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Version# 2 – November 7, 2006

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Travel and Expense Control System User's Guide

Access to the Travel and Expense Control System

- 1) The system is a web-based application and can be accessed via any web browser that has Coaster's Intranet connection.
- 2) The web-site address of the system is: <u>http://web.coaster/ExpenseControl/Default.aspx</u>.
- 3) The user can type the web-site address in the web browser's address box and click the "Go" button. For convenience, the user can save the address in the "Favorites" folder.
- 4) If the user successfully accesses the system, the following login page will appear.

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User Login Page - Please log in	
User ID	
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Log into the System

- 1) Before using the system, all users must log into the system.
- 2) The User ID and Password will be assigned and provided by the Accounting department.
- 3) If the user has the valid user ID and password, he or she can type the ID number and password in the User ID and Password boxes and click the Login button.

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Address http://web.coaster/ExpenseControl/Default.aspx	io Links »
COASTER Coaster Co. of America - Expense Control System	<u> </u>
User Login Page - Please log in User ID 11337 Password Login Reset Click the Login button	

4) If the user successfully logs into the system, the name of the user will be displayed in the title bar as below.



This web site is for the use of Coaster's employees only

Submit a Travel Authorization Request

1) Open a new travel request form

- a) Point to the Travel Request menu in the menu bar.
- b) Select and click New Travel Request in the dropdown menu.

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Home User Expense Control Home Page - Log Welcome to the Travel a	Travel Request New Travel Request View/Edit Travel Requ My Travel Requests My Travel Approvals My Notified Travel Re All Travel Requests Travel Outstanding Lis	est ol Cen quests st	Budget Title	Administration	Select and click New Travel Request from the dropdown menu		

c) Then a new travel request form will be displayed as below.

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	R , Coaster	Co. of Ame	erica - Travel	l Authorizati	on Request		<u> </u>	
Home	User	Travel Request	Expense Form	Budget Title	Administration			
New Travel Requ	est - Login as Gil	bert Lo (glo@co	asteramer.com)		<u>Logout</u>			
Requester	Gilbert Lo - HQ		Destination*					
Budget For*		•	Budget Title	NoBudgetTitle	•			
Purpose of Trip*					* *			
From (Airport)			To (Airport)					
Departure Date*			Departure Time*					
Return Date*			Return Time*					
Day(s) of Trip*			Type of Travel*	Please Select	•			

2) Fill out the information in the travel request form

a) The fields marked with an asterisk are the required fields. Input all the related information accordingly.

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	R. Coaster Co	o. of Am	erica - Trave	l Authorizatio	on Reque	st Input all the related information accordingly.
Home	User	ravel Request	t Expense Form.	Budget Title	Administrati	asterisk are the required
New Travel Requ	1est - Login as Gilber	t Lo (glo@c	oasteramer.com)	\sim	Logou	fields.
Requester	Gilbert Lo - HQ		Destination*	Florida Branch		
Budget For*	FL 💌 Warehouse	-	Budget Title	NoBudgetTitle	•	
Purpose of Trip*	TWL *Go Live* Tr	aining			A V	
From (Airport)	LAX		To (Airport)	FLL		
Departure Date*	09-18-2006	· ·	Departure Time*	8:00AM	/	
Return Rate*	09-25-2006		Return Time*	6:00PM		
Day(s) of Trip			Type of Travel*	Please Select	-	
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(If Any)					~	
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Requester	Gilbert Lo - HQ		Destination*	Florida Branch		
Budget For*	FL 💌 Warehouse	-	Budget Title	NoBudgetTitle	•	Click the calculator icon
Purpose of Trip*	TWL *Go Live* Tr	aining				will be automatically
From (Airport)	LAX		To (Airport)	FLL		calculated. Then select
Departure Date*	09-18-2006		Departure Time*	8:00.AM		the Type of Travel from
Return Date*	09-25-2006		Return Time*	6:00PM		the dropdown list
Day(s) of Trip*	8		Type of Travel*	Domestic/Regular	•	•
Route Reference (If Any)					<u>▲</u>	

b) Provide the travel instruction and preference accordingly.

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Address 🙆 http://web.coaster/E	penseControl/Net	wTravelRequest.asp>	(Go Links 🎽
Instruction and Prefere	nce				<u> </u>
Air Ticket Requested	• Yes	C N∘			These two fields will
Lodging Requested	• Yes	O No	No.of Night(s)	7	become required fields
Car Rental Requested	• Yes	O No	No.of Day(s)	7	while Lodging and Car Rental Requested
Advance Requested	• Yes	C N∘	Pay Option	Mail	are selected to "Yes"
Preference / Membership / Note (If Any)			↑	Ā	respectively
This prefe will section	field is o rence can be introdu on	ptional and n be preset uced in the	d the user's o t in the system e Setup User 7	wn travel n. The function Fravel Preference	

c) For the budget item(s), the system will automatically generate the "Per Diem" line for the user. If the user selects the Advanced Requested to "Yes" in the Instruction and Preference section, the system will also generate the "Cash Advance" line for the "Per Diem" automatically.

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ddress 餐 http://web.co	oaster/ExpenseContro	l/NewTravelRequest.aspx		💌 ラ Go 🛛 Links
Budget Input				
Budget Item 🔚	Please Select	TypePlease Select	Ref Amount	
Reference			Add Cancel	
General Budget	Item(s)			
Budget Item	Туре	Reference	Amount	
PerDiem	Reimbursable	\$35 x 8 Day(s)	\$280.00 Edit Delete	I hese two lines are
Advanced Item(s)			generated by the
Advanced Item	Туре	Reference	Amount	system automatically
CashAdvance	Advanced	PerDiem Advance (80.00 %)	\$224.00 Edit Delete	
			Refresh Budget	
			Total Budget \$280.00	
			Advanced Amount \$224.00	
			Prepaid Amount \$0.00	

d) Then the user needs to input the other budget item(s) manually, if any. The following shows how to input a budget item line.

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Budget Input		
Budget Item Airfare Type Reference UA Airway General Budget Item(s) Budget Item Type Perl If there is any reference Adv for the Budget Item, input the information in the Reference field	NonReimbursable Ref Amount 547.20 Add Ca s) \$280.00 Edit Ba ance (80.00 %) \$224.00 Edit Del	Select the Budget Item and Type, and input the Amount accordingly

e) For how to choose a correct budget type, click the Ref hyperlink and a pop-up window will show the explanation for all budget types.



f) If everything is correct, click the Add button to add the budget item line.

