Creating Expense Reports

Step	Action
1.	Begin by navigating to the **Main Menu** > Financials > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify.
2.	Your **EMPL ID** will default, however, you can click the **Look up Empl ID (Alt+5)** button to select someone for whom you are assigned to prepare an Expense Report.
3.	Click the **Add** button. Add
4.	Use the **Quick Start**, field (top right) select **A Travel Authorization** and click on the GO icon. These setting are determined on the **Employee Profile - User Defaults** page. Default values include: **Business Purpose**, **Location**, **Report Description**, **Payment Type**, and so on.
5.	Click the **Business Purpose** list. **Enter: the purpose**
6.	Click in the **Report Description** field. **Enter A Brief Description**
7.	Click on the **Reference Enter: BUS_REQD**
8.	In the **Default Location** field, select a city, country, or geographical area where the expenses were generally incurred.
9.	Click the **Attachments** link. Attachments
10.	Click the **OK** button. OK
11.	Use the **Quick-Fill** button (or link) to select multiple expense types.
12.	Click the **Choose a date**
13.	Click the **Expense Type** , select from the drop down-
14.	Click the **Description. Enter: A Brief Description**
15.	Click the **Payment Type** list.
16.	Click in the **Amount** field. **Enter: the amount for the total expense type.**
17.	Click the **Billing Type** and select the **Billable** list item.
18.	Click the **Merchant** list if applicable.
19.	The **Reimbursement Amt** displays the amount in the employee's base currency.
20.	Click the **Expand Accounting Details** button.
21.	Enter the **Oper Unit** field.
22.	Enter the **Fund**.
23.	Enter the **ICS** .
24.	Enter the **Dept**.
25.	Enter the **Campus\Ctr** .
26.	The **Account** field should be populated from the expense type chosen.
27.	Enter the **Bud Ref** .
28.	Click the **Save for Later** link. Save for Later (top right), or
29.	Click the **Summary and Submit** link. Summary and Submit

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30.	After reviewing the project total information, select the **Certification** check box to indicate that you agree with the certification statement. After you select this check box, the **Submit Expense Report** button becomes active. Click the **Submit Checkbox** option.  **Note:** After you submit an expense report you **cannot** modify it.
31.	Click the **OK** button. 
32.	You have successfully created and submitted an expense report. **End of Procedure.**