



# Expense Reports

## Table of Contents:

- Expense Type Quick Reference Guide ..... 2
  - Payment Type Definition Overview ..... 2
- Create/Modify ..... 3
  - Navigation ..... 3
  - Add a New Value ..... 4
  - Create Expense Report ..... 5
  - Expense Type: Ground Transportation ..... 9
  - Expense Type: Luggage Check Fee ..... 10
  - Expense Type: Mileage ..... 11
  - Expense Type: Parking & Tolls ..... 12
  - Expense Type: Per Diem – Out of State ..... 13
  - Submission ..... 14
- Print Reports ..... 15
  - Navigation ..... 15
- View ..... 17
  - Navigation ..... 17
- Delete ..... 22
  - Navigation ..... 22

## Expense Type Quick Reference Guide

EXPENSE TYPE	PAYMENT TYPE	BILLING TYPE
<b>Airfare</b>	Employee Paid	In State- Billable or Out of State- Billable
	Travel Card	Agency Paid
	Third Party Paid	Third Party Paid
<b>Fees- Registration</b>	Employee Paid	In State-Billable or Out of State-Billable
	Agency Paid	Agency Paid
	Travel Card	Agency Paid
	Third Party Paid	Third Party Paid
<b>Ground Transportation</b>	Employee Paid <i>(Example: Taxi, Shuttle, Uber, Shuttle Bus, Toll Roads, Fuel Receipts for Rental Vehicles, Out of State Rental Vehicles)</i>	In State- Billable or Out of State- Billable
	Agency Paid <i>(Example: Wright Express Card Fuel Purchases)</i>	Agency Paid
	Travel Card <i>(Example: Train Tickets, Long Haul Bus Fair)</i>	Agency Paid
	Third Party Paid	Third Party Paid
<b>Internet Access</b>	Employee Paid	In State- Billable or Out of State- Billable
	Agency Paid	Agency Paid
	Third Party Paid	Third Party Paid
<b>Lodging/Hotel</b>	Employee Paid	In State- Billable or Out of State- Billable
	Agency Paid	Agency Paid
	Travel Card	Agency Paid
	Third Party Paid	Third Party Paid
<b>Luggage Check Fee</b>	Employee Paid	In State- Billable or Out of State- Billable
	Third Party Paid	Third Party Paid
<b>Mileage</b>	Employee Paid	In State- Billable or Out of State- Billable
	Third Party Paid	Third Party Paid
<b>Parking &amp; Tolls</b>	Employee Paid	In State- Billable or Out of State- Billable
	Third Party Paid	Third Party Paid
<b>Per Diem- In State</b>	Employee Paid	In State- Billable
	Third Party Paid	Third Party Paid
<b>Per Diem- Out Of State</b>	Employee Paid	Out of State- Billable
	Third Party Paid	Third Party Paid
<b>Rental Car</b>	Employee Paid <i>(Example: Out of State Rental)</i>	Out of State- Billable
	Agency Paid <i>(Example: Direct Bill Rental)</i>	Agency Paid
	Travel Card <i>(Example: Out of State Rental)</i>	Agency Paid
	Third Party Paid	Third Party Paid

### Payment Type Definition Overview

**Employee Paid:** expenses employee is expected to pay

**Agency Paid:** expenses covered by the agency, typically through an invoice or direct bill

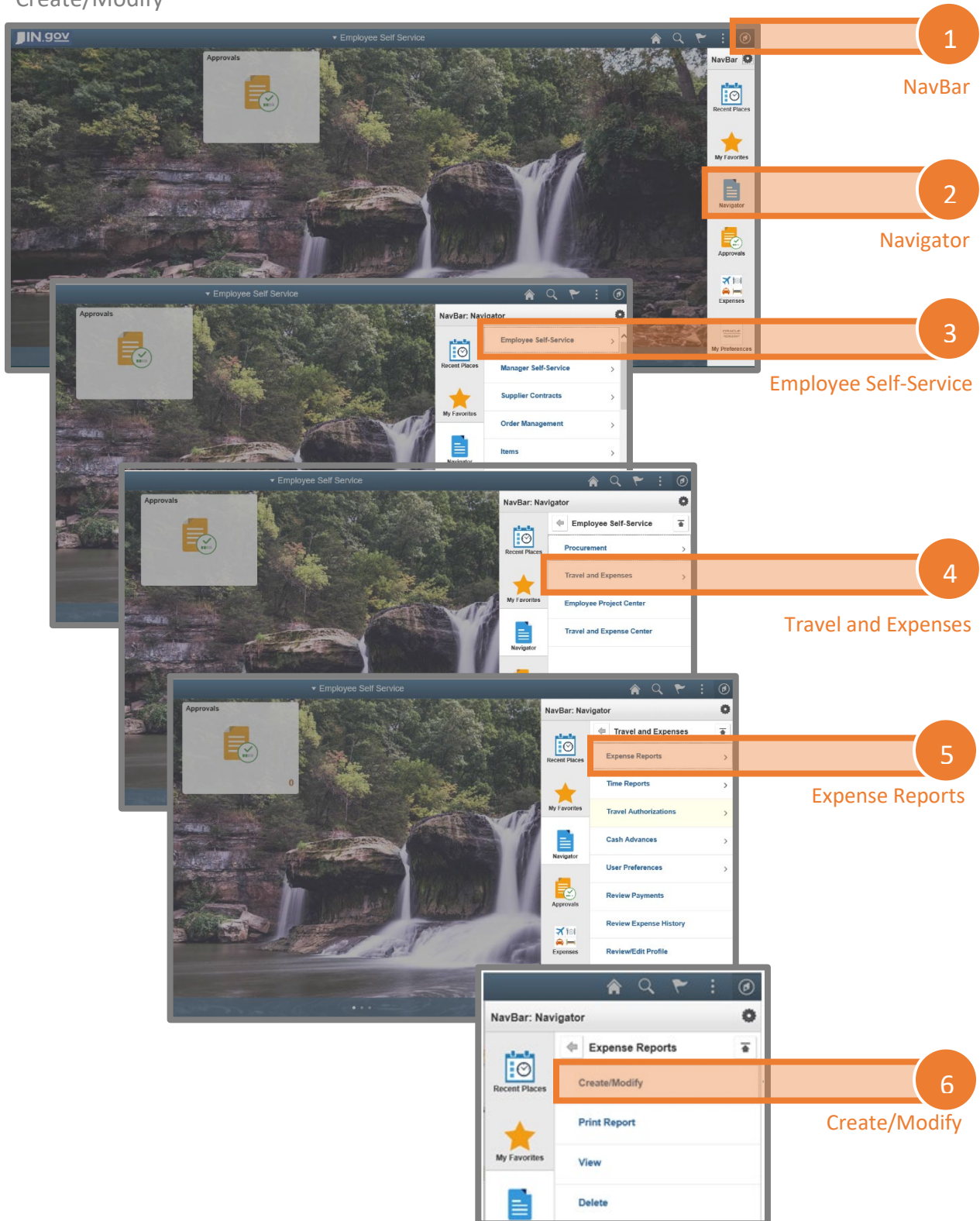
**Travel Card:** expenses paid upfront by agency through the use of the agency travel card *(see the P/T Card User Guide for a list of allowable and prohibited expenses)*

