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## EXPENSE REPORTS

### Entering Expense Reports

#### CREATE Expense Report from Blank

##### The Basics:

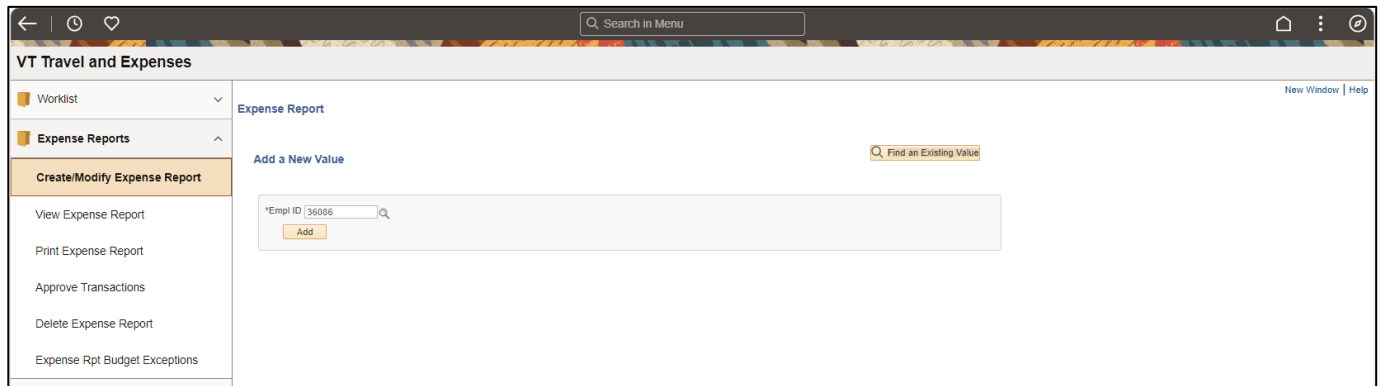
Please refer to **Bulletin 3.4** (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Expense Reports.

1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.
2. **Preferred payment methods** - Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements.
3. **Clear cache** - To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.
4. **Save for Later** - After every couple lines on your expense report, click the "Save for Later" button to prevent the "data inconsistent with database" error that prohibits you from saving or submitting.
5. **Timeliness** - All employees are expected to submit their Expense Reports within twenty (20) calendar days after completion of the travel event or the incurrence of a business expense.
6. **Taxable over 60 days** - Any item that is past 60 days is required to have a "Taxable" Billing Type and an Explanation of Late filing form:  
<http://finance.vermont.gov/forms/vision>
7. **Receipts** – Receipts should be attached to the expense line. Refer to your department's policy regarding handling of receipts.
8. **All employment related expenses must** be reimbursed through the Expense module and any reimbursements will be made directly into your direct deposit (balance or 999) account.

**Situations when this function is used:** Employee has incurred employment related expenses that need to be reimbursed to you.

**Navigation option 1:** Home page > TE tile > Expense Reports > Create/Modify Expense Report

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The **Expense Report – Add a New Value** page displays in the work area and the Empl ID automatically defaults.



Click the **Add** button.

**Note:** *In the event you have an approved travel authorization, the following message box displays as a reminder.*



Click the **OK** button to continue to the Create Expense Report – Details page.

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

\*Business Purpose

\*Report Description

Reference

Destination Location

Quick Start

Attachments

Expenses ?

Expand All | Collapse All Add:

Total 0.00 USD

\*Date

\*Expense Type

Description

\*Payment Type

\*Amount

\*Currency

254 characters remaining

Expand All | Collapse All

Total 0.00 USD

Click the drop-down arrow to choose the **Business Purpose**.

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

\*Business Purpose

\*Report Description

Reference

Destination Location

Quick Start

Attachments

Expenses ?

Expand All | Collapse All Add:

Total 0.00 USD

\*Date

\*Expense Type

Description

\*Payment Type

\*Amount

\*Currency

254 characters remaining

Expand All | Collapse All

Total 0.00 USD

Select the option that most closely identifies the purpose of the trip.

Choose a **Destination Location**. This location should be the furthest point travelled during the trip.

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

\*Business Purpose

\*Report Description

Reference

Destination Location

Quick Start

Attachments

Expenses ?

Expand All | Collapse All Add:

Total 0.00 USD

\*Date

\*Expense Type

Description

\*Payment Type

\*Amount

\*Currency

254 characters remaining

Expand All | Collapse All

Total 0.00 USD

**Note: Location searches in VISION search on a shortened name. It is best to enter the first few letters of the location and click the magnify glass. The list includes all towns in Vermont, all States and Territories, and Out of Country. For the purposes of Bulletin 3.4, Hawaii and Alaska are considered Out of Country.**


Enter the first three letters into the **Destination Location** field.



**Create Expense Report** Save for Later Summary and Submit

Colin Davidson

\*Business Purpose: Meeting  
 \*Report Description:  
 Reference:

Destination Location: bur 

Quick Start: ...Populate From GO

Expenses Expand All Collapse All Add: My Wallet (0) Quick-Fill

\*Date: 11 \*Expense Type: ▼ Description: 254 characters remaining \*Payment Type: ▼ 0.00 USD + -

Expand All Collapse All Total 0.00 USD

Entering a Destination Location is optional. It will automatically populate the Location field on each expense line for you.

Click the **Destination Location** look up  icon.

The **Look Up Destination Location** page displays.

**Look Up Destination Location** Help

SetID STATE

Expense Location: begins with ▼ |  
 Description: begins with ▼ | bur

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First ◀ 1-2 of 2 ▶ Last

Expense Location	Description
BURKE	BURKE VT
<b>BRLGT</b>	<b>BURLINGTON VT</b>


Select the **Expense Location** link.

The **Create Expense Report - Details** page displays the Destination Location selected.

**Create Expense Report** Save for Later Summary and Submit

Colin Davidson

\*Business Purpose: Meeting  
 \*Report Description: Annual Meeting  
 Reference:

Destination Location: BURLINGTON VT 

Quick Start: ...Populate From GO

Expenses Expand All Collapse All Add: My Wallet (0) Quick-Fill

\*Date: 11 \*Expense Type: ▼ Description: 254 characters remaining \*Payment Type: ▼ 0.00 USD + -

Expand All Collapse All Total 0.00 USD

Enter a short, meaningful description for the trip into the **Description** field.

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

\*Business Purpose

Meeting

Destination Location

BURLINGTON VT

Quick Start

...Populate From

GO

\*Report Description

Annual Meeting

Reference

Attachments

Expenses

Expand All

 | 

Collapse All

Add:

 | 

My Wallet (0)

 | 

Quick-Fill

Total

0.00

USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/03/2018				0.00	USD
254 characters remaining					

Expand All

 | 

Collapse All

Total

0.00

USD

Enter the **Date** of the expense by either typing a valid date or selecting the date using the calendar icon. **Note: This date cannot be in the future.**

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

\*Business Purpose

Meeting

Destination Location

BURLINGTON VT

Quick Start

...Populate From

GO

\*Report Description

Annual Meeting

Reference

Attachments

Expenses

Expand All

 | 

Collapse All

Add:

 | 

My Wallet (0)

 | 

Quick-Fill

Total

0.00

USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/03/2018				0.00	USD
254 characters remaining					

Expand All

 | 

Collapse All

Total

0.00

USD

To choose the expense type, click the **Expense Type** drop-down to view the available expense types.

Create Expense Report

Colin Davidson

\*Business Purpose: Meeting

\*Report Description: Annual Meeting

Reference:

Destination Location: BURLINGTON VT

Quick Start: ...Populate From

GO

Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Total: 0.00 USD

\*Date: 12/03/2018

\*Expense Type: [List of Expense Types]

Description: 254 characters remaining

\*Payment Type: [Dropdown]

\*Amount: 0.00

\*Currency: USD

Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expense Type list for guidance on Expense types. For Out-of-State travel, the Expense Type should be an "OUT" Expense type. Use the up and down arrows to scroll through the available options.

Select the appropriate **Expense Type** from the list provided.

The expense type displays along with the additional fields that need to be populated. The displayed fields vary depending on the expense type selected.

Create Expense Report

Colin Davidson

\*Business Purpose: Meeting

\*Report Description: Annual Meeting

Reference:

Destination Location: BURLINGTON VT

Quick Start: ...Populate From

GO

Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Total: 0.00 USD

\*Date: 12/03/2018

\*Expense Type: IN MILES - FULL

Description: 254 characters remaining

\*Payment Type: Employee

\*Amount: 0.00

\*Currency: USD

\*Billing Type: Non-Taxabl

\*Originating Location:

\*Destination Location: BURLINGTON VT

\*Miles: x 0.5450

Accounting Details

The Location automatically defaults from the Destination Location. Select a Destination Location on the line if a Destination Location was not defined or if it needs to be changed.

The Payment Type and Billing Type are set to default:

- **Payment Type** - Employee
- **Billing Type** - Non-Taxable – Internal

Any expense that is over 60 days is considered taxable and is required to have a "Taxable" Billing Type. If the Date on any of the expense lines is over 60 days, the Billing Type will automatically update to "Taxable - Internal" when the expense report is saved for later or submitted for approval.

The following warning message displays if the Billing Type is updated on the expense report.

Message

Warning (22000,120)

One or more lines on this expense report is over 60 days old. The Billing Type has been updated to taxable.

OK

Click the **OK** button to continue.

Create Expense Report

Colin Davidson

Save for Later | Summary and Submit

Actions ...Choose an Action GO

\*Business Purpose Meeting

\*Report Description Annual Meeting

Reference

Destination Location BURLINGTON VT

Attachments

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

		Total	0.00	USD
*Date	*Expense Type	*Description	*Payment Type	*Amount
12/03/2018	IN MILES - FULL	Mileage to Annual Meeting	Employee	0.00
		*Billing Type Non-Taxabl	*Exchange Rate 1.00000000	*Currency USD
		*Originating Location	Base Currency Amount	0.00
		*Destination Location BURLINGTON VT		USD
		*Miles x 0.5450		
		Accounting Details		
		Total	0.00	USD

Enter an explanation of the expense in the **Description** field on the line. If there were locations travelled to along the way, those can be indicated here.

Create Expense Report

Save for Later

Summary and Submit

Colin Davidson

\*Business Purpose

Meeting

Destination Location

BURLINGTON VT

\*Report Description

Annual Meeting

Reference

Attachments

Actions

...Choose an Action

GO

Expenses

Expand All

Collapse All

Add

My Wallet (0)

Quick-Fill

Total

0.00

USD

\*Date

10/08/2018

\*Expense Type

IN MILES - FULL

\*Description

Mileage to Annual Meeting

\*Payment Type

Employee

\*Amount

0.00

\*Currency

USD

\*Billing Type

Non-Taxable

\*Originating Location

mon

\*Destination Location

BURLINGTON VT

\*Miles

x

0.5450

Accounting Details

Default Rate

Exchange Rate

1.00000000

Non-Reimbursable

Base Currency Amount

0.00

No Receipt

USD

Expand All

Collapse All

Total

0.00

USD

Enter a few letters of where you started your trip into the **Originating Location** field.

Create Expense Report

Save for Later

Summary and Submit

Colin Davidson

\*Business Purpose

Meeting

Destination Location

BURLINGTON VT

\*Report Description

Annual Meeting

Reference

Attachments

Actions

...Choose an Action

GO

Expenses

Expand All

Collapse All

Add

My Wallet (0)

Quick-Fill

Total

0.00

USD

\*Date

10/08/2018

\*Expense Type

IN MILES - FULL

\*Description

Mileage to Annual Meeting

\*Payment Type

Employee

\*Amount

0.00

\*Currency

USD

\*Billing Type

Non-Taxable

\*Originating Location

mon

\*Destination Location

BURLINGTON VT

\*Miles

x

0.5450

Accounting Details

Default Rate

Exchange Rate

1.00000000

Non-Reimbursable

Base Currency Amount

0.00

No Receipt

USD

Expand All

Collapse All

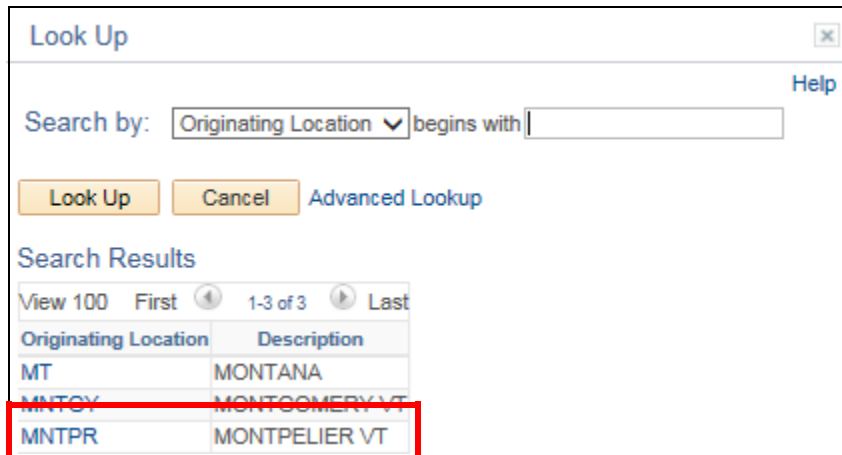
Total

0.00

USD

Click the **Originating Location** look up  icon.

The **Look Up** page displays the locations that match your criteria.



**Look Up**

Search by: Originating Location begins with

Look Up Cancel Advanced Lookup

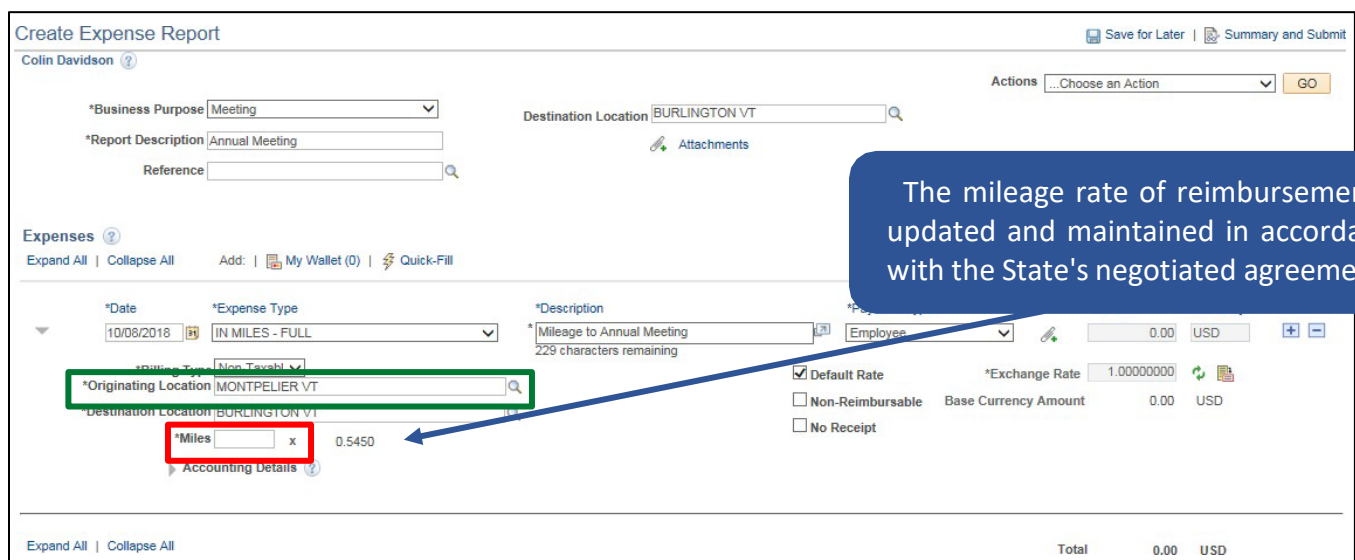
**Search Results**

View 100 First 1-3 of 3 Last

Originating Location	Description
MT	MONTANA
MNTQY	MONTGOMERY VT
MNTPR	MONTPELIER VT

Select the **Originating Location** link for the appropriate location.

The **Create Expense - Details** page displays the Originating Location selected.



**Create Expense Report**

Colin Davidson

\*Business Purpose: Meeting Destination Location: BURLINGTON VT

\*Report Description: Annual Meeting Reference:

Expenses

Expand All | Collapse All Add: My Wallet (0) Quick-Fill

*Date	*Expense Type	*Description	*Person	*Amount	*Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting	Employee	0.00	USD

\*Originating Location: MONTPELIER VT

\*Destination Location: BURLINGTON VT

\*Miles: 0.5450

\*Exchange Rate: 1.00000000

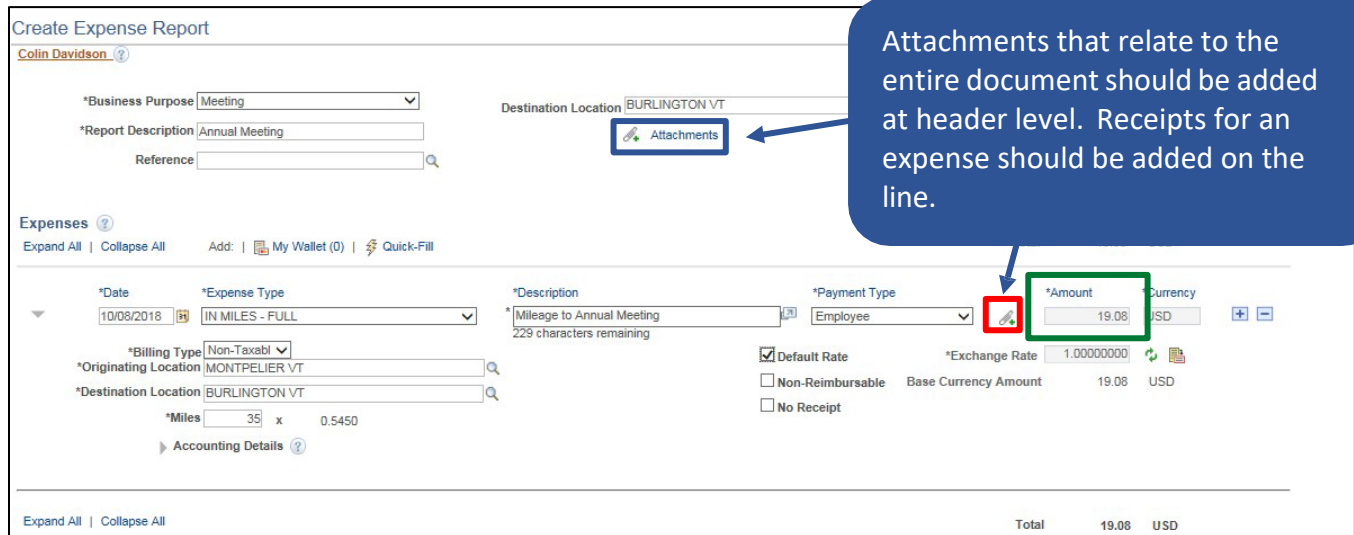
\*Base Currency Amount: 0.00 USD

\*No Receipt

Total: 0.00 USD

Enter the number of miles for the round trip into the **Miles** field.

The Amount automatically populates.



**Create Expense Report**  
Colin Davidson

\*Business Purpose: Meeting  
\*Report Description: Annual Meeting  
Reference: [Search]

Destination Location: BURLINGTON VT  
Attachments [Icon]

**Expenses**  
Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting 229 characters remaining	Employee	19.08	USD


\*Billing Type: Non-Taxable  
\*Originating Location: MONTPELIER VT  
\*Destination Location: BURLINGTON VT  
\*Miles: 35 x 0.5450  
Accounting Details [Icon]

Default Rate [Checked]  
Non-Reimbursable [Unchecked]  
No Receipt [Unchecked]

\*Exchange Rate: 1.00000000  
Base Currency Amount: 19.08 USD

Total: 19.08 USD

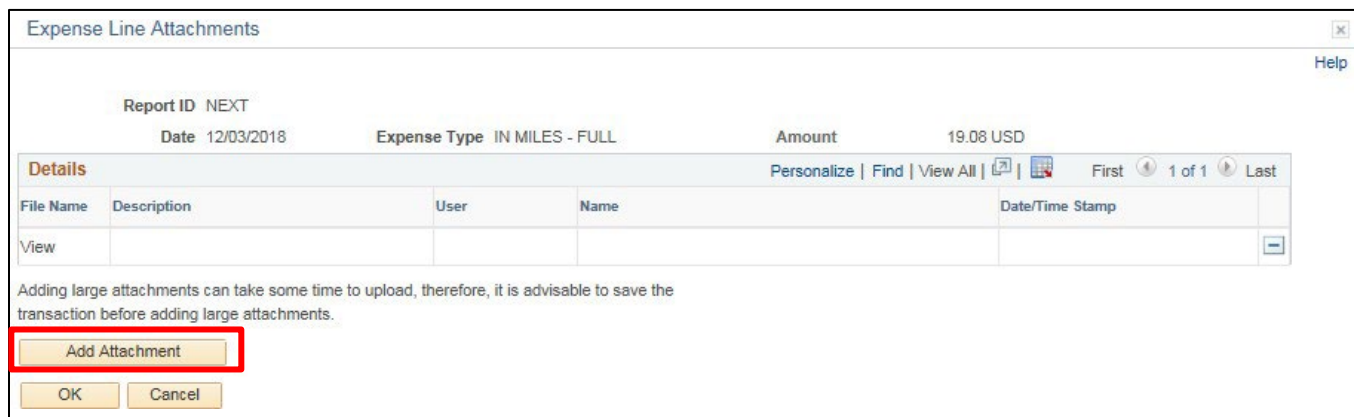
Attachments can be added to the expense report at the header or on the expense line.

Click the  icon on the line to attach a receipt for the expense.

**Note: Most expense types require a receipt. The exceptions are mileage, meals and per diems.**

The **Expense Line Attachments** page displays.

Click the **Add Attachment** button.



**Expense Line Attachments**

Report ID: NEXT  
Date: 12/03/2018  
Expense Type: IN MILES - FULL  
Amount: 19.08 USD

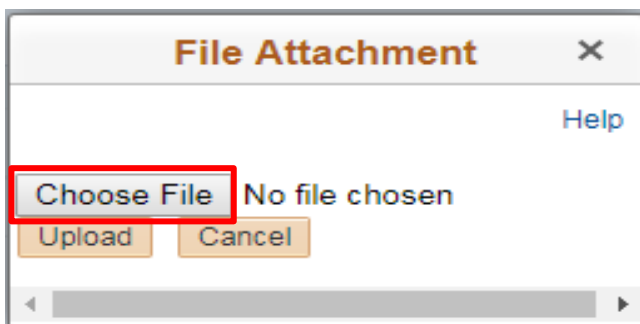
Details: Personalize | Find | View All | First | 1 of 1 | Last

File Name	Description	User	Name	Date/Time Stamp
View				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

**Add Attachment**  
OK Cancel

The **File Attachment** page displays:



**File Attachment** [Close]

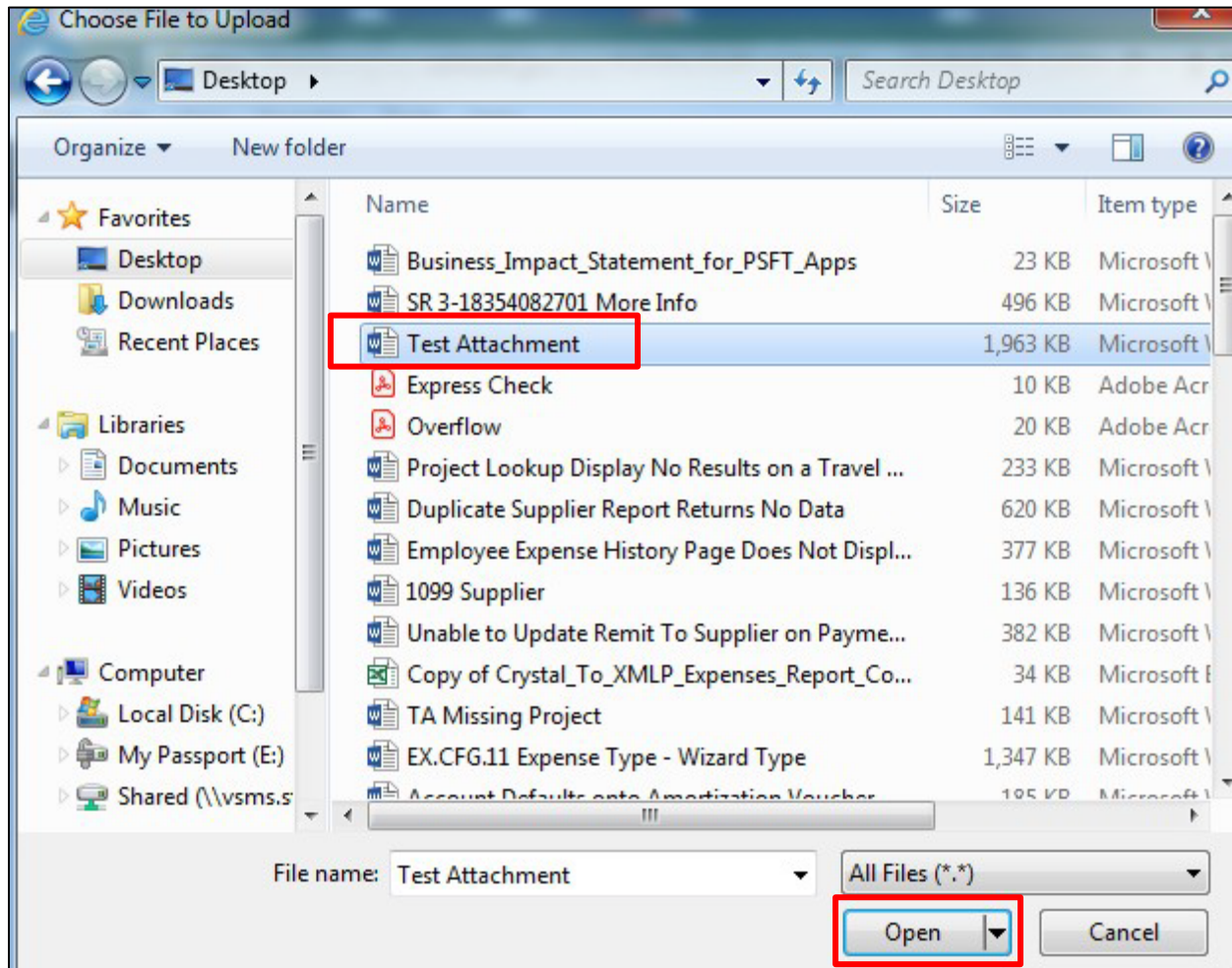
Help

**Choose File** No file chosen  
Upload Cancel

Click the **Choose File** button.

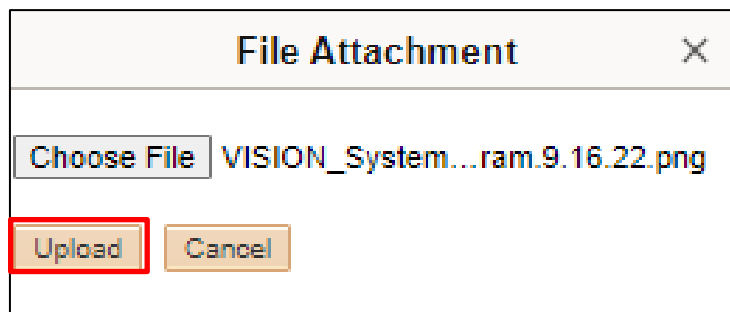


The **Choose File to Upload** page displays.



Select the file you want to attach and click the **Open** button.

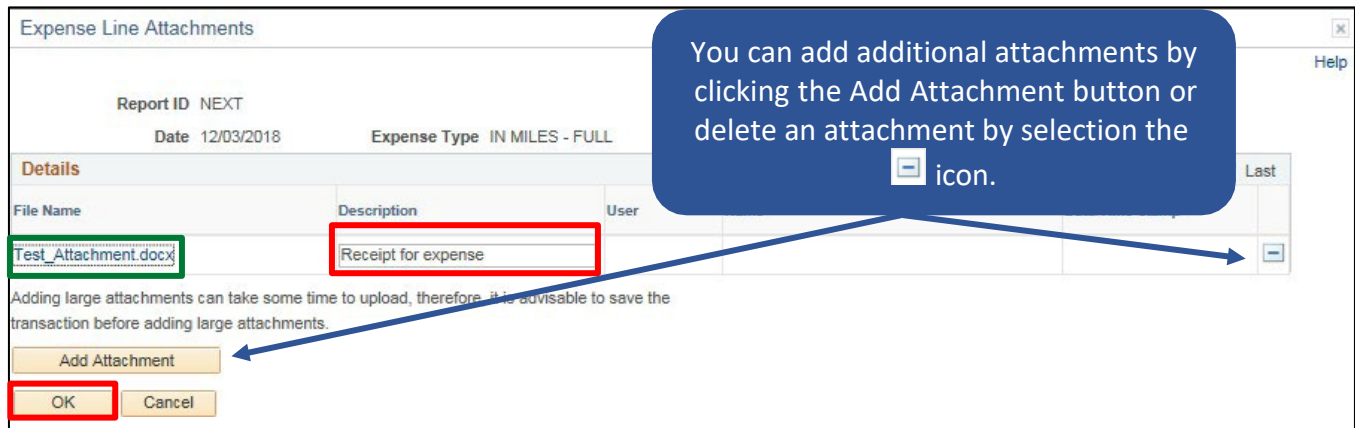
The **File Attachment** page displays with the file path of the document:




Click the **Upload** button.



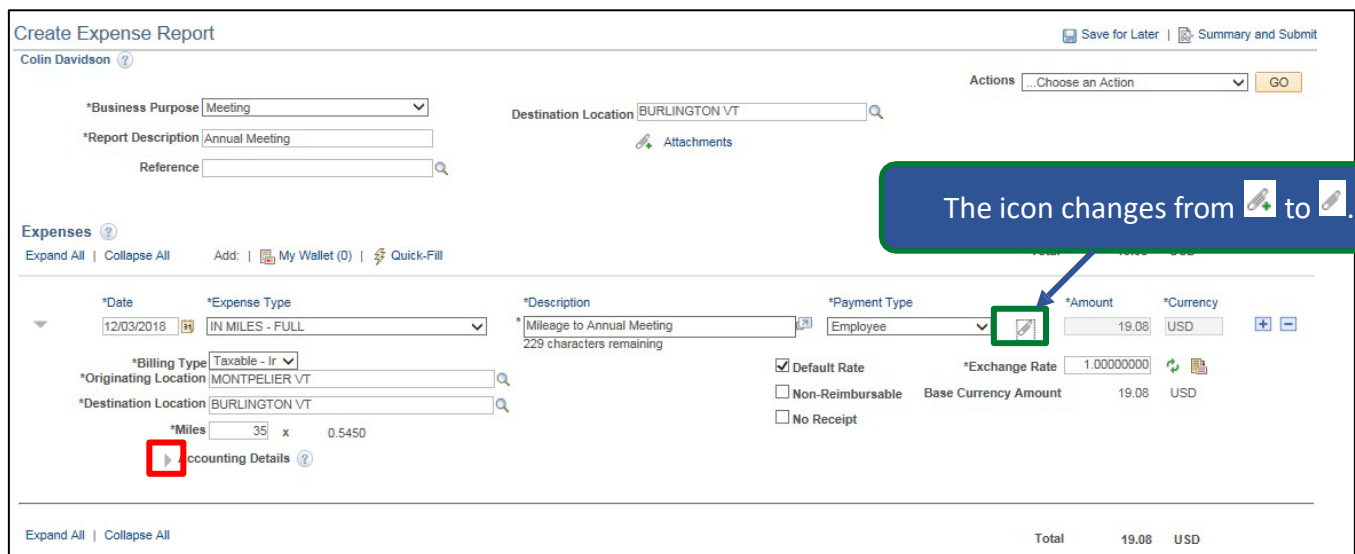
The **Expense Line Attachments** page displays with the File Name as a link to the document.





The screenshot shows the 'Expense Line Attachments' interface. A blue callout box states: 'You can add additional attachments by clicking the Add Attachment button or delete an attachment by selection the  icon.' Red boxes highlight the 'File Name' field containing 'Test\_Attachment.docx', the 'Description' field containing 'Receipt for expense', the 'Add Attachment' button, and the 'OK' button. A blue arrow points from the 'Add Attachment' button to the 'Add Attachment' button.


Enter an explanation of the attachment in the **Description** field and click the **OK** button.

The **Create Expense Report - Details** displays. The Attachment icon is updated.

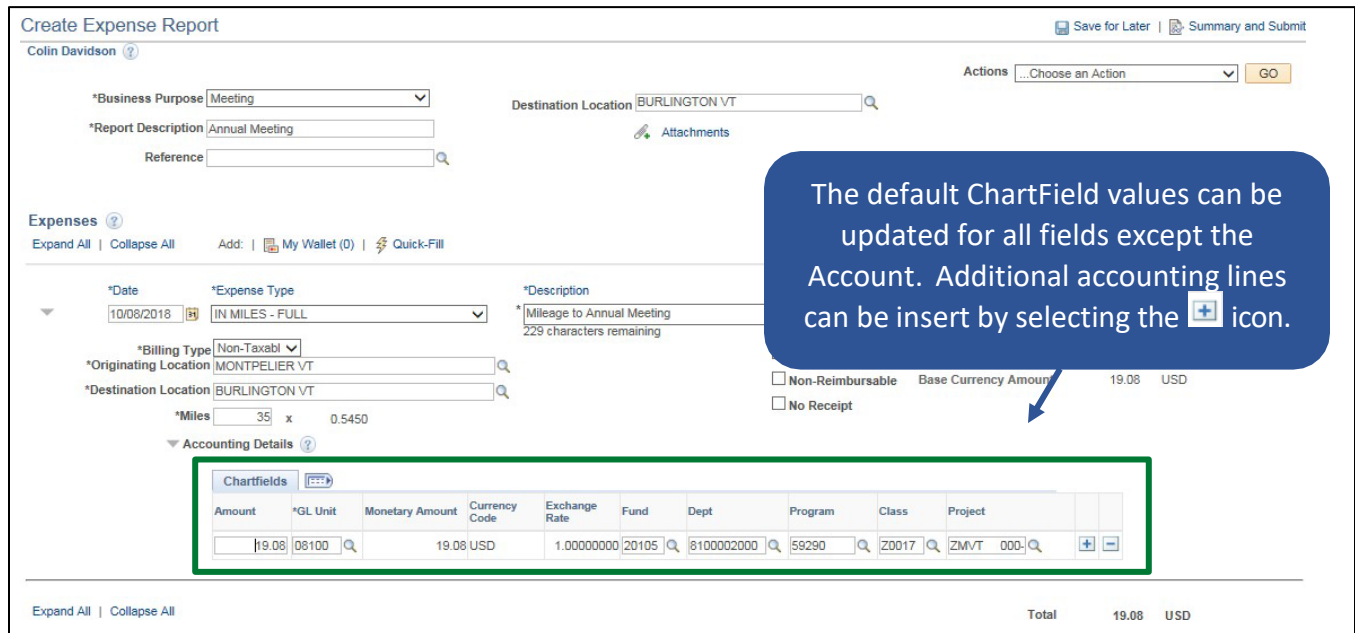


The screenshot shows the 'Create Expense Report - Details' page. A green callout box states: 'The icon changes from  to .

The page displays various fields for creating an expense report, including 'Business Purpose' (Meeting), 'Report Description' (Annual Meeting), 'Destination Location' (BURLINGTON VT), and 'Expenses' section. The 'Expenses' section shows a table with columns: \*Date, \*Expense Type, \*Description, \*Payment Type, \*Amount, and \*Currency. The first row shows: 12/03/2018, IN MILES - FULL, Mileage to Annual Meeting, Employee, 19.08, USD. The 'Accounting Details' section is expanded, showing 'Miles' (35) and 'Accounting Details' (0.5450). The 'Attachments' icon is updated from a plus sign to a minus sign.

Expand the **Accounting Details** section by clicking the Expand Accounting Lines  icon.

The **Accounting Details** section expands and the ChartFields for the line display.



**Create Expense Report** Save for Later Summary and Submit

Colin Davidson

\*Business Purpose: Meeting  
 \*Report Description: Annual Meeting  
 Reference:

Destination Location: BURLINGTON VT

Actions: ...Choose an Action GO

Expenses Expand All Collapse All Add: My Wallet (0) Quick-Fill

\*Date: 10/08/2018  
 \*Expense Type: IN MILES - FULL  
 \*Description: Mileage to Annual Meeting  
 \*Billing Type: Non-Taxabl  
 \*Originating Location: MONTPELIER VT  
 \*Destination Location: BURLINGTON VT  
 \*Miles: 35 x 0.5450

☐ Non-Reimbursable Base Currency Amount 19.08 USD  
☐ No Receipt

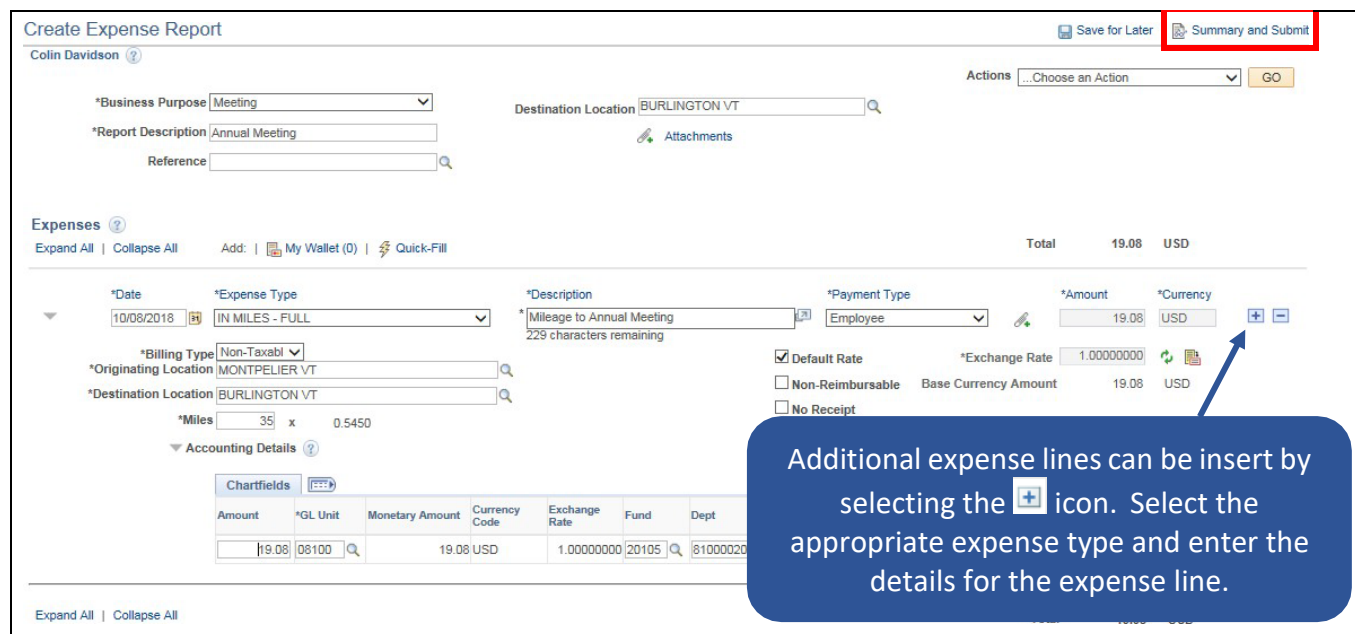
**Accounting Details**

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project
19.08	08100	19.08 USD	1.00000000	20105	8100002000	59290	Z0017	ZM/VT	000

Expand All Collapse All Total 19.08 USD

The default ChartField values can be updated for all fields except the Account. Additional accounting lines can be insert by selecting the + icon.

The User Defaults on the employee's profile defaults the ChartField information into the Accounting Details section for the following fields: GL Unit, Fund, Dept. Some employees may also have default ChartField information for the following fields: Program, Class, Project. The Account defaults from the Expense Type and does not display.



**Create Expense Report** Save for Later Summary and Submit

Colin Davidson

\*Business Purpose: Meeting  
 \*Report Description: Annual Meeting  
 Reference:

Destination Location: BURLINGTON VT

Actions: ...Choose an Action GO

Expenses Expand All Collapse All Add: My Wallet (0) Quick-Fill

\*Date: 10/08/2018  
 \*Expense Type: IN MILES - FULL  
 \*Description: Mileage to Annual Meeting  
 \*Billing Type: Non-Taxabl  
 \*Originating Location: MONTPELIER VT  
 \*Destination Location: BURLINGTON VT  
 \*Miles: 35 x 0.5450

☒ Default Rate \*Exchange Rate 1.00000000  
☐ Non-Reimbursable Base Currency Amount 19.08 USD  
☐ No Receipt

**Accounting Details**

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept
19.08	08100	19.08 USD	1.00000000	20105	81000020	

Expand All Collapse All Total 19.08 USD

Additional expense lines can be insert by selecting the + icon. Select the appropriate expense type and enter the details for the expense line.

Click the **Summary and Submit** link.

The **Create Expense Report – Submit** page displays.

Create Expense Report

[Save for Later](#) | [Expense Details](#)

Colin Davidson

\*Business Purpose

Meeting

\*Description

Annual Meeting

Reference

Actions

...Choose an Action

GO

Totals

[View Printable Version](#)
[View Analytics](#)
[Notes](#)
[Attachments](#)

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>19.08 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>0.00 USD</b>
(applicable taxes will be withheld from your pay)					

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.  
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Click the **Notes** link.

The **Expense Notes** page displays.

Expense Notes

Help

Add Notes

Notes

Personalize | Find |

First 1 of 1 Last

Notes	Name	Role	Action Date/Time

OK Cancel

Enter **Comments**.

Expense Notes

Help

Mileage for Annual Meeting

Add Notes

Notes

Personalize | Find |

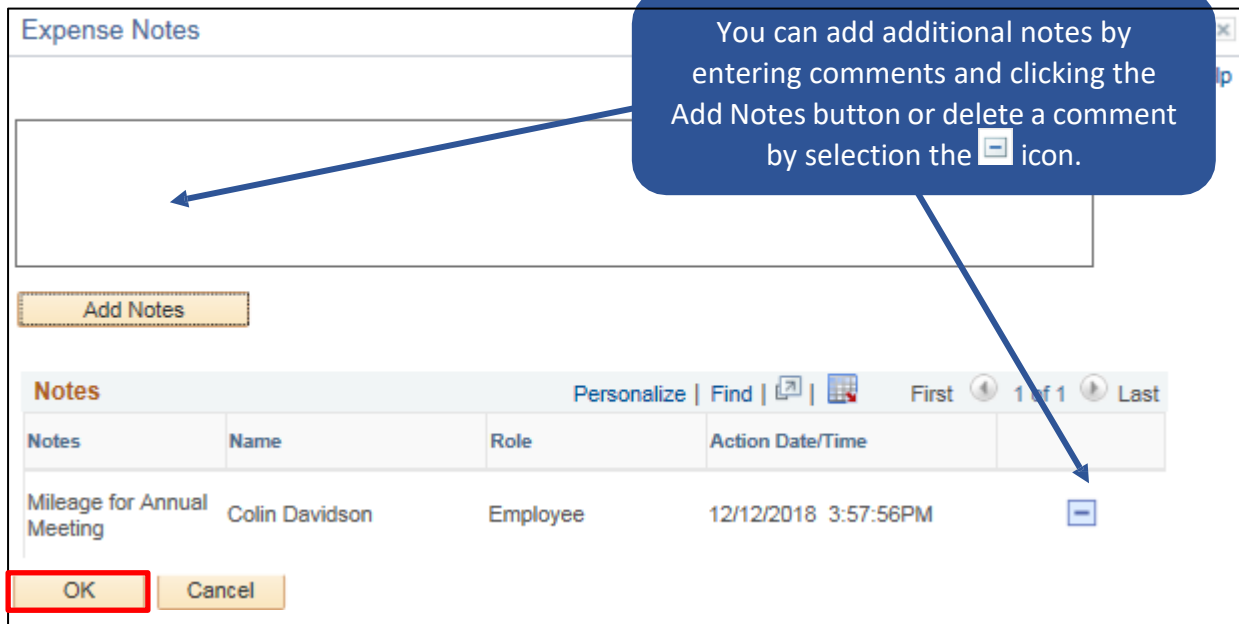
First 1 of 1 Last

Notes	Name	Role	Action Date/Time

OK Cancel

Click the **Add Notes** button.

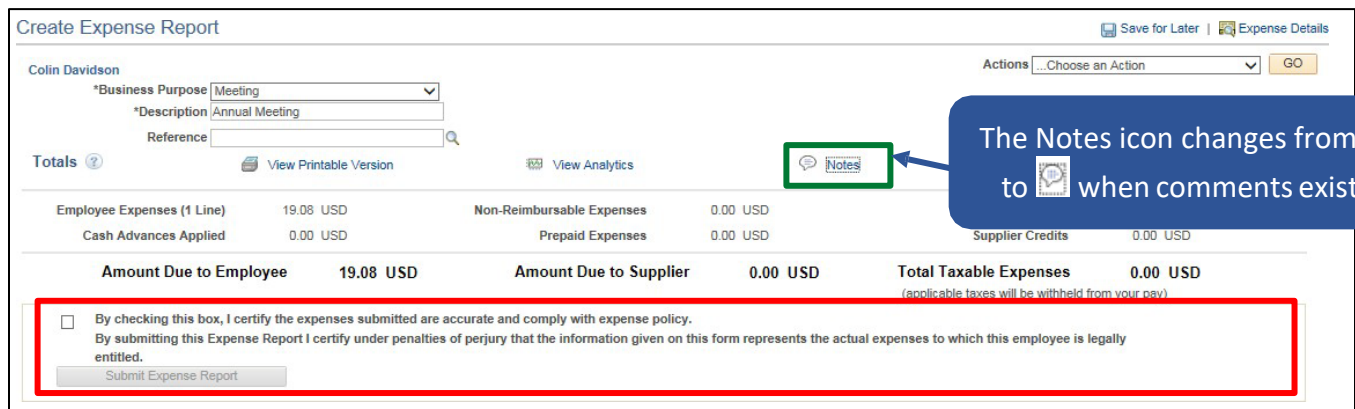
The Comments are added to the Notes section. The Name, Role and Date/Time field values are populated with the user who created the note and when.



The screenshot shows the 'Expense Notes' section. At the top is a text area for adding notes. Below it is an 'Add Notes' button. A table titled 'Notes' displays a single entry for 'Mileage for Annual Meeting' by Colin Davidson, an Employee, on 12/12/2018 at 3:57:56PM. A minus icon is visible in the right column of the table. At the bottom are 'OK' and 'Cancel' buttons. A blue callout box points to the minus icon with the text: 'You can add additional notes by entering comments and clicking the Add Notes button or delete a comment by selection the [minus icon] icon.'

Click the **OK** button.

The **Create Expense Report – Submit** page displays.



The screenshot shows the 'Create Expense Report' page. It includes fields for Business Purpose (Meeting), Description (Annual Meeting), and Reference. A 'Notes' icon is highlighted with a green box. A blue callout box points to it with the text: 'The Notes icon changes from [speech bubble icon] to [document with speech bubble icon] when comments exist.' Below the form is a summary table showing amounts due to employee and supplier, and total taxable expenses. At the bottom, a certification message is enclosed in a red box, followed by a 'Submit Expense Report' button.

Totals		View Printable Version		View Analytics	
Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD		
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD		
<b>Amount Due to Employee</b>		<b>Amount Due to Supplier</b>		<b>Total Taxable Expenses</b>	
19.08 USD		0.00 USD		0.00 USD	

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy. By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Review the certification message and then select the **Certification** checkbox.

## Create Expense Report

[Save for Later](#) | [Expense Details](#)

Colin Davidson

\*Business Purpose
Meeting

\*Description
Annual Meeting

Reference

Actions
...Choose an Action
GO

Totals

[View Printable Version](#)
[View Analytics](#)
[Notes](#)
[Attachments](#)

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>19.08 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>0.00 USD</b>
(applicable taxes will be withheld from your pay)					

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.  
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Click the **Submit Expense Report** button.

The **Create Expense Report – Submit Confirmation** page displays.

## Expense Report Submit Confirm

[Help](#)

Create Expense Report

Submit Confirmation

Colin Davidson

Totals

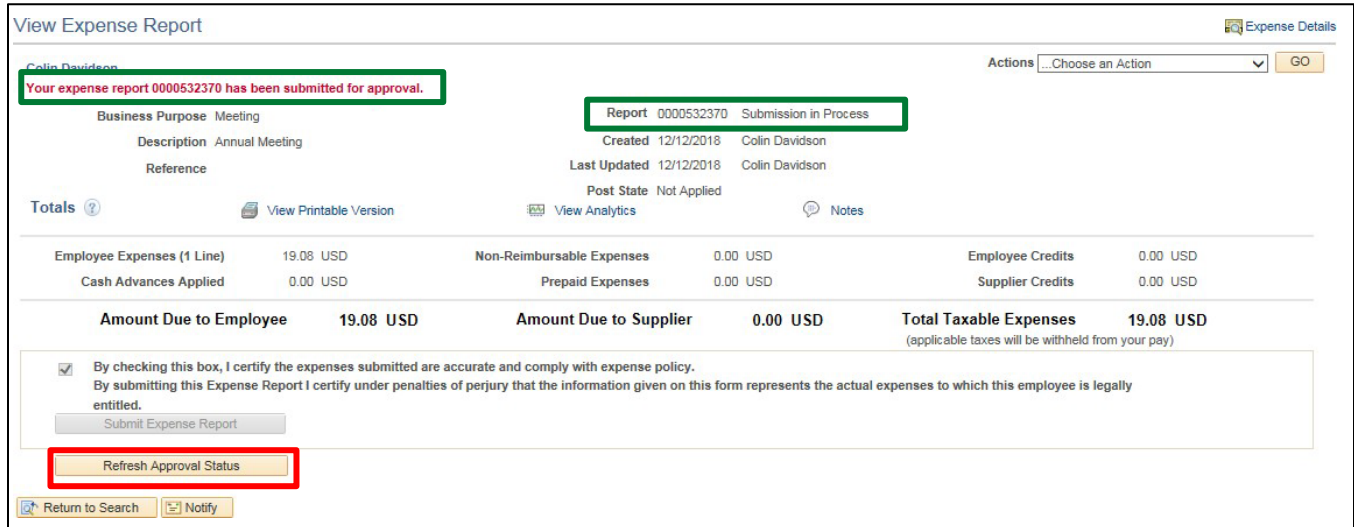
Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>19.08 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>19.08 USD</b>
(applicable taxes will be withheld from your pay)					

OK

Cancel

Click the **OK** button.

The **View Expense Report - Submit** page displays with the message 'Your expense report (ER ID) has been submitted for approval. The status is updated to 'Submission in Process'. The Report ID is assigned.



**View Expense Report** Expense Details

Colin Davidson Actions: Choose an Action GO

**Your expense report 0000532370 has been submitted for approval.**

Report 0000532370 Submission in Process

Created 12/12/2018 Colin Davidson  
Last Updated 12/12/2018 Colin Davidson  
Post State Not Applied

Business Purpose Meeting  
Description Annual Meeting  
Reference

Totals View Printable Version View Analytics Notes

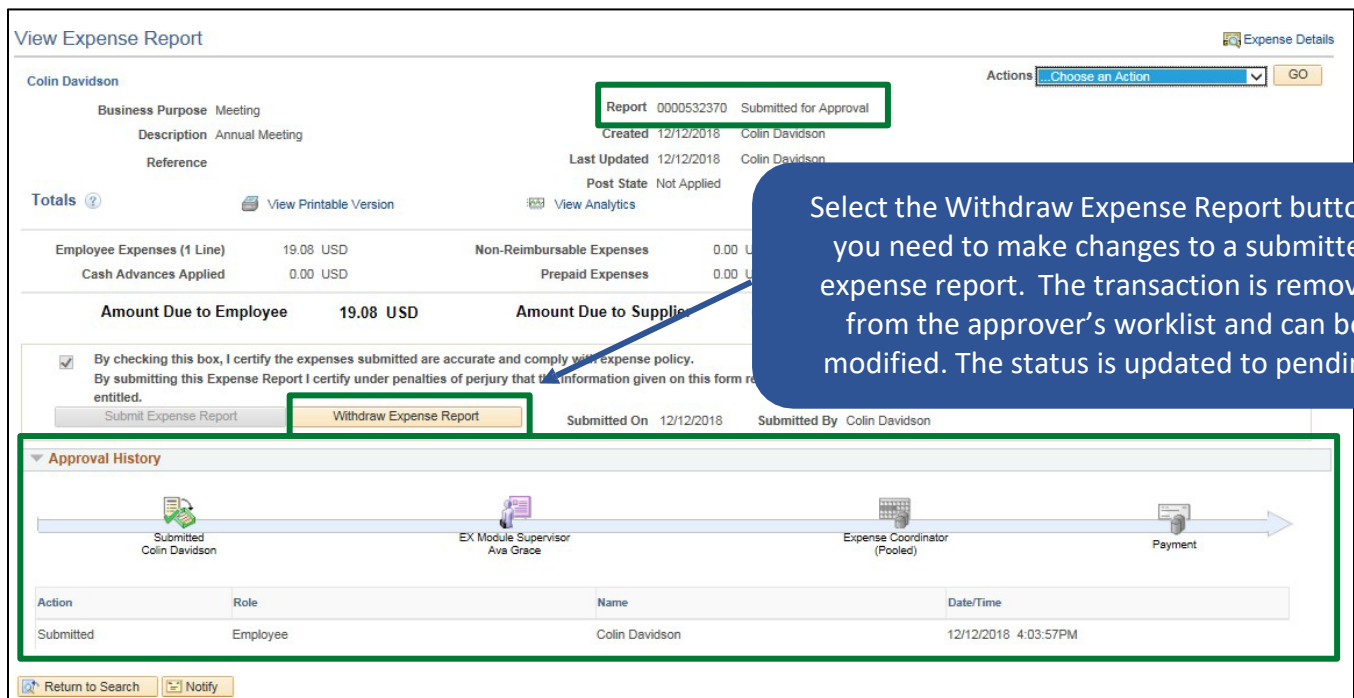
Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>19.08 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>19.08 USD</b>

(applicable taxes will be withheld from your pay)

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.  
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Click the **Refresh Approval Status** button.

The Withdraw Expense Report button displays and is enabled. The Approval History section displays the approval path for the expense, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.



**View Expense Report** Expense Details

Colin Davidson Actions: Choose an Action GO

**Report 0000532370 Submitted for Approval**

Created 12/12/2018 Colin Davidson  
Last Updated 12/12/2018 Colin Davidson  
Post State Not Applied

Business Purpose Meeting  
Description Annual Meeting  
Reference

Totals View Printable Version View Analytics

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD
<b>Amount Due to Employee</b>	<b>19.08 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.  
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submitted On 12/12/2018 Submitted By Colin Davidson

**Approval History**

Submitted Colin Davidson → EX Module Supervisor Ava Grace → Expense Coordinator (Pooled) → Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	12/12/2018 4:03:57PM


Select the Withdraw Expense Report button if you need to make changes to a submitted expense report. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

## Create an Expense Report as a Delegate

**Situations when this function is used:** You need to create an expense report on behalf of another employee.

**Navigation option 1:** Home page > TE tile > Expense Reports > Create/Modify Expense Report

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



**VT Travel and Expenses**

- Worklist
- Expense Reports
  - Create/Modify Expense Report**
  - View Expense Report
  - Print Expense Report
  - Approve Transactions
  - Delete Expense Report
  - Expense Rpt Budget Exceptions

**Expense Report**

Add a New Value

\*Empl ID 36086

Add

Find an Existing Value

The **Expense Report – Add a New Value** page displays in the work area and the Empl ID automatically defaults.



**Expense Report**

Add a New Value

\*Empl ID 36086

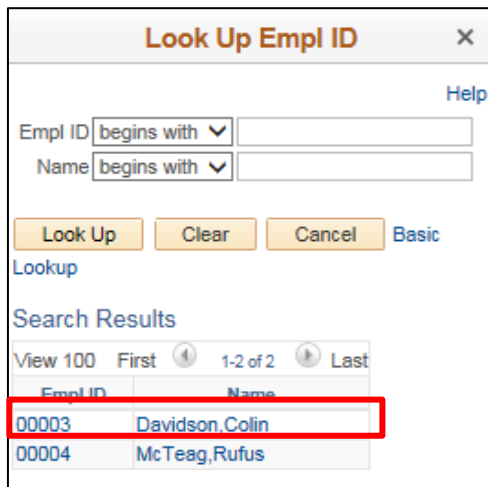
Add

Find an Existing Value

Select the **Empl ID** look up  icon.



The **Look Up Empl ID** page displays all the employee IDs the delegate has authority to create expense transactions for:



**Look Up Empl ID** [X]

Help

Empl ID

Name

Lookup

Search Results

View 100 First 1-2 of 2 Last

Empl ID	Name
00003	Davidson, Colin
00004	McTeag, Rufus

Select the **Empl ID** link.



**Expense Report**

Add a New Value

\*Empl ID

Click the **Add** button.

**Note:** In the event the employee has an approved travel authorization, the following message box displays as a reminder.




An approved travel authorization exists. If applicable to this expense report, please choose the Quick Start Populate From "A Travel Authorization" and select the appropriate travel authorization.

Click the **OK** button to continue to the Create Expense Report – Details page.




Create Expense Report Save for Later Summary and Submit


Colin Davidson ?

\*Business Purpose  

\*Report Description



Reference

Destination Location  

 Attachments

Quick Start  GO

**Expenses** ?

Expand All | Collapse All Add:  My Wallet (0) |  Quick-Fill

Total 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

254 characters remaining


Expand All | Collapse All

Total 0.00 USD

Click the drop-down arrow to choose the **Business Purpose**.


Create Expense Report Save for Later Summary and Submit


Colin Davidson ?

\*Business Purpose  

\*Report Description



Reference

Destination Location  

 Attachments

Quick Start  GO

**Expenses** ?

Expand All | Collapse All Add:  My Wallet (0) |  Quick-Fill

Total 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

254 characters remaining

Expand All | Collapse All


Total 0.00 USD

Select the option that most closely identifies the purpose of the trip.

Choose a **Destination Location**. This location should be the furthest point travelled during the trip.


Create Expense Report Save for Later Summary and Submit


Colin Davidson ?

\*Business Purpose  

\*Report Description



Reference

Destination Location  

 Attachments

Quick Start  GO

**Expenses** ?

Expand All | Collapse All Add:  My Wallet (0) |  Quick-Fill

Total 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

254 characters remaining

Expand All | Collapse All

Total 0.00 USD

**Note:** Location searches in VISION search on a shortened name. It is best to enter the first few letters of the location and click the magnifying glass. The list includes all towns in Vermont, all States and Territories, and Out of Country. For the purposes of Bulletin 3.4, Hawaii and Alaska are considered Out of Country.

Enter the first three letters into the **Destination Location** field and click the look up  icon.

The **Look Up Destination Location** page displays.

Look Up Destination Location

Help

SetID

STATE

Expense Location

begins with

Description

begins with

bur

Look Up

Clear

Cancel

Basic Lookup

Search Results

View 100
First
1-2 of 2
Last

Expense Location	Description
BURKE	BURKE VT
BRLGT	BURLINGTON VT

Select the **Expense Location** link.

The **Create Expense Report - Details** page displays the Destination Location selected.

Create Expense Report

Save for Later | Summary and Submit

Colin Davidson

\*Business Purpose

Meeting

\*Report Description

Annual Meeting

Reference

Destination Location

BURLINGTON VT

Quick Start

Populate From

GO

Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

\*Date

\*Expense Type

Description

\*Payment Type

\*Amount

0.00

\*Currency

USD

Total

0.00

USD

Enter a short, meaningful description for the trip into the **Description** field.

Create Expense Report

Save for Later | Summary and Submit

Colin Davidson

\*Business Purpose

Meeting

\*Report Description

Annual Meeting

Reference

Destination Location

BURLINGTON VT

Quick Start

Populate From

GO

Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

\*Date

12/03/2018

\*Expense Type

Description

\*Payment Type

\*Amount

0.00

\*Currency

USD

Total

0.00

USD

Enter the **Date** of the expense by either typing a valid date or selecting the date using the calendar icon. **Note: This date cannot be in the future.**

**Create Expense Report** Save for Later Summary and Submit

Colin Davidson (?)

\*Business Purpose: Meeting Destination Location: BURLINGTON VT Quick Start: ...Populate From GO

\*Report Description: Annual Meeting Attachments

Reference:

---

**Expenses** (?) Expand All Collapse All Add: | My Wallet (0) | Quick-Fill Total: 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/03/2018				0.00	USD

254 characters remaining

---

Expand All Collapse All Total: 0.00 USD

To choose the expense type, click the **Expense Type** drop-down to view the available expense types.

**Create Expense Report** Save for Later Summary and Submit

Colin Davidson (?)

