Travel Activities
Creating an Expense Report from a Blank Report

Overview:

Understanding How to Create an Expense Report from a Blank Report

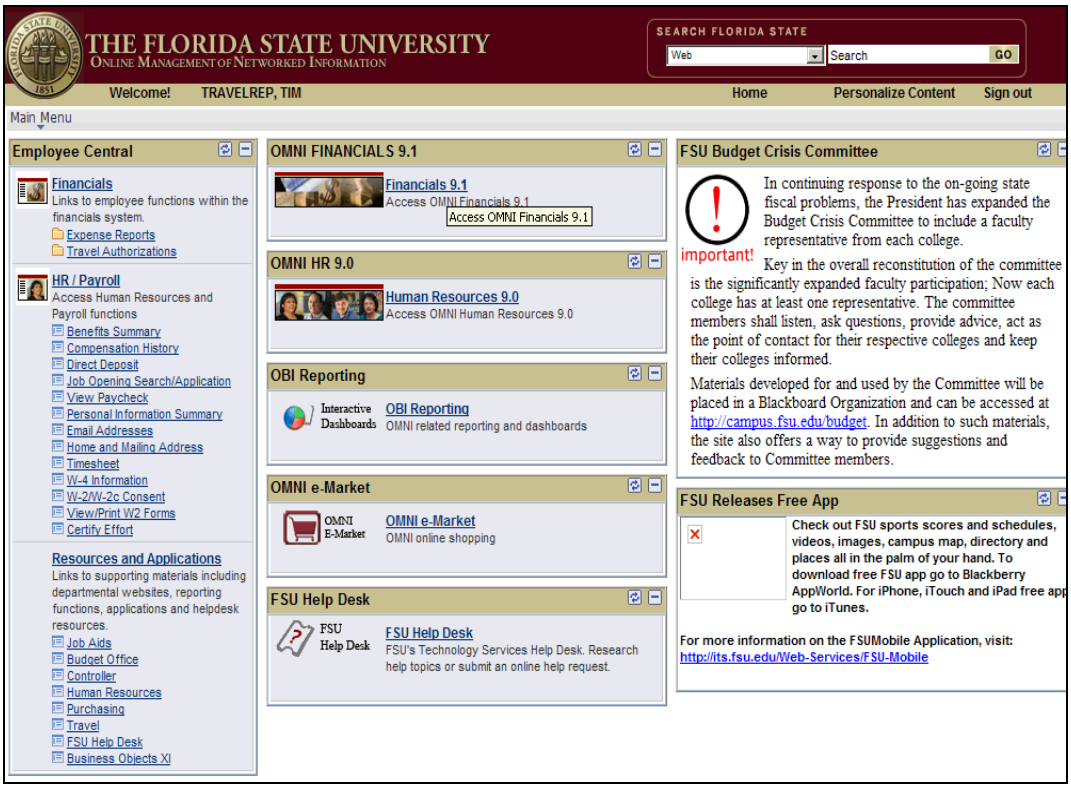
In this topic, you will learn the steps to create an Expense Report (ER) from scratch, using a blank report.

OMNI Security Role Required:
FSU_TE_TRAVEL_REP

Procedure

Scenario:
In this topic, you will learn the steps to create an Expense Report (ER) from scratch, using a blank report.

Key Information:
Employee Name
Employee ID
Trip Information



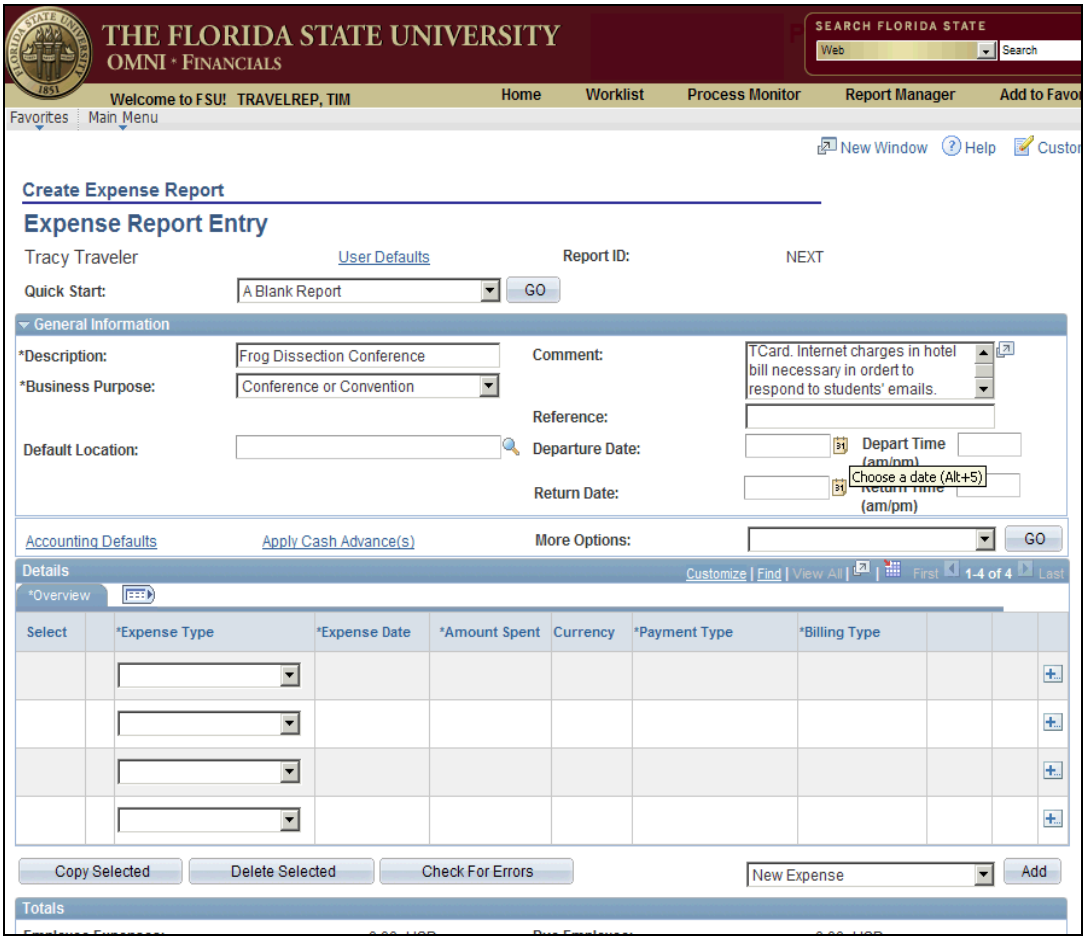
Step	Action
1.	Click the **Financials 9.1** link. Financials 9.1
2.	Click the **Main Menu** button. Main Menu
3.	Hover over Employee Self-Service an click the **Travel and Expense Center** menu. Travel and Expense Center
4.	Click the Expense Report **Create** link. Create

