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).

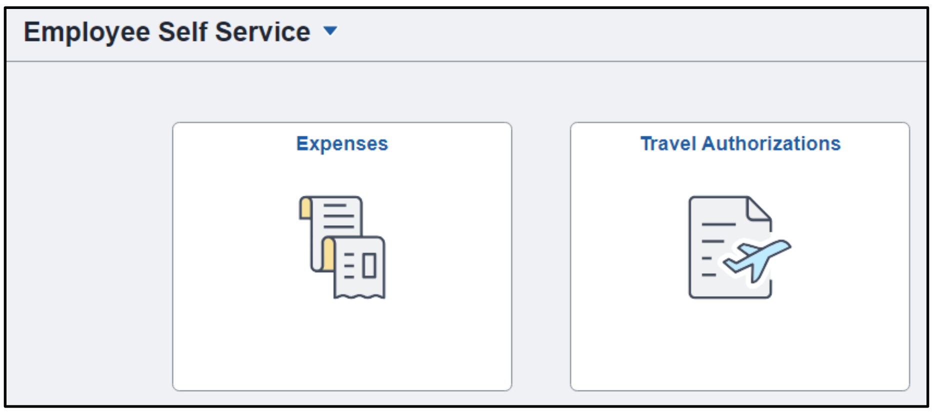

Figure 1

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).

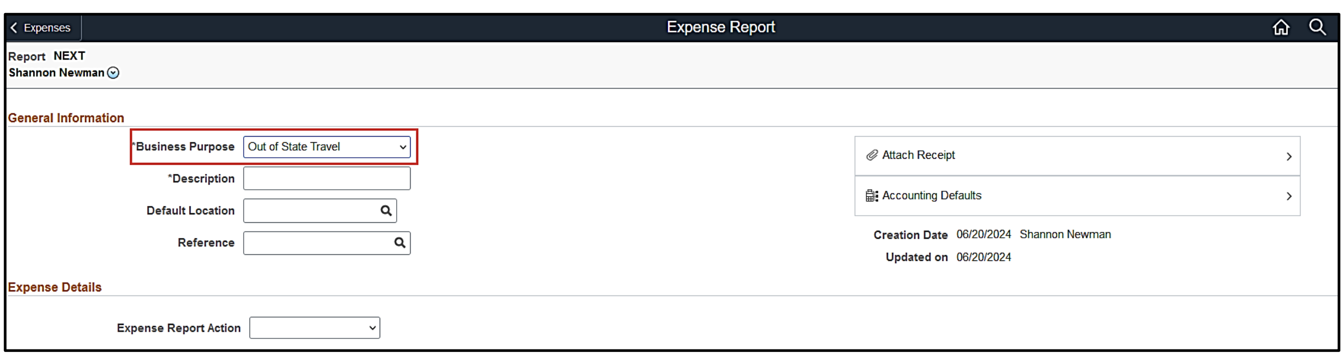

Figure 2

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

Figure 3

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

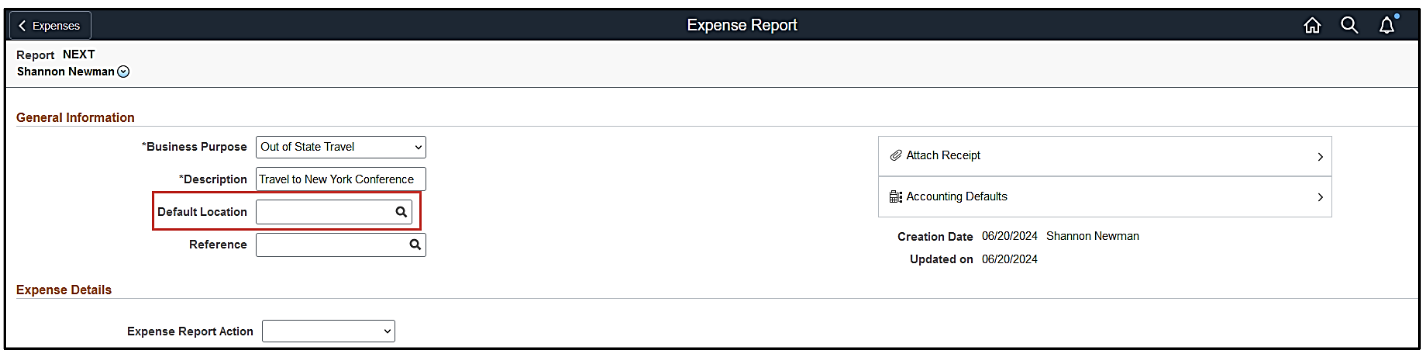

Figure 4

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.

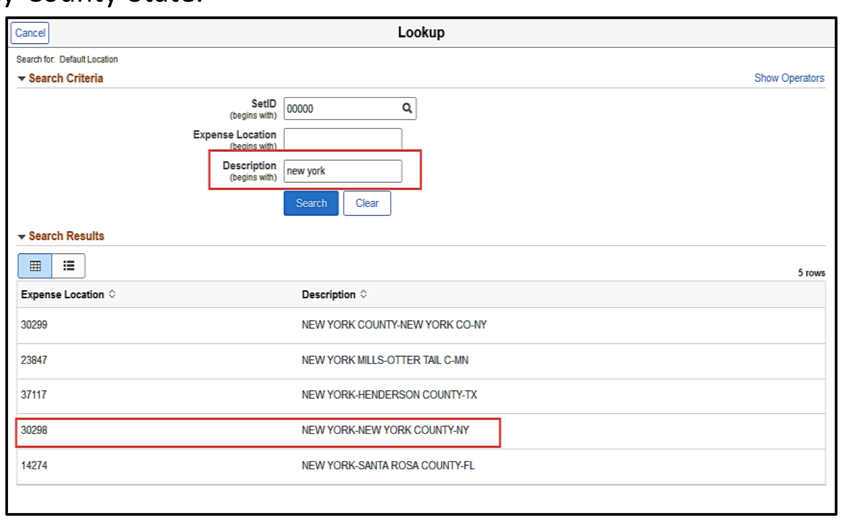

Figure 5

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.

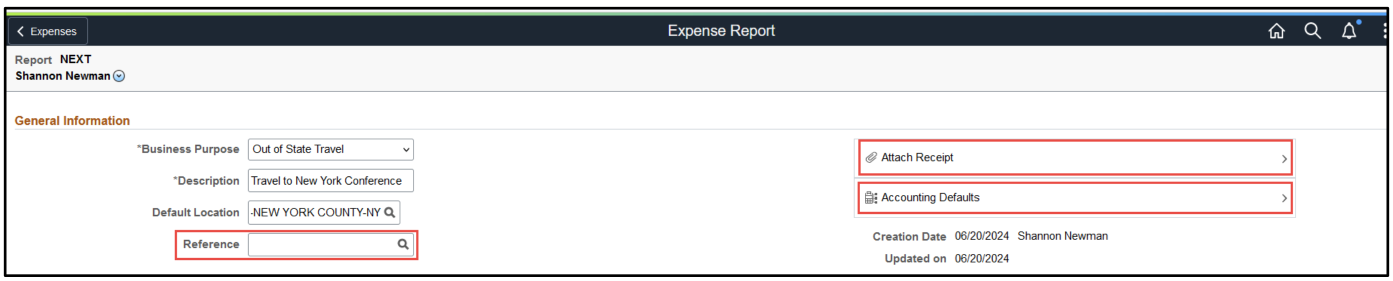

Figure 6

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).

