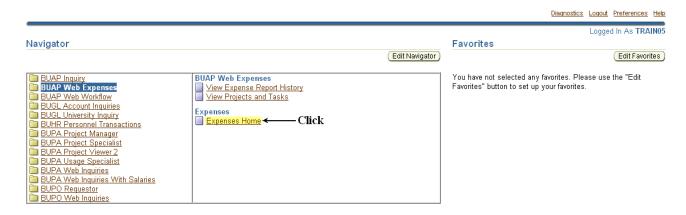
## Creating an Expense Report

Go to the *Oracle Applications* page: <a href="http://pegasus.binghamton.edu:6128/buapps.htm">http://pegasus.binghamton.edu:6128/buapps.htm</a>

A. Select **BUAP Web Expenses** and under *Expenses*, click **Expenses Home** 



B. On the *Expenses Home* screen, select **Create Expense Report**.



## **Entering General Information**

Create Expense Report: General Information screen

				Expenses
Expenses Home   Expens	e Reports   Access Authorizations   Pro	jects and Tasks   Payments Search	1	
	General Information (	Cash and Other Expenses Expense Alloc	ations Review	
Create Expense Report: G	eneral Information			
* Indicates required field			E Click—— <u>►Save</u> ) (C	ancel Step 1 of 4 Next
A Name	Dingman, Ms. Susan L (15960)	Expense Template	Travel	
<b>B</b> Organization	1706	<b>D</b> Purpose	Seattle, WA King. ABC Conferent	e.
C Reimbursement Currency	Univ Cntr for Training and Dev US Dollar			<del></del>
			<u>S</u> ave C	ancel Step 1 of 4 Next

**A. Name (of traveler):** Select the name of the employee from the pull down menu whose expense report you are entering. If you enter expense reports for yourself only, verify that your name appears in the "Name" field.

**Note:** Oracle will allow one person to enter expenses for multiple employees. To enter expenses for individuals other than you, make sure that access for these people has been set up in the system ahead of time.

To add additional travelers to a voucher, follow these steps:

- i. From the *Oracle Applications* page, click on <u>Oracle Applications</u>

  Access and Printer Request Form
- ii. From the Request page, select either New User or Existing User
- iii. Fill in the information requested and click Add/CHG Travelers

If you need help, contact the Help Desk at 7-6420.

- **B. Organization:** This will automatically default to your POETS Organization information.
- **C. Reimbursement Currency**: Reimbursement currency will default automatically to US dollars. If you have receipts in foreign currency, enter the amount in US dollars using the currency converter from the **Travel** link on the *Oracle Applications* page.

**D. Purpose:** Fill in the **Purpose** field

## ALL ON ONE LINE IN EXACTLY THE ORDER listed below:

- 1. Destination City followed by a comma
- 2. Enter one space
- 3. Destination State
- 4. Enter one space
- 5. Destination County *follow County with a period* (.) Example: King.
- 6. Enter one space
- 7. Purpose of Trip follow Purpose of Trip with a period (.)

Example: ABC Conference.

Example: Seattle, WA King. ABC Conference.

Note: If this information is not entered in EXACTLY this format, the voucher will not be populated properly and payment may be delayed and the voucher may need to be reentered.

- **E.** Click the **Save** button. Clicking the **Save** button will generate a travel expense report number.
- **F.** Record the travel expense report number for your reference and click the **Next** button.

