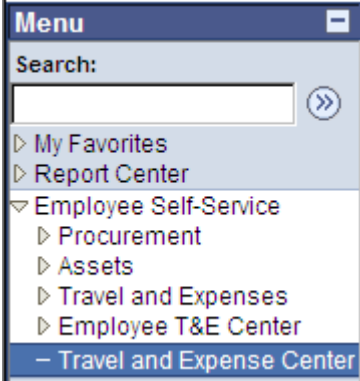
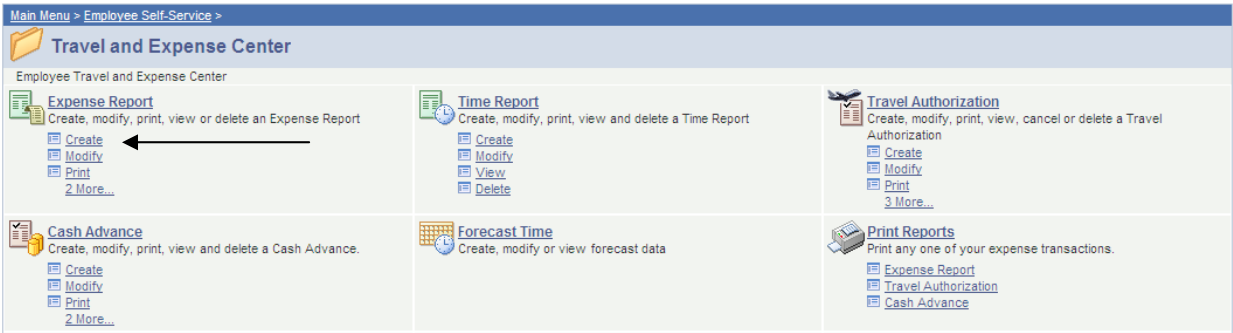


Adding Multiple Expense Report Lines

1.	<p>Begin by navigating to the Expense Report Entry page.</p> <p>Employee Self Service → Travel and Expense Center</p> 
2.	<p>Click Create under Expense Report in the Main Page</p> 
3.	<p>A search box appears. Your employee id will default in.</p> <p>Expense Report</p> <p>Find an Existing Value Add a New Value</p> <p>EmpIID: <input type="text" value="19955668"/> 🔍</p> <p>Add</p> <p>Find an Existing Value Add a New Value</p>
4.	<p>Enter the correct employee id into the EmpIID field and click Add</p> <p><input type="text"/> Add</p>

5. The **Expense Report Entry** page enables you to easily add expense lines and provide general information as well as other details that are specific for expense types.

[Create Expense Report](#)

Expense Report Entry

Patricia Obrien [User Defaults](#) Report ID: NEXT

Quick Start:

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location:

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

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

[*Overview](#) | [Detail](#) | [Location](#) | [Merchant](#) | [Air/Hotel](#) | [Mileage](#) | [*Currency](#) |

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

Totals

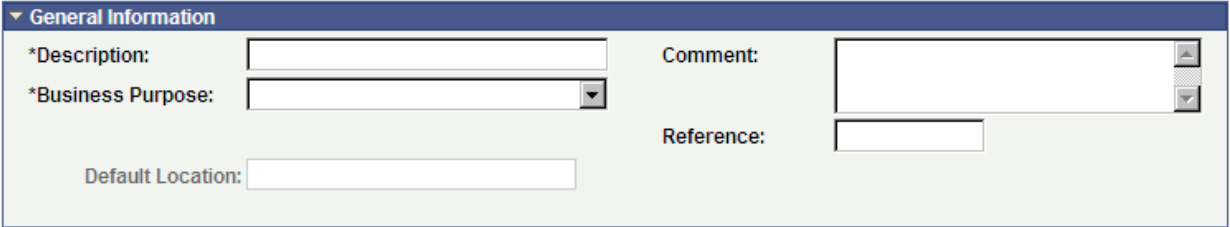
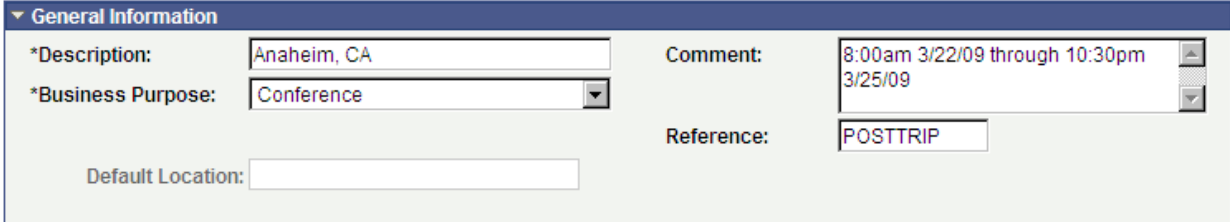
Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#)

