PRINTING EXPENSE REPORT (APPROVER)

Step 1: REPORTS -> RUN -> “1. REPORTING ENTITY” -> search by Account Name -> select Cardholder Name in Search Results

Run

1. Reporting Entity: test test AR

Search Results:

<table>
<thead>
<tr>
<th>Name</th>
<th>Account Number</th>
<th>City, State/Province</th>
<th>Company Name</th>
<th>Status</th>
<th>Issuer Name</th>
<th>ICA</th>
</tr>
</thead>
<tbody>
<tr>
<td>HELEN VAN DER WOUEDE</td>
<td>********</td>
<td>RICHARDSON</td>
<td>UNIVERSITY OF TX DALLAS</td>
<td>INACTIVE</td>
<td>CITIBANK CORP. CARD</td>
<td>2764</td>
</tr>
</tbody>
</table>
Step 2: Select “2. REPORT NAME” -> TRANSACTION REPORTS -> select EXPENSE REPORT
The following options will appear:

<table>
<thead>
<tr>
<th>Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reporting Entity: [redacted]</td>
</tr>
<tr>
<td>2. Report Name: Expense Report</td>
</tr>
<tr>
<td>3. Cost Allocation Scheme: Select scheme below</td>
</tr>
<tr>
<td>4. Filters: Select filters below</td>
</tr>
<tr>
<td>5. Criteria: Select criteria below</td>
</tr>
<tr>
<td>6. Frequency: Once</td>
</tr>
<tr>
<td>7. Delivery Options and Notifications: System Inbox &amp; [redacted]</td>
</tr>
</tbody>
</table>

[Submit Request]  [Cancel]
Step 3: “SELECT 3. COST ALLOCATION SCHEME” -> SELECT “NONE”
Step 4: (OPTIONAL) If you have any splits, select “5. CRITERIA” -> check the “Include Split Transactions” box:

<table>
<thead>
<tr>
<th>Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reporting Entity: [Redacted]</td>
</tr>
<tr>
<td>2. Report Name: Expense Report</td>
</tr>
<tr>
<td>3. Cost Allocation Scheme: Select scheme below</td>
</tr>
<tr>
<td>4. Filters: Select filters below</td>
</tr>
<tr>
<td>5. Criteria: Select criteria below</td>
</tr>
<tr>
<td>Date Type</td>
</tr>
<tr>
<td>Posting</td>
</tr>
<tr>
<td>Report Type</td>
</tr>
<tr>
<td>Adobe PDF</td>
</tr>
<tr>
<td>Number Format</td>
</tr>
<tr>
<td>XX,XXX,XX</td>
</tr>
<tr>
<td>Date Format</td>
</tr>
<tr>
<td>MM/DD/YYYY</td>
</tr>
</tbody>
</table>

| 6. Frequency: Once                                                  |
| 7. Delivery Options and Notifications: System Inbox & [Redacted]    |
Step 5: SELECT “6. FREQUENCY” -> select REPORTING CYCLE and the correct Cycle -> HIT “SUBMIT REQUEST”
The following page will appear - Notification that your report was “scheduled successfully” at the bottom:
Step 6: You will get an email from Citibank stating “Expense Report is completed.” Login to GCMS, select “REPORTS” -> then “DASHBOARD” -> select your Expense Report -> click “DOWNLOAD.” Now you can print!