Creating a new expense report

Overview

This user guide provides steps to create a new expense report.

Procedure

Step 1. Log in to PeopleSoft. From the Employee Self Service homepage, select the **Expenses** tile (Figure 1).

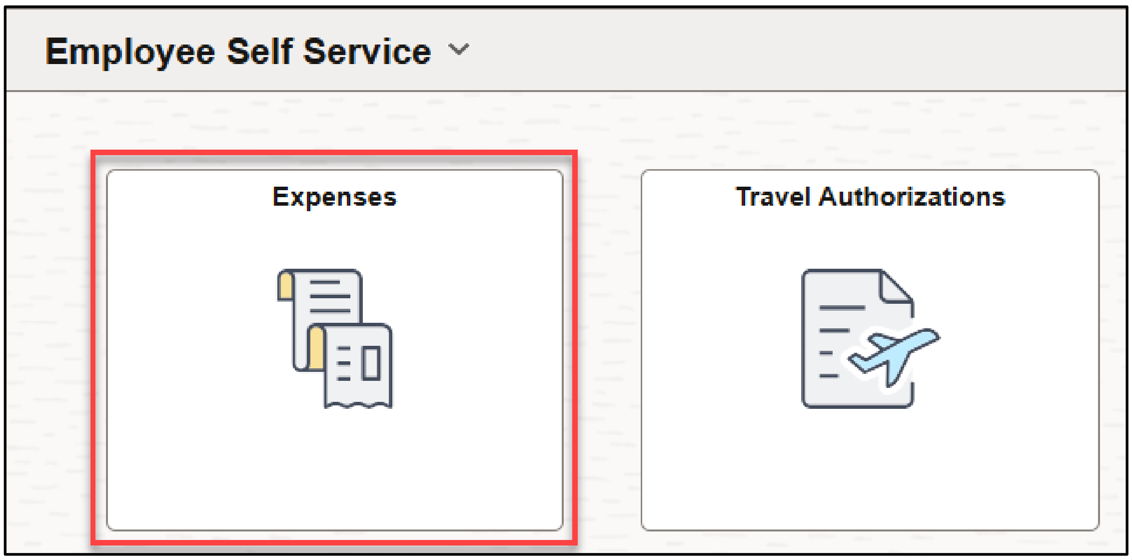

Figure 1. Employee Self Service homepage with the Expenses tile highlighted.

Step 2. Select the **Create Expense Report** tile (Figure 2), then select the Create Expense Report button (Figure 3).

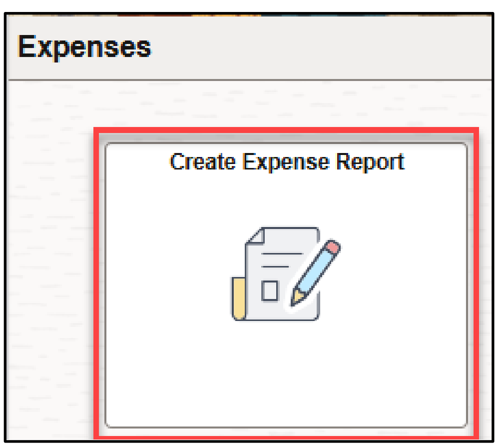

Figure 2. Create Expense Report tile.

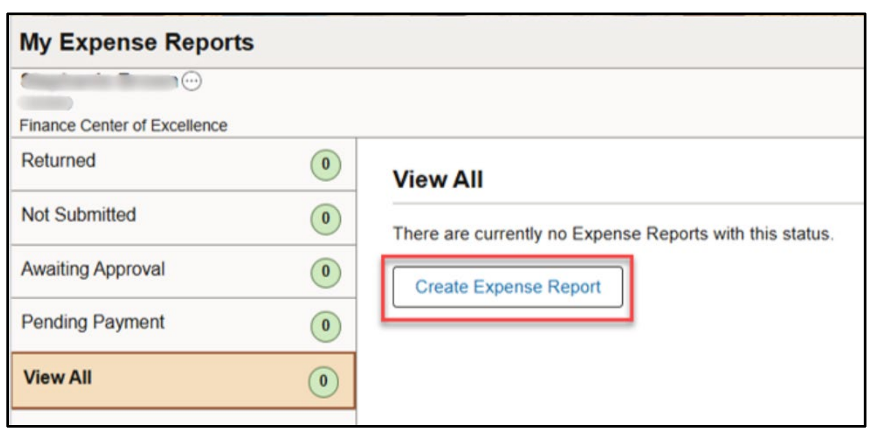

Figure 3. Create Expense Report button highlighted.

Step 3. A new Expense Report appears. Begin by setting up the expense report header information. From the **Business Purpose** drop-down menu, select the appropriate option: In-State Travel or Out-of-State Travel (Figure 4). For purposes of this guide, we will use the out-of-state travel option.

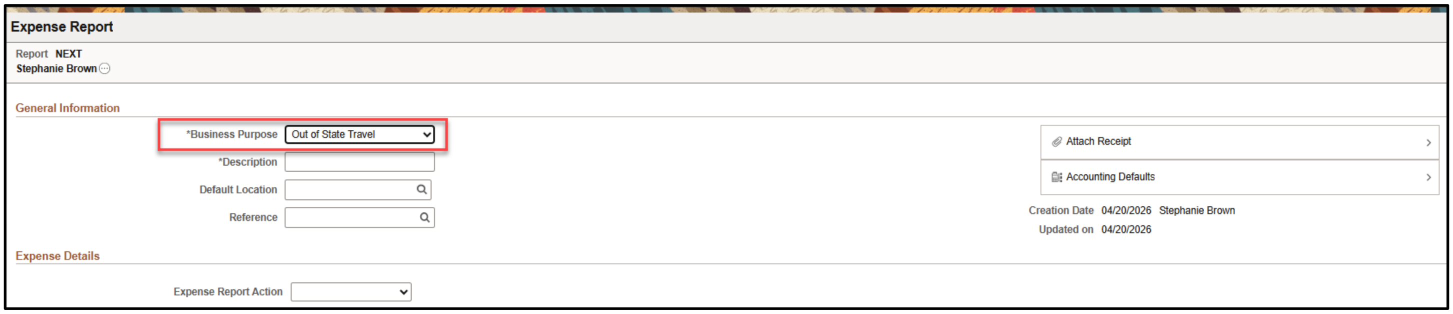

Figure 4. Expense Report with the Business Purpose field highlighted.

Step 4. In the **Description** field, enter a brief description of the purpose for the trip (Figure 5).

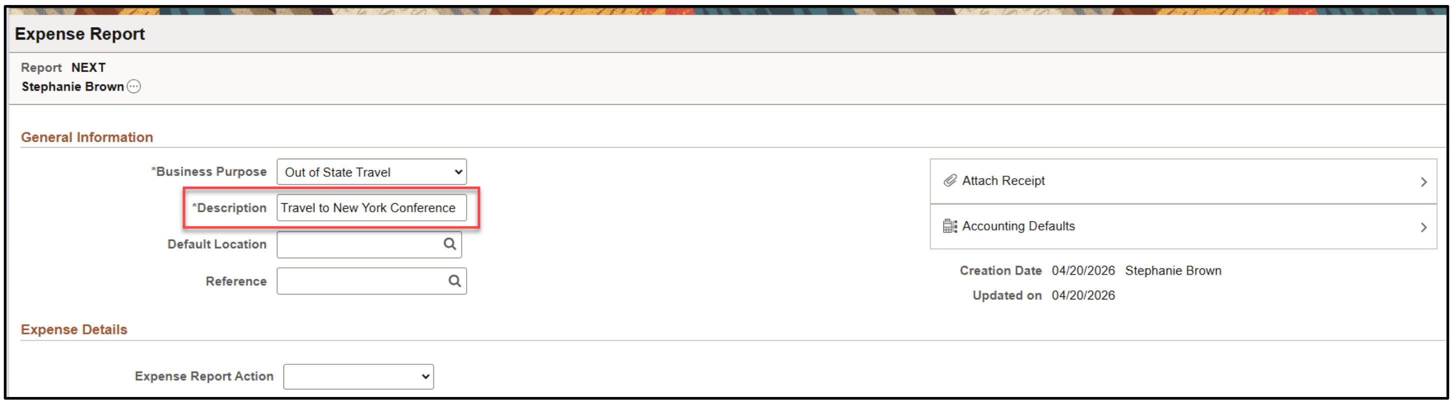

Figure 5. Expense Report with the Description field highlighted.

Step 5. In the **Default Location** field, enter the city you traveled to and select the **Search Magnifier** (Figure 6).

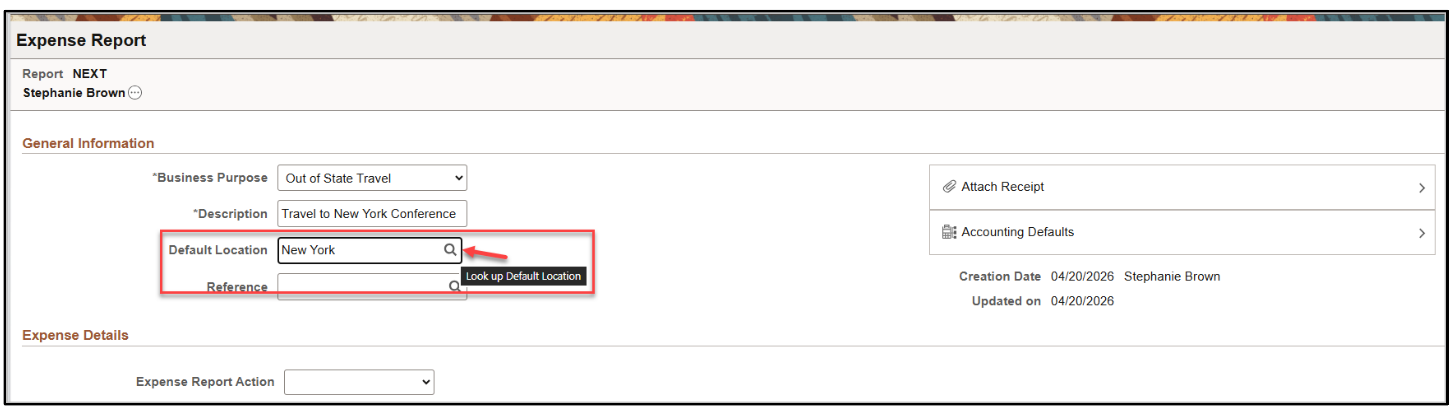

Figure 6. Expense Reports with the Default Location field highlighted.

Step 6. The Search Results pop-up window appears. When you locate the city you need, select the desired **Expense Location** row (Figure 7). The description is formatted as City-County-State.

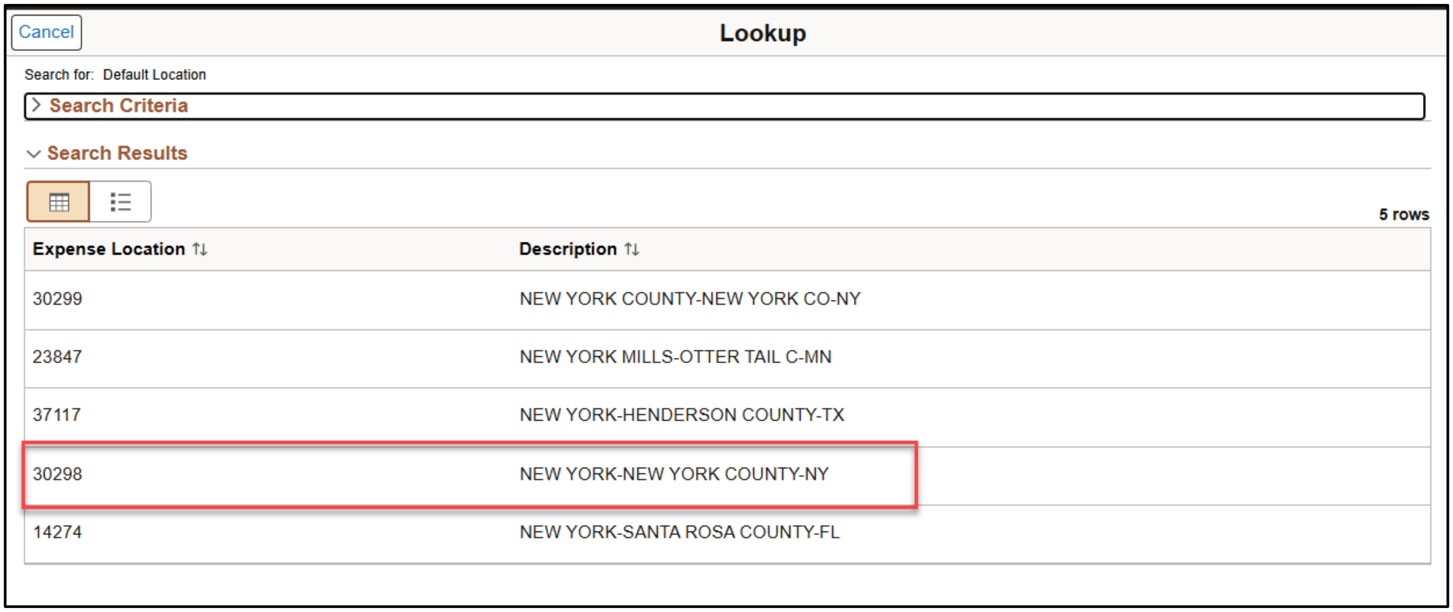

Figure 7.Default Location Search Results with desired Expense Location row highlighted.

