Create Non-Travel Expense Report Job Aid

The purpose of this job aid is to explain how to create a 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 Travel Expense Report, navigate to the Travel & Expense Homepage and click the Create Expense Report tile.

2. The Expense Report page is displayed. From the Add a New Value page, 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. See Section “Add Attachments to Expense Report” for more information.

   **Note:** The Office of Disbursements 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.

Alternately, navigate to the page through the NavBar: **Menu > Financials > Travel and Expenses > Expense Report > Create/Modify.**
b. Enter the appropriate Expense Type for each line to be reimbursed: 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 in the top right corner.
   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.
      iii. 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.
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