Creating and Submitting an Expense Report

How to Create and Submit an Expense Report

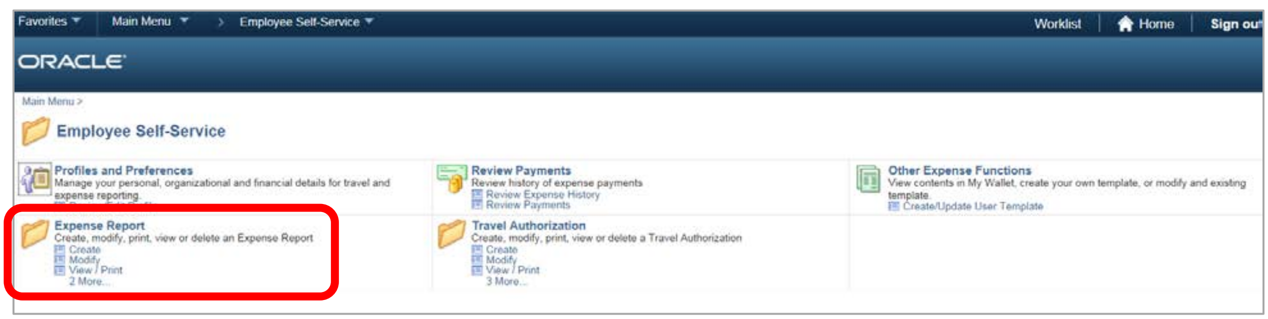
This job aid shows users how to create and submit an expense report. If you need to withdraw, modify, view, print, and delete an expense report, please see the Modifying an Expense Report job aid: http://www.usg.edu/gafirst-fin/documentation/job_aids/category/travel_and_expenses.

Please note: If you have not self-registered, you will need to do so before you create an expense report (http://www.usg.edu/gafirst-fin/documents/Registering_as_a_New_Self-Service_User.pdf). If you are self-registering and creating your report on the same day, you will need to see your expense administrator after you self-register so that the administrator can authorize your information.

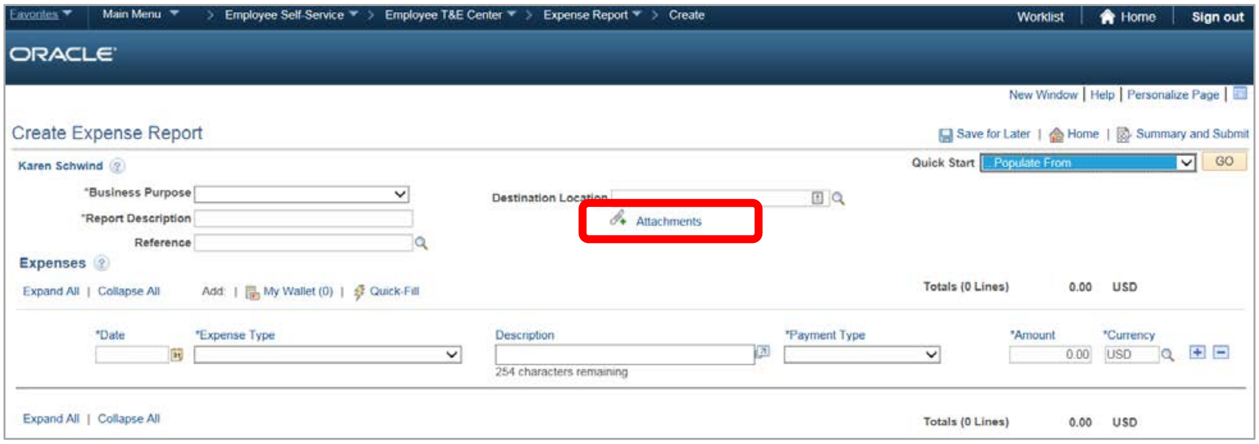
Consult your Travel & Expenses administrator for information about reimbursement policies or see GA State travel policies here: https://sao.georgia.gov/state-travel-policy

