Expense Report Entry-Job Aid

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Creating an Expense Report (ER)

Select employee for whom ER is being entered
1. Once you are logged in to the Finance application, click on the Employee Self Service tile which is located on the Financial page.
   NOTE: The tiles available to you depend on your security.

2. Under Expense Reports, select Create/Modify.
Hint: To hide the navigation on the left side of the page, click the double bars on the edge of the menu.

3. If you are entering an expense report for yourself, your Employee ID will automatically default in the Empl ID field. Simply click Add.
4. If you are entering an expense report for another employee:
   a. Click on the  (magnifying glass) to see a list of employees for whom you are authorized.
   b. Click on the desired Employee ID.
   c. Click Add.

Enter Header Information
5. On the Create Expense Report page, complete the following (*required):
   a. **Business Purpose** – Choose the reason for this expense from the drop-down list.  
      NOTE: If ‘Other’ is chosen, you need to enter the description of the purpose of expense on the *Notes* section.
   b. **Report Description** - Enter the description of the purpose of the expense using this format:
      For Travel – Date from and to / City –State or Country
      2/10-2/15/18 Washington DC
      For Business Expense – Date and purpose of expense
      2/10/18 Lab Supplies
c. **Terra Dotta ID** – Enter the 5-digit itinerary ID from Terra Dotta

![Create Expense Report]

NOTE: You cannot enter default accounting information until at least one detail line has been entered.
Enter Expense Line information

6. Enter the expense lines as follows (*required fields):
   a. *Expense Date* - date of expense/travel date.
   b. *Expense Type* – Choose appropriate expense type from drop-down list.
      – The expense type *Taxable Reimbursement* should be selected if an expense is
        being reported 120 days or more past the date of the expense. It is
        considered taxable income per IRS regulations.
      – The expense type *Business Meeting* should be selected if reimbursement is
        for food purchased for a business meeting.
   c. Description – Enter details related to the expense. NOTE: A full description of the
      type of expense incurred must be included here for Expense Type ‘Taxable
      Reimbursement’.
   d. *Payment Type* - Choose form of payment of ‘Paid via Procard’ or ‘Out of Pocket’
      from the drop-down.
   e. *Amount* - Amount of expense. See ‘Additional Entry Notes’ below for information
      regarding Mileage and Per Diem.
   f. *Billing Type* - Identify the travel as In-State, Out-of-State or Foreign. Non-Travel
      should be used for supplies or business meals. If ‘Paid via ProCard’ is chosen as the
      Payment Type, ‘ProCard’ must be chosen for the Billing Type.

### Additional Entry Notes:
- After at least one line has been entered, you can enter information for Default
  Accounting. (See Step #13)
- To add another line, click the (plus) icon at the end of the detail line.
- To remove a line:
  - Click on the (minus) icon.
  - Click OK when the Delete Confirmation box appears
- When the Expense Type is ‘Mileage’, the Miles field becomes available.
  a. Refer to the Travel Manual for the policy to calculate mileage.
  b. Enter the total miles for the travel date.
  c. Mileage amount will automatically be calculated when tabbing out of the
     ‘Miles’ field.
• When the Expense Type is Meals, click the **GSA Per Diem Rates** link. You will be taken to the GSA website to access a table of Per Diem rates based on the travel destination. Refer to your campus travel policy documentation for details about Per Diem.

![Create Expense Report](image1)

• When the Expense Type is **Business Meeting**, all meeting attendees must be identified when reimbursement is for food purchased for a business meeting per IRS regulations.
  a. Click on the **Attendees** hyperlink, which becomes available when Expense Type is ‘Business Meeting’.

![Create Expense Report](image2)
b. The Expense Report’s employee’s name will be displayed.
   - Click on the (+) (plus) sign to add the other attendees.
   - Click on the OK button when all names have been added.

