

Frequently occurring notifications in expense claims

Red notification - Out of policy/location of stay does not match.

In order to process the expense claim correctly, hover the mouse over the red notification to read what needs to be changed.

Your expense note cannot be confirmed. Please correct all stop signs and reconfirm.

538615 - Madrid dienstreis
Reference: 1002-21670 | Company: TEM 3W Cytric

From: 09/03 2020 | Until: 27/03 2020

Approver(s): Alexander Christian Kofman

Total Amount: 369.00 EUR

Amount to be reimbursed: 369.00 EUR

Transactions: 4

Opmerking van de declarant: Enter comment here

Date (dd/mm/yyyy)	Country/City	Expense Category	Type	Quantity	Unit price	Paid amount	Approval	Control
10/03/2020	Netherlands	Other - Passport/Visa costs		1	15.00 EUR	15.00 EUR 15.00 EUR	✓ Draft	Draft
27/03/2020	Madrid	Other - Daily allowance		4	-	0.00 EUR 0.00 EUR	⚠ Draft	Draft
27/03/2020	Madrid	Hotel - Hotel incl taxes (cost for department)		3	113.33 EUR	340.00 EUR 340.00 EUR	⚠ Draft	Draft
27/03/2020	Netherlands	Transport - Transport airport / station - meeting pl				14.00 EUR	⚠ Draft	Draft

Info/Transaction data

Amount	Comment
14.00 EUR	De ingevulde plaats bij Veld "Land/Stad" komt niet overeen met een bezochte plaats welke is opgenomen in het reisschema (zie opbouw daggeldvergoeding). (View Rule);

Report Details

Summary 1002-21670

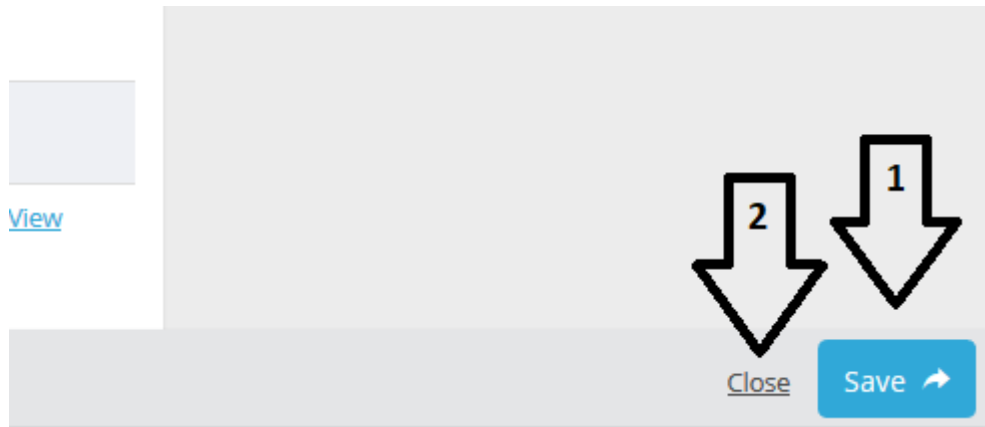
Credit rekening	Debit account	Ministry / Directive / Unit	Cost element/project code	Travel plan	Amount
30062753	5635	BUZA 3W-DRM	BUZA 3W-DRM	538615-Madrid dienstreis	369.00 EUR

Total amount 369.00 EUR

In this case, the location entered does not match the location where you stayed.

Open the line by clicking the expense category, and change the destination to the correct location.

Click (1) 'Save' and (2) 'Close'.



Red notification - Out of policy/for this expense category, approval and a comment are required.

Explanation: If the hotel costs more than the standard rate, the expense claim must include a reason.

Alexander Christian Kofman

589.00 EUR

589.00 EUR

4

Opmerking van de declarant

Enter comment here

Transaction List

	Date (dd/mm/yyyy)	Country/City	Expense Category	Type	Quantity	Unit price	Paid amount	Approval	Control		
<input type="checkbox"/>	10/03/2020	Netherlands	Other - Passport/Visa costs		1	15.00 EUR	15.00 EUR 15.00 EUR	<input checked="" type="checkbox"/>	Draft	Draft	i
<input type="checkbox"/>	27/03/2020	Madrid	Other - Daily allowance		4	-	0.00 EUR 0.00 EUR	<input type="checkbox"/>	Draft	Draft	i
<input type="checkbox"/>	27/03/2020	Madrid	Hotel - Hotel incl taxes (cost for department)		1	560.00 EUR	560.00 EUR	<input type="checkbox"/>	Draft	Draft	i
<input type="checkbox"/>	27/03/2020	Madrid	Transport - Transport airport / station - meeting		1	82.40 EUR	82.40 EUR	<input checked="" type="checkbox"/>	Draft	Draft	i

Report Details

Summary 1002-21670

Credit rekening	Debit account	Ministry / Directive / Unit	Cost
30062753	5635	BUZA 3W-DRM	BUZA

Info/Transaction data

	Amount	Comment
<input type="checkbox"/>	82.40 EUR	Approval checkbox and comment on hotel required when standard rate is exceeded(View Rule);
<input type="checkbox"/>	122.00 EUR	Max amount exceeded. The traveller needs to tick the box if approval for the exceeded price is given by the manager and give a short statement in the comment field. Use the tickbox for approval received end comment in the comment field.(View Rule);
<input type="checkbox"/>	560.00 EUR	Transaction not within travel period(View Rule);

Amount

589.00 EUR

Total amount 589.00 EUR

Add a new Expense

Open the expense claim by clicking the relevant field (in this case 'Hotel name').

