

GOVS SUITE CORPORATE CARD EXPENSES

WELCOME!

Please jot down your questions! We will have Q&A between sections.

Agenda

- Goodbye Access Online!
- Expense module tour
- Viewing your transactions in Govs Suite
- Reconciling nontravel expenses
- Reconciling travel expenses
- Approving expense reports

US BANK - Access Online

- Our credit cards are still provided through US Bank
- However, the reconciliation and approval process will now be handled in Govs Suite
- Access Online will not be used for transaction management, but cardholders can still use their account to check their available credit limit online.

EXPENSE MODULE TOUR

Accessing the Expense Module

Govs Suite Login

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID

User ID

Password

Password

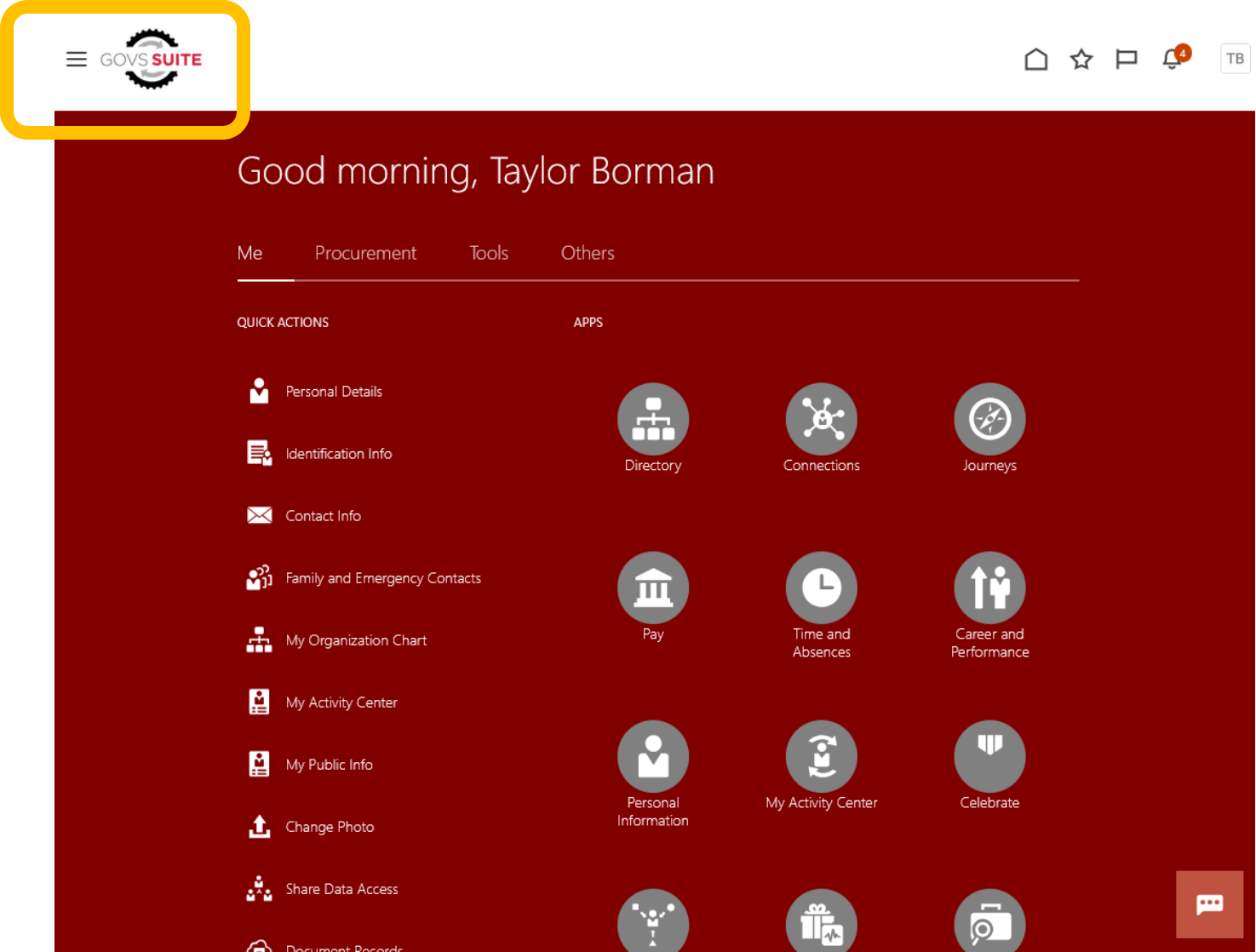
[Forgot Password](#)

Sign In

Select Language

English

Govs Suite Home Screen



Govs Suite Navigating to the Expense Module

The screenshot displays the Govs Suite Navigator interface. On the left, a sidebar menu is visible with the 'Me' section highlighted by a yellow box. A dashed yellow arrow points from the 'Me' section to the 'My Expenses' option, which is also highlighted by a yellow box. The main area of the screen shows a grid of icons for various modules, including Connections, Journeys, Pay, Career and Performance, Personal Information, My Activity Center, Touchpoints, Benefits, and Current Jobs. The 'My Expenses' option is located in the bottom right corner of the grid.

