Expense Requests Enhancements – Rollout November 2, 2015

Page or scroll through, choose what you would like to learn about below, or click to see a demo.

**Changes for Preparers:**

**Event Details, Line Order and Numbering, Warning/Error Messages**
- View Event Details on General Info screen
- Expense line order on the Travel Card Expenses and Transaction Lines screens
- Warning/Error messages when expense amounts are unusually high
- Expense Lines grouping and numbering

**Expense Types Entry**
- Airfare
- Lodging
- Car Rental
- Conference Registration
- Business Meal and Business Meal with Alcohol
- Ancillary Airline Fees
- Adjusted Per Diem and Regular Per Diem
- Per Diem and Travel Meals
- Gifts
- Other Transportation

**Attach/View Receipts**
- Line Attachments Upload on the Review screen
- Upload Attachments using Attach/View Receipts
- Reassigning an Attachment (after initial upload)

**Attachments if Faxed**

**Full View**

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**Changes for Approvers:**

- Notification format
- Messages in Notification when expense amounts are unusually high
- Reject Reasons in Notifications
- Full View enhancements
- Viewing Attachments from the Attachments Window
# Expense Requests Enhancements – Rollout November 2, 2015

## Changes for Preparers

### Event Details, Line Order and Numbering, Warning/Error Messages

<table>
<thead>
<tr>
<th>Item</th>
<th>Description/Why</th>
<th>New Procedure</th>
<th>System</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View Event Details on General Info screen</strong></td>
<td></td>
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</tr>
<tr>
<td>This feature is available on the Gen Info screen for:</td>
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<td></td>
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</tr>
<tr>
<td>• Expense Reports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Advances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Non-PO Payments</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Description:</strong> After an Event is chosen on the General Information page, you can select <strong>Show Event</strong> to display the Dates, etc. of the Event.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Why:</strong> Previously, there was no way for the preparer to see details for an existing Event during transaction entry. This enhancement allows the preparer to verify that the correct Event was chosen.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Note:</strong> The event cannot be changed from within the transaction. To change an existing event you must go to Preferences. You can, however, Create a New Event from within the transaction using the <strong>Create New Event</strong> button.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Expense line order on the Travel Card Expenses and Transaction Lines screens**

**Description:** The Travel Card Expenses screen has been changed to display Travel Card charges in the order they were shown and selected on the Travel Card Transactions page, and maintain that order as Expense Types, Remarks and Details are entered. Lines will not re-order.

Transaction Lines screen has been changed to display expense lines in the order they were entered, and TCard lines for which the Expense Type is not auto-populated will not display at the top of the list, but rather in the order selected. No change required to procedure.
### Expense Requests Enhancements – Rollout November 2, 2015

<table>
<thead>
<tr>
<th>Item</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>maintain that order as Expense Types, Remarks and Details are entered. Lines will not re-order.</td>
<td></td>
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</tr>
<tr>
<td><strong>Why:</strong></td>
<td>Previously, lines reordered on the page if the preparer navigated away from, and then back to the page (e.g. Details entry). The reordering can be confusing for preparers during line entry as lines move in the list.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Warning/Error messages</strong> when expense amounts are <strong>unusually high</strong></td>
<td><strong>Description:</strong> Certain expense types will display a warning/error message to the preparer when cost is above a threshold set in the system.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Airfare</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• Business Meal</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• Other Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Gifts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Why:</strong></td>
<td>Previously, the system would not require any additional explanation of high cost. Warnings/Errors have been added to alert the preparer that more information may be needed to justify the cost and to speed the approval and audit process.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enter an explanation for the cost in the <strong>Remarks</strong> field when prompted by the error message.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> Warning messages will also be displayed in the Notification to the approver, alerting the approver to expenses that should contain explanations of high cost.</td>
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<td></td>
</tr>
<tr>
<td>Item</td>
<td>Description/Why</td>
<td>New Procedure</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| Expense Lines grouping and numbering on Allocation and Approvers page, Review page, Confirmation page, Full View and approval Notifications | **Description:** Line order and numbering has changed:  
- Expenses grouped by Expense Source (Travel Card, Cash Receipt, Per Diem, Mileage), and listed in entry order  
- Line numbering by Expense Source (Travel Card, Cash, Per Diem, Mileage)  
- Line numbering starts over at 1 for each Expense Source  
- The line numbers listed on all screens and Full View are consistent | When referring to a line, use both the expense source and the line number (e.g. Travel Card Expenses, Line 1)                                                                 |

