

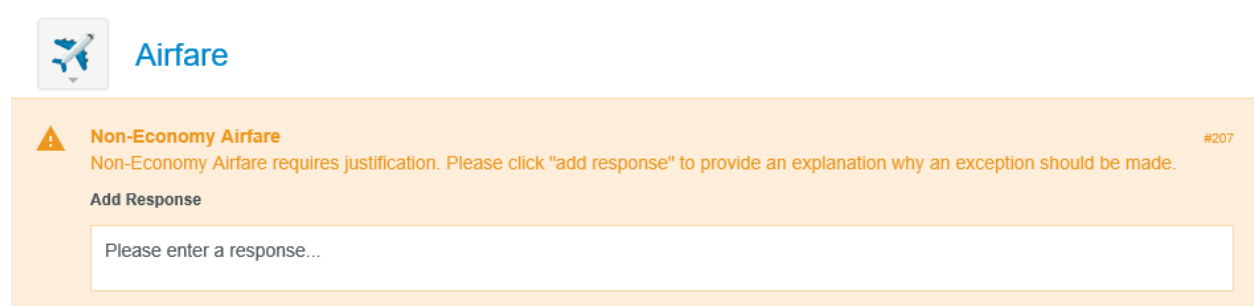
Compliance Warnings and Violations

Warning

A compliance warning indicates that additional information is required before the expense can be submitted for approval and processing. Compliance warnings may be encountered when saving a line item or when submitting an entire expense report for approval.

Respond by either modifying the data (if there is an error) or replying to the warning.

- If a reply is required, tap "**Enter a response**" in the response area under the message to activate a text box where you can enter your reply.
- Tap **SAVE** to update and close the compliance warning message.

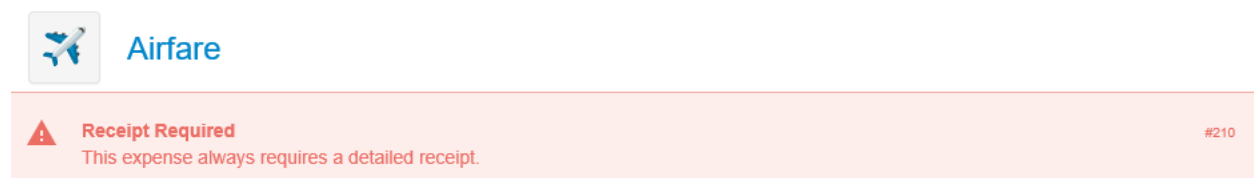


The screenshot shows a mobile application interface for an expense report. At the top, there is a header with an airplane icon and the word "Airfare". Below this, a warning message is displayed in an orange box. The message starts with a warning icon and the text "Non-Economy Airfare" followed by "Non-Economy Airfare requires justification. Please click 'add response' to provide an explanation why an exception should be made." and a reference number "#207". Below the message, there is a button labeled "Add Response". Underneath the button is a text input field with the placeholder text "Please enter a response..."

Violation

A compliance violation indicates that the expense cannot be submitted for approval and payment based on the University's policies defined in the system. A compliance violation may be encountered when saving a line item or submitting an entire expense report for approval.

If there is an error within the data provided, the **SUBMIT** button will be deactivated. You will be required to make any necessary changes before you can submit the expense.



The screenshot shows a mobile application interface for an expense report. At the top, there is a header with an airplane icon and the word "Airfare". Below this, a violation message is displayed in a red box. The message starts with a warning icon and the text "Receipt Required" followed by "This expense always requires a detailed receipt." and a reference number "#210".