

## Common Expense Report Errors

### Common Error #1

***The Cost Center Hierarchy CCH4o2P College of Agricultural, Human, and Natural Resource Sciences |.....) require "Alt Reporting Worktags" to be noted. To Resolve Error: Please include required Alt Reporting worktags onto this request in Additional Worktags field.***

What this means: Expense is missing a program, gift or grant worktag (budget #). Please be sure to enter a worktag for each expense item

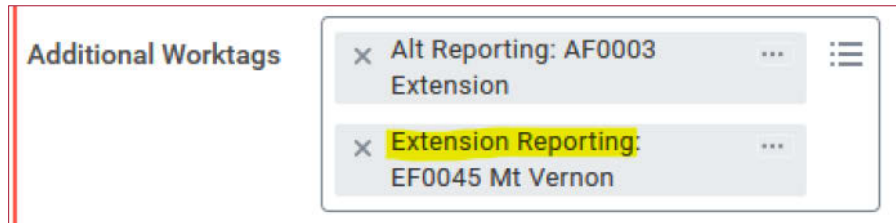
Program	<input type="text"/>
Gift	<input type="text"/>
Grant	<input type="text"/>
*Cost Center	<input type="text" value="× CC0325 CAHNRS   Mount Vernon Northwestern Washington Research and Extension Center"/>
*Fund	<input type="text" value="× FD043 Grants and Contracts - Federal"/>
*Function	<input type="text" value="× FN017 Sponsored Research &amp; Programs"/>
*Region	<input type="text" value="× RG10 Pullman"/>
Additional Worktags	<input type="text"/>

Upon entering a program, gift or grant worktag, the remaining necessary fields should autofill.

## Common Error #2

**CCH4o2P College of Agricultural, Human, and Natural Resource Sciences | Pullman requires Extension Reporting worktag when Alt Reporting is AF0003**

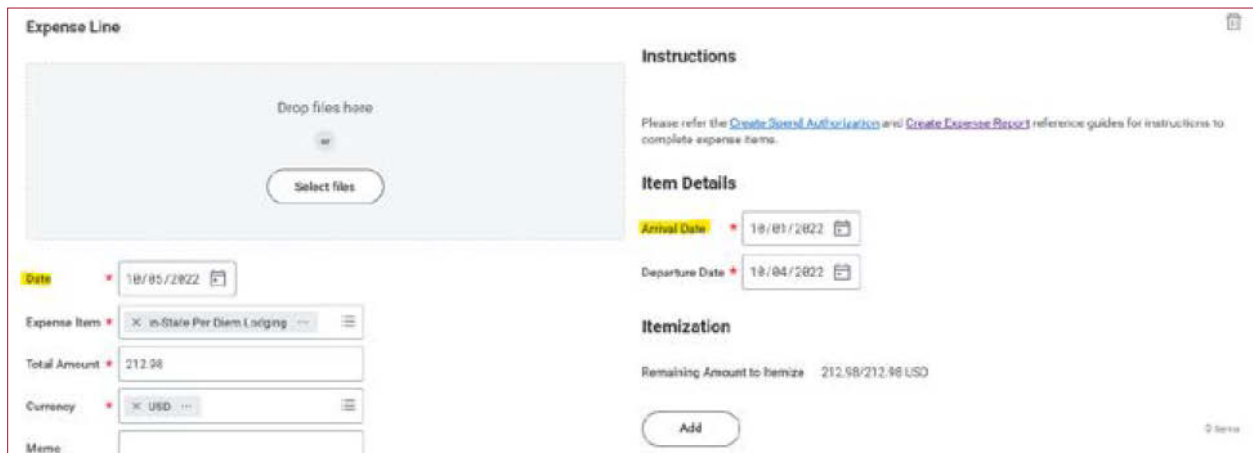
What this means: Most worktags within CAHNRS have a default Alt Reporting worktag (**AF0001** – Academic, **AF0002** – Research, or **AF0003** – Extension). For worktags that default to AF0003, an Extension Reporting (location) worktag is also required and will need to be added.



## Common Error #3

**Expense Report Lodging Expense Item Line Date is not equal to Expense Item, Item Details Arrival Date. To Resolve Error: Ensure dates match in fields of Item Details Arrival Date and Expense Item Line Date.**

What this means: The date of the expense line (lodging or meals) does not match the trip start date (Example: If checking into a hotel on 10/1, the date of the expense line should also be 10/1). The system may default to the date in which you are completing your expense report, but this should be changed manually.

A screenshot of the 'Expense Line' form. The form is divided into several sections. On the left, there is a 'Drop files here' area with a 'Select files' button. Below that are input fields for 'Date' (10/05/2022), 'Expense Item' (in-State Per Diem Lodging), 'Total Amount' (212.98), and 'Currency' (USD). A 'Memo' field is at the bottom left. On the right, there is an 'Instructions' section with a link to 'Create Expense Report'. Below that is the 'Item Details' section with 'Arrival Date' (10/01/2022) and 'Departure Date' (10/04/2022). The 'Itemization' section shows 'Remaining Amount to itemize' as 212.98/212.98 USD. An 'Add' button is located at the bottom right of the form.

## Common Error #4

**Hotel Items (prefixed with 'z-') not allowed on main expense lines. To Resolve Error: Please select one of the following Expense Items that apply; Capital Outlays Per Diem Lodging, Foreign Per Diem Lodging, In-State Per Diem Lodging, Out-of-State Per Diem Lodging, or Lump Sum Lodging for external committee member requests.**

What this means: Hotel Item (prefixed with 'z') cannot be used as the main expense type. These can only be used under the Daily Expenses section of the associated expense.

The screenshot displays an expense entry form with the following details:

- Upload** button
- Date:** 09/19/2022
- Expense Item:** z - In-State Per Diem Lodging (highlighted in yellow)
- Total Amount:** 223.00
- Currency:** USD
- Memo:** (empty)
- Project, Program, Gift, Grant, \*Cost Center, \*Fund, \*Function:** (empty)
- Item Details:**
  - Arrival Date:** 09/19/2022
  - Departure Date:** 09/28/2022
- Itemization:**
  - Remaining Amount to Itemize:** 0.00/223.00 USD
  - Add** button (0 items)
  - Daily Expenses:**
    - Edit** button (2 items)
    - Table with 2 items:
      - z - Hotel Item - In State Lodging Room over 150\$ per diem (Mon, Sep 19, 2022) - 200.00 USD
      - z - Hotel Item - In State Lodging Tax (Mon, Sep 19, 2022) - 23.00 USD

## Other Tips

- Please be sure to complete Itemization section for each expense line
- Never select "Capital Outlays....." as an expense item
- WSU employees cannot use "Lump sum" expense types. This can only be used for External Committee Members (Affiliates, Visiting Lectures, Interviewees, etc.)
- Include details in memo if explanation needed, for instance why a meal is not being claimed (provided) i.e. "conference served lunch".
- If you are only claiming reimbursement for meals, mode of transportation is required to be noted in the memo.