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Expense Reports

Create an Expense Report from Blank

The Basics:

Please refer to [Bulletin 3.4](#) and your department's policy regarding Expense Reports.

- **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses
- **Preferred payment methods** - Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements
- **Clear cache** - To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome
- **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
- **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
- **Separation of charges** - Charges for different expense types must be separated. For example, meals, internet access, phone charges, parking, etc. charged on a hotel room bill must be separated from the lodging expense and claimed against the applicable expense type on the employee's expense report so the items can be charged to the correct VISION account
- **Date expense incurred** - Charges should be entered on the date they are incurred. In the case of a multi-night hotel stay, each day's lodging expenses should be entered on the date of the stay - not on the date you checked out of the hotel
- **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>
- **Receipts** - Receipts should be attached to the expense line. Refer to your department's policy regarding handling of receipts
- **All out of pocket 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.

Home Page Tile navigation: TE Tile > Expense Reports > Create/Modify Expense Report

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

The **Expense Report** page displays:

Expense Report

Find an Existing Value
Add a New Value

Empl ID

Add

Your Empl ID defaults in.

1. Click **Add**

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

2. Click **OK** 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 Populate From 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

3. Click the drop-down arrow to choose the **Business Purpose** - select the option that most closely identifies the purpose of the trip:

Create Expense Report

Save for Later | Summary and Submit

Colin Davidson ?

*Business Purpose

*Report Description

Reference

Destination Location

Quick Start Populate From GO

Expenses ?

Expand All | Collapse All

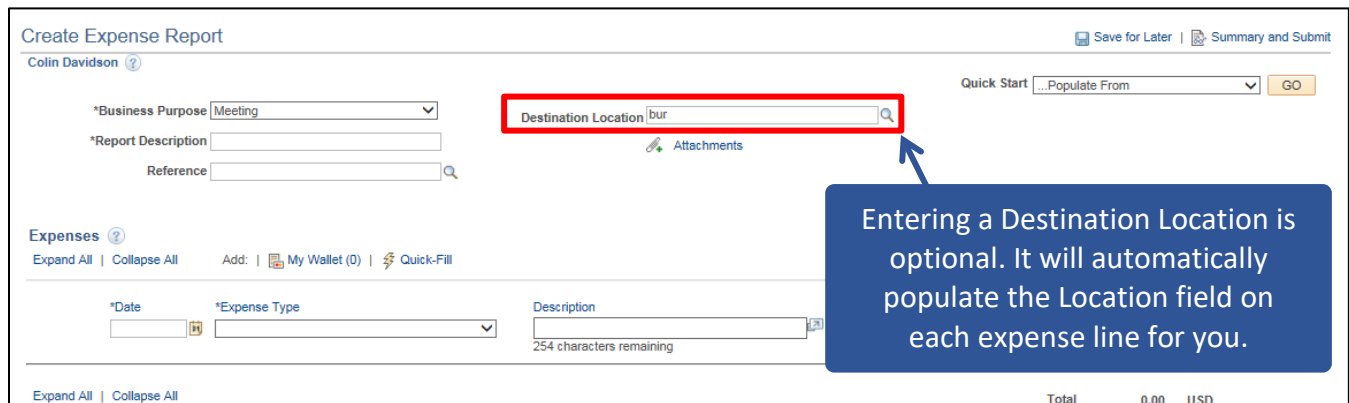
Add: | My Wallet (0) | Quick-Fill

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



Create Expense Report

Colin Davidson

*Business Purpose: Meeting

*Report Description:

Reference:

Destination Location: bur

Quick Start: ...Populate From

Expenses

*Date:

*Expense Type:

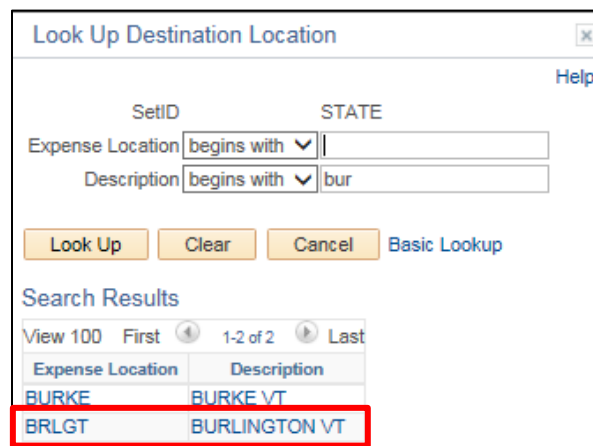
Description: 254 characters remaining

Total: 0.00 USD

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

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

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



Look Up Destination Location

SetID STATE

Expense Location: begins with

Description: begins with bur

Look Up Clear Cancel Basic Lookup

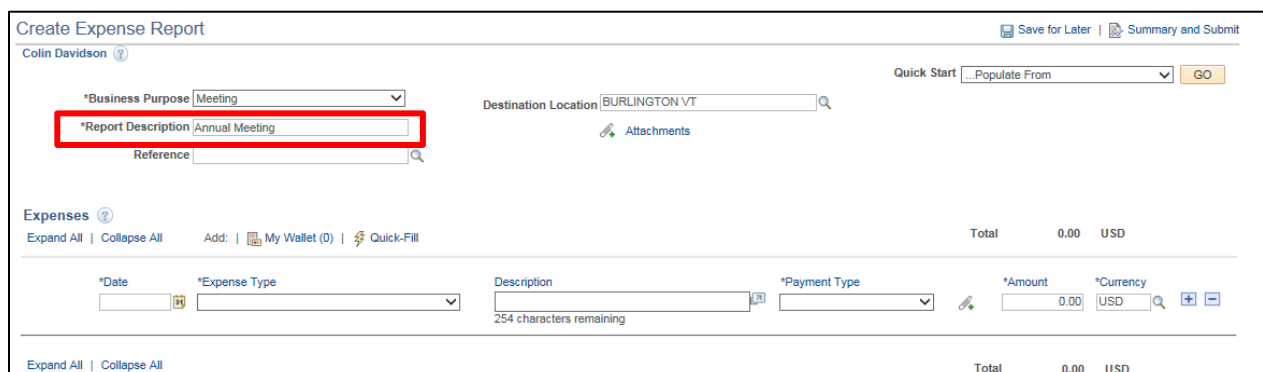
Search Results

View 100 First 1-2 of 2 Last

Expense Location	Description
BURKE	BURKE VT
BURLGT	BURLINGTON VT

6. Select the **Expense Location** link

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



Create Expense Report

Colin Davidson

*Business Purpose: Meeting

*Report Description: Annual Meeting

Reference:

Destination Location: BURLINGTON VT

Quick Start: ...Populate From

Expenses

*Date:

*Expense Type:

Description: 254 characters remaining

*Payment Type:

*Amount: 0.00

*Currency: USD

Total: 0.00 USD

7. 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

Expenses Expand All Collapse All Add:

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

Total: 0.00 USD

8. Enter the **Date** of the expense by either typing a valid date or selecting the date using the calendar  icon. **This date cannot be in the future**
9. Choose the expense type by clicking the **Expense Type** drop-down menu to view the available expense types

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

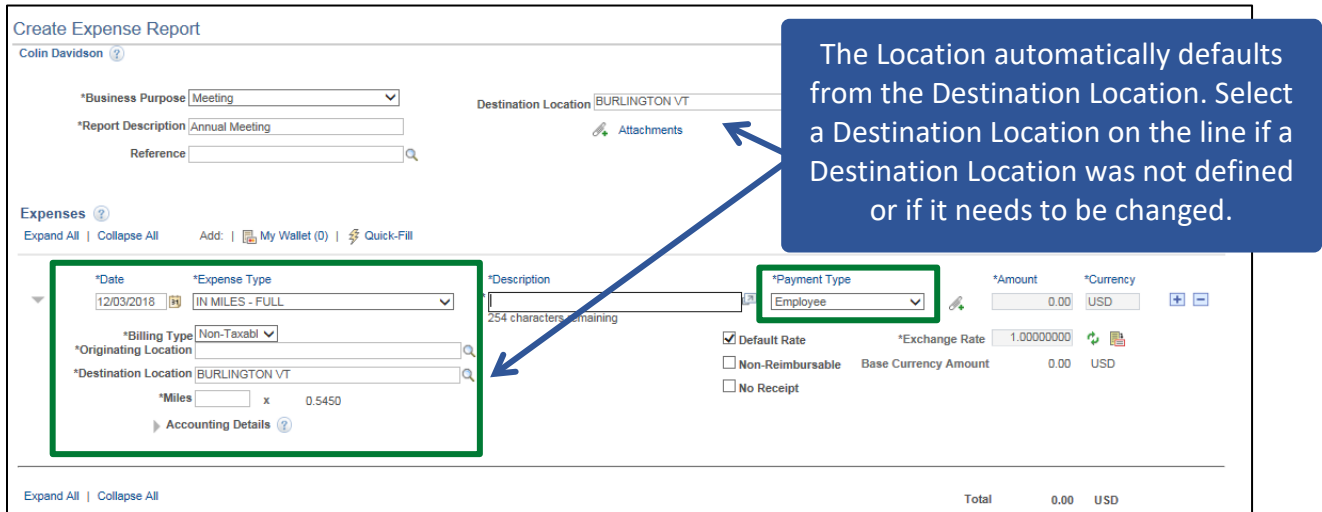
Expenses Expand All Collapse All Add:

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/03/2018	Family Preservation Support Finger Printing & 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 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				

Total: 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. **Please note that all expenses for out of state travel should use the OUT expense type even for expenses incurred within Vermont.** Use the up and down arrows to scroll through the available options.

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



The Payment Type and Billing Type are set to default as:

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

Note: 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:



10. Click **OK** to continue

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
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

Expand All | Collapse All Total: 0.00 USD

11. 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 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

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

*Miles: x 0.5450 Accounting Details

Expand All | Collapse All Total: 0.00 USD

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

13. Click the  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

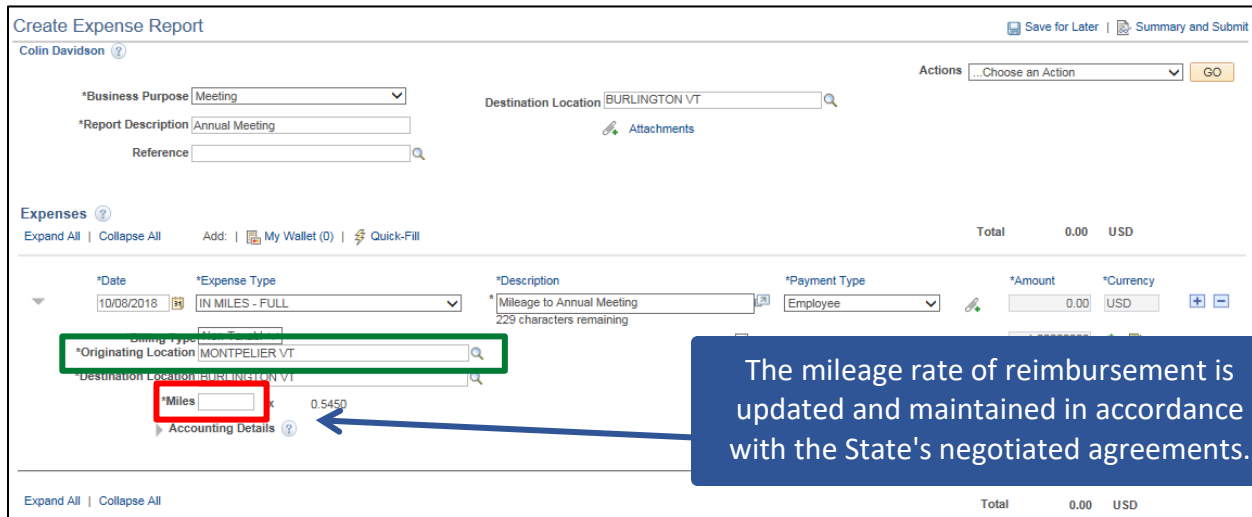
Search Results

View 100 First 1-3 of 3 Last

Originating Location	Description
MT	MONTANA
MNTGY	MONTGOMERY VT
MNTPR	MONTPELIER VT

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

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



Create Expense Report

Colin Davidson

*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	*Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting 229 characters remaining	Employee	0.00	USD

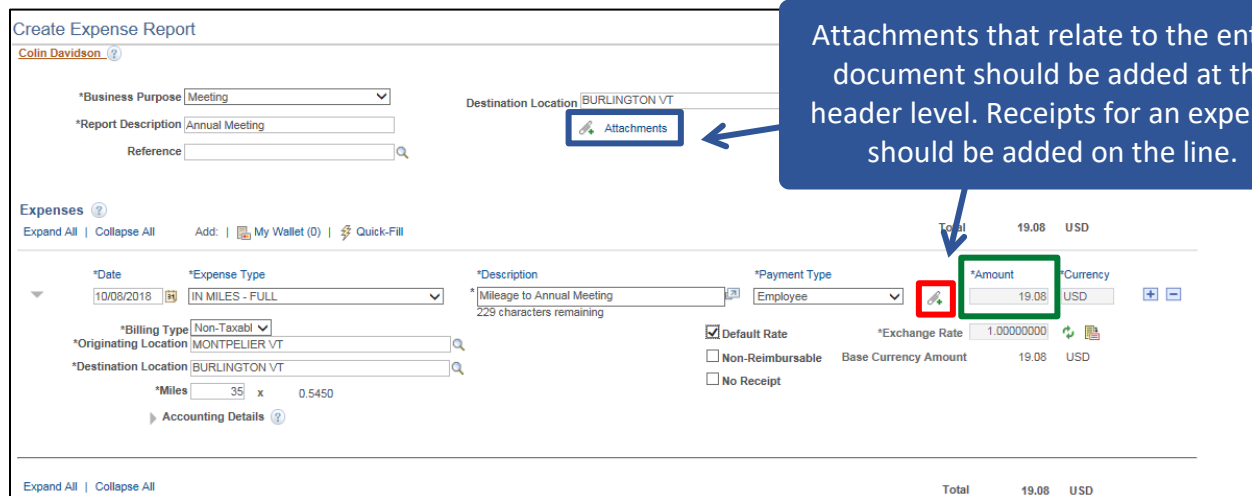
*Billing Type: Non-Taxable
 *Originating Location: MONTPELIER VT
 *Destination Location: BURLINGTON VT
 *Miles: x 0.5450
 Accounting Details

Expand All | Collapse All

Total: 0.00 USD

15. 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:

Destination Location: BURLINGTON VT

Attachments

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-Taxable
 *Originating Location: MONTPELIER VT
 *Destination Location: BURLINGTON VT
 *Miles: 35 x 0.5450
 Accounting Details

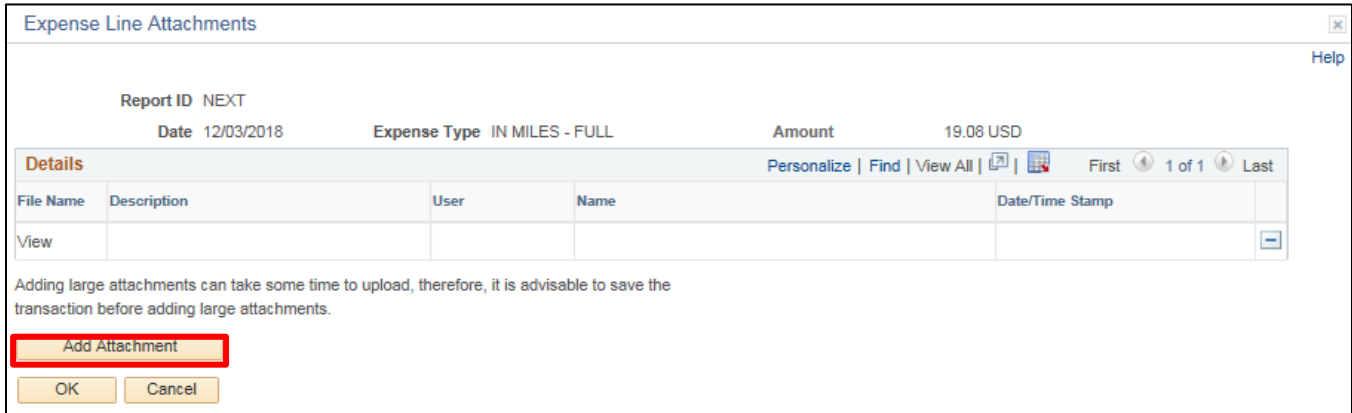
Expand All | Collapse All

Total: 19.08 USD

16. 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:



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

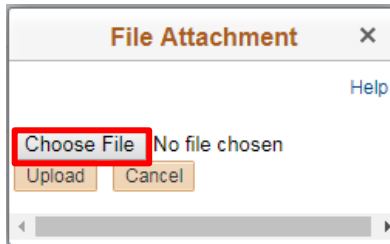
File Name	Description	User	Name	Date/Time Stamp
View				

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

17. Click **Add Attachment**

The **File Attachment** page displays:



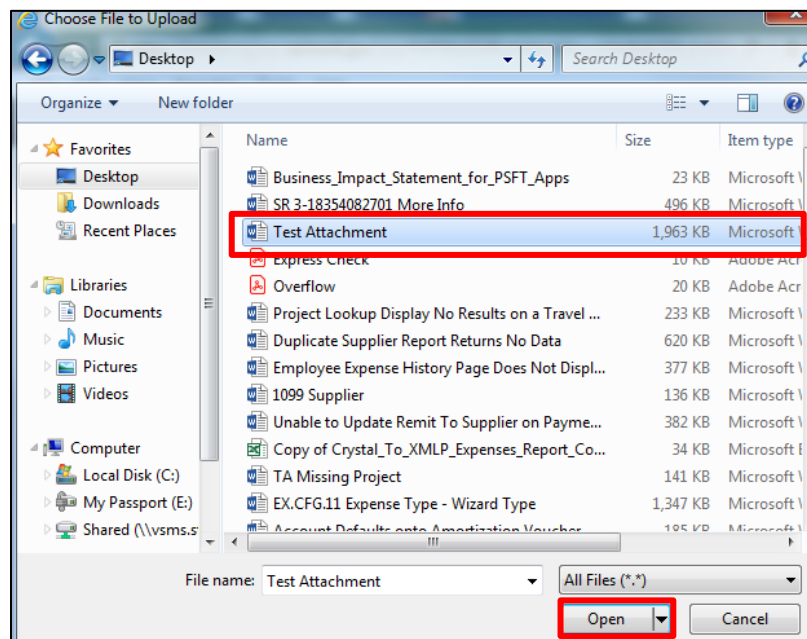
File Attachment | Help

Choose File | No file chosen

Upload | Cancel

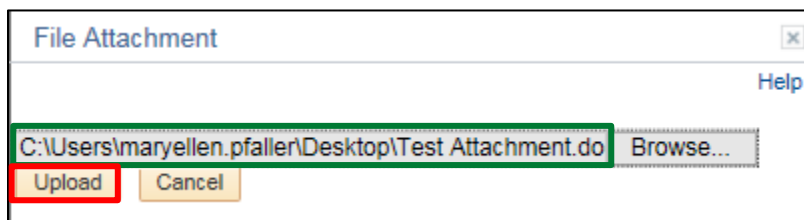
18. Click **Choose File**

The **Choose File to Upload** window opens:



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

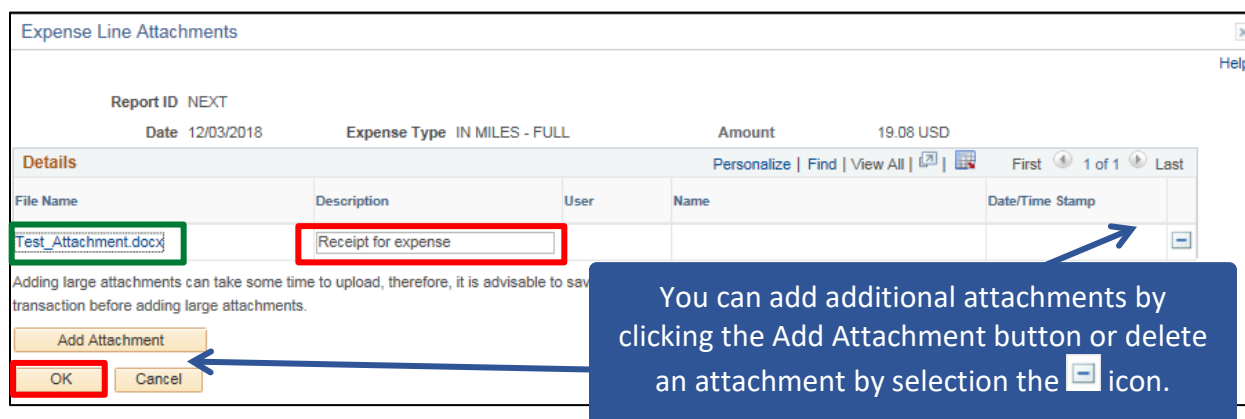
The **File Attachment** page displays with the file path of the document:



The dialog box titled "File Attachment" shows the file path "C:\Users\maryellen.pfaller\Desktop\Test Attachment.do" in a text field. Below the text field are two buttons: "Upload" (highlighted with a red box) and "Cancel". A "Browse..." button is also visible to the right of the text field.

20. Click **Upload**

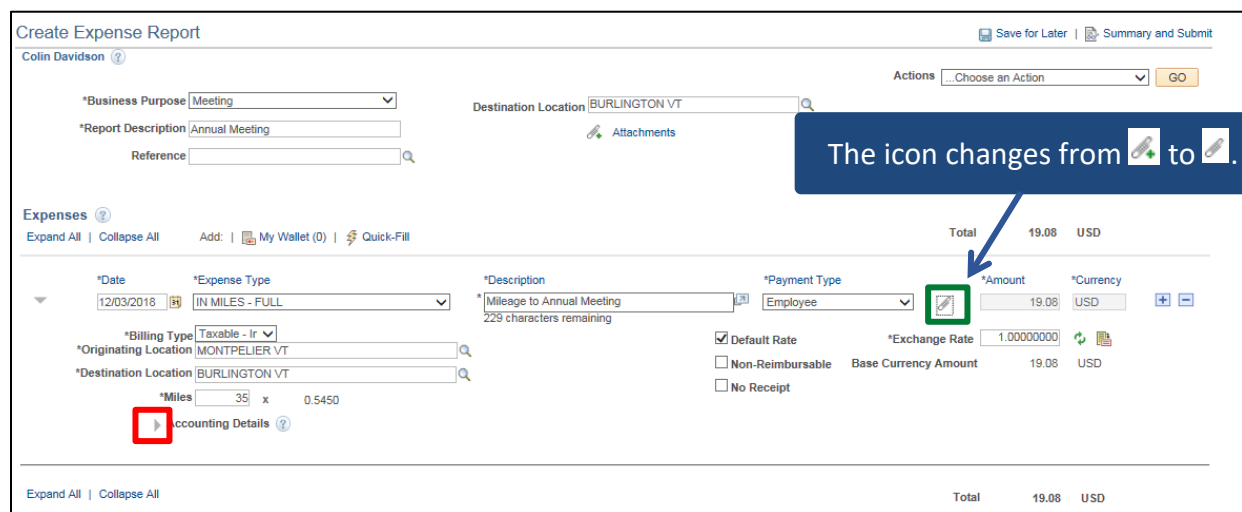
The **Expense Line Attachments** page displays with the File Name as a link to the document:



The "Expense Line Attachments" page shows a table with columns: File Name, Description, User, Name, and Date/Time Stamp. The "File Name" column contains the link "Test_Attachment.docx" (highlighted with a green box). The "Description" column contains the text "Receipt for expense" (highlighted with a red box). Below the table, there is an "Add Attachment" button (highlighted with a red box) and "OK" and "Cancel" buttons. A blue callout box with an arrow pointing to the "Add Attachment" button contains the text: "You can add additional attachments by clicking the Add Attachment button or delete an attachment by selection the [trash icon] icon."

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

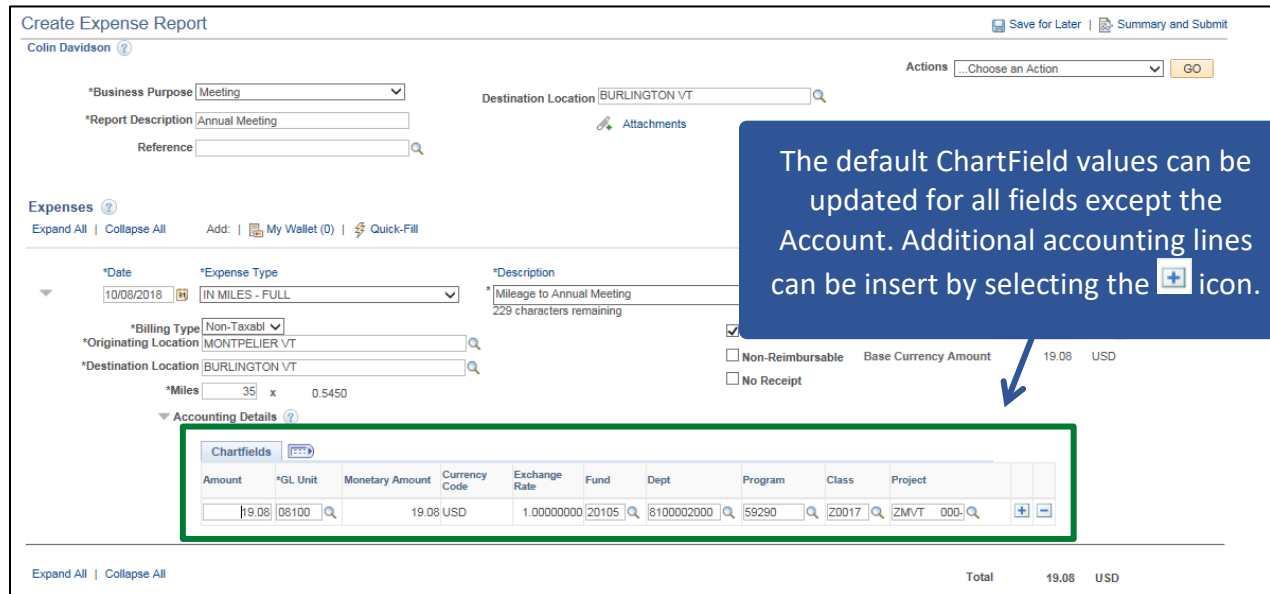
The **Create Expense Report - Details** page displays. The Attachment icon is updated:



The "Create Expense Report - Details" page shows various fields for creating an expense report. The "Description" field contains "Mileage to Annual Meeting" (highlighted with a red box). The "Amount" field shows "19.08" (highlighted with a green box). A blue callout box with an arrow pointing to the "Amount" field contains the text: "The icon changes from [add icon] to [edit icon]." The "Accounting Details" section is expanded, showing a red box around the expand/collapse icon.

22. Expand the **Accounting Details** section by clicking the ► 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

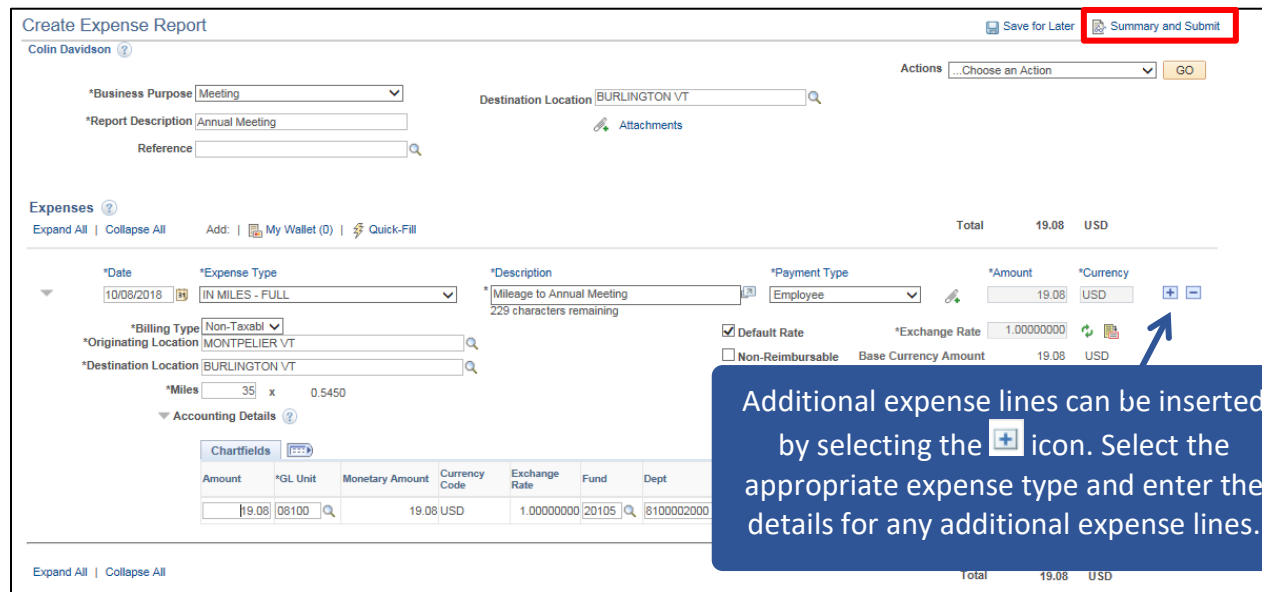
☐ Non-Reimbursable Base Currency Amount 19.08 USD
☐ No Receipt

Accounting Details

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	20017	ZMV/T 000

Expand All | Collapse All Total 19.08 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 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

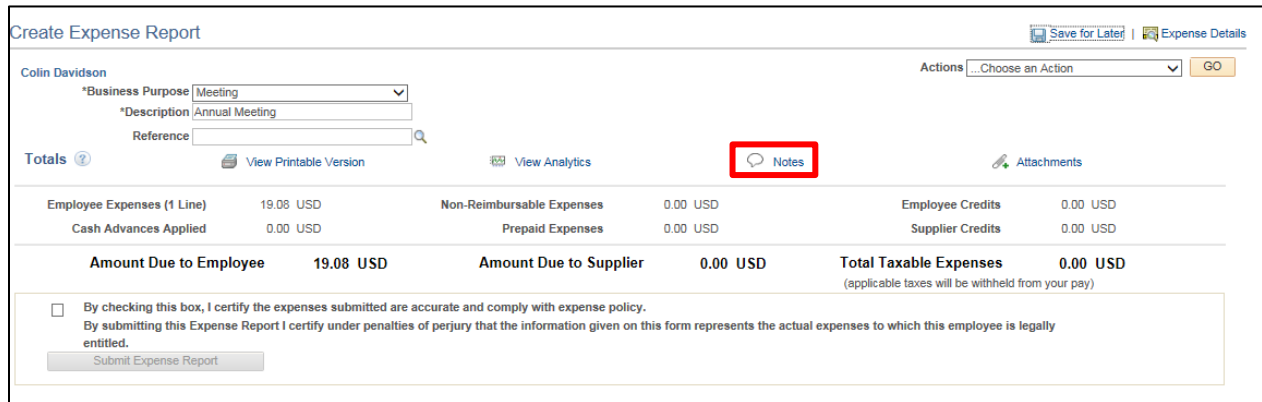
Accounting Details

Chartfields	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept
	19.08	08100	19.08	USD	1.00000000	20105	8100002000

Expand All | Collapse All Total 19.08 USD

23. Click on the **Summary and Submit** link

The **Create Expense Report - Submit** page displays:



Create Expense Report

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
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

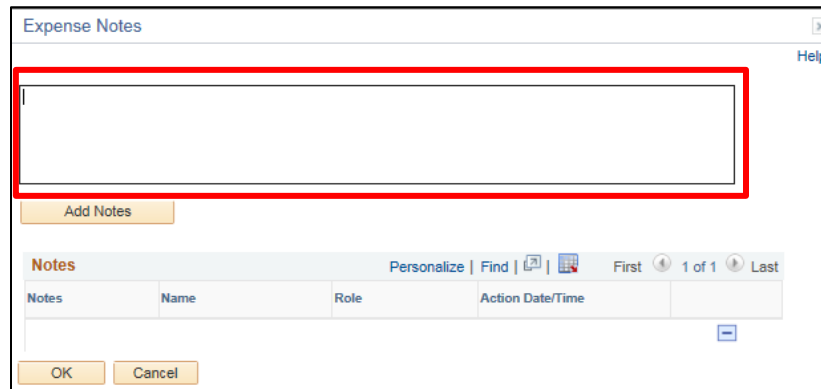
(applicable taxes will be withheld from your pay)

☐ 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

24. Click the **Notes** link

The **Expense Notes** page displays:



Expense Notes

Help

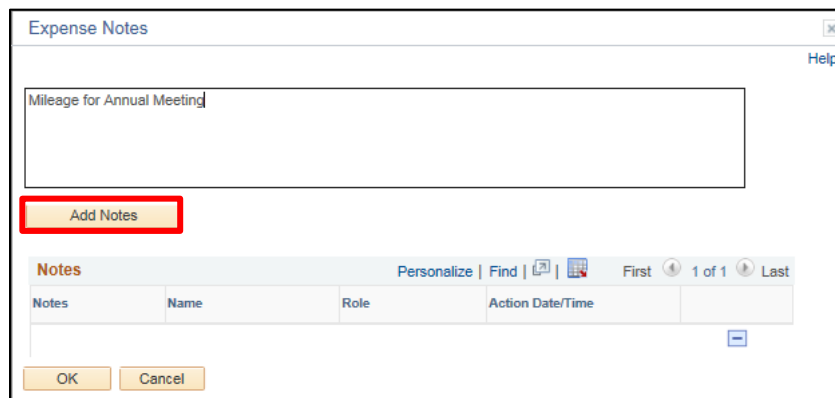
Add Notes

Notes Personalize Find 1 of 1 Last

Notes	Name	Role	Action Date/Time

OK Cancel

25. Enter **Comments**



Expense Notes

Help

Mileage for Annual Meeting

Add Notes

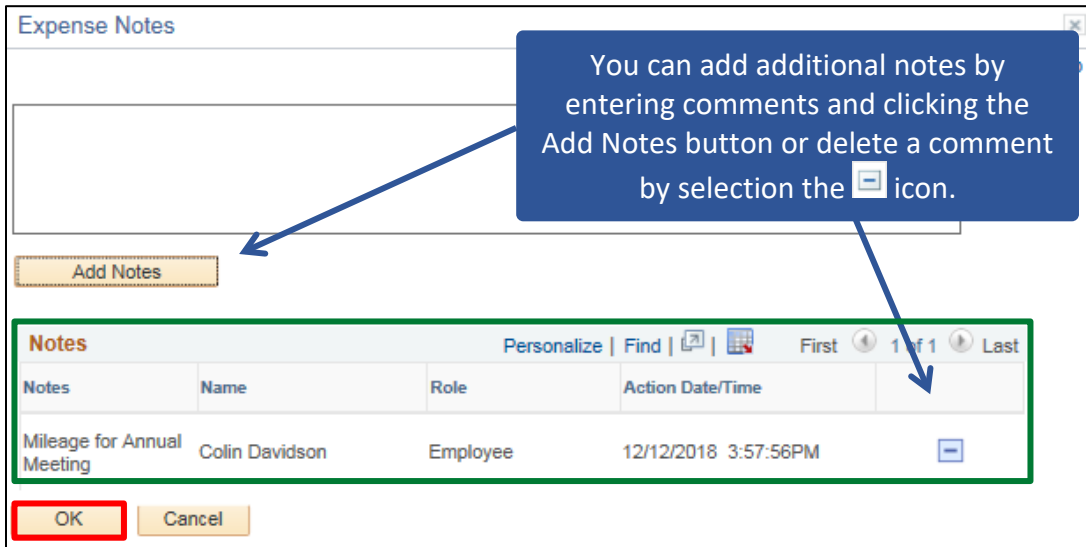
Notes Personalize Find 1 of 1 Last

Notes	Name	Role	Action Date/Time


OK Cancel

26. Click **Add Notes**

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

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

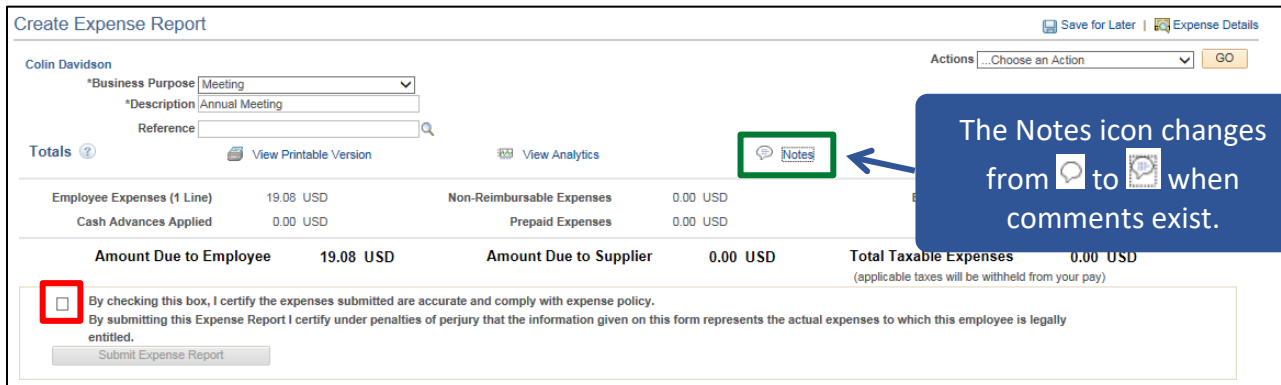
Add Notes

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

OK **Cancel**

27. Click **OK**

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



Create Expense Report

Colin Davidson

*Business Purpose: Meeting

*Description: Annual Meeting

Reference:

Totals: [View Printable Version](#) [View Analytics](#) [Notes](#)

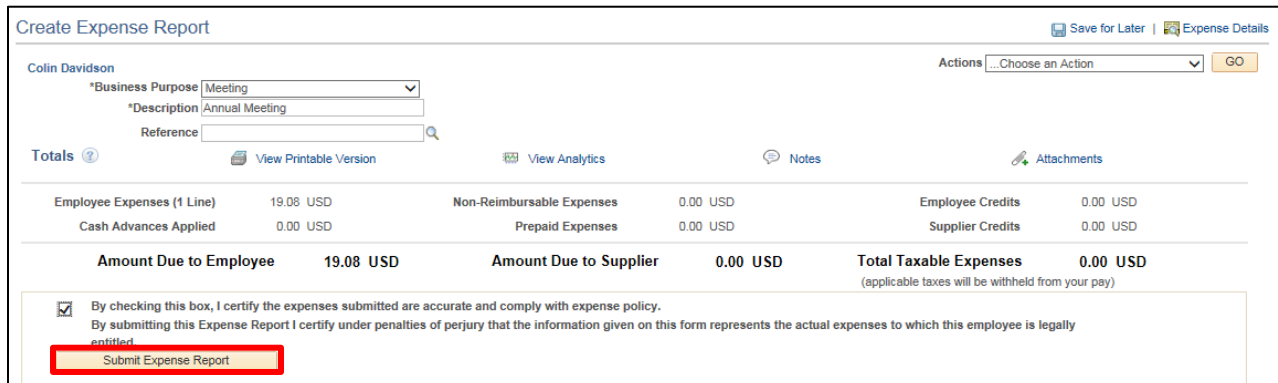
Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD

Amount Due to Employee 19.08 USD **Amount Due to Supplier** 0.00 USD **Total Taxable Expenses** 0.00 USD
(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

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



Create Expense Report

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

Amount Due to Employee 19.08 USD **Amount Due to Supplier** 0.00 USD **Total Taxable Expenses** 0.00 USD
(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

29. Click **Submit Expense Report**

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
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD
(applicable taxes will be withheld from your pay)					

OK
Cancel

30. Click **OK**

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

Colin Davidson

Your expense report 0000532370 has been submitted for approval.

Business Purpose: Meeting

Description: Annual Meeting

Reference

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
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD
(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

31. Click **Refresh Approval Status**

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

Business Purpose: Meeting

Description: Annual Meeting

Reference:

Report: 0000532370 Submitted for Approval

Last Updated: 12/12/2018

Post State: Not Approved

Totals

View Printable Version

View Analytics

Employee Expenses (1 Line): 19.08 USD

Cash Advances Applied: 0.00 USD

Non-Reimbursable Expenses

Prepaid Expenses

Amount Due to Employee: 19.08 USD

Amount Due to Supplier:

☒ 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 report is true and correct.

Submit Expense Report

Withdraw Expense Report

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 **before** your approver has approved it. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

Create an Expense Report from Blank is Complete

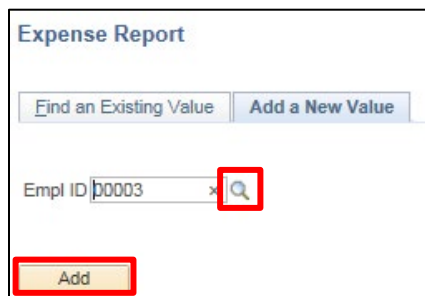
Create an Expense Report as a Delegate

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

Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

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

The **Expense Report** page displays:



The screenshot shows the 'Expense Report' form. It has two buttons at the top: 'Find an Existing Value' and 'Add a New Value'. Below these is a text input field for 'Empl ID' containing '00003'. To the right of the input field is a magnifying glass icon. At the bottom of the form is an 'Add' button. Red boxes highlight the magnifying glass icon and the 'Add' button.

Your Empl ID automatically defaults in.

1. Click on the **Empl ID** look up  icon

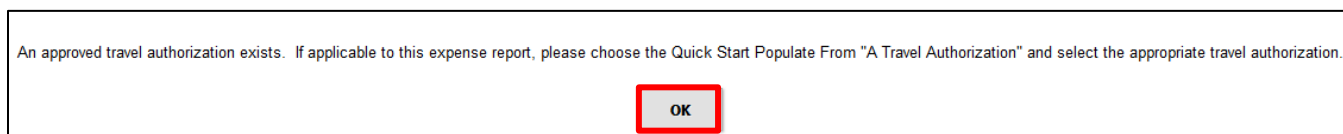
The **Look Up Empl ID** page displays all the employee IDs you have authority to create expense transactions for:



The screenshot shows the 'Look Up Empl ID' dialog box. It has a title bar with a close button. Inside, there are two input fields: 'Empl ID' with a dropdown menu set to 'begins with' and 'Name' with a dropdown menu set to 'begins with'. Below these are three buttons: 'Look Up', 'Clear', and 'Cancel'. To the right of the 'Cancel' button is a 'Basic' link. Below the buttons is a 'Search Results' section. It shows 'View 100', 'First', '1-2 of 2', and 'Last'. Below this is a table with two columns: 'Empl ID' and 'Name'. The first row is '00003 Davidson, Colin' and the second row is '00004 McTeag, Rurus'. A red box highlights the first row of the table.

2. Click on the **Empl ID** link of the employee you want to enter a report for
3. Click **Add**

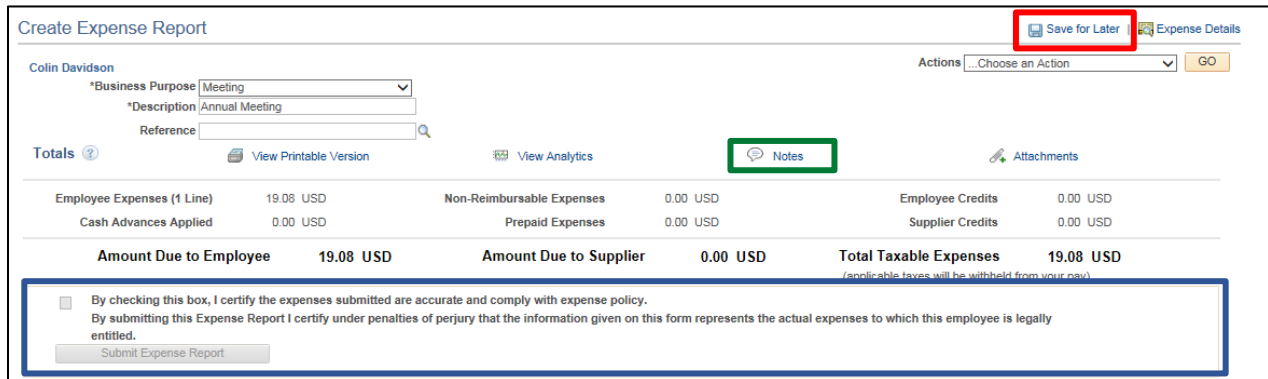
NOTE: In the event the employee has an approved travel authorization, the following message box displays as a reminder.