- Using the Navigator, open the “Me” section and click “My Expenses”

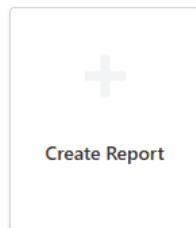
Govs Suite Travel and Expenses Page



Travel and Expenses



Expense Reports

[See All](#)

Not Submitted
EXP000015526233

Delegate Test

Updated 14 days ago

1 item **100.00** USD

Pending Approval
EXP000015252047

Interview

Assigned to Patricia Walton 21 days ago

1 item **20.00** USD

Pending Approval
EXP000014109762

test CRP3

Assigned to Patricia Walton 49 days ago

1 item **1.00** USD

Available Expense Items (1)

<input type="checkbox"/>	Date ▾	Type	Amount	Merchant	Location	Description	Attachments
Cash and Credit Card Expense Items (1)							
<input type="checkbox"/>	3/9/2025	Per Diem ▾	333.00 USD		Knoxville, TN	For Kiara Harris	Add attachment



Govs Suite Travel and Expenses Page

GOVS SUITE

Travel and Expenses

Expense Reports [See All](#)

Create Report

Not Submitted
EXP000015900648
Nashville Conference
Updated 1 min ago
2 items **163.65 USD**

Available Expense Items (8)

Actions

<input type="checkbox"/> Date	Type
Cash and Credit Card Expense	
<input type="checkbox"/> 1/31/2025	Other Expenses
<input type="checkbox"/> 1/31/2025	Other Expenses
<input type="checkbox"/> 1/31/2025	Other Expenses
<input type="checkbox"/> 1/23/2025	Other Expenses

Attachments

[Add attachment](#)

[Add attachment](#)

[Add attachment](#)

[Add attachment](#)

[Add attachment](#)

The “Create Report” button is used to start a new expense report.

- This is the starting point for submitting all employee expenses, including Travel, Corporate Card, and Reimbursements

Govs Suite Travel and Expenses Page

GOVS SUITE

Home

Star

Flag

Notification

MB

Travel and Expenses

Expense Reports

See All

Create Report

Not Submitted
EXP000015900648
Nashville Conference
Updated 1 min ago
2 items **163.65** USD

Available Expense Items (8)

Actions

Create Item

Date	Type			
<input type="checkbox"/> 1/31/2025	Cash and Credit Card Exp			
<input type="checkbox"/> 1/31/2025	Other Expenses			
<input type="checkbox"/> 1/31/2025	Other Expenses			
<input type="checkbox"/> 1/31/2025	Other Expenses	21.98 USD Card	AMAZON MKTPL*ZC8JG60A1	Add attachment
<input type="checkbox"/> 1/23/2025	Other Expenses	31.75 USD Card	PUBLIX #1648	Add attachment

Recent expense reports that have been submitted appear here.

The status of the report can be seen at a glance on the card.

Attachments

Add attachment

Add attachment

Add attachment

Add attachment

Govs Suite Travel and Expenses Page

Travel and Expenses

Expense Reports

+

Not Submitted
EXP000015900648
Nashville Conference

Updated 1 min ago

2 items **163.65 USD**

- Credit card transactions that have been posted to your account will show at the bottom of the page.

Available Expense Items (8)

Actions ▾
+ Create Item

<input type="checkbox"/>	Date ▾	Type	Amount	Merchant	Location	Description	Attachments
Cash and Credit Card Expense Items (8)							
<input type="checkbox"/>	1/31/2025	Other Expenses ▾	- 21.98 USD Card	AMAZON MKTPLCE PMTS			Add attachment
<input type="checkbox"/>	1/31/2025	Other Expenses ▾	115.56 USD Card	DOUBLETREE HOTELS			Add attachment
<input type="checkbox"/>	1/31/2025	Other Expenses ▾	21.98 USD Card	AMAZON MKTPL*ZC8JG60A1			Add attachment
<input type="checkbox"/>	1/23/2025	Other Expenses ▾	31.75 USD Card	PUBLIX #1648			Add attachment

RECONCILIATION, NON-TRAVEL

Creating an expense report and attaching receipts

Reconciling Transactions | Non-Travel

GOVSUITE

Travel and Expenses

Expense Reports

Create Report

Not Submitted
EXP000015900648
Nashville Conference
Updated 1 min ago
2 items 163.65

To begin reconciling non-travel purchases, check the box next to the transaction lines you want to address.

