Expense: Policies

Setup Guide

Last Revised: February 5, 2019

Applies to these SAP Concur solutions:

- ☒ Expense
  - ☒ Professional/Premium edition
  - ☐ Standard edition
- ☐ Travel
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Invoice
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Authorization Request
  - ☐ Professional/Premium edition
  - ☐ Standard edition

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Revision History

Date	Notes / Comments / Changes
February 5, 2019	Added the future use **Airfare Overlimit** field.
January 4, 2019	Updated the copyright; no other changes; cover date not updated
April 4 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
February 20 2018	Updated guide names in references to the *Expense: Standard Accounting Extract, Version 2 Specification* and *Expense: Standard Accounting Extract, Version 3 Specification* guides.
January 8 2018	Updated the copyright; no other changes; cover date not updated
October 19 2017	Clarified "IMPORTANT" information on the procedure, *To map the travel reservation with expense types*, regarding the impact that changing the mapping has on existing and new travel segments.
December 14 2016	Changed copyright and cover; no other content changes.
May 13 2016	Updated instances of he/she to they.
January 24 2016	Changed references to the import/extract guides; no other changes
December 22 2015	Changed a reference to another guide; no other content changes
February 19 2015	Removed information about the current user interface; changed the copyright; no other content changes
January 15 2015	Changed cross-references to other guides; no other content changes
September 24 2014	Added information about two user interfaces; no other content changes.
February 7 2014	Added a note about previewing a forms from the Expense Types section of policies
January 17 2014	Added information about accessing a form from the policy page
October 18 2013	Corrected text stating *equal to or less* for Flight Fee Threshold Amount for imported company card transaction – it is *less* only
May 17 2013	For the new Missing Receipt Affidavit option: • **Affidavit Explanation** field: maximum 700 characters • **Affidavit Statement/Acceptance** field: maximum 1000 characters
April 26 2013	A new setting, Missing Receipt Affidavit, lets the user “sign” a digital affidavit if they do not have the receipt images required for their expense report
December 28 2012	Made rebranding and/or copyright changes; no content changes
December 14 2012	Note about the **Copy Down Unmatched Request Allocations** check box
October 19 2012	Added information about the new Use Balance Carry Forward option allowing balance owed by employee to be gathered by company in future report where company owes employee
March 23 2012	Added a note about the Receipt Text option - the admin can change the text but not the title
February 2012	Changed copyright; no content change

<table>
<tr><th>Date</th><th>Notes / Comments / Changes</th></tr>
<tr><td>December 23 2011</td><td>Added information about Receipt Text option that allows customized text for the Receipts Required display in Expense</td></tr>
<tr><td>June 1 2011</td><td>Added a note about locating additional information about the Copy Down Unmatched Request Allocations check box, used with the Travel Request feature</td></tr>
<tr><td>April 15 2011</td><td>Added information about the Copy Down Unmatched Request Allocations check box, used with the Travel Request feature</td></tr>
<tr><td>January 21 2011</td><td>Updated information about adding and editing policies to the current user interface</td></tr>
<tr><td>December 31 2010</td><td>Updated the copyright and made rebranding changes; no content changes</td></tr>
<tr><td>August 20 2010</td><td>Added information about the FBT Enabled field; no new functionality</td></tr>
<tr><td>April 16 2010</td><td>Added information about Utilize rich card data for receipts handling</td></tr>
<tr><td>February 19 2010</td><td>Added information about the Disable ability to print reports prior to submit check box</td></tr>
<tr><td>December 2009</td><td>Changed to stand-alone setup guide; no content change</td></tr>
<tr><td>Aug 14 2009</td><td>Added information about the Allow user to edit the count of attendees check box on the Expense Type Properties page</td></tr>
<tr><td>July 17 2009</td><td>Added information about the new Allocation View Print Format field</td></tr>
<tr><td>June 19 2009</td><td>Added information about:
• Authorization requests
• Expense categories</td></tr>
<tr><td>May 15 2009</td><td>• Clarified information about deleting policies
• Added information about:
♦ Three new flight fee fields
♦ Expense Detail View field</td></tr>
<tr><td>September 19 2008</td><td>Added information about:
• New check box, Disable ability to print reports prior to submit, added to Create/Edit New Policy page
• Client should separate tax charge from booked and actual room rates to ensure that analytical report is accurate for comparison
• Mapping the folio categories to expense types to utilize Hotel Auto-Itemization</td></tr>
<tr><td>August 15 2008</td><td>Added information about:
• Room Rate & Tax Option
• Email Approval Print Format
• Attach Report to Email
• Attach Receipts to Email</td></tr>
<tr><td>June 20 2008</td><td>Initial publication</td></tr>
</table>

Policies

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's Concur administrator.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by Concur. In this case, the client must initiate a service request with Concur Client Support.

Section 2: Overview

The administrator uses the Policies tool in Expense administration to define the required Expense policies.

What is a Policy?

A policy can be thought of as a *container* for configuration components, including (but not limited to):

Component	Description
Expense report form	The policy defines the form that appears when a user creates an expense report.
Workflow definition	The policy defines the workflow that occurs when a user submits an expense report.
Scan configuration	Companies that track paper receipts manually using barcode technology may select a configuration to utilize this functionality.
Imaging configuration	Companies that track receipt images received by fax or receipt image upload may select a configuration to utilize this functionality. **NOTE:** Imaging is an optional feature that requires additional setup. Contact your Concur Client Support for more information.
Expense detail view	Companies can define the columns that appear in the **Expenses** section of the expense report.

Component	Description
Allocations	Including: • **Expense allocation form:** Companies that use the allocation feature define the form that appears when a user allocates an expense. • **Allocation view print format:** Companies that use the allocation feature can allow users to see a summary of all allocations on an expense report. • **Allocation separator:** This symbol separates segments of the allocation code. The default is the hyphen (-). If the allocation feature is not activated (by designating an allocation form), then the separator is not used.
Room rate and tax option	Companies can define whether room and tax (in lodging expenses) is always combined, always separate, or whether the user can choose to combine or separate them. **NOTE:** It is strongly recommended that this option be set to **Never combine room rate and taxes** if you intend to be comparing actual room rates to booked room rates in generated analytical reports. This allows a true comparison of the two room rates by excepting the room tax rate.
Fringe Benefit Tax (FBT)	The **FBT Enabled** field appears ***only*** after an FBT configuration has been saved. For information about FBT, refer to the *Expense: Fringe Benefit Tax (FBT) Setup Guide*.
Email approvals	Clients can define whether to use the Email Approvals feature as well as define the report form and attachments.
Flight fee mapping	Clients need a way to distinguish actual airfare costs from other flight-related fees, such as those for baggage, seat upgrades, etc. – the fees that are generally charged to the user's company card at the airport. **NOTE:** This does not include change fees and booking fees, which are generally charged as part of the booking process. The flight fee mapping fields allows a client to define – per policy – a threshold amount and an expense type. For example, assume that a client sets the threshold amount to be 74 USD and the expense type to be Flight Fees. Then, assume that a company card transaction appears on a user's **Smart Expense** page in the amount of 65 USD and the MCC code is for an airline. That expense will automatically be assigned the Flight Fee expense type (instead of the expense type for airfare).
Allocations from requests	Clients can decide if the allocations in a request (using Concur Request) – as they are copied to an expense entry – apply to all expense types or only apply to the mapped expense types For information about Concur Request, refer to *Authorization Request: Overview Guide*. For information about the request allocations, refer to *Authorization Request: Allocations Setup Guide*.

