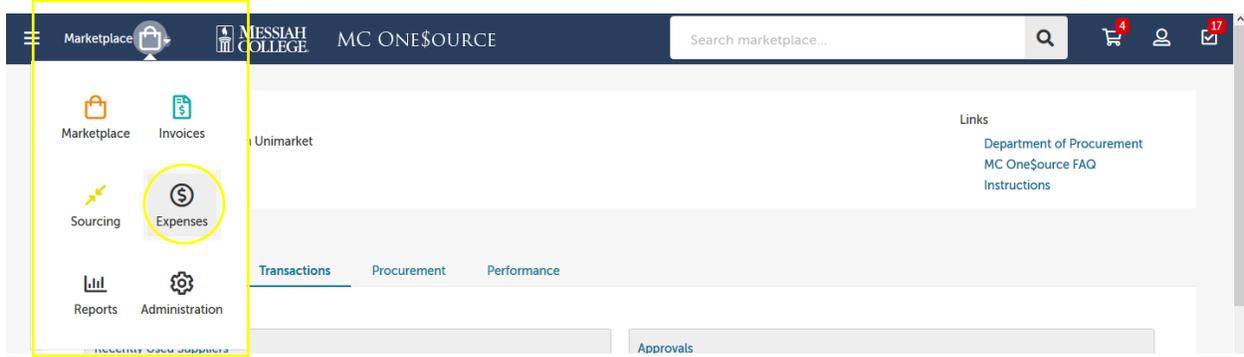
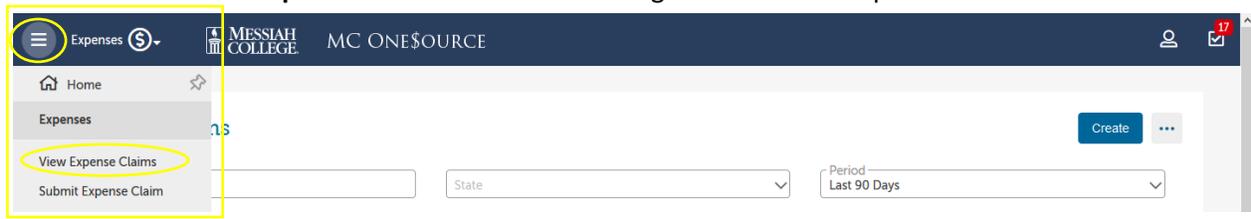


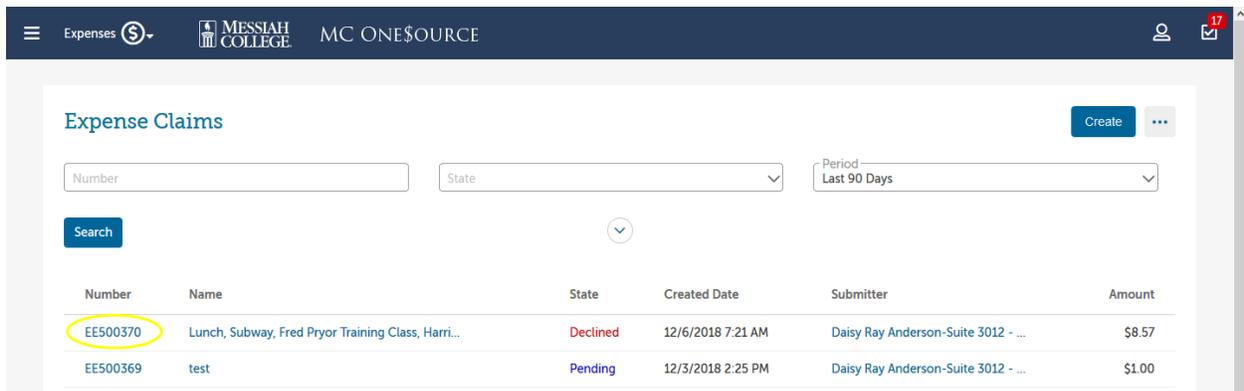
- Login to MC OneSource.
- Select **Expenses** from the module drop down menu on the blue menu bar.



