

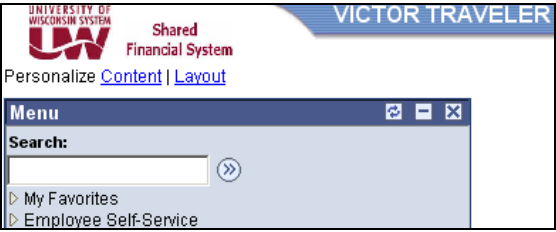
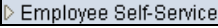
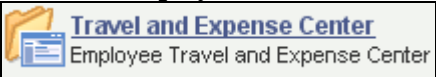





## Create Expense Report for Yourself

### Scenario:

In this scenario, Victor Traveler will create his own expense report to be reimbursed for a four-day trip to a conference held in Austin, TX from March 23-26, 2009. The expense report will include expenses for: Airfare-Coach Only, Business Communications, Lodging, and Meals.

We will also describe how to:





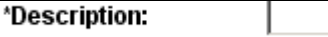
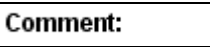





- a) check for errors and correct errors, if applicable
- b) copy expenses for multiple days

1.	<p>From the main Menu:</p>  <p>Click the <b>Employee Self-Service</b> link. </p>
2.	<p>From the <b>Employee Self-Service</b> menu, <b>Employee Travel and Expense Center</b> area:</p>  <p>Click the <b>Travel and Expense Center</b> link. </p>
3.	<p>From the <i>Employee Travel and Expense Center</i> menu, <b>Expense Report</b> section:</p>  <p>Click the <b>Create</b> link. </p>
4.	<p>The <b>Create Expense Report, Expense Report Entry</b> screen displays with your name (e.g. Victor Traveler).</p>  <p>Required fields for data entry are marked with an asterisk (*) character (e.g. *Description).</p> <p>Fields marked with a magnifying glass icon  (e.g. Default Location) allow you to do a data lookup.</p>

# Job Aid






## Create Expense Report for Yourself



5.	<p>You can gain more viewing area on the screen by collapsing the main Menu on the left.</p> <p></p> <p>Click the <b>Collapse Menu</b> button  or press <b>(Ctrl+Y)</b>.</p>
6.	<p>When the main Menu is collapsed, it displays as a computer screen icon. </p> <p>To display the main Menu again, click on the icon. For our example, we will not show the main Menu.</p>
7.	<p>Click in the <b>Quick Start</b> field. </p> <p>Unless you have changed your user default settings, the <b>Quick Start</b> field defaults to <i>A Blank Report</i>.</p> <p>In our example, we will create an expense report from a blank one.</p>
8.	<p>Click in the <b>*Description</b> field. </p> <p>Enter a brief description of the travel or expense in 30 characters or less.</p>
9.	<p>Click in the <b>Comment</b> field. </p> <p>Enter a detailed description of the travel or expense. Spell out unfamiliar acronyms.</p> <p><b>Note:</b> The <b>Comment</b> field allows an unlimited number of characters.</p>
10.	<p>Click in the <b>*Business Purpose</b> field.</p> <p></p> <p>Click on the drop-down arrow, and select the entry that best describes the official business purpose of the trip.</p> <p><b>Note:</b> Only one business purpose is allowed.</p> <p><b>Reference:</b> For a brief description of the 12 Business Purpose categories used at UW-Madison, click <a href="#">here</a>.</p>
11.	<p>For our business purpose example of <i>Conference</i>:</p> <p>Click the <b>Conference</b> list item. </p>
12.	<p>When the business purpose of <b>Conference</b> is selected, the system displays the <i>Conference Expenses</i> screen. </p> <p>After reading the reminder about conference expenses included in registration: Click the <b>Return</b> button. </p>
13.	<p>In the <b>Expense Report Entry</b> screen, <i>General Information</i> section:</p> <p>Click in the <b>Reference</b> field. </p>

