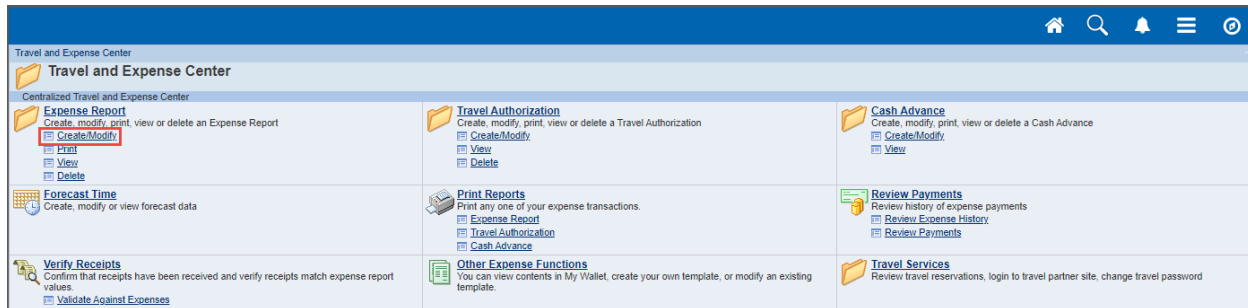


Create Travel Expense Report

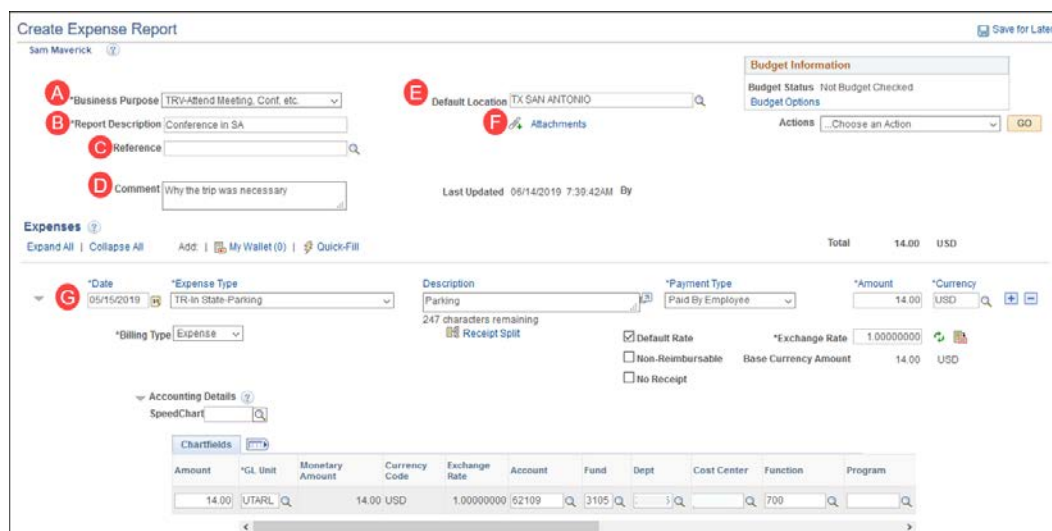
The Expense Report page is used to process reimbursements for non-travel and travel expenses. Travel reimbursements will be made to individuals traveling on behalf of the University. This includes reimbursements for, but not limited to: meals, lodging, transportation, and mileage.

- To Create a Travel Expense Report, begin by navigating to: **Navigator > Finances > Travel and Expenses > Travel and Expense Center >** and then **Create/Modify under Expense Report**, or by going to the **Travel & Expense Homepage** and clicking the **Create Expense Report Tile**



The screenshot shows the 'Travel and Expense Center' dashboard. It features a grid of tiles for various functions: Expense Report (with 'Create/Modify' highlighted), Travel Authorization, Cash Advance, Forecast Time, Print Reports, Review Payments, Verify Receipts, Other Expense Functions, and Travel Services. Each tile includes a brief description and links for 'Create/Modify', 'View', and 'Delete'.