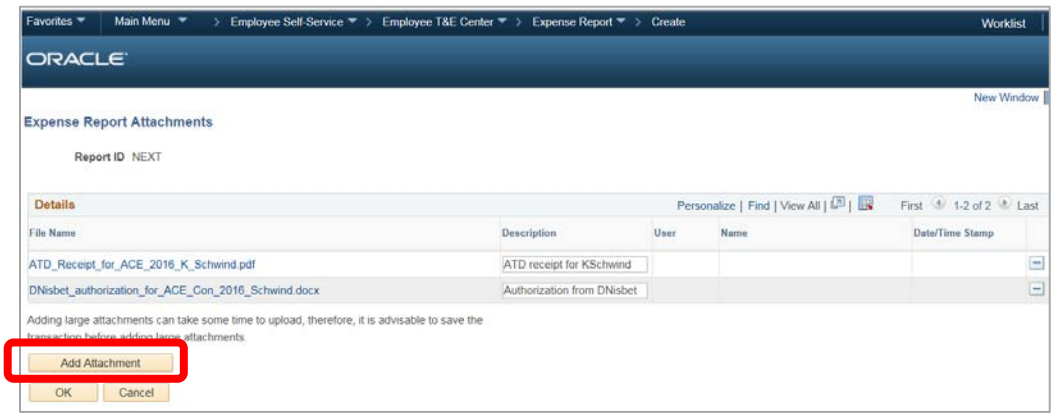
To create an expense report, log into PeopleSoft Self-Service: https://selfservice.fprod.gafirst.usg.edu.

Follow the navigation: **Employee Self-Service > Expense Report > Create**.



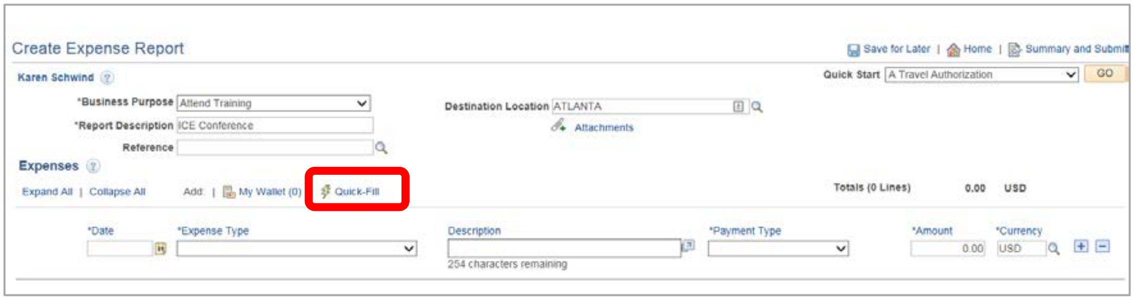
1. Enter your **Employee ID.** Your Employee ID may already appear.
2. Enter the **General Information** for the expense report:
    a. Select the appropriate **Business Purpose** from the drop down.
    b. Enter a description in the **Report Description** field.
    c. Enter/Select the **Destination Location.**
    d. Leave **Reference** blank. We do not use this field.

