EX.020.102 – CREATING AND SUBMITTING AN EXPENSE REPORT FROM AN APPROVED TRAVEL AUTHORIZATION

Purpose	• To identify when Expense Reports can be submitted. • To understand the different methods for submitting an Expense Report. • To understand why it is important to link an approved travel authorization to an expense report. • To create an Expense Report from an approved travel authorization.
Description	Expense Reports are used to record and seek reimbursement for expenses incurred while traveling on official business or for reimbursing an employee for eligible non-travel related expenses such as institution office supplies not purchased by P-card. When users create an Expense Report, they can start with a blank expense report, copy from a Travel Authorization, copy an existing Expense Report, or create one from a template. Expense Reports can only be submitted for the current date or previous dates. If a traveler previously created a travel authorization for a trip, it is very important s/he use the approved travel authorization to create the expense report when s/he returns from the trip. Tying a travel authorization to an expense report accomplishes several tasks: • Notifies the institution that they no longer need to reserve funding for this trip. • Provides an easy method to compare what was authorized to spend versus what expenses were actually incurred. When Travelers Apply a Travel Authorization to an Expense Report, it accomplishes the following: • Notifies the institution that they no longer need to reserve funding for this trip. • Allows the Traveler and those that review the Traveler's expense report to easily compare what was authorized to spend versus what expenses were actually incurred. • "Closes" the travel authorization to signify the trip is complete.

	There are two methods for creating an Expense Report from an Approved Travel Authorization: • Creating a Fluid Expense Report (recommended if creating expense report on a mobile device) • Creating a Classic Plus Expense Report Either of these methods can be used to create and submit an Expense Report.
Security Role	**BOR PeopleSoft User** **BOR PeopleSoft User** - No Tauth
Dependencies/ Constraints	Approved travel authorization exists in PeopleSoft
Additional Information	None

Procedure: Creating a Fluid Expense Report

Below are step-by-step instructions on how to create a Fluid Expense Report from an approved Travel Authorization. Although a Fluid Expense Report is easy to create and gives users the option of using a mobile device, users cannot apply a Cash Advance to a Fluid Expense Report.

Step	Action
1.	Click the **My Travel Authorizations** Tile on the Employee Self-Service homepage.
2.	The Travel Authorization Search page displays. Select **Approved** from the left menu and all Approved Travel Authorizations display.
3.	Select the Action button next to the approved Travel Authorization being used to create the Expense Report.
4.	Select the **Copy To Expense Report** option.
5.	The system navigates to the Expense Entry page and creates a new draft Expense Report from the approved Travel Authorization. Users can change details on the lines such as Date, Description, Amount and Reimbursable Miles. Also, users can add or delete lines, if needed.
6.	Once the user completes editing, the Expense Report can either be saved for later or submitted for approval. • To save, proceed to Step 7. • To submit for approval, proceed to Step 8.
7.	Click the **Save** button located at the top right. ***Note:*** *Lines or fields with errors are flagged or highlighted and these errors must be addressed before submitting the Expense Report.* *End of Procedure.*
8.	To submit, click the **Review and Submit** button. ***Note:*** *If Lines or fields contain errors, a message displays which reads, "Errors exist in this expense report, submission not possible until the errors are corrected." Users must address these errors before submitting the Expense Report.*
9.	The Expense Summary page displays. Review details and when ready, click the **Submit** button.

Step	Action
10.	The State of Georgia submission statement displays. Users must read and acknowledge this statement and click the **Submit** button.
11.	The expense report is submitted. The system navigates to the My Expense Reports page and a submission confirmation statement temporarily displays in a green bar at the top of the page.

Procedure: Creating a Classic Plus Expense Report

Below are step-by-step instructions on how to create a Classic Plus Expense Report from an Approved Travel Authorization.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Travel and Expenses** link.
4.	Click the **Expense Reports** link.
5.	Click the **Create/Modify** link.
6.	The system navigates to the Expense Report page. Verify the correct user Empl ID defaults in the **Empl ID** field.
7.	Click the **Add** button.
8.	A blank Expense Report displays. From the **Quick Start** dropdown menu, select the **A Travel Authorization** option.
9.	Click the **GO** button.
10.	A list of Approved Travel Authorizations displays. Click the **Select** button next to a Travel Authorization from which to create the Expense Report.
11.	The system navigates to the Create Expense Report page and the lines from the approved Travel Authorization are applied to the draft Expense Report. Users can change details on the lines that came from the Travel Authorization, such as Date, Description, Amount and Reimbursable Miles. Also, users can add or delete lines, if needed.
12.	Once the user completes editing, the Expense Report can either be saved for later or submitted for approval. • To save, proceed to Step 14. • To submit for approval, proceed to Step 15.

Step	Action
13.	To save, click **Save for Later**. ***Note:*** *Lines or fields with errors are flagged or highlighted and these errors must be addressed before submitting the Expense report.*
14.	To submit, click **Summary and Submit**.
15.	The Expense Summary page displays. The Submit Expense Report button is grayed out. Users must click the checkbox to acknowledge the submission statement. Once the box is checked, the Submit Expense Report button becomes available.
16.	Click the **Submit Expense Report** button. ***Note:*** *Lines or fields with errors are flagged or highlighted and these errors must be addressed before submitting the Expense report.*
17.	The Expense Report Submit Confirm window displays. Click the **OK** button.
18.	The expense report is submitted. Note the red text below the traveler's name confirming that "Your Expense Report has been submitted for approval."
19.	Click the **Refresh Approval Status** button.
20.	The page refreshes and the Status updates to "**Submitted for Approval**". The Approval History also displays and show the at-a-glance approval history for the Expense report.