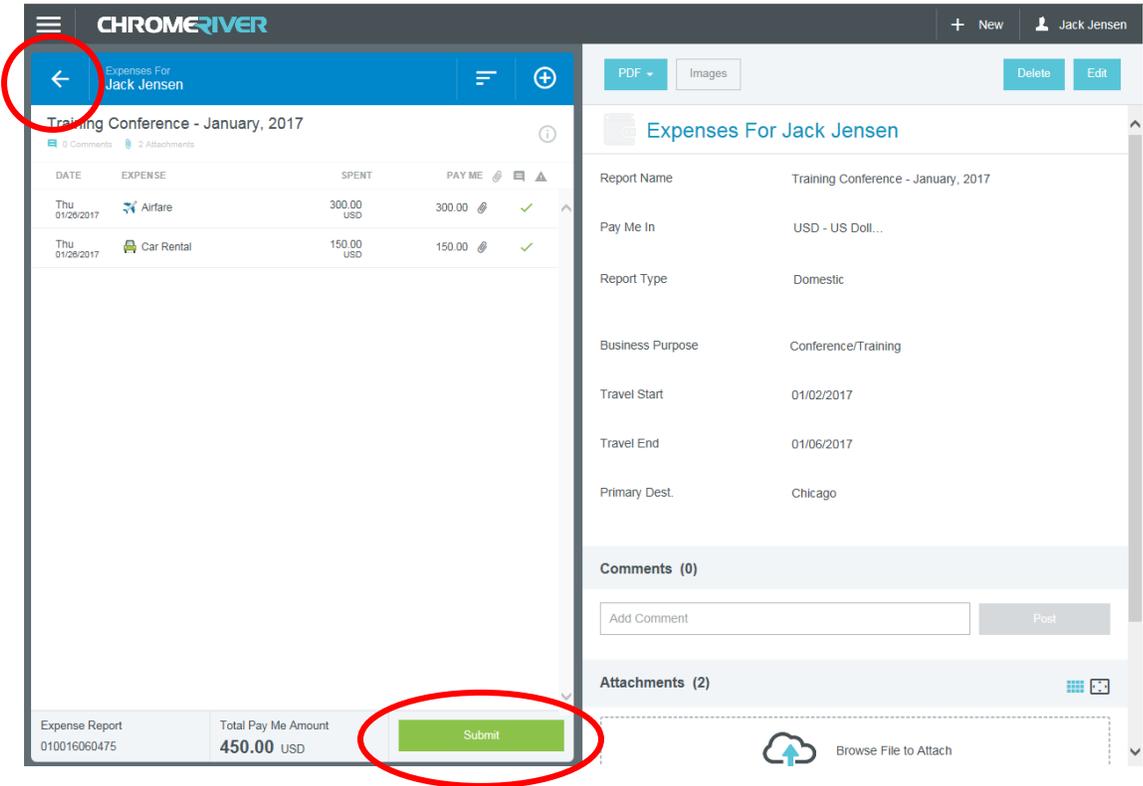


Close or Submit

When you are done adding expenses to a draft report, you may tap the **BACK ARROW** in the upper left-hand corner to close the report and save it in Draft Expense Reports for later. If the report is ready to be submitted for approval, tap the green **SUBMIT** button.



To submit the expense report from Draft Expense Reports, tap to highlight it in the list, then tap the green **SUBMIT** button above the preview.

CHROMERIVER + New Jack Jensen

Draft Expense Reports

Open Delete PDF Submit

| Report Title | Date | Amount (USD) | Status |
|--|------------|--------------|--------|
| Test - Flight to Orlando - Sep., 2016 | 09/15/2016 | 450.00 | ✓ |
| New York Trip | 10/27/2016 | 693.50 | ⚠ |
| Test - Compliance Conference - Nov, 2... | 11/18/2016 | 1,349.59 | ⚠ |
| Training Conference - December, 2016 | 12/29/2016 | 0.00 | ✓ |
| Training Conference - January 2017 | 01/04/2017 | 0.00 | ⚠ |
| Expenses on 01/10/2017 01:54 PM | 01/10/2017 | 0.00 | ✓ |
| Test | 01/18/2017 | 500.00 | ⚠ |
| test | 01/20/2017 | 200.00 | ✓ |
| Training Conference - January, 2017 | 01/26/2017 | 450.00 | ✓ |

Training Conference - January, 2017

Report Owner: Jack Jensen
Expense Report ID: 010016060475

Financial Summary

| | AMOUNT (USD) | APPROVED (USD) |
|-------------------------------------|--------------|----------------|
| Total Expense Reported | 450.00 | 0.00 |
| Less Cardholder Responsibility | 0.00 | 0.00 |
| Less Company Paid Expenses | 0.00 | 0.00 |
| Less Company Paid Personal Expenses | 0.00 | 0.00 |
| Less Personal Expenses | 0.00 | 0.00 |
| Amount Due Employee | 450.00 | 0.00 |

Expense Summary

| | AMOUNT (USD) | APPROVED (USD) |
|---------------|---------------|----------------|
| Car Rental | 150.00 | 0.00 |
| Airfare | 300.00 | 0.00 |
| Totals | 450.00 | 0.00 |

You will be asked to confirm that your expenses are correct and for legitimate business purposes. When you tap **SUBMIT**, the expense report will be routed for approval based on the established routing rules.

+ New Jack Jensen

Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Cancel Submit

Training Conference - January, 2017

Report Owner: Jack Jensen
Expense Report ID: 010016060475

Financial Summary

AMOUNT (USD) APPROVED (USD)