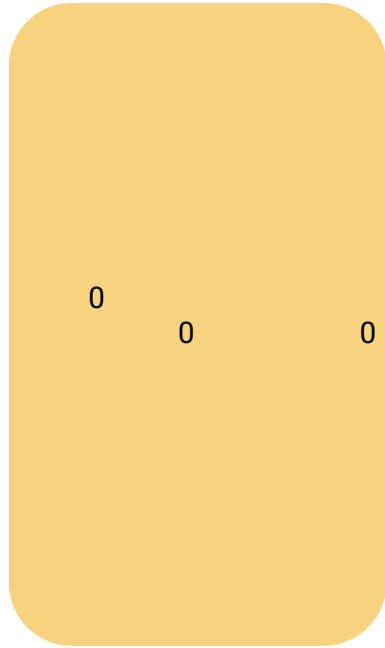
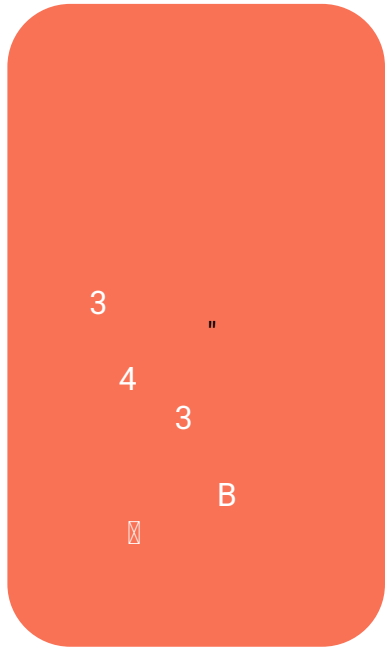


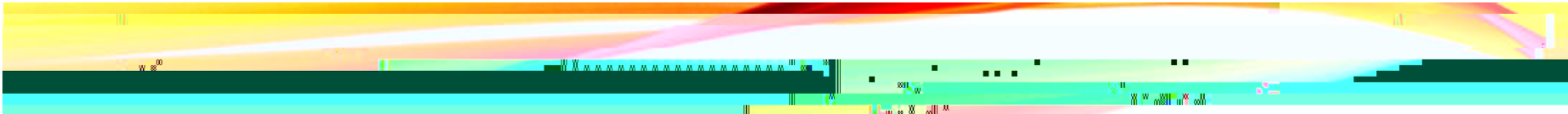
Travel Updates



▪



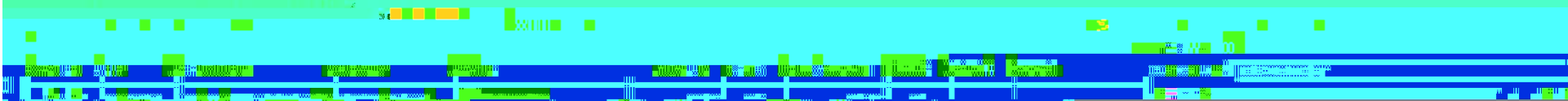




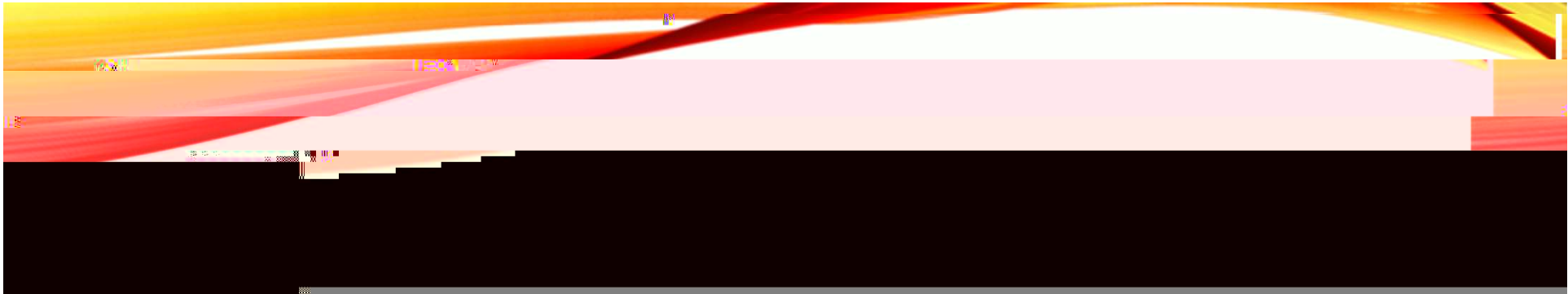
Travel-Out of State: (GSA First Day of Travel/In (to 75%)



