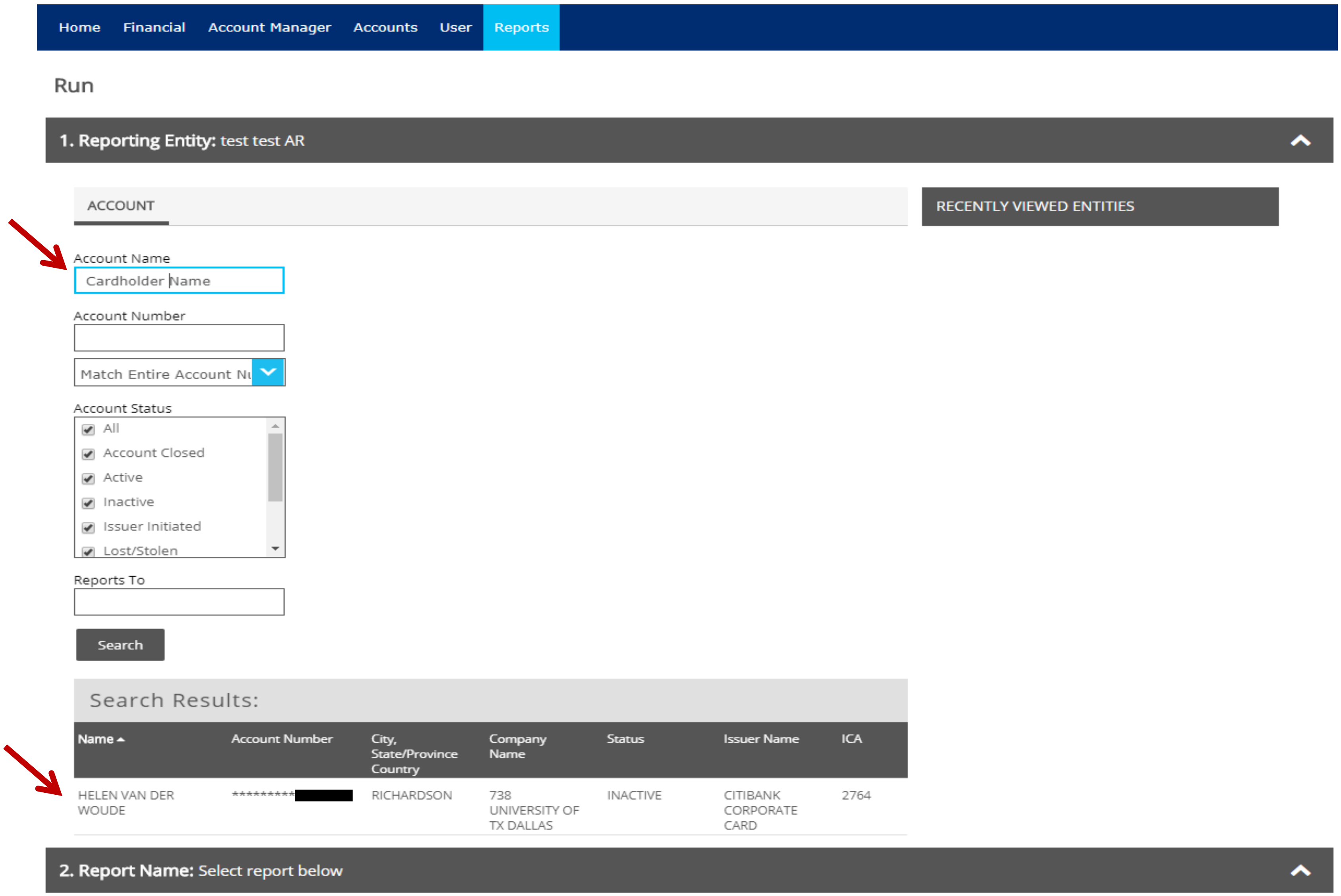
Revised: Jan 2019

PRINTING EXPENSE REPORT (APPROVER)

Step 1: REPORTS -> RUN -> "1. REPORTING ENTITY" -> search by Account Name -> select