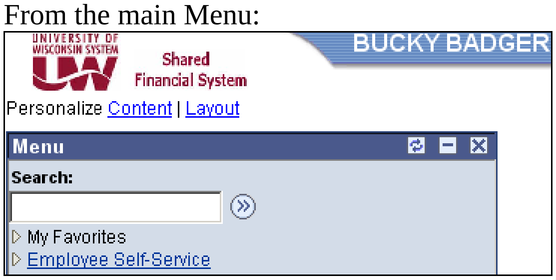
Create Expense Report for Someone Else

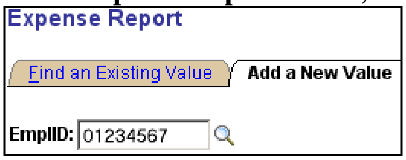
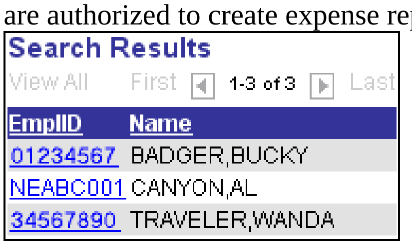
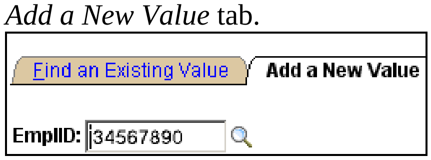
Scenario:
In this scenario, Bucky Badger will create an expense report for Wanda Traveler, a UW employee.

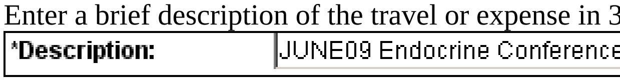
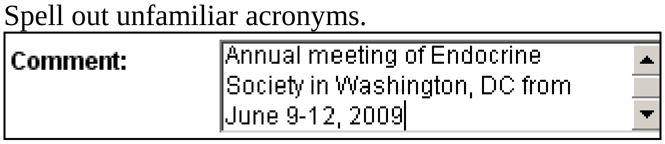
The expense report will include four expense lines: Airfare-Coach Only, Lodging, Meals, and Registration Fee.

We will also demonstrate how to:
a) check for errors and correct errors, if applicable
b) copy an expense for multiple days

Wanda has previously authorized Bucky Badger to create Expense Reports on her behalf by using the Delegate Entry Authority feature within e-Reimbursement.

1.	From the main Menu:  Click the **Employee Self-Service** link. 
2.	From the **Employee Self-Service** menu, **Employee Travel and Expense Center** area:  Click the **Travel and Expense Center** link. 
3.	From the *Employee Travel and Expense Center* menu, **Expense Report** section:  Click the **Create** link. 

4.	In the **Expense Report** screen, *Add a New Value* tab:  The **Empl ID** (employee ID) may display your own employee ID as the traveler. Because you will be creating an expense report for someone else, you need to look up the appropriate employee ID of the traveler.
5.	To look up the employee ID of the traveler: Click the **Look up EmplID** icon or press **(Alt+5)**.
6.	The **Look Up Empl ID** screen, *Search Results* area, displays the people for whom you are authorized to create expense reports.  In this example, Bucky Badger is authorized to create expense reports for himself; non-employee, Al Canyon; and UW employee, Wanda Traveler. **Note:** Employee IDs beginning with the letters **NE**, identify non-employees of the University (*e.g.* NEABC001).
7.	In the *Search Results* area, **Empl ID** column: Click on the **Empl ID** hyperlink of the person for whom you will be creating the expense report. In our example, we will choose **34567890** which is the employee ID for Wanda Traveler. 
8.	The selected employee ID (*e.g. 34567890*) displays in the **Empl ID** field on the *Add a New Value* tab.  Click the **Add** button. Add

