Expenses Create Expense Reports

Creating an expense report is required when:

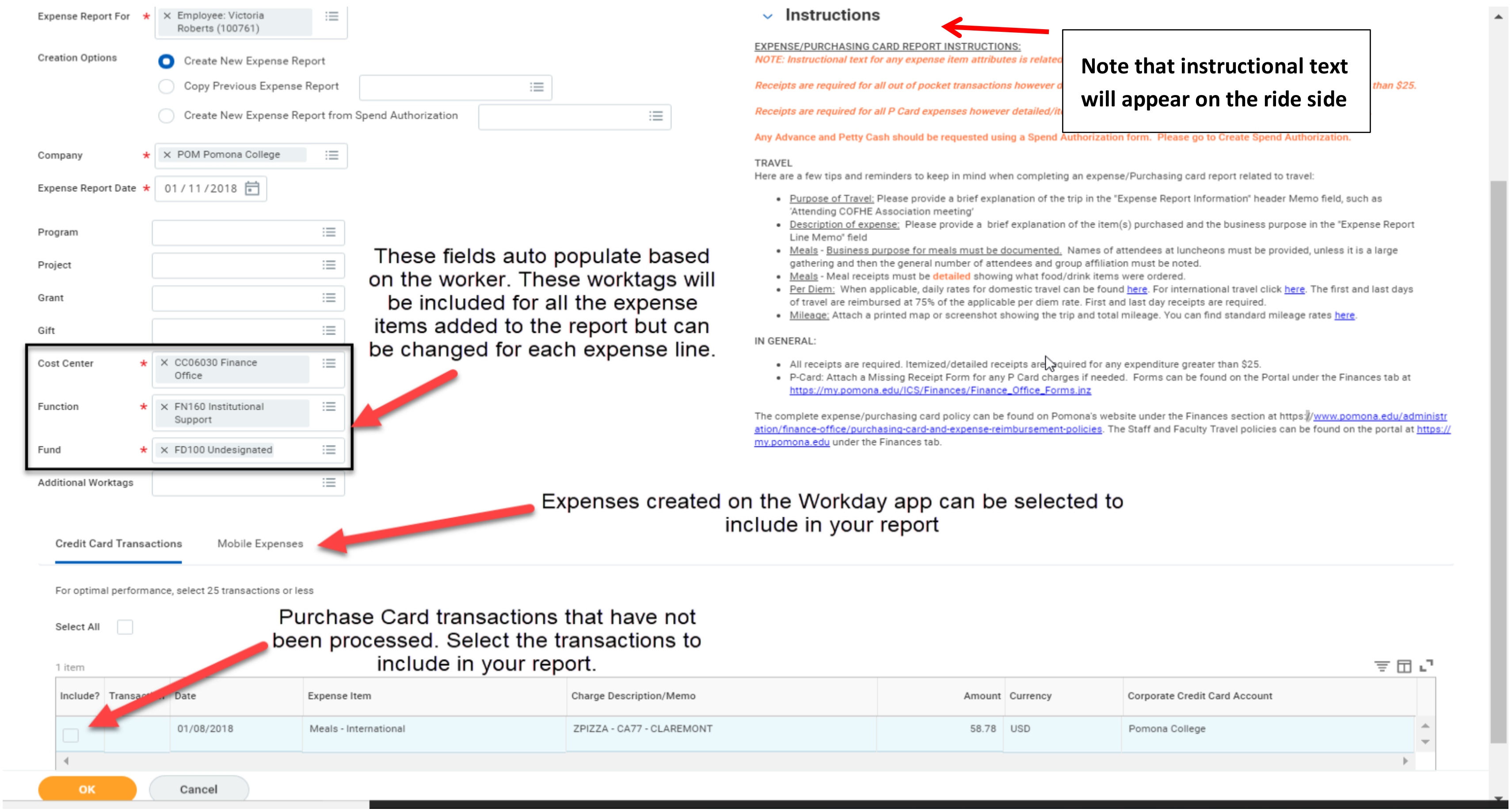
- Seeking reimbursement
- Clear the transactions from a purchasing card
- Clear cash or other advances

