

TOE Section: 4 lines have been added to the TOE section to account for multiple funding sources. A 5th line will appear when the Out-of-Pocket expenses box is checked above, overwriting the last line as this designates the ERA as a straight reimbursement.

Transfer of Expense Total: auto populates with the total of all food, beverages, and supplies from Section 1 when CTE Card or Pro-Card boxes are selected. The text color will remain red until the total amount in the TOE section is equal to these expenses.

Signature Section: Electronic Signatures are now accepted on this updated form. Simply follow the prompts when the box is selected to add or create a signature for the document. Once the appropriate signatures have been added, the form and supporting documents can be submitted via email.