Employee Travel Expense Report – Quick Instructions

1. If you are assigned as a delegate to one or more people, make sure you are in the correct account before starting the expense report. You are working as whoever's name is showing in the upper right hand corner of the screen.
2. From the Dashboard, tap the **+NEW** button in the upper right corner and select **NEW EXPENSE REPORT** from the drop-down menu. The Report Header Screen Appears.
3. The Report Name should be specific to the trip; for example, use the dates and name of the conference you are traveling to.
4. Choose "Employee" as University Affiliation
5. Choose the applicable Travel Report Type.
6. Choose the trip type and enter the destination. Multiple cities, states, and countries may be added.
7. Put in your Departure Date and Return Date.
8. Click **Save** (at the top)
9. If the *Add Expenses* screen does not pop up, click on the plus sign with a circle around it.
    a. To add purchasing card expenses, click on "Credit Card" in the list under *Add Expenses* and add them to the report. Check that the expense type is correct for the transaction.
    b. To add expenses for reimbursement, click on "Create New" in the list under *Add Expenses*. Then select the expense type that you want to add.
10. After adding the expense, the Expense Entry form appears. Please complete all fields.
    a. The date should be the date the expense occurred.
    b. The description should be the business purpose for the expense.
    c. For Allocation, you can type in your Index or search for the name of the budget. Click the Add Allocation button if you need the expense split between multiple Indexes.
    d. For any expenses that are personal in nature, check the Personal Charge box.
    e. All expenses except Per Diem and mileage require an itemized paid receipt for the attachment.
    f. Once all this is completed click **Save** at the top. The expense is now added to the expense report on the left half of the screen.
11. Once all expenses (reimbursements and purchasing card transactions) are added for the trip, click **Submit** at the bottom of the screen. Then you have to click **Submit** again for the *Submit Confirmation* at the top right of the screen.
12. Any Warnings must have a response before you are able to submit the report.
13. Once submitted, expenses will follow necessary approval chain.
14. Any reports returned by an approver, will need to be corrected and re-submitted.
15. To Save or Print a PDF copy of the report for your records go to the Submitted Expense Reports, select the report you want, and then choose the PDF file that you prefer.
16. Reports may be recalled back to Draft status at any time until it is Final Approved by the Accounts Payable or Purchasing department.