

# OSE Guide to OneSource

## ***Travel Reimbursements***

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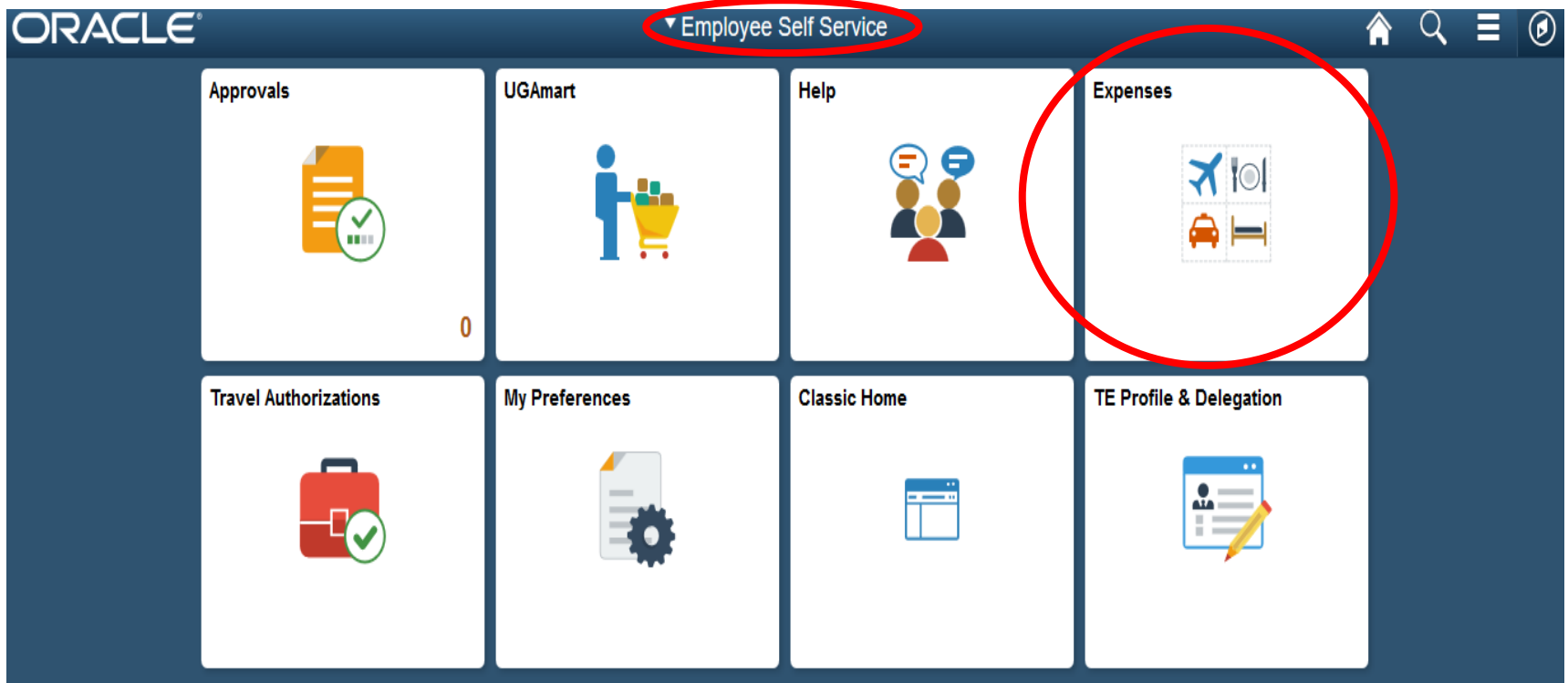
*If this is your first time using OneSource please see OSE Guide to Default Settings first.*

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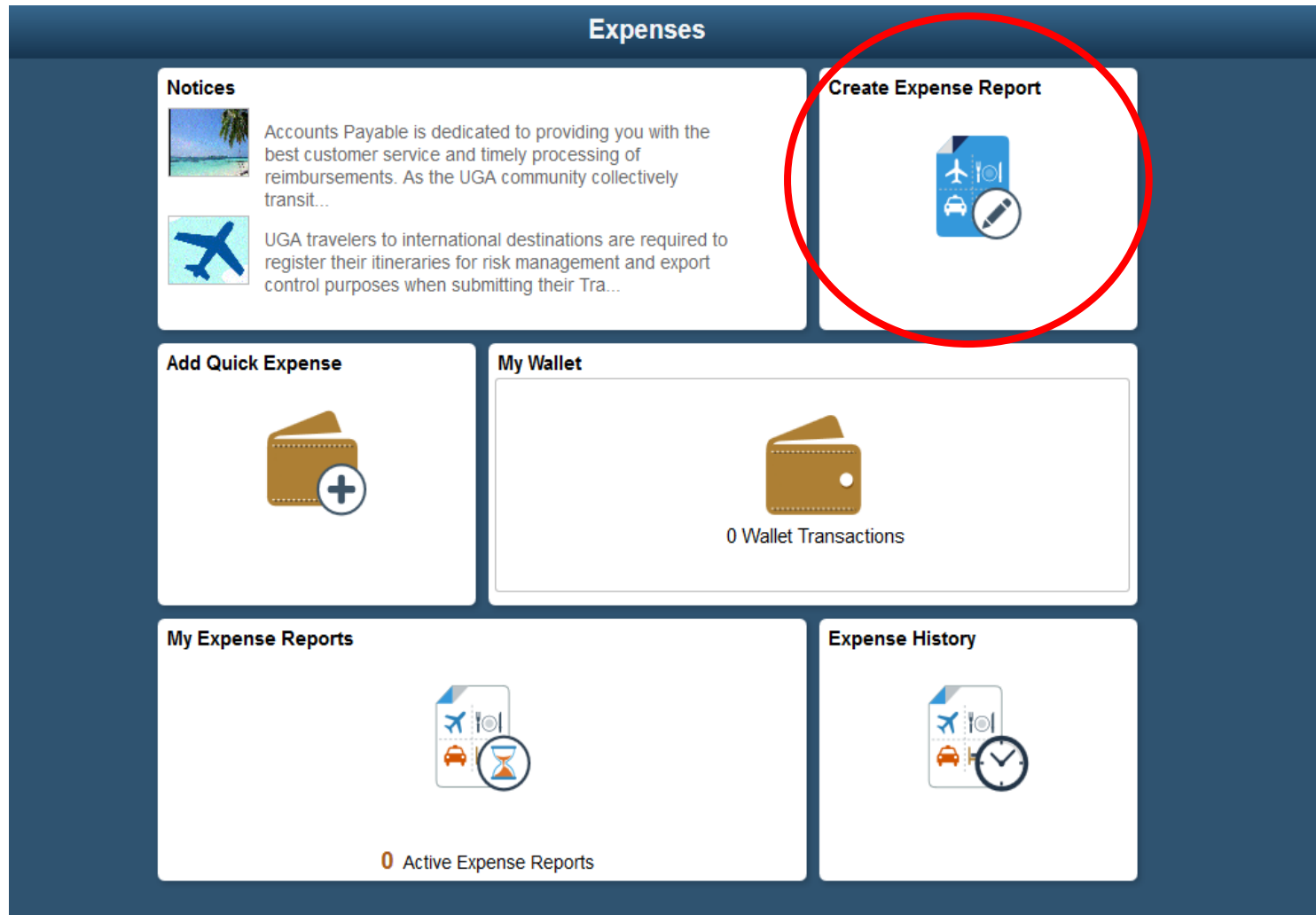
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**SECTION 1:**  
**COMPLETING THE GENERAL**  
**INFORMATION SECTION**

Log into [financials.onesource.uga.edu](https://financials.onesource.uga.edu) using your my ID, password, and arch pass duo pass code/call/push notification. If you are accessing the website off campus you will also need to have a Cisco any-connect VPN installed on your computer. Once logged in, make sure the screen says **“Employee Self Service”** at the top, then click **“Expenses.”**



On the next screen click on **“Create Expense Report.”**



Be sure to scan your travel receipts to your desktop or other folder (except for meal receipts NOT part of a conference/other).  
Per diems are used in place of meal receipts. Keep your scans accessible until, at least, you are fully reimbursed.