Available Expense Items (8)

Create Item

<input type="checkbox"/> Date	Type	Amount	Merchant	Location	Description	Attachments
Cash and Credit Card Expense Items (8)						
<input type="checkbox"/> 1/31/2025	Other Expenses	-21.98 USD Card	AMAZON MKTPLCE PMTS			Add attachment
<input type="checkbox"/> 1/31/2025	Other Expenses	115.56 USD Card	DOUBLETREE HOTELS			Add attachment
<input type="checkbox"/> 1/31/2025	Other Expenses	21.98 USD Card	AMAZON MKTPL*ZC8JG60A1			Add attachment
<input type="checkbox"/> 1/23/2025	Other Expenses	31.75 USD Card	PUBLIX #1648			Add attachment

Reconciling Transactions | Non-Travel

Travel and Expenses

Create Report
(1 item)

Not Submitted
EXP000015900648
Nashville Conference
Updated 4 hours ago
2 items 163.

Expense Reports

See All

Available Expense Items (8)


Actions

Create Item

<input type="checkbox"/>	Date	Type	Amount	Merchant	Location	Description	Attachments
Cash and Credit Card Expense Items (8)							
<input type="checkbox"/>	1/31/2025	Other Expenses	-21.98 USD Card	AMAZON MKTPLCE PMTS			Add attachment
<input type="checkbox"/>	1/31/2025	Other Expenses	115.56 USD Card	DOUBLETREE HOTELS			Add attachment
<input type="checkbox"/>	1/31/2025	Other Expenses	21.98 USD Card	AMAZON MKTPL*ZC8JG60A1			Add attachment
<input type="checkbox"/>	1/23/2025	Other Expenses	31.75 USD Card	PUBLIX #1648			Add attachment
<input checked="" type="checkbox"/>	1/20/2025	Other Expenses	32.03 USD Card	AMAZON MKTPL*ZG1A05J90			Add attachment

- After selecting your transactions, click "Create Report"
- You can always add more to a report before you submit

Reconciling Transactions | Non-Travel

 Home Star Flag Notification MB

Create Expense Report (?)

* Purpose

Attachments None +

Report Total

Payment Method

Employer Pays You 0.00 USD

Employer Pays Card Issuer 32.03 USD

32.03USD

☐ I have read and accept the corporate travel and expense policies.

Expense Items (1)

Actions + Create Item Add Existing Apply Project Apply Account Split Allocation

<input type="checkbox"/>	Date	Type	Amount	Merchant	Location	Description	Attachments
<input type="checkbox"/>	1/20/2025	Other Expenses	32.03 USD Card	AMAZON MKTPL*ZG1A05J90			Add attachment

- Give your report a name in the Purpose field.
- For example “January Credit Card Purchases”

Reconciling Transactions | Non-Travel



Create Expense Report ?

Save ▼ Submit ▼ Cancel

* Purpose January Credit Card Purchases

Attachments None +

Report Total

Payment Method ▼

Employer Pays You 0.00 USD

Employer Pays Card Issuer 32.03 USD

32.03USD

☐ I have read and accept the corporate travel and expense policies.


Expense Items (1)






Actions ▼ + Create Item Add Existing Apply Project ▼ Apply Account ▼ Split Allocation ▼

<input type="checkbox"/>	Date ▼	Type ▼	Amount ▼	Merchant ▼	Location ▼	Description ▼	Attachments
<input type="checkbox"/>	1/20/2025	Other Expenses ▼	32.03 USD Card	AMAZON MKTPL*ZG1A05J90			Add attachment

- Attach your receipt to each transaction

Reconciling Transactions | Non-Travel






Create Expense Report

* Purpose

January Credit Card Purchases

Attachments

None 

Report Total

Payment Method

Employer Pays You 0.00 USD


Employer Pays Card Issuer 32.03 USD

32.03USD

☐ I have read and accept the corporate travel and expense policies.

