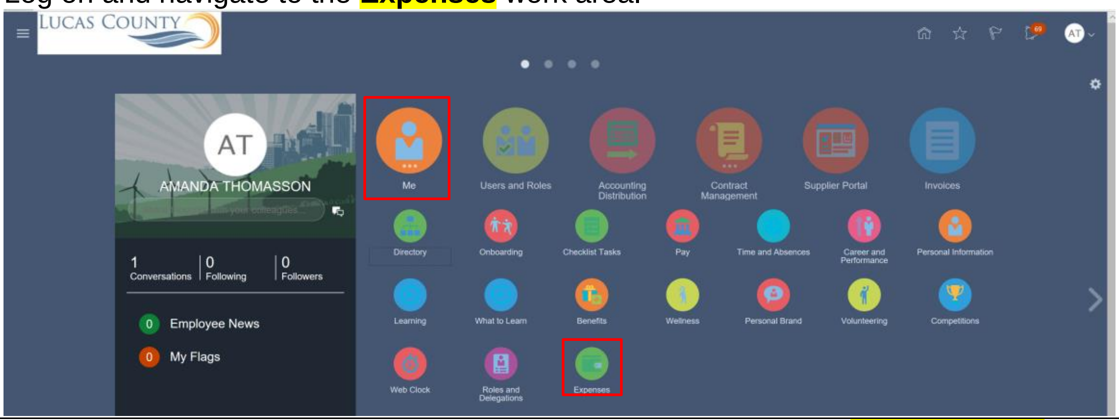
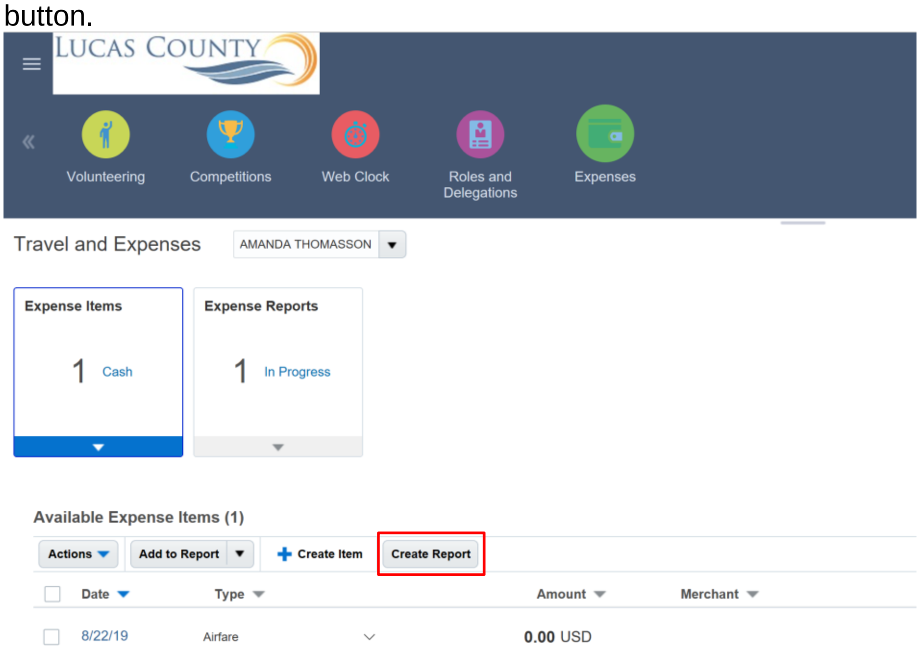
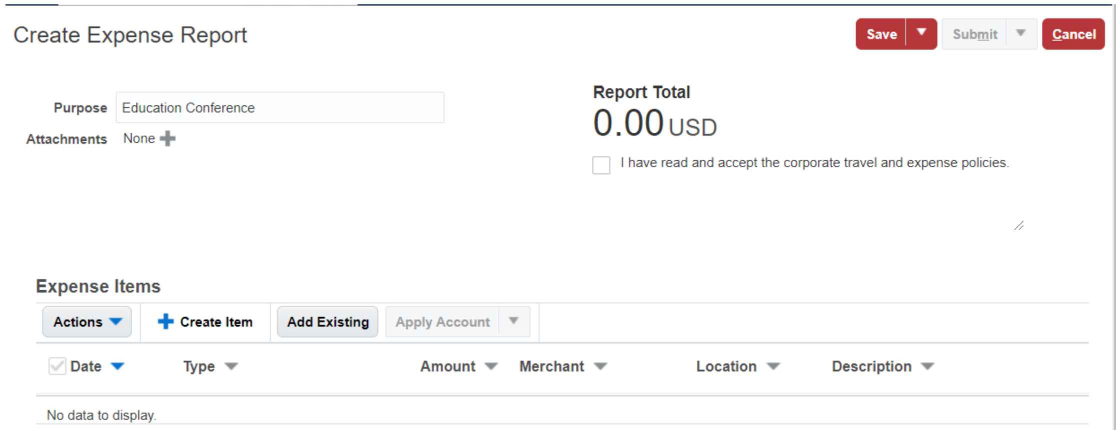