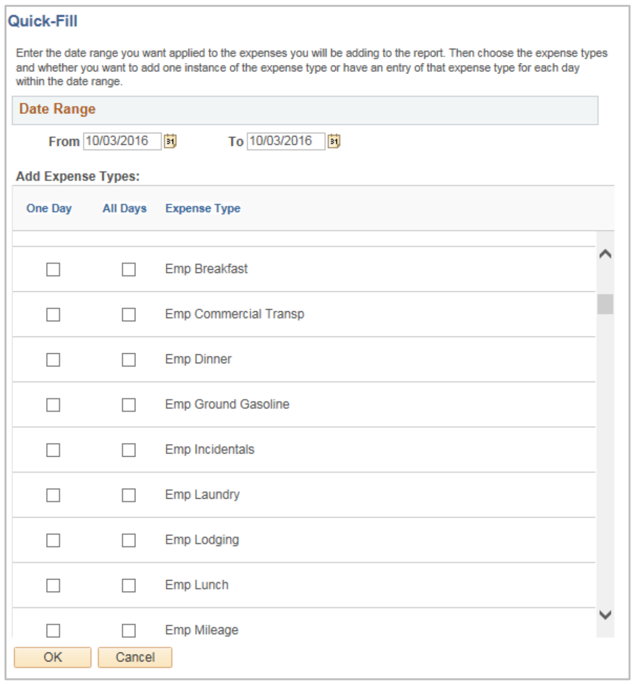




3. If you have attachments for your expense report, select the **Attachments** link. (If not, go to Step #4.)
    a. Select the **Add Attachment** button.
    b. Select the **Browse** button, search for your file, and select it.
    c. Select the **Upload** button.
    d. The attachment appears in the Expense Report Attachments window.
    e. Enter a description for the attachment in the **Description** field (optional).
    f. Repeat steps for additional attachments.
    g. Select the **OK** button.

4. To easily add multiple expense lines that occur on a single day or a range of days, select the **Quick-Fill** link.

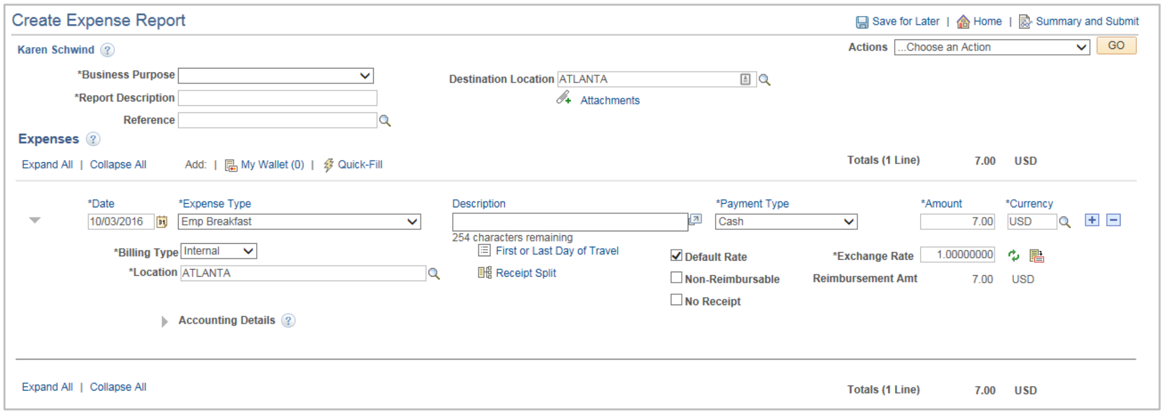




a. Enter a date or a range of dates in the **From** and **To** fields.
b. With a checkmark, select the expense type that applies to one day or all days.
c. Select the **OK** button. Expense lines populate with the date, expense type, and if it is a meal, the appropriate per diem amount for the **Destination Location** you entered.
d. Complete any missing details on the **Quick-Fill** expense lines you just added.
e. You may also add lines individually by using the plus **(+)** button instead of using Quick-Fill which was detailed in Step #4 above. See Step #5 below.

5. For each expense:
   a. Enter/select date in the **Date** field. (**Please note:** This date must be a current or past date.)
   b. In the **Expense Type** drop down, select the appropriate expense type.
   c. Enter a **Description** for the **Expense Type** if needed. (Certain expense types require a description.)
   d. Select the **Payment Type**.