Expense Items (1)

Actions

 Create Item

Add Existing

Apply Project

Apply Account

Split Allocation

<input type="checkbox"/> Date <div></div>	Type <div></div>	Amount <div></div>	Merchant <div></div>	Location <div></div>	Description <div></div>	Attachments
<input type="checkbox"/> 1/20/2025	Other Expenses <div></div>	32.03 USD Card	AMAZON MKTPL*ZG1A05J90			Add attachment

- If you need to adjust the FOAP, click the blue date link to open the transaction.

Reconciling Transactions | Non-Travel



Other Expenses 1/20/2025 ⓘ

Home Star Flag Bell MB

Save and Close Cancel

* Date 1/20/2025 ⓘ

* Template Corporate Card Non Travel ▾

* Type Other Expenses ▾

* Amount USD ▾ 32.03

Personal Amount 0.00 USD

Business Amount 32.03 USD

Billed Amount 32.03 USD

* Merchant Name AMAZON MKTPL*ZG1A05J90

Reimbursable Amount 32.03 USD

Attachments



Drag files here or click to add attachment

Mary Biggers 32.03.pdf (71.75 KB) ⬇

☐ Receipt missing

Authorization None +

Account A-A110001-450000-74510-350-0000 ⓘ

Account

Hide Segments

Alias ▾

Entity A ▾ Austin Peay State University

Fund A110001 ▾ Undesignated E and G

Organization 450000 ▾ Dean College of STEM

Account 74510 ▾ Office Supplies

Program 350 ▾ Academic Support

Activity 000000 ▾ Default Activity

PPM_Project 00000000 ▾ Default Project

InterFund 000000 ▾ Default Interfund

Future 000000 ▾ Default Future Value

Search Reset | OK Cancel

- Adjust your FOAP in the Account field by clicking the magnifying glass
- *note* You cannot mix University and Foundation Funds

Reconciling Transactions | Non-Travel



Other Expenses 1/20/2025 ?



Save and Close ▼ Cancel

* Date 1/20/2025

* Template Corporate Card Non Travel

* Type Other Expenses

* Amount USD 32.03

Personal Amount 0.00 USD

Business Amount 32.03 USD

Billed Amount 32.03 USD

* Merchant Name AMAZON MKTPL*ZG1A05J90

Reimbursable Amount 32.03 USD

Attachments



Drag files here or click to add attachment



Mary Biggers 32.03.pdf (71.75 KB)



Authorization None +

Account

A-A110001-450000-74510-350-000000



- We can see the receipt that was attached earlier

Reconciling Transactions | Non-Travel



Other Expenses 1/20/2025 ⓘ

* Date 1/20/2025 ⓘ

* Template Corporate Card Non Travel ▾

* Type Other Expenses ▾

* Amount USD ▾ 32.03

Personal Amount 0.00 USD

Business Amount 32.03 USD

Billed Amount 32.03 USD

* Merchant Name AMAZON MKTPL*ZG1A05J90

Reimbursable Amount 32.03 USD

Attachments



Drag files here or click to add attachment



Mary Biggers 32.03.pdf (71.75 KB) ⬇



☐ Receipt missing

Authorization None +

Account A-A110001-450000-7510-350-000000 ⓘ





Save and Close ▾

Cancel


- Click “Save and Close” once you are done with this transaction

Reconciling Transactions | Non-Travel


 Home Star Flag Notification MB

Create Expense Report 

* Purpose

Attachments None 

Report Total

Payment Method 

Employer Pays You ☐ Check

Employer Pays Card Issuer ☐ Electronic

32.03USD

☐ I have read and accept the terms and conditions of the policy.

F-EXPENSE CHECK


F-EXPENSE ELECTRONIC

State Paid

Wire

Expense Items (1)


Actions + Create Item Add Existing Apply Project Apply Account Split Allocation

<input type="checkbox"/> Date	Type	Amount	Merchant	Location	Description	Attachments
<input type="checkbox"/> 1/20/2025	Other Expenses	32.03 USD Card 8746	AMAZON MKTPI *7G1A05.I90			

If you are using University Funds, you will select **“Electronic”**

If you are using Foundation Funds, you will select **“F-EXPENSE ELECTRONIC”**

Reconciling Transactions | Non-Travel

 Create Expense Report ?

* Purpose

Attachments

Report Total

Payment Method

Employer Pays You 0.00 USD


Employer Pays Card Issuer 32.03 USD

32.03 USD

☒ I have read and accept the corporate travel and expense policies.