Your next screen should look like this, and is where you fill in the General Information of your travel:

General Information

\*Business Purpose

Non Travel Reimbursement

\*Description

Travel To

Reference

Accounting Tag

Attach Receipt

Accounting Defaults

Creation Date

10/12/2018

Caitlin Mcdonald

Updated on

10/12/2018

Expense Details

No expenses have been entered.

- "Business Purpose"** - Change to in-state travel or out-of-state travel based on your current reimbursement need.
- "Description"** - Describe what the travel was for, including your speed type (e.g. "ESA Conference, 26###" or "fieldwork collecting samples, 26###." For out-of-state travel, try to use the same description as your travel authorization).
- "Travel To"** - See the next slide for filling this out.
- "Reference"** - Click the magnifying glass and select the option that most accurately reflects your reimbursement. Commonly used ones will be Grant Research, Attend Conference, and Attend Meeting.
- "Accounting Tag"** (same as speed type)
- "Attach Receipt"** - Follow prompts to upload your reimbursement paperwork.
- "Accounting Defaults"** - See below screen shot for example. Your chart string should have auto-filled when you entered your accounting tag, except for the budget reference. You must enter the budget reference or your request will be rejected. It should match the current fiscal year we are operating in (e.g., 2020, 2021, 2022, etc.). If you are unsure please email Laura Leachman at [laura.leachman@uga.edu](mailto:laura.leachman@uga.edu). After entering the date click "done" to return to the general information screen.

Accounting Details

GL ChartFields

Show All

	%	*GL Unit	Bud Ref	Fund
<div><div>+</div><div>-</div></div>	100.00	18000	2020	10500
			Budget Reference	Description
			2020	2020

In order to fill in **“Travel To”**:

If domestic travel search for the state then city.

If international travel search for the country then city.

If in-state travel search "Georgia US" then city.

ONLY if your specific city is not an option:

For domestic travel, select the “standard rate” option.

For international travel, select the “other” option.

For in-state travel, select GEORGIA US, Non High Cost.

Cancel

Lookup

Search for: Travel To

Search Criteria

Search Results

Expense Location	Description
NC003	NORTH CAROLINA, Chapel Hill
NC004	NORTH CAROLINA, Charlotte
NC005	NORTH CAROLINA, Durham
NC006	NORTH CAROLINA, Fayetteville
NC007	NORTH CAROLINA, Greensboro
NC008	NORTH CAROLINA, Kill Devil
NC009	NORTH CAROLINA, Raleigh
NC010	NORTH CAROLINA, Standard Rate
NC011	NORTH CAROLINA, Wilmington

Cancel

Lookup

Search for: Travel To

Search Criteria

Search Results

Expense Location	Description
12914	SPAIN, Las Palmas de Gran
10201	SPAIN, Madrid
11529	SPAIN, Malaga
11530	SPAIN, Marbella
11779	SPAIN, Other
11531	SPAIN, Oviedo
11533	SPAIN, San Sebastian
12913	SPAIN, Santa Cruz de Tenerife
11524	SPAIN, Santander

Cancel

Lookup

Search for: Travel To

Search Criteria

Search Results

Expense Location	Description
GA008	GEORGIA US, Athens-Clarke
GA002	GEORGIA US, Chatham - Savannah
GA003	GEORGIA US, Cobb - Marietta
GA004	GEORGIA US, DeKalb - Decatur
GA005	GEORGIA US, Fulton - Atlanta
GA006	GEORGIA US, Glynn - Brunswick
GA001	GEORGIA US, Non High Cost
GA007	GEORGIA US, Richmond - Augusta

Here is what a completed “General Information” section looks like:

< My Expense Reports

Expense Report



Report 0100001203

Caitlin McDonald 

General Information

\*Business Purpose

Out-of-State Travel

\*Description

ESA Conference , 26###

Travel To

LOUISIANA, New Orleans

Reference

CONFERENCE

Accounting Tag

26AR003

 Attach Receipt

1 >

 Accounting Defaults

1 >

Creation Date 07/09/2018 Caitlin McDonald  
Updated on 07/09/2018 Caitlin McDonald

Expense Details

Expense Report Action

Add Expense Lines

Add from My Wallet



# **SECTION 2:**

# **ADDING YOUR TRAVEL EXPENSES**

Click on the dropdown box next to "**Expense Report Action**". Choose the appropriate way to add your expenses.

Some employees may have added their expenses to their wallet already. If this is the case (and is very helpful for those on travel) then you can choose "**Add from My Wallet**" and it will pre-load the details of the expense for you.

Otherwise, choose "**Add Expense Lines**" and you will enter details of your expense on the next screen.

Expenses

Expense Report

Report NEXT

Amy Collett

General Information

\*Business Purpose

In-State Travel

\*Description

Travel To

Reference

Accounting Tag

Attach Receipt

Accounting Defaults

Creation Date

10/22/2020

Amy Collett

Updated on

10/22/2020

Expense Details

Expense Report Action

Add Expense Lines

Add from My Wallet

To add additional expenses, click “+” on the left hand side bar.

< Expense Report

Expense Entry

ESA Conference

Caitlin McDonald

Save

Review and Submit

Last Saved 11/07/2018 2:08PM

Total (1 Item) 367.00 USD

+

Add

6

Wallet

Delete

Filter

More

▼ Monday, November 05, 2018

D-Air Travel

Flight

367.00

USD

D-Air Travel - 11/05/2018

\*Date11/05/2018

\*Expense TypeD-Air Travel

DescriptionFlight

Payment Details

\*PaymentEmployee Paid

\*Amount367.00USD

Additional Information

## 2a. Lodging Expenses

For lodging and associated taxes only. If you had add-ons like room service or internet access, those are not considered lodging costs and should be accounted for as per diem (for room service) or a miscellaneous expense (for internet access).

Your expense page should look like this:

The screenshot shows the 'Expense Entry' form in the ESA system. The top navigation bar includes 'Expense Report', 'Expense Entry', a home icon, a search icon, and a 'Notifications' button. The user is identified as 'Caitlin McDonald'. The form is divided into two main sections. The left section, titled 'Total (1 Item) 200.00 USD', shows a list of expenses with a table containing one item: 'D-Lodging' for 200.00 USD. The right section, titled 'D-Lodging - 10/01/2019', contains several input fields: '\*Date' (10/01/2019), '\*Expense Type' (D-Lodging), 'Description' (empty), '\*Number of Nights' (2), '\*Payment' (Employee Paid), '\*Amount' (200.00 USD), 'Billing Type' (Default Value), and '\*Expense Location' (NORTH CAROLINA, Asheville). At the bottom, there are two expandable sections: 'Attach Receipt' and 'Accounting' (showing '1').

