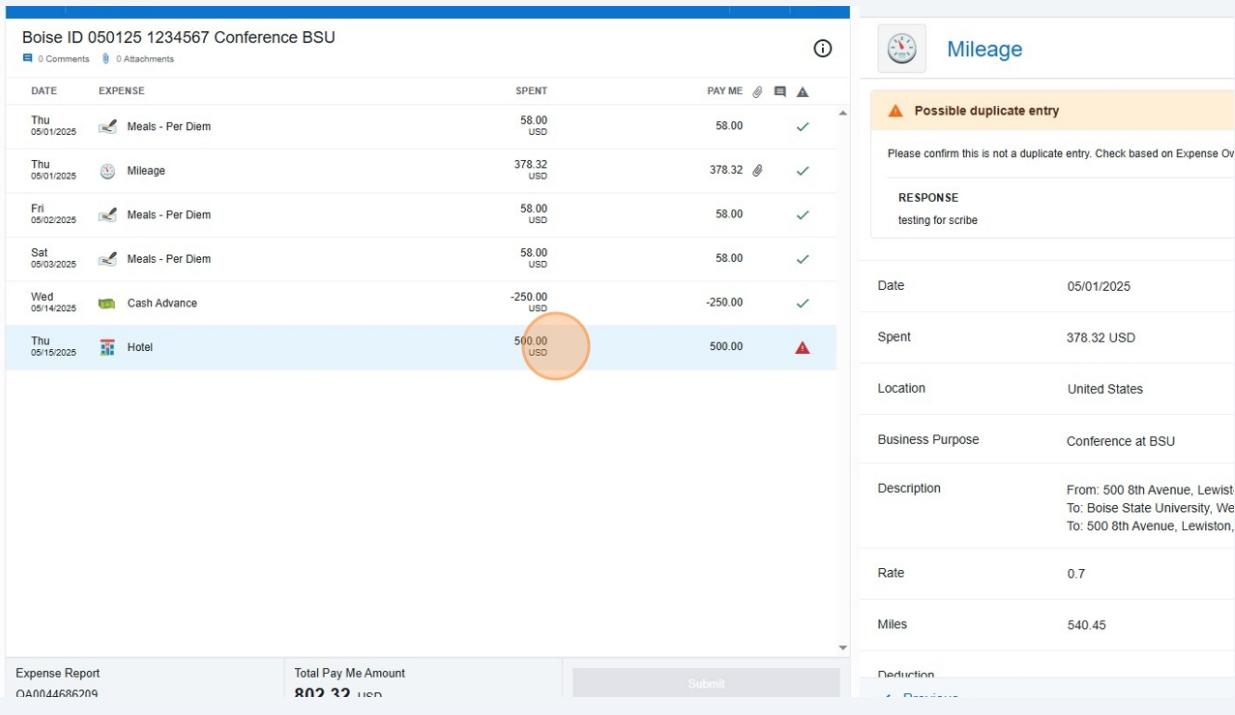


How to attach information for P-Card or Direct Bill to Expense report

1

Once in the Expense Report, with Pre-Approval added, you will see all the charges getting paid out to traveler. In this example we will remove Hotel Charge and add a comment and receipt to the Expense Report.



The screenshot shows a web-based expense reporting system. On the left, a main table lists expenses for a trip to Boise ID. The table includes columns for DATE, EXPENSE, SPENT, and PAY ME. A row for a 'Hotel' expense on 05/15/2025 is highlighted with a red circle. On the right, a detailed view for a 'Mileage' entry is shown. This view includes a 'Possible duplicate entry' warning, a response from the traveler, and fields for Date, Spent, Location, Business Purpose, Description, Rate, Miles, and Deduction. The traveler's response indicates they are testing for scribe.

Boise ID 050125 1234567 Conference BSU			
Comments		Attachments	
DATE	EXPENSE	SPENT	PAY ME
Thu 05/01/2025	Meals - Per Diem	58.00 USD	58.00 ✓
Thu 05/01/2025	Mileage	378.32 USD	378.32 ✓
Fri 05/02/2025	Meals - Per Diem	58.00 USD	58.00 ✓
Sat 05/03/2025	Meals - Per Diem	58.00 USD	58.00 ✓
Wed 05/14/2025	Cash Advance	-250.00 USD	-250.00 ✓
Thu 05/15/2025	Hotel	500.00 USD	500.00 ▲

Mileage

Possible duplicate entry

Please confirm this is not a duplicate entry. Check based on Expense Ov

RESPONSE
testing for scribe

Date 05/01/2025

Spent 378.32 USD

Location United States

Business Purpose Conference at BSU

Description From: 500 8th Avenue, Lewist
To: Boise State University. We
To: 500 8th Avenue, Lewiston,