Expense Items (1)

Actions

<input type="checkbox"/>	Date	Type	Amount	Merchant	Location	Description	Attachments
<input type="checkbox"/>	1/20/2025	Other Expenses	32.03 USD Card 8746	AMAZON MKTPL*ZG1A05J90			 (1)

To finish the report, check the box agreeing to the expense policies and click submit

Reconciling Transactions | Non-Travel

The screenshot displays the GOVS SUITE interface for managing expense reports. A yellow box highlights a notification at the top: "Expense report submitted for approval. [Print Report](#)". Below this, the "Expense Reports" section shows two reports. The first report, "Not Submitted" (EXP000015900648) for the "Nashville Conference", is updated 4 hours ago and contains 2 items totaling 163.65 USD. The second report, "Pending Approval" (EXP000015900774) for "January Credit Card Purchases", is assigned to a manager 1 minute ago and contains 1 item totaling 32.03 USD. This second report is highlighted with a yellow box. A dashed yellow arrow points from the notification box to the "Pending Approval" report. Below the reports, the "Available Expense Items (7)" section shows a table with columns: Date, Type, Amount, Merchant, Location, Description, and Attachments. The table lists "Cash and Credit Card Expense Items (7)" with dates 1/31/2025 and 1/23/2025. A yellow box highlights the "Date" column header. A text box at the bottom explains: "The report is submitted for approval and now appears in the recent reports with a color label and 'Pending Approval'!".

Expense report submitted for approval. [Print Report](#)

Travel and Expenses

Expense Reports [See All](#)

Create Report

Not Submitted
EXP000015900648
Nashville Conference
Updated 4 hours ago
2 items **163.65** USD

Pending Approval
EXP000015900774
January Credit Card Purchases
Assigned to manager 1 min ago
1 item **32.03** USD

Available Expense Items (7)

Actions [+ Create Item](#)

<input type="checkbox"/> Date	Type	Amount	Merchant	Location	Description	Attachments
Cash and Credit Card Expense Items (7)						
<input type="checkbox"/> 1/31/2025						Add attachment
<input type="checkbox"/> 1/31/2025						
<input type="checkbox"/> 1/31/2025						
<input type="checkbox"/> 1/23/2025						

The report is submitted for approval and now appears in the recent reports with a color label and "Pending Approval"!

RECONCILIATION, TRAVEL


Creating an expense report and attaching receipts

Reconciling Transactions | Travel



Travel and Expenses

Expense Reports


Create Report

Not Submitted
EXP000015900648
Nashville Conference
Updated 4 hours ago
2 items **163.65 USD**

Pending Approval
EXP000015900774
January Credit Card Purchases
Assigned to manager 1 min ago
1 item **32.03 USD**

Available Expense Items (7)

Actions  Create Item

<input type="checkbox"/>	Date ▼	Type	Amount	Merchant	Location	Description	Attachments
Cash and Credit Card Expense Items (7)							
<input type="checkbox"/>	1/31/2025	Other Expenses ▼	-21.98 USD Card	AMAZON MKTPLACE PMTS			Add attachment
<input type="checkbox"/>	1/31/2025	Other Expenses ▼	115.56 USD Card	DOUBLETREE HOTELS			
<input type="checkbox"/>	1/31/2025	Other Expenses ▼	21.98 USD Card	AMAZON MKTPL*ZC8JG60A1			
<input type="checkbox"/>	1/23/2025	Other Expenses ▼	31.75 USD Card	PUBLIX #1648			

- Reports that have not been submitted can have additional expenses added to it.
- Let's add the Doubletree Hotel charge to our Nashville Conference report.
- Click the tile to open the report for editing.

Reconciling Transactions | Travel



Expense Report: EXP000015900648 ?



Save Submit Cancel

* Purpose Nashville Conference

Attachments None +

Status Saved

Report Total

Payment Method

Employer Pays You 163.65 USD

163.65USD

☐ I have read and accept the corporate travel and expense policies.

Expense Items (2)

Actions + Create Item Add Existing Apply Project Apply Account Split Allocation

<input type="checkbox"/>	Date	Type	Amount	Merchant	Location	Description	Attachments
<input type="checkbox"/>	1/31/2025	Mileage	34.65 USD		Nashville, TN	Add description	(1)
<input type="checkbox"/>	1/30/2025	Per Diem	129.00 USD		Nashville, TN	Add description	Add attachment

- Here we see a travel report that was started with Per Diem and Mileage claims.
- To add a credit card purchase, click “Add Existing”

Reconciling Transactions | Travel

GOVS SUITE

Expense Report: EXP000015900648 ?

