

CREATE AND SUBMIT AN EXPENSE REPORT

Updated March 25, 2024

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.



Employee ID: 43081 Delegate Name: SHANNON POPPE Campus: UNCA

1 All Open Submitted Approved Sent for Payment

2 Search

Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount
6900010998	Official Func- team	Business Trip	11/27/2023	Open	1225.00 USD
6900010995	One day travel	Meeting	11/06/2023	Approved Request	57.10 USD
6900010994	Zero \$ - domestic	Conference Participant	11/01/2023	Open	50.00 USD

4

3

1. Banner defaults to All. Click other options to sort by open, submitted, approved, or sent for payment.
2. Sort columns by Report ID, Report Name, Business Purpose, Report Date, and Status.
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.

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Employee ID: 43081 Name: SHANNON POPPE Campus: UNCA Report Number: 6900010998

Approval Log Approval Flow Print Save Submit for Approval Recall

Expected Expense Personal/International Travel Cost Distribution Expense Types

* Start Date: 11/27/2023 * Start Time: 00:00 * End Date: 11/29/2023 * End Time: 00:00

* Trip Type: Team * Request/Trip Name: Official Func-team

* Country: United States Approver: Caren C Hansen

* State: Arizona * Business Purpose: Business Trip

* City: TUCSON Amount: 1,225.00 USD

User Defined: Comment:

Previous Comments:

*Are any costs funded by an external entity?: No

Is this request mileage only?:

If applicable, update the personal travel dates and the cost distribution.

Personal/International Travel

*Does this trip contain personal travel?: No Why is this required?

Cost Distribution

+

Distribution	Cost Object Type	Cost Object	Description
100	Cost Center	9145100600	NEBIS ADMINISTRATION

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

Expense Types

+ 🗑️

Transaction Date	Expense Type	City	Entered Amount	Amount	Status
<input type="checkbox"/> 11/27/2023	Official Func Exp-Agenda/Team	TUCSON	1,200.00 USD	1,200.00 USD	To Be Approved >
<input type="checkbox"/> 11/27/2023	Baggage & Airport Fees-Team	TUCSON	25.00 USD	25.00 USD	To Be Approved >

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.

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Conference Attendees or Participants

i 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*. **i** 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.

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Click **Refresh** to populate the amounts.

Meal Details								
Date	Country	State	Destination	Location Defined	Breakfast	Lunch	Dinner	Amount
11/27/2023	US	AZ	Tucson	Pima	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00 USD
11/28/2023	US	AZ	Tucson	Pima	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00 USD
11/29/2023	US	AZ	Tucson	Pima	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00 USD

Refresh **Ok**

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

Meal Details								
Date	Country	State	Destination	Location Defined	Breakfast	Lunch	Dinner	Amount
11/27/2023	US	AZ	Tucson	Pima	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33.60 USD
11/28/2023	US	AZ	Tucson	Pima	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13.30 USD
11/29/2023	US	AZ	Tucson	Pima	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33.60 USD

Refresh **Ok**

Cost Distribution

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

Cost Distribution

Distribution Cost Object Type

100 Cost Center

Attachments

Cost Center

WBS Element

To search for a cost object type, click .

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Cost Distribution

Distribution	Cost Object Type	Cost Object	Description
100	Cost Center ▼	9145100200 📄	NEBIS TRAVEL/TRAIN

Mileage Calculator

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

Expected Expense
Cost Distribution
Attachments

***Expense Type:** Mileage/Personal Car-Team ▼

Mileage/Personal Car-Team

***Start Date:** 11/27/2023 📅

***Mileage:** 0 Use Google Mileage App

***Amount:** 0.00 USD - American Dollar ▼ Calculate Mileage Amount

Enter the destination.

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

To make it a round trip, click *Return to Origin*. Click 📄 Save Mileage.

Mileage Calculator 🔍 📄 Save Mileage

Map Satellite

Total Miles: 133 Reset Add Stop Return to Origin

Stop	Location	Miles
1	1901 Y Street, Lincoln, NE, USA 🗑️	
2	University of Nebraska Kearney, 9th Avenue, Kearney, NE, USA 🗑️	133

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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.