Total (1 Item) 200.00 USD	
D-Lodging	200.00 USD

**D-Lodging - 10/01/2019**

\*Date: 10/01/2019

\*Expense Type: D-Lodging

Description:

\*Number of Nights: 2

**Payment Details**

\*Payment: Employee Paid

\*Amount: 200.00 USD

**Additional Information**

Billing Type: Default Value

\*Expense Location: NORTH CAROLINA, Asheville

Attach Receipt >

Accounting 1 >

**"Date"** - should reflect your *first* night of lodging.

**"Expense Type"** - See the next slide.

**"Description"** - Describe the receipt you are entering (e.g., "ESA Lodging – Holiday Inn").

**"Number of nights"** - Enter the number of nights you stayed at this particular venue.

**"Payment"** - "Employee Paid" should *ALWAYS* be selected.

**"Amount"** - Enter the lodging cost and lodging tax total *ONLY* for the amount you are requesting to be reimbursed. If you are only seeking partial reimbursement please add a note about that in the description box. Be sure to verify the currency.

You will need to create a separate expense entry for things like parking, long distance calls, internet, etc.

**"Expense Location"** - Verify this location matches what you selected earlier.

**"Attach Receipt"** - You do not need to attach receipt(s) if you did so on the general information page. If you forgot to attach your receipt you can do so here. You only need to attach it to one of the entries, not all.


**"Accounting"** - If you entered your speed type on the general information page you should see the number "1".

Click **"Save"** (upper right).

To choose an expense type, click the magnifying glass in the “Expense Type” box. →

## New Expense - 10/12/2018

\*Date 10/12/2018

\*Expense Type  

When you first click on the “Expense Type” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

**Domestic Travel?** Click "Employee Domestic Travel" and choose "D-Lodging".

**International Travel?** Click "Employee International Travel" and choose "I-Lodging".

"D" for domestic and "I" for international.

Cancel Expense Type Search

Frequently Used **All Types**

\*Display Option Expense Category

Search Expense Type »

Expand **Collapse All**

▼ Employee Domestic Travel 18 rows

Expense Type
D-Air Travel
D-Car Rental
D-GA Meals High Cost Day Trip
D-GA Meals High Cost Overnight
D-GA Meals Regular Day Trip
D-GA Meals Regular Overnight

Cancel Expense Type Search

Frequently Used **All Types**

\*Display Option Expense Category

Search Expense Type »

Expand All **Collapse All**

- ▶ Employee Domestic Travel
- ▶ Employee International Travel
- ▶ Entertainment
- ▶ Supplies and Other

## **2b. Per Diem on First/Last Day of Travel**

For out-of-state travel ONLY.

You may claim 100% per diem for over-night, in-state first/last days of travel.

Your blank expense page should look like this:

The screenshot shows the 'Expense Entry' form. At the top, there's a header bar with 'Expense Report' and 'Expense Entry'. Below the header, the user's name 'Caitlin McDonald' is displayed. The form is divided into two main sections. The left section, titled 'Total (1 Item) 0.00 USD', contains a list of expenses. The first item is 'New Expense' with a value of '0.00 USD'. The right section, titled 'New Expense - 07/03/2018', contains several input fields: 'Date' (07/03/2018), 'Expense Type' (empty), 'Description' (empty), 'Payment' (dropdown menu), 'Amount' (0.00 USD), and 'Billing Type' (Internal). Below these fields are three expandable sections: 'Attach Receipt', 'Mileage Calculation', and 'Accounting'.

Expense Report

Expense Entry

bleach for lab cleaning

Caitlin McDonald

Save Review and Submit

Last Saved 07/03/2018 12:51PM

Total (1 Item) 0.00 USD

Add Delete Filter More

Tuesday, July 03, 2018

New Expense 0.00 USD

New Expense - 07/03/2018

\*Date 07/03/2018

\*Expense Type

Description

Payment Details

\*Payment

\*Amount 0.00 USD

Additional Information

\*Billing Type Internal

Attach Receipt

Mileage Calculation

Accounting 1

**"Date"** - should reflect your first day of travel, if you wish to claim per diem (meals) for it

**"Expense Type"** - See following slide for more information.

**"Description"** - A description is not necessary unless you are claiming less than the per diem. If claiming less please indicate that in this box.

**"Payment"** - Employee Paid should *ALWAYS* be selected.

**"Amount"** - This field should auto-populate based on your selection on the general information page, including whether this is a departure/return date where only 75% can be claimed. If you are claiming less than the per diem you can type over this number.

*As a reminder, you do not need to attach any receipts for meals, the per diem rate is used in place of actual receipts.*

Remaining fields should be ignored for this expense.


If you wish to “copy” this expense for your return day of travel, see the “how to copy an expense” section on pg 47.



To choose an expense type, click the magnifying glass in the “Expense Type” box. →

## New Expense - 10/12/2018

\*Date 10/12/2018

\*Expense Type  

When you first click on the “Expense Type” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

**Domestic travel?** Click “Employee Domestic Travel” and choose “D- Meals Out of State Dprt/Rtn.”

**International travel?** Click under “Employee International Travel” and choose “I-Meal International Dprt/Rtn.”

"D" for domestic and "I" for international.

Cancel Expense Type Search

Frequently Used **All Types**

\*Display Option Expense Category

Search Expense Type »

Expand All Collapse All

▼ Employee Domestic Travel 18 rows

Expense Type
D-Air Travel
D-Car Rental
D-GA Meals High Cost Day Trip
D-GA Meals High Cost Overnight
D-GA Meals Regular Day Trip
D-GA Meals Regular Overnight

Cancel Expense Type Search

Frequently Used **All Types**

\*Display Option Expense Category

Search Expense Type »

Expand All Collapse All

- ▶ Employee Domestic Travel
- ▶ Employee International Travel
- ▶ Entertainment
- ▶ Supplies and Other

## **2c. Per Diem on Full Travel Days**

You can only claim per diem for in-state travel if it is over-night travel. If it is over-night travel, you can claim full per diem everyday, including travel days.

Your blank expense page should look like this:

The screenshot shows the 'Expense Entry' form. At the top, there's a header bar with 'Expense Report' and 'Expense Entry' tabs, along with navigation icons. Below the header, a summary bar shows 'bleach for lab cleaning' and 'Caitlin McDonald' with a 'Save' button and a 'Review and Submit' button. The main form is divided into two columns. The left column shows a list of expenses with a total of '0.00 USD'. The right column is titled 'New Expense - 07/03/2018' and contains several sections: 'Date' (07/03/2018), 'Expense Type' (searchable), 'Description' (text area), 'Payment Details' (with 'Payment' dropdown and 'Amount' field), and 'Additional Information' (with 'Billing Type' dropdown and a list of categories like 'Attach Receipt', 'Mileage Calculation', and 'Accounting').

Total (1 Item) 0.00 USD	
+	...
Add	More
-	...
Delete	Filter
Tuesday, July 03, 2018	
New Expense	0.00 USD

**New Expense - 07/03/2018**

\*Date: 07/03/2018

\*Expense Type: [Searchable]

Description: [Text Area]

**Payment Details**

\*Payment: [Dropdown]

\*Amount: 0.00 USD [Searchable]

**Additional Information**

\*Billing Type: Internal [Dropdown]

- Attach Receipt >
- Mileage Calculation >
- Accounting 1 >

**"Date"** - should reflect your first day of travel, if you wish to claim per diem (meals) for it

**"Expense Type"** - See following slide for more information.

**"Description"** - A description is not necessary unless you are claiming less than the per diem. If claiming less please indicate that in this box.

**"Payment"** - Employee Paid should *ALWAYS* be selected.

**"Amount"** - This field should auto-populate based on your selection on the general information page. If you are claiming less than the per diem you can type over this number.


*As a reminder, you do not need to attach any receipts for meals, the per diem rate is used in place of actual receipts.*  
Remaining fields should be ignored for this expense.

