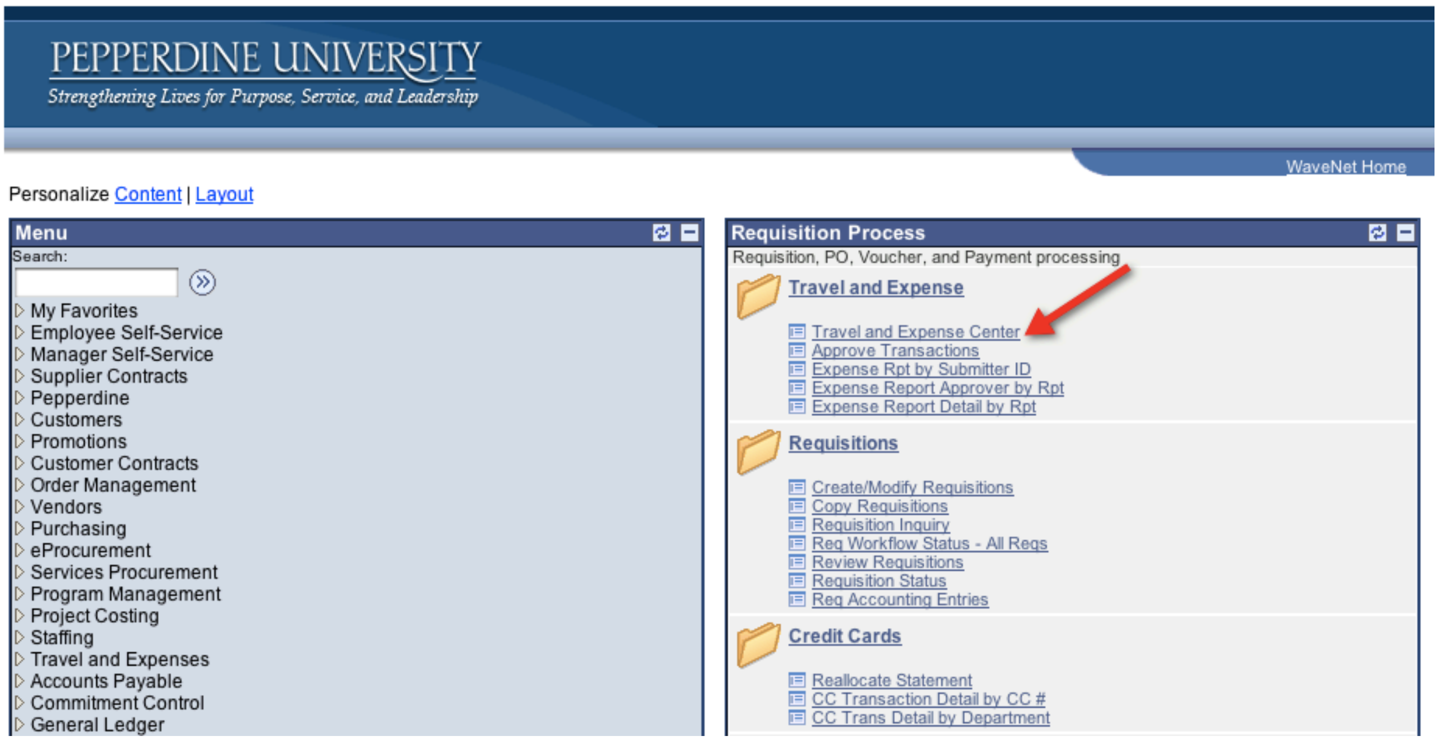
PEPPERDINE UNIVERSITY

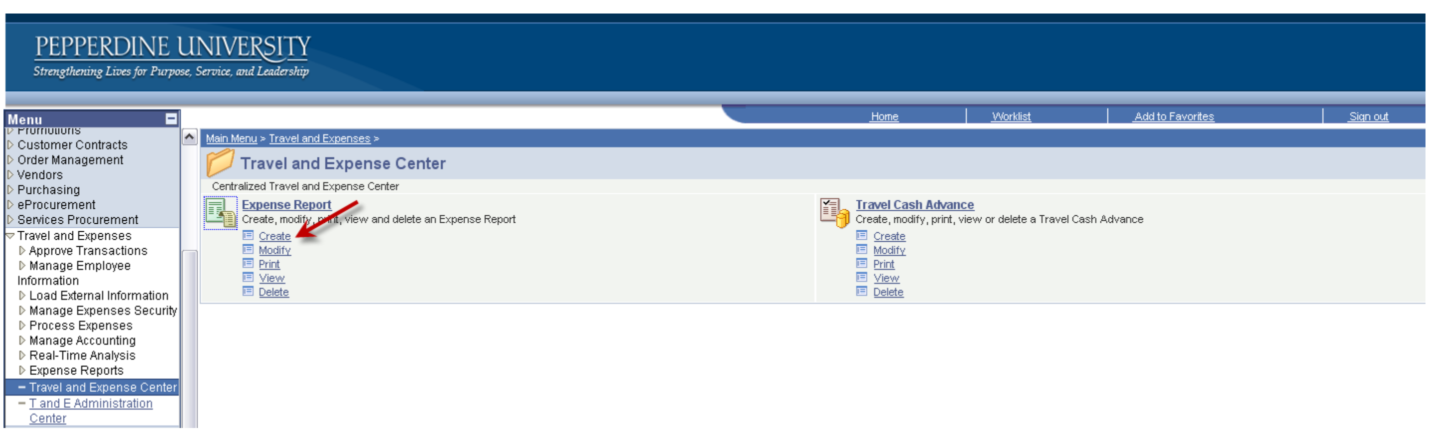
Creating An Expense Report
Quick Guide

The Travel and Expense Center link