9.	The *Create Expense Report*, **Expense Report Entry** screen displays for the traveler.  Verify this is the correct person. If not, click the **Home** hyperlink Home at the top right portion of the screen, and start over at Step 1.
10.	You can gain more viewing area on the screen by collapsing the main Menu on the left.  Click the **Collapse Menu** button or press **(Ctrl+Y)**.
11.	When the main Menu is collapsed, it displays as a computer screen icon. To display the main Menu again, click on the icon or press **Ctrl + Y**. For our example, we will not show the main Menu.
12.	Required fields for data entry are marked with an asterisk * character.  Fields marked with a magnifying glass icon allow you to do a data lookup. 
13.	Click in the **Quick Start** field.  Unless the traveler has changed their default settings, the **Quick Start** field defaults to *A Blank Report*. **Note:** If you are creating an expense report for a non University employee, your default settings (as the non-employee's delegate) display on screen. For our example, we will create a new expense report from a blank one.
14.	Click in the ***Description** field. Enter a brief description of the travel or expense in 30 characters or less. 
15.	Click in the **Comment** field. Enter a detailed description of the travel or expense. Spell out unfamiliar acronyms.  **Note**: The **Comment** field allows an unlimited number of characters.

16.	Click in the ***Business Purpose** field. *Business Purpose: Click on the drop-down arrow, and select the entry that best describes the official business purpose of the travel or expense. **Note:** Only one business purpose is allowed. For a detailed description of the 12 Business Purposes used at UW-Madison, click here .
17.	For our business purpose example of *Conference*: Click the **Conference** list item. Conference
18.	When the business purpose of **Conference** is selected, the system displays the *Conference Expenses* window. Conference Expenses After reading the reminder about conference expenses included in registration: Click the **Return** button. Return
19.	In the **Expense Report Entry** screen, *General Information* section: Click in the **Reference** field. Reference:
20.	The **Reference** field is used by UW-Madison to capture the date range of the travel or expense. Reference: 0906090612 Travel dates format: YYMMDDMMDD YY = two-digit year of trip **start date** MM = two-digit month of trip **start date** DD = two-digit day of trip **start date** MM = two-digit month of trip **end date** DD = two-digit day of trip **end date** In our example, the travel occurred between June 9-12, 2009; consequently, we entered a reference of **0906090612**. **Note:** If the date range spans from one calendar year to another, enter the two digit year of trip start date. For example, a trip that started on December 28, 2008, and ended on January 7, 2009, would be entered: 0812280107.

21. Click in the **Default Location** field.

Default Location: [ ]

The *Default Location* refers to the location (*e.g.* city, county, state, country) where the expense(s) were incurred.

If most of the expenses occurred in the same location, we recommend using the **Default Location** field because it minimizes data entry for each expense line in the *Details* section of the screen.

Otherwise, leave blank.

22. In our scenario, the majority of the expenses occurred in Washington, D.C., so we will do a data lookup for the city name in the **Default Location** field.

In the **Default Location** field:

Type the first few letters of the city name (*e.g.* WASH), but do not press the Enter key.

Default Location: WASH

23. To look up the database name of the default location you entered (*e.g.* WASH):

Click the **Look up Default Location** icon or press **(Alt+5)**.

24. The **Look Up Default Location** window, *Search Results* area, displays a list of all locations meeting your search criteria.

Search Results

View All First 1-14 of 14 Last

Expense Location	Description
WASH5	WASHBURN COUNTY, WI
WASHB	WASHBURN, WI
WASH2	WASHINGTON COUNTY, MD
WASH8	WASHINGTON COUNTY, MO
WASH3	WASHINGTON COUNTY, OR
WASH1	WASHINGTON COUNTY, RI
WASH9	WASHINGTON COUNTY, VA
WASH4	WASHINGTON COUNTY, VT
WASH7	WASHINGTON COUNTY, WI
WASHI	WASHINGTON, DC
OTH48	WASHINGTON, OTHER
WASH6	WASHINGTON, WI
WASHO	WASHOE COUNTY, NV
WASHT	WASHTENAW COUNTY, MI

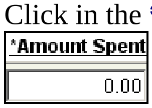
Click on the desired **Expense Location** hyperlink to choose the default location.

WASHI WASHINGTON, DC

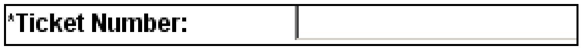
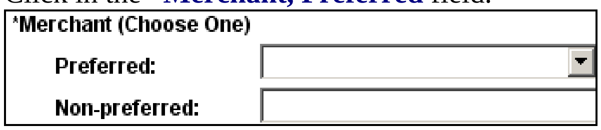
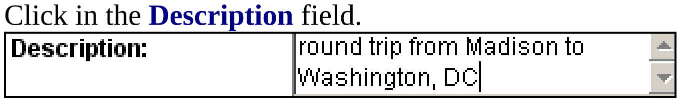
Note: If no results display, try searching by *Description*, rather than by *Expense Location*; alternatively, you can also try clicking on the *Advanced Lookup* hyperlink.

