

# PEPPERDINE UNIVERSITY

## Creating An Expense Report

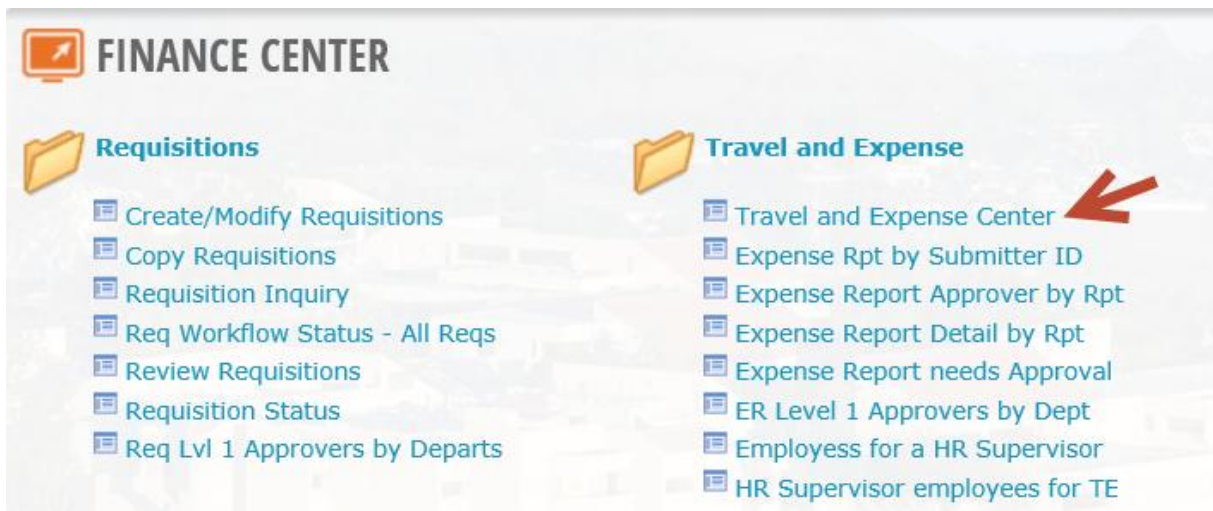
Reimbursement requests are made with Expense Reports through the Travel and Expense Center in PeopleSoft Financials. It is the responsibility of the employee who incurred the expense to collect and organize the appropriate original receipts, and submit them along with a PeopleSoft Expense Report in a timely manner.

Receipts must be scanned and electronically attached to the Expense Report. Multiple receipts may be taped to a single page and scanned as a single file. If all receipts are not attached to the Expense Report, the report will be sent back to the payee for revision.

---

The Travel and Expense Center link can be found on the FINANCE CENTER.

- Click on the Travel and Expense Center link.



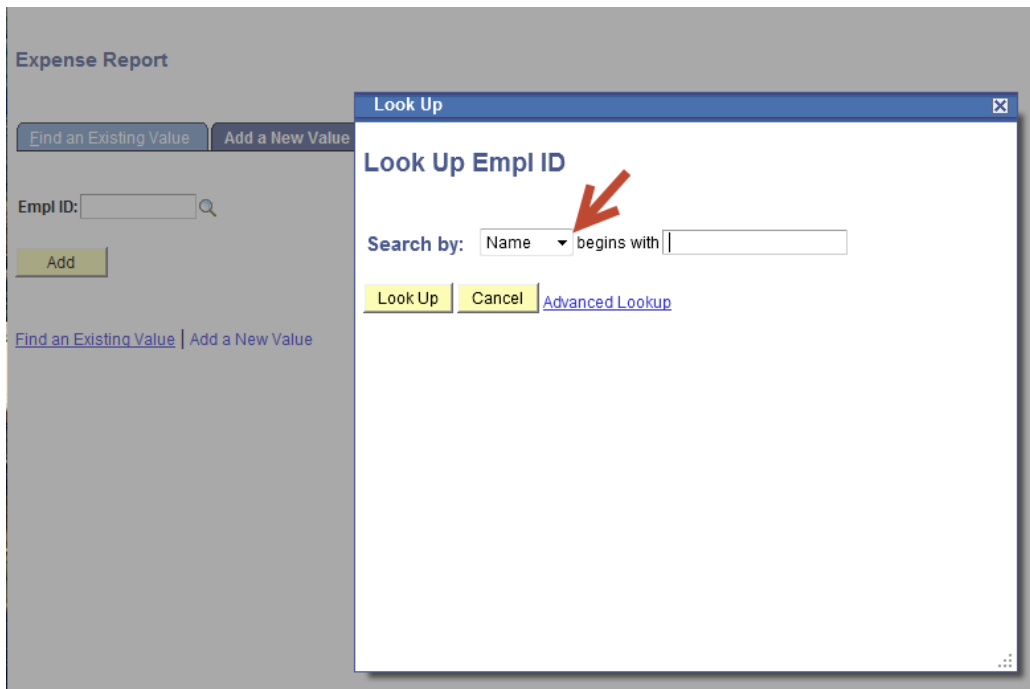
- Under the Expense Report heading, choose “Create”