Full Expense

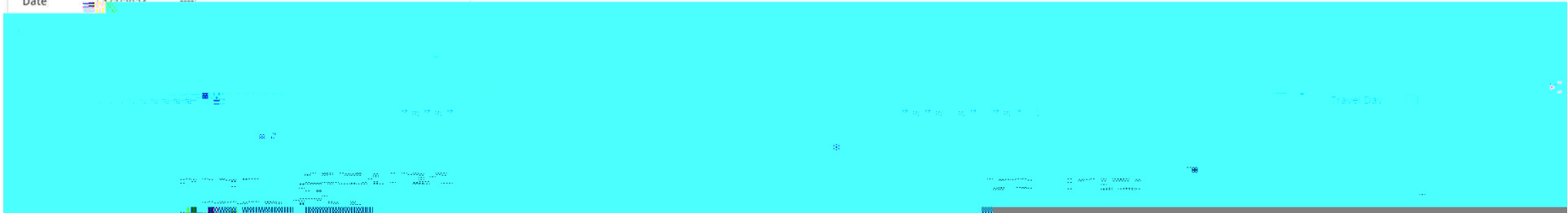


Fund	Program	Project	Out State: GSA	Destination: IL - Chicago - Cook / Lake	First Day of Travel	Rate: 75.00% of \$79.00
	Type to search	Type to search				



