

Creating an Expense Report

Creating an expense report is completed by the travel proxy. An expense report goes through approval processes based on the selected speedchart. After the expense report is approved an EFT or system check is generated.

Navigation:

Travel Expense Center, Create Expense Report

Expense Report Entry

Quick Start: Select from the drop down menu. A Blank Expense Report is defaulted.

Description: A description of the expense report. This field is 32 characters in length.

Comment: Additional information about the expense report.

Business Purpose: Predefined business purposes are required to be selected from the drop down menu.

Default Location: The location of business.

Accounting Date: Defaults to create date.

Procurement Card Applicable: Selected only if a portion of this travel was expensed by the NAU PCard.

The Pcard expenses are **NOT** applied to an Expense Report.

Date From and Date To: The actual beginning and end dates of the travel.

Accounting Defaults: The speedchart where the Traveler's charges will be expensed.

The speedchart selected will populate the entire Expense Report.

You may:

- Accept the default accounting (*These are the traveler's auto-filled dept chartfields*)
- Change the accounting by selecting the SpeedChart number from the magnifying glass
- Select the Sub Dept. if applicable
- Split the accounting adjusting % (*See example below*)
- Click "OK" to return back to expense Report and apply accounting

Create Expense Report

Accounting Defaults

Shelby Dalgai Report ID: 0000043231

Accounting Summary ? Set Personalizations Find First 1 of 1 Last											
%	SpeedChart	GL Unit	Fund	Dept	SubDept	Program	PC Bus Unit	Project	Activity	Affiliate	Fund Affil
100.00		NAUBU	2500	1889000		D005					

Apply Cash Advance(s): Applies cash advance(s) to the expense report.

More Options: A drop down menu of associated documents to the expense report.

Details Overview Tab:

Favorites | Main Menu > Travel and Expenses New Win

Create Expense Report

Expense Report Entry

Shelby Dalgai Report ID: 0000043231

[User Defaults](#)

General Information ?

*Description: Higher Education Conference Comment: Any additional information as necessary

*Business Purpose: Conference Reference:

Default Location: Albuquerque or Bernalillo Cnty Procurement Card Applicable

*Accounting Date: 06/15/2016 *Date From: 06/05/2016 *Date To: 06/10/2016

[Accounting Defaults](#)
[Apply Cash Advance\(s\)](#)
More Options:

Details ? Personalize | Find | View All | First 1 of 1 Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Mileage		0.00	USD	Employee Paid	Out of State

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Expense Report Project Summary](#)

Details - Overview Tab

Expense Type: A drop down menu of travel and non-travel expense types.

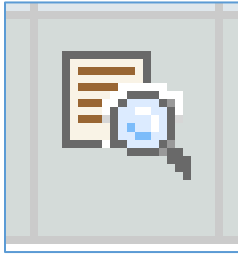
Expense Date: First date of travel or actual expense date.

Amount Spent: The actual amount of out of pocket expense. This field is grayed out when the expense type of Mileage is selected.

Currency: This field is defaulted. DO NOT change currency type.

Payment Type: Only one selection. This field will default to all added lines.

Billing Type: A drop down menu of travel and non-travel billing types.



Accounting Detail Button: The Accounting Defaults changes the accounting details for the entire document.

The Accounting Detail is used to make speedchart changes per individual line.

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input type="checkbox"/>	Ground Transportatio	06/05/2016	50.00	USD	Employee Paid	In-State			

View Additional Fields: The button to access the next field that is applicable for the expense type.

Add Multiple Rows Button: The add button can insert one or more blank lines to the Details grid.

Details – Details Tab:

Select	*Expense Type	*Expense Date	*Description	Non-Reimb	No Receipt				
<input type="checkbox"/>	Mileage	06/05/2016	1515 W Washington St	<input type="checkbox"/>	<input type="checkbox"/>				

Description: Address where the transaction occurred. If non-travel related expense, describe merchandise purchased.

Details - Location Tab:

Select	*Expense Type	*Expense Date	*Location	*Originating Location		
<input type="checkbox"/>	Public Transportation	06/05/2016	Albuquerque or Bernalilo Cnty	Coco Cty/Exc Sedona C x		

Location: Location where traveler incurred the expense. If a Default Location was selected in the General Information group box or if you enter a previous line with a location, this field will populate.

Originating Location: The location from where the traveler began their business travel.

Details - Air/Hotel Tab:

Select	*Expense Type	*Expense Date	*Ticket Number	*Nbr of Nights		
<input type="checkbox"/>	Public Transportation	06/05/2016				→ +
<input type="checkbox"/>	Lodging	06/05/2016		1		→ +

Ticket Number: Enter the unique airline ticket number or confirmation number.

Number of Nights: Enter the number of nights that the expense covers.

Details - Mileage Tab:

Select	*Expense Type	*Expense Date	Transportation ID	*Miles	Rate	Number of Passengers	Originating Location	
<input type="checkbox"/>	Mileage	06/05/2016		50	0.4450			→ +

Miles: Total miles traveler drove. (Round to a whole number)

Rate: Displays the State rate to calculate the reimbursement for the distance traveled.

