



# DATABASICS - Non Employee Step-by-Step Expense Report Guide

1

Navigate to

[https://site10.data-basics.net/aamva00534/saml\\_sso\\_easyconnect.ext](https://site10.data-basics.net/aamva00534/saml_sso_easyconnect.ext)

2

Click on this hyperlink to access profile.

**Announcements**

Welcome to DATABASICS Time and Expense

You can now send receipts directly to your expense report from any device (including your iPhone or Smart Phone) by e-mailing it to [site10@emailexpense.com](mailto:site10@emailexpense.com). In the subject, enter R#### where #### is the expense report number.

When finished entering time or expenses click at the top of the page on:

3 Click "My Preferences".

site10@emailexpense.com. In the subject line, include the expense report number. When finished entering time or expenses click at the top of the page on: 1) [SAVE AS DRAFT &amp; EXIT] to place your work on hold for future modifications or, 2) [Submit] to release your work for approval.'"/&gt;

4 Click "ACH Setup" to add banking information for ACH payment.

## 5 Click "ADD" to add a new account.

The screenshot shows the 'My Preferences' page with the 'ACH Setup' tab selected. A table lists existing accounts. An orange circle highlights the 'ADD' button in the top left corner of the table area.

After saving, please note that we don't display leading zeros in the routing number. For instance, if you entered the routing number as 002339299, after saving it will be shown as 2339299.

Effective Da...	Account N...	Routing N...	Bank Name	Account T...	Last Modifie...	Entered By	Notes	Active
06/12/2024	78...	0017	Bank of America	Checking	06/12/2024	0007290011		Yes
06/13/2024	78...	0089	Citi Bank	Checking	06/12/2024	0007290011		Yes

Powered by DATABASICS (8.1 (011924))

Copyright ©2024 DATABASICS, Inc. All rights reserved. Privacy Policy | Support

## 6 Populate the needed information and select "Save".

The screenshot shows the 'My Preferences' page with the 'ACH Setup' tab selected. A new row is being added to the table. Orange arrows point to the input fields for 'Effective Date', 'Account Number', 'Routing Number', 'Bank Name', and 'Account Type'. A 'Save' button is highlighted with an orange circle.

After saving, please note that we don't display leading zeros in the routing number. For instance, if you entered the routing number as 002339299, after saving it will be shown as 2339299.

Effective Da...	Account N...	Routing N...	Bank Name	Account T...	Last Modifie...	Entered By	Notes	Active
06/12/2024	Required field	9 or 8 digits if a lei	Required field	Checking				<input checked="" type="checkbox"/>
06/12/2024	678...	0017	Bank of America	Checking	/2024	0007290011		Yes
06/13/2024	678...	0089	Citi Bank	Checking	06/12/2024	0007290011		Yes

Powered by DATABASICS (8.1 (011924))

Copyright ©2024 DATABASICS, Inc. All rights reserved. Privacy Policy | Support

7

Click the "Expense" hyperlink to be taken to the Expense Reports section.

The screenshot shows the AAMVA website's "My Preferences" section. At the top, there is a navigation bar with the AAMVA logo, a home icon, and a dropdown menu labeled "Expense". Below this, the "My Preferences" title is followed by a sub-menu with options: "User Preferences", "Change Password", "ACH Setup" (which is highlighted), "My Profile", "Email Accounts", and "Favorite Addresses". A note states: "After saving, please note that we don't display leading zeros in the routing number. For instance, if you entered the routing number as 002339299, after saving it will be shown as 2339299." Below the note is an "ADD" button and a table of ACH accounts.

Effective Da...	Account N...	Routing N...	Bank Name	Account T...	Last Modifie...	Entered By	Notes	Active
06/12/2024	678...	0017	Bank of America	Checking	06/12/2024	0007290011		Yes
06/13/2024	678...	0089	Citi Bank	Checking	06/12/2024	0007290011		Yes
06/14/2024	678...	4710	Truist	Checking	06/12/2024	0007290011		Yes

Powered by DATABASICS (8.1 (011924)) Copyright ©2024 DATABASICS, Inc. All rights reserved. Privacy Policy | Support

8

A list of any submitted, open, and rejected expense reports will be listed below.

To create a new expense report, select the type of expense report by clicking "Create A New Report" to view a drop down menu.

For this example, Expense report was selected.

The screenshot shows the AAMVA website's "My Expenses" section. At the top, there is a navigation bar with the AAMVA logo, a home icon, and a dropdown menu labeled "Expense". Below this, the "My Expenses" title is followed by a sub-menu with options: "CREATE A NEW REPORT" (highlighted with a dropdown arrow), and "CREDIT CARD CHARGES(0)". Below the sub-menu is a table of expense reports. The first row is highlighted, and a dropdown menu is open over the "Expense Report" option, showing "Agency Report" and "Expense Report". The table has columns for "Id", "Dates", "Purpose", and "Status".

Agency Report	Expense Report	Id	Dates	Purpose	Status
		1002	09/23/2023 - 09/29/2024	Name of Event	RELEASED

9 In the "Purpose" section, enter in the name or project ID of the event.

Click the dropdown menu for the "City" to view a search box.

The screenshot shows the 'Create New Report: [XP] Expense Report' page. The 'Report Cover Page' section contains the following fields:

- \*Purpose: Name of Event
- \*City: Filter by any part of the name or name\*
- Choose Your Member Jurisdiction: Select an option.

Below the form are buttons: ADD, COPY & ADD, DISTRIBUTE EVENLY, IMPORT, and a star icon. A table below shows the following data:

Project	Class	% Allocation	Notes
		100.00	
		100.00	

At the bottom, there are buttons for CREATE REPORT, CANCEL, and a refresh icon. The footer includes 'Powered by DATABASICS (8.1 (011924))' and 'Copyright ©2024 DATABASICS, Inc. All rights reserved'.

10 Find the appropriate location and select it.

Note: There may be multiple pages to scroll through to find your city.

The screenshot shows the 'Create New Report: [XP] Expense Report' page. The 'Report Cover Page' section contains the following fields:

- \*Purpose: Name of Event
- \*City: new orleans

The 'City' dropdown menu is open, showing a search box with the text 'new orleans' and a list of matching cities:

- NEW ORLEANS [ORLEANS PARISH]-LA - Louisiana - United States
- NOSC NEW ORLEANS [ORLEANS PARISH]-LA - Louisiana - United States
- NAS JRB NEW ORLEANS [PLAQUEMINES PARISH]-LA - Louisiana - United States

Below the list is a pagination bar showing 'Page 1 of 1' and a refresh icon. Below the pagination bar are buttons: ADD, COPY & ADD, DISTRIBUTE EVENLY, IMPORT, and a star icon. A table below shows the following data:

Project	Class

**11** Select the dropdown menu to choose your "Member Jurisdiction".

The screenshot shows the 'Report Cover Page' form. It includes fields for '\*Purpose' (Name of Event), '\*City' (NEW ORLEANS [ORLEANS PARISH]-LA), and 'Choose Your Member Jurisdiction' (Select an option). The dropdown menu for 'Choose Your Member Jurisdiction' is highlighted with an orange circle. Below the form are buttons for 'ADD', 'COPY & ADD', 'DISTRIBUTE EVENLY', 'IMPORT', and a star icon. At the bottom, there are columns for 'Project' and 'Class'.

**12** A search can be performed by typing the name of the jurisdiction.

Select the applicable Member Jurisdiction.

The screenshot shows the 'Report Cover Page' form with a search for 'virginia' in the 'Choose Your Member Jurisdiction' dropdown menu. The search results show 'Virginia' and 'West Virginia'. 'Virginia' is selected and highlighted by an orange circle. Below the form are buttons for 'ADD', 'COPY & ADD', 'DISTRIBUTE EVENLY', 'IMPORT', and a star icon. At the bottom, there are columns for 'Project' and 'Class'.

