

Creating an Expense Report

Expense Reports will only be completed when a full-time employee is requesting reimbursement related to overnight travel. The report should list all trip expenses, including expenses charged to a Pcard. An Expense Report cannot be completed without a corresponding, fully approved Pre-

2) A new Expense Re



3) Click on the drop-down menu and select the corresponding Pre-Approval Report.

4) Click on **IMPORT** at the bottom right of  on the Pre-Approval to this Expense Report.

5) Enter the Departure and Return dates then **SAVE**.

6) Any expenses that cannot be processed automatically and will need to have the data validated will have a violation sign next to the line item.

Wed 03/14/2018	 Per Diem Wizard	69.00 USD	69.00	✓
Thu 03/15/2018	 Parking	165.00 USD	165.00	⚠
Thu 03/15/2018	 Registration Fee	650.00 USD	650.00	⚠
 03/15/2018		 	244.00 USD	244.00

- 7) Click on each line item and the expense will pop-up on the right-hand side of your screen. It is required that you click "Edit", verify all information, edit as needed, and resave the line item to run appropriate compliance.