can be found on the My Work page.

- Click on the Travel and Expense Center link.

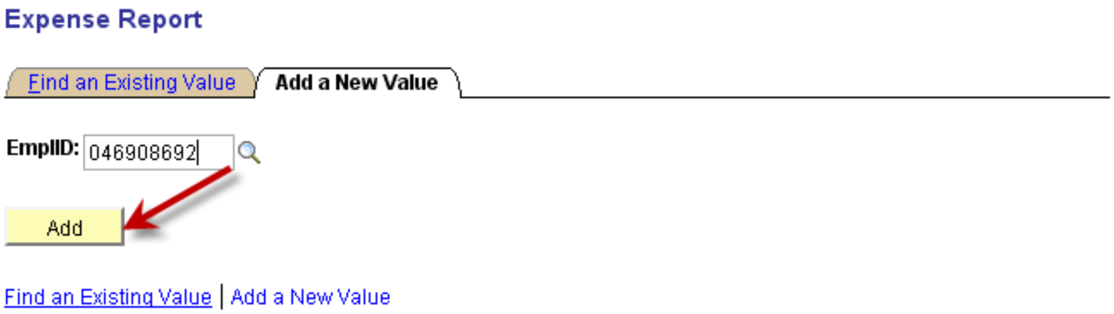


- Under the Expense Report heading, choose "Create"