The screenshot shows a message box with the text: '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.' Below the text is an 'OK' button. A red box highlights the 'OK' button.

4. Click **OK** to continue
5. Follow steps 3 through 28 in the [Create an Expense Report from Blank](#) exercise in this manual

6. The **Create Expense Report - Submit** page displays and the **Notes** icon is updated:



Create Expense Report

Colin Davidson

*Business Purpose: Meeting

*Description: Annual Meeting

Reference: [Search]

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
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD

(applicable taxes will be withheld from your pay)

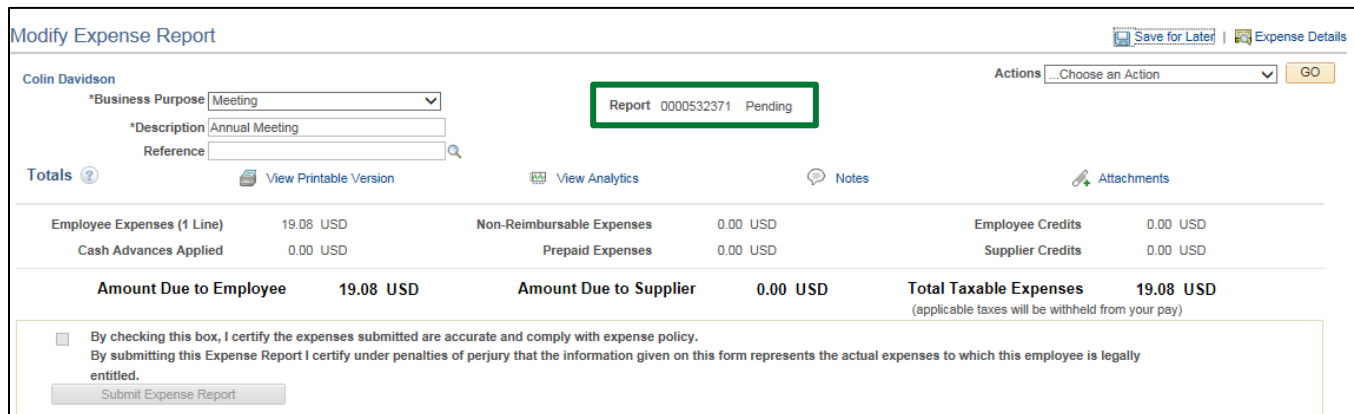
☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy. By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

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 only the employee being reimbursed can certify and submit the transaction. Contact the [VISION helpdesk](#) if you need authorization to submit on behalf of another employee.

7. 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

Colin Davidson

*Business Purpose: Meeting

*Description: Annual Meeting

Reference: [Search]

Actions: [Choose an Action] GO

Report 0000532371 **Pending**

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
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD

(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

8. The employee being reimbursed will need to [finish and submit](#) the report for approval.

Create an Expense Report as a Delegate is Complete

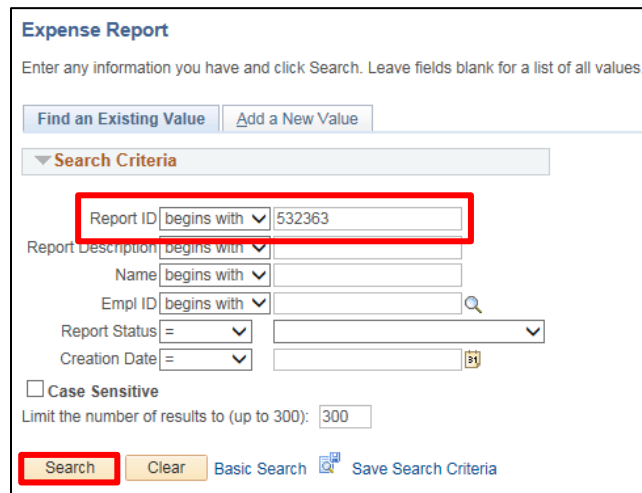
Verify/Change Accounting Detail for Expense Line(s)

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

Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

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

The **Expense Report** search page displays, click on the **Find an Existing Value** tab:



Expense Report

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

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Report ID begins with 532363

Report Description begins with

Name begins with

Empl ID begins with

Report Status =

Creation Date =

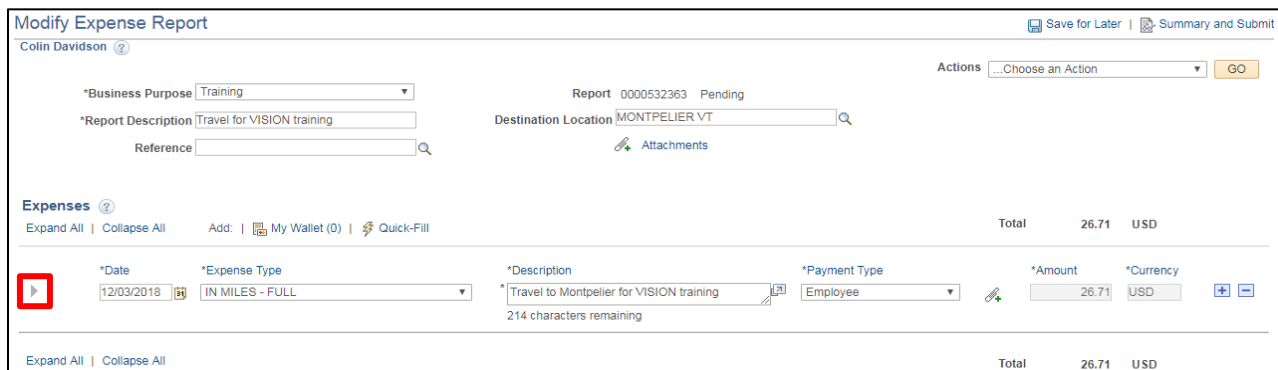
☐ Case Sensitive

Limit the number of results to (up to 300): 300

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

1. Enter the expense report number you want to modify
2. Click **Search**

The **Modify Expense Report** page displays:



Modify Expense Report

Colin Davidson

*Business Purpose Training

*Report Description Travel for VISION training

Reference

Report 0000532363 Pending

Destination Location MONTPELIER 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	Travel to Montpelier for VISION training	Employee	26.71	USD

214 characters remaining

Expand All | Collapse All

Total 26.71 USD

3. Click on the ► icon or the **Expand All** link to expand the expense line(s)

Modify Expense Report Save for Later Summary and Submit

Colin Davidson ?

Report 0000532365 Pending

*Business Purpose: Meeting

*Report Description: Annual Meeting

Destination Location: BURLINGTON VT

Reference:

Attachments

Actions: ...Choose an Action GO

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

234 characters remaining

*Billing Type: Non-Taxabl

*Originating Location: MONTPELIER VT

*Destination Location: BURLINGTON VT

*Miles: 40 x 0.5450

Accounting Details ?

☒ Default Rate *Exchange Rate: 1.00000000

☐ Non-Reimbursable Base Currency Amount: 21.80 USD

☐ No Receipt

- Click the ▶ icon to expand the accounting lines. The accounting detail link is located at the bottom of each expense line

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

234 characters remaining

*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

+ -

- Accounting lines can be added by clicking the + button and can be deleted by clicking the - button

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

Actions
...Choose an Action
GO

Expenses

Expand All | Collapse All

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

Total
87.20
USD

*Date
12/10/2018

*Expense Type
IN MILES - FULL

*Description
Travel to Burlington

*Payment Type
Employee

*Amount
21.80

*Currency
USD

*Billing Type
Non-Taxabl

*Originating Location
MONTPELIER VT

*Destination Location
BURLINGTON VT

*Miles
40
x
0.5450

☒ Default Rate

☐ Non-Reimbursable

☐ No Receipt

*Exchange Rate
1.00000000

Base Currency Amount
21.80
USD

234 characters remaining

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	81000002000	59290	Z0017	ZMVT 000		
	08100		USD	1.00000000	20105	81000002000	59290	Z0017	ZMVT 000		

- Make changes to the chartfields as necessary, lines can be added to split the cost between different chartstrings

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

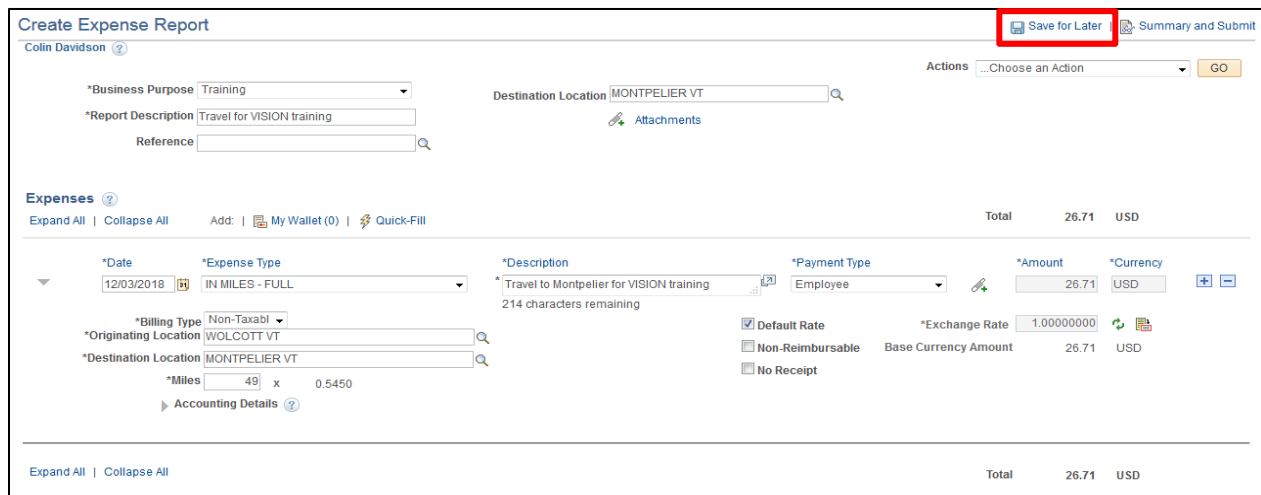
- Save** the expense report after making all your changes

Verify/Change Accounting Detail for Expense Line(s) is Complete

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 or if you are not ready to submit the report for approval.

While working in an expense report you can save it to come back to later at any time:



Create Expense Report

Colin Davidson

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

*Business Purpose: Training

*Report Description: Travel for VISION training

Reference:

Destination Location: MONTPELIER 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	*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

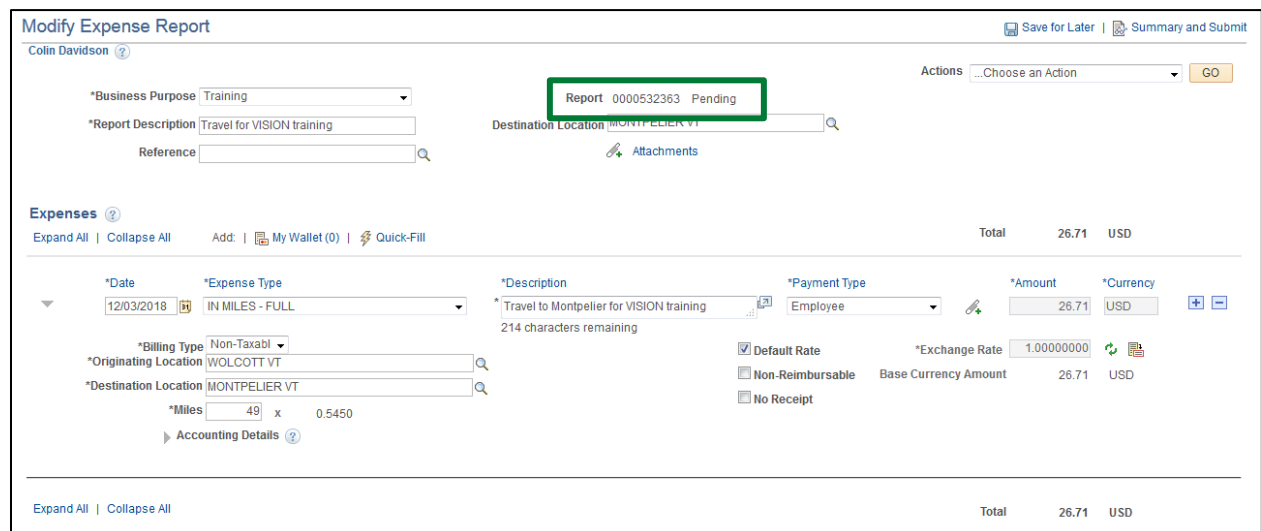
Base Currency Amount: 26.71 USD

Expand All | Collapse All

Total: 26.71 USD

1. Click 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: [Save for Later](#) | [Summary and Submit](#)

Report 0000532363 Pending

*Business Purpose: Training

*Report Description: Travel for VISION training

Reference:

Destination Location: MONTPELIER 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	*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

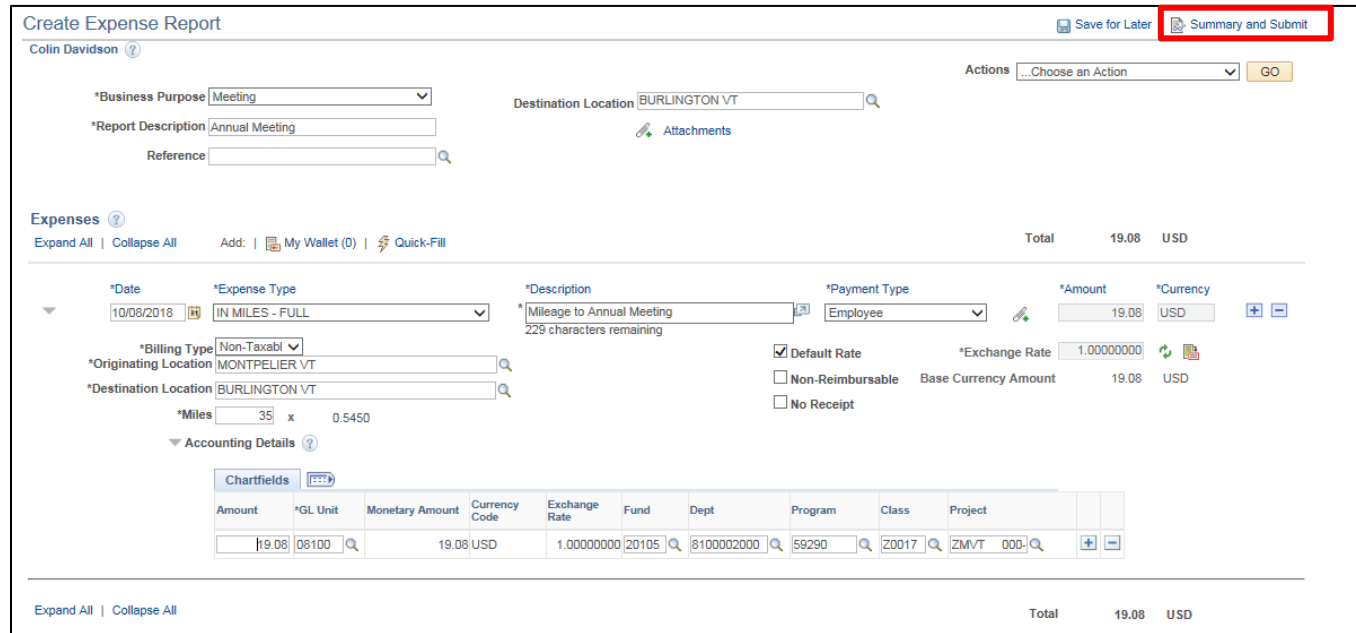
Total: 26.71 USD

Save Expense Report for Later is Complete

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.

From the **Create or Modify Expense Report** page:



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

Expenses ?
 Expand All | Collapse All Add: | |

Total 19.08 USD

*Date: 10/08/2018
 *Expense Type: IN MILES - FULL
 *Description: Mileage to Annual Meeting 229 characters remaining
 *Payment Type: Employee
 *Billing Type: Non-Taxabl
 *Originating Location: MONTPELIER VT
 *Destination Location: BURLINGTON VT
 *Miles: 35 x 0.5450
 *Exchange Rate: 1.00000000
 *Currency: USD
☒ Default Rate
☐ Non-Reimbursable Base Currency Amount 19.08 USD
☐ No Receipt

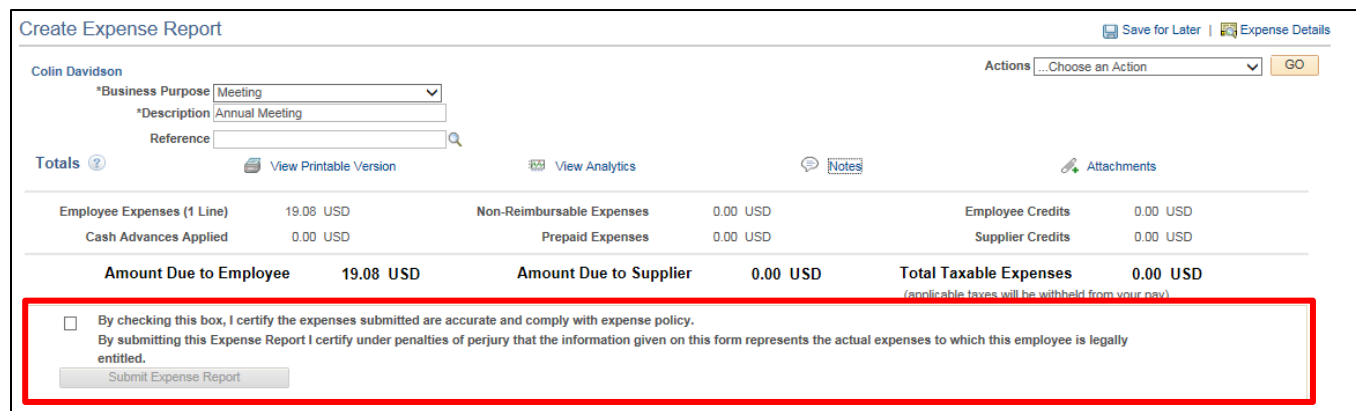
Accounting Details ?

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	20017	ZMVT	000

Expand All | Collapse All Total 19.08 USD

1. Click on 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	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
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

(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.

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

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

The **Submit Expense Report** button becomes available:

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
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD
(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

3. Click **Submit Expense Report**

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
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD
(applicable taxes will be withheld from your pay)					

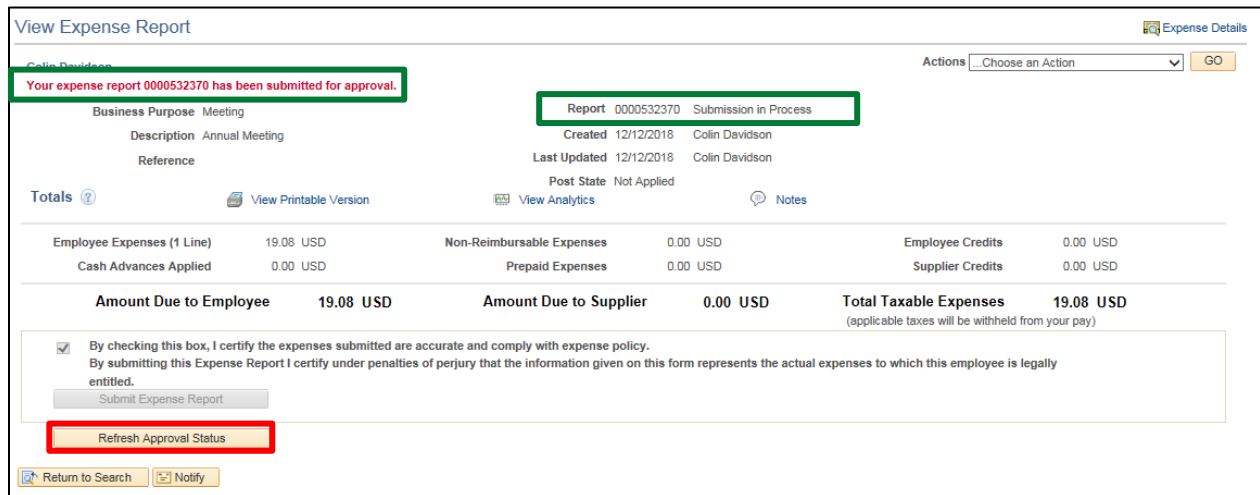
OK

Cancel

4. Click **OK**

Note: You must click on **OK** to complete the submit for approval process.

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

Colin Davidson

Your expense report 0000532370 has been submitted for approval.

Business Purpose: Meeting
Description: Annual Meeting
Reference:

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
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD

(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.

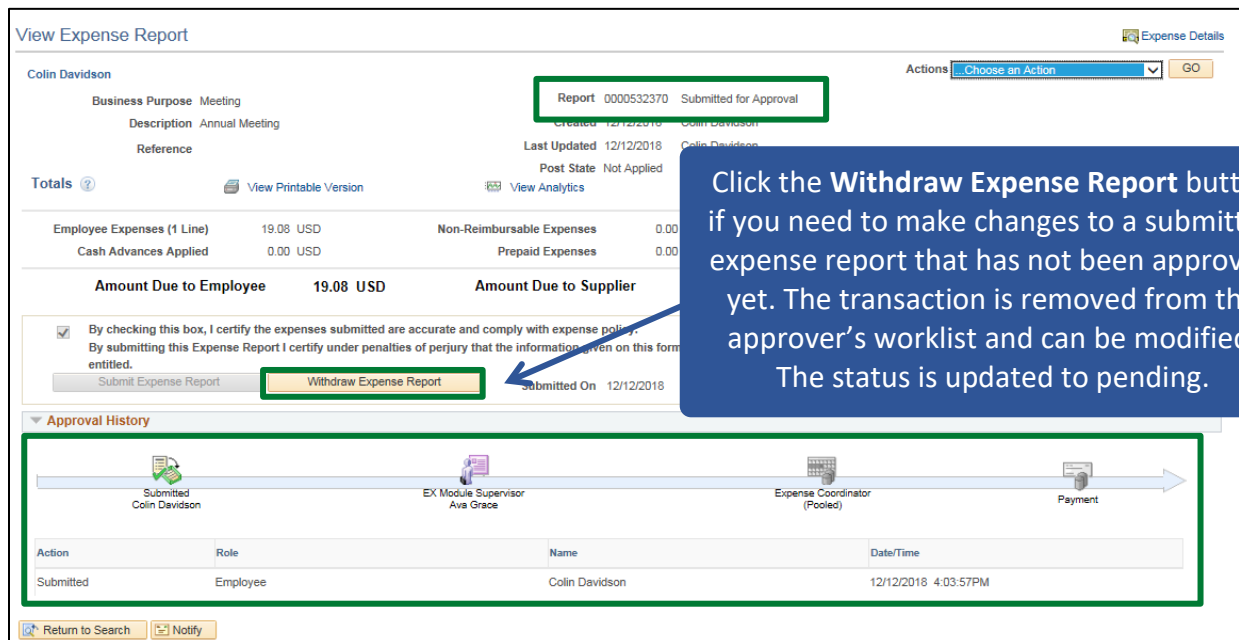
Submit Expense Report

Refresh Approval Status

Return to Search Notify

5. Click **Refresh Approval Status**

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

Colin Davidson

Report: 0000532370 Submitted for Approval
Created: 12/12/2018 Colin Davidson
Last Updated: 12/12/2018 Colin Davidson
Post State: Not Applied

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
Amount Due to Employee	19.08 USD	Amount Due to Supplier	

☒ 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: 12/12/2018

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

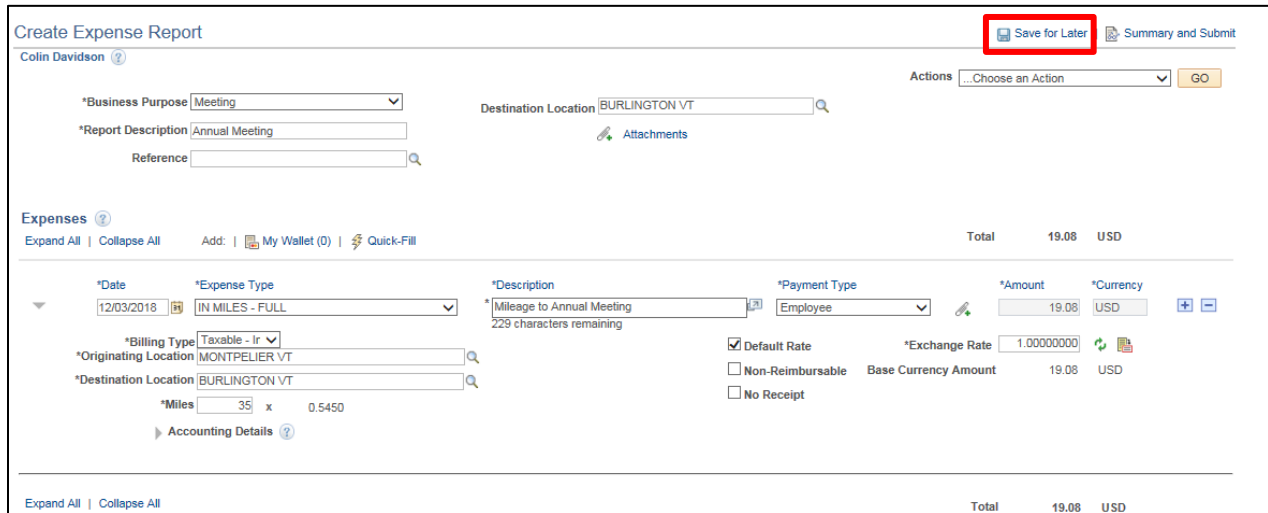
Return to Search Notify

Click the **Withdraw Expense Report button if you need to make changes to a submitted expense report that has not been approved yet. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.**

Finish and Submit is Complete

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.

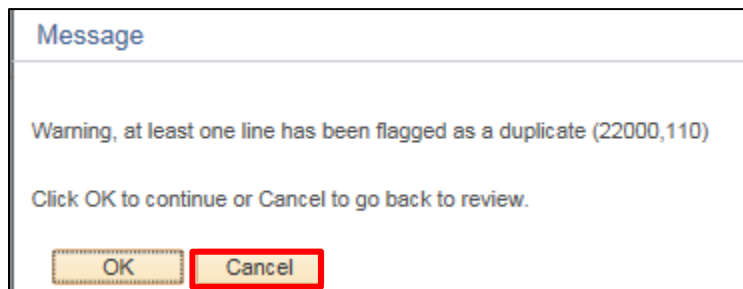


The screenshot shows the 'Create Expense Report' interface for Colin Davidson. At the top right, the 'Save for Later' button is highlighted with a red box. The form contains several input fields: Business Purpose (Meeting), Report Description (Annual Meeting), Destination Location (BURLINGTON VT), and a Reference field. Below these is an 'Expenses' section with a table. The table has columns for Date, Expense Type, Description, Payment Type, Amount, and Currency. The first row shows a date of 12/03/2018, Expense Type of IN MILES - FULL, Description of Mileage to Annual Meeting, Payment Type of Employee, Amount of 19.08, and Currency of USD. There are also checkboxes for Default Rate, Non-Reimbursable, and No Receipt, and an Exchange Rate field set to 1.00000000.

1. Click on the **Save for Later** link

NOTE: Duplicates are checked when the Save for Later link is selected and/or when the Submit Expense Report button is selected.

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




The screenshot shows a 'Message' dialog box with the following text: 'Warning, at least one line has been flagged as a duplicate (22000,110). Click OK to continue or Cancel to go back to review.' At the bottom, there are two buttons: 'OK' and 'Cancel'. The 'Cancel' button is highlighted with a red box.

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.

2. Click **Cancel**

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 🔍 Attachments


Reference 🔍

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 🔍 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 

☒ Default Rate *Exchange Rate 1.00000000 🔄 📄

☐ Non-Reimbursable Base Currency Amount 19.08 USD

☐ No Receipt

Expand All | Collapse All Total 19.08 USD

3. Click on the  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](#)

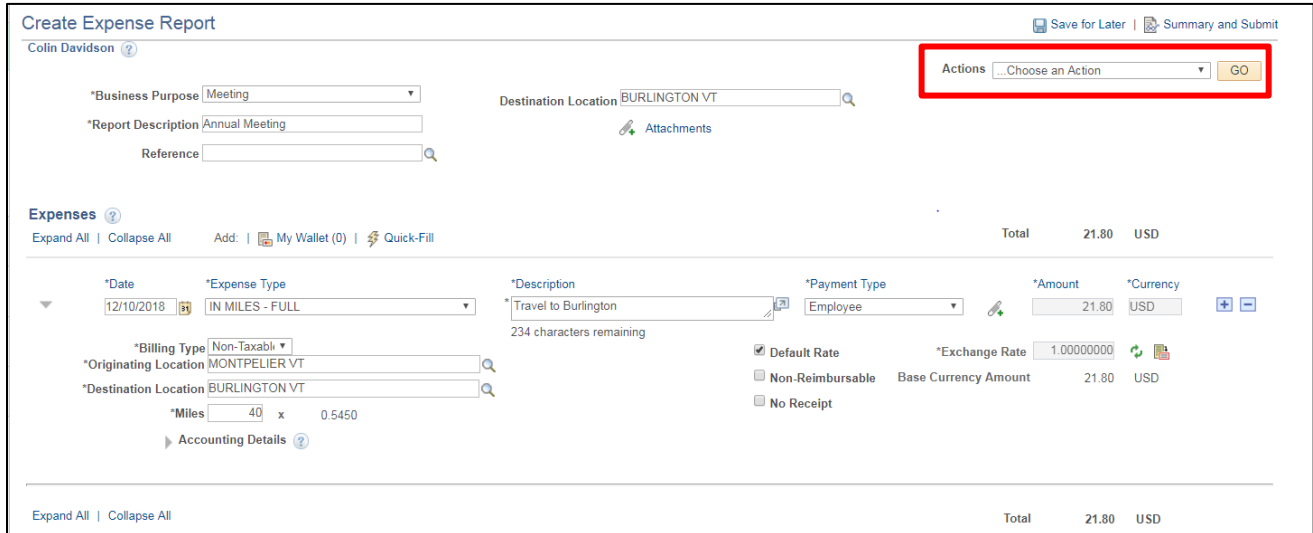
4. Delete or correct the duplicate line

Duplicate Expense Reports is Complete

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.

From the **Create or Modify Expense Report** page:



Create Expense Report

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

*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

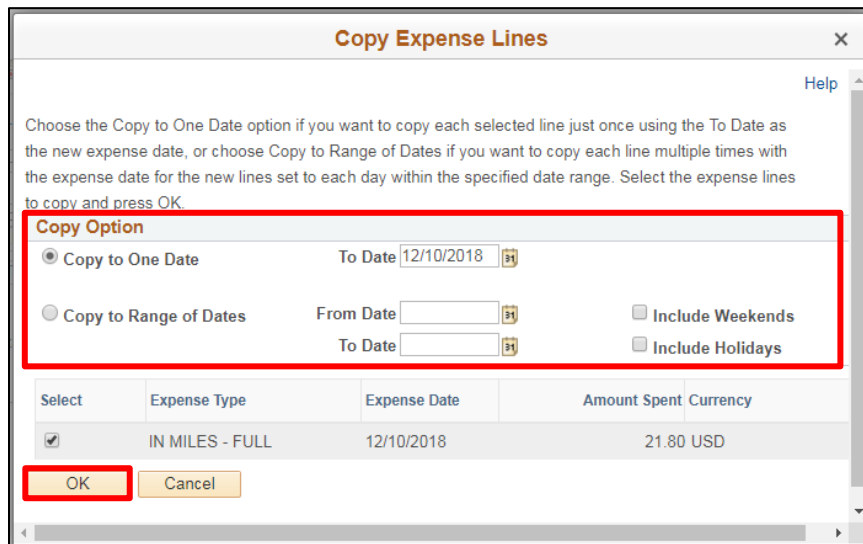
Base Currency Amount: 21.80 USD

Expand All | Collapse All

Total: 21.80 USD

1. Click the Actions drop-down and select **Copy Expense Lines**
2. Click **GO**

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

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. To Copy to a range of dates, click the **Copy to Range of Dates** option and enter the date range you want to copy to into the **From Date** and **To Date** fields.

3. Select the Option and the Line you wish to Copy and Click **OK**

Modify Expense Report

Colin Davidson ?

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

*Business Purpose Meeting

*Report Description Annual Meeting

Reference

Report 0000532365 Pending

Destination Location BURLINGTON VT

[Attachments](#)

Actions Copy Expense Lines GO

Expenses ?

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

	*Date	*Expense Type	*Description	*Payment Type	Total	87.20	USD
▶	12/10/2018	IN MILES - FULL	*Travel to Burlington <small>234 characters remaining</small>	Employee	21.80	USD	+ -
▶	12/09/2018	IN MILES - FULL	*Travel to Montpelier <small>234 characters remaining</small>	Employee	21.80	USD	+ -
▶	12/10/2018	IN MILES - FULL	*Travel to Burlington <small>234 characters remaining</small>	Employee	21.80	USD	+ -

- 5.** Click the ► icon to expand the lines and adjust the information for the copied lines

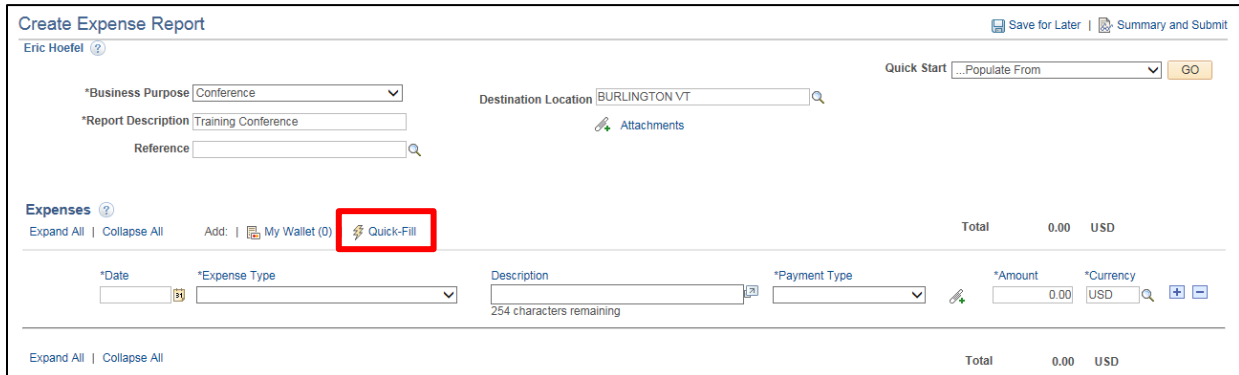
Copy Expense line(s) for an Expense Report is Complete

Create Multiple 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.

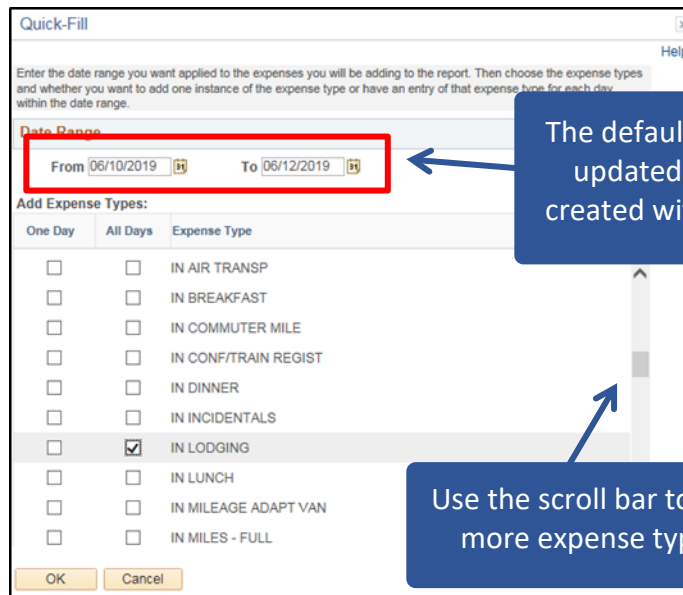
Note: This is an excellent way to enter multi-day hotel stays where each day must be entered separately.

From the **Create** or **Modify Expense Report** page:



1. Click on the **Quick-Fill** link

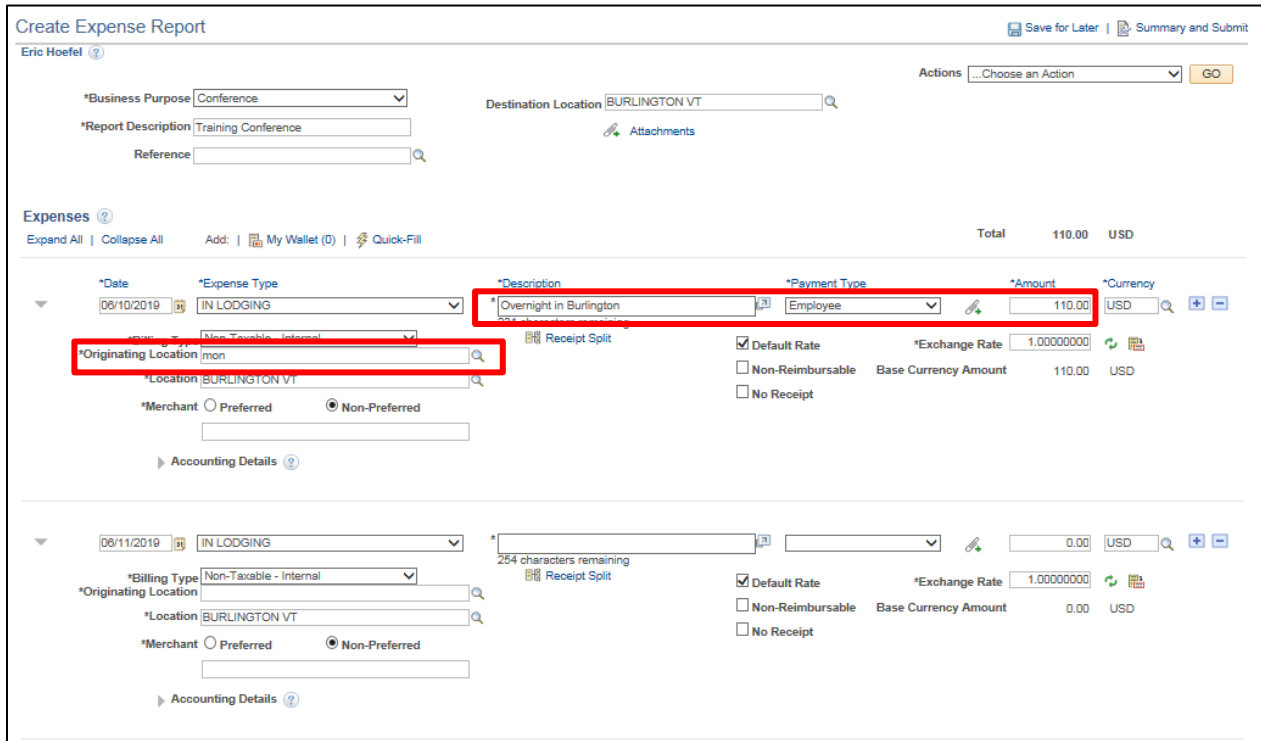
The **Quick-Fill** page displays with a list of expense types, the From and To dates default to the current date:




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.

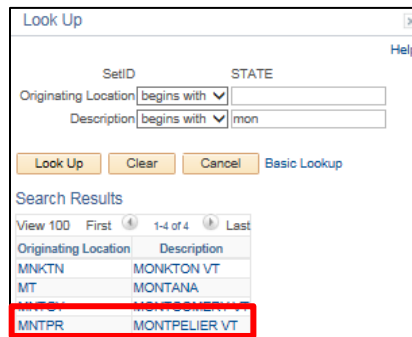
2. Update the **From** and **To** dates
3. Click the **Select** checkbox next to the expense type you are adding to the expense report
4. Click **OK**

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:



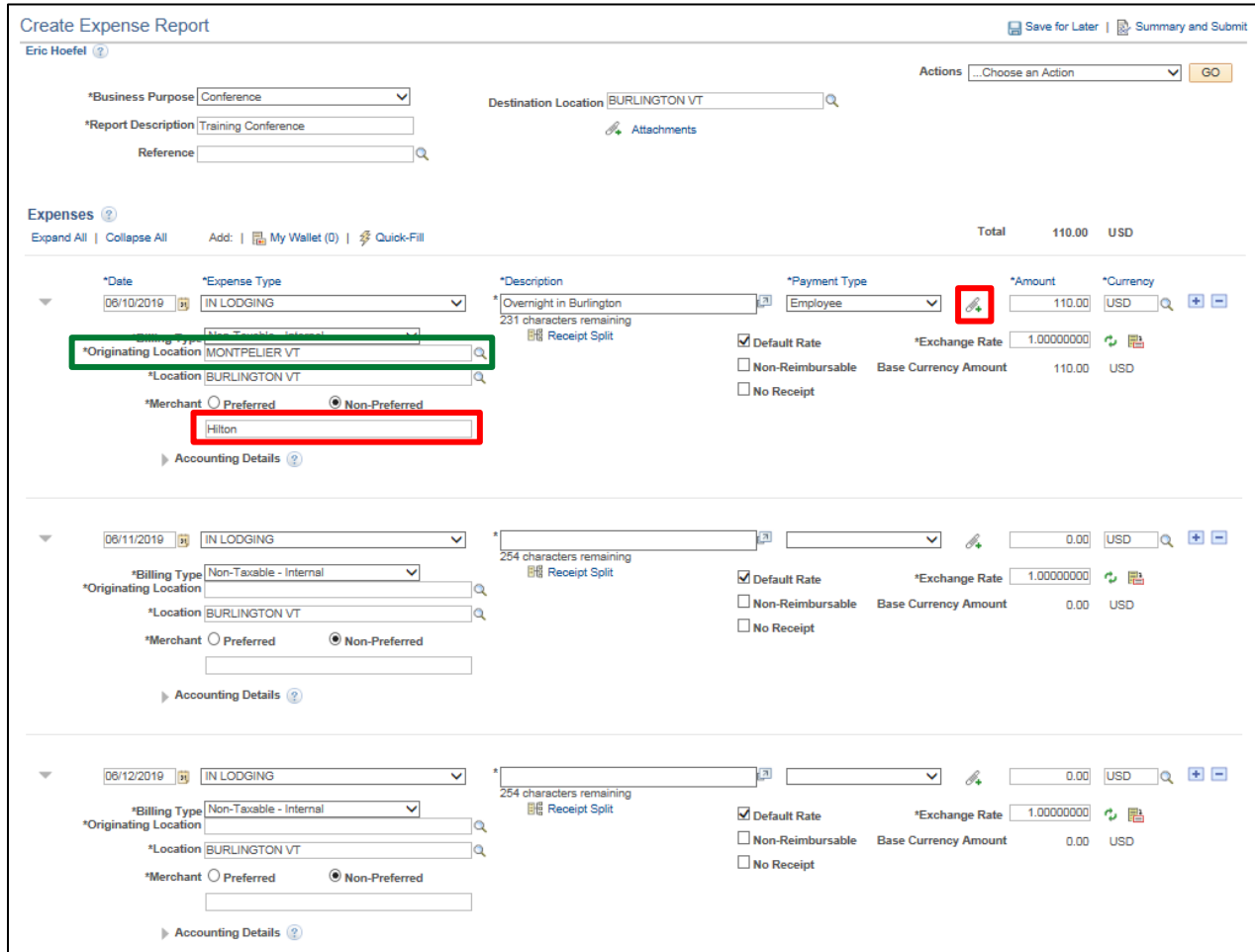
6. **Description** - Enter a description of the expense
7. **Payment Type** - Select **Employee**
8. **Amount** - Enter the amount of the expense
9. **Originating Location** - Enter the first few letters of the location where your trip started and click the  icon

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



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

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



Create Expense Report Save for Later Summary and Submit

Eric Hoefel ?

*Business Purpose: Conference Destination Location: BURLINGTON VT

*Report Description: Training Conference

Reference:

Actions: Choose an Action GO

Expenses ?

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

Total: 110.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
09/10/2019	IN LODGING	Overnight in Burlington 231 characters remaining	Employee	110.00	USD
<p>*Billing Type: Non-Taxable - Internal</p> <p>*Originating Location: MONTPELIER VT</p> <p>*Location: BURLINGTON VT</p> <p>*Merchant: <input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred Hilton</p> <p>Accounting Details ?</p>					
09/11/2019	IN LODGING	254 characters remaining		0.00	USD
<p>*Billing Type: Non-Taxable - Internal</p> <p>*Originating Location: <input type="text"/></p> <p>*Location: BURLINGTON VT</p> <p>*Merchant: <input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred</p> <p>Accounting Details ?</p>					
09/12/2019	IN LODGING	254 characters remaining		0.00	USD
<p>*Billing Type: Non-Taxable - Internal</p> <p>*Originating Location: <input type="text"/></p> <p>*Location: BURLINGTON VT</p> <p>*Merchant: <input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred</p> <p>Accounting Details ?</p>					

11. Merchant - Enter the **Merchant** (always leave Non-Preferred checked)

12. Click on the **Attachment** link to attach the receipt (see page 10 in this manual)

Note: If you have a multiple night stay during a trip, each night's stay must be entered separately.