25. The *Expense Report Entry* screen displays the selected **Default Location** (*e.g.* Washington, DC).

Default Location: WASHINGTON, DC

26.	Click in the ***Expense Type** field.  Click on the drop-down arrow, and choose an item that best describes an expense the traveler incurred. **Reference**: For a brief description of the 29 expense types used at UW-Madison, click here .
27.	In our example, we will choose an expense type of *Airfare-Coach Only*. Click the **Airfare-Coach Only** list item. 
28.	Click in the ***Expense Date** field.  Enter the date that the traveler incurred the expense. For our Airfare-Coach Only expense example, you would enter the invoice date from the vendor or airline carrier. **Note**: The **Expense Date** must either be a past date or the current date.
29.	Click in the ***Amount Spent** field.  Enter the U.S. dollar amount for the Line 1 expense item (*e.g.* Airfare-Coach Only). **Note:** If foreign expense currency conversion is needed, please use a currency conversion website (http://www.oanda.com/convert/classic). **Tip**: You can click on the **New Window** hyperlink, located at the top right portion of the *Expense Report Entry* screen, to open up a new browser window, and locate a foreign currency conversion website. When finished with the new browser window, close it; and return to the *Expense Report Entry* screen.
30.	Click in the ***Currency** field. Verify that **USD** (for U.S. Dollars) is listed. 

31.	Click in the ***Payment Type** field.  Click the drop-down arrow, and select the method of payment the traveler used for the expense: **Corporate Card** = US Bank Corporate Travel credit card. **Personal Funds** = personal credit card, cash or check. **University Prepaid** = charged to Procurement credit card (also known as P-card) or paid directly by the University.
32.	In our example, the *Airfare-Coach Only* expense was paid with a UW Procurement credit card, so we will choose the **University Prepaid** payment type. Click the **University Prepaid** list item. 
33.	Click in the ***Billing Type** field.  Click on the drop-down arrow, and select the appropriate billing type for the expense: **In-State** = within State of Wisconsin **Out-of-State** = outside State of Wisconsin, but within United States **Foreign** = outside the 50 United States **Note**: The system automatically determines the accounting code based on what combination of **Billing Type** and **Expense Type** you choose.
34.	In our example, the *Airfare-Coach Only* expense was incurred for an out-of-state trip, so we will choose a billing type of **Out-of-State**. Click the **Out-of-State** list item. 
35.	To continue to the next screen for the line 1 expense, click the ***Detail** link. 
36.	In the *Expense Detail for Airfare-Coach Only (Line 1)* screen: All required fields are displayed with an asterisk character (*). Previously entered values from the first screen are carried over (*e.g.* Expense Date). For the *Airfare-Coach Only* expense example, two additional fields are displayed which require data entry: *Ticket Number *Merchant

37.	Click in the ***Ticket Number** field.  Enter the airline ticket number up to 16 characters. **Note:** If you have already referenced the same ticket number on another expense report, the system will flag this as a duplicate error. To bypass the error, simply add a hyphen character (**-**) and the letter "A" to the end of the ticket number (e.g. E3920293**-A)** to make the ticket number unique.
38.	Click in the ***Merchant, Preferred** field.  Click on the drop-down arrow, and select the airline carrier from the list of available choices (*e.g.* Northwest). **Note**: If not found in the **Preferred** field, type the name of the airline carrier (*e.g.* Buffalo Airways) in the **Non-preferred** field. You are limited to 40 characters.
39.	Click in the **Description** field.  Though not required, you may wish to enter a description about the expense (*e.g.* Round trip from Madison to Washington, DC).
40.	If applicable, read the **receipt requirements** message, located at the bottom of the expense detail screen. **Note**: Receipts are required for all expenses over $25. **Reference**: For further information on UW-Madison receipt requirements, click here.
41.	To edit check the expense line for errors: Click the **Check Expense For Errors** button. 