Step	Action
5.	The default Empl ID on this page is your own. Be sure to select the correct ID for the traveler. Click the **Look up Empl ID** button to search for an employee.
6.	Only the employees for whom you are authorized as a Travel Rep will appear in the search results. If the desired employee is not listed, follow the instructions in the "Becoming a Travel Rep" tutorial to add yourself as a Rep for that employee.
7.	Click the **Add** button. Add

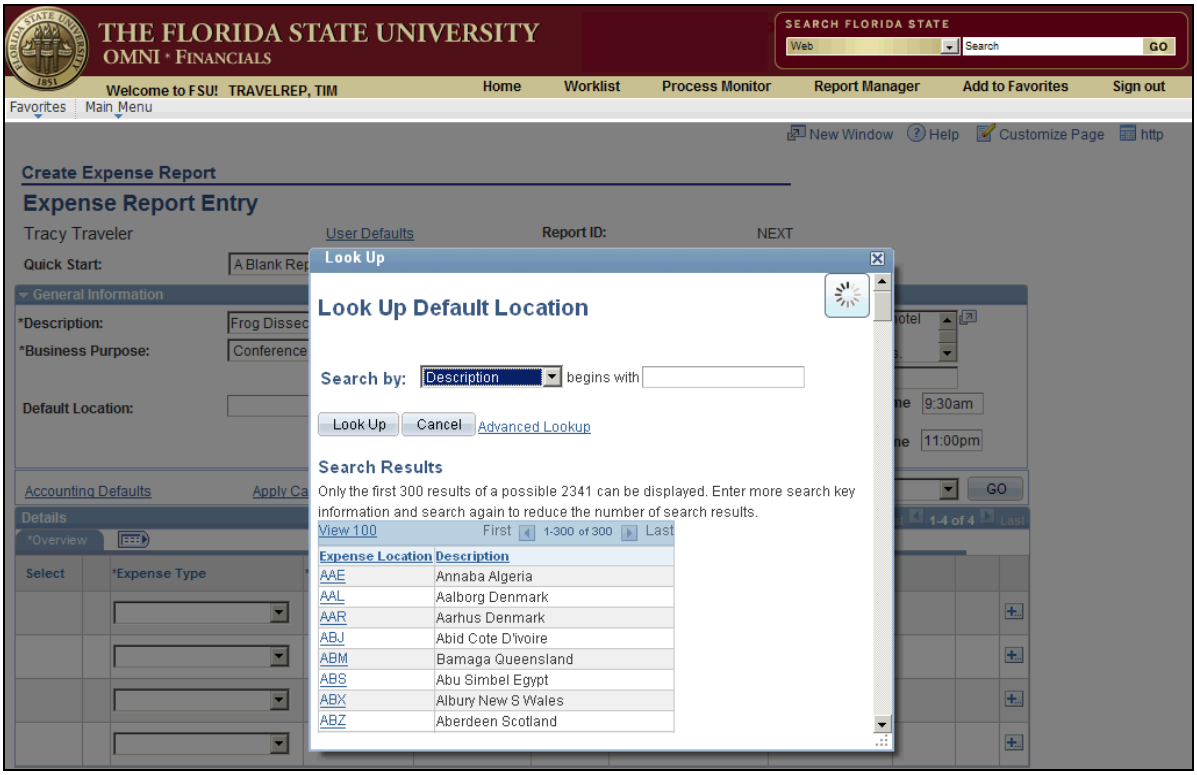
Step	Action
8.	Do not combine Non-Travel Reimbursements with Travel Reimbursements on the same ER. Non-travel items should be submitted on a separate ER.

Step	Action
9.	Enter a brief **Description** of the travel.
10.	Click the **Business Purpose** list.

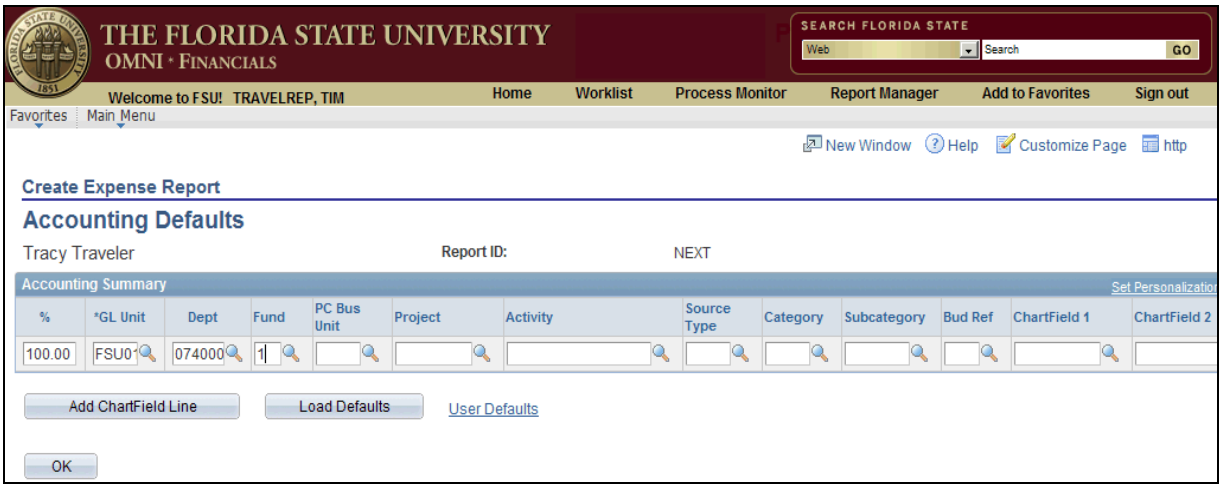
Step	Action
11.	Select the **Business Purpose** from the list that best describes the trip.
12.	The **Comment** field should be used to: • Provide justifications for additional expenses (e.g. internet/telephone charges or why a larger car was needed by the traveler). • Input any information that will clarify potential questions about the ER. • Enter the arrival and departure dates/times to foreign cities (in addition to populating them in the fields provided in the ER).



