



Creating a new expense report user guide

Overview

This guide serves as instructions on how to create a new expense report from a travel authorization.

Procedure

Step 1: From the Employee Self Service homepage in PeopleSoft, select the **Expenses** tile and select **Create Expense Report** (Figure 1).

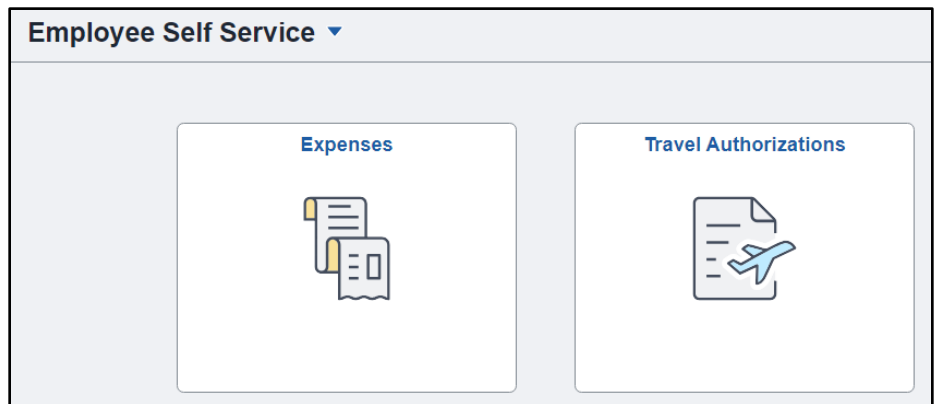


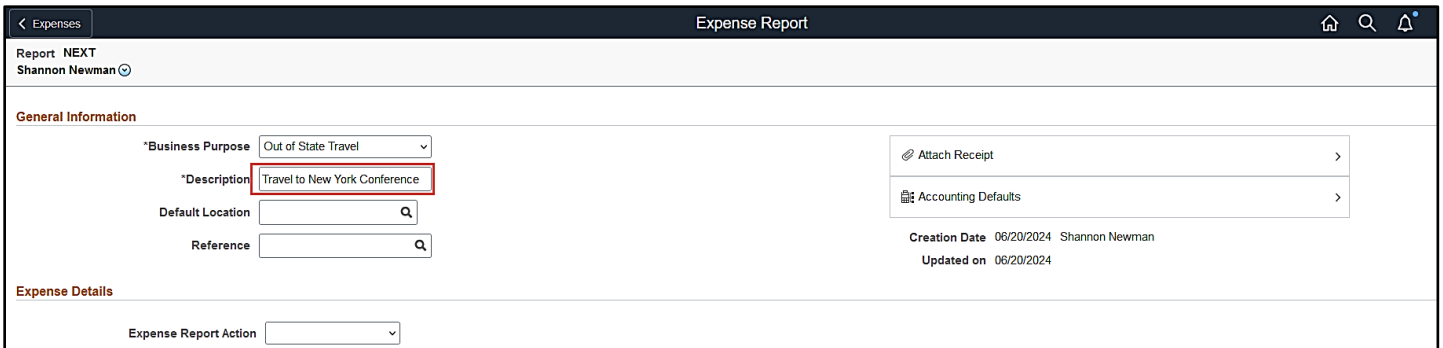
Figure 1

Step 2: A new Expense Report will appear. Select the **Business Purpose** drop-down to select the appropriate option: In-State Travel or Out-of-State Travel (Figure 2).

The screenshot shows the 'Expense Report' form in PeopleSoft. The form is titled 'Expense Report' and is for 'Report NEXT' by 'Shannon Newman'. The 'General Information' section includes a 'Business Purpose' dropdown menu with 'Out of State Travel' selected, a 'Description' text field, a 'Default Location' search field, and a 'Reference' search field. The 'Expense Details' section includes an 'Expense Report Action' dropdown menu. On the right side, there are links for 'Attach Receipt' and 'Accounting Defaults', and a 'Creation Date' of 06/20/2024 by Shannon Newman, with an 'Updated on' date of 06/20/2024.

Figure 2

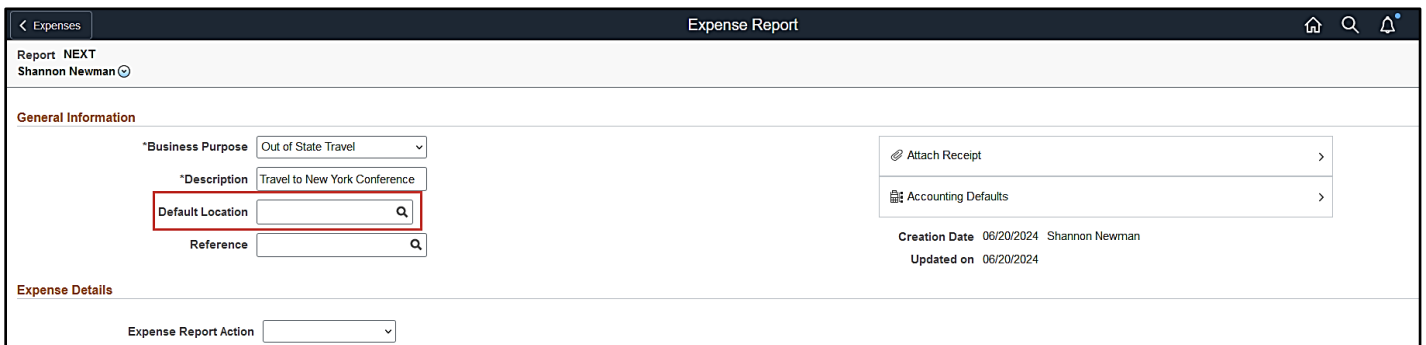
Step 3: In the description field, enter a brief description of the purpose of the travel (Figure 3).



