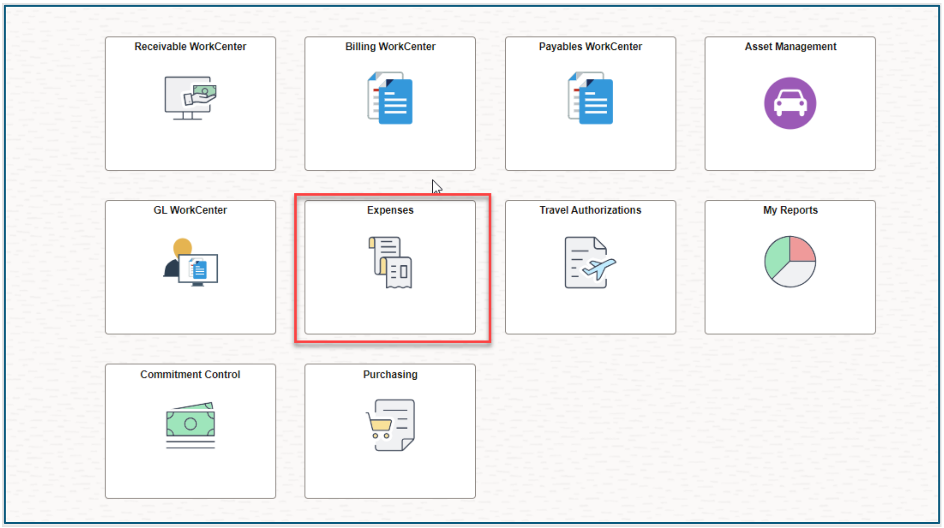
Travel and Expenses User Guide - Expense Report

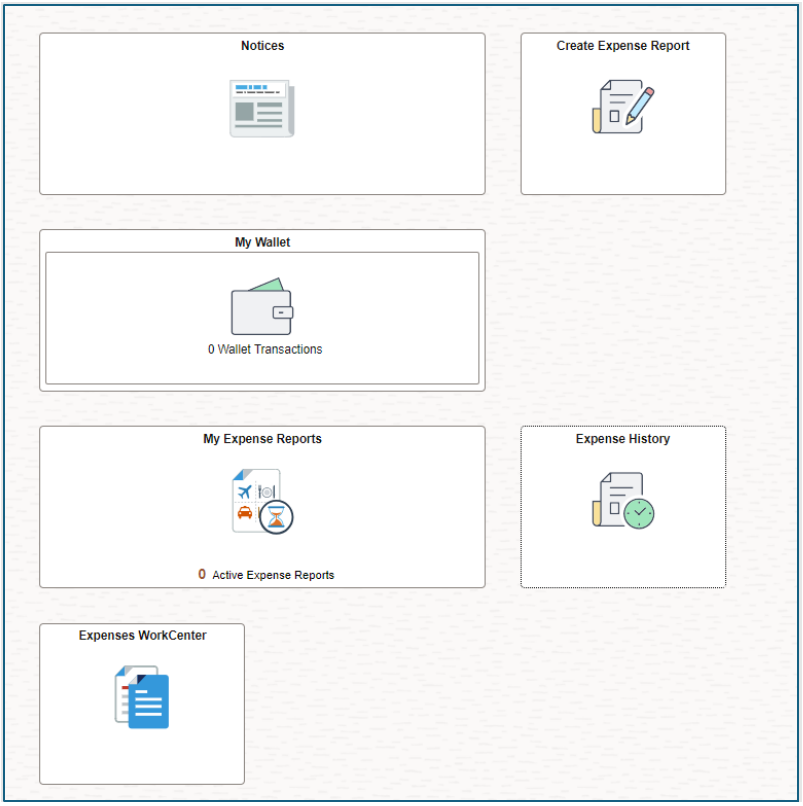
This user guide demonstrates how to create, submit, and review the status of an Expense Report.

From the **Home** page, select the **Expenses** tile.



On the **Expenses** home page, there is a collection of expenses tiles:

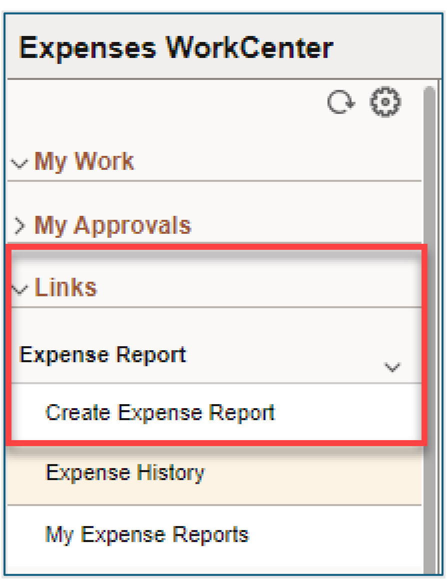
- **Create Expense Report**
  - This will take you directly to a new expense report.
- **Expenses WorkCenter**
  - This is the Expenses dashboard. You can see past expense reports, pending reports, run queries, create and update templates/ user profiles, create/ modify delegations, etc.
- **My Expense Reports**
  - You can view the different stages of previously submitted reports, pending reports and create new expense reports.
- **My Wallet**
  - ProCard transactions will load daily from US Bank and are available to review and add to expense reports.
- **Expense History**
  - You can view past and current expense transactions and drill down to the transaction details.



Create Expense Reports

To create an Expense Report

- You can click on the **Create Expense Report** tile or
- Use the Expense WorkCenter
  - Under the *Links* dropdown and *Expense Report*, select the **Create Expense Report** link.



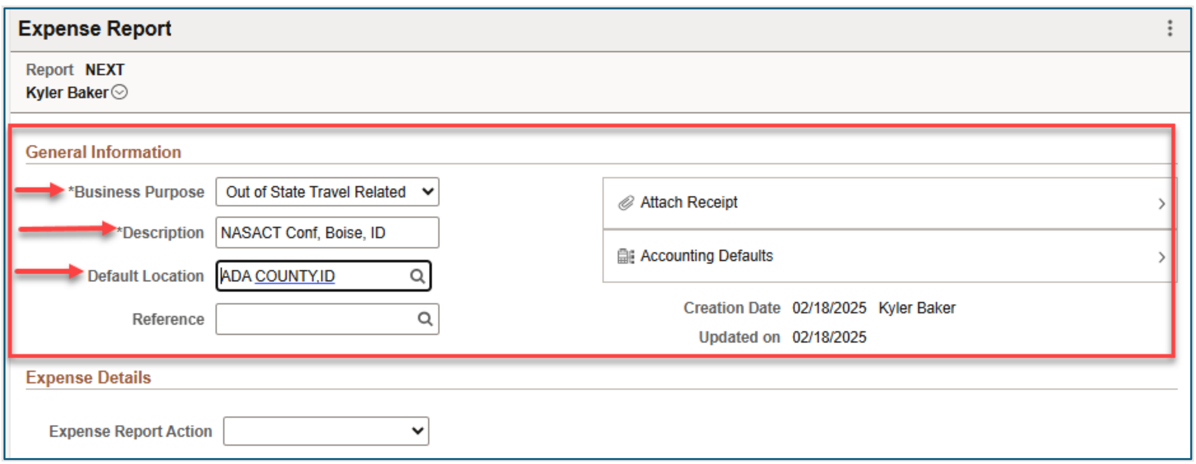
On the **Expense Report** page, complete all the required* fields in the Header.

Header

- Required: Business Purpose, Description, Default Location *(your destination)*
    - When selecting a destination location, search by clicking the magnifying glass, opening the Search Criteria dropdown, and filling in the code in the Expense Location field.

