

Create Non-Travel Expense Report

(Homepage) Travel & Expense > (Tile) Create Expense Report



Expense Report

Find an Existing Value **Add a New Value**

Empl ID

Add

1. Navigate to **Travel and Expense Center**.
2. Click **Create/Modify** under **Expense Report**.
3. Click the **Add a New Value** tab.
4. Enter **Employee's ID** and click **Add** button.
5. Enter the details in the **green highlighted** fields located in the header section.
6. Add **Attachments**.

Create Expense Report

Jaime Huerta

***Business Purpose**

***Report Description**

Reference

Comment

Default Location

Attachments

Budget Information

Budget Status Not Budget Checked

Budget Options

Actions ...Choose an Action **GO**

Last Updated 04/16/2019 3:45:29PM By

Expenses

Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
<input type="text" value="04/17/2019"/>	<input type="text" value="NT-Consum Office/Cmptr Suppl"/>	<input type="text" value="Office Supplies"/>	<input type="text" value="Paid By Employee"/>	<input type="text" value="2.00"/>	<input type="text" value="USD"/>

*Billing Type

Accounting Details

SpeedChart

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept
<input type="text" value="2.00"/>	<input type="text" value="UTEP1"/>	<input type="text" value="2.00"/>	<input type="text" value="USD"/>	<input type="text" value="1.00000000"/>	<input type="text" value="63003"/>	<input type="text" value="2100"/>	<input type="text" value="301500"/>

7. Enter expenses in the **green highlighted** fields.
8. Do not change the **Billing Type** field.
9. Open **Accounting Details** dropdown arrow.
10. Add **SpeedChart** (Cost Center or Project) and press enter key
11. Validate the populated **Chartfields** values.

Create Non-Travel Expense Report

Budget Information

Budget Status Not Budget Checked

Budget Options

12 **Actions** ...Choose an Action **GO**

Commitment Control Details

Source Transaction Type Expense Sheet

Budget Checking Header Status Not Budget Checked

Commitment Control Amount Type Encumbrance

Override Transaction

Budget Check ⓘ

13

Go to Transaction Exceptions **OK** **Cancel**

14

Go To Activity Log

12. Under **Budget Information** select the **Budget Options** link.
13. Click **Budget Check** to start the budget checking process. Wait for the system to validate. When completed, you will see a Budget Checking Header Status of **Valid**.
14. Click **OK** to continue.
15. Click **Save for Later** button to save.
16. Select the **Summary and Submit** link to submit.
17. It will take you to a Modify Expense Report page and click **Submit Expense Report**.
18. On the Confirmation screen click **OK** to complete.

15 **Save for Later** | **Summary and Submit** 16

Budget Information

Budget Status Valid

Budget Options

Actions ...Choose an Action **GO**

Modify Expense Report

Jaime Huerta

*Business Purpose NT-Other (Specify)

*Description reimbursement for supplies

Reference

Report 0000210454 Pending

Created 04/16/2019 Diana Espino

Last Updated 04/16/2019 Diana Espino

Post State Not Applied

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (1 Line)	2.00 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD
Amount Due to Employee		2.00 USD	Amount Due to

Warning

Outstanding Cash Advance **Balance 10.00 USD**

There are available Cash Advances that can be applied to this expense report. Select the Outstanding Cash Advances link to Apply or View Cash Advances to this expense report.

Submit Expense Report 17

Expense Report

Save Confirmation

Jaime Huerta

Totals

Employee Expenses (1 Line)	2.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		2.00 USD	Amount Due to Supplier	0.00 USD	

OK **Cancel** 18