



**OKLAHOMA**  
Office of Management  
& Enterprise Services

# **Travel and Expense Report Creation User Guide**

December 2023

# DOCUMENT CONTROL

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1.0	September 2023	Created	Jay Appannagari	
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<b>Target audience</b>
Travel and Expenses

<b>Sources/Supporting documents</b>
<ul style="list-style-type: none"><li>• NA</li></ul>

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## INTRODUCTION

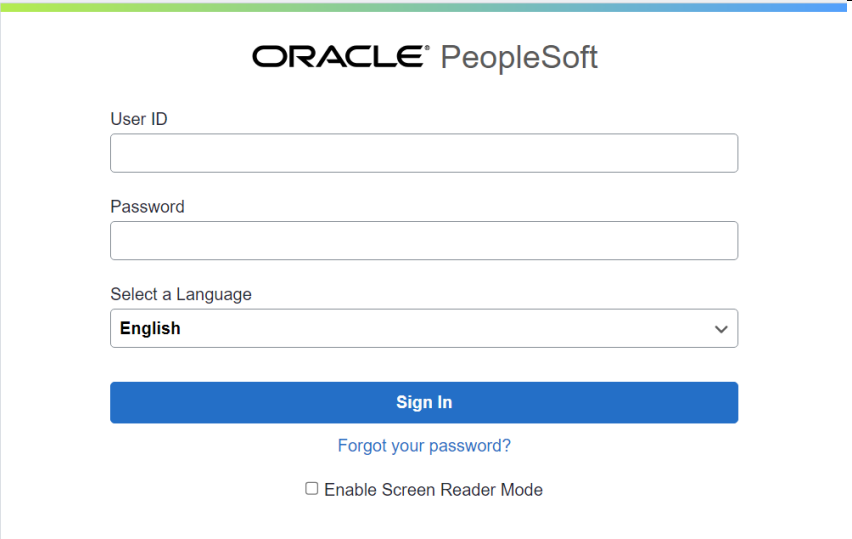
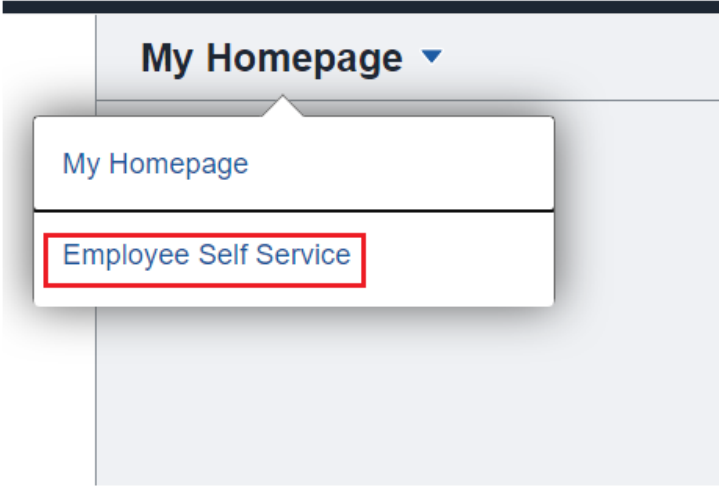
The purpose of this document is to walk the user through the steps to perform the following tasks:

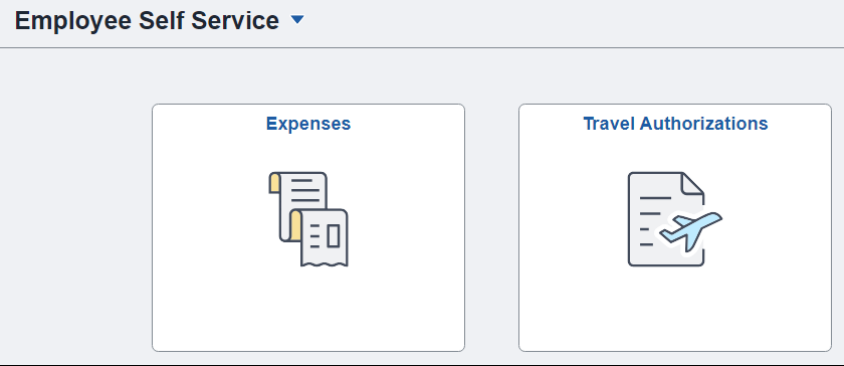

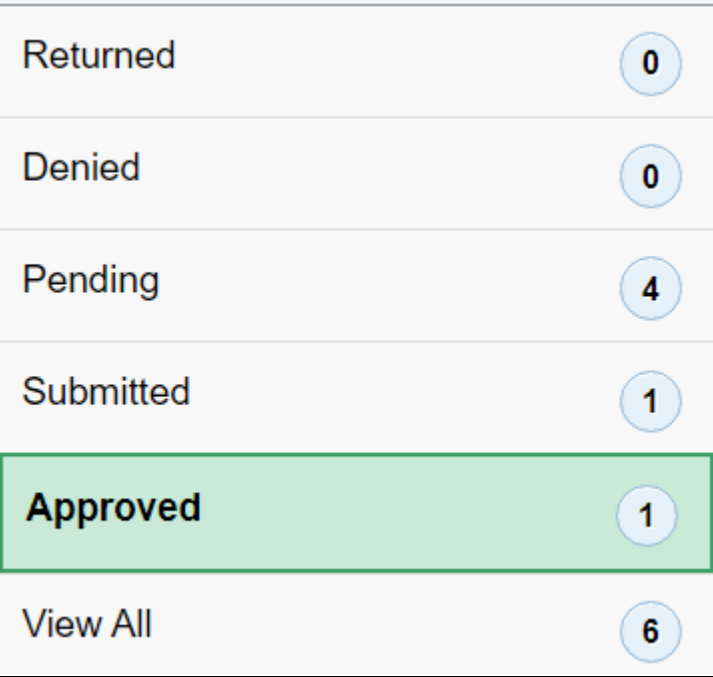
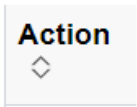

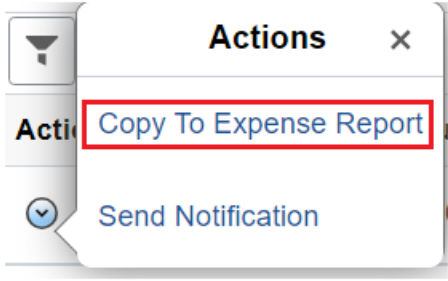
- Out-of-State Travel Expense Report from Travel Authorization.
- In-State Travel Report from Travel Authorization.
- Create Expense Report for Mileage.
- Create Expense Report by using Copy Expense Report option.
- Withdraw submitted Expense Report.
- Delete an Expense Report.
















# Expense Report Creation

## Out-of-State Travel Expense Report from Travel Authorization


	Setup/Usage instructions	Screen prints
1.	Log into PeopleSoft.	
2.	From the top left corner, select <b>My Homepage</b> , then select <b>Employee Self Service</b> from the drop-down menu.	

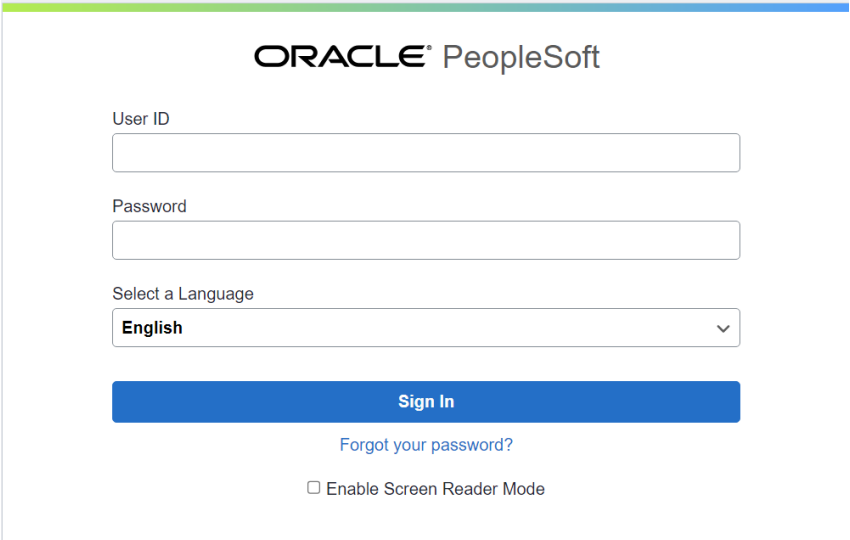
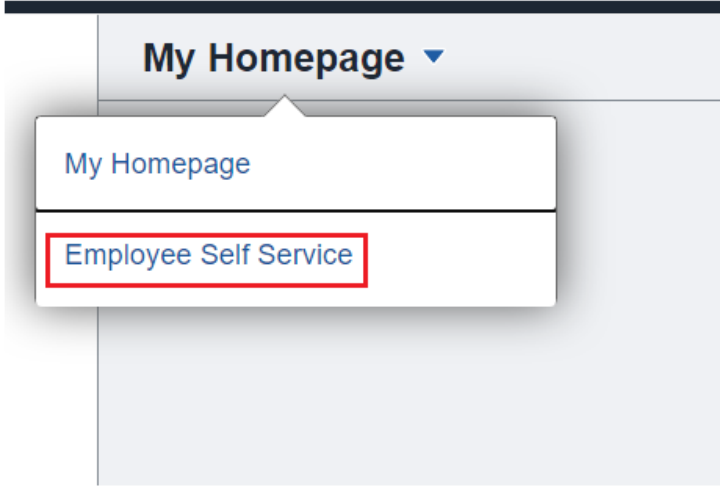
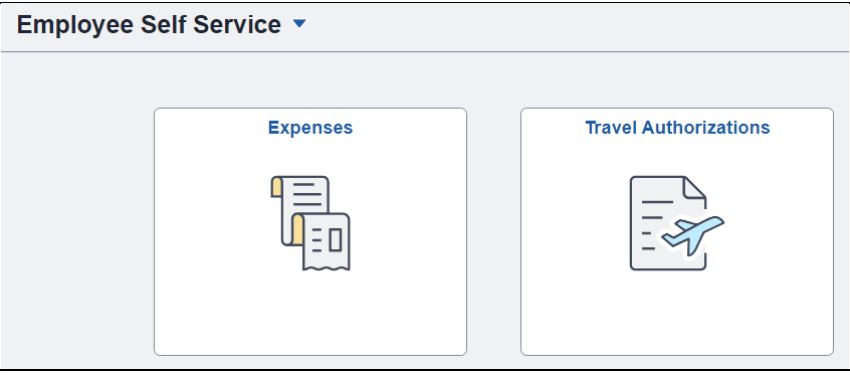
3.	Employee Self Service displays the <b>Travel Authorizations</b> tile.	 <p>The screenshot shows the 'Employee Self Service' header with a dropdown arrow. Below it are two main tiles: 'Expenses' with a document icon and 'Travel Authorizations' with a document and airplane icon.</p>
4.	<p>Select the <b>Travel Authorizations</b> tile.</p> <p> You can create an Expense Report by selecting the Approved and Budget options under Travel Authorizations only.</p> <p>To do so, select <b>Approved</b> from the list within the Travel Authorizations to create expense sheet.</p>	 <p>The screenshot shows a list of authorization statuses with counts in blue circles:</p> <ul style="list-style-type: none"> <li>Returned: 0</li> <li>Denied: 0</li> <li>Pending: 4</li> <li>Submitted: 1</li> <li><b>Approved: 1</b> (highlighted in green)</li> <li>View All: 6</li> </ul>
5.	<p>To create Expense Sheet, select <b>Out-of-State Travel Authorization</b>, then select the <b>Action</b> drop-down.</p> <p></p> <p></p> <p>Select <b>Copy to Expense Report</b>.</p>	 <p>The screenshot shows an 'Actions' menu with a close button (x). The 'Copy To Expense Report' option is highlighted with a red box. Below it is the 'Send Notification' option.</p>


