

Warning Messages and Resolutions in Emburse

Role: Expense Owner, Approver

University and federal compliance rules are built into Emburse. When expenses are entered, warning messages may occur due to compliance rules.

CR01 - Cannot submit expense report with no expenses.

Edit the Expense Report. Add expense types then resubmit. See [Modifying an Expense Report in Emburse \(pdf\)](#).

201 - Itemized receipt required.

An itemized receipt is required for expenses \$25 and over. Edit the Expense Report to add the receipt. If you don't have a receipt or are unable to obtain a copy, provide a detailed description of what was purchased.

203 - Exchange rate in excess of allowable variance.

The exchange rate entered differs from the pre-populated market rate by more than 5%. Provide a reason for why the rate is different.

204 - Report exceeds line item limit.

This report contains 100 line items. The system limits Expense Reports to 99 line items. Move additional items to a new report.

205 - Possible duplicate entry.

This may be a duplicate expense based on Report Owner, Expense Type, Date, and Amount. If this is not a duplicate, confirm by providing additional details. If it is a duplicate, delete the line.

206 - Amount missing for expense.

Edit the Expense Report and add an amount other than zero for this expense.

207 - Non-economy airfare for international trips requires an explanation.

Non-economy airfare is allowed only on international trips when total flight time excluding layovers is eight or more hours. Only expenses up to the cost of an economy fare will be reimbursed, unless an economy fare price comparison and documented Pre-Approval from the chief financial manager of your college or administrative unit is attached. Provide documentation of the Pre-Approval from the chief financial manager of your college or administrative unit.

208 - Meal expenses requires two or more people.

Meal expenses requires two or more people. Edit the Expense Report to provide the correct number of attendees or provide an explanation why fewer than two people were involved.

209 - Mileage requires an attachment.

An attachment is required if the Map functionality is not used. Edit the Expense Report and use the Map functionality or attach a mileage log.

211 - Receipt required (Airfare and Car Rental).

An itemized receipt is required. Edit the Expense Report to add the receipt. If you don't have a receipt or are unable to obtain a copy, provide a detailed description of what was purchased.

212 - Receipt required (Lodging, Business Meals, Hospitality).

An itemized receipt is required. Edit the Expense Report to add the receipt. If you don't have a receipt or are unable to obtain a copy, provide a detailed description of what was purchased.

215 - Possible duplicate entry for a meal.

A meal has been claimed as per diem and hospitality or business meal. Only one meal may be claimed. Remove the duplicate meal and resave both expenses to clear this compliance rule.

218 - Per person meal expense exceeds \$100 limit.

This meal expense is limited to \$100 per person (tax and tip included). Expenses in excess of \$100 per person require pre-approval from the chief financial manager of your college or administrative unit. Only expenses up to the limit will be reimbursed unless a documented pre-approval from the chief financial manager of your college or administrative unit is attached. See [Meal Expense Types \(doc\)](#) for more information on meal limits.

220 - Expense line contains alcohol and must use an appropriate alcohol allocation.

This expense contains alcohol, and the value must be assigned to a Fund that begins with: 1780, 1030, 170X, 175X, and Account value 720702. Edit the Expense Report and correct the allocation.

222 - Unallowable expense - missing unallowable allocation.

You have stated that a portion of this expense is unallowable, but you have not chosen the Unallowable Expense allocation. Update your allocation to include at least one line that is Unallowable and resave the line.

223 - Unallowable expense - missing unallowable checkbox.

You have chosen an allocation for unallowable expenses but did not check the box for “A portion of the expense is unallowable.” Check the box and resave the line.

224 - Lodging exceeds allowable per diem.

Lodging expenses exceed the allowable total per diem for the total nights stayed. If the *Allowable Total* field is \$0.00, click the <Edit> button, then use the calculate link to determine the allowable per diem for the location. If this was conference lodging, make sure to check the box for conference lodging. If you are over the allowable per diem, provide an explanation for why lodging expenses exceed allowable per diem.

225 - Per person meal expense exceeds allowable per person meal limit.

This meal expense exceeds the allowable per person meal limit (tax and tip included). Expenses in excess of per person meal limit require pre-approval from the chief financial manager of your college or administrative unit. Only expenses up to the limit will be reimbursed unless a documented pre-approval from the chief financial manager of your college or administrative unit is attached. See [Meal Expense Types \(doc\)](#) for more information on meal limits.

226 - Alcohol not allowed for travel meal.

You have an alcohol expense that has not been noted as an unallowable expense. Update the line to identify the expense as unallowable and pick the Unallowable Expense allocation for the amount of the alcohol.

227 - Mileage and Per Diem not allowed on Travel Card.

Travel Card transactions with an expense type of mileage or per diem are not allowed. Delete this transaction from your Expense Report, return to your eWallet, and start again.

228 - Conference/Meeting Registration-Sponsored expense type.

You selected Conference/Meeting Registration-Sponsored for this expense and must use a sponsored allocation. Edit the Expense Report and correct the allocation.

229 - Extended Day exceeds allowable per diem.

“Extended Day Travel” is travel that is at least 12 hours and does not require an overnight stay. This expense contains breakfast and/or lunch and is not allowable. Edit the Expense Report and check breakfast and lunch as deductibles.

230 - You are about to receive a reimbursement for an expense that you may have paid with your Travel Card.