In addition, the administrator uses the policy to define:

Component	Description
Expense types	Available *expense types* including a defined expense entry form for each expense type • Mapped travel reservation booking types from Travel to expense types • Mapped folio types to expense types
Print formats	A print format is the printed report that is available when an employee clicks **Print** from an expense report. They are reports that can be printed that display different views of the expense report information and receipt requirements. Multiple print formats can be used for one policy. Formats are customized in the Forms & Lists area of the Expense Configuration Administrator tool. You can make a format active or inactive for a policy or you can reorder the list of available formats.

Policy Values, Considerations, and Implementation Guidelines

This section describes the default policy values that exist in the product after installation but before configuration. In addition, it covers some of the considerations and implementation guidelines that the administrator should consider before creating and assigning policies.

Implementation Guidelines for Policies

There is no limitation to the number of policies that can be deployed in the implementation. However, the guidelines below focus on keeping the implementation manageable but with enough flexibility and control to satisfy all of the functional requirements set forth by the company.

Below are the key facts to consider when planning a strategy for deploying policies.

- The administrator assigns policies to groups.
- The administrator can assign a single policy to many groups.
- The administrator can assign multiple policies to a single group.
    - If a group has more than one policy, then the employees in that group can choose the desired policy for each expense report.
    - If a group has more than one policy, the Expense Configuration administrator must define one of them as the default policy (to be used if the employee does not select a policy).
- A policy can contain one:
    - Expense report workflow
    - Expense report header form
- An expense report workflow can be assigned to multiple policies.

- A policy can contain any number of expense types, each having:
  - A corresponding expense entry form
  - A corresponding vendor list
- The administrator can assign an expense type to multiple policies. The corresponding entry form and vendor lists in the form can differ with each use of the expense type in a policy.

Section 3: Configuration

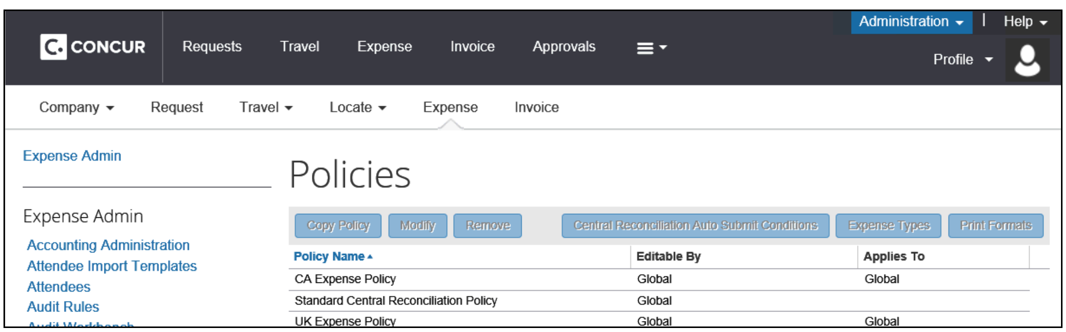
You may or may not have the proper permissions for this task. Refer to *Permissions* in this guide.

Accessing and Viewing Policies on the Policies Page

NOTE: Several policies may be included with your system by default. You may use the policies as configured, copy them to use as templates for new policies, or edit them to meet the requirements for your organization.

To access the policies page:

1. Click **Administration** > **Expense** (on the sub-menu).
2. Click **Policies** (left menu). The **Policies** page appears.



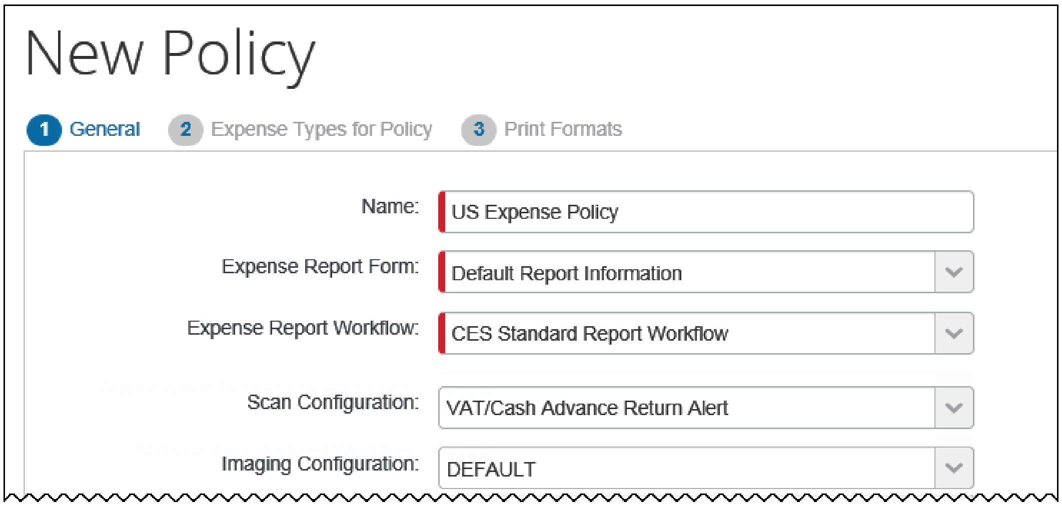
Column	Description
Policy Name	Displays the name of the policy
Editable By	Displays the group rights that an administrator must have to modify a policy
Applies to	Displays the groups for which this policy currently applies, including all groups that are below it in the hierarchical structure **NOTE:** Although this column appears in the Policy area and displays the groups for which this configuration applies, the actual assignment of the policy to a group occurs in the Group Configurations area of the Expense administrator.

Creating a New Policy

You can create a new policy by copying an existing one and changing the information as it applies to the new policy.

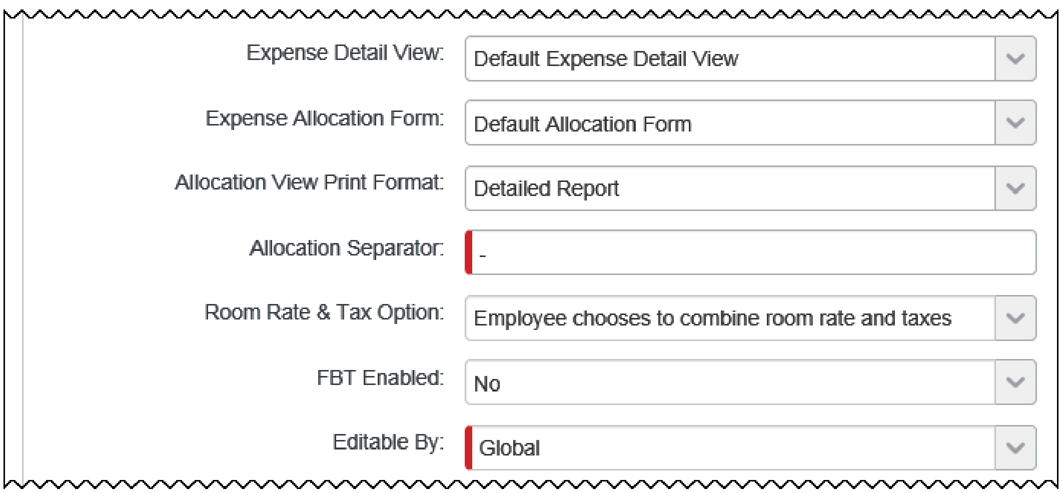
To create a new policy:

