

# Expense Requests Enhancements – Rollout November 2, 2015

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Page or scroll through, choose what you would like to learn about below, or click to see a demo.

## [Changes for Preparers:](#)

### [Event Details, Line Order and Numbering, Warning/Error Messages](#) [See Demo](#)

- **View Event Details** on General Info screen
- **Expense line order** on the Travel Card Expenses and Transaction Lines screens
- **Warning/Error messages** when expense amounts are **unusually high**
- **Expense Lines grouping and numbering**

### [Expense Types Entry](#) [See Demo](#)

- **Airfare**
- **Lodging**
- **Car Rental**
- **Conference Registration**
- **Business Meal and Business Meal with Alcohol**
- **Ancillary Airline Fees**
- **Adjusted Per Diem and Regular Per Diem**
- **Per Diem and Travel Meals**
- **Gifts**
- **Other Transportation**

### [Attach/View Receipts](#) [See Demo](#)

- **Line Attachments Upload on the Review screen**
- **Upload Attachments using Attach/View Receipts**
- **Reassigning an Attachment (after initial upload)**

### [Attachments if Faxed](#) [See Demo](#)

### [Full View](#) [See Demo](#)

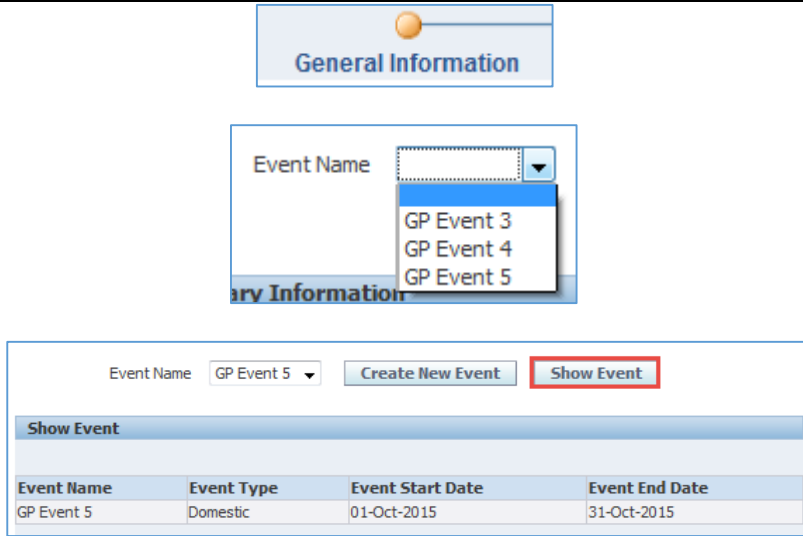
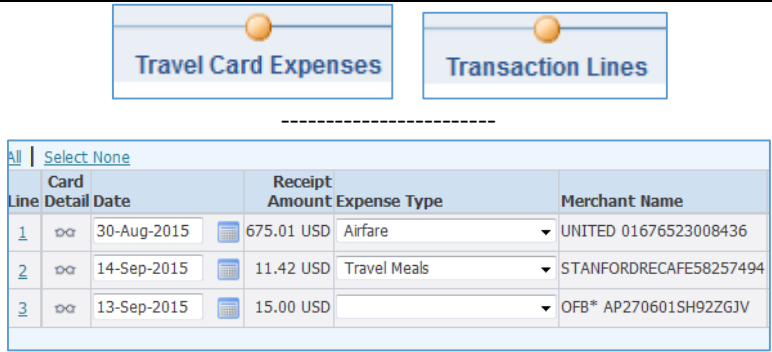
## [Changes for Approvers:](#) [See Demo](#)

- **Notification** format
- **Messages in Notification** when expense amounts are **unusually high**
- **Reject Reasons in Notifications**
- **Full View** enhancements
- **Viewing Attachments from the Attachments Window**

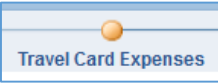
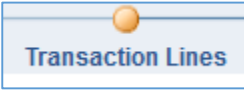
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## Changes for Preparers

### Event Details, Line Order and Numbering, Warning/Error Messages [See Demo](#)

Item	Description/Why	New Procedure	System																								
<p><b>View Event Details</b> on General Info screen</p> <p>This feature is available on the Gen Info screen for:</p> <ul style="list-style-type: none"> <li>Expense Reports</li> <li>Advances</li> <li>Non-PO Payments</li> </ul>	<p><b>Description:</b> After an Event is chosen on the General Information page, you can select <b>Show Event</b> to display the Dates, etc. of the Event.</p> <p><b>Why:</b> Previously, there was no way for the preparer to see details for an existing Event during transaction entry. This enhancement allows the preparer to verify that the correct Event was chosen.</p>	<ul style="list-style-type: none"> <li>Select an <b>Event Name</b> from the drop down</li> <li>Click <b>Show Event</b></li> <li>Event details are displayed</li> </ul> <p><b>Note:</b> The event cannot be changed from within the transaction. To change an existing event you must go to Preferences. You can, however, Create a New Event from within the transaction using the <b>Create New Event</b> button.</p>	 <p>The screenshot shows the 'General Information' section of the system. It features a dropdown menu for 'Event Name' with a list of options: GP Event 3, GP Event 4, and GP Event 5. Below the dropdown, there are two buttons: 'Create New Event' and 'Show Event'. The 'Show Event' button is highlighted with a red rectangular box. Below the buttons, there is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Event Name</th> <th>Event Type</th> <th>Event Start Date</th> <th>Event End Date</th> </tr> </thead> <tbody> <tr> <td>GP Event 5</td> <td>Domestic</td> <td>01-Oct-2015</td> <td>31-Oct-2015</td> </tr> </tbody> </table>	Event Name	Event Type	Event Start Date	Event End Date	GP Event 5	Domestic	01-Oct-2015	31-Oct-2015																
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<p><b>Expense line order</b> on the Travel Card Expenses and Transaction Lines screens</p>	<p><b>Description:</b> The Travel Card Expenses screen has been changed to display Travel Card charges in the order they were shown and selected on the Travel Card Transactions page, and maintain that order as Expense Types, Remarks and Details are entered. Lines will not re-order.</p> <p>Transaction Lines screen has been changed to display expense lines in the order they were entered, and</p>	<p>TCard lines for which the Expense Type is not auto-populated will not display at the top of the list, but rather in the order selected. No change required to procedure.</p>	 <p>The screenshot shows the 'Transaction Lines' section of the system. It features a table with the following data:</p> <table border="1"> <thead> <tr> <th>Card Line</th> <th>Detail</th> <th>Date</th> <th>Receipt Amount</th> <th>Expense Type</th> <th>Merchant Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>30-Aug-2015</td> <td>675.01 USD</td> <td>Airfare</td> <td>UNITED 01676523008436</td> </tr> <tr> <td>2</td> <td></td> <td>14-Sep-2015</td> <td>11.42 USD</td> <td>Travel Meals</td> <td>STANFORDRECAFE58257494</td> </tr> <tr> <td>3</td> <td></td> <td>13-Sep-2015</td> <td>15.00 USD</td> <td></td> <td>OFB* AP270601SH92ZGJV</td> </tr> </tbody> </table>	Card Line	Detail	Date	Receipt Amount	Expense Type	Merchant Name	1		30-Aug-2015	675.01 USD	Airfare	UNITED 01676523008436	2		14-Sep-2015	11.42 USD	Travel Meals	STANFORDRECAFE58257494	3		13-Sep-2015	15.00 USD		OFB* AP270601SH92ZGJV
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Item	Description/Why	New Procedure	System
	<p>maintain that order as Expense Types, Remarks and Details are entered. Lines will not re-order.</p> <p><b>Why:</b> Previously, lines reordered on the page if the preparer navigated away from, and then back to the page (e.g. Details entry). The reordering can be confusing for preparers during line entry as lines move in the list.</p>		
<p><b>Warning/Error messages</b> when expense amounts are <b>unusually high</b></p> <ul style="list-style-type: none"> <li>• Airfare</li> <li>• Business Meal</li> <li>• Other Transportation</li> <li>• Gifts</li> </ul>	<p><b>Description:</b> Certain expense types will display a warning/error message to the preparer when cost is above a threshold set in the system.</p> <p><b>Why:</b> Previously, the system would not require any additional explanation of high cost. Warnings/Errors have been added to alert the preparer that more information may be needed to justify the cost and to speed the approval and audit process.</p>	<p>Enter an explanation for the cost in the <b>Remarks</b> field when prompted by the error message.</p> <p><b>Note:</b> Warning messages will also be displayed in the Notification to the approver, alerting the approver to expenses that should contain explanations of high cost.</p>	<div style="text-align: center;">  &amp;  </div> <p>-----</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span style="color: red;">✘ Error</span>              Line 1 Error - Airline cost exceeds university guideline. Please explain cost in Remarks field.         </div> <p>-----</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span style="color: red;">✘ Error</span>              1. Line 4 Error - Business Meal with Alcohol must have an Itemized line for alcohol. Click Details to Itemize. If no alcohol, use the Business Meal expense type.              2. Line 4 Error - Cost per attendee exceeds university guidelines. Please explain cost in Remarks field.         </div> <p>-----</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span style="color: red;">✘ Error</span>              Line 5 Error - Explain high Other Transportation costs in Remarks.         </div> <p>-----</p> <div style="border: 1px solid #ccc; padding: 5px;"> <span style="color: red;">✘ Error</span>              Line 9 Error - Amount over \$50 per recipient must be explained in Remarks.         </div>

