

Modify Expense Report




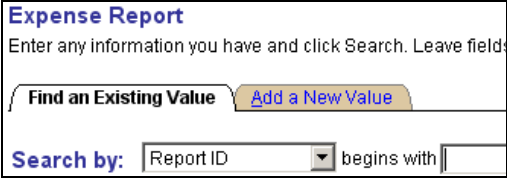
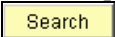
Overview:

You can modify your own expense report (or one created on behalf of a traveler) during the following conditions:

1. The status of the Expense Report is **Pending** because you clicked on **Save for Later** during the data entry process. In other words, the expense report is not yet completed nor was it submitted for approval). [See Steps 1-10].
2. The Expense Report was **Sent Back for Revision** by the travel approver or auditor, after the traveler submitted it for approval. [See Steps 11-23].

The following scenario shows how to locate the expense report to make modifications to it.


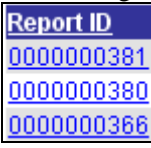
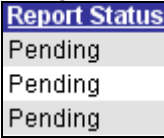
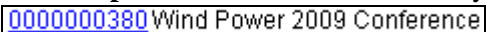




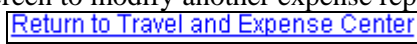
We will also demonstrate an example of an expense report that was sent back to the employee traveler for revision.

1.	<p><u>Example 1: Modify Expense Report with Status of Pending (Follow Steps 1-10)</u></p> <p>From the main Menu, click the Employee Self-Service link. </p>
2.	<p>From the Employee Self-Service menu, click the Travel and Expense Center link.</p> <p></p>
3.	<p>From the <i>Employee Travel and Expense Center</i> menu, Expense Report section:</p>  <p>Click the Modify link.</p>
4.	<p>In the Expense Report window, Find an Existing Value tab, the Search by field defaults to Report ID.</p>  <p>If you know the Report ID number, enter it in the begins with field.</p> <p>If the Report ID is unknown, leave the begins with field blank, and click the Search button.</p> <p></p> <p>For our example, we will assume that the expense report ID number is unknown.</p>

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5.	<p>To search for a list of existing expense reports by Report ID number:</p> <p>Click the Search button. </p>
6.	<p>The Search Results screen displays a list of expense reports by Report ID number, in descending order.</p>  <p>The Report Status column shows <i>Pending</i> because the system only allows you to make changes to an expense report when it is in Pending status.</p>  <p>Note: If no results display, you may not have any expense reports in a Pending status. Or, there may be a number entered in the Search by Report ID begins with field that is restricting the search.</p>
7.	<p>In the Report ID column, click on the hyperlink of the expense report you wish to modify.</p>  <p>In our example, we will choose Expense Report 0000000380, described as <i>Wind Power 2009 Conference</i>.</p>
8.	<p>In the Expense Report Entry screen, make updates to the expense report, as needed.</p>  <p>Note: For details on adding expenses and/or copying them, refer to the topic, Create Expense Report for Yourself.</p> <p>For example, to add a new expense, click the Add button. </p>
9.	<p>If you wish to keep making changes to the expense report:</p> <p>Click the Save For Later button. </p> <p>To submit the expense report for approval, click . Skip to Step 15.</p>
10.	<p>To return to the previous screen to modify another expense report, click the Return to Travel and Expense Center link.  Repeat Steps 3-9.</p>

11.

Example 2: Email Notification - Sent Back for Revision (Follow Steps 11- 23)

If an expense report was submitted for approval, but is sent back to the employee for revision, the employee traveler receives an email notification.

Subject Expense report 0000000381 for 458 has been sent back for revision.
The following expense report has been SENT BACK for revision:

Employee ID:	TRAVEL12
Employee Name:	TRAVELER,LARRY
Submission Date:	2009-05-18
Report Description:	Budget Meetings at Ohio St.
Report ID:	0000000381
Business Purpose:	Business
Amount:	458 USD

The **Subject** line will identify the Expense Report ID number (*e.g.* 0000000381) and the dollar amount (*e.g.* 458).

If you are already logged into e-Reimbursement, you may click on the hyperlink at the bottom of the email to go directly to the specified expense report.

Otherwise, the hyperlink will display a system login screen for e-Reimbursement; then, you can navigate to the expense report.

12.

Example of Expense Report Sent Back for Revision (continued)

Expense Report Entry
LARRY TRAVELER [User Defaults](#)
Sent Back For Revision By: TRAVELAPPROVER,LARRY

In the **Expense Report Entry** screen, the system identifies that the expense report is *Sent Back For Revision*, as well as the name of the person who sent it back (*e.g.* Larry TravelApprover).

Comments entered by the Travel Approver or Travel Auditor will display as a hyperlink below the Report ID number, (*e.g.* Please separate the Meals expense from the Lodging expense).

