

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).

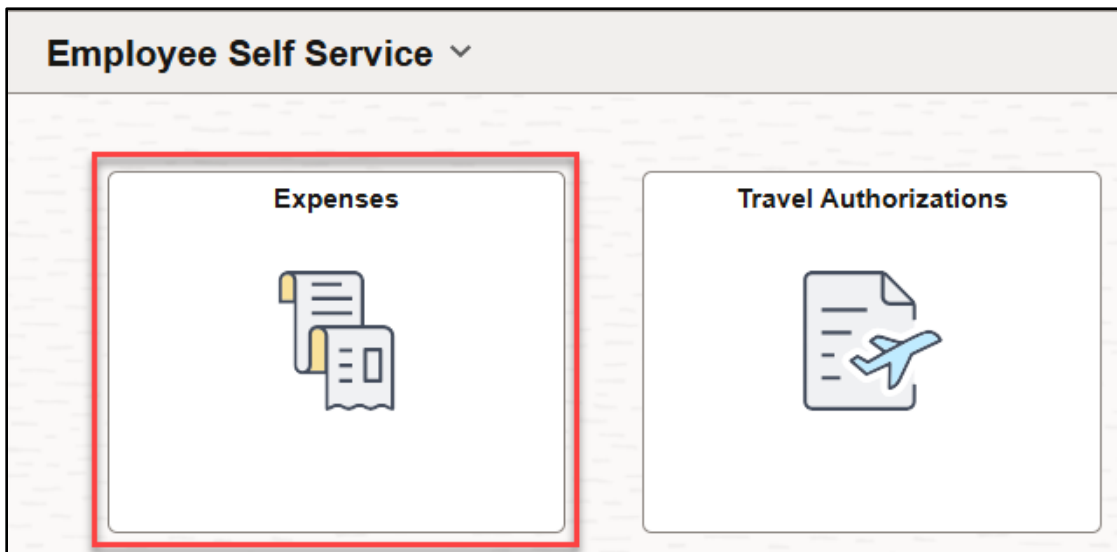


Figure 1. Employee Self Service homepage with the Expenses tile highlighted.

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

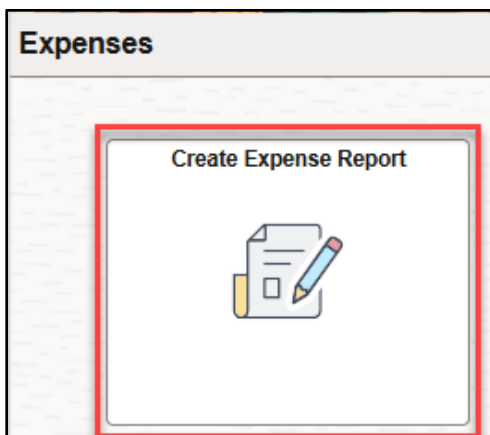


Figure 2. Create Expense Report tile.

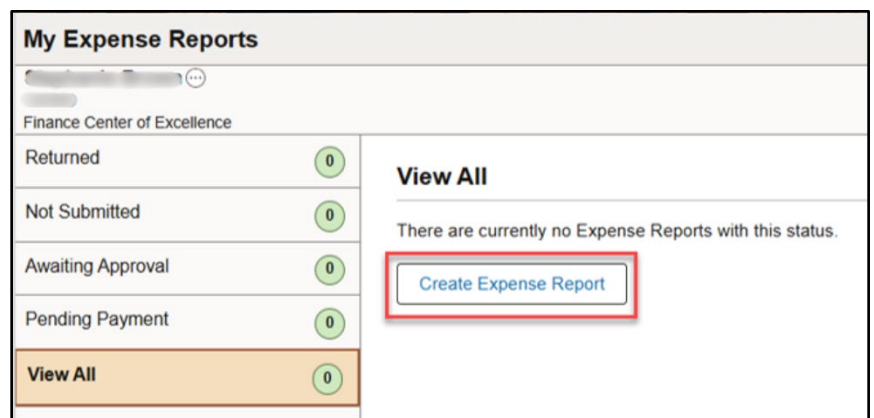
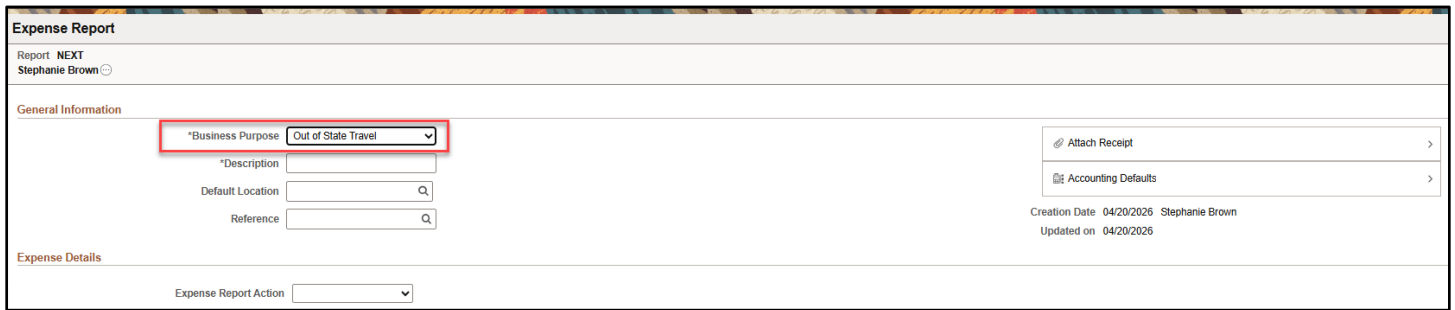


Figure 3. Create Expense Report button highlighted.