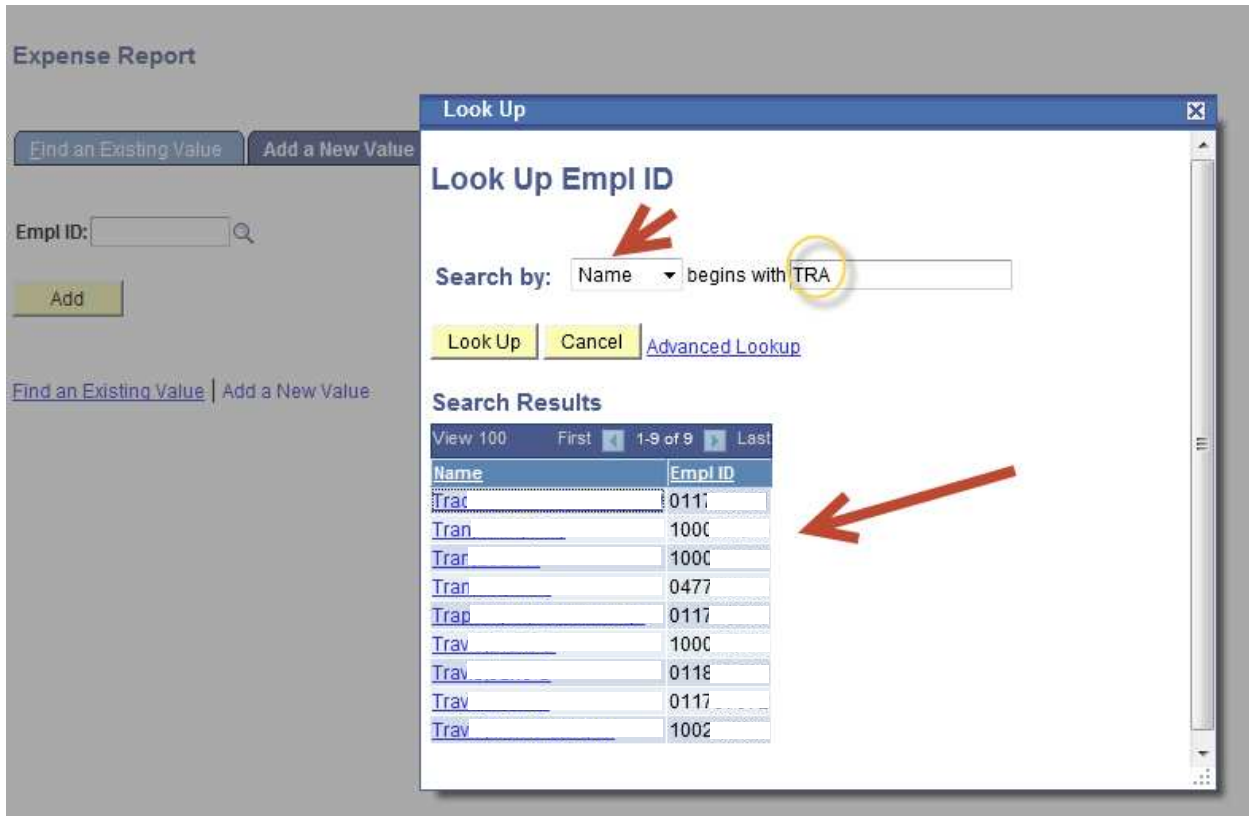
- On the “Add a New Value” tab, enter the 9-digit Campus-Wide ID of the person who is to receive the reimbursement.
- Click the magnifying glass icon to search by name or CWID.



- Use the drop-down menu to select “Name” if you wish to search by name.

