

T&E Pre-Audit Error Code Comment Quick Reference

Mileage Errors

[6.1 - Return ER to Traveler - Mileage Itemization](#)◀?

6.1 - Expense report is being returned due to blanket dates of travel reflected in Personal Auto Mileage reimbursement request. Expense report must reflect itemized dates of travel with the appropriate mileage as blanket travel dates are not acceptable as it does not accurately reflect actual dates traveled. Corrections to this expense report must reflect an itemized list of dates traveled. Dates traveled must be within the time period specified on original Travel Authorization used in creating said expense report. See Modifying Travel Expense Reports of The FIN Source. Expense report must be resubmitted through the travel module in OAKS FIN upon compliance of this request.

[6.2 - Return ER to Traveler - Mileage Location](#)◀?

Revised 7/1/2016