

Report Totals

Provides amount breakdowns based on the Expense Types, Payment Types, and approved amounts specified in Expenses



1. Company Pays – Total cost of expenses paid by UA
 - a. Employee – Reimbursement UA owes to traveler
 - b. Card – Amounts paid on the agency, travel, and/or Pro- cards
2. Employee Pays – Repayment traveler owes to UA
3. Amount Total – Total amount of reported expenses
4. Less Personal Amount – Deductions from personal expenses including “Per Diem Offset Meal”
5. Due Employee – Reimbursement UA owes to traveler
6. Amount Due [card name] – Amounts paid on the agency, travel, and/or Pro-cards
7. Owed Company – Repayment traveler owes to UA