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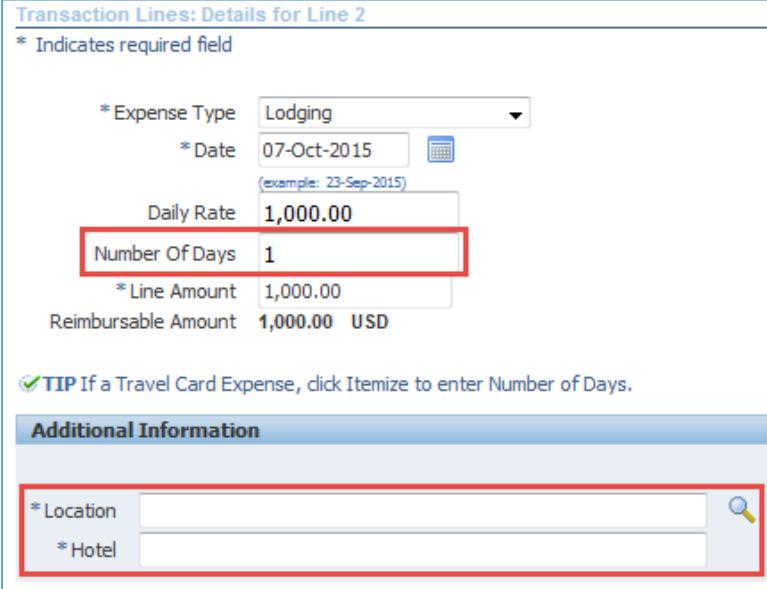
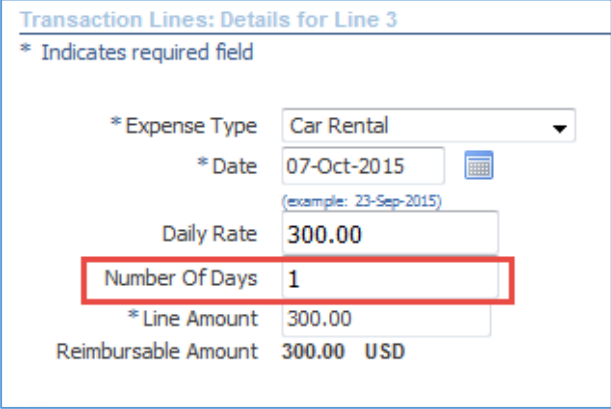
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<p><b>Expense Lines grouping and numbering</b> on Allocation and Approvers page, Review page, Confirmation page, Full View and approval Notifications</p>	<p><b>Description:</b> Line order and numbering has changed:</p> <ul style="list-style-type: none"> <li>Expenses grouped by Expense Source (Travel Card, Cash Receipt, Per Diem, Mileage), and listed in entry order</li> <li>Line numbering by Expense Source (Travel Card, Cash, Per Diem, Mileage)</li> <li>Line numbering starts over at 1 for each Expense Source</li> <li>The line numbers listed on all screens and Full View are consistent</li> </ul> <p><b>Why:</b> Previously, lines were listed alphabetically by Expense Type and by Date within Expense Type. Expense Source (Travel Card, Cash Receipt, Per Diem, Mileage) was displayed but not used to sort the display. Line numbers were sequential as listed, but varied from that shown on the Full View. This enhancement makes line groupings and numbering consistent throughout a transaction.</p>	<p>When referring to a line, use both the expense source and the line number (e.g. Travel Card Expenses, Line 1)</p>	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <span style="border: 1px solid #ccc; padding: 5px; border-radius: 5px;">Allocations and Approvers</span> <span style="border: 1px solid #ccc; padding: 5px; border-radius: 5px;">Review</span> <span style="border: 1px solid #ccc; padding: 5px; border-radius: 5px;">Full View</span> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr style="background-color: #e1eef6;"> <th colspan="2">Transaction Lines</th> <th>Allocations</th> <th>Weekly Summ</th> </tr> </thead> <tbody> <tr style="background-color: #e1eef6;"> <td colspan="4"><b>Business Expenses</b></td> </tr> <tr style="background-color: #e1eef6;"> <td colspan="4"><b>Travel Card Expenses</b></td> </tr> <tr style="background-color: #e1eef6;"> <th>Line</th> <th>Date</th> <th>Line Expense Amount Type</th> <th>Remarks M</th> </tr> <tr> <td>1</td> <td>30-Aug-2015</td> <td>675.01 USD Airfare</td> <td>UN</td> </tr> <tr> <td>2</td> <td>14-Sep-2015</td> <td>11.42 USD Travel Meals</td> <td>ST</td> </tr> <tr style="background-color: #e1eef6;"> <td colspan="4"><b>Cash Expenses</b></td> </tr> <tr style="background-color: #e1eef6;"> <th>Line</th> <th>Date</th> <th>Line Amount Type</th> <th></th> </tr> <tr> <td>1</td> <td>06-Oct-2015</td> <td>55.00 USD Travel Meals with Alcohol</td> <td></td> </tr> <tr> <td>2</td> <td>05-Oct-2015</td> <td>200.00 USD Car Rental</td> <td></td> </tr> <tr style="background-color: #e1eef6;"> <td colspan="4"><b>Per Diem Expenses</b></td> </tr> <tr style="background-color: #e1eef6;"> <th>Line</th> <th>Start Date</th> <th>End Date</th> <th>Number Of Days Expense T</th> </tr> <tr> <td>1</td> <td>05-Oct-2015</td> <td>08-Oct-2015</td> <td>4 Continental Lodging</td> </tr> <tr style="background-color: #e1eef6;"> <td colspan="4"><b>Mileage Expenses</b></td> </tr> <tr style="background-color: #e1eef6;"> <th>Line</th> <th>Start Date</th> <th>End Date</th> <th>Expense Type</th> <th>Remarks</th> </tr> <tr> <td>1</td> <td>08-Oct-2015</td> <td>08-Oct-2015</td> <td>Mileage</td> <td>round trip to airport</td> </tr> <tr style="background-color: #e1eef6;"> <td colspan="4"><b>Personal Expenses</b></td> </tr> <tr style="background-color: #e1eef6;"> <td colspan="4"><b>Travel Card Expenses</b></td> </tr> <tr style="background-color: #e1eef6;"> <th>Date</th> <th>Line</th> <th>Amount M</th> <th></th> </tr> <tr> <td>13-Sep-2015</td> <td></td> <td>15.00 USD Of</td> <td></td> </tr> </tbody> </table> </div>	Transaction Lines		Allocations	Weekly Summ	<b>Business Expenses</b>				<b>Travel Card Expenses</b>				Line	Date	Line Expense Amount Type	Remarks M	1	30-Aug-2015	675.01 USD Airfare	UN	2	14-Sep-2015	11.42 USD Travel Meals	ST	<b>Cash Expenses</b>				Line	Date	Line Amount Type		1	06-Oct-2015	55.00 USD Travel Meals with Alcohol		2	05-Oct-2015	200.00 USD Car Rental		<b>Per Diem Expenses</b>				Line	Start Date	End Date	Number Of Days Expense T	1	05-Oct-2015	08-Oct-2015	4 Continental Lodging	<b>Mileage Expenses</b>				Line	Start Date	End Date	Expense Type	Remarks	1	08-Oct-2015	08-Oct-2015	Mileage	round trip to airport	<b>Personal Expenses</b>				<b>Travel Card Expenses</b>				Date	Line	Amount M		13-Sep-2015		15.00 USD Of	
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Expense Types Entry  [See Demo](#)

