



Reviewing Report Totals

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

Chicago - Conference

[+ New Expense](#) [Import Expenses](#) [Details ▾](#) [Receipts ▾](#) [Print / Email ▾](#)

Exceptions

Expense Type	Date	Amount	Exception
Emergency Cl...	11/12/2016	\$93.90	Missing required field: Comment.

Expenses

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<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	11/24/2016	Meal Per Diem Chicago, Illinois	\$74.00	\$74.00
<input type="checkbox"/>	> 11/24/2016	Lodging Hilton Hotels, Chicago, Illinois	\$360.00	\$360.00
<input type="checkbox"/>	11/23/2016	Meal Per Diem Chicago, Illinois	\$5.00	\$5.00
<input type="checkbox"/>	11/22/2016	Meal Per Diem Chicago, Illinois	\$56.00	\$56.00
<input type="checkbox"/>	11/21/2016	Meal Per Diem Chicago, Illinois	\$57.00	\$57.00
<input type="checkbox"/>	11/12/2016	Emergency Class Materials FEDEXOFFICE 00000828, Chicag	\$93.90	\$93.90
<input type="checkbox"/>	11/01/2016	Actual Meal Cost (In lieu of Per I TEst, Pittsburgh, Pennsylvania	\$45.00	\$45.00

TOTAL AMOUNT	TOTAL REQUESTED
\$690.90	\$690.90

- 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.



Report Totals		×
Expense Report		
Report Total :	\$690.90	
Less Personal Amount :	\$0.00	
Amount Claimed :	\$690.90	
Amount Rejected :	\$0.00	
Company Disbursements		
Amount Due Employee :	\$597.00	
Amount Due -CBCP Travel Card :	\$93.90	
Total Paid By Company :	\$690.90	
Employee Disbursements		
Amount Owed Company :	\$0.00	
Total Owed By Employee :	\$0.00	
<input type="button" value="Close"/>		

- 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