Creating Expense Reports

1. Begin by navigating to the **Expense Report Entry** page.

   **Employee Self Service → Travel and Expense Center**

   1. Click **Create** under **Expense Report** in the Main Page

   2. A search box appears. Your employee id will default in.

   **Expense Report**

   - Find an Existing Value
   - Add a New Value

   **EmplID:** 19955668

   ![Image of search box]

   **Add**

   - Find an Existing Value
   - Add a New Value

3. Enter the correct employee id into the **EmplID** field and click **Add**
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.

![Expense Report Entry](image)

5. 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. **General Information** section defines general information about the expenses incurred for the report.

8. The **Description** field will *usually* have no default value, but you can override this if it does.

   **Travel Expense**: Enter the City, State (or City, Country if foreign travel) of the travel.

   **Business Expense**: Enter RMB then something that identifies the reimbursement plus the date.
   - Ex: RMBMEAL/022309 or RMBSTAPLES/012909

9. Select a purpose from the **Business Purpose** list. Because tax laws require a business purpose for business expenses, this field is required.

   Click the **Business Purpose** list and select the appropriate purpose for the travel or employee reimbursement.

   **NOTE**: If no purpose seems appropriate, you may choose “OTHER-WRITTEN DESCR REQ’D”.

10. In the **Comments** field enter the following information:

    **Travel Expense**: enter the time and date(s) of the travel. Ex: 10:00am 2/1/09 through 9:00pm 2/4/09 and a brief description of the travel.

    **Business Expense**: Enter an explanation of the business purpose of the reimbursement. You must address who, what, when, where and why

11. **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.

12. **General Information**
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.

14. Click the **Accounting Defaults**

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

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 the individual expenses, use the Details Section:

Click the Expense Type list and choose the appropriate Expense type.
20. **NOTE**: Select the **Expense Type** that most accurately reflects what the reimbursement is for. If nothing seems appropriate you may select **Other Travel Expenses** if travel or **Other Job Related Expenses** or **Non-Capital Equipment** as appropriate for non travel reimbursements. A written description is required on the detail tab if you select any of these.

21. 

- 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.

22. **IMPORTANT NOTE**: AS OF DECEMBER 2011, THERE IS A CHOICE OF 2 TRAVEL CARD VALUES. YOU NEED TO CHOOSE THE PARTICULAR TRAVEL CARD YOU ARE REIMBURSING SO THAT THE CORRECT TRAVEL CARD IS PAID:

- If you are reimbursing the US Bank Travel Card, choose USB Travel Card:

- If you are reimbursing the new Citibank Travel Card, choose Citi Travel Card.
23. 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.

24. Click the **Detail** tab.

25. 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

**NOTE:** do not select “Non-Reimbursable” for any expense type

**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.

**NOTE:** For expense type ‘Business Meeting’ you must click the icon at the end of the row and insert the list of attendees.

26. 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”
27. The **Overview** tab for the example being used in this job aid:

<table>
<thead>
<tr>
<th>Select</th>
<th>Expense Type</th>
<th>Expense Date</th>
<th>Amount Spent</th>
<th>Currency</th>
<th>Payment Type</th>
<th>Billing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Airfare</td>
<td>03/22/2009</td>
<td>548.00</td>
<td>USD</td>
<td>UMass Travel</td>
<td>Out-of-State</td>
</tr>
<tr>
<td></td>
<td>Hotel/Lodging</td>
<td>03/22/2009</td>
<td>580.00</td>
<td>USD</td>
<td>UMass Travel</td>
<td>Out-of-State</td>
</tr>
<tr>
<td></td>
<td>Mileage</td>
<td>03/22/2009</td>
<td>107.80</td>
<td>USD</td>
<td>Out of Pocket</td>
<td>Out-Of-State</td>
</tr>
<tr>
<td></td>
<td>Parking/Tolls</td>
<td>03/22/2009</td>
<td>4.50</td>
<td>USD</td>
<td>UMass Travel</td>
<td>Out-of-State</td>
</tr>
<tr>
<td></td>
<td>Parking/Tolls</td>
<td>03/22/2009</td>
<td>95.00</td>
<td>USD</td>
<td>Out of Pocket</td>
<td>Out-Of-State</td>
</tr>
<tr>
<td></td>
<td>Registration</td>
<td>03/22/2009</td>
<td>350.00</td>
<td>USD</td>
<td>Out of Pocket</td>
<td>Out-Of-State</td>
</tr>
<tr>
<td></td>
<td>Meals (Per Diem)</td>
<td>03/22/2009</td>
<td>140.00</td>
<td>USD</td>
<td>Out of Pocket</td>
<td>Out-Of-State</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Select</th>
<th>Expense Type</th>
<th>Expense Date</th>
<th>Description</th>
<th>Non-Reimbursable</th>
<th>To Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Air fare</td>
<td>03/22/2009</td>
<td>Southwest Airlines 3/22/09</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Hotel/Lodging</td>
<td>03/22/2009</td>
<td>Anaheim Marriott 3/22/09</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Mileage</td>
<td>03/22/2009</td>
<td>Travel to and from Logan airport</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Parking/Tolls</td>
<td>03/22/2009</td>
<td>Tolls to and from Logan airport</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Parking/Tolls</td>
<td>03/22/2009</td>
<td>Long term airport parking</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Registration</td>
<td>03/22/2009</td>
<td>Higher Education User</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Meals (Per Diem)</td>
<td>03/22/2009</td>
<td>35 days per diem</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Select</th>
<th>Expense Type</th>
<th>Expense Date</th>
<th>Transportation Method</th>
<th>Miles</th>
<th>Rate</th>
<th>Passengers</th>
<th>Originating Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Airfare</td>
<td>03/22/2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hotel/Lodging</td>
<td>03/22/2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mileage</td>
<td>03/22/2009</td>
<td></td>
<td>195.0</td>
<td>0.5500</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parking/Tolls</td>
<td>03/22/2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parking/Tolls</td>
<td>03/22/2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registration</td>
<td>03/22/2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meals (Per Diem)</td>
<td>03/22/2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
30. Once all the expense items have been entered, you can complete the report.