If you wish to “copy” this expense for other days of travel, see the “how to copy an expense” section on pg 47.

To choose an expense type, click the magnifying glass in the **“Expense Type”** box. →

## New Expense - 10/12/2018

\*Date 10/12/2018

\*Expense Type  

When you first click on the **“Expense Type”** magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

**In-state Georgia travel, high cost?** Click **“Employee Domestic Travel”** then **“D-GA Meals High Cost Overnight.”**

**In-state Georgia travel, other?** Click **“Employee Domestic Travel”** then **“D-GA Meals Regular Overnight.”**

**Out-of-state and domestic travel?** Click **“Employee Domestic Travel”** then **“D- Meals Out of State Full Day.”**

**International travel?** Click **“Employee International Travel”** then **“I-Meal International Full Day.”**

"D-GA" for in-state Georgia, "D" for domestic and "I" for international.

Expense Type Search

Cancel Frequently Used **All Types**

\*Display Option Expense Category

Search Expense Type »

Expand All Collapse All

▼ Employee Domestic Travel 18 rows

Expense Type
D-Air Travel
D-Car Rental
D-GA Meals High Cost Day Trip
D-GA Meals High Cost Overnight
D-GA Meals Regular Day Trip
D-GA Meals Regular Overnight

Expense Type Search

Cancel Frequently Used **All Types**

\*Display Option Expense Category

Search Expense Type »

Expand All Collapse All

- ▶ Employee Domestic Travel
- ▶ Employee International Travel
- ▶ Entertainment
- ▶ Supplies and Other

## **2d. Per Diem Deductions**

If a meal is provided to you at no cost to yourself (i.e. you attend a conference and one day there is free lunch) you should not claim full per diem for that day and instead deduct the meal provided.

Complete the standard expense template as outlined in 2b (for travel days) or 2c (for full days). Once your expense is created it should look like this:

Click on **“Per Diem Deductions,”** and a pop up window should appear. See below.

The top of the pop up window will let you know your per diem rate (in this example it is \$59). If your lunch was provided, you would find the option that says “Lunch Meal \$59” and check that box. When you click **“Save”** the meal will be automatically removed from your per diem.

Cancel

Per Diem Deductions

Date08/14/2018

Expense TypeD-Meals Out of State Full Day

Per Diem Amount59.00 USD

Deduction Details

Expense Type	Deduction Percentage	Deduction Amount	Deduction Calculat
<input type="checkbox"/> 2_Lunch Meal \$46 (\$34.50)		12.00	
<input type="checkbox"/> 2_Lunch Meal \$49 (\$36.75)		13.00	
<input type="checkbox"/> 2_Lunch Meal \$54 (\$40.50)		15.00	
<input checked="" type="checkbox"/> 2_Lunch Meal \$59 (\$44.25)		16.00	
<input type="checkbox"/> 2_Lunch Meal \$64 (\$48)		17.00	
<input type="checkbox"/> 2_Lunch Meal \$69 (\$51.75)		18.00	
<input type="checkbox"/> 3_Dinner Meal \$46 (\$34.50)		23.00	

Expense Entry

Save

Review

Last Saved 07/09/20

D-Meals Out of State Full Day - 06/14/2018

\*Date06/14/2018

\*Expense TypeD-Meals Out of State Full Day

DescriptionESA Meals

Payment Details

\*PaymentEmployee Paid

\*Amount59.00USD

Additional Information

\*Billing TypeInternal

\*Expense LocationLOUISIANA, New Orleans

Per Diem Deductions

Attach Receipt

Mileage Calculation

Accounting1

## **2e. Airfare**

Airfare can be reimbursed ahead of travel, as long as you have an approved travel authority on file and your paid itemized receipt.

Your blank expense page should look like this:

The screenshot shows the 'Expense Entry' form within an 'Expense Report' context. At the top, there's a header bar with 'Expense Report' and 'Expense Entry' labels, along with navigation icons. Below the header, a summary bar shows 'bleach for lab cleaning' and 'Caitlin McDonald' with a 'Save' and 'Review and Submit' button. The main form is divided into two columns. The left column displays a list of expenses, currently showing 'New Expense' with a total of '0.00 USD'. The right column is titled 'New Expense - 07/03/2018' and contains several input fields: 'Date' (07/03/2018), 'Expense Type' (empty), 'Description' (empty), 'Payment' (dropdown), 'Amount' (0.00 USD), and 'Billing Type' (Internal). Below these fields are three expandable sections: 'Attach Receipt', 'Mileage Calculation', and 'Accounting' (showing '1' item).

Total (1 Item) 0.00 USD	
New Expense	0.00 USD

**New Expense - 07/03/2018**

\*Date: 07/03/2018

\*Expense Type: [Search]

Description: [Text Area]

**Payment Details**

\*Payment: [Dropdown]

\*Amount: 0.00 USD [Search]

**Additional Information**

\*Billing Type: Internal [Dropdown]

- Attach Receipt >
- Mileage Calculation >
- Accounting 1 >

**"Date"** - This should reflect your *departure date*, not the day you bought your ticket UNLESS you are requesting early reimbursement for airfare.

**"Expense Type"** - See next slide for more information.

Once you change your **"Expense Type"** to reflect airfare, you will need to enter your ticket number in the *"\*Ticket #: \_\_\_\_\_" box that appears under additional information (bottom of your screen).*

**"Description"** - This is not necessary unless you are claiming less than the full amount of your ticket or need to explain something about the flight.

**"Payment"** - should ALWAYS show employee paid

**"Amount"** - Enter the amount you are claiming for reimbursement. Be sure to verify the currency.

**"Billing Type"** - Should remain "internal"

**"Attach Receipt"** - You do not need to attach receipt if you already did that on the general information page.

**"Mileage Calculation"** - Ignore since this expense is for airfare.

**"Accounting"** - You should see "1" based on the information you entered on the general information page.

Click **"Save"** (upper right).



To choose an expense type, click the magnifying glass in the **“Expense Type”** box. →

When you first click on the **“Expense Type”** magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

**Domestic travel?** Click **“Employee Domestic Travel”** then “D-Air Travel.”

**International travel?** Click **“Employee International Travel”** then “I-Air Travel.”

If you choose this, an additional section will appear labeled “Merchant”.

- If your ticket was purchased through a US airline, select “Preferred” from the first drop down.
- If your ticket was purchased through a non-US airline, select “Non-Preferred” from the first drop down and type in the airline name you used in the second box. In the second drop down select “Not Flying on Federal Funds” if that is the case OR “Other See Justification Below”. If you are flying on federal funds, you will have to enter a justification for not using a US airline in the “other” box that appears.

“D” for domestic and “I” for international.

## New Expense - 10/12/2018

**\*Date** 10/12/2018

**\*Expense Type**

**Expense Type Search**

Cancel Frequently Used **All Types**

\*Display Option Expense Category

Search Expense Type

Expand All Collapse All

Employee Domestic Travel 18 rows

Expense Type

D-Air Travel

D-Car Rental

D-GA Meals High Cost Day Trip

D-GA Meals High Cost Overnight

D-GA Meals Regular Day Trip

D-GA Meals Regular Overnight

**Merchant**

Merchant Preferred

Preferred Merchant US and Code Share Airlines

**Merchant**

Merchant Non-Preferred

Non-Preferred Merchant Air Canada

Non-Preferred Justification Other See Justification Below

Other

Choosing US Airline would have delayed my travel by more than 24 hours.

