



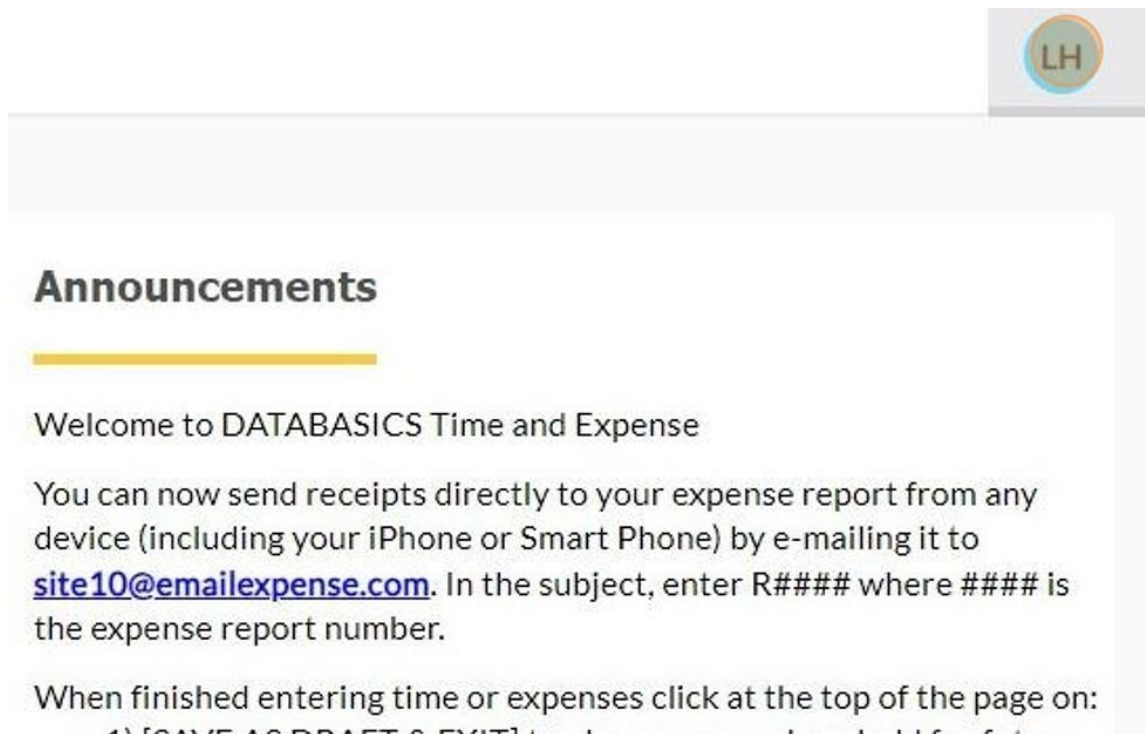
DATABASICS - Non-Employee Step-by-Step Expense Report Guide

Overview

This document is a means to guide a user on submitting DATABASICS non-employee expense reimbursement requests.

User Guide

1. Navigate to https://site10.data-basics.net/aamva00534/saml_sso_easyconnect.ext
2. Click on this hyperlink to access profile.



3. Click "My Preferences".

Released \$1,273.88 USD

Announcements

Welcome to DATABASICS Time and Expense. You can now send receipts directly to your mobile device (including your iPhone or SmartPhone) by emailing them to 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 & EXIT] to place your work on hold for future modifications or,
- 2) [Submit] to release your work for approval.

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

My Preferences

User Preferences Change Password **ACH Setup** My Profile Email Accounts Favorite Addresses

General Options

| | | |
|-----------------------|---------------------------------------------------------------|---|
| Date Preference: | mm/dd/yyyy | ▼ |
| Number Format: | ##,###.00 | ▼ |
| Time Zone: | (GMT-05:00) Eastern Time (US & Canada) | ▼ |
| Country: | USA | ▼ |
| WBS/OBS display name: | <input type="radio"/> Yes <input checked="" type="radio"/> No | |

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

My Preferences

User Preferences Change Password **ACH Setup** My Profile Email Accounts Favorite Addresses

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.

ADD

| Effective Da... | Account N... | Routing N... | Bank Name | Account T... | Last Modife... | Entered By | Notes | Active |
|-----------------|--------------|--------------|-----------------|--------------|----------------|------------|-------|--------|
| 06/12/2024 | 78... | 0017 | Bank of America | Checking | 06/12/2024 | 000729001 | | Yes |
| 06/13/2024 | 78... | 0089 | Citi Bank | Checking | 06/12/2024 | 000729001 | | Yes |

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

My Preferences

User Preferences Change Password **ACH Setup** My Profile Email Accounts Favorite Addresses

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.

ADD

| Effective Da... | Account N... | Routing N... | Bank Name | Account T... | Last Modife... | Entered By | Notes | Active |
|-----------------|-----------------------|-------------------------------------------|-----------------|--------------|----------------|------------|-------|-------------------------------------|
| 06/12/2024 | Required field 678... | 9 or 8 digits if a 9: Required field 0017 | Bank of America | Checking | 06/12/2024 | 000729001 | | <input checked="" type="checkbox"/> |
| 06/13/2024 | 678... | 0089 | Citi Bank | Checking | 06/12/2024 | 000729001 | | Yes |

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

My Preferences

User Preferences Change Password **ACH Setup** My Profile Email Accounts Favorite Addresses

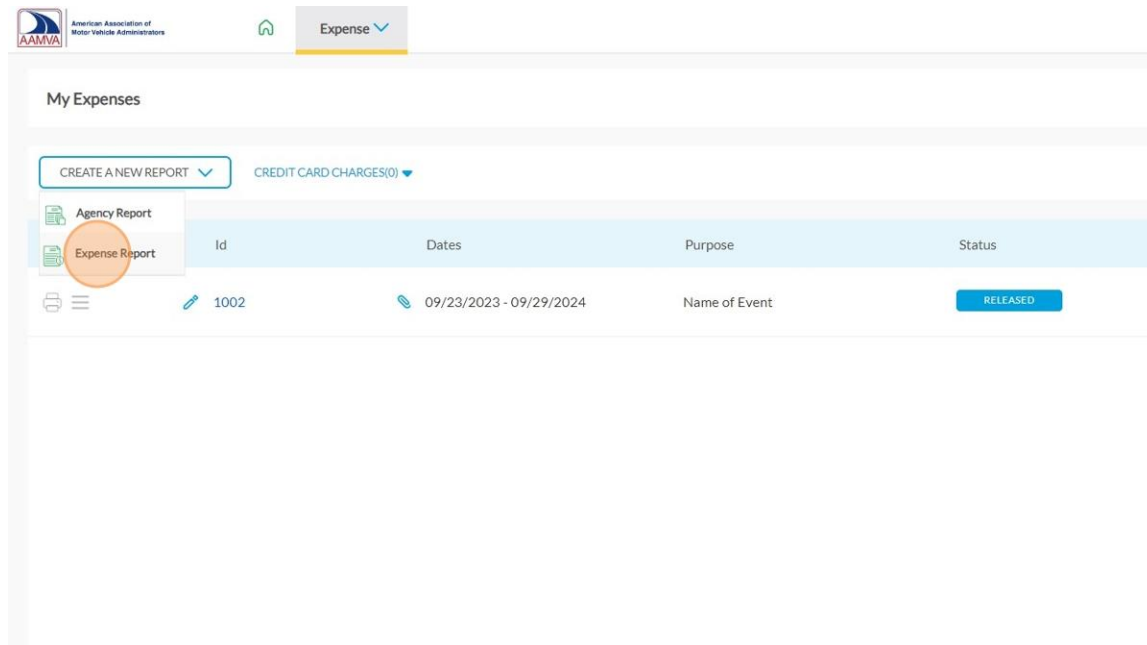
After saving, please note that we don't display leading zeros in the routing number. For instance, if you entered the routing number as 002339299, after saving it will be shown as 2339299.