**Why:** Previously, lines were listed alphabetically by Expense Type and by Date within Expense Type. Expense Source (Travel Card, Cash Receipt, Per Diem, Mileage) was displayed but not used to sort the display. Line numbers were sequential as listed, but varied from that shown on the Full View. This enhancement makes line groupings and numbering consistent throughout a transaction.  

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![Expense Requests Enhancements – Rollout November 2, 2015](image-url)
<table>
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</table>
| Airfare  | Description: New Details required:  
- **Class of Ticket** (TCard auto populates) – cash will no longer default to Coach  
- **Travel Booking Method**  
- **Airline** name (TCard auto populates)  
Attachment directly to Line required  
Error/warning to **preparer and approver** for high cost  
**Why:** Need to collect more information about air travel, increase accuracy of Class of Ticket entered, and ensure that receipts are attached.  
Info may be used to negotiate with air carriers and others for rates. |  
- Click Details for the line  
- Select **Class of Ticket** from drop down (TCard will auto-populate)  
- Select **Travel Booking Method** from drop down  
  - Direct with Carrier  
  - Other  
  - Stanford Travel  
- Select **Airline** from drop down. If the airline is not listed, select Other. (TCard will auto-populate)  
If cost exceeds university guidelines you’ll get an error. Enter explanation in **Remarks** for the line. | ![Image of Expense Request Enhancement](image1.png)  
[Transaction Lines: Details for Line 1](image2.png)  
[Additional Information](image3.png)  
[Error](image4.png) |
## Expense Requests Enhancements – Rollout November 2, 2015

