



GOVS SUITE CORPORATE CARD EXPENSES

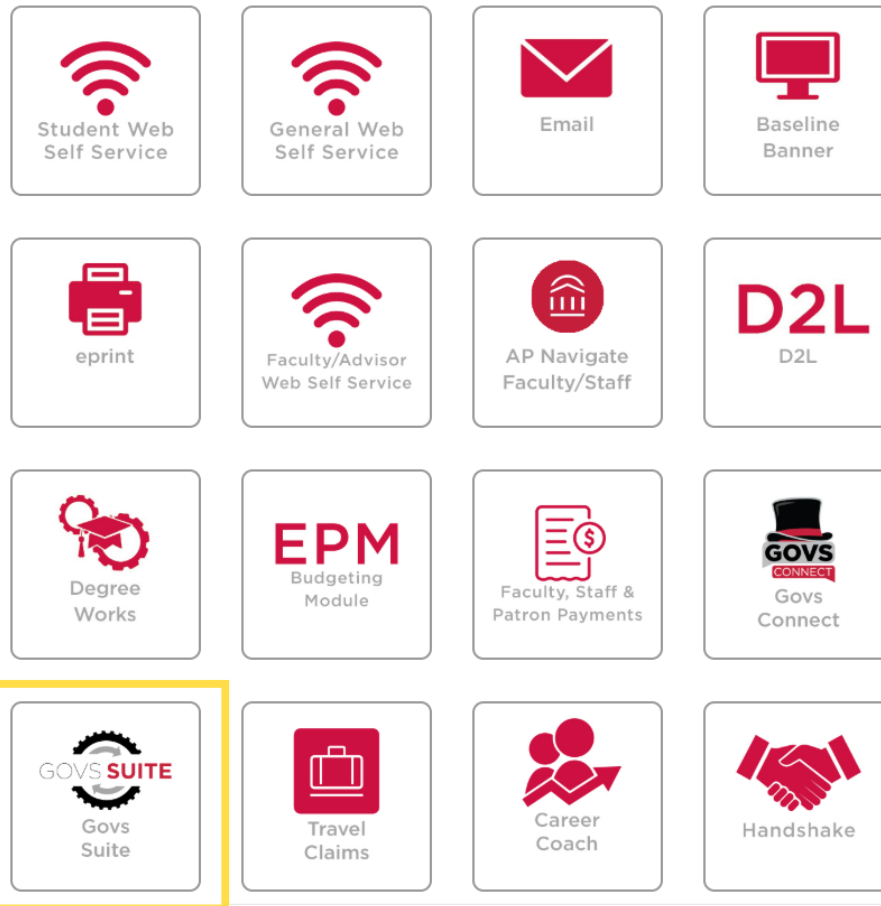
US BANK - Access Online

- Our credit cards are still provided through US Bank
- However, the reconciliation, receipt upload, 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