CREATE AN EXPENSE REPORT

1. In the search box, search “create expense report”. Select **Create Expense Report** task.

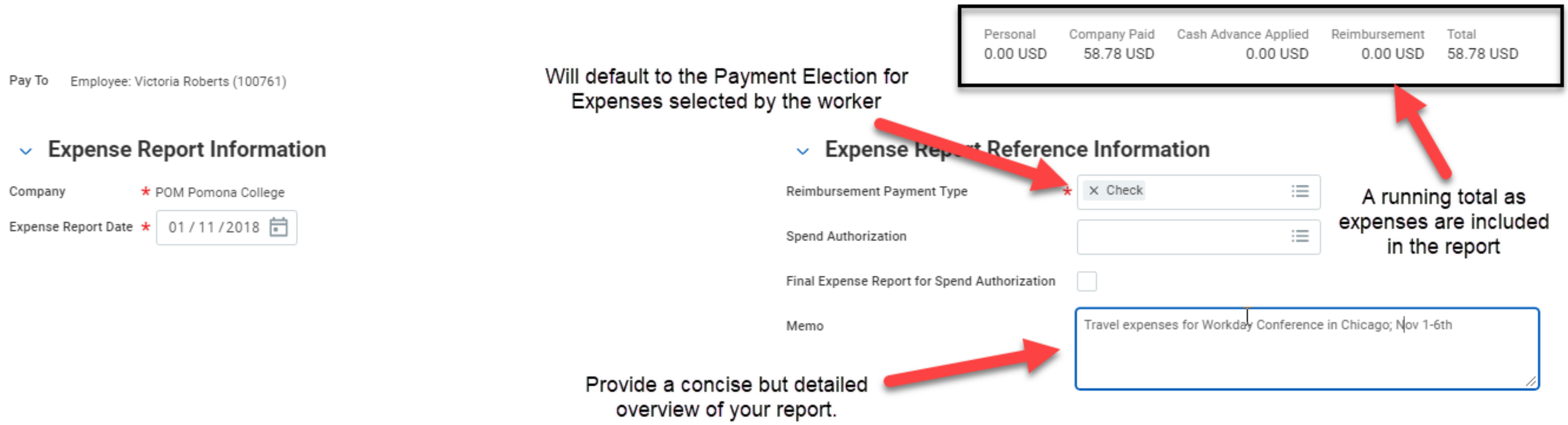
2. Select one of the 2 choices:
   - New Expense Report
   - Copy a previous report (**Note**: all information EXCEPT the receipts will be brought over)