\*Business Purpose: Meeting Destination Location: BURLINGTON VT Quick Start: ...Populate From GO

\*Report Description: Annual Meeting Attachments

Reference:

---

**Expenses** (?) Expand All Collapse All Add: | My Wallet (0) | Quick-Fill Total: 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/03/2018				0.00	USD

254 characters remaining

---

Expand All Collapse All

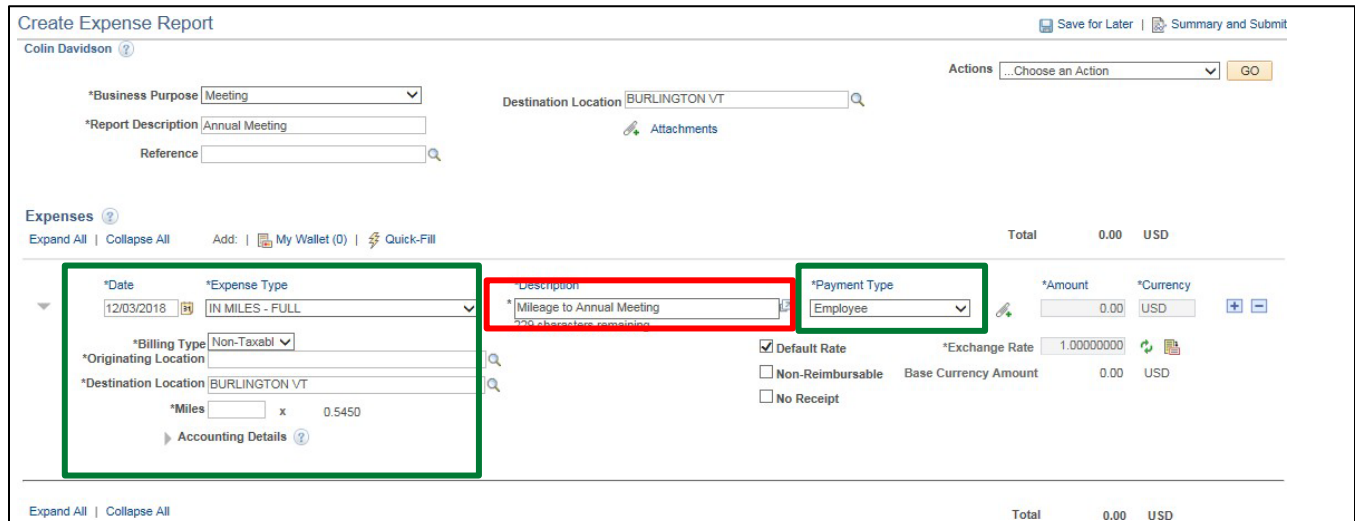
\*Expense Type

- Family Preservation Support
- Finger Printg & Background Cks
- Foster Parent Damage Claim
- Foster Parent Food
- Foster Parent Recruitment
- Foster Parent Reward-Recognitn
- Foster Parent Support Misc
- Foster Parent Training
- GASOLINE
- IN AIR TRANSP
- IN BREAKFAST
- IN COMMUTER MILE
- IN CONF/TRAIN REGIST
- IN DINNER
- IN INCIDENTALS
- IN LODGING
- IN LUNCH
- IN MILEAGE ADJUSTMENT
- IN MILES - FULL
- IN MILES REDUCED RATE
- IN TRANSPORT OTHER
- IN VEHICLE RENTAL
- INTERNET ACCESS
- ITEMS FOR RESALE
- Judicial only-Court Incentives
- LEG NT 50+ MI
- LEG NT PER DIEM MEAL
- LEG NT PER DIEM ROOM
- LEG TX LESS 50 MI
- LEG TX PER DIEM MEAL

Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expense Type list for guidance on Expense types. For Out-of-State travel, the Expense Type should be an "OUT" Expense type. Use the up and down arrows to scroll through the available options.

Select the appropriate **Expense Type** from the list provided.

The expense type displays along with the additional fields that need to be populated. The displayed fields vary depending on the expense type selected. Payment Type is 'Employee' and Billing Type is 'Non-Taxable – Internal'.



**Create Expense Report**

Colin Davidson

Save for Later | Summary and Submit

Actions: ...Choose an Action GO

\*Business Purpose: Meeting

\*Report Description: Annual Meeting

Reference:

Destination Location: BURLINGTON VT

Attachments

**Expenses**

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	Mileage to Annual Meeting	Employee	0.00	USD

\*Billing Type: Non-Taxabl

\*Originating Location:

\*Destination Location: BURLINGTON VT

\*Miles: x 0.5450

Accounting Details

Default Rate

Non-Reimbursable

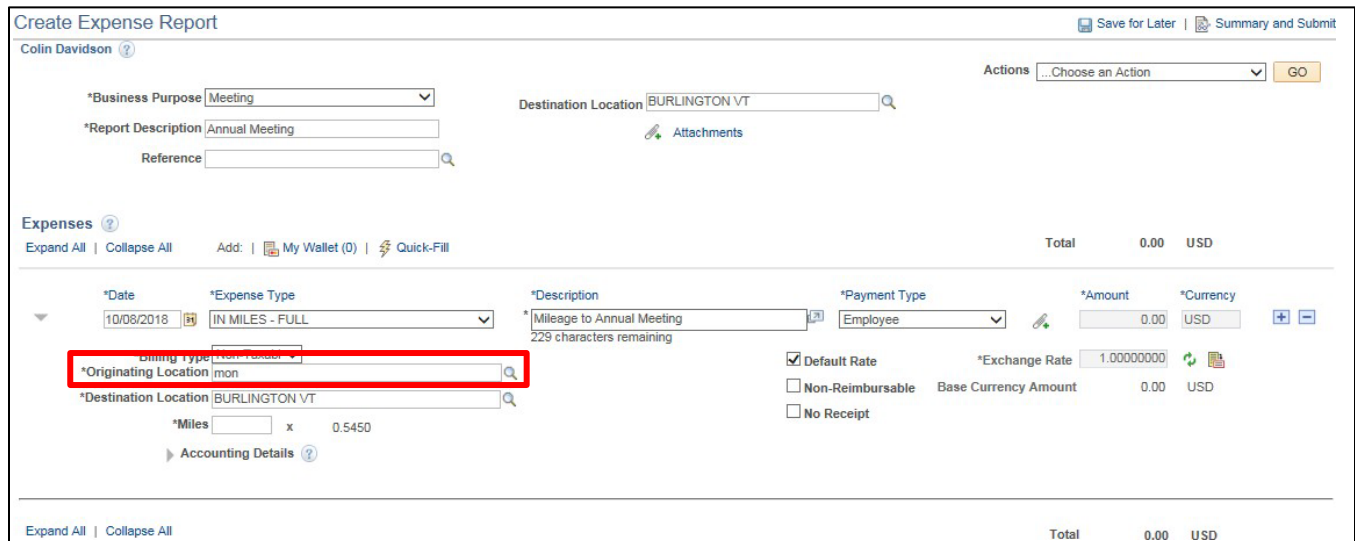
No Receipt

Exchange Rate: 1.00000000

Base Currency Amount: 0.00 USD

Total: 0.00 USD

Enter an explanation of the expense in the **Description** field on the line. If there were locations travelled to along the way, those can be indicated here.



**Create Expense Report**

Colin Davidson

Save for Later | Summary and Submit

Actions: ...Choose an Action GO

\*Business Purpose: Meeting

\*Report Description: Annual Meeting

Reference:

Destination Location: BURLINGTON VT

Attachments

**Expenses**

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/09/2018	IN MILES - FULL	Mileage to Annual Meeting	Employee	0.00	USD

\*Billing Type: Non-Taxabl

\*Originating Location: mon

\*Destination Location: BURLINGTON VT

\*Miles: x 0.5450

Accounting Details

Default Rate


Non-Reimbursable

No Receipt

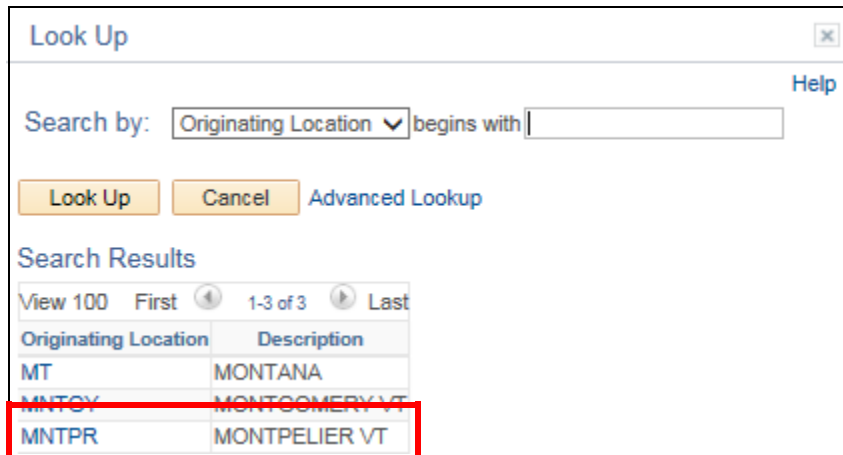
Exchange Rate: 1.00000000

Base Currency Amount: 0.00 USD

Total: 0.00 USD

Enter a few letters of where you started your trip into the **Originating Location** field and click look up  icon.

The **Look Up** page displays the locations that match your criteria.



**Look Up** Help

Search by: Originating Location begins with

Look Up Cancel Advanced Lookup

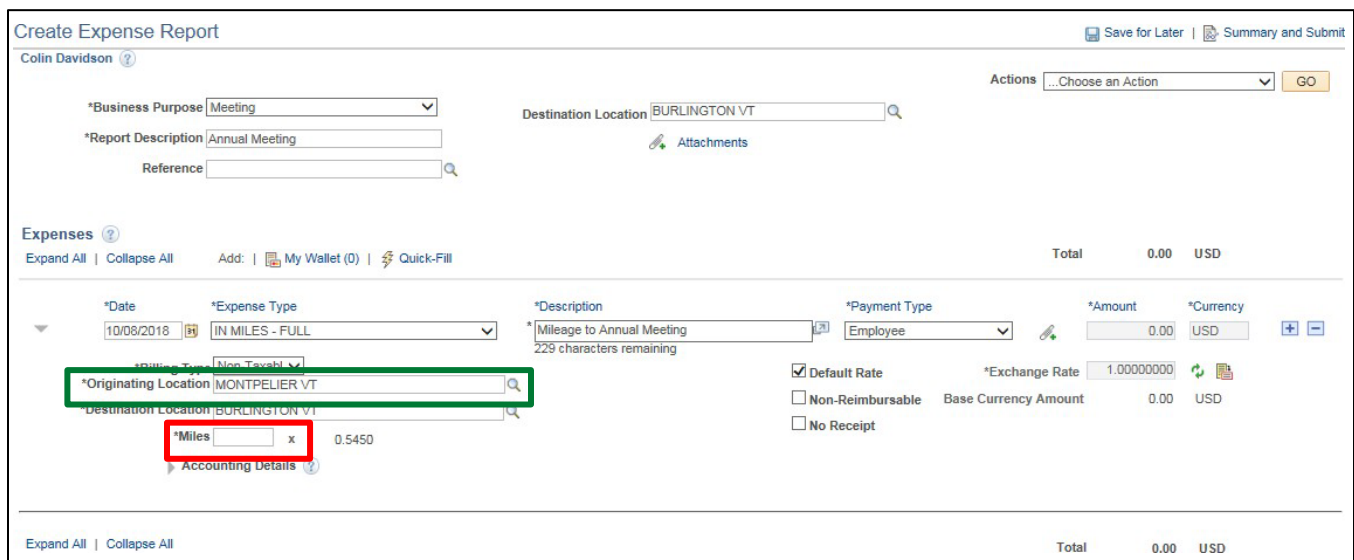
**Search Results**

View 100 First 1-3 of 3 Last

Originating Location	Description
MT	MONTANA
MNTOT	MONTGOMERY VT
MNTPR	MONTPELIER VT

Select the **Originating Location** link for the appropriate location.

The **Create Expense - Details** page displays the Originating Location selected:



**Create Expense Report** Save for Later Summary and Submit

Colin Davidson ?

\*Business Purpose: Meeting Destination Location: BURLINGTON VT Attachments

\*Report Description: Annual Meeting Reference:

**Expenses** Expand All Collapse All Add: My Wallet (0) Quick-Fill Total 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting	Employee	0.00	USD

\*Originating Location: MONTPELIER VT \*Destination Location: BURLINGTON VT

\*Miles: 0.5450 x 0.5450

\*Exchange Rate: 1.00000000 Base Currency Amount 0.00 USD

☒ Default Rate ☐ Non-Reimbursable ☐ No Receipt

Accounting Details

Expand All Collapse All Total 0.00 USD

Enter the number of miles for the round trip into the **Miles** field.

The Amount automatically populates.

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

\*Business Purpose: Meeting Destination Location: BURLINGTON VT Attachments

\*Report Description: Annual Meeting Reference:

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 19.08 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/03/2018	IN MILES - FULL	Mileage to Annual Meeting 229 characters remaining	Employee	19.08	USD

\*Billing Type: Taxable - Ir \*Originating Location: MONTPELIER VT \*Destination Location: BURLINGTON VT

\*Miles: 35 x 0.5450

\*Accounting Details ?

Expand All | Collapse All Total 19.08 USD

Expand the **Accounting Details** section by clicking the Expand Accounting Lines ▶ icon.

The **Accounting Details** section expands and the ChartFields for the line display:

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

\*Business Purpose: Meeting Destination Location: BURLINGTON VT Attachments

\*Report Description: Annual Meeting Reference:

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 19.08 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting 229 characters remaining	Employee	19.08	USD

\*Billing Type: Non-Taxabl \*Originating Location: MONTPELIER VT \*Destination Location: BURLINGTON VT

\*Miles: 35 x 0.5450

\*Accounting Details ?

ChartFields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project
19.08	08100	19.08 USD		1.00000000	20105	8100002000	59290	Z0017	ZM/VT 000

Expand All | Collapse All Total 19.08 USD

The default ChartField values can be updated for all fields except the Account. Additional accounting lines can be insert by selecting the + icon.

The User Defaults on the employee's profile defaults the ChartField information into the Accounting Details section for the following fields: GL Unit, Fund, Dept. Some employees may also have default ChartField information for the following fields: Program, Class, Project. The Account defaults from the Expense Type and does not display.

Create Expense Report

[Save for Later](#)
[Summary and Submit](#)

Colin Davidson

\*Business Purpose

Meeting

\*Report Description

Annual Meeting

Reference

Destination Location

BURLINGTON VT

Attachments

Actions

...Choose an Action

GO

Expenses

Expand All

Collapse All

Add: My Wallet (0) | Quick-Fill

Total

19.08

USD

\*Date

10/08/2018

\*Expense Type

IN MILES - FULL

\*Description

Mileage to Annual Meeting

\*Payment Type

Employee

\*Amount

19.08

\*Currency

USD

\*Billing Type

Non-Taxabl

\*Originating Location

MONTPELIER VT

\*Destination Location

BURLINGTON VT

\*Miles

35

x

0.5450

Accounting Details

Chartfields

Amount

19.08

\*GL Unit

08100

Monetary Amount

19.08

Currency Code

USD

Exchange Rate

1.00000000

Fund

20105

Dept

81000020

+

-

Default Rate

Non-Reimbursable

No Receipt

\*Exchange Rate

1.00000000

Base Currency Amount

19.08

Currency

USD

Additional expense lines can be insert by selecting the icon. Select the appropriate expense type and enter the details for the expense line.

Click the **Summary and Submit** link.

The **Create Expense Report – Submit** page displays.

Create Expense Report

[Save for Later](#)
[Expense Details](#)

Colin Davidson

\*Business Purpose

Meeting

\*Description

Annual Meeting

Reference

Totals

[View Printable Version](#)
[View Analytics](#)
[Notes](#)
[Attachments](#)

Employee Expenses (1 Line)

19.08

USD

Cash Advances Applied

0.00

USD

Non-Reimbursable Expenses

0.00

USD

Prepaid Expenses

0.00

USD

Employee Credits

0.00

USD

Supplier Credits

0.00

USD

Amount Due to Employee

19.08

USD

Amount Due to Supplier

0.00

USD

Total Taxable Expenses

0.00

USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

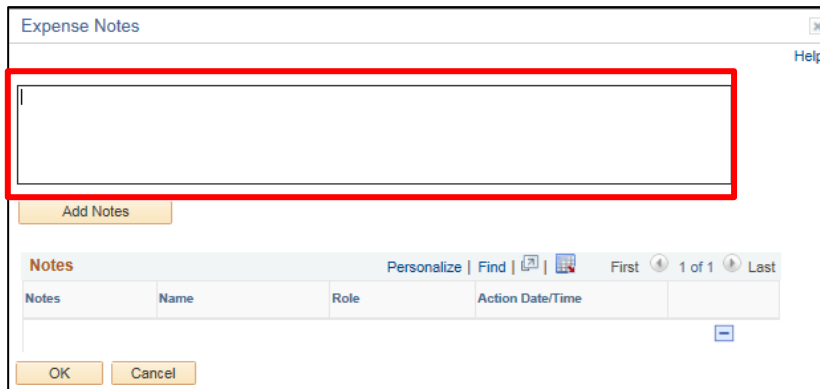
Submit Expense Report

Click the **Notes** link.

February 2024

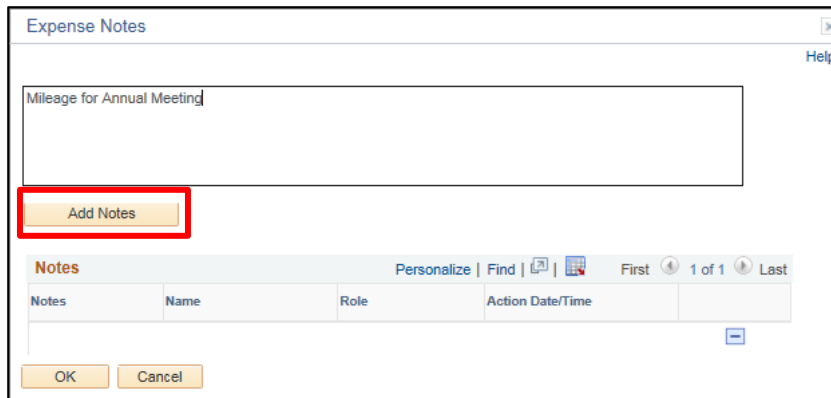
Page 27 of 196

The **Expense Notes** page displays:



The screenshot shows the 'Expense Notes' window. At the top is a title bar with 'Expense Notes' and a close button. Below the title bar is a large, empty text input field, which is highlighted with a red rectangle. To the right of the input field is a 'Help' link. Below the input field is an 'Add Notes' button. At the bottom of the window is a table with the following columns: 'Notes', 'Name', 'Role', 'Action Date/Time', and a blank column. Above the table is a toolbar with 'Personalize', 'Find', and navigation buttons. At the very bottom are 'OK' and 'Cancel' buttons.

Enter **Notes**.



This screenshot shows the 'Expense Notes' window after text has been entered. The text 'Mileage for Annual Meeting' is now in the text input field. The 'Add Notes' button below the input field is highlighted with a red rectangle. The rest of the interface, including the table and buttons at the bottom, remains the same as in the previous screenshot.

Click the **Add Notes** button.



The Comments are added to the Notes section. The Name, Role and Date/Time field values are populated with the user who created the note and when.

Expense Notes

Help

Add Notes

Notes

Personalize | Find | First 1 of 1 Last

Notes	Name	Role	Action Date/Time
Mileage for Annual Meeting	Colin Davidson	Employee	12/12/2018 3:57:56PM

OK Cancel

Click the **OK** button.

The **Create Expense Report – Submit** page displays and the Notes icon is updated.

Create Expense Report

Save for Later Expense Details

Colin Davidson

\*Business Purpose Meeting

\*Description Annual Meeting

Reference

Totals

View Printable Version

View Analytics

Notes

Attachments

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>19.08 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>19.08 USD</b>

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.  
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

**Note:** The **Certification** checkbox and **Submit Expense Report** button are disabled. A delegate is authorized to create an expense transaction on behalf of another employee, but you cannot submit the transaction. Contact Finops if you need authorization to submit on behalf of another employee.

Click the **Save for Later** link.

The **Modify Expense Report – Submit** page displays. The Report ID is assigned, and the Status is 'Pending':

Modify Expense Report

[Save for Later](#) | [Expense Details](#)

Colin Davidson

\*Business Purpose

Meeting

\*Description

Annual Meeting

Reference

Report 0000532371 Pending

Actions

...Choose an Action

GO

Totals ?

[View Printable Version](#)
[View Analytics](#)
[Notes](#)
[Attachments](#)

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>19.08 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>19.08 USD</b>
(applicable taxes will be withheld from your pay)					

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.  
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

## Verify/Change accounting detail for expense line(s)

**Situations when this function is used:** While creating an expense report, you can review the accounting details (Chartfields) for each expense line. Please note that the accounting details are defaulted in and will be the same on each line unless you make changes

**WorkCenter Navigation:** Home page > TE tile > Expense Reports > Create/Modify Expense Report

**Menu Navigation:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Click on the **Find an Existing Value** button and enter Expense Report ID and click search:

Expense Report

Find an Existing Value

Add a New Value

Search Criteria

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

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Report ID

begins with

Report Description

begins with

Name

begins with

Empl ID

begins with

Creation Date

=

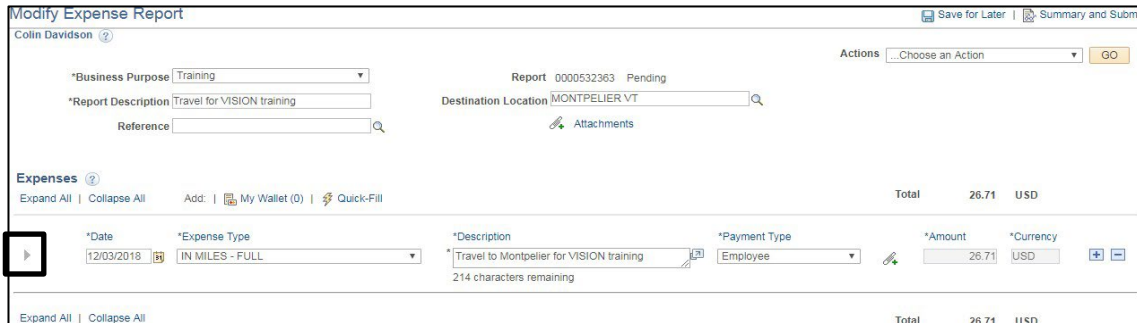
Show fewer options

Case Sensitive

Search

Clear

Click **Expand Section** ▶ to expand the accounting lines.



**Modify Expense Report** Save for Later Summary and Submit

Colin Davidson ?

\*Business Purpose: Training Report: 0000532363 Pending Actions: ...Choose an Action GO

\*Report Description: Travel for VISION training Destination Location: MONTPELIER VT

Reference: Attachments

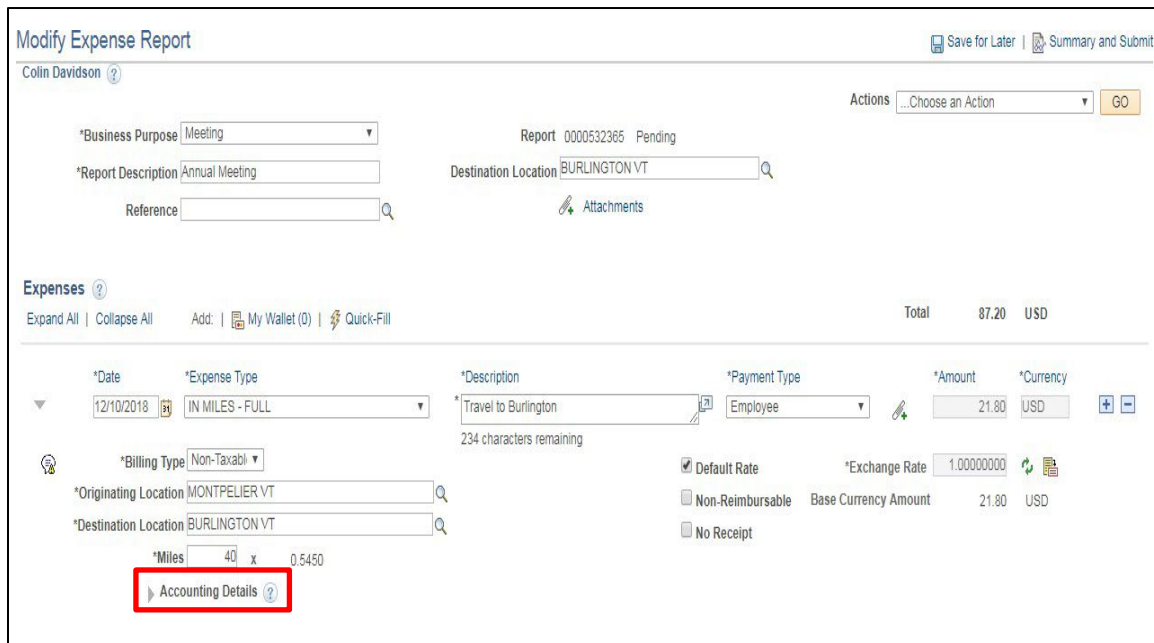
**Expenses** ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	Travel to Montpelier for VISION training	Employee	26.71	USD

Total: 26.71 USD

Click the **Accounting Details** ▶ to expand the accounting lines. The accounting detail link is located at the bottom of each Expense line



**Modify Expense Report** Save for Later Summary and Submit

Colin Davidson ?

\*Business Purpose: Meeting Report: 0000532365 Pending Actions: ...Choose an Action GO

\*Report Description: Annual Meeting Destination Location: BURLINGTON VT

Reference: Attachments

**Expenses** ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD

Total: 87.20 USD

\*Billing Type: Non-Taxabl

\*Originating Location: MONTPELIER VT

\*Destination Location: BURLINGTON VT

\*Miles: 40 x 0.5450

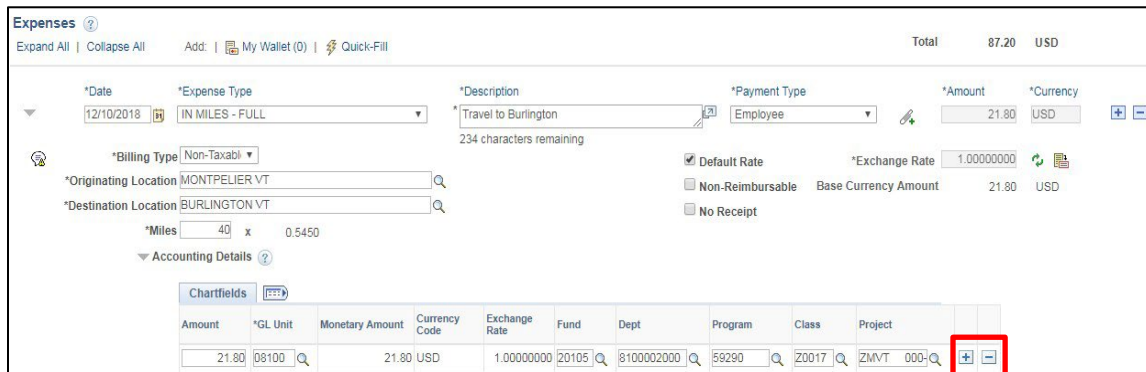
**Accounting Details** ?

☒ Default Rate  
☐ Non-Reimbursable  
☐ No Receipt

\*Exchange Rate: 1.00000000

Base Currency Amount: 21.80 USD

Lines can be added by clicking the **+** Add button and can be deleted by clicking the **-** Minus button.



**Expenses** ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total: 87.20 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD

\*Billing Type: Non-Taxabl

\*Originating Location: MONTPELIER VT

\*Destination Location: BURLINGTON VT

\*Miles: 40 x 0.5450

**Accounting Details** ?

Chartfields	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project
	21.80	08100	21.80	USD	1.00000000	20105	8100002000	59290	Z0017	ZMVT 000

☒ Default Rate  
☐ Non-Reimbursable  
☐ No Receipt

\*Exchange Rate: 1.00000000

Base Currency Amount: 21.80 USD



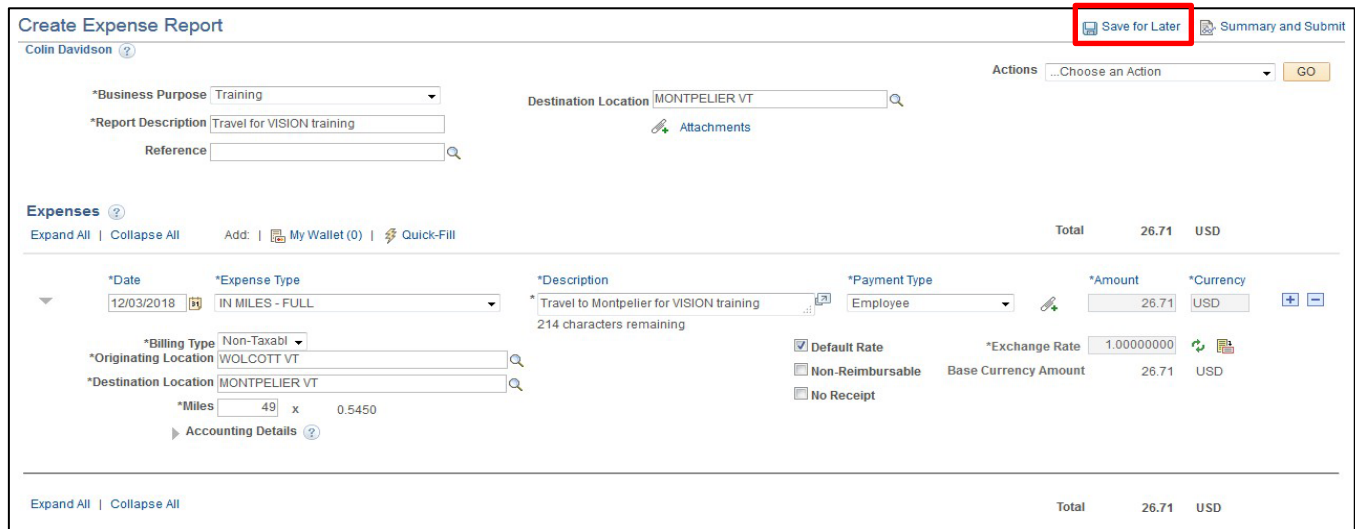
**Note: The account code and GL Unit should never be changed.**

## Save Expense Report for Later

**Situations when this function is used:** When entering expense reports, it is important to **save often**. We recommend saving after every few lines to avoid losing any work.

**Navigation option 1:** Home page > TE tile > Expense Reports > Create/Modify Expense Report

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



**Create Expense Report**

Colin Davidson ?

Actions: ...Choose an Action GO

\*Business Purpose: Training

\*Report Description: Travel for VISION training

Destination Location: MONTPELIER VT

Attachments

Reference:

**Expenses** ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total: 26.71 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	Travel to Montpelier for VISION training 214 characters remaining	Employee	26.71	USD

\*Billing Type: Non-Taxabl

\*Originating Location: WOLCOTT VT

\*Destination Location: MONTPELIER VT

\*Miles: 49 x 0.5450

Accounting Details ?

Default Rate

Non-Reimbursable

No Receipt

\*Exchange Rate: 1.00000000

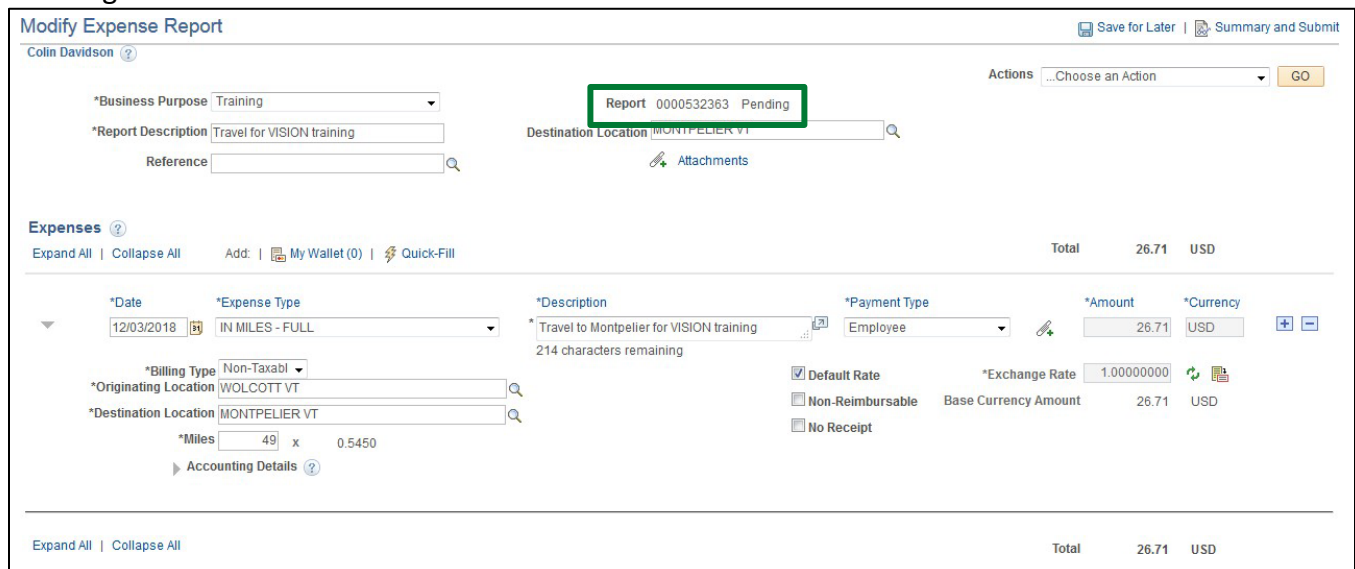
Base Currency Amount: 26.71 USD

Expand All | Collapse All

Total: 26.71 USD

While working in an expense report you can save it to come back to later at any time by clicking on the **Save for Later** link.

The **Modify Expense Report – Details** page displays. The Report ID is assigned, and the Status is 'Pending':



**Modify Expense Report**

Colin Davidson ?

Actions: ...Choose an Action GO

Report 0000532363 Pending

Destination Location: MONTPELIER VT

Attachments

Reference:

**Expenses** ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total: 26.71 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	Travel to Montpelier for VISION training 214 characters remaining	Employee	26.71	USD

\*Billing Type: Non-Taxabl

\*Originating Location: WOLCOTT VT

\*Destination Location: MONTPELIER VT

\*Miles: 49 x 0.5450

Accounting Details ?

Default Rate

Non-Reimbursable

No Receipt

\*Exchange Rate: 1.00000000

Base Currency Amount: 26.71 USD

Expand All | Collapse All

Total: 26.71 USD

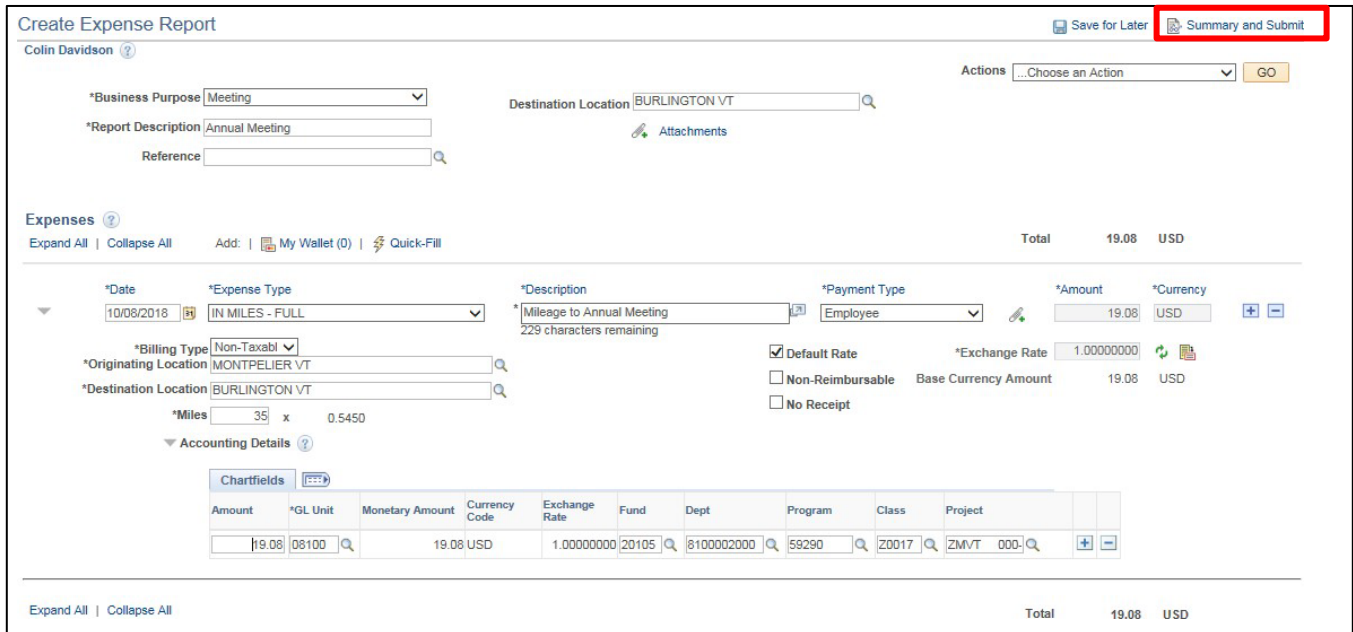
## Finish and Submit

**Situations when this function is used:** After all the expense lines, receipts and notes have been added and the accounting information is verified the expense report is ready to be submitted for approval.

**Navigation option 1:** Home page > TE tile > Expense Reports > Create/Modify Expense Report

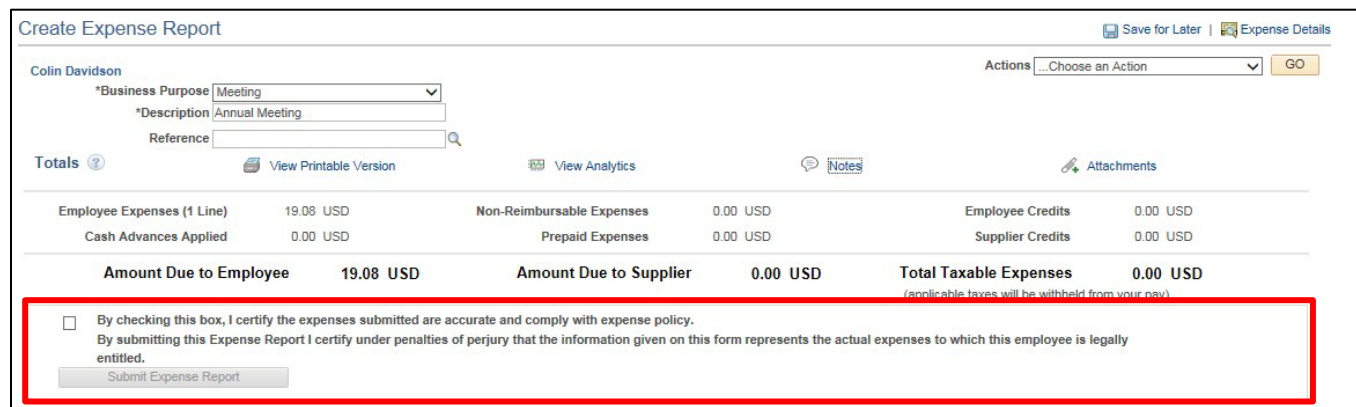
**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Click the **Summary and Submit** link:



The screenshot shows the 'Create Expense Report' form for Colin Davidson. At the top right, there are two links: 'Save for Later' and 'Summary and Submit'. The 'Summary and Submit' link is highlighted with a red box. Below the header, there are fields for 'Business Purpose' (Meeting), 'Report Description' (Annual Meeting), and 'Destination Location' (BURLINGTON VT). There is also a 'Reference' field and an 'Attachments' link. The 'Expenses' section shows a table with one expense line: 'Mileage to Annual Meeting' for 19.08 USD. Below this, there are 'Accounting Details' including a 'Chartfields' table with columns for Amount, GL Unit, Monetary Amount, Currency Code, Exchange Rate, Fund, Dept, Program, Class, and Project. The 'Total' at the bottom right is 19.08 USD.

The **Create Expense Report – Submit** page displays. *Note: The **Modify Expense Report – Submit** page displays if you previously clicked the **Save for Later** link.*



The screenshot shows the 'Create Expense Report' form with the 'Summary and Submit' link highlighted. Below the expense details, there is a 'Totals' section with a table showing 'Employee Expenses (1 Line)' for 19.08 USD, 'Cash Advances Applied' for 0.00 USD, 'Non-Reimbursable Expenses' for 0.00 USD, 'Prepaid Expenses' for 0.00 USD, 'Employee Credits' for 0.00 USD, and 'Supplier Credits' for 0.00 USD. The 'Total Taxable Expenses' are 0.00 USD. Below this, there is a certification section highlighted with a red box. It contains a checkbox and the text: 'By checking this box, I certify the expenses submitted are accurate and comply with expense policy. By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.' Below the certification text is a 'Submit Expense Report' button.

Review the certification message and select the **Certification** checkbox.



Create Expense Report

[Save for Later](#) | [Expense Details](#)

Colin Davidson

\*Business Purpose

Meeting

\*Description

Annual Meeting

Reference

Actions

...Choose an Action

GO

Totals

View Printable Version

View Analytics

Notes

Attachments

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>19.08 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>0.00 USD</b>
(applicable taxes will be withheld from your pay)					

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.  
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Click the **Submit Expense Report** button.

The **Create Expense Report – Submit Confirmation** page displays.

Expense Report Submit Confirm

Create Expense Report

Submit Confirmation

Colin Davidson

Totals

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>19.08 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>19.08 USD</b>
(applicable taxes will be withheld from your pay)					

OK

Cancel

Click the **OK** button.



The **View Expense Report - Submit** page displays with the message 'Your expense report (ER ID) has been submitted for approval'. The status is updated to 'Submission in Process'. The Report ID is assigned:

View Expense Report

Expense Details

Colin Davidson

Your expense report 0000532370 has been submitted for approval.

Report 0000532370 Submission in Process

Created 12/12/2018 Colin Davidson

Last Updated 12/12/2018 Colin Davidson

Post State Not Applied

Totals ?

View Printable Version

View Analytics

Notes

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>19.08 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>19.08 USD</b>
(applicable taxes will be withheld from your pay)					

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.  
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Refresh Approval Status

Return to Search

Notify

Click the **Refresh Approval Status** button.

The expense report has been routed to the supervisor for approval. The Withdraw Expense Report button displays and is enabled. The Approval History section displays the approval path for the expense report, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.

View Expense Report

Expense Details

Colin Davidson

Report 0000532370 Submitted for Approval

Created 12/12/2018 Colin Davidson

Last Updated 12/12/2018 Colin Davidson

Post State Not Applied

Business Purpose Meeting

Description Annual Meeting

Reference

Totals

View Printable Version

View Analytics

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD
<b>Amount Due to Employee</b>	<b>19.08 USD</b>	<b>Amount Due to Supplier</b>	

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy. By submitting this Expense Report I certify under penalties of perjury that the information given on this form is true and correct.
 

Submit Expense Report

Withdraw Expense Report

Submitted On 12/12/2018 Submitted By Colin Davidson

Approval History

Submitted Colin Davidson

EX Module Supervisor Ava Grace

Expense Coordinator (Pooled)

Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	12/12/2018 4:03:57PM

Return to Search

Notify

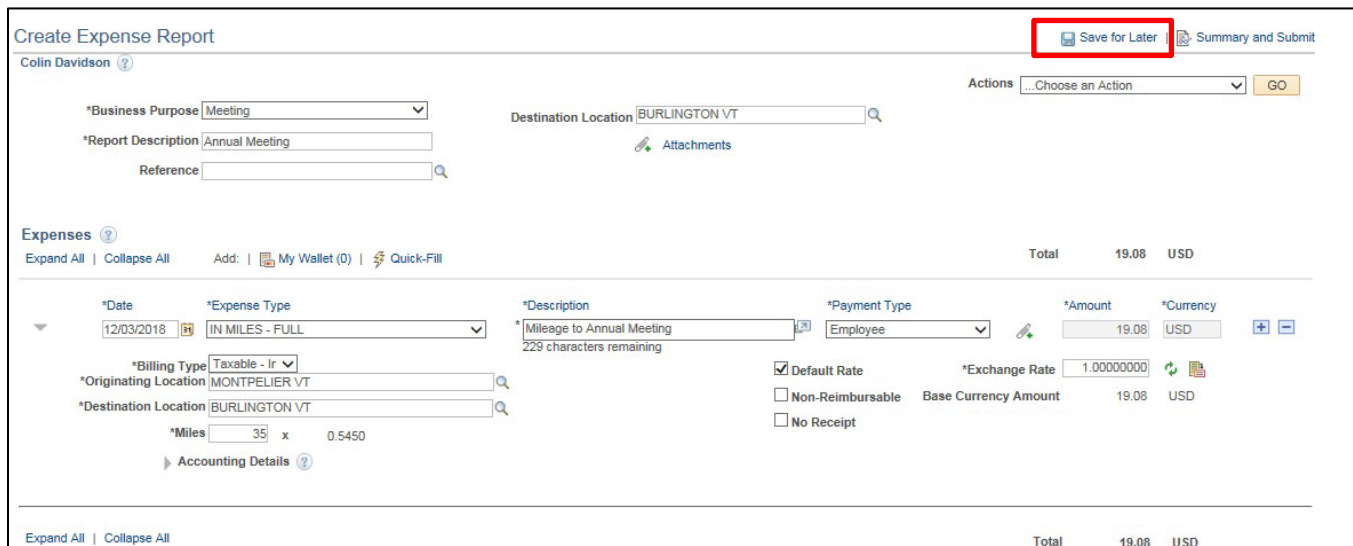
Select the Withdraw Expense Report button if you need to make changes to a submitted expense report. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

## Duplicate Expense Reports

**Situations when this function is used:** You will receive a warning message when you save an expense report for later or submit an expense report and there is a duplicate expense.

**Navigation option 1:** Home page > TE tile > Expense Reports > Create/Modify Expense Report

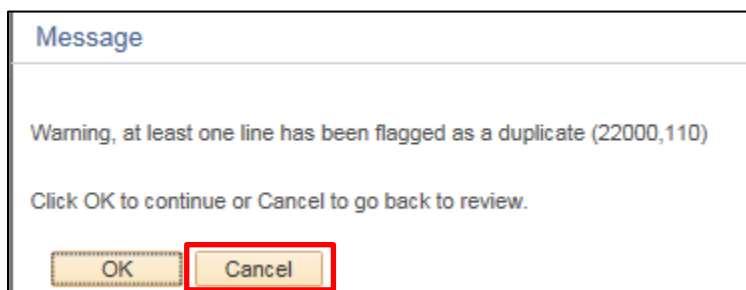
**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



Click the **Save for Later** link.

**Note: Duplicates are checked when the Save for Later link is selected and when the Submit Expense Report button is selected.**

If a duplicate expense line exists, the following message will display.



**Note: Clicking the OK button will save the expense report with errors. Click Cancel if you do not want to save the report. Lines in error should be corrected prior to submitting the expense report.**

Click the **Cancel** button.

The Review Exceptions icon displays on the duplicate expense line.

Create Expense Report

Save for Later

Summary and Submit

Colin Davidson

\*Business Purpose

Meeting

Destination Location

BURLINGTON VT

\*Report Description

Annual Meeting

Reference

Attachments

Actions

Choose an Action

GO

Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Total

19.08

USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	Mileage to Annual Meeting	Employee	19.08	USD
<div>*Billing Type</div> <div>Taxable - Ir</div>		<div>*Exchange Rate</div> <div>1.00000000</div>			
<div>*Originating Location</div> <div>MONTPELIER VT</div>		<div> <input checked="" type="checkbox"/> Default Rate           <input type="checkbox"/> Non-Reimbursable           <input type="checkbox"/> No Receipt         </div>		<div>Base Currency Amount</div> <div>19.08</div> <div>USD</div>	
<div>*Destination Location</div> <div>BURLINGTON VT</div>		<div>*Miles</div> <div>35</div> <div>x</div> <div>0.5450</div>			
<div>Accounting Details</div>					

Expand All | Collapse All

Total

19.08

USD

Click the **Review Exceptions** icon.

The **View Exception Comments and Risks** page displays. The Comment field identifies duplicate the expense sheet and line:

Create Expense Report

View Exception Comments and Risks

Report ID 0000532371

General Information

Report Description

Annual Meeting

Business Purpose

Meeting

Reference

Exception Information

Line	Exception	Comment
1 IN MILES - FULL	Duplicates Exist	Expense line is a duplicate of Line 1, Sheet Id 0000532370. Date 2018-12-03, Amt Spent 19.08 USD.

Return To Expense Report

Delete or correct the duplicate line.

## Copy Expense line(s) for an Expense Report

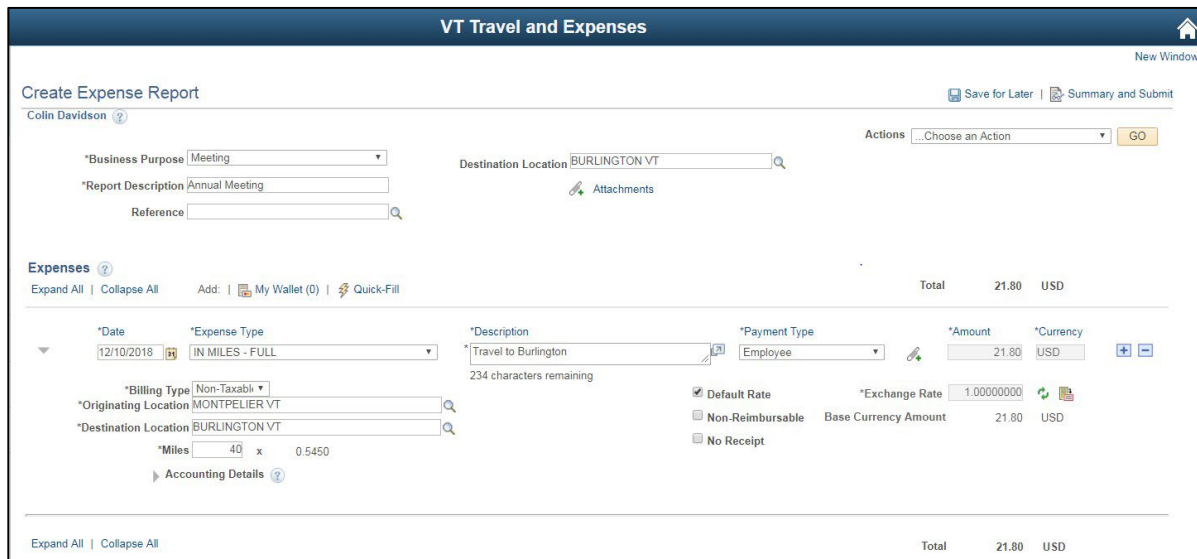
**Situations when this function is used:** This functionality allows an employee to create one or multiple new lines by copying an existing line on an expense report.

**WorkCenter Navigation:** Home page > TE tile > Expense Reports > Create/Modify Expense Report

**Menu Navigation:** Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Click the Actions drop-down to ... **Choose an Action**

Click the **Copy Expense Lines** button and Click **GO**



**VT Travel and Expenses**

Create Expense Report

Colin Davidson

Save for Later | Summary and Submit

Actions: Choose an Action GO

\*Business Purpose: Meeting

\*Report Description: Annual Meeting

Destination Location: BURLINGTON VT

Reference:

Attachments

**Expenses**

Expand All | Collapse All Add: My Wallet (0) Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD

234 characters remaining

\*Billing Type: Non-Taxable

\*Originating Location: MONTPELIER VT

\*Destination Location: BURLINGTON VT

\*Miles: 40 x 0.5450

Accounting Details

Default Rate

Non-Reimbursable

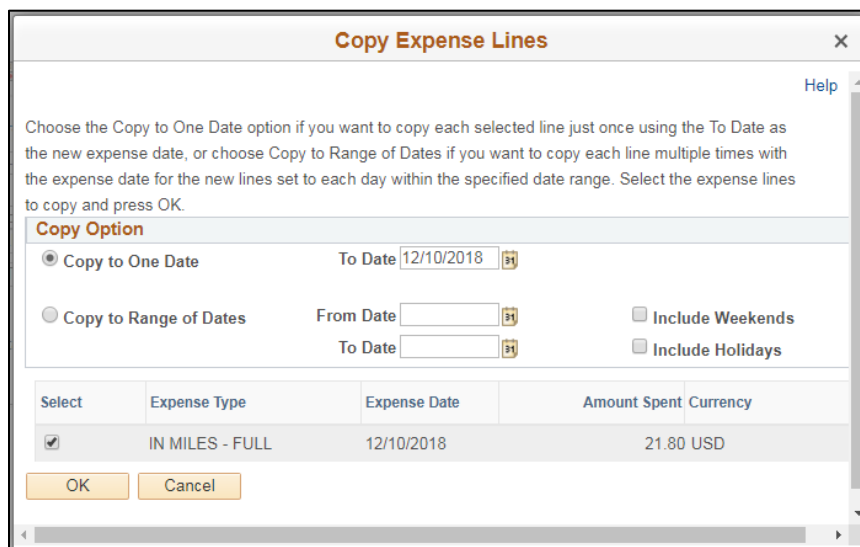
No Receipt

\*Exchange Rate: 1.00000000

Base Currency Amount: 21.80 USD

Total: 21.80 USD

The system defaults to Copy to One Date and copies to non-holiday workdays. If you want to copy to a Weekend day or Holiday, you will need to check the corresponding checkbox.



**Copy Expense Lines**

Help

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

**Copy Option**

☒ Copy to One Date To Date: 12/10/2018

☐ Copy to Range of Dates From Date: To Date: Include Weekends Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Currency
<input checked="" type="checkbox"/>	IN MILES - FULL	12/10/2018	21.80	USD

OK Cancel

When copying to one date, enter the Date you want to copy to into the **To Date** field next to the Copy one Date field.

Select the Line you wish to Copy and **Click OK**

To Copy to a range of dates, click the **Copy to Range of Dates** option.

Enter the date range you want to copy to into the **From Date** and **To Date** fields and Select the Line you wish to Copy

Click the **OK** button

### Copy Expense Lines

[Help](#)

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

**Copy Option**

☐ Copy to One Date

To Date

☒ Copy to Range of Dates

From Date

☐ Include Weekends

To Date

☐ Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Currency
<input checked="" type="checkbox"/>	IN MILES - FULL	12/10/2018	21.80	USD
<input checked="" type="checkbox"/>	IN MILES - FULL	12/09/2018	21.80	USD

OK

Cancel

The Create Expense Report page displays with the copied line(s).

**Click the Expand Section link** to adjust the information for the copied lines.

### Modify Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson [?](#)

Report 0000532365 Pending

Actions Copy Expense Lines GO

\*Business Purpose Meeting

Destination Location BURLINGTON VT

\*Report Description Annual Meeting

Reference

Expenses [?](#)

Attachments

Expand All | Collapse All | Add: My Wallet (0) | [Quick-Fill](#)

Total 87.20 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
<span style="border: 1px solid #ccc; padding: 2px 5px;">12/10/2018</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">IN MILES - FULL</span>	<div style="border: 1px solid #ccc; padding: 2px 10px;">Travel to Burlington</div> <div style="font-size: 0.8em; color: #ccc;">234 characters remaining</div>	<span style="border: 1px solid #ccc; padding: 2px 5px;">Employee</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">21.80</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">USD</span>
<span style="border: 1px solid #ccc; padding: 2px 5px;">12/09/2018</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">IN MILES - FULL</span>	<div style="border: 1px solid #ccc; padding: 2px 10px;">Travel to Montpelier</div> <div style="font-size: 0.8em; color: #ccc;">234 characters remaining</div>	<span style="border: 1px solid #ccc; padding: 2px 5px;">Employee</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">21.80</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">USD</span>
<span style="border: 1px solid #ccc; padding: 2px 5px;">12/10/2018</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">IN MILES - FULL</span>	<div style="border: 1px solid #ccc; padding: 2px 10px;">Travel to Burlington</div> <div style="font-size: 0.8em; color: #ccc;">234 characters remaining</div>	<span style="border: 1px solid #ccc; padding: 2px 5px;">Employee</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">21.80</span>	<span style="border: 1px solid #ccc; padding: 2px 5px;">USD</span>

## Create Expense Lines Using Quick-Fill

**Situations when this function is used:** Another way to save time when creating expense lines is to use Quick-Fill. The functionality enables an employee to add one or multiple lines to an expense report by selecting the appropriate expense type and specifying the date or date range for the expense. You will then enter the remaining information that pertains to each expense type.

**Navigation option 1:** Home page > TE tile > Expense Reports > Create/Modify Expense Report

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

\*Business Purpose

Training

\*Report Description

Mileage to VISION Training

Reference

Destination Location

MONTPELIER VT

[Attachments](#)

Quick Start

...Populate From

GO

Expenses

Expand All

Collapse All

Add:

My Wallet (0)

Quick-Fill

Total

0.00

USD

\*Date

\*Expense Type

Description

254 characters remaining

\*Payment Type

\*Amount

0.00

\*Currency

USD

Expand All

Collapse All

Total

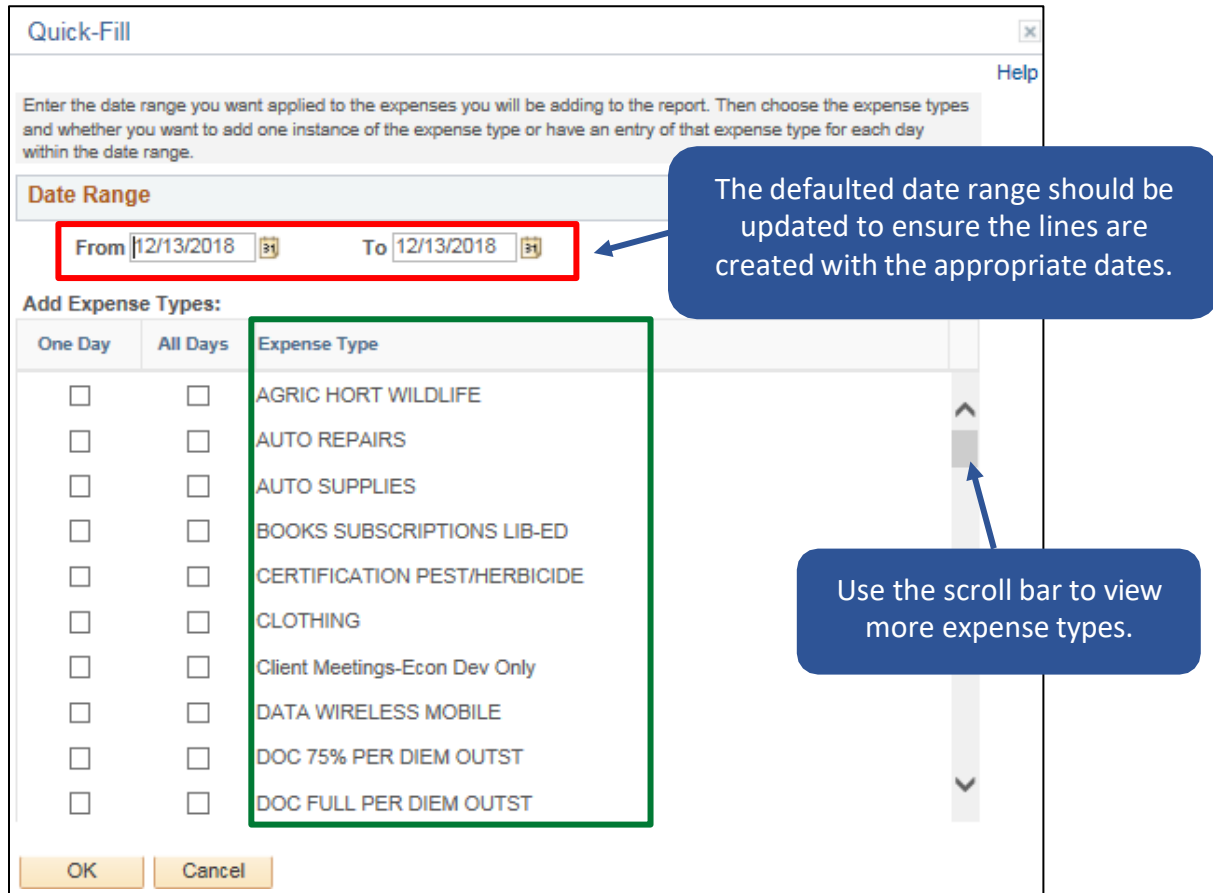
0.00

USD



Select the **Quick-Fill** link.

The **Quick-Fill** page displays with a list of the expense types. The From and To dates default to the current date.



**Quick-Fill**

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

**Date Range**

From 12/13/2018 To 12/13/2018

**Add Expense Types:**

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	AGRIC HORT WILDLIFE
<input type="checkbox"/>	<input type="checkbox"/>	AUTO REPAIRS
<input type="checkbox"/>	<input type="checkbox"/>	AUTO SUPPLIES
<input type="checkbox"/>	<input type="checkbox"/>	BOOKS SUBSCRIPTIONS LIB-ED
<input type="checkbox"/>	<input type="checkbox"/>	CERTIFICATION PEST/HERBICIDE
<input type="checkbox"/>	<input type="checkbox"/>	CLOTHING
<input type="checkbox"/>	<input type="checkbox"/>	Client Meetings-Econ Dev Only
<input type="checkbox"/>	<input type="checkbox"/>	DATA WIRELESS MOBILE
<input type="checkbox"/>	<input type="checkbox"/>	DOC 75% PER DIEM OUTST
<input type="checkbox"/>	<input type="checkbox"/>	DOC FULL PER DIEM OUTST

OK Cancel

The defaulted date range should be updated to ensure the lines are created with the appropriate dates.

Use the scroll bar to view more expense types.

Update the **From** and **To** dates.

Quick-Fill

Help

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From

11/26/2018

31

To

11/28/2018

31

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	IN INCIDENTALS
<input type="checkbox"/>	<input type="checkbox"/>	IN LODGING
<input type="checkbox"/>	<input type="checkbox"/>	IN LUNCH
<input type="checkbox"/>	<input type="checkbox"/>	IN MILEAGE ADAPT VAN
<input type="checkbox"/>	<input checked="" type="checkbox"/>	IN MILES - FULL
<input type="checkbox"/>	<input type="checkbox"/>	IN MILES REDUCED RATE
<input type="checkbox"/>	<input type="checkbox"/>	IN TRANSPORT OTHER
<input type="checkbox"/>	<input type="checkbox"/>	IN VEHICLE RENTAL
<input type="checkbox"/>	<input type="checkbox"/>	INTERNET ACCESS
<input type="checkbox"/>	<input type="checkbox"/>	ITEMS FOR RESALE

OK

Cancel

**NOTE:** A single line for the selected expense type is created using the first day in the date range when the One Day checkbox is selected. If the All Days checkbox is selected, a line is created for each day in the date range.

Click the **Select** checkbox next to the expense type you are adding to the expense report.

Click the **OK** button.

February 2024

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The **Create Expense Report – Details** page displays. Lines are created for the expense types selected. A single line is created when One Day was selected, and multiple lines are created when All Days was selected.