1. On the Policies page, click the desired policy.
2. Click **Copy Policy**. The **New Policy** page appears.

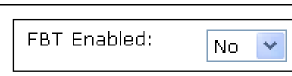


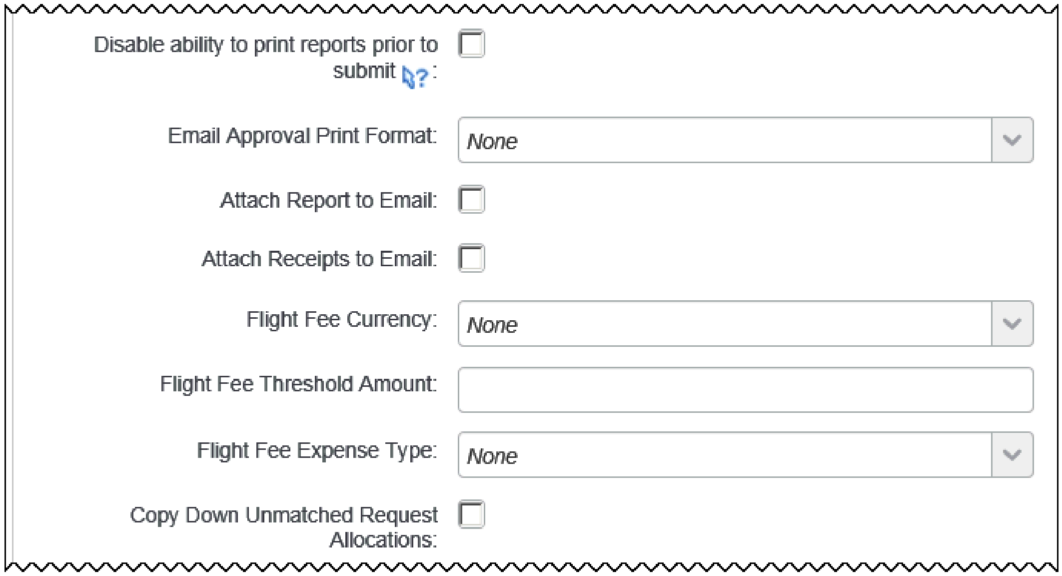
Field	Description	Refer to
Name	Enter a name for the new policy.	
Expense Report Form	Select the expense report header form to be associated with the new policy. The default information in this field is from the copied policy. **NOTE:** You create expense report header forms on the Forms and Fields tool in Expense Admin.	*Expense: Forms and Fields Setup Guide*
Expense Report Workflow	Select an expense report workflow to be associated with the new policy. The default information in this field is from the copied policy. **NOTE:** You create expense report workflows on the Workflows tool in Expense Admin.	*Expense: Workflow - General Information Setup Guide*

Field	Description	Refer to
Scan Configuration	Select a scan configuration to be associated with this policy. There is no default value assigned; if you do not select a configuration, the scan functionality will not be active for the policy. **NOTE:** You create scan configurations on the **Scan Configurations** tab of the Receipt Handling tool in Expense Admin.	*Expense: Receipt Handling-Scan Configuration Setup Guide*
Imaging Configuration	Select an imaging configuration to be associated with this policy. There is no default value assigned; if you do not select a configuration, the imaging functionality will not be active for the policy. **NOTE:** You create imaging configurations on the Receipt Handling tool in Expense Admin.	*Expense: Receipt Handling – Uploaded and Emailed Images Setup Guide* *Expense: Receipt Handling – Faxed Images Setup Guide*



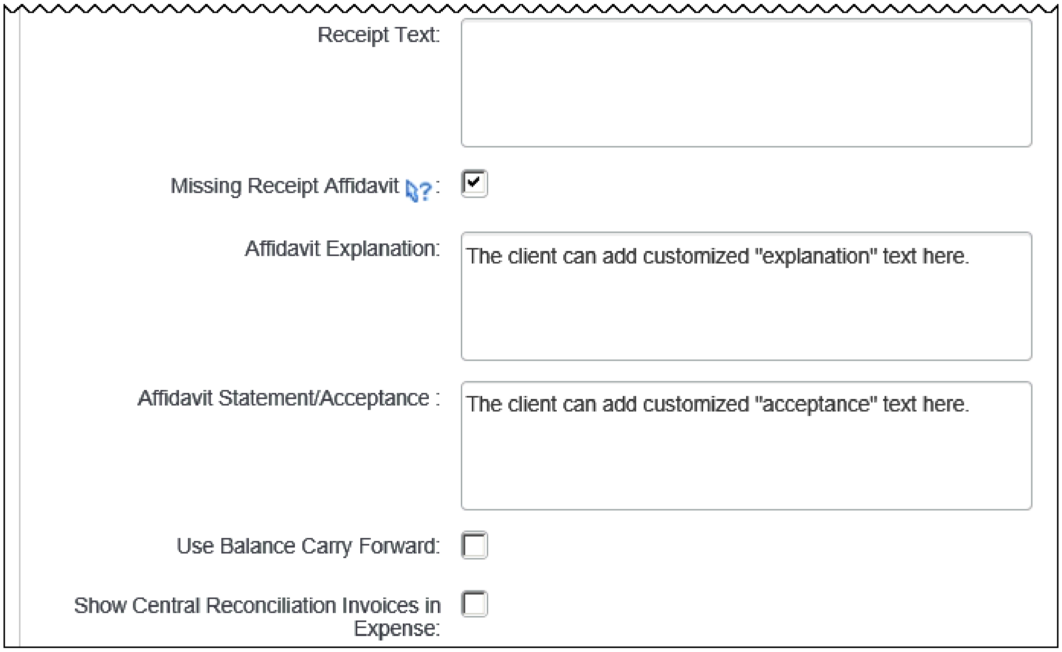
Field	Description	Refer to
Expense Detail View	Select the form to be used for the detail view. **NOTES:** • You create the expense detail view form on the Forms and Fields tool in Expense Admin. • You can use this field to associate the form with the policy or you can complete the same task while completing the form in the current user interface.	*Expense: Forms and Fields Setup Guide*

Field	Description	Refer to
Expense Allocation Form	Select an expense allocation form to be associated with this policy. The default value for this field is None; if it remains the selected option, employees will be unable to allocate expenses or see the **Allocations** field or link on the **Add Expense** page. **NOTE:** You create expense allocation forms on the Forms and Fields tool in Expense Admin.	*Expense: Allocations Setup Guide*
Allocation View Print Format	Once you have created a configurable (custom) report format, the name of that format appears in this list. Select the desired format. Then: • The feature is activated. - and - • The allocation information is presented to the user in the selected format.	*Expense: Printed Reports Configuration Setup Guide* *Expense: Allocations Setup Guide*
Allocation Separator	Select an appropriate allocation separator. This separator appears to the employee when selecting the allocations that separate the hierarchy (for example, 9543-4558-477).	
Room Rate & Tax Option	Select one of these: • Employee chooses to combine room rate and taxes • Always combine room rate and taxes • Never combine (separate) room rate and taxes **NOTE:** It is strongly recommended that this option be set to **Never combine room rate and taxes** if you intend to be comparing actual room rates to booked room rates in generated analytical reports. This allows a true comparison of the two room rates by excepting the room tax rate.	
FBT Enabled	This field appears ***only*** after a FBT configuration has been saved. 	*Expense: Fringe Benefit Tax (FBT) Setup Guide*
Editable By	Select the group(s) for which an administrator must have administration rights to modify the policy.	