## **2f. Conference Registration**

Conference Registration can be reimbursed ahead of travel, as long as you have an approved travel authority on file and your paid, itemized receipt.

Your blank expense page should look like this:

The screenshot shows the 'Expense Entry' form. At the top, there's a header bar with 'Expense Report' and 'Expense Entry'. Below the header, the user's name 'Caitlin McDonald' is displayed. The form is divided into two main sections. The left section shows a summary of the expense: 'Total (1 Item) 0.00 USD'. Below this, there's a list of expenses for 'Tuesday, July 03, 2018', with one entry 'New Expense' for '0.00 USD'. The right section is titled 'New Expense - 07/03/2018' and contains several input fields: '\*Date' (07/03/2018), '\*Expense Type' (empty), 'Description' (empty), '\*Payment' (empty), '\*Amount' (0.00), and '\*Billing Type' (Internal). There are also three expandable sections: 'Attach Receipt', 'Mileage Calculation', and 'Accounting' (showing '1'). At the top right, there are 'Save' and 'Review and Submit' buttons. The bottom right corner indicates 'Last Saved 07/03/2018 12:51PM'.

Expense Report Expense Entry

bleach for lab cleaning [icon]  
Caitlin McDonald [icon]

Save Review and Submit  
Last Saved 07/03/2018 12:51PM

Total (1 Item) 0.00 USD

Add Delete Filter More

Tuesday, July 03, 2018

New Expense	0.00 USD

New Expense - 07/03/2018

\*Date 07/03/2018 [calendar icon]

\*Expense Type [search icon]

Description [text area]

Payment Details

\*Payment [dropdown]

\*Amount 0.00 USD [search icon]

Additional Information

\*Billing Type Internal [dropdown]

- Attach Receipt >
- Mileage Calculation >
- Accounting 1 >

**"Date"** - This should reflect your departure date, not the day you paid for registration UNLESS you are requesting early reimbursement for registration.

**"Expense Type"** - See next slide for more information.

**"Description"** – Describe what the registration is for (e.g. ESA Student Registration).

**"Payment"** - should ALWAYS show employee paid

**"Amount"** - Enter the amount you are claiming for reimbursement. Be sure to verify the currency.

**"Billing Type"** - Should remain "internal"

**"Attach Receipt"** - You do not need to attach receipt if you did that on the general information page.


**"Mileage Calculation"** - Ignore since this expense is for registration.


**"Accounting"** - You should see "1" based on the information you entered on the general information page.

Click **"Save"** (upper right).

To choose an expense type, click the magnifying glass in the “Expense Type” box. →

## New Expense - 10/12/2018

\*Date 10/12/2018 

\*Expense Type  

When you first click on the “Expense Type” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

**Domestic travel?** Click “Employee Domestic Travel” and choose “D-Registration Fees.”

**International travel?** Click under “Employee International Travel” and choose “I-Registration Fees.”

"D" for domestic and "I" for international.

Cancel Expense Type Search

Frequently Used **All Types**

\*Display Option Expense Category

Search Expense Type »

Expand All Collapse All

▼ Employee Domestic Travel 18 rows

Expense Type ▾

- D-Air Travel
- D-Car Rental
- D-GA Meals High Cost Day Trip
- D-GA Meals High Cost Overnight
- D-GA Meals Regular Day Trip
- D-GA Meals Regular Overnight

Cancel Expense Type Search

Frequently Used **All Types**

\*Display Option Expense Category

Search Expense Type »

Expand All Collapse All

- ▶ Employee Domestic Travel
- ▶ Employee International Travel
- ▶ Entertainment
- ▶ Supplies and Other

## **2g. Ground Transportation**

Use this option for any type of ground transportation (e.g., airport shuttles, taxis, Lyfts, and Ubers). Do NOT include rental cars here.

Your blank expense page should look like this:

Expense Report

Expense Entry

bleach for lab cleaning [edit icon]

Caitlin McDonald [status icon]

Save Review and Submit

Last Saved 07/03/2018 12:51PM

Total (1 Item) 0.00 USD

Add Delete Filter More

Tuesday, July 03, 2018

New Expense 0.00 USD

New Expense - 07/03/2018

\*Date 07/03/2018 [calendar icon]

\*Expense Type [dropdown] [search icon]

Description [text area]

Payment Details

\*Payment [dropdown]

\*Amount 0.00 USD [search icon]

Additional Information

\*Billing Type Internal [dropdown]

Attach Receipt >

Mileage Calculation >


Accounting 1 >

- "Date" - This should reflect the date the expense was incurred.
- "Expense Type" - See next slide for more information.
- "Description" – Describe what the expense is for (e.g., taxi to conference center).
- "Payment" - should ALWAYS show employee paid
- "Amount" - Enter the amount you are claiming for reimbursement. Be sure to verify the currency.
- "Billing Type" - Should remain "internal"
- "Attach Receipt" - You do not need to attach receipt if you did that on the general information page.
- "Mileage Calculation" - Ignore since this expense is for ground transportation.
- "Accounting" - You should see "1" based on the information you entered on the general information page.

Click "Save" (upper right).

To choose an expense type, click the magnifying glass in the “Expense Type” box. →

## New Expense - 10/12/2018

\*Date 10/12/2018 

\*Expense Type  

When you first click on the “Expense Type” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

**Domestic travel?** Click “Employee Domestic Travel” and choose “D-Ground Transportation.”

**International travel?** Click under “Employee International Travel” and choose “I-Ground Transportation.”

"D" for domestic and "I" for international.

Cancel Expense Type Search

Frequently Used **All Types**

\*Display Option Expense Category

Search Expense Type »

Expand All Collapse All

▼ Employee Domestic Travel 18 rows

Expense Type
D-Air Travel
D-Car Rental
D-GA Meals High Cost Day Trip
D-GA Meals High Cost Overnight
D-GA Meals Regular Day Trip
D-GA Meals Regular Overnight

Cancel Expense Type Search

Frequently Used **All Types**

\*Display Option Expense Category

Search Expense Type »

Expand All Collapse All

- ▶ Employee Domestic Travel
- ▶ Employee International Travel
- ▶ Entertainment
- ▶ Supplies and Other

## **2h. Miscellaneous Expenses**

Includes any miscellaneous expenses that do not have a pre-defined option in OneSource.



Your blank expense page should look like this:

The screenshot shows the 'Expense Entry' form. At the top, there's a header bar with 'Expense Report' and 'Expense Entry' tabs, along with navigation icons. Below the header, the user's name 'Caitlin McDonald' is displayed. The main form area is divided into two columns. The left column shows a summary of the expense: 'Total (1 Item) 0.00 USD' and a list of items with a 'New Expense' entry for 0.00 USD. The right column contains the 'New Expense - 07/03/2018' form. This form has sections for 'Payment Details' and 'Additional Information'. The 'Payment Details' section includes fields for 'Date' (07/03/2018), 'Expense Type', 'Description', 'Payment' (dropdown), and 'Amount' (0.00 USD). The 'Additional Information' section includes a 'Billing Type' dropdown (Internal) and a list of attachments: 'Attach Receipt', 'Mileage Calculation', and 'Accounting' (with a value of 1).