13 To add the project code, click in this field to bring up a search menu.

\*City  
NEW ORLEANS [ORLEANS PARISH]-LA

Choose Your Member Jurisdiction  
Virginia

ADD COPY & ADD DISTRIBUTE EVENLY IMPORT

Project Class

CREATE REPORT CANCEL ?

Powered by DATABASICS (8.1 (011924))

14 Search for the project by typing in the project ID, project name or enter % to view a complete list of available projects.

Virginia

ADD COPY & ADD DISTRIBUTE EVENLY IMPORT

Project Class

REGION

- P00292 - Region 1 and 2 Administration
- P00299 - Region 3 & 4 Administration
- P00323 - FY2024 Region 1 Chief Admin Meeting
- P00342 - FY2024 Region 2 Chief Admin Meeting
- P00353 - FY2024 Region 3 Conference (AAMVA)
- P00367 - FY2024 Region 4 Chief Administrator Meeting (AAMVA)
- P00749 - FY2024 Region 1 Conference
- P00756 - FY2024 Region 1 Fall Board Meeting
- P00774 - FY2024 Region 2 Fall Board Meeting
- P00814 - FY2025 Region 3 Conference

Page 1 of 2

Powered by DATABASICS (8.1 (011924))

15 Please note there may be more than one page of results.

Virginia

ADD COPY & ADD DISTRIBUTE EVENLY IMPORT

Project Class

REGION

P00831	- FY2024 Region 3 Conference
P00847	- FY2024 Region 3 Conference Travel Assistance
P00862	- FY2024 Region 4 Chief Administrator Meeting
P00920	- FY2024 Region 4 Conference Travel Assistance

Page 2 of 2

Previous Page

CREATE REPORT CANCEL

Powered by DATABASICS (8.1 (011924))

16 Select the correct project code.

Virginia

ADD COPY & ADD DISTRIBUTE EVENLY IMPORT

Project Class

REGION

P00292	- Region 1 and 2 Administration
P00299	- Region 3 & 4 Administration
P00323	- FY2024 Region 1 Chief Admin Meeting
P00342	- FY2024 Region 2 Chief Admin Meeting
P00353	- FY2024 Region 3 Conference (AAMVA)
P00367	- FY2024 Region 4 Chief Administrator Meeting (AAMVA)
P00749	- FY2024 Region 1 Conference
P00756	- FY2024 Region 1 Fall Board Meeting
P00774	- FY2024 Region 2 Fall Board Meeting
P00814	- FY2025 Region 3 Conference

Page 1 of 2

Powered by DATABASICS (8.1 (011924))

**17** The "Class" must be entered next. Select this field to enter in the class ID.

n

ADD DISTRIBUTE EVENLY IMPORT

Class
<input type="text"/>

ANCEL

**18** Enter the class ID or class description to search for the value.

DISTRIBUTE EVENLY IMPORT

Class	% Allocation
906 <input type="text"/>	100.
<div data-bbox="438 1459 1015 1543"><p>906 Meetings</p><p>Page 1 of 1</p></div>	
	100.

19 Click "CREATE REPORT" to enter in the items to request for reimbursement.

Virginia

ADD COPY & ADD DISTRIBUTE EVENLY IMPORT

Project	Class
P00749	906

CREATE REPORT CANCEL ?

Powered by DATABASICS (8.1(011924))

20 To add an expense type, select the "ADD AN EXPENSE" hyperlink to view a list of items.

AAMVA American Association of Motor Vehicle Administrators

Expense

1004 - Name of Event

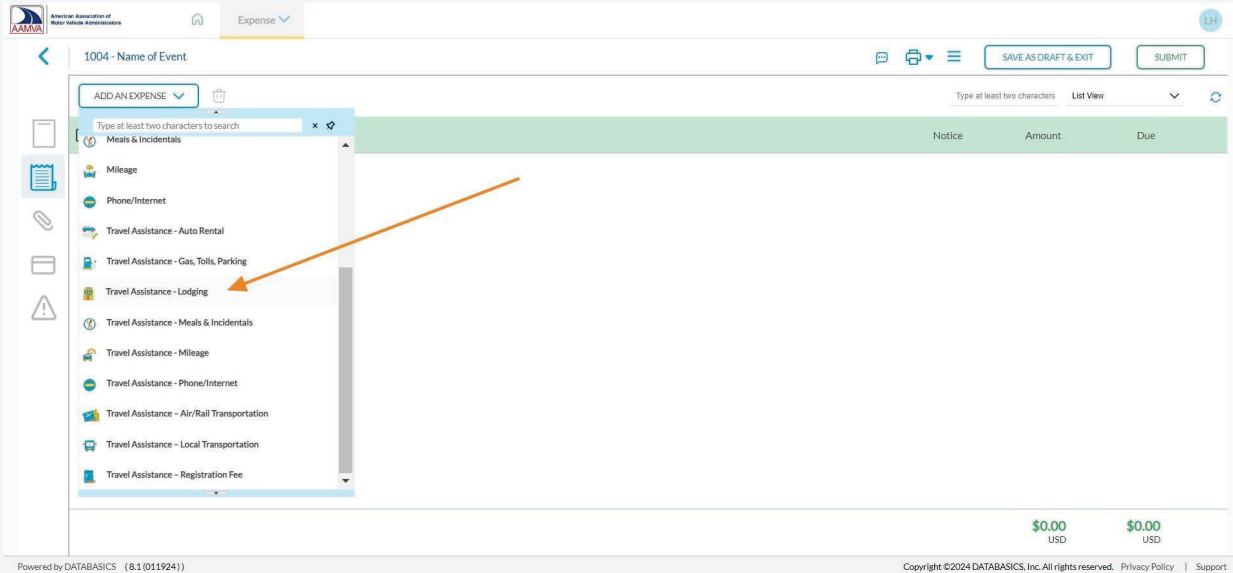
ADD AN EXPENSE

Type at least two characters to search

- Receipt EXPRESS (0)
- Air/Rail Transportation
- Auto Rental
- Gas, Tolls, Parking
- Local Transportation
- Lodging
- Meals & Incidentals
- Mileage
- Phone/Internet

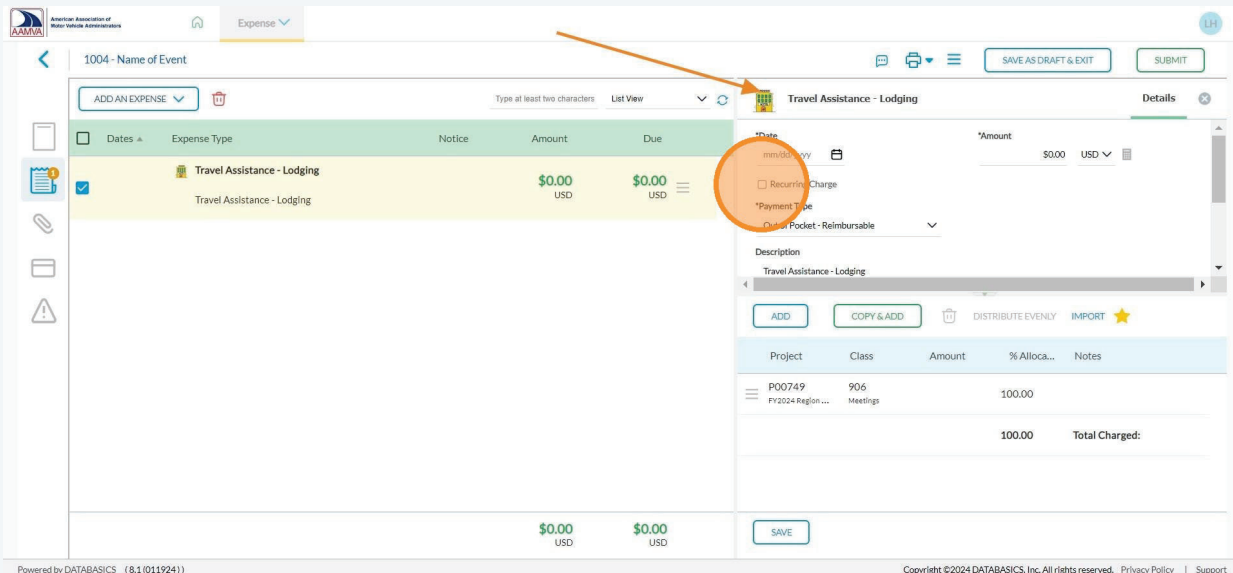
21

Select the correct expense type to enter in the details. This example will show the LODGING expense since this will be similar to most expense types.