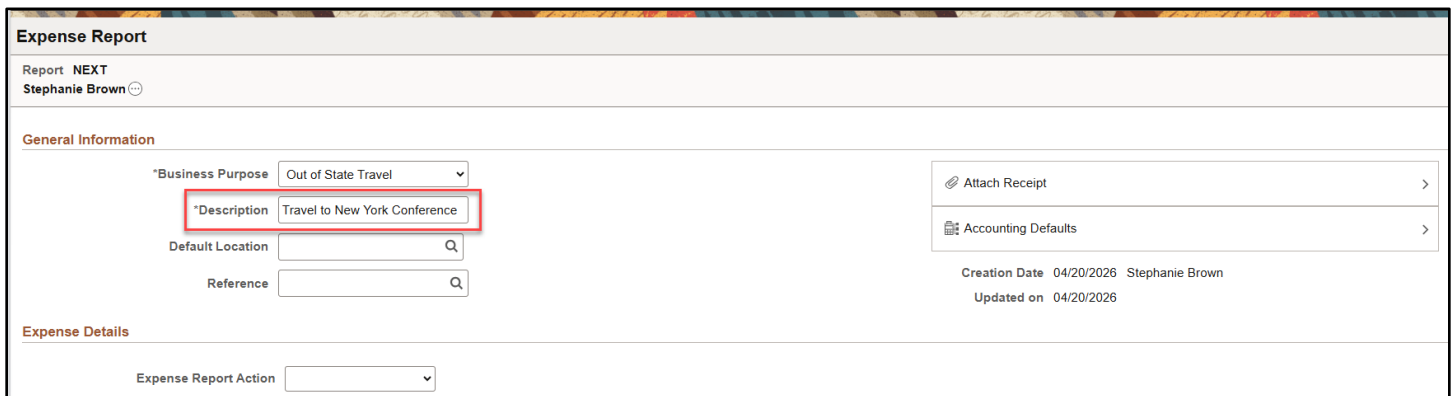
Step 3. A new Expense Report appears. Begin by setting up the expense report header information. From the **Business Purpose** drop-down menu, select the appropriate option: In-State Travel or Out-of-State Travel (Figure 4). For purposes of this guide, we will use the out-of-state travel option.



The screenshot shows the 'Expense Report' form. At the top, it says 'Report NEXT Stephanie Brown'. Below this is the 'General Information' section. The '*Business Purpose' dropdown menu is highlighted with a red box and set to 'Out of State Travel'. Other fields include '*Description', 'Default Location', and 'Reference', each with a search icon. To the right, there are links for 'Attach Receipt' and 'Accounting Defaults'. At the bottom right, it shows 'Creation Date 04/20/2026 Stephanie Brown' and 'Updated on 04/20/2026'. The 'Expense Details' section at the bottom has an 'Expense Report Action' dropdown.

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

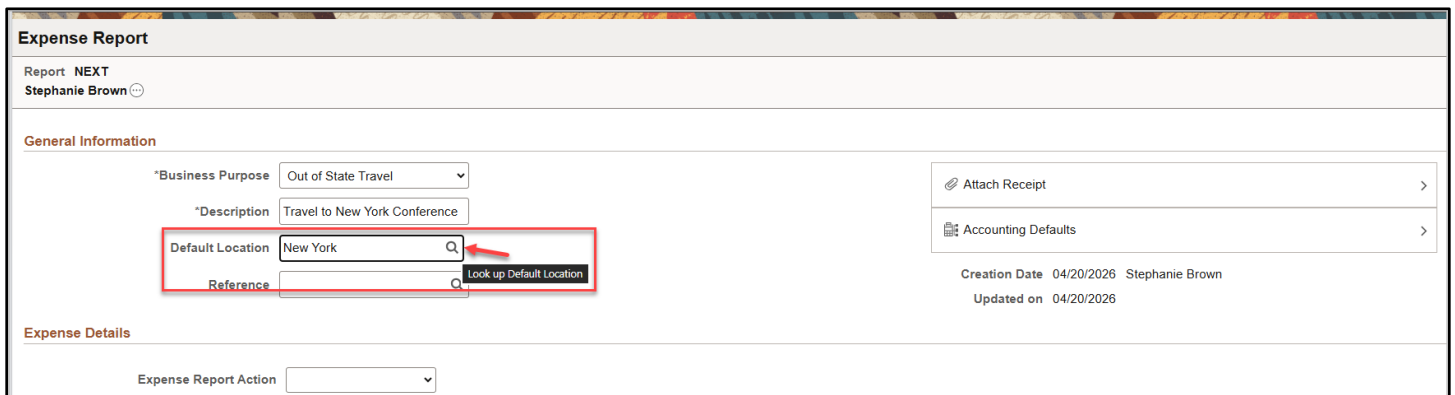
Step 4. In the **Description** field, enter a brief description of the purpose for the trip (Figure 5).



The screenshot shows the 'Expense Report' form. The '*Description' field is highlighted with a red box and contains the text 'Travel to New York Conference'. The '*Business Purpose' dropdown is still set to 'Out of State Travel'. The 'Default Location' and 'Reference' fields have search icons. The right side shows links for 'Attach Receipt' and 'Accounting Defaults', and the bottom right shows 'Creation Date 04/20/2026 Stephanie Brown' and 'Updated on 04/20/2026'. The 'Expense Details' section at the bottom has an 'Expense Report Action' dropdown.

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).



The screenshot shows the 'Expense Report' form. The 'Default Location' field is highlighted with a red box and contains the text 'New York'. A red arrow points to the search magnifier icon next to the field. The '*Description' field contains 'Travel to New York Conference'. The '*Business Purpose' dropdown is still set to 'Out of State Travel'. The 'Reference' field has a search icon. The right side shows links for 'Attach Receipt' and 'Accounting Defaults', and the bottom right shows 'Creation Date 04/20/2026 Stephanie Brown' and 'Updated on 04/20/2026'. The 'Expense Details' section at the bottom has an 'Expense Report Action' dropdown.

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.

The screenshot shows a 'Lookup' window with a search bar and a table of search results. The table has two columns: 'Expense Location' and 'Description'. The row with '30298' and 'NEW YORK-NEW YORK COUNTY-NY' is highlighted with a red border.

Expense Location	Description
30299	NEW YORK COUNTY-NEW YORK CO-NY
23847	NEW YORK MILLS-OTTER TAIL C-MN
37117	NEW YORK-HENDERSON COUNTY-TX
30298	NEW YORK-NEW YORK COUNTY-NY
14274	NEW YORK-SANTA ROSA COUNTY-FL

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.

The screenshot shows the 'Expense Report' form. Under the 'General Information' section, the 'Attach Receipt' button is highlighted with a red border. The form also displays fields for Business Purpose, Description, Default Location, and Reference.

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).

The screenshot shows the 'Attachments' pop-up window. It displays the report details and a message stating 'No attachments exist. Upload an existing file or capture receipt image.' The '+ Add Attachment' button is highlighted with a red border.

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).

