Marking an Expense as Unallowable

1. If an expense needs to be marked as unallowable. Put a check next to the expense that needs to be marked as unallowable, and then click Edit.

Copy of test \$285.65 🛍					Submit Report			
Returned COMMENT - KYLE								
Report Details V Print/Share Manage Receipts V Travel Allowance V								
Add Expense Edit	Delete Copy Allo	cate Combine Expenses	Move to 🗸					
─ Alerts ↑↓ Receipt ↑↓ Pay	nyment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date =	Requested ↑↓			
Trav	avel Card Agency Liability	Parking	THE PARKING SPOT 239 Humble, Texas	06/04/2022	\$47.65			
Put a check next to the box marked Unallowable Charge								

2. Put a check next to the box marked Unallowable Charge.

3			
Details Itemizations			Hide Receipt
Attendees (0)		Receipt	E-Receipt
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arking		The Parking Spot I on Will Chrynn 5227 Will Chrynn Markwy 28 15 40 7644	
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ravel Card Agency Liability		Rotain the copy for microart validation Customer Copy	
ount	Currency		
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	Clearing Account		
Unallowable Charge			
MIS REE.A	FAMIS REF-R		
vel Classification	Citi Corp Id		
mployee-Within Headquarters	36701900051354002		
		10	

3. Then Save the expense

Details	Itemizations			Hide Receipt
& Attendees (0)	Allocate	* Described field	Receipt	E-Receipt
Expense Type *		Required liek	1 / 1 - + 🔊 .	± ē :
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06/04/2022			Transaction Number 0.8877 Manuban Number 622027402364645655 Approval Sala 044928 Convent/Paking 6d 5.94.00 Convent/Paking sc 5.54.00	
Vendor Name		City	**Discussing	
THE PARKING SPOT 239		🕲 🗸 Humble, Texas	Changes to maintain 2019 ************************************	
Payment Type			Basinos terolar? Conect you Spot Cab account to autorutically and notips to Concar, Centily or Expondly www.thereinappert.com/reprint	
Travel Card Agenc	y Liability		Rotain this copy for statement validation Customer Copy	
Amount		Currency		
47.65		US, Dollar		L.
✓ Unallowable Charge)	Clearing Account		
FAMIS REF-A		FAMIS REF-B		
Travel Classification		Citi Corp Id		
Employee-Within H	Headquarters ~	36701900051354002		
Comment		"		
/				
Save Expense C	Cancel			

4. This will mark the travel card transaction as unallowable and once approved will intiate an invoice for this expense.