

DMA V1 Updated: 11/8/16 Creating an Expense Report Job Aid

1. Non-state employees (including contractors) will not be reimbursed for travel expenses in the Peoplesoft expense module.
2. **NOTE:** Do not use the browser “back arrow” button.  This will take you out and your work will not be saved. Save your work often.
3. **ALWAYS USE INTERNET EXPLORER!** 

LET’S GET STARTED HERE: (Practice/Test environment)

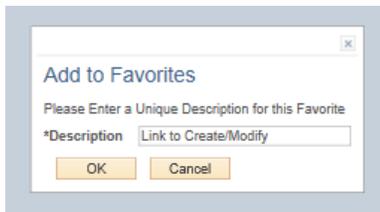
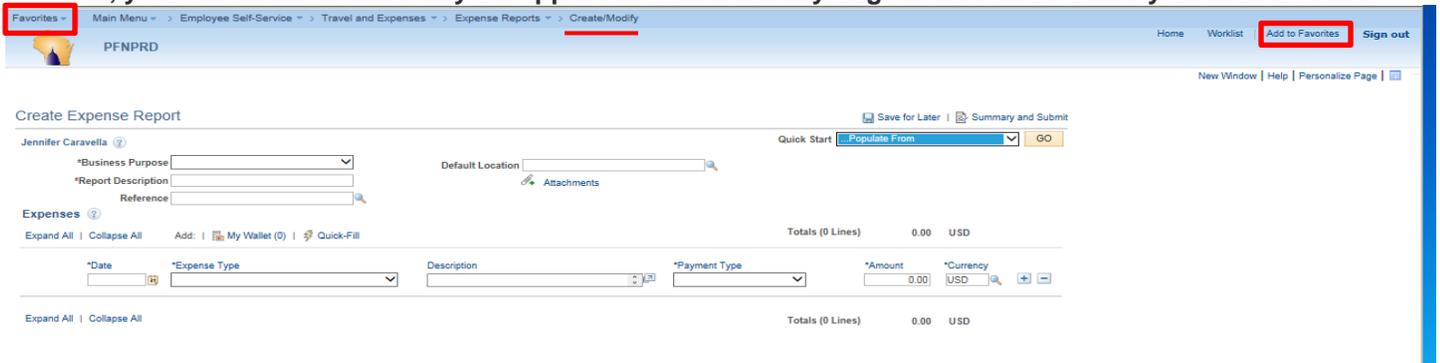
<https://wi-pfndev.wi.gov> This site will allow you to practice learning in the training (sandbox) environment which will not impact the live environment. Use your IAM login and password for access.

HERE’S THE “REAL” VOUCHER ENTRY SITE: (Live environment) <https://starfin.wi.gov>

- SAVE THIS SITE AS A SHORT CUT ON YOUR FAVORITES
- YOU CAN GO HERE TO SEE PREVIOUSLY ENTERED EXPENSE REPORTS AND COPY THEM TO CREATE NEW EXPENSE REPORTS

HOW TO ADD A QUICK WAY TO GET THE PLACE TO ADD YOUR VOUCHER....ADD IT TO YOUR FAVORITES:

1. Go to the live environment
2. Log in
3. Follow breadcrumbs to “Create & Modify”
4. Click “Add”
5. Name your new favorite and click “OK”
6. Now, you can click Favorites in your upper left corner when you go to live site to enter your new voucher



Enter your User ID and IAM Password.

Click, "Sign In" button

The image shows a user login interface. On the left, there are two input fields: "User ID" and "Password", with a "Sign In" button below them. At the bottom left, there is a link for "Set Trace Flags". On the right, under the heading "Select a Language", there is a list of languages in two columns: English, Dansk, Français, Italiano, Nederlands, Polski, Română, Svenska, Čeština, 한국어, 日本語, 繁體中文, UK English, Español, Deutsch, Français du Canada, Magyar, Norsk, Português, Suomi, Türkçe, Русский, 简体中文, and العربية.

Step	Action
1.	<p>Follow this breadcrumb trail: Main Menu > Employee Self Service >Travel Expenses > Expense Reports > Create/Modify</p> <p>The screenshot shows the Oracle HR Self-Service main menu. The breadcrumb trail is: Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The "Create/Modify" option is highlighted with a red box. The menu also includes sections for Favorites, Search Menu, Top Menu Features, Highlights, Recently Used, and Breadcrumbs.</p> <p>Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.</p>

Your **Employee ID number** will automatically populate. Click **Add** to get to the **Create Expense Report** page. (To search of an employee click the magnifying glass icon.)