13. Complete any additional lines added via the Quick-Fill function

Create Multiple Expense Lines Using Quick-Fill is Complete

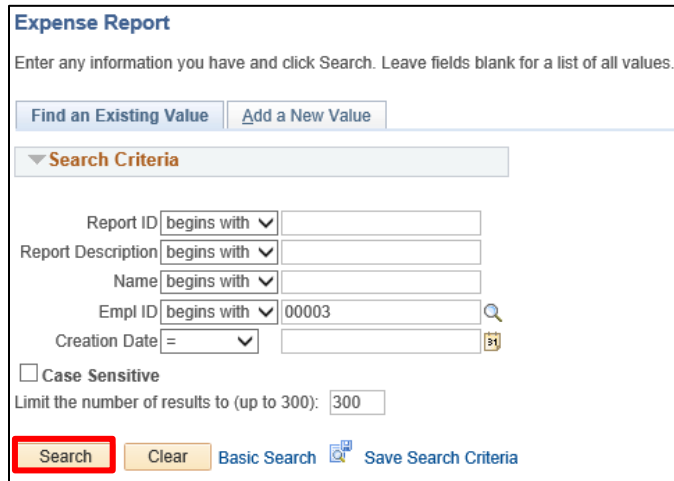
Delete Expense Lines for an Expense Report

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.

Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

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

The **Expense Report** search page displays, click on the **Find an Existing Value** tab:



Expense Report

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

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with 00003

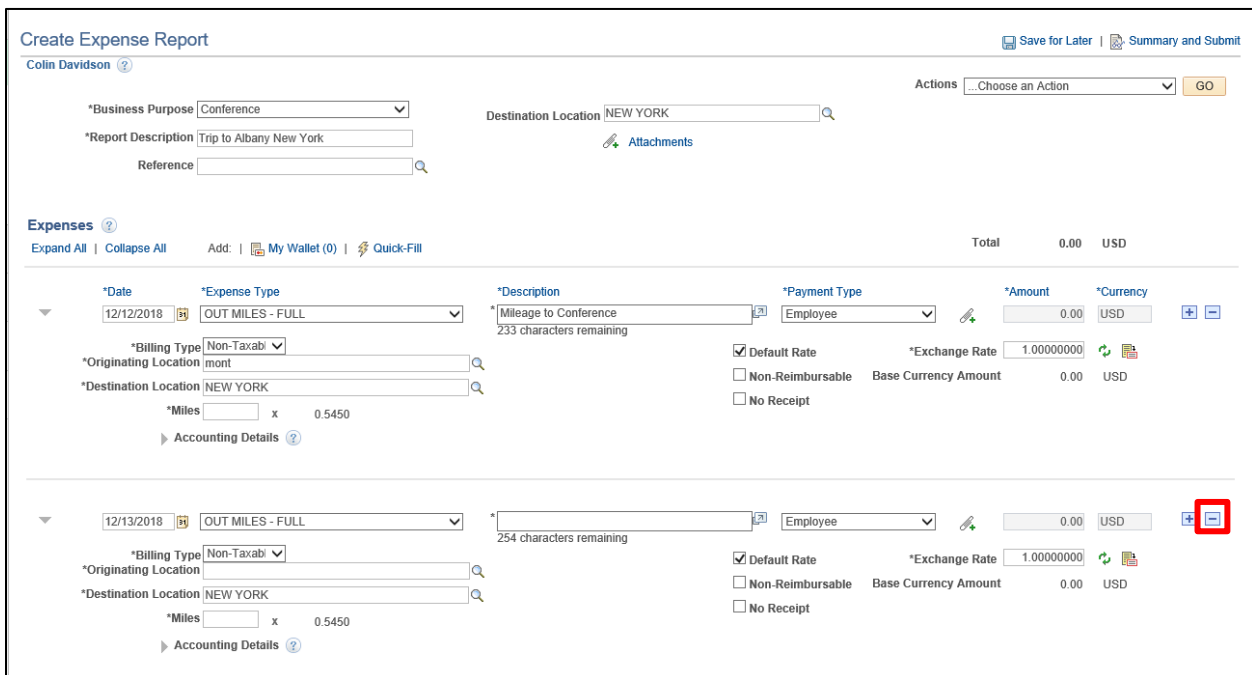
Creation Date =

☐ Case Sensitive

Limit the number of results to (up to 300): 300

[Basic Search](#)

1. Enter any information such as a Report ID number or Empl ID to locate a pending expense report
2. Click **Search**



Create Expense Report

Colin Davidson

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

Actions Choose an Action

*Business Purpose Conference

*Report Description Trip to Albany New York

Reference

Destination Location NEW YORK

[Attachments](#)

Expenses

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

Total 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
12/12/2018 <input type="button" value="Calendar"/>	<input type="text"/> OUT MILES - FULL	*Mileage to Conference 233 characters remaining	<input type="text"/> Employee	0.00	USD	<input type="button" value="+"/> <input type="button" value="-"/>
<p>*Billing Type <input type="text"/> Non-Taxable</p> <p>*Originating Location <input type="text"/> mont <input type="button" value="Search"/></p> <p>*Destination Location <input type="text"/> NEW YORK <input type="button" value="Search"/></p> <p>*Miles <input type="text"/> x 0.5450</p> <p>Accounting Details <input type="button" value="Help"/></p>						
<p><input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt</p> <p>*Exchange Rate <input type="text"/> 1.00000000 <input type="button" value="Refresh"/></p> <p>Base Currency Amount 0.00 USD</p>						
12/13/2018 <input type="button" value="Calendar"/>	<input type="text"/> OUT MILES - FULL	*Mileage to Conference 254 characters remaining	<input type="text"/> Employee	0.00	USD	<input type="button" value="+"/> <input type="button" value="-"/>
<p>*Billing Type <input type="text"/> Non-Taxable</p> <p>*Originating Location <input type="text"/> <input type="button" value="Search"/></p> <p>*Destination Location <input type="text"/> NEW YORK <input type="button" value="Search"/></p> <p>*Miles <input type="text"/> x 0.5450</p> <p>Accounting Details <input type="button" value="Help"/></p>						
<p><input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt</p> <p>*Exchange Rate <input type="text"/> 1.00000000 <input type="button" value="Refresh"/></p> <p>Base Currency Amount 0.00 USD</p>						

3. 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

4. Click **OK**

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

Create Expense Report

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

*Business Purpose Conference

*Report Description Trip to Albany New York

Reference

Destination Location NEW YORK

Attachments

Expenses
Total 92.65 USD

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

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

*Billing Type Non-Taxabl

*Originating Location MONTPELIER VT

*Destination Location NEW YORK

*Miles 170 x 0.5450

Accounting Details

☒ Default Rate

☐ Non-Reimbursable

☐ No Receipt

*Exchange Rate 1.00000000

Base Currency Amount 92.65 USD

Delete Expense Lines for an Expense Report is Complete

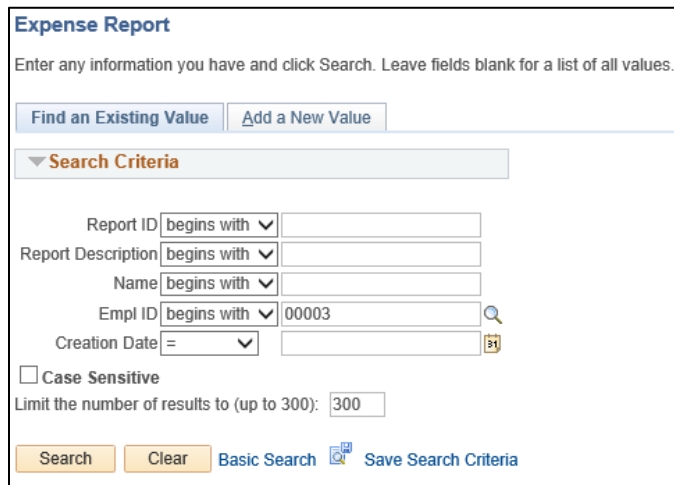
Add an Expense Line to an Expense Report

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

Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

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

The **Expense Report** search page displays, click on the **Find an Existing Value** tab:



Expense Report

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


[Find an Existing Value](#) [Add a New Value](#)


Search Criteria

Report ID begins with

Report Description begins with


Name begins with

Empl ID begins with 

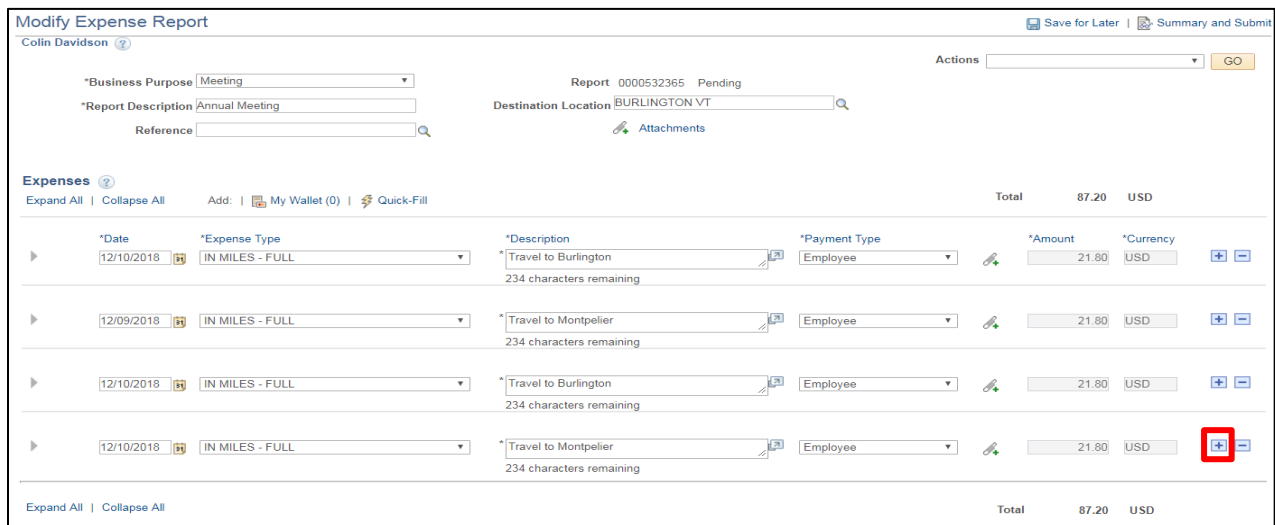
Creation Date = 

☐ Case Sensitive


Limit the number of results to (up to 300):

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


1. Enter any information such as a Report ID number or Empl ID to locate a pending expense report
2. Click **Search**





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



Colin Davidson 













*Business Purpose Report 0000532365 Pending

*Report Description Destination Location 

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 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

3. Click the  icon to add a new expense line
4. Complete steps 8 through 23 of the [Create an Expense Report](#) exercise in this manual

Add an Expense Line to an Expense Report is Complete

Add an Expense Line with Expense Type Amount Limits Exceeded

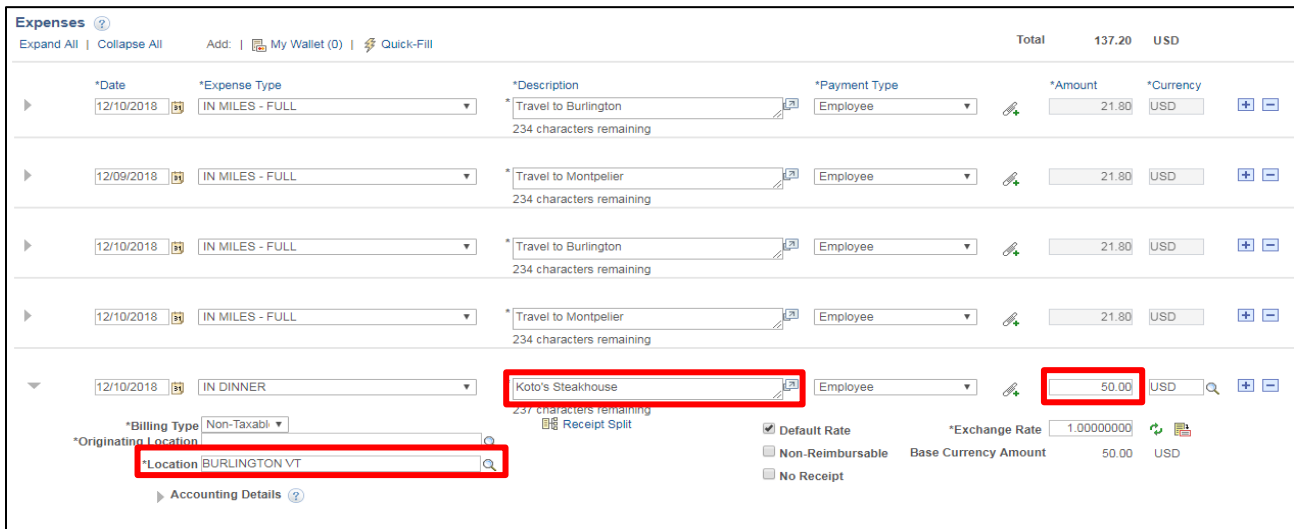
Situations when this function is used: Certain expense types, such as breakfast, lunch or dinner, have amount limits. If dollar limit is exceeded, you will need to enter exception comments.

Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

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

1. Follow steps 1 through 4 of the [Add an Expense Line to an Expense Report](#) exercise in this manual

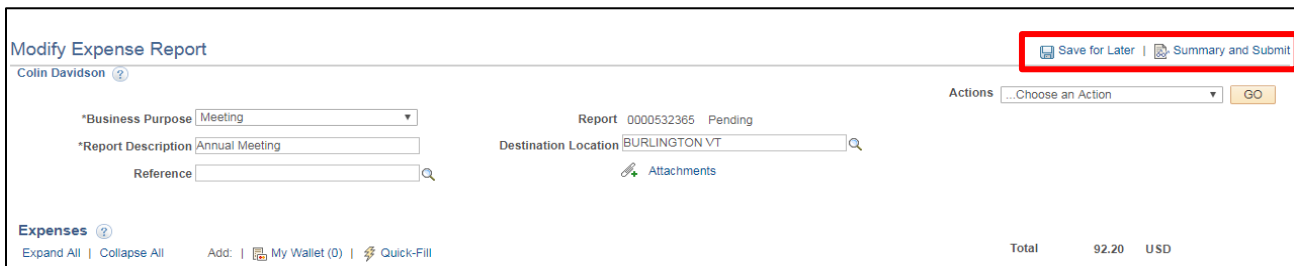
In this example we will add a IN DINNER expense that exceeds the State's limit of \$12.85:



The screenshot shows the 'Expenses' form with a table of expense lines. The fifth line is highlighted with a red box, showing 'IN DINNER' for 'Koto's Steakhouse' with an amount of 50.00. The 'Location' field is also highlighted with a red box.

2. Click on the [Save for Later](#) or [Summary and Submit](#) link

The **Modify Expense Report** page displays, and the Report ID is assigned:



The screenshot shows the 'Modify Expense Report' page. The 'Save for Later' and 'Summary and Submit' links are highlighted with a red box. The 'Report ID' is 0000532365.

You receive a "Missing or Invalid Information was found" flag:

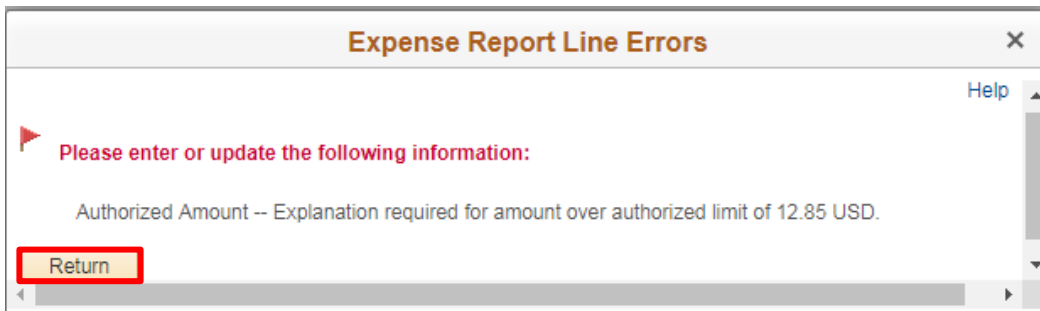


The screenshot shows the 'Expenses' form with a red flag icon next to the 'IN DINNER' expense line, indicating an error.

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.

3. 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:



Expense Report Line Errors

Please enter or update the following information:

Authorized Amount -- Explanation required for amount over authorized limit of 12.85 USD.

Return

4. Click **Return**



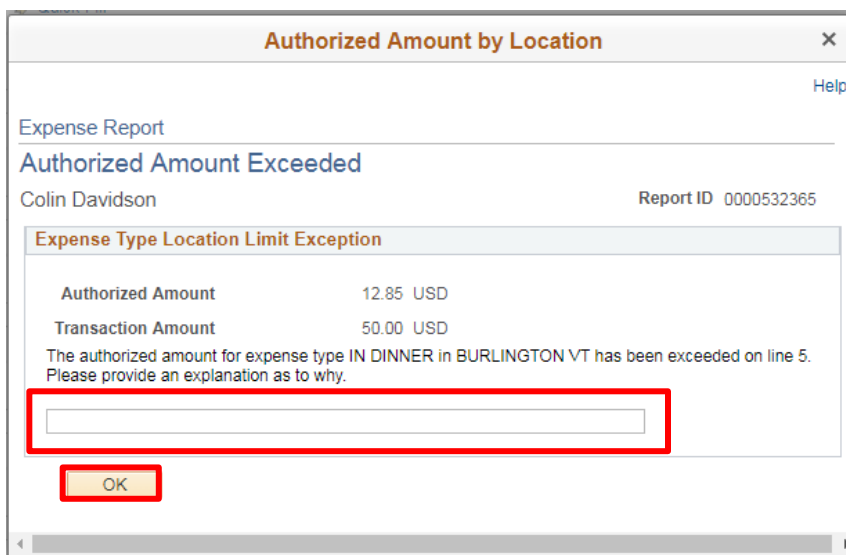
12/10/2018 IN DINNER Koto's Steakhouse Employee 50.00 USD

*Billing Type: Non-Taxable *Originating Location: MONTPELIER VT *Location: BURLINGTON VT

Accounting Details

5. Click on the icon

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



Authorized Amount by Location

Expense Report

Authorized Amount Exceeded

Colin Davidson Report ID 0000532365

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

The authorized amount for expense type IN DINNER in BURLINGTON VT has been exceeded on line 5. Please provide an explanation as to why.

OK

6. Enter an Explanation as to why you exceeded the amount

7. Click **OK**

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

8. Click the **Save for Later** or the **Summary and Submit** link

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	Employee	50.00	USD

*Billing Type
Non-Taxabl

*Originating Location
MONTPELIER VT

*Location
BURLINGTON VT

Accounting Details

Receipt Split

☒ Default Rate

☐ Non-Reimbursable

☒ No Receipt

*Exchange Rate
1.00000000

Base Currency Amount
50.00
USD

9. Follow the [Finish and Submit](#) exercise in this manual to complete the report

Add an Expense Line with Expense Type Amount Limits Exceeded is Complete

Change Default Accounting for an Expense Report

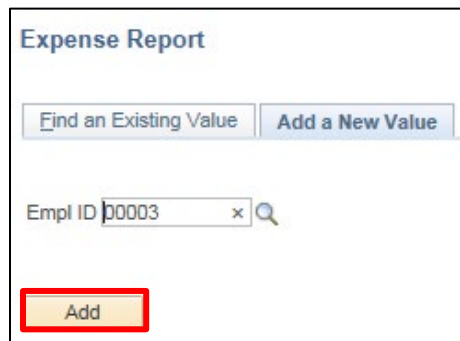
Situations when this function is used: You have split funding, or your accounting information is going to be different than your default accounting.

NOTE: *It is recommended that you change the default accounting prior to adding any expense lines. If you have manually changed any chartfield information at the expense line level before changing the defaults, the changes made via the default page will not be applied to those lines.*

Home page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

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

The **Expense Report** search page displays:

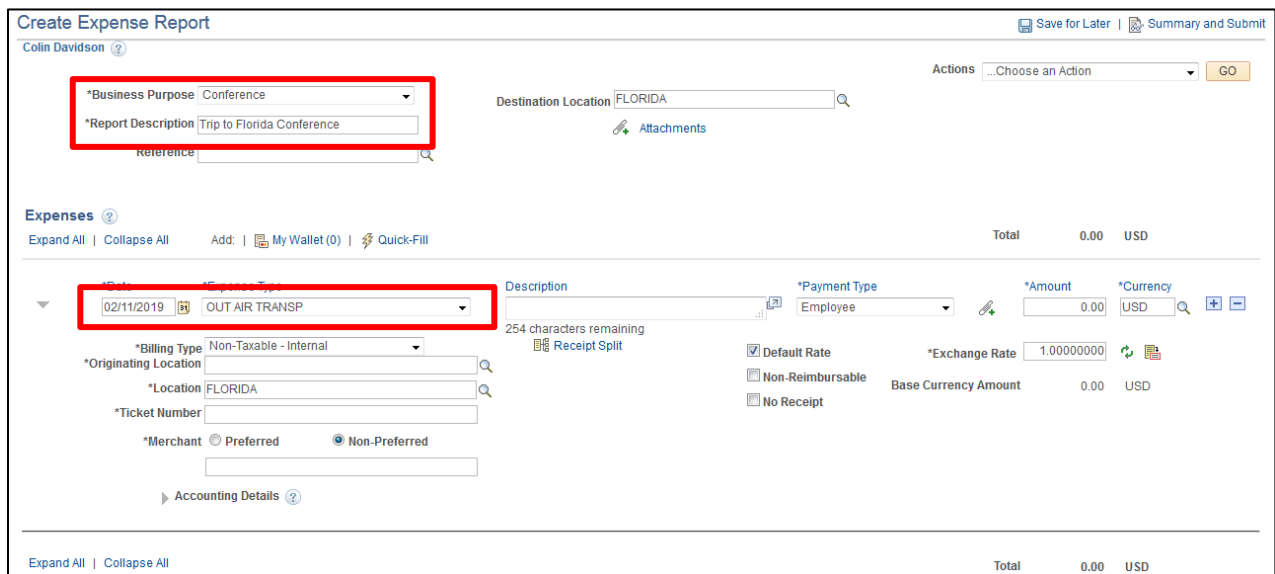


The screenshot shows the 'Expense Report' search interface. It includes two buttons at the top: 'Find an Existing Value' and 'Add a New Value'. Below these is a search field labeled 'Empl ID' with the value '00003' entered. At the bottom, there is a red rectangular box highlighting an 'Add' button.

Your Empl ID automatically defaults in.

1. Click **Add**

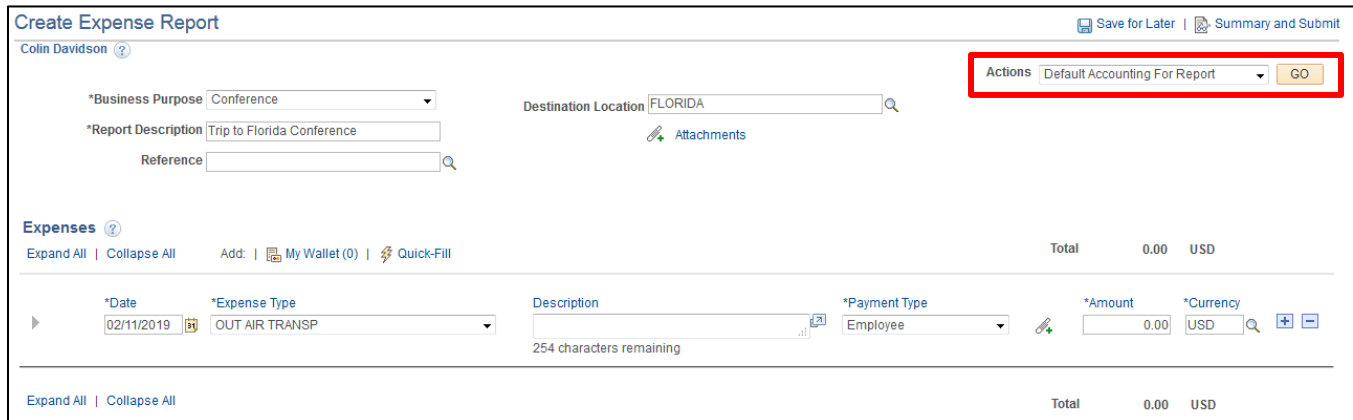
The **Create Expense Report** page displays:



The screenshot shows the 'Create Expense Report' page for user Colin Davidson. The page has a header with 'Save for Later' and 'Summary and Submit' links. The main form area includes fields for 'Business Purpose' (set to 'Conference'), 'Report Description' (set to 'Trip to Florida Conference'), and 'Destination Location' (set to 'FLORIDA'). Below these is an 'Expenses' section with a table. The first row of the table is highlighted with a red box, showing a date of '02/11/2019' and an expense type of 'OUT AIR TRANSP'. To the right of the table, there are fields for 'Payment Type' (set to 'Employee'), 'Amount' (0.00), and 'Currency' (USD). At the bottom, there are checkboxes for 'Default Rate', 'Non-Reimbursable', and 'No Receipt', along with an 'Exchange Rate' field set to '1.00000000'.

2. Complete the required fields in the header and add a date and expense type for the first expense line

The **Actions** drop-down menu becomes available:



Create Expense Report

Colin Davidson (?)

*Business Purpose: Conference

Destination Location: FLORIDA

*Report Description: Trip to Florida Conference

Reference:

Expenses

Expand All | Collapse All

Add: My Wallet (0) | Quick-Fill

Total: 0.00 USD

*Date: 02/11/2019

*Expense Type: OUT AIR TRANSP

Description: 254 characters remaining

*Payment Type: Employee

*Amount: 0.00

*Currency: USD

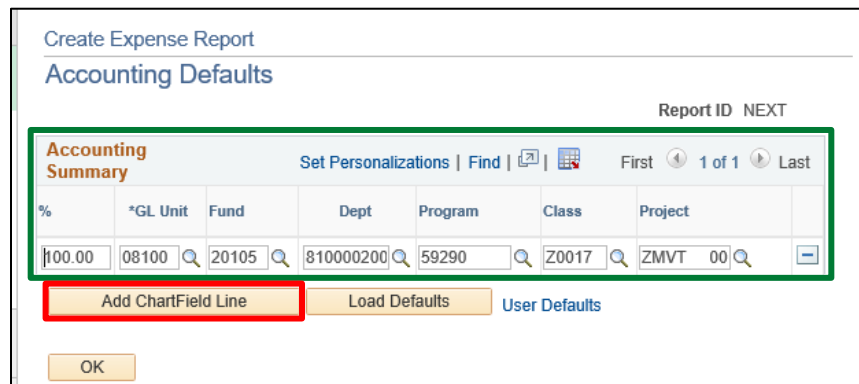
Expand All | Collapse All

Total: 0.00 USD

3. Select **Default Accounting For Report**

4. Click **GO**

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	8100002000	59290	Z0017	ZMVT 00

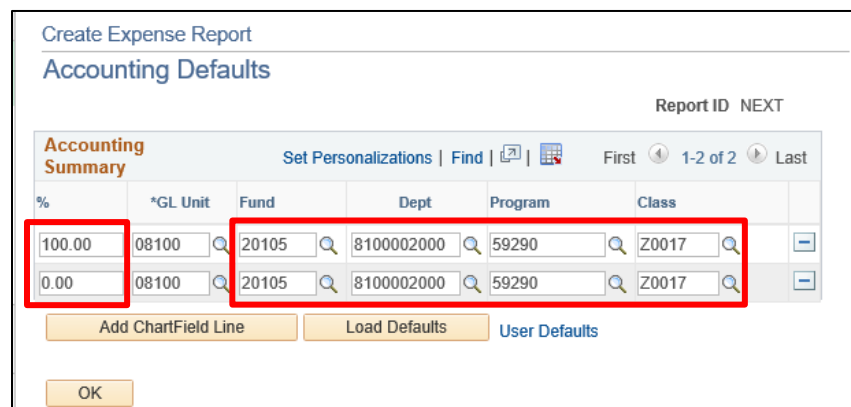
Add ChartField Line Load Defaults User Defaults

OK

5. 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.

6. To add a ChartField line, click **Add ChartField 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
100.00	08100	20105	8100002000	59290	Z0017
0.00	08100	20105	8100002000	59290	Z0017

Add ChartField Line Load Defaults User Defaults

OK

7. 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	8100002000	59090	Z0017

Add ChartField Line Load Defaults User Defaults

OK

8. Click **OK** to return to the **Create Expense Report - Details** page:

Create Expense Report

Colin Davidson

*Business Purpose: Conference Destination Location: FLORIDA

*Report Description: Trip to Florida Conference

Reference:

Actions: ...Choose an Action GO

Expenses

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

Total 213.00 USD

*Date: 02/11/2019 *Expense Type: OUT AIR TRANSP Description: Travel to Orlando *Payment Type: Employee *Amount: 213.00 *Currency: USD

*Billing Type: Non-Taxable - Internal *Originating Location: MONTPELIER VT

*Location: FLORIDA *Ticket Number: 123-985

*Merchant: Preferred Non-Preferred American Airlines

Accounting Details

Expand All | Collapse All

Total 213.00 USD

9. Complete the required information for the expense line

10. Expand the **Accounting Details** section by clicking the ► 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

Attachments

Actions

...Choose an Action

GO

Expenses

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

Add:

My Wallet (0)

Quick-Fill

*Date

02/11/2019

*Expense Type

OUT AIR TRANSP

Description

Travel to Orlando

*Billing Type

Non-Taxable - Internal

*Originating Location

MONTPELIER VT

*Location

FLORIDA

*Ticket Number

123-985

*Merchant

☐ Preferred
 ☒ Non-Preferred

American Airlines

Accounting Details

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project		
106.50	08100	106.50	USD	1.00000000	20105	8100002000	59290	Z0017	ZMVT 000-		
106.50	08100	106.50	USD	1.00000000	20105	8100002000	59090	Z0017	ZMVT 000-		

Expand All

Collapse All

Total

213.00

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 For Report option from the Actions drop-down and click the GO button to change the defaults.

Change Default Accounting for an Expense Report is Complete


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.

Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

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

The **Expense Report - Add a New Value** page displays:

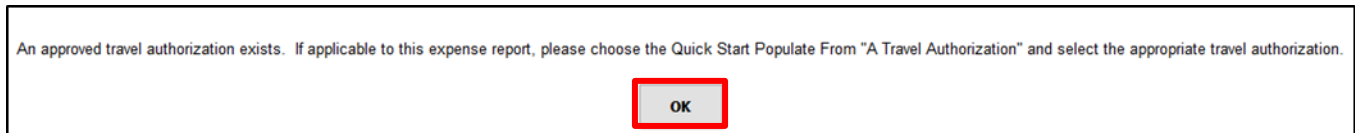


The form titled "Expense Report" has two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs is a text input field for "Empl ID" containing the value "00003", with a clear button (x) and a search icon (magnifying glass). At the bottom of the form is a yellow "Add" button, which is highlighted with a red rectangle.

The Empl ID automatically defaults.

1. Click **Add**

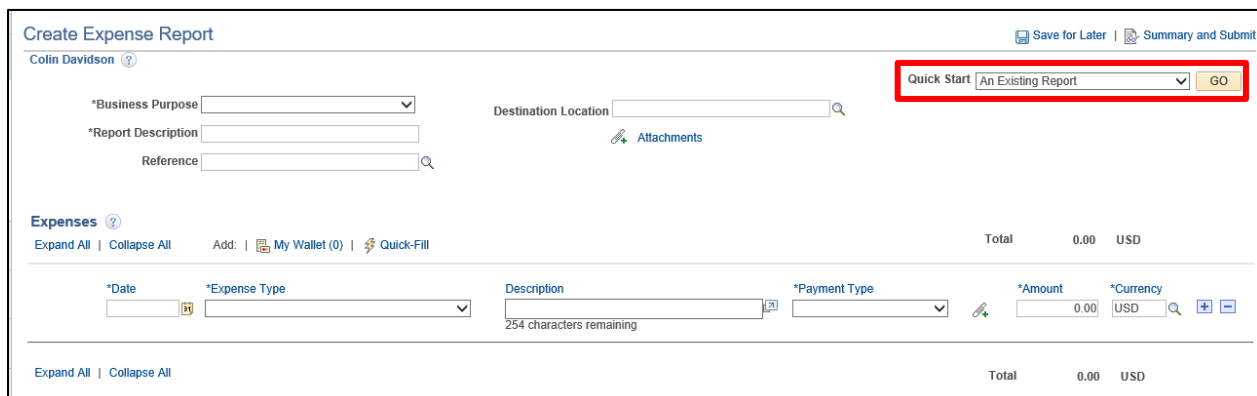
Note: In the event you have an approved travel authorization, the following message box displays as a reminder:



A message box with a light gray background and a thin border. It contains the text: "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." Below the text is a yellow "OK" button, which is highlighted with a red rectangle.

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:



The "Create Expense Report" form shows the "Quick Start" dropdown menu set to "An Existing Report", which is highlighted with a red rectangle. The "GO" button next to it is also highlighted. The form includes fields for "Business Purpose", "Report Description", "Reference", "Destination Location", and "Attachments". Below these is an "Expenses" section with a table for adding expenses. The table has columns for "Date", "Expense Type", "Description", "Payment Type", "Amount", and "Currency". The "Total" is shown as 0.00 USD. The "Quick Start" dropdown is highlighted with a red rectangle.

2. Select **An Existing Report** from the Quick Start drop-down list
3. Click **GO**

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

x

31

To

12/12/2018

31

Search

Help

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.

4. 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

Colin Davidson

Save for Later

Summary and Submit

*Business Purpose

Training

Destination Location

MONTPELIER VT

*Report Description

Travel for VISION training

Attachments

Reference

Actions

...Choose an Action

GO

Expenses

Expand All | Collapse All

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

Total26.71USD

*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

10. Make the necessary changes to reflect the current expenses and attach any required receipts
11. Click on the [Summary and Submit](#) link

The **Create Expense Report - Submit** page displays:

Create Expense Report Save for Later Expense Details

Colin Davidson Actions Choose an Action GO

*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
Amount Due to Employee	26.71 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

(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

6. Click on the **Notes** link

The **Expense Notes** page displays:

Expense Notes Help

Add Notes

Notes Personalize Find 1 of 1 Last

Notes	Name	Role	Action Date/Time

OK Cancel

7. Enter **Comments**

Expense Notes Help

Vision Training expenses

Add Notes

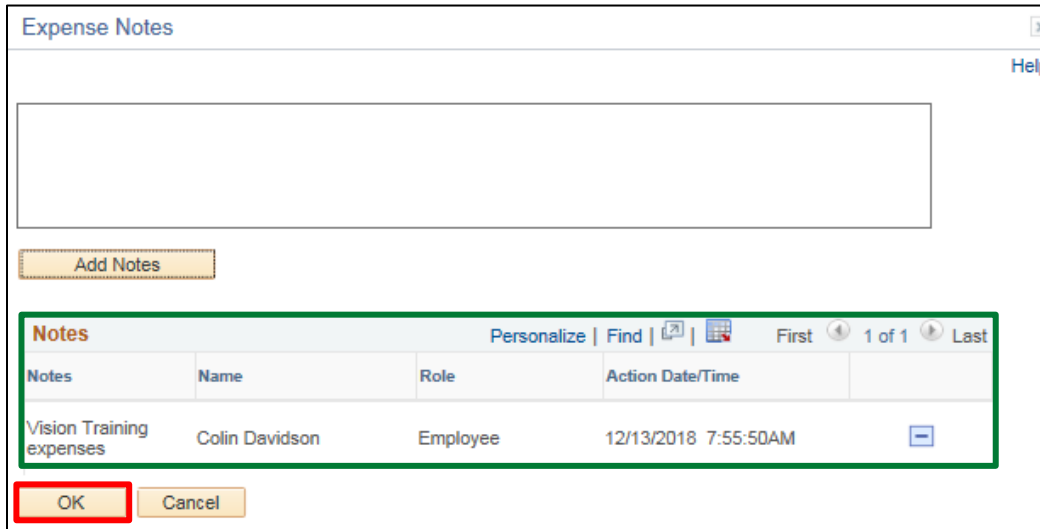
Notes Personalize Find 1 of 1 Last

Notes	Name	Role	Action Date/Time

OK Cancel

8. Click **Add Notes**

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, an "Add Notes" button, and a table of existing notes. The table has columns for Notes, Name, Role, and Action Date/Time. A single note is listed: "Vision Training expenses" by Colin Davidson, Employee, dated 12/13/2018 7:55:50AM. At the bottom are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box.

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

9. Click **OK**

10. Follow the [Finish and Submit](#) exercise in this manual to complete the report

Copy an Expense Report - Start from Existing Report is Complete

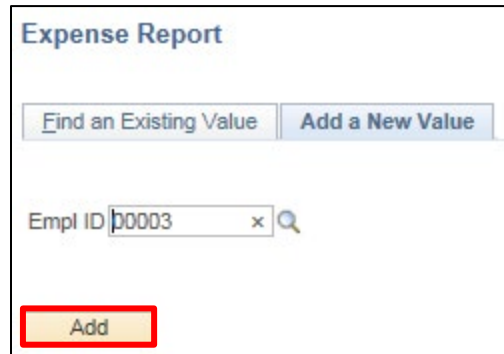
Start Expense Report from a Travel Authorization

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

Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

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

The **Expense Report - Add a New Value** page displays:

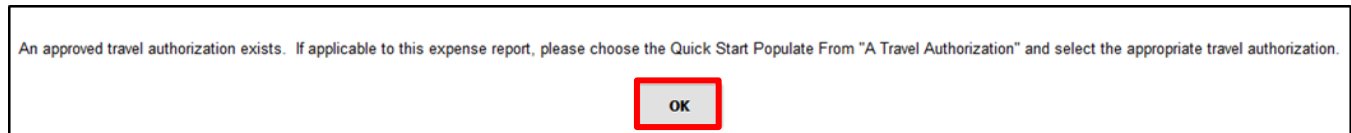


The screenshot shows the 'Expense Report' page with two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a text input field for 'Empl ID' containing '00003' and a magnifying glass icon. At the bottom, there is a yellow 'Add' button highlighted with a red rectangle.

The Empl ID automatically defaults in.

1. Click **Add**

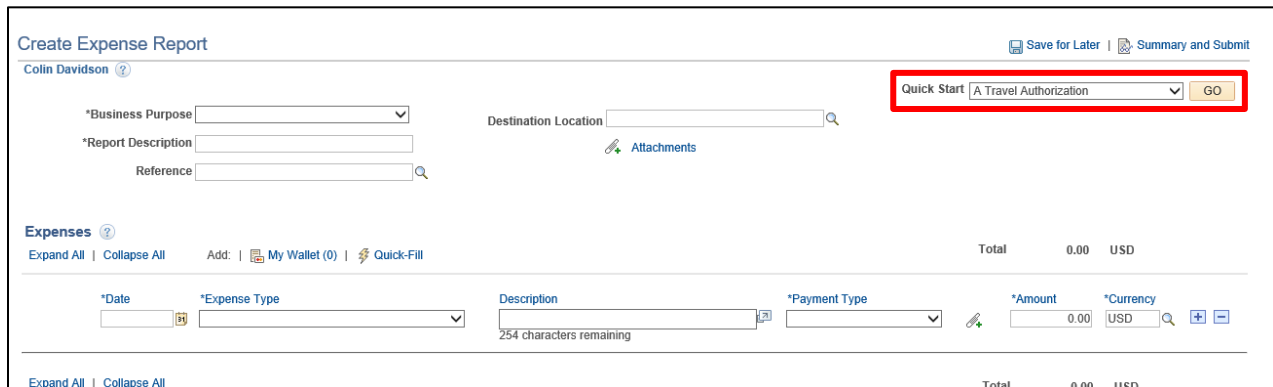
NOTE: In the event you have an approved travel authorization, the following message box displays as a reminder.



The screenshot shows a message box with the text: '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.' Below the text is a grey 'OK' button highlighted with a red rectangle.

2. Click **OK**

The **Create Expense Report - Details** page displays:



The screenshot shows the 'Create Expense Report' page. At the top right, there are links for 'Save for Later' and 'Summary and Submit'. Below these is a 'Quick Start' dropdown menu with 'A Travel Authorization' selected, and a yellow 'GO' button highlighted with a red rectangle. The page includes fields for 'Business Purpose', 'Report Description', 'Reference', 'Destination Location', and 'Attachments'. There is also an 'Expenses' section with a table for adding expenses, including columns for Date, Expense Type, Description, Payment Type, Amount, and Currency. The total amount is shown as 0.00 USD.

