Exceptions

Exceptions are classified as the yellow or red notifications that appear on an expense report. Exceptions are used to prevent errors with expense report submission and expedite the reimbursement process. Yellow Exceptions ▲ are warnings or reminders that there may be an issue with a particular expense type or something missing from the overall report. Red Exceptions ⚠ are hard stops that require some type of update to a particular expense type or the overall report before submission. Please use this guide to appropriately review Exceptions.

Expense Report

1. When an Exception appears, review the text associated with the Exception at the top of the expense report. The text should provide instruction on what needs to be altered or added to remove the Exception.

2. If many Exceptions exist on the expense report, click on the Exception at the top of the report and the expense line causing the Exception will be highlighted below.

3. To ensure that all Exceptions are cleared prior to the traveler submitting the report, the Submit button appears available to delegates. When a delegate clicks on Submit, the system is actually checking for any Exceptions that may exist on the report, not just an individual expense line. Delegates do not have the ability to Submit an expense report on behalf of an active employee/traveler.
6. Some **Exceptions** will require either the **Save** or the **Submit** buttons to be clicked again in order to evaluate and then clear the **Exception**.