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</table>
| **Lodging** | **Description:** New Details required:  
• Number of Days  
• Hotel Location  
• Hotel name  
Attachment directly to Line required  
**Why:** Need to collect more information about Lodging, and ensure that receipts are attached.  
Info may be used to negotiate with hotels and others for rates. | • Click Details for the line  
• Enter Location and select from Search  
**Hint:** use % as wildcard in Search, if needed  
• Enter Hotel name  
• Change Number of Days from 1 to the appropriate number, if needed  
**Guideline:** Use the number of nights stayed in the hotel as the Number of Days.  
**Note:** For TCard, the Number of Days field is accessed by Itemizing the line. | ![Lodging System](image1.png) |
| **Car Rental** | **Description:** New Details required:  
• Number of Days  
**Why:** Need to collect the Number of Days for which the car rental expense applies for cost-per-day data | • Click Details for the line  
• Change Number of Days from 1 to the appropriate number, if needed  
**Note:** For TCard, the Number of Days field is accessed by Itemizing the line  
**Guideline:** Based on a 24-hour day, round to the nearest whole-day count. | ![Car Rental System](image2.png) |
<table>
<thead>
<tr>
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</tr>
</thead>
</table>
| Conference Registration | **Description:** Attachment directly to Line required  
**Why:** Need to ensure that receipt and agenda is attached for compliance | See Line Attachments Upload in this document  
This expense type is for Conference Registration expenses. Both registration receipt and conference agenda should be uploaded to the line, if possible.  
If a Conference Registration expense itself is not part of the expense report (e.g. paid and expensed earlier) the agenda should be attached at the transaction level. | See Line Attachments Upload in this document                                      |
| Item                          | Description/Why                                                                 | New Procedure                                                                                                                                                                                                 | System |
|-------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--
<p>| Business Meal and Business Meal with Alcohol | Description: The system has been enhanced to force alcohol to be itemized in Details. An error will display if alcohol is not itemized. New Details required: Number of Attendees If cost exceeds university guidelines: Error to the preparer asking for an explanation in Remarks Warning in the notification for the approver | Procedure for itemizing alcohol cost, tax, and tip has not changed To enter <strong>Number of Attendees</strong>: Click Details for the line Enter Number of Attendees in the itemization region of the screen <strong>Note</strong>: Attendee names and Stanford affiliation is still required in Remarks If cost exceeds university guidelines you’ll get an error. Enter explanation in Remarks for the line. | -- |</p>
<table>
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<tr>
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</tr>
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</table>
| Ancillary Airline Fees  
New Guidelines for allowed expenses | **Description:** Expenses permitted by Stanford in this Expense Type include:  
• Upgrade from Coach to Economy Plus  
• Checked baggage  
• Reserved seat  
• Inflight meals  
• WiFi  
• Curb-side check-in  
• Early boarding (with no impact to fare class)  
**Why:** Ancillary fees charged by airlines and others are increasing and constantly changing. Stanford has clarified the fees that will be reimbursed. | **Describe an Ancillary Airline Fee in Remarks for the line.**  
**Note:** If it is a TCard charge, the expense may come in automatically as Airfare. If so, the preparer must change the Expense Type to Ancillary Airline Fees. | ![Image](attachment:image.png) |
| Adjusted Per Diem and Regular Per Diem | **Description:** Adjusted Per Diem and Regular Per Diem are not allowed on the same day.  
**Why:** For compliance and reasonableness | When the error displays, adjust the expense report appropriately (e.g. delete either Adjusted Per Diem or Regular Per Diem). | ![Image](attachment:image.png) |
<p>| Per Diem and Travel Meal | <strong>Description:</strong> Per Diem and Travel Meals are not allowed on the same day. | When the error displays, adjust the expense report appropriately (e.g. delete either Per Diem or Travel Meals). | <img src="" alt="Image" /> |</p>
<table>
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<tr>
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</thead>
<tbody>
<tr>
<td><strong>Gifts</strong></td>
<td>Description: &gt;$50 Gift per recipient:</td>
<td>When the error displays, explain the high Gifts cost in Remarks.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Error to the preparer asking for an explanation in Remarks</td>
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<tr>
<td></td>
<td>- Warning in the notification for the approver</td>
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<td></td>
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<tr>
<td></td>
<td>Why: For compliance and reasonableness</td>
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<td></td>
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<tr>
<td><strong>Other Transportation</strong></td>
<td>Description: If high Other Transportation expense:</td>
<td>When the error displays, explain the high Other Transportation cost in Remarks.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Error to the preparer asking for an explanation in Remarks</td>
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<td>- Warning in the notification for the approver</td>
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<td></td>
<td>Why: For compliance and reasonableness</td>
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</tbody>
</table>
### Attach/View Receipts

