## **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)

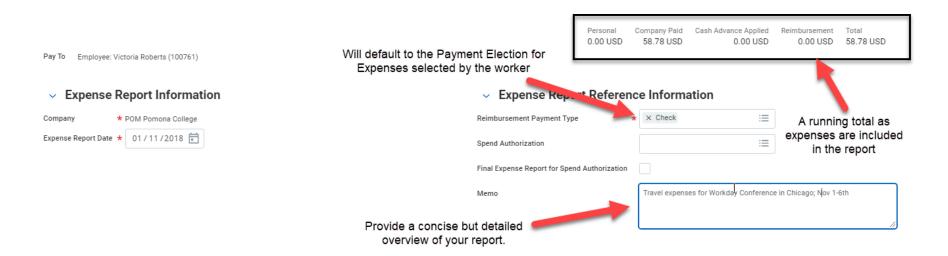


# Create Expense Reports

eation Options								_
	Create New Expense Re	eport			ARD REPORT INSTRUCTION r any expense item attribute		te that instructional text	
	Copy Previous Expense	Report :=		Receipts are required for a	ll out of pocket transaction	s however a	Il appear on the ride side	than \$25.
	Create New Expense Re	eport from Spend Authorization	:=	Receipts are required for a	II P Card expenses however	r detailed/it	n appear on the ride side	
mpany *	× POM Pomona College	≣		Any Advance and Petty Cash should be requeated using a Spend Authorization form. Please go to Create Spend Authorization. TRAVEL Here are a few tips and reminders to keep in mind when completing an expense/Purchasing card report related to travel:				
ogram	X CC06030 Finance Office X FN160 Institutional Support X FD100 Undesignated	on the worker. The included for	o populate based lese worktags will all the expense he report but can ach expense line.	<ul> <li><u>Purpose of Travel</u>: Please provide a brief explanation of the trip in the "Expense Report Information" header Memo field, such as "Attending COFHE Association meeting"</li> <li><u>Description of expense</u>: Please provide a brief explanation of the Item(s) purchased and the business purpose in the "Expense Report Line Memo" field</li> <li><u>Meals</u>: <u>Pusiness purpose for meals must be documented</u>, Names of attendees at luncheons must be provided, unless it is a large gathering and then the general number of attendees and group affiliation must be noted.</li> <li><u>Meals</u>: <u>Meals</u>: <u>Attending COFHE detailed showing what food/rinkit Kems were ordered.</u></li> <li><u>Per Diem</u>; When applicable, daily rates for domestic travel can be found <u>here</u>. For international travel click <u>here</u>: The first and last days of travel are reinbursed at 75% of the applicable per clien must <u>be</u> detailed showing the trip and total mileage. You can find standard mileage rates <u>here</u>.</li> <li><b>IN GENERAL:</b></li> <li>All receipts are required. Itemized/detailed receipts are <u>cquired</u> for any expenditure greater than \$25.</li> <li><u>P-Card</u>: Attach a Missing Receipt Form for any P Card charges if needed. Forms can be found on the Portal under the Finances tab at <u>Intos//my commona.edu//CSFinances/Finances/Finance</u>.</li> </ul>				
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For optimal performance Select All	Pu	تت Irchase Card transactior Include in your r include in your r	e transactions to					<b>≣ ⊡ ∟</b>
Include? Transact	. Date	Expense Item	Charge Description/Memo		Amount	Currency	Corporate Credit Card Account	
	01/08/2018	Meals - International	ZPIZZA - CA77 - CLAREMONT		58.78	USD	Pomona College	-
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- 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)

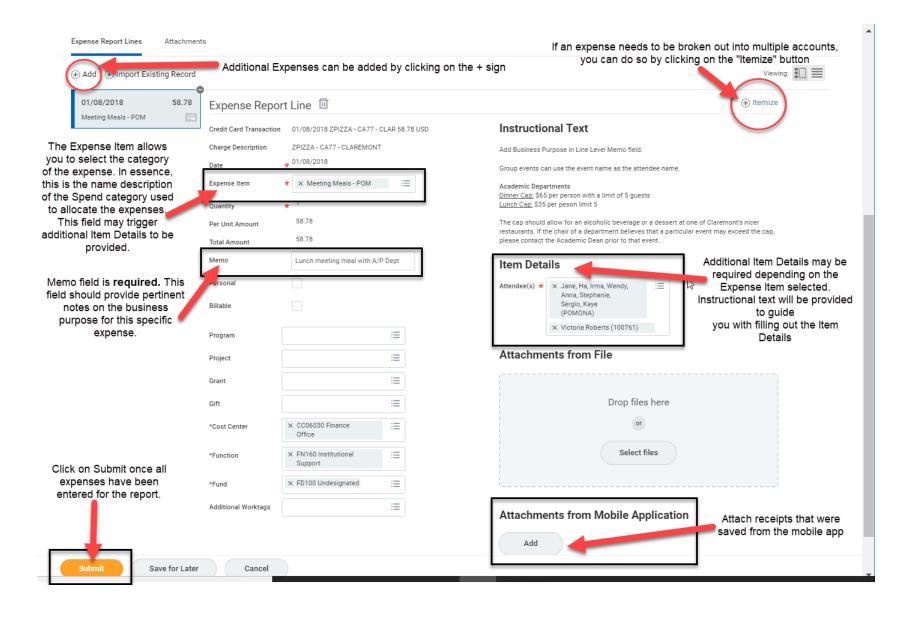
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5. Enter your expenses. Be sure to complete all required fields (\* are required) and attach receipts. **NOTE:** Receipts can be added individually for each Expense Item or can be attached using the Attachment tab for the report as a whole.



### Create Expense Reports



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