http://.../FlightExpense

# Flight Expense

🔍 search

Flights | Unreconciled | Reconciled

Export to CSV

| purchase date ⇕ | cost ⇕ | agent ⇕ | airline ⇕ | flight info | final destination ⇕ | dept ⇕ | branch ⇕ | traveler first name ⇕ | traveler last name ⇕ |
|---|---|---|---|---|---|---|---|---|---|
| 02-Nov-2022 | $478.50 | Marlin travel | - | AC123 vanc-AC546 whitehorse | Vancouver | HPW | TEB | Fred | Hayes |
| 04-Nov-2022 | $543.63 | - | Air North | AN345 vanc-AN678 whitehorse | Vancouver | CS | WLFM | Harold | Jones |
| 22-Dec-2022 | $1287.46 | Whitehorse Travel | air canada | AC577 Van - AC287-Ottawa - WHSE | Ottawa | HPW | TPB | Rebecca | Smith |
| 03-Jan-2023 | $3122.14 | Yukon Travel | - | AC123 Van- D343 Texas- AC354-van A234-Whse | Houston | HPW | TPB | Michael | Hendricks |
| 20-Oct-2022 | $1582.49 | Whitehorse Travel | air canada | AC577 Van - AC287-Ottawa - WHSE | Ottawa | EDU | ELCC | Leory | Bishop |
| 08-Sept-2022 | $2127.13 | Yukon Travel | - | AC123 Van- DS234 San Diego- AC354-van A234-Whse | San Diego | HPW | ICT | Michael | Johnson |

Filter by branch for branch admin
Filter by department for department admin
No filter for System Admin

# Flight Expense

🔍 search

**Flights** | **Unreconciled** | **Reconciled**

export to CSV | Reconcile

| | purchase date ⬍ | cost | agent ⬍ | airline ⬍ | flight info | final destination ⬍ | dept ⬍ | branch ⬍ | traveler first name ⬍ | traveler last name ⬍ |
|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | 02-Nov-2022 | $478.50 | Marlin travel | - | AC123 vanc-AC546 whitehorse | Vancouver | HPW | TEB | Fred | Hayes |
| ☐ | 04-Nov-2022 | $543.63 | - | Air North | AN345 vanc-AN678 whitehorse | Vancouver | CS | WLFM | Harold | Jones |
| ☐ | 22-Dec-2022 | $1287.46 | Whitehorse Travel | air canada | AC577 Van - AC287-Ottawa - WHSE | Ottawa | HPW | TPB | Rebecca | Smith |
| ☐ | 03-Jan-2023 | $3122.14 | Yukon Travel | - | AC123 Van- D343 Texas- AC354-van A234-Whse | Houston | HPW | TPB | Michael | Hendricks |

Filter by department for Departmental Finance
No filter for System Admin

http://.../UnreconciledFlights

# Flight Expense

🔍 search

Outstanding | Reconciled

Reconcile

| | purchase date | cost | agent | airline | flight info | final destination | dept | branch | traveler first name | traveler last name |
|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | 02-Nov-2022 | $478.50 | Marlin travel | - | AC123 vanc-AC546 whitehorse | Vancouver | HPW | TEB | Fred | Hayes |
| ☐ | 04-Nov-2022 | $543.63 | - | Air North | AN345 vanc-AN678 whitehorse | Vancouver | CS | WLFM | Harold | Jones |
| ☑ | 22-Dec-2022 | $1287.46 | Whitehorse Travel | air canada | AC577 Van - | Ottawa | HPW | TPB | Rebecca | Smith |
| ☑ | 03-Jan-2023 | $3122.14 | Yukon Travel | - | AC123 Van- | Houston | HPW | TPB | Michael | Hendricks |

**Reconcile Flights**

What period?

6 ▼

Periods:
1-12 and 14

Cancel    Reconcile

On reconcile: hide reconciled flights from list

http://.../reconciledFlights

# Flight expense

🔍 search

Flights | Unreconciled | Reconciled

export to CSV    UnReconcile

| | purchase date | cost ⇅ | agent ⇅ | airline ⇅ | flight info | final destination ⇅ | dept ⇅ | branch ⇅ | traveler first name ⇅ | traveler last name ⇅ | reconcile period ⇅ |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | 22-Dec-2022 | $1287.46 | Whitehorse Travel | air canada | AC577 Van - AC287-Ottawa - WHSE | Ottawa | HPW | TPB | Rebecca | Smith | 7 |
| ☐ | 03-Jan-2023 | $3122.14 | Yukon Travel | - | AC123 Van- D343 Texas- AC354-van A234-Whse | Houston | HPW | TPB | Michael | Hendricks | 8 |
| ☐ | 20-Oct-2022 | $1582.49 | Whitehorse Travel | air canada | AC577 Van - AC287-Ottawa - WHSE | Ottawa | EDU | ELCC | Leory | Bishop | 6 |
| ☐ | 08-Sept-2022 | $2127.13 | Yukon Travel | - | AC123 Van- DS234 San Diego- AC354-van A234-Whse | San Diego | HPW | ICT | Michael | Johnson | 6 |

On select unreconcile removes the period from the record and shows the record on the unreconciled screen

Filter by department for Departmental Finance
No filter for System Admin