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

\*Business Purpose

Training

Destination Location

MONTPELIER VT

\*Report Description

Mileage to VISION Training

Reference

Actions

...Choose an Action

GO

Expenses

Expand All | Collapse All

Add: [My Wallet \(0\)](#) | [Quick-Fill](#)

Total

0.00

USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/26/2018	IN MILES - FULL	254 characters remaining	Employee	0.00	USD
<div> <div>*Billing Type</div> <div>Non-Taxabl</div> </div> <div> <div>*Originating Location</div> <div></div> </div> <div> <div>*Destination Location</div> <div>MONTPELIER VT</div> </div> <div> <div>*Miles</div> <div></div> <div>x</div> <div>0.5450</div> </div> <div> <div>Accounting Details</div> </div> <div> <div> <div>Default Rate</div> <div><input checked="" type="checkbox"/></div> </div> <div> <div>Non-Reimbursable</div> <div><input type="checkbox"/></div> </div> <div> <div>No Receipt</div> <div><input type="checkbox"/></div> </div> </div> <div> <div>*Exchange Rate</div> <div>1.00000000</div> </div> <div> <div>Base Currency Amount</div> <div>0.00</div> <div>USD</div> </div>					
11/27/2018	IN MILES - FULL	254 characters remaining	Employee	0.00	USD
<div> <div>*Billing Type</div> <div>Non-Taxabl</div> </div> <div> <div>*Originating Location</div> <div></div> </div> <div> <div>*Destination Location</div> <div>MONTPELIER VT</div> </div> <div> <div>*Miles</div> <div></div> <div>x</div> <div>0.5450</div> </div> <div> <div>Accounting Details</div> </div> <div> <div> <div>Default Rate</div> <div><input checked="" type="checkbox"/></div> </div> <div> <div>Non-Reimbursable</div> <div><input type="checkbox"/></div> </div> <div> <div>No Receipt</div> <div><input type="checkbox"/></div> </div> </div> <div> <div>*Exchange Rate</div> <div>1.00000000</div> </div> <div> <div>Base Currency Amount</div> <div>0.00</div> <div>USD</div> </div>					
11/28/2018	IN MILES - FULL	254 characters remaining	Employee	0.00	USD
<div> <div>*Billing Type</div> <div>Non-Taxabl</div> </div> <div> <div>*Originating Location</div> <div></div> </div> <div> <div>*Destination Location</div> <div>MONTPELIER VT</div> </div> <div> <div>*Miles</div> <div></div> <div>x</div> <div>0.5450</div> </div> <div> <div>Accounting Details</div> </div> <div> <div> <div>Default Rate</div> <div><input checked="" type="checkbox"/></div> </div> <div> <div>Non-Reimbursable</div> <div><input type="checkbox"/></div> </div> <div> <div>No Receipt</div> <div><input type="checkbox"/></div> </div> </div> <div> <div>*Exchange Rate</div> <div>1.00000000</div> </div> <div> <div>Base Currency Amount</div> <div>0.00</div> <div>USD</div> </div>					

The displayed fields vary depending on the expense type selected. The required fields displayed need to be completed for all added lines.

Enter an explanation of the expense in the **Description** field on the line.



The **Create Expense Report - Details** page displays the Originating Location selected.

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

\*Business Purpose

Training

Destination Location

MONTPELIER VT

\*Report Description

Mileage to VISION Training

Reference

Attachments

Actions

...Choose an Action

GO

Expenses

[Expand All](#) | [Collapse All](#) | [Add: My Wallet \(0\)](#) | [Quick-Fill](#)

Total

0.00

USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/26/2018	IN MILES - FULL	Mileage to Training 235 characters remaining	Employee	0.00	USD
<div> <div>*Billing Type</div> <div>Non-Taxable</div> </div> <div> <div>*Originating Location</div> <div>BURLINGTON VT</div> </div> <div> <div>*Destination Location</div> <div>MONTPELIER VT</div> </div> <div> <div>*Miles</div> <div>x</div> <div>0.5450</div> </div> <div> <div>Accounting Details</div> </div>		<div> <div>Default Rate</div> <div>Exchange Rate</div> <div>1.00000000</div> </div> <div> <div>Non-Reimbursable</div> <div>Base Currency Amount</div> <div>0.00</div> <div>USD</div> </div> <div> <div>No Receipt</div> </div>			
11/27/2018	IN MILES - FULL		Employee	0.00	USD
<div> <div>*Billing Type</div> <div>Non-Taxable</div> </div> <div> <div>*Originating Location</div> <div></div> </div> <div> <div>*Destination Location</div> <div>MONTPELIER VT</div> </div> <div> <div>*Miles</div> <div>x</div> <div>0.5450</div> </div> <div> <div>Accounting Details</div> </div>		<div> <div>Default Rate</div> <div>Exchange Rate</div> <div>1.00000000</div> </div> <div> <div>Non-Reimbursable</div> <div>Base Currency Amount</div> <div>0.00</div> <div>USD</div> </div> <div> <div>No Receipt</div> </div>			
11/28/2018	IN MILES - FULL		Employee	0.00	USD
<div> <div>*Billing Type</div> <div>Non-Taxable</div> </div> <div> <div>*Originating Location</div> <div></div> </div> <div> <div>*Destination Location</div> <div>MONTPELIER VT</div> </div> <div> <div>*Miles</div> <div>x</div> <div>0.5450</div> </div> <div> <div>Accounting Details</div> </div>		<div> <div>Default Rate</div> <div>Exchange Rate</div> <div>1.00000000</div> </div> <div> <div>Non-Reimbursable</div> <div>Base Currency Amount</div> <div>0.00</div> <div>USD</div> </div> <div> <div>No Receipt</div> </div>			

Enter the total **Miles** for the day.

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

\*Business Purpose

Training

Destination Location

MONTPELIER VT

\*Report Description

Mileage to VISION Training

Reference

Actions

...Choose an Action

GO

Expenses

Expand All

Collapse All

Add: | [My Wallet \(0\)](#) | [Quick-Fill](#)

Total

38.15

USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/26/2018	IN MILES - FULL	Mileage to Training 235 characters remaining	Employee	38.15	USD
<div>*Billing Type</div> <div>Non-Taxabl</div>		<div>*Exchange Rate</div> <div>1.00000000</div>			
<div>*Originating Location</div> <div>BURLINGTON VT</div>		<div> <input checked="" type="checkbox"/> Default Rate           <div>*Exchange Rate</div> <div>1.00000000</div> </div>			
<div>*Destination Location</div> <div>MONTPELIER VT</div>		<div> <input type="checkbox"/> Non-Reimbursable           <div>Base Currency Amount</div> <div>38.15</div> </div>		USD	
<div>*Miles</div> <div>70</div> <div>x</div> <div>0.5450</div>		<div> <input type="checkbox"/> No Receipt           </div>			
<div>Accounting Details</div>					
11/27/2018	IN MILES - FULL		Employee	0.00	USD
<div>*Billing Type</div> <div>Non-Taxabl</div>		<div>*Exchange Rate</div> <div>1.00000000</div>			
<div>*Originating Location</div> <div></div>		<div> <input checked="" type="checkbox"/> Default Rate           <div>*Exchange Rate</div> <div>1.00000000</div> </div>			
<div>*Destination Location</div> <div>MONTPELIER VT</div>		<div> <input type="checkbox"/> Non-Reimbursable           <div>Base Currency Amount</div> <div>0.00</div> </div>		USD	
<div>*Miles</div> <div></div> <div>x</div> <div>0.5450</div>		<div> <input type="checkbox"/> No Receipt           </div>			
<div>Accounting Details</div>					
11/28/2018	IN MILES - FULL		Employee	0.00	USD
<div>*Billing Type</div> <div>Non-Taxabl</div>		<div>*Exchange Rate</div> <div>1.00000000</div>			
<div>*Originating Location</div> <div></div>		<div> <input checked="" type="checkbox"/> Default Rate           <div>*Exchange Rate</div> <div>1.00000000</div> </div>			
<div>*Destination Location</div> <div>MONTPELIER VT</div>		<div> <input type="checkbox"/> Non-Reimbursable           <div>Base Currency Amount</div> <div>0.00</div> </div>		USD	
<div>*Miles</div> <div></div> <div>x</div> <div>0.5450</div>		<div> <input type="checkbox"/> No Receipt           </div>			
<div>Accounting Details</div>					

The Amount automatically populates.

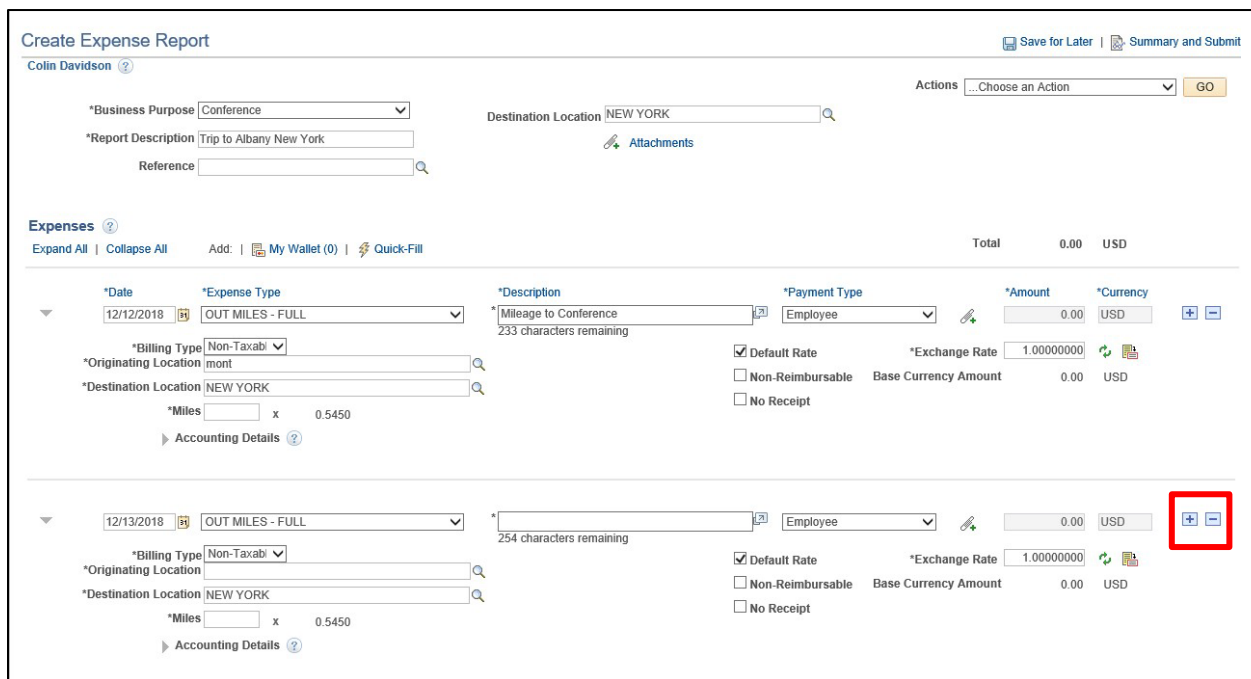
Enter the required fields for any additional lines added using Quick-Fill.

## Delete Expense Lines for an Expense Report

**Situations when this function is used:** You need to delete any expense report lines that were previously added. Lines can be deleted when creating a new expense report or when modifying an existing expense report.


**Navigation option 1:** Home page > TE tile > Expense Reports > Create/Modify Expense Report

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The screenshot shows the 'Create Expense Report' interface for Colin Davidson. It includes fields for Business Purpose (Conference), Report Description (Trip to Albany New York), and Destination Location (NEW YORK). Below these are the 'Expenses' section with a table of two entries. The first entry is for 12/12/2018, 'OUT MILES - FULL', with a description 'Mileage to Conference'. The second entry is for 12/13/2018, 'OUT MILES - FULL', with a description field that is empty. A red box highlights the delete icon (a square with a minus sign) at the end of the second row in the expense table.

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
12/12/2018	OUT MILES - FULL	Mileage to Conference 233 characters remaining	Employee	0.00	USD	+ -
12/13/2018	OUT MILES - FULL	 254 characters remaining	Employee	0.00	USD	+ -

Click the **Delete**  icon for the expense line you want to delete.



The **Create Expense Report – Delete Confirmation** page displays.

**Save Confirmation**
×

[Help](#)

Create Expense Report

**Delete Confirmation**

**Report ID** NEXT

You have selected an expense lines to delete. Any credit card, enhanced data, expense lines associated with this line will be deleted as well. To continue and delete the expense lines, press OK; otherwise, press Cancel.

☐ Do not show this confirmation again

OK

Cancel

Click the **OK** button.

The **Create Expense Report – Details** page displays, and line will no longer exist on the expense report.

Create Expense Report

Colin Davidson ?

[Save for Later](#) | [Summary and Submit](#)

\*Business Purpose Conference

\*Report Description Trip to Albany New York

Reference

Destination Location NEW YORK

[Attachments](#)

Actions Choose an Action GO

**Expenses** ?

Expand All | Collapse All    Add: | My Wallet (0) | Quick-Fill

Total    92.65    USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference 233 characters remaining	Employee	92.65	USD

\*Billing Type Non-Taxable

\*Originating Location MONTPELIER VT

\*Destination Location NEW YORK

\*Miles 170 x 0.5450

▶ Accounting Details ?

☒ Default Rate    \*Exchange Rate 1.00000000

☐ Non-Reimbursable    Base Currency Amount    92.65    USD


☐ No Receipt

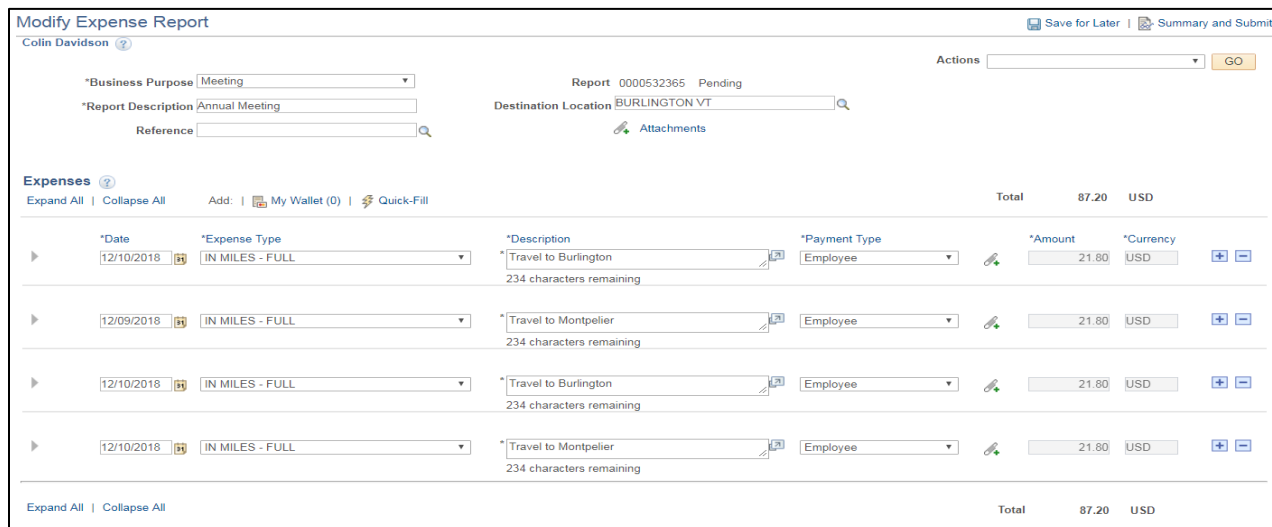
## Add an expense line to an Expense Report

**Situations when this function is used:** This functionality enables an employee to add additional expense lines to an expense report.


**Navigation option 1:** Home page > TE tile > Expense Reports > Create/Modify Expense Report

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Click the  button next to **Add a New Expense line.**



**Modify Expense Report** Save for Later Summary and Submit


Colin Davidson 


\*Business Purpose: Meeting


\*Report Description: Annual Meeting



Reference:





Report: 0000532365 Pending

Destination Location: BURLINGTON VT 

 Attachments

**Expenses** 

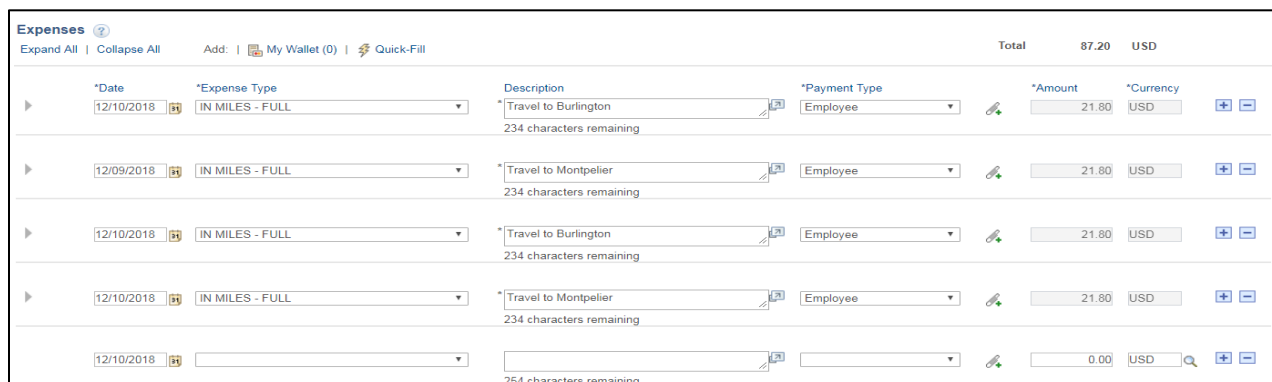
Expand All | Collapse All Add:  My Wallet (0) |  Quick-Fill


*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018 	IN MILES - FULL	*Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/09/2018 	IN MILES - FULL	*Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018 	IN MILES - FULL	*Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/10/2018 	IN MILES - FULL	*Travel to Montpelier 234 characters remaining	Employee	21.80	USD



Expand All | Collapse All










Total 87.20 USD

The inserted line displays. Click drop-down on the new line to choose from the **Expense Type** list.



**Expenses** 

Expand All | Collapse All Add:  My Wallet (0) |  Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018 	IN MILES - FULL	*Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/09/2018 	IN MILES - FULL	*Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018 	IN MILES - FULL	*Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/10/2018 	IN MILES - FULL	*Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018 		 254 characters remaining		0.00	USD 

In this training, we will add Office Supplies. To find Supply expense types, Click the **Down Arrow** button of the scrollbar.

Click the **SUPPLIES - OFFICE** list item.

**Modify Expense Report** Save for Later Summary and Submit

Colin Davidson ?

\*Business Purpose: Meeting Report: 0000532365 Pending

\*Report Description: Annual Meeting Destination Location: BURLINGTON VT

Reference Attachments

**Expenses** ?

Expand All | Collapse All Add: My Wallet (0) Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/10/2018	OUT LUNCH	Travel to Burlington	Employee	21.80	USD
12/09/2018	OUT MILES - FULL	Travel to Montpelier	Employee	21.80	USD
12/10/2018	OUT MILES REDUCED RATE	Travel to Burlington	Employee	21.80	USD
12/10/2018	OUT TRANSPORT OTHER	Travel to Montpelier	Employee	21.80	USD
12/10/2018	OUT VEHICLE RENTAL			0.00	USD
12/10/2018	PHONE SERVICE - CELL				
12/10/2018	PHONE SVC NON-CELL				
12/10/2018	PHOTOCOPIES				
12/10/2018	POSTAGE				
12/10/2018	PUBLIC SERVICE REC WK FOOD				
12/10/2018	PUBLIC SERVICE REC WK OTHER				
12/10/2018	PUBLIC SERVICE REC WK RENT				
12/10/2018	Payroll Bank Service Charge				
12/10/2018	RECOGNITION AWARD				
12/10/2018	SUPPLIES - EDUCATION				
12/10/2018	<b>SUPPLIES - OFFICE</b>				
12/10/2018	SUPPLIES DATA				
12/10/2018	SUPPLIES-OTHER GENERAL				
12/10/2018	SUPPORT OF PERSONS				

Expand All | Collapse All Total: 87.20 USD

Enter the Expense date or select date using the calendar. To use the calendar, click the **Choose a date** Calendar 31 **Icon** button. Click the desired date.

**Expenses** ?

Expand All | Collapse All Add: My Wallet (0) Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD
12/10/2018				0.00	USD

**Calendar**

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Current Date

**Receipt Split**

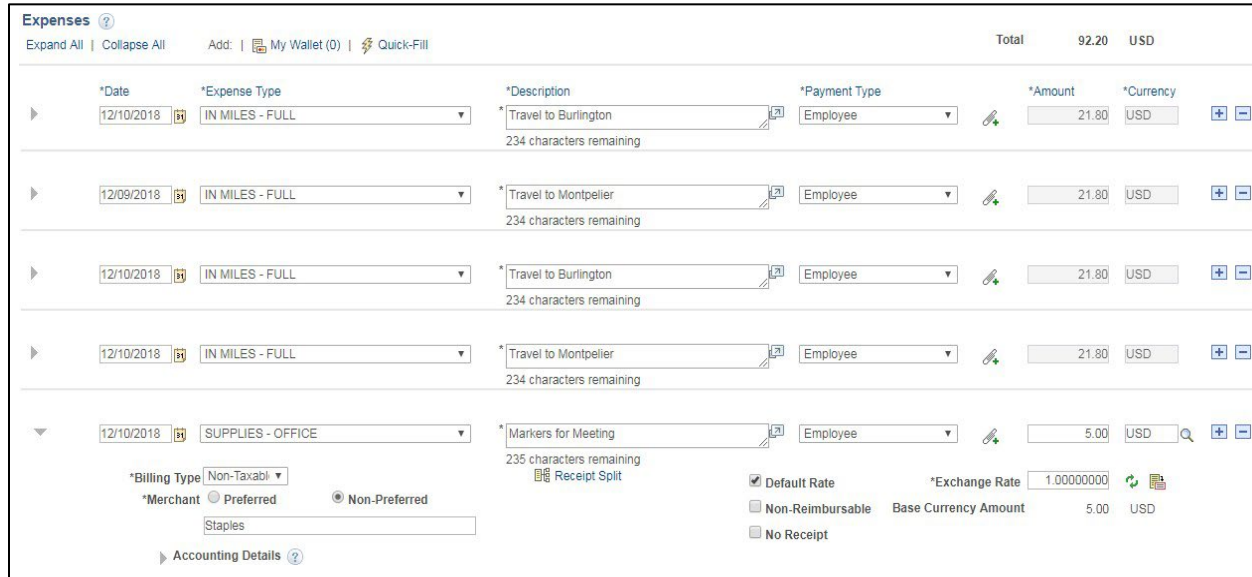
☒ Default Rate \*Exchange Rate: 1.00000000

☐ Non-Reimbursable Base Currency Amount: 0.00 USD

☐ No Receipt

Enter a description of what supplies were purchased into the **Description** field.

Enter the amount spent into the **Amount Spent** field.



The screenshot shows the 'Expenses' form with a table of entries. The total amount is 92.20 USD. The entries include travel to Burlington and Montpelier, and office supplies. The 'Supplies - Office' entry is expanded, showing details like 'Markers for Meeting', 'Merchant' (Staples), and 'Billing Type' (Non-Taxable).

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD
12/10/2018	SUPPLIES - OFFICE	Markers for Meeting	Employee	5.00	USD

Additional details for the expanded 'Supplies - Office' entry:

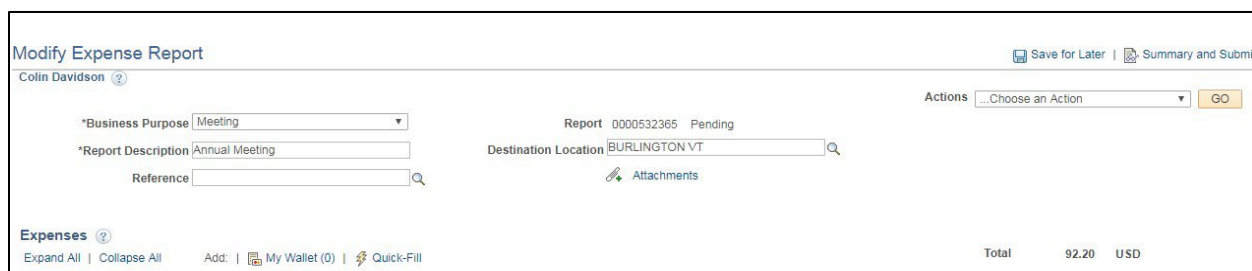
- \*Billing Type: Non-Taxable
- \*Merchant: Staples
- \*Exchange Rate: 1.00000000
- \*Base Currency Amount: 5.00 USD

Enter the supplier the supplies were purchased from into the field below **\*Merchant** field.

Non-Preferred defaults as checked

**Note: The State of Vermont doesn't list Preferred Merchants.**

Click the **Save for Later** link or the **Summary and Submit** link if your report is complete.




The screenshot shows the 'Modify Expense Report' form for Colin Davidson. It includes fields for Business Purpose (Meeting), Report Description (Annual Meeting), Reference, Destination Location (BURLINGTON VT), and Attachments. The report status is 'Pending' with ID '0000532365'. At the bottom, there is a summary of expenses totaling 92.20 USD, with links for 'Save for Later' and 'Summary and Submit'.

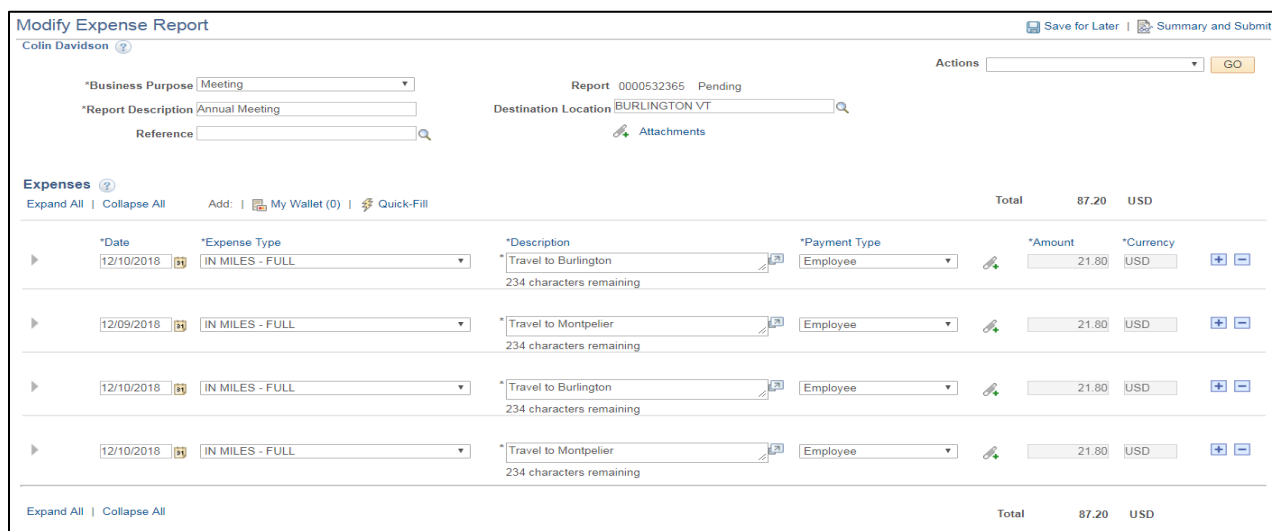
## Add an expense line with expense type amount limits exceeded

***Situations when this function is used:*** Certain expense types, such as breakfast, lunch or dinner, have amount limits. If dollar limit is exceeded, you will need to enter exception comments.

**Navigation option 1:** Home page > TE tile > Expense Reports > Create/Modify Expense Report

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Click the  button next to **Add a New Expense line**

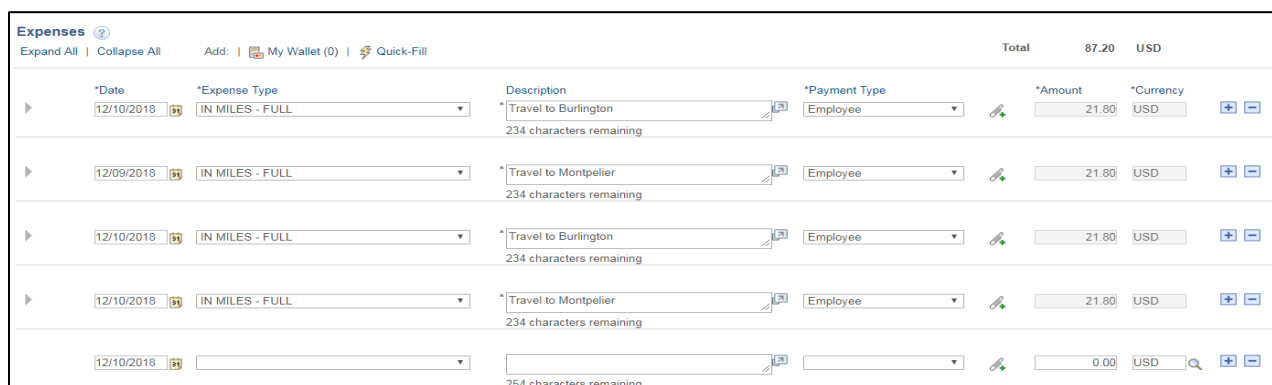


The screenshot shows the 'Modify Expense Report' interface for Colin Davidson. It includes fields for Business Purpose (Meeting), Report Description (Annual Meeting), and Destination Location (BURLINGTON VT). Below these are the 'Expenses' section with a table of existing entries:

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD

The total amount is 87.20 USD.

The inserted line displays. Click drop-down on the new line to choose from the **Expense Type** list.



This screenshot shows the same 'Expenses' table as before, but with a new empty line added at the bottom for entry:

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD
12/10/2018				0.00	USD

The total amount remains 87.20 USD.

In this training, we will add IN DINNER. To find in state expense types, Click the **Down Arrow** button of the scrollbar.

Click the **IN DINNER** list item.

**Modify Expense Report** Save for Later Summary and Submit

Colin Davidson ?

\*Business Purpose: Meeting

\*Report Description: Annual Meeting

Reference:

Report: 0000532365 Pending

Destination Location: BURLINGTON VT

Attachments:

Actions: Choose an Action GO

---

**Expenses** ?

Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	DOC 75% PER DIEM OUTST	Travel to Burlington	Employee	21.80	USD
12/09/2018	DOC FULL PER DIEM OUTST	Travel to Montpelier	Employee	21.80	USD
12/10/2018	Diesel Vehicles & Highway Equip	Travel to Burlington	Employee	21.80	USD
12/10/2018	Econ Dev - Client Meal	Travel to Montpelier	Employee	21.80	USD
12/10/2018	FOOD - GROUP MTG	Koto's Steakhouse	Employee	50.00	USD
12/10/2018	Family Preservation				
12/10/2018	Family Preservation Support				
12/10/2018	Finger Print & Background Cks				
12/10/2018	Foster Parent Damage Claim				
12/10/2018	Foster Parent Food				
12/10/2018	Foster Parent Recruitment				
12/10/2018	Foster Parent Reward-Recognitn				
12/10/2018	Foster Parent Support Misc				
12/10/2018	Foster Parent Training				
12/10/2018	GASOLINE				
12/10/2018	IN AIR TRANSP				
12/10/2018	IN COMMUTER MILE				
12/10/2018	IN CONF/TRAIN REGIST				
12/10/2018	<b>IN DINNER</b>				
12/10/2018	<b>IN DINNER</b>				

\*Billing Type: Non-Taxabl

\*Originating Location:

\*Location: BURLINGTON VT

Accounting Details: ?

Total: 137.20 USD

Enter the Expense Date

**Note:** You can enter the Expense date or select date using the calendar.

To use the calendar, Click the **Choose a date Calendar**  Icon button.

Click the desired date.

**Expenses** ?

Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD
12/10/2018	IN MILES - FULL		Employee	0.00	USD

\*Billing:

\*Merc:

Calendar: December 2018

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

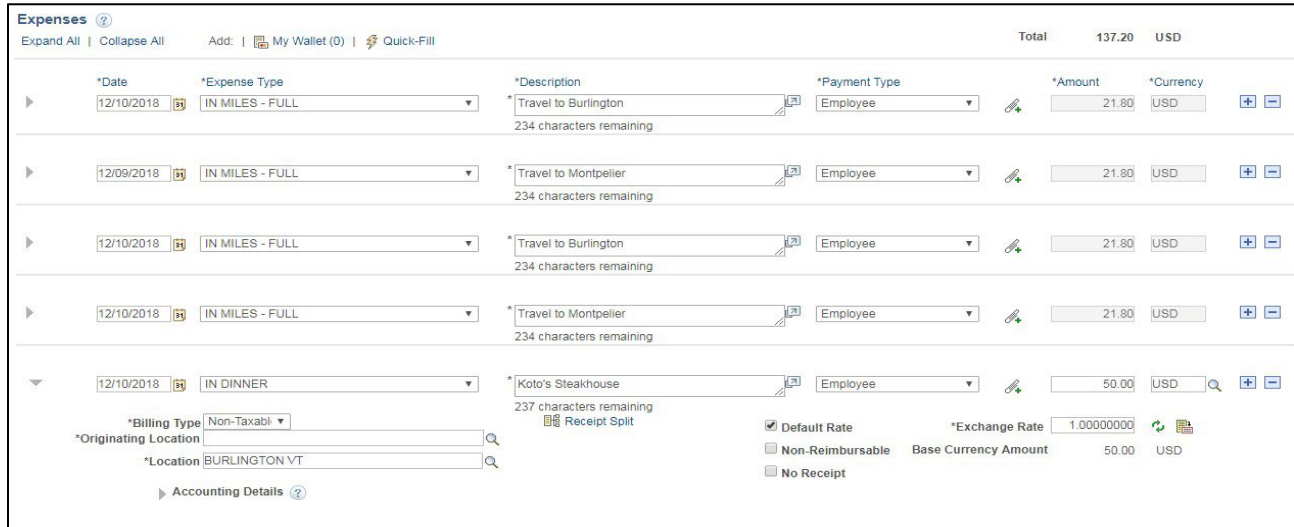
Current Date: ?

Total: 87.20 USD

Enter a description of what/where the purchase was into the **Description** field.

Enter the amount spent into the **Amount** field.

Enter the Location of the dinner in the **\*Location** field.



**Expenses** [?](#)

Expand All | Collapse All   Add: [My Wallet \(0\)](#) | [Quick-Fill](#)

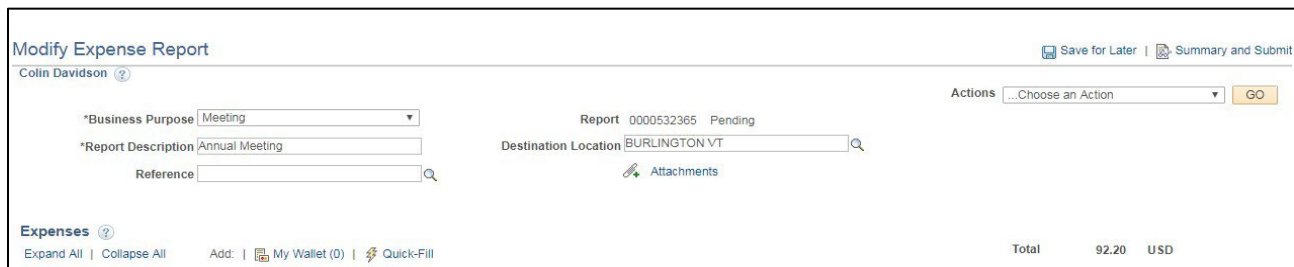
*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	IN DINNER	Koto's Steakhouse 237 characters remaining Receipt Split	Employee	50.00	USD

**\*Billing Type** Non-Taxabl-  
**\*Originating Location**   
**\*Location** BURLINGTON VT

**\*Exchange Rate** 1.000000000  
**Base Currency Amount** 50.00 USD

**Total** 137.20 USD

Click the **Save for Later** link or the **Summary and Submit** link. The Modify Expense Report page displays, and the Report ID is assigned.



**Modify Expense Report** [?](#)

Colin Davidson [?](#)

**\*Business Purpose** Meeting  
**\*Report Description** Annual Meeting  
**Reference**

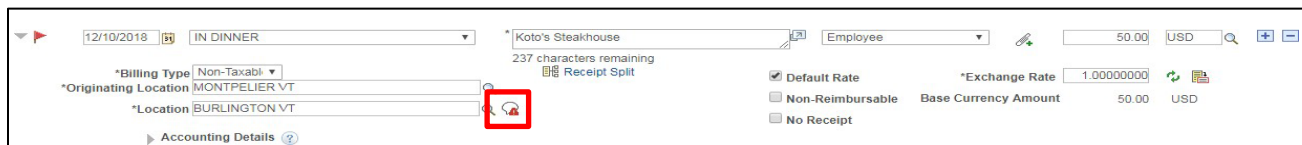
**Report** 0000532365 Pending  
**Destination Location** BURLINGTON VT

**Expenses** [?](#)

Expand All | Collapse All   Add: [My Wallet \(0\)](#) | [Quick-Fill](#)

**Total** 92.20 USD

You receive a **“Missing or Invalid Information was found”** Flag.



**\*Date** 12/10/2018  
**\*Expense Type** IN DINNER  
**\*Description** Koto's Steakhouse  
**\*Payment Type** Employee  
**\*Amount** 50.00  
**\*Currency** USD

**\*Billing Type** Non-Taxabl-  
**\*Originating Location** MONTPELIER VT  
**\*Location** BURLINGTON VT

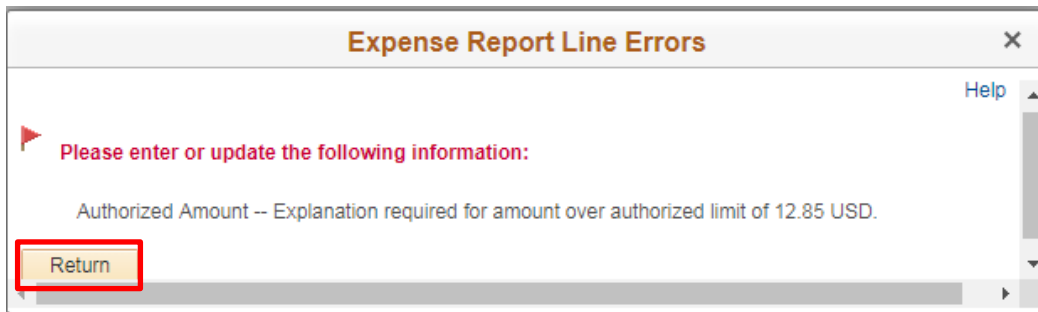
**\*Exchange Rate** 1.000000000  
**Base Currency Amount** 50.00 USD

**Note:** The error will also display when you submit the expense report. The expense report can be saved but cannot be submitted until the error is resolved or an exception comment is added.

Click the icon to view further detail



- **The Expense Report Line Errors** window appears letting you know that you have exceeded the allowed limit for this expense type.



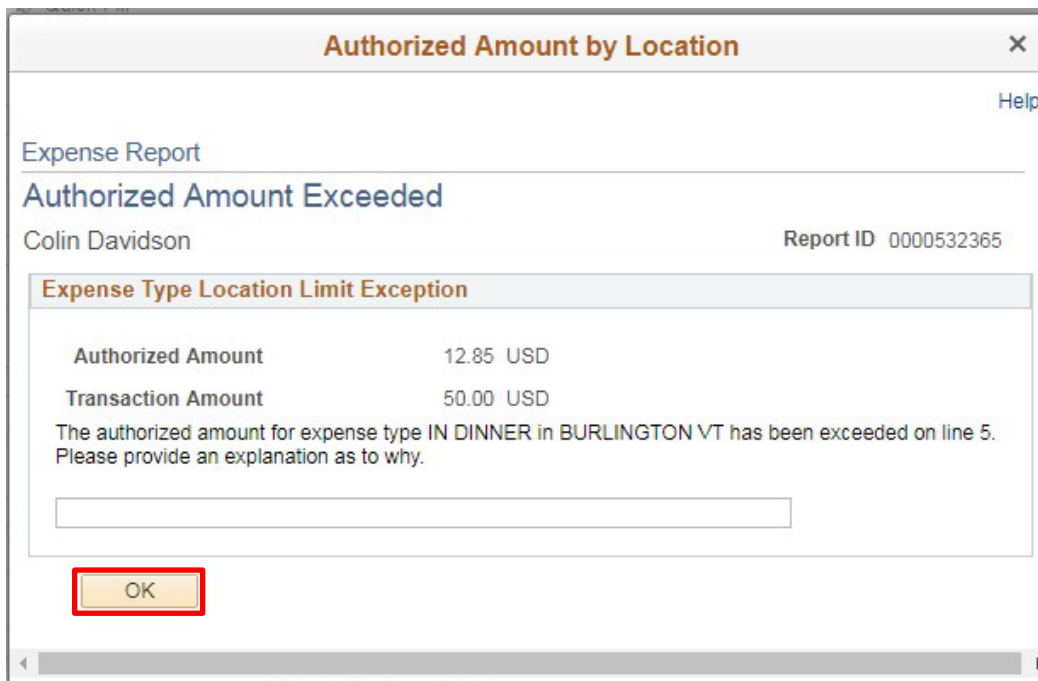
The screenshot shows a window titled "Expense Report Line Errors" with a close button (X) in the top right corner. Below the title bar, there is a "Help" link. The main content area contains a red triangle icon followed by the text "Please enter or update the following information:". Below this, it says "Authorized Amount -- Explanation required for amount over authorized limit of 12.85 USD." At the bottom left, there is a yellow button labeled "Return" which is highlighted with a red rectangle.

Click Return

Click on the Location Amount Exceeded comment icon.

- **The Authorized Amount by Location** window appears. An Error is listed letting you know the Expense type on line 5 was exceeded

Enter an Explanation as to why you exceeded the amount



The screenshot shows a window titled "Authorized Amount by Location" with a close button (X) in the top right corner. Below the title bar, there is a "Help" link. The main content area has a header "Expense Report" and a sub-header "Authorized Amount Exceeded". Below this, it says "Colin Davidson" and "Report ID 0000532365". There is a table with the following data:

Expense Type	Location	Limit	Exception
Authorized Amount	12.85	USD	
Transaction Amount	50.00	USD	

Below the table, it says "The authorized amount for expense type IN DINNER in BURLINGTON VT has been exceeded on line 5. Please provide an explanation as to why." There is a text input field below this message. At the bottom left, there is a yellow button labeled "OK" which is highlighted with a red rectangle.

Click OK.

**Important Note:** You **MUST** attach a receipt even though the system will not warn you that you need one!

Click [Save for Later](#) or [Summary and Submit](#).

The previous errors are gone.

**Modify Expense Report**
[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

\*Business Purpose
Meeting

\*Report Description
Annual Meeting

Reference

Report
0000532365 Pending

Destination Location
BURLINGTON VT

Attachments

Actions
...Choose an Action
GO

**Expenses**

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Total
137.20
USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	IN DINNER	Koto's Steakhouse 237 characters remaining Receipt Split	Employee	50.00	USD

\*Billing Type
Non-Taxabl

\*Originating Location
MONTPELIER VT

\*Location
BURLINGTON VT

Accounting Details

☒ Default Rate

☐ Non-Reimbursable

☒ No Receipt

\*Exchange Rate
1.00000000

Base Currency Amount
50.00
USD

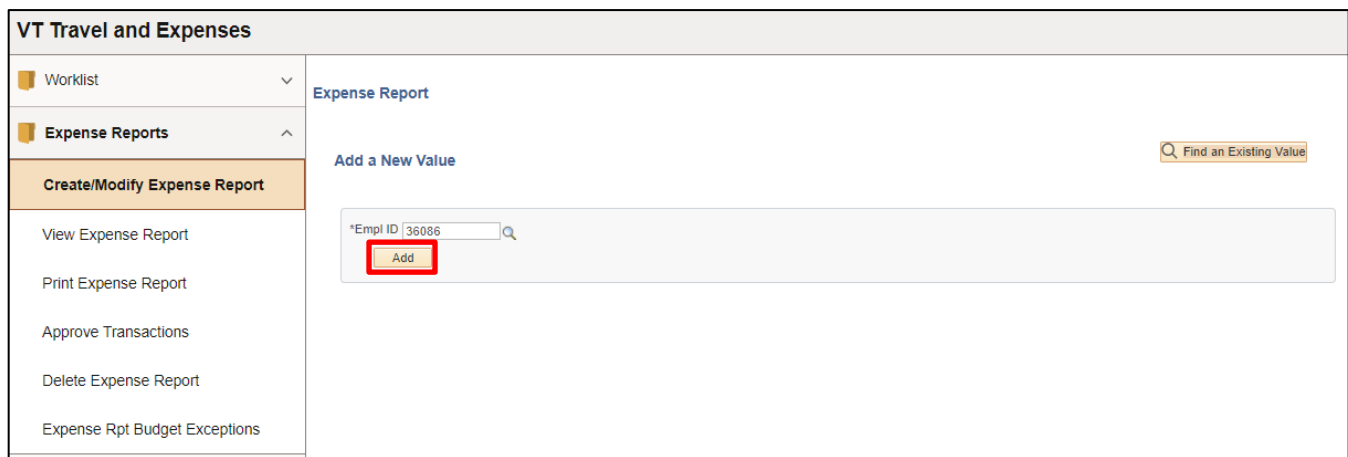
## Change Default Accounting for an Expense Report

**Situations when this function is used:** You have split funding, or your accounting information is going to be different than your default accounting.

**Note:** *It is recommended that you change the default accounting prior to adding expense lines. Changes to the default accounting will automatically default onto existing lines as long as the ChartField information was not manually updated in the Accounting Details section. The manual updates are retained.*

**Navigation option 1:** Home page > TE tile > Expense Reports > Create/Modify Expense Report

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The screenshot shows the 'VT Travel and Expenses' interface. On the left, a sidebar menu has 'Create/Modify Expense Report' selected. The main content area is titled 'Expense Report' and includes a section 'Add a New Value'. Within this section, there is a search bar labeled '\*Empl ID' containing the text '36086'. Directly below the search bar is a red-bordered button labeled 'Add'. To the right of the search bar is a button labeled 'Find an Existing Value'.

The Expense Report – Add a New Value page displays in the work area and the Empl ID automatically defaults.

Click the **Add** button.

**Create Expense Report** Save for Later Summary and Submit

Colin Davidson ?

**Actions** Default Accounting For Report GO

\*Business Purpose Conference Destination Location FLORIDA

\*Report Description Trip to Florida Conference Attachments

Reference

**Expenses** Expand All Collapse All Add: My Wallet (0) Quick-Fill Total 0.00 USD

\*Date \*Expense Type Description \*Payment Type \*Amount \*Currency

254 characters remaining

Expand All Collapse All Total 0.00 USD

Select **Default Accounting For Report** from the Actions drop-down box.

**Create Expense Report** Save for Later Summary and Submit

Colin Davidson ?

**Actions** Default Accounting For Report GO

\*Business Purpose Conference Destination Location FLORIDA

\*Report Description Trip to Florida Conference Attachments

Reference

**Expenses** Expand All Collapse All Add: My Wallet (0) Quick-Fill Total 0.00 USD

\*Date \*Expense Type Description \*Payment Type \*Amount \*Currency

254 characters remaining

Expand All Collapse All Total 0.00 USD

Click the **GO** button.

The **Create Expense Report – Accounting Defaults** page displays. The ChartField values default from the User Defaults page on the employee’s profile.

**Create Expense Report**

**Accounting Defaults** Report ID NEXT

**Accounting Summary** Set Personalizations Find First 1 of 1 Last

%	*GL Unit	Fund	Dept	Program	Class	Project
100.00	08100	20105	810000200	59290	Z0017	ZMVT 00

Add ChartField Line Load Defaults User Defaults

OK

Make any necessary changes to the ChartFields. The Account defaults from the expense type and cannot be changed. **Note: The GL unit should never be changed.**



To add a ChartField line, click the [Add ChartField Line](#) button.



Create Expense Report



Accounting Defaults

Report ID NEXT

Accounting Summary

Set Personalizations | Find |  

First  1-2 of 2  Last

%	*GL Unit	Fund	Dept	Program	Class	
100.00	08100	20105	8100002000	59290	Z0017	
0.00	08100	20105	8100002000	59290	Z0017	

Add ChartField Line

Load Defaults

User Defaults

OK



Update the Percentage and ChartFields for each line.



Create Expense Report



Accounting Defaults

Report ID NEXT

Accounting Summary

Set Personalizations | Find |  

First  1-2 of 2  Last

%	*GL Unit	Fund	Dept	Program	Class	
50.00	08100	20105	8100002000	59290	Z0017	
50.00	08100	20105	8100002200	59290	Z0017	

Add ChartField Line

Load Defaults

User Defaults

OK

Click the **OK** button to return to the Create Expense Report – Details page.

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

\*Business Purpose

Conference

Destination Location

FLORIDA

\*Report Description

Trip to Florida Conference

Reference

Attachments

Actions

Default Accounting For Report

GO

Expenses

Expand All

 | 

Collapse All

Add:

My Wallet (0)

Quick-Fill

Total

0.00

USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
		254 characters remaining		0.00	USD

Expand All

 | 

Collapse All

Total

0.00

USD

Enter the **Date** of the expense.

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

\*Business Purpose

Conference

Destination Location

FLORIDA

\*Report Description

Trip to Florida Conference

Reference

Attachments

Actions

Default Accounting For Report

GO

Expenses

Expand All

 | 

Collapse All

Add:

My Wallet (0)

Quick-Fill

Total

0.00

USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/12/2018	<ul style="list-style-type: none"> <li>Foster Parent Food</li> <li>Foster Parent Recruitment</li> <li>Foster Parent Reward-Recognitn</li> <li>Foster Parent Support Misc</li> <li>Foster Parent Training</li> <li>GASOLINE</li> <li>IN AIR TRANSP</li> <li>IN BREAKFAST</li> <li>IN COMMUTER MILE</li> <li>IN CONF/TRAIN REGIST</li> <li>IN DINNER</li> <li>IN INCIDENTALS</li> <li>IN LODGING</li> <li>IN LUNCH</li> <li>IN MILEAGE ADAPT VAN</li> <li>IN MILES - FULL</li> <li>IN MILES REDUCED RATE</li> <li>IN TRANSPORT OTHER</li> <li>IN VEHICLE RENTAL</li> <li>INTERNET ACCESS</li> <li>ITEMS FOR RESALE</li> <li>Judicial only-Court Incentives</li> <li>LEG NT 50+ MI</li> <li>LEG NT PER DIEM MEAL</li> <li>LEG NT PER DIEM ROOM</li> <li>LEG TX LESS 50 MI</li> <li>LEG TX PER DIEM MEAL</li> <li>LEG TX PER DIEM ROOM</li> <li>LICENSE - ATTORNEY</li> <li>LICENSE - CDL</li> </ul>	254 characters remaining		0.00	USD

Expand All

 | 

Collapse All

Total

0.00

USD

Click the **Expense Type** drop-down list and select the appropriate expense type from the list.

**Create Expense Report** Save for Later Summary and Submit

Colin Davidson

\*Business Purpose: Conference  
 \*Report Description: Trip to Florida Conference  
 Reference:

Destination Location: FLORIDA

Actions: ...Choose an Action

**Expenses**

Expand All | Collapse All Add:

Total: 0.00 USD

\*Date: 12/12/2018  
 \*Expense Type: OUT LODGING  
 Description: 254 characters remaining  
 \*Payment Type: Employee  
 \*Amount: 0.00  
 \*Currency: USD


\*Billing Type: Non-Taxable  
 \*Originating Location:   
 \*Location: FLORIDA  
 \*Merchant: ☐ Preferred ☒ Non-Preferred

☒ Default Rate  
☐ Non-Reimbursable  
☐ No Receipt

\*Exchange Rate: 1.00000000  
 Base Currency Amount: 0.00 USD

☒ Receipt Split

☒ Accounting Details

Expand the **Accounting Details** section by clicking the Expand Accounting Lines  icon.

The **Accounting Details** section expands and the ChartFields defined on the Accounting Defaults page display for the line.

**Create Expense Report** Save for Later Summary and Submit

Colin Davidson

\*Business Purpose: Conference  
 \*Report Description: Trip to Florida Conference  
 Reference:

Destination Location: FLORIDA

Actions: Default Accounting For Report

**Expenses**

Expand All | Collapse All Add:

\*Date: 12/12/2018  
 \*Expense Type: OUT LODGING  
 Description: 254 characters remaining  
 \*Payment Type: Employee  
 \*Amount: 0.00  
 \*Currency: USD

\*Billing Type: Non-Taxable  
 \*Originating Location:   
 \*Location: FLORIDA  
 \*Merchant: ☐ Preferred ☒ Non-Preferred

☒ Default Rate  
☐ Non-Reimbursable  
☐ No Receipt

\*Exchange Rate: 1.00000000  
 Base Currency Amount: 0.00 USD

☒ Receipt Split

☒ Accounting Details

**Chartfields**

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project
<input type="text"/>	08100	<input type="text"/>	USD	1.00000000	20105	8100002000	59290	Z0017	ZMVT 000-
<input type="text"/>	08100	<input type="text"/>	USD	1.00000000	20105	8100002200	59290	Z0017	ZMVT 000-

Remember, you can update the ChartFields after the expense line is added as long as the ChartField values were not updated in the Accounting Details section. Select the Default Accounting For Report option from the Actions drop-down and click the GO button to change the defaults.



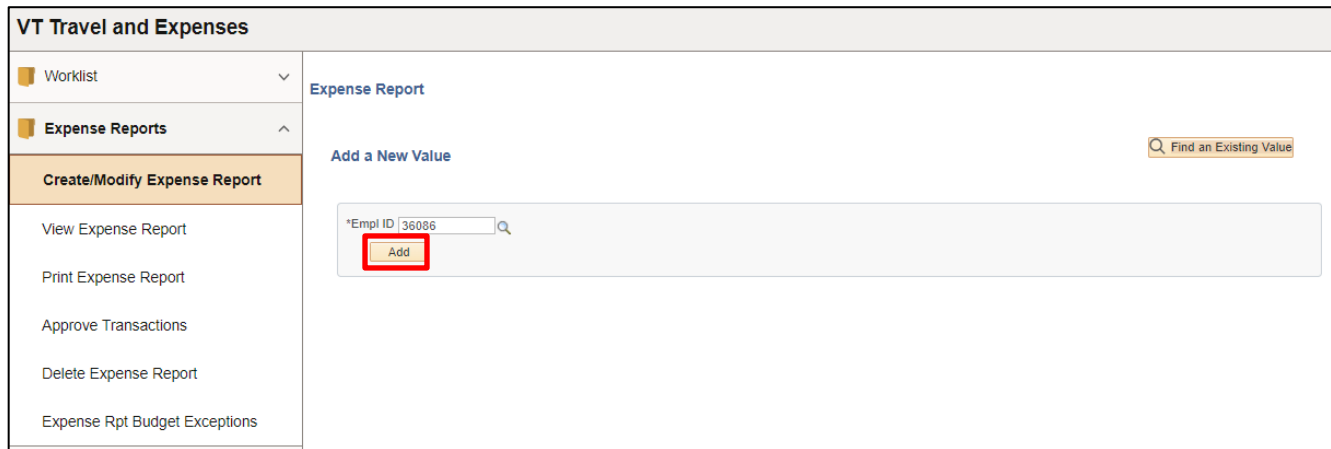
## Copy an Expense Report / Start from Existing Report

**Situations when this function is used:** Starting a report from an existing report will copy forward the information from a prior report. This can save time when entering expenses.

**Reminder:** If a Travel Authorization was created for the trip, the report must be started from the Travel Authorization.

**Navigation option 1:** Home page > TE tile > Expense Reports > Create/Modify Expense Report

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The Expense Report – Add a New Value page displays in the work area and the Empl ID automatically defaults.

Click the **Add** button.

**Note:** In the event you have an approved travel authorization, the following message box displays as a reminder.



**Reminder:** If a travel authorization was created for the trip, the report must be started from the travel authorization. Click the **OK** button and follow the instructions in the Start Expense Report from a Travel Authorization section.

If there is no travel authorization for the trip continue to the Create Expense Report – Details page.

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson ?

Quick Start

An Existing Report

GO

\*Business Purpose

\*Report Description

Reference

Destination Location

Attachments

Expenses ?

[Expand All](#) | [Collapse All](#)

Add:

My Wallet (0)

Quick-Fill

Total

0.00

USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
				0.00	USD

254 characters remaining

Expand All

Collapse All

Total

0.00

USD

Select **An Existing Report** from the Quick Start drop-down list.

Click the **GO** button.

The **Copy from Existing Expense Report** page displays a list of expense reports for the employee for the specified date range.

Copy from Existing Expense Report

From Date 09/12/2017

To 12/12/2018

Search

Expense Reports

	Report ID	Description	Business Purpose	Status	Created
Select	0000532371	Annual Meeting	Meeting	Pending	12/12/2018
Select	0000532370	Annual Meeting	Meeting	Submitted for Approval	12/12/2018
Select	0000532369	test	Emergency Response	Pending	12/12/2018
Select	0000532368	Annual Meeting	Meeting	Submitted for Approval	12/11/2018
Select	0000532366	Work Boots	General Expenses	Pending	12/10/2018
Select	0000532365	Annual Meeting	Meeting	Pending	12/10/2018
Select	0000532364	Annual Meeting	Meeting	Pending	12/10/2018
Select	0000532363	Travel for VISION training	Training	Pending	12/06/2018

Return

**Note:** If you don't see the report you are looking for, it might be necessary to adjust the date range to include the report.

Click **Select** button for the expense report you wish to use for the expense report.

The **Create Expense Report – Details** page displays. The information from the copied report will have carried forward.

Create Expense Report

Save for Later

Summary and Submit

Colin Davidson

\*Business Purpose Training

\*Report Description Travel for VISION training

Reference

Destination Location MONTPELIER VT

Attachments

Actions Choose an Action

GO

Expenses

Expand All

Collapse All

Add: My Wallet (0)

Quick-Fill

Total 26.71 USD

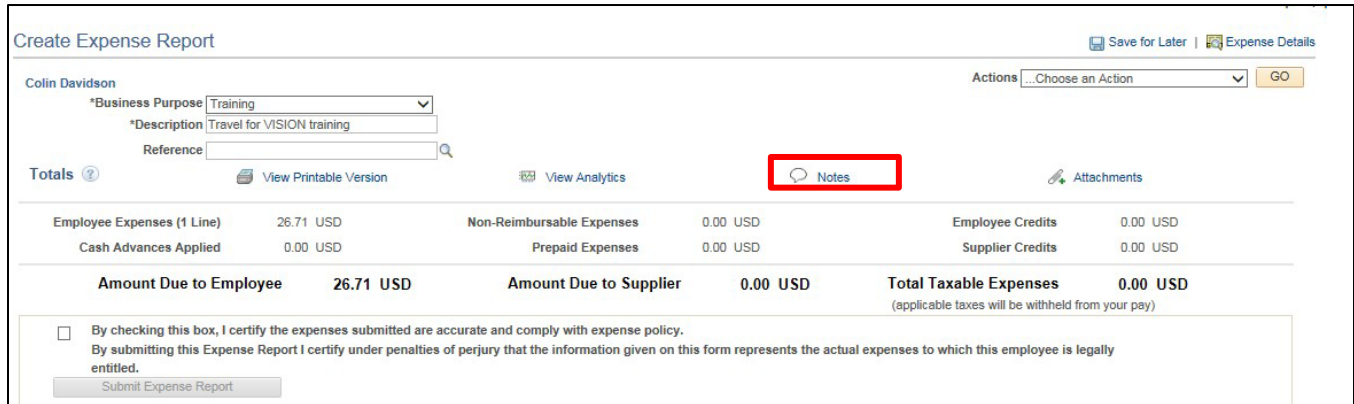
*Date 12/03/2018	*Expense Type IN MILES - FULL	*Description Travel to Montpelier for VISION training	*Payment Type Employee	*Amount 26.71	*Currency USD
<div>*Billing Type Non-Taxable</div> <div>*Originating Location WOLCOTT VT</div> <div>*Destination Location MONTPELIER VT</div> <div>*Miles 49 x 0.5450</div>		<div>214 characters remaining</div> <div> <div>Default Rate</div> <div>Non-Reimbursable</div> <div>No Receipt</div> </div> <div> <div>*Exchange Rate 1.00000000</div> <div>Base Currency Amount 26.71 USD</div> </div>			

Accounting Details

Make the necessary changes to reflect the current expenses and attach any required receipts.

Click the **Summary and Submit** link.

The **Create Expense Report – Submit** page displays.



**Create Expense Report**

Colin Davidson

\*Business Purpose: Training

\*Description: Travel for VISION training

Reference:

Totals ? View Printable Version View Analytics **Notes** Attachments

Employee Expenses (1 Line)	26.71 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>26.71 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>0.00 USD</b>

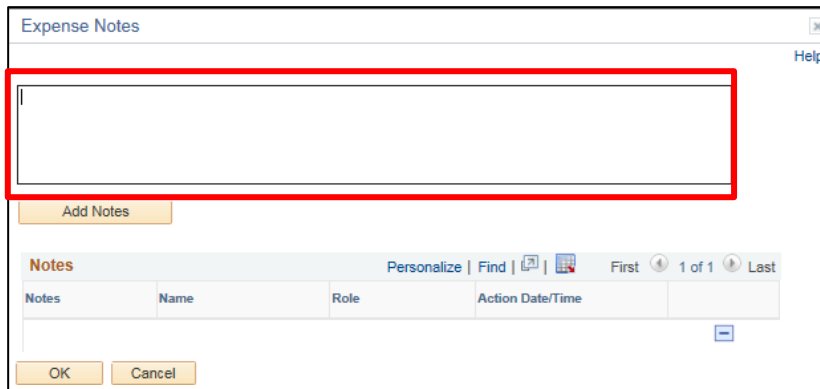
(applicable taxes will be withheld from your pay)

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy. By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Click the **Notes** link.

The **Expense Notes** page displays.



