Report Totals

Open the Details drop-down menu and select “Totals.”

The “Report Totals” provides amount breakdowns based on the Expense Types, Payment Types, and approved amounts specified in Expenses.

1. Report Total – Total amount of reported expenses
2. Less Personal Amount – Deductions from personal expenses including “Per Diem Offset Meal”
3. Amount Approved – Total approved as UA business expense
4. Amount Due Employee – Reimbursement UA owes to traveler
5. Amount Due [card name] – Amounts paid on the agency, travel, and/or Pro- cards
6. Total Paid by Company – Total cost of expenses paid by UA
7. Total Owed by Employee – Repayment traveler owes to UA