Submitting an Expense Report

**Purpose:** Delegates (travel reps) may create and complete expense reports on behalf of a traveler. The traveler must ensure that the expense report is correct and submit it.

To submit an expense report:

1. Review expense report details including totals, receipts, and any audit rule warnings.
2. On the expense report page, click **Submit Report**. The **Final Review** window appears.
3. If everything is correct, Click **Accept & Submit**.
4. If you cannot successfully submit the report, a message appears describing the report error or exception. Correct the error, or if the user requires assistance, contact the FSU Travel office.

**Delegates**

**Note:** Delegates cannot submit expense reports on behalf of other people.