TRAVEL APPLICATION

Expense

HELPFUL HINTS

Once a travel request has been approved, it will appear in the Expense Report tile as an Approved Request.

PROCEDURE

Click on the Expense Report tile.

1. Banner defaults to All. Click other options to sort by open, submitted, approved, or sent for payment.
3. Status will show as Approved Request until changes are made and the expense report is saved. Click on a row to open/edit the report.
4. Act as a delegate for another employee.

From the expense application, click on the approved travel request. The report opens to the expense header and displays the expense types entered in the travel request. Update the information on the expense header if needed.
If applicable, update the personal travel dates and the cost distribution.

Click on an expense type to edit and attach a receipt (where applicable).

To add additional expenses, click +. Select the expense type from the dropdown menu. Attach a receipt by clicking +. Note: receipts can be PDF or image files; attachment name cannot include special characters.
Conference Attendees or Participants

An attachment is required in the travel request for Reg/Conf Fee expense type.

Attachments saved in the travel request transfer to the expense report. Note: if the conference agenda was not yet available when the request was submitted (traveler attach a registration confirmation or something similar), the traveler will need to add the conference agenda (which is required for audit by Payment Services).

Add the agenda by clicking + under Attachments.

Meals (Per Diem)

When entering Meals (Per Diem), click Calculate Amount. If the Calculate Amount button is not visible, collapse the Firefly left menu (click on three horizontal lines at top left) or reduce the browser zoom.
Click **Refresh** to populate the amounts.

If a meal was provided by an outside source, checkmark which meal was provided to reduce the per diem amount. Click **Refresh**, then **Ok**.

**Cost Distribution**

Review the cost distribution. If needed, select a different cost object type from the dropdown menu.

To search for a cost object type, click **Search**.
**Mileage Calculator**

From the *Mileage/Personal Car* expense type, click *Use Google Mileage App*.

Enter the destination. 

*Note: the starting location defaults to the traveler’s home address. If this is incorrect, click *Reset* and enter the starting location in *Stop 1*. 

To make it a round trip, click *Return to Origin*. Click *Save Mileage*.
Click *Calculate Mileage Amount*. Save the expense entry.

**Save the expense report**

When the expense entries have been entered/edited, it is recommended the expense report is saved before other action is taken. This will allow the approval flow to update from the travel request approvals to expense approvals.

Once saved, a confirmation window appears. Click **Ok**.

The status of the expense report is now displayed as **Open**. Click anywhere on the expense row to review.

Several actions are available.
1. **Approval Log**: displays any action taken on the corresponding request and this expense report.
2. **Approval Flow**: displays the approvers for this expense report.
3. **Print**: view and/or print a PDF of the report.
4. **Save**: saves the report.
5. **Submit for Approval**: a confirmation statement appears. Click **Accept & Submit**.

A confirmation message appears.

Once the report is submitted, the status changes to **Submitted**.
Report Status

The status of an expense report is displayed on the main screen.

- Approved Request: no action has been taken on the approved request within the expense application.
- Open: indicates several statuses:
  - report has been modified/saved from the approved request.
  - has not been submitted.
  - has been recalled (by the employee or delegate) or has been returned for changes.
- Submitted: the report has been submitted by the employee.
- Approved: the report has been through all the approval steps.
- Payment Processed: employee should expect reimbursement.
- Cancelled: the report was cancelled by the employee or delegate.