The screenshot shows the 'Expense Report' form for 'Report NEXT' by 'Shannon Newman'. Under the 'General Information' section, the '*Business Purpose' is set to 'Out of State Travel'. The '*Description' field is highlighted with a red box and contains the text 'Travel to New York Conference'. Other fields include 'Default Location' and 'Reference', both with search icons. On the right, there are buttons for 'Attach Receipt' and 'Accounting Defaults'. At the bottom right, it shows 'Creation Date 06/20/2024' and 'Updated on 06/20/2024'. The 'Expense Details' section at the bottom has an 'Expense Report Action' dropdown.

Figure 3

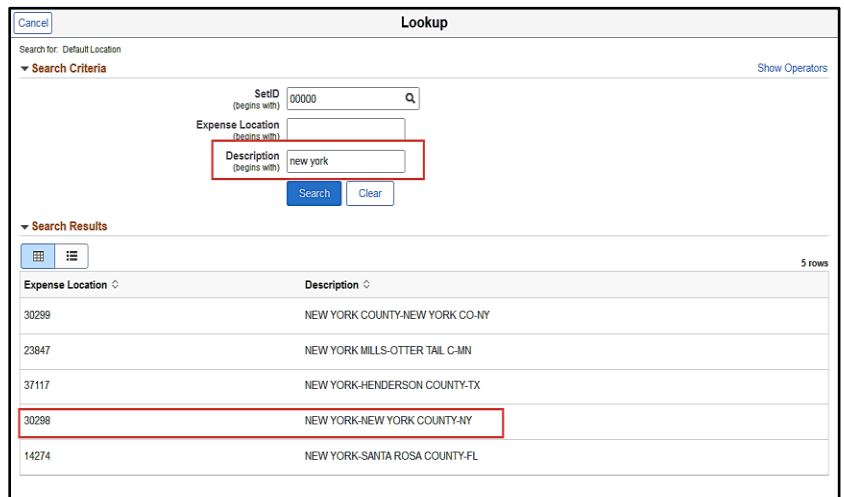
Step 4: In the **Default Location** field, enter the city you traveled to and select **Lookup** (Figure 4).



This screenshot is similar to Figure 3, but the 'Default Location' field is highlighted with a red box. The '*Description' field now contains 'Travel to New York Conference'. The rest of the form, including the 'Attach Receipt' and 'Accounting Defaults' buttons and the creation/updated dates, remains the same.

Figure 4

Step 5: When you have located the city you need, select anywhere on the desired **Expense Location** row (Figure 5). Expense Location is formatted as City-County-State.



The 'Lookup' dialog box is shown with search criteria: 'SetID (begins with)' is '00000', 'Expense Location (begins with)' is empty, and 'Description (begins with)' is 'new york'. The 'Search' button is highlighted. Below, the 'Search Results' section shows a table with 5 rows. The row with 'NEW YORK-NEW YORK COUNTY-NY' is highlighted with a red box.

Expense Location	Description
30299	NEW YORK COUNTY-NEW YORK CO-NY
23847	NEW YORK MILLS-OTTER TAIL C-MIN
37117	NEW YORK-HENDERSON COUNTY-TX
30298	NEW YORK-NEW YORK COUNTY-NY
14274	NEW YORK-SANTA ROSA COUNTY-FL

Figure 5

Step 6: You can upload attachments for an ER here or on the expense lines through the **Attach Receipt** button for the following (Figure 6):

- Do not use the Reference field.
- Documents to consider attaching: conference agenda/itinerary, hotel pricing/comparison and airfare comparison.
- Paid receipts or other evidence of payment must be provided for payments over \$25.00 or more, such as parking fees, toll fees or checked baggage fees.

You can enter the accounting default information before adding expense lines so the information can flow through to the expense lines.

Important: If Accounting Defaults are not populated here, you will have to manually enter your accounting details on each new expense line.

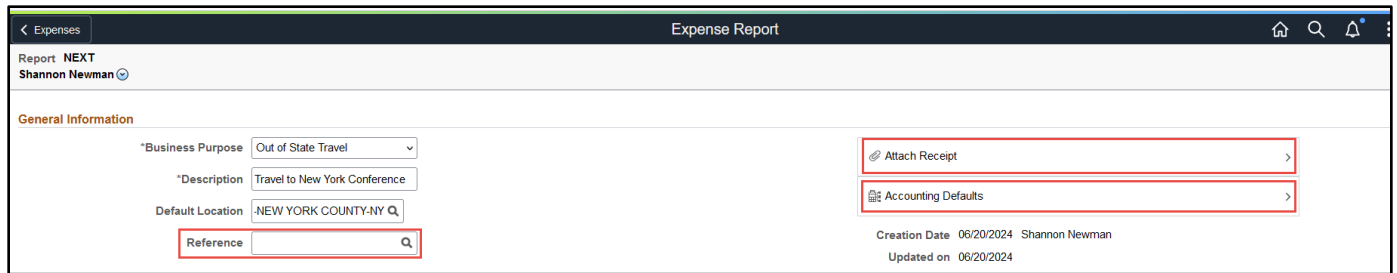


Figure 6

Step 7: Add **Accounting Defaults** in the header of the expense report so you do not have to add it in at each new expense line created. From there, Add **GL Charfields**. Depending on your agency, you may also be required to add **Project Charfields** (Figure 7). If you are unaware of your accounting details, please contact your supervisor or your travel administrator. Select **Done** when finished (Figure 8).