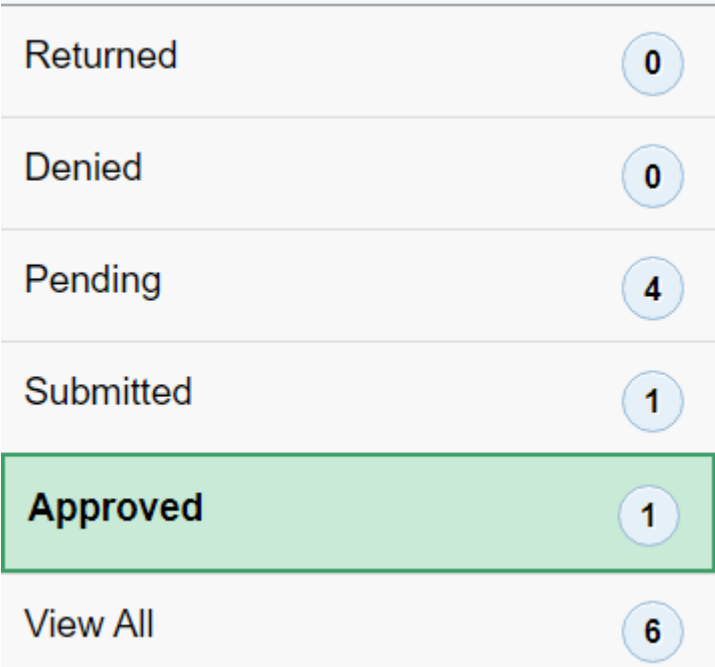
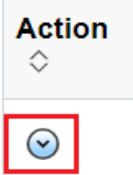
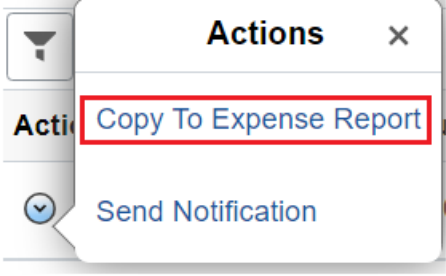
6.	The selected Expense Report populates with the Travel Authorization.	<div data-bbox="649 86 1494 961"> <p>New York </p> <p>Johnny Haddox </p> <hr/> <p style="text-align: center;"><b>Total (3 Items) 182.50 USD</b></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span> Add</span> <span> Delete</span> <span> Filter</span> <span> More</span> </div> <p style="margin-top: 10px;"><b>Monday, August 07, 2023</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0e0e0;"> <td style="padding: 5px;"><b>Out-of-State Per Diem Meal</b></td> <td style="text-align: right; padding: 5px;">54.25</td> </tr> <tr> <td style="padding: 5px;">Day 3</td> <td style="text-align: right; padding: 5px;">USD</td> </tr> <tr> <td style="padding: 5px;"><b>Out-of-State Per Diem Meal</b></td> <td style="text-align: right; padding: 5px;">74.00</td> </tr> <tr> <td style="padding: 5px;">Day 2</td> <td style="text-align: right; padding: 5px;">USD</td> </tr> <tr style="background-color: #d0f0d0;"> <td style="padding: 5px;"><b>Out-of-State Per Diem Meal</b></td> <td style="text-align: right; padding: 5px;">54.25</td> </tr> <tr> <td style="padding: 5px;">Day 1</td> <td style="text-align: right; padding: 5px;">USD</td> </tr> </table> </div>	<b>Out-of-State Per Diem Meal</b>	54.25	Day 3	USD	<b>Out-of-State Per Diem Meal</b>	74.00	Day 2	USD	<b>Out-of-State Per Diem Meal</b>	54.25	Day 1	USD
<b>Out-of-State Per Diem Meal</b>	54.25													
Day 3	USD													
<b>Out-of-State Per Diem Meal</b>	74.00													
Day 2	USD													
<b>Out-of-State Per Diem Meal</b>	54.25													
Day 1	USD													
7.	<p>Expense Report populates with Travel Authorization (continued).</p> <p> You can add additional lines to this Expense Report that did not populate from Travel Authorization such as miscellaneous charges or fees.</p>	<div data-bbox="649 997 1494 1774"> <p><b>Out-of-State Per Diem Meal - 08/07/2023</b></p> <p>*Date <input type="text" value="08/07/2023"/> </p> <p>*Expense Type <input type="text" value="Out-of-State Per Diem Meal"/> </p> <p>*Description <input type="text" value="Day 1"/> </p> <hr/> <p><b>Payment Details</b></p> <p>*Payment <input type="text" value="Employee Paid"/></p> <p>*Amount <input type="text" value="54.25"/> <input type="text" value="USD"/> </p> <hr/> <p><b>Additional Information</b></p> <p>*Billing Type <input type="text" value="Billable"/></p> <p>*Expense Location <input type="text" value="NEW YORK-NEW YORK CO"/> </p> <p> Accounting</p> <hr/> <p><b>Per Diem</b></p> <p>First/ Last Day <input checked="" type="checkbox"/> Yes</p> </div>												
8.	Select <b>Save</b> .	The Expense Report is saved.												

9.	<p>Select <b>Review and Submit</b>.</p> <p><b>Review and Submit</b></p>	<div style="text-align: right;"> <input type="button" value="Update Details"/> <input type="button" value="Submit"/> </div> <p style="text-align: right; font-size: small;">Last Saved 09/10/2023 1:44PM</p> <p><b>Approval Status</b></p> <p>Report ID 0000000101 <span style="float: right;">Pending</span></p>								
10.	<p>Select <b>Submit</b> to certify the Expense Report and send for approval.</p>	<div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <h3 style="margin: 0;">Submission Confirmation</h3> <p style="margin: 10px 0;"><b>CERTIFICATION:</b> This is to certify that the data contained in this expense report is accurate and complies with expense policy.</p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 20px;"> <input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Cancel"/> </div> </div>								
11.	<p>The Expense Report moves to the Awaiting Approval queue.</p> <p><b>Awaiting Approval</b> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">2</span></p>	<p><b>Awaiting Approval</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="button" value="Create Expense Report"/> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Actions</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Report ID</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">⌵</td> <td>New York</td> <td>0000000101</td> <td>Submission in Process</td> </tr> </tbody> </table>	Actions	Description	Report ID	Status	⌵	New York	0000000101	Submission in Process
Actions	Description	Report ID	Status							
⌵	New York	0000000101	Submission in Process							
12.	<p>Select <b>&gt;</b> to view the submitted report.</p>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 25%;">0000000101</td> <td style="width: 25%;">Submission in Process</td> <td style="width: 25%;">09/10/2023</td> <td style="width: 25%;">182.50 USD</td> <td style="text-align: right; border: 1px solid red;">&gt;</td> </tr> </table>	0000000101	Submission in Process	09/10/2023	182.50 USD	>			
0000000101	Submission in Process	09/10/2023	182.50 USD	>						



13.	After submitting the Expense Report, you must confirm it is attached to the correct Travel Authorization.	<div data-bbox="678 92 1435 214"> <p>New York </p> <p>Johnny Haddox </p> </div> <div data-bbox="727 239 1130 277"> <p><b>Expense Report Summary</b></p> </div> <div data-bbox="727 302 1435 457"> <p>Total (3 Items)</p> <hr/> <p>Due to Employee</p> <hr/> </div> <div data-bbox="727 499 1071 533"> <p><b>Additional Information</b></p> </div> <div data-bbox="740 583 1292 709"> <p><b>Travel Authorization</b></p> <p>0000000010 is associated to this report.</p> </div>

	Setup/Usage instructions	Screen prints
1.	Log into PeopleSoft.	
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3.	Employee Self Service displays the Expenses and Travel Authorizations tiles.	

<p>4.</p>	<p>Select <b>Travel Authorization</b> tile.</p> <p> You can create an Expense Report by selecting the Approved and Budget options under Travel Authorizations only.</p> <p>To do so, select <b>Approved</b> from the list within the Travel Authorizations to create expense sheet.</p>	 <table border="1"> <tr> <td>Returned</td> <td>0</td> </tr> <tr> <td>Denied</td> <td>0</td> </tr> <tr> <td>Pending</td> <td>4</td> </tr> <tr> <td>Submitted</td> <td>1</td> </tr> <tr style="background-color: #e0f2f1;"> <td><b>Approved</b></td> <td><b>1</b></td> </tr> <tr> <td>View All</td> <td>6</td> </tr> </table>	Returned	0	Denied	0	Pending	4	Submitted	1	<b>Approved</b>	<b>1</b>	View All	6
Returned	0													
Denied	0													
Pending	4													
Submitted	1													
<b>Approved</b>	<b>1</b>													
View All	6													
<p>5.</p>	<p>To create an Expense sheet, select <b>In-State Travel Authorization</b>, then select the <b>Action</b> drop-down.</p> <p></p> <p>Select <b>Copy To Expense Report</b>.</p>	 <p><b>Actions</b> x</p> <ul style="list-style-type: none"> <li>Acti <b>Copy To Expense Report</b></li> <li>Send Notification</li> </ul>												