**Third Party Paid:** expenses paid directly from a third party

# Create/Modify

## Navigation

NavBar >> Navigator >> Employee Self-Service >> Travel and Expenses >> Expense Reports >> Create/Modify



## Add a New Value

The screenshot shows the 'Expense Report' application interface. On the left, there's a sidebar with 'Expense Report' and buttons for 'Find an Existing Value' and 'Add a New Value'. The main area has a search field for 'Empl ID' containing '1000004326' and an 'Add' button. A 'Look Up Empl ID' dialog box is open, showing search criteria and a list of search results.

Empl ID	Name
1000004326	Carr, Todd Douglas
1000015731	Miller, Mark A
1000018941	Criss, Darrel L
1000026508	Hood, Jeffrey W
1000028724	English, Brenda
1000045095	Pierce, Cathy
10000101526	Webb, Trina K
10000219655	Reed, Ross Patrick
10000222473	Turner, Yolanda Kaye
10000231139	Axson, Dawn Renee
10000243205	Jones-Joiner, Arlene Denise
10000248403	Schomburg, Matthew
10000254792	Gibson, Jeri
10000256282	Russell, Jeffery A
10000258648	Stum, Kathryn M
10000277183	Walls, Steven D
10000287132	Manzke, Jennifer
10000289254	Larrison, Traci Katherine

**Empl ID:** Click the **Magnifying Glass** to look up the employee for whom you want to enter an expense report.

Only you and the employees that you are authorized to enter for will populate.

Select the **Employee ID** or **Name** of the person for it to appear in the field.

Click **Add** to move to the next step.

## Create Expense Report

This is the new Expense Report for 9.2. There have been some modifications to a few of the sections.

Expense Reports are intended to document expenditures related to a travel event for which an employee is seeking reimbursement. This does not include items that are paid by the employee's agency. Documentation may be required to support claims, even if they are paid by the employee's agency or a 3<sup>rd</sup> party.

Any travel policy exceptions must be documented and submitted with the Expense Report.

Dates of Travel must match what was approved on the PeopleSoft Travel Authorization or the State Form 823 packet.

The screenshot shows the 'Create Expense Report' interface. At the top, there's a navigation bar with 'Employee Self Service' and 'Create Expense Report'. Below that, the user's name 'Todd Carr' is displayed. The form has several input fields: '\*Business Purpose' (dropdown), 'Default Location' (text with search), '\*Report Description' (text), and 'Reference' (text with search). There's also an 'Attachments' icon. A 'Quick Start' dropdown menu is open, showing options: 'An Existing Report', 'A Template', 'A Travel Authorization', 'An Existing Report', and 'Entries from My Wallet'. Below the form is an 'Expenses' section with a table. The table has columns: '\*Date', '\*Expense Type', 'Description', '\*Payment Type', '\*Amount', and '\*Currency'. The total amount is 0.000 USD.

### Quick Start

This feature allows you to create an Expense Report from:

- **A Template:** A saved template can be set and selected.
- **A Travel Authorization:** You can auto fill the expense lines and other fields by linking an approved Travel Authorization. This quick start option will hyperlink your approved Travel Authorization and all supporting documentation. **This is the preferred method.**

Edit your expense lines that carried over from your fully approved Travel Authorization to reflect actual charges.

Ensure you attach the appropriate receipts and documentation (see the chart in Creating a Blank Expense Report).

- **An Existing Report:** You can copy from another Expense Report.
- **Entries from my Wallet:** This option is not to be used.

## Creating a Blank Expense Report

A blank Expense Report can be created without using one of the auto fill options. If this option is used, attach a copy of a fully approved State Form 823 or fully approved Travel Authorization. Special requirements are described in the Business Purpose section.

To create an Expense Report from a blank report, fill out the following:

The screenshot shows the 'Create Expense Report' interface. At the top, there are options to 'Save for Later' and 'Summary and Submit'. The user 'John Purdy' is logged in. The form includes several input fields: '\*Business Purpose' (dropdown), 'Default Location' (text with magnifying glass), '\*Report Description' (text), 'Reference' (text with magnifying glass), and 'Attachments' (upload icon). A 'Quick Start' dropdown is set to 'Populate From' with a 'GO' button. Below these is the 'Expenses' section, which has a table with columns: '\*Date', '\*Expense Type' (dropdown), 'Description' (text with magnifying glass and '254 characters remaining'), '\*Payment Type' (dropdown), '\*Amount' (text with '0.000'), and '\*Currency' (text with 'USD'). A 'Total' row shows '0.000 USD'. There are also 'Expand All' and 'Collapse All' buttons for the expenses table.

## Business Purpose

- **Business- DTA Out of State:** This business purpose is only to be used if your agency has been approved to participate in the Delegation of Travel Authority program. Using this Business Purpose requires that a fully approved DTA Travel Authorization and supporting documentation are attached. You will need to contact your agency's travel department to confirm participation and requirements.
- **Business- In State:** Travel that has taken place in state without crossing state lines. Contact your agency's travel department to confirm internal processes.
- **Business- Out of State:** Any travel event that has crossed state lines. Using this Business Purpose while building a blank Expense Report requires either a fully approved State Form 823 or a fully approved Travel Authorization to be attached. If attaching a copy of the fully approved Travel Authorization, it must show all expense lines, the full approval chain, and a copy of the Supplemental Document Attachment. Additional documentation attachments may be required. Contact your agency's travel department to confirm the requirements.

## Report Description

Enter the following: Agency Acronym and a brief description of the purpose of travel.

## Reference

This field is not used. Do not enter any value into this field.

## Default Location

Click the [Magnifying Glass](#)

In the **Description** field, enter the destination location of the travel event.

Click [Look Up](#)

This field is defined by the zip code for the destination city. The zip code does not need to be exact.

After you select the appropriate expense location or description, it will return to the Create Expense Report page with the Default Location completed.

## Attachments

Attach all supporting documentation for the travel event and expenses. All attachments must be uploaded individually and clearly labeled with a description.