- Select **View Expense Claims** from the hamburger menu at the top left of the blue menu bar.



- Click on the **blue EE number** for the declined expense.



- To view the reason the expense reimbursement request was declined, click on **App History**.

Expense Claim EE500370

Name: Lunch, Subway, Fred Pryor Training Class, Harrisburg, PA 10.5.18
 Description: [Empty]
 Submitter: Daisy Ray Anderson-Suite 3012 - ...
 Created Date: 12/6/2018 7:21 AM
 State: **Declined**
 Summary: [Summary](#)

Attachments

Expense	Supplier	Date	State	Amount
583. Lunch	Subway	10/18/2018 12:00 PM	Declined App History	\$8.57

Expense Type: Meals - Travel
[Form Data](#)
 Account Code: 2741-6200- 100.00%
 Organization Unit: [Edit](#)

Total: \$8.57

- Close the Approval History box by clicking the **X** on the top right corner of the screen.

Approval History for Expense 583

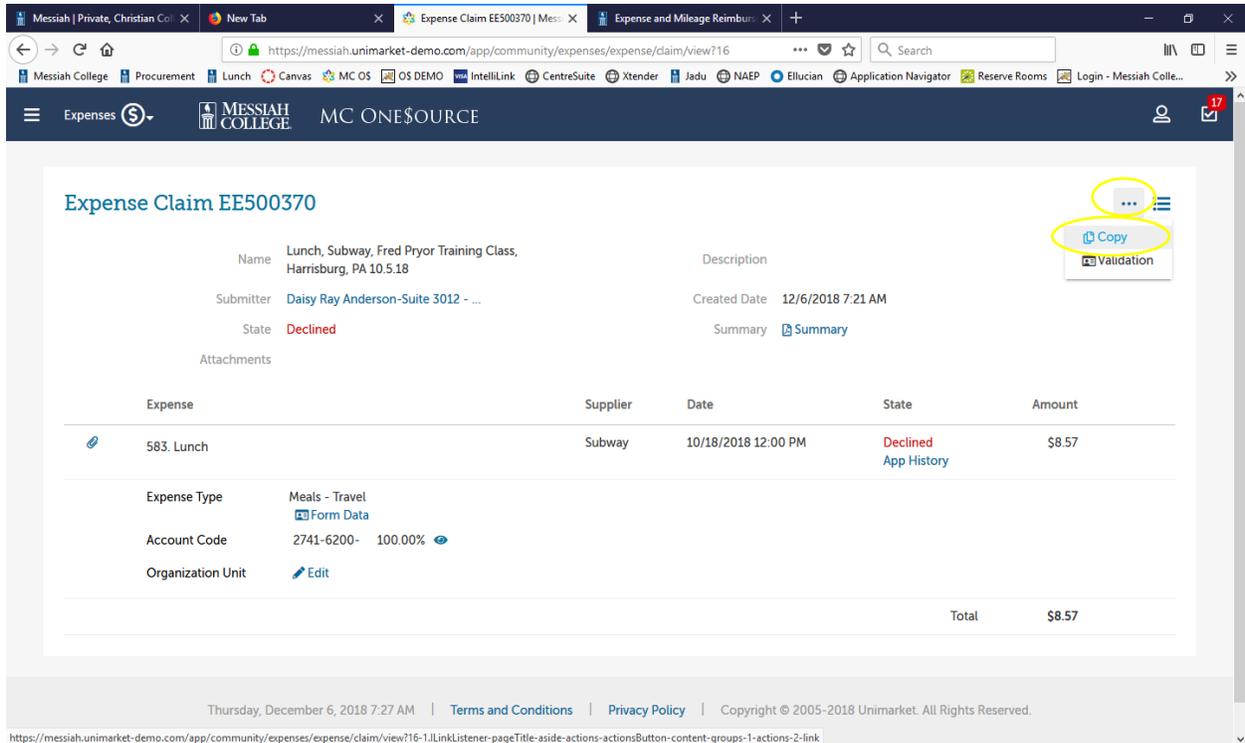
Accounts Payable Approval: Accounts Payable ✕ Declined

