Create an Expense Report from a Blank Form

1. Click the Employee Self-Service link.

2. Click the Travel and Expense Center - E link.

3. Click the Expense Report link.

4. Click the Create link.

5. **IMPORTANT INFORMATION**

   When following the instruction outlined in this demonstration, be mindful that this presentation was designed to assist in learning the software application. Although some business process instruction is provided, not all State travel rules, policies, and regulations are addressed. Questions regarding specific information to be included, per diem rates and how they're applied, or other specific State travel requirements should be directed to the agency travel department/travel administrators.

   **Let's Get Started!**

   The **Quick Start** field will default to A Blank Report. This is the most common method used to create an Expense Report, but other options are available.

   Click the **Quick Start** list.

6. **QUICK START OPTIONS**

   If out-of-state travel was approved using a Travel Authorization, the information in that document may be copied into the Expense Report and dates/amounts updated as needed.

   If the travel expenses to be reported this time are similar to those reported with a previous Expense Report, an existing ER may be copied to a new one. The dates/amounts may then be updated as needed.

   The Template and Entries from My Wallet options are not currently used.

   Select **A Blank Report** to create an Expense Report from scratch.
7. **TRAVEL DESCRIPTION**

Click inside the **Description** field.

*Enter your Business Unit and the From/To dates of travel (FSSA).*** Each agency may decide what information should be entered here to suit their operations. Contact your agency Travel Administrator if you have questions.***

Enter a detailed account of the purpose for travel in the **Comment** field to the right.

8. **BUSINESS PURPOSE**

The **Business Purpose** simply identifies the travel as "in state," or "out-of-state." If user defaults have been previously set, this field should default to Business - In State, as this is most common.

Click the **Business Purpose** list and select the appropriate option.

9. **DEFAULT LOCATION**

The **Default Location** designates the destination that will be tied to all expenses reported, and it may be changed on any line where it might be different.

Choosing a default for the destination is optional, and the field may be left blank. If not entered as a default, the destination location must be entered on each line individually.

Click the **Look up Default Location** (magnifying glass) icon to search for and choose the Default Location.

10. Click the down arrow next to the **Search by** list.

11. Select either Description or Expense Location as the search operator.

The Expense Locations are organized by zip code. If the zip code is known, it is the most efficient search option because there will be an exact match.

If the city or zip code needed is not found, contact the agency travel administrator to request that it be added.

For this example, select **Description**.

In the blank **Begins With** field, type a valid value e.g. "fort".

12. Click the **Look Up** button.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 13. | The search will return a list of Locations that begin with "Fort."
Find the appropriate location description and click the link in the **Description** column. [*Fort Wayne, IN*]
| 14. | **ACCOUNTING DEFAULTS**

The *option* to enter default accounting information is helpful by reducing the amount of information that must be entered redundantly for each expense reported.

Chartfields entered through Accounting Defaults will be tied to each expense line listed, but may be changed or updated for specific expenses if necessary.

Click the **Accounting Defaults** link.

| 15. | Accounting information entered on the Accounting Defaults page will be applied to each Expense Report line.

The Chartfields required vary by agency. The correct accounting information should be provided by the division controller, accounting department, or manager/supervisor depending on the agency structure.

The Account (not shown on this page) will default based on the type of expense.

Enter the appropriate accounting information and click the **OK** button to return to the Expense Report.

| 16. | **ATTACHMENTS AND DOCUMENTATION**

Receipts and other required expenses documentation may be scanned and attached to the Expense Report electronically.

Click the Paper Clip icon to browse your file directories, locate the documents, and upload them as attachments.

Enter a description of the information contained in the attached file.

Click the "+" to add rows as needed for additional attachments.
17. **ENTER TRAVEL EXPENSES**

To begin listing travel expenses for reimbursement (or to document those that have been pre-paid), click the down arrow on the **Expense Type** field and select an expense description.

All expenses for a travel event including those that were paid for in advance or by a vendor should be listed on the Expense Report. Using the Payment Type and Billing Type of Prepaid for these types of expenses, Travel and Expenses will calculate the amount to be reimbursed to the traveler only.

For this example, select Lodging/Hotel.

18. In the **Expense Date** field, enter the date the expense was incurred.

In the **Amount Spent** field, enter the dollar amount of the expense.

The **Currency** field will remain USD.

19. **PAYMENT TYPE**

**Employee Paid** should be used for an expense paid by the employee to be reimbursed.

**Prepaid** should be used for an expense which the agency/division has paid in advance, or will be billed for directly.

**Travel Card** should be used for an expense charged to a State-issued travel credit card.

Click the **Payment Type** field down arrow and make a selection from the list.
20. **BILLING TYPE**

   - **In State Billable** (most common)
     In-state travel expense considered billable for federal project purposes.

   - **In State NonBillable** (less common)
     In-state travel expense NOT considered billable for federal project purposes.

