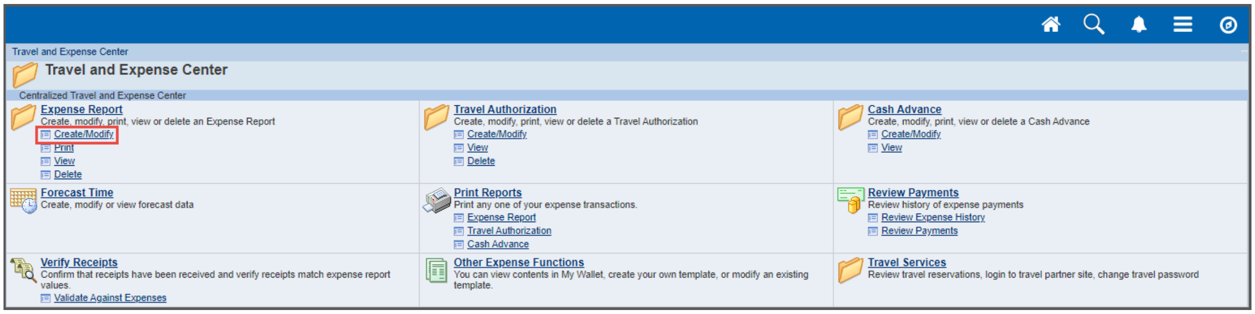
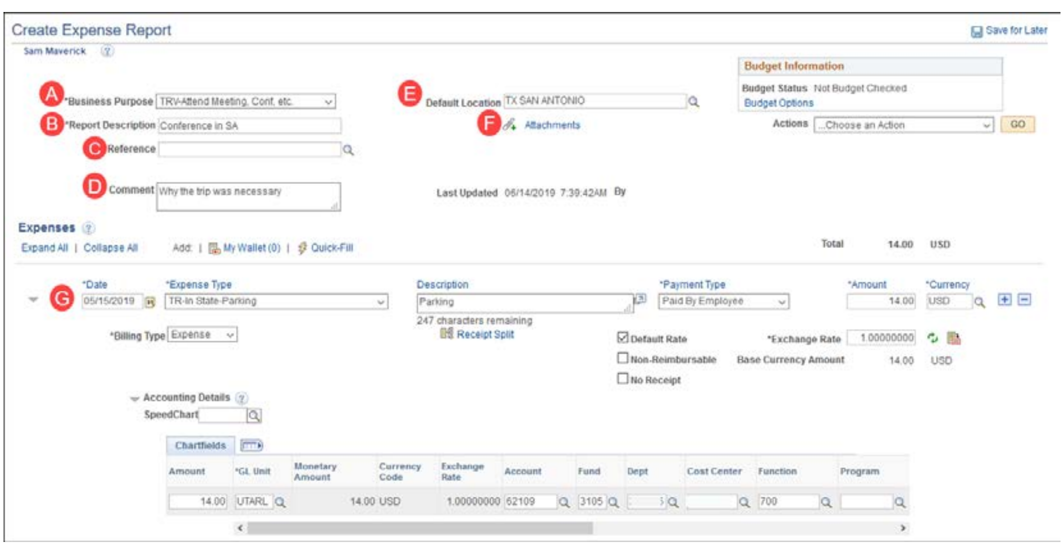
Create Travel Expense Report

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.

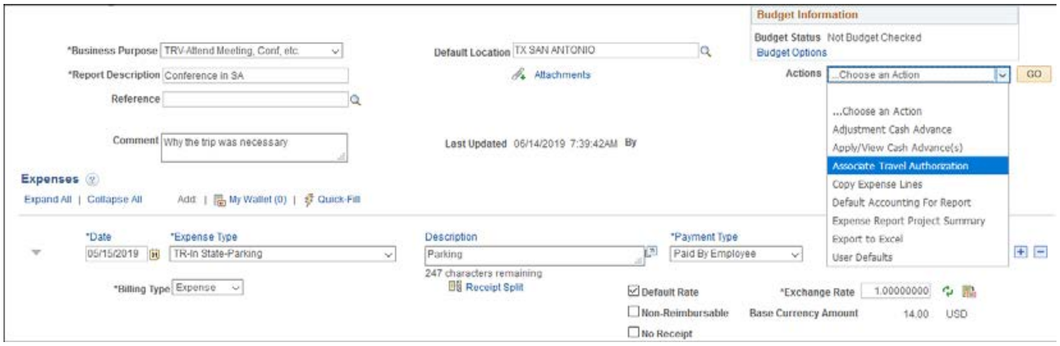
1. To Create a Travel Expense Report, begin by navigating to: **Navigator > Finances > Travel and Expenses > Travel and Expense Center** > and then **Create/Modify under Expense Report,** or by going to the **Travel & Expense Homepage** and clicking the **Create Expense Report Tile**