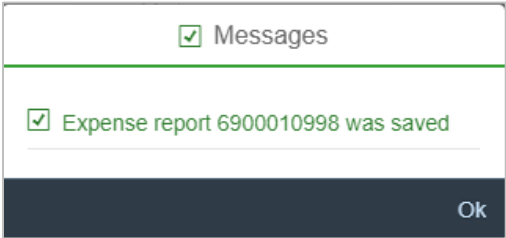
The screenshot shows a web form for creating an expense report. At the top right, there is a toolbar with buttons for 'Approval Log', 'Approval Flow' (highlighted with a red box), 'Print', 'Save', 'Submit for Approval', and 'Recall'. Below the toolbar, the form is divided into two sections: 'Expected Expense' and 'Expense Types'. The 'Expected Expense' section contains fields for:

- *Start Date: 03/29/2023
- *Start Time: 05:00
- *End Date: 04/01/2023
- *End Time: 22:00
- *Trip Type: Domestic
- *Country: United States
- *State: Georgia
- *City: ATLANTA
- User Defined: (empty field)

 The 'Expense Types' section contains fields for:

- *Request/Trip Name: Atlanta
- Approver: Melody A Stark
- *Business Purpose: Business Trip
- Amount: 1,429.52 USD
- Comment: (empty text area)

Once saved, a confirmation window appears. Click .



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

The screenshot shows a user interface for an employee with ID 43081, named SHANNON POPPE, at UNCA. Below the header, there are tabs for 'All', 'Open', 'Submitted', 'Approved', and 'Sent for Payment'. A search bar is present. The main content is a table of expense reports:

Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount
6900010998	Official Func- team	Business Trip	11/27/2023	Open	1395.94 USD
6900010995	One day travel	Meeting	11/06/2023	Approved Request	57.10 USD

Several actions are available.

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The screenshot shows the top navigation bar of the expense report system. Five red circles with numbers 1 through 5 are overlaid on the interface to highlight key actions:

- 1: Approval Log button
- 2: Approval Flow button
- 3: Print button
- 4: Save button
- 5: Submit for Approval button

Below the navigation bar, the form contains fields for:

- * Start Date: 11/27/2023
- * Start Time: 00:00
- * End Date: 11/29/2023
- * End Time: 00:00
- * Trip Type: Team
- * Request/Trip Name: Official Func- team
- * Country: United States
- Approver: Caren C Hansen
- * State: Arizona
- * Business Purpose: Business Trip

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 .

USER ELECTRONIC CONFIRMATION

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University of Nebraska or the Nebraska State College System and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University of Nebraska or the Nebraska State College System in full for those expenses.

A confirmation message appears.

Messages

Expense report 6900010998 was saved and sent for approval

Ok

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

Employee ID: 43081 <input type="button" value="Delegate"/>		Name: SHANNON POPPE		Campus: UNCA	
All Open Submitted Approved Sent for Payment					
<input type="button" value="Refresh"/> <input type="button" value="Sort"/> Search <input style="width: 100px;" type="text"/>					
Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount
<input type="checkbox"/> 6900010998	Official Func- team	Business Trip	11/27/2023	Submitted	1395.94 USD
<input type="checkbox"/> 6900010995	One day travel	Meeting	11/06/2023	Approved Request	57.10 USD

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Report Status

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

All Open Submitted Approved Sent for Payment						
<input type="button" value="Refresh"/> <input type="button" value="Sort"/> <input type="text" value="Search"/> <input type="button" value="Search"/>						
<input type="checkbox"/>	Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount
<input type="checkbox"/>	6900010998	Official Func- team	Business Trip	11/27/2023	Submitted	1395.94 USD
<input type="checkbox"/>	6900010995	One day travel	Meeting	11/06/2023	Approved Request	57.10 USD
<input type="checkbox"/>	6900010994	Zero \$ domestic	Conference Participant	11/01/2023	Open	50.00 USD

- **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.