6. The selected Expense Report populates with Travel Authorization.

Tulsa 
Barbara Lee

---

Total (6 Items) 177.00 USD

Add

Delete

Filter

More

▼ **Wednesday, September 06, 2023**

**Local Incidental Expenses**  
Day 3

5.00  
USD

**In State Per Diem Meal**  
Day 3  
54.00  
USD


▼ **Tuesday, September 05, 2023**

**Local Incidental Expenses**  
Day 2  
5.00  
USD

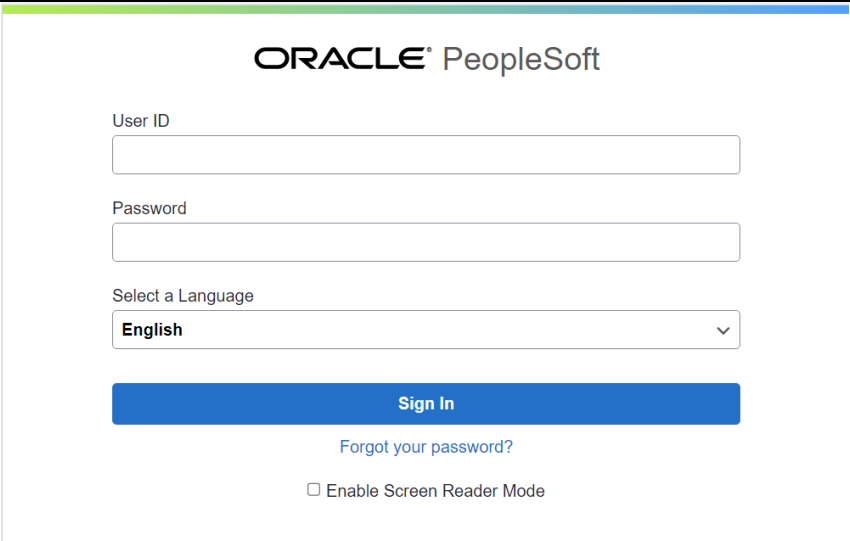
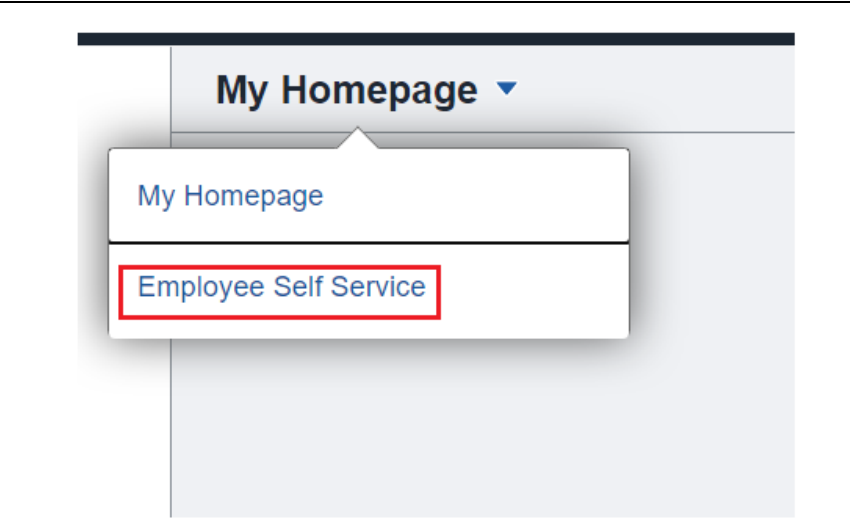
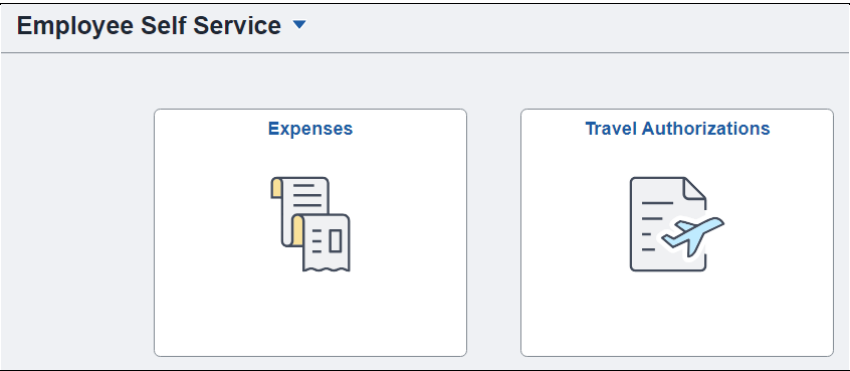
**In State Per Diem Meal**  
Day 2  
  
54.00  
USD

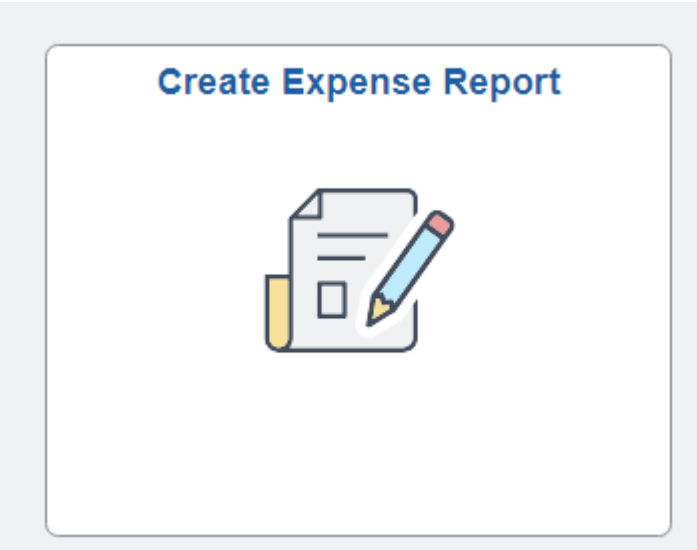



▼ **Monday, September 04, 2023**

**Local Incidental Expenses**  
Day 1  
5.00  
USD


7.	<p>The selected Expense Report populates with Travel Authorization (continued).</p> <p> You can add lines to this Expense Report that did not populate from Travel Authorization such as miscellaneous charges or fees.</p>	<p><b>In State Per Diem Meal - 09/04/2023</b></p> <p>*Date <input type="text" value="09/04/2023"/></p> <p>*Expense Type <input type="text" value="In State Per Diem Meal"/></p> <p>*Description <input type="text" value="Day 1"/></p> <p><b>Payment Details</b></p> <p>*Payment <input type="text" value="Employee Paid"/></p> <p>*Amount <input type="text" value="54.00"/> <input type="text" value="USD"/></p> <p><b>Additional Information</b></p> <p>*Billing Type <input type="text" value="Billable"/></p> <p>*Expense Location <input type="text" value="TULSA-TULSA COUNTY-OK"/></p> <p><input type="checkbox"/> Attach Receipt (Required)</p> <p><input type="checkbox"/> Accounting</p>
8.	Select <b>Save</b> .	<b>Expense Report is Saved</b>
9.	<p>Select <b>Review and Submit</b>.</p> <p><input type="button" value="Review and Submit"/></p>	<p><input type="button" value="Update Details"/> <input type="button" value="Submit"/></p> <p>Last Saved 09/10/2023 9:14PM</p> <p><b>Approval Status</b></p> <p>Report ID 0000000284 <span style="float: right;">Pending</span></p>
10.	Select <b>Submit</b> to certify the Expense Report and send for approval.	<p style="text-align: center;"><b>Submission Confirmation</b></p> <p><b>CERTIFICATION: This is to certify that the data contained in this expense report is accurate and complies with expense policy.</b></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p>


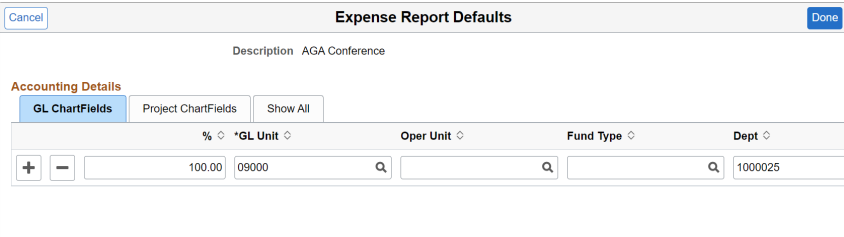
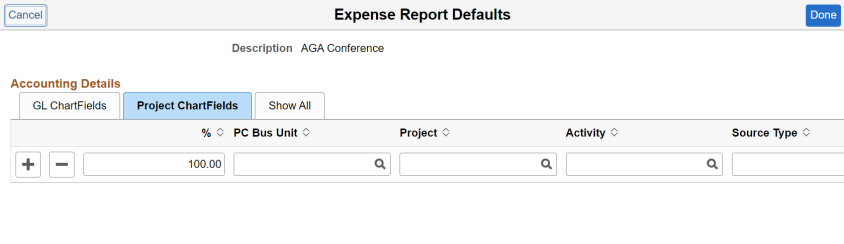
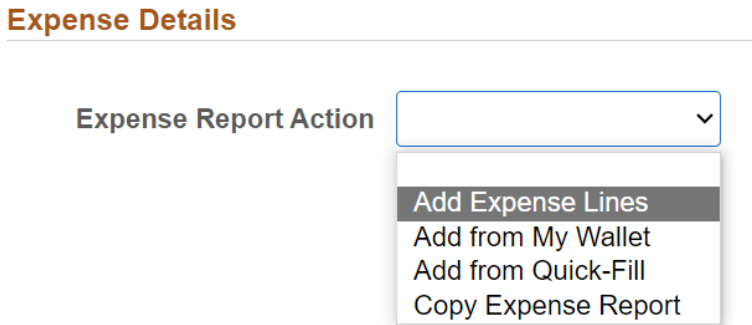
11.	The Expense Report moves to the Awaiting Approval queue.	<p><b>Awaiting Approval</b></p> <p>Create Expense Report</p> <table border="1"> <thead> <tr> <th>Actions</th> <th>Description</th> <th>Report ID</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>Tulsa</td> <td>0000000284</td> <td>Submission in Process</td> </tr> </tbody> </table>	Actions	Description	Report ID	Status		Tulsa	0000000284	Submission in Process	
Actions	Description	Report ID	Status								
	Tulsa	0000000284	Submission in Process								
12.	Select > to view the submitted Expense Report.	<p>09/10/2023 147.50 USD &gt;</p>									
13.	After submitting the Expense Report, you must confirm it is attached to the correct Travel Authorization.	<p><b>Expense Report Summary</b></p> <p>Total (6 Items)</p> <p>Due to Employee</p> <p><b>Additional Information</b></p> <p><b>Travel Authorization</b></p> <p>0000000125 is associated to this report.</p> <p><b>Approval Status</b></p> <p>Report ID 0000000284 Submitted for Approval</p> <table border="1"> <tbody> <tr> <td></td> <td><b>Submitted</b> Employee</td> <td>Barbara Lee 09/10/2023 9:16:35PM</td> </tr> <tr> <td></td> <td><b>Pending Approval</b> Expense Manager</td> <td>(Pooled)</td> </tr> <tr> <td></td> <td><b>Not Routed</b></td> <td>Payment</td> </tr> </tbody> </table>		<b>Submitted</b> Employee	Barbara Lee 09/10/2023 9:16:35PM		<b>Pending Approval</b> Expense Manager	(Pooled)		<b>Not Routed</b>	Payment
	<b>Submitted</b> Employee	Barbara Lee 09/10/2023 9:16:35PM									
	<b>Pending Approval</b> Expense Manager	(Pooled)									
	<b>Not Routed</b>	Payment									

	Setup/Usage instructions	Screen prints
1.	Log into PeopleSoft.	
2.	From the top left corner, select <b>My Homepage</b> , then select <b>Employee Self Service</b> from the drop-down menu.	
3.	Employee Self Service displays the Expenses and Travel Authorizations tiles.  Select the <b>Expenses</b> tile.	