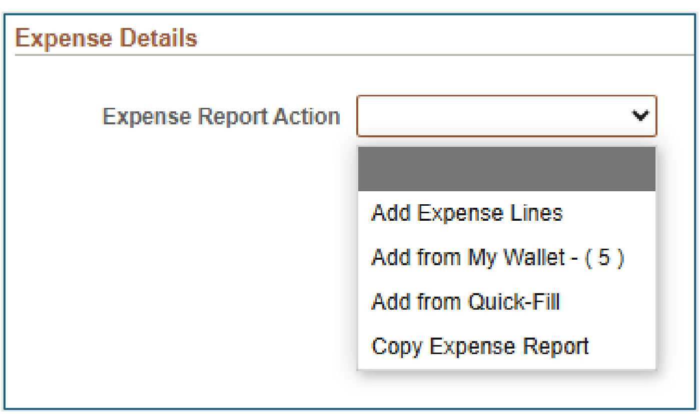
    - For travel within the United States
        - The locations are broken down by county in each state based on the Department of Defense for per diem rates for locations in the United States. Enter the state abbreviation and select the county.

    - For foreign travel
        - Use the Country ISO Codes. Enter the three-digit country ISO code and select from the options in the list.



Expense Report Action

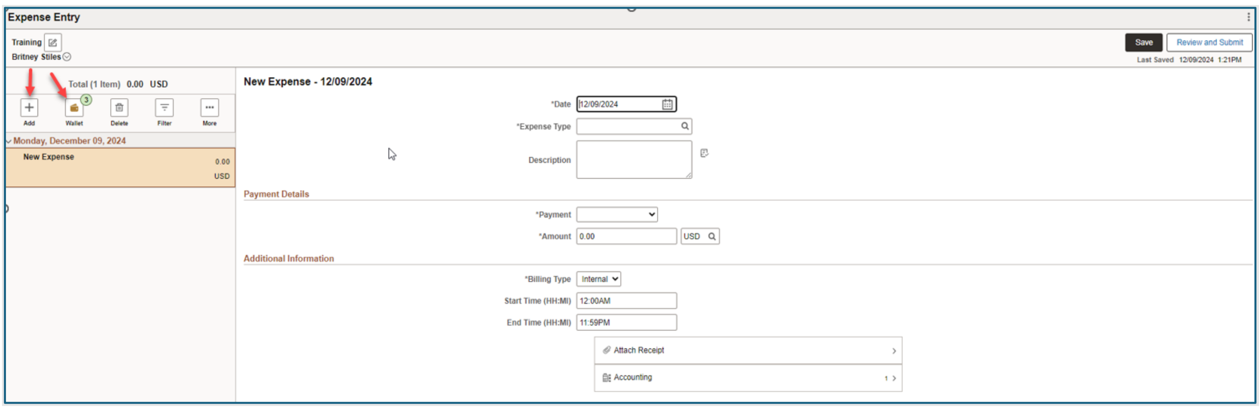
Choose one of the four available options to continue.



Add Expense Lines

- On the **Expense Entry** page, select **Expense Type** from the drop-down menu or click on the **Wallet** icon to select procard expenses**.**

- You can enter multiple expense lines to an Expense Report using the **Add** or **Wallet** buttons.



- You must select Expense Types that match the Business Purpose.
    - e.g., Business Purpose: **Out of State** Travel / Expense Type: Lodging **Out of State**

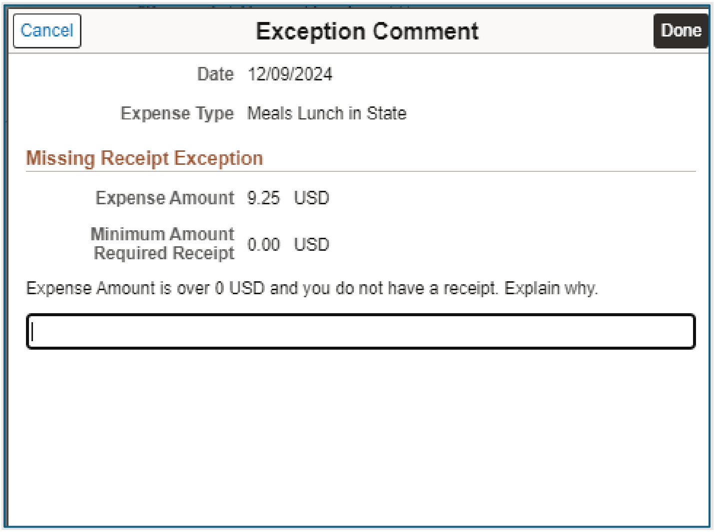
- Some travel expense types will have prefilled amounts based on where you are traveling and the expense type selected (e.g., out-of-state lodging).
    - You will enter all other expense types manually.

- Expenses for each meal and lodging must be entered on a separate line for each day.
    - These details are necessary for the supervisor to review/approve the request and for copying a Travel Authorization to an Expense Report.

- Payment: select **Procurement Card** or **Personal Funds**.
    - An Expense Entry Error will be prompted if you attempt to create a new expense entry with the “Procurement Card” payment type without an available transaction in MyWallet. See *Add from My Wallet* section below.

- Start and End Times must be exact times while in travel status in order to accurately calculate per diem.

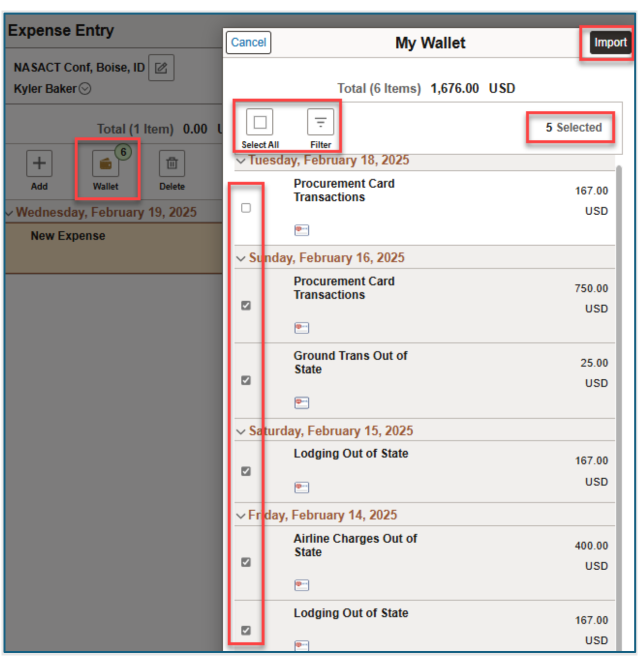
- Select the **Attach Receipt** to add attachments required for an expense type.
    - If no receipt is attached a warning/ error will appear , include reason for missing receipt in the exception comment section



Add from My Wallet

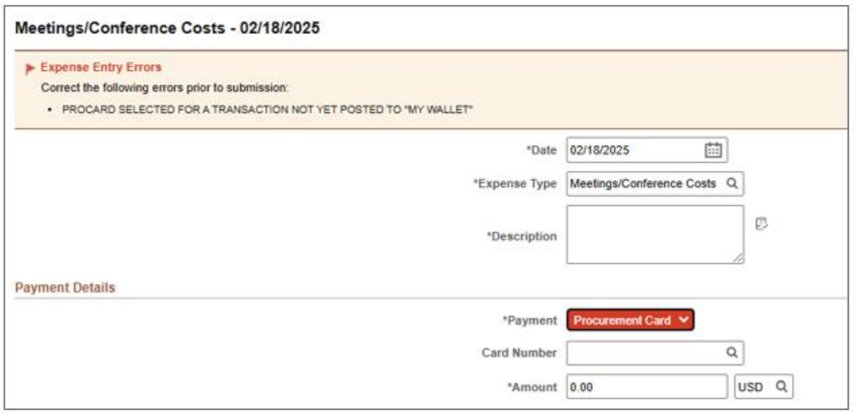
This option allows you to import your My Wallet entries into an expense report. Click on **Wallet,** select the entries, and then select the **Import** button.