Step	Action
13.	Click the **Choose a date** button to input the **Departure Date**.
14.	Enter the desired information into the **Depart Time (am/pm)** field.
15.	Click the **Choose a date** button to input the **Return Date**.
16.	Enter the desired information into the **Return Time (am/pm)** field.
17.	Click the **Look up Default Location** button.
18.	Click the **Search by** list. Expense Location

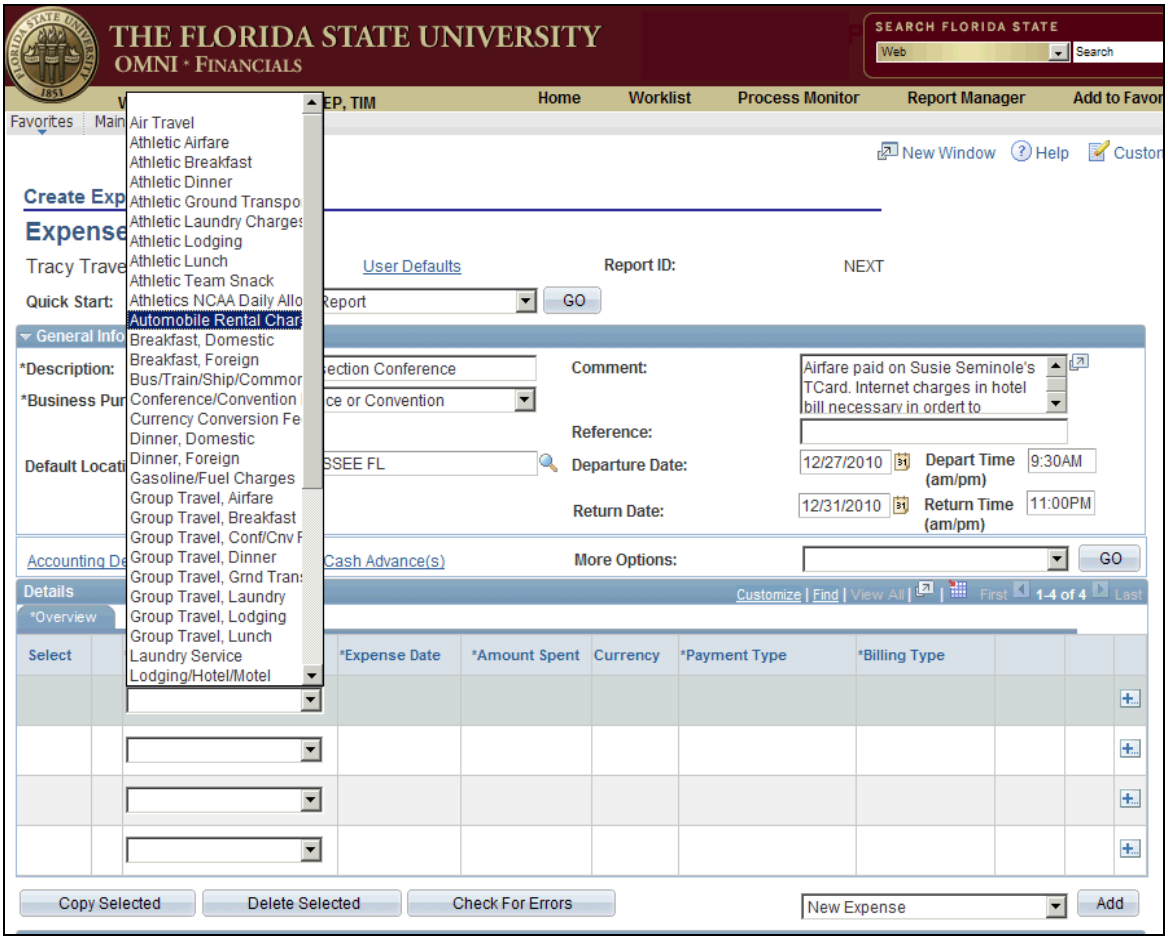


Step	Action
19.	Click the **Description** list item. Description
20.	Enter the city of the traveler's headquarters or primary residence.
21.	Click the **Look Up** button. Look Up
22.	Select the appropriate location from the list. **NOTE**: If city is not available check the spelling and submit a HELP ticket for it to be added.
23.	Click the **Accounting Defaults** link. Accounting Defaults



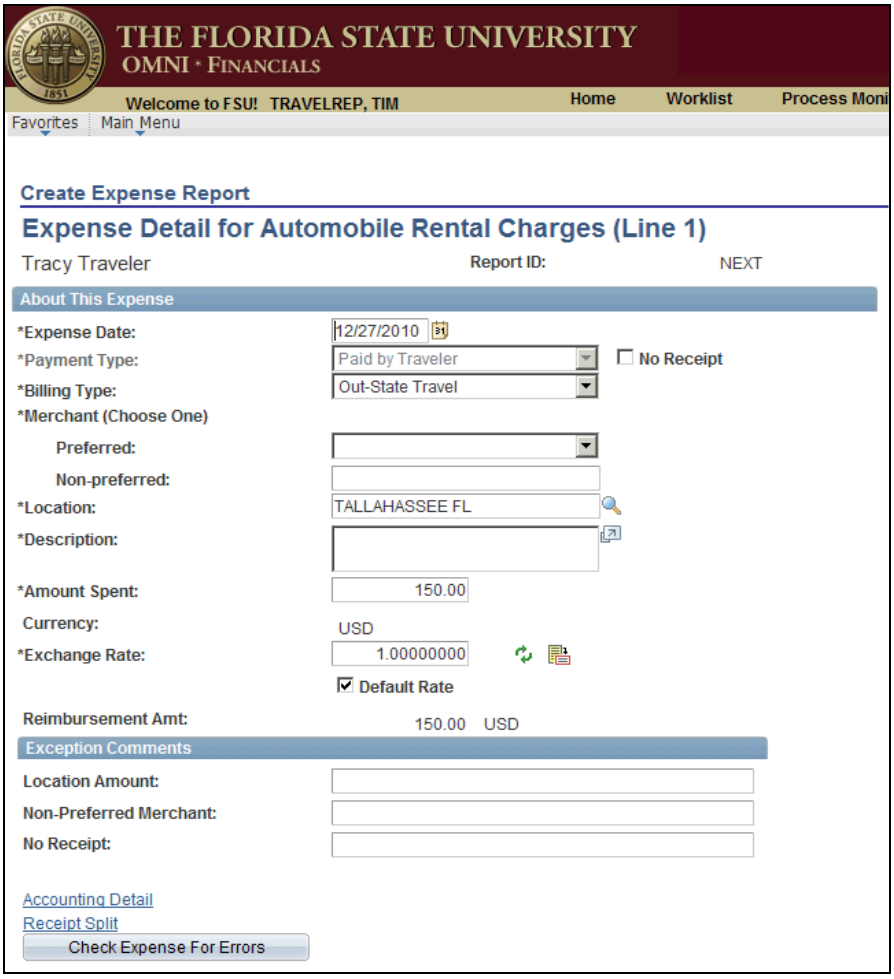
Step	Action
24.	Enter the appropriate budgetary information.
25.	If you are using a Sponsored Research (C&G) Project enter the following information in this order: **PC Bus Unit** - "FSU01" **Project** - enter your project number or look it up by clicking the magnifying glass **Activity** - "1" **NOTE**: All information *MUST* be entered in the order described above to avoid errors.
26.	All charges listed as line items should be out-of-pocket expenses to the traveler.

Step	Action
27.	Click the **Expense Date** list.

