How to Create an Expense Report in e-Reimbursement

*Note: A video demonstration can be found [here](#).*

1. Sign into e-Reimbursement.
2. Click the Expenses tile, then Create Expense Report.

**GENERAL INFORMATION**

3. Enter the details of the reimbursement on the General Information page.
   
   **A.** If working as an alternate, select the employee you are working with by clicking the green drop-down menu and selecting ‘Change Employee’. This must be done first; if the employee is changed later, any information will have to be re-entered.
   
   **B.** Business Purpose - Choose the one that best describes the reimbursement. More information is available [here](#).
   
   **C.** Description - Brief description that will show in emails and your e-Reimbursement queue.
   
   **D.** Default Location - Primary location of your trip. Choose your headquarter city for non-travel claims.
   
   **E.** Reference - Select in-state, out-of-state, or foreign, based on where the destination is in relation to your headquarter city. For non-travel claims, select “Not a Travel Related report”.
F. Date of departure/return - Dates of your business travel. Do not include personal
vacation days in these dates.

G. Attach Receipt – review the Receipt Requirement here.

H. Accounting Defaults – the funding entered here will be applied to all expense lines.

I. Justification - Notes can be added by travelers, alternates, approvers, and auditors.

Policy Note: The traveler must enter at least one note prior to submission. This is where
the traveler explains the details of the trip and provides any necessary justifications.

J. Custom Funding – displays your default funding. You can add funding strings for future
use while on this screen by clicking “Use Custom Values.

EXPENSE ENTRY

4. There are three ways to add expense lines:

A. Add Expense - add a single expense line.

B. Add from My Wallet - select items from My Wallet. More information on working
with My Wallet is available on Accounting Service’s website.

C. Quick-Fill - add multiple expense lines at once.

   i. Update the dates to match the dates of the trip
   ii. For the needed Expense Types, select either “One Day” to enter a single
       expense line, or “All Days” to add one expense line for every day. Click “Done”.

Note: Once you begin entering expenses, SFS auto-saves every time a change is made.
5. Enter the details of your expenses.

A. The pencil/notepad icon returns you to the **General Information** screen.
B. Expenses can be added, deleted, or filtered using the buttons above the left panel.
C. Navigate between expense lines using the panel on the left side. Expenses are displayed in chronological order.
D. Enter the **date** of the expense.
E. Enter the **Expense Type**. More information on Expense Types can be found [here](#). Additional information may be required based on the Expense Type chosen.
F. Enter a **description** of the expense. This is required for certain Expense Types.
G. Enter the **payment** type

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Funds</td>
<td>Expenses paid out-of-pocket by the traveler.</td>
</tr>
<tr>
<td>Prepaid Purchasing Card</td>
<td>Expenses paid on a P-Card.</td>
</tr>
<tr>
<td>US Bank Corporate Card</td>
<td>Expenses paid on your Corporate Card. These expenses will be paid directly to US Bank.</td>
</tr>
</tbody>
</table>

**Policy Note:** *It is required to account for all expenses related to the trip on an Expense Reimbursement, even if the expense was paid on a P-Card.*

H. Enter the **amount**. There is a currency converter available in e-Reimbursement. It is recommended that travelers manually convert the amounts and enter only US Dollars in this field.
I. If necessary, modify the **Accounting** for this expense line. This defaults to the funding set on the Accounting Default screen. The account code is determined by the Expense Type.
J. Use the **Personal Expense** button to mark an expense non-reimbursable. *This should not be used for P-Card transactions;* P-Card transactions use the Prepaid Purchasing Card payment type and are not reimbursed to the traveler. The Personal Expense button should be used for true personal expenses (ex: portion of a rental car used for personal vacation) and other non-reimbursable expenses, even if they weren’t personal (ex: airfare was paid by the host conference). This button only works with Personal Funds and US Bank Corporate Card payment types.

**Additional notes about expense entry:**

- **First/Last Day meal deductions must be manually selected by the traveler.**
- **An error message may appear when entering a justification for exceeding the lodging nightly rate. This error is meaningless; click “OK” and move on:**

  Maximum number of records found matching specified key(s) -- others not included in list.

  When performing a Lookup, the database returned more rows than can be accommodated in the list box.

  Use a Partial Key value or Advanced Search to limit the number of rows returned or specify more characters to further qualify the key value.

  OK
REVIEW AND SUBMIT

6. Click on Review and Submit once all expenses have been entered. This takes you to the Expense Summary page.

A. Error Messages - Red flags must be cleared before submitting.

B. Expense Report Summary
   i. Total – total amount of the claim
   ii. Non-Reimburse – expenses marked as Personal Expenses.
   iii. Prepaid Expenses – expenses paid on the P-Card
   iv. Due to Employee – amount to be reimbursed to employee.
   v. Due to Supplier – amount to be paid to US Bank (Corporate Card expenses)

C. Cash Advance and Travel Authorization - More information on using Cash Advances and Travel Authorizations is available on Accounting Services’ website.

D. Justification – Traveler can add Notes here. This takes you to the same screen as the Justification box on the General Information page.

E. View Printable Report – populates a printable report. Make sure your pop-up blocker is not enabled.

F. Update Details – returns you to the expense entry page.

7. When the claim is complete, click Submit.

8. Review the Submission Confirmation, and click Submit.