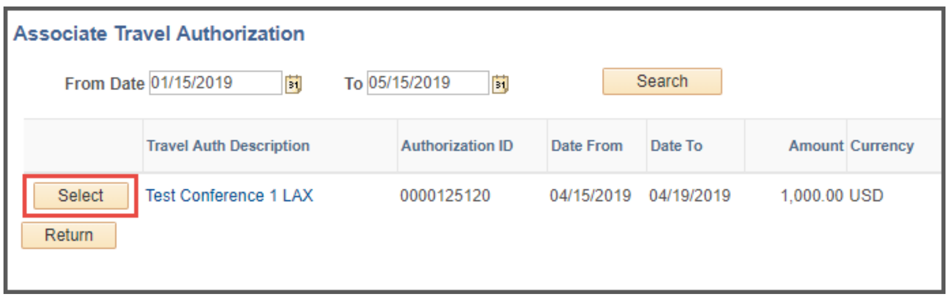
2. The **Expense Report** page is displayed. From the **Add a New Value** tab, enter or lookup the travelers **Empl ID** of the person receiving the reimbursement and click **Add**.
3. Complete the required fields under Create Expense Report. *These fields should be input with the same information from the Travel Authorization being reimbursed.*
   a. Select a **Business Purpose** that closely identifies the purpose of the trip. **TRV** will be the prefix for all Travel Expense Reports.
   b. Provide a brief *(30 characters or less)* explanation of the trip in the **Report Description** field.
   c. *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.*
   d. The **Comment** field can be used to enter additional remarks for the reimbursement.
   e. Enter or look up the traveler's destination in the **Default Location** field.
   f. Use the **Attachments** link to attach all documentation/receipts/cover sheets necessary for the reimbursement. Travel Services prefers everything merged into one PDF document.
   g. Fill out at the first **Expense** line with all the required fields. (See Step 5)



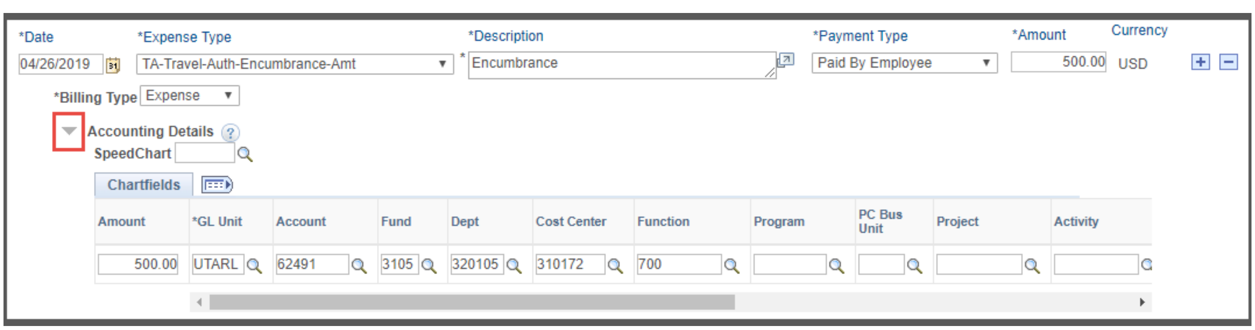
4. The Expense Report must now be associated with the approved TA.
    a. Click **Save for Later** in the top right corner. The Report ID# will be displayed.
    b. Click the **Actions** dropdown. Select **Associate Travel Authorization** and click **GO.**



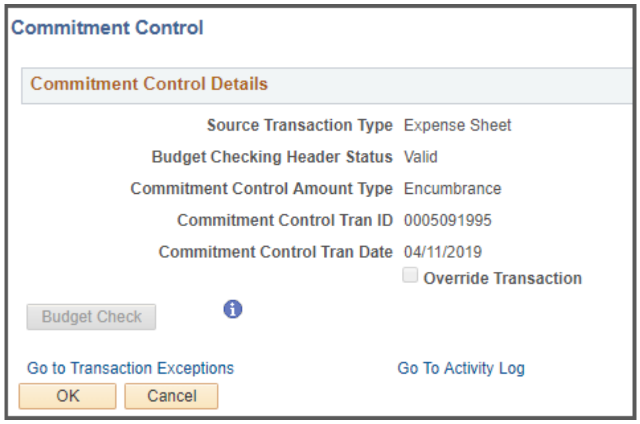
    c. The Associate Travel Authorization screen will be displayed and have a list of TAs for the person to be reimbursed from within the last 90 days. **Select** the appropriate TA and you will be returned to the Modify Expense Report screen. The Authorization ID will be displayed.



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.



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.*



    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.