Item	Description/Why	New Procedure	System
<p><b>Airfare</b></p>	<p><b>Description:</b> New <b>Details</b> required:</p> <ul style="list-style-type: none"> <li>• <b>Class of Ticket</b> (TCard auto populates) – cash will no longer default to Coach</li> <li>• <b>Travel Booking Method</b></li> <li>• <b>Airline</b> name (TCard auto populates)</li> </ul> <p><b>Attachment directly to Line</b> required</p> <p>Error/warning to <b>preparer and approver</b> for high cost</p> <p><b>Why:</b> Need to collect more information about air travel, increase accuracy of Class of Ticket entered, and ensure that receipts are attached.</p> <p>Info may be used to negotiate with air carriers and others for rates.</p>	<ul style="list-style-type: none"> <li>• Click <b>Details</b> for the line</li> <li>• Select <b>Class of Ticket</b> from drop down (TCard will auto-populate)</li> <li>• Select <b>Travel Booking Method</b> from drop down                             <ul style="list-style-type: none"> <li>○ Direct with Carrier</li> <li>○ Other</li> <li>○ Stanford Travel</li> </ul> </li> <li>• Select <b>Airline</b> from drop down. If the airline is not listed, select Other. (TCard will auto-populate)</li> </ul> <p>If cost exceeds university guidelines you'll get an error. Enter explanation in <b>Remarks</b> for the line.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Transaction Lines: Details for Line 1</p> <p>* Indicates required field</p> <p>* Expense Type: Airfare <span style="float: right;">Remarks</span></p> <p>* Date: 06-Oct-2015 <span style="font-size: small;">(example: 23-Sep-2015)</span></p> <p>* Line Amount: 1,200.00</p> <p>Reimbursable Amount: 1,200.00 USD</p> <p>Carbon Footprint Tip <span style="font-size: x-small;">?</span></p> <p>Class of Ticket Instructions <span style="font-size: x-small;">?</span></p> <p><b>Additional Information</b></p> <div style="border: 2px solid red; padding: 2px;"> <p>* Class of Ticket <span style="font-size: x-small;">?</span></p> <p>* Departure Airport <span style="font-size: x-small;">?</span></p> <p>Destination Airport <span style="font-size: x-small;">?</span></p> <p>* Roundtrip: Yes <span style="font-size: x-small;">?</span></p> <div style="border: 2px solid red; padding: 2px;"> <p>* Travel Booking Method <span style="font-size: x-small;">?</span></p> <p>* Airline <span style="font-size: x-small;">?</span></p> </div> </div> <p>-----</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>* Travel Booking Method: Direct (With Carrier) <span style="font-size: x-small;">?</span></p> <p>* Airline: Direct (With Carrier) Other Stanford Travel (i.e. Orbitz for Business)</p> </div> <p>-----</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p><span style="color: red; font-weight: bold;">✘ Error</span></p> <p>Line 1 Error - Airline cost exceeds university guideline. Please explain cost in Remarks field.</p> </div> </div>

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Item	Description/Why	New Procedure	System
<p><b>Lodging</b></p>	<p><b>Description:</b> New <b>Details</b> required:</p> <ul style="list-style-type: none"> <li>• <b>Number of Days</b></li> <li>• <b>Hotel Location</b></li> <li>• <b>Hotel name</b></li> </ul> <p><b>Attachment directly to Line</b> required</p> <p><b>Why:</b> Need to collect more information about Lodging, and ensure that receipts are attached.</p> <p>Info may be used to negotiate with hotels and others for rates.</p>	<ul style="list-style-type: none"> <li>• Click <b>Details</b> for the line</li> <li>• Enter <b>Location</b> and select from Search</li> </ul> <p><b>Hint:</b> use % as wildcard in Search, if needed</p> <ul style="list-style-type: none"> <li>• Enter <b>Hotel name</b></li> <li>• Change <b>Number of Days</b> from 1 to the appropriate number, if needed</li> </ul> <p><b>Guideline:</b> Use the <b>number of nights</b> stayed in the hotel as the <b>Number of Days</b>.</p> <p><b>Note:</b> For TCard, the <b>Number of Days</b> field is accessed by <b>Itemizing</b> the line.</p>	 <p>Transaction Lines: Details for Line 2</p> <p>* Indicates required field</p> <p>* Expense Type: Lodging</p> <p>* Date: 07-Oct-2015 (example: 23-Sep-2015)</p> <p>Daily Rate: 1,000.00</p> <p><b>Number Of Days: 1</b></p> <p>* Line Amount: 1,000.00</p> <p>Reimbursable Amount: 1,000.00 USD</p> <p>✓ <b>TIP</b> If a Travel Card Expense, click Itemize to enter Number of Days.</p> <p><b>Additional Information</b></p> <p>* Location: [Searchable Field]</p> <p>* Hotel: [Searchable Field]</p>
<p><b>Car Rental</b></p>	<p><b>Description:</b> New <b>Details</b> required:</p> <ul style="list-style-type: none"> <li>• <b>Number of Days</b></li> </ul> <p><b>Why:</b> Need to collect the <b>Number of Days</b> for which the car rental expense applies for cost-per-day data</p>	<ul style="list-style-type: none"> <li>• Click <b>Details</b> for the line</li> <li>• Change <b>Number of Days</b> from 1 to the appropriate number, if needed</li> </ul> <p><b>Note:</b> For TCard, the Number of Days field is accessed by Itemizing the line</p> <p><b>Guideline:</b> Based on a 24-hour day, round to the nearest whole-day count.</p>	 <p>Transaction Lines: Details for Line 3</p> <p>* Indicates required field</p> <p>* Expense Type: Car Rental</p> <p>* Date: 07-Oct-2015 (example: 23-Sep-2015)</p> <p>Daily Rate: 300.00</p> <p><b>Number Of Days: 1</b></p> <p>* Line Amount: 300.00</p> <p>Reimbursable Amount: 300.00 USD</p>

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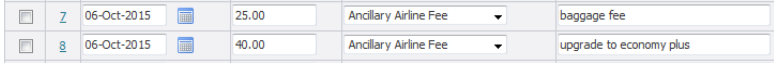
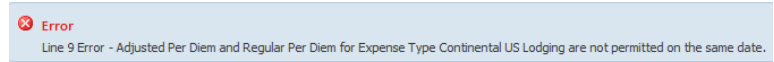
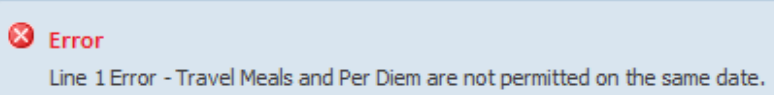
Item	Description/Why	New Procedure	System
<p><b>Conference Registration</b></p>	<p><b>Description:</b> Attachment directly to Line required</p> <p><b>Why:</b> Need to ensure that receipt and agenda is attached for compliance</p>	<p>See <b>Line Attachments Upload</b> in this document</p> <p>This expense type is for Conference Registration expenses. Both registration receipt and conference agenda should be uploaded to the line, if possible.</p> <p>If a Conference Registration expense itself is not part of the expense report (e.g. paid and expensed earlier) the agenda should be attached at the transaction level.</p>	<p>See <b>Line Attachments Upload</b> in this document</p>

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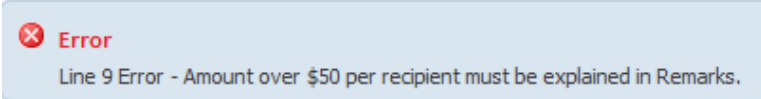
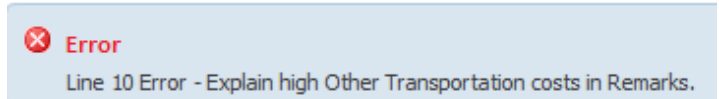
Item	Description/Why	New Procedure	System								
<p><b>Business Meal and Business Meal with Alcohol</b></p>	<p><b>Description:</b> The system has been enhanced to force alcohol to be itemized in Details. An error will display if alcohol is not itemized.</p> <p>New <b>Details</b> required:</p> <ul style="list-style-type: none"> <li><b>Number of Attendees</b></li> </ul> <p><b>If cost exceeds university guidelines:</b></p> <ul style="list-style-type: none"> <li>Error to the preparer asking for an explanation in Remarks</li> <li>Warning in the notification for the approver</li> </ul> <p><b>Why:</b> Need to collect data about cost per attendee and alcohol cost for audit purposes</p> <p>For compliance, need to ensure that alcohol, tax, and tip are itemized</p>	<p>Procedure for itemizing alcohol cost, tax, and tip has not changed</p> <p>To enter <b>Number of Attendees:</b></p> <ul style="list-style-type: none"> <li>Click <b>Details</b> for the line</li> <li>Enter <b>Number of Attendees</b> in the itemization region of the screen</li> </ul> <p><b>Note:</b> Attendee names and Stanford affiliation is still required in Remarks</p> <p>If cost exceeds university guidelines you'll get an error. Enter explanation in <b>Remarks</b> for the line.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #add8e6;"> <p><b>Error</b></p> <p>Line 4 Error - Business Meal with Alcohol must have an itemized line for alcohol. Click Details to itemize. If no alcohol, use the Business Meal expense type.</p> </div> <div style="text-align: center; margin: 10px 0;">-----</div> <div style="border: 1px solid #add8e6; padding: 10px; margin: 10px 0;"> <p style="color: #0070c0;">Transaction Lines: Details for Line 4</p> <p>* Indicates required field</p> <p>* Expense Type <span style="border: 1px solid #ccc; padding: 2px;">Business Meal with Alcohol</span></p> <p>* Expense Date <span style="border: 1px solid #ccc; padding: 2px;">07-Oct-2015</span> <span style="font-size: small;">(example: 23-Sep-2015)</span></p> <p>Original Receipt Amount <span style="border: 1px solid #ccc; padding: 2px;">500.00</span></p> <p style="text-align: right;">Amount <b>500.00</b> USD</p> <p style="color: #0070c0; font-size: small;">             ✓ TIP If alcohol was consumed with the meal, itemize below by Expense              ✓ TIP Attendee names, affiliations and locations are required for a bus         </p> <div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #add8e6; margin-bottom: 10px;"> <p><b>Itemized Business Expenses</b></p> <p style="font-size: x-small;">Itemize by creating another row for each business expense. Any remarks</p> <p>Select Expense: <span style="border: 1px solid #ccc; padding: 2px;">Duplicate</span> <span style="border: 1px solid #ccc; padding: 2px;">Remove</span></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Select</th> <th>Line</th> <th>Date</th> <th>Expense Type</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;">4.1</td> <td style="text-align: center;">07-Oct-2015</td> <td>Business Meal with</td> </tr> </tbody> </table> <p style="text-align: center; color: #0070c0; font-weight: bold;">Add Another Row</p> </div> <div style="background-color: #e6f2ff; padding: 10px; border: 1px solid #add8e6;"> <p><b>Itemization 4.1</b></p> <p>* Expense Type <span style="border: 1px solid #ccc; padding: 2px;">Business Meal with Alcohol</span></p> <p>* Expense Date <span style="border: 1px solid #ccc; padding: 2px;">07-Oct-2015</span> <span style="font-size: x-small;">(example: 23-Sep-2015)</span></p> <p>* Itemized Receipt Amount <span style="border: 1px solid #ccc; padding: 2px;">500.00</span></p> <p><b>Additional Information</b></p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>* Number Of Attendees <span style="border: 1px solid #ccc; padding: 2px; width: 50px; text-align: center;">2</span></p> </div> </div> </div> <div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #add8e6; margin-top: 10px;"> <p><b>Error</b></p> <p>1. Line 4 Error - Business Meal with Alcohol must have an itemized line for alcohol. Click Details to itemize. If no alcohol, use the Business Meal expense type.                  2. Line 4 Error - Cost per attendee exceeds university guidelines. Please explain cost in Remarks field.</p> </div> </div>	Select	Line	Date	Expense Type	<input checked="" type="radio"/>	4.1	07-Oct-2015	Business Meal with
Select	Line	Date	Expense Type								
<input checked="" type="radio"/>	4.1	07-Oct-2015	Business Meal with								



