

Expense Track User Guide



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Revision Table

Date	Version	Author	Notes
05/13/2016	v. 1.0	Steven Harris	Initial document created.
06/29/2016	v. 1.1	Steven Harris	Updated Approver verbiage on page 78.
08/09/2016	v. 1.2	Steven Harris	Updated with new features and functionality.
09/16/2016	v. 1.3	Steven Harris	Updated information and corrected consistency errors.
11/04/2016	v. 1.4	Steven Harris	Updated receipt capture feature in mobile app section.
12/1/2016	v. 1.5	Steven Harris	Updated several topics in the “Use the Expense Track Mobile App” section.
02/3/2017	v. 1.6	Steven Harris	Added changes from Expense Track Release 16.4.
03/14/2017	v. 1.7	Steven Harris	Corrected several inconsistencies and text errors.
09/08/2017	v. 1.8	Steven Harris	Added changes from Release 17.2: <ul style="list-style-type: none"> Using the Self-Service Card Management. Enhanced Discussion Notes on Approval Detail.
11/02/2017	v. 1.9	Steven Harris	Added changes from Expense Track Release 17.3 including: <ul style="list-style-type: none"> Enhanced Delegate User Functionality. Added Created By and Created for columns to Expense Draft grids. Added Coding Note field to Split Account Code page.
12/18/2017	v. 2.0	Steven Harris	Updated pg 63: <ul style="list-style-type: none"> Old verbiage: Edit the expense item. New verbiage: Edit the expense item’s account coding.
02/19/2018	v. 2.1	Mayra Giron	Added changes from Expense Track Release 17.4: <ul style="list-style-type: none"> Added Purpose field for Edit and Split accounts coding in Expense Drafts. Add full site access to mobile web. Enhanced Expense Approval Interface.

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Date	Version	Author	Notes
05/16/2018	v. 2.2	Steven Harris	Added changes from Expense Track Release 18.1: <ul style="list-style-type: none"> • Added Negative and Over-Allocation Account Code Splits. • Added enhancements for Delegate users (grid and receipts). • Added updated view of submitted expense reports.
08/23/2018	v. 2.7	Steven Harris	Added changes from Expense Track Release 18.2, including: <ul style="list-style-type: none"> • Added ability to disable manual expense entry for Comdata Mastercard users. • Prevented ability for Comdata Mastercard users to edit imported transactions. • Added recycle deleted receipt images feature. • Required receipt image notes in Expense Track mobile app. • Upgraded entire functionality and interface of Expense Track Mobile App.
11/01/2018	v. 2.8	Steven Harris	Added changes from Expense Track Release 18.3 including: <ul style="list-style-type: none"> • Added ability for Expense Approvers to add attachments to expense items during approval process. • Added visible descriptions for accounting codes. • Recycled receipts from declined transactions. • Removed expense description requirement. • Added ability to default accounting codes by Merchant Category Code (MCC). • Updated Data Extract Utility Tool. • Added Edit button to Split Account Code page.
04/16/2019	v. 2.9	Steven Harris	Added changes from Expense Track Release 19.3 including: <ul style="list-style-type: none"> • Added instructions on using the Manage Transactions feature.
08/08/2019	v. 3.0	Steven Harris	Added changes from Expense Track Release 19.6 including: <ul style="list-style-type: none"> • Added updated screen shot of approval page showing that expense approvers can edit descriptions. • Added details on Save as default MCC button in accounts coding. • Added details on Decline Reason for Approving and Reconciling expenses.

Expense Track User Guide

Welcome to Expense Track by Comdata

The Comdata Expense Track solution simplifies the process of generating, submitting, and approving expense reports. Designed specifically for use with the Comdata Corporate Mastercard, Expense Track allows you to manage all your expense reporting online, eliminating the need to keep records of paper receipts, simplifying report submission and automating policy reinforcement. Furthermore, you can use Expense Track for reimbursable expenses.

Note that Expense Track is not designed to produce payment amounts to Comdata, but rather to automate the input of these expenses into your accounting systems or reimburse amounts to employees. Use Expense Track as your one source for all expense management purposes in your company.

Some key benefits of Expense Track include:

- Alleviating the need to keep record of paper receipts.
- An Expense Track mobile app for uploading receipts, entering line items, approving, and coding expenses (*only available for Expense Track Premium*).
- Auto-image matching of receipts to card transactions through use of a mobile app (*only available for Expense Track Premium*).
- Faster reimbursement for reimbursable expenses.
- Improved policy enforcement with configurable rule validation.
- Configurable approval routing automation.
- Ability to access the application from any device with internet connection.
- Google maps integration for determining miles travelled and reimbursement due.

Note: Expense Track is available in a Basic and Premium package. Some features may not be available depending on the package you have purchased.

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Basics

Expense Track Process Flow

The Expense Track process follows two paths: reimbursable expenses and Comdata Corporate credit card expenses. The diagram below visualizes both paths.

- Reimbursable Expenses:** Reimbursable expenses are any expenses incurred without a Comdata Corporate Mastercard that can be reimbursed. These transactions can be captured by manually entering expense reports and submitting them for approval through automated routing. If approved and reconciled, the transaction will be exported to be processed through your accounting system.
- Comdata Corporate Mastercard:** All transactions performed with a Comdata Corporate Mastercard automatically import into Expense Track for processing. From here, you can edit the report as needed and send it for approval and reconciliation. If approved and reconciled, the expense returns to your company's accounting software system.



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Understand Expense Track User Roles

It is important to understand that there are no specific user roles in Expense Track as the system is heavily permissions based. Each feature has an associated permission that must be granted to you by your Administrator.

As a user of Expense Track, your Administrator should assign you to a user role and a user group (if necessary). For example, if an Administrator needs an Accounts Payable associate to reconcile expenses, they would set them up as a user and grant their user profile permission to access only expense reconciliation features. Furthermore, if an Administrator needs several Accounts Payable associates to review expense reports, they can set up a user group with permissions to expense reconciliation features. Then, they can assign each associate to that user group.

Typically, there are three user roles in Expense Track: Administrator, Cardholder, and Approver. However, these roles and their responsibilities may be changed based on your Administrator's discretion. See below for a list of possible tasks that may be assigned to users:

- Manage expense reports
- Approve expense reports
- Access tools such as the Expense Dashboard, Itineraries, and Mileage Calculation
- Substitute approvers
- Split account coding
- Add unprocessed credit card transactions to expense reports

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Technical and System Requirements

See the following system requirements to take full advantage of the Expense Track website.

Preferred Browsers

For optimal experience, please use the following browsers:

Browser	Version	Comments
Internet Explorer	11.0, most recent version	Make sure to install all recommended Microsoft software updates.
Mozilla Firefox	Most recent version	Comdata makes every effort to test and support the most recent version of Mozilla Firefox.
Google Chrome	Most recent version	Google Chrome automatically applies updates. Comdata makes every effort to test and support the most recent version of Google Chrome.

Screen Resolution Recommendations for all Browsers

Expense Track is designed to be responsive with most screen resolutions. Expense Track is thoroughly tested using a combination of browsers and multiple screen resolutions in order to provide users the best possible experience. The following screen resolutions are recommended:

Screen Resolutions in Pixels	
1024 x 768	1366 x 768
1920 x 1080	1280 x 1024
1680 x 1050	
1600 x 900	

Note: A minimum screen resolution of 1024 x 768 is recommended. Screen resolutions smaller than 1024 x 768 might not properly display certain Expense Track pages. Also note, for all browsers, you must enable JavaScript and cookies.

Other Technical Requirements

Area	Version
Adobe Flash Player	11.0, 12.0, 13.0, 14.1, or later
Adobe Reader	10.0, 11.0, or later
Microsoft Excel	2003, 2007, 2010, 2013, 2016

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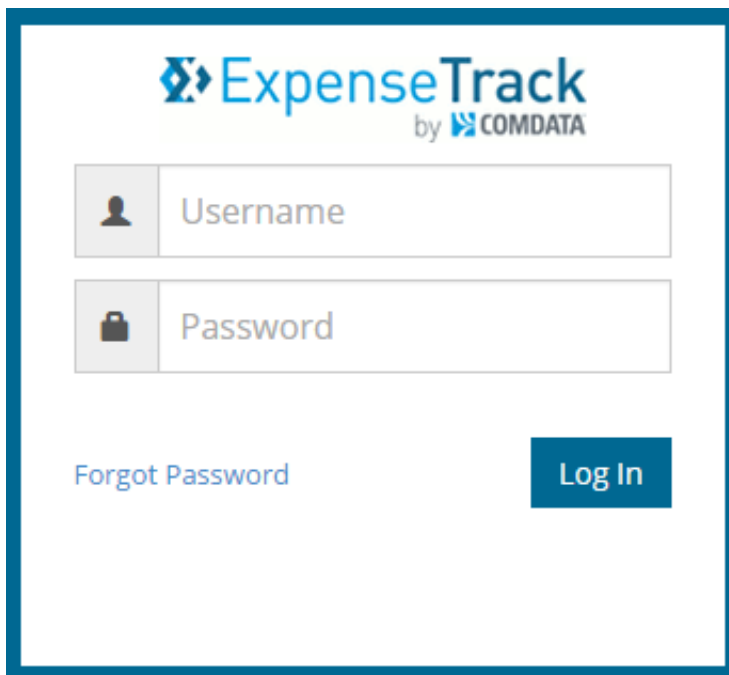
Navigate Expense Track

This section will cover logging in and navigating the Expense Track home page. Use this information to gain a basic familiarity with Expense Track.

Log In

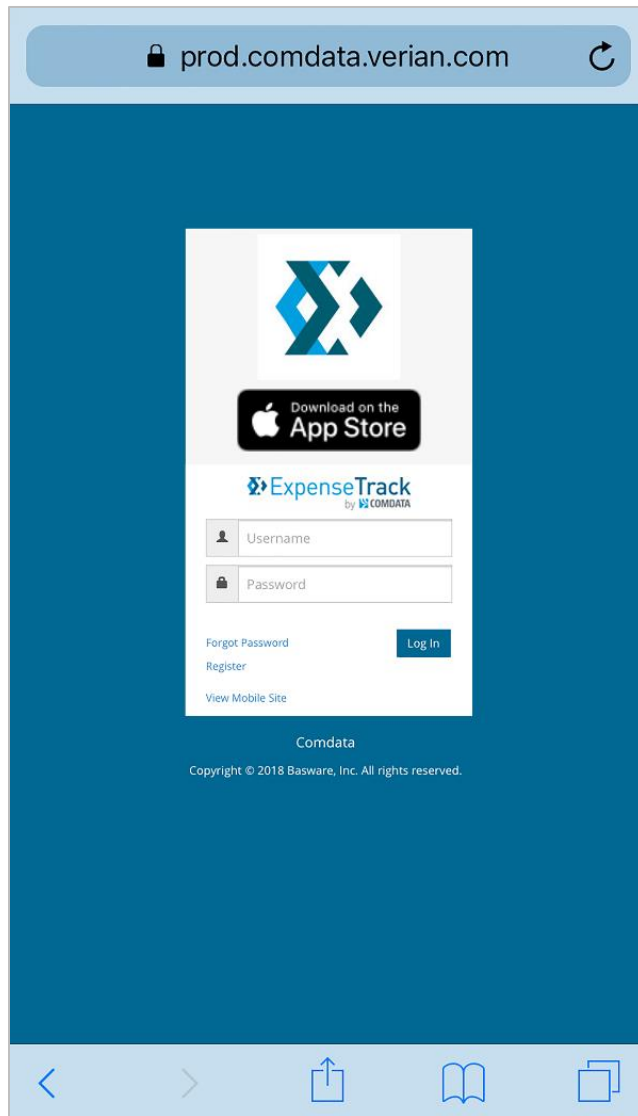
You will receive your login credentials through an email from your Administrator. Once received, follow the steps below to successfully log in and navigate the web portal.

1. Launch your web browser (Expense Track is most compatible with Internet Explorer v11.0, Chrome, Mozilla Firefox, and mobile web browsers).
2. Enter the Expense Track URL (expensetrack.com) in your browser's address bar and then press **Enter** on your keyboard.
3. Enter your login credentials (username and password) and then click **Log In**.

The image shows a login form for Expense Track by COMDATA. At the top, the logo consists of a blue diamond icon with a white arrow pointing right, followed by the text 'ExpenseTrack' in a large blue font and 'by COMDATA' in a smaller blue font below it. Below the logo are two input fields. The first field is labeled 'Username' and has a small grey icon of a person to its left. The second field is labeled 'Password' and has a small grey icon of a padlock to its left. Below the input fields, there is a link that says 'Forgot Password' in blue text on the left, and a dark blue button with the text 'Log In' in white text on the right. The entire form is enclosed in a thick blue border.

If accessing the web site via mobile browser, the page will open to the full site login page.

(see image on next page)



Note: If you fail to log in after four attempts, the web portal will lock you out. However, you can regain access through one of the following methods:

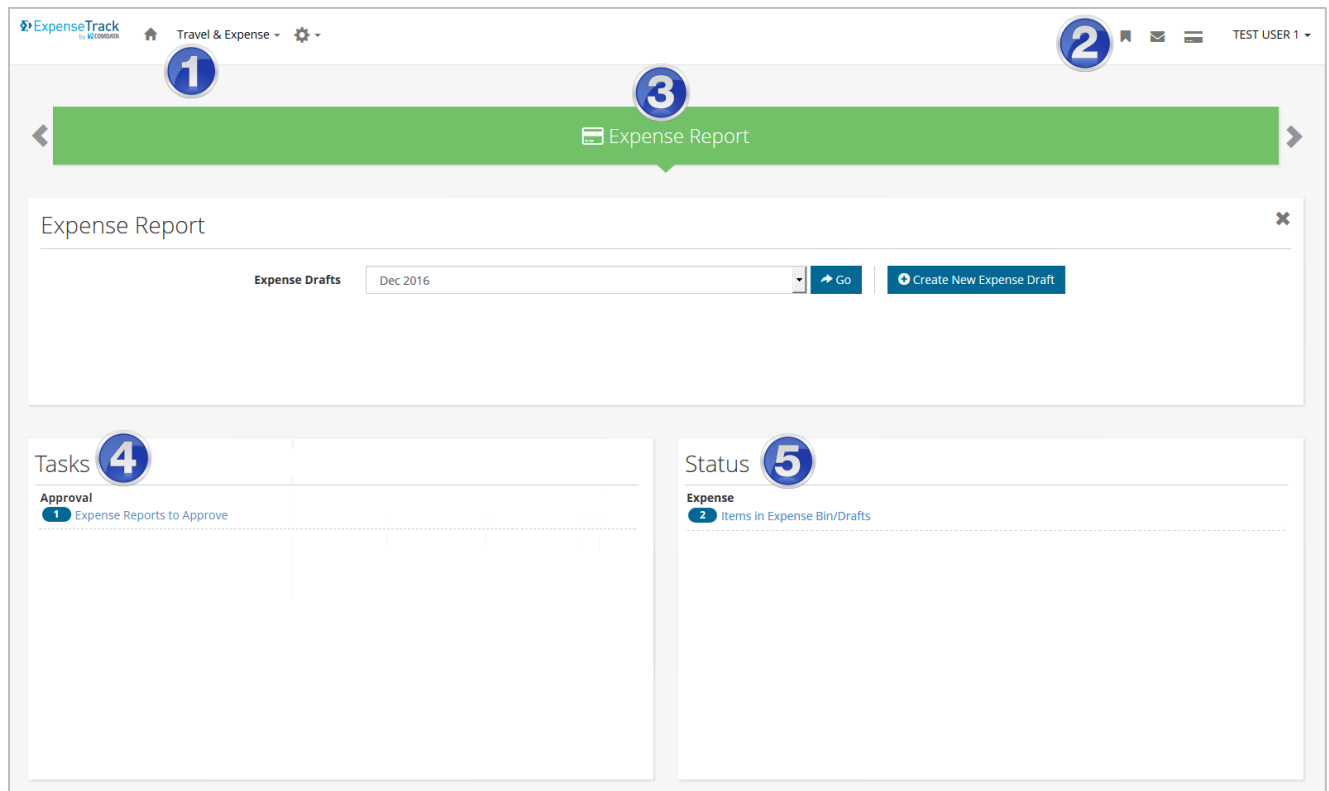
- Wait 15 minutes and you can make another attempt.
- Clear your browser's cache.
- If you are using the Google Chrome web browser, use "Incognito Mode" located under Chrome's tools drop-down menu.
- Click **Forgot Password** to request a temporary password. You will need to change the temporary password upon logging in.

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Navigate the Expense Track Home Page

The Expense Track home page contains quick access to key features, such as your expense reports, open tasks, and expense statuses.

Note: Expense Track times out after 20 minutes of inactivity. You will receive a 5-minute warning before the system completely logs you out.

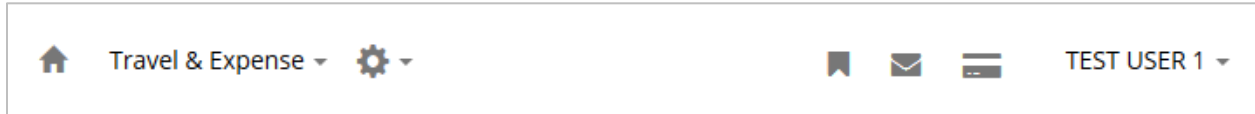






Section	Description
1. Main Menu	Contains drop-down menus to all of Expense Track's features. Some options are not available depending on your access permissions.
2. Quick Access Carousel	Provides quick access to your draft expense reports.
4. Tasks	Displays your open items, such as unreconciled expenses or items that require your approval.
5. Status	Displays the status of your opened expenses. For example, if you have expense reports that require approval, "Expense Reports in Approval" displays with the total number.

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Navigate the Main Menu

The Expense Track main menu contains links to all of your features in Expense Track.



Menu	Description
Home 	Returns you to the Expense Track home page from any page in the web portal.
Travel & Expenses	<p>The Travel & Expenses drop-down contains three groups of links:</p> <ul style="list-style-type: none"> • Manage/Search: Expense Dashboard, Expense Drafts, Search Expenses, My Cards, Expense Import Summary by User • Filters: Open Expenses, Old Expenses, All Expenses • Approval/Reconcile: Pending Approval, Approval History, Card Service Request Approvals
Speed Links 	Offers the ability to save quick links for your frequently used features. For example, if you want quick access to the Expense Dashboard, type it in the field and click Add . A quick link will be created to the Expense Dashboard that you can access from any page in Expense Track.
Messages 	Displays all system- and user-generated notifications.
My Cards 	Displays only if a Comdata Corporate Mastercard is assigned to you. Click My Cards to view your card's balance, pending and declined transactions, or request a credit limit increase or replacement card.
User Name Drop-down Menu	Provides access to details on the version of Expense Track, your user profile, a Help option, and the ability to set your in and out of office status.

User Tasks

As an Expense Track User, you may have a wide range of tasks depending on the permissions granted by your Administrator. These tasks can include submitting expense reports, approving expense reports, and monitoring or correcting default expense items. Follow this guide to understand how to use each feature available to users.

If you see a task or function that you do not have access to, but require, contact your Administrator.

Click a task below to view more information. Each task contains sub topics with more details:

- [Manage Expense Reports](#)
- [Approve Expense Reports](#)
- [Delegate Users](#)
- [Submit Card Service Requests](#)

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Manage Expense Reports

All transactions you perform with your Comdata Mastercard are imported into Expense Track and collected into draft expense reports. These reports are auto-created based on your company's expense period (weekly, semi-monthly, monthly, etc.) and the number of transactions you performed within that expense period.

When the transactions are imported, they are matched to your user profile based on your user ID, customer ID, and expense item (transaction detail). The transaction matches to an expense item based on its Merchant Category Code (MCC).

Your Administrator will determine the frequency of auto-generated draft expense reports and the naming convention of each report. For example, if the frequency is set to monthly, you will receive a draft expense report for all credit card transaction for the previous month and the report name will reflect that month (example, July 2018). Understanding the credit card expense draft frequency allows for efficient expense tracking and approval.

This section includes instructions on managing your expense reports, such as reviewing them for accuracy, correcting mismatched transactions, and attaching receipt images.

Note: Only posted Comdata Mastercard transactions display in Expense Track. Transactions generally appear 24-72 hours after the posting date except for Sundays.

Click a link below to learn more:

- [Manage Transactions](#)
- [Review and Submit Comdata Mastercard Expense Reports](#)
- [Move Expenses to Another Report](#)
- [Edit Account Codes](#)
- [Split Account Codes](#)
- [Override Default Account Codes](#)
- [Attach Receipt Images to an Expense](#)
- [Search Expenses](#)
- [Create Reimbursable non-Comdata Mastercard Expense Reports](#)

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Manage Transactions

Expense Track offers the ability to manage your expense transactions (edit, code, delete, etc.) via the Manage Transactions page. Manage Transactions allows you to search for and edit expenses at the individual transaction level rather than by draft expense report. Furthermore, if you are an expense Delegate, you can access all of your delegators' transactions from this page.

Use the various fields and filters on the Manage Transactions page to quickly find transactions that require action before they can be submitted, such as transactions missing receipt images or with incomplete accounts coding.

Note: Permission **4207 – Can View Manage Transactions** must be enabled for your user profile.

The Manage Transactions page offers the following abilities:

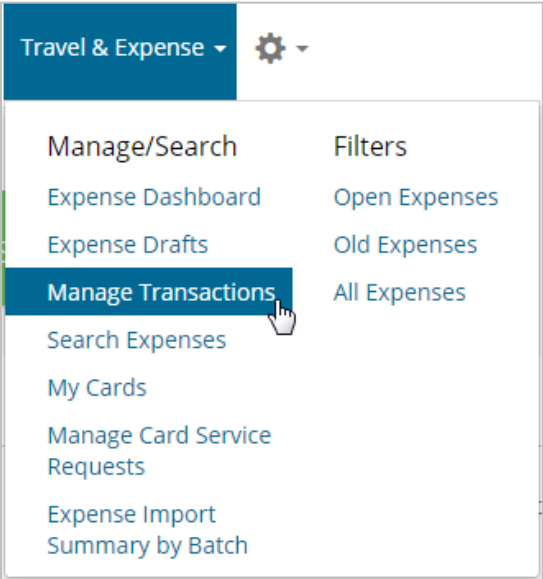
- [View Transactions](#)
- [Edit Transactions](#)

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View Transactions

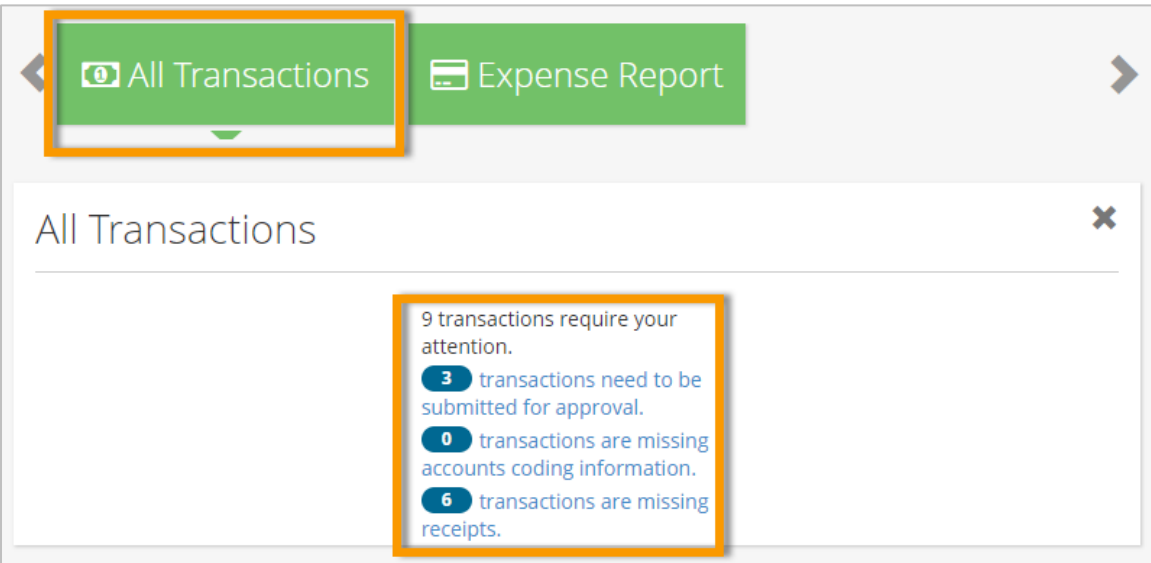
The Manage Transactions page contains a grid of all your transactions, regardless of their status (green flag, red flag, etc.). Whatsmore, you can filter the grid to display transactions by certain criteria, such as transactions requiring approval, missing coding, or missing receipt images. Follow the steps below to learn more.

1. There are two paths to accessing the Manage Transactions page:
 - On the Expense Track main menu, select **Travel & Expense > Manage Transactions**.



- Select **All Transactions > one of the Transaction filter options**.

Note: Selecting one of these options will filter the grid on the Manage Transactions page by the option you select (example: transactions that require submission for approval).



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2. The Manage Transactions page opens with all your transactions. If you are a Delegate user, your Delegators' transactions display as well. See below for more information.

Note: Accessing the Manage Transactions page via the **Travel & Expense** drop-down or **All Transactions** defaults data to the past 90 days. However, each time you apply filters or change columns in the grid, they will remain each time you view this page.

Manage Transactions * = Inactive User

More Actions ▾

Transactions												
<input type="checkbox"/>	Display Name	Company	Expense Item	Transaction Date	Post Date	Merchant	Total	Status	Image Count	Draft/Report ID	Flag	Coded
<input type="checkbox"/>	Chase Smith	Comdata	Airfare	01/02/2019	01/02/2019	Airline	200.00	In Draft	0	311838	▼	Yes
<input type="checkbox"/>	Todd Smith	Comdata	Car Rental	06/09/2018	06/09/2018	Ride Share	30.00	In Approval	1	234728	▼	Yes
<input type="checkbox"/>	Will Hall	Comdata	Airfare	06/09/2018	06/09/2018	Airlines	600.00	In Approval	1	234728	▼	Yes
<input type="checkbox"/>	Tina Jones	Comdata	Meals	06/05/2018	06/05/2018	Test	85.00	In Draft	1	234935	▼	Yes
<input type="checkbox"/>	Tina Jones	Comdata	Travel - Other	06/05/2018	06/05/2018	Test	200.00	In Draft	0	234935	▼	Yes
<input type="checkbox"/>	Will Hall	Comdata	Meals	05/20/2018	05/21/2018	BURGER SPOT	14.91	In Draft	0	232214	▼	No
<input type="checkbox"/>	Beck Benning	Comdata	Travel - Other	05/21/2018	05/21/2018	TOLL	40.00	In Draft	0	232155	▼	No
<input type="checkbox"/>	James Fallon	Comdata	Meals	05/20/2018	05/21/2018	JUICE SPOT	11.52	In Draft	0	232213	▼	No
<input type="checkbox"/>	Scott O'Donoghue	Comdata	Meals	05/20/2018	05/21/2018	AIRPORT	18.10	In Draft	0	232164	▼	No

25 per page

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« < 1 2 3 4 5 6 7 > »

Total transactions: **77699**
 Total amount: **\$ 12,721,099.88**

Icon	Description
Filters	Filter the grid by specific criteria (post date, transaction date, employee ID, etc.).
Customize Display	Add or remove columns in the grid. There are a total of 24 columns you can customize to your preference. Note: You can also click and drag columns around to reorganize the grid.
Save Current View	Save your applied filters and columns for a customized view. You can save up to 15 customized views. Enter a name for you view and then click the save icon ().
More Actions More Actions ▾	Provides two options for exporting data to an Excel spreadsheet: <ul style="list-style-type: none"> Export Current View: Export all rows in the current page view. Export all rows: Export all rows in the grid. Note: A maximum of 5000 rows can be returned when exporting to Excel.
Expense Item	Click a link in the Expense Item column to edit individual transactions.
Draft/Report ID	Click a link in the Draft/Report ID column to view a transaction's expense report. Note: Link is clickable only if the transaction has been submitted for approval.

