Creating an Expense Report

Main Menu > Travel and Expenses > Travel and Expense Center > Click Create

Click Create under the Expense Report tab.

1. Click the “Add a New Value” tab.
2. Enter the traveling employee’s ID.
3. Click Add.
4. Using the Quick Start dropdown select either:
   - “A Travel Authorization” for Travel related reimbursements. This will LINK and automatically populate the General Information fields from the original Travel Authorization. Continue with Step 5.
5. Select the appropriate Authorization ID to link.
6. Select the first expense line item. Note, this defaulted from the travel authorization
7. Delete the travel authorization line item, a confirmation of deletion screen will pop out click OK.
8. Select appropriate Expense Type from the drop down for each line item.
9. Enter the Expense Date, Amount Spent, and Payment & Billing Type.
10. Click the Detail hyperlink to continue to next screen.
11. Verify all expense details before processing. Enter a detailed Description.
12. Click the Accounting Detail hyperlink.
13. Enter Speed Chart number and click Ok button.
14. Click Check Expense for Errors.
15. Click Return to Expense Report.
16. Click **Save for Later**.
17. Add **Attachments (Receipts)**.
18. Select **Budget Options** link to budget check.
19. Click **Budget Check**.
20. Click **Ok** after budget check is complete. Verify that the Status changed to **VALID**.
21. Click Submit
22. Confirmation window will appear click OK