## Expense Requests Enhancements – Rollout November 2, 2015

Item	Description/Why	New Procedure	System
<p><b>Ancillary Airline Fees</b></p> <p>New Guidelines for allowed expenses</p>	<p><b>Description:</b> Expenses permitted by Stanford in this Expense Type include:</p> <ul style="list-style-type: none"> <li>• Upgrade from Coach to Economy Plus</li> <li>• Checked baggage</li> <li>• Reserved seat</li> <li>• Inflight meals</li> <li>• WiFi</li> <li>• Curb-side check-in</li> <li>• Early boarding (with no impact to fare class)</li> </ul> <p><b>Why:</b> Ancillary fees charged by airlines and others are increasing and constantly changing. Stanford has clarified the fees that will be reimbursed.</p>	<p>Describe an Ancillary Airline Fee in <b>Remarks</b> for the line.</p> <p><b>Note: If it is a TCard charge,</b> the expense may come in automatically as Airfare. If so, the preparer must change the Expense Type to Ancillary Airline Fees.</p>	
<p><b>Adjusted Per Diem and Regular Per Diem</b></p>	<p><b>Description:</b> Adjusted Per Diem and Regular Per Diem are not allowed on the same day.</p> <p><b>Why:</b> For compliance and reasonableness</p>	<p>When the error displays, adjust the expense report appropriately (e.g. delete either Adjusted Per Diem or Regular Per Diem).</p>	
<p><b>Per Diem and Travel Meal</b></p>	<p><b>Description:</b> Per Diem and Travel Meals are not allowed on the same day.</p>	<p>When the error displays, adjust the expense report appropriately (e.g. delete either Per Diem or Travel Meals).</p>	

## Expense Requests Enhancements – Rollout November 2, 2015

Item	Description/Why	New Procedure	System
<b>Gifts</b>	<p><b>Why:</b> For compliance and reasonableness.</p> <p><b>Description:</b>  <b>&gt;\$50 Gift per recipient:</b></p> <ul style="list-style-type: none"> <li>• Error to the preparer asking for an explanation in Remarks</li> <li>• Warning in the notification for the approver</li> </ul> <p><b>Why:</b> For compliance and reasonableness</p>	<p>When the error displays, explain the high Gifts cost in <b>Remarks.</b></p>	
<b>Other Transportation</b>	<p><b>Description:</b>  <b>If high Other Transportation expense:</b></p> <ul style="list-style-type: none"> <li>• Error to the preparer asking for an explanation in Remarks</li> <li>• Warning in the notification for the approver</li> </ul> <p><b>Why:</b> For compliance and reasonableness</p>	<p>When the error displays, explain the high Other Transportation cost in <b>Remarks.</b></p>	

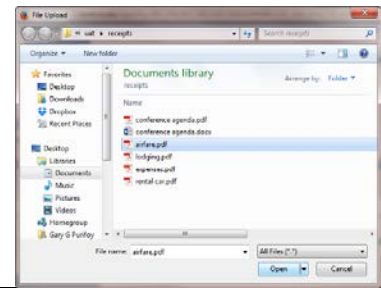
## Expense Requests Enhancements – Rollout November 2, 2015

Attach/View Receipts  [See Demo](#)

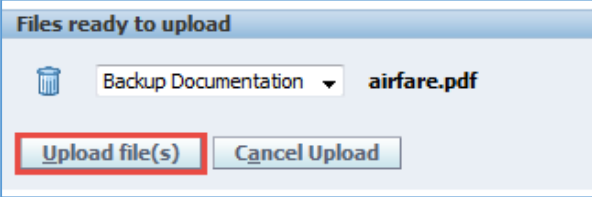
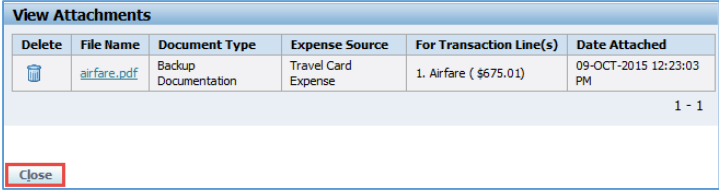
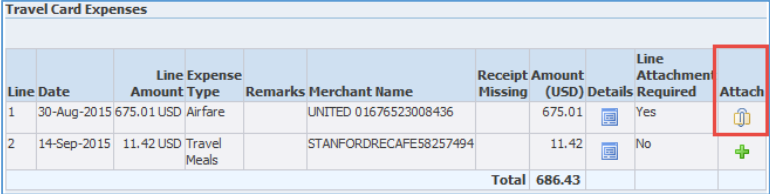

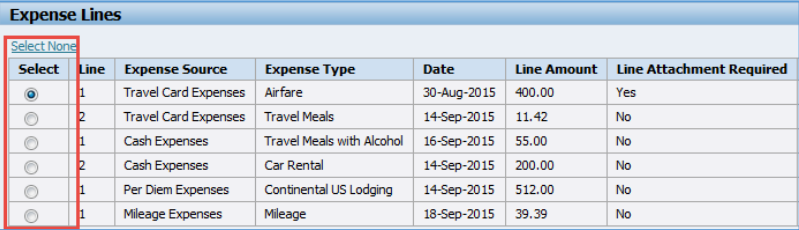
Item	Description/Why	New Procedure	System
<p><b>Line Attachments Upload on the Review screen:</b></p> <ul style="list-style-type: none"> <li>• Required for Airfare, Lodging and Conference Registration</li> <li>• Available for all lines</li> <li>• Also available for Non-PO Payment and Advance lines</li> </ul>	<p><b>Description:</b> To ensure that required documents are attached, the system has been enhanced to allow attachments directly to a line. Transactions <b>must</b> have attachments uploaded to the line for the following expense types:</p> <ul style="list-style-type: none"> <li>• Airfare</li> <li>• Lodging</li> <li>• Conference Registration</li> </ul> <p><b>Note:</b> The system allows attachment to the line for any expense type, but requires it for those listed above.</p> <p>Preparers can include all remaining receipts and documents in a single file, and upload that file to the transaction – not associated with a specific line. See <b>Attachments Upload using Attach/View Receipts</b> below.</p> <p><b>Important Note:</b> This is a separate requirement from the &gt;\$75 rule.</p>	<p><b>Organize and Digitize receipts and documents to attach:</b></p> <ul style="list-style-type: none"> <li>• Create individual files for all lines requiring attachment, and others to be attached to the line (scan or otherwise digitize)</li> <li>• Name each file with a unique name and save to computer, e.g: <ul style="list-style-type: none"> <li>○ Airfare1.pdf</li> <li>○ Airfare2.pdf</li> <li>○ Lodging.jpg</li> <li>○ Conference Agenda.docx</li> </ul> </li> <li>• Allowed file formats include .pdf, .jpg, .png, .doc, .docx, .xls, .xlsx</li> </ul> <p><b>Tip:</b> Can use a <b>smartphone</b> to <b>photograph</b> documents and save as .jpg or .png etc.</p> <ul style="list-style-type: none"> <li>• For all receipts and documents to be uploaded to the transaction (not to an individual line), include them all in a single file with a unique name, e.g. <b>transaction expenses.pdf</b></li> </ul>	