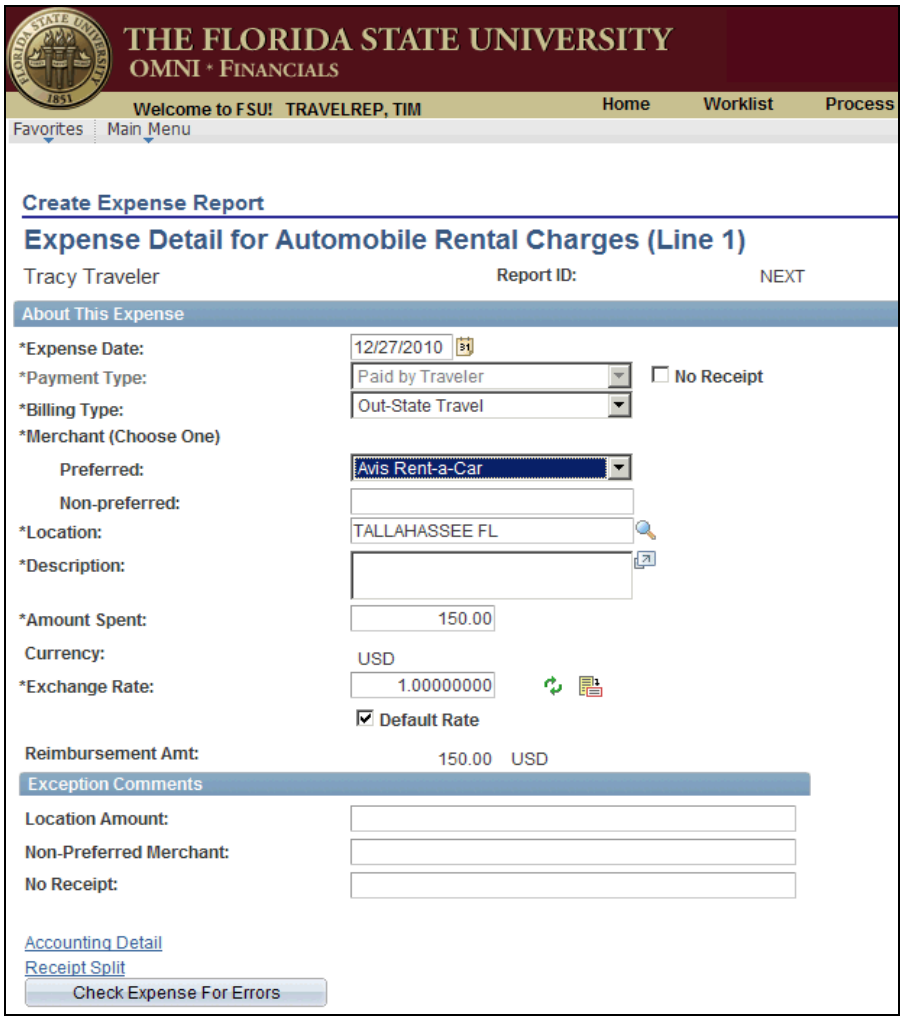


Step	Action
28.	Select the appropriate **Expense Type**. For the purpose of this example, click the **Automobile Rental Charges** list item. Automobile Rental Char

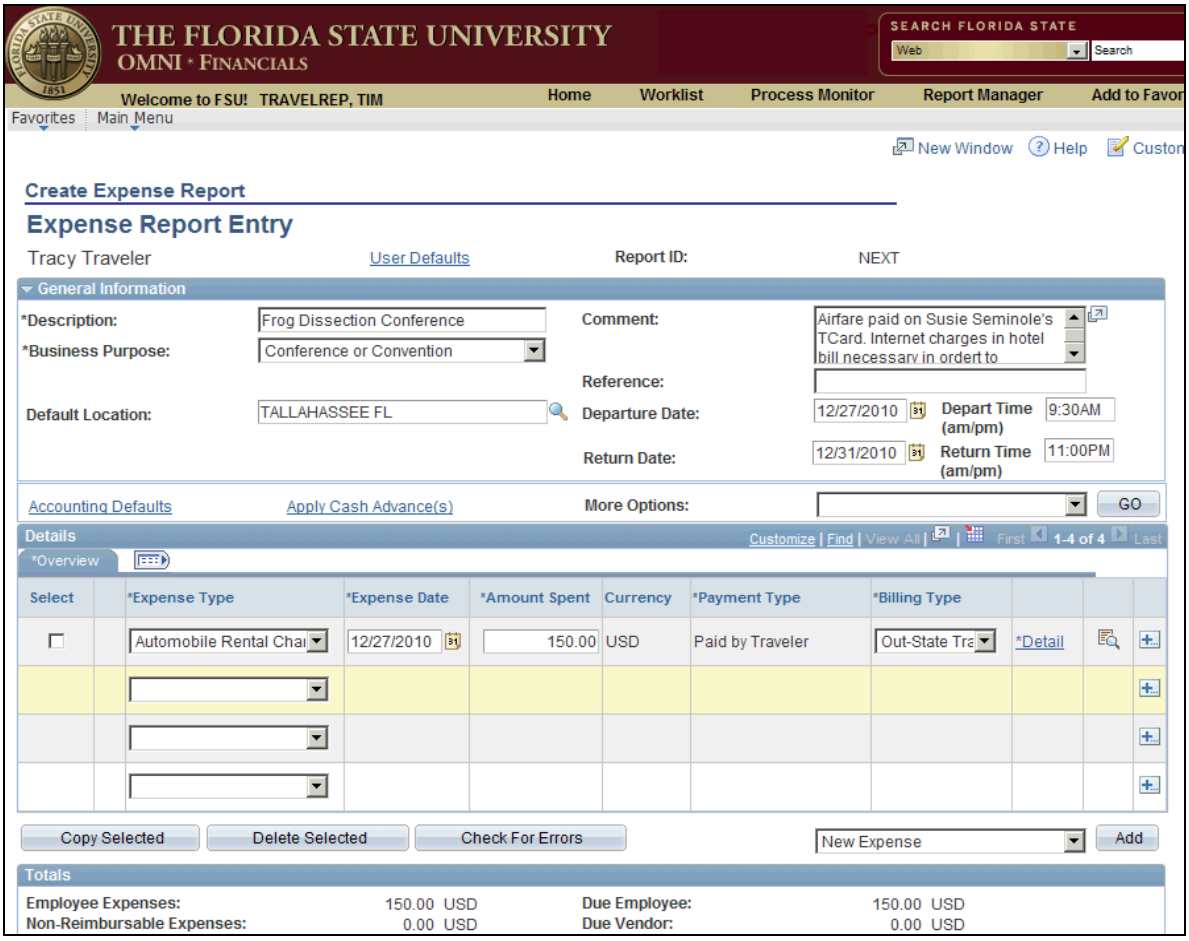
Step	Action
29.	Enter the **Expense Date**. This date should reflect the date the item was paid.
30.	Enter the **Amount Spent** on the expense item.
31.	Select the appropriate **Billing Type**. **NOTE: Billing Type** should be based on the overall trip, not the specific expense. In-State Trav
32.	Click the **Detail** link. *Detail
33.	All fields containing an asterisk are required. Be sure each of these fields contains information.