Refer to the Business Purpose for additional information on Travel Authorization and State Form 823 requirements.

Prior to attaching files, you will need to scan in and create a pdf, Word doc, or picture files of the documents and receipts needed. Your agency's process for scanning documents is dependent on the equipment available. Please contact your agency office administrator or IOT for assistance.

Clicking the [Attachments](#) hyperlink will take you to the Expense Report Attachments page:

- Click [Add Attachment](#)

- Click [Browse](#): Locate the files needed for upload and select Open
- Click [Upload](#)
- Enter a brief description of the attachment in the Description field, for example: Airfare. Continue this process until all needed files are attached.
- Click [OK](#)

<b>If your trip has expense of:</b>	<b>The Required documentation is:</b>
Airfare	The final ticketed itinerary showing departure/return date/time with final pricing
Registration Fee**	An invoice showing the vendor, event, and total price (paid in full)
Rental Vehicle**	The rental confirmation showing the dates of use and final price
Ground Transportation	A receipt showing date of expense and amount paid. This can include, but is not limited to: cab fare, ride share, shuttle, fuel for rental or State owned vehicles
Lodging/Hotel	The lodging folio showing check-in/departure dates, nightly rate, taxes/charges, and total cost. A lodging folio is required to claim meal per diem reimbursement.
Luggage Check Fee	A receipt showing date of expense and amount paid
Mileage	The shortest route driving directions (home or workstation, whichever is closest to the point of destination)
Parking and Tolls	A receipt showing the date of expense and amount paid
<b>** Denotes documentation is only required if IDOA/AOS specifically requests or if it is employee paid</b>	

## Expense Type:

Use the Expense Type Quick Reference Guide for assistance with Payment Type and Billing Type.

The screenshot shows the 'Create Expense Report' interface. At the top, there is a navigation bar with 'Employee Self Service' and 'Create Expense Report'. Below this, the user's name 'Todd Carr' is displayed. The main form area includes fields for '\*Business Purpose', '\*Report Description', and 'Reference'. There is also a 'Default Location' field and an 'Attachments' link. A 'Quick Start' dropdown menu is set to 'Populate From' with a 'GO' button. Below the form, there is an 'Expenses' section with a table. The table has columns for '\*Date', '\*Expense Type', 'Description', '\*Payment Type', '\*Amount', and '\*Currency'. The current total is 0.000 USD. The table is currently empty, and the description field has a '254 characters remaining' indicator.

**Payment Type** and **Billing Type** are not auto-filled. You will have to manually select each and ensure they are correct.

You are responsible for following all policies outlined and described in the most current Financial Management Circular. This includes policies regarding reimbursements exceeding cap amounts based on the fully approved Travel Authorization or State Form 823.

A copy of the current Financial Management Circular can be found on the IDOA Travel Services webpage at: <https://www.in.gov/idoa/2459.htm>. Contact your agency's travel department if you have any questions.



## Expense Type: Ground Transportation

The screenshot shows a web-based form for entering an expense. The top section contains several input fields: Date (11/07/2019), Expense Type (Ground Transportation), Description (Fuel for Rental Vehicle), Payment Type (Employee Paid), and Amount (12.140). Below these are Billing Type (Out of State), Originating Location (Indianapolis, IN), and Location (Washington, DC). A 'Receipt Split' button is visible. To the right, there are checkboxes for 'Default Rate' (checked), 'Non-Reimbursable', and 'No Receipt', along with an 'Exchange Rate' field set to 1.00000000 and a 'Base Currency Amount' of 12.140. A 'Chartfields' button is located below the main form fields. At the bottom, a table displays the following data:

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Account	Program	Dept	Bud Ref	PC Bus Unit	Prt
12.140	00081	12.140	USD	1.00000000	10560	595550	10000	039095	2020		

**Date:** Enter the date the expense is incurred.

**Expense Type:** Select **Ground Transportation** from the drop down menu.

**Description:** Enter the purpose for the expense.

**Payment Type:** Use the Expense Type Quick Reference Guide for Assistance.

**Amount:** Enter the estimated cost of the ground transportation for the day being claimed.

**Currency:** This field is set to United States Dollars (USD). If the travel event is outside of the United States, expenses need to be converted to USD.

**Billing Type:** Use the Expense Type Quick Reference Guide for assistance.

**Originating Location:** City where the travel event begins. Type the city name and click the magnifying glass to assign a zip code. The zip code does not need to be exact.

**Location:** Destination city. Type the city name and the magnifying glass to assign a zip code. The zip code does not need to be exact.

### Accounting Details

Click the **Accounting Details** dropdown to enter accounting information into the Chartfields. Information that has been previously set up will default to the appropriate lines.

- **NOTE:** Do not make changes to the **GL Unit**, **Bud Ref**, or **Budget Date** fields.
- If accounting defaults have been set up, chartfield information will default. Fields are able to be modified, if needed.
- If accounting defaults have not been set up, enter the required information. Accounting information is provided by Controller, Accounting Department, or supervisor based on your agency's structure.

Click **Save for Later** after entering each expense line to prevent information from being lost.

- The Expense Report (ER) will be assigned a Report number after saving.
- The Report number will display in the center just above the Default Location.
- Use this reference number to look up the saved ER if you ever need to stop entering information and return later.

Click the **+** to add an additional expense line.

## Expense Type: Luggage Check Fee

11/07/2019 | Luggage Check Fee | \*Departin Baggage Fee x 1 Checked Bag | Employee Paid | 30.000

\*Billing Type: Out of State | \*Exchange Rate: 1.00000000

\*Originating Location: Indianapolis, IN | Base Currency Amount: 30.000

\*Location: Washington, DC

Accounting Details

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Account	Program	Dept	Bud Ref	PC Bus Unit	Pro
30.000	00061	30.000	USD	1.00000000	10560	595594	10000	039095	2020		

**Date:** Enter the date the expense is incurred.

**Expense Type:** Select **Luggage Check Fee** from the drop down menu.

**Description:** Enter the purpose of the charge

Payment Type: Use the [Expense Type Quick Reference Guide](#) for assistance.

**Amount:** Enter the total cost of the luggage check fee.

**Currency:** This field is set to United States Dollars (USD). If the travel event is outside the United States, expenses need to be converted to USD.

**Billing Type:** Use the Expense Type Quick Reference Guide for assistance.

**Originating Location:** City where the travel event begins. Type the city name and click the magnifying glass to assign a zip code. The zip code does not need to be exact.

**Location:** Destination city. Type the city name and click the magnifying glass to assign a zip code. The zip code does not need to be exact.