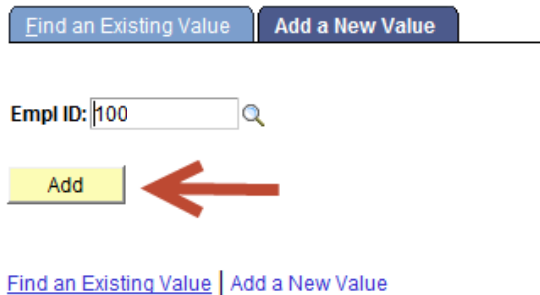


- Type a few characters of the name or CWID you're looking for.
- Click "Look Up".
- Click on the name of the employee to be reimbursed.



- Click "Add"

### Expense Report



A blank expense report will display.

### Create Expense Report

## Expense Report Entry

Loa [User Defaults](#) Report ID: NEXT

Quick Start: A Blank Report

**General Information**

\*Description:  Comment:   
\*Business Purpose:  Pymnt Type: Check   
Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Details [Customize](#) | [Find](#) | [View All](#) |  |  First 1 of 4 Last

Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Return to Travel and Expense Center](#)

- Enter an overall description of the event.

Create Expense Report

Expense Report Entry

Loa [User Defaults](#) Report ID: NEXT

Quick Start: A Blank Report

**General Information**

\*Description:  Comment:

\*Business Purpose:  Pymnt Type:

Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

**Details** [Customize](#) | [Find](#) | [View All](#) |  |  First  Last

**Overview**

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Return to Travel and Expense Center](#)

- Choose a business purpose from the drop-down menu.

Create Expense Report

Expense Report Entry

Loa [User Defaults](#) Report ID: NEXT  
 Quick Start: A Blank Report

**General Information**

\*Description: HEUG Conference Orlando  Comment:

\*Business Purpose: **User Conference**  

Default Location:

Pymnt Type: Check

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

**Details** [Customize](#) | [Find](#) | [View All](#) |  |  | First  Last

**Overview**

Select	*Expense Type	*Expense Date	*Amount spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Return to Travel and Expense Center](#)

- Choose "Check" or "ACH" from the "Pymnt Type" drop-down box. If you want a paper check mailed to you, select "Check". To have the reimbursement directly deposited to your bank account, select "ACH". The account that the direct deposit will credit is the *first* account listed in your Payroll preferences. The money will not be divided between multiple accounts.

Create Expense Report

Expense Report Entry

Loa  [User Defaults](#) Report ID: NEXT

Quick Start:

**General Information**

\*Description:  Comment:

\*Business Purpose:  Pymnt Type:

Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

**Details** [Customize](#) | [Find](#) | [View All](#) |   First  Last

**Overview**

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>

- To attach scanned receipts or other electronic documentation to the expense report, click on the Attachments icon.

Create Expense Report



Expense Report Entry

Loa [User Defaults](#) Report ID: NEXT

Quick Start: A Blank Report



**General Information**

\*Description: HEUG Conference Orlando Comment:

\*Business Purpose: User Conference Pymnt Type: ACH  

Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

**Details** Customize | Find | View All |   First 1-4 of 4 Last

Overview


Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>

- Click the "Attach" button.

Expense Attachments

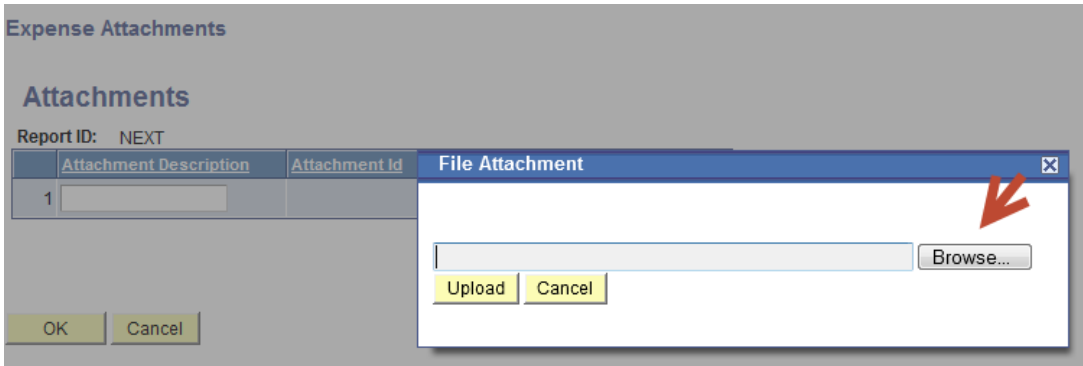
Attachments

Report ID: NEXT

	Attachment Description	Attachment Id	Attach	View	Delete
1	<input type="text"/>		<input type="button" value="Attach"/> 	<input type="button" value="View"/>	<input type="button" value="Delete"/>