3. Select **A Travel Authorization** from the Quick Start drop-down list
4. Click **GO**

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 01
To 01/13/2019 01
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** 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 **OK**

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)

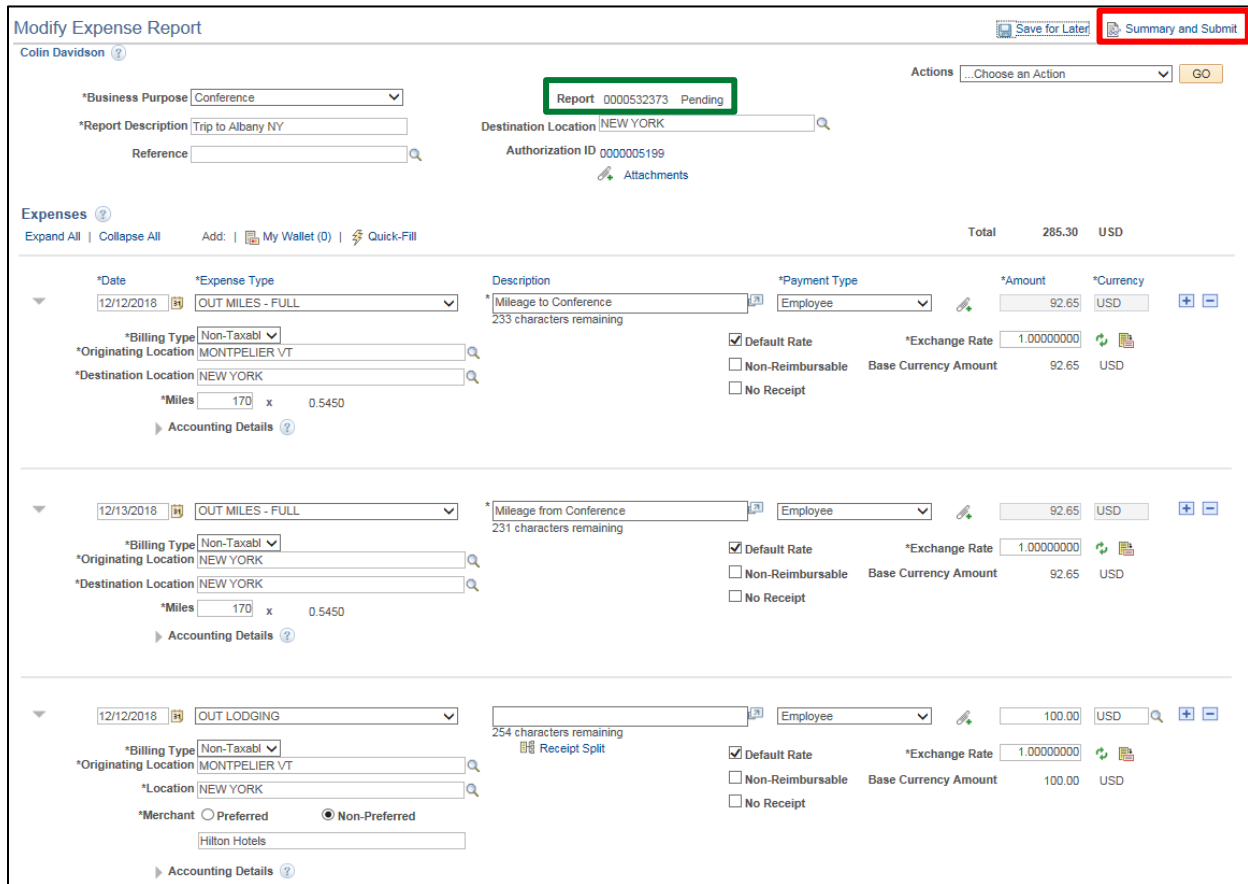
Quick-Fill

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> <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>*Exchange Rate</div> <div>1.00000000</div>	<div>Base Currency Amount</div> <div>92.65</div>	<div>USD</div>
<div>*Originating Location</div> <div>MONTPELIER VT</div>					
<div>*Destination Location</div> <div>NEW YORK</div>					
<div>*Miles</div> <div>170</div> <div>x</div> <div>0.5450</div>					
<div>Accounting Details</div>					
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> <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>*Exchange Rate</div> <div>1.00000000</div>	<div>Base Currency Amount</div> <div>92.65</div>	<div>USD</div>
<div>*Originating Location</div> <div>NEW YORK</div>					
<div>*Destination Location</div> <div>NEW YORK</div>					
<div>*Miles</div> <div>170</div> <div>x</div> <div>0.5450</div>					
<div>Accounting Details</div>					
12/12/2018	OUT LODGING	 254 characters remaining	Employee	100.00	USD
<div>*Billing Type</div> <div>Non-Taxabl</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>*Exchange Rate</div> <div>1.00000000</div>	<div>Base Currency Amount</div> <div>100.00</div>	<div>USD</div>
<div>*Originating Location</div> <div>MONTPELIER VT</div>					
<div>*Location</div> <div>NEW YORK</div>					
<div>*Merchant</div> <div> <input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred </div>					
<div>Hilton Hotels</div>					
<div>Accounting Details</div>					

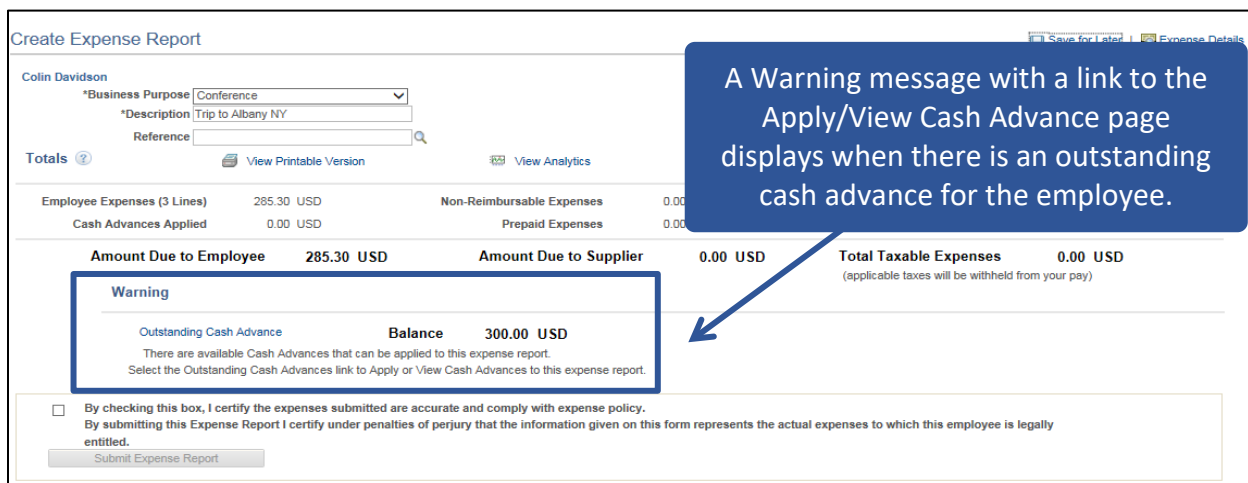
- Make the necessary changes to reflect the current expenses and attach any required receipts
- Click on the **Save for Later** link

The **Modify Expense Report - Details** page displays, and the Report ID is assigned:



8. Click on the [Summary and Submit](#) link

The **Create Expense Report - Submit** page displays:



9. Follow the [Finish and Submit](#) exercise in this manual to complete the report

Start Expense Report from a Travel Authorization is Complete

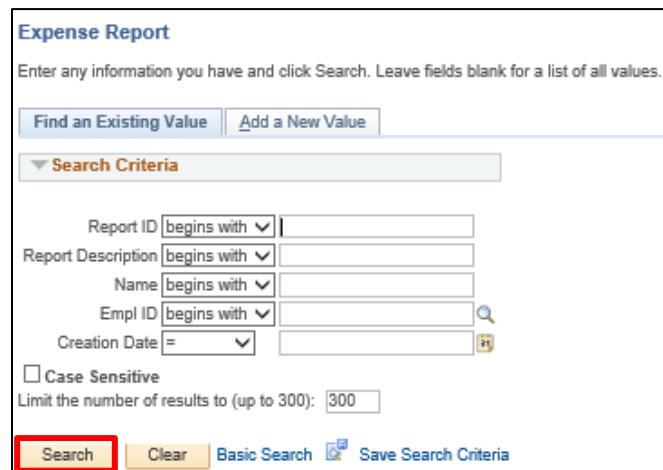
Add a Travel Authorization to an Existing Expense Report

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

Home Page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

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

The **Expense Report - Add a New Value** page displays, click on the **Find an Existing Value** tab:



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

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Creation Date =

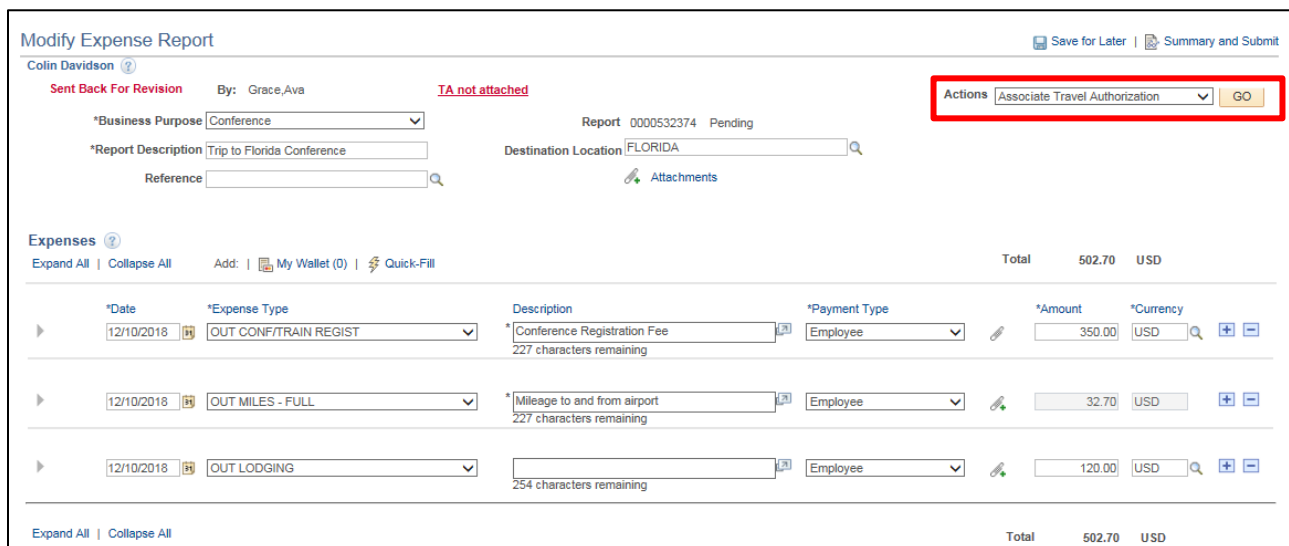
☐ Case Sensitive

Limit the number of results to (up to 300):

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

1. Click **Search**

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**

Actions [Associate Travel Authorization](#) [GO](#)

*Business Purpose Report 0000532374 Pending

*Report Description Destination Location

Reference

[Attachments](#)

Expenses [?](#)

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

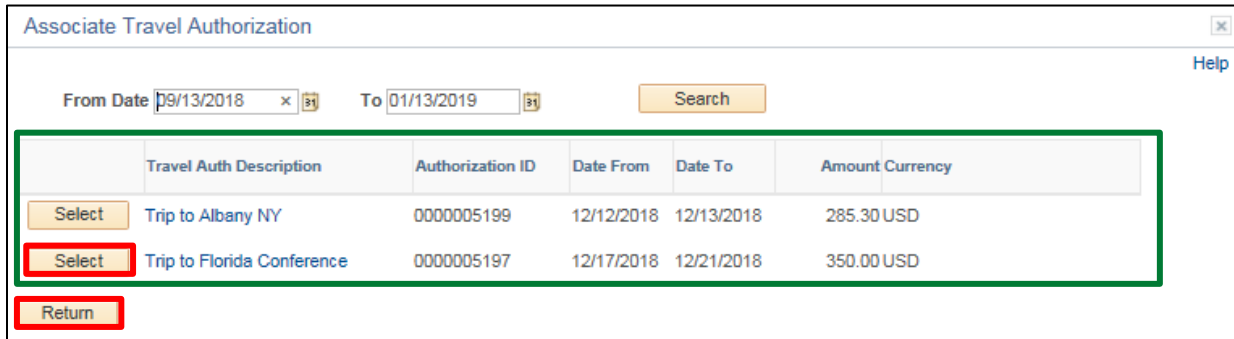
*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/10/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee 227 characters remaining	Employee	350.00	USD
12/10/2018	OUT MILES - FULL	Mileage to and from airport 227 characters remaining	Employee	32.70	USD
12/10/2018	OUT LODGING	 254 characters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

Expand All | Collapse All Total 502.70 USD

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

3. Click **GO**

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



The screenshot shows the 'Associate Travel Authorization' page. At the top, there are date pickers for 'From Date' (09/13/2018) and 'To' (01/13/2019), followed by a 'Search' button. Below this is a table with the following columns: 'Select', 'Travel Auth Description', 'Authorization ID', 'Date From', 'Date To', 'Amount', and 'Currency'. Two rows are visible: 'Trip to Albany NY' and 'Trip to Florida Conference'. The 'Select' button for the 'Trip to Florida Conference' row is highlighted with a red box. Below the table is a 'Return' button, also highlighted with a red box.

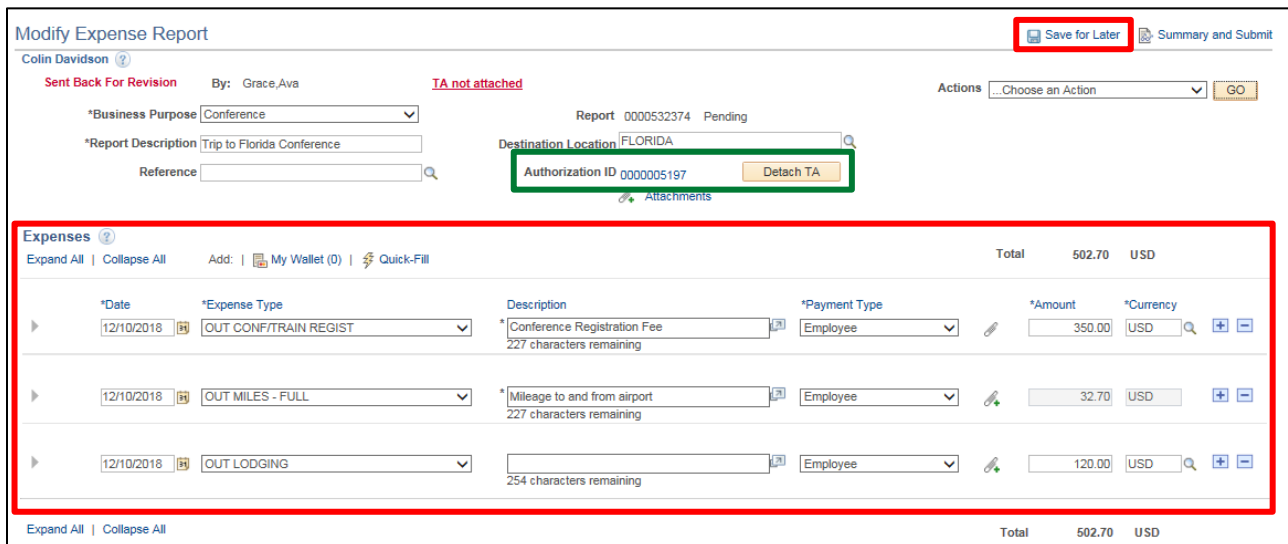
Select	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	Trip to Albany NY	0000005199	12/12/2018	12/13/2018	285.30	USD
Select	Trip to Florida Conference	0000005197	12/17/2018	12/21/2018	350.00	USD

[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.

4. Click [Select](#) for the travel authorization you wish to link to the expense report
5. Click [Return](#)

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



The screenshot shows the 'Modify Expense Report' page. At the top right, there is a 'Save for Later' button highlighted with a red box. Below the header, there are fields for 'Business Purpose' (Conference), 'Report Description' (Trip to Florida Conference), and 'Reference'. The 'Destination Location' is set to 'FLORIDA'. The 'Authorization ID' is 0000005197, and the 'Detach TA' button is highlighted with a green box. Below this is a table of expenses. The table has columns for 'Date', 'Expense Type', 'Description', 'Payment Type', 'Amount', and 'Currency'. Three rows are visible: 'OUT CONF/TRAIN REGIST', 'OUT MILES - FULL', and 'OUT LODGING'. The total amount is 502.70 USD. The 'Expenses' section is highlighted with a red box.

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

Total: 502.70 USD

6. Make the necessary changes to reflect the current expenses and attach any required receipts
7. Click on the [Save for Later](#) link
8. Follow the [Finish and Submit](#) exercise in this manual to complete the report

Add a Travel Authorization to an Existing Expense Report is Complete

Apply a Cash Advance

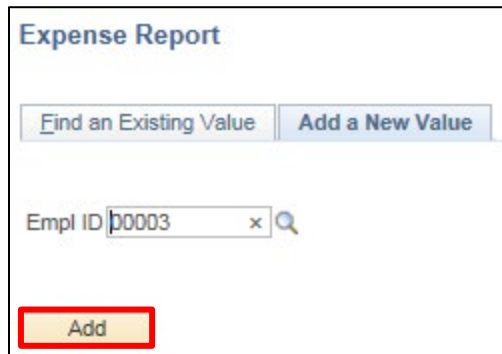
Situations when this function is used: An outstanding cash advance needs to be applied to an expense report.

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

Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

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

The **Expense Report** page displays:



Expense Report

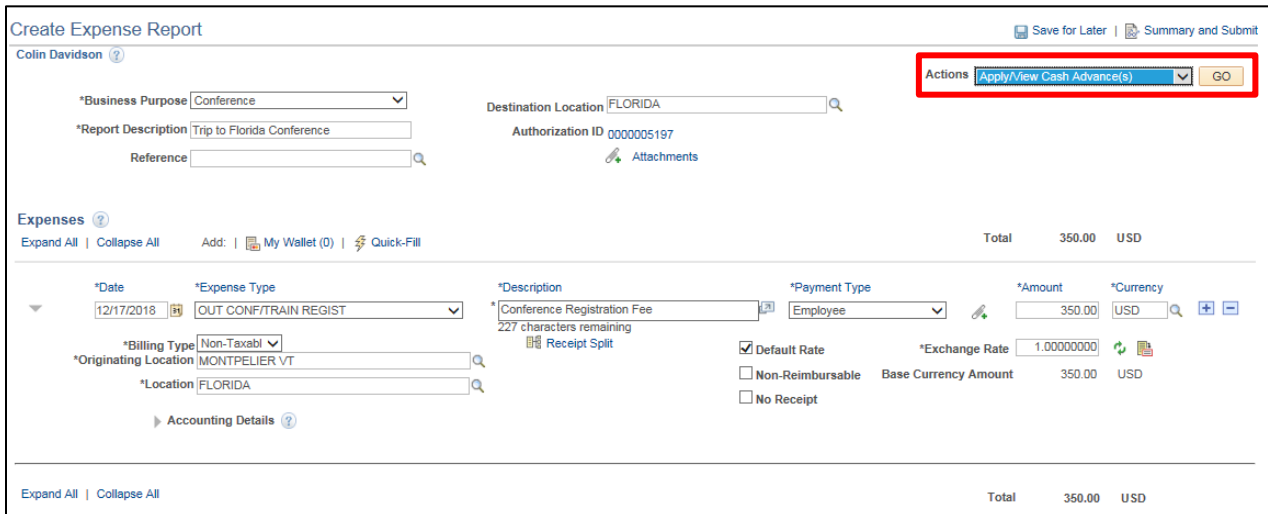
Find an Existing Value Add a New Value

Empl ID

Add

The Empl ID automatically defaults in.

1. Click **Add**



Create Expense Report Save for Later Summary and Submit

Colin Davidson

*Business Purpose Destination Location

*Report Description Authorization ID [Attachments](#)

Reference

Expenses

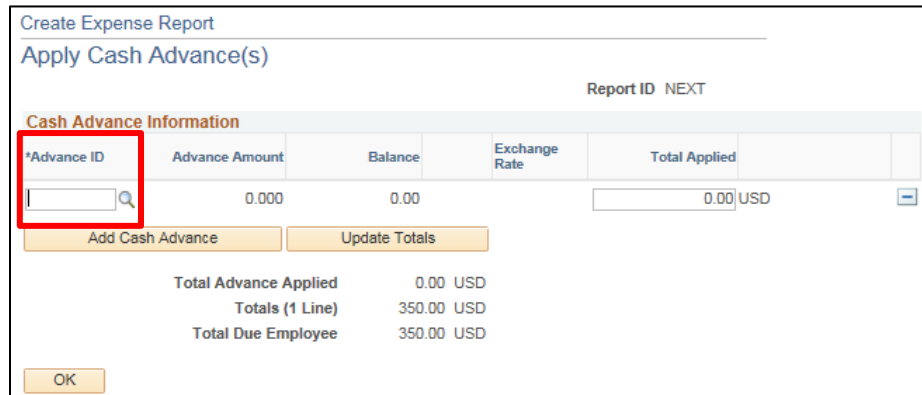
Expand All | Collapse All Add:


*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/17/2018 <input type="button" value="Q"/>	OUT CONF/TRAIN REGIST <input type="button" value="Q"/>	Conference Registration Fee <input type="button" value="Q"/> 227 characters remaining	Employee <input type="button" value="Q"/>	350.00 <input type="button" value="Q"/>	USD <input type="button" value="Q"/>
<div> <div>*Billing Type <input type="text" value="Non-Taxabl"/> <input type="button" value="Q"/></div> <div>*Originating Location <input type="text" value="MONTPELIER VT"/> <input type="button" value="Q"/></div> <div>*Location <input type="text" value="FLORIDA"/> <input type="button" value="Q"/></div> </div> <div> <input checked="" type="checkbox"/> Default Rate *Exchange Rate <input type="text" value="1.00000000"/> <input type="button" value="Q"/> <input type="button" value="Q"/> </div> <div> <input type="checkbox"/> Non-Reimbursable Base Currency Amount 350.00 USD </div> <div> <input type="checkbox"/> No Receipt </div>					

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

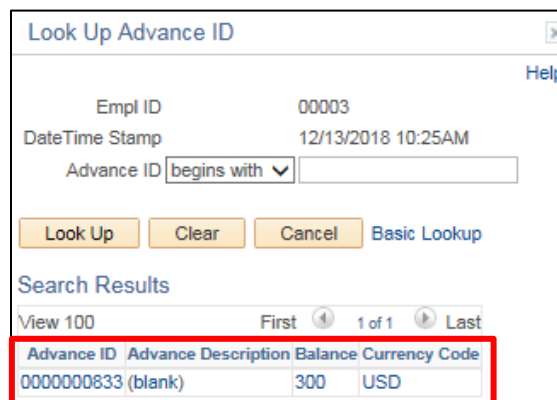
3. Click **GO**

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



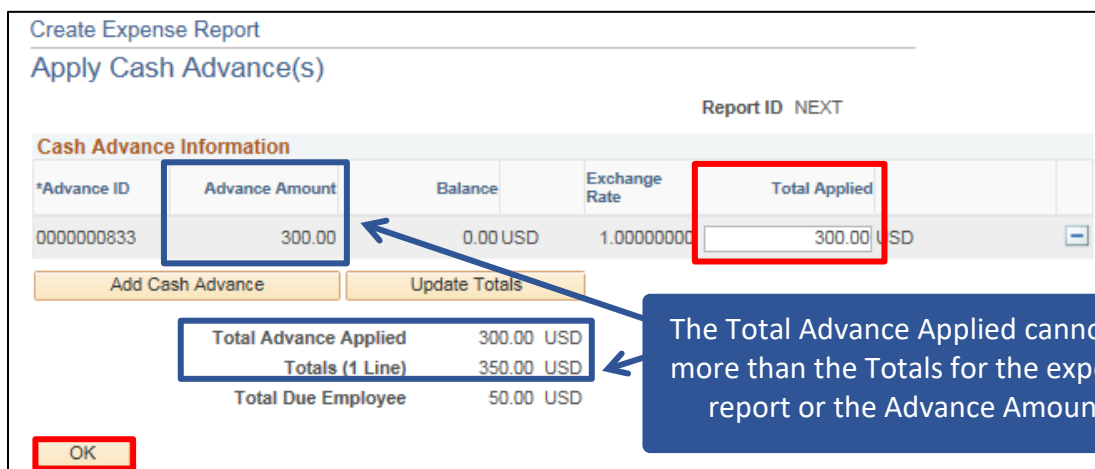
4. Click the  icon

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



5. 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:



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

7. Click **OK**

Create Expense Report

Colin Davidson

Save for Later | **Summary and Submit**

Actions: ...Choose an Action GO

*Business Purpose: Conference
 *Report Description: Trip to Florida Conference
 Destination Location: FLORIDA
 Authorization ID: 0000005197
 Reference:

Expenses

Expand All | Collapse All Add: My Wallet (0) 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-Taxable
 *Originating Location: MONTPELIER VT
 *Location: FLORIDA

*Exchange Rate: 1.00000000
 Base Currency Amount: 350.00 USD

Accounting Details

Expand All | Collapse All

Total: 350.00 USD

8. Click on 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

Colin Davidson

Save for Later | Expense Details

Actions: ...Choose an Action GO

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

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
Amount Due to Employee	50.00 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

(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

9. Follow the **Finish and Submit** exercise in this manual to complete the report

Apply a Cash Advance is Complete

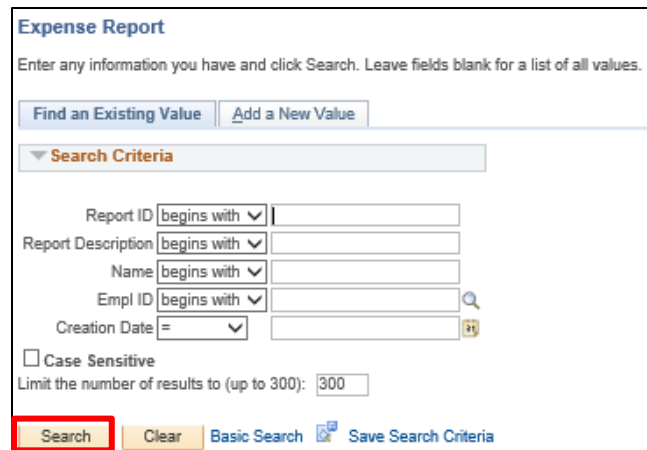
Modify an Expense Report

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

Home Page Tile navigation: TE tile > Expense Reports > Create/Modify Expense Report

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

The **Expense Report** page displays, click on the **Find an Existing Value** tab:



Expense Report

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

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Creation Date =

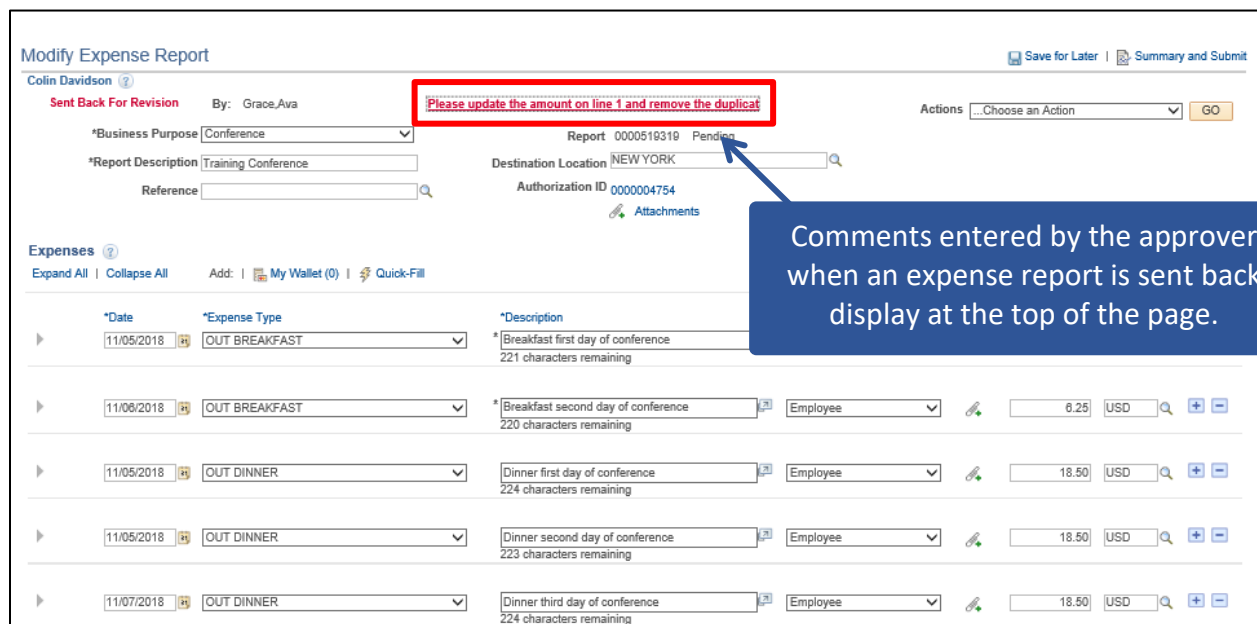
☐ Case Sensitive

Limit the number of results to (up to 300):

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

1. Click **Search**

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

Colin Davidson [?](#)

Sent Back For Revision By: Grace, Ava

Please update the amount on line 1 and remove the duplicate

Report 0000519319 Pending

Destination Location NEW YORK

Authorization ID 0000004754

Attachments

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

*Business Purpose Conference

*Report Description Training Conference

Reference

Expenses [?](#)

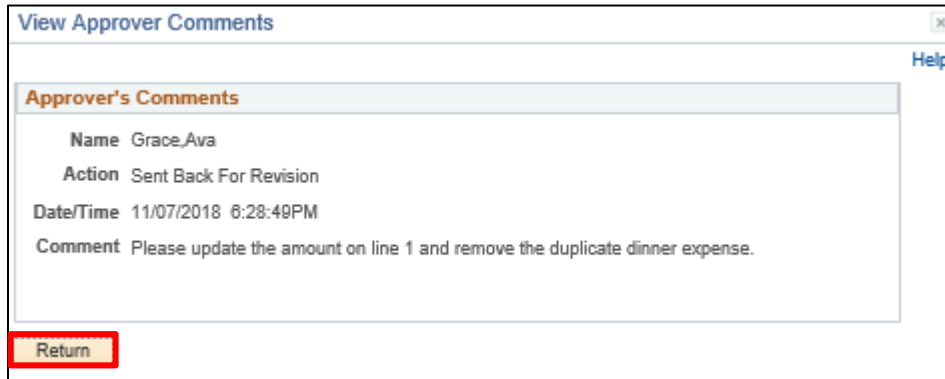
Expand All | Collapse All Add: [My Wallet \(0\)](#) | [Quick-Fill](#)

*Date	*Expense Type	*Description				
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	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

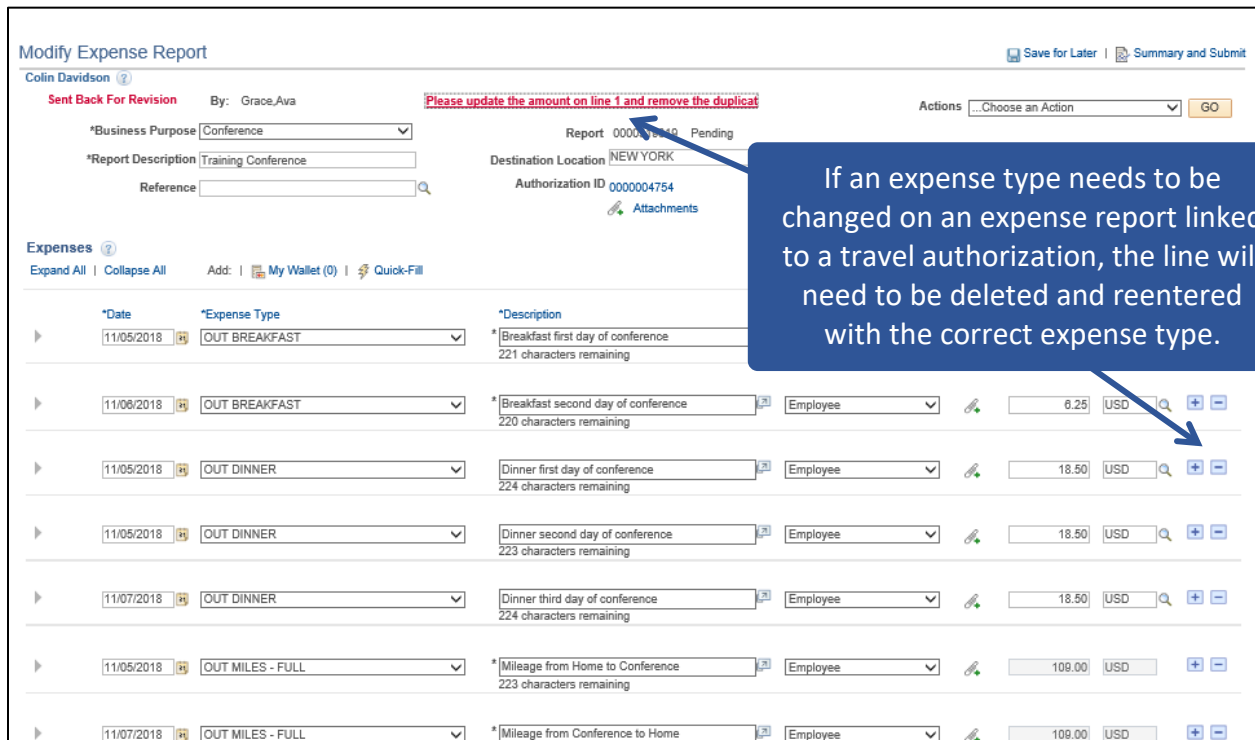
Comments entered by the approver when an expense report is sent back display at the top of the page.

2. 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:



- Review the comment to see what changes need to be made to the expense report and click **Return** to return to the **Modify Expense Report - Details** page:



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

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.

Modify an Expense Report is Complete

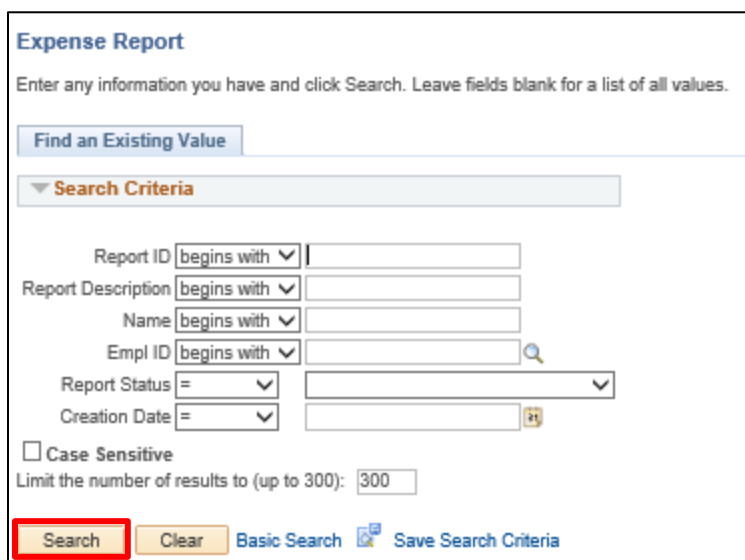
View Expense Reports

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

Home Page Tile navigation: TE tile > Expense Reports > View Expense Report

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Expense Reports > View

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



Expense Report

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

[Find an Existing Value](#)

Search Criteria

Report ID

Report Description

Name

Empl ID

Report Status

Creation Date

☐ Case Sensitive

Limit the number of results to (up to 300):

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

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.

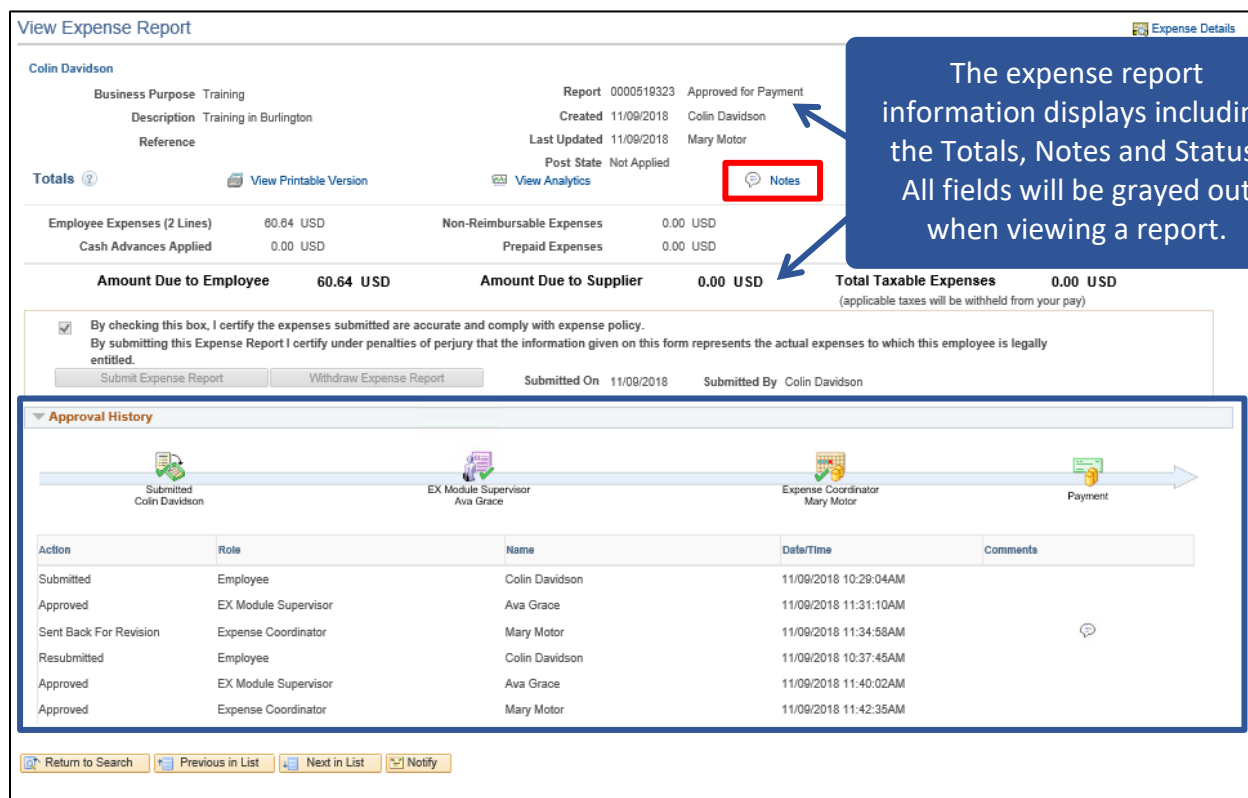
1. To view all your Expense Reports, click [Search](#)

A list of expense reports displays in the search results:

Search Results					
View All		First 1-9 of 9 Last			
Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000519325	RCN Example	Davidson, Colin	00003	In Process	11/16/2018
0000519323	Training in Burlington	Davidson, Colin	00003	Approved	11/09/2018
0000519322	Trip to New York Conference	Davidson, Colin	00003	Submitted	11/08/2018
0000519321	Trip To Florida Conference	Davidson, Colin	00003	Submitted	11/08/2018
0000519320	Trip to New York Conference	Davidson, Colin	00003	In Process	11/08/2018
0000519319	Training Conference	Davidson, Colin	00003	Pending	11/07/2018
0000519318	Training Conference	Davidson, Colin	00003	Submitted	11/05/2018
0000519317	Supplies for Training	Davidson, Colin	00003	Submitted	11/05/2018
0000519316	Mileage for Training	Davidson, Colin	00003	In Process	11/05/2018

2. Select the [Report ID](#) link for the expense report you would like to view

The **View Expense Report - Summary** page displays:



View Expense Report

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](#)

Employee Expenses (2 Lines)	60.64 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD

Amount Due to Employee: 60.64 USD Amount Due to Supplier: 0.00 USD Total Taxable Expenses: 0.00 USD
(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

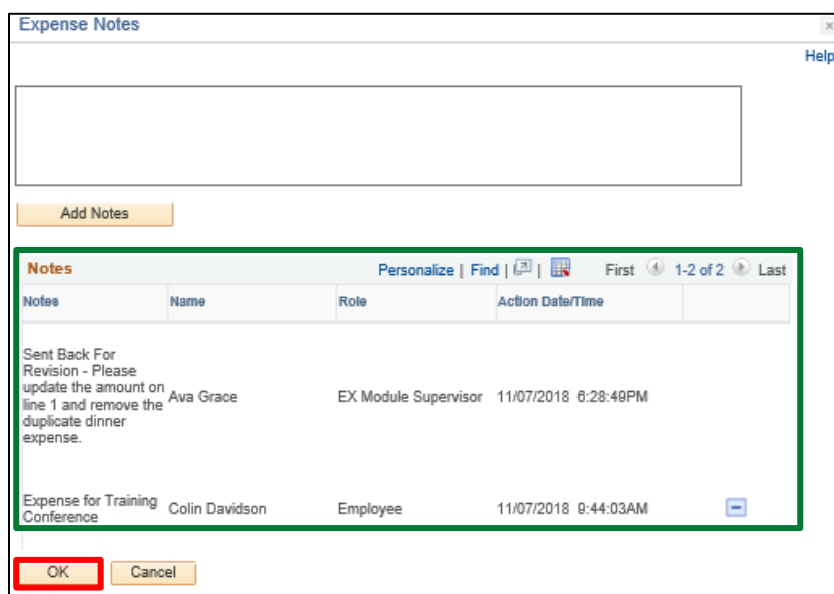
Action	Role	Name	Date/Time	Comments
Submitted	Employee	Colin Davidson	11/09/2018 10:29:04AM	
Approved	EX Module Supervisor	Ava Grace	11/09/2018 11:31:10AM	
Sent Back For Revision	Expense Coordinator	Mary Motor	11/09/2018 11:34:58AM	
Resubmitted	Employee	Colin Davidson	11/09/2018 10:37:45AM	
Approved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

3. Click on 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](#) [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 6:28:49PM
Expense for Training Conference	Colin Davidson	Employee	11/07/2018 9:44:03AM

[OK](#) [Cancel](#)

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

View Expense Report Expense Details

Colin Davidson Actions: Choose an Action GO

Business Purpose: Training Report: 0000519323 Approved for Payment

Description: Training in Burlington Created: 11/09/2018 Colin Davidson

Reference: Last Updated: 11/09/2018 Mary Motor

Post State: Not Applied Notes

Totals View Printable Version View Analytics 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
Amount Due to Employee	60.64 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD
(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

5. Click on the **Expense Details** link

The **View Expense Report - Details** page displays the expense report line information:

View Expense Report Summary and Submit

Colin Davidson Actions: Choose an Action GO

Sent Back For Revision By: Grace, Ava Please update the amount on line 1 and remove the duplicat

Business Purpose: Conference Report: 0000519319 Pending



Report Description: Training Conference Authorization ID: 0000004754

Reference:

Expenses 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	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	100.00	USD
11/07/2018	OUT MILES - FULL	*Mileage from Conference to Home 223 characters remaining	Employee	100.00	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

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.

6. 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

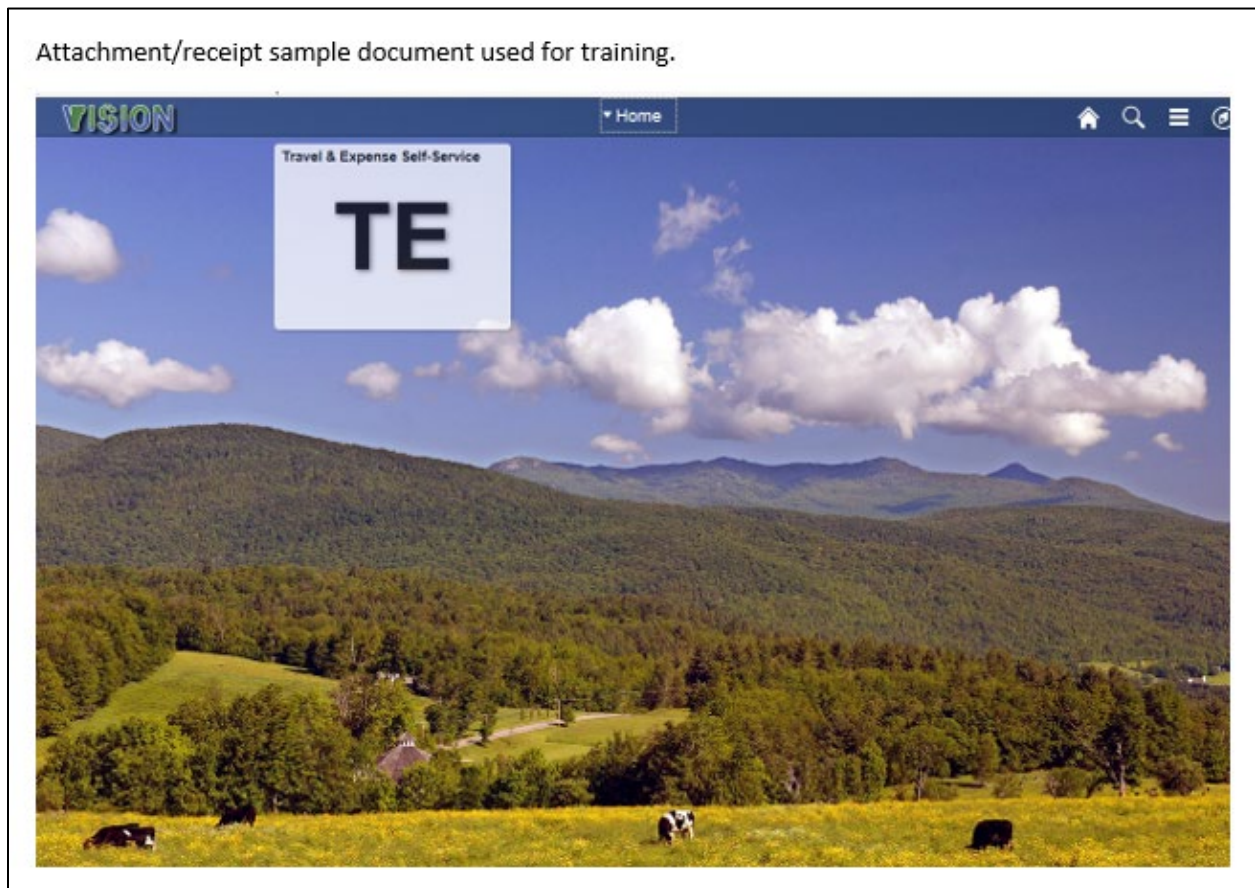
Personalize Find View All First 1 of 1 Last

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

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



8. Close the attachment and click **OK** to return to the View Expense Report 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** Actions: [Choose an Action](#) [GO](#)


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

Expenses [?](#)
[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	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 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](#)

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

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

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](#)


*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

Exceptions:

- Line 1: **Warning icon** (Duplicate line exists)
- Line 3: **Warning icon** (Amount exceeded)

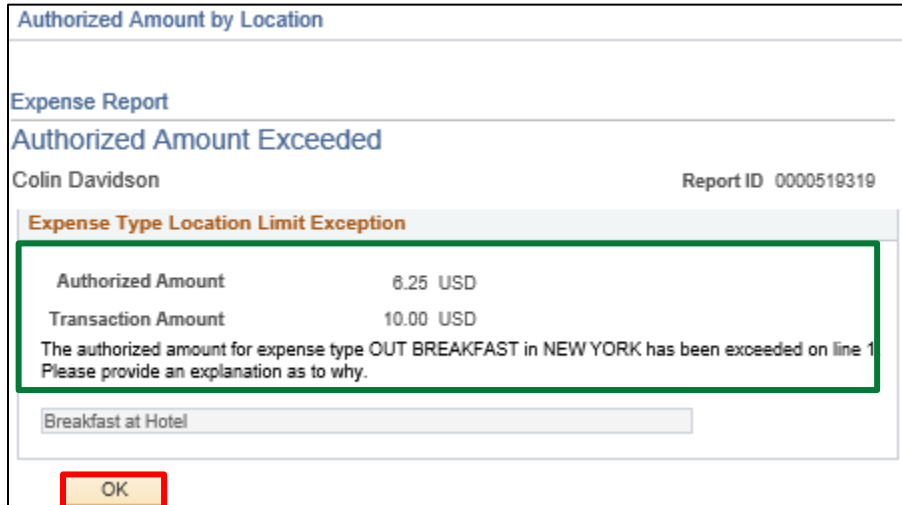
Annotations:

- Employees are required to enter an exception comment on an expense report line to explain why an amount has been exceeded.
- An icon displays when duplicate line exists.