42.	Example with Errors Found If errors are found due to missing data or travel policy: **Please enter or update the following information:** **Merchant (Preferred or Non-Preferred)** a) Flagged errors are listed at the top of the screen and preceded with a red flag icon. b) The background area of the field in error is shaded red. Correct any errors before continuing. Check Expense For Errors
43.	After all errors are corrected, click the **Return to Expense Report** link. Return to Expense Report
44.	In the **Expense Report Entry** screen: You can save your Expense Report after at least one expense type has been entered. Until you save the Expense Report, the **Report ID** is labeled *NEXT*, indicating the next sequential number will be assigned. **Report ID:** NEXT **Note**: The system allows you to save the document if it contains errors.
45.	To move to the bottom of the screen, click the vertical scrollbar.
46.	Save For Later To save the expense report so that a document number is assigned, and you can work on it later: Click the **Save For Later** button. Save For Later
47.	When you save for later, the system assigns a unique document number, located above the *General Information* section of the screen. **Report ID:** 0000000736 In our example, the Expense Report ID is 0000000736.
48.	Add Expense Types In our example, we will add multiple expenses for three other expense types: Meals, Lodging, and Registration Fee. To add one or more expense types, click in the **New Expense** field. New Expense
49.	In the **New Expense** field, click the drop-down arrow, and choose **Multiple Expenses**. New Expense Expenses from My Wallet... Multiple Expenses... New Expense

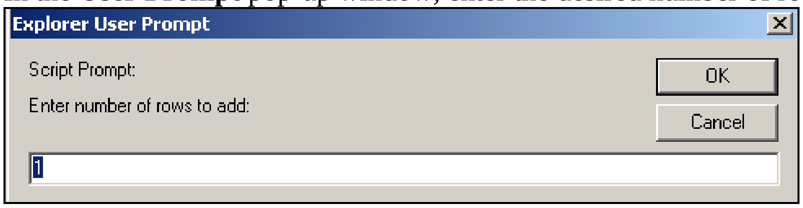
50.	To add the multiple expense types, click the **Add** button. Add
51.	In the **Add Multiple Expenses** screen: **Add Multiple Expenses** WANDA TRAVELER The **Date Range** defaults to the current date. The **Add Expense Types** section allows you to copy expense types for one day or all days of a trip. **Add Expense Types:** One Day All Days For our example, we will: a) add expense types for one day; b) fill in the required information; c) check for errors; d) copy expense types for multiple days. As a result, overall data entry time is saved. **Note**: We recommend that you always choose the **One Day** option.
52.	Click in the **From:** field. **From:** 06/09/2009 Since the system default is the current date, change the **From** date to be the first date the traveler incurred expenses. In most cases, this will be the trip start date. In our example, the trip start date was June 9, 2009.
53.	Click in the **To:** field. **To:** 06/12/2009 Since the system default is the current date, change the **To:** date to be the last date the traveler incurred expenses. In most cases, this would be the trip end date. In our example, the trip end date was June 12, 2009.
54.	In the *Add Expense Types* section, **One Day** column: Select one or more expense types so that a checkmark displays.
55.	For our example, we chose One Day expenses for: Lodging Meals Registration Fee Click the **Continue** button. Continue