ADD

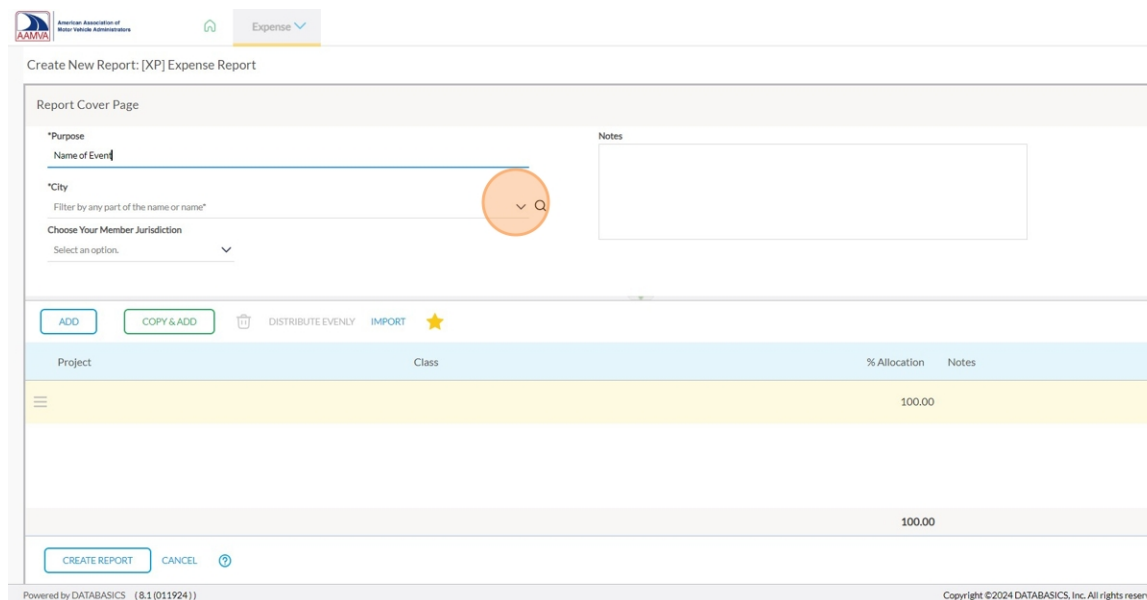
| Effective Da... | Account N... | Routing N... | Bank Name | Account T... | Last Modife... | Entered By | Notes | Active |
|-----------------|--------------|--------------|-----------------|--------------|----------------|------------|-------|--------|
| 06/12/2024 | 678... | 0017 | Bank of America | Checking | 06/12/2024 | 000729001 | | Yes |
| 06/13/2024 | 678... | 0089 | Citi Bank | Checking | 06/12/2024 | 000729001 | | Yes |
| 06/14/2024 | 678... | 4710 | Truist | Checking | 06/12/2024 | 000729001 | | Yes |

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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.



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.



10. Find the appropriate location and select it.
Note: There may be multiple pages to scroll through to find your city.

Create New Report: [XP] Expense Report

Report Cover Page

*Purpose
Name of Event

*City
new orleans

Cities Matching Search

- 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

Page 1 of 1

ADD COPY & ADD DISTRIBUTE EVENLY IMPORT

Project Class

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

Create New Report: [XP] Expense Report

Report Cover Page

*Purpose
Name of Event

*City
NEW ORLEANS [ORLEANS PARISH]-LA

Choose Your Member Jurisdiction
Select an option.

ADD COPY & ADD DISTRIBUTE EVENLY IMPORT

Project Class

12. A search can be performed by typing the name of the jurisdiction.
Select the applicable Member Jurisdiction.

Report Cover Page

*Purpose
Name of Event

*City
NEW ORLEANS [ORLEANS PARISH]-LA

Choose Your Member Jurisdiction
virginia

Virginia
West Virginia

Page 1 of 1

ADD COPY & ADD DISTRIBUTE EVENLY IMPORT

Project 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

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

The screenshot shows a software interface with a search bar containing 'REGION'. Below the search bar, a list of results is displayed, including project codes and descriptions such as 'P00292 - Region 1 and 2 Administration'. The pagination controls at the bottom of the list show 'Page 1 of 2' and navigation arrows. A red circle highlights the right arrow in the pagination controls. The interface also features buttons for 'ADD', 'COPY & ADD', 'DISTRIBUTE EVENLY', 'IMPORT', and a star icon. The footer indicates 'Powered by DATABASICS (8.1(011924))'.

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

The screenshot shows the same software interface as above, but the search results are on the second page. The list of results includes project codes like 'P00831 - FY2024 Region 3 Conference'. The pagination controls now show 'Page 2 of 2'. A red circle highlights the left arrow in the pagination controls. A yellow button labeled 'Previous Page' is visible below the pagination controls. The interface also features buttons for 'CREATE REPORT', 'CANCEL', and a help icon. The footer indicates '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

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

n

ADD DISTRIBUTE EVENLY IMPORT

Class

?

NCEL ?

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

DISTRIBUTE EVENLY IMPORT ★

| Class | % Allocation |
|-------|--------------|
| 906 | 100. |

906 Meetings Page 1 of 1

| |
|------|
| 100. |
|------|

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

Virginia

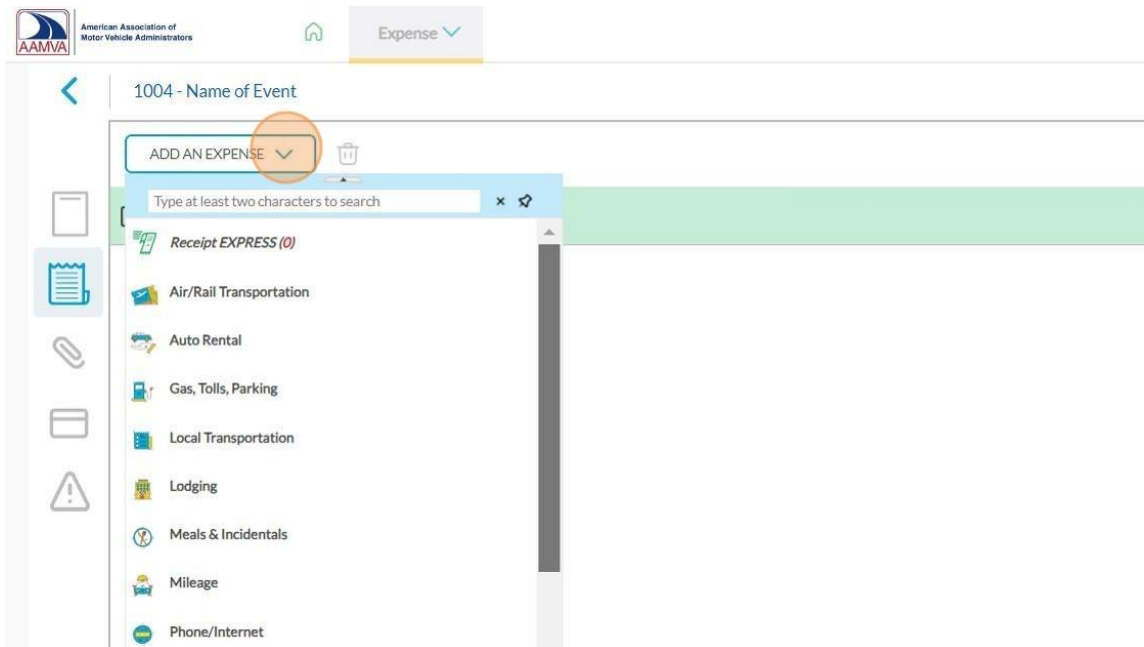
ADD COPY & ADD DISTRIBUTE EVENLY IMPORT ★