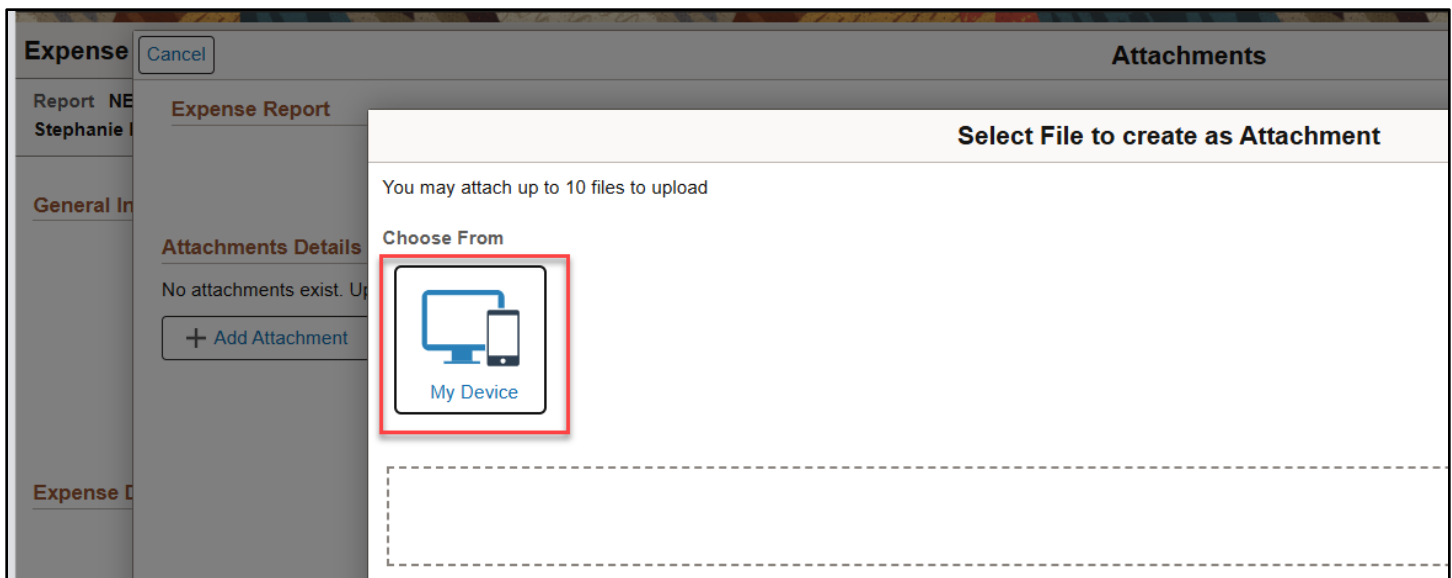


Figure 10. My Device button is highlighted.

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

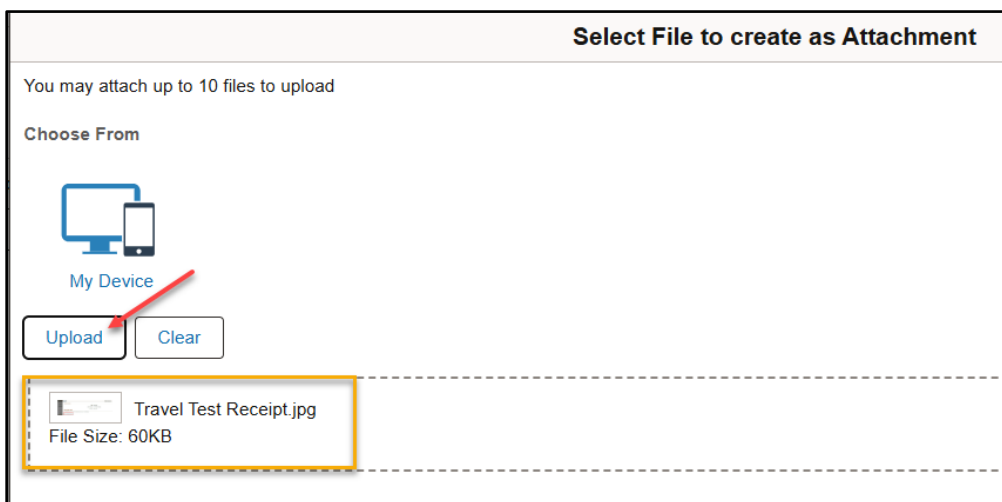


Figure 11. Upload button and file ready to upload are highlighted.

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

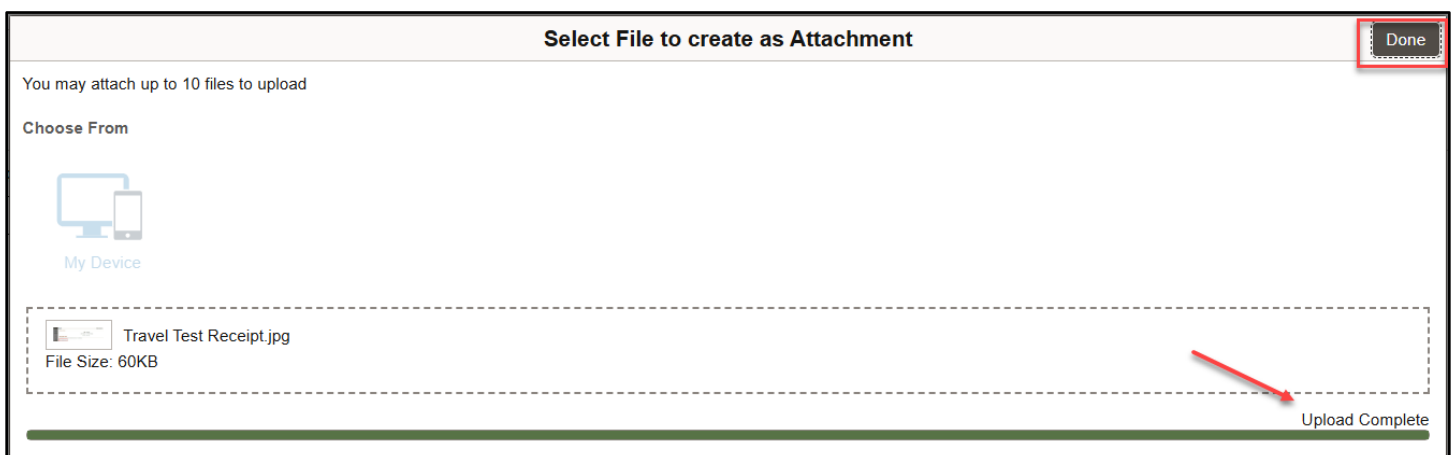


Figure 12. Upload Complete notification.