Populate an Expense Report from a Travel Authorization

Travel Expense Center>Expense Report>Create

Create Expense Report

Expense Report Entry

Feng Wang Report ID: NEXT

Quick Start: A Blank Report GO

General Information

*Description: A Blank Report
A Template
A Travel Authorization

*Business Purpose: An Existing Report
Entries from My Wallet

Default Location:

*Accounting Date: 06/13/2013

Comment:

Reference:

Quick Start: Select from the drop down menu a Travel Authorization

Go

POPULATE FROM A TRAVEL AUTHORIZATION

Create Expense Report

Populate From A Travel Authorization

Feng Wang Report ID: NEXT

From Date:

To:

Travel Authorizations						
	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="button" value="Select"/>	WANG, China Office exp.	0000000504	06/01/2013	07/02/2013	8,125.00	USD
<input type="button" value="Select"/>	WANG, China office, May-July13	0000000426	05/03/2013	07/01/2013	5,746.80	USD

[Return to Expense Report Entry](#)

Date Range: Select a date range to display approved travel authorizations from a specified period. (Optional).

Search: Select the search button.

Select: select the travel authorization for the expense report.

EXPENSE REPORT ENTRY

The Expense Report Entry page will populate the fields with the selected travel authorization data. Update the expense report based on the actual out of pocket expenses.

Create Expense Report

Expense Report Entry

Feng Wang [User Defaults](#) Report ID: NEXT

General Information

*Description: WANG, China Office exp. Comment: To travel to Beijing to conduct university business, June 1 - July 2, 2013. Adv#0542 is for lodging

*Business Purpose: Normal Job Duties Reference:

Default Location: Beijing Authorization ID: 0000000504

*Accounting Date: 06/13/2013

Accounting Defaults [Apply Cash Advance\(s\)](#) More Options: GO

Details

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Lodging	06/01/2013	8,125.00	USD	Employee Paid	Foreign

Copy Selected Delete Selected Check For Errors New Expense Add

Totals

Employee Expenses:	8,125.00 USD	Due Employee:	8,125.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#) Update Totals

Save For Later Submit [Expense Report Project Summary](#)

[Return to Travel Authorization](#)

APPLY CASH ADVANCE

You can apply more than one cash advance to an expense report. When a cash advance is applied, PeopleSoft Expenses updates the cash advance balance accordingly. If the expense report is denied, the balance of the cash advance is restored and available for use on another expense report.

Create Expense Report
Expense Report Entry
 Feng Wang [User Defaults](#) Report ID: NEXT

General Information

*Description: WANG, China Office exp. Comment: To travel to Beijing to conduct university business, June 1 - July 2, 2013. Adv#0542 is for lodging

*Business Purpose: Normal Job Duties

Default Location: Beijing

*Accounting Date: 06/13/2013

Reference:

Authorization ID: 0000000504

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: GO

Details

*Overview *Detail *Location Merchant *Air/Hotel Mileage *Currency

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Lodging	06/01/2013	8,125.00	USD	Employee Paid	Foreign

Copy Selected Delete Selected Check For Errors New Expense Add

Totals

Employee Expenses:	8,125.00	USD	Due Employee:	8,125.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

Definition of Totals Update Totals

Save For Later Submit Expense Report Project Summary

[Return to Travel Authorization](#)

Apply Cash Advance(s): Select the Apply Cash Advance(s) hyper link

APPLY CASH ADVANCE LOOKUP

Create Expense Report
Apply Cash Advance(s)
 Feng Wang Report ID: NEXT

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
<input type="text"/>	0.000	0.00		0.00 USD

Add Cash Advance Update Totals

Total Advance Applied: 0.00 USD
 Total Employee Expenses: 8,125.00 USD
 Total Due Employee: 8,125.00 USD

OK

Advance ID: Select the magnifying glass. A Lookup page will display

Look Up Advance ID

Search by: Advance ID begins with

Look Up Cancel [Advanced Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

Advance ID	Advance Description	Balance	Currency Code
0000000060	Adv TA 120330002387	2400	USD
0000000470	WANG. China office. May-July13	4996.8	USD

Advance ID: Select the cash advance ID that you want to apply to the expense report. You can apply more than one cash advance to an expense report.

Create Expense Report

Apply Cash Advance(s)

Feng Wang Report ID: NEXT

Cash Advance Information				
*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0000000470	4996.80	0.00 USD	1.00000000	4996.80 USD

Add Cash Advance Update Totals

Total Advance Applied: 4,996.80 USD
 Total Employee Expenses: 8,125.00 USD
 Total Due Employee: 3,128.20 USD

OK

Advance Amount: The amount of the CA.

Total Applied: The amount of the cash advance that is applied to expense report.

Add Cash Advance: Click to add another line to select an additional cash advance to apply to the expense report.

Update Totals: If you change the cash advance applied amount, click to update the Total Advance Applied.

Total Due Employee: Indicates the amount due to either the employee or the company after applying the total cash advance amounts.

OK: Takes you back to Expense Report Entry. Verify Cash Advance applied and Due Employee matches your Exhibit J amounts. Then Submit.

Create Expense Report

Expense Report Entry

Feng Wang

[User Defaults](#)

Report ID:

NEXT

General Information

*Description: WANG, China Office exp. Comment: To travel to Beijing to conduct university business, June 1 - July 2, 2013. Adv#0542 is for lodging

*Business Purpose: Normal Job Duties Reference:

Default Location: Beijing Authorization ID: 0000000504

*Accounting Date: 06/13/2013

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: GO

Details

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Lodging	06/01/2013	8,125.00	USD	Employee Paid	Foreign

Copy Selected Delete Selected Check For Errors New Expense Add

Totals			
Employee Expenses:	8,125.00	USD	Due Employee: 3,128.20 USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor: 0.00 USD
Prepaid Expenses:	0.00	USD	
Employee Credits:	0.00	USD	
Vendor Credits:	0.00	USD	
Cash Advances Applied:	4,996.80	USD	

[Definition of Totals](#) Update Totals

Save For Later Submit

[Expense Report Project Summary](#)