Rate 0.7

Miles 540.45

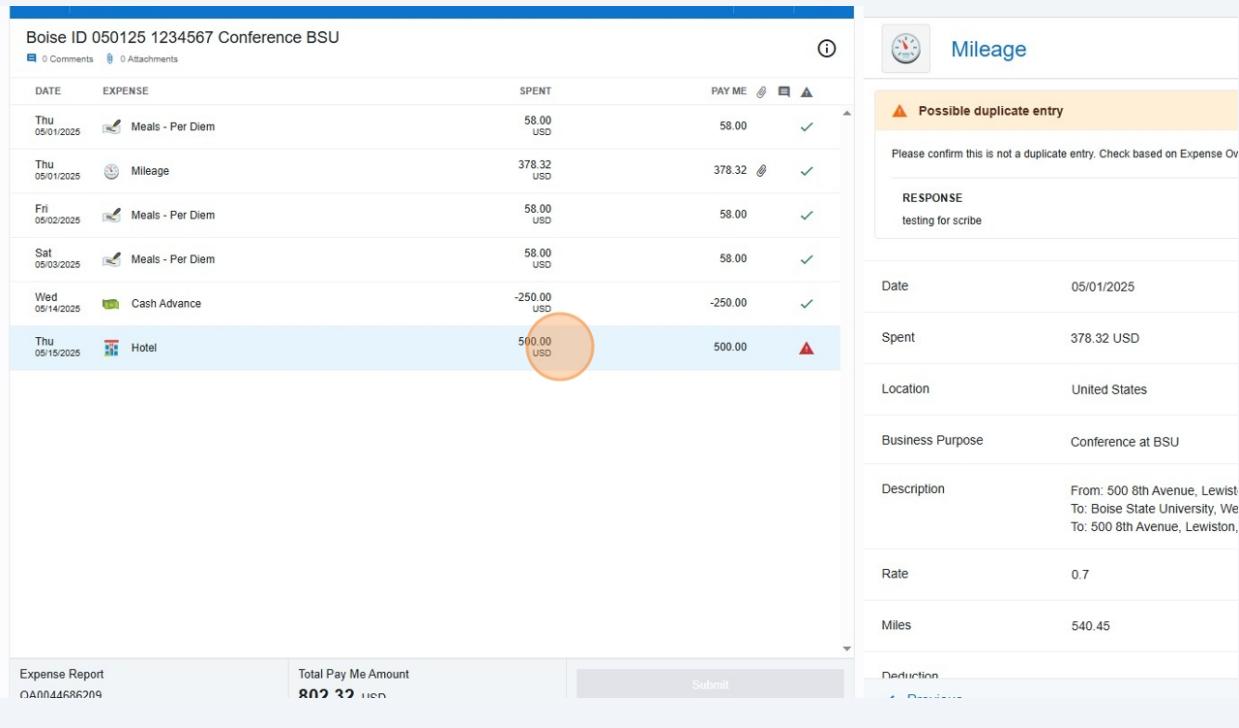
Deduction

Expense Report
0A0044666704

Total Pay Me Amount
\$00 00 00

Submit

2 Click on the expense that we want to delete from payment to the traveler.



The screenshot shows an expense report for 'Boise ID 050125 1234567 Conference BSU'. The main table lists the following expenses:

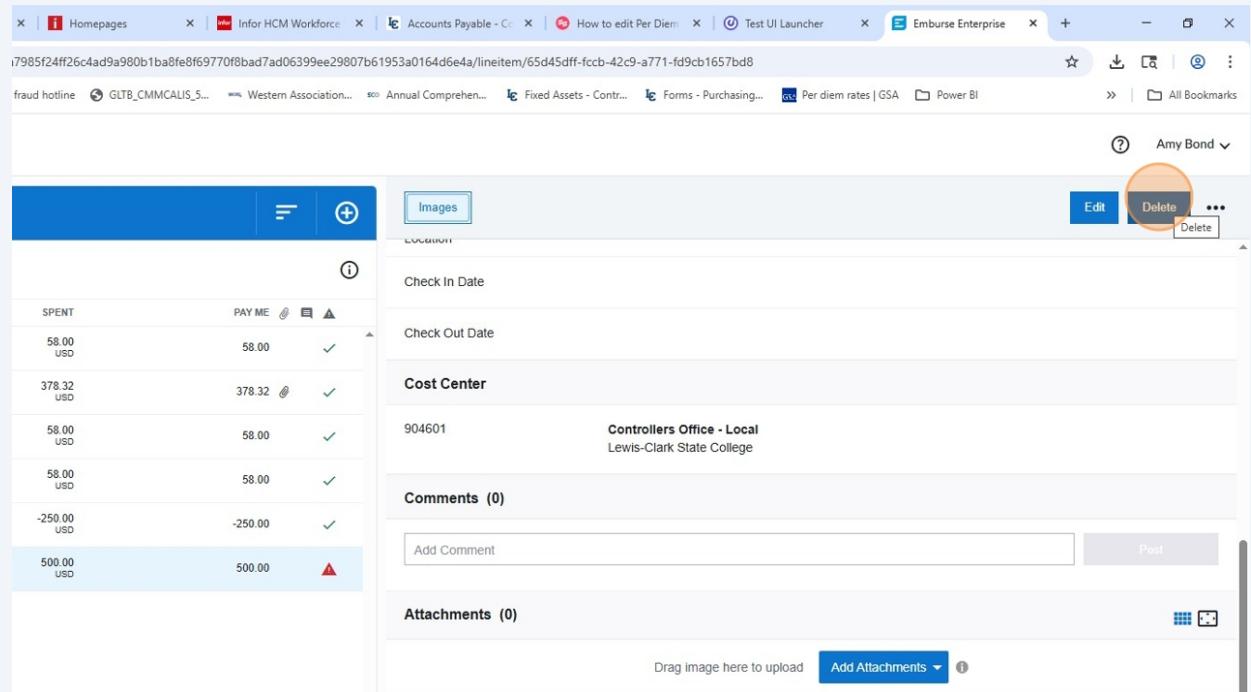
DATE	EXPENSE	SPENT	PAY ME
Thu 05/01/2025	Meals - Per Diem	58.00 USD	58.00 ✓
Thu 05/01/2025	Mileage	378.32 USD	378.32 ✓
Fri 05/02/2025	Meals - Per Diem	58.00 USD	58.00 ✓
Sat 05/03/2025	Meals - Per Diem	58.00 USD	58.00 ✓
Wed 05/14/2025	Cash Advance	-250.00 USD	-250.00 ✓
Thu 05/15/2025	Hotel	500.00 USD	500.00 ▲

The 'Hotel' expense is highlighted with an orange circle. To the right, a 'Mileage' detail view is shown with a 'Possible duplicate entry' warning and the following data:

