

EXPENSE REPORT: TRIP UNEXPECTEDLY EXTENDED

Updated December 10, 2019

TRAVEL APPLICATION

Expense

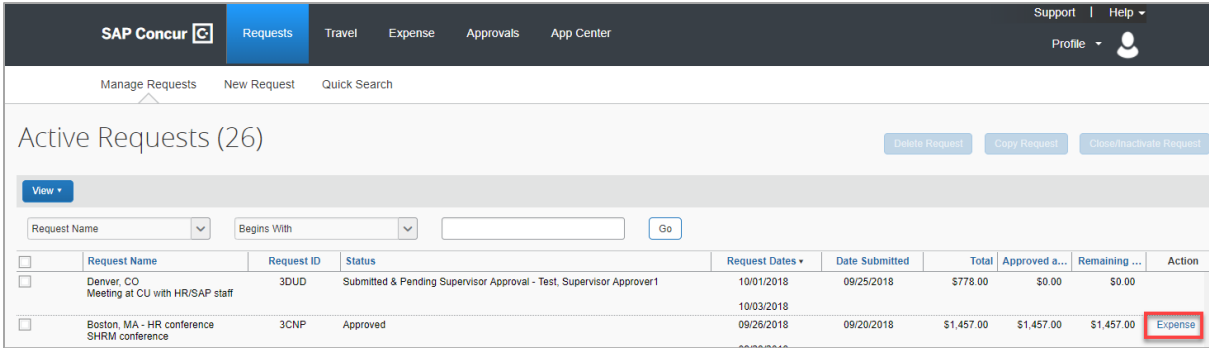
HELPFUL HINTS

- If a trip date was changed while in travel status, do not cancel and recreate the travel request.

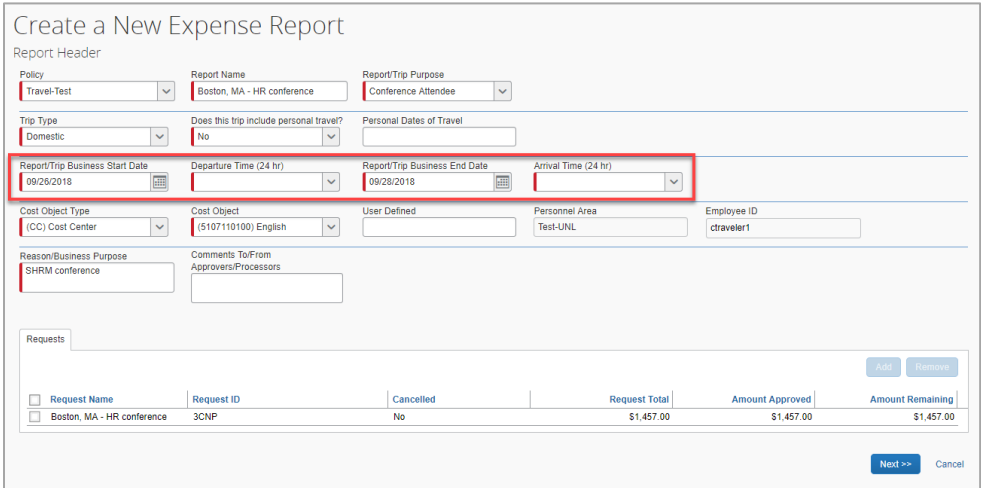
PROCEDURE

If a trip has been extended due to unforeseen circumstances, such as weather delay, travel delay (e.g.; flight cancellation, etc.), or simply a desired change in travel plans, an expense report can be adjusted to reflect the change.

From the Requests tab, locate the approved request and click on the Expense link at the right.



Adjust the start/end dates and departure/arrival times to reflect the correct days and times.



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In the Comments To/From Approvers/Processor, provide a description as to why the dates of the trip changed.

Create a New Expense Report

Report Header

Policy: Travel-Test | Report Name: Boston, MA - HR conference | Report/Trip Purpose: Conference Attendee

Trip Type: Domestic | Does this trip include personal travel?: No | Personal Dates of Travel:

Report/Trip Business Start Date: 09/26/2018 | Departure Time (24 hr): 05:30 | Report/Trip Business End Date: 09/29/2018 | Arrival Time (24 hr): 22:00

Cost Object Type: (CC) Cost Center | Cost Object: (5107110100) English | User Defined: | Personnel Area: Test-UNL | Employee ID: ctaveler1

Reason/Business Purpose: SHRM conference | Comments To/From Approvers/Processors: [Red Box]

Requests

<input checked="" type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input checked="" type="checkbox"/>	Boston, MA - HR conference	3CNP	No	\$1,457.00	\$1,457.00	\$1,457.00

Buttons: Add, Remove, Next >>, Cancel

Check the box next to the request name to link the approved request to the expense report. Click on next.