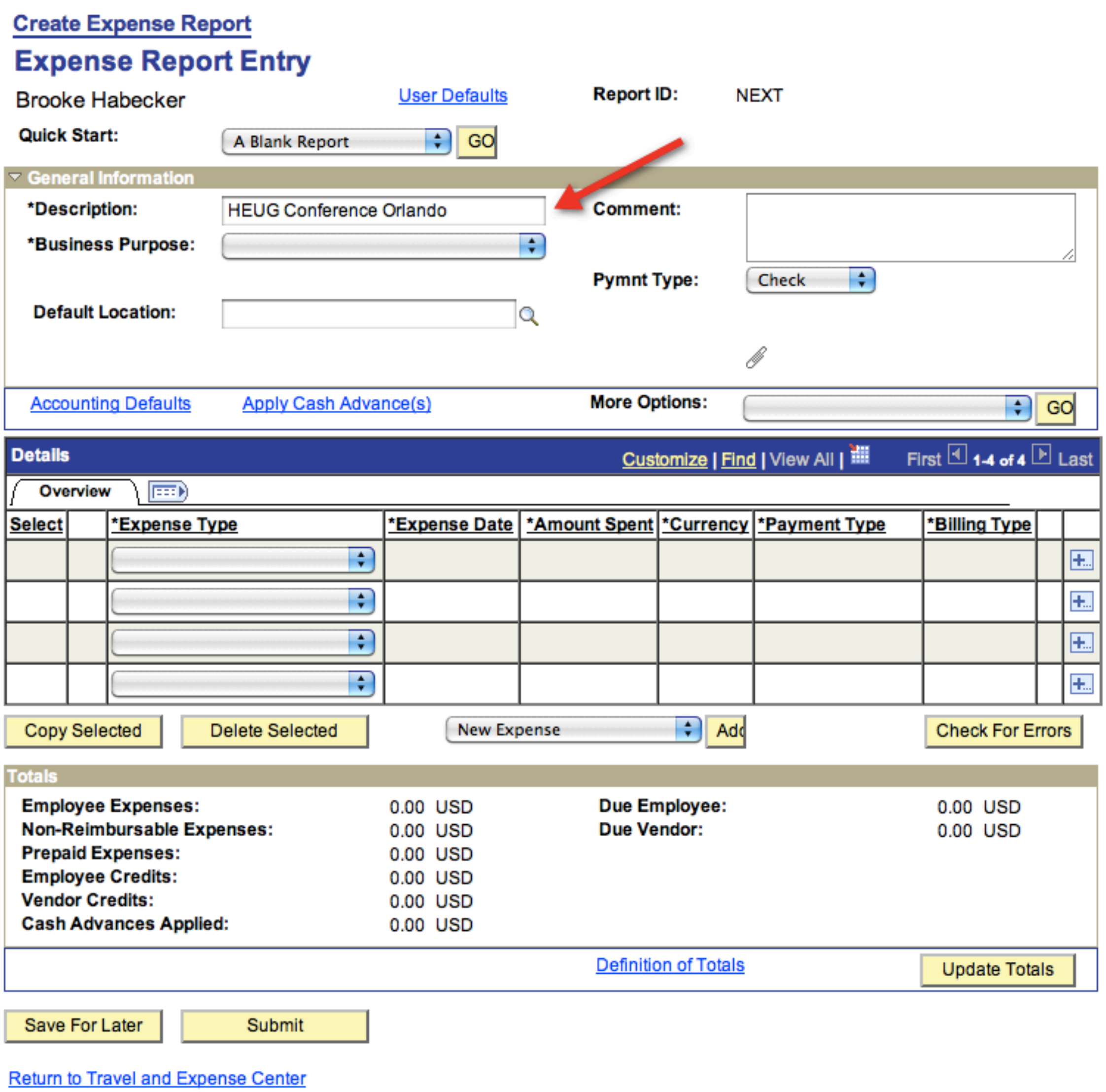


- On the “Add a New Value” tab, enter the 9-digit Campus-Wide ID of the person who is to receive the reimbursement.

