Creating an Expense Report

**** Note: Date defaults to today's date. You must change the date to reflect the day that each separate expense was made on.**

Step 1	From "employee Self Service" tab, click **"Expenses" tile**
Step 2	Click **"Create Expense Report"** Tile
Step 3	**Business Purpose:** Select from the dropdown menu which type of travel this is.
	***In-State Travel**
	***Out-of State travel**
	***Group Travel Paid by Employee**
	***Non-Travel Reimbursement**
Step 4	**Description:** enter brief description of what the expenses were for.
Step 5	**Travel TO:** enter the location you traveled to.
Step 6	**Reference:** What's the purpose of the travel… Magnifying glass look up
Step 7	**Accounting Tag**: Leave blank
Step 8	**Attach Receipt:** Click this and upload **all receipt**s **AS ONE DOCUMENT** on this first page (This greatly speeds up approvals).
Step 9	**Attachment details:** Enter a descripton for the attachment so we know what this upload is for… "I.e. Taxi receipt for 5.12.18"
Step 10	**Accounting Defaults:** Click to add Fund, Program, Class, Dept Id., etc.
Step 11	**Bud Ref:** Current fiscal year
	Click Done
	****MEAL PER DIEMS: Recommended not to deduct meals on departure/return day. This is already pre-calculated in total.**
	**** Only deduct meal on full days if you claimed entertainment (paid for dinner for students, donors, etc) or rec'd meals as part of conf registration.**
	****MILEAGE: always put "Headquarters" as your originating location.**
Step 12	**Click "Add Expense"**
Step 13	Click the **"+" add** button to add a new expense
Step 14	**Date:** Select the date the expense was made on.
Step 15	**Expense Type:** Click Magnifying glass to find appropriate expense type..aka "object code"
	Under **"All types"** There are 4 main expense type categories to search from. Click the one related to your travel and find the right expense type:
	***Employee Domestic Travel**
	***Employee International Travel**
	***Entertainment**
	***Supplies and Other**
Step 16	**Description:** enter brief description of what the expenses were for.
Step 17	**Payment:** Select Employee Paid OR Travel Agency…If direct billing airfare, select Travel Agency and provide agency with employee's TA#
	*****"Direct Billed to UGA"??** You must include ticket # and select "yes" for direct bill under exceptions. **NOTE: If you select that payment is to Travel Agency but fail to select "YES" on this step, the traveler will be erroneously reimbursed for price of the ticket and your funding source will be charged for the ticket again…**
Step 18	**Amount:** Type in the total amount of expenses in USD
Step 19	**Ticket #:** In order to verify that the ticket already purchased by UGA has been used, the ticket number must be collected. If number is not available, enter the itinerary number and specify that in the Description field.
Step 20	**Attach Receipt:** Be sure to attach receipts **on the header page** (see Step 8). **ALL RECEIPTS SHOULD BE ATTACHED ON THE HEADER PAGE AS ONE DOCUMENT**
Step 21	**Accounting:** Click this button to add/review the ChartFields Distributions.
Step 22	**Review and click Done**
Step 23	**Click Save** when everything is enterted in accurately.
Step 24	If you have other expenses to add, click the **"+" add button again** and repeat this process again.
Step 25	**Review and Submit:** Once you are finished adding all the expenses to the report, click this button.
Step 26	Under "additional information" select the TA that is associated with this trip. **Note:** if you failed to create a TA prior to travel, you will not be able to be reimbursed for these expenses. **There are no exceptions to this rule.**
	NOTES: From this window you can add new notes, or view/delete existing notes. You should use this notes page to add detailed description and business purpose of travel. The more detail you provide, the better.
	Expense Summary: After adding a note, you will be taken to the Expense Summary page. On this page you see a summary of the number of expenses and the amount due to the employee.
	If you need to add additional expenses, click "update details" in the right side of screen
Step 27	**Submit:** Once you are done reviewing this information on the Expense Report, click the Submit Button.
	**You will receive a popup for you to confirm that you want to submit. Click "submit" if you are fully ready to submit this expense report*
Step 28	**Expense Report #:** Document the expense report number somewhere so you can remember it for your records.. This is a good way to keep up with where your expense report is in the approval process.
	IMPORTANT NOTES: **Lodging must be broken down by each day in a separate expense line. **For IN-STATE travel, since no TA is required, utilize notes function to include business purpose and details of trip. **If you have receipts in a foreign currency, write the dollar equivalent on the receipt using Oanda.com currency converter. **If you are not entering a separate line item for every receipt, break down miscellaneous expenses by type under separate line items. (i.e., all ground transportation added up under one line item, all parking on a separate line item, baggage fees, gasoline, etc.) **Please upload all receipts on first "header" page as this greatly speeds up approvals. Expense reports that have multiple attachments that are not uploaded on the "header" page will be returned to submitter.
	For NON-Travel: **Please upload all receipts on first "header" page as this greatly speeds up approvals.