User guide for APUO members submitting a PER claim in Concur

Human Resources

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User guide for APUO members submitting a PER claim in Concur¹

Expenses

HOW TO CREATE AN EXPENSE REPORT (DETAILED)

- Click on the **Expense** tab at the top of the Home Page.
- Click on Create New Report.



The Create a New Expense window will open.

¹ If these documents do not meet your accessibility needs, please <u>send an email to Human Resources</u> or call 613-562-5832.



- From the **Claim type** list, select 2 RDP / PER (Professional Expense Reimbursement).
- From the **Policy** list, select Professional Expense Reimbursement (PER) Program.

Complete all the mandatory boxes marked in red.



- ✓ Step 1: Name your report.
- ✓ Step 2: Report date is the date that you will be submitting your report.
- ✓ Step 3: Select the dates for the period claimed or for your earliest and most recent invoices.

Fund b?	Organisation		Program
1 *beau	~ 2		✓ 3
AP Type to search to Type to search to Text (Code	by:		
4001 - Enseign.excl.méd	Teach.excl.Med. (860	90-110199-	
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4589 - Autres / Other (50	024-660199-4589)		
4001 - Enseign.excl.méd	Teach.excl.Med. (860	03-110199-4	
210144 - Beauchemin/NSE	RC/104721 (210144)		
210473 - Imbeaut/NSERC/1	09906 (210473)	-	
•	m	•	

- ✓ Step 4: To search for a fund by fund owner name:
 - o Click the drop down menu
 - o For Type to search by, select "text"
 - Type an asterisk (*), click beside the asterisk or use your arrow key to move beside it and then start typing the first letters of the last name (see below)
 - Select the Fund linked to your name that starts with an 8
- ✓ Step 5: Click on downward arrow and select the greyed out item with your fund, organization and program numbers.
- ✓ Step 6: Repeat step 5 with the **Program**.



Step 7: You can write a comment if you wish to add additional information about your claim (for example, if you're only claiming a percentage of an invoice amount) in the comment box.

Dam Type	Report Name b?	Report Date	Policy Q?	Claim Period From
2-RCP /PER (Profession 🗶 👻		17/05/2017	Stolessional Expense Rainibu 👻	H
Caim Period To	Fund an	Organisation	Program	Activity
I		* ·	×	
Commont	A .0	Compliance Agent Berner ID		
	<u>.</u>			
	~			



✓ Step 9: Click **Next** at the bottom right hand side of the page.



✓ Step 10: Click No.

EXPLORING THE EXPENSES MODULE

								Profile +		
00000		Manag	e Expenses	Cash Advances + Processor	•					
asl	Vegas - May 7-	11/15							Dalata Barror	
-0.5 1	regus may /	11/15							Deele Aspon	n olo
+ New Exp	pense Import Expenses Details	Receipts • Pri	int / Email •							
menses			Vew • «	New Facence						Available
Date	• Expense	Amount	Requested							AT BROOM
Idding New	* Excepte	1		Expense *						
Les den	and the second s	C 40 500 60	C 40 500 00	To create a new excepte click the	e anorosciate excense tune heltur or tune	e the excesse tune is the field above. To eff as exis	in excesse city the excesse on the left a	ite of the name		
0	Hiton Hotels, Ottawa, Ontario	CAD 300.00	CAD 300.00					a a a pape		
1 0	05/07/2015 Hotel	CAD 72.50	CAD 72.50	Recently Used Experies	ise Types					
0	05/07/2015 Hotel Tax	CAD 2.50	CAD 2.50	Hotel	Dioner	Business meetings (Attendees)	Personal Car Mileage	Breakfast		
1 0	05/08/2015 Notel	CAD 72.50	CAD 72.50	a second second second						
0	05/08/2015 Hotel Tax	CAD 2.50	CAD 2.50	All Expense Types						
0	05/09/2015 Hotel	CAD 72.50	CAD 72.50	Of Terms Freeman	03 Transportation	42 Terresentation	A3 Transactation	03 Martin	Ad Other	
0	05/09/2015 Hotel Tax	CAD 2.50	CAD 2.50	Ut. Travel Expenses	oz. Transportation		The second secon	Circuit		
0	05/10/2015 Hotel	CAD 72.50	CAD 72.50	Protein	Arise	Other Local Public Transportation	rrains	Earth Cartan	Miscellareous	
1 0	05/10/2015 Hotel Tax	CAD 2.50	CAD 2.50	China Ladaina	Can Bankel	Parking Demospil Con Mileson	03. Meals	Pool Product-Grocenes	Non-nearburgade	
				Drawin Star - ADLO	Commercial But	Personal Car Mileage	Breakfast	Concern	05. Fees	
				Private Stay - Non APUO	Fuel (Car Bertal)	Tols/Road Charges	Business meetings (Attendees)	ou other	Registration Fees	
							Dary Allowance Per Diem Offset	Currency Loss/Gam		