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Line Attachments Upload on the Review screen:</strong></td>
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</tr>
<tr>
<td>• Required for Airfare, Lodging and Conference Registration</td>
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<tr>
<td>• Available for all lines</td>
<td></td>
<td></td>
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<tr>
<td>• Also available for Non-PO Payment and Advance lines</td>
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</tr>
<tr>
<td><strong>Description:</strong> To ensure that required documents are attached, the system has been enhanced to allow attachments directly to a line. Transactions <strong>must</strong> have attachments uploaded to the line for the following expense types:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Airfare</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• Lodging</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• Conference Registration</td>
<td></td>
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<tr>
<td><strong>Note:</strong> The system allows attachment to the line for any expense type, but requires it for those listed above.</td>
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<tr>
<td>Preparers can include all remaining receipts and documents in a single file, and upload that file to the transaction – not associated with a specific line. See <strong>Attachments Upload using Attach/View Receipts</strong> below.</td>
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<tr>
<td><strong>Important Note:</strong> This is a separate requirement from the &gt;$75 rule.</td>
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<tr>
<td><strong>Organize and Digitize receipts and documents to attach:</strong></td>
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</tr>
<tr>
<td>• Create individual files for all lines requiring attachment, and others to be attached to the line (scan or otherwise digitize)</td>
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<tr>
<td>• Name each file with a unique name and save to computer, e.g:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>o Airfare1.pdf</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Airfare2.pdf</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Lodging.jpg</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Conference Agenda.docx</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Allowed file formats include .pdf, .jpg, .png, .doc, .docx, .xls, .xlsx</td>
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<td></td>
<td></td>
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<tr>
<td><strong>Tip:</strong> Can use a smartphone to photograph documents and save as .jpg or .png etc.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• For all receipts and documents to be uploaded to the transaction (not to an individual line), include them all in a single file with a unique name, e.g. <strong>transaction expenses.pdf</strong></td>
<td></td>
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</tbody>
</table>
### Item

<table>
<thead>
<tr>
<th>Description/Why</th>
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<th>System</th>
</tr>
</thead>
</table>
| Why: Attachment of receipts is always required for Airfare and Lodging, and if a conference is attended the conference agenda must always be attached with the conference registration. This enhancement helps ensure receipts are attached to the expense report, and assists approvers by providing access directly to the appropriate attachment. | Tip: Scan all documents into a single large .pdf file, then use the **Extract or Split** functions in [Adobe Acrobat](https://www.adobe.com/acrobat/) to save individual pages containing line attachments as separate files. **Upload to line on the Review screen:**  
  - Click green plus sign  
  - Click **Browse** to navigate to file  
  - Select file and click **Open**  
  - Repeat until all files for the line are in “Files ready to upload” | ![Diagram](image) |
<table>
<thead>
<tr>
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<th>New Procedure</th>
<th>System</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• Click Upload file(s). File(s) will appear in View Attachments</td>
<td><img src="Image1.png" alt="Image" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Click Close</td>
<td><img src="Image2.png" alt="Image" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Green plus sign changes to paperclip to indicate file(s) attached</td>
<td><img src="Image3.png" alt="Image" /></td>
</tr>
<tr>
<td>Upload Attachments using Attach/View Receipts</td>
<td>Description: The Attach/View Receipts window has been enhanced to allow the upload and viewing of attachments to the transaction, and directly to a line.</td>
<td>Each attachment must have a unique file name and can be attached only once.</td>
<td><img src="Image4.png" alt="Image" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attach file to a line:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Click Attach/View Receipts button</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Select line (up to eight lines displayed per page)</td>
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<tr>
<td></td>
<td></td>
<td>o To change your line</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Description/Why</td>
<td>New Procedure</td>
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<td></td>
<td></td>
<td>selection, click <strong>Select None</strong> to deselect. Then click the desired line.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>• Click <strong>Browse</strong> to navigate to file</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Select file and click <strong>Open</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Repeat until all files for the line are in “Files ready to upload”</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Click <strong>Upload file(s)</strong>. File(s) will appear in <strong>View Attachments</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Click <strong>Close</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Attach file to transaction (not to a specific line):**