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Edit Transactions

The Manage Transactions page allows you to edit and save transactions just as you can on expense reports. This ability saves you time from accessing draft expense reports to manage your transactions. If you are a Delegate user, this features removes the need to access each of your Delegates’ expense reports to manage their transactions.

1. Click a link in the **Expense Item** column.

Manage Transactions * = Inactive User

[More Actions](#)

<input type="checkbox"/>	Display Name	Company	Expense Item	Transaction Date	Post Date	Merchant	Total	Status	Image Count	Draft/Report ID	Flag	Coded
<input type="checkbox"/>	Chase Smith	Comdata	Airfare	01/02/2019	01/02/2019	Airline	200.00	In Draft	0	311838		Yes
<input type="checkbox"/>	Todd Smith	Comdata	Car Rental	06/09/2018	06/09/2018	Ride Share	30.00	In Approval	1	234728		Yes
<input type="checkbox"/>	Will Hall	Comdata	Airfare	06/09/2018	06/09/2018	Airlines	600.00	In Approval	1	234728		Yes
<input type="checkbox"/>	Tina Jones	Comdata	Meals	06/05/2018	06/05/2018	Test	85.00	In Draft	1	234935		Yes
<input type="checkbox"/>	Tina Jones	Comdata	Travel - Other	06/05/2018	06/05/2018	Test	200.00	In Draft	0	234935		Yes
<input type="checkbox"/>	Will Hall	Comdata	Meals	05/20/2018	05/21/2018	BURGER SPOT	14.91	In Draft	0	232214		No
<input type="checkbox"/>	Beck Benning	Comdata	Travel - Other	05/21/2018	05/21/2018	TOLL	40.00	In Draft	0	232155		No
<input type="checkbox"/>	James Fallon	Comdata	Meals	05/20/2018	05/21/2018	JUICE SPOT	11.52	In Draft	0	232213		No
<input type="checkbox"/>	Scott O'Donoghue	Comdata	Meals	05/20/2018	05/21/2018	AIRPORT	18.10	In Draft	0	232164		No

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Total transactions: **77699**
Total amount: **\$ 12,721,099.88**

2. The Edit Transaction window opens. This window mirrors the existing functionality on the [Add/Edit Expense Item](#) page within draft expense reports. Use the navigation arrows () to move between transactions without saving any changes. If you need to save changes, click **Save & Next** before moving to the next transaction.

The Edit Transaction window contains three tabs: **Expense Line Information**, **Receipts**, and **Mileage** (if applicable).

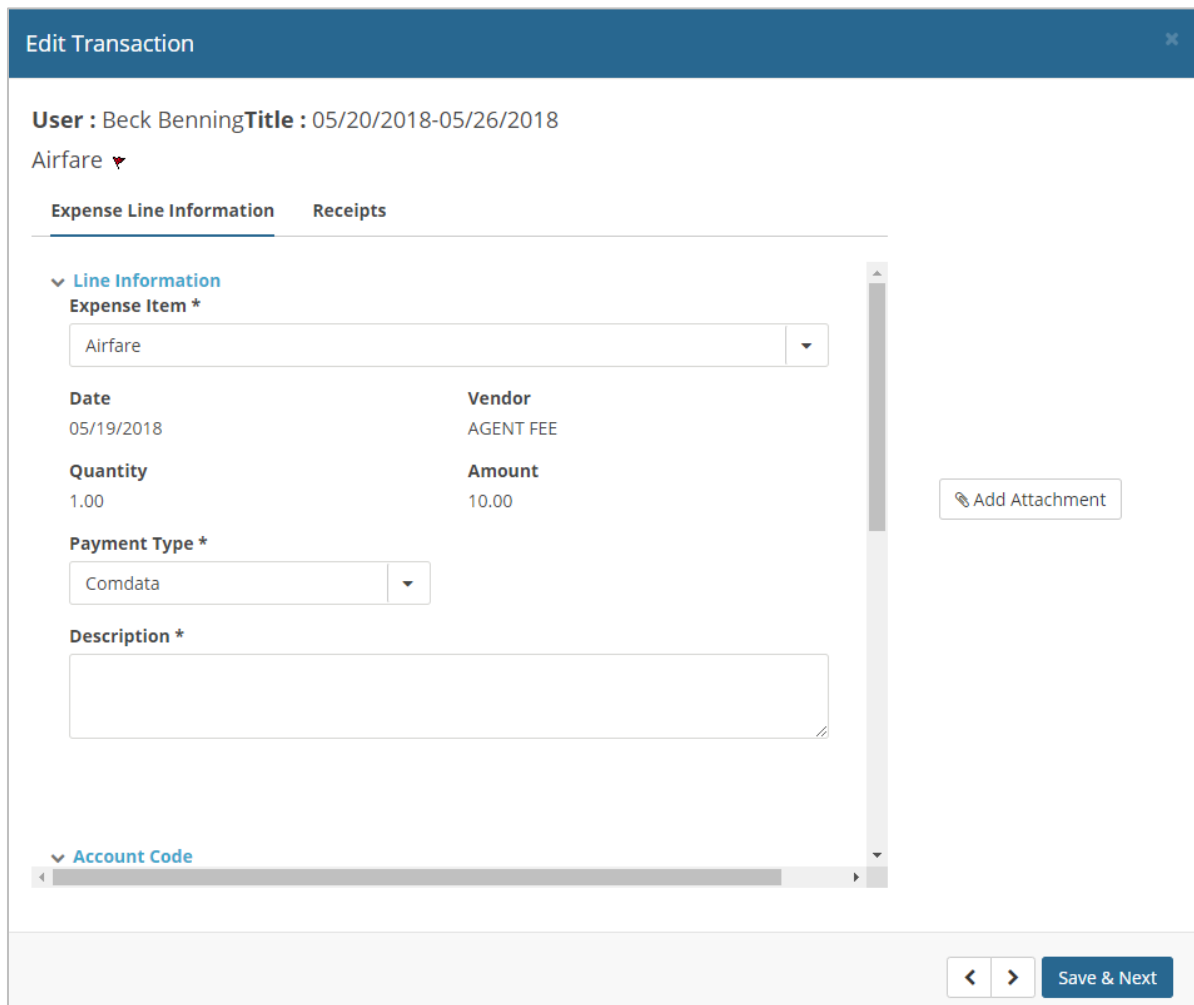
Note: If any required fields are missing when you save a transaction, an error will populate on those fields at the top of the window.

(continued on next page)

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See below for details on using each tab:

- Expense Line Information:** The Expense Line Information tab contains the main transaction details. The editable fields are dependent on the expense item and the expense type configuration.



Edit Transaction

User : Beck Benning Title : 05/20/2018-05/26/2018

Airfare ▼

Expense Line Information Receipts

▼ **Line Information**

Expense Item *

Airfare ▼

Date	Vendor
05/19/2018	AGENT FEE
Quantity	Amount
1.00	10.00

Payment Type *

Comdata ▼

Description *

▼ **Account Code**

◀ ▶ Save & Next

Add Attachment

Accounts Coding is available at the bottom of the tab with standard coding functionality available (cascading, defaulting, and split coding). For more information on accounts coding, see [Review and Submit Comdata Mastercard Expenses](#). If the transaction originates from a Comdata Mastercard, supplemental product data displays below the Account Code section. Depending on the transaction’s merchant category code (MCC) additional details may display, such as hotel- or airline-related data.

Note: Mass coding must be performed through the [Delegation](#) or the [Edit Expense Item](#) page at this time.

(see image on next page)

User : Beck Benning Title : 05/20/2018-05/26/2018
 Airfare ▾

Expense Line Information Receipts

▼ Account Code

Accounts Coding Type

Indirect Expense ▾

Company *

----Please Select---- ▾

GL Account *

No results available ▾

Add Split

▼ Supplemental Data

▼ Product Data

Product Code	Description	Quantity	Product Price - Net Due	Product Total Cost - Net Due
B32	AIRLINE FARE	1	10	10

▼ Airline Data

Ticket Number	Passenger Name	Ticket Issuance Date	Origin Airport	Destination Airport	Carrier Code	Passenger Class	Flight Number
89000000004536	STAMPS/JORDAN D						10000

If enabled by your expense Administrator, you can save your accounts coding by MCC. Enter the accounts coding details, then click **Save as default for MCC**. In doing so, all other transactions with the same MCC will default to the saved account code values. Use this option to save time in coding transactions.

▼ Account Code

Accounts Coding Type

Job Coding (2.0) ▾

Company *

1 - OFFICE Inc ▾

Job *

1000. - HEALTH EDUCATION CAMPUS ▾

Phase *

10.00000. 00 - FIELD CLERK / SECRETARY ▾

CostType *

1 - Labor ▾

Add Split **Save as default for MCC**

MCC : 5812 MCC Description : Eating Places, Restaurants

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- Receipts:** The Receipts tab displays all receipts in queue uploaded through the Expense Track mobile app, manually added that were recycled, or emailed to Expense Track. The queue displays a thumbnail of the receipt image, the capture date, vendor, amount, and any notes for each image. Use this tab to attach one or multiple receipt images to a transaction.


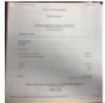
Edit Transaction ✕

User : Beck Benning **Title :** 05/20/2018-05/26/2018

Travel - Other ▼

Expense Line Information
Receipts

Only show Transaction Owner's receipts

	Date	Vendor	Amount	Notes	
	05/03/2018	-	\$ 192.50	-	Attach
	05/11/2018	-	\$ 104.59	2045 Water for field office	Attach

[Add Attachment](#)

<
>
Save & Next

There are two methods to attach a receipt image to a transaction:

- Click **Add Attachment** to add a receipt image saved on your computer.
- Click **Attach** to attach a receipt image from the queue to the current transaction.

Once a receipt image is attached, you can use one of the following three options:

(continued on next page)

- **Download:** Saves the receipt image to your computer.
- **Delete:** Deletes the receipt image from the transaction.
- **Recycle:** Adds the receipt image back to the receipts queue.

Note: If you are a Delegate user, use the **Only Show Transaction Owner's Receipts** toggle to display only receipts uploaded by the transaction owner. Toggle this button off to display receipts uploaded by you and the transaction owner.

The screenshot shows the 'Edit Transaction' page for a user named Beck Benning. The transaction title is '05/20/2018-05/26/2018' and the category is 'Travel - Other'. The 'Receipts' tab is active, showing a table with two entries:

Date	Vendor	Amount	Notes
05/03/2018	-	\$ 192.50	-
05/11/2018	-	\$ 104.59	2045 Water for field office

Each row has an 'Attach' button. A toggle switch labeled 'Only show Transaction Owner's receipts' is currently turned on. To the right, a detailed receipt from 'SUNRISE SPRINGS water company' is shown, with an 'Add Attachment' button above it. Below the receipt, there are buttons for 'Download', 'Delete', and 'Recycle'. At the bottom of the interface are navigation arrows and a 'Save & Next' button.

- **Mileage:** Displays only for mileage transactions. Use this tab to gain reimbursements for trips and to automate the mileage calculation process. You can use the following functions on this page:
 - **Add Location:** Allows you to enter additional segments (up to 10 addresses) to the trip.
 - **Calculate Miles:** Calculates the total miles driven for the addresses you entered. Clicking **Calculate Miles** updates the expense quantity with the total miles.
 - **Round Trip:** If round trip mileage is to be considered, toggle the **Round Trip** button on. Then, click **Calculate Miles** to calculate the miles to and from the final destination.

(continued on next page)

Note: The miles may auto-calculate without clicking the **Calculate Miles** button if set up by your Administrator.

Edit Transaction
✕

User : Beck Benning **Title :** 05/20/2018-05/26/2018

Mileage ▾

Expense Line Information

Receipts

Mileage

Total Miles 21.11

Add Location

Calculate Miles

Address 1

Address 2

0.00

10.70

Round Trip

Attached by Kristen Wahl
03/12/2019
Notes: Receipt_2.jpg

↓ Download

✕ Delete

♻️ Recycle

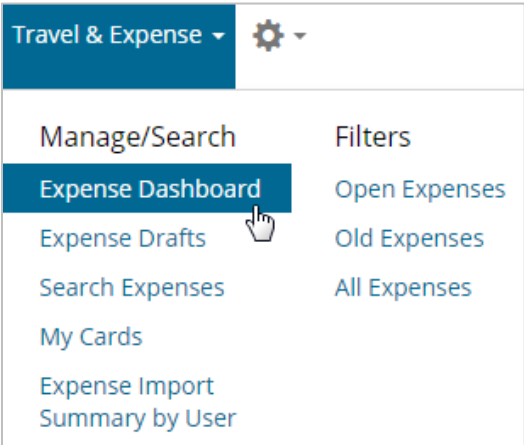
Expense Track User Guide

Review and Submit Comdata Mastercard Expense Reports

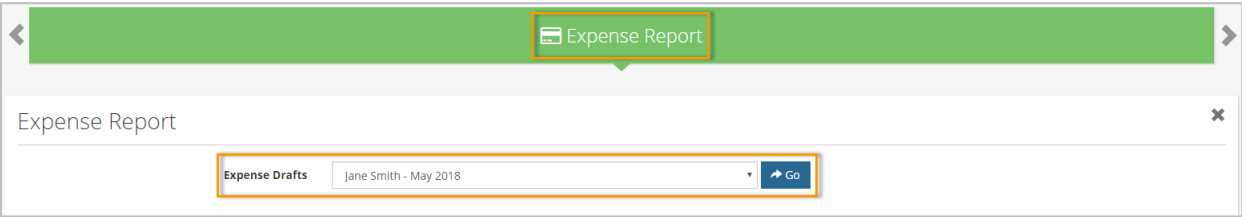
When a draft expense report is auto-generated with your transactions, you will need to review it for accuracy before submitting the report to avoid errors.

1. There are three ways to access your expense reports:

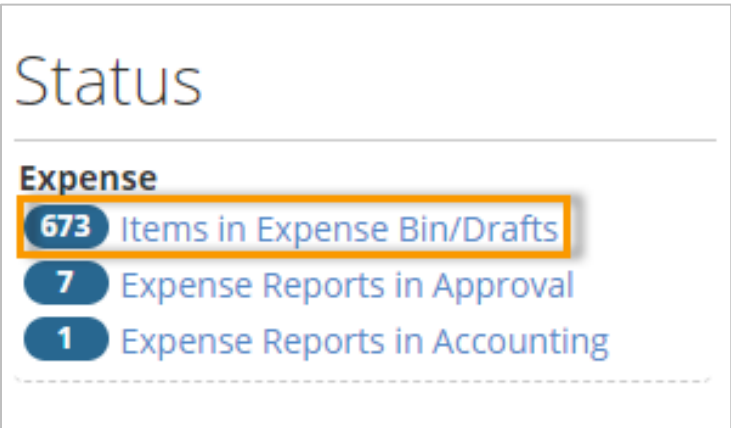
- On the Expense Track main menu, select **Travel & Expense > Expense Dashboard**.



- Click the **Quick Access Carousel** on the home page to open a list of all your draft expense reports. Select a draft from the **Expense Drafts** drop-down and click **Go**.



- Click **Items in Expense Bin/Drafts** under the Status section on the home page.



Expense Track User Guide

2. The first option directs you to the Expense Dashboard which lists all of your auto-generated draft expense reports. Click the edit icon (✎) to view a report's details.

Only show drafts created for me

Expense Drafts

1-2 of 2 item(s)

Report Title	Date	Created by	Created for	Total Actions
May 2018	05/15/2018	JANE SMITH	JANE SMITH	\$14.07
Mar 2018	03/20/2018	JANE SMITH	JANE SMITH	\$22.89

Receipts

Only show my receipts

2018-07-23_132444_1586_996.jpeg

Uploaded via Mobile App sent on 07/23/2018 by Jane Smith

2018-07-23_102312_1586_512.jpeg

Uploaded via Mobile App sent on 07/23/2018 by Jane Smith

Page 1 of 3

All Expenses

1-5 of 11 item(s) View all

Report Title	Date	Created by	Created for	Report #	Status	Total Actions
Apr 2018	04/23/2018	JANE SMITH	JANE SMITH	62104	Fully Released	\$602.78
Feb 2018	03/01/2018	JANE SMITH	JANE SMITH	41833	Fully Released	\$1,602.55
Jan 2018	02/19/2018	JANE SMITH	JANE SMITH	38757	Fully Released	\$304.22
Oct 2017	10/30/2017	JANE SMITH	JANE SMITH	13631	Fully Released	\$46.49
Sep 2017	10/30/2017	JANE SMITH	JANE SMITH	13629	Fully Released	\$27.13

Tasks

Accounting

3 expense(s) waiting to be reconciled. [Go!](#)

Approval

2 expense(s) require your approval. [Go!](#)

Reports

- [YTD Summary of Expenses](#)
- [YTD Expenses by Status](#)
- [YTD Approved Expenses](#)
- [YTD Approved Expenses](#)

Field	Description
Only show drafts created for me	If you have Delegate users , use the Created by and Created for columns to see who created reimbursable draft expense reports for you. To display only your own expense reports, select the Only show drafts created for me toggle button.
Expense Drafts	A list of all your draft expense reports that have not been submitted for approval.
All Expenses	<p>A complete list of all expense reports you have submitted for approval and/or reconciliation. You cannot edit these reports, but you can review them. These reports can be in one of four statuses:</p> <ul style="list-style-type: none"> • In Approval: Expense report is waiting for approver to take action. • Declined: The approver declined the expense report. • In Accounting: Expense report has been approved and is awaiting reconciliation. • Fully Released: Expense report has been approved and fully reconciled.

Field	Description
Receipts	The Receipts queue displays all receipt images that are not attached to a transaction. If you are a Delegate user , your Delegator users' receipts will display with your own. Use the Only show my receipts button to toggle the view to display only the receipts you uploaded. Your setting on the Only Show My Receipts button will remain applied for every page where the Receipts queue displays. See Attach Receipts Images to an Expense for more information.
Tasks	If you have approval privileges, this section displays a list of all of your approval tasks that require action, such as approving a submitted expense report.
Reports	If you are granted access, the Reports section displays a list of reports on your expense activity. These include YTD (year to date) Summary of Expenses, YTD Expenses by Status, YTD Approved Expenses. Click a report to view its details.

Note: Based on your Administrator's configurations, you may be allowed to create expense report drafts. If so, a **Create Expense Report** button displays on the Expense Dashboard. If this option is available to you, note that you can create expense report drafts for only reimbursable, out-of-pocket expenses and not Comdata Mastercard expenses in any way.

Only show drafts created for me

Expense Drafts

1-5 of 23 item(s)

Create Expense Report **View all**

Report Title	Date	Created by	Created for	Total	Actions
May 2018	05/29/2018	Hannah Lawson	Hannah Lawson	\$855.52	
Apr 2018	04/10/2018	Hannah Lawson	Hannah Lawson	\$409.40	
Mar 2018	03/19/2018	Hannah Lawson	Hannah Lawson	\$524.96	

Expense Track User Guide

- Each expense report contains a header section with basic details on the report and an expense item section that includes all of your transactions. Edit the header if needed, such as entering a report description or notes for the expense approver to review.

Edit Expense Report

Expense Header

Report Title *

Report Description

Approval Notes

Created By JANE SMITH

Charge to Comdata

Comments

Expense Report Attachment No file chosen

On Behalf of JANE SMITH

Expense Items

<input type="checkbox"/>	Status	Date	Item	Vendor	Type	Qty	Amount	Line Total	Actions
<input type="checkbox"/>	▼	05/11/2018	Travel - Other	FUEL 9999	Travel - Other	1.00	14.0700	\$14.07	

Entered Expense Total: \$14.07

Receipts

Only show my receipts

- 2018-07-23_132444_1586_996.jpeg
Uploaded via Mobile App sent on 07/23/2018 by Jane Smith
- 2018-07-23_102312_1586_512.jpeg
Uploaded via Mobile App sent on 07/23/2018 by Jane Smith
- HomeDepot.jpg
Recycled Receipt sent on 07/20/2018 by Jane Smith
- Image5596_21.jpg
Recycled Receipt sent on 07/20/2018 by Jane Smith
- Image5596_2.jpg
Recycled Receipt sent on 07/20/2018 by Jane Smith

Page 1 of 1

Field	Description
Report Title	The name of the expense report. This field will populate for you.
Charge to	The location where the expenses are being charged.
Report Description	Enter a description to distinguish the report from other reports.
Comments	Enter any necessary comments about the expense report.
Approval Notes	Enter any notes the expense approver needs to review.
Expense Report Attachment	Select an attachment that is related to the expense report. This can be scanned receipts or other relatable documents.
Receipts	Displays all receipt images uploaded through the Expense Track mobile app or manually through the website. Click a receipt to view its image. See Attach Receipt Images to an Expense for more information.

Expense Track User Guide

4. The Expense Items table holds each of your transactions as identified by the credit card icon (🗑️). If the transaction is in red flag status (🚩), it cannot be submitted for approval and means a correction is required. The reason for a red flag status can range from incorrect account codes to missing receipt images, but it is dependent on your Administrator’s configurations.

Click the edit icon (✏️) to view the transaction’s details.

Note: If the transaction includes a discount amount, that amount will be added to the total amount of the transaction. The sum of the total and discount are then used to [match a receipt](#).

Expense Items
List | Detail

<input type="checkbox"/>	Status	Date ▼ ▲	Item ▼ ▲	Vendor ▼ ▲	Type ▼ ▲	Qty ▼ ▲	Amount ▼ ▲	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>	🚩	05/11/2018	Travel - Other ▼	FUEL 9999	Travel - Other	1.00	14.0700	\$14.07	✏️ 🗑️ 📄 🔄





Delete
Move Expense(s) Select Report ▼
Move

Entered Expense Total: \$14.07

Save
Submit
Clear Entries
Cancel

Field	Description
Status	<ul style="list-style-type: none"> A red flag (🚩) means the expense item is incomplete and additional information must be finished for it to save properly. A yellow flag (🚩) means there is an error in the expense item's information. For example, if you entered miles greater than the calculated miles or the reimbursable amount is less than line cost, a yellow flag displays. A green flag (🟢) means the expense item is complete and can be submitted with the expense report.
Date	Indicates the transaction date.
Item	Used to match the transaction to another expense item if needed.
Vendor	The merchant where the expense occurred.
Type	The associated expense type.
Quantity	The quantity that was purchased, if applicable.
Amount	The amount in dollars and cents that was purchased.

Expense Track User Guide































Field	Description
Line Total (Pre-Paid)	The total for the expense line item.
Actions	<p>Each icon allows you to edit the transaction:</p> <ul style="list-style-type: none">  Edit: Click to open the Add/Edit Expense Item page.  Move: Move the transaction to a different expense report. See Move Expenses to Another Report for more information.  Edit Account Codes: Allows you to edit the account codes on a transaction and then apply those account codes to other transactions. See Edit Account Codes for more information.  Split Account Code: Split the account codes on a transaction. See the Split Account Codes section for more information.
List/Detail	The List/Detail buttons in the top right corner allows you to display the Expense Items section in its default view as a table (List) or a detailed view (Details).

Tip: Based on your administrator’s configurations, you may be able to add a reimbursable expense item to your expense report. If so, an **Expense Item** drop-down displays within the Expense Items table. Use this drop-down to select an expense item and manually enter the details on a transaction. See [Create Reimbursable non-Comdata Mastercard](#) transactions for more information.

Expense Items

Expense Item : Select Expense Item Add

List | Detail

<input type="checkbox"/>	Status	Date ▼ ▲	Item ▼ ▲	Vendor ▼ ▲	Type ▼ ▲	Qty ▼ ▲	Amount ▼ ▲	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>		04/08/2018	Meals & Entertainm ▼	AIRPORT	Meals & Entertainment 	1.00	6.8900	\$6.89	   
<input type="checkbox"/>		04/11/2018	Travel - Other ▼	AIRPORT PARK	Travel - Other 	1.00	92.0000	\$92.00	   
<input type="checkbox"/>		04/11/2018	Meals & Entertainm ▼	RESTAURANT #888 K	Meals & Entertainment 	1.00	13.6100	\$13.61	   
<input type="checkbox"/>		04/27/2018	Airfare ▼	AGENT FEE	Airfare 	1.00	10.0000	\$10.00	   
<input type="checkbox"/>		04/27/2018	Airfare ▼	AIRFARE FEE	Airfare 	1.00	286.9000	\$286.90	   

Delete Move Expense(s) Select Report ▼ Move

Entered Expense Total: \$409.40

Save Submit Clear Entries Cancel

Expense Track User Guide

5. The Add/Edit Expense Item page displays all details on the transaction. The fields on this page are dependent on the expense type selected and configurations made by your Administrator. Required fields are denoted with an asterisk. Complete fields as necessary and click **Save** when finished.

Note: The Account Code section is required and displays fields for applying an account code structure to the transaction. Account codes allow you to allocate the costs of the transaction to specific entities within your company. These fields will prepopulate for Comdata Mastercard transactions. However, review the account code structure to ensure it is applied correctly. If you do not know the appropriate account code structure for a transaction, contact your administrator.

In addition, your administrator may require you to attach a receipt image to the transaction before it can be submitted for approval. Use the **Click to add attachment** button to do so. See [Attach Receipts to an Expense Item](#) for more information.

(see image on next page)

Expense Track User Guide

Product Data +

Account Code

Company ▼ -
 1001 - Brentwood

Division ▼ -
 7520 - Corp. Pymts

Department ▼ -
 1115 - Corp Pay Project Management

GL Account ▼
 70309 - TRAVEL

Attachments

Upload Attachment:

Save
Clear Entries
Cancel

You can also view specific details on the transaction using the **Product Data** drop-down. The label of the drop-down is dependent on the merchant category code (MCC) assigned to the transaction. For example, if the transaction takes place at a hotel, a **Hotel Data** drop-down displays. If the transaction is related to an airline, an **Airfare** drop-down displays.

Product Data -

Product Code	Description	Quantity	Product Price - Net Due	Product Total Cost - Net Due
A86	CIGARETTE/TOBACO	2.0000	\$6.76	\$13.32
B31	FUEL ADJUSTMENT	2.0000	\$0.25	\$0.50
A94	MISC OTHER	1.0000	\$1.25	\$1.25
999	OTHER MISCELLANEOUS TRANS	1.0000	\$1.00	\$1.00

Account Code

Company ▼ -
 1001 - Brentwood

Division ▼ -
 7520 - Corp. Pymts

Department ▼ -
 1115 - Corp Pay Project Management

GL Account ▼
 70309 - TRAVEL

Attachments

Upload Attachment:

Save
Clear Entries
Cancel

Expense Track User Guide

- Once you click **Save** on the Add/Edit Expense Item page, you are returned to the Expense Report page. Ensure all expense items have a green flag status. If so, click **Submit** to send it for approval.

