

PEPPERDINE UNIVERSITY

Creating An Expense Report

Reimbursement requests are made with Expense Reports through the Travel and Expense Center in PeopleSoft Financials. It is the responsibility of the employee who incurred the expense to collect and organize the appropriate original receipts, and submit them along with a PeopleSoft Expense Report in a timely manner.

Receipts must be scanned and electronically attached to the Expense Report. Multiple receipts may be taped to a single page and scanned as a single file. If all receipts are not attached to the Expense Report, the report will be sent back to the payee for revision.

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

- Click on the Travel and Expense Center link.

The screenshot displays the Pepperdine University PeopleSoft Financials interface. At the top, the university's name and logo are visible. Below the header, there is a navigation bar with links for "Personalize", "Content", and "Layout". The main content area is divided into two panels. The left panel, titled "Menu", contains a search bar and a list of navigation options including "My Favorites", "Employee Self-Service", "Manager Self-Service", "Supplier Contracts", "Pepperdine", "Customers", "Promotions", "Customer Contracts", "Order Management", "Vendors", "Purchasing", "eProcurement", "Services Procurement", "Program Management", "Project Costing", "Staffing", "Travel and Expenses", "Accounts Payable", "Commitment Control", and "General Ledger". The right panel, titled "Requisition Process", contains a search bar and a list of navigation options including "Travel and Expense", "Requisitions", and "Credit Cards". A red arrow points to the "Travel and Expense Center" link under the "Travel and Expense" folder.

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

WaveNet Home

Personalize [Content](#) | [Layout](#)

Menu

Search:

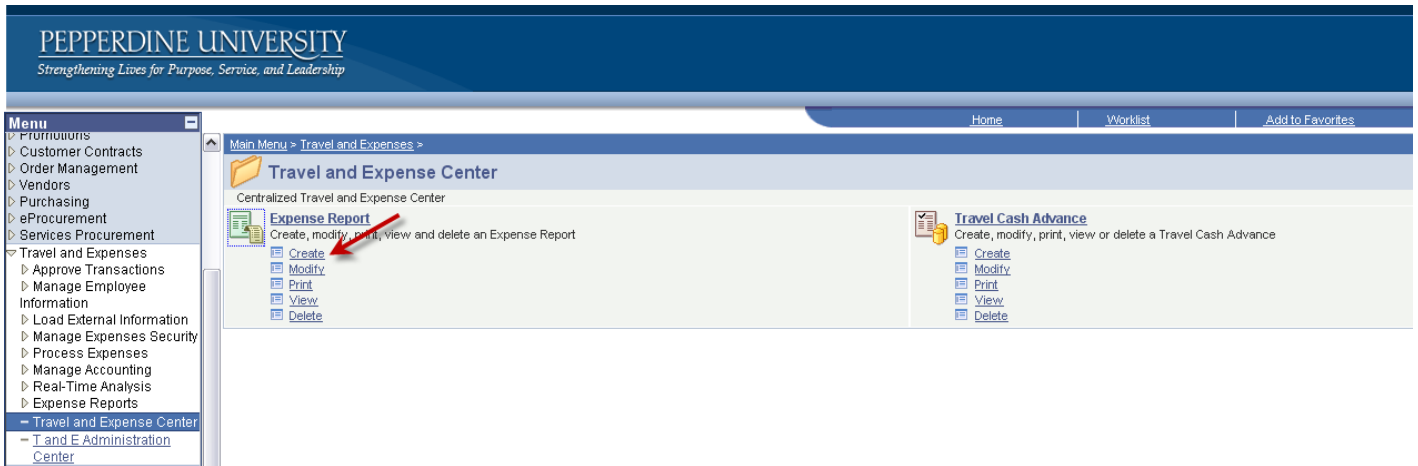
- My Favorites
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Pepperdine
- Customers
- Promotions
- Customer Contracts
- Order Management
- Vendors
- Purchasing
- eProcurement
- Services Procurement
- Program Management
- Project Costing
- Staffing
- Travel and Expenses
- Accounts Payable
- Commitment Control
- General Ledger

