

TRAVEL APPLICATION

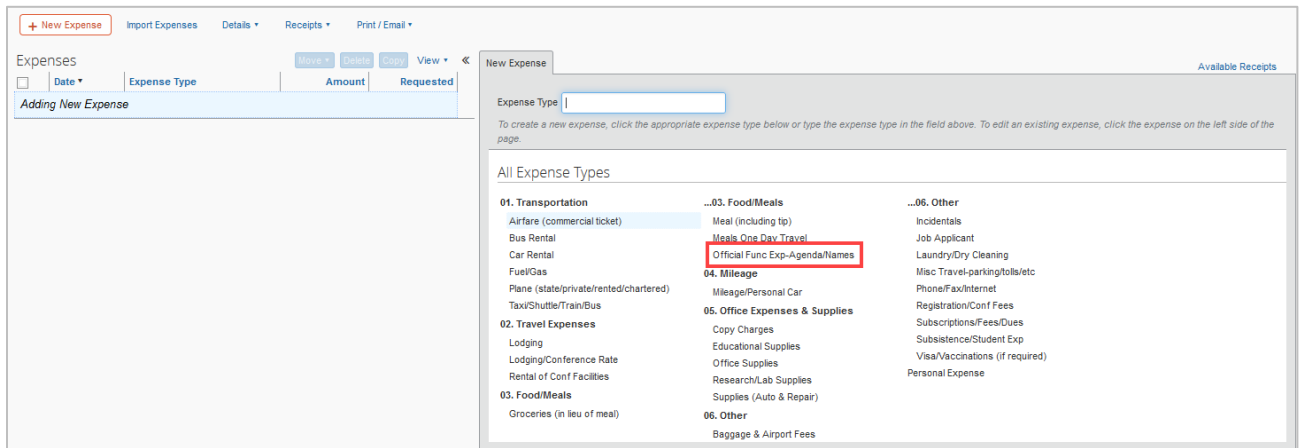
Expense

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.



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 Results

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

Page 1 of 1

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 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

New Attendee Advanced Search Favorites Search Recently Used Remove Create Group

<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

Save Itemize Allocate Attach Receipt Cancel

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

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

New Attendee Advanced Search Favorites Search Recently Used Remove Create Group

<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

Save Itemize Allocate **Attach Receipt** Cancel

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.

The screenshot shows the 'Expense' form with the following details:

- 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:** 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 at the bottom: Save, Itemize, Allocate, Attach Receipt, Cancel.

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

The screenshot shows the 'Expenses' list with the following data:

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

**i** 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.

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 x

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

Page 1 of 1 No data to display

New Attendee Add to Expense Delete Close

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

Add Attendee x

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.

This screenshot shows a dropdown menu titled "Choose an Attendee Type". The menu is open, showing three options: "Non Employee", "Employee", and "Group-List Attached". The "Group-List Attached" option is highlighted with a red rectangular box.

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

This screenshot shows the "Search Attendees" window. At the top, there are tabs for "Search Attendees", "Favorites", "Recently Used", and "Attendee Groups". Below the tabs is a dropdown menu for "Choose an Attendee Type" set to "Group-List Attached". An "Event Name" field contains the text "SAP Conference". To the right of the field are "Search" and "Reset" buttons. Below the field is a "Search Results" section with a table header containing "Attendee Name", "Attendee Title", "Institution/Com...", and "Attendee Type". The table is empty, and a message "No data to display" is shown. At the bottom of the window, there are buttons for "New Attendee", "Add to Expense", "Delete", and "Close". The "New Attendee" button is highlighted with a red rectangular box.

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

This screenshot shows the "Add Attendee" pop-up window. It has two input fields: "Attendee Type" with a dropdown menu set to "Group-List Attached", and "Event Name" with the text "SAP Conference". At the bottom of the window, there are three buttons: "Save & Add Another", "Save", and "Cancel". The "Save" button is highlighted with a red rectangular box.

- 4. Enter the attendee count.

**OFFICIAL FUNCTION EXPENSE**

*Updated December 12, 2019*

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  
 Comment:   
 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.