Let's take a look at the Expenses window. This is where you can enter your expenses, view reports, manage your receipts and submit your expense report.

The *left side* of the screen shows you the expenses you have entered. You can click on any one of them at any time to view the details or make any changes. Make sure you click **Save** if any changes have been made.

Also on the left you will see the Total Amount and the Total Requested:

TOTAL AMOUNT TOTAL REQUESTED CAD 2,685.00 CAD 2,344.75

NOTE: The Total Amount and Total Requested amounts may differ. If you have any personal expenses or non-reimbursable expenses on any business receipts, they will not be included in your Total Amount.

Under the report title, you will see three drop-down menus with useful tools. Below is a list of those most commonly used:

DETAILS	RECEIPTS	PRINT/EMAIL
Reports	Attach Receipt Images	Save as PDF
Cash Advances (N/A)	View Available Receipts	Email
Travel Allowances (N/A)	Missing Receipt Affidavit	Print

The right side of the screen will show a list of **Expense Types** for you to choose from. You can select from the list of **Frequently Used Expense Types** or from the list of **All Expense Types**.

ENTERING EXPENSES

Business meetings (Attendees)	Personal Car Mileage	Breakfast	Hotel	Airfare	
All Expense Types					
)1. Travel Expenses	02. Transportation	02. Transportation	02. Transportation	03. Meals	04. Other
Hotel	Airfare	Other Local Public Transportation	Train	Dinner	Miscellaneous
Incidentals	Ainline Fees	Parking	03. Meals	Food Product-Groceries	Non-Reimbursable
Other Lodging	Car Rental	Personal Car Mileage	Breakfast	Lunch	05. Fees
Private Stay - APUO	Commercial Bus	Taxi	Business meetings (Attendees)	04. Other	Registration Fees
Private Stay - Non APUO	Fuel (Car Rental)	Tolls/Road Charges	Daily Allowance Per Diem Offset	Currency Loss/Gain	-

The expense types are listed under major categories: travel expenses, transportation, meals, other, fees business meeting expenses and professional fees. For each expense incurred, select the appropriate expense type, fill in the required fields and attach any required receipts.

NOTE: You must enter all expenses you see on your receipts, even if they are personal. For all personal expenses (e.g. alcohol on meal receipts), check the box Personal Expenses for the expense type.

Most expense types are straightforward, asking you to enter only a few required fields. Let's look at a couple of expense types that require further explanation.

EXPENSE TYPE: MEALS

Expense Type	Transaction Date	Enter Vendor Name	City of Purchase	Payment Type
Dinner	✓ 05/08/2015		Las Vegas, Nevada	Paid by traveller- Out of pock
Amount	× Rate (CAD=1 USD) =Amount in	CAD		
32.46 USL	1.20830000 39.22			
Travel Allowance	Personal Expense (do not	reimburse) Comment		

- Enter the Transaction Date.
- Enter the City of Purchase.
- Enter the Amount.

NOTE: Concur calculates the exchange rate for you. If you have a credit card statement that shows a different exchange rate from the one given by Concur, change the Concur rate and attach your statement with the expense report as a supporting document.