Step 7. You can upload attachments for an Expense Report under General Information or on the expense lines through the **Attach Receipt** button for the following (Figure 8):

- Documents including conference agenda/itinerary, hotel pricing/comparison and airfare comparison.
- Paid receipts or other evidence of payment must be provided for all eligible payments for reimbursement of $25 or more, such as parking fees, toll fees or baggage fees.
- Do not use the Reference field.

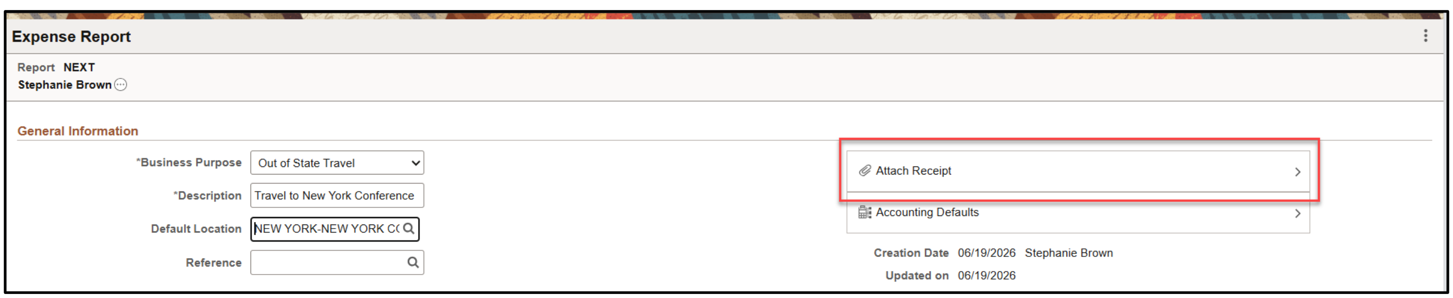

Figure 8. Expense Report General Information with the Attach Receipt button highlighted.

Step 8. After selecting Attach Receipt, the Attachments pop-up window appears. Under Attachment Details, select the **Add Attachment** button (Figure 9).

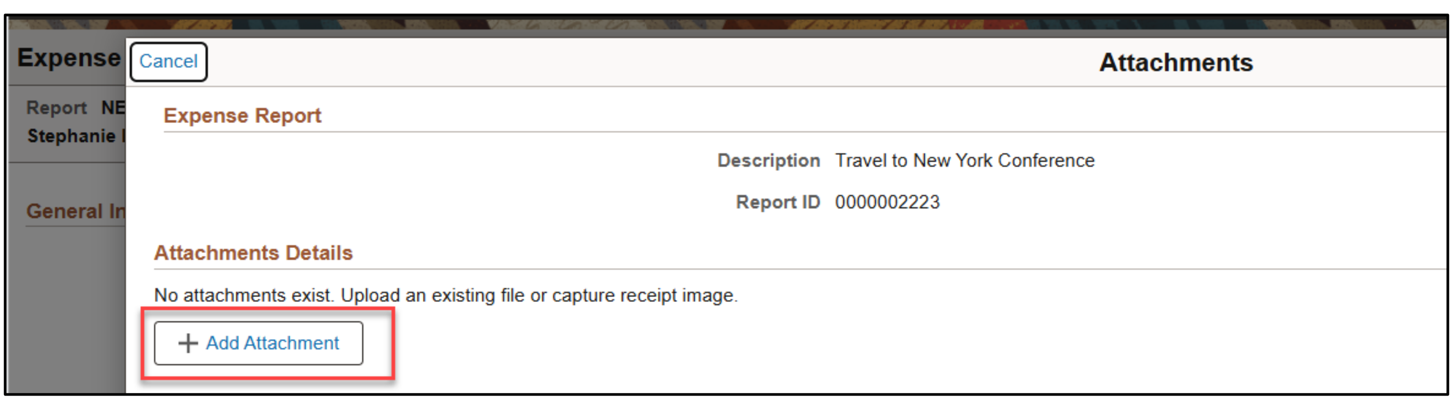

Figure 9. Attachments pop-up window with the Add Attachment button highlighted.

Step 9. Select **My Device** to choose your files to upload (Figure 10).

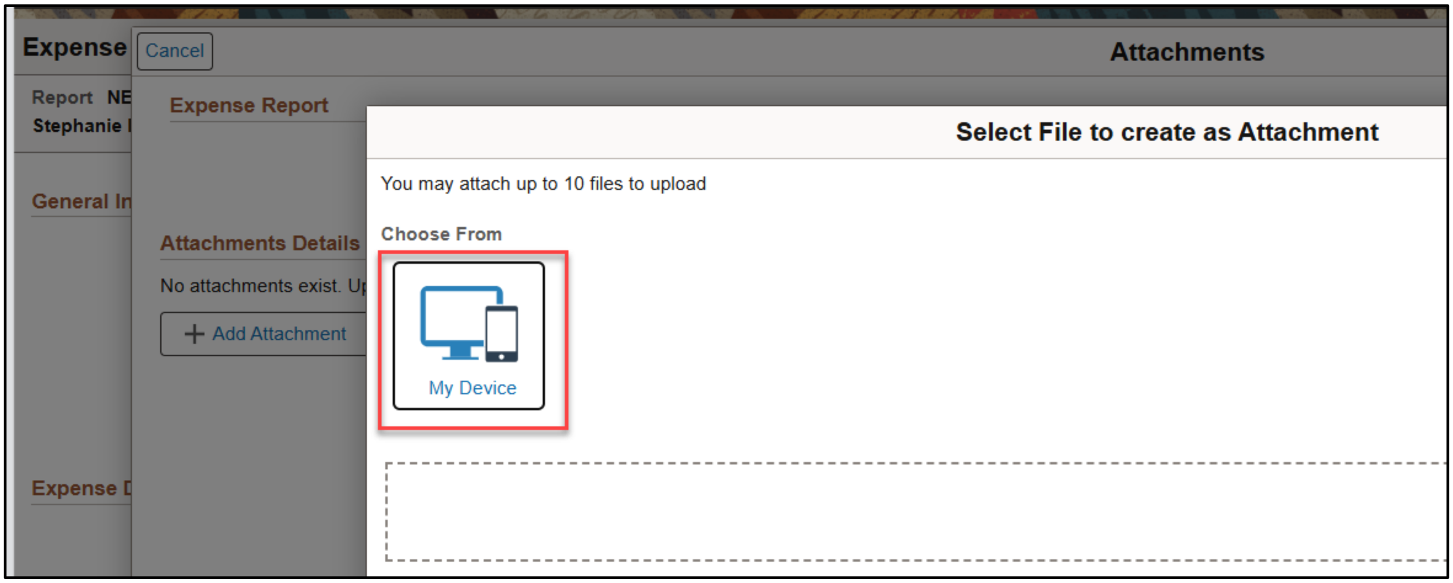

Figure 10. My Device button is highlighted.

Step 10. After choosing your file(s), select the **Upload** button. (Figure 11).

Figure 11. Upload button and file ready to upload are highlighted.

Step 11. When you see the upload is complete, select **Done** (Figure 12).

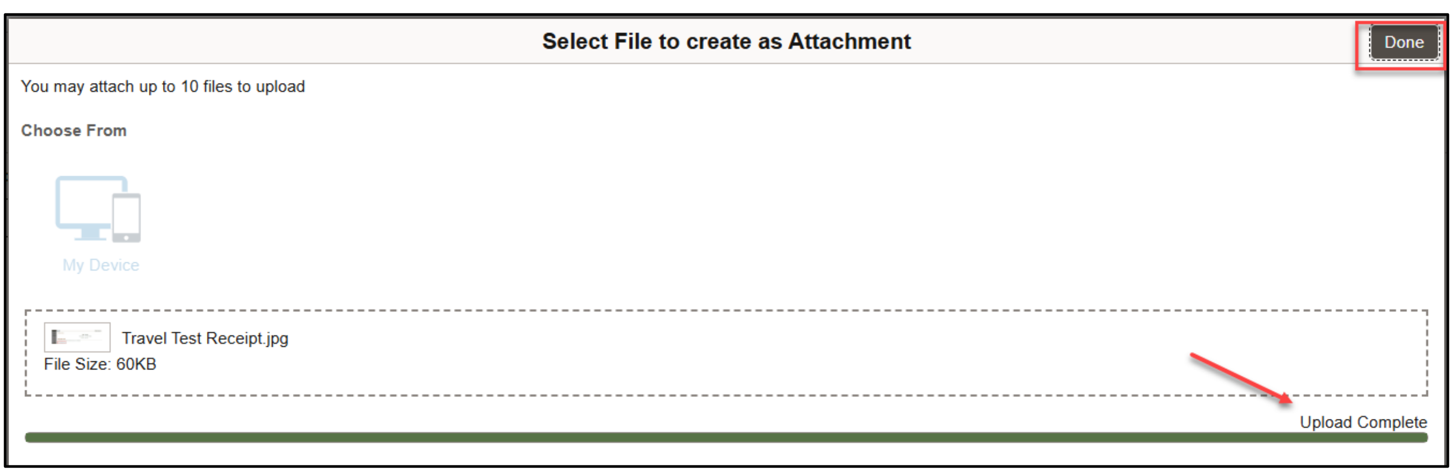

Figure 12. Upload Complete notification.

Step 12. Enter a description for the attachment under Attachment Details, then select **Done** (Figure 13).

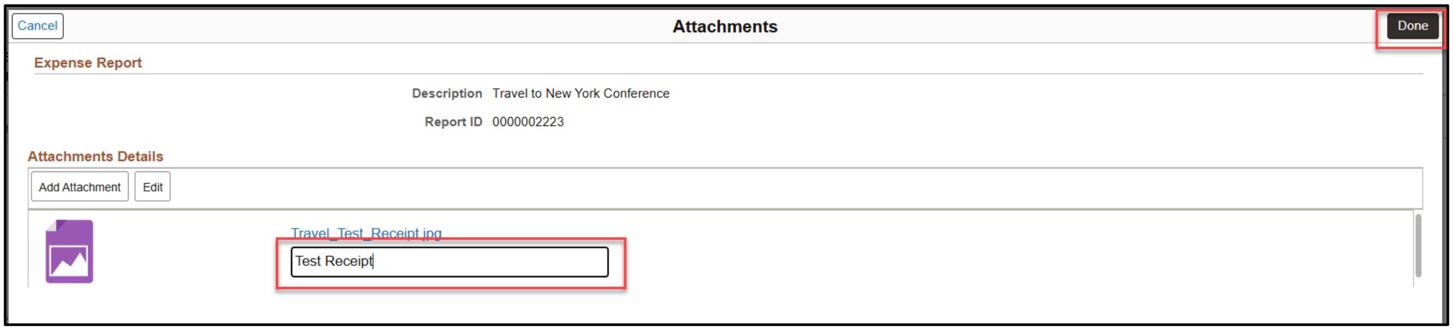

Figure 13. Attachment Details with attachment's description field and Done button highlighted.

Step 13. Select **Accounting Defaults** (Figure 14). **Note:** If you do not enter Accounting Defaults, you will need to manually add accounting information to each new expense line. Entering Accounting Default information before creating expense lines allows the information to automatically populate all new expense lines.

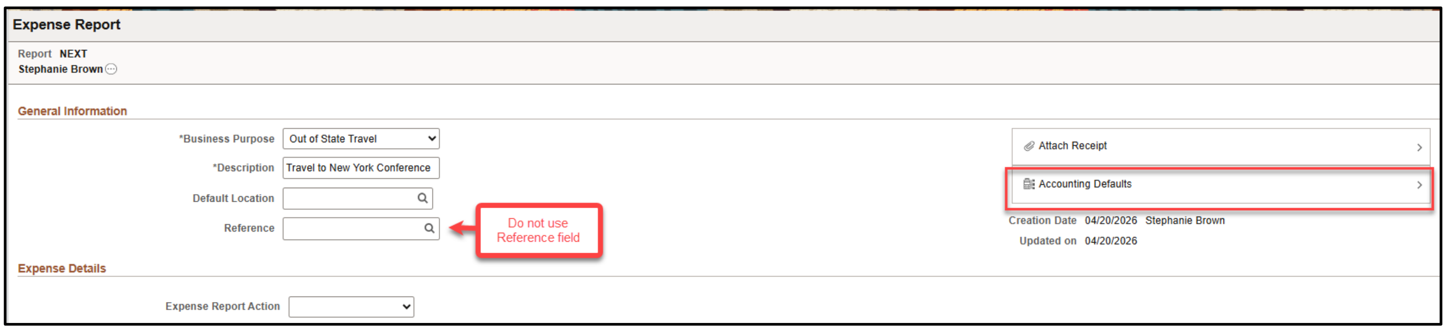

Figure 14. Expense Report with Accounting Defaults highlighted.

Step 14. Select the **GL ChartFIelds** tab to enter that information. Select **Done** when finished (Figure 15).

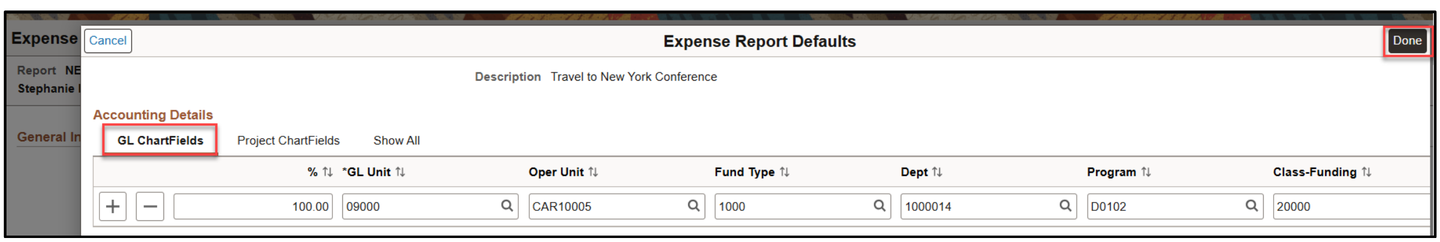

Figure 15. Accounting Details with GL ChartFields tab and Done button highlighted.

