

TRAVEL APPLICATION

Expense

HELPFUL HINTS

- An official function must include all attendees on the attendee list, including the traveler submitting the expense report.
- Expenses for official functions, conferences, hearings, interviews or group meetings while in travel status are allowed for various business purposes.
- The business purpose, an agenda and a list of attendees including the place of employment/headquarter city if attendees are university or state college employees must be provided in addition to the required receipts for approval.
 - Additional information (e.g.; meeting agenda) can be added to the overall expense report by selecting the **Details** dropdown and selecting *Attach Receipt Images*.
- Expenses should be reasonable for the business purpose, specific function and the number of individuals in attendance.

PROCEDURE

1. Click on *Official Func Exp-Agenda/Names* from the expense type.

The screenshot shows a web application interface for reporting expenses. At the top, there are navigation links: '+ New Expense', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. Below this is a table with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. A 'New Expense' form is open, showing an 'Expense Type' dropdown menu. The dropdown list, titled 'All Expense Types', contains several categories and sub-items. The item 'Official Func Exp-Agenda/Names' is highlighted with a red rectangular box. Other visible items include '01. Transportation' (Airfare, Bus Rental, Car Rental, Fuel/Gas, Plane, Taxi/Shuttle/Train/Bus), '02. Travel Expenses' (Lodging, Lodging/Conference Rate, Rental of Conf Facilities), '03. Food/Meals' (Groceries), '04. Mileage' (Mileage/Personal Car), '05. Office Expenses & Supplies' (Copy Charges, Educational Supplies, Office Supplies, Research/Lab Supplies, Supplies), '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, Visa/Vaccinations), and '06. Other' (Personal Expense).

2. Enter the required expense information on the top half of the screen.

3. Click the advance search button to add attendees or a group list.

4. Select an attendee type from the dropdown menu.
 - a. Select *Employee* to add individual employees.
 - b. Select *Group-List Attached* to upload a list of attendees
 - c. Select *Non-Employee* to add a name not associated with the university or state college system.

5. Enter the employee name and click on search.

Search Attendees

Search Attendees Favorites Recently Used Attendee Groups

Choose an Attendee Type
Employee

Last Name Davids First Name Attendee Title Institution/Company

Search Search Reset

Search Results

Attendee Name	Attendee Title	Institution/Com...	Attendee Type
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Page 1 of 1 No data to display

New Attendee Add to Expense Delete Close

6. Click on add to expense.

Search Attendees

Search Attendees Favorites Recently Used Attendee Groups

Choose an Attendee Type
Employee

Last Name Davids First Name Attendee Title Institution/Company

Search Search Reset


Search Results

Email Address	Attendee Name	Attendee Title	Institution/Com...	Attendee Type
<input checked="" type="checkbox"/>	jdavids@nebras...	Davids, Julie A.		Employee

Page 1 of 1 Displaying 1 - 1 of 1

New Attendee Add to Expense Delete Close

7. Continue to search for and add attendees.

 Tip: include all attendees on the attendee list, including the traveler submitting the expense report.

8. Click on close to return the expense report. Notice all of the new attendees are listed for this meal and the expense amount is distributed among all attendees.

Expense Available Receipts

Expense Type: Official Func Exp-Agenda/Na
 Transaction Date: 05/09/2018
 Report/Trip Purpose: Conference Attendee

Additional Information:
 Enter Vendor Name: Chicago Marriott
 City of Purchase: Chicago, Illinois

Payment Type: Cash/Personal Funds
 Amount: 2,000.00 USD
 Comment:

Cost Object Type: (CC) Cost Center
 Cost Object: (9146200500) Administrative

Attendees Attendees: 2 | Attendee Total: \$2,000.00 | Remaining: \$0.00

<input type="checkbox"/>	Attendee Name	Attendee Title	Institution/Com...	Attendee Type	Attendee Count	Amount
<input type="checkbox"/>	Daids, Julie A.			Employee	1	\$1,000.00
<input type="checkbox"/>	Johnson, Andrew	Experian		Non Employee	1	\$1,000.00

9. Click on attach receipt to add a receipt to the expense.

Attendees Attendees: 2 | Attendee Total: \$2,000.00 | Remaining: \$0.00

<input type="checkbox"/>	Attendee Name	Attendee Title	Institution/Com...	Attendee Type	Attendee Count	Amount
<input type="checkbox"/>	Daids, Julie A.			Employee	1	\$1,000.00
<input type="checkbox"/>	Johnson, Andrew	Experian		Non Employee	1	\$1,000.00

10. Browse for receipt to upload from a computer or use an available receipt.

Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.
 No Receipt? Create a missing Receipt Affidavit here.