| Project | Class |
|---------|-------|
| P00749 | 906 |

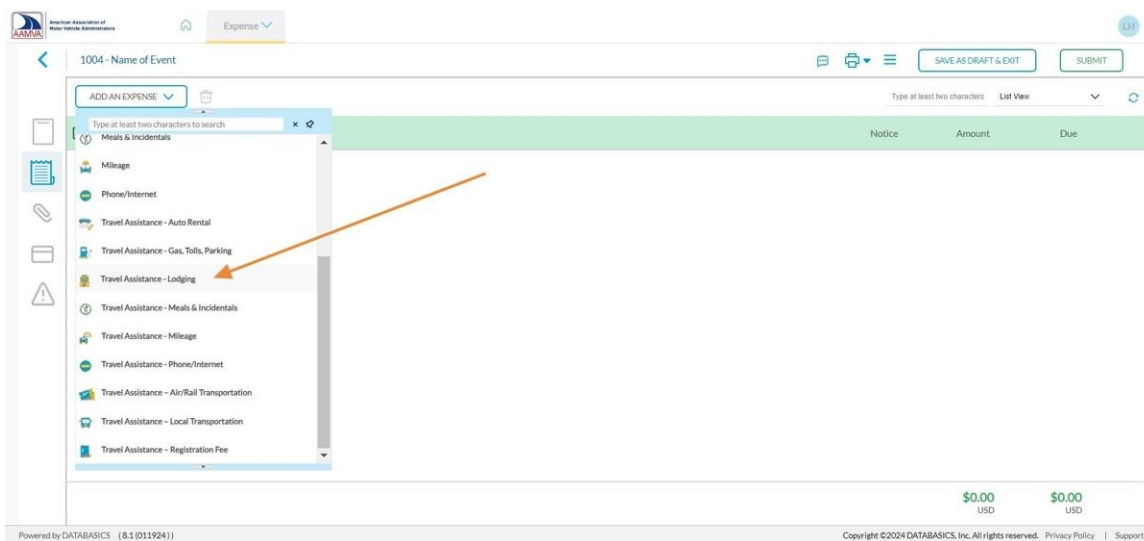
CREATE REPORT CANCEL ?

Powered by DATABASICS (8.1(011924))

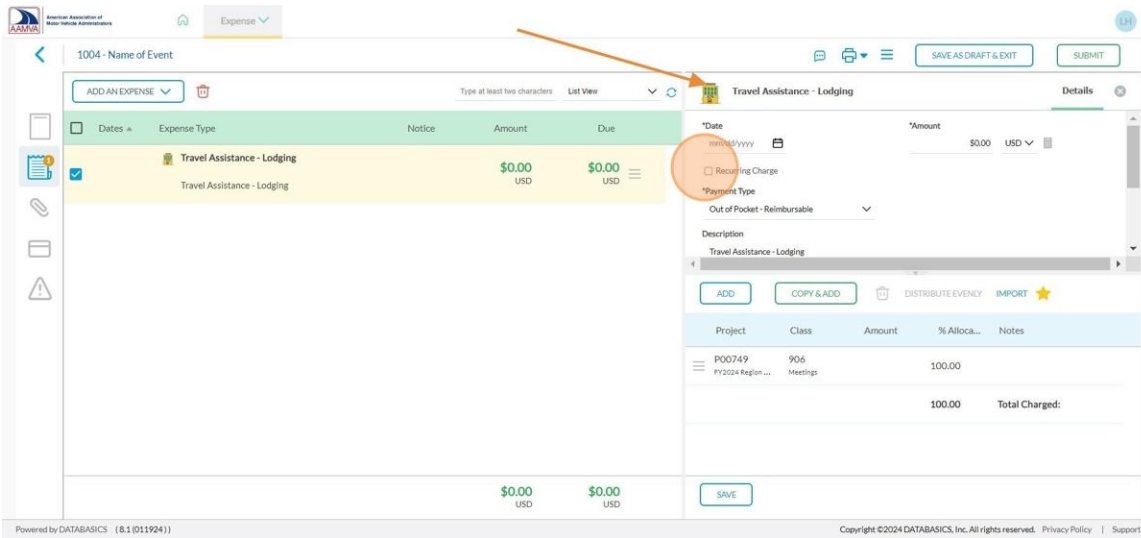
20. To add an expense type, select the "ADD AN EXPENSE" hyperlink to view a list of items.



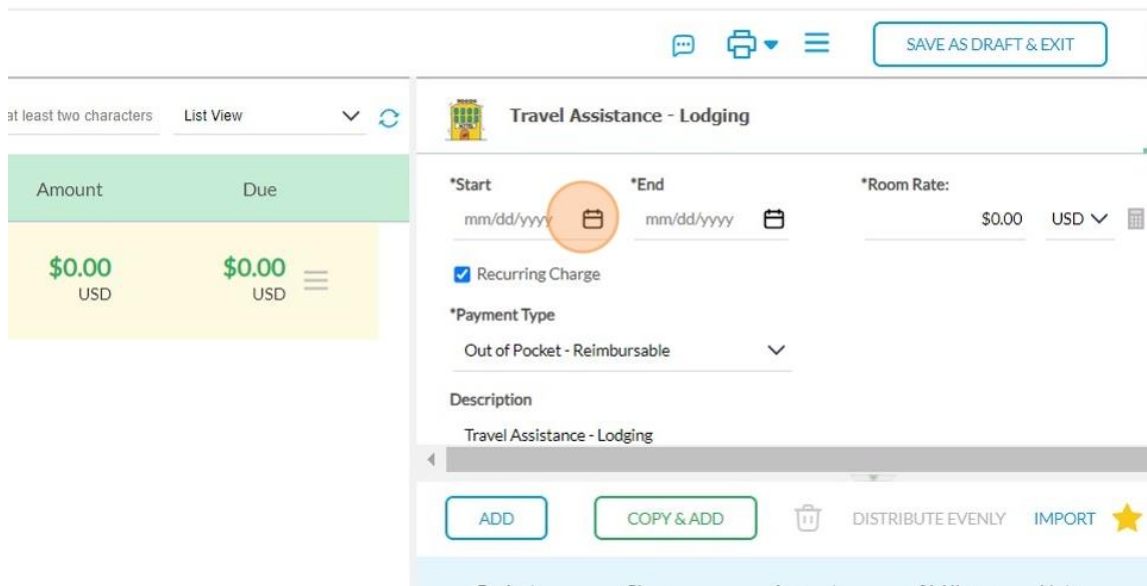
21. Select the correct expense type to enter in the details. This example will show the LODGING expense since this will be similar to most expense types.



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.



24. Select the date of the transaction.

Amount Due

\$0.00 USD \$0.00 USD

*Start *End *Room Rate: \$0.00 USD

May 2024

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Today ADD DISTRIBUTE EVENLY IMPO