4.	<p>Select <b>Create Expense Report</b>.</p>	
5.	<p>Select applicable fields for the following:</p> <ul style="list-style-type: none"> <li>• <b>Business Purpose</b></li> <li>• <b>Description</b></li> </ul> <p> To save the Expense Report, you must enter values for fields with an asterisk (*).</p>	<p><b>General Information</b></p> <p>*Business Purpose <input type="text" value="Conference"/></p> <p>*Description <input type="text" value="Conference"/></p> <p>Default Location <input type="text"/></p> <p>Reference <input type="text"/></p>
6.	<p>Enter or select proper values and continue.</p> <p>Default Location:</p> <p></p> <p>Select  to search and select the Default Location.</p> <p>Select <b>Search</b> after entering a partial description.</p>	<p>Default Location <input type="text"/></p> <p><b>Search Criteria</b></p> <p>SetID (begins with) <input type="text" value="00000"/></p> <p>Expense Location (begins with) <input type="text"/></p> <p>Description (begins with) <input type="text" value="Oklahoma"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p>





7.	<p>Default Location (continued):</p> <p>Select the corresponding <b>Expense Location</b> from the <b>Search Criteria</b>.</p> <p> The location description is divided into three parts: City-County-State. Confirm the first part that you select represents the city name.</p>	<p>▼ Search Results</p> <table border="1"> <thead> <tr> <th>Expense Location</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>32280</td> <td>OKLAHOMA CITY-OKLAHOMA COUN-OK</td> </tr> <tr> <td>32281</td> <td>OKLAHOMA COUNTY-OKLAHOMA CO-OK</td> </tr> <tr> <td>33757</td> <td>OKLAHOMA-WESTMORELAND COUNT-PA</td> </tr> </tbody> </table>	Expense Location	Description	32280	OKLAHOMA CITY-OKLAHOMA COUN-OK	32281	OKLAHOMA COUNTY-OKLAHOMA CO-OK	33757	OKLAHOMA-WESTMORELAND COUNT-PA
Expense Location	Description									
32280	OKLAHOMA CITY-OKLAHOMA COUN-OK									
32281	OKLAHOMA COUNTY-OKLAHOMA CO-OK									
33757	OKLAHOMA-WESTMORELAND COUNT-PA									
8.	<p>Default Location (continued):</p> <p>Confirm the proper location is selected.</p>	<p>Default Location OKLAHOMA CITY-OKLAHOMA COUN-OK</p>								
9.	<p>From the Expense Report Location, select the arrow to the right of Accounting Defaults to populate the corresponding Accounting Details.</p>	<p>Attach Receipt</p> <p>Accounting Defaults</p> <p>Creation Date 10/03/2023 Johnathan Goldsberry Updated on 10/03/2023</p> <p>Cancel Expense Report Defaults</p> <p>Description Conference</p> <p>Accounting Details</p> <p>GL ChartFields Project ChartFields Show All</p> <table border="1"> <thead> <tr> <th>%</th> <th>*GL Unit</th> <th>Oper Unit</th> <th>Fund Type</th> </tr> </thead> <tbody> <tr> <td>100.00</td> <td>09000</td> <td>ADM10001</td> <td>1830</td> </tr> </tbody> </table>	%	*GL Unit	Oper Unit	Fund Type	100.00	09000	ADM10001	1830
%	*GL Unit	Oper Unit	Fund Type							
100.00	09000	ADM10001	1830							

<p>10.</p>	<p>Accounting Default Details (continued):</p> <p>Enter Accounting Details with the following values:</p> <p>GL ChartFields if not Defaulted:</p> <ul style="list-style-type: none"> <li>• GL Unit: <b>Defaulted.</b></li> <li>• Oper Unit.</li> <li>• Fund Type.</li> <li>• Dept: <b>Defaulted.</b></li> <li>• Program.</li> <li>• Class-Funding.</li> <li>• Bud Ref.</li> <li>• Sub Account.</li> </ul> <p>Project ChartFields:</p> <ul style="list-style-type: none"> <li>• PC Bus Unit.</li> <li>• Project.</li> <li>• Activity.</li> <li>• Source Type.</li> </ul> <p>If you are unaware of your Accounting Details, please contact your supervisor or your budget analyst.</p> 	 
<p>11.</p>	<p>Within the Expense Details, select <b>Expense Report Action</b>, then select <b>Add Expense Lines</b>.</p>	

<p>12.</p>	<p>Select the appropriate <b>Date</b> and <b>Expense Type</b> with respect to the dates the traveler is requesting mileage reimbursement. The description field is optional but can be used to populate any relevant details surrounding mileage expense, including traveler duty station.</p> <p>For mileage, you must select one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Out-of-State Mileage - Pri Veh</b></li> <li>• <b>In-State Mileage-Pri Veh</b></li> </ul>	<p><b>In-State Mileage-Pri Veh - 09/04/2023</b></p> <div style="border: 1px solid red; padding: 5px;"> <p>*Date <input type="text" value="09/04/2023"/> </p> <p>*Expense Type <input type="text" value="In-State Mileage-Pri Veh"/> </p> <p>Description <input type="text" value="Travel"/></p> </div>
<p>13.</p>	<p>You are required to enter a Starting Point and Ending Point to trigger Calculate GPS Distance. If not enabled, you must manually calculate the <b>Miles</b>.</p>	<p><b>Mileage</b></p> <div style="border: 1px solid red; padding: 5px;"> <p>Starting Point <input type="text" value="1223 any street, Oklahoma City"/></p> <p>Ending Point <input type="text" value="123 Dow street, Oklahoma, OK"/></p> <p><input type="button" value="Calculate GPS Distance"/> <a href="#">Display Map</a></p> <p>Miles Calculated 0.00</p> <p>*Miles <input type="text" value="120.00"/> x 0.6550</p> </div>
<p>14.</p>	<p>You are required to enter Payment Details and Additional Information:</p> <ul style="list-style-type: none"> <li>• Payment = <b>Employee Paid</b>.</li> <li>• Amount = <b>Defaulted</b> based on Miles x GSA mileage rates.</li> <li>• Billing Type = <b>Billable</b>.</li> </ul> <p>Destination Location = <b>Defaulted</b>.</p>	<p><b>Payment Details</b></p> <p>*Payment <input type="text" value="Employee Paid"/> </p> <p>*Amount <input type="text" value="78.60"/> <input type="text" value="USD"/></p> <p><b>Additional Information</b></p> <p>*Billing Type <input type="text" value="Billable"/> </p> <p>*Destination Location <input type="text" value="OKLAHOMA CITY-OKLAHOM"/> </p>
<p>15.</p>	<p>Exceptions should be correct. Use the radio button to select the appropriate exception.</p>	<p><b>Exceptions</b></p> <div style="border: 1px solid red; padding: 5px;"> <p>Personal Expense <input type="radio"/> No</p> <p>No Receipt <input checked="" type="radio"/> Yes</p> <p>No Receipt Reason <input type="text" value=""/> </p> </div>



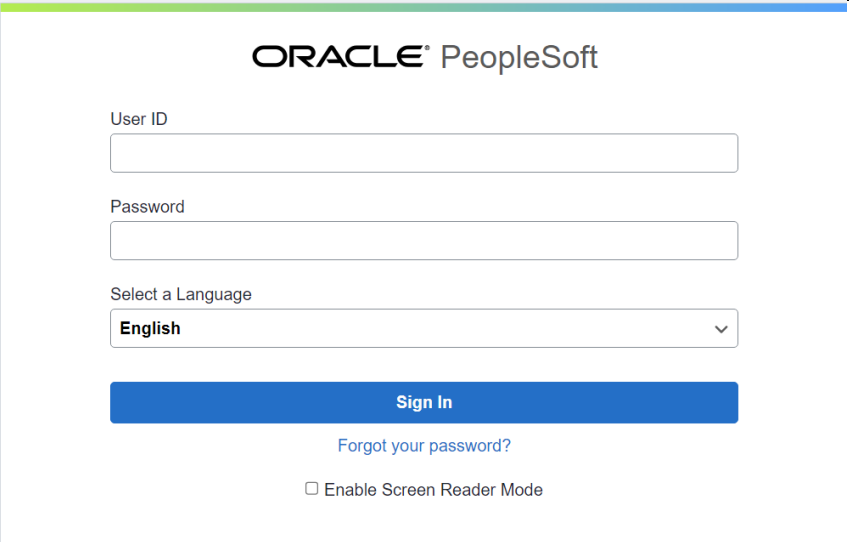
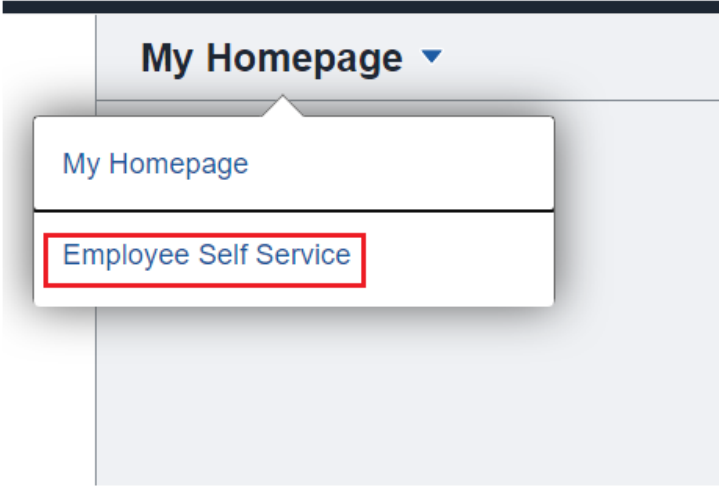
<p>16.</p>	<p><b>Exception Comments</b> should be addressed prior to continuing. Provide appropriate details in the comment field.</p> <p> <b>Exception Comments and Expense Entry Errors</b> must be addressed prior to submitting.</p>	<p><b>Exception Comments</b></p> <p>Receipt Missing <span style="float: right;">&gt;</span></p> <hr/> <p><a href="#">Cancel</a> <b>Exception Comment</b></p> <p>Date 09/04/2023</p> <p>Expense Type In-State Mileage-Pri Veh</p> <p><b>Missing Receipt Exception</b></p> <p>Expense Amount 78.60 USD</p> <p>Minimum Amount Required Receipt 25.00 USD</p> <p>Expense Amount is over 25 USD and you do not have a receipt. Explain why.</p> <p>Receipt is not Required</p>
<p>17.</p>	<p><b>Exception Comments</b> should be addressed prior to continuing. Provide appropriate details in the comment field.</p> <p> <b>Exception Comments and Expense Entry Errors</b> must be addressed prior to submitting.</p>	<p>GPS Calculated Distance Exception <span style="float: right;">&gt;</span></p> <hr/> <p><a href="#">Cancel</a> <b>Exception Comment</b></p> <p>Date 09/04/2023</p> <p>Expense Type In-State Mileage-Pri Veh</p> <p><b>GPS Calculated Distance Exception</b></p> <p>Calculated Distance 0.00</p> <p>Distance varies from GPS calculated distance. Please provide an explanation.</p> <p>not using GPS</p>
<p>18.</p>	<p>Select <b>Save</b>.</p>	<p><a href="#">Save</a> <a href="#">Review and Submit</a></p>
<p>19.</p>	<p>Select <b>Review and Submit</b> to send the Expense Report for approval.</p>	<p><a href="#">Update Details</a> <a href="#">Submit</a></p> <p>Last Saved 09/13/2023 12:29AM</p> <p><b>Approval Status</b></p> <p>Report ID 000000301 <span style="float: right;">Pending</span></p>