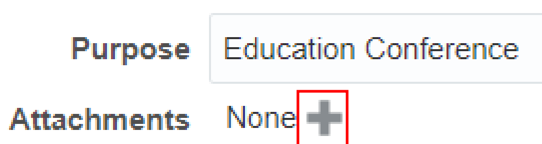
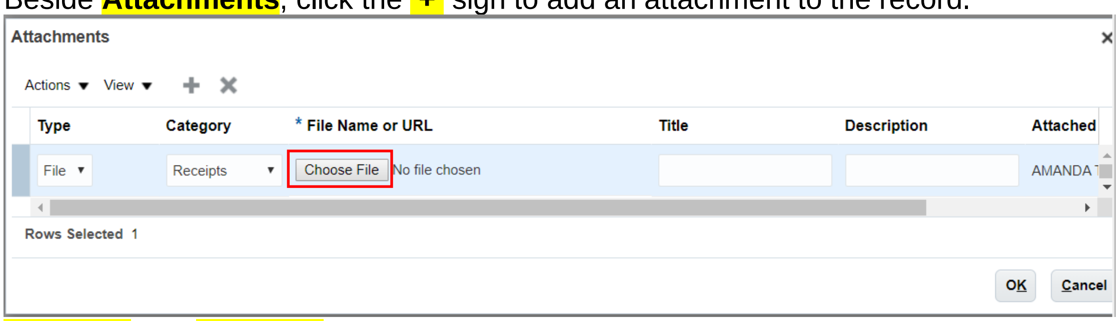
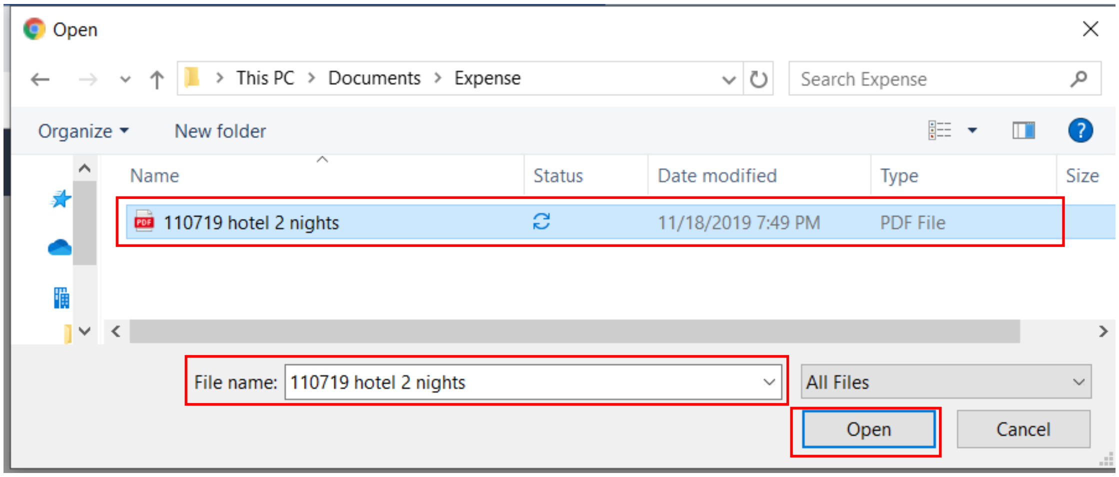
Create and Submit Expense Report

