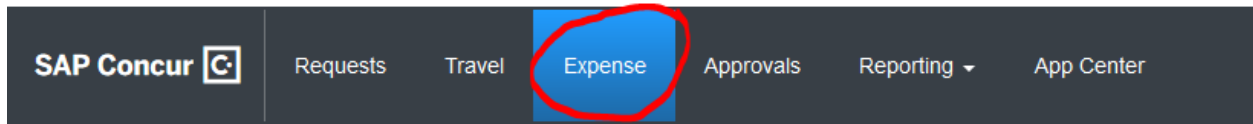


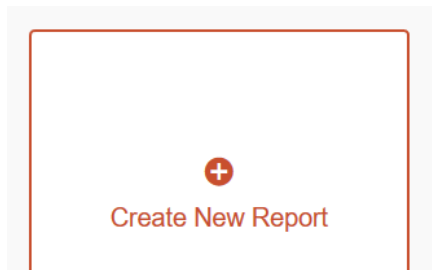
## To Create a New Expense Report

*\*Please have digital receipts saved on your computer for any expense over \$25 for speedy report submission*

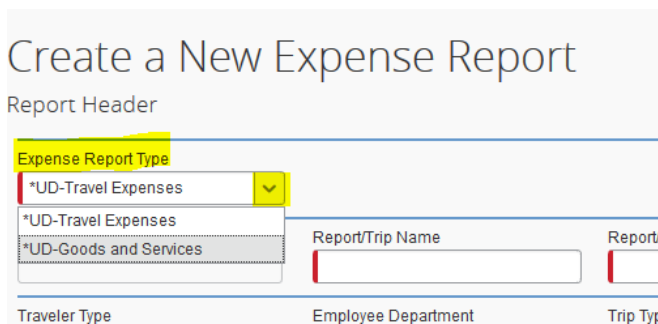
1. Click on Expense in the upper, black toolbar



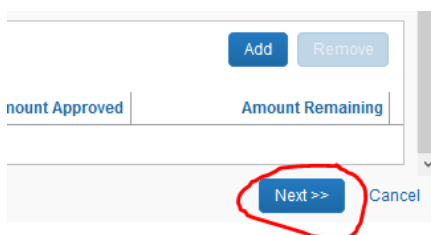
2. On the next page, select the large box that says "Create New Report."



3. Next, you'll need to determine what type of expenses you'll be signing off on. If all of your credit card charges are for supplies, membership dues, lunch meetings, etc. select downward arrow next to Expense Report Type and select \*UD – Goods and Services. If you will be signing off on all travel expenses from attending a conference, leave the Expense Report Type as \*UD – Travel Expenses. You CANNOT combine a travel expense report with a goods and services expense report. A separate report will need to be submitted for each type.

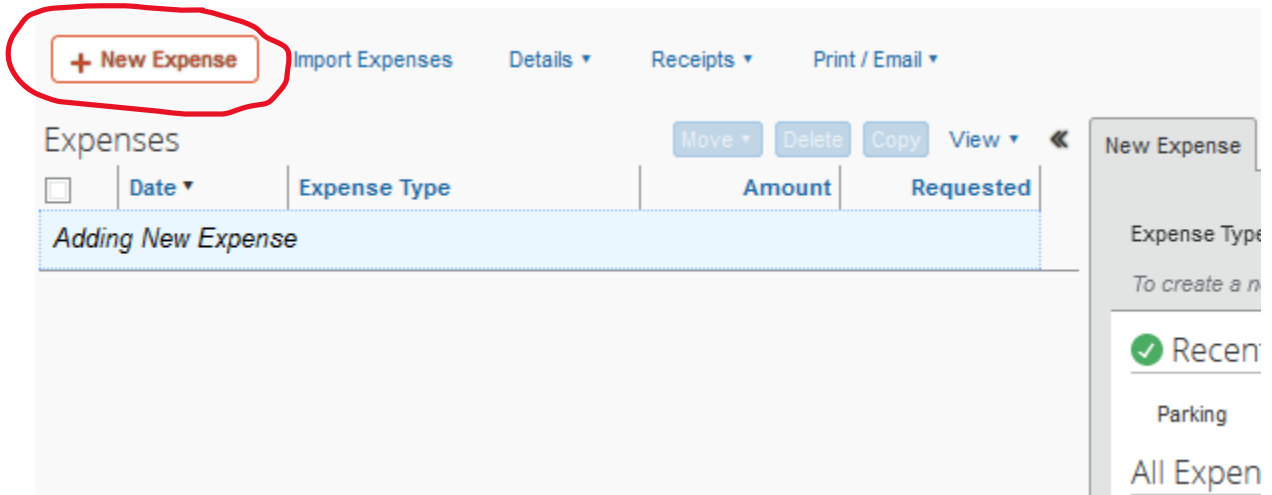
A screenshot of the 'Create a New Expense Report' form. The 'Expense Report Type' dropdown menu is highlighted in yellow. The dropdown shows two options: '\*UD-Travel Expenses' and '\*UD-Goods and Services'. Other fields visible include 'Report/Trip Name', 'Report/Trip Type', 'Traveler Type', 'Employee Department', and 'Trip Type'.