**Expense Notes**

Help

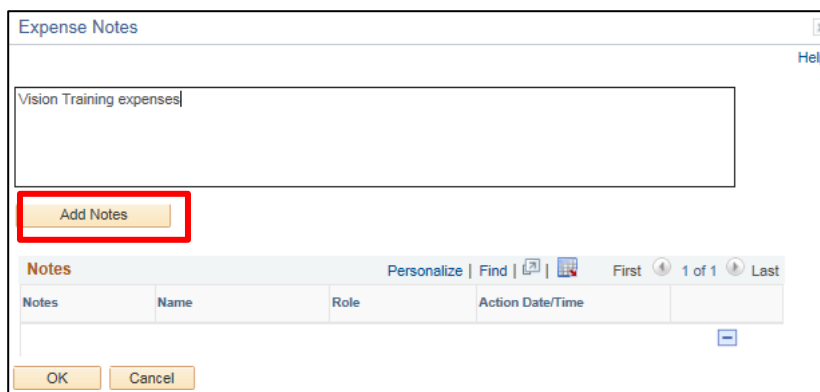
Add Notes

Notes

Notes	Name	Role	Action Date/Time

OK Cancel

Enter **Comments**.



**Expense Notes**

Help

Vision Training expenses

Add Notes

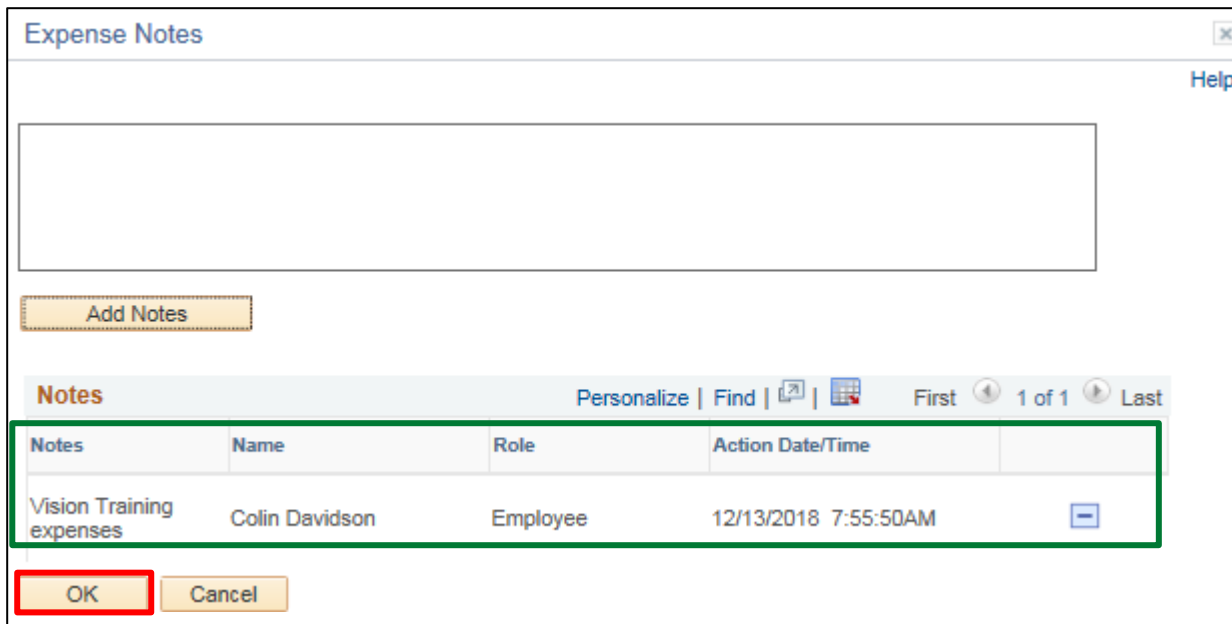
Notes

Notes	Name	Role	Action Date/Time

OK Cancel

Click the **Add Notes** button.

The Comments are added to the Notes section. The Name, Role and Date/Time field values are populated with the user who created the note and when.

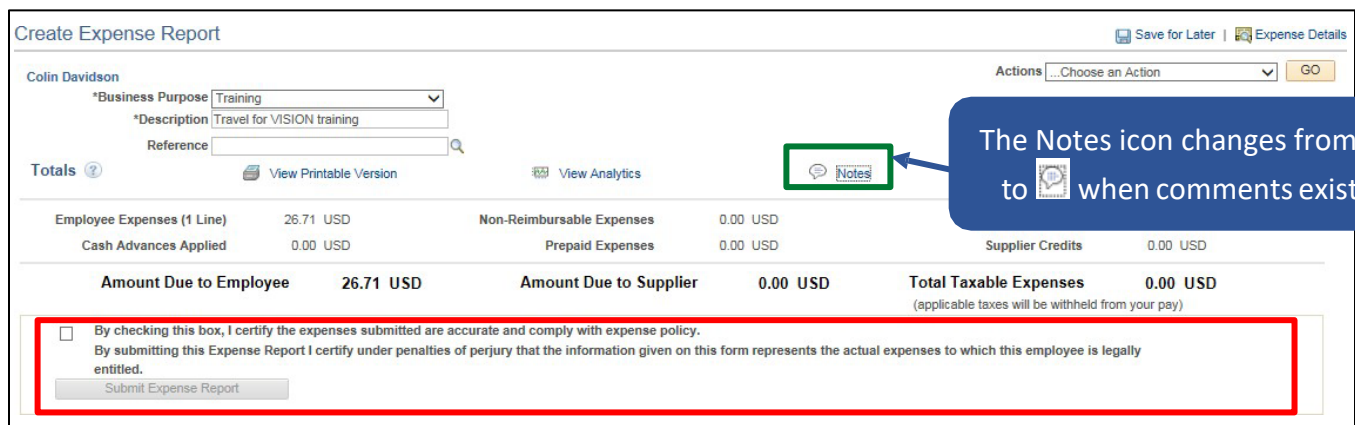


The dialog box titled "Expense Notes" contains a large text area for notes. Below it is an "Add Notes" button. A table titled "Notes" shows a single entry. At the bottom are "OK" and "Cancel" buttons.

Notes	Name	Role	Action Date/Time
Vision Training expenses	Colin Davidson	Employee	12/13/2018 7:55:50AM

Click the **OK** button.

The **Create Expense Report – Submit** page displays.



The "Create Expense Report" page shows details for Colin Davidson. It includes fields for Business Purpose (Training), Description (Travel for VISION training), and Reference. A table summarizes expenses: Employee Expenses (26.71 USD), Cash Advances Applied (0.00 USD), Non-Reimbursable Expenses (0.00 USD), Prepaid Expenses (0.00 USD), and Supplier Credits (0.00 USD). Totals show Amount Due to Employee (26.71 USD), Amount Due to Supplier (0.00 USD), and Total Taxable Expenses (0.00 USD). A certification section at the bottom contains a checkbox and a "Submit Expense Report" button.

**Totals**

Category	Amount
Employee Expenses (1 Line)	26.71 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	0.00 USD
Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>26.71 USD</b>
<b>Amount Due to Supplier</b>	<b>0.00 USD</b>
<b>Total Taxable Expenses</b>	<b>0.00 USD</b>

(applicable taxes will be withheld from your pay)

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy. By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Review the certification message and then select the **Certification** checkbox.

Create Expense Report

[Save for Later](#) | [Expense Details](#)

Colin Davidson

\*Business Purpose

Training

\*Description

Travel for VISION training

Reference

Actions

...Choose an Action

GO

Totals

[View Printable Version](#)
[View Analytics](#)
[Notes](#)
[Attachments](#)

Employee Expenses (1 Line)	26.71 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>26.71 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>0.00 USD</b>
(applicable taxes will be withheld from your pay)					

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.  
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Click the **Submit Expense Report** button.

The **Create Expense Report – Submit Confirmation** page displays.

Expense Report Submit Confirm

[Help](#)

Create Expense Report

Submit Confirmation

Colin Davidson

Totals

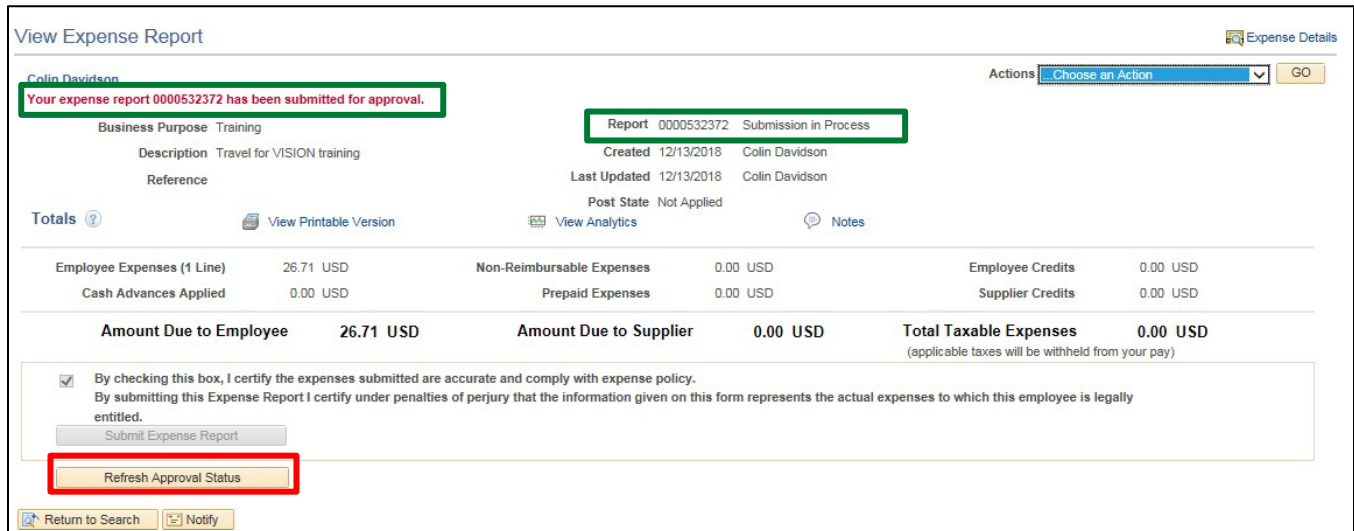
Employee Expenses (1 Line)	26.71 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>26.71 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>0.00 USD</b>
(applicable taxes will be withheld from your pay)					

OK

Cancel

Click the **OK** button.

The **View Expense Report - Submit** page displays with the message 'Your expense report (ER ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Report ID is assigned.



**View Expense Report** Expense Details

Colin Davidson Actions: Choose an Action GO

**Your expense report 0000532372 has been submitted for approval.**

Business Purpose: Training  
 Description: Travel for VISION training  
 Reference: Report: 0000532372 Submission in Process  
 Created: 12/13/2018 Colin Davidson  
 Last Updated: 12/13/2018 Colin Davidson  
 Post State: Not Applied

Totals View Printable Version View Analytics Notes

Employee Expenses (1 Line)	26.71 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>26.71 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>0.00 USD</b> <small>(applicable taxes will be withheld from your pay)</small>

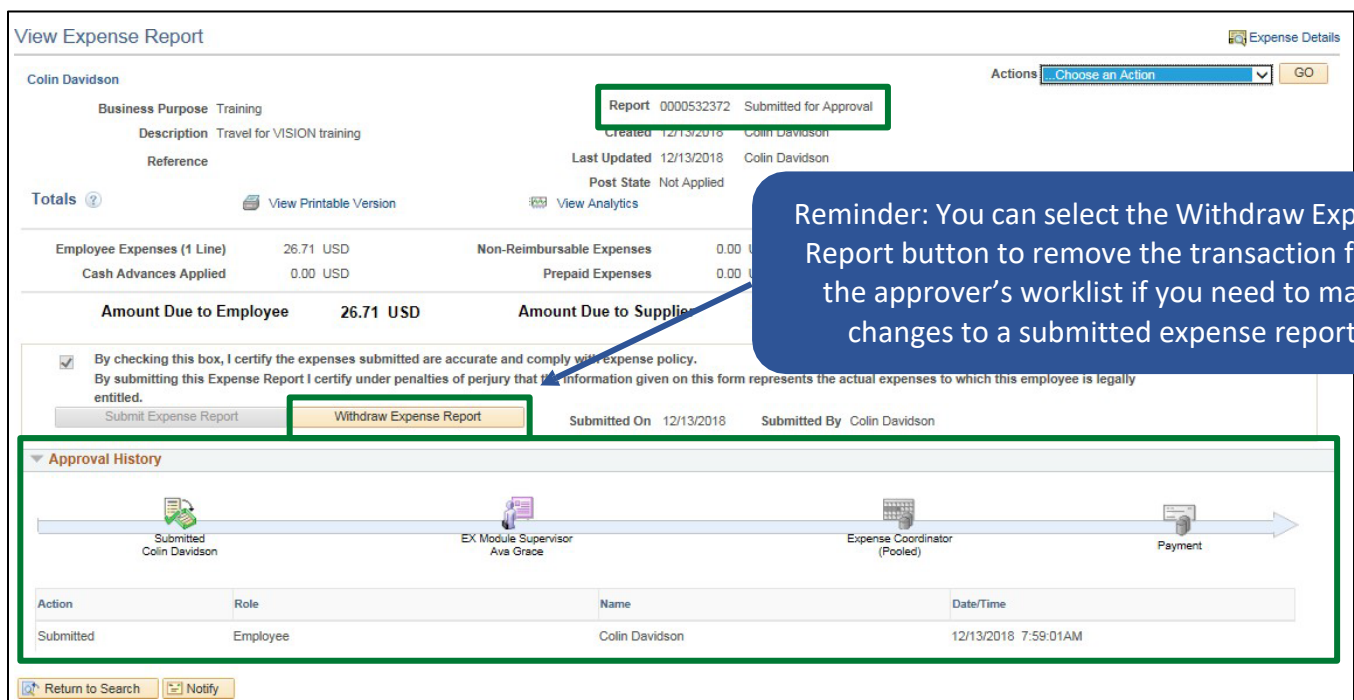
☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.  
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report **Refresh Approval Status**

Return to Search Notify

Click the **Refresh Approval Status** button.

The Withdraw Expense Report button displays and is enabled. The Approval History section displays the approval path for the expense, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.



**View Expense Report** Expense Details

Colin Davidson Actions: Choose an Action GO

**Report: 0000532372 Submitted for Approval**

Business Purpose: Training  
 Description: Travel for VISION training  
 Reference: Created: 12/13/2018 Colin Davidson  
 Last Updated: 12/13/2018 Colin Davidson  
 Post State: Not Applied

Totals View Printable Version View Analytics Notes

Employee Expenses (1 Line)	26.71 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>26.71 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>0.00 USD</b> <small>(applicable taxes will be withheld from your pay)</small>

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.  
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report **Withdraw Expense Report** Submitted On: 12/13/2018 Submitted By: Colin Davidson

**Approval History**

Submitted Colin Davidson → EX Module Supervisor Ava Grace → Expense Coordinator (Pooled) → Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	12/13/2018 7:59:01AM

Return to Search Notify

**Reminder:** You can select the Withdraw Expense Report button to remove the transaction from the approver's worklist if you need to make changes to a submitted expense report.

**Start Expense Report from a Travel Authorization**

**Situations when this function is used:** When a Travel Authorization was created for a trip, the report must be started from the Travel Authorization.

**Navigation option 1:** Home page > TE tile > Expense Reports > Create/Modify Expense Report

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The **Expense Report – Add a New Value** page displays in the work area and the Empl ID automatically defaults.

Click the **Add** button.



**Note:** In the event you have an approved travel authorization, the following message box displays as a reminder.

An approved travel authorization exists. If applicable to this expense report, please choose the Quick Start Populate From "A Travel Authorization" and select the appropriate travel authorization.

OK

Click the **OK** button.

The **Create Expense Report – Details** page displays

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson ?

\*Business Purpose

\*Report Description

Reference

Destination Location

[Attachments](#)

Quick Start A Travel Authorization

GO

**Expenses** ?

Expand All | Collapse All    Add: | [My Wallet \(0\)](#) | [Quick-Fill](#)

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text" value="254 characters remaining"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

Total    0.00    USD

Select **A Travel Authorization** from the Quick Start drop-down list.

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson ?

\*Business Purpose

\*Report Description

Reference

Destination Location

[Attachments](#)

A Travel Authorization

GO

**Expenses** ?

Expand All | Collapse All    Add: | [My Wallet \(0\)](#) | [Quick-Fill](#)

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text" value="254 characters remaining"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

Total    0.00    USD

Click the **GO** button.

The **Copy from Approved Travel Authorization** page displays a list of travel authorizations for the employee for the specified date range.

Copy from Approved Travel Authorization
Help

From Date 09/13/2018 x To 01/13/2019 x Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	Trip to Albany NY	0000005199	12/12/2018	12/13/2018	285.30 USD	
Select	Trip to Florida Conference	0000005197	12/17/2018	12/21/2018	350.00 USD	

Return

**Note:** If you don't see the travel authorization you are looking for, it might be necessary to adjust the date range to include the authorization.

Click **Select** button for the travel authorization you wish to use for the expense report.

**Note:** In the event there is a cash advance associated with the travel authorization, the following message box displays as a reminder.

A cash advance payment was issued for this travel authorization. Please apply the cash advance to the expense report.

OK

Click the **OK** button.

The **Create Expense Report – Details** page displays. The expense report is populated with the data from the travel authorization and the Authorization ID displays.

Create Expense Report

[Save for Later](#)
[Summary and Submit](#)

Colin Davidson

\*Business Purpose

Conference

\*Report Description

Trip to Albany NY

Reference

Destination Location

NEW YORK

Authorization ID

0000005199

Attachments

Actions

...Choose an Action

GO

Expenses

Expand All

Collapse All

Add

My Wallet (0)

Quick-Fill

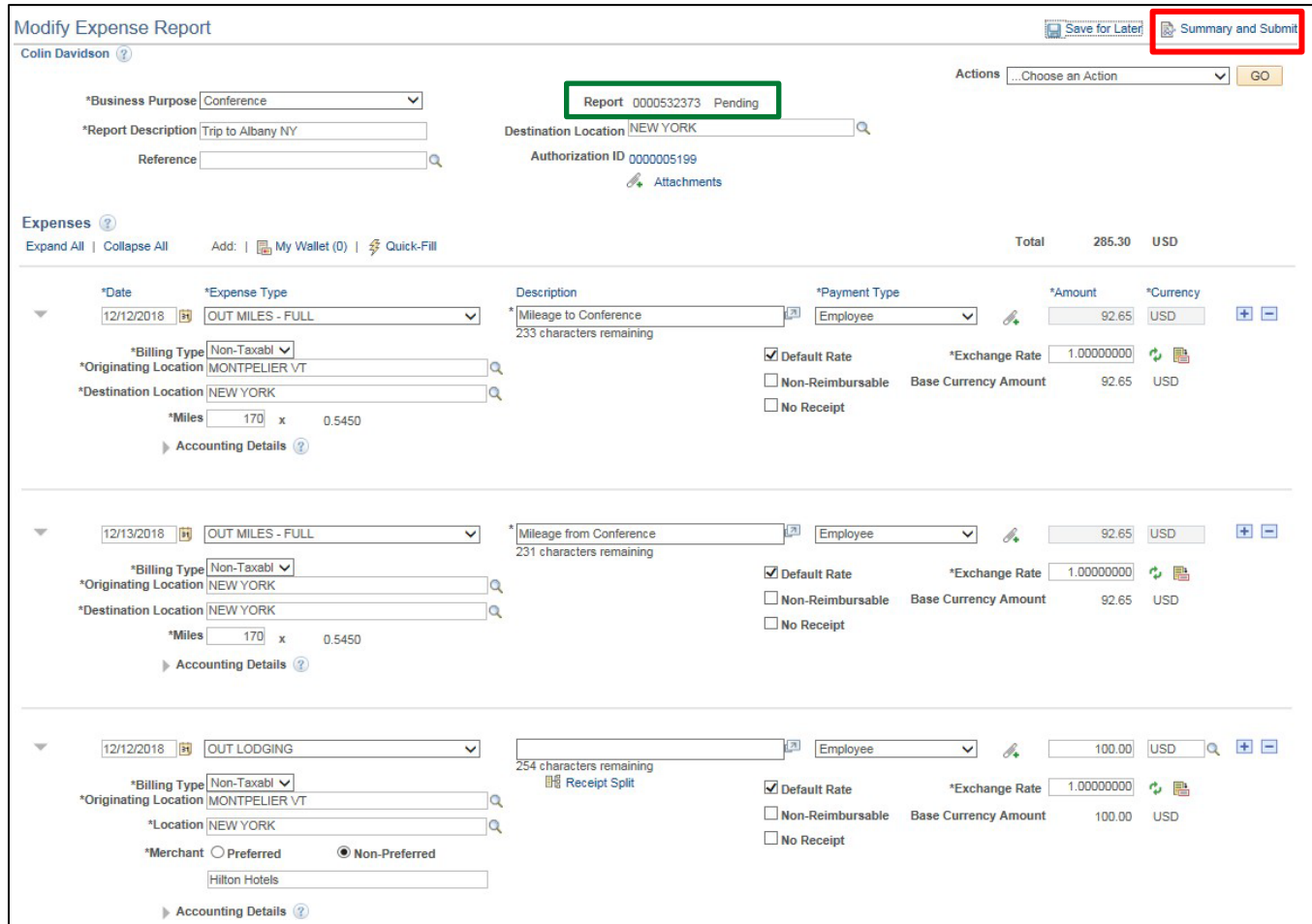
Total 285.30 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference 233 characters remaining	Employee	92.65	USD
<div>*Billing Type</div> <div>Non-Taxabl</div>		<div>*Exchange Rate</div> <div>1.00000000</div>			
<div>*Originating Location</div> <div>MONTPELIER VT</div>		<div>Default Rate</div> <div><input checked="" type="checkbox"/></div>		<div>Base Currency Amount</div> <div>92.65 USD</div>	
<div>*Destination Location</div> <div>NEW YORK</div>		<div>Non-Reimbursable</div> <div><input type="checkbox"/></div>			
<div>*Miles</div> <div>170 x 0.5450</div>		<div>No Receipt</div> <div><input type="checkbox"/></div>			
Accounting Details					
12/13/2018	OUT MILES - FULL	Mileage from Conference 231 characters remaining	Employee	92.65	USD
<div>*Billing Type</div> <div>Non-Taxabl</div>		<div>*Exchange Rate</div> <div>1.00000000</div>			
<div>*Originating Location</div> <div>NEW YORK</div>		<div>Default Rate</div> <div><input checked="" type="checkbox"/></div>		<div>Base Currency Amount</div> <div>92.65 USD</div>	
<div>*Destination Location</div> <div>NEW YORK</div>		<div>Non-Reimbursable</div> <div><input type="checkbox"/></div>			
<div>*Miles</div> <div>170 x 0.5450</div>		<div>No Receipt</div> <div><input type="checkbox"/></div>			
Accounting Details					
12/12/2018	OUT LODGING	 254 characters remaining	Employee	100.00	USD
<div>*Billing Type</div> <div>Non-Taxabl</div>		<div>*Exchange Rate</div> <div>1.00000000</div>			
<div>*Originating Location</div> <div>MONTPELIER VT</div>		<div>Default Rate</div> <div><input checked="" type="checkbox"/></div>		<div>Base Currency Amount</div> <div>100.00 USD</div>	
<div>*Location</div> <div>NEW YORK</div>		<div>Non-Reimbursable</div> <div><input type="checkbox"/></div>			
<div>*Merchant</div> <div> <input type="radio"/> Preferred           <input checked="" type="radio"/> Non-Preferred         </div>		<div>No Receipt</div> <div><input type="checkbox"/></div>			
<div>Hilton Hotels</div>					
Accounting Details					

Make the necessary changes to reflect the current expenses and attach any required receipts.

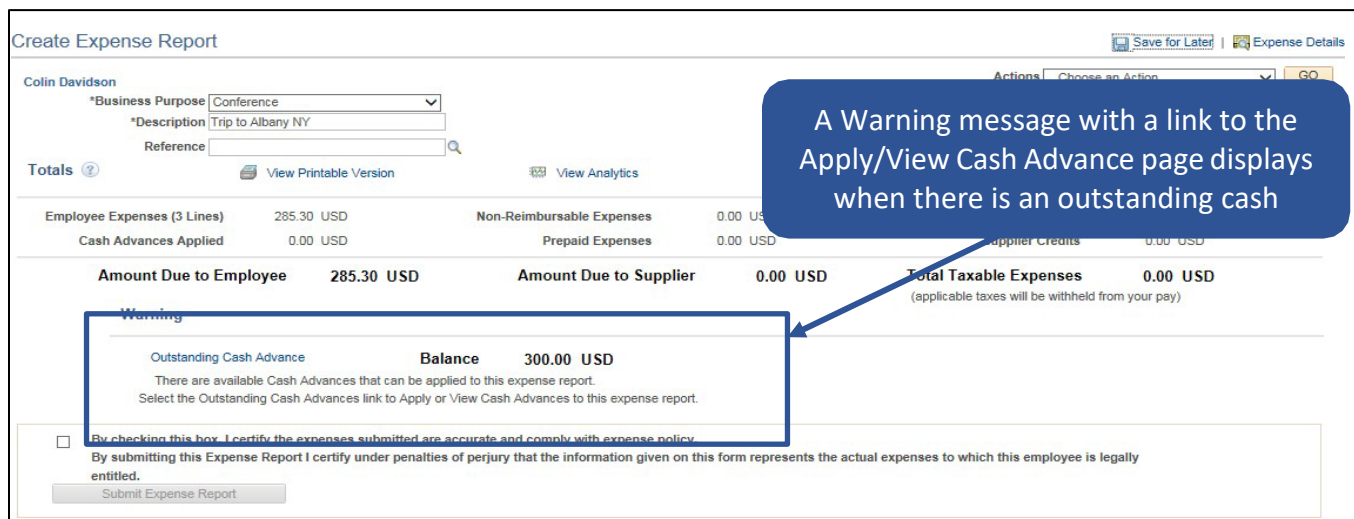
Click the **Save for Later** link.

The **Modify Expense Report – Details** page displays, and the Report ID is assigned.



Click the **Summary and Submit** link.

The **Create Expense Report – Submit** page displays.



### Add a Travel Authorization to an Existing Expense Report

**Situations when this function is used:** The travel authorization needs to be linked to an expense report after the report has been created.

**Navigation option 1:** Home page > TE tile > Expense Reports > Create/Modify Expense Report

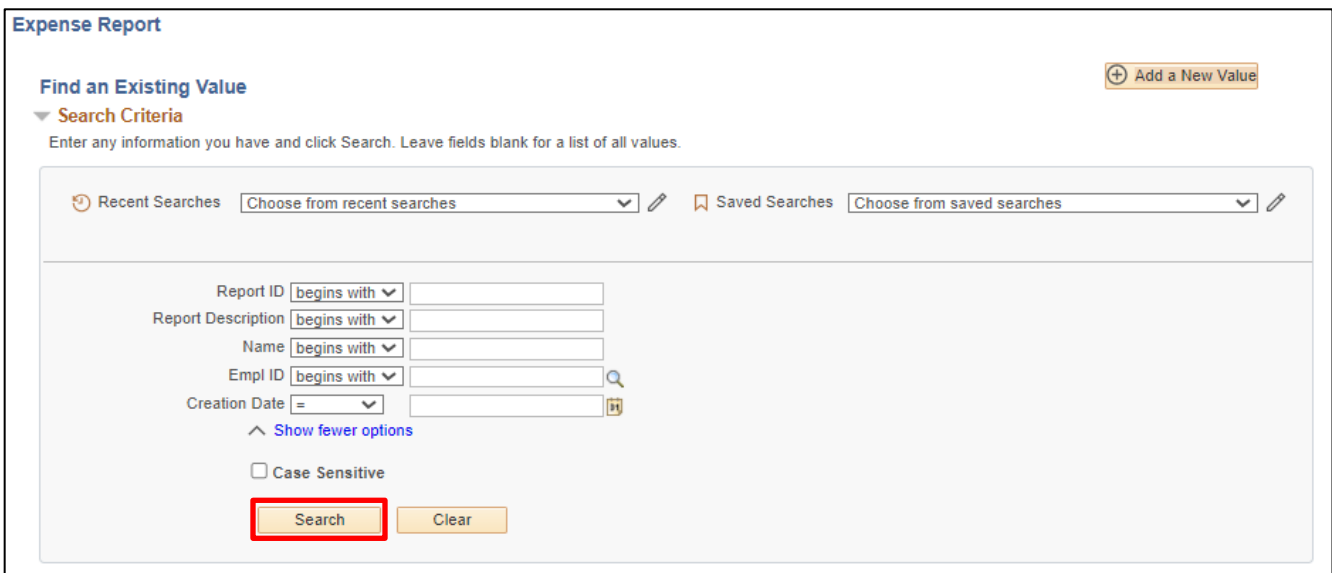
**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The screenshot shows the 'Expense Report' header. Below it, there is a section titled 'Add a New Value'. On the right side of this section, there is a button labeled 'Find an Existing Value' with a magnifying glass icon, which is highlighted with a red rectangle. Below this, there is a search bar with the text '\*Empl ID' and the value '36086' entered. To the right of the search bar is a magnifying glass icon. Below the search bar is an 'Add' button.

Click the **Find an Existing Value** button.

The **Expense Report – Find an Existing Value** page displays in the work area and the Empl ID automatically defaults.



The screenshot shows the 'Expense Report' header. Below it, there is a section titled 'Find an Existing Value'. On the right side of this section, there is a button labeled 'Add a New Value' with a plus icon. Below this, there is a section titled 'Search Criteria' with a dropdown arrow. Below 'Search Criteria' is a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this prompt are two search filters: 'Recent Searches' and 'Saved Searches', each with a dropdown menu and an edit icon. Below these filters is a search form with the following fields: 'Report ID' (dropdown menu with 'begins with' selected), 'Report Description' (dropdown menu with 'begins with' selected), 'Name' (dropdown menu with 'begins with' selected), 'Empl ID' (dropdown menu with 'begins with' selected and a magnifying glass icon), and 'Creation Date' (dropdown menu with '=' selected). Below the search form is a link 'Show fewer options'. Below the link is a checkbox labeled 'Case Sensitive'. At the bottom of the search form are two buttons: 'Search' and 'Clear'. The 'Search' button is highlighted with a red rectangle.

Click the **Search** button.

Clicking the Search button will list all expense reports in a pending status or if there is only one, the Modify Expense Report - Details page will display.

## Modify Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

Sent Back For Revision

By: Grace, Ava

TA not attached

Report 0000532374 Pending

Actions ...Choose an Action

GO

\*Business Purpose Conference

\*Report Description Trip to Florida Conference

Reference

Destination Location FLORIDA

Attachments

Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Total 502.70 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/10/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee 227 characters remaining	Employee	350.00	USD
12/10/2018	OUT MILES - FULL	Mileage to and from airport 227 characters remaining	Employee	32.70	USD
12/10/2018	OUT LODGING	 254 characters remaining	Employee	120.00	USD

Expand All | Collapse All

Total 502.70 USD

Select **Associate Travel Authorization** from the Actions drop-down list.

**Modify Expense Report** Save for Later Summary and Submit

Colin Davidson ? Sent Back For Revision By: Grace, Ava TA not attached Actions: Associate Travel Authorization GO

\*Business Purpose: Conference Report: 0000532374 Pending

\*Report Description: Trip to Florida Conference Destination Location: FLORIDA

Reference: Attachments

**Expenses** ? Expand All Collapse All Add: My Wallet (0) Quick-Fill Total: 502.70 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/10/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee 227 characters remaining	Employee	350.00	USD
12/10/2018	OUT MILES - FULL	Mileage to and from airport 227 characters remaining	Employee	32.70	USD
12/10/2018	OUT LODGING	 254 characters remaining	Employee	120.00	USD

Expand All Collapse All Total: 502.70 USD

Click the **GO** button.

The **Associate Travel Authorization** page displays a list of travel authorizations for the employee for the specified date range.

**Associate Travel Authorization** Help

From Date: 09/13/2018 To: 01/13/2019 Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	Trip to Albany NY	0000005199	12/12/2018	12/13/2018	285.30	USD
Select	Trip to Florida Conference	0000005197	12/17/2018	12/21/2018	350.00	USD

Return

**Note:** If you don't see the travel authorization you are looking for, it might be necessary to adjust the date range to include the authorization.

Click **Select** button for the travel authorization you wish to link to the expense report.

The **Modify Expense Report – Details** page displays with the Authorization ID and Detach TA button.

### Modify Expense Report

Colin Davidson

Sent Back For Revision

By: Grace, Ava

TA not attached

Report 0000532374 Pending

Destination Location FLORIDA

Authorization ID 0000005197

Detach TA

Save for Later

Summary and Submit

Actions ...Choose an Action

GO

\*Business Purpose Conference

\*Report Description Trip to Florida Conference

Reference

Expenses

Expand All

Collapse All

Add: My Wallet (0) Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/10/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee 227 characters remaining	Employee	350.00	USD
12/10/2018	OUT MILES - FULL	Mileage to and from airport 227 characters remaining	Employee	32.70	USD
12/10/2018	OUT LODGING	 254 characters remaining	Employee	120.00	USD

Expand All

Collapse All

Total 502.70 USD

Make the necessary changes to reflect the current expenses and attach any required receipts.

Click the **Save for Later** link.



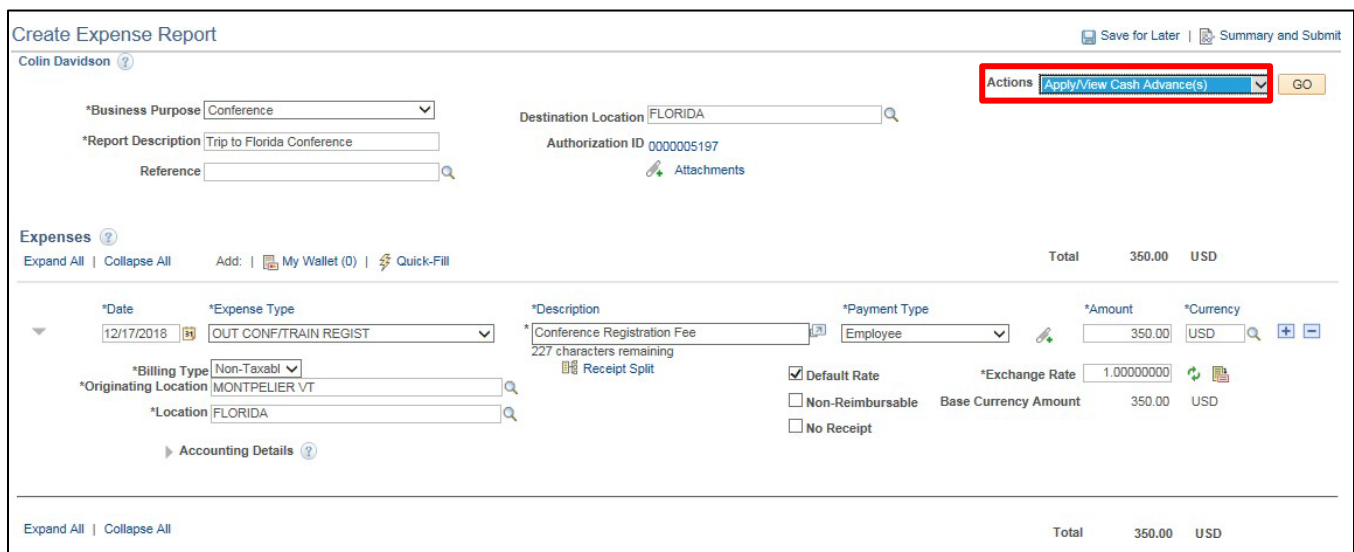
## Apply a Cash Advance

**Situations when this function is used:** An outstanding cash advance needs to be applied to an expense report.

**Navigation option 1:** Home page > TE tile > Expense Reports > Create/Modify Expense Report

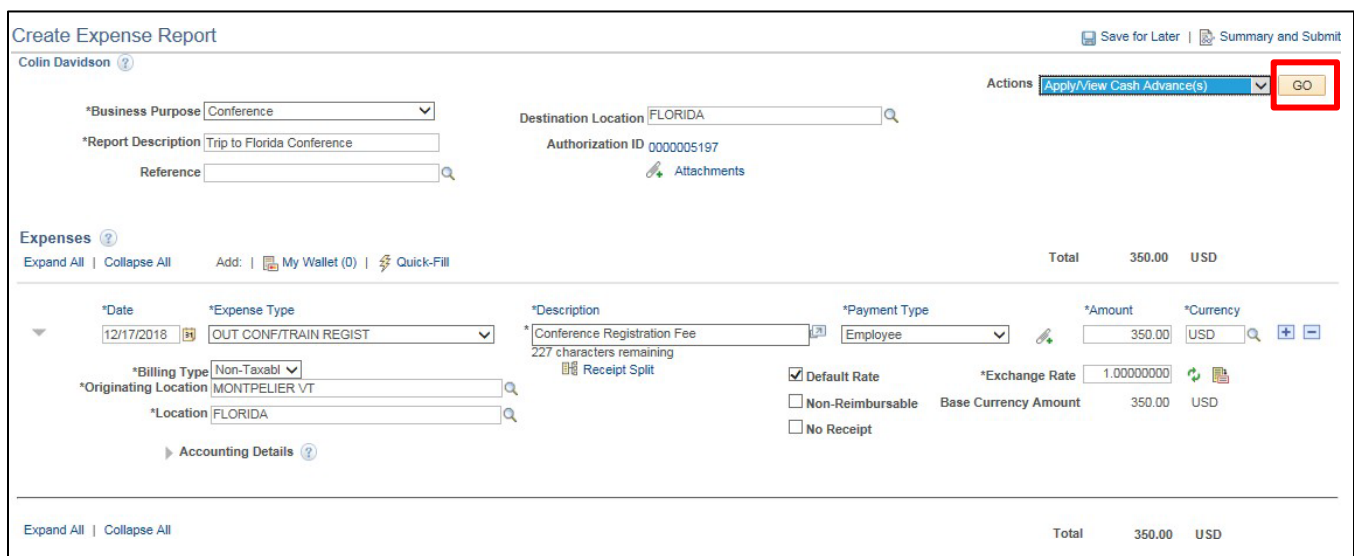
**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

**Note:** You can apply an advance from the Create Expense Report – Details page or the Modify Expense Report Details page.



The screenshot shows the 'Create Expense Report' form for Colin Davidson. The form includes fields for Business Purpose (Conference), Report Description (Trip to Florida Conference), Destination Location (FLORIDA), and Authorization ID (000005197). The Expenses table shows a single entry for a Conference Registration Fee of 350.00 USD. The Actions dropdown menu is open, and 'Apply/View Cash Advance(s)' is highlighted.

Select **Apply/View Cash Advance(s)** from the Actions drop-down list.



This screenshot is identical to the previous one, but the 'GO' button next to the 'Apply/View Cash Advance(s)' option in the Actions dropdown is highlighted with a red box.

Click the **GO** button.

The **Apply Cash Advance(s)** page displays.

Create Expense Report

Apply Cash Advance(s)

Report ID NEXT

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied	
<input type="text"/>	0.000	0.00		0.00 USD	<input type="button" value="-"/>

Add Cash Advance
Update Totals

Total Advance Applied 0.00 USD  
Totals (1 Line) 350.00 USD  
Total Due Employee 350.00 USD

OK

Click the **Look up Advance ID**  icon.

The **Look Up Advance ID** page displays the outstanding advances for the employee.

Look Up Advance ID

Help

Empl ID 00003  
DateTime Stamp 12/13/2018 10:25AM  
Advance ID  begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Advance ID	Advance Description	Balance	Currency Code
0000000833	(blank)	300	USD

Select the **Cash Advance** link that was created from the travel authorization that was populated to the expense report.

The **Apply Cash Advance(s)** page displays with the advance amount, the amount applied and any remaining advance balance.

Create Expense Report

Apply Cash Advance(s)

Report ID NEXT

Cash Advance Information				
*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0000000833	300.00	0.00 USD	1.00000000	300.00 USD

Add Cash Advance

Update Totals

Total Advance Applied	300.00 USD
Totals (1 Line)	350.00 USD
Total Due Employee	50.00 USD

OK

The Total Advance Applied cannot be more than the Totals for the expense report or the Advance Amount.

To apply a lower amount, enter that amount in the **Total Applied** field.

**Note:** See your department Expense Coordinator if you still have a balance on the cash advance after it is applied.

Click the **OK** button.

Create Expense Report

Colin Davidson

Save for Later

Summary and Submit

Actions ...Choose an Action GO

\*Business Purpose Conference

Destination Location FLORIDA

\*Report Description Trip to Florida Conference

Authorization ID 0000005197

Reference

Attachments

Expenses

Expand All Collapse All

Add: My Wallet (0) Quick-Fill

Total 350.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	350.00	USD

\*Billing Type Non-Taxabl

\*Originating Location MONTPELIER VT

\*Location FLORIDA

Accounting Details

227 characters remaining

Receipt Split

☒ Default Rate
 ☐ Non-Reimbursable
 ☐ No Receipt

\*Exchange Rate 1.00000000

Base Currency Amount 350.00 USD

Expand All Collapse All

Total 350.00 USD

Click the **Summary and Submit** link.

The Totals are updated to reflect the cash advance amount applied and the total that is due to the employee.

Create Expense Report

[Save for Later](#)
[Expense Details](#)

Colin Davidson

\*Business Purpose

Conference

\*Description

Trip to Florida Conference

Reference

Actions

Choose an Action

GO

Totals

[View Printable Version](#)
[View Analytics](#)
[Notes](#)
[Attachments](#)

Employee Expenses (1 Line)	350.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>50.00 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>0.00 USD</b>
(applicable taxes will be withheld from your pay)					

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.  
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

## Modify an Expense Report

**Situations when this function is used:** An expense report can be modified if it has been saved for later or sent back for revision.

**Please refer to Bulletin 3.4 (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Expense Reports.**

**Navigation option 1:** Home page > TE tile > Expense Reports > Create/Modify Expense Report

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

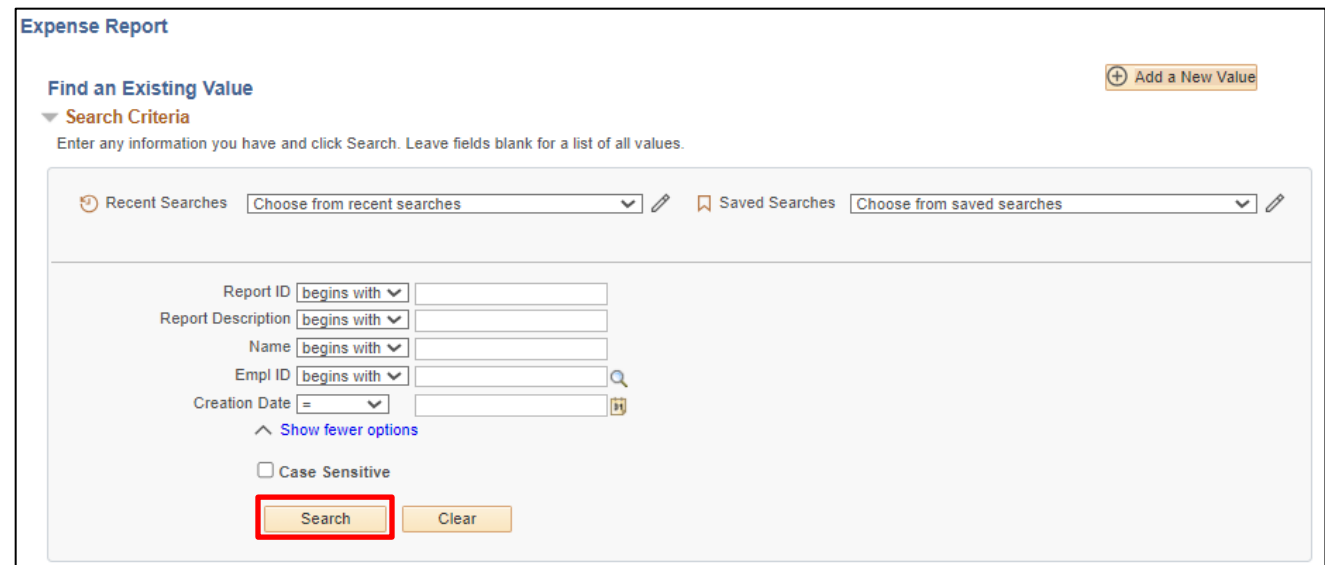
The Expense Report – Add a New Value page displays in the work area and the Empl ID automatically defaults.



The screenshot shows the 'Expense Report' header. Below it is the 'Add a New Value' section. On the right side of this section, there is a button labeled 'Find an Existing Value' which is highlighted with a red rectangle. Below the 'Add a New Value' section is a search bar with the text '\*Empl ID' followed by the value '36086' and a magnifying glass icon. Below the search bar is an 'Add' button.

Click the **Find an Existing Value** button.

The Expense Report – Find an Existing Value page displays.



The screenshot shows the 'Expense Report' header. Below it is the 'Find an Existing Value' section. On the right side of this section, there is a button labeled '+ Add a New Value'. Below the 'Find an Existing Value' section is a 'Search Criteria' section. It contains a dropdown menu for 'Recent Searches' and a dropdown menu for 'Saved Searches'. Below these are several search criteria fields: 'Report ID' (begin with), 'Report Description' (begin with), 'Name' (begin with), 'Empl ID' (begin with), and 'Creation Date' (=). Below the search criteria fields is a 'Show fewer options' link. Below the search criteria fields is a 'Case Sensitive' checkbox. Below the search criteria fields is a 'Search' button, which is highlighted with a red rectangle, and a 'Clear' button.

Click the **Search** button.

Clicking the Search button will list all expense reports in a pending status or if there is only one, the Modify Expense Report - Details page will display.

### Modify Expense Report

[Save for Later](#) | [Summary and Submit](#)

[Sent Back For Revision](#)
By: Grace.Ava
Please update the amount on line 1 and remove the duplicate

Actions
Choose an Action
GO

\*Business Purpose
Conference
Report
0000519319
Pending

\*Report Description
Training Conference
Destination Location
NEW YORK

Reference
Authorization ID
0000004754

Additions

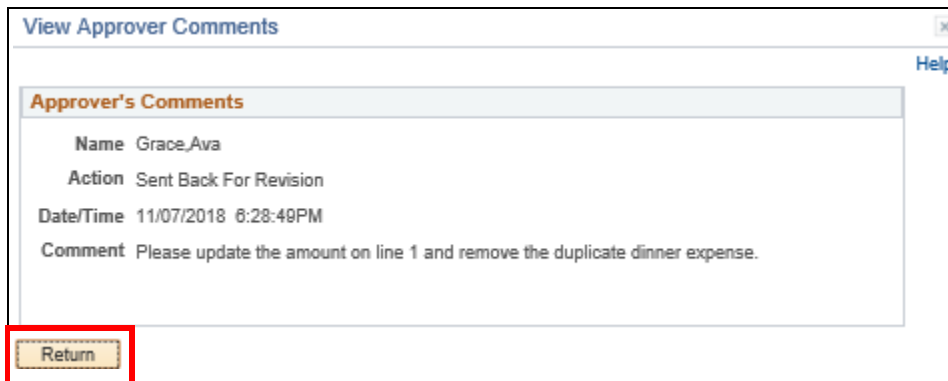
Expenses
Expand All | Collapse All
Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/05/2018	OUT BREAKFAST	* Breakfast first day of conference 221 characters remaining	Employee	10.00	USD
11/06/2018	OUT BREAKFAST	* Breakfast second day of conference 220 characters remaining	Employee	6.25	USD
11/05/2018	OUT DINNER	* Dinner first day of conference 224 characters remaining	Employee	18.50	USD
11/05/2018	OUT DINNER	* Dinner second day of conference 223 characters remaining	Employee	18.50	USD
11/07/2018	OUT DINNER	* Dinner third day of conference 224 characters remaining	Employee	18.50	USD
11/05/2018	OUT MILES - FULL	* Mileage from Home to Conference 223 characters remaining	Employee	109.00	USD
11/07/2018	OUT MILES - FULL	* Mileage from Conference to Home	Employee	109.00	USD

Comments entered by the approver when an expense report is sent back display at the top of the page.

Click the [Comments](#) link.

The **View Approver Comments** page displays the approver's name, the date/time the transaction was sent back and the entire approver's comment.



**View Approver Comments**

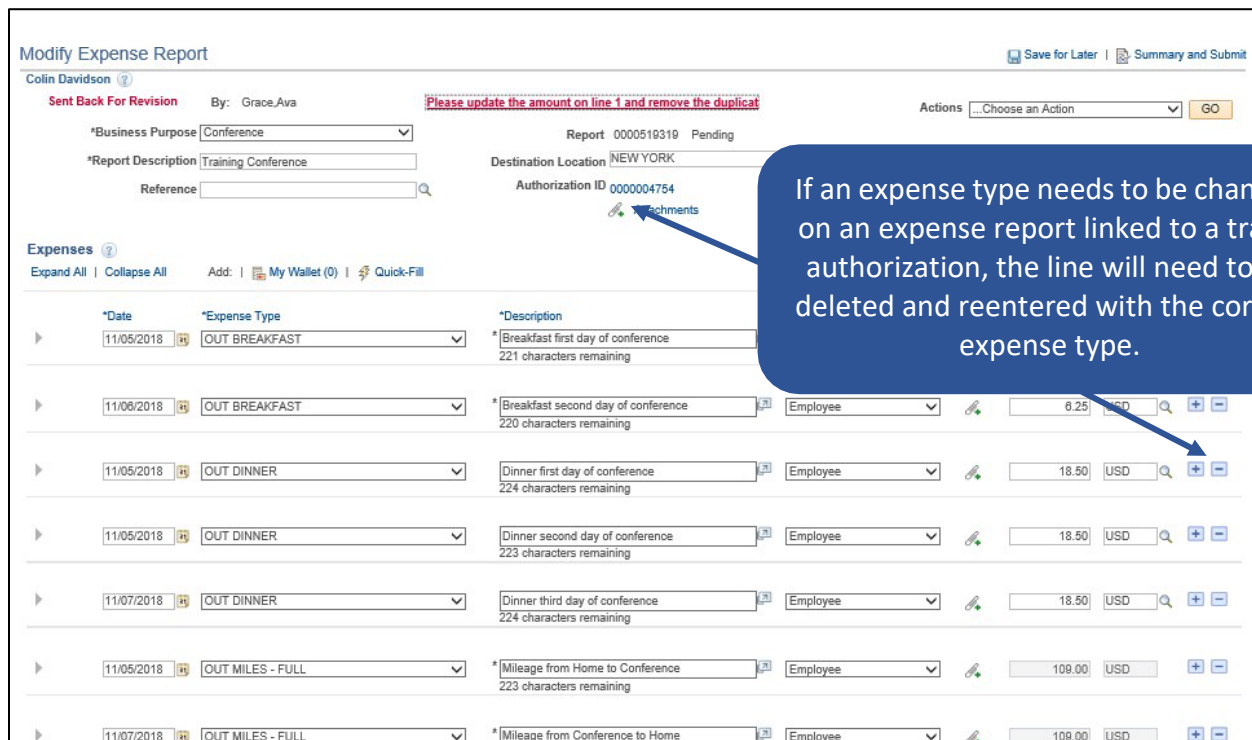
**Approver's Comments**

Name: Grace\_Ava  
 Action: Sent Back For Revision  
 Date/Time: 11/07/2018 6:28:49PM  
 Comment: Please update the amount on line 1 and remove the duplicate dinner expense.

**Return**

Review the comment to see what changes need to be made to the expense report.

Click the **Return** button to return to **Modify Expense Report – Details** page.



**Modify Expense Report**

Colin Davidson [?](#) [Save for Later](#) [Summary and Submit](#)

**Sent Back For Revision** By: Grace\_Ava **Please update the amount on line 1 and remove the duplicate** Actions: [Choose an Action](#) [GO](#)

\*Business Purpose: Conference  
 \*Report Description: Training Conference  
 Reference:   
 Report: 0000519319 Pending  
 Destination Location: NEW YORK  
 Authorization ID: 0000004754  
[Attachments](#)

**Expenses** [?](#)  
[Expand All](#) [Collapse All](#) Add: [My Wallet \(0\)](#) [Quick-Fill](#)

*Date	*Expense Type	*Description	Employee	Amount	Currency
11/05/2018	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining			
11/06/2018	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	Employee	8.25	USD
11/05/2018	OUT DINNER	Dinner first day of conference 224 characters remaining	Employee	18.50	USD
11/05/2018	OUT DINNER	Dinner second day of conference 223 characters remaining	Employee	18.50	USD
11/07/2018	OUT DINNER	Dinner third day of conference 224 characters remaining	Employee	18.50	USD
11/05/2018	OUT MILES - FULL	*Mileage from Home to Conference 223 characters remaining	Employee	109.00	USD
11/07/2018	OUT MILES - FULL	*Mileage from Conference to Home	Employee	109.00	USD

Changes can be made to the expense report like you would if you were entering the report. The expense report information is editable. See **Entering Expense Reports** for more instructions.

## View Expense Reports

**Situations when this function is used:** Expense Reports are available to view in the system and it may not be necessary to print.

**Navigation option 1:** Home page > TE tile > Expense Reports > View Expense Report

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > View

The **View Expense Report** search page displays in the work area:

### Expense Report

**Find an Existing Value**

▼ **Search Criteria**

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

Recent Searches
Choose from recent searches

Saved Searches
Choose from saved searches

Report ID

begins with

Report Description

begins with

Name

begins with

Empl ID

begins with

Report Status

=

Creation Date

=

Show fewer options

☐ Case Sensitive

Search

Clear

**Note:** The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by adding additional criteria. If you know the expense report number that you want to view you can enter the number into the Report ID field.

To view all Expense Reports, click the **Search** button.



A list of expense reports displays in the search results.

Select the **Report ID** link for the expense report you would like to view:

### Expense Report

#### Find an Existing Value

Search Criteria

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

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Report ID

begins with

Report Description

begins with

Name

begins with

Empl ID

begins with

30008

Report Status

=

Creation Date

=

Show fewer options

Case Sensitive

Search

Clear

Save Search

Search Results

32 results Empl ID "30008"

View All

First

1-10 of 32

Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date	
0000593132	Postage/Mailings	Renadette,Brianne Marie	30008	Paid	06/10/2021	>
0000588562	Postage/Mailings	Renadette,Brianne Marie	30008	Paid	03/04/2021	>
0000585782	Postage/Mailings	Renadette,Brianne Marie	30008	Paid	01/06/2021	>
0000585101	Postage/Mailings	Renadette,Brianne Marie	30008	Paid	12/11/2020	>
0000554122	6/5/2019	Renadette,Brianne Marie	30008	Paid	06/10/2019	>
0000554121	5/31/2019	Renadette,Brianne Marie	30008	Paid	06/10/2019	>
0000553988	05/20/19-05/23/19	Renadette,Brianne Marie	30008	Paid	06/07/2019	>

February 2024

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The **View Expense Report – Summary** page displays.

View Expense Report

Expense Details

Colin Davidson

Business Purpose Training

Description Training in Burlington

Reference

Report 0000519323

Approved for Payment

Created 11/09/2018

Colin Davidson

Last Updated 11/09/2018

Mary Motor

Post State Not Applied

Notes

Totals

View Printable Version

View Analytics

Employee Expenses (2 Lines)	60.64 USD	Non-Reimbursable Expenses	0.00 USD	
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits 0.00 USD
<b>Amount Due to Employee</b>	<b>60.64 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses 0.00 USD</b> <small>(applicable taxes will be withheld from your pay)</small>

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.  
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Withdraw Expense Report

Submitted On 11/09/2018

Submitted By Colin Davidson

Approval History

Submitted Colin Davidson

EX Module Supervisor Ava Grace

Expense Coordinator Mary Motor

Payment

Action	Role	Name	Date/Time	Comments
Submitted	Employee	Colin Davidson	11/09/2018 10:29:04AM	
Approved	EX Module Supervisor	Ava Grace	11/09/2018 11:31:10AM	
Sent Back For Revision	Expense Coordinator	Mary Motor	11/09/2018 11:34:58AM	
Resubmitted	Employee	Colin Davidson	11/09/2018 10:37:45AM	
Approved	EX Module Supervisor	Ava Grace	11/09/2018 11:40:02AM	
Approved	Expense Coordinator	Mary Motor	11/09/2018 11:42:35AM	

Return to Search

Previous in List

Next in List

Notify

The expense report information displays including the Totals, Notes and Status. All fields will be grayed out when viewing a report.

The Approval History displays the approval path and actions performed, who performed the action and the date/time the action was performed. Actions can include one or more of the following: Submitted, Approved, Sent Back for Revision, Resubmitted or Withdrawn.

Click the **Notes** link.

The **Expense Notes** page displays any comments entered by the employee and/or approver.

Expense Notes

Help

Add Notes

Notes

Personalize | Find | 2 | First 1-2 of 2 Last

Notes	Name	Role	Action Date/Time
Sent Back For Revision - Please update the amount on line 1 and remove the duplicate dinner expense.	Ava Grace	EX Module Supervisor	11/07/2018 6:28:48PM
Expense for Training Conference	Colin Davidson	Employee	11/07/2018 9:44:03AM

OK Cancel

Click the **OK** button to return to the View Expense Report – Summary page.

View Expense Report

Expense Details

Colin Davidson

Business Purpose Training

Description Training in Burlington

Reference

Report 0000519323

Approved for Payment

Created 11/09/2018 Colin Davidson

Last Updated 11/09/2018 Mary Motor

Post State Not Applied

Totals

View Printable Version

View Analytics

Notes

Attachments (1)

Employee Expenses (2 Lines)	60.64 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>60.64 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>0.00 USD</b>

(applicable taxes will be withheld from your pay)

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.  
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Withdraw Expense Report

Submitted On 11/09/2018

Submitted By Colin Davidson

Approval History

Submitted Colin Davidson

EX Module Supervisor Ava Grace

Expense Coordinator Mary Motor

Payment

Action	Role	Name	Date/Time	Comments
Submitted	Employee	Colin Davidson	11/09/2018 10:29:04AM	
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Resubmitted	Employee	Colin Davidson	11/09/2018 10:37:45AM	
Approved	EX Module Supervisor	Ava Grace	11/09/2018 11:40:02AM	
Approved	Expense Coordinator	Mary Motor	11/09/2018 11:42:35AM	

Click the **Expense Details** link.

The **View Expense Report – Details** page displays the expense report line information.

View Expense Report

[Summary and Submit](#)

Colin Davidson

Sent Back For Revision

By: Grace,Ava

Please update the amount on line 1 and remove the duplicat

Actions

Choose an Action

GO

Business Purpose

Conference

Report

0000519319

Pending

Report Description

Training Conference

Authorization ID



0000004754

Reference

Expenses

Expand All | Collapse All

Expand All | Collapse All

The line Attachment icon will display as  when an attachment has been added to the line. The icon will display as  when there is no attachment.

Click the line **Attachment**  icon.

The **Expense Line Attachments** page displays.

Expense Line Attachments

Report ID 0000519319

Date 11/05/2018

Expense Type OUT CONF/TRAIN REGIST

Amount 300.00 USD

Details

Personalize | Find | View All | First 1 of 1 Last

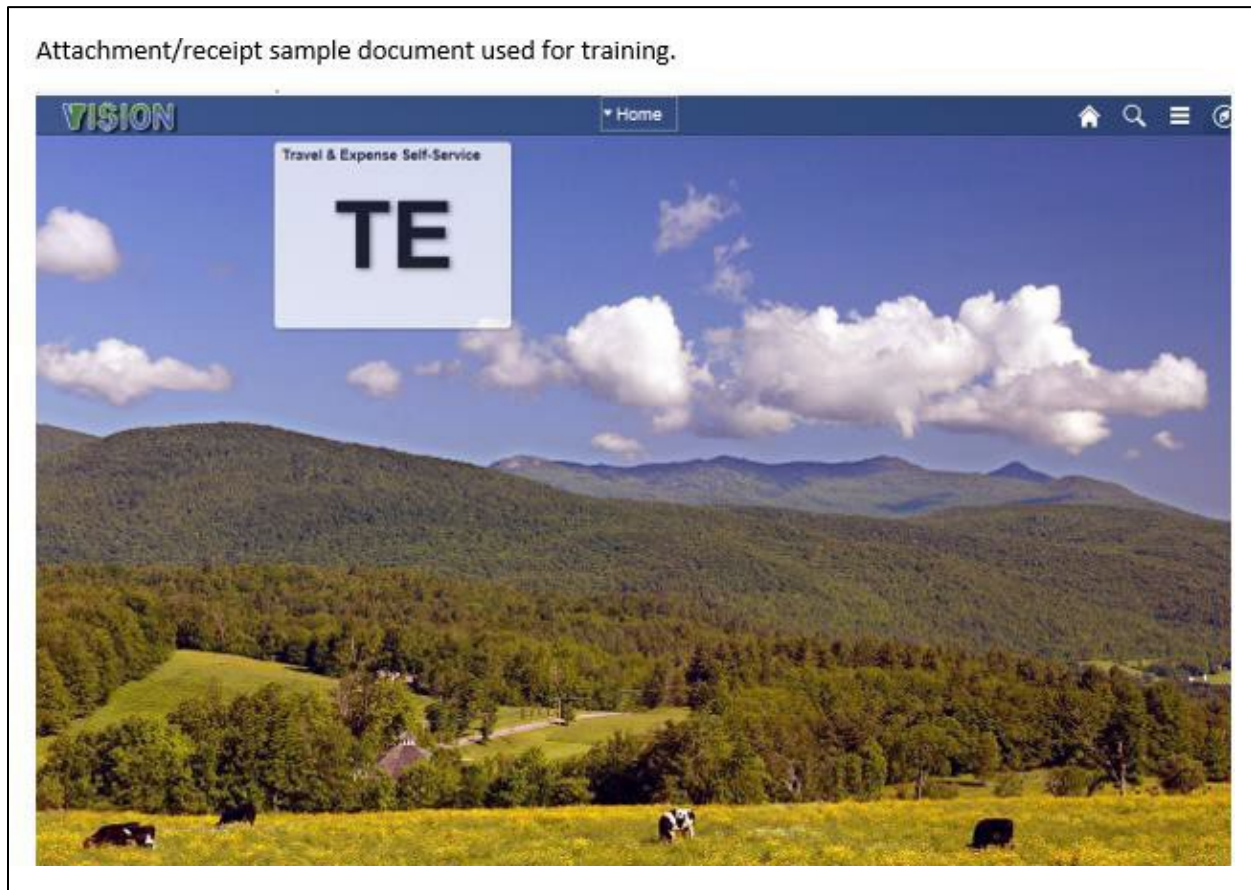
File Name	Description	User	Name	Date/Time Stamp
Test_Attachment.docx	Receipt for Conference	CDAVIDSO	Colin Davidson	11/07/2018 9:44:12AM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

OK

Cancel

Click the **File Name** link to view the attachment.