Date	Spent	Location	Business Purpose
05/01/2025	378.32 USD	United States	Conference at BSU
Description: From: 500 8th Avenue, Lewiston To: Boise State University, We To: 500 8th Avenue, Lewiston,			
Rate	0.7		
Miles	540.45		
Reduction: + Details			

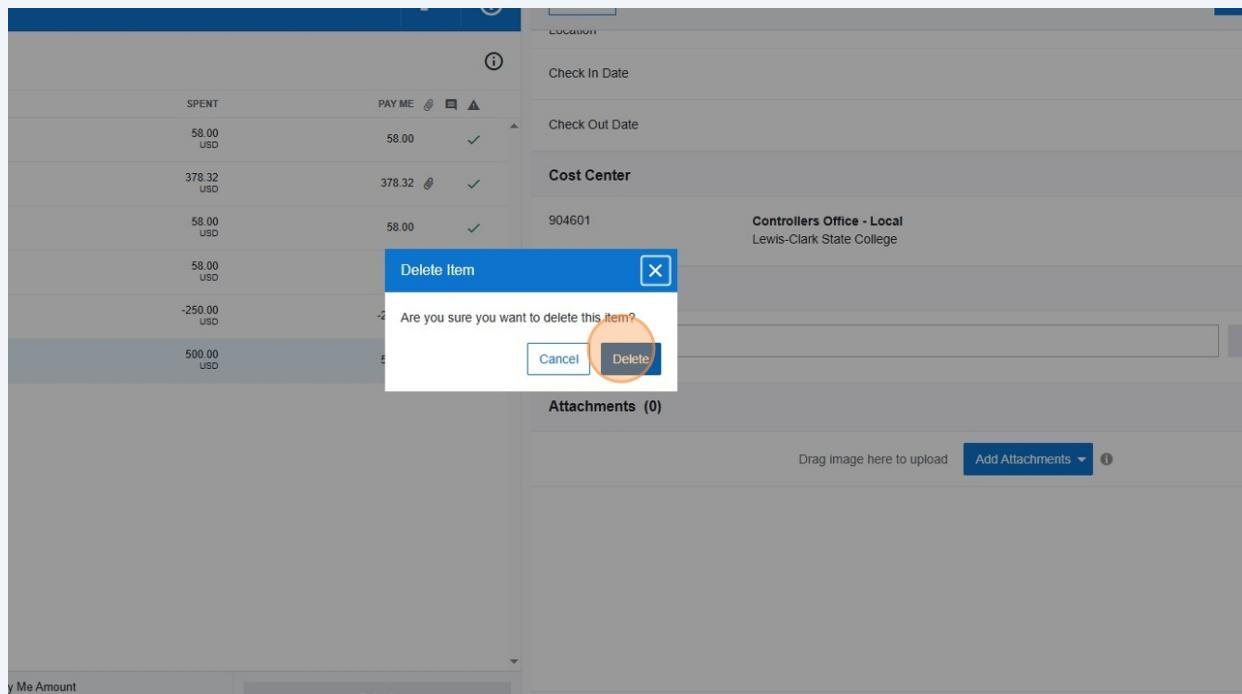
At the bottom, there are buttons for 'Expense Report' (with ID A00044666209), 'Total Pay Me Amount' (800.32 USD), and 'Submit'.

3 Click here

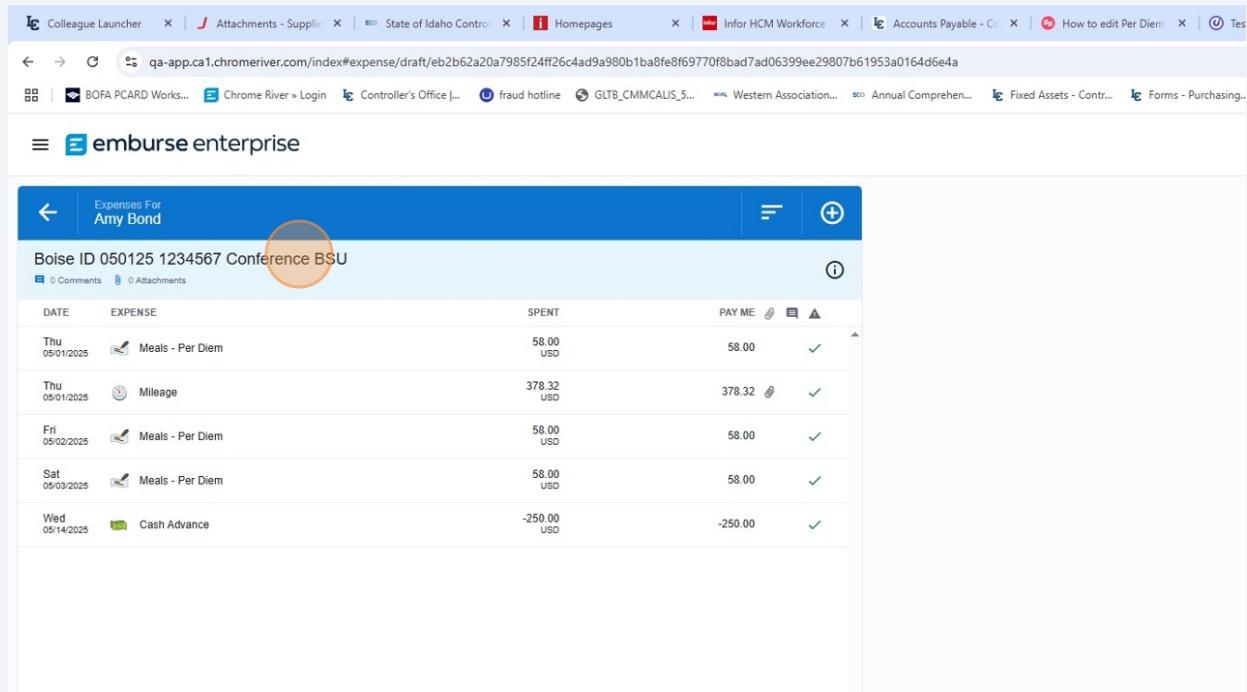


The screenshot shows the detail view for the 'Hotel' expense. The table of expenses is identical to the one in the previous screenshot. On the right, there is a 'Delete' button highlighted with an orange circle. The 'Delete' button is located in a row with 'Edit' and 'Delete' buttons, and a 'Delete' link below it.

