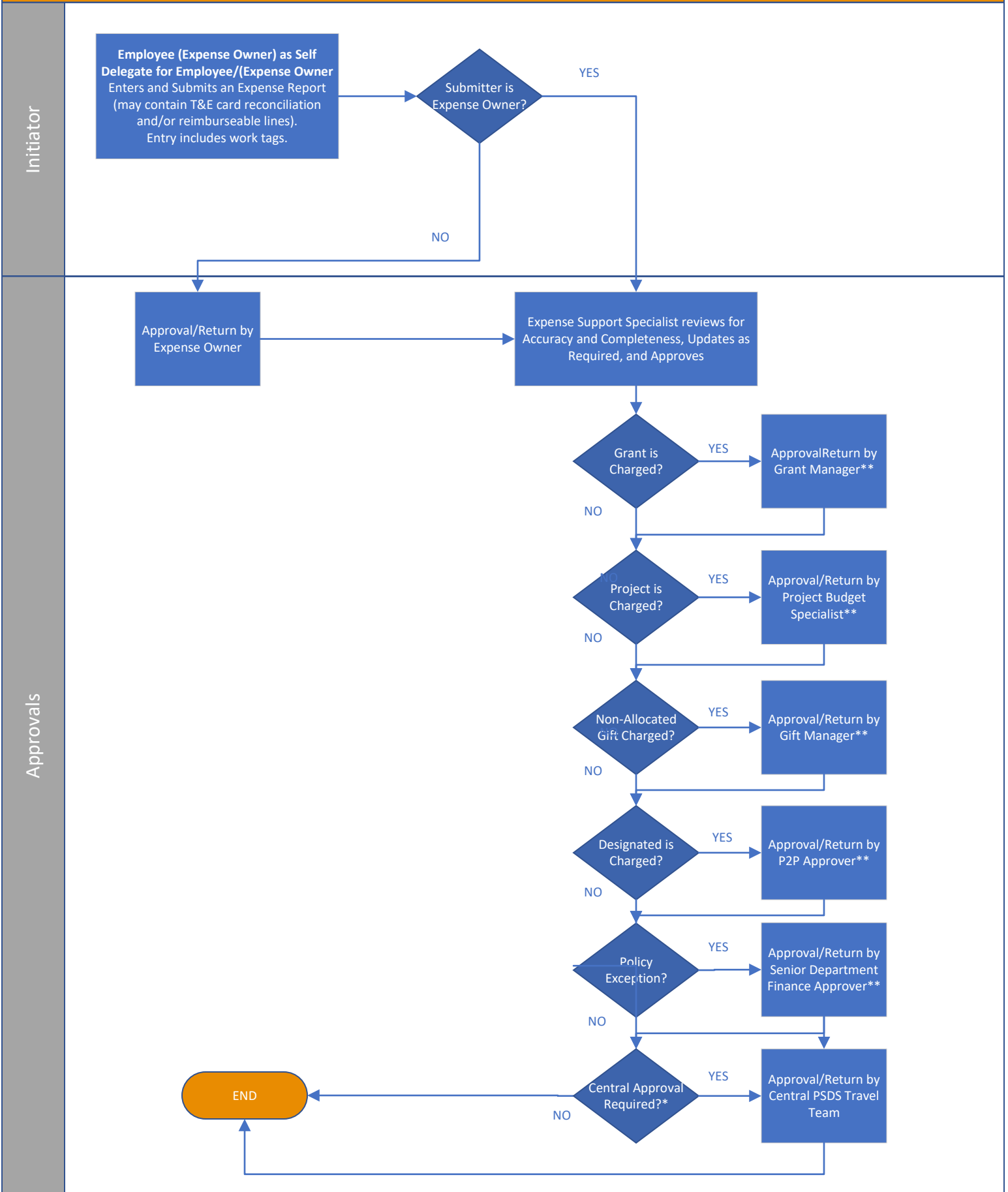


Expense Report Event

Business Process as of 01.24.2022



* Day Trip Meals with Travel Expenses, Awards/Gifts/Cash Withdrawals, Missing Receipt with No Justification, Duplicate Expense Lines, Non-Capital Expense Item >= \$5,000, Personal Expenses

**Approvers will not have the option to update the purchase requisition during the approval process, as there is no automation to re-route the requisition if work tags are updated. This introduces a risk that the funds owner may be unaware of the procurement.