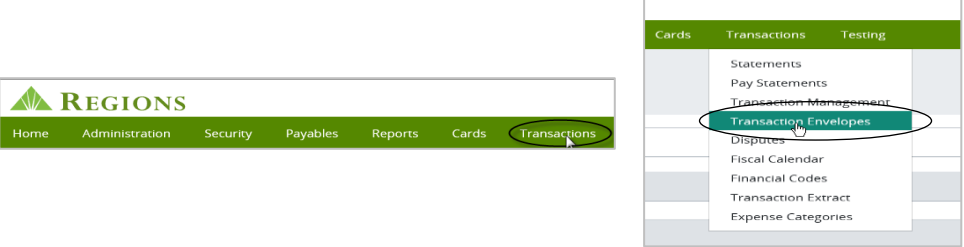
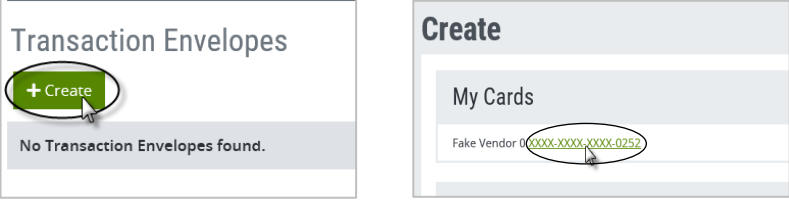
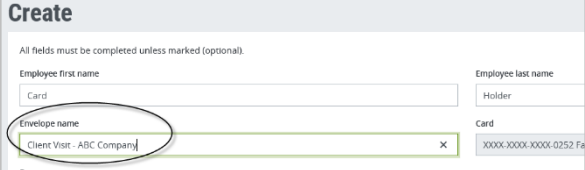
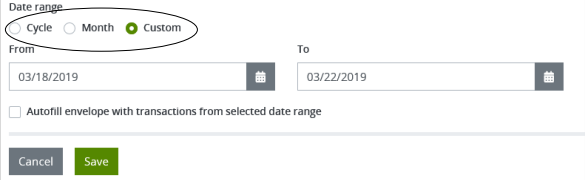
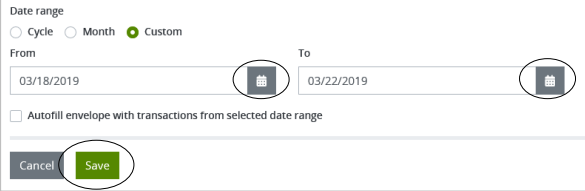
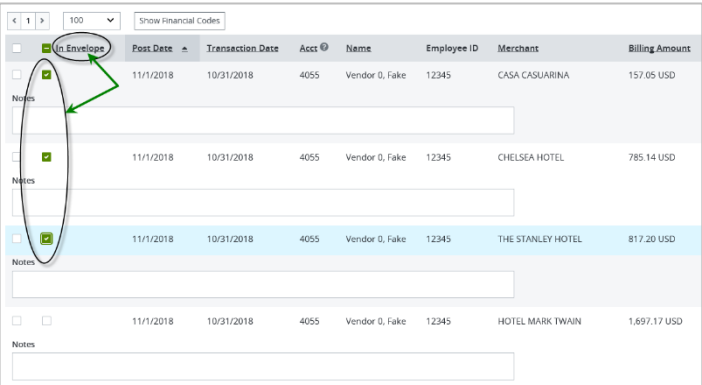


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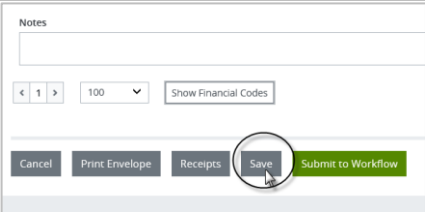
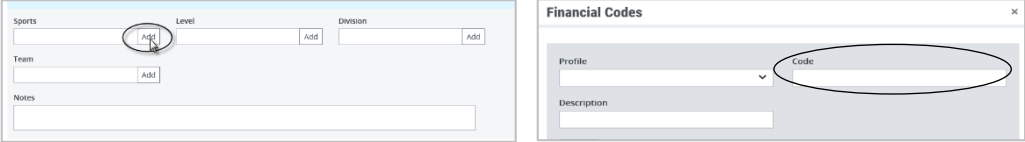