Requisition Process

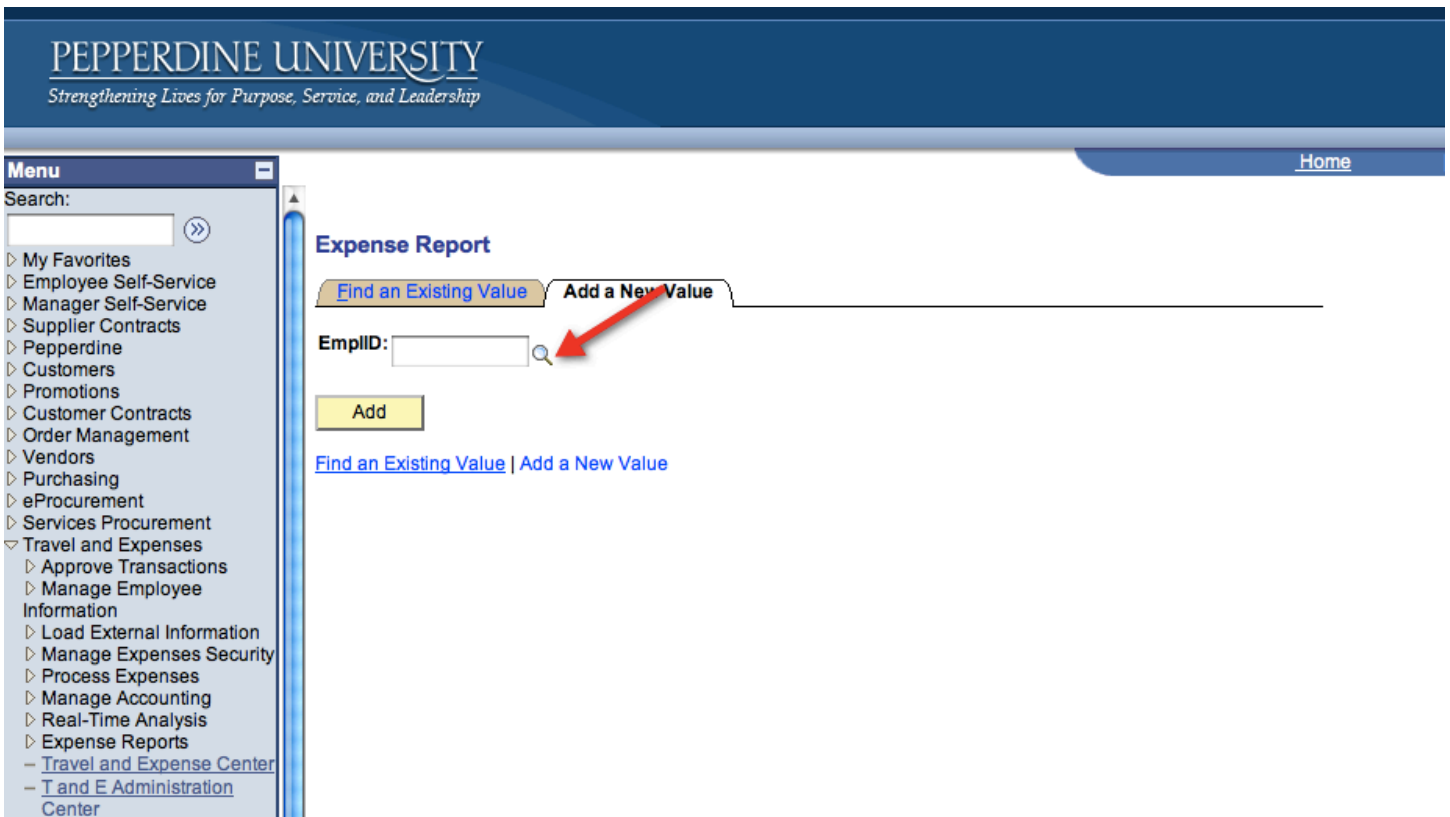
Requisition, PO, Voucher, and Payment processing

- Travel and Expense**
 - [Travel and Expense Center](#)
 - [Approve Transactions](#)
 - [Expense Rpt by Submitter ID](#)
 - [Expense Report Approver by Rpt](#)
 - [Expense Report Detail by Rpt](#)
- Requisitions**
 - [Create/Modify Requisitions](#)
 - [Copy Requisitions](#)
 - [Requisition Inquiry](#)
 - [Reg Workflow Status - All Regs](#)
 - [Review Requisitions](#)
 - [Requisition Status](#)
 - [Reg Accounting Entries](#)
- Credit Cards**
 - [Reallocate Statement](#)
 - [CC Transaction Detail by CC #](#)
 - [CC Trans Detail by Department](#)

- 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 the magnifying glass icon to search by name or CWID.