- **No Receipt:** The ‘No Receipt’ box should not be checked if a receipt is not available.
  a. Missing Receipt Affidavit must be completed and attached to the ER for expenses over $25 if required by your campus’s travel policy.
  b. A notation of the Missing Receipt Affidavit should be added to the Notes for the ER. (See Entering Notes section of this document.)
Default Accounting

7. Default accounting information will be applied to any Expense Report line where the accounting information was not manually updated. To add default accounting for this Expense Report:
   a. Select Default Accounting from the Actions drop-down list in the upper right corner of the page.
   b. Click GO.
   c. Some accounting fields may have default values in them based on your profile.
   d. Enter the appropriate value in the ‘Speedchart’ field and press the <Tab> key. When you tab out of the ‘SpeedChart’ field, the appropriate values for the speedtype will be populated and the SpeedChart value will disappear from the field.
   e. Click OK.
Accounting Information for Specific Line(s)

8. To add accounting information for specific expense report lines:
   a. Expand the Accounting Details section
   b. Enter desired SpeedChart
   c. Press <Tab> key

Entering Notes

9. To add Notes to your Expense Report, click on Summary and Submit in the upper right corner of the page.

10. Click on the Notes hyperlink.
11. After adding your comments/notes regarding expense click the **Add Notes** button. 
NOTE: The first note entered should contain additional information related to the expense that is not included in any of the other description fields.

12. Notes are displayed in chronological order. Click **OK** to return to the *Summary* page.
Save Expense Report for Later

13. Click **Save for Later** to save the Expense Report.
   - All data entered into the ER will be saved and an ER number will be assigned.
   - Any errors will be highlighted.
   - The **Attachments** hyperlink will become available.
   - The ER will not be submitted into workflow.

14. Any expense lines containing errors will have a [warning flag](#) upon saving or submitting.
   a. To display the error detail, click on the red flag.
   b. Any required fields left blank will be highlighted in red.
   c. Click **Save for Later** to ensure that all errors have been corrected.

Add Attachments

15. Click on the **Attachments** hyperlink to attach receipts and backup documentation required for the Expense Report.

See “**Attachments in Expenses**” Job Aid for additional instructions on how to add attachments to an expense report.
Submitting an Expense Report for Approval

16. When you are ready to submit the Expense Report for approval, click the *Summary and Submit* in the upper right corner of the page. (If you do not see Summary and Submit, you are already on that page.)

17. Select the check box in the certification section of the page and click the *Submit Expense Report* button.
18. If there are any remaining errors, you will be taken back to the Expense Details page.

After errors are corrected, go back to Summary and Submit page (Step #21)

19. The Save Confirmation page will appear to confirm submission. Click OK.

20. Make a note of the Expense Report ID that has been submitted.

*Note- Once an Expense Report is submitted, it can no longer be accessed by the employee or authorized user unless it is either Withdrawn or “Sent Back” by an approver.

Print Expense Report
21. A printable version of the report can be produced by clicking the View Printable Version hyperlink on the Summary and Submit page.
Send Notification to Approver
22. Once an ER has been submitted for approval, the Notify button becomes available at the bottom of the page. This button is used to notify the traveler’s designated approvers via email that the expense report is ready for approval.

Refer to the job aid titled ‘How to Use Notify on EX Docs’ to use the Notify functionality.

Withdrawing an Expense Report
23. If an Expense Report has been submitted but has not been approved, it can be withdrawn from workflow.
   a. From the Main Menu, navigate to Employee Self Service tile.
   c. Pull up the ER to be withdrawn.
   d. Click the Withdraw Expense Report button.

24. You will receive a message that the ER has been withdrawn.
Other options available under the Expense Report menu

- From the Financials page, select the **Employee Self Service** tile.
- Under the **Expense Reports** header, click on the desired action.

<table>
<thead>
<tr>
<th>Expense Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create/Modify</td>
</tr>
<tr>
<td>View</td>
</tr>
<tr>
<td>Print</td>
</tr>
<tr>
<td>Delete</td>
</tr>
</tbody>
</table>

Additional notes regarding actions on an ER:

- An Expense Report cannot be **deleted** or **modified** if it has been fully approved.
- If an ER has been submitted but not fully approved, the ER can be Sent Back by an approver for modification or deletion.
- An ER can be viewed and printed at any phase of the approval process including after it has been fully approved.