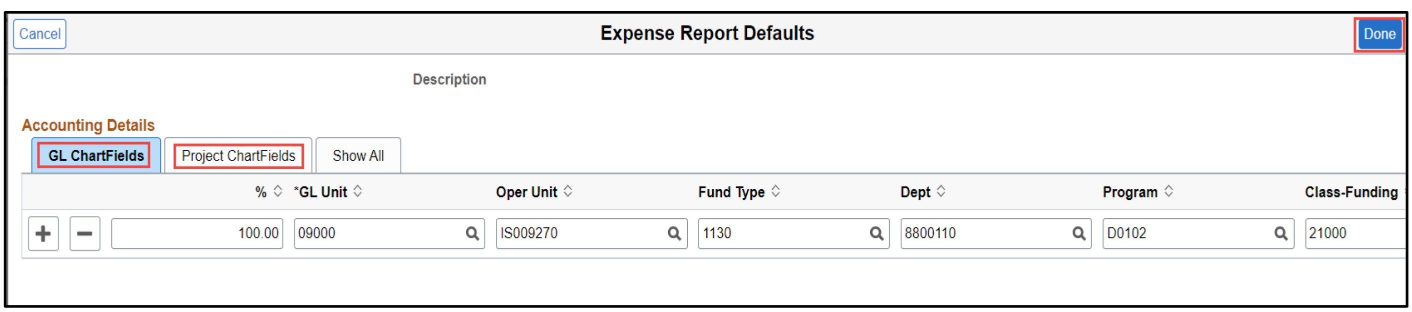

Figure 7

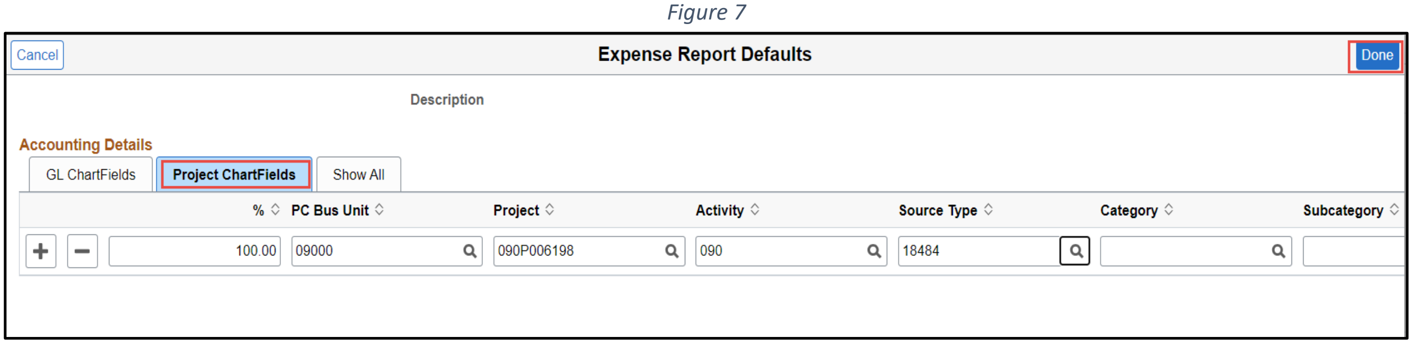

Figure 8

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).

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).

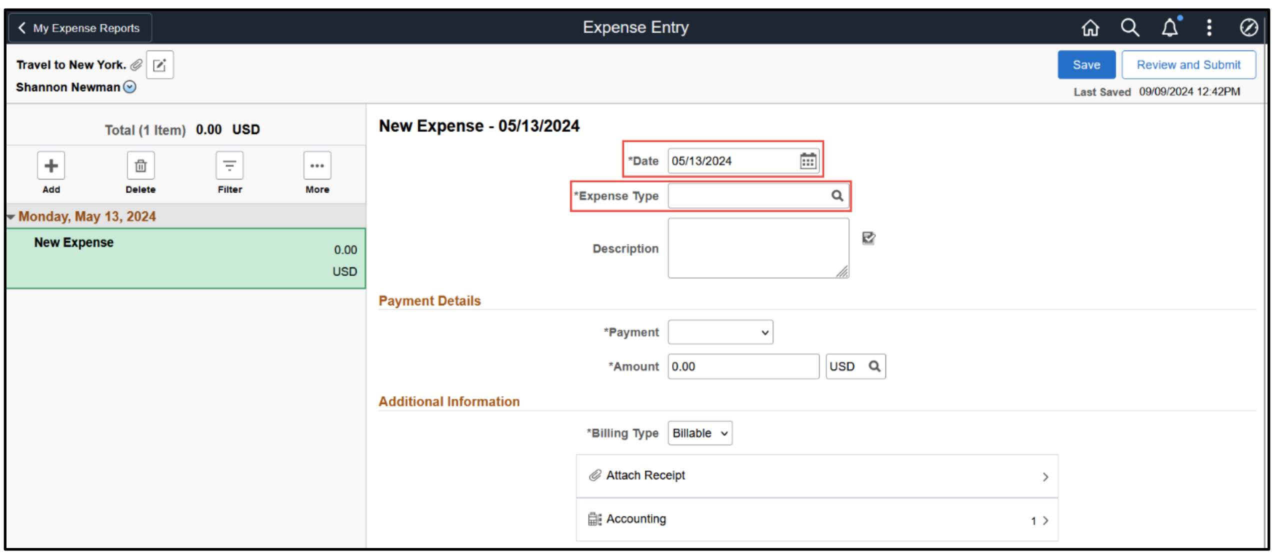

Figure 10

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

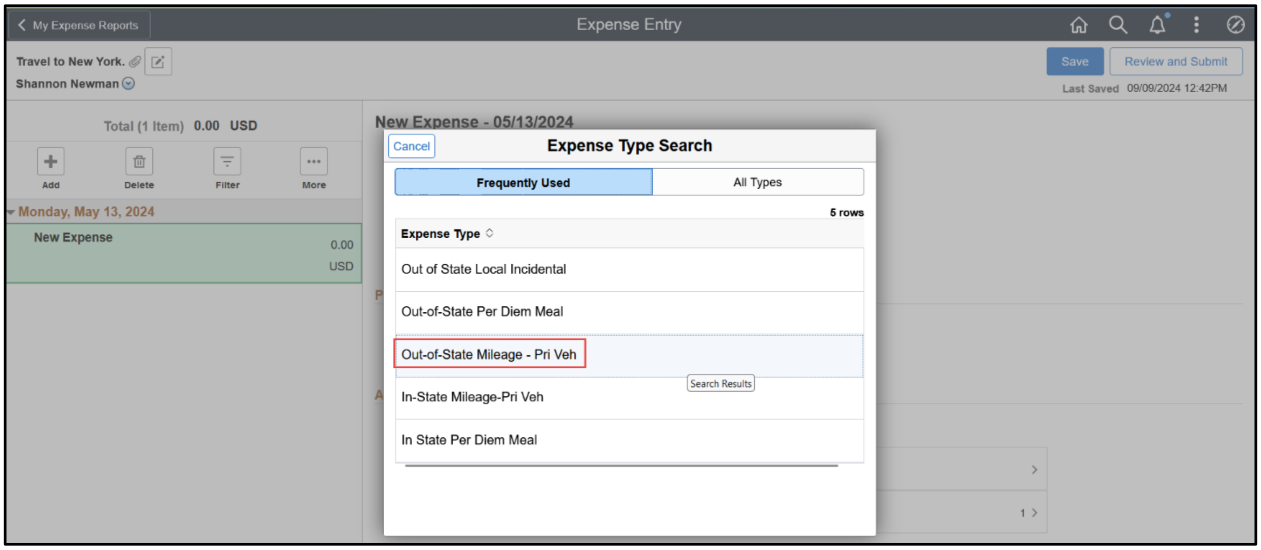

Figure 11

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.

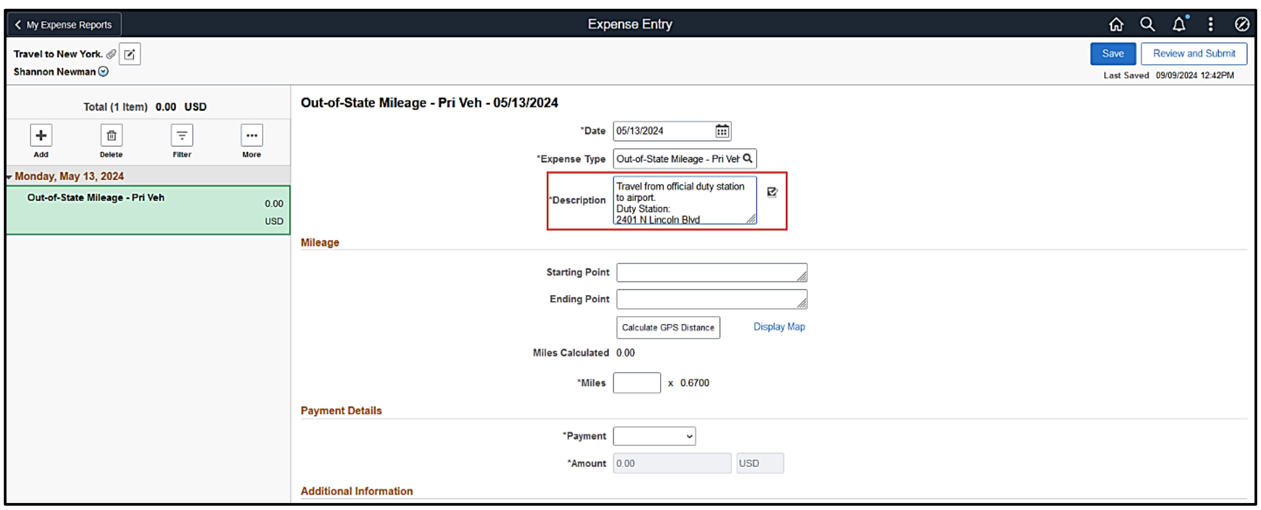

Figure 12

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.