22

Once the expense type has been selected, the details section will display on the right-hand side. To save time with data entry, some expense types have a "Recurring Charge" option that will duplicate the entry. Please note if there are changes, those will need to be made for that specific day. This example demonstrates what the recurring entry will look like. This is not required, only optional.



23 Enter in the start day by typing in the date or selecting the calendar to pick a date.

The screenshot shows a software interface for 'Travel Assistance - Lodging'. On the left, there is a table with columns 'Amount' and 'Due', both showing '\$0.00 USD'. On the right, there is a form with the following fields:

- \*Start: mm/dd/yyyy (with a calendar icon highlighted by an orange circle)
- \*End: mm/dd/yyyy (with a calendar icon)
- \*Room Rate: \$0.00 USD
- Recurring Charge
- \*Payment Type: Out of Pocket - Reimbursable
- Description: Travel Assistance - Lodging

At the bottom of the form, there are buttons for 'ADD', 'COPY & ADD', 'DISTRIBUTE EVENLY', and 'IMPORT'.

24 Select the date of the transaction.

The screenshot shows the same software interface as in step 23, but with a calendar pop-up open over the Start field. The calendar is for May 2024, and the date 12 is selected and highlighted with an orange circle. Below the calendar, there is a table with the following data:

Project	Class	Amount	% Alloca...	Note
P00749	906		100.00	
FY2024 Region ...	Meetings			
			100.00	Total

25

Enter in an End date by typing or searching for the correct date. End dates will only display if the recurring charge button was selected.

The screenshot shows the 'Travel Assistance - Lodging' form. On the left, there is a 'Due' section with a green background and a yellow box containing '\$0.00 USD'. The main form area has a white background. At the top right, there are buttons for 'SAVE AS DRAFT & EXIT' and 'SUBMIT'. Below these are icons for chat, print, and menu. The form title is 'Travel Assistance - Lodging' with a 'Details' button. The form fields include: '\*Start' (05/27/2024), '\*End' (mm/dd/yyyy) with a red circle around the date field and an arrow pointing to the 'Recurring Charge' checkbox, '\*Room Rate' (\$0.00 USD), '\*Payment Type' (Out of Pocket - Reimbursable), and 'Description' (Travel Assistance - Lodging). At the bottom, there are buttons for 'ADD', 'COPY & ADD', 'DISTRIBUTE EVENLY', and 'IMPORT'.

26

Click the "\*Room Rate:" field to enter in the expense amount.

The screenshot shows the 'Travel Assistance - Lodging' form. The 'End' date field now contains '05/31/2024'. The '\*Room Rate:' field is highlighted with a red circle. The rest of the form is the same as in the previous screenshot, including the 'Due' section, 'SAVE AS DRAFT & EXIT' and 'SUBMIT' buttons, and the bottom action buttons.

27

Click "SAVE" button located at the bottom of the report to save the line item just entered.

The screenshot shows the 'Expense' report interface. At the top, there are navigation icons and buttons for 'SAVE AS DRAFT & EXIT' and 'SUBMIT'. Below this is a table with columns: Expense Type, Notice, Amount, and Due. A single line item is visible: 'Travel Assistance - Lodging' with an amount of \$0.00 USD and a due date of \$0.00 USD. To the right, a 'Details' panel is open for the selected line item, showing a 'Note' field, 'Line ID #0', and a table of project allocations. The 'SAVE' button at the bottom right of the main table is circled in orange, with an orange arrow pointing to it from the instruction text.

Expense Type	Notice	Amount	Due
Travel Assistance - Lodging		\$0.00 USD	\$0.00 USD

Project	Class	Amount	% Alloca...	Notes
P00749 FY2024 Region ...	906 Meetings	\$189.00 USD	100.00	
		\$189.00 USD	100.00	Total Charged: \$189.00

28

Per AAMVA's policy, all expenses of \$25 and over require a receipt. To add one, Click the "Receipts" tab that populates after the line has been saved.

The screenshot shows the 'Expense' report interface with the 'Receipts' tab selected for the 'Travel Assistance - Lodging' line item. The 'Receipts' tab is circled in orange. The interface displays various fields for the receipt, including 'Date' (05/27/2024), 'Amount' (\$189.00 USD), 'Payment Type' (Out of Pocket - Reimbursable), and 'Description' (Travel Assistance - Lodging). The 'Due to Employee' amount is shown as \$189.00 USD. The 'Receipts' tab is circled in orange.

Due
\$16.50 USD
\$16.75 USD
\$189.00 USD

\*Date: 05/27/2024

\*Amount: \$189.00 USD

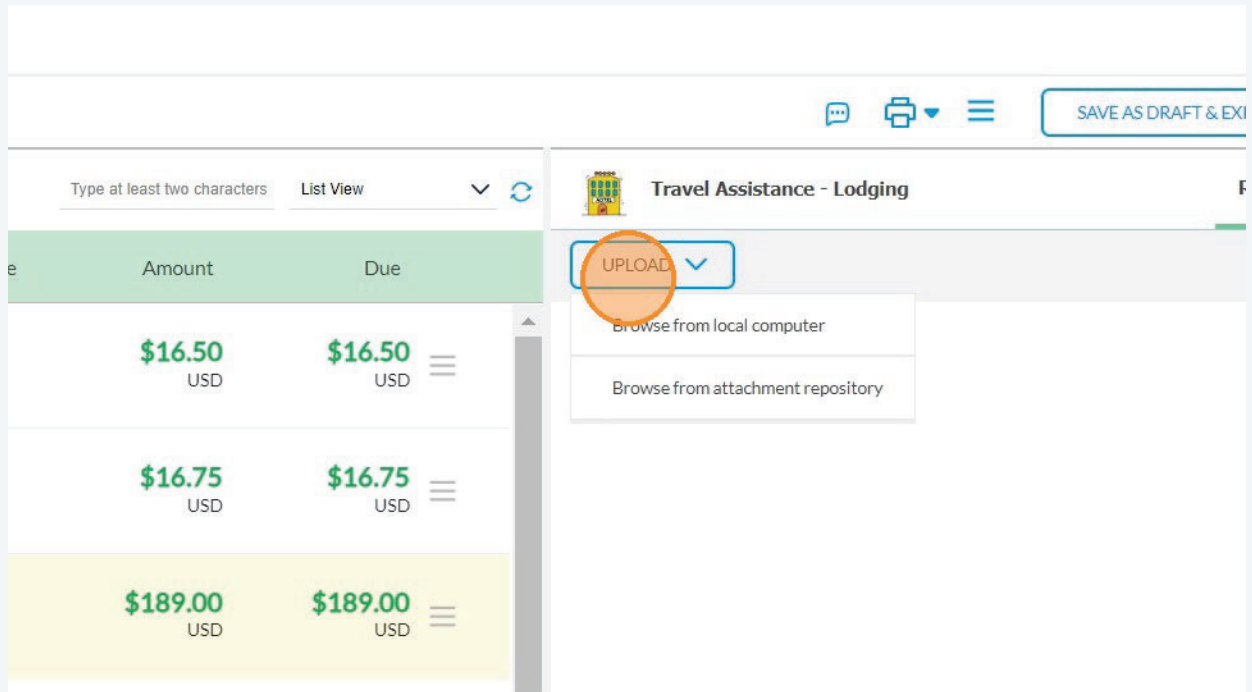
\*Payment Type: Out of Pocket - Reimbursable