Step 15. Depending on your agency, you may also need to enter Project ChartFields information. (Figure 16). **Note:** If you do not know your accounting information, contact your supervisor or travel administrator.

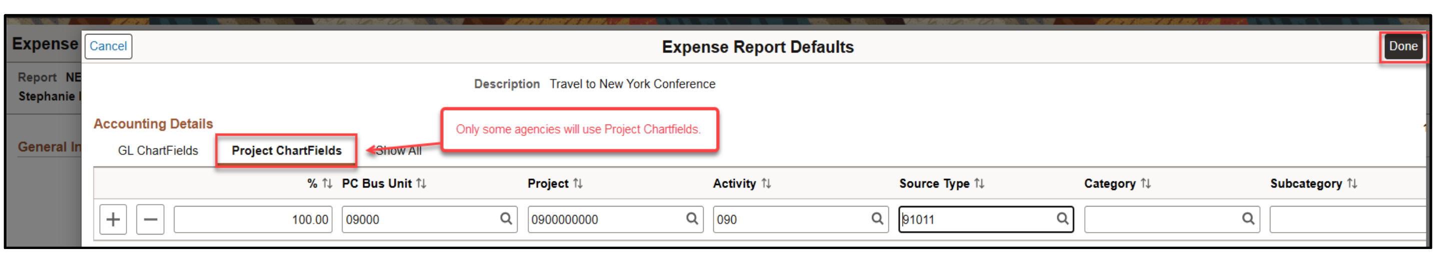

Figure 16. Accounting Details with Project ChartFields tab highlighted.

Step 16. Once you have completed the General Information for the expense report header, you can add your expense lines (Figure 17). From the Expense Report Action drop-down menu, select **Add Expense Lines**.

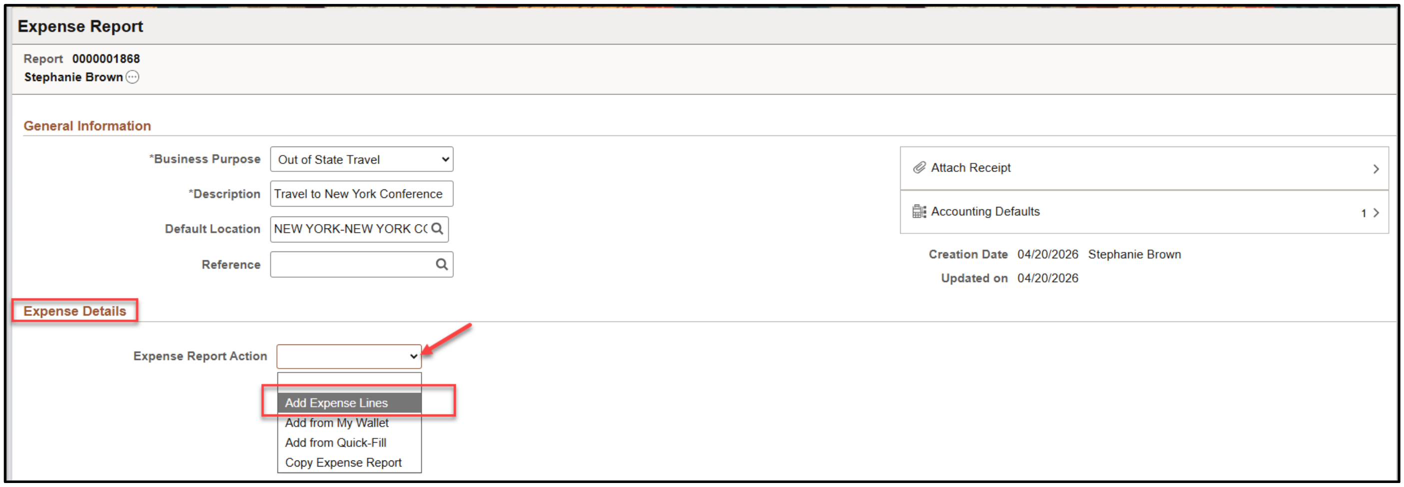

Figure 17. Expense Report Expense Details with the Expense Report Action field highlighted.

Step 17. The Date defaults to the entry date. In the **Date** field, select the calendar icon to update and match the actual date the expense occurred. In the **Expense Type** field, select the **search magnifier** (Figure 18).

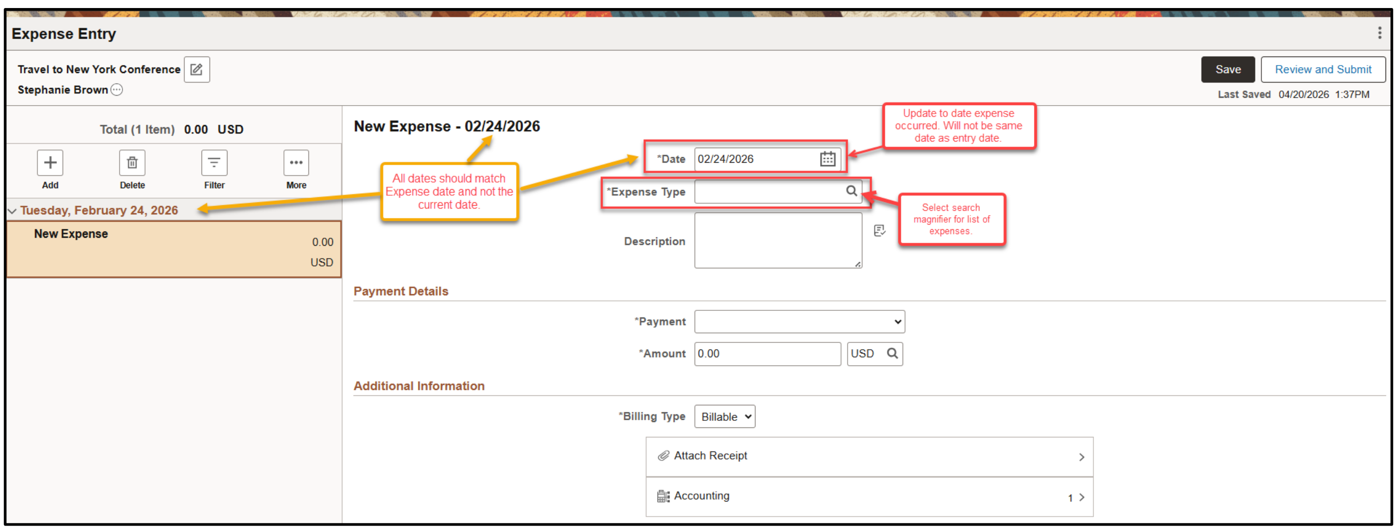

Figure 18. Expense Entry with Date and Expense Type fields highlighted under New Expense.

Step 18. Select **Out-of-State Mileage** from the **Expense Type Search** pop-up (Figure 19).

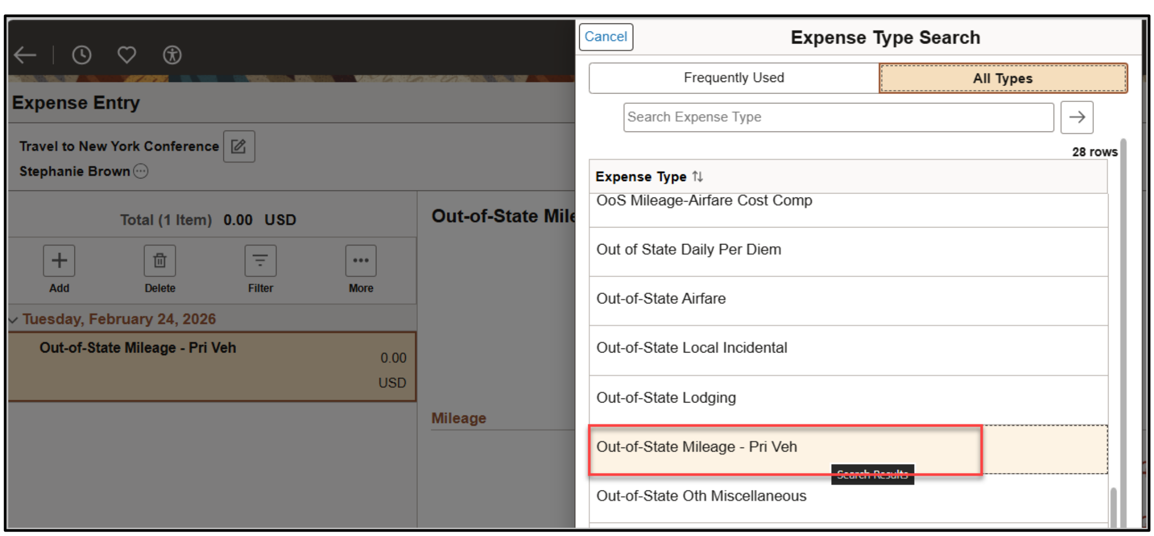

Figure 19. Expense Type Search window with appropriate expense type highlighted.

Step 19. In the **Description** field, enter an explanation for the mileage being claimed (Figure 20). The official duty station must be captured within this field to ensure the traveler is properly reimbursed. Refer to the [Statewide Accounting Manual] for the definitions surrounding your duty station.

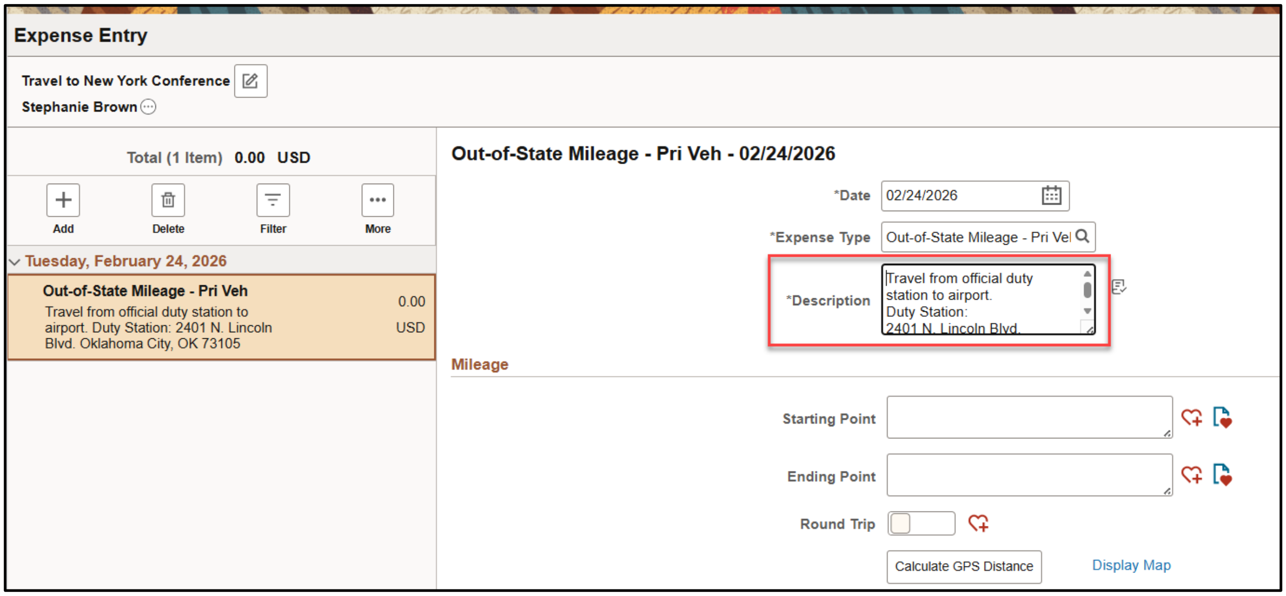

Figure 20. Expense Entry with the Description field for mileage highlighted.

Step 20. In the **Starting Point** field, you must enter the address where the trip began as street address, city, state, US (Figure 21). For example, 2401 N Lincoln Blvd Oklahoma City Oklahoma US (with no commas). If this is a frequently used starting point, select the **heart with plus sign icon** to mark this destination as a favorite. Name the favorite in the **Add to Favorites** pop-up window. (Figure 22).

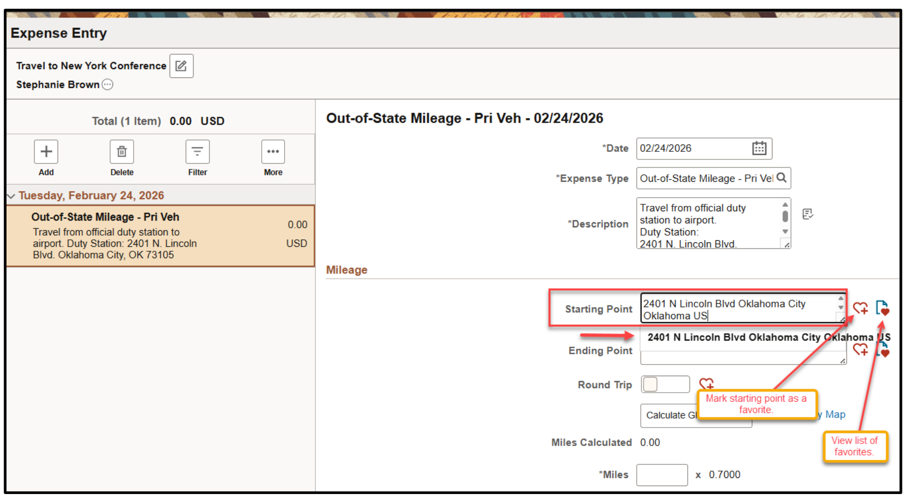

Figure 21. Expense Entry for Mileage with the Starting Point field highlighted.