Close the attachment and click the **OK** button on the Expense Line Attachments page.

View Expense Report

[Summary and Submit](#)

Colin Davidson

Sent Back For Revision

By: Grace.Ava

Please update the amount on line 1 and remove the duplicat

Report 0000519319 Pending

Authorization ID 0000004754

Business Purpose Conference

Report Description Training Conference

Reference

Actions

...Choose an Action

GO

Expand All


Collapse All

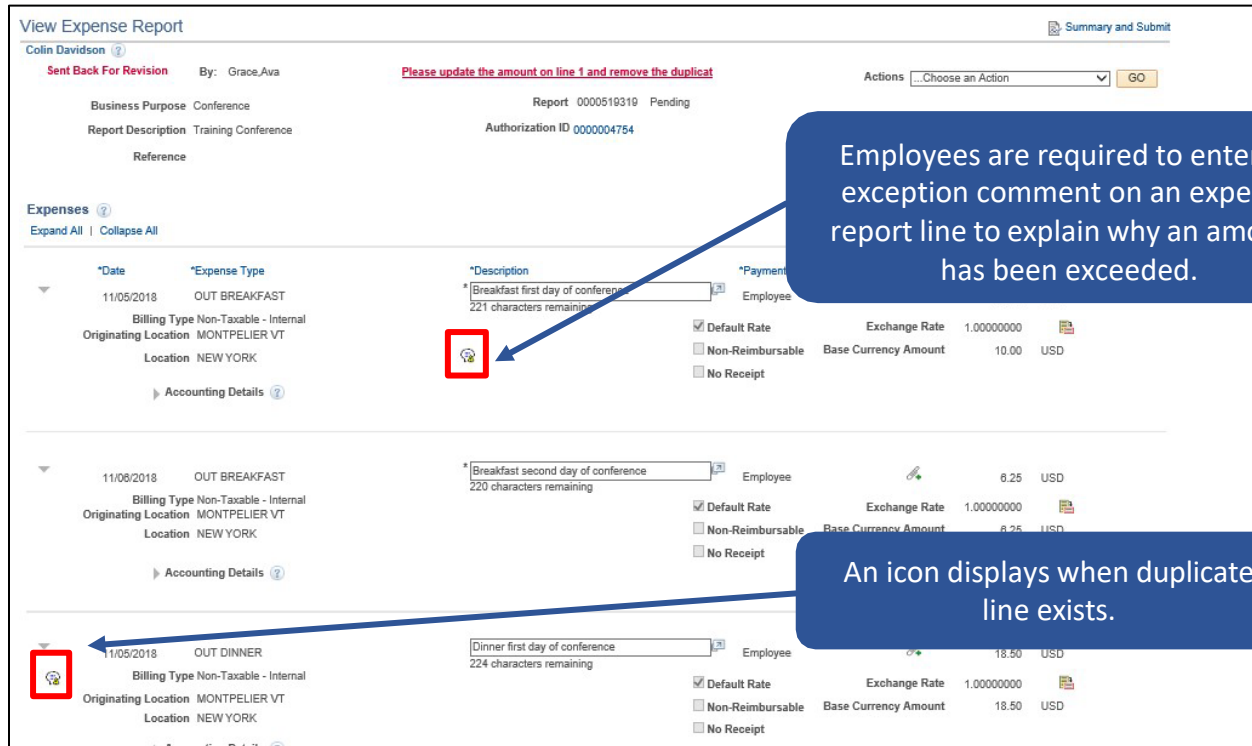
*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/05/2018	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining	Employee	10.00	USD
11/06/2018	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	Employee	8.25	USD
11/05/2018	OUT DINNER	Dinner first day of conference 224 characters remaining	Employee	18.50	USD
11/05/2018	OUT DINNER	Dinner second day of conference 223 characters remaining	Employee	18.50	USD
11/07/2018	OUT DINNER	Dinner third day of conference 224 characters remaining	Employee	18.50	USD
11/05/2018	OUT MILES - FULL	*Mileage from Home to Conference 223 characters remaining	Employee	109.00	USD
11/07/2018	OUT MILES - FULL	*Mileage from Conference to Home 223 characters remaining	Employee	109.00	USD
11/05/2018	OUT CONF/TRAIN REGIST	*Training Conference Registration 222 characters remaining	Employee	300.00	USD
09/01/2018	IN MILES - FULL	*Mileage 247 characters remaining	Employee	27.25	USD
Total				617.00	USD

Expand All


Collapse All

Click the **Expand All** link to display the expense line details.

If the expense report has any exceptions, an  icon will display.




**View Expense Report**




Colin Davidson  Sent Back For Revision By: Grace Ava Please update the amount on line 1 and remove the duplicate Actions:

Business Purpose: Conference Report: 0000519319 Pending Authorization ID: 0000004754

Report Description: Training Conference

Reference:

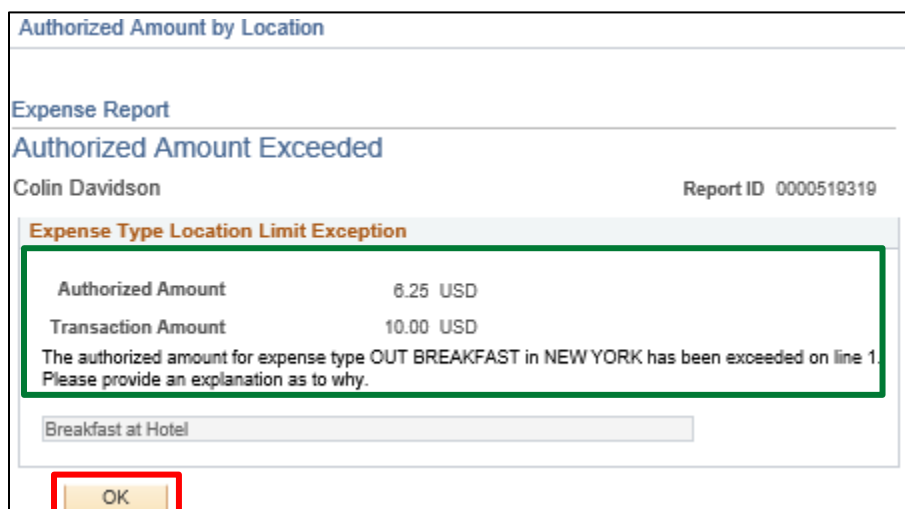
**Expenses**  Expand All | Collapse All

*Date	*Expense Type	*Description	*Payment
11/05/2018	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining	Employee
Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK Accounting Details 			
11/06/2018	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	Employee
Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK Accounting Details 			
11/05/2018	OUT DINNER	*Dinner first day of conference 224 characters remaining	Employee
Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK Accounting Details 			

Click the **Exceptions**  icon.

The Expense Report – Authorized Amount Exceeded page or the View Exceptions Comments and Risks page displays depending on the exception.

The Expense Report – Authorized Amount Exceeded page displays the authorized and transactions amounts and the exception comment explaining why the amount was exceeded.



**Authorized Amount by Location**

**Expense Report**

**Authorized Amount Exceeded**

Colin Davidson Report ID: 0000519319

**Expense Type Location Limit Exception**

Authorized Amount	6.25 USD
Transaction Amount	10.00 USD

The authorized amount for expense type OUT BREAKFAST in NEW YORK has been exceeded on line 1. Please provide an explanation as to why.

Breakfast at Hotel

Click the **OK** button.



The View Exceptions Comments and Risks page will show all exceptions for the expense report.

[View Expense Report](#)  
[View Exception Comments and Risks](#)

Report ID 0000519319

**General Information**  
 Report Description Training Conference  
 Conference  
 Reference

**Exception Information**

Line	Exception	Comment
1 OUT BREAKFAST	Amount Exceeded	Breakfast at Hotel
2 OUT BREAKFAST	None	No exceptions associated with this line.
3 OUT DINNER	Duplicates Exist	Expense line is a duplicate of Line 4, Sheet Id 0000519319. Date 2018-11-05, Amt Spent 18.5 USD.
4 OUT DINNER	Duplicates Exist	Expense line is a duplicate of Line 3, Sheet Id 0000519319. Date 2018-11-05, Amt Spent 18.5 USD.
5 OUT DINNER	None	No exceptions associated with this line.
6 OUT MILES - FULL	None	No exceptions associated with this line.
7 OUT MILES - FULL	None	No exceptions associated with this line.
8 OUT CONF/TRAIN REGIST	None	No exceptions associated with this line.
9 IN MILES - FULL	None	No exceptions associated with this line.

[Return To Expense Report](#)

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

Employees are required to enter an exception comment on an expense report line to explain why an amount has been exceeded.

VISION defaults a comment when a duplicate line exists identifying the expense report ID, line, date and amount that is duplicated.

Click the [Return To Expense Report](#) link.



The **View Expense Report – Details** page displays.

View Expense Report

Summary and Submit

Colin Davidson

Sent Back For Revision

By: Grace Ava

Please update the amount on line 1 and remove the duplicate

Report 0000519319 Pending

Authorization ID 0000004754

Actions Choose an Action GO

Business Purpose Conference

Report Description Training Conference

Reference

Expenses

Expand All Collapse All

						Total	617.00	USD
*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency			
11/05/2018	OUT BREAKFAST	* Breakfast first day of conference 221 characters remaining	Employee	10.00	USD			
Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK								
<div>Accounting Details</div>								
<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt						Exchange Rate	1.00000000	
						Base Currency Amount	10.00	USD
11/05/2018	OUT BREAKFAST	* Breakfast second day of conference 220 characters remaining	Employee	8.25	USD			
Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK								
<div>Accounting Details</div>								
<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt						Exchange Rate	1.00000000	
						Base Currency Amount	8.25	USD
11/05/2018	OUT DINNER	* Dinner first day of conference 224 characters remaining	Employee	18.50	USD			
Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK								
<div>Accounting Details</div>								
<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt						Exchange Rate	1.00000000	
						Base Currency Amount	18.50	USD

Click the **Expand Accounting Line** icon to review the accounting information for the line.

The **Accounting Details** section expands and displays the ChartField information.

View Expense Report
Summary and Submit

Colin Davidson
Sent Back For Revision
By: Grace\_Ava
Please update the amount on line 1 and remove the duplicat
Actions Choose an Action GO

Business Purpose Conference
Report 0000519319 Pending
Report Description Training Conference
Authorization ID 0000004754
Reference

Expenses
Expand All Collapse All
Total 617.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/05/2018	OUT BREAKFAST	* Breakfast first day of conference 221 characters remaining	Employee	10.00	USD
Billing Type Non-Taxable - Internal			<input checked="" type="checkbox"/> Default Rate	Exchange Rate 1.00000000	
Originating Location MONTPELIER VT			<input type="checkbox"/> Non-Reimbursable	Base Currency Amount 10.00	USD
Location NEW YORK			<input type="checkbox"/> No Receipt		

Accounting Details
Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project
10.00	08100	10.00	USD	1.00000000	20105	8100002000	59290	Z0017	ZMVT 000-

11/06/2018	OUT BREAKFAST	* Breakfast second day of conference 220 characters remaining	Employee	6.25	USD
Billing Type Non-Taxable - Internal			<input checked="" type="checkbox"/> Default Rate	Exchange Rate 1.00000000	
Originating Location MONTPELIER VT			<input type="checkbox"/> Non-Reimbursable	Base Currency Amount 6.25	USD
Location NEW YORK			<input type="checkbox"/> No Receipt		

Accounting Details
Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project
6.25	08100	6.25	USD	1.00000000	20105	8100002000	59290	Z0017	ZMVT 000-

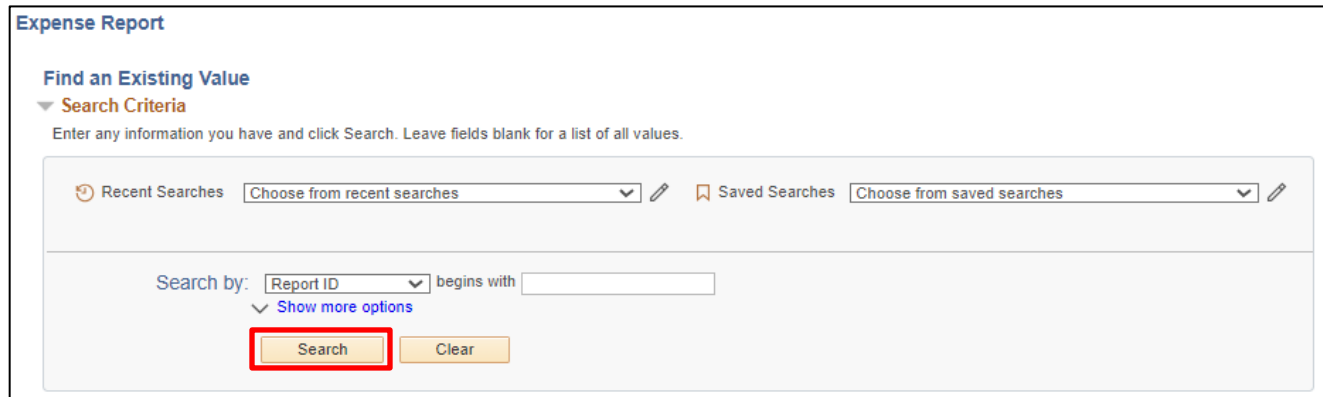
## Print an Expense Report

**Situations when this function is used:** Expense reports needs to be printed.

**Navigation option 1:** Home page > TE tile > Expense Reports > Print Expense Report

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Print

The Print Expense Report search page displays in the work area.



The screenshot shows the 'Expense Report' search interface. At the top, there's a section titled 'Find an Existing Value' with a sub-section 'Search Criteria'. Below this, a prompt says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two dropdown menus for 'Recent Searches' and 'Saved Searches', both with the text 'Choose from recent searches' and 'Choose from saved searches' respectively. Below these, there's a 'Search by:' section with a dropdown menu set to 'Report ID' and a 'begins with' text input field. A link 'Show more options' is visible below the dropdown. At the bottom, there are two buttons: 'Search' (highlighted with a red box) and 'Clear'.

**Note:** The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by adding additional criteria. If you know the expense report number that you want to print you can enter the number into the Report ID field.

To view all Expense Reports, click the [Search](#) button.

A list of expense reports displays in the search results.

### Expense Report

**Find an Existing Value**

▼ **Search Criteria**

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

Recent Searches
Choose from recent searches

Saved Searches
Choose from saved searches

Report ID

begins with

Report Description

begins with

Name

begins with

Empl ID

begins with

30008

Report Status

=

Creation Date

=

Show more options

Search

Clear

Save Search

▼ **Search Results**

32 results    Empl ID "30008"

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date	
0000593132	Postage/Mailings	Renadette,Brianne Marie	30008	Paid	06/10/2021	>
0000588562	Postage/Mailings	Renadette,Brianne Marie	30008	Paid	03/04/2021	>
0000585782	Postage/Mailings	Renadette,Brianne Marie	30008	Paid	01/06/2021	>
0000585101	Postage/Mailings	Renadette,Brianne Marie	30008	Paid	12/11/2020	>
0000554122	6/5/2019	Renadette,Brianne Marie	30008	Paid	06/10/2019	>
0000554121	5/31/2019	Renadette,Brianne Marie	30008	Paid	06/10/2019	>

Select the **Report ID** link for the expense report you want to print.

The **Print Expense Report** page displays the expense report information.

Expense Report
Print Expense Report

Colin Davidson      Description Training in Burlington      Report 0000519323      Approved for Payment      Employee ID 00003

Business Purpose Training

Date	Expense Type	Non-Reimbursable	No Receipt Additional Information	Receipt Required	Payment Type	Transaction Amt Merchant	Exchange Rate Location	Amount
11/02/2018	IN MILES - FULL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee	57.23 USD	1.00000000	57.23 USD
Travel from Wolcott to Burlington and back							BURLINGTON VT	
11/02/2018	IN BREAKFAST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee	3.41 USD	1.00000000	3.41 USD
Breakfast due to early departure from Wolcott							BURLINGTON VT	

Employee Expenses      60.64 USD

Cash Advances Applied      0.00 USD

Non-Reimbursable Expenses      0.00 USD

Prepaid Expenses      0.00 USD

Amount Due to Supplier      0.00 USD

Amount Due to Employee      60.64 USD

Total Taxable Expenses      0.00 USD


(applicable taxes will be withheld from your pay)

[Return to Expense Report](#)  
[Expense Report | Expense Receipt](#)

Click the **Print Expense Report** link.

The printable version of the expense report displays in a new window.

File Edit Go to Favorites Help
Print



**Expense Report**

Report 0000519323      Employee ID 00003      Comments:

Employee Colin Davidson      Business Purpose Training


Date	Expense Type	Non-Reimbursable	No Receipt Additional Information	Receipt Required	Taxable	Payment Type	Transaction Amount	Exchange Rate	Amount
11/02/2018	IN MILES - FULL					Employee	57.23 USD	1.00	57.23 USD
Travel from Wolcott to Burlington and back							BURL		
11/02/2018	IN BREAKFAST					Employee	3.41 USD	1.00	3.41 USD
Breakfast due to early departure from Wolcott							BURL		

Expense Report Totals	
Employee Expenses	60.64 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	0.00 USD
Employee Credits	0.00 USD
Total Taxable Expenses	0.00 USD
Amount Due to Supplier	0.00 USD
Amount Due to Employee	60.64 USD

Employee Name	Department	Entered By user	Range	Creation Date	Print Date	Page Number
000000000	000000000	000000000		11/02/2018	11/02/2018	Page 1 of 2

File Edit Go to Favorites Help

Page Safety Tools


**Expense Report**

Report 0000110122	Employee ID 00003	Comments :
Employee Colin Davidson	Business Purpose Training	
Reference		

Date	Expense Type	Non- Reimbursable	No Receipt Additional Information	Receipt Required	Taxable	Payment Type	Transaction Amount	Exchange Rate	Amount
Description						Merchant			Location
<p>I certify under the pains and penalties of perjury that I accurately reported the actual expenses (or per diem if applicable) I incurred in connection with my state employment and that I am legally entitled to reimbursement.</p> <p>Colin Davidson <span style="float: right;">11/09/2018</span></p> <p>Employee Signature <span style="float: right;">Date</span></p> <p>By approving this expense report I certify under the pains and penalties of perjury that, to the best of my knowledge, the reported information reflects actual expenses (or per diem if applicable) and the employee is legally entitled to reimbursement. (This certification exclusively applies to the Executive Branch of State government.)</p> <p>Grace Awa <span style="float: right;">11/09/2018</span></p> <p>Approver By <span style="float: right;">Date</span></p> <p>By approving this expense report I certify under the pains and penalties of perjury that the reported expenses are compensable and comply with Administrative Bulletin 3.4, Travel and Expense Policy. (This certification exclusively applies to the Executive Branch of State government.)</p> <p>Motaz Mary <span style="float: right;">11/09/2018</span></p> <p>Expense Coordinator <span style="float: right;">Date</span></p>									

Employee Name	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	0100000000	CDAY2550		11/09/2018	11/20/2018	Page 2 of 2

Follow the instructions you currently use to print from your browser.

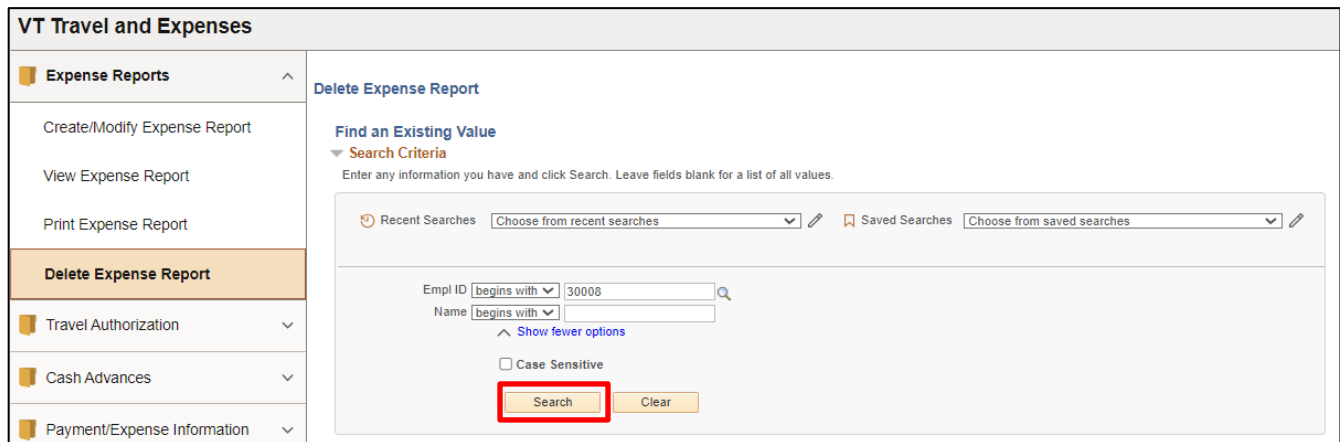
## Delete an Expense Report

**Situations when this function is used:** Expense reports can be deleted only when they are in a pending status. An expense report might need to be deleted when it is a duplicate or is no longer needed.

**Note:** *If the report is valid but cannot be approved in time for month end closing, it can be sent back to the employee, and then the employee can resubmit the transaction. The accounting date and budget date will update to the current date.*

**Navigation option 1:** Home page > TE tile > Expense Reports > Delete Expense Report

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Delete



**VT Travel and Expenses**

**Expense Reports** ^

Create/Modify Expense Report

View Expense Report

Print Expense Report

**Delete Expense Report**

Travel Authorization v

Cash Advances v

Payment/Expense Information v

**Delete Expense Report**

**Find an Existing Value**

**Search Criteria**

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

Recent Searches Choose from recent searches

Saved Searches Choose from saved searches

Empl ID begins with 30008

Name begins with

Show fewer options

☐ Case Sensitive

**Search** Clear

The Delete Expense Report search page displays in the work area and the Empl ID automatically defaults.

Click the **Search** button.

The **Travel and Expense – Delete an Expense Report** page displays. Any expense report with a 'Pending' status will display and is eligible to be deleted.

Travel and Expense
Delete an Expense Report
Brianne Renadette

Delete an Expense Report ?

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000638836	TEST	01/05/2024	54.25	USD

Delete Selected Report(s)

If the expense report you are looking for isn't showing up, double check the status to confirm that it is pending.

Select the expense report you want to delete, by clicking the **Select** checkbox. You can delete multiple expense reports by selecting multiple checkboxes.

Travel and Expense
Delete an Expense Report
Brianne Renadette

Delete an Expense Report ?


Select	Report ID	Report Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000638836	TEST	01/05/2024	54.25	USD

Delete Selected Report(s)

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

A Delete Confirmation page displays informing you that the selected expense report has been deleted.

Travel and Expense
Delete Confirmation
Brianne Renadette


The selected transaction(s) have been deleted.

OK

Click the **OK** button.



The **Travel and Expense – Delete an Expense Report** page displays.

Travel and Expense

Delete an Expense Report

Brianne Renadette

Delete an Expense Report ?

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="checkbox"/>					

Delete Selected Report(s)

The deleted expense report no longer displays and will not be available to view, modify, or print.

## TRAVEL AUTHORIZATIONS

### Entering Travel Authorizations

#### CREATE Travel Authorization from Blank

##### The Basics:

Please refer to **Bulletin 3.4** (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Travel Authorizations.

1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.
2. **Preferred payment methods** - Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements.
3. **Clear cache** - To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.
4. **Save for Later** - After every couple of lines on your travel authorization, click the "Save for Later" link to prevent the "data inconsistent with database" error that will not allow you to save or submit.
5. An approved **on-line Travel Authorization is required for all cash advance** requests.
6. **Third Party Payments/Reimbursements** - The supplemental form "Authorization of Employee Expenses to be Paid by a Third-Party Organization" may be required when expenses are to be paid by another party.
7. **Encumbrance** - All travel authorizations completed within VISION create an encumbrance of funds against an appropriation of the employee's department.

**Situations when this function is used:** Per Bulletin 3.4, an employee must create a travel authorization and receive approval for overnight travel from their Department Head or designee prior to the trip.

**Navigation option 1:** Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

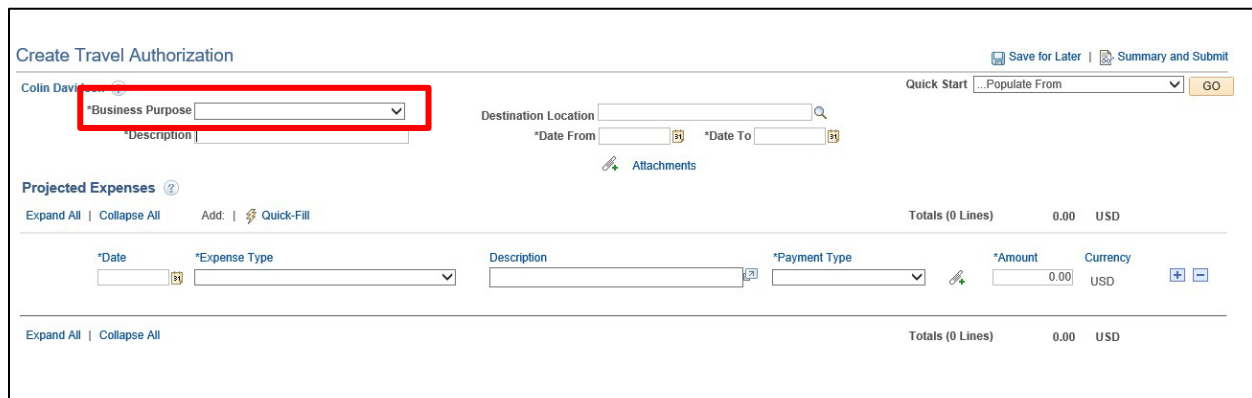
**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

The **Travel Authorization – Add a New Value** page displays in the work area and the Empl ID automatically defaults.

VT Travel and Expenses	
<div style="margin-bottom: 5px;"> <div style="background-color: #f2f2f2; padding: 2px 5px;">Worklist</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Expense Reports</div> <div style="background-color: #f2f2f2; padding: 2px 5px;">Travel Authorization</div> <div style="background-color: #f2f2f2; padding: 2px 5px;">Create/Modify Travel Auth</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">View Travel Authorization</div> </div>	<div style="margin-bottom: 10px;"> <span style="color: #0070c0;">Travel Authorization</span>  <span style="color: #0070c0;">Add a New Value</span> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px; font-size: small;">Find an Existing Value</span> </div> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; align-items: center;"> <div style="flex: 1;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 2px;">*Empl ID   36086</div> <div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block; color: red; font-weight: bold;">Add</div> </div> </div> </div>

Click the **Add** button

The **Create Travel Authorization - Details** page displays.



**Create Travel Authorization**

Colin Davidson

\*Business Purpose ▼

\*Description

Destination Location

\*Date From BY \*Date To BY

Attachments

Quick Start ...Populate From GO

**Projected Expenses**

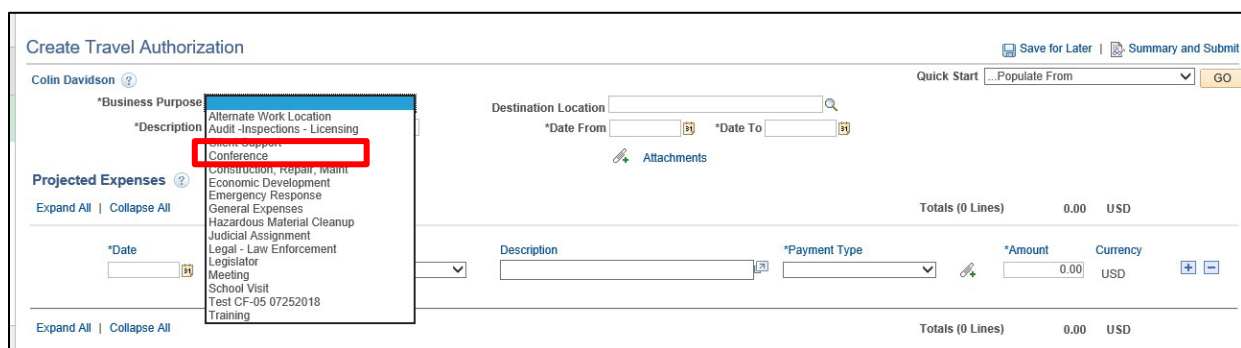
Expand All | Collapse All Add: | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
<span style="border: 1px solid black; padding: 2px;">BY</span>	<span style="border: 1px solid black; padding: 2px;">▼</span>	<span style="border: 1px solid black; padding: 2px;">[2]</span>	<span style="border: 1px solid black; padding: 2px;">▼</span>	0.00	USD

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

Click the drop-down arrow to choose the **Business Purpose**.



**Create Travel Authorization**

Colin Davidson

\*Business Purpose ▼

\*Description

Destination Location

\*Date From BY \*Date To BY

Attachments

Quick Start ...Populate From GO

**Projected Expenses**

Expand All | Collapse All

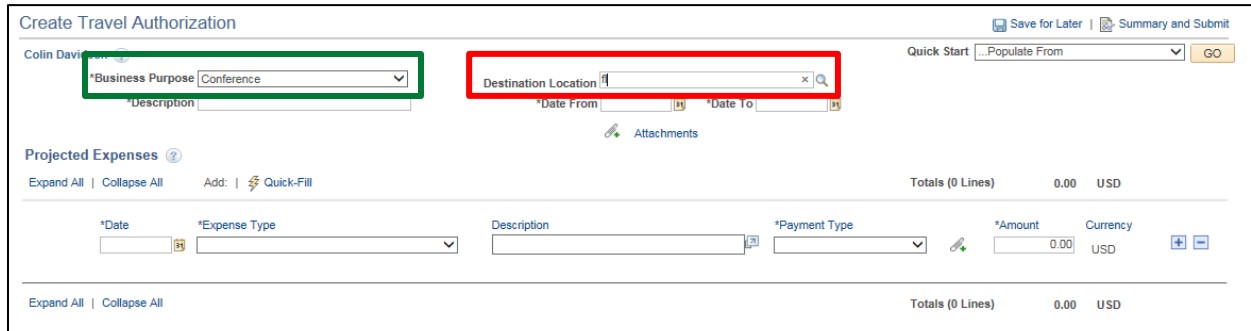
*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
<span style="border: 1px solid black; padding: 2px;">BY</span>	<span style="border: 1px solid black; padding: 2px;">▼</span>	<span style="border: 1px solid black; padding: 2px;">[2]</span>	<span style="border: 1px solid black; padding: 2px;">▼</span>	0.00	USD

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

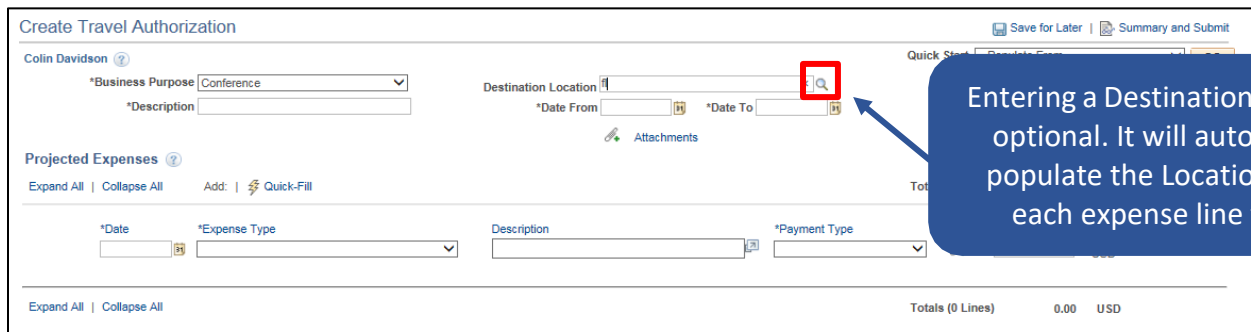
Select the option that most closely identifies the purpose of the trip.

## Choose a Destination Location



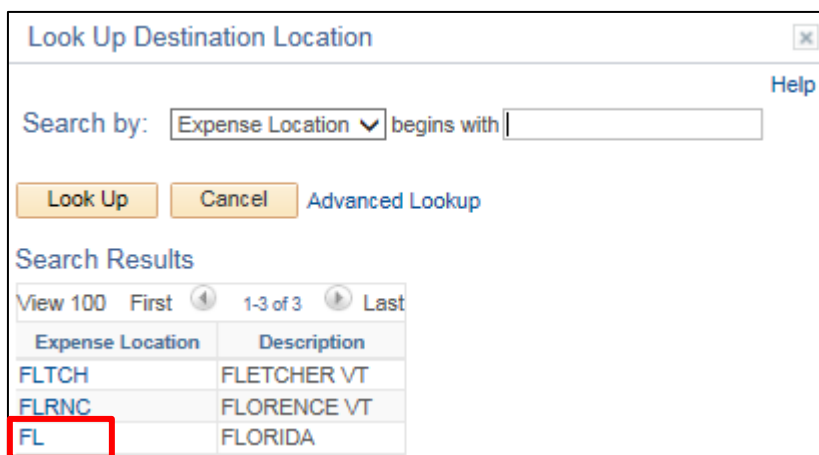
**Note:** Location searches in VISION search on a shortened name. It is best to enter the first few letters of the location and click the magnify glass. The list includes all towns in Vermont, all States and Territories, and Out of Country. For the purposes of Bulletin 3.4, Hawaii and Alaska are considered Out of Country.

Enter the first three letters into the **Destination Location** field. This location should be the furthest point travelled during the trip.



Click the **Destination Location** look up  icon.

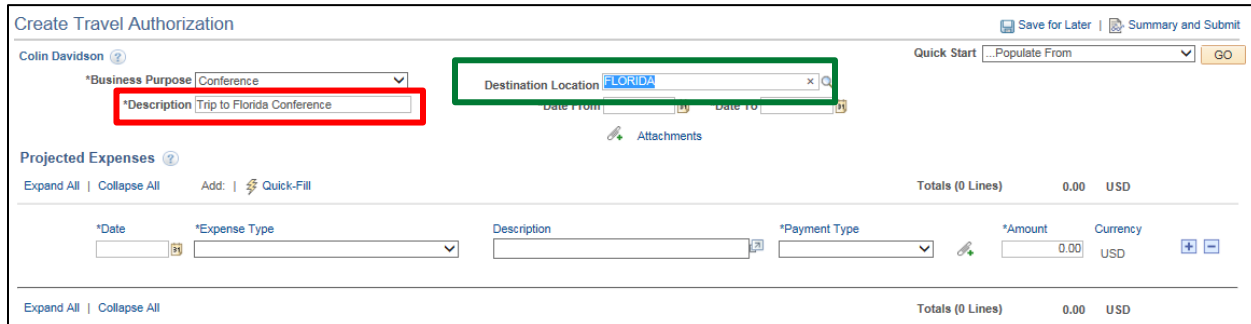
The **Look Up Destination Location** page displays.



Expense Location	Description
FLTCH	FLETCHER VT
FLRNC	FLORENCE VT
FL	FLORIDA

Select the **Expense Location** link.

The **Create Travel Authorization - Details** page displays the Destination Location selected.



**Create Travel Authorization**

Colin Davidson

\*Business Purpose: Conference

\*Description: Trip to Florida Conference

Destination Location: FLORIDA

Date From: Date To:

Attachments

Quick Start: ...Populate From GO

Save for Later Summary and Submit

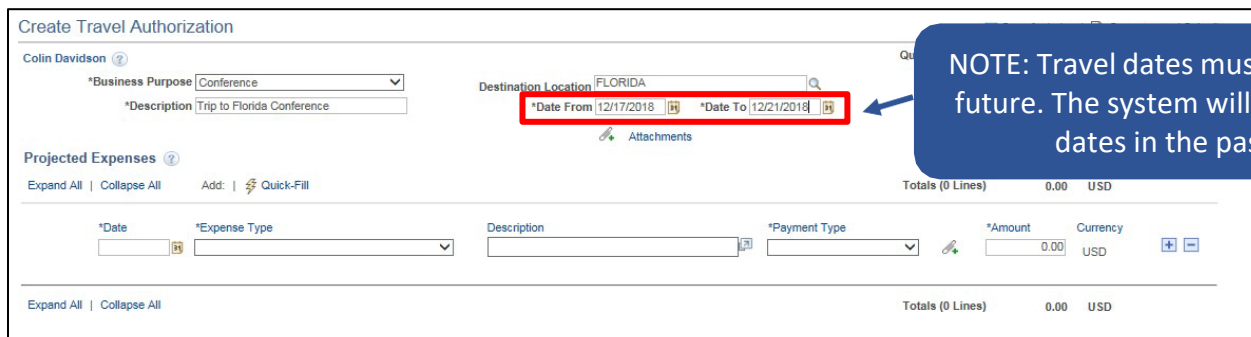
**Projected Expenses**

Expand All Collapse All Add: Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
				0.00	USD

Totals (0 Lines) 0.00 USD

Enter a short, meaningful description for the trip into the **Description** field.



**Create Travel Authorization**

Colin Davidson

\*Business Purpose: Conference

\*Description: Trip to Florida Conference

Destination Location: FLORIDA

\*Date From: 12/17/2018 \*Date To: 12/21/2018

Attachments

Quick Start: ...Populate From GO

Save for Later Summary and Submit

**Projected Expenses**

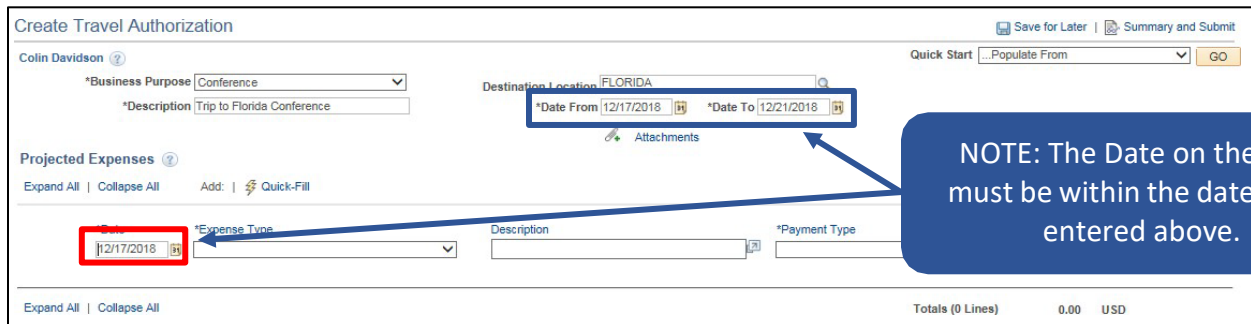
Expand All Collapse All Add: Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
				0.00	USD

Totals (0 Lines) 0.00 USD

NOTE: Travel dates must be in the future. The system will not allow dates in the past.

Enter the date the trip will start on into the **Date From** field and the end date of the trip into the **Date To** field.



**Create Travel Authorization**

Colin Davidson

\*Business Purpose: Conference

\*Description: Trip to Florida Conference

Destination Location: FLORIDA

\*Date From: 12/17/2018 \*Date To: 12/21/2018

Attachments

Quick Start: ...Populate From GO

Save for Later Summary and Submit

**Projected Expenses**

Expand All Collapse All Add: Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018					

Totals (0 Lines) 0.00 USD

NOTE: The Date on the lines must be within the date range entered above.

In the Projected Expenses section, enter the estimated **Date** of the expense.

Create Travel Authorization

Colin Davidson

\*Business Purpose: Conference

\*Description: Trip to Florida Conference

Destination Location: FLORIDA

\*Date From: 12/17/2018 \*Date To: 12/21/2018

Quick Start: ...Populate From GO

Attachments

Projected Expenses

Expand All Collapse All Add: Quick-Fill

Totals (0 Lines) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018				0.00	USD

Expand All Collapse All

Totals (0 Lines) 0.00 USD

To choose the expense type, click the **Expense Type** drop-down to view the available expense types.

Create Travel Authorization

Colin Davidson

\*Business Purpose: Conference

\*Description: Trip to Florida Conference

Destination Location: Out of Country

\*Date From: 12/17/2018 \*Date To: 12/27/2018

Quick Start: ...Populate From GO

Attachments

Projected Expenses

Expand All Collapse All Add: Quick-Fill

Totals (0 Lines) 0.00 USD

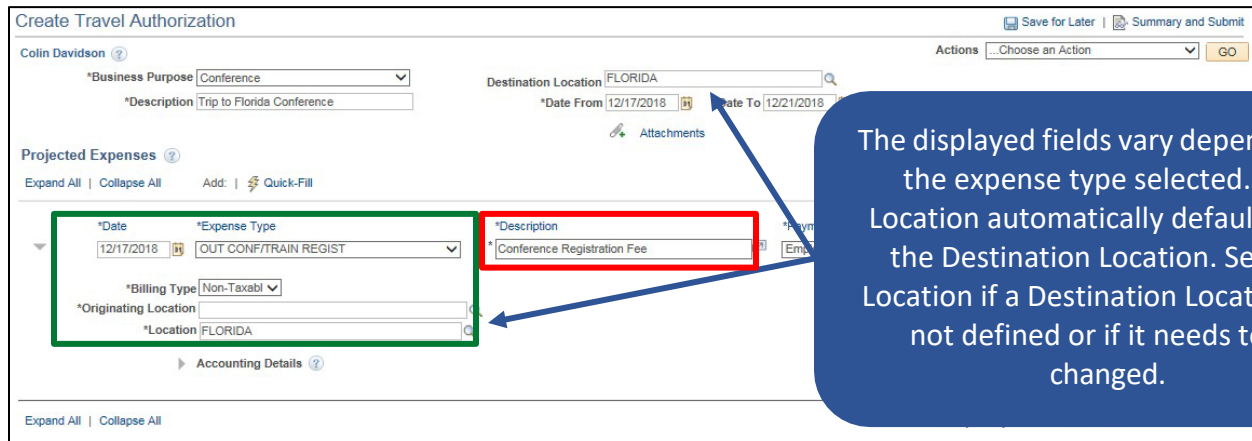
*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	LEG NT PER DIEM MEAL LEG NT PER DIEM ROOM LEG TX LESS 50 MI LEG TX PER DIEM MEAL LEG TX PER DIEM ROOM LICENSE - ATTORNEY LICENSE - CDL MEMBERSHIP DUES MOVING EXPENSES OUT AIR TRANSP OUT BREAKFAST OUT COMMUTER MILE <b>OUT CONF/TRAIN REGIST</b> OUT DINNER OUT INCIDENTALS OUT LODGING OUT LUNCH OUT MILEAGE ADAPT VAN OUT MILES - FULL OUT MILES REDUCED RATE OUT TRANSPORT OTHER OUT VEHICLE RENTAL PHONE SERVICE - CELL PHONE SVC NON-CELL PHOTOCOPIES POSTAGE PUBLIC SERVICE REC WK FOOD PUBLIC SERVICE REC WK OTHER PUBLIC SERVICE REC WK RENT Payroll Bank Service Charge			0.00	USD

Expand All Collapse All

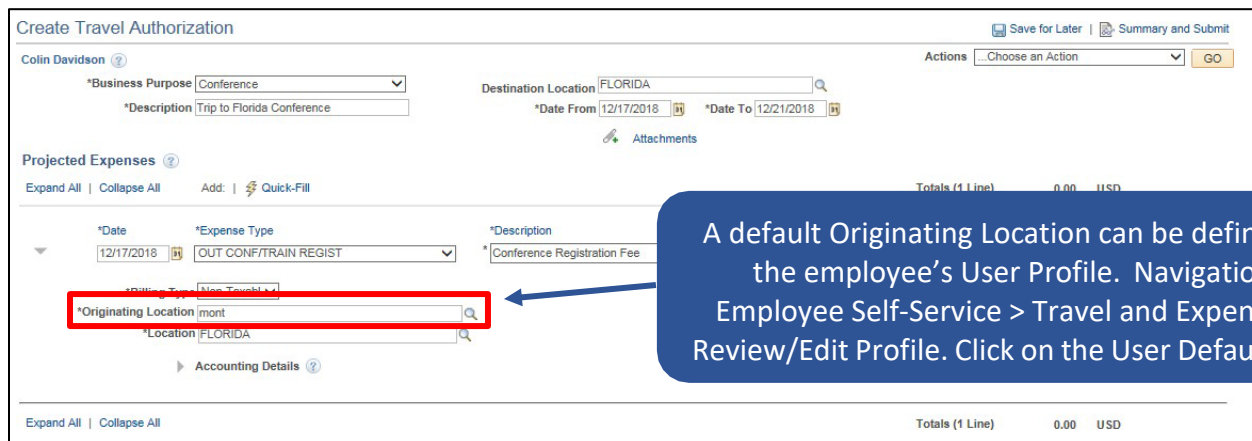
Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expense Type list for guidance on Expense types. For Out-of-State travel, the Expense Type should be an "OUT" Expense type. Use the up and down arrows to scroll through the available options.

Select the appropriate **Expense Type** from the list provided.

The expense type displays along with the additional fields that need to be populated.



Enter an explanation of the expense in the **Description** field on the line.



Enter a few letters of where you started your trip into the **Originating Location** field.

Create Travel Authorization

Colin Davidson

\*Business Purpose: Conference  
\*Description: Trip to Florida Conference

Destination Location: FLORIDA  
\*Date From: 12/17/2018 \*Date To: 12/21/2018

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (1 Line) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	0.00	USD

\*Billing Type: Non-Taxabl  
\*Originating Location: mont  
\*Location: FLORIDA

Accounting Details

Expand All | Collapse All

Totals (1 Line) 0.00 USD

Click the **Originating Location** look up  icon.

The **Look Up** page displays the locations that match your criteria.

Look Up

Search by: Originating Location begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-3 of 3 Last

Originating Location	Description
MT	MONTANA
MNTSV	MONTGOMERY VT
MNTPR	MONTPELIER VT

Select the **Originating Location** link for the appropriate location.

The **Create Travel Authorization - Details** page displays the Originating Location selected.

Create Travel Authorization

Colin Davidson

\*Business Purpose: Conference  
\*Description: Trip to Florida Conference

Destination Location: FLORIDA  
\*Date From: 12/17/2018 \*Date To: 12/21/2018

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (1 Line) 350.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	350.00	USD

\*Billing Type: Non-Taxabl  
\*Originating Location: MONTPELIER VT  
\*Location: FLORIDA

Accounting Details

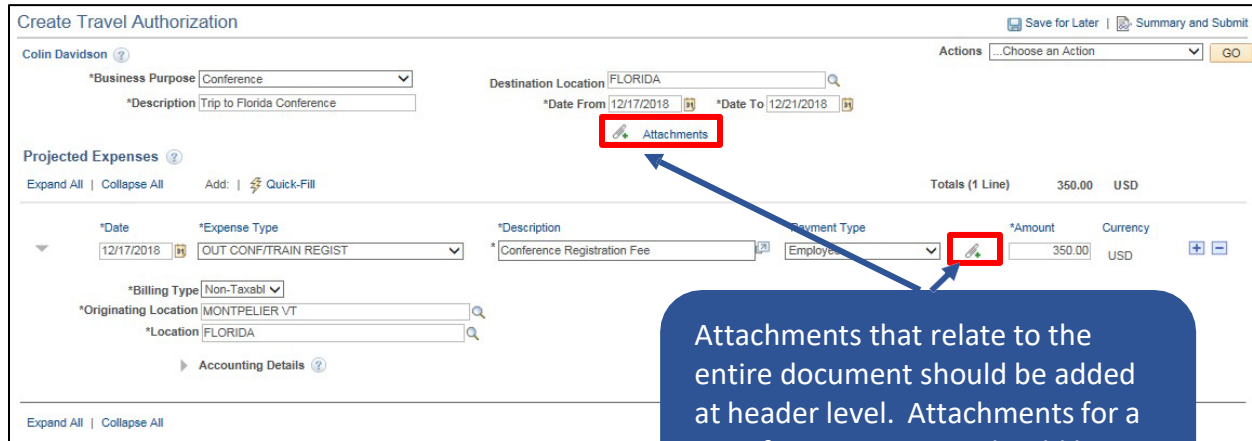
Expand All | Collapse All

Totals (1 Line) 350.00 USD

Enter the estimated **Amount** for the expense type.



Attachments can be added to the travel authorization at the header or on the projected expense line.



**Create Travel Authorization**

Colin Davidson | Save for Later | Summary and Submit

\*Business Purpose: Conference | Destination Location: FLORIDA | \*Date From: 12/17/2018 | \*Date To: 12/21/2018

\*Description: Trip to Florida Conference

**Projected Expenses**

Expand All | Collapse All | Add: | Quick-Fill

Totals (1 Line): 350.00 USD

*Date	*Expense Type	*Description	Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	350.00	USD

\*Billing Type: Non-Taxabl | \*Originating Location: MONTPELIER VT | \*Location: FLORIDA

Accounting Details

Expend All | Collapse All

Attachments that relate to the entire document should be added at header level. Attachments for a specific expense type should be added on the line.

Click the **Attachments** link or  icon.

The **Travel Auth Attachments** page displays.



**Travel Auth Attachments**

Travel Authorization ID: NEXT

Details | Personalize | Find | View All | First | 1 of 1 | Last

File Name	Description	User	Name	Date/Time Stamp
View				

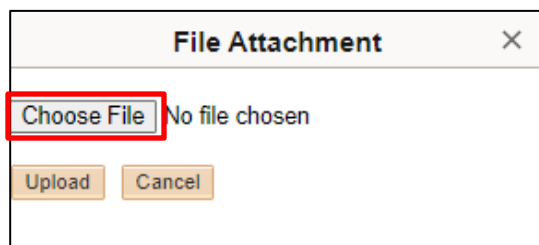
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

**Add Attachment**

OK | Cancel

Click the **Add Attachment** button.

The File Attachment page displays.



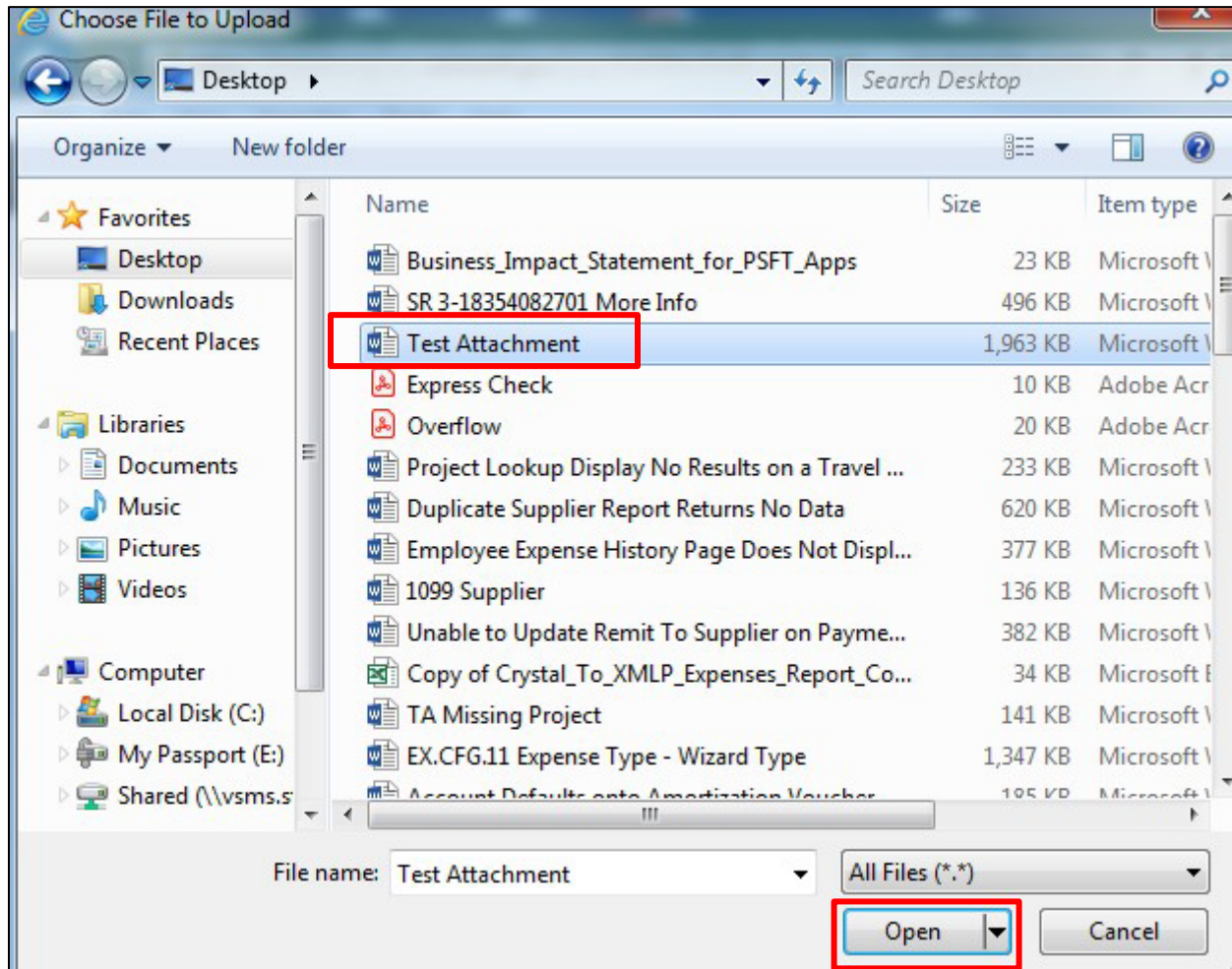
**File Attachment**

**Choose File** | No file chosen

Upload | Cancel

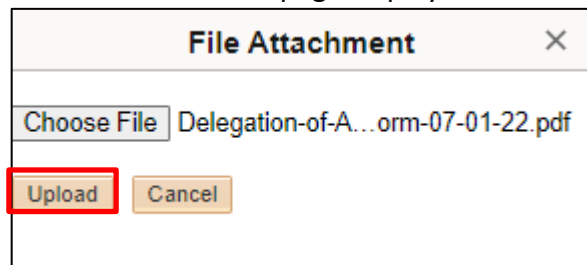
Click the **Choose File** button.

The Choose File to Upload page displays.



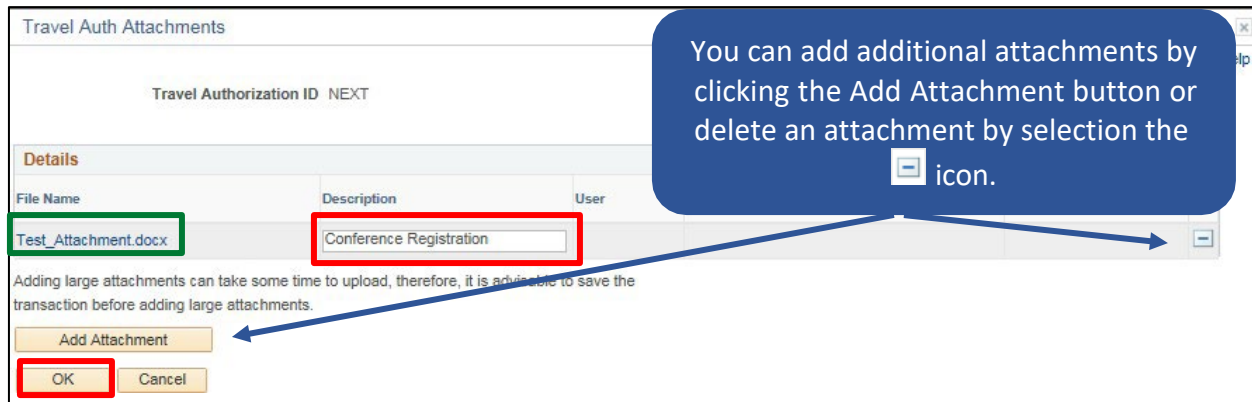
Select the file you want to attach and click the **Open** button.

The **File Attachment** page displays with the file path of the document.



Click the **Upload** button.

The **Travel Auth Attachments** page displays with the File Name as a link to the document.



Travel Auth Attachments

Travel Authorization ID: NEXT

**Details**

File Name	Description	User
Test_Attachment.docx	Conference Registration	

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

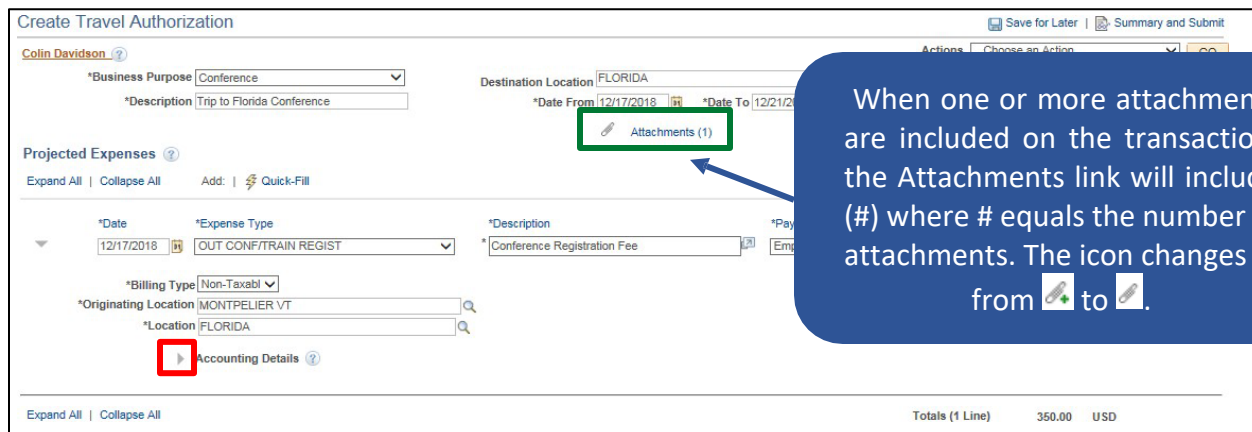
**Add Attachment**

**OK** **Cancel**

You can add additional attachments by clicking the Add Attachment button or delete an attachment by selection the [icon] icon.

Enter an explanation of the attachment in the **Description** field and click the **OK** button.

The **Create Travel Authorization - Details** displays. The Attachment link and icon are updated.



Create Travel Authorization

Colin Davidson

\*Business Purpose: Conference

\*Description: Trip to Florida Conference

Destination Location: FLORIDA

\*Date From: 12/17/2018 \*Date To: 12/21/2018

**Attachments (1)**

**Projected Expenses**

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	*Description	*Pay
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Em

\*Billing Type: Non-Taxabl

\*Originating Location: MONTPELIER VT

\*Location: FLORIDA

**Accounting Details**

Expand All | Collapse All

Totals (1 Line) 350.00 USD

When one or more attachments are included on the transaction, the Attachments link will include (#) where # equals the number of attachments. The icon changes from [icon] to [icon].

Expand the **Accounting Details** section by clicking the Expand Accounting Lines ▶ icon.

The **Accounting Details** section expands and the ChartFields for the line display.

**Create Travel Authorization**

Colin Davidson

\*Business Purpose: Conference  
\*Description: Trip to Florida Conference  
Destination Location: FLORIDA  
\*Date From: 12/17/2018 \*Date To: 12/21/2018

**Projected Expenses**

Expand All | Collapse All Add: Quick-Fill

\*Date: 12/17/2018 \*Expense Type: OUT CONF/TRAIN REGIST \*Description: Conference Registration Fee  
\*Billing Type: Non-Taxabl  
\*Originating Location: MONTPELIER VT \*Location: FLORIDA

**Accounting Details**

Amount	*GL Unit	Fund	Dept	Program	Class	Project
350.00	08100	20105	8100002000	59290	Z0017	ZMVT 000-

Totals (1 Line) 350.00 USD

The User Defaults on the employee's profile defaults the ChartField information into the Accounting Details section for the following fields: GL Unit, Fund, Dept. Some employees may also have default ChartField information for the following fields: Program, Class, Project. The Account defaults from the Expense Type and does not display.

**Create Travel Authorization**

Colin Davidson

\*Business Purpose: Conference  
\*Description: Trip to Florida Conference  
Destination Location: FLORIDA  
\*Date From: 12/17/2018 \*Date To: 12/21/2018

**Projected Expenses**

Expand All | Collapse All Add: Quick-Fill

\*Date: 12/17/2018 \*Expense Type: OUT CONF/TRAIN REGIST \*Description: Conference Registration Fee  
\*Billing Type: Non-Taxabl  
\*Originating Location: MONTPELIER VT \*Location: FLORIDA

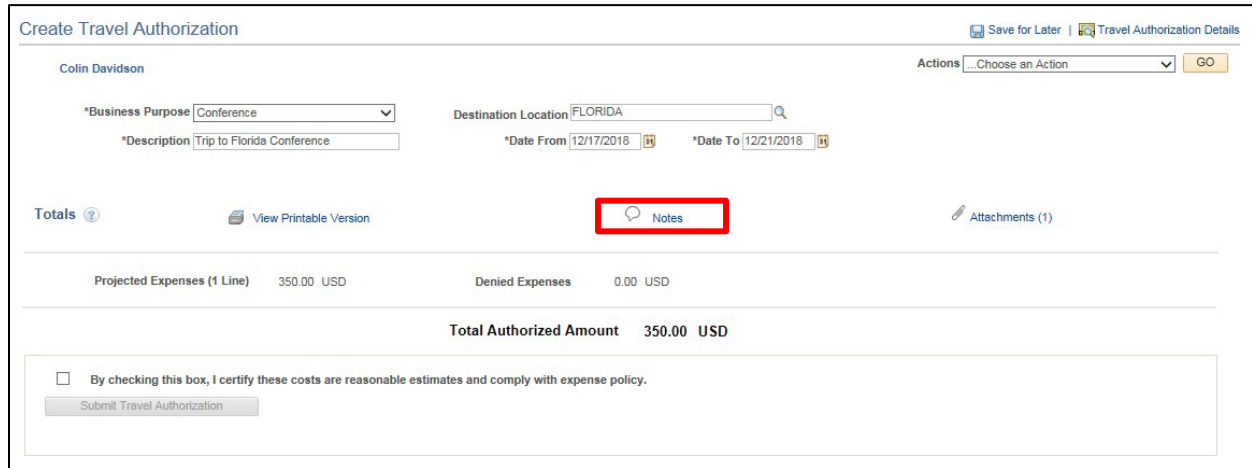
**Accounting Details**

Amount	*GL Unit	Fund	Dept	Program
350.00	08100	20105	8100002000	59290

Totals (1 Line) 350.00 USD

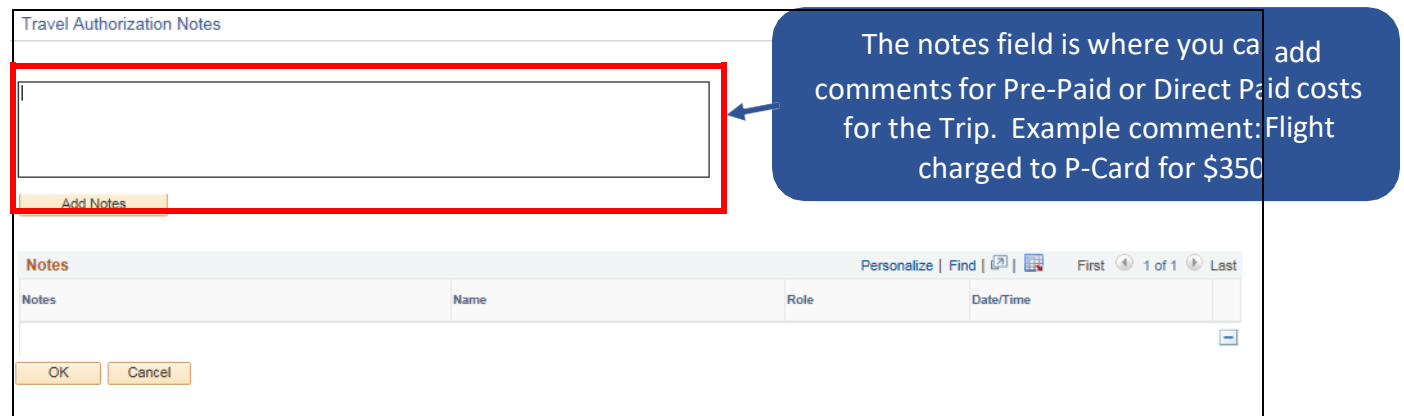
Click the **Summary and Submit** link.