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

LH

SAVE AS DRAFT & EXIT SUBMIT

List View Details

Due

\$0.00 USD

*Start 05/27/2024 *End mm/dd/yyyy *Room Rate: \$0.00 USD

Recurring Charge

*Payment Type
Out of Pocket - Reimbursable

Description
Travel Assistance - Lodging

ADD COPY & ADD DISTRIBUTE EVENLY IMPORT

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

ist View

Travel Assistance - Lodging

Details

Due

\$0.00 USD

*Start 05/27/2024 *End 05/31/2024 *Room Rate 0.00 USD

Recurring Charge

*Payment Type Out of Pocket - Reimbursable

Description Travel Assistance - Lodging

ADD COPY & ADD DISTRIBUTE EVENLY IMPORT

SAVE AS DRAFT & EXIT SUBMIT

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

Expense

Event

Travel Assistance - Lodging

Details

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

Travel Assistance - Lodging

Note

Line ID #0

ADD COPY & ADD DISTRIBUTE EVENLY IMPORT

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

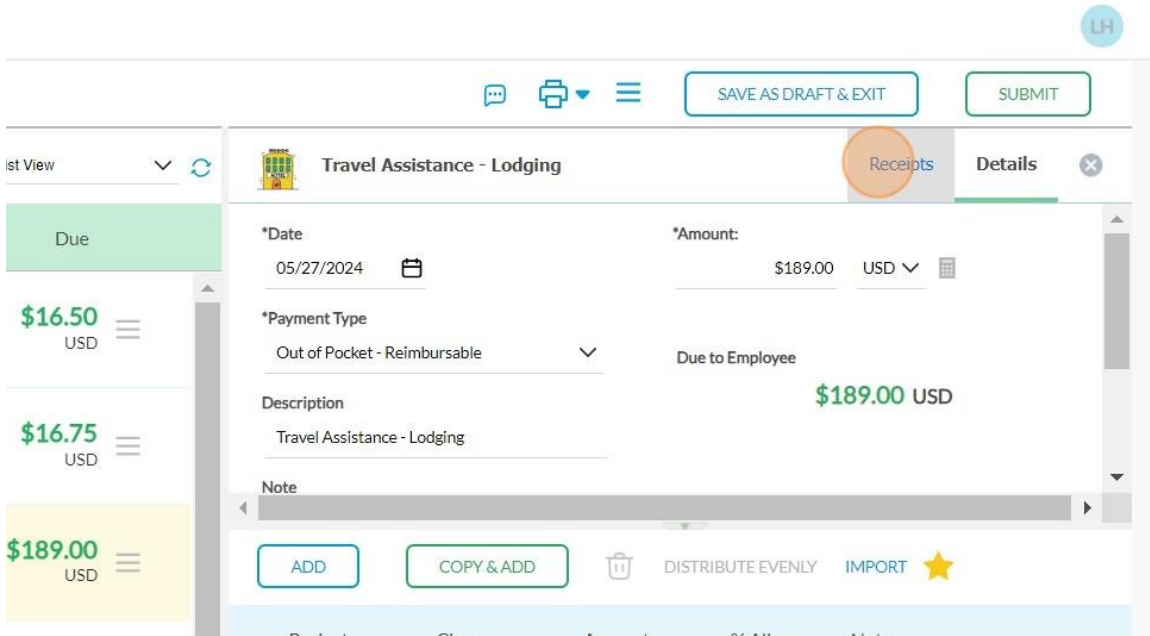
\$0.00 USD \$0.00 USD

SAVE

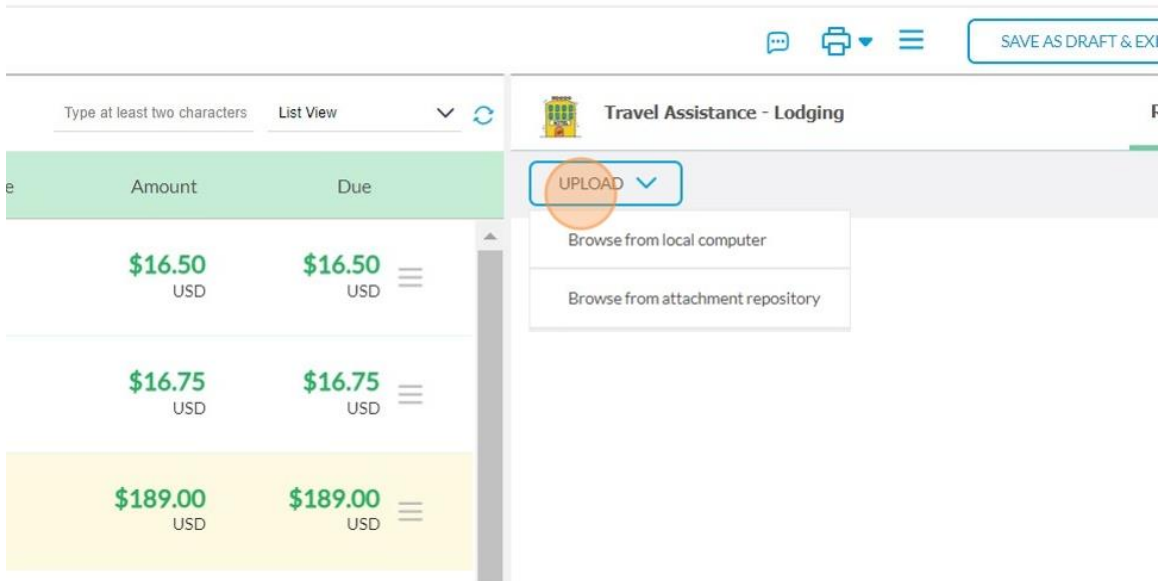
SAVE AS DRAFT & EXIT SUBMIT

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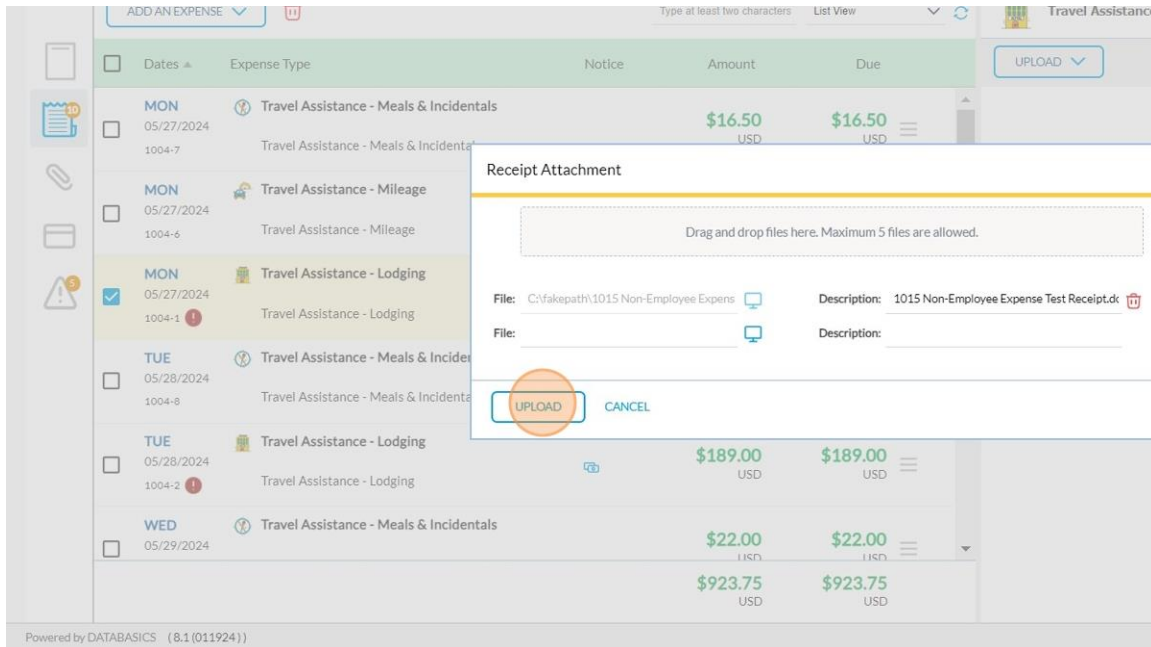
28. Per AAMVA's policy, all expenses of \$25 and over require a receipt. To add one, Click the "Receipts" tab that populates after the line has been saved.



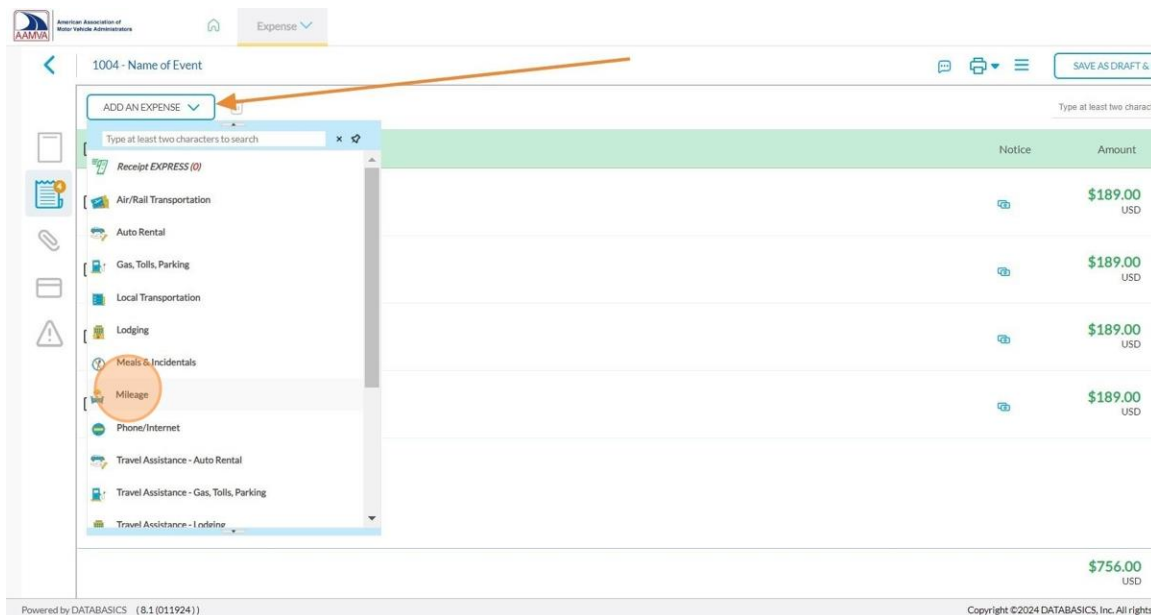
29. Click the "UPLOAD" drop down menu and select "Browse from local computer".