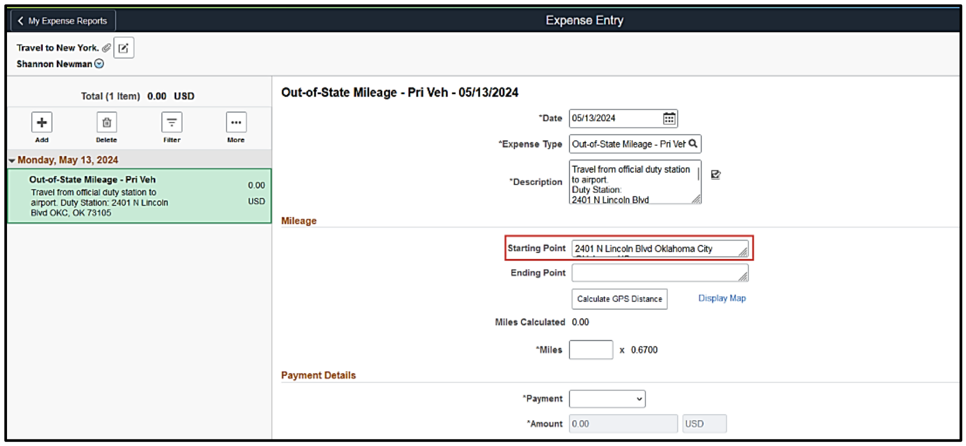

Figure 13

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**.

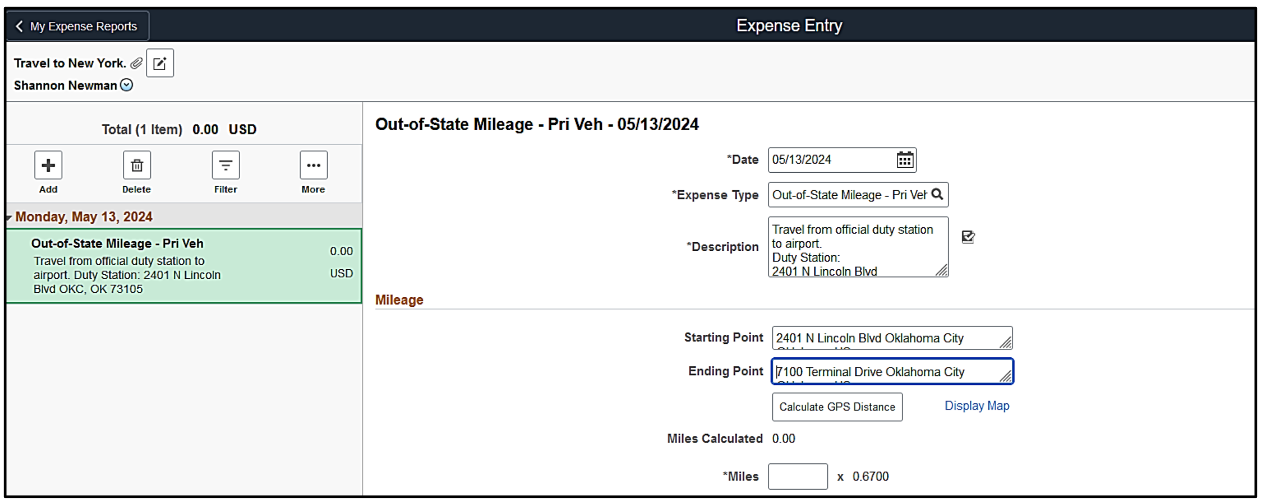

Figure 14

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).

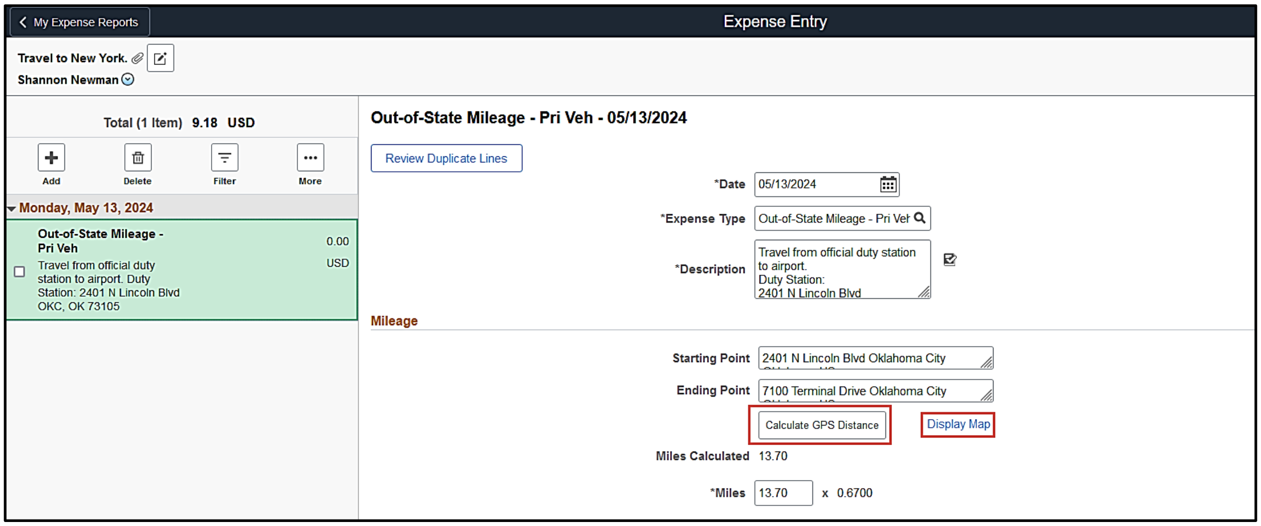

Figure 15

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

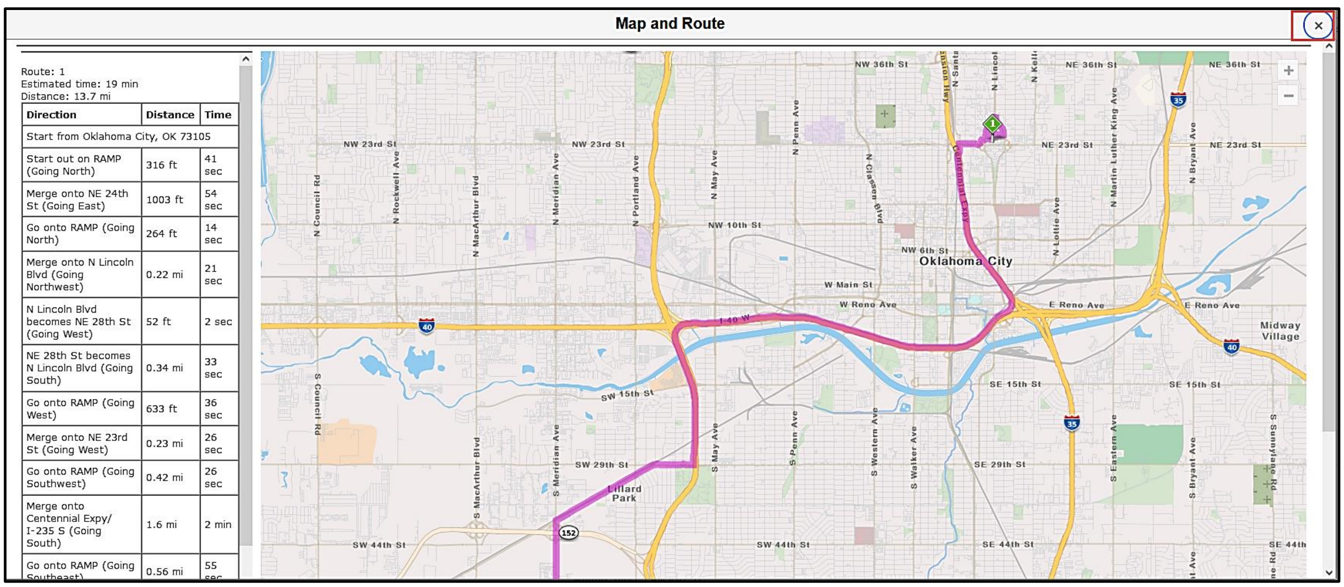

Figure 16

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.