Expense Report Expense Entry

bleach for lab cleaning [icon]  
Caitlin McDonald [icon]

Save Review and Submit  
Last Saved 07/03/2018 12:51PM

Total (1 Item) 0.00 USD

Add Delete Filter More

Tuesday, July 03, 2018

New Expense 0.00 USD

New Expense - 07/03/2018

\*Date 07/03/2018 [calendar icon]

\*Expense Type [search icon]

Description [text area]

Payment Details

\*Payment [dropdown]

\*Amount 0.00 USD [search icon]

Additional Information

\*Billing Type Internal [dropdown]

Attach Receipt >

Mileage Calculation >

Accounting 1 >

**"Date"** - This should reflect the date the expense was incurred.

**"Expense Type"** - See next slide for more information.

**"Description"** – Describe what the expense is for (e.g. internet connection at hotel).

**"Payment"** - should *ALWAYS* show employee paid

**"Amount"** - Enter the amount you are claiming for reimbursement. Be sure to verify the currency.

**"Billing Type"** - Should remain "internal"

**"Attach Receipt"** - You do not need to attach receipt if you did that on the general information page.

**"Mileage Calculation"** - Ignore since this expense is not for mileage reimbursement.

**"Accounting"** - You should see "1" based on the information you entered on the general information page.

Click **"Save"** (upper right).

To choose an expense type, click the magnifying glass in the “Expense Type” box. →

## New Expense - 10/12/2018

\*Date 10/12/2018 

\*Expense Type  

When you first click on the “Expense Type” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

**Domestic travel?** Click “Employee Domestic Travel” then “D-Misc Exp Domestic Travel.”

**International travel?** Click “Employee International Travel” then “I-Misc Exp International Travel.”

"D" for domestic and "I" for international.

Cancel Expense Type Search

Frequently Used **All Types**

\*Display Option Expense Category

Search Expense Type »

Expand All Collapse All

▼ Employee Domestic Travel 18 rows

Expense Type
D-Air Travel
D-Car Rental
D-GA Meals High Cost Day Trip
D-GA Meals High Cost Overnight
D-GA Meals Regular Day Trip
D-GA Meals Regular Overnight

Cancel Expense Type Search

Frequently Used **All Types**

\*Display Option Expense Category

Search Expense Type »

Expand All Collapse All

- ▶ Employee Domestic Travel
- ▶ Employee International Travel
- ▶ Entertainment
- ▶ Supplies and Other

## **2i. Mileage**

Mileage can only be claimed if driving a personal vehicle during official UGA travel. See the “car rental” section of this help document if you rented a vehicle during travel.

Your expense page should look like this:

*You do not need to attach gas receipts since mileage is being requested in place of gas.*

Expense Entry

travel ☒ Caitlin McDonald

Total (1 Item) 0.00 USD

Friday, October 12, 2018

D-Mileage Standard 0.00 USD

D-Mileage Standard - 10/12/2018

\*Date 10/12/2018

\*Expense Type D-Mileage Standard

Description

Mileage

\*Miles x 0.5450

Payment Details

\*Payment Employee Paid

\*Amount 0.00 USD

Additional Information

Billing Type Internal

\*Originating Location Headquarters

Attach Receipt

Mileage Calculation

Accounting 1 >

**"Date"** - This should reflect the date the expense was incurred.

**"Expense Type"** - See next slide for more information.

Note: When mileage is added an additional section labeled "Mileage" will appear. More info to come.

**"Description"** - Describe what the mileage was for (e.g., "round trip to/from ATL airport" or "to visit multiple field sites in Jackson County").

**"Miles"** - will remain grayed out until you fill out the "Mileage Calculation" below.

**"Payment"** - should ALWAYS show employee paid

**"Amount"** - will remain grayed out until you fill out the "Mileage Calculation" below. Be sure to verify the currency.

**"Billing Type"** - should remain "internal"

**"Originating Location"** - should be Headquarters.

**"Mileage Calculation"** - Click the link. A pop-up window will appear. Enter the date of mileage incurred. Enter the total miles traveled and include any personal miles traveled, if needed. Click **"Done"** in upper right. After doing so the information for "Miles" and "Amount" will be populated.

**"Accounting"** - You should see "1" based on the information you entered on the general information page.

Click **"Save"** (upper right).

Cancel Mileage Calculation Done

Mileage Calculation

Date 10/12/2018

Expense Type D-Mileage Standard

Miles 80

Total Miles Traveled 80

Commute/Personal Miles

To choose an expense type, click the magnifying glass in the **“Expense Type”** box. →

## New Expense - 10/12/2018

\*Date 10/12/2018

\*Expense Type

When you first click on the **“Expense Type”** magnifying glass it will show you **“Frequently Used”** options. Click **“All Types”** then **“Collapse All”** to see full travel options.

Mileage only appears under **“Employee Domestic Travel”** since it is reliant on using your personal vehicle. Of the 4 mileage options, choose **“D-Mileage Standard.”**

Cancel Expense Type Search

Frequently Used **All Types**

\*Display Option Expense Category

Search Expense Type »

Expand | **Collapse All**

▼ Employee Domestic Travel 18 rows

Expense Type
D-Air Travel
D-Car Rental
D-GA Meals High Cost Day Trip
D-GA Meals High Cost Overnight
D-GA Meals Regular Day Trip
D-GA Meals Regular Overnight

Cancel Expense Type Search

Frequently Used **All Types**

\*Display Option Expense Category

Search Expense Type »

Expand All | Collapse All

- ▶ **Employee Domestic Travel**
- ▶ Employee International Travel
- ▶ Entertainment
- ▶ Supplies and Other

## 2j. Car Rental

UGA has **mandatory contracts** with Hertz and Enterprise. Hertz is the preferred vendor if the rental is from Hartsfield-Jackson Airport or any out-of-state location. Either Enterprise or Hertz can be used if the rental location is in Georgia.

Your blank expense page should look like this:

Expense Report Expense Entry

bleach for lab cleaning [edit]  
Caitlin McDonald [status]

Save Review and Submit  
Last Saved 07/03/2018 12:51PM

Total (1 Item) 0.00 USD

Add Delete Filter More

Tuesday, July 03, 2018

New Expense 0.00 USD

New Expense - 07/03/2018

\*Date 07/03/2018 [calendar]

\*Expense Type [search]

Description [text area]

Payment Details

\*Payment [dropdown]

\*Amount 0.00 USD [search]

Additional Information

\*Billing Type Internal [dropdown]

Attach Receipt >

Mileage Calculation >

Accounting 1 >

**"Date"** - This should reflect the date the expense was incurred.

**"Expense Type"** - See next slide for more information.

Note: When car rental is added an additional section labeled "Merchant" will appear. More info to come.

**"Description"** – Describe what the rental was for (e.g., "truck rental to visit field sites").

**"Payment"** - should ALWAYS show employee paid

**"Amount"** – Enter the amount you are claiming for this reimbursement. Be sure to verify the currency.

**"Billing Type"** - should remain "internal"

**"Mileage Calculation"** – You can ignore since this reimbursement is for car rental.

**"Accounting"** - You should see "1" based on the information you entered on the general information page.

Click **"Save"** (upper right).

To choose an expense type, click the magnifying glass in the “**Expense Type**” box. →

When you first click on the “**Expense Type**” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

**Domestic travel?** Click “**Employee Domestic Travel**” then “D-Car Rental.”

**International travel?** Click “**Employee International Travel**” then “I-Car Rental.”

"D" for domestic and "I" for international.

When selecting either option, an additional section will appear on your expense form labeled “**Merchant.**”

If your rental was through Hertz or Enterprise, you will select “Preferred” from the drop down then choose either Hertz or Enterprise in the second drop down.

If your rental was through any other car rental company, chose “Non-Preferred” from the first drop down. Type in the merchant name in the second box and chose either “Contract Merchant Unavailable” or “Unaware of Mandated Contract” from the second drop down, depending on your circumstance.