14.	<p>The <b>Reference</b> field is used by UW-Madison to capture the date range of the trip.</p> <p>YY = two digit year of trip <b>start date</b>  MM = two-digit month of trip <b>start date</b>  DD = two digit day of trip <b>start date</b>  MM = two digit month of trip <b>end date</b>  DD = two-digit day of trip <b>end date</b></p> <p>For example, if your travel or expense occurred between March 23-26, 2009, enter 0903230326.</p> <p><b>Note:</b> 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.</p>
15.	<p>Click in the <b>Default Location</b> field.</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;"> <b>Default Location:</b> <input style="width: 200px;" type="text"/> </div> <p>The <i>Default Location</i> refers to the location (<i>e.g.</i> city, county, state, country) where the expense(s) were incurred.</p> <p>If most of your expenses occurred in the same location, we recommend using the <b>Default Location</b> field because it minimizes data entry for each expense line in the <i>Details</i> section of the screen.</p> <p>Otherwise, leave blank.</p>
16.	<p>In our scenario, the majority of the expenses occurred in Austin, TX, so we will do a data lookup for the city name in the <b>Default Location</b> field.</p> <p>In the <b>Default Location</b> field, type the first few letters of the city name (<i>e.g.</i> AUS), but <u>do not</u> press the Enter key.</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;"> <b>Default Location:</b> <input style="width: 50px;" type="text" value="AUS"/> </div>
17.	<p>To look up the database name of the default location you entered (<i>e.g.</i> AUS):</p> <p>Click the <b>Look up Default Location</b> icon  or press <b>(Alt+5)</b>.</p>




<p>18.</p>	<p>In the <b>Look Up Default Location</b> screen, the <i>Search Results</i> area displays a list of all locations meeting your search criteria.</p> <div data-bbox="337 281 915 569" style="border: 1px solid black; padding: 5px;"> <p><b>Search Results</b></p> <p>View All      First ◀ 1-5 of 5 ▶ Last</p> <table border="1"> <thead> <tr> <th>Expense Location</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><a href="#">AUST1</a></td> <td>AUSTIN, MN</td> </tr> <tr> <td><a href="#">AUSTI</a></td> <td>AUSTIN, TX</td> </tr> <tr> <td><a href="#">AUST2</a></td> <td>AUSTINTOWN, OH</td> </tr> <tr> <td><a href="#">AUSOT</a></td> <td>AUSTRALIA, OTHER LOCATIONS</td> </tr> <tr> <td><a href="#">AUTOT</a></td> <td>AUSTRIA, OTHER LOCATIONS</td> </tr> </tbody> </table> </div> <p>Click on the desired <b>Expense Location</b> hyperlink <a href="#">AUSTI</a> to choose the default location.</p> <p><b>Note:</b> If no results display, try searching by <i>Description</i>, rather than by Expense Location; alternatively, you can also try clicking on the <i>Advanced Lookup</i> hyperlink.</p>	Expense Location	Description	<a href="#">AUST1</a>	AUSTIN, MN	<a href="#">AUSTI</a>	AUSTIN, TX	<a href="#">AUST2</a>	AUSTINTOWN, OH	<a href="#">AUSOT</a>	AUSTRALIA, OTHER LOCATIONS	<a href="#">AUTOT</a>	AUSTRIA, OTHER LOCATIONS
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<p>19.</p>	<p>The <i>Expense Report Entry</i> screen displays the selected <b>Default Location</b> (e.g. Austin, TX).</p> <div data-bbox="337 821 748 863" style="border: 1px solid black; padding: 2px;"> <p><b>Default Location:</b>    AUSTIN, TX</p> </div>												
<p>20.</p>	<p>Click in the <b>*Expense Type</b> field.</p> <div data-bbox="337 905 626 989" style="border: 1px solid black; padding: 2px;"> <p><b>*Expense Type</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <p>Click on the drop-down arrow, and choose an item that best describes an expense you incurred.</p> <p><b>Reference:</b> For a brief description of the 29 expense types used at UW-Madison, click <a href="#">here</a>.</p>												
<p>21.</p>	<p>In our example, we will choose an expense type of <i>Airfare-Coach Only</i>.</p> <p>Click the <b>Airfare-Coach Only</b> list item. <input data-bbox="824 1272 1084 1304" type="text" value="Airfare-Coach Only"/></p>												
<p>22.</p>	<p>Click in the <b>*Expense Date</b> field.</p> <div data-bbox="337 1352 480 1430" style="border: 1px solid black; padding: 2px;"> <p><b>*Expense Date</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <p>Enter the purchase date of the airline ticket, as indicated on your receipt.</p> <p><b>Note:</b> The <b>Expense Date</b> must either be a past date or the current date.</p>												

