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".

Meals							
Please check the GSA rate for the city to which you are traveling as you are not allowed to exceed the daily amount per day. Visit: https://www.gsa.gov/travel/plan-book/per-diem-rates							
Estimated Amount	25.00 🖬 USD						
Additional Comments							
Paid By	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.

DATE	EXPENSE	SPENT	PAY ME 🖉 🗐	A
Fri 03/08/2019	YT Meals	6.59 USD	0.00	~
Sat 03/09/2019	-) Fuel	26.48 USD	0.00	~
Mon 07/15/2019	Rental Vehicle	40.00 USD	40.00	A



- 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.

Comments	0 Attachments				U
DATE	EXPENSE		SPENT	PAY M	e 🖉 🖪 🔺
Fri 03/08/2019	Meals		6.59 USD	0.0	0 ~
Sat 03/09/2019	Fuel		26.48 USD	0.0	• ~
Sat 03/09/2019	P Parking		10.00 USD	10.0	0 🗸
Sun 03/10/2019	Rental Vehicle		178.17 USD	0.0	0 🗸
Expense Repo	ort 7	Total Pay Me Amount		Submit	
2.000117111		10.00 030			

6.) Submit Expense Report.