- Use the drop-down menu to select “Name” if you wish to search by name.

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Strengthening Lives for Purpose, Service, and Leadership

Menu: Search: []

Look Up EmplID

Search by: **EmplID** begins with []

Look Up Cancel Advanced Lookup

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All First 1-100 of 300 Last

EmplID	Name
011150590	Farrell, Selina K
011432368	Fears, Lisa
011455405	Ellis, Ashton Dowden
011477694	Ferris, Panida
011479298	Horney, John William
011491721	Midura, Matthew J
011492712	Lawrence, Tara A
011492948	Elsasser, Christopher W
011492866	Johnson, Kerri D
011493078	Margules, Michelle I
011494046	Aaronson, Anthony E
011494686	Wenger, Kathleen S
011495382	Caldwell, Beth C
011495588	Nolan, John J
011496145	Nelson, Mark Wayne
011496704	Saxon, Ann Victoria
011496891	Wieber, Jonathan C
011497431	Furrow, Patrick F
011497721	Fredolin, Jennifer
011498997	Sarmiento, Ricardo A
011499054	Diener, Alexander C

- Type a few characters of the name or CWID you’re looking for.
- Click “Look Up”.
- Click on the name of the employee to be reimbursed.

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Strengthening Lives for Purpose, Service, and Leadership

Menu: Search: []

Look Up EmplID

Search by: **EmplID** begins with 046908692

Look Up Cancel Advanced Lookup

Search Results

View All First 1 of 1 Last

EmplID	Name
046908692	Habecker, Brooke E

- Click “Add”

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Home Worklist Add to Favorites Sign out

Menu Search: [x]

- My Favorites
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Pepperdine
- Customers
- Promotions
- Customer Contracts
- Order Management
- Vendors
- Purchasing
- eProcurement
- Services Procurement
- Travel and Expenses
 - Approve Transactions
 - Manage Employee Information
 - Load External Information
 - Manage Expenses Security
 - Process Expenses
 - Manage Accounting
 - Real-Time Analysis
 - Expense Reports
 - Travel and Expense Center
 - T and E Administration Center
- Accounts Payable
- Commitment Control
- General Ledger
- SCM Integrations
- Set Up Financials/Supply Chain
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Print Your Queries

Expense Report

Find an Existing Value Add a New Value

EmpID: 046908692

Add

Find an Existing Value Add a New Value

A blank expense report will display.

Create Expense Report

Expense Report Entry

Brooke Habecker

User Defaults

Report ID: NEXT

Quick Start:

A Blank Report

GO

General Information

*Description: [Text Box]

*Business Purpose: [Text Box]

Default Location: [Text Box]

Comment: [Text Box]

Pymnt Type: Check

Accounting Defaults Apply Cash Advance(s) More Options: [Text Box] GO

Details Customize Find View All First 1-4 of 4 Last

Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
	[Dropdown]					
	[Dropdown]					
	[Dropdown]					
	[Dropdown]					

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals Update Totals

Save For Later Submit

Return to Travel and Expense Center

- Enter an overall description of the event.

Create Expense Report

Expense Report Entry

Brooke Habecker [User Defaults](#) Report ID: NEXT

Quick Start:

***Description:** HEUG Conference Orlando
***Business Purpose:**
Default Location:

Comment:
Pymnt Type:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) **More Options:**

Details [Customize](#) | [Find](#) | [View All](#) | First 1-4 of 4 Last

Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	<input type="button" value="v"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="button" value="v"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="button" value="v"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="button" value="v"/>						<input type="button" value="+"/>

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Return to Travel and Expense Center](#)

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

Create Expense Report

Expense Report Entry

Brooke Habecker [User Defaults](#) Report ID: NEXT

Quick Start:

***Description:** HEUG Conference Orlando
***Business Purpose:** User Conference
Default Location:

Comment:
Pymnt Type:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) **More Options:**

Details [Customize](#) | [Find](#) | [View All](#) | First 1-4 of 4 Last

Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	<input type="button" value="v"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="button" value="v"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="button" value="v"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="button" value="v"/>						<input type="button" value="+"/>

- 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.