HOW TO ITEMIZE YOUR HOTEL RECEIPT

xpense Type	Transaction Date	Vendor	City of Purchase	e Payment Type	Amount	
noter		B [Paid by travele		
Comment	Request	- -				
	06/01/2015, CAD 1,200.00 - 1	<u></u>				

- Click Hotel under the Travel Expenses category.
- Enter the Transaction Date shown on the hotel receipt.
- Enter the **Vendor** name (the name of the hotel chain) or choose from the drop-down menu.
- Enter the City of Purchase.
- Enter the Amount.

After all the required fields have been filled in, you need to itemize your **nightly lodging expenses**. This window prompts you to enter your room rate and taxes and any additional fees that are charged nightly (e.g. parking).

Check-in Date	Check-out Date	Number of Nights
05/07/2015	05/11/2015	4
Recurring Charges (each	night)	_
Room Rate	Room Tax	
72.50	2.50	
Other Room Tax 1	Other Room Tax 2	
Room rate and taxes will be sh	own as separate expenses	
Additional Charges (eac	h night)	
Expense	Amount	
Parking ~	· 10.00	
Expense	Amount	
Choose an expense type		

- Click the **Itemize** button located at the bottom right of your screen to open the **Nightly Lodging Expenses** tab.
- Enter the Check-in Date.
- Enter the **Check-out Date**.
- The Number of Nights will be calculated automatically.
- Enter the **Room Rate**. (Don't worry if the rate is not the same for every night. You can change the nightly rate later.)
- Enter the Room Tax.
- Enter any other taxes charged nightly.
- Enter any additional nightly charges.
- Click the **Save Itemizations** button. The nightly hotel expenses can now be seen on the left side of the screen.

Exper	nses		Move Delete	Copy View •
	Date •	Expense	Amount	Requested
V	04/22/2015	Hotel Hilton Hotels, Ottawa, Ontario	CAD 300.00	CAD 300.0
	05/07/2015	Hote/	CAD 72.50	CAD 72.5
	05/07/2015	Hotel Tax	CAD 2.50	CAD 2.5
	05/08/2015	Hotel	CAD 72.50	CAD 72.5
	05/08/2015	Hotel Tax	CAD 2.50	CAD 2.5
	05/09/2015	Hotel	CAD 72.50	CAD 72.5
	05/09/2015	Hotel Tax	CAD 2.50	CAD 2.5
	05/10/2015	Hotel	CAD 72.50	CAD 72.5
	05/10/2015	Hotel Tax	CAD 2.50	CAD 2.5

Notice that each item is listed with a check box beside it. You can select any item to make changes to, such as the room rate and the room tax if the nightly rates are different, or you can mark the expense as personal if necessary.

- Click the box on the line with the amount you want to change.
- Change the **Amount**.
- Click Save.

NOTE: If your itemization amounts do not add up to your expense amounts, please redo these steps and make any necessary changes.

HOW TO CALCULATE YOUR PERSONAL CAR MILEAGE



When you select the expense item Personal Car Mileage, a pop-up window will appear with the mileage calculator. This tool calculates how many kilometres you travelled and how much your reimbursement will be.

- Line 1: Enter the address you departed from. Press Tab.
- Line 2: Enter the address you drove to. Press Tab.
- Line 3: Enter the address you drove to once you returned and click Calculate Route, or:
 - If it was a round trip (i.e. you are returning to the same address you departed from), click Make
 Round Trip and the route will be calculated.
- Click the Add Mileage to Expense button. This will bring you to another window where you must fill in the required fields.

Expense Type	Transaction Date	Number of Passengers	Purpose of the Trip	From Location
Payment Type	Distance : Amount	Comment		422 Launer Avenue west, Ottawa, C
Paid by traveller- Out of pocke	26 : 14.04 CAD 🗸]	

- Enter the Transaction Date.
- Enter the **Purpose of the Trip**.
- Notice the **Distance** and **Amount** are calculated for you.
- Click Save.

HOW TO SUBMIT YOUR RECEIPTS

As per Procedure 16-11, original itemized receipts, boarding passes, conference programs or any other supporting documentation must be attached when requesting a travel reimbursement.

