



WORKLIST AND EXPENSE REPORT ERRORS

Greetings,

The following issues and workarounds have been identified:

Worklist Error

After further investigation into the worklist issue, all users should discontinue using email approvals until further notice. Email approvals are not consistently functioning as expected and should not be utilized until the worklist issues have been resolved. Please follow the workaround provided below.

The Worklist can also be accessed through Tools under the Navigator.



Expense Reports Error – Mileage Reimbursement

Users submitting expense reports for mileage reimbursement will need to enter a specific street address for **both** the Starting Location and Destination. For example users will need to enter 1000 E University Ave, Laramie, WY rather than Laramie, WY.

As you begin typing, a dropdown list will appear and users must select one of the suggested options:

* Starting Location	1000 E University Ave La
* Destination	SUGGESTED
* Trip Distance	1000 E University Ave Lafayette Louisiana 70508 US
Account	1000 E University Ave Lafayette Louisiana 70503 US
Project Number	1000 E University Ave Las Vegas Nevada 89119 US
Task Number	1000 E University Ave Las Vegas New Mexico 87701 US
Contract Number	1000 E University Ave Lafayette Louisiana 70501 US
Funding Source	1000 E University Ave Las Cruces New Mexico 88011 US
	1000 E University Ave Laramie Wyoming 82072 US
	1000 E University Ave Las Cruces New Mexico 88001 US
	1000 E University Ave Las Cruces New Mexico 88003 US
	1000 E University Ave Las Cruces New Mexico 88005 US

Users will still be able to manually enter their exact mileage in order to get the correct reimbursement.

Thank you,

The WyoCloud Team

Contact Information

The WyoCloud Team:
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[WyoCloud Feedback Ticket](#)

Need help with WyoCloud?
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 307-766-4357, Option #1
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