Edit Expense

Date



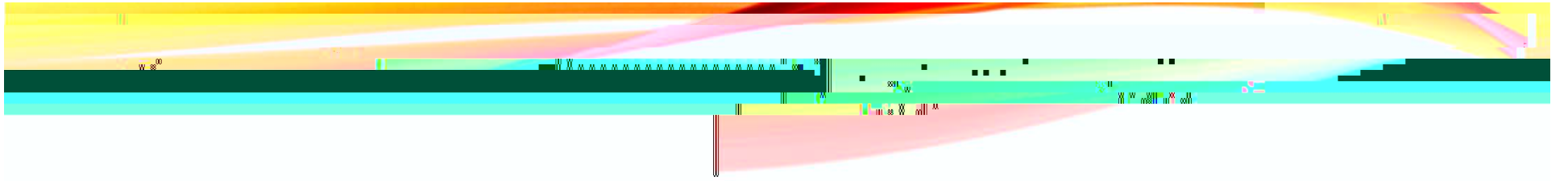
Project

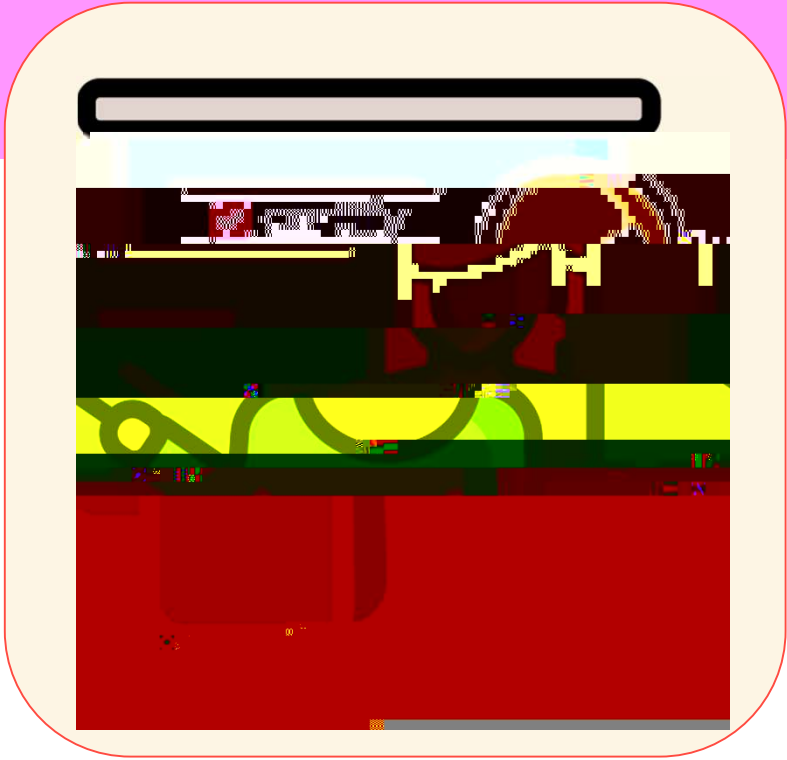
Class

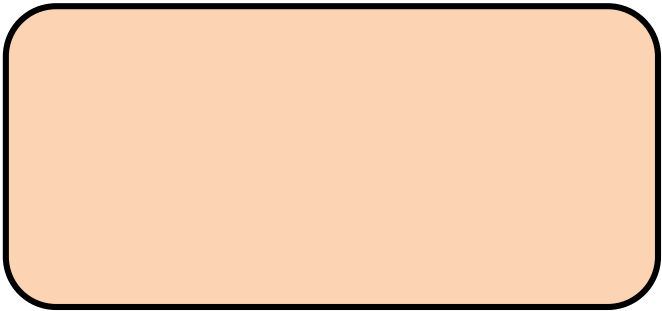
Location

Location: chicago
 Attendees: Me
 Business Unit: Cal State East

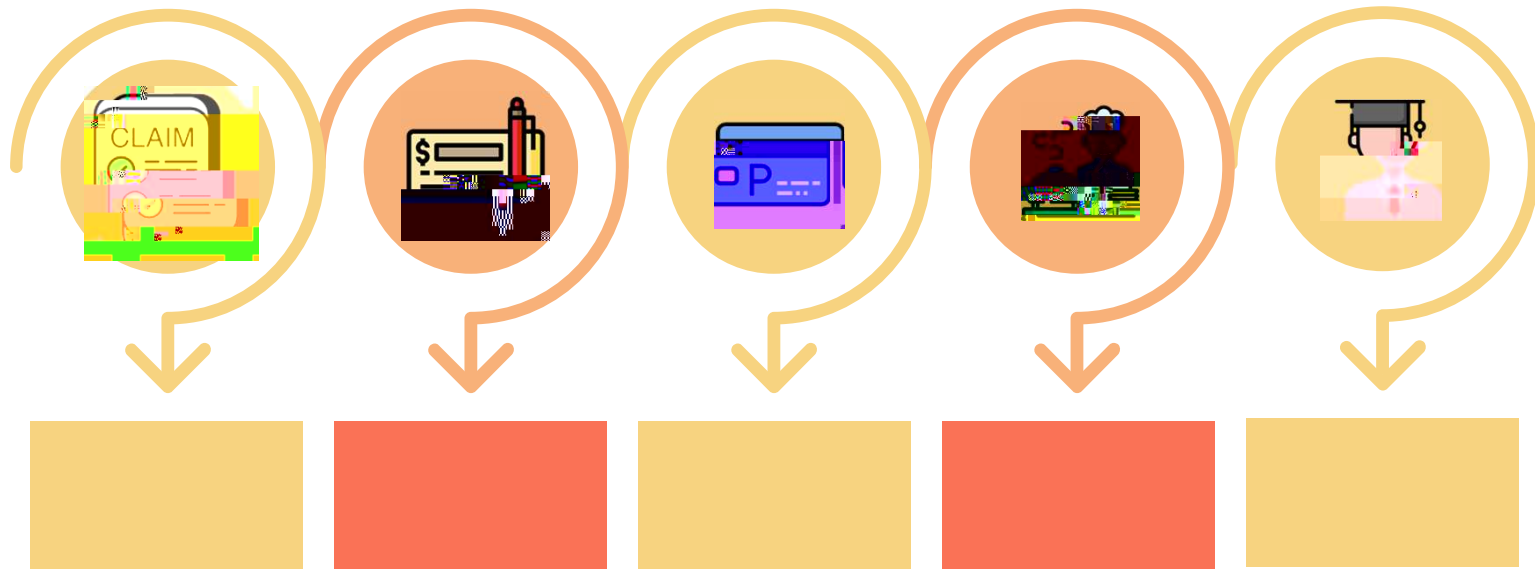
Submit



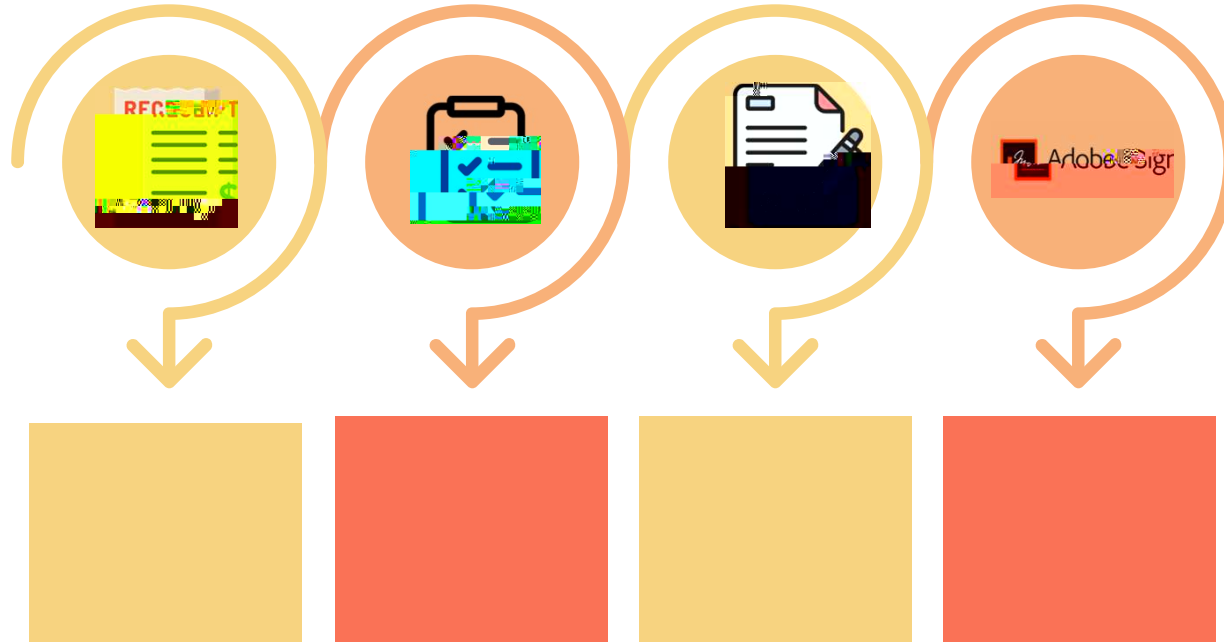




All hospitality expenses will require a Hospitality Justification Form



All Hospitality Justification Forms should include:



Welcome back, [Name]

Manage your documents, workflows, and e-signatures



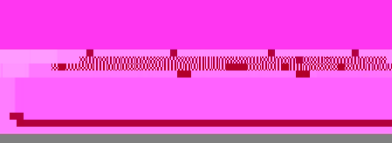
Search documents for signature

Request e-signatures on a new agreement, or start from your library of templates and workflows.

Request e-signatures