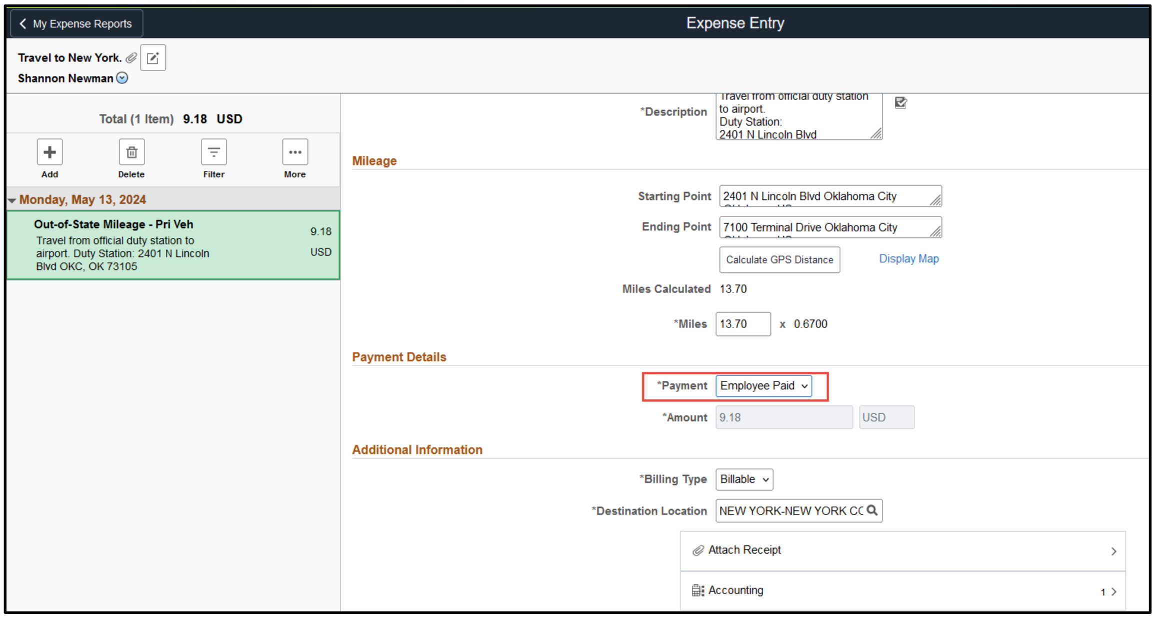

Figure 17

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).

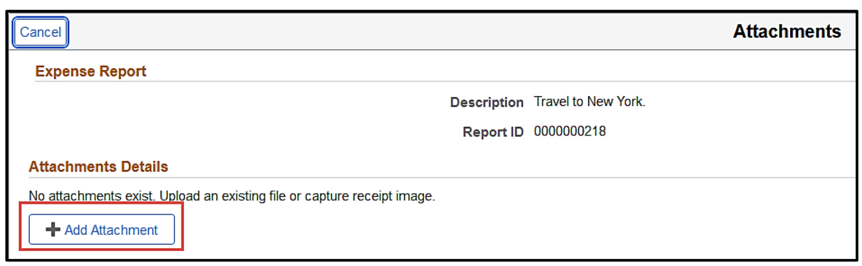

Figure 18

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

Figure 19

Step 17: Select **Save** (Figure 20).

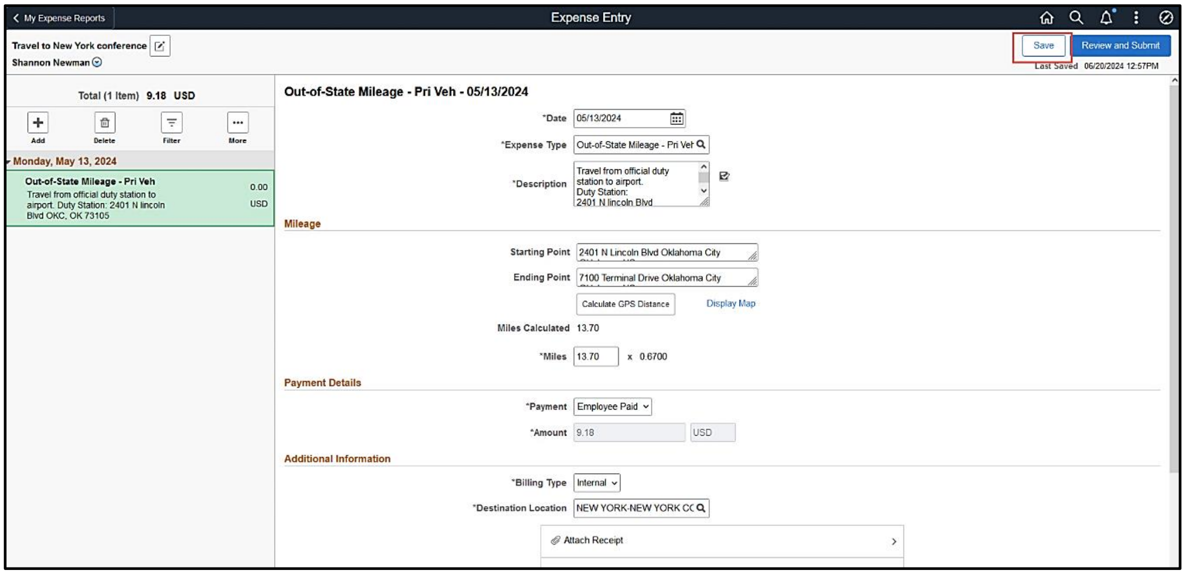

Figure 20

Step 18: Select **Add** (Figure 21)**.**

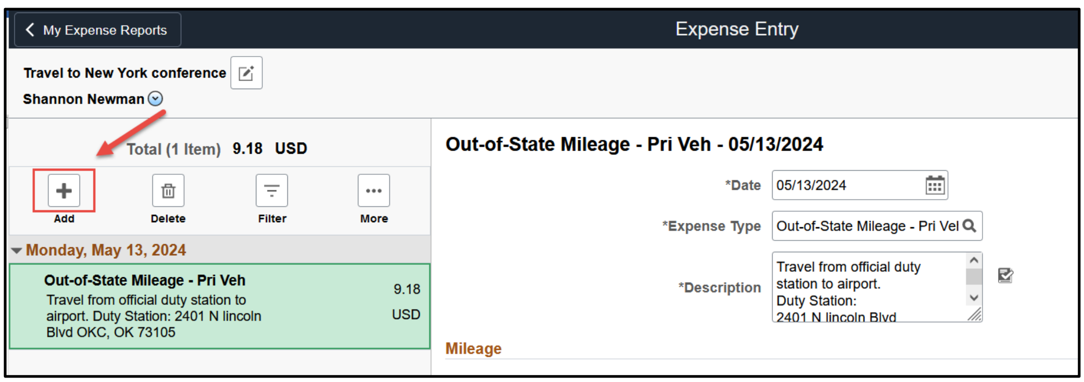

Figure 21

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).