10. Click the  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

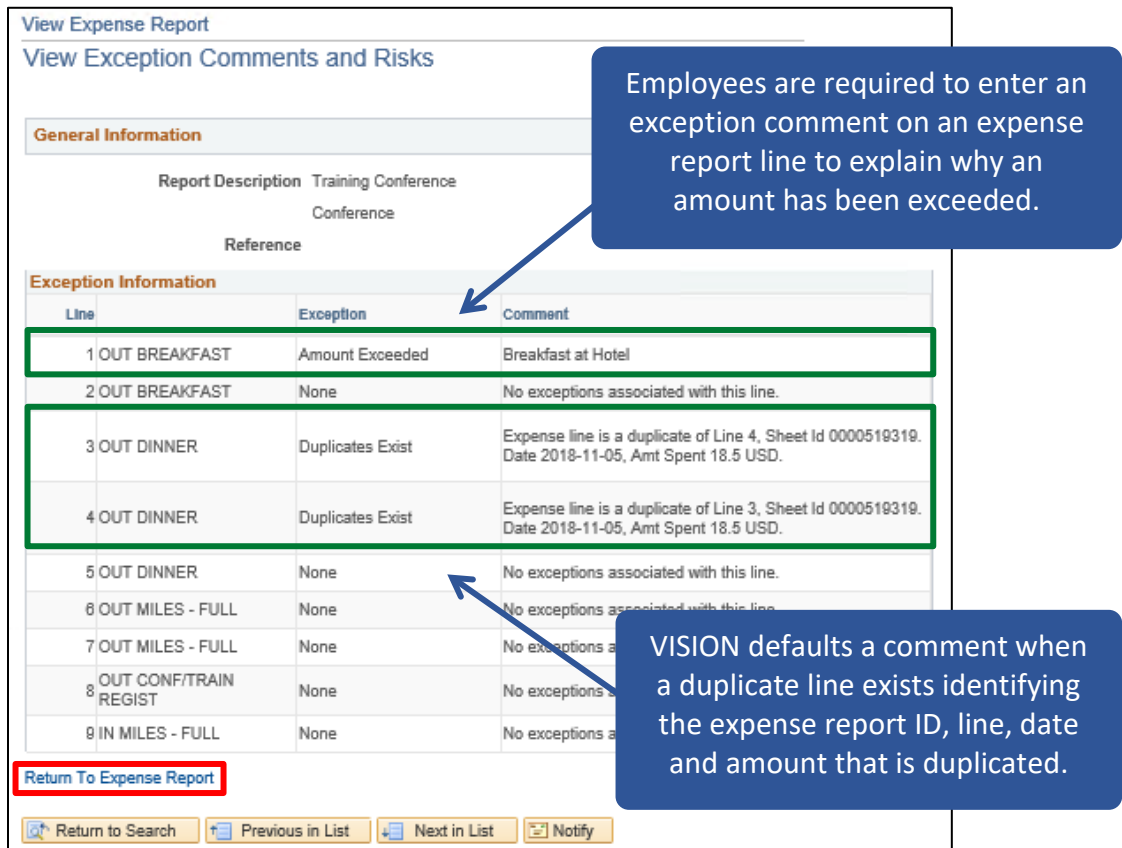
The authorized amount for expense type OUT BREAKFAST in NEW YORK has been exceeded on line 1. Please provide an explanation as to why.

Breakfast at Hotel

OK

11. Click **OK**

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



View Expense Report

View Exception Comments and Risks

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.

12. Click on 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 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

*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					
<input checked="" type="checkbox"/> Default Rate Exchange Rate 1.000000000 <input type="checkbox"/> Non-Reimbursable Base Currency Amount 10.00 USD <input type="checkbox"/> No Receipt					
Accounting Details ?					
11/06/2018	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	Employee	6.25	USD
Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK					
<input checked="" type="checkbox"/> Default Rate Exchange Rate 1.000000000 <input type="checkbox"/> Non-Reimbursable Base Currency Amount 6.25 USD <input type="checkbox"/> No Receipt					
Accounting Details ?					
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					
<input checked="" type="checkbox"/> Default Rate Exchange Rate 1.000000000 <input type="checkbox"/> Non-Reimbursable Base Currency Amount 18.50 USD <input type="checkbox"/> No Receipt					
Accounting Details ?					

Total 617.00 USD

13. Click the  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

*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																									
<input checked="" type="checkbox"/> Default Rate Exchange Rate 1.000000000 <input type="checkbox"/> Non-Reimbursable Base Currency Amount 10.00 USD <input type="checkbox"/> No Receipt																									
Accounting Details ?																									
<div> Chartfields ? <table border="1"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td>10.00</td> <td>08100</td> <td>10.00</td> <td>USD</td> <td>1.000000000</td> <td>20105</td> <td>8100002000</td> <td>59290</td> <td>Z0017</td> <td>ZMVT 000-</td> </tr> </tbody> </table> </div>						Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project	10.00	08100	10.00	USD	1.000000000	20105	8100002000	59290	Z0017	ZMVT 000-
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project																
10.00	08100	10.00	USD	1.000000000	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 Originating Location MONTPELIER VT Location NEW YORK																									
<input checked="" type="checkbox"/> Default Rate Exchange Rate 1.000000000 <input type="checkbox"/> Non-Reimbursable Base Currency Amount 6.25 USD <input type="checkbox"/> No Receipt																									
Accounting Details ?																									
<div> Chartfields ? <table border="1"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td>6.25</td> <td>08100</td> <td>6.25</td> <td>USD</td> <td>1.000000000</td> <td>20105</td> <td>8100002000</td> <td>59290</td> <td>Z0017</td> <td>ZMVT 000-</td> </tr> </tbody> </table> </div>						Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project	6.25	08100	6.25	USD	1.000000000	20105	8100002000	59290	Z0017	ZMVT 000-
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project																
6.25	08100	6.25	USD	1.000000000	20105	8100002000	59290	Z0017	ZMVT 000-																

View Expense Reports is Complete

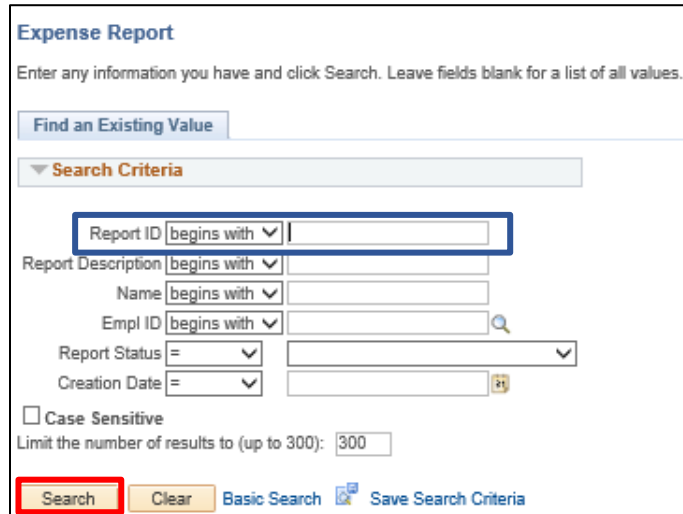
Print an Expense Report

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

Home Page Tile navigation: TE tile > Expense Reports > Print Expense Report

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Expense Reports > Print

The **Print Expense Report** search page displays:



Expense Report

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

[Find an Existing Value](#)

Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Report Status =

Creation Date =

☐ Case Sensitive

Limit the number of results to (up to 300):

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

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.

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


A list of expense reports displays in the search results:

Search Results					
View All		First 1-9 of 9 Last			
Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000519325	RCN Example	Davidson, Colin	00003	In Process	11/16/2018
0000519323	Training in Burlington	Davidson, Colin	00003	Approved	11/09/2018
0000519322	Trip to New York Conference	Davidson, Colin	00003	Submitted	11/08/2018
0000519321	Trip To Florida Conference	Davidson, Colin	00003	Submitted	11/08/2018
0000519320	Trip to New York Conference	Davidson, Colin	00003	In Process	11/08/2018
0000519319	Training Conference	Davidson, Colin	00003	Pending	11/07/2018
0000519318	Training Conference	Davidson, Colin	00003	Submitted	11/05/2018
0000519317	Supplies for Training	Davidson, Colin	00003	Submitted	11/05/2018
0000519316	Mileage for Training	Davidson, Colin	00003	In Process	11/05/2018

2. 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](#)

3. Click on the [Print Expense Report](#) link

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

File Edit Go to Favorites Help
Print
Page Safety Tools


Expense Report

Report 0000519323	Employee ID 00003	Comments :
Employee Colin Davidson		
Reference 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
0100002000	CDAVB500			11/08/2018	11/20/2018	Page 1 of 2

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

Print an Expense Report is Complete

Delete an Expense Report

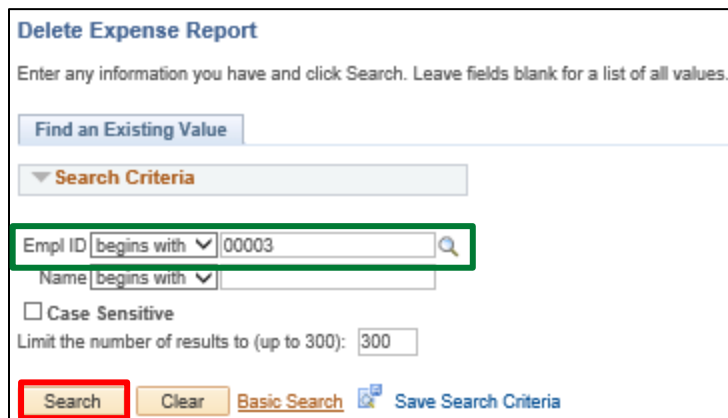
Situations when this function is used: Expense reports can be deleted only when they are in a pending status. An expense report might need to be deleted when it is a duplicate or is no longer needed.

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.*

Home Page Tile navigation: TE tile > Expense Reports > Delete Expense Report

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Expense Reports > Delete

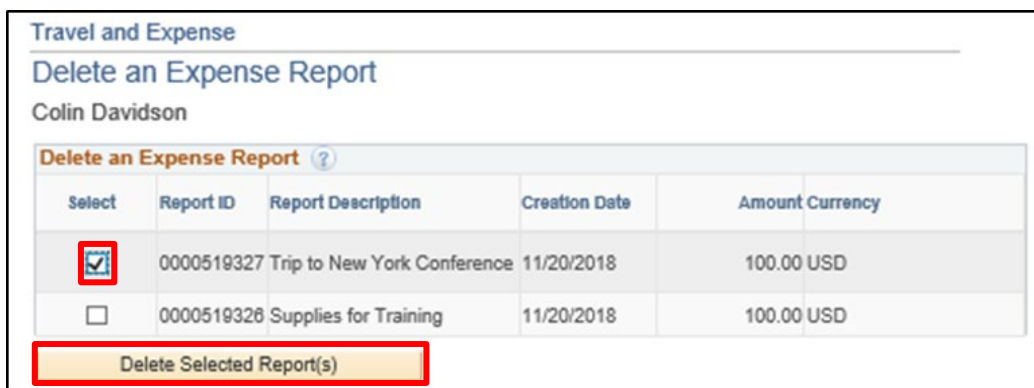
The **Delete Expense Report** search page displays:



The Empl ID automatically defaults.

1. Click **Search**

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:




Select	Report ID	Report Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000519327	Trip to New York Conference	11/20/2018	100.00	USD
<input type="checkbox"/>	0000519326	Supplies for Training	11/20/2018	100.00	USD

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

2. Select the expense report you want to delete, by clicking the **Select** checkbox. You can delete multiple expense reports by selecting multiple checkboxes
3. Click **Delete Selected Report(s)**

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

Travel and Expense
Delete Confirmation
Colin Davidson

 The selected transaction(s) have been deleted.

4. Click **OK**

The **Travel and Expense - Delete an Expense Report** page displays:

Travel and Expense
Delete an Expense Report
Colin Davidson

Delete an Expense Report ?

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000519326	Supplies for Training	11/20/2018	100.00	USD

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

Delete an Expense Report is Complete

Travel Authorizations

Entering Travel Authorizations

Create a Travel Authorization from Blank

The Basics:

Please refer to [Bulletin 3.4](#) and your department's policy regarding Travel Authorizations.

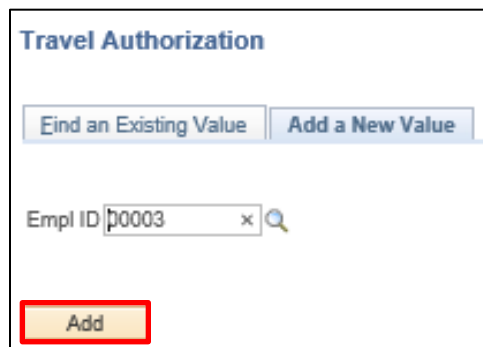
- **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses
- **Preferred payment methods** - Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements
- **Clear cache** - To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome
- **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
- An approved **on-line Travel Authorization is required for all cash advance** requests
- **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
- **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.

Home Page Tile navigation: TE tile > Travel Authorization > Create/Modify Travel Auth

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

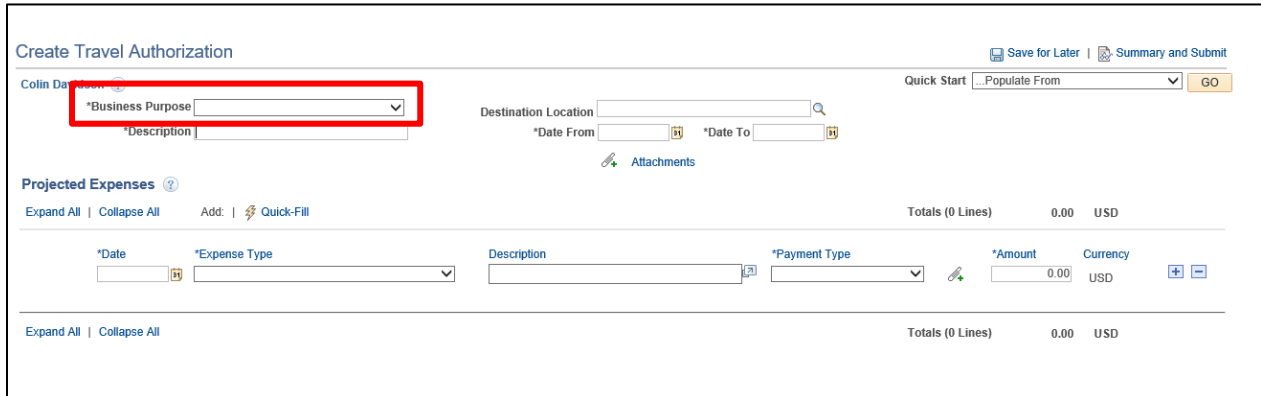
The **Travel Authorization** page displays:



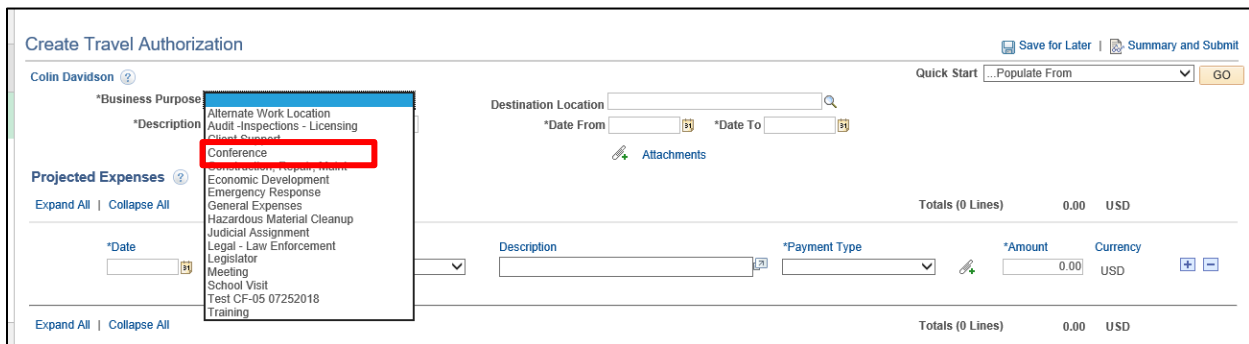
The Empl ID automatically defaults in.

1. Click **Add**

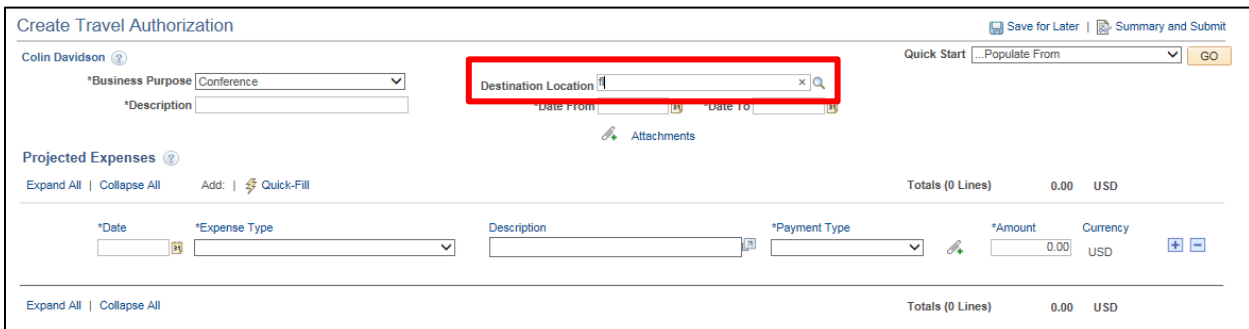
The **Create Travel Authorization - Details** page displays:




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



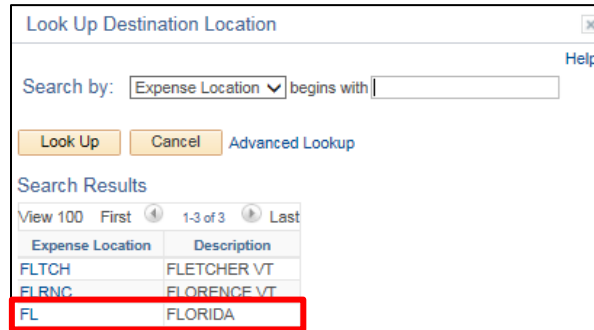
3. Select the option that most closely identifies the purpose of the trip



4. 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

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.

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



Look Up Destination Location

Search by: Expense Location begins with

Look Up Cancel Advanced Lookup

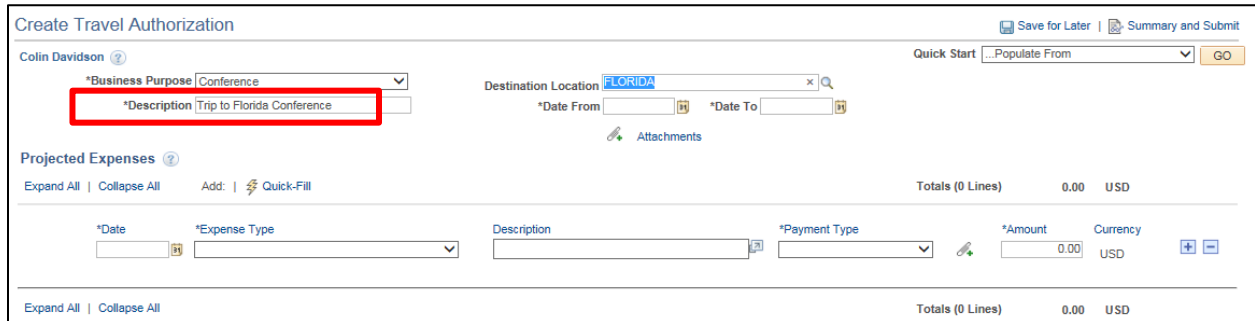
Search Results

View 100 First 1-3 of 3 Last

Expense Location	Description
FLTCH	FLETCHER VT
FLRNC	FLORENCE VT
FL	FLORIDA

5. 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

Projected Expenses

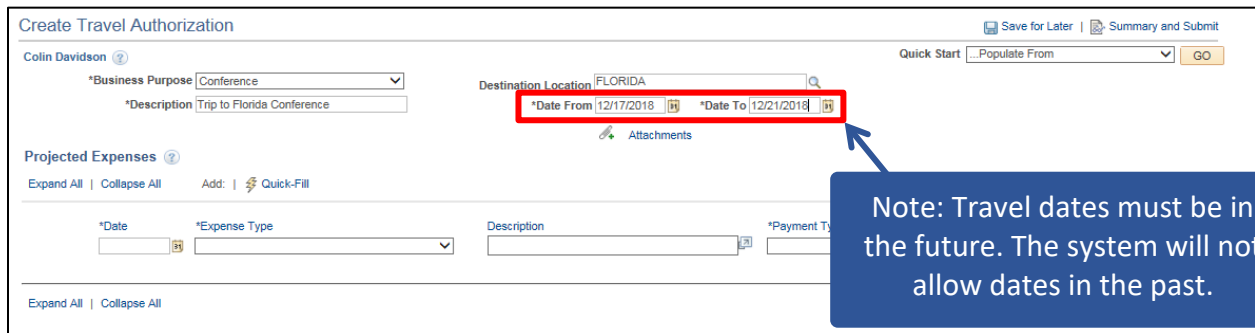
Expand All Collapse All Add: Quick-Fill

Totals (0 Lines) 0.00 USD

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

Expand All Collapse All Totals (0 Lines) 0.00 USD

6. 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

Projected Expenses

Expand All Collapse All Add: Quick-Fill

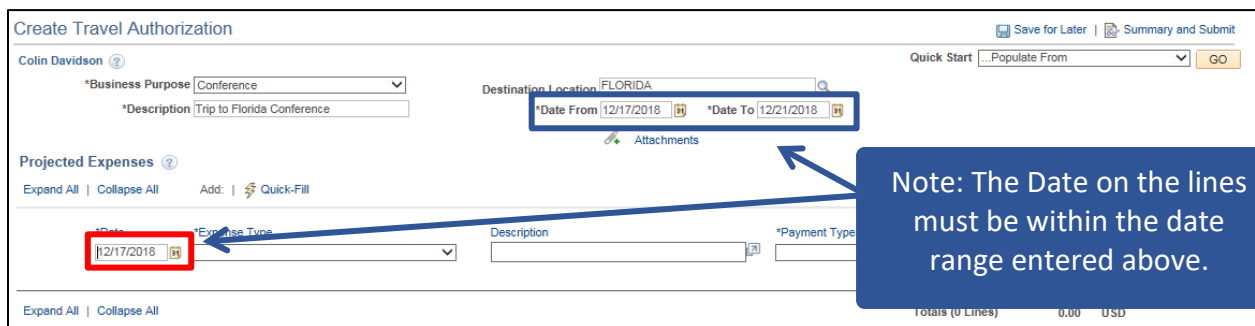
Totals (0 Lines) 0.00 USD

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

Expand All Collapse All Totals (0 Lines) 0.00 USD

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

7. 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

Projected Expenses

Expand All Collapse All Add: Quick-Fill

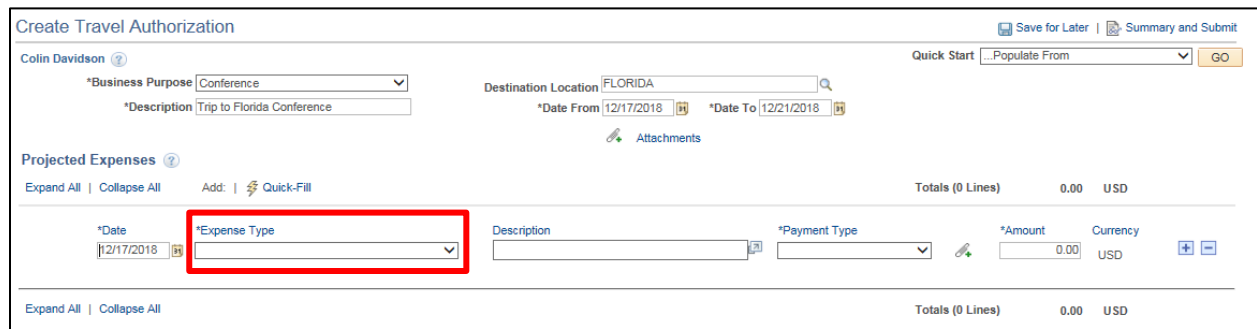
Totals (0 Lines) 0.00 USD

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

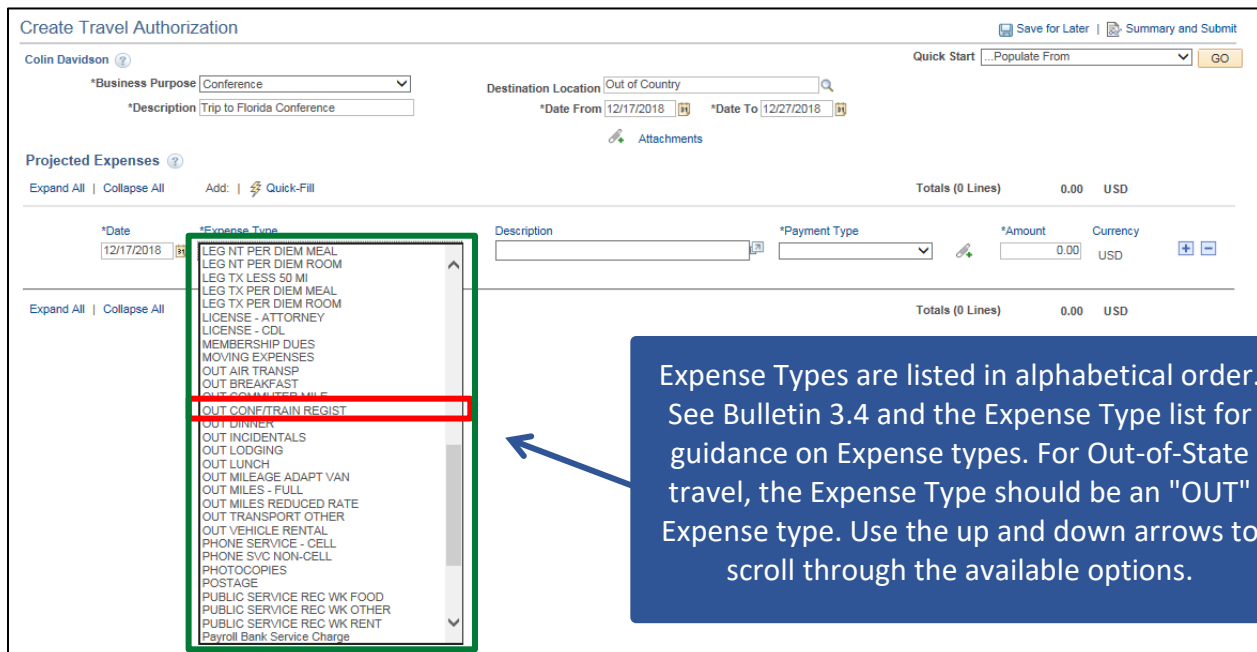
Expand All Collapse All Totals (0 Lines) 0.00 USD

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

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



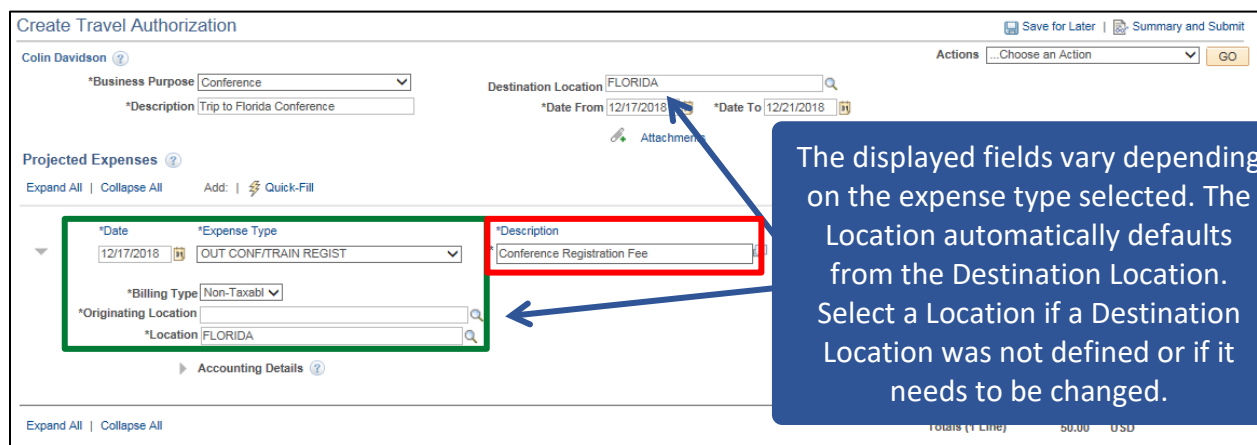
9. To choose the expense type, click the **Expense Type** drop-down to view the available expense types



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.

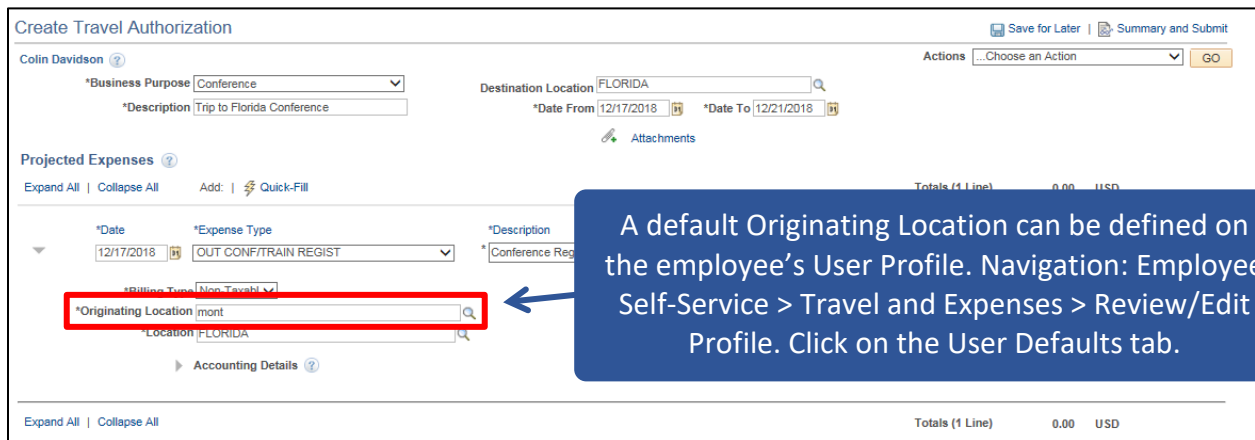
10. Select the appropriate **Expense Type** from the list provided

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



The displayed fields vary depending on the expense type selected. The Location automatically defaults from the Destination Location. Select a Location if a Destination Location was not defined or if it needs to be changed.

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



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	*Expense Type	*Description
12/17/2018	OUT CONF/TRAIN REGIST	Conference Reg

*Originating Location: mont
*Location: FLORIDA

Accounting Details

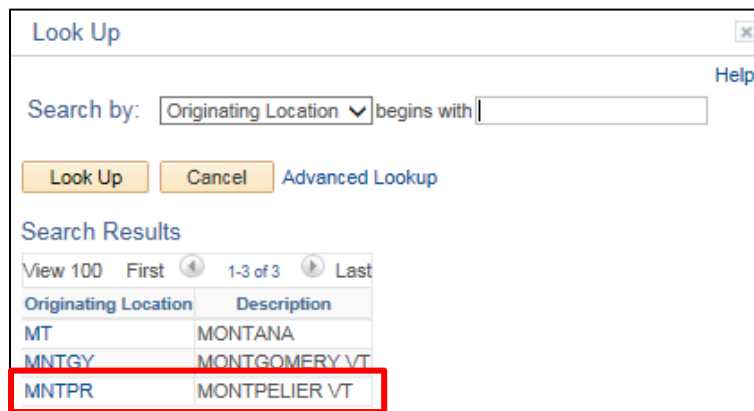
Totals (1 Line) 0.00 USD

Expand All | Collapse All Totals (1 Line) 0.00 USD

A default Originating Location can be defined on the employee's User Profile. Navigation: Employee Self-Service > Travel and Expenses > Review/Edit Profile. Click on the User Defaults tab.

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

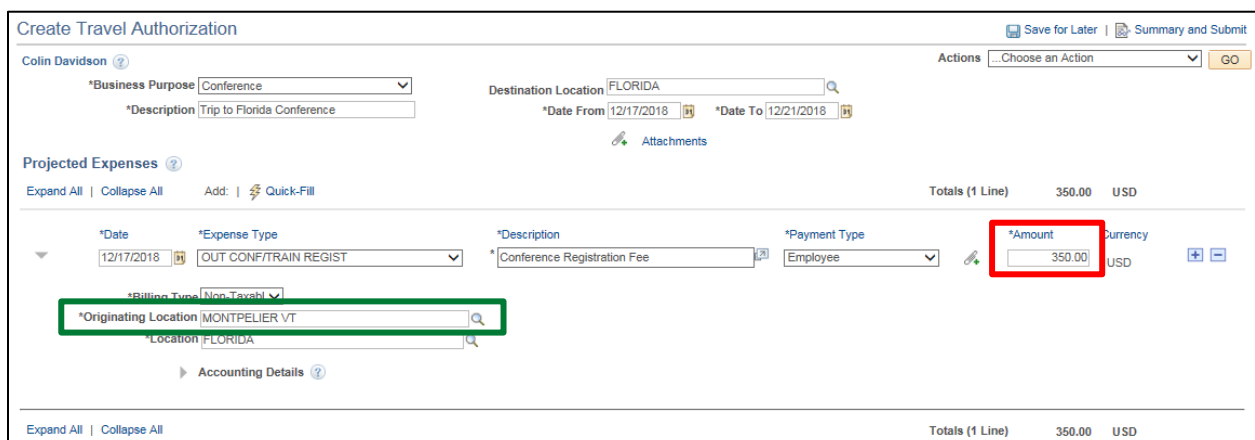
Search Results

View 100 First 1-3 of 3 Last

Originating Location	Description
MT	MONTANA
MNTGY	MONTGOMERY VT
MNTPR	MONTPELIER VT

13. 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

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

*Originating Location: MONTPELIER VT
*Location: FLORIDA

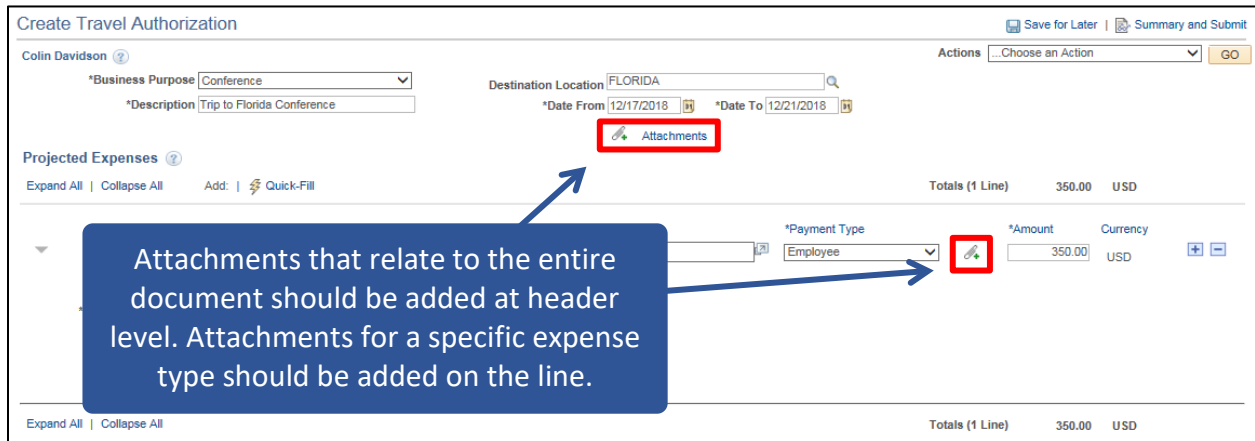
Accounting Details

Totals (1 Line) 350.00 USD

Expand All | Collapse All Totals (1 Line) 350.00 USD

14. 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:



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.

15. 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				

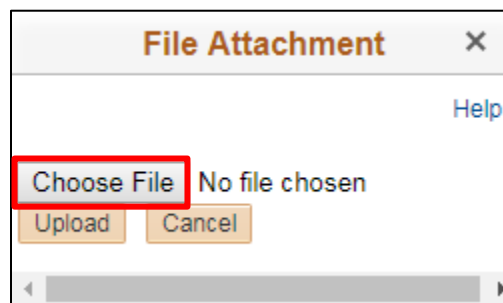
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

16. Click **Add Attachment**

The **File Attachment** page displays:



File Attachment

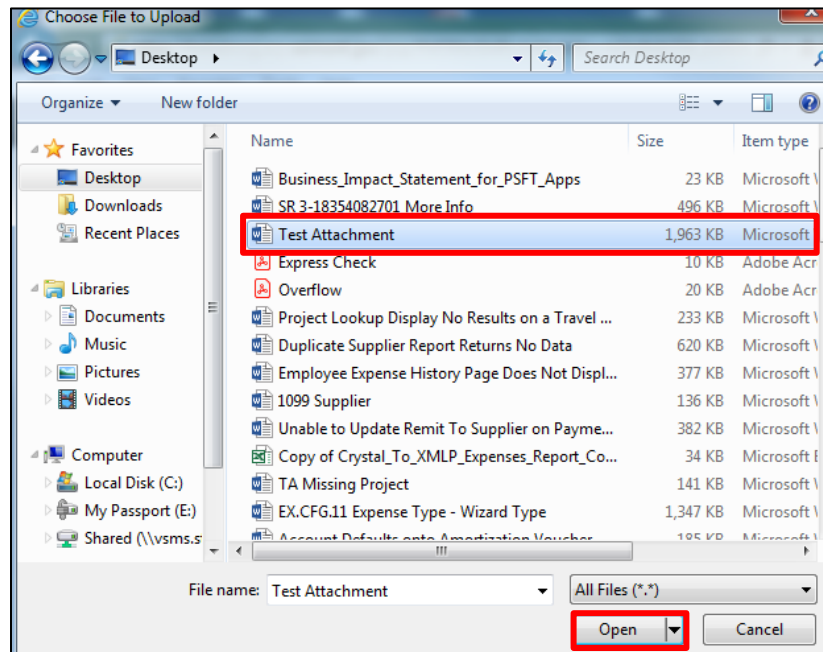
Help

Choose File No file chosen

Upload Cancel

17. Click **Choose File**

The **Choose File to Upload** window opens:



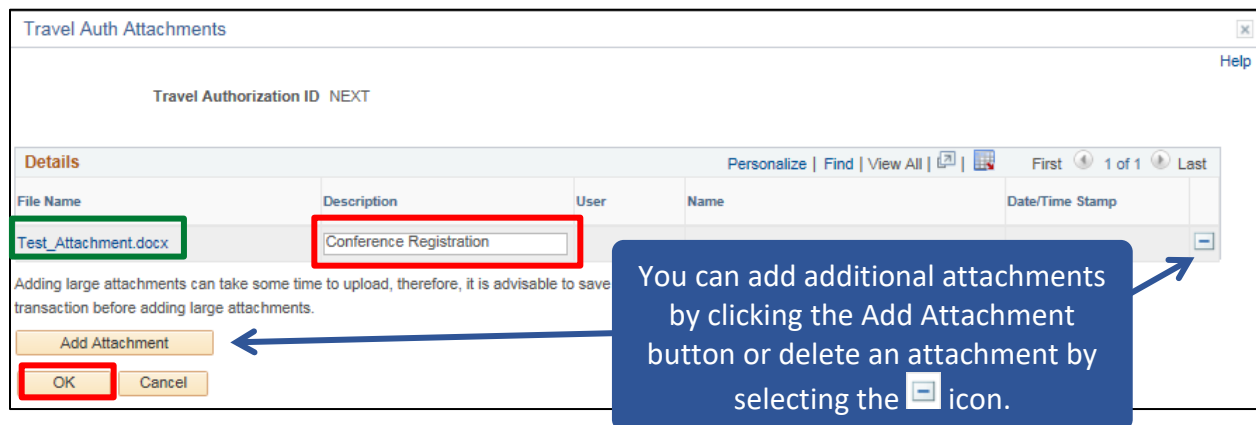
18. Select the file you want to attach and click **Open**

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



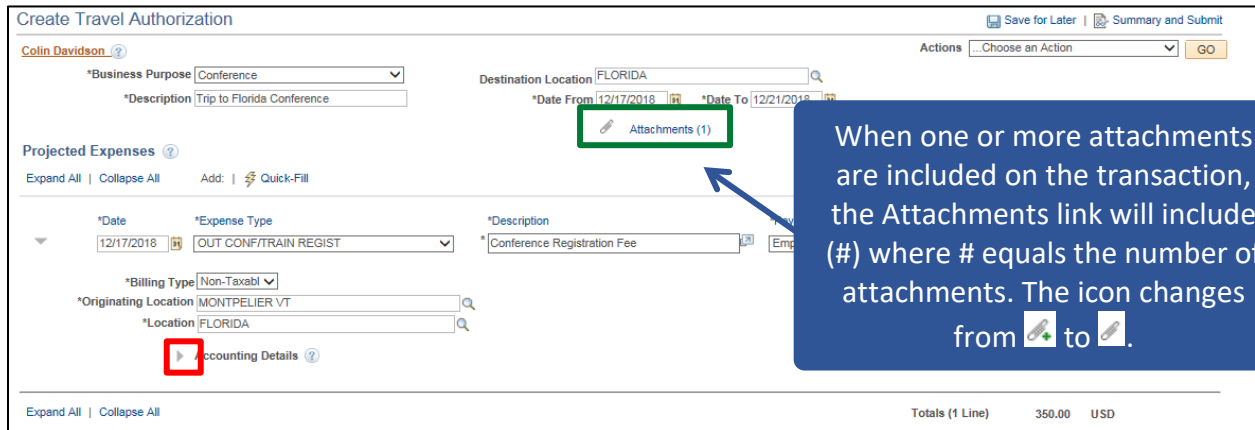
19. Click **Upload**



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




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

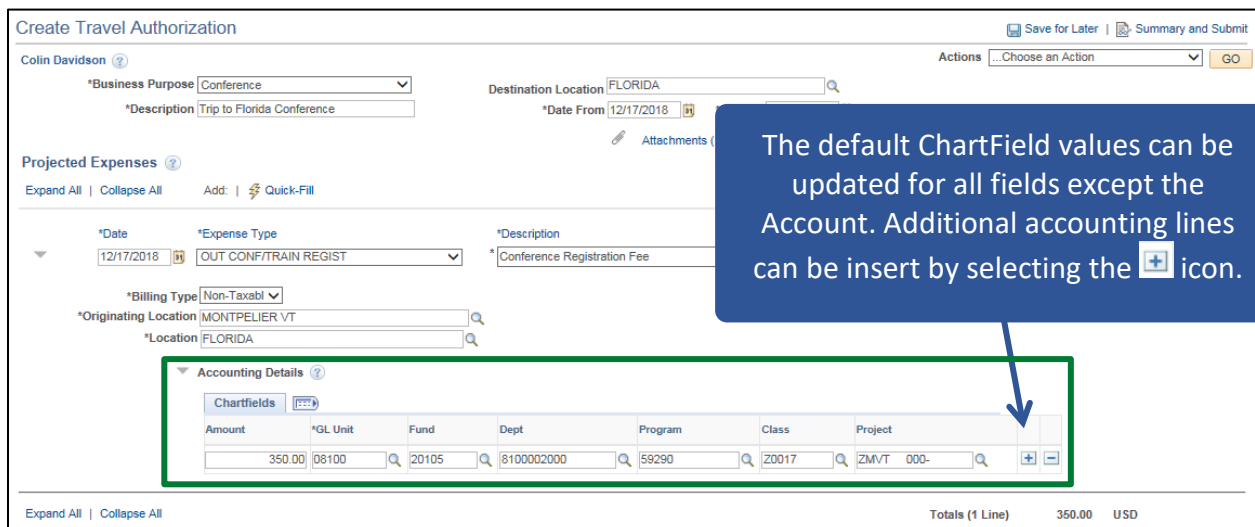
The **Create Travel Authorization - Details** displays. The Attachment link and icon are updated:






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 .

