

Create a New Expense Report

To create a new expense report:

1. Go to **Requests>Manage Requests**. All approved requests that have had the question “How will you be booking your travel” answered correctly should have a blue **Expense** hyperlink beside them. Click on the blue **Expense** hyperlink.
2. Most of the header information will be populated based on the approved request.
 - a. Complete any remaining information.
 - b. If you want to assign your payment to someone else, enter that person/entity’s name in the “Assign payment for this expense report/claim to”. Enter the amount in the “Amount to be assigned”. Entering other information in these fields will delay the processing of your expense report.
 - c. You should see your request associated with this expense report listed at the bottom of the header page.
3. Click **Next**.
4. You will be asked the question, “Will this expense report include either Hotel or Meal Per Diem Expenses?” If you have a hotel bill to attach, or if you plan on claiming per diem to cover your meals, your answer should be “yes”.
 - a. If you answer “yes” to the question, you will be led to the page to create your itinerary. For more information, see the “itinerary.docx” document.
 - b. If you answer “no” to the question, you will skip the itinerary section.
 - c. Upon completion you will be taken to the expenses area.
5. On the [Expenses](#) page:
 - a. Import all travel card transactions associated with this trip in to the expense report.
 - b. Complete those expenses, changing the expense type if necessary.
 - c. Meals purchased while in travel status should be recorded as personal expenses; these will net against your per diem.
 - d. Itemize your hotel charges, if any.
 - e. Add any allowable travel costs you paid out of pocket, including mileage.
 - f. As you finish each expense type, click **save**.
6. Review any report errors (in red) and warnings (in yellow).
 - a. Note that red errors must be cleared before you can submit the report.
 - b. Yellow warnings do not stop the report from being submitted. They are informational items that you should note.
7. Once all red errors have been cleared, you can **submit** your report, by clicking **submit**.
 - a. There are a few errors that will trigger only when you click submit. If these appear, you must correct them before submitting again. If the error appears when you click submit, it will disappear only when you submit again.
 - b. Once all additional errors have been cleared, click **submit**.