Cardholder Name in Search Results



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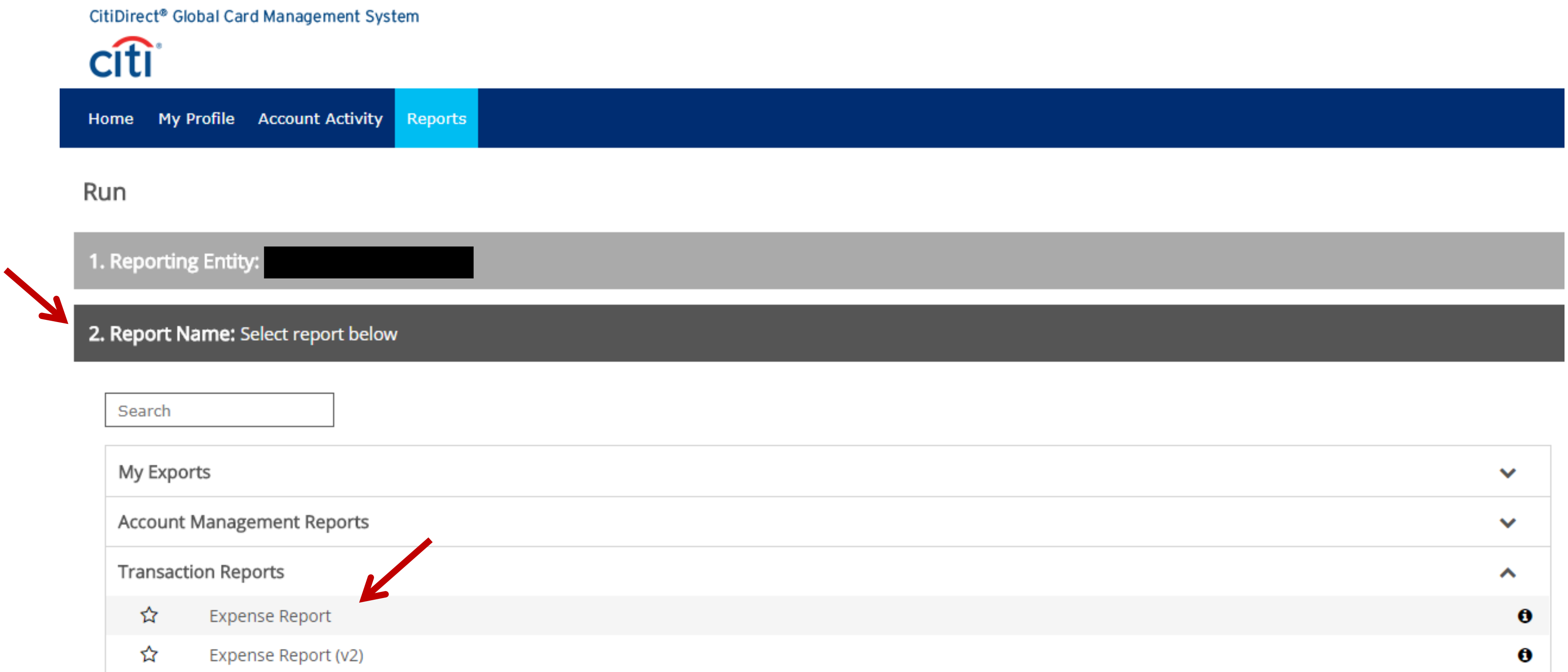
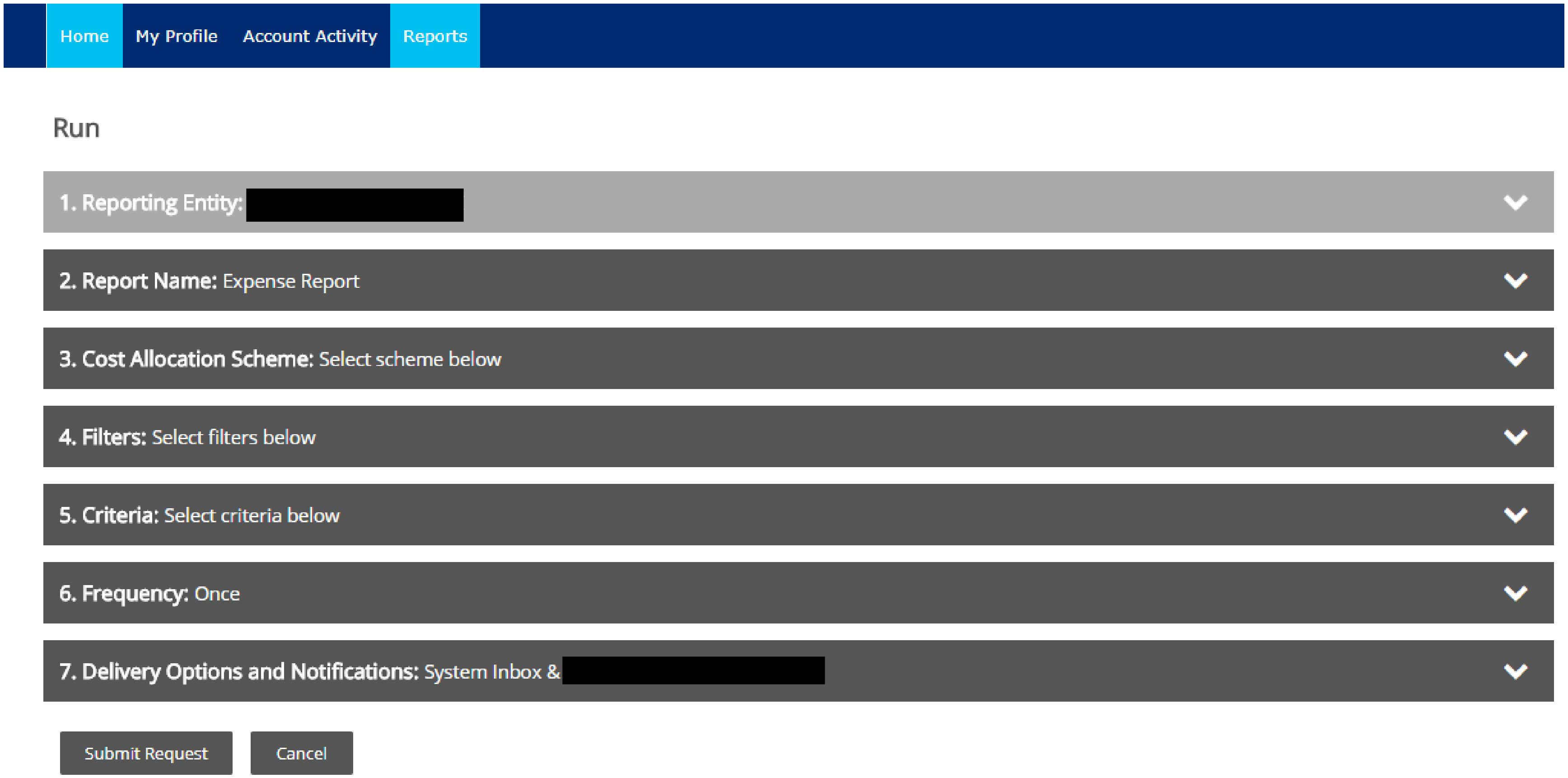