   - **Out of State Billable** (most common)
     Out-of-state travel expense considered billable for federal project purposes.

   - **Out of State NonBillable** (less common)
     Out-of-state travel expense NOT considered billable for federal project purposes.

   - **Prepaid**
     In-state or out-of-state expense that the agency/division has paid in advance or will be billed for directly.

   Click the **Billing Type** field down arrow and make a selection from list.

21. **EXPENSE DETAIL**

   Click the **Detail** link.

   The Expense Detail page will open where all required information related to this expense line must be entered.

22. Information previously entered will populate some of the fields on this page by default.

   The **Originating Location** field should identify from where the trip began.

   The **Destination Location** field should identify where this particular expense was incurred.

   *The No Receipt and Non-Reimbursable checkboxes should not be used.*

   In the **Description** field, enter a description of the expense; the name of the hotel, the address, and the zip code.

   For this example, Enter
23. The Location Amount and No Receipt fields are not currently used.

**Enter Accounting Info** (if not set as default)

Click the **Accounting Detail** link.

24. **ACCOUNTING DETAIL**

If Accounting Defaults **have** been set-up, the required chartfield information will populate by default. It may be entered manually or changed if necessary.

The correct accounting information should be provided by the division controller, accounting department, or manager/supervisor depending on the agency structure.

25. Click the **OK** button when the required accounting information has been entered/verified.

26. **CHECK FOR ERRORS**

Click the **Check Expense for Errors** link before returning to the Expense Report (main page).

If any information is missing or incorrect, "red flags" will appear at the top of the page describing the exception.

27. Click the **Return to Expense Report** link to return to the Expense Report main page.

28. Click the **Save for Later** button after adding each expense line.

After saving, the Expense Report will be assigned the next available number. It will be displayed at the top of the page.

29. **LIST ADDITIONAL EXPENSES**

If there are additional expenses to report and blank lines aren't shown, click the "+" to add lines.
| 30. | **EXPENSE TYPE - MILEAGE**

When adding mileage expenses, notice that the *Amount Spent* field is inactive on the main page and a dollar amount cannot be entered.

Travel and Expenses will automatically calculate the amount due based on the miles traveled according the State's current mileage allowance.

To enter the number of miles being claimed for mileage expense lines, click the **Detail** link at the end of the row to go to the *Expense Detail* page (after entering the Payment Type and Billing Type).

| 31. | Enter the number of miles claimed in the **Miles** field.

When the page refreshes, the dollar amount due will be calculated based on the current allowance and displayed as the Reimbursement Amount on this page and in the Amount field on the main page.

Be sure to also complete the other required fields for this expense (Originating/Destination Location, Description, Accounting Detail, etc.) as necessary.

Click the **Return to Expense Report** page to return to the main page.

| 32. | **Expense Type - Per Diem**

Claims for Per Diem (in-state and/or out-of-state) require that the time parameters of the days travel be specified. The fields to enter the beginning/ending times are located on the Expense Detail page.

Enter the Expense Date and the Per Diem amount claimed on the expense line. Be sure that Employee Paid is selected as the Payment Type.

Click the **Detail** link at the end of the row to go to the Expense Detail page.
33. The **Start Time** and **End Time** fields should document the travel time frame eligible for per diem reimbursement.

Questions about per diem allowances and requirements should be directed to the agency travel administrator.

Per Diem amounts are not currently calculated automatically and must be entered manually. Do not use the Refresh Per Diem Amounts button or Per Diem Deductions link below.

Be sure to also complete the other required fields for this expense (Originating/Destination Location, Description, Accounting Detail, etc.) as necessary.

Click the Return to Expense Report page to return to the main page.

34. **SUBMIT EXPENSES FOR APPROVAL**

Continue to add expenses until the information is complete.

Click the **Submit** button when all expenses have been listed and the Expense Report is ready for approvals.

![Submit Button]

35. **SUBMIT CONFIRMATION**

A confirmation page allows a summary of the Expense Report to be reviewed before it's submitted to approvers.

Click the **OK** button to submit the expense report.

Click the **Cancel** button if changes are needed or it's not ready to submit for any reason.

![OK Button]

36. **MONITOR PENDING ACTIONS**

Once submitted for approval, click the RIGHT mouse button anywhere on the Expense Report page.

Select Refresh from the pop-up menu.
37. After the page is refreshed, the Pending Actions (approval routing) for the Expense Report will be displayed.

   It may take up to several minutes for the workflow routing to be visible after submission. If the Pending Actions are not displayed immediately, be patient and click the right mouse button/select refresh again.

   To monitor the Expense Report through the required approvals, navigate to Employee Self Service>Travel and Expenses Center>Expense Report>View from the main menu. The Pending Actions sections will update as approvals are made.

38. **End of Procedure.**