## Expense Requests Enhancements – Rollout November 2, 2015

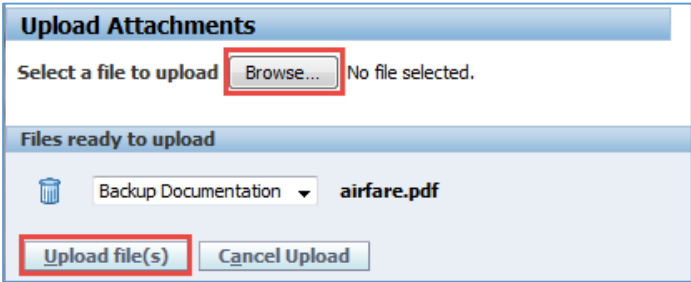
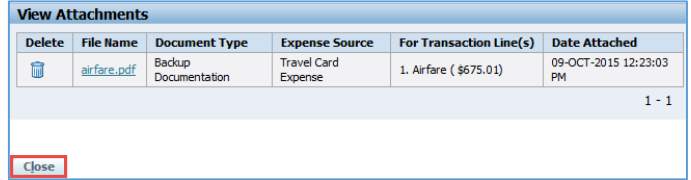
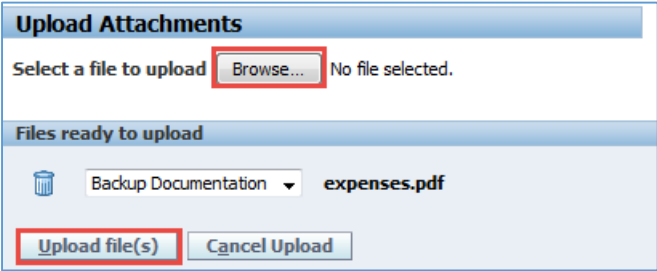
Item	Description/Why	New Procedure	System																																																								
	<p><b>Why:</b> Attachment of receipts is always required for Airfare and Lodging, and if a conference is attended the conference agenda must always be attached with the conference registration.</p> <p>This enhancement helps ensure receipts are attached to the expense report, and assists approvers by providing access directly to the appropriate attachment.</p>	<p><b>Tip:</b> Scan all documents into a single large .pdf file, then use the <b>Extract or Split</b> functions in <b>Adobe Acrobat</b> to save individual pages containing line attachments as separate files.</p> <p><b>Upload to line on the Review screen:</b></p> <ul style="list-style-type: none"> <li>Click green plus sign</li> <li>Click <b>Browse</b> to navigate to file</li> <li>Select file and click <b>Open</b></li> <li>Repeat until all files for the line are in “Files ready to upload”</li> </ul>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Travel Card Expenses</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Date</th> <th>Line Expense Amount Type</th> <th>Remarks</th> <th>Merchant Name</th> <th>Receipt Missing</th> <th>Amount (USD)</th> <th>Details</th> <th>Line Attachment Required</th> <th>Attach</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>30-Aug-2015</td> <td>675.01 USD Airfare</td> <td></td> <td>UNITED 01676523008436</td> <td></td> <td>675.01</td> <td></td> <td>Yes</td> <td></td> </tr> <tr> <td>2</td> <td>14-Sep-2015</td> <td>11.42 USD Travel Meals</td> <td></td> <td>STANFORDRECAFE58257494</td> <td></td> <td>11.42</td> <td></td> <td>No</td> <td></td> </tr> <tr> <td colspan="6" style="text-align: right;"><b>Total</b></td> <td><b>686.43</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Expense Lines</b></p> <p>Select None</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Line</th> <th>Expense Source</th> <th>Expense Type</th> <th>Date</th> <th>Line Amount</th> <th>Line Attachment Required</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>1</td> <td>Travel Card Expenses</td> <td>Airfare</td> <td>30-Aug-2015</td> <td>675.01</td> <td>Yes</td> <td>-</td> </tr> </tbody> </table> <p style="text-align: right;">1 - 1</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Upload Attachments</b></p> <p>Select a file to upload <input type="button" value="Browse..."/> No file selected.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Files ready to upload</b></p> <p><input type="button" value="Upload file(s)"/> <input type="button" value="Cancel Upload"/></p> </div> <p style="font-size: small;">If you prefer, fax paper receipts and documents by printing the <a href="#">Bar Code Cover Page</a>.</p> <p><b>Warning!</b></p> <p style="font-size: x-small;">Do not upload or fax documents containing confidential information (e.g. Tax ID, SSN, banking information, passport, etc.). Confidential information required by Payment Services must be submitted by the payee (or authorized agent) on the secure <a href="#">Supplier and Payee Request Portal</a>. Questions? Contact the <a href="#">Financial Support Center</a>.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>View Attachments</b></p> <p>no data found</p> <p style="text-align: right;"><input type="button" value="Close"/></p> </div>	Line	Date	Line Expense Amount Type	Remarks	Merchant Name	Receipt Missing	Amount (USD)	Details	Line Attachment Required	Attach	1	30-Aug-2015	675.01 USD Airfare		UNITED 01676523008436		675.01		Yes		2	14-Sep-2015	11.42 USD Travel Meals		STANFORDRECAFE58257494		11.42		No		<b>Total</b>						<b>686.43</b>				Select	Line	Expense Source	Expense Type	Date	Line Amount	Line Attachment Required	Remarks	<input type="radio"/>	1	Travel Card Expenses	Airfare	30-Aug-2015	675.01	Yes	-
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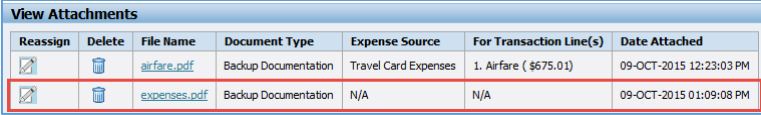
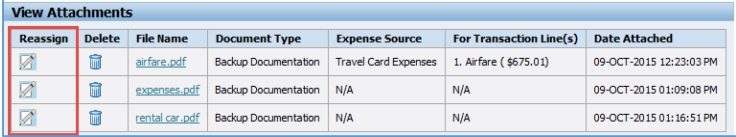
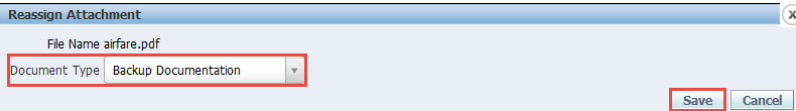
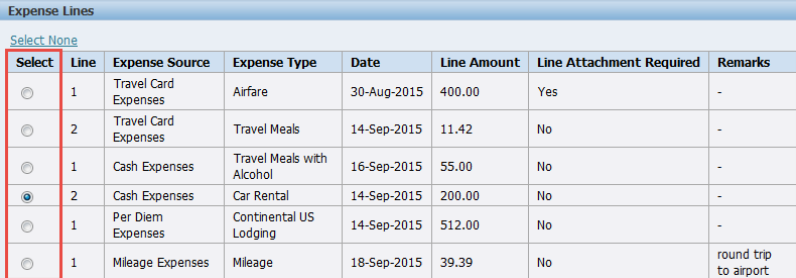
## Expense Requests Enhancements – Rollout November 2, 2015

Item	Description/Why	New Procedure	System
		<ul style="list-style-type: none"> <li>Click <b>Upload file(s)</b>. File(s) will appear in <b>View Attachments</b></li> <li>Click <b>Close</b></li> <li>Green plus sign changes to paperclip to indicate file(s) attached</li> </ul> <p><b>Note:</b> Required attachments must be uploaded before the transaction can be submitted</p>	  
<b>Upload Attachments using Attach/View Receipts</b>	<b>Description:</b> The Attach/View Receipts window has been enhanced to allow the upload and viewing of attachments to the transaction, and directly to a line.	<p>Each attachment must have a unique file name and can be attached only once.</p> <p><b>Attach file to a line:</b></p> <ul style="list-style-type: none"> <li>Click <b>Attach/View Receipts</b> button</li> <li>Select line (up to eight lines displayed per page)                             <ul style="list-style-type: none"> <li>To change your line</li> </ul> </li> </ul>	 

