

Lafayette College Emburse Compliance Rule Listing

Rule Action	Expense Type	Rule Type	Rule Message
Show Warning	Airfare	Airfare Class Compliance	You have specified an airfare class other than economy. Please provide an explanation why a different class ticket was purchased.
Show Warning	Airfare	Seat Upgrade Compliance	Seat upgrades are generally not authorized. Please provide a reason why an exception should be made or remove the line item.
Show Violation	Allocation	Invalid Allocation (FOAPAL)	You cannot allocate Cash Advance line items as Personal
Show Violation	Amount	Expense Amount Compliance	The accounting system can not support a negative cash amount. Please correct prior to proceeding.
Show Warning	Amount	Amount Missing for Expense	Please enter an amount greater than zero for this expense.
Show Violation	Date	Expense Date Compliance	Future dates are not allowed. Please correct prior to proceeding.
Show Violation	Date	Invalid Date Range	The hotel checkout date cannot be before the checkin date. Please correct prior to proceeding.
Show Violation	Date	Invalid Date Range	The car rental return date cannot be before the rental date. Please correct prior to proceeding.
Show Violation	Date	Invalid Date	The expense date you selected is not within your trip start / end date. Please correct.
Show Warning	Date	Expense over 90 days old	Expenses should be submitted in a timely manner. Please provide an explanation why an exception should be made.
Show Violation	Description	Description Compliance	The description entered is too short. Please provide more detail.
Show Warning	Duplicates	Possible duplicate entry	Please confirm this is not a duplicate entry. Check based on Expense Owner, Expense Type, Date and Amount. Please provide a confirmation.
Show Warning	Duplicates	Per Diem Deduction Required	You have entered meals for a day you are claiming per diem, but have not specified the appropriate deduction for that day. Please select the deduction on the per diem line item, remove the meal expense or provide a suitable explanation below
Show Warning	Exchange Rate	Exchange Rate in excess of allowable variance	The exchange rate entered differs from the market rate by more than 5%. If this is valid, please provide an explanation why an exception should be made.
Show Violation	Gifts	Gift Compliance	Per policy, you cannot include yourself on this expense. Please remove prior to proceeding.
Show Violation	Meals and Entertainment	Guest Compliance	Per policy, more than 1 guest is required for this type of expense. Please update this expense prior to proceeding.
Show Violation	Meals and Entertainment	Guest Compliance	An internal guest has been duplicated. Please correct prior to proceeding.
Show Warning	Meals and Entertainment	Guest Compliance	You have included your boss as a guest. Per policy, the most senior guest should pay for the expense. Please provide an explanation.
Show Warning	Meals and Entertainment	Guest Compliance	You have entered two external guests with the same name and company. Please verify that this is correct and provide an explanation below
Show Warning	Meals and Entertainment	Tip Compliance	You have exceeded the allowable tip percentage.

Rule Action	Expense Type	Rule Type	Rule Message
Show Violation	Mileage	Mileage Compliance	Policy requires you to use the Google maps feature to identify the route and miles traveled from/to your destinations. Be advised that you can move the route line on the map to match your exact route, if needed. Please explain why you did not use the maps feature.
Show Violation	Mileage	Mileage Compliance	You can not select mileage for credit card transactions. Please correct prior to proceeding.
Show Warning	Mileage	Mileage Compliance	You have manually entered Mileage that exceeds the calculated Google Map Mileage.
Show Violation	P-Card	Personal Expense Compliance	Only corporate card transactions can be allocated to Non-reimbursable Cardholder Responsible
Show Warning	P-Card	Corporate Card Policy	This out of pocket expense matches a corporate card transaction in your e-Wallet. Please delete this expense and add the corporate card transaction if appropriate, or respond explaining why this is a different expense.
Show Violation	Per Diem	Duplicate Per Diem	You have already claimed a Per Diem reimbursement for this date
Show Warning (Image)	Receipt	Receipt required for this expense	A receipt is required for this expense. A credit card transaction by itself is not sufficient. Please provide an explanation why an exception should be made.