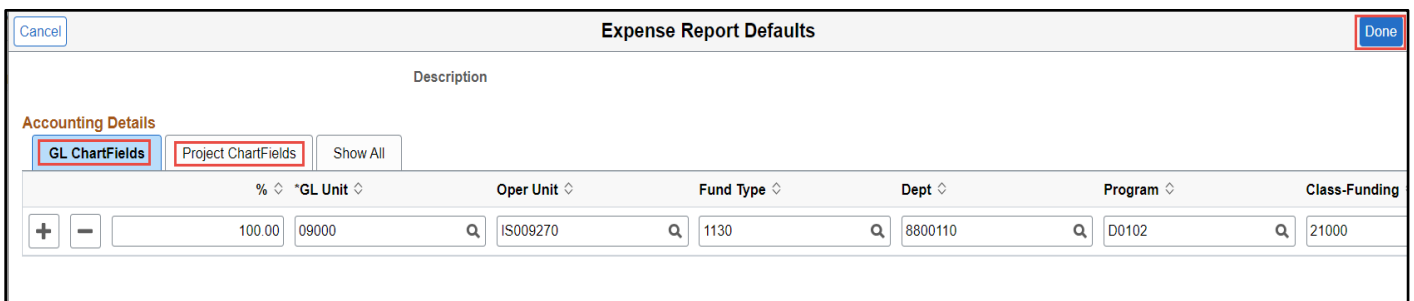


Figure 7

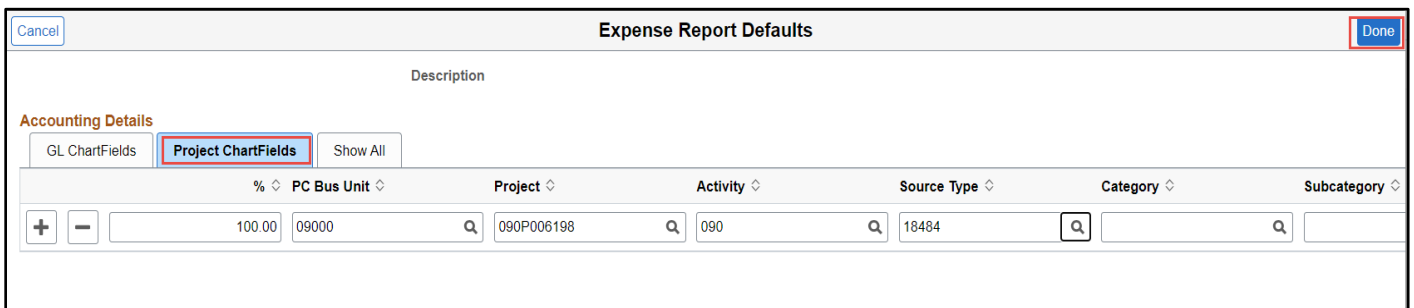


Figure 8

Step 8: Once you have completed the General Information and Expense Header, you will be ready to add your expense lines. From the **Expense Details**, select the **Expense Report Action** drop-down and select **Add Expense Lines** (Figure 9).

The screenshot shows the 'Expense Report' form. Under the 'General Information' section, there are fields for 'Business Purpose' (Out of State Travel), 'Description' (Travel to New York conference), 'Default Location' (NEW YORK-NEW YORK), and 'Reference'. To the right, there are buttons for 'Attach Receipt' and 'Accounting Defaults', and a status section showing 'Creation Date: 08/20/2024' and 'Updated on: 08/20/2024'. Under the 'Expense Details' section, the 'Expense Report Action' dropdown menu is open, showing 'Add Expense Lines' selected. A red box highlights this dropdown menu.

Figure 9

Step 9: The date will default with the entry date. Update it to match the expense date. In the **Expense Type** field, select **Lookup** (Figure 10).

The screenshot shows the 'Expense Entry' form. On the left, there is a summary table for 'Monday, May 13, 2024' with one item: 'New Expense' for 0.00 USD. The main form area is titled 'New Expense - 05/13/2024'. The 'Date' field is set to '05/13/2024'. The 'Expense Type' field is set to 'Lookup'. Below this, there is a 'Description' field. The 'Payment Details' section includes 'Payment' (dropdown), 'Amount' (0.00 USD), and 'Additional Information' (Billing Type: Billable). There are also buttons for 'Attach Receipt' and 'Accounting' (1). A red box highlights the 'Date' and 'Expense Type' fields.

Figure 10

Step 10: Select **Out-of-State Mileage** from the **Expense Type Search** pop-up (Figure 11).

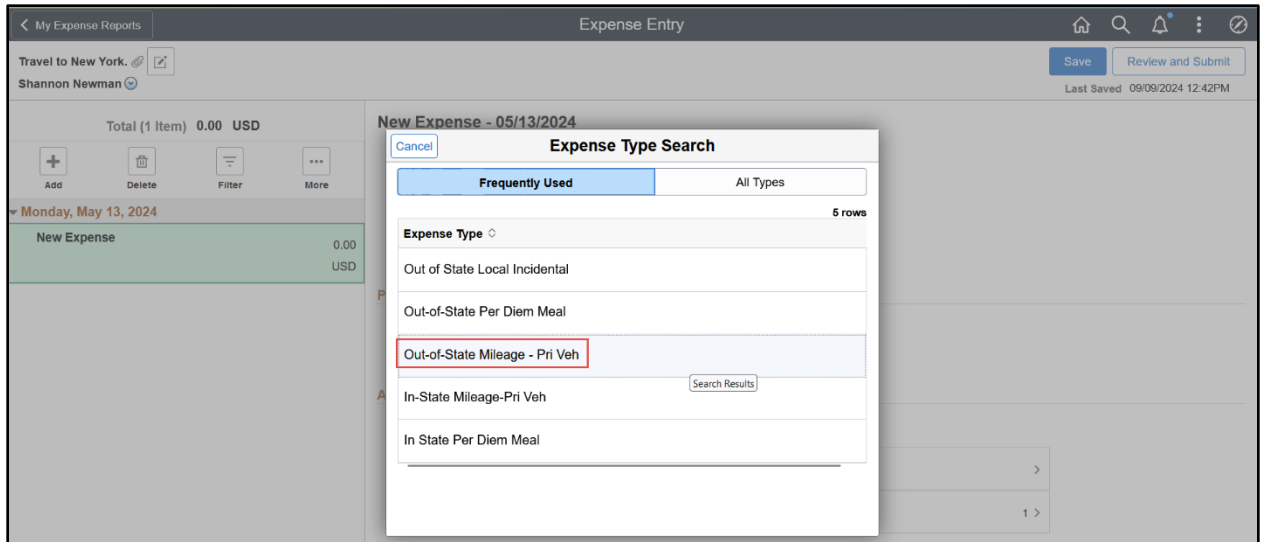


Figure 11

Step 11: In the **Description** field, enter an explanation for the mileage being claimed (Figure 12). The official duty station must be captured within this field to ensure the traveler is properly reimbursed. Please see the [Statewide Accounting Manual](#) for definition surrounding your duty station.