Edit Expense Report

Save
Submit
Clear Entries
Cancel

Expense Header

Report Title *

Report Description

Approval Notes

Created By Jane Smith

Charge to Comdata

Comments

Expense Report Attachment Choose File No file chosen

On Behalf of JANE SMITH

Receipts

Only show my receipts

2018-07-23_132444_1586_996.jpeg ✖

Uploaded via Mobile App sent on 07/23/2018 by Jane Smith

2018-07-23_102312_1586_512.jpeg ✖

Uploaded via Mobile App sent on 07/23/2018 by Jane Smith

HomeDepot.jpg ✖

Recycled Receipt sent on 07/20/2018 by Jane Smith

image5596_21.jpg ✖

Recycled Receipt sent on 07/20/2018 by Jane Smith

image5596_2.jpg ✖

Recycled Receipt sent on 07/20/2018 by Jane Smith

Expense Items

<input type="checkbox"/>	Status	Date	Item	Vendor	Type	Qty	Amount	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>	✔	05/11/2018	Travel - Other	FUEL 9999	Travel - Other	1.00	14.0700	\$14.07	

Entered Expense Total: \$14.07

- A summary page displays with details on the expense report, including the report number, title, expense items, approvers, and approver rules. You will receive a notification in your Expense Track Messages once your expense approver takes action on the report.

Click the **Print Expense Report** button to print the report for record keeping.

✔

Successfully created expense report #78184 for JANE SMITH

[Print Expense Report](#)

If you have any questions concerning your expense report, please contact Expenses@comdata.com

Feedback

Report #	78184												
Report Title	May 2018												
Report Details	<table style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>#</th> <th>Description</th> <th>Qty.</th> <th>Cost</th> <th>Total</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Travel - Other</td> <td>1</td> <td>14.07</td> <td>14.07</td> <td>pending</td> </tr> </tbody> </table>	#	Description	Qty.	Cost	Total	Status	1	Travel - Other	1	14.07	14.07	pending
#	Description	Qty.	Cost	Total	Status								
1	Travel - Other	1	14.07	14.07	pending								
Report Approvers	1. JARED JONES												
Approval Rules	Request Condition - Comdata: Route to Manager												

You may return to your [Homepage](#). Don't forget to [logout](#) if you have finished using Comdata. Review your message center for more details and additional feedback.

Expense Track User Guide

You can also track the status of your submitted expense report on the Expense Dashboard.

Only show drafts created for me

Expense Drafts

1- 1 of 1 item(s)

Report Title	Date	Created by	Created for	Total Actions
test	03/20/2018	JANE SMITH	JANE SMITH	\$22.89

All Expenses

1-5 of 12 item(s) View all

Report Title	Date	Created by	Created for	Report #	Status	Total Actions
May 2018	08/10/2018	JANE SMITH	JANE SMITH	78184	In Approval	\$14.07
Apr 2018	04/23/2018	JANE SMITH	JANE SMITH	62104	Fully Released	\$602.78
Feb 2018	03/01/2018	JANE SMITH	JANE SMITH	41833	Fully Released	\$1,602.55
Jan 2018	02/19/2018	JANE SMITH	JANE SMITH	38757	Fully Released	\$304.22
Oct 2017	10/30/2017	JANE SMITH	JANE SMITH	13631	Fully Released	\$46.49

Receipts

Only show my receipts

2018-07-23_132444_1586_996.jpeg ✕

Uploaded via Mobile App sent on 07/23/2018 by Jane Smith

2018-07-23_102312_1586_512.jpeg ✕

Uploaded via Mobile App sent on 07/23/2018 by Jane Smith

Page 1 of 3

Reports

- [YTD Summary of Expenses](#)
- [YTD Expenses by Status](#)
- [YTD Approved Expenses](#)

Correcting Unmatched Comdata Mastercard Transactions

Comdata Mastercard transactions may fail to match to the correct expense item if an error occurs in the mapping. In this situation, the transaction will match to a default expense item determined by your company Administrator and will display a red flag status (🚩). In addition, only the **Move** icon will be available in the **Actions** column. If this happens, you will need to manually assign the transaction to the appropriate expense item.

For example, in the image below, the transaction entered the system and errored on matching to the correct expense item. Based on a default setting applied by the Administrator, the transaction matched to **Please Select**. The user will need to select the correct expense item from the **Item** drop-down to correct this problem. As a best practice, be sure to monitor imported transactions to ensure all items are matched appropriately.

Expense Items

Expense Item: Select Expense Item Add [List](#) | [Detail](#)

<input type="checkbox"/>	Status	Date	Item	Vendor	Type	Qty	Amount	Line Total	Actions
<input type="checkbox"/>	🚩	03/07/2018	Please Select	OFFICE SUPPLY STORE		10.00	100.6100	\$1.61	

Delete
Move Expense(s) Select Report
Move
Entered Expense Total: \$8,113.49

Save
Submit
Clear Entries
Cancel

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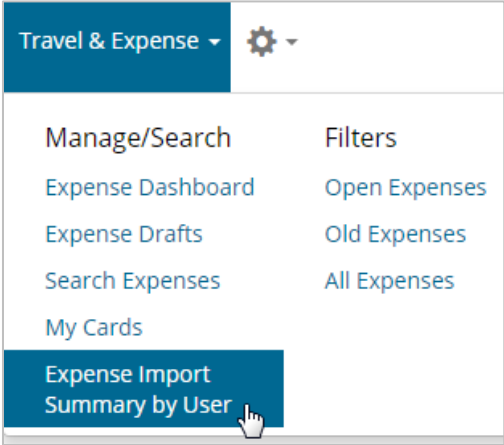
Comdata Confidential and Proprietary

Expense Track User Guide


Correcting Unmatched Comdata Mastercard Transactions by User

You can also review and correct your Comdata Mastercard transactions on the Expense Import Summary by User page. This page provides access to all of your matched and unmatched imported credit card transactions. You cannot view transactions for other users.



1. On the main menu, select **Travel & Expense > Expense Import Summary by User**.



2. The Import Summary by User page opens with a table of all your transactions grouped into batches. Each batch contains up to 24 hours of posted transactions. Click a link in the **Batch ID** column to view a batch's transaction details.

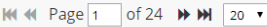

Note: Use the filter button () to narrow the results in the table. Use **More Actions** to export a row(s) or the entire table to an Excel spreadsheet.

Import Summary by User

 More Actions 

List of Batches

<input type="checkbox"/>	Batch ID	Date of Batch	# of Transactions	# of Transactions Pending	# of Transactions with Exceptions	# of Transactions on Drafts/Reports	# of Transactions Archived	Batch Total Amount
<input type="checkbox"/>	44498	05/08/2018	2	0	0	2	0	\$857.32
<input type="checkbox"/>	44294	05/07/2018	2	0	0	2	0	\$356.32
<input type="checkbox"/>	44079	05/06/2018	3	0	3	0	0	\$1390.00
<input type="checkbox"/>	44075	05/05/2018	3	0	0	3	0	\$1390.00
<input type="checkbox"/>	43868	05/04/2018	2	0	0	2	0	\$2555.82
<input type="checkbox"/>	43667	05/03/2018	2	0	0	2	0	\$182.80
<input type="checkbox"/>	43469	05/03/2018	1	0	0	1	0	\$1.90
<input type="checkbox"/>	43270	05/01/2018	2	0	0	2	0	\$20.53
<input type="checkbox"/>	43079	04/30/2018	3	0	0	3	0	\$290.84
<input type="checkbox"/>	42877	04/29/2018	3	0	3	0	0	\$98.80
<input type="checkbox"/>	42875	04/28/2018	3	0	0	0	0	\$98.80

 Page 1 of 24  20

Showing 1 - 20 of 470 items

The total of all batches is \$ 122,310.22.

Expense Track User Guide

3. The Card Transaction Detail page opens with info on each transaction in the batch. Transactions that enter unmatched will be in **Exception** status and the **Exception Type** column explains the reason for the exception. If the transaction is in **Processed** status, edits can be applied only from the Edit Expense Report page. Select a row(s) using the check boxes in the far left column and then select the **More Actions** drop-down to perform one of the following actions:

- **Archive.** Archives the transaction so it cannot be edited or submitted. Note that this does not delete the transaction from Expense Track.
- **Reprocess.** Sends the transaction for reprocessing to add to an expense report.
- **Edit Transactions.** Assigns the transaction(s) to an existing user or expense item.
- **Export current view.** Exports all selected rows to an Excel spreadsheet.
- **Export All Rows.** Exports all rows to an Excel spreadsheet.

Card Transaction Detail ?

▼
More Actions ▼

List of Transactions												1 rows selected ▲
<input type="checkbox"/>	ID	Transactio Date	Post Date	Employee ID	User	CC Name	Transacti Amount	Transactio Number	Merchant	Expense Item	Exception Type	Status
<input checked="" type="checkbox"/>	222065	03/15/2018	03/16/2018			CUSTID1	\$8.07	000453288180	5-STAR HOTEL	Meals	User_ID could not be mapped in the system.	Exception
<input type="checkbox"/>	222065	03/15/2018	03/16/2018	Wo20392	Fred Walton	CUSTID2	\$60.09	000316139180	CAR RENTAL	Car Rental		Processed
<input type="checkbox"/>	222065	03/14/2018	03/16/2018	Wi20391	Casey Watson	CUSTID3	\$6.42	000149106180	RIDE SHARE SERVICE	Fuel		Processed
<input type="checkbox"/>	222065	03/15/2018	03/16/2018	Wh20390	Brooke Wheels	CUSTID1	\$9.85	000516705180	RESTAURANT	Meals		Processed
<input type="checkbox"/>	222065	03/15/2018	03/16/2018	We20389	Noelle Wellons	CUSTID2	\$52.86	000316273180	CAR RENTAL	Car Rental		Processed
<input type="checkbox"/>	222065	03/15/2018	03/16/2018	We20388	Patrick Childers	CUSTID3	\$124.26	000048938180	5-STAR HOTEL	Hotel		Processed
<input type="checkbox"/>	222065	03/14/2018	03/16/2018	Wa20387	Damon Jones	CUSTID1	\$28.60	000033433180	GAS STATION	Fuel		Processed

⏪ Page 11 of 18 Page 20 ⏩
Showing 201 - 220 of 348 items

The total of all transactions is \$ 1124.42.

4. For this example, we selected a transaction that was not mapped to a user. Then, we selected **Edit Transactions** to fix the discrepancy. This opens the Edit Transaction window. From here, enter the user ID. Be aware that you must enter an existing user ID and spell the name correctly. You cannot create a new user from this window. Click **Submit** when the error is fixed.

(continued on next page)

Edit Transaction ✕

Select a User

Select an Expense Item

- Return to the Card Transaction Detail page to see the credit card transaction tied to a user. Notice that the user has been added but the transaction is still in Exception status. Select **Reprocess** from the **More Actions** drop-down to send the item for processing onto an expense report draft. If successful, the status will change to **Processed**.

Note: To view detailed information on a transaction, either click the transaction ID in the **ID** column or select a check box and then click the eye icon ().

Card Transaction Detail ?

T
More Actions ▾

✔ Successfully edited 1 transaction(s).

List of Transactions ^

☐	ID	Transaction Date	Post Date	Employee ID	User	CC Name	Transaction Amount	Transaction Number	Merchant	Expense Item	Exception Type	Status
<input type="checkbox"/>	2220655	03/15/2018	03/16/2018		Tina Lockheart	CUSTID1	\$8.07	00045328818031	5-STAR HOTEL	Meals	A transaction with this transaction number already exists in the system.	Exception
<input type="checkbox"/>	2220658	03/15/2018	03/16/2018	Wo20392	Fred Walton	CUSTID2	\$60.09	00031613918031	CAR RENTAL	Car Rental		Processed
<input type="checkbox"/>	2220657	03/14/2018	03/16/2018	Wi20391	Casey Watson	CUSTID3	\$6.42	00014910618031	RIDE SHARE SERVICE	Fuel		Processed
<input type="checkbox"/>	2220656	03/15/2018	03/16/2018	Wh20390	Brooke Wheels	CUSTID1	\$9.85	00051670518031	RESTAURANT	Meals		Processed
<input type="checkbox"/>	2220655	03/15/2018	03/16/2018	We20389	Noelle Wellons	CUSTID2	\$52.86	00031627318031	CAR RENTAL	Car Rental		Processed
<input type="checkbox"/>	2220654	03/15/2018	03/16/2018	We20388	Patrick Childers	CUSTID3	\$124.26	00004893818031	5-STAR HOTEL	Hotel		Processed
<input type="checkbox"/>	2220653	03/14/2018	03/16/2018	Wa20387	Damon Wayans	CUSTID1	\$28.60	00003343318031	GAS STATION	Fuel		Processed
<input type="checkbox"/>	-----	-----	-----	-----	Michaela	-----	-----	-----	-----	-----	-----	-----

⏪ Page 11 of 18 ⏩
20 ▾
Showing 201 - 220 of 348 items

The total of all transactions is \$ 1124.42.

Expense Track User Guide

Move Expenses to Another Report

If a transaction is on a report in error, you can move it to another report.

1. In the Expense Items table, click the **Move** icon (📁) on a transaction you want to move.

Note: If you only have one expense report in the website, the **Move** icon will not display.

Expense Items

Expense Item: List | Detail

<input type="checkbox"/>	Status	Date	Item	Vendor	Type	Qty	Amount	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>	▼	05/15/2018	Meals & Entertainment	BISTRO	Meals & Entertainment	1.00	12.0100	\$12.01	📁 🗑️ 🔄
<input type="checkbox"/>	▼	05/16/2018	Travel - Other	AIRPORT PARKING	Travel - Other	1.00	46.0000	\$46.00	📁 🗑️ 🔄
<input type="checkbox"/>	▼	05/16/2018	Meals & Entertainment	RESTAURANT	Meals & Entertainment	1.00	31.0400	\$31.04	📁 🗑️ 🔄
<input type="checkbox"/>	▼	05/17/2018	Hotel	HOTEL SERVICE	Hotel	1.00	333.0700	\$333.07	📁 🗑️ 🔄

Move Expense(s)

Entered Expense Total: \$422.12

2. A window opens prompting you to select the expense report from a list of draft reports. Select an expense report from the **Move to Expense Report** drop-down.

Move Expense Line - Google Chrome

Secure | <https://train.comdata.verian.com/TrainCD/cfms/ExpORs/MoveExpB...>

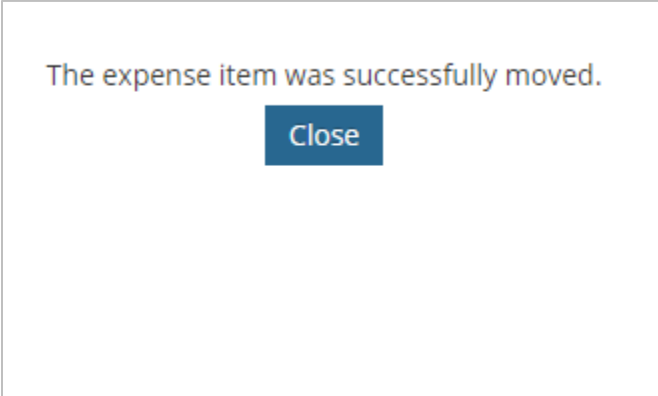
Move to Expense Report:

3. Click **Move**.

Move to Expense Report:

Expense Track User Guide

4. A success message displays informing you the transaction was moved.



5. To move multiple items, select the check box next to each expense item you want to move. Then, select an expense report from the **Move Expense(s)** drop-down. Click **Move** to move each selected expense item to the new report.

Expense Items

Expense Item : [List](#) | [Detail](#)

<input type="checkbox"/>	Status	Date ▼ ▲	Item ▼ ▲	Vendor ▼ ▲	Type ▼ ▲	Qty ▼ ▲	Amount ▼ ▲	Line Total [Pre-Paid]	Actions
<input checked="" type="checkbox"/>	▼	05/15/2018	Meals & Entertainment ▼	BISTRO	Meals & Entertainment	1.00	12.0100	\$12.01	
<input type="checkbox"/>	▼	05/16/2018	Travel - Other ▼	AIRPORT PARKING	Travel - Other	1.00	46.0000	\$46.00	
<input type="checkbox"/>	▼	05/16/2018	Meals & Entertainment ▼	RESTAURANT	Meals & Entertainment	1.00	31.0400	\$31.04	
<input checked="" type="checkbox"/>	▼	05/17/2018	Hotel ▼	HOTEL SERVICE	Hotel	1.00	333.0700	\$333.07	

Entered Expense Total: \$422.12

Expense Track User Guide

Edit Account Codes





The Edit Account Codes option allows you to apply account codes to one or multiple transactions. This option alleviates the need to code transactions one-by-one if some or all will have the same account code structure.

Note: You cannot edit a transaction that already has account code splits applied.

1. Locate a transaction, then click the **Edit Account Codes** icon ().

Expense Items

Expense Item: [List](#) | [Detail](#)

<input type="checkbox"/>	Status	Date ▼ ▲	Item ▼ ▲	Vendor ▼ ▲	Type ▼ ▲	Qty ▼ ▲	Amount ▼ ▲	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>	✔	05/15/2018	Meals & Entertainment	BISTRO	Meals & Entertainment 1 Attachment(s)	1.00	12.0100	\$12.01	
<input type="checkbox"/>	✔	05/16/2018	Travel - Other	AIRPORT PARKING	Travel - Other	1.00	46.0000	\$46.00	
<input type="checkbox"/>	✔	05/16/2018	Meals & Entertainment	RESTAURANT	Meals & Entertainment 1 Attachment(s)	1.00	31.0400	\$31.04	
<input type="checkbox"/>	✔	05/17/2018	Hotel	HOTEL	Hotel	1.00	333.0700	\$333.07	

Entered Expense Total: \$422.12

Delete Move Expense(s) Move

Save Submit Clear Entries Cancel

2. The Edit Account Code page opens; use the accounts coding fields at the top of the page to modify the account coding value for the selected transaction.

Edit Account Code ?

Expense Report

Transaction Date	Posted Date	Expense	Merchant	Quantity	Unit Cost	Total
01/31/2018	02/02/2018	Meals - Meals	BURGERS	1	\$ 6.08	\$ 6.08

Purpose:

Product Data +

Accounts Coding Type

Company

Equipment Number

Cost Type

Account

Apply Selected Coding Segments to Selected Line Items on Expense Report No Yes

Save & Return Cancel

Expense Track User Guide

Note: If set up by your Administrator, a **Purpose** field displays for you to enter a description for the transaction. If you apply the account code to multiple expense items on the report, the description entered here will be copied to each item.

You can add multiple descriptions to one expense item. For example, if you enter “Client Lunch” and save the Edit Account Code page, return to this page and enter another description. The new note will be added to the previous one. For example, “Client Lunch. Renaissance Hotel”. This is useful if you save the expense item, but left out details on the Purpose description.

Edit Account Code ?

Expense Report

Transaction Date	Posted Date	Expense	Merchant	Quantity	Unit Cost	Total
01/31/2018	02/02/2018	Meals - Meals	BURGERS	1	\$ 6.08	\$ 6.08

Purpose:

Client Lunch

Product Data +

Also, product related details display in the form of a drop-down. For example, in the image below, a **Product Data** drop-down displays to show details related to a miscellaneous transaction.

The naming of the drop-down is dependent on the merchant category code (MCC) assigned to the transaction. For example, if the transaction takes place at a hotel, a **Hotel Data** drop-down displays. If the transaction is related to an airline, an **Airfare** drop-down will display.

Edit Account Code ?

Expense Report

Transaction Date	Posted Date	Expense	Merchant	Quantity	Unit Cost	Total
01/31/2018	02/02/2018	Meals - Meals	BURGERS	1	\$ 6.08	\$ 6.08

Purpose:

Client Lunch

Product Data -

Product Code	Description	Quantity	Product Price - Net Due	Product Total Cost - Net Due
999	OTHER MISCELLANEOUS TRANS	1.0000	\$6.08	\$6.08

Expense Track User Guide

- On the **Apply Selected Coding Segments to selected Line Items on Expense Report** field, select the **Yes** radio button.

Accounts Coding Type Equipment with GL ▾

Company 1-Comdata Construction ▾

Equipment Number 1805-Wheel Loader ▾

Cost Type 12-License ▾

Account 541005-Indirect Travel ▾

Apply Selected Coding Segments to Selected Line Items on Expense Report No Yes **Save & Return** **Cancel**

- This opens the account code fields and the transactions at the bottom of the page for selection. Select your account code structure and then select the transactions to apply the structure. You can apply the entire account code to each transaction, or specific values of the account code. For example, in the image below, the Cost Type and Account values will apply to the selected transactions. Click **Save & Return** when finished.

Accounts Coding Type Equipment with GL ▾

Company
 Equipment Number
 Cost Type
 Account

1-Comdata Construction ▾

1805-Wheel Loader ▾

12-License ▾

541005-Indirect Travel ▾

Apply Selected Coding Segments to Selected Line Items on Expense Report No Yes **Save & Return** **Cancel**

Expense Line Items
1-48 of 48 items processed

Select	Transaction Date	Posting Date	Item Name	Account Code	Vendor Name	Line Total
<input type="checkbox"/>	01/31/2018	02/02/2018	Meals	1-53250.0101(50.0000%), 1-85000.0201(50.0000%)	BURGERS	6.08
<input checked="" type="checkbox"/>	01/31/2018	02/01/2018	Business Services	1-1805-12-541005(50.0000%), 1-6350-12-5502715(50.0000%)	GIFT CARD	40.00
<input checked="" type="checkbox"/>	01/31/2018	02/01/2018	Business Services	1-1805-12-541005(50.0000%), 1-6350-12-5502715(50.0000%)	SUPPLY	10.86

Expense Track User Guide

5. You will be returned to the Edit Expense Report page and your account codes will apply to the expense items selected. If a note was added in the **Purpose** field, it will display in the **Expense Description** line within the Detail view of the Expense Items table.

Note: To remove or change the value in the **Purpose** field, open the Edit Expense Item page and edit the transaction’s description.

Expense Items

Expense Item: Select Expense Item Add List | Detail

<input type="checkbox"/>	Status	Date ▼ ▲	Item ▼ ▲	Vendor ▼ ▲	Type ▼ ▲	Qty ▼ ▲	Amount ▼ ▲	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>	▼	01/31/2018	Meals ▼	BURGERS	Meals	1.00	6.0800	\$6.08	

Details

Item Description: Meals

Expense Description: Client Lunch

Date from: 01/31/2018

Account Code: 1-1805-12-541005

Restaurant: BURGERS

[Additional Information](#)

Expense Track User Guide

Split Account Codes

The Split Account Codes option allows you to split accounts codes on one or multiple transactions. Use this option if the transaction total can be applied to different accounts within your company, such as a different division or department.

1. Locate a transaction, then click **Split Account Code** (🔗).

Expense Items

Expense Item: List | Detail

<input type="checkbox"/>	Status	Date ▼ ▲	Item ▼ ▲	Vendor ▼ ▲	Type ▼ ▲	Qty ▼ ▲	Amount ▼ ▲	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>	✔	05/15/2018	Meals & Entertainment	BISTRO	Meals & Entertainment 1 Attachment(s)	1.00	12.0100	\$12.01	
<input type="checkbox"/>	✔	05/16/2018	Travel - Other	AIRPORT PARKING	Travel - Other	1.00	46.0000	\$46.00	
<input type="checkbox"/>	✔	05/16/2018	Meals & Entertainment	RESTAURANT	Meals & Entertainment 1 Attachment(s)	1.00	31.0400	\$31.04	
<input type="checkbox"/>	✔	05/17/2018	Hotel	HOTEL	Hotel	1.00	333.0700	\$333.07	

Entered Expense Total: \$422.12

Delete
 Move Expense(s) Move

Save
 Submit
 Clear Entries
 Cancel

2. The Split Account Code page opens; use the account coding fields at the top of the page to modify the accounts coding values for the selected expense item.

Split Account Code ?

Expense Report

Transaction Date	Posted Date	Expense	Merchant	Quantity	Unit Cost	Total
01/31/2018	02/02/2018	Meals - Meals	BURGER	1	\$ 6.08	\$ 6.08

Purpose:

Product Data +

Coding Note:

Accounts Coding Type:

Company:

Equipment Number:

Cost Type:

Account:

Split Percent	Split Amount	Action
<input type="text"/>	<input type="text"/>	Add Split

Expense Track User Guide

Note: If set up by your Administrator, a **Purpose** field displays for you to enter a description for the transaction. If you apply the account code to multiple expense items on the report, the description entered here will be copied to each item.

You can add multiple descriptions to one expense item. For example, if you enter “Client Lunch” and save the Edit Account Code page, return to this page and enter another description. The new note will be added to the previous one. For example, “Client Lunch. Renaissance Hotel”. This is useful if you save the expense item, but left out details on the Purpose description.

Use the **Coding Note** field to apply a note for each split on the expense item. If the split is added to multiple expense items, the coding notes will apply to each of those items as well. Both the **Purpose** field and **Coding Note** fields will be visible to the expense Approver(s).

Split Account Code ?

Expense Report

Transaction Date	Posted Date	Expense	Merchant	Quantity	Unit Cost	Total
01/31/2018	02/02/2018	Meals - Meals	BURGERS	1	\$ 6.08	\$ 6.08

Purpose:
Client lunch

Product Data +

Coding Note: Lunch expense

Also, if the expense item is a Mastercard transaction, product related details display in the form of a drop-down. For example, in the image below, a **Product Data** drop-down displays to show details related to a miscellaneous transaction.

The naming of the drop-down is dependent on the merchant category code (MCC) assigned to the transaction. For example, if the transaction takes place at a hotel, a **Hotel Data** drop-down displays. If the transaction is related to an airline, an **Airfare** drop-down will display.

Split Account Code ?

Expense Report

Transaction Date	Posted Date	Expense	Merchant	Quantity	Unit Cost	Total
01/31/2018	02/02/2018	Meals - Meals	BURGERS	1	\$ 6.08	\$ 6.08

Purpose:

Product Data -

Product Code	Description	Quantity	Product Price - Net Due	Product Total Cost - Net Due
999	OTHER MISCELLANEOUS TRANS	1.0000	\$6.08	\$6.08

Coding Note:

Expense Track User Guide

3. Add the split using either the **Split Percent** or **Split Amount** field. Enter a split value between 0 and 1 in the **Split Percent** field (for example, .5 for 50%). Enter the split value in dollars and cents or a whole number in the **Split Amount** field. Continue adding splits until the sum of all splits equal the total amount of the transaction.
4. Click **Add Split** when finished. To make changes to a split, click **Edit**. To remove a split, click **Delete**.

Note: You can split account codes to a negative or greater amount than the total of the expense item. This ability supports tax-reporting purposes as there are times when an expense report should be over-allocated to one tax account in order to be credited to another tax account. It is also useful for coding negative amounts for a return or refund.

✔ Split added. Specify the next entry.

Split Account Code ?