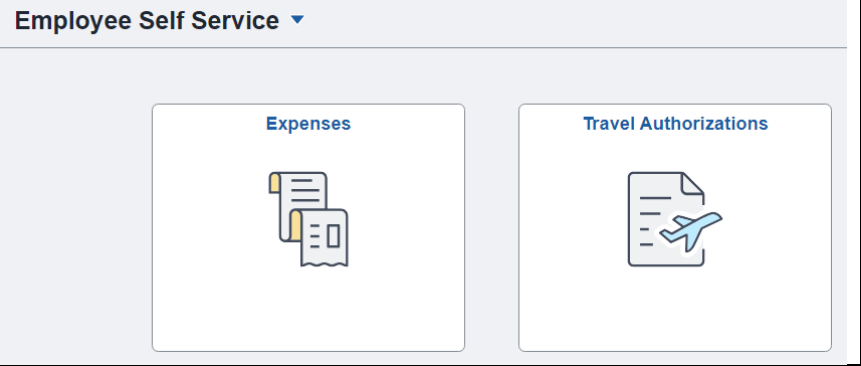
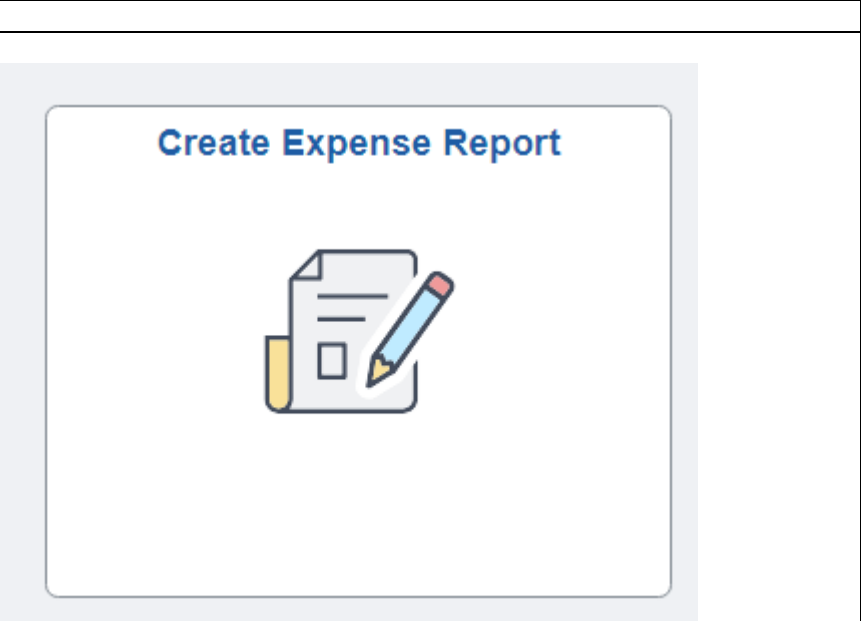

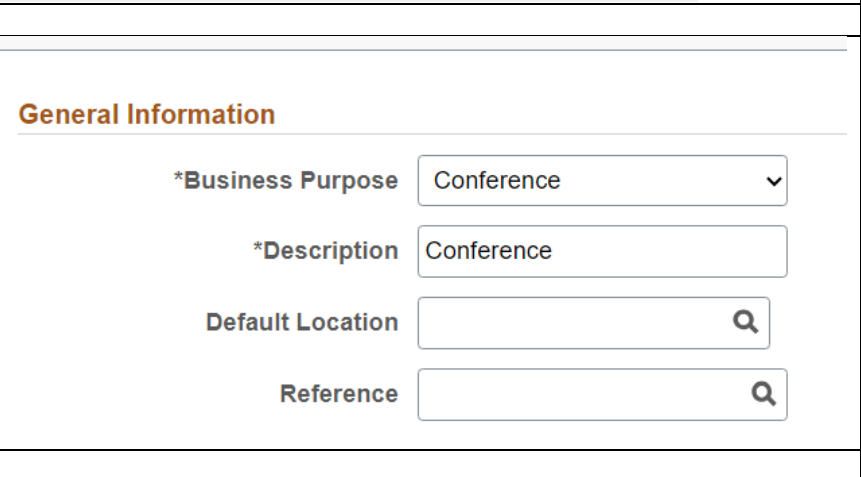
20.	Select <b>Submit</b> to certify the Expense Report and send for approval.	<div style="border: 1px solid gray; padding: 10px; text-align: center;"> <h3 style="margin: 0;">Submission Confirmation</h3> <p style="margin: 10px 0;"><b>CERTIFICATION:</b> This is to certify that the data contained in this expense report is accurate and complies with expense policy.</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 2px solid red; padding: 5px;"><a href="#" style="border: 1px solid blue; padding: 5px 15px;">Submit</a></div> <div style="border: 1px solid blue; padding: 5px 15px;"><a href="#" style="border: 1px solid blue; padding: 5px 15px;">Cancel</a></div> </div> </div>
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21.	Select <b>Submit</b> .	<div style="border: 1px solid gray; padding: 10px;"> <div style="text-align: right; margin-bottom: 10px;"> <a href="#" style="border: 1px solid blue; padding: 2px 5px;">View Details</a> <a href="#" style="border: 1px solid blue; padding: 2px 5px; margin-left: 10px;">Withdraw</a> </div> <p style="text-align: right; margin: 0;">Last Saved 09/13/2023 12:32AM</p> <h4 style="margin: 0;">Approval Status</h4> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p style="margin: 0;">Report ID 000000301 <span style="float: right;">Submitted for Approval</span></p> <div style="text-align: right; margin-top: 5px;"> <span style="border: 1px solid gray; padding: 2px 5px; font-size: 0.8em;">✕</span> <span style="border: 1px solid gray; padding: 2px 5px; font-size: 0.8em;">🔍</span> </div> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;"><input checked="" type="checkbox"/></td> <td style="padding: 5px;"><b>Submitted</b> Employee</td> <td style="padding: 5px; text-align: right;">Barbara Lee 09/13/2023 12:32:49AM</td> </tr> <tr> <td style="text-align: center;"></td> <td style="padding: 5px;"><b>Pending Approval</b> Expense Manager</td> <td style="padding: 5px; text-align: right; color: blue;">(Pooled)</td> </tr> <tr> <td style="text-align: center;"></td> <td style="padding: 5px;"><b>Not Routed</b></td> <td style="padding: 5px; text-align: right;">Payment</td> </tr> </table> </div>	<input checked="" type="checkbox"/>	<b>Submitted</b> Employee	Barbara Lee 09/13/2023 12:32:49AM		<b>Pending Approval</b> Expense Manager	(Pooled)		<b>Not Routed</b>	Payment
<input checked="" type="checkbox"/>	<b>Submitted</b> Employee	Barbara Lee 09/13/2023 12:32:49AM									
	<b>Pending Approval</b> Expense Manager	(Pooled)									
	<b>Not Routed</b>	Payment									

# Copy Expense Report







## Create Expense Report Using Copy Expense Report Option

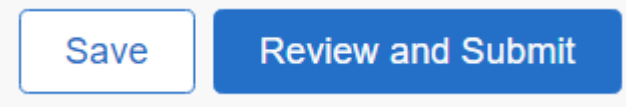
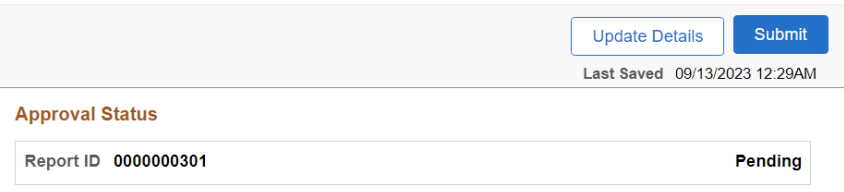
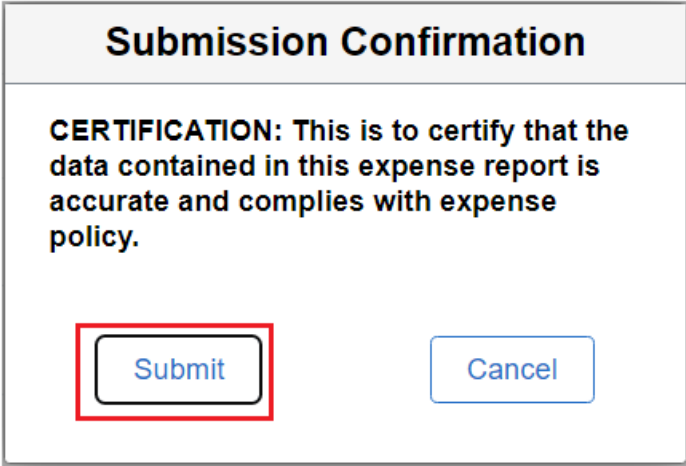
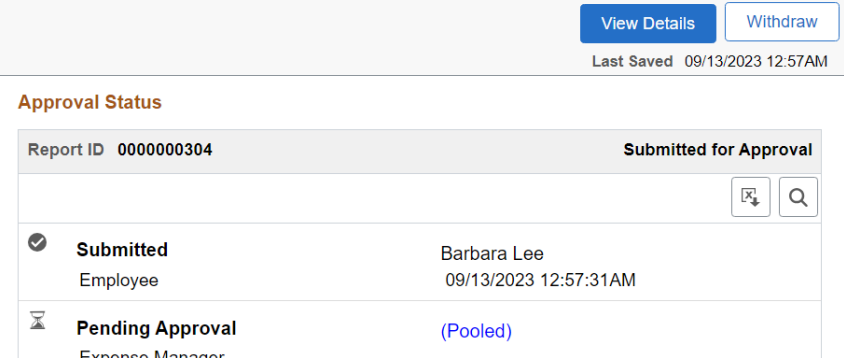
	Setup/Usage instructions	Screen prints
1.	Log into PeopleSoft.	
2.	At right under Notifications, select <b>Travel Authorizations</b> to approve under the Actions panel.	

