

How to Submit an Expense Report for Approval- Hotel, Mileage and Meal examples

These are examples only. Below you will find a step-by-step guide on how to check for receipts into your wallet and submit a new expense report. Below is an example of submitting expenses for hotel, mileage and meals. These are examples only.

1 Navigate to <https://expense.certify.com/Home.aspx>

2 Click "Wallet", check to make sure receipts you are submitting are listed here, if not click "Add Receipts".

The screenshot shows the 'emburse certify' web application interface. On the left is a navigation menu with options: Home, Add Receipts, Wallet (highlighted with an orange circle), Processing Requests, New Expense Report, Drafts, October NAC expenses, and Pending. The main content area is divided into four sections: 'My Certify Wallet' (containing a table of receipts), 'My Expense Reports' (with a 'New Expense Report' button), 'Add Receipts' (with MOBILE, EMAIL, and UPLOAD icons), and 'Schedule Expense Report' (with a calendar icon).

Date	Description	Amount
1/14/23	Airbnb HQ	\$3,611.87
11/10/20	Emburse test- Meals.jpg	\$17.75

3 Click "New Expense Report"

The screenshot shows the 'My Certify Wallet' dashboard. On the left is a sidebar with navigation options: Home, Add Receipts, Wallet, Processing Requests, New Expense Report (highlighted with an orange circle), Drafts, October NAC expenses, Pending, and Reporting. The main content area is titled 'My Certify Wallet' and contains two sections: 'Receipts' and 'Expenses'. The 'Receipts' section has a table with columns: Source, Receipt, Date, Category/Details, and Vendor. It lists two receipts: one from 11/10/2020 and another from 1/14/2023 with vendor 'Airbnb HQ'. The 'Expenses' section is currently empty and displays the message: 'There are no expense Imported expenses w'.

4 Click "Start with a blank expense report"

The screenshot shows the 'Create a New Expense Report' screen. The sidebar on the left is identical to the previous screenshot. The main content area is titled 'Create a New Expense Report' and asks 'What would you like to do?'. It offers three radio button options: 'Add all items to a new expense report', 'Use a date range to add some items to a new expense report', and 'Start with a blank expense report' (highlighted with an orange circle). At the bottom, there are 'Back' and 'Next' buttons.

5 Click Next.

The screenshot shows a sidebar on the left with navigation items: Home, Add Receipts, Wallet, Processing Requests, New Expense Report, Drafts, October NAC expenses, Pending, and Reporting. The main content area is titled "What would you like to do?" and contains three radio button options: "Add all items to a new expense report", "Use a date range to add some items to a new expense report", and "Start with a blank expense report". The "Start with a blank expense report" option is selected. Below the options are "Back" and "Next" buttons. An orange circle highlights the "Next" button.

6 Name your expense report, i.e. "November NAC Expenses".

The screenshot shows the "emburse certify" logo at the top left. The sidebar on the left is identical to the previous screenshot. The main content area is titled "Create a New Expense Report" and contains the heading "Enter expense report information". Below this are several input fields: "Expense Report Name" (with an orange circle highlighting the text input area), "Start Date" (with a calendar icon), "End Date" (with a calendar icon), "Description" (with a text area), and "Location" (with a dropdown menu). At the bottom are "Back" and "Next" buttons.

7 Click the start date for the range of your expenses.

amburse
certify

Create a New Expense Report

Enter expense report information

Expense Report Name

Start Date 

End Date 

Description

Location

8 Click the end date for the range of your expenses

certify

Create a New Expense Report

Enter expense report information

Expense Report Name

Start Date 

End Date 

Description

Location

9

In the "Location" field, find the NAC for which you are submitting your expenses.

The screenshot shows a web interface for entering expense report information. On the left is a sidebar with menu items: 'Requests', 'New Expense Report', and 'AC expenses'. The main content area is titled 'Enter expense report information' and contains the following fields: 'Expense Report Name' (text input with 'November NAC Expenses'), 'Start Date' (calendar picker with '11/7/2024'), 'End Date' (calendar picker with '11/11/2024'), 'Description' (text area), and 'Location' (dropdown menu with 'November NAC' selected). An orange circle highlights the 'Location' dropdown. At the bottom are 'Back' and 'Next' buttons.

10

Click Next.

This screenshot shows the same expense report form as above, but with the 'Next' button highlighted by an orange circle. The sidebar on the left now includes a 'Processing Requests' item with a checkmark icon. The 'Location' dropdown still shows 'November NAC'.

11 Click the date for the receipt you are submitting.

Attendees: (1) Tanner Gonzales, Self
Location: November NAC

Total Non-Reimbursable
Total Reimbursable
Total Expenses

Add Expense

Date: 

Category: 

Location: 

Reason:

Receipt:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

12 Select the dropdown menu for category, find the correct category for your receipt you are submitting, i.e. "Mileage" if you drove to the tournament.

Total Non-Reimbursable
Total Reimbursable
Total Expenses

Add Expense

Date: 

Category: 

Location: 

Reason:

Receipt:

13 In the "From" field enter your address you departed from.

The screenshot shows the 'Add Expense' form in a web application. On the left is a sidebar with navigation options: 'Drafts', 'October NAC expenses', 'November NAC Expens...', 'Pending', and 'Reporting'. The main form area is titled 'Add Expense' and contains the following fields: 'Date' (11/7/2024), 'Category' (Mileage), 'Location' (November NAC), 'From' (highlighted with an orange circle), 'To' (empty), 'Miles' (empty), 'Round Trip' (checkbox), 'Reason' (empty), and 'Receipt' (Select button). A 'Total Expens' label is visible in the top right corner.

14 In the "To" field, enter the Hotels address you are staying at.

The screenshot shows the 'Add Expense' form with the 'From' field filled with '2201 West End Ave, Nashville, TN 37235'. The 'To' field is highlighted with an orange circle. The 'Reason' field is now empty. At the bottom of the form, there are 'Save' and 'Cancel' buttons. The sidebar on the left shows 'Pending' and 'Reporting' options.

15 Click "MapIt!"

ing
rting

Add Expense

Date

Category

Location

From

To

Miles

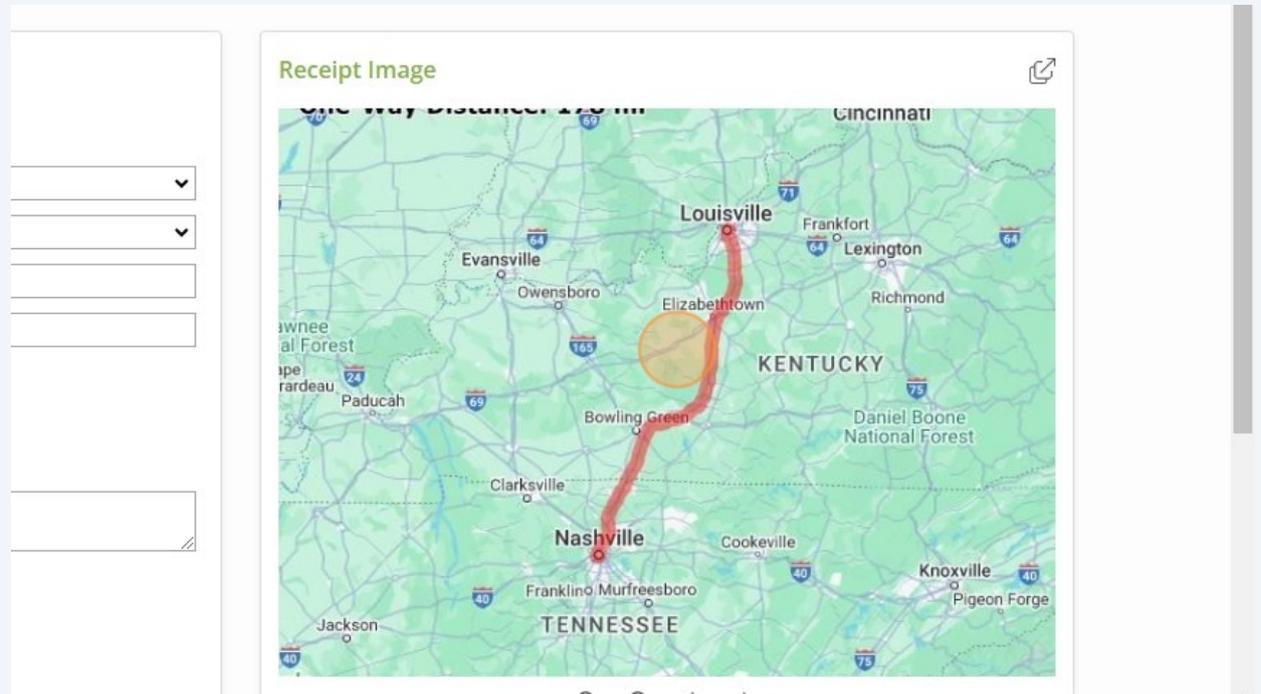
Round Trip Add Segment

Reason

Receipt

My Certify

16 Once you clicked "Mapit!" it will automatically create a map based on the address's you entered, this will serve as your receipt.