Expenses Create Expense Reports



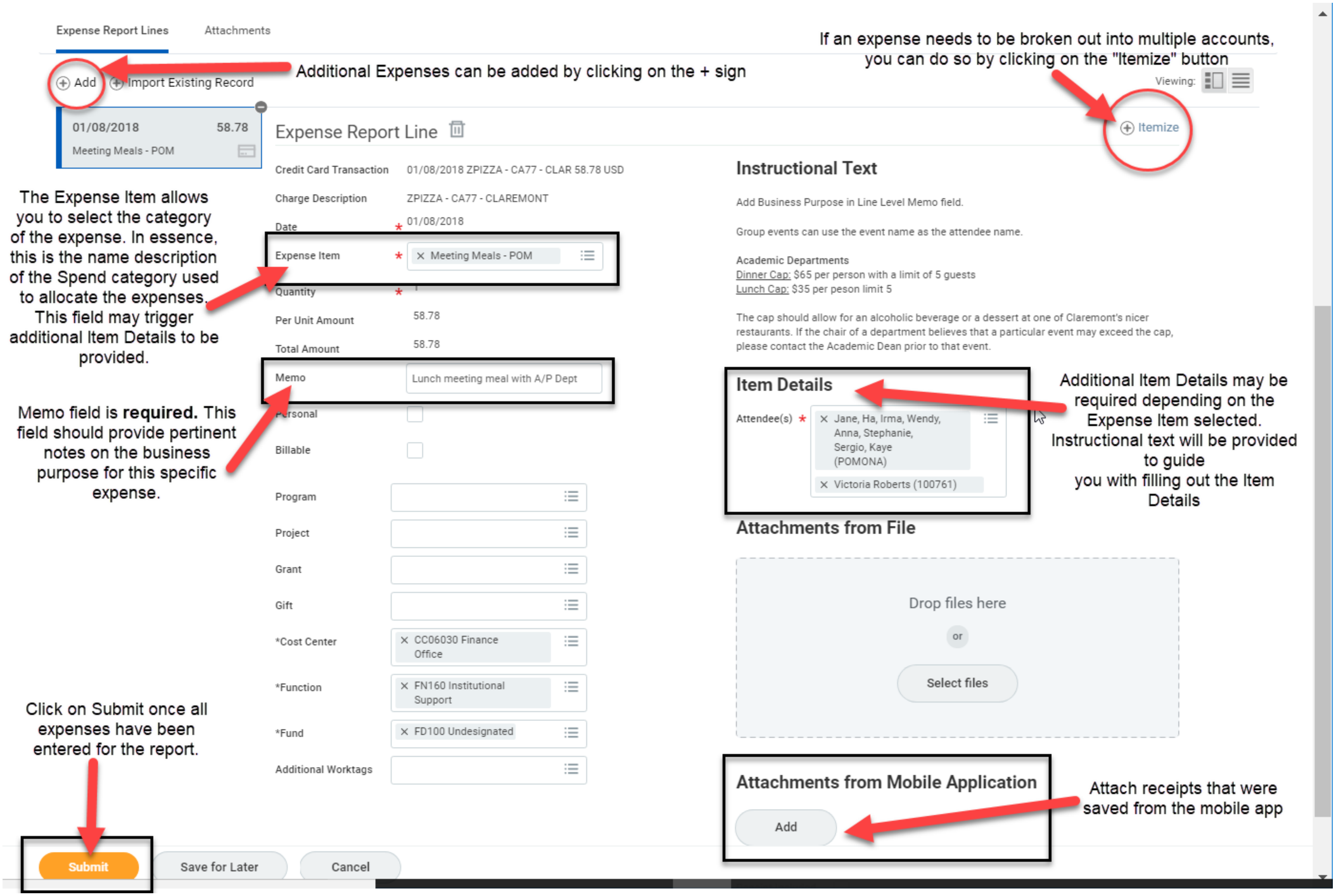
3. Click **OK**.

4. On the next page, the top portion allows for changes to Payment type (if direct deposit for expenses has been setup by the worker)



5. Enter your expenses. Be sure to complete all required fields (* are required) and attach receipts. **NOTE:** Receipts can be added individually for each Expense Item or can be attached using the Attachment tab for the report as a whole.

Expenses Create Expense Reports



Additional Expenses can be added by clicking on the + sign

If an expense needs to be broken out into multiple accounts, you can do so by clicking on the "Itemize" button

The Expense Item allows you to select the category of the expense. In essence, this is the name description of the Spend category used to allocate the expenses. This field may trigger additional Item Details to be provided.

Memo field is **required.** This field should provide pertinent notes on the business purpose for this specific expense.

Additional Item Details may be required depending on the Expense Item selected. Instructional text will be provided to guide you with filling out the Item Details

Attach receipts that were saved from the mobile app

Click on Submit once all expenses have been entered for the report.

6. After all the expenses or charges have been added and allocated on the report, click **Submit.** The expense report will go through an approval process. Once approved the expense report will appear on budget reports and be ready for payment.

Reports

My Expense Reports: View your expense reports with the date, status, amount, and other details. Perform related actions such as cancel, change, or copy an expense report