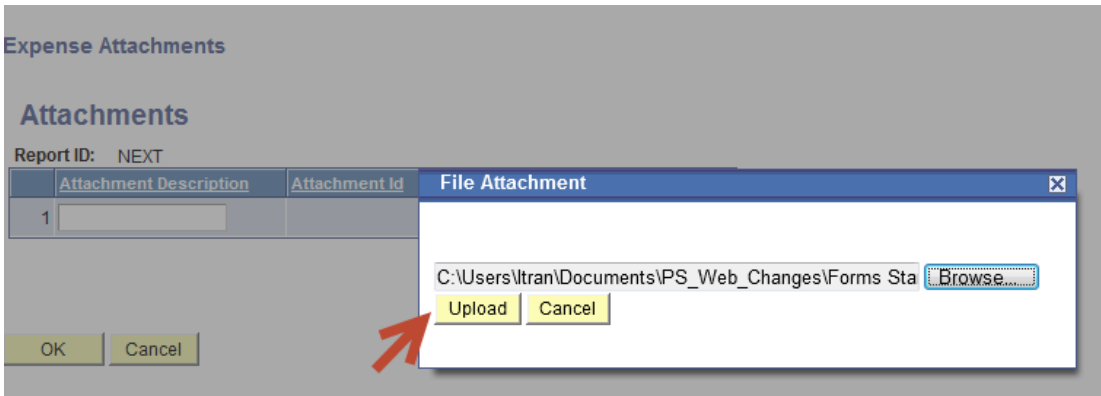
- Click the “Browse” button.



- Browse your computer for the appropriate file(s).

When the files have been chosen, the file name will appear on the Attachments screen.

- Click “Upload”.



A unique ID will be assigned to your attachment. You may choose to type in a more memorable name.

#### Expense Attachments

#### Attachments

Report ID: NEXT

	Attachment Description	Attachment Id	Attach	View	Delete
1	Receipts	1000001782013-01-17-15.21.48	Attach	View	Delete

Additional Attachment

OK Cancel

You may add additional attachments by clicking the “Additional Attachments” button.

## Expense Attachments

### Attachments

Report ID: NEXT

	Attachment Description	Attachment Id	Attach	View	Delete
1	Receipts	1000001782013-01-17-15.21.48	Attach	View	Delete

Additional Attachment

OK Cancel



- Click “OK” when you are finished adding attachments.

## Expense Attachments

### Attachments

Report ID: NEXT

	Attachment Description	Attachment Id	Attach	View	Delete
1	Receipts	1000001782013-01-17-15.21.48	Attach	View	Delete

Additional Attachment

OK Cancel



You will be returned to the Expense Report Entry screen.

Choose the Expense Type from the drop down menu. Fill in the date on which the expense was incurred as well as the amount spent.

- Select the Payment Type from the drop down menu. There is only one choice, but it must be selected or the expense report cannot be saved. The Billing Type field also has only one value, but it is automatically selected.

Create Expense Report

Expense Report Entry

Loa [User Defaults](#) Report ID: NEXT

**General Information**

\*Description: HEUG Conference Orlando  
\*Business Purpose: User Conference  
Default Location:   
Comment:   
Pymnt Type: ACH

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:  GO

**Details** Customize | Find | View All | First 1-4 of 4 Last

\*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	*Detail
<input type="checkbox"/>	Airfare	01/02/2013 <input type="text"/>	380.00	USD		Internal	<a href="#">Detail</a> +
<input type="checkbox"/>							+ +
<input type="checkbox"/>							+ +
<input type="checkbox"/>							+ +

Copy Selected Delete Selected New Expense Add Check For Errors

- Click on the "Detail" link to add a description, chart strings, and other information.

Create Expense Report

Expense Report Entry

Loar [User Defaults](#) Report ID: NEXT

**General Information**

\*Description: HEUG Conference Orlando  
\*Business Purpose: User Conference  
Default Location:   
Comment:   
Pymnt Type: ACH

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:  GO

**Details** Customize | Find | View All | First 1-4 of 4 Last

\*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	*Detail
<input type="checkbox"/>	Airfare	01/02/2013 <input type="text"/>	380.00	USD		Internal	<a href="#">Detail</a> +
<input type="checkbox"/>							+ +
<input type="checkbox"/>							+ +
<input type="checkbox"/>							+ +

Copy Selected Delete Selected New Expense Add Check For Errors

**Totals**

Employee Expenses:	380.00 USD	Due Employee:	380.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#) Update Totals

Save For Later Submit

[Return to Travel and Expense Center](#)

Information entered on the Entry page will automatically populate on the Detail page. All fields with an asterisk are required. Save will not be allowed if these fields are blank.

