ExpenseTrack 26.3 Release Notes

April 2026

Contents

ExpenseTrack 26.3 Release Notes

Release 26.3 for ExpenseTrack is now available and includes the following changes:

Expense Manager Updates

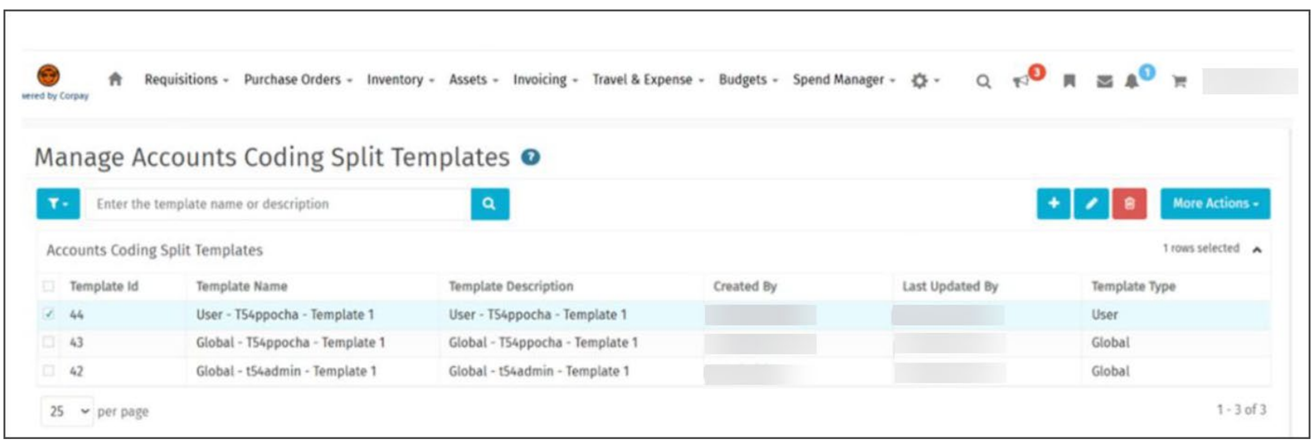
User-Specific Split Account Coding Templates with Mobile Support

ExpenseTrack users can now take advantage of **user-specific Split Account Coding Templates**, giving end users and delegates greater flexibility when coding expense items. This enhancement builds on existing administrator-defined templates by allowing individuals to save and reuse their own preferred coding configurations, increasing adoption and efficiency.

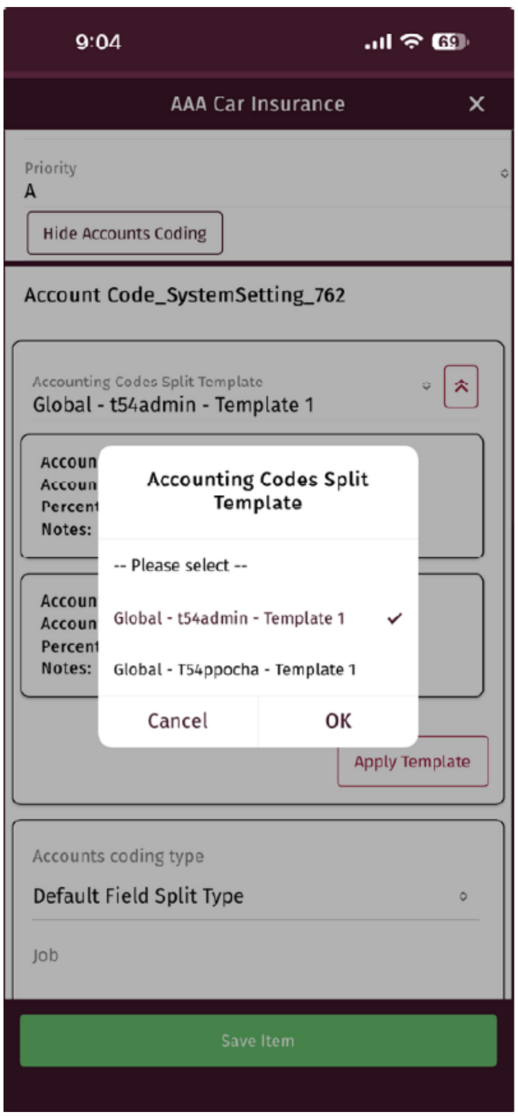
Users and delegates with the appropriate permission can create, edit, delete, and manage their own private templates through a new **Manage Templates** experience.