3.	<p>Employee Self Service displays the Expenses and Travel Authorizations tiles.</p> <p>Select <b>Expenses</b>.</p>	 <p>The screenshot shows the 'Employee Self Service' header with a dropdown arrow. Below it are two white tiles: 'Expenses' with a document icon and 'Travel Authorizations' with a document and airplane icon.</p>
4.	<p>Select <b>Create Expense Report</b>.</p>	 <p>The screenshot shows a large white tile with the text 'Create Expense Report' at the top and a central icon of a document with a pencil.</p>
5.	<p>Enter or select applicable fields for the following:</p> <ul style="list-style-type: none"> <li>• <b>Business Purpose.</b></li> <li>• <b>Description.</b></li> </ul> <p> To save the Expense Report, you must enter values for fields with an asterisk (*).</p>	 <p>The screenshot shows the 'General Information' section of a form. It includes four fields: '*Business Purpose' (a dropdown menu with 'Conference' selected), '*Description' (a text input field with 'Conference'), 'Default Location' (a search input field with a magnifying glass icon), and 'Reference' (a search input field with a magnifying glass icon).</p>

<p>6. Enter or select proper values and continue.</p> <p>Default Location:</p>  <p>Select the  icon to search. Next, select the <b>Default Location</b>.</p> <p>Select <b>Search</b> after entering the partial description.</p>		<p><b>Default Location</b> <input type="text"/></p> <p>▼ <b>Search Criteria</b></p> <p><b>SetID</b> (begins with) <input type="text" value="00000"/></p> <p><b>Expense Location</b> (begins with) <input type="text"/></p> <p><b>Description</b> (begins with) <input type="text" value="Oklahoma"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p>								
<p>7. Default Location (continued):</p> <p>Select the corresponding Expense Location from the search criteria.</p>  <p>The location description is divided into three parts: City-County-State. Confirm that the first part you select represents the city name.</p>		<p>▼ <b>Search Results</b></p> <table border="1"> <thead> <tr> <th>Expense Location</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>32280</td> <td>OKLAHOMA CITY-OKLAHOMA COUN-OK</td> </tr> <tr> <td>32281</td> <td>OKLAHOMA COUNTY-OKLAHOMA CO-OK</td> </tr> <tr> <td>33757</td> <td>OKLAHOMA-WESTMORELAND COUNT-PA</td> </tr> </tbody> </table>	Expense Location	Description	32280	OKLAHOMA CITY-OKLAHOMA COUN-OK	32281	OKLAHOMA COUNTY-OKLAHOMA CO-OK	33757	OKLAHOMA-WESTMORELAND COUNT-PA
Expense Location	Description									
32280	OKLAHOMA CITY-OKLAHOMA COUN-OK									
32281	OKLAHOMA COUNTY-OKLAHOMA CO-OK									
33757	OKLAHOMA-WESTMORELAND COUNT-PA									
<p>8. Default Location continued:</p> <p>Validate the proper location is selected.</p>		<p><b>Default Location</b> <input type="text" value="OKLAHOMA CITY-OKLAHOMA COUN-OK"/></p>								
<p>9. Within Expense Details, select the <b>Copy Expense Report</b> from the <b>Expense Report Action</b> drop-down.</p>		<p><b>Expense Details</b></p> <p>Expense Report Action <input type="text"/></p> <ul style="list-style-type: none"> <li>Add Expense Lines</li> <li>Add from My Wallet</li> <li>Add from Quick-Fill</li> <li><b>Copy Expense Report</b></li> </ul>								

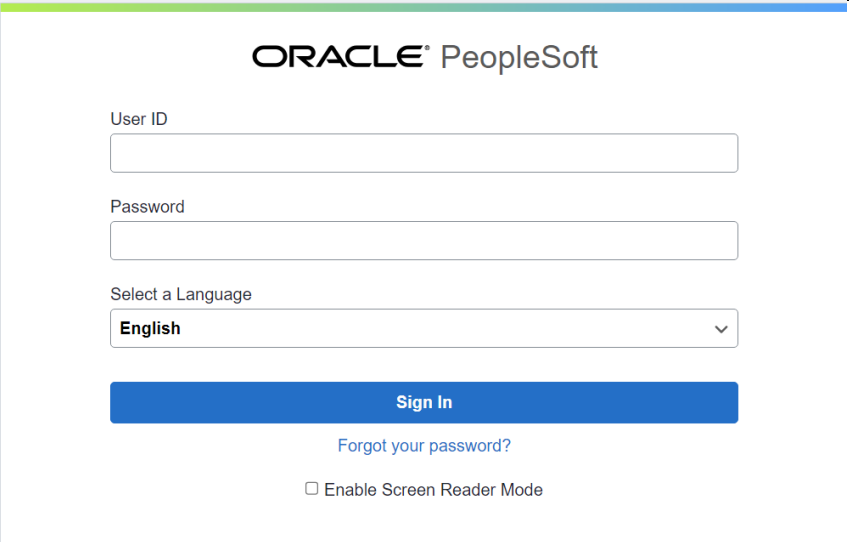
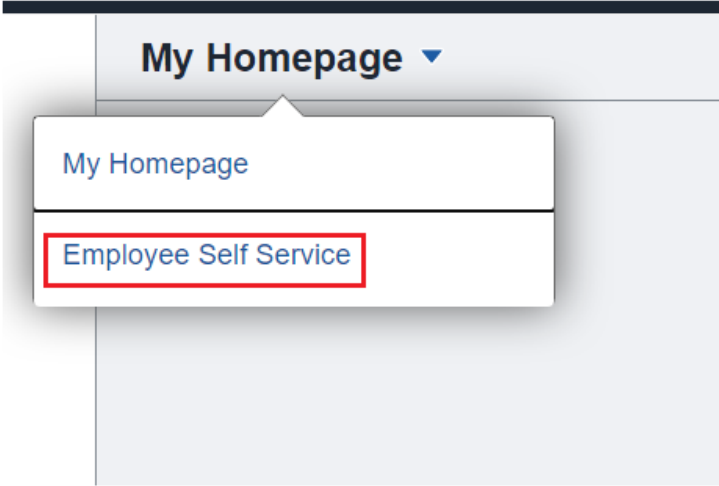


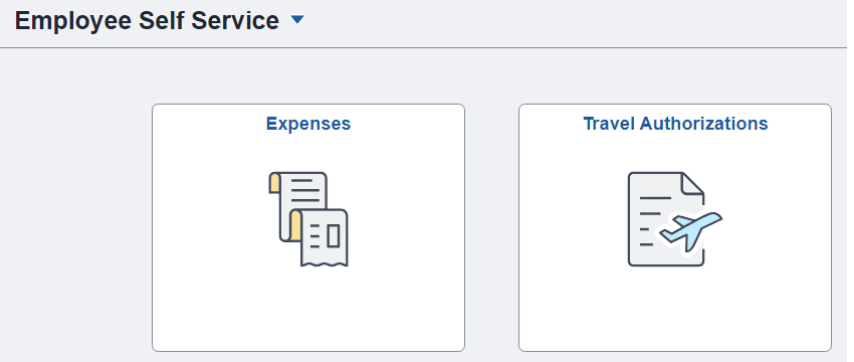
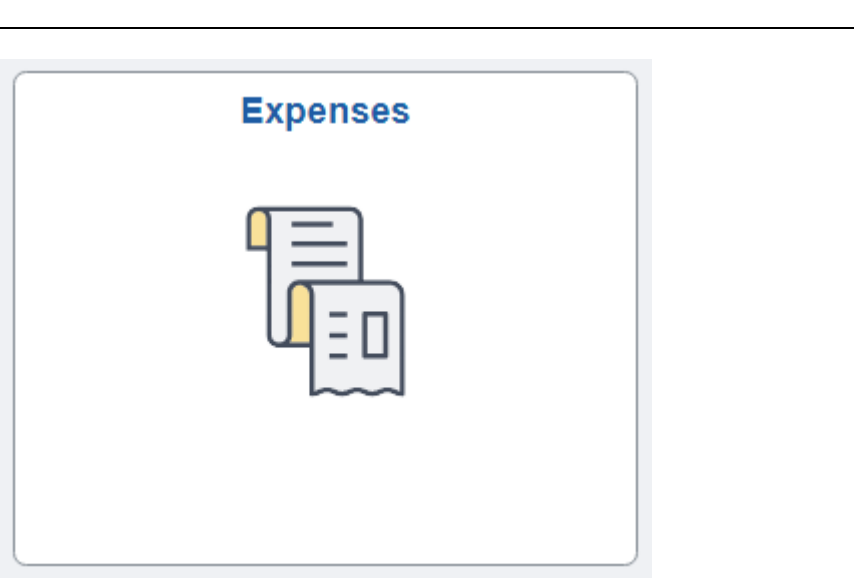
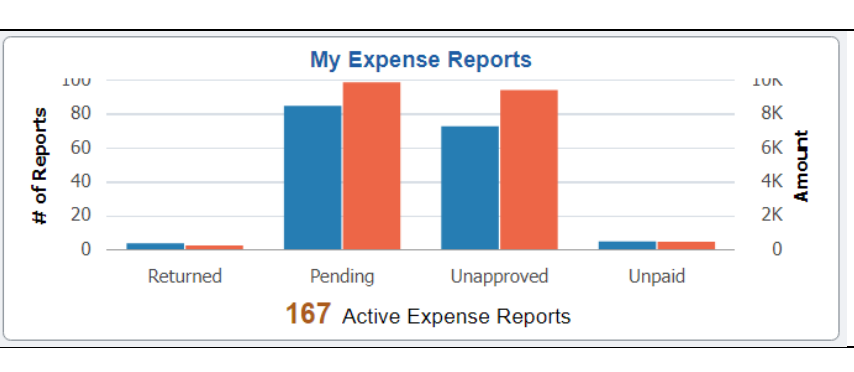
<p>10.</p>	<p>Within the Copy Expense Report Options, use the <b>Selection Option</b> field to populate the following:</p> <ul style="list-style-type: none"> <li>• <b>Expense Report Copy Option</b></li> <li>• <b>From Date</b></li> <li>• <b>To Date</b></li> </ul> <p>Select <b>Search</b> once this information is populated.</p> <p> Copy Expense Report may also be used to copy by Expense Line Type.</p>	<p>▼ <b>Selection Option</b></p> <p>Expense Report Copy Option <input type="text" value="Full Expense Report"/></p> <p>From Date <input type="text" value="09/13/2022"/> </p> <p>To Date <input type="text" value="09/13/2023"/> </p> <p><input type="button" value="Search"/></p>																
<p>11.</p>	<p>Select the Expense Report you want to copy from and select <b>Copy Expense Report</b>.</p>	<p><b>Base Expense Reports</b></p> <p><input type="button" value="Copy Expense Report"/></p> <table border="1"> <thead> <tr> <th>Sel</th> <th>Report ID</th> <th>Description</th> <th>Purpose</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>0000000301</td> <td>Millage</td> <td>Conference</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>0000000300</td> <td>test</td> <td>Meeting</td> </tr> <tr> <td><input type="radio"/></td> <td>0000000299</td> <td>test</td> <td>Meeting</td> </tr> </tbody> </table>	Sel	Report ID	Description	Purpose	<input type="radio"/>	0000000301	Millage	Conference	<input checked="" type="radio"/>	0000000300	test	Meeting	<input type="radio"/>	0000000299	test	Meeting
Sel	Report ID	Description	Purpose															
<input type="radio"/>	0000000301	Millage	Conference															
<input checked="" type="radio"/>	0000000300	test	Meeting															
<input type="radio"/>	0000000299	test	Meeting															
<p>12.</p>	<p>Select <b>Update Detail</b> on the right. The Expense Report ID generate on the left.</p>	<p>Report 0000000302 Barbara Lee </p> <p><input type="button" value="Update Details"/></p>																
<p>13.</p>	<p>Review and update all Expense Report entries as needed to ensure all details are accurate prior to submitting.</p>	<p><input type="button" value="Review Duplicate Lines"/></p> <p>*Date <input type="text" value="09/04/2023"/> </p> <p>*Expense Type <input type="text" value="In-State Mileage-Pri Veh"/> </p> <p>Description <input type="text" value="Travel"/></p>																