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

The screenshot shows the 'Attachments' screen for an 'Expense Report'. The 'Attachments Details' section is highlighted with a red box, containing a text input field with the text 'Test Receipt'. A 'Done' button is highlighted in the top right corner. The 'Description' field shows 'Travel to New York Conference' and the 'Report ID' is '000002223'.

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.

The screenshot shows the 'Expense Report' screen. The 'Accounting Defaults' section is highlighted with a red box, showing fields for 'Business Purpose' (Out of State Travel), 'Description' (Travel to New York Conference), 'Default Location', and 'Reference'. A red box highlights the 'Accounting Defaults' button. A red callout box points to the 'Reference' field with the text 'Do not use Reference field'.

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).

The screenshot shows the 'Expense Report Defaults' screen. The 'GL ChartFields' tab is highlighted with a red box. The table below has columns for '% GL Unit', 'Oper Unit', 'Fund Type', 'Dept', 'Program', and 'Class-Funding'. A red box highlights the 'GL ChartFields' tab and the 'Done' button in the top right corner.

% GL Unit	Oper Unit	Fund Type	Dept	Program	Class-Funding
100.00	09000	CAR10005	1000	1000014	D0102
					20000

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.

The screenshot shows the 'Expense Report Defaults' screen. The 'Project ChartFields' tab is highlighted with a red box. The table below has columns for '% PC Bus Unit', 'Project', 'Activity', 'Source Type', 'Category', and 'Subcategory'. A red box highlights the 'Project ChartFields' tab and the 'Done' button in the top right corner. A red callout box points to the 'Project ChartFields' tab with the text 'Only some agencies will use Project Chartfields.'

% PC Bus Unit	Project	Activity	Source Type	Category	Subcategory
100.00	09000	0900000000	090	91011	

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**.

The image shows the 'Expense Report' form. The 'General Information' section includes fields for 'Business Purpose' (Out of State Travel), 'Description' (Travel to New York Conference), 'Default Location' (NEW YORK-NEW YORK), and 'Reference'. There are also links for 'Attach Receipt' and 'Accounting Defaults'. The 'Expense Details' section shows the 'Expense Report Action' dropdown menu, which is open and highlights 'Add Expense Lines'. Other options in the menu are 'Add from My Wallet', 'Add from Quick-Fill', and 'Copy Expense Report'. The form also displays 'Creation Date' (04/20/2026) and 'Updated on' (04/20/2026).

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).

The image shows the 'Expense Entry' form. The 'New Expense - 02/24/2026' section is highlighted. The 'Date' field is set to 02/24/2026, and the 'Expense Type' field is highlighted with a search magnifier icon. A red box highlights the 'Date' field with the text 'All dates should match Expense date and not the current date.' Another red box highlights the 'Expense Type' field with the text 'Update to date expense occurred. Will not be same date as entry date.' A third red box highlights the search magnifier icon with the text 'Select search magnifier for list of expenses.' The form also includes a 'Payment Details' section with 'Payment' and 'Amount' fields, and an 'Additional Information' section with 'Billing Type' and 'Attach Receipt' link.

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).

The image shows the 'Expense Type Search' pop-up window. The 'All Types' tab is selected. The search results list various expense types, including 'OoS Mileage-Airfare Cost Comp', 'Out of State Daily Per Diem', 'Out-of-State Airfare', 'Out-of-State Local Incidental', 'Out-of-State Lodging', 'Out-of-State Mileage - Pri Veh', and 'Out-of-State Oth Miscellaneous'. The 'Out-of-State Mileage - Pri Veh' option is highlighted with a red box. The background shows the 'Expense Entry' form with the 'Out-of-State Mileage - Pri Veh' entry added to the list.

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.

The screenshot shows the 'Expense Entry' form for 'Travel to New York Conference' by 'Stephanie Brown'. The left sidebar shows a list of expenses for 'Tuesday, February 24, 2026', with one item: 'Out-of-State Mileage - Pri Veh' for 0.00 USD. The main form is titled 'Out-of-State Mileage - Pri Veh - 02/24/2026'. It includes fields for '*Date' (02/24/2026), '*Expense Type' (Out-of-State Mileage - Pri Veh), and '*Description'. The '*Description' field is highlighted with a red box and contains the text: 'Travel from official duty station to airport. Duty Station: 2401 N. Lincoln Blvd'. Below the description field is the 'Mileage' section, which includes 'Starting Point', 'Ending Point', 'Round Trip' (checkbox), 'Calculate GPS Distance', and 'Display Map' buttons.

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).

The screenshot shows the 'Expense Entry' form for 'Travel to New York Conference' by 'Stephanie Brown'. The left sidebar shows the same list of expenses. The main form is titled 'Out-of-State Mileage - Pri Veh - 02/24/2026'. It includes fields for '*Date' (02/24/2026), '*Expense Type' (Out-of-State Mileage - Pri Veh), and '*Description'. The '*Description' field contains the text: 'Travel from official duty station to airport. Duty Station: 2401 N. Lincoln Blvd'. Below the description field is the 'Mileage' section. The 'Starting Point' field is highlighted with a red box and contains the text: '2401 N Lincoln Blvd Oklahoma City Oklahoma US'. The 'Ending Point' field contains the text: '2401 N Lincoln Blvd Oklahoma City Oklahoma US'. The 'Round Trip' checkbox is checked. Below the 'Starting Point' field is a red arrow pointing to a heart with a plus sign icon. A yellow callout box with the text 'Mark starting point as a favorite' points to this icon. Another yellow callout box with the text 'View list of favorites' points to the heart with a plus sign icon. Below the 'Starting Point' field is a 'Calculate GPS Distance' button. Below the 'Calculate GPS Distance' button is a 'Miles Calculated' field showing 0.00. Below the 'Miles Calculated' field is a '*Miles' field showing 0.7000.

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

The screenshot shows the 'Add to Favorites' pop-up window. It has a title bar with a close button. The main content area has a 'Favorite' field containing the text 'Duty Station'. Below the 'Favorite' field is a 'Point' dropdown menu. To the right of the 'Point' dropdown menu is an 'Add' button. Below the 'Add' button is a 'Round Trip' checkbox. Below the 'Round Trip' checkbox is a 'Calculate GPS Distance' button. To the right of the 'Calculate GPS Distance' button is a 'Display Map' button.

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).

