

# CLARIFICATIONS & TIPS

**IF** you finalize charges each week, they are reflected in your budgets that week  
– no more waiting until the 15<sup>th</sup> of the following month

Set a reminder to complete all charges by Thursday of each week  
OR  
Finance needs to review charges on Fridays before Approvers finalize charges every Monday

Mileage is reimbursed every Thursday  
**IF**  
It is entered **AND** approved by your manager by Tuesday of that week

Entering mileage is **easier on a computer** vs. the App  
– can check the box for round trips  
AND can copy and addresses

Entering charges is less of a chore  
**IF** you code charges as you charge!