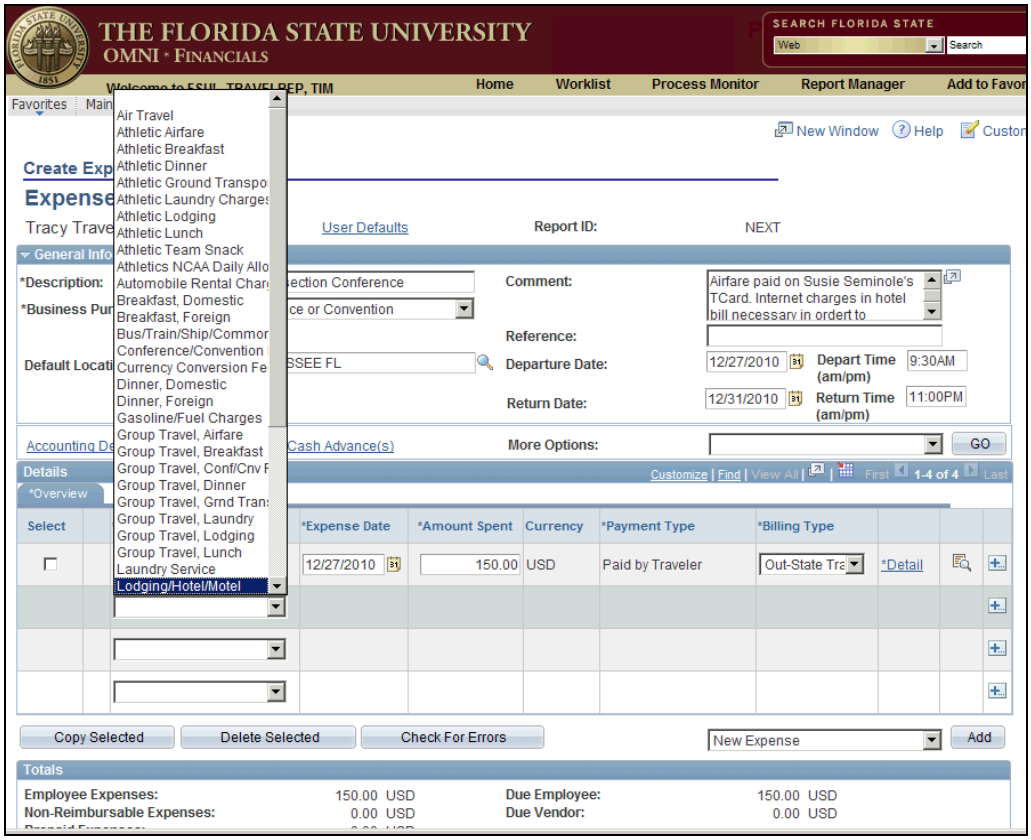
Step	Action
34.	Click the **Preferred** list. **NOTE**: FSU has only one "Preferred" merchant - Avis. All other merchants are "Non-Preferred."
35.	For the purpose of this example, click the **Avis Rent-a-Car** list item. For all merchants other than Avis, use the **Non-preferred** field to enter the merchant name.
36.	The estimated cost **Amount** will automatically populate from the face of the Expense Report.



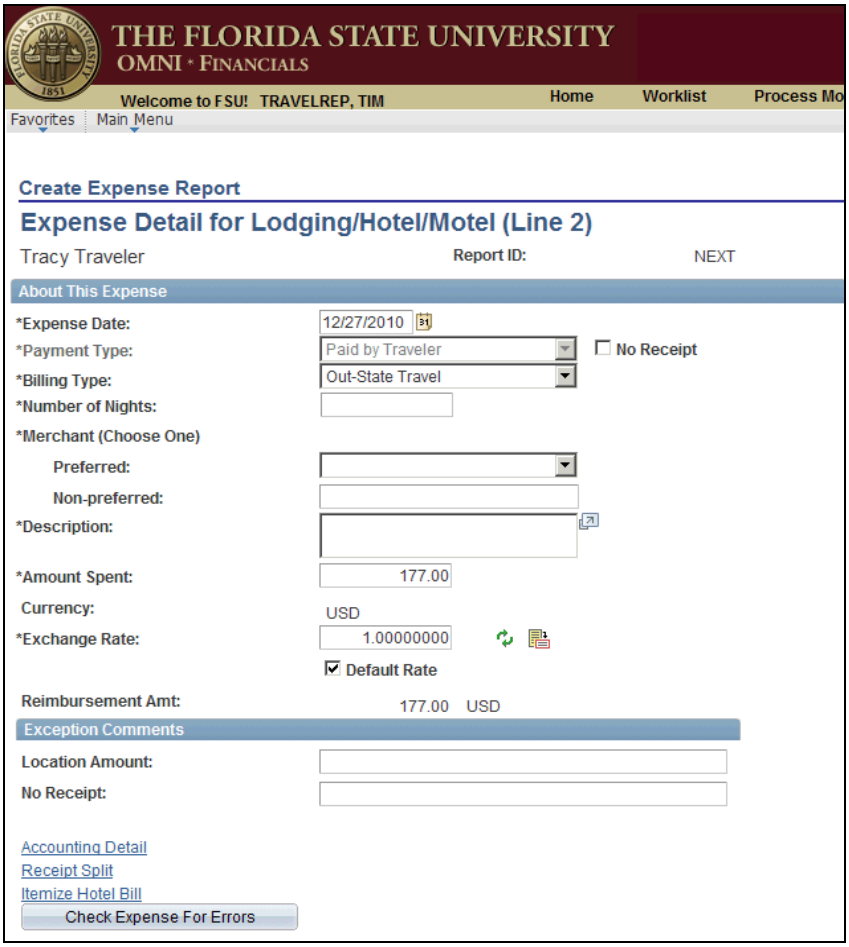
Step	Action
37.	Click the **Check Expense For Errors** button. Check Expense For Errors
38.	The error message(s) and highlighted field(s) explain the error(s) to be corrected.
39.	Click the **Check Expense For Errors** button. Check Expense For Errors
40.	If no errors appear, click the **Return to Expense Report** link. Return to Expense Report



Step	Action
41.	Click the **Expense Type** list for the first blank line.



Step	Action
42.	Select the appropriate **Expense Type**. For the purpose of this example, click the **Lodging/Hotel/Motel** list item. Lodging/Hotel/Motel
43.	Enter the amount of the expense item into the **Amount Spent** field.
44.	Select the appropriat **Billing Type**. Out-State Travel
45.	Click the **Detail** link. *Detail



Step	Action
46.	Enter the name of the Hotel/Motel into the **Non-preferred** field.
47.	Enter a short **Description**.
48.	Click the **Check Expense For Errors** button. Check Expense For Errors
49.	The error message(s) and highlighted field(s) explain the error(s) to be corrected. For the purpose of this example, a **Number of Nights** must be entered.
50.	Enter the correct **Number of Nights** the traveler will stay at the hotel/motel.
51.	Click the **Check Expense For Errors** button. Check Expense For Errors
52.	If no errors appear, click the **Return to Expense Report** link. Return to Expense Report

Step	Action
53.	Click the **Expense Type** list for the third expense.

