

←

Expenses For
M Elizabeth Criger

+

Love ET 1/1-1/31/17

0 Comments2 Attachments

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

Once the document was "Saved" as in previous step the expense will show up here.

Click the Car Rental expense to open the "Car Rental" form. A "Comments" field will have appeared at the bottom of the form.
The "Comments" field will not appear until the form has been "Saved".

In "Comment" field list the following:
Report ID (obtained from PCard holder that paid for the service)
Vendor Name and PCard holder name as indicated here.

Expense Report
010015989217

Total Pay Me Amount
263.60 USD

Submit

Images

EditDelete

Class

Compact/Economy

Start

12/01/2017

End

12/02/2017

Feed Transaction ID

Banner Index

047283 ECSC Admin Support047N CE-Community Service Programs
2U0224 MU I & G P102
3800 - In State Travel Gen

Comments (0)

000-222333-02-8, Enterprise Car Rental, Anthony Ibarra PCard

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Attachments (0)

Make sure to remember to click "Post"

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1 of 3Next >

CHROMERIVER

+

New

M Elizabeth Criger

←

Expenses For
M Elizabeth Criger

≡

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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

Hotel

66.00
USD

0.00

⚠

Mon
01/23/2017

Mileage Override

208.38
USD

208.38

✓

Mon
01/23/2017

Per Diem (Daily)

27.34
USD

27.34

✓

Posted "Comment" will appear here.

Expense Report

010015989217

Total Pay Me Amount

436.43 USD

Submit

Images

Edit

Delete

...

Start

12/01/2017

End

12/02/2017

Feed Transaction ID

Banner Index

047283 ECSC Admin Support

047N CE-Community Service Programs
2U0224 MU I & G P102
3800 - In State Travel Gen

Comments (1)

M Elizabeth Criger 01/24/2017 04:18 PM

000-222333-02-8, Enterprise Car Rental, Anthony Ibarra PCard

Add Comment

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Attachments (0)

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1 of 5

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