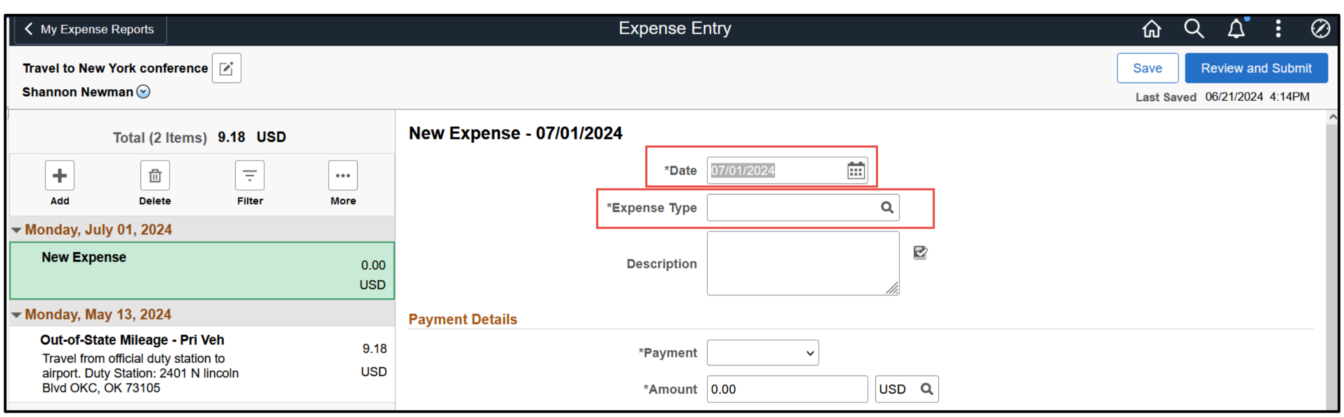

Figure 22

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

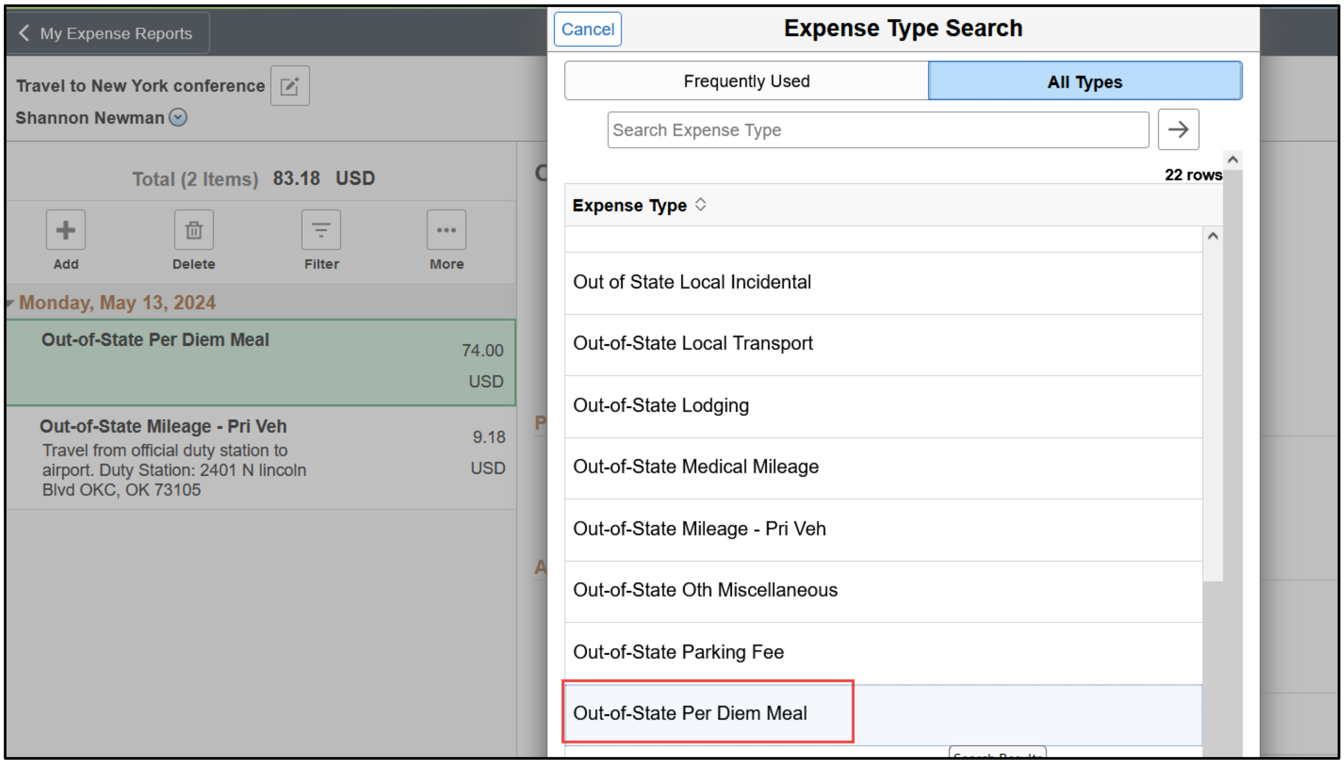

Figure 23

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.

