Emburse User Guide:
Policy Compliance Warnings for an Expense Report

Instructions to Correct Compliance Warnings

Compliance Warning (orange box): indicates that additional information is required before the expense can be submitted for approval and processing.

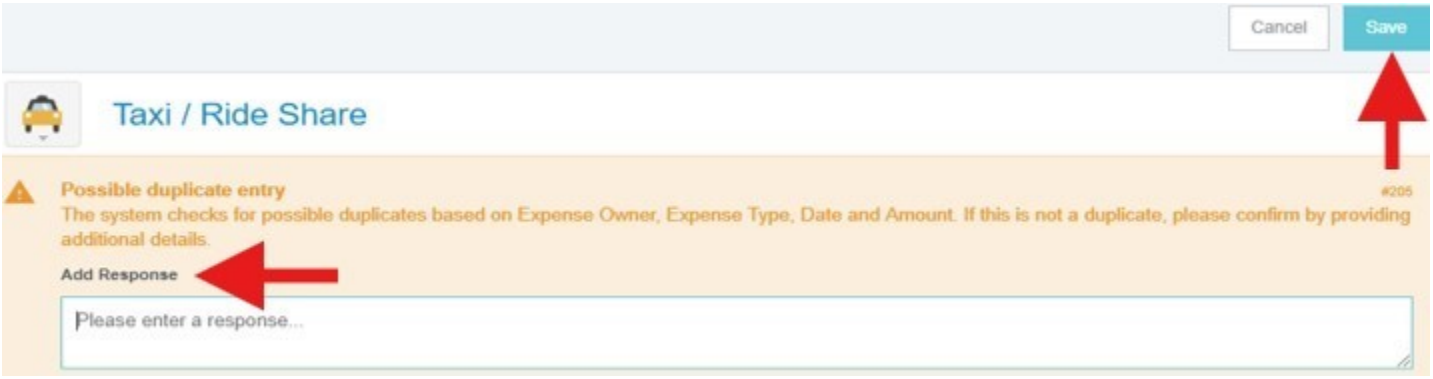
Available options to correct:

- Modify the data
- Enter a reply in the expense warning box

To add a reply, click **Add Response** and enter further details regarding the expense entry.

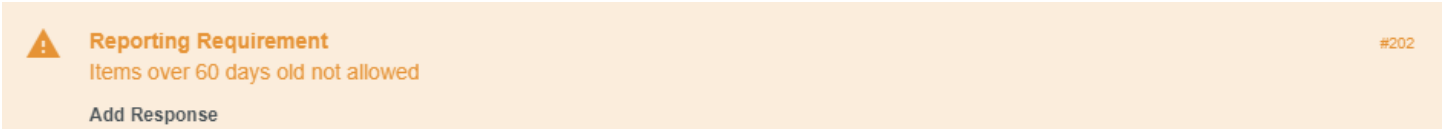
Once entered, click **Save** to move the request forward.

- If you click elsewhere on the screen before clicking **Save**, then the changes will not be added to the report.

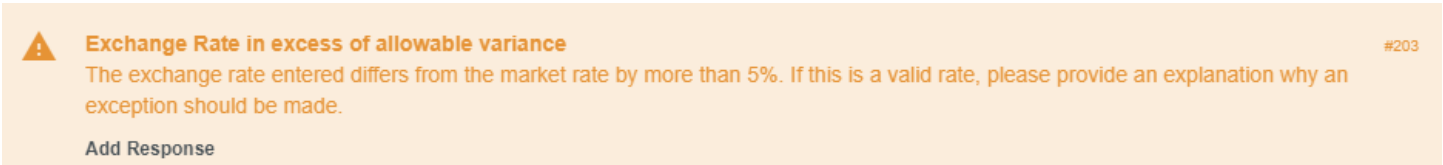


Compliance Warnings that May be Encountered

#202 – Reporting Requirement
Provide the reason you did not reconcile your expenses within 60 days of your return trip.



