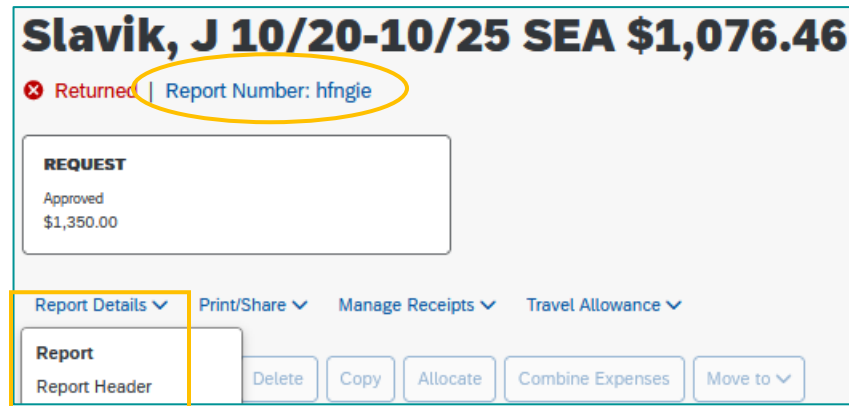
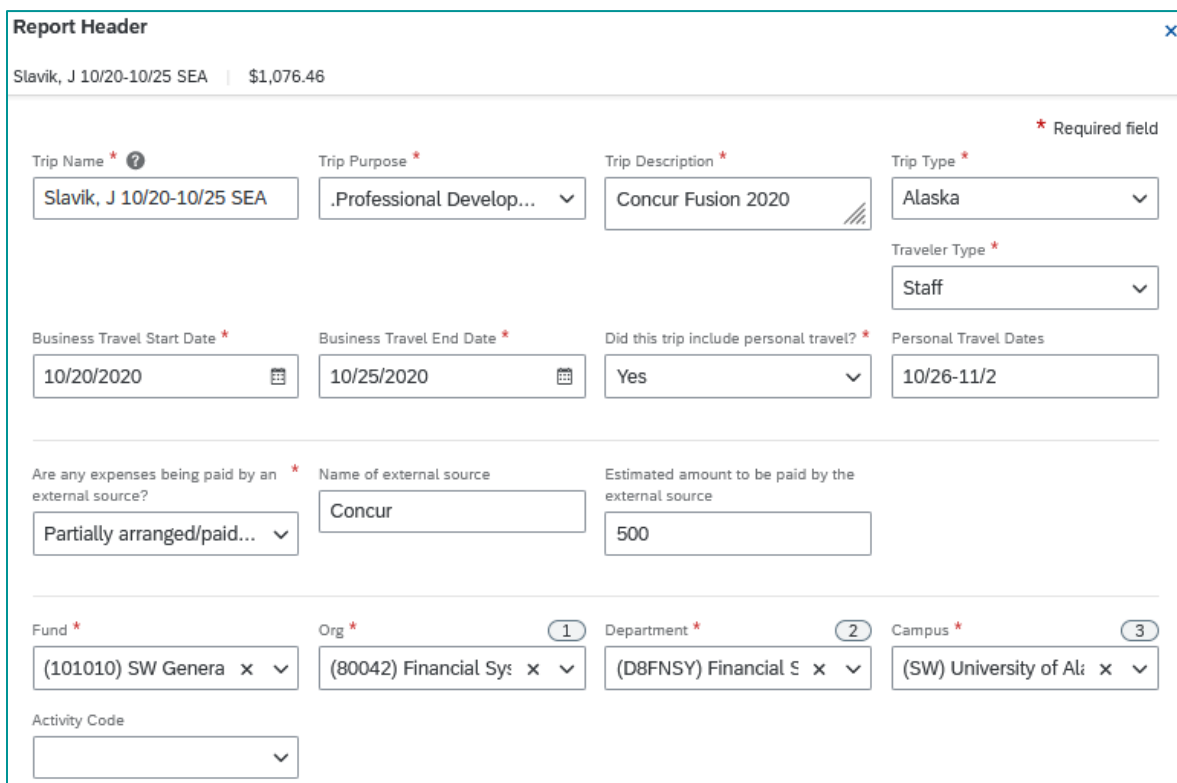


## Expense Report Header

Location for providing general trip information including purpose, funding, and associated Request. If the Report is started from the Request, the information auto populates from the Request Header. However, all fields are editable if any changes happened since trip planning and approval.

The Header is opened one of two ways

1. Click on the Report Number in the top left
2. Select Report Header from the Details drop-down menu



1. If auto populated from Request, update information as needed paying attention to changes in dates of travel, personal time, and primary funding
  - a. **Trip Name** – Use naming convention “Traveler last name, first initial, dates of travel (mm/dd-mm/dd) and airport or city location (e.g. SEA or Seattle)” and condense when appropriate
  - b. **Trip Purpose** – Use table in “Request Components: Header” to determine best match
  - c. **Trip Description** – A clear, concise descriptive summary of the completed work and why it was completed; please avoid acronyms and initialisms (R05.02.060(6)(c)(4))
  - d. **Trip Type** – When traveling to more than one business location, use the furthest trip type option; if the trip includes any international travel, choose “International”
  - e. **Traveler Type** – Will default based on user’s profile; student employees should change Traveler Type to “Staff” if travel involves their work assignment (e.g. research assistants conducting fieldwork)
  - f. **Business Travel Start and End Date** – Excludes any personal travel days; these dates reflect what was required to complete the business-only objective
  - g. **Personal Travel** – Select “yes” or “no” and provide dates of personal travel if applicable
  - h. **3rd Party/External Source Support** – Any business costs not paid by UA, includes self-funded
  - i. **Funding Source** – Search by code or name and select primary funding source (allocations are assigned through Expenses)

<input checked="" type="checkbox"/> Check to acknowledge that you owe the university money 	Report Id E20BAAE1CC8547C8996D	Report Number hfnjie	Report Currency US, Dollar
Approval Status Sent Back to User	Report Total 1364.61	Personal Expenses 288.15	Amount Not Approved 0
Amount Approved 1076.46	Amount University Paid 0	Amount Due University 0	Amount Due User 0
Amount Due University Card 1076.46	Total Amount Claimed 1076.46		
Comments <div></div>			

2. Generated based on information in the Report
  - a. Acknowledgement checkbox when the traveler owes money to UA
  - b. Report Totals
  - c. Comments – Provide any additional, pertinent general trip information such as reason for changes in dates or location of travel