- The **Expense Report** page is displayed. From the **Add a New Value** tab, enter or lookup the travelers **Empl ID** of the person receiving the reimbursement and click **Add**.
- Complete the required fields under Create Expense Report. *These fields should be input with the same information from the Travel Authorization being reimbursed.*
 - Select a **Business Purpose** that closely identifies the purpose of the trip. **TRV** will be the prefix for all Travel Expense Reports.
 - Provide a brief (*30 characters or less*) explanation of the trip in the **Report Description** field.
 - The **Reference** field only needs to be filled out if this is an additional ER connected to a Travel Authorization that has already been associated. Do not use the magnifier lookup.
 - The **Comment** field can be used to enter additional remarks for the reimbursement.
 - Enter or look up the traveler's destination in the **Default Location** field.
 - Use the **Attachments** link to attach all documentation/receipts/cover sheets necessary for the reimbursement. Travel Services prefers everything merged into one PDF document.
 - Fill out at the first **Expense** line with all the required fields. (See Step 5)

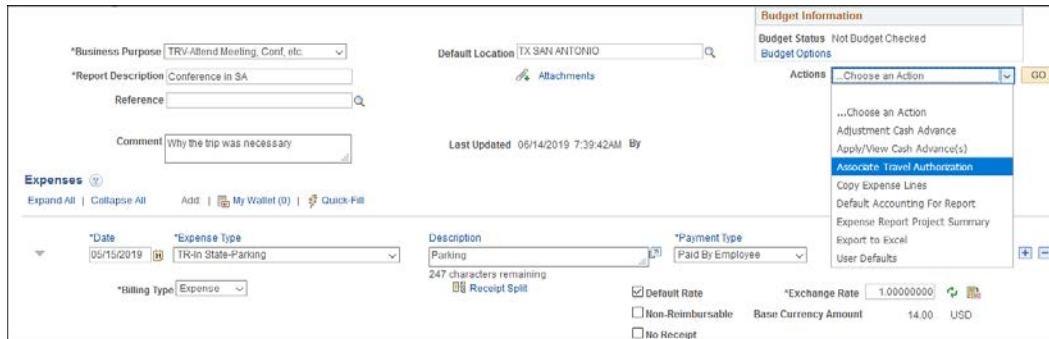


The screenshot shows the 'Create Expense Report' form for user Sam Maverick. Fields are labeled with letters A through G:

- A**: Business Purpose (TRV-Attend Meeting, Conf. etc.)
- B**: Report Description (Conference in SA)
- C**: Reference (empty)
- D**: Comment (Why the trip was necessary)
- E**: Default Location (TX SAN ANTONIO)
- F**: Attachments (link)
- G**: Expense Line (Date: 05/15/2019, Expense Type: TR in State-Parking, Description: Parking, Amount: 14.00 USD)

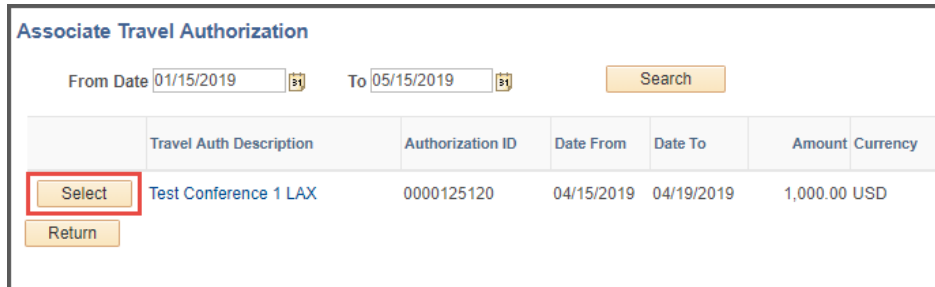
Other visible fields include Budget Information, Billing Type (Expense), Accounting Details (SpeedChart), and a Chartfields table at the bottom with columns for Amount, GL Unit, Monetary Amount, Currency Code, Exchange Rate, Account, Fund, Dept, Cost Center, Function, and Program.

4. The Expense Report must now be associated with the approved TA.
 - a. Click **Save for Later** in the top right corner. The Report ID# will be displayed.
 - b. Click the **Actions** dropdown. Select **Associate Travel Authorization** and click **GO**.



The screenshot shows the 'Expense Report' form. The 'Actions' dropdown menu is open, and 'Associate Travel Authorization' is highlighted. Other options in the menu include 'Choose an Action', 'Adjustment Cash Advance', 'Apply/View Cash Advance(s)', 'Copy Expense Lines', 'Default Accounting For Report', 'Expense Report Project Summary', 'Export to Excel', and 'User Defaults'. The 'GO' button is visible next to the dropdown.