6. You can use the **Quick Start** drop-down at the top of the page to select from the following values to change the method used for creating an expense report. You can set up the **Quick Start** drop-down to default in values through User Defaults.

- **A Blank Report:** Select to start with a blank report.
- **An Existing Report:** Select to access the **Copy From an Existing Report** page, where you can select an existing expense report from which to create a new expense report that contains similar information.
- **A Template:** Select to access the **Select a Template** page, where you can select a template to use to base a new expense report on.
- **A Travel Authorization:** Select to access the **Populate From A Travel Authorization** page, where you can select a travel authorization from which to create a new expense report that contains similar information. **NOTE:** most departments will not have *online* travel authorizations. This is not to be confused with the requirement to have an *authorization to travel*.

7.	<p>General Information section defines general information about the expenses incurred for the report.</p> 
8.	<p>The Description field will <i>usually</i> have no default value, but you can override this if desired.</p> <p>Travel Expense: Enter the City, State (or City, Country if foreign travel) of the travel.</p> <p>Business Expense: Enter RMB then something that identifies the reimbursement plus the date. Ex: RMBMEAL/022309 or RMBSTAPLES/012909</p>
9.	<p>Select a purpose from the Business Purpose list. Because tax laws require a business purpose for business expenses, this field is required.</p> <p>Click the Business Purpose list and select the appropriate purpose</p> <p>NOTE: if this is a reimbursement of a business expense and <i>not travel</i>, the Business Purpose selected must be "OTHER-WRITTEN DESCR REQ'D"</p>
10.	<p>In the Comments field enter the following information:</p> <p>Travel Expense: enter the time and date(s) of the travel. Ex: 10:00am 2/1/09 through 9:00pm 2/4/09.</p> <p>Business Expense: Enter an explanation of the business purpose of the reimbursement. You must address who, what, where and why</p>
11.	<p>Reference: This field is an open field but we recommend that you enter PRETRIP or POST TRIP. This should help with tracking pre and post trip expenses for travel.</p>
12.	

13. The **Accounting Defaults** link to accesses the **Accounting Defaults** page to view or modify the accounting Chartfields and the distribution split. The split can only be by a percentage. If you need to split an expense by a dollar amount, we recommend entering two expense lines and charge each one to the different Chartfield string

The Chartfields entered here apply to all lines on the expense report. You can override this at the line level.

Create Expense Report

Expense Report Entry

Patricia Obrien [User Defaults](#) Report ID: NEXT

Quick Start:

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location:

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

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

14. Click the **Accounting Defaults**

Create Expense Report

Accounting Defaults

Patricia Obrien Report ID: NEXT

Accounting Summary

%	*GL Unit	SpeedChart	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
100.00	UMAMH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[User Defaults](#)

15. Enter the SpeedChart for the expense report and tab out. Chartfields will populate.

Create Expense Report

Accounting Defaults

Patricia Obrien Report ID: NEXT

Accounting Summary

%	*GL Unit	SpeedChart	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
100.00	UMAMH	<input type="text"/>	51342	A8600000	F10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[User Defaults](#)

←

16. Click **OK** to return to expense report

17. NOTE: If you had received a cash advance, click the **Apply Cash Advance(s)** link to access the **Apply Cash Advance(s)** page and select and apply part or all of a cash advance to the expense report. See "Applying Cash Advances" job aid.