The **Create Travel Authorization – Submit** page displays.



Click the **Notes** link.

The **Travel Authorization Notes** page displays.

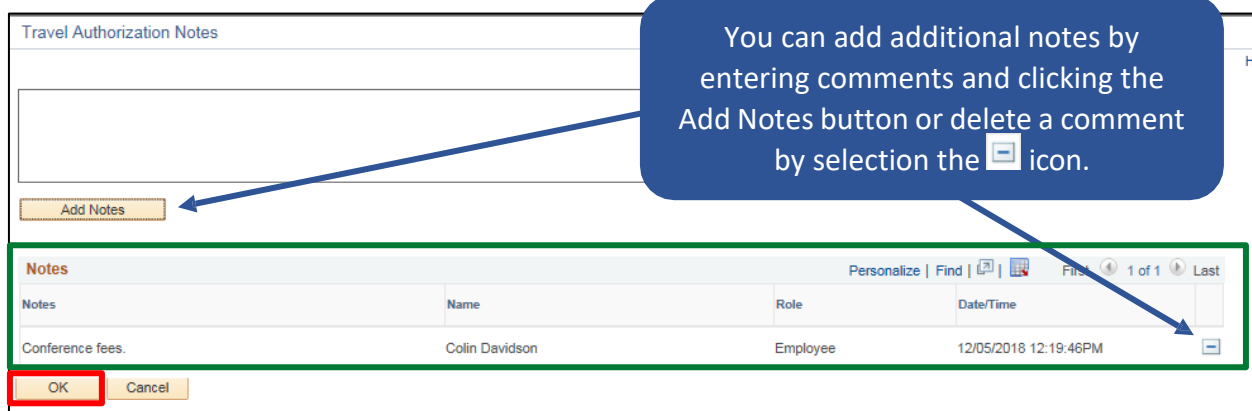


Enter **Comments**.




Click the **Add Notes** button.



The Comments are added to the Notes section. The Name, Role and Date/Time field values are populated with the user who created the note and when.



Travel Authorization Notes

You can add additional notes by entering comments and clicking the Add Notes button or delete a comment by selection the  icon.

Add Notes

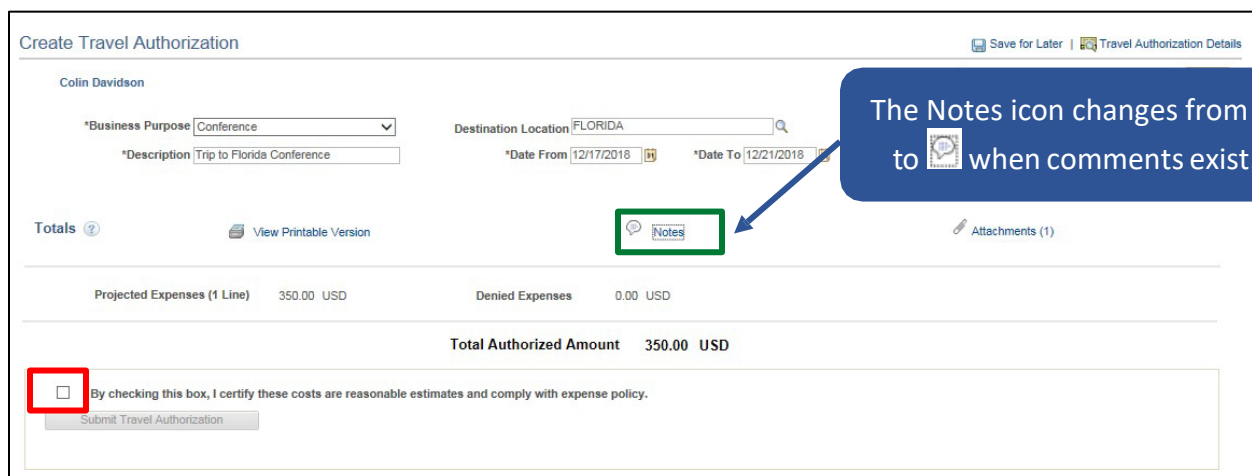
**Notes** Personalize | Find |  |  | First 1 of 1 Last


Notes	Name	Role	Date/Time
Conference fees.	Colin Davidson	Employee	12/05/2018 12:19:46PM

OK Cancel

Click the **OK** button.

The **Create Travel Authorization – Submit** page displays.





Create Travel Authorization Save for Later |  Travel Authorization Details

Colin Davidson

\*Business Purpose Conference Destination Location FLORIDA

\*Description Trip to Florida Conference \*Date From 12/17/2018 \*Date To 12/21/2018

Totals  View Printable Version  Notes Attachments (1)

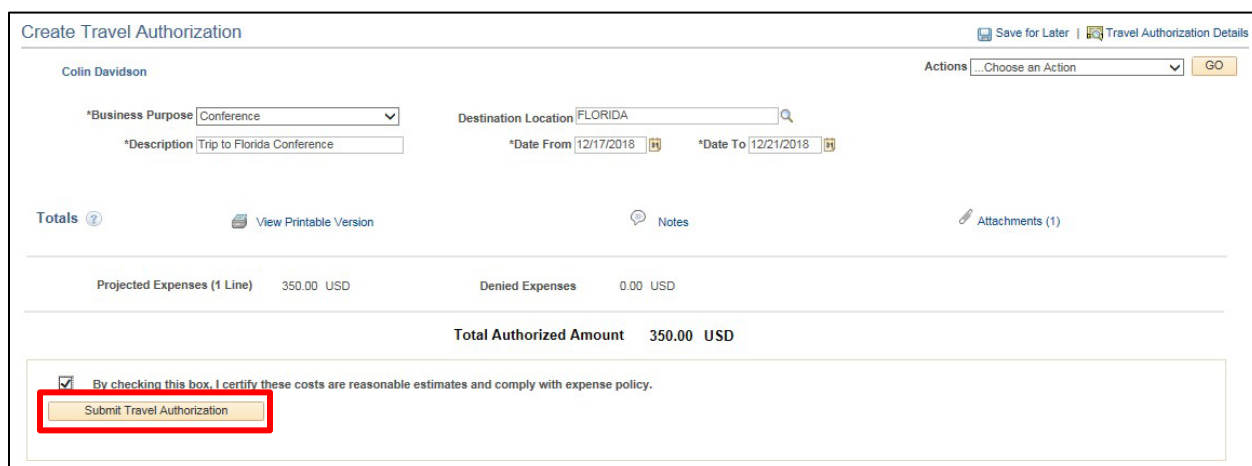
Projected Expenses (1 Line) 350.00 USD Denied Expenses 0.00 USD


Total Authorized Amount 350.00 USD

☐ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

Select the **Certification** checkbox.





Create Travel Authorization Save for Later |  Travel Authorization Details

Colin Davidson Actions Choose an Action GO

\*Business Purpose Conference Destination Location FLORIDA

\*Description Trip to Florida Conference \*Date From 12/17/2018 \*Date To 12/21/2018

Totals  View Printable Version  Notes Attachments (1)

Projected Expenses (1 Line) 350.00 USD Denied Expenses 0.00 USD

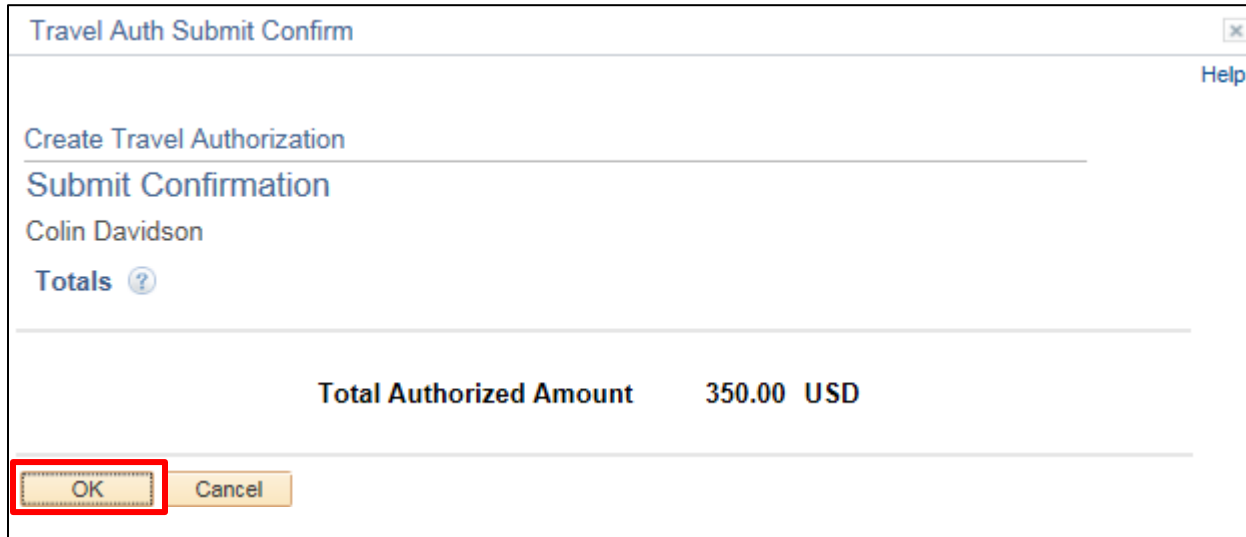
Total Authorized Amount 350.00 USD

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

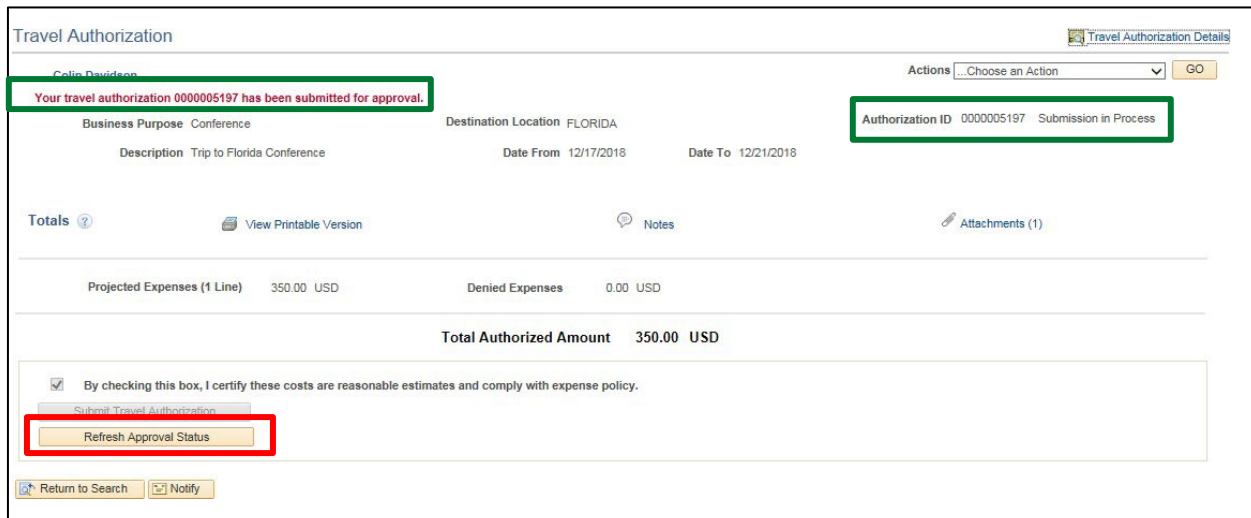
Click the **Submit Travel Authorization** button.

The **Travel Authorization – Submit Confirmation** page displays.



Click the **OK** button.

The **View Travel Authorization** page displays with the message 'Your travel authorization (TA ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Authorization ID is assigned.



Click the **Refresh Approval Status** button.



The Withdraw Travel Authorization button displays and is enabled. The Approval History section displays the approval path for the travel authorization, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.

### Travel Authorization

Colin Davidson

Business Purpose

Conference

Description

Trip to Florida Conference

Destination Location

FLORIDA

Date From

12/17/2018

Date To

12/21/2018

Actions

Choose an Action

GO

Authorization ID

00000518

Submitted for Approval

Created

12/05/2018

Colin Davidson

Last Updated

12/05/2018

Colin Davidson

Totals

View Printable Version

Notes

Projected Expenses (1 Line)

350.00 USD

Denied Expenses

0.00 USD

Total Authorized Amount

350.00 USD

☒ By checking this box, I certify that the above information is true and correct, and I agree to comply with the expense policy.
 

Submit Travel Authorization

Withdraw Travel Authorization

Submitted On 12/05/2018

Approval History

Submitted

Colin Davidson

EX Module Supervisor

Ava Grace

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	12/05/2018 12:21:26PM

Return to Search

Notify

Select the Withdraw Travel Authorization button if you need to make changes to a submitted travel authorization. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

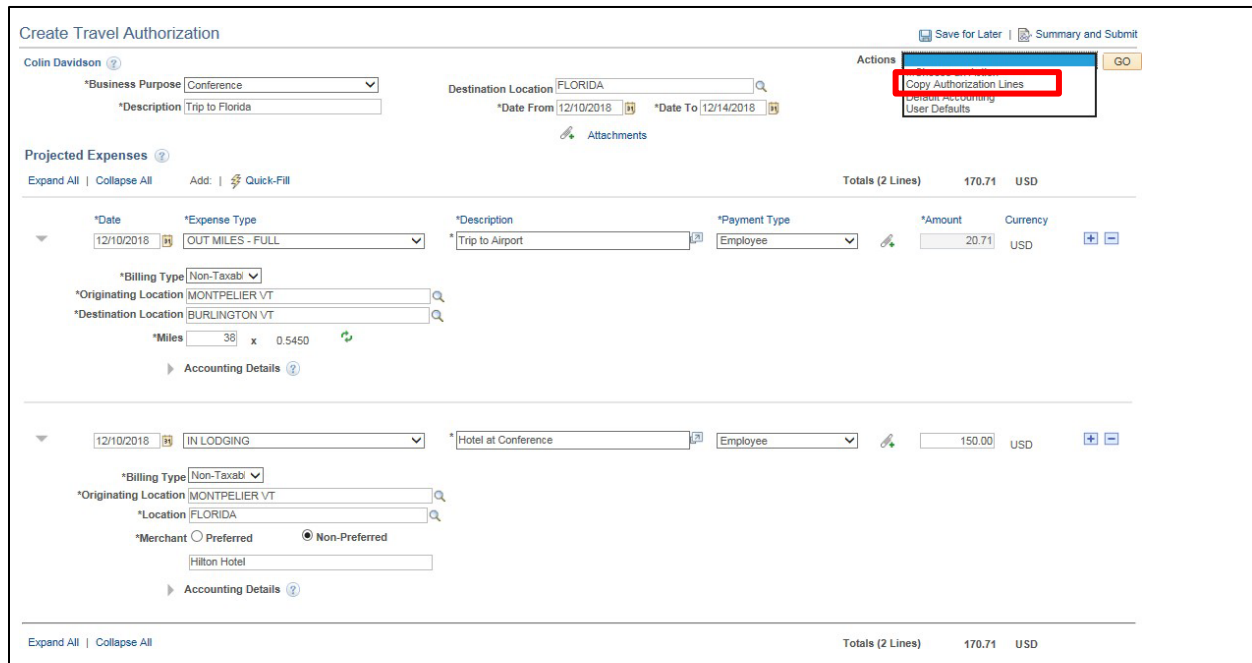


## Copy an Expense Line for a Travel Authorization

**Situations when this function is used:** This functionality allows an employee to create one or multiple new lines by copying an existing line on a travel authorization.

**Navigation option 1:** Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



**Create Travel Authorization**

Colin Davidson ?

\*Business Purpose: Conference

\*Description: Trip to Florida

Destination Location: FLORIDA

\*Date From: 12/10/2018 \*Date To: 12/14/2018

Attachments

Actions: **Copy Authorization Lines**, Denial Accounting, User Defaults

GO

Save for Later | Summary and Submit

**Projected Expenses**

Expand All | Collapse All Add: Quick-Fill

Totals (2 Lines) 170.71 USD


*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/10/2018	OUT MILES - FULL	Trip to Airport	Employee	20.71	USD
*Billing Type: Non-Taxable *Originating Location: MONTPELIER VT *Destination Location: BURLINGTON VT *Miles: 38 x 0.5450					
Accounting Details ?					
12/10/2018	IN LODGING	Hotel at Conference	Employee	150.00	USD
*Billing Type: Non-Taxable *Originating Location: MONTPELIER VT *Location: FLORIDA *Merchant: Preferred ( ), Non-Preferred (x) Hilton Hotel					
Accounting Details ?					


Expand All | Collapse All

Totals (2 Lines) 170.71 USD


Select the **Copy Authorization Lines** option from the Actions drop-down list.



Create Travel Authorization


Colin Davidson 


\*Business Purpose: Conference 


\*Description: Trip to Florida


Destination Location: FLORIDA 

\*Date From: 12/10/2018  \*Date To: 12/14/2018 


















Attachments 

Actions: Copy Authorization Lines 

Projected Expenses 

Expand All | Collapse All Add:  Quick-Fill

Totals (2 Lines) 170.71 USD


*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/10/2018 	OUT MILES - FULL 	Trip to Airport 	Employee 	20.71	USD
*Billing Type: Non-Taxable  *Originating Location: MONTPELIER VT  *Destination Location: BURLINGTON VT  *Miles: 38 x 0.5450  ▶ Accounting Details 					
12/10/2018 	IN LODGING 	Hotel at Conference 	Employee 	150.00	USD
*Billing Type: Non-Taxable  *Originating Location: MONTPELIER VT  *Location: FLORIDA  *Merchant: <input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred Hilton Hotel ▶ Accounting Details 					


Expand All | Collapse All

Totals (2 Lines) 170.71 USD

Click the **Go** button.


The **Copy Authorization Lines** page displays.



Copy Authorization Lines 

 Help

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

**Copy Option**

☒ Copy to One Date To Date:   **1**

☐ Copy to Range of Dates From Date:   To Date:   **2**

☐ Include Weekends **3**

☐ Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Transaction Currency
<input type="checkbox"/> <b>4</b>	OUT MILES - FULL	12/10/2018	20.71 USD	
<input type="checkbox"/>	IN LODGING	12/10/2018	150.00 USD	

OK Cancel

The Copy Authorization Lines page enables you to copy one or more selected expense types for a single day or a range of dates. When you copy a line to create new lines, the system automatically populates the new lines with the same ChartFields as the original line item.

1. Select to copy each expense type selected once using the To Date as the new expense date.
2. Select to copy each expense type selected multiple times. A new line is created for each day within the specified date range.
3. If the date range includes weekends and/or a holiday, new lines are not created for Saturdays, Sundays or holidays unless the checkboxes are selected.
4. You can select one or multiple expense types to copy. New lines will be created for each expense type selected based on the specified date or date range.

Copy Authorization Lines

Help

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

Copy Option

☒ Copy to One Date
 To Date: 12/14/2018

☐ Copy to Range of Dates
 From Date: 
To Date: 

☐ Include Weekends  
☐ Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Transaction Currency
<input checked="" type="checkbox"/>	OUT MILES - FULL	12/10/2018	20.71 USD	
<input type="checkbox"/>	IN LODGING	12/10/2018	150.00 USD	

OK

Cancel

Enter the **To Date** you want on the copied line.

Copy Authorization Lines
Help

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

**Copy Option**

☒ Copy to One Date
To Date

☐ Copy to Range of Dates
From Date 
To Date 
☐ Include Weekends
☐ Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Transaction Currency
<input checked="" type="checkbox"/>	OUT MILES - FULL	12/10/2018	20.71 USD	
<input type="checkbox"/>	IN LODGING	12/10/2018	150.00 USD	

OK
Cancel

Click the **Select** checkbox for the expense type you want to copy.

Copy Authorization Lines
Help

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

**Copy Option**

☒ Copy to One Date
To Date

☐ Copy to Range of Dates
From Date 
To Date 
☐ Include Weekends
☐ Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Transaction Currency
<input checked="" type="checkbox"/>	OUT MILES - FULL	12/10/2018	20.71 USD	
<input type="checkbox"/>	IN LODGING	12/10/2018	150.00 USD	

OK
Cancel

Click the **OK** button.

The **Create Travel Authorization – Details** page displays with the copied line.

Create Travel Authorization

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

\*Business Purpose

Conference

Destination Location

FLORIDA

\*Description

Trip to Florida

\*Date From

12/10/2018

\*Date To

12/14/2018

Attachments

Expand All

Collapse All

Add

Quick-Fill

Totals (3 Lines)

191.42

USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/10/2018	OUT MILES - FULL	Trip to Airport	Employee	20.71	USD
<div> <div>*Billing Type</div> <div>Non-Taxabl</div> </div> <div> <div>*Originating Location</div> <div>MONTPELIER VT</div> </div> <div> <div>*Destination Location</div> <div>BURLINGTON VT</div> </div> <div> <div>*Miles</div> <div>38</div> <div>x</div> <div>0.5450</div> </div> <div>Accounting Details</div>					
12/10/2018	IN LODGING	Hotel at Conference	Employee	150.00	USD
<div> <div>*Billing Type</div> <div>Non-Taxabl</div> </div> <div> <div>*Originating Location</div> <div>MONTPELIER VT</div> </div> <div> <div>*Location</div> <div>FLORIDA</div> </div> <div> <div>*Merchant</div> <div> <input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred </div> </div> <div> <div>Hilton Hotel</div> </div> <div>Accounting Details</div>					
12/14/2018	OUT MILES - FULL	Trip to Airport	Employee	20.71	USD
<div> <div>*Billing Type</div> <div>Non-Taxabl</div> </div> <div> <div>*Originating Location</div> <div>MONTPELIER VT</div> </div> <div> <div>*Destination Location</div> <div>BURLINGTON VT</div> </div> <div> <div>*Miles</div> <div>38</div> <div>x</div> <div>0.5450</div> </div> <div>Accounting Details</div>					

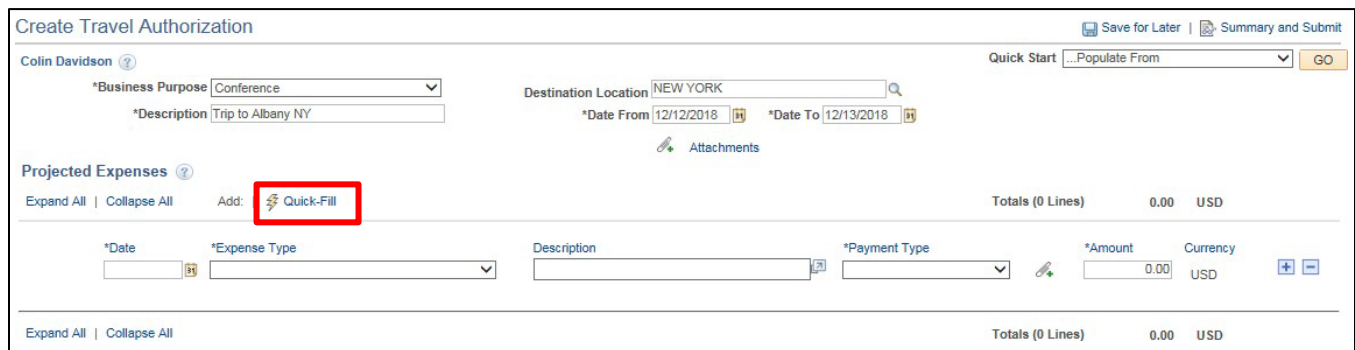
Make any necessary updates to the copied line.

## Create Expense Lines Using Quick-Fill

**Situations when this function is used:** Another way to save time when creating expense lines is to use Quick-Fill. This functionality enables an employee to add one or multiple lines to a travel authorization by selecting the appropriate expense type and specifying the date or date range for the expense. You will then enter the remaining information that pertains to each expense type.

**Navigation option 1:** Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



**Create Travel Authorization**

Colin Davidson ?

\*Business Purpose: Conference

\*Description: Trip to Albany NY

Destination Location: NEW YORK

\*Date From: 12/12/2018

\*Date To: 12/13/2018

Attachments

Quick Start: ...Populate From GO

Save for Later Summary and Submit

**Projected Expenses** ?

Expand All Collapse All Add: **Quick-Fill**

Totals (0 Lines) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
				0.00	USD

Expand All Collapse All

Totals (0 Lines) 0.00 USD

Select the **Quick-Fill** link.

Quick-Fill

Help

Enter the date range you want applied to the authorizations you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From

12/12/2018

To

12/13/2018

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	AGRIC HORT WILDLIFE
<input type="checkbox"/>	<input type="checkbox"/>	AUTO REPAIRS
<input type="checkbox"/>	<input type="checkbox"/>	AUTO SUPPLIES
<input type="checkbox"/>	<input type="checkbox"/>	BOOKS SUBSCRIPTIONS LIB-ED
<input type="checkbox"/>	<input type="checkbox"/>	CERTIFICATION PEST/HERBICIDE
<input type="checkbox"/>	<input type="checkbox"/>	CLOTHING
<input type="checkbox"/>	<input type="checkbox"/>	Client Meetings-Econ Dev Only
<input type="checkbox"/>	<input type="checkbox"/>	DATA WIRELESS MOBILE
<input type="checkbox"/>	<input type="checkbox"/>	DOC 75% PER DIEM OUTST
<input type="checkbox"/>	<input type="checkbox"/>	DOC FULL PER DIEM OUTST

OK

Cancel

The defaulted date range is 12/12/2018 to 12/13/2018. To ensure the lines are appropriate dates but must be within the date range, create Travel Authorization.

Use the mouse to select the date range.

Page 127 of 196



Quick-Fill

Help

Enter the date range you want applied to the authorizations you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From

12/12/2018

To

12/13/2018

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	OUT LODGING
<input type="checkbox"/>	<input type="checkbox"/>	OUT LUNCH
<input type="checkbox"/>	<input type="checkbox"/>	OUT MILEAGE ADAPT VAN
<input type="checkbox"/>	<input checked="" type="checkbox"/>	OUT MILES - FULL
<input type="checkbox"/>	<input type="checkbox"/>	OUT MILES REDUCED RATE
<input type="checkbox"/>	<input type="checkbox"/>	OUT TRANSPORT OTHER
<input type="checkbox"/>	<input type="checkbox"/>	OUT VEHICLE RENTAL
<input type="checkbox"/>	<input type="checkbox"/>	PHONE SERVICE - CELL
<input type="checkbox"/>	<input type="checkbox"/>	PHONE SVC NON-CELL
<input type="checkbox"/>	<input type="checkbox"/>	PHOTOCOPIES

OK

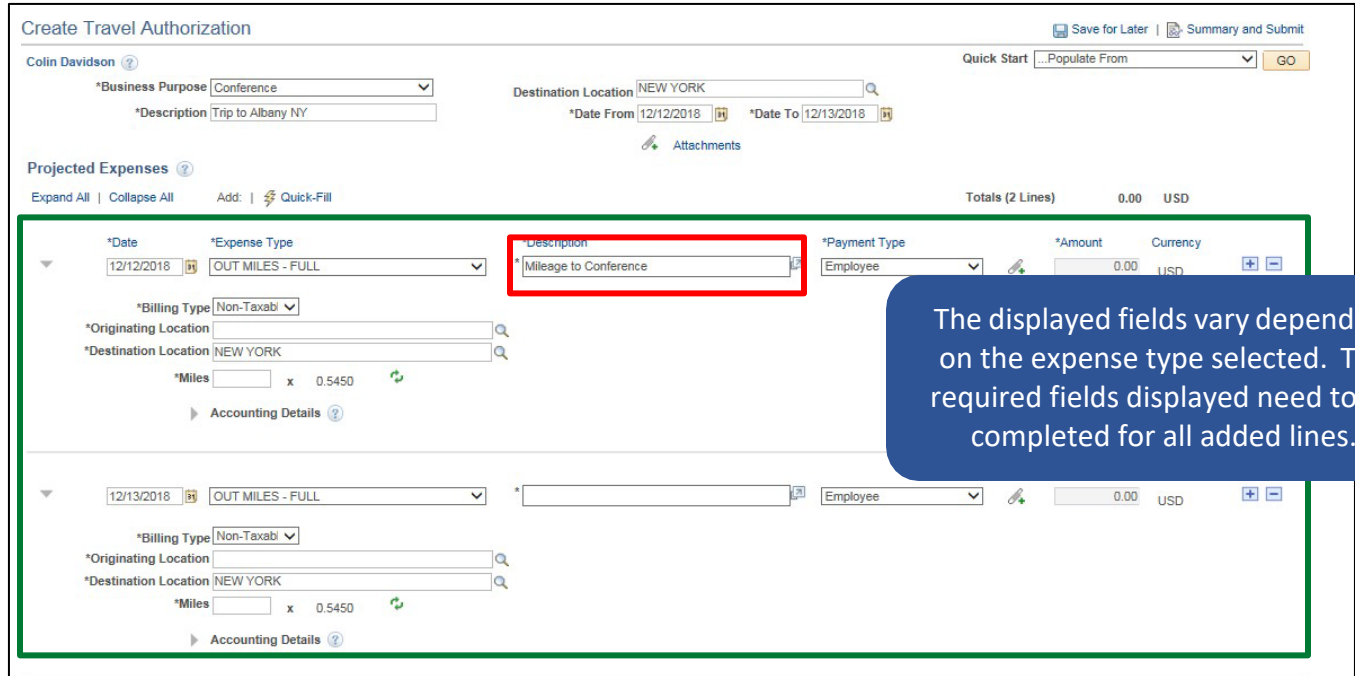
Cancel

Click the **Select** checkbox next to the expense type you are adding to the travel authorization.

Click the **OK** button.



The **Create Travel Authorization – Details** page displays. Lines are created for the expense types selected. A single line is created when One Day was selected, and multiple lines are created when All Days was selected.



**Create Travel Authorization**

Colin Davidson

\*Business Purpose: Conference

\*Description: Trip to Albany NY

Destination Location: NEW YORK

\*Date From: 12/12/2018 \*Date To: 12/13/2018

Attachments

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (2 Lines) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference	Employee	0.00	USD
12/13/2018	OUT MILES - FULL		Employee	0.00	USD

\*Billing Type: Non-Taxable

\*Originating Location

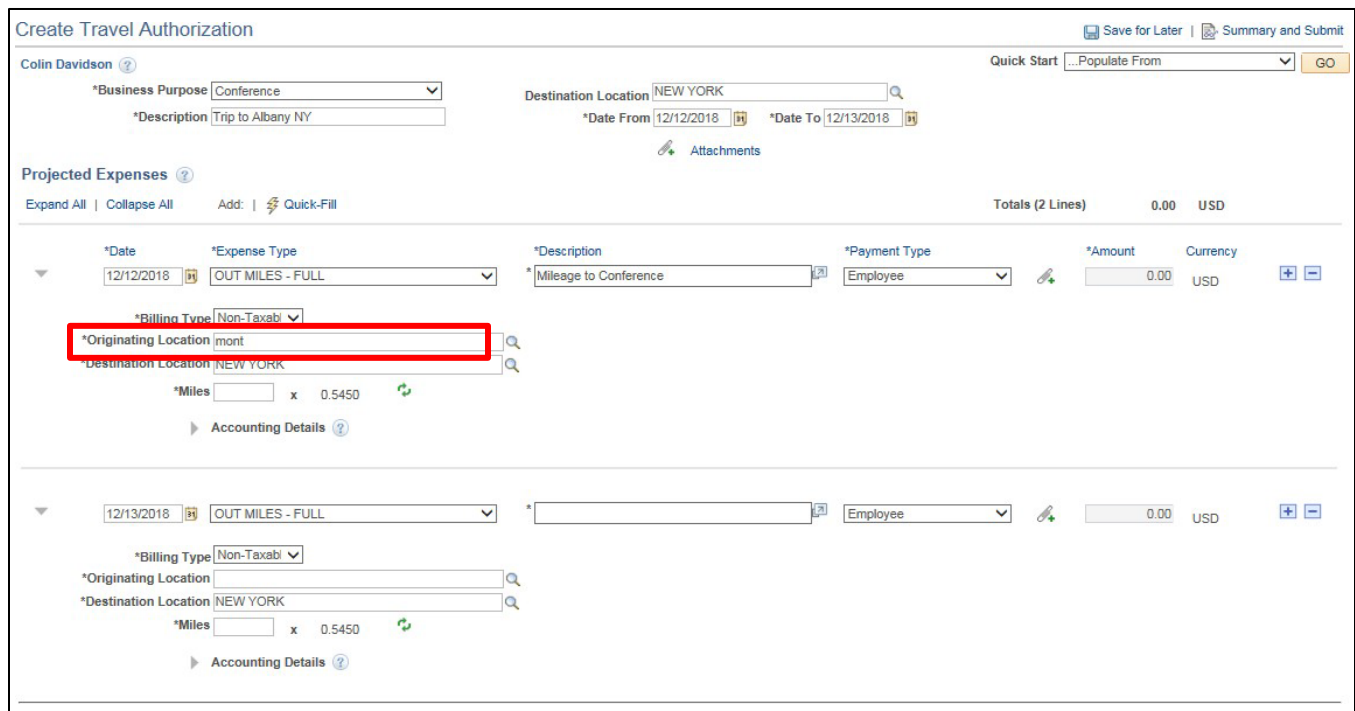
\*Destination Location: NEW YORK

\*Miles x 0.5450

Accounting Details

The displayed fields vary depending on the expense type selected. The required fields displayed need to be completed for all added lines.

Enter an explanation of the expense in the **Description** field on the line.



**Create Travel Authorization**

Colin Davidson

\*Business Purpose: Conference

\*Description: Trip to Albany NY

Destination Location: NEW YORK

\*Date From: 12/12/2018 \*Date To: 12/13/2018

Attachments

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (2 Lines) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference	Employee	0.00	USD
12/13/2018	OUT MILES - FULL		Employee	0.00	USD

\*Billing Type: Non-Taxable

\*Originating Location: mont

\*Destination Location: NEW YORK

\*Miles x 0.5450

Accounting Details

Enter a few letters of where you started your trip into the **Originating Location** field.

Create Travel Authorization

Colin Davidson ?

\*Business Purpose: Conference

\*Description: Trip to Albany NY

Destination Location: NEW YORK

\*Date From: 12/12/2018 \*Date To: 12/13/2018


Quick Start ...Populate From GO

Attachments

Projected Expenses ?

Expand All | Collapse All Add: Quick-Fill

Totals (2 Lines) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference	Employee	0.00	USD
*Billing Type: Non-Taxabl *Originating Location: mont  *Destination Location: NEW YORK *Miles: x 0.5450 Accounting Details ?					
12/13/2018	OUT MILES - FULL		Employee	0.00	USD
*Billing Type: Non-Taxabl *Originating Location: *Destination Location: NEW YORK *Miles: x 0.5450 Accounting Details ?					

Expand All | Collapse All Totals (2 Lines) 0.00 USD

Click the **Look Up**  icon.

The **Look Up** page displays the locations that match your criteria.

Look Up

Search by: Originating Location begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-3 of 3 Last

Originating Location	Description
MT	MONTANA
MNTSY	MONTGOMERY VT
MNTPR	MONTPELIER VT

Select the **Originating Location** link for the appropriate location.

The **Create Travel Authorization - Details** page displays the Originating Location selected.

Create Travel Authorization

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

\*Business Purpose

Conference

\*Description

Trip to Albany NY

Destination Location

NEW YORK

\*Date From

12/12/2018

\*Date To

12/13/2018

Quick Start

...Populate From

GO

Attachments

Projected Expenses

Expand All

Collapse All

Add: Quick-Fill

Totals (2 Lines)

92.65

USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference	Employee	92.65	USD
<div> <div>*Billing Type</div> <div>Non-Taxabi</div> </div> <div> <div>*Originating Location</div> <div>MONTPELIER VT</div> </div> <div> <div>*Destination Location</div> <div>NEW YORK</div> </div> <div> <div>*Miles</div> <div>170</div> <div>x</div> <div>0.5450</div> </div> <div>Accounting Details</div>					
12/13/2018	OUT MILES - FULL		Employee	0.00	USD
<div> <div>*Billing Type</div> <div>Non-Taxabi</div> </div> <div> <div>*Originating Location</div> <div></div> </div> <div> <div>*Destination Location</div> <div>NEW YORK</div> </div> <div> <div>*Miles</div> <div></div> <div>x</div> <div>0.5450</div> </div> <div>Accounting Details</div>					

Expand All

Collapse All

Totals (2 Lines)

92.65

USD

Enter the **Miles** for the line. The Amount automatically populates.

Enter the required fields for any additional lines added using Quick-Fill.

## Save a Travel Authorization for Later

**Situations when this function is used:** When entering travel authorizations, it is important to **save often**. We recommend saving after every few lines to avoid losing any work. Travel Authorizations can also be saved and completed later, but it is important to remember they must be completed by month end.

**Navigation option 1:** Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

Create Travel Authorization

Colin Davidson

\*Business Purpose

Conference

\*Description

Trip to Albany NY

Destination Location

NEW YORK

\*Date From

12/12/2018

\*Date To

12/13/2018

Attachments

Quick Start

...Populate From

GO

Save for Later

Summary and Submit

Projected Expenses

Expand All

Collapse All

Add

Quick-Fill

Totals (2 Lines)

185.30

USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference	Employee	92.65	USD
<div> <div>*Billing Type</div> <div>Non-Taxabl</div> </div> <div> <div>*Originating Location</div> <div>MONTPELIER VT</div> </div> <div> <div>*Destination Location</div> <div>NEW YORK</div> </div> <div> <div>*Miles</div> <div>170</div> <div>x</div> <div>0.5450</div> </div> <div>Accounting Details</div>					
12/13/2018	OUT MILES - FULL	Mileage from Conference	Employee	92.65	USD
<div> <div>*Billing Type</div> <div>Non-Taxabl</div> </div> <div> <div>*Originating Location</div> <div>NEW YORK</div> </div> <div> <div>*Destination Location</div> <div>MONTPELIER VT</div> </div> <div> <div>*Miles</div> <div>170</div> <div>x</div> <div>0.5450</div> </div> <div>Accounting Details</div>					

Expand All

Collapse All

Totals (2 Lines)

185.30

USD

Click the **Save for Later** link.

## Modify Travel Authorization

[Save for Later](#) | 
 [Summary and Submit](#)

---

Colin Davidson ?

Actions ...Choose an Action
GO

\*Business Purpose Conference

\*Description Trip to Albany NY

Destination Location NEW YORK

\*Date From 12/12/2018 | to | \*Date To 12/13/2018 | to

[Attachments](#)

Authorization ID 0000005199 Pending

### Projected Expenses ?

Expand All | Collapse All    Add: | [Quick-Fill](#)

						Totals (2 Lines)	185.30	USD
	*Date <span>12/12/2018</span>   <span>to</span>	*Expense Type <span>OUT MILES - FULL</span>	*Description <span>Mileage to Conference</span>   <span>to</span>	*Payment Type <span>Employee</span>	<a href="#"></a>	<span>92.65</span>	USD	<a href="#">+</a> <a href="#">-</a>
						*Billing Type <span>Non-Taxabl</span>		
						*Originating Location <span>MONTPELIER VT</span>		
						*Destination Location <span>NEW YORK</span>		
						*Miles <span>170</span> x 0.5450 <a href="#"></a>		
						<a href="#">Accounting Details</a> ?		
	*Date <span>12/13/2018</span>   <span>to</span>	*Expense Type <span>OUT MILES - FULL</span>	*Description <span>Mileage from Conference</span>   <span>to</span>	*Payment Type <span>Employee</span>	<a href="#"></a>	<span>92.65</span>	USD	<a href="#">+</a> <a href="#">-</a>
						*Billing Type <span>Non-Taxabl</span>		
						*Originating Location <span>NEW YORK</span>		
						*Destination Location <span>MONTPELIER VT</span>		
						*Miles <span>170</span> x 0.5450 <a href="#"></a>		
						<a href="#">Accounting Details</a> ?		

Expand All | Collapse All

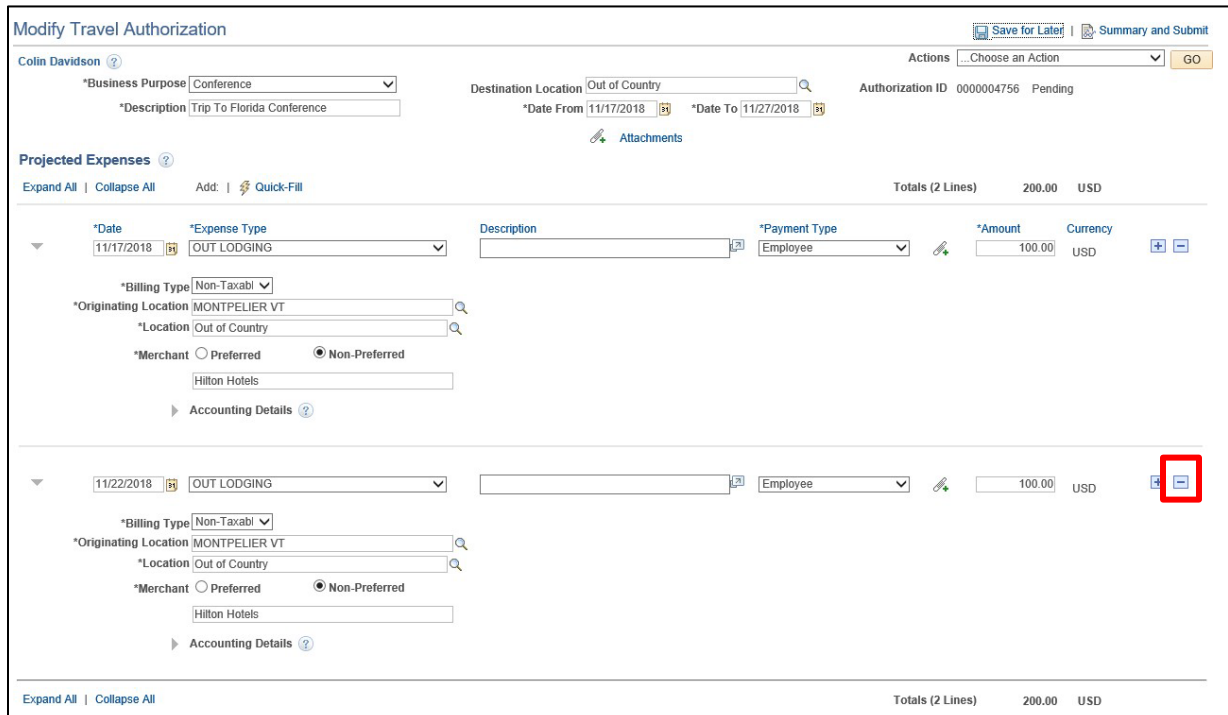
Totals (2 Lines)
185.30
USD


## Delete expense line(s) for a Travel Authorization

**Situations when this function is used:** Expense lines can be deleted when creating a new travel authorization or when modifying an existing travel authorization.

**Navigation option 1:** Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



Click the **Delete**  icon for the expense line you want to delete.

The **Travel Authorization – Delete Confirmation** page displays.



Click the **OK** button.

The **Modify Travel Authorization – Details** page displays, and line will no longer exist on the travel authorization.

Modify Travel Authorization

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

\*Business Purpose

Conference

\*Description

Trip To Florida Conference

Destination Location

Out of Country

\*Date From

11/17/2018

\*Date To

11/27/2018

Actions

Choose an Action

GO

Authorization ID

0000004756

Pending

Attachments

Projected Expenses

Expand All

Collapse All

Add: Quick-Fill

Totals (1 Line)

100.00

USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
11/17/2018	OUT LODGING		Employee	100.00	USD

\*Billing Type

Non-Taxabl

\*Originating Location

MONTPELIER VT

\*Location

Out of Country

\*Merchant

☐ Preferred
 ☒ Non-Preferred

Hilton Hotels

Accounting Details

Expand All

Collapse All

Totals (1 Line)

100.00

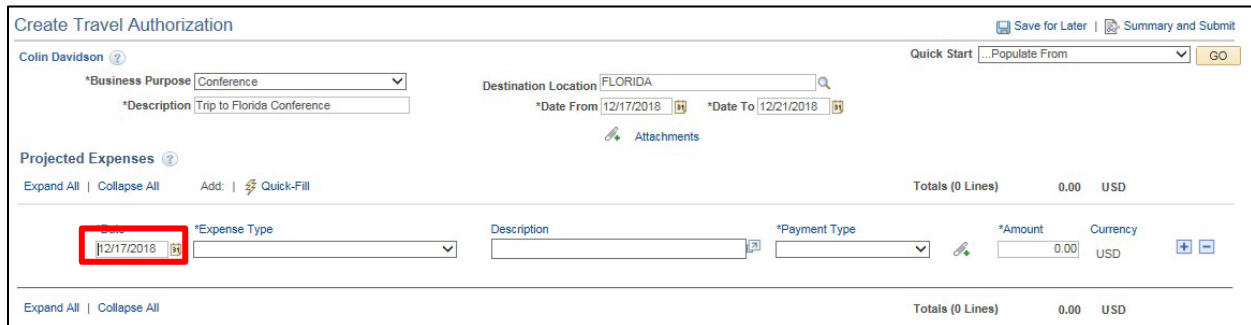
USD

## Add Lodging Expenses (Only when P-Card or Direct Bill is not possible)

**Situations when this function is used:** Every effort should be made to use a P-Card or direct supplier payment for lodging to avoid the need for reimbursement. Add a Lodging expense type when a P-Card or direct bill is not possible.

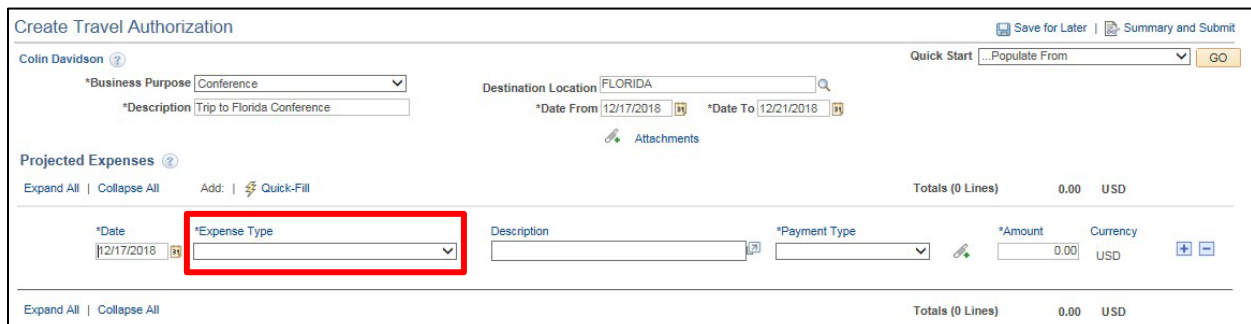
**Navigation option 1:** Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



The screenshot shows the 'Create Travel Authorization' form. At the top, there are fields for 'Business Purpose' (Conference), 'Destination Location' (FLORIDA), and 'Date From' (12/17/2018). Below these is the 'Projected Expenses' section, which is highlighted with a red box. In this section, the 'Date' field is set to 12/17/2018. The 'Expense Type' field is currently empty, and the 'Description' field is also empty. The 'Payment Type' field is set to 'Lodging'. The 'Amount' field is set to 0.00, and the 'Currency' is set to USD. The 'Totals' section at the bottom shows 0.00 USD.

In the Projected Expenses section, enter the estimated **Date** of the expense.



This screenshot is similar to the previous one, but the 'Expense Type' field in the 'Projected Expenses' section is highlighted with a red box. The 'Date' field is still set to 12/17/2018, and the 'Payment Type' is 'Lodging'. The 'Amount' is 0.00 USD, and the 'Totals' section shows 0.00 USD.

To choose the expense type, click the **Expense Type** drop-down to view the available expense types.



Create Travel Authorization

Colin Davidson

\*Business Purpose: Conference

\*Description: Trip to Florida Conference

Destination Location: FLORIDA

\*Date From: 12/17/2018 \*Date To: 12/21/2018

Attachments

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (0 Lines) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	<ul style="list-style-type: none"> <li>IN VEHICLE RENTAL</li> <li>INTERNET ACCESS</li> <li>ITEMS FOR RESALE</li> <li>Judicial only-Court Incentives</li> <li>LEG NT 50+ MI</li> <li>LEG NT PER DIEM MEAL</li> <li>LEG NT PER DIEM ROOM</li> <li>LEG TX LESS 50 MI</li> <li>LEG TX PER DIEM MEAL</li> <li>LEG TX PER DIEM ROOM</li> <li>LICENSE - ATTORNEY</li> <li>LICENSE - CDL</li> <li>MEMBERSHIP DUES</li> <li>MOVING EXPENSES</li> <li>OUT AIR TRANSP</li> <li>OUT BREAKFAST</li> <li>OUT COMMUTER MILE</li> <li>OUT CONF/TRAIN REGIST</li> <li>OUT DINNER</li> <li><b>OUT LODGING</b></li> <li>OUT LUNCH</li> <li>OUT MILEAGE ADAPT VAN</li> <li>OUT MILES - FULL</li> <li>OUT MILES REDUCED RATE</li> <li>OUT TRANSPORT OTHER</li> <li>OUT VEHICLE RENTAL</li> <li>PHONE SERVICE - CELL</li> <li>PHOTOCOPIES</li> </ul>			0.00	USD

Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expense Type list for guidance on Expense types. For Out-of-State travel, the Expense Type should be an "OUT" Expense type. Use the up and down arrows to scroll through the available options.

Select the **OUT LODGING** expense type from the list provided.

The expense type displays along with the additional fields that need to be populated.

Create Travel Authorization

Colin Davidson

\*Business Purpose: Conference

\*Description: Trip to Florida Conference

Destination Location: FLORIDA

\*Date From: 12/17/2018 \*Date To: 12/21/2018

Attachments

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (1 Line) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	OUT LODGING		Employee	0.00	USD

\*Originating Location

\*Merchant ☐ Preferred ☒ Non-Preferred

Accounting Details

Totals (1 Line) 0.00 USD

faults on. tion if it

Enter a few letters of where you started your trip into the **Originating Location** field.

Create Travel Authorization Save for Later Summary and Submit

Colin Davidson ? Actions Choose an Action GO

\*Business Purpose Conference ▼ Destination Location FLORIDA 🔍

\*Description Trip to Florida Conference Date From 12/17/2018 📅 Date To 12/21/2018 📅

Attachments

Projected Expenses ?

Expand All Collapse All Add 🔗 Quick-Fill Totals (1 Line) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018 <span>📅</span>	OUT CONF/TRAIN REGIST <span>▼</span>	Conference Registration Fee <span>🔍</span>	Employee <span>▼</span>	0.00	USD

\*Billing Type Non-Taxabl ▼ \*Originating Location mont 🔍

\*Location FLORIDA 🔍

Accounting Details ?

Expand All Collapse All Totals (1 Line) 0.00 USD

Click the **Originating Location** look up  icon.

The Look Up page displays the locations that match your criteria.

Look Up × Help

Search by: Originating Location ▼ begins with

Look Up Cancel Advanced Lookup

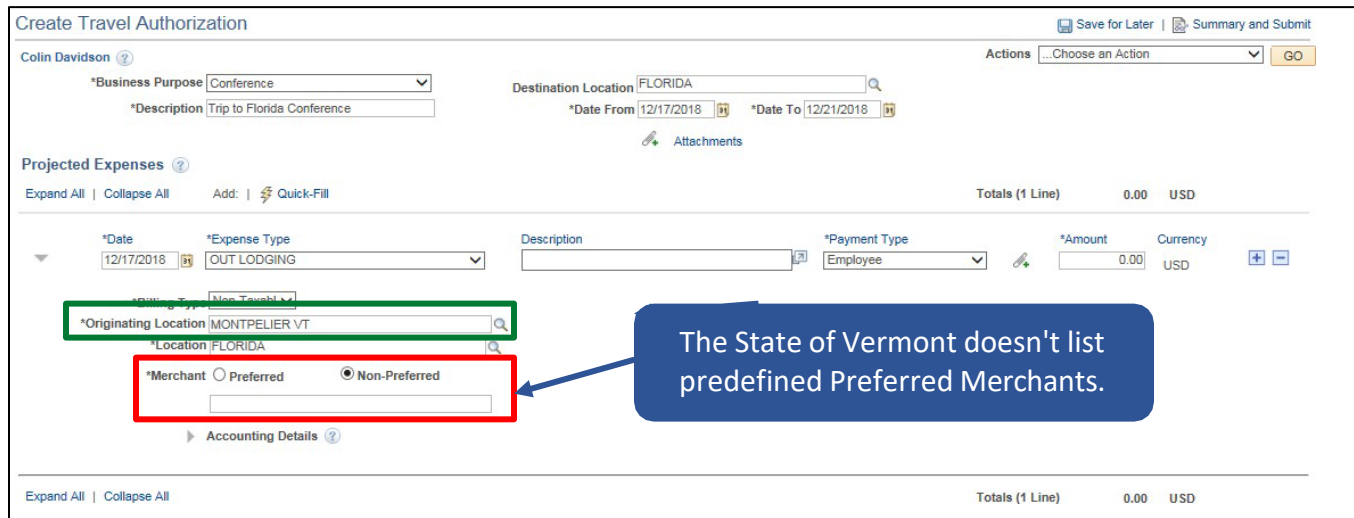
Search Results

View 100 First 1-3 of 3 Last

Originating Location	Description
MT	MONTANA
MNTSV	MONTGOMERY VT
MNTPR	MONTPELIER VT

Select the **Originating Location** link for the appropriate location.

The **Create Travel Authorization - Details** page displays the Originating Location selected.



**Create Travel Authorization** Save for Later Summary and Submit

Colin Davidson ? Actions ...Choose an Action GO

\*Business Purpose Conference ▼ Destination Location FLORIDA 🔍

\*Description Trip to Florida Conference \*Date From 12/17/2018 📅 \*Date To 12/21/2018 📅

📎 Attachments

**Projected Expenses** ?

Expand All | Collapse All Add: ⚡ Quick-Fill Totals (1 Line) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
<span>12/17/2018</span> <span>📅</span>	<span>OUT LODGING</span> <span>▼</span>		<span>Employee</span> <span>▼</span>	0.00	USD

\*Billing Type Non-Taxabl ▼

\*Originating Location MONTPELIER VT 🔍

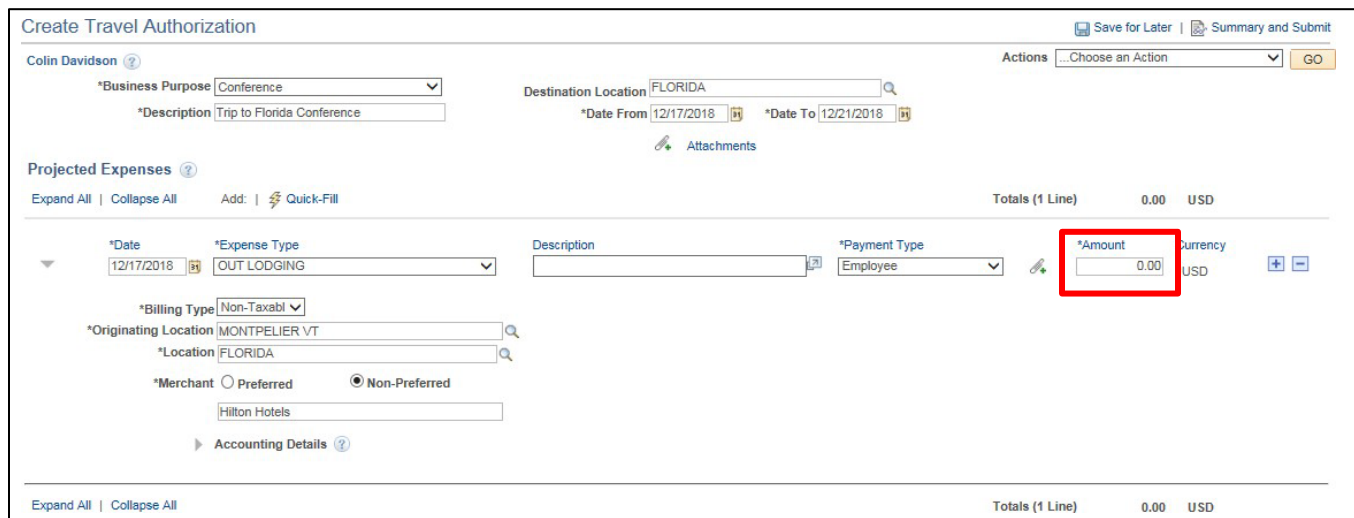
\*Location FLORIDA 🔍

\*Merchant ☐ Preferred ☒ Non-Preferred

▶ Accounting Details ?

Expand All | Collapse All Totals (1 Line) 0.00 USD

Enter the place you will be staying into the **Non-Preferred Merchant** field.



**Create Travel Authorization** Save for Later Summary and Submit

Colin Davidson ? Actions ...Choose an Action GO

\*Business Purpose Conference ▼ Destination Location FLORIDA 🔍

\*Description Trip to Florida Conference \*Date From 12/17/2018 📅 \*Date To 12/21/2018 📅

📎 Attachments

**Projected Expenses** ?

Expand All | Collapse All Add: ⚡ Quick-Fill Totals (1 Line) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
<span>12/17/2018</span> <span>📅</span>	<span>OUT LODGING</span> <span>▼</span>		<span>Employee</span> <span>▼</span>	0.00	USD

\*Billing Type Non-Taxabl ▼

\*Originating Location MONTPELIER VT 🔍

\*Location FLORIDA 🔍

\*Merchant ☐ Preferred ☒ Non-Preferred

Hilton Hotels

▶ Accounting Details ?

Expand All | Collapse All Totals (1 Line) 0.00 USD

Enter the estimated **Amount** for the lodging for that night.

Create Travel Authorization

Colin Davidson

\*Business Purpose

Conference

\*Description

Trip to Florida Conference

Destination Location

FLORIDA

\*Date From

12/17/2018

\*Date To

12/21/2018

Attachments

Save for Later

Summary and Submit

Actions

Copy Authorization Lines

GO

Projected Expenses

Expand All

Collapse All

Add

Quick-Fill

Totals (0 Lines)

100.00

USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	OUT LODGING		Employee	100.00	USD

\*Billing Type

Non-Taxabl

\*Originating Location

MONTPELIER VT

\*Location

FLORIDA

\*Merchant

Preferred

Non-Preferred

Hilton Hotel

Accounting Details

Expand All

Collapse All

Totals (0 Lines)

100.00

USD

Copy the expense line to any additional dates you will be staying overnight by selecting the **Copy Authorization Lines** option in the Actions drop-down list and clicking the **GO** button. Make any necessary changes.

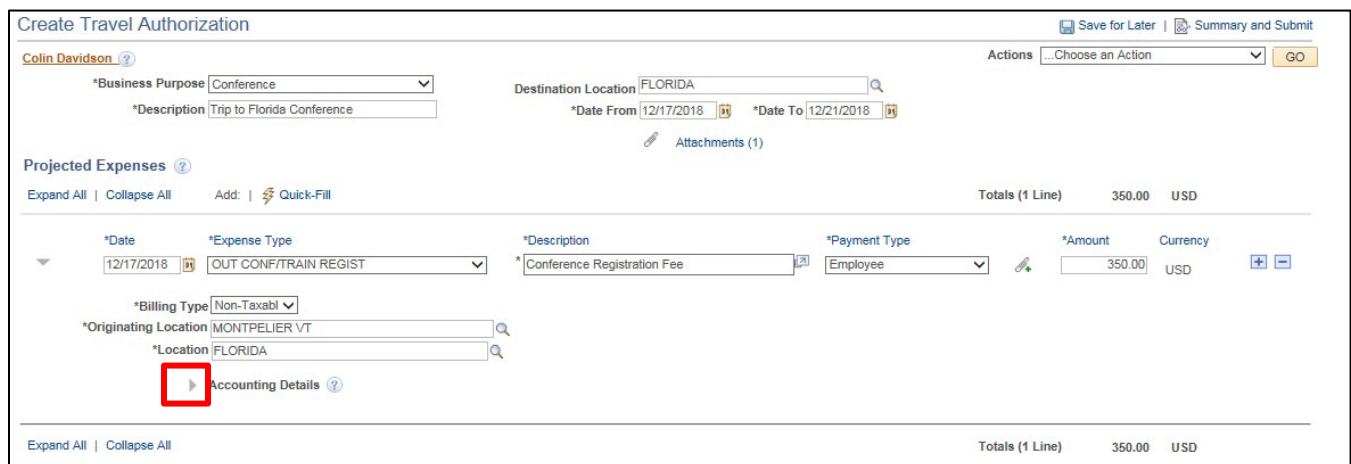
## Verify/Change Accounting Detail for Projected Expense Line(s)

**Situations when this function is used:** While creating a travel authorization, you can review the accounting details (ChartFields) for each projected expense line. Please note that the accounting details are defaulted in and will be the same on each line unless you make changes.