Create Expense Report

Expense Report Entry

Brooke Habecker

User Defaults

Report ID: NEXT

Quick Start:

A Blank Report

GO

General Information

*Description:

HEUG Conference Orlando

*Business Purpose:

User Conference

Default Location:

Comment:

Pymnt Type:

ACH

Accounting Defaults

Apply Cash Advance(s)

More Options:

GO

Details

Customize | Find | View All |

First 1-4 of 4 Last

Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
							+
							+
							+
							+

Copy Selected

Delete Selected

New Expense

Add

Check For Errors

- To attach scanned receipts or other electronic documentation to the expense report, click on the Attachments icon.

Create Expense Report

Expense Report Entry

Brooke Habecker

[User Defaults](#)

Report ID: NEXT

Quick Start:

A Blank Report

GO

General Information

*Description: HEUG Conference Orlando

Comment:

*Business Purpose: User Conference

Pymnt Type:

ACH

Default Location:



[Accounting Defaults](#)

[Apply Cash Advance\(s\)](#)

More Options:

GO

Details

[Customize](#) | [Find](#) | [View All](#) |

First 1-4 of 4 Last

Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
							+...
							+...
							+...
							+...

Copy Selected

Delete Selected

New Expense

Add

Check For Errors

- Click the "Attach" button.

Expense Attachments

Attachments

Report ID: NEXT

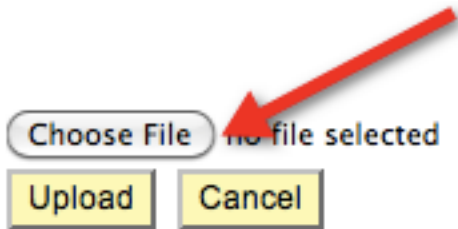
Attachment Description	Attachment Id	Attach	View	Delete
1		Attach	View	Delete

Additional Attachment

OK

Cancel

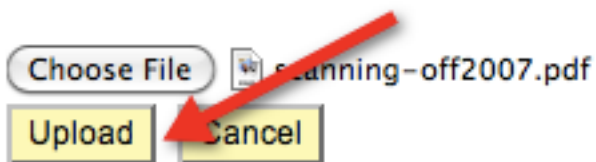
- Click “Choose File”



- Browse your computer for the appropriate file(s).

When the files have been chosen, the file name will appear on the Attachments screen.

- Click “Upload”.



A unique ID will be assigned to your attachment. You may choose to type in a more memorable name.

Expense Attachments

Attachments

Report ID: NEXT

<u>Attachment</u> <u>Description</u>	<u>Attachment Id</u>	<u>Attach</u>	<u>View</u>	<u>Delete</u>
1 Receipts	469086922011-02-07-14.34.32	Attach	View	Delete

Additional Attachment

OK Cancel

You may add additional attachments by clicking the “Additional Attachments” button.

Expense Attachments

Attachments

Report ID: NEXT

	<u>Attachment Description</u>	<u>Attachment Id</u>	Attach	View	Delete
1	Receipts	469086922011-02-07-14.34.32	Attach	View	Delete

Additional Attachment

OK

Cancel

- Click “OK” when you are finished adding attachments.

Expense Attachments

Attachments

Report ID: NEXT

	<u>Attachment Description</u>	<u>Attachment Id</u>	Attach	View	Delete
1	Receipts	469086922011-02-07-14.34.32	Attach	View	Delete

Additional Attachment

OK

Cancel

You will be returned to the Expense Report Entry screen.

Choose the Expense Type from the drop down menu. Fill in the date on which 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.

Create Expense Report

Expense Report Entry

Brooke Habecker

[User Defaults](#)

Report ID: NEXT

General Information

*Description: HEUG Conference Orlando

Comment:

*Business Purpose: User Conference

Reference:

Default Location:

[Accounting Defaults](#)

[Apply Cash Advance\(s\)](#)

More Options:

Details

[Customize](#) | [Find](#) | [View All](#) | [First](#) [1-4 of 4](#) [Last](#)

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	Airfare	03/14/2010	380.00	USD		Internal	*Detail	+...
								+...
								+...
								+...