18. To enter multiple expenses at one time, click the drop down next to **Add** in the Details Section:

[Create Expense Report](#)

Expense Report Entry

Patricia Obrien

[User Defaults](#)

Report ID:

NEXT

General Information

*Description: Anaheim,CA Comment: 8:00am 3/22/09 through 10:30pm
3/25/09

*Business Purpose: Conference

Reference: POSTTRIP

Default Location: _____

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

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

*Overview	Detail	Location	Merchant	Air/Hotel	Mileage	*Currency					
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type					
											+...
											+...
											+...
											+...

Copy Selected Delete Selected **New Expense** Add Check For Errors

Totals

Employee Expenses:	107.80 USD	New Expense	107.80 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 [Expense Report Project Summary](#) [Printable View](#)

Select **Multiple Expenses** and then click **Add**

19. Adjust the dates to reflect the date you want to use on the expense report. Then click the checkbox next to the expenses you wish to report in the **One Day** column.

NOTE: If your Date Range is greater than one day and you check the box in the All Days column you will get a row for each day for each expense report.

Create Expense Report

Add Multiple Expenses

Patricia Obrien

Report ID: NEXT

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range


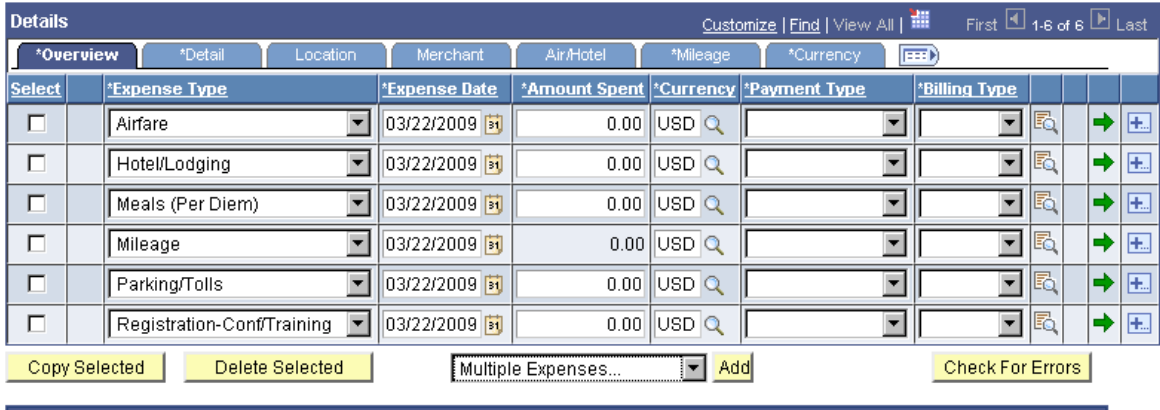

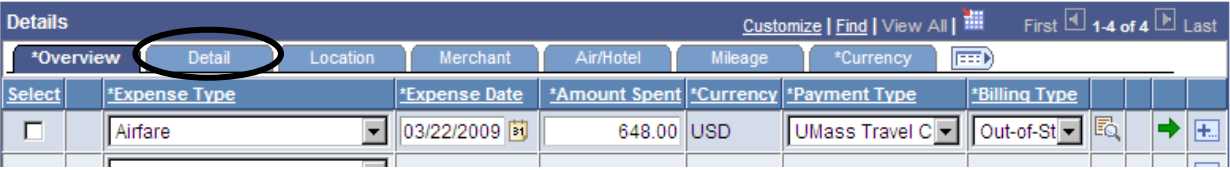
From: 03/22/2009 To: 03/22/2009

Add Expense Types:

One Day	All Days	Expense Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Airfare
<input type="checkbox"/>	<input type="checkbox"/>	Automobile Rental
<input type="checkbox"/>	<input type="checkbox"/>	Business Meeting
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hotel/Lodging
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meals (Per Diem)
<input type="checkbox"/>	<input type="checkbox"/>	Membership Dues/Fees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mileage
<input type="checkbox"/>	<input type="checkbox"/>	Mileage-Moving Only
<input type="checkbox"/>	<input type="checkbox"/>	Moving Expenses
<input type="checkbox"/>	<input type="checkbox"/>	Non-Capital Equipment
<input type="checkbox"/>	<input type="checkbox"/>	Other Job Related Expenses
<input type="checkbox"/>	<input type="checkbox"/>	Other Travel Expenses
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking/Tolls
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Registration-Conf/Training
<input type="checkbox"/>	<input type="checkbox"/>	Taxable Travel
<input type="checkbox"/>	<input type="checkbox"/>	Telephone/Internet
<input type="checkbox"/>	<input type="checkbox"/>	Tuition

Continue

20. **NOTE:** non travel employee reimbursements should select **Other Job Related Expenses** or **Non-Capital Equipment** as appropriate depending on what the reimbursement is for.

21.	Click  when finished
22.	 <p>Complete the expense report as normal:</p> <ul style="list-style-type: none"> ➤ Enter the date traveled into the Expense Date field. Enter the date when the transaction began or occurred. ➤ Enter the desired information into the Amount Spent field. ➤ Click the Payment Type list and select appropriate type. "Out of Pocket" will reimburse the employee, "UMass Travel Card" will reimburse the employee's travel card ➤ Click the Billing Type list and select appropriate type: Out-of-State, In-State, Foreign Travel, or Non Travel Expense
23.	<p>Click the Accounting Detail button at the end of the row, , to access the Accounting Detail page and view or edit ChartFields. If you need to change the accounting from what you entered on the header, [Step 15] do it here.</p>
24.	<p>Click the Detail tab.</p> 

25.

*Overview	Detail	Location	Merchant	Air/Hotel	Mileage	*Currency
Select	*Expense Type	*Expense Date	Description	Non-Reimbursable	No Receipt	
<input type="checkbox"/>	Airfare	03/22/2009	Southwest Airlines 3/22/09	<input type="checkbox"/>	<input type="checkbox"/>	

The **Description** field entry depends on the expense type on the line:

- the Merchant or vendor of the auto rental, the name of the hotel or the airline and the date range the expense occurred. For example on an expense line for hotel: “Marriot NY, 2/1/09 through 2/3/09” or “Avis Rent-a-Car, 1/18/09 through 1/20/09”; for airfare: “Southwest Airlines 3/22/09 departure from Boston; 3/25/09 arrival from Anaheim”
- Registration: the name of the conference attending
- Business meeting: you will need to list the attendees and description of the meeting.
- Non travel reimbursement – complete description of what the reimbursement is for


26.

NOTE: Select **Non-Reimbursable** if charges are neither business related nor subject to employee reimbursement.

27.

NOTE: When driving your own vehicle the Expense Type chosen will be "Mileage". Enter the number of miles travelled on the **Mileage** tab and the system will calculate the reimbursement amount.

28.

Click the **Overview** tab. Continue to add expense lines [repeat from step 19]
If you need to add more expense lines, click the  at the end of the row. If you know you will have multiple lines, you can add lines quickly – see job aid “Adding Multiple Expense Report Lines”

29.

The **Overview** tab for the example being used in this job aid:

Details							Customize	Find	View All	First	1-8 of 8	Last
*Overview	*Detail	Location	Merchant	Air/Hotel	*Mileage	*Currency						
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type						
<input type="checkbox"/>	Airfare	03/22/2009	648.00	USD	UMass Travel C	Out-of-St						
<input type="checkbox"/>	Hotel/Lodging	03/22/2009	580.00	USD	UMass Travel C	Out-of-St						
<input type="checkbox"/>	Mileage	03/22/2009	107.80	USD	Out of Pocket	Out-of-St						
<input type="checkbox"/>	Parking/Tolls	03/22/2009	4.50	USD	Out of Pocket	Out-of-St						
<input type="checkbox"/>	Parking/Tolls	03/22/2009	95.00	USD	UMass Travel C	Out-of-St						
<input type="checkbox"/>	Registration-Conf/Training	03/22/2009	350.00	USD	UMass Travel C	Out-of-St						
<input type="checkbox"/>	Meals (Per Diem)	03/22/2009	140.00	USD	Out of Pocket	Out-of-St						