Expense Report

Transaction Date	Posted Date	Expense	Merchant	Quantity	Unit Cost	Total
04/29/2018	05/01/2018	Travel - Other - Other Travel Expenses	CAR TOLLS	1	\$ 15.55	\$ 15.55

Purpose:

Product Data +

Coding Note:

Accounts Coding Type: Equipment with GL

Company: 1-Comdata Construction

Equipment Number: 10.1250-D8 Dozer

Cost Type: 10-Equipment Rental

Account: 541005-Indirect Travel

Split Percent	Split Amount	Action
<input style="width: 100%;" type="text" value=".5"/>	<input style="width: 100%;" type="text"/>	Add Split

Splits

Account Code	Split Percent	Split Amount	Coding Note	Action
1-10.1250-10-541005	0.5000 (50.0000 %)	\$ 7.7750	Plane ticket	Edit Delete
1-10.1250-10-541100	0.5000 (50.0000 %)	\$ 7.7750	Luggage	Edit Delete
Total	1.0000 (100.0000 %)	\$ 15.5500		

Apply Split Coding Data to Selected Items on Expense Report No Yes

Save & Return
Cancel

Expense Track User Guide

- On the **Apply Split Coding to Selected Items on Expense Report** field, select the **Yes** radio button. This opens the transactions below for selection, which allows you to apply the splits to other transactions. For example, in the image below, the splits will apply to the Meals expense. Since this transaction is split down the middle (50/50), the Meals expense will be split down the middle as well.
- Click **Save & Return** when finished.

Splits

Account Code	Split Percent	Split Amount	Coding Note	Action
1~53250.0101	0.5000 (50.0000 %)	\$ 3.0400	Client Lunch	Delete
1~85000.0201	0.5000 (50.0000 %)	\$ 3.0400	Client Lunch	Delete
Total	1.0000 (100.0000 %)	\$ 6.0800		

Apply Split Coding Data to Selected Items on Expense Report
 No
 Yes

[Save & Return](#)
[Cancel](#)

Expense Line Items 1-48 of 48 items processed

Select	Transaction Date	Posting Date	Item Name	Account Code	Vendor Name	Line Total
<input checked="" type="checkbox"/>	01/31/2018	02/01/2018	Meals	1-1805-12-541005(50.0000%), 1-6350-12-5502715(50.0000%)	AIRPORT RESTAURANT	40.00

- Return to the Expense Items table and change the view to Detail. You can see the note added in the **Purpose** field appears in the **Expense Description** line. Split account code values appear in the **Account Code** line separated by comma. Any values entered in the **Coding Note** field will display in the Approver's view of the expense report.
- Note:** To remove or change the value in the **Purpose** field, open the **Edit Expense Item** page and edit the expense item's description.

Expense Items

Expense Item: Select Expense Item [Add](#) [List](#) | [Detail](#)

Status	Date	Item	Vendor	Type	Qty	Amount	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>	01/31/2018	Meals	BURGERS	Meals	1.00	6.0800	\$6.08	🔍 📄 🗑️

Details

Item Description: Meals

Expense Description: Client Lunch . Lunch Expense

Date from: 01/31/2018

Account Code: '1~53250.0101';'1~85000.0201'

Restaurant: BURGERS

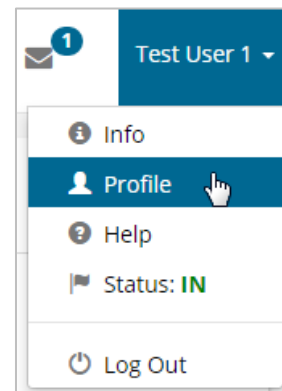
[Additional Information](#)

Expense Track User Guide

Override Default Account Codes

Your company Administrator determines the default account codes. This means each time you go to apply an account coding structure to an expense item (either in the website or mobile app), the account coding fields may contain default values. With the appropriate permission, you can override these values and set your own defaults as necessary. Use this feature to control your account coding defaults. To access this feature, contact your company Administrator.

1. On the Expense Track home page, click your **user name drop-down** > **Profile**.



2. In the Accounts Coding Defaults for Expense Reports section, modify the fields as necessary. The values you select will display each time you apply account codes to a transaction. Click **Save Defaults** to save your changes. **Clear Defaults** resets your selections to the system's defaults.

Note: A red note stating "The segment x cannot be defaulted" displays if you do not have permission to default account codes.

Accounts Coding Defaults For Expense Reports

Accounts Coding Type Default

The segment 'Company' cannot be defaulted.

Company 1001 - Brentwood

-

The segment 'Division' cannot be defaulted.

Division 7500 - Allocated

-

The segment 'Department' cannot be defaulted.

Department 1000 - Special Projects

-

The segment 'GL Account' cannot be defaulted.

GL Account 11132.10 - A/R - Employee Personal E

Save Defaults
Clear Defaults

Comdata Card?

Comdata Card? Yes No

Save Profile
Clear Entries

Expense Track User Guide

Attach Receipt Images to an Expense

Your company Administrator may set a requirement for receipt image attachments at either the expense item level, expense header level, or both. If this requirement is set, the expense report cannot be submitted until you attach the necessary receipts. Note that you can submit non-receipt expenses, but this is dependent on the settings applied by your Administrator.

Receipts images can be upload via your computer, through email, or the Expense Track mobile app. Follow the steps below to learn more.

Note: If you misplace a receipt, use the [Missing Receipt Form](#) as a replacement for the receipt image. Fill out the form (electronically), save it, and attach it to an expense item as you would a receipt image. Learn how to access the form [here](#).

Attach Receipts Images from your Computer

1. To manually add a receipt image to a transaction, open the transaction’s Add/Edit Expense Item page and click the **Click to Add Attachment** button.

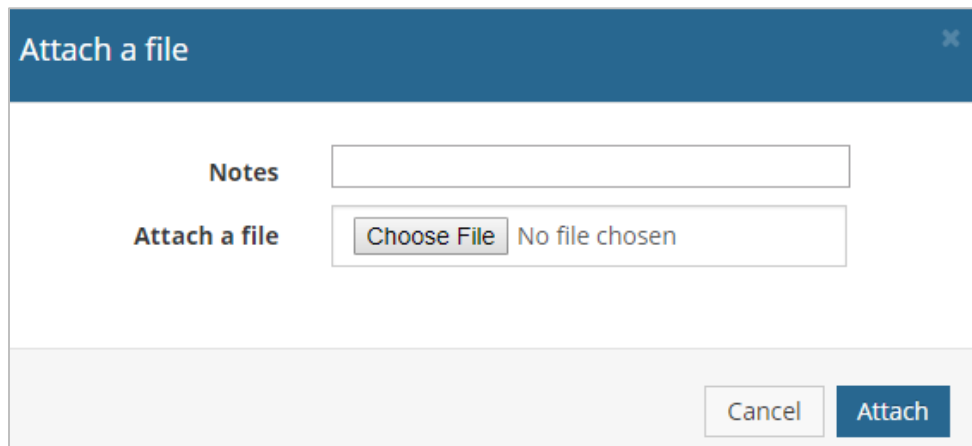
The screenshot shows the 'Add/Edit Expense Item' form with the following details:

- Title:** Add/Edit Expense Item
- Buttons:** Save, Clear Entries, Cancel
- Category:** Travel - Other
- Date*:** 05/16/2018
- Vendor Name*:** AIRPORT PARKING
- Purpose*:** [Empty text box]
- Payment Type*:** Comdata
- Quantity:** 1.00
- Amount:** 46.0000
- Fraudulent Charge?:** No Yes
- Additional Information:** [Empty text box]
- Remember data for the next expense?:**
- Product Data +:** [Expandable section]
- Account Code:** [Empty text box]
- Company:** 1001 - Brentwood
- Division:** 7500 - Allocated
- Department:** 1000 - Special Projects
- GL Account:** 11132.10 - A/R - Employee Personal Expense
- Attachments:**
 - Upload Attachment:**
- Buttons:** Save, Clear Entries, Cancel

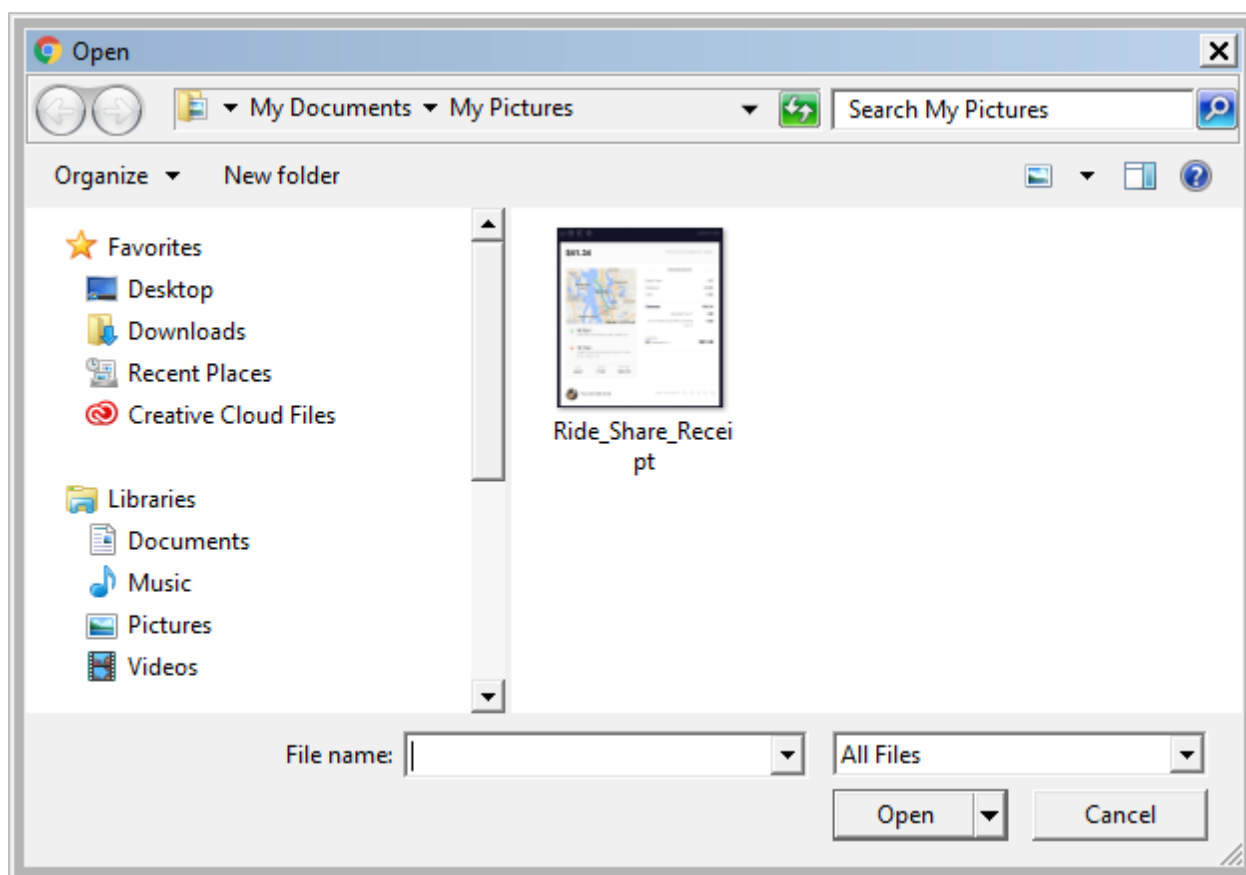
Expense Track User Guide

2. In the Attach a File window, click **Choose File**.

Note: If you want to add additional information to the receipt for approvers to see, enter it in the **Notes** field.

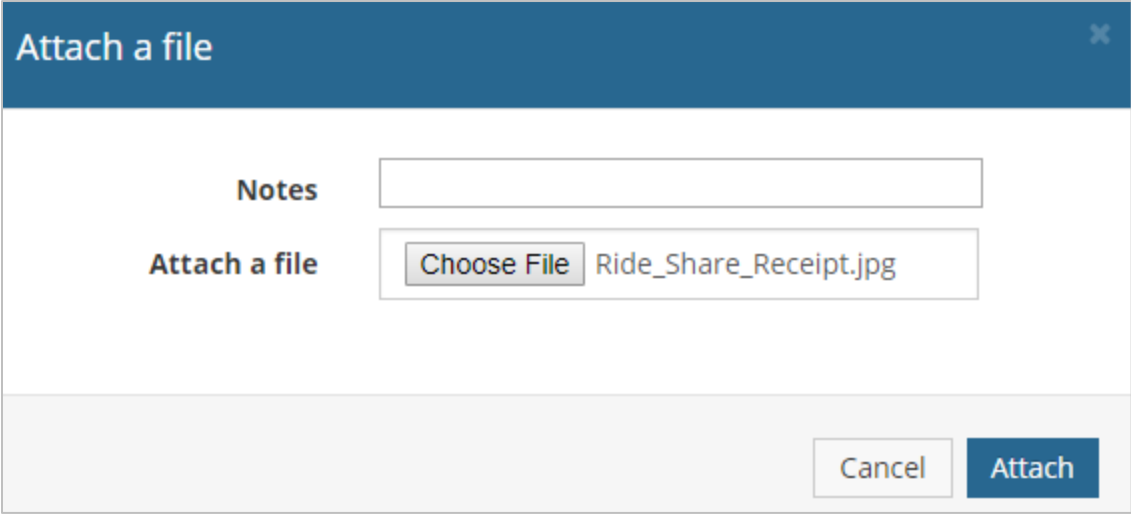



3. Browse your computer and find the receipt image to upload. Then, click **Open**.

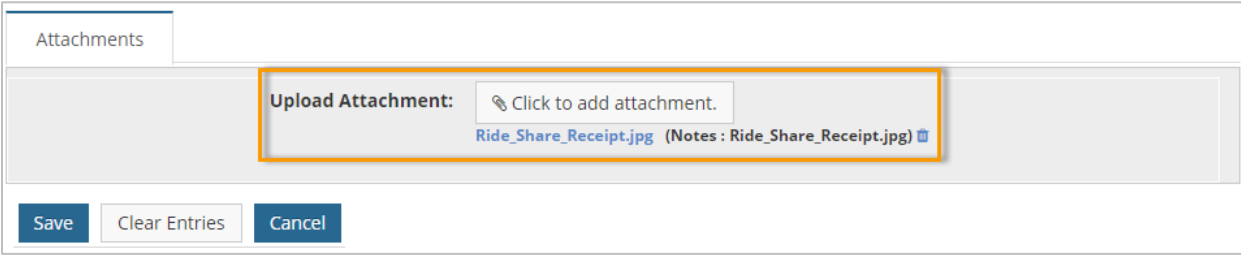


Expense Track User Guide

4. When you are returned to the Attach a File window, click **Attach**.



5. The attachment will display on the Add/Edit Expense Item page. Click **Save** to confirm the attachment. Click the **Delete** icon () to remove the attachment. Click **Add an Attachment to this Expense** to add another attachment.



Expense Track User Guide

Attach Receipt Images from Receipts Queue

The Receipts queue contains all receipt images that were upload to Expense Track (via mobile app, email, deleted from an expense item, etc.) but were not attached to a transaction. Use the Receipts queue to store receipt images so you can attach them to transactions later.

The Receipts queue displays on the Expense Dashboard, Expense Report, and Add/Edit Expense Item page. However, you can only add receipt images from the queue via the Add/Edit Expense Item page.

Note: If you are a [Delegate user](#), your Delegator users' receipts will display in the Receipts queue along with your own. Use the **Only show my receipts** toggle button to display only the receipts you uploaded. Your setting on the **Only Show My Receipts** button will remain applied for every page where the Receipts queue displays.

Only show drafts created for me

[Itineraries](#) [Update](#)

Expense Drafts

Report Title	Date	Created by	Created for	Total	Actions
May 2018	05/29/2018	JANE SMITH	JANE SMITH	\$855.52	
Apr 2018	04/10/2018	JANE SMITH	JANE SMITH	\$409.40	
Mar 2018	03/19/2018	JANE SMITH	JANE SMITH	\$524.96	
TEST	02/08/2018	JANE SMITH	JANE SMITH	\$260.00	
Feb 2018	02/02/2018	JANE SMITH	JANE SMITH	\$747.92	

All Expenses

Report Title	Date	Created by	Created for	Report #	Status	Total	Actions
Apr 2017	08/10/2018	JANE SMITH	JANE SMITH	1659	Partially Released	\$889.06	
Jul 2016	06/30/2017	JANE SMITH	JARED JONES	1001	In Accounting	\$12.16	
06/15/2016 - 06/30/2016	06/27/2017	JANE SMITH	JODY BLAND	993	In Accounting	\$243.01	
Mar 2017 2	06/27/2017	JANE SMITH	JARED JONES	992	Partially Released	\$-241.86	
05/16/2016 - 05/31/2016	05/22/2017	JANE SMITH	JANE SMITH	944	In Accounting	\$789.42	

Only show my receipts

[Receipts](#)

2018-07-26_120610_100_565.jpeg

Uploaded via Mobile App sent on 07/26/2018 by Jane Smith

2018-07-26_120516_100_972.jpeg

Uploaded via Mobile App sent on 07/26/2018 by Jared Jones

Reports

- [YTD Summary of Expenses](#)
- [YTD Expenses by Status](#)
- [YTD Approved Expenses](#)

Expense Track User Guide

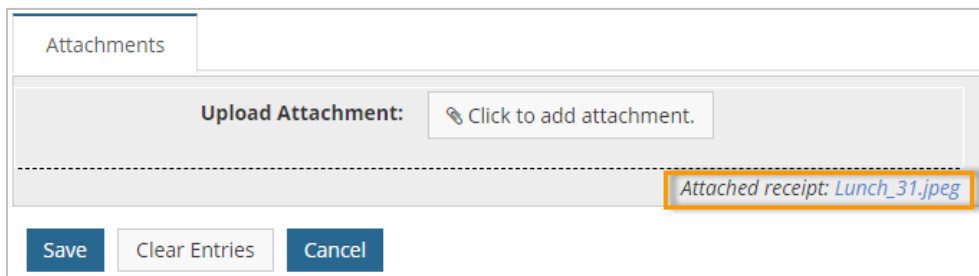
1. On the Add/Edit Expense Item page, click the paperclip icon (📎) to attach the receipt image to the transaction. To preview a receipt image before attaching it, click the receipt image name in the Receipts queue. The preview allows you to view the entire image and zoom in and out.

Note: Each receipt image link displays either **Recycled Receipt** or **Uploaded via Mobile App**, meaning:

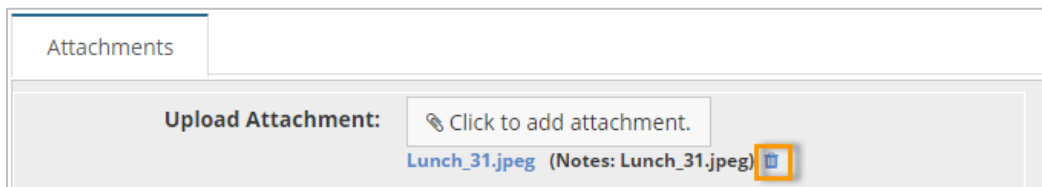
- **Recycled Receipt:** If an expense item with receipt images is declined or the attachments are deleted, they will return to the Receipts queue with **Recycled Receipt** status.
- **Uploaded via Mobile App:** If a receipt image is uploaded through the Expense Track mobile app, it will display the status **Uploaded via Mobile App**.

Expense Track User Guide

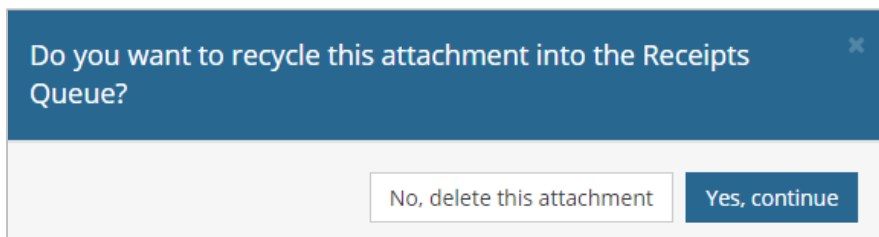
- The receipt image attaches and displays in the **Attachments** section. Click **Save** to finish.



Note: To delete a receipt image, return to the transaction after saving it and click the delete icon (🗑️). Doing so will open a pop-up window asking if you want to recycle or delete the image.



Click **No, delete this attachment** to permanently remove the receipt image. Click **Yes, continue** to add the receipt image back to the Receipts queue with the status **Recycled Receipt**. By recycling the receipt image, you avoid losing it, and can add it to a transaction again at any time.



Expense Track User Guide

Attach Receipt Images from Email

Expense Track offers the ability to email receipt images to the website, which can be attached to expense report headers and items at a later time. This feature is useful for uploading receipts to the Expense Track website from other locations.

1. Send an email to Expense Track with your receipt image(s) attached. Your company Administrator will set up an email address to receive the receipts.

Note: The receipt image must be an attachment to the email and in one of the following file types: .xls, .xlsx, .doc, .docx, .html, .pdf, .jpg, .jpeg, .text, .txt, .zip, .png, .gif, .tif, .tiff, .rtf

2. Once you send the email, Expense Track will store the receipts on your user profile based on the email address. The next time you sign in to Expense Track, you can find your receipt images stored in the Receipts queue.

Note: If you are a [Delegate user](#), any receipts for your Delegator users will display in the Receipts queue. Use the **Only show my receipts** button to toggle the view to display only the receipts you uploaded. Your setting on the **Only Show My Receipts** button will remain applied for every page where the Receipts queue displays.

Only show drafts created for me

Expense Drafts

1-5 of 23 item(s) Create Expense Report View all

Report Title	Date	Created by	Created for	Total	Actions
Apr 2018	04/10/2018	Hannha Lawson	Hannah Lawson	\$409.40	
Mar 2018	03/19/2018	Hannah Lawson	Hannah Lawson	\$524.96	
TEST	02/08/2018	Hannah Lawson	Hannah Lawson	\$260.00	
Feb 2018	02/02/2018	Hannah Lawson	Hannah Lawson	\$747.92	
January 2018b	01/24/2018	Hannah Lawson	Hannah Lawson	\$0.00	

All Expenses

1-5 of 55 item(s) View all

Report Title	Date	Created by	Created for	Report #	Status	Total	Actions
Jul 2016	06/30/2017	Hannah Lawson	MATT SMITH	1001	In Accounting	\$12.16	
06/15/2016 - 06/30/2016	06/27/2017	Hannah Lawson	MATT SMITH	993	In Accounting	\$243.01	
Mar 2017 2	06/27/2017	Hannah Lawson	MATT SMITH	992	Partially Released	\$-241.86	
05/16/2016 - 05/31/2016	05/22/2017	Hannah Lawson	Hannah Lawson	944	In Accounting	\$789.42	
May 2017	05/22/2017	Hannah Lawson	Hannah Lawson	942	In Approval	\$1,267.01	

Itineraries Update

April trip

Page 1 of 1

Receipts

Only show my receipts

2018-05-04_113534.jpeg

Uploaded via Mobile App sent on 05/04/2018 by HANNAH LAWSON

2018-05-04_113422.jpeg

Uploaded via Mobile App sent on 05/04/2018 by HANNAH LAWSON

Page 1 of 1

Reports

- YTD Summary of Expenses
- YTD Expenses by Status
- YTD Approved Expenses

Expense Track User Guide

- The Receipts queue will remain displayed when you open expense reports and expense items. To attach an image to a transaction, open an expense report and click the edit icon (✎) to open an expense item.

Expense Items									
List Detail									
<input type="checkbox"/>	Status	Date ▼ ▲	Item ▼ ▲	Vendor ▼ ▲	Type ▼ ▲	Qty ▼ ▲	Amount ▼ ▲	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>	✔	05/15/2018	Meals & Entertainment	BISTRO	Meals & Entertainment 1 Attachment(s)	1.00	12.0100	\$12.01	
<input type="checkbox"/>	✔	05/16/2018	Travel - Other	AIRPORT PARKING	Travel - Other	1.00	46.0000	\$46.00	
<input type="checkbox"/>	✔	05/16/2018	Meals & Entertainment	RESTAURANT	Meals & Entertainment 1 Attachment(s)	1.00	31.0400	\$31.04	
<input type="checkbox"/>	✔	05/17/2018	Hotel	HOTEL	Hotel	1.00	333.0700	\$333.07	
<input type="checkbox"/>	✔	05/23/2018	Airfare	AGENT FEE	Airfare	1.00	10.0000	\$10.00	
<input type="checkbox"/>	✔	05/23/2018	Airfare	AMERICAN	Airfare	1.00	423.4000	\$423.40	

Entered Expense Total: \$855.52

- Locate the receipt in the Receipts queue and then click the attachment icon (📎).

Add/Edit Expense Item

Meals & Entertainment

Date* 04/11/2018 Vendor Name* RESTAURANT

Purpose*

Payment Type* Comdata

Quantity 1.00 Amount 13.6100

Fraudulent Charge? No Yes Client Related? No Yes

Client Name Attendees

Remember data for the next expense?

Account Code

Company 1001 - Brentwood -

Division 7500 - Allocated -

Department 1000 - Special Projects -

GL Account 11132.10 - A/R - Employee Personal Expense

Attachments

Upload Attachment:

Receipts

Only show my receipts

Lunch_31.jpeg

Recycled Receipt sent on 08/10/2018 by Jane Smith

Ride_Share_Receipt1.jpg

Recycled Receipt sent on 08/10/2018 by Jane Smith

2018-07-26_120610_100_565.jpeg

Uploaded via Mobile App sent

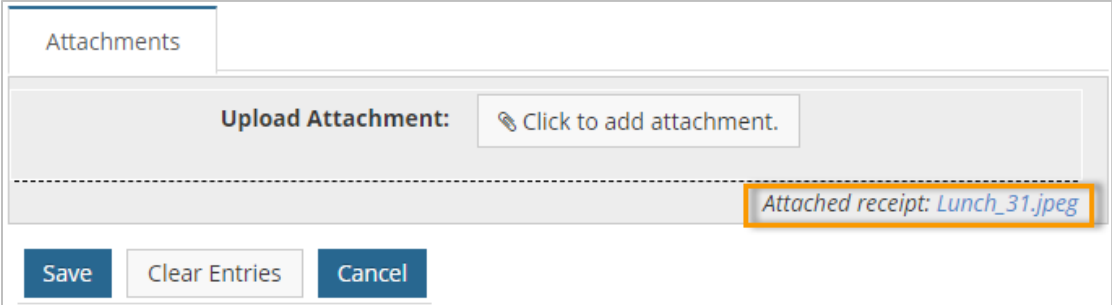
Page 1 of 3

Receipt Preview

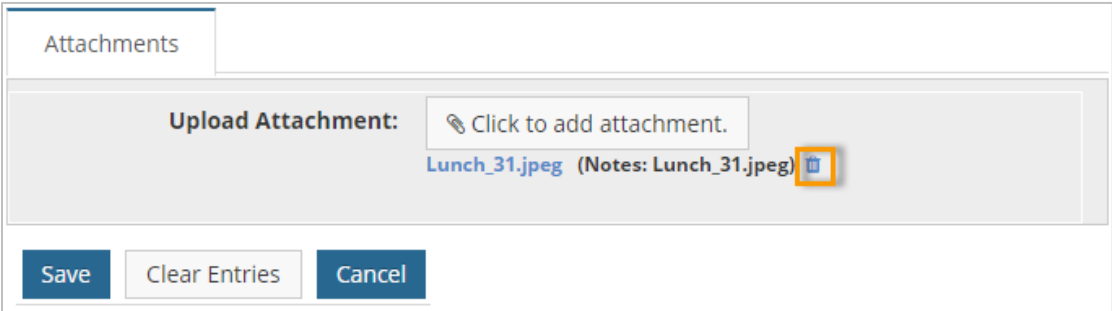
Click on a receipt in the list above to view here.