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Budget Input					_
Budget Item Air	rfare	Type NonReimbursable	▼Ref Amount 547.20		
Reference UA	Airway		Add Cancel		
General Budget	Item(s)				1
Budget Item	Туре	Reference	Amount	Click the Add	L
PerDiem	Reimbursable	\$35 x 8 Day(s)	\$280.00 Edit Delete	button and the	
Advanced Item(:	s)			budget item line	
Advanced Item	Type	Reference	Amount	will be added to	L
CashAdvance	Advanced	PerDiem Advance (80.00 %)	\$224.00 Edit Delete	the budget list	

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Budget Input					-				
Budget Item	Please Select	 TypePlease Select 	Ref Amount						
Reference			Add C	ancel					
General Budg	et Item(s)				Now the new budget				
Budget Item	Туре	Reference	Amount		item line is added to the				
PerDiem	Reimbursable	\$35 x 8 Day(s)	\$280.00 Edit De	elete	list				
Airfare	NonReimbursable	UA Airway	\$547.20 Edit De	elete					
Advanced Iter	m(s)								
Advanced Ite	m Type	Reference	Amount						
CashAdvance	Advanced	PerDiem Advance (80.00 %)	\$224.00 Edit De	elete					

g) Continue to do the same procedure until all the related budget item(s) are added to the budget list. If there is any change for the budget items in the list, click the Edit button to show the item details in the input boxes and then click the Update button again after the change is finished.

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Budget Inpu	ıt			<u> </u>
Budget Item	CarRental	Type Reimbursable	Ref Amount 420.00	$\overline{}$
Reference			Update Cancel	
General B	udget Item(s)			
Budget	Туре	Reference	Amount	Click the Edit button
PerDiem	Reimbursable	\$35 x 8 Day(s)	\$280.00 Edit Delete	and the item details
Airfare	NonReimbursabl	e UA Airway	\$547.20 Edit Delete	will show back in the
CarRenta	Reimbursable		\$420.00 Edit Delete	input boxes
Lodging	NonReimbursabl	e Please book the hotel that close to the FL	\$560.00 Edit Delete	
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Reference	Enterprise Prefer	red	Update Cancel	
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Budget Itom	Туре	Reference	Amount	Modify any information
PerDiem	Reimbursable	\$35 x 8 Day(s)	\$280.00 Edit Delete	as needed and click the
Airfare	NonReimbursabl	e UA Airway	\$547.20 Edit Delete	Undate button
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		warehouse		
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Budget Inp	ıt			
Budget Item	Please Select	TypePlease Select	Ref Amount	
Reference			Add Cancel	
Conoral B	udgat Itam(s)			The revised budget item
Budget	mger Itelli(s)			now shows in the list
Item	Type	Reference	Amount	now snows in the list
PerDiem	Reimbursable	\$35 x 8 Day(s)	\$280.00 Edit Delete	again
Airfare	NonReimbursable	UA Airway	\$547.20 Edit Delete	
CarKental	Keimbursable	Enterprise Preferred	\$550.00 Edit Delete	
L Lodging	TAOHIVEIHORISSOI	warehouse		

h) When the inputs of budget items are completed, the Total Budget, Advanced and Prepaid Amount will show in the relative fields.

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Reference			Add	d Cancel				
General Bu	ıdget Item(s)				The Total Dr	Ideat		
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CarRental	Reimbursable	Enterprise Preferred	\$420.00 Edit	Delete	snow nere			
Lodging	NonReimbursable	Please book the hotel that close to the FL warehouse	\$560.00 Edit	Delete				
Advanced I	tem(s)							
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CashAdvano	ce Advance	d PerDiem Advance (80.00 %)	\$224.00 Edit	Delete				
Refresh Budget								
Total Budget \$1,807.20								
		Ad	wanced Amount \$224.	.00)			
		Pro	epaid Amount \$0.00					

Approval				L.			,
Manager / VP Approved By * Notify	Please Select Julie Liebana Larry Furiani Lisa Kao				Select the manager /	approval VP from the	
Notify (If Any) Notify List	Marcos Gomez Mark Strobel Matthew Chen Nelson Yao	Add			dropdown the Add b	list and click utton	
Remarks Remarks	Steve Goldsmith Tony Ramacciotti Vivian Zhang Wesley Jacobsen	·		×			
Done						📄 🚺 🙋 Internet	-
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i) The next step is to select the relative approval manger and/or VP.

j) Now, the manager's name is added to the approval list. Continue to do the same procedure until all the approval personnel is added to the list.

Approval		
Manager / VP	Wesley Jacobsen 💌 Add	Name that we are a size
Approved By*	Wesley Jacobsen	Now, the manager s
Notify		name is added to the list
Notify (If Any)	Please Select 🔽 Add	
Notify List		
Remarks		
Remarks		
	*	
	Reset Submit	
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	Approval		
	Manager / VP Approved By	Cyrus Chu Add Wesley Jacobsen Delete Cyrus Chu Delete	Continue to do the same procedure until all the approval personnel is
	Notify		added to the list
	Notify (If Any)	Please Select 💌 Add	
	Notify List		
	Remarks		
	Remarks	×	
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k) If there is any notify party, do the same procedure as selecting an approval manager / VP as mentioned above.

A							
Approva	[_	a.u. 1				
Manager / VP	Cyrus Chu		Add				
Approved By*	Wesley Jacobsen		Delete				
	Cyrus Chu		Delete				
Notify							Select the notify person
Notify (If Any)	Nelson Yao	-	Add			f	from the dropdown list
Notify List	Marcela Araya					2	and click the Add button
Remarks	Marcos Gomez Mark Strobel						
Remarks	Matthew Chen		\sim	/		-	
	Nelson Yao						
	Norma Buhain					× 1	
	Paul Caldarola				Reset Submit		
A Done	Reyna Hernandez						
			1				
Approval							
Manager / VP	Cyrus Chu	•	Add				
Approved By*	Wesley Jacobsen		Delete				
	Cyrus Chu		Delete		Г		
Notify						No	ow, the name is added
Notify (If Any)	Nelson Yao	•	Add			to	the notify list
Notify List	Nelson Yao	_	Delete				
Remarks					-		
Remarks						1	
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1) The Remarks field is optional, input the information in the field if any; otherwise, leaves it blank.