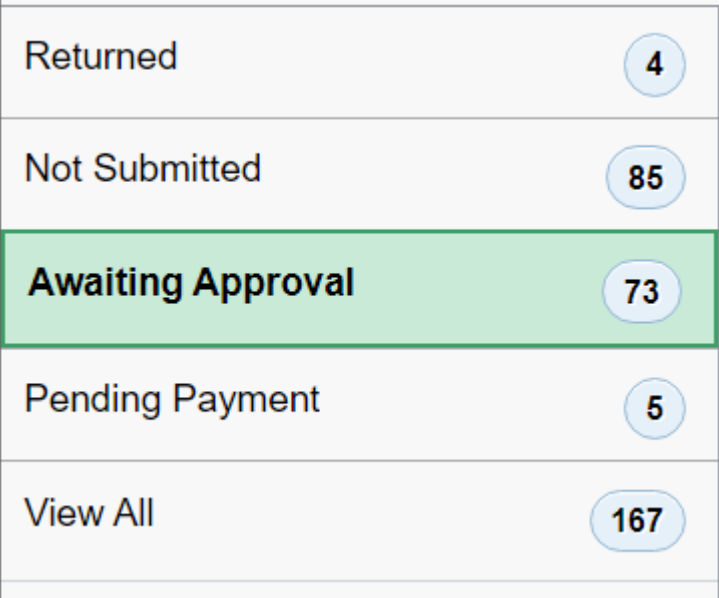
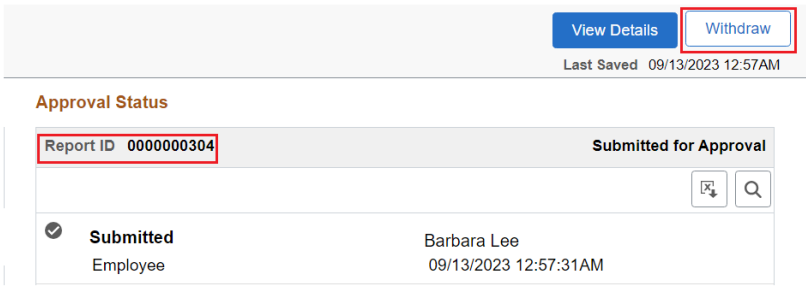

14.	Select <b>Save</b> , then <b>Review and Submit</b> to send the Expense Report for Approval.	
15.	Select <b>Submit</b> to send the Expense Report for Approval.	
16.	Select <b>Submit</b> to certify the Expense Report, then <b>Submit</b> to send the Expense Report for approval.	
17.	Select <b>Submit</b> .	

# Withdraw Expense Report

## Withdraw submitted Expense Report

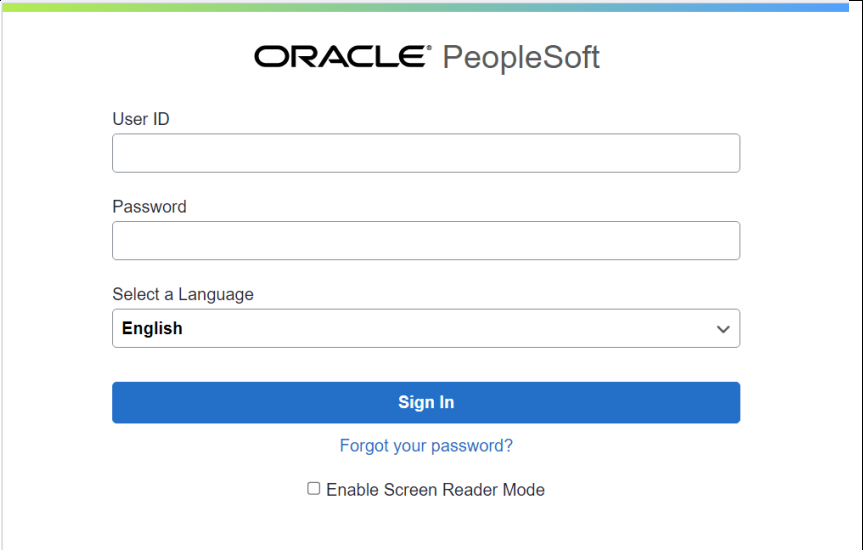
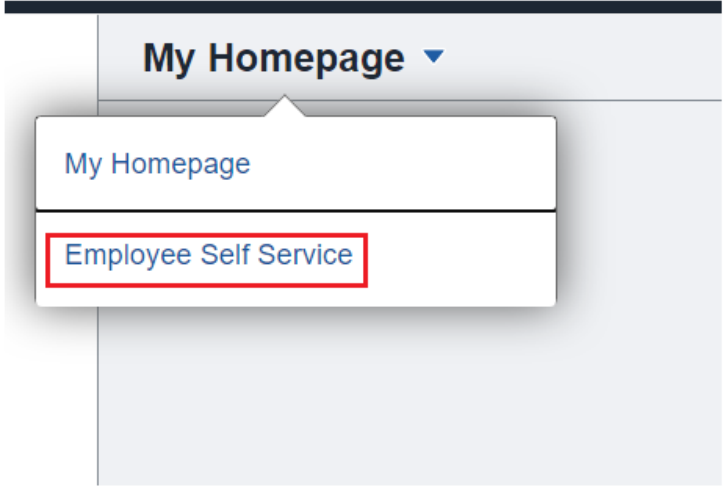
	Setup/Usage instructions	Screen prints
1.	Log into PeopleSoft.	
2.	At right under Notifications, select the Expense Report to approve under the <b>Actions</b> panel.	

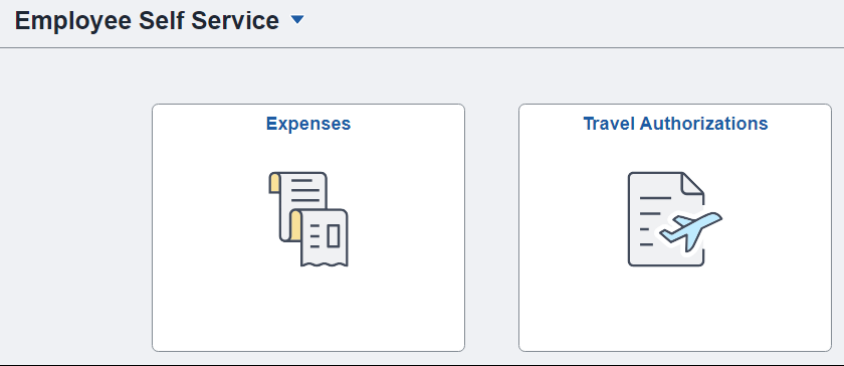

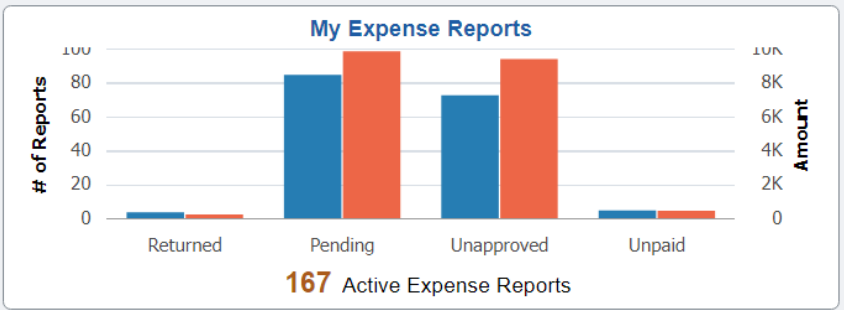
3.	Employee Self Service displays Expenses and Travel Authorizations.	 <p>The screenshot shows the 'Employee Self Service' header with a dropdown arrow. Below it are two main sections: 'Expenses' with a receipt icon and 'Travel Authorizations' with a document and airplane icon.</p>															
4.	Select <b>Expenses</b> .	 <p>The screenshot shows a large box with the title 'Expenses' and a receipt icon, indicating the selection of the Expenses module.</p>															
5.	Select <b>My Expense Reports</b> .	 <p>The screenshot shows a bar chart titled 'My Expense Reports'. The left y-axis represents the number of reports (0 to 100), and the right y-axis represents the amount (0 to 10K). The x-axis categories are Returned, Pending, Unapproved, and Unpaid. Blue bars represent the number of reports, and red bars represent the amount. Below the chart, it states '167 Active Expense Reports'.</p> <table border="1"> <thead> <tr> <th>Status</th> <th># of Reports (Blue)</th> <th>Amount (Red)</th> </tr> </thead> <tbody> <tr> <td>Returned</td> <td>~5</td> <td>~1K</td> </tr> <tr> <td>Pending</td> <td>~85</td> <td>~9.5K</td> </tr> <tr> <td>Unapproved</td> <td>~75</td> <td>~9.5K</td> </tr> <tr> <td>Unpaid</td> <td>~5</td> <td>~1K</td> </tr> </tbody> </table>	Status	# of Reports (Blue)	Amount (Red)	Returned	~5	~1K	Pending	~85	~9.5K	Unapproved	~75	~9.5K	Unpaid	~5	~1K
Status	# of Reports (Blue)	Amount (Red)															
Returned	~5	~1K															
Pending	~85	~9.5K															
Unapproved	~75	~9.5K															
Unpaid	~5	~1K															