- Enter a detailed description of the expense (who, what, where, when, why). Airfare reimbursements require the ticket number.

**Create Expense Report**

**Expense Detail for Airfare (Line 1)**

Loa Report ID: NEXT

**About This Expense**

\*Expense Date: 01/02/2013

\*Payment Type: Paid by Employee   No Receipt

\*Billing Type: Internal   Non-Reimbursable

\*Ticket Number: YZA135708642

\*Description: Round trip flights LA-Orlando 1/2/2013 and 1/4/2013

\*Amount Spent: 380.00

\*Currency: USD

\*Exchange Rate: 1.00000000

Default Rate

Reimbursement Amt: 380.00 USD

- [Accounting Detail](#)
- [Receipt Split](#)
- [Check Expense For Errors](#)
- [Return to Expense Report](#)

- Click on “Accounting Detail” to enter chart fields.

The account number will automatically populate based upon the Expense Type assigned to the line. The Account, Fund, Department, and Class fields are required. Additionally, the Program field is required for Department IDs associated with the schools.

- Fill in the Class field and make any necessary changes to other chart fields.

**Create Expense Report**

**Accounting Detail**

Loa Report ID: NEXT

This is the accounting detail for expense type Airfare with a transaction date of 2013-01-02 in the amount of 380 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

[Restore Defaults](#)

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Fund	Dept	Program	Class	Product	Proj
380.00	PUNIV	380.00	USD	1.00000000	511025		UONDA	10290		ASADM		

[Add ChartField Line](#) [Refresh](#)

[OK](#)

- If the expense is to be split between multiple chart strings, click “Add ChartField Line” to add more lines.
- Click “OK” when you have finished.

You will be returned to the Expense Detail page.

- Clicking on the “Check Expense for Errors” button will validate the chart fields and alert the user to any missing information.

## Create Expense Report

### Expense Detail for Airfare (Line 1)

Loa

Report ID:

NEXT

#### About This Expense

*Expense Date:	01/02/2013	
*Payment Type:	Paid by Employee ▼	<input type="checkbox"/> No Receipt
*Billing Type:	Internal ▼	<input type="checkbox"/> Non-Reimbursable
*Ticket Number:	YZA135708642	
*Description:	Round trip flights LA-Orlando 1/2/2013 and 1/4/2013	
*Amount Spent:	380.00	
*Currency:	USD	
*Exchange Rate:	1.00000000	
	<input checked="" type="checkbox"/> Default Rate	
Reimbursement Amt:	380.00 USD	

[Accounting Detail](#)

[Receipt Split](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)



If any required information or chart fields are missing or invalid, you will see the following message. Make necessary corrections by returning to the Accounting Detail page.

## Create Expense Report

### Expense Detail for Mileage (Line 3)

Loa Report ID: NEXT

Please enter or update the following information:

Accounting Detail – An invalid ChartField combination was found on distribution line 1

#### About This Expense

\*Expense Date: 01/02/2013  
\*Payment Type: Paid by Employee  No Receipt  
\*Billing Type: Internal  Non-Reimbursable  
\*Miles: 50 x 0.5550  
\*Description: Shuttle to and from airport in Orlando  
\*Amount Spent: 27.75  
\*Currency: USD  
\*Exchange Rate: 1.00000000  Default Rate

Reimbursement Amt: 27.75 USD

[Accounting Detail](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

- From the Expense Detail page, click the “Return to Expense Report” link to return to the Entry page.

## Create Expense Report

### Expense Detail for Airfare (Line 1)

Loa Report ID: NEXT

#### About This Expense

\*Expense Date: 01/02/2013  
\*Payment Type: Paid by Employee  No Receipt  
\*Billing Type: Internal  Non-Reimbursable  
\*Ticket Number: YZA135708642  
\*Description: Round trip flights LA-Orlando 1/2/2013 and 1/4/2013  
\*Amount Spent: 380.00  
\*Currency: USD  
\*Exchange Rate: 1.00000000  Default Rate


Reimbursement Amt: 380.00 USD

[Accounting Detail](#)

[Receipt Split](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

- Continue to add lines to the Expense Report until all expenses are accounted for. If more than four lines are needed, click the  icon to add lines.