Approval					
Manager / VP	Cyrus Chu 💌	Add		T 1 D	1 (* 11) (* 1
Approved By*	Wesley Jacobsen	Delete		The Rem	arks field is optional,
	Cyrus Chu	Delete		input the	information in the
Notify				field if an	v. otherwise leaves
Notify (If Any)	Nelson Yao 💌	Add		the local	ly, other wise, reaves
Notify List	Nelson Yao	Delete		it blank	
Remarks					
Remarks		¥		A 	
			Reset	Submit	
Done					📄 📄 👘 Internet

3) Submit the travel request form

a) Click the Submit button to submit the travel request.

A			
Approval			
Manager / VP	Cyrus Chu 🗨 Add		
Approved By*	Wesley Jacobsen Delete		
	Cyrus Chu Delete	Click the Subn	nit button to
Notify		submit the tray	al request
Notify (If Any)	Nelson Yao 💽 Add	sublint the trav	errequest
Notify List	Nelson Yao Delete		
Remarks			
Remarks			
		Reset Submit	
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b) If the request form is successfully submitted, a message box will show the confirmation with a TA No. In addition, an email will be automatically sent to all related personnel.

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COASTER Coaster Co. of America - Travel Authorization A message box will show	
the confirmation with a	
Home User Travel Request Expense Form Budget Title A TA No.	
Ivew Iravel Request - Login as Gubert Lo (glo@coasteramer.com)	
Requester Gilbert Lo - HQ Destination*	
Budget For* 🛛 🔽 Budget Title NoBudget Title	
Purpose of Trip*	
Microsoft Internet Explorer	
From (Airport)	
Departure Date* The new travel request has been submitted and the TA No. is 1100006.	
Return Date*	
Day(s) of Trip*	
Route Reference	

Search a Travel Request

1) All users can search their travel request submission and check the status in a report. Point to the Travel Request in the menu bar and select My Travel Requests from the dropdown menu.

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CORSTER Coast	er Co. of America - Expense Control Sy	/stem
Home User	Travel Request Expense Form Budget Title	Administration
Expense Control Home Page - Welcome to the Trave	Log New Travel Request View/Edit Travel Requests My Travel Approvals My Notified Travel Requests All Travel Requests Travel Outstanding List	Logout Select My Travel Requests from the dropdown menu

2) The report is now displayed and shows the status of each travel request. Click the TA No. hyperlink to show the related travel request.

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Address 🗃 http://web.coaster/ExpenseControl/MyTrav	elRequest.aspx				💌 芛 Go 🛛 Links 🎽
CO Click the TA No. hyperlink to show	of America -	Travel A	uthorizati	ion Request	_
H the PR	el Request Expo	ense Form	Budget Title	The report shows the status of each	
My Travel Requests - Login as Gilbert	Lo (glo@coasteram	ier.com)		travel request	
Requested From 2/27/2006	To 8/28/200	6	Refresh		
TA No tratus Request of on 1100406 Requested 8/24/2006 1100005 Account of the second of	1 Destination Florida Branch	Departure 9/18/2006	<u>Return</u> 9/25/2006	Total Budget \$1,807.20	
1100005 Approved 8/18/2006	SF Branch	2/17/2006	2/18/2006	\$494.60	

Approve a Travel Request

- 1) After the requester submits the travel request, the related approval manager(s) / VP(s) will receive a notification that requested for approval via email.
- 2) In order to approve the travel request, all the approval managers / VPs must use their own login to log into the system.
- 3) The approval manager / VP can check the pending travel requests by a report. To show the approval report, point to the Travel Request menu in the menu bar and then select and click My Travel Approvals in the dropdown menu.

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Home User Expense Control Home Page - Log Welcome to the Travel :	Travel Request New Travel Request View/Edit Travel Re My Travel Requests My Travel Approvals	Expense Form acobsen@ quest of Cen	Budget Title coasteramer.com ter	Administral	Select and click the My Travel Approvals menu from the dropdown menu	
2	My Notified Travel R All Travel Requests Travel Outstanding	equests ist	2	<		

4) Then the report will be displayed as below.

🚰 MyTravelApproval - Microsoft Internet Explorer									
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		mingano							
Hanna Hanna Tarant D	Design Training	A -1							
Home User Travel R	equest Expense Form Budget Litle	Administration							
My Travel Approvals - Login as Wesley Jac	bsen (wjacobsen@coasteramer.com)	<u>Logout</u>							
• Pending • Approved • Reje	ted O All								
	1								
TA No. Status Requester Req. On	Destination Departure Return	Total Budget							
1100006 Requested Gilbert Lo 8/24/200	Florida Branch 9/18/2006 9/25/2006	\$1,807.20							

5) All the travel requests in the report are pending for approval and the approval manager / VP can select one of them to approve at a time by clicking the TA No. hyperlink.

MyTravelAppr	roval - Micros	soft Internet Ex	plorer						_ 8 ×
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COAS	STER.	Coaster	Co. of A	.merica - Tr	avel Aut	horizatio	n Request]	<u></u>
Home		User	Travel Req	uest Expense	Form Bu	idget Title	Adm	the TA No. hyperlink	
My Travel	Approvals	- Login as W	esley Jacob	sen (wjacobsen@)coasterame	r.com)	to she	ow the travel request	
© Pending	O A	pproved	O Rejecte	ed O <u>All</u>					
				1					
TA No. S	Status	Requester	Req. On	Destination	Departure	<u>Return</u>	Total Budget		
<u>1100006</u> I	Requested	Gilbert Lo	8/24/2006	Florida Branch	9/18/2006	9/25/2006	\$1,807.20		

6) Once the hyperlink is clicked, the travel request will be displayed as below and there is a label showing that whether the request form has been fully approved or not.