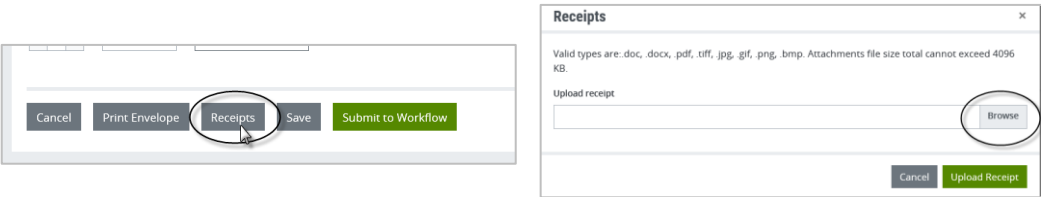
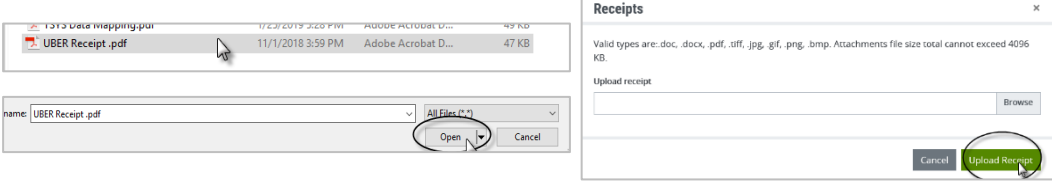
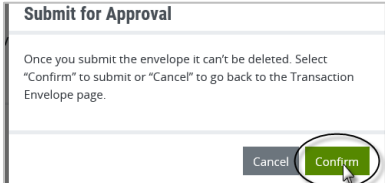
How to Submit an Expense Report

Follow the below instructions for guidance on submitting an expense report through Regions Intersect®.

<p>1. Once you open the Regions Intersect application, navigate to Transactions then select Transaction Envelopes.</p>																																									
<p>2. Click the Create button. Then, select the hyperlink of the appropriate expense card.</p>																																									
<p>3. Within the Envelope Name field, type a descriptive envelope title.</p>																																									
<p>4. Next, select the appropriate Date Range radio button (Cycle, Month, or Custom).</p>																																									
<p>5. Using the calendar icons within the To and From fields, choose the desired date range. Click Save.</p>																																									
<p>6. Once the transactions appear, select the In Envelope field. Then, place checkmarks next to all related transactions to be included within the Transaction Envelope.</p>	 <table border="1" data-bbox="597 1430 1295 1812"> <thead> <tr> <th>In Envelope</th> <th>Post Date</th> <th>Transaction Date</th> <th>Acct</th> <th>Name</th> <th>Employee ID</th> <th>Merchant</th> <th>Billing Amount</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>11/1/2018</td> <td>10/31/2018</td> <td>4055</td> <td>Vendor 0, Fake</td> <td>12345</td> <td>CASA CASUARINA</td> <td>157.05 USD</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>11/1/2018</td> <td>10/31/2018</td> <td>4055</td> <td>Vendor 0, Fake</td> <td>12345</td> <td>CHELSEA HOTEL</td> <td>785.14 USD</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>11/1/2018</td> <td>10/31/2018</td> <td>4055</td> <td>Vendor 0, Fake</td> <td>12345</td> <td>THE STANLEY HOTEL</td> <td>817.20 USD</td> </tr> <tr> <td><input type="checkbox"/></td> <td>11/1/2018</td> <td>10/31/2018</td> <td>4055</td> <td>Vendor 0, Fake</td> <td>12345</td> <td>HOTEL MARK TWAIN</td> <td>1,697.17 USD</td> </tr> </tbody> </table>	In Envelope	Post Date	Transaction Date	Acct	Name	Employee ID	Merchant	Billing Amount	<input checked="" type="checkbox"/>	11/1/2018	10/31/2018	4055	Vendor 0, Fake	12345	CASA CASUARINA	157.05 USD	<input checked="" type="checkbox"/>	11/1/2018	10/31/2018	4055	Vendor 0, Fake	12345	CHELSEA HOTEL	785.14 USD	<input checked="" type="checkbox"/>	11/1/2018	10/31/2018	4055	Vendor 0, Fake	12345	THE STANLEY HOTEL	817.20 USD	<input type="checkbox"/>	11/1/2018	10/31/2018	4055	Vendor 0, Fake	12345	HOTEL MARK TWAIN	1,697.17 USD
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How to Submit an Expense Report

<p>7. Scroll to the bottom of the transaction list and click Save.</p>	
<p>8. Next, select Add. Once the Financial Codes Module appears, select the desired Financial Code(s). Then, click Save.</p>	
<p>9. Enter an explanation for the transaction within the Notes field. Then, click Save.</p>	
<p>10. To begin uploading receipts, select the Receipts button. Then, select Browse to search for the saved receipt(s) within your computer.</p>	
<p>11. Once you locate the appropriate receipt, click Open. Then, click Upload Receipt.</p>	
<p>12. Next, select Submit to Workflow.</p>	
<p>13. Finally, select Confirm.</p>	

Note: Once the Transaction Envelope has been submitted, you will no longer have the ability to edit the envelope or the individual transactions contained within the envelope.