UVAFinance

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.

E CHROMERIVER				+ New	💄 Jack Jensen
Expenses For Jack Jensen		₹ 🕀	PDF - Images		Delete Edit
Training Conference - January, 2	017	(i)	Expenses F	For Jack Jensen	^
DATE EXPENSE	SPENT	PAY ME 🧷 🛱 🛦	Report Name	Training Conference - January, 2017	
Thu 🛪 Airfare	300.00 USD	300.00 Ø 🗸 ^	Pay Me In	USD - US Doll	
Thu 🚑 Car Rental	150.00 USD	150.00 @ 🗸	Report Type	Domestic	
			Business Purpose	Conference/Training	
			Travel Start	01/02/2017	
			Travel End	01/06/2017	
			Primary Dest.	Chicago	
			Comments (0)		
			Add Comment		Post
		v	Attachments (2)		
Expense Report Total Pay M 010016060475 450.00	le Amount USD	Submit		Browse File to Attach	~

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.

					+ New	L Joele
C Draft Expense Reports			F	Open Delete PDF -		Sut
Test - Flight to Orlando - Sep., 2016	09/15/2016	450.00 USD	~ ^	Training Conference - Janu	ary, 2017	
New York Trip	10/27/2016	693.50 USD	A	Report Owner	Jack Jensen	
Test - Compliance Conference - Nov, 2	11/18/2016	1,349.59 USD	A	Expense Report ID	010016060475	
Training Conference - December, 2016	12/29/2016	0.00	~	Financial Summary		
Training Conference - January 2017	01/04/2017	0.00 USD	A	Total Expense Reported	450.00	AFROVED
Expenses on 01/10/2017 01:54 PM	01/10/2017	0.00	~	Less Cardholder Responsibility	0.00	
Test	01/18/2017	500.00 USD	A	Less Company Paid Expenses	0.00	
test	01/20/2017	200.00	~	Less Company Paid Personal Expense	s 0.00	
Training Conference - January, 2017	01/26/2017	450.00	~	Amount Due Employee	450.00	
				Expense Summary		
					AMOUNT (USD)	APPROVED
				Car Rental	150.00	
				Airfare	300.00	
				Totals	450.00	

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.

	+ Ne	w L Jack Jensen				
Submit Confirmation						
I hereby certify that all expenses listed here are true legitimate business purposes.	and correct to the best of my kn	owledge and are for Cancel				
Training Conference - January, 2017						
Report Owner	Jack Jensen					
Expense Report ID	010016060475					
Financial Summary						
	AMOUNT (USD)	APPROVED (USD)				