For expense types that need a receipt, you will see one of two icons on the Expense Type line:

Expense entries that require a receipt will display the **Receipt Image Required** icon



When you attach the receipt to the expense, the icon changes to the **Receipt Received** icon.



Receipts can be:

- Pictures of receipts taken with a smart phone or tablet
- Scanned copies on your computer
- Emailed to Concur to upload to your Available Receipts

EMAIL PICTURES FROM YOUR SMART PHONE OR TABLET AND ATTACH

Once your email address has been verified in your profile settings, you can easily email pictures of receipts taken by your smart phone or tablet to your Available Receipts.

NOTE: You are able to have multiple email addresses verified at one time. This way you can email receipts from your cell phone as well as from your University Outlook account.

- Take a picture.
- Email the picture to <u>receipts@concur.com</u>.
- Within a few minutes, the image should appear in your Available Receipts.
- To view your submitted receipts, click the **Expense** header.
- Scroll down to Available Receipts.

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UPLOAD RECEIPTS FROM YOUR COMPUTER

You can also upload receipts from your desktop computer or laptop. To upload a receipt, you must have your expense report open.

locording to You may att submitted. You may ch	o company policy, you must provide receipts for l ach scanned images to individual expenses or to oose up to 10 files to attach to the request.	the expenses listed below. h the report, but original paper recei	ots must also be
	Expense	Date +	Amount
ØG	Airfare Air Canada, Ottawa, Ontario	05/01/2015	CAD 1,200.00
I 🕐 🚱	Hotel Delta, Ottawa, Ontario	05/04/2015	CAD 651.36
C 🖸 🖸	Taxi Blue Line Taxi, Ottawa, Ontario	06/01/2015	CAD 35.00
06	Hotel A.H.M.I. Hotels, Ottawa, Ontario	06/01/2015	CAD 1,350.00
I 🕐 🚱	Dinner Ottawa, Ontario	06/05/2015	CAD 100.00
For best res No Receipt? Click Brows Files Se	ults, scan images in black & white with a resoluti [•] Create a missing Receipt Affidavit here. e and select a .png, .jpg, .jpeg, .pdf, .html, .tif lected for uploading:	on of 300 DPI or lower. or .tiff file for upload. 5 MB limit per Bro	file. wsc Upbed
	,		

- Click Receipts > Attach Receipt Images.
- Click the **Browse** button.
- Choose the file(s) you would like to attach (PNG, JPG, JPEG, PDF, HTML, TIF or TIFF files) and click
 Open.
- Click the **Upload** button.
- If the image was uploaded successfully, the "Files Selected for uploading" section will read "attached."
- Click Close.
- To view your newly uploaded image, click Receipts > View Available Receipts.

ATTACH RECEIPT IMAGES TO AN EXPENSE ITEM

There are several ways you can attach receipt images to your expense item:

Option 1



• With your expense item open, click the **Attach Receipt** button located on the bottom right.

Click Browse and select a No Receipt? Create a mis	.png, .jpg, .jpeg, .pdf, .ht sing Receipt Affidavit here.	tml, .tif or .tiff file for upload	d. 5 MB limit per file.	
File Selected for	uploading:		Browse	Attach
No file selected				
Or choose an image fro	m your Available Receipt	s.		
Available Receip	ts			Attach
Control of the second s	Tim Hortons Paster Astronomer Samt Paster Astronomer	C	1 Patimore Holday	-
Constraints of the second seco				-

- A window will appear with your available receipts. Here you also have the option to upload any receipts you still need to attach.
- Check the box beside the receipt image you want to attach.
- Click Attach.