- Click **Attach/View Receipts** button
- **Do Not** select a line
- Click **Browse** to navigate to file
- Select file and click **Open**
- Repeat until all files for the line are in “Files ready to upload”
- Click **Upload file(s)**. File(s) will appear in **View Attachments**
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</thead>
<tbody>
<tr>
<td></td>
<td>Files attached to the transaction display N/A in the Expense Source and For Transaction Line(s) columns</td>
<td><strong>View Attachments:</strong></td>
<td><img src="image" alt="View Attachments" /></td>
</tr>
<tr>
<td></td>
<td>Click on the file name in the View Attachments table</td>
<td><strong>Reassign an Attachment:</strong></td>
<td><img src="image" alt="Reassign Attachment" /></td>
</tr>
<tr>
<td>Reassigning an Attachment (after initial upload)</td>
<td>Why: Once an attachment file has been upload, either to a line or to the transaction, it can be reassigned to a different line if needed (e.g. it was uploaded to the wrong line or the transaction level by mistake).</td>
<td><strong>Documents to be Reassigned:</strong></td>
<td><img src="image" alt="Documents to be Reassigned" /></td>
</tr>
<tr>
<td></td>
<td>Click Attach/View Receipts button to pullup the window</td>
<td><strong>In View Attachments, select the Reassign icon for the attachment</strong></td>
<td><img src="image" alt="In View Attachments" /></td>
</tr>
<tr>
<td></td>
<td>In View Attachments, select the Reassign icon for the attachment</td>
<td><strong>Select the Document Type</strong></td>
<td><img src="image" alt="Select the Document Type" /></td>
</tr>
<tr>
<td></td>
<td>Select the line to which the attachment is to be reassigned</td>
<td><strong>Click Save</strong></td>
<td><img src="image" alt="Click Save" /></td>
</tr>
</tbody>
</table>
## Attachments if Faxed

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<tr>
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</table>
| Line Attachments if Faxed | Description: Faxing receipts and documents is still an option, but to accommodate the need for line attachments, there is a change to the procedure for faxing. If a transaction includes lines requiring an attachment (Airfare, Lodging, Conference Registration), those receipts must be sent in individual faxes and reassigned to the appropriate line. Then all remaining receipts can be sent in a different fax. Only then can the transaction be submitted. | To Fax and reassign to appropriate lines:  
- On the transaction Review screen, click **Attach/View Receipts**  
- Click **Bar Code Cover Page** and print  
- Send an individual fax for **each line** that requires an attachment  
- Send a fax containing all other receipts and documents  
- Faxes will display in the View Attachments section as .pdf files.  
- Click the **file name** to display the attachment and verify its contents, if necessary (faxes are listed in the order they were faxed)  
- Select the **Reassign** icon for the attachment that must be reassigned to a line | ![System Diagram](image.png) |
### New Procedure

- Select the **line** to which the attachment is to be reassigned.
- Click **Save**
- Repeat for all faxed attachments that must be reassigned to a line.

The fax is reassigned to the selected line.

- Click **Close** to close the Attachments window

**Note:** The transaction can be submitted only after all faxed attachments for expense types that require a line attachment are reassigned to the appropriate lines.
Expense Requests Enhancements – Rollout November 2, 2015

Full View

<table>
<thead>
<tr>
<th>Description/Why</th>
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</tr>
</thead>
</table>
| **Description:** The Full View page has been enhanced:  
• Lines now listed and numbered the same as in the transaction (TCard, Cash, Per Diem, Mileage, Personal – in entry order)  
• Access to Details for all lines (Details icon)  
• Access to Attach/View Receipts window  
• Direct access to line attachments (paperclip icon)  
| • Click the **Details** icon to access details for any line (e.g. Per Diem breakdown, air traveler and travel legs, meals with alcohol)  
• Click the **paperclip** icon to display receipts or documents attached to the line (rollover the paperclip to see the file name)  
• Click the **Attach/View Receipt** button to open the Attachments window to access line and transaction attachments |

**Why:** The Full View has been updated to enhance its usefulness as a tool for preparers, and especially for approvers.
### Changes for Approvers