1. Enter the reason in the 'Comment' field.
2. Click the checkbox to confirm that the competent authority has approved exceeding the standard rate.

'vinkje' te zetten.

City/Town

Country/City

Gross total amount Quantity

Comment

Expense Details

From

Until

Additional info

Breakfast

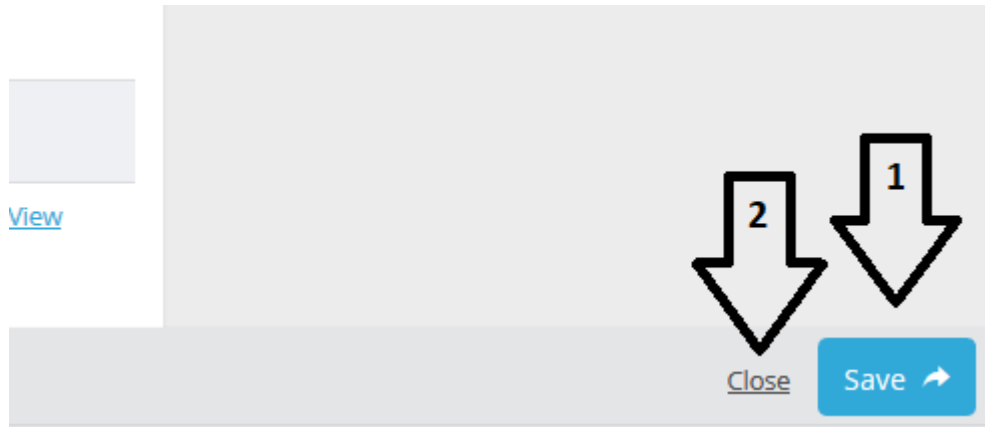
Hotel paid by

Approval manager on costs

Status Travel Request

Transaction date	27/03/2020 0:00:00	Payment method:	Other
Posting date	20/03/2020 10:33:00	Status Travel Request:	Draft

Then click (1) 'Save' and (2) 'Close'.



The notification in the Transaction List is now coloured orange.

However, this is only a notification and by no means an obstacle to submitting the claim for approval.

Expenses

Costs to be allocated

New expenses

New mileage own transportation.

New allowances

Reports

Personal expenses

Search

From	Until	538615 - Madrid dienstreis	
09/03 2020	27/03 2020	Reference: 1002-21670 Company: TEM 3W Cytric	

Approver(s)
Alexander Christian Kofman

Total Amount
589.00 EUR

Amount to be reimbursed
589.00 EUR

Transactions
4

Opmerking van de declarant

Enter comment here

Transaction List

<input type="checkbox"/>	Date (dd/mm/yyyy)	Country/City	Expense Category	Type	Quantity	Unit price	Paid amount	Approval	Control		
<input type="checkbox"/>	10/03/2020	Netherlands	Other - Passport/Visa costs		1	15.00 EUR	15.00 EUR 15.00 EUR	✔	✎ Draft	✎ Draft	i ▼
<input type="checkbox"/>	27/03/2020	Madrid	Other - Daily allowance				0.00 EUR	⚠	✎ Draft	✎ Draft	i ▼
<input type="checkbox"/>	27/03/2020	Madrid	Hotel - Hotel incl taxes (cost for department)					⚠	✎ Draft	✎ Draft	i ▼
<input type="checkbox"/>	27/03/2020	Madrid	Transport - Transport airport / station - meeting				14.00 EUR	✔	✎ Draft	✎ Draft	i ▼

Info/Transaction data

Amount	Comment
⚠ Out of policy	0.00 EUR
	Transaction not within travel period(View Rule);

[+ Add a new Expense](#)

At the top of the screen, you will see 'In accordance with policy' (*Conform beleid*). This means that you can now submit the expense claim.

Travel request Expenses Approval Cash advance Dashboard My profile Logout

Expenses

- Costs to be allocated
- New expenses
- New mileage own transportation.
- New allowances
- Reports**
- Personal expenses

Search

Reports

Conform beleid ←

Uw declaratie is klaar om verzonden te worden!

From	Until	538615 - Madrid dienstreis	
09/03	27/03	Reference: 1002-21670 Company: TEM 3W Cytric	
2020	2020		

Approver(s) Alexander Christian Kofman	Total Amount 589.00 EUR	Amount to be reimbursed 589.00 EUR	# Transactions 4
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Opmerking van de declarant

Enter comment here

Transaction List