30. The **Detail** tab for the example being used in this job aid:

Details													
*Overview		*Detail		Location		Merchant		Air/Hotel		*Mileage		*Currency	
Select	*Expense Type	*Expense Date	*Description	Non-Reimbursable	No Receipt								
<input type="checkbox"/>	Airfare	03/22/2009	Southwest Airlines 3/22/09	<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	Hotel/Lodging	03/22/2009	Anaheim Marriot, 3/22/09	<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	Mileage	03/22/2009	travel to and from Logan airport	<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	Parking/Tolls	03/22/2009	tolls to and from Logan airport	<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	Parking/Tolls	03/22/2009	long term airport parking	<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	Registration-Conf/Training	03/22/2009	Higher Education User	<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	Meals (Per Diem)	03/22/2009	3.5 days per diem	<input type="checkbox"/>	<input type="checkbox"/>								

31. The **Mileage** tab for the example being used in this job aid:

Details													
*Overview		*Detail		Location		Merchant		Air/Hotel		*Mileage		*Currency	
Select	*Expense Type	*Expense Date	Transportation ID	*Miles	Rate	Passengers	Originating Location						
<input type="checkbox"/>	Airfare	03/22/2009											
<input type="checkbox"/>	Hotel/Lodging	03/22/2009											
<input type="checkbox"/>	Mileage	03/22/2009		196.0	0.5500								
<input type="checkbox"/>	Parking/Tolls	03/22/2009											
<input type="checkbox"/>	Parking/Tolls	03/22/2009											
<input type="checkbox"/>	Registration-Conf/Training	03/22/2009											
<input type="checkbox"/>	Meals (Per Diem)	03/22/2009											
<input type="checkbox"/>													

32. Once all the expense items have been entered, you can complete the report.

Patricia Obrien [User Defaults](#) Report ID: NEXT

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location:

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

Details Customize | Find | View All | First 1-8 of 8 Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	Airfare	03/22/2009	648.00	USD	UMass Travel C	Out-of-St		➔
<input type="checkbox"/>	Hotel/Lodging	03/22/2009	580.00	USD	UMass Travel C	Out-of-St		➔
<input type="checkbox"/>	Mileage	03/22/2009	107.80	USD	Out of Pocket	Out-of-St		➔
<input type="checkbox"/>	Parking/Tolls	03/22/2009	4.50	USD	Out of Pocket	Out-of-St		➔
<input type="checkbox"/>	Parking/Tolls	03/22/2009	95.00	USD	UMass Travel C	Out-of-St		➔
<input type="checkbox"/>	Registration-Conf/Training	03/22/2009	350.00	USD	UMass Travel C	Out-of-St		➔
<input type="checkbox"/>	Meals (Per Diem)	03/22/2009	140.00	USD	Out of Pocket	Out-of-St		➔

Click the **Check For Errors** button to check the expense transaction lines for missing or invalid information.

Lines flagged with errors display an error icon between the Select and Expense Type columns.. You can click the icon to go to the **Expense Report - Expense Detail** page, which displays all the errors associated with the expense line.

33. If errors exist for any of the expense lines a red flag will appear between the Select and Expense Type columns.

<input type="checkbox"/>		Meals (Per Diem)	03/22/2009	140.00	USD	Out of Pocket	Out-of-St		➔
--------------------------	--	------------------	------------	--------	-----	---------------	-----------	--	---

34. Click on the red flag. This will bring you to a page that highlights the missing information. You can fix the errors on the same page.

35. **NOTE:** You can save the report without errors and you can modify it later by clicking 'save for later'

36. If you make changes or additions to the expense report, you can click the **Update Totals** button to refresh the report totals.

The screenshot shows the 'Details' section of an expense report. It features a table with columns for Expense Type, Expense Date, Amount Spent, Currency, Payment Type, and Billing Type. Below the table are buttons for 'Copy Selected', 'Delete Selected', 'New Expense', 'Add', and 'Check For Errors'. The 'Totals' section displays various expense categories and their amounts. At the bottom, there are buttons for 'Save For Later', 'Submit', 'Definition of Totals', 'Update Totals' (circled in red), 'Expense Report Project Summary', and 'Printable View'.