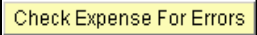


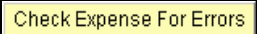
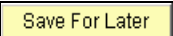
<p>23.</p>	<p>Click in the <b>*Amount Spent</b> field.</p>  <p>Enter the U.S. dollar amount for the line 1 expense item (e.g. Airfare-Coach Only).</p> <p><b>Note:</b> If foreign expense currency conversion is needed, please use a <a href="#">currency conversion</a> website.</p> <p><b>Tip:</b> You can click on the <b>New Window</b> hyperlink, located at the top right portion of the <i>Expense Report Entry</i> 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 <i>Expense Report Entry</i> screen.</p>
<p>24.</p>	<p>Click in the <b>*Currency</b> field. Verify that USD (for U.S. Dollars) is listed.</p> 
<p>25.</p>	<p>Click in the <b>*Payment Type</b> field.</p>  <p>Click the drop-down arrow, and select the method of payment you used for the expense:</p> <p><b>Corporate Card</b> = US Bank Corporate Travel credit card.</p> <p><b>Personal Funds</b> = personal credit card, cash or check.</p> <p><b>University Prepaid</b> = charged to Procurement credit card (also known as P-card) or paid directly by the University.</p>
<p>26.</p>	<p>In our example, the <i>Airfare-Coach Only</i> expense was paid with a UW Procurement credit card, so we will choose the <b>University Prepaid</b> payment type.</p> <p>Click the <b>University Prepaid</b> list item. </p>
<p>27.</p>	<p>Click in the <b>*Billing Type</b> field.</p>  <p>Click on the drop-down arrow, and select the appropriate billing type for the expense:</p> <p><b>In-State</b> = within State of Wisconsin  <b>Out-of-State</b> = outside State of Wisconsin, but within United States  <b>Foreign</b> = outside the 50 United States</p> <p><b>Note:</b> The system automatically determines the <a href="#">accounting code</a> based on what combination of <b>Billing Type</b> and <b>Expense Type</b> you choose.</p>

# Job Aid

## Create Expense Report for Yourself



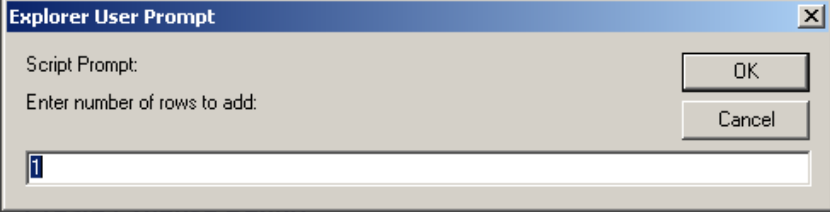
28.	<p>In our example, the <i>Airfare-Coach Only</i> expense was incurred for an out-of-state trip, so we will choose a billing type of <b>Out-of-State</b>.</p> <p>Click the <b>Out-of-State</b> list item. </p>
29.	<p>To continue to the next screen for the line 1 expense, click the <b>*Detail</b> link. </p>
30.	<p>In the <i>Expense Detail for Airfare-Coach Only (Line 1)</i> screen:</p> <p>All required fields are displayed with an asterisk character (*). Previously entered values from the first screen are carried over (e.g. Expense Date).</p> <p>For the <i>Airfare-Coach Only</i> expense example, two additional fields are displayed which require data entry:</p> <p><b>*Ticket Number</b> <b>*Merchant</b></p>
31.	<p>Click in the <b>*Ticket Number</b> field. </p> <p>Enter the unique airline ticket number up to 16 characters.</p> <p><b>Note:</b> If you have already referenced the same ticket number on another expense report, the system will flag this as a duplicate error.</p> <p>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.</p>
32.	<p>Click in the <b>*Merchant, Preferred</b> field.</p> <div data-bbox="337 1119 1015 1251" style="border: 1px solid black; padding: 5px;"> <p><b>*Merchant (Choose One)</b></p> <p><b>Preferred:</b> <input type="text"/></p> <p><b>Non-preferred:</b> <input type="text"/></p> </div> <p>Click on the drop-down arrow, and select the airline carrier from the list of available choices (e.g. Northwest).</p> <p><b>Note:</b> If not found in the <i>Preferred</i> field, type the name of the airline carrier (e.g. Buffalo Airways) in the <b>Non-preferred</b> field. You are limited to 40 characters.</p>
33.	<p>Click in the <b>Description</b> field.</p> <div data-bbox="337 1497 1015 1566" style="border: 1px solid black; padding: 5px;"> <p><b>Description:</b> round trip from Madison to Austin</p> </div> <p>Though not required, you may wish to enter a description about the expense (e.g. Round trip from Madison to Austin).</p>
34.	<p>If applicable, read the <b>receipt requirements</b> message, located at the bottom of the screen.</p> <p><b>Note:</b> Receipts are required for all expenses over \$25.</p> <p><b>Reference:</b> For further information on UW-Madison receipt requirements, click <a href="#">here</a>.</p>



