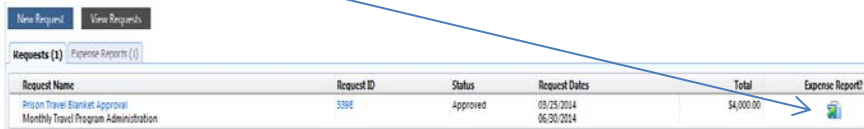


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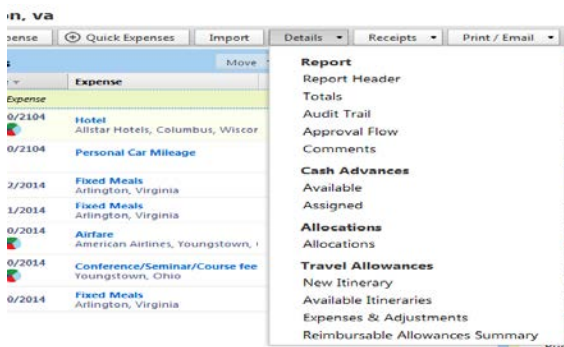
Adding a Request to an Expense Report

You should always start an Expense report from a Request by clicking on the Expense Report? Icon located at the end of the approved Request.



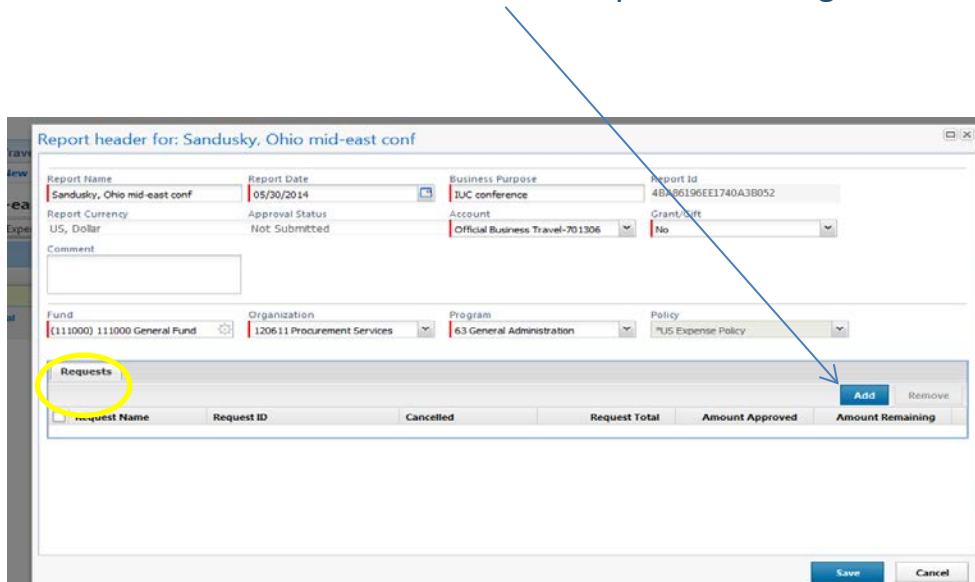
Request Name	Request ID	Status	Request Dates	Total	Expense Report?
Piston Travel Element Approval Monthly Travel Program Administration	3396	Approved	09/25/2014 06/30/2014	\$4,000.00	

If you accidentally do not start from the Request and need to add the Request to the Expense Report – click on the Expense Report Name to open the Expense Report. It will open in the expense pane. Go to the Details drop-down and click on Report Header.



Expense Report interface showing a list of expenses on the left and a 'Details' dropdown menu on the right. The 'Details' menu is open, showing options like Report Header, Totals, Audit Trail, Approval Flow, Comments, Cash Advances, Allocations, Travel Allowances, and Reimbursable Allowances Summary. 'Report Header' is selected.

On the report header at the bottom, click on Add, find the Request, choose it and then click Save. You will have to hit the Submit Report button again to move your report along.



Report header for: Sandusky, Ohio mid-east conf

Report Name: Sandusky, Ohio mid-east conf
Report Date: 05/30/2014
Business Purpose: IUC conference
Report ID: 4B486196EE1740A3B052

Report Currency: US, Dollar
Approval Status: Not Submitted
Account: Official Business Travel-701306
Grant/Shift: No

Fund: (111000) 111000 General Fund
Organization: 120611 Procurement Services
Program: 63 General Administration
Policy: US Expense Policy

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
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Buttons: Add, Remove, Save, Cancel