

Warnings and Violations

	<u>Short Description</u>	<u>Long Description</u>
201	Receipt required for this expense.	A receipt is required for this expense. A credit card receipt by itself is not sufficient. Please provide an explanation as to why an exception should be made. Either attach a receipt or provide an explanation.
202	Expense over 60 days old.	Expenses should be submitted in a timely manner (within 60 days from end date of travel). Please provide an explanation as to why an exception should be made. Explanation/justification required since this action conflicts with policy.
204	Report exceeds line item limit.	Report contains more than 100 line items. Please move additional line items to a new report. Reference the report ID number of the initial report in the business purpose of the new report, and that the new report is the second of two reports submitted for the one trip.
205	Possible duplicate entry.	Please confirm this is not a duplicate entry. Check based on Expense Owner, Expense Type, Date, and Amount. Please provide an explanation below.
207	Non-economy airfare requires a justification.	Please provide a justification for the non-economy airfare. Explanation/justification required since this action conflicts with policy.
209	Google Map mileage required.	Google Map mileage required. Please verify the mileage by clicking on Calculate Mileage and resaving.
211	Non-Coach Rail Class requires a justification.	Please provide a justification for the non-coach rail class. Explanation/justification required since this action conflicts with policy.
213	Justification Required.	A justification is required for rental of a vehicle above standard, compact, economy, intermediate, and full-size car classes. Explanation/justification required since this action conflicts with policy.
214	Both Rental Car and Mileage are being expensed.	Please explain why both Rental Car and Mileage are being expensed. Explanation/justification required since this action conflicts with policy.
215	Mileage and Fuel with your personal car.	Please explain use of Mileage and Fuel with your personal car. Explanation/justification required since this action conflicts with policy.
216	Expense is during personal time.	If this expense is during personal time, an explanation is required.
220	Breakfast is not allowable.	Based on indicated start time of this trip, breakfast is not allowable. Breakfast is not an allowed expense if your Business Start Time is after 8am.
221	Dinner is not allowable.	Based on indicated end time of this trip, dinner is not allowable. Dinner is not an allowed expense if your Business End Time is not after 7pm.
222	Cash Advance	Please note that if this Cash Advance reaches the Travel Office for approval less than 10 business days prior to the Business Start Date, it may not be issued by then.

		This is an informational warning. Please enter a response acknowledging that you understand this warning.
223	Cash Advance Needed By Date	The Needed By date is more than 10 business days away from the Business Start Date. Please change the Needed By date to a date closer to the Business Start Date. If you have extenuating circumstances, please provide details as to why you should qualify for an exception.
227	University should be reimbursed for personal transactions charged on University's card.	Please reimburse the University for this personal transaction and attach the receipt from the Bursar's office to this expense.
228	Amount spent does not match credit card transaction total.	Please update the total to match the credit card transaction amount.
230	Lodging Overage	Lodging overage is not allowed for funds 0010, 0014, 0015, 0018 and 0019. Have you added a local account to cover the overage? If you cannot add a local account for the overage, please decrease the room rate and correlating taxes to match the state rate.
231	Lodging Overage Justification	Lodging amount estimated is higher than allowable. Please select reason for the overage in the Lodging Overage Justification dropdown, and provide a description in the Additional Comments field.
232	Expense requires credit card transaction.	This expense should have credit card transaction attached. Attach the credit card transaction.
233	Expense requires credit card transaction.	This expense should have credit card transaction attached. Attach the credit card transaction.
234	Expense requires credit card transaction.	This expense should have credit card transaction attached. Attach the credit card transaction.
235	Receipt required for this expense.	A receipt is required for this expense. A credit card receipt by itself is not sufficient. Please provide an explanation as to why an exception should be made. Since the Taxi/Shuttle expense is equal to or greater than \$100.00, an explanation/justification is required.
304	Pre-Approval is required for all Expense Reports.	Please explain why a Pre-Approval was not attached to this Expense Report. Explanation/justification required since this action conflicts with policy. (Cash Advance process does not include a Pre-Approval, so this is the only exception to the rule. However; if you receive a toll charge after your Expense Report was submitted/approved, you are unable to attach the same PA to the new ER. So please reference the initial PA ID# in the Warning message, and detail that you did not receive this charge until after the initial ER was already submitted/approved.)
305	Expense Report total exceeds attached Pre-Approval total.	Please explain why Expense Report total exceeds Pre-Approval total.

306	Vendor ID missing from employee Chrome River record.	Please email the Travel Office at traveloffice@angelo.edu for assistance.
308	Expense Report submitted 61+ days after trip.	Expense Reports should be submitted within 60 days after trip End Date/return from the trip. Please provide an explanation as to why an exception should be made.
609	GSA rate for lodging	Lodging exceeds the GSA rate. Please select a reason for overage in the dropdown Lodging Overage.
613	Overnight travel without lodging.	Please explain why there are multiple days of travel without a hotel line item. If you forgot to add the lodging expense, you can go back into the report to add it. Otherwise, please explain the reason for not having a lodging expense listed.
617	Student Travel List	Please list the name(s) of the student(s) traveling. If this information is detailed elsewhere in the report, please state where (i.e. Business Purpose).
619	Pre-Approval should be submitted prior to travel.	Please explain why you did not submit a Pre-Approval prior to traveling. Explanation/justification required since this action conflicts with policy.
620	Lodging Overage	Lodging overage is not allowed for funds 0010, 0014, 0015, 0018 and 0019. Have you added a local account to cover the overage? If you cannot add a local account for the overage, please decrease the room rate and correlating taxes to match the state rate.
621	Lodging Overage Justification	Lodging amount estimated is higher than allowable. Please select reason for the overage in the Lodging Overage Justification dropdown, and provide a description in the Additional Comments field.
622	NSF	The account(s) listed has insufficient funds in Banner. Please either change the allocation(s) or money will have to be transferred into the account(s) listed before you are able to submit the Pre-Approval.
624	Vendor ID missing from employee Chrome River record.	Please email the Travel Office at traveloffice@angelo.edu for assistance.
PX01	Edit and Resave Line Item	During the Import of Pre-Approval process, it is required that you click "Edit," verify all information, and resave the line item to run appropriate compliance. Please review all information on this expense for accuracy, complete any additional fields, and then resave expense type.