🖉 Yiew/EditTravelRequest - Microsoft Internet Explorer									
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Address 🗃 http://web.coaster/ExpenseControl/EditTravelRequest.aspx?taNo=1100006 🗾 🔁 Go 🛛 Links 🎽									
CORSTER Coaster Co. of America - Travel Authorization Request									
Home User Travel Requ	uest Expense F	Form Budget Title Administration	The label will show						
View / Edit Travel Request - Login as Wesley J	Jacobsen (wjacobs	sen@coasteramer.com) <u>Logout</u>	the approval status						
T/A No. 1100006 Go Reset	Show Form	NOT APPROVED							
Requested Date 8/24/2006 10:09:24 AM	TA Status	Requested Hold Cancel							
Requester Gilbert Lo - HQ	Destination	Florida Branch							
Budget For FL 💌 Warehouse 💌	Budget Title	NoBudgetTitle							
Purpose of Trip TWL "Go Live" Training									
From (Airport) LAX	To (Airport)	FLL							
Departure Date 9-18-2006	Departure Time	8:00AM							
Return Date 9-25-2006	Return Time	6:00PM							

7) The approval manager / VP can scroll down the screen and check the details. If everything is correct, the approval manager / VP can click the Approve button in the Approval section to approve the travel request.

ile Edit View Favorites	Tools Help		N — — »@		
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THE TRUCK TOO AGAINS A	~ 100 ~ 110				
Ticket Information					
Lodging Requested	• Yes O No	No.of Night(s) 7			
Lodging Information					7
Car Rental Requested	• Yes O No	No. of Day(s) 7		Click the Approve	
Car Rental Information				the travel request	
Preference /					
Membership / Note					
(If Any)					
Approval					
Manager / VP	Please Select 💌	Add Appret Reject F	Re-Approval Request		
Approved By	Name	Status I)ate		
	Cyrus Chu	Pending	Delete		
	Wesley Jacobsen	Pending	Delete		

8) Once the Approve button is clicked, the confirmation box will be displayed.

ø	iew/EditTravelRequest - Microsoft Internet Explorer	_ 8 ×
F	Edit View Favorites Tools Help	
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Ac	ress 🗃 http://web.coaster/ExpenseControl/EditTravelRequest.aspx?taNo=1100006	Go Links »
	COASTER Coaster Co. of America - Travel Authorization Reque The confirmation box w confirm the approval	rill
	View / Edit Travel Request - Login as Wesley Jacobsen (wjacobsen@coasteramer.com)	
	Requested Date TA Status Requested Hold Cancel Requester Destination Budget For AT Accounting Microsoft Internet Explorer X Purpose of Trip - You have successfully approved this Travel Request.	
	From (Airport) Departure Date Return Date Return Time	

- 9) If the approval manager/VP needs to check back the details of the approved travel request(s), he or she can use the My Travel Approvals report again.
- 10) Once the report shows up, click the Approved radio button and all approved travel request(s) will be displayed in a report. If the approval manager/VP needs to read the details of the approved travel request, click the TA No. hyperlink.

🚰 MyTravelApproval - Microsoft Internet Explorer	
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Address 🕘 http://web.coaster/ExpenseControl/MyTravelApproval.aspx	All the related travel
	request(s) that had been
COASTER Coaster Co. of America - Travel Authorization Red	approved by the
	manager/VP are now
Home User Travel Reques Click the Approved Admin	dianlayed in the report
radio button	displayed in the report
My Travel Approvals - Login as Wesley Jacobsen (hydrossen (hydross	
C Pending © Approved C Rejected C All	
1	
TANo. Status Requestor Reg. On Destination Departure Return Total	udget
11 Requested Gi Click the hyperlink to show 006 9/25/2006 \$1,807	20
1100005 Approved Gi the approved travel request	1
1100004 Approved Cl	
1100003 Processed Sh eryrDenion 8/1//2000 Fionda Branch //24/2 006 8/4/2006 \$2,212	35

11) The approved travel request is now displayed and indicates the approved date and time.

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THE INCOME OF ACCOUNTS	10100	110						_
Ticket Information					* *			
Lodging Requested	⊙Yes O	No	No.of Night(s)	7		The	approved date and	
Lodging Information				-	▲	time	e are showed here	
Car Rental Requested	⊙ Yes C	No	No.of Day(s)	7	_ '			
Car Rental Information					<u>▲</u>			
Preference /				1				
Membership / Note								
(If Any)					Z			
Approval								
Manager / VP	Please Select	▼ Add	Approve Rejec	t Re-Approval	Request			
Approved By	Name	Status	Date					
	Cyrus Chu	Pending	x		Delete			
	Wesley Jacobsen	Approved	8/25/2006 11:13	2:30 AM	Delete			

Setup User Travel Preference

1) Each user may setup his or her travel preference by using the User Travel Preference page. To show the page, point to User and select User Travel Preference from the dropdown menu.

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	Coaster	Co. of Amer	ica - Expens	e Control S	ystem			<u> </u>
Home Expense Control Logir Welcome to User	User n ut nge Password Travel Preferen	Travel Request	Expense Form clo@coasteramer.	Budget Title com)	Adminis Le	Select User Travel Preference to show the travel preference page		
Monday, August 28,	2006							

2) The User Travel Preference page is now displayed as below.

🎒 TravelPreference - Micro	soft Internet Exp	plorer						_ 8 ×
File Edit View Favorites	File Edit View Favorites Tools Help							- 1
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Address 🗃 http://web.coaster	r/ExpenseControl/1	TravelPreference.aspx					💌 🄁 Go	Links »
COASTER INTE FURNITURE	Coaster	Co. of Amer	ica - Expens	e Control S Budget Title	ystem Administration			<u></u>
Travel Preference - I	Login as Gilbe	ert Lo (glo@coaste	ramer.com)		<u>Logout</u>			
Travel Preference / Membership number			Refre	sh Update				

3) Type the information for the travel preference as needed and then click the Update button to save the information.

🚈 TravelPreference - Microsoft Internet Explorer	
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COASTER Coaster Co. of America - Expense Coaster Co. as needed.	ation
Home User Travel Request Expense Form Budget Title Administration Travel Preference - Login as Gilbert Lo (glo@coasteramer.com) Logout	
Travel Preference / Membership number Non-smoking room only Refresh Update	Click the Update button to save the information

4) A confirmation box will be displayed to confirm the update.

