Expense Report: PCard vs Reimbursement

Before submitting your expense report make sure that you have created it correctly.

When submitting an expense report, if you see a dollar amount (25.00) populated in the Total Pay Me Amount at the bottom, then you are receiving a reimbursement.

When submitting an expense report for pcard transactions this amount will be 0.00.

When submitting an expense report for someone else, make sure that you have switched over to their dashboard as a delegate. You will see in the upper right corner whose dashboard you are on.
Approving expense reports via email.

The approval email for **reimbursements** will have a dollar amount (558.27) in the Amount Due Employee field.

The approval email for **pcard transactions** will have 0.00 in the Amount Due Employee field.

Approving expense reports in Chrome River.

In the Approval tab single click the expense report to see the summary to the right. Amount Due Employee is 141.50 this means the Expense Owner is getting **reimbursed**.

Amount Due Employee is 0.00 this means the Expense Owner is submitting **pcard transactions** for approval.