Create Expense Reimbursement

Expense Reimbursements are used to request payment for travel or non-travel expenses. These instructions will provide you with step by step procedures for creating a new Expense Reimbursement form. Creating a new Expense Reimbursement form begins at the Work Queue screen (the first screen displayed after signing in to the CalATERS system).

Note: Submitters and Preparers, who will be creating Expense Reimbursement forms for other employees, have separate Create Expense Reimbursement instructions located on the CalATERS website.

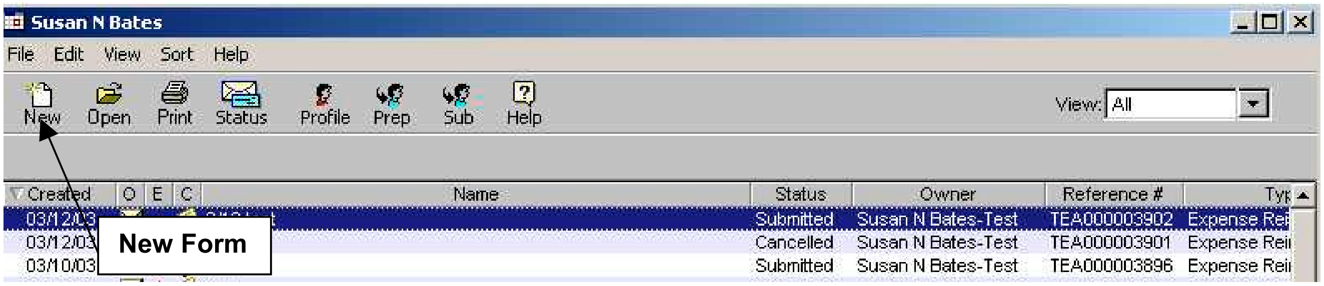
Table of Contents

Continued on next page

Table of Contents (continued)

I. Create New Expense Reimbursement

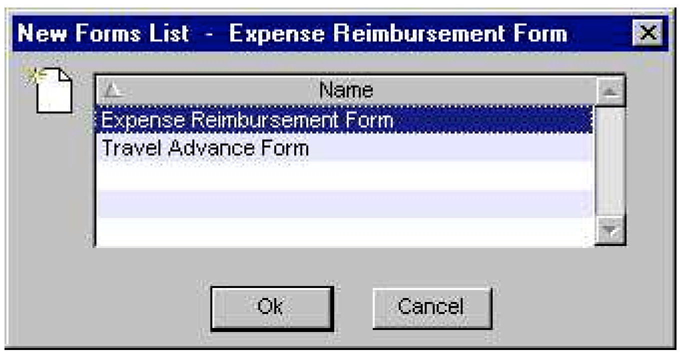
At the top of the Work Queue screen click on the **NEW** icon.



New Forms List

If your department does not allow Travel Advance requests on CalATERS, this screen will not appear, skip to the next section **Report Name and Claim Type**. If your department allows both Travel Advance and Expense Reimbursement requests on CalATERS, the following selection screen will appear.

Click on **Expense Reimbursement Form**, then click the  button.



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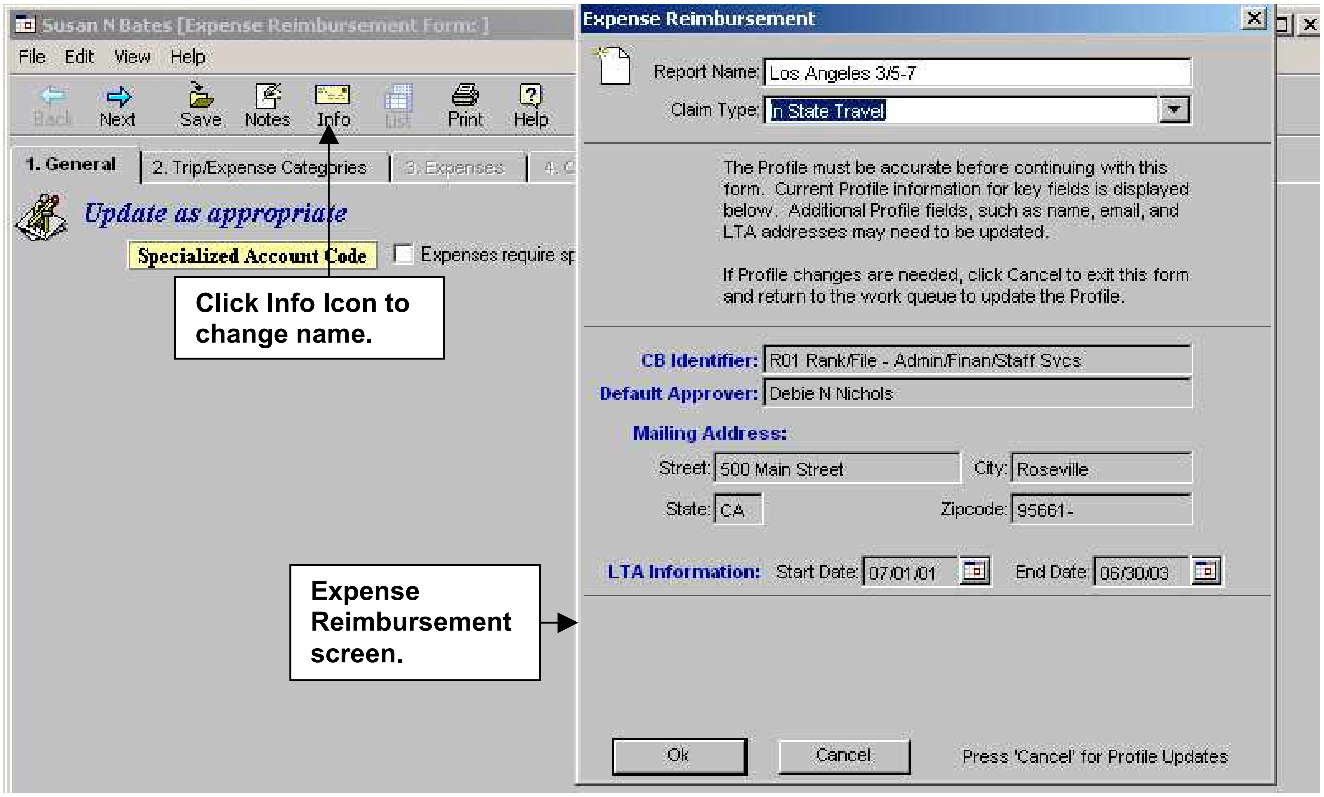
I. Create New Expense Reimbursement (continued)

<u>Expense Reimbursement Screen</u>

Key a name for your Expense Reimbursement form (use naming convention established by your department) in the **Report Name** field. This will be the name that appears on the Work Queue.

Move the cursor to **Claim Type** and click the button. Click on the type of claim. (For definitions of Claim Types, click on **Definitions** from the CalATERS website).



The **Expense Reimbursement** screen displays key fields from your current **Profile.** *<u>Before creating a new Expense Reimbursement</u>* verify that your **Profile** information is correct.

WARNING: Once the initial step to create an Expense Reimbursement is executed the system will take a "snap shot" image of the **Profile** information which is used to audit the form. If your **Profile** is inaccurate on a submitted form, you may be required to create a new Expense Reimbursement with corrected **Profile** information. If the **Profile** information is not correct, click Cancel, which will return you to your Work Queue.

To correct your **Profile** information, click on Profile icon at the top of the Work Queue. For information regarding correcting your **Profile**, refer to <u>Update Your Profile</u> instructions located on the CalATERS website.

Click Ok if all information is correct.

Once the information is updated, it can be viewed or changed by clicking on the Info icon.

Continued on next page

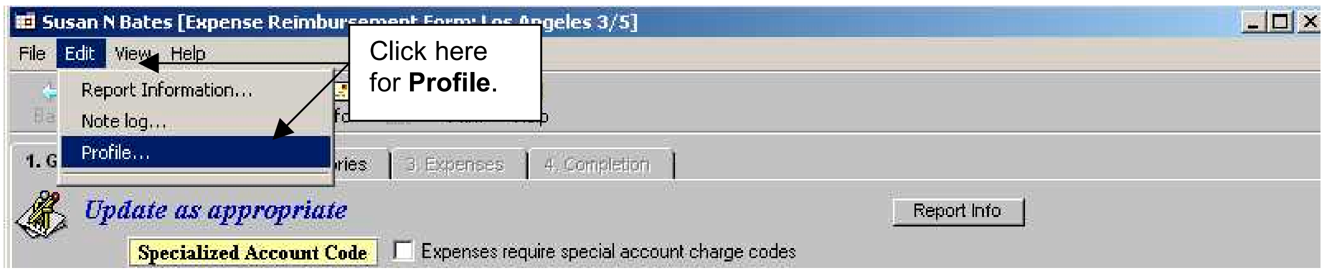
I. Create New Expense Reimbursement (continued)

<u>Profile Information</u>

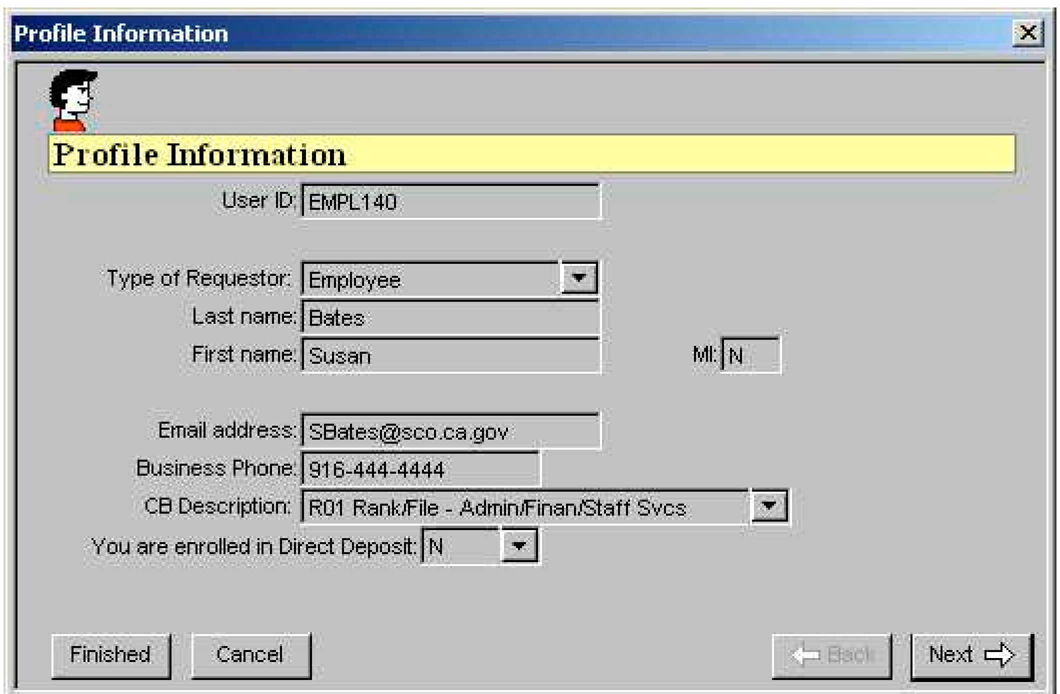
Once the **Expense Reimbursement** screen is updated, a “snap shot” image of your current **Profile** is attached to the form. Updates made to your **Profile** will not change the information on this form.

The entire **Profile** information used for this Expense Reimbursement is viewable from any screen within the Expense Reimbursement request.

To access the **Profile**, click **Edit** from the **Menu Bar**, then click **Profile**.



The **Profile** screen will display.



To view other **Profile** screens, click 

. To exit the **Profile**, click 

.

I. Create New Expense Reimbursement (continued)

<u>Exit and Save Expense Reimbursement Form</u>

An Expense Reimbursement form can be saved at any time during the completion of the document. To Exit, from the Menu Bar, click **FILE** then click **Close** or from the top right hand corner, click on the box with the **X** . A Save Confirmation box will appear:

Click on **Yes** to save the changes. This action will take you back to the Work Queue. The Expense Reimbursement will be saved on the Work Queue as a **Draft**, which can be reopened and completed.