## Expense Requests Enhancements – Rollout November 2, 2015

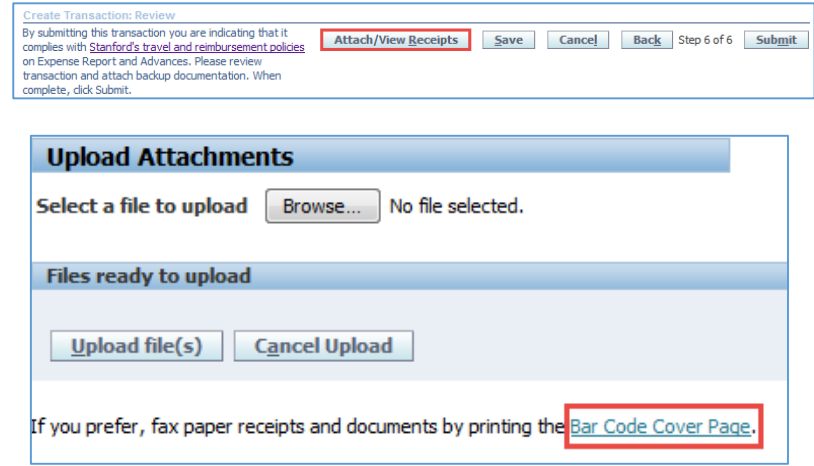
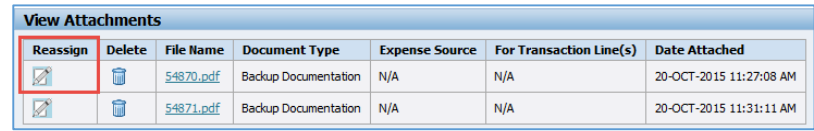
Item	Description/Why	New Procedure	System
		<p>selection, click <b>Select None</b> to deselect. Then click the desired line.</p> <ul style="list-style-type: none"> <li>Click <b>Browse</b> to navigate to file</li> <li>Select file and click <b>Open</b></li> <li>Repeat until all files for the line are in “Files ready to upload”</li> <li>Click <b>Upload file(s)</b>. File(s) will appear in <b>View Attachments</b></li> <li>Click <b>Close</b></li> </ul> <p><b>Attach file to transaction (not to a specific line):</b></p> <ul style="list-style-type: none"> <li>Click <b>Attach/View Receipts</b> button</li> <li><b>Do Not</b> select a line</li> <li>Click <b>Browse</b> to navigate to file</li> <li>Select file and click <b>Open</b></li> <li>Repeat until all files for the line are in “Files ready to upload”</li> <li>Click <b>Upload file(s)</b>. File(s) will appear in <b>View Attachments</b></li> </ul>	  

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		<ul style="list-style-type: none"> <li>Files attached to the transaction display <b>N/A</b> in the Expense Source and For Transaction Line(s) columns</li> </ul> <p><b>View Attachments:</b></p> <ul style="list-style-type: none"> <li>Click on the file name in the View Attachments table</li> </ul>	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <caption>View Attachments</caption> <thead> <tr> <th>Reassign</th> <th>Delete</th> <th>File Name</th> <th>Document Type</th> <th>Expense Source</th> <th>For Transaction Line(s)</th> <th>Date Attached</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>airfare.pdf</td> <td>Backup Documentation</td> <td>Travel Card Expenses</td> <td>1. Airfare (\$675.01)</td> <td>09-OCT-2015 12:23:03 PM</td> </tr> <tr> <td></td> <td></td> <td>expenses.pdf</td> <td>Backup Documentation</td> <td>N/A</td> <td>N/A</td> <td>09-OCT-2015 01:09:08 PM</td> </tr> </tbody> </table>	Reassign	Delete	File Name	Document Type	Expense Source	For Transaction Line(s)	Date Attached			airfare.pdf	Backup Documentation	Travel Card Expenses	1. Airfare (\$675.01)	09-OCT-2015 12:23:03 PM			expenses.pdf	Backup Documentation	N/A	N/A	09-OCT-2015 01:09:08 PM																																			
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<p><b>Reassigning an Attachment (after initial upload)</b></p>	<p><b>Why:</b> Once an attachment file has been upload, either to a line or to the transaction, it can be reassigned to a different line if needed (e.g. it was uploaded to the wrong line or the transaction level by mistake).</p>	<p><b>Reassign an Attachment:</b></p> <ul style="list-style-type: none"> <li>Click <b>Attach/View Receipts</b> button to pullup the window</li> <li>In View Attachments, select the <b>Reassign</b> icon for the attachment</li> <li>Select the <b>Document Type</b></li> <li>Select the <b>line</b> to which the attachment is to be reassigned</li> <li>Click <b>Save</b></li> </ul>	   <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <caption>Expense Lines</caption> <thead> <tr> <th>Select</th> <th>Line</th> <th>Expense Source</th> <th>Expense Type</th> <th>Date</th> <th>Line Amount</th> <th>Line Attachment Required</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>1</td> <td>Travel Card Expenses</td> <td>Airfare</td> <td>30-Aug-2015</td> <td>400.00</td> <td>Yes</td> <td>-</td> </tr> <tr> <td><input type="radio"/></td> <td>2</td> <td>Travel Card Expenses</td> <td>Travel Meals</td> <td>14-Sep-2015</td> <td>11.42</td> <td>No</td> <td>-</td> </tr> <tr> <td><input type="radio"/></td> <td>1</td> <td>Cash Expenses</td> <td>Travel Meals with Alcohol</td> <td>16-Sep-2015</td> <td>55.00</td> <td>No</td> <td>-</td> </tr> <tr> <td><input type="radio"/></td> <td>2</td> <td>Cash Expenses</td> <td>Car Rental</td> <td>14-Sep-2015</td> <td>200.00</td> <td>No</td> <td>-</td> </tr> <tr> <td><input type="radio"/></td> <td>1</td> <td>Per Diem Expenses</td> <td>Continental US Lodging</td> <td>14-Sep-2015</td> <td>512.00</td> <td>No</td> <td>-</td> </tr> <tr> <td><input type="radio"/></td> <td>1</td> <td>Mileage Expenses</td> <td>Mileage</td> <td>18-Sep-2015</td> <td>39.39</td> <td>No</td> <td>round trip to airport</td> </tr> </tbody> </table>	Select	Line	Expense Source	Expense Type	Date	Line Amount	Line Attachment Required	Remarks	<input checked="" type="radio"/>	1	Travel Card Expenses	Airfare	30-Aug-2015	400.00	Yes	-	<input type="radio"/>	2	Travel Card Expenses	Travel Meals	14-Sep-2015	11.42	No	-	<input type="radio"/>	1	Cash Expenses	Travel Meals with Alcohol	16-Sep-2015	55.00	No	-	<input type="radio"/>	2	Cash Expenses	Car Rental	14-Sep-2015	200.00	No	-	<input type="radio"/>	1	Per Diem Expenses	Continental US Lodging	14-Sep-2015	512.00	No	-	<input type="radio"/>	1	Mileage Expenses	Mileage	18-Sep-2015	39.39	No	round trip to airport
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## Expense Requests Enhancements – Rollout November 2, 2015

### Attachments if Faxed [See Demo](#)

Item	Description/Why	New Procedure	System
<p><b>Line Attachments if Faxed</b></p> <p>New procedure when receipts and backup documents are faxed.</p>	<p><b>Description:</b> Faxing receipts and documents is still an option, but to accommodate the need for line attachments, there is a change to the procedure for faxing. If a transaction includes lines requiring an attachment (Airfare, Lodging, Conference Registration), those receipts must be sent in individual faxes and reassigned to the appropriate line. Then all remaining receipts can be sent in a different fax. Only then can the transaction be submitted.</p>	<p><b>To Fax and reassign to appropriate lines:</b></p> <ul style="list-style-type: none"> <li>On the transaction Review screen, click <b>Attach/View Receipts</b></li> <li>Click <b>Bar Code Cover Page</b> and print</li> <li>Send an individual fax for <b>each line</b> that requires an attachment</li> <li>Send a fax containing all other receipts and documents</li> <li>Faxes will display in the View Attachments section as .pdf files.</li> <li>Click the <b>file name</b> to display the attachment and verify its contents, if necessary (faxes are listed in the order they were faxed)</li> <li>Select the <b>Reassign</b> icon for the attachment that must be reassigned to a line</li> </ul>	 