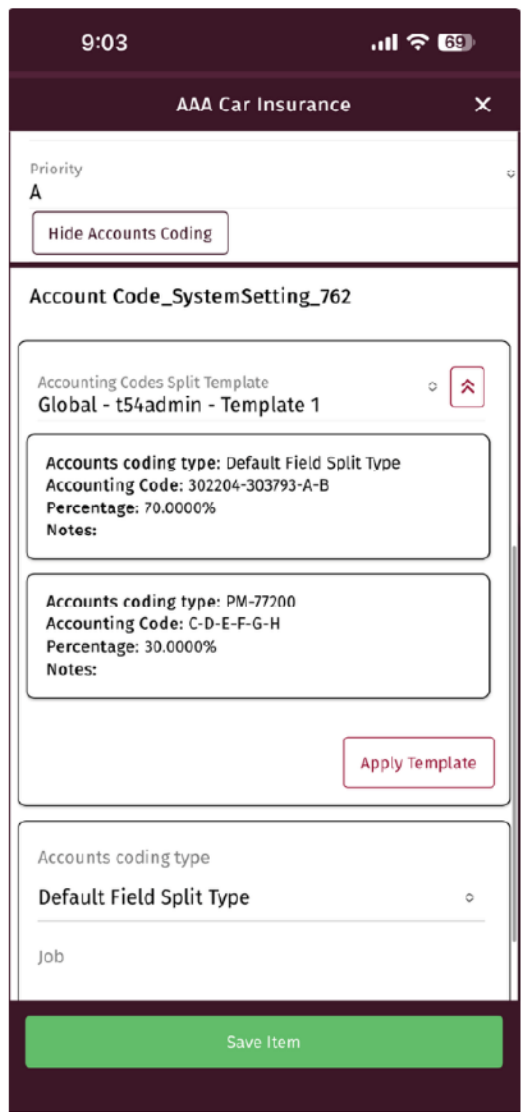
With this change,

- Administrators (Permission 4225) - Continue to define global templates visible to all users. Admin defaults apply if a user has not set their own.
- Tenant Users (Permission 4226) - Users with access rights can view and edit account coding section on the expense item.
- Delegate Users (Permission 4226) - Users with access rights and who act as delegates for other users



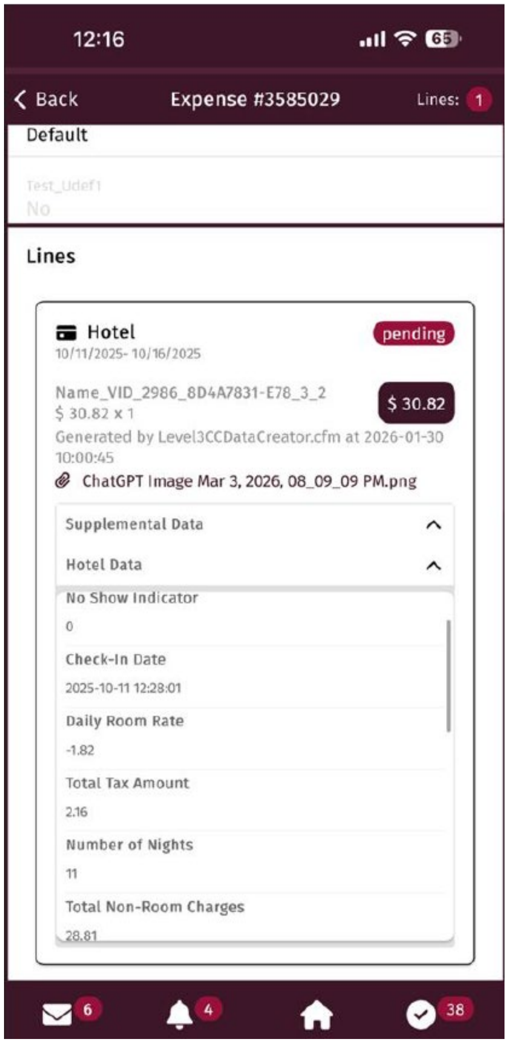
User-defined templates are visible only to the creator and take precedence over administrator defaults when selected. Delegates can also create and manage templates on behalf of the users they support, with those templates available when acting as a delegate or managing expense drafts. The expense report experience has also been refined with updates to template display details, including simplified column naming for improved clarity. In addition, **mobile support** has been extended to this feature—users and delegates can now select from available split coding templates while editing expense items directly on mobile devices. This ensures consistent and flexible coding experience across both desktop and mobile platforms.





Display Supplemental Data on Mobile Transaction Details

Tenant Users can now view **Supplemental Data** directly within the transaction details dialog on mobile devices. This enhancement ensures mobile users have access to the same transaction context previously available only on the **Add/Edit Transaction** dialog in the web application.
The **Supplemental Data** section is now displayed when adding or editing transactions in the mobile app and is available regardless of the transaction's status. By making this information accessible on mobile devices, users can review and update expense details more effectively without switching to the desktop experience.



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Retain Notes When Navigating Between Expense Items

ExpenseTrack users with Approvers role can now move between expense line items during review without losing notes or other in-progress form updates. This enhancement improves the review experience by allowing approvers to draft and refine comments across multiple expense items before taking action.

With this change, text entered in the **Note** field is automatically saved as approvers navigate between expense lines or return to the report detail page, with no additional **Save** button being required. Notes remain available throughout navigation and are only cleared if the approver refreshes the page or selects **Clear Entries**. Importantly, navigating between items does not change the expense report’s workflow state. The report is only advanced when the approver explicitly clicks **Process**, preventing premature approval or rejection while notes are being prepared.

Manager Column Added to Expense Transactions Coding Updates Report

Corpay ExpenseTrack Tenant users can now access manager information directly within the VSM **Expense Transactions Coding Updates** report. This enhancement improves visibility by including the user’s manager name alongside transaction data, supporting more effective review and analysis. A new **Manager** column has been added to the report and is available for all expense transactions, regardless of transaction status. By surfacing manager details directly in the report, users can more easily contextualize expense activity without needing to reference external user records.

