



PATRICIA

Zylkar Global

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EXPENSE

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New Expense



Upload receipt



New Report



Invite user

Reports Summary

UNSUBMITTED

\$8,436.14

4 Reports

SUBMITTED

\$900.87

2 Reports

AWAITING REIMBURSEMENT

\$2,241.60

2 Reports

4

UNREPORTED EXPENSES

4

FROM CREDIT CARDS

Recent Reports

[Trip to Los Angeles](#)

Meet to discuss future client prospects

\$65.55

RECALLED

Submitted on

04.07.2015



View Report

[Boston Trip](#)

User conference 2015

\$866.10

APPROVED

Submitted on

04.01.2015



View Report

[Trip to Newyork](#)

User conference

\$218.21

REJECTED


Submitted on

03.23.2015



View Report

[Show all reports](#)

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EXPENSE
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All Reports ▾

Trip to Chicago	\$721.50	DUE IN 13 DAYS
Trip to Boston	\$78.00	DUE IN 5 DAYS
Trip to Manhattan	\$32.00	APPROVED
TSV client trip	\$32.00	APPROVED
Trip To Las Vegas	\$300.00	APPROVED

Approve Reject Forward ✕









Trip to Boston AWAITING APPROVAL

Report Number : ER-00008

Submitted by : **harry.s@zillum.com**
 Duration : 23 Mar 2015 - 27 Mar 2015
 Business Purpose : User Conference

Reimbursable Amount \$78.00

Submitted to **patriciab@zillum.com**
on 23 Mar 2015

DATE	RECEIPT	CATEGORY	MERCHANT	AMOUNT
16 Mar 2015		IT and Internet Expenses		\$22.00 
17 Mar 2015		Other Expenses		\$20.00 
17 Mar 2015		Telephone Expense		\$24.00 
17 Mar 2015		IT and Internet Expenses		\$12.00 

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Edit Custom Approval

Entity type Expense Report

Approval Name

Description

Define the criteria (if any)

Trigger the Approval flow when the following conditions are satisfied.

- | | | | | | |
|---|------|--|----|--|---------------------------------------|
| 1 | When | Department <input type="text" value="Department"/> | is | Sales <input type="text" value="Sales"/> | <input type="button" value="Remove"/> |
| 2 | AND | Report Total <input type="text" value="Report Total"/> | = | 250\$ <input type="text" value="250\$"/> | <input type="button" value="Remove"/> |
| 3 | AND | Receipt Policy Violation ... <input type="text" value="Receipt Policy Violation ..."/> | = | 1 <input type="text" value="1"/> | <input type="button" value="Remove"/> |

[+ Add Criteria](#)

Criteria Pattern: ((1 AND 2) AND 3) [Change criteria](#)

Approval Flow

Select Approvers for this Approval flow.

Level 1 Approver