<table>
<thead>
<tr>
<th>Item</th>
<th>Description/Why</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification format</td>
<td>Description: The Notification format has changed in the following ways:</td>
<td>On the workflow Notification, expense lines are grouped by Expense Source (Travel Card, Cash Receipt, Per Diem, Mileage) and listed in the order entered by the preparer</td>
</tr>
<tr>
<td></td>
<td>• Expense lines grouped by Expense Source (Travel Card, Cash Receipt, Per Diem, Mileage), and listed in entry order</td>
<td>When referring to a line, use both the Expense Source and the line number (e.g. Travel Card Expenses, Line 1)</td>
</tr>
<tr>
<td></td>
<td>• Line numbering by Expense Source (Travel Card, Cash, Per Diem, Mileage)</td>
<td>Click a paperclip to display the receipt attached directly to a line.</td>
</tr>
<tr>
<td></td>
<td>• Line numbering starts over at 1 for each Expense Source</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The line numbers are consistent with those in the Expense Requests transaction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Attachments of receipts and documents directly to the line can be accessed from the Notification</td>
<td></td>
</tr>
<tr>
<td>Why:</td>
<td>Currently, lines are listed alphabetically by Expense Type and by Date within Expense Type. Expense Source (Travel Card, Cash Receipt, Per Diem, Mileage) is displayed</td>
<td></td>
</tr>
</tbody>
</table>

### Description of Changes

- **Expense lines grouped by Expense Source** (Travel Card, Cash Receipt, Per Diem, Mileage), and listed in the order entered by the preparer.
- **Line numbering** by Expense Source (Travel Card, Cash, Per Diem, Mileage) starts over at 1 for each source.
- The line numbers are consistent with those in the Expense Requests transaction.
- Attachments of receipts and documents directly to the line can be accessed from the Notification.

### Why

- The changes are designed to improve the clarity and organization of expense requests, making it easier for approvers to review and approve claims.
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<tbody>
<tr>
<td>but not used to sort</td>
<td>but not used to sort the display. Line numbers are sequential as listed, but currently vary from that shown on the transaction. This enhancement makes line groupings and numbering consistent throughout a transaction.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Messages in Notification when expense amounts are unusually high | **Description:** In the Notification, certain expense types will display a warning message to the approver when cost is above a threshold set in the system.  
**Why:** Currently, the system does not require any additional explanation of high cost, or alert the approver when costs are high. Warnings messages have been added to alert the approver when an expense line is unusually high or out of compliance. The preparer was also warned during transaction entry, and required to explain the high cost in Remarks. | Messages are a reminder to approvers to review all lines pointed out in the Messages section.  
Review the lines and associated Remarks for the reasons given in the warning messages to be sure cost is adequately explained.  
Approve or reject as appropriate.                                                                                           |        |
| Airfare              |                                                                                                                                                                                                                |                                                                                                                                                                                                          |        |
| Lodging              |                                                                                                                                                                                                                |                                                                                                                                                                                                          |        |
| Business Meal        |                                                                                                                                                                                                                |                                                                                                                                                                                                          |        |
| Other Transportation |                                                                                                                                                                                                                |                                                                                                                                                                                                          |        |
| Gifts                |                                                                                                                                                                                                                |                                                                                                                                                                                                          |        |
| Cash Expenses Line #1 | Cash Expenses Line #1 was unusually high airfare - ensure cost is explained.                                                                                                                                   |                                                                                                                                                                                                          |        |
| Cash Expenses Line #2 | Cash Expenses Line #2 was unusually high per day lodging cost.                                                                                                                                                   |                                                                                                                                                                                                          |        |
| Cash Expenses Line #3 | Cash Expenses Line #3 was unusually high per day lodging cost.                                                                                                                                                   |                                                                                                                                                                                                          |        |
| Cash Expenses Line #4 | Cash Expenses Line #4 was unusually high cost for Business Meal With Alcohol attendee.                                                                                                                         |                                                                                                                                                                                                          |        |
| Cash Expenses Line #5 | Cash Expenses Line #5 was unusually high gifts expense - ensure cost is explained.                                                                                                                                |                                                                                                                                                                                                          |        |

**Instructions**

1. Open **Full View** to review transaction details  
2. Open **attachment requests** (i.e., backup documentation)  
3. To approve from the Workflow Notification, scroll down to add a Note (optional) and click Approve  
4. To reject from the Workflow Notification, scroll down to select Reject Reason(s), add a Note, and click Reject.
## Reject Reasons in Notifications

**Description:** When a transaction must be rejected, the central office is asking all approvers to select from a list of Rejection Reasons that are selectable from the bottom of the Notification.

