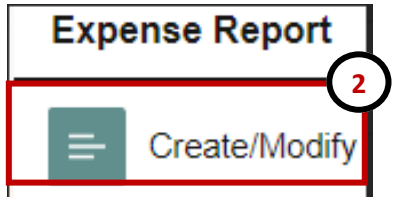
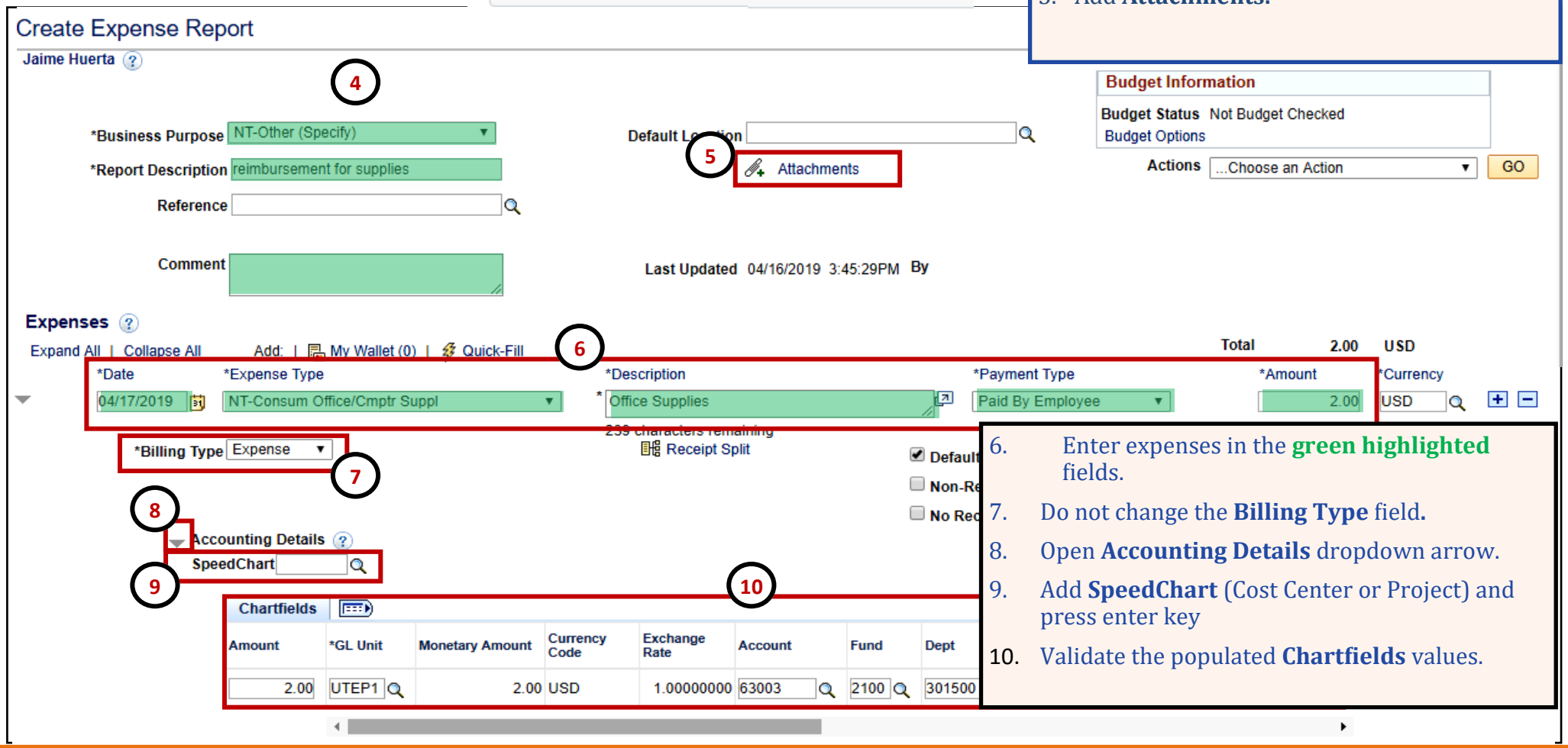
Create Non-Travel Expense Report

1

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



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



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

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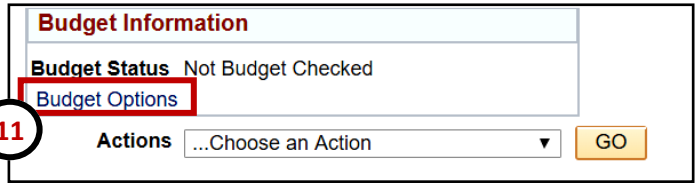