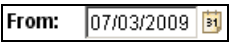
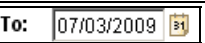
35.	<p>To edit check the expense line for errors:</p> <p>Click the <b>Check Expense For Errors</b> button. </p>
36.	<p><u>Example with Errors Found</u></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Please enter or update the following information:</b></p> <p> <b>Ticket Number -- Air travel ticket number you entered is already being used elsewhere.</b></p> </div> <p>If errors are found due to missing data or travel policy:</p> <p>a) Flagged errors are listed at the top of the screen and preceded with a red flag icon. </p> <p>b) The background area of the field in error is shaded red.</p> <div style="border: 1px solid black; padding: 2px;"> <p>*Ticket Number: <span style="background-color: red; color: black;">E3920293</span></p> </div> <p>Correct any errors before continuing.</p>
37.	<p>For our duplicate ticket number error example, we need to make the ticket number unique.</p> <p>To bypass the error, simply add a hyphen character (-) and an alphabetical character (e.g. "A") to the end of the ticket number (e.g. E3920293-A) to make it unique.</p> <div style="border: 1px solid black; padding: 2px;"> <p>*Ticket Number: <input type="text" value="E3920293-A"/></p> </div>
38.	<p>After correcting the error, we need to recheck the expense line for errors.</p> <p>Click the <b>Check Expense For Errors</b> button. </p>
39.	<p>If no error messages display at the top of the screen, this means no errors have been found.</p>
40.	<p>To return to the previous screen, click the <b>Return to Expense Report</b> link.</p> <p><a href="#">Return to Expense Report</a></p>
41.	<p>In the <b>Expense Report Entry</b> screen:</p> <p>You can save your Expense Report after at least one expense type has been entered.</p> <p>Until you save the Expense Report, the <b>Report ID</b> is labeled <i>NEXT</i>, indicating the next sequential number will be assigned.</p> <div style="border: 1px solid black; padding: 2px;"> <p>Report ID: <input type="text" value="NEXT"/></p> </div> <p><b>Note:</b> The system allows you to save the document if it contains errors.</p>
42.	<p><u>Save For Later</u></p> <p>To save the expense report so that a document number is assigned, and you can work on it later:</p> <p>Click the <b>Save For Later</b> button. </p>

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## Create Expense Report for Yourself



43.	<p>Look at the <b>Report ID</b> field. <input type="text" value="Report ID: 0000000804"/></p> <p>When you save for later, the system assigns a unique document ID number, located above the <i>General Information</i> section of the screen.</p> <p>In our example, the Expense Report ID is 0000000804.</p>
44.	<p>After you initially save the expense report, any blank expense lines are deleted.</p> <p>We will demonstrate three ways in which you can add more expense lines to the <i>Expense Report Entry</i> screen.</p>
45.	<p><u>Add One Blank Line</u></p> <p>To add one blank, new expense line, click the <b>Add</b> button. <input type="button" value="Add"/></p>
46.	<p><u>Add Multiple Blank Lines</u></p> <p>To add one or more blank expense lines, position the cursor at the end of the row where you wish to add blank lines:</p> <p><b>Note:</b> For our example, we will add two blank rows in-between row 1 and row 2. We will position our cursor at the end of row 1.</p> <p>Click the <b>Add multiple new rows at row 1</b> icon <input type="button" value="+"/> or press <b>(Alt+7)</b>.</p>
47.	<p>In the <b>User Prompt</b> pop-up window, enter the desired number of rows to add.</p>  <p><b>Note:</b> The default value is one row.</p> <p>For our example, we will enter 2 rows; change the number from 1 to 2 to enter two blank rows.</p>
48.	<p>To add the 2 blank rows, click the <b>OK</b> button. <input type="button" value="OK"/></p>
49.	<p>The system adds the two blank rows after row 1.</p> <p><b>Note:</b> The previous blank row 2 is now blank row 4.</p>
50.	<p><u>Add Multiple Expense Types</u></p> <p>The third way to add expense lines is to add multiple expense types.</p> <p>For our example, we will add multiple expenses for three other expense types: <i>Business Communications, Lodging, and Meals</i>.</p> <p>Click in the <b>New Expense</b> field. <input type="text" value="New Expense"/></p>