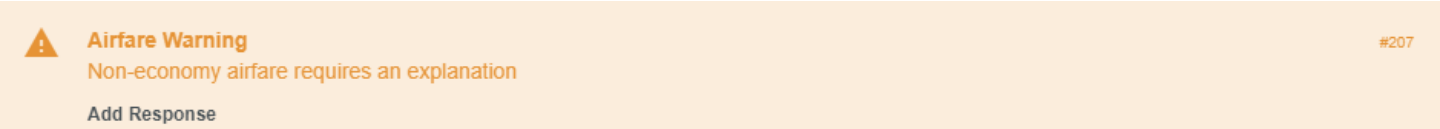
#203 – Exchange Rate in Excess of Allowable Variance
Chrome River automatically calculates the exchange rate based on the currency. If your receipt documentation shows an amount outside the 5% limit, please provide a reason for the variation.



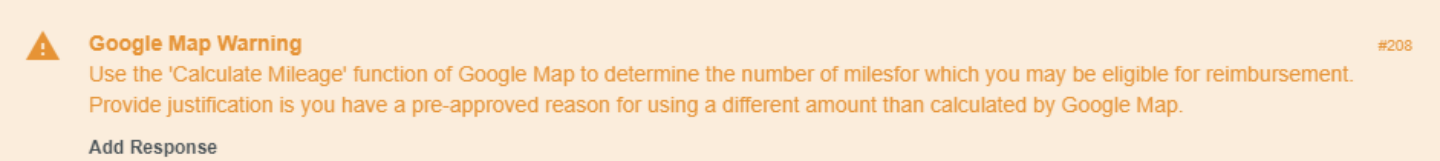
#205 – Possible Duplicate Entry
The reason may include a statement such as “multiple rooms at the same rate for a group trip.”



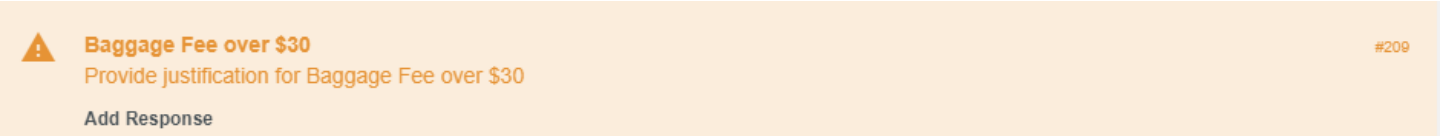
#207 – Airfare Warning
Provide a business reason for purchasing non-economy airfare tickets. Without a business reason for the additional costs, the cost may be deemed personal.



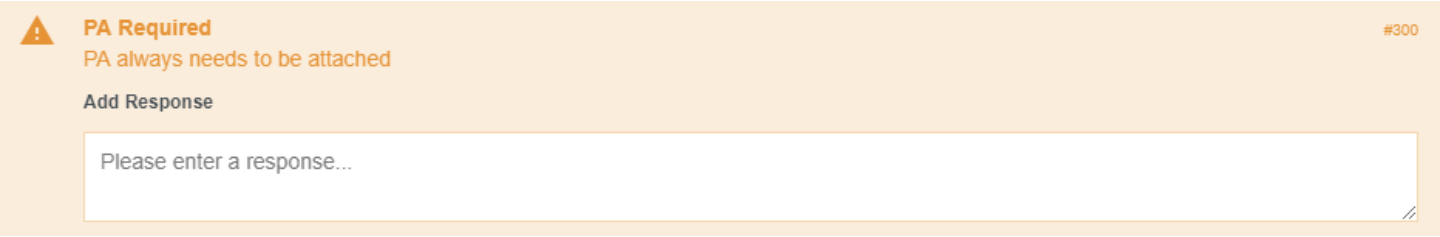
#208 – Google Map Warning
The Google Map function should be used for all mileage calculations. If you are providing a set number of miles that the Travel Office has approved, then indicate the justification for the exception as your response.



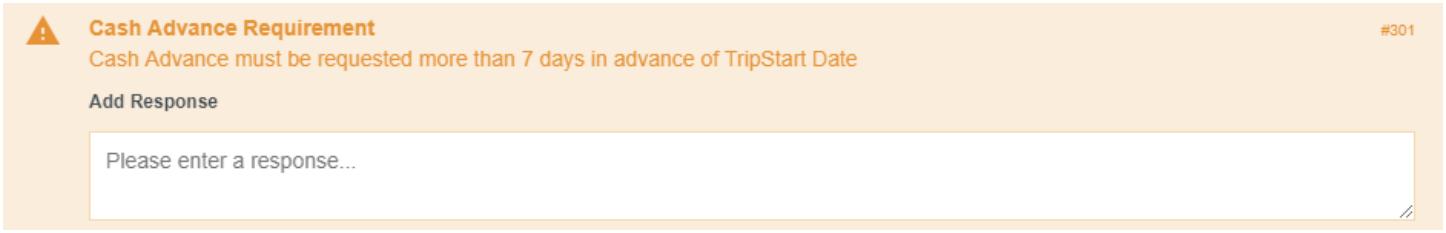
#209 – Baggage Fee Over $30
Provide a business reason for the additional baggage. Without a business reason, the additional costs may be deemed personal.



