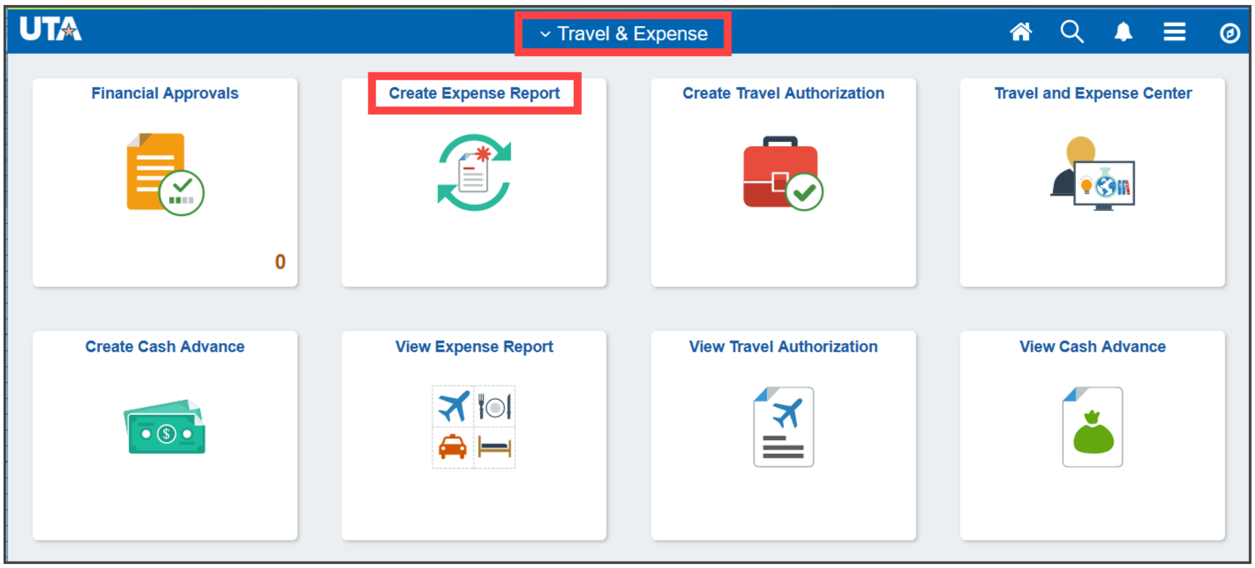
Create Non-Travel Expense Report

The Expense Report page is used to process reimbursements for non-travel and travel expenses. Non-Travel reimbursements will be made to individuals for approved purchases made on behalf of the University. This includes reimbursements for, but not limited to: meals, entertainment expenses, registration fees or professional dues paid by the employee.

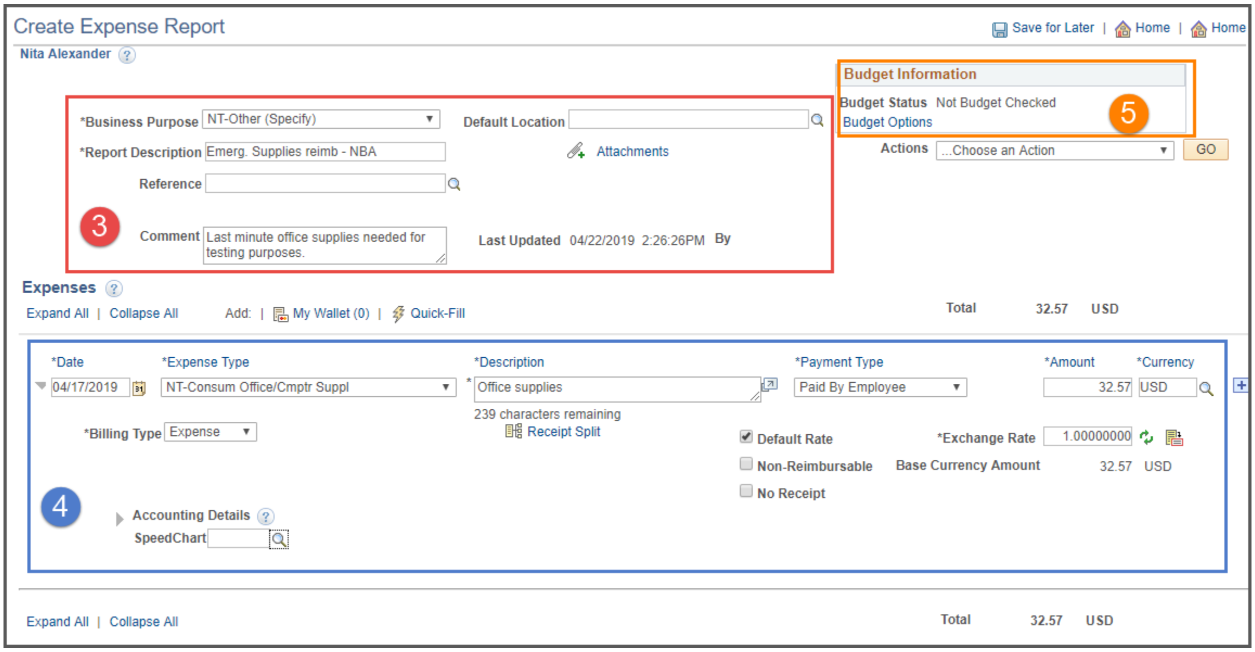
1. To Create a Non-Travel Expense Report begin by navigating to the **Travel & Expense Homepage and clicking the Create Expense Report Tile.**



   Alternately, navigate to the page using the NavBar: **Navigator > Financials > Travel and Expenses > Expense Report > Create/Modify.**

2. The **Expense Report** page is displayed. From the **Add a New Value** tab, enter or lookup the **Empl ID** of the person receiving the reimbursement and click **Add**.
3. Complete the required fields under Create Expense Report.
   a. For Non-Travel Expense Reports, **Business Purpose** should be set as **NT-Other (Specify)**.
   b. Provide a brief *(30 characters or less)* explanation of the expense in the **Report Description** field.
   c. The **Comment** field can be used to enter additional remarks for the reimbursement.
   d. Use the **Attachments** link to attach all documentation/receipts/cover sheets necessary for the reimbursement. Accounts Payable prefers everything merged into one PDF document.
4. 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 Non-Travel Expense Report, all Expense Types should begin with **NT**

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 *.

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.

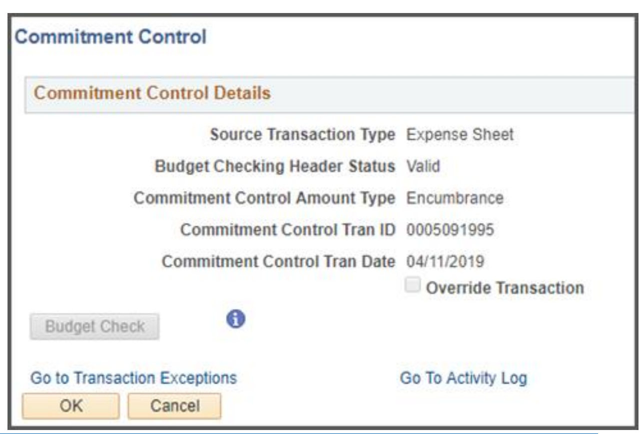
h. Use the **+** and **–** links to the right of the line to add additional lines as needed.

5. 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". 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 **Submit Expense Report.**

   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 person being reimbursed and the Amount Due. Click **Ok** to complete the Expense Report into workflow approvals.