Due to Employee: \$189.00 USD

Description: Travel Assistance - Lodging

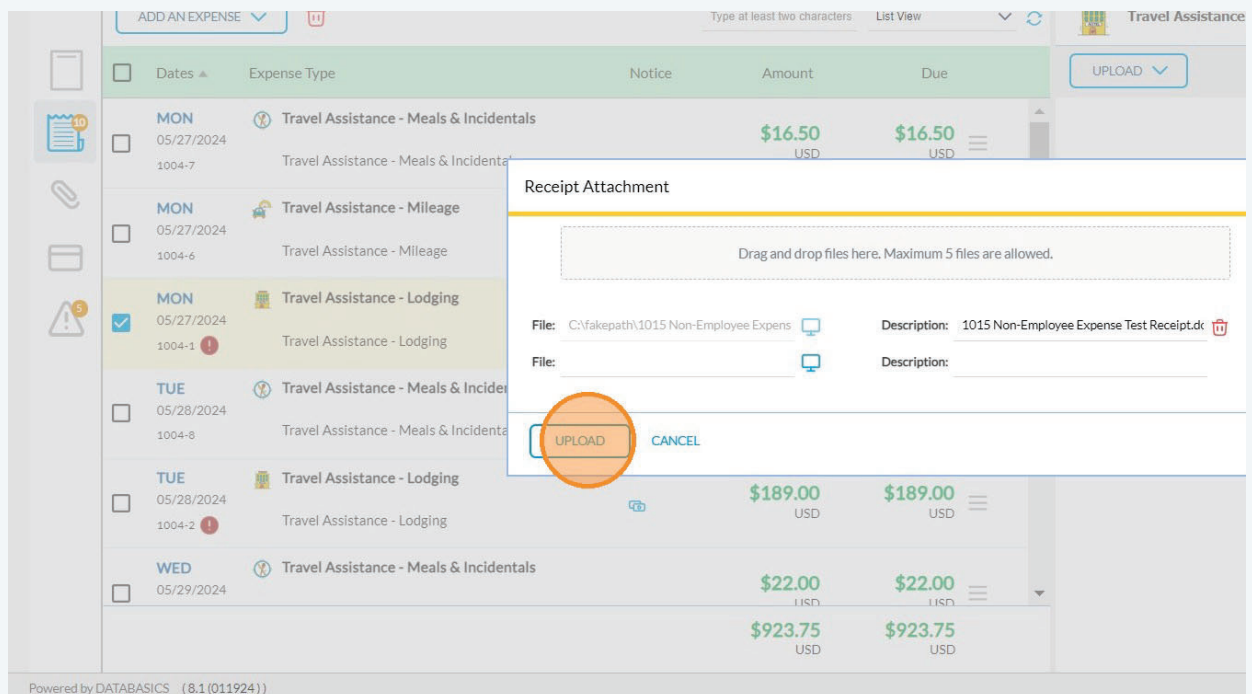
Note:

29 Click the "UPLOAD" drop down menu and select "Browse from local computer".



30 From here a file can be added by using the search feature or by dragging and dropping the file. Select "UPLOAD" once the file has been attached.

PLEASE NOTE: PDF and JPEG file are preferred.



31

Select "ADD AN EXPENSE" to enter in another expense. For this example, we will go over adding mileage. Locate and click "Mileage".

The screenshot shows the AAMVA Expense system interface. At the top, there is a header with the AAMVA logo and the text "American Association of Motor Vehicle Administrators". Below the header, there is a navigation bar with a home icon and a dropdown menu labeled "Expense". The main content area shows a form for adding an expense. The title of the form is "1004- Name of Event". There is a "SAVE AS DRAFT & E" button in the top right corner. A dropdown menu labeled "ADD AN EXPENSE" is open, showing a search bar and a list of expense categories. The "Mileage" category is circled in orange. The background shows a table with columns for "Notice" and "Amount". The table has four rows, each with an amount of \$189.00 USD. The total amount at the bottom right is \$756.00 USD. At the bottom of the page, there is a footer that says "Powered by DATABASICS (8.1 (011924))" and "Copyright ©2024 DATABASICS, Inc. All rights reserved".

32

As before, once the expense type is selected the detailed section will populate on the right-hand side. Type in the date or select the calendar to view and choose the date.

The screenshot shows the detailed section for a Mileage expense. The main table has columns for "Notice", "Amount", and "Due". The table has five rows, each with an amount of \$189.00 USD. The first row is highlighted in yellow. To the right of the table is a form for adding the expense. The form has a "\*Date" field with the value "05/27/2024" and a calendar icon. There are two orange arrows pointing to the date field and the calendar icon. Below the date field is a "Description" field with the value "Mileage". There is a "Note" field below the description. At the bottom of the form are two buttons: "ADD" and "COPY & ADD". Below the buttons is a table with columns for "Project" and "Class". The table has two rows: "P00749 FY2024 Region ..." and "906 Meetings".

33

One way to add mileage is to enter in the miles traveled and the system will automatically calculate the rate.

The screenshot shows the 'Mileage' entry form. The 'Miles' field is highlighted with an orange circle and contains the value '24'. The 'x Rate' is calculated as '\$0.000000 USD' based on the entered miles. The 'Net Total' is '\$0 USD'. The left sidebar shows a summary of expenses: 'Due' is '\$0.00 USD', and there are two items of '\$189.00 USD' each. The bottom of the form has buttons for 'ADD', 'COPY & ADD', 'DISTRIBUTE EVENLY', and 'IMPORT'.

34

Click "SAVE" to add the expense to the report.

The screenshot shows the 'Expense' report interface. The main table lists expenses: 'Mileage' for \$0.00 and four 'Travel Assistance - Lodging' items for \$189.00 each. The total is \$756.00 USD. A 'SAVE' button is circled in orange at the bottom right. The 'Mileage' details panel on the right shows the entry with 25.00 miles and a rate of \$0.670000 USD, resulting in a net total of \$16.75 USD. A summary table below shows a total charged of \$16.75 USD for '906 Meetings'.

Project	Class	Amount	% Alloca...	Notes
P00749	906 Meetings	\$16.75 USD	100.00	
		\$16.75 USD	100.00	Total Charged: \$16.75

924))

35

Another way to add mileage is to Click the "Google Maps" to search and address to calculate the mileage.

The screenshot shows the 'Mileage' entry form in an expense management system. The form is titled 'Mileage' and has a 'Details' tab selected. The form fields are as follows:

- \*Date:** 06/24/2024
- \*Miles:** 0.00 (highlighted with an orange circle)
- Description:** Mileage
- \*Rate:** \$0.000000 USD
- Note:** (Empty text area)
- Net Total:** \$0 USD
- Line ID:** #0

On the left side, there is a sidebar with a 'Due' section showing a total of \$0.00 USD. Below this, there are two other items: \$1,000.00 USD and \$150.00 USD, each with a menu icon.

