/20/2020 | FLORIDAYS RESORT ORLAN | Corporate Card

Details | **Itemizations**

Attendees (1)

Expense Type \*  
Hotel

Check-in Date \*  
02/19/2020

Check-out Date \*  
02/20/2020

Nights:  
1

Transaction Date  
02/20/2020

Business Purpose

Select **Create Itemization**.

Hotel \$1,012.50

02/20/2020 | FLORIDAYS RESORT ORLAN | Corporate Card

Details | **Itemizations**

Amount	Itemized	Remaining
\$1,012.50	\$0.00	\$1,012.50

**Create Itemization** | More Actions



Click the Expense Type drop-down to select the appropriate expense type for the charge. Select **Hotel** to enter the room rate.

Hotel \$1,012.50

02/20/2020 | FLORIDAYS RESORT ORLAN | Corporate Card

Details | Itemizations

Amount	Itemized	Remaining
\$1,012.50	\$0.00	\$1,012.50

New Itemization

Expense Type \*

Search for an expense type

Recently Used

Hotel

Once the Hotel expense type is selected, more fields become available. Since this is for a hotel deposit, keep **The Same Every Night** option selected. If the receipt you were provided breaks out the deposit by room rate and room tax, make those entries as necessary. If no breakdown was provided, enter the entire deposit amount as the Room Rate. Click **Save Itemizations**.

Hotel \$1,012.50

02/20/2020 | FLORIDAYS RESORT ORLAN | Corporate Card

Details | Itemizations

Amount	Itemized	Remaining
\$1,012.50	\$0.00	\$1,012.50

New Itemization

Expense Type \*

Hotel

Entry Type: Recurring Itemization 02/19/2020 - 02/20/2020 (Nights: 1)

Your hotel room rate was:

The Same Every Night Not the Same

Room Rate (per night) *	Room Tax (per night)	Tax 2 (per night)	Tax 3 (per night)

(Amounts in USD)

Save Itemization Cancel



The itemization for the hotel deposit should have the transaction date on all lines.

Hotel \$1,012.50

02/20/2020 | FLORIDAYS RESORT ORLAN | Corporate Card

Details

Itemizations

Amount

\$1,012.50

Itemized

\$1,012.50

Remaining

\$0.00

Create Itemization

More Actions

<input type="checkbox"/>	Alerts	Date	Expense Type	Requested
<input type="checkbox"/>		02/19/2020	Hotel	\$950.00
<input type="checkbox"/>		02/19/2020	Hotel Tax	\$62.50

It is always helpful to approvers if comments are made on the expense lines. In the example of the hotel deposit, noting that this charge is a deposit for a future stay will alleviate questions.

Comment

The hotel charged a one night stay deposit to reserve the room for April.

After all information has been verified for all card charges and receipts have been uploaded to each expense line, the report is ready to be submitted.

Charlotte, NC - 3/12-3/15/22 \$1,031.43

Copy Report

Submit Report

Not Submitted

Report Details | Print/Share | Manage Receipts | Travel Allowance

REQUEST

Approved

\$2,546.00





## RECEIPTS

Each expense, except for the M&IE rate and Agency Booking Fees, will need a receipt attached. A yellow warning alert will be visible on each expense line requiring a receipt. There are two ways to access the screen to upload receipts.

### Receipt Icon

Clicking the **Receipt** Icon will take you to the details of the expense and the option to **Upload Receipt Image** is to the right of the screen.

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓
<input type="checkbox"/>			*AL-VISA	Transit Costs Attendees (1)

DetailsItemizations

Hide Receipt

Attendees (1)Allocate

Expense Type \*

Transit Costs

Transaction Date

02/25/2020

Vendor

TAXI SVC WASHINGTON

City of Purchase

Washington, District of Colum...