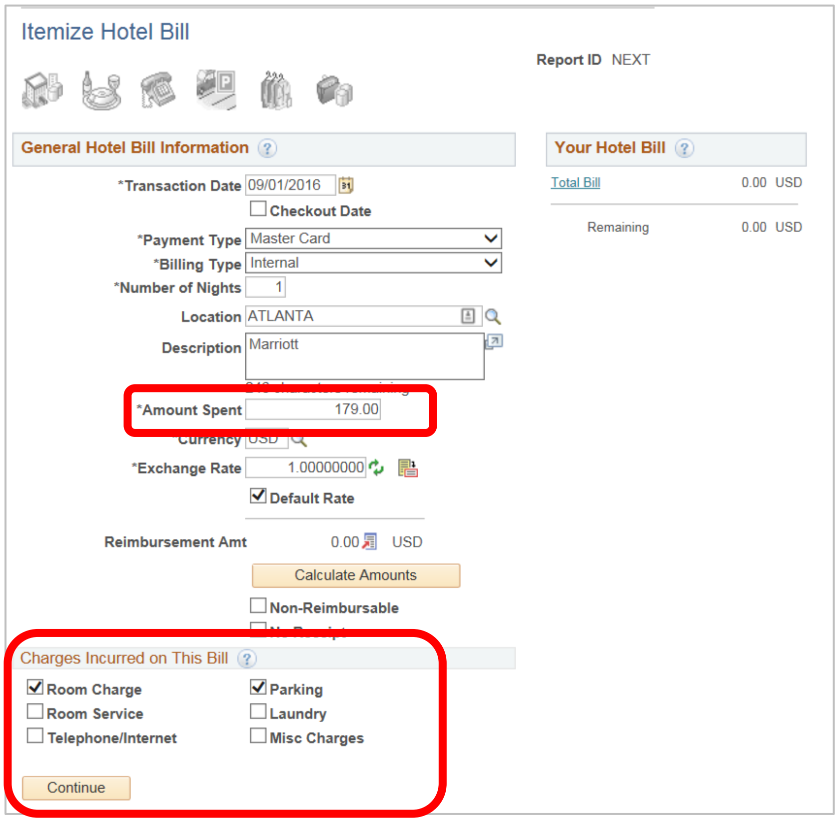
   e. Enter the **Amount** if not automatically populated based on **Expense Type**.
   f. **Billing Type** cannot be changed because it is always Internal.

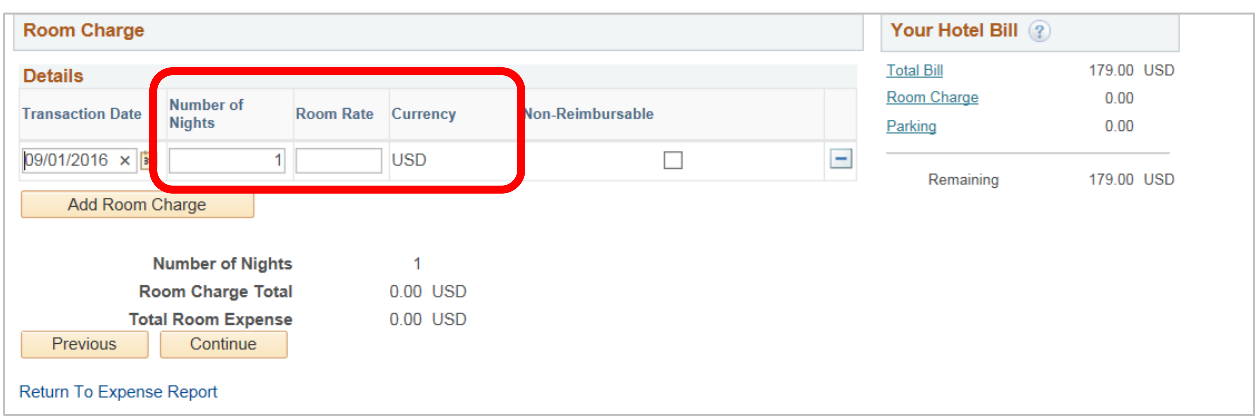


6. For mileage continue. Otherwise go to Step #7.
   a. For the **Expense Type**, select the appropriate mileage type.
   b. Enter/select the **Originating Location**.
   c. Select the **Payment Type** of **N/A (e.g., Mileage).**
   d. Select the **Reimbursable Miles** link (if the **Mileage Details** pop-up does not automatically display).
   e. In the **Mileage Details** window, enter the **Total Miles Traveled** that day, as well as any **Commute/Personal Miles**. (Commute/Personal Miles are your typical commute from home to work.) The system will calculate your **Reimbursable Miles**.
   f. Select the **OK** button.