Audience: Employee

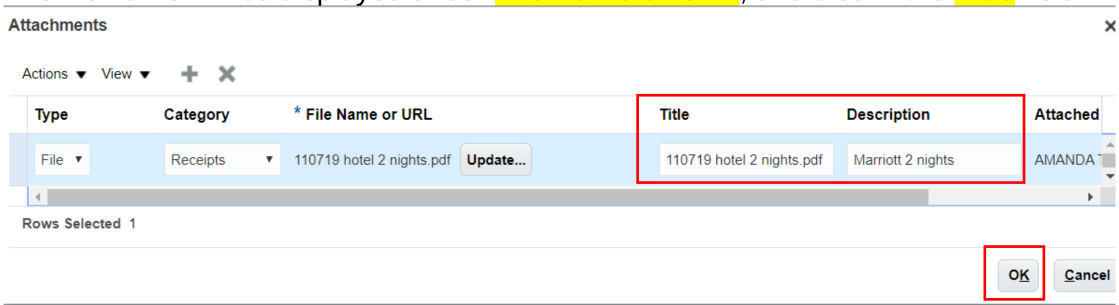
Purpose: This job aid will assist you with creating and submitting an expense report.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Log on and navigate to the Expenses work area.

</td></tr>
<tr><td>2</td><td>From the Travel and Expenses Expense Items Info Tile, click the Create Report button.

</td></tr>
<tr><td>3</td><td>The Create Expense Report page displays.</td></tr>
</table>

	 Enter a **Purpose**.
4	Check on the box for "**I have read and accept the corporate travel and expense policies.**"
5	Add expense items to the report either by creating an item or by adding an existing item. To do this, click on the **+ Create Item**.
6	Add an attachment to justify the expense. **Note**: Receipts are required. Report will be rejected if there are no receipts attached.  Beside **Attachments**, click the **'+'** sign to add an attachment to the record.  **File Type** and **Category** values default. Please choose your File Type and Category appropriately. Use the **Choose File** button to select a file from your computer and click the **Open** button.

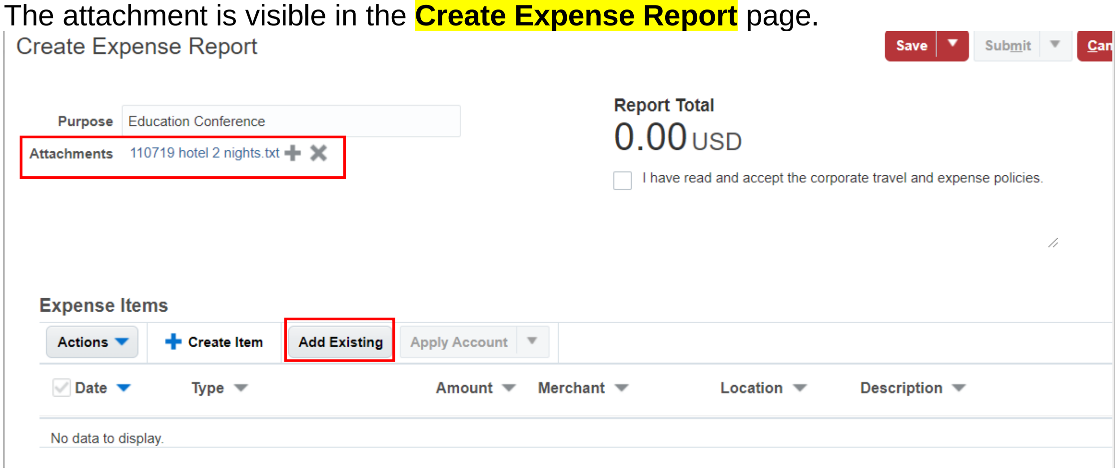


The file name will be displayed under **File Name or URL**, and also in the **Title** field.