## New Expense - 10/12/2018

The screenshot shows the 'New Expense - 10/12/2018' form. At the top, there is a date field set to '10/12/2018' and an 'Expense Type' search box with a magnifying glass icon. Below the search box, there are two panels, each titled 'Expense Type Search'. The left panel shows the 'All Types' button selected, and the 'Collapse All' button is also highlighted. The right panel shows the 'Employee Domestic Travel' and 'Employee International Travel' options selected. Below these panels, there is a list of expense types under the 'Employee Domestic Travel' category, including 'D-Air Travel', 'D-Car Rental', 'D-GA Meals High Cost Day Trip', 'D-GA Meals High Cost Overnight', 'D-GA Meals Regular Day Trip', and 'D-GA Meals Regular Overnight'.

### Merchant

The screenshot shows the 'Merchant' section of the form. It has a 'Merchant' dropdown menu set to 'Preferred' and a 'Preferred Merchant' dropdown menu set to 'Hertz Car Rental'.

### Merchant

The screenshot shows the 'Merchant' section of the form. It has a 'Merchant' dropdown menu set to 'Non-Preferred' and a 'Non-Preferred Justification' dropdown menu set to 'Contract Merchant Unavailable'.



## **2k. Group Travel Paid for by UGA Employee for Non-UGA Employee(s)**

Use this option if you are an employee being reimbursed for travel expenses paid on behalf of a non-employee (e.g., paying for an undergraduate student not on UGA payroll to travel).

Your blank expense page should look like this:

travel

Caitlin McDonald

Save Review and Submit

Last Saved 10/31/2018 1:37PM

Total (1 Item) 0.00 USD

+ Add Wallet Delete Filter More

Friday, October 12, 2018

D-Group Trav By Emp For Non Em 0.00 USD

D-Group Trav By Emp For Non Em - 10/12/2018

\*Date 10/12/2018

\*Expense Type D-Group Trav By Emp For Non Em

Description

Payment Details

\*Payment Employee Paid

\*Amount 0.00 USD

Additional Information

Billing Type Internal

Attach Receipt >

Add Additional Attendees 1 >

Mileage Calculation >

Accounting 1 >

**"Date"** - This should reflect the date the expense was incurred.

**"Expense Type"** - See next slide for more information.

Note: When employee travel is added an additional section labeled "Add Additional Attendees" will appear. More info to come.

**"Description"** – Describe what the expense was for (e.g., "field trip lodging for ECOL 2222" or "conference registration for non-UGA paid student").

**"Payment"** - should ALWAYS show employee paid

**"Amount"** – Enter the amount you are claiming for this reimbursement. Be sure to verify the currency.

**"Billing Type"** - should remain "internal"

**"Attach Receipt"** – You do not need to add receipts if you did so on the general information page.

**"Add Additional Attendees"** - After selecting the expense type you should see this area. Image available on next slide, if needed.

Click the "+" button in the left hand corner to add the number of lines you need. For relationship to UGA fill in the best description (collaborator, undergrad student, etc). Fill in the names by last name then first name with comma and no spaces (e.g., Smith,John). Disregard the message saying "no matching values found." Fill in an appropriate company (UGA if they are UGA students, another university if they are a collaborator, etc). Finally, fill in the amount split between everyone. Click "calculate" at the bottom. Confirm the total amount matches your split.

**"Mileage Calculation"** – You can ignore since this reimbursement is for group travel.

**"Accounting"** - You should see "1" based on the information you entered on the general information page.

Click **"Save"** (upper right).

To choose an expense type, click the magnifying glass in the **“Expense Type”** box. →

When you first click on the **“Expense Type”** magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

**Domestic travel?** Click **“Employee Domestic Travel”** then **“D-Group Trav By Emp For Non Em.”**

**International travel?** Click **“Employee International Travel”** then **“I-Group Trav By Emp For Non Em.”**

"D" for domestic and "I" for international.

When selecting either option, an additional section will appear on your expense form labeled **“Add Additional Attendees”** under “Additional information.” Click there.

Note: These instructions are also outlined on the previous slide but you can see the image here for reference.

Click the **“+”** button in the left hand corner to add the number of lines you need. For relationship to UGA fill in the best description (collaborator, undergrad student, etc). Fill in the names by last name then first name with comma and no spaces (e.g., Smith,John). Disregard the message saying “no matching values found.” Fill in an appropriate company (UGA if they are UGA students, another university if they are a collaborator, etc). Finally, fill in the amount split between everyone. Click **“calculate”** at the bottom. Confirm the total amount matches your split.

## New Expense - 10/12/2018

**Expense Type Search**

\*Date: 10/12/2018

\*Expense Type: [Search Icon]

Cancel Expense Type Search

Frequently Used All Types

\*Display Option Expense Category

Search Expense Type

Expand All Collapse All

Employee Domestic Travel 18 rows

Expense Type

- D-Air Travel
- D-Car Rental
- D-GA Meals High Cost Day Trip
- D-GA Meals High Cost Overnight
- D-GA Meals Regular Day Trip
- D-GA Meals Regular Overnight

Employee Domestic Travel

Employee International Travel

Entertainment

Supplies and Other

**Attendees Entry**

Cancel Done

Date: 10/12/2018

Expense Type: D-Group Trav By Emp For Non Em

Amount: 300.00 USD

Attendees

+ Edit

Relationship to UGA	Name	Company	Amount
Employee	Mcdonald,Caitlin M	University of Georgia	75
Undergrad Student	Lastname,Firstname	University of Georgia	75
Undergrad Student	Lastname,Firstname	University of Georgia	75
Undergrad Student	Lastname,Firstname	University of Georgia	75

No matching values were found.

Total Amount

Calculate

## **2l. Group Travel Paid for by UGA Employee for UGA Employee(s)**

Use this option if you are an employee being reimbursed for travel expenses paid on behalf of another UGA employee (e.g., you and another UGA share a room at a conference but you pay the entire bill).

Your blank expense page should look like this:

travel

Caitlin McDonald

Save

Review and Submit

Last Saved 10/31/2018 1:37PM

Total (1 Item) 0.00 USD

+

Wallet

Delete

Filter

More

▼ Friday, October 12, 2018

D-Group Trav By Emp For Non Em

0.00 USD

D-Group Trav By Emp For Non Em - 10/12/2018

\*Date 10/12/2018

\*Expense Type D-Group Trav By Emp For Non Em

Description

Payment Details

\*Payment Employee Paid

\*Amount 0.00

USD

Additional Information

Billing Type Internal

Attach Receipt

>

Add Additional Attendees

1 >

Mileage Calculation

>

Accounting

1 >

**"Date"** - This should reflect the date the expense was incurred.

**"Expense Type"** - See next slide for more information.

Note: When other employee travel is added an additional section labeled "Add Additional Attendees" will appear. More info to come.

**"Description"** – Describe what the expense was for (e.g., "shared lodging at ESA conference").

**"Payment"** - should ALWAYS show employee paid

**"Amount"** – Enter the amount you are claiming for this reimbursement. Be sure to verify the currency.

**"Billing Type"** - should remain "internal"

**"Attach Receipt"** – You do not need to add receipts if you did so on the general information page.

**"Add Additional Attendees"** - After selecting the expense type you should see this area. Image available on next slide, if needed.

Click the "+" button in the left hand corner to add the number of lines you need. For relationship to UGA choose "Employee". Type in the names by last name then first name with comma and no spaces (e.g., Smith,John). Disregard the message saying "no matching values found." Fill in University of Georgia as the company. Finally, fill in the amount split between everyone. Click "calculate" at the bottom. Confirm the total amount matches your split.