* Purpose: Nashville Conference

Report Total

Attachments: None +

Status: Saved

Expense Items (2)

Actions: Create New Add Existing

Other Expenses 1/20/2025 40.90 USD Card
AMAZON MKTPL*ZG3JX4E20

Other Expenses 1/20/2025 18.02 USD Card
AMAZON MKTPL*ZG8YY2JD0

Other Expenses 1/20/2025 37.99 USD Card
AMAZON MKTPL*Z55ZD2Q01

Other Expenses 1/23/2025 31.75 USD Card
PUBLIX #1648

Other Expenses 1/31/2025 115.56 USD Card
DOUBLETREE HOTELS

Other Expenses 1/31/2025 21.98 USD Card
AMAZON MKTPL*ZC8JG60A1

Attachments (1)


Add attachment






Save Submit Cancel


Apply OK Cancel

- Select the transaction line you want to add and click OK

Reconciling Transactions | Travel






Expense Report: EXP000015900648 

* Purpose

Nashville Conference

Attachments

None 

Status

Saved

Report Total

Payment Method


Employer Pays You 163.65 USD


Employer Pays Card Issuer 115.56 USD

279.21 USD


☐ I have read and accept the corporate travel and expense policies.


Expense Items (3)


Actions 









 Create Item

Add Existing

Apply Project 

Apply Account 

Split Allocation 

<input type="checkbox"/>	Date 	Type 	Amount 	Merchant 	Location 	Description 	Attachments
<input type="checkbox"/>	1/31/2025	Other Expenses 	115.56 USD Card	DOUBLETREE HOTELS			Add attachment
<input type="checkbox"/>	1/31/2025	Mileage	24.85 USD		Nashville, TN	Add description	 (1) Add attachment
<input type="checkbox"/>	1/30/2025	Per Diem					Add attachment

- Now the hotel charge is on the report.
- Next we need to add a receipt and adjust the expense type.
- Edit the Expense Item by clicking the date

Reconciling Transactions | Travel

GOVS SUITE

Other Expenses 1/31/2025 ?

Other Expenses 1/31/2025 Save and Close Cancel

Reimbursable Amount 115.56 USD

Attachments

Drag files here or click to add attachment

Receipt missing

Authorization None +

Account A-A110001-450000-74510-350-000000

Date 1/31/2025

* Template Corporate Card Non Travel

* Type Other Expenses

* Amount USD 115.56

Personal Amount 0.00 USD

Business Amount 115.56 USD

Billed Amount 115.56 USD

* Merchant Name DOUBLETREE HOTELS

- Credit card purchases will default to Non-travel
- Since this is a travel-related purchase, we need to adjust the “Template” and “Type”

Reconciling Transactions | Travel

Other Expenses 1/31/2025 ?

Other Expenses 1/31/2025 Save and Close Cancel

* Date 1/31/2025

* Template Corporate Card Non Travel

* Type Athletics In-State Group Travel
Athletics Out-of-State Group Travel

* Amount Corporate Card Non Travel
Guest/Candidate In-State
Guest/Candidate Out-of-State
In-State Recruiting Travel

Personal Amount

Business Amount

Billed Amount

* Merchant Name

In-State Travel - Group
In-State Travel - Group - Grant
In-State Travel - Individual
In-State Travel - Individual - Grant
KDTravel Template
Out-of-Country Travel - Group - Grant
Out-of-Country Travel -Group
Out-of-Country Travel -Individual
Out-of-Country Travel -Individual - Grant
Out-of-State Recruiting Travel
Out-of-State Travel -Group
Out-of-State Travel -Group - Grant
Out-of-State Travel -Individual
Out-of-State Travel -Individual - Grant

Reimbursable Amount 115.56 USD

Attachments

Drag files here or click to add attachment

☐ Receipt missing

Authorization None +

Account A-A110001-450000-74510-350-000000

- Select the travel template to use.
- In this scenario, "In-State Travel – Individual"

Reconciling Transactions | Travel

GOVSUITE

Personal 1/31/2025 ?

1/31/2025 Save and Close Cancel

Reimbursable Amount 115.56 USD

Attachments

Drag files here or click to add attachment

☐ Receipt missing

i

* Date 1/31/2025

* Template In-State Travel - Individual

* Type

Amount

Person Amount

Business Amount

Bill Amount

Airfare

Car Rental

Conference Registration Fee

Incidentals

Lodging Conf Rate

Lodging Taxes

Other Expenses

Parking/Tolls

Taxi/Ride Share

Train/Bus

Lodging Taxes

- Next, select the expense “Type”
- In this scenario for the hotel charge, “Lodging Taxes”

Reconciling Transactions | Travel



Lodging Taxes 1/31/2025 ?