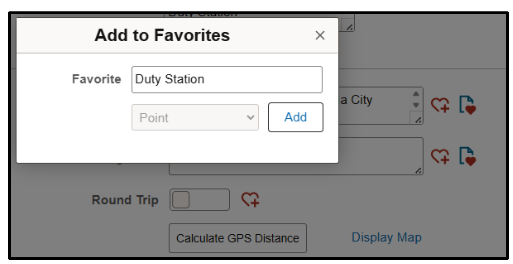

Figure 22. Add to Favorites pop-up window.

Step 21. In the **Ending Point** field, you must enter the address where the trip ended as street address, city, state, US (Figure 23). For example, 7100 Terminal Drive Oklahoma City Oklahoma US (no commas).

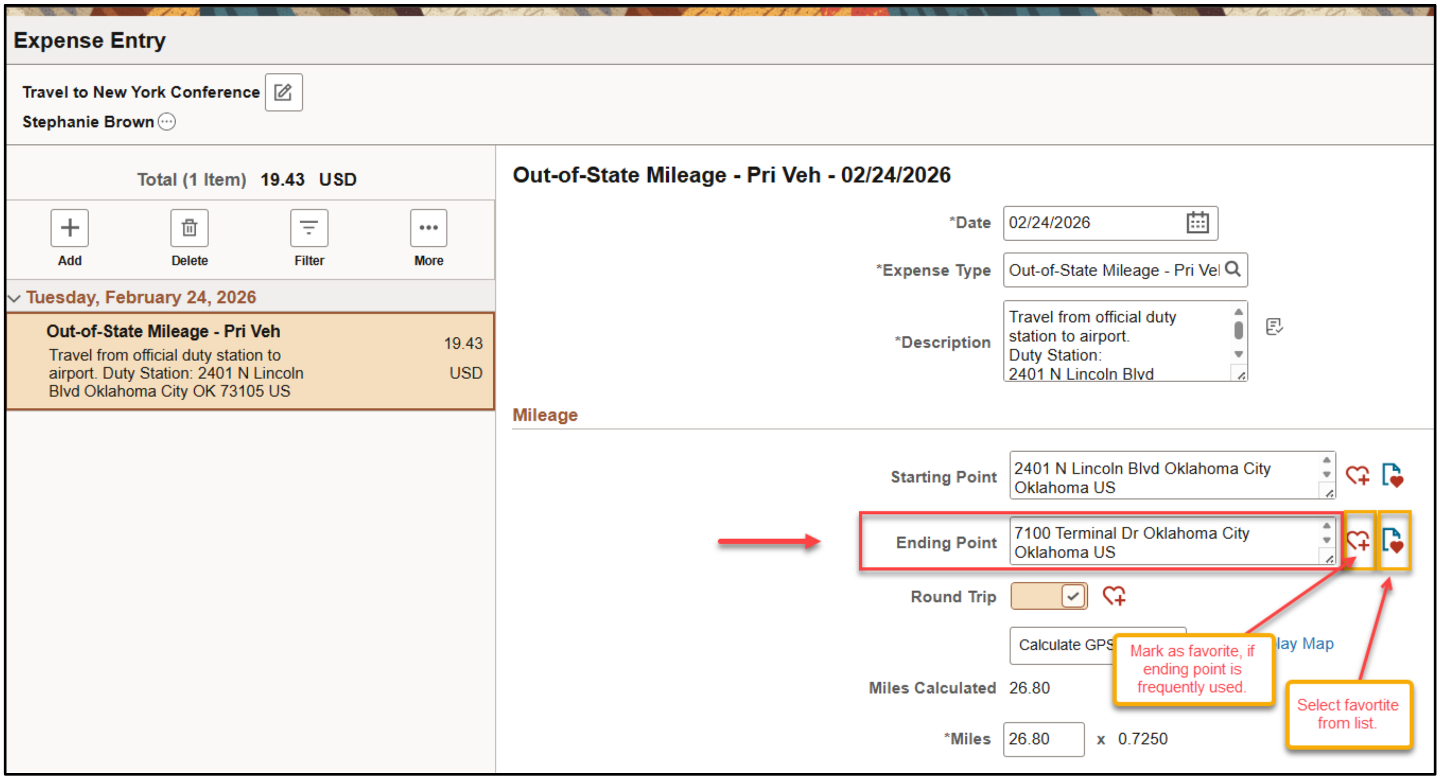

Figure 23. Expense Entry for Mileage with the Ending Point field highlighted.

Step 22. Select **Calculate GPS Distance**. You can also select the **Display Map** button to view the route on a map and the mileage calculation details. Enter the miles displayed (Figure 24).

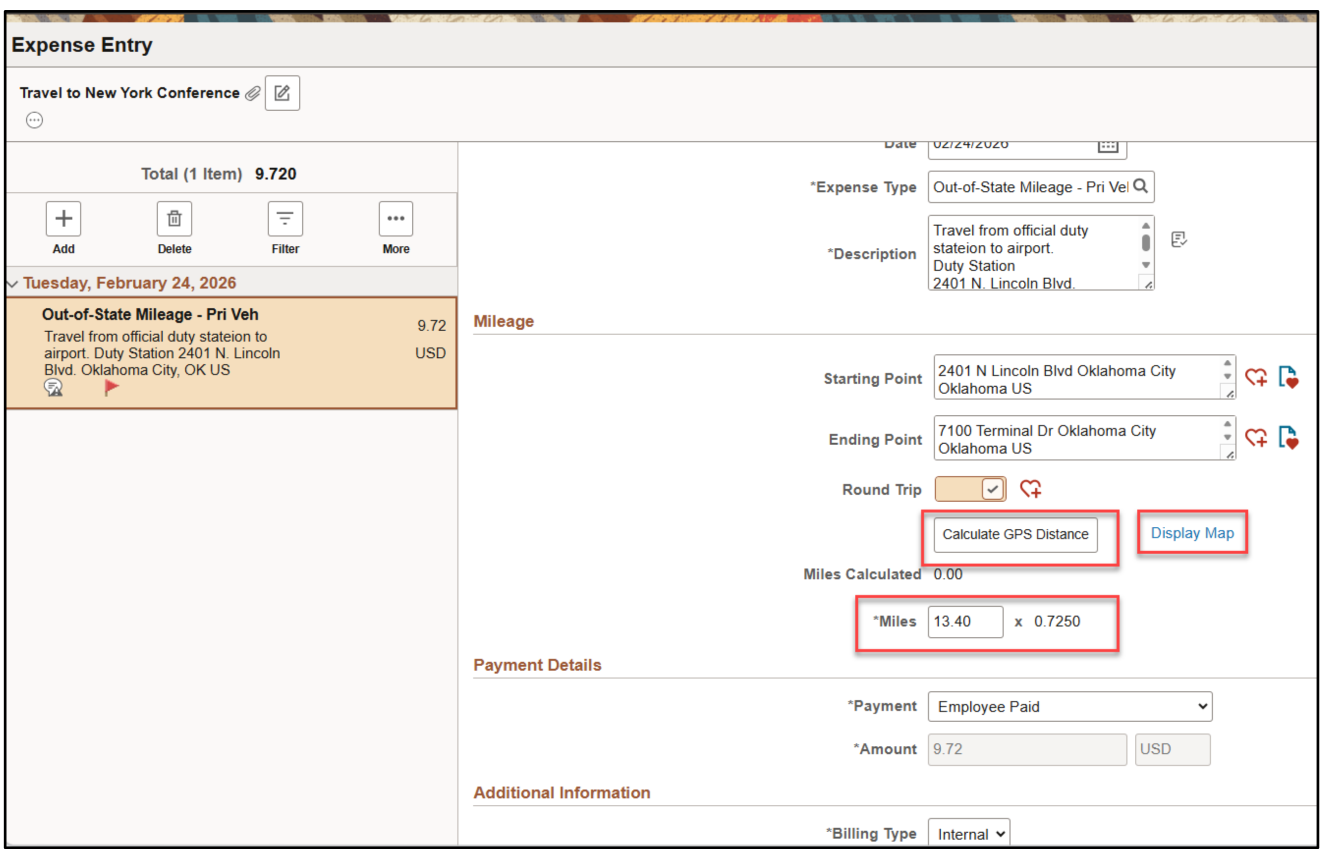

Figure 24. Expense Entry with the Calculate GPS Distance and Miles fields and Display Map button highlighted.

Step 23. Select the **X** to close the Map and Route pop-up window (Figure 25).

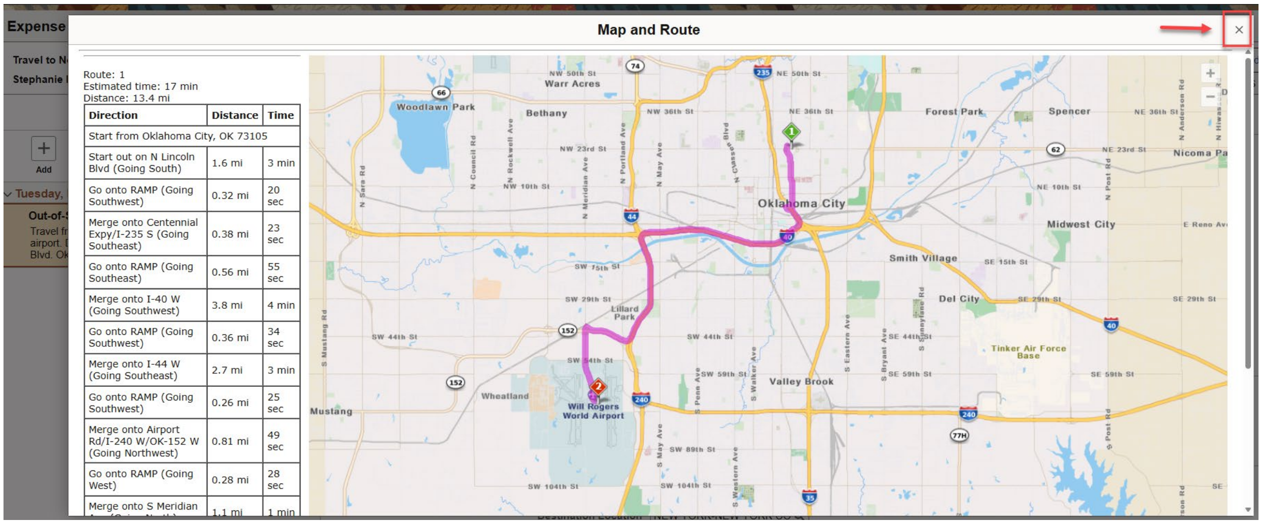

Figure 25. Map and Route pop-up window with the mapped route and distance.

Step 24. Select the appropriate **Payment** type from the drop-down menu (Figure 26). If returning to the starting point at the end of your trip, slide the toggle to the right for **Round Trip**. Choosing this option saves time because you will not need to enter a separate expense line for the return trip. **On an expense report, you would only request the employee paid reimbursements.**

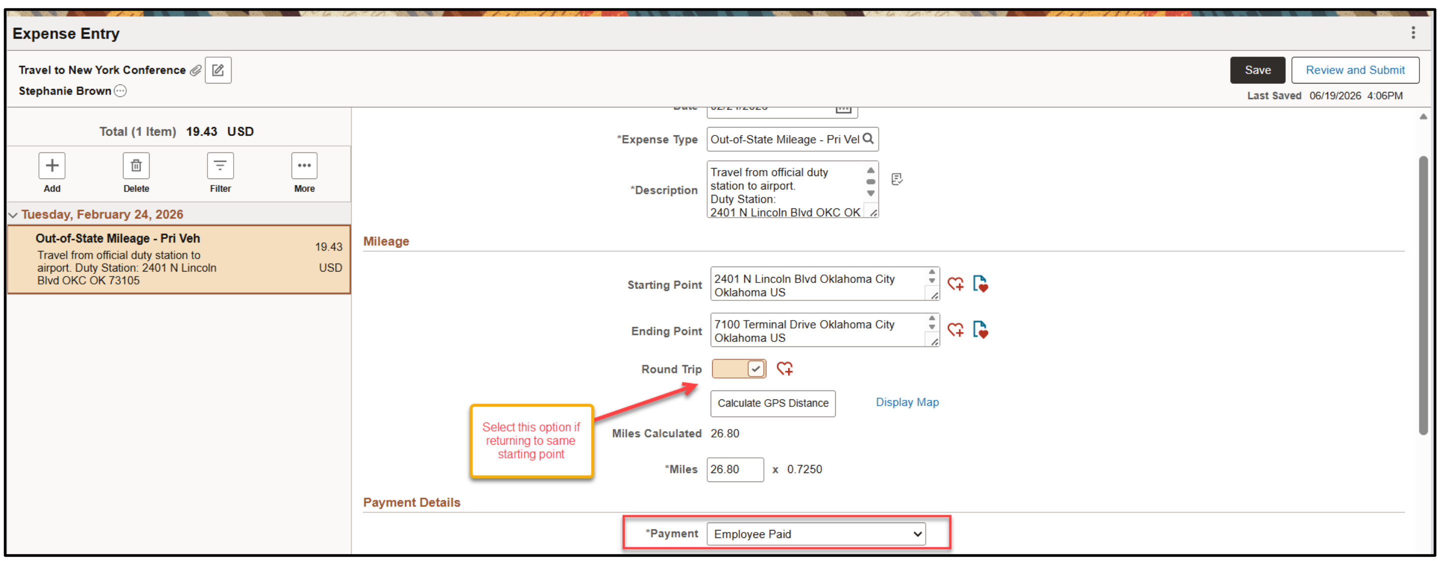

Figure 26. Round Trip is selected, and Payment field is highlighted.

