Updated July 3, 2024

### **TRAVEL APPLICATION**

#### Expense

#### HELPFUL HINTS

Conce an expense report has been sent for payment, additional expenses can be added and submitted.

#### PROCEDURE

#### Locate and open the expense report.

<		Trave	l Expense		
Employee ID: 43081	Delegate     Name: SHANNON POP	PE Campus: UNCA			
All Open Submitted Approved Se	ient for Payment				
Search	Q				
Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount
6900011183	AMI	Business Trip	04/19/2024	Open	750.26 USD
6900011181	BTA for Nebraska	Blanket TA Request	05/01/2024	Approved Request	562.36 USD
6900011153	OMA	Business Trip	06/12/2024	Payment Processed	467.20 USD

## <sup>¶</sup> Do not recall the report.

Scroll down to *Expense Types.* Expenses that have be paid/posted have a green | and show as Posted  $\checkmark$ . To add additional expenses, click +.

Expected Expense Personal/Inte *Start Date: 06/1 *Trip Type: Don *Country: Unit	rnational Travel Cost Distribution 12/2024 *Start Time: 05:00 mestic	Expense Types		*End Date:	201402021	20.00		
*Start Date: 06/1 *Trip Type: Don *Country: Unit	12/2024 *Start Time: 05:00 mestic ~	)		*End Date:	00//00001 to			
*Trip Type: Don *Country: Unit	nestic ~				06/13/2024 ^End	Time: 22:00		
*Country: Unit			*Requ	est/Trip Name:	OMA			
	ted States 🗸 🗸			Approver:	Melody A Stark			
*State: Neb	oraska 🗸	m Branch and P	*Busi	ness Purpose:	Business Trip	and me		×
Expense Types								
Transaction Date	Expense Type	City	Travel Request Amount	Entered Amoun	t Amount		Status	
06/12/2024	Meals (Per Diem)	OMAHA	USD 67.20	USD 67.20	USD 67.2	20	Posted 🗸	
06/12/2024	Lodging-Paid by Univ	OMAHA	USD 0.00	USD 400.00	USD 400	.00	Posted 🗸	



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Select expense type from the dropdown menu, enter the required information, and attach a receipt. Click 🖽 Save

									Save Save	🗙 Ca
xpected Expen	nse Cost Distri	bution Attachmer	nts							
	*Expense	Type: Misc Travel	-parking/tolls/etc	~						
Misc Travel	l-parking/tolls/e	tc								
	*Start Date:	06/13/2024			*End Date:	06/13/2024				
	*City:	Omaha			Comment:					
	*Amount:	45.00 U	JSD - American Dollar	$\sim$						
ost Distrik	bution									
ost Distrik	bution		Cost Object		cription					+
OST Distrik	Cost Object Type		Cost Object	De	scription					+
OST Distrik	Cost Object Type Cost Center	· · · · · · · · · · · · · · · · · · ·	Cost Object 9145100500	De	scription BIS HARDWARE MAINT					+
Distribution	Cost Object Type Cost Center		Cost Object 9145100500	De	scription BIS HARDWARE MAINT					+
Ost Distribution	Cost Object Type Cost Conter ts	· · · · · · · · · · · · · · · · · · ·	Cost Object 9145100500	De	scription BIS HARDWARE MAINT					+ &
Distribution 100 ttachment Document Cla	Cost Object Type Cost Center Its ass		Cost Object 9145100500 Title	De	scription BIS HARDWARE MAINT ate created		Fil	e Size (MB)		+ &

An additional expense line has been added.

					R // E	Audit Trail 🚺 Approval Flow	🔁 Print 🔛 Save 🗦 Subn	hit for Approval 🛛 🗹 Re
Expected Expense Personal/	International Travel Cost Distribute	on Expense Types						
								+
Distribution Cost Object Typ	ve	Cost Object		Description				
100 Cost Center		9145100500		NEBIS HARDW	ARE MAINT			$\otimes$
ない ない ない ない ない ない ない ない ない ない								+
Transaction Date	Expense Type	City	Travel Req	uest Amount	Entered Amount	Amount	Status	
06/13/2024	Misc Travel-parking/tolls/etc	OMAHA	USD 0.00		USD 45.00	USD 45.00	To Be Approved	>
06/12/2024	Meals (Per Diem)	OMAHA	USD 67.20		USD 67.20	USD 67.20	Posted 🗸	>
06/12/2024	Lodging-Paid by Univ	OMAHA	USD 0.00		USD 400.00	USD 400.00	Posted 🗸	>

Save the expense report. A confirmation pop-up message appears. Click Yes.

🗥 Confirm		
This expense report has already been posted. Do you want to add to the expe	nse rep	ort?
	Yes	No



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### Another message appears. Click Ok.



The expense report is now in *Open* status. Click into the report.

Employee ID: 43081	Delegate     Name	: SHANNON POPPE	Campus: UNCA				
All Open Submitted Approved	Sent for Payment						
C 1 To Search	٩						🗑 Cancel
Report ID	Report Name	Business Purpose		Request Date	Status	Total Amount	
6900011183	AMI	Business Trip		04/19/2024	Open	750.26 USD	>
G900011181	BTA for Nebraska	Blanket TA Request		05/01/2024	Approved Reque	st 562.36 USD	>
6900011153	OMA	Business Trip		06/12/2024	Open	512.20 USD	>

# Click Submit for Approval

]					<b>G</b>	🖉 🗈 Audit Trai	I 🗊 Approval I	Flow 🗗 Pr	int 🖫 Save	Submit for Approv	al 🕑 R
Expected Expense Persona	al/International Travel	Cost Distribu	ition Expens	e Types							
*Start Date:	06/12/2024	*Start Time:	05:00		*End Date:	06/13/2024	*End Time:	22:00			
*Trip Type:	Domestic		$\sim$		*Request/Trip Name:	OMA					
*Country:	United States	$\sim$			Approver:	Melody A Stark					
*State:	Nebraska	$\sim$			*Business Purpose:	Business Trip				$\sim$	
*City:	OMAHA				Amount:	512.20	USD				
User Defined:					Reimbursable Amount:	512.20	USD				
					Comment:						

The status of the entire expense report is *Submitted*. Within the report, the status of the newly added expense line is *To Be Approved*.

Expense Types							
V <sub>+</sub> 14							+
Transaction Date	Expense Type	City	Travel Request Amount	Entered Amount	Amount	Status	
06/13/2024	Misc Travel-parking/tolls/etc	OMAHA	USD 0.00	USD 45.00	USD 45.00	To Be Approved	>
06/12/2024	Meals (Per Diem)	OMAHA	USD 67.20	USD 67.20	USD 67.20	Posted 🗸	>
06/12/2024	Lodging-Paid by Univ	OMAHA	USD 0.00	USD 400.00	USD 400.00	Posted 🗸	>



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