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

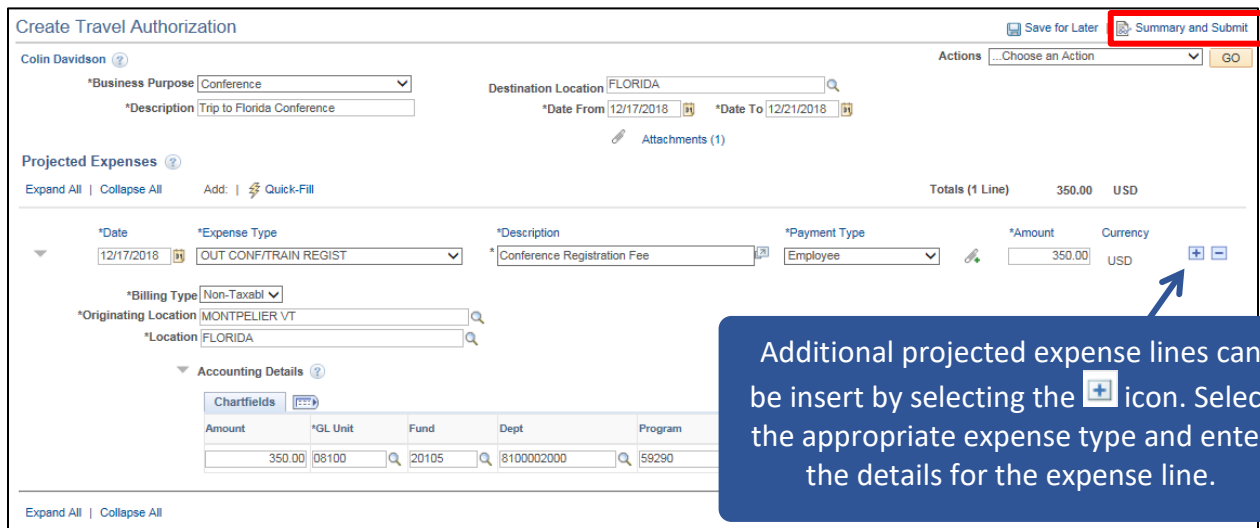
The **Accounting Details** section expands and the ChartFields for the line display:



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

Amount	*GL Unit	Fund	Dept	Program	Class	Project	
350.00	08100	20105	8100002000	58290	Z0017	ZMVT 000-	 

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

*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

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

Totals (1 Line) 350.00 USD

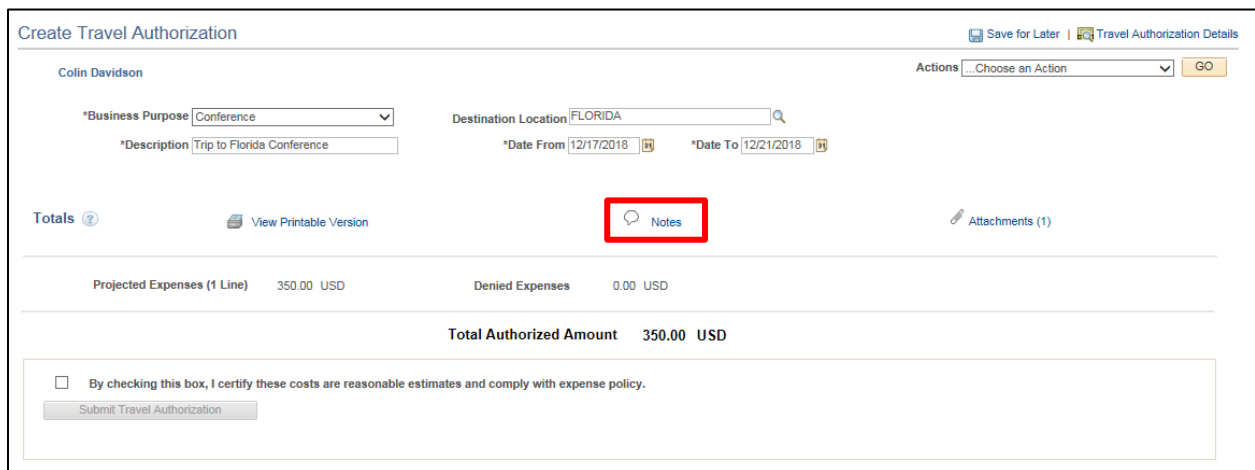
Expand All | Collapse All

Save for Later | **Summary and Submit**

Actions: Choose an Action GO

22. Click on the **Summary and Submit** link

The **Create Travel Authorization - Submit** page displays:



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

Projected Expenses (1 Line) 350.00 USD
Denied Expenses 0.00 USD
Total Authorized Amount 350.00 USD

View Printable Version | **Notes** | Attachments (1)

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

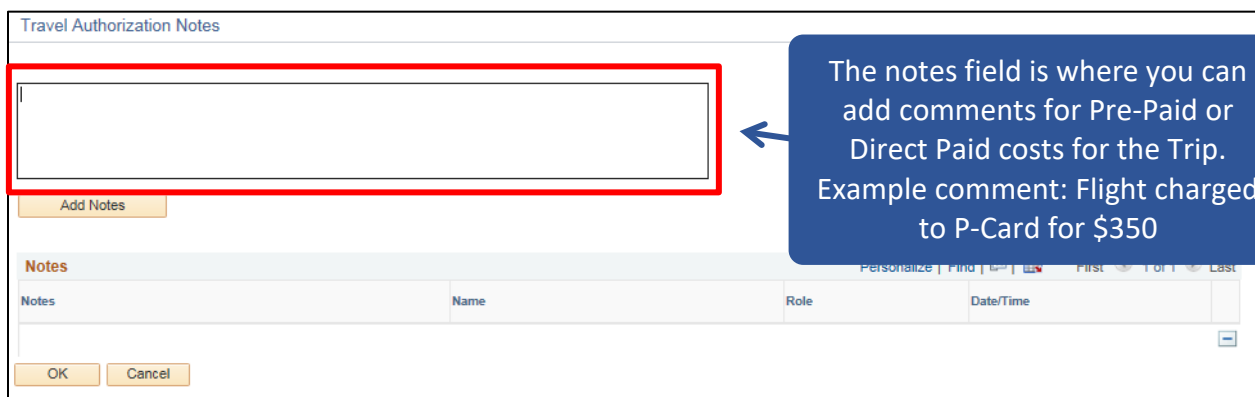
Submit Travel Authorization

Save for Later | Travel Authorization Details

Actions: Choose an Action GO

23. Click on the **Notes** link

The **Travel Authorization Notes** page displays:



Travel Authorization Notes

Add Notes

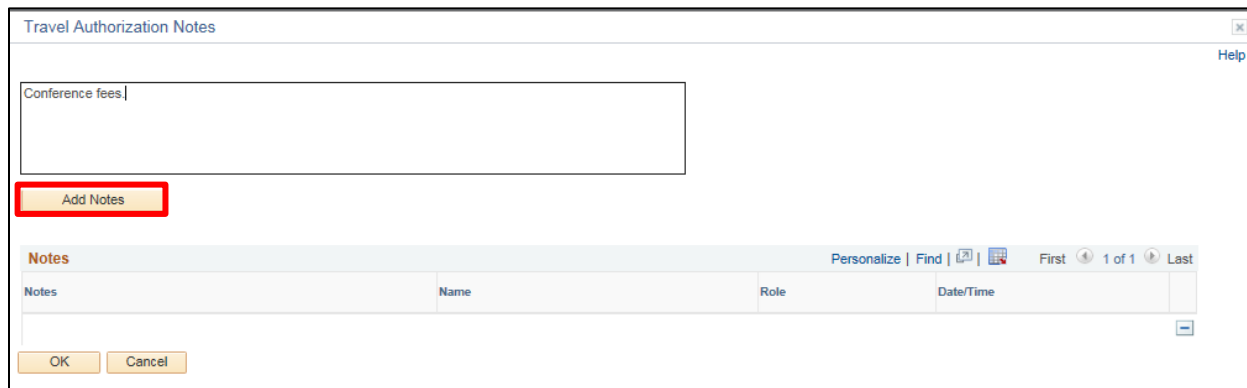
Notes

Notes	Name	Role	Date/Time
-------	------	------	-----------

OK Cancel

The notes field is where you can add comments for Pre-Paid or Direct Paid costs for the Trip. Example comment: Flight charged to P-Card for \$350

24. Enter Comments



Travel Authorization Notes

Conference fees

Add Notes

Notes

Notes	Name	Role	Date/Time
-------	------	------	-----------

OK Cancel

25. Click **Add Notes**

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

Add Notes

Notes

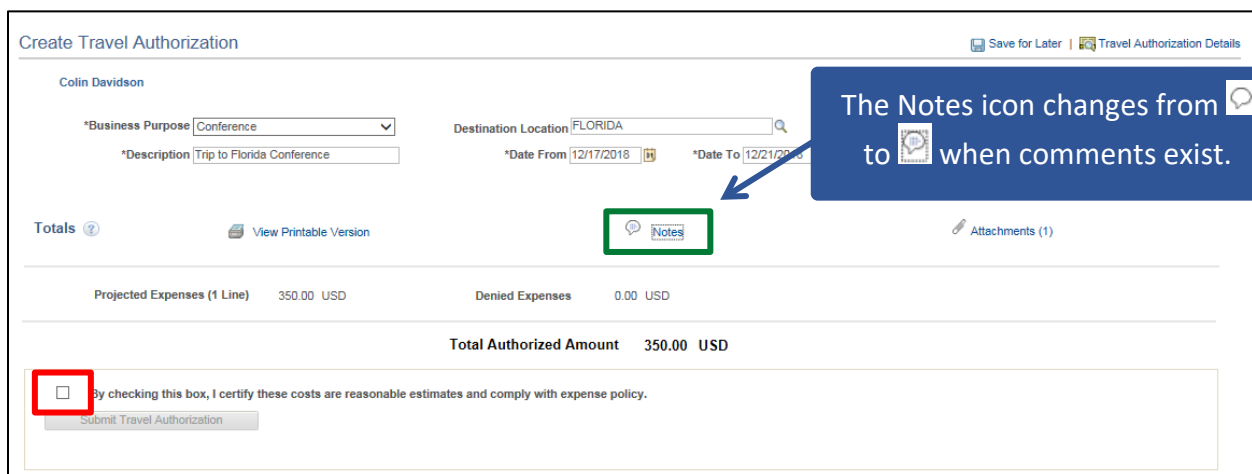
Notes	Name	Role	Date/Time
Conference fees.	Colin Davidson	Employee	12/05/2018 12:19:46PM

OK Cancel

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

26. Click **OK**

The **Create Travel Authorization - Submit** page displays:



Create 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

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

The Notes icon changes from [speech bubble icon] to [trash icon] when comments exist.

27. Select the **Certification** checkbox

Create Travel Authorization

Colin Davidson

Actions: [Save for Later](#) | [Travel Authorization Details](#)

*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)	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

28. Click **Submit Travel Authorization**

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**

29. Click **OK**

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:

Travel Authorization

Colin Davidson

Actions: [Choose an Action](#) | [GO](#)

Your travel authorization 0000005197 has been submitted for approval.

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

Authorization ID: 0000005197 Submission in Process

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](#)

Refresh Approval Status

[Return to Search](#) | [Notify](#)

30. Click **Refresh Approval Status**

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

[Travel Authorization Details](#)

Colin Davidson

Business Purpose

Conference

Destination Location

FLORIDA

Authorization ID

0000005197

Submitted for Approval

Description

Trip to Florida Conference

Date From

12/17/2018

Date To

12/21/2018

Created

12/05/2018

Colin Davidson

Last Updated

12/05/2018

Colin Davidson

Totals

View Printable Version

Projected Expenses (1 Line)

350.00 USD

Denied Expenses

Total Authorized Amount

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

Submit Travel Authorization

Withdraw Travel Authorization

Submitted

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

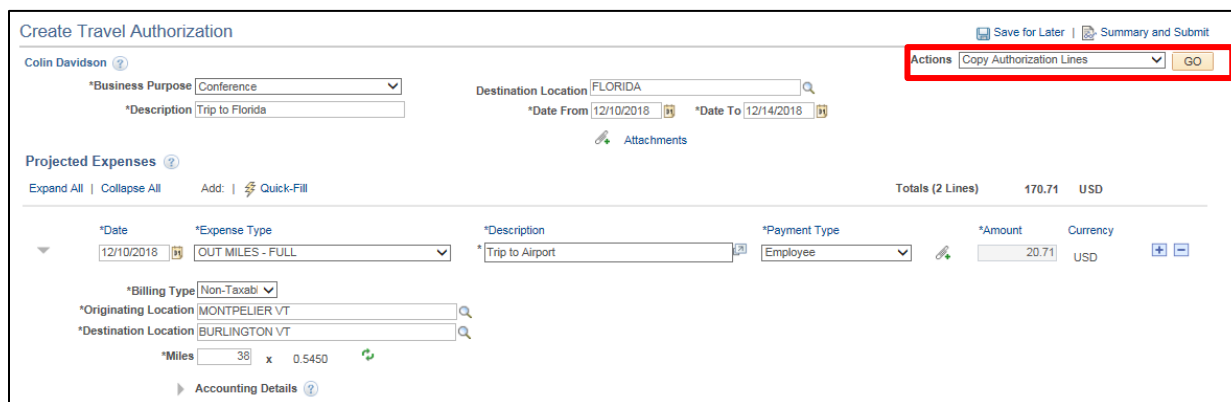
Click the **Withdraw Travel Authorization** button if you need to make changes to a submitted travel authorization. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

Entering Travel Authorizations is Complete

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.

From the **Create or Modify Travel Authorization** page:



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

Projected Expenses

Expand All | Collapse All | Add: Quick-Fill

Totals (2 Lines) 170.71 USD

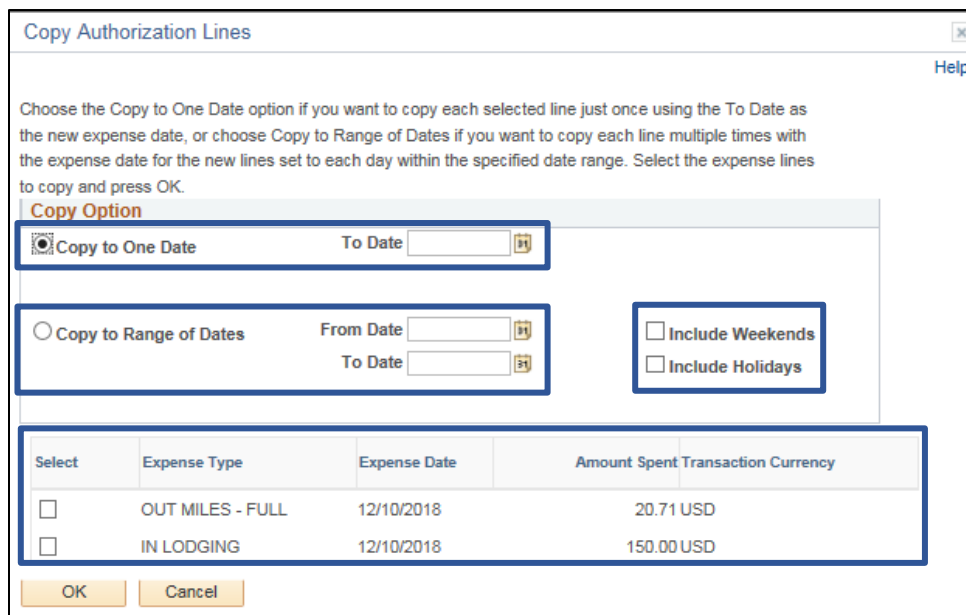
*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/10/2018	OUT MILES - FULL	Trip to Airport	Employee	20.71	USD

*Billing Type: Non-Taxable
*Originating Location: MONTPELIER VT
*Destination Location: BURLINGTON VT
*Miles: 38 x 0.5450

Accounting Details

1. Select the **Copy Authorization Lines** option from the Actions drop-down list and click **Go**

The **Copy Authorization Lines** page displays:



Copy Authorization Lines

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: [Date Picker]

☐ Copy to Range of Dates From Date: [Date Picker] To Date: [Date Picker]

☐ Include Weekends
☐ Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Transaction Currency
<input type="checkbox"/>	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.

- Select to copy each expense type selected once using the To Date as the new expense date
- Select to copy each expense type selected multiple times. A new line is created for each day within the specified date range
- 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
- 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

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

2. Enter the **To Date** you want on the copied line
3. Click the **Select** checkbox for the expense type you want to copy
4. Click **OK**

The **Create Travel Authorization - Details** page displays with the copied line:

Create Travel Authorization

Colin Davidson

*Business Purpose: Conference Destination Location: FLORIDA

*Description: Trip to Florida *Date From: 12/10/2018 *Date To: 12/14/2018

Actions: Save for Later | Summary and Submit | GO

Projected Expenses

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
12/10/2018	IN LODGING	Hotel at Conference	Employee	150.00	USD
12/14/2018	OUT MILES - FULL	Trip to Airport	Employee	20.71	USD

*Billing Type: Non-Taxi

*Originating Location: MONTPELIER VT

*Destination Location: BURLINGTON VT

*Miles: 38 x 0.5450

Accounting Details

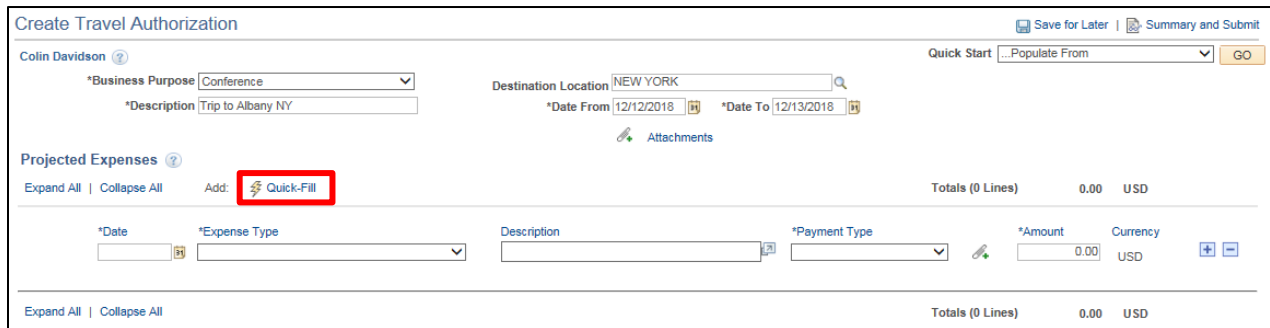
6. Make any necessary updates to the copied line
7. Click **Save for Later** or **Summary and Submit**

Copy an Expense Line for a Travel Authorization is Complete

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.

From the **Create** or **Modify Travel Authorization** page:



1. Click on the **Quick-Fill** link

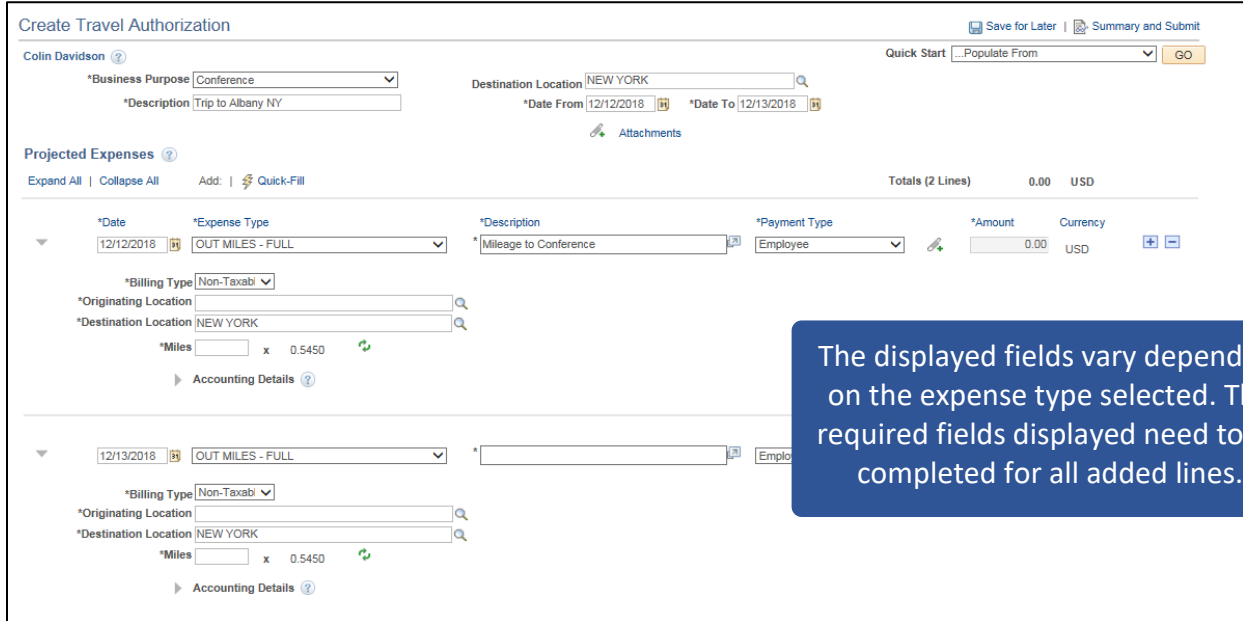
The **Quick-Fill** page displays with a list of the expense types. The From and To dates default based on the Date From and Date To dates entered on the Create Travel Authorization - Details page:



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.

2. Update the **From** and **To** dates
3. Click the **Select** checkbox next to the expense type you are adding to the travel authorization
4. Click **OK**

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:



The screenshot shows the 'Create Travel Authorization' form for Colin Davidson. The form includes fields for Business Purpose (Conference), Description (Trip to Albany NY), Destination Location (NEW YORK), and dates (12/12/2018 to 12/13/2018). Under 'Projected Expenses', there are two lines. The first line is for 'OUT MILES - FULL' on 12/12/2018, with a description of 'Mileage to Conference', payment type 'Employee', and an amount of 0.00 USD. The second line is for 'OUT MILES - FULL' on 12/13/2018, with a description of 'Mileage to Conference', payment type 'Employee', and an amount of 0.00 USD. Both lines show a distance of 0.5450 miles. A blue callout box on the right states: 'The displayed fields vary depending on the expense type selected. The required fields displayed need to be completed for all added lines.'

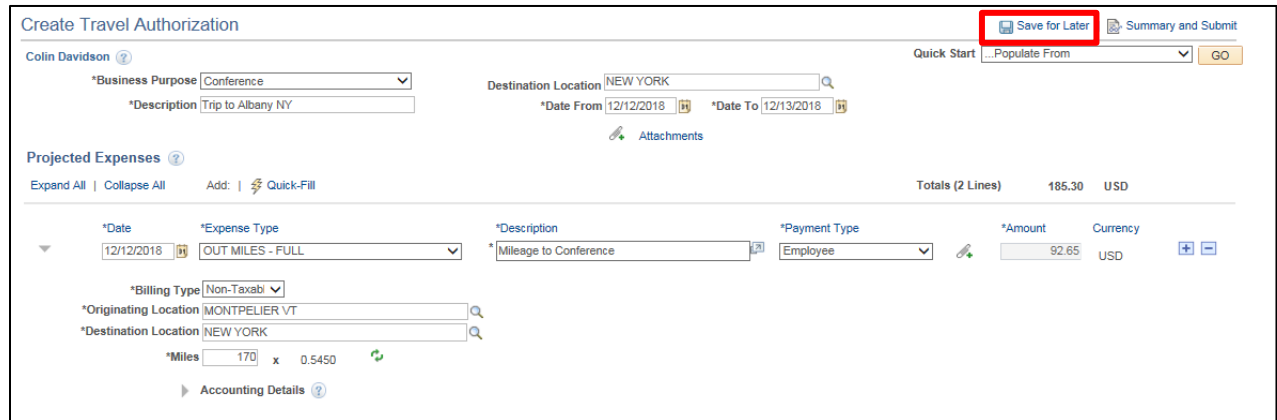
- Follow the [Create Travel Authorizations](#) exercise in this manual to complete the process

Create Expense Lines Using Quick-Fill is Complete

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.

From the **Create** or **Modify Travel Authorization** page:



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

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

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

*Billing Type: Non-Taxable

*Originating Location: MONTPELIER VT

*Destination Location: NEW YORK

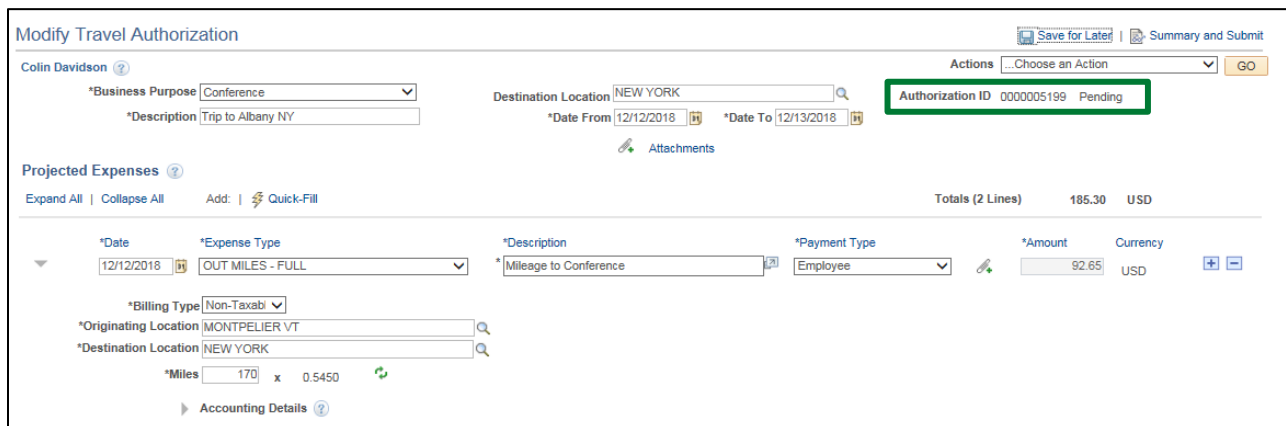
*Miles: 170 x 0.5450

Totals (2 Lines) 185.30 USD

Accounting Details

1. Click on the **Save for Later** link

The **Modify Travel Authorization - Details** page displays. The Authorization ID is assigned, and the Status is 'Pending':



Modify 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

Actions: ...Choose an Action GO

Authorization ID 0000005199 **Pending**

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

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

*Billing Type: Non-Taxable

*Originating Location: MONTPELIER VT

*Destination Location: NEW YORK

*Miles: 170 x 0.5450

Totals (2 Lines) 185.30 USD

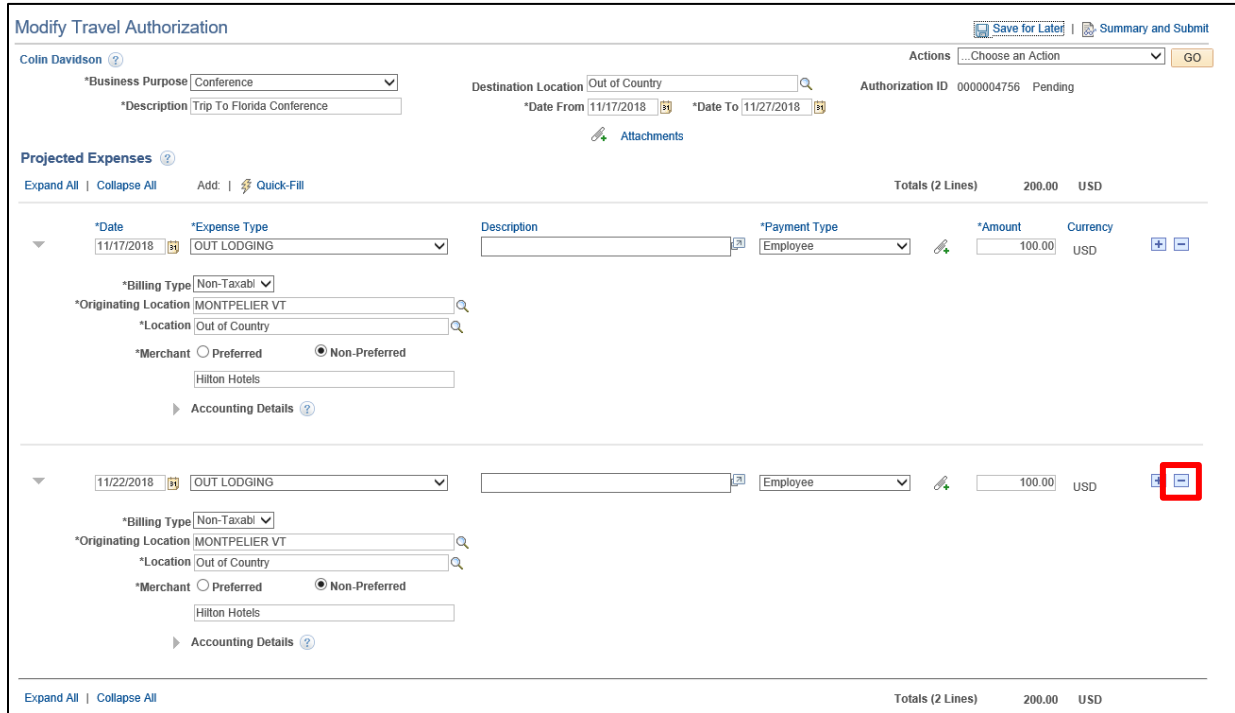
Accounting Details

Save a Travel Authorization for Later is Complete

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.

From the **Create or Modify Travel Authorization** page:



1. Click the  icon for the expense line you want to delete

The **Travel Authorization - Delete Confirmation** page displays:



2. Click **OK**

Colin Davidson

Save for Later

Summary and Submit

Colin Davidson

*Business PurposeConference

*DescriptionTrip To Florida Conference

Destination LocationOut of Country

*Date From11/17/2018

*Date To11/27/2018

ActionsChoose an Action

GO

Authorization ID000004756 Pending

Attachments

Projected Expenses

Expand All | Collapse All

Add: Quick-Fill

Totals (1 Line)100.00USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
11/17/2018	OUT LODGING		Employee	100.00	USD

*Billing TypeNon-Taxabl

*Originating LocationMONTPELIER VT

*LocationOut of Country

*MerchantPreferredNon-Preferred

Hilton Hotels

Accounting Details

Expand All | Collapse All

Totals (1 Line)100.00USD

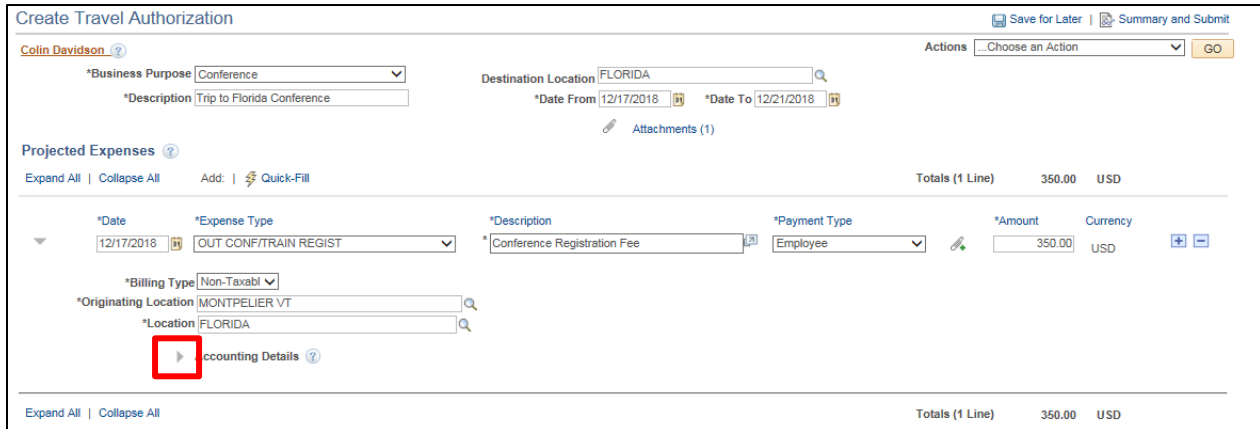
3. Click on the **Save for Later** or **Summary and Submit** link

Delete expense line(s) for a Travel Authorization is Complete

Verify/Change Accounting Detail for Projected Expense Line(s)

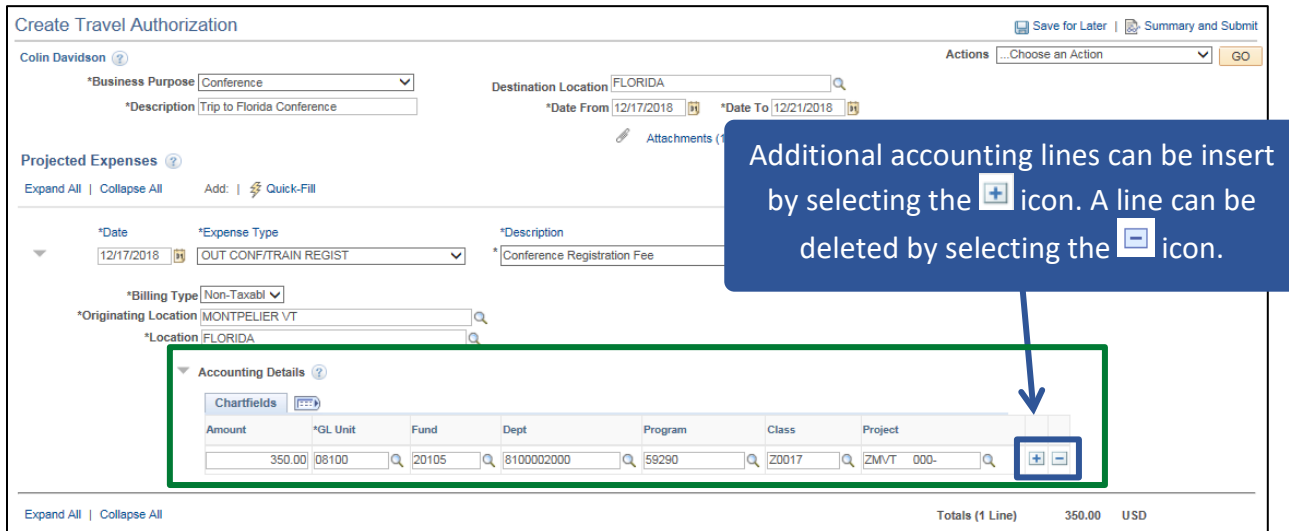
Situations when this function is used: While creating a travel authorization, you can review the accounting details (ChartFields) for each projected expense line. Please note that the accounting details are defaulted in and will be the same on each line unless you make changes.

From the **Create** or **Modify Travel Authorization** page, the **Accounting Details** section displays at the bottom of each expense line:



1. Expand the **Accounting Details** section by clicking the ► icon

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

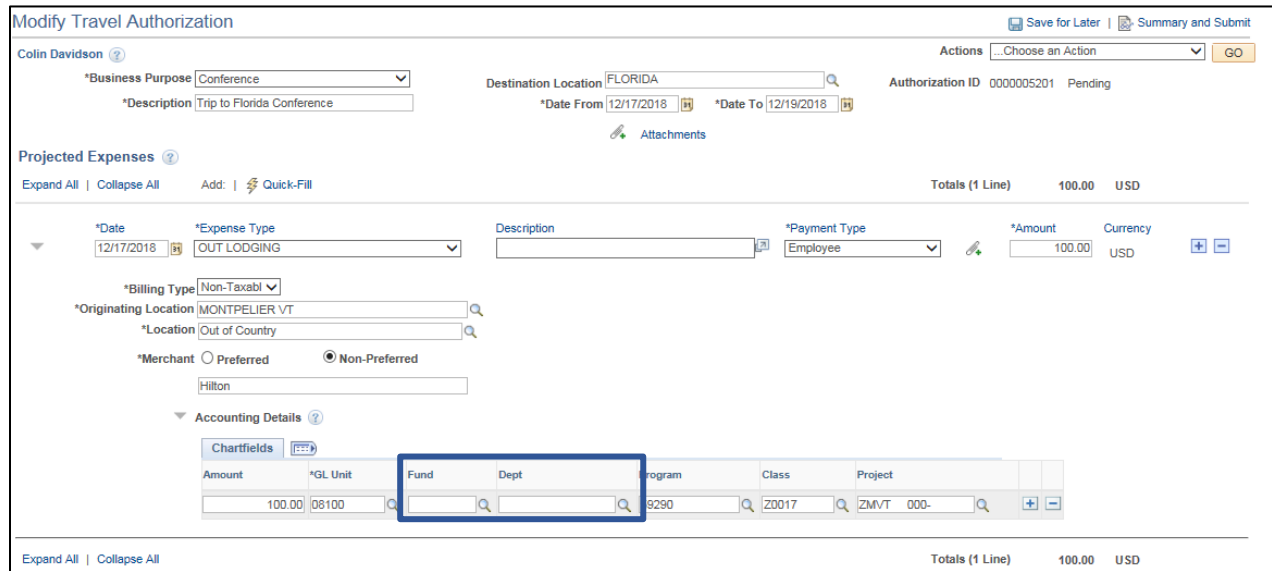


Additional accounting lines can be insert by selecting the **+** icon. A line can be deleted by selecting the **-** icon.

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.

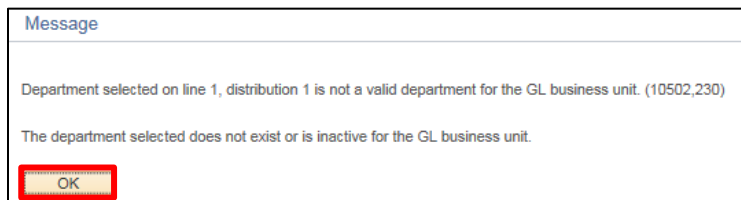
NOTE: The GL Unit should never be changed. The Account defaults from the expense type and does not display.

At a minimum you must include a Fund and Dept value for each expense line:



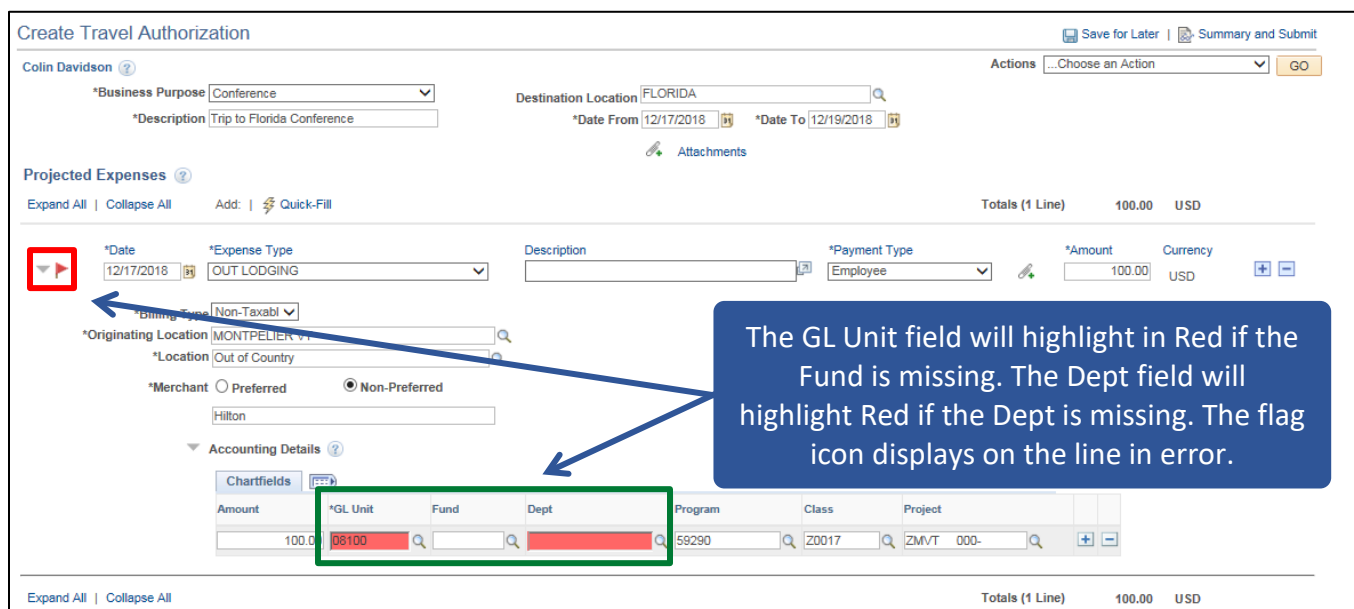
You will receive combo edit errors if you try to save or submit a travel authorization and the Fund or Dept fields are blank.

If the Department is blank you will receive the following error message when you save or submit:



2. Click **OK**

The **Create Travel Authorization - Details** page displays with the line and fields in error highlighted:



3. Click on 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.

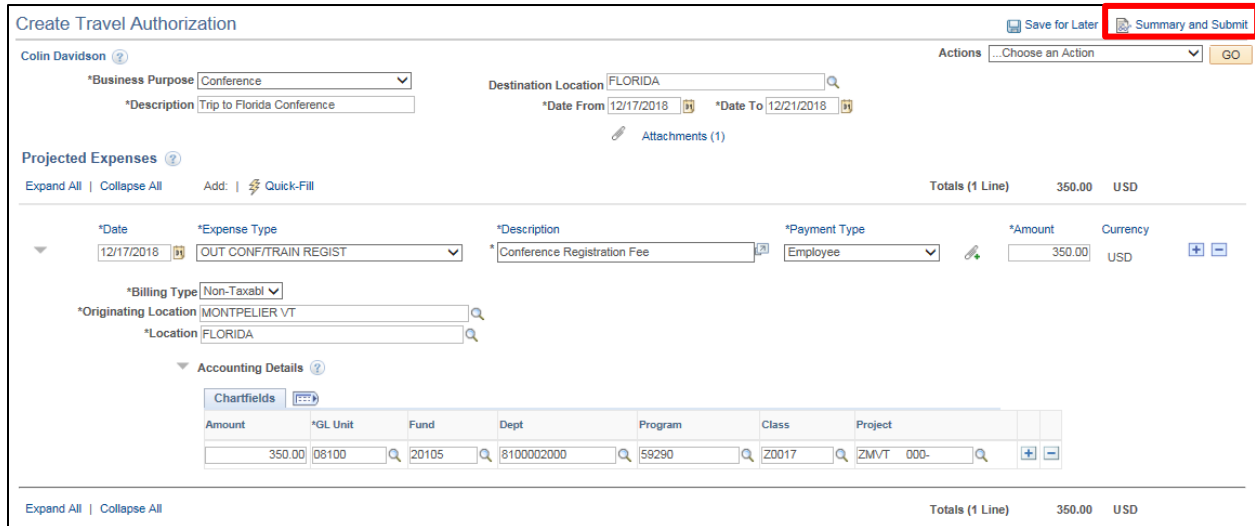
Return

Verify/Change Accounting Detail for Projected Expense Line(s) is Complete

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.