17 Ensure the Milage is correct in "Miles" field.

Pending

Reporting

Add Expense

Date: 11/7/2024

Category: Mileage

Location: November NAC

From: 2201 West End Ave, Nashville, TN 37235

To: 140 N Fourth Street, Louisville, KY, 40202

Miles: MapIt!

Round Trip: Add Segment

Reason:

Receipt:

18 Click this checkbox if your Mileage was round trip.

Pending

Reporting

Add Expense

Date: 11/7/2024

Category: Mileage

Location: November NAC

From: 2201 West End Ave, Nashville, TN 37235

To: 140 N Fourth Street, Louisville, KY, 40202

Miles: MapIt!

Round Trip: Add Segment

Reason:

Receipt:

19 Click Save.

Pending	Category: Mileage
Reporting	Location: November NAC
	From: 2201 West End Ave, Nashville, TN 37235
	To: 140 N Fourth Street, Louisville, KY, 40202
	Miles: 356.0 MapIt!
	Round Trip: <input checked="" type="checkbox"/>
	Reason: <input type="text"/>
	Receipt: Change
	Save Cancel

20 You may also view the mapped receipt here.

Details	Amount	Receipt
<input checked="" type="checkbox"/> Meets policy. Location: Louisville, KY Hotel Name: Airbnb Check-in: 11/7/2024 Check-out: 11/12/2024 Average per night: 722.37 USD Location: November NAC	3,611.87	
<input checked="" type="checkbox"/> Meets policy. From 2201 West End Ave, Nashville, TN 37235 to 140 N Fourth Street, Louisville, KY, 40202 (Round Trip) 156 Miles @ 0.67 USD Location: November NAC	238.52	
<input checked="" type="checkbox"/> Meets policy. Vendor: Burger Town Location: Louisville, KY Attendees: (1) Tanner Gonzales, Self Location: November NAC	17.75	
Total Non-Reimbursable	50.00	

Receipt Image

One-Way Distance: 178 mi

Map data ©2024

21 Click the date for the receipt you are submitting.

The screenshot shows a sidebar on the left with menu items: 'New Expense Report', 'Drafts', 'October NAC expenses', 'November NAC Expens...', 'Pending', and 'Reporting'. The main content area has a header that says 'There are no expenses in' followed by 'Enter the details of the new expense or click on an item i'. Below this is the 'Add Expense' form. The 'Date' field has a calendar icon highlighted with an orange circle. Other fields include 'Category' (dropdown), 'Location' (dropdown with 'November NAC' selected), and 'Reason' (text area). At the bottom are 'Select', 'Save', and 'Cancel' buttons.

22 Select the dropdown menu for category, find the correct category for your receipt you are submitting, i.e. "Hotels" if you stayed outside the USA Fencing provided hotel.

This screenshot shows the 'Add Expense' form with the 'Date' field filled with '11/7/2024'. The 'Category' dropdown menu is open, and 'Hotels' is selected, highlighted with an orange circle. The 'Location' dropdown is set to 'November NAC'. The 'Reason' field is empty. The 'Save' button is now blue, while 'Select' and 'Cancel' are grey. The sidebar on the left is partially visible, and the main header says 'There are no expenses in this report' with the instruction 'Enter the details of the new expense or click on an item in your Certify'.

23

In the "Hotel" field, list the name of the hotel, if staying at an Airbnb or VRBO, enter the company here.

The screenshot shows a web interface for adding an expense. On the left, there is a sidebar with 'November NAC Expens...' and 'Reporting' sections. The main area is titled 'Add Expense' and contains several input fields: 'Date' (11/7/2024), 'Category' (Hotels), 'Amount' (empty), 'Location' (November NAC), 'Hotel' (empty and highlighted with an orange circle), 'Check-in', 'Check-out', 'Reason', and 'Receipt' (Select). On the right, there is a 'My Cert' section with two 'Add' buttons.

24

In the "Location" field, type the name of city in which the hotel resides, this should be the same city as the tournament.