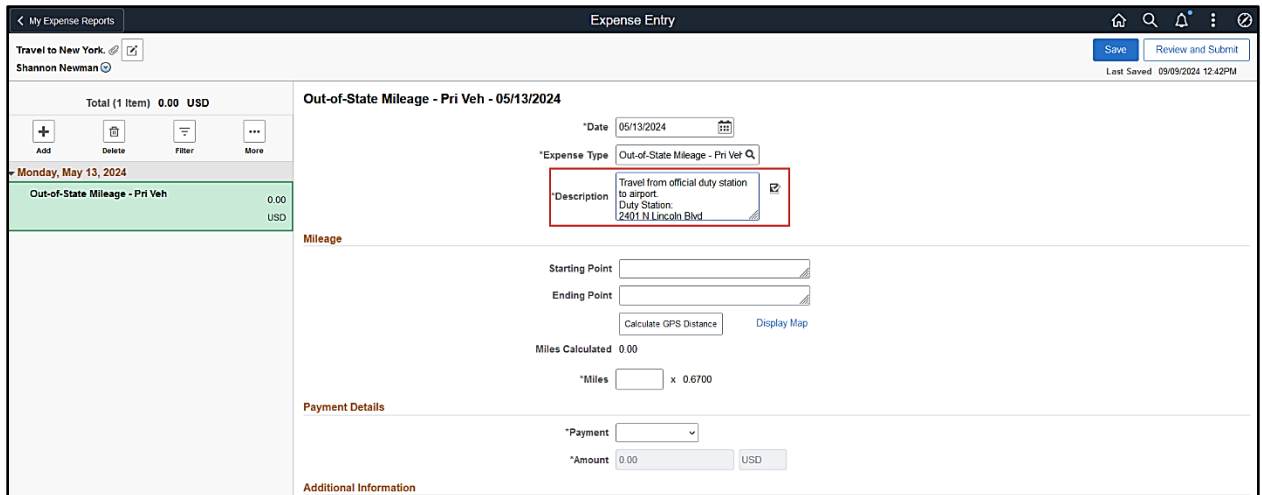


Figure 12

Step 12: In the **Starting Point** field, the address where the trip begins must be entered as follows: street address, city, state, US (Figure 13). An example would be: 2401 N Lincoln Blvd, Oklahoma City, OK US.

The screenshot shows the 'Expense Entry' form for 'Out-of-State Mileage - Pri Veh - 05/13/2024'. The 'Starting Point' field is highlighted with a red box and contains the text '2401 N Lincoln Blvd Oklahoma City'. Other fields include 'Date' (05/13/2024), 'Expense Type' (Out-of-State Mileage - Pri Veh), and 'Description' (Travel from official duty station to airport. Duty Station: 2401 N Lincoln Blvd). The 'Miles Calculated' field is currently 0.00.

Figure 13

Step 13: In the **Ending Point** field, the address where the trip ends must be entered as follows: street address, city, state, US (Figure 14). An example would be: 7100 Terminal Drive, Oklahoma City, OK, US. Select **Calculate GPS**.

The screenshot shows the 'Expense Entry' form for 'Out-of-State Mileage - Pri Veh - 05/13/2024'. The 'Ending Point' field is highlighted with a blue box and contains the text '7100 Terminal Drive Oklahoma City'. Other fields include 'Date' (05/13/2024), 'Expense Type' (Out-of-State Mileage - Pri Veh), and 'Description' (Travel from official duty station to airport. Duty Station: 2401 N Lincoln Blvd). The 'Miles Calculated' field is currently 0.00.

Figure 14

Step 14: Select Calculate GPS Distance. You can also select the **Display Map Hyperlink** to view the route on a map and the milage calculation details (Figure 15).

Expense Entry

Travel to New York. Shannon Newman

Total (1 Item) 9.18 USD

Out-of-State Mileage - Pri Veh - 05/13/2024

Review Duplicate Lines

*Date: 05/13/2024

*Expense Type: Out-of-State Mileage - Pri Veh

*Description: Travel from official duty station to airport. Duty Station: 2401 N Lincoln Blvd

Mileage

Starting Point: 2401 N Lincoln Blvd Oklahoma City

Ending Point: 7100 Terminal Drive Oklahoma City

Calculate GPS Distance (highlighted)

Display Map (highlighted)

Miles Calculated: 13.70

*Miles: 13.70 x 0.6700

Figure 15

Select the **X** in the pop-up to close it (Figure 16).

Map and Route

Route: 1
Estimated time: 19 min
Distance: 13.7 mi

Direction	Distance	Time
Start from Oklahoma City, OK 73105		
Start out on RAMP (Going North)	316 ft	41 sec
Merge onto NE 24th St (Going East)	1003 ft	54 sec
Go onto RAMP (Going North)	264 ft	14 sec
Merge onto N Lincoln Blvd (Going Northwest)	0.22 mi	21 sec
N Lincoln Blvd becomes NE 28th St (Going West)	52 ft	2 sec
NE 28th St becomes N Lincoln Blvd (Going South)	0.34 mi	33 sec
Go onto RAMP (Going West)	633 ft	36 sec
Merge onto NE 23rd St (Going West)	0.23 mi	26 sec
Go onto RAMP (Going Southwest)	0.42 mi	26 sec
Merge onto Centennial Expy/ I-235 S (Going South)	1.6 mi	2 min
Go onto RAMP (Going Southeast)	0.56 mi	55 sec

Map showing route in Oklahoma City with a red 'X' in the top right corner.