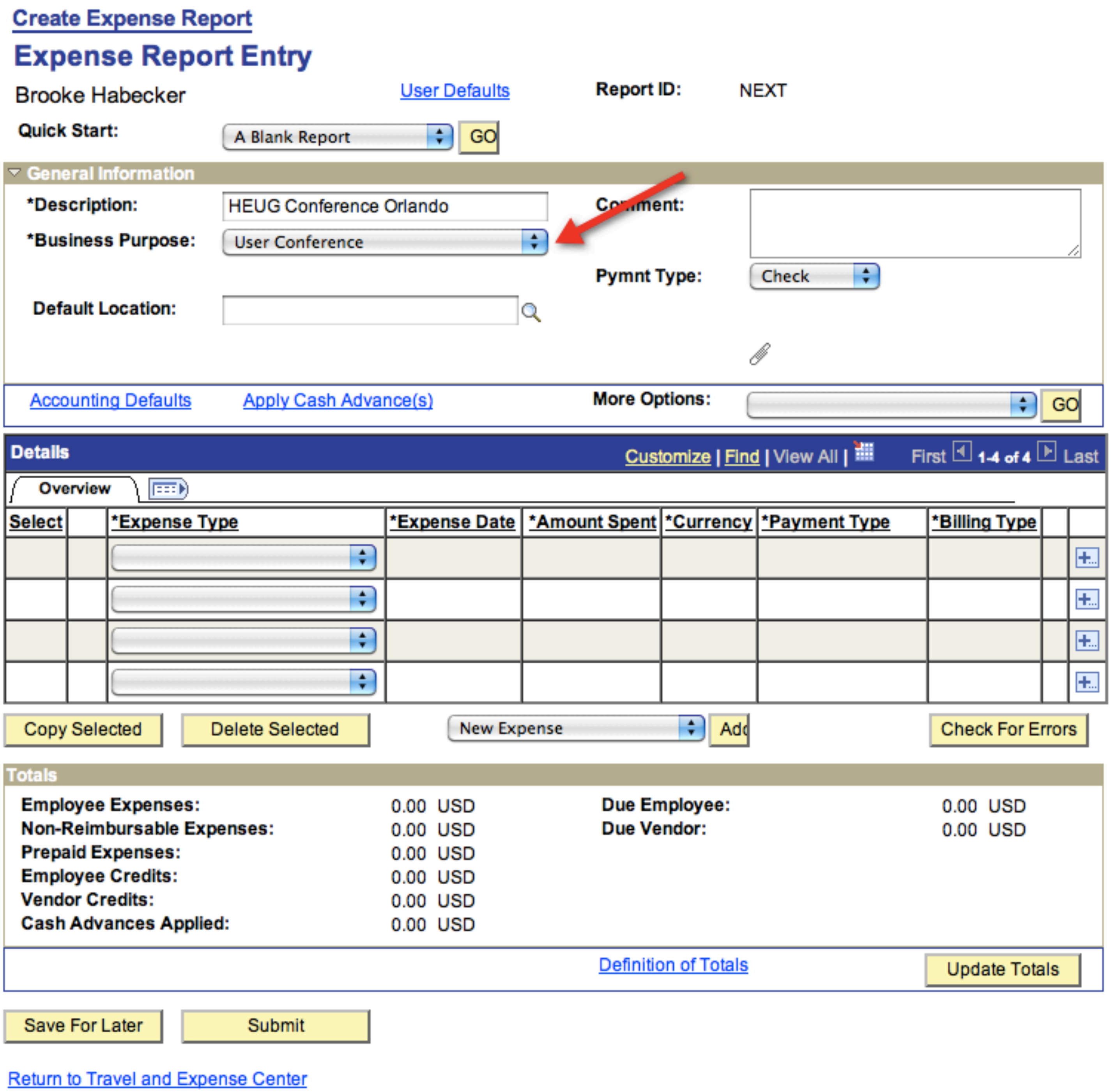
- Click “Add”



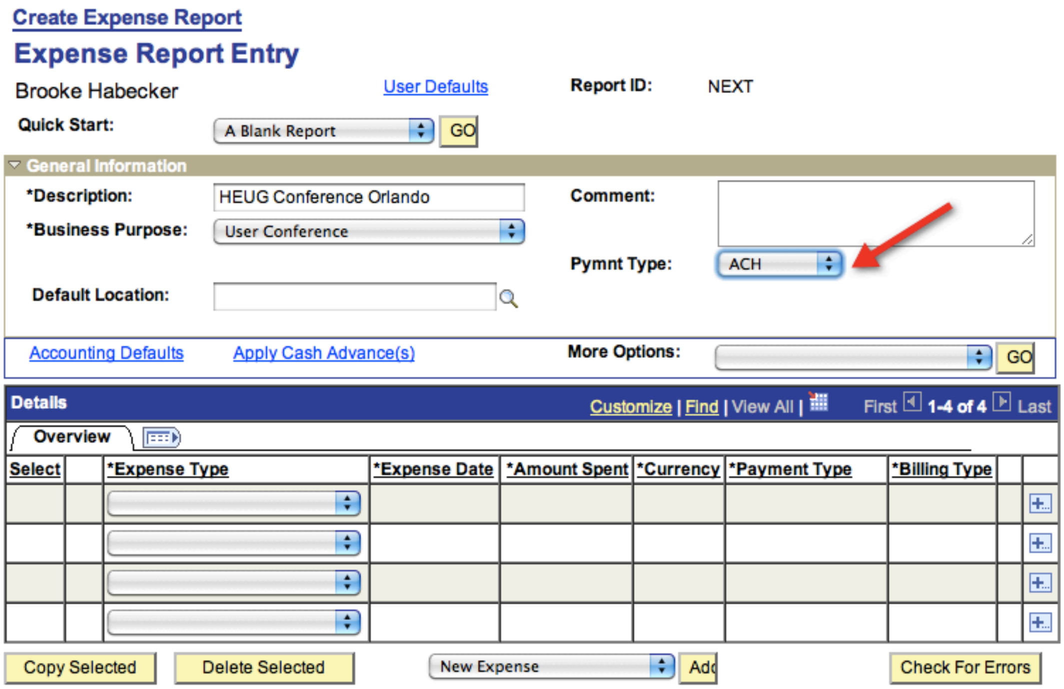
- Enter an overall description of the event.