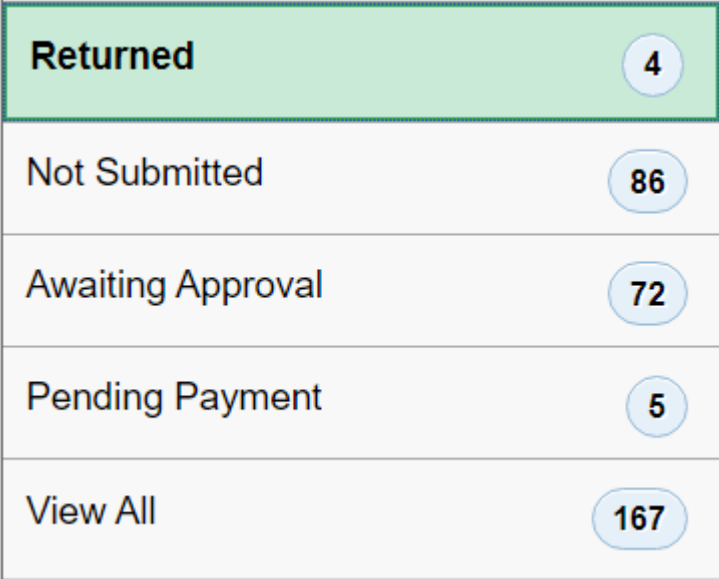
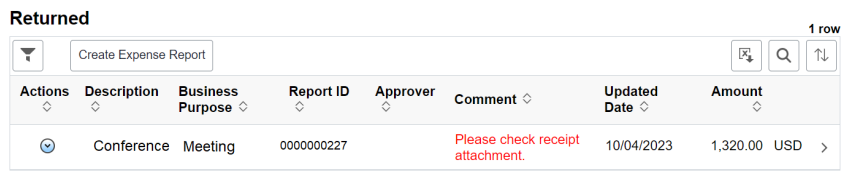
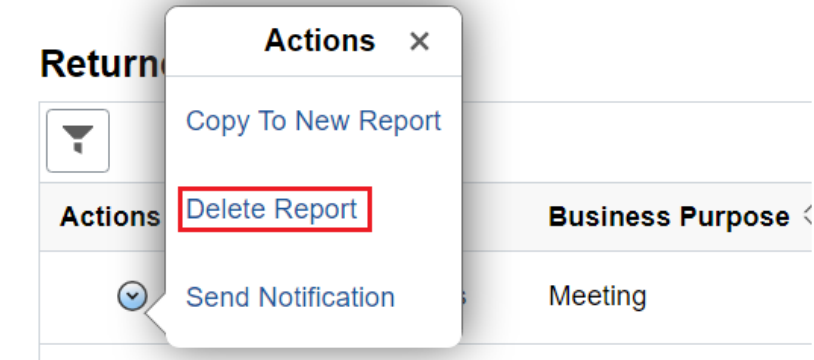
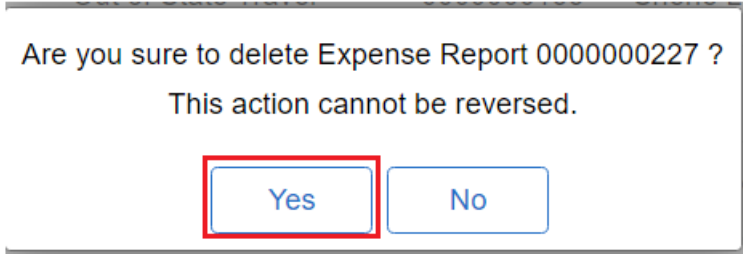
6.	<p>Select <b>Awaiting Approval</b>.</p> <p> You can only withdraw Submitted Expense Reports before any level of approvals are completed.</p>	 <p>The screenshot shows a summary of expense report statuses:</p> <ul style="list-style-type: none"> <li>Returned: 4</li> <li>Not Submitted: 85</li> <li><b>Awaiting Approval: 73</b> (highlighted in green)</li> <li>Pending Payment: 5</li> <li>View All: 167</li> </ul>
7.	<p>Select the <b>Expense Report</b> you want to withdraw.</p>	 <p>The screenshot shows the approval status for a specific report:</p> <ul style="list-style-type: none"> <li>Buttons: View Details, <b>Withdraw</b> (highlighted with a red box)</li> <li>Last Saved: 09/13/2023 12:57AM</li> <li>Approval Status: Submitted for Approval</li> <li>Report ID: <b>000000304</b> (highlighted with a red box)</li> <li>Submitted by: Barbara Lee (Employee)</li> <li>Submitted on: 09/13/2023 12:57:31AM</li> </ul>
8.	<p>Select <b>Withdraw</b>.</p> <p> An email notification of the withdrawn expense is sent to the traveler.</p>	<p>The following expense report has been <b>withdrawn</b>:</p> <p>Employee ID: 100118  Employee Name: Lee, Barbara  Submission Date: 2023-09-13  Report Description: Millage  Report ID: <b>000000304</b>  Business Purpose: Conference  Amount: 78.60 USD</p> <p>You can navigate directly to the page for more information by clicking the link below:</p> <p><a href="https://urldefense.com/v3/https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFIAction=U&amp;SHEET_ID=0000000304&amp;ProcessID=ERApproval;!!NZFi6Pppv9YRQw!oWkPVJCmko55Opkf5i3ddbePZ28\$">https://urldefense.com/v3/ https://soklfin-uat.opc.oracleoutsourcing.com/psp/SOKLFIAction=U&amp;SHEET_ID=0000000304&amp;ProcessID=ERApproval ;!!NZFi6Pppv9YRQw!oWkPVJCmko55Opkf5i3ddbePZ28\$</a></p>

# Delete Expense Report

## Delete an Expense Report

	Setup/Usage instructions	Screen prints
1.	Log into PeopleSoft.	
2.	From the top left corner, select <b>My Homepage</b> , then select <b>Employee Self Service</b> from the drop-down menu.	

3.	Employee Self Service displays the Expenses and Travel Authorizations tiles.	 <p>The screenshot shows the 'Employee Self Service' header with a dropdown arrow. Below it are two main tiles: 'Expenses' with a receipt icon and 'Travel Authorizations' with a document and airplane icon.</p>															
4.	Select <b>Expenses</b> .	 <p>The screenshot shows a large 'Expenses' tile with a receipt icon, which is highlighted with a light blue border.</p>															
5.	Select <b>My Expense Reports</b> .	 <p>The screenshot shows a bar chart titled 'My Expense Reports'. The left y-axis is '# of Reports' (0-100) and the right y-axis is 'Amount' (0-10K). The x-axis categories are Returned, Pending, Unapproved, and Unpaid. Blue bars represent the number of reports, and red bars represent the amount. Below the chart, it states '167 Active Expense Reports'.</p> <table border="1"> <thead> <tr> <th>Category</th> <th># of Reports (Blue)</th> <th>Amount (Red)</th> </tr> </thead> <tbody> <tr> <td>Returned</td> <td>~5</td> <td>~1K</td> </tr> <tr> <td>Pending</td> <td>~85</td> <td>~9.5K</td> </tr> <tr> <td>Unapproved</td> <td>~75</td> <td>~9.5K</td> </tr> <tr> <td>Unpaid</td> <td>~5</td> <td>~1K</td> </tr> </tbody> </table>	Category	# of Reports (Blue)	Amount (Red)	Returned	~5	~1K	Pending	~85	~9.5K	Unapproved	~75	~9.5K	Unpaid	~5	~1K
Category	# of Reports (Blue)	Amount (Red)															
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Unpaid	~5	~1K															

6.	<p>Select <b>Returned</b>.</p> <p> You can only delete Expense Reports that are not submitted for approval or approved.</p>	 <p>The screenshot shows a filter menu with the following items and counts:</p> <ul style="list-style-type: none"> <li><b>Returned</b>: 4</li> <li>Not Submitted: 86</li> <li>Awaiting Approval: 72</li> <li>Pending Payment: 5</li> <li>View All: 167</li> </ul>																
7.	<p>Select the <b>Expense Report</b> you want to delete.</p>	 <p>The screenshot shows a table with one row of data:</p> <table border="1"> <thead> <tr> <th>Actions</th> <th>Description</th> <th>Business Purpose</th> <th>Report ID</th> <th>Approver</th> <th>Comment</th> <th>Updated Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>Conference</td> <td>Meeting</td> <td>0000000227</td> <td></td> <td>Please check receipt attachment.</td> <td>10/04/2023</td> <td>1,320.00 USD</td> </tr> </tbody> </table>	Actions	Description	Business Purpose	Report ID	Approver	Comment	Updated Date	Amount		Conference	Meeting	0000000227		Please check receipt attachment.	10/04/2023	1,320.00 USD
Actions	Description	Business Purpose	Report ID	Approver	Comment	Updated Date	Amount											
	Conference	Meeting	0000000227		Please check receipt attachment.	10/04/2023	1,320.00 USD											
8.	<p>Select <b>Actions</b>, then select <b>Delete Report</b> for the Expense Report that you want to delete.</p>	 <p>The screenshot shows the 'Actions' menu for the selected report. The 'Delete Report' option is highlighted with a red box.</p>																
9.	<p>Confirm the Expense Report that you want to delete, then Select <b>Yes</b>.</p> <p>An email notification is sent to the traveler.</p>	 <p>The screenshot shows a confirmation dialog box with the following text:</p> <p>Are you sure to delete Expense Report 0000000227 ? This action cannot be reversed.</p> <p>Buttons: <b>Yes</b> (highlighted with a red box), No</p>																
10.	<p>Complete.</p>	<p>The Expense Report is deleted.</p>																