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| --- | --- |
| Expense Owner |  |
| MyExpenses Report ID |  |
| State Pcard or WVU Research Corp Card |  |
| Transaction Date |  |
| Transaction Amount |  |
| Merchant Name |  |
| Description of Violation |  |
| Date of Reimbursement (if applicable) |  |
| Amount reimbursed if different than full transaction amount |  |
| Self-reported by Expense Owner? Y/N |  |
| **\*\*Please make a comment on the report transaction that the violation has been reported to Pcard Admin.\*\*** |  |