Expense Report

Find an Existing Value

Add a New Value

Emp ID: 100068543



← Your Employee ID will automatically populate

Add

← Click

Find an Existing Value | Add a New Value

WHAT DO THESE SYMBOLS DO?

Embedded Help icons are placed in some group boxes to help you understand how to proceed through the page. Embedded Help windows provide basic information about the section. You can move this window anywhere on the page, which enables you to view the instructions while you enter data on the page.

The magnifying glass lets you look up locations and such

Clicking the calendar opens up dates to select from

Clicking the expand arrow opens up a larger text box”

Clicking the plus or minus buttons will add or delete additional expense entry lines

Clicking the drop down arrow will give you pre-populated choices

2.

Favorites ▾ Main Menu ▾ Employee Self-Service ▾ Travel and Expenses ▾ Expense Reports ▾ Create/Modify

All ▾ Search Advanced Search

Create Expense Report

Save for Later | Summary and Submit

Quick Start: GO

JENNIFER CARAVELLA

*Business Purpose **This * means the field is required** **Gives you choices**

Default Location

*Report Description

Reference **Looks up items for you**

Expenses

Expand All | Collapse All Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency	
<input type="text"/> Opens calendar	<input type="text"/>		<input type="text"/> Opens a text box	0.00	USD	Adds/delete lines

Expand All | Collapse All Totals (0 Lines) 0.00 USD

On the **Create Expense Report** page you will add expense lines and provide information that is specific for each expense type

3.

First, click the **Business Purpose** drop down arrow and select the item that best describes your purpose. **A separate Expense Report is needed for each "Business Purpose" that the employee had during the claim period.**

There are **6 Business Purposes** that you will use:

- 1. *Business Travel-In State*
- 2. *Business Travel-Out of State* < Choose business if you're attending a Conference/Convention/Training/Education as a Presenter, Instructor, Facilitator, Exhibitor or in a support role. If your event is a "meeting" always choose "Business"
- 3. *Confrence/Convention In-State*
- 4. *Confrence/Convention-Out of State* < Choose Conference/Convention if your main reason for attending the event is as a learner, to gain new knowledge.
- 5. *Training/Education-In State and*
- 6. *Training/Education-Out of State.* < Choose these if you are attending as a learner, to gain new knowledge.

4.

DIFFERENT BUSINESS PURPOSES????

According to your “practice hardcopy travel voucher, since Jennifer traveled in March 2015 **with different business purposes**...Jennifer would need to submit two expense reports for March as there are two different business purposes.
Example: 1. Travel – In State, and 2. Conference Out of State.

Next, type the travel period dates in the Report Description. Put in a numeric date of first and last travel. i.e.) Use your practice Travel Voucher for the date(s) to enter here.

Create Expense Report

JENNIFER CARAVELLA ?

*Business Purpose Business Travel-In State

Default Location

*Report Description March 17-18, 2015

*Add a short description

Reference

Expenses ?

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description
03/17/2015		

Expand All | Collapse All

5.

The **Reference** is **not required** but if you do, use it, select **General**.
The **Default location** is **not required**.

Create Expense Report

Save for Later | Summary and Submit

JENNIFER CARAVELLA ?

Quick Start ...Populate From GO

*Business Purpose Business Travel-In State

Default Location Not required

*Report Description March 17-18, 2015

Attachments

Reference Not required

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Totals (0 Lines) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
				0.00	USD

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

Next select the **Date** and **Expense Type** dropdown menu and select the list item you wish to enter. The system determines the remaining fields for the expense type as soon as the expense type is selected. Click this often!

Create Expense Report

Save for Later | Summary and Submit

JENNIFER CARAVELLA ?

Actions ...Choose an Action GO

*Business Purpose Business Travel-In State

Default Location Not required

*Report Description March 17-18, 2015

Attachments

Reference Not required

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Totals (1 Line) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
03/17/2015	Meals In-State Overnight	Headquarters: 2400 Wright St. Madison,	Payroll	0.00	USD

*Billing Type: Billable Don't change this

Location: Milwaukee, WI This should be the location where you spend the night.

Accounting Details ?

6.

Carefully choose the **expense type** that best fits your expense!