Figure 16

Step 15: Select the appropriate **Payment Type** from the drop-down menu (Figure 17).

Important: On an Expense report, you would only report employee paid reimbursements.

The screenshot shows the 'Expense Entry' form for 'Travel to New York' by Shannon Newman. The total amount is 9.18 USD. The form is divided into several sections: 'Mileage' with starting and ending points, 'Payment Details' where 'Employee Paid' is selected in a dropdown, and 'Additional Information' with 'Billable' and 'NEW YORK-NEW YORK CC Q' selected. There are also buttons for 'Attach Receipt' and 'Accounting'.

Figure 17

Step 16: Select the appropriate Billing type and Destination Location. If an expense is \$25 or more, a receipt must be attached. If you do not have a receipt, explain why. To attach a receipt, select **Add Attachment** and use the upload process to attach it (Figure 18).

The screenshot shows the 'Attachments' pop-up for the 'Travel to New York' expense report. It displays the report ID 0000000218 and a message: 'No attachments exist. Upload an existing file or capture receipt image.' A red box highlights the '+ Add Attachment' button.

Figure 18

After all attachments have been uploaded, select **done** on the attachments pop-up (Figure 19).

The screenshot shows the 'Attachments' pop-up with two files uploaded. The first file is 'Outofstatetravelmap.png' with the description 'Mileage'. The second file is 'Total_out_of_state_expense_lines.png' with the description 'Expenses for meals'. A red box highlights the 'Done' button in the top right corner.

Figure 19

Step 17: Select Save (Figure 20).

The screenshot shows the 'Expense Entry' form for 'Out-of-State Mileage - Pri Veh - 05/13/2024'. The total amount is 9.18 USD. The form includes fields for Date (05/13/2024), Expense Type (Out-of-State Mileage - Pri Veh), Description (Travel from official duty station to airport), Starting Point (2401 N Lincoln Blvd Oklahoma City), Ending Point (7100 Terminal Drive Oklahoma City), Miles Calculated (13.70), Payment (Employee Paid), Amount (9.18 USD), Billing Type (Internal), and Destination Location (NEW YORK-NEW YORK OK). The 'Save' button is highlighted with a red box.

Figure 20

Step 18: Select Add (Figure 21).

The screenshot shows the 'Expense Entry' form with the 'Add' button highlighted by a red box and a red arrow. The total amount is 9.18 USD. The form includes fields for Date (05/13/2024), Expense Type (Out-of-State Mileage - Pri Veh), and Description (Travel from official duty station to airport). The 'Add' button is highlighted with a red box.

Figure 21

Step 19: The Date will default with the entry date. Update it to match the expense date. In the Expense Type field, select Lookup (Figure 22).

The screenshot shows the 'Expense Entry' form with a new expense entry for 'New Expense - 07/01/2024'. The total amount is 9.18 USD. The form includes fields for Date (07/01/2024), Expense Type (Lookup), Description, Payment, and Amount (0.00 USD). The 'Date' and 'Expense Type' fields are highlighted with red boxes.

Figure 22

Step 20: Select **Out-of-State Per Diem Meal** from the **Expense Type Search** pop-up (Figure 23).