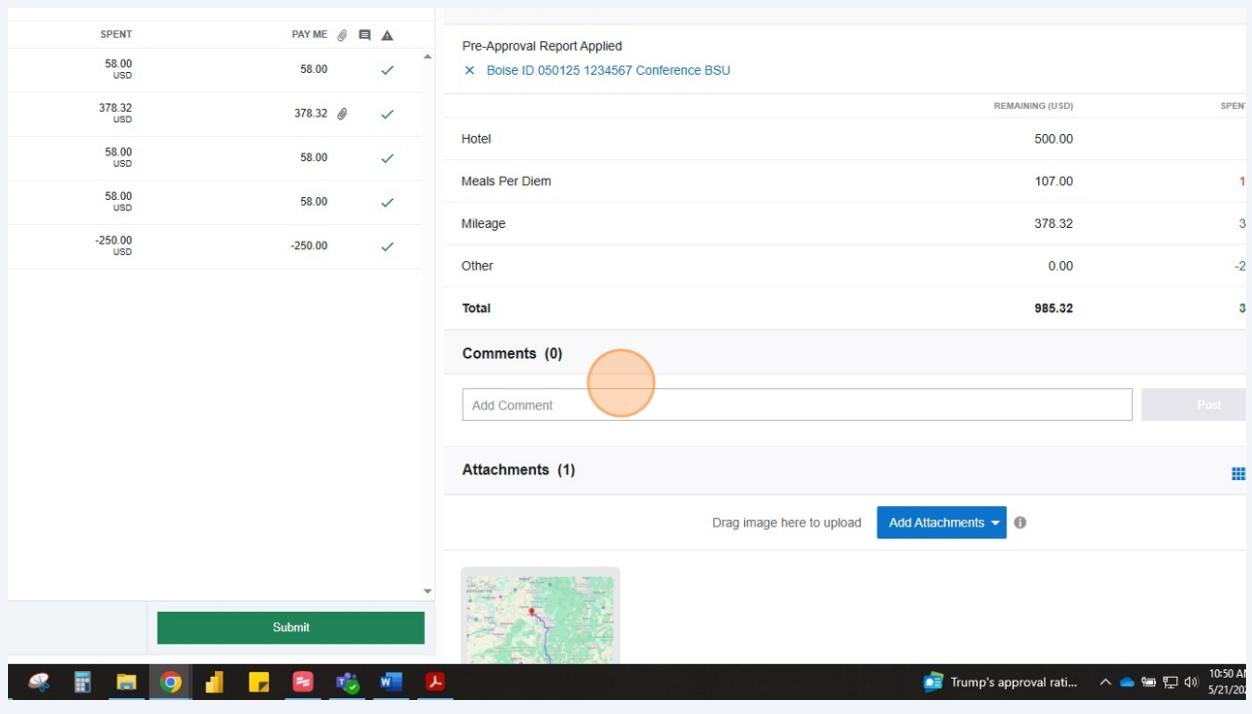
4 Click here



5 Click on Expense Report Name to go back to the header of the Expense Report.



6 Click here to add comments in for the item either paid by P-Card or Direct Bill.



SPENT PAY ME

58.00 USD	58.00 ✓
378.32 USD	378.32 ✓
58.00 USD	58.00 ✓
58.00 USD	58.00 ✓
-250.00 USD	-250.00 ✓

Pre-Approval Report Applied
X Boise ID 050125 1234567 Conference BSU

	REMAINING (USD)	SPENT (USD)
Hotel	500.00	
Meals Per Diem	107.00	1
Mileage	378.32	3
Other	0.00	-2
Total	985.32	3

Comments (0)

Add Comment

Post

Attachments (1)

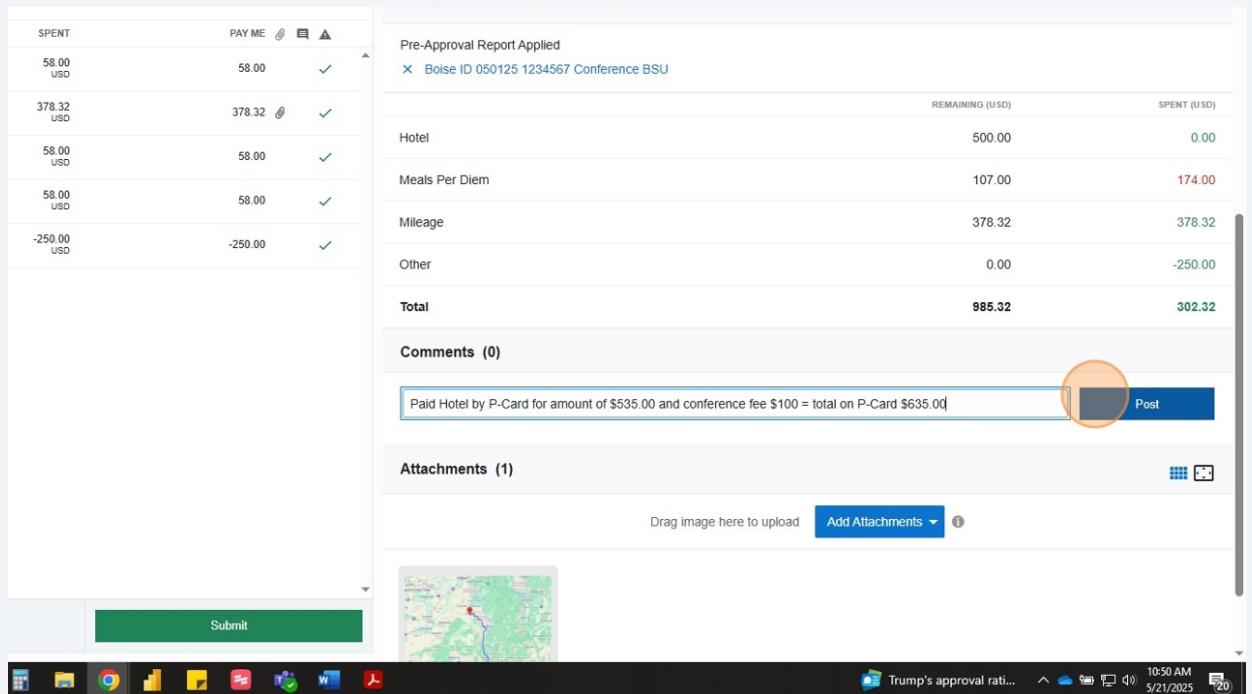
Drag Image here to upload Add Attachments



