Enter and Submit an Expense Report

Navigation: Employee Self-Service > Travel and Expense Center > Expense Report > Create

1. On the Add a New Value tab, select your EmplID and click Add.
2. Select A Blank Report in the Quick Start field.
3. In the General Information section, input
   a. Description
   b. Business Purpose
   c. Destination: the airport code for your destination
   d. Comment
   e. Begin Date and End Date
4. Click Accounting Defaults.
   a. Input SmartKey.
   b. Click OK.
5. On the Details grid, input
   a. Expense Type
   b. Expense Date
   c. Amount Spent
   d. Payment Type
6. Click Detail and input any required information, such as Description.
7. Click Accounting Detail and review/revise
   a. Account
   b. SmartKey
8. Click OK.
9. Click Return to Expense Report.
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10. If necessary, continue adding additional expenses to the report.
11. Answer the Foreign National questions.
12. Click [Check For Errors] and resolve errors, if necessary.
13. Healthcare only: Print the Accounting Detail page for each line on the Expense Report.
14. Click [Save For Later].
15. University only: To view the Workflow Approval Map, click [Workflow Proven].
16. Click [Submit] to submit the transaction into Workflow.
17. Click [Print report with barcode], and then print the report using your browser Print button.
18. Send the printed report to Account Payable/Payment Services along with your receipts. Healthcare: Also include copies of the Accounting Detail pages as supporting documentation. Have your manager approve the Expense Report before sending it to Accounts Payable.

Importing Expenses from My Wallet (Emory University only)

Navigation: Employee Self-Service > Travel and Expense Center > Expense Report > Create

1. On the Add a New Value tab, select your EmplID and click [Add].
2. There are two ways to access the My Wallet page:
   a. Select Entries from My Wallet in the Quick Start field, and click [Go].
   b. Click the button to the right of the New Expense field (below the Details grid), select Expenses from My Wallet, and click [Add].
3. On the My Wallet page,
   a. Click the check box next to each expense you want to add to the Expense Report.
   b. Click [Done].

4. Review all fields on the Expense Report and update as needed. Be sure to review the Accounting Detail page.
5. To complete the Expense Report, answer the Foreign Nationals question, check the Expense Report for errors, save and submit the Expense Report, and print the report.
6. Send the printed report to Accounts Payable/Payment Services along with your receipts.

October 19, 2009