Field	Description	Refer to
Disable ability to print reports prior to submit	This check box is cleared by default, so that users can print prior to submitting a report. Is you select this check box, the user cannot print until the report is submitted. If selected, a **Print** button appears on the **Report Submit Status** window.	
Email Approval Print Format	Select one of the following: • Detailed Report • Fax Receipt Cover Page • Receipt Report If the client creates a custom report format, the name of that custom format appears in this list along with the three standard report formats listed above. When you select a format: • The feature is activated. - and - • The report detail in the email is presented in the selected format.	*Expense: Printed Reports Configuration Setup Guide*
Attach Report to Email	Select (enable) this check box to indicate that a PDF copy of the report is attached to the email. **NOTE:** If a report format is not selected in **Email Approval Print Format**, then this field has no effect.	

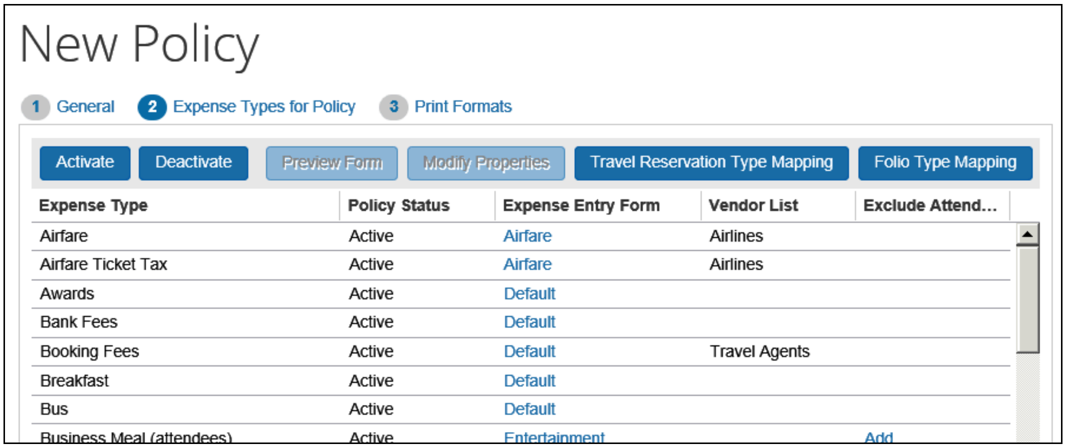
Field	Description	Refer to
Attach Receipts to Email	Select (enable) this check box to indicate that a PDF copy of the receipts is attached to the email. **NOTE:** If a report format is not selected in **Email Approval Print Format**, then this field has no effect.	
Flight Fee Currency	Select the currency associated with the amount in the **Flight Fee Threshold Amount** field.	The information about flight fees in the overview in this guide.
Flight Fee Threshold Amount	Enter the amount (based on the currency type selected in the **Flight Fee Currency** field). Imported company card transactions that are *less* than this amount ***and*** have an airline MCC code will automatically be assigned the expense type shown in the **Flight Fee Expense Type** field.	The information about flight fees in the overview in this guide.
Flight Fee Expense Type	Select the appropriate expense type. Imported company card transactions that are equal to or less than the amount in the **Flight Fee Threshold Amount** field ***and*** have an airline MCC code will automatically be assigned this expense type.	The information about flight fees in the overview in this guide.
Airfare Overlimit	This field is for future use and the value should remain **None**.	
Copy Down Unmatched Request Allocations	If you use Concur Request and if you have the expense entry allocation field configured to copy down the allocation information from the request, select this check box to automatically allocate ***all*** expenses on the report with the allocations from the request. If this check box is not selected, then only the expenses with the mapped expense types are automatically allocated. **NOTE:** If you activate **Allow Expected Expenses to be allocated individually** in Request Site Settings, then do not select the **Copy Down Unmatched Request Allocations**.	*Authorization Request: Overview Guide* *Authorization Request: Allocations Setup Guide*



Field	Description	Refer to
Receipt Text	When a user must include receipts with their expense entries they are reminded of this when they submit their report. That text can be changed and localized to allow customized, instructional text for the user providing receipts. **NOTES:** • The text can be changed but the **Reminder: Receipts Required!** title cannot be changed. • The client is responsible for localizing the text they provide for this feature. This is done using the **Policy Names** selection in the Localization tool in Expense Admin.	*Expense: Receipt Handling – Uploaded and Emailed Images Setup Guide* *Expense: Receipt Handling – Faxed Images Setup Guide* *Shared: Localization Setup Guide*

Field	Description	Refer to
Missing Receipt Affidavit	Select (enable) this check box to allow a user to submit an electronic affidavit instead of receipt images. By selecting this check box, two new options appear: • **Affidavit Explanation:** Type information that lets your user know they have the option to submit an affidavit and how to do so, as an example. (Max 700 characters) • **Affidavit Statement/Acceptance:** The user will be signing this digital acceptance – include language that satisfies any requirements at your company that would permit the user to submit this affidavit instead of the original receipt images. (Max 1000 characters)	*Expense: Receipt Handling – Uploaded and Emailed Images Setup Guide*
Use Balance Carry Forward	When enabled, an expense report with a balance due to the company from the employee will generate an internal tracking record for that balance due to the company. A subsequent report with an amount due the employee from the company will automatically have this balance applied at the point in time that the processor approves the report for payment, netting out the amount due to the employee against the amount remaining that is due to the company from the prior report.	Refer to the *Expense: Standard Accounting Extract, Version 2 Specification*, *Expense: Standard Accounting Extract, Version 3 Specification*, and *Expense: Cash Advance Setup Guide* for detailed information about the logic and use.
Show Central Reconciliation Invoices in Expense	Select (enable) this check box to display invoices generated by Central Reconciliation (CR) within Expense.	

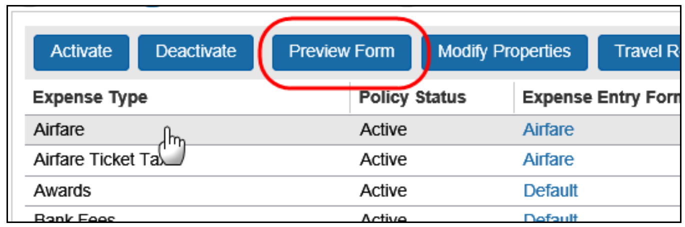
3. Click **Next**. The **Expense Types for Policy** step appears.



4. Review and modify the following expense type information. This information is copied directly from the policy that you selected as the base for this new policy, so it may or may not require modification.

Field	Description
Expense Type	Displays the current list of expense types defined for a policy
Policy Status	Displays the status, either **Active** or **Inactive**, for each expense type Active expense types are available for use in expense reports, while inactive expense types are unavailable.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Expense Entry Form</td><td>
Name (link) of the expense entry form associated with each expense type
Each expense type is associated with a single form. If you have not yet assigned the expense type to a form, it appears as "Form Not Assigned." If you use a policy with an expense type that has no associated form, the unassociated expense type is not available for selection in Expense.
Note the following:

Click the link (form name) to access the Forms and Fields page for the form – for quick editing.
You can get a quick preview of a form. Click the expense type, and then click Preview Form.