Submit

10:50 AM 5/21/2020

7 Click Post to have comment add to the Expense Report



SPENT PAY ME

58.00 USD	58.00 ✓
378.32 USD	378.32 ✓
58.00 USD	58.00 ✓
58.00 USD	58.00 ✓
-250.00 USD	-250.00 ✓

Pre-Approval Report Applied
X Boise ID 050125 1234567 Conference BSU

	REMAINING (USD)	SPENT (USD)
Hotel	500.00	0.00
Meals Per Diem	107.00	174.00
Mileage	378.32	378.32
Other	0.00	-250.00
Total	985.32	302.32

Comments (0)

Paid Hotel by P-Card for amount of \$535.00 and conference fee \$100 = total on P-Card \$635.00

Post

Attachments (1)

Drag Image here to upload Add Attachments

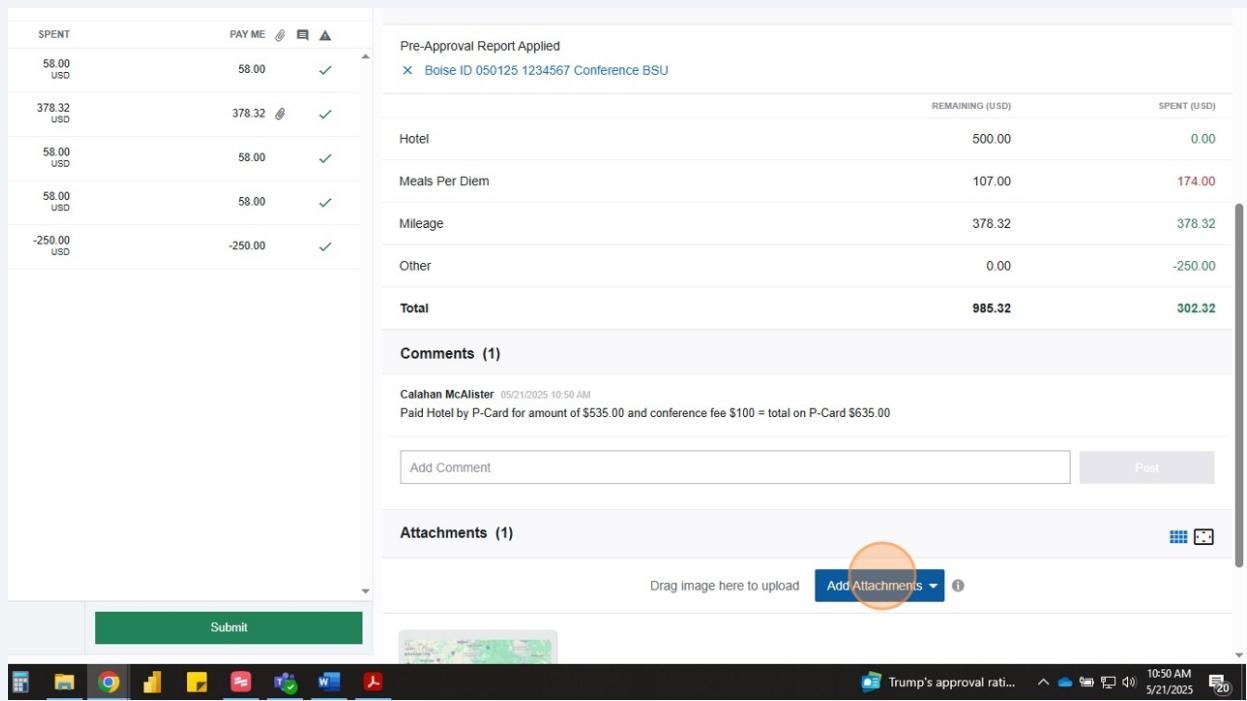


Submit

10:50 AM 5/21/2020

8

Make sure to attach all receipts required for back up documents.



