

SUBMIT ADDITIONAL EXPENSE (AFTER PAID/POSTED)

Updated July 3, 2024

TRAVEL APPLICATION

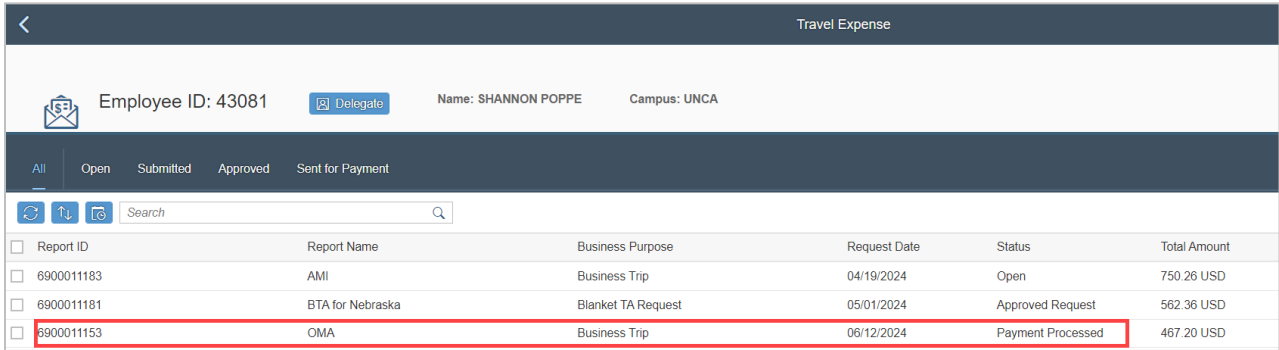
Expense

HELPFUL HINTS

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


PROCEDURE

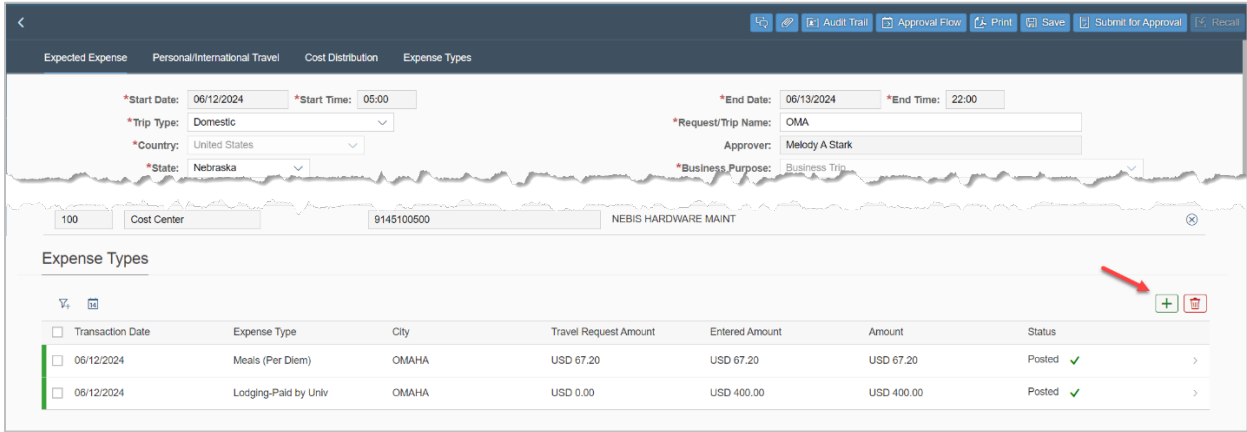
Locate and open the expense report.



Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount
<input type="checkbox"/> 6900011183	AMI	Business Trip	04/19/2024	Open	750.26 USD
<input type="checkbox"/> 6900011181	BTA for Nebraska	Blanket TA Request	05/01/2024	Approved Request	562.36 USD
<input type="checkbox"/> 6900011153	OMA	Business Trip	06/12/2024	Payment Processed	467.20 USD

 **Do not recall the report.**

Scroll down to *Expense Types*. Expenses that have been paid/posted have a green | and show as Posted ✓. To add additional expenses, click .