Copy Selected

Delete Selected

New Expense

Add

Check For Errors

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

Create Expense Report

Expense Report Entry

Brooke Habecker

[User Defaults](#)

Report ID: NEXT

General Information

***Description:**

***Business Purpose:**

Default Location:

Comment:

Pymnt Type:

[Accounting Defaults](#)
[Apply Cash Advance\(s\)](#)
More Options:

Details
[Customize](#) | [Find](#) | [View All](#) | 1-4 of 4

***Overview**

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	<input type="text" value="Airfare"/>	<input type="text" value="03/14/2010"/>	<input type="text" value="380.00"/>	<input type="text" value="USD"/>	<input type="text"/>	<input type="text" value="Internal"/>	*Detail
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

Totals

Employee Expenses:	380.00 USD	Due Employee:	380.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Return to Travel and Expense Center](#)

Information entered on the Entry page will automatically populate on the Detail page.
All fields with an asterisk are required. Save will not be allowed if these fields are blank.

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

Create Expense Report

Expense Detail for Airfare (Line 1)

Brooke Habecker

Report ID:

NEXT

About This Expense

*Expense Date:	03/14/2010
*Payment Type:	Paid by Employee <input type="checkbox"/> No Receipt
*Billing Type:	Internal <input type="checkbox"/> Non-Reimbursable
*Ticket Number:	YZA135708642
*Description:	Round-trip flights LA-Orlando, 3/14/10 and 3/17/10
*Amount Spent:	380.00
*Currency:	USD
*Exchange Rate:	1.00000000
	<input checked="" type="checkbox"/> Default Rate
Reimbursement Amt:	380.00 USD

[Accounting Detail](#)

[Receipt Split](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

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

The account number will automatically populate based upon the Expense Type assigned to the line. The Account, Fund, Department, and Class fields are required. Additionally, the Program field is required for Department IDs associated with the schools.

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

[Create Expense Report](#)

[Accounting Detail](#)

Brooke Habecker

Report ID:

NEXT

This is the accounting detail for expense type Airfare with a transaction date of 2010-03-14 in the amount of 380 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

[Restore Defaults](#)

General Ledger ChartFields													
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Fund	Dept	Program	Class	Product	Project	Affiliate
380.00	PUNIV	380.00 USD	1.00000000		511025		uonda	10265		ASADM			

[Add ChartField Line](#) [Refresh](#)

[OK](#)

- 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.

- Clicking on the “Check Expense for Errors” button will validate the chart fields and alert the user to any missing information.

[Create Expense Report](#)

Expense Detail for Ground Transportation (Line 2)

Brooke Habecker

Report ID:

[NEXT](#)

About This Expense

*Expense Date:	03/14/2010	
*Payment Type:	Paid by Employee	<input type="checkbox"/> No Receipt
*Billing Type:	Internal	<input type="checkbox"/> Non-Reimbursable
*Description:	Shuttle to and from airport in Orlando	
*Amount Spent:	80.00	
*Currency:	USD	
*Exchange Rate:	1.00000000	
	<input checked="" type="checkbox"/> Default Rate	
Reimbursement Amt:	80.00	USD

[Accounting Detail](#)

[Receipt Split](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

If any required information or chart fields are missing or invalid, you will see the following message. Make necessary corrections by returning to the Accounting Detail page.

[Create Expense Report](#)

Expense Detail for Ground Transportation (Line 2)

Brooke Habecker

Report ID:

[NEXT](#)

Please enter or update the following information:

Accounting Detail -- An invalid ChartField combination was found on distribution line 1.

About This Expense

*Expense Date:	03/14/2010	
*Payment Type:	Paid by Employee	<input type="checkbox"/> No Receipt

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

Create Expense Report


Expense Detail for Ground Transportation (Line 2)


Brooke Habecker


Report ID:

NEXT

About This Expense

*Expense Date: 03/14/2010 



*Payment Type: Paid by Employee  ☐ No Receipt

*Billing Type: Internal  ☐ Non-Reimbursable

*Description: Shuttle to and from airport in Orlando

*Amount Spent: 80.00

*Currency: USD

*Exchange Rate: 1.00000000  

☒ Default Rate


Reimbursement Amt: 80.00 USD

[Accounting Detail](#)

[Receipt Split](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

- 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.