File Selected for uploading:

No file selected

Or choose an image from your Available Receipts.

Available Receipts

- Seattle - taxi.jpg

11. When finished, click on save.

Expense

Available Receipts

Expense Type: Official Func Exp-Agenda/Na

Transaction Date: 05/09/2018

Report/Trip Purpose: Meeting

Additional Information: [Empty]

Enter Vendor Name: Chicago Marriott

City of Purchase: Chicago, Illinois

Payment Type: Cash/Personal Funds

Amount: 2,000.00 USD

Comment: [Empty]

Cost Object Type: (CC) Cost Center

Cost Object: (4143060100) Accounting Se

Attendees: 3 | Attendee Total: \$2,000.00 | Remaining: \$0.00

Attendee Name	Attendee Title	Institution/Com...	Attendee Type	Attendee Count	Amount
Johnson, Andrew	Experian		Non Employee	1	\$666.66
Davids, Julie A.			Employee	1	\$666.67
Eash, Matthew S.			Employee	1	\$666.67

Buttons: Save, Itemize, Allocate, Attach Receipt, Cancel

12. The expense type has been saved and icons indicate required information is included.

Date	Expense Type	Amount	Requested
05/10/2018	Official Func Exp-Agenda/Nam Chicago Marriott, Chicago, Illinois	\$2,000.00	\$2,000.00
05/10/2018	Meal (including tip)	\$64.28	\$64.28

To add additional receipts, an agenda, or other documentation to the Official Function expense, first click on save. Reopen the official function expense and click on **Attach Receipt**. A pop-up message will appear stating "There is already an image associated with this expense. Choose Yes to append a new image or No to cancel". Click on Yes.

ADD A NON-EMPLOYEE

1. Select Non Employee from the dropdown menu.

OFFICIAL FUNCTION EXPENSE

Search Attendees Favorites Recer

Choose an Attendee Type

Non Employee

Employee

Group-List Attached

Non Employee

2. Enter the non-employee name.
3. If the non-employee has been entered in a previous expense, click on search. Otherwise, click on new attendee.

Search Attendees

Search Attendees Favorites Recently Used Attendee Groups

Choose an Attendee Type

Non Employee

Last Name: Harrison First Name: Jamie Affiliation: Firespring

Search Reset

Search Results

Attendee Name	Attendee Title	Institution/Com...	Attendee Type
No data to display			

Page 1 of 1

New Attendee Add to Expense Delete Close

4. Confirm or edit the information on the pop-up window. Click on save.

Add Attendee

Attendee Type: Non Employee Last Name: Harrison

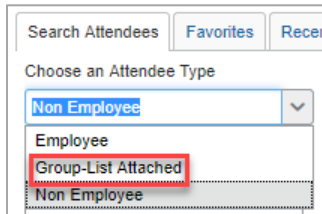
First Name: Jamie Affiliation: Firespring