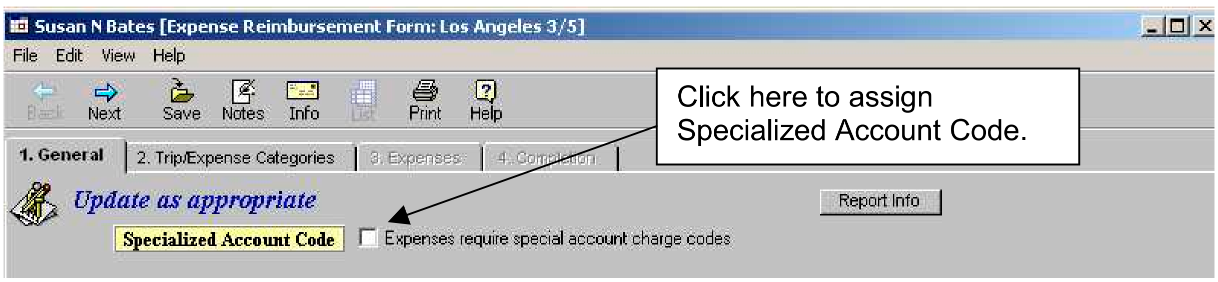
II. General Tab

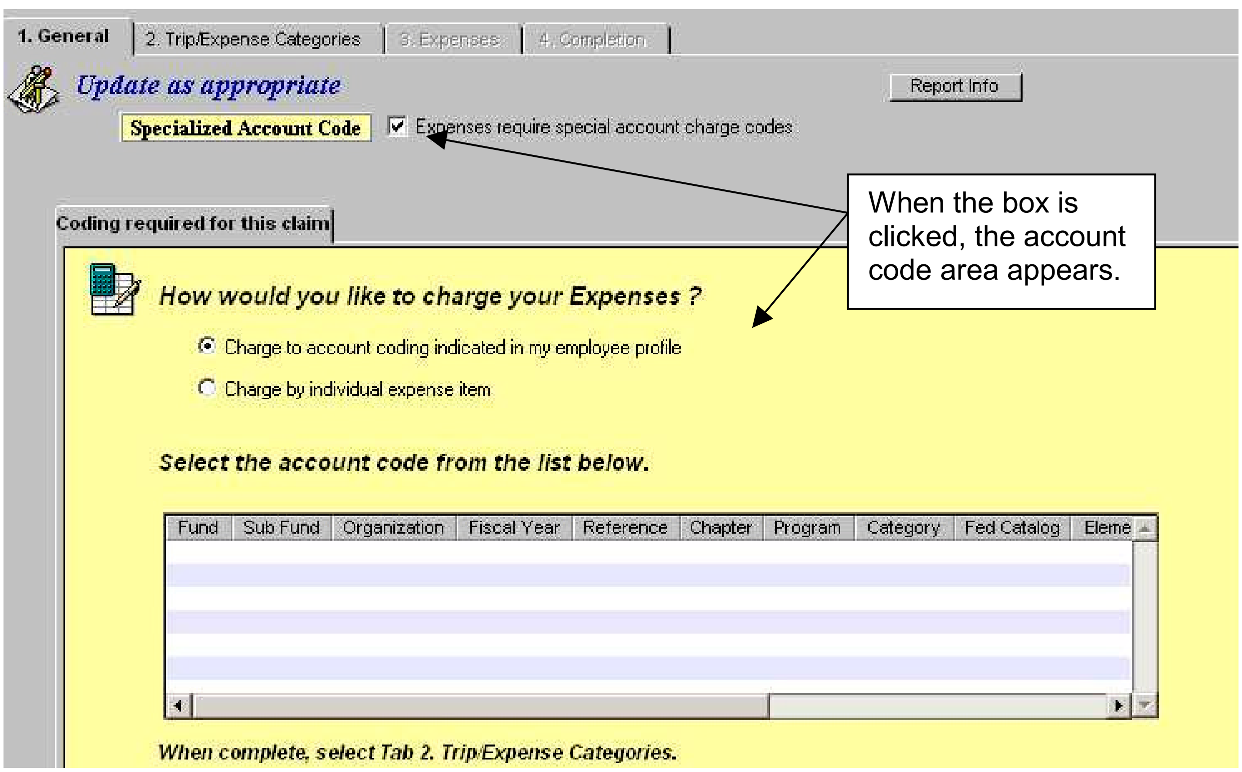
You are now on tab **1. General**. Several tabs will display under the icons. The tab with the bold black lettering identifies the screen that is displayed. Tabs that are not highlighted (words are gray) cannot be accessed. Clicking on a tab will make the next tab available for access. In some instances, the next tab can not be accessed until action is taken on the displayed screen.

Specialized Account Code

By default, your expenses are charged to the account code indicated in your **Profile**. If the expenses are to be charged to the account codes in your **Profile,** skip to section **III. Note Log for Comments**.

If the expenses on this Expense Reimbursement are to be charge to an account code other than the codes in your **Profile**, click the **Specialized Account Code** box.





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<u>Specialized Account Code</u> (continued)

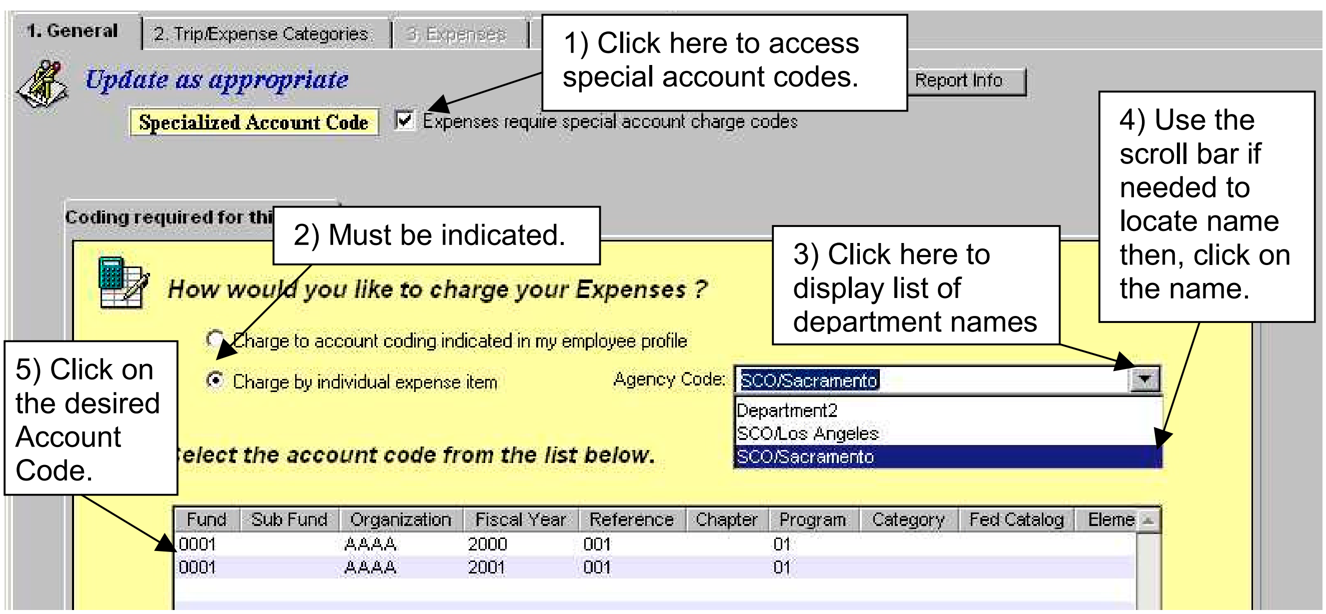
Specialized Account Coding can be selected by the employee when creating the Expense Reimbursement. The code can also be assigned or changed by the Accounting Office.

When the Specialized Account Code box is selected, the system will not use account code information from your **Profile**. Account code information is provided by selecting the High Level account codes from tab **1. General** (instructions below) <u>combined</u> with Detail Account Codes (e.g., Index, PCA, etc.) that are assigned on tab **3. Expenses** (see section **VI. Detail Account Codes**).

<u>Assigning Specialized Account Code:</u>

1) Click on the field titled **Specialized Account Code**. The **Specialized Account Code** fields will display.
2) Click on the button for **Charge by individual expense item**.
3) In the **Agency Code** field click on the down arrow. A list of department names will display.
4) Using the scroll bar on the right side of the listing, locate the correct department name and click on it. You can select your own or another department from the listing. **Note:** Some departments may have more than one name listed.
5) A list of department account codes will display. Click on the appropriate Account Code with the applicable fiscal year.

Click on tab **3. Trip/Expenses Categories**.



III. Note Log for Comments

The Note Log function is a multi-purpose feature. Notes may be used by employees to provide additional information about the Expense Reimbursement request. Notes can also be used by approvers to provide additional detailed information regarding the reason a form has been adjusted, returned, etc.

To access the Note Log functions click on the Notes icon. Notes can be accessed and updated from any screen within the form.

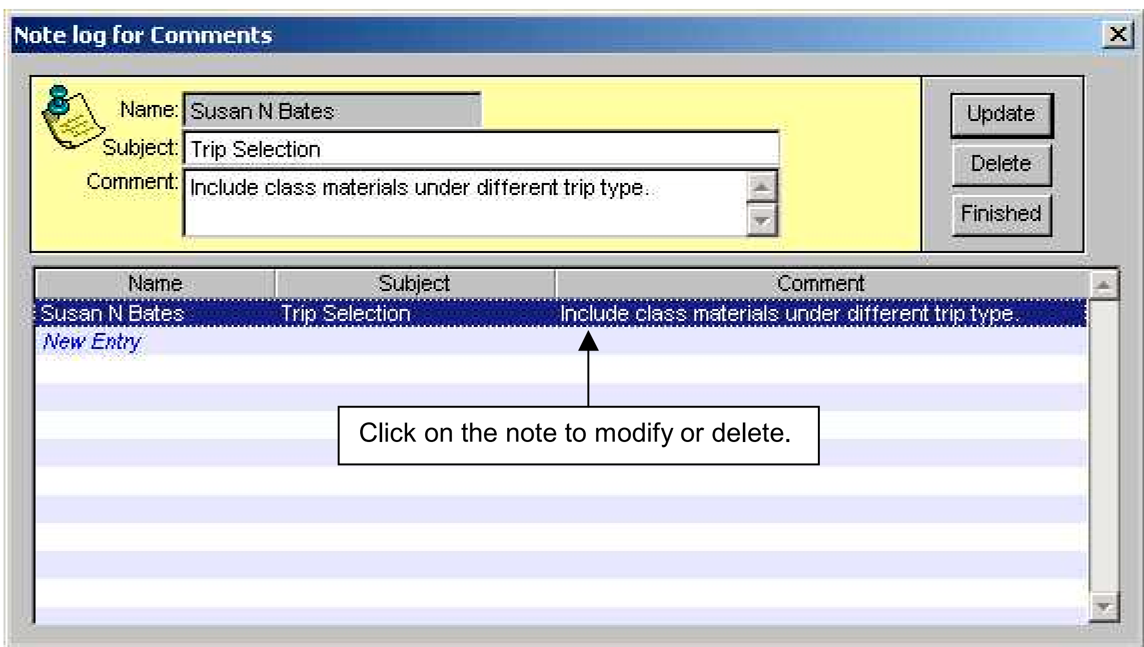
To Add a Note:
1) Type in the **Subject** (if a change is desired).
2) Type in the desired information in the **Comment** area.
3) Click on Enter.

To Modify a Note (only the creator can modify a Note)**:**
1) Click on the note to be modified.
2) Type in the corrected information in the **Subject** and/or **Comment** area.
3) Click on Update.

To Delete a Note (only the creator can delete a Note)**:**
1) Click on the note to be deleted.
2) Click on Delete.

When all Notes have been updated/deleted, click on Finished.

Go up to and click on tab **2. Trip Expense Categories**.



IV. Trip Expense Categories Tab

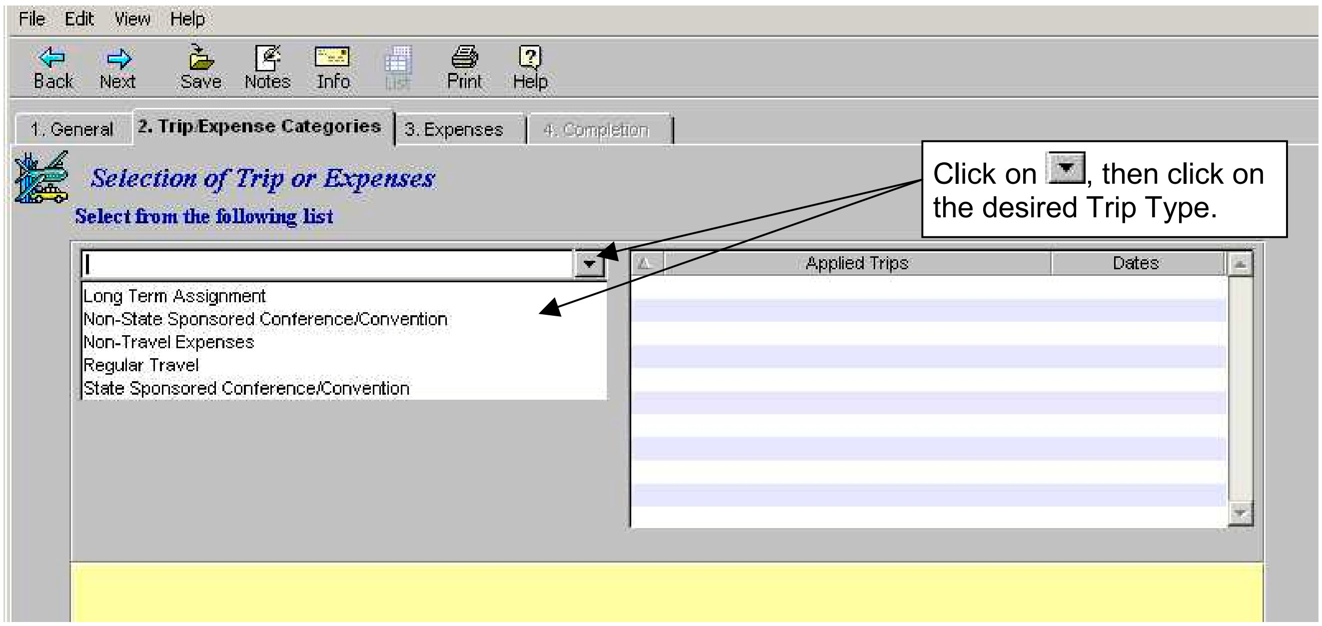
Creating a Trip or Non-Travel Expense

On tab **2. Trip Expense Categories**, you will select the type of trip(s) being claimed.

Click the down arrow button and a list of Trip Types will display. (For definitions of Trip Types, click on **Definitions** from the CalATERS website).

Click on the type of trip or non-travel expense being requested.

Note: Four trips (same trip types or different trip types) can be applied to one form. If more are required, an additional Expense Reimbursement form must be created and submitted.



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IV. Trip Expense Categories Tab (continued)

Complete information in the bottom half of the screen for the displayed fields. Note: fields displayed are based on trip type. Not all fields noted below will display.

First Date of Trip and **Last Date of Trip** key the two-digit month, day and year or click on the calendar button next to the fields.

