Financial System – Entering Expense Report

1. Logon to Empac – Finance Production Login

2. Click on Main Menu/Employee Self Service/Travel & Expense Center. Choose Expense Report/Create.

3. If you are creating this for yourself, your Empl ID will prepopulate. If you are an authorized creator for another person, you must enter their Empl ID, then click Add.

Note: If you would like to be authorized to enter on behalf of another employee, please e-mail travel@uml.edu with the employee’s Empl ID included in the request. Please remember to copy the other Employee on your request.
4. Complete the Expense report using the following instructions.

5. **Description** – Enter a description of the trip/expense being reimbursed, using the following format: Start Date – End Date/City, State and/or Country.
   - Domestic Example – 7/1-7/5/2015 Chicago IL
   - Foreign Example – 7/1-7/5/2015 Paris France
   - Business Expense – Supplies Mobile Robotics Project
   ** All overnight, out of state and foreign travel MUST be accompanied by an approved Travel Authorization.

6. **Business Purpose** – choose from drop down list of values.

7. **Comment** - this is used for additional information that is not captured elsewhere in the form but is pertinent to the reimbursement. Copy and paste header from Description adding details as needed.
   - Example – 7/1-7/5/2015 Chicago IL – AEP Conference

7a **Reference** - If traveling out of state, pre-travel authorization is required. Please see [https://www.uml.edu/Procurement/Travel-Office/Pre-Travel-info.aspx](https://www.uml.edu/Procurement/Travel-Office/Pre-Travel-info.aspx) for instructions and more information. Once registered add your 5 digit Registration ID under “Reference”
8. **Expense Type** – select from the drop down. Once this is entered the remaining fields will be available.

9. Enter the appropriate **Expense Date** and **Amount spent**. Currency will default to USD. **Payment Type** – select from Drop down. If Pro-Card is selected, **Billing type** will default, if not select value from **Billing Type** from Drop down.

10. To **add rows** for additional expenses, click the + at end of row and continue until all entries are completed.

11. **Totals** will update once you have completed the entries. Anything paid via Pro-Card will populate as Prepaid, the rest will total with Employee Expenses.
12. If Mileage is entered, use the Mileage tab to enter miles travelled. Totals will then be updated on the Overview tab.

13. Click on Detail Tab to enter Descriptions of line items.

14. Click on Accounting Defaults Link to enter Speed Type. This can be supplied by your Business Manager if you do not know it. Enter the Speedtype here, when you tab out the remaining values will populate. Then click OK.
15. Check for **Errors** to validate entries. If an error is found, a red flag will mark the row. Clicking on the **flag** will give you details about the error and the option to update information.

16. Repeat this for each entry that requires the additional information or adjustment.

17. To attach receipts and other needed documentation, you must first click **Save For Later** to activate the Attachments Link.
18. Click on the Attachments Link to upload receipts and other documentation. Click on Add Attachment. Add a row for each document.
20. Expense Report

Expense Report Entry
Norma Clark

<table>
<thead>
<tr>
<th>View Attachments</th>
<th>Personalize</th>
<th>Find</th>
<th>Add Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment Number</td>
<td>Unique Sys Filename</td>
<td></td>
<td></td>
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File Attachment

Choose File

Upload Cancel

OK

22.
23. Once completed, click on **Submit** and it will be processed for approvals.

24. Once submitted, click on **Notify** to email your supervisor they have a Travel Expense report available for review.
25. Click on **Look Up Recipient**

**Send Notification**

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click **LOOKUP RECIPIENT** to search for a name. Click **DELIVERY OPTIONS** to view or change the method of the send.

26. Enter the **Name** and click **Search**. Click on name, and **Add to Recipient list**. Click on **OK** when all entries are completed.
27. **Send Notification**

**Lookup Address**

- **Recipient Search**
  - Name: [Input Field]
  - Search

- **Search Results**
  - To: [ ]
  - cc: [ ]
  - bcc: [ ]
  - Recipient: [ ]
  - Email Address: [ ]
  - UserID: [ ]

- Add to Recipient List

- **Recipient List**
  - To: [ ]
  - CC: [ ]
  - BCC: [ ]

- OK, Cancel

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28. Review information, add appropriate text to **Message** and click OK when completed.

**Send Notification**

- **Notification Details**
  - To: Conley Jr, Richard M / RCONLEY
  - CC: Durkin, Michael Edward / MMDURKIN
  - BCC: [ ]
  - Priority: [ ]
  - Subject: <Enter Subject here>
  - Template: Workflow Notification
    - Priority: %NotificationPriority
    - Date Sent: 2015-05-15
  - Message: [Input Field]

- Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification. Click Apply to send this notification and remain on this page.

- OK, Cancel, Apply