For example, if you select 'Mileage Car' STAR will automatically calculate the number of miles by \$0.510 per mile. Selecting 'Mileage Car (TD)' will automatically calculate the number of miles you enter by the turndown rate of \$0.352. (Turn Down rate is the per mile reimbursement rate a traveler receives if they choose to drive their own vehicle rather than using an available state fleet vehicle.)

Refer to [State of WI Pocket Travel Guide](#) for current mileage reimbursement rates and general travel information.

You may be asked to supply more details for some of the expenses you are entering. For example, if you are entering a mileage expense you will need to supply Originating Location and Destination Location (City and State) and number of miles.

Use the **Description** field to enter a description of the expense transaction. The **Description** field must be expanded by clicking on small arrow at right of **Description** field.

The screenshot shows the 'Expenses' section of a software interface. At the top, there are controls for 'Expand All', 'Collapse All', and 'Add: My Wallet (0) Quick-Fill'. A table of expenses is displayed with columns for Date, Expense Type, Description, Payment Type, Amount, and Currency. The first row shows a date of 03/17/2018, Expense Type 'Meals In-State Overnight', Description 'Headqtrs: Madison', Payment Type 'Payroll', Amount '48.00', and Currency 'USD'. The 'Description' field is highlighted with a red box, and a red arrow points to a small arrow icon at the end of the field, indicating it is expanded. Below the table, there are options for 'Billing Type' (set to 'Billable'), 'Location' (set to 'Milwaukee, WI'), and checkboxes for 'Receipt Split', 'Default Rate', 'Non-Reimbursable', and 'No Receipt'. The 'Exchange Rate' is set to 1.00000000. At the bottom, there are 'Accounting Details' and another 'Expand All | Collapse All' control.

The description must have sufficient detail to show that appropriate DMA business was conducted. **Employee headquarter location should be included in the description field for the first line of travel.** Abbreviations should be chosen carefully so that the business purpose is clear to an outside auditor. In the case of training events, the type of training involved should be noted and whether it was conducted by DMA or an outside agency.

7.

Departure and return times are required whenever an employee claims meal reimbursement. The system does not have specific fields for the times. **Employees are required to use the line description field to identify the departure and return times for meal claims.**

The screenshot shows a detailed view of the 'Expense Report Entry' form. The 'Description' field is expanded, showing a detailed text entry: 'Headqtrs: Madison', 'Attended 2 day State DMA HR Meeting @ Milw.', 'Dpt Madison 3/17/16 @7AM', 'Arrd Milw @ 8:15AM', 'Dpt Milw 3/18/15 @ 4PM', 'Arrd Madison @ 5:15PM', 'Lunch & Dinner on 3/17/15', 'Breakfast & Lunch on 3/18/15', and 'Stayed at Knight's Inn on the 17th'. A red arrow points from the 'Description' field in the previous screenshot to this detailed view. Below the text entry, there is a red box with the text 'Allows for only 254 CHARACTERS! Be concise!'. At the bottom of the form, there is a 'Return' button.

	<p>Mileage claims must show where the employee traveled and must include location where travel started, what stops were made and location where travel ended.</p> <p>In the first line of travel expenses for over-night travel the Description field should include:</p> <ol style="list-style-type: none"> 1) Employee's headquarter address 2) Explain in detail the purpose of the trip. 3) Departure and return times (time you left to begin business trip and time you returned at end of business trip) 4) Locations for departure-destination(s)-return (where trip began, stops along the way and where it ended)
8.	<p>The Payment Type field should default and always be Payroll. The expense will be reimbursed on your pay check during the payroll process. P-card transactions will not be selected.</p>
9.	<p>Use the Amount field to enter the amount that you spent for the expense. When you select mileage the amount will be automatically calculated after you enter the number of miles in the Miles field. You will not be able to override the calculated values.</p>
10.	<p>Select the appropriate Billing Type for the expense transaction. This field will always be defaulted to Billable and should not be changed.</p>
11.	<p>NO RECEIPT?</p> <p>In rare instances you may not have a required receipt to substantiate an expense item. If that occurs select No Receipt and provide a detailed explanation in the description box. Selecting No Receipt does not absolve you from having to submit a receipt for certain reimbursable charges.</p> <p> Receipt requirements are found in the OSER Uniform Travel Schedule Amounts</p> <hr/> <p>Modify Expense Report</p> <p>JENNIFER CARAVELLA ?</p> <p>*Business Purpose <input type="text" value="Business Travel-In State"/> <input type="button" value="v"/></p> <p>*Report Description <input type="text" value="March 17 - 19, 2015"/></p> <p>Reference <input type="text"/> <input type="button" value="m"/></p> <p>Expenses ?</p> <p>Report 0000000810 Pending</p> <p>Default Location <input type="text"/> <input type="button" value="m"/></p> <p><input type="button" value="Attachments"/></p> <p>No attachments needed at this time. </p> <p>Receipts <u>will not</u> be attached at this time. You are required to attach your receipts and all other required documents to the <u>hard copy</u> of the expense report you will <u>print out and sign</u>. At some point in the future we will use this feature and you will be notified when to use it. You will need to add attachments to your expense report. In STAR, you will add all your required attachments such as an agenda or approved out-of-state travel authorization form using the Attachments link. You will not electronically add attachments on each line of your report, but to the header of the report. If original receipts are required they may be sent via mail to the DMA, SBF 2400 Wright St. P.O. Box 14587. Include your name and STAR expense report ID# which appears at the top of your newly created travel expense report.</p>
A.	<p>HOTEL RECEIPT ON YOUR P-CARD?</p> <p>A copy of your hotel receipt needs to be attached to your printed travel voucher if you put the hotel on your P-Card.</p> <p>RENTAL CAR?if not on a P-Card</p> <p>For some expense types such as rental cars, you will need to select a Merchant. The merchant used for this expense line is either preferred or non-preferred merchant.</p> <p>If you select Preferred, you must select from a list of merchants with whom your agency has a contractual agreement. The merchant list varies according to the expense type. Below is an example of a Preferred</p>

