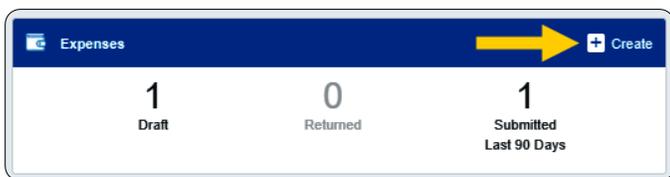


Create Expense Reimbursement Report (Employee)

Create New Expense Reimbursement Report (Employee Only)

Use this process to request reimbursement for out-of-pocket expenses. This form may only be used by active employees of the College. Student workers are not included. The P-Card reconciliation and cash advance processes are explained in as separate quick reference guides.

1. Click the **+CREATE** button in the upper right corner of the Expenses swim lane.

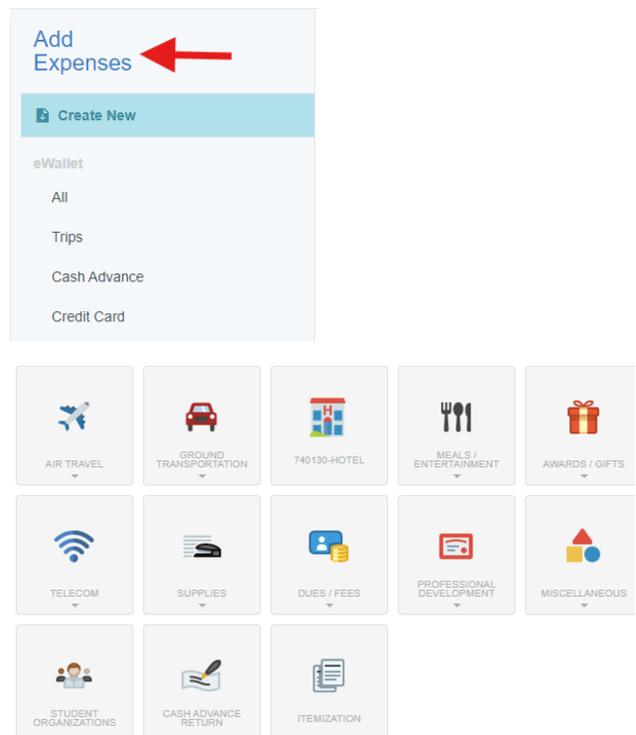


2. Enter the Header data:

- **Import Pre-Approval:** If you were required to get Pre-Approval before your trip, import the information by clicking this button.
- **Report Name:** Naming Convention: Meeting or Conference Name, Dates of Travel.
- **Report Type:** Expense Reimbursement
- **Start Date:** Click the calendar icon to select the date which represents the start date for this expense.
- **End Date:** Click the calendar icon to select the date which represents the end date for this expense.
- **Fiscal Year:** Choose the appropriate fiscal year the expense belongs in. (This option may be hidden during certain times of the year.)

3. Click Save at the top right side of the screen to continue.

4. Select Add Expenses and choose specific expense tile you want to add to the Expense Report.



Add Expenses

5. Complete the expense tile form and click Save at the top right-hand side of the screen to continue.

Cancel Save

740111-Airfare

Date 10/08/2024

Spent 0.00 USD

Description

Type of Travel Optional Domestic

Activity Code (Optional) Optional -- Select --

Location (Optional) Optional -- Select --

Airline -- Select --

Class -- Select --

Please type the Funding Source - Fund/Org/Program you would like to search for in the funding source box below. As you type, a drop down list of matching items will be displayed for selection

Funding Source - Fund/Org/Program

100100-50400-77 Educational & General Funds Office-Controller

- **Date:** Enter the actual date of the expense which can typically be found on the receipt. The date on each expense form must be within the date range entered on the expense report header in the Start Date and End Date field.
- **Spent:** Enter the actual amount spent for this expense type.
- **Description:** Provide any additional information about this expense.
- **Type of Travel:** Choose whether you're traveling Domestically or Internationally.
- **Destination Region:** If International was selected above, select the region for the travel.
- **Activity (Optional):** Click the drop-down box and select the appropriate value from the list.
- **Location (Optional):** Click the drop-down box and select the appropriate value from the list.
- **Funding:** Select the proper funding for the expense type. Tap anywhere in the field labeled and choose the appropriate Fund/Org/Program combination.

There may be some additional selections to complete based on the type of expense chosen. For example, Airfare will ask the Airline used and the class of ticket purchased.

6. Once you click Save, the expense will be added to the Expense Report and will be visible on the left side of the screen. The Add Expense page will appear on the right side of the screen.

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Expense Report

DATE	EXPENSE	SPENT	PAY ME
Tue 10/08/2024	740111-Airfare	500.00 USD	500.00

Add Expenses

Create New

eWallet

All

Trips

Cash Advance

Credit Card

Offline

Recycle Bin

7. Continue adding expenses to the report by selecting the appropriate expense tile, completing the expense form, and clicking save at the top right side of the screen.

8. When you have completed all the entries for the Expense Report, click the Submit button located at the bottom of the left side of the screen.

Expense Report

DATE	EXPENSE	SPENT	PAY ME
Sat 09/07/2024	710451-Meals while Traveling The Rosa Restaurant	876.40 USD	876.40
Sat 09/07/2024	Miscellaneous / Other Walmart	47.73 USD	47.73
Sat 09/07/2024	740130-Hotel Fairfield by Marriott	5,173.44 USD	5,173.44

Expense Report 010039755061 Total Pay Me Amount 6,097.57 USD Submit

9. A submit confirmation will appear at the top of the right side of the screen.

Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

PDF Cancel Pre-Approval Submit

- **Cancel:** Clicking cancel allows you to return to the expense report and make changes. You can choose to leave the report in draft status.
- **Pre-Approval:** If linking a pre-approval to the expense report, select the Pre-Approval button.
- **Submit:** Once you have read the certification statement, click the Submit button to submit the expense report into workflow for approvals.