The screenshot shows the 'Expense Entry' form for 'Travel to New York Conference' by Stephanie Brown. The left sidebar shows a list of expenses for Tuesday, February 24, 2026, with 'Out-of-State Mileage - Pri Veh' selected, showing a total of 19.43 USD. The main form is titled 'Out-of-State Mileage - Pri Veh - 02/24/2026'. It includes fields for Date (02/24/2026), Expense Type (Out-of-State Mileage - Pri Veh), and Description (Travel from official duty station to airport. Duty Station: 2401 N Lincoln Blvd Oklahoma City OK 73105 US). The 'Mileage' section has 'Starting Point' (2401 N Lincoln Blvd Oklahoma City Oklahoma US) and 'Ending Point' (7100 Terminal Dr Oklahoma City Oklahoma US) fields. The 'Ending Point' field is highlighted with a red box and an arrow. Below these fields are 'Round Trip' (checked), 'Calculate GPS' (disabled), 'Miles Calculated' (26.80), and '*Miles' (26.80 x 0.7250). There are also buttons for 'Mark as favorite, if ending point is frequently used.' and 'Select favorite from list.'.

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).

The screenshot shows the 'Expense Entry' form for 'Travel to New York Conference' by Stephanie Brown. The left sidebar shows a list of expenses for Tuesday, February 24, 2026, with 'Out-of-State Mileage - Pri Veh' selected, showing a total of 9.72 USD. The main form is titled 'Out-of-State Mileage - Pri Veh - 02/24/2026'. It includes fields for Date (02/24/2026), Expense Type (Out-of-State Mileage - Pri Veh), and Description (Travel from official duty station to airport. Duty Station: 2401 N. Lincoln Blvd.). The 'Mileage' section has 'Starting Point' (2401 N Lincoln Blvd Oklahoma City Oklahoma US) and 'Ending Point' (7100 Terminal Dr Oklahoma City Oklahoma US) fields. The 'Round Trip' (checked) and 'Calculate GPS Distance' (disabled) buttons are highlighted with red boxes. Below these fields are 'Miles Calculated' (0.00) and '*Miles' (13.40 x 0.7250). There is also a 'Display Map' button. The 'Payment Details' section shows '*Payment' (Employee Paid) and '*Amount' (9.72 USD). The 'Additional Information' section shows '*Billing Type' (Internal).

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).

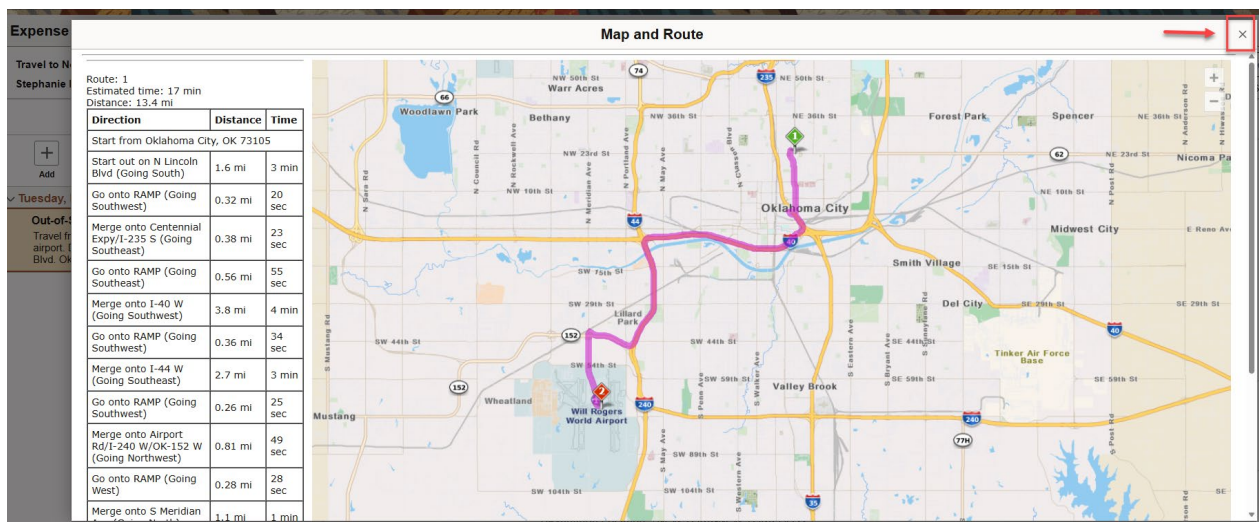


Figure 25. Map and Route pop-up window with the mapped route and distance.

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.**

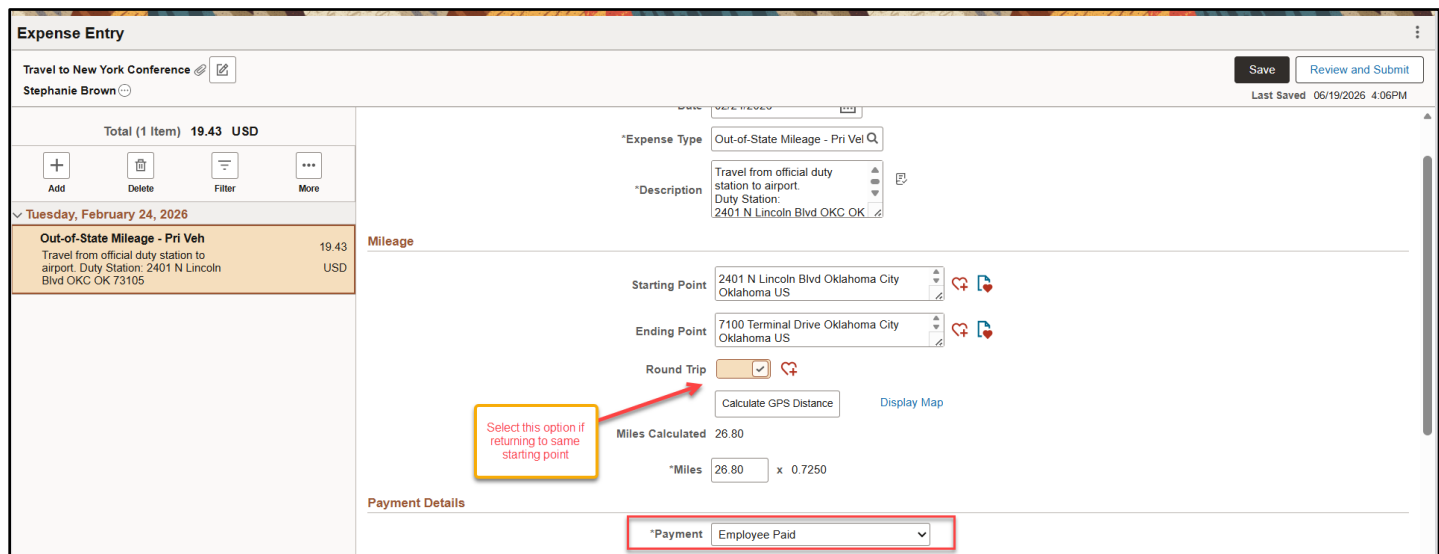


Figure 26. Round Trip is selected, and Payment field is highlighted.