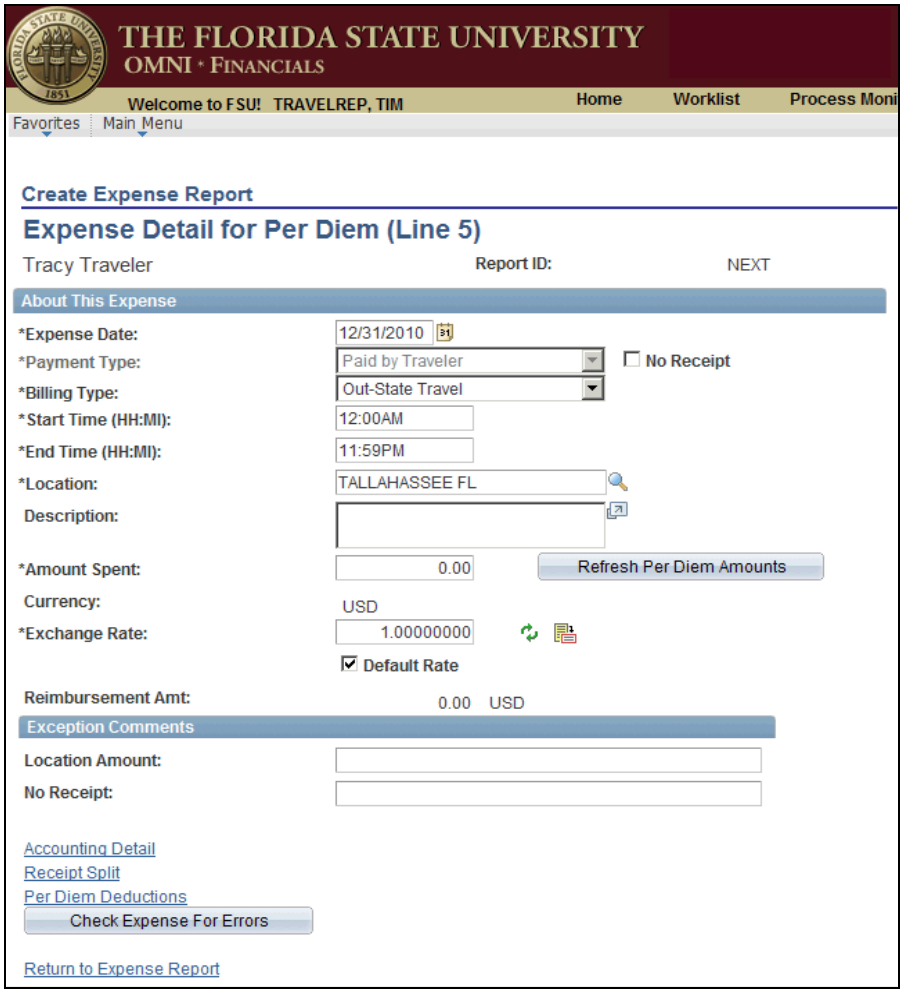
Step	Action
54.	Select the appropriate **Expense Type** for the third expense. For the purpose of this example, click the **Dinner, Domestic** list item. Dinner, Domestic
55.	Enter the estimated dinner cost into the **Amount Spent** field. **NOTE**: You may list individual meals by date, or you may group the total meal expense (by breakfast, lunch, or dinner) on one line.
56.	Useful information about meal allowance amounts and other travel-related policies can be found in the Travel Reference Guide on the Travel website.
57.	Click the **Billing Type** list for the third expense type. Out-State Travel
58.	No additional fields are required for the Dinner **Expense Type**.

Step	Action
59.	Click the **Expense Type** list for the next blank line.

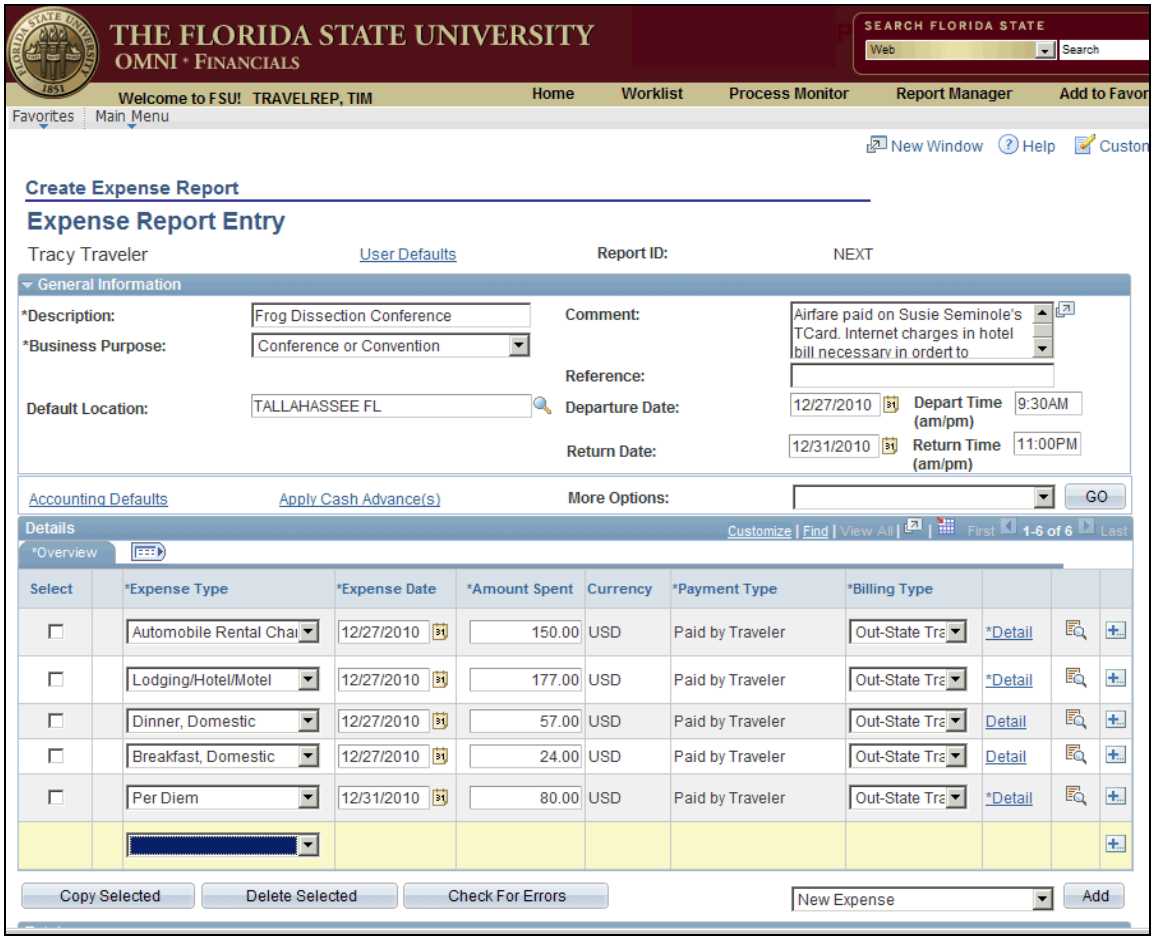
Step	Action
60.	Select the appropriate **Expense Type** for the first blank line. For the purpose of this example, click the **Breakfast, Domestic** list item. Breakfast, Domestic
61.	Enter the amount for the Breakfast, Domestic **Expense Type**.
62.	Select the appropriate **Billing Type**.
63.	Click the **Detail** link. Detail