- When purchasing items on your Pro Card, the Travel and Expense module automatically loads these transactions into My Wallet.
- When a transaction is loaded into My Wallet, you will receive an email notifying you that it is ready to apply to an expense report.
- An email will be sent if My Wallet transactions are not submitted in an ER within 10 days. Emails will be sent to the employee on day 10, and to the employee and supervisor on day 15 and daily thereafter until completed.



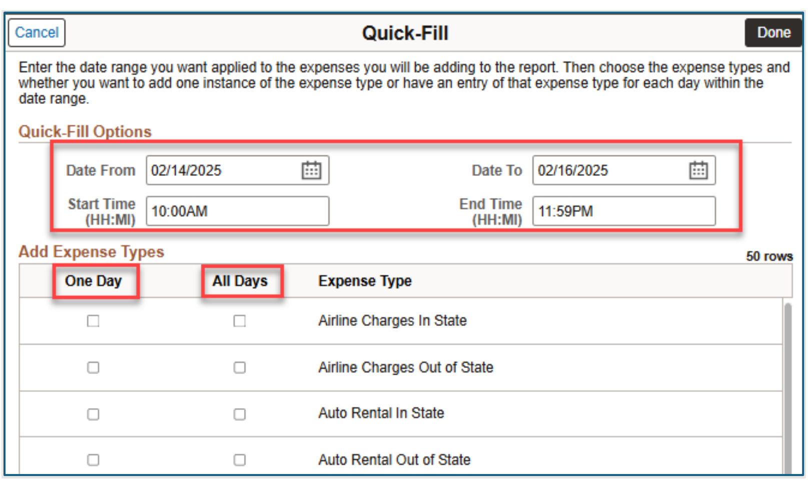
*Note: Pro Card charges **will not** be loaded into My Wallet on the day of your transaction. Due to merchant and banking processing, it will take a few days for the entries to appear in My Wallet for selection.*

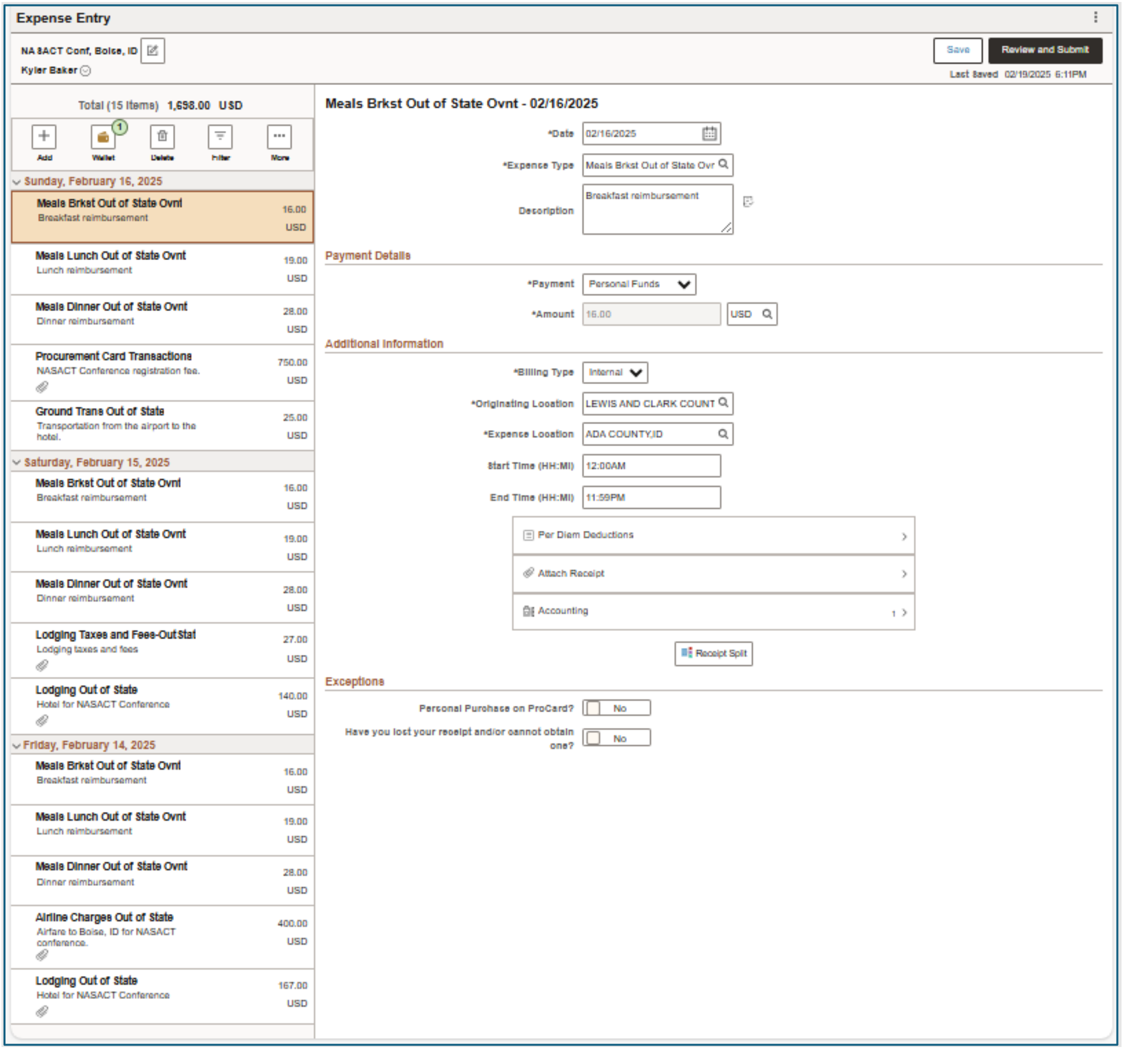
Below is the Expense Entry Error message that is prompted if you attempt to create a new expense entry with the "Procurement Card" payment type without an available transaction in My Wallet:



Add from Quick-Fill

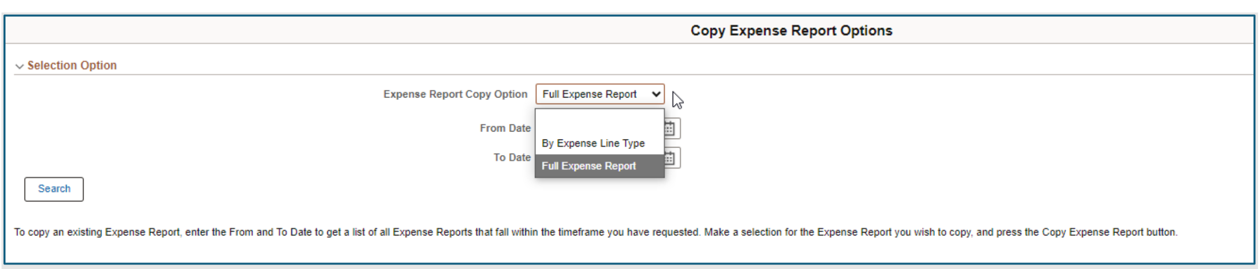
This option allows you to quickly fill in multiple expense types at one time. You can choose an expense for one day or all days. Entering the Quick-fill Options for dates and times of travel will ensure that per diem will be populated on the expense report according to the Travel Policy.