Create Expense Report

Expense Report Entry

Brooke Habecker


[User Defaults](#)


Report ID:


NEXT


General Information


*Description: HEUG Conference Orlando

*Business Purpose: User Conference 

Default Location: 












Comment: 

Pymnt Type: ACH 

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:  [GO](#)


Details

[Customize](#) | [Find](#) | [View All](#) |  First  1-4 of 4  Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Airfare 	03/14/2010 	380.00	USD		Internal 	*Detail 
							
							
							

Copy Selected

Delete Selected

New Expense 

Add

Check For Errors

A Note About Mileage

Adding a mileage expense is a slightly different process. Trips may be entered on the Expense Report lines or on the Accounts Payable mileage log, which can be found on the Finance web site (<http://services.pepperdine.edu/finance/forms/>) under the Accounts Payable heading. If you are entering mileage as a lump sum on the Expense Report and using the Mileage Log, the date for the mileage expense should be the date of the earliest trip.

- Choose Mileage from the Expense Type drop-down menu. Notice that the Amount Spent is not editable.
- Click on the "Detail" link.

Create Expense Report

Expense Report Entry

Brooke Habecker

[User Defaults](#)

Report ID: NEXT

General Information

*Description: HEUG Conference Orlando

Comment:

*Business Purpose: User Conference

Pymnt Type:

ACH

Default Location:

[Accounting Defaults](#)

[Apply Cash Advance\(s\)](#)

More Options:

GO

Details

[Customize](#) | [Find](#) | [View All](#) |

First 1-4 of 4 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	Airfare	03/14/2010	380.00	USD	Paid by Employ	Internal	*Detail	
<input type="checkbox"/>	Ground Transportation	03/14/2010	80.00	USD	Paid by Employ	Internal	*Detail	
<input type="checkbox"/>	Mileage	03/14/2010	0.00	USD		Internal	*Detail	

Copy Selected

Delete Selected

New Expense

Add

Check For Errors

Totals

Employee Expenses:	460.00 USD	Due Employee:	460.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

Update Totals

Save For Later

Submit

[Return to Travel and Expense Center](#)

Enter the miles driven in the box labeled “Miles”. If you are using the mileage log, enter the total number of miles driven for all trips. If the mileage will be detailed on the Expense Report lines, enter only the mileage for one trip per line. The rate appears to the right of the box and is dependent upon the Expense Date entered on the Entry page.

- In the Description box, enter a starting point and destination, along with a detailed description of the trip (who, what, where, when, and why).
- Click “Return to Expense Report”.

Create Expense Report







Expense Detail for Mileage (Line 3)

Brooke Habecker

Report ID:

NEXT

About This Expense

*Expense Date:	03/14/2010 
*Payment Type:	Paid by Employee 
*Billing Type:	Internal 
*Miles:	50 x 0.5000
*Description:	Mileage, less regular commute, to and from LAX.
*Amount Spent:	0.00
*Currency:	USD 
*Exchange Rate:	1.00000000  
	<input checked="" type="checkbox"/> Default Rate

Reimbursement Amt: 0.00 USD

[Accounting Detail](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

You will see the calculated mileage reimbursement in the Amount Spent field.

Create Expense Report

Expense Report Entry

Brooke Habecker

[User Defaults](#)

Report ID:

NEXT

General Information

*Description: HEUG Conference Orlando

Comment:

*Business Purpose: User Conference

Pymnt Type:

ACH

Default Location:

[Accounting Defaults](#)

[Apply Cash Advance\(s\)](#)

More Options:

GO

Details

[Customize](#) | [Find](#) | [View All](#) |

First 1-4 of 4 Last

Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	Airfare	03/14/2010	380.00	USD	Paid by Employ	Internal	*Detail	+
<input type="checkbox"/>	Ground Transportation	03/14/2010	80.00	USD	Paid by Employ	Internal	*Detail	+
<input type="checkbox"/>	Mileage	03/14/2010	25.00	USD	Paid by Employ	Internal	*Detail	+
								+

Copy Selected

Delete Selected

New Expense

Ad

Check For Errors

Totals

Employee Expenses: 485.00 USD
Non-Reimbursable Expenses: 0.00 USD
Prepaid Expenses: 0.00 USD
Employee Credits: 0.00 USD
Vendor Credits: 0.00 USD
Cash Advances Applied: 0.00 USD

Due Employee: 485.00 USD
Due Vendor: 0.00 USD

[Definition of Totals](#)

Update Totals

Save For Later

Submit

[Return to Travel and Expense Center](#)

If you have several similar expenses – for example, multiple lunches – lines can be copied to minimize typing.

- To copy a line, click the “Select” box at left.