Step 2: Select “2. REPORT NAME” -> TRANSACTION REPORTS -> select EXPENSE REPORT



The following options will appear:



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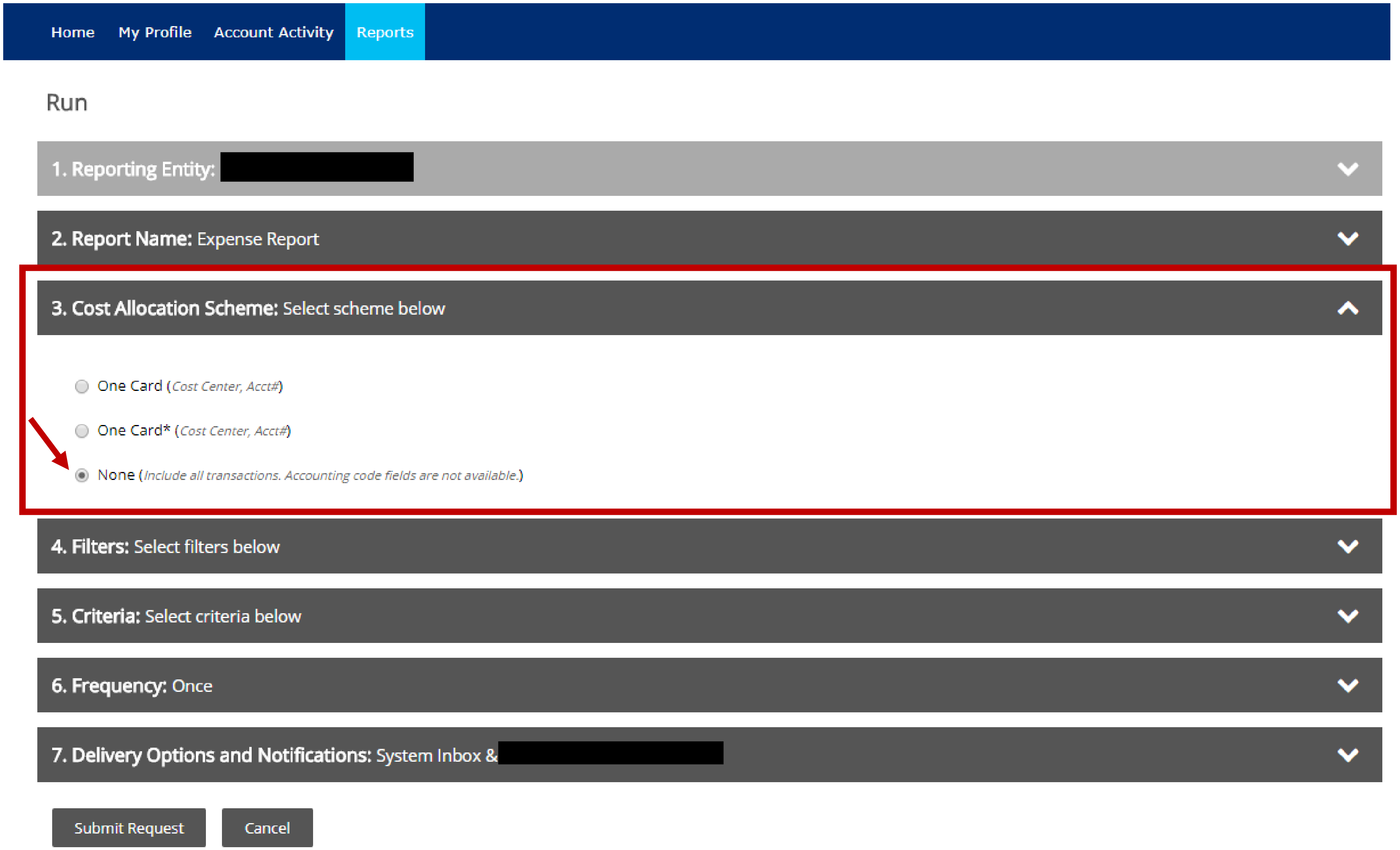
