

## What warnings or errors would I see on Save vs Submit?

Below is a short reference on what types of warnings or errors would be presented when a traveler/delegate clicks the “Save” vs “Submit” buttons. Please remember that travelers have to click the “Submit” button on the Expense Report, so delegates may not see some errors when selecting the “Ready for Review” button. This is subject to change.

**Key:**

**Errors (red exclamation)**

- Reassessed if error has been corrected when “save” or “submit” is clicked again, depending on what action triggered it.
- Will not allow you to continue until corrected.

**Warnings (yellow triangle)**

- Will be shown based on specific selections chosen. If those selections change, i.e. date change, some warnings may disappear when “save” or “submit” is clicked again.
- Will allow you to continue without correcting.

<b>Request</b>	
<b>Errors (red exclamation) upon SAVE</b>	<b>Errors (red exclamation) upon SUBMIT</b>
Travel is MSU funded; please add the account number.	You requested a Cash Advance amount greater than projected expenses (airfare not included).
Travel is not MSU funded; please remove the account number.	The cash advance must be in US Dollars currency.
Please remove the Cash Advance as this travel is not MSU funded.	The Request has no Segments or Expenses. You must create at least one entry in order to submit the Request.
The Per Diem/Expense Reduction must be a negative amount. Please return to the expense and adjust accordingly.	The Request has no Segments and is an international trip type. You must create at least one entry within the Segments tab in order to submit the Request.
Requests cannot be entered with a Trip End date greater than 120 days in the past.	

<b>Warnings (yellow triangle) upon SAVE</b>	<b>Warnings (yellow triangle) upon SUBMIT</b>
Trip start date is in the past.	This Request was submitted by a delegate.
Please verify: Segment departure and arrival dates are not within the Request header start and end dates.	This Request includes a Cash Advance. Approval of this Request also approves the Cash Advance.
Please verify: Segment departure date is in the past.	This Request was approved by a delegate.
Secondary Trip Purpose must be different.	There are attachments available for viewing.

<b>Policy or Process reminders (shown as yellow triangles upon SAVE)</b>
Due to the coronavirus outbreak, MSU has recommended all university-sponsored travel to China, Singapore and Hong Kong be suspended for students, faculty and staff through July 31, 2020. See: <a href="https://msu.edu/issues-statements/2020-01-30-update-coronavirus.php">https://msu.edu/issues-statements/2020-01-30-update-coronavirus.php</a>
Combined business and personal travel may require airfare quote at time of booking from the MSU Preferred Travel Agencies. See MBP Section 70 for details.
University Owned Vehicle (Motor Pool) is used to request approval to use a Motor Pool vehicle. This will NOT create a reservation. Please contact Transportation Services to reserve a vehicle upon approval of your request.
Faculty, staff or graduate student travelers are eligible for a cash advance for international travel only. If exception is needed for domestic travel, a hardship letter must be attached in the attachments area of the request.
Please note that all faculty, staff, and students traveling on MSU sponsored international travel (non-education abroad) must register their travel in the MSU Global Travel Registry before departure.

Expense	
Errors (red exclamation) upon SAVE	Errors (red exclamation) upon SUBMIT
Please enter your personal dates of travel.	Daily lodging expense exceeds lodging allowance, please provide business purpose in Allowance Exceeded Reason field or reduce lodging claim. This alert will remain visible until the Expense Report is submitted.
Travel Allowance checkbox must be selected.	MSU policy requires a fully Approved Request before submitting an Expense Report. To attach a fully Approved Request, please navigate to Report Details -> Manage Requests and add the request to the report.
You are not permitted to enter future dated expenses.	Upload your receipts to expense line item using the Attach Receipt Images. In order for the red flag to be re-evaluated, you will need to click the Submit link again.
Action: You have exceeded the % threshold for manual changes to the Exchange Rate. Please correct and re-save the expense.	Expense Report includes reimbursable expenses; please update the Expense Report header question "Is the traveler being reimbursed?" to "Yes" and provide a KFS Vendor ID.
The Per Diem/Expense Reduction must be a negative amount. Please return to the expense and adjust accordingly.	When selecting Special Handling, please add expense type "Special Handling Fee" with a payment type of "Special Handling." This alert will remain visible until the Expense Report is submitted.
The Out of Pocket expense entered must be a positive amount. Please return to the expense and adjust accordingly.	Special handling fee can only be chosen if you have selected Special Payment Needs on the Expense Report Header.

The Out of Pocket expense entered must not equal zero amount. If additional information is needed to support this Expense Report, please use Additional Attachments expense type.	
The Special Handling Fee payment type may only be assigned on the expense type "Special Handling Fee". Please correct. This alert will remain visible until the Expense Report is submitted.	MSU policy requires expense report to be submitted by the traveler.
You may not enter expenses with a Pending Card Transaction payment type.	

<b>Warnings (yellow triangle) upon SAVE</b>	<b>Warnings (yellow triangle) upon SUBMIT</b>
This report contains expense(s) outside of the trip dates, please review for accuracy.	This expense report was submitted by a delegate/proxy.
This expense entry may be a duplicate of the following expenses.	This expense report was approved by a delegate.
You have modified the default mileage calculation above the preferred range.	This expense report shows that the traveler owes money to MSU.
Single trip mileage reimbursement claims cannot exceed \$500.	Request status is cancelled.
Please choose a different secondary trip purpose value than your primary trip purpose or leave blank.	Either the Request Start Date and Expense Start Date do not match and/or the Request End Date and Expense End Date do not match.
Warning: This expense report contains a regular expense entry created from a Cash Advance transaction. The transaction should be itemized and marked as personal prior to submittal.	Special Handling Fee included.

<b>Policy or Process reminders (shown as yellow triangles upon SAVE)</b>
When selecting a Trip Purpose that includes Conference or Meeting Attendance, an agenda attachment is required. Please note that this alert will remain visible even if the task noted has been performed.
If you are claiming meal per diem allowances or seeking lodging reimbursement on this expense report, please navigate to Travel Allowance -> Manage Travel Allowance to import or create an itinerary before adding any expenses. Please note that this alert will remain visible even if the tasks noted have been performed.