Merchant for Rental Cars. (In most cases a Pcard will be used for car rental)

*Date: 03/10/2015
 *Expense Type: Vehicle Rental
 *Billing Type: Billable
 *Merchant: Preferred (selected)
 Merchant list: ENTERPRISE/NATIONAL, HERTZ

Expand the **Accounting Details** section to view or edit STAR ChartField coding strings. Click the **Expand Accounting Details** triangle. You have been provided your specific coding.

Create Expense Report

JENNIFER CARAVELLA

*Business Purpose: Business Travel-In State

Default Location

*Report Description: March 17-18, 2015

Reference

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date: 03/17/2015
 *Expense Type: Meals In-State Overnight
 *Billing Type: Billable
 Location: Milwaukee, WI
 *Description: Receipt S

Click → **Accounting Details**

Expand All | Collapse All

12.

Example of an accounting ChartFields

Accounting Details

Chartfields  Click this icon to expand your chart fields

Amount	*GL Unit	Monetary Amount	Chartfield Code	Rate	Bud Ref	Fund	Appropriation	Dept	Account	Program
48.00	46500	48.00 USD		1.00000000	FY2016			4651100EXA	7300000	

Should read FY17

Totals (1 Line) 48.00 USD

The following are required fields and all others will be left empty:

The **Amount** will have to be entered based on the percent of the expense to be charged to that Chartfield String. Refer to your coding sheet for the percent to be applied to each line.

The **GL Unit** should automatically populate with **46500**.

The **Bud Ref** will automatically populate with the current state fiscal year. If the travel occurred in a different

fiscal year, you will need to change it.

The **Fund** will always be **10000**, employee must enter.

The **Appropriation** will be filled in based on your specific coding.

The **Dept** (Department) will be automatically populate based on your default coding. If another is department is going to be used employee must change.

The **Account** field will default to 730000 and **will need to be changed based on type of travel**. You will use 1 of 4 options based on type of travel: **7312000 Travel Employee In-WI Business**, **7314000 Travel EE In-WI Conf Conv Trng**, **7316000 Travel EE Out-of-WI Business**, or **7318000 Travel EE OutWI Conf Conv Trng**.

Program is left blank

The **PC Bus Unit** is required and will always be **46500**. (Yes the same as the GL Unit.)

The **Project** will need to be filled in based on your specific coding.

Amount	GL Unit	Bud Ref	Fund	Appropriation	Dept	Account	PC Bus Unit	Project	Activity	
Employee Updates	46500	FYXXXX	10000	Employee Updates	Employee Updates	See your account codes	46500	Employee Updates	Employee Updates	

You will have 1 to 4 lines of code in the chartfield based on how your position is funded.

Use your personalized coding for this section.

13.

Click **Save For Later** to save the expense report when you have completed filling out the report or want to come back to it later to add more information. The system “times out” every 20 minutes. If you are ready to submit, click **Summary and Submit**.