SPENT PAY ME

58.00 USD	58.00	✓
378.32 USD	378.32	✓
58.00 USD	58.00	✓
58.00 USD	58.00	✓
-250.00 USD	-250.00	✓

Pre-Approval Report Applied
X Boise ID 050125 1234567 Conference BSU

	REMAINING (USD)	SPENT (USD)
Hotel	500.00	0.00
Meals Per Diem	107.00	174.00
Mileage	378.32	378.32
Other	0.00	-250.00
Total	985.32	302.32

Comments (1)

Calahan McAlister 05/21/2025 10:50 AM
Paid Hotel by P-Card for amount of \$535.00 and conference fee \$100 = total on P-Card \$635.00

Add Comment Post

Attachments (1)

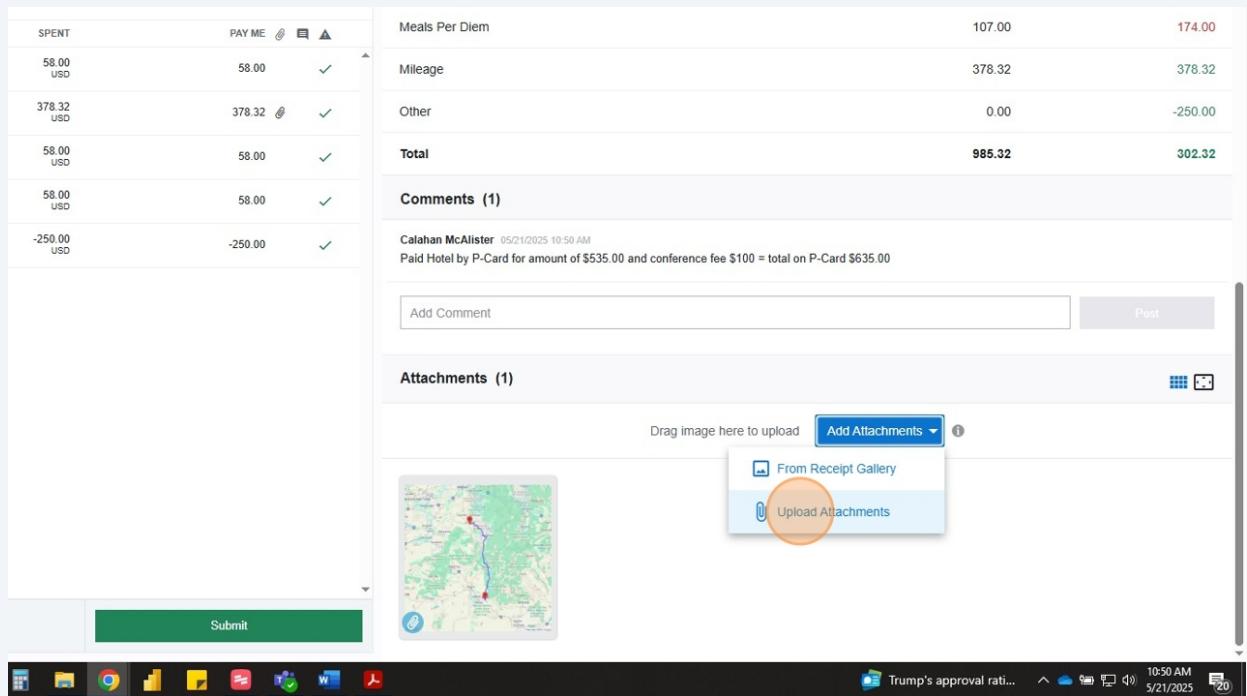
Drag image here to upload Add Attachments

Submit

10:50 AM 5/21/2025 20

9

Click here



SPENT PAY ME

58.00 USD	58.00	✓
378.32 USD	378.32	✓
58.00 USD	58.00	✓
58.00 USD	58.00	✓
-250.00 USD	-250.00	✓

Meals Per Diem 107.00 174.00

Mileage 378.32 378.32

Other 0.00 -250.00

Total **985.32** **302.32**

Comments (1)

Calahan McAlister 05/21/2025 10:50 AM
Paid Hotel by P-Card for amount of \$535.00 and conference fee \$100 = total on P-Card \$635.00

Add Comment Post

Attachments (1)

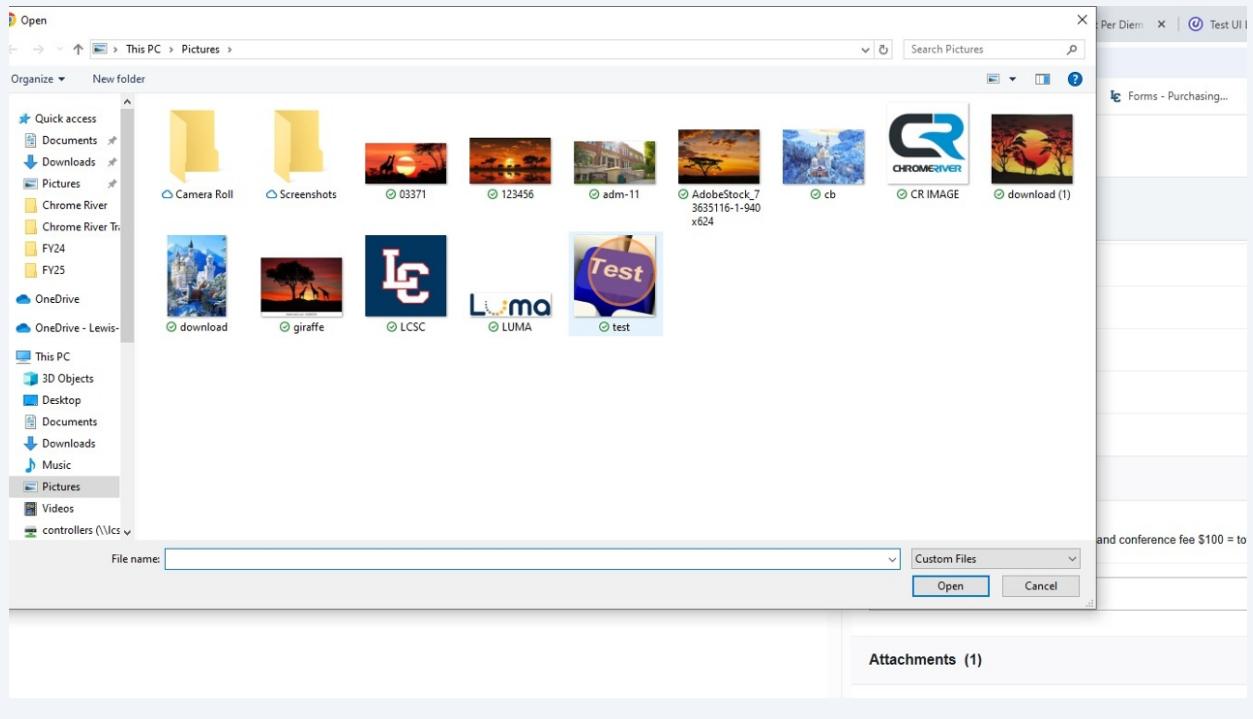
Drag image here to upload Add Attachments