7. For hotel bills, continue. Otherwise, go to Step #8.
   a. Add an expense line for lodging (Ex: Emp Lodging).
   b. Enter the **Description** (optional), **Payment Type**, etc., just as you did with meals.
   c. Fill in the **Amount Spent**.
   d. Fill in the **Number of Nights**.
   e. The **Itemize Hotel Bill** functionality gives you the ability to break your hotel bill into separate expense types. If you entered separate expenses, such as parking, in Step 4, you do not need to use **Itemize Hotel Bill**. If you wish to itemize, continue. If not, go to Step 8.
   f. In **Itemize Hotel Bill**, you will divide the bill between the room charge and other charges, such as parking.
   g. Add a line for lodging if you have not already.
   h. In the amount field, enter the total amount of your hotel bill.
   i. Then click the **Itemize Hotel Bill** link.
   j. Click to select the relevant box(s) under **Charges Incurred on This Bill**. This information will be on your hotel receipt. Taxes are included with your **Room Rate**. The **Room Rate** will be multiplied by the **Number of Nights** you entered.
   k. Click Continue.

l. You will get a screen for other charges that you chose. Fill in the amount for each and click continue until you have accounted for all charges.
m. When you have finished putting in charges, you should see a screen with total charges. The **Remaining** amount should be 0.00.
n. Click **Done**.