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.

The screenshot shows the 'Expense Entry' form for a travel expense. The left sidebar shows a list of expenses, with 'Out-of-State Mileage - Pri Veh' selected. The main form area has sections for 'Payment Details', 'Additional Information', and 'Exceptions'. In the 'Additional Information' section, the 'Billing Type' is set to 'Internal' and the 'Destination Location' is 'NEW YORK-NEW YORK CO Q'. The 'Attach Receipt' button is highlighted with a red box. In the 'Exceptions' section, the 'No Receipt' toggle is also highlighted with a red box.

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).

The screenshot shows the 'Exceptions' section of the form. The 'No Receipt' toggle is selected and highlighted with a red box. Below it, the 'Receipt Missing' button is highlighted with a red box. A yellow callout box with an arrow points to the 'Receipt Missing' button, containing the text 'Click here to add reason for exception.'.

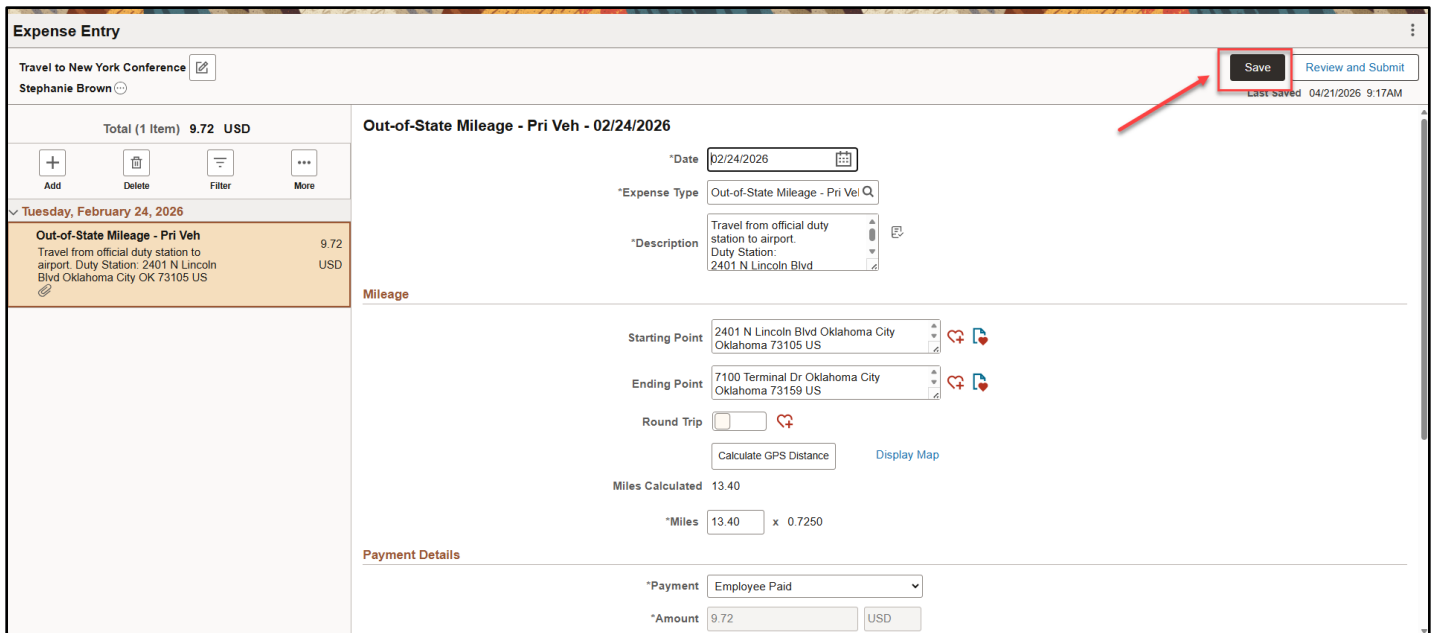
Figure 28. No Receipt is toggled on with Receipt Missing button highlighted.

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

The screenshot shows the 'Exception Comment' window. It has a 'Cancel' button on the top left and a 'Done' button on the top right. The window displays the date '02/24/2026' and the expense type 'Out-of-State Taxi/Bus'. Under the 'Missing Receipt Exception' section, it shows the 'Expense Amount' as '45.00 USD' and the 'Minimum Amount Required Receipt' as '25.01 USD'. Below this, it states 'Expense Amount is over 25.01 USD and you do not have a receipt. Explain why.' A text input box is highlighted with a red box, containing the placeholder text 'This is where you explain why there is no receipt|'.

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

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



The screenshot shows the 'Expense Entry' form for 'Travel to New York Conference' by 'Stephanie Brown'. The form is divided into two main sections. The left section shows a list of expenses with a total of 9.72 USD. The right section is for 'Out-of-State Mileage - Pri Veh - 02/24/2026'. It includes fields for Date, Expense Type, Description, Starting Point, Ending Point, Round Trip, Miles Calculated, and Payment Details. The 'Save' button is highlighted with a red box and a red arrow pointing to it.

Expense Entry

Travel to New York Conference 

Stephanie Brown 

Total (1 Item) 9.72 USD

▼ Tuesday, February 24, 2026

Out-of-State Mileage - Pri Veh 9.72 USD

Travel from official duty station to airport. Duty Station: 2401 N Lincoln Blvd Oklahoma City OK 73105 US 

Out-of-State Mileage - Pri Veh - 02/24/2026

*Date 02/24/2026 

*Expense Type Out-of-State Mileage - Pri Veh 

*Description Travel from official duty station to airport. Duty Station: 2401 N Lincoln Blvd 

Mileage

Starting Point 2401 N Lincoln Blvd Oklahoma City Oklahoma 73105 US  

Ending Point 7100 Terminal Dr Oklahoma City Oklahoma 73159 US  

Round Trip ☐ 

Miles Calculated 13.40

*Miles 13.40 x 0.7250

Payment Details

*Payment Employee Paid 

*Amount 9.72 USD

Save 

Last saved 04/21/2026 9:17AM

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

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



The screenshot shows the 'Expense Entry' form for 'Travel to New York Conference' by 'Stephanie Brown'. The form is divided into two main sections. The left section shows a list of expenses with a total of 9.72 USD. The right section is for 'Out-of-State Mileage - Pri Veh - 02/24/2026'. It includes fields for Date, Expense Type, Description, Starting Point, Ending Point, Round Trip, Miles Calculated, and Payment Details. The 'Add' button is highlighted with a red box and a red arrow pointing to it.