36

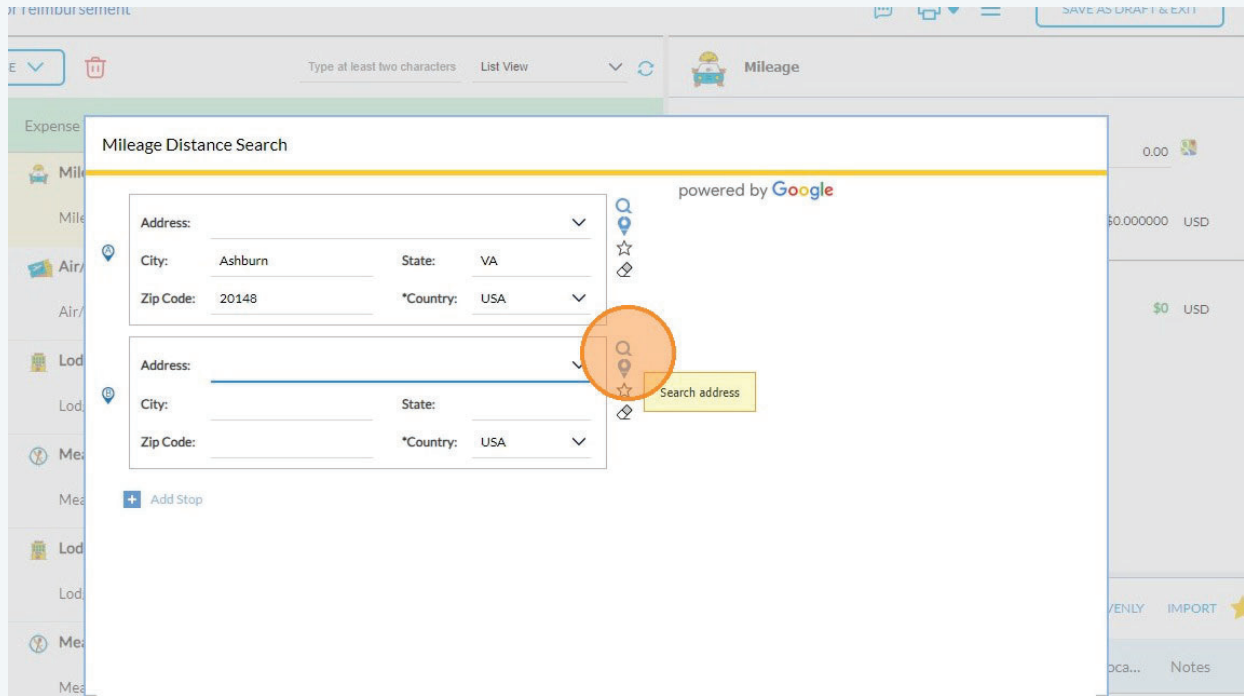
In the "Address" field, enter the starting location address.

The screenshot shows the 'Mileage Distance Search' dialog box in an expense management system. The dialog box is titled 'Mileage Distance Search' and is powered by Google. It has the following fields:

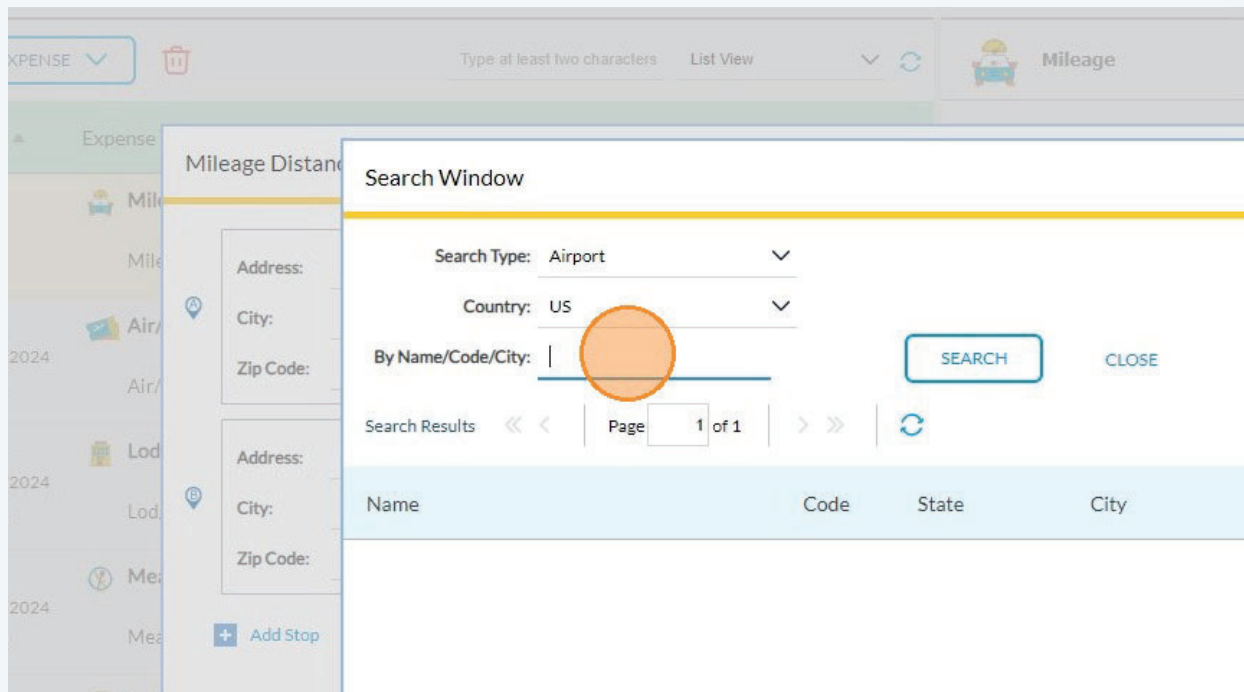
- Address:** (Highlighted with an orange circle)
- City:**
- State:**
- Zip Code:**
- \*Country:** USA

Below the search fields, there is an 'Add Stop' button. At the bottom of the dialog box, there are three buttons: 'GET DISTANCE', 'COPY DISTANCE', and 'CLOSE'. The 'COPY DISTANCE' button has a checkbox labeled 'Round Trip' next to it.

**37** To search for an address, select the magnifying glass to bring up a search box.



**38** In this example, the Search Type is an airport.



**39** Enter the airport code or full name and Click "SEARCH".

Type at least two characters List View Mileage

Search Window

Search Type: Airport

Country: US

By Name/Code/City: IAD

**SEARCH** CLOSE

Search Results << < | Page 1 of 1 | >> >

Name	Code	State	City
------	------	-------	------

**40** Click here to select the applicable location.

Country: US

By Name/Code/City: IAD

**SEARCH** CLOSE

Search Results << < | Page 1 of 1 | >> >

Name	Code	State	City	
Piedmont Triad Intl. Arpt.	GSO	NC	Greensboro	
Washington Dulles Intl. Arpt.	IAD	VA	Dulles	

41 Once all information has been added, select "Get Distance".

The screenshot shows a distance calculator interface with two address entries. The first entry has a Zip Code of 20148 and a Country of USA. The second entry has an Address of 1 Saarinen Cir, City of Dulles, State of VA, and a Zip Code of 20166. A "GET DISTANCE" button is highlighted with an orange circle. Other buttons include "COPY DISTANCE" and a "Round Trip" checkbox. The interface also shows a sidebar with "Add Stop" and a bottom status bar with "Lodging", "USD", "USD", "P00681", and "401".

42 Turn by turn directions will display. Click the "Round Trip" field to make this a round trip.

The screenshot shows the same distance calculator interface, but now displaying turn-by-turn directions. The first address is Ashburn, VA 20148, USA. The directions are: 1. Head southwest on Knob Hill Pl toward Redgate Way (0.1 mi), 2. Turn right onto Bristow Manor Dr (0.1 mi), 3. Turn left onto Beaverdam Dr (1.8 mi), 4. Turn left onto State Rte 772/Ryan Rd (2.6 mi), 5. Turn left onto VA-607 (1.5 mi). The total distance is 12.34 miles. The "Round Trip" checkbox is highlighted with an orange circle. The interface also shows a map of the area and a bottom status bar with "USD", "USD", "P00681", and "401".

43 Click "COPY DISTANCE" to add miles to the expense report.

The screenshot shows a Google Maps interface with a route from Ashburn, VA 20148, USA to Dulles International Airport. The route is 12.3 miles and takes about 22 minutes. The 'COPY DISTANCE' button is circled in orange.