### Accounting Details

Click the **Accounting Details** dropdown to enter accounting information into the Chartfields. Information that has been previously set up will default to the appropriate lines.

**NOTE:** Do not make changes to the **GL Unit**, **Bud Ref**, or **Budget Date** fields.

If accounting defaults have been set up, chartfield information will default. Fields are able to be modified, if needed.

If accounting defaults have not been set up, enter the required information. Accounting information is provided by Controller, Accounting Department, or supervisor based on your agency's structure.

Click **Save for Later** after entering each expense line to prevent information from being lost.

Click the **+** to add an additional expense line.

## Expense Type: Mileage

11/07/2019 Mileage \*IGCS to IND Employee Paid 4.560

\*Billing Type Out of State \*Exchange Rate 1.00000000

\*Originating Location Indianapolis, IN

\*Destination Location Washington, DC

\*Miles 12 x 0.3800

Default Rate  Non-Reimbursable  No Receipt

Base Currency Amount 4.560

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Account	Program	Dept	Bud Ref	PC Bus Unit	Pro
4.560	00061	4.560	USD	1.00000000	10560	595510	10000	039095	2020		

**Date:** Enter the date the mileage was incurred.

**Expense Type:** Select Mileage from the drop down menu.

**Description:** Enter the start and end points for miles claimed.

**Payment Type:** Use the Expense Type Quick Reference Guide for assistance.

**Amount:** This will be auto filled based on the \*Miles input on a later field.

**Currency:** This field is set to United States Dollars (USD). If the travel event is outside of the United States, expenses need to be converted to USD.

**Billing Type:** Use the Expense Type Quick Reference Guide for assistance.

**Originating Location:** City where the travel event begins. Type the city name and click the magnifying glass to assign a zip code. The zip code does not need to be exact.

**Destination Location:** Destination city. Type the city name and click the magnifying glass to assign a zip code. The zip code does not need to be exact.

**\*Miles:** Enter the number of miles based on the shortest route driving directions from the online mapping source and click the Calculate Gross Amount (double arrows) button.

### Accounting Details

Click the **Accounting Details** dropdown to enter accounting information into the Chartfields. Information that has been previously set up will default to the appropriate lines.

- **NOTE:** Do not make changes to the **GL Unit**, **Bud Ref**, or **Budget Date** fields.
- If accounting defaults have been set up, chartfield information will default. Fields are able to be modified, if needed.
- If accounting defaults have not been set up, enter the required information. Accounting information is provided by Controller, Accounting Department, or supervisor based on your agency's structure.

Click **Save for Later** after entering each expense line to prevent information from being lost.

Click the **+** to add an additional expense line.

## Expense Type: Parking & Tolls

11/07/2019 | Parking & Tolls | \*Economy Parking IND | Employee Paid | 9.000

\*Billing Type: Out of State | \*Originating Location: Indianapolis, IN | \*Location: Washington, DC

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Account	Program	Dept	Bud Ref	PC Bus Unit	Pro
9.000	00081	9.000	USD	1.00000000	10560	595570	10000	039095	2020		

**Date:** Enter the date the expense is incurred.

**Expense Type:** Select Parking & Tolls from the drop down menu.

**Description:** Enter the purpose of the charge.

**Payment Type:** Use the [Expense Type Quick Reference Guide](#) for assistance.

**Amount:** Enter the total parking fee or daily toll amount.

**Currency:** This field is set to United States Dollars (USD). If the Event is outside of the United States, expenses need to be converted to USD.

**Billing Type:** Use the Expense Type Quick Reference Guide for assistance.

**Originating Location:** City where the travel event begins. Type the city name and click the magnifying glass to assign a zip code. The zip code does not need to be exact.

**Location:** Destination city. Type the city name and click the magnifying glass to assign a zip code. The zip code does not need to be exact.

**Accounting Detail:** Click the Accounting detail dropdown to enter accounting information into the Chartfields. Information that has been previously set up will default to the appropriate lines.

- **NOTE:** Do not make changes to the **GL Unit**, **Bud Ref**, or **Budget Date** fields.
- If accounting defaults have been set up, chartfield information will default. Fields are able to be modified, if needed.
- If accounting defaults have not been set up, enter the required information. Accounting information is provided by Controller, Accounting Department, or supervisor based on your agency's structure.

Click **Save for Later** after entering each expense line to prevent information from being lost.

Click the **+** to add an additional expense line.

## Expense Type: Per Diem – Out of State

11/07/2019 Per Diem-Out of State \* 1/2 Day Meal Per Diem: Departure at 15:00 Employee Paid 18.000

213 characters remaining

\*Billing Type Out of State Receipt Split

\*Originating Location Indianapolis, IN Per Diem Deductions

\*Location Washington, DC

Default Rate  Non-Reimbursable  No Receipt

\*Exchange Rate 1.00000000

Base Currency Amount 18.000

Accounting Details

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Account	Program	Dept	Bud Ref	PC Bus Unit	Pro
18.000	00061	18.000	USD	1.00000000	10560	595520	10000	039095	2020		

**Date:** Enter the date for daily meals being claimed in accordance to travel policy.

**Expense Type:** Select Per Diem-Out of State from the drop down menu.

**Description:** Enter any meals provided. Make a comment if no meals were provided.

**Payment Type:** Use the Expense Type Quick Reference Guide for assistance.

**Amount:** Enter the per diem amount for daily meals being claimed in accordance to travel policy.

**Currency:** This field is set to United States Dollars (USD). If the travel event is outside of the United States, expenses need to be converted to USD.

**Billing Type:** Use the Expense Type Quick Reference Guide for assistance.

**Originating Location:** City where the travel event begins. Type the city name and click the magnifying glass to assign a zip code. The zip code does not need to be exact.

**Location:** Destination city. Type the city name and click the magnifying glass to assign a zip code. The zip code does not need to be exact.

