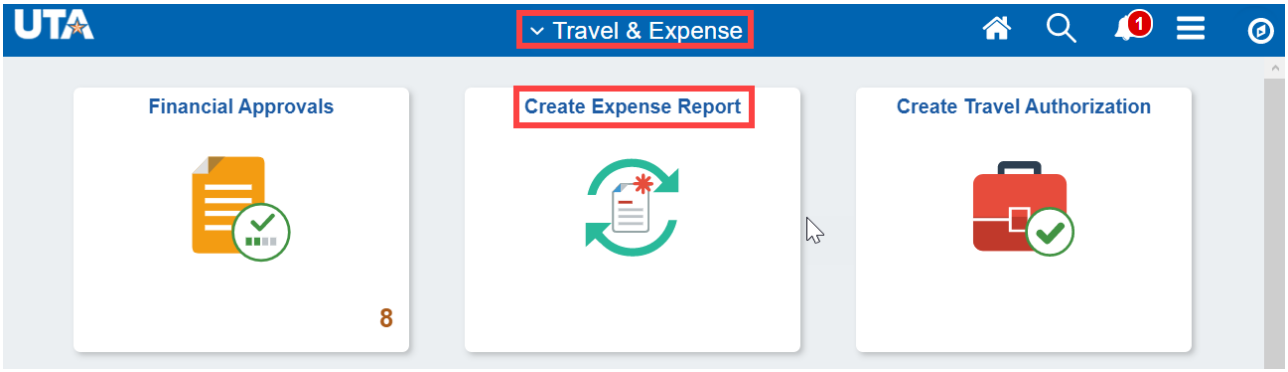
Create Travel Expense Report

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 the **Travel and Expenses Homepage**, and click on the **Create Expense Report** tile.



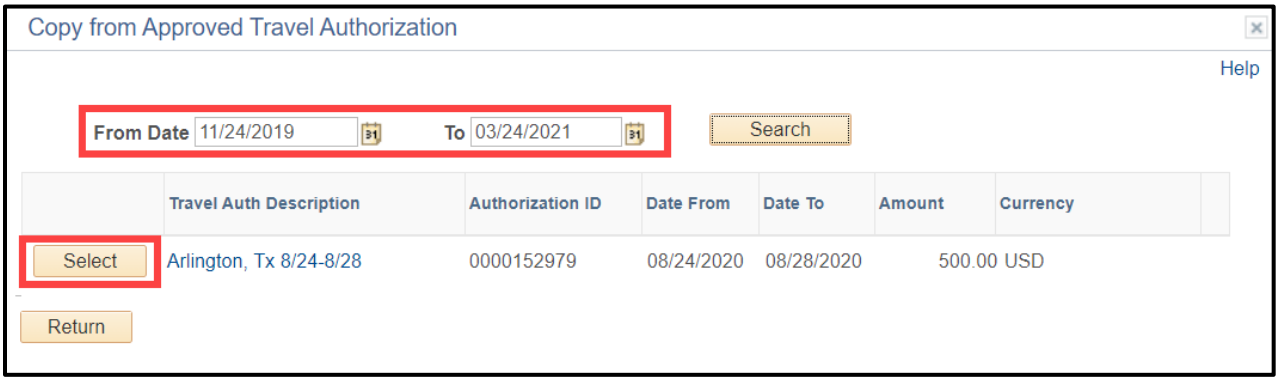
   Alternately, navigate to the page using the NavBar: **Navigator > Financials > Travel and Expenses > Expense Report > Create/Modify**.

2. The **Expense Report** page is displayed. From the **Add a New Value** tab, enter or lookup the travelers **Empl ID** of the person receiving the reimbursement and click **Add**.

3. The Create Expense Report page will populate. From the Quick Start, Populate From drop-down menu, select **A Travel Authorization** and click **Go**.

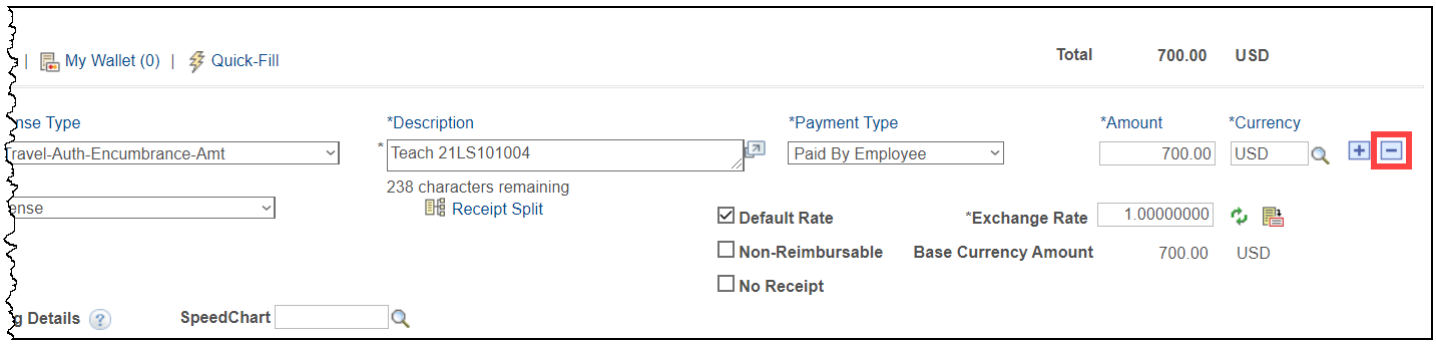
4. A list of approved Travel Authorizations will appear. Click the **Select** button for the Travel Authorization for the applicable trip. If the Travel Authorization does not appear, verify the dates on the Copy from Approved Travel Authorization screen are appropriate for the trip dates.