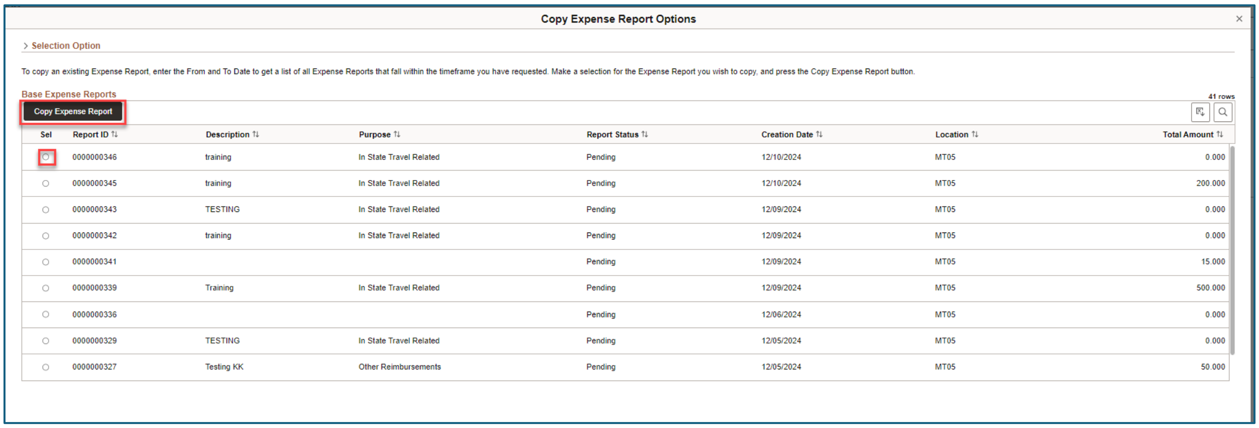


Copy Expense Report

This option allows you to copy a previous expense report to quickly fill in information you may use on a regular basis. You can choose to copy a single line item or the full expense report.



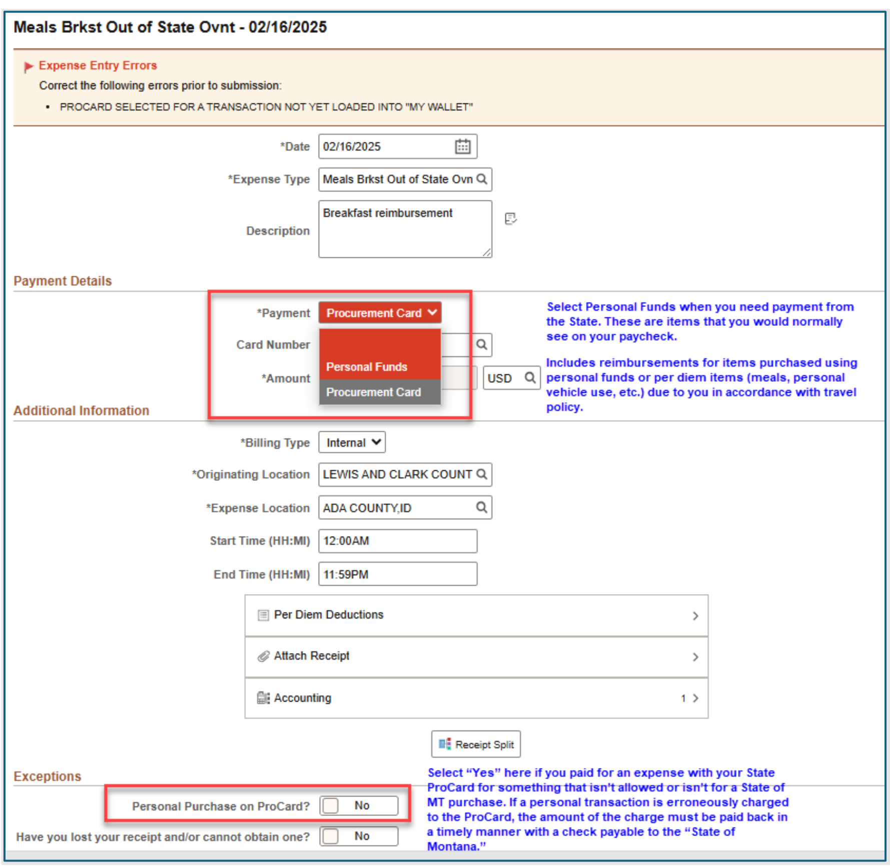
Users can search by a date range to find the expense report you need. Then select the expense report to copy and select 'Copy Expense Report'. Choose the update details tab and review and submit as normal.



Personal Funds vs Personal Expenses

Personal Funds - This is found in the Payment Details of the ER and indicates that the user paid with their own money and should be reimbursed from the state, via their paycheck. This is common with meals while in travel status or personal vehicle use.

Personal Purchase on a ProCard - The employee used the state ProCard for an expense that isn't allowed or isn't for a state of Montana purchase. If a personal transaction is erroneously charged to the ProCard, the amount of the charge must be paid back in a timely manner with a check payable to the "State of Montana."



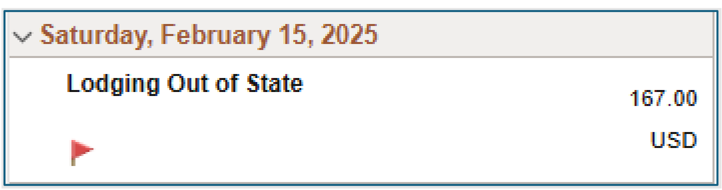
Receipt Split

Enables users to divide a single transaction into multiple expense lines. There are several instances when this may be necessary, but here are a few:

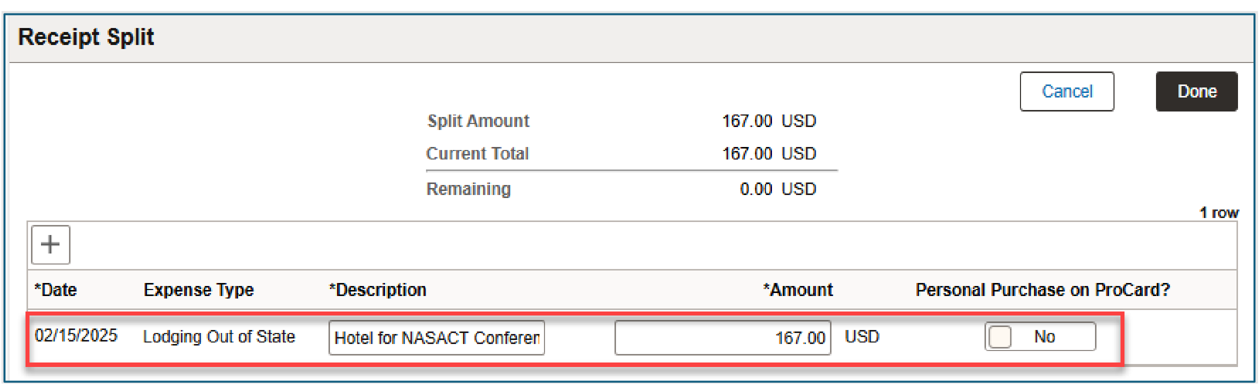
- Federally approved rates will populate the allowable amounts and require justification if they are over the rates. Therefore, the taxes and fees need to be segregated to identify when the actual cost of lodging is greater than the approved rate by splitting the lodging receipt into two expense lines.
  - Lodging
  - Lodging taxes and fees
- Office supply receipt can be split out as needed for accounting purposes.
- A receipt with several purchases, one of which is a personal expense.
  - Users can split out the individual purchase to mark it non-reimbursable.

Example: Split the lodging receipt to identify lodging costs and lodging taxes and fees.

