
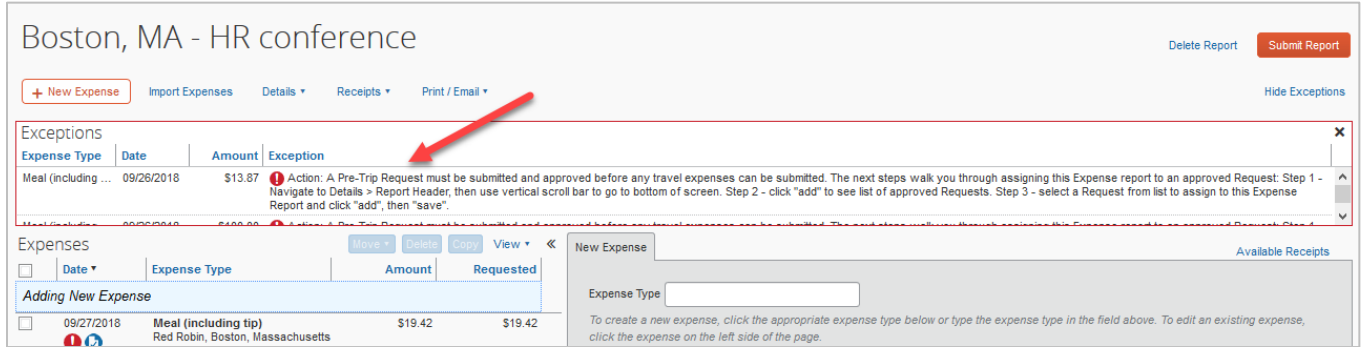
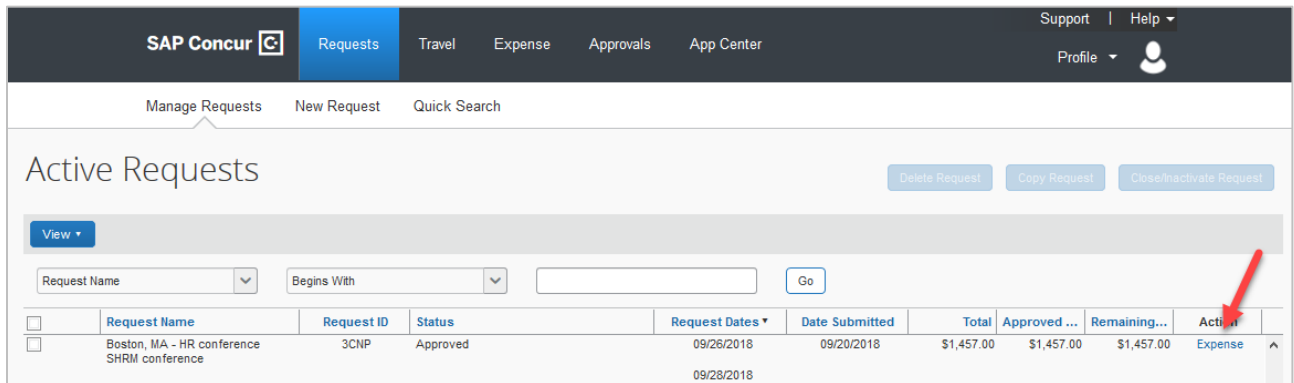


Travel expense reports must be attached to an approved travel request. If the expense report contains an error icon  with the action shown on the screenshot below, a correction needs to be made before the report can be submitted.



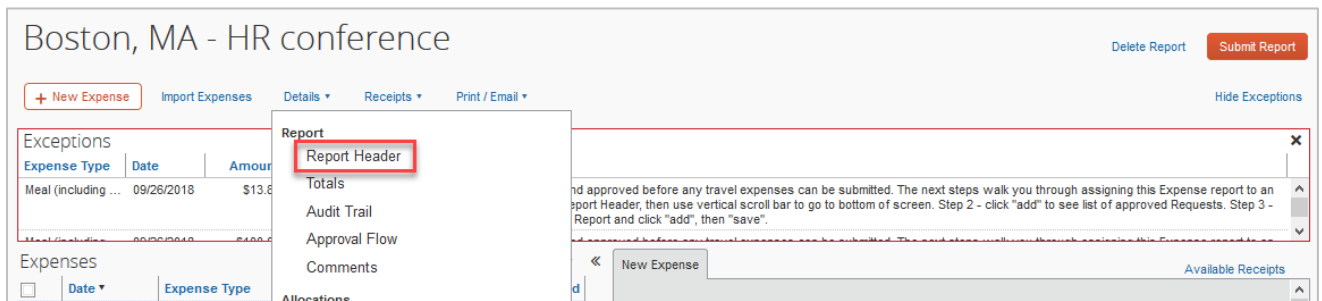
HELPFUL HINTS

- Travelers or delegates should always create a travel expense report from the approved travel request.



PROCEDURE

If an expense report was created from the expense tab, it must be attached to the approved travel request. From within the expense report, click on *Details* and select *Report Header* from the dropdown menu.



At the bottom of the Report Header, click on **Add**.

Report header for: Boston, MA - HR conference

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): 05:00 | Report/Trip Business End Date: 09/28/2018 | Arrival Time (24 hr): 21:30

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

Employee ID: ctaveler1

Report ID: 8BFF81AFE7E140F49561 | Reason/Business Purpose: SHRM conference | Comments To/From Approvers/Processors: | Report Currency: US, Dollar

Approval Status: Sent Back to User | Report Total: 1,475.49 | Personal Expenses: 0.00 | Amount Approved: 1,414.62

Company Paid/Not Reimbursed: 342.20 | Amount Due Company: 0.00 | Amount Due User: 72.42 | Total Amount Claimed: 1,475.49

Requests

Add **Remove**

| <input type="checkbox"/> | Request Name | Request ID | Cancelled | Request Total | Amount Approved | Amount Remaining |
|--------------------------|--------------|------------|-----------|---------------|-----------------|------------------|
| <input type="checkbox"/> | | | | | | |

Save **Cancel**

Select the available request associated with the expense report and click on **Add**.

Available Requests

| <input type="checkbox"/> | Request Name | Request ID | Cancelled | Request Total | Amount Appro... | Amount Remai... |
|-------------------------------------|---------------------|------------|-----------|---------------|-----------------|-----------------|
| <input checked="" type="checkbox"/> | Boston, MA - HR ... | 3CNP | No | \$1,457.00 | \$1,457.00 | \$1,457.00 |

Add **Cancel**

On the Request Header, check the box next to the request name and click on **Save**.

Sent Back to User: 1,475.49 | 0.00 | 1,414.62

Company Paid/Not Reimbursed: 342.20 | Amount Due Company: 0.00 | Amount Due User: 72.42 | Total Amount Claimed: 1,475.49

Requests

Add **Remove**

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

Save **Cancel**