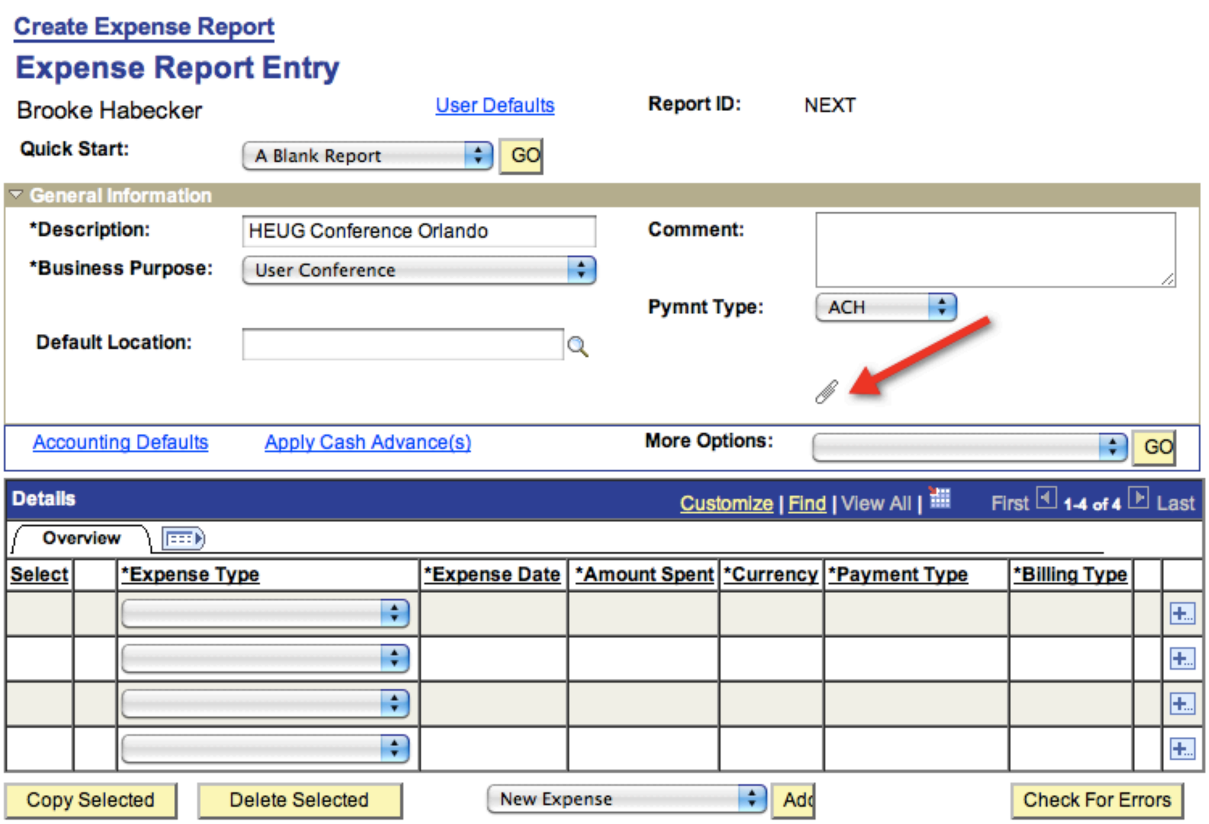
- Choose a business purpose from the drop-down menu.



- Choose “Check” or “ACH” from the “Pymnt Type” drop-down box. If you want a paper check mailed to you, select “Check”. To have the reimbursement directly deposited to your bank account, select “ACH”. The account that the direct deposit will credit is the *first* account listed in your Payroll preferences. The money will not be divided between multiple accounts.