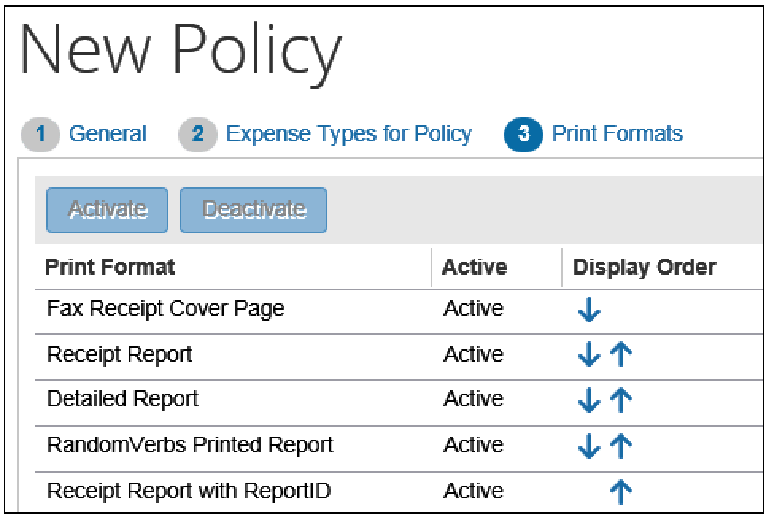
The feature is not intended to fully replicate the experience of the user when entering an expense, but rather to convey enough information to ensure the admin has selected the correct form.

NOTE: You create expense entry forms on the Forms and Fields tool in Expense Admin. For more information, refer to the Expense: Forms and Fields Setup Guide.
</td></tr>
<tr><td>Vendor List</td><td>
Name of the vendor list associated with each expense type
Each expense type has the option to be associated with a single vendor list; however, it is not required and can be left blank.
NOTE: You create vendor lists on the List Management tool in Expense Admin. For more information, refer to the Shared: List Management Setup Guide. You associate expense types with lists on the Expense Types tool in Expense Admin. For more information, refer to the Expense: Expense Types Setup Guide.
</td></tr>
<tr><td>Booking Type</td><td>
Displays the Travel booking type to which the expense is mapped
This column appears only if Travel integration is turned on.
</td></tr>
<tr><td>Travel Reservation Type Mapping</td><td>
Displays the Reservation to Expense Type Mapping page that you use to map expense types in Expense to travel reservation booking types in Travel
The mapping is used when an employee creates an expense report from a trip in Travel. Travel must be enabled in order for this is work. This button appears only if Travel integration is turned on.
</td></tr>
</table>

Field	Description
Folio Type Mapping	Displays the **Folio Type to Expense Type Mapping** page that you use to map expense types in Expense to hotel folio data For more information, refer to the *Mapping the Folio Categories to Expense Types* section of this guide.

5. Select the desired expense types and click **Activate** or **Deactivate** to change the policy status.

6. Click **Next**. The **Print Formats** step appears.



7. Select the desired print format and click the **Activate** or **Deactivate** button as necessary.

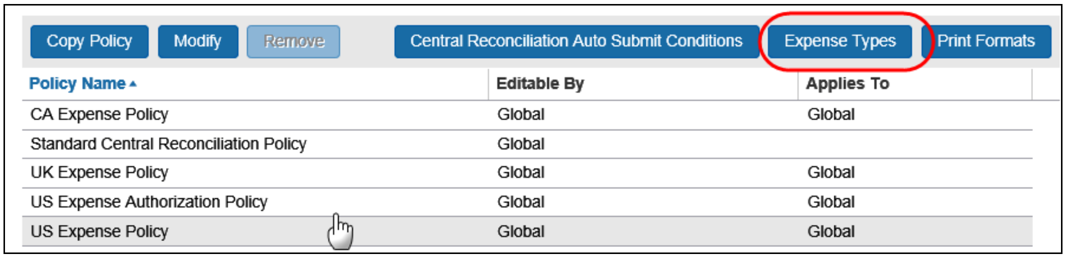
8. Click the arrows in the **Display Order** column to reorder the way the print options appear to the employee when they clicks **Print** in the expense report.

9. Click **Done**.

Modifying Expense Type Properties

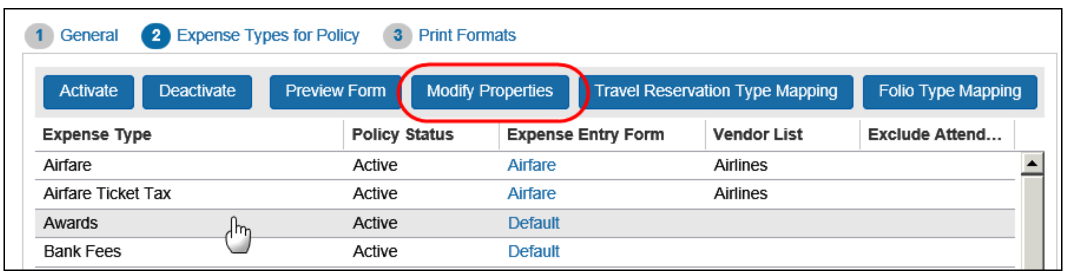
To modify expense type properties:

1. On the **Policies** page, click the desired policy.
2. Click **Expense Types**.

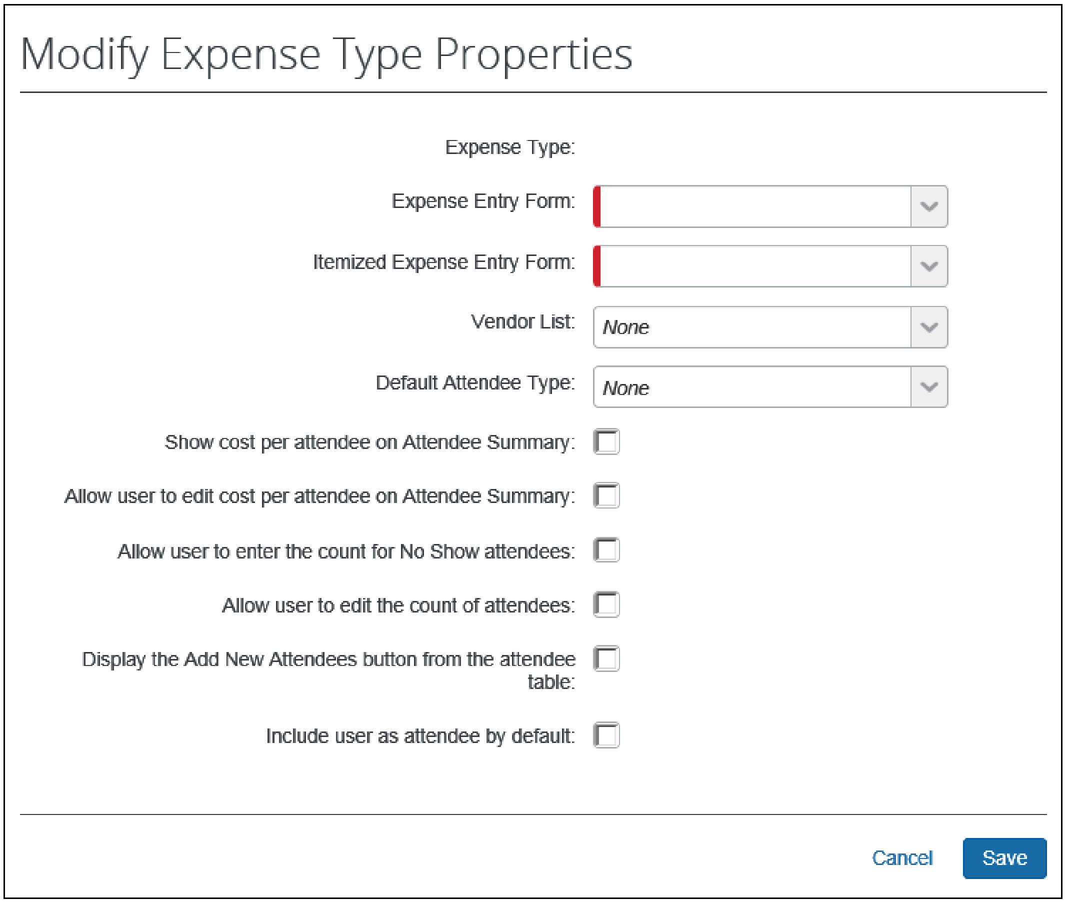


The **Expense Types for Policy** step appears.

3. Click the desired expense type.
4. Click **Modify Properties**.



The **Modify Expense Type Properties** window appears.



5. Make the desired changes.

   Refer to the *Expense: Expense Types Setup Guide* for more information about the available options.

6. Click **Save**.

Mapping the Travel Reservations to Expense Types

Travel is a service that allows an employee to book travel. When the trip is completed, then the employee can click a link in Travel to create an expense report with trip information already in it, such as airfare, car rental, and lodging expenses. However, in order for the Travel itinerary data to map appropriately in Expense, you must supply a mapping of those expenses.

The Global Expense Configuration administrator can edit any booking mapping, while the Group Expense Configuration administrator can edit only the mappings referenced by policies that the administrator has rights to edit (based on the hierarchical groups).

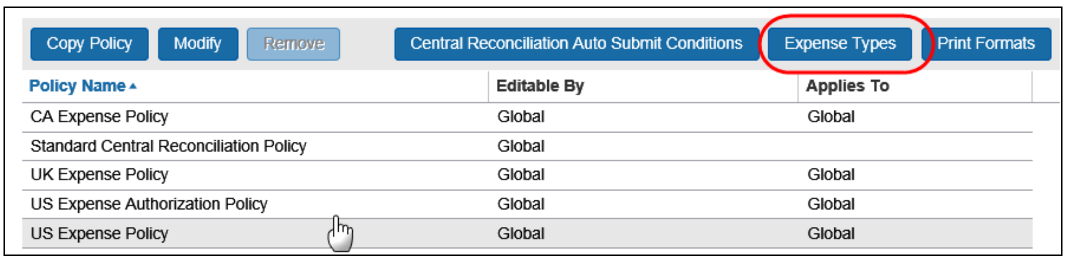
Default mappings are already supplied. If you remove a mapping, Expense does not create a report entry for a trip segment of the reservation type that is not mapped. In Travel, a trip segment of that reservation type is nevertheless considered used.

NOTE: The **Travel Reservation Type Mapping** button and the **Reservation to Expense Type Mapping** page to which it navigates appear only if Travel is enabled for your organization.

To map the travel reservation with expense types:

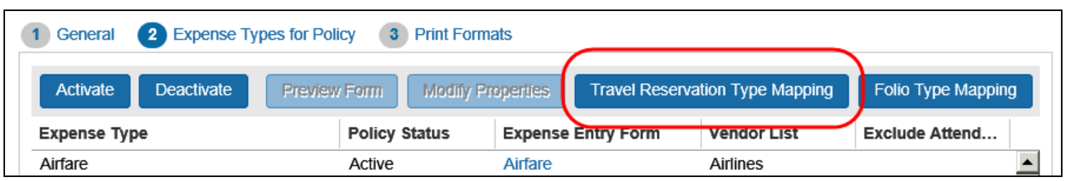
1. On the **Policies** page, click the desired policy.

2. Click **Expense Types**.

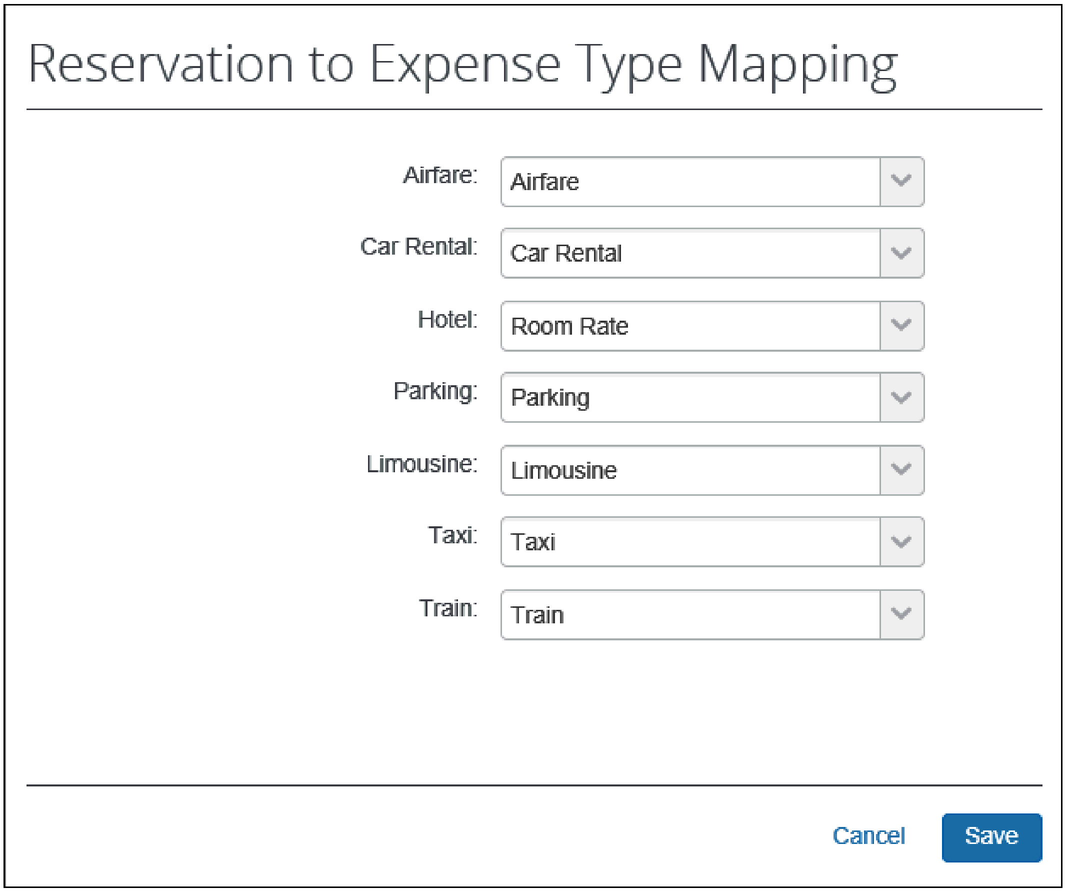


   The **Expense Types for Policy** page appears.