51.	<p>In the <b>New Expense</b> field, click the drop-down arrow:</p> <p>Click the <b>Multiple Expenses...</b> list item. </p>
52.	<p>To add multiple expense types, click the <b>Add</b> button. </p>
53.	<p>In the <i>Create Expense Report</i>, <b>Add Multiple Expenses</b> window:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"><b>Create Expense Report</b></p> <p style="text-align: center;"><b>Add Multiple Expenses</b></p> <p>VICTOR TRAVELER</p> </div> <p>The <b>Date Range</b> defaults to the current date.</p> <p>The <b>Add Expense Types</b> section allows you to copy expense types for one day or all days of a trip.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Add Expense Types:</b></p> <p style="text-align: center;"><b>One Day</b>   <b>All Days</b></p> <p style="text-align: center;"><input type="checkbox"/>   <input type="checkbox"/></p> </div> <p>For our example, we will:</p> <ol style="list-style-type: none"> <li>a) change the date range to match the trip dates</li> <li>b) add expense types for one day;</li> <li>c) fill in the required information;</li> <li>d) check for errors;</li> <li>e) copy an expense (<i>e.g.</i> Meals) for multiple days.</li> </ol> <p>As a result, overall data entry time is saved.</p> <p><b>Note:</b> We recommend that you always choose the <b>One Day</b> option.</p>
54.	<p>Click in the <b>From:</b> field. </p> <p>Since the system default is the current date, change the <b>From</b> date to be the trip start date.</p> <p>In our example, the trip start date was March 23, 2009.</p>
55.	<p>Click in the <b>To:</b> field. </p> <p>Since the system default is the current date, change the <b>To:</b> date to be the trip end date.</p> <p>In our example, the trip end date was March 26, 2009.</p>
56.	<p>In the <i>Add Expense Types</i> section, <b>One Day</b> column:</p> <p>Select one or more expense types so that a checkmark displays. <input checked="" type="checkbox"/></p>

## Job Aid

### Create Expense Report for Yourself



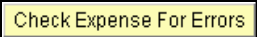


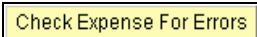
57.	<p>For our example, we chose One Day expenses for:</p> <p><i>Business Communications</i>  <i>Lodging</i>  <i>Meals</i></p> <p>When finished, click the <b>Continue</b> button. <input type="button" value="Continue"/></p>
58.	<p>In the <b>Expense Report Entry</b> screen:</p> <p>The three new expense types for <i>Business Communications</i>, <i>Lodging</i>, and <i>Meals</i> are now listed.</p> <p>We will need to complete the required information for each new expense type.</p>
59.	<p>For the row 2, <b>Business Communications</b> expense line, click the <b>*Detail</b> link. <input type="button" value="Detail"/></p>
60.	<p>In the <i>Expense Detail for Business Communications (Line 2)</i> screen:</p> <p>All required fields are displayed with an asterisk character (*).</p> <p>Verify the information carried over from the previous screen, and modify, if needed.</p> <p>For our <i>Business Communications</i> expense example, we will:</p> <p>a) Change the <b>*Expense Date</b> to represent the lodging checkout date, per our receipt;</p> <p>b) Enter a brief description in the <b>*Description</b> field for the business communications expense (e.g. 3 days of internet access @ \$10/day);</p> <p>c) Enter the <b>*Amount Spent</b> as the total US dollar amount for 3 days of internet access at the hotel (e.g. 30.00)</p>
61.	<p>To check the <i>Business Communications</i> expense line for errors:</p> <p>Click the <b>Check Expense For Errors</b> button. <input type="button" value="Check Expense For Errors"/></p>
62.	<p>If no <i>Business Communications</i> expense errors are found:</p> <p>Click the <b>Return to Expense Report</b> link. <input type="button" value="Return to Expense Report"/></p>
63.	<p>For the row 3, <i>Lodging</i> expense, click the <b>*Detail</b> link. <input type="button" value="Detail"/></p>