   Note: *If the Travel Authorization for the trip does not appear in the appropriate date range, confirm that the Travel Authorization has been fully approved and has not already been applied to another Expense report.*



5. The Expense Report will now be populated with information from the Travel Authorization, along with the Travel Authorization Encumbrance line.

6. Click **Save for Later** in the top right corner. The Report ID# will be displayed.
7. **Delete the Travel Authorization Encumbrance line** using the "-" at the right of the line.

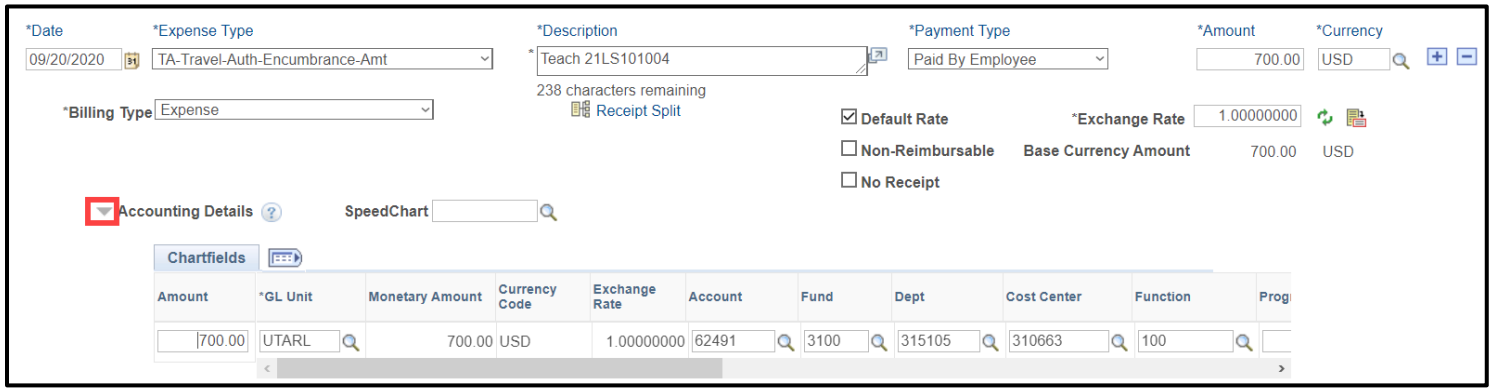


A Delete Confirmation pop-up box will appear. Click **OK** to continue.

8. 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. 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.

      Note: For per diem expenses, the amount will auto-populate based on the location. This can be changed if needed. For mileage, the amount will calculate based on the number of miles entered.
   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 ER based on the Travel Profile.*



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

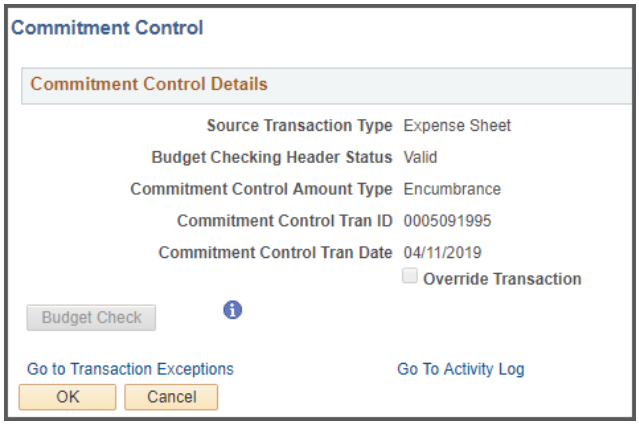
9. Once all required fields for all expense lines are completed:

   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. Use the **Attachments** link to attach all documentation/receipts/cover sheets necessary for the reimbursement. Travel Services prefers everything merged into one PDF document.

   c. Once the ER is successfully budget checked and the supporting documents attached, click the **Summary and Submit** link in the top right corner.

   d. 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.*

   e. Submit Confirmation is displayed detailing the Traveler and the Amount Due to Employee. Click **Ok** to complete the Expense Report into workflow approvals.