Option 2

xne	nses		Move T Delete	View • d	Available Per	ainte		
	Date -	Expense	Amount	Requested	Add receipts by c	erpts	acaints@concur o	om
Addin	g New Expense) }			Manage My Verit	fied Emails	eceipis@concur.c	0111
•	04/22/2015	Hotel Hilton Hotels, Ottawa, Ontario	CAD 300.00	CAD 300.00	© (Delete	00	Delete
]	05/07/2015	Hotel	CAD 72.50	CAD 72.50	NUMBR	111 111	Ten U.	+
]	05/07/2015	Hotel Tax	CAD 2.50	CAD 2.50	a second and the seco		TIM NOUONS	
]	05/08/2015	Hotel	CAD 72.50	CAD 72.50		-	Alvers fresh, Alvers Trans, Dirac 1904 450 (19710) (B.L. 400(0) Fulls, (N	
]	05/08/2015	Hotel Tax	CAD 2.50	CAD 2.50		00		
]	05/09/2015	Hotel	CAD 72.50	CAD 72.50		i.	1 teur teete	100.18
]	05/09/2015	Hotel Tax	CAD 2.50	CAD 2.50			1 Jucks File	19.59
]	05/10/2015	Hotel	CAD 72.50	CAD 72.50	rentaicar receipt.jpg		unnon.jpg	
]	05/10/2015	Hotel Tax	CAD 2.50	CAD 2.50				
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					Meriliam		Martine	
					IMG 20150818 1	03522129 it	IMG 20150818 1	03522129 it

- Click Receipts > View Available Receipts. On the right side of the screen, you will see all your available receipts.
- On the left side of the screen, check the box beside the expense item that needs a receipt image.
- Click the green upload button located on the far left of the receipt you want to attach.
- If the image is successfully attached, it will disappear from your Available Receipts.

Option 3

+ New Expense	Import Expenses	Details •	Receipts •	Print / Email 🔻
VIDADESSE			Receipts	Required
xpenses	12	i	Check R	Receipts
Date V Expense			Attach Receipt Images	
Adding New Expen	se		. View Av	ailable Receipts
			Missing	Receipt Affidavit

- Click Receipts > View Available Receipts.
- On the right side of the screen, you will see all your available receipts.
- Click and hold the image you want to attach.
- Drag the image over to the expense item you want it attached to and unclick.
- If the image is successfully attached, it will disappear from your Available Receipts.

TO DETACH A RECEIPT IMAGE

- To view the attached receipt, hover over the blue **Receipt Received** icon.
- The receipt image will open in a pop-up window. Click **Detach from Entry**.
- A new window will appear with this message: Are you sure that you want to detach the receipt image from the selected expense entry?
- Click Yes.

ATTACHING A MISSING RECEIPT AFFIDAVIT

If you are unable to provide an itemized receipt for your expense, Concur allows you to digitally sign an affidavit that can be submitted instead of the receipt image.

• On the Expense Report page, click **Receipts > Missing Receipt Affidavit**.



• To create an affidavit, choose from the expenses listed that require a receipt.

To crea	ite an	affidavit, choose from the Expense(s) be	low that require a Reco	eipt
		Expense	Date -	Amount
- C	0	Airfare Air Canada, Ottawa, Ontario	05/01/2015	CAD 1,200
C	6	Hotel Delta, Ottawa, Ontario	05/04/2015	CAD 651.36
• •	6	Taxi Blue Line Taxi, Ottawa, Ontario	06/01/2015	CAD 35.00
C	6	Hotel A.H.M.I. Hotels, Ottawa, Ontario	06/01/2015	CAD 1,350
C	6	Dinner Ottawa, Ontario	06/05/2015	CAD 100.00
ls per j	policy	21, I certify that these expenses have been i	ncurred for University of	l Ottawa business.

- Click Accept & Create.
- Once the affidavit is attached, you will be asked to write an explanation in the comment box.

 Write a Comment and then click Save. Notice the blue Has Comment icon appears next to your expense item.

NOTE: This affidavit must be done by the person requesting the reimbursement. It cannot be done by a delegate. If you are a delegate, notify the individual that their expense report is ready except for one missing receipt. If necessary, provide them with procedures on submitting the missing receipt affidavit.

HOW TO PRINT AND SUBMIT YOUR EXPENSE CLAIM

Now that you have completed itemizing all your expenses and have attached your receipts, along with any necessary missing receipt affidavits, you are ready to submit. Before you submit, review any exceptions that need attention. Click on the **Show Exceptions** button. (If you do not have any exceptions, you will not see the Show Exceptions button and you can skip this step.)