Create Expense Report

Expense Report Entry

Loa [User Defaults](#) Report ID: NEXT

**General Information**


\*Description: HEUG Conference Orlando      Comment:







\*Business Purpose: User Conference      Pymnt Type: ACH

Default Location:  

[Accounting Defaults](#)    [Apply Cash Advances\(s\)](#)    More Options:  **GO**

Details [Customize](#) | [Find](#) | [View All](#) |  | First 1-4 of 4 Last

Overview 

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Airfare	01/02/2013 	380.00	USD 	Paid by Employe	Internal	*Detail 
							
							
							



Copy Selected    Delete Selected    New Expense  **Add**    Check For Errors

## A Note About Mileage

Adding a mileage expense is a slightly different process. Trips may be entered on the Expense Report lines or on the Accounts Payable mileage log, which can be found on the Finance web site (<http://community.pepperdine.edu/finance/content/forms/ap-mileage-log-employee-reimbursement.pdf>) under the Accounts Payable heading. If you are entering mileage as a lump sum on the Expense Report and using the Mileage Log, the date for the mileage expense should be the date of the earliest trip.

- Choose Mileage from the Expense Type drop-down menu. Notice that the Amount Spent is not editable.
- Click on the “Detail” link.

### Create Expense Report

#### Expense Report Entry

Loar [User Defaults](#) Report ID: NEXT

**General Information**

\*Description: HEUG Conference Orlando  
\*Business Purpose: User Conference  
Default Location:   
Comment:   
Pymnt Type: ACH

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

**Details** [Customize](#) [Find](#) [View All](#) First 1-4 of 4 Last

[\\*Overview](#)

Select	*Expense Type	*Expense Date	*Amount spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Airfare	01/02/2013 <input type="text"/>	380.00	USD	Paid by Employ	Internal	<a href="#">*Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	Ground Transportation	01/02/2013 <input type="text"/>	80.00	USD	Paid by Employ	Internal	<a href="#">*Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	Mileage	01/02/2013 <input type="text"/>	0.00	USD		Internal	<a href="#">*Detail</a> <input type="button" value="+"/>
							<input type="button" value="+"/>

**Totals**

Employee Expenses:	480.00 USD	Due Employee:	480.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Return to Travel and Expense Center](#)



Enter the miles driven in the box labeled "Miles". If you are using the mileage log, enter the total number of miles driven for all trips. If the mileage will be detailed on the Expense Report lines, enter only the mileage for one trip per line. The rate appears to the right of the box and is dependent upon the Expense Date entered on the Entry page.


- In the Description box, enter a starting point and destination, along with a detailed description of the trip (who, what, where, when, and why).
- Click "Return to Expense Report".

[Create Expense Report](#)

**Expense Detail for Mileage (Line 3)**

Loa Report ID:      NEXT

**About This Expense**

\*Expense Date: 01/02/2013 

\*Payment Type:   No Receipt



\*Billing Type: Internal  Non-Reimbursable

\*Miles:  x 0.5550

\*Description:

\*Amount Spent:

\*Currency:

\*Exchange Rate:   

Default Rate

Reimbursement Amt: 0.00 USD

- [Accounting Detail](#)
- [Check Expense For Errors](#)
- [Return to Expense Report](#)

You will see the calculated mileage reimbursement in the Amount Spent field.

Create Expense Report

Expense Report Entry

Loan  [User Defaults](#) Report ID: NEXT

General Information

\*Description:  Comment:

\*Business Purpose:  Pymnt Type:

Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Details

[Customize](#) | [Find](#) | [View All](#) |   First  Last

Overview

select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Airfare	01/02/2013 <input type="button" value="H"/>	380.00	USD <input type="button" value="Q"/>	Paid by Employ	Internal	<a href="#">*Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	Ground Transportation	01/02/2013 <input type="button" value="H"/>	80.00	USD <input type="button" value="Q"/>	Paid by Employ	Internal	<a href="#">*Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	Mileage	01/02/2013 <input type="button" value="H"/>	27.75	USD		Internal	<a href="#">*Detail</a> <input type="button" value="+"/>
							<input type="button" value="+"/>

Totals

Employee Expenses:	487.75 USD	Due Employee:	487.75 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Return to Travel and Expense Center](#)

If you have several similar expenses – for example, multiple lunches – lines can be copied to minimize typing.

- To copy a line, click the “Select” box at left.