4. All of the red fields are required to be filled in. You can make **the Report/Trip Name** whatever you'd like, whether it's "Amazon Supplies April" or "APSA Conference Trip." The other required fields are pretty straightforward. You may need to ask your financial administrator for your **Speedtype** information, but many times options will be prepopulated in the field for your selection.
5. Once all red fields are filled in, click Next in the lower right-hand corner

A screenshot of the bottom right corner of the form. The 'Next >>' button is highlighted with a red circle. Other buttons visible include 'Add', 'Remove', 'Cancel', and 'Amount Remaining'.

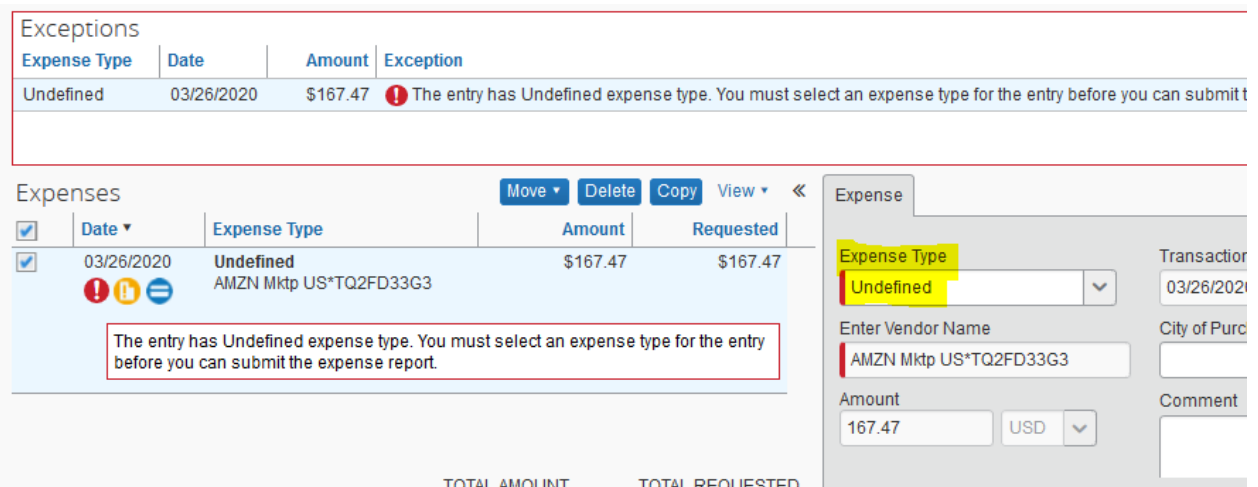
\*The system will ask you about your Travel Allowances. If you're requesting Per Diem Reimbursements for conference travel, select Yes on the message. Most of the time, you will select No.

6. On the next page, click the orange button that says + New Expense.



For any expense over \$25, you will need to make sure you have all of your receipts ready for your transactions digitally on your computer.