From the **Create** or **Modify Travel Authorization** page:



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

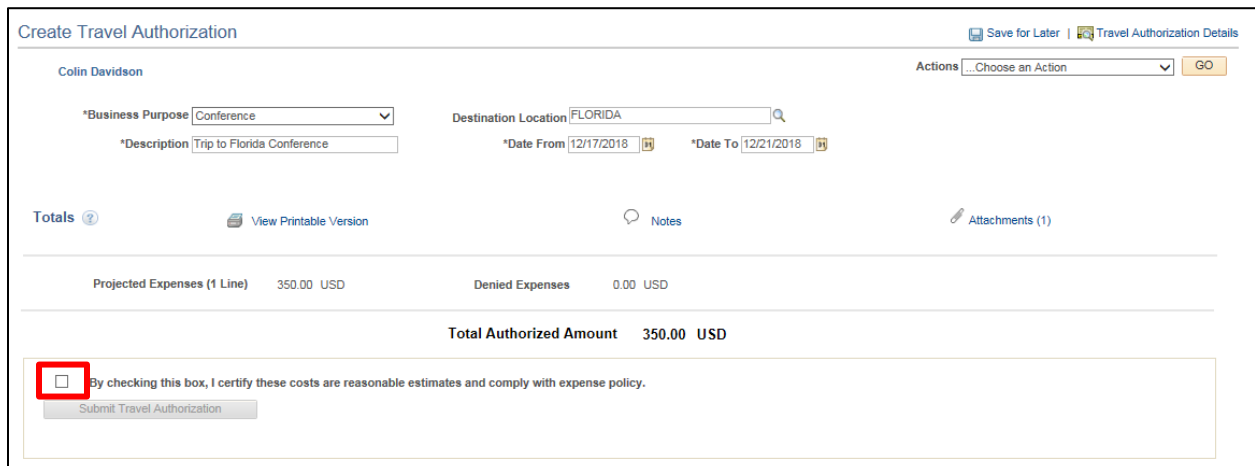
Accounting Details

Amount	*GL Unit	Fund	Dept	Program	Class	Project
350.00	08100	20105	8100002000	59290	20017	ZMVT 000-

Totals (1 Line) 350.00 USD

1. Click on the **Summary and Submit** link

The **Create Travel Authorization - Submit** page displays, 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

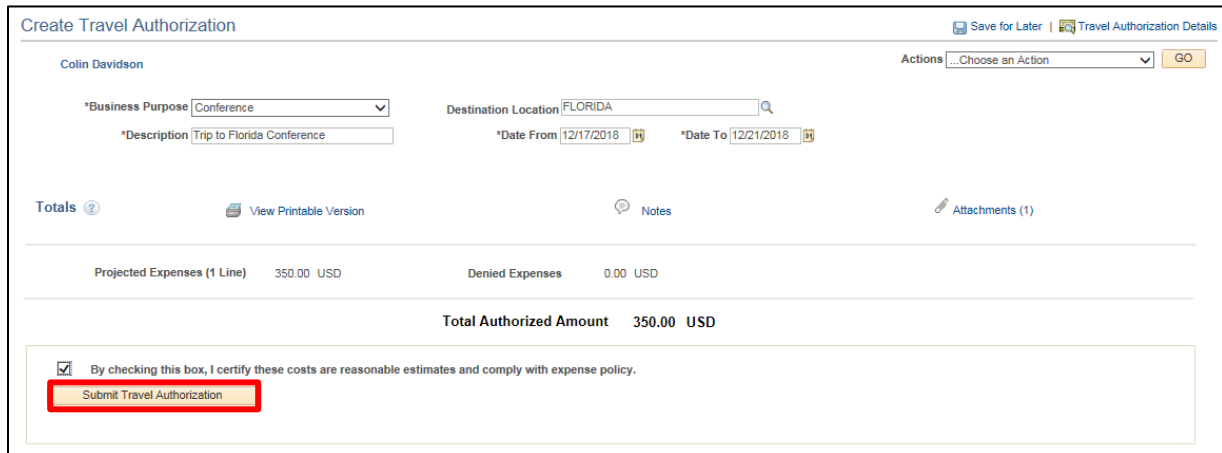
Projected Expenses (1 Line) 350.00 USD
Denied Expenses 0.00 USD
Total Authorized Amount 350.00 USD

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

Submit Travel Authorization

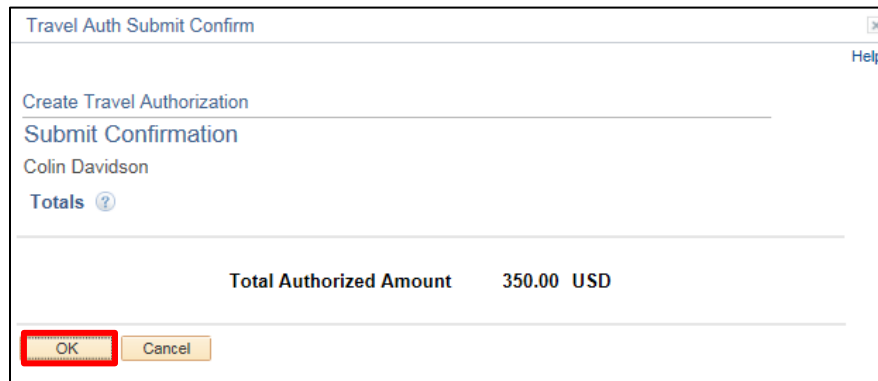
2. Review the certification message and select the **Certification** checkbox

The **Submit Travel Authorization** button becomes available:



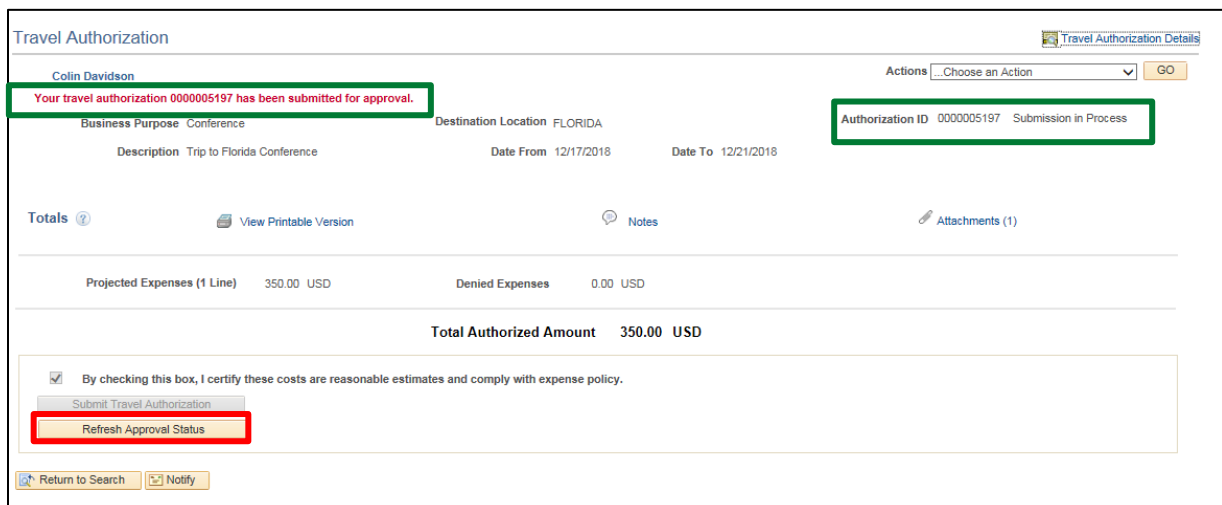
3. Click **Submit Travel Authorization**

The **Travel Authorization - Submit Confirmation** page displays:



4. Click **OK**

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).



5. Click **Refresh Approval Status**

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
[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

Authorization ID

000005197

Submitted for Approval

Created

12/05/2018

Colin Davidson

Last Updated

12/05/2018

Colin Davidson

Actions

Choose an Action

GO

Totals

View Printable Version

Projected Expenses (1 Line)

350.00 USD

Denied Expenses

Total Authorized Amount

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

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

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.

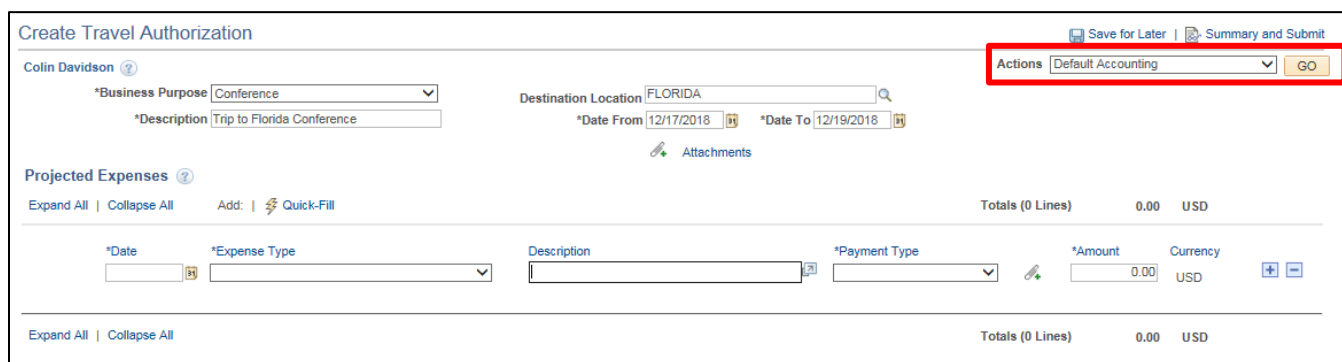
Submit for Approval is Complete

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.

NOTE: *It is recommended that you change the default accounting prior to adding any expense lines. If you have manually changed any chartfield information at the expense line level before changing the defaults, the changes made via the default page will not be applied to those lines.*

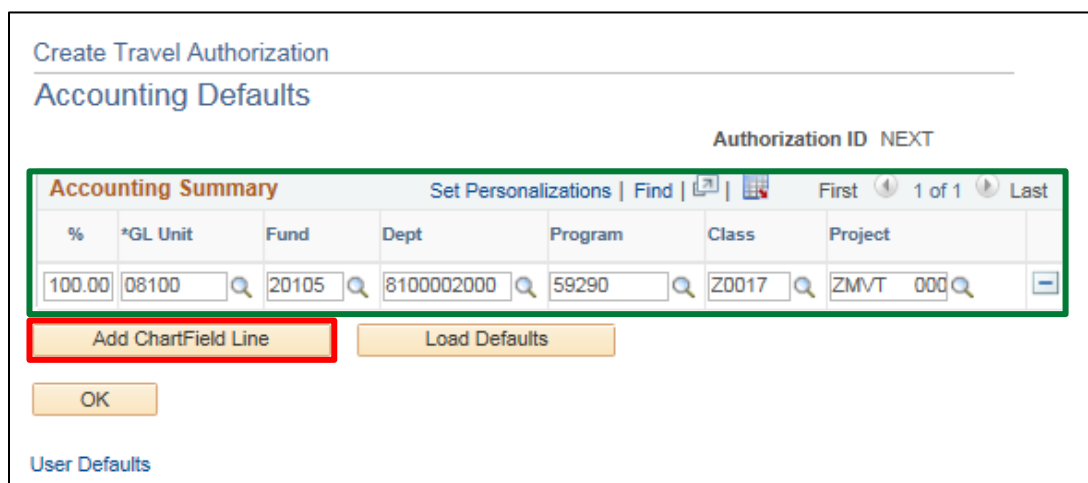
From the **Create or Modify Travel Authorization** page:



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 highlighted with a red box, showing 'Default Accounting' selected and a 'GO' button next to it. The form includes fields for 'Business Purpose' (Conference), 'Destination Location' (FLORIDA), 'Date From' (12/17/2018), and 'Date To' (12/19/2018). There is also a 'Projected Expenses' section with a table for adding expense lines.

1. Select **Default Accounting** from the Actions drop-down box and click **GO**

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:



The screenshot shows the 'Create Travel Authorization - Accounting Defaults' page. It features a table titled 'Accounting Summary' with columns for %, *GL Unit, Fund, Dept, Program, Class, and Project. The table contains one row with values: 100.00, 08100, 20105, 8100002000, 59290, Z0017, and ZMVT 000. Below the table, the 'Add ChartField Line' button is highlighted with a red box. Other buttons include 'Load Defaults', 'OK', and '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.*

2. To add a ChartField line for split funding, click **Add ChartField Line**

A new line is added:

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

- Update the **Percentage** and **ChartFields** for each line, percentage must equal 100% for all lines
- Click **OK** to return to the **Create Travel Authorization - Details** page:

Create Travel Authorization

Colin Davidson

*Business Purpose Conference

Destination Location FLORIDA

*Description Trip to Florida Conference

*Date From 12/17/2018 *Date To 12/19/2018

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	IN VEHICLE RENTAL			0.00	USD

Expand All Collapse All

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
LEG TX PER DIEM ROOM
LICENSE - ATTORNEY
LICENSE - CDL
MEMBERSHIP DUES
MOVING EXPENSES
OUT AIR TRANSP
OUT BREAKFAST
OUT COMMUTER MILE
OUT CONF/TRAIN REGIST
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

Totals (0 Lines) 0.00 USD

- Enter the estimated **Date** of the expense
- Click the **Expense Type** drop-down list and select the appropriate expense type from the list

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) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT MILES - FULL		Employee	0.00	USD

*Billing Type: Non-Taxabl
*Originating Location
*Destination Location: FLORIDA
*Miles: x 0.5450

Accounting Details

Expand All | Collapse All Totals (1 Line) 0.00 USD

8. Expand the **Accounting Details** section by clicking the ► icon

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

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) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT MILES - FULL		Employee	0.00	USD

*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	59290	Z0017	ZMVT 000-
	08100	20105	8100002200	59290	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.

Change Default Accounting for Travel Authorization is Complete


Copy a Travel Authorization

Situations when this function is used: A travel authorization can be created by copying and modifying an existing travel authorization.

Home Page Tile navigation: TE tile > Travel Authorization > Create/Modify Travel Auth

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

The **Travel Authorization** search page displays:

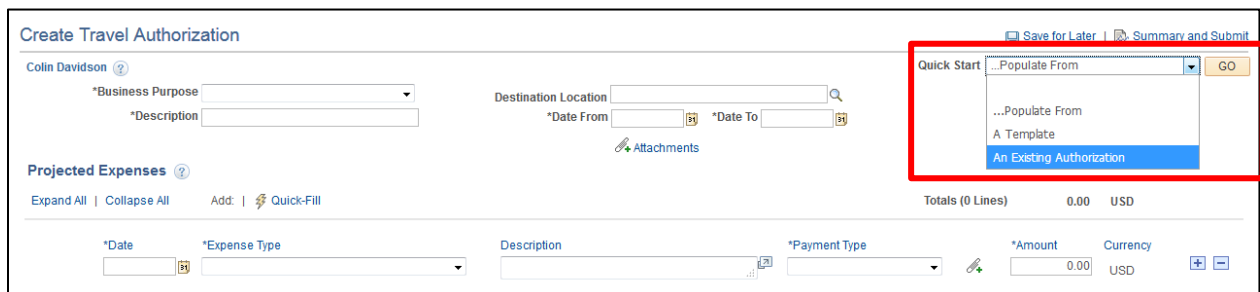


The screenshot shows the 'Travel Authorization' search page. It has two buttons at the top: 'Find an Existing Value' and 'Add a New Value'. Below these is a search field labeled 'Empl ID' with the value '00003' and a magnifying glass icon. At the bottom, there is a red-bordered button labeled 'Add'.

Your Empl ID defaults in.

1. Click **Add**

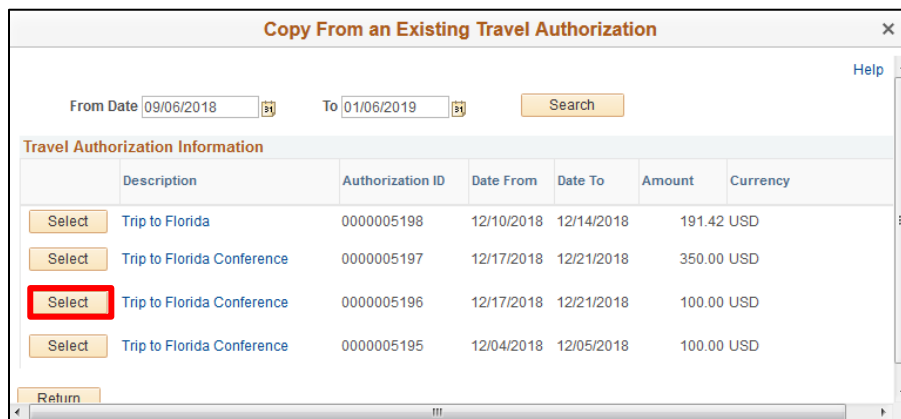
The **Create Travel Authorization** page displays:



The screenshot shows the 'Create Travel Authorization' page. It includes fields for 'Business Purpose', 'Description', 'Destination Location', 'Date From', and 'Date To'. There is a 'Quick Start' dropdown menu on the right, which is highlighted with a red box. The dropdown menu options are: '...Populate From', 'A Template', and 'An Existing Authorization'. The 'GO' button is also visible. Below the form, there is a 'Projected Expenses' section with a table of expense lines.

2. **Quick Start Menu** - Select **Populate From An Existing Authorization** from the drop-down menu and 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'. It has a search bar with 'From Date' (09/06/2018) and 'To' (01/06/2019) fields, and a 'Search' button. Below the search bar is a table of travel authorization information. The table has columns: 'Description', 'Authorization ID', 'Date From', 'Date To', 'Amount', and 'Currency'. There are four rows of data, each with a 'Select' button to its left. The third row is highlighted with a red box.

	Description	Authorization ID	Date From	Date To	Amount	Currency
Select	Trip to Florida	0000005198	12/10/2018	12/14/2018	191.42	USD
Select	Trip to Florida Conference	0000005197	12/17/2018	12/21/2018	350.00	USD
Select	Trip to Florida Conference	0000005196	12/17/2018	12/21/2018	100.00	USD
Select	Trip to Florida Conference	0000005195	12/04/2018	12/05/2018	100.00	USD

3. 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:

Create Travel Authorization

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

Colin Davidson

*Business Purpose

Conference

*Description

Trip to Florida Conference

Destination Location

FLORIDA

*Date From

12/17/2018

*Date To

12/21/2018

Attachments

Actions

...Choose an Action

GO

Projected Expenses

Expand All

Collapse All

Add

Quick-Fill

Totals (0 Lines)

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 (0 Lines)

350.00

USD

Note: Travel dates must be in the future, the system will not allow past dates

Copy a Travel Authorization is Complete

Modify a Travel Authorization

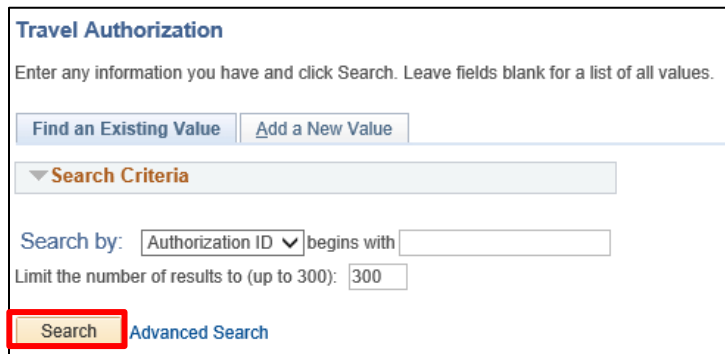
Situations when this function is used: A travel authorization can be modified if it has been saved for later or sent back for revision.

Please refer to [Bulletin 3.4](#) and your department's policy regarding Travel Authorizations.

Home Page Tile navigation: TE tile > Travel Authorization > Create/Modify Travel Auth

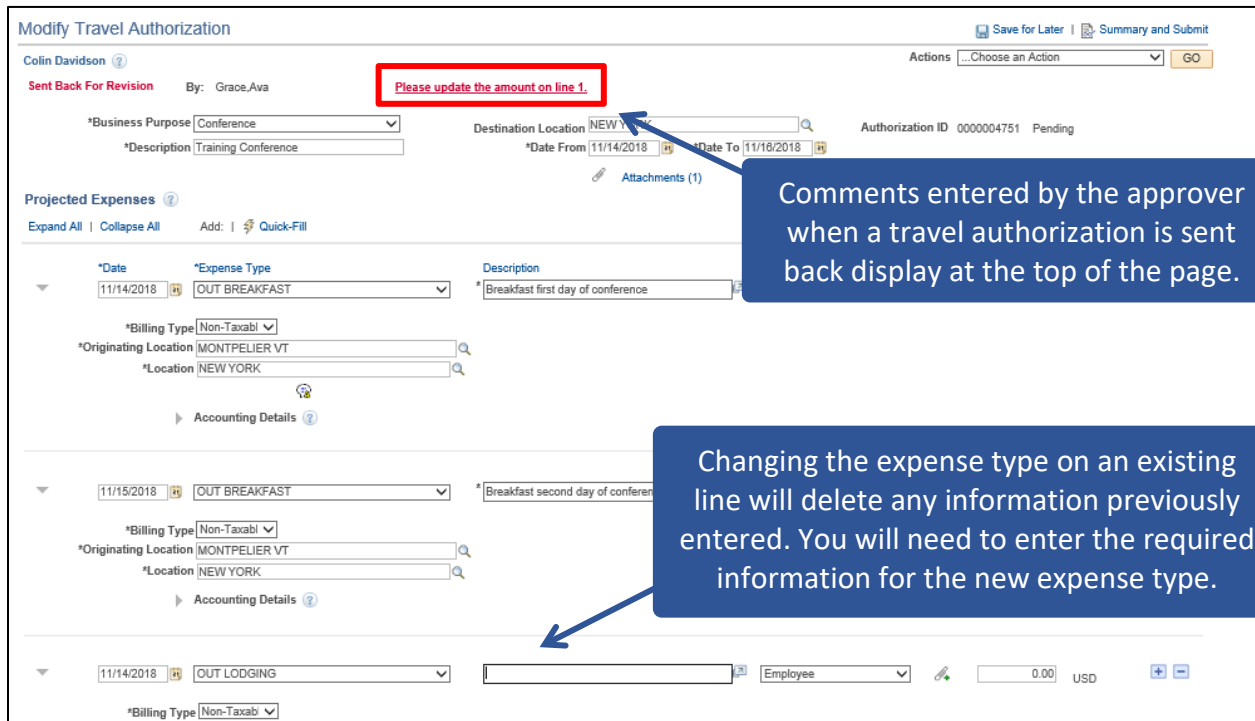
Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

The **Travel Authorization** page displays, click on the **Find an Existing Value** tab:



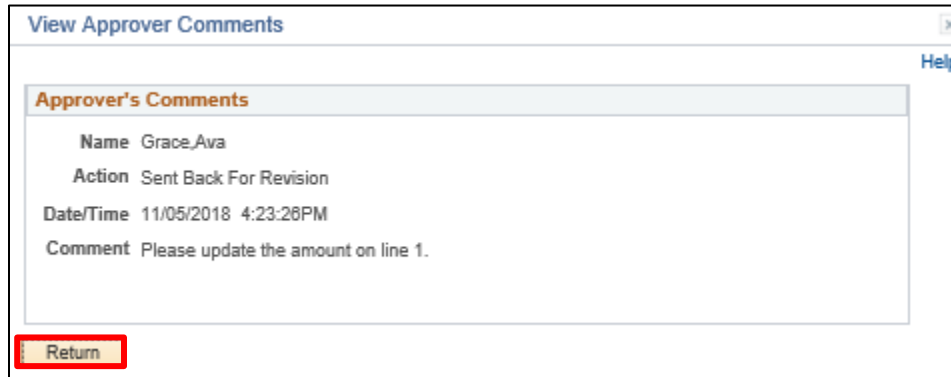
1. Click **Search**

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:



2. 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

3. Review the comment to see what changes need to be made to the travel authorization
4. Click the **Return** button to return to **Modify Travel Authorization - Details** page

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 additional instructions.

Modify a Travel Authorization is Complete

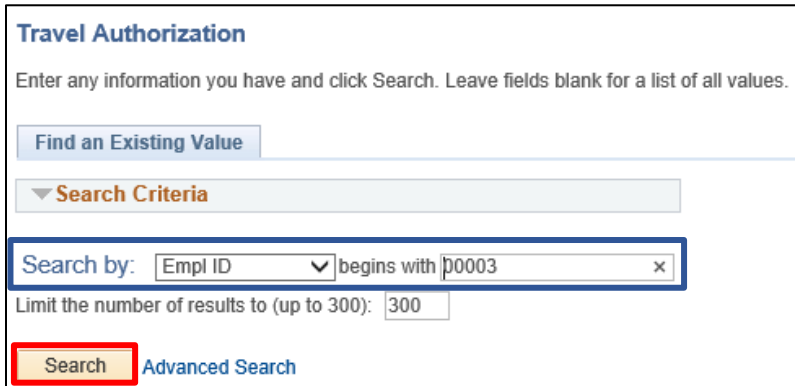
View Travel Authorizations

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

Home Page Tile navigation: TE tile > Travel Authorization > View Travel Authorization

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Travel Authorizations > View

The **View Travel Authorization** search page displays:




The Empl ID automatically defaults in.

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.

1. Click **Search** to view all travel authorizations

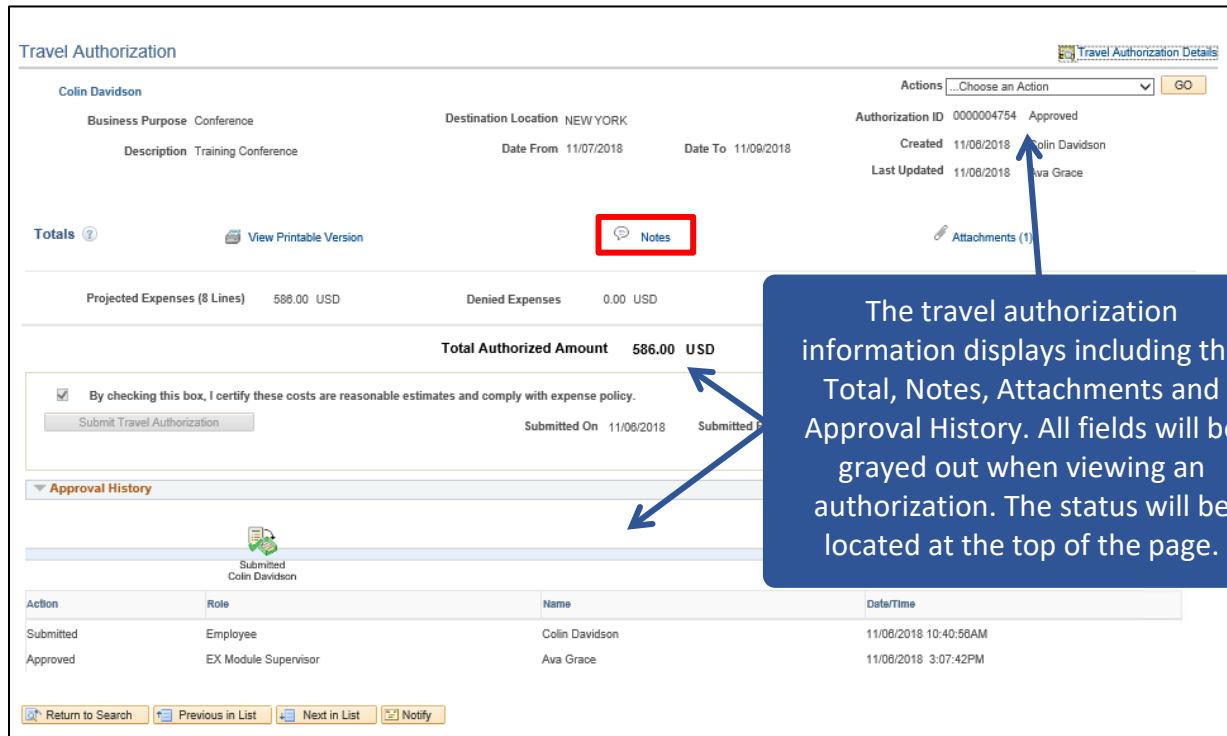
A list of travel authorizations displays in the search results:



Empl ID	Authorization ID	Description	Name	Status	Creation Date
00003	0000004756	Trip To Florida Conference	Davidson, Colin	Pending	11/07/2018
00003	0000004755	Trip To Florida Conference	Davidson, Colin	Submitted	11/07/2018
00003	0000004754	Training Conference	Davidson, Colin	Approved	11/06/2018
00003	0000004753	Conference in DC	Davidson, Colin	Submitted	11/05/2018
00003	0000004752	Training in Florida	Davidson, Colin	Submitted	11/05/2018
00003	0000004751	Training Conference	Davidson, Colin	Pending	11/05/2018
00003	0000004750	Training Out of Country	Davidson, Colin	In Process	11/05/2018

2. Select the **Empl ID** link for the travel authorization you would like to view

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

Authorization ID: 000004754
Approved
Created: 11/08/2018
Last Updated: 11/08/2018

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

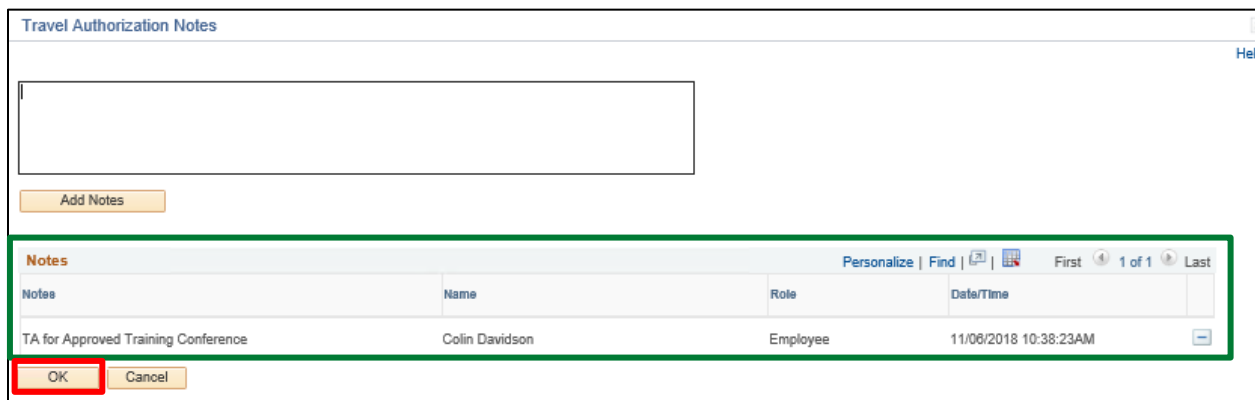
Approval History

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](#)

3. Click on 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 [Personalize](#) [Find](#) [First](#) [1 of 1](#) [Last](#)

Notes	Name	Role	Date/Time
TA for Approved Training Conference	Colin Davidson	Employee	11/06/2018 10:38:23AM

[OK](#) [Cancel](#)

4. Click **OK** 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
Approved
Created: 11/08/2018
Last Updated: 11/08/2018

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: 11/08/2018

Approval History

Submitted: Colin Davidson

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](#)

When one or more attachments are included on the transaction, the Attachments link will include (#) where # equals the number of attachments. The (#) does not display if there are no attachments.

5. Click on the **Attachments (#)** link

The **Travel Auth Attachments** page displays:

Travel Auth Attachments

Travel Authorization ID: 0000004754

Details [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

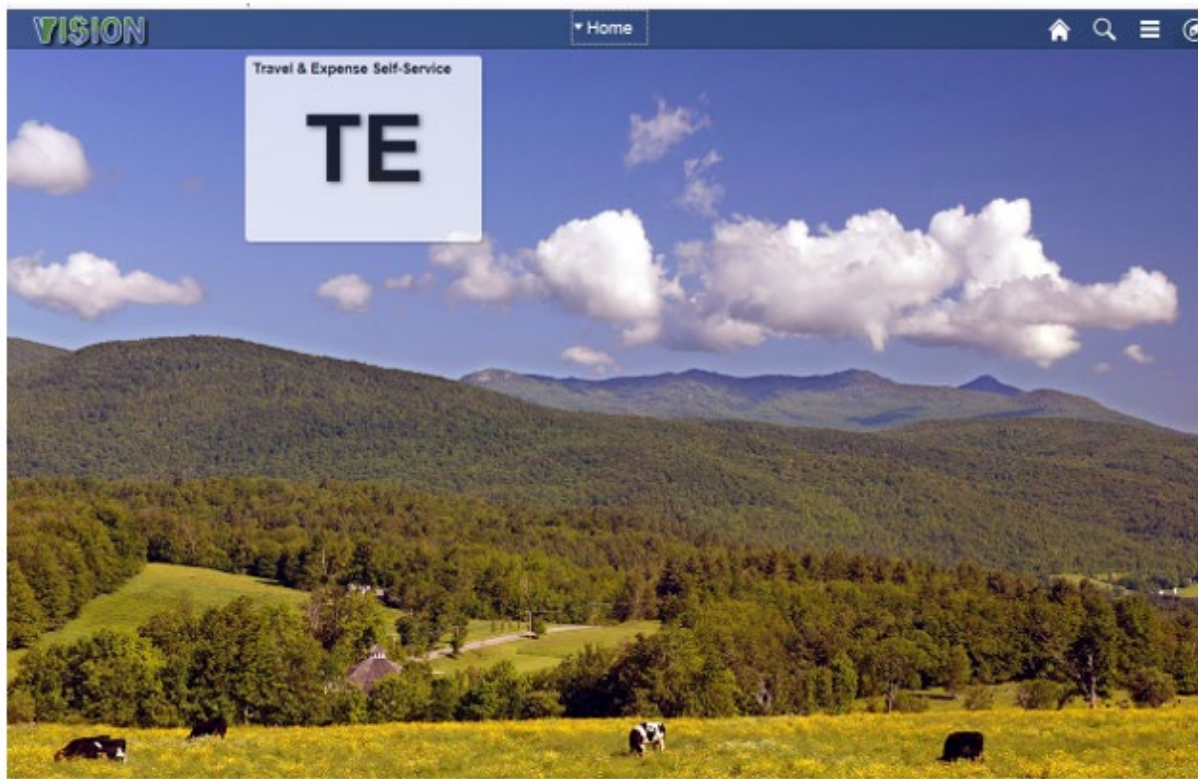
File Name	Description	User	Name	Date/Time Stamp
Test Attachment.docx	Conference Information Attachment	CDAVIDSO	Colin Davidson	11/08/2018 10:40:56AM

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

[OK](#) [Cancel](#)

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

Attachment/receipt sample document used for training.



Travel Auth Attachments

Travel Authorization ID 0000004754

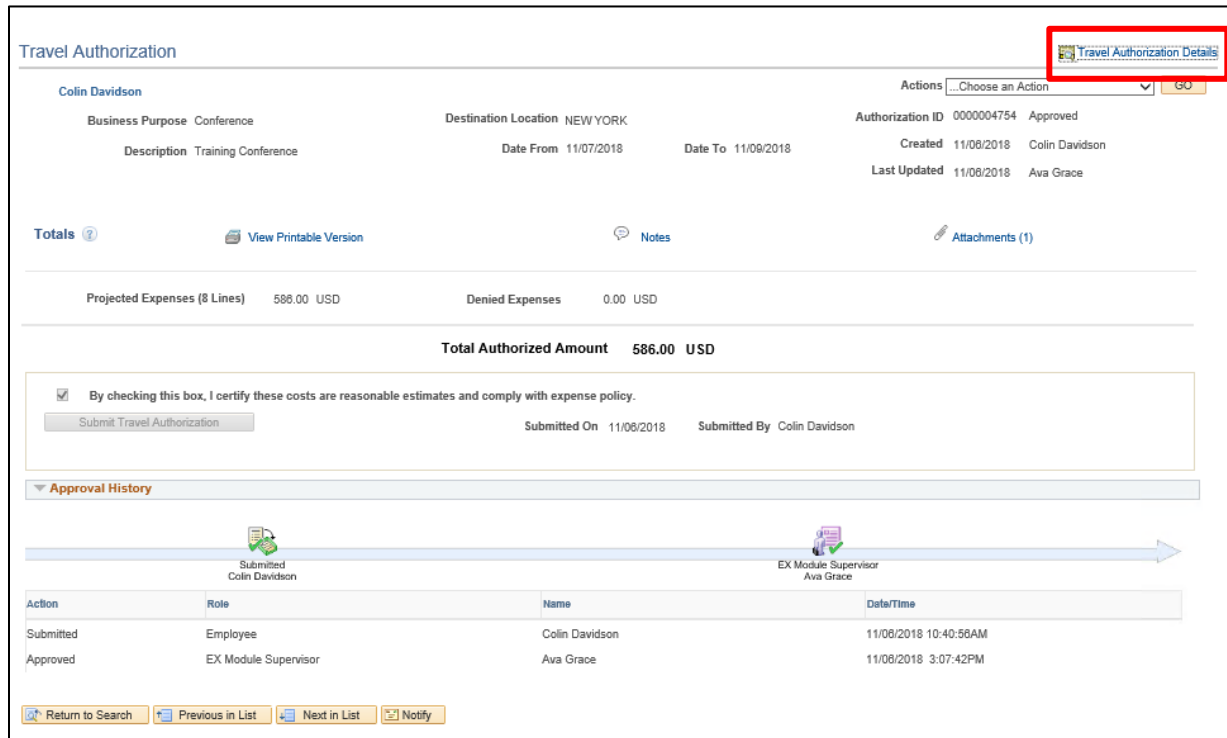
Details

File Name	Description	User	Name	Date/Time Stamp
Test Attachment.docx	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.

8. Click **OK**

The **View Travel Authorization - Summary** page displays:



Travel Authorization

Colin Davidson

Business Purpose: Conference
Description: Training Conference
Destination Location: NEW YORK
Date From: 11/07/2018
Date To: 11/09/2018
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 11/06/2018 Submitted By Colin Davidson

Approval History

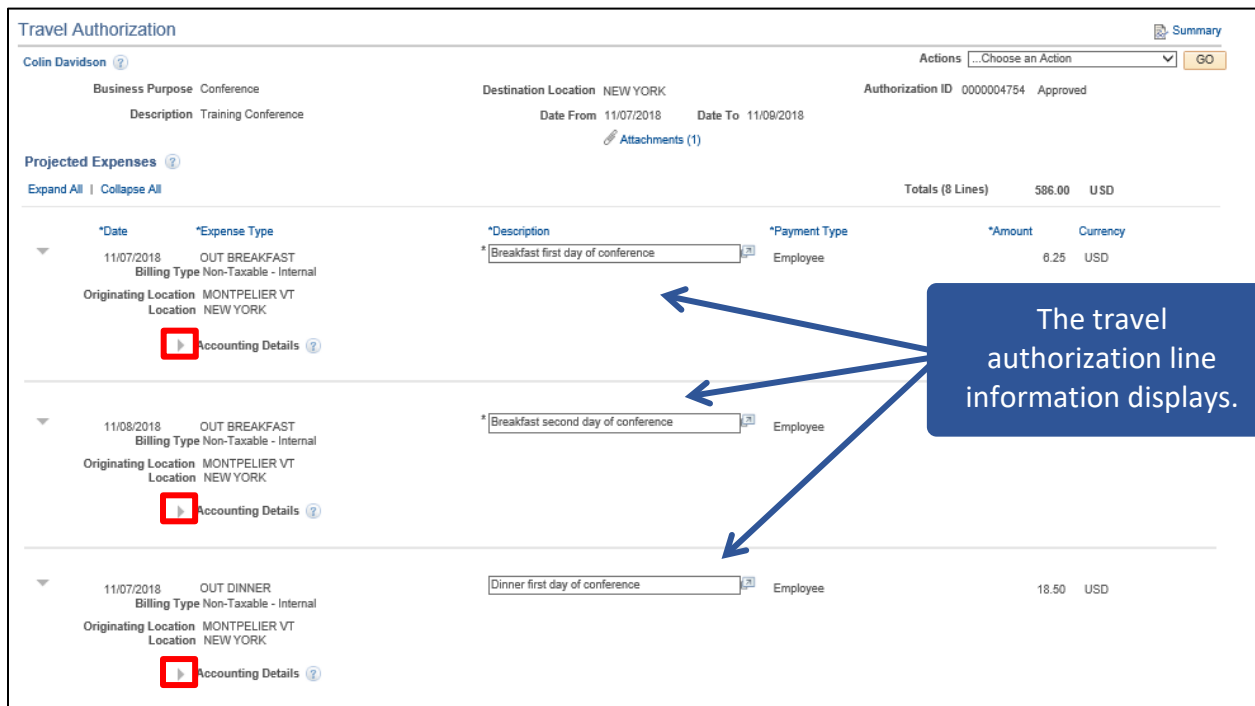
Submitted Colin Davidson
EX Module Supervisor Ava Grace

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](#)

9. Click the **Travel Authorization Details** link.

The **View Travel Authorization - Details** page displays:



Travel Authorization [Summary](#)

Colin Davidson


Business Purpose: Conference
Description: Training Conference
Destination Location: NEW YORK
Date From: 11/07/2018
Date To: 11/09/2018
Authorization ID: 0000004754
Approved

Projected Expenses [Attachments \(1\)](#)

Expand All | Collapse All

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
11/07/2018	OUT BREAKFAST Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK	*Breakfast first day of conference	Employee	6.25	USD
11/08/2018	OUT BREAKFAST Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK	*Breakfast second day of conference	Employee		
11/07/2018	OUT DINNER Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK	Dinner first day of conference	Employee	18.50	USD

The travel authorization line information displays.

10. Click the  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)

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																							
<div>Accounting Details</div> <div>Chartfields</div> <table> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Affiliate</th> </tr> </thead> <tbody> <tr> <td>6.25</td> <td>08100</td> <td>518520</td> <td>20105</td> <td>8100002000</td> <td>59290</td> <td>Z0017</td> <td>ZMVT 000-</td> <td></td> </tr> </tbody> </table>						Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	6.25	08100	518520	20105	8100002000	59290	Z0017	ZMVT 000-	
Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate															
6.25	08100	518520	20105	8100002000	59290	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																							
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Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate															
6.25	08100	518520	20105	8100002000	59290	Z0017	ZMVT 000-																

View Travel Authorization is Complete

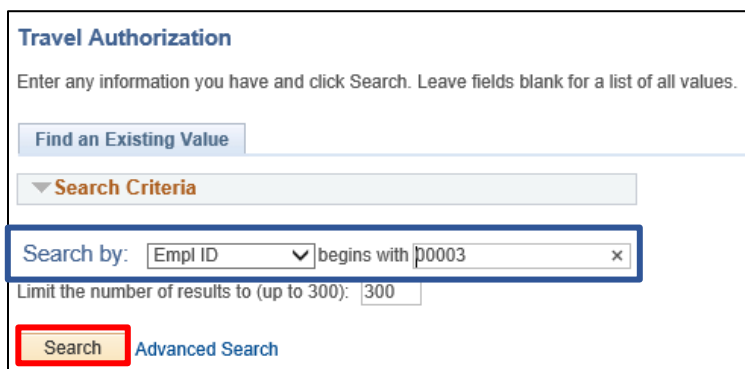
Print a Travel Authorization

Situations when this function is used: Travel authorization might need to be printed.

Home Page Tile navigation: TE tile > Travel Authorization > Print Travel Authorization

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Travel Authorizations > Print

The **Print Travel Authorization** search page displays:

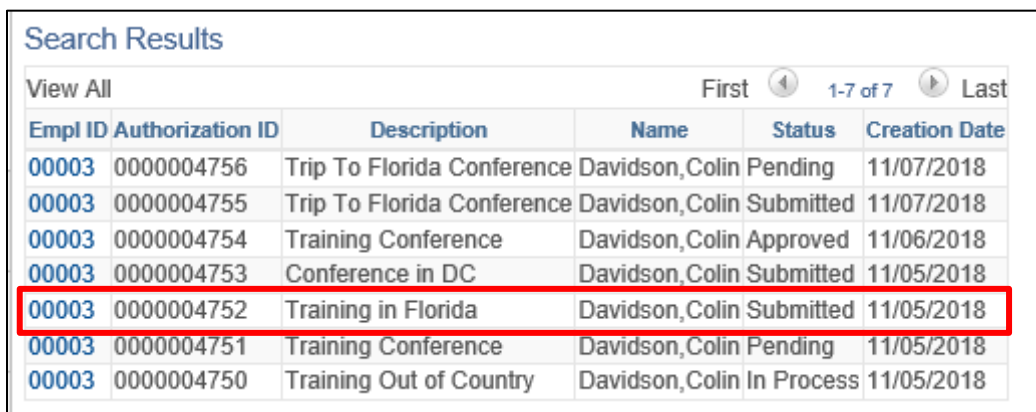


The Empl ID automatically defaults in.

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.

1. Click **Search** to view all travel authorizations

A list of travel authorizations displays in the search results:

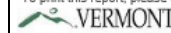


Empl ID	Authorization ID	Description	Name	Status	Creation Date
00003	0000004756	Trip To Florida Conference	Davidson, Colin	Pending	11/07/2018
00003	0000004755	Trip To Florida Conference	Davidson, Colin	Submitted	11/07/2018
00003	0000004754	Training Conference	Davidson, Colin	Approved	11/06/2018
00003	0000004753	Conference in DC	Davidson, Colin	Submitted	11/05/2018
00003	0000004752	Training in Florida	Davidson, Colin	Submitted	11/05/2018
00003	0000004751	Training Conference	Davidson, Colin	Pending	11/05/2018
00003	0000004750	Training Out of Country	Davidson, Colin	In Process	11/05/2018

2. 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.