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".



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.

| Notice | Amount | Due |
|--------|-----------------|-----------------|
| | \$0.00 USD | \$0.00 USD |
| 1g | \$189.00 USD | \$189.00 USD |
| 1g | \$189.00 USD | \$189.00 USD |
| 1g | \$189.00 USD | \$189.00 USD |
| 1g | \$189.00 USD | \$189.00 USD |

*Date: 05/27/2024

Description: Mileage

Note:

ADD COPY & ADD

| Project | Class |
|-----------------------------|-----------------|
| P00749 FY2024 Region ... | 906 Meetings |

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

SAVE AS DRAFT & EXIT SUBMIT

ist View

Mileage

Details

| | | | |
|-------------|------------|-----------|----------------|
| *Date | 05/27/2024 | *Miles | 24 |
| Description | Mileage | x Rate | \$0.000000 USD |
| Note | | Net Total | \$0 USD |

ADD COPY & ADD DISTRIBUTE EVENLY IMPORT

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

The screenshot shows the Expense Management interface. On the left, a list of expenses is displayed with columns for Expense Type, Notice, Amount, and Due. The total amount is \$756.00 USD. On the right, the 'Mileage' details are shown for a date of 05/27/2024, with 25.00 miles and a rate of \$0.670000 USD, resulting in a net total of \$16.75 USD. A 'SAVE' button is circled in orange at the bottom of the details panel.

| Expense Type | Notice | Amount | Due |
|-----------------------------|--------|---------------------|---------------------|
| Mileage | | \$0.00 USD | \$0.00 USD |
| Travel Assistance - Lodging | | \$189.00 USD | \$189.00 USD |
| Travel Assistance - Lodging | | \$189.00 USD | \$189.00 USD |
| Travel Assistance - Lodging | | \$189.00 USD | \$189.00 USD |
| Travel Assistance - Lodging | | \$189.00 USD | \$189.00 USD |
| Total | | \$756.00 USD | \$756.00 USD |

| *Date | *Miles |
|-------------|----------------|
| 05/27/2024 | 25.00 |
| Description | x Rate |
| Mileage | \$0.670000 USD |
| Note | Net Total |
| | \$16.75 USD |

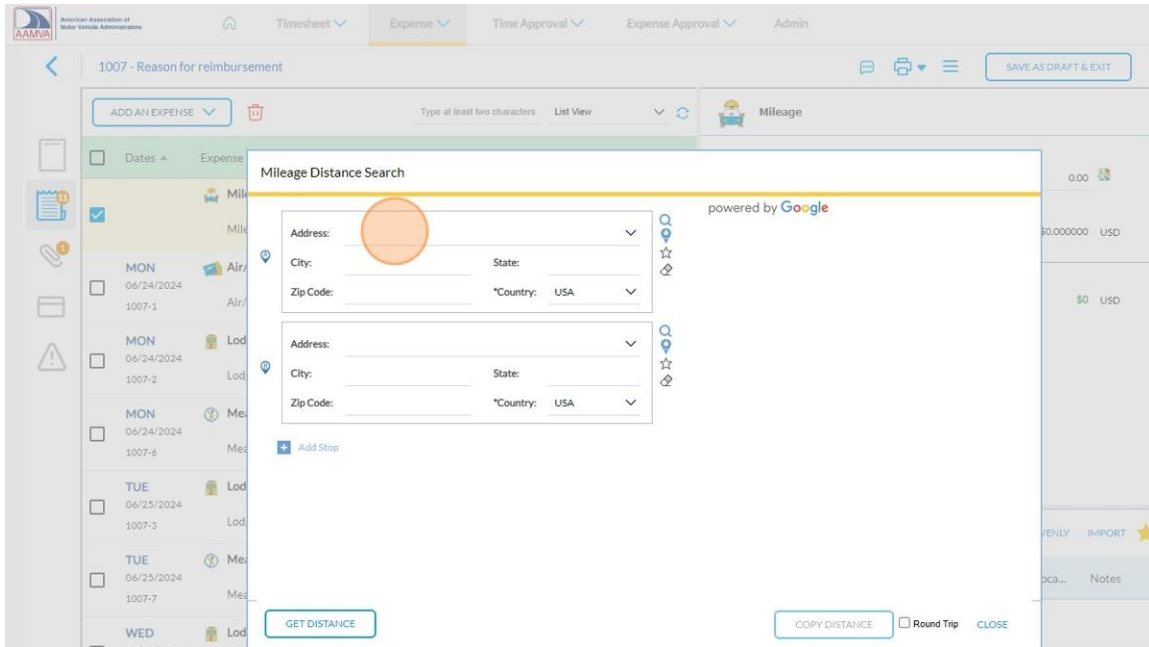
| Project | Class | Amount | % Alloca... | Notes |
|---------|-------|-------------|-------------|------------------------|
| P00749 | 906 | \$16.75 USD | 100.00 | Meetings |
| | | \$16.75 USD | 100.00 | Total Charged: \$16.75 |

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

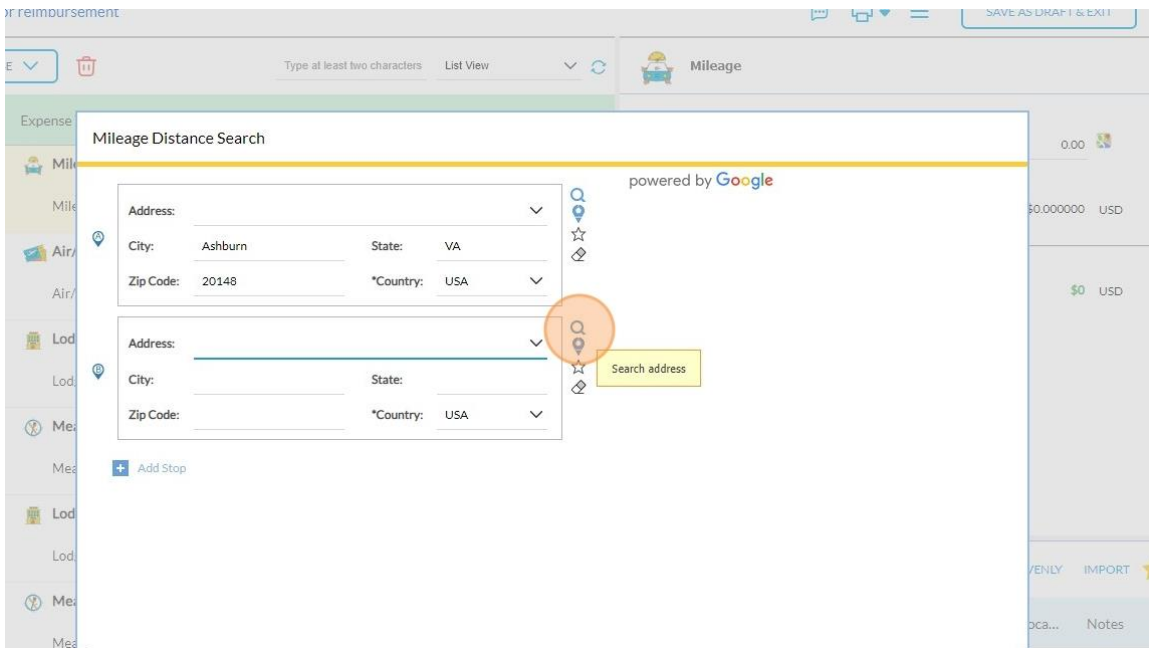
The screenshot shows the 'Mileage' details form. The 'Date' is 06/24/2024, 'Miles' is 0.00, and 'x Rate' is \$0.000000 USD, resulting in a 'Net Total' of \$0 USD. A 'Google Maps' icon is circled in orange next to the 'Miles' field.