Yellow icons: This a warning message regarding a specific expense. The system will allow you to submit even if you have this warning message. Review yellow icon items to see if a change should be made based on policy.

Red icons: These items must be fixed before your report can be submitted. All red icons must be cleared before the system will allow you to submit successfully.

PRINTING YOUR EXPENSE REPORT

As we are now certified paperless for every expense submitted through CONCUR, the University no longer requires you to submit a hard copy of your expense report along with all original receipts and supporting documentation. However, you *MUST* retain your receipts and documentation for 90 days in case we are audited.

NOTE: If your supervisor would like an emailed copy of the expense report, or if you would like to keep a copy for your own records, click **Email**. You also have the option to save your report as a **PDF**.

SUBMITTING YOUR EXPENSE REPORT

• Click the **Submit Report** button located in the top right corner.

Submit Report

- The **Final Review** window will open. Review the information for accuracy and make any necessary changes.
- You can Print, Attach Receipt Images and View Receipts.
- Click Accept & Submit.

If your report cannot be submitted successfully, a message will appear notifying you of any exceptions or errors that need to be fixed. Correct any errors and try to resubmit. If further help is required, contact the Human Resources Benefits sector at https://www.ncm.ncm.ncm.ncm.ncm.ncm.ncm.ncm.ncm.

Mobile app

HOW TO USE THE EXPENSEIT MOBILE APP

Turn your receipts into an Expense Report! The Expenselt app from Concur makes it even easier by automatically creating, itemizing and categorizing an expense entry, with the receipt image attached.

Download the App on your mobile device





Access the application using your Concur user name and password



ACCOUNT SETTINGS Automatically export expenses to Concur:

ON: Expenses are automatically exported to your Concur account where you can make any necessary modifications.

OFF: Modify your expenses within Expenselt before they are sent to Concur

Notification:

Would you like to be notified once your receipts have been analysed either by e-mail or directly on your mobile device?

*ExpenseIT Pro sends receipts for analysis using a combination of technology and a team that works together to create your expenses from your receipts. Once the receipt has been analyzed, you can make changes if necessary, either in the application directly or in Concur.

Account Settings	
Automatically export expenses to Concur	ON
Email Notifications	
Push Notifications	
Sign Out	

• Taking photos of your receipts

Follow these 3 easy steps to quickly submit your expense report:

- 1. Open the application and take a photo of your receipt or upload the receipt from your receipt gallery
- 2. Review the image to ensure that it is clear and and legible.
- 3. Clic « Use »

						*0 •	∠ 🖹 03
1.000	Capture Re	ceipt			🗧 🗧 Edi	t Expense	l
STANSORS S BH Arenae of See Tash, W O TOSJT2 Daniel	Ser. Con		1		Date Feb 21, 2015		
CHE KE BA72b/201 T1 2nd Rocks	Tailor, in an issue of the second state	e 4001 Alectoria Citic Call		-	Vendor Name The Best Coff	lee	
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Notice Carlos	11 Jan Metrie Metri Metria Metrica Guard Met Metrica Guard Metri	1.6 1.7 1.7			Expense Type Individual Bre	akfast	
ital Change Duer	Salutal Salutati Mari Charriger Dear	5.80 5.00 100,000			Amount 15.11	USD	

• Hotel Expense Itemization

Submit your receipts as described above and Expenselt Pro will take care of your hotel itemization, separate the taxes, room charges and miscellaneous charges.

3	FAUD C	apture Re	ceipt Our	
Г				1
	Annual Hori I have only forces follow and the second follow and the second follow and the second follow and the second follow	-	BRANNAN	
		Fra 2		

• Electronic Receipts

You received receipts via e-mail? Forward them to <u>receipts@expenseit.com</u>. This is the fastest way to attach an electronic receipt such as a hotel receipt.

14 m	A Dest	10		a later.
	- [
1	August and		- James survey	6
	-			
-	Ny Tree Descent			
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