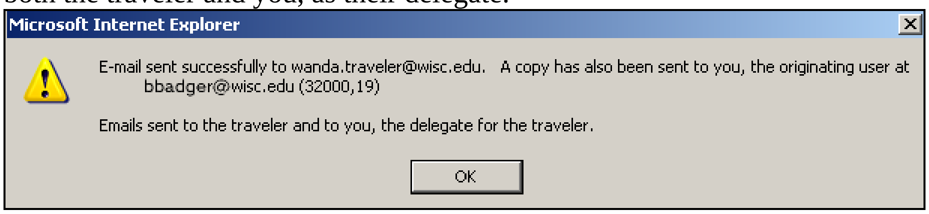
56.	In the **Expense Report Entry** screen, the three new expense types for Lodging, Meals, and Registration Fee are now listed. Lodging 06/09/2009 Meals 06/09/2009 Registration Fee 06/09/2009 The Expense Date for the newly added expense types has the trip start date of 06/09/2009. Expenses should be entered to match receipts. Modify information, as needed.
57.	In the ***Expense Date** field for the **Lodging** expense, we will change the date to the trip end date (*e.g.* 06/12/2009) because this is the checkout date which matches the traveler's hotel receipt. 06/12/2009
58.	Click in the ***Amount Spent** field. Enter the total amount of the traveler's lodging, including tax, if applicable. 924.03
59.	To continue to the next screen for the **Lodging** expense, click the ***Detail** link. *Detail
60.	Click in the ***Number of Nights** field. Verify that the total number of nights matches the traveler's hotel receipt. *Number of Nights: 3
61.	Click in the ***Merchant, Preferred** field. Click on the drop-down arrow, and select the lodging name (e.g. Renaissance Hotels) from the list of available choices. *Merchant (Choose One) Preferred: RENAISSANCE HOTELS Non-preferred: **Note:** If not found, enter the name of the lodging in the **Non-preferred** field (*e.g.* Bob's Campground).
62.	Click in the **Description** field. Though not a required field, you may wish to enter a detailed description for the *Lodging* expense that includes the nightly rate. Description: 3 nights' lodging @ $308.01/night For example, "3 nights' lodging @ $308.01/night."
63.	To edit check the Lodging expense for errors: Click the **Check Expense For Errors** button. Check Expense For Errors

64.	Example of Travel Policy Exception Error If exceptions to travel policy are found: **Please enter or update the following information:** **Location Amount -- You entered an amount over your authorized limit of 783.00 USD. Explain why.** a) A red flag icon displays at the top of the screen, identifying a reason for the exception. b) The **Exception Comments** section at the bottom of the screen displays a red-shaded field so that you can explain the exception in 60 characters or less. In our example, the amount spent is over the authorized limit for our location.
65.	Click in the **Location Amount** field. Enter an explanation of why the traveler exceeded the allowable dollar amount (*e.g. conference site at this hotel; cheapest rate.* **Exception Comments** **Location Amount:** conference site at this hotel; cheapest rate **Note**: You may type up to 60 characters.
66.	After entering exception comments: Click the **Check Expense For Errors** button. Check Expense For Errors
67.	Scroll to the top of the screen, and verify no red flag errors were detected.
68.	To return to the *Expense Report Entry* screen, click the **Return to Expense Report** link. Return to Expense Report
69.	In the **Expense Report Entry** screen, to go to the next screen for the **Meals** expense: Click the ***Detail** link. *Detail
70.	In the **Expense Detail for Meals** screen, click in the ***Amount Spent** field. ***Amount Spent:** 40.00 Enter the total dollar amount spent per day by the traveler for breakfast, lunch, and dinner combined, including tax and maximum 15% tip.
71.	To edit check the Meals' expense for errors: Click the **Check Expense For Errors** button. Check Expense For Errors
72.	If no errors are found, click the **Return to Expense Report** link. Return to Expense Report
73.	In the **Expense Report Entry** screen, to check for errors: Click the **Check For Errors** button. Check For Errors

74.	Errors Detected If errors are found due to missing data or travel policy, a red flag icon displays to the left of the *Expense Type* column. Registration Fee In our example, a red flag icon displays next to the *Registration Fee* expense type.
75.	To display the reason(s) for the expense type in error, click the **red flag** graphic.
76.	Example of Missing Data Errors In the *Expense Detail for Registration Fee* screen: **Please enter or update the following information:** **Amount Spent** **Accounting Detail -- Monetary amount cannot be 0 on distribution line 1.** **Accounting Detail -- Department is not valid for the GL business unit on distribution line 1.** a) Red flag icons display at the top of the screen for the fields in error. b) The data entry area of the fields in error display in a shaded red color. In our example, the **Amount Spent** field is zero and needs to be completed. **Note:** When a required data entry field is zero, other accounting detail errors may also display.
77.	For our *Registration Fee* example, we will: a) change the payment type to **University Prepaid** b) enter a dollar amount in the **Amount Spent** field.
78.	In the ***Payment Type** field, click the **University Prepaid** list item. University Prepaid
79.	Click in the ***Amount Spent** field. Enter the total dollar amount of the Traveler's registration fee. ***Amount Spent:** 390.00
80.	When finished correcting errors: Click the **Check Expense For Errors** button. Check Expense For Errors
81.	If no errors were found, click the **Return to Expense Report** link. Return to Expense Report
82.	In the **Expense Report Entry** screen, to save your updates: Click the **Save For Later** button. Save For Later

