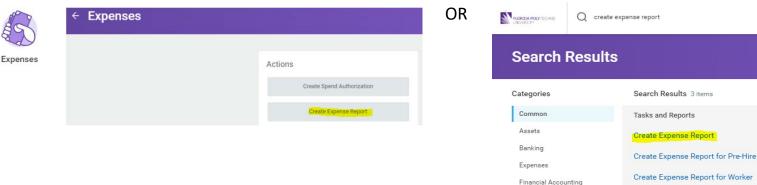


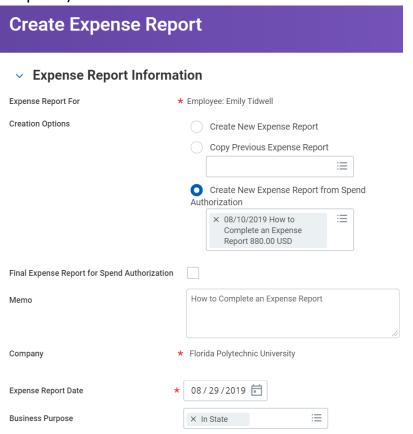
- All overnight travel and mileage related expense reports need to be tied to a spend authorization
- You can have multiple expense reports tied to one spend authorization
- An expense report is the actual cost of your travel

Steps:

1. Access "Expenses" worklet or search for "Create Expense Report" and select:



- 2. Select "Create New Expense Report from Spend Authorization" if doing an expense report for your travel (if non-travel expense or expense card charge for another person traveling, select "Create New Expense Report"):
 - a. Pick the correct spend authorization from the drop down.
 - b. Click "Final Expense Report for Spend Authorization" if it is the last expense report that will be done in connection to the spend authorization.
 - c. Make sure the memo clearly states the purpose of the expenses (ex. conference name and overview) and how the University was benefited by it.
 - d. Select the Company.
 - The Expense Report Date
 is the date the report is being
 done, not the date of travel.
 - f. Choose the Business Purpose.

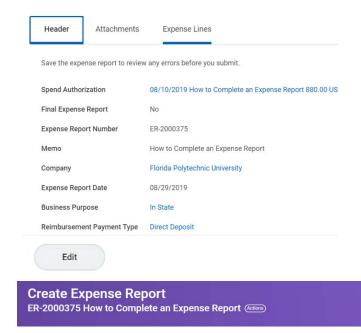




- 3. Complete expense report details:
 - Header information will pull in from the previous screen, but you have the ability to edit it if needed.

- Add expense line information
 by clicking the "Add" button. You
 can either add a line for a
 reimbursable expense or pull in
 an expense card charge you've made.
- c. Complete expense line details:
 - -Expense line date = actual date of travel/expense.
 - -Choose your expense item and complete all fields.
 - -An attachment is required for each expense line.

Create Expense Report
ER-2000375 How to Complete an Expense Report





Employee: Emily Tidwell

There's nothing here

Expense Line Instructions 08/14/2019 Please click on "Complete Travel Journal" to input required details. You are eligible for breakfast if your travel starts before 6am and extends beyond 8am, lunch if starts before 12pm and extends beyond 2pm, dinner if starts before 6pm and extends beyond 8pm Per Diem - Domestic Meals Item Details Currency Departure Date * 08/10/2019 Memo Departure Time * 08:00 AM * 08/14/2019 Arrival Date *Cost Center (empty) Arrival Time * 06:00 PM Self-Balancing Custom (empty) **Travel Journal** Cost Center Programs (empty) Total Amount 180.00 USD Grant (empty) Project (empty) View Details 5 items *Fund (empty)



- d. Itemization is required for hotel (itemize) and meals (travel journal):
 - -Hotel itemize line items separately as per the hotel receipt i.e. all daily room charges together, all daily parking together, etc.

Daily Expenses	
Edit	6 items
z-Itemize Only: Room Rate 08/29/2019	0.00 USD
z-Itemize Only: Hotel Sales Tax 08/29/2019	0.00 USD
z-Itemize Only: Hotel - Other Taxes and Fees 08/29/2019	0.00 USD
z-Itemize Only: Hotel - Personal Expenses 08/29/2019	0.00 USD
z-Itemize Only: Hotel - Internet Fees 08/29/2019	0.00 USD
z-Itemize Only: Hotel - Parking 08/29/2019	0.00 USD

-Meals – itemize daily

check the box next to the meal if you **DO NOT** get reimbursed for that meal; you do not get reimbursed if the meal was provided to you, including continental breakfast at a hotel, or if you don't meet the travel time requirements.

Date	* 08/10/2019	Memo		Breakfast provided?	\checkmark	Meals - Per Day Total - \$36.00
Total Amount	30.00			Lunch provided?		\$ 6.00 Breakfast - Travel begins before 6am & past 8am \$ 11.00 Lunch - Travel begins before 12pm & past 2pm
		*Cost Center	:=			
		Self-Balancing Custom	Dinner provided?		\$ 19.00 Dinner - Travel begins before 6pm & past 8pr	
			m :=	Dinner provided?		

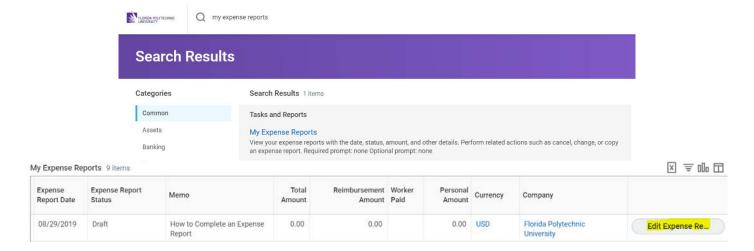
ATTACH THE MEETING/CONFERENCE AGENDA TO THE MEAL EXPENSE LINE

- e. For specific instructions on processing expense card charges, please refer to the jobaid "How to Process Expense Card Charges".
- 4. If you are ready to submit the expense report, click the "Submit" button. If you want to save the expense report to continue working on later, click "Save for Later". If you want to discard the expense report, click "Close":

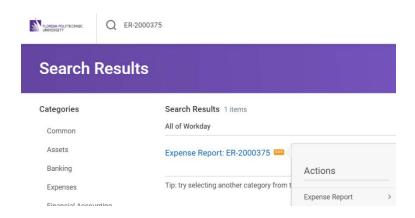




5. If you wish to edit an expense report, you may do so by searching by "My Expense Reports". Once you locate the expense report you want to modify, click the "Edit Expense Report" button:



OR, if you know your expense report number, you can enter it in the search bar and choose "Edit":



- 6. You can check the status of an expense report by locating the expense report as described above. Once you click on the expense report and are in view mode, click the "Business Process" tab to see where it is in the approval path.
- 7. Any reimbursement due to you will be paid in the next check run once the expense report is fully approved.
- 8. As with any expense, thorough backup is required. Please be sure to provide adequate explanations for your expenses and refer to the Travel Manual for more specific guidance on what is required.