Athletic Travel Card

Pre-Approval:

1.) When adding expenses, be sure to distinguish the expenses that are to be paid on the "Athletic Travel Card".
2.) If any expenses are to be reimbursed after the trip, then the "Paid By" option needs to be "Traveler Reimbursement".
3.) These expenses can be on the same Pre-Approval as expenses made on the "Athletic Travel Card".
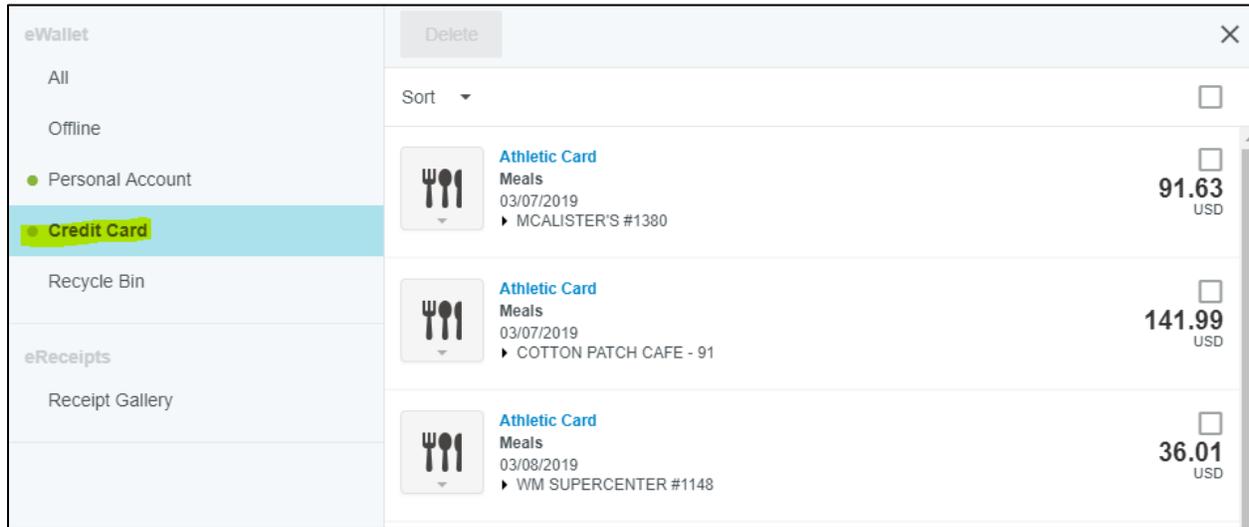

4.) Submit Pre-Approval.

Expense Report:

1.) After importing the Pre-Approval, you will need to verify the expenses incurred.

2.) In your E-Wallet, you will see there are Live Transactions that you have recently purchased using your Athletic Travel Card.

3.) For each expense on paid on the "Athletic Travel Card", an actual transaction will need to be dragged out of the traveler's E-Wallet and matched into the appropriate expense tile or attached to a new expense line item.

4.) Please keep in mind that you are able to mix Athletic Card Transactions with reimbursable expenses.

5.) The highlighted below are expenses that were made on the Athletic Travel Card and the only reimbursable expense was "Parking" in this example.

DATE	EXPENSE	SPENT	PAY ME
Fri 03/08/2019	Meals	6.59 USD	0.00 ✓
Sat 03/09/2019	Fuel	26.48 USD	0.00 ✓
Sat 03/09/2019	Parking	10.00 USD	10.00 ✓
Sun 03/10/2019	Rental Vehicle	178.17 USD	0.00 ✓

Expense Report QA0034747177

Total Pay Me Amount 10.00 USD

Submit

6.) Submit Expense Report.