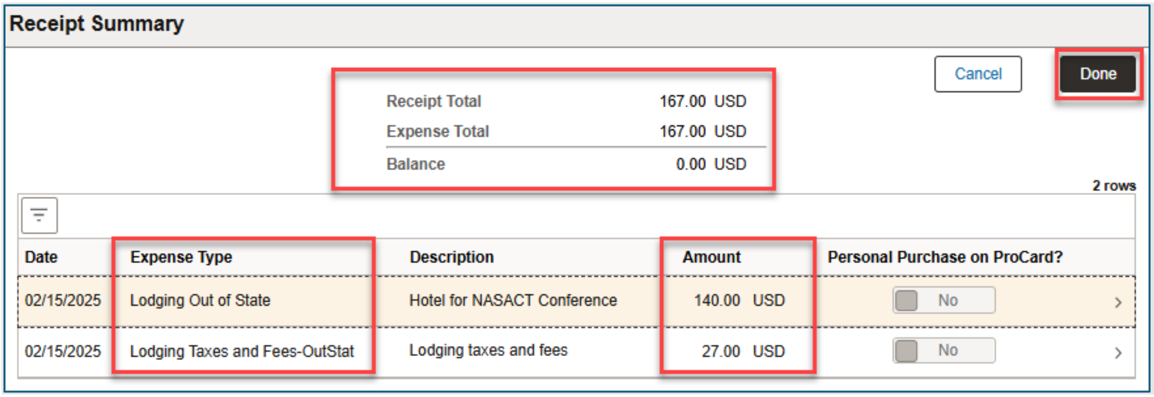
Select the Lodging Out of State expense, then select the Receipt Split button.



The **Receipt Split** page will open with the lodging expense line. Enter the correct amount for the actual cost of lodging. Click the **Add** button to add another line.



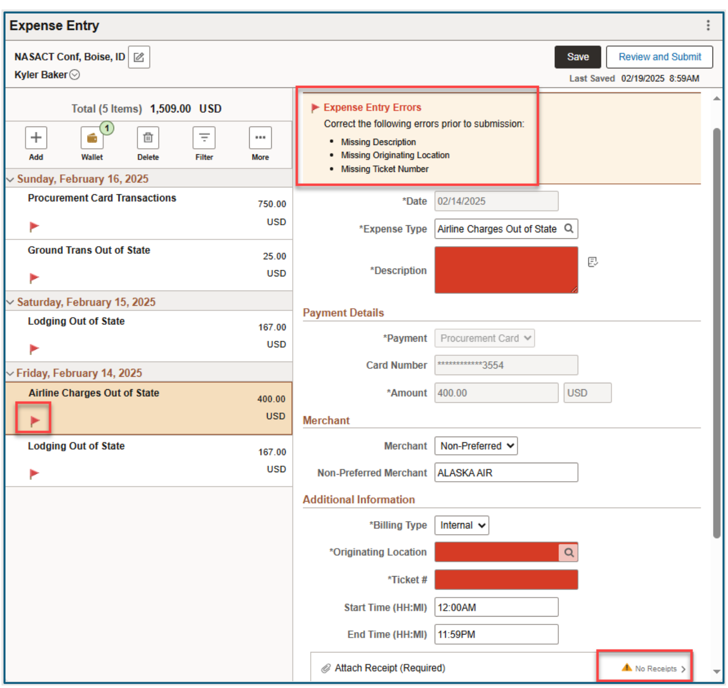
Add the expense type for lodging taxes and fees and enter the amount. Click **Done**.



The Lodging Taxes and Fees entry will be added as another expense to the Expense Entry page. The user must attach the lodging receipt to the new expense line.

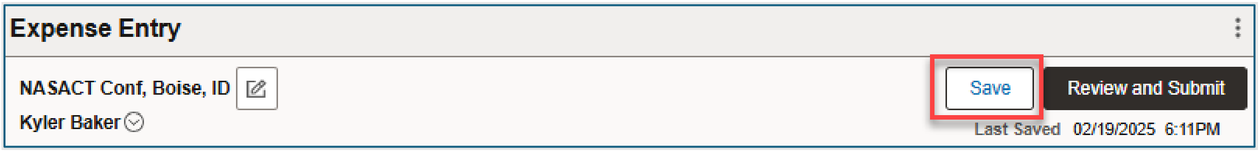
Expense Entry Errors

Expense entry errors will be prompted using  for Errors,  for Warnings or comment boxes with items that will need your attention before the expense report can be submitted.



Save

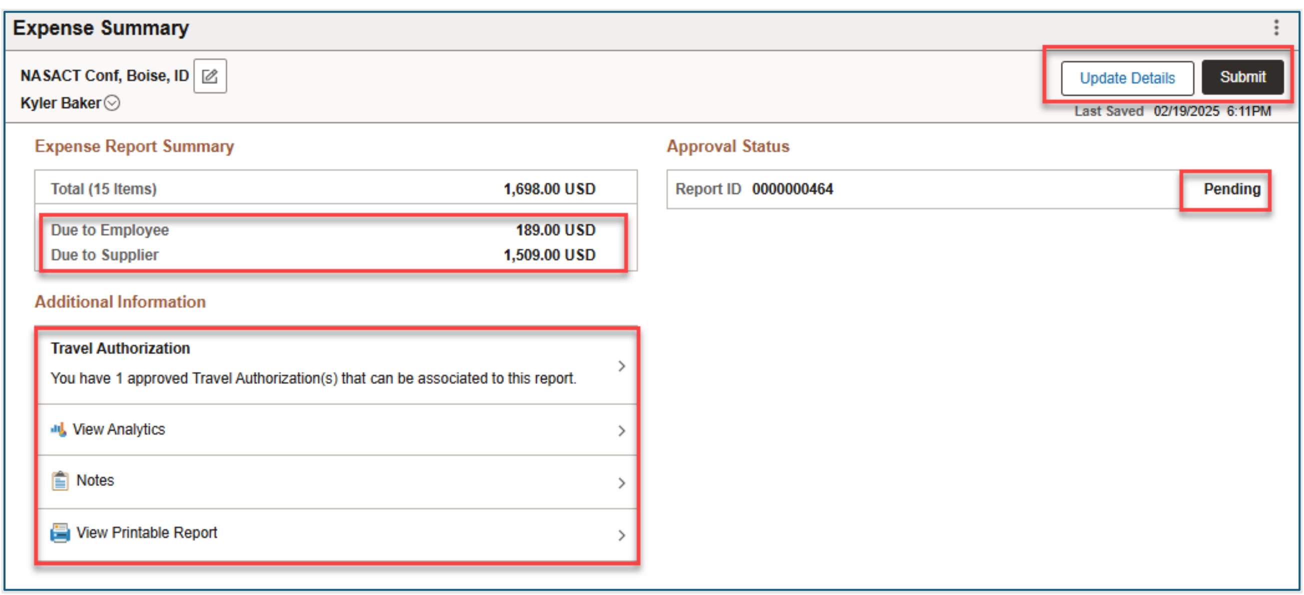
You can click **Save** to leave the Expense Report and return to it later to complete it.



Review and Submit

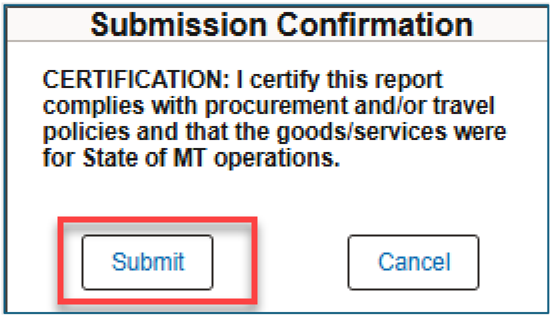
Once the Expense Report is complete, select the **Review and Submit** button.

- The Expense Report Summary shows the amounts '**Due to Employee**' and '**Due to Supplier**'.
- **Additional Information**
  - Travel Authorization: see pages 12-13 on how to associate it to a report.
  - Notes: the Edit feature is only to select a saved note and delete it. You cannot edit a note once it is saved.
  - View Printable Report
- Approval Status: at this stage of the report it will be '**Pending**'.
- The user can click on **Update Details** to return to the **Expense Entry** page to make changes if needed.
- Once all the information is complete, click '**Submit**'.



A message will be displayed for you to confirm your submission.

- Click **Submit**.
- The request will be sent to the approving supervisor for review.



