eTRAVEL REIMBURSEMENT
EXPENSE REPORT OVER 60 DAYS

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PROVIDING JUSTIFICATION

Expense Reports 60 days and over from the travel date requires a justification for every expense line.

1. Select the Comments icon next to the expense line that is older than 60 days.

2. An Older Transaction Explanation box will display to enter a justification for the late expense claim.
   - After entering the justification, select the OK button.

3. The Comments icon will change to indicate a justification was entered.

4. Repeat steps 1-3 for every expense line older than 60 days.