Address: Ashburn, VA 20148, USA

12.3 mi. About 22 mins

1. Head southwest on Knob Hill Pl toward Redgate Way 0.1 mi
2. Turn right onto Bristow Manor Dr 0.1 mi
3. Turn left onto Beaverdam Dr 1.8 mi
4. Turn left onto State Rte 772/Ryan Rd 2.6 mi
5. Turn left onto VA-607 1.5 mi

One Way: 12.34 miles, Round Trip: 24.68 miles

**COPY DISTANCE**  Round Trip **CLOSE**

44 Click "SAVE" to finalize the expense.

The screenshot shows an expense report interface with a list of expenses and a summary table. The 'SAVE' button is circled in orange.

Original Distance	Trip
24.68	Round Trip

Project	Class	Amount	% Alloca...	Not
P00674 Accounting Ope...	906 Meetings	\$8.27 USD	50.00	
P00681 Accounting - Fin...	401 Sage Intacct	\$8.27 USD	50.00	

**SAVE**

45

Select "ADD AN EXPENSE" to enter in another expense. For this example, we will go over adding per diems. Located and click "Meals & Incidentals".

The screenshot shows the 'Expense' entry screen for event '1004 - Name of Event'. A dropdown menu is open for 'ADD AN EXPENSE', with 'Meals & Incidentals' highlighted. The main table lists existing expenses:

Notice	Amount	Due
	\$16.75 USD	\$16.75 USD
	\$189.00 USD	\$189.00 USD
	\$189.00 USD	\$189.00 USD
	\$189.00 USD	\$189.00 USD
	\$189.00 USD	\$189.00 USD
	\$772.75 USD	\$772.75 USD

On the right, the 'Travel Assistance - Mileage' details are shown, including a date of 05/27/2024, a rate of \$0.67000, and a net total of \$16.75 USD.

46

Using the "Recurring Charges" feature again, enter the "Start" and "End" dates by either typing in the dates or selecting the calendar and searching for the correct date.

The screenshot shows the expense entry screen with a list of expenses. 'Travel Assistance - Meals & Incidentals' is selected, and its details are shown in a panel on the right. The details include 'Recurring Charge' with a start date of 05/27/2024 and an end date of 05/31/2024. The net total for this recurring charge is \$55.50 USD.

Dates	Expense Type	Notice	Amount	Due
	Travel Assistance - Meals & Incidentals		\$0.00 USD	\$0.00 USD
MON 05/27/2024	Travel Assistance - Mileage		\$16.75 USD	\$16.75 USD
MON 05/27/2024	Travel Assistance - Lodging		\$189.00 USD	\$189.00 USD
TUE 05/28/2024	Travel Assistance - Lodging		\$189.00 USD	\$189.00 USD
WED 05/29/2024	Travel Assistance - Lodging		\$189.00 USD	\$189.00 USD
THU 05/30/2024	Travel Assistance - Lodging		\$189.00 USD	\$189.00 USD
			\$772.75 USD	\$772.75 USD

The details panel for 'Travel Assistance - Meals & Incidentals' shows:

- \*Start: 05/27/2024
- \*End: 05/31/2024
- Partial Day Deduction: -\$18.50 USD
- Recurring Charge:
- Net Total: \$55.50 USD
- \*First Out Of Office: First/Last Day
- \*Last Out Of Office: First/Last Day
- Due to Employee: \$55.50 USD
- \*City: NEW ORLEANS [ORLEANS PARISH]-LA

47 Select all meals that were provided.

Type at least two characters List View

Travel Assistance - Meals & Incidentals

Meals Provided

- Breakfast
- Lunch
- Dinner

Note

ADD COPY & ADD DISTRIBUTE EVENLY

Amount	Due
\$0.00 USD	\$0.00 USD
\$16.75 USD	\$16.75 USD
\$189.00 USD	\$189.00 USD

48 Click "SAVE" to add to the expense report.

ADD COPY & ADD DISTRIBUTE EVENLY IMPOR

Project	Class	Amount	% Allocation	Notes
P00749 FY2024 Region ...	906 Meetings	\$16.50 USD	100.00	
		\$16.50 USD	100.00	Total

SAVE

Amount	Due
\$16.75 USD	\$16.75 USD
\$189.00 USD	\$189.00 USD
\$189.00 USD	\$189.00 USD
\$189.00 USD	\$189.00 USD
\$189.00 USD	\$189.00 USD
\$772.75 USD	\$772.75 USD

49 To make changes to an item, select that item to display the detail.

The screenshot shows the 'Expense' management interface. On the left, a list of expenses is displayed with columns for Dates, Expense Type, Notice, Amount, and Due. The selected item is 'Travel Assistance - Meals & Incidentals' for 05/31/2024, with an amount of \$16.50 USD. An orange circle highlights this item, and an orange arrow points from it to the detailed view on the right. The detailed view shows the date (05/31/2024), city (NEW ORLEANS [ORLEANS PARISH]-LA), and a table of meal rates. The 'Meals Provided' section is partially visible at the bottom of the detail view.

Date	Expense Type	Amount	Due
05/28/2024 1004-8	Travel Assistance - Meals & Incidentals	\$22.00 USD	\$22.00 USD
WED 05/29/2024 1004-3	Travel Assistance - Lodging	\$189.00 USD	\$189.00 USD
WED 05/29/2024 1004-9	Travel Assistance - Meals & Incidentals	\$22.00 USD	\$22.00 USD
THU 05/30/2024 1004-4	Travel Assistance - Lodging	\$189.00 USD	\$189.00 USD
THU 05/30/2024 1004-10	Travel Assistance - Meals & Incidentals	\$22.00 USD	\$22.00 USD
FRI 05/31/2024 1004-11	Travel Assistance - Meals & Incidentals	\$16.50 USD	\$16.50 USD
		\$871.75 USD	\$871.75 USD

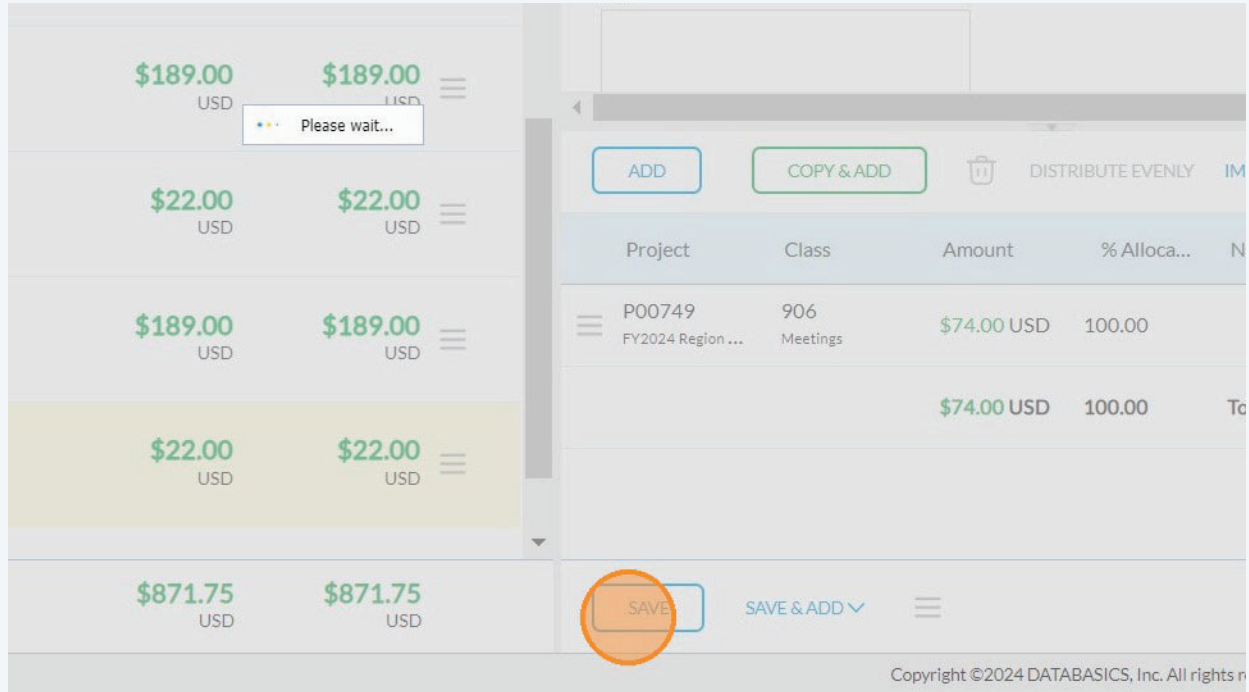
Project	Class	Amount	% Alloca...	N
P00749 FY2024 Region ...	906 Meetings	\$16.50 USD	100.00	
		\$16.50 USD	100.00	Tc

