Reviewing Report Totals

**Purpose:** Before submitting an Expense Report, users should review Report Totals.

- **Total Amount** indicates the total amount of all expenses entered on the report.
- **Total Requested** indicates the total amount of all expenses entered on the report, minus personal non-reimbursable expenses.
- **Note:** Total Amount and Total Requested are not necessarily the amount due the employee.
- To see amount due employee, click Details and Totals.
Expense Report Total is $690.90

- $93.90 was charged to the FSU Travel Card (FSU-CBCP), so this was not an out-of-pocket expense. This amount is deducted from the Amount Due Employee.
- Amount Due Employee is $597.00