Approver	Created Date	Completed Date	Level	Type
Accounts Payable			[\$999,999,999.99] (\$999,999,999.99)	✕ Declined
Terry McLoughlin-Suite 3012	12/6/2018 7:21 AM	12/6/2018 7:26 AM		
Reason	Please use org 2740, not 2741. Thank you.			
Teri Rader-Suite 3012				

ORGN Code Delegated Approval: 2741 - Procurement Posting [2741-6200-]
 Purchasing Approval: Purchasing

[Close](#)

- To copy the expense reimbursement request, click on the  icon at the top right of the screen and select Copy. This creates an exact copy of the declined expense reimbursement request.



Expense Claim EE500370

Name: Lunch, Subway, Fred Pryor Training Class, Harrisburg, PA 10.5.18
 Submitter: Daisy Ray Anderson-Suite 3012 - ...
 State: Declined
 Description: [Empty]
 Created Date: 12/6/2018 7:21 AM
 Summary: [Summary](#)

Attachments

Expense	Supplier	Date	State	Amount
583. Lunch	Subway	10/18/2018 12:00 PM	Declined App History	\$8.57

Expense Type: Meals - Travel
[Form Data](#)

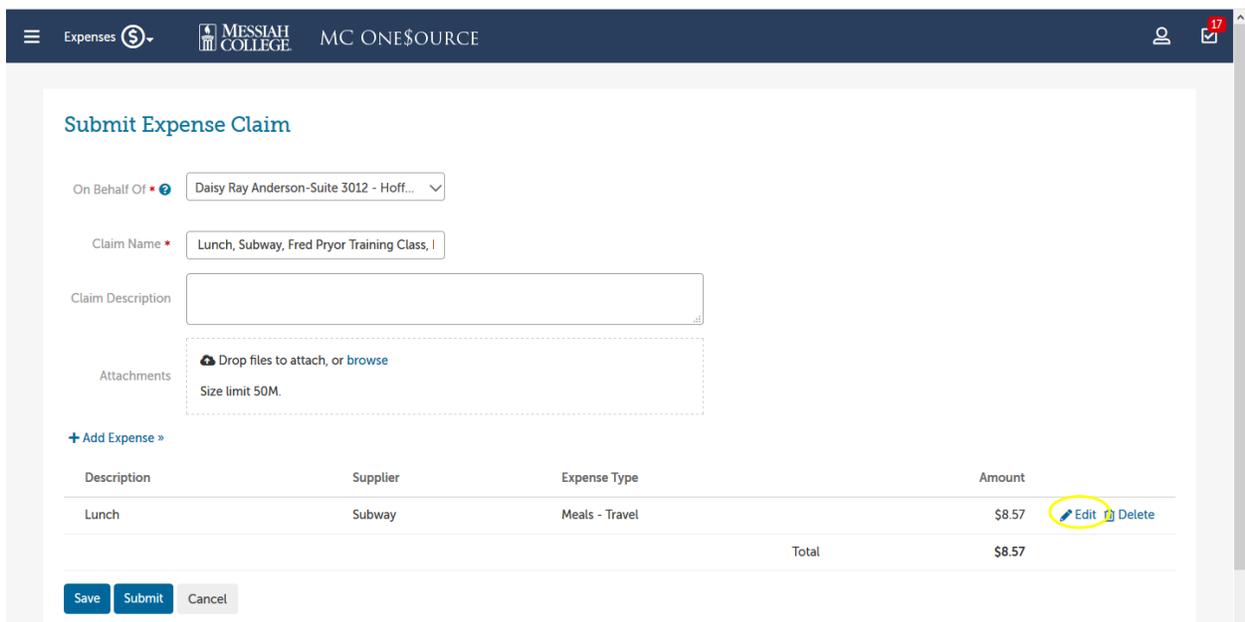
Account Code: 2741-6200- 100.00%

Organization Unit: [Edit](#)

Total: \$8.57

Thursday, December 6, 2018 7:27 AM | [Terms and Conditions](#) | [Privacy Policy](#) | Copyright © 2005-2018 Unimarket. All Rights Reserved.