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Airfare	03/22/2009	648.00	USD	UMass Travel C	Out-of-St
<input type="checkbox"/>	Hotel/Lodging	03/22/2009	580.00	USD	UMass Travel C	Out-of-St
<input type="checkbox"/>	Mileage	03/22/2009	107.80	USD	Out of Pocket	Out-of-St
<input type="checkbox"/>	Parking/Tolls	03/22/2009	4.50	USD	Out of Pocket	Out-of-St
<input type="checkbox"/>	Parking/Tolls	03/22/2009	95.00	USD	UMass Travel C	Out-of-St
<input type="checkbox"/>	Registration-Conf/Training	03/22/2009	350.00	USD	UMass Travel C	Out-of-St
<input type="checkbox"/>	Meals (Per Diem)	03/22/2009	140.00	USD	Out of Pocket	Out-of-St

Totals	
Employee Expenses:	1,925.30 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:	252.30 USD
Due Vendor:	1,673.00 USD

37. When the report is complete, Click the **Save For Later** button to save the expense report without submitting it for approval. The system will create an Expense Report id.

The screenshot shows the 'Create Expense Report' interface. It includes a header 'Expense Report Entry' and a user name 'Patricia Obrien'. The 'Report ID' field is circled in red. Below this is a 'General Information' section with fields for Description, Business Purpose, Comment, Reference, and Default Location. At the bottom, there are links for 'Accounting Defaults', 'Apply Cash Advance(s)', and a 'More Options' dropdown with a 'GO' button.

38. You must have all paperwork and signatures prior to submitting the Expense Report to the Controller's Office

39.

40. Click the [printable view](#) link and print the expense report.

Expense Report Entry

Patricia Obrien [User Defaults](#) Report ID: 0000000368

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location:

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

Details Customize | Find | View All | First 1-7 of 7 Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Airfare	03/22/2009	648.00	USD	UMass Travel C	Out-of-St	<input type="button" value="➔"/>
<input type="checkbox"/>	Hotel/Lodging	03/22/2009	580.00	USD	UMass Travel C	Out-of-St	<input type="button" value="➔"/>
<input type="checkbox"/>	Mileage	03/22/2009	107.80	USD	Out of Pocket	Out-of-St	<input type="button" value="➔"/>
<input type="checkbox"/>	Parking/Tolls	03/22/2009	4.50	USD	Out of Pocket	Out-of-St	<input type="button" value="➔"/>
<input type="checkbox"/>	Parking/Tolls	03/22/2009	95.00	USD	UMass Travel C	Out-of-St	<input type="button" value="➔"/>
<input type="checkbox"/>	Registration-Conf/Training	03/22/2009	350.00	USD	UMass Travel C	Out-of-St	<input type="button" value="➔"/>
<input type="checkbox"/>	Meals (Per Diem)	03/22/2009	140.00	USD	Out of Pocket	Out-of-St	<input type="button" value="➔"/>

Totals


Employee Expenses:	1,925.30 USD	Due Employee:	252.30 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	1,673.00 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](#)

[Expense Report Project Summary](#)
[Printable View](#)

[Return to Travel and Expense Center](#)

41. On the printed expense report the following needs to occur:
- The preparer should sign at the top right where the operator id of the preparer is
 - Employee MUST verify that the address at the top left is correct. If not, then it needs to be changed in Human Resources. Once it is changed you can reprint the report.
 - Gather all signatures: the employee, supervisor, principle investigator and/or fund administrator. In cases where one person plays multiple roles, you only need the signature once and can then draw lines from the other signature blocks.
 - Attach any receipts.