Create Expense Report

Expense Report Entry

Brooke Habecker

[User Defaults](#)

Report ID:

NEXT

General Information

*Description: HEUG Conference Orlando

Comment:

*Business Purpose: User Conference

Pymnt Type:

ACH

Default Location:

[Accounting Defaults](#)

[Apply Cash Advance\(s\)](#)

More Options:

GO

Details

[Customize](#) | [Find](#) | [View All](#) |

First 1-4 of 4 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	Airfare	03/14/2010	380.00	USD	Paid by Employ	Internal	*Detail	+...
<input type="checkbox"/>	Ground Transportation	03/14/2010	80.00	USD	Paid by Employ	Internal	*Detail	+...
<input type="checkbox"/>	Mileage	03/14/2010	0.00	USD		Internal	*Detail	+...
								+...

Copy Selected

Delete Selected

New Expense

Add

Check For Errors

- Click “Copy Selected”.

Details Customize Find View All First 1-4 of 4 Last								
*Overview								
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	Airfare	03/14/2010	380.00	USD	Paid by Employ	Internal	*Detail	+...
<input type="checkbox"/>	Ground Transportation	03/14/2010	80.00	USD	Paid by Employ	Internal	*Detail	+...
<input checked="" type="checkbox"/>	Mileage	03/14/2010	0.00	USD		Internal	*Detail	+...
								+...

Copy Selected

Delete Selected

New Expense

Add

Check For Errors

You may copy a line once and specify the expense date, or you may add multiple lines with multiple dates within a range.

Expense Report

Copy Selected Expenses

Brooke Habecker

Report ID:

NEXT

You are about to copy the following expense line(s) into one or more new expense lines. Select the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or select Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.

Expense Type	Expense Date	Amount Spent	Currency
Mileage	03/14/2010		USD

Copy Option

☒ Copy to One Date
 To Date:

☐ Copy to Range of Dates
 From Date:
To Date:
☐ Include Weekends
 ☐ Include Holidays

OK Cancel

- Enter a date or range of dates.
- Click “OK”.

Expense Report

Copy Selected Expenses

Brooke Habecker

Report ID:

NEXT

You are about to copy the following expense line(s) into one or more new expense lines. Select the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or select Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.

Expense Type	Expense Date	Amount Spent	Currency
Mileage	03/14/2010		USD

Copy Option

☒ Copy to One Date
 To Date:

☐ Copy to Range of Dates
 From Date:
To Date:
☐ Include Weekends
 ☐ Include Holidays

OK Cancel

The line(s) will copy all detail and chart string information in addition to what is visible on the entry page.

Expense Report

Expense Report Entry

Brooke Habecker

[User Defaults](#)

Report ID: NEXT

General Information			
*Description:	<input type="text" value="HEUG Conference Orlando"/>	Comment:	<input type="text"/>
*Business Purpose:	<input type="text" value="User Conference"/>	Reference:	<input type="text"/>
Default Location:	<input type="text"/>		
Accounting Defaults		Apply Cash Advance(s)	More Options: <input type="text"/> <input type="button" value="GO"/>

Details							
				Customize	Find	View All	First 1-5 of 5 Last
Overview							
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Airfare	03/14/2010	380.00	USD	Paid by Employ	Internal	*Detail
<input type="checkbox"/>	Ground Transportation	03/14/2010	80.00	USD	Paid by Employ	Internal	*Detail
<input type="checkbox"/>	Mileage	03/14/2010	0.00	USD		Internal	*Detail
<input type="checkbox"/>	Mileage	03/21/2010	0.00	USD		Internal	*Detail
Copy Selected				Delete Selected		New Expense	
						Check For Errors	

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

<input type="button" value="Save For Later"/>	<input type="button" value="Submit"/>
---	---------------------------------------

[Return to Travel and Expense Center](#)

If you click Save For Later, a Report ID will be generated but the request will not be submitted for approval.