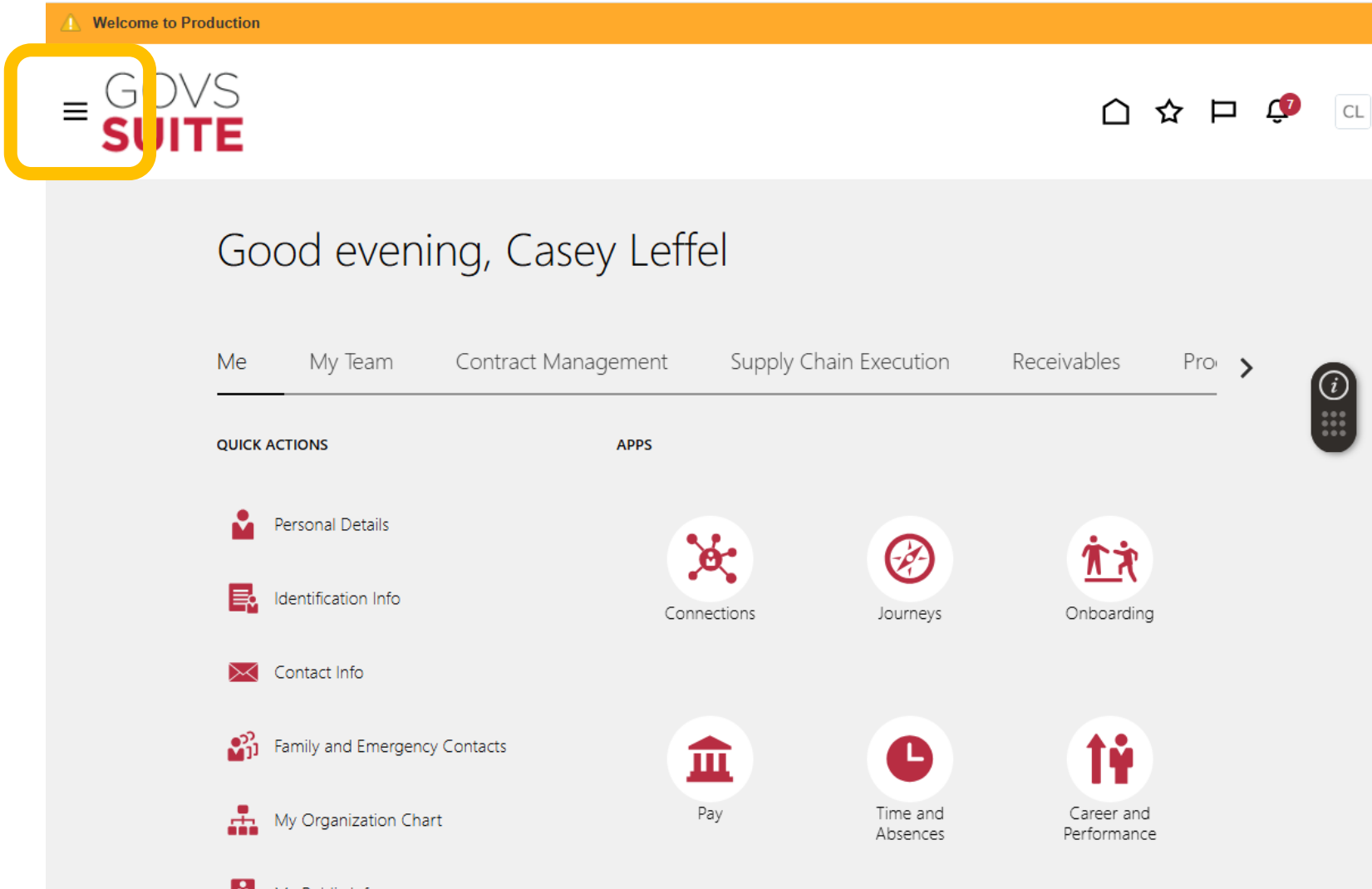
Accessing the Expense Module

Govs Suite Login



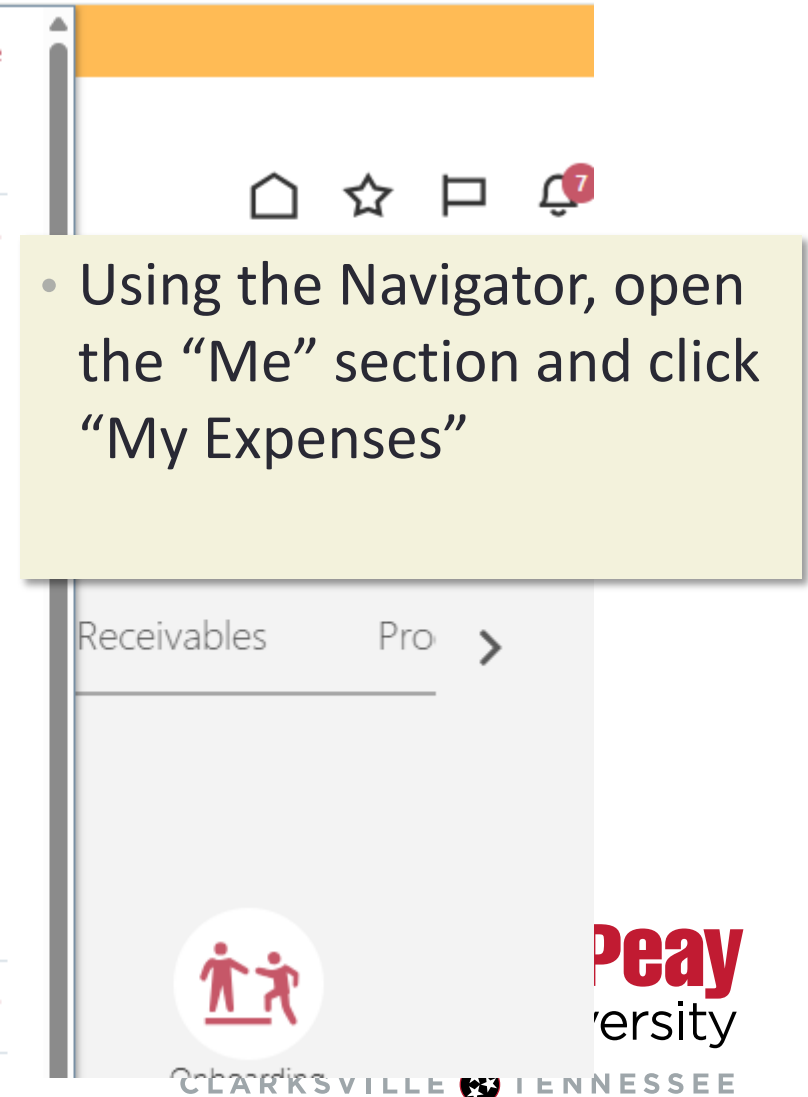