**"Mileage Calculation"** – You can ignore since this reimbursement is for other employee travel.

**"Accounting"** - You should see "1" based on the information you entered on the general information page.

Click **"Save"** (upper right).

To choose an expense type, click the magnifying glass in the **“Expense Type”** box. →  
 When you first click on the **“Expense Type”** magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see full travel options.

**Domestic travel?** Click **“Employee Domestic Travel”** then “D-Group Trav By Emp For Emp.”

**International travel?** Click **“Employee International Travel”** then “I-Group Trav By Emp For Emp.”

"D" for domestic and "I" for international.

When selecting either option, an additional section will appear on your expense form labeled **“Add Additional Attendees”** under “Additional information.” Click there.

Note: These instructions are also outlined on the previous slide but you can see the image here for reference.

Click the **“+”** button in the left hand corner to add the number of lines you need. For relationship to UGA choose "Employee". Type in the names by last name then first name with comma and no spaces (e.g., Smith,John). Disregard the message saying “no matching values found.” Fill in University of Georgia as the company. Finally, fill in the amount split between everyone. Click **“calculate”** at the bottom. Confirm the total amount matches your split.

## New Expense - 10/12/2018

**Date** 10/12/2018

**\*Expense Type**

**Expense Type Search**

Frequently Used **All Types**

\*Display Option Expense Category

Search Expense Type

Expand All Collapse All

Employee Domestic Travel 18 rows

Expense Type

D-Air Travel

D-Car Rental

D-GA Meals High Cost Day Trip

D-GA Meals High Cost Overnight

D-GA Meals Regular Day Trip

D-GA Meals Regular Overnight

Employee Domestic Travel

Employee International Travel

Entertainment

Supplies and Other

**Attendees Entry**

Date 10/12/2018

Expense Type D-Group Trav Pd By Emp For Emp

Amount 300.00 USD

**Attendees**

+ Edit

Relationship to UGA	Name	Company	Amount
Employee	McDonald,Caitlin M	University of Georgia	150.000
Employee	Turner,Mica	University of Georgia	150.000

**Calculate**

Total Amount 300.0000

# **SECTION 3:**

## **HOW TO DUPLICATE AN EXPENSE**

The expense form allows you the option to **“Copy”** expenses that may be repetitive to enter over and over, like multiple days of lodging or per diem.

In order to use this functionality, you will need to go ahead and enter the first expense (see section 2 for instructions). Once you have the expense you want to copy, click the **“... More”** icon on the left side of the page. Check the box next to your expense, then click **“Copy.”**

After you click **“Copy”** a pop up box will appear. If your meals were from 04/22/2020 through 04/30/2020, you would enter the date of 04/23/2020 in the **“Date From”** box and 04/30/2020 in the **“Date To”** box. Remember, you have already entered the information for 04/22/2020 and is the transaction you are copying from. Click **“Done”** in the upper right hand corner.

After clicking **“Done”** you will see your copied expenses appear in the left hand side bar. This side bar tracks all expenses you have entered for reimbursement. These new entries are editable in case you need to make adjustments.

This screenshot shows the top of an expense list. At the top, it says "Total (1 Item) 0.00 USD". Below this is a toolbar with icons for "Select All", "Quick-Fill", "Copy", "Delete", and "More". The "Copy" icon (a document with a plus sign) and the "More" icon (three dots) are circled in red. To the right of the toolbar, it says "1 Selected". Below the toolbar, a date header "Wednesday, April 22, 2020" is shown. Underneath, a single expense is listed: "D-Meals Out of State Full Day" with a value of "56.00 USD". A checkbox next to this expense is also circled in red.

This is a screenshot of a "Copy Expense" dialog box. It has a "Cancel" button on the left and a "Done" button on the right, which is circled in red. The text inside the dialog reads: "To copy each selected expense just once, enter the same date for Date From and Date To. To copy each expense multiple times, enter a date range for Date From and Date to. Press Done to copy the selected expenses." Below this text is a section titled "Copy Option" with two date input fields: "Date From" (set to 04/23/2020) and "Date To" (set to 04/30/2020). At the bottom, there are two toggle switches: "Include Weekends" (set to Yes) and "Include Holidays" (set to Yes).

This screenshot shows the expense list after copying. The total at the top is "Total (9 Items) 504.00 USD". The list is organized by date, showing multiple entries for "D-Meals Out of State Full Day" for each day from Thursday, April 30, 2020, down to Sunday, April 26, 2020. Each entry has a value of "56.00 USD".








**SECTION 4:**  
**SUBMITTING YOUR EXPENSE**  
**REPORT**

Once you are ready to submit your request for review and further processing, click **“Review and Submit”** in the upper right hand corner.


My Expense Reports

Expense Report




ESA Conference 


Save **Review and Submit**


Caitlin McDonald 


Last Saved 07/26/2018 10:59AM


Total (12 Items) 963.52 USD

  
Add

  
Wallet 3

  
Delete

  
Filter


  
More


Thursday, July 26, 2018

D-Miscellaneous12.00

taxiUSD

D-Miscellaneous - 07/26/2018

\*Date07/26/2018

\*Expense TypeD-Miscellaneous

\*Descriptiontaxi

Your next screen should look like this.

- If you need to update any information on the **"General Information"** screen, click the square icon next to the description. In this example it is next to "Attended Conference" in the upper left.
- If you need to look at/add another expense, click the "Update Details" button in the upper right.
- Associate the appropriate TA with this reimbursement by clicking on the ">" in the **"Travel Authorization"** area and making your selection. If you did not submit a TA click on **"Notes"** and explain why you did not request travel authorization before traveling.
- If you are 100% ready to submit, click **"Submit"** in the upper right. Your request will be reviewed by the Ecology Business Office.

The screenshot shows the 'Expense Report Summary' interface. At the top, the 'Attended Conference' entry is highlighted with a red circle, and a small square icon next to it is also circled. In the top right corner, the 'Update Details' and 'Submit' buttons are circled in red, with the 'Last Saved' timestamp '10/15/2018 12:38PM' visible below them. The 'Expense Report Summary' section contains a table with two rows: 'Total (1 Item)' and 'Due to Employee', both showing '0.00 USD'. To the right, the 'Approval Status' section shows 'Report ID 0100015161' and 'Pending'. The 'Additional Information' section on the left has four items: 'Travel Authorization' (circled in red), 'View Analytics', 'Notes' (circled in red), and 'View Printable Report'. Each item has a right-pointing arrow.

Expense Report Summary	
Total (1 Item)	0.00 USD
Due to Employee	0.00 USD

Approval Status	
Report ID 0100015161	Pending

**Additional Information**

- Travel Authorization > You have 2 approved Travel Authorization(s) that can be associated to this report.
- View Analytics >
- Notes >
- View Printable Report >

NOTE: Travel Authorities can be associated with more than one expense report, if you will have more expenses later.

Once you click **"Submit"**, a pop-up box will appear asking you to confirm your submission. Click as appropriate.

The Ecology Business Office will be in touch with you if there are any issues. Otherwise, you should be on the lookout for an automatic response from the system indicating your reimbursement has been direct deposited.

The 'Submission Confirmation' pop-up box has a title bar with the text 'Submission Confirmation'. The main text reads: 'source. If I have included mileage reimbursement, I have determined that a personal vehicle was the most advantageous form of travel and requested reimbursement for mileage at the corresponding rate.' At the bottom, there are two buttons: 'Submit' and 'Cancel'.

**Submission Confirmation**

source. If I have included mileage reimbursement, I have determined that a personal vehicle was the most advantageous form of travel and requested reimbursement for mileage at the corresponding rate.

Submit Cancel