

Enable Macros for Expense Reports

Office 2007

1. Click on the Microsoft Office Button (top left corner)
2. Click on **Excel Options** (bottom right)
3. Click on **Trust Center** (located on the left tab)
4. Click on **Trust Center Settings** (located on the page)
5. Click on **Macro Settings** (located on the left tab)
6. On the screen select **Enable All Macros**

Office 2003

1. Open Microsoft Excel.
2. On the main Toolbar select the following in the order listed.
 - a) Tools
 - b) Macro
 - c) Security
 1. The Security Box will open.
 2. Set the Security Level to Medium
 - a) Select the radio button next to the word Medium
 - b) Click Ok.

NOTE:

1. You must set the Security in Excel before opening the Travel Expense Form.
2. You must do this in Excel and exit Excel to save the setting before opening the Travel Expense Form.