Step 25. The Billing Type and Destination Location default (Figure 27). If the expense is $25 or more, a receipt must be attached. If a receipt was not previously attached to the expense report header, select **Attach Receipt** and follow Steps 8-12 (Figures 9-13) for the process to upload and attach a receipt.

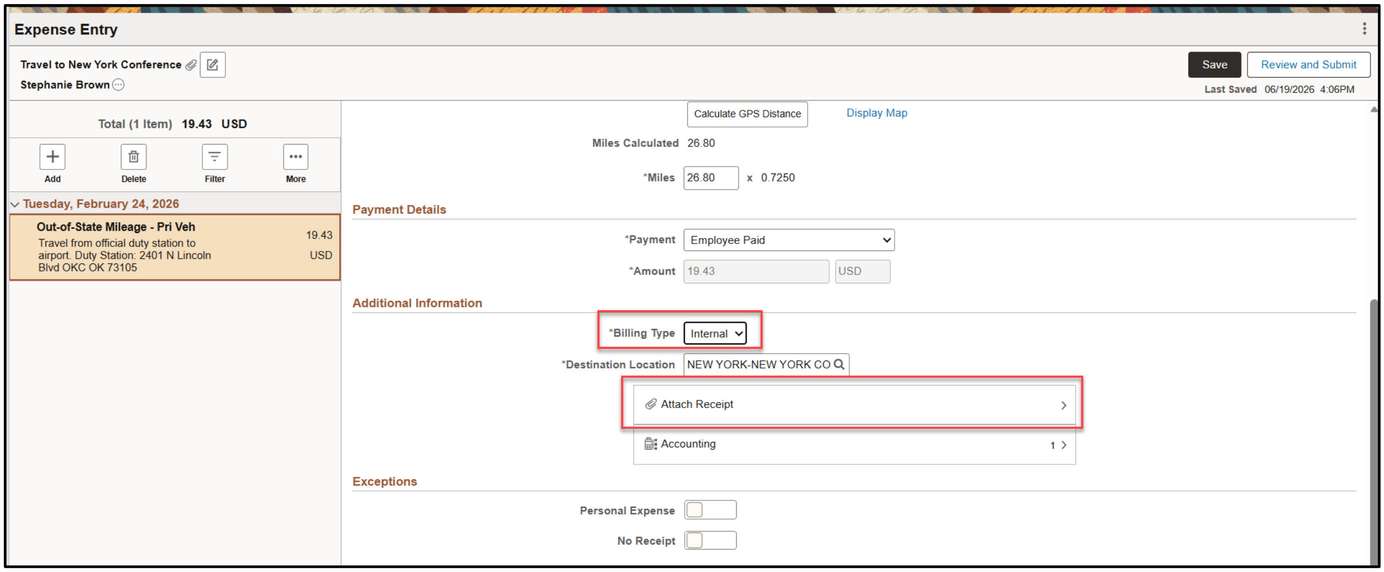

Figure 27. Expense Entry with Billing Type field an Attach Receipt button highlighted.

Step 25.1. If the amount is $25 or more and there is no receipt to accompany the expense, select the toggle for **No Receipt** under Exceptions, then select the **Receipt Missing** button to enter an exception comment (Figure 28).

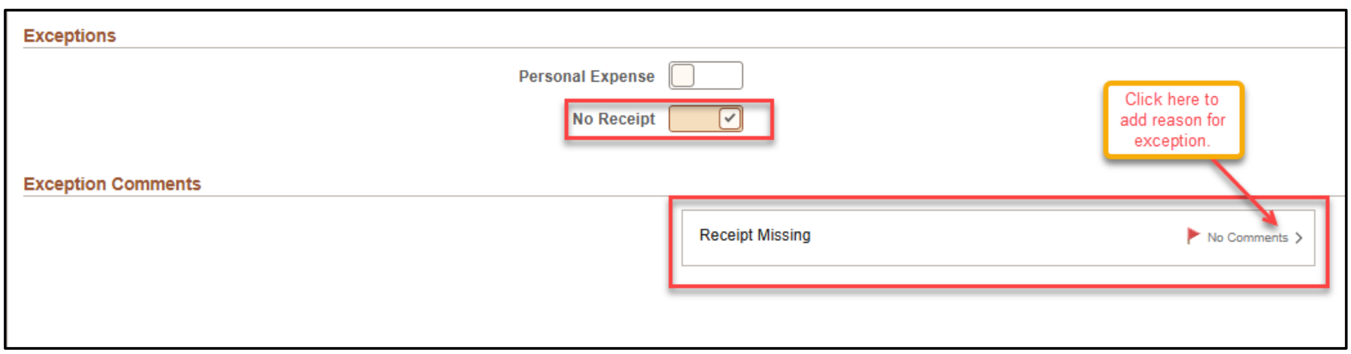

Figure 28. No Receipt is toggled on with Receipt Missing button highlighted.

Step 25.2. The Exception Comment window opens. Enter your missing receipt exception explanation in the box. Select **Done** when finished (Figure 29).

Figure 29. Exception Comment window with the Missing Receipt Exception comment box highlighted.

Step 26. Select **Save** (Figure 30).

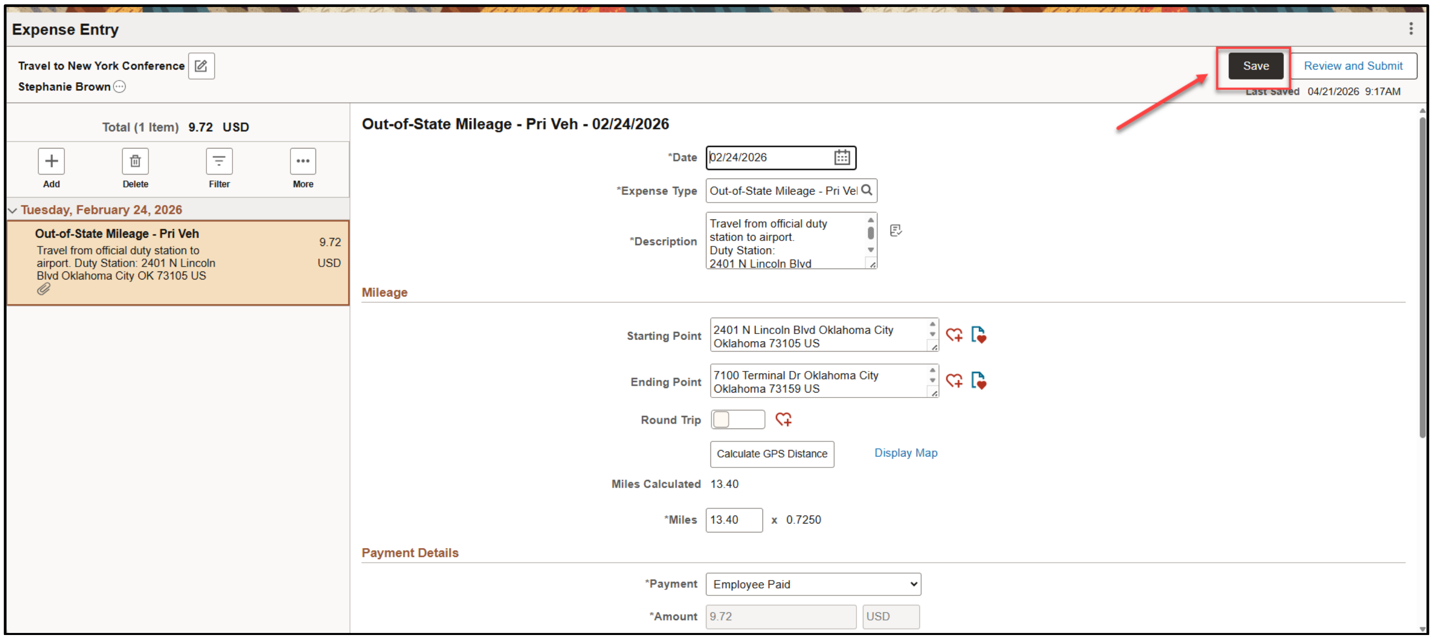

Figure 30. Expense Entry completed with the Save button highlighted.

Step 27. Select **Add** to add new expense type (Figure 31).

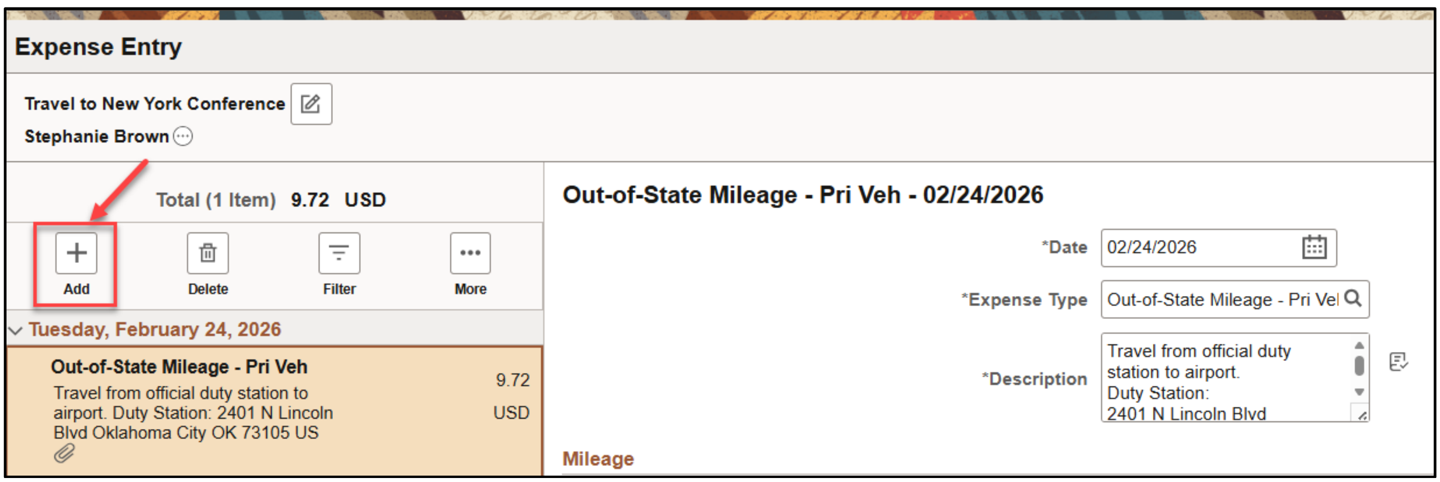

Figure 31. Expense Entry completed with Add button highlighted.

Step 28. The Date field defaults with the entry date. Use the calendar icon to update the date to match the expense date. In the Expense Type field, select the **search magnifier** icon (Figure 32).

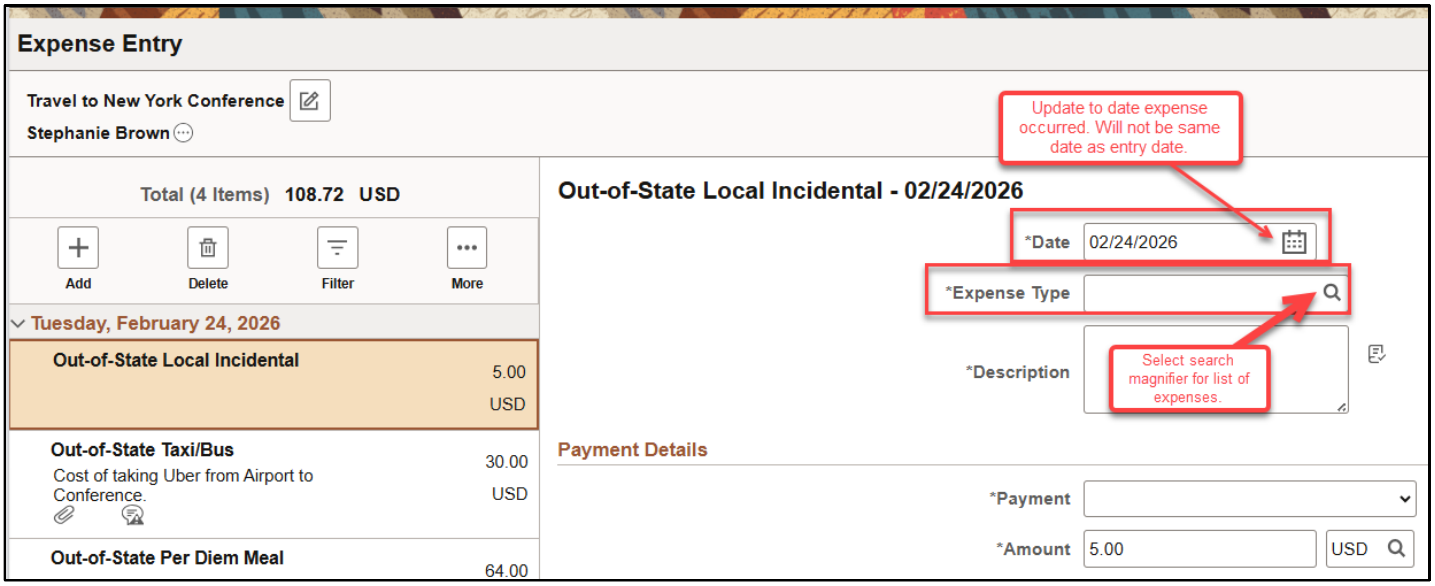

Figure 32. Expense Entry with the Date and Expense Type fields highlighted.