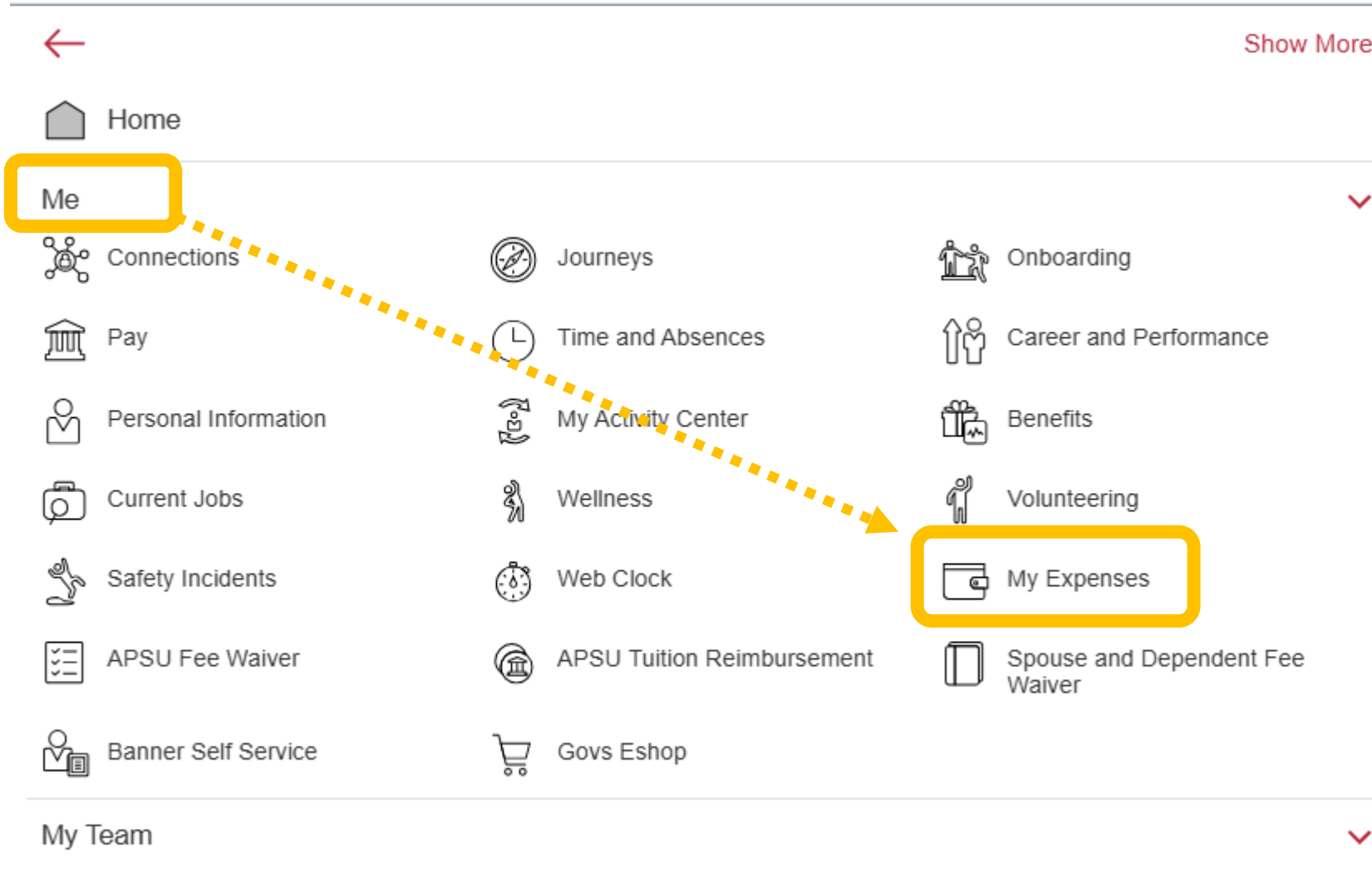
- Access Goves Suite from OneStop utilizing your Single Sign On (SSO)

