

Expense Report Procedures - COUPA

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All expense reports and receipts must be submitted via Coupa. Once the expense report is generated, it will be electronically submitted to leadership for approval. Once approved, the reimbursement will be issued.

The Company will not be responsible for paying any expenses after ninety (90) days from the date of any transaction.

Coupa may be accessed on myfrontier.org under the **My Links** heading. To complete the expense report, follow the steps below:
