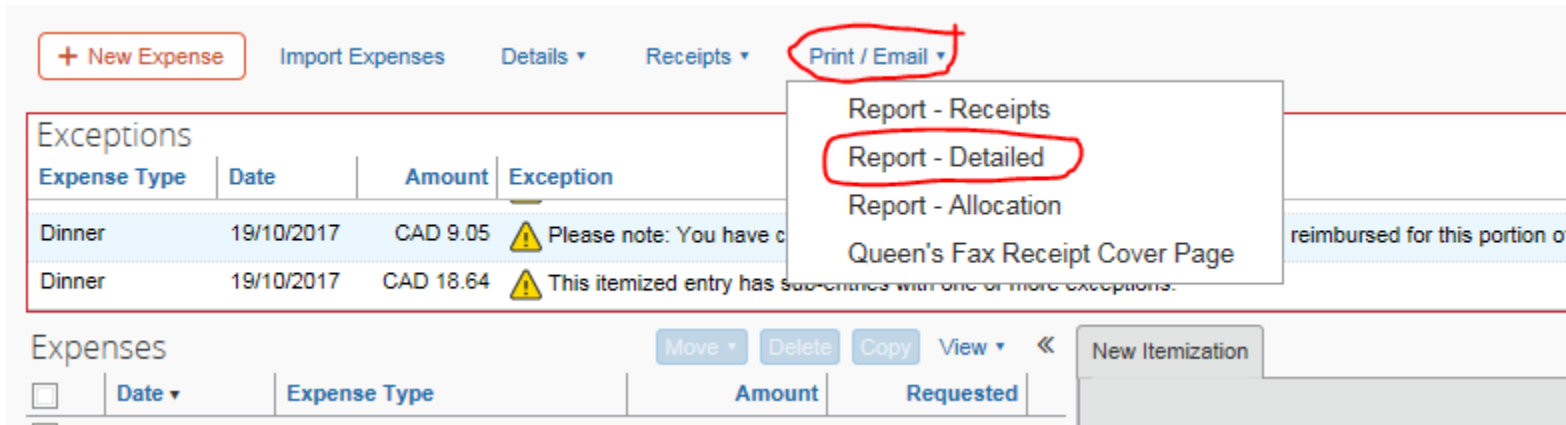


PRINT EXPENSE REPORT FOR SUBMISSION

Please submit a printout of your expense report, and submit it along with all original receipts and a signed CTA Claim form to the Graduate Assistant after submitting your expense report through the ERS system.

To print a copy of your expense report, click on the down arrow beside the "Print/Email" tab, and select "Report - Detailed".

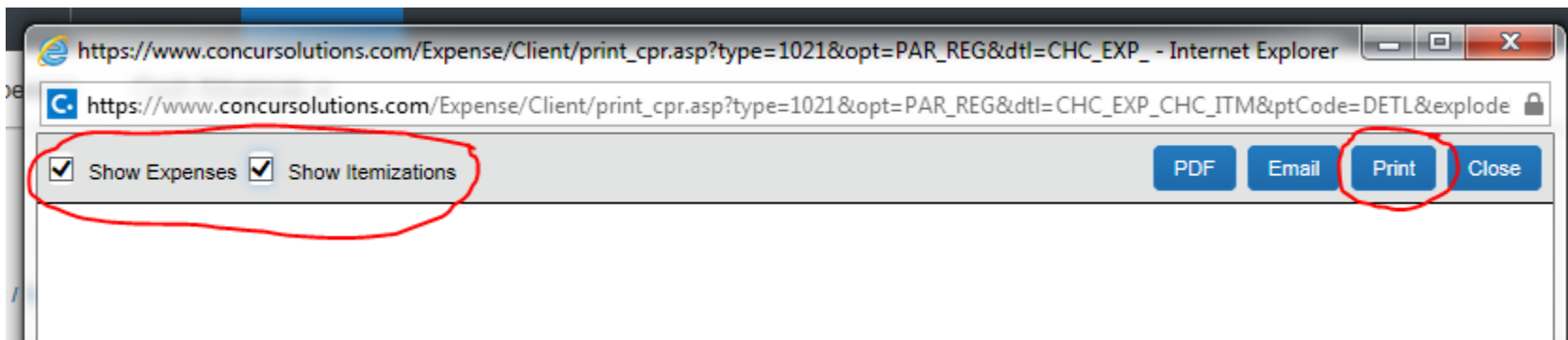


The screenshot shows the ERS system interface. At the top, there are navigation tabs: "+ New Expense", "Import Expenses", "Details", "Receipts", and "Print / Email". The "Print / Email" tab is selected and has a dropdown menu open. The dropdown menu contains the following options: "Report - Receipts", "Report - Detailed", "Report - Allocation", and "Queen's Fax Receipt Cover Page". The "Report - Detailed" option is circled in red. Below the navigation tabs, there is a table titled "Exceptions" with columns: "Expense Type", "Date", "Amount", and "Exception". The table contains two rows of data:

Expense Type	Date	Amount	Exception
Dinner	19/10/2017	CAD 9.05	⚠ Please note: You have c
Dinner	19/10/2017	CAD 18.64	⚠ This itemized entry has sub-entries with one or more exceptions.

Below the "Exceptions" table, there is a table titled "Expenses" with columns: "Date", "Expense Type", "Amount", and "Requested". The "Show Expenses" and "Show Itemizations" checkboxes are checked. The "Print" button is circled in red.

Ensure that both "Show Expenses" and "Show Itemizations" are checked off, then click "Print".



The screenshot shows the ERS system interface in a browser window. The address bar shows the URL: https://www.concursolutions.com/Expense/Client/print_cpr.asp?type=1021&opt=PAR_REG&dtl=CHC_EXP_. The page content shows two checked checkboxes: "Show Expenses" and "Show Itemizations". To the right of these checkboxes are four buttons: "PDF", "Email", "Print", and "Close". The "Print" button is circled in red.