Lodging Taxes 1/31/2025 Save and Close Cancel

* Date 1/31/2025

* Template In-State Travel - Individual

* Type Lodging Taxes

Expense Location

* Amount USD 115.56

Personal Amount 0.00 USD

Business Amount 115.56 USD

Billed Amount 115.56 USD

Description

Merchant Name DOUBLETREE HOTELS

Reimbursable Amount 115.56 USD

Attachments

Drag files here or click to add attachment

☐ Receipt missing

Authorization None +

Account A-A110001-450000-73110-350-000000

- The account automatically updates depending on the expense type

Reconciling Transactions | Travel



Lodging Taxes 1/31/2025 ⓘ



Lodging Taxes 1/31/2025 Save and Close Cancel

* Date 1/31/2025

* Template In-State Travel - Individual

* Type Lodging Taxes

Expense Location

* Amount USD 115.56

Personal Amount 0.00 USD

Business Amount 115.56 USD

Billed Amount 115.56 USD

Description

Merchant Name DOUBLETREE HOTELS

Reimbursable Amount 115.56 USD

Attachments



Drag files here or click to add attachment



Mary Biggers 115.56.pdf (25.31 KB)



Authorization None

Account

A-A11-001-450000-73110-350-000000



- Receipts and any supporting documentation can also be added on this screen.

Reconciling Transactions | Travel



Lodging Taxes 1/31/2025 ⓘ

* Date 1/31/2025 ⓘ

* Template In-State Travel - Individual ▾

* Type Lodging Taxes ▾

Expense Location ▾

* Amount USD ▾ 115.56

Personal Amount 0.00 USD

Business Amount 115.56 USD

Billed Amount 115.56 USD

Description

Merchant Name DOUBLETREE HOTELS

Reimbursable Amount 115.56 USD

Attachments

Drag files here or click to add attachment

Mary Bingers 115.56.pdf (25.31 KB) ⬇

☐ Receipt missing

Authorization None +

Account A-A110001-450000-73110-350-000000 ⓘ

Lodging Taxes 1/31/2025 ▾ Save and Close ▾ Cancel

- Click Save and Close

Reconciling Transactions | Travel

- After selecting the payment method and checking the policy box, the travel report is ready to submit.

Expense Report: EXP000015900648 ?

Save Submit Cancel

* Purpose

Attachments None +

Status Saved

Report Total

Payment Method Electronic

Employer Pays You 163.65 USD

Employer Pays Card Issuer 115.56 USD

279.21 USD

☒ I have read and accept the corporate travel and expense policies.

- Notice the dollar “Employer Pays You” is the amount being reimbursed to the traveler

Expense Items (3)

Actions + Create Item Add Existing Apply Project Apply Account Split Allocation

<input type="checkbox"/>	Date	Type	Amount	Merchant	Location	Description	Attachments
<input type="checkbox"/>	1/31/2025	Lodging Taxes	115.56 USD Card 8746	DOUBLETREE HOTELS		Add description	(1)
<input type="checkbox"/>	1/31/2025	Mileage	34.65 USD		Nashville, TN	Add description	(1)
<input type="checkbox"/>	1/30/2025	Per Diem	129.00 USD		Nashville, TN	Add description	Add attachment

Reconciling Transactions | Travel

Travel and Expenses

Expense Report

Create Report

Pending Approval
EXP000015900648
Nashville Conference
Assigned to manager 1 min ago
3 items **279.21** USD

Pending Approval
EXP000015900774
January Credit Card Purchases
Assigned to Karen Meisch 42 mins ago
1 item **32.03** USD

Available Expense Items (6)

Actions ▾

+ Create Item

<input type="checkbox"/>	Date ▾	Type	Amount	Merchant	Location	Description	Attachments
Cash and Credit Card Expense Items (6)							
<input type="checkbox"/>	1/31/2025	Other Expenses ▾	-21.98 USD Card	AMAZON MKTPLACE PMTS			Add attachment
<input type="checkbox"/>	1/31/2025	Other Expenses ▾	21.98 USD Card	AMAZON MKTPL*ZC8JG60A1			
<input type="checkbox"/>	1/23/2025	Other Expenses ▾	31.75 USD Card	PUBLIX #1648			
<input type="checkbox"/>	1/20/2025	Other Expenses ▾	18.02 USD Card	AMAZON MKTPL*ZG8YY2JD0			

- Returning to the expense page, our report is submitted and has entered Pending Approval!