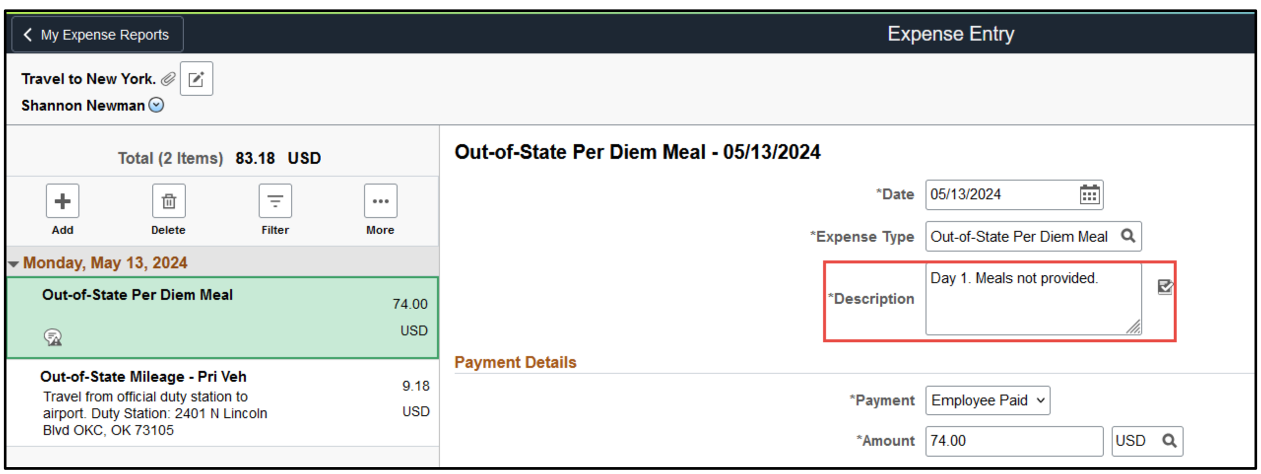

Figure 24

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

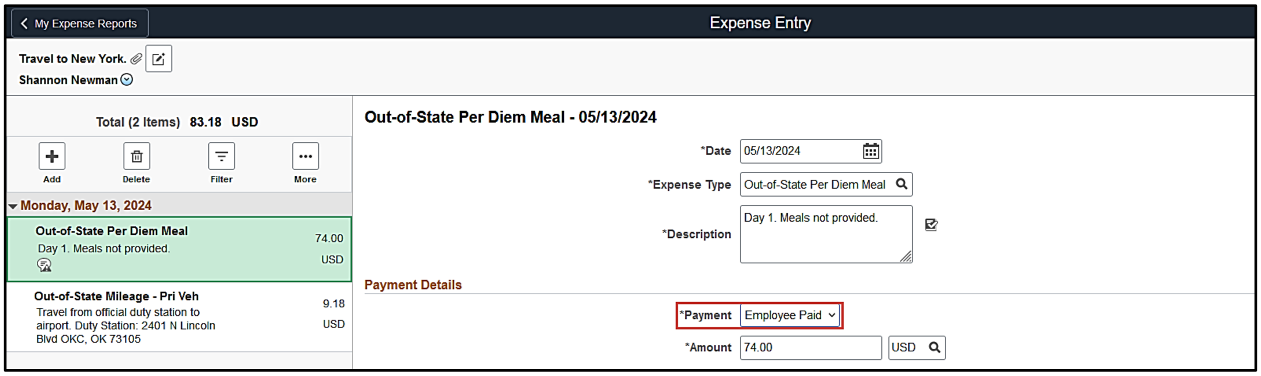

Figure 25

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

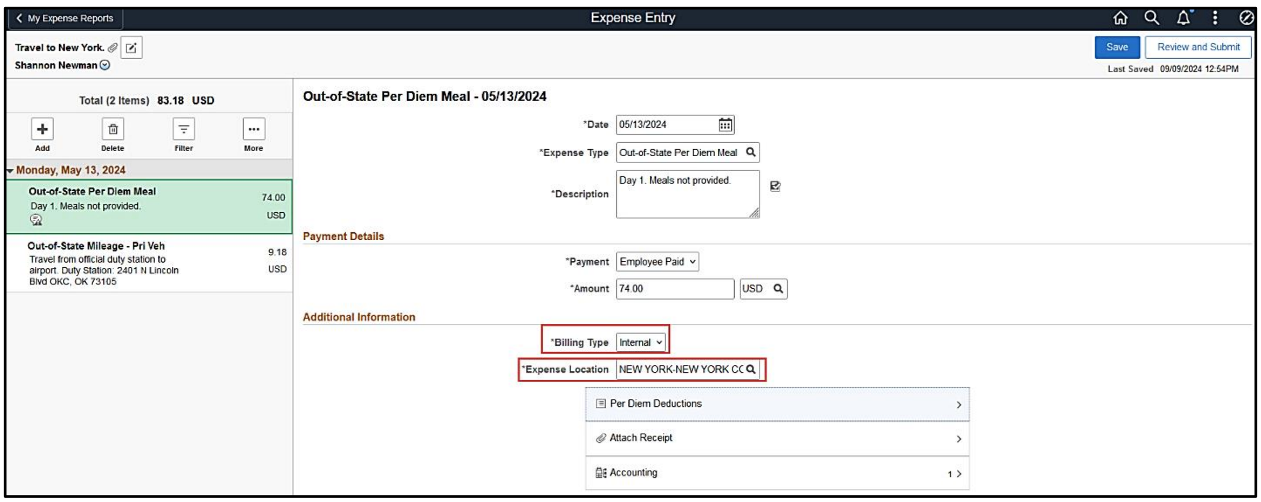

Figure 26

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.

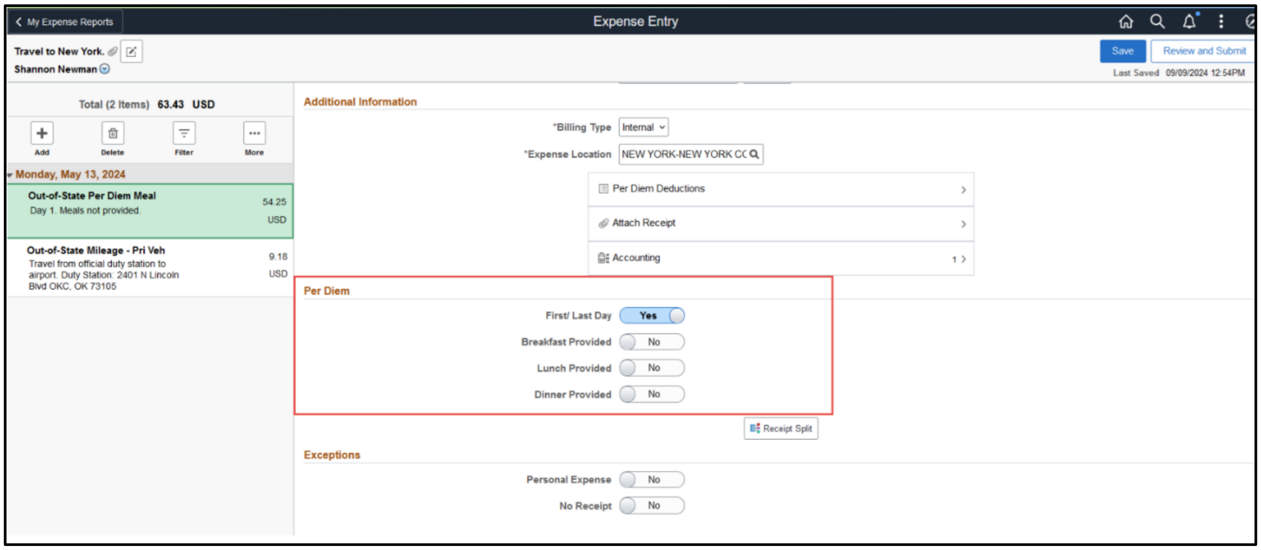

Figure 27

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).

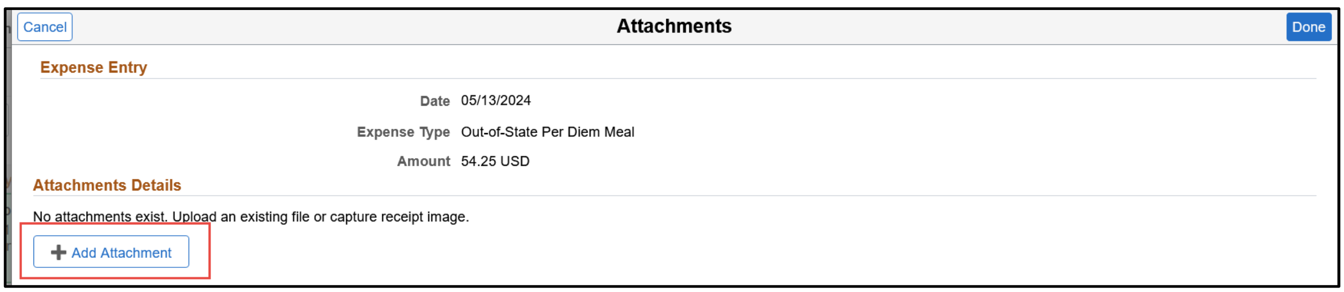

Figure 28

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

Figure 29

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

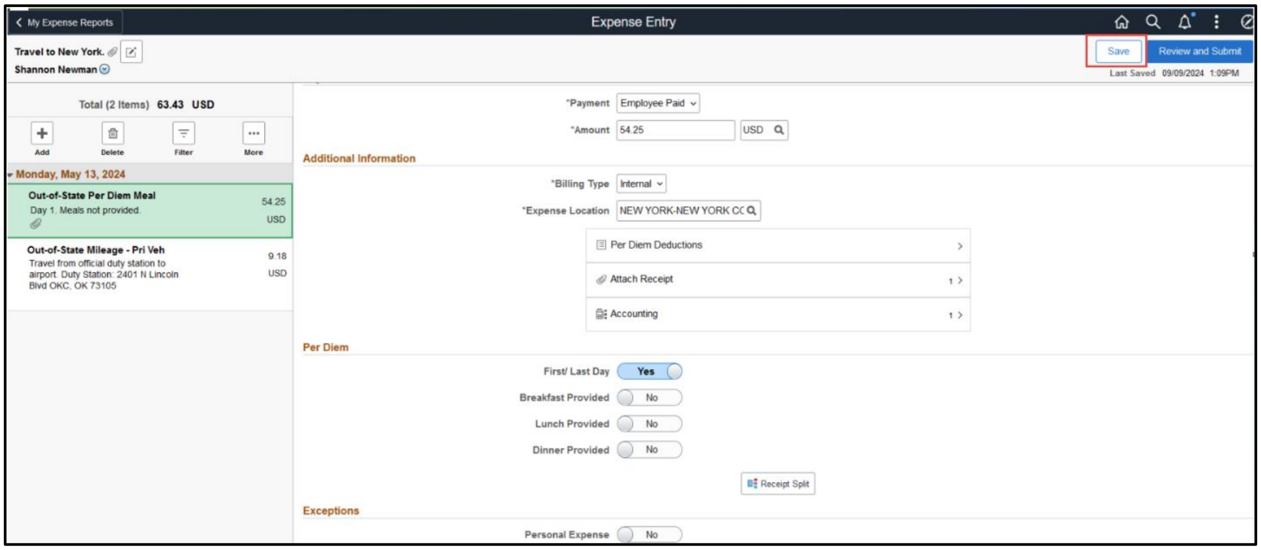

Figure 30

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

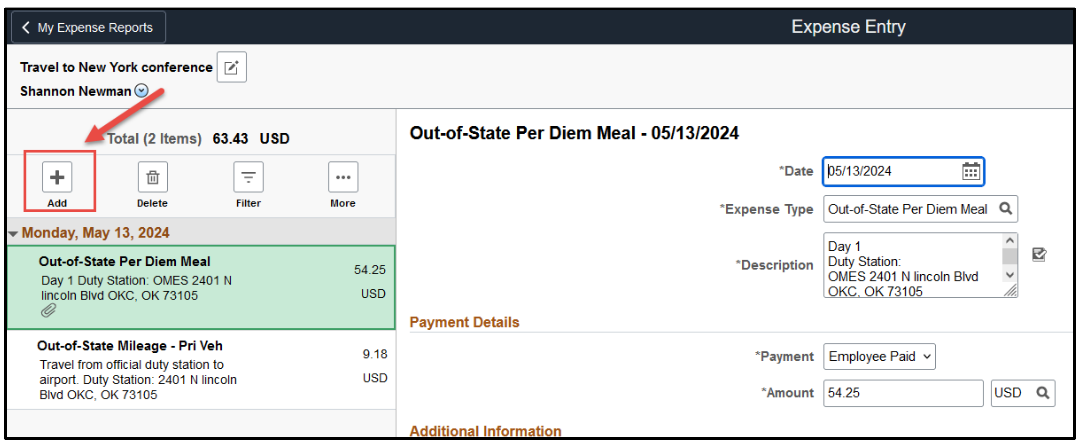

Figure 31

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).