64.	<p>In the <i>Expense Detail for Lodging (Line 3)</i> screen:</p> <p>All required fields are displayed with an asterisk character (*).</p> <p>Verify the information carried over from the previous screen, and modify, if needed:</p> <ul style="list-style-type: none"> <li>*<b>Expense Date</b> (lodging checkout date)</li> <li>*<b>Payment Type</b></li> <li>*<b>Expense Billing Code</b></li> <li>*<b>Number of Nights</b> (system calculated)</li> <li>*<b>Merchant, Preferred</b></li> <li>*<b>Location</b></li> <li>*<b>Amount Spent</b> (total U.S. dollar amount of lodging; including tax, if applicable)</li> </ul> <p>For our <i>Lodging</i> expense example, we will:</p> <ol style="list-style-type: none"> <li>a) Change the *<b>Expense Date</b> to be the lodging checkout date, per the receipt;</li> <li>b) Select the lodging vendor (<i>e.g.</i> Hilton Hotels) in the *<b>Merchant, Preferred</b> field;</li> <li>c) Enter the nightly rate in the <b>Description</b> field (<i>e.g.</i> 3 nights @135 per night);</li> <li>d) Enter the total dollar amount of the lodging in the *<b>Amount Spent</b> field.</li> </ol>
65.	<p>Click in the *<b>Expense Date</b> field. Enter the lodging checkout date per the receipt.</p> <p><b>*Expense Date:</b> <input type="text" value="03/26/2009"/> </p>
66.	<p>Click in the *<b>Merchant, Preferred</b> field.</p> <div data-bbox="337 1014 1015 1144" style="border: 1px solid black; padding: 5px;"> <p><b>*Merchant (Choose One)</b></p> <p><b>Preferred:</b> <input type="text" value="HILTON HOTELS"/> </p> <p><b>Non-preferred:</b> <input type="text"/></p> </div> <p>Click on the drop-down arrow, and select the lodging vendor from the list of available choices (<i>e.g.</i> Hilton Hotels).</p> <p><b>Note:</b> If not found in the <b>Preferred</b> field, type the name of the lodging vendor in the <b>Non-preferred</b> field (<i>e.g.</i> Bob's Campground). You are limited to 40 characters.</p>
67.	<p>Click in the <b>Description</b> field. Though not required, you may wish to enter the nightly rate (<i>e.g.</i> 3 nights @ 135/night).</p> <p><b>Description:</b> <input type="text" value="3 nights @135 per night"/>  </p>
68.	<p>Click in the *<b>Amount Spent</b> field.</p> <p>Enter the total dollar amount of the lodging expense, per the receipt. Include room tax, if applicable.</p> <p><b>*Amount Spent:</b> <input type="text" value="405.00"/></p> <p><b>Note:</b> If other expense types are included in the lodging receipt (<i>e.g.</i> Parking), list them separately.</p>

# Job Aid

## Create Expense Report for Yourself





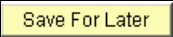
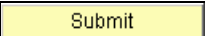