 **VERMONT**

Travel Authorization

Colin Davidson Report Date: 11/20/2018
Report Time: 12:51:08PM

Authorization ID: 0000004752 Employee ID: 00003
 Description: Training in Florida Status: Closed
 Business Purpose: Training

Date From: 11/12/2018 To: 11/15/2018
 Comment:

Date	Expense Type	Merchant	Amount	Location
11/12/2018	OUT LODGING	Hilton	600.00 USD	FLORIDA
11/12/2018	OUT AIR TRANSP	Spirit	400.00 USD	FLORIDA
Total Travel Authorization Amt			1,000.00	USD
Non-Reimbursable Expenses			0.00	USD
Total Travel Authorization			1,000.00	USD

I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

Colin Davidson 11/05/2018

Employee Signature Date
 This authorization to travel is hereby approved.

Ava Grace 11/07/2018

Approved By Date

Print a Travel Authorization is Complete

Delete a Travel Authorization

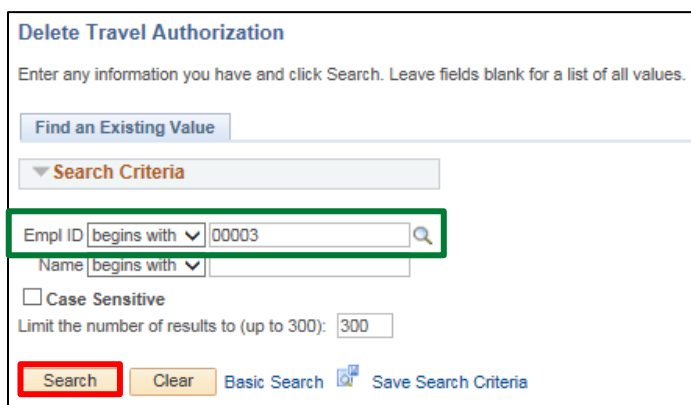
Situations when this function is used: Travel authorizations might need to be deleted when it is a duplicate or is no longer needed. Travel authorizations can only be deleted when they are in a pending status.

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.*

Home Page Tile navigation: TE tile > Travel Authorization > Delete Travel Authorization

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Travel Authorizations > Delete

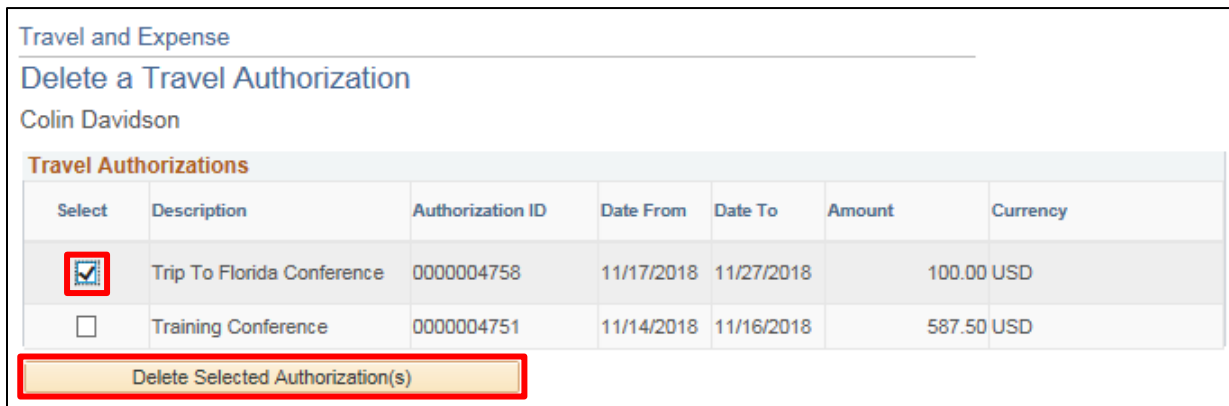
The **Delete Travel Authorization** search page displays:



Your Empl ID automatically defaults in.

1. Click **Search**, it can take a few moments to load the page

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:




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

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

2. Select the travel authorization you want to delete, by clicking the **Select** checkbox. You can delete multiple travel authorizations by selecting multiple checkboxes.
3. Click **Delete Selected Authorization(s)**

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

4. Click **OK**

The **Travel and Expense - Delete a Travel Authorization** 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 travel authorization no longer displays and will not be available to view, modify, or print.

Delete a Travel Authorization is Complete

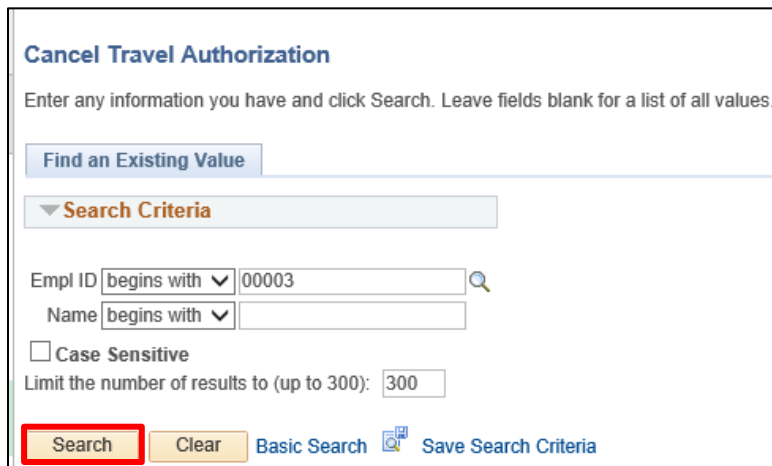
Cancel a Travel Authorization

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.

Home Page Tile navigation: TE tile > Travel Authorization > Cancel Travel Authorization

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Travel Authorizations > Cancel

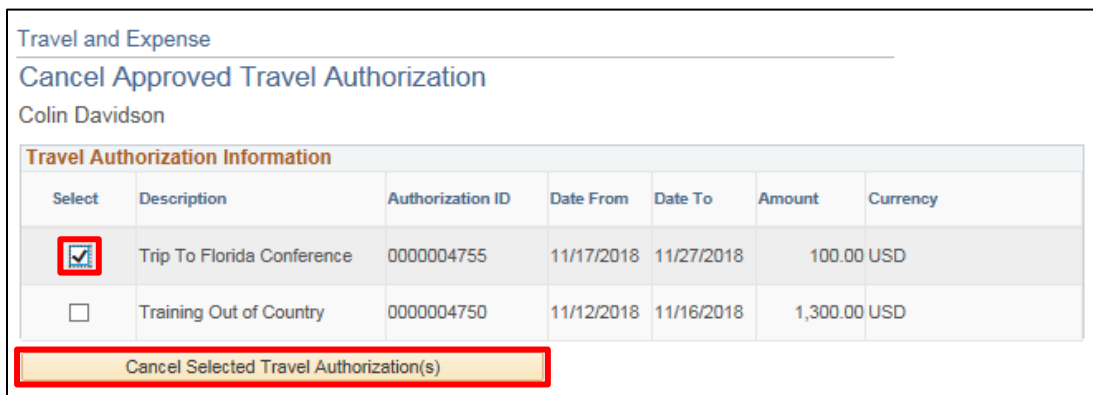
The **Cancel Travel Authorization** search page displays:



Your Empl ID automatically defaults in.

1. Click **Search**

The **Travel and Expense - Cancel Approved Travel Authorization** page displays, all the approved travel authorizations that are not completed will be listed:




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

If the authorization you are looking for isn't showing up, check the status to confirm that it is approved.

2. Select the travel authorization you want to cancel, by clicking the **Select** checkbox
3. 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

4. Click **OK**

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.

Cancel a Travel Authorization is Complete

Cash Advances

Create a Cash Advance (approved TA in VISION required)

The Basics:

Please refer to [Bulletin 3.4](#) and your department's policy regarding Cash Advances.

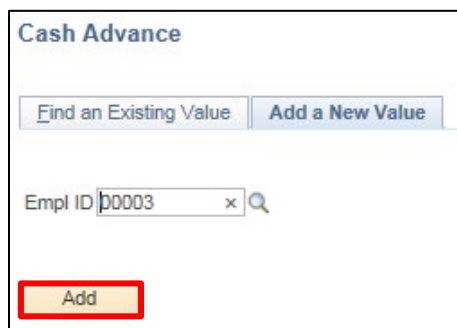
- **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses
- **Preferred payment methods** - Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements
- **Clear cache** - To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome
- **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
- **Minimum advance amount \$200** - The amount of the advance must not exceed the Travel Authorization and must be over \$200
- **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
- **Advances may be issued no sooner than 30 days prior to trip start date**
- **An Approved Travel Authorization in VISION is required to submit a Cash Advance**
- **The Cash Advance must include an overnight stay**
- **Cash advances will be deposited into your direct deposit (balance or 999) account**
- **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.

Home Page Tile navigation: TE tile > Cash Advances > Create/Modify Cash Advance

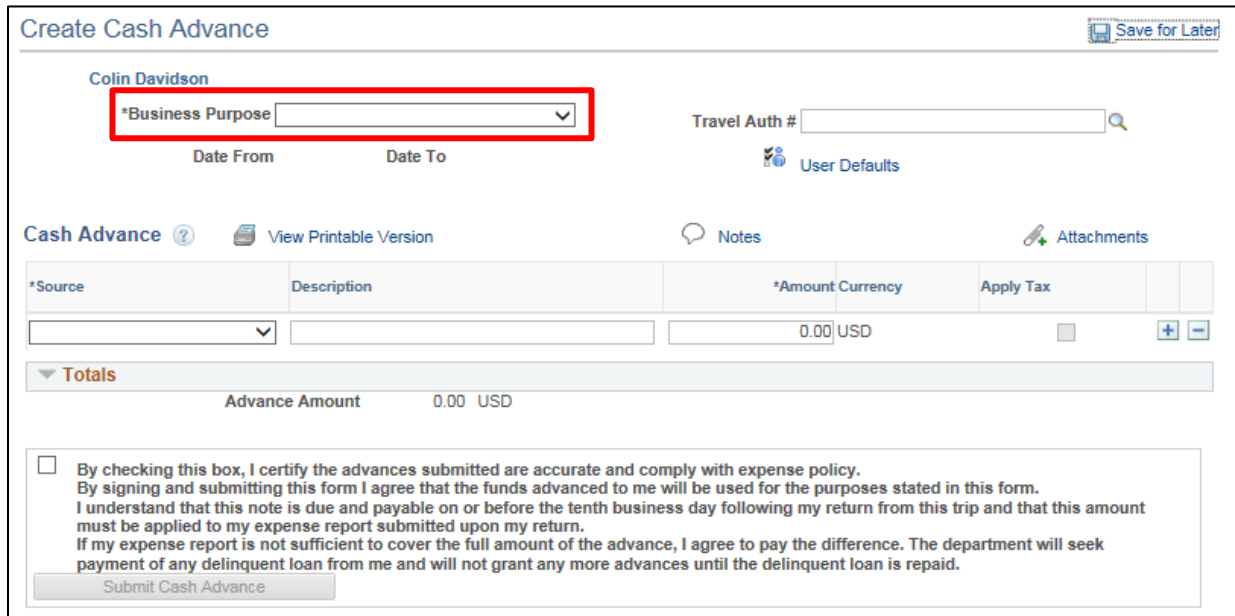
Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify

The **Cash Advance** search page displays:



1. Click [Add](#)


The **Create Cash Advance** page displays:



Create Cash Advance [Save for Later](#)

Colin Davidson

*Business Purpose ▼

Travel Auth # 

Date From Date To [User Defaults](#)

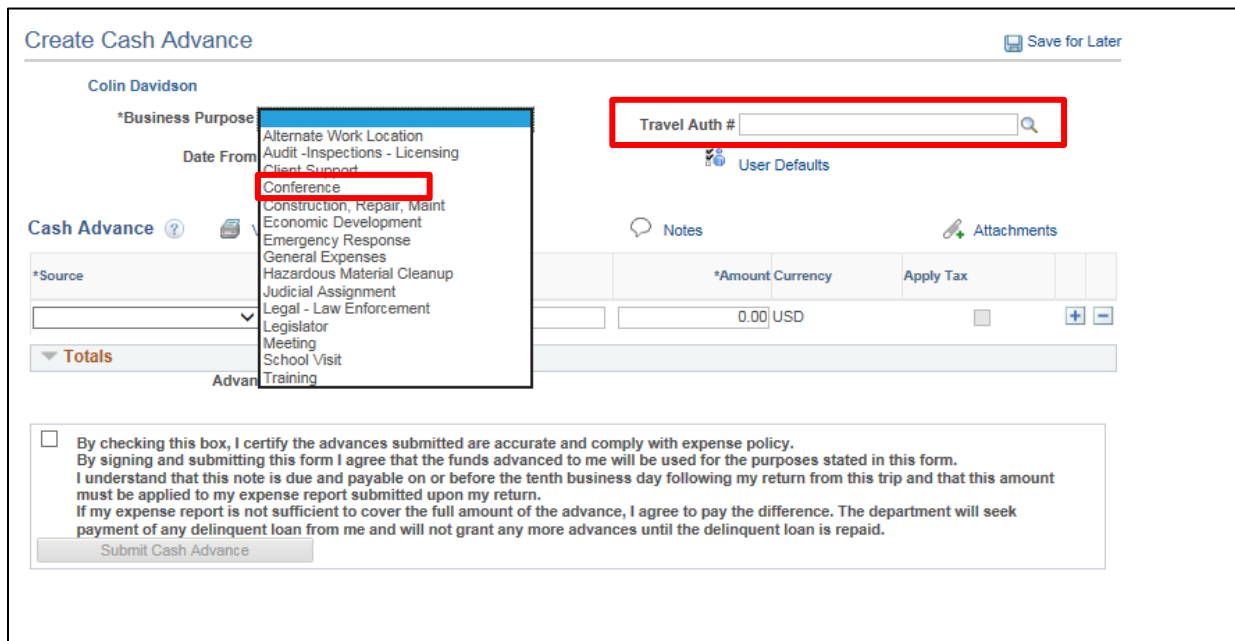
Cash Advance [View Printable Version](#) [Notes](#) [Attachments](#)

*Source	Description	*Amount	Currency	Apply Tax
▼		0.00	USD	<input type="checkbox"/>
Totals		Advance Amount	0.00	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](#)


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



Create Cash Advance [Save for Later](#)

Colin Davidson

*Business Purpose ▼

Travel Auth # 


Date From Date To [User Defaults](#)

Cash Advance [View Printable Version](#) [Notes](#) [Attachments](#)

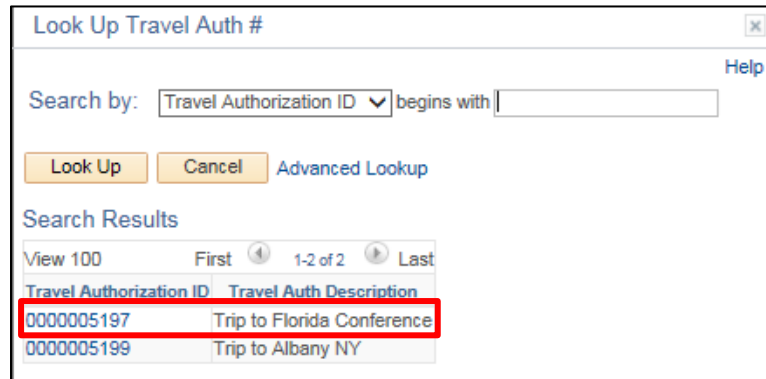
*Source	Description	*Amount	Currency	Apply Tax
▼		0.00	USD	<input type="checkbox"/>
Totals		Advance Amount	0.00	USD

☐ 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](#)

3. Select the option that most closely identifies the purpose of the trip
4. 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 by clicking 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 #

Search by: Travel Authorization ID begins with

Look Up Cancel Advanced Lookup

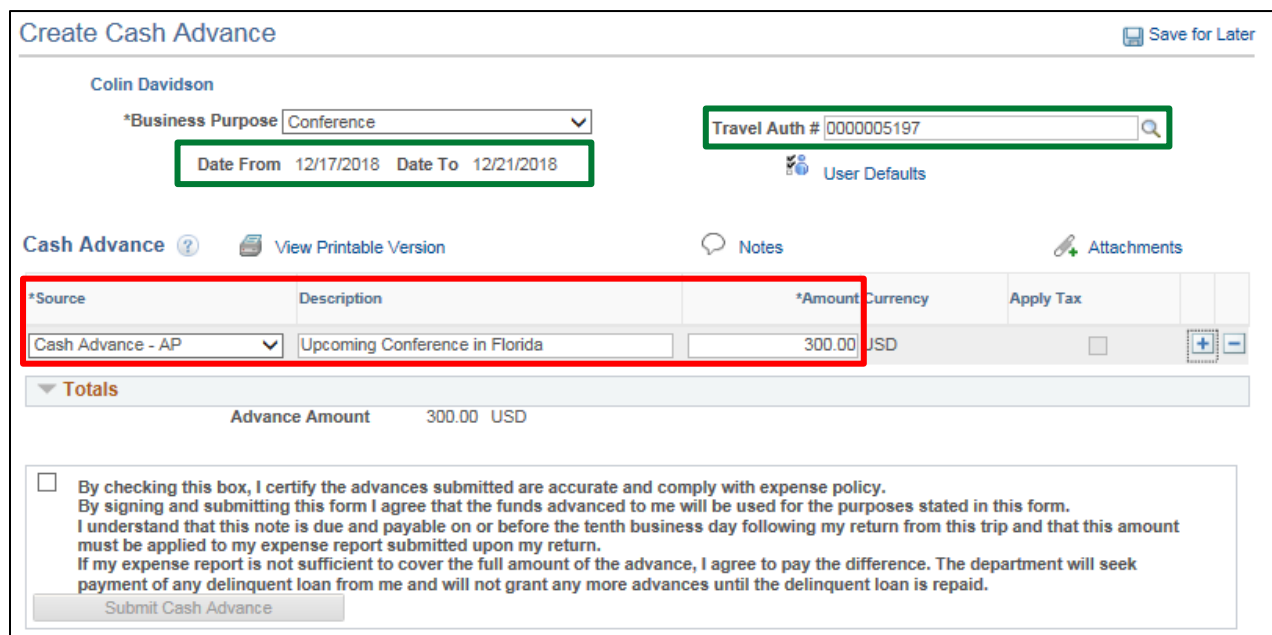
Search Results

View 100 First 1-2 of 2 Last

Travel Authorization ID	Travel Auth Description
0000005197	Trip to Florida Conference
0000005199	Trip to Albany NY

- Click on the **Travel Authorization ID** link you want

The **Create Cash Advance** page displays the Travel Authorization ID and dates of travel are populated from the Travel Authorization:



Create Cash Advance

Colin Davidson

*Business Purpose Conference

Date From 12/17/2018 Date To 12/21/2018

Travel Auth # 0000005197

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	

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.

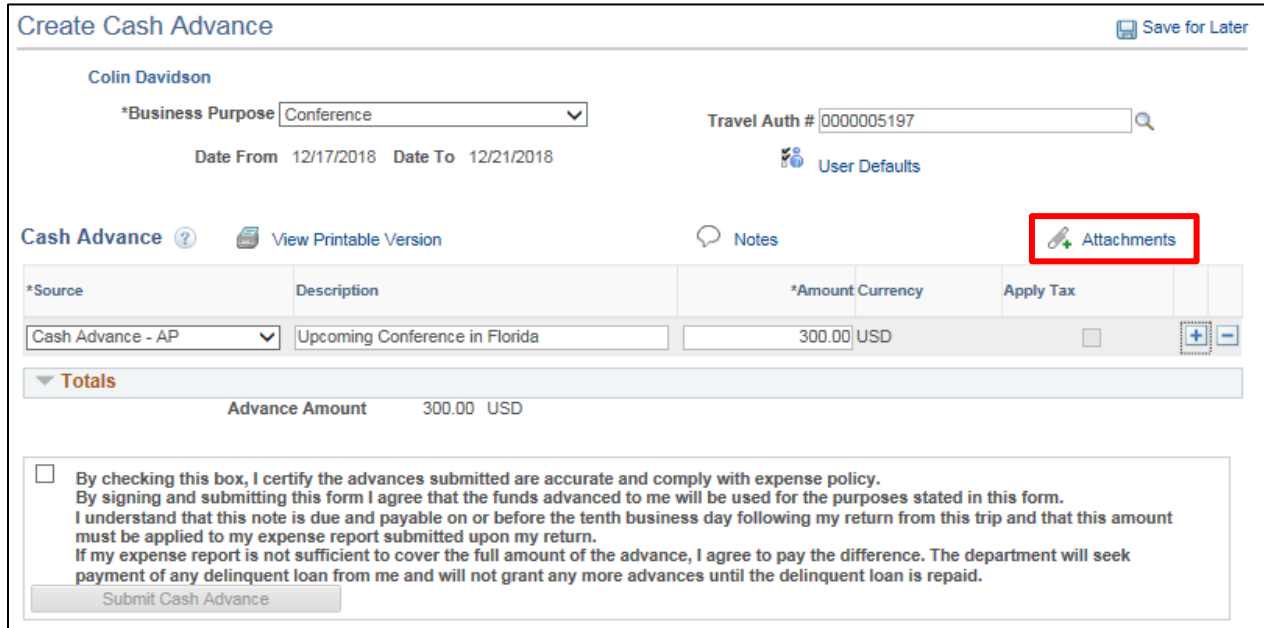
Submit Cash Advance

Note: Cash Advances cannot be requested more than 30 days before start of your trip

- Select **Cash Advance - AP** from the Source drop-down list
- Type a brief meaningful explanation in the **Description** field
- 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"/>

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](#)

9. Click the **Attachments** link or  icon

The **Cash Advance Attachments** page displays:



Cash Advance Attachments [Help](#)

Advance ID: NEXT

Details [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

File Name	Description	User	Name	Date/Time Stamp
View				

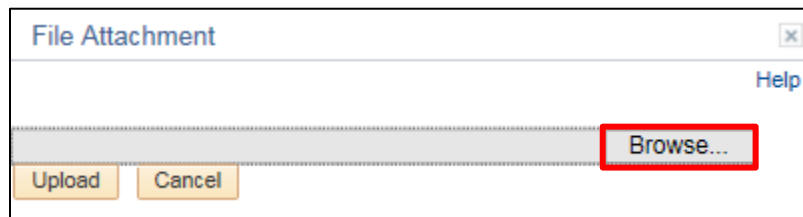
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

[Add Attachment](#)

[OK](#) [Cancel](#)

10. Click **Add Attachment**

The **File Attachment** page displays:



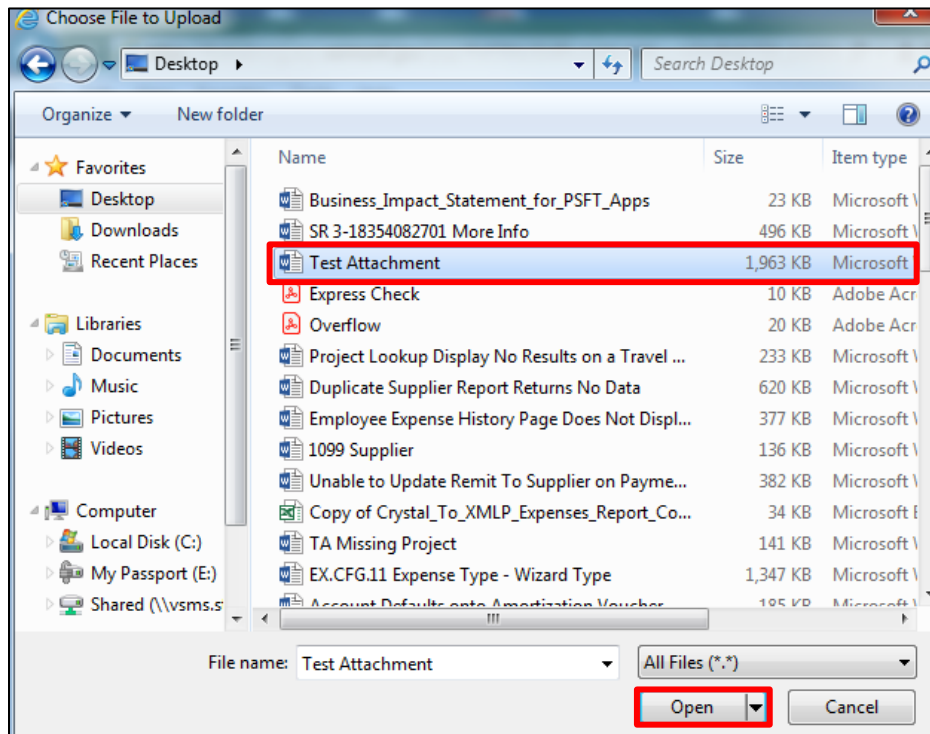
File Attachment [Help](#)

[Browse...](#)

[Upload](#) [Cancel](#)

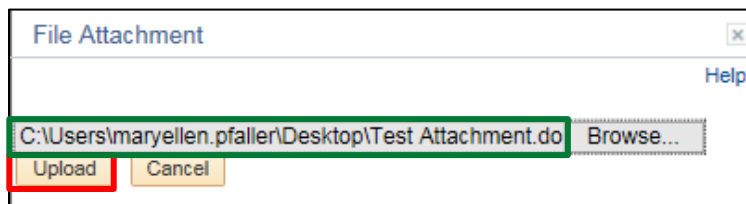
12. Click **Browse**

The **Choose File to Upload** window opens:



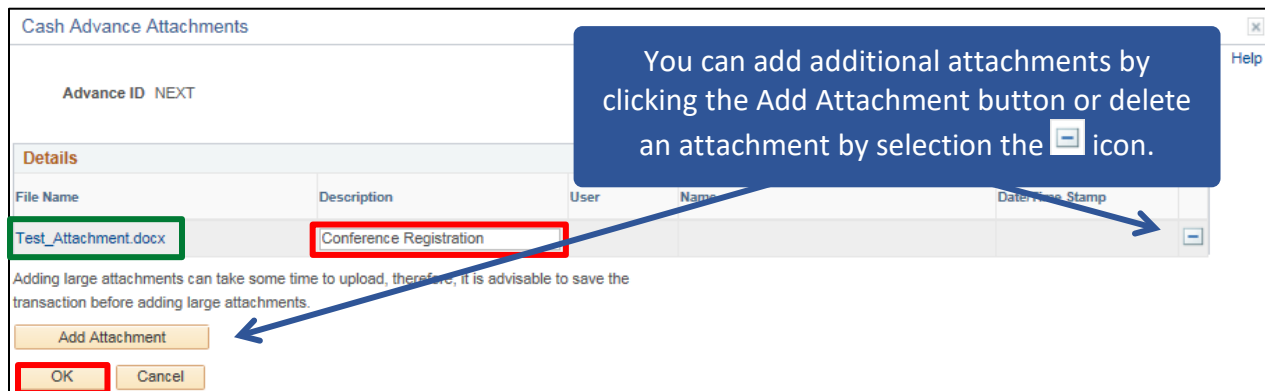
13. Select the file you want to attach and click **Open**

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





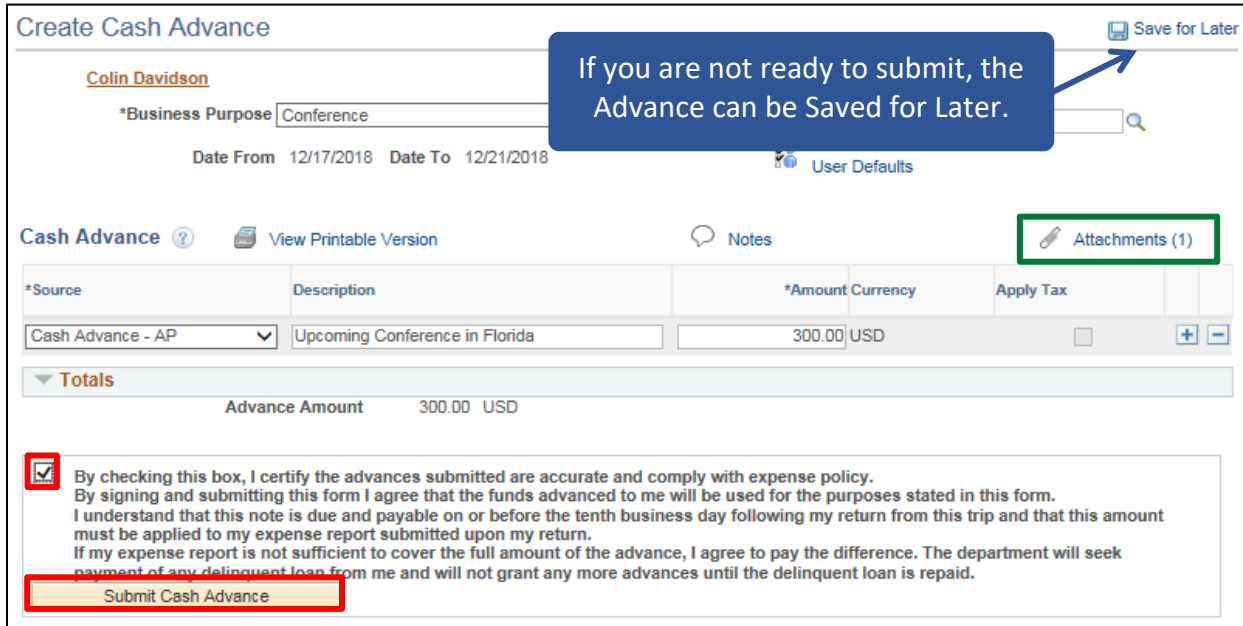
14. Click **Upload**

The **Cash Advance Attachments** page displays with the File Name as a link to the document:



15. Enter a brief description of the attachment in the **Description** field and click **OK**

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

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"/>
Totals				
Advance Amount		300.00	USD	

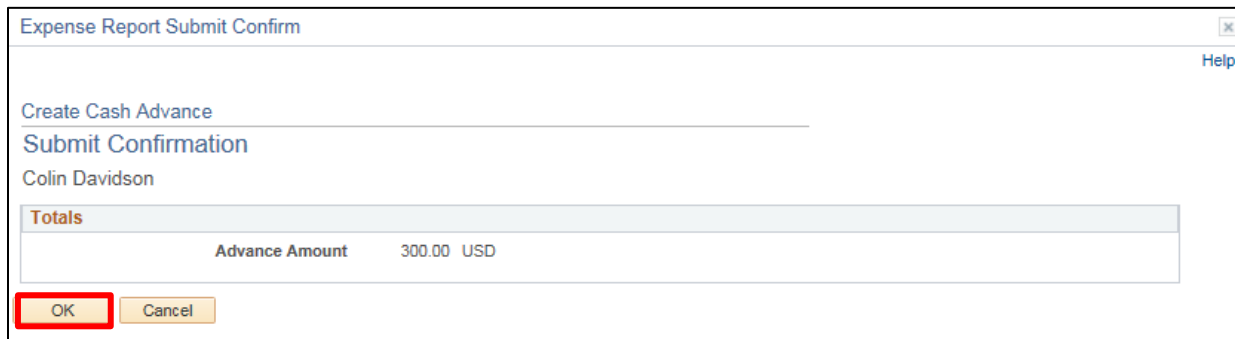
☒ By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business 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

16. After reading the certification statement, click the **Certification** checkbox certify accuracy and compliance - the **Submit Cash Advance** button becomes available

17. Click **Submit Cash Advance**

The **Create Cash Advance - Submit Confirmation** page displays:



Expense Report Submit Confirm

Create Cash Advance

Submit Confirmation

Colin Davidson

Totals	
Advance Amount	300.00 USD

OK Cancel

18. Click **OK**

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 0000000833 has been submitted for approval.

Business Purpose Conference

Date From 12/17/2018 Date To 12/21/2018

Accounting Date 12/11/2018

Report 0000000833 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"/>
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

Refresh Approval Status

Return to Search Notify

19. Click **Refresh Approval Status**

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.

Submit Cash Advance

Withdraw Cash Advance

Submitted On 12/11/2018
Submitted By Colin Davidson

Approval History

Submitted Colin Davidson
 Expense Coordinator (Pooled)
 Payment

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

20. Click **OK** to return to the cash advance and correct any errors

Create a Cash Advance is Complete

Modify Cash Advance

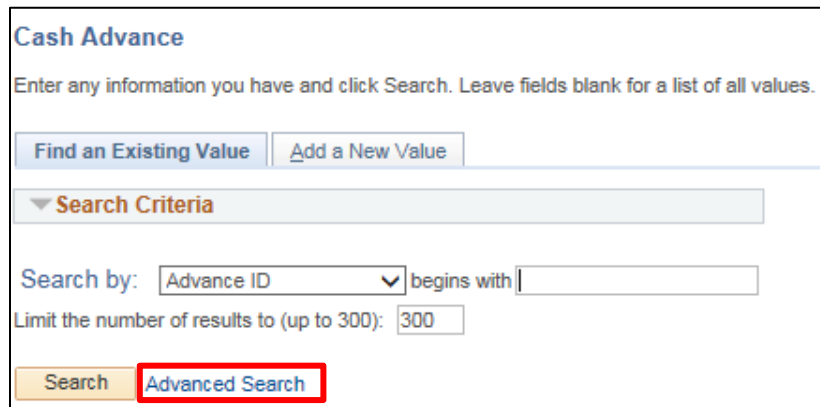
Situations when this function is used: A cash advance can be modified if it has been saved for later or sent back for revision.

Please refer to [Bulletin 3.4](#) and your department's policy regarding Cash Advances.

Home Page Tile navigation: TE tile > Cash Advances > Create/Modify Cash Advance

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify

The **Cash Advance** page displays, click on the **Find an Existing Value** tab:



Cash Advance

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

Find an Existing Value **Add a New Value**

▼ **Search Criteria**

Search by: begins with

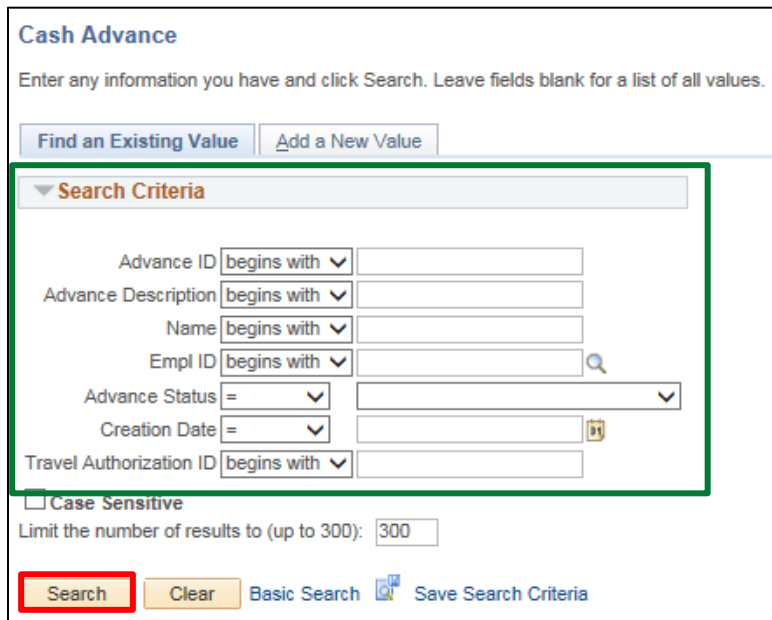
Limit the number of results to (up to 300):

Search **Advanced Search**

Your Empl ID automatically defaults in.

1. Click **Advanced Search**

Additional search criteria fields display including the ability to search for a cash advance using the Travel Authorization ID:



Cash Advance

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

Find an Existing Value **Add a New Value**

▼ **Search Criteria**

Advance ID

Advance Description

Name

Empl ID

Advance Status

Creation Date

Travel Authorization ID

☐ Case Sensitive

Limit the number of results to (up to 300):

Search **Clear** **Basic Search** **Save Search Criteria**

2. Click **Search**

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

Cash Advance
View Printable Version

*Source	Description	Amount	Unit
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

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 your changes the cash advance can be save for later or submitted
- After reading the certification statement, click the **Certification** checkbox

The **Submit Cash Advance** button becomes available:

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	
<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	

4. 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

5. Click **OK**

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 000000833 has been submitted for approval.

Sent Back For Revision
By: Motor,Mary
Please correct the amount.

Business Purpose
Conference
Report 000000833 Submission in Process

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"/>
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
Submitted On 12/11/2018
Submitted By Colin Davidson

Refresh Approval Status

Return to Search
Notify

6. Click **Refresh Approval Status**

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

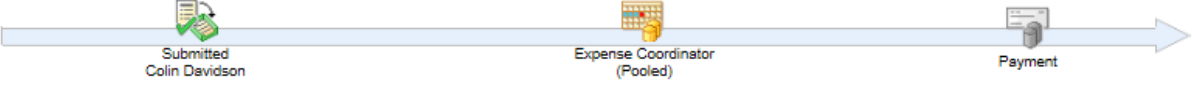
Totals

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.

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.

Modify Cash Advance is Complete

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.

Home Page Tile navigation: TE tile > Cash Advances > View Cash Advance

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Cash Advances > View

The **View Cash Advance** page displays:

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: begins with

Limit the number of results to (up to 300):

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

Your Empl ID automatically defaults in.

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.

1. Click [Search](#) to view all cash advances

A list of cash advances display in the search results:

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

2. 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

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

Accounting Date 12/12/2018


Report 0000000833 Pending





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"/>
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](#)

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](#)

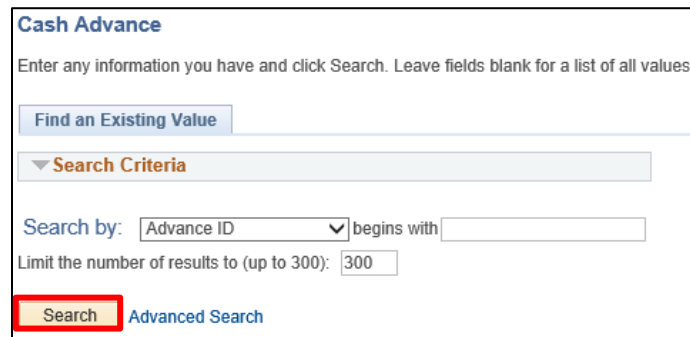
View Cash Advances is Complete

Print a Cash Advance

Situations when this function is used: A cash advance might need to be printed.

Home Page Tile navigation: TE tile > Cash Advances > Print Cash Advance

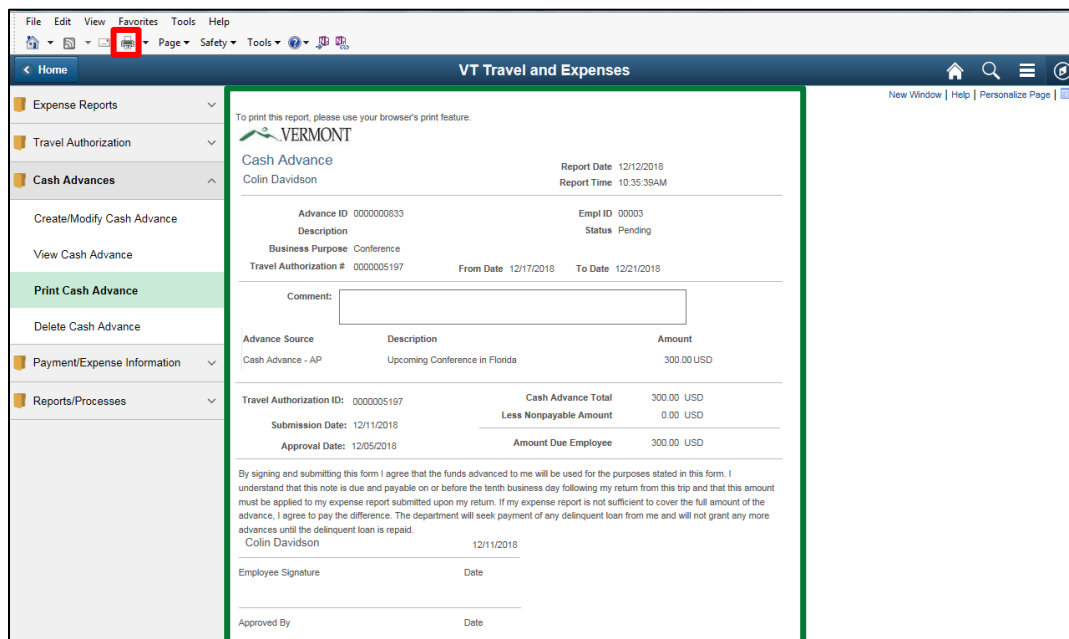
Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Cash Advances > Print
The **Print Travel Authorization** page displays:



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.

1. Enter the cash advance ID number you want to print
2. Click **Search**

A printable version of the cash advance displays:



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

Print a Cash Advance is Complete

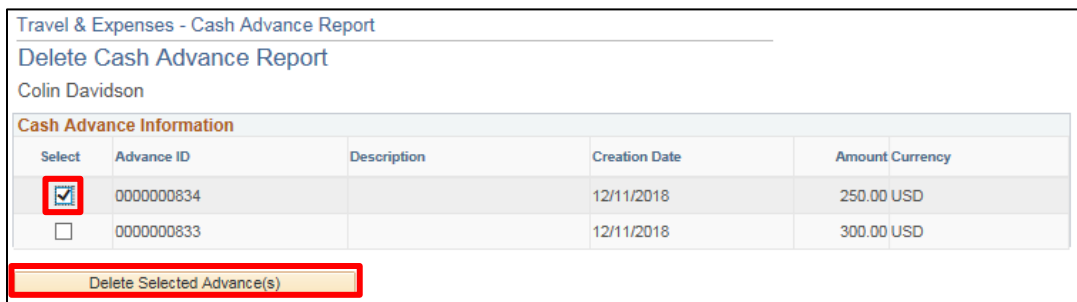
Delete a Cash Advance

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

Home Page Tile navigation: TE tile > Cash Advances > Delete Cash Advance

Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Cash Advances > Delete

The **Delete Cash Advance Report** page displays, any cash advance that is in a pending status will show as available to delete:



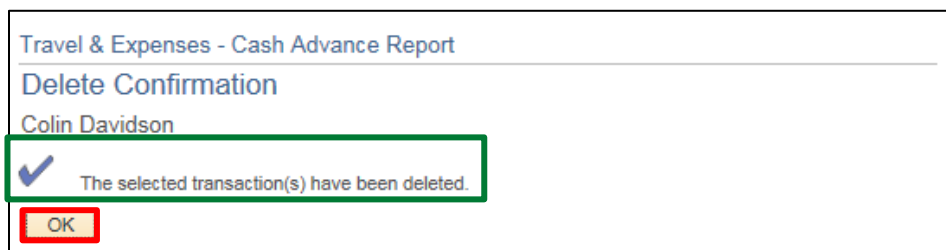
Select	Advance ID	Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000000834		12/11/2018	250.00	USD
<input type="checkbox"/>	0000000833		12/11/2018	300.00	USD

Delete Selected Advance(s)

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

1. Select the cash advance you want to delete, by clicking the **Select** checkbox. You can delete multiple advances by selecting multiple checkboxes
2. Click **Delete Selected Advance(s)**

A **Delete Confirmation** page displays informing you that the selected authorization has been deleted:

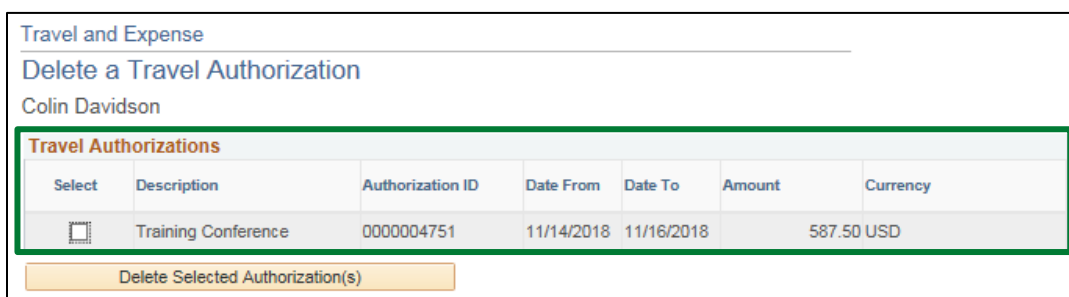


The selected transaction(s) have been deleted.

OK

3. Click **OK**

The **Delete Cash Advance Report** page displays:



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.

Delete a Cash Advance is Complete