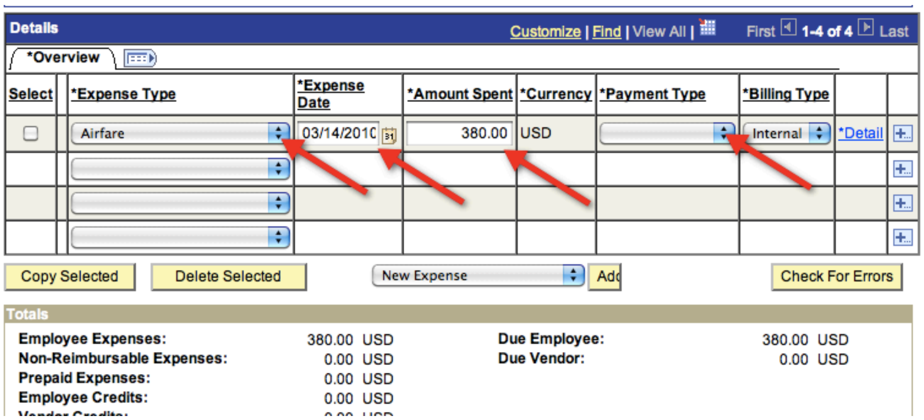


- Attach supporting receipts.

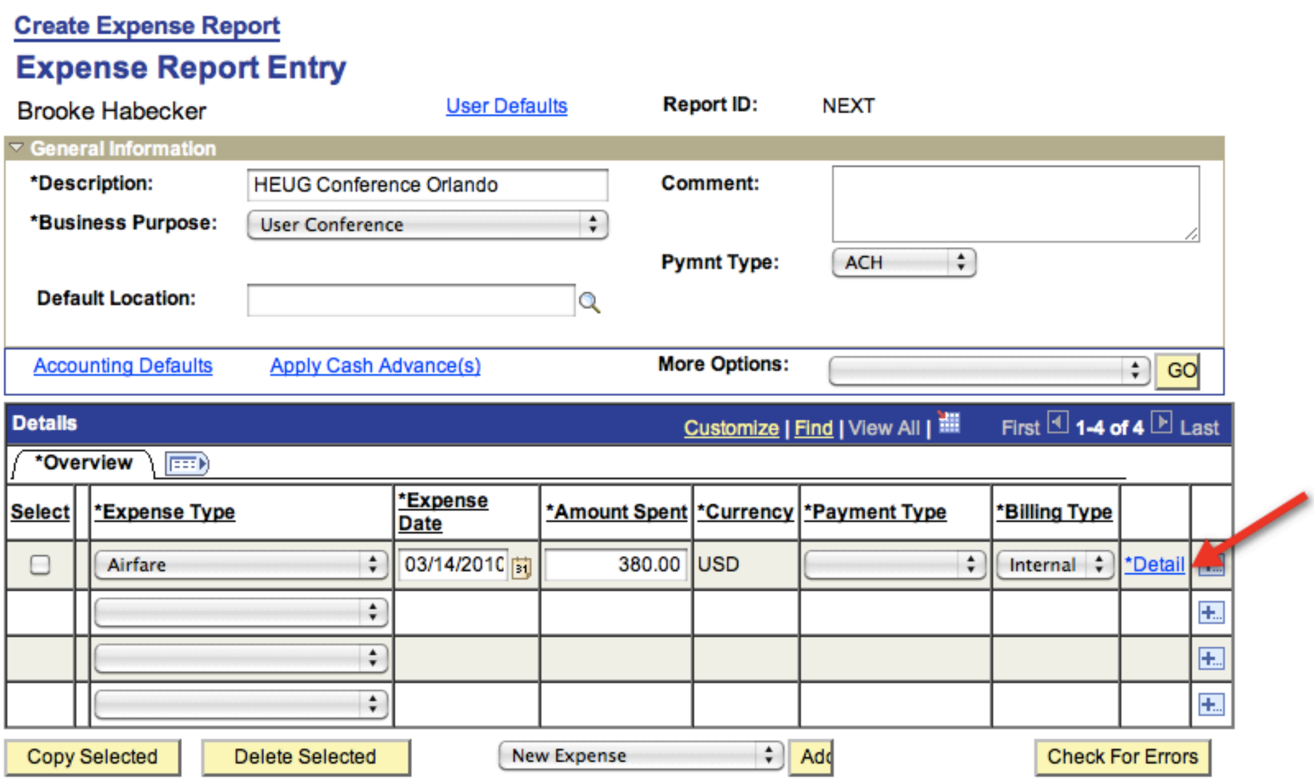


- Choose the Expense Type from the drop down menu. Fill in the date the expense was incurred as well as the amount spent.