Expense Track User Guide

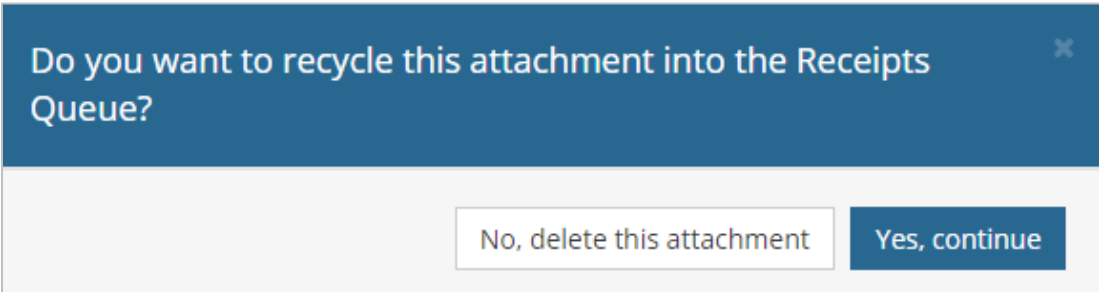
The receipt image attaches and displays in the **Attachments** section. Click **Save** to finish.



Note: To delete a receipt image, return to the transaction after saving it and click the delete icon (🗑️). Doing so will open a pop-up window asking if you want to recycle or delete the image.



Click **No, delete this attachment** to permanently remove the receipt image. Click **Yes, continue** to add the receipt image back to the Receipts queue with the status **Recycled Receipt**. By recycling the receipt image, you avoid losing it, and can add it to a transaction again at any time.

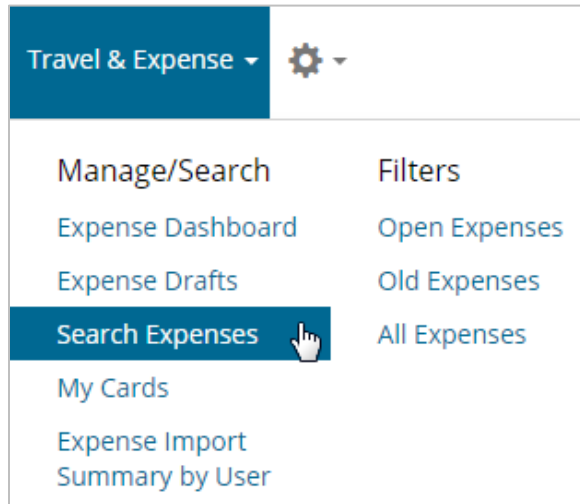


Expense Track User Guide

Search Expenses

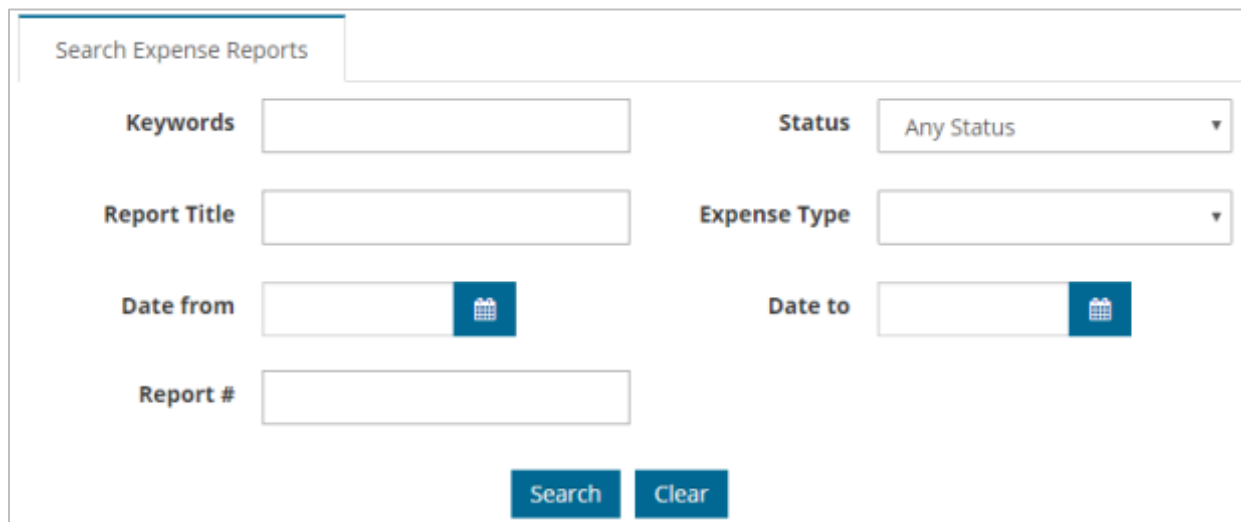
Search Expenses allows you to locate submitted expense reports based on certain keywords such as expense types, report status, title or reports in a date range. Use this feature to find a specific expense report if you have a large amount of reports.

1. On the Expense Track main menu, select **Travel & Expense > Search Expenses**.



2. On the Search Expense Reports page, complete each field as necessary to enter your search criteria. All fields are optional and you can click **Search** by itself to pull up all of your expense reports.

Note: Your search may be limited to only the expenses you created. If you need access to other expense reports, contact your Administrator. Also, you cannot search for draft expenses.


 A screenshot of the 'Search Expense Reports' form. The form has a title bar 'Search Expense Reports'. It contains several input fields: 'Keywords' (text input), 'Report Title' (text input), 'Date from' (calendar icon), 'Date to' (calendar icon), and 'Report #' (text input). There are also two dropdown menus: 'Status' (set to 'Any Status') and 'Expense Type'. At the bottom of the form are two buttons: 'Search' and 'Clear'.

Expense Track User Guide

3. A table of your results display at the bottom of the page. Click a link in the **Report #** column to view a report.

Search Expense Reports

Keywords

Report Title

Date from

User

Status

Expense Type

Date to

Report #

Search
Clear

1- 20 of 59 item(s)

Report Title ▾ ▲	Date ▾ ▲	Requester ▾ ▲	Report # ▾ ▲	Status ▾ ▲	Total ▾ ▲	Actions
Personal expense test	04/12/2018	Kristy Harden	1420	In Approval	\$1,080.43	
Test Report	03/29/2018	Molly Smith	1404	In Approval	\$559.17	
TEST	03/29/2018	Molly Smith	1403	Partially Released	\$52.60	
Test1	03/28/2018	Damon Jones	1400	Fully Released	\$50.00	
Test delete of image on decline	03/26/2018	Damon Jones	1392	Fully Released	\$0.00	
Dynamic Filter Test For CC	03/13/2018	Admin (22)	1369	Fully Released	\$89.00	
Dynamic Filter Test For RE - In Draft	03/13/2018	Admin (22)	1368	Fully Released	\$5.00	
Dynamic Filter Test For RE - 4	03/13/2018	Admin (22)	1367	Fully Released	\$15.00	
Test2	03/13/2018	Hannah Lawson	1366	Fully Released	\$-20.00	
Dynamic Filter Test For RE - 2	03/13/2018	Aaron Brown	1365	In Approval	\$10.00	
Dynamic Filter Test For RE	03/13/2018	Aaron Brown	1364	In Approval	\$35.47	
Test Report	03/08/2018	Damon Jones	1358	Declined	\$0.00	
*January Milelage	02/28/2018	John Smith	1343	In Approval	\$27.00	
Jan 2018	02/28/2018	Damon Jones	1342	Partially Approved	\$1,096.25	
testing 022718	02/27/2018	Kristy Harden	1337	In Approval	\$9.50	
testing 2/18	02/20/2018	Chase Cove	1328	In Approval	\$50,000.00	
Apr 2017	02/13/2018	Jim Bard	1317	In Approval	\$2,029.90	
Feb 2017	02/13/2018	Chase Cove	1316	In Approval	\$785.98	
testing	01/08/2018	Kristy Harden	1259	Fully Released	\$17.42	
Test Report	12/18/2017	Chase Cove	1237	Fully Released	\$-5.65	

1 2 3

Note: Use the features in the **Actions** column:

- **View:** Opens the Expense Report #XX page (XX = expense report’s number).
- **Print Preview:** Opens a printable version of the expense report.
- **Delete:** Removes the expense report from the system. Does not display if the expense report is in Fully Released status.
- **Replace Approver:** Allows you to change the expense approver in the approval routing.

Expense Track User Guide

The design of the Expense Report #XX page (XX = report's number, such as 101, 201, 901, etc.) is similar to the [Approve Expense Report](#) page. Details such as the header and line item details, approval history, and notes are displayed on one page.

Note: The **Copy Items to New Report** button, located in the top right corner, creates a new expense report using the expense items in the current one. Be aware that this function can be used for only reimbursable expense items. If the expense report contains only credit card items, the **Copy Items to New Report** button is greyed out. If the expense report contains both credit card and reimbursable items, **Copy Items to New Report** will copy only the reimbursable items.

However, if you have permission **2015 – Can copy credit card transactions** enabled, clicking **Copy Items to New Report** will copy the credit card items and change them to reimbursable items.

Expense Report # 78182 | EDGE, TODD - 05/01/2018-05/31/2018 | ?
Copy Items to new report

Date created 07/26/2018	Created by Admin (289)	Created for EDGE, TODD	Expense total \$ 5,822.18	Approved total \$ 5,822.18	Expense advance No
Project	OR instructions	Comments			

Internal attachments

🔍 Click to add attachment.

Details for Expense Report #78182 1-5 of 5 Items processed

Alerts	Date	Expense	Max amount	Actual Amount	Pre-paid amount	Approved amount	Qty.	Status	Released	Total expense
▼	05/15/2018	General Expense Expense type : General Expense Vendor: PETROLEUM Account Code: Expand/Collapse 1~1098.-30.10330.-5	\$ 0.0000	\$ 31.95	\$ 0.00	\$ 31.9500	1.000000	pending	No	\$ 31.95
2018-05-15_064812.jpeg (Notes: 2018-05-15_064812.jpeg (Receipt))										
▼	05/17/2018	General Expense 📄 Expense type : General Expense Vendor: PETROLEUM Account Code: Expand/Collapse 1~2031. 1~30.10211.-6 2~5081.-10.10021.-1	\$ 0.0000	\$ 31.95	\$ 0.00	\$ 31.9500	1.000000	pending	No	\$ 31.95
pdf-sample.pdf (Notes: notes)										

Discussion Notes + Add Note

No notes found

Send FYI Notifications

No FYI notifications found

+ Add








View Approval Routing



Rule 5335-5335: Route to Manager

- 1 **Ross, Will (active)**
Start: 07/26/2018

Expense Track User Guide

Use the **Expense** column to perform additional functions.

Details for Expense Report #78182		
Alerts	Date	Expense
	05/15/2018	<p>General Expense</p> <p>Expense type : General Expense Vendor:PETROLEUM Account Code: Expand/Collapse Job Coding (2.0) Company 1 (1 - Company Inc)</p> <p>Job 1098. (1098. - TRI-C PHASE 2)</p> <p>Phase 30.10330. (30.10330. - OFFICE TRAILER)</p> <p>CostType 5 (5 - Rented Equipment)</p> <p> </p>
2018-05-15_064812.jpeg (Notes: 2018-05-15_064812.jpeg (Receipt))		
	05/17/2018	<p>General Expense </p> <p>Expense type : General Expense Vendor:PETROLEUM Account Code: Expand/Collapse 1~2031. 1~30.10211.~6 2~5081.~10.10021.~1</p> <p>  *</p>
pdf-sample.pdf (Notes: notes)		

- To edit or split the coding of an expense item, click the edit () icon or split () icon.
Note: If an expense item contains splits, you cannot edit the account code.
- Any attached receipts can be viewed from this page by selecting the PDF attachment link immediately under the item’s details.
- For detailed information on each expense item, click the item name under the Expense column. This opens the Expense Item Approval page.
- If applied by your Administrator, an **Expand/Collapse** button may display by the **Account Code** field. Click this button to view the entire account code and descriptions of each segment.

Expense Track User Guide

Clicking a line item opens the Expense Item page, which is similar to the [Expense Item Approval](#) page. This page contains all details on the expense item, such as the receipt image, account coding splits, itemizations, and credit card transactions, if available. These changes put the submitted expense report page design in line with the Approve Expense Report page.

Note: The **Discussion Notes**, **Send FYI Notifications**, and **View Approval Routing** display at the bottom of the Expense Report and Expense Item page.

General Expense | \$31.95 | EDGE, TODD, Expense Report # 88888 | 2
2 of 5 expenses < > Return to report

Expense name General Expense	Expense type General Expense	Purpose Coding descriptions	Vendor Name PETROLEUM
Payment type Comdata	Personal expense No	Transaction Date 05/15/2018	Posting date 05/17/2018
Merchant address 123 NORTH RD CITY, OH 88888-0000	Merchant Category Code 5542		
Requested amount: \$31.95	Approved amount: \$31.9500		
Requested quantity: 1.00	Approved quantity: 1.00		

Account Code	Coding note	Amount	Percentage
1 (1 - Company Inc) ~ 2031.1 (2031.1 - EAST ST PARKING GARAGE) ~ 30.10211. (30.10211. - TOILET RENTAL) ~ 6 (6 - Other Cost) Job Coding (2.0)		\$ 15.9750	0.5000
2 (2 - Company LLC) ~ 5081. (5081. - GARAGE REPAIRS) ~ 10.10021. (10.10021. - FIELD TENANT) ~ 1 (1 - Labor) Job Coding (2.0)		\$ 15.9750	0.5000

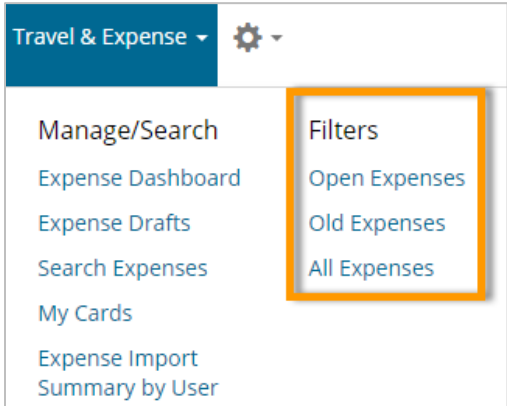
Product Code	Description	Quantity	Product Price - Net Due	Product Total Cost - Net Due
A09	UNL REG 86/87 OC	11.6200	\$2.75	\$31.95

Attached by EDGE, TODD on 07/26/2018 09:34:12 AM
Notes: notes

Expense Track User Guide

Filter Expense Reports

You can also search for a history of submitted expense reports using the **Filters** links under the **Travel & Expenses** drop-down. There are three options for viewing expense report history:



- **Open Expenses:** Submitted expense reports that have not been approved or released for payment. Statuses include **In Approval**, **Partially Approved**, and **In Accounting**.
- **Old Expenses:** All submitted expense reports that have gone through approval and released for payment. Statuses include: **Partially Released**, **Fully Released**, **Declined**.
- **All Expenses:** All submitted expense reports in the system regardless of status.

The formatting of each page is the same. Click a link in the **Report #** column to view a report.

Report Title	Date	Created by	Created for	Report #	Status	Total	Actions
Jul 2017 2	07/07/2017	Kristen Wlig	Chase Cove	1018	Fully Released	\$19.26	
February 2017	07/06/2017	John Smith	John Smith	1014	Fully Released	\$89.37	
February 2017	07/06/2017	Damon Jones	Damon Jones	1013	Fully Released	\$91.75	
June Tradeshow	07/03/2017	Tina Jacks	Tina Jackson	1009	Fully Released	\$0.00	
February 2017	06/30/2017	Kristen Harden	Bill Simpson	1003	Fully Released	\$102.72	
test	06/30/2017	Admin (22)	Admin (22)	1002	Declined	\$0.00	
test	06/30/2017	Kristen Harden	Bill Simpson	1000	Fully Released	\$6.21	
Test	06/30/2017	Kristen Harden	Chase Cove	999	Fully Released	\$102.01	
04/30/2017 - 05/06/2017	06/30/2017	Kristen Harden	Chase Cove	998	Fully Released	\$636.59	
06/01/2017 - 06/15/2017	06/29/2017	Kristen Harden	Chase Cove	997	Fully Released	\$218.80	
June Trade Show	06/27/2017	Damon Jones	Damon Jones	994	Fully Released	\$0.00	
Apr 2017	05/22/2017	Tina Jackson	Tina Jackson	943	Fully Released	\$83.30	
March 2017 - 2	05/17/2017	Tina Jackson	Kristen Harden	931	Fully Released	\$114.66	
Feb 2017 - 2	05/17/2017	Dan Ashton	Dan Ashton	930	Fully Released	\$0.00	
Mar 1 - Mar 7, 2017	04/27/2017	Chase Cove	Chase Cove	897	Fully Released	\$85.51	
test	04/27/2017	Hannah Lawson	Hannah Lawson	896	Fully Released	\$0.00	

Expense Track User Guide

The design of the Expense Report #XX page (XX would be the report's number, such as 101, 201, 901, etc.) is similar to the [Approve Expense Report](#) page. Details such as the header and line item details, approval history, and notes are displayed on one page.

Note: The **Copy Items to New Report** button, located in the top right corner, creates a new expense report using the expense items in the current one. Be aware that this function can be used for only reimbursable expense items. If the expense report contains only credit card items, the **Copy Items to New Report** button is greyed out. If the expense report contains both credit card and reimbursable items, **Copy Items to New Report** will copy only the reimbursable items.

However, if you have permission **2015 – Can copy credit card transactions** enabled, clicking **Copy Items to New Report** will copy the credit card items and change them to reimbursable items.

Expense Report # 78182 | EDGE, TODD - 05/01/2018-05/31/2018 | ?
Copy items to new report

Date created 07/26/2018	Created by Admin (289)	Created for EDGE, TODD	Expense total \$ 5,822.18	Approved total \$ 5,822.18	Expense advance No
Project	OR instructions	Comments			

Internal attachments

[Click to add attachment.](#)

Details for Expense Report #78182
1-5 of 5 items processed

Alerts	Date	Expense	Max amount	Actual Amount	Pre-paid amount	Approved amount	Qty.	Status	Released	Total expense
▼	05/15/2018	General Expense Expense type : General Expense Vendor: PETROLEUM Account Code: Expand/Collapse 1~1098.~30.10330.~5	\$ 0.0000	\$ 31.95	\$ 0.00	\$ 31.9500	1.000000	pending	No	\$ 31.95
2018-05-15_064812.jpeg (Notes: 2018-05-15_064812.jpeg (Receipt))										
▼	05/17/2018	General Expense Expense type : General Expense Vendor: PETROLEUM Account Code: Expand/Collapse 1~2031. 1~30.10211.~6 2~5081.~10.10021.~1	\$ 0.0000	\$ 31.95	\$ 0.00	\$ 31.9500	1.000000	pending	No	\$ 31.95
pdf-sample.pdf (Notes: notes)										

Discussion Notes + Add Note

No notes found

Send FYI Notifications

No FYI notifications found

+ Add

View Approval Routing

Rule 5335-5335: Route to Manager

1 Ross, Will (active)
Start: 07/26/2018

Expense Track User Guide

Clicking a line item opens the Expense Item page, which is similar to the [Expense Item Approval](#) page. This page contains all details on the expense item, such as the receipt image, account coding splits, itemizations, and credit card transactions, if available.

Note: The **Discussion Notes**, **Send FYI Notifications**, and **View Approval Routing** display at the bottom of the Expense Report and Expense Item page. However, you cannot edit the Approval Routing.

General Expense | \$31.95 | EDGE, TODD, Expense Report # 88888 | ?
2 of 5 expenses [Return to report](#)

[Click to add attachment.](#)

Expense name General Expense	Expense type General Expense	Purpose Coding descriptions	Vendor Name PETROLEUM
Payment type Comdata	Personal expense No	Transaction Date 05/15/2018	Posting date 05/17/2018
Merchant address 123 NORTH RD CITY, OH 88888-0000	Merchant Category Code 5542		
Requested amount: \$31.95	Approved amount: \$31.9500		
Requested quantity: 1.00	Approved quantity: 1.00		

Account Code	Coding note	Amount	Percentage
1 (1 - Company Inc) ~ 2031.1 (2031.1 - EAST ST PARKING GARAGE) ~ 30.10211. (30.10211. - TOILET RENTAL) ~ 6 (6 - Other Cost) Job Coding (2.0)		\$ 15.9750	0.5000
2 (2 - Company LLC) ~ 5081. (5081. - GARAGE REPAIRS) ~ 10.10021. (10.10021. - FIELD TENANT) ~ 1 (1 - Labor) Job Coding (2.0)		\$ 15.9750	0.5000

Product Code	Description	Quantity	Product Price - Net Due	Product Total Cost - Net Due
A09	UNL REG 86/87 OC	11.6200	\$2.75	\$31.95

Attached by EDGE, TODD on 07/26/2018 09:34:12 AM
Notes: notes

Expense Track User Guide

Create a Reimbursable non-Comdata Mastercard Expense Report

If you have the appropriate access, you can create expense report drafts for reimbursable expenses. Reimbursable expenses are any company-related transactions where you must use your personal funds and your company has made an agreement to pay you back for those funds (example, gas reimbursement for travelling a long distance for a job).

Note that you cannot create draft expense reports for Comdata Mastercard expenses. Also, reimbursable expenses are decided by your company. Check with your Administrator on what is an appropriate reimbursable expenses before you begin creating draft expense reports.

You can monitor the progress of a submitted expense report on the Expense Dashboard (**Expense Track main menu > Travel & Expense > Expense Dashboard**).

Note: The option to create an expense report draft may not be available to you based on your Administrator's configurations.

This section covers the following topics. Click a link below for more information:

- [Create Reimbursable Expense Reports](#)
- [Create Mileage Expenses](#)
- [Load Triplt Itineraries](#)

Expense Track User Guide

Create Reimbursable Expense Reports

Follow the steps below to create and submit a reimbursable non-Comdata Mastercard expense report.

Note: If you have a Comdata Mastercard, this option may not be available to you.

1. On the Expense Track main menu, select **Travel & Expense > Expense Dashboard**.

2. Click **Create Expense Report**.


Note: If you have [Delegate users](#), you can see who created reimbursable expense reports for you using the **Created By** and **Created For** columns. If you want to display only the reimbursable expense reports created for you, select the **Only show drafts created for me** check box.

Report Title	Date	Created by	Created for	Total	Actions
Apr 2018	04/10/2018	Hannah Lawson	Hannah Lawson	\$409.40	
Mar 2018	03/19/2018	Hannah Lawson	Hannah Lawson	\$524.96	
TESt	02/08/2018	Hannah Lawson	Hannah Lawson	\$260.00	
Feb 2018	02/02/2018	Hannah Lawson	Hannah Lawson	\$747.92	
January 2018b	01/24/2018	Hannah Lawson	Hannah Lawson	\$0.00	

Report Title	Date	Created by	Created for	Report #	Status	Total	Actions
Jul 2016	06/30/2017	Hannah Lawson	MATT SMITH	1001	In Accounting	\$12.16	
06/15/2016 - 06/30/2016	06/27/2017	Hannah Lawson	MATT SMITH	993	In Accounting	\$243.01	
Mar 2017 2	06/27/2017	Hannah Lawson	MATT SMITH	992	Partially Released	-\$241.86	
05/16/2016 - 05/31/2016	05/22/2017	Hannah Lawson	Hannah Lawson	944	In Accounting	\$789.42	
May 2017	05/22/2017	Hannah Lawson	Hannah Lawson	942	In Approval	\$1,267.01	

Expense Track User Guide

- Under the Expense Header section, complete each field as necessary. Required fields are denoted by an asterisk. These fields set up the expense report's header, such as the report's title, description, comments, and any notes for the expense approver.

Field	Description
Report Title	The name of the expense report. This field must be completed before an expense item can be selected.
Charge to	Use the Look Up icon () to select a charge to location.
Report Description	Enter a description to distinguish the report from other reports.
Comments	Enter any necessary comments about the expense report.
Approval Notes	Enter any notes the expense approver needs to review.
Expense Report Attachment	Select an attachment that is related to the expense report. This can be scanned receipts or other relatable documents.
Receipts	Displays all receipt images uploaded through the Expense Track mobile app or manually through the website. Click a receipt to view its image. You can also attach receipts to each individual expense item. See Attach Receipts to an Expense Report for more information.

Expense Track User Guide

- Now that the expense header is created, begin adding expense items. Select an item from the **Expense Item** drop-down. Then, click **Add**.

Status	Date	Item	Vendor	Type	Qty	Amount	Line Total [Pre-Paid]	Actions
Entered Expense Total: \$0.00								

- The fields on the Add/Edit Expense Item page vary depending on the expense type configurations made by your Administrator. Complete all fields necessary to set up the expense item and then click **Save**. Required fields are denoted with an asterisk.

Add/Edit Expense Item Save Clear Entries Cancel

Airfare

Date*

Airline Name*

Purpose*

Payment Type*

Quantity*

Amount*

Fraudulent Charge? No Yes

Additional Information

Remember data for the next expense?

Account Code

Company -

Division -

Department -

GL Account

Attachments

Upload Attachment:

Save Clear Entries Cancel

Receipts Itineraries

Only show my receipts

2018-05-04_115511.jpeg
Uploaded via Mobile App sent on 05/04/2018 by JOHN SMITH

2018-05-04_113534.jpeg
Uploaded via Mobile App sent on 05/04/2018 by HANNAH LAWSON

2018-05-04_113422.jpeg
Uploaded via Mobile App sent on 05/04/2018 by HANNAH LAWSON

PRE Page 1 of 1 NEXT

Receipt Preview

Click on a receipt in the list above to view here.

Expense Track User Guide

Repeat this process to add as many expense items to the report as necessary. Select the **Remember data for next expense?** check box to copy the information to the next expense item you create for this report.

Note: The Account Code section displays fields for applying an account code structure to the expense item. These fields will default to values determined by your Administrator. This allows you to allocate the costs of the expense item to specific departments, projects, divisions, etc. within your company.

The account code structure must be applied correctly. If an incorrect value is selected, you cannot save the expense item. Be aware that field labels may display differently depending on your company's account code structure and the Accounts Coding Type selected.

- Each expense item you enter displays under the Expense Items header in a table. You may edit fields from this view, such as the **Quantity** and **Amount**, if enabled by your Administrator.

Expense Items

Expense Item: [List](#) | [Detail](#)

<input type="checkbox"/>	Status	Date ▼ ▲	Item ▼ ▲	Vendor ▼ ▲	Type ▼ ▲	Qty ▼ ▲	Amount ▼ ▲	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>		07/02/2016	Car Rental	Uber	Transportation	1.00	30.0000	\$30.00	
<input type="checkbox"/>		07/02/2016	Airfare	Delta	Airfare	1.00	2500.0000	\$2,500.00	
<input type="checkbox"/>		01/26/2017	Hotel	Hilton	Hotel	1.00	500.0000	\$500.00	

Entered Expense Total: \$3,030.00

Field	Description
Check Box	Select the check box next to expense items you want to move to another report. Then, click Move .
Status	<ul style="list-style-type: none"> A red flag () means the expense item is incomplete and additional information must be finished for it to save properly. A yellow flag () means there is an error in the expense item's information. For example, if you entered miles greater than the calculated miles or the reimbursable amount is less than line cost, a yellow flag displays. A green flag () means the expense item is complete and can be submitted with the expense report.