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.

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

32. 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.

**NOTE:** You can save the report without errors and you can modify it later by clicking ‘save for later’.
33. If you make changes or additions to the expense report, you can click the **Update Totals** button to refresh the report totals.

34. 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.
35. **Click the printable view link and print the expense report.**

![Expense Report Entry](image)

- **Form Fields:**
  - *Description:* Anaheim, CA
  - *Business Purpose:* Conference
  - Reference: POSTPONED

- **Details:**
  - Expense Type: Airfare, Hotel/Lodging, Mileage, Parking/Tolls, Registration/Conferences/Training, Meals/Per Diem
  - Expense Date: 03/22/2009
  - Amount Spent: 00.00 USD
  - Currency: USD
  - Payment Type: Out-of-Pocket

- **Totals:**
  - Employee Expenses: 1,925.30 USD
  - Due Employee: 252.30 USD
  - Prepaid Expenses: 0.00 USD
  - Due Vendor: 1,673.00 USD
  - Employee Credits: 0.00 USD
  - Vendor Credits: 0.00 USD
  - Cash Advances Applied: 0.00 USD

36. **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.
   - 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.

**NOTE:** You must have all paperwork and signatures prior to submitting the Expense Report to the Controller’s Office.
37. Navigate back to your expense report once you have all the paperwork and are ready to send it to the Controller's Office:

Employee Self Service → Travel and Expense Center → Expense Report → Create

**Expense Report**

- **Find an Existing Value**  
- **Add a New Value**

EmpID: 19655668  

Add

**Find an Existing Value**  |  **Add a New Value**

38. Click on **Find an Existing Value** tab

39. Enter the expense report id in the search box and click search. The expense report should come up.

**Expense Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**  
- **Add a New Value**

**Search by:** ReportID: begins with 000001550

Search  

Advanced Search

**Find an Existing Value**  |  **Add a New Value**

**NOTE:** You can also click **Search** without entering a report id and you will get a list of all expense reports not yet submitted.
40. Make any changes and/or correct any errors, then click the **Submit** button to submit it for approval.

**NOTE:** After you submit the expense report, you cannot modify it.
41. At the confirmation page, click OK

42. **Submit Confirmation**

Patricia O'Brien

<table>
<thead>
<tr>
<th>Expense Report Totals</th>
<th>Due Employee: 252.30 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses: 1,025.30 USD</td>
<td></td>
</tr>
<tr>
<td>Non-Reimbursable Expenses: 0.00 USD</td>
<td></td>
</tr>
<tr>
<td>Prepaid Expenses: 0.00 USD</td>
<td></td>
</tr>
<tr>
<td>Employee Credits: 0.00 USD</td>
<td></td>
</tr>
<tr>
<td>Vendor Credits: 0.00 USD</td>
<td></td>
</tr>
<tr>
<td>Cash Advances Applied: 0.00 USD</td>
<td></td>
</tr>
</tbody>
</table>

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

43. **End of Procedure.**