

Memo Field for Expense Reports

Expense Report Information

Expense Report For * Employee: Hodor, Kris M

Creation Options *

- Create New Expense Report
- Copy Previous Expense Report
- Create New Expense Report from Spend Authorization

Memo * Hotel stay in Seattle, WA for Art Digest conference I was speaking at.

Line Item Description on Pcard Verification

Item and Category

Item

Line Item Description

paper for office copier

Spend Category

× Office Supplies (SC6186)

Memo

Memo Fields are now Required

*Cost Center

× CC3014 Procurement and Auxiliary Services