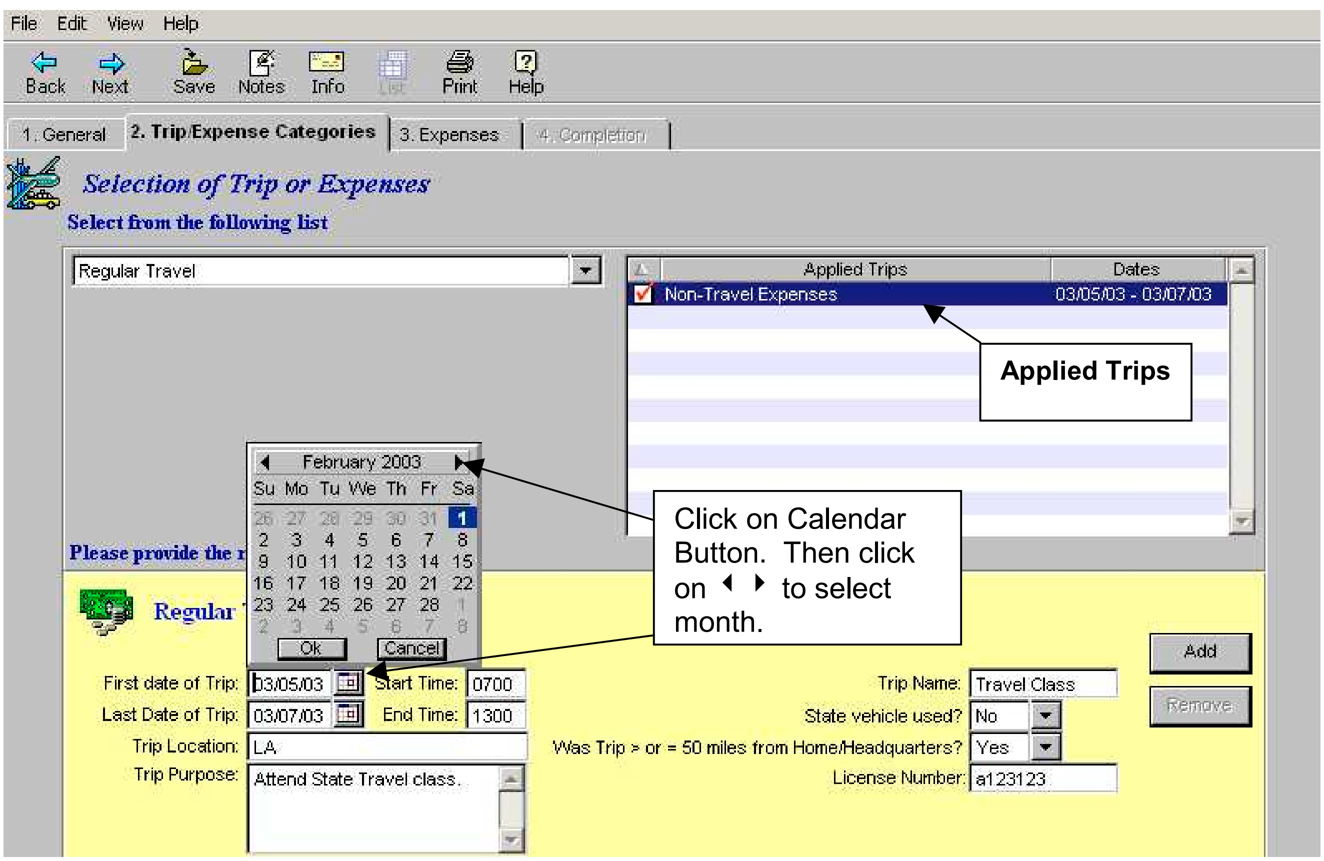
When using the calendar button, clicking on the arrows ◀ ▶ next to the calendar month, will display the month before (◀) or after (▶). See example below. Select the month, then click on the calendar date.

For the **Start Time** and **End Time**, key the time using the 24 hour clock (e.g., 9 AM = 0900, 5:45 PM = 1745).

Key applicable fields:

- Trip Location
- Trip Purpose
- Trip Name (name and/or dates)
- Travel Authorization Document Number
- Trip Number
- State Vehicle Used (yes or no)
- Was Trip > or = 50 miles from Home/ Headquarters? (yes or no)
- Was a meal provided at the conference/ convention (yes/no)
- License Number (if private car is use)

When all applicable fields have been completed, click Add. The Trip Type will be displayed in the **Applied Trips field** or a **Review Items-Exceptions** screen will display (see next page).



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IV. Trip Expense Categories Tab (continued)

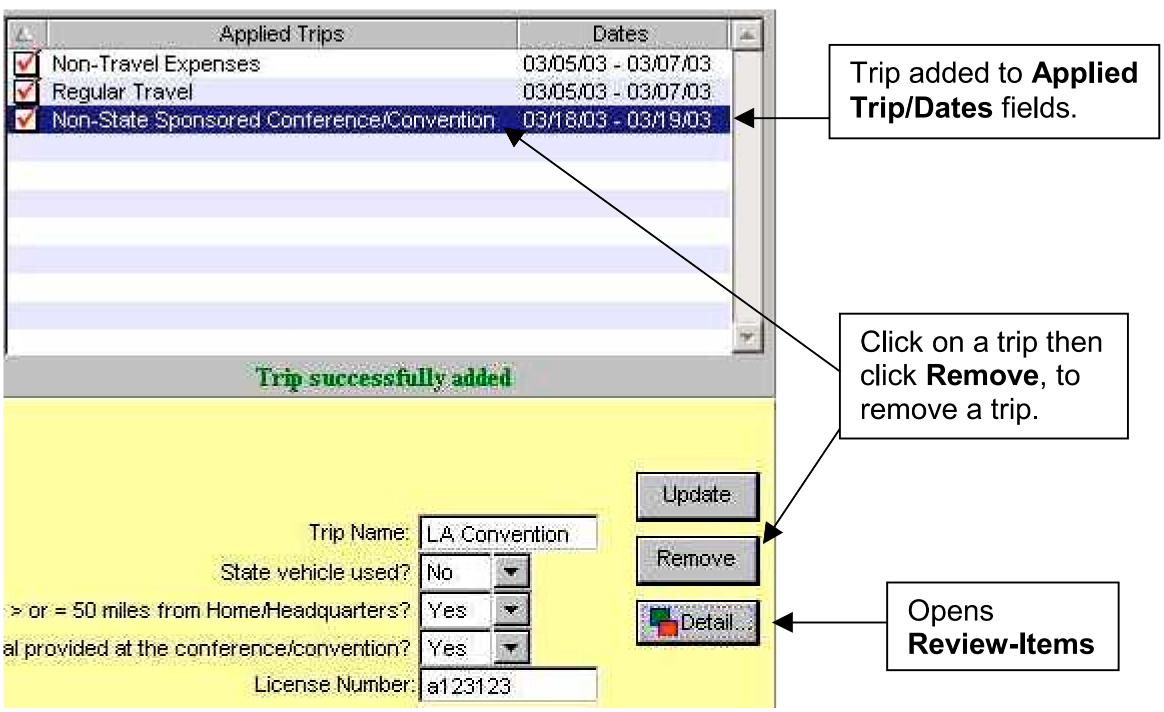
Review Items and Exceptions (for the Trip Type)

The **Review Items-Exceptions** screen will display when additional information is required. At the **Response** field, click the down arrow and select **Yes** or **No.** When **No** is selected, the **Why** field displays, provide a reason, then click. The trip will be added to the list of **Applied Trips/Dates**. A Detail button will appear. Clicking on this button will reopen the **Review Items-Exceptions** screen and changes can be made if needed. To update and exit the Review-Items screen, click or to exit click.

The button states the policy associated with the requested trip.

Adding or Deleting a Trip or Non-Travel Expense

To Add another trip/non-travel expense, repeat the above step.
To Delete a trip/non travel expense added in error, click on the trip/non travel expense in the **Applied Trips/Dates** area, then click on the button.



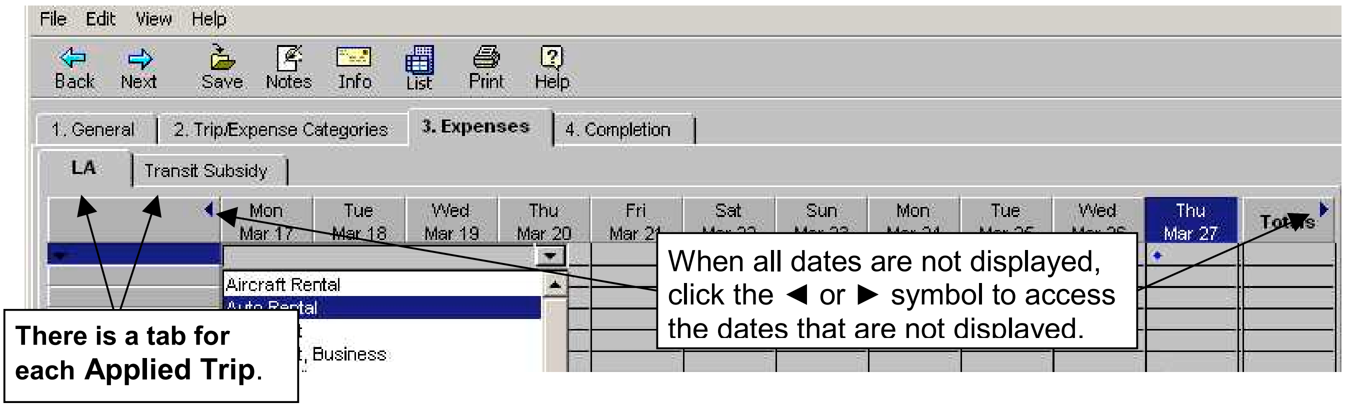
When all trips/non-travel expenses have been listed, click on tab 3. Expenses.

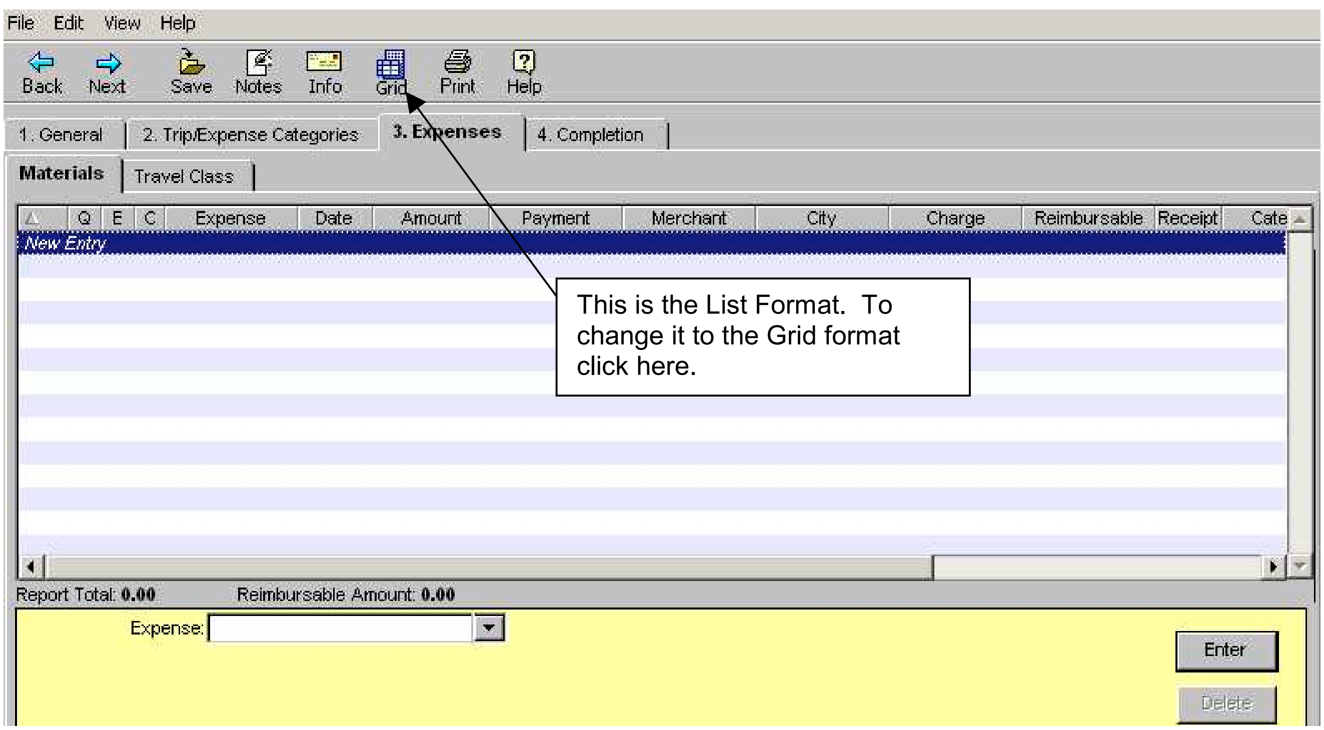
Continued on next page

V. Expenses Tab

In tab **3. Expenses** you will find a tab for each of the **Applied Trips** from the previous screen. There are two formats available, **Grid** or **List**. The instructions provided in this section will use the **Grid** format.

Note: On the far right side of the grid is the field titled **Totals**. When a ▸ symbol appears, click on the ▸ to access the dates not displayed on the grid.