Step	Action
64.	While the **Description** field is not required for meal allowance **Expense Types**, useful information can be provided here.
65.	Click the **Return to Expense Report** link. Return to Expense Report

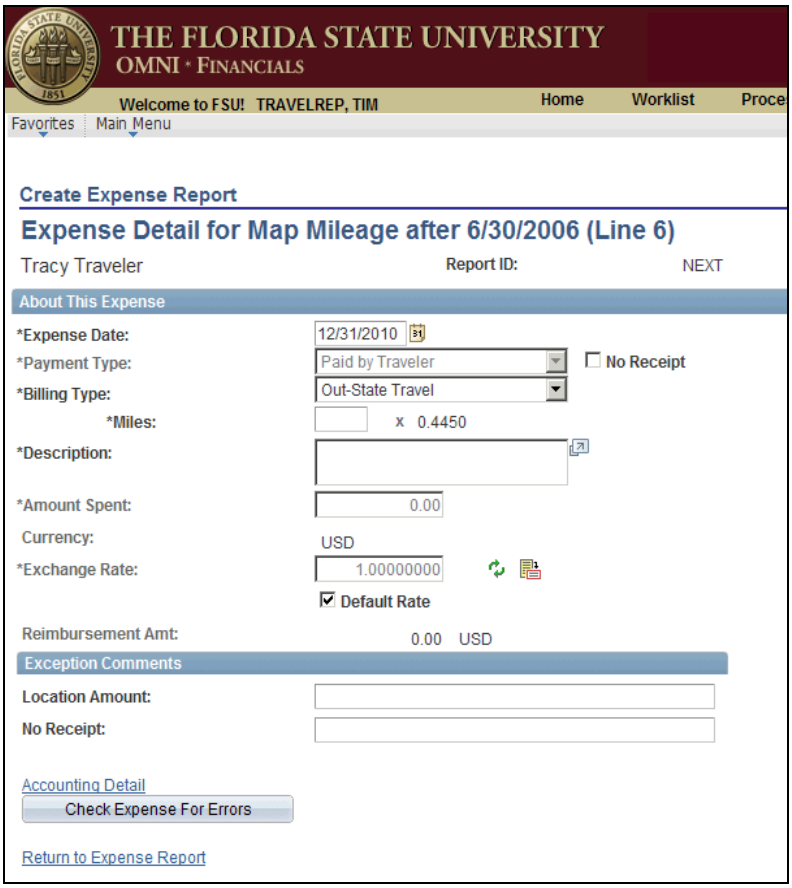
Step	Action
66.	Click the **Expense Type** list for the next blank expense line.
67.	Select the appropriate **Expense Type** for the next blank line. For the purpose of this example, click the **Per Diem** list item. Per Diem
68.	The default amount of one full day Per Diem will automatically populate in the **Amount Spent** field.
69.	If necessary, enter the appropriate **Expense Date**.
70.	Click the **Detail** link. *Detail



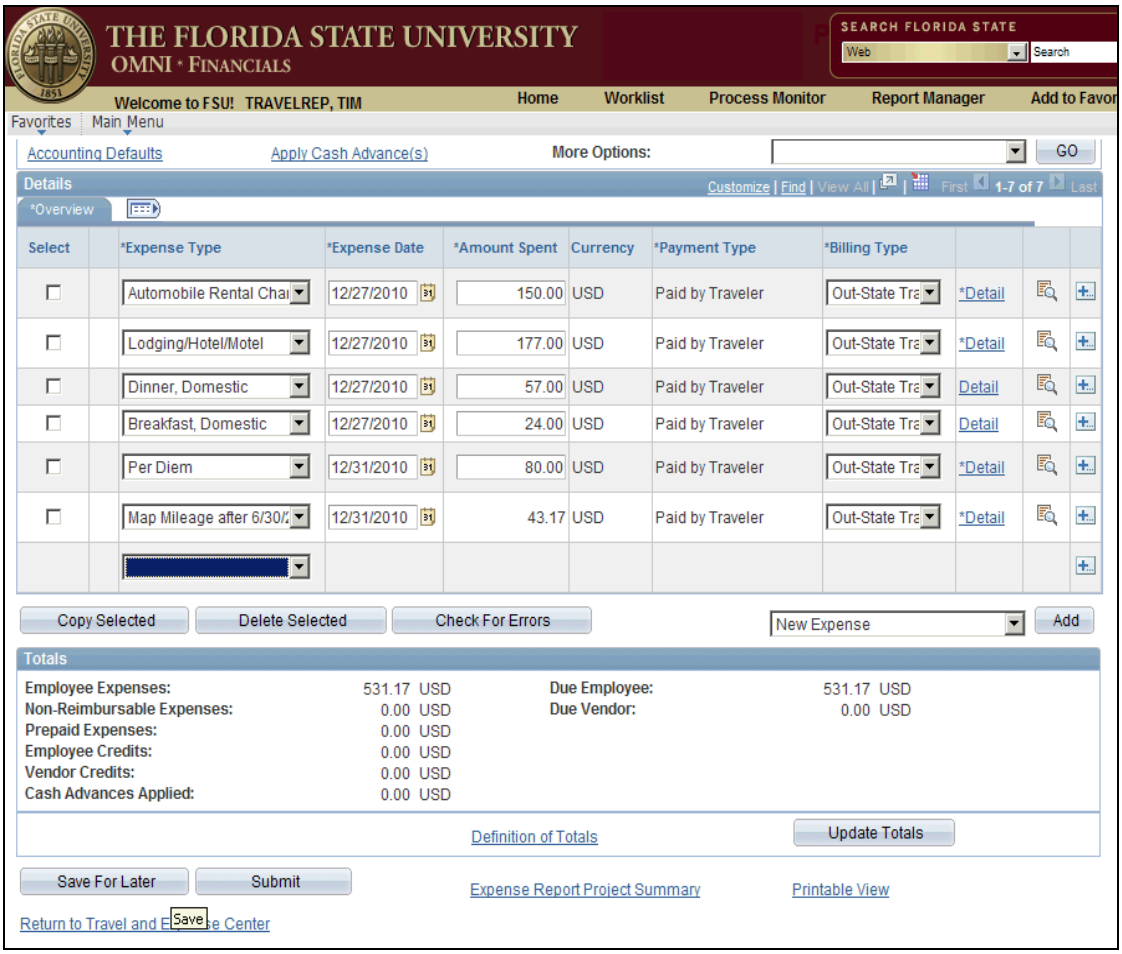
Step	Action
71.	Enter the **Start Time** and **End Time** for the day the Per Diem is being requested. **NOTE**: For air travel, two hours is allowed prior to departure or after arrival for check in/out at the airport.
72.	After inputting the times you can click the **Refresh Per Diem Amount** button to automatically calculate the Per Diem due based on $20/quarter rules outlined in the Travel Reference Guide.
73.	If no errors appear, click the **Return to Expense Report** link. Return to Expense Report