### Accounting Details

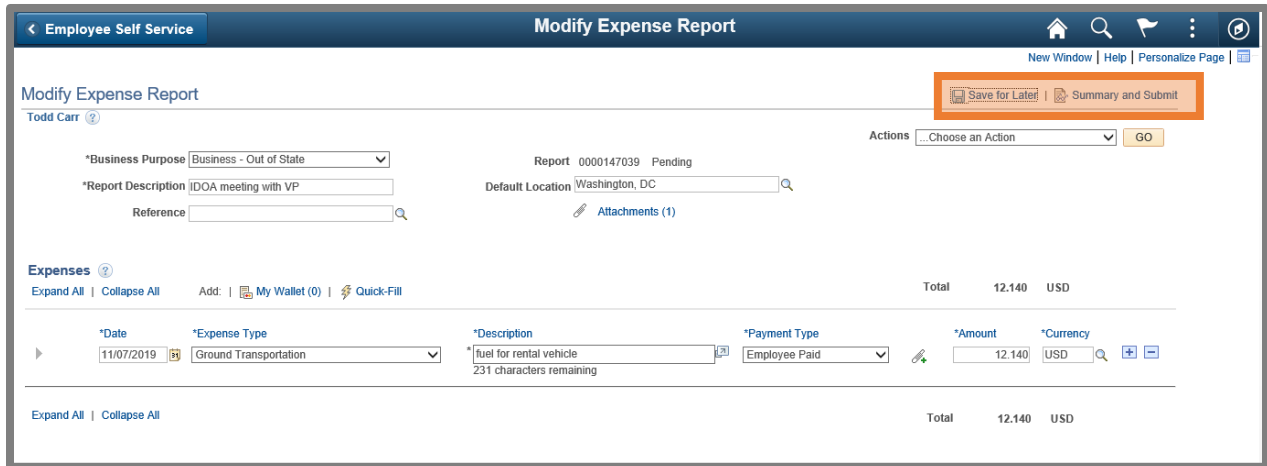
Click the **Accounting Details** dropdown to enter accounting information into the Chartfields. Information that has been previously set up will default to the appropriate lines.

- **NOTE:** Do not make changes to the **GL Unit**, **Bud Ref**, or **Budget Date** fields.
- If accounting defaults have been set up, chartfield information will default. Fields are able to be modified, if needed.
- If accounting defaults have not been set up, enter the required information. Accounting information is provided by Controller, Accounting Department, or supervisor based on your agency's structure.

Click **Save for Later** after entering each expense line to prevent information from being lost

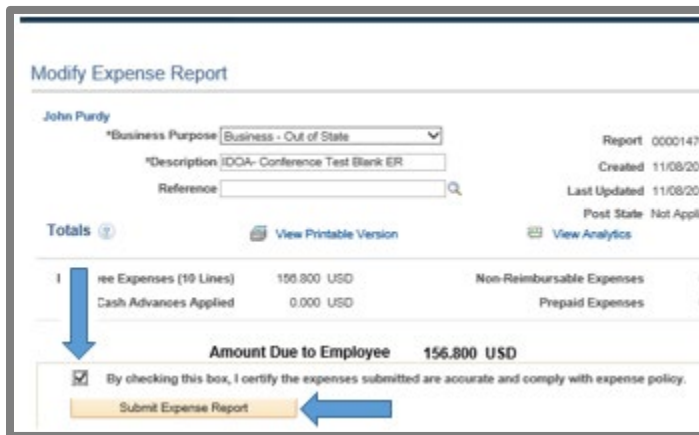
Click the **+** to add an additional expense line

# Submission



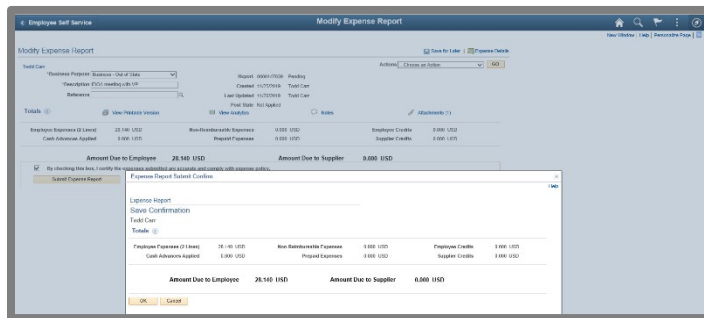
Once all expenses have been entered and supporting documents have been attached, you are ready to submit for approval and reimbursement.

Click **Summary and Submit**



Select the checkbox in front of **“By checking this box, I certify the expenses submitted are accurate and comply with expense policy.”**

Click **Submit Expense Report**



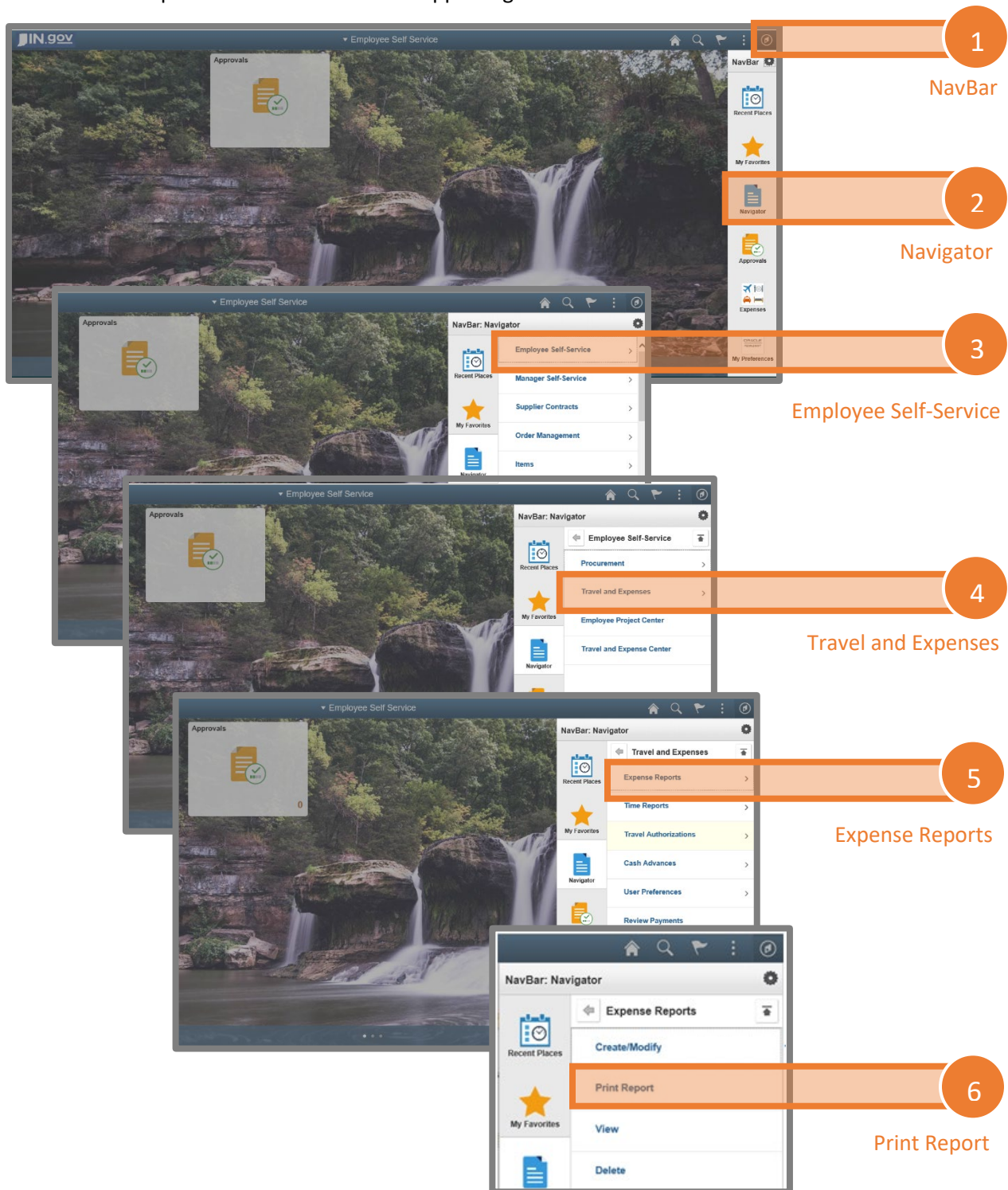
On the **Expense Report Save Confirmation** page click **OK**.

