



Policy Compliance Warnings and Violations for an Expense Report

Instructions to Correct Compliance Warnings

Compliance Warning (orange box): indicates that additional information is required before the expense can be submitted for approval and processing.

Available options to correct:

- Modify the data

- Enter a reply in the expense warning box

To add a reply, click **Add Response**, and then enter further details regarding the expense entry.

Once entered, click **Save** to move the request forward.

Compliance Warnings that May be Encountered

#202 – Reporting Requirement

Provide the reason for not reconciling your expenses within 60 days of your return trip.

#203 – Exchange Rate in Excess of Allowable Variance

Chrome River automatically calculates the exchange rate based on the currency. If your receipt documentation shows an amount outside of the 5% limit, then please provide a reason for this amount variation.

#205 – Provide business reason for non purchase of airfare tickets. Without a business reason for the additional costs, the cost may be deemed personal.

#208 MCI 867tw 0 1.