### Create Expense Report

## Expense Report Entry

Loa [User Defaults](#) Report ID: NEXT

**General Information**

\*Description: HEUG Conference Orlando      Comment:

\*Business Purpose: User Conference      Pymnt Type: ACH

Default Location:

[Accounting Defaults](#)    [Apply Cash Advance\(s\)](#)    More Options:  **GO**

**Details**      [Customize](#) | [Find](#) | [View All](#) |      First 1-4 of 4 Last

Overview [list](#)

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Airfare	01/02/2013	380.00	USD	Paid by Employ	Internal	<a href="#">*Detail</a>
<input type="checkbox"/>	Ground Transportation	01/02/2013	80.00	USD	Paid by Employ	Internal	<a href="#">*Detail</a>
<input type="checkbox"/>	Mileage	01/02/2013	27.75	USD		Internal	<a href="#">*Detail</a>

**Copy Selected**    **Delete Selected**    New Expense  **Add**    **Check For Errors**

- Click “Copy Selected”.

**Details**      [Customize](#) | [Find](#) | [View All](#) |      First 1-4 of 4 Last

Overview [list](#)

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Airfare	01/02/2013	380.00	USD	Paid by Employ	Internal	<a href="#">*Detail</a>
<input type="checkbox"/>	Ground Transportation	01/02/2013	80.00	USD	Paid by Employ	Internal	<a href="#">*Detail</a>
<input type="checkbox"/>	Mileage	01/02/2013	27.75	USD		Internal	<a href="#">*Detail</a>

**Copy Selected**    **Delete Selected**    New Expense  **Add**    **Check For Errors**

You may copy a line once and specify the expense date, or you may add multiple lines with multiple dates within a range.

## Create Expense Report

### Copy Selected Expenses




Loan

Report ID:

NEXT

You are about to copy the following expense line(s) into one or more new expense lines. Select the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or select Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.

Expense Type	Expense Date	Amount Spent	Currency
Mileage	01/02/2013	27.75	USD

Copy Option			
<input checked="" type="radio"/> Copy to One Date	To Date:	<input type="text"/>	
<input type="radio"/> Copy to Range of Dates	From Date:	<input type="text"/>	
	To Date:	<input type="text"/>	
		<input type="checkbox"/> Include Weekends	
		<input type="checkbox"/> Include Holidays	

- Enter a date or range of dates.
- Click "OK".

## Create Expense Report

### Copy Selected Expenses





Loan

Report ID:

NEXT

You are about to copy the following expense line(s) into one or more new expense lines. Select the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or select Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.

Expense Type	Expense Date	Amount Spent	Currency
Mileage	01/02/2013	27.75	USD

Copy Option			
<input checked="" type="radio"/> Copy to One Date	To Date:	01/14/2013 	
<input type="radio"/> Copy to Range of Dates	From Date:	<input type="text"/> 	<input type="checkbox"/> Include Weekends
	To Date:	<input type="text"/> 	<input type="checkbox"/> Include Holidays



OK	Cancel
----	--------

The line(s) will copy all detail and chart string information in addition to what is visible on the entry page.

[Create Expense Report](#)

**Expense Report Entry**

Load [User Defaults](#) Report ID: NEXT

**General Information**

\*Description: HEUG Conference Orlando  
 \*Business Purpose: User Conference  
 Default Location:

Comment:   
 Pymnt Type: ACH

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

**Details** [Customize](#) | [Find](#) | [View All](#) |  |  First 1-4 of 4 Last

Overview

select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Airfare	01/02/2013 <input type="button" value="it"/>	380.00	USD <input type="button" value="Q"/>	Paid by Employ	Internal	<a href="#">*Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	Ground Transportation	01/02/2013 <input type="button" value="it"/>	80.00	USD <input type="button" value="Q"/>	Paid by Employ	Internal	<a href="#">*Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	Mileage	01/02/2013 <input type="button" value="it"/>	27.75	USD	Paid by Employ	Internal	<a href="#">*Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	Mileage	01/14/2013 <input type="button" value="it"/>	27.75	USD	Paid by Employ	Internal	<a href="#">*Detail</a> <input type="button" value="+"/>

When you are finished entering expense lines, you can submit the expense report for approval, or save the report without submitting it.

[Return to Travel and Expense Center](#)

If you click Save For Later, a Report ID will be generated but the request will not be submitted for approval.

