

Is there a way to only reimburse someone a certain \$\$ amount, for those of us that are only reimbursing our travelers \$500?

Yes. You will use the miscellaneous expense type to reduce the 'Total Requested' amount. Enter Vendor Name as 'Reduce Reimbursement' and put a negative amount to reduce reimbursement. Because it is a credit, there is no need to attach a receipt.

The image shows a 'New Expense' form with the following fields and values:

Field	Value
Expense Type	Miscellaneous
*Transaction Date	10/11/2019
*Report /Trip Purpose	Publicized Conference or Me
Additional Information	
*Enter Vendor Name	Reduce Reimbursement
*City of Purchase	Salt Lake City, Utah
Payment Type	Out of Pocket
Amount	-25.00 USD
Comment	Traveler was allotted \$500 for travel expenses, per department