**Approving of Expense Reports**

The following fields need to be looked at:

1. Charge to: If you have a meal while visiting a customer you have to add the customer ticket to the charge to. If you are taking your team out to lunch or something like that you can add admin as the charge to.
2. Expense type: has to match what you are getting reimbursed for: if you go to a restaurant to eat or take out then please choose meal. If you go to a store or gas station to get food, please choose food product
3. Notes: if you take anyone out to eat (customer or teammate) you have to add both first and last names to your notes. If you purchase food for the entire apps team you can pretend to create an email and copy and past the whole apps team in the notes. There should always be a note briefly explaining what you are doing or purchasing.
4. Mileage: For traveling to customer sites you have to include the customer ticket in the charge to. If you are traveling from home to a far office then you can choose admin as the charge to. Mileage requires no receipts.
5. A receipt should be added for all transactions except mileage.

A screenshot of a computer

AI-generated content may be incorrect.