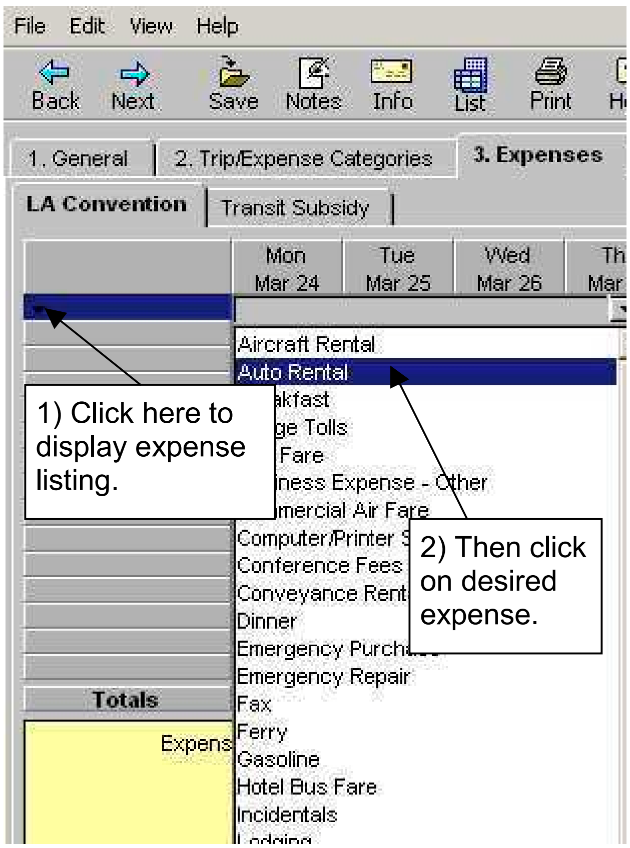


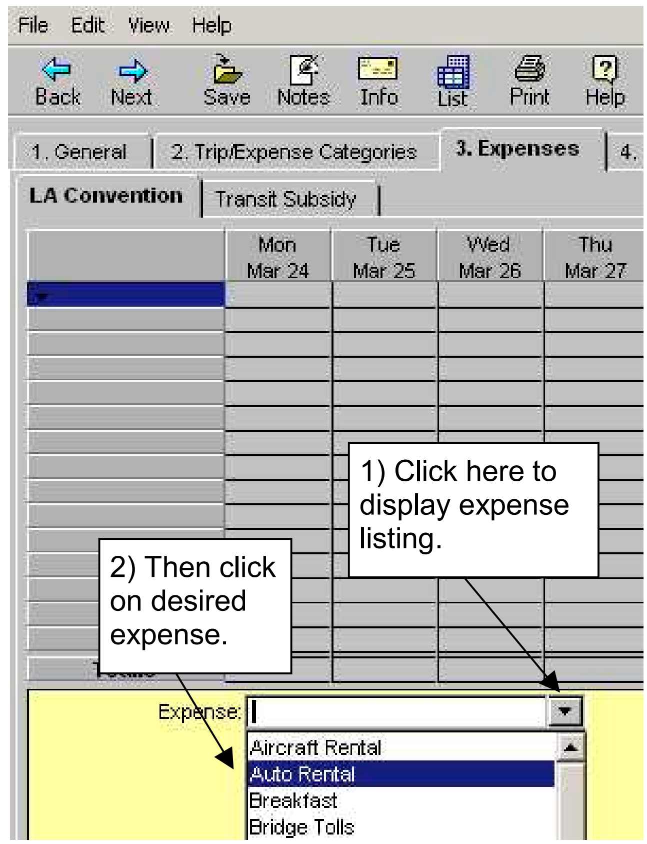
V. Expenses Tab (continued)

Selecting an Expense

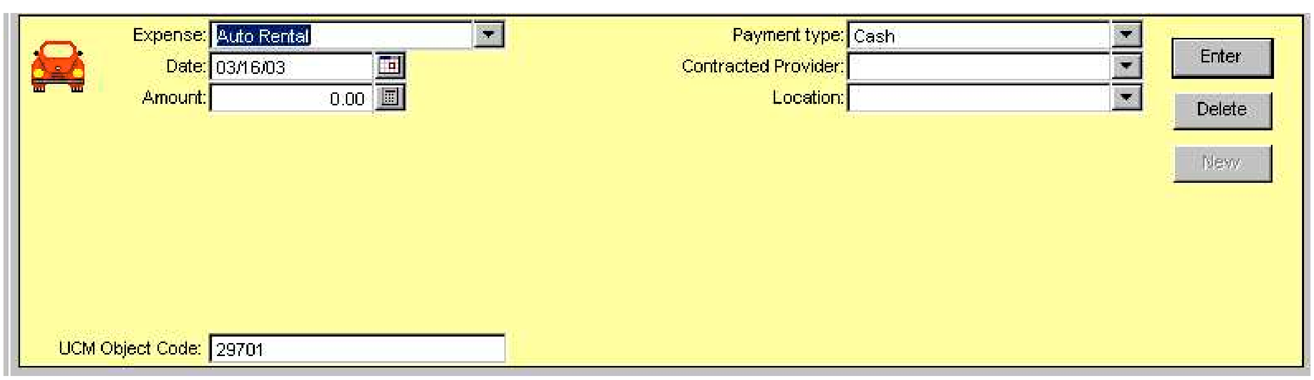
There are two ways to access the list of expenses. Click on the down arrow on the top left of the grid or on the down arrow to the right of the **Expense** field, then click on the desired expense. (For definitions of Expenses, click on **Definitions** from the CalATERS website).

The list of expenses display based on the Trip Type requested and your CBID (i.e. bargaining unit).





Once an Expense is selected, the required fields will display on the bottom of screen:



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V. **Expenses Tab** (continued)

<u>Completing Expense Fields</u>

Once the expense item is selected, fields requiring information will be displayed on the lower half of the screen. Complete the information in the fields. If an incorrect expense is selected, click on the expense list and select the correct expense, *<u>the incorrect expense will be removed by the system after accessing another tab</u>*.

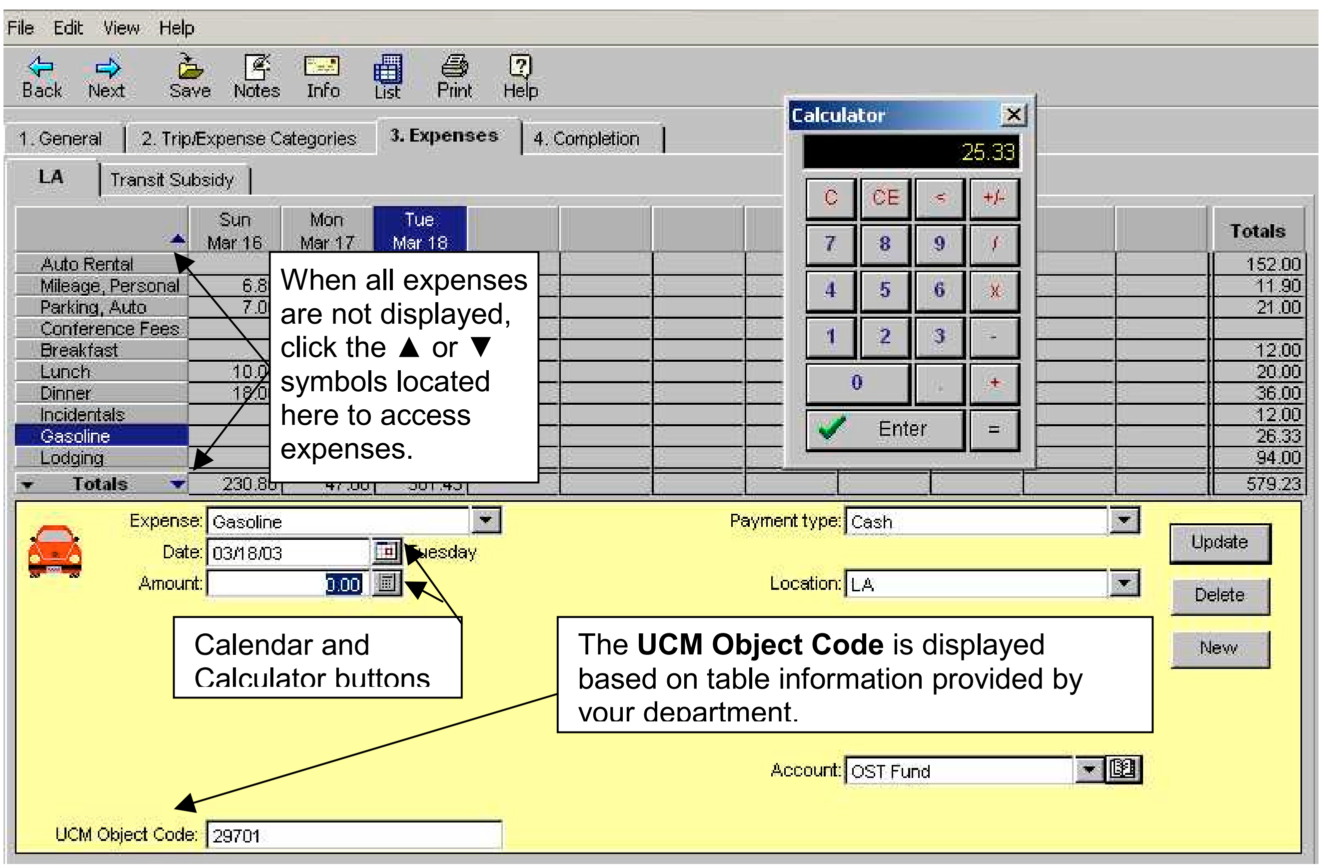
Verify and change the **Date** field, if needed, by keying the date in the field or by using the calendar button .

Key an amount in the **Amount** field or use the calculator button . When clicked, it will display a calculator that can be used to assist you in entering or calculating the amount. Once the amount is determined, click Enter on the calculator.

UCM Object Code field - is automatically displayed based on a table with codes submitted by your department. This field is verified by your accounting office and can be modified.

Information regarding the **Account** field is explained in section **VI. <u>Detail Account Codes.</u>**

When all information for the expense is keyed into the fields, click on the Enter button. The expense amount will now display on the grid. Select the next row to enter another expense.



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V. Expenses Tab (continued)

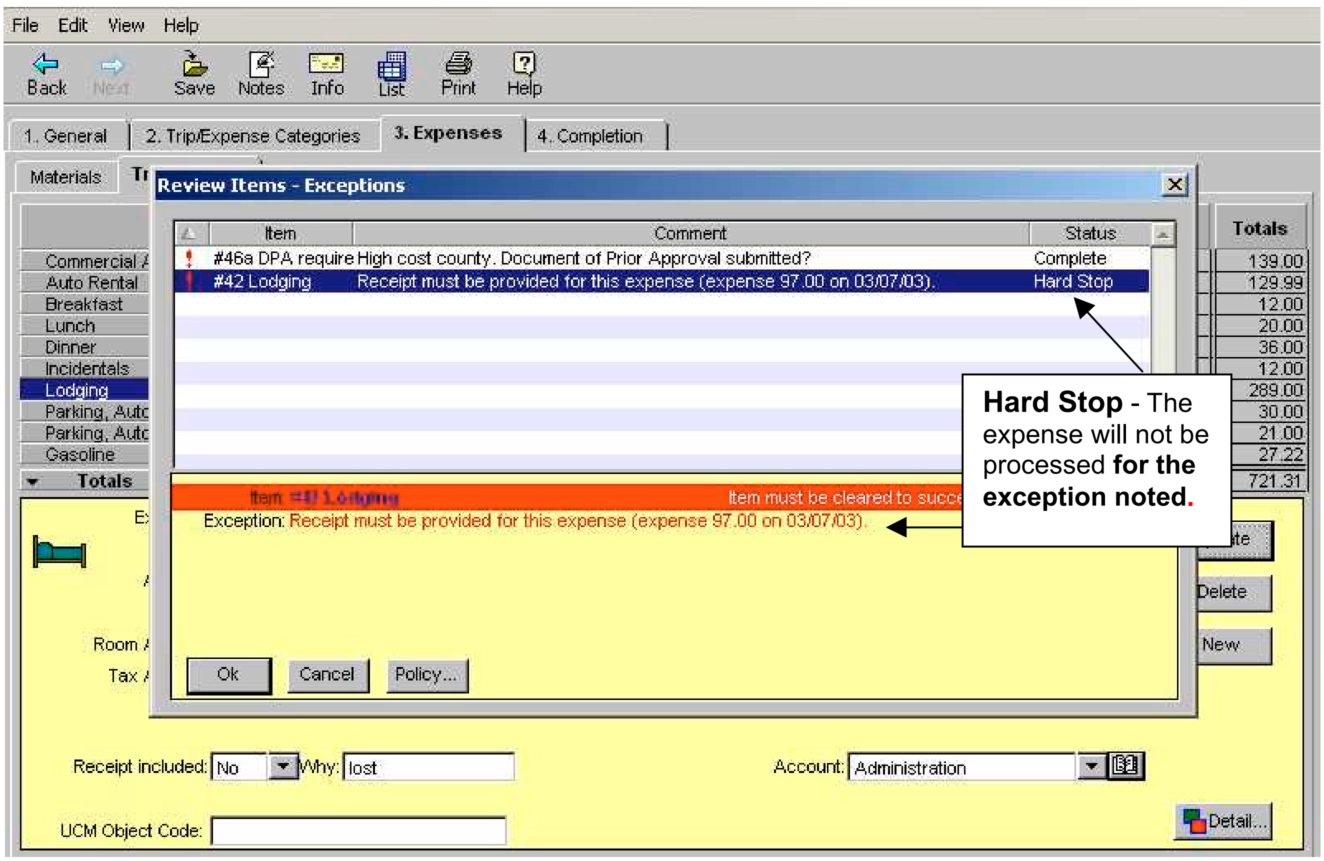
Review Items and Exceptions (for individual expenses)

Some expense items may exceed regular expense limits or require additional information. The **Review Items-Exceptions** screen will appear, displaying review items and/or exceptions. In some cases a reason will be required. Some messages will not allow the form to be completed without clearing the condition (see example of Hard Stop below).