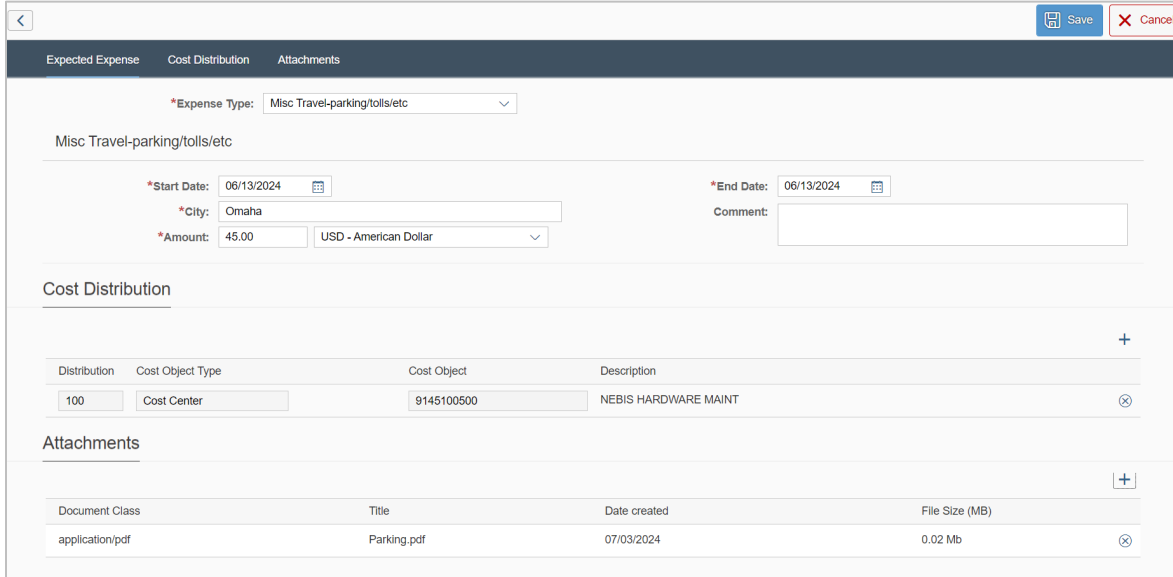


Transaction Date	Expense Type	City	Travel Request Amount	Entered Amount	Amount	Status
06/12/2024	Meals (Per Diem)	OMAHA	USD 67.20	USD 67.20	USD 67.20	Posted ✓
06/12/2024	Lodging-Paid by Univ	OMAHA	USD 0.00	USD 400.00	USD 400.00	Posted ✓

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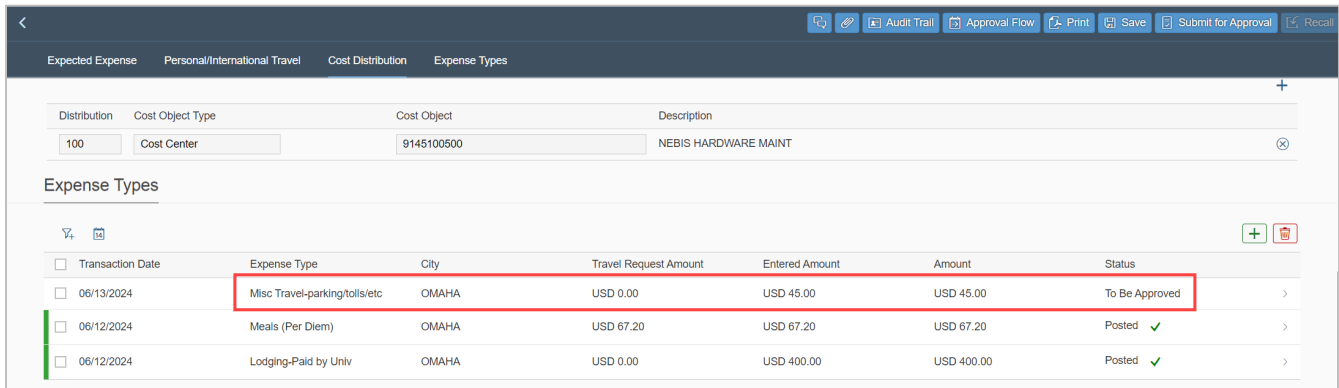
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Select expense type from the dropdown menu, enter the required information, and attach a receipt. Click  Save.