<p>42.</p>	<p>Navigate back to your expense report once you have all the paperwork:</p> <p>Employee Self Service → Travel and Expense Center → Expense Report → Create</p> <p>Expense Report</p> <p>Find an Existing Value Add a New Value</p> <p>EmpID: <input type="text" value="19955668"/> </p> <p>Add</p> <p>Find an Existing Value Add a New Value</p>
<p>43.</p>	<p>Click on Find an Existing Value tab</p>
<p>44.</p>	<p>Enter the expense report id in the search box and click search. The expense report should come up.</p> <p>Expense Report</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search by: <input type="text" value="Report ID"/> begins with <input type="text" value="0000000368"/></p> <p>Search Advanced Search</p> <p>Find an Existing Value Add a New Value</p>
<p>45.</p>	<p>NOTE: You can also click Search without entering a report id and you will get a list of all expense reports not yet submitted.</p>

46. Make any changes and/or correct any errors, then click the **Submit** button to submit it for approval.

Expense Report

Expense Report Entry

Patricia Obrien [User Defaults](#) Report ID: 0000000368

General Information

*Description: Anaheim, CA Comment: 8:00am 3/22/09 through 10:30pm 3/25/09

*Business Purpose: Conference

Status: Pending Reference: POSTTRIP

Default Location: Last Updated: 05/08/2009 By: APROPER

Post State: Not Applied

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

Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-7 of 7](#) | [Last](#)

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	Airfare	03/22/2009 <small>BT</small>	648.00	USD	UMass Travel C	Out-of-St		
<input type="checkbox"/>	Hotel/Lodging	03/22/2009 <small>BT</small>	580.00	USD	UMass Travel C	Out-of-St		
<input type="checkbox"/>	Mileage	03/22/2009 <small>BT</small>	107.80	USD	Out of Pocket	Out-of-St		
<input type="checkbox"/>	Parking/Tolls	03/22/2009 <small>BT</small>	4.50	USD	Out of Pocket	Out-of-St		
<input type="checkbox"/>	Parking/Tolls	03/22/2009 <small>BT</small>	95.00	USD	UMass Travel C	Out-of-St		
<input type="checkbox"/>	Registration-Conf/Training	03/22/2009 <small>BT</small>	350.00	USD	UMass Travel C	Out-of-St		
<input type="checkbox"/>	Meals (Per Diem)	03/22/2009 <small>BT</small>	140.00	USD	Out of Pocket	Out-of-St		

Totals

Employee Expenses:	1,925.30 USD	Due Employee:	252.30 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	1,673.00 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](#)

[Expense Report Project Summary](#)
[Printable View](#)

47. NOTE: After you submit the expense report, you cannot modify it

48. At the confirmation page, click OK

Expense Report

Submit Confirmation

Patricia Obrien

Report ID:

0000000368

Expense Report Totals

Employee Expenses:	1,925.30 USD	Due Employee:	252.30 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	1,673.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		



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

OK

Cancel

49.

[View Expense Report](#)

Expense Report Detail

Patricia Obrien [User Defaults](#) Report ID: 0000000368

General Information

Description:	Anaheim,CA	Comment:	8:00am 3/22/09 through 10:30pm 3/25/09
Business Purpose:	Conference	Reference:	POSTTRIP
Status:	Submission in Process	Last Updated:	05/08/2009 By: APROPER
Default Location:	<input type="text"/>		
Post State:	Not Applied		

[Accounting Defaults](#)

More Options:

Details

[Customize](#) | [Find](#) | [View All](#) | First 1-7 of 7 Last

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Airfare	03/22/2009	648.00	USD	UMass Travel Card	Out-of-State Travel
Hotel/Lodging	03/22/2009	580.00	USD	UMass Travel Card	Out-of-State Travel
Mileage	03/22/2009	107.80	USD	Out of Pocket	Out-of-State Travel
Parking/Tolls	03/22/2009	4.50	USD	Out of Pocket	Out-of-State Travel
Parking/Tolls	03/22/2009	95.00	USD	UMass Travel Card	Out-of-State Travel
Registration-Conf/Training	03/22/2009	350.00	USD	UMass Travel Card	Out-of-State Travel
Meals (Per Diem)	03/22/2009	140.00	USD	Out of Pocket	Out-of-State Travel

Totals

Employee Expenses:	1,925.30 USD	Due Employee:	252.30 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	1,673.00 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](#)

50.

End of Procedure.