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.

Travel request Expenses Appr	oval Cash advance Das	hboard My profile Logou	t													
Expenses	Your expense note cannot be confirmed. Please correct all stop signs and reconfirm.															
Costs to be allocated	From Until 09/03 27/03	From Until 538615 - Madrid dienstreis 09/03 27/03 Reference: 1002-21670 Company: TEM 3W Cytric														
New expenses	2020 2020															
New mileage own transportation.		Approver(s)		Total Amount			Amount to be reimbursed					# Transactions				
Hew allowances	Alexander Christian Kofman			369.00 EUR			369.00 EUR				4					
🔁 Reports	Opmerking van de decla	rant														
🏠 Personal expenses	Enter comment here															.:1
Search Q	⊖ Transaction List @	D														
		Date (dd/mm/yyyy) 🗸	Country/City -	Expense Category -			Туре	Quantity -	Unit price	Paid amount -			Approval	Control		¢
	1255	10/03/2020	Netherlands	Other - Passport/Visa costs			1	1	15.00 EUR	15.00 EUR 15.00 EUR		⊘	🖊 Draft	🖊 Draft	•	~
		27/03/2020	Madrid	Other - Daily allowance			8	4	-	0.00 EUR 0.00 EUR		A	🖊 Draft	🖊 Draft	i	~
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	27/03/2020	Madrid	Hotel - Hotel incl taxes (cost for depart	tment)			3	113.33 EUR	340.00 EUR 340.00 EUR		A	🖊 Draft	🖊 Draft	•	~
		27/03/2020	Netherlands	Transport - Transport airport / station - me		ŀ	-		1100 510	14.00 EUR		0	🥒 Draft	🖋 Draft		~
						Info/Transaction data	Amo	ount	Comment		×	•	-	-		
									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));					🕂 Add a	new Expen	se 🕶
	⊕ Report Details			••		Out of policy	Out of policy 14.00 EUR									
	Summary 1002-21	670														
	Credit rekening	Debit account	Minist	ry / Directive / Unit	Cost el	ement/project code	ode Travel plan							An	nount	
	30062753	5635	BUZA 3	3W-DRM	BUZA 3	W-DRM			538615-Madrid	dienstreis					369.0	0 EUR
														Total amo	unt 369.0	0 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.

New expenses	Alexa	nder Christian Kofman		589.00 EUR			589.0	00 EUR			Z	Ļ		
New mileage own transportation.	Opmerking van de decla	arant												
New allowances	Enter comment here													.1
🛅 Reports	⊖ Transaction List	0												
🏠 Personal expenses		Date (dd/mm/yyyy) -	Country/City -	Expense Category -		Туре	Quantity -	Unit price	Paid amount -		Approval	Control		Ð
Search Q		10/03/2020	Netherlands	Other - Passport/Visa costs			1	15.00 EUR	15.00 EUR 15.00 EUR	0	🖊 Draft	🖋 Draft		~
		27/03/2020	Madrid	Other - Daily allowance		5	4	-	0.00 EUR 0.00 EUR	A	🖊 Draft	🖋 Draft		~
		27/03/2020	Madrid	Hotel - Hotel incl taxes (cost for department)		-	2	406 67 EUD	560.00 EUR	9	🖋 Draft	🖋 Draft	•	~
	27/03/2020		Madrid	Transport Transport airport station - mee	Info/Transaction data ting	Amou	nt	Comment	×	<		🖉 Draft	•	~
					Out of policy	82.40	EUR	Approval checkbox and comment on hotel required when standard rate is			-	-		
				_ /				exceeded((View Rule));				🕂 Add a	new Expen	se •
	⊕ Report Details					100.00		Max amount exe needs to tick the the exceeded pr	ceeded. The traveller box if approval for rice is given by the					
	Summary 1002-21	Summary 1002-21670					DEOR	manager and give a short statement in the comment field. Use the tickbox						
	Credit rekening Debit account		Ministr	y / Directive / Unit Co	pst (the comment fie	eld.((View Rule));				An	nount
	30062753	30062753 5635		W-DRM B	UZA 🛕 Out of policy	560.00 EUR		Transaction not within travel period((View Rule)):					589.0	0 EUR
												Total amou	int 589.0	DEUR

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.					Laboratoria da Santa Santa da S	de Norieg Bar. Million Ann Recomposition e 100 (1914) (10
New expenses	⑦ Hotel name		⑦ City/Town			ra gunarayan Kana ku Ku daka mana Ku dahara ya ku	To Anteque (1979) (1979) To an and a second se
New mileage own	SOFITEL MADRID		MADRID			ζ.	,
transportation.	⑦ Country/City						
The wallowances	I Madrid						
P Reports	Gross total amount ③		⑦ Quantity				Ð
	560.00	EUR ~	3			Delete th	is receipt
🏠 Personal expenses	⑦ Comment		-			Delete th	is receipt
Search Q	due to a conference in this period all hotels w ok from manager Jan Jansen to book at this pr	ere overpriced rice					
	Expense Details ③ ③ From 24/03/2020 ③ Until 27/03/2020						
	Additional info © Breakfast: ③ Inclusief Hotel paid by: ③ Reiziger Approval manager on costs ③	~					
	Status Travel Request						
	Transaction date	27/03/2020 0:00:00	Paym	nent method:	Ot	ther	
	Posting date	20/03/2020 10:33:00	Statu	is Travel Request:	Dr	raft	

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	09 21	Ond Ond 9/03 27/03 020 2020	538615 - Madrid Reference: 1002-21670	d dienstreis Company: TEM 3W	Cytric												
 New expenses New mileage own transportation. 	Approver(s) Alexander Christian Kofman		Total Amount 589.00 EUR			Amount to be reimbursed 589.00 EUR					# Transactions 4						
Hew allowances	Opme	erking van de deo	larant														
🔁 Reports	Ente	er comment her	e													.::	
n Personal expenses	⊜Tra	ansaction List	0														
Search Q			Date (dd/mm/yyyy) -	Country/City -	Expense Category +		Туре	Quantity -	Unit price	Paid amount -			Approval	Control		æ	
		-1284r 1275	10/03/2020	Netherlands	Other - Passport/Visa costs			1	15.00 EUR	15.00 EUR 15.00 EUR		0	🖋 Draft	🖊 Draft	•	~	
		\bigcirc	27/03/2020	Madrid Other - Daily allowance				0.00 EUF		0.00 EUR		A	🖉 Draft	🖋 Draft		~	
		\bigcirc			,	Info/Transaction	Amount		Comment		×						
		and a	27/03/2020	Madrid	Hotel - Hotel incl taxes (cost for department)	uata			Transaction not	within travel period(A	🧪 Draft	🧨 Draft		~	
			27/03/2020	Madrid	Transport - Transport airport / station - meeting	Out of policy	0.00 8	EUR	(View Rule));	14.00 EUR		Ø	🖋 Draft	🖊 Draft	•	~	
														\rm Add a r	new Expens	;e •	

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	Reports			
Costs to be allocated				
New expenses	⊘ Conform beleid			
New mileage own transportation.	Uw declaratie is klaar om verzonden te worken !			
💾 New allowances				
🗎 Reports	From Until 538615 - Madrid dienstreis 09/03 27/03 Reference: 1002-21670 Company: TEM 3W0	Cytric		
🏠 Personal expenses	2020 2020			
Search Q	Approver(s) Alexander Christian Kofman	Total Amount 589.00 EUR	Amount to be reimbursed 589.00 EUR	# Transactions
	Opmerking van de declarant			
	Enter comment here			
	⊖ Transaction List ⊙			