Emburse User Guide:
Policy Compliance Violations for an Expense Report

Instructions to Address Compliance Violations

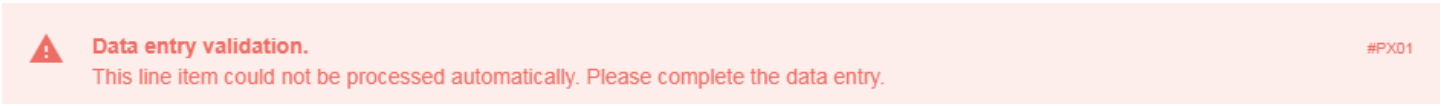
Compliance Violation (red box): indicates that the expense cannot be submitted for approval and payment based on the company's policies as defined in the system.

Available option to correct:

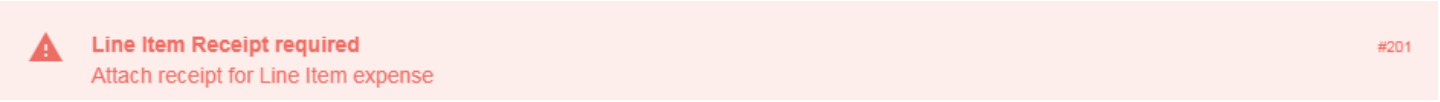
- Modify the data – This requires correction in the Expense Report before the system allows you to submit the report. View the list below for directions on how to correct the violations encountered.

Compliance Violations that May be Encountered

#PX01 – Data Entry Validation
This is an auto-generated warning that appears when importing a Pre-Approval Report. Click Edit, make corrections as needed, and then click Save if you want to keep the expense on the Expense Report. If you do not want to allocate the expense on the current Expense Report, then click Delete.



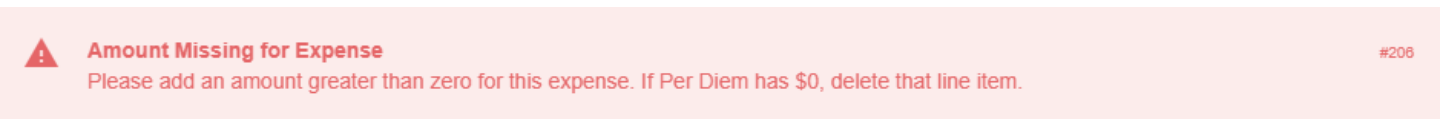
#201 – Line Item Receipt Required
Each line item expense requires backup. This warning reminds you to attach an image of the receipt (PDF or JPEG format). Other documents, such as MS Office documents, must be converted to one of these file types before upload.



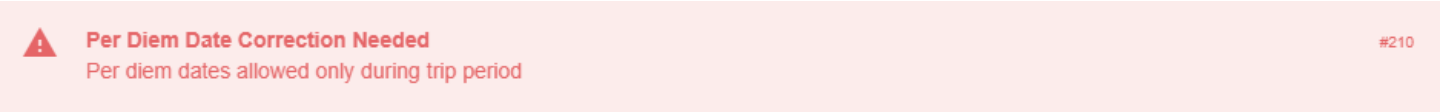
#204 – Report Exceeds Line Item Limit
This rule limits the number of line item transactions. If you have enough transactions to trigger this warning, then you will need to remove expense items from the Expense Report and submit them on a new Expense Report.

#206 – Amount Missing for Expense
Banner does not allow $0 expense line items such as per diem listings with all meals deducted or out-of-pocket expenses that are entirely personal purchases. These items must be deleted before Chrome River will allow the Expense Report to be submitted.

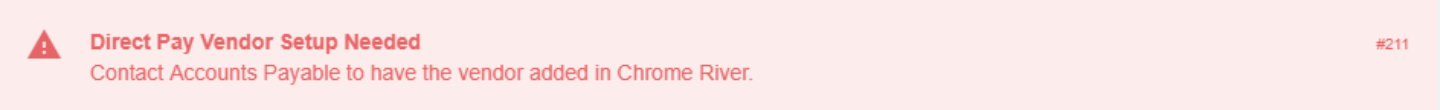
If you paid for an item with a TCard, then it must be recorded as a University expense. USI will pay you $0 for the transaction, but Banner must still record the expense amount.



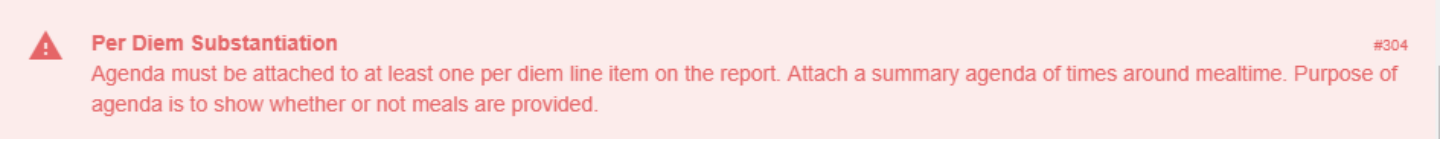
#210 – Per Diem Date Correction Needed
Edit the per diem dates so they fall within your trip period, as listed in the Expense Report header information carried over from your Pre-Approval.



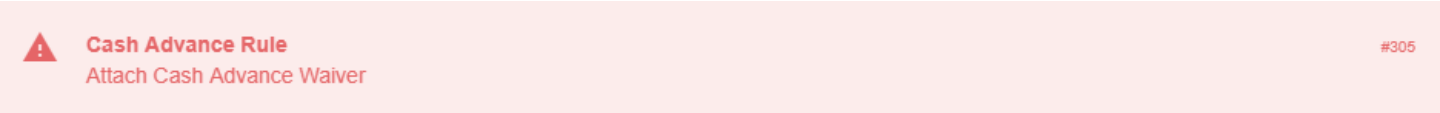
#211 – Direct Pay Vendor Setup Needed
This list will expand based on vendor requirements. The preferred method is to pay a vendor with your TCard. If a vendor requires payment by check, then see the guide *Registration Fees – Check Only Payments*.



#304 – Per Diem Substantiation



#305 – Cash Advance Rule



#306 – CostCodeOverride value is null – Must Resave Line Items
This warning will trigger if the system does not pull in the Account Code for the mosaic.
The warning is a safeguard to alert Accounts Payable to a system issue.