This screenshot shows the same 'Add Expense' form as above, but with the 'Location' field filled with 'Louisville, KY' and highlighted with an orange circle. The 'Hotel' field now contains 'Airbnb'. The 'Check-in' field contains 'Atlantic City'. At the bottom, there are 'Save' and 'Cancel' buttons.

25 Select your Check in date.

Pending

Reporting

Add Expense

September 2024

Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	1	2	3	4	5	
6	7	8	9	10	11	12	

Today: 9/20/2024

Category

Amount Dollar

Location

Hotel

Location

Check-in

Check-out

Reason

Receipt

26 Select your Check out date.

Pending

Reporting

Add Expense

September 2024

Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	1	2	3	4	5	
6	7	8	9	10	11	12	

Today: 9/20/2024

Category

Amount Dollar

Location

Hotel

Location

Check-in

Check-out

Reason

Receipt

27 Click Select.

Pending

Reporting

Amount United States Dollar ▼

Location ▼

Hotel

Location

Check-in

Check-out

Reason

Receipt

28 Locate your hotel receipt on the right hand side, this must be itemized and show your check in and check out dates, along with the amounts.

United States Dollar ▼

My Certify Wallet Merge Items

	Date	Category	Description
<input type="button" value="Select"/>	No Receipt		
<input type="button" value="Select"/>	11/10/20		Emburse test- Meals.jpg
<input type="button" value="Select"/>	1/14/23		Emburse Test- Hotel.png

29

In the "Amount" field, the amount will populate based off the receipt you just selected, ensure the amount in this area matches that on the receipt.

The screenshot shows a sidebar on the left with navigation options: 'Processing requests', 'New Expense Report', 'Drafts', 'October NAC expenses', 'November NAC Expens...', 'Pending', and 'Reporting'. The main content area is titled 'Add Expense' and contains the following fields: 'Date' (11/7/2024), 'Category' (Hotels), 'Amount' (3611.87), 'Location' (November NAC), 'Hotel' (Airbnb), 'Location' (Louisville, KY), 'Check-in' (11/7/2024), 'Check-out' (11/12/2024), and 'Reason'. The 'Amount' field is highlighted with an orange circle.

30

Click Save.

This screenshot shows the same 'Add Expense' form as above, but with the 'Save' button highlighted by an orange circle. The 'Amount' field now displays '3,611.87'. The 'Receipt' section at the bottom includes a 'Change' button and the 'Save' button.

31

To add another receipt to your expense submission, re click into the date for your next receipt.

The screenshot shows a software interface for adding an expense. On the left is a sidebar with navigation options: 'Drafts' (with a pencil icon), 'October NAC expenses', 'November NAC Expens...', 'Pending' (with a clock icon), and 'Reporting' (with a bar chart icon). The main area is titled 'Add Expense' and contains several input fields: 'Date' (with a calendar icon), 'Category' (a dropdown menu), 'Location' (a dropdown menu set to 'November NAC'), and 'Reason' (a text area). Below these fields is a 'Receipt' section with a 'Select' button. At the bottom are 'Save' and 'Cancel' buttons. An orange circle highlights the calendar icon in the 'Date' field. In the top right corner, there is a summary table with columns for 'Total Non-Reimbursable', 'Total Reimbursable', and 'Total Expenses'. The 'Location: November NAC' is also visible at the top right.

32

Find the category for your next receipt, i.e. "Meals".

This screenshot shows the same 'Add Expense' form as in the previous image, but with the 'Category' dropdown menu highlighted by an orange circle. The 'Date' field now contains the date '11/9/2024'. The 'Category' dropdown is open, showing the selected option: 'Meals (For Meals not reimbursed per policy)'. The 'Location' dropdown remains set to 'November NAC'. The 'Reason' field is empty. The 'Receipt' section still has a 'Select' button. The 'Save' and 'Cancel' buttons are at the bottom. The summary table in the top right corner is also visible, showing columns for 'Total Non-Reimbursable', 'Total Reimbursable', and 'Total Expenses'. The sidebar on the left is identical to the previous image.

33

In the "Vendor" field, type the name of the restaurant you are submitting receipts for.

The screenshot shows the 'Edit Expense' form with the following fields: Date (11/9/2024), Category (Meals (For Meals not reimbursed per policy)), Amount (United States Dollar), Location (November NAC), Vendor (empty), Location (empty), Attendees (First, Last, Relationship, Title, Company), Reason (empty), and Receipt (Select). The Vendor field is highlighted with an orange circle.

34

In the "Location" field, type the name of the city where the restaurant is located.

