

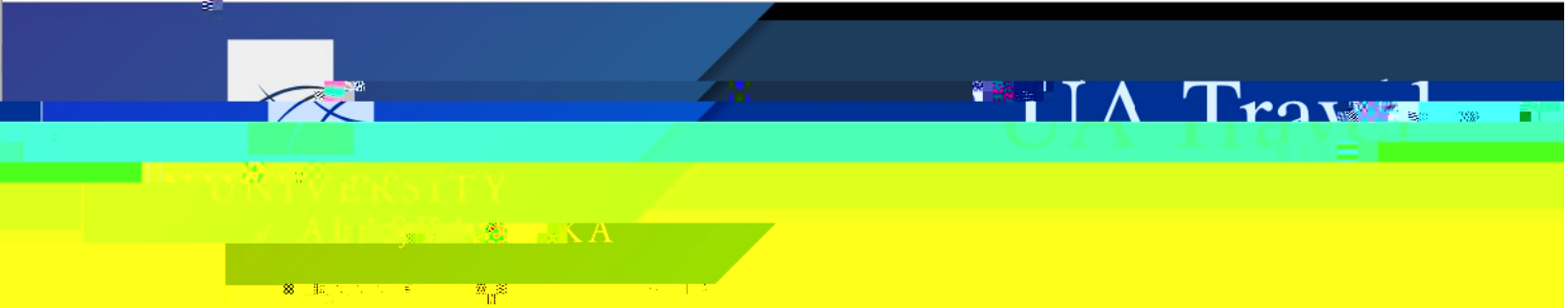


Expense Dashboard

The Expense module is used to manage expenses, receipts, and expense reports. The [expense] Report is the official document for approving travel costs and dates associated with an authorized trip. It provides final documentation of the trip as it happens including detailed itemization of costs and modifications made after the 60-day reasonable timeframe for IRS accountable plans. Reports are taxable income and reported on the employee's W-2.

Dashboard

1. Home/Module Drop -Down Menu – Select Expense to access the Expense module
- 2.



Available Expenses & Receipts

1. Available Expenses– List of expenses including travel card charges, itineraries, e receipts, and uploads from Expenselt that are not assigned to a Report
 - a.