- Incorrect allocation or expenditure type
- Class of Airfare
- Insufficient Business Purpose
- Local Travel
- Missing documentation/receipts

**Why:** The central office needs to collect data about rejection reasons to help inform future enhancement and training. Also to help communication between approvers and preparers regarding rejection reasons and what to do for approval.

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| Reject Reasons in Notifications | **Description:** When a transaction must be rejected, the central office is asking all approvers to select from a list of Rejection Reasons that are selectable from the bottom of the Notification.  
- Incorrect allocation or expenditure type  
- Class of Airfare  
- Insufficient Business Purpose  
- Local Travel  
- Missing documentation/receipts  

**Why:** The central office needs to collect data about rejection reasons to help inform future enhancement and training. Also to help communication between approvers and preparers regarding rejection reasons and what to do for approval. | **If a transaction must be rejected:**  
- Scroll to the bottom of the Notification  
- Select one or more Rejection Reasons  
- Enter Notes to further explain the reason for rejection and what must be done for approval  
- Click **Reject**  

**Note:** Select Other if no other listed reason applies. Be sure to explain in Notes | ![System Diagram](image) |

**Error:** The error message is not visible. It appears to be an issue with the image quality or resolution.
## Expense Requests Enhancements – Rollout November 2, 2015

<table>
<thead>
<tr>
<th>Item</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Full View</strong></td>
<td>Description: The Full View page has been enhanced:</td>
<td>• Click the <strong>Details</strong> icon to access details for any line (e.g. Per Diem breakdown, air traveler and travel legs, meals with alcohol)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Lines now listed and numbered the same as in the transaction (TCard, Cash, Per Diem, Mileage, Personal – then in entry order)</td>
<td>• Click the <strong>paperclip</strong> icon to display receipts or documents attached to the line</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Access to Details for all lines (Details icon)</td>
<td>• Click the <strong>Attach/View Receipts</strong> button to open the Attachments window to access line and transaction attachments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Access to Attach/View Receipts window</td>
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<td>• Direct access to line attachments (paperclip icon)</td>
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<tr>
<td><strong>Why:</strong></td>
<td>The Full View has been updated to enhance its usefulness as a tool for approvers</td>
<td></td>
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</tbody>
</table>

**Note:** It is recommended that approvers use the Full View to review expense lines, line details, and attachments. All the information that an approver needs is either on or accessible from the Full View.
### Expense Requests Enhancements – Rollout November 2, 2015

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<tbody>
<tr>
<td><strong>Viewing Attachments from the Attachments Window</strong></td>
<td>Description: The Attachments window (Attach/View Receipts) has been enhanced to allow access to:</td>
<td>• Open the Attachments window:</td>
<td></td>
</tr>
<tr>
<td>• Line Attachments</td>
<td>• Attachments uploaded directly to a line</td>
<td>o Click Attach/View Receipts from Full View, or</td>
<td></td>
</tr>
<tr>
<td>• Transaction Attachments</td>
<td>• Attachments uploaded to the transaction (not associated with a specific line). Transaction</td>
<td>o Click attached receipts from Notification</td>
<td></td>
</tr>
<tr>
<td></td>
<td>attachments will contain receipts for lines for which an attachment directly to the line is not required.</td>
<td>• Scroll to the bottom if necessary to locate the View Attachments section.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Click the file name to open the attachment.</td>
<td>• Click the file name to open the attachment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note: Expense Source and Line are shown for line attachments. Transaction attachments display N/A for both Expense Source and For Transaction Line(s).</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>If a receipt is not attached directly to the line, look for it in a transaction attachment.</td>
<td>If a receipt is not attached directly to the line, look for it in a transaction attachment.</td>
<td></td>
</tr>
</tbody>
</table>