The screenshot shows the 'Edit Expense' form with the following fields: Date (11/9/2024), Category (Meals (For Meals not reimbursed per policy)), Amount (United States Dollar), Location (November NAC), Vendor (Burger Town), Location (empty), Attendees (First, Last, Relationship, Title, Company), Reason (empty), and Receipt (Select). The Location field is highlighted with an orange circle. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

35

In the "Attendees" field, list all person(s) who you are submitting a receipt for. NOTE, you must have an itemized receipt for each person along with a meal voucher for each person.

The screenshot shows a receipt submission form. On the left, there is a sidebar with menu items: "October NAC expenses", "November NAC Expens...", "Pending", and "Reporting". The main form area contains the following fields: "Date" (11/9/2024), "Category" (Meals (For Meals not reimbursed per policy)), "Amount" (empty), "United States Dollar" (currency), "Location" (November NAC), "Vendor" (Burger Town), "Location" (Louisville, KY), "Attendees" (First, Last, Relationship), "Title" (empty), "Company" (empty), "Add", "Find", "Clear" buttons, "Reason" (empty), "Receipt" (Select), "Save", and "Cancel" buttons. An orange circle highlights the "First" field in the Attendees section.

36

Click the "Title" field.

The screenshot shows the same receipt submission form as above, but with the "Title" field highlighted by an orange circle. The "Attendees" field now contains "Tanner" in the "First" sub-field, "Gonzales" in the "Last" sub-field, and "Self" in the "Relationship" dropdown. The "Title" and "Company" fields remain empty. The "Add", "Find", and "Clear" buttons are visible next to the "Title" field.

37 Type your occupation (Referee, Bout Committee, replay, etc..) **tab** USA Fencing"

38 Click "Add"

The screenshot shows a reimbursement form with the following fields and values:

- Date: 11/9/2024
- Category: Meals (For Meals not reimbursed per policy)
- Amount: [Empty] United States Dollar
- Location: November NAC
- Vendor: Burger Town
- Location: Louisville, KY
- Attendees: Tanner, Gonzales, Self
- Reason: Referee, USA Fencing
- Receipt: Select

At the bottom of the form, there are buttons for "Add", "Find", and "Clear". The "Add" button is highlighted with an orange circle. To the right of the form, a list of items is visible, including "No Receipt", "Hotels", and "Meals (Fo".

39

In the reason field, type out why you are submitting a reimbursement for meals. Please check USA Fencing policies surrounding meals and vouchers.

-  Pending
-  Reporting

Amount United States Dollar ▾

Location ▾

Vendor

Location

Attendees Relationship ▾

✗ Tanner Gonzales, Referee, USA Fencing, Self

Reason

Receipt

40

Click Select.

-  Pending
-  Reporting

Amount United States Dollar ▾

Location ▾

Vendor

Location

Attendees Relationship ▾

✗ Tanner Gonzales, Referee, USA Fencing, Self

Reason

Receipt

41 Locate your meal receipt on the right hand side.

Total Expenses \$3,629.62

My Certify Wallet Merge Items

Date	Category	Description
Select	No Receipt	
Select  	11/7/24 Hotels	Emburse Test- Hotel.png
Select  	11/9/24 Meals (For Me...	Emburse test- Meals.jpg

not reimbursed per policy)

United States Dollar

Last Relationship

Company [Add](#) [Find](#) [Clear](#)

es, Referee, USA Fencing, Self

ucher, all concessions closed before I was able to grab

42 In the "Amount" field, the amount will populate based off the receipt you just selected, ensure the amount in this area matches that on the receipt.

AC expenses

AC Expens...

Edit Expense

Date 

Category

Amount

Location

Vendor

Location

Attendees

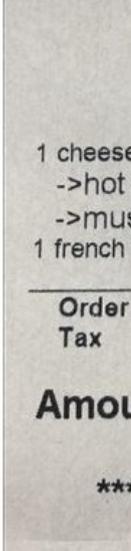
[Add](#) [Find](#) [Clear](#)

Tanner Gonzales, Referee, USA Fencing, Self

Reason

Receipt [Change](#)

Receipt Image



43 Click Save.

Pending

Reporting

Amount ▼

Location ▼

Vendor

Location

Attendees ▼

✗ Tanner Gonzales, Referee, USA Fencing, Self

Reason

Receipt

44 You must submit your meal voucher along with your receipt for reimbursement, you will need to create a new line of expense. Find the date that matches your meal receipt.

