

#### Evnanca Danarta

## S eps to create an E pense Report:

- 1. Click on Create which is under Expense on the Dashboard
- 2. Complete the Expense Report Header
  - Report Name Type a unique name.
  - i.e. Conference Name, Location and Date
  - Start Date Input the date you will depart on the trip
  - End Date Input the date you will return from the trip
  - Travel Type Select Domestic US, International or Small Business Expense
  - Travel Reason Click the drop-down arrow to select a reason
  - Destination Input the place where you will travel to
  - Business Purpose Provide a business reason for the trip





Approvals Needed

2 Expense Reports

Draft



Do you help with finding your department's team? If so prease use our Trave Processi

View A Submitted



Bio Blue Team - Sharon Kelly

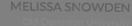
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PDF +

Pay Me In USD - US Dollars StartDate EndDate

04/12/2024

Travel Type Domestic US

Travel Reason Conference

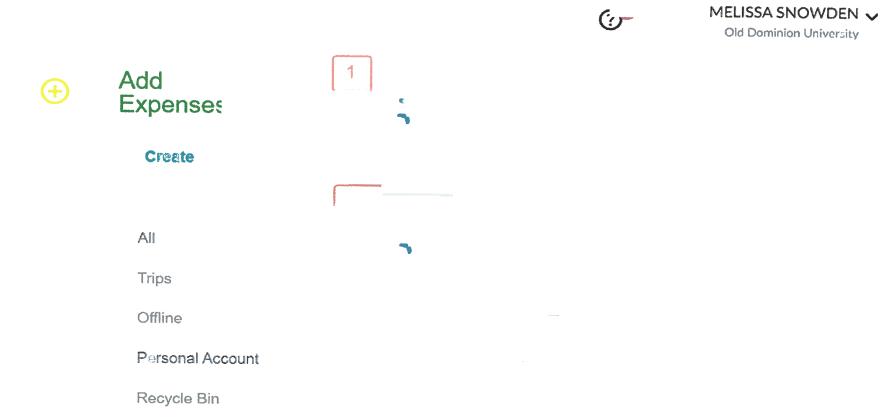
Destination

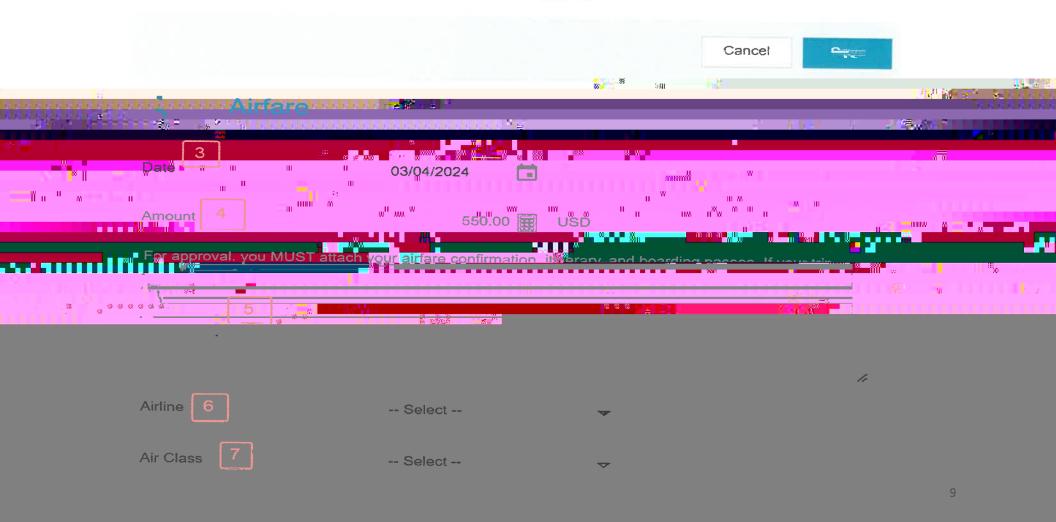
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Economy or Coach tickets must be presured for singed will ticket

#### Steps to input ^i-fare e penses:

- 1. Click on the expense tile for Air Travel on the right or click on the plus symbol (+) to the left of Add Expenses to view the expense tiles
- 2. Select Airfare and complete the form
- 3. Date Input the receipt date or date the flight was purchased
- 4 Amount Insut the reimburchle and the state of the





### Steps to input \* i fare e penses:

- 8. Receipts/Doc Attached Click on Receipts Attached and attach receipts as one pdf file after all expenses are input or individually
- 9. Paid on PO or University PCard Click the box to check it if the department charged the PCard or a PO. Expenses paid on a PO or PCard will not be reimbursed. Leave the box unchecked if the fee was charged to a personal card or an individual travel card.
- 10. Allocations Input the department budget code on the first line and the subaccount (expense code) for airford training (7100) are a second

## Airforg

Allocation 10

1PC01 ACCOUNTS PAYABLE 011001

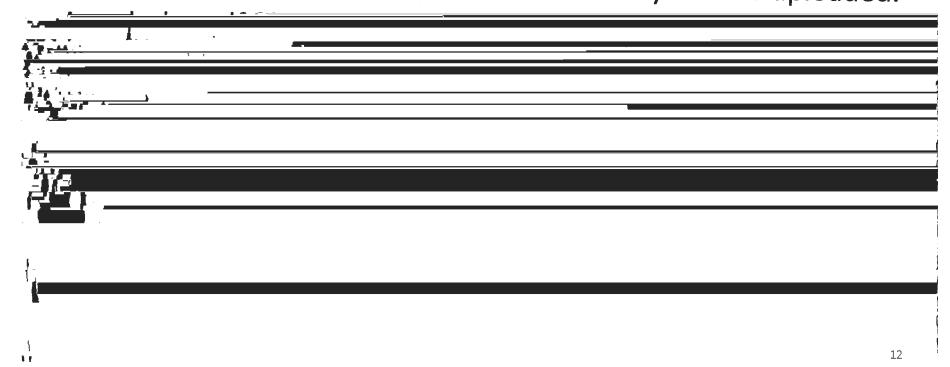
Airfare (Training) - 7109

Add Allocation

Cancel Save

#### Steps to input i are nses:

11. Attachments - Save receipts as one pdf file on the desktop or individually. JPG, PNG, OFD, and TIFF files may also be uploaded.







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## Attachments (1)



11

Add Attachments