Govs Suite Home Screen



- The Navigator (≡) will open a list of various modules.

Govs Suite Navigating to the Expense Module



Govs Suite Travel and Expenses Page



Travel and Expenses



Expense Reports

[See All](#)

Create Report

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)

Actions + Create Item

<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
<input type="checkbox"/>	1/31/2025	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](#)

- 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

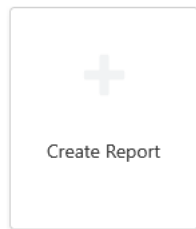


Travel and Expenses



Expense Reports

[See All](#)



Not Submitted

EXP000015900648

Nashville Conference

Updated 1 min ago

2 items **163.65** USD

Available Expense Items (8)

Actions

Date Type

Cash and Credit Card Exp

1/31/2025 Other Expenses

1/31/2025 Other Expenses

1/31/2025 Other Expenses

21.98 USD
Card
AMAZON MKTPL*ZC8JG60A1

1/23/2025 Other Expenses

31.75 USD
Card
PUBLIX #1648

Recent expense reports that have been submitted appear here.

- The status of the report can be seen at a glance on the info card. For example, this one's status is "Not Submitted" and has a gray bar on the left side.

Attachments

[Add attachment](#)

[Add attachment](#)

[Add attachment](#)

[Add attachment](#)



Govs Suite Travel and Expenses Page

Travel and Expenses

Expense Reports

Create Report

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

See All

Available Expense Items (8)

Actions Create Item

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

GOVS SUITE

Travel and Expenses

Expense Reports

Create Report

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

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

Expense Reports

Not Submitted
EXP000015900648
Nashville Conference
Updated 4 hours ago
2 items **163.0**

Create Report (1 item)

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

Available Expense Items (8)

Actions

<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 MKTPLACE 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

Reconciling Transactions | Non-Travel

GOVS SUITE

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	AMAZON MKTPL*ZG1A05J90			Add attachment

- Give your report a name in the Purpose field.
- For example “January Office Supply Purchase”

Reconciling Transactions | Non-Travel



Create Expense Report ?

Save Submit Cancel

* Purpose

Report Total

Payment Method

Attachments None +

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 + Create Item Add Existing Apply Project Apply Account Split Allocation

Date	Type	Amount	Merchant	Location	Description	Attachment
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

Attachments



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)

<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

- 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-A110001-450000-74510-350-000000 ⓘ

Project Number

Task Number

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)

Receipt missing

Authorization None

Account A-6110001-450000-74510-350-000000

Project Number

Task Number

Contract Number

Funding Source

- If your expense is for a grant with a project number, enter your project number in this field.
- Contact the Grants office if you have any questions about Grant expenditures.



Project Number

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



Project Number



Task Number

- We can see the receipt that was attached in the earlier step

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-A110001-450000-74510-350-000000

Project Number

Task Number

Save and Close

Cancel

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

Reconciling Transactions | Non-Travel



Create Expense Report ?

Save Submit Cancel

* Purpose January Credit Card Purchases

Attachments None +

Payment Method dropdown menu:

- Check
- Electronic
- F-EXPENSE CHECK
- F-EXPENSE ELECTRONIC
- State Paid
- Wire
- Search...

Employer Pays Card Issuer
32.03USD

Expense Items (1)

Actions Create Item Add Existing Apply Project Apply Account Split Allocation

Date	Type	Amount	Merchant	Location	Description	Attachments
1/20/2025	Other Expenses	32.03 USD Card 8746	AMAZON MKTPI *7G1A05.190			

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

GOVS SUITE

Create Expense Report ?