69.	<p>To check the <i>Lodging</i> expense line for errors:</p> <p>Click the <b>Check Expense For Errors</b> button. </p>
70.	<p>If no errors messages display at the top of the screen, this means no errors have been found.</p>
71.	<p>If exceptions to travel policy are found:</p> <div data-bbox="337 422 1333 527" style="border: 1px solid black; padding: 5px;"> <p><b>Please enter or update the following information:</b></p> <p> <b>Location Amount -- You entered an amount over your authorized limit of 429.00 USD. Explain why.</b></p> </div> <p>a) A red flag icon  displays at the top of the screen, identifying a reason for the exception.</p> <p>b) The <b>Exception Comments</b> section at the bottom of the screen displays a red-shaded field so that you can explain the exception in 60 characters or less.</p>
72.	<p>In the <i>Exception Comments</i> section, click in the <b>Location Amount</b> field.</p> <div data-bbox="337 747 995 831" style="border: 1px solid black; padding: 5px;"> <p><b>Exception Comments</b></p> <p><b>Location Amount:</b> <input style="width: 200px; height: 20px;" type="text"/></p> </div> <p>Enter an explanation of why you exceeded the allowable dollar amount (<i>e.g. conference site at this hotel</i>).</p> <p><b>Note:</b> You may type up to 60 characters.</p>
73.	<p>After exception comments have been entered:</p> <p>Click the <b>Check Expense For Errors</b> button. </p>
74.	<p>If no <i>Lodging</i> errors are found, click the <b>Return to Expense Report</b> link.</p> <p><a href="#">Return to Expense Report</a></p>
75.	<p>For the row 4, <i>Meals</i> expense line, click the <b>*Detail</b> link. <a href="#">*Detail</a></p>
76.	<p>In the <i>Expense Detail for Meals (Line 4)</i> screen:</p> <p>Enter information in the following fields, if not already entered:</p> <ul style="list-style-type: none"> <li>*Expense Date</li> <li>*Payment Type</li> <li>*Expense Billing Code</li> <li>*Location</li> <li>*Amount Spent</li> </ul> <p>For our <i>Meals</i> expense example, we will:</p> <ol style="list-style-type: none"> <li>a) Enter the total daily amount spent on Meals in the <b>*Amount Spent</b> field;</li> <li>b) Check for errors;</li> <li>c) Copy the Meals expense for the remaining trip dates from the <i>Expense Report Entry</i> screen.</li> </ol> <p><b>Note:</b> The Meals expense for the traveler is the total dollar amount spent per day on breakfast, lunch, dinner combined, including tax and maximum 15% tip.</p>

77.	<p>Click in the <b>*Amount Spent</b> field. <input type="text" value="Amount Spent: 0.00"/></p> <p>Enter the total U.S. dollar amount spent on meals (e.g. breakfast, lunch, dinner combined) for the day, including tax and tip.</p>
78.	<p>To check the <i>Meals</i> expense line for errors: Click the <b>Check Expense For Errors</b> button. <input type="button" value="Check Expense For Errors"/></p>
79.	<p>If no errors are found, click the <b>Return to Expense Report</b> link. <a href="#">Return to Expense Report</a></p>
80.	<p>In the <b>Expense Report Entry</b> screen: To check for errors, click the <b>Check For Errors</b> button. <input type="button" value="Check For Errors"/></p>
81.	<p>To save your changes, click the <b>Save For Later</b> button. <input type="button" value="Save For Later"/></p>
82.	<p><u>Copy Expense Lines:</u></p> <p>Because the <i>Meals</i> expense covers multiple days, we will select this expense line to copy.</p> <p>In the <b>Select</b> column, choose the expense(s) you wish to copy so that a checkmark <input checked="" type="checkbox"/> displays.</p>
83.	<p>To copy the selected expense (e.g. Meals), click the <b>Copy Selected</b> button. <input type="button" value="Copy Selected"/></p>
84.	<p>In the <i>Create Expense Report, Copy Selected Expenses</i> screen:</p> <div data-bbox="337 972 805 1115" style="border: 1px solid black; padding: 5px;"> <p><b>Create Expense Report</b></p> <p><b>Copy Selected Expenses</b></p> <p>VICTOR TRAVELER</p> </div> <p>The <i>Copy Option</i> section allows you to copy the expense line(s) for one date or multiple dates (e.g. date range).</p> <div data-bbox="337 1213 574 1350" style="border: 1px solid gray; padding: 5px;"> <p><b>Copy Option</b></p> <p><input checked="" type="radio"/> Copy to One Date</p> <p><input type="radio"/> Copy to Range of Dates</p> </div> <p>For our example, we will copy the <i>Meals</i> expense to a date range that starts with Day 2 of the trip and ends with the return date of the trip.</p>
85.	<p>Select the <b>Copy to Range of Dates</b> option. <input checked="" type="radio"/> Copy to Range of Dates</p>
86.	<p>Click in the <b>From Date</b> field. <input type="text" value="From Date: 03/24/2009"/></p> <p>Enter Day 2 of the trip (e.g. 03/24/2009) since Day 1 of the trip was previously entered.</p>
87.	<p>Click in the <b>To Date</b> field. <input type="text" value="To Date: 03/26/2009"/></p> <p>Enter the return date of the trip (e.g. 03/26/2009).</p>
88.	<p>To copy the <i>Meals</i> expense to multiple dates, click the <b>OK</b> button. <input type="button" value="OK"/></p>

