

Create 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

4. Empl ID: 6001142777

4. Add

1. Navigate to **Travel and Expense Center**.
2. Select **Create/Modify** under **Expense Report**.
3. Click the **Add a New Value** tab.
4. Enter **Employee ID** and click **Add** button.
5. Enter details (see all sections in green).
6. Add **Attachments** using link.

Business Purpose TRV-Attend Meeting, Conf, etc.

Report Description Travel Reimbursement

Reference

Comment Annual meeting

Default Location TX Austin

6. Attachments

Budget Information

Budget Status Not Budget Checked

Budget Options

Actions ...Choose an Action GO

Last Updated 04/26/2019 9:32:10AM By

Expenses

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

Total 75.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
04/25/2019	TR-In State-Rental Car	Rental car	Paid By Employee	75.00	USD

7. Enter line information (see green sections).

12. Click (+/-) buttons to add/delete lines.

8. **Billing Type** Expense

Merchant Preferred Non-Preferred

Avis Car Rental

7. Enter line information (see green sections).
8. Complete any additional Expense Type fields.
9. Click dropdown next to **Accounting Details** to view **SpeedChart** and **Chartfields** string.
10. Add **SpeedChart** (Cost Center/Project) and press the "Enter" key to populate Chartfields.
11. Validate populated **Chartfield** values.
12. Click (+/-) buttons to add/delete lines.

9. **Accounting Details**

SpeedChart

10. 11.

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund
75.00	UTEP1	75.00	USD	1.00000000	62101	2100

Create Travel Expense Report

16 Save for Later | Home | Home

Budget Information

Budget Status Not Budget Checked

13 Budget Options

Actions Associate Travel Authorization GO

Associate Travel Authorization

From Date 01/26/2019 To 05/26/2019 Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
14 Select	Meeting in Austin	0000125191	04/25/2019	04/25/2019	100.00	USD

Report 0000210510 Pending

15 Default Location TX Austin

Authorization ID 0000125191 Detach TA

Attachments (1)

Budget Information

17 Budget Status Not Budget Checked

Budget Options

Actions ...Choose an Action GO

Commitment Control Details

Source Transaction Type Expense Sheet

Budget Checking Header Status Valid

Commitment Control Amount Type Encumbrance

Commitment Control Tran ID 0005112905

Commitment Control Tran Date 04/26/2019

Override Transaction

18 Budget Check

19 Go to Transaction Exceptions

Go To Activity Log

OK Cancel

13. Select **Associate Travel Authorization** from the **Actions** dropdown to link the Travel Authorization (TA) to the Expense Report (ER).
14. Select the corresponding TA to **Associate** to the Expense Report.
15. **Validate** the correct TA was *Associated*. If not, you can use the **Detach TA** button to remove TA.
16. Use the **Save for Later** button to save document.
17. Click the **Budget Options** link to get the budget checking page.
18. Select the **Budget Check** button to start the budget checking process.
19. When the **Budget Checking Header Status** shows **Valid**, click the **OK** button to return to the main page. If the status shows an **Error**, then select the **Go To Transaction Exceptions** to view error.

Create Travel Expense Report

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Save for Later **Summary and Submit**

Budget Information

Budget Status Valid
Budget Options

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

Modify Expense Report

Hector Amparan

*Business Purpose TRV-Attend Meeting, Conf, etc.

*Description Travel Reimbursement

Reference

Totals **21** View Printable Version

Employee Expenses (1 Line)	75.00 USD
Cash Advances Applied	0.00 USD

Amount Due to Employee

22 **Submit Expense Report** **OK** **Cancel**

Expense Report

Submit Confirmation

Hector Amparan

Totals **22**

Employee Expenses (1 Line)	75.00 USD
Cash Advances Applied	0.00 USD

Amount Due to Employee

OK **Cancel**

- Select the **Summary and Submit** link at the top of the page.
- Select the **Submit Expense Report** button to submit the document.
- On the Confirmation screen click the **OK** button.
- A confirmation message will appear in **red**.
- Select the **Refresh Approval Status** button to see the new **Approval History** routing path.
- The classic **Workflow History** approvals link still appears in the Header section of the document.
- New Feature: After you **Submit** and **Refresh** the TA, you can use the **Withdraw Travel Authorization** button to call back the TA and make modifications.

View Expense Report

Hector Amparan **23**

Your expense report 0000210510 has been submitted for approval.

Business Purpose TRV-Attend Meeting, Conf, etc.

Description Travel Reimbursement

Reference

24 **Refresh Approval Status**

25 **Workflow History** **Notes**

Approval History

Submitted Hector Amparan

Employee Certification Hector Amparan

Cost Center Approval (Pooled)

26 **Submit Travel Authorization** **Withdraw Travel Authorization**

Please Note:
Withdraw button appears only after the Creator **Submits** & **Refreshes** the document. The Creator can **Withdraw** & call back the document for modification. Only if the first Approver in Workflow has not approved.