



## Report Totals

Provides amount breakdowns based on the Expense Types, Payment Types, and approved amounts specified in Expenses.

Company Pays		
\$43.61		\$3,614.19
Employee		Cards
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Employee Pays		
\$0.00		
Company		
<hr/>		
Amount Total:	Due Employee:	Owed Company:
\$3,820.69	\$43.61	\$0.00
Less Personal Amount:	Amount Due (Pre-paid by University):	
\$162.89	\$1,196.25	
	Amount Due (Travel Agency Card):	
	\$1,125.27	
	Amount Due (UA Travel Card):	
	\$1,292.67	

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