Pending

Reporting

Vendor: Burger Town
Location: Louisville, KY
Attendees: (2) Tanner Gonzales, Self;
Tanner Gonzales, Self
Location: November NAC

November 2024						
November ▼ 2024 ▼						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Today: 9/20/2024

Add Exp

Date

Category ▼

Location ▼

Reason

Receipt

Total Non-Reimbursable

Total Reimbursable

Total Expenses

M

45 Select the meals option again.

	Total Non-Reimbursable	\$0.00
	Total Reimbursable	\$3,629.62
	Total Expenses	\$3,629.62

Add Expense

Date: 11/9/2024

Category: Meals (For Meals not reimbursed per policy) 

Location: November NAC

Reason:

Receipt:

My Certify Wallet

You
Click the upl

46 Re type the restaurant name in the "Vendor" field.

Pending

Reporting

	Total Reimbursat
	Total Expens

Add Expense

Date: 11/9/2024

Category: Meals (For Meals not reimbursed per policy)

Amount: United States Dollar

Location: November NAC

Vendor: 

Location:

Attendees: First Last Relationship

Title Company

Tanner Gonzales, , , Self

Reason:

47 Re type the name of the city where the restaurant is located in the "Location" field.

Pending

Reporting

Total Reimbursat
Total Expens

Add Expense

Date: 11/9/2024

Category: Meals (For Meals not reimbursed per policy)

Amount: United States Dollar

Location: November NAC

Vendor: Burger Town

Location:

Attendees: First, Last, Relationship

Title, Company, Add, Find, Clear

~~Tanner Gonzales, , Self~~

Reason:

48 Click Select.

Pending

Reporting

Add Expense

Date: 11/9/2024

Category: Meals (For Meals not reimbursed per policy)

Amount: United States Dollar

Location: November NAC

Vendor: Burger Town

Location: Louisville, KY

Attendees: First, Last, Relationship

Title, Company, Add, Find, Clear

~~Tanner Gonzales, , Self~~

Reason:

Receipt:

49

Locate your meal voucher on the right hand side. Reminder, all meals must have a meal voucher submitted with them.

Total Expenses \$3,629.62

Calendar icon

Meals not reimbursed per policy

United States Dollar

Last

Relationship

Company

Add Find Clear

Tanner Gonzales, , , Self

My Certify Wallet

Merge Items

Date	Category	Description
Select	No Receipt	
Select	11/7/24 Hotels	Emburse Test- Hotel.png
Select	11/9/24 Meals (For Me...	Emburse test- Meals.jpg

50

In the "Amount" field, enter \$0.00

October NAC expenses

November NAC Expenses...

Pending

Reporting

Total Reimbursat

Total Expens

Add Expense

Date 11/9/2024

Category Meals (For Meals not reimbursed per policy)

Amount United States Dollar

Location November NAC

Vendor Burger Town

Location Louisville, KY

Attendees First Last Relationship

Title Company Add Find Clear

Tanner Gonzales, , , Self

Reason

51 Click Save.

ARTS

- October NAC expenses
- Pending
- November NAC Expens...
- Reporting

Date: 11/9/2024

Category: Meals (For Meals not reimbursed per policy)

Amount: 0.00 United States Dollar

Location: November NAC

Vendor: Burger Town

Location: Louisville, KY

Attendees: First, Last, Relationship, Title, Company, Add, Find, Clear

Reason: X Tanner Gonzales, , Self

Receipt: Change

Save Cancel

American Airlines
333 Amon C
ort Worth TX
http://www.aa
-800-433-73

Passenger

Description

Ticke

JS

ZP

KT

52 If you need to delete an expense click the blue arrow.

Processing Requests

New Expense Report

Drafts

October NAC expenses

November NAC Expens...

Pending

Reporting

<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/7/2024	Hotels	<input checked="" type="checkbox"/> Meets policy. Location: Louisville, KY Hotel Name: Airbnb Check-in: 11/7/2024 Check-out: 11/12/2024 Average per night: 722.37 USD Location: November NAC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/9/2024	Meals (For Meals not reimbursed per policy)	<input checked="" type="checkbox"/> Meets policy. Vendor: Burger Town Location: Louisville, KY Attendees: (1) Tanner Gonzales, Sel Location: November NAC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/9/2024	Meals (For Meals not reimbursed per policy)	<input checked="" type="checkbox"/> Meets policy. Vendor: Burger Town Location: Louisville, KY Attendees: (1) Tanner Gonzales, Sel Location: November NAC

