

Policy Compliance Violations for an Expense Report

Instructions to Address Compliance Violations

Compliance Violation (red box): indicates that the expense cannot be submitted for approval and payment based on the company's policies as defined in the system.

Available option to correct:

- **Modify the data** – This requires correction in the Expense Report before the system allows you to submit the report. View the list below, which provides directions on how to correct encountered violations.

Compliance Violations that May be Encountered

#PX01 – Data Entry Validation

This is an auto-generated warning that appears when importing a Pre-Approval Report. Click on Edit, make corrections as necessary, and then Save if you wish to keep the expense for the Expense Report. If you do not want to allocate the expense on the current Expense Report, then click Delete.



Data entry validation.

This line item could not be processed automatically. Please complete the data entry.

#PX01

#201 – Line Item Receipt Required

Each line item expense requires backup. This warning reminds you to attach an image of the receipt (using PDF or JPEG format). Other documents, such as MS Office documents, must be converted to one of these file types before upload.



Line Item Receipt required

Attach receipt for Line Item expense

#201

#204 – Report Exceeds Line Item Limit

This rule limits the number of line item transactions. If you have enough transactions to trigger this warning, then you will need to remove expense items from the Expense Report and submit the expenses on a new Expense Report.

#206 – Amount Missing for Expense


Banner does not allow \$0 expense line items such as per diem listings with all meals deducted or out-of-pocket expenses that are entirely personal purchases. These items must be deleted before Chrome River will allow the Expense Report to be submitted.

If you paid an item with a TCard, then it must be recorded as a University expense. USI will pay you \$0 for the transaction, but Banner must still record the expense amount.

 **Amount Missing for Expense** #206
Please add an amount greater than zero for this expense. If Per Diem has \$0, delete that line item.


#210 – Per Diem Date Correction Needed

Edit the per diem dates so they fall within your trip period as listed in the Expense Report header information that was carried over from your Pre-Approval.


 **Per Diem Date Correction Needed** #210
Per diem dates allowed only during trip period

#211 – Direct Pay Vendor Setup Needed

This list will expand based on vendor requirements. The preferred method is to pay a vendor with your TCard. If a vendor requires payment by check, then see the guide [Registration Fees – Check Only Payments](#).

 **Direct Pay Vendor Setup Needed** #211
Contact Accounts Payable to have the vendor added in Chrome River.

#304 – Per Diem Substantiation

 **Per Diem Substantiation** #304
Agenda must be attached to at least one per diem line item on the report. Attach a summary agenda of times around mealtime. Purpose of agenda is to show whether or not meals are provided.

#305 – Cash Advance Rule

 **Cash Advance Rule** #305
Attach Cash Advance Waiver

#306 – CostCodeOverride value is null – Must Resave Line Items

This warning will trigger if the system does not pull in the Account Code for the mosaic. The warning is a safeguard for letting Accounts Payable know if there is an issue with the system.