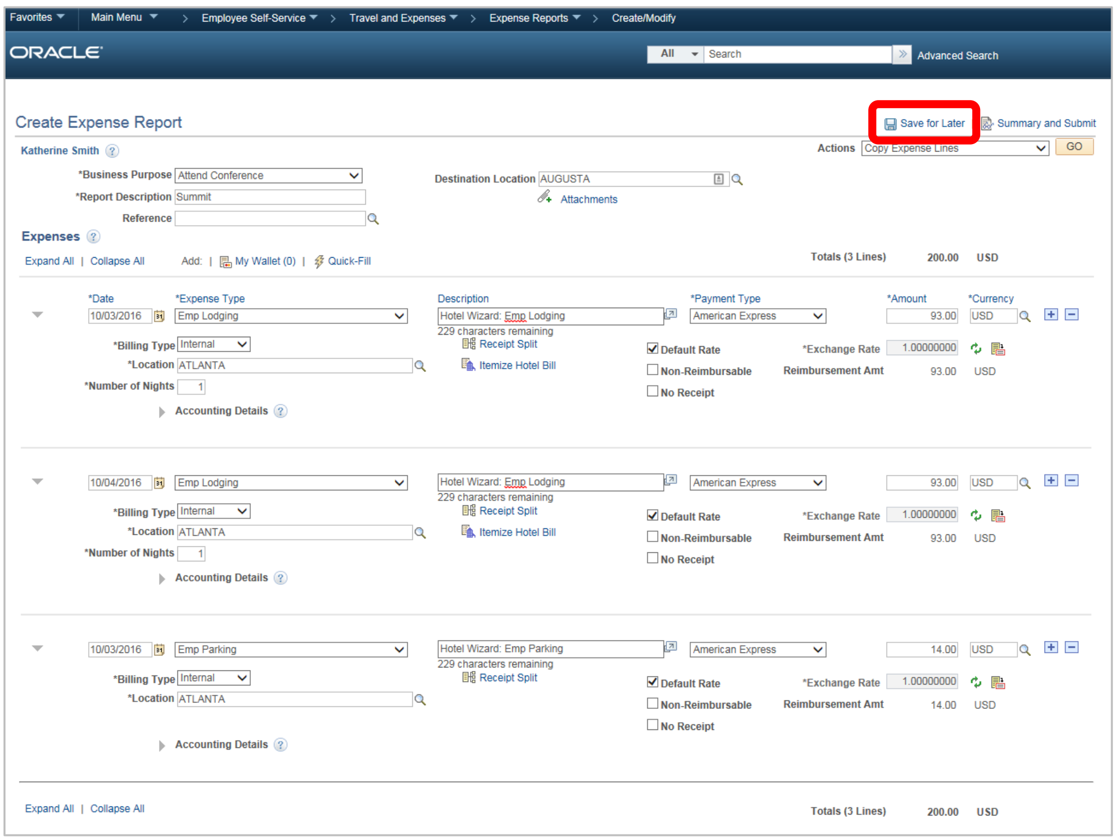


8. For meals on the first and last day of travel, continue. Otherwise go to step #9.
   a. Select the **First or Last Day of Travel** link.

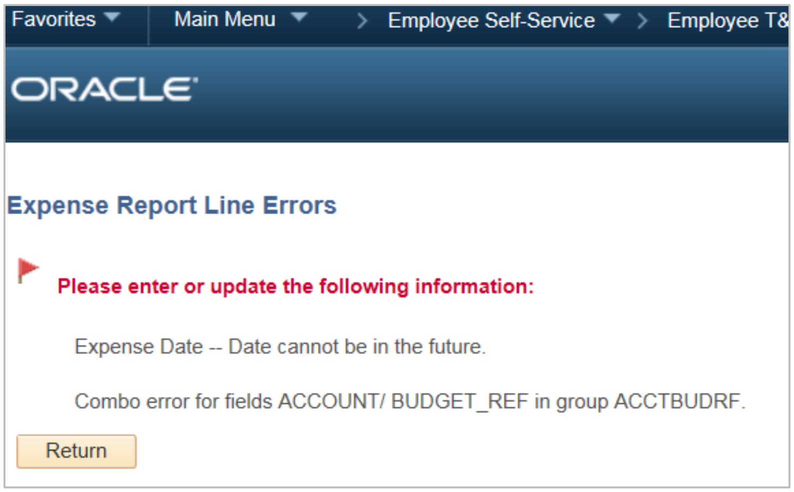
b. Check the **Deduction Flag**.
c. Select the **OK** button.
d. The per diem amount will have been reduced by 25% to meet the state requirement of 75% reimbursement.

9. To copy expense lines, select **Copy Expense Lines** from the Actions drop down menu; otherwise go to step #10.
    a. Click **GO.**
    b. In the **Copy Expense Lines** window, you can either copy the expense line to a single date or to a range of dates. You also have the option to include weekends or holidays.
    c. Enter the appropriate date or range of dates in the **Copy Option** section.
    d. Check the box(s) to select the expense line(s) you wish to copy.
    e. Select the **OK** button.

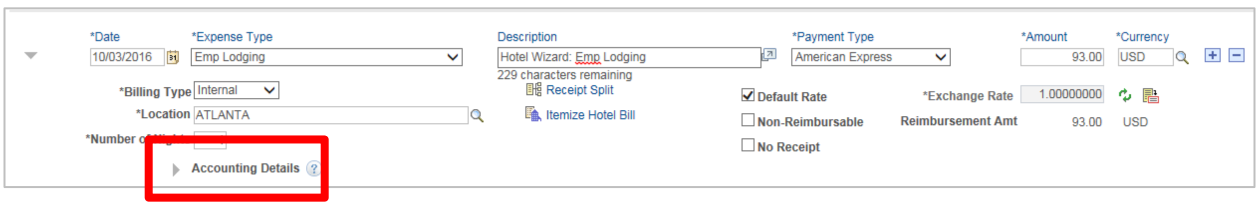
10. To save the expense report, select the **Save for Later** button.



11. **Please note:** If you see a red flag like the one below, click the flag to see information about what is causing the error.