3. Click **Travel Reservation Type Mapping**.



The **Reservation to Expense Type Mapping** window appears.



4. Select the appropriate expense type from the list for each field.

NOTE: The changes to expense types made here are immediate, but they appear only to employees creating new expenses from travel reservations. In Expense, the travel segments that are already on reports are not changed, but any new travel segments coming from travel that are added to an expense report will use these new expense type mappings.

! IMPORTANT: If the configuration change adds an expense type to a blank travel segment type, it is ***critical*** to coordinate this change with the Travel team. Making this change for an existing travel site can result in large volumes of historical trips suddenly showing up as Available Expenses. ***All*** unused segments of that type will suddenly show up for the user if they are not marked as 'used' in advance of the change.

NOTE: The expense types listed on this page are managed on the Expense Types tool in Expense Admin.

- ***To remove an expense type mapping:***

1. On the **Reservation to Expense Type Mapping** window, select *None* in the list for any travel reservation type that you do not want mapped.

2. Click **Save**.

A notice on the **Available Expense Types for Policy** page reminds you which reservation types have not been mapped to expense types.

Mapping the Folio Categories to Expense Types

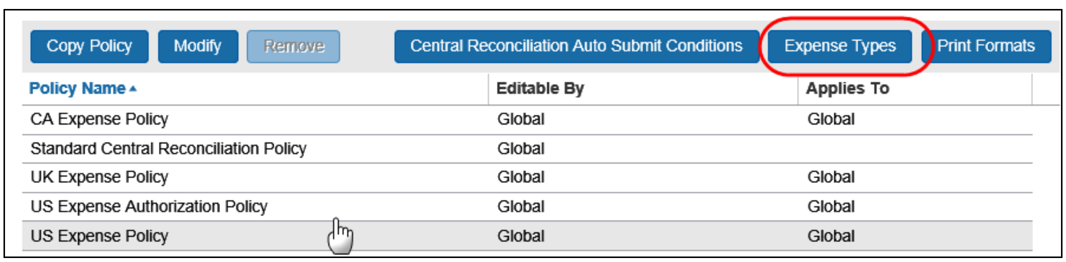
Clients receiving folio data must map the folio categories to expense types in order to use the Hotel Auto-Itemization feature.

NOTE: Depending on your Expense configuration, the **Folio Type Mapping** button may not be available.

- ***To map folio categories to expense types:***

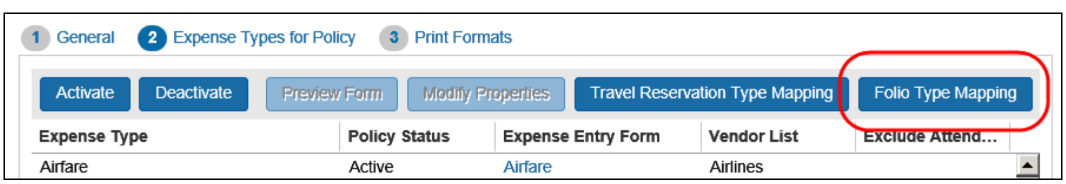
1. On the **Policies** page, click the desired policy.

2. Click **Expense Types**.

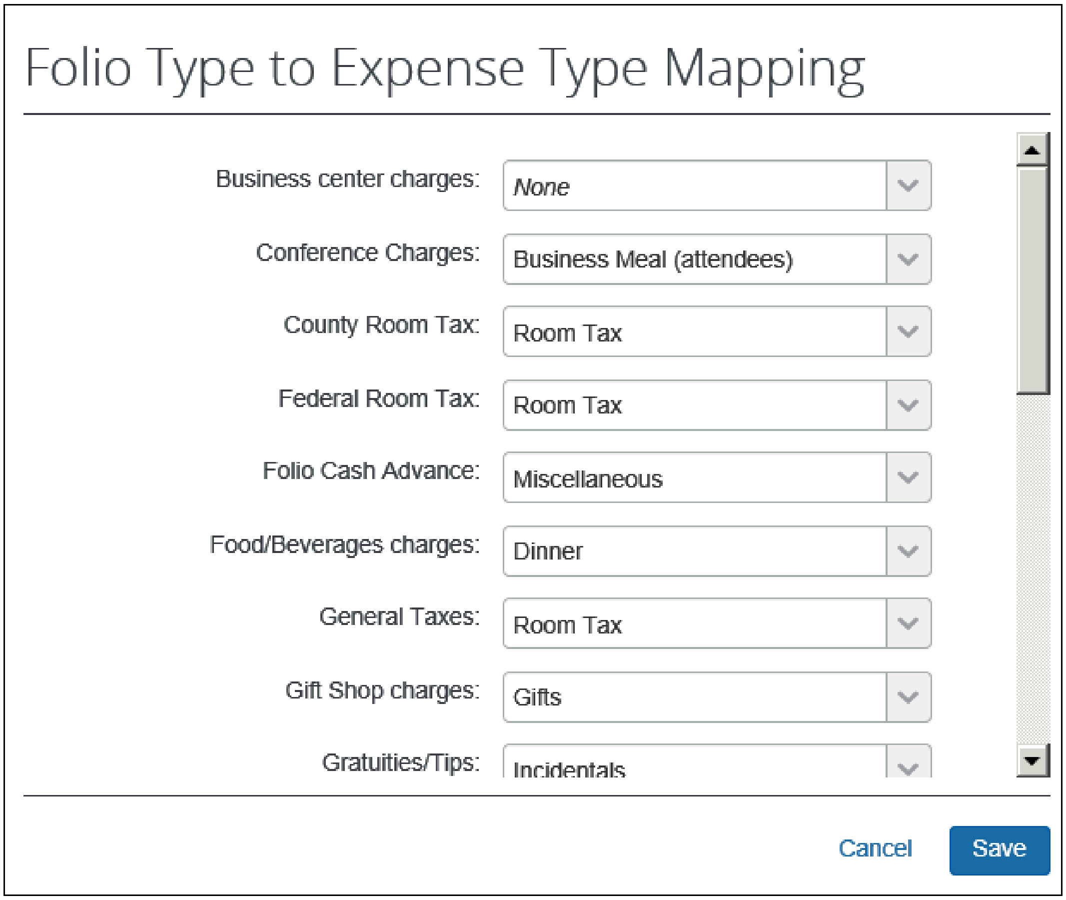


The **Expense Types for Policy** page appears.

3. Click **Folio Type Mapping**.



The **Folio Type to Expense Type Mapping** window appears.



4. Make the appropriate choices.

5. Click **Save**.

Editing the Existing Policy Information

Editing an Existing Policy

All of the associated policy information can be edited from the **Policies** page, including the forms, workflows, scan, and imaging configurations.

To edit an existing policy:

1. On the **Policies** page, either:
   - Click the desired policy and click **Modify**.
     – or –
   - Double-click the desired policy.

   The **General** step appears.

2. Edit the information.

   Refer to the field definitions in *Create a New Policy* in this guide.