Expense Entry

Travel to New York Conference 

Stephanie Brown 

Total (1 Item) 9.72 USD

▼ Tuesday, February 24, 2026

Out-of-State Mileage - Pri Veh 9.72 USD

Travel from official duty station to airport. Duty Station: 2401 N Lincoln Blvd Oklahoma City OK 73105 US 

Out-of-State Mileage - Pri Veh - 02/24/2026

*Date 02/24/2026 

*Expense Type Out-of-State Mileage - Pri Veh 

*Description Travel from official duty station to airport. Duty Station: 2401 N Lincoln Blvd 

Mileage

Starting Point 2401 N Lincoln Blvd Oklahoma City Oklahoma 73105 US  

Ending Point 7100 Terminal Dr Oklahoma City Oklahoma 73159 US  

Round Trip ☐ 

Miles Calculated 13.40

*Miles 13.40 x 0.7250

Payment Details

*Payment Employee Paid 

*Amount 9.72 USD

Add 

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).

The screenshot shows the 'Expense Entry' form for 'Travel to New York Conference' by 'Stephanie Brown'. The total is 108.72 USD. The date is 02/24/2026. The expense type is 'Out-of-State Local Incidental'. The description is 'Cost of taking Uber from Airport to Conference'. The amount is 5.00 USD. Annotations include: 'Update to date expense occurred. Will not be same date as entry date.' pointing to the date field, and 'Select search magnifier for list of expenses.' pointing to the search icon in the expense type field.

Expense Entry	
Travel to New York Conference	
Stephanie Brown	
Total (4 Items) 108.72 USD	
+ - Filter More	
Tuesday, February 24, 2026	
Out-of-State Local Incidental	5.00 USD
Out-of-State Taxi/Bus	30.00 USD
Cost of taking Uber from Airport to Conference	
Out-of-State Per Diem Meal	64.00
Payment Details	
*Date	02/24/2026
*Expense Type	Out-of-State Local Incidental
*Description	Cost of taking Uber from Airport to Conference
*Payment	
*Amount	5.00 USD

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).

The screenshot shows the 'Expense Type Search' window. The 'All Types' tab is selected. The search results list various expense types, with 'Out-of-State Per Diem Meal' highlighted. Annotations include: 'All Types' tab, 'Search Expense Type' field, and 'Out-of-State Per Diem Meal' in the results list.

Expense Type Search	
Frequently Used	
All Types	
Search Expense Type	
24 rows	
Expense Type	Out-of-State Airfare
	Out-of-State Local Incidental
	Out-of-State Lodging
	Out-of-State Mileage - Pri Veh
	Out-of-State Oth Miscellaneous
	Out-of-State Parking Fee
	Out-of-State Per Diem Meal

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.

The screenshot shows the 'Expense Entry' form for 'Travel to New York Conference' by 'Stephanie Brown'. The total is 106.43 USD. The left sidebar lists items: 'Out-of-State Per Diem Meal' (87.00 USD) and 'Out-of-State Mileage - Pri Veh' (19.43 USD). The main form is for 'Out-of-State Per Diem Meal - 02/24/2026'. The 'Date' is 02/24/2026, 'Expense Type' is 'Out-of-State Per Diem Meal', and the 'Description' field is highlighted with a red box and contains the text 'Day 1. Meals not provided'. The 'Payment Details' section shows 'Payment' as a dropdown, 'Amount' as 87.00 USD, and 'Additional Information' shows 'Billing Type' as 'Internal' and 'Expense Location' as 'NEW YORK-NEW YORK CO Q'.

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).

The screenshot shows the 'Expense Entry' form with the 'Payment' dropdown in the 'Payment Details' section highlighted with a red box. The 'Payment' is set to 'Employee Paid'. The 'Amount' field is 87.00 USD, and a yellow box highlights it with the text 'Amount auto calculates'. The 'Description' field still contains 'Day 1. Meals not provided'. The 'Additional Information' section shows 'Billing Type' as 'Internal' and 'Expense Location' as 'NEW YORK-NEW YORK CO Q'.

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).

The screenshot shows the 'Expense Entry' form with the 'Billing Type' and 'Expense Location' fields in the 'Additional Information' section highlighted with yellow boxes. The 'Billing Type' is 'Internal' and the 'Expense Location' is 'NEW YORK-NEW YORK CO Q'. A yellow box highlights these fields with the text 'Billing Type and Expense Location defaulted based on previous entries in the header.' The 'Payment' dropdown is still 'Employee Paid' and the 'Amount' is 87.00 USD.

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).

The screenshot shows the 'Expense Entry' form for 'Travel to New York Conference' by Stephanie Brown. The left sidebar lists two items: 'Out-of-State Per Diem Meal' for 64.00 USD and 'Out-of-State Mileage - Pri Veh' for 19.43 USD. The main form area is divided into sections: 'Payment Details' (Employee Paid, 64.00 USD), 'Additional Information' (Billing Type: Internal, Expense Location: NEW YORK-NEW YORK CO), and 'Per Diem'. In the 'Per Diem' section, the 'First/ Last Day' checkbox is checked and highlighted with a red box. Below it are checkboxes for 'Breakfast Provided', 'Lunch Provided', and 'Dinner Provided', all of which are unchecked. A yellow callout box states: 'Per Diem expenses do not require a receipt for meals.'

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

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

This screenshot shows the same 'Expense Entry' form, but now the 'Out-of-State Per Diem Meal - 02/24/2026' section is expanded. It shows details for the meal: Date (02/24/2026), Expense Type (Out-of-State Per Diem Meal), and Description (Day 1. Meals not provided.). The 'Payment Details' and 'Additional Information' sections remain the same. The 'Save' button in the top right corner is highlighted with a red box. The 'Last Saved' timestamp is now 06/19/2026 4:25PM.

Figure 38. Expense Entry with the Save button highlighted.