Total Non-Reimbursat

Total Reimbursat

Total Expens

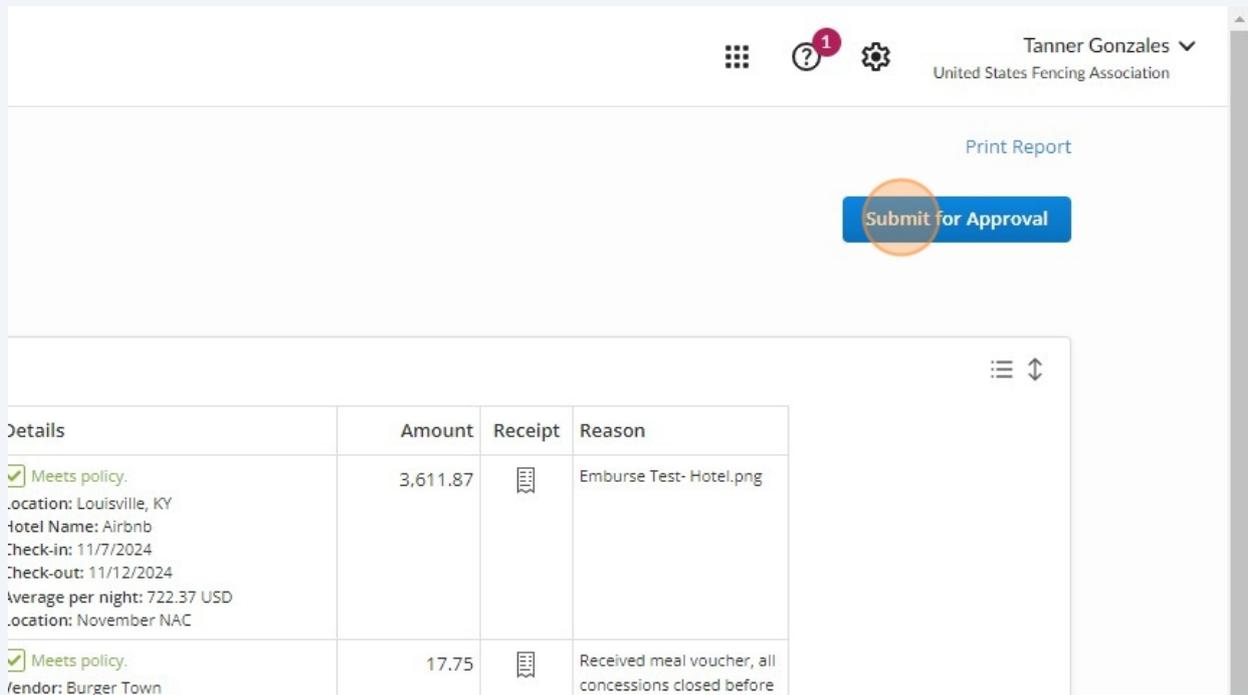
53 Click "Delete Expense"

The screenshot shows a web application interface for managing expenses. On the left is a sidebar with navigation options: "New Expense Report", "Drafts", "October NAC expenses", "November NAC Expenses...", "Pending", and "Reporting". The main area displays a table of expenses. One expense is selected, and an "Other Actions" menu is open over it. The menu contains the following options: "Delete Expense" (highlighted with an orange circle), "Send to Wallet", "Split Expense", "Copy Expense", "Add Bank Fee", and "Add Image". The background table shows columns for date, description, and status. A summary section at the bottom right shows "Total Non-Reimbursat", "Total Reimbursat", and "Total Expens".

54 Click "Yes"

This screenshot shows the same interface as the previous one, but with a "Confirmation" dialog box overlaid. The dialog box has a title bar with a close button and contains the following text: "This expense will be deleted from the system. Are you sure you want to delete this expense?". At the bottom of the dialog are two buttons: "Yes" (highlighted with an orange circle) and "No". The background table shows the expense being targeted for deletion, with a value of 17.75. The "Other Actions" menu is still visible behind the dialog.