Amount

18.93

Business Purpose

Enter Vendor Name

TAXI SVC WASHINGTON

Payment Type

\*AL-VISA

Currency

US, Dollar

Personal Expense (do not reimburse)

☐

Comment

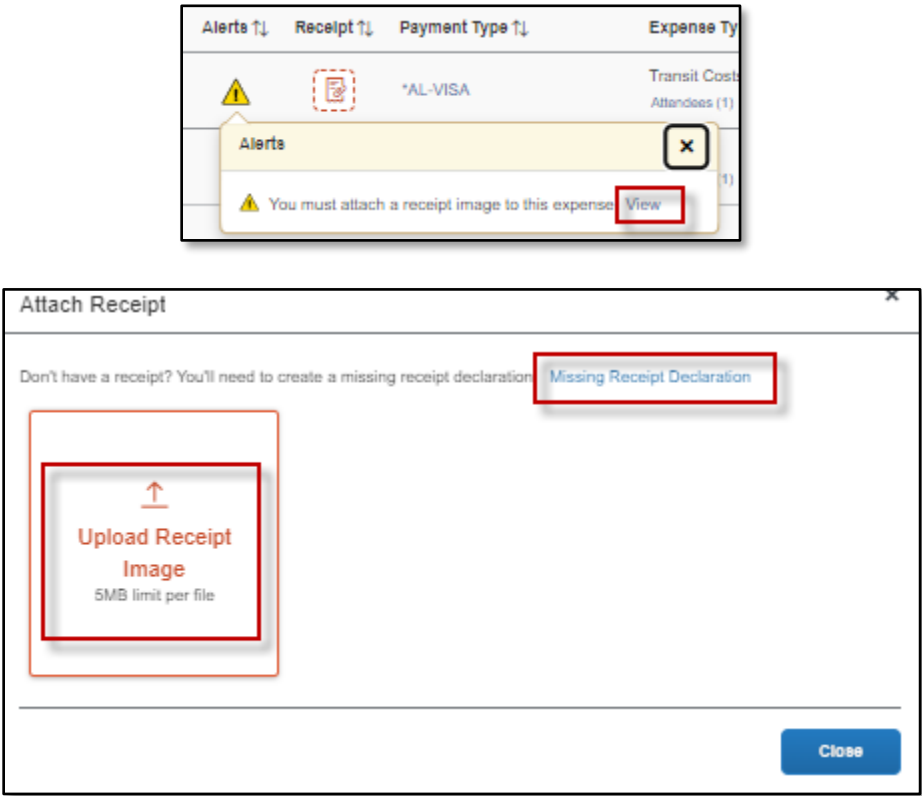
Save Expense

Cancel

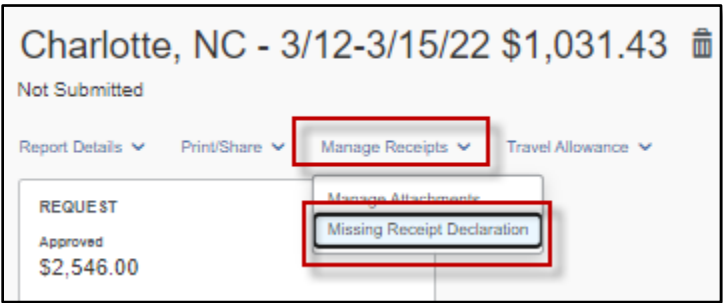
Upload Receipt Image



You can also click on the yellow warning alert to view the message, then click **“View”**. A separate screen will pop up, giving you the option to **Upload Receipt Image** or add a **Missing Receipt Declaration**.



The **Missing Receipt Declaration** can also be accessed under the “Manage Receipts” drop-down if the traveler is unable to provide the actual receipt. This function is not available for delegates. The traveler must complete the affidavit themselves since they are certifying that the amount is accurate.





A list of all expenses requiring a receipt will be visible. Click next to the expense that needs the certification and select the **Accept & Create** button.

**Create Receipt Declaration**

A receipt is required for this expense. If you are missing your receipt please use this missing receipt affidavit.  
To create a Missing Receipt Declaration, select the expense(s) below that require a receipt.