83.	Before you copy expense lines, we recommend checking for errors. Otherwise, the errors will be copied over as well. Click the **Check For Errors** button. [Check For Errors]
84.	Copy Expense Lines In the **Select** column **Select**: Select the expense(s) you wish to copy so that a checkmark displays. ☑
85.	In our example, we selected the *Meals* expense line to copy. ☑ Meals Click the **Copy Selected** button. [Copy Selected]
86.	In the **Copy Selected Expenses** screen, the *Copy Option* section allows you to copy the traveler's expense lines for one date or multiple dates (*e.g.* date range). Create Expense Report **Copy Selected Expenses** WANDA TRAVELER For our example, we will copy to a date range. Click the **Copy to Range of Dates** option. ◉ **Copy to Range of Dates**
87.	Click in the **From Date:** field. **From Date:** Enter the expense date for Day 2 of the trip (*e.g.* 06/10/2009) since the Day 1 expense date was previously entered.
88.	Click in the **To Date:** field. **To Date:** Enter the trip end date (*e.g.* 06/12/2009).
89.	When finished selecting copy options, click the **OK** button. [OK]
90.	In the **Expense Report Entry** screen, the desired expense line(s) and accompanying details are copied for the date range specified. Meals | 06/10/2009 | 40.00 | USD | Personal Funds | Out-of-St Meals | 06/11/2009 | 40.00 | USD | Personal Funds | Out-of-St Meals | 06/12/2009 | 40.00 | USD | Personal Funds | Out-of-St
91.	Sort Columns You can sort any column in ascending or descending order, by clicking on the column heading. To sort the **Expense Date** column in ascending or descending order: Click the ***Expense Date** column header. *Expense Date

92.	To edit check the expense report for errors: Click the **Check For Errors** button.
93.	To save any changes you have made, click the **Save For Later** button.
94.	Add Blank Rows To add one or more blank rows, place the cursor where you want the new row(s): Click the **Add multiple new rows** icon or press**(Alt+7)** .
95.	In the **User Prompt** pop-up window, enter the desired number of rows to add.  In our example, we will enter 1 row.
96.	To add the specified number of rows, click the **OK** button.
97.	Delete Expense Lines To mark one or more rows for deletion, select the row(s) so that a checkmark displays. Click the **Delete Selected** button.
98.	In the **Totals** section, at the bottom of the screen: **Employee Expenses** = Grand Total dollar amount of the Expense Report. **Prepaid Expenses** = Total dollar amount of all payment types listed as University Prepaid. [Expenses prepaid by University or with Procurement credit card (*e.g.* P-card)]. **Due Employee** = Total dollar amount of all payment types listed as Personal Funds. (Payment will be made to the Traveler). **Due Vendor** = Total dollar amount of all payment types listed as Corporate Card. (Payment will be made directly to vendor, US Bank; no out-of-pocket costs to the traveler).
99.	When you have finished creating the Expense Report for another employee, (*e.g.* Wanda Traveler), the traveler needs to be notified via email. The **Notify Traveler** button is used by e-Reimbursement to automatically send an email notification to another UW employee.

100.	Submit Expense Reports for Non-Employees If you are creating an expense report for a non University employee, you will see a **Submit** button Submit, rather than the **Notify Traveler** button Notify Traveler. Because only payrolled University employees are able to use e-Reimbursement and submit expense reports for approval, the delegate for the non-employee traveler will submit the expense report on behalf of the non-employee.
101.	To automatically notify the employee traveler that you have completed their Expense Report, click the **Notify Traveler** button. Notify Traveler
102.	A browser pop-up window displays a message that the e-mail was sent successfully to both the traveler and you, as their delegate.  Click the **OK** button. OK
103.	You are finished entering an expense report for this traveler. Click the **Return to Travel and Expense Center** link. Return to Travel and Expense Center
104.	You have successfully created an expense report for someone else. **End of Procedure.**