

Compliance Feedback for ESE Monthly Meeting 2/13/25

Confirmation of Receipt

We are still seeing a lot of reimbursements that are missing confirmation of receipt of goods, please be sure to make a note that all goods have been received.

Expense Dates

Please make sure to double check that the correct Expense Date is entered on each Expense Line, we are seeing a lot of mismatched dates.

For Meal Per Diem expense lines (because there is not a receipt with a date of purchase on it), please use a date within the travel period (we commonly suggest the first or last day of travel).