* Purpose

Attachments None +

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 polices and click submit

Reconciling Transactions | Non-Travel

The screenshot displays the GOVS SUITE interface for managing expense reports. A notification at the top states "Expense report submitted for approval." with a "Print Report" link. Below this, the "Expense Reports" section shows a list of reports. One report, titled "January Credit Card Purchases" (EXP000015900774), is highlighted with a yellow box and labeled "Pending Approval". This report is assigned to a manager and has a total amount of 32.03 USD. A yellow dashed arrow points from the notification to this report. Below the reports, the "Available Expense Items (7)" section is visible, with a table listing items under columns: Date, Type, Amount, Merchant, Location, Description, and Attachments. A yellow callout box is overlaid on the table, explaining the status of the report.

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, CREDIT CARD 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

- 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.

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			

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

163.65 USD

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

The screenshot shows the GOVS SUITE interface for an expense report. The report title is "Expense Report: EXP000015900648". The purpose is "Nashville Conference". A modal titled "Add Expense Items" is open, displaying a list of transactions. The selected transaction is "Other Expenses" for "DOUBLETREE HOTELS" on 1/31/2025, amounting to 115.56 USD. The modal has "Apply", "OK", and "Cancel" buttons at the bottom. A yellow callout box on the left contains the instruction: "Select the transaction line you want to add and click OK". A dashed yellow arrow points from the callout to the selected transaction, and another dashed yellow arrow points from the selected transaction to the "OK" button, which is highlighted with a yellow box.

Expense Report: EXP000015900648

* Purpose Nashville Conference

Report Total

Attachments None +

Status Saved

Expense Items (2)

Add Expense Items

Other Expenses AMAZON MKTPL*ZG3JX4E20	1/20/2025	40.90 USD Card
Other Expenses AMAZON MKTPL*ZG8YY2JD0	1/20/2025	18.02 USD Card
Other Expenses AMAZON MKTPL*Z55ZD2Q01	1/20/2025	37.99 USD Card
Other Expenses PUBLIX #1648	1/23/2025	31.75 USD Card
Other Expenses DOUBLETREE HOTELS	1/31/2025	115.56 USD Card
Other Expenses AMAZON MKTPL*ZC8JG60A1	1/31/2025	21.98 USD Card

Apply OK Cancel

Attachments (1)

Add attachment

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

Reconciling Transactions | Travel



Expense Report: EXP000015900648 [?](#)

Save Submit Cancel

* Purpose

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	34.65 USD		Nashville, TN	ADD DESCRIPTION	(1)
<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



Other Expenses 1/31/2025 ?



Other Expenses 1/31/2025 Save and Close Cancel

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

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

Project Number

Task Number

Contract Number



- Credit card purchases will default to Non-travel
- But 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
Personal Amount Guest/Candidate Out-of-State
Business Amount In-State Recruiting Travel

Billed Amount In-State Travel - Group
In-State Travel - Group - Grant

* Merchant Name 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

In-State Travel - Individual

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

Project Number

Task Number

Contract Number



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

Reconciling Transactions | Travel



Personal 1/31/2025 ?



1/31/2025 Save and Close Cancel

* Date 1/31/2025

* Template In-State Travel - Individual

* Type

Amount	Type
Person Amount	Airfare
Busine Amount	Car Rental
Bill Amount	Conference Registration Fee
	Incidentals
	Lodging Conf Rate
	Lodging Taxes
	Other Expenses
	Parking/Tolls
	Taxi/Ride Share
	Train/Bus

Reimbursable Amount 115.56 USD

Attachments

Drag files here or click to add attachment

Receipt missing



- 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

Project Number

Task Number

Contract Number

Funding Source

- 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-A110001-450000-73110-350-000000

Project Number

Task Number

Contract Number

Funding Source

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

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-A110001-450000-73110-350-000000

Project Number

Task Number

Contract Number

Funding Source

- The travel authorization should be attached to the expense item by clicking the +
- If you have any questions about travel authorizations, please contact the travel dept.

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

Project Number

Task Number

Contract Number

Funding Source

Save and Close

- 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

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 amount "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

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 Reports

Create Report

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

Pending Approval
P000015900774
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!

QUESTIONS?

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FIN