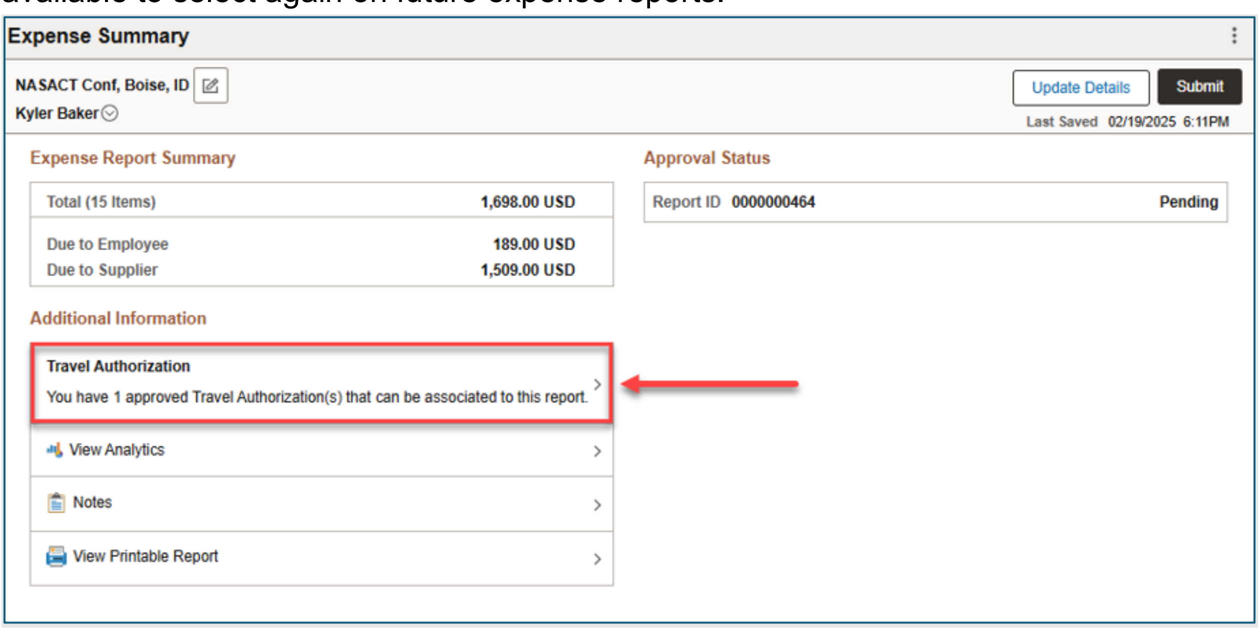
Associate/Attach Approved Travel Authorization to Expense Reports

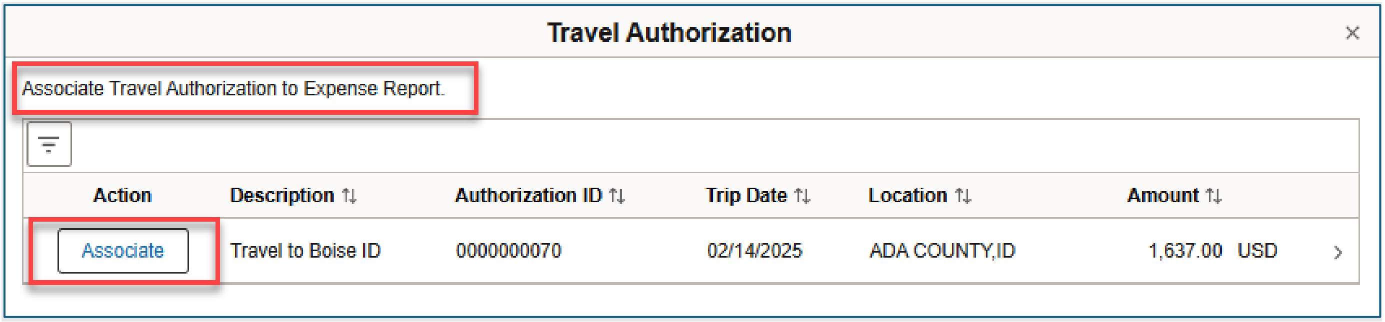
When creating an expense report, the user must associate/attach the approved travel authorization (TA) for **Personal Vehicle Use** and **Out-of-State Travel**.

Associate a Travel Authorization to an Expense Report

Users can ***associate*** an approved travel authorization in an Expense Report from the **Expense Summary** page in the **Additional Information** grid and select it from the list.

The **Travel Authorization** feature is used when the user attaches the travel authorization for the *first time* to an Expense Report. Once a travel authorization is associated with an expense report from the **Travel Authorization** feature, it will not be available to select again on future expense reports.



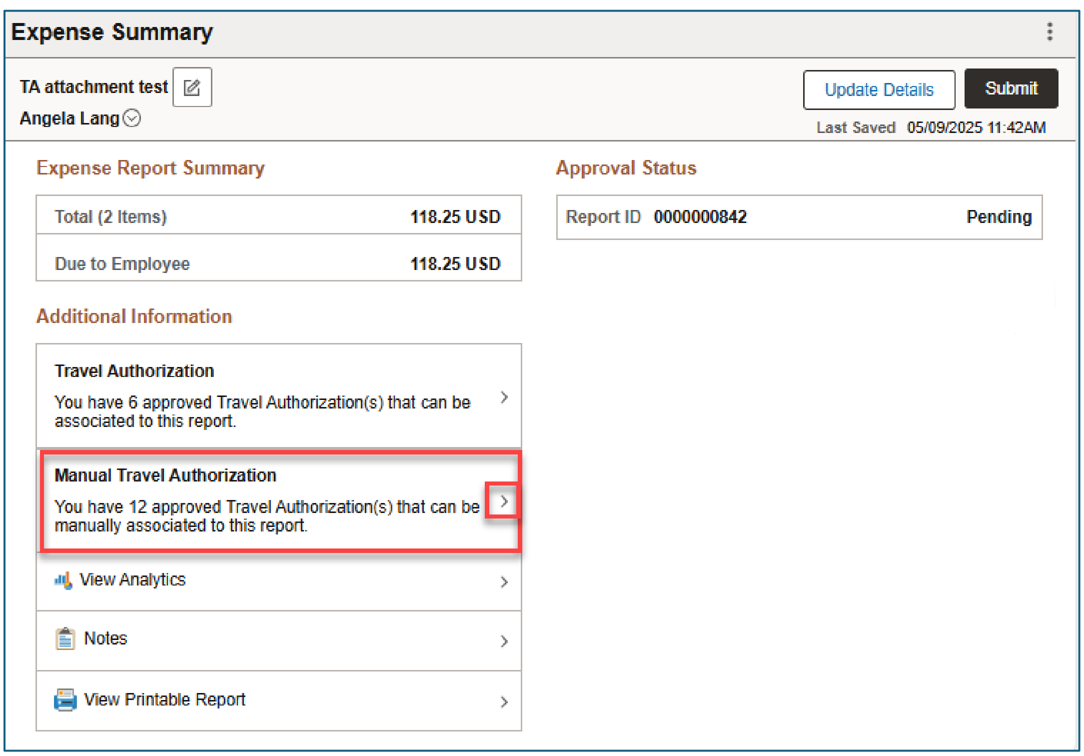


Attach a Travel Authorizaton to Multiple Expense Reports

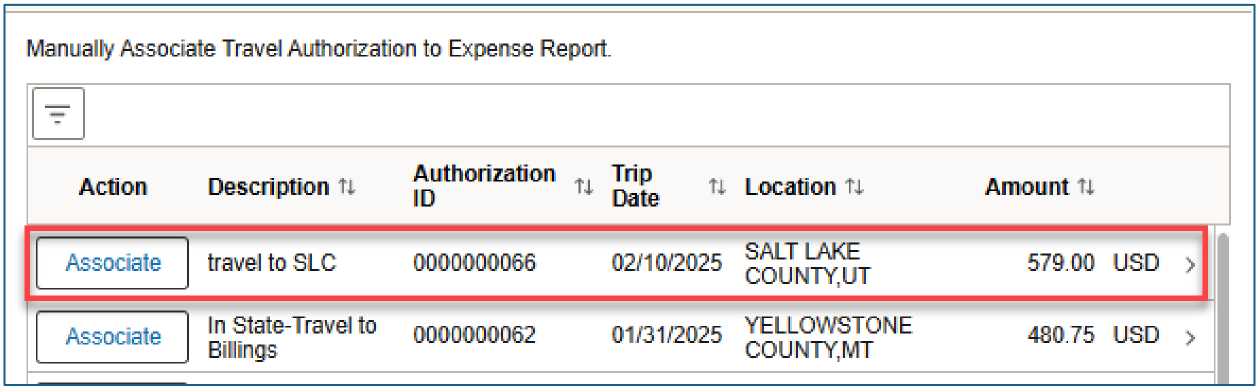
In many cases, pro card charges for your travel authorization are loaded into **My Wallet** during multiple accounting periods/pro card cycles and you may need to attach a single travel authorization to multiple expense reports. As previously instructed, the **Travel Authorization** feature *can only be used once.*

The **Manual Travel Authorization** feature is used to associate that same travel authorization to additional expense reports.