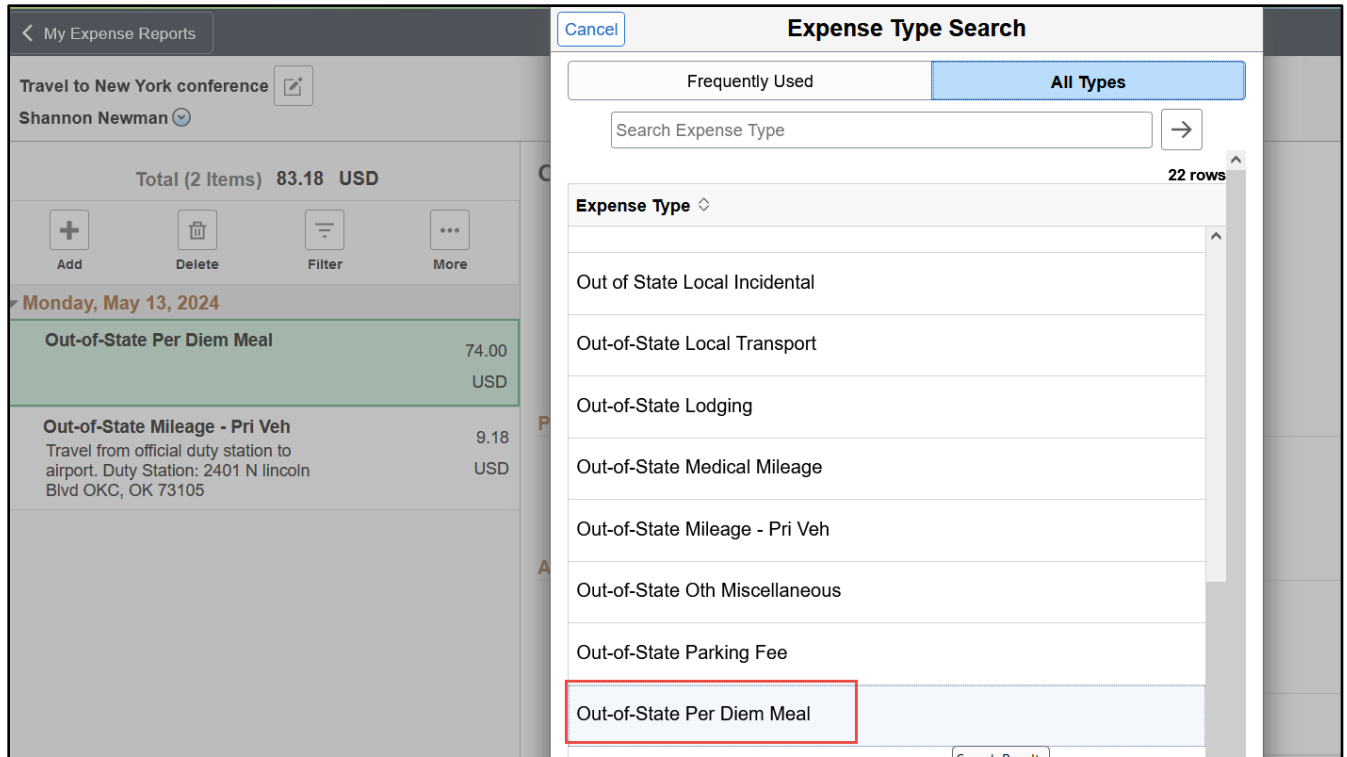


Figure 23

Step 21: In the Description field, enter an explanation for the expense being claimed (Figure 24). See the [Statewide Accounting Manual](#) for definitions and Per Diem rates.

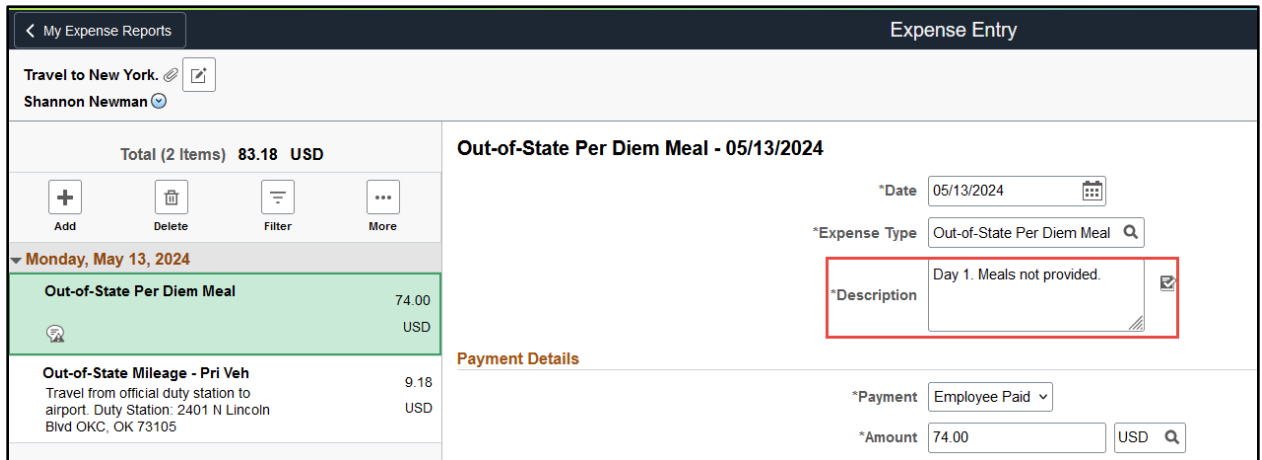


Figure 24

Step 22: Notice the Payment and Amount defaulted. Select the appropriate **Payment Type** from the drop-down (Figure 25).

The screenshot shows the 'Expense Entry' form for 'Travel to New York' by Shannon Newman. The total amount is 83.18 USD. The main entry is 'Out-of-State Per Diem Meal - 05/13/2024' for 74.00 USD. The description is 'Day 1. Meals not provided.' The 'Payment Details' section shows a default 'Employee Paid' payment type and an amount of 74.00 USD.

Figure 25

Step 23: Notice the **Billing Type** and **Expense Location** defaulted. This information is copied from the header of the expense (Figure 26).

The screenshot shows the 'Expense Entry' form with the 'Out-of-State Per Diem Meal' entry. The 'Payment Details' section shows 'Employee Paid' as the payment type. The 'Additional Information' section shows 'Internal' as the default billing type and 'NEW YORK-NEW YORK CC' as the default expense location. There are also options for 'Per Diem Deductions', 'Attach Receipt', and 'Accounting'.

Figure 26

Step 24: Please refer to the [Statewide Accounting Manual](#) for Per Diem rates (Figure 27).

- First day/last day boxes need to be selected for Day 1 and Last Day of Travel for Per Diem only.
- Breakfast Provided.
 - If this meal is provided, select this option.
- Lunch Provided.
 - If this meal is provided, select this option.
- Dinner Provided.
 - If this meal is provided, select this option.