| *Date | *Miles |
|-------------|----------------|
| 06/24/2024 | 0.00 |
| Description | x Rate |
| Mileage | \$0.000000 USD |
| Note | Net Total |
| | \$0 USD |

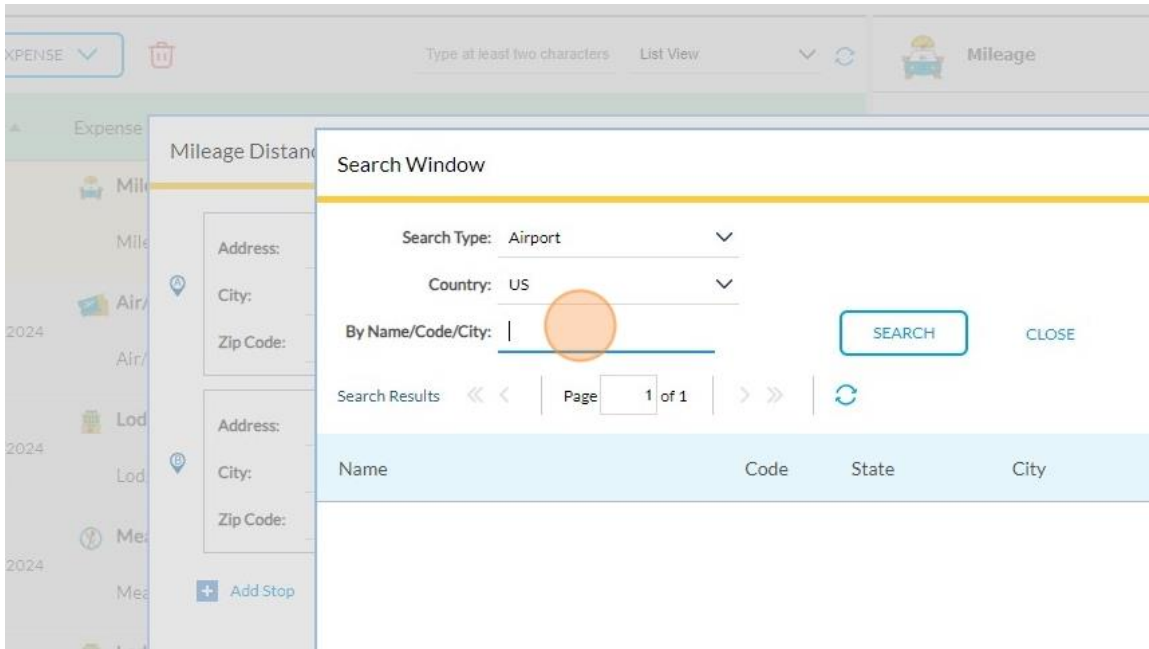
36. In the "Address" field, enter the starting location address.



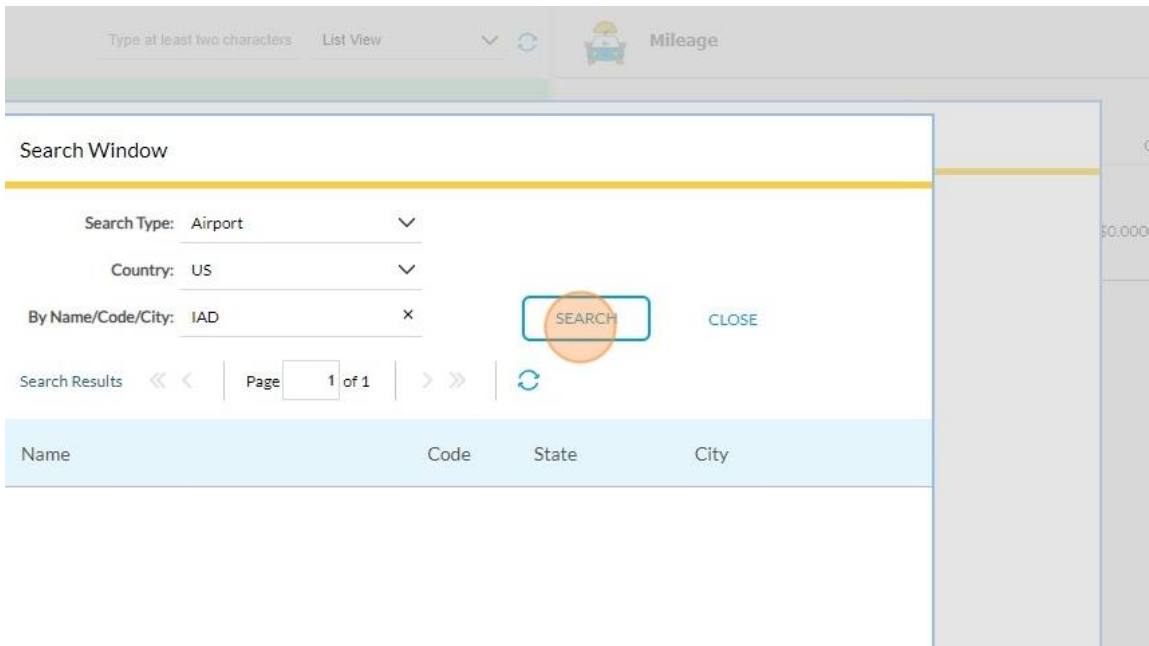
37. To search for an address, select the magnifying glass to bring up a search box.



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



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



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".