[Create Expense Report](#)
Expense Report Entry
 Brooke Habecker [User Defaults](#) **Report ID:** 0000000089

General Information

*Description: HEUG Conference Orlando
 *Business Purpose: User Conference
 Comment:
 Pymnt Type: ACH
 Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: GO

Details [Customize](#) | [Find](#) | [View All](#) | First 1-3 of 3 Last

Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Airfare	03/14/2016	380.00	USD	Paid by Employer	Internal	*Detail
<input type="checkbox"/>	Ground Transportation	03/14/2016	80.00	USD	Paid by Employer	Internal	*Detail
<input type="checkbox"/>	Mileage	03/14/2016	25.00	USD	Paid by Employer	Internal	*Detail

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	485.00 USD	Due Employee:	485.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#) Update Totals

Save For Later Submit

[Return to Travel and Expense Center](#)

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

[Create Expense Report](#)
Save Confirmation
 Brooke Habecker **Report ID:** 0000000089

Expense Report Totals

Employee Expenses:	485.00 USD	Due Employee:	485.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

Click OK to submit, or click Cancel to return to the expense report without submitting.

OK Cancel

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, an expense report is not available for modification.

View Expense Report

Expense Report Detail

Brooke Habecker

[User Defaults](#)

Report ID: 0000000089

General Information

Description: HEUG Conference Orlando
Business Purpose: User Conference
Status: Submission in Process
Default Location:
Post State: Not Applied
Comment:
Reference: ACH
Last Updated: 09/24/2010 **By:** 46908692

[Accounting Defaults](#)

Details

[Customize](#) | [Find](#) | [View All](#) | First 1-3 of 3 Last

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
Airfare	03/14/2010	380.00	USD	Paid by Employee	Internal	Detail
Ground Transportation	03/14/2010	80.00	USD	Paid by Employee	Internal	Detail
Mileage	03/14/2010	25.00	USD	Paid by Employee	Internal	Detail

Totals

Employee Expenses: 485.00 USD **Due Employee:** 485.00 USD
Non-Reimbursable Expenses: 0.00 USD **Due Vendor:** 0.00 USD
Prepaid Expenses: 0.00 USD
Employee Credits: 0.00 USD
Vendor Credits: 0.00 USD
Cash Advances Applied: 0.00 USD

[Definition of Totals](#)

[Return to Search](#) [Notify](#)

If any required fields are missing when “Save for Later” or “Submit” is clicked, a red flag will display next to the incomplete line.

Create Expense Report

Expense Report Entry

Brooke Habecker

[User Defaults](#)

Report ID: 0000000089

General Information

***Description:** HEUG Conference Orlando
***Business Purpose:** User Conference
Default Location:
Comment:
Pymnt Type: ACH

[Accounting Defaults](#)

[Apply Cash Advance\(s\)](#)

More Options: [GO](#)

Details

[Customize](#) | [Find](#) | [View All](#) | First 1-3 of 3 Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Airfare	03/14/2010	380.00	USD	Paid by Employ	Internal	Detail
<input type="checkbox"/>	Ground Transportation	03/14/2010	80.00	USD	Paid by Employ	Internal	Detail
<input type="checkbox"/>	Mileage	03/14/2010	25.00	USD	Paid by Employ	Internal	Detail

[Copy Selected](#) [Delete Selected](#) [New Expense](#) [Add](#) [Check For Errors](#)

Totals

Employee Expenses: 485.00 USD **Due Employee:** 485.00 USD
Non-Reimbursable Expenses: 0.00 USD **Due Vendor:** 0.00 USD
Prepaid Expenses: 0.00 USD
Employee Credits: 0.00 USD
Vendor Credits: 0.00 USD
Cash Advances Applied: 0.00 USD

[Definition of Totals](#)

[Update Totals](#)

[Save For Later](#) [Submit](#)

- Clicking the flag icon will take you to the field that is missing information. Make necessary changes.

[Create Expense Report](#)


Expense Detail for Ground Transportation (Line 2)

Brooke Habecker Report ID: 0000000089

Please enter or update the following information:



Description

About This Expense

*Expense Date: 03/14/2010 



*Payment Type: Paid by Employee ☐ No Receipt

*Billing Type: Internal ☐ Non-Reimbursable

*Description:  

*Amount Spent: 80.00

*Currency: USD

*Exchange Rate: 1.00000000  

☒ Default Rate

Reimbursement Amt: 80.00 USD

[Accounting Detail](#)

[Receipt Split](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

- Collect and organize all receipts.
- Number the receipts in the order the associated expenses appear on your reconciliation.
- Scan the receipts. Attach the electronic document to the Expense Report.

The reconciliation will be approved by the Accounts Payable Office once all backup is received and correct.

Create An Expense Report is complete.