

Create Expense Report

Navigation to Create Travel Expense Report

- Financials Supply Chain
- Employee Self-Service
- Travel & Expense Center
- Expense Report
- Create
- Click Search to populate your travel authorizations.
- Click the Select button of the authorization that you want to copy into a Travel Expense Report.

If you do not have a travel authorization, click Return to Expense Report Entry hyperlink

Populate From A Travel Authorization

| ∨irna Lisa Feli | ра | Report ID: | NEXT | | | |
|-------------------------|------------|------------------|------|------------|---------|-----------------|
| From Date: | 02/28/2017 | 31 | To: | 06/30/2017 | 31 | Search |
| Travel Auth Description | | Authorization ID | | Date From | Date To | Amount Currency |
| - | | | | | | 0.000 |

Return to Expense Report Entry

No Travel Authorization Copied

- Complete an Expense Report Entry.
- Follow the steps of the Create a Travel Authorization.
- Include the completed paper Travel Authorization form with your supporting documents for uploading in your Expense Report Entry.
- Click Attachment button.
- Upload supporting documents that you saved on your desktop.
- Click Submit or the Save for Later button.

Create Expense Report

Favorites

Main Menu

Employee Self-Service

| Expense Report Entry | | | |
|---|----------------------|-------------------------|---|
| Virna Lisa Felipa | User Defaults | Report ID: NEX | |
| Quick Start: A Blank Repo | rt 🔹 🔽 | | |
| General Information | | | |
| *Description: | | Comment: | |
| *Business Purpose: | • | | |
| | | Reference: | |
| Default Location: | ٩ | | |
| | | Attachments | |
| Accounting Defaults App | oly Cash Advance(s) | More Options: | ▼ GO |
| Details | | Personalize Find | View All 🖾 🛗 🛛 First 🗹 1-4 of 4 🔟 Las |
| *Overview | | | |
| Select *Expense Type | <u>*Expense Date</u> | *Amount Spent *Currency | <u>*Payment Type</u> Billing Type |
| | T | | ± |
| | • | | • |
| | T | | • |
| | T | | E E |
| Copy Selected Delete Selected | New Expense | se 🔹 Add | Check For Errors |
| Totals | | | |
| Employee Expenses: | 0.00 USD | Due Employee: | 0.00 USD |
| Non-Reimbursable Expenses: Prepaid Expenses: | 0.00 USD 0.00 USD | Due Vendor: | 0.00 USD |
| Employee Credits: | 0.00 USD | | |
| Vendor Credits: | 0.00 USD | | |

Travel Authorization Copied

- Fields will automatically populate from the Travel Authorization chosen.
- Make changes as needed to reflect the actual amount paid, dates, etc.
- Click the Check for Errors button.
- Click Add Attachment button.
- Upload supporting documents that you saved on your desktop.
- Click Submit or the Save for Later button.

| ▼ Gen | ieral li | nformation | | | | | | | | | | | |
|--------------------------------------|--|---------------|-------------|------------|--------------|-----------|----------------|-----------------|----------------------|------------|--------------|---------------|--------------|
| *Description: Baltimore Conference | | | | e Comment: | | | | | | | | | |
| *Business Purpose: Conference | | | | | | ¥ | | | | | | | |
| Default Location: MD BALTIMORE (| | | RE (CI | TY) | | Q | | D | | | | 4 | |
| *Date | e Froi | m: | 06/19/2017 | 🕅 *Da | te To: 06/21 | 1/201 | 7 🛐 | ć | Attachmen | <u>its</u> | | | |
| Accounting Defaults More Options: GO | | | | | | | | | | | | | |
| Details | ; | | | | | | [| Persona | alize Find 🗖 | 1 | First 🗹 1- | 4 of 4 🗖 Last | |
| <u>Select</u> | * | Expense Type | | | <u>*Date</u> | | <u>*Amount</u> | <u>Currency</u> | <u>*Payment Type</u> | | Billing Type | | |
| | L | PSC Receipt | ed Lodging | • | 06/19/2017 | 31 | 200.00 | USD | Empl Paid | ۲ | Empl Paid | <u>*Deta</u> | <u>ail</u> 🖭 |
| | | Misc Travel E | Expenses | T | 06/19/2017 | Bi | 60.00 | USD | Empl Paid | T | Empl Paid | <u>*Deta</u> | <u>ail</u> 🖭 |
| | [| PSC Per Die | m Breakfast | T | 06/19/2017 | 31 | 20.00 | USD | Empl Paid | ۲ | Empl Paid | <u>*Deta</u> | <u>ail</u> 🛨 |
| | [| PSC Per Die | m Dinner | T | 06/19/2017 | 31 | 50.00 | USD | Empl Paid | ۲ | Empl Paid | <u>*Deta</u> | ail 🖭 |
| Сору | Copy Selected New Expense Add Check For Errors | | | | | | | | ors | | | | |
| Totals | | | | | | | | | | | | | |
| Authorized Amount: 330.00 USD | | | | | | | | | | | | | |
| Update Totals | | | | | | | | | | | | | |
| Save | Save for Later Submit Create A Cash Advance Project Summary Printable View | | | | | | | | | | | | |