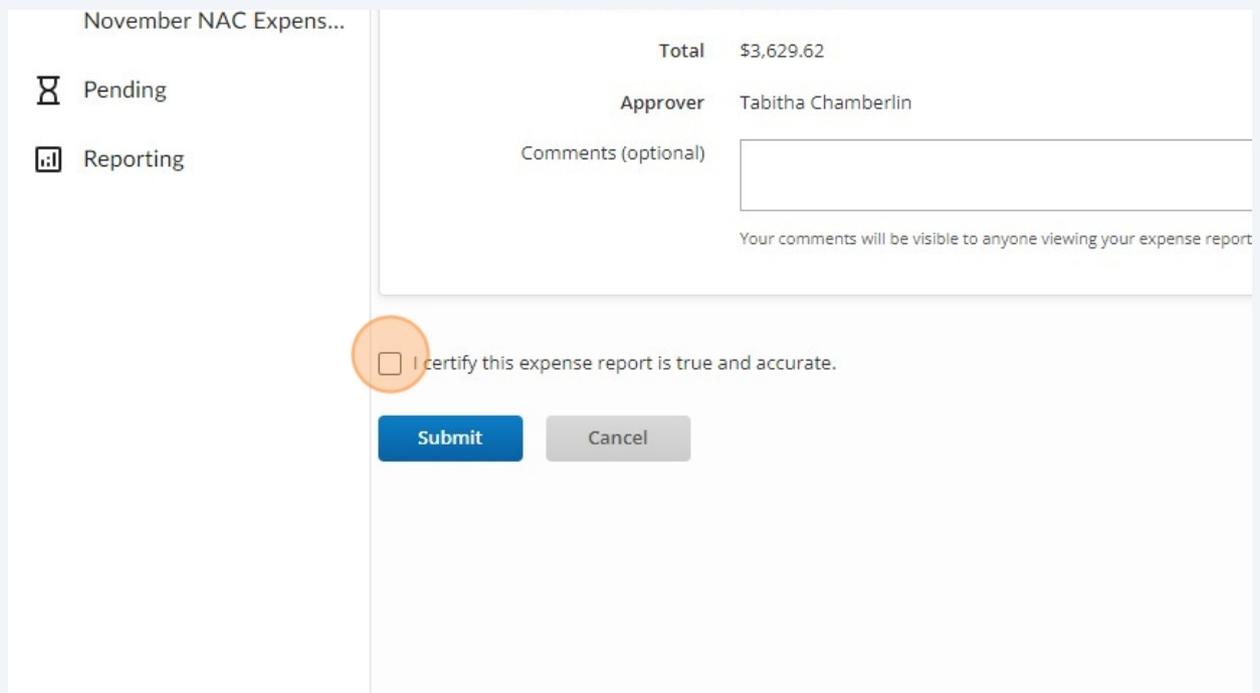
55 Check to make sure all information is correct, then click "Submit for Approval"



The screenshot shows a user interface for an expense report. At the top right, the user is identified as Tanner Gonzales from the United States Fencing Association. A 'Print Report' link is visible. A blue button labeled 'Submit for Approval' is highlighted with an orange circle. Below this is a table with columns for 'Details', 'Amount', 'Receipt', and 'Reason'. Two rows of expense items are listed, each with a 'Meets policy' checkmark.

Details	Amount	Receipt	Reason
<input checked="" type="checkbox"/> Meets policy. Location: Louisville, KY Hotel Name: Airbnb Check-in: 11/7/2024 Check-out: 11/12/2024 Average per night: 722.37 USD Location: November NAC	3,611.87		Emburse Test- Hotel.png
<input checked="" type="checkbox"/> Meets policy. Vendor: Burger Town	17.75		Received meal voucher, all concessions closed before

56 Click the "I certify this expense report is true and accurate." field.



The screenshot shows the summary and certification part of an expense report. On the left, there are tabs for 'November NAC Expens...', 'Pending', and 'Reporting'. The main area displays a 'Total' of \$3,629.62 and an 'Approver' of Tabitha Chamberlin. There is a text input field for 'Comments (optional)' with a note that comments are visible to others. At the bottom, a checkbox labeled 'I certify this expense report is true and accurate.' is highlighted with an orange circle. Below the checkbox are 'Submit' and 'Cancel' buttons.

November NAC Expens...

Pending

Reporting

Total \$3,629.62

Approver Tabitha Chamberlin

Comments (optional)

Your comments will be visible to anyone viewing your expense report

I certify this expense report is true and accurate.

Submit Cancel

57

Click Submit. You have now finished submitting your expenses, no further action is needed.

 Pending

 Reporting

Approver Tabitha Chamberlin

Comments (optional)

Your comments will be visible to anyone viewing your expense report

I certify this expense report is true and accurate.

Submit

Cancel