Field	Description
Date	Indicates the transaction date for both credit and cash transactions.
Name	The name of the Expense Item. Click this link to open the Expense Item Display page, a read-only view of the expense item's details.
Vendor	The merchant where the expense occurred.
Type	The associated expense type.
Quantity	The quantity that was purchased, if applicable.
Amount	The amount in dollars and cents that was purchased.
Line Total (Pre-Paid)	The total for the expense line item.
Actions	<p>Each icon allows you to edit the expense item:</p> <ul style="list-style-type: none"> Edit: Click to open the Add/Edit Expense Item page and apply changes Delete: Delete the expense line item. Note that you cannot delete Comdata Mastercard expense items. Move: Move the expense item to a different expense report. Selecting this option opens a pop-up window to select a different expense report. To move all of the expense items in a report to a different report, use the Move Expenses drop-down below the Expense Items table. Edit Account Codes: Allows you to edit the account codes on an expense item and then apply those account codes to other expense items. See Edit Account Codes for more information. Split Account Code: Split the expense item by account codes. See the Split Account Codes section for more information.
List/Detail	The List/Detail buttons in the top right corner above the table allow you to display items in a list or a detail view. The Detail view provides more information on the expense items such as the description, date, and account code.

- If all information on the expense report is accurate, click **Submit** to send it for approval. If successful, a summary page opens displaying all information on your expense report, including the report number, title, expense items, approvers, and approver rules. Each item will be in pending status until approved. Use the **Print Expense Report** option to view and/or print the expense report for record keeping, if necessary.

(continued on next page)

Expense Track User Guide

Note: If there is incomplete information in the expense report or the line items, it cannot be submitted. For example, ensure there are no expense items with a red flag status.



Successfully created expense report #1474 for Clint Fisher

[Print Expense Report](#)

*
Comdata
5301 Maryland Way
Brentwood, TN 37027

Feedback

Report #	1474					
Report Title	Test					
Report Details	#	Description	Qty.	Cost	Total	Status
	1	Airfare Airfare	1	5000	5,000.00	pending
	2	Car Rental Car Rental	1	0	0.00	pending
	3	Hotel Hotel	1	0	0.00	pending
Report Approvers	1. Dan Smith					
Approval Rules	Request Condition - Route to Manager					

You may return to your [Homepage](#). Don't forget to [logout](#) if you have finished using Comdata. Review your message center for more details and additional feedback.

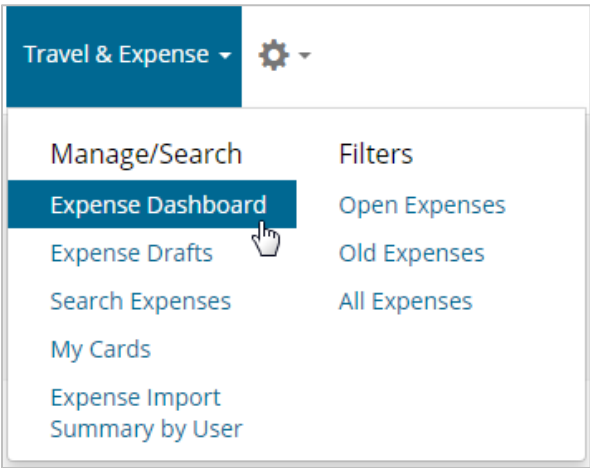
Expense Track User Guide

Create Mileage Expenses

Mileage expense items offer the ability to calculate your miles driven by using an integrated Google Maps feature. This allows you to request reimbursements per mile driven. Use this feature to gain reimbursements for trips and to automate the mileage calculation process.

Follow these steps to add an expense item with mileage calculation to an expense report:

1. On the Expense Track main menu, select **Travel & Expense > Expense Dashboard**.



2. Click **Create Expense Report**.

Only show drafts created for me

Expense Drafts

1-5 of 23 item(s) Create Expense Report [View all](#)

Report Title	Date	Created by	Created for	Total	Actions
Apr 2018	04/10/2018	Hannah Lawson	Hannah Lawson	\$409.40	
Mar 2018	03/19/2018	Hannah Lawson	Hannah Lawson	\$524.96	
TEST	02/08/2018	Hannah Lawson	Hannah Lawson	\$260.00	
Feb 2018	02/02/2018	Hannah Lawson	Hannah Lawson	\$747.92	
January 2018b	01/24/2018	Hannah Lawson	Hannah Lawson	\$0.00	

All Expenses

1-5 of 55 item(s) [View all](#)

Report Title	Date	Created by	Created for	Report #	Status	Total	Actions
Jul 2016	06/30/2016	Hannah Lawson	MATT SMITH	1001	In Accounting	\$12.16	
06/15/2016 - 06/30/2016	06/27/2017	Hannah Lawson	MATT SMITH	993	In Accounting	\$243.01	
Mar 2017 2	06/27/2017	Hannah Lawson	MATT SMITH	992	Partially Released	-\$241.86	
05/16/2016 - 05/31/2016	05/22/2017	Hannah Lawson	Hannah Lawson	944	In Accounting	\$789.42	
May 2017	05/22/2017	Hannah Lawson	Hannah Lawson	942	In Approval	\$1,267.01	

Itineraries [Update](#)

April trip

Page 1 of 1

Receipts

Only show my receipts

2018-05-04_115511.jpeg
Uploaded via Mobile App sent on 05/04/2018 by JOHN SMITH

2018-05-04_113534.jpeg
Uploaded via Mobile App sent on 05/04/2018 by HANNAH LAWSON

2018-05-04_113422.jpeg
Uploaded via Mobile App sent on 05/04/2018 by HANNAH LAWSON

Page 1 of 1

Reports

- [YTD Summary of Expenses](#)
- [YTD Expenses by Status](#)
- [YTD Approved Expenses](#)

Expense Track User Guide

- Under the Expense Header section, complete each field as necessary. Required fields are denoted by an asterisk. These fields set up the expense report's header, such as the report's title, description, and any notes. Click **Save** when finished.

- Under the **Expense Item** drop-down, select a mileage expense item and then click **Add**.

Status	Date	Item	Vendor	Type	Qty	Amount	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>	02/10/2017	Office & Computer Supplies	STAPLES 00110502	Supplies (Office & Computer)	1.00	33.8100	\$33.81	

- At the top of the Add/Edit Expense Item page, enter the start and end address of your trip. To add additional segments to your trip, click **Add** to display another address line. If you add a segment that will not be used, it will not display once you click **Calculate Miles**. Click **Calculate Miles**.

Note: If round trip mileage is to be considered, click the **Round Trip** checkbox. Then, click **Calculate Miles**. The miles to and from the final destination will be calculated.

(continued on next page)

Expense Track User Guide

Add/Edit Expense Item

Save Clear Entries Cancel

Mileage Calculation

Segment	Address	Miles (Total:0.00)
1	5301 Maryland Way, Brentwood TN 37027	
2	1111 Broadway, Nashville, TN 37203	

Round Trip

Calculation is based on shortest time.

Add Calculate Miles

A static Google Maps image displays with a marker on each address. The distance between each marker and the total calculated miles display below the map.

Note: The miles may auto-calculate without clicking the **Calculate Miles** button if set up by your Administrator.

Add/Edit Expense Item

Save Clear Entries Cancel

Mileage Calculation

Segment	Address	Miles (Total:12.07)	Actions
1	5301 Maryland Way, Brentwood TN 37027	0.00	✗
2	1111 Broadway, Nashville, TN 37203	10.80	✗
3	9 Hermitage Ave, Nashville, TN 37210	1.27	✗

Calculation is based on shortest time.

Add Calculate Miles

6. Complete the remaining fields. Required fields are denoted by an asterisk. Note the following:
 - The total miles displayed in the mileage calculation is the amount displayed in the **# of Miles** field (or whatever field your Administrator has set up for quantity). To add additional miles, change the quantity to reflect the total number of miles driven.
 - The **Amount** field displays the rate per mile you are to be paid. If this field is editable, enter the rate.


Expense Track User Guide

7. When finished, click **Save**.

Add/Edit Expense Item

Save
Clear Entries
Cancel

Mileage Calculation



Segment Address	Miles (Total:12.19)	Actions
1 5301 Maryland Way, Brentwood TN 37207	0.00	✖
2 1111 Broadway, Nashville TN 37203	10.91	✖
3 9 Hermitage Ave, Nashville TN 37210	1.28	✖

Calculation is based on shortest time.

Add
Calculate Miles

Mileage

Date*

Payment Type*

Amount*

Remember data for the next expense?

Description/Purpose **

Miles*

Personal Expense No Yes

Account Code

Accounts coding type

Company

Equipment Number

Cost Type

Account

Attachments

Upload Attachment:

Save
Clear Entries
Cancel

Expense Track User Guide

8. Return to the Expense Items table and set the view as **Detail**. You can now see the calculated miles for the expense item.

Expense Items

Expense Item: Select Expense Item Add List | **Detail**

<input type="checkbox"/>	Status	Date ▼ ▲	Item ▼ ▲	Vendor ▼ ▲	Type ▼ ▲	Qty ▼ ▲	Amount ▼ ▲	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>	▼	05/09/2018	Mileage ▼		Mileage	12	0.5400	\$6.58	

Details

Item Description: Mileage Reimbursement

Expense Description: Business trip

Date from: 05/09/2018

Account Code: 1-10.1250-10-541005

Merchant:

User Entered/ System Calculated: 12.19/ 12.19

SegmentAddress	Miles
15301 Maryland Way, Brentwood TN 37207	0.00
21111 Broadway, Nashville TN 37203	10.91
39 Hermitage Ave, Nashville TN 37210	1.28
Miles Total: 12.19	

Expense Track User Guide

Load Triplt Itineraries

If you have an account with Triplt, a travel planning website, you can import trip itineraries to Expense Track and associate them with an expense report. This process helps to alleviate manually entering trip details for expense items. Be aware that this feature applies to only airline, hotel, and car rental expense items.

Note: If you are using the Internet Explorer browser, you will need to add the Expense Track URL (<https://expensetrack.com>) to your trusted websites. If this is not done, then you may receive an error when logging into Expense Track from Triplt. To add Expense Track to your trusted sites:

- Open Internet Explorer
- Click **Settings > Internet Options**
- Click the **Security tab > Trusted Sites**
- Ensure the **Enable Protected Mode** check box is unchecked. Then, click **Sites**.
- In the dialogue box, enter the Expense Track URL and then click **Add**.
- Click **Apply** and **OK** to close out of the Internet Options. You should not experience any issues logging into Expense Track from Triplt.

Create a Triplt Account

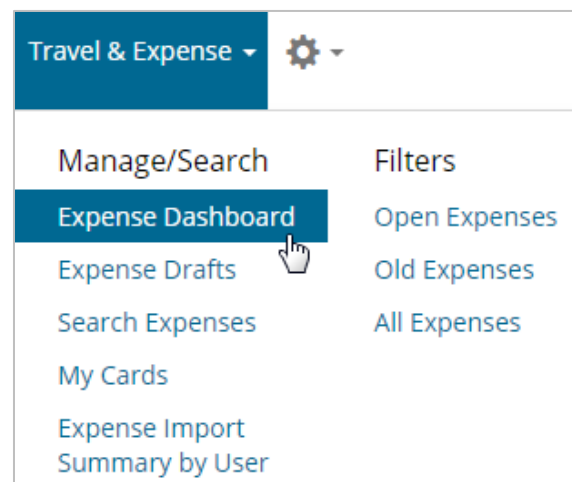
Before you can load itineraries to Expense Track, create a Triplt account and add trips. Go to www.tripit.com and follow the on screen instructions to set up a Triplt account. Signing up is free of charge.

Load Itineraries to Expense Track

There are two methods of loading your itineraries from Triplt to Expense Track: from the Expense Dashboard or the Add/Edit Expense Item page.

Load Itineraries through the Expense Dashboard

1. On the Expense Track main menu, select **Travel & Expense > Expense Dashboard**.



2. Click **Update** on the Itineraries tab.

Note: The Itineraries tab displays only if enabled by your Administrator.

The screenshot shows the Expense Track interface. At the top, there's a checkbox for "Only show drafts created for me". Below it are two tables:

Report Title	Date	Created by	Created for	Total Actions
Oct 2017	10/04/2017	Hannah Lawson	Hannah Lawson	\$1,501.04
Sep 2017	09/04/2017	Hannah Lawson	Hannah Lawson	\$1,607.38
Aug 2017	08/04/2017	Hannah Lawson	Hannah Lawson	\$2,293.85
Jun 2017	06/03/2017	Hannah Lawson	Hannah Lawson	\$1,003.12
Apr 2017	05/23/2017	Hannah Lawson	Hannah Lawson	\$889.06

Report Title	Date	Created by	Created for	Report #	Status	Total Actions
test draft 1	10/17/2017	CC IMPORT USER	CC IMPORT USER	1163	In Accounting	\$200.00
Airfare	08/24/2017	Test User 1	Test User 1	1088	In Approval	\$3,545.45
August 2016	08/24/2017	Test User 1	Test User 1	1087	In Accounting	\$50.00
jaiminTest2	08/17/2017	CC IMPORT USER	CC IMPORT USER	1077	In Accounting	\$124.33
jaiminTest	08/17/2017	CC IMPORT USER	CC IMPORT USER	1076	In Accounting	\$124.33

The sidebar on the right contains sections for "Itineraries" (with an "Update" button), "Receipts", "Tasks", and "Reports". A pie chart is visible at the bottom right of the sidebar area.

3. Click **Allow** to connect Expense Track to your Triplt account.

Note: Ensure you are logged out of Triplt before performing this step. If you are logged in, the authentication between Triplt and Expense Track will fail.

The screenshot shows a dialog box from Triplt. At the top is the Triplt logo. The main heading is "Connect ProcureIt to your Triplt account". Below this, it says "Please login to your Triplt account." and "Allow ProcureIt to access your Triplt account?". The user is signed in as "hlark@comdata.com (not Heather? Click here)". There are two buttons: "Allow" (highlighted with an orange box) and "Deny". At the bottom, there is a disclaimer: "By linking your Triplt account to ProcureIt, you are granting ProcureIt the ability to access and update your data on Triplt. You can always revoke access on the Applications page in your Triplt Account Settings." and the TRUSTe logo.

Expense Track User Guide

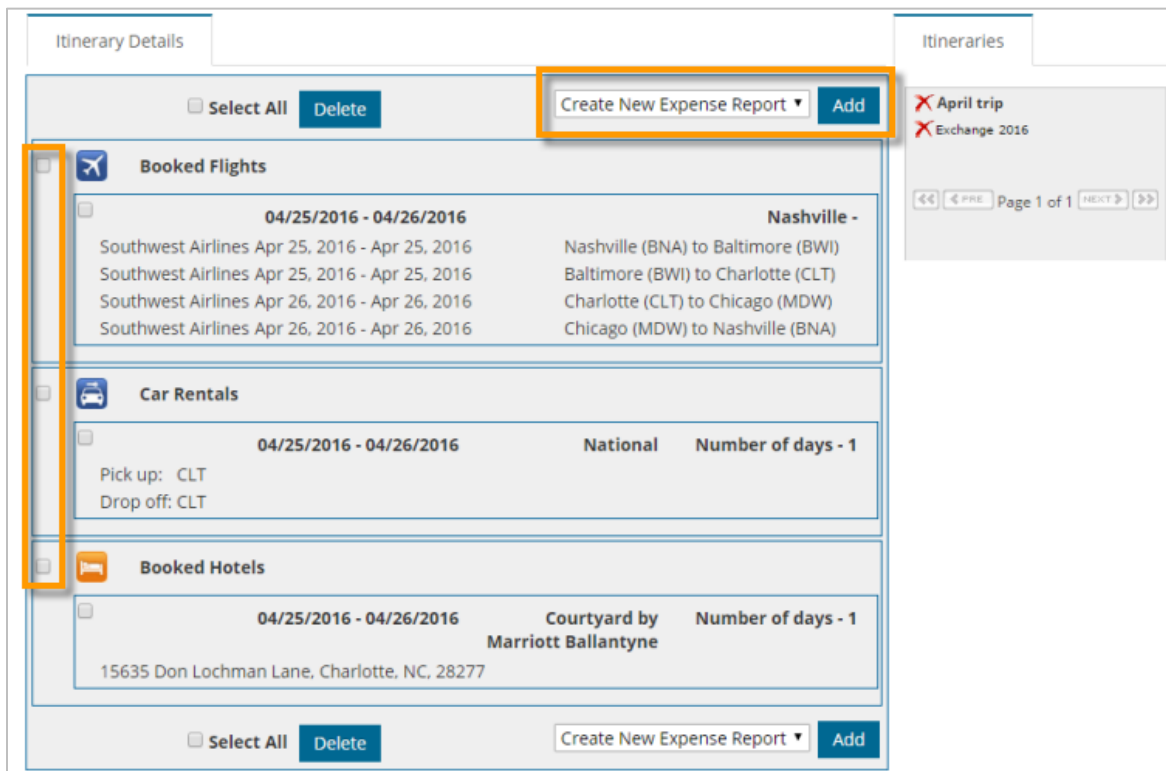
- The Expense Dashboard reloads to display your itineraries from TripIt. Click one to view its details.





- The Itinerary Details page opens with information on each trip in the itinerary. Trips are separated into itinerary items and itinerary item details. These items are dependent on the modes of transportation entered in TripIt for the selected itinerary. For example, if part of your trip included air travel, the airline details display under the Booked Flights itinerary item.







To move an itinerary item to an expense report, click the check box next to each itinerary item or the itinerary item detail. Then, select **Create New Expense Report** from the drop-down and click **Add**.

Note: To add an itinerary to an existing expense report, select the report name from the drop-down.



Expense Track User Guide

- The Create Expense Report page opens. Notice in the Expense Items table the selected itinerary item has been moved over. The **Type** column identifies the expense item as an itinerary by the itinerary icon (). If an expense item is in red flag status, click the **Edit** icon () to correct any issues.


Expense Items									
Expense Item: <input type="text" value="Select Expense Item"/> <input type="button" value="Add"/>									List Detail
<input type="checkbox"/>	Status	Date ▼ ▲	Item ▼ ▲	Vendor ▼ ▲	Type ▼ ▲	Qty ▼ ▲	Amount ▼ ▲	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>		04/25/2016	Car Rental		Transportation 	1.00	0.0000	\$0.00	   

Entered Expense Total: \$0.00

- Complete the missing information as necessary. Click **Save** when finished.
Note: An itinerary field displays with the name of the itinerary associated to the expense item. To disassociate the expense item, click the red X button. Be aware that this does not delete the expense item but only removes the itinerary details.

Add/Edit Expense Item

Car Rental

Date* 

Purpose*

Quantity 1.00

Fraudulent Charge? No Yes

Remember data for the next expense?

Account Code

Accounts Coding Type


Company -

Division -

Department -

GL Account

Attachments

 Add an Attachment to this Expense

Receipts | **Itineraries**


Did you know you can e-mail pictures of your receipts to Expense Track from your phone?

Vendor Name*

Payment Type*

Amount*

Additional Information

Itinerary 

Expense Track User Guide

- Return to the Create Expense Report page. Ensure all expense items are moved to green status and all fields in the header are complete. Then, click **Submit** to send the expense report for approval.

Expense Items

Expense Item: List | Detail

<input type="checkbox"/>	Status	Date ▼ ▲	Item ▼ ▲	Vendor ▼ ▲	Type ▼ ▲	Qty ▼ ▲	Amount ▼ ▲	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>	✔	04/25/2016	Car Rental	Uber	Transportation 1 Attachment(s)	1.00	50.0000	\$50.00	

Entered Expense Total: \$50.00

Add Itineraries from the Create Expense Report Page

If you've already loaded itineraries to Expense Track through the Expense Dashboard, you can attach itinerary items to expense items while creating an expense report.

- On the Expense Track main menu, select **Travel & Expense > Expense Dashboard > Create Expense Report**.

Travel & Expense ▼

- Manage/Search
- Expense Dashboard**
- Expense Drafts
- Search Expenses
- My Cards
- Expense Import
- Summary by User

- Filters
- Open Expenses
- Old Expenses
- All Expenses

- Click **Create Expense Report**.

Only show drafts created for me

Expense Drafts

1-5 of 12 item(s)

Report Title	Date	Created by	Created for	Total	Actions
Oct 2017	10/04/2017	Hannah Lawson	Hannah Lawson	\$1,501.04	
Sep 2017	09/04/2017	Hannah Lawson	Hannah Lawson	\$1,607.38	
Aug 2017	08/04/2017	Hannah Lawson	Hannah Lawson	\$2,293.85	
Jun 2017	06/03/2017	Hannah Lawson	Hannah Lawson	\$1,003.12	
Apr 2017	05/23/2017	Hannah Lawson	Hannah Lawson	\$889.06	

Expense Track User Guide

- On the Create Expense Report page, complete the fields necessary to set up the report header and then click **Save**.

Create Expense Report [hide -]

Save **Submit** **Clear Entries** **Cancel**

Expense Header

Report Title * Trip 100 **Charge to *** Comdata

Report Description 100th trip **Comments**

Approval Notes **Expense Report Attachment** No file chosen

- In the **Expense Item** drop-down, select an expense item associated to an itinerary (example: Hotel, Airline, Car Rental, etc.) and then click **Add**.

Expense Items List | Detail

Expense Item: Car Rental

<input type="checkbox"/>	Status	Date ▼ ▲	Item ▼ ▲	Vendor ▼ ▲	Type ▼ ▲	Qty ▼ ▲	Amount ▼ ▲	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>	▼		Car Rental ▼		Transportation	1.00	0.0000	\$0.00	<input type="button" value="X"/> <input type="button" value="↶"/> <input type="button" value="↷"/>



Move Expense(s) Entered Expense Total: \$0.00

Save **Submit** **Clear Entries** **Cancel**

- On the Add/Edit Expense Item page, click the **Itineraries** tab on the right-side of the page to view all itineraries.

(see image on next page)

Expense Track User Guide

- Use the scroll bar to look through each itinerary. Click the + button () to view an itinerary's associated items. Click the blue + button () to add the itinerary item to the expense item.

Expense Track User Guide

- The expense item fields populate with the details from the itinerary item. Complete any other missing fields as necessary. Then, click **Save**.

Add/Edit Expense Item

Save
Clear Entries
Cancel

Airfare

Date*

Airline Name*

Purpose*

Payment Type*

Quantity Amount*

Fraudulent Charge? No Yes

Remember data for the next expense?

Additional Information

Receipts | Itineraries

Did you know you can e-mail pictures of your receipts to Expense Track from your phone?

Account Code

Accounts Coding Type

Company -

Division -

Department -

GL Account

Attachments

Add an Attachment to this Expense

Save
Clear Entries
Cancel

- Return to the Expense Items table and notice the expense item has been updated with the itinerary details. Continue this process for as many itinerary items as necessary.

Expense Items

Expense Item: Add [List](#) | [Detail](#)

<input type="checkbox"/>	Status	Date ▼ ▲	Item ▼ ▲	Vendor ▼ ▲	Type ▼ ▲	Qty ▼ ▲	Amount ▼ ▲	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>	▼	04/25/2016	Airfare ▼	Southwest Airlines	Airfare ⓘ	1.00	<input type="text" value="423.5100"/>	\$423.51	
<input type="checkbox"/>	▼	04/25/2016	Car Re ▼	Uber	Transportation ⓘ	1.00	<input type="text" value="50.0000"/>	\$50.00	

Delete
Move Expense(s)
Move

Entered Expense Total: \$473.51

Save
Submit
Clear Entries
Cancel

Approve Expense Reports

Once a draft expense report is submitted, it must go through approval at the management level in your company. If your Administrator has granted you permission to approve expense reports in Expense Track, it is your responsibility to review each report to ensure there are no issues. You can approve an entire expense report or individual expense items in a report. Your Administrator will define the rules and grant the permissions to approve expense reports. If you notice a feature that you cannot access, contact your Administrator.

Select a task below for more details:

- [Approving Expenses Reports](#)

Expense Track User Guide

Approving Expense Reports

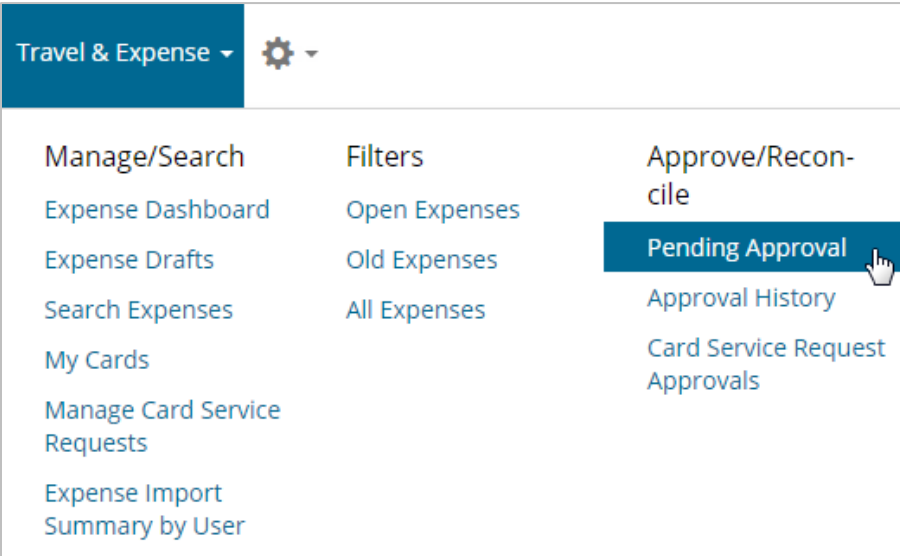
Use this section to learn how to approve expense reports. You can approve expense reports within the Expense Track website or from the notification email.

- [Approve Expense Reports in the Website](#)
- [Approve Expense Reports from Notification Email](#)

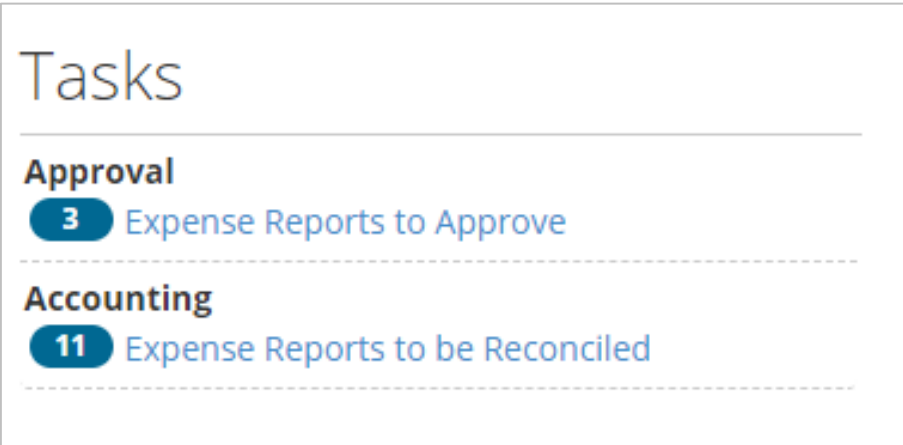
Approve Expense Reports in the Website

1. There are two ways to access expense reports for approval:

- Select **Travel & Expense > Pending Approval** in the main menu.



- Alternatively, under the Tasks section, select **Expense Reports to Approve**.



Expense Track User Guide

- On the Expenses Reports to Approve page, click an **Expense Report #** from the Documents Pending Approval list. If you have a large list of reports, use the **Filter** () option at the top of the page to quickly locate a report.