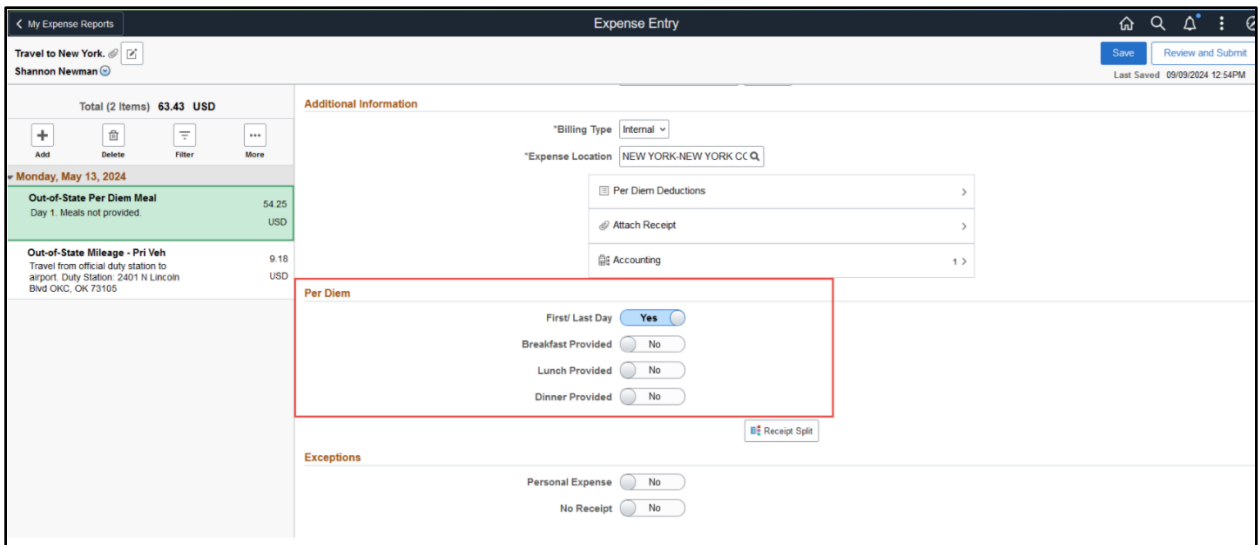


Figure 27

Step 25: If an expense is over \$25, a receipt must be attached. If you do not have a receipt, explain why. To attach a receipt, select **Add Attachment** and use the upload process to attach it (Figure 28).



Figure 28

After all attachments have been uploaded, select **Done** on the attachments pop-up (Figure 29).

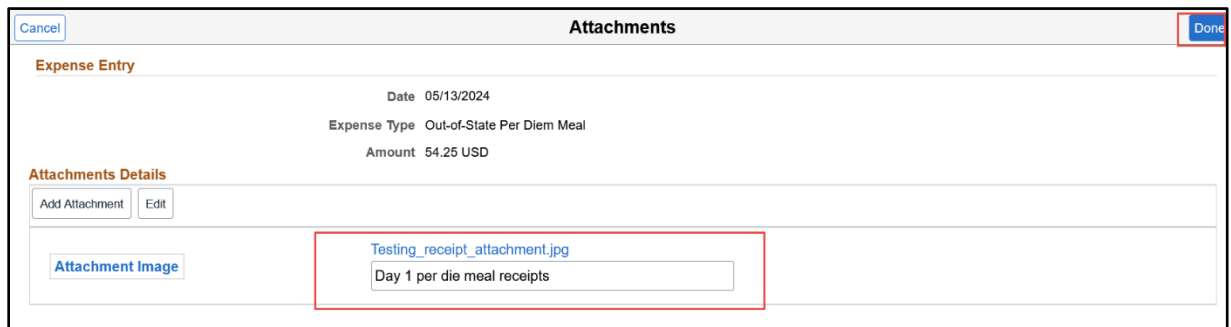


Figure 29

Step 26: Select **Save** (Figure 30).

The screenshot shows the 'Expense Entry' form for 'Travel to New York'. The total amount is 63.43 USD. The form includes sections for 'Additional Information', 'Per Diem', and 'Exceptions'. The 'Save' button is highlighted in a red box in the top right corner.

Figure 30

Step 27: Add another row by selecting **Add** (Figure 31).

The screenshot shows the 'Expense Entry' form with the 'Add' button highlighted in a red box. The form now shows three items: 'Out-of-State Per Diem Meal', 'Out-of-State Mileage - Pri Veh', and a new 'New Expense' entry. The 'Add' button is highlighted in a red box.

Figure 31

Step 28: The Date will default with the entry date. Update it to match the expense date. In the **Expense Type** field, select **Lookup** (Figure 32).

The screenshot shows the 'Expense Entry' form with the 'Date' field and 'Expense Type' field highlighted in red boxes. The 'Date' field is set to 05/13/2024. The 'Expense Type' field is set to 'Lookup'. The form also shows the 'New Expense' entry with a total of 0.00 USD.

Figure 32

Step 29: Select **Out-of-State Local Incidental** from the **Expense Type Search** pop-up (Figure 33).

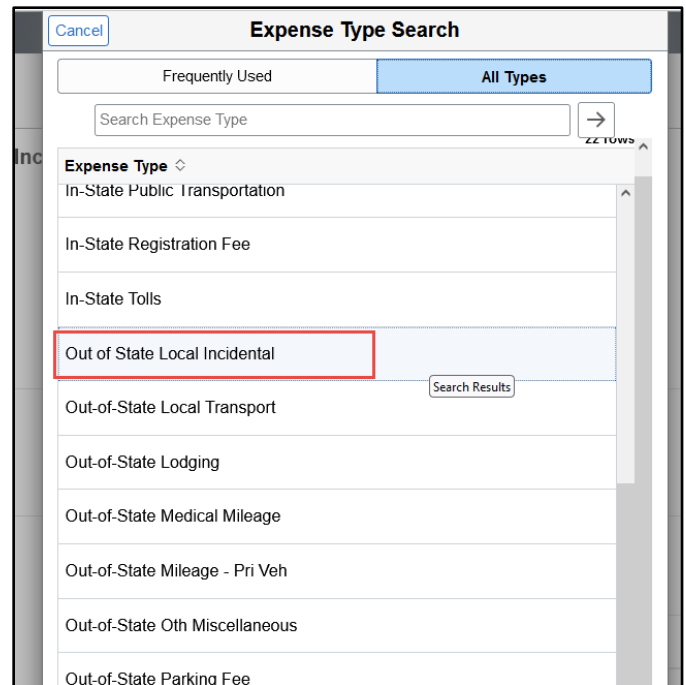


Figure 33

Step 30: In the **Description** field, enter an explanation for the expense being claimed. Please see the [Statewide Accounting Manual](#) for definitions surrounding incidentals (Figure 34).