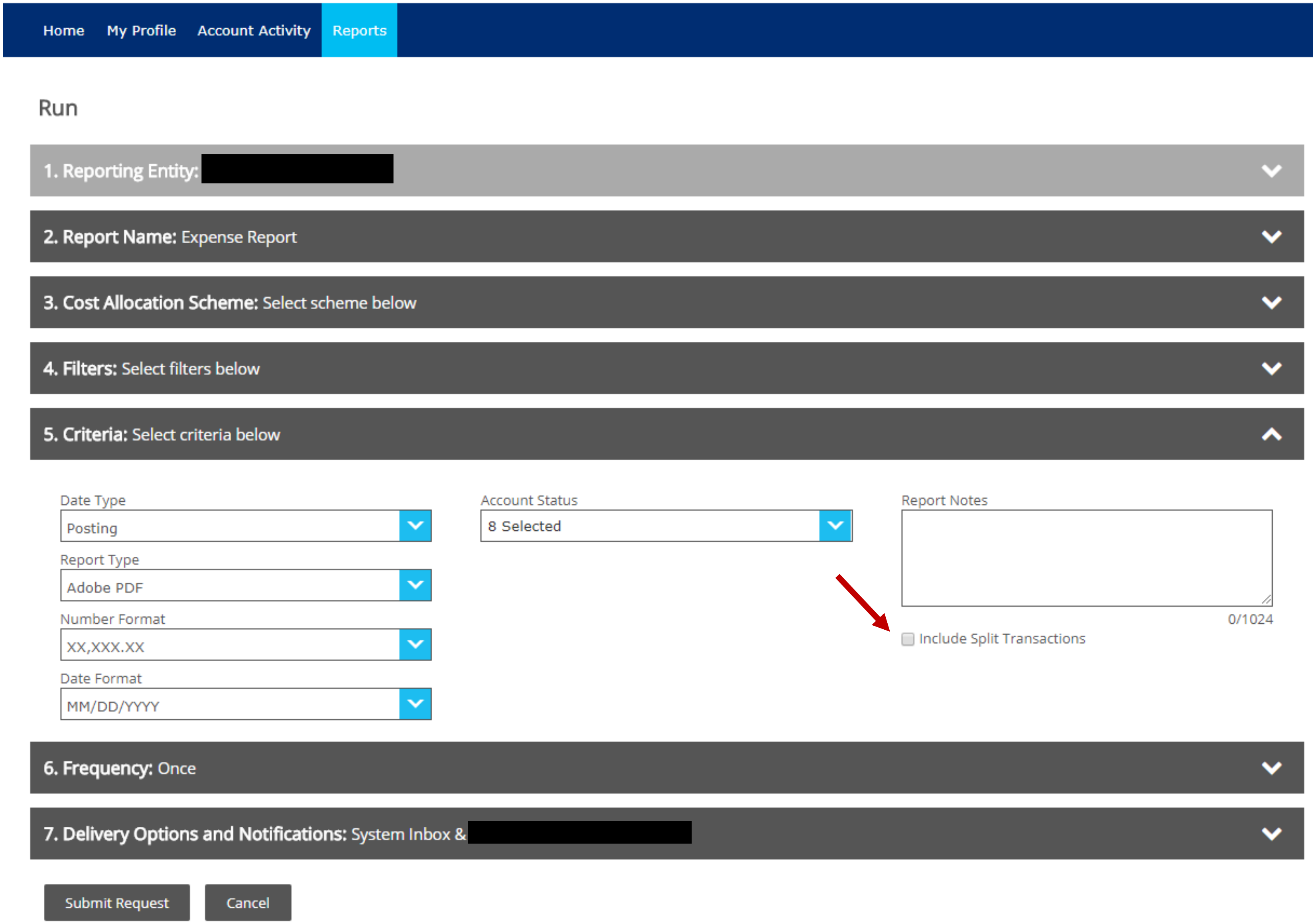
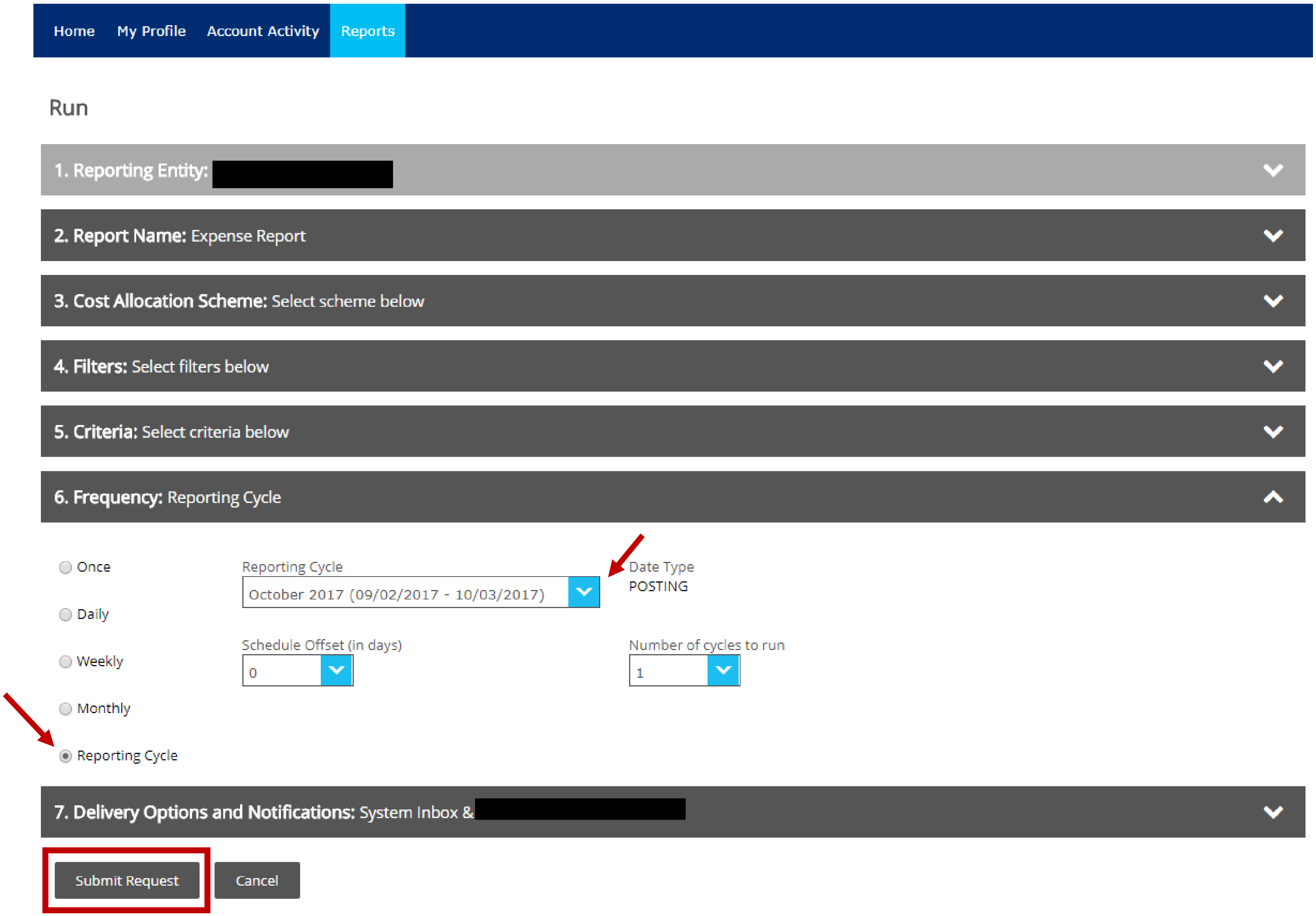
Step 3: “SELECT 3. COST ALLOCATION SCHEME” -> SELECT “NONE”



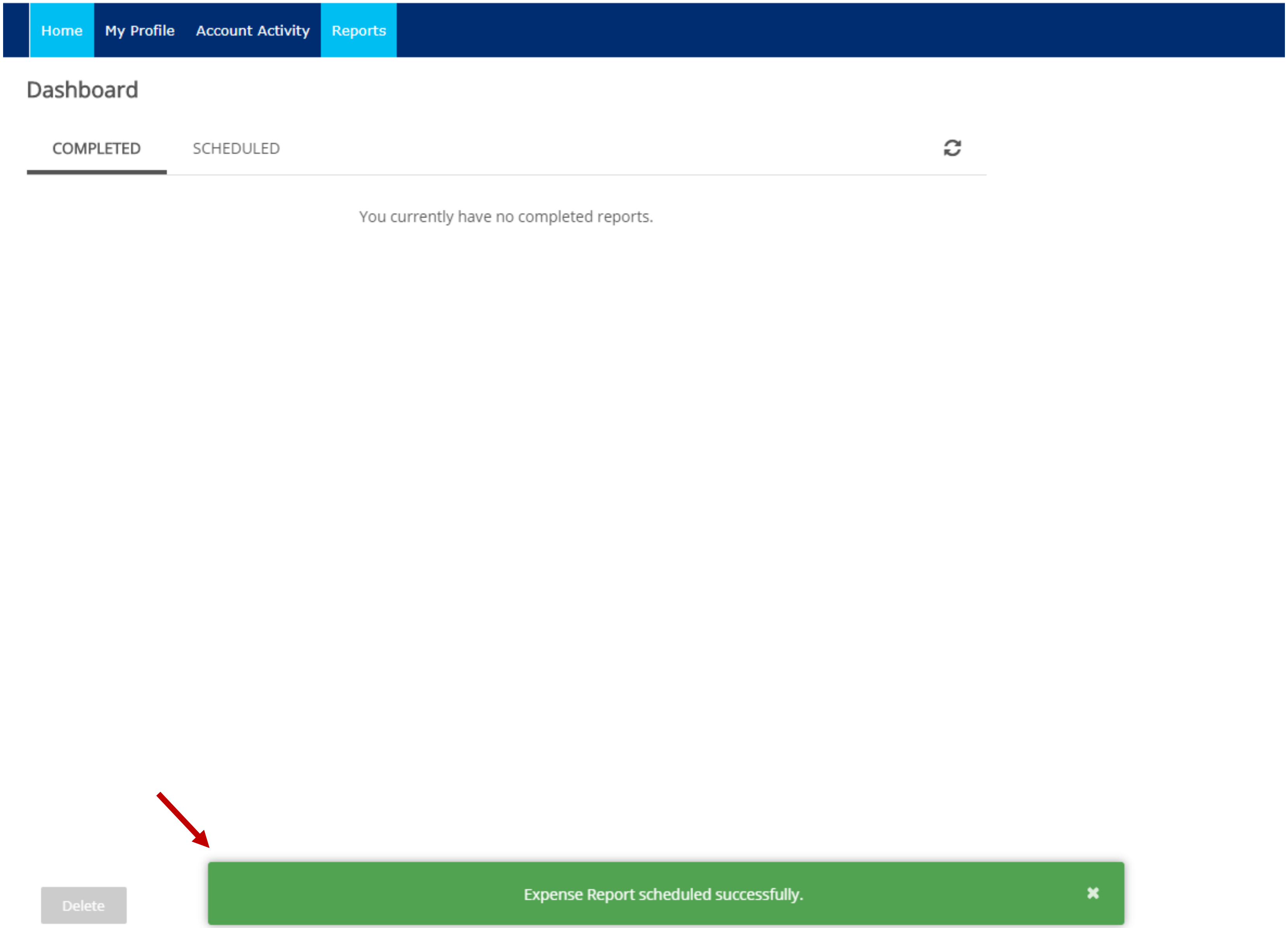
Step 4: (OPTIONAL) If you have any splits, select “5. CRITERIA” -> check the “Include Split Transactions” box:



Step 5: SELECT "6. FREQUENCY" -> select REPORTING CYCLE and the correct Cycle -> HIT "SUBMIT REQUEST"



The following page will appear - Notification that your report was “scheduled successfully” at the bottom:



Step 6: You will get an email from Citibank stating "Expense Report is completed." Login to GCMS, select "REPORTS" -> then "DASHBOARD" -> select your Expense Report -> click "DOWNLOAD." Now you can print!