Zip Code: 20148 *Country: USA

Address: 1 Saarinen Cir

City: Dulles State: VA

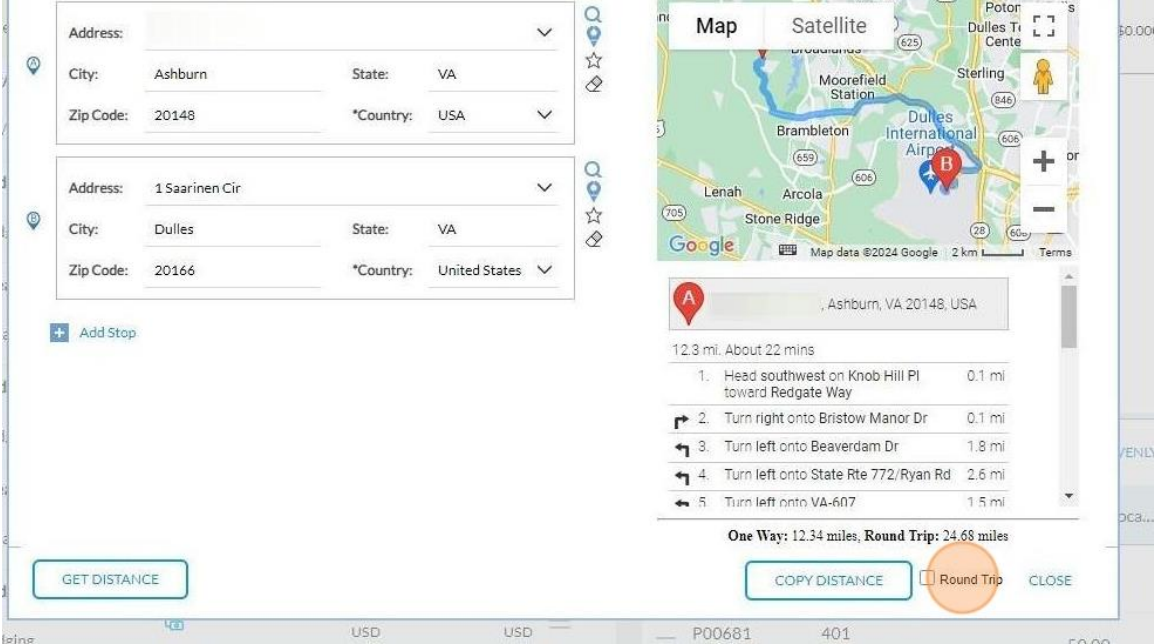
Zip Code: 20166 *Country: United States

+ Add Stop

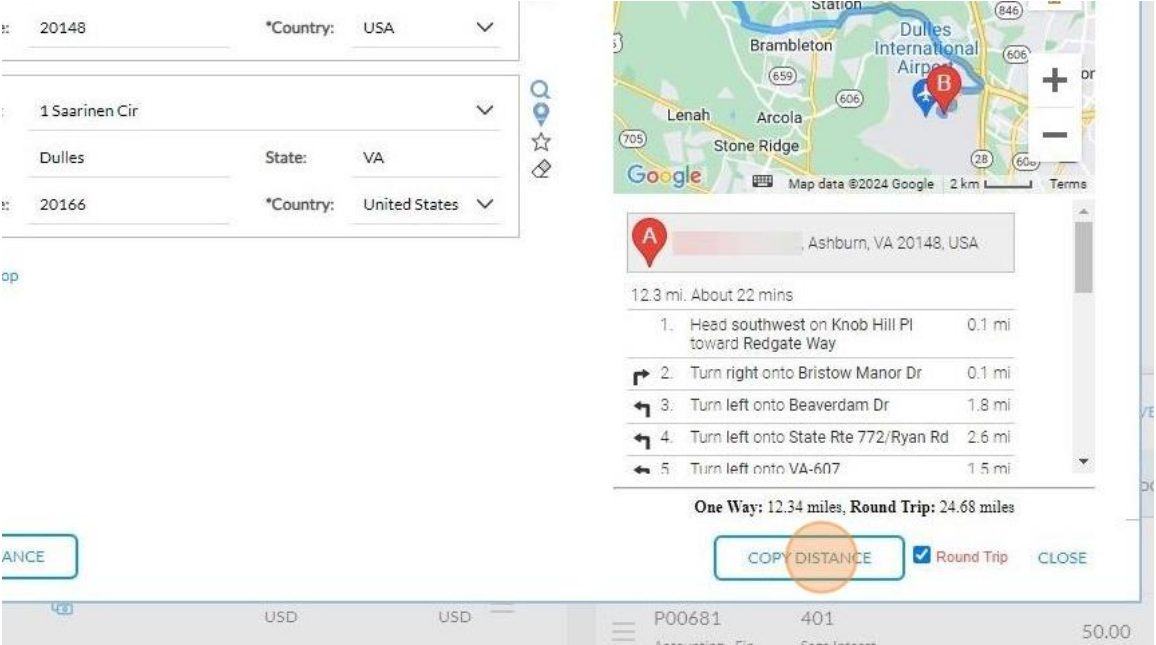
GET DISTANCE COPY DISTANCE Round Trip

Lodging USD USD P00681 401

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



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



44. Click "SAVE" to finalize the expense.

Original Distance
24.68

Trip
Round Trip

ADD COPY & ADD DISTRIBUTE EVENLY IMPR

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

SAVE

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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".

1004 - Name of Event

ADD AN EXPENSE

Type at least two characters

Meals & Incidentals

| 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 |
| | \$189.00 USD | \$189.00 USD |

Travel Assistance - Mileage

*Date
05/27/2024

*Miles
25.00

Description
Travel Assistance - Mileage

x Rate
\$0.670000 U

Note

Net Total
\$16.75 U

ADD COPY & ADD DISTRIBUTE EVENLY IMPR

| Project | Class | Amount | % Alloca... | N |
|-----------------------------|-----------------|-------------|-------------|---|
| P00749 FY2024 Region ... | 906 Meetings | \$16.75 USD | 100.00 | |

SAVE SAVE & ADD UPGRADE

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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' report interface. On the left, a table lists expenses with columns for 'Dates', 'Expense Type', 'Notice', 'Amount', and 'Due'. The main table shows:

| 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 right-hand pane shows the details for 'Travel Assistance - Meals & Incidentals'. It includes fields for 'Start' (05/27/2024) and 'End' (05/31/2024), 'Recurring Charge' (checked), and 'City' (NEW ORLEANS (ORLEANS PARISH)-LA). A table below shows project allocations:

| Project | Class | Amount | % Alloca... | Notes |
|---------|--------------|-------------|-------------|------------------------|
| P00749 | 906 Meetings | \$55.50 USD | 100.00 | |
| | | \$55.50 USD | 100.00 | Total Charged: \$55.50 |

47. Select all meals that were provided.

This screenshot shows the 'Travel Assistance - Meals & Incidentals' details pane. Under the 'Meals Provided' section, the 'Lunch' checkbox is checked, while 'Breakfast' and 'Dinner' are unchecked. The 'Note' field is empty. At the bottom, there are buttons for 'ADD', 'COPY & ADD', and 'DISTRIBUTE EVENLY'.

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

| | | |
|--------------|--------------|--|
| \$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 | |

| Project | Class | Amount | % Alloca... | Note |
|-----------------------------|-----------------|--------------------|---------------|--------------|
| P00749 FY2024 Region ... | 906 Meetings | \$16.50 USD | 100.00 | |
| | | \$16.50 USD | 100.00 | Total |

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

AAMVA American Association of Motor Vehicle Administrators

Expense

1004 - Name of Event

SAVE AS DRAFT & E

| Dates | Expense Type | Notice | 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 |

