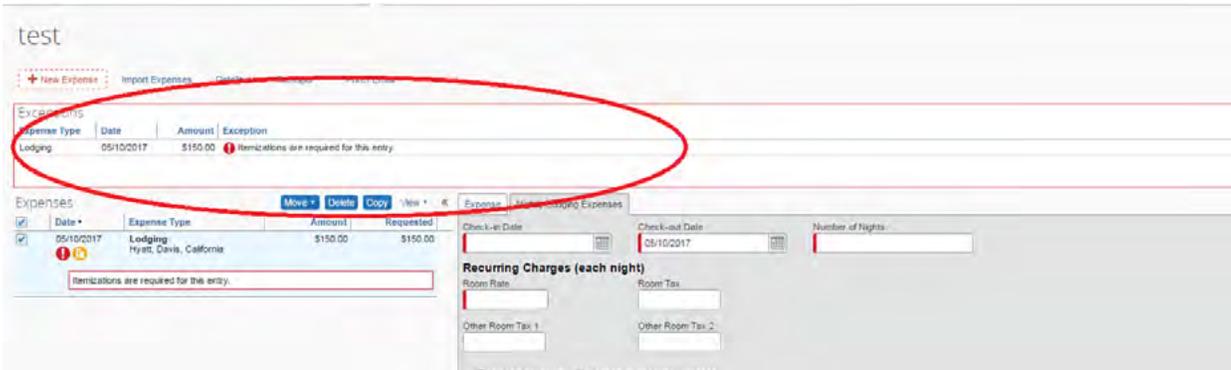As you create your AggieTravel Expense report for submission it is possible that an error will appear in the exception section of the AggieTravel Report.

These errors are meant to serve as warnings and must be corrected before the report can be submitted. In some cases, even taking the steps to correct the error may not make the message disappear. If you have followed the correct steps, click the submit button and then these errors will disappear.

Types of errors:

🔴 Red circles with exclamation marks are errors that will prevent the report from being submitted until resolved.

⚠️ Yellow triangles with exclamation marks are errors that will not prevent the report from being submitted, but if they are not addressed your report may be returned.

Following are a list of error messages, how they are created, and what they mean.

🔴 Itemizations are required for this entry"	In some cases, such as lodging, it is required to break up the expense by date or category. Follow the appropriate steps under the corresponding detailed walkthrough to make the correction. As an example, for lodging, we would enter the required Nightly Lodging Expenses information (to the right of the expense all entry boxes with a red line to the left of them are required).
🔴 No Account Specified	This error is generated if you have not followed the Allocate Expenses instructions in many of our training documentation. If you are unsure the information to enter in to the allocation screen, work with your program contact.
🔴 Action: You have selected the Receipt Status as 'No Receipt'. Please select the correct Receipt Status or add a comment to justify reasons for not having a valid receipt.	This error appears when you have added an expense that requires a receipt. Attach the receipt to the report and then you will be able to submit.

⚠ Upload your receipts using the Attach Receipt Images or Fax Receipts. In order for the red flag to be re-evaluated, you will need to click the Submit link again.	This error appears when you have added an expense that requires a receipt. Attach the receipt to the report and then you will be able to submit.
⚠ 1# Meals & Incidental expense amount is greater than the daily allowance provided by Travel Policy G-28. Be sure to itemize and reduce the claimed amount below $62. This message will stay visible until the report is corrected and re-submitted.	UC Davis limits the reimbursable amount of meals to $62 per day. You will need to reduce the amount you are claiming to an amount less than this in order to proceed.
⚠ This report could not be submitted. The expense report has no expenses. You must create at least one expense in order to submit the report.	If you select the submit button prior to adding expenses to your expense report this error will appear.
⚠ Future Expense Date – The date for this out of pocket expense is in the future. Expenses that have not yet occurred cannot be reimbursed. Please check the date	UC Davis Policy only allows the reimbursement of expense following the date of travel, except in cases where the Travel and Entertainment Personal Liability card is used for the expenses. You will either need to correct the date if it was entered correctly or save the report until after the trip has happened to submit for reimbursement.
⚠ Liability Insurance – You must have liability insurance in order to request mileage reimbursement. Please mark the liability insurance indicator appropriately.	On the mileage expense detail please make sure that the correct check box is marked indicating that you have liability insurance on the vehicle you traveled in.
⚠ 45 Days Past Trip End. Warning: Policy requires that you reconcile your trip expenses within 45 days of the end of the trip. Reimbursements made after this window may be subject to tax treatment as personal income.	UC Davis Policy allows 45 days for the reporting of travel and entertainment expenses. This warning is to alert you that you have passed that allotted time.
⚠ Car rental upgrade has been selected. Please itemize the additional amount for the upgrade as Personal/Non-Reimbursable or provide a detailed comment explaining the justification for an exception to policy.	UC Davis does not allow the upgrade of rental car beyond compact/economy. If you have selected a rental car outside of this category please work with your program contact to address. They will assist you with how to request reimbursement. This yellow arrow triangle may still be present when you have followed their instructions and go to submit.

If you encounter an error message that is not listed here please contact:

support@fs.ucde.org