SUBMITTING YOUR EXPENSE REPORT

When all transactions have gone through Steps 1-3, Creating an Expense Report, Attaching Image and Coding a green Check will appear next to the transactions.

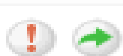
Billing Currency - USD						
05/01/2017	Debit Adjustment - Monthly Service Fee	Yes	.	100.00	View	
04/26/2017	Debit Adjustment - Foreign Transaction Fee	Yes	.	0.83	View	
04/25/2017	Debit Adjustment - Foreign Transaction Fee	Yes	.	0.52	View	

Once all the transactions have been coded. Click the Green Arrow pointing to the right to send the expense report off for approval.

Expense Report Summary

Number	Expense Report	Date	Items		Total
6653	May 2017	05/17/2017	11	USD	42.06
6448	April 2017	04/14/2017	20	USD	118.36
6047	March 3-April 4 2017	03/06/2017	19	USD	359.34
5991	February 2017	02/14/2017	2	USD	100.75
5739	January 2017	01/06/2017	50	USD	254.33
5639	December 2016	12/14/2016	29	USD	167.30

Curious about the ICONS?


Green Arrow pointing Right-the expense report needs to be submitted


Circle with a dash-going through the final approval steps


Green Check –all approvals have been completed