## Expense Requests Enhancements – Rollout November 2, 2015

Item	Description/Why	New Procedure	System																																																													
		<ul style="list-style-type: none"> <li>Select the <b>line</b> to which the attachment is to be reassigned.</li> <li>Click <b>Save</b></li> <li>Repeat for all faxed attachments that must be reassigned to a line.</li> </ul> <p>The fax is reassigned to the selected line.</p> <ul style="list-style-type: none"> <li>Click <b>Close</b> to close the Attachments window</li> </ul> <p><b>Note:</b> The transaction can be submitted only after all faxed attachments for expense types that require a line attachment are reassigned to the appropriate lines.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <p><b>Reassign Attachment</b> <span style="float: right;">X</span></p> <p>File Name _____</p> <p>Document Type: Backup Documentation <span style="float: right;">▼</span></p> <p style="text-align: right;"><span style="border: 1px solid red; padding: 2px;">Save</span> <span>Cancel</span></p> </div> <div style="padding: 5px;"> <p><b>Expense Lines</b></p> <p><a href="#">Select None</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Line</th> <th>Expense Source</th> <th>Expense Type</th> <th>Date</th> <th>Line Amount</th> <th>Line Attachment Required</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>1</td> <td>Travel Card Expenses</td> <td>Ancillary Airline Fee</td> <td>07-Aug-2015</td> <td>25.00</td> <td>No</td> <td>-</td> </tr> <tr> <td><input type="radio"/></td> <td>2</td> <td>Travel Card Expenses</td> <td>Travel Meals with Alcohol</td> <td>14-Aug-2015</td> <td>53.02</td> <td>No</td> <td>-</td> </tr> <tr style="border: 2px solid red;"> <td><input checked="" type="radio"/></td> <td>3</td> <td>Travel Card Expenses</td> <td>Airfare</td> <td>02-Jun-2015</td> <td>534.68</td> <td>Yes</td> <td>-</td> </tr> <tr> <td><input type="radio"/></td> <td>4</td> <td>Travel Card Expenses</td> <td>Car Rental</td> <td>22-Aug-2015</td> <td>579.15</td> <td>No</td> <td>-</td> </tr> </tbody> </table> </div> <div style="padding: 5px; margin-top: 10px;"> <p><b>View Attachments</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Reassign</th> <th>Delete</th> <th>File Name</th> <th>Document Type</th> <th>Expense Source</th> <th>For Transaction Line(s)</th> <th>Date Attached</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>54870.pdf</td> <td>Backup Documentation</td> <td>Travel Card Expenses</td> <td>3. Airfare ( \$534.68)</td> <td>20-OCT-2015 11:27:08 AM</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>54871.pdf</td> <td>Backup Documentation</td> <td>N/A</td> <td>N/A</td> <td>20-OCT-2015 11:31:11 AM</td> </tr> </tbody> </table> </div> </div>	Select	Line	Expense Source	Expense Type	Date	Line Amount	Line Attachment Required	Remarks	<input type="radio"/>	1	Travel Card Expenses	Ancillary Airline Fee	07-Aug-2015	25.00	No	-	<input type="radio"/>	2	Travel Card Expenses	Travel Meals with Alcohol	14-Aug-2015	53.02	No	-	<input checked="" type="radio"/>	3	Travel Card Expenses	Airfare	02-Jun-2015	534.68	Yes	-	<input type="radio"/>	4	Travel Card Expenses	Car Rental	22-Aug-2015	579.15	No	-	Reassign	Delete	File Name	Document Type	Expense Source	For Transaction Line(s)	Date Attached	<input checked="" type="checkbox"/>		54870.pdf	Backup Documentation	Travel Card Expenses	3. Airfare ( \$534.68)	20-OCT-2015 11:27:08 AM	<input checked="" type="checkbox"/>		54871.pdf	Backup Documentation	N/A	N/A	20-OCT-2015 11:31:11 AM
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# Expense Requests Enhancements – Rollout November 2, 2015

Full View  [See Demo](#)

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<p><b>Full View</b></p>	<p><b>Description:</b> The Full View page has been enhanced:</p> <ul style="list-style-type: none"> <li>Lines now listed and numbered the same as in the transaction (TCard, Cash, Per Diem, Mileage, Personal – in entry order)</li> <li>Access to Details for all lines (Details icon)</li> <li>Access to Attach/View Receipts window</li> <li>Direct access to line attachments (paperclip icon)</li> </ul> <p><b>Why:</b> The Full View has been updated to enhance its usefulness as a tool for preparers, and especially for approvers.</p>	<ul style="list-style-type: none"> <li>Click the <b>Details</b> icon to access details for any line (e.g. Per Diem breakdown, air traveler and travel legs, meals with alcohol)</li> <li>Click the <b>paperclip</b> icon to display receipts or documents attached to the line (rollover the paperclip to see the file name)</li> <li>Click the <b>Attach/View Receipt</b> button to open the Attachments window to access line and transaction attachments</li> </ul>	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #f28b82; color: white; padding: 2px; text-align: right;"> <a href="#">Print Page</a> <a href="#">Close</a> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr style="background-color: #e1eef6;"> <th colspan="10">Transaction Lines</th> </tr> <tr style="background-color: #e1eef6;"> <th colspan="10">Business Expenses</th> </tr> <tr style="background-color: #e1eef6;"> <th colspan="10">Travel Card Expenses</th> </tr> <tr style="background-color: #e1eef6;"> <th>Line</th> <th>Expense Type</th> <th>Date</th> <th>Line Amount</th> <th>Remarks</th> <th>Receipt Missing</th> <th>T Card Transaction</th> <th>Amount</th> <th>Details</th> <th>Attachments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Airfare</td> <td>30-Aug-2015</td> <td>400.00</td> <td></td> <td>No</td> <td>Date: 30-Aug-2015 Merchant: UNITED 01676523008436 Location: 800-932-2732 TX United States</td> <td>400.00</td> <td></td> <td></td> </tr> <tr style="background-color: #e1eef6;"> <th>Project</th> <th>Task</th> <th>Award</th> <th>Expenditure Type</th> <th>Amount</th> <td colspan="5"></td> </tr> <tr> <td>Multiple</td> <td>Multiple</td> <td>Multiple</td> <td>Multiple</td> <td>400.00</td> <td colspan="5"></td> </tr> <tr> <td>2</td> <td>Travel Meals</td> <td>14-Sep-2015</td> <td>11.42</td> <td></td> <td>No</td> <td>Date: 14-Sep-2015 Merchant: STANFORDRECAFES8257494 Location: PALO ALTO CA United States</td> <td>11.42</td> <td></td> <td></td> </tr> <tr style="background-color: #e1eef6;"> <th>Project</th> <th>Task</th> <th>Award</th> <th>Expenditure Type</th> <th>Amount</th> <td colspan="5"></td> </tr> <tr> <td>1139729 - 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## Expense Requests Enhancements – Rollout November 2, 2015

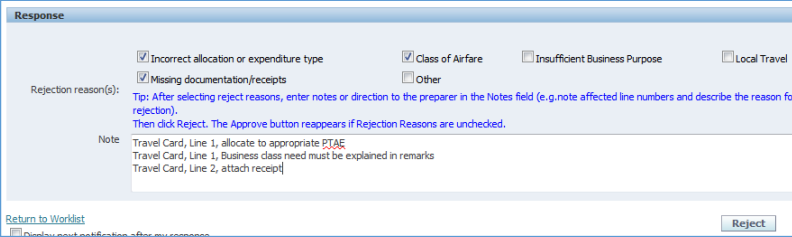
Changes for Approvers:  [See Demo](#)

Item	Description/Why	Procedure	System																																																																																																																																												
<p><b>Notification format</b></p>	<p><b>Description:</b> The Notification format has changed in the following ways:</p> <ul style="list-style-type: none"> <li>Expense lines grouped by Expense Source (Travel Card, Cash Receipt, Per Diem, Mileage), and listed in entry order</li> <li>Line numbering by Expense Source (Travel Card, Cash, Per Diem, Mileage)</li> <li>Line numbering starts over at 1 for each Expense Source</li> <li>The line numbers are consistent with those in the Expense Requests transaction</li> <li>Attachments of receipts and documents directly to the line can be accessed from the Notification</li> </ul> <p><b>Why:</b> Currently, lines are listed alphabetically by Expense Type and by Date within Expense Type. Expense Source (Travel Card, Cash Receipt, Per Diem, Mileage) is displayed</p>	<p>On the workflow Notification, expense lines are grouped by Expense Source (Travel Card, Cash Receipt, Per Diem, Mileage) and listed in the order entered by the preparer</p> <p>When referring to a line, use both the Expense Source and the line number (e.g. Travel Card Expenses, Line 1)</p> <p>Click a paperclip to display the receipt attached directly to a line.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="background-color: #4f81bd; color: white; padding: 2px;"><b>Travel Card Expenses: Business Expenses</b></p> <p style="font-size: small; margin-top: 5px;"><a href="#">Show All Details</a>   <a href="#">Hide All Details</a></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="background-color: #d9e1f2;">Details</th> <th style="background-color: #d9e1f2;">Line</th> <th style="background-color: #d9e1f2;">Date</th> <th style="background-color: #d9e1f2;">Expense Type</th> <th style="background-color: #d9e1f2;">Merchant Name</th> <th style="background-color: #d9e1f2;">Reimbursable Amount (USD)</th> <th style="background-color: #d9e1f2;">Remarks</th> <th style="background-color: #d9e1f2;">Line Attachment Required</th> <th style="background-color: #d9e1f2;">At</th> </tr> </thead> <tbody> <tr> <td><a href="#">Show</a></td> <td>1</td> <td>30-Aug-2015</td> <td>Airfare</td> <td>UNITED 01676523008436</td> <td style="text-align: right;">675.01</td> <td></td> <td>Yes</td> <td></td> </tr> <tr> <td><a href="#">Show</a></td> <td>2</td> <td>14-Sep-2015</td> <td>Travel Meals</td> <td>STANFORDRECAFE58257494</td> <td style="text-align: right;">11.42</td> <td></td> <td>No</td> <td></td> </tr> <tr> <td colspan="5" style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>686.43</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; 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## Expense Requests Enhancements – Rollout November 2, 2015

