1. From the JP Morgan Smartdata home screen, go to Reports and select Run.

2. Under Report Name, select Expense Report with Tax (v2)
3. Expand the Frequency bar, select once and then enter the beginning/end dates for the month you are reporting.

4. Click the Submit Request Button.

5. You should receive an email from JP Morgan Online Reporting once your report is complete and ready for viewing.
6. Your report can be opened from the JP Morgan Smartdata Home Page under Reports and Data Files.

7. This Report should be used as your monthly log and must contain expense descriptions and account codes for every transaction within the reporting month. Both the card holder and supervisor must sign and print their name on the lines provided at the end of the report. Signatures on any other part of the log or on the JP Morgan statement will not be accepted.