Complete any fields at the bottom of the **Review Items-Exceptions** screen, then click Ok.

If the condition can not be resolved (e.g., Hard Stop) by changing the information on the Expense Grid or deleting the expense from the form, exit the form (see instructions in **Exit and Save Expense Reimbursement Form** section) and contact your supervisor or Help Desk for assistance.

The Policy... button states the policy associated with the expense.



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Copying, Changing and Deleting Expenses

When the same expense occurs on multiple days (e.g., breakfast), you can copy the information from that expense to other dates without re-keying the information. To **copy** the information:

After entering the expense information, go to the spreadsheet cell where the amount is displayed. In front of the amount is a blue ◆ symbol. Click on the ◆ and hold down the left mouse button; drag and release the mouse button in the cell where you would like the same expense copied.

OR

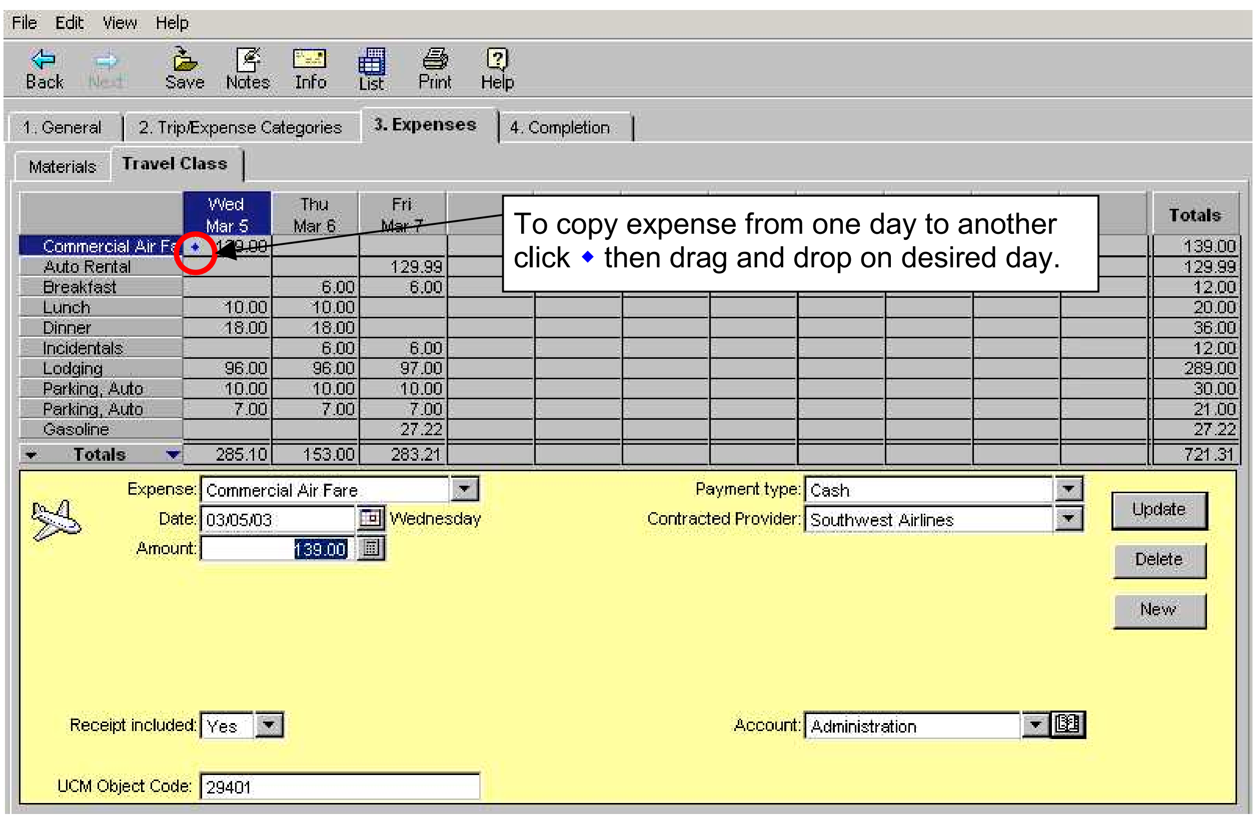
After entering the expense information, click on the spreadsheet cell where the amount is displayed. Right click on your mouse, then click on **Copy**. Click on the date where the expense is to be copied, then right click on your mouse and click **Paste**.

To Change information on an existing expense, click on the expense amount displayed in the grid. The fields for that expense will display on the bottom half of the screen. Key the correct information, then click Update.

To Delete an expense, click on the expense amount displayed in the grid, then click the Delete button.

If Specialized Account Codes are not being used on this form, skip section **VI. Detail Account Codes** and continue on to section **VII. Completion Tab**.

When all trip and expense information has been entered, click tab **4. Completion.**



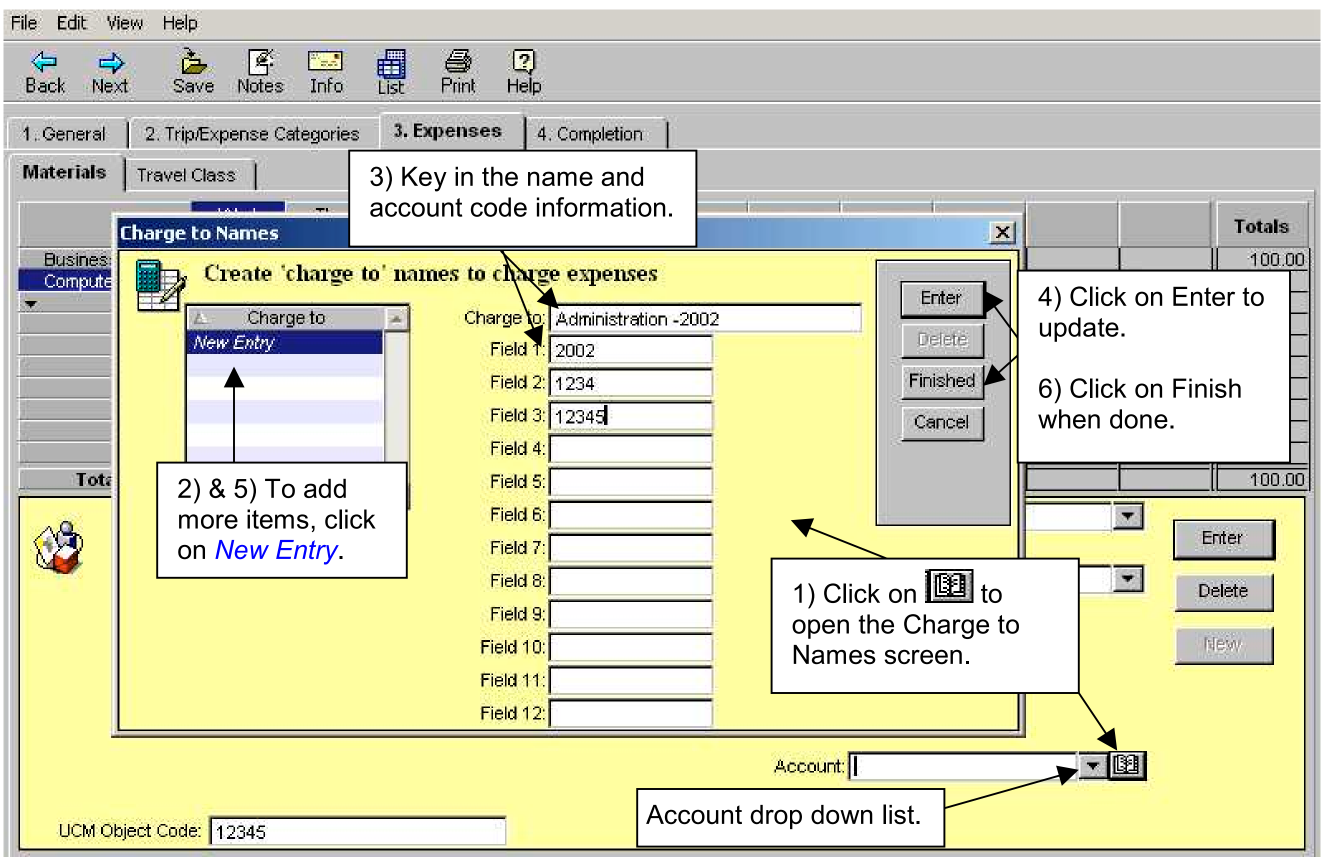
VI. Detail Account Codes   SKIP IF SPECIALIZED ACCOUNT CODES ARE NOT REQUIRE

To assign Detail Account Codes the **Specialized Account Code** field on tab **1. General** must be designated with a high-level account code. The Detail Account Codes (e.g., Index, PCA, etc.) are assigned to the expenses on the Expense tab. Procedures for adding Detail Account Codes are provided on the following pages.

ADD New Detail Account Code If the account code does not exist on the drop down list in the **Account** field:

1) In the **Account** field, click on the button. The **Charge to Names** screen will appear.
2) In the listing called **Charge to**, click on *New Entry*
3) In the Charge to field, key in a name associated with the account code, then in the following fields key the account code information. There are 12 fields with a maximum of 10 characters in each field. For departments using CALSTARS, by pointing your cursor over the field number, tip text will display identifying the CALSTARS field name.
4) When all Detail Account code information is keyed, click on Enter.
5) To add more items, click on *New Entry* in the **Charge to** listing and repeat steps 2) through 4).
6) Click on Finished to return to the expenses.

Click on Enter to update the expense with the Detail Account Code identified in the **Account** field.



When all trip and expense information has been entered, click tab **4. Completion**.

Continued on next page

VI. Detailed Account Codes (continued)

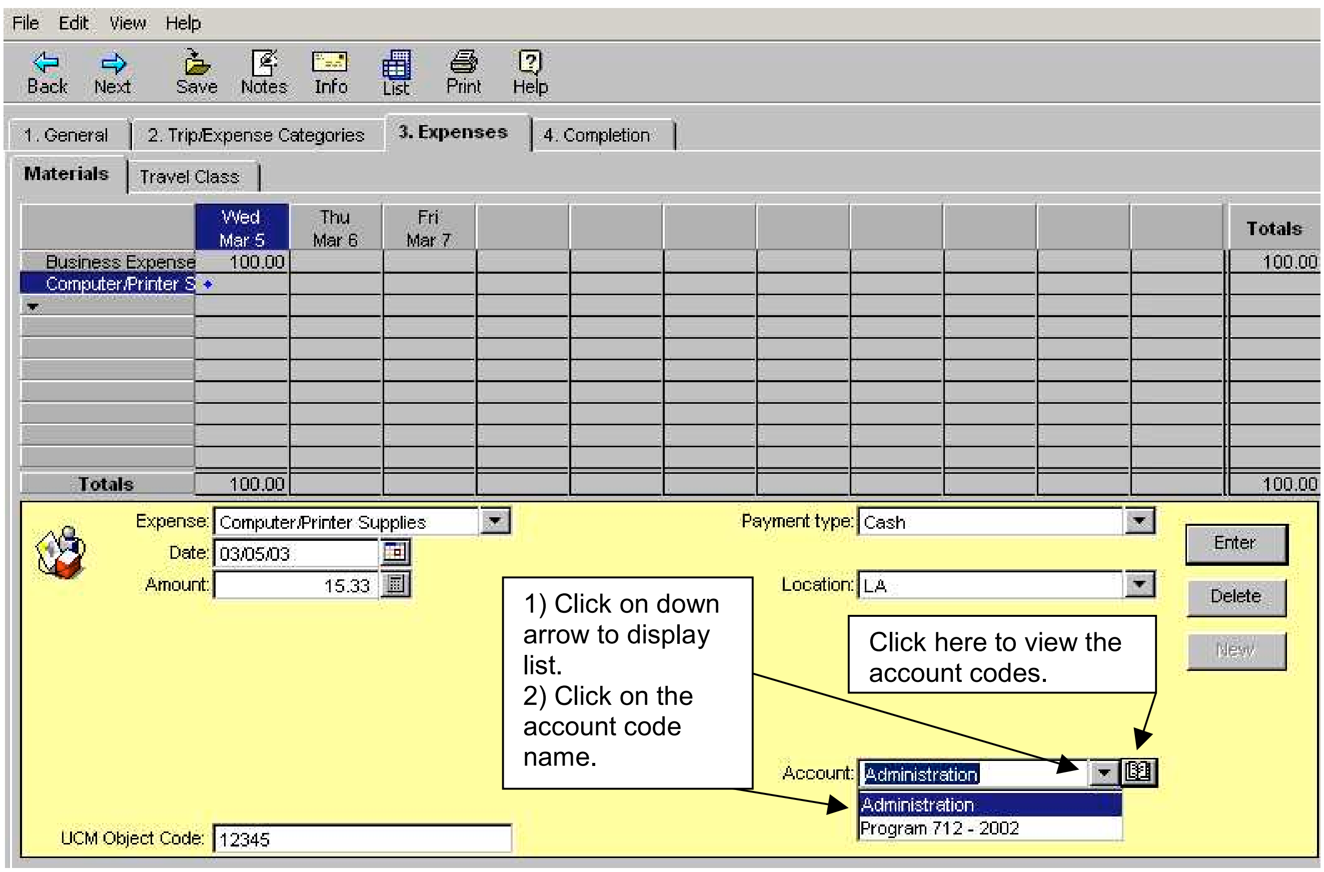
<u>If the account code exists on the drop down list in the **Account** field:</u>

1) Click on the down arrow in the **Account** field.
2) Click on one of the displayed "**Charge to**" items.

   To view the account codes assigned to the "Charge to" items listed, click on the button in the **Account** field (see example on previous page).