Note: You can approve and decline expense reports from this page. Select one or multiple expense reports using the check boxes in the left column, then click either **Approve** (



Expense Reports to Approve

Documents Pending Approval								
<input type="checkbox"/>	Type	Expense Report #	Report Title	From	Creation Date	Location	Waiting for Approval	Amount
<input type="checkbox"/>	Expense Report	1047	Feb 2017 - 2	Test User 1	07/26/2017 10:16 AM	Comdata	201 day(s)	\$1844.88
<input type="checkbox"/>	Expense Report	1158	04/01/2017 - 04/15/2017	Test User 2	10/13/2017 09:43 AM	Comdata	122 day(s)	\$292.02
<input type="checkbox"/>	Expense Report	1202	February 2017	Test User 3	11/16/2017 02:54 PM	Comdata	87 day(s)	\$309.88

Approve Return Decline

If you decline an expense report, you are required to provide a reason for the decline. Your message will be sent to the expense requester.

Please provide a reason for declining.

The screenshot shows the 'Expense Reports to Approve' interface. A modal dialog is open over the table, prompting the user to 'Please provide a reason for declining.' The dialog contains a text input field and a 'Decline' button. In the background, the table shows one report selected (Expense Report # 33318, Amount \$1691.57). The 'Decline' button in the table is highlighted.

Expense Track User Guide

3. The Expense Report Approval page opens. This page provides a detailed view of the expense report items. A brief overview of the report is given at the top of the page, followed by a list of all expense items, and ending with the Notes, FYI Notifications, and Edit Approval Routing sections. Review each detail on the expense report.

Expense Report #1047 | Feb 2017 - 2 ?
Clear entries Process

Date created 07/26/2017	Created by Hannah Lawson	Created for Steven Harris	Expense total \$ 1,976.71	Approved total \$ 1,844.88
Expense advance No	Project	HIDE	OR instructions	Comments

Internal attachments

Detailed Approval for Expense Report #1047 1-13 of 13 items processed

Alerts	Date	Expense	Max amount	Actual Amount	Pre-paid amount	Approved amount	Qty.	Total expense	Approve? <input checked="" type="checkbox"/>
✔	02/13/2017	Airfare Expense type : Travel Vendor: ALASKA A Account Code :(1-10.1250-10-541005); (1-10.1250-10-5502715); ✎ ✕ *	\$ 0.00	\$ 314.40	\$ 0.00	\$ 314.40	1.000000	\$ 314.40	<input checked="" type="checkbox"/>
April 2016 Receipts_2.pdf (Notes: April 2016 Receipts_2.pdf)									
✔	02/15/2017	Airfare Expense type : Travel Vendor: ALASKA A Account Code :(1-10.1250-10-541005); (1-10.1250-10-5502715); ✎ ✕ *	\$ 0.00	\$ 186.40	\$ 0.00	\$ 186.40	1.000000	\$ 186.40	<input checked="" type="checkbox"/>
April 2016 Receipts_5.pdf (Notes: April 2016 Receipts_5.pdf)									

Notes to Requestor

Approval Notes

Clear entries Process

Discussion Notes + Add Note

Sent By	Sent To	Date Sent	Subject	Note	Reply
Hannah Lawson	Test User 1, Test User 2	11/28/2017 03:54 PM	Expense Items	Please review for accuracy.	↩

Send FYI Notifications

User	Remove?
Test User 1	✕
Test User 2	✕

+ Add

Edit Approval Routing

Rule 5093-5093: 1_Route to Manager_Preston

- 1 Hannah Lawson (active) ⬆ ⬇ ✕
- 2 Test User 1 (open) ⬆ ⬇ ✕
- 3 Test User 2 (open) ⬆ ⬇ ✕

+ Add

Expense Track User Guide

The top portion of the page provides a high level description of the expense report, including details such as the create date, total amount, and approved amount.

Expense Report # 1317 | Apr 2017 | Clear entries Process

Date created 02/13/2018	Created by Hannah Lawson	Created for Hannah Lawson	Expense total \$ 2,338.69
Approved total \$ 2,029.90	Expense advance No	Project	HIDE
OR instructions	Comments		
Internal attachments			

4. Under the Detailed Approval for Expense Report section, review each expense item.

Detailed Approval for Expense Report #1047									1-13 of 13 items processed
Alerts	Date	Expense	Max amount	Actual Amount	Pre-paid amount	Approved amount	Qty.	Total expense	Approve?
▼	02/13/2017	Airfare Expense type : Travel Vendor: ALASKA A Account Code :(1-10.1250-10-541005:) (1-10.1250-10-5502715:); *	\$ 0.00	\$ 314.40	\$ 0.00	\$ 314.40	1.000000	\$ 314.40	<input checked="" type="checkbox"/>
April 2016 Receipts_2.pdf (Notes: April 2016 Receipts_2.pdf)									
▼	02/15/2017	Airfare Expense type : Travel Vendor: ALASKA A Account Code :(1-10.1250-10-541005:) (1-10.1250-10-5502715:); *	\$ 0.00	\$ 186.40	\$ 0.00	\$ 186.40	1.000000	\$ 186.40	<input checked="" type="checkbox"/>
April 2016 Receipts_5.pdf (Notes: April 2016 Receipts_5.pdf)									

- To approve an expense item, select the checkbox under the **Approve?** column. Declined items should remain unselected; if you have declined expense items, you can still process the report, but those declined items will not be processed for approval. Select the check box under **Approve?** to select all of the expense items in the list for approval.

Note:

- If you decline an expense item, all details on the item will remain, such as any attached receipts, notes, and accounts coding information.
- The **Alerts** column identifies the status of the expense item: green flag – item is ready for approval, yellow flag – item is not in compliance but can still be approved.
- The **Approved Amount** and **Quantity** columns may be open for editing, but you cannot edit these columns for credit card transactions.

(continued on next page)

Expense Track User Guide

Use the Expense column to perform additional functions.

Detailed Approval for Expense Report #1047		
Alerts	Date	Expense
	02/13/2017	Airfare Expense type : Travel Vendor: ALASKA A Account Code : (1-10.1250-10-541005;) (1-10.1250-10-5502715:); *
April 2016 Receipts_2.pdf (Notes: April 2016 Receipts_2.pdf)		
	02/15/2017	Airfare Expense type : Travel Vendor: ALASKA A Account Code : (1-10.1250-10-541005;) (1-10.1250-10-5502715:); *
April 2016 Receipts_5.pdf (Notes: April 2016 Receipts_5.pdf)		

- To edit or split the coding of an expense item, click the edit () icon or split () icon.
Note: If an expense item contains splits, the account code cannot be edited.
- Any attached receipts can be viewed from this page by selecting the PDF attachment link immediately under the item’s details.
- For detailed information on each expense item, click the item name under the Expense column. This opens the Expense Item Approval page.
- If applied by your Administrator, an **Expand/Collapse** button may display by the **Account Code** field. Click this button to view the entire account code and descriptions of each segment.

(continued on next page)

Expense Track User Guide

The Expense Item Approval page allows you to view each expense item's details, such as accounts coding splits, itemizations, credit card data, and receipts all in one screen.

Business Services | \$103.30 | Mike Jones, Expense Report # 2034 |
1 of 1 expenses < > Return to report
✖ Reject ✓ Approve

Click to add attachment.

Expense name Business Services	Expense type Business Services	Purpose * <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">notes here</div>
Vendor Name WWW.ONLINE.COM	Payment type Comdata	Personal expense No
Transaction Date 05/26/2018	Posting date 05/28/2018	Merchant address 888 SOUTH GRAND ST 8888888888, CA 90071-0000
Merchant Category Code 7392	Account Code 300-6010	

Requested amount: \$103.30

Requested quantity: 1.00

Approved amount: \$103.3000

Approved quantity: 1.00

Account Code ✎ ✕

Account Code	Coding note	Amount	Percentage
300 (300 - Heritage) ~ 6010 (6010 - Office Expense) GL Indirect Expense		103.3000	1.0000

Product Code **Description** **Quantity** **Product Price - Net Due** **Product Total Cost - Net Due**

999	OTHER MISCELLANEOUS TRANS	1.0000	\$103.30	\$103.30
-----	---------------------------	--------	----------	----------

Attached by Mike Jones on 05/07/2019 11:47:47 AM
Notes: office

To edit or split accounts coding, click on the edit (✎) or split (✕) icon located next to **HIDE**. When a split is applied, it will appear under the **HIDE** section and the edit icon will disappear.

Note: To view non-split account code details, click the edit icon.

HIDE ✕	Coding note	Amount	Percentage
1-10.1250-10-541005 Job Expense - no GL	Test	\$93.2000	0.5
1-10.1250-10-5502715 Job Expense - no GL	Test	\$93.2000	0.5

View and scroll through receipts images on the right side of the page and download and print them as needed. You can also attach receipt images if one is missing by using the **Click to Add Attachment** button. If the attachment is not an image or PDF, a download icon will display.

Once all information has been verified, you can reject or approve the item by clicking the **Reject** or **Approve** buttons located on the top right side of the page. You can also move to the previous or next expense item by clicking on the left and right (< >) arrows at the top of the page, as well as returning to the expense report by clicking **Return to report**.

Expense Track User Guide

- Back on the Expense Report Approval page, scroll down to the **Note to Requestor** and **Approval Notes** fields below the Detailed Approval for Expense Report section.

Use the **Note to Requestor** field to enter information for the user that submitted the report. Your notes will be sent to the user through the Messages feature and/or email after saving. For example, if you change the reimbursement amount, you can alert the user through the requestor notes. Use the **Approval Notes** field to enter a note for multiple approvers involved in the approval process. When a note is added, other approvers in the route can view the notes entered in the field.

Note: Clicking **Clear Entries** only resets the values entered in the **Approved Amount, Quantity, Approval Notes, and Note to Requestor** fields.

Notes to Requestor

Approval Notes

Clear entries Process

- The bottom of the Expense Report Approval page holds the Discussion Notes, FYI Notifications, and Approval Routing sections. See the following pages to understand how to use each section.

Discussion Notes + Add Note

Sent By	Sent To	Date Sent	Subject	Note	Reply
Hannah Lawson	Test User 1, Test User 2	11/28/2017 03:54 PM	Expense Items	Please review for accuracy.	↩

Send FYI Notifications

User	Remove?
Test User 1	✕
Test User 2	✕

+ Add


Edit Approval Routing


Rule 5093-5093: 1_Route to Manager_Preston

- 1 Hannah Lawson (active) ^ v ✕
- 2 Test User 1 (open) ^ v ✕
- 3 Test User 2 (open) ^ v ✕

+ Add

Expense Track User Guide

Notes: Use the **Discussion Notes** section to enter notes on the expense report for other users to view. For example, if multiple people need to approve the expense report, you can send a note to other approvers in the route to inform them on something related to the report. Each user will immediately see the note and be able to reply to it by clicking the **Reply** button (). Click **Add Note** to start.

Discussion Notes						+ Add Note
Sent By	Sent To	Date Sent	Subject	Note	Reply	
Hannah Lawson	Test User 1, Test User 2	11/28/2017 03:54 PM	Expense Items	Please review for accuracy.		

Enter the user's name, subject line, and note. Click **Submit** when finished, which will generate an internal message that will notify all included users of your note. Add as many notes as necessary.

Note: You can leave the **To User** field blank and still add the note for yourself, if necessary.

Add Note
✕

To User

Test User 1

✕

Test User 2

✕


Start typing a name

Subject

Expenses

Note*

For your approval



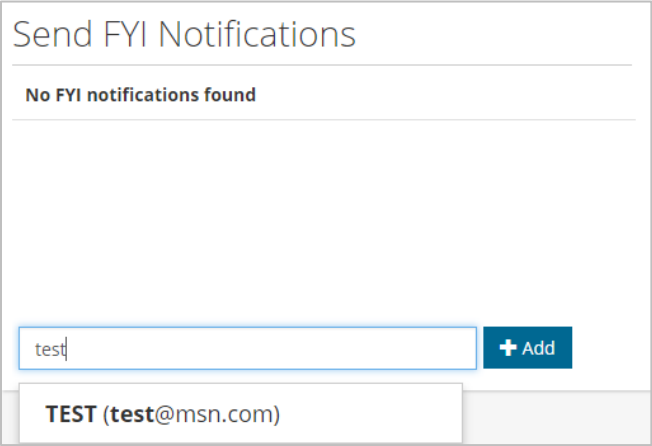
Reset

Submit

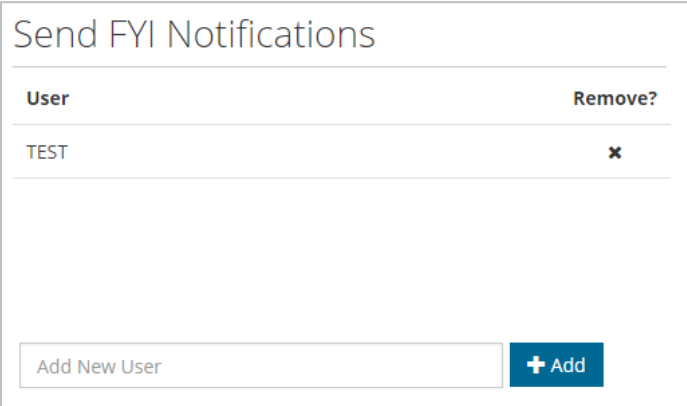
Expense Track User Guide

FYI: Use the **FYI Notifications** to send notifications to specific users. These notifications are beneficial when other users need to be informed about an expense report, but do not need to approve it. To add a user for FYI notifications:

- a) Click inside the **Add New User** field.
- b) Enter a name in the field and select the username that appears in the search result, then click **Add**.

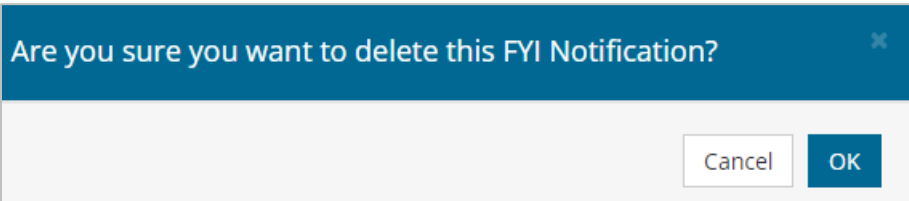


- c) The user will be added to receive an FYI notification. Add as many users as necessary.



User	Remove?
TEST	x

- d) To delete a user, click the **x** under Remove? A dialogue box will display to confirm you want to delete the user. Click OK to confirm.



Expense Track User Guide

Approval Routing: Use the **Approval Routing** section to view each user in the approval route. A user with the word "active" next to their name is the current approver. The user with the word "open" next to their name needs to approve the report. A user with the word "closed" next to their name has approved the report.

When adding users to the approver route, note the following:

- A new approver can only be inserted after the current active approver.
- The current approver or any previous approver cannot be moved up or down.
- Only the user who added the approver can delete the added approver.
- When there are multiple rules in effect, the selection of the approver under the rule determines where the approver should go in the rule chain.

Edit Approval Routing

Rule 5093-5093: 1_Route to Manager_Preston

1	Hannah Lawson (active)	^ v x
2	Test User 1 (open)	^ v x
3	Test User 2 (closed)	^ v x

To add a user to the approval route:

- Click inside the **Add New User** field.
- Enter a name in the field and select the username that appears in the search result, then click **Add**.
- The user will be added to the routing. To change the order of the routing, use the up and down arrows (^ v). The user at the top of the list is first in line to approve.

Edit Approval Routing

Rule 5093-5093: 1_Route to Manager_Preston

1	Hannah Lawson (active)	^ v x
---	------------------------	-------

TEST (test@msn.com)

Expense Track User Guide

- Return to the Expense Report Approval page and ensure everything is accurate. If so, click **Process** either at the top of the page or below **Approval Notes**.

Note: If reimbursing an employee, the expense total cannot exceed the sum of each expense item.

Expense Report #1047 | Feb 2017 - 2 ?

Date created 07/26/2017	Created by Hannah Lawson	Created for Steven Harris	Expense total \$ 1,976.71	Approved total \$ 1,844.88
Expense advance No	Project	HIDE	OR instructions	Comments

Internal attachments

Detailed Approval for Expense Report #1047
1-2 of 2 items processed

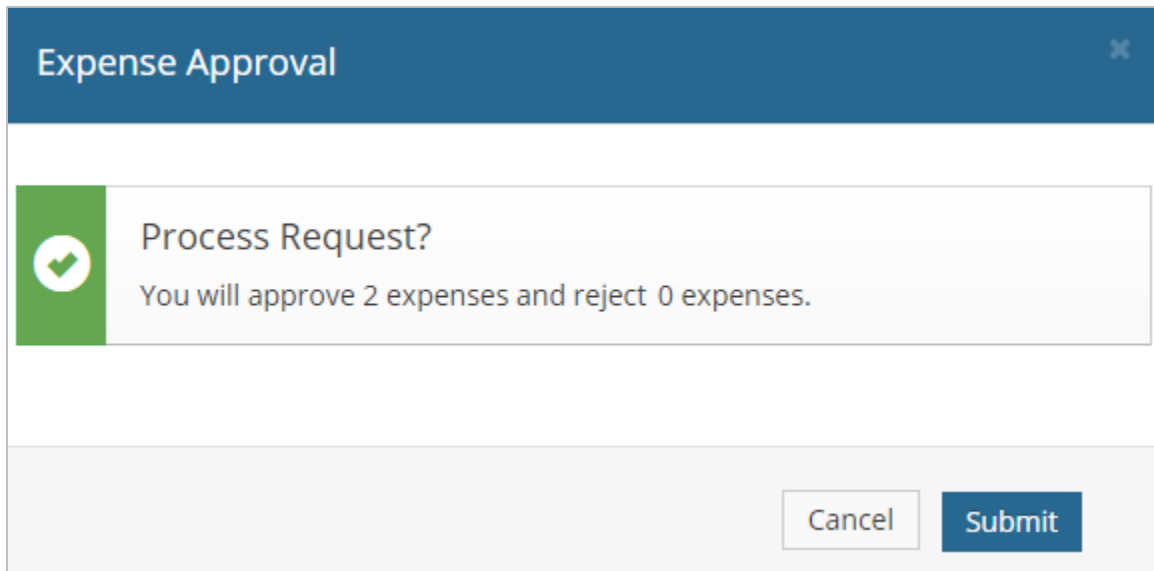
Alerts	Date	Expense	Max amount	Actual Amount	Pre-paid amount	Approved amount	Qty.	Total expense	Approve? <input checked="" type="checkbox"/>
▼	02/13/2017	Airfare Expense type : Travel Vendor: ALASKA A Account Code :(1-10.1250-10-541005;) (1-10.1250-10-5502715); ✎ ✕ *	\$ 0.00	\$ 314.40	\$ 0.00	\$ 314.40	1.000000	\$ 314.40	<input checked="" type="checkbox"/>
April 2016 Receipts_2.pdf (Notes: April 2016 Receipts_2.pdf)									
▼	02/15/2017	Airfare Expense type : Travel Vendor: ALASKA A Account Code :(1-10.1250-10-541005;) (1-10.1250-10-5502715); ✎ ✕ *	\$ 0.00	\$ 186.40	\$ 0.00	\$ 186.40	1.000000	\$ 186.40	<input checked="" type="checkbox"/>
April 2016 Receipts_5.pdf (Notes: April 2016 Receipts_5.pdf)									

Notes to Requestor

Approval Notes

Expense Track User Guide

- You will be prompted to confirm your action. Click **Submit** to process the report.



- A message displays confirming that the expense report has been approved, including all approved expense items, and you are returned to the Expense Reports to Approve page.

You have approved both expense request lines for [Expense Report 1328](#).

Expense Reports to Approve

Documents Pending Approval							
Type	Expense Report #	Report Title	From	Creation Date	Location	Waiting for Approval	Amount
Expense Report	1019	02/01/2017 - 02/07/2017	Test User 1	07/07/2017 03:36 PM	Comdata	130 day(s)	\$30.65
Expense Report	1153	Sept 2017 - Quick Report	Test User 2	10/10/2017 08:38 AM	Comdata	132 day(s)	\$348.98
Expense Report	1183	October 2017_2	Test User 3	11/03/2017 08:05 AM	Comdata	109 day(s)	\$23.30
Expense Report	1210	Trip	Test User 4	11/22/2017 10:30 AM	Comdata	67 day(s)	\$21.60
Expense Report	1316	Feb 2017	Test User 5	02/13/2018 01:11 PM	Comdata	7 day(s)	\$785.98

Approve
 Return
 Decline

Approve Expense Reports from the Notification Email

If you are responsible for approving one or more users' expense reports, you will receive an email notification whenever they submit a draft report. The email includes all details on the report, including the report title, total amount, each individual expense item (line item), and any coding applied. You can approve the expense report right from the email, which is convenient if you can't access the website.

Once you approve the email, you will receive a response email displaying your approval activity.

You can approve expense reports from the notification email, by doing one of the following:

- You can approve and decline individual line items by entering "x" or "y" (approve) or "n" decline in the brackets within the line item details. For example:
(1)[x]... 1/EA1 Meals & Entertainment @ \$24.67 (ID9642)
1001-7500-1401-70310 (100%)
Fraudulent Charge? No
- You can also approve or decline individual line items by adding your decision to the end of the line ID. For example: (ID9642=YES) (ID9643=NO).
- If your instance of Expense Track is set up for default approval (such as all line items are approved by default), reply to the email with no comments. The system will approve or decline the report based on your defaults.
- To Approve the entire Expense Report, reply to the email with "YES" or "Y" in the first line of your reply. To decline the entire Expense Report, reply to the email with "NO" or "N" in the first line of your reply.
- Avoid using special characters in any of your replies. Incorrect values will cause an error and send the email back to the report submitter.

(see examples emails on next page)

Expense Track User Guide

Approval Notification Email

Dear ESTON ROPE :
 Your approval is needed. For limited capacity e-mail clients like Blackberry please see instructions at end of this email.
 Otherwise, you can approve online by following this link (<https://prod.comdata.verian.com/ProdCD/>) or by replying to this e-mail with appropriate marks in the approval brackets. You can either approve the whole order or approve by line item.
 To approve mark x or y within the square brackets [].
 To decline mark n or leave blank.

Expense Report (reference 840) with 2 items totaling \$ 208.20 by Kim South for Mar 2017.

Number of Attachments: 2

(840)=====

(0)[Y]...Approve Entire Expense Report (ID0)

Line Items:

(1)[]... 1/EA1 Meals & Entertainment @ \$ 24.67 (ID9642)

1001-7500-1401-70310 (100%)

Fraudulent Charge?: No

(2)[]... 1/EACH Meals & Entertainment @ \$ 183.53 (ID9643)

1001-7500-1401-70310 (100%)

Fraudulent Charge?: No

Reason:[]

(840)=====

Blackberry and Limited Mobile Email Client Instructions:

If you cannot edit the original message you can add approval instructions in your reply text this way:
 If the approval as defaulted is what you want (normally decline everything), simply sent reply without any comments. The system will approve or decline as defaulted.

To specifically decline the whole Expense Report simply write NO or N in the first line of your reply text.
 To specifically approve the whole Expense Report simply write YES or Y in the first line of your reply text.

You can make detail approvals if needed by providing line IDs as specified at the end of each detail line followed by your decision.
 For example, if you need to approve an item which ends with ID1830 you can put one line in your reply in this fashion:

ID1830=YES

Similarly if you wanted to decline that specific line you can use:

ID1830=NO

Any line beginning with a colon (:) will be sent back to Kim South as comments. E.g.:
 :please look at alternative items

Do not modify below this line:

[[P:L4KTCm\$\$G~kKC)F,4]M2f]2ff]2MaM]@[]1!:s]@[ff]@2f]]

Expense Track User Guide

Approval Response Email

Dear FALLO :

This is processing feedback on your recent approval e-mail referencing Expense Report 1490 from HOBENDRINK ANDREW 3487

You have APPROVED:

(ID18794)...1 Hotel = \$ 518.96
(ID18795)...1 Hotel = \$ 607.75
(ID18802)...1 Meals & Entertainment = \$ 22.71
(ID18797)...1 Travel - Other = \$ 25.77
(ID18806)...1 Travel - Other = \$ 5.80
(ID18796)...1 Travel - Other = \$ 6.00
(ID18801)...1 Travel - Other = \$ 5.80
(ID18800)...1 Travel - Other = \$ 5.80
(ID18793)...1 Travel - Other = \$ 72.00
(ID18807)...1 Travel - Other = \$ 12.20
(ID18799)...1 Travel - Other = \$ 5.80
(ID18804)...1 Travel - Other = \$ 5.80
(ID18805)...1 Travel - Other = \$ 8.20
(ID18803)...1 Travel - Other = \$ 5.80
(ID18798)...1 Travel - Other = \$ 5.80
(ID18808)...1 Travel - Other = \$ 5.80

If you do not recognize items or believe that this does not reflect your approval response please contact your administrator immediately. No further action on your part is required otherwise.

Delegate Users

Expense Track offers the ability to delegate your expense reports to other users in your company. This feature is especially useful if you know you're going to be out of the office, and need a co-worker to manage your expense reports on your behalf. Follow the information in this section to learn more about user delegation.

For the purpose of understanding this feature, we will refer to two user roles:

- **Delegator user:** The user that assigns another user to manage their expense reports on their behalf.
- **Delegate user:** The user assigned to manage another user's expense reports on their behalf.

Click a task below to learn more:

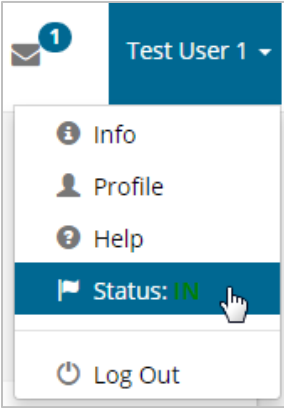
- [Add Delegate Users](#)
- [Act as a Delegate User](#)

Expense Track User Guide

Add Delegate Users

To assign your expense reports to another user, you must add them as a Delegate. Delegate users can perform the same expense report actions within your permission access, such as creating and submitting expense reports, adding expense items to reports, and adding account coding values to expense items.

1. Click the **user name drop-down** on the Expense Track home page. Then, select **Status**.



2. Click the **Search icon** (🔍) in the **Delegation** section.

In/Out Status for Test User 1

Status

Note

Return Time

Return Date

Substitute

Update Status

Delegation

Expense

Monitoring

You are not monitoring In/Out activity.

Expense Delegates

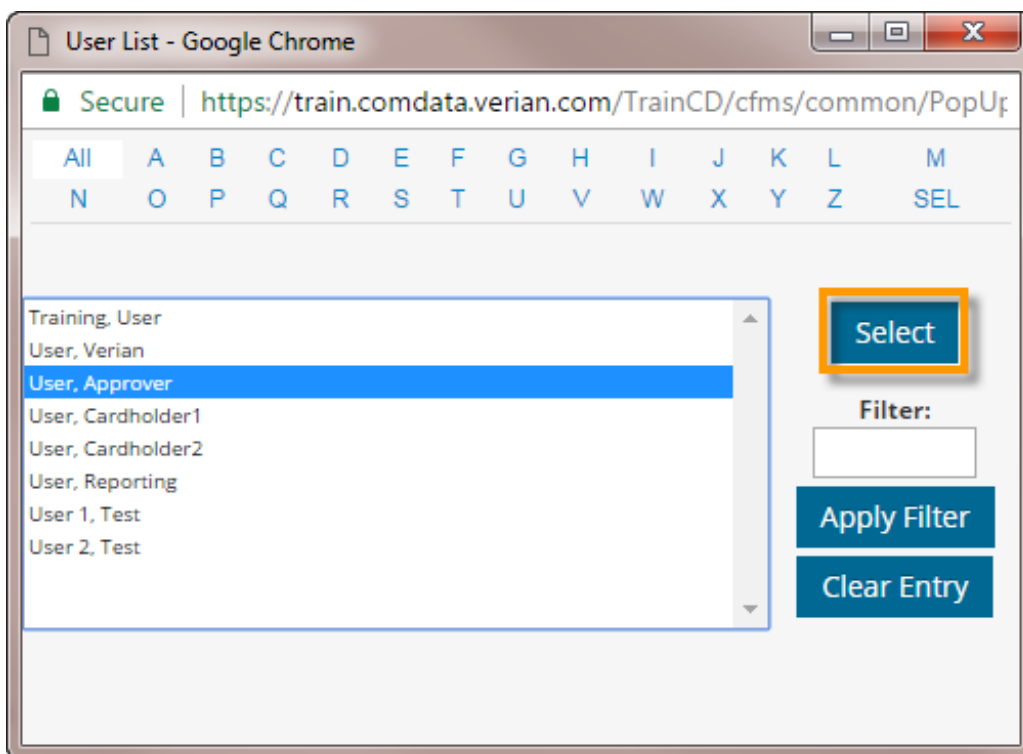
No expense delegates assigned.