Item	Description/Why	Procedure	System
	<p>but not used to sort the display. Line numbers are sequential as listed, but currently vary from that shown on the transaction. This enhancement makes line groupings and numbering consistent throughout a transaction.</p>		
<p><b>Messages in Notification</b> when expense amounts are <b>unusually high</b></p> <ul style="list-style-type: none"> <li>• Airfare</li> <li>• Lodging</li> <li>• Business Meal</li> <li>• Other Transportation</li> <li>• Gifts</li> </ul>	<p><b>Description:</b> In the Notification, certain expense types will display a warning message to the approver when cost is above a threshold set in the system.</p> <p><b>Why:</b> Currently, the system does not require any additional explanation of high cost, or alert the approver when costs are high. Warnings messages have been added to alert the approver when an expense line is unusually high or out of compliance. The preparer was also warned during transaction entry, and required to explain the high cost in Remarks.</p>	<p>Messages are a reminder to approvers to review all lines pointed out in the Messages section.</p> <p>Review the lines and associated Remarks for the reasons given in the warning messages to be sure cost is adequately explained.</p> <p>Approve or reject as appropriate.</p>	<div style="background-color: #e6f2ff; padding: 5px;"> <p><b>Instructions</b></p> <ol style="list-style-type: none"> <li>1. Open <a href="#">Full View</a> to review transaction details</li> <li>2. Open <a href="#">attached receipts</a> (i.e. backup documentation)</li> <li>3. To approve from the Workflow Notification, scroll down to add a Note (optional) and click Approve</li> <li>4. To reject from the Workflow Notification, scroll down to select Reject Reason(s), add a Note, and click Reject.</li> </ol> </div> <div style="background-color: #e6f2ff; padding: 5px; margin-top: 5px;"> <p><b>Messages</b></p> <p>Cash Expenses Line #1 First Class or Business Class Airfare - Unusually high airfare - ensure cost is explained.                      Cash Expenses Line #10 Unusually high ground transportation cost.                      Cash Expenses Line #2 Unusually high per day lodging cost.                      Cash Expenses Line #4.1 Unusually high cost per Business Meal With Alcohol attendee.                      Cash Expenses Line #9 Unusually high gifts expense - ensure cost is explained.</p> </div>

## Expense Requests Enhancements – Rollout November 2, 2015

Item	Description/Why	Procedure	System
<p><b>Reject Reasons in Notifications</b></p>	<p><b>Description:</b> When a transaction must be rejected, the central office is asking all approvers to select from a list of Rejection Reasons that are selectable from the bottom of the Notification.</p> <ul style="list-style-type: none"> <li>• Incorrect allocation or expenditure type</li> <li>• Class of Airfare</li> <li>• Insufficient Business Purpose</li> <li>• Local Travel</li> <li>• Missing documentation/receipts</li> </ul> <p><b>Why:</b> The central office needs to collect data about rejection reasons to help inform future enhancement and training. Also to help communication between approvers and preparers regarding rejection reasons and what to do for approval.</p>	<p>If a transaction must be rejected:</p> <ul style="list-style-type: none"> <li>• Scroll to the bottom of the Notification</li> <li>• Select one or more <b>Rejection Reasons</b></li> <li>• Enter <b>Notes</b> to further explain the reason for rejection and what must be done for approval</li> <li>• Click <b>Reject</b></li> </ul> <p><b>Note:</b> Select <b>Other</b> if no other listed reason applies. Be sure to explain in Notes</p>	

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<p><b>Full View</b></p>	<p><b>Description:</b> The Full View page has been enhanced:</p> <ul style="list-style-type: none"> <li>Lines now listed and numbered the same as in the transaction (TCard, Cash, Per Diem, Mileage, Personal – then in entry order)</li> <li>Access to Details for all lines (Details icon)</li> <li>Access to Attach/View Receipts window</li> <li>Direct access to line attachments (paperclip icon)</li> </ul> <p><b>Why:</b> The Full View has been updated to enhance its usefulness as a tool for approvers.</p>	<ul style="list-style-type: none"> <li>Click the <b>Details</b> icon to access details for any line (e.g. Per Diem breakdown, air traveler and travel legs, meals with alcohol)</li> <li>Click the <b>paperclip</b> icon to display receipts or documents attached to the line</li> <li>Click the <b>Attach/View Receipts</b> button to open the Attachments window to access line and transaction attachments</li> </ul> <p><b>Note:</b> It is recommended that approvers use the Full View to review expense lines, line details, and attachments. All the information that an approver needs is either on or accessible from the Full View.</p>	<div style="text-align: right; font-size: small; color: #0070c0;"> <a href="#">Print Page</a> <a href="#">Close</a> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #0070c0; color: white;"> <th colspan="10">Transaction Lines</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th colspan="10">Business Expenses</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th colspan="10">Travel Card Expenses</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th>Line</th> <th>Expense Type</th> <th>Date</th> <th>Line Amount</th> <th>Remarks</th> <th>Receipt Missing</th> <th>T Card Transaction</th> <th>Amount</th> <th>Details</th> <th>Attachments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Airfare</td> <td>30-Aug-2015</td> <td>400.00</td> <td></td> <td>No</td> <td>Date: 30-Aug-2015 Merchant: UNITED 01676523008436 Location: 800-932-2732 TX United States</td> <td>400.00</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Project</td> <td colspan="2">Task</td> <td colspan="2">Award</td> <td colspan="2">Expenditure Type</td> <td colspan="2">Amount</td> </tr> <tr> <td colspan="2">Multiple</td> <td colspan="2">Multiple</td> <td colspan="2">Multiple</td> <td colspan="2">Multiple</td> <td colspan="2">400.00</td> </tr> <tr> <th>Line</th> <th>Expense Type</th> <th>Date</th> <th>Line Amount</th> <th>Remarks</th> <th>Receipt Missing</th> <th>T Card Transaction</th> <th>Amount</th> <th>Details</th> <th>Attachments</th> </tr> <tr> <td>2</td> <td>Travel Meals</td> <td>14-Sep-2015</td> <td>11.42</td> <td></td> <td>No</td> <td>Date: 14-Sep-2015 Merchant: STANFORDRECAFES8257494 Location: PALO ALTO CA United States</td> <td>11.42</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Project</td> <td colspan="2">Task</td> <td colspan="2">Award</td> <td colspan="2">Expenditure Type</td> <td colspan="2">Amount</td> </tr> <tr> <td colspan="2">1139729 - Training</td> <td colspan="2">1 - Training</td> <td colspan="2">AABNP - CFO Genl Fd Operating Budget</td> <td colspan="2">52410 - DOMESTIC TRAVEL/LODGING ALLOW</td> <td colspan="2">11.42</td> </tr> <tr style="background-color: #0070c0; 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## Expense Requests Enhancements – Rollout November 2, 2015

Item	Description/Why	Procedure	System																												
<p><b>Viewing Attachments from the Attachments Window</b></p> <ul style="list-style-type: none"> <li>Line Attachments</li> <li>Transaction Attachments</li> </ul>	<p><b>Description:</b> The Attachments window (Attach/View Receipts) has been enhanced to allow access to:</p> <ul style="list-style-type: none"> <li>Attachments uploaded directly to a line</li> <li>Attachments uploaded to the transaction (not associated with a specific line). Transaction attachments will contain receipts for lines for which an attachment directly to the line is not required.</li> </ul>	<ul style="list-style-type: none"> <li>Open the <b>Attachments</b> window:                             <ul style="list-style-type: none"> <li>Click <b>Attach/View Receipts</b> from Full View, or</li> <li>Click <a href="#">attached receipts</a> from Notification</li> </ul> </li> <li>Scroll to the bottom if necessary to locate the <b>View Attachments</b> section.</li> <li>Click the file name to open the attachment.</li> </ul> <p>Note: Expense Source and Line are shown for line attachments.</p> <p>Transaction attachments display <b>N/A</b> for both <b>Expense Source</b> and <b>For Transaction Line(s)</b>.</p> <p>If a receipt is not attached directly to the line, look for it in a transaction attachment.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>View Attachments</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Reassign</th> <th>Delete</th> <th>File Name</th> <th>Document Type</th> <th>Expense Source</th> <th>For Transaction Line(s)</th> <th>Date Attached</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td><a href="#">airfare.pdf</a></td> <td>Backup Documentation</td> <td>Travel Card Expenses</td> <td>1. Airfare ( \$675.01)</td> <td>09-OCT-2015 12:23:03 PM</td> </tr> <tr> <td></td> <td></td> <td><a href="#">rental_car.pdf</a></td> <td>Backup Documentation</td> <td>Cash Expenses</td> <td>2. Car Rental ( \$200.00)</td> <td>09-OCT-2015 01:16:51 PM</td> </tr> <tr> <td></td> <td></td> <td><a href="#">expenses.pdf</a></td> <td>Backup Documentation</td> <td>N/A</td> <td>N/A</td> <td>09-OCT-2015 01:09:08 PM</td> </tr> </tbody> </table> </div>	Reassign	Delete	File Name	Document Type	Expense Source	For Transaction Line(s)	Date Attached			<a href="#">airfare.pdf</a>	Backup Documentation	Travel Card Expenses	1. Airfare ( \$675.01)	09-OCT-2015 12:23:03 PM			<a href="#">rental_car.pdf</a>	Backup Documentation	Cash Expenses	2. Car Rental ( \$200.00)	09-OCT-2015 01:16:51 PM			<a href="#">expenses.pdf</a>	Backup Documentation	N/A	N/A	09-OCT-2015 01:09:08 PM
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