TravelPreference - Microsoft Internet Explorer	
File Edit View Favorites Tools Help	
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Window Seat Membership number Window Seat Microsoft Internet Explorer Logout Travel Preference / Membership number Window Seat Microsoft Internet Explorer Logout Total Control System Window Seat Microsoft Internet Explorer Logout	A confirmation box will be displayed to confirm the update

5) After the travel preference is inputted and updated, the information will show in every new travel request form.

NewTravelRequest - Microsoft Internet Explorer							
ile Edit View Favorites To	ools Help						
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ldress 🗃 http://web.coaster/Exp	enseControl/NewTr	avelRequest.asp;	< compared by the second se		io Links '		
New Travel Request - L	ogin as Gilbert	t Lo (glo@co	asteramer.com)	Logout			
Requester Gilber	t Lo - HQ		Destination*				
Budget For*	-	•	Budget Title	NoBudgetTitle			
Purpose of Trip*				After the travel preference is			
From (Airport)			To (Airport)	inputted and updated, the			
Departure Date*			Departure Time* [information will show in			
Return Date*			Return Time*	every new travel request form			
Day(s) of Trip*			Type of Travel*	Please			
Route Reference (If Any)							
Instruction and Preferen	ce						
Air Ticket Requested	O Yes	⊙ No					
Lodging Requested	O Yes	⊙ No	No.of Night(s)				
Car Rental Requested	O Yes	⊙ No	No.of Day(s)		_		
Advance Requested	O Yes	⊙ No	Pay Option	Mail			
Preference / Membership / Note (If Any)	Window seat Non-smoking	; preferred ; room only					

Submit an Expense Report

1) Open a new expense report form

- d) Point to the Expense Form menu in the menu bar.
- e) Select and click New Expense Report in the dropdown menu.

🚰 Expense Control Home Page - Microsoft Internet Explorer			_ 8 ×
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COASTER Coaster Co. of Amer Home User Travel Request	rica - Expense Control Sys	Administration Select	t and click New
Expense Control Home Page - Login as Gilbert Lo (Welcome to the Travel and Expense	New Expense Report View/Edit Expense Report My Expense Reports My Expense Approvals My Notified Expense Reports All Expense Reports	Expe from	nse Report the dropdown
		1000	

f) Then a new expense report form will be displayed as below.

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	Coustor C	0.0111110	neu Expense	Teepon		
Home	User	Travel Request	Expense Form	Budget Title	Administration	
New Expense Report	- Login as Gilbe	ert Lo (glo@co	asteramer.com)		<u>Logout</u>	
Requester Gil	bert Lo - HQ					
T/A No. (If Any) No	ot Applicable	•	Destination (If Any)			
Est. Day(s) of Trip 🛛			Actual Day(s) of Trip	0		
Date From		•	Date T₀			
Expense For*	•	•	Budget Title	NoBudgetTitle	•	
Business Purpose*						
Expense Summary						

2) Fill out the information in the expense report form

m) The fields marked with an asterisk are the required fields. Input all the related information accordingly.

🚰 NewExpenseReport - M	1icrosoft Internet Exp	olorer				X
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Address 🙋 http://web.coa	ster/ExpenseControl/Net	wExpenseReport.as	рх			🔽 🄁 Go 🛛 Links 🎽
COASTE FINE FUNNING Home	Coaster (User	Co. of Ame	erica - Expense Expense Form	Report Budget Title Admire	stration	Input all the related information accordingly. The fields marked with an asterisk are the required
Requester	Gilbert Lo - HQ	Fert LO (glo@t	oasteramer.com			fields.
T/A No. (If Any)	Not Applicable	•	Destination (If Any)			
Est. Day(s) of Trip	0		Actual Day(s) of Trip	0		
Date From			Date To		•	
Expense For*		•	Budget Title	NoBudgetTitle	•	
Business Purpose*					4	

n) If the expense report is related to the travel authorization request, select the TA No. from the TA No. dropdown list.

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	ૣ Coaster Co. of	America - Expense	Report			•
Home New Expense Rep	User Travel R ort - Login as Gilbert Lo (equest Expense Form glo@coasteramer.com)	Budget Title	Select the related TA No. from the TA No. dropdown list		
Requester T/A No. (If Any) Est. Day(s) of Trip Date From Expense For* Business Purpose*	Gilbert Lo - HQ Not Applicable 1100006	Destination (If Any) Actual Day(s) of Trip Date To Budget Title	0 E			

o) Once the TA No. has been selected, the related information will be copied from the travel request to the expense report. Modify the information if needed.

NewExpenseReport - Microsoft Internet Explorer	_ 2 >
File Edit View Favorites Tools Help 🕝 Back • 🚫 - 🖹 🙆 🏠 🔎 Search 📌 Favorites 🜒 Media 🧭 🖾 - چ 🔜 🛄 🦓	Information will be
Address 🗃 http://web.coaster/ExpenseControl/NewExpenseReport.aspx	request to the expense
COASTER Coaster Co. of America - Expense Report	report Modify the information if needed
Home User Travel Request Expense Form Budget Title Administration	
New Expense Report - Login as Gilbert Lo (glo@coasteramer.com) <u>Logout</u>	
Requester Gilbert Lo HG	
T/A No (IFAny) 1100006 Destination (If Any) Florida Branch	
Est. Day(s) of Trip 8 Actual Day(s) of Trip 8 🚟	
Date From 9-18-2006 🔤 Date To 9-25-2006	
Expense For* FL 💌 Warehouse 💌 Budget Title NoBudget Title	
Business Purpose* TWL "Go Live" Training	

p) For the expense item(s), the system will automatically copy all the budget items from the travel request to the expense report when the TA No. is selected as above. Check each item and modify it as needed. To modify the expense item, click the Edit button to show the item details in the input boxes and then click the Update button again after the change is finished.