Being Monitored

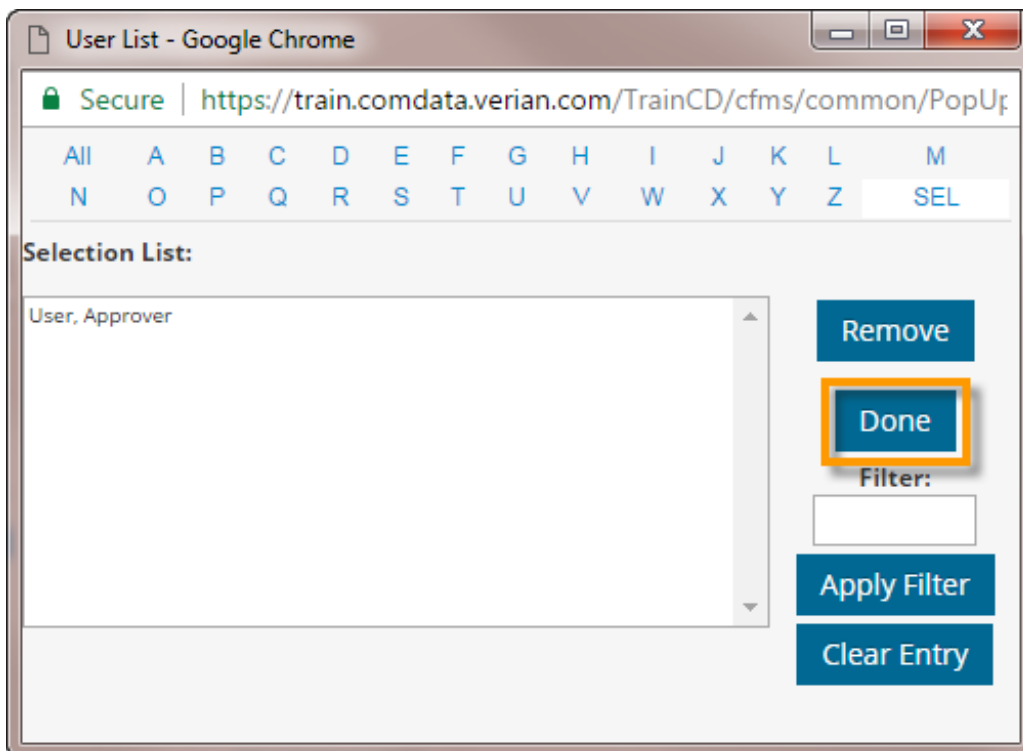
No one is monitoring your In/Out status.

Expense Track User Guide

3. Search for your Delegate user. Use the letters at the top of the window to filter by the user's name. Once found, select the user from the list and then click **Select**.



4. Click **Done**.



Expense Track User Guide

- Click **Add**. The user you selected will display under the Expense Delegates header. You can select as many Delegate users as you need.

Delegation	Expense Delegates
Expense ▾ <input type="text"/> <input type="button" value="Add"/>	User, Approver (171) [x]

The user is now set up as a delegate.

Note: Click the system ID number by the user's name to view additional information on their profile.

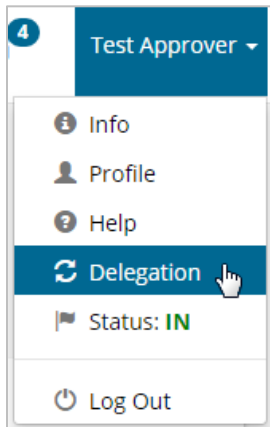
View User	
System ID	171
First Name	Approver
Last Name	User
Initials	AU
Display Name	Approver
Phone Number	
Fax Number	
Email	
Bill-To Location	Comdata
Ship-To Location	Comdata
External Reference ID	
Status	IN
Note	
Return Time	
Return Date	
Last Login	03/28/2016
Date Created	03/28/2016
Changed	03/28/2016

Expense Track User Guide

Act as a Delegate User

Once you've been set up as a Delegate user, you can begin performing actions on the Delegator user's expense reports.

1. Click the user name drop-down on the Expense Track home page. Then, select **Delegation**.



2. The Act as a Delegate User page opens and displays a sortable, filterable grid that includes the names and details of your Delegator users. *See the next page for field descriptions.*

Act as a Delegate ?

* = Inactive User

More Actions ▾

List of Delegates

<input type="checkbox"/>	User ^	Employee ID	Total Transactions	Total Amount	Not Added To Drafts	Unassigned Receipts	Pending Drafts	Open Reports
<input type="checkbox"/>	Aaron Brown	NADA	0	\$0.00	0	0	0	0
<input type="checkbox"/>	Able Elliotte	827403	0	\$0.00	0	0	0	0
<input type="checkbox"/>	Adam Smith	110066	0	\$1027.48	0	1	1	0
<input type="checkbox"/>	Admin (22)	201413	0	\$129.38	1	0	1	0
<input type="checkbox"/>	Aiden Bryant	200878	0	\$0.00	0	0	0	0
<input type="checkbox"/>	Albert Frank	110997	0	\$23.19	0	2	0	0
<input type="checkbox"/>	Alan Smith		0	\$0.00	0	0	0	0
<input type="checkbox"/>	Alex Jones	1564862	0	\$3180.55	3	0	1	0
<input type="checkbox"/>	Amy Poe	12345678	0	\$0.00	0	0	0	0
<input type="checkbox"/>	Ana Gasten	829685	0	\$0.00	0	0	0	0
<input type="checkbox"/>	Andy Samberg	5320359	0	\$0.00	0	0	0	0



Page 1 of 8 20 ▾ Showing 1 - 20 of 160 items

Total transactions: 239
Total amount: \$ 44,105.74

Expense Track User Guide

All credit card information in the grid reflects level 3 credit card data only. In addition, the total number of credit card transactions and total amount spent for all of your Delegator users are calculated at the bottom of the grid.

The grid automatically filters to display only information from the first day of the current month to current date. You can remove or change the date filter, and your new filter preference will be reflected each time you go back to this page.

Field Name	Description
Filters 	You can filter the grid by the following values: User, Not Added To Drafts, Unassigned Receipts, Pending Drafts, Open Reports, Date . Your selected filter will remain applied no matter where you go in the website until you remove the filter.
User	List of Delegator users that have assigned you as a Delegate user.
Employee ID	Employee ID of the Delegator user.
Total Transactions	Total number of credit card transactions for the Delegator user.
Total Amount	Total amount spent by the Delegator user.
Not Added to Drafts	Total number of expense items not added to an expense report draft. For example, if the user has an expense item that imported into Expense Track from a credit card transaction, but that item did not attach to an expense report, it will be counted here.
Unassigned Receipts	Total number of receipts not yet assigned to an expense item.
Pending Drafts	Total number of expense reports that are pending approval and/or reconciliation.
Open Drafts	Total number of expense reports that have not yet been submitted for approval.
Total Transactions (bottom of page)	The sum of all transactions from all of your Delegator users.
Total Amount (bottom of page)	The sum of all funds spent across all of your Delegator users.
More Actions 	<ul style="list-style-type: none"> • Export Current View: Exports all rows displayed on the current page to an Excel spreadsheet. • Export All Rows: Exports all rows in the grid to an Excel spreadsheet. <p>Note: The export will take into account any applied filters.</p>

(continued on next page)

Expense Track User Guide

3. Click a link in the **User** column to open the Delegator user's expense draft dashboard. From here, you have the ability to perform the following actions:

- Split Account Codes
- Change Locations on Expense Reports
- Import Expense Data from external sources
- Associate Expense with Selected Projects
- Submit Expense Reports for Approval

Note: You can perform only the actions within the Delegator user's access. For example, if the Delegate user cannot split account codes, neither can you. Furthermore, you will have access to the same data as the Delegator user. For example, if the Delegator user has access to specific account codes, account coding types, locations, and/or projects, you also will have access to those items and only when you are assigned as a Delegate user.

The screenshot shows the Expense Track dashboard for a user named Vincent Raymond. It features two main tables: 'Expense Drafts' and 'All Expenses'. The 'Expense Drafts' table lists reports from October 2017 to June 2017, with columns for Report Title, Date, Created by, Created for, and Total Actions. The 'All Expenses' table shows a report for November 2016. To the right, there are sections for 'Itineraries', 'Receipts', and 'Reports', including a pie chart for 'YTD Expenses'.

To return to your Expense Track home page, return to the Act as a Delegate page and click **Return to My Dashboard**.

The screenshot shows the 'Act as a Delegate' page. At the top right, there is a button labeled 'Return to My Dashboard' with a red border. Below it is a table titled 'List of Delegators' with columns for User, Employee ID, Total Transactions, Total Amount, Not Added To Drafts, Unassigned Receipts, Pending Drafts, and Open Reports. The table lists 'Admin (7)' with an Employee ID of 'NADA' and zero values in all other columns.

Expense Track User Guide

Managing Expense Reports as a Delegator User

If your company uses multiple Delegate users, you could run into a situation where multiple users have access to the same expense reports. This can cause confusion on who created the expense report and users can override edits on a report they both have access to. However, there are features available to avoid these issues.

Created By and Created For Columns

The Expense Drafts grid displays a **Created By** and **Created For** column. With these columns, Delegator users can always see who created the expense reports for them, and Delegate users can always see who they created expense reports for.

If you wish to only see the expense reports you for which will be reimbursed (expense reports created for you), select the **Only show drafts created for me** check box. In addition, if a user opens an expense report draft that other users have access to, the draft will display as locked to all other users. When locked, no other users can access the report until the user editing the report saves and navigates away from it, logs out of the website, or is logged out via a timeout session.

Only show drafts created for me

Expense Drafts

1- 12 of 12 item(s) Create Expense Report

Report Title ▾ ▲	Date ▾ ▲	Created by ▾ ▲	Created for ▾ ▲	Total ▾ ▲	Actions
Oct 2017	10/04/2017	Hannah Lawson	Hannah Lawson	\$3,180.55	
Sep 2017	09/04/2017	Hannah Lawson	Hannah Lawson	\$1,607.38	
Aug 2017	08/04/2017	Hannah Lawson	Hannah Lawson	\$2,293.85	
Jun 2017	06/03/2017	Hannah Lawson	Hannah Lawson	\$1,003.12	
Apr 2017	05/23/2017	Hannah Lawson	Hannah Lawson	\$889.06	
May 2017	05/22/2017	Hannah Lawson	Hannah Lawson	\$2,985.29	
New report	05/19/2017	Hannah Lawson	Hannah Lawson	\$20.00	
Feb 2017	05/18/2017	Hannah Lawson	Hannah Lawson	\$1,619.32	
Mar 2017	03/04/2017	Hannah Lawson	Matthew Smith	\$1,437.81	
Nov 2016	11/02/2016	Hannah Lawson	Jonathan Edmondson	\$2,111.91	
May 2016	07/08/2016	Hannah Lawson	Hannah Lawson	\$1,584.84	
Jun 2016	07/08/2016	Hannah Lawson	Matthew Smith	\$12,239.74	

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Submit Card Service Requests

If you have a Comdata Corporate Mastercard, you can submit card service requests through the Expense Track website. This ability can be found under the My Cards page, which allows you to requests credit limit increases and replacement cards in the event your card is lost or stolen.

Note: To access My Cards, your user profile must be setup properly. Contact your Administrator if you need access to this feature.

- [Submit a Card Service Request](#)
- [Approve Card Service Requests](#)

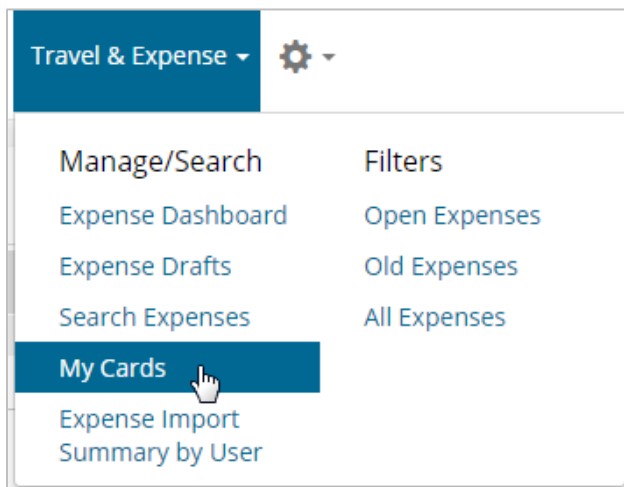
Submit a Card Service Request

1. Click the **My Cards** icon in the main menu. Or, select **Travel & Expense > My Cards**.

Main Menu



Travel & Expense > My Cards



Expense Track User Guide

2. The My Cards page contains a list of cards associated to your user profile, and details on each card. All data on this page is updated in real time.

My Cards

☰
BMY12 (*098)

☰
BMY12 (*500)

XXXX-XXXX-XXXX-*098 [Request replacement](#)

AVAILABLE **\$ 5,000.00**

USED **\$ 0.00**

SPEND LIMIT **\$ 5,000.00**
[Request increase](#)

NEXT CLOSING DATE **09/01/2017**

Recent Transactions

Posted Transactions

!

There are no recent transactions.

Field	Description
My Cards	A list of all cards associated to the user; click a card to view its details which will display in the Available , Used , Spend Limit , and Next Closing Date fields.
Card Number/Token	Displays the last three digits of the card number with all other digits masked.
Request Replacement	Allows users to request a replacement card.
Available	The total amount of funds available on the card; updates in real-time.
Used	The total amount of funds used on the card; updates in real-time.
Spend Limit	The card's total spending limit; updates in real-time. The spend limit may not reflect all purchase type limits on the card.
Request Increase	Allows users to request a credit limit increase.
Next Closing Date	Last day of the card's current billing cycle.
Recent Transactions	Displays a list of all transactions within the past seven days. The list contains authorized, pending, and declined transactions.
Posted Transactions	Displays a list of all posted transactions as tied to the current expense report.
Refresh	Refreshes data displayed on the screen.

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- Clicking either **Request Replacement** or **Request Increase** opens a window for users to enter details on their request. The fields displayed are dependent on configurations made by your company Administrator, including required fields. Complete the fields and then click **Submit**.


Note: You can submit only one request per card.

Credit Limit Increase ✕

Master Account Name	BMY12
Current Limit	\$ 0.00
Credit Limit Increase	<input type="text" value="50.00"/>
Increase Amount*	<input type="text" value="50"/>

A message displays confirming submission of your card service request.

Credit Limit Increase ✕

 Successfully submitted request. ✕

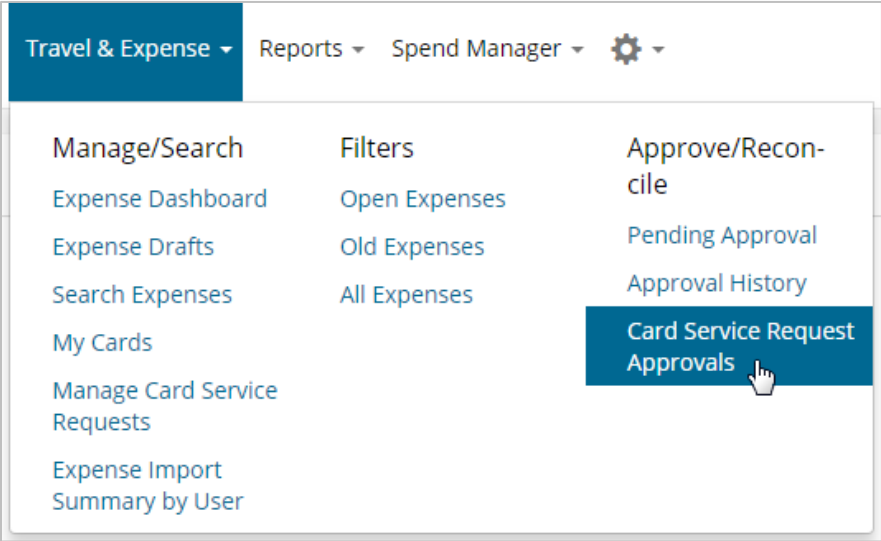
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Approve Card Service Requests

If you are set up to approve card service requests, follow these steps.

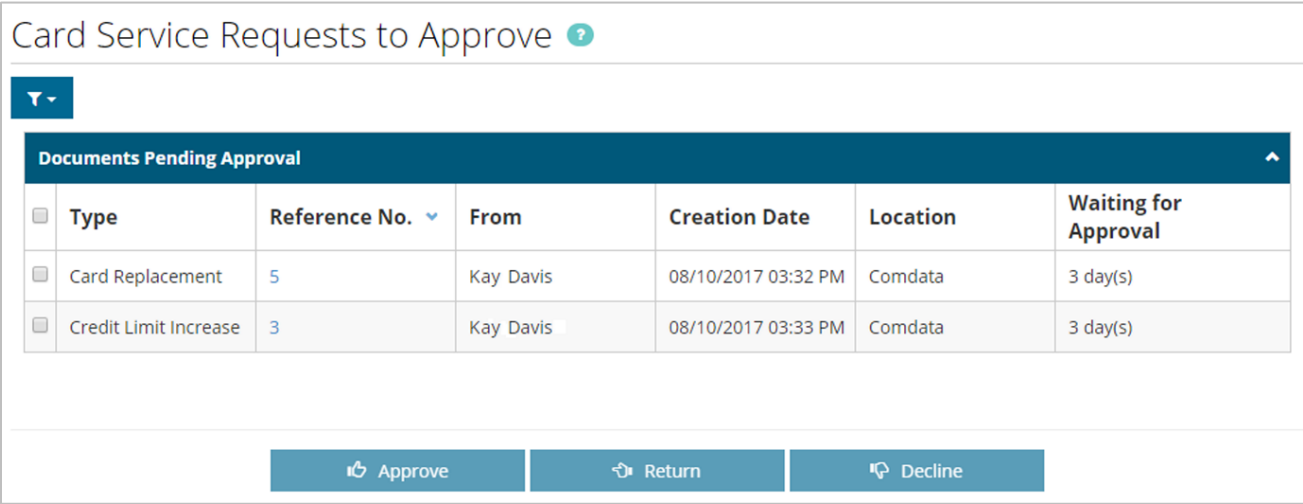
1. Select **Travel & Expense > Card Service Request Approvals**.

Note: You can also access card service request approvals from your Task pane in the Dashboard.



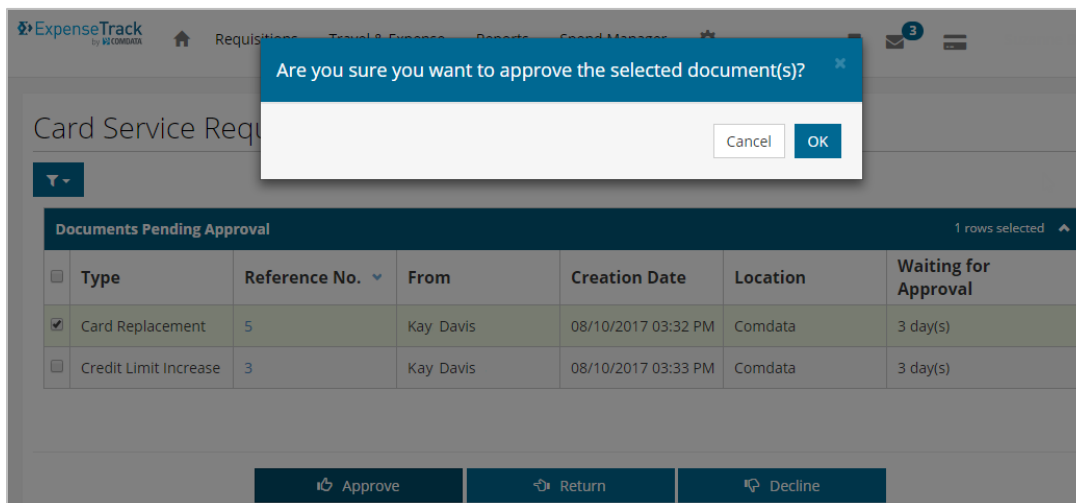
2. The Card Service Requests to Approve page contains each requests requiring your review. Select the check box for a request(s) and then click either **Approve** or **Decline**. If there are multiple approvers in the approval route, you can click **Return** to send a request back to the previous approver.

Note: Click the **Reference No.** to review details on a request.

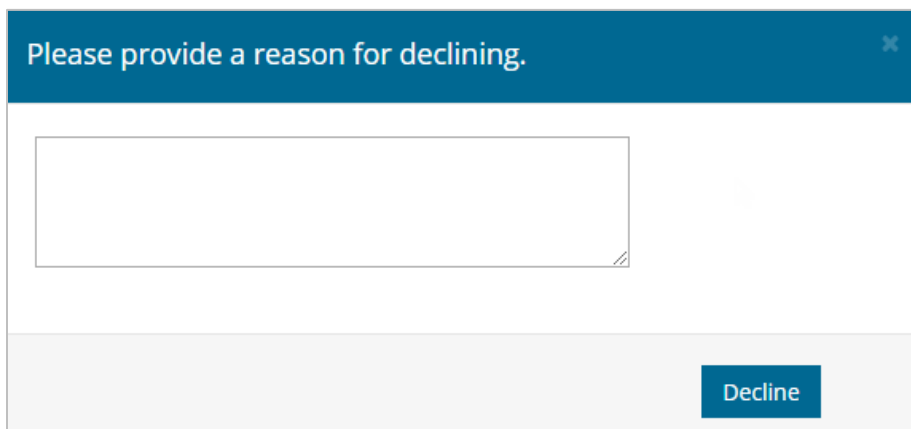


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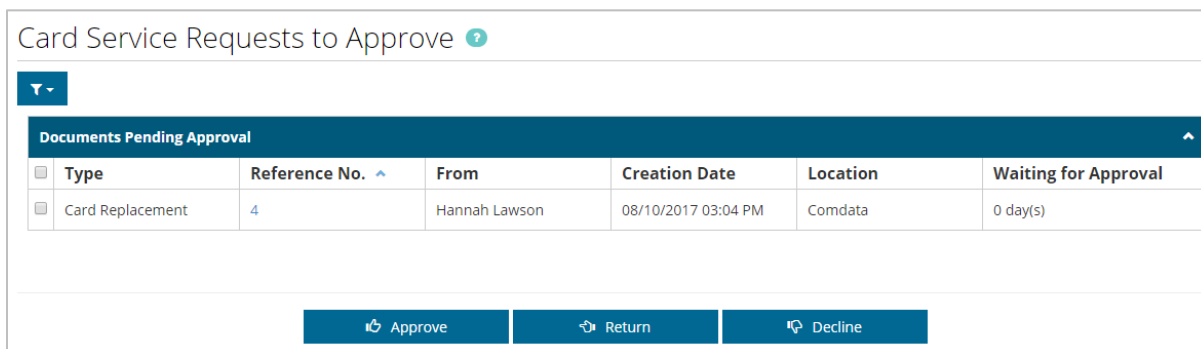
- Click **OK** on the confirmation popup.



Note: If you decline a request, you will need to enter a reason for your decline.



- The request is approved and removed from the list. The requestor will receive a message notifying them of your approval. If there is an approval chain, the next user in the chain will receive a notification message telling them they need to approve the request.



Appendix

The appendix contains additional information and documents for using Expense Track.

- [Frequently Asked Questions](#)
- [Missing Receipt Form](#)

Frequently Asked Questions

See below for a list of frequently asked questions on Expense Track. Use these questions and answers as best practices on using the Expense Track website and mobile app.

1. What browsers are supported by Expense Track?

Expense Track is supported by all web browsers. However, for optimal experience, use the latest version of Google Chrome or Mozilla Firefox.

2. What should I do if I forget my user name and/or password?

Contact your company administrator if you forget your Expense Track user name. To retrieve your password, click **Forgot Password** on the Expense Track login page. You will be required to enter your Expense Track user name or email address.

Note: If you experience problems resetting your password, contact your company administrator.

3. While coding expenses, I received an error code reading, "Invalid Account Code Error". What does this mean?

You have applied an incorrect account code for the expense item. Contact your company Administrator to find out the correct account code.

4. How do I know when my expense report has been approved?

Once your expense report is approved, you will receive a notification (either through the Message tool on the Expense Track home page or through email). You may also track the status of your submitted expense reports by selecting **Travel & Expense > All Expenses**. Then, click an expense report number to view its approval history.

5. How often can I submit expense reports?

This is dependent on your company's expense cycle.

6. How do I submit out-of-pocket/reimbursable expenses?

Any expense report you manually create through the Expense Dashboard is considered an out-of-pocket/reimbursable expense. Expenses incurred through a Comdata Corporate Credit card will automatically import into the website as expense report drafts.

7. What is the expectation regarding submitting receipt images?

Expense Track requires users to attach receipt images to all expense reports. However, there are two exceptions to this rule - Mileage and Tips:

- The Google Maps feature in Expense Track will suffice as a receipt for mileage expenses
- Cash tips are reimbursable and will not require receipts. However, any tips considered excessive will not be reimbursed. In the event you receive a receipt for cash tips, please provide the receipt.
- All other expenses must include a receipt image attachment.

8. How do I submit receipt images for my transactions?

Receipt images can be attached to expense line items on expense report drafts. This can be done either through the Expense Track website or mobile app (recommended).

Alternatively, you can email receipt images to the Expense Track website. Contact your company administrator for the correct email address to send your receipt images. Note that receipt images must be sent as email attachments and in one of the following formats: .xls, .html, .text, .gif, .xlsx, .pdf, .txt, .tif, .doc, .jpg, .zip, .tiff, .docx, .jpeg, .png, .rtf If you have problems submitting a receipt, contact your company Administrator.

9. What should I do if I lose my receipt?

If you misplace a receipt, you can use a Missing Receipt form in its place. Complete a Missing Receipt form and attach it to the expense item as you would a receipt image. You can access the Missing Receipt Form in the Expense Track Online Help.

Note: To avoid losing receipts, use the Expense Track mobile app to attach receipt images to transactions.

10. What should I do if I see fraudulent charges on my account?

Immediately contact your company administrator. You may also mark the transaction as fraudulent through the Add/Edit Expense Item page.

11. Can I split transactions with other departments in my company?

Yes, when coding an expense item, use the Accounts Coding feature to split charges on the transaction to different divisions or projects in your company.

Missing Receipt Form

If you misplace a receipt, use the Missing Receipt Form as a replacement for the receipt image. Fill out the form (electronically), save it, and attach it to an expense item as you would a receipt image. To access the form, contact your Comdata account manager.