

# Create Non-Travel Expense Report

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

Create Expense Report



Expense Report

Find an Existing Value

Add a New Value

Empl ID 6001010117

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 NT-Other (Specify)

\*Report Description reimbursement for supplies

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

\*Billing Type Expense

Accounting Details

SpeedChart

Chartfields

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

**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**

**Go to Transaction Exceptions** **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.

**Budget Information**

**Budget Status** Valid

**Budget Options**

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

**Save for Later** **Summary and Submit**

**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

**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**

**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**