**Navigation option 1:** Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

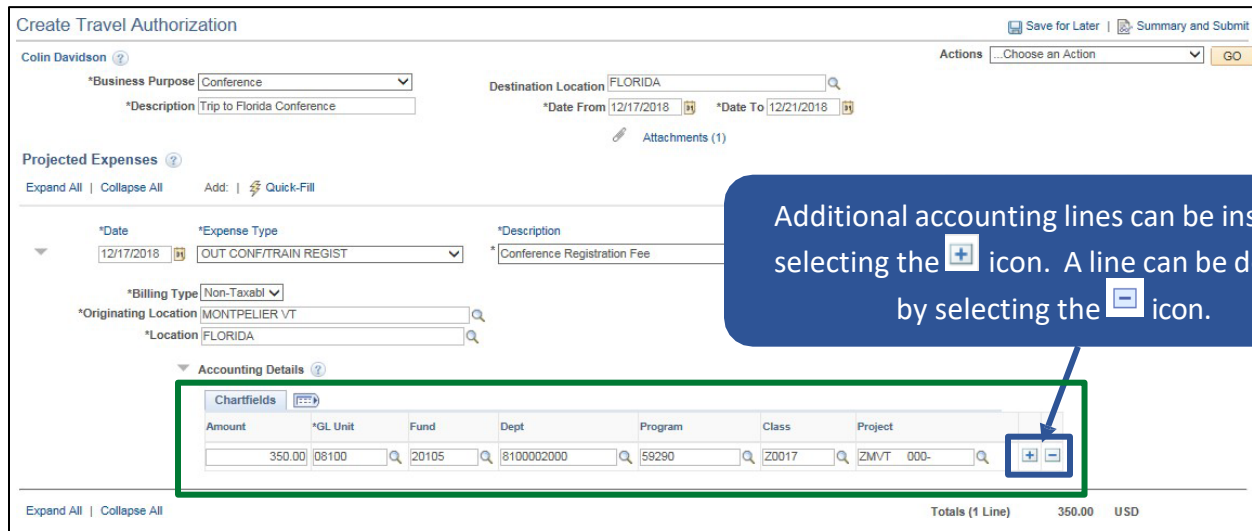
The **Accounting Details** section displays at the bottom of each expense line.



The screenshot shows the 'Create Travel Authorization' form. At the top, there's a header with 'Colin Davidson' and a 'Save for Later' button. Below this, there are fields for 'Business Purpose' (Conference), 'Destination Location' (FLORIDA), 'Date From' (12/17/2018), and 'Date To' (12/21/2018). The 'Projected Expenses' section is expanded, showing a table with one line item: 'Conference Registration Fee' for \$350.00. The 'Accounting Details' section is highlighted with a red box and a right-pointing arrow icon, indicating it can be expanded.

Expand the **Accounting Details** section by clicking the Expand Accounting Lines ► icon.

The **Accounting Details** section expands and the ChartFields for the line display.



**Create Travel Authorization**

Colin Davidson ?

\*Business Purpose: Conference

\*Description: Trip to Florida Conference

Destination Location: FLORIDA

\*Date From: 12/17/2018 \*Date To: 12/21/2018

Attachments (1)

Projected Expenses ?

Expand All | Collapse All Add: | Quick-Fill

\*Date: 12/17/2018 \*Expense Type: OUT CONF/TRAIN REGIST \*Description: Conference Registration Fee

\*Billing Type: Non-Taxabl

\*Originating Location: MONTPELIER VT

\*Location: FLORIDA

Accounting Details ?

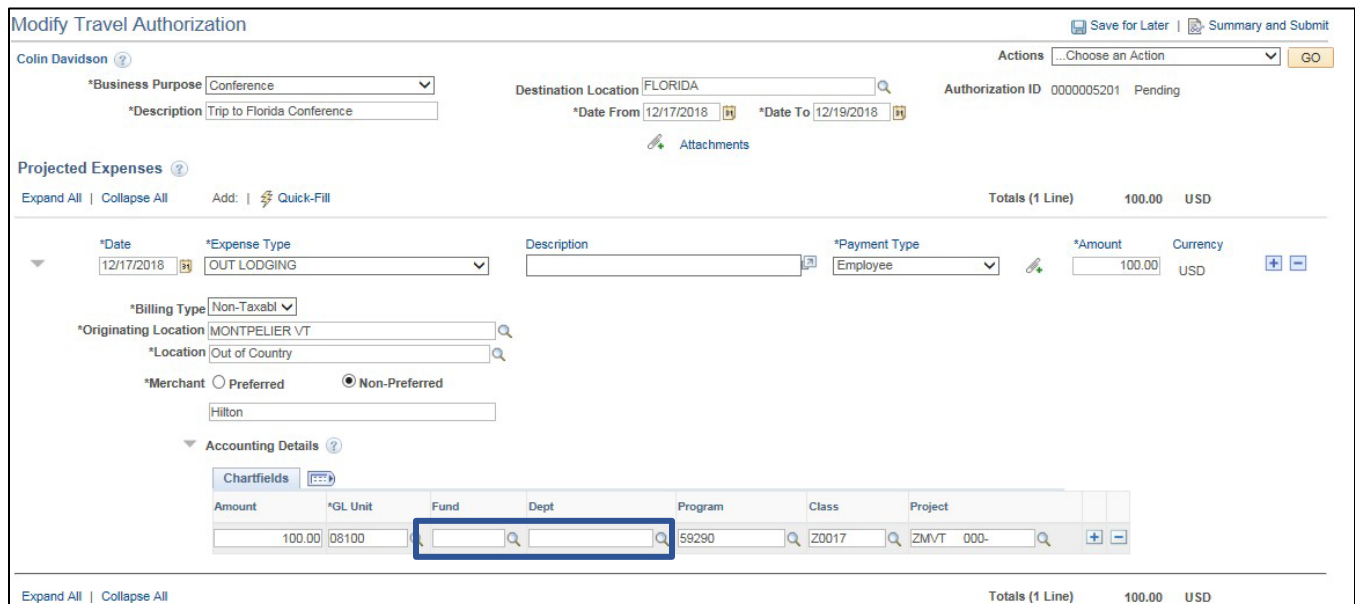
Amount	*GL Unit	Fund	Dept	Program	Class	Project
350.00	08100	20105	8100002000	59290	Z0017	ZMVT 000-

Expand All | Collapse All Totals (1 Line) 350.00 USD

If the travel authorization has not been submitted for approval yet, the ChartFields are available to edit as needed. Please remember to Save for Later after making any changes if you are not ready to Submit for Approval.

**Note: The GL Unit should never be changed. The Account defaults from the expense type and does not display.**

At a minimum you must include a Fund and Dept value for each expense line.



**Modify Travel Authorization**

Colin Davidson ?

\*Business Purpose: Conference

\*Description: Trip to Florida Conference

Destination Location: FLORIDA

\*Date From: 12/17/2018 \*Date To: 12/19/2018

Authorization ID: 0000005201 Pending

Attachments

Projected Expenses ?

Expand All | Collapse All Add: | Quick-Fill

Totals (1 Line) 100.00 USD

\*Date: 12/17/2018 \*Expense Type: OUT LODGING Description: \*Payment Type: Employee \*Amount: 100.00 Currency: USD

\*Billing Type: Non-Taxabl

\*Originating Location: MONTPELIER VT

\*Location: Out of Country

\*Merchant: Preferred Non-Preferred

Hilton

Accounting Details ?

Amount	*GL Unit	Fund	Dept	Program	Class	Project
100.00	08100			59290	Z0017	ZMVT 000-

Expand All | Collapse All Totals (1 Line) 100.00 USD

You will receive combo edit errors if you try to save or submit a travel authorization and the Fund or Dept fields are blank.

If the Department is blank you will receive the following error message when you save or submit.

Message

Department selected on line 1, distribution 1 is not a valid department for the GL business unit. (10502,230)

The department selected does not exist or is inactive for the GL business unit.

OK

Click the **OK** button.

The **Create Travel Authorization – Details** page displays with the line and fields in error highlighted.

**Create Travel Authorization**

Colin Davidson

\*Business Purpose: Conference

\*Description: Trip to Florida Conference

Destination Location: FLORIDA

\*Date From: 12/17/2018 \*Date To: 12/19/2018

Attachments

**Projected Expenses**

Expand All | Collapse All Add: Quick-Fill

Totals (1 Line) 100.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	OUT LODGING		Employee	100.00	USD

\*Billing Type: Non-Travel

\*Originating Location: MONTPELIER VT

\*Location: Out of Country

\*Merchant: Preferred Non-Preferred

Hilton

**Accounting Details**

Chartfields

Amount	*GL Unit	Fund	Dept	Program	Class	Project
100.00	08100			59290	Z0017	ZMVT 000-

Totals (1 Line) 100.00 USD

The GL Unit field will highlight in Red if the Fund is missing. The Dept field will highlight Red if the Department is missing. The icon displays on the line in this case.

Click the **Missing or Invalid Information**  icon.

The **Authorization Line Errors** page displays the errors on the line.

Authorization Line Errors

Help

Please enter or update the following information:

Accounting Detail -- Department is not valid for the GL business unit on distribution line 1.

Combo error for fields ACCOUNT/ DEPTID/ FUND\_CODE in group AC\_FD\_DEP.

Return

**Note: Both messages display if the Department is missing. The Combo error message displays if the Fund is missing. The travel authorization can be saved for later if the Fund is missing but it cannot be submitted for approval until all errors are resolved. The travel authorization will not save if the Department is missing.**

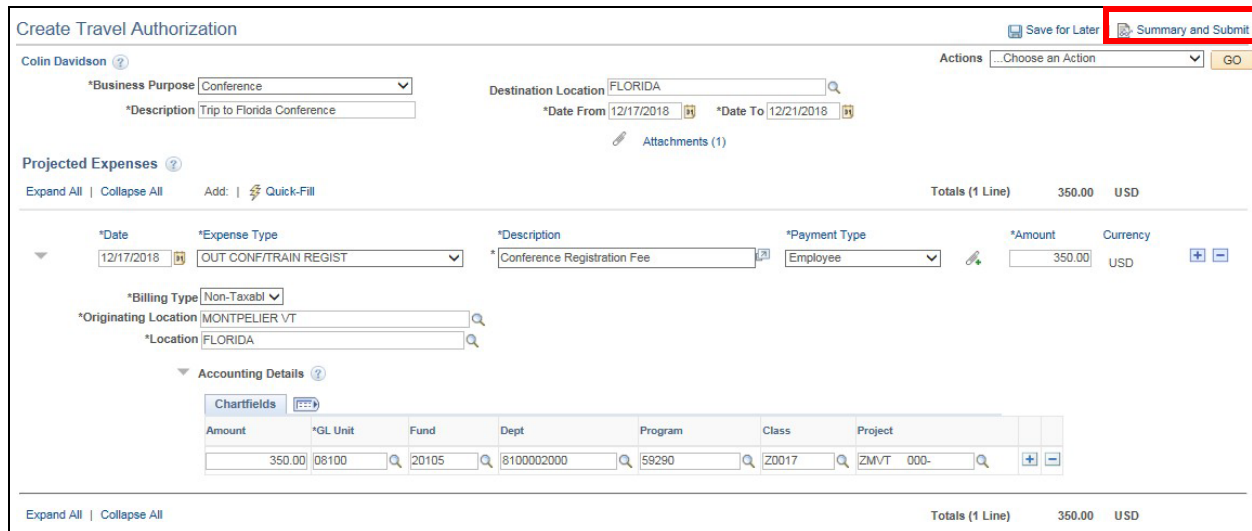


## Submit for Approval

**Situations when this function is used:** Per Bulletin 3.4, an employee must create a travel authorization and receive approval for overnight travel from their Department Head or designee prior to the trip. After all the projected expense lines, attachments and notes have been added and the accounting information is verified the travel authorization is ready to be submitted for approval.

**Navigation option 1:** Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



Create Travel Authorization

Colin Davidson

\*Business Purpose: Conference

\*Description: Trip to Florida Conference

Destination Location: FLORIDA

\*Date From: 12/17/2018

\*Date To: 12/21/2018

Attachments (1)

Projected Expenses

Expand All | Collapse All

Add: Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	350.00	USD

\*Billing Type: Non-Taxabl

\*Originating Location: MONTPELIER VT

\*Location: FLORIDA

Accounting Details

Chartfields

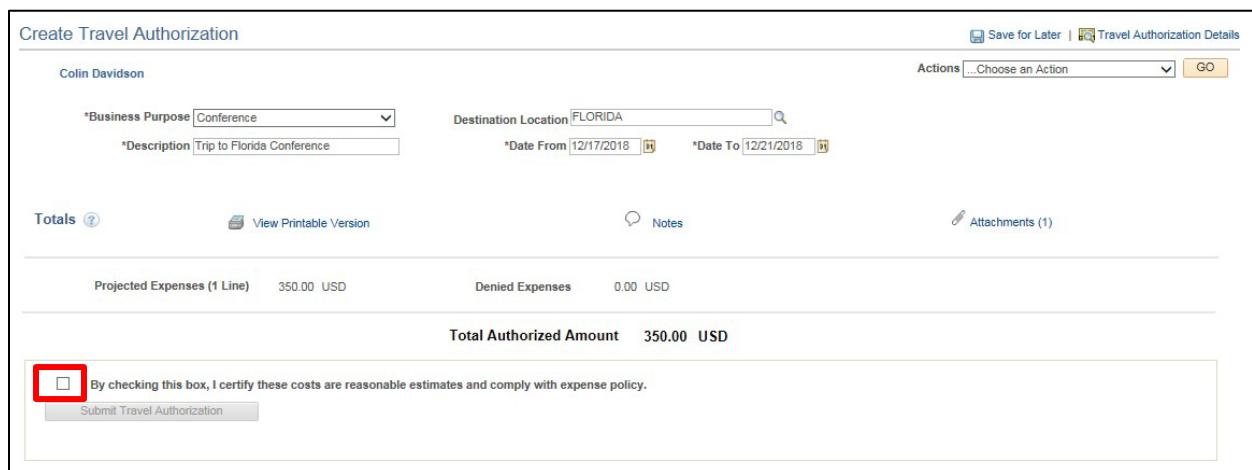
Amount	*GL Unit	Fund	Dept	Program	Class	Project
350.00	08100	20105	8100002000	59290	Z0017	ZMVT 000-

Expand All | Collapse All

Totals (1 Line) 350.00 USD

Click the **Summary and Submit** link.

The **Create Travel Authorization – Submit** page displays. **NOTE:** The Modify Travel Authorization – Submit page displays if you previously clicked the Save for Later link.



Create Travel Authorization

Colin Davidson

\*Business Purpose: Conference

\*Description: Trip to Florida Conference

Destination Location: FLORIDA

\*Date From: 12/17/2018

\*Date To: 12/21/2018

Totals

View Printable Version

Notes

Attachments (1)

Projected Expenses (1 Line)	Denied Expenses
350.00 USD	0.00 USD

Total Authorized Amount 350.00 USD

☐ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

Review the certification message and select the **Certification** checkbox.



Create Travel Authorization

[Save for Later](#) | [Travel Authorization Details](#)

Colin Davidson

\*Business Purpose

Conference

Destination Location

FLORIDA

\*Description

Trip to Florida Conference

\*Date From

12/17/2018

\*Date To

12/21/2018

Actions

Choose an Action

GO

Totals ?

View Printable Version

Notes

Attachments (1)

Projected Expenses (1 Line)	350.00 USD	Denied Expenses	0.00 USD
Total Authorized Amount		350.00 USD	

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.
 

Submit Travel Authorization

Click the **Submit Travel Authorization** button.

The **Travel Authorization – Submit Confirmation** page displays.

Travel Auth Submit Confirm

Help

Create Travel Authorization

Submit Confirmation

Colin Davidson

Totals ?

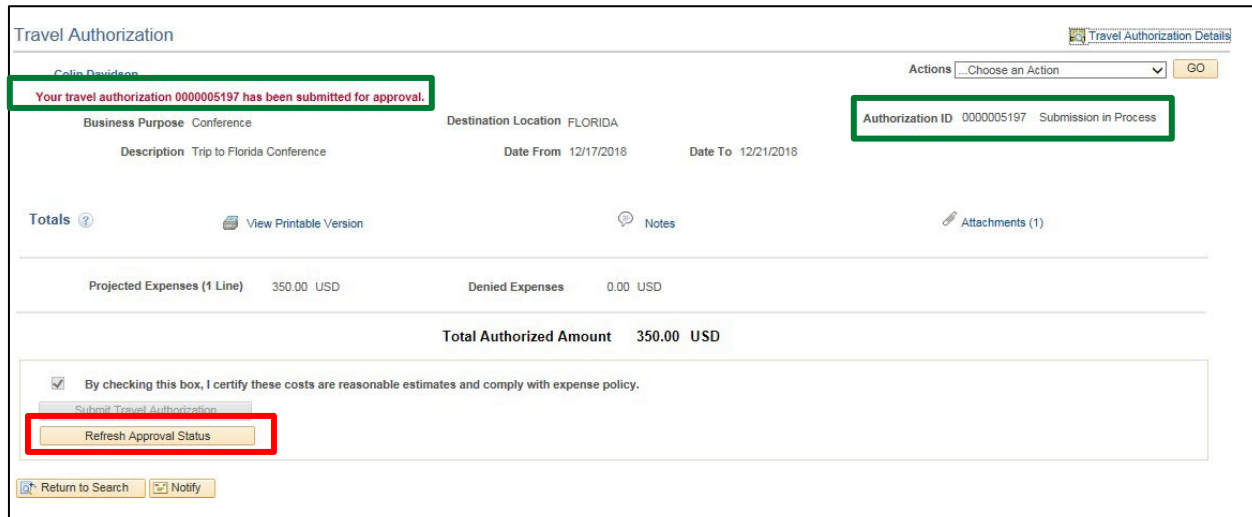
Total Authorized Amount	350.00 USD
-------------------------	------------

OK

Cancel

Click the **OK** button.

The **View Travel Authorization** page displays with the message 'Your travel authorization (TA ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Authorization ID is assigned (if the travel authorization was not previously saved).



**Travel Authorization**

Colin Davidson

Your travel authorization 000005197 has been submitted for approval.

Business Purpose: Conference  
Destination Location: FLORIDA  
Description: Trip to Florida Conference  
Date From: 12/17/2018  
Date To: 12/21/2018

Authorization ID: 000005197 Submission in Process

Totals: Projected Expenses (1 Line): 350.00 USD  
Denied Expenses: 0.00 USD  
Total Authorized Amount: 350.00 USD

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

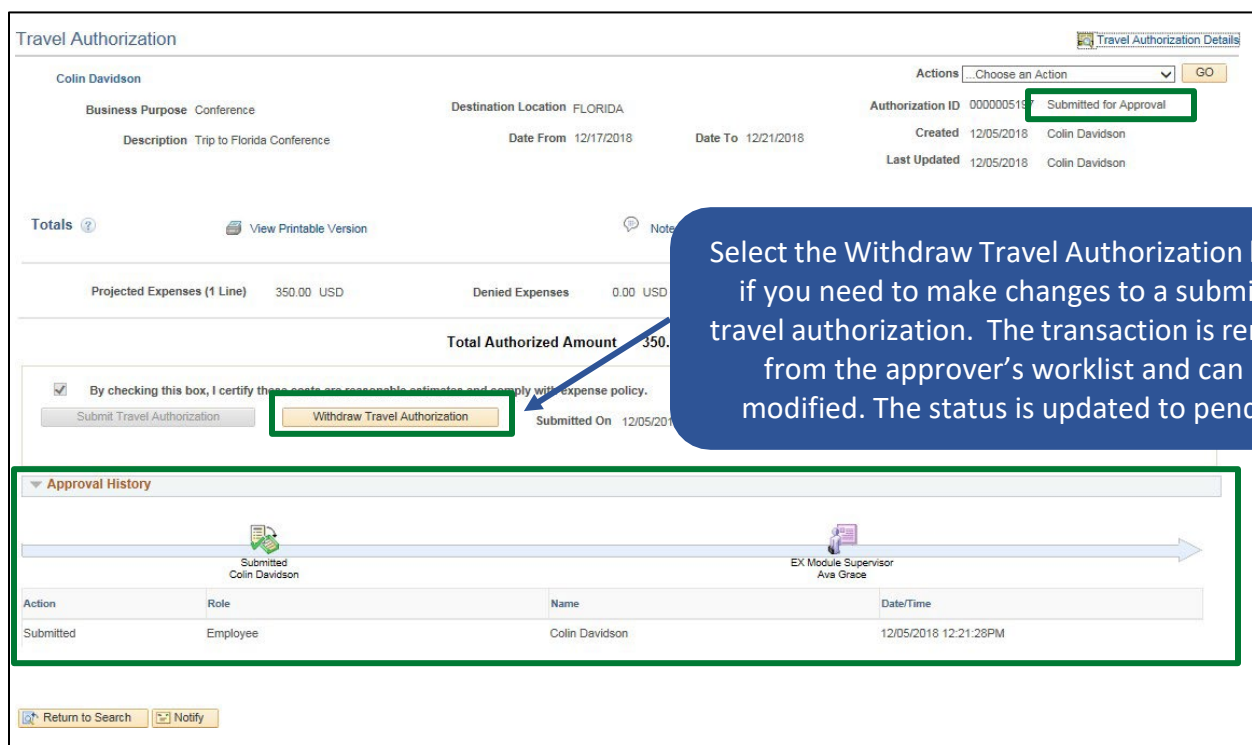
Submit Travel Authorization

Refresh Approval Status

Return to Search | Notify

Click the **Refresh Approval Status** button.

The travel authorization has been routed to your supervisor for approval. The Withdraw Travel Authorization button displays and is enabled. The Approval History section displays the approval path for the travel authorization, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.



**Travel Authorization**

Colin Davidson

Business Purpose: Conference  
Destination Location: FLORIDA  
Description: Trip to Florida Conference  
Date From: 12/17/2018  
Date To: 12/21/2018

Authorization ID: 000005197 Submitted for Approval

Created: 12/05/2018 Colin Davidson  
Last Updated: 12/05/2018 Colin Davidson

Totals: Projected Expenses (1 Line): 350.00 USD  
Denied Expenses: 0.00 USD  
Total Authorized Amount: 350.00 USD

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

Withdraw Travel Authorization

Submitted On: 12/05/2018

**Approval History**

Submitted Colin Davidson

EX Module Supervisor Ava Grace

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	12/05/2018 12:21:28PM

Return to Search | Notify

Select the Withdraw Travel Authorization button if you need to make changes to a submitted travel authorization. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

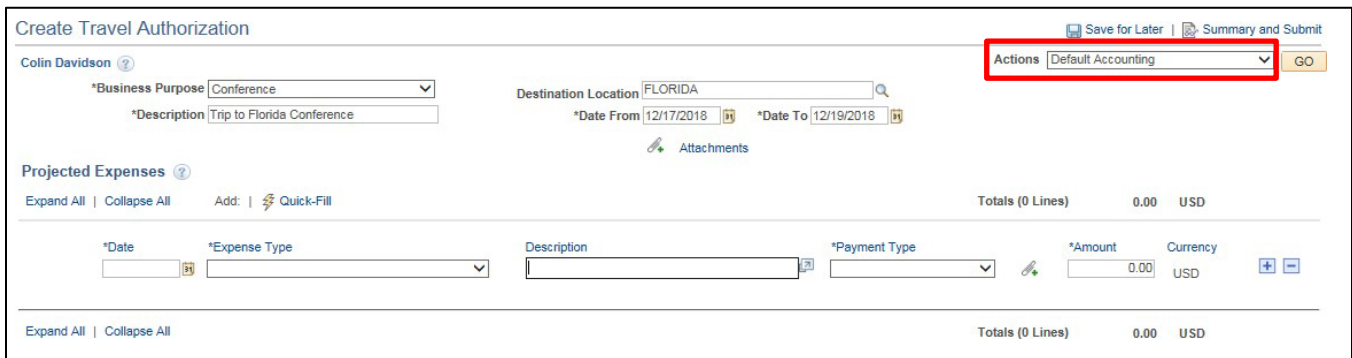
## Change Default Accounting for Travel Authorization

**Situations when this function is used:** All employees have default accounting set up that will automatically pull into expense transactions. Use this functionality if you have split funding, or your accounting information is going to be different than your default accounting.

**Navigation option 1:** Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

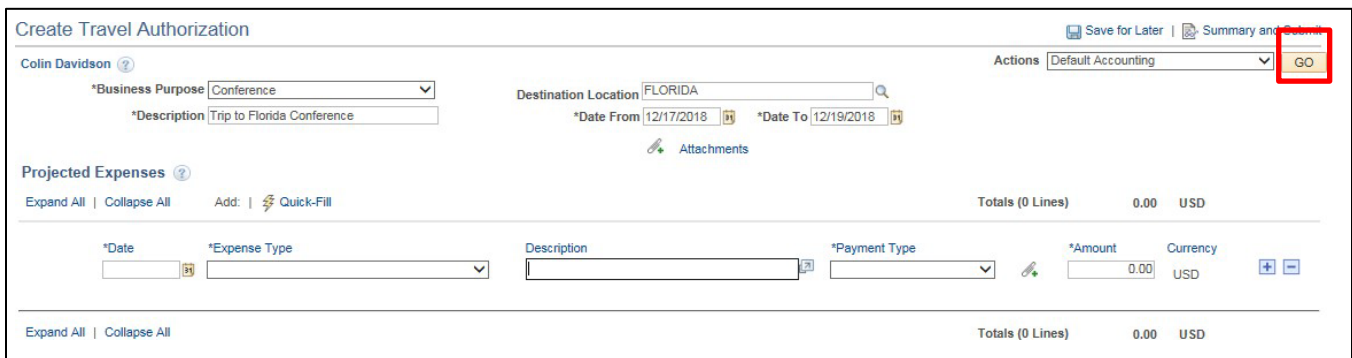
**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

**Note:** It is recommended that you change the default accounting prior to adding expense lines. Changes to the default accounting will automatically default onto existing lines as long as the ChartField information was not manually updated in the Accounting Details section. Any manual updates are retained.



The screenshot shows the 'Create Travel Authorization' form. At the top right, there are links for 'Save for Later' and 'Summary and Submit'. Below these, the 'Actions' dropdown menu is open, showing 'Default Accounting' as the selected option. To the right of the dropdown is a 'GO' button. The form includes fields for 'Colin Davidson' (user), '\*Business Purpose' (Conference), '\*Description' (Trip to Florida Conference), 'Destination Location' (FLORIDA), '\*Date From' (12/17/2018), and '\*Date To' (12/19/2018). There is also an 'Attachments' link. Below these fields is a section for 'Projected Expenses' with a table containing columns for '\*Date', '\*Expense Type', 'Description', '\*Payment Type', '\*Amount', and 'Currency'. The table currently shows a total of 0.00 USD for 0 lines. At the bottom, there are 'Expand All' and 'Collapse All' links, and another 'Totals' row showing 0.00 USD for 0 lines.

Select **Default Accounting** from the Actions drop-down box.



This screenshot is identical to the previous one, showing the 'Create Travel Authorization' form. The 'GO' button, located to the right of the 'Actions' dropdown menu, is highlighted with a red box.

Click the **GO** button.

The **Create Travel Authorization – Accounting Defaults** page displays the default ChartField values from the employee’s profile. Depending on your business need, the default accounting may not necessarily apply to every situation. The accounting defaults, for every line on the travel authorization being created, can be changed here.

Create Travel Authorization
Accounting Defaults

Authorization ID NEXT

Accounting Summary

Set Personalizations | Find | [Icons]

First 1 of 1 Last

%	*GL Unit	Fund	Dept	Program	Class	Project
100.00	08100	20105	8100002000	59290	Z0017	ZMVT 000

Add ChartField Line
Load Defaults

OK

User Defaults

Make any necessary changes to the ChartFields. Please remember that any changes made here will apply to each of your travel authorization expense lines.

**Note: The GL unit should never be changed. The Account defaults from the expense type and cannot be changed.**

Some departments utilize split funding which can also be done here. To add a ChartField line, click the **Add ChartField Line** button.

Create Travel Authorization
Accounting Defaults

Authorization ID NEXT

Accounting Summary

Set Personalizations | Find | [Icons]

First 1-2 of 2 Last

%	*GL Unit	Fund	Dept	Program	Class	Project
100.00	08100	20105	8100002000	59290	Z0017	ZMVT 000
0.00	08100	20105	8100002000	59290	Z0017	ZMVT 000

Add ChartField Line
Load Defaults

OK

User Defaults



Update the **Percentage** and **ChartFields** for each line.

Create Travel Authorization















Accounting Defaults

Authorization ID NEXT

Accounting Summary

Set Personalizations | Find |  

First 1-2 of 2 Last

%	*GL Unit	Fund	Dept	Program	Class	Project	
50.00	08100 	20105 	8100002000 	59290 	Z0017 	ZMVT 000 	
50.00	08100 	20105 	810000220 x 	59290 	Z0017 	ZMVT 000 	

Add ChartField Line

Load Defaults


OK


User Defaults

Click the **OK** button to return to the Create Travel Authorization – Details page.

Create Travel Authorization


Save for Later | Summary and Submit



Actions ...Choose an Action 


Colin Davidson 


\*Business Purpose Conference


\*Description Trip to Florida Conference

Destination Location FLORIDA 





\*Date From 12/17/2018  \*Date To 12/19/2018 

 Attachments

Projected Expenses 

Expand All | Collapse All Add: 

Totals (0 Lines) 0.00 USD


*Date	*Expense Type	Description	*Payment Type	*Amount	Currency	
				0.00	USD	 

Expand All | Collapse All

Totals (0 Lines) 0.00 USD


In the Projected Expenses section, enter the estimated **Date** of the expense.


Create Travel Authorization

Colin Davidson  Save for Later Summary and Submit

\*Business Purpose: Conference Destination Location: FLORIDA Actions: Default Accounting GO

\*Description: Trip to Florida Conference \*Date From: 12/17/2018 \*Date To: 12/19/2018 Attachments


Projected Expenses 

Expand All | Collapse All Add:  Quick-Fill Totals (0 Lines) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	<ul style="list-style-type: none"> <li>IN VEHICLE RENTAL</li> <li>INTERNET ACCESS</li> <li>ITEMS FOR RESALE</li> <li>Judicial only-Court Incentives</li> <li>LEG NT 50+ MI</li> <li>LEG NT PER DIEM MEAL</li> <li>LEG NT PER DIEM ROOM</li> <li>LEG TX LESS 50 MI</li> <li>LEG TX PER DIEM MEAL</li> <li>LEG TX PER DIEM ROOM</li> <li>LICENSE - ATTORNEY</li> <li>LICENSE - CDL</li> <li>MEMBERSHIP DUES</li> <li>MOVING EXPENSES</li> <li>OUT AIR TRANSP</li> <li>OUT BREAKFAST</li> <li>OUT COMMUTER MILE</li> <li>OUT CONF/TRAIN REGIST</li> <li>OUT DINNER</li> <li>OUT INCIDENTALS</li> <li>OUT LODGING</li> <li>OUT LUNCH</li> <li>OUT MILEAGE - ADJ - 1/2</li> <li>OUT MILES - FULL</li> <li>OUT MILES REDUCED RATE</li> <li>OUT TRANSPORT OTHER</li> <li>OUT VEHICLE RENTAL</li> <li>PHONE SERVICE - CELL</li> <li>PHONE SVC NON-CELL</li> <li>PHOTOCOPIES</li> </ul>			0.00	USD
<span>Totals (0 Lines) 0.00 USD</span>					


Click the **Expense Type** drop-down list and select the appropriate expense type from the list.


Create Travel Authorization

Colin Davidson  Save for Later Summary and Submit

\*Business Purpose: Conference Destination Location: FLORIDA Actions: ...Choose an Action GO


\*Description: Trip to Florida Conference \*Date From: 12/17/2018 \*Date To: 12/19/2018 Attachments

Projected Expenses 

Expand All | Collapse All Add:  Quick-Fill Totals (1 Line) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT MILES - FULL		Employee	0.00	USD

\*Billing Type: Non-Taxabi \*Originating Location: \*Destination Location: FLORIDA

\*Miles: x 0.5450 Accounting Details 

Expand All | Collapse All Totals (1 Line) 0.00 USD

Expand the **Accounting Details** section by clicking the Expand Accounting Lines  icon.

The **Accounting Details** section expands and the ChartFields defined on the Accounting Defaults page display for the line.

Create Travel Authorization

Save for Later

Summary and Submit

Actions

Default Accounting

GO

Colin Davidson

\*Business Purpose

Conference

\*Description

Trip to Florida Conference

Destination Location

FLORIDA

\*Date From

12/17/2018

\*Date To

12/19/2018

Projected Expenses

Expand All | Collapse All

Add: Quick-Fill

\*Date

12/17/2018

\*Expense Type

OUT MILES - FULL

\*Description

\*Billing Type

Non-Taxabl

\*Originating Location

\*Destination Location

FLORIDA

\*Miles

x

0.5450

Accounting Details

Chartfields

Amount	*GL Unit	Fund	Dept	Program	Class	Project		
	08100	20105	8100002000	58290	Z0017	ZMVT 000-		
	08100	20105	8100002200	58290	Z0017	ZMVT 000-		

Expand All | Collapse All

Totals (1 Line)

0.00

USD

Remember, you can update the ChartFields after the expense line is added as long as the ChartField values were not updated in the Accounting Details section. Select the Default Accounting option from the Actions drop-down and click the GO button to change the defaults.

## Copy a Travel Authorization

**Situations when this function is used:** A travel authorization can be created by copying and modifying an existing travel authorization.

**Navigation option 1:** Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

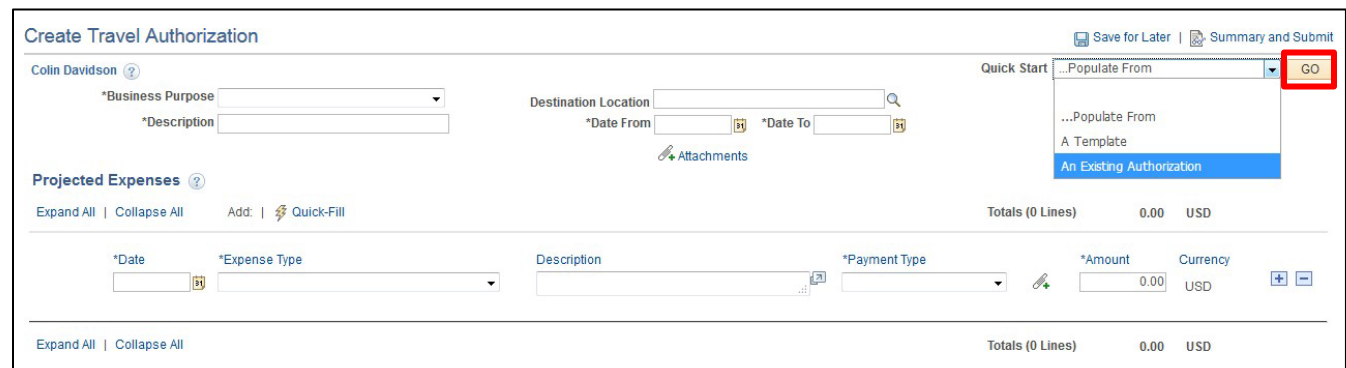
**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

The **Travel Authorization** page displays:



1. Click **Add**

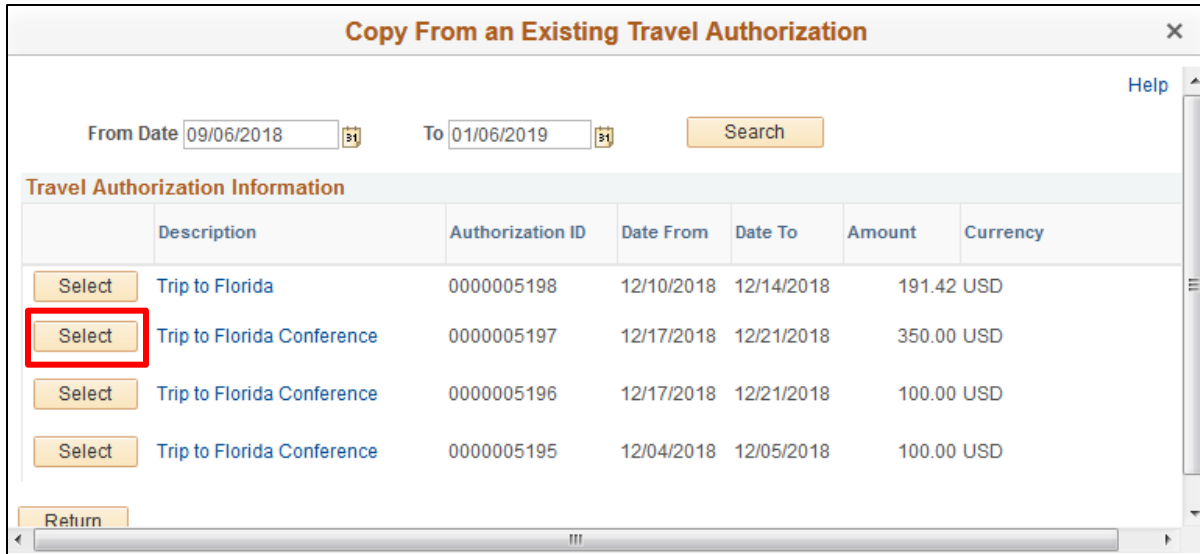
The **Create Travel Authorization** page displays:



2. **Quick Start** - Select **Populate From An Existing Authorization** from the drop-down menu
3. Click **GO**



A list of available Travel Authorizations to copy opens in a window:



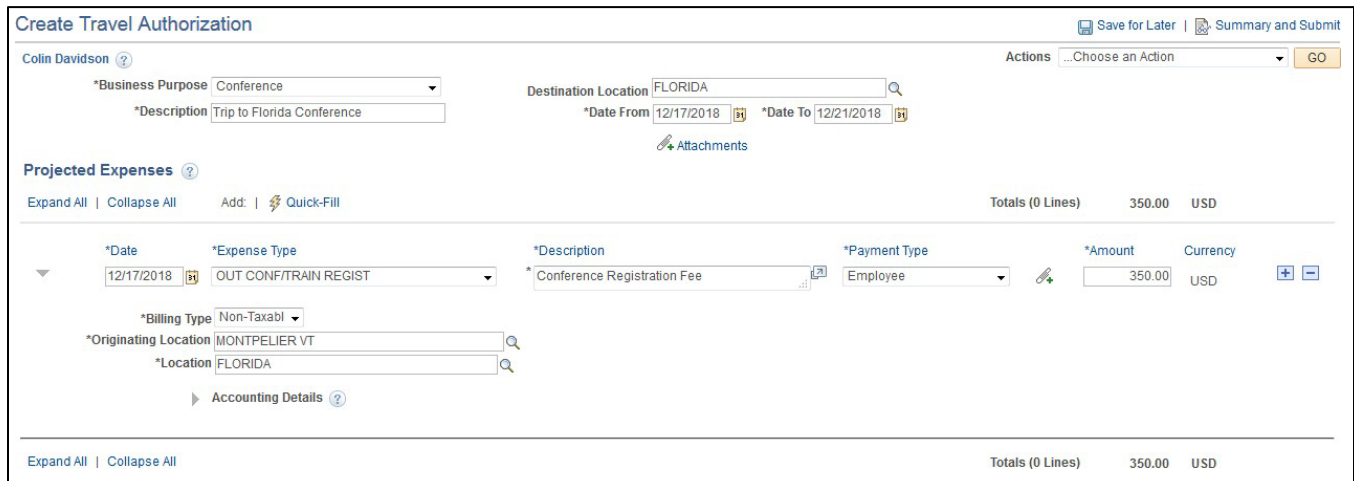
The screenshot shows a window titled "Copy From an Existing Travel Authorization". At the top, there are date pickers for "From Date" (09/06/2018) and "To" (01/06/2019), followed by a "Search" button. Below this is a section titled "Travel Authorization Information" containing a table with the following data:

	Description	Authorization ID	Date From	Date To	Amount	Currency
<a href="#">Select</a>	Trip to Florida	0000005198	12/10/2018	12/14/2018	191.42	USD
<a href="#">Select</a>	Trip to Florida Conference	0000005197	12/17/2018	12/21/2018	350.00	USD
<a href="#">Select</a>	Trip to Florida Conference	0000005196	12/17/2018	12/21/2018	100.00	USD
<a href="#">Select</a>	Trip to Florida Conference	0000005195	12/04/2018	12/05/2018	100.00	USD

At the bottom of the table is a "Return" button. A red box highlights the "Select" button for the "Trip to Florida Conference" entry with ID 0000005197.

- Click **Select** next to the authorization you want to copy, use the scroll bars as need to see more options

You're returned to the **Create Travel Authorization** page - the fields are populated from the existing travel authorization:



The screenshot shows the "Create Travel Authorization" page. At the top, there are links for "Save for Later" and "Summary and Submit". The user "Colin Davidson" is logged in. The page is populated with data from the selected authorization:

- \*Business Purpose:** Conference
- \*Description:** Trip to Florida Conference
- Destination Location:** FLORIDA
- \*Date From:** 12/17/2018
- \*Date To:** 12/21/2018
- Attachments:** (link)

**Projected Expenses**

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	350.00	USD

\*Billing Type: Non-Taxabl

\*Originating Location: MONTPELIER VT

\*Location: FLORIDA

Accounting Details

Expand All | Collapse All

Totals (0 Lines) 350.00 USD

- Make any edits such as dates, amounts, etc. and click the **Save for Later** or **Summary and Submit** link

**Note: Travel dates must be in the future, the system will not allow past dates**

## Modify a Travel Authorization

**Situations when this function is used:** A travel authorization can be modified if it has been saved for later or sent back for revision.

Please refer to Bulletin 3.4 (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Travel Authorizations.

**Navigation option 1:** Home page > TE tile > Travel Authorization > Create/Modify Travel Auth

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

The **Travel Authorization – Add a New Value** page displays in the work area and the Empl ID automatically defaults.



**VT Travel and Expenses**

- Worklist
- Expense Reports
- Travel Authorization
- Create/Modify Travel Auth**
- View Travel Authorization

**Travel Authorization**

Add a New Value

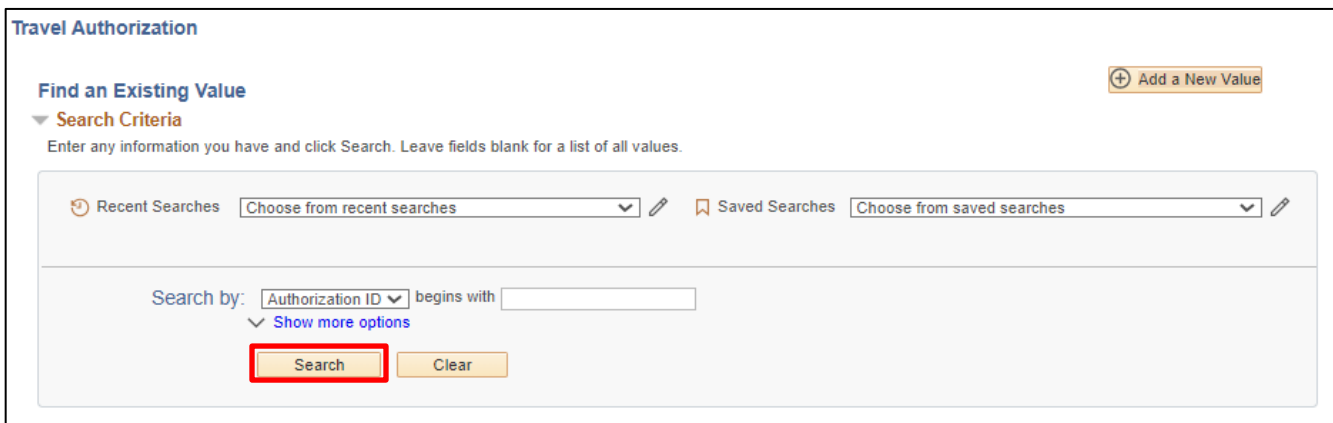
\*Empl ID 36086

Add

**Find an Existing Value**

Click the **Find an Existing Value** tab

The **Travel Authorization – Find an Existing Value** page displays.



**Travel Authorization**

**Find an Existing Value**

**Search Criteria**

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Search by: Authorization ID begins with

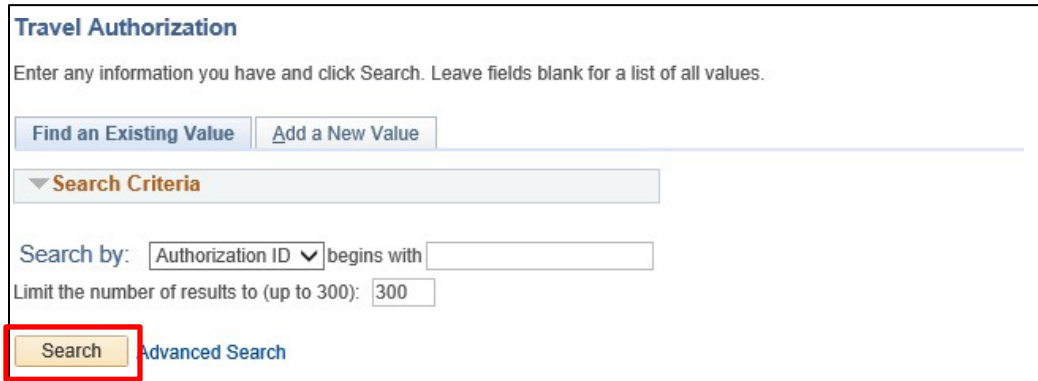
Show more options

**Search** Clear

Click the **Search** button.

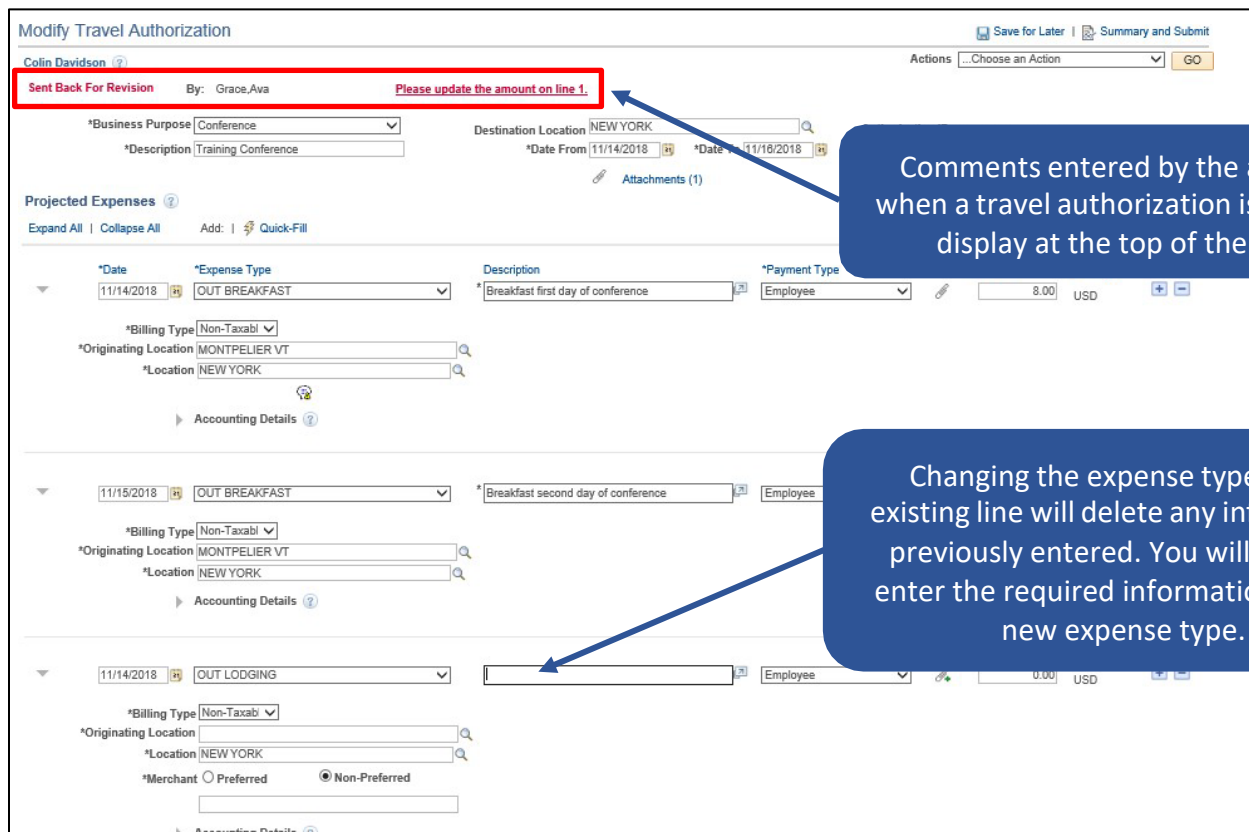
Clicking the Search button will list all travel authorizations in a pending status or if there is only one, the Modify Travel Authorization – Details page will display.

The **Travel Authorization – Find an Existing Value** page displays.



Click the **Search** button.

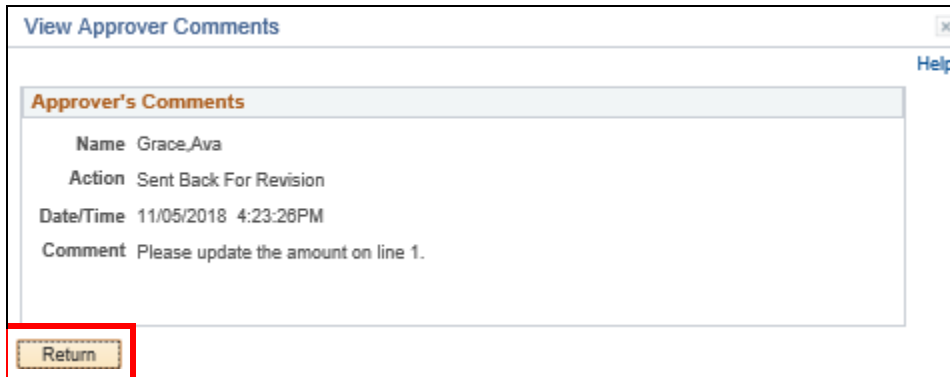
Clicking the Search button will list all travel authorizations in a pending status or if there is only one, the Modify Travel Authorization – Details page will display.



Changes can be made to the travel authorization like you would if you were entering an authorization. The travel authorization information is editable. See Entering Travel Authorizations for more instruction.

Click the **Comments** link.

The **View Approver Comments** page displays the approver's name, the date/time the transaction was sent back and the entire approver's comment.



Approver's Comments	
Name	Grace_Ava
Action	Sent Back For Revision
Date/Time	11/05/2018 4:23:26PM
Comment	Please update the amount on line 1.

[Return](#)

Review the comment to see what changes need to be made to the travel authorization.

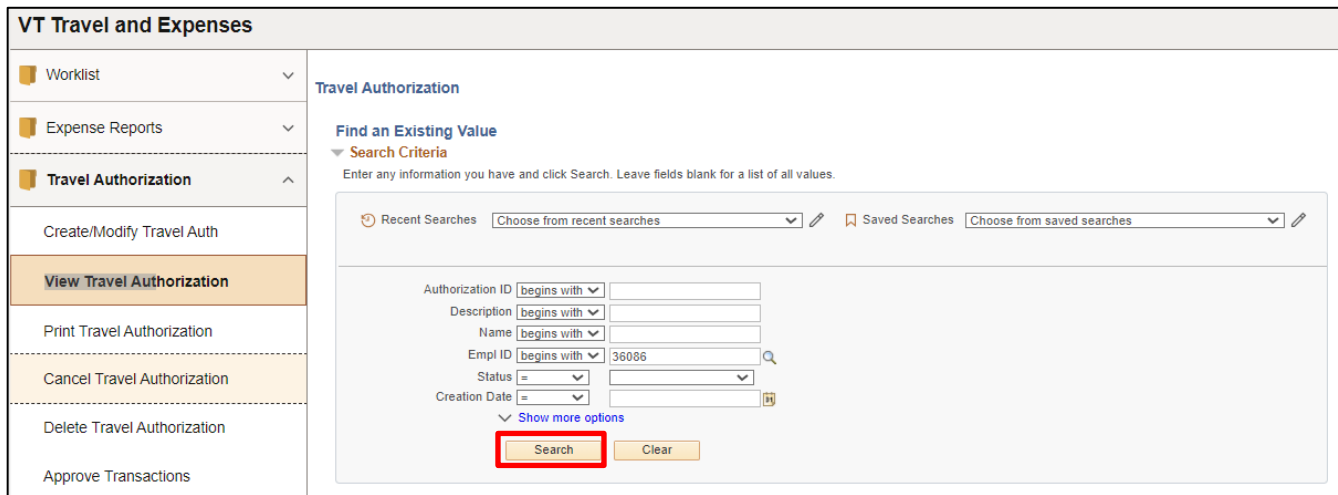
Click the [Return](#) button to return to Modify Travel Authorization - Details page.

## View Travel Authorization

**Situations when this function is used:** Travel Authorizations are available to view in the system and it may not be necessary to print.

**Navigation option 1:** Home page > TE tile > Travel Authorization > View Travel Authorization

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > View



**VT Travel and Expenses**

Worklist

Expense Reports

**Travel Authorization**

Create/Modify Travel Auth

**View Travel Authorization**

Print Travel Authorization

Cancel Travel Authorization

Delete Travel Authorization

Approve Transactions

**Travel Authorization**

[Find an Existing Value](#)

**Search Criteria**

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

Recent Searches: Choose from recent searches

Saved Searches: Choose from saved searches

Authorization ID: begins with

Description: begins with

Name: begins with

Empl ID: begins with 36086

Status: =

Creation Date: =

[Show more options](#)

**Search** Clear

The View Travel Authorization search page displays in the work area and the Empl ID automatically defaults.

**Note:** The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by selecting the **Advanced Search** link and adding additional criteria. If you know the Travel Authorization ID that you want to view you can update the Search By option to **Authorization ID** and then enter the number into the Travel Authorization ID field.

To view all Travel Authorizations, click the **Search** button.

A list of travel authorizations displays in the search results.

### Travel Authorization

#### Find an Existing Value

##### Search Criteria

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

Recent Searches
Choose from recent searches

Saved Searches
Choose from saved searches

Authorization ID
begins with

Description
begins with

Name
begins with

Empl ID
begins with
36086

Status
=

Creation Date
=

Show more options

Search

Clear

Save Search

##### Search Results

2 results    Empl ID "36086"

View All						First	1-2 of 2	Last
Authorization ID	Description	Name	Empl ID	Status	Creation Date			
0000009026	Test2	Hoefel,Eric John	36086	Pending	01/08/2024	>		
0000009025	Test1	Hoefel,Eric John	36086	Pending	01/08/2024	>		

Select the **Empl ID** link for the travel authorization you would like to view.

February 2024

Page **158** of **196**

The **View Travel Authorization – Summary** page displays.

Travel Authorization

Colin Davidson

Business Purpose: Conference

Destination Location: NEW YORK

Description: Training Conference

Date From: 11/07/2018

Date To: 11/09/2018

Actions: Choose an Action GO

Authorization ID: 0000004754 Approved

Created: 11/08/2018 Colin Davidson

Last Updated: 11/08/2018 Ava Grace

Totals ?

View Printable Version

Notes

Attachments (1)

Projected Expenses (8 Lines): 586.00 USD

Denied Expenses: 0.00 USD

Total Authorized Amount: 586.00 USD

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.
 

Submit Travel Authorization

Submitted On: 11/08/2018

Submitted By: Colin Davidson

Approval History

Submitted Colin Davidson

EX Module Supervisor Ava Grace

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/08/2018 10:40:56AM
Approved	EX Module Supervisor	Ava Grace	11/08/2018 3:07:42PM

Return to Search

Previous in List

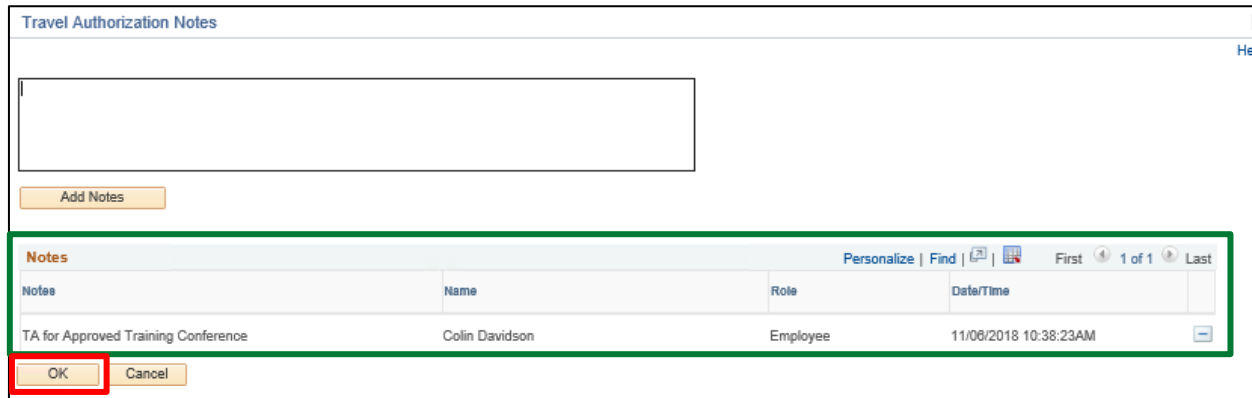
Next in List

Notify

The travel authorization information displays including the Total, Notes, Attachments and Approval History. All fields will be grayed out when viewing an authorization. The status will be located at the top of the page.

Click the **Notes** link.

The **Travel Authorization Notes** page displays any comments entered by the employee on the travel authorization.



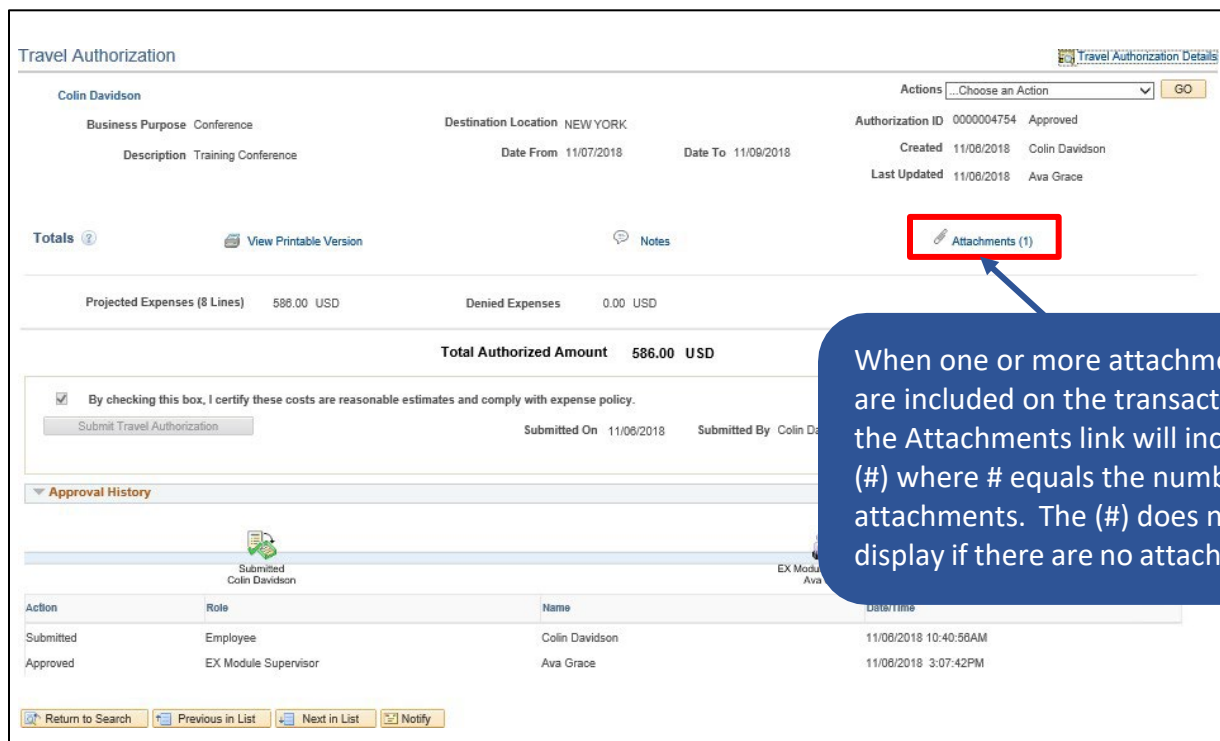
**Travel Authorization Notes**

[Add Notes](#)

Notes	Name	Role	Date/Time
TA for Approved Training Conference	Colin Davidson	Employee	11/06/2018 10:38:23AM

[OK](#) [Cancel](#)

Click the **OK** button to return to the View Travel Authorization – Summary page.



**Travel Authorization**

Colin Davidson

Business Purpose: Conference  
Destination Location: NEW YORK  
Description: Training Conference  
Date From: 11/07/2018  
Date To: 11/09/2018

Authorization ID: 0000004754  
Created: 11/06/2018  
Last Updated: 11/06/2018

**Totals** [View Printable Version](#) [Notes](#) [Attachments \(1\)](#)

Projected Expenses (8 Lines): 586.00 USD  
Denied Expenses: 0.00 USD  
**Total Authorized Amount: 586.00 USD**

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

[Submit Travel Authorization](#) Submitted On: 11/06/2018 Submitted By: Colin Davidson

**Approval History**

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/06/2018 10:40:58AM
Approved	EX Module Supervisor	Ava Grace	11/06/2018 3:07:42PM

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Click the **Attachments (#)** link.