# Print Reports

## Navigation

NavBar >> Navigator >> Employee Self-Service >> Travel and Expenses >> Expense Reports >> Print Report

**NOTE:** The delivered printable report is not valid for voucher submission to the Auditor of State's Office. If an Expense Report is unable to be submitted through the PeopleSoft module, a State Form 980 will need to be completed and submitted. All supporting documents will need to be attached.



Employee Self Service **Expense Report** New Window | Help |

**Expense Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by:  begins with

[Search](#) [Advanced Search](#)

Search Results

Only the first 300 results can be displayed.

[View All](#) 1-100 of 300

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
<a href="#">0000147039</a>	IDOA meeting with VP	Carr,Todd Douglas	10000004326	Pending	11/25/2019
<a href="#">0000146990</a>	testing ER	Carr,Todd Douglas	10000004326	Submitted	05/28/2019
<a href="#">0000146673</a>	00090 Hood 11/26/18-11/30/18	Hood,Jeffrey W	10000026508	Paid	01/25/2019

My Homepage

**Expense Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by:  begins with

[Search](#) [Advanced Search](#)

There are several search criteria that can be used to reference an Expense Report. You can search by:

- Creation Date
- Empl ID (Employee ID)
- Name
- Report Description
- Report ID
- Report Status

Enter the appropriate information based on your search by selection.

Click [Search](#)

Select the [Report ID](#) of the document you wish to print.

Click the [Print Expense Report](#) hyperlink

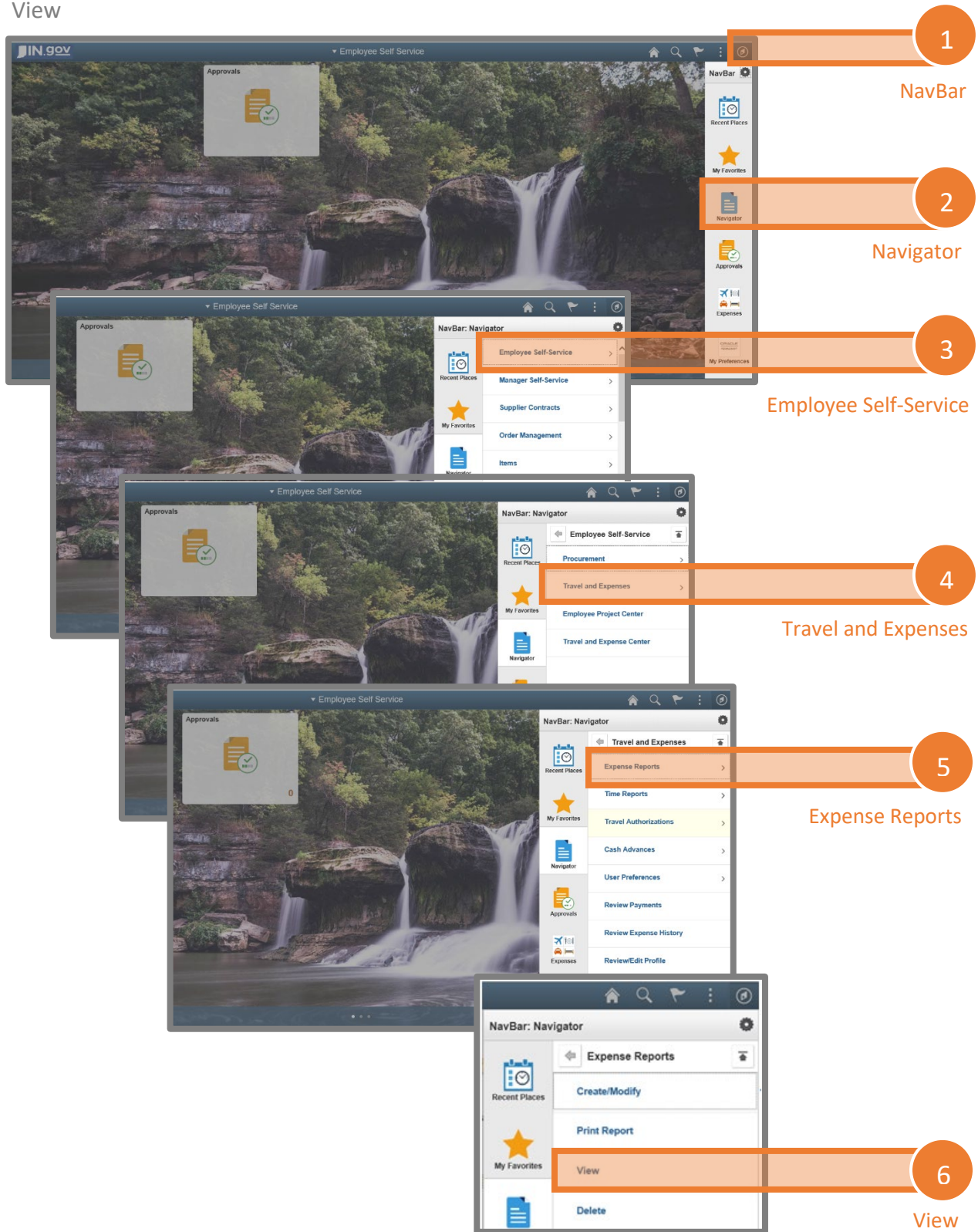
This print option does not allow you to view or print notes.



# View

## Navigation

NavBar >> Navigation >> Employee Self-Service >> Travel and Expenses >> Expense Reports >> View





## Search

There are two search methods

- **Realtime Search**
- **Keyword Search**

## Realtime Search

This is the classic search option that will allow you to quickly identify a specific report. This is the preferred method to search.