   If the item is not identified on the list, go to the previous page for instructions regarding adding Detail Account Codes to the listing.

3) After selecting the desired account code, click on Enter.



When all trip and expense information has been entered, click tab **4. Completion**.

VII. Completion Tab

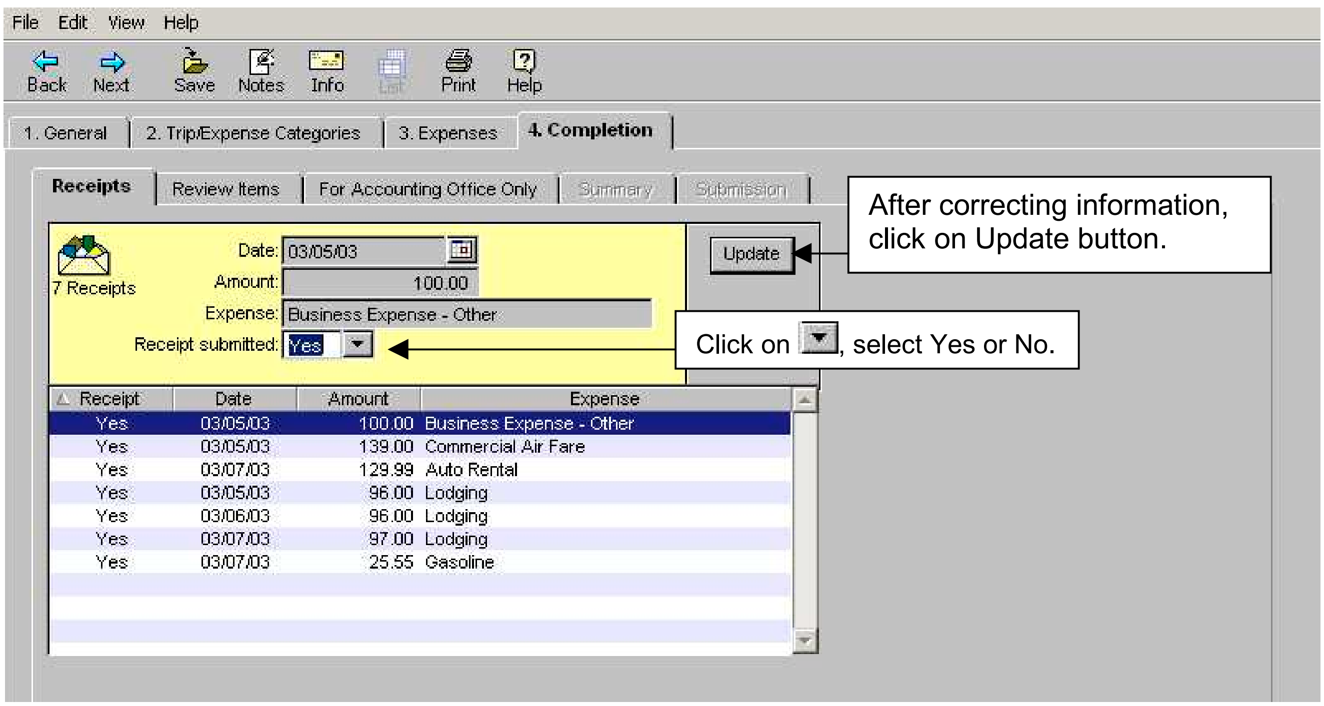
Under tab **4. Completion,** you will find additional tabs.

1) <u>Receipts Tab</u>

The **Receipts Items** tab will display only if expenses requiring receipts were keyed on tab **3. Expenses**. This screen lists all expenses requiring receipts. On this screen you may change the **Receipt Submitted** field to **Yes** or **No** with a statement indicating why the receipt was not submitted or previously submitted.

To change the information in the **Receipt Submitted** field click on the down arrow to select the appropriate receipt information, key any changes or information needed, then click Update.

After changes are made or if no changes are needed, click on the next tab.



VII. Completion Tab (continued)

2) Review Items Tab

The **Review Items** tab will display only if approval for the trip was required or if the expense is an exception and may require additional information or the expense requires mandatory review. If the **Status** field shows **Hard Stop**, click on tab **3. Expense**. Locate and correct or delete the expense creating the Hard Stop, then continue on to tab **4. Completion**.

Listed below are fields that may appear on the **Review Items** tab.

Response field **–** If a change is needed to the **Response** information, click the down arrow to select the desired **Response**. If the response is **No**, type in reason **Why**.

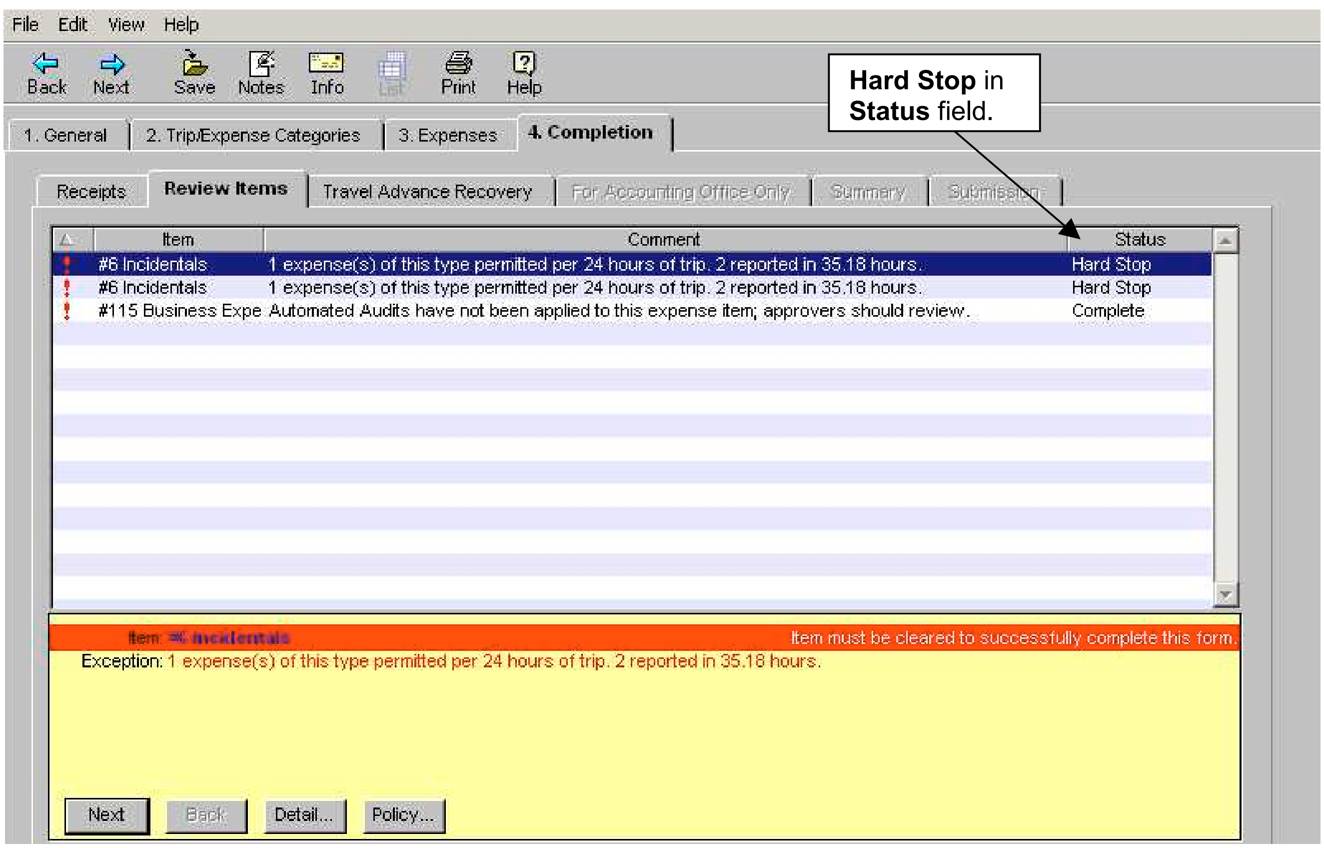
Reason field **–** Will display the reason given for the expense. Changes can be made by clicking in the box and keying in the new information.

At the bottom of the screen are buttons for Next and Back which will take you to the next or previous review item.

The Detail... button will display the information keyed from the **Expense** screen.

The Policy... button states the policy associated with the expense.

Once all expenses have been reviewed, click on the next tab.



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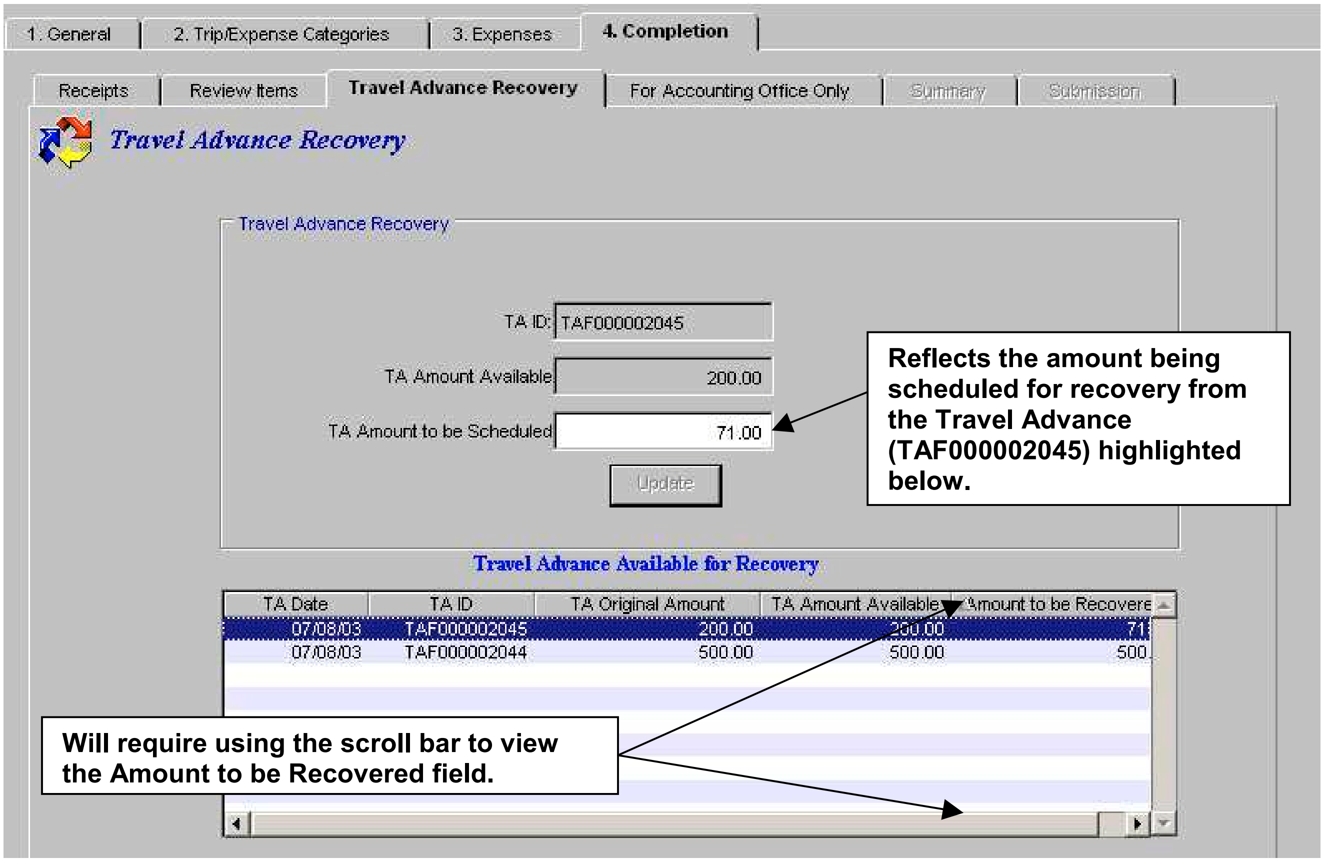
VII. Completion Tab (continued)

3) Travel Advance Recovery Tab

The **Travel Advance Recovery** screen displays the outstanding Travel Advance amount to be recovered from this Expense Reimbursement. CalATERS will deduct the maximum amount from all outstanding Travel Advances. If the amount scheduled for recovery is incorrect, contact the accounting office.

Click on the next tab **For Accounting Office Only.**



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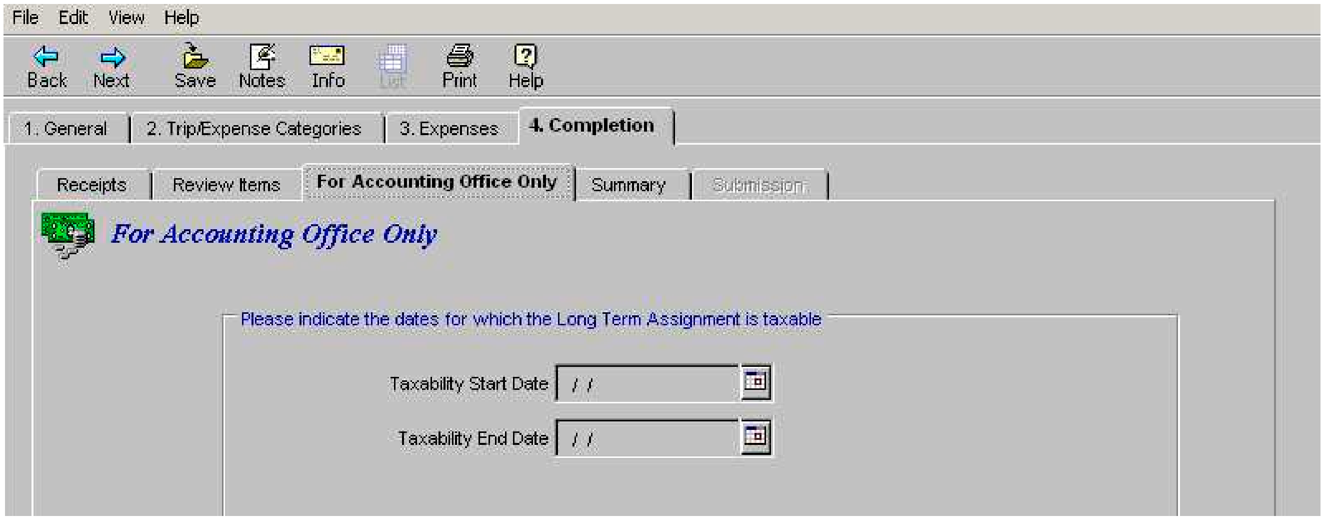
VII. **Completion Tab** (continued)

4) <u>For Accounting Office Only</u>

This screen is used only by the Accounting Office. Click on the **Summary** tab.