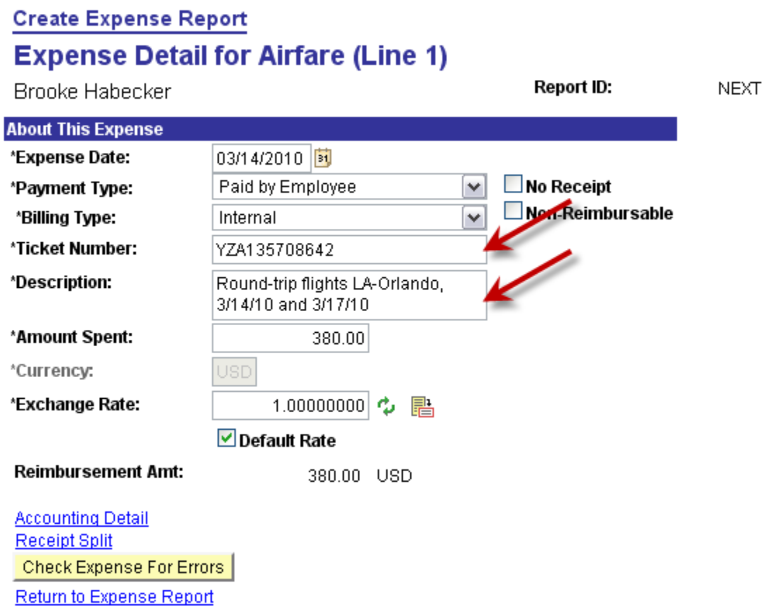
- Select the Payment Type from the drop down menu. There is only one choice, but it must be selected or the expense report cannot be saved. The Billing Type field also has only one value, but it is automatically selected.



Click on the “Detail” link to add a description, chart strings, and other information.

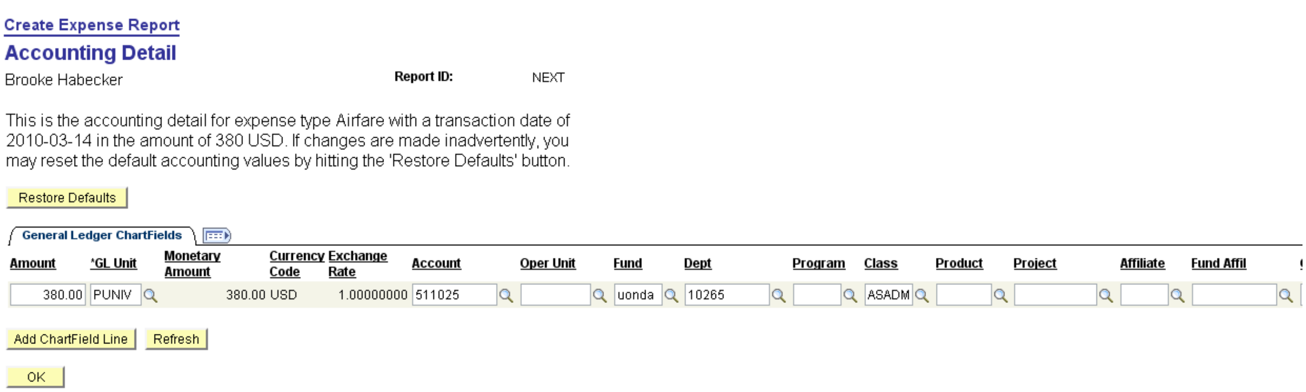


- Enter a detailed description of the expense (who, what, where, when, why). Airfare reimbursements require the ticket number; mileage reimbursements require the number of miles driven.



- Click on “Accounting Detail” to enter chart fields.

- Fill in the Class field and make any necessary changes to other chart fields.