There are several search criteria that can be used to reference an Expense Report.

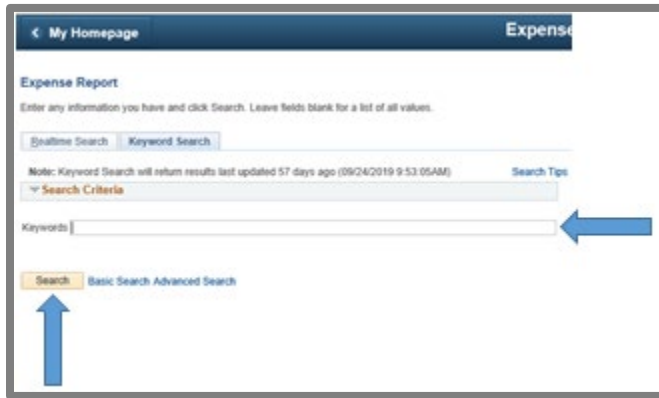
You can search by:

- Report ID
- Report Description
- Name
- Empl ID (Employee ID)
- Report Status
- Creation Date

Enter the appropriate information based on your Search By selection

Click **Search**



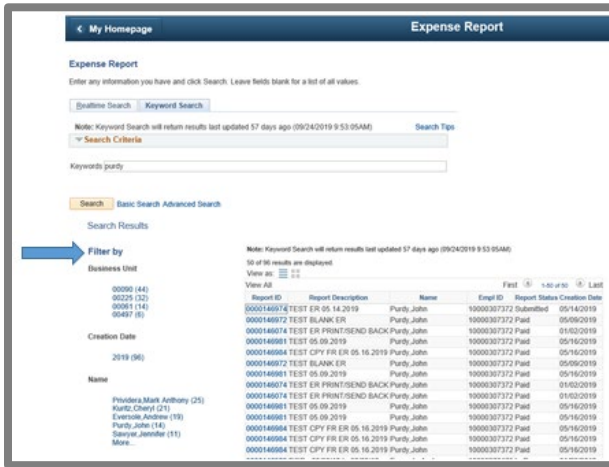


## Keyword Search

This is a new search feature. A keyword can be entered and results filtered.

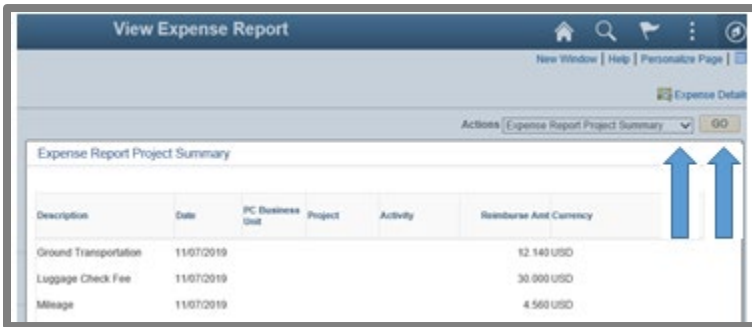
Type a keyword

Click **Search**



Search results can be filtered by the items on the left.

Select the desired **Report ID** to open it.



**Actions:** You can click the drop down to select **Expense Report Project Summary** and click **Go**.

This will allow you to view the Expense Type (listed as Description), Date of the expense, and Amount (listed as Reimburse Amt).

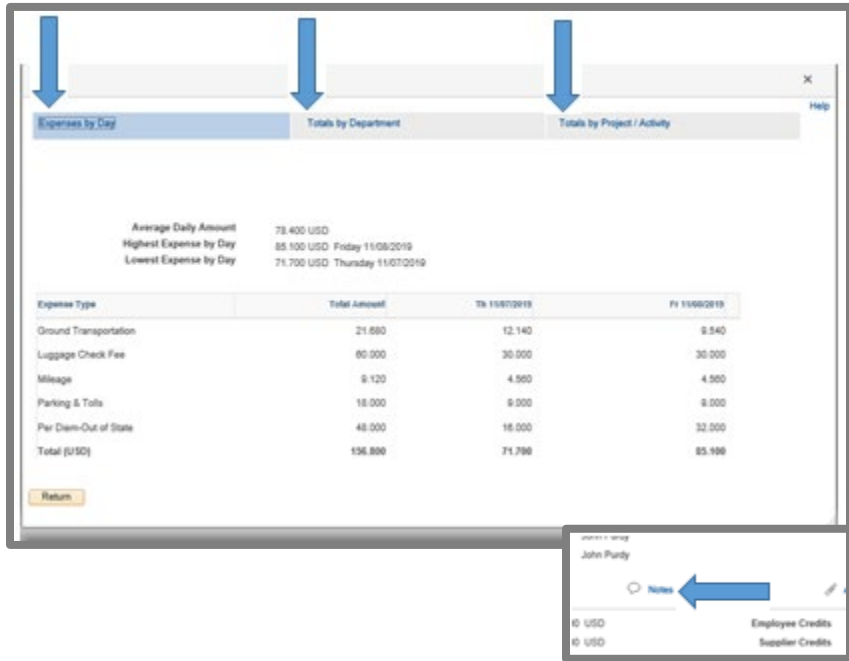


**View Printable Version:** Clicking this hyperlink will bring up a printable version of the Expense Report overview.



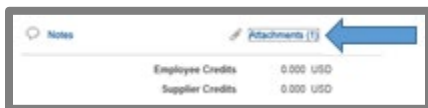
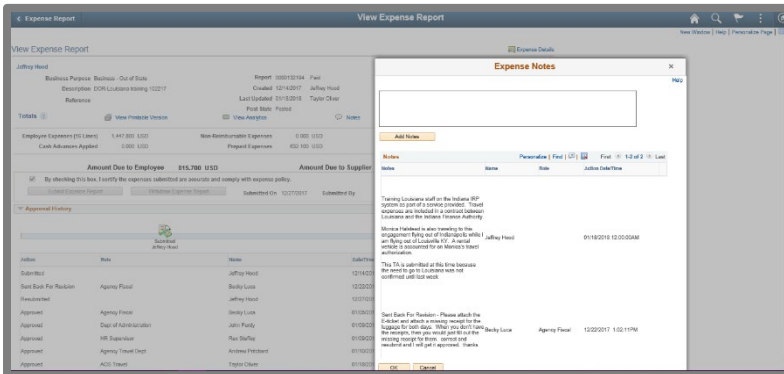
**View Analytics:** Clicking this hyperlink allows you to view the expenses break down by:

- Expenses by Day
- Totals by Department
- Totals by Project/Activity



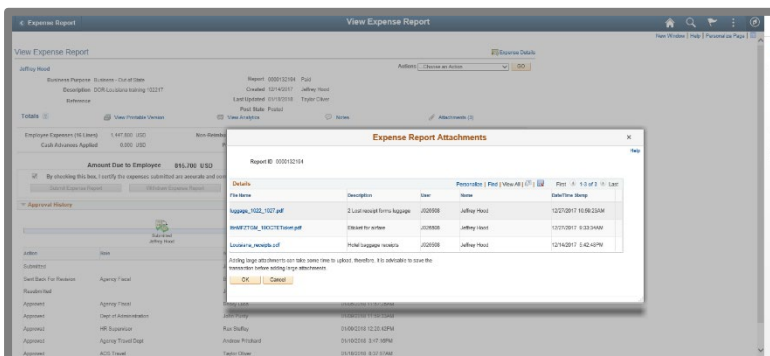
**Notes:** Clicking this hyperlink will allow the submitter or anyone in the approval chain to make a comment.

This will be used to document policy exception. Exception should only be submitted by Agency Travel Coordinators.



**Attachments:** Clicking this hyperlink will allow you to view all attachments linked to the Expense Report.

The attachment can be opened by selecting the **File Name** hyperlink.





**Withdraw Expense Report:** Clicking this button will send the Expense Report back to the submitter.

In order to modify or resubmit the Expense Report, you will need to navigate back to Create/Modify.

### **Submission:**

Once all expenses have been entered and the supporting documents have been attached, you are ready to submit for approval.

Click **Summary and Submit**

Select the checkbox in front of **“By checking this box, I certify the expenses submitted are accurate and comply with expense policy.”**

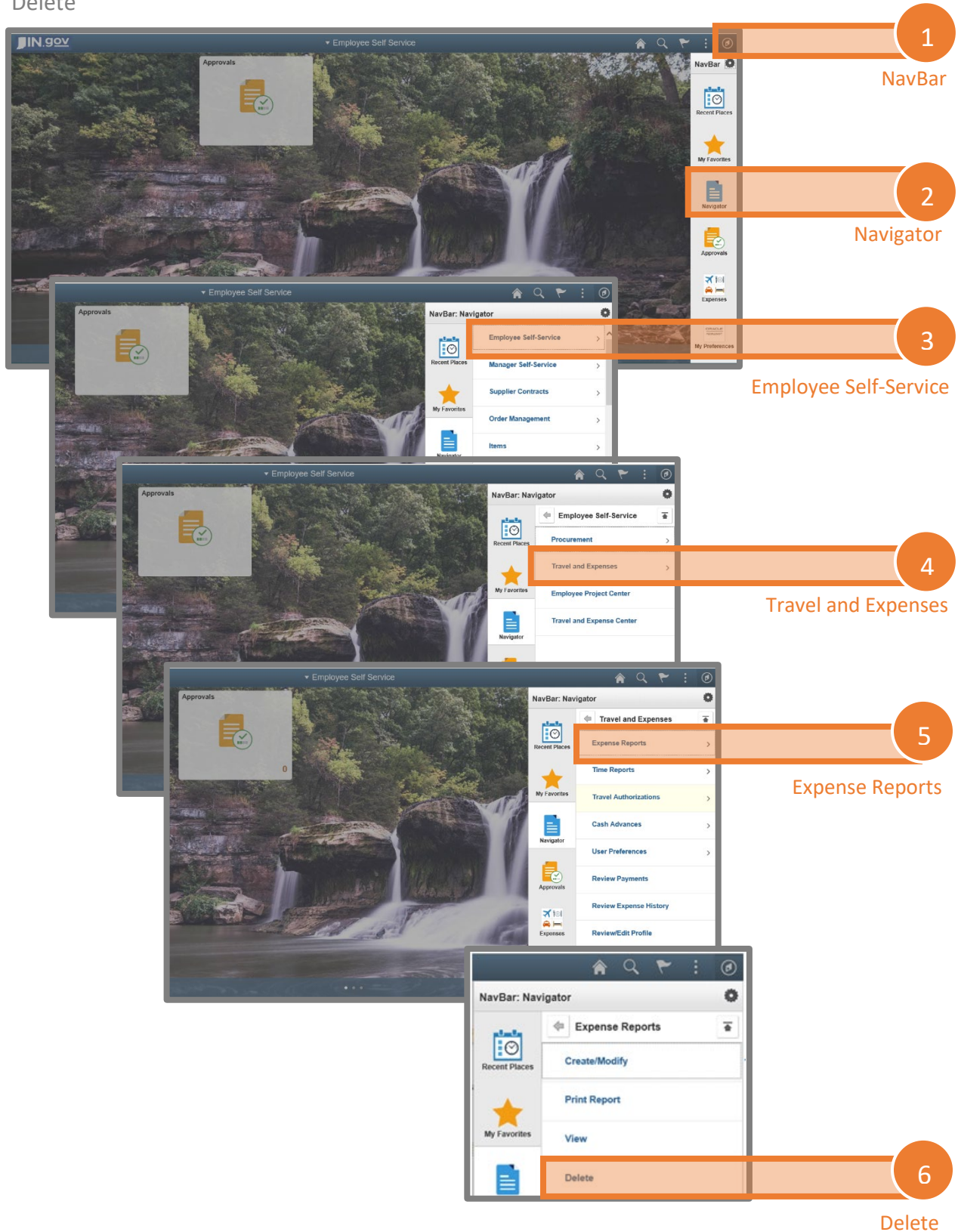
Click **Submit Expense Report**

Click **OK**

# Delete

## Navigation

NavBar >> Navigation >> Employee Self-Service >> Travel and Expenses >> Expense Reports >> Delete



Travel & Expenses Delete Expense Report

**Delete Expense Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Empl ID

Name

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

**NOTE:** An Expense Report cannot be deleted if it has been submitted for approval. If the Expense Report is sent back for corrections or is in pending status, it can be deleted.

**Search Criteria:**

**Empl ID:** Enter your Employee ID

Click **Search**

**Delete an Expense Report**

Mark the **Select box** of the Report ID(s) that you want to delete

Click the **Delete Selected Report(s)**

Travel and Expense

**Delete an Expense Report**

John Purdy

Delete an Expense Report

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000147038	DOA- Conference Test Blank ER	11/21/2019	156,800	USD
<input type="checkbox"/>	0000147036	DOA- Conference (TEST TA)	11/09/2019	831,750	USD
<input type="checkbox"/>	0000147035	DOA Meeting (TEST TA)	11/07/2019	718,690	USD