3. Click **Save**. The **Policies** page appears.

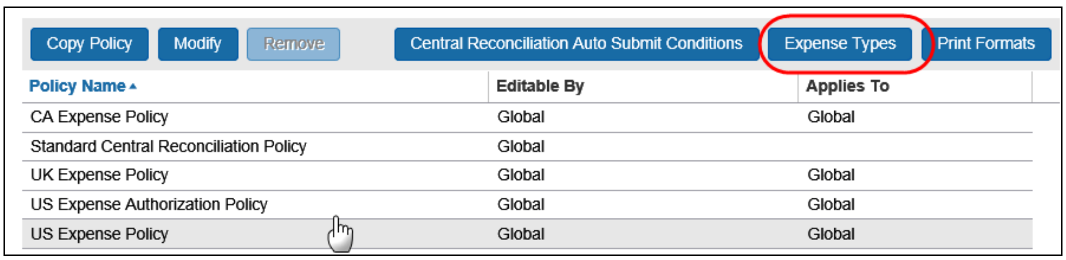
Changing the Status of an Expense Type

You can set each expense type to *Active* or *Inactive* status in the selected policy. If a field is **Active**, it is available for inclusion into an expense report; if the field is **Inactive**, it is not available.

► *To change the active status of an expense type:*

1. On the **Policies** page, click the desired policy.

2. Click **Expense Types**.



   The **Expense Types for Policy** page appears.

3. Select the expense types to modify. You can select individual expense types, or use Shift+click or Ctrl+click to select multiple expense types.

4. Click **Activate** or **Deactivate**.

5. Click **Done**.

Note the following:

- You create and manage the expense types listed in this page from the Expense Types tool in Expense Admin. When you create an expense type, the expense type appears in this list as *Inactive*. For more information, refer to the *Expense: Expense Types Setup Guide*.
- If your organization uses Travel, the mapping between expense types in Expense and travel booking reservation types in Travel is removed when you inactivate the expense type in Expense. When you inactivate a mapped expense type, Expense displays a notice on the **Expense Types for Policy** page to remind you of which expense types are not mapped. If you reactivate the expense type, and you want the expense type to map to a reservation type, you must also re-map the expense type. Refer to *Mapping the Travel Reservations to Expense Types*, below, for more information.

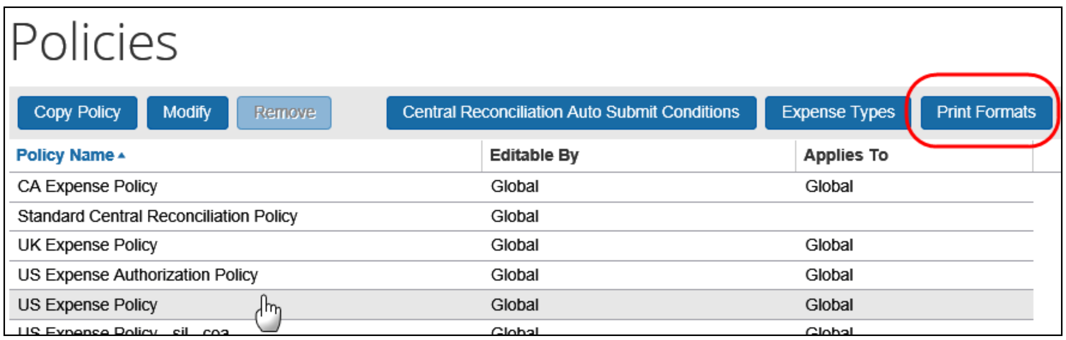
Changing the Print Format

A print format is the printed report that is available when an employee clicks **Print** from an expense report. They are reports that can be printed that display different views of the expense report information and receipt requirements. Multiple print formats can be used for one policy.

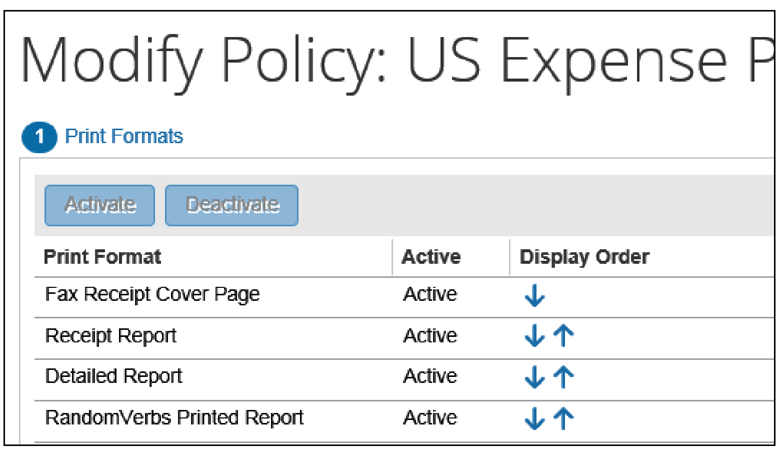
Formats are customized in the Printed Reports area of Expense administration. You can make a format active or inactive for a policy or you can reorder the list of available formats.

- ***To change the print format:***

1. On the **Policies** page, click the desired policy.
2. Click **Print Format**.



The **Print Formats** page appears.



3. Select the desired format and click the **Activate** or **Deactivate** button.
4. Click the arrows in the **Display Order** column to reorder the way the options appear to the employee on the **Select Report Format** page when the users click **Print**.
5. Click **Done**.

Deleting a Policy

IMPORTANT CONSIDERATION

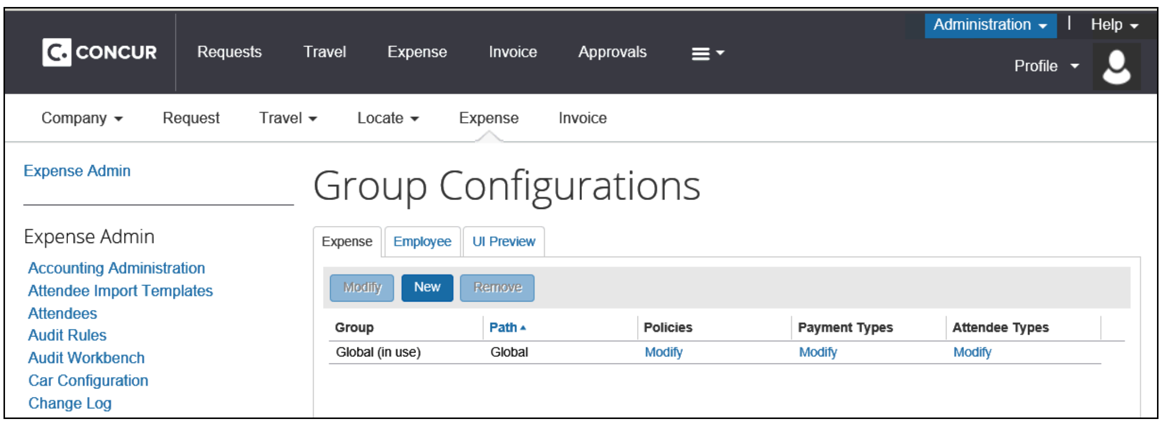
If there are forms assigned to the policy when it is deleted, the forms will be retained in the database to handle any expense reports currently in process and will not be available for deletion.

▸ *To delete a policy:*

1. On the **Policies** page, click the desired policy.
2. Click **Remove**.

Assigning a Policy to a Group

Once you have created your policies, you must assign them to a group using **Administration** > **Expense** (on the sub-menu) > **Group Configurations** (left menu).



For more information about the process for assigning policies to groups, refer to the *Shared: Group Configurations Setup Guide*.