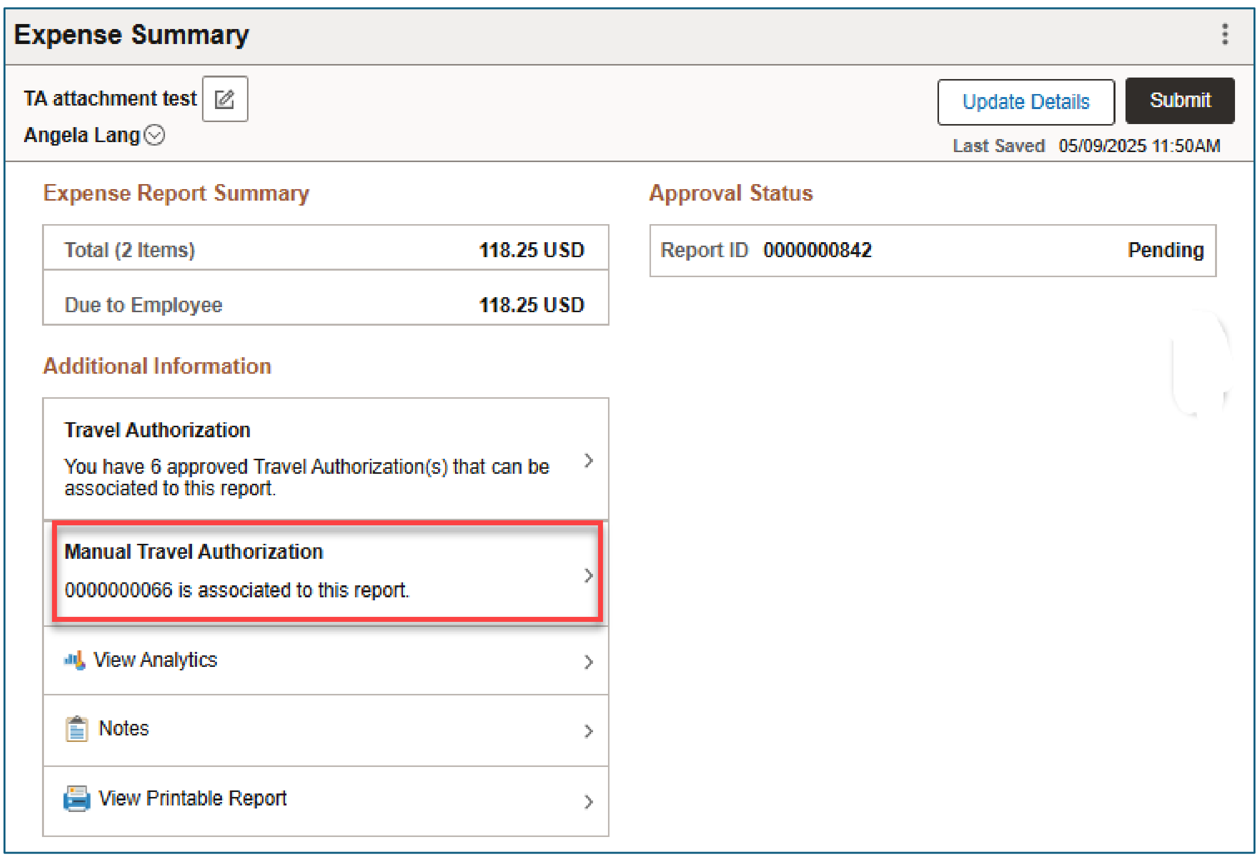
To attach a travel authorization using the **Manual Travel Authorization** feature, select the arrow to expand the selection of available travel authorizations.



Click the **Associate** button to select the travel authorization associated with your expense report.

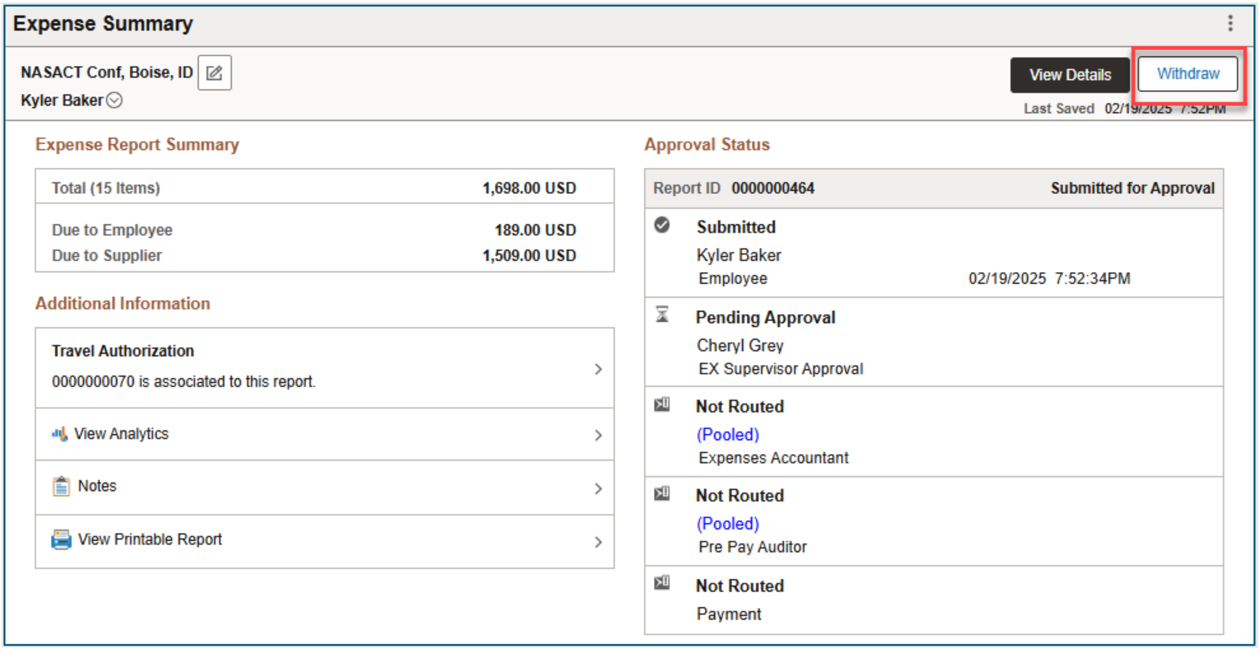


The Manual Travel Authorization feature will now display the selected Authorization ID.