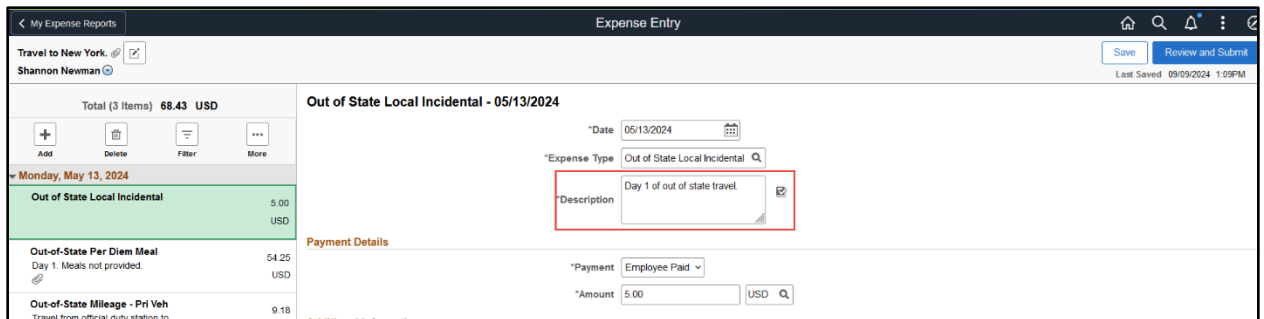


Figure 34

Step 31: Notice the **Payment** and **Amount** defaulted. Select the appropriate **Payment Type** from the dropdown (Figure 35).

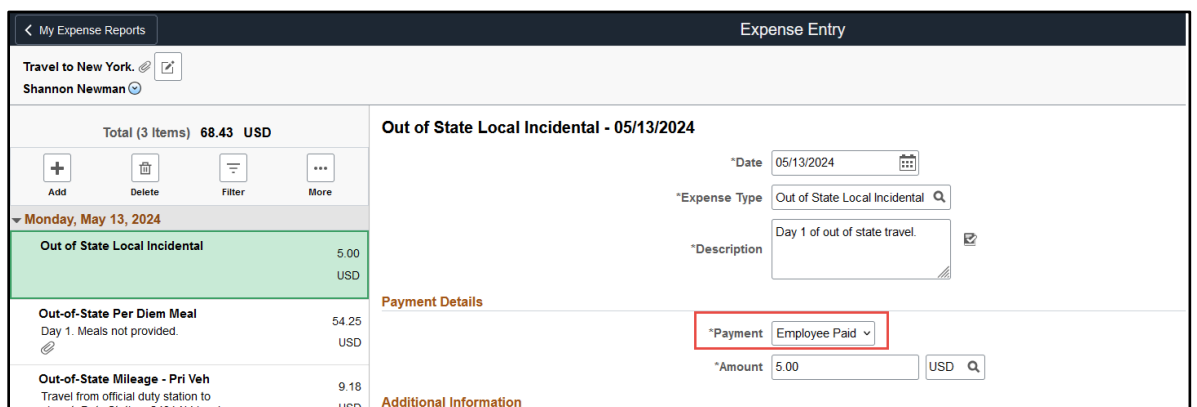


Figure 35

Step 32: Notice the Billing Type and Expense Location defaulted. This information is copied from the header of the expense (Figure 36).

The screenshot shows the 'Expense Entry' interface. On the left, a list of expenses is displayed for 'Monday, May 13, 2024':

Expense Item	Amount	Unit
Out of State Local Incidental	5.00	USD
Out-of-State Per Diem Meal Day 1. Meals not provided.	54.25	USD
Out-of-State Mileage - Pri Veh Travel from official duty station to airport. Duty Station: 2401 N Lincoln Blvd OKC, OK 73105	9.18	USD

The right side of the form shows the details for the selected 'Out of State Local Incidental' expense:

- Expense Type:** Out of State Local Incidental
- Description:** Day 1 of out of state travel.
- Payment:** Employee Paid
- Amount:** 5.00 USD
- Billing Type:** Internal (highlighted in red)
- Expense Location:** NEW YORK-NEW YORK CC (highlighted in red)
- Additional Information:** Per Diem Deductions, Attach Receipt, Accounting (1)
- Buttons:** Receipt Split

Figure 36

Step 33: Select **Save** (Figure 37).

This screenshot is identical to Figure 36, showing the same expense details. The primary change is the highlighting of the 'Save' button in the top right corner, indicating the next step in the process. The 'Review and Submit' button is also visible next to it.

Figure 37

Step 34: Repeated steps 18-33 for each day traveled. Select **Review** and **Submit** when finished (Figure 38).

The screenshot shows the 'Expense Entry' screen. On the left, there is a list of expenses categorized by date: Wednesday, May 15, 2024; Tuesday, May 14, 2024; and Monday, May 13, 2024. The total for all items is 206.68 USD. The selected expense is 'Out of State Local Incidental' for 'Day 3' on 'Wednesday, May 15, 2024', with an amount of 5.00 USD. The right side of the screen shows the details for this expense, including fields for Date (05/15/2024), Expense Type (Out of State Local Incidental), Description (Day 3), Payment (Employee Paid), Amount (5.00 USD), Billing Type (Internal), and Expense Location (NEW YORK-NEW YORK CC). There are also buttons for 'Review Duplicate Lines', 'Receipt Split', and 'Submit'.

Figure 38

Select **Submit** (Figure 39).

The screenshot shows the 'Expense Summary' screen. It displays the 'Expense Report Summary' with a total of 206.68 USD and 'Due to Employee' of 206.68 USD. The 'Approval Status' is 'Pending' with a 'Report ID' of 000000248. There are buttons for 'Update Details' and 'Submit'.

Figure 39

Select **Submit** to certify the expenses are accurate and in compliance with existing expense policy (Figure 40).

The screenshot shows a 'Submission Confirmation' dialog box. It contains the text: 'CERTIFICATION: This is to certify that the data contained in this expense report is accurate and complies with expense policy.' There are two buttons: 'Submit' and 'Cancel'.

Figure 40

Step 35: You should be able to check and see your status update to the submission in process (Figure 41).

Awaiting Approval								1 row
Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount	
	Travel to New York conference	0000000248	Submission in Process			07/09/2024	206.68 USD	

Figure 41