Report ID: 0000000381
Please separate the Meals expense from the Lodging expense

To view the comments in their entirety, click anywhere on the comments' hyperlink.







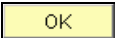
If the Travel Approver did not approve the expense due to a policy issue, the **Overview** tab displays an **Issue** column and the reason the expense was not allowed (*e.g.* Out of Policy).

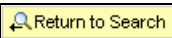

Issue
Out of Policy

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13.	<p><u>Example of Expense Report Sent Back for Revision (continued)</u></p> <p>To gain more viewing area on the screen, you can collapse the main Menu on the left.</p>  <p>Click the Collapse Menu button  or press (Ctrl+Y).</p>
14.	<p><u>Example of Expense Report Sent Back for Revision (continued)</u></p> <p>After making changes to the expense report, you can resubmit it for approval.</p> <p>Click the Submit button. </p>
15.	<p><u>Submit/Resubmit Expense Report for Approval</u></p> <p>Each time you submit or resubmit an expense report for approval, 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>
16.	<p>To accept responsibility for the expense report, click the OK button. </p>
17.	<p>In the Submit Confirmation window, the Expense Report Totals are displayed.</p>  <p>Verify the dollar amounts.</p> <p>If incorrect, click  to return to the expense report entry screen.</p> <p>Note: This is your <u>final opportunity</u> to cancel.</p>
18.	<p>To OK the expense report totals, and submit for approval, click the OK button. </p>

19.	<p>After submission, the expense report reappears in <i>View</i> mode.</p> <p>In the <i>View Expense Report</i>, Expense Report Detail screen:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>View Expense Report</p> <p>Expense Report Detail</p> <p>LARRY TRAVELER</p> </div> <p>The Report ID number remains the same (e.g. 0000000381).</p> <p>The Status field reads, <i>Submission in Process</i>.</p> <p>Note: Now you will not be able to modify this expense report, unless the travel approver sends it back again for revision.</p>																								
20.	<p><u>Example of Expense Report Sent Back for Revision (continued)</u></p> <p>Scroll down to the bottom of the screen. The Action History section records the routing of the expense report to date.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="4">Action History</th> </tr> <tr style="font-size: small;"> <th>Profile</th> <th>Name</th> <th>Action</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr style="background-color: #e6e6e6;"> <td></td> <td>TRAVELER,LARRY</td> <td>Submitted</td> <td>05/18/2009 9:25:36AM</td> </tr> <tr> <td>Approver</td> <td>TRAVELAPPROVER,LARRY</td> <td>Sent Back For Revision</td> <td>05/18/2009 9:27:36AM</td> </tr> </tbody> </table> <p>When finished, click the Return to Search button. </p>	Action History				Profile	Name	Action	Date/Time		TRAVELER,LARRY	Submitted	05/18/2009 9:25:36AM	Approver	TRAVELAPPROVER,LARRY	Sent Back For Revision	05/18/2009 9:27:36AM								
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21.	<p>In the Expense Report, Search Results screen:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Search Results</p> <p style="text-align: right;">View All First ◀ 1-3 of 3 ▶ Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th>Report ID</th> <th>Report Description</th> <th>Name</th> <th>EmplID</th> <th>Report Status</th> <th>Creation Date</th> </tr> </thead> <tbody> <tr style="background-color: #e6e6e6;"> <td>0000000381</td> <td>Budget Meetings at Ohio St.</td> <td>TRAVELER,LARRY TRAVEL12</td> <td></td> <td>Submitted</td> <td>05/18/2009</td> </tr> <tr> <td>0000000380</td> <td>Wind Power 2009 Conference</td> <td>TRAVELER,LARRY TRAVEL12</td> <td></td> <td>Pending</td> <td>05/15/2009</td> </tr> <tr style="background-color: #e6e6e6;"> <td>0000000366</td> <td>APR09 Field trip to St. Louis</td> <td>TRAVELER,LARRY TRAVEL12</td> <td></td> <td>Pending</td> <td>04/21/2009</td> </tr> </tbody> </table> </div> <p>The Report Status indicates, <i>Submitted</i>, for the expense report you resubmitted for approval.</p> <p>Reminder: You are only allowed to modify expense reports that are in a <i>Pending</i> status.</p>	Report ID	Report Description	Name	EmplID	Report Status	Creation Date	0000000381	Budget Meetings at Ohio St.	TRAVELER,LARRY TRAVEL12		Submitted	05/18/2009	0000000380	Wind Power 2009 Conference	TRAVELER,LARRY TRAVEL12		Pending	05/15/2009	0000000366	APR09 Field trip to St. Louis	TRAVELER,LARRY TRAVEL12		Pending	04/21/2009
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22.	<p>To return to the main Menu, click the Home hyperlink, located at the top right portion of the screen. </p>																								
23.	<p>You have successfully modified an expense report with a status of <i>Pending</i>, and resubmitted it for approval.</p> <p>End of Procedure.</p>																								