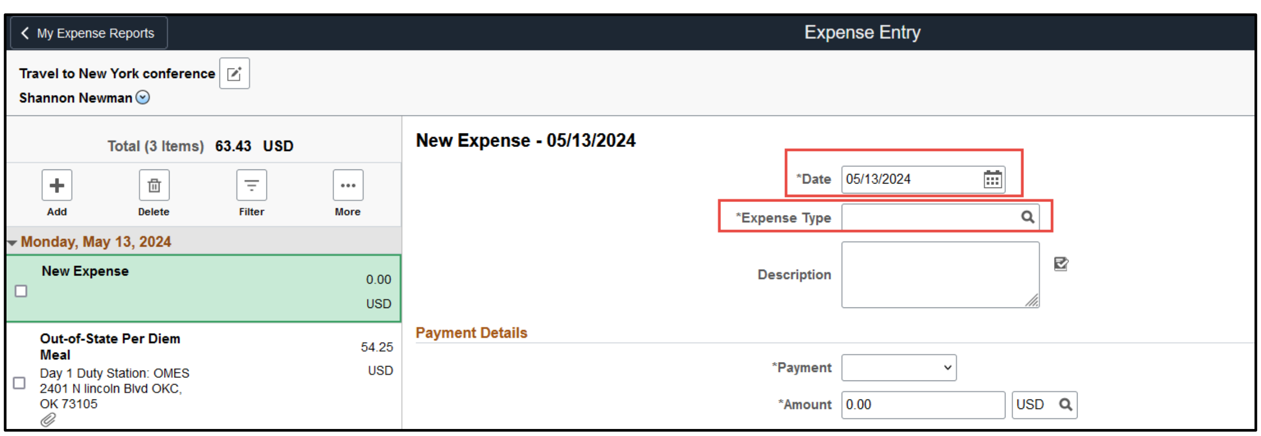

Figure 32

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

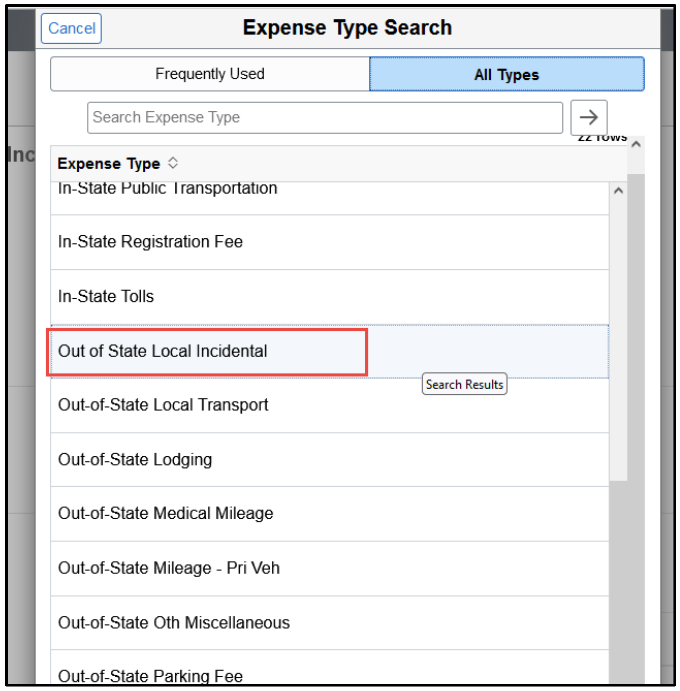

Figure 33

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).