The screenshot shows a form titled "Expected Expense" with tabs for "Expected Expense", "Cost Distribution", and "Attachments". The "Expected Expense" section includes a dropdown for "Expense Type" (Misc Travel-parking/tolls/etc), fields for "Start Date" (06/13/2024), "End Date" (06/13/2024), "City" (Omaha), "Amount" (45.00), and "Currency" (USD - American Dollar). The "Cost Distribution" section has a table with one entry: Distribution 100, Cost Object Type Cost Center, Cost Object 9145100500, and Description NEBIS HARDWARE MAINT. The "Attachments" section has a table with one entry: Document Class application/pdf, Title Parking.pdf, Date created 07/03/2024, and File Size 0.02 Mb.

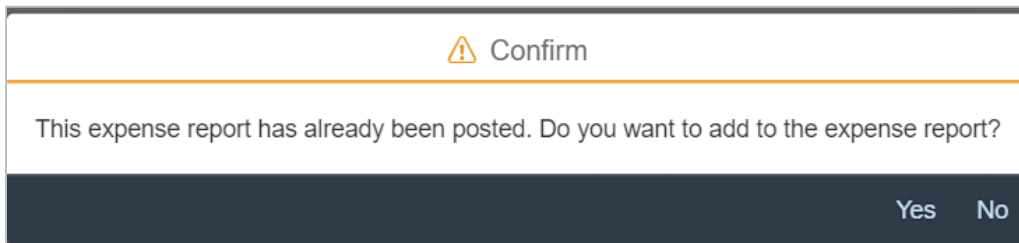
An additional expense line has been added.



The screenshot shows the "Expense Types" section of the form. It contains a table with the following data:

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 ✓

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

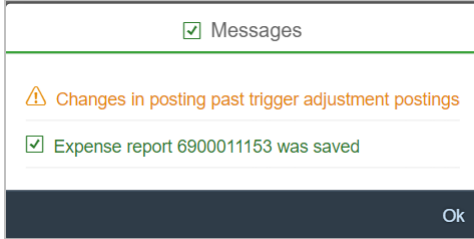


The screenshot shows a confirmation dialog box with a warning icon and the text "Confirm". Below the icon, it says "This expense report has already been posted. Do you want to add to the expense report?". At the bottom right, there are two buttons: "Yes" and "No".

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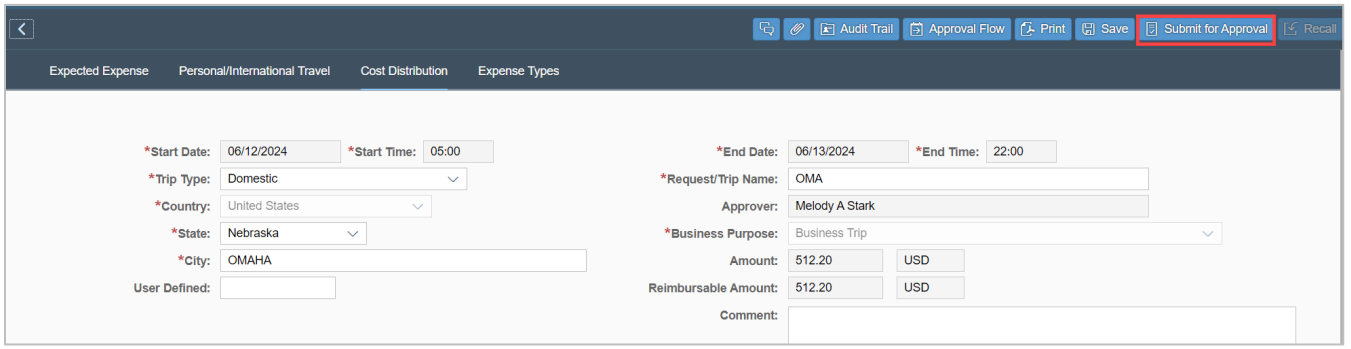
Another message appears. Click Ok.



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						
Search Cancel						
Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount	
<input type="checkbox"/> 6900011183	AMI	Business Trip	04/19/2024	Open	750.26 USD	>
<input type="checkbox"/> 6900011181	BTA for Nebraska	Blanket TA Request	05/01/2024	Approved Request	562.36 USD	>
<input type="checkbox"/> 6900011153	OMA	Business Trip	06/12/2024	Open	512.20 USD	>

Click [Submit for Approval](#).



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						
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 ✓