50 Make any changes to the meals provided as necessary.

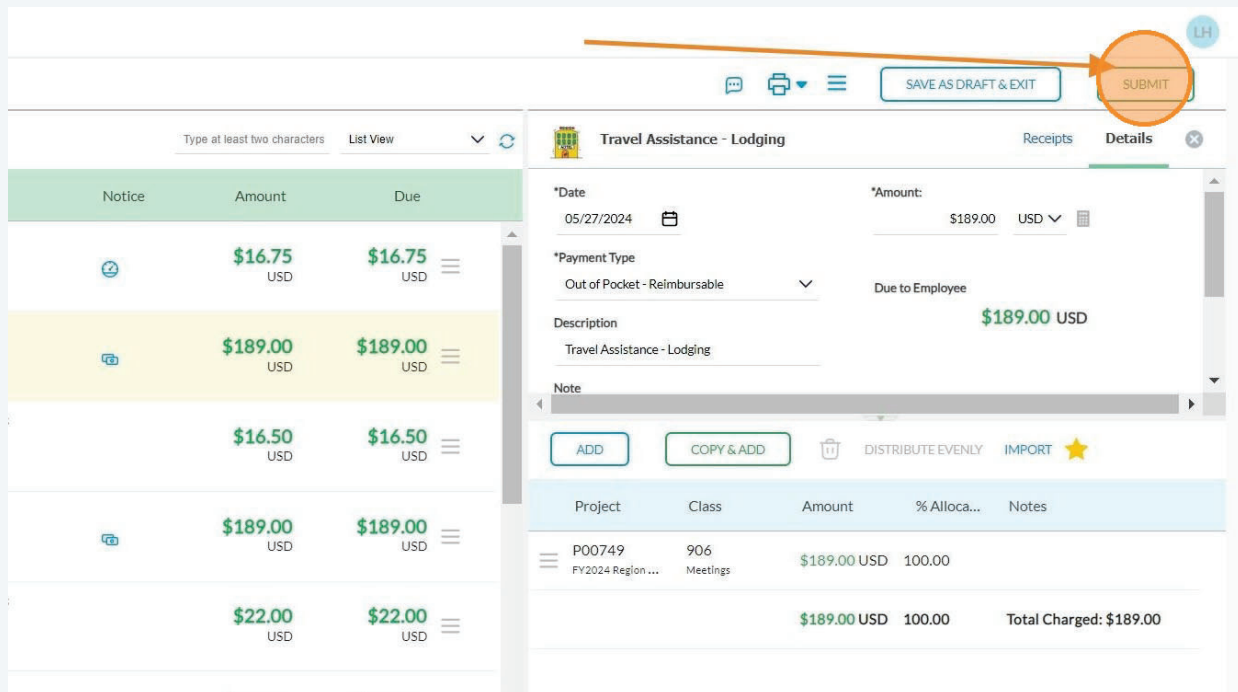
This screenshot shows the 'Meals Provided' section of the expense detail view. It includes a list of meal types with checkboxes: Breakfast (unchecked), Lunch (checked), and Dinner (checked). The 'Lunch' checkbox is circled in orange. Below the list is a 'Note' field. The interface also shows a table of meal rates and buttons for 'ADD', 'COPY & ADD', and 'DISTRIBUTE EVENLY'.

Meals Provided
<input type="checkbox"/> Breakfast
<input checked="" type="checkbox"/> Lunch
<input checked="" type="checkbox"/> Dinner