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

The screenshot shows the 'Expense Entry' form for 'Travel to New York Conference' by Stephanie Brown. The left sidebar shows a list of expenses: 'Out-of-State Per Diem Meal' (64.00 USD) and 'Out-of-State Mileage - Pri Veh' (19.43 USD). The main form area shows details for 'Out-of-State Per Diem Meal - 02/24/2026'. The 'Add' button in the sidebar is highlighted with a red box and an arrow. The 'Expense Type' field is set to 'Out-of-State Per Diem Meal' and the 'Date' is '02/24/2026'. The 'Description' field contains 'Day 1. Meals not provided.' The 'Payment Details' section shows 'Employee Paid' and 'Amount' of 64.00 USD. The 'Additional Information' section shows 'Billing Type' as 'Internal' and 'Expense Location' as 'NEW YORK-NEW YORK CO'.

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).

The screenshot shows the 'Expense Entry' form with a 'New Expense' row added. The 'Date' field is highlighted with a red box and an arrow pointing to it with the text 'Update the date of the expense using the calendar icon.' The 'Expense Type' field is highlighted with a red box and an arrow pointing to it with the text 'Use search magnifier to select from list of expense types.' The 'Description' field is empty. The 'Payment Details' section shows 'Employee Paid' and 'Amount' of 0.00 USD. The 'Additional Information' section shows 'Billing Type' as 'Internal' and an 'Attach Receipt' button.

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).

The screenshot shows the 'Expense Type Search' pop-up window. The 'All Types' tab is selected. The search results list various expense types, including 'In-State Registration Fee', 'In-State Rental Car', 'In-State Taxi/Bus/Train', 'In-State Tolls', 'OoS Mileage-Airfare Cost Comp', 'Out-of-State Airfare', 'Out-of-State Local Incidental', and 'Out-of-State Lodging'. The 'Out-of-State Local Incidental' option is highlighted with a red box. The 'Expense Entry' form is visible in the background, showing the 'New Expense' row with a total of 0.00 USD.

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).

Expense Entry

Travel to New York Conference

Stephanie Brown

Total (3 Items) 88.43 USD

▼ Tuesday, February 24, 2026

Out-of-State Local Incidental	5.00
	USD
Out-of-State Per Diem Meal	64.00
Day 1. Meals not provided.	USD
Out-of-State Mileage - Pri Veh	19.43
Travel from official duty station to airport. Duty Station: 2401 N Lincoln Blvd OKC OK 73105	USD

Out-of-State Local Incidental - 02/24/2026

*Date 02/24/2026

*Expense Type Out-of-State Local Incidental

*Description Day 1. Out-of-state travel.

Payment Details

*Payment

*Amount 5.00 USD

Additional Information

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.

Expense Entry

Travel to New York Conference

Stephanie Brown

Total (3 Items) 88.43 USD

▼ Tuesday, February 24, 2026

Out-of-State Local Incidental	5.00
Day 1. Out-of-state travel.	USD
Out-of-State Per Diem Meal	64.00
Day 1. Meals not provided.	USD
Out-of-State Mileage - Pri Veh	19.43
Travel from official duty station to airport. Duty Station: 2401 N Lincoln Blvd OKC OK 73105	USD

Out-of-State Local Incidental - 02/24/2026

*Date 02/24/2026

*Expense Type Out-of-State Local Incidental

*Description Day 1. Out-of-state travel.

Payment Details

*Payment Employee Paid

*Amount 5.00 USD

Additional Information

Amount defaults based on expense type selected.

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).

Expense Entry

Travel to New York Conference

Stephanie Brown

Total (3 Items) 88.43 USD

▼ Tuesday, February 24, 2026

Out-of-State Local Incidental	5.00
Day 1. Out-of-state travel.	USD
Out-of-State Per Diem Meal	64.00
Day 1. Meals not provided.	USD
Out-of-State Mileage - Pri Veh	19.43
Travel from official duty station to airport. Duty Station: 2401 N Lincoln Blvd OKC OK 73105	USD

Out-of-State Local Incidental - 02/24/2026

*Date 02/24/2026

*Expense Type Out-of-State Local Incidental

*Description Day 1. Out-of-state travel.

Payment Details

*Payment Employee Paid

*Amount 5.00 USD

Additional Information

Defaults based on info entered in expense report header

*Billing Type Internal

*Expense Location NEW YORK-NEW YORK CO

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

Step 41. Select Save (Figure 45).

The screenshot shows the 'Expense Entry' form for a travel conference. The left sidebar lists items for Tuesday, February 24, 2026: Out-of-State Local Incidental (5.00 USD), Out-of-State Per Diem Meal (64.00 USD), and Out-of-State Mileage - Pri Veh (19.43 USD). The main form is for 'Out-of-State Local Incidental - 02/24/2026'. It includes fields for Date (02/24/2026), Expense Type (Out-of-State Local Incidental), and Description (Day 1. Out-of-state travel.). The 'Payment Details' section shows Payment (Employee Paid) and Amount (5.00 USD). The 'Additional Information' section shows Billing Type (Internal) and Expense Location (NEW YORK-NEW YORK CO). The 'Save' button is highlighted with a red box in the top right corner.

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.)

The screenshot shows the 'Expense Entry' form for a travel conference. The left sidebar lists items for Wednesday, February 25, 2026: Out-of-State Local Incidental (5.00 USD), Out-of-State Per Diem Meal (38.00 USD), and Out-of-State Local Incidental (5.00 USD). The main form is for 'Out-of-State Local Incidental - 02/26/2026'. It includes fields for Date (02/26/2026), Expense Type (Out-of-State Local Incidental), and Description (Day 3. Out-of-state travel.). The 'Payment Details' section shows Payment (Employee Paid) and Amount (5.00 USD). The 'Additional Information' section shows Billing Type (Internal) and Expense Location (NEW YORK-NEW YORK CO). The 'Review and Submit' button is highlighted with a red box in the top right corner.

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

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

Expense Summary

Travel to New York Conference

Stephanie Brown

Update Details

Submit

Last Saved: 06/22/2026 2:40 PM

Expense Report Summary

Approval Status

Total (7 Items)

177.43 USD

Due to Employee

177.43 USD

Report ID: 0000002223

Pending

Additional Information

View Analytics

Notes

View Printable Report

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).

177.43 USD

Submission Confirmation

CERTIFICATION: This is to certify that the data contained in this expense report is accurate and complies with expense policy.

Submit

Cancel

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).

My Expense Reports

Stephanie Brown

100989

Finance Center of Excellence

Returned

Not Submitted

Awaiting Approval

Pending Payment

View All

Awaiting Approval

Create Expense Report

Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount
	Travel to New York Conference	0000002223	Submission in Process			06/22/2026	177.43 USD

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

OMES CAR | Rev. July 2026

Page 18 of 18