

CLARIFICATIONS & TIPS

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

Set a reminder to complete all charges by Thursday of each week



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!