Step 29. Select **Out-of-State Per Diem Meal** from the Expense Type Search pop-up window (Figure 33).

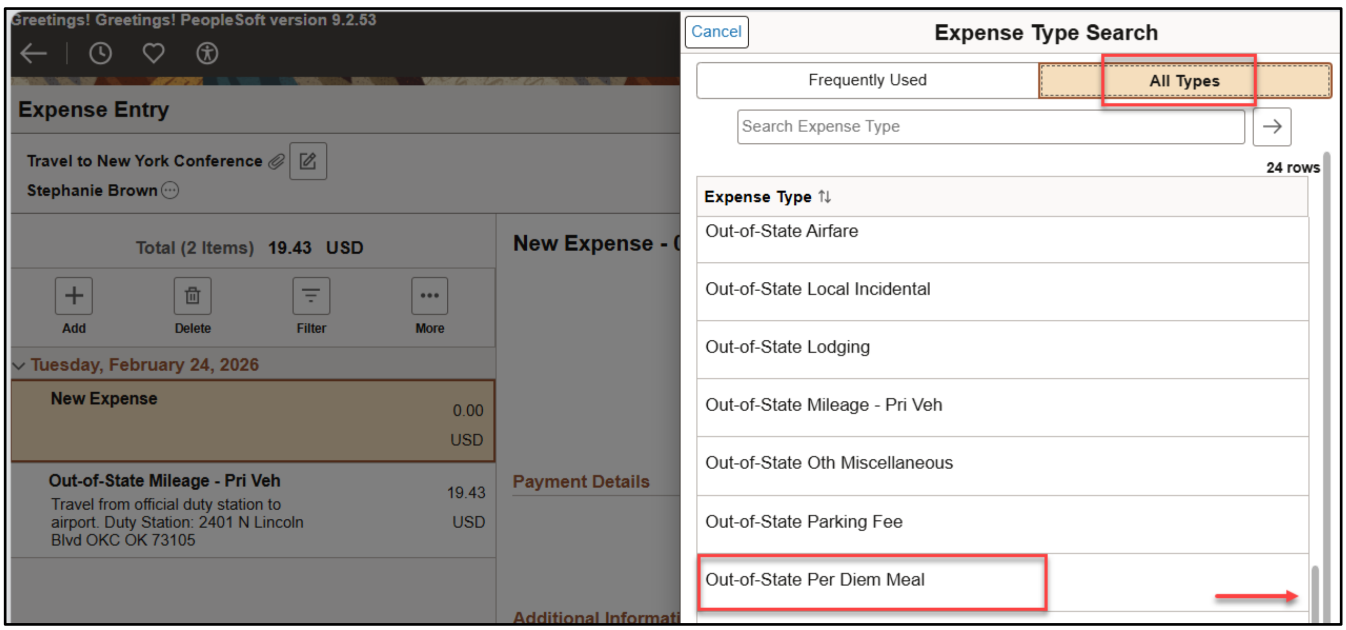

Figure 33. Expense Type Search window with All Types and the desired expense type highlighted.

Step 30. In the **Description** field, enter an explanation for the expense being claimed (Figure 34). Refer to the [Statewide Accounting Manual] for definitions and per diem rates.

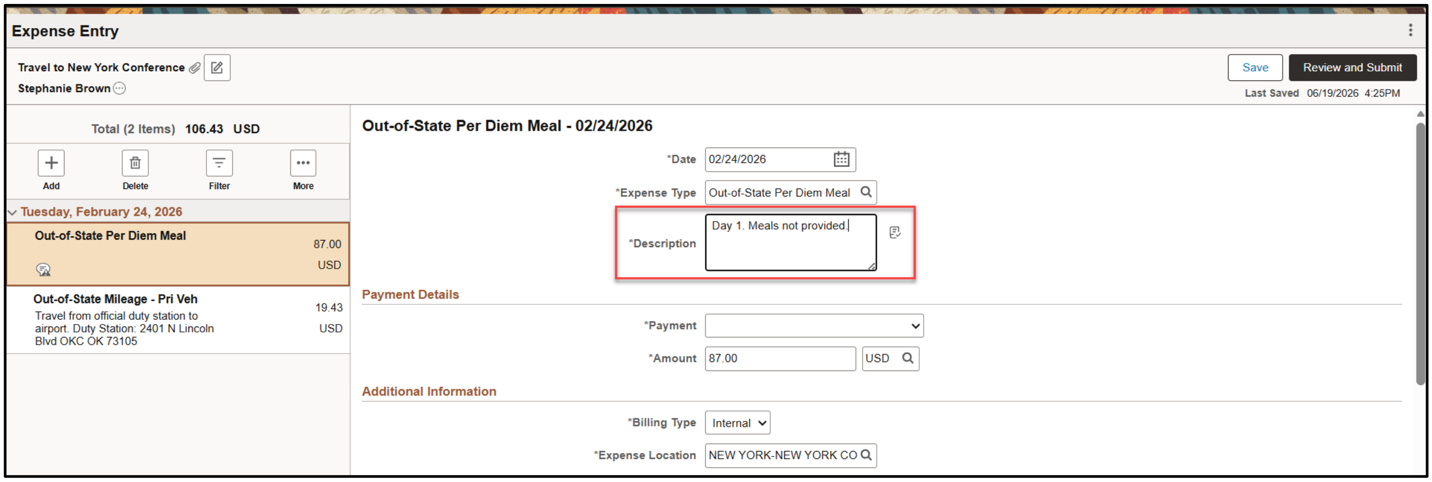

Figure 34. Expense Entry with the expense Description field highlighted.

Step 31. Under Payment Details, select the appropriate payment type from the **Payment** drop-down menu. Notice the Amount field defaults to an auto-calculated amount (Figure 35).

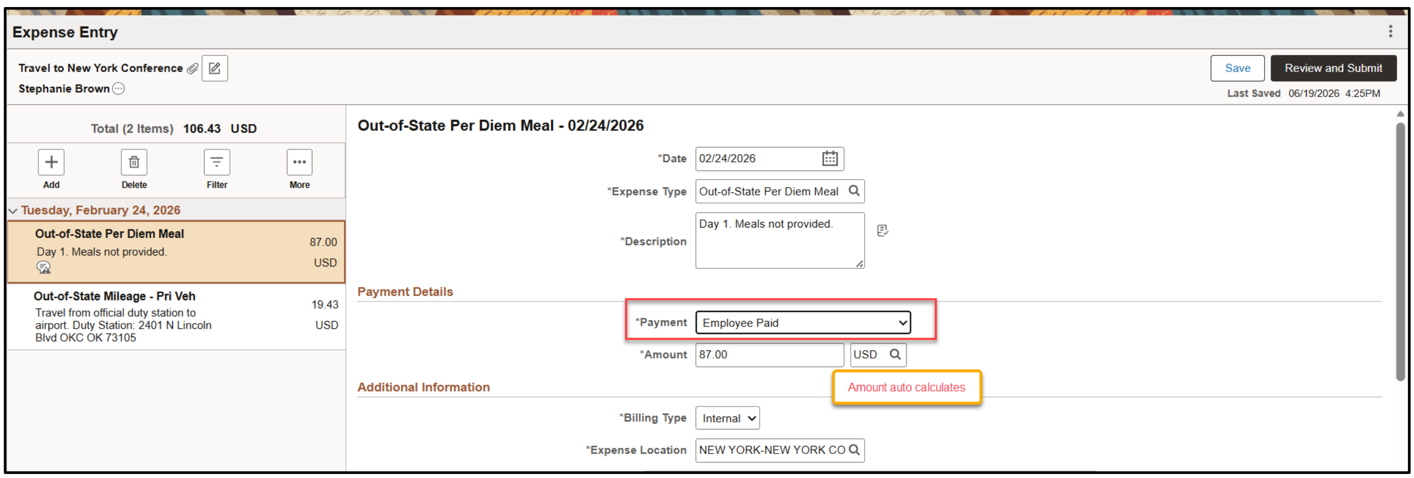

Figure 35. Expense Entry with the Payment field highlighted under Payment Details.

Step 32. Notice the Billing Type and Expense Location default to the information from the expense report header (Figure 36).

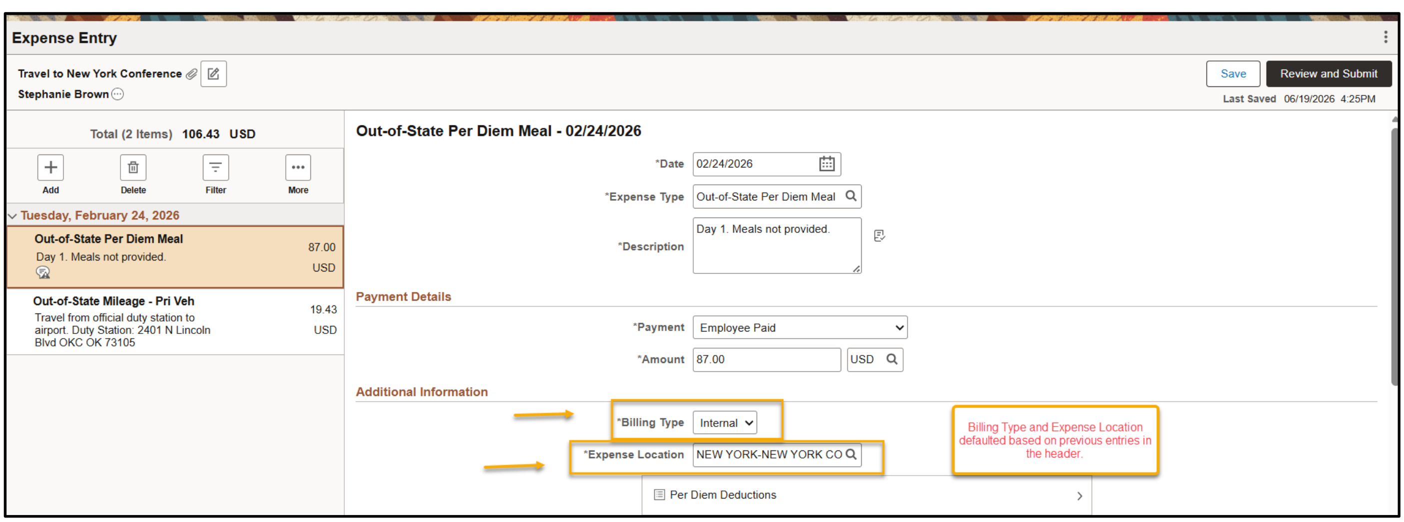

Figure 36. The Billing Type and Expense Location fields are highlighted under Additional Information.

Step 33. Refer to the [Statewide Accounting Manual] for per diem rates; however, the system is designed to calculate per diem rates based on the location previously entered. Toggle on the **First/Last Day** box for Day 1 and Last Day of travel for per diem only. Per diem expenses do not require a receipt for meals. If the meal is provided, toggle the respective box on for **Breakfast Provided, Lunch Provided,** and **Dinner Provided.** (Figure 37).

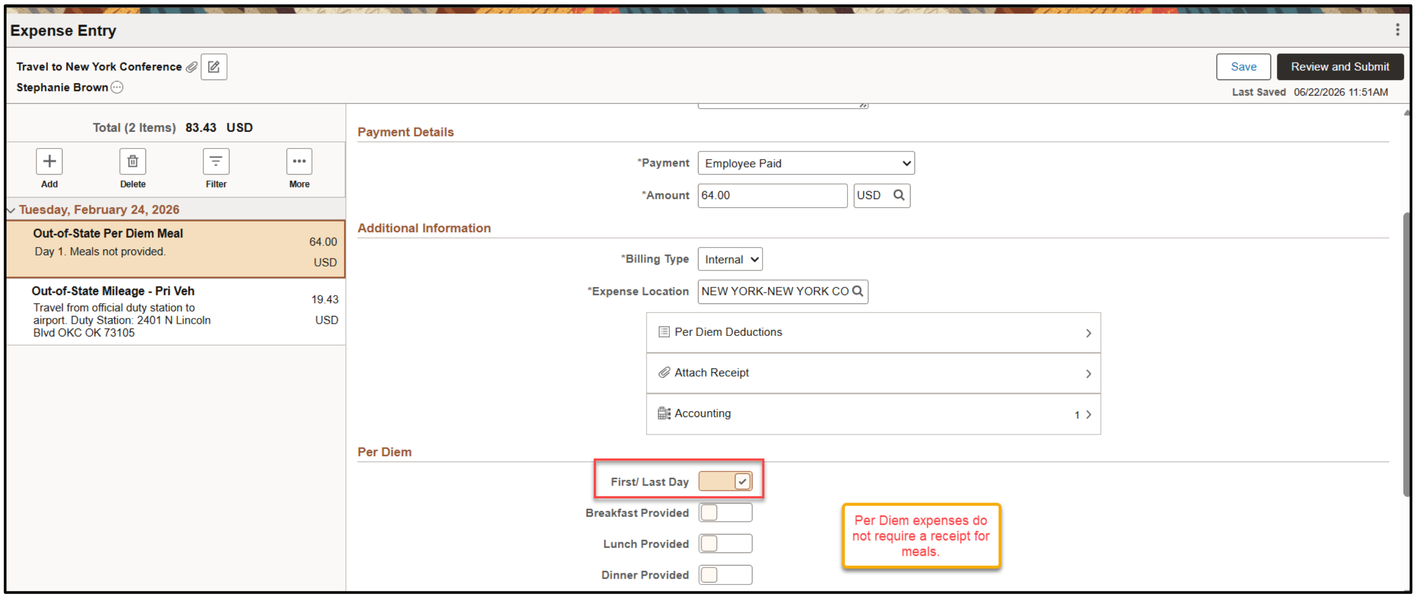

Figure 37. Expense Entry with First/Last Day box checked and highlighted under Per Diem.

