PRINTING EXPENSE REPORT (Travel Advance Card)

Step 1: REPORTS -> RUN -> “2. REPORT NAME” -> TRANSACTION REPORTS -> select EXPENSE REPORT
The following options will appear:

1. Reporting Entity: [redacted]
2. Report Name: Expense Report
3. Cost Allocation Scheme: Select scheme below
4. Filters: Select filters below
5. Criteria: Select criteria below
6. Frequency: Once
7. Delivery Options and Notifications: System Inbox & [redacted]
Step 2: “SELECT 3. COST ALLOCATION SCHEME” -> SELECT “NONE”
Step 3: (OPTIONAL) If you have any splits, select “5. CRITERIA” -> check the “Include Split Transactions” box:

<table>
<thead>
<tr>
<th>Reporting Entity:</th>
<th>Expense Report</th>
<th>Cost Allocation Scheme:</th>
<th>Select scheme below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filters:</td>
<td>Select filters below</td>
<td>Criteria:</td>
<td>Select criteria below</td>
</tr>
</tbody>
</table>

- **Date Type**
  - Posting

- **Report Type**
  - Adobe PDF

- **Number Format**
  - XX,XXX,XX

- **Date Format**
  - MM/DD/YYYY

- **Account Status**
  - 8 Selected

- **Report Notes**
  - Include Split Transactions

- **Frequency**: Once

- **Delivery Options and Notifications**: System Inbox & [Redacted]

- [Submit Request] [Cancel]
Step 4: SELECT “6. FREQUENCY” -> It should automatically be on “RUN ONCE” -> SELECT THE DAYS THAT CORRESPOND WITH YOUR TRANSACTIONS POSTING DATES -> Select “SUBMIT REQUEST”
The following page will appear - Notification that your report was “scheduled successfully” at the bottom:

Dashboard

<table>
<thead>
<tr>
<th>COMPLETED</th>
<th>SCHEDULED</th>
</tr>
</thead>
</table>

You currently have no completed reports.
Step 5: Select “COMPLETED” and keep selecting the refresh tab (🔄) until your Expense Report appears. Select your Expense Report -> click the Download button (⬇️) under ACTION.

Note: You will **NOT** get an email from Citibank.