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VII. Completion Tab (continued)

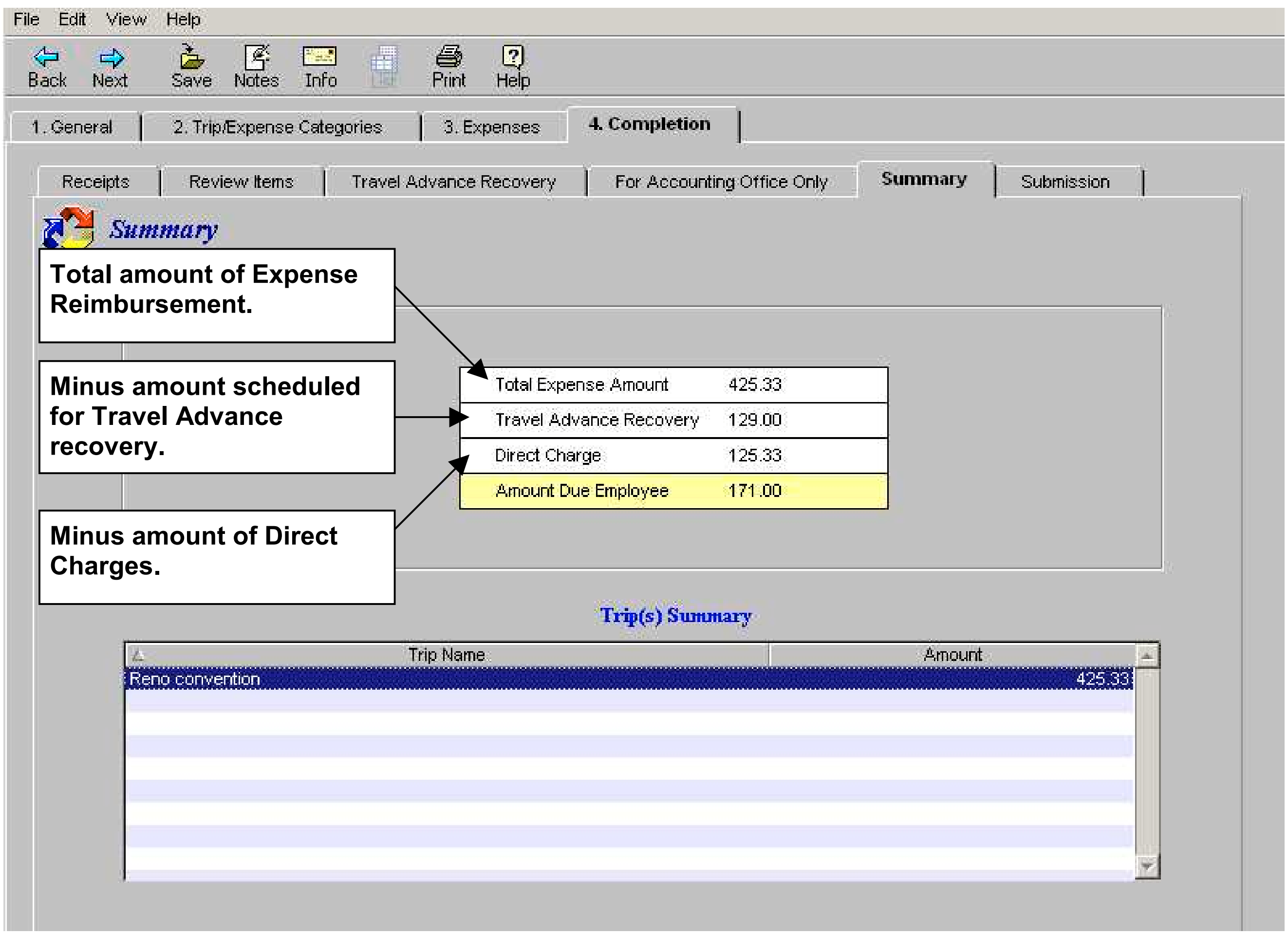
5) Summary

This screen reflects the total from the **Expense** listing minus the **Travel Advance Recovery** and **Direct Charge** amounts. The **Amount Due Employee** represents the reimbursable amount.

Also included at the bottom of the screen is a **Trip Summary**, which is a total of expense amounts for each trip reimbursement.

If the information is incorrect, you may go back to any screen by clicking on a tab and update information as needed.

If all information is correct, click on the **Submission** tab.



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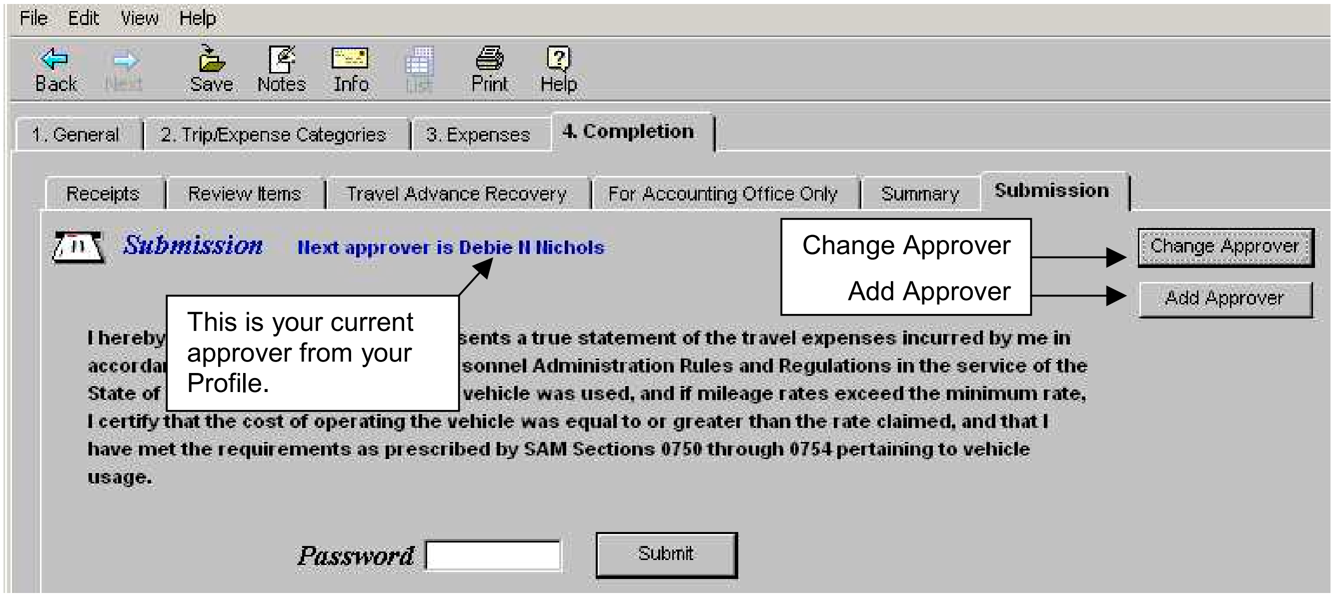
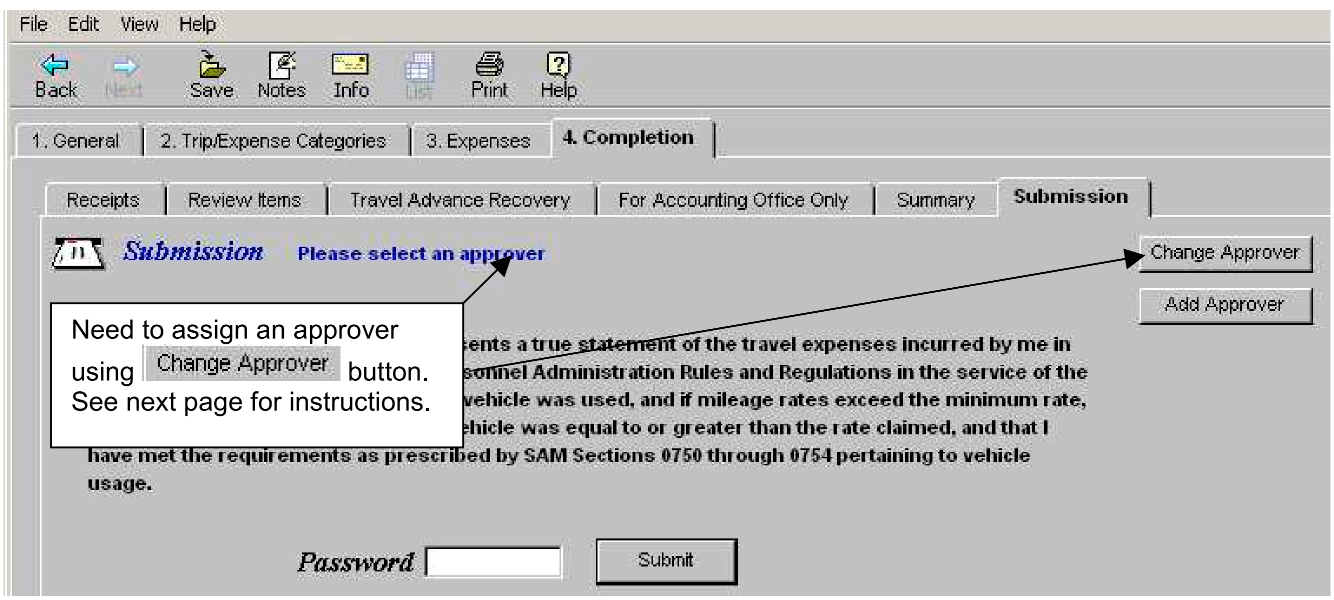
VII. **Completion Tab** (continued)

6) <u>Submission Tab</u>

This screen is used to submit the Expense Reimbursement and to identify the person(s) responsible for approving the Expense Reimbursement. If the approver is incorrect, not displayed or requires an alternate approver, procedures are provided on the following pages.



When Special Account Coding is assigned, an approver must be selected using the instructions on the following page titled **To Change, Assign or Select an Alternate Approver**.



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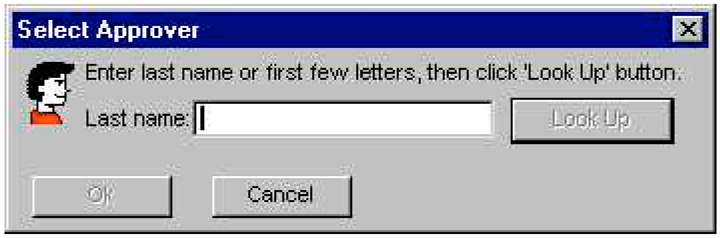
VII. **Completion Tab** (continued)

To Change, Assign or Select an Alternate Approver:

1) Click on the 

button. The **Select Approver** screen will display.
2) Key the last name of the approver, then click 

.



3) The **Select A Person** screen will display. To change or assign the approver, click on the desired name, and then click the 

button. The Expense Reimbursement will go to the selected approver and a copy of the form will be sent to your default approver.

Note: If the change to the default approver should apply to all future Travel Advances or Expense Reimbursements, correct the approver on your **Profile**. Specific information regarding the **Profile** can be found in Update Your Profile instructions on the CalATERS website.

Continued on next page

To Add an Approver in Addition to Your Current Approver:

1) Click on the Add Approver button. The **Select Approver** screen will display.
2) Key the last name of the approver, then click Look Up.

3) The **Select A Person** screen will display. To add the approver, click on the name, then click the Ok button. The Expense Reimbursement will first be routed to your default approver then to the added approver.

To Remove an Added Approver:

Click on the Remove Approver button.

The added approver will be removed.

Continued on next page

VII. Completion Tab (continued)

Submit Expense Reimbursement

Read the Submission Statement.

To submit your Expense Reimbursement, key your CalATERS sign in password in the ***Password*** field, then click the Submit button.

The Expense Reimbursement will be forwarded to the designated Approver. Once the Expense Reimbursement form is submitted, an e-mail will be sent by the system to the designated Approver to notify him/her that an Expense Reimbursement has been submitted requiring his/her review/approval on CalATERS.

Note: The progress of the form can be monitored using the **Form Status** Status button available on your Work Queue. Specific information regarding Form Status can be found in the Work Queue instructions on the CalATERS website.