- c. The Associate Travel Authorization screen will be displayed and have a list of TAs for the person to be reimbursed from within the last 90 days. **Select** the appropriate TA and you will be returned to the Modify Expense Report screen. The Authorization ID will be displayed.

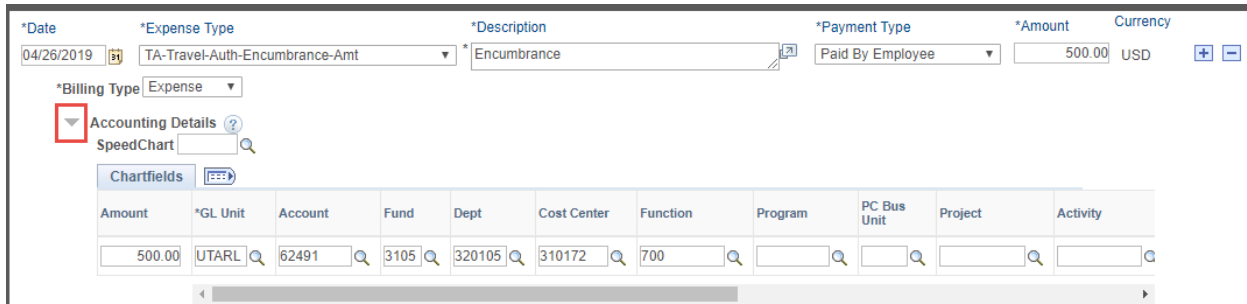


The screenshot shows the 'Associate Travel Authorization' screen. It has a search filter with 'From Date' set to 01/15/2019 and 'To' set to 05/15/2019. Below the filter is a table with the following data:

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	Test Conference 1 LAX	0000125120	04/15/2019	04/19/2019	1,000.00	USD

There is a 'Return' button below the table.

5. Complete the **Expenses** section. Individual lines are required for each receipt/expense.
 - a. Enter the **Date** of the expense.
 - b. Enter the appropriate **Expense Type** for each line to be reimbursed:
 - i. For a Travel Expense Report, all Expense Types should begin with **TR**
 - c. The **Description** field is used to provide additional comments about the expense.
 - d. Select the **Payment Type** (e.g. Paid by Employee).
 - e. Enter in the exact **Amount** to be reimbursed.
 - f. Depending on the **Expense Type** selected, fill out all other required fields marked with an asterisk *. Location will default from the TA.
 - g. Click the **Accounting Detail** drop-arrow to view or modify the chartfield values for the expense line. *Note: a default chartfield string will automatically populate on the TA based on the Travel Profile.*
 - h. Use the + and – links to the right of the line to add additional lines as needed.



The screenshot shows the 'Expense Report' form with the 'Accounting Details' section expanded. The 'Date' is 04/26/2019, 'Expense Type' is TA-Travel-Auth-Encumbrance-Amt, 'Description' is Encumbrance, 'Payment Type' is Paid By Employee, and 'Amount' is 500.00 USD. The 'Accounting Details' section shows a 'SpeedChart' field and a 'Chartfields' table with the following data:

Amount	*GL Unit	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project	Activity
500.00	UTARL	62491	3105	320105	310172	700				

6. Once all required fields are completed:
 - a. Click the **Budget Options** link.
 - i. Click the **Budget Check** button.
 - ii. If budget checking is successful, you will see the status change from “Not Budget Checked” to “Valid”.
 - iii. Click **OK** to return to the main page of the ER.

Note: *If budget checking is unsuccessful, click Cancel and verify/correct the Chartfield information and re-run the budget checking process.*

Commitment Control

Commitment Control Details

Source Transaction Type	Expense Sheet
Budget Checking Header Status	Valid
Commitment Control Amount Type	Encumbrance
Commitment Control Tran ID	0005091995
Commitment Control Tran Date	04/11/2019
	<input type="checkbox"/> Override Transaction

?

[Go to Transaction Exceptions](#)
[Go To Activity Log](#)

- b. Once the ER is successfully budget checked, click the **Summary and Submit** link in the top right corner.
- c. From the Summary and Submit page, review the information and click the **Submit Expense Report** button.

Note: If changes are required, click the Expense Details link in the top right corner to return to the main page.
- d. Submit Confirmation is displayed detailing the Traveler and the Amount Due to Employee. Click **Ok** to complete the Expense Report into workflow approvals.