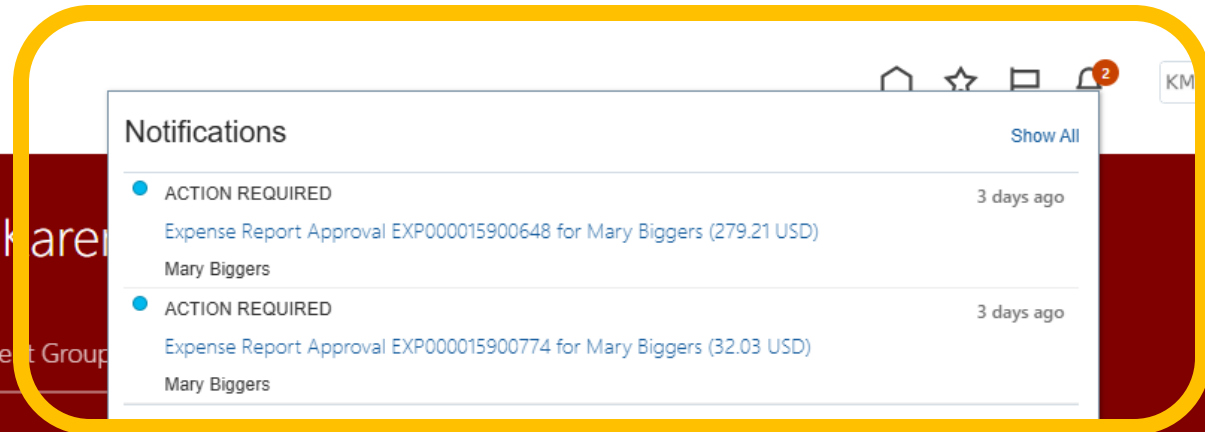
APPROVING EXPENSE REPORTS

Notifications and Approvals

Approving Expense Reports



- The notification bell is a critical point of communication.
- Various updates will feed through the notifications.
- Approval notifications also appear here.



Approving Expense Reports

Expense Report Approval EXP000015900648 for Mary Biggers (279.2...

View Expense Report

Actions ▼

Approve

Reject

Expense Approval

279.21 USD
Mary Biggers

EXP000015900648 submitted on 4/3/2025
Nashville Conference

Expense Items

1/31/2025 Lodging Taxes DOUBLETREE HOTELS	115.56 Card
1/31/2025 Mileage Nashville, TN	34.65 49.5 Miles
1/30/2025 Per Diem Nashville, TN	129.00 2 Days

- This is the Expense Report Approval Summary
- To view more details, such as receipts, click "View Expense Report"

Approving Expense Reports



Expense Report: EXP000015900648

Done

Purpose Nashville Conference

Attachments None

Status Pending manager approval

Report Total

Payment Method Electronic

Employer Pays You 163.65 USD

Employer Pays Card Issuer 115.56 USD


279.21 USD






Expense Items (3)

Date ▼	Type ▼	Amount ▼	Merchant ▼	Location ▼	Description ▼	Attachments
1/31/2025	Mileage	34.65 USD		Nashville, TN		(1)
1/31/2025	Lodging Taxes	115.56 USD Card	DOUBLETREE HOTELS			(1)
1/30/2025	Per Diem	129.00 USD		Nashville, TN		Add attachment


- Receipts can be downloaded on the right
- Individual expense items can be viewed on the left


Approving Expense Reports





Approvals






Approve

Reject

Sort By

Oldest request

<div><div>Biggers, Mary - EXP000015900648</div><div>4 days in queue.</div></div>	<div>Nashville Conference</div> <div>3 items</div>	<div>279.21 USD</div> <div>4/4/2025</div>
<div><div>Biggers, Mary - EXP000015900774</div><div>4 days in queue.</div></div>	<div>January Credit Card Purchases</div> <div>1 item</div>	<div>32.03 USD</div> <div>4/4/2025</div>



- Expense reports waiting for your approval can also be viewed in the expense module.

QUESTIONS?

Pat Walton, waltonp@apsu.edu

Lois Culwell, culwelll@apsu.edu

Casey Leffel, leffelc@apsu.edu

Kristi Moore, moorekl@apsu.edu

Geraldine Garner, garnerg@apsu.edu



FIN