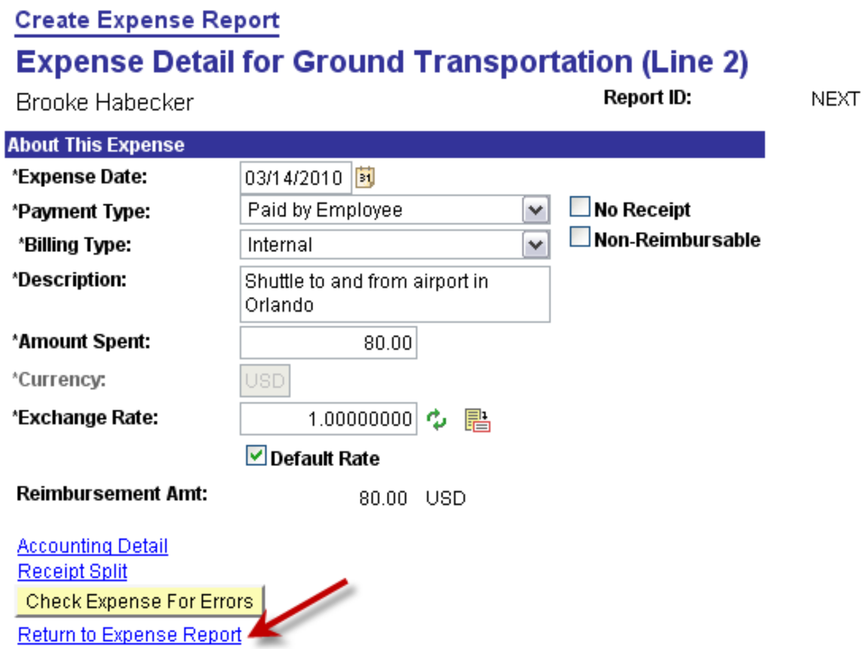


- If the expense is to be split between multiple chart strings, click “Add ChartField Line” to add more lines.

- Click “OK” when you have finished.

You will be returned to the Expense Detail page.

- From the Expense Detail page, click the “Return to Expense Report” link to return to the Entry page.

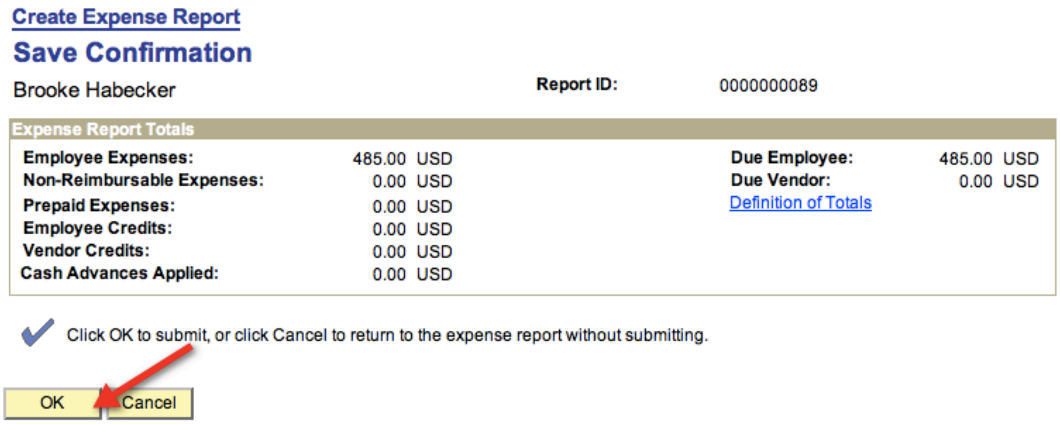


- Continue to add lines to the Expense Report until all expenses are accounted for. If more than four lines are needed, click the icon to add lines.

When you are finished entering expense lines, you can submit the expense report for approval, or save the report without submitting it.

- If you want to submit the expense report for approval, click the “Submit” button.

- Click “OK” to confirm the submission.



You will be returned to a view-only copy of your expense report. The Report ID is visible at upper right. Once submitted for approval, a reimbursement is not available for modification.

The Accounts Payable Office will approve the expense report once all backup is received and correct.

Create Expense Report is complete.