

# EXPENSE REPORT MENUS: Report Details, Print, Manage Receipts



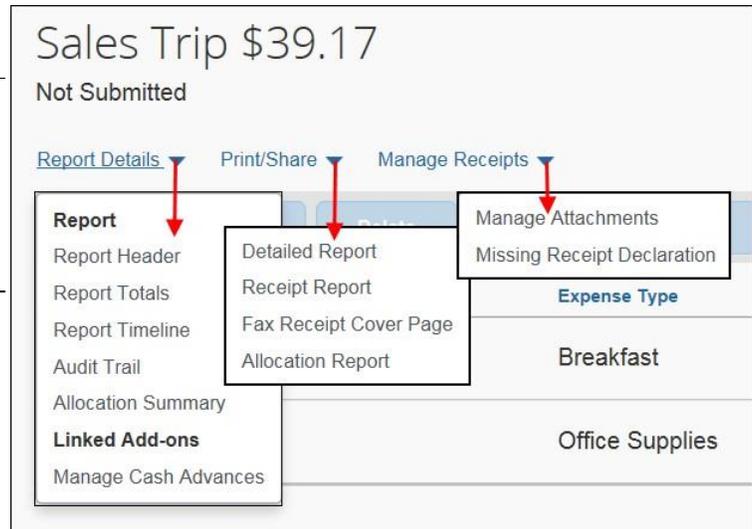
**CAL POLY**  
Strategic Business Services  
ADMINISTRATION & FINANCE

These menus appear on the expense report.

**NOTE:** The options in these lists are configurable by your company so yours may be different from what is shown here.

Note the following:

- On the **Report Details** menu, most options should be the same as your current menu. The **Report Timeline** option shows approval flow and comments.
- On the **Print/Share** menu, the options should be the same as your current menu.
- On the **Manage Receipts** menu, **Missing Receipt Affidavit** has been changed to **Missing Receipt Declaration**. Use **Manage Attachments** to attach report-level images and view all images.



On the expense report, the icon for the Missing Receipt Declaration appears in the **Receipt** column as shown below.

Report Details ▼		Print/Share ▼		Manage Receipts ▼			
Add Expense		Edit	Delete	Copy	Allocate	Combine Expenses	Move to ▼
<input type="checkbox"/> Alerts	Receipt	Payment Type	Expense Type	Vendor Details			
<input type="checkbox"/>		Cash	Taxi	Ace Taxi Cleveland, Ohio			
<input type="checkbox"/>		Cash	Client Meal (Meals where clients are present)	Trader Jack's Willoughby, Ohio			