Favorites Main Menu > Employee Self-Service

Non Travel Expense Report

- Complete an Expense Report Entry for expenses.
- Complete the General Information section
- Enter Expense Type, date of transaction, amount and payment type.
- Click the Detail hyperlink
 - Enter the location and description

Create Expense Report

| Expense Report Entry | | | | | | | |
|--|--|------------------------------|--|--|--|--|--|
| ∨irna Lisa Felipa | User Defaults | Report ID: NE | KΤ | | | | |
| Quick Start: A Blank Report | GC GC | | | | | | |
| General Information | | | | | | | |
| *Description: | | Comment: | | | | | |
| *Business Purpose: | ¥ | | | | | | |
| | | Reference: | | | | | |
| Default Location: | Q | | | | | | |
| | | Attachments | | | | | |
| Accounting Defaults Apply Ca | ash Advance(s) | More Options: | ▼ GO | | | | |
| Details | | Personalize Fin | 1 View All 🗗 🛗 🛛 First 🚺 1-4 of 4 💟 Last | | | | |
| <u>*Overview</u> | | | | | | | |
| Select *Expense Type | <u>*Expense Date</u> | <u>*Amount Spent</u> *Curren | y <u>*Payment Type</u> Billing Type | | | | |
| | • | | ! | | | | |
| | • | | . | | | | |
| | * | | | | | | |
| | T | | • | | | | |
| Copy Selected Delete Selected New Expense Add Check For Errors | | | | | | | |
| Totals | | | | | | | |
| Employee Expenses: | 0.00 USD | Due Employee: | 0.00 USD | | | | |
| Non-Reimbursable Expenses: Prepaid Expenses: | 0.00 USD 0.00 USD | Due Vendor: | 0.00 USD | | | | |
| Employee Credits: | 0.00 USD | | | | | | |
| Vendor Credits: | 0.00 USD | | | | | | |



Create Expense Report

Expense Report Entry

| Virna Lisa Felipa | 1 | User Defaults | Report ID: | NEX | Т | | |
|--------------------------------------|----------------------------|---------------|---------------|-----------------|----------------------|-------------------------------|----------------|
| General Informat | tion | | | | | | |
| *Description: | supplies for students | | Comment: | | | | |
| *Business Purpos | se: Non-Travel Expense | : T |] | | | | |
| | | | Reference: | | | | |
| Default Location | : NY BROOKLYN | Q | | | | | |
| | | | Attachm | <u>ents</u> | | | |
| Accounting Defau | Its Apply Casl | h Advance(s) | More Options: | | | ▼ GC | 1 |
| Details | | | Personal | lize Find \ | fiew All 🖾 🛗 | First 🚺 1-4 of 4 | Last |
| *Overview |) | | | | | | _ |
| <u>Select</u> <u>*E</u> | <u>xpense Type</u> | *Expense Date | *Amount Spent | *Currency | <u>*Payment Type</u> | Billing Type | |
| | Cost of supplies/materials | • 06/01/2017 | 10.00 | USD 🔍 | Empl Paid | Empl Paid | <u>*Detail</u> |
| | | v | | | | | . |
| | | v | | | | | + |
| | | • | | | | | . |
| Copy Selected | Delete Selected | New Exper | nse | ▼ Add | Check Fo | r Errors | |
| Totals | | | | | | | |
| Employee Expens | es: 1 | 10.00 USD | Due Employe | e: | 1 | 10.00 USD | |
| Non-Reimbursable | e Expenses: | 0.00 USD | Due Vendor: | | | 0.00 USD | |
| Employee Credits | : | 0.00 USD | | | | | |
| Vendor Credits: | muliadu | 0.00 USD | | | | | |
| Cash Advances A | ppilea: | 0.00 0.50 | | | | | |

Non Travel Expense Report

- Click the Check for Errors button
- Click the Attachments button
- Upload supporting documents
- Click Submit or the Save for Later button