Policy Compliance Warnings for an Expense Report

Instructions to Correct Compliance Warnings

Compliance Warning (orange box): indicates that additional information is required before the expense can be submitted for approval and processing.
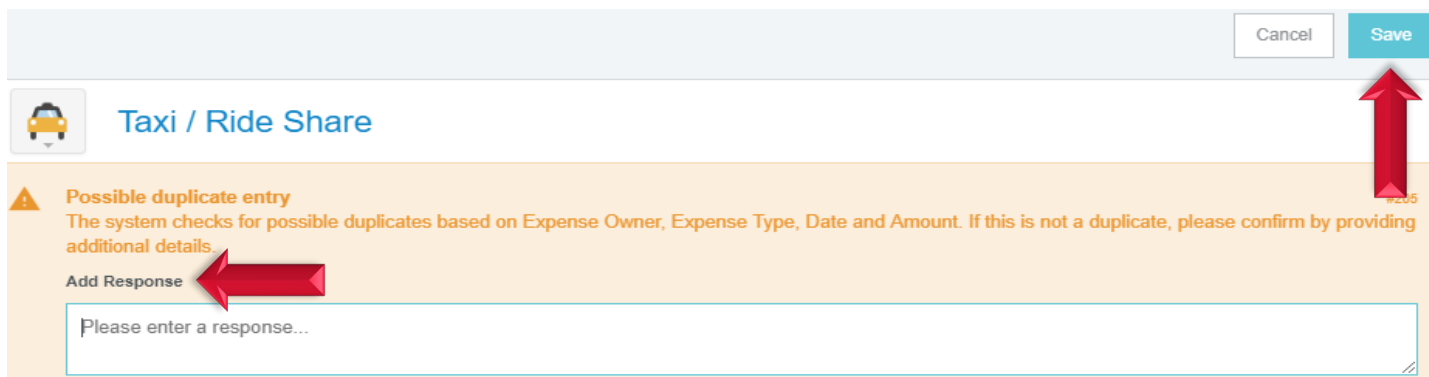
Available options to correct:
- Modify the data
- Enter a reply in the expense warning box

To add a reply, click **Add Response** and enter further details regarding the expense entry.

Once entered, click **Save** to move the request forward.
- If you click elsewhere in the screen before clicking **Save**, then the changes will not be added to the report.

Compliance Warnings that May be Encountered

#202 – Reporting Requirement

Provide the reason for not reconciling your expenses within 60 days of your return trip.

#203 – Exchange Rate in Excess of Allowable Variance

Chrome River automatically calculates the exchange rate based on the currency. If your receipt documentation shows an amount outside the 5% limit, then please provide a reason for this amount variation.

#205 – Possible Duplicate Entry

The reason may include a statement such as "multiple rooms at the same rate for a group trip."

> ⚠ **Possible duplicate entry**   #205
> The system checks for possible duplicates based on Expense Owner, Expense Type, Date and Amount. If this is not a duplicate, please confirm by providing additional details.
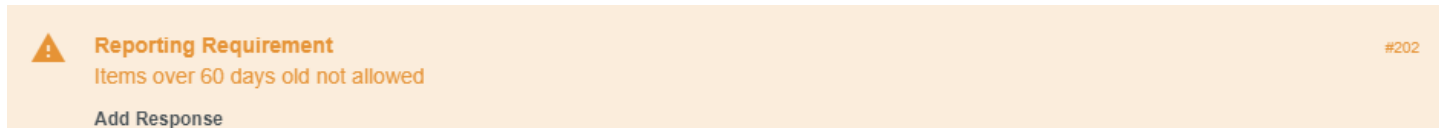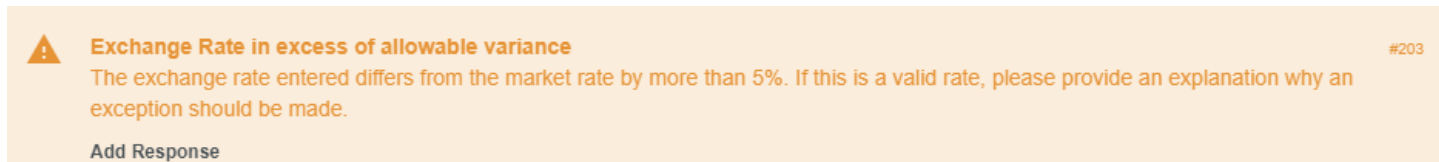>
> Add Response

#207 – Airfare Warning

Provide a business reason for purchasing non-economy airfare tickets. Without a business reason for the additional costs, the cost may be deemed personal.

> ⚠ **Airfare Warning**   #207
> Non-economy airfare requires an explanation
>
> Add Response

#208 – Google Map Warning

The Google Map function should be used for all mileage calculations. If you are providing a set number of miles that the Travel Office has approved, then indicate the justification for the exception as your response.

> ⚠ **Google Map Warning**   #208
> Use the 'Calculate Mileage' function of Google Map to determine the number of milesfor which you may be eligible for reimbursement. Provide justification is you have a pre-approved reason for using a different amount than calculated by Google Map.
>
> Add Response

#209 – Baggage Fee Over $30

Provide a business reason for the additional baggage. Without a business reason, the additional costs may be deemed personal.

> ⚠ **Baggage Fee over $30**   #209
> Provide justification for Baggage Fee over $30
>
> Add Response

#300 – PA Required

Pre-Approval is required to obtain proper approval from the financial manager. Pre-Approvals should be completed before a trip occurs.

> ⚠ **PA Required**   #300
> PA always needs to be attached
>
> Add Response
>
> Please enter a response...

#301 – Cash Advance Requirement

To allow processing time, all cash advances, which are allowed only in certain circumstances, must be requested more than seven days before the trip's start date. If a cash advance is requested with less than seven days' turnaround time, the reason for the late request must be provided for review.

> ⚠ **Cash Advance Requirement**   #301
> Cash Advance must be requested more than 7 days in advance of TripStart Date
>
> **Add Response**
>
> Please enter a response...

#302 – Per Diem has been claimed but lodging has not

If you do not have a lodging expense to claim, then provide the name, address, and phone number of the place/person's residence where you stayed. Note if the lodging was paid outside of USI or the expense exceeded your allowed funding.

> ⚠ **Per Diem has been claimed but lodging has not**   #302
> Provide lodging details to substantiate Per Diem request
>
> **Add Response**
>
> Please enter a response...

#303 – Group Travel Requirement

Provide a list of all travelers in the group. The list can be typed in the response box or attached as an upload. If you attach the list, then type "see attached" as your response in the box.

> ⚠ **Group Travel Requirement**   #303
> Group Travel needs confirmation that guest list is attached
>
> **Add Response**
>
> Please enter a response...

#307 – FM Approval Required

When the Expense Report total exceeds the original amount approved on the Pre-Approval, you must either request additional funding from your Financial Manager or reduce out-of-pocket expenses. Approval from the Financial Manager for the extra funding must be attached. For your response, enter "See attached" or "FM approval in comments," depending on how the information is entered.

Remember that if additional funding is awarded, AND more than one FOAP was used in the Pre-Approval allocation, then each expense line item must be readjusted to reflect the proper allocation amounts.

> ⚠ **FM Approval Required**   #307
> Obtain approval from Financial Manager for each FOAP on this allocation. Expenses are greater than Pre-Approval estimates.
>
> **Add Response**
>
> Please enter a response...