

←

Expenses For
M Elizabeth Criger

+

Love ET 1/1-1/31/17

0 Comments

2 Attachments

DATE	EXPENSE	SPENT	PAY ME		
Mon 01/23/2017	Car Rental	27.88 USD	27.88		
▼ Mon 01/23/2017	Hotel	106.83 USD	106.83		
Mon 01/23/2017	Lodging	106.83 USD	106.83		
Mon 01/23/2017	Mileage Override	208.38 USD	208.38		
Mon 01/23/2017	Per Diem (Daily)	27.34 USD	27.34		

In "Comment" field, with the following:
Report ID: Obtained from PCard holder that paid for service
Vendor name and PCard holder name

Report ID#s
000-569998-01 3, Home 2 Suites, Anthony Ibarra PCard
000-222333-02-8 Enterprise Car Rental, Anthony Ibarra PCard

PDF

Images

Delete

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Travel End Date01/31/2017

Personal Travel Included☐

Student Payee

Non-Employee Payee

Select for Special Handling☐

Report ID#, Vendor and PCard holder name go here

Click "Post"

Comments (0)

000-569998-01 3, Home 2 Suites, Anthony Ibarra PCard

Post

Attachments (2)

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