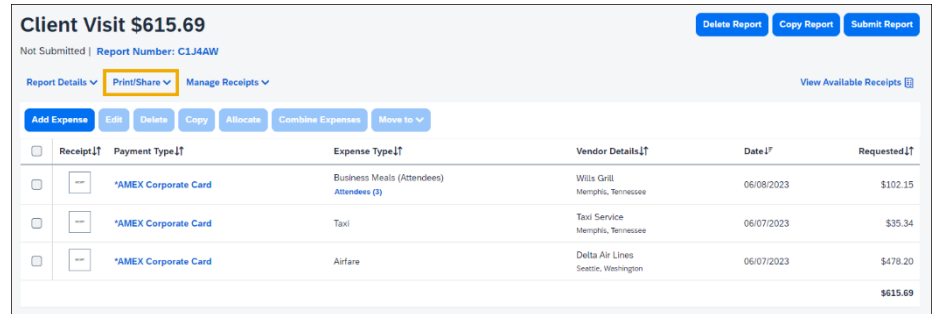


Printing and Submitting an Expense Report

When you complete your expense report, you can print it to save a hard copy for your records or to review required receipts.

1. From the expense report, select **Print/Share**.

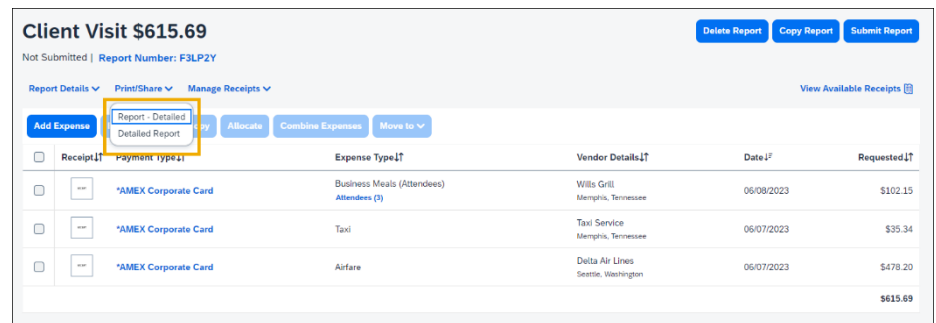


The screenshot shows the 'Client Visit \$615.69' expense report interface. At the top right, there are buttons for 'Delete Report', 'Copy Report', and 'Submit Report'. Below the report title, it says 'Not Submitted | Report Number: C1J4AW'. A dropdown menu is open under 'Print/Share', showing options: 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. The main table lists three expenses:

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	*AMEX Corporate Card	Business Meals (Attendees) Attendees (3)	Wills Grill Memphis, Tennessee	06/08/2023	\$102.15
<input type="checkbox"/>	*AMEX Corporate Card	Taxi	Taxi Service Memphis, Tennessee	06/07/2023	\$35.34
<input type="checkbox"/>	*AMEX Corporate Card	Airfare	Delta Air Lines Seattle, Washington	06/07/2023	\$478.20
					\$615.69

2. Select the type of document from the dropdown menu that you want to print.

Note that these options are determined by your system configuration. Contact your company's administrator if you don't see the option you need.



The screenshot shows the same 'Client Visit \$615.69' expense report interface. The 'Print/Share' dropdown menu is open, and the 'Report - Detailed' option is highlighted. The main table is identical to the previous screenshot:

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	*AMEX Corporate Card	Business Meals (Attendees) Attendees (3)	Wills Grill Memphis, Tennessee	06/08/2023	\$102.15
<input type="checkbox"/>	*AMEX Corporate Card	Taxi	Taxi Service Memphis, Tennessee	06/07/2023	\$35.34
<input type="checkbox"/>	*AMEX Corporate Card	Airfare	Delta Air Lines Seattle, Washington	06/07/2023	\$478.20
					\$615.69

3. After reviewing your expenses and attaching your receipts, select **Submit Report** to submit your report for approval.

Client Visit \$615.69

Not Submitted | Report Number: C1J4AW

Report Details | Print/Share | Manage Receipts

Buttons: Add Expense, Edit, Delete, Copy, Allocate, Combine Expenses, Move to

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	*AMEX Corporate Card	Business Meals (Attendees)	Wills Grill Memphis, Tennessee	06/08/2023	\$102.15
<input type="checkbox"/>	*AMEX Corporate Card	Taxi	Taxi Service Memphis, Tennessee	06/07/2023	\$35.34
<input type="checkbox"/>	*AMEX Corporate Card	Airfare	Delta Air Lines Seattle, Washington	06/07/2023	\$478.20
					\$615.69

4. In the **Report Totals** window, select **Submit Report**.

5. Review the report status, and then select **Close**.

Expense

View Transactions

Client Visit \$615.69

Not Submitted | Report Number: F3LP2Y

Report Details | Print/Share | Manage Receipts

Buttons: Add Expense, Edit, Delete, Copy, Allocate, Combine Expenses, Move to

Company Payments \$0.00

Employee Payments \$0.00

Amount Total: \$615.69

Due Employee: \$0.00

Owed Company: \$0.00

Amount Due (*AMEX Corporate Card): \$615.69

Requested Amount: \$615.69

Total Paid By Company: \$615.69

Total Owed By Employee: \$0.00

Buttons: Cancel, Submit Report

The report is submitted, and its status is listed in the **Active Reports** list. From this page, you can check the status of any submitted report.

Manage Expenses

View Transactions

Manage Expenses

Report Library

View: Active Reports | Create New Report

Report	Status
Office Supplies 06/30/2023 \$159.00 Returned Sent Back to Employee William Never	Client Visit 06/30/2023 \$615.69 Submitted Submitted & Pending Approval William Never

All incoming expenses will be placed in an unsubmitted report. Turn off Expense Assistant