The **Travel Auth Attachments** page displays.

Travel Auth Attachments
Help

Travel Authorization ID 0000004754

Details

Personalize | Find | View All |

First

1 of 1

Last

File Name	Description	User	Name	Date/Time Stamp
<a href="#">Test Attachment.docx</a>	Conference Information Attachment	CDAVIDSO	Colin Davidson	11/06/2018 10:40:56AM

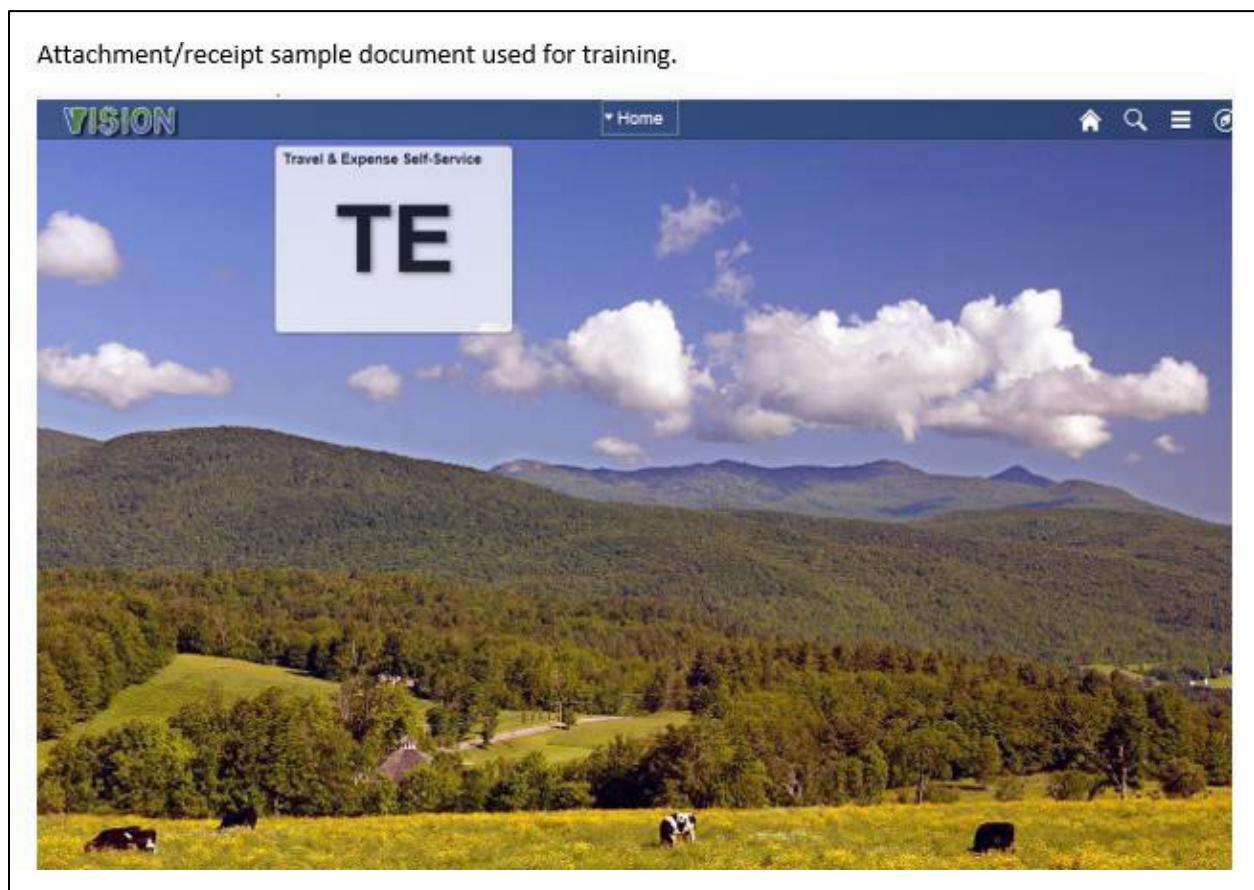
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

OK

Cancel

The File Name is a link to the attachment.


Click the **File Name** link to view the attachment.



Close the attachment and click the **OK** button on the Travel Auth Attachments page.

The **View Travel Authorization - Summary** page displays.

Travel Authorization


Travel Authorization Details

Colin Davidson

Actions
Choose an Action
GO

Business Purpose Conference
Destination Location NEW YORK
Authorization ID 000004754 Approved

Description Training Conference
Date From 11/07/2018
Date To 11/09/2018
Created 11/06/2018 Colin Davidson

Last Updated 11/06/2018 Ava Grace

Totals
View Printable Version
Notes
Attachments (1)

Projected Expenses (8 Lines) 586.00 USD
Denied Expenses 0.00 USD

Total Authorized Amount 586.00 USD

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization
Submitted On 11/06/2018
Submitted By Colin Davidson

Approval History

Submitted Colin Davidson
EX Module Supervisor Ava Grace


Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/06/2018 10:40:56AM
Approved	EX Module Supervisor	Ava Grace	11/06/2018 3:07:42PM

Return to Search
Previous in List
Next in List
Notify

Click the **Travel Authorization Details** link.

The **View Travel Authorization – Details** page displays.

Travel Authorization


Summary

Colin Davidson

Actions
Choose an Action
GO

Business Purpose Conference
Destination Location NEW YORK
Authorization ID 000004754 Approved

Description Training Conference
Date From 11/07/2018
Date To 11/09/2018
Attachments (1)

Projected Expenses
Expand All | Collapse All

Totals (8 Lines)		586.00	USD		
*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
11/07/2018	OUT BREAKFAST	*Breakfast first day of conference	Employee	6.25	USD
Billing Type Non-Taxable - Internal					
Originating Location MONTPELIER VT					
Location NEW YORK					
Accounting Details					
11/08/2018	OUT BREAKFAST	*Breakfast second day of conference	Employee	6.25	USD
Billing Type Non-Taxable - Internal					
Originating Location MONTPELIER VT					
Location NEW YORK					
Accounting Details					
11/07/2018	OUT DINNER	Dinner first day of conference	Employee	18.50	USD
Billing Type Non-Taxable - Internal					
Originating Location MONTPELIER VT					
Location NEW YORK					
Accounting Details					

The travel authorization line information displays.

Click the **Expand Accounting Line** icon to review the accounting information for the line.

The **Accounting Details** section expands and displays the ChartField information.

Travel Authorization

Colin Davidson

Business Purpose

Conference

Destination Location

NEW YORK

Authorization ID

0000004754

Approved

Description

Training Conference

Date From

11/07/2018

Date To

11/09/2018

Attachments (1)

Actions

Choose an Action

GO

Projected Expenses

Expand All

Collapse All

Totals (8 Lines)

586.00

USD

\*Date

11/07/2018

\*Expense Type

OUT BREAKFAST

\*Description

Breakfast first day of conference

\*Payment Type

Employee

\*Amount

6.25

Currency

USD

Billing Type

Non-Taxable - Internal

Originating Location

MONTPELIER VT

Location

NEW YORK

Accounting Details

Chartfields

Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate
6.25	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-	

11/08/2018

OUT BREAKFAST

Breakfast second day of conference

Employee

6.25

USD

Billing Type

Non-Taxable - Internal

Originating Location

MONTPELIER VT

Location

NEW YORK

Accounting Details

Chartfields

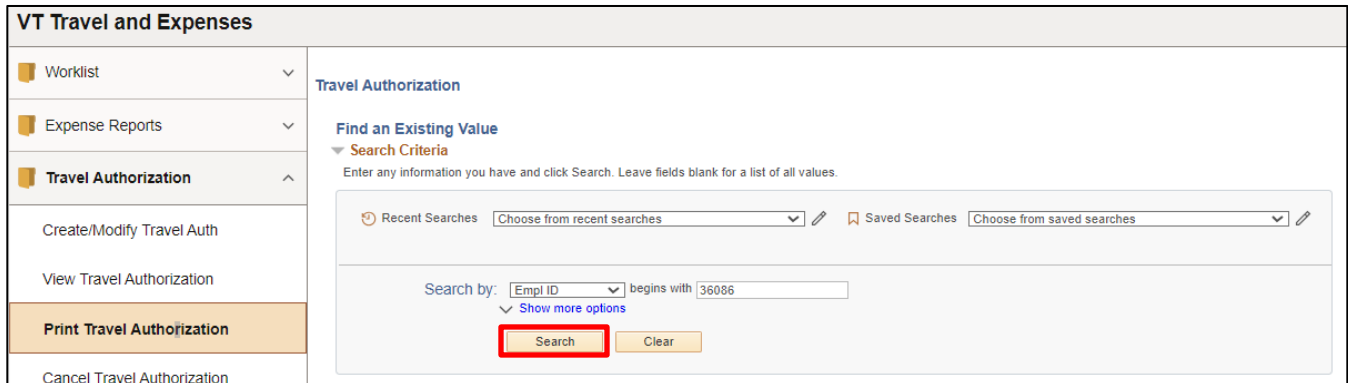
Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate
6.25	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-	

## Print a Travel Authorization

**Situations when this function is used:** Travel authorization might need to be printed.

**Navigation option 1:** Home page > TE tile > Travel Authorization > Print Travel Authorization

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Print



**VT Travel and Expenses**

- Worklist
- Expense Reports
- Travel Authorization**
  - Create/Modify Travel Auth
  - View Travel Authorization
  - Print Travel Authorization**
  - Cancel Travel Authorization

**Travel Authorization**

**Find an Existing Value**

**Search Criteria**

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

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

Search by: Empl ID begins with 36086

Show more options

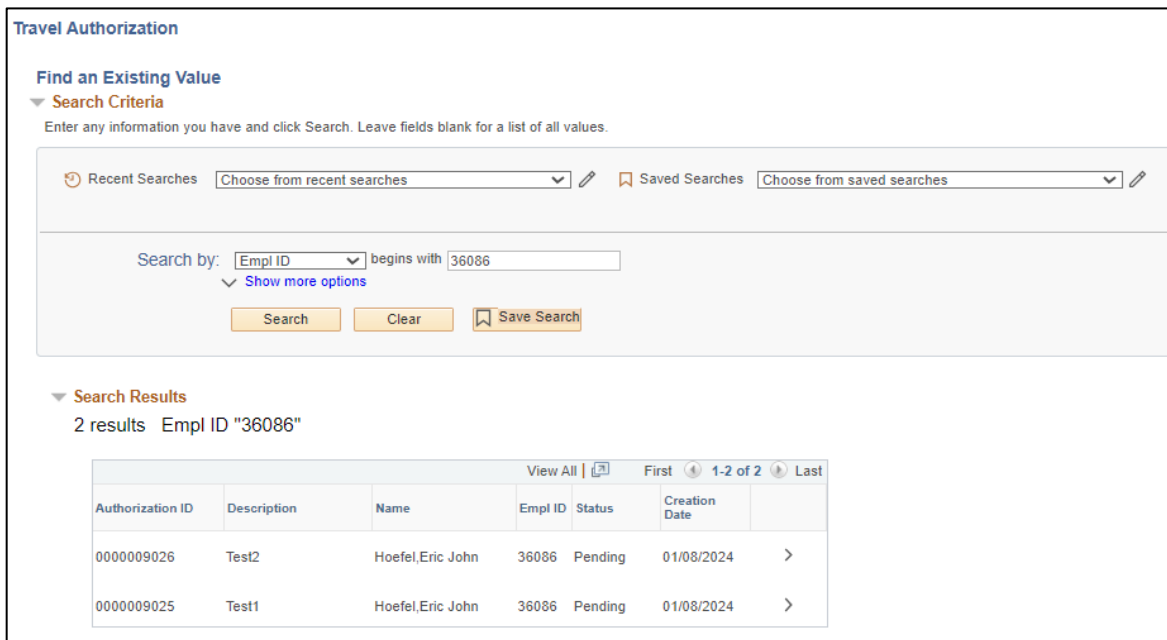
**Search** Clear

The Print Travel Authorization search page displays in the work area.

**Note:** The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by selecting the **Advanced Search** link and adding additional criteria. If you know the **Travel Authorization ID** that you want to view you can update the **Search By** option to **Authorization ID** and then enter the number into the **Travel Authorization ID** field.

To view all Travel Authorizations, click the **Search** button.

A list of travel authorizations displays in the search results.



**Travel Authorization**

**Find an Existing Value**

**Search Criteria**

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

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

Search by: Empl ID begins with 36086

Show more options

Search Clear Save Search

**Search Results**


2 results Empl ID "36086"

Authorization ID	Description	Name	Empl ID	Status	Creation Date	
0000009026	Test2	Hoefel,Eric John	36086	Pending	01/08/2024	>
0000009025	Test1	Hoefel,Eric John	36086	Pending	01/08/2024	>

Select the **Empl ID** link for the travel authorization you want to print.

A printable version of the travel authorization will display.

To print this report, please use your browser's print feature.



## Travel Authorization

Eric Hoefel

Report Date 01/08/2024

Report Time 12:56:54PM

---

Authorization ID 0000009026

Description Test2

Business Purpose Conference

Date From 01/22/2024 To 01/24/2024

Comment

Employee ID 36086

Status Pending

---

<u>Date</u>	<u>Expense Type</u>	<u>Merchant</u>	<u>Amount</u>	<u>Location</u>
01/22/2024	OUT AIR TRANSP	Delta	200.00 USD	NEW YORK
			Total Travel Authorization Amt	200.00 USD
			Non-Reimbursable Expenses	0.00 USD
			Total Travel Authorization	200.00 USD

---

I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

Eric Hoefel

---

Employee Signature

Date

This authorization to travel is hereby approved.

---

Approved By

Date

[Return to Travel Authorization](#)

[Travel Authorization Report](#) | [Travel Authorization Notes](#)

Follow the instructions you currently use to print from your browser.

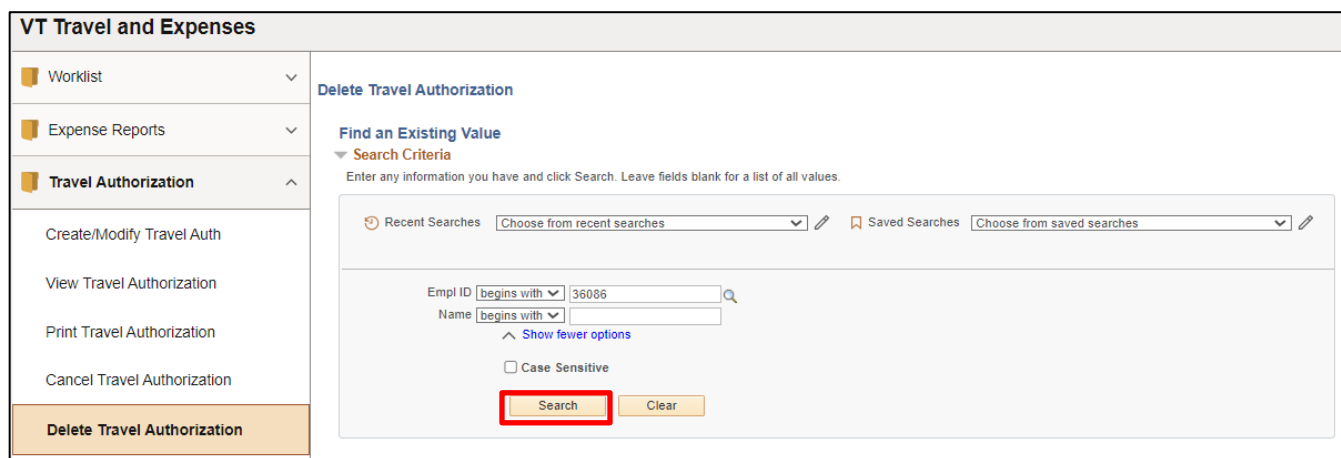
## Delete a Travel Authorization

**Situations when this function is used:** Travel authorizations might need to be deleted when it is a duplicate or is no longer needed. Travel authorizations can only be deleted when they are in a pending status.

**Note:** *If the authorization is valid but cannot be approved in time for month end closing, it can be sent back to the employee, and then the employee can resubmit the transaction. The accounting date and budget date will update to the current date.*

**Navigation option 1:** Home page > TE tile > Travel Authorization > Delete Travel Authorization

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Delete



**VT Travel and Expenses**

- Worklist
- Expense Reports
- Travel Authorization**
  - Create/Modify Travel Auth
  - View Travel Authorization
  - Print Travel Authorization
  - Cancel Travel Authorization
  - Delete Travel Authorization**

**Delete Travel Authorization**

**Find an Existing Value**

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

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

Empl ID: begins with 36086  
Name: begins with

☐ Case Sensitive

**Search** Clear

The Delete Travel Authorization search page displays in the work area and the Empl ID automatically defaults.

Click the **Search** button.

The **Travel and Expense – Delete a Travel Authorization** page displays. Any travel authorization with a 'Pending' status will display and is eligible to be deleted.

Travel and Expense  
Delete a Travel Authorization  
Colin Davidson

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Trip To Florida Conference	0000004758	11/17/2018	11/27/2018	100.00	USD
<input type="checkbox"/>	Training Conference	0000004751	11/14/2018	11/16/2018	587.50	USD

Delete Selected Authorization(s)

If the authorization you are looking for isn't showing up, double check the status to confirm that it is pending.

Select the travel authorization you want to delete, by clicking the **Select** checkbox. You can delete multiple travel authorizations by selecting multiple checkboxes.

Travel and Expense  
Delete a Travel Authorization  
Colin Davidson


Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Trip To Florida Conference	0000004758	11/17/2018	11/27/2018	100.00	USD
<input type="checkbox"/>	Training Conference	0000004751	11/14/2018	11/16/2018	587.50	USD

Delete Selected Authorization(s)

Click the **Delete Selected Authorization(s)** button.

A **Delete Confirmation** page displays informing you that the selected authorization has been deleted.

Travel and Expense  
Delete Confirmation  
Colin Davidson


The selected transaction(s) have been deleted.

OK

Click the **OK** button.



The **Travel and Expense – Delete a Travel Authorization** page displays.

Travel and Expense  
Delete a Travel Authorization  
Colin Davidson

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Training Conference	0000004751	11/14/2018	11/16/2018	587.50	USD

Delete Selected Authorization(s)

The deleted travel authorization no longer displays and will not be available to view, modify, or print.



## Cancel a Travel Authorization

**Situations when this function is used:** Travel Authorizations can only be cancelled when they are in an approved status. Travel Authorizations will need to be cancelled if the trip has been cancelled or the Authorization is no longer needed.

**Navigation option 1:** Home page > TE tile > Travel Authorization > Cancel Travel Authorization

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Cancel

The **Cancel Travel Authorization** search page displays in the work area and the Empl ID automatically defaults

VT Travel and Expenses	
<div>Worklist</div> <div>Expense Reports</div> <div>Travel Authorization</div> <div>Create/Modify Travel Auth</div> <div>View Travel Authorization</div> <div>Print Travel Authorization</div> <div>Cancel Travel Authorization</div> <div>Delete Travel Authorization</div>	<div>Cancel Travel Authorization</div> <div>Find an Existing Value</div> <div>Search Criteria</div> <div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div> <div> <div>Recent Searches</div> <div>Choose from recent searches</div> <div>Saved Searches</div> <div>Choose from saved searches</div> </div> <div> <div>Empl ID</div> <div>begins with</div> <div>36086</div> </div> <div> <div>Name</div> <div>begins with</div> <div></div> </div> <div>Show fewer options</div> <div> <input type="checkbox"/> Case Sensitive         </div> <div> <div>Search</div> <div>Clear</div> </div>

Click the **Search** button.

The **Travel and Expense – Cancel Approved Travel Authorization** page displays. All the approved travel authorizations that are not completed will be listed.

Travel and Expense  
**Cancel Approved Travel Authorization**  
Colin Davidson

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Trip To Florida Conference	0000004755	11/17/2018	11/27/2018	100.00	USD
<input type="checkbox"/>	Training Out of Country	0000004750	11/12/2018	11/16/2018	1,300.00	USD

Cancel Selected Travel Authorization(s)

If the authorization you are looking for isn't showing up, double check the status to confirm that it is approved.

Select the travel authorization you want to cancel, by clicking the **Select** checkbox.

Travel and Expense  
**Cancel Approved Travel Authorization**  
Colin Davidson


Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Trip To Florida Conference	0000004755	11/17/2018	11/27/2018	100.00	USD
<input type="checkbox"/>	Training Out of Country	0000004750	11/12/2018	11/16/2018	1,300.00	USD

Cancel Selected Travel Authorization(s)

Click the **Cancel Selected Authorization(s)** button.

A Cancel Approved Travel Authorization page displays informing you that the selected travel authorization has been cancelled.

Travel and Expense  
**Cancel Approved Travel Authorization**  
Colin Davidson


The selected transaction(s) have been cancelled.

OK

Click the **OK** button.

The **Travel and Expense – Cancel Approved Travel Authorization** page displays.

Travel and Expense  
Cancel Approved Travel Authorization  
Colin Davidson

Travel Authorization Information						
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Training Out of Country	0000004750	11/12/2018	11/16/2018	1,300.00	USD

Cancel Selected Travel Authorization(s)

The cancelled travel authorization no longer displays and should now be in a 'Closed' status.

## CASH ADVANCES

### CREATE Cash Advance (approved TA in VISION required)

#### The Basics:

Please refer to **Bulletin 3.4** (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Cash Advances.

1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.
2. **Preferred payment methods**- Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements.
3. **Clear cache**- To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.
4. **Save for Later**- Save often while working in the expense module, click the "Save for Later" link to prevent the "data inconsistent with database" error that will not allow you to save or submit.
5. **Minimum advance amount \$200**- The amount of the advance must not exceed the Travel Authorization and must be over \$200.
6. **Taxable over 120 days**- Any advance in excess of actual expenses that is not re-paid within 120 days after the expenses were paid or incurred will be treated as taxable income to the employee and department in accordance with IRS Accountable Plan rules.
7. **Advances may be issued no sooner than 30 days prior to trip start date.**
8. **An Approved Travel Authorization in VISION is required to submit a Cash Advance.**
9. **The Cash Advance must include an overnight stay.**
10. **Cash advances will be deposited into your direct deposit (balance or 999) account.**
11. **An Expense Report will need to be completed after the travel occurs starting with the Travel Authorization and applying the cash advance.**

**Situations when this function is used:** A travel authorization, which includes an overnight stay, must be approved prior to creating a cash advance.

**Navigation option 1:** Home page > TE tile > Cash Advances > Create/Modify Cash Advance

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify

The **Cash Advance – Add a New Value** page displays in the work area and the Empl ID automatically defaults.

VT Travel and Expenses	
<div>Worklist</div> <div>Expense Reports</div> <div>Travel Authorization</div> <div>Cash Advances</div> <div>Create/Modify Cash Advance</div>	<div>Cash Advance</div> <div>Add a New Value</div> <div>Find an Existing Value</div> <div>           *Empl ID 36086           <input type="button" value="Add"/> </div>

Click the **Add** button.

The **Create Cash Advance** page displays.

Create Cash Advance

Save for Later

Colin Davidson

\*Business Purpose

▼

Date From

Date To

Travel Auth #

🔍

User Defaults

Cash Advance ?

View Printable Version

Notes

Attachments

*Source	Description	*Amount Currency	Apply Tax
▼		0.00 USD	
<div>Totals</div> <div>Advance Amount 0.00 USD</div>			

☐

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Click the drop-down arrow to choose the **Business Purpose**.

Create Cash Advance

Save for Later

Colin Davidson

\*Business Purpose

▼

Date From

Date To

Travel Auth #

🔍

User Defaults

Cash Advance ?

View Printable Version

Notes

Attachments

*Source	Description	*Amount Currency	Apply Tax
▼		0.00 USD	
<div>Totals</div> <div>Advance Amount 0.00 USD</div>			

☐

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Select the option that most closely identifies the purpose of the trip.

Create Cash Advance

Save for Later

Colin Davidson

\*Business Purpose

Conference

Travel Auth #

Date From

Date To

User Defaults

Cash Advance

View Printable Version

Notes

Attachments

*Source	Description	*Amount	Currency	Apply Tax
		0.00	USD	
<div>Totals</div> <div>Advance Amount 0.00 USD</div>				

☐

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

You can enter a Travel Auth # that coincides with your travel if you know the number, or you can search for available Travel Authorizations #s.

Click the **Look up Travel Auth #**  icon.

The **Look Up Travel Auth #** page displays a list of approved travel authorizations for the employee.

Look Up Travel Auth #

Help

Search by:

Travel Authorization ID

begins with

Look Up

Cancel

Advanced Lookup

Search Results

View 100

First

1-2 of 2

Last

Travel Authorization ID	Travel Auth Description
0000005197	Trip to Florida Conference
0000005199	Trip to Albany NY

Select **Travel Authorization ID** link.



The **Create Cash Advance** page displays the Travel Authorization ID and dates of travel are populated from the Travel Authorization.

Create Cash Advance

Save for Later

Colin Davidson

\*Business Purpose

Conference

Travel Auth #

0000005197

Date From

12/17/2018

Date To

12/21/2018

User Defaults

Cash Advance

View Printable Version

Notes

Attachments

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP		0.00	USD	
<div>Totals</div> <div>Advance Amount</div> <div>0.00 USD</div>				

☐

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

**Note: Cash Advances cannot be requested more than 30 days before the trip!**

Select the **Cash Advance - AP** from the Source drop-down list.

Create Cash Advance

Save for Later

Colin Davidson

\*Business Purpose

Conference

Travel Auth #

0000005197

Date From

12/17/2018

Date To

12/21/2018

User Defaults

Cash Advance

View Printable Version

Notes

Attachments

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	0.00	USD	
<div>Totals</div> <div>Advance Amount</div> <div>0.00 USD</div>				

☐

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Type a brief meaningful explanation in the **Description** field.



Create Cash Advance
Save for Later

Colin Davidson

\*Business Purpose Conference
Travel Auth # 0000005197

Date From 12/17/2018 Date To 12/21/2018
User Defaults

Cash Advance ?
View Printable Version
Notes
Attachments

*Source	Description	*Amount Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00 USD	<input type="checkbox"/>
<b>Totals</b>			
Advance Amount		300.00 USD	

☐ By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Enter an **Amount** that is less than or equal to the associated travel authorization.

**Note: You cannot exceed the amount of the travel authorization and the minimum amount you can request is \$200.**

Attachments can be added to the cash advance.

Create Cash Advance
Save for Later

Colin Davidson

\*Business Purpose Conference
Travel Auth # 0000005197

Date From 12/17/2018 Date To 12/21/2018
User Defaults

Cash Advance ?
View Printable Version
Notes
Attachments

*Source	Description	*Amount Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00 USD	<input type="checkbox"/>
<b>Totals</b>			
Advance Amount		300.00 USD	

☐ By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Click the **Attachments** link or  icon.

The Cash Advance Attachments page displays.

Cash Advance Attachments

Advance ID

NEXT

Help

Details

Personalize

Find

View All

First

1 of 1

Last

File Name	Description	User	Name	Date/Time Stamp
View				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK

Cancel

Click the **Add Attachment** button.

The File Attachment page displays.

File Attachment

Choose File

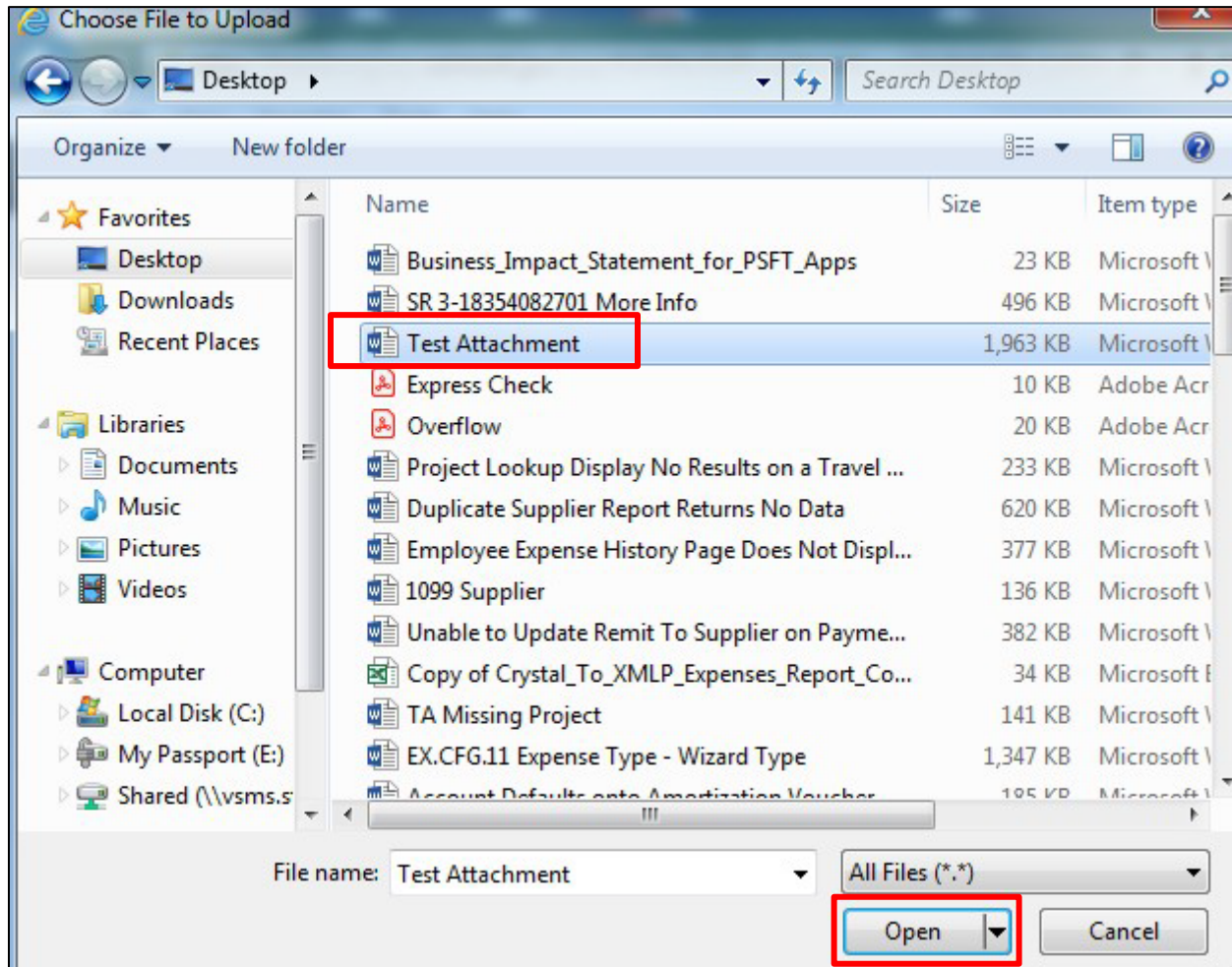
No file chosen

Upload

Cancel

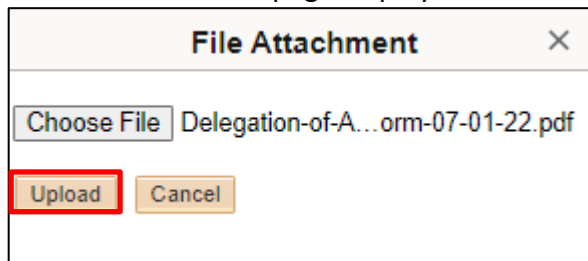
Click the **Choose File** button.

The Choose File to Upload page displays.



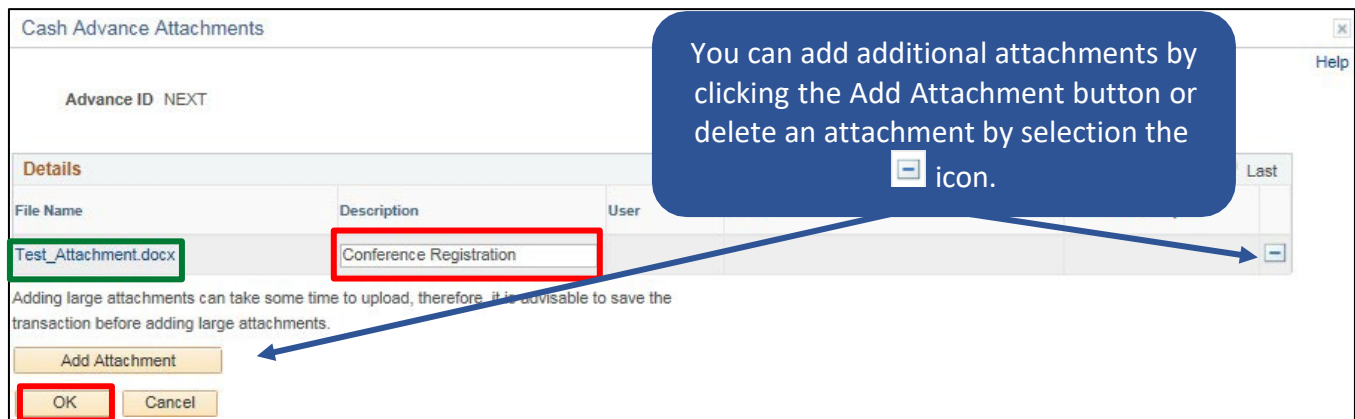
Select the file you want to attach and click the **Open** button.

The File Attachment page displays with the file path of the document.



Click the **Upload** button.

The **Cash Advance Attachments** page displays with the File Name as a link to the document.



Cash Advance Attachments

Advance ID NEXT

**Details**



File Name	Description	User	Last
Test_Attachment.docx	Conference Registration		

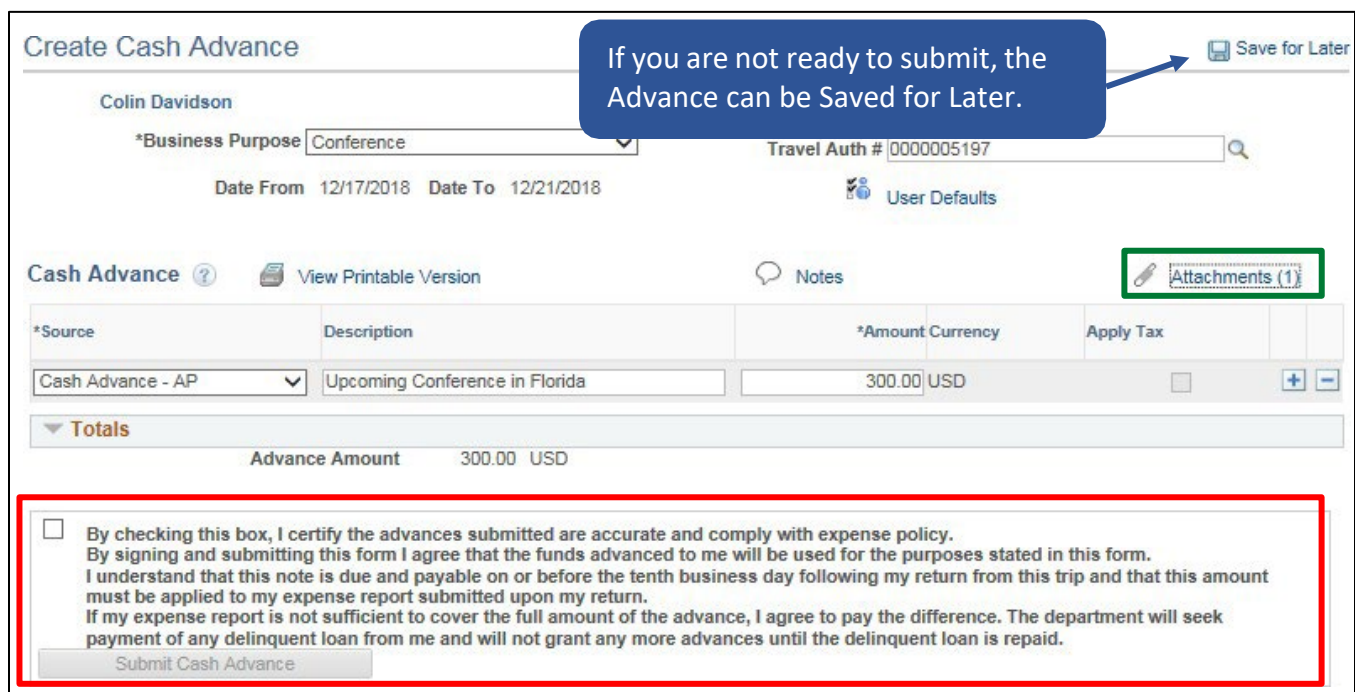
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

Enter an explanation of the attachment in the **Description** field and click the **OK** button.

The **Create Cash Advance** page displays. The Attachment link and icon are updated. When one or more attachments are included on the transaction, the Attachments link will include (#) where # equals the number of attachments. The icon changes from  to .



Create Cash Advance

Colin Davidson

\*Business Purpose Conference Travel Auth # 0000005197

Date From 12/17/2018 Date To 12/21/2018 User Defaults

Cash Advance View Printable Version Notes Attachments (1)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	

**Totals**

Advance Amount 300.00 USD

☐ By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

After reading the certification statement, click the **Certification** checkbox certify accuracy and compliance.

### Create Cash Advance

Save for Later

Colin Davidson

\*Business Purpose

Conference

Travel Auth #

0000005197

Date From

12/17/2018

Date To

12/21/2018

User Defaults

Cash Advance

View Printable Version

Notes

Attachments (1)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
<div>Totals</div> <div>Advance Amount 300.00 USD</div>				

☒

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Click the **Submit Cash Advance** button.

The **Create Cash Advance – Submit Confirmation** page displays.

### Expense Report Submit Confirm

Help

Create Cash Advance

Submit Confirmation

Colin Davidson

Totals		
Advance Amount	300.00	USD

OK

Cancel

Click the **OK** button.



The **View Cash Advance** page displays with the message 'Your cash advance (CA ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Report ID is assigned.

View Cash Advance

Colin Davidson

Your cash advance 000000833 has been submitted for approval.

Business Purpose Conference

Date From 12/17/2018 Date To 12/21/2018

Accounting Date 12/11/2018

Report 000000833 Submission in Process

Travel Auth # 0000005197

Post State Not Applied

Created 12/11/2018 Colin Davidson

Last Updated 12/11/2018 Colin Davidson

User Defaults

Cash Advance ? View Printable Version Notes Attachments (1)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
<b>Totals</b>				
Advance Amount		300.00	USD	

☒ By checking this box, I certify the advances submitted are accurate and comply with expense policy.  
By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form.  
I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return.  
If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Refresh Approval Status

Return to Search Notify

Click the **Refresh Approval Status** button.

The cash advance has been routed and is waiting for Expense Coordinator approval. The Withdraw Cash Advance button displays and is enabled. The Approval History section displays the approval path for the cash advance, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.

### View Cash Advance

**Colin Davidson**

**Business Purpose** Conference

**Date From** 12/17/2018 **Date To** 12/21/2018

**Accounting Date** 12/11/2018

**Report** 0000000833 Submitted for Approval

**Travel Auth #** 0000005197

**Post State** Not Applied

**Created** 12/11/2018 Colin Davidson

**Last Updated** 12/11/2018 Colin Davidson

User Defaults

**Cash Advance** View Printable Version

*Source	Description
Cash Advance - AP	Upcoming Conference in Florida

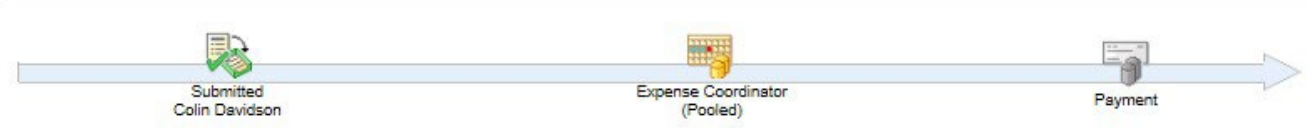
**Totals**

Advance Amount	
300.00	USD

☒ By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submitted On 12/11/2018  
Submitted By Colin Davidson

**Approval History**



Role	Name	Action	Date/Time
Employee	Davidson, Colin	Submitted	12/11/2018 6:39:48PM

Return to Search Notify

Select the Withdraw Cash Advance button if you need to make changes to a submitted cash advance. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

***Note: The following error message will display when you click the Save for Later link or the Submit Cash Advance button if the cash advance does not meet the established guidelines outlined in Bulletin 3.4. All errors need to be resolved for the cash advance to be saved or submitted.***

Message

Error (22000,116)  
  
This Cash Advance does meet the established guidelines outlined in Bulletin 3.4 Employee Travel & Expense Policy that allow a travel cash advance to be issued. At least one of the following fields does not meet the required criteria:  
- Travel Authorization #: Approved Travel Authorization is required to be associated with a Cash Advance.  
- Amount: Cash Advance amount cannot exceed the associated Travel Authorization amount.  
- Date From/Date To: Cash Advance must include an overnight stay.

OK



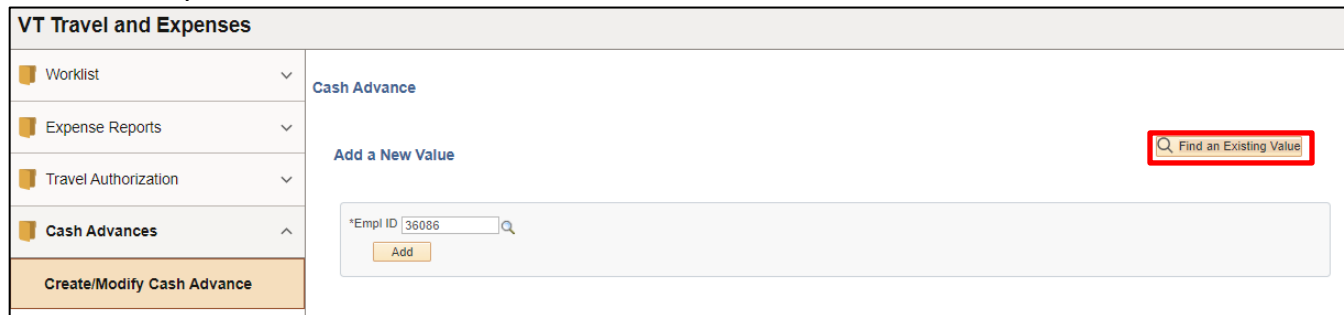
## Modify Cash Advance

**Situations when this function is used:** A cash advance can be modified if it has been saved for later or sent back for revision.

Please refer to Bulletin 3.4 (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Cash Advances.

**Navigation option 1:** Home page > TE tile > Cash Advances > Create/Modify Cash Advance

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify



**VT Travel and Expenses**

- Worklist
- Expense Reports
- Travel Authorization
- Cash Advances**
  - Create/Modify Cash Advance

**Cash Advance**

Add a New Value

Find an Existing Value

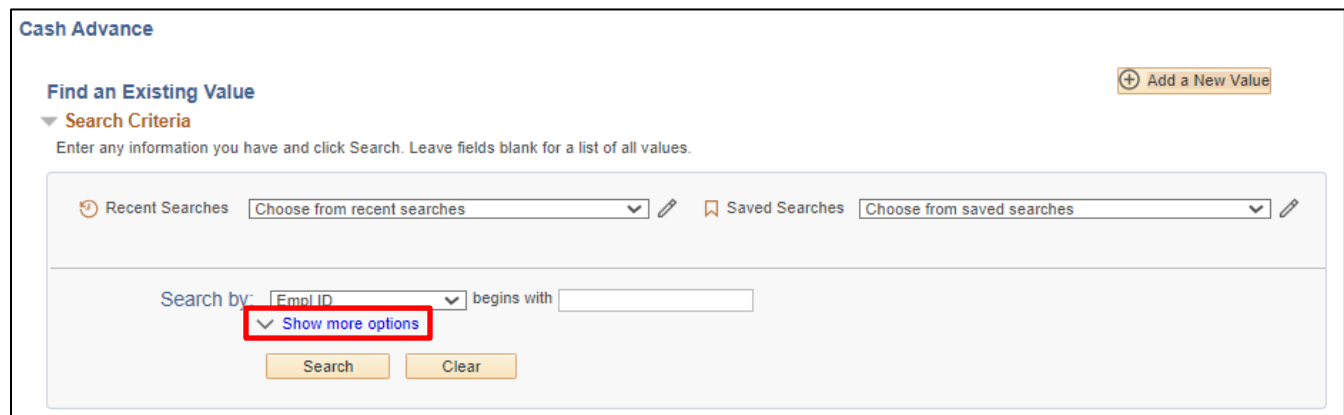
\*Empl ID 36086

Add

The **Cash Advance – Add a New Value** page displays in the work area and the Empl ID automatically defaults.

Click the **Find an Existing Value** tab

The **Cash Advance - Find an Existing Value** page displays.



**Cash Advance**

Find an Existing Value

Add a New Value

**Search Criteria**

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

Recent Searches Choose from recent searches

Saved Searches Choose from saved searches

Search by: Empl ID begins with

Show more options

Search Clear

Click the **Show more options** link.

Cash Advance

Find an Existing Value

Search Criteria

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

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Advance ID

begins with

Advance Description

begins with

Name

begins with

Empl ID

begins with

Advance Status

=

Creation Date

=

Travel Authorization ID

begins with

Case Sensitive

Search

Clear

Click the **Search** button.

Clicking the Search button will list all cash advances in a pending status or if there is only one, the Modify Cash Advance page will display.

### Modify Cash Advance

Save for Later

Colin Davidson

Sent Back For Revision

By: Motor, Mary

Please correct the amount.

\*Business Purpose

Conference

Date From

12/17/2018

Date To

12/21/2018

Report

0000000833

Pending

Travel Auth #

0000005197

Created

12/11/2018

Colin Davidson

Last Updated

12/12/2018

Mary Motor

Comments entered by the approver when a cash advance is sent back display at the top of the page.

Cash Advance

View Printable Version

Notes

*Source	Description	*Amount	
Cash Advance - AP	Upcoming Conference in Florida	300.00 USD	
<div>Totals</div> <div>Advance Amount 300.00 USD</div>			

☐

By checking this box, I certify the advances submitted are accurate and comply with expense policy.  
By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form.  
I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return.  
If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Approval History

Role	Name	Action	Date/Time	Comments
Employee	Davidson, Colin	Submitted	12/11/2018 6:39:48PM	
Expense Coordinator	Motor, Mary	Reassigned	12/12/2018 9:03:10AM	
Expense Coordinator	Motor, Mary	Sent Back For Revision	12/12/2018 9:05:44AM	

Make any necessary changes, the fields are editable. Once you complete all of your changes the cash advance can be save for later or submitted.

After reading the certification statement, click the **Certification** checkbox.

## Modify Cash Advance

Save for Later

Colin Davidson

Sent Back For Revision
By: Motor,Mary
Please correct the amount.

\*Business Purpose Conference

Date From 12/17/2018 Date To 12/21/2018

Report 0000000833 Pending

Travel Auth # 0000005197

Created 12/11/2018 Colin Davidson

Last Updated 12/12/2018 Mary Motor

User Defaults

Cash Advance ?
View Printable Version
Notes
Attachments (1)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
<b>Totals</b>				
Advance Amount		300.00	USD	

☒ By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

**Approval History**

Role	Name	Action	Date/Time	Comments
Employee	Davidson, Colin	Submitted	12/11/2018 6:39:48PM	
Expense Coordinator	Motor, Mary	Reassigned	12/12/2018 9:03:10AM	
Expense Coordinator	Motor, Mary	Sent Back For Revision	12/12/2018 9:05:44AM	

Click the **Submit Cash Advance** button.

The **Create Cash Advance – Submitted Confirmation** page displays.

## Expense Report Submit Confirm

Help

Create Cash Advance

Submit Confirmation

Colin Davidson

Totals	
Advance Amount	300.00 USD

OK
Cancel

Click the **OK** button.

The **View Cash Advance** page displays with the message 'Your cash advance (CA ID) has been submitted for approval. The status is updated to 'Submission in Process'.

### View Cash Advance

Colin Davidson

**Your cash advance 0000000833 has been submitted for approval.**

Sent Back For Revision    By: Motor, Mary    **Please correct the amount!**

Business Purpose: Conference  
Date From: 12/17/2018    Date To: 12/21/2018  
Accounting Date: 12/12/2018

**Report 0000000833    Submission in Process**  
Travel Auth #: 0000005197  
Post State: Not Applied  
Created: 12/11/2018    Colin Davidson  
Last Updated: 12/12/2018    Colin Davidson  
User Defaults

**Cash Advance**    ?    View Printable Version    Notes    Attachments (1)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
<b>Totals</b>				
Advance Amount		300.00	USD	

☒ By checking this box, I certify the advances submitted are accurate and comply with expense policy.  
By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form.  
I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return.  
If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance    Submitted On: 12/11/2018    Submitted By: Colin Davidson

Refresh Approval Status

Return to Search    Notify

Click the **Refresh Approval Status** button.



The cash advance has been routed and is waiting for Expense Coordinator approval. The Withdraw Travel Authorization button displays and is enabled. The Approval History section displays the approval path for the cash advance, who it is routed to, any actions performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.

### View Cash Advance

**Colin Davidson**

**Business Purpose** Conference  
**Date From** 12/17/2018 **Date To** 12/21/2018  
**Accounting Date** 12/12/2018

**Report** 0000000833 Submitted for Approval  
**Travel Auth #** 0000005197  
**Post State** Not Applied  
**Created** 12/11/2018 Colin Davidson  
**Last Updated** 12/12/2018 Colin Davidson  
[User Defaults](#)

**Cash Advance** [View Printable Version](#)

*Source	Description
Cash Advance - AP	Upcoming Conference in Florida


**Totals**

Advance Amount	300.00 USD
----------------	------------

☒ By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

[Submit Cash Advance](#)
[Withdraw Cash Advance](#)
 Submitted On 12/11/2018  
 Submitted By Colin Davidson

#### Approval History



Role	Name	Action	Date/Time	Comments
Employee	Davidson, Colin	Submitted	12/11/2018 6:39:48PM	
Expense Coordinator	Motor, Mary	Reassigned	12/12/2018 9:03:10AM	
Expense Coordinator	Motor, Mary	Sent Back For Revision	12/12/2018 9:05:44AM	
Employee	Davidson, Colin	Resubmitted	12/12/2018 9:20:46AM	

[Return to Search](#)
[Notify](#)

Select the Withdraw Cash Advance button if you need to make changes to a submitted cash advance. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

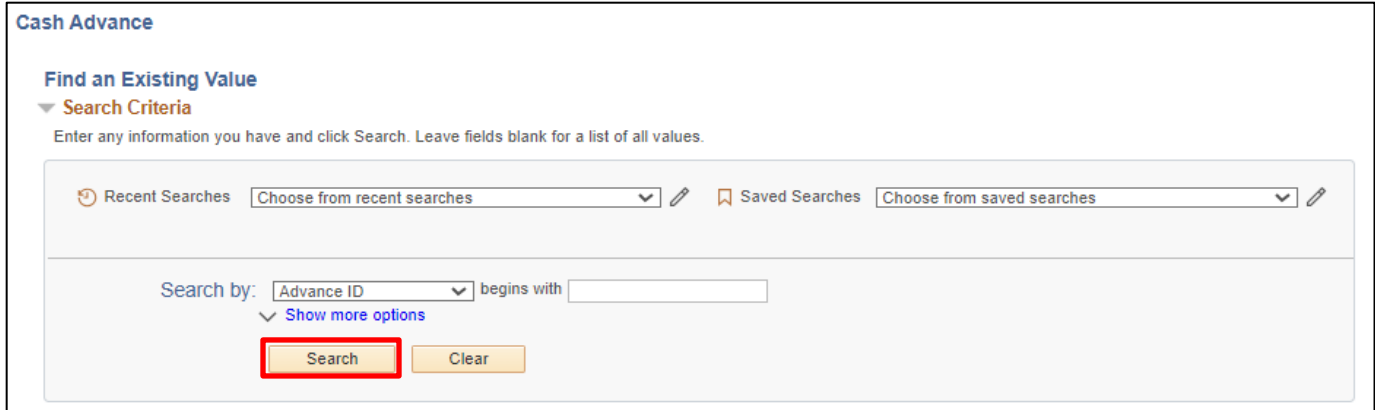
## View Cash Advances

**Situations when this function is used:** Cash advances are available to view in the system and it may not be necessary to print.

**Navigation option 1:** Home page > TE tile > Cash Advances > View Cash Advance

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > View

The View Cash Advance search page displays in the work area:



The screenshot shows the 'Cash Advance' search interface. At the top, it says 'Find an Existing Value' followed by a 'Search Criteria' section. Below this, a prompt says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search history sections: 'Recent Searches' and 'Saved Searches', each with a dropdown menu and an edit icon. The main search area has a 'Search by:' dropdown set to 'Advance ID', followed by a 'begins with' text input field. Below this is a 'Show more options' link. At the bottom of the search area are two buttons: 'Search' (highlighted with a red box) and 'Clear'.

**Note:** The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by selecting the *Advanced Search* link and adding additional criteria. If you know the Advance ID you want to view you can update the Search By option to Advance ID and then enter the number into the Advance ID field. You can also search for the advance using the Travel Authorization ID associated with the cash advance.

To view all Cash Advances, click the [Search](#) button.

A list of cash advances display in the search results.

### Cash Advance

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: Empl ID begins with 00003 x

Limit the number of results to (up to 300): 300

Search Advanced Search

### Search Results

View All First 1-2 of 2 Last

Empl ID	Advance ID	Advance Description	Name	Advance Status	Creation Date	Travel Authorization ID
00003	0000000834 (blank)		Davidson, Colin	Pending	12/11/2018	0000005199
00003	0000000833 (blank)		Davidson, Colin	Pending	12/11/2018	0000005197

Select the **Empl ID** link for the cash advance you would like to view.



The **View Cash Advance** page displays. All fields will be grayed out when viewing a cash advance.

### View Cash Advance

Colin Davidson

Business Purpose

Conference

Report

0000000833

Pending

Date From

12/17/2018

Date To

12/21/2018

Travel Auth #

0000005197

Accounting Date

12/12/2018

Post State

Not Applied

Created


12/11/2018

Colin Davidson


Last Updated


12/12/2018


Colin Davidson


[User Defaults](#)

Cash Advance ?

 View Printable Version

 Notes



 Attachments (1)


*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
<div>Totals</div> <div> <div>Advance Amount</div> <div>300.00</div> <div>USD</div> </div>				


☐ By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.
 


Submit Cash Advance


Approval History

Role	Name	Action	Date/Time	Comments
Employee	Davidson, Colin	Submitted	12/11/2018 6:39:48PM	
Expense Coordinator	Motor, Mary	Reassigned	12/12/2018 9:03:10AM	
Expense Coordinator	Motor, Mary	Sent Back For Revision	12/12/2018 9:05:44AM	
Employee	Davidson, Colin	Resubmitted	12/12/2018 9:20:46AM	
Employee	Davidson, Colin	Withdrawn	12/12/2018 9:26:14AM	

 Return to Search

 Previous in List

 Next in List

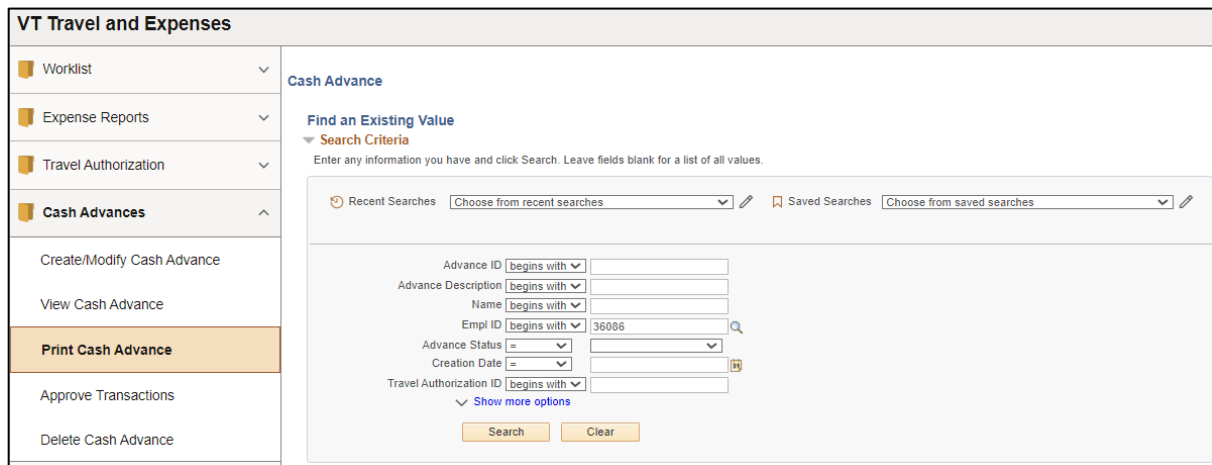
 Notify

## Print a Cash Advance

**Situations when this function is used:** A cash advance might need to be printed.

**Navigation option 1:** Home page > TE tile > Cash Advances > Print Cash Advance

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > Print



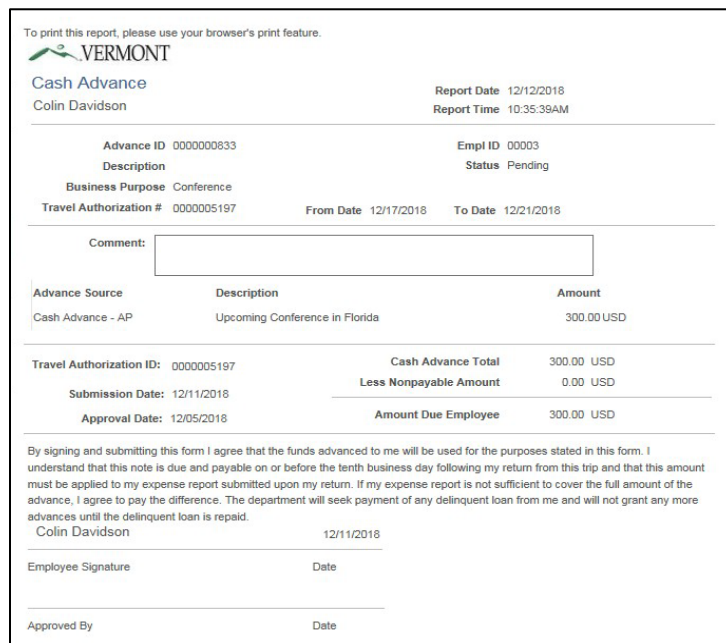
The screenshot shows the 'VT Travel and Expenses' interface. On the left is a sidebar with a 'Worklist' and a 'Cash Advances' section containing links like 'Create/Modify Cash Advance', 'View Cash Advance', 'Print Cash Advance' (highlighted), 'Approve Transactions', and 'Delete Cash Advance'. The main area is titled 'Cash Advance' and features a search section with 'Find an Existing Value' and 'Search Criteria'. Below this are input fields for 'Advance ID', 'Advance Description', 'Name', 'Empl ID' (pre-filled with '36086'), 'Advance Status', 'Creation Date', and 'Travel Authorization ID'. There are also 'Recent Searches' and 'Saved Searches' dropdowns. At the bottom are 'Search' and 'Clear' buttons.

The Print Travel Authorization search page displays in the work area and the Empl ID automatically defaults.

**Note:** The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by selecting the *Advanced Search* link and adding additional criteria. If you know the *Advance ID* you want to view, you can update the *Search By* option to *Advance ID* and then enter the number into the *Advance ID* field. You can also search for the advance using the *Travel Authorization ID* associated with the cash advance.

A printable version of the cash advance displays.

Follow the instructions you currently use to print from your browser.



The screenshot shows a printable report titled 'Cash Advance' for Colin Davidson. It includes a header with the Vermont logo and report details (Report Date: 12/12/2018, Report Time: 10:35:39AM). The report contains fields for 'Advance ID' (0000000833), 'Empl ID' (00003), 'Description' (Conference), 'Status' (Pending), 'Business Purpose' (Conference), 'Travel Authorization #' (0000005197), 'From Date' (12/17/2018), and 'To Date' (12/21/2018). There is a 'Comment' field. Below this is a table with columns 'Advance Source', 'Description', and 'Amount'. The table shows 'Cash Advance - AP' for 'Upcoming Conference in Florida' with an amount of '300.00 USD'. A summary section shows 'Travel Authorization ID: 0000005197', 'Cash Advance Total: 300.00 USD', 'Less Nonpayable Amount: 0.00 USD', and 'Amount Due Employee: 300.00 USD'. At the bottom, there is a disclaimer, a signature line for Colin Davidson dated 12/11/2018, and an 'Approved By' line.

## Delete a Cash Advance

**Situations when this function is used:** Cash advances might need to be deleted when it is a duplicate or is no longer needed. Cash advances can only be deleted when they are in a pending status. If the Cash Advance you are looking for isn't showing up, double check the status to confirm that it is pending

**Navigation option 1:** Home page > TE tile > Cash Advances > Delete Cash Advance

**Navigation option 2:** Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > Delete

The **Delete Cash Advance Report** page displays in the work area. Any Cash Advance that is in a pending status will show up available to delete.

Travel & Expenses - Cash Advance Report  
Delete Cash Advance Report  
Colin Davidson

Select	Advance ID	Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000000834		12/11/2018	250.00	USD
<input type="checkbox"/>	0000000833		12/11/2018	300.00	USD

Delete Selected Advance(s)

If the cash advance you are looking for isn't showing up, double check the status to confirm that it is pending.

Select the cash advance you want to delete, by clicking the **Select** checkbox. You can delete multiple advances by selecting multiple checkboxes.

Travel & Expenses - Cash Advance Report

Delete Cash Advance Report

Colin Davidson

**Cash Advance Information**

Select	Advance ID	Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000000834		12/11/2018	250.00	USD
<input type="checkbox"/>	0000000833		12/11/2018	300.00	USD

Delete Selected Advance(s)

Click the **Delete Selected Advance(s)** button.

A **Delete Confirmation** page displays informing you that the selected authorization has been deleted.

Travel & Expenses - Cash Advance Report

Delete Confirmation

Colin Davidson

☒ The selected transaction(s) have been deleted.

OK

Click the **OK** button.

The **Delete Cash Advance Report** page displays.

Travel and Expense

Delete a Travel Authorization

Colin Davidson

**Travel Authorizations**

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Training Conference	0000004751	11/14/2018	11/16/2018	587.50	USD

Delete Selected Authorization(s)

The deleted cash advance no longer displays and will not be available to view, modify, or print.