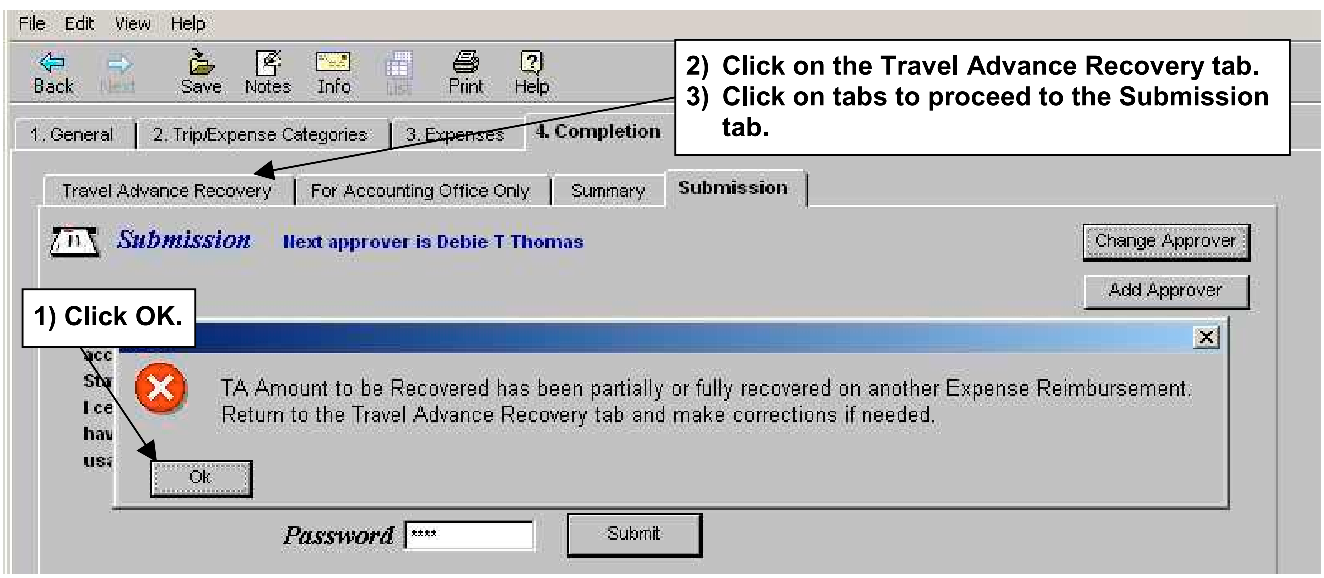
Travel Advance Error Message

When a Travel Advance is scheduled for recovery and multiple Expense Reimbursement are in progress, you may receive an error message when submitting the form.

Click the Ok button then click on the **Travel Advance Recovery** tab. No other action is required on your part; the system will automatically recalculate the Travel Advance fields.

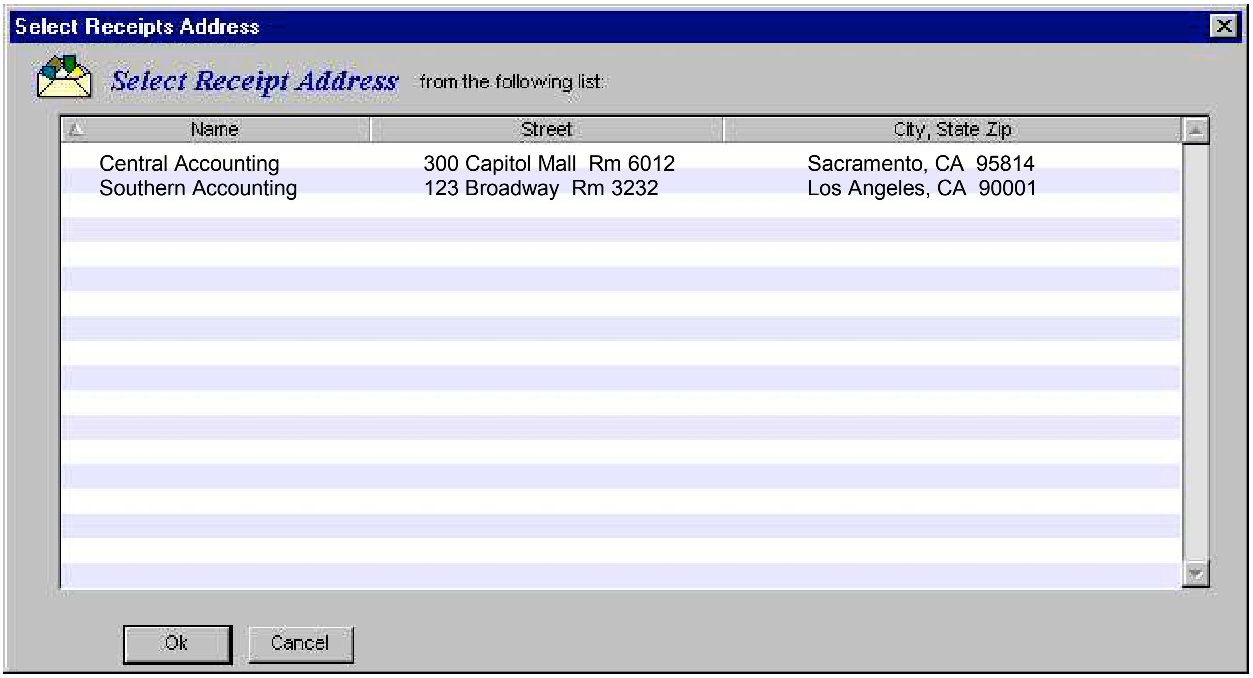
Click on the **For Accounting Office Only** tab and proceed to the **Submission** tab.

Change or add approvers as needed. Key in password then click Submit.



VIII. Print Reports

Once the Expense Reimbursement is submitted, the **Select Receipt Address** screen will display. Click on the address where receipts will be sent.

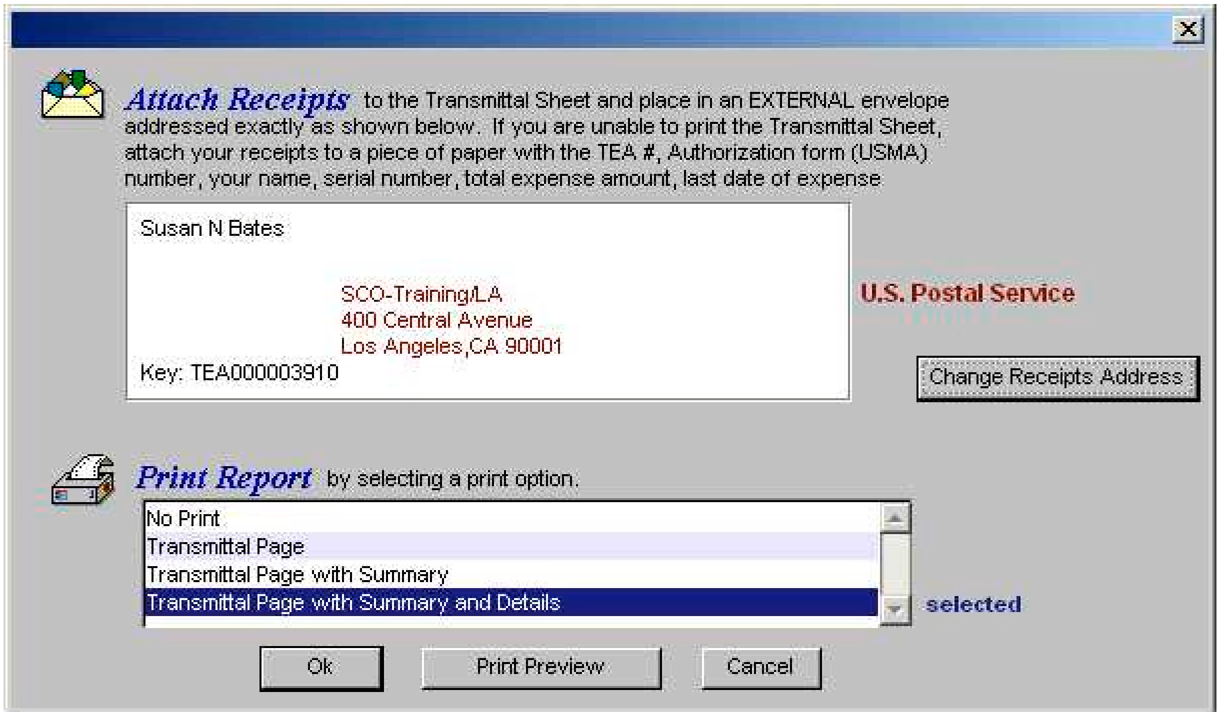


Continued on next page

VIII. Print Reports (continued)

The **Attach Receipts/Print Report** screen will display.

STOP! Do not mail your receipts to the selected address if your department requires approvers to verify receipts and the address is not the location of your approver. Attach your receipts to the transmittal sheet and forward to your approver



At the bottom of the screen is the **Print Report** screen. See **Report Samples** on following pages.

Click on one of the following options:

- **No Print** – none of the reports will be printed.
- **Transmittal Page** – only the Transmittal Page will be printed.
- **Transmittal Page with Summary** – will print both the Transmittal Page and the Travel & Expense Account Summary.
- **Transmittal Page with Summary and Details** – will print theTransmittal Page, the Travel & Expense Account Summary and Travel & Expense Account Summary & Detail.

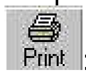
Click on one of the buttons located at the bottom of the screen:

Perform the selected print or no print option.

Will allow you to view the reports selected.

Will exit to the Work Queue without printing.

IX. Report Samples

The following pages contain samples of Expense Reimbursement reports that can be printed using the printer icon 

:

1) **<u>Travel & Expense Account Transmittal Sheet</u>**
   This sheet identifies expenses that require a receipt and is used to attach the receipts.

2) **<u>Travel & Expense Account Summary</u>**
   This summary is in a chart/grid format. It identifies the Trip/Expense Category (Trip Type), Trip Name reported expenses associated to each Trip Type. It contains the date, name and amount of each expense with subtotals and totals. Also contained on this summary is the “Net Due Employee”.

3) **<u>Travel & Expense Account Summary & Detail</u>**
   This summary is in a list format and contains the Trip/Expense Category (Trip Type),Trip Name, date, expenses, amounts and Payment Type (i.e., direct charge or cash). Also contained on this summary are Comments added to the Note Log in the Expense Reimbursement form.

Important:	Amounts reflected in the above reports may change due to adjustments reducing expense amounts or changes to Travel Advances scheduled for recovery.

Continued on next page.

IX. **Report Samples** (continued)

1) Travel & Expense Account Transmittal Sheet

Amounts may change due to adjustments, reduced expense amounts or changes to Travel Advances.

Travel & Expense Account
Transmittal Sheet

After Approval, Mail Receipts To

,

Employee Name	Coyote, Wiley
Expense Dates	03/05/01-03/07/01
Total Expense Amount	694.73
Amount Due Employee	0.00
Form ID	TEA000000638

DIRECTIONS FOR SUBMISSION

. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/05	Business Expense - Other	100.00	
2)	03/05	Lodging	85.00	
3)	03/06	Lodging	85.00	

2 *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	#115 Business Expense - Other	Mandatory review item (expense 100.00 on 03/05/01) .	

I have reviewed the following documents.

Approved by: ______________________________

Debie N Nichols

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IX. Report Samples (continued)

2) Travel & Expense Account Summary

Amounts may change due to adjustments, reduced expense amounts or changes to Travel Advances

Travel & Expense Account Summary

Employee Name	Wiley Coyote	***Request Total***	$	694.73
Expense Dates	03/05/01-03/07/01	***Direct Charge Total***	-	308.33
Report Name	Los Angeles 3/5-7	***Travel Advances***	-	386.40
		Net Due Employee	=	0.00

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	LA Course Fees	100.00
Regular Travel	LA Class	594.73

NOTE: (d)=Direct Charge

DATE	Mon Mar 5	Tue Mar 6	Wed Mar 7							TOTAL
Lunch	10.00	10.00	10.00							30.00
Dinner	18.00	18.00								36.00
Lodging	85.00	85.00								170.00
Mileage, Personal Auto	6.20		6.20							12.40
Commercial Air Fare (d)	182.00									182.00
Breakfast		6.00	5.00							11.00
Incidentals		6.00	6.00							12.00
Gasoline			15.00							15.00
Auto Rental (d)			126.33							126.33
TOTALS $	301.20	125.00	168.53							594.73

DATE	Mon Mar 5									TOTAL
Business Expense - Other	100.00									100.00
TOTALS $	100.00									100.00

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IX. Report Samples (continued)

3) Travel & Expense Account Summary & Detail

Travel & Expense Account
Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	LA Course Fee	03/05/01	Business Expense - Other	100.00	Corporate Card
Regular Travel	LA Class	03/05/01	Lunch	10.00	Cash
Regular Travel	LA Class	03/05/01	Dinner	18.00	Cash
Regular Travel	LA Class	03/05/01	Lodging	85.00	Corporate Card
Regular Travel	LA Class	03/05/01	Mileage, Personal Auto	6.20	Cash
Regular Travel	LA Class	03/05/01	Commercial Air Fare	182.00	Direct Charge
Regular Travel	LA Class	03/06/01	Breakfast	6.00	Cash
Regular Travel	LA Class	03/06/01	Lunch	10.00	Cash
Regular Travel	LA Class	03/06/01	Dinner	18.00	Cash
Regular Travel	LA Class	03/06/01	Lodging	85.00	Corporate Card
Regular Travel	LA Class	03/06/01	Incidentals	6.00	Cash
Regular Travel	LA Class	03/07/01	Breakfast	5.00	Cash
Regular Travel	LA Class	03/07/01	Lunch	10.00	Cash
Regular Travel	LA Class	03/07/01	Incidentals	6.00	Cash
Regular Travel	LA Class	03/07/01	Gasoline	15.00	Cash
Regular Travel	LA Class	03/07/01	Mileage, Personal Auto	6.20	Cash
Regular Travel	LA Class	03/07/01	Auto Rental	126.33	Direct Charge

Comments are entries from the Note Log.

Comments

Subject	Comment
Trip Selection	Included the class materials under separate Non-Expenses Trip Type.

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