Start from library

www.commercecloud.com



Start from library

× hospitality



Hospitality

Library

Name

Last Modified

Recent Templates

Account Workflows

Templates

CEAS Hospitality Pre-Approval Form

11/17/2022

Workflows



Preparer

Claimant

Approver

AP - Hospitality Justification Form

How this workflow works

Please start with a designated Accounts Payable Technician as the receiver of the form. This is based on the starting letter of the last name, the guideline for who the proper Accounts

Recipients

Prepared By*

Enter recipient email

Claimant*

Enter recipient email

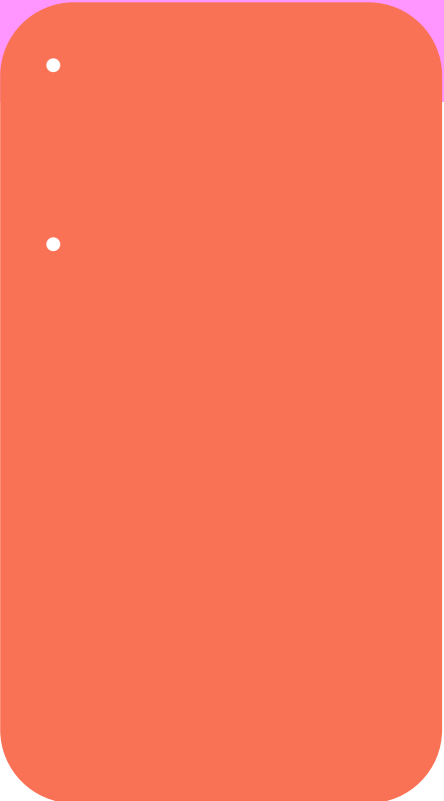
Delegation of Authority Approval*


Enter recipient email

Workflow Steps:

- Preparer (highlighted with a red oval)
- Claimant
- Approver (indicated by a blue bracket)

The image shows a screenshot of a workflow form titled "AP - Hospitality Justification Form". On the left side, there are three labels: "Preparer", "Claimant", and "Approver". An arrow points from "Preparer" to a red oval around the first step of the workflow. Another arrow points from "Claimant" to the second step. A blue bracket groups the remaining steps under the label "Approver". The workflow steps are represented by horizontal bars with icons for email and chat. To the right of the workflow is a sidebar with sections for "Recipients", "Prepared By*", "Claimant*", and "Delegation of Authority Approval*", each with a "Enter recipient email" field. The form has a yellow background with a dark blue header and footer.




Document Name 

Hospitality Justification Form [Last Name, First Name]


Message*

Please review and sign.

Options 

Set Reminder

Files

Hospitality Form 	AP - Hospitality Form - v2 - 1
Additional Document 1	Add File
Additional Document 2	Add File
Additional Document 3	Add File
Additional Document 4	Add File
Additional Document 5	Add File
Additional Document 6	Add File
Additional Document 7	Add File
Additional Document 8	Add File
Additional Document 9	Add File
Additional Document 10	Add File

Send

Creating an expense line in Certify

the using the "11111 Additional Attachments" category from the drop-down menu.

- Enter \$0.00 as your amount.

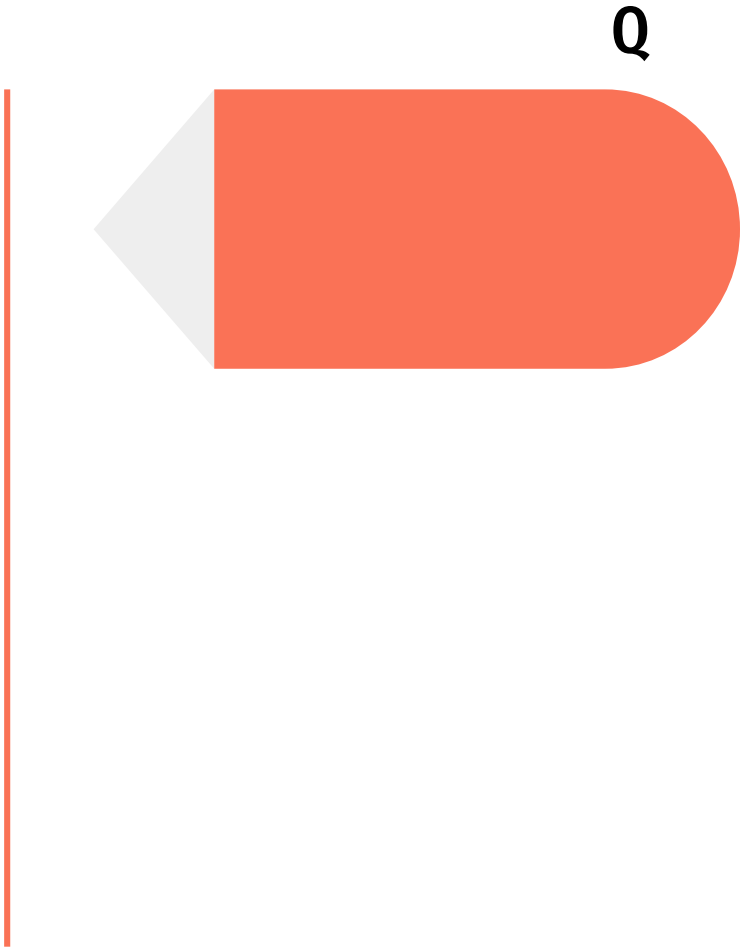
• Enter **00000000000000000000000000000000** as your appropriate number.

- Attach your completed and signed hospitality form as your receipt

The screenshot displays the Certify system interface for creating an expense line. The form includes the following fields:

- Department: 13852 Accounts Payable
- Category: 111111 Additional Attachments
- Amount: \$0.00
- Business Unit: Cal State East Bay
- Fund: Type to search
- Program: Type to search
- Project: Type to search
- Class: Type to search
- Location
- Reason

The interface features a navigation bar at the top with a 'Create a new expense line' button. The main content area is divided into sections for entering details and attaching documents. The bottom of the screen shows a footer with the text 'Certify' and 'California State University, East Bay'.



Q