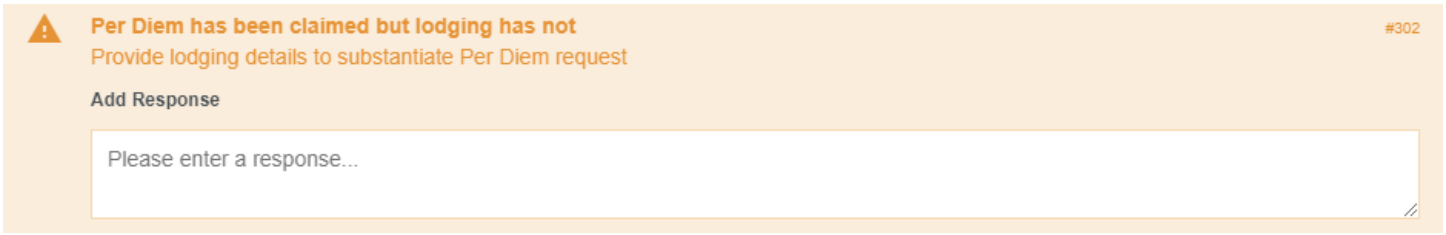
#300 – PA Required
Pre-Approval is required to obtain proper approval from the financial manager. Pre-Approvals should be completed before a trip occurs.



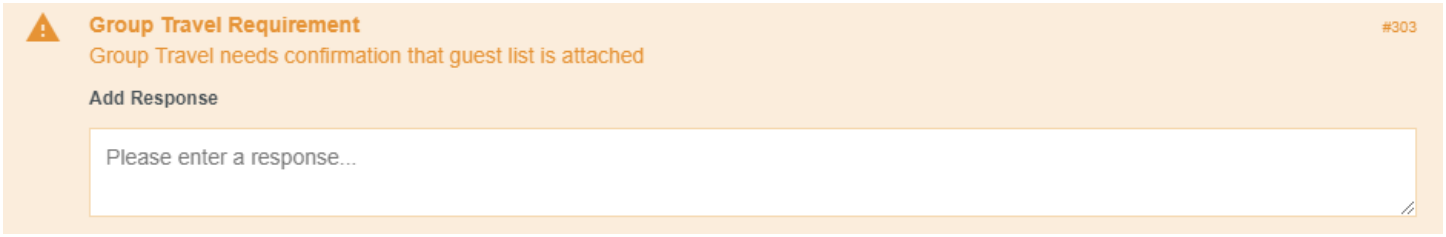
#301 – Cash Advance Requirement
To allow processing time, all cash advances, which are allowed only in certain circumstances, must be requested more than seven days before the trip's start date. If a cash advance is requested with less than seven days' turnaround time, provide the reason for the late request for review.



#302 – Per Diem has been claimed but lodging has not
If you do not have a lodging expense to claim, then provide the name, address, and phone number of the place/person's residence where you stayed. Note if the lodging was paid outside of USI or the expense exceeded your allowed funding.



#303 – Group Travel Requirement
Provide a list of all travelers in the group. You can type the list in the response box or attach it as an upload. If you attach the list, then type "see attached" as your response in the box.



#307 – FM Approval Required
When the Expense Report total exceeds the original amount approved on the Pre-Approval, you must either request additional funding from your Financial Manager or reduce out-of-pocket expenses. Attach approval from the Financial Manager for the extra funding. For your response, enter "See attached" or "FM approval in comments," depending on how the information is entered.

Remember: If additional funding is awarded AND more than one FOAP was used in the Pre-Approval allocation, each expense line item must be readjusted to reflect the proper allocation amounts.

