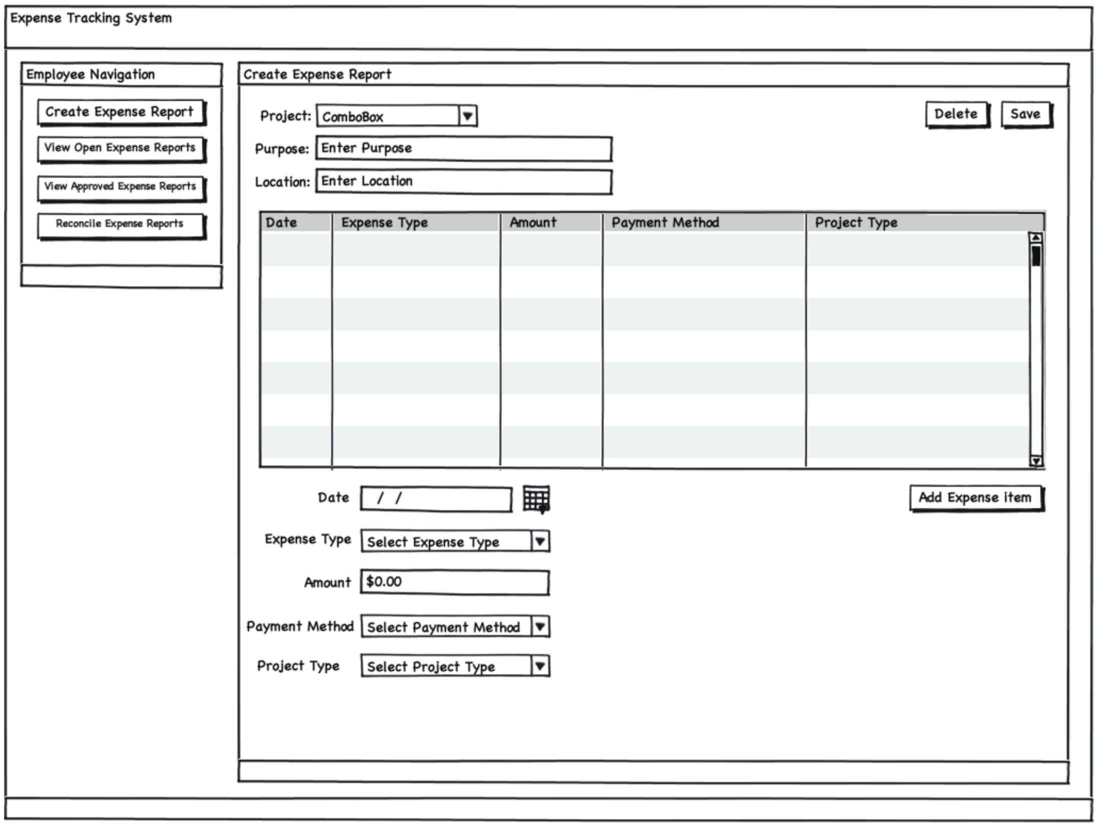

Expense Report Navigation

The following activities will be supported by the initial version of the expense tracker:

1) Creation of a new expense report
2) View/Edit open/incomplete/submitted expense reports
3) View Submitted/Approved Expense Reports
4) Reconcile Expense Reports

Expense Report Creation

Valid Expense Types:
1) Advance
2) Air & Rail
3) Air & Rail (Unused)
4) Auto Parking
5) Auto Rental
6) Auto Tolls
7) Cell Phone
8) Computer Supplied
9) Dues Subs (??)
10) Entertainment
11) Home Office
12) Incidentals
13) Local Transportation
14) Lodging
15) Lodging Apartments
16) Lodging Per Diem
17) Meals (Actual)

Expense Report Navigation

(Expense Types continued...)
18) Meals (Per Diem)
19) Mileage
20) Office Supplies
21) Paid on behalf of others
22) Breakfast (Per Diem)
23) Lunch (Per Diem)
24) Dinner (Per Diem)
25) Postage Delivery
26) Printing/Copying
27) Marketing
28) Teleconferences
29) Telephone
30) Education
31) Miscelleanous

Payment method Values:
1) Employee Paid
2) Company Paid
3) Corporate Card

Project Type:
1) Admin
2) Billable
3) Non-Billable

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Expense Tracking System

Employee Navigation

Create Expense Report

View Open Expense Reports

View Approved Expense Reports

Reconcile Expense Reports

View Open Expense Reports

Currently you have a total of $14,422.22 in open expenses

Voucher	Expense Amount	Amount to Reimburse	Status	Purpose	Location	Actions

View Open Expense Reports

1) Clicking on the action for an open expense report will take the user back to the create expense report screen in edit mode
2) A Summary of the amount in total that is open at this time awaiting submission to a workflow is displayed in the upper left hand corner
3) Each assigned voucher (unique for a company and expense report) is displayed along with summarized information
4) Expense amount and amount to reimburse could differ as some things are company paid or paid via corporate card
5) Status should show In Use until the item is submitted
6) Location should depict where the expenses were incurred
7) Actions shuould be - View, Edit, Submit, Delete

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Expense Tracking System

Employee Navigation

- Create Expense Report
- View Open Expense Reports
- View Submitted Expense Reports
- Reconcile Expense Reports

View Open Expense Reports

The following expense reports have been approved

Voucher	Expense Amount	Amount to Reimburse	Status	Current Approver	Actions

View Approved Expense Reports

This screen will allow a user to interact in the following ways
1) All expense reports that have have been submitted can be seen here
2) Each item should show the current approver so that it is easy to see where in the pipeline bottlenecks may be occurring
3) Valid actions at this time are View and Re-open

View will let a user see the creation screen in a read-only fashion
Re-open will prompt a user with a dialog "Are you sure you want to re-open - this will result in the expense report being resubmitted to the entire work flow and may result in a delayed reimbursement"

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Expense Tracking System

Employee Navigation

Create Expense Report

View Open Expense Reports

View Submitted Expense Reports

Reconcile Expense Reports

Reconcile Expense Reports

Click the reconciled button beside the expense reports you have been reimbursed for

Voucher	Expense Amount	Amount to Reimburse	Status	Current Approver	Actions

Reconcile Expense Reports

Most expense tracking systems do not aid the end users and expense reporters to check to track that they have been reimbursed. This feature will help keep users organized ensuring that they are adequetly reimbursed for expenses after they receive payment.

Each item that has been submitted through a workflow will show up in this list. The actions for this will be "Reconcile". Upon clicking the button the item will be toggled to a state of reconciled. Some visual indicator will trigger the user to know that the report is reimbursed after the button is clicked.

All reconciled items can be "unreconciled" in case the user makes an error and later decides that there is a difference that should be accomodated for.

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