


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. The number of the business rule that triggered the warning or violation is listed at the top of the message.

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.

 **Group Meal exceeds per diem** #233
Group Meal exceeds per diem. Please reduce the amount requested in compliance with per diem rules.
[Add Response](#)

VIOLATION

A compliance violation indicates that the expense cannot be submitted for approval and payment based on the firm 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.



Detailed receipts are required for all expenses.

A detailed receipt is required for all expenses. A credit card receipt by itself is not sufficient.

#201