

# Create Non-Travel Expense Report

1. Main Menu > Travel and Expenses > Travel and Expense Center

**Expense Report**  
Create, modify, print, view or delete an Expense Report

- 2. Create/Modify
- Print
- View
- Delete

**Expense Report**

3. Find an Existing Value | 3. Add a New Value

Empl ID

4. 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

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\*Business Purpose

\*Report Description

Reference

Comment

Default Location

6. Attachments

**Budget Information**

Budget Status Not Budget Checked

Budget Options

Actions ...Choose an Action

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

## Expenses

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

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*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
04/17/2019	NT-Consum Office/Cmptr Suppl	Office Supplies	Paid By Employee	2.00	USD

\*Billing Type

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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.

9. Accounting Details

SpeedChart

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Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept
2.00	UTEP1	2.00	USD	1.00000000	63003	2100	301500

# 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 **14** **OK** **Cancel** 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** **16** **Summary and Submit**

**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

**Warning**

**Amount Due to Employee** 2.00 USD **Amount Due to Supplier** 0.00 USD

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.

**17** **Submit Expense Report**

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

**18** **OK** **Cancel**