<input type="checkbox"/>	Expense Type ↑↓	Vendor ↑↓	Date ↑↓	Amount ↑↓
<input checked="" type="checkbox"/>	Transit Costs	TAXI SVC WASHINGTON	02/25/2020	\$18.93
<input type="checkbox"/>	Hotel	FLORIDAYS RESORT ORLAN	02/20/2020	\$1,012.50

**i** I acknowledge that this expense report contains legitimate state expenses incurred by me on behalf of the State of Alabama's benefit, and are allowable expenses as defined by the State of Alabama's Travel Policy. I further certify that the receipt applicable to this expense is no longer available.

Cancel **Accept & Create**

You may also attach any general information, such as the conference itinerary, by selecting **Manage Attachments** under the “Manage Receipts” dropdown. A separate screen will appear, allowing you to **Upload Report Level Attachment**.

*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.*

*If an instate actual report is being submitted, be sure to attach the [Certification of Instate Travel Expenses Form](#) to the expense report.*

**Charlotte, NC - 3/12-3/15/22 \$1,031.43**

Not Submitted

Report Details ▼ Print/Share ▼ **Manage Receipts ▼** Travel Allowance ▼

**REQUEST**

Approved  
\$2,546.00

**Manage Attachments**  
Missing Receipt Declaration

**Attach to Report**

**Upload Report Level Attachment**

SMB limit per file

Not seeing your attachment? Try again in a few minutes.

**Close**



## PERSONAL EXPENSES

If a personal charge is made using the state travel card, the traveler should get the charge reversed as soon as possible. It is recommended that travelers pay close attention to receipts that are provided to make sure all charges are correct and business related. It is easier to get a charge corrected while on site, rather than weeks later over the phone. If a personal charge still comes through to Concur, it is the traveler's responsibility to reconcile that charge, so the bank is paid. If the personal charge is submitted on the expense report along with the CONUS and personal mileage claim, then the personal amount will be deducted from the money due the employee. If the employee is not due any reimbursement or if the reimbursement is not enough to cover the personal expense, then the agency must collect the funds from the employee and attach the cash receipt to the expense report before submitting to the Comptroller's Office. It is recommended that any card charges that occur during the actual travel event be submitted on the same expense report with the claim for CONUS, so there is a method to recoup any personal expenses that were charged to the State travel card.

*NOTE: A travel card charge expense line that relates to a personal expense should be marked as personal if the employee is due a personal reimbursement on the same expense report (i.e., M&IE or mileage). If the traveler must pay the state directly for the personal charge, the expense line will not be marked as a personal expense, but a comment must be added to the line to explain the circumstances and to include the information regarding the repayment.*

Details | Itemizations

Attendees (1) | Allocate

\* Required field

Expense Type \*  
Transit Costs

Transaction Date  
02/25/2020

Business Purpose

Vendor  
TAXI SVC WASHINGTON

Enter Vendor Name  
TAXI SVC WASHINGTON

City of Purchase  
Washington, District of Colum...

Payment Type  
\*AL-VISA

Amount  
18.93

Currency  
US, Dollar

☐ Personal Expense (do not reimburse)



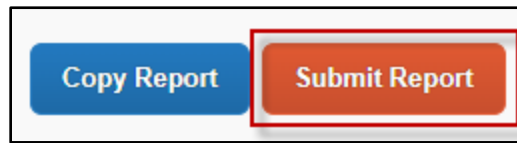
If a portion of a charge needs to be marked personal, this can be done by selecting the **Itemizations** tab on that expense line.

This will allow you to break out the expense into multiple lines, marking the amount that is not business related as personal. An example would be a traveler paying an UBER driver a tip over the allowable 20%. The excessive tip would be claimed as a personal expense.



## SUBMIT REPORT

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



Select **Accept & Continue**.

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.

Cancel

Accept & Continue