Save & Add Another Save Cancel

5. Save the expense type.

ADD A GROUP LIST

1. Select *Group-List Attached* from the dropdown menu.



Search Attendees Favorites Recer

Choose an Attendee Type

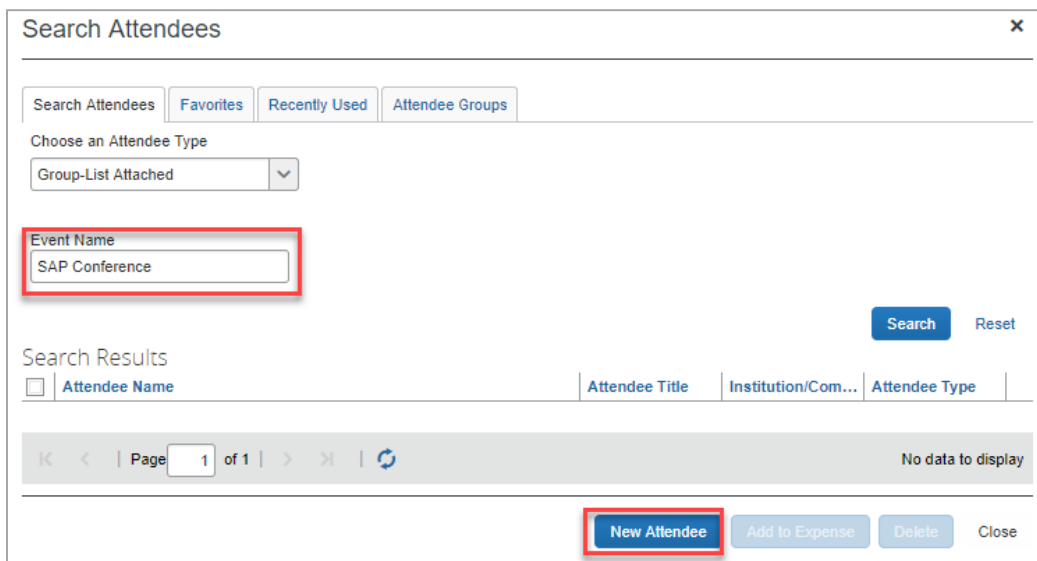
Non Employee

Employee

Group-List Attached

Non Employee

2. Enter the event name and click on new attendee.



Search Attendees x

Search Attendees Favorites Recently Used Attendee Groups

Choose an Attendee Type

Group-List Attached

Event Name

SAP Conference

Search Reset

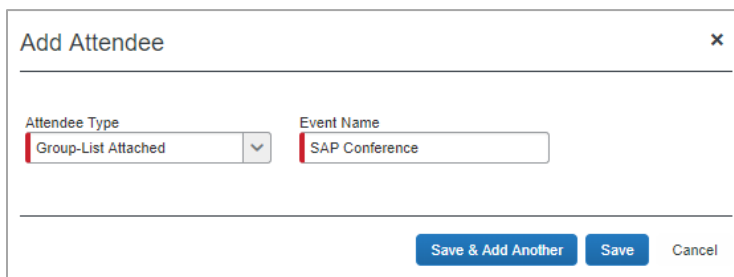
Search Results

Attendee Name	Attendee Title	Institution/Com...	Attendee Type
No data to display			

Page 1 of 1

New Attendee Add to Expense Delete Close

3. Confirm or edit the information on the pop-up window. Click on save.



Add Attendee x

Attendee Type

Group-List Attached

Event Name

SAP Conference

Save & Add Another Save Cancel

4. Enter the attendee count.

Expense Available Receipts

Expense Type: Official Func Exp-Agenda/Na
 Transaction Date: 05/10/2018
 Report/Trip Purpose: Meeting

Additional Information:
 Enter Vendor Name: Chicago Marriott
 City of Purchase: Chicago, Illinois

Payment Type: Cash/Personal Funds
 Amount: 2,000.00 USD

Cost Object Type: (CC) Cost Center
 Cost Object: (4143060100) Accounting Se

Attendees Attendees: 10 | Attendee Total: \$2,000.00 | Remaining: \$0.00

New Attendee Advanced Search Favorites Search Recently Used Remove Create Group

<input checked="" type="checkbox"/>	Attendee Name	Attendee Title	Institution/Com...	Attendee Type	Attendee Count	Amount
<input checked="" type="checkbox"/>	SAP Conference,			Group-List Attac...	10	\$2,000.00

Save Itemize Allocate Attach Receipt Cancel

5. Click on attach receipt.

Attendees Attendees: 10 | Attendee Total: \$2,000.00 | Remaining: \$0.00

New Attendee Advanced Search Favorites Search Recently Used Remove Create Group

<input checked="" type="checkbox"/>	Attendee Name	Attendee Title	Institution/Com...	Attendee Type	Attendee Count	Amount
<input checked="" type="checkbox"/>	SAP Conference,			Group-List Attac...	10	\$2,000.00

Save Itemize Allocate Attach Receipt Cancel

6. Browse for group list to upload from a computer.

Attach Receipt x

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.
 No Receipt? Create a missing Receipt Affidavit [here](#).

File Selected for uploading: Browse... Attach

No file selected

Or choose an image from your Available Receipts.

Available Receipts Attach

Cancel

7. Save the expense type.