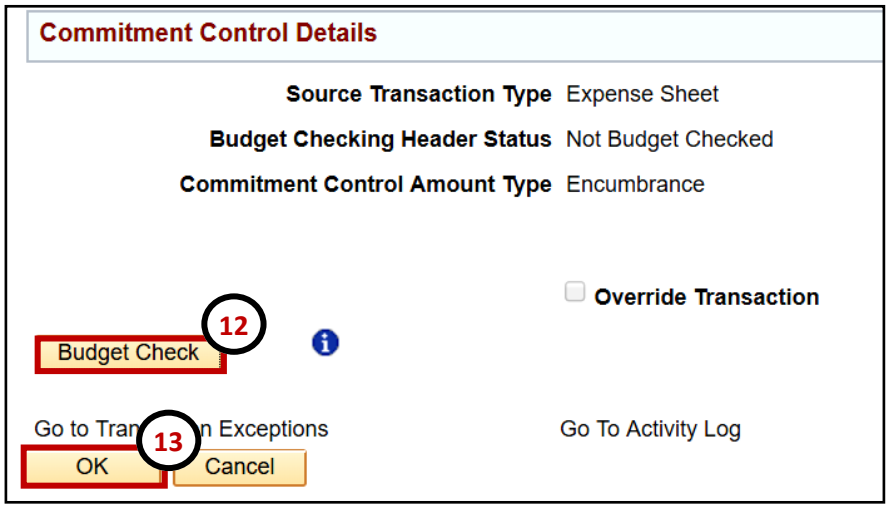
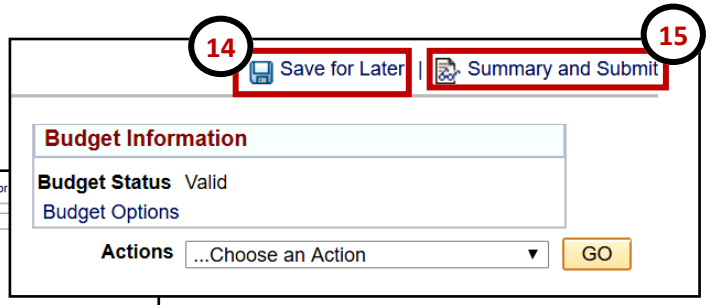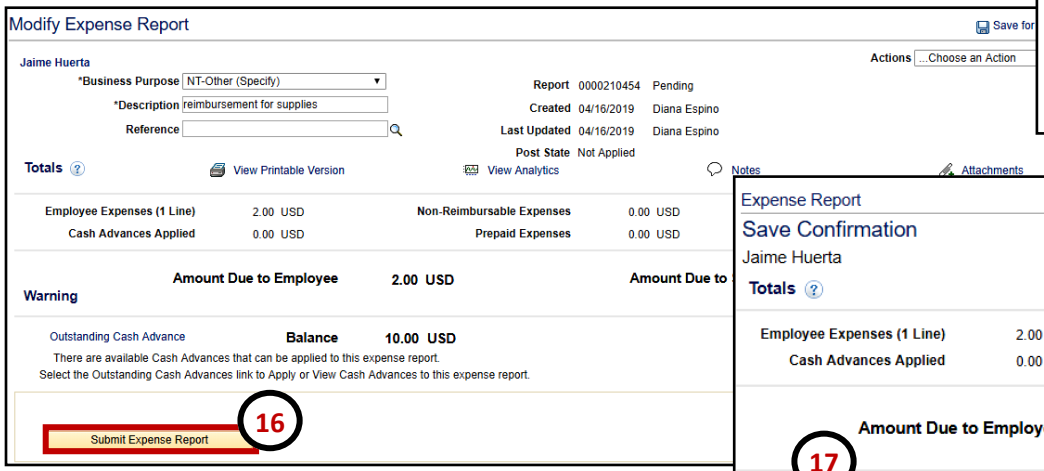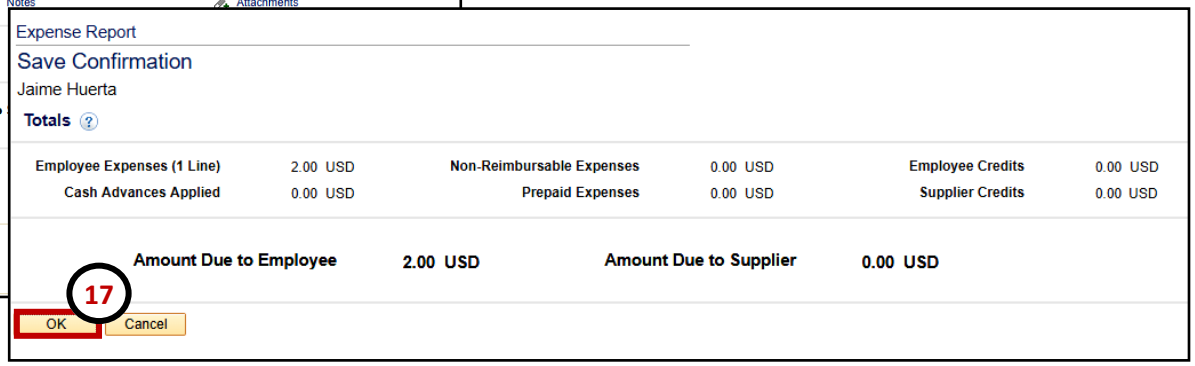
11. Under **Budget Information** select the **Budget Options** link.
12. Click **Budget Check** to start the budget checking process. Wait for the system to validate. When completed, you will see a Budget Checking Header Status of **Valid**.
13. Click **OK** to continue.
14. Click **Save for Later**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