Create Expense Report

Expense Report Entry

Loa

[User Defaults](#)

Report ID: 0000003060

General Information

\*Description: HEUG Conference Orlando  
 \*Business Purpose: User Conference  
 Default Location:   
 Comment:   
 Pymnt Type: ACH

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:  GO

Details

Customize | Find | View All | First 1-4 of 4 Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Airfare	01/02/2013	380.00	USD	Paid by Employ	Internal	*Detail +
<input type="checkbox"/>	Ground Transportation	01/02/2013	80.00	USD	Paid by Employ	Internal	*Detail +
<input type="checkbox"/>	Mileage	01/02/2013	27.75	USD	Paid by Employ	Internal	*Detail +
<input type="checkbox"/>	Mileage	01/14/2013	27.75	USD	Paid by Employ	Internal	*Detail +

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	515.50 USD	Due Employee:	515.50 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#) Update Totals

Save For Later Submit

[Return to Travel and Expense Center](#)

- If you want to submit the expense report for approval, click the “Submit” button.
- Click “OK” to confirm the submission.

**Create Expense Report**  
**Save Confirmation**

Loa: ..... Report ID: 000003080

Expense Report Totals			
Employee Expenses:	515.50 USD	Due Employee:	515.50 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	<a href="#">Definition of Totals</a>	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		



Click OK to submit, or click Cancel to return to the expense report without submitting.

**OK** **Cancel**

You will be returned to a view-only copy of your expense report. The Report ID is visible at upper right. Once submitted for approval, an expense report is not available for modification.

**View Expense Report**

**Expense Report Detail**

Loa: ..... [User Defaults](#) Report ID: 000003080

**General Information**

Description:	HEUG Conference Orlando	Comment:	<input type="text"/>
Business Purpose:	User Conference	Reference:	ACH
Status:	Submission in Process	Last Updated:	01/18/2013 By: 1001
Default Location:			
Post State:	Not Applied		

**Accounting Defaults**

**Details** Customize | Find | View All | First 1 of 4 Last

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
Airfare	01/02/2013	380.00 USD	USD	Paid by Employee	Internal	<a href="#">Detail</a>
Ground Transportation	01/02/2013	80.00 USD	USD	Paid by Employee	Internal	<a href="#">Detail</a>
Mileage	01/02/2013	27.75 USD	USD	Paid by Employee	Internal	<a href="#">Detail</a>
Mileage	01/14/2013	27.75 USD	USD	Paid by Employee	Internal	<a href="#">Detail</a>

**Totals**

Employee Expenses:	515.50 USD	Due Employee:	515.50 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Return to Search](#) [Notify](#)



If any required fields are missing when “Save for Later” or “Submit” is clicked, a red flag will display next to the incomplete line.

Create Expense Report

Expense Report Entry

Loa [User Defaults](#) Report ID: NEXT

**General Information**

\*Description: HEUG Conference Orlando  
 \*Business Purpose: User Conference  
 Default Location:

Comment:   
 Pymnt Type: ACH

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:  **GO**

**Details** [Customize](#) | [Find](#) | [View All](#) | | First 1-4 of 4 Last

Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Airfare	01/02/2013	380.00	USD	Paid by Employ	Internal	*Detail +
<input type="checkbox"/>	Ground Transportation	01/02/2013	80.00	USD	Paid by Employ	Internal	*Detail +
<input type="checkbox"/>	Mileage	01/02/2013	11.10	USD	Paid by Employ	Internal	*Detail +
<input type="checkbox"/>							+

Copy Selected Delete Selected New Expense Add Check For Errors

**Totals**

Employee Expenses:	471.10 USD	Due Employee:	471.10 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#) **Update Totals**

**Save For Later** **Submit**

[Return to Travel and Expense Center](#)

- Clicking the flag icon will take you to the field that is missing information. Make necessary changes.

## Create Expense Report

### Expense Detail for Mileage (Line 3)

Loa


Report ID:

NEXT

Please enter or update the following information:

-  Payment Type
-  Description
-  Accounting Detail – An invalid ChartField combination was found on distribution line 1.

#### About This Expense

\*Expense Date:  

\*Payment Type:   No Receipt



\*Billing Type:   Non-Reimbursable

\*Miles:  x

\*Description:

\*Amount Spent:

\*Currency:

\*Exchange Rate:   

Default Rate

Reimbursement Amt:  USD

[Accounting Detail](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

- Collect and organize all receipts.
- Number the receipts in the order the associated expenses appear on your reconciliation.
- Scan the receipts. Attach the electronic document to the Expense Report.

The reconciliation will be approved by the Accounts Payable Office once all backup is received and correct.

Create An Expense Report is complete.