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Address 🙆 http://web.coaster	r/ExpenseControl/NewExpe	nseReport.aspx					💌 🄁 Go	Links »
Expense Summary								
Total Expenses	\$1,807.20	Balance Due	\$476.00					
Advanced	\$224.00	Prepaid	\$0.00					
Orig. Travel Budget	\$1,807.20	T/A Paid Amount	\$0.00					
Pay Option	Mail 💌							
Expense Input								
Date 8-24-2008	5 🔤 Item	CarRental Ty	pe Reimbursa	ble	Ref	Г		
Mileage	Respire		- ,				Click the Edit button	
(Auto only)	Kecept	Cies Civo An	10uni 420.00			Λ	and the item details	
Reference Enterprise	e Preferred			Update Cane			will show back in the	
General Expense Ite	em(s)			_			input boxes	
Date Item	Туре Б	leference	Receipt	Amount		L	1	_
8/24/2006 Airtare	NonReimbursable U	A Airway	No	\$547.20 Edit	Delete			
8/24/2006 CarRenta	dReimbursable E	nterprise Preferred	No	\$420.00 Edit	Delete			
8/24/2006 Lodging	NonReimbursable P tł	lease book the hotel that clo 1e FL warehouse	ose to No	\$560.00 Edit	Delete			
8/24/2006 PerDiem	Reimbursable \$	35 x 8 Day(s)	No	\$280.00 Edit	Delete			
Advanced Item(s)								

NewExpenseReport - Microsoft Internet Explorer	
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Expense Input	A
Date 8-24-2006 E Item CarRental Type Reimbursable Ref	Modify the information
(Auto only)	Undate button to save
Reference Enterprise Preferred Update Cancel	the change
General Expense Item(s)	the change
Date Item Type Reference ReceiptAmount	
8/24/2006 Airfare NonReimbursable UA Airway No \$547.20 Edit Delete	
8/24/2006 CarRental Reimbursable Enterprise Preferred INo S420.00 Edit Delete	
8/24/2006 Lodging NonReimbursable Please book the hotel that close to No \$560.00 Edit Delete	
NewExpenseReport - Microsoft Internet Explorer	_ (8) ;
File Edit View Favorites Tools Help	1
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Address 🗃 http://web.coaster/ExpenseControl/NewExpenseReport.aspx	updated and shows back
Expense Input	in the expense list
Date 8-24-2006 ItemPlease Select- TypePlease Select-	In the expense list
Mileage (Auto only) Receipt O Yes O No Amount	
Reference Add Cancel	
General Expense Item(s)	f
Date Item Type Reference ReceiptAmount	
8/24/2006 Airfare NonReimbursable UA Airway No \$547.29 Edit Delete	
8/24/2006 CarRental Reimbursable Enterprise Preferred No \$435.25 Edit Delete	

q) Then the user needs to input the other expense item(s) manually, if any. The following shows how to input an expense item line.



r) For how to choose a correct expense type, click the Ref hyperlink and a pop-up window will show the explanation for all expense types.

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Interp://web.coaster/Experimentary interp://web.coaster/Experimentary	anseconkropnewezyensekeport.dspx	
.xpense input		
Date 09-21-2006] Mileage	Item Entertainment Type Reimbursable Ref	
(Auto only)	arehouse manager	
Concrel Ermonce Item(s		$\overline{}$
Date Item Typ	e Reference ReceiptAmount Click th	ne Ref hyperlink
8/24/2006 Airfare Noni	Reimbursable UA Airway No \$547.20 Edit Delete and a po	op-up window
8/24/2006 CarRental Reim	nbursable Enterprise Preferred No \$435.25 Edit Delete will sho	ow up
8/24/2006 Lodging Noni	Reimbursable Please book the hotel that close to the No \$560.00 Edit Delete	
8/24/2006 PerDiem Reim	ibursable \$35 x 8 Day(s) No \$280.00 Edit Delete	
		/
Advanced Item(s)	Time Reference Receive Amount	
Date Item	Type Reference Receipt Amount	
or24r2006 CashAdvance	Advanced PerDiem Advance (80.00%) No \$224.00 Edit Delete	
Reference for Expense	e Type - Microsoft Internet Explorer	
Reference for Expense REFERENCE FOI	e Advanced PerDiem Advance (80.00%) No \$224.00 Edit Delete	
Reference for Expense REFERENCE FO	e Type - Microsoft Internet Explorer	
Reference for Expense REFERENCE FOI Advanced	e Type - Microsoft Internet Explorer	
Reference for Expense REFERENCE FOI Advanced	e Type - Microsoft Internet Explorer R EXPENSE TYPE The advanced cash for the business purpose that has been paid to the employee.	
Reference for Expense REFERENCE FOI Advanced	e Type - Microsoft Internet Explorer	
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Reference for Expense REFERENCE FOI Advanced Credit Card Prepaid	 Advanced PerDiem Advance (80.00%) No \$224.00 Edit Delete Type - Microsoft Internet Explorer R EXPENSE TYPE The advanced cash for the business purpose that has been paid to the employee. The expense item that is paid by the company credit card. The expense item that is prepaid by the 	
Reference for Expense REFERENCE FOI Advanced Credit Card Prepaid	 Advanced PerDiem Advance (80.00%) No \$224.00 Edit Delete Type - Microsoft Internet Explorer R EXPENSE TYPE The advanced cash for the business purpose that has been paid to the employee. The expense item that is paid by the company credit card. The expense item that is prepaid by the employee and has been paid back to the 	
Reference for Expense REFERENCE FOI Advanced Credit Card Prepaid	 Advanced PerDiem Advance (80.00%) No \$224.00 Edit Delete Type - Microsoft Internet Explorer R EXPENSE TYPE The advanced cash for the business purpose that has been paid to the employee. The expense item that is paid by the company credit card. The expense item that is prepaid by the employee and has been paid back to the employee before the trip. 	
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s) If everything is correct, click the Add button to add the expense item line.

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)ate 19-21-2006 🔤 Item Entertainment 🔹 Type Reimbursable	will be added to
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8/24/2006 Lodging NonReimbursable Please book the hotel that close to the No 👘 \$560.00 Edit Delete -	11
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t) Continue to do the same procedure until all the related expense item(s) are added to the expense list. When the inputs of expense items are completed, in the Expense Summary section, it will show the total expense, balance due and etc. for the user's reference. In addition, the user can choose the pay option from the dropdown list.

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Date 9-21-2006 IV Item	Please Select 🔽 TypePlease Select	Ket		
Mileage Receipt	C Yes © No Amount			
Reference	Add C:	ancel		

The next step is to select the relative approval manger and/or VP. Select the approval manager / VP from the dropdown list and click the Add button.