If this expense was not paid on your Travel Card, it is an out-of-pocket expense. Click <Add Response> below and confirm by stating “out-of-pocket.” If this is Travel Card activity rather than out-of-pocket, you might be trying to reconcile too soon (the merchant may not have fully processed the charge yet). Before submitting this expense, delete this line. Then check for the transaction from the bank/wait for it to load in Emburse before reconciling this transaction.

231 - Cash Advance Request is below the minimum amount.

A Cash Advance Request must be over \$100. For alternatives to cash advances, contact controller@umn.edu.

232 - Cash Advance Request created with an error.

Cash Advance Requests need to be created from scratch rather than using an existing Cash Advance or starting from activity in the eWallet. Delete the current transaction and create a new transaction using the Create New > Cash Advance Request mosaic tile.

233 - Allocation 1000-12094-21661 is restricted.

The cash clearing allocation 1000-12094-21661 is restricted. Edit the transaction and select a new allocation.

300 - Allocation is invalid.

Edit the Expense Report and correct the allocations highlighted in bright blue. You may have received this error if you typed out the allocation rather than selecting it from the drop-down list. Always select the allocation from the drop-down after searching for a ChartField string.

301 - Receipts not attached.

Receipts must be attached before you can submit the Expense Report.

306 - Pre-Approval associated to ER is not active.

The Pre-Approval you are trying to associate with this Expense Report is not active (either expired or used). Remove your Pre-Approval and add the following statement to your response to the compliance warning you will receive when submitting an Expense Report without a Pre-Approval. “PA created but unable to attach to ER. Received error message 306: PA associated to ER is not active.”

308 - Report Owner belongs to a RRC requiring a Pre-Approval.

Edit the Expense Report and attach your Pre-Approval or provide a reason for why a Pre-Approval was not entered.

309 - Funds are owed back to the University, choose repayment option.

This Expense Report indicates that funds are owed back to the University. Payroll deduction is the primary method to repay the University. To have the amount deducted from your next paycheck as a one-time amount, enter "YES." To have a bill sent to your home address, enter "NO." Any response other than "YES" will result in a bill being sent to your home.

310 - Delegate cannot submit ER on behalf of employee.

Your work has been saved but you are not authorized to submit this Expense Report. Employees must submit their own Expense Reports. Contact the Expense Report owner and let them know this Expense Report is ready to be submitted.

311 - Out of Pocket expenses should be submitted within 60 days of Trip End Date.

This report will be routed to the chief financial manager for your college or administrative unit for review because there are expenses that are older than 60 days. These expenses are either denied or reported as taxable income. Provide an explanation for why this expense wasn't submitted within 60 days.

312 - ER amount for Lodging exceeds PA.

The amount for Lodging-Room Charge on this Expense Report exceeds the amount allocated on the applied Pre-Approval by greater than or equal to 20%. Provide an explanation.

313 - ER amount for Ground Transportation exceeds PA.

The amount for Other Ground Transportation on this Expense Report exceeds the amount allocated on the applied Pre-Approval by greater than or equal to 20%. Provide an explanation.

314 - ER amount for Car Rental exceeds PA.

The amount for Car Rental on this Expense Report exceeds the amount allocated on the applied Pre-Approval by greater than or equal to 20%. Provide an explanation.

315 - ER amount for Airfare exceeds PA.

The amount for Airfare on this Expense Report exceeds the amount allocated on the applied Pre-Approval by greater than or equal to 20%. Provide an explanation.

316 - An amount submitted for approval does not match the original Travel Card amount.

An amount submitted for approval does not match the original Travel Card amount. Delete this transaction from your Expense Report, return to your eWallet, and start again.

317 - Credit Card expenses must be submitted within 60 days of Statement Date.

Credit card expenses must be submitted within 60 days of Statement Date (date the expense appears in Emburse). Provide an explanation why one or more expenses on this Expense Report are being submitted late.

321 - Expense Report Header Start and End Date error.

The *Trip/Expense Start Date* must be before the *End Date*. To resolve this issue, navigate to the header of the Expense Report, edit the dates, save the changes, and resubmit the report.

322 - One Cash Advance Request per report.

You only can make one Cash Advance Request per report. Please delete any additional Cash Advance Requests on this Expense Report.

323 - Cash Advance submit date violation.

You cannot submit an Expense Report with a Cash Advance Request more than 30 days before the *Trip/Expense Start Date*.

324 - Cash Advance Request terms.

I agree to ensure the funds for the Cash Advance are used for University business and documented, and unspent funds are returned to the University. If the Cash Advance is not reconciled within 60 days of the activity end date or before the end of the grant for sponsored funds, the expense owner must agree to assume personal liability for the amount advanced and authorize the University of Minnesota to seek reimbursement either through payroll deduction or the billing process.

325 - DeptID conflicts between Cash Advance and other lines.

If a different DeptID is used on the Expense Report than the one used on the Cash Advance, different approvers may see the report than the originally approved Cash Advance.

326 - Cash Advance submit date policy compliance.

Your Cash Advance is being submitted greater than 60 days from the original end date. Please provide an explanation.

327 - You are not part of the Cash Advance Pilot.

Your profile is not associated with an RRC unit which is part of the Cash Advance pilot. You cannot submit a Cash Advance Request in Emburse.

328 - Cash Advance applied to expense report, provide details.

Provide information to identify which Cash Advance is being applied to this Expense Report. Enter the original report name, the amount, travel dates, original Expense Report ID, and other relevant information. The Cash Advance line item will not be visible to the approver.

[Controller's Office Financial Training](#) • Financial Helpline controller@umn.edu, 612-624-1617