


Alert Bubble Warning for Approvers

If the Date Return on the header of an expense report is greater than 90 days from the original submission date all Approvers will receive the following Alert Bubble Message:

3 Gasoline	08/30/2016	\$10.00 > 90 Days		This TER is beyond the 90 days from the trip end date. Only approve if there is a documented exception.
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If the Expense Report is Non Travel related and the box is unchecked for Travel related expense report at the header level the system will check each expense line date and if any line is over 90 days from the original submission date the following alert bubble will display for all approvers:

1 Misc-Purchases/Supplies	09/01/2016	\$50.00 > 90 Days		This TER is beyond the 90 days from the expense date. Only approve if there is a documented exception.
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