Step 34. Select **Save** (Figure 38).

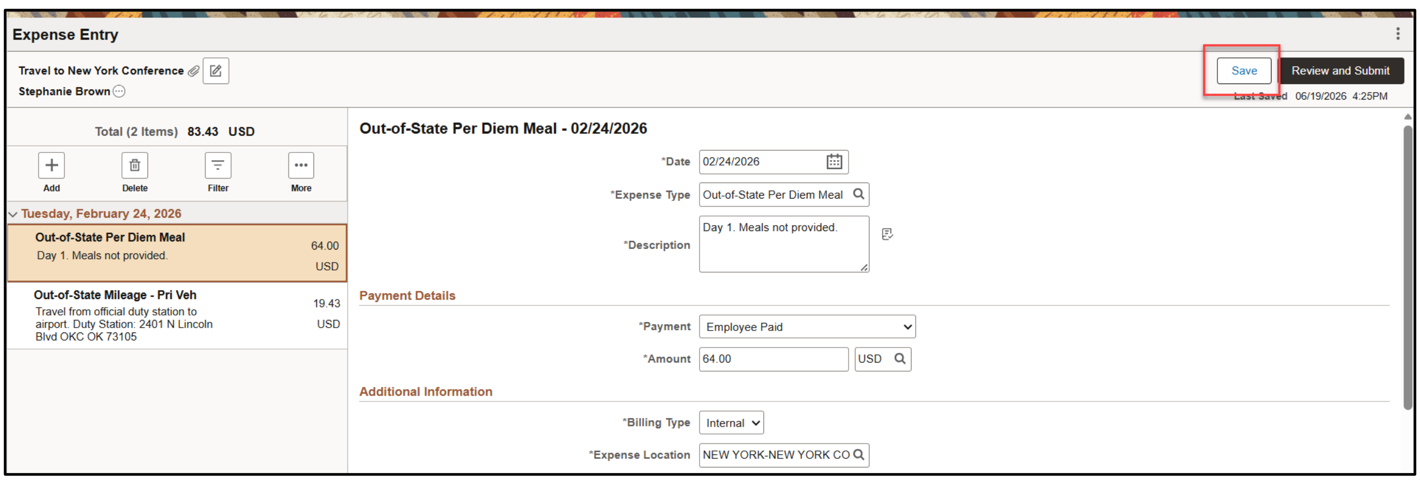

Figure 38. Expense Entry with the Save button highlighted.

Step 35. Select **Add** to add another expense row and expense type (Figure 39).

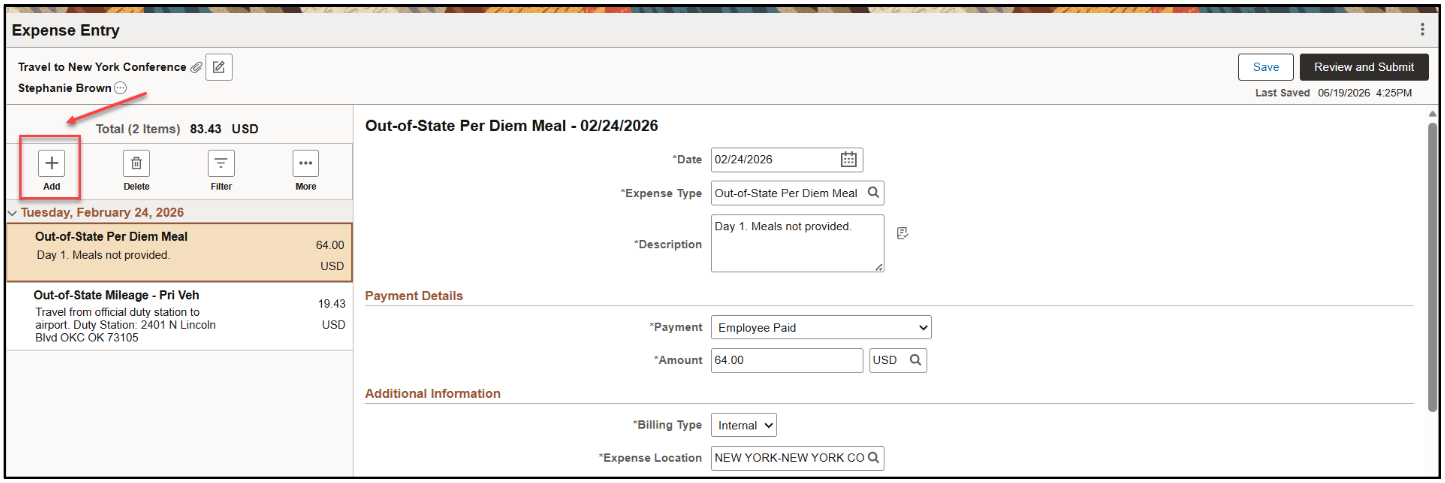

Figure 39. Expense Entry with Add button highlighted.

Step 36. The Date defaults to the entry date. You must update it to match the expense date. In the Expense Type field, select the **search magnifier** icon to find the expense type (Figure 40).

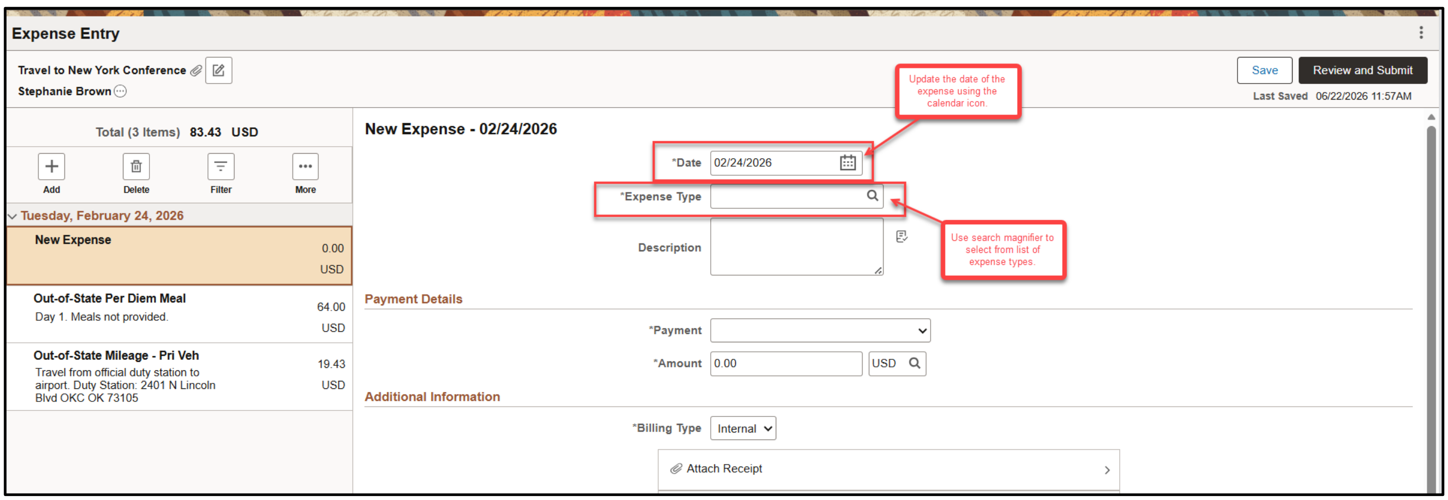

Figure 40. Expense Entry with the Date and Expense Type fields highlighted.

Step 37. Select **Out-of-State Local Incidental** from the Expense Type Search pop-up window (Figure 41).

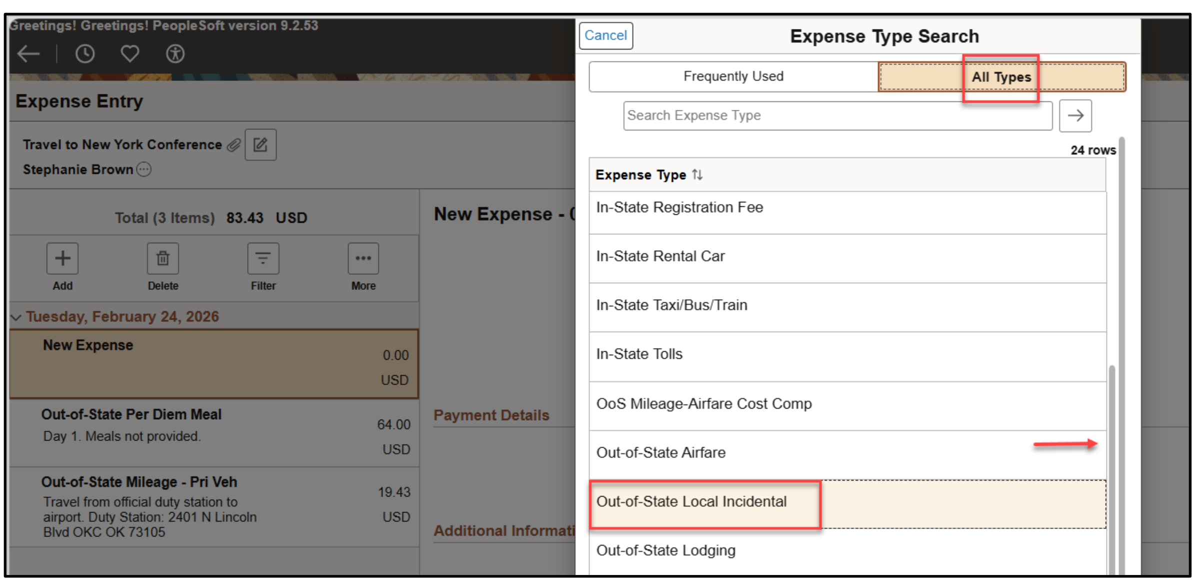

Figure 41. Expense Type Search window with Out-of-State Local Incidental expense type highlighted.

Step 38. In the **Description** field, enter an explanation for the expense being claimed. Refer to the [Statewide Accounting Manual] for definitions surrounding incidentals (Figure 42).

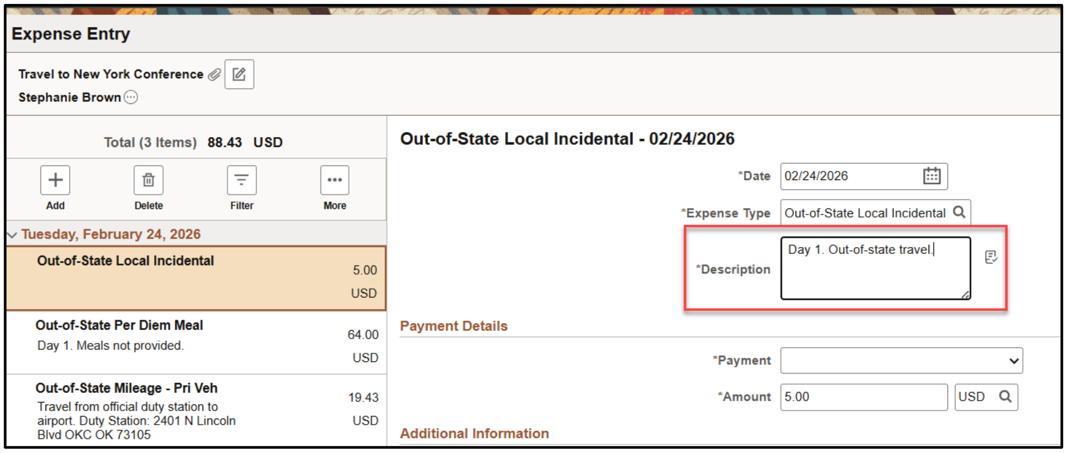

Figure 42. Expense Entry with the new expense type's Description field highlighted.

Step 39. Select the appropriate payment type from the **Payment** drop-down menu (Figure 43). Notice the Amount defaults as it auto-calculates based on the selected expense type.

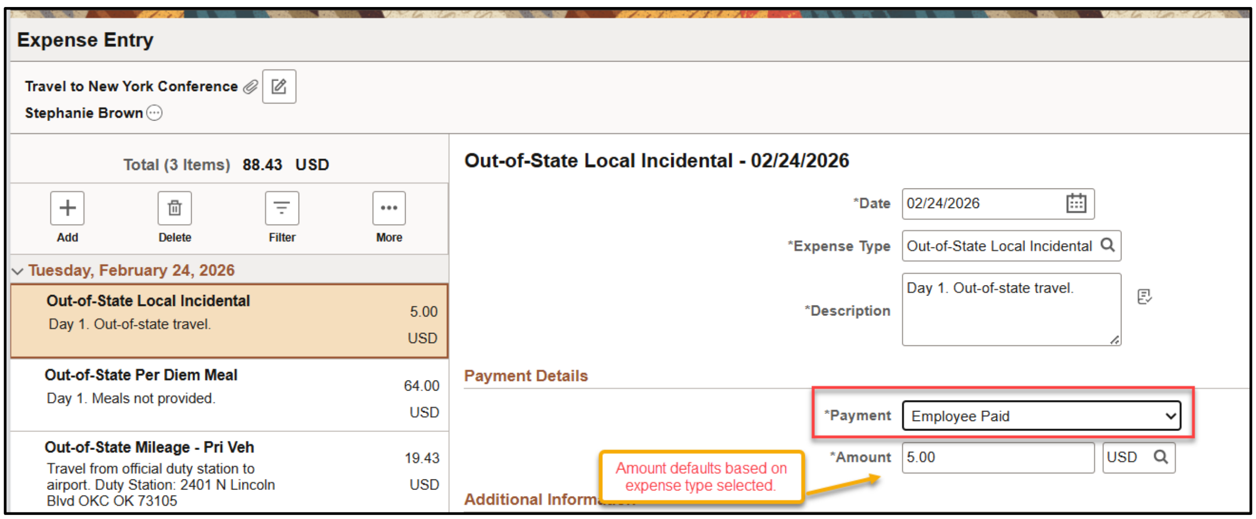

Figure 43. Expense Entry with the Payment field highlighted under Payment Details.