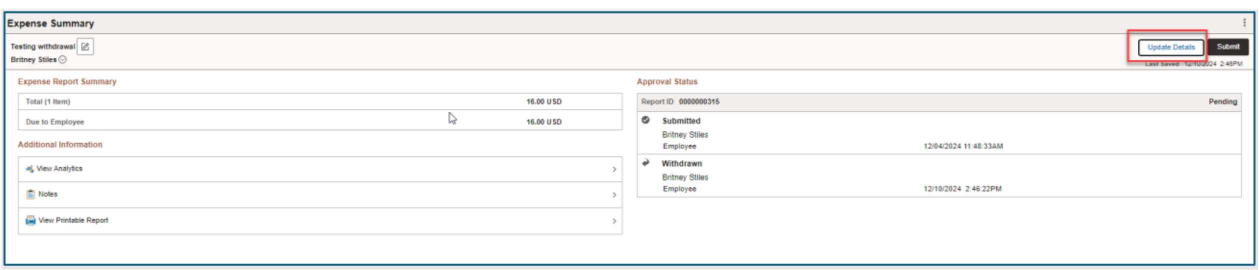


Withdraw an Expense Report

If you need to make a change or delete an expense report after it has been submitted, but has not been approved, you can click the **Withdraw** button.

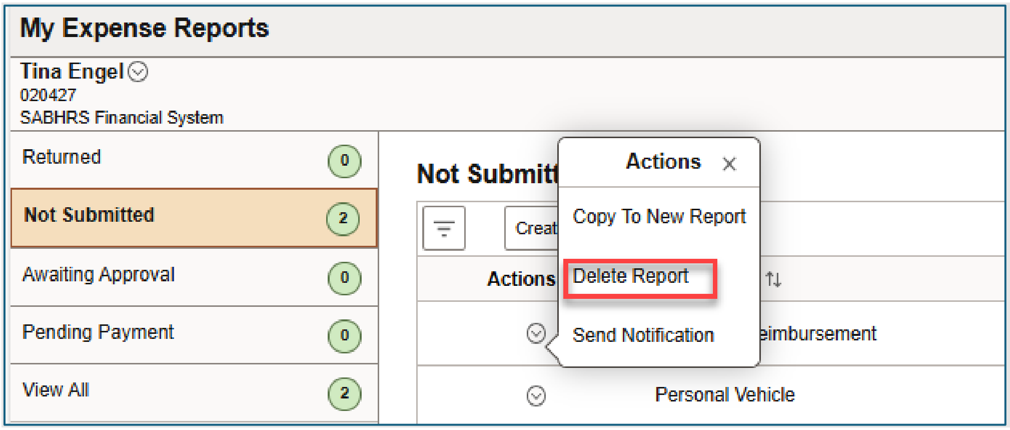


You can then select **Update Details** and make necessary changes before you submit again or you may chose to delete the report completely from the **My Expense Report** tile.



Delete an Expense Report

An Expense Report can only be deleted when it is in a pending status under the Returned or Not Submitted tab. If an Expense Report needs to be deleted prior to it being fully approved, it must be withdrawn from workflow or sent back by the Approver first.



Report Status

Submitted for Approval

The employee submitted the report, and it is pending approval by the supervisor.

Approvals in Process

The report has not been fully approved and it is still in the approval workflow.

Approved for Payment

The report is fully approved and has been budget checked in the nightly batch process.

Staged

The report is approved and is staged for payment.

Paid

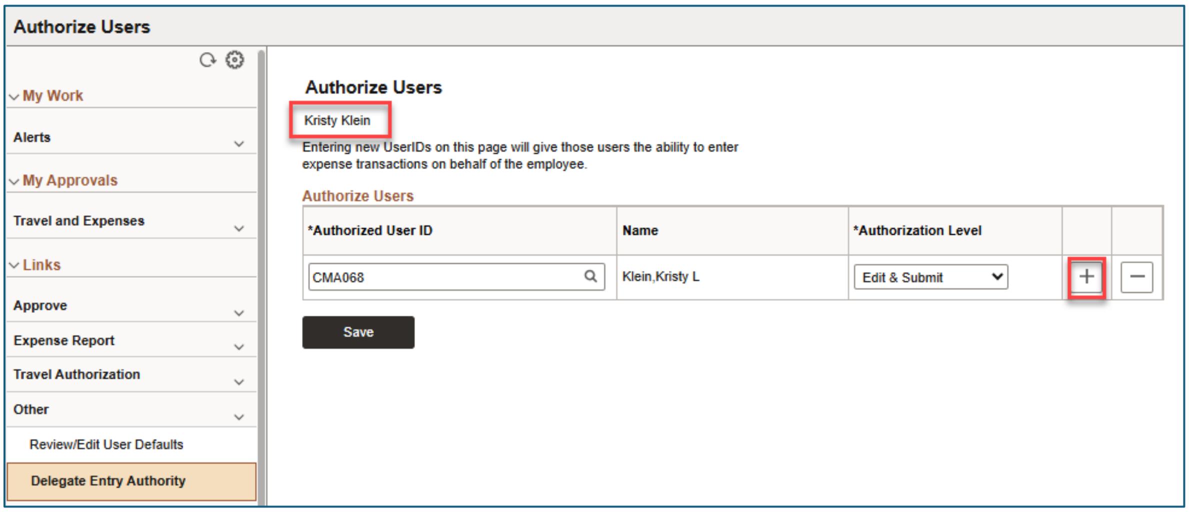
The employee was issued a reimbursement.

Delegate Entry Authority

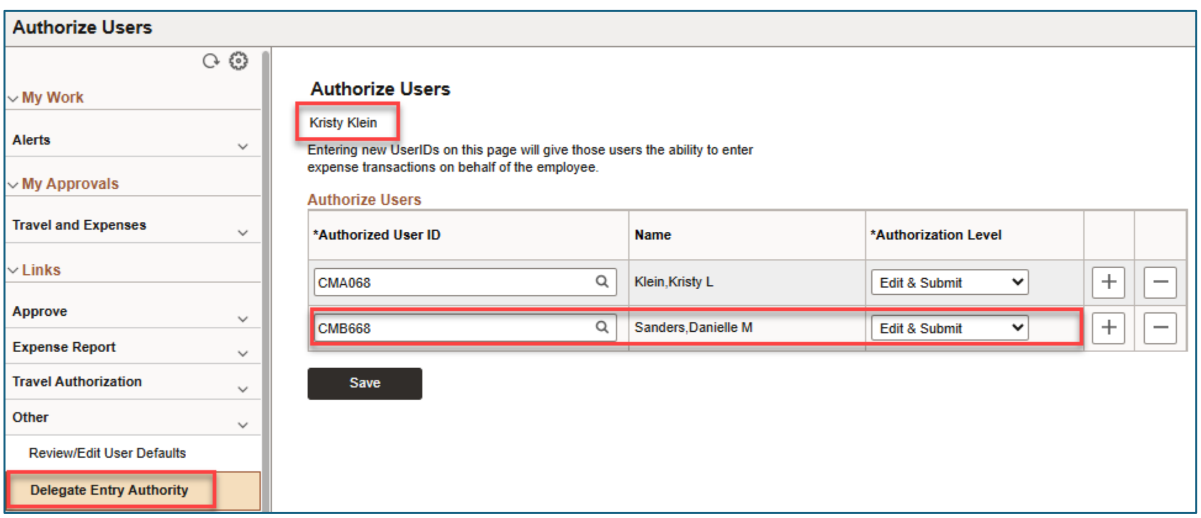
You can enter other User IDs on the **Authorize Users** page to give those users the ability to enter expense transactions on your behalf.

Navigate to: **Expenses Work Center > Other > Delegate Entry Authority**

Click the **Add** button to add an Authorized User ID.



Add the User ID and click **Save**.



Reporting

Financial Reports Listing

MINE > SABHRS DOCUMENTATION >SABHRS> SABHRS FINANCIAL TRAINING

Under **Reporting**, select **Financial Reports Listing** and download the Excel file to view the Travel and Expenses query tab. This tab has descriptions detailing each query's purpose and data content.

Query Viewer

Home > My Reports tile > Query Viewer

Travel and Expenses queries begin with the prefix **MTTE_**.