Approval			
Manager / VP	Please Select	Add	
Approved By*	Julie Liebana		Select the approval
Notify	Lisa Kao		manager / VP from the
Notify (If Any)	Marcos Gomez Mark Strobel	Add	dropdown list and click
Notify List	Matthew Chen		the Add button
Remarks	Steve Goldsmith		
Remarks	Tony Ramacciotti Vivian Zhang		×
	Wesley Jacobsen 🛛 🦯	ſ	

u) Now, the manager's name is added to the approval list. Continue to do the same procedure until all the approval personnel is added to the list.

Approval		
Manager / VP	Wesley Jacobsen 💌 Add	
Approved By*	Wesley Jacobsen	Now, the manager's
Notify		name is added to the list
Notify (If Any)	Please Select 💌 Add	
Notify List		

v) Continue to do the same procedure until all the approval personnel is added to the list.

Advanced l	[tem(s)							
Date 8/24/2006	Item CashAdvance	Type Advanced	Reference PerDiem Advance (80.00 %)	Receipt No	: Amount \$224.00	Edit	Delete	
Approval Manager / V Approved B	P Cynus Cl y Wesley J Cyrus Cl	nu acobsen 1u	Add Delete Delete				Co pr ar	ontinue to do the same rocedure until all the oproval personnel is ided to the list
Notify Notify (If An	y)Ple	ease Select	Add					

w) If there is any notify party, do the same procedure as selecting an approval manager / VP as mentioned above.

Manager / VP	Cyrus Chu	✓ Add			
Approved By*	Wesley Jacobsen	Delete		Г	
	Cyrus Chu	Delete			Select the notify person
Notify					from the dropdown list
Notify (If Any)	Please Select	- Add			and click the Add button
Notify List	Lupe Aguirre				
Remarks	Marcos Gomez				
Remarks	Mark Strobel Matthew Chen		/	_	
	Michael Weltz				
	Norma Buhain				1
	Pablo Guevara Paul Caldarola			Reset Submit	
Done	Reyna Hernandez	-			🔰 🛛 🔮 Internet
Approval					
Approval Manager / VP	Cyrus Chu	Add			
Approval Manager / VP Approved By*	Cyrus Chu Wesley Jacobsen	✓ Add Delete		Г	Now, the name is added
Approval Manager / VP Approved By*	Cyrus Chu Wesley Jacobsen Cyrus Chu	 ✓ Add Delete Delete 			Now, the name is added
Approval Manager / VP Approved By* Notify	Cyrus Chu Wesley Jacobsen Cyrus Chu	Add Delete Delete			Now, the name is added to the notify list
Approval Manager / VP Approved By * Notify Notify (If Any)	Cyrus Chu Wesley Jacobsen Cyrus Chu Nelson Yao	Add Delete Delete Add Add			Now, the name is added to the notify list
Approval Manager / VP Approved By* Notify Notify (If Any) Notify List	Cyrus Chu Wesley Jacobsen Cyrus Chu Nelson Yao Nelson Yao	Add Delete Delete Add Delete Delete			Now, the name is added to the notify list
Approval Manager / VP Approved By* Notify Notify (If Any) Notify List Remarks	Cyrus Chu Wesley Jacobsen Cyrus Chu Nelson Yao Nelson Yao	Add Delete Delete Delete Delete			Now, the name is added to the notify list
Approval Manager / VP Approved By* Notify Notify (If Any) Notify List Remarks Remarks	Cyrus Chu Wesley Jacobsen Cyrus Chu Nelson Yao Nelson Yao	Add Delete Delete Add Delete Delete			Now, the name is added to the notify list
Approval Manager / VP Approved By* Notify Notify (If Any) Notify List Remarks Remarks	Cyrus Chu Wesley Jacobsen Cyrus Chu Nelson Yao Nelson Yao	Add Delete Delete Add Delete			Now, the name is added to the notify list
Approval Manager / VP Approved By* Notify Notify (If Any) Notify List Remarks Remarks	Cyrus Chu Wesley Jacobsen Cyrus Chu Nelson Yao Nelson Yao	Add Delete Delete Add Delete			Now, the name is added to the notify list

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x) The Remarks field is optional, input the information in the field if any; otherwise, leaves it blank.

Approval Manager / VP Approved By*	Cyrus Chu Wesley Jacobsen Cyrus Chu	Add Delete Delete		The Remarks	field is optional	
Notify Notify (If Any) Notify List Remarks	Nelson Yao Nelson Yao	✓ Add Delete		input the info field if any; o it blank	ormation in the otherwise, leaves	
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3) Submit the expense report form

c) Click the Submit button to submit the expense report.

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Approval			
Manager / VP	Cyrus Chu 🔽 Add		
Approved By*	Wesley Jacobsen Delete		
	Cyrus Chu Delete	Г	
Notify			Click the Submit button to
Notify (If Any)	Nelson Yao 🔽 Add		submit the expense report
Notify List	Nelson Yao Delete	L	
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d) If the expense report form is successfully submitted, a message box will show the confirmation with a Ref. No. In addition, an email will be automatically sent to all related personnel.

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Kequester Gilbert Lo - HQ	
T/A No. (If Any) Not Applicable 🔽 Destination (If Any)	
Est. Day(s) of Trip	
Date From	×
Expense For* The new expense report has been submitted and the Rep	ort Ref. No. is 2100006.
Business Purpose*	
ОК	
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Expense Input	
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Search an Expense Report

3) All users can search their expense report submission and check the status in a report. Point to the Expense Form in the menu bar and select My Expense Reports from the dropdown menu.



4) The summary report is now displayed and shows the status of each expense report. Click the Report No. hyperlink to show the related expense report.

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Click the Report No. hyperlink to show the	merica - Expense Report							
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Requested From 2/27/2006	To 8/28/2006 Refresh							
Report Andress Report 2100206 Requested 8/28/2006 2100004 Requested 8/18/2006	IOn Total Expense Balance Due \$1,907.45 \$576.25 \$590.37 \$590.37							

Approve an Expense Report

- 12) After the requester submits the expense report, the related approval manager(s) / VP(s) will receive a notification that requested for approval via email.
- 13) In order to approve the expense report, all the approval managers / VPs must use their own login to log into the system.
- 14) The approval manager / VP can check the pending expense report by a summary report. To show the approval report, point to the Expense Form menu in the menu bar and then select and click My Expense Approvals in the dropdown menu.