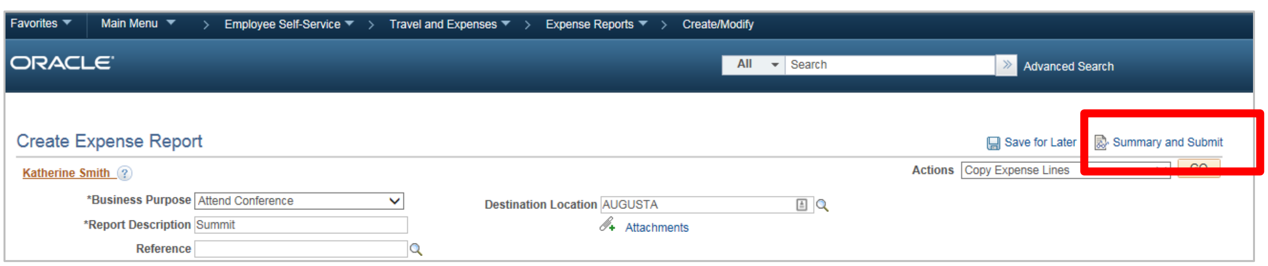


If you need to see **Accounting Details**, click the arrow to expand **Accounting Details**.

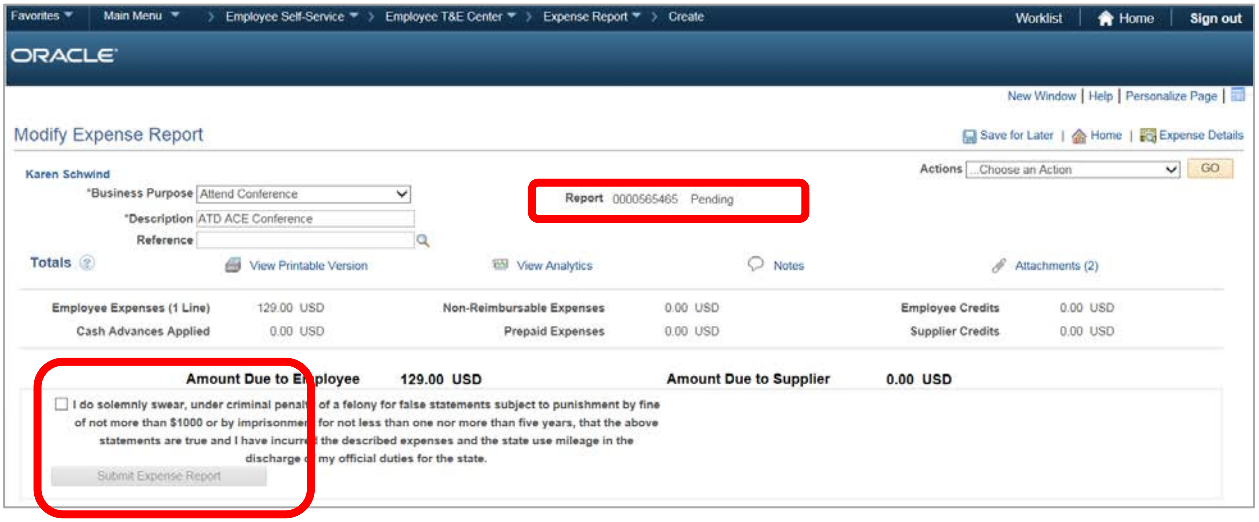


You will see the ChartField used on your expense report. Ask your Expense Administrator if you have questions about your ChartField.

12. Click the **Summary and Submit** link.



13. The **Summary and Submit** page displays. Your Report ID should have the word Pending after it. A report is assigned Pending status when it has been created and saved.



14. To submit the expense report for approval, you must first check the verification checkbox indicating that the travel was for official business.
15. After checking the verification checkbox, the **Submit Expense Report** button becomes enabled. Click the **Submit Expense Report** button to submit the expense report for approval.
16. The **Expense Report Submit Confirm** window displays. Click **OK** to submit your expense report.
17. You should see red text verifying that your expense report has been submitted.