

# Assure Expenses Expedite - General Options

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## Permissions

You will require the following permissions:

- General Options

1. Navigate from the **Home** page to **Administrative Settings | Tailoring | General Options**.
2. From the General Options menu, click the **Expedite** tab.

| <b>Expedite General Option</b>                                     | <b>Description</b>   |
|--|--|
| Allow expense items less than the receipt total to pass validation | Allows Expense Items to pass business or VAT validation if the receipt total is greater than the expense amount claimed. |

3. Click **Save** to confirm or Cancel to discard any changes and return to the Tailoring page.
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