Create a New Expense Report

Report Header

Policy: Travel-Test | Report Name: Boston, MA - HR conference | Report/Trip Purpose: Conference Attendee

Trip Type: Domestic | Does this trip include personal travel?: No | Personal Dates of Travel:

Report/Trip Business Start Date: 09/26/2018 | Departure Time (24 hr): 05:30 | Report/Trip Business End Date: 09/29/2018 | Arrival Time (24 hr): 22:00

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Reason/Business Purpose: SHRM conference | Comments To/From Approvers/Processors:

Requests

<input checked="" type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input checked="" type="checkbox"/>	Boston, MA - HR conference	3CNP	No	\$1,457.00	\$1,457.00	\$1,457.00

Buttons: Add, Remove, Next >> (Red Box), Cancel

Continue entering the required information to create an expense report. The complete guide to creating an expense report can be found [here](#).

Once you get to the new expense screen, begin to add expense items to the report. Select an expense type from the right side menu.

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Boston, MA - HR Conference

+ New Expense Import Expenses Details Receipts Print / Email

Expenses

Adding New Expense

New Expense

Expense Type

Recently Used Expense Types

- Mileage/Personal Car
- Meal (including tip)
- Misc Travel-parking/tolls/etc
- Lodging
- Airfare (commercial ticket)

All Expense Types

- 01. Transportation
 - Airfare (commercial ticket)
 - Bus Rental
 - Car Rental
 - Fuel/Gas
 - Plane (state/private/rented/chartered)
 - Taxi/Shuttle/Train/Bus
- 02. Travel Expenses
 - Lodging
 - Lodging/Conference Rate
 - Rental of Conf Facilities
- 03. Food/Meals
 - Groceries (in lieu of meal)
- ...03. Food/Meals
 - Meal (including tip)
 - Meals One Day Travel
 - Official Func Exp-Agenda/Names
- 04. Mileage
 - Mileage/Personal Car
- 05. Office Expenses & Supplies
 - Copy Charges
 - Educational Supplies
 - Office Supplies
 - Research/Lab Supplies
 - Supplies (Auto & Repair)
- 06. Other
 - Baggage & Airport Fees
- ...06. Other
 - Incidentals
 - Job Applicant
 - Laundry/Dry Cleaning
 - Misc Travel-parking/tolls/etc
 - Phone/Fax/Internet
 - Registration/Conf Fees
 - Subscriptions/Fees/Dues
 - Subsistence/Student Exp
 - Vas/Vaccinations (if required)
 - Personal Expense

Enter all the required information and attach the receipt. To provide additional information, you can enter a comment on each expense that occurred on the extended days.

Boston, MA - HR conference

+ New Expense Import Expenses Details Receipts Print / Email

Expenses

Adding New Expense

Date	Expense Type	Amount	Requested
09/28/2018	Meal (including tip) Red Robin, Boston, Massachusetts	\$15.87	\$15.87
09/28/2018	Airfare American Airlines, Boston, Mass:	\$387.61	\$387.61

TOTAL AMOUNT \$403.48 TOTAL REQUESTED \$403.48

New Expense

Expense Type: Meal (including tip)

Transaction Date: 09/28/2018

Report/Trip Purpose: Conference Attendee

Reason/Business Purpose:

Enter Vendor Name: Boston Steakhouse

City of Purchase: Boston, Massachusetts

Payment Type: Cash/Personal Funds

Amount: 24.87 USD

GSA Meal Rate

Comment:

Cost Object Type: (CC) Cost Center

Cost Object: (5107110100) English

Request: 09/26/2018, \$207.00 - Boston

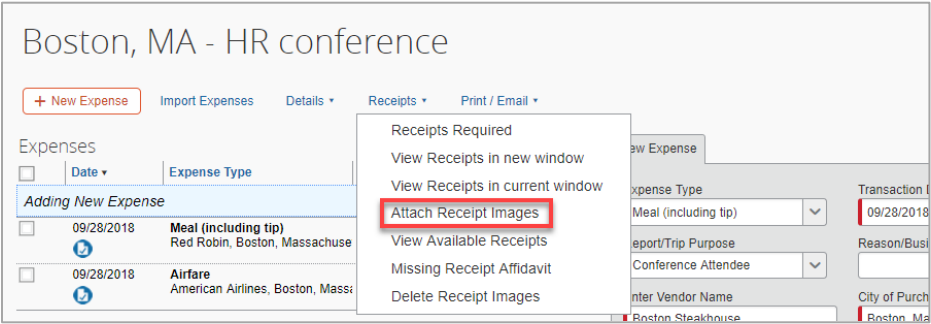
Save Itemize Allocate Attach Receipt Cancel



Tip: if additional information needs to be attached regarding the date changes, click on Receipts and select *Attach Receipt Images* from the dropdown menu. This will allow you to upload and attach a PDF or image file to the entire report – it is not an actual receipt for an expense, just an additional attachment.

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When finished entering all the information into the expense report, click on **Submit Report**.