

Click on "Expenses"

- Expense Reports
- Cash Expenses

- Card Transactions **51**
- Approvals **1**
- Expense Reports

Pinned

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MY EXPENSES

Big Bank 1		Corporate Card   VISA ***** 0020	
Action Required	Pending Approval	Current Balance (USD)	Available Credit (USD)
51	0	16,910.67	-10,210.67

Recent Periods

Cash Expenses		
Action Required	Pending Approval	Current Balance (USD)
0	1	97.20

APPROVALS

Approvals		1 Employee
Approval Required	Info Provided	Info Required
1	0	0



Announcements

**Issuer Message**  
Visa IntelliLink Spend Management will be offline between 2:00am and 6:00am this Sunday for scheduled maintenance to implement new functionality. Administrators can view more information within the Release Notes in the Vault Documentation folder.

**Important Note**  
Expense Reports are due the 3rd Friday of each month, and must include receipts for all items over \$50.00.

Last visit: 05/04/2016