- Make changes to details about the claim including the description, expense type, expense date, supplier, amount, attachments, org/account codes, or additional information by clicking on **Edit** to the right of the expense.



Submit Expense Claim

On Behalf Of: Daisy Ray Anderson-Suite 3012 - Hoff...

Claim Name: Lunch, Subway, Fred Pryor Training Class, I

Claim Description: [Empty]

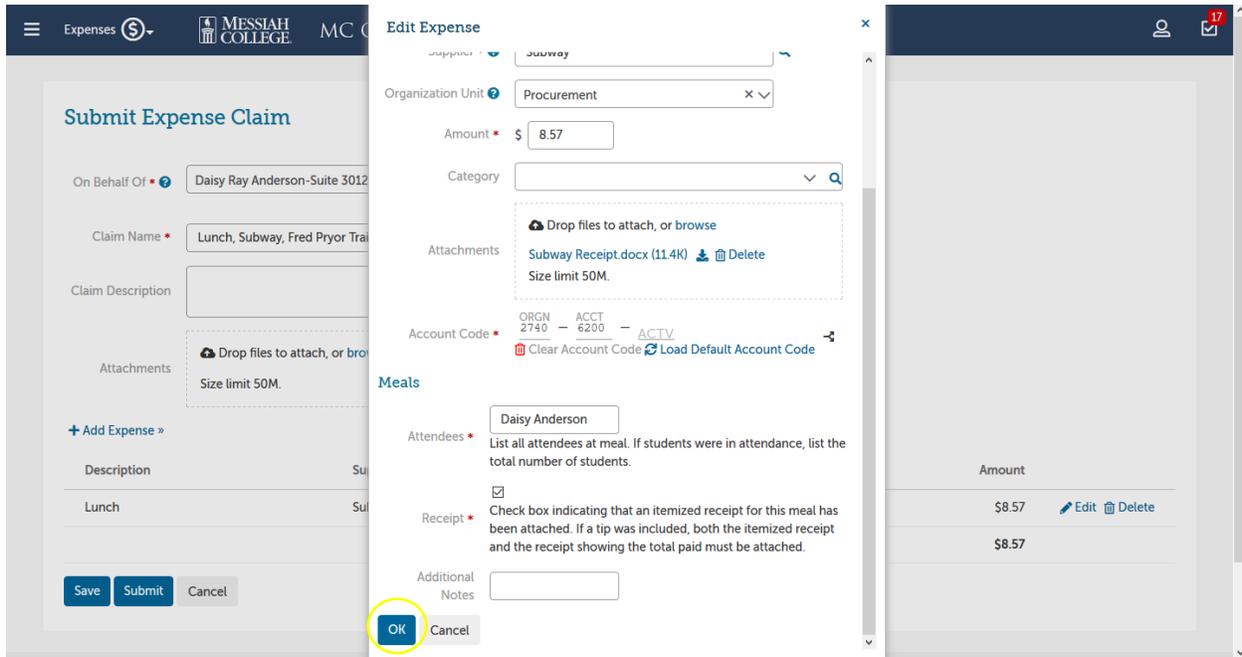
Attachments: Drop files to attach, or [browse](#)
 Size limit 50M.

[+ Add Expense >](#)

Description	Supplier	Expense Type	Amount
Lunch	Subway	Meals - Travel	\$8.57
Total			\$8.57

[Save](#) [Submit](#) [Cancel](#)

- When changes are complete, click OK at the bottom left of the screen.



- Click **Submit** at the bottom left of the screen to resubmit the expense reimbursement request.

