Passport/Visa Fee processing: Reimbursing employee Paid Expense

Purpose = Employee Misc Expense Reimbursement, complete mandatory fields (*)

Document Header:
Edit the header information for this expense report and click Continue.

Tracking #

* Report Title
Visa Fee

* Purpose
Employee Misc Expense Reimbursement

* Business Purpose/Justification
purpose for obtaining visa

User Defined #1
User Defined #2

* Payment Affiliation
Employee

* Required Fields
Continue Cancel

then hit Continue

Add Expense “141900-Passports and Visas” from DropDown:

☐ Use the Items tab to view your expense report items, or add a new item by clicking Add Expense.

141900-Passports/Visas

(note, there are two choices for 141900 – be sure you are using Passports and Visas)

Then Add Expense and complete information on next screen

Expense Item 141900-Passports/Visas
Enter all the required information for this expense item and click Save.

Standard Information

* Date
* Amount
* Currency
* Fix Rate

* Purpose
Employee Misc Expense Reimbursement

* Payment Type
Employee Paid

* Business Justification

☐ Receipt Included ☐ Do Not Reimburse (Personal)

* Required Fields

☐ Additional Information

Item has 0 note(s) Item has 0 exception(s)

Save Cancel

Click Save and continue with submit process.