Travel Assistance - Meals & Incidentals

*Date: 05/31/2024

*Out Of Office: First/Last Day

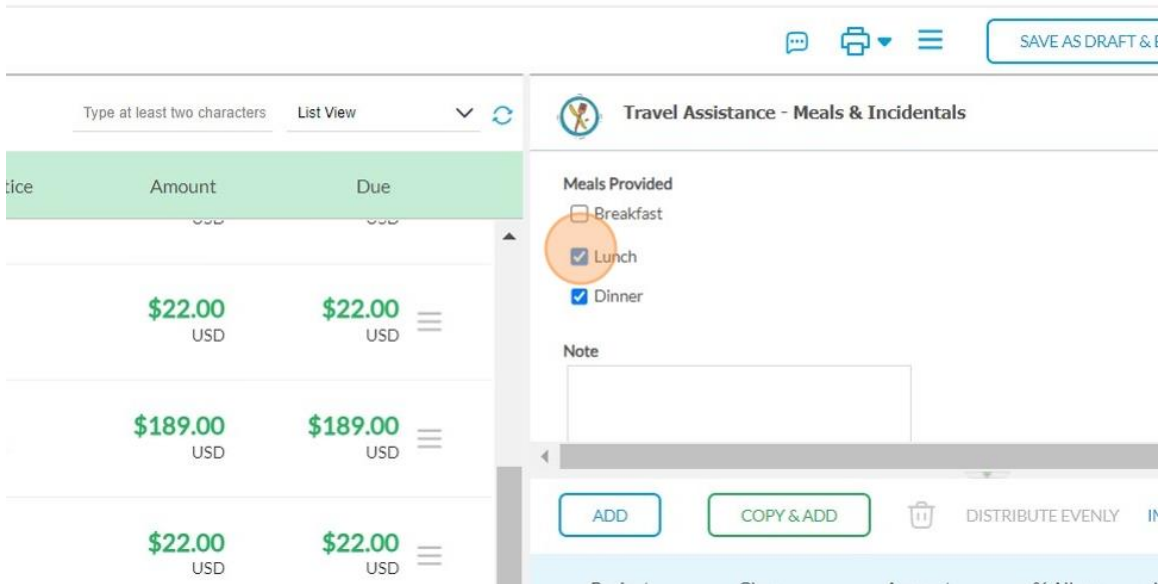
City: NEW ORLEANS (ORLEANS PARISH)-LA

Meal Per Diem Rate

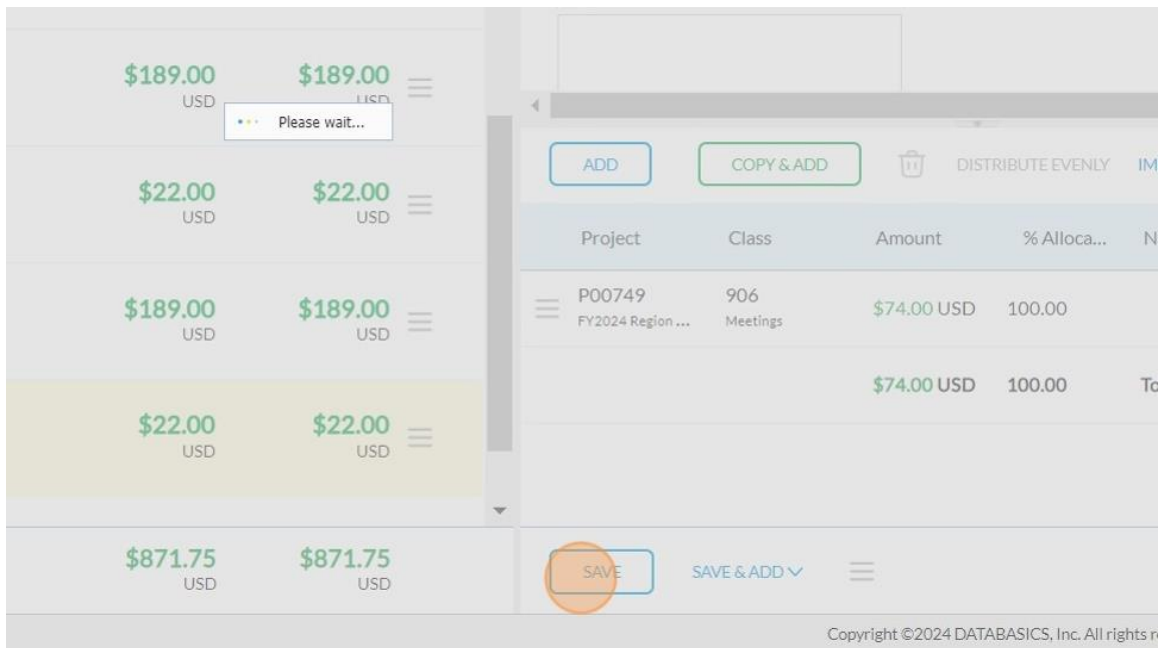
| Project | Class | Amount | % Alloca... | N |
|-----------------------------|-----------------|--------------------|---------------|-----------|
| P00749 FY2024 Region ... | 906 Meetings | \$16.50 USD | 100.00 | |
| | | \$16.50 USD | 100.00 | Tc |

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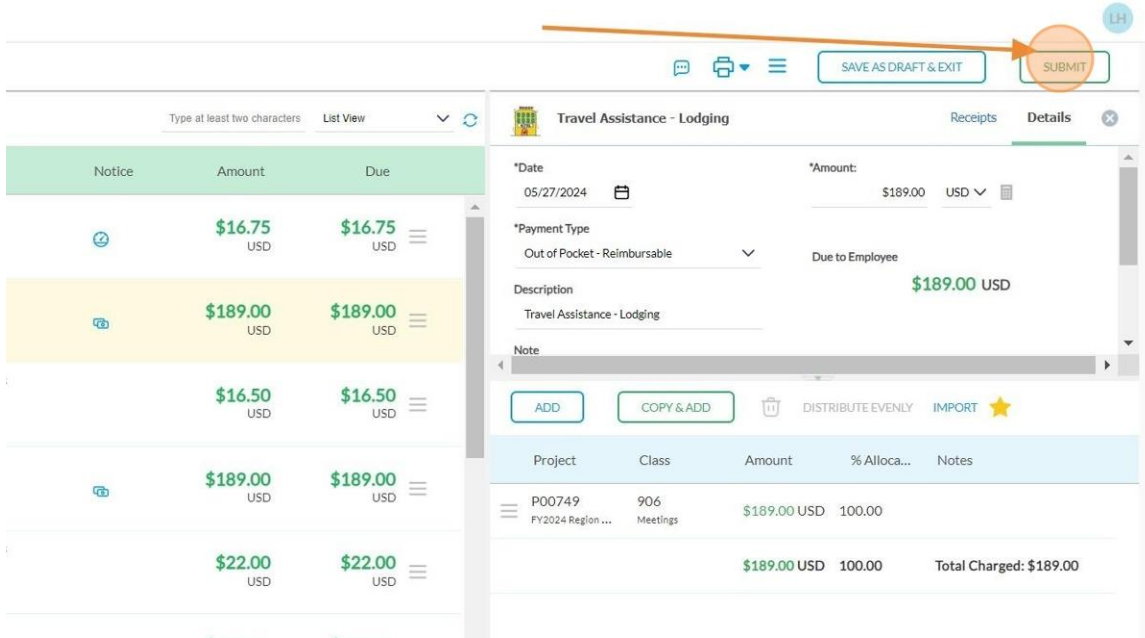
50. Make any changes to the meals provided as necessary.



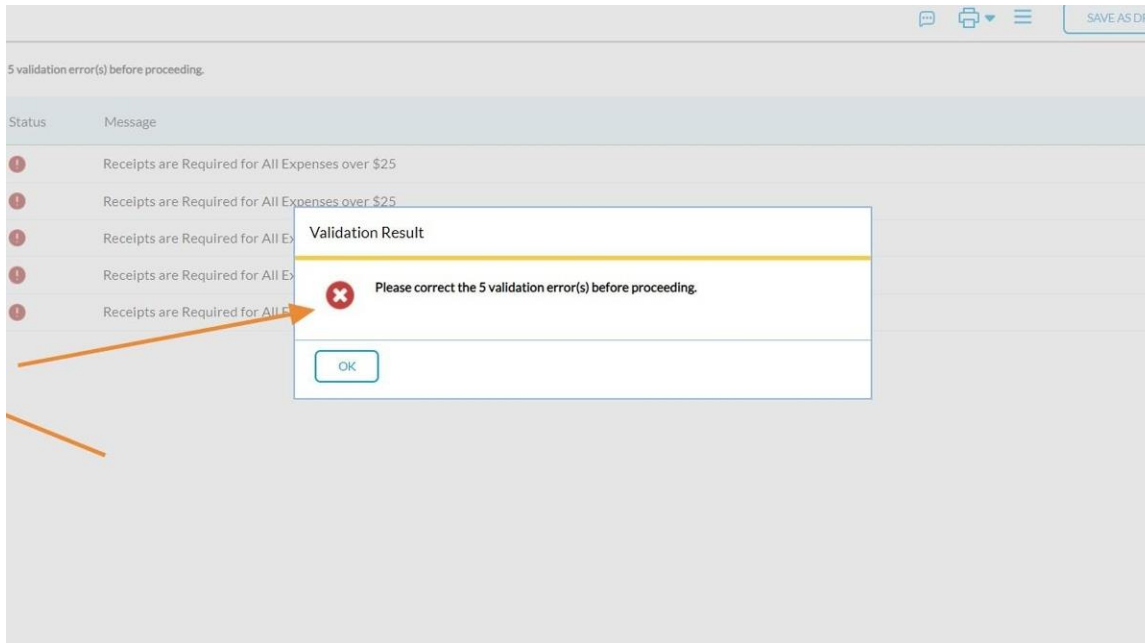
51. [[Click "SAVE" after all corrections are complete.]]



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.

ist View

Travel Assistance - Meals & Incidentals

Details

*Date: 05/30/2024

Expense Deduction: -\$52.00 USD

*Out Of Office: Full Day

Net Total: \$22.00 USD

*City: NEW ORLEANS [ORLEANS PARISH]-LA

Meal Per Diem Rate

Due to Employee

ADD COPY & ADD DISTRIBUTE EVENLY IMPORT

Due

\$22.00 USD

\$189.00 USD

\$22.00 USD

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

Confirmation

I have reviewed the report and all required notes and documentation are provided for report.

Print Fax Cover Sheet (Barcode) to fax your receipts.

CONFIRM CANCEL

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

My Expenses

CREATE A NEW REPORT | CREDIT CARD CHARGES(0)

2 Released | List View

| Actions | Id | Dates | Purpose | Status | Amount | Due | Total |
|---------|------|-------------------------|---------------|----------|----------------|----------------|----------------|
| | 1004 | 05/27/2024 - 05/31/2024 | Name of Event | RELEASED | \$871.75 USD | \$772.75 USD | \$871.75 USD |
| | 1002 | 09/23/2023 - 09/29/2024 | Name of Event | RELEASED | \$1,273.88 USD | \$1,273.88 USD | \$1,273.88 USD |

Displaying 1 - 2 of 2 | Page 1 of 1

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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.

Report Approval History

PDF X W

CLOSE

Displaying 1 - 2 of 2 | 20