Step 40. The **Billing Type** and **Expense Location** fields default to the information from the expense report header (Figure 44).

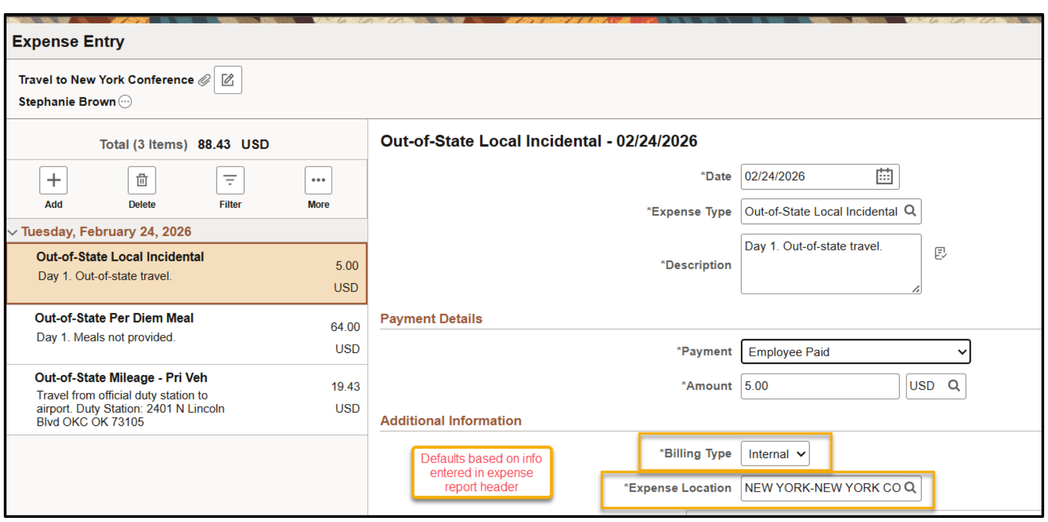

Figure 44. The Billing Type and Expense Location fields are highlighted.

Step 41. Select **Save** (Figure 45).

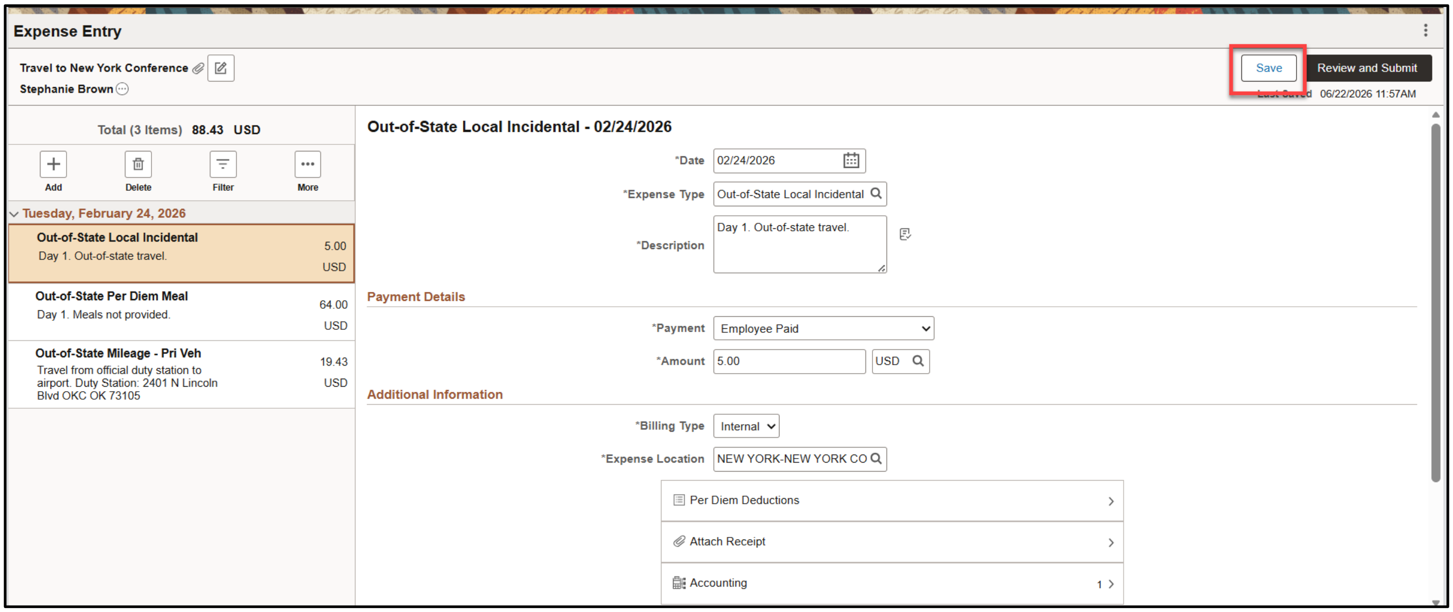

Figure 45. Expense Entry Payment Details with the Save button highlighted.

Step 42. Repeat **Steps 27-41** for each day traveled and each expense incurred that should be reimbursed to the traveler in accordance with the Statewide Accounting Manual. Select **Review and Submit** when finished (Figure 46). **Note:** If the round trip option was selected in the initial private vehicle expense type entry, you should not enter the return trip as a separate line.

For any expense (other than per diem) of $25 or more, a receipt must be attached. If any receipt was not previously attached in the expense report header, select **Attach Receipt** (Figure 37) and refer to Step 25 to add an attachment. (If you do not have a receipt, refer to Steps 25.1-25.2 to explain why under Exception Comments.)

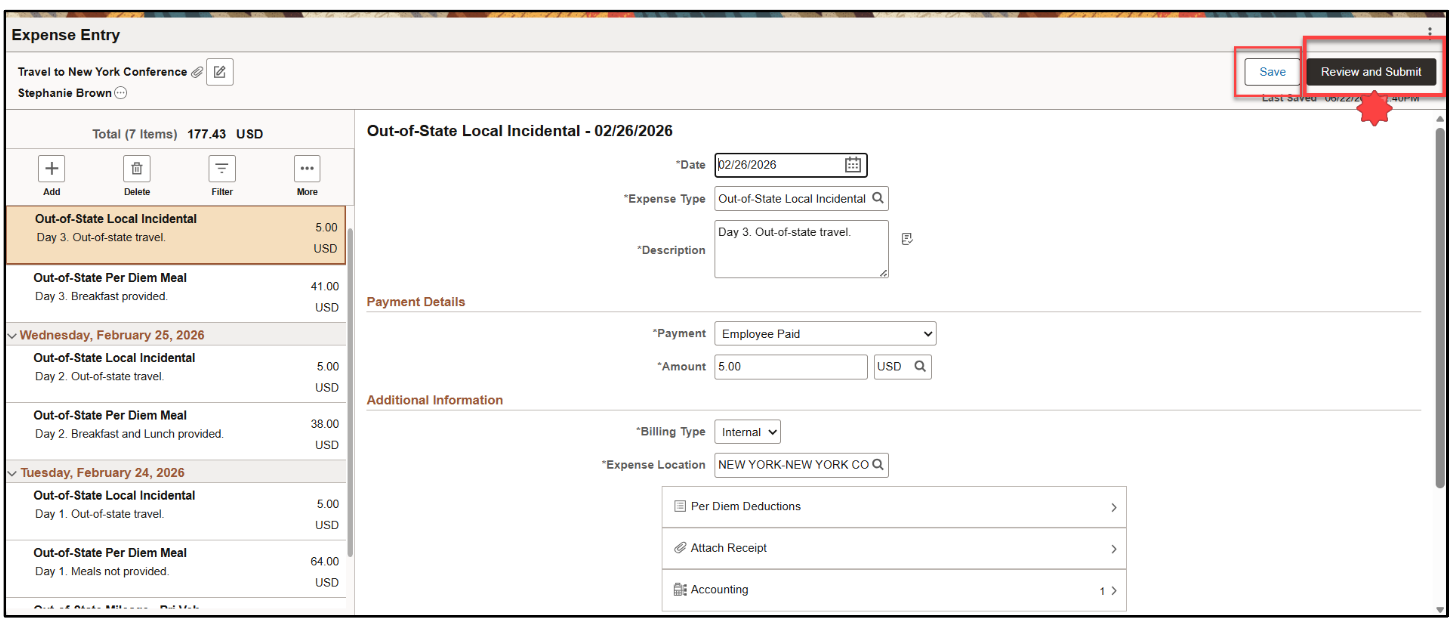

Figure 46. Expense Entry with the Review and Submit button highlighted.

Step 43. Select **Submit** in the Expense Summary (Figure 47).

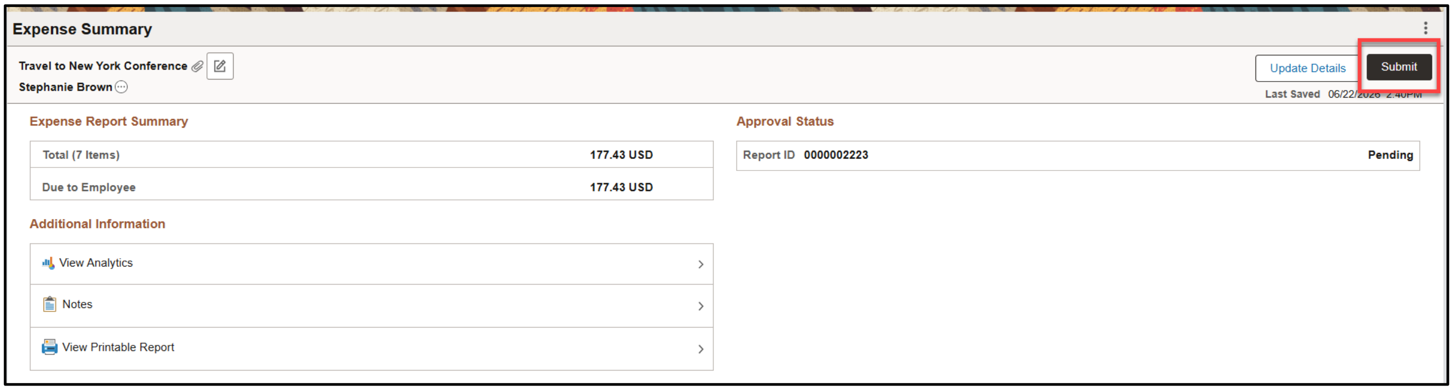

Figure 47. Expense Summary with the Submit button highlighted.

Step 44. Select **Submit** in the Submission Confirmation pop-up window to certify the expense information is accurate and in compliance with the existing expense policy (Figure 48).

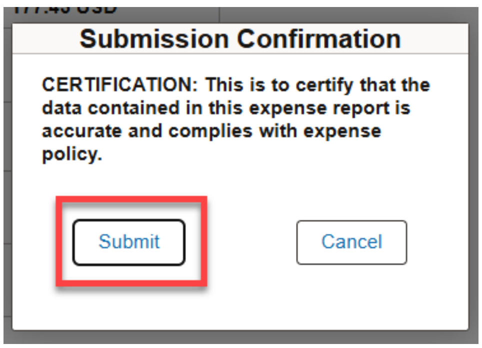

Figure 48. Submission Confirmation window with the Submit button highlighted Figure 48.

Step 45. You should be able to view the status for your submission in process (Figure 49).

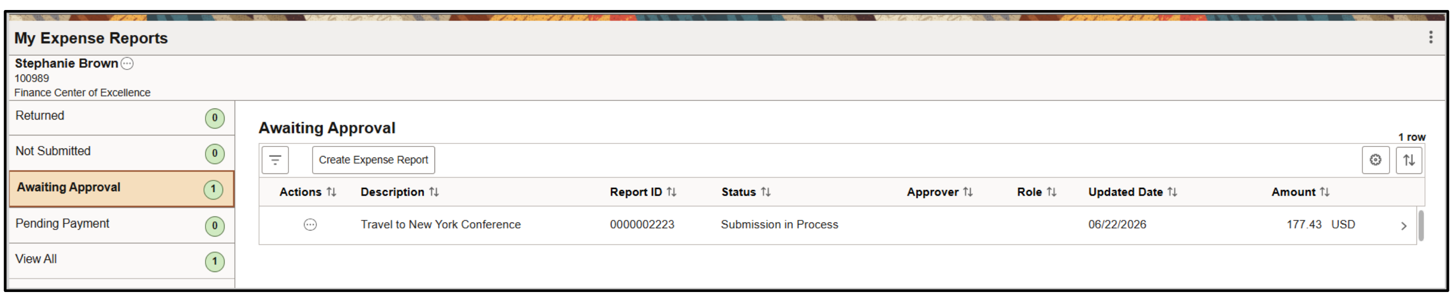

Figure 49. My Expense Reports showing the status of the submission in process.