From Receipt Gallery
Upload Attachments

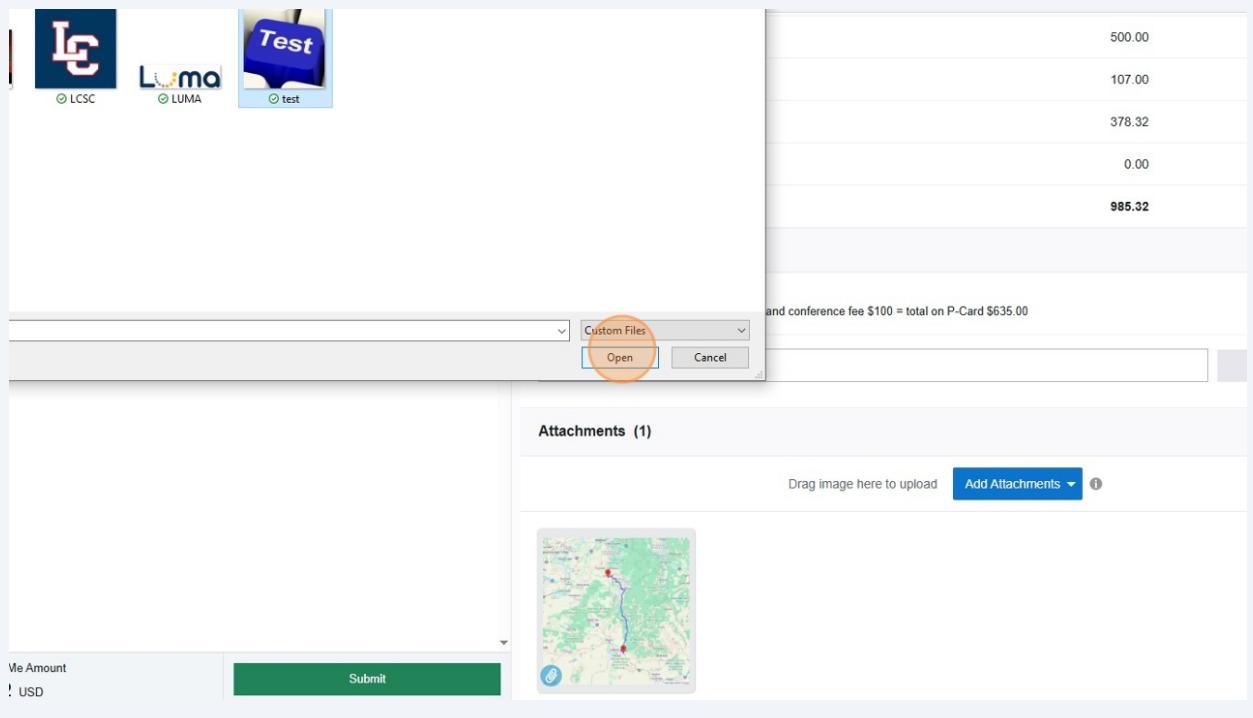
Submit

10:50 AM 5/21/2025 20

10 Find the file that you are trying to attach.



11 Click "Open"



12 Continue with process until all receipts are added to the Expense Report.

Meals Per Diem

107.00	174.00
--------	--------

Mileage

378.32	378.32
--------	--------

Other

0.00	-250.00
------	---------

Total

985.32	302.32
---------------	---------------

Comments (1)

Calahan McAlister 05/21/2025 10:50 AM
Paid Hotel by P-Card for amount of \$535.00 and conference fee \$100 = total on P-Card \$635.00

Add Comment

Attachments (2)

Drag image here to upload Add Attachments

Submit

13 Notice that any comments show below Comments area and any attachments show below Attachments area.

BSU

Hotel 500.00

Meals Per Diem 107.00

Mileage 378.32

Other 0.00

Total 985.32

Comments (1)

Calahan McAlister 05/21/2025 10:50 AM
Paid Hotel by P-Card for amount of \$535.00 and conference fee \$100 = total on P-Card \$635.00