7. You will need to assign a categorization for all of your transactions labeled Undefined and attach applicable receipts. Click on the first transaction you'd like to work on. It will show as follows:

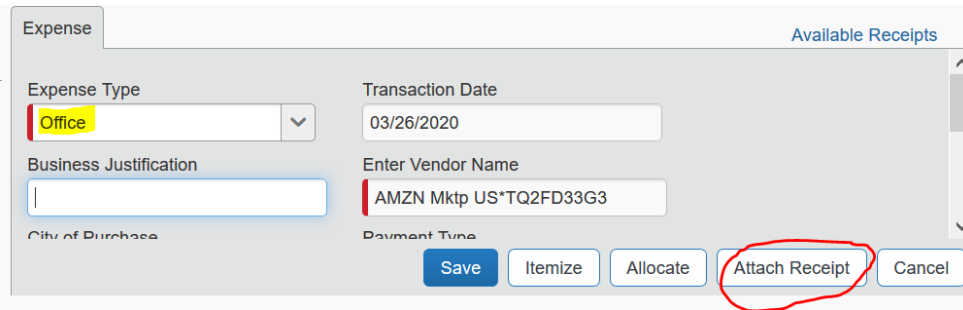


When you click on the drop down beside Expense Type, you will see a large list of options available. You can either go through the list and select the best option, or type in the box a keyword as a short cut. For this example, you would type in Office. Once you type in Office, you will see an available option that reads Office Supplies. Browse for and select the best option for your expense.

For many travel expenses, your Expense Type will be automatically filled in. This is most likely applicable to airfare expenses or lodging expenses. If the Expense Type auto populates, don't worry about selecting the proper expense type.

In the Business Justification box, be sure to write a short description of what the purchase was for. For example, “purchased office supplies for class.” Be sure to also comment if you’d like the charge applied to a specific sponsored project, contract, etc.

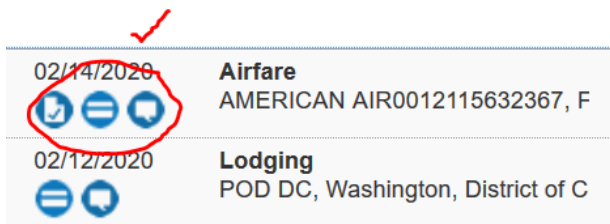
- After you define the expense, you will need to attach your digital receipt. In the bottom right, select “Attach Receipt.”



The image shows a screenshot of an 'Expense' form. The 'Expense Type' is set to 'Office'. The 'Transaction Date' is '03/26/2020'. The 'Business Justification' field is empty. The 'Enter Vendor Name' field contains 'AMZN Mktp US\*TQ2FD33G3'. At the bottom right, there are five buttons: 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'. The 'Attach Receipt' button is circled in red.

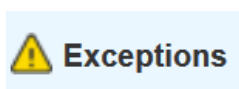
The next box will allow you to search your computer files after you select Browse. You must have the exact dollar amount visible on your digital receipt for the system to accept it.

- Define and attach expenses for all the transactions you’ve added to your expense report. Once complete, all of your transactions lines will have blue icons besides them, as below:



The image shows a list of expenses. The first entry is for '02/14/2020' with the description 'Airfare AMERICAN AIR0012115632367, F'. It has three blue icons (a document with a checkmark, a balance scale, and a speech bubble) and a red checkmark above it. The second entry is for '02/12/2020' with the description 'Lodging POD DC, Washington, District of C' and two blue icons (a balance scale and a speech bubble).

\*\*\*If the icons are yellow or red, it may indicate a problem with the transaction or that you may have forgotten one of the above steps. A transaction with an exclamation point beside it (like below), will most likely be ok for you to still submit. If you can’t submit the report or clear an error, please contact your department administrator.



- Once your expense report is complete, in the upper right-hand corner, you’ll see an orange button that says “submit report.” Click that button, accept any warnings, and your report will then enter the approval process. Everything on your end has been completed.