Save often! → **Save For Later** Summary and Submit

JENNIFER CARAVELLA ? Actions ...Choose an Action GO

*Business Purpose Business Travel-In State Default Location Attachments

*Report Description March 17-18, 2015 Reference

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill Totals (1 Line) 0.00 USD

RED ERROR MESSAGES?

When you add a new expense line, the system checks the expense transaction line you already entered for missing or invalid information. Fields that have errors display in red and/or have a red flag.

*Date 03/17/2016 *Expense Type Meals In-State NoOvernight *Description Headqtrs: Madison Attended ACST *Payment Type Payroll

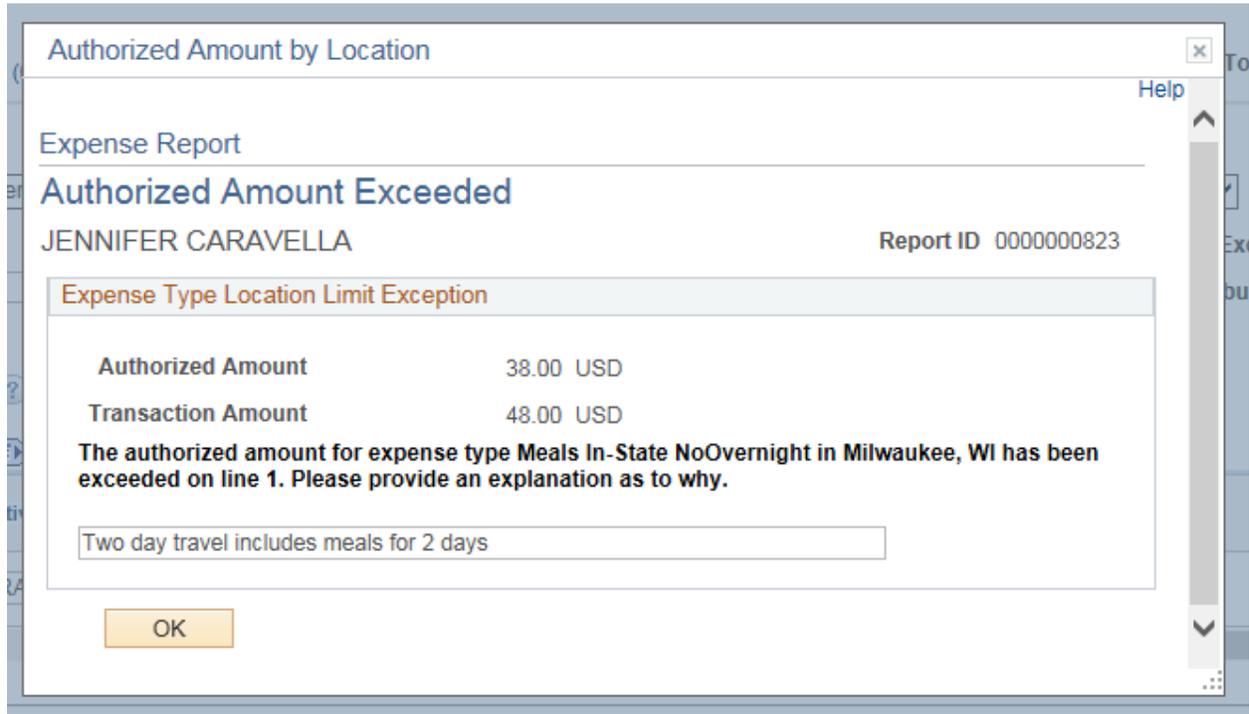
*Billing Type Billable Location Milwaukee, WI

Receipt Split Default Rate Non-Reimbursable No Receipt *Excha Reimburse

Click here to add an

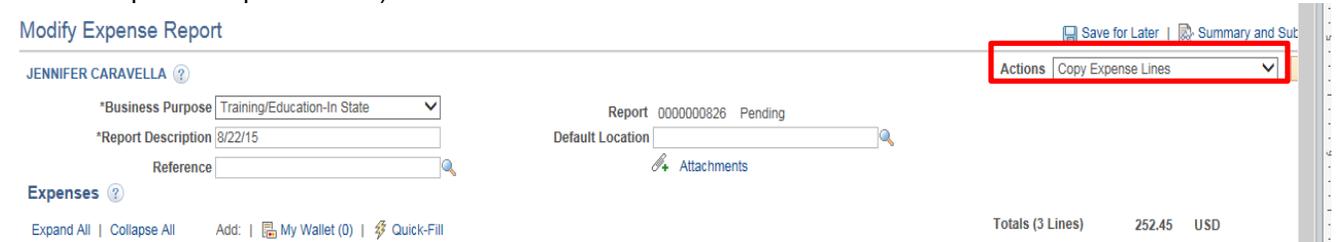
The system does not prevent you from continuing, but you cannot submit an expense report if there are errors. The error will have to be fixed before you can submit the report for reimbursement.