Add Comment

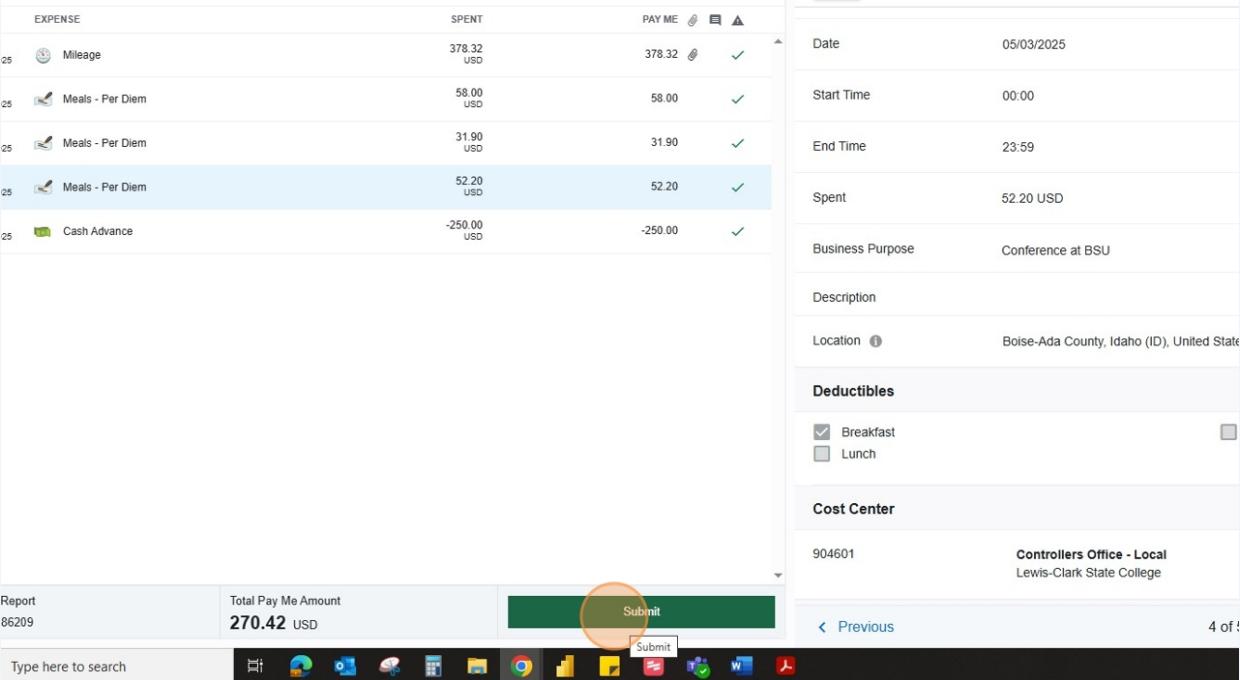
Attachments (3)

Drag image here to upload Add Attachments

14

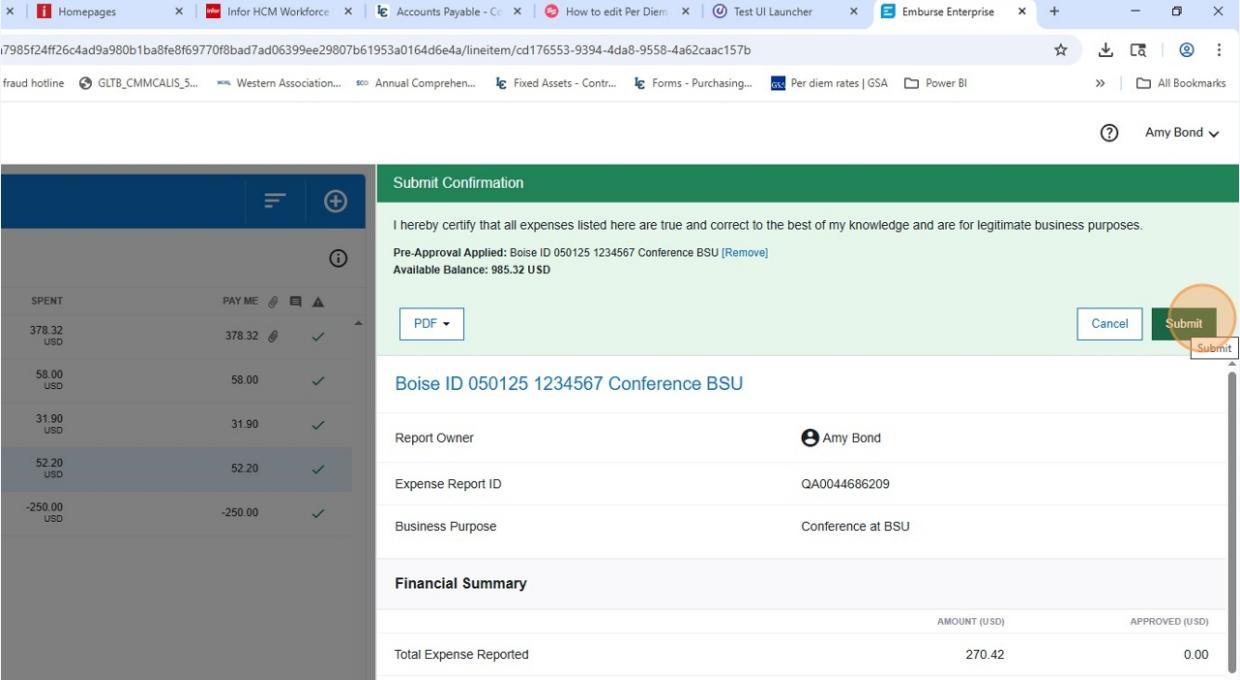
After completing everything else required for the Expense Report with comments and supporting documents for P-Card/Direct Bill items, you can submit the Expense Report.



The screenshot shows the expense report submission interface. On the left, there is a table of expenses with columns for EXPENSE, SPENT, and PAY ME. The total pay me amount is 270.42 USD. On the right, there are sections for Date (05/03/2025), Start Time (00:00), End Time (23:59), Spent (52.20 USD), Business Purpose (Conference at BSU), Description, Location (Boise-Ada County, Idaho (ID), United States), Deductibles (Breakfast checked, Lunch unchecked), and Cost Center (904601, Controllers Office - Local, Lewis-Clark State College). At the bottom, there is a search bar, a toolbar with various icons, and a 'Submit' button highlighted with a red circle.

15

Click here



The screenshot shows the expense report submission confirmation interface. It includes a 'Submit Confirmation' section with a statement: 'I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.' It also shows pre-approval applied (Boise ID 050125 1234567 Conference BSU) and available balance (985.32 USD). The 'Submit' button is highlighted with a red circle. The left side of the screen shows a preview of the expense report table.