51 Click "SAVE" after all corrections are complete.

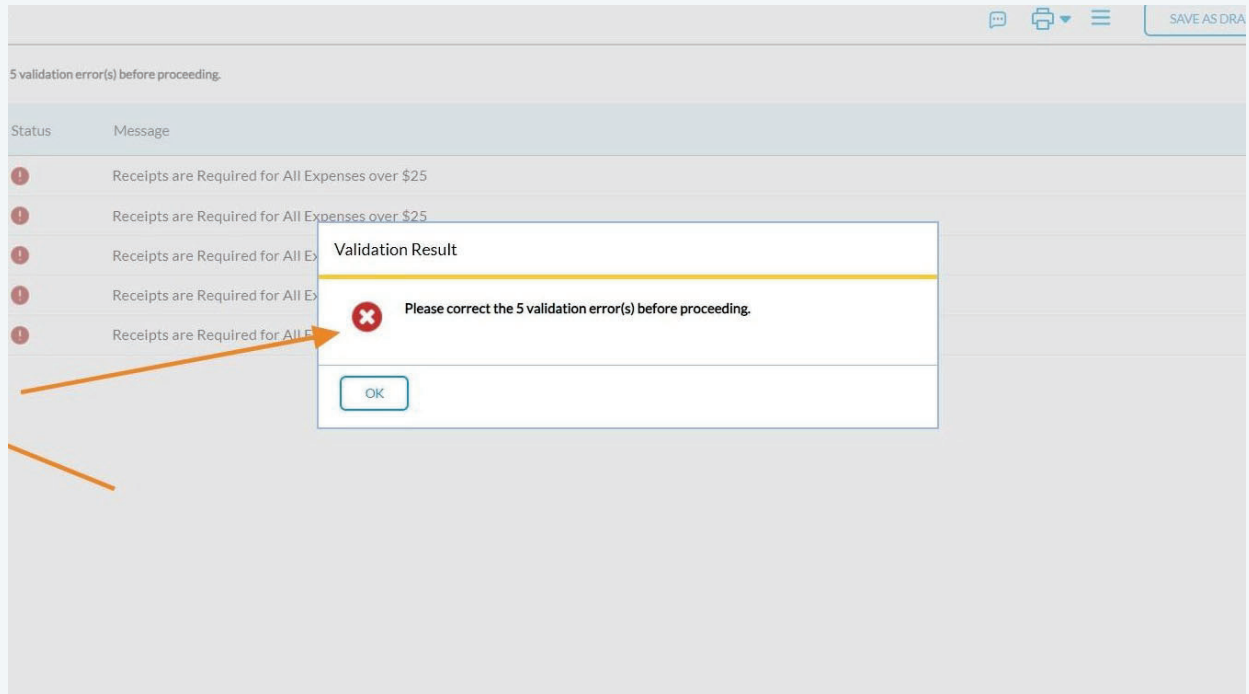


52 Once the expense report has been completed, click "SUBMIT" to submit the report for approval.



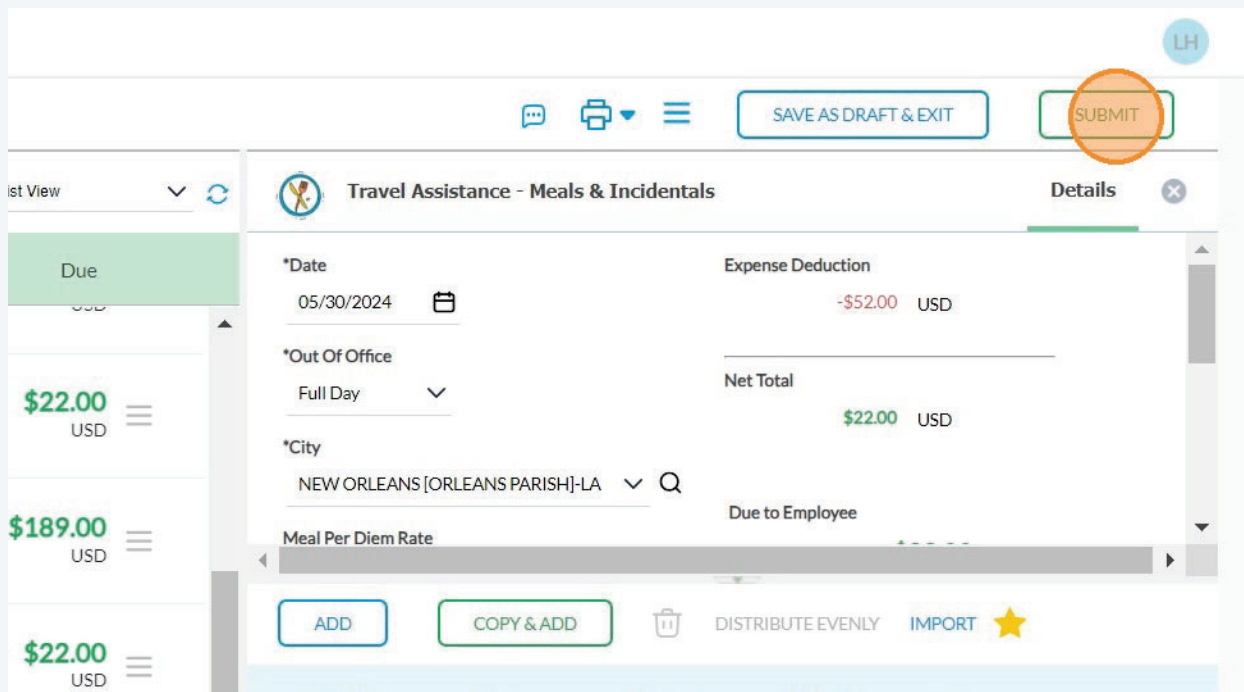
53

Should there be any validation errors, they will display here. Please correct any hard stop error and resubmit the report for approval.

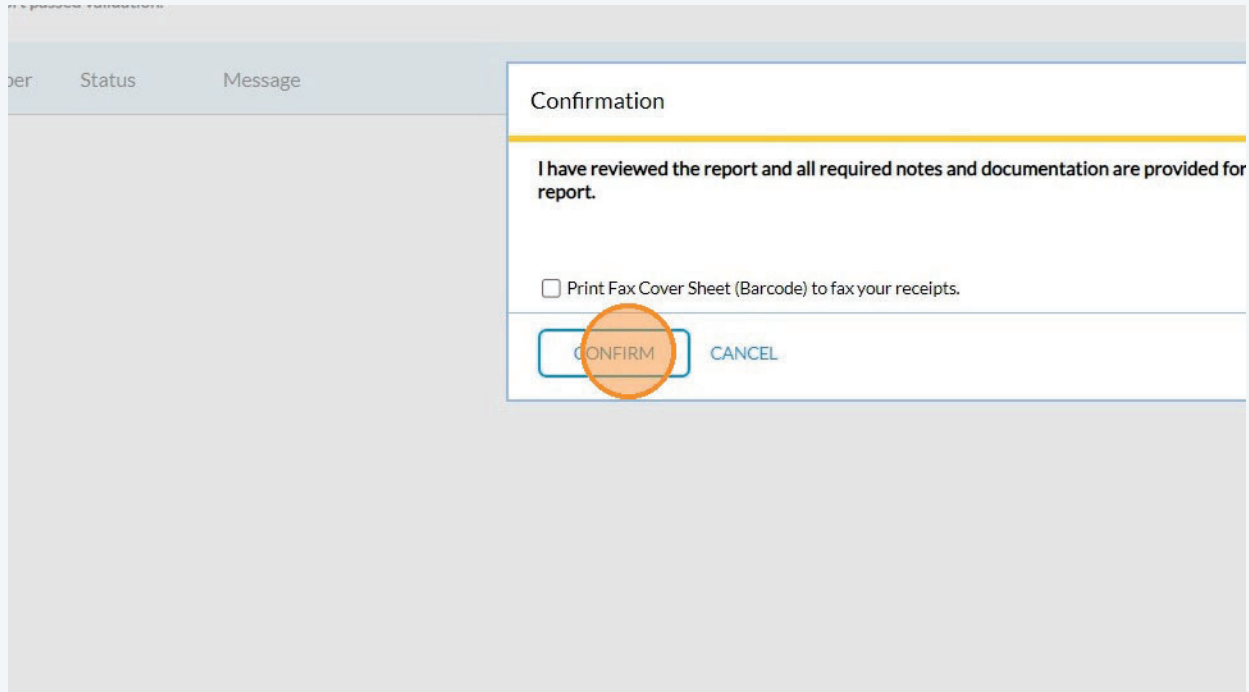


54

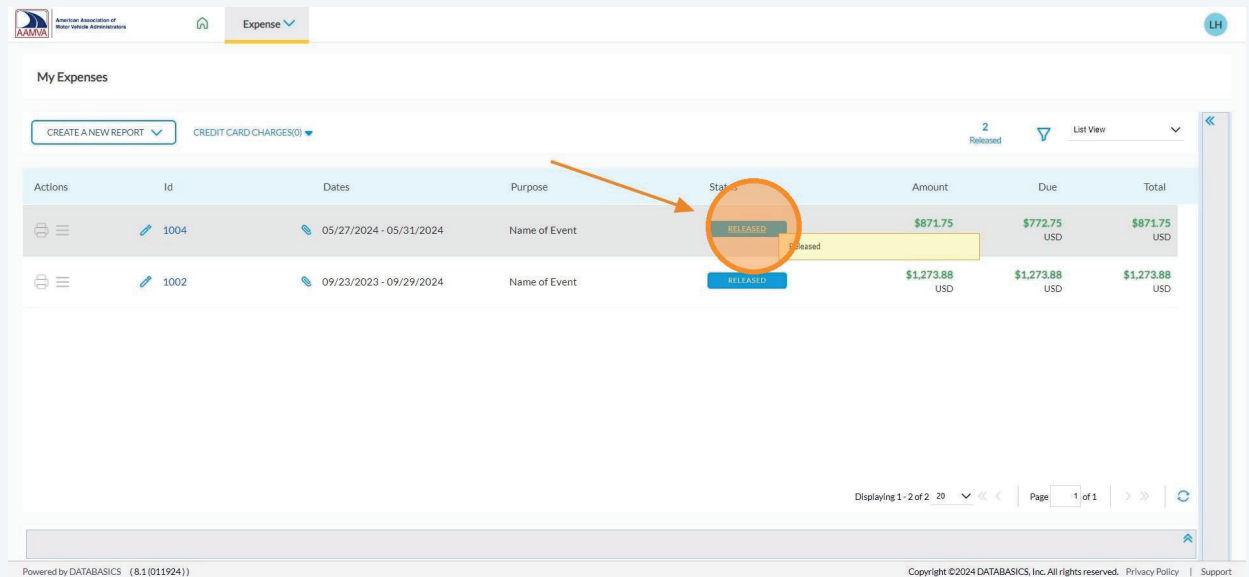
Once all validation errors have been cleared, click "SUBMIT" once again.



55 Read the statement and Click "CONFIRM" to finalize the expense report.



56 To see the expense report status, click "RELEASED".



57

A report will display showing the status, approval flow, and much more information about the expense report.

Once completed, select the X to close the report.