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Home User Travel Request Expense Form Budget Title Administration	Select and click the My
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15) Then the summary report will be displayed as below.

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	My Expense	Approvals - Log	jin as Wesley J	Jacobsen (wjacobser	1@coasteramer.com)	<u>Logout</u>			
	Pending ○ Approved ○ Rejected ○ All								
				1					
	<u>Report No.</u>	Status	<u>Requester</u>	<u>RequestedOn</u>	<u>Total Expense</u>	Balance Due			
	<u>2100006</u>	Requested	Gilbert Lo	8/28/2006	\$1,907.45	\$576.25			
	<u>2100004</u>	Requested	Gilbert Lo	8/18/2006	\$590.37	\$590.37			

16) All the expense reports in the summary report are pending for approval and the approval manager / VP can select one of them to approve at a time by clicking the Report No. hyperlink.

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Pending	C Approved	d OReje	ected <u>O All</u>			expen	ise report			
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Report No.	Status	<u>Requester</u>	RequestedOn	<u>Total Expense</u>	Balance	<u>Due</u>				
2100006	Requested	Gilbert Lo	8/28/2006	\$1,907.45	\$576.25					
<u>2100004</u>	Requested	Gilbert Lo	8/18/2006	\$590.37	\$590.37					

17) Once the hyperlink is clicked, the expense report will be displayed as below and there is a label showing that whether the expense report has been fully approved or not.

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Requested Date	8/28/2006 4:44:13	3 PM							
Requester	Gilbert Lo - HQ		Status	Requested 💌	Hold Cancel				
T/A No.	<u>1100006</u>		Destination	Florida Branch					
Est. Day(s) of Trip	8		Day(s) of Trip	8					
Date From	9-18-2006		Date To	9-25-2006					
Expense For	FL 💌 Warehou	use 💌	Budget Title	NoBudgetTitle	•				
Business Purpose	TWL "Go Live'	" Training		4					

18) The approval manager / VP can scroll down the screen and check the details. If everything is correct, the approval manager / VP can click the Approve button in the Approval section to approve the expense report.

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8/2	24/2006	CarRental	Reimbursable	Enterprise Preferred		No	\$435.25	Edit	Delete			
8/2	24/2006	Lodging	NonReimbursable	Please book the hotel that the FL warehouse	t close to	No	\$560.00	Edit	Delete		_	
8/2	24/2006	PerDiem	Reimbursable	\$35 x 8 Day(s)		No	\$280.00	Edit	Delete	Click the Approve		
9/2	21/2006	Entertainm	ent Reimbursable	Dinner with warehouse m	lanager	Yes	\$85.00	Edit	Delete	button to approve		
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D	ate	Item	Type R	eference	Re	ceipt Ar	ount					
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19) Once the Approve button is clicked, the confirmation box will be displayed.

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T/A No. Microsoft Internet Explorer Est. Day(s) of Trip 8 Date From Image: Comparison of the second distance of the s	
Expense Summary (Original Expense)	

- 20) If the approval manager/VP needs to check back the details of the approved expense report(s), he or she can use the My Expense Approvals report again.
- 21) Once the summary report shows up, click the Approved radio button and all approved expense report(s) will be displayed in a list. If the approval manager/VP needs to read the details of the approved expense report, click the Report No. hyperlink.

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Report No. Status Respector Respected On Total Expense Ba	lance Due
21 Requeste Click the hyperlink to show 97.45 \$57	76.25
2100003 Confirme the approved expense report 2.35 \$84	4.00
2100002 Approve 2.35 \$1,	.665.15

22) The approved expense report is now displayed and indicates the approved date and time.

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	Approved]	B y Nam	ie S	tatus Date				
		Cyru	ıs Chu I	ending	Dele	te		
		West	ley Jacobsen – A	pproved 8/28/2006 5:04:38 PM	Dele	ete		
	NT - 410							

1.) Negative Amount not allow

a) Allow multiple "Budget Item" to add on Travel Request and Expense Request						
Budget Input						
Budget Item	Please Select	 TypePlease Select <u>Ref</u> 	Amount			
Reference			Add	Cancel		
General Bu	General Budget Item(s)					
Budget Item	Туре	Reference	Amount			
PerDiem	Reimbursable	\$25 x 15 Day(s)	375.00 Edit	Delete		
Airfare	CreditCard	test	-500.00 Edit	Delete		
Airfare	CreditCard	test4	1000.00 Edit	Delete		
Advance Item(s)						
Advance I CashAdvan	tem Type ce Advance	Reference PerDiem Advance (8.00 %)	Amount 30.00 Edit	Delete		

2. Budget Summary – Advance Ratio:

- a. No on Advance Req- disable or Zero on Advance ratio-
- b. Yes default as setup in the profile and/or allow to change.

Budget Summary	(Original Entered Budget \$875.00)				
Advance Requested	OYes	⊙ No	Advance Ratio	0	Update
Total Budget	\$875.00		Advance	\$0.00	
Payable Amount	<mark>\$0.00</mark>		Check Status	Pendin	g 💌

- 3. Add one more field to Admin Setting (Linda Mendez):
 - a. Manager name should automatically insert base upon setting under Travel request and Expense report

Administration Setting - Login	as Charlie	Ngo (ci		
Administrator Name	Catherina(#137	2) or Ellain		
Administrator Email	cngo@coasterusa.com			
Re-Approval Ratio For Expense	0.1			
Advanced Ratio	.8			
International Rate	35			
Domestic / Regular Rate	35			
High Point Rate	25			
Tupelo Rate	25			
Las Vegas Rate	25			
Mileage Rate	0.565			
Manager's approve	Linda Mendez	*		
Refresh Update				

b. Having 2 managers' approval only when Las Vegas and HighPointShow is selected

Approval				
Manager / VP	Please Select	Add Approve Reject	Re-Appr	roval Request
Approved By	Name	Status	Date	
	Linda Mendez	Pending		Delete
	Charlie Ngo	Pending		Delete

4. **Type of Travel** request now show up in Expense Report:

Type of Travel		~
Business Purpose	International Domestic/Regular	
Expense Summary	HighPointShow LasVegasShow TupeloShow	ens
Total Expenses	\$4 472 02	Balance D

5. Any update to Travel request or Expense report, user, manager and administrator will get notify via email.