## Job Aid

### Create Expense Report for Yourself



89.	<p>In the <i>Create Expense Report</i>, <b>Expense Report Entry</b> screen:</p> <p>The <i>Meals</i> expense is copied to the specified dates.</p>
90.	<p>In the <i>Details</i> section, <b>Overview</b> tab:</p>  <p>You can sort any column (<i>e.g.</i> Expense Type, Expense Date, Amount Spent, etc.) in ascending or descending order by clicking on the column heading.</p>
91.	<p>To sort the <b>Expense Date</b> column in ascending order:</p> <p>Click the <b>*Expense Date</b> column header. </p>
92.	<p>Review the Expense Report document, and make further changes, if needed.</p>
93.	<p>To save any changes you have made, click the <b>Save For Later</b> button. </p>
94.	<p>In the <b>Totals</b> section, at the bottom of the screen:</p> <p><b>Employee Expenses</b> = Grand Total dollar amount of the Expense Report.</p> <p><b>Prepaid Expenses</b> = Total dollar amount of all payment types listed as University Prepaid. [Expenses prepaid by University or with Procurement credit card (<i>e.g.</i> P-card)].</p> <p><b>Due Employee</b> = Total dollar amount of all payment types listed as Personal Funds. (Payment will be made to the Traveler).</p> <p><b>Due Vendor</b> = Total dollar amount of all payment types listed as Corporate Card. (Payment will be made directly to vendor, U.S. Bank; no out-of-pocket costs to the Traveler).</p>
95.	<p>To submit your expenses for approval, click the <b>Submit</b> button. </p> <p><b>Note:</b> You will not be able to modify your expense report once it is submitted.</p>
96.	<p>Each time you submit an expense report, the <i>Acknowledgement and Statement of Accountability</i> screen displays. </p> <p>Read the statement.</p> <p>If you have additional questions about UW-Madison travel policy, contact your Dean's office or Divisional office.</p>
97.	<p>To accept responsibility for the expense report, click the <b>OK</b> button. </p>

98.	<p>In the <b>Expense Report, Save Confirmation</b> screen, the <i>Expense Report Totals</i> are displayed.</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <p><a href="#">Create Expense Report</a></p> <p><a href="#">Save Confirmation</a></p> <p>VICTOR TRAVELER</p> </div> <p>Verify the dollar amounts.</p> <p>If incorrect, click the <b>Cancel</b> button <span style="border: 1px solid black; padding: 2px;">Cancel</span> to return to the <i>Expense Report Entry</i> screen.</p> <p><b>Note:</b> This is your <u>final opportunity</u> to cancel.</p>
99.	<p>To OK the expense report totals and submit for approval, click the <b>OK</b> button. <span style="border: 1px solid black; padding: 2px;">OK</span></p>
100.	<p>In the <i>View Expense Report, Expense Report Detail</i> screen:</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <p><a href="#">View Expense Report</a></p> <p><a href="#">Expense Report Detail</a></p> <p>VICTOR TRAVELER</p> </div> <p>The <b>Status</b> field reads, <i>Submission in Process</i>, to indicate the expense report has been submitted for approval. <span style="border: 1px solid black; padding: 2px;">Status: Submission in Process</span></p> <p><b><u>Record Report ID</u></b></p> <p>Make a note of the Report ID number; it will be needed if you are submitting receipts with the expense report. <span style="border: 1px solid black; padding: 2px;">Report ID: 0000000804</span></p>
101.	<p>To return to the main Menu, click the <b>Home</b> link. <span style="border: 1px solid black; padding: 2px;">Home</span></p>
102.	<p>You have successfully created an Expense Report with multiple expenses, copied expense lines, checked for errors, and submitted it for approval.</p> <p><b><u>Next Steps</u></b></p> <ol style="list-style-type: none"> <li>a) Place all required receipts in an envelope.</li> <li>b) Write the Expense Report ID number on the receipt envelope.</li> <li>c) Give or send the receipt envelope to the Travel Coordinator in your Dean's Office/Division Office.</li> </ol> <p><b>IMPORTANT:</b> Your expense report cannot be approved for reimbursement until all required receipts are submitted.</p> <p><b>Note:</b> You will receive an email notification when your expense report is approved for payment.</p> <p><b>End of Procedure.</b></p>