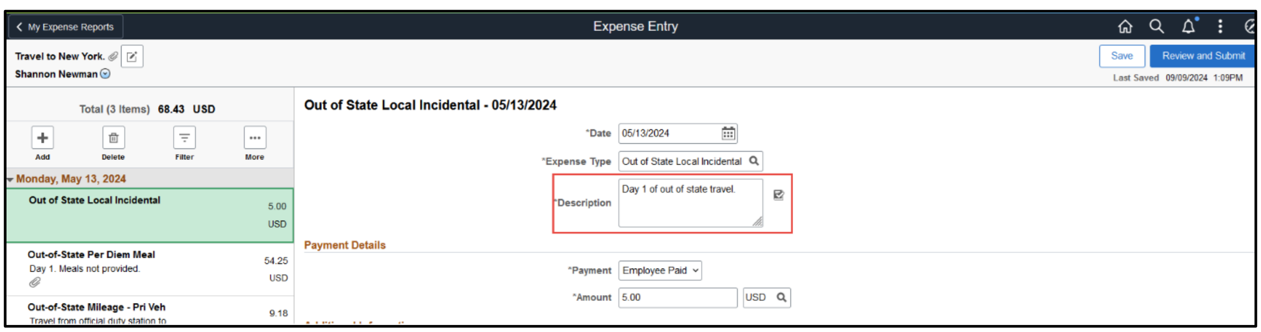

Figure 34

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

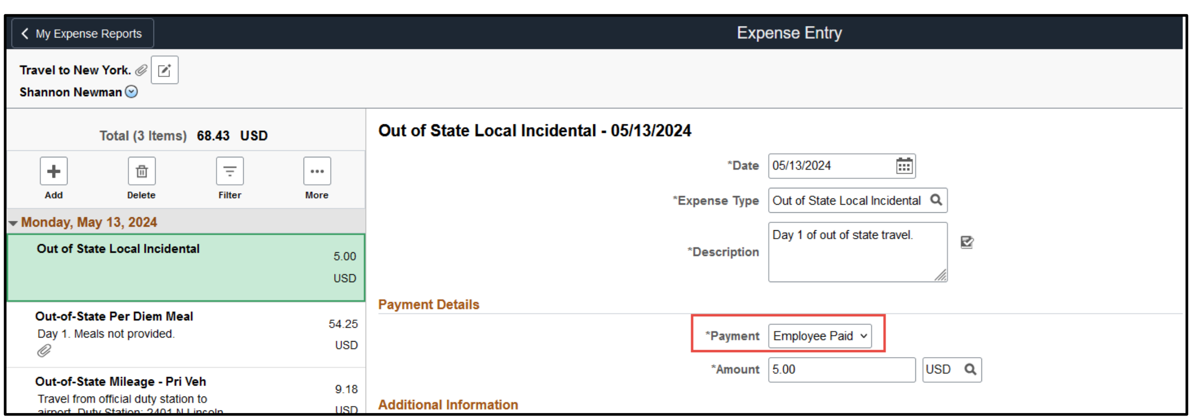

Figure 35

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

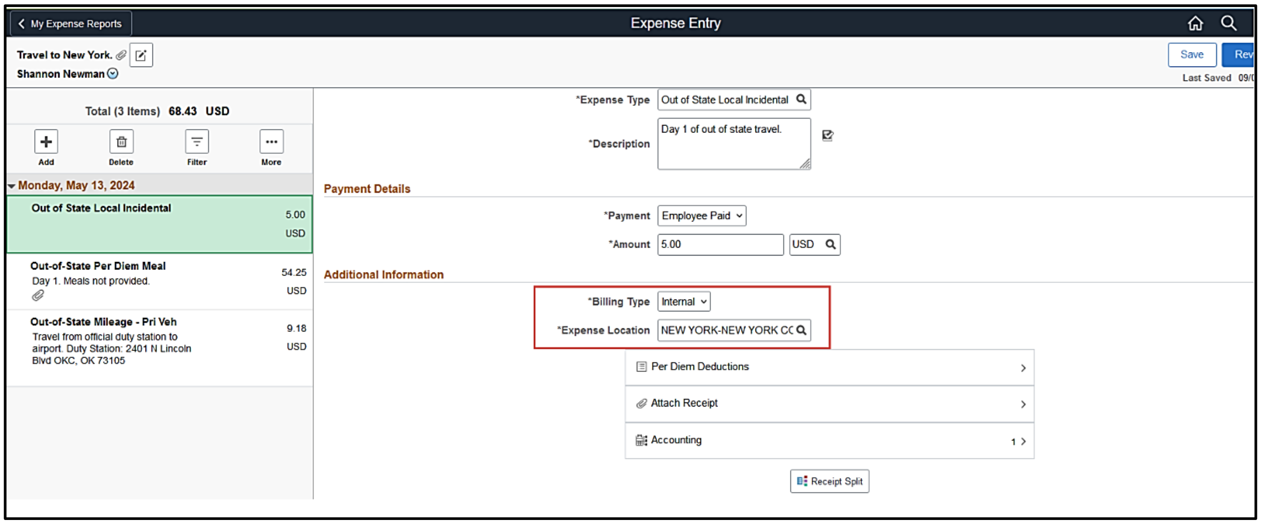

Figure 36

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

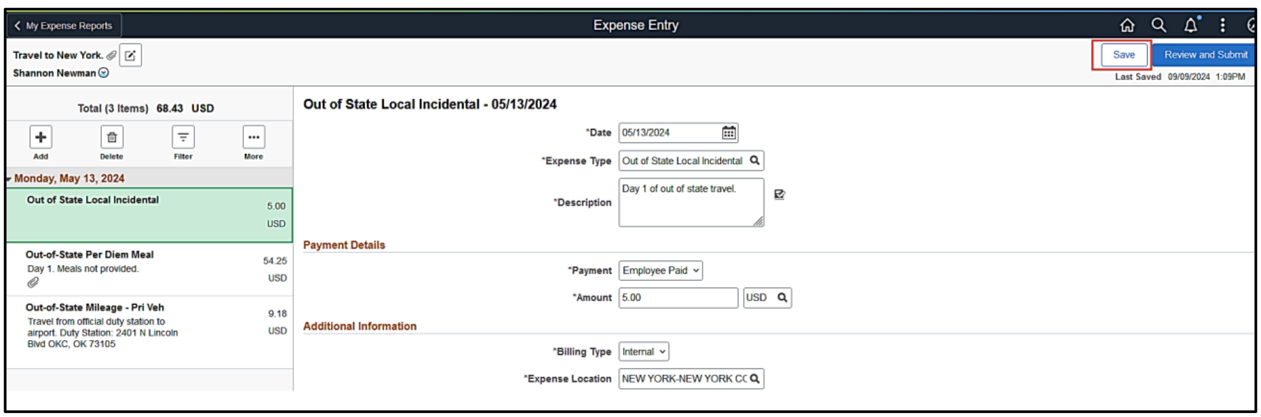

Figure 37

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

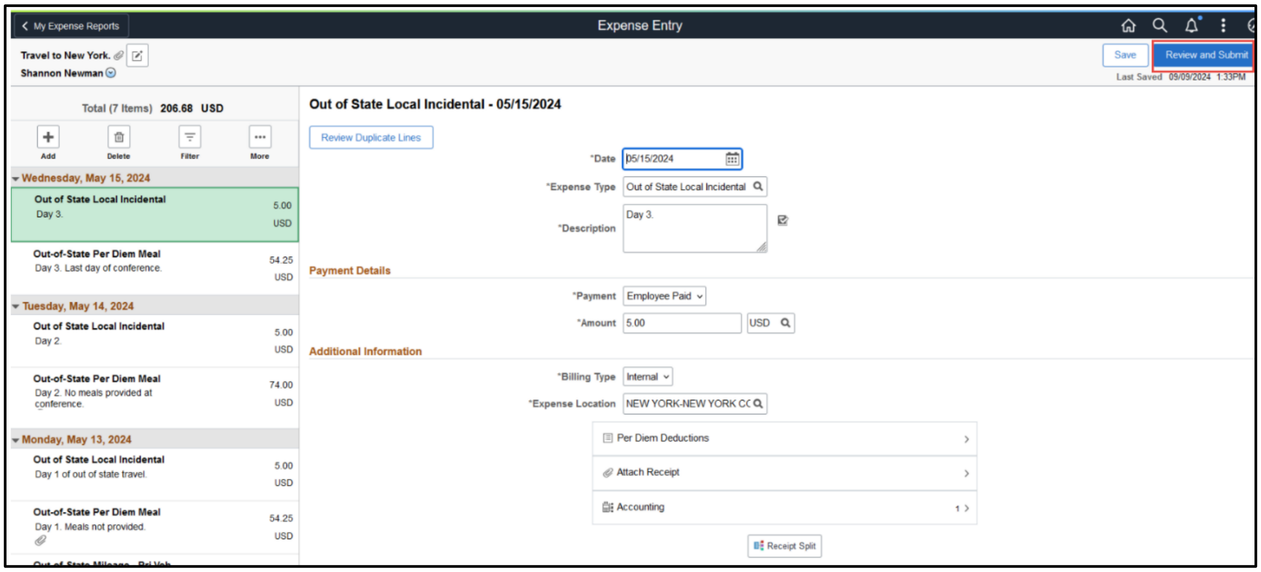

Figure 38

Select **Submit** (Figure 39).

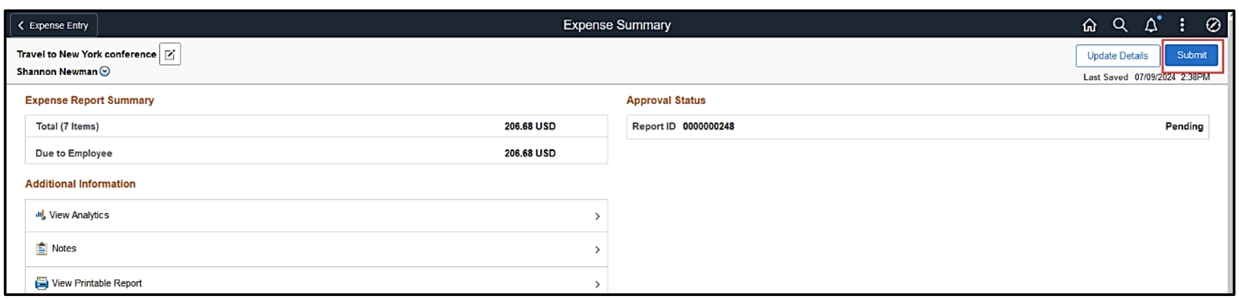

Figure 39

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

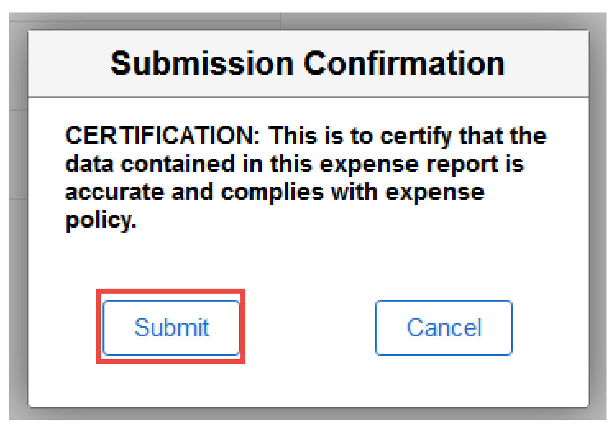

Figure 40

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

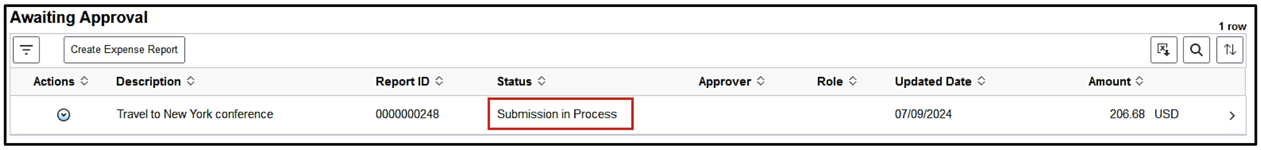

Figure 41