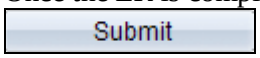


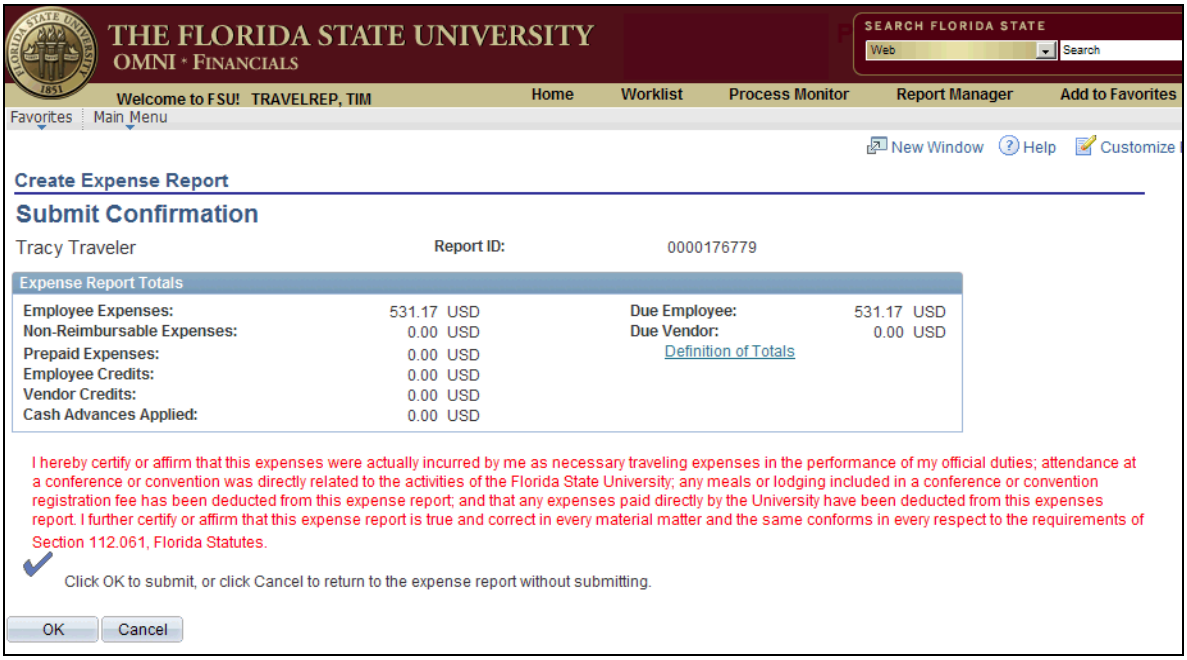
Step	Action
74.	Click the **Expense Type** list for the last blank expense line.
75.	Select the appropriate **Expense Type** for the next blank line. For the purpose of this example, click the **Map Mileage after 6/30/2006** list item. Map Mileage after 6/30/2
76.	Click the **Out-State Travel** list item.
77.	Click the **Detail** link. *Detail

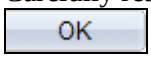


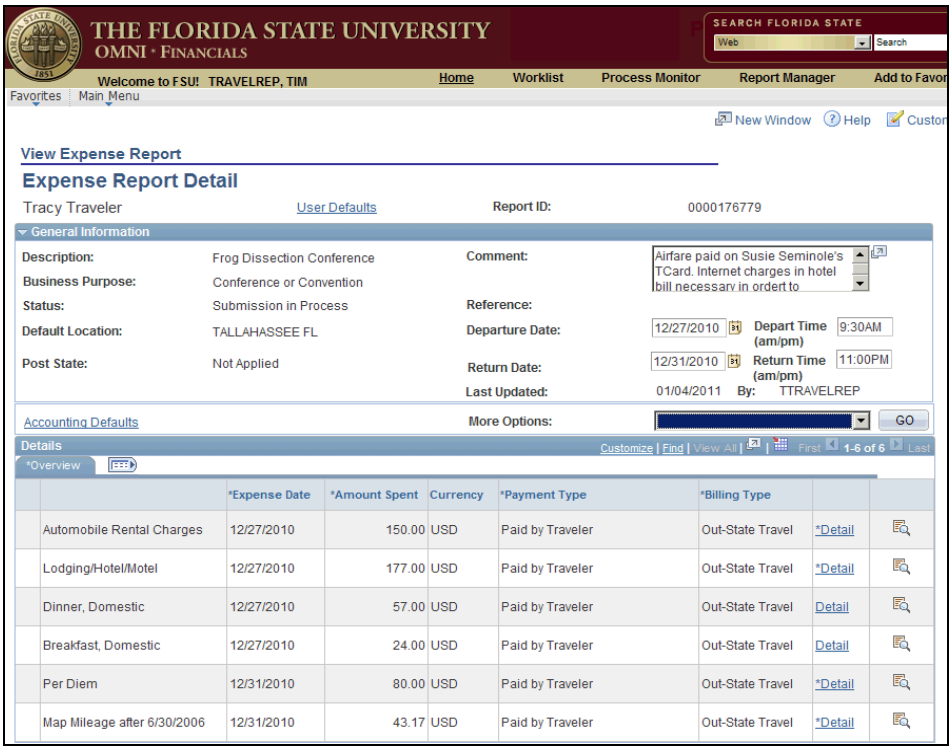
Step	Action
78.	Enter the correct **Miles** traveled by the traveler. **NOTE**: Important information on properly reporting Map Mileage can be found in the Travel Reference Guide.
79.	Enter a **Description** that justifies the need to claim mileage.
80.	Click the **Check Expense For Errors** button. Check Expense For Errors
81.	If no errors appear, click the **Return to Expense Report** link. Return to Expense Report



Step	Action
82.	Click the **Save for Later** button to save work and continue working at a later time. This action will *not* submit the ER.
83.	Once the ER is complete, click the **Submit** button to begin the approval process. 



Step	Action
84.	Carefully read the certification statement and then click the **OK** button. 
85.	Receipts for the ER should be sent to RightFax on an Expense Receipts Header Page. See the "Sending Receipts to RightFax" tutorial for additional information.



Step	Action
86.	Click the **Home** link. Home
87.	**Congratulations!** You have completed the topic. **End of Procedure.**