

## 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

**CUNYfirst**  
Fully Integrated Resources & Services Tool

Favorites | Main Menu > Employee Self-Service

### Create Expense Report

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#### Populate From A Travel Authorization

Virna Lisa Felipa Report ID: NEXT

From Date:   To:

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

### Expense Report Entry

Virna Lisa Felipa

[User Defaults](#)

Report ID: NEXT

Quick Start: A Blank Report

**General Information**

<p>*Description: <input type="text"/></p> <p>*Business Purpose: <input type="text"/></p> <p>Default Location: <input type="text"/> <input type="button" value="🔍"/></p>	<p>Comment: <input style="height: 40px;" type="text"/></p> <p>Reference: <input type="text"/></p> <p style="text-align: right;"> <a href="#">Attachments</a></p>
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[Accounting Defaults](#)

[Apply Cash Advance\(s\)](#)

More Options:

Details									
Personalize   Find   View All     First 1-4 of 4 Last									
*Overview									
Select		*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type		
		<input type="text"/>							<input type="button" value="+"/>
		<input type="text"/>							<input type="button" value="+"/>
		<input type="text"/>							<input type="button" value="+"/>
		<input type="text"/>							<input type="button" value="+"/>

Totals			
Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	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.

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:  \*Date To:

[Attachments](#)

[Accounting Defaults](#) More Options:

**Details** Personalize | Find |  First  Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	PSC Receipted Lodging	06/19/2017	200.00	USD	Empl Paid	Empl Paid	<a href="#">*Detail</a>
<input type="checkbox"/>	Misc Travel Expenses	06/19/2017	60.00	USD	Empl Paid	Empl Paid	<a href="#">*Detail</a>
<input type="checkbox"/>	PSC Per Diem Breakfast	06/19/2017	20.00	USD	Empl Paid	Empl Paid	<a href="#">*Detail</a>
<input type="checkbox"/>	PSC Per Diem Dinner	06/19/2017	50.00	USD	Empl Paid	Empl Paid	<a href="#">*Detail</a>

**Totals**

Authorized Amount: 330.00 USD

[Create A Cash Advance](#) [Project Summary](#) [Printable View](#)

## 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

Virna Lisa Felipa

[User Defaults](#)

Report ID: NEXT

Quick Start: A Blank Report

**General Information**

\*Description:

\*Business Purpose:

Default Location:

Comment:

Reference:

[Attachments](#)

[Accounting Defaults](#)

[Apply Cash Advance\(s\)](#)

More Options:

Details Personalize | Find | View All | First 1-4 of 4 Last

Select			*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type	
			<input type="text"/>						<input type="button" value="+"/>
			<input type="text"/>						<input type="button" value="+"/>
			<input type="text"/>						<input type="button" value="+"/>
			<input type="text"/>						<input type="button" value="+"/>

Totals					
Employee Expenses:	0.00	USD	Due Employee:	0.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			

## 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

### Create Expense Report

### Expense Report Entry

Virna Lisa Felipa

[User Defaults](#)

Report ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:  Reference:

Default Location:

[Attachments](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

**Details** Personalize | Find | View All |   First 1-4 of 4 Last

\*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	1 Cost of supplies/materials ▼	06/01/2017 <input type="button" value="📅"/>	10.00	USD <input type="button" value="🔍"/>	Empl Paid ▼	Empl Paid	<a href="#">*Detail</a> <input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

**Totals**

Employee Expenses:	10.00 USD	Due Employee:	10.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		