14.



15.

IMPORTANT! All “like” expense items require a STAR ChartField string. For instance if all mileage was incurred under the same business purpose/voucher, then combine the mileage and enter this data onto one expense entry line. Do the same for meals. (Make sure you detail each departure/arrival/locations/times and meal costs in the “description” drop down box).



To save some time you can go to the “Actions” button at the top right part of the screen to copy an expense line item. This will add another identical expense line. You will have to change any information specific to each new expense line. The “description” from the previous expense line should automatically copy when you copy a previous expense line.

16.

Copy Expense Lines

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

Copy Option

Copy to One Date To Date

Copy to Range of Dates From Date To Date Include Weekends Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Currency
<input type="checkbox"/>	Meals In-State Overnight	03/17/2015	48.00	USD

OK Cancel

Copy Expense Lines

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

Copy Option

Copy to One Date To Date

Copy to Range of Dates From Date To Date Include Weekends Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Currency
<input checked="" type="checkbox"/>	Meals In-State Overnight	03/17/2015	48.00	USD

OK Cancel

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Totals (2 Lines) 96.00 USD

*Date: 03/17/2015 *Expense Type: Meals In-State Overnight *Description: Headqtrs: Madison *Payment Type: Payroll *Amount: 48.00 *Currency: USD

*Billing Type: Billable Location: Milwaukee, WI

Receipt Split Default Rate Non-Reimbursable No Receipt

*Exchange Rate: 1.00000000 Reimbursement Amt: 48.00 USD

Accounting Details ?

Amount	Account	Program	Oper Unit	Product	PC Bus Unit	Project	Activity	Source Type	Category	Sub
48.00	XA 7312000				46500	4650STATE	TRAVEL_TRAINING			

This needs to change to your next expense

03/17/2015 Meals In-State Overnight Headqtrs: Madison Payroll 48.00 USD

*Billing Type: Billable Location: Milwaukee, WI

Receipt Split Default Rate Non-Reimbursable No Receipt

*Exchange Rate: 1.00000000 Reimbursement Amt: 48.00 USD

Accounting Details ?

17.

JENNIFER CARAVELLA

*Business Purpose: Business Travel-In State

*Report Description: March 17 - 18, 2015

Report: 0000000810 Pending Default Location:

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Totals (2 Lines) 106.08 USD

*Date: 03/17/2015 *Expense Type: Meals In-State Overnight *Description: Headqtrs: Madison *Payment Type: Payroll *Amount: 48.00 *Currency: USD

*Billing Type: Billable Location: Milwaukee, WI

Receipt Split Default Rate Non-Reimbursable No Receipt

*Exchange Rate: 1.00000000 Reimbursement Amt: 48.00 USD

Accounting Details ?

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Bud Ref	Fund	Appropriation	Dept	Account	Program	Oper Unit	Product	PC Bus Unit	Project	Activity	Source Type	Category
48.00	46500	48.00 USD		1.00000000	FY2016	100000	15000	4651110SHR	7312000				46500	4650STATE	TRAVEL_TRAINING		

03/17/2015 Mileage Car (TD) Headqtrs: Madison Payroll 58.08 USD

*Billing Type: Billable Originating Location: Madison, WI Destination Location: Milwaukee, WI

*Miles: 185 x 0.3520

Receipt Split Default Rate Non-Reimbursable No Receipt

*Exchange Rate: 1.00000000 Reimbursement Amt: 58.08 USD

Accounting Details ?

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Bud Ref	Fund	Appropriation	Dept	Account	Program	Oper Unit	Product	PC Bus Unit	Project	Activity	Source Type	Category
58.08	46500	58.08 USD		1.00000000	FY2016	100000	15000	4651110SHR	7300000				46500	4650STATE	TRAVEL_TRAINING		

These items needed to change

18.

Here is the chartfield screen. **You must do a print screen of the chartfield page and attach it to your expense report (below).** You will need to **sign, date, and then give the expense report to your supervisor for review, