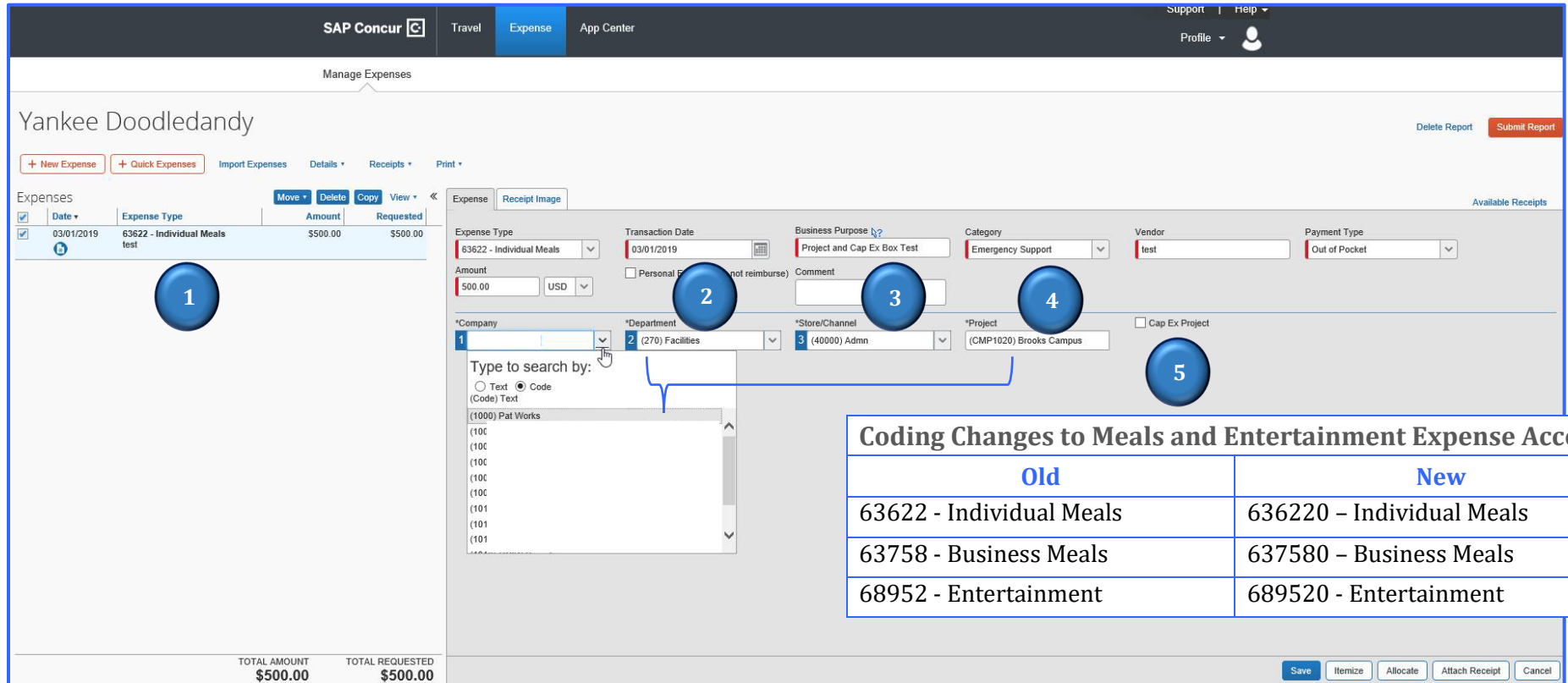


Overview of Changes



The screenshot shows the SAP Concur 'Manage Expenses' interface. A table on the left lists expenses, with the first one highlighted (1). The main form contains fields for Expense Type, Transaction Date, Business Purpose, Category, Vendor, Payment Type, Amount, and various dropdowns for Company, Department, Store/Channel, and Project (2, 3, 4, 5). A search dropdown for the Company field is open, showing a list of codes. At the bottom, there are buttons for Save, Itemize, Allocate, Attach Receipt, and Cancel.

| Coding Changes to Meals and Entertainment Expense Accounts | |
|--|---------------------------|
| Old | New |
| 63622 - Individual Meals | 636220 - Individual Meals |
| 63758 - Business Meals | 637580 - Business Meals |
| 68952 - Entertainment | 689520 - Entertainment |

| Changes | |
|---------|---|
| 1 | GL codes have been changed from 5-digit codes to 6-digit codes and the Expense Type Descriptions now include the new GL account number. However, there is no impact to the overall look and feel of the Expense Type selection, as the descriptions will not change (i.e. Airfare, Hotel, etc.). |
| 2 | Employee's Company , Department and Channel have changed, however, the description is still the same. All information is fed from Workday. |
| 3 | All descriptions are the same. All expenses must have a channel associated with it. A new channel called ' Admin ' has been added to facilitate this. |
| 4 | The project field is new. It is utilized to track expenses associated with a specific activity such as books, catalogs, capitalized projects, etc. Please contact your finance rep if the project number is unknown. |
| 5 | If the ' Cap Ex Project ' checkbox is selected, a Project is required. Please contact your finance rep if the project number is unknown. |