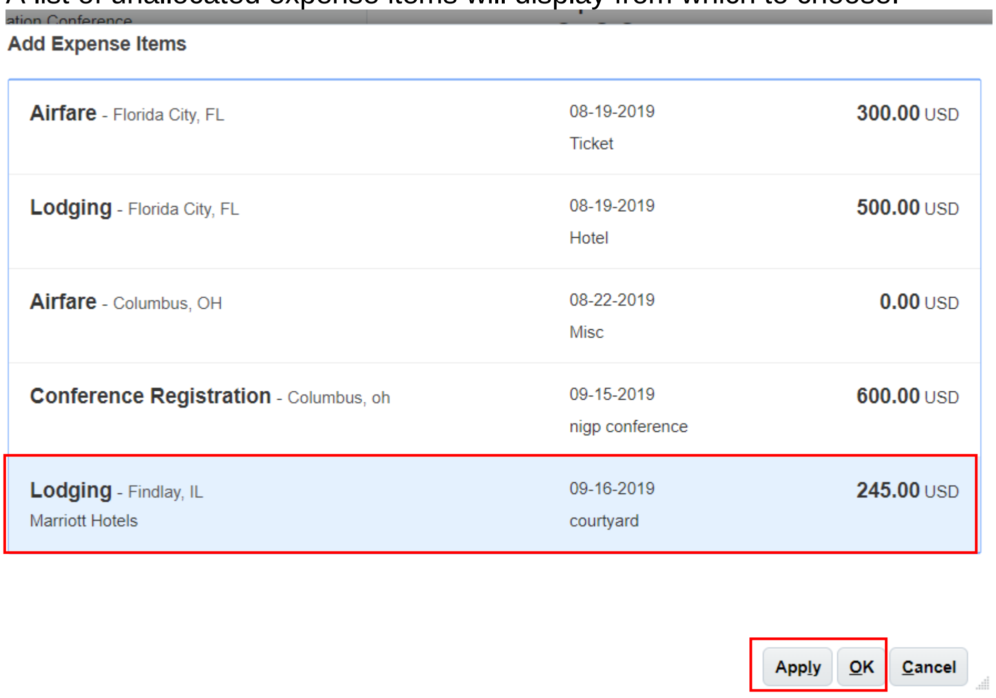
Modify the attachment **Title** if necessary and add a **Description**.
Click the **Ok** button.

7 The attachment is visible in the **Create Expense Report** page.



Items should then be added that match the transactions on the monthly bank statement and the report total should match the total purchases for the month. Items can be manually added using the **Create Item** button. See ***Job Aid EX-008 Create Edit or Delete Expense Item*** for steps to do so.
NOTE: This only applies if you are using a card program and not seeking reimbursement.

<table>
<tr><td></td><td>Alternatively, to add an existing expense item(s) from the Expense Items list, select the Add Existing tab, and make selections from existing items.</td></tr>
<tr><td></td><td>A list of unallocated expense items will display from which to choose.



Highlight an existing expense item and click the Apply button to add to expense report.
Then click the OK button.</td></tr>
<tr><td>8</td><td>Click the Submit button to submit the Expense Report. A Submit action invokes a confirmation message to determine that all receipts are included with the report.

The following Complete Actions are available:

Save (saves the information and continue)
Save and Close (from Save popup menu, confirmation that expense report is saved and placed under ‘In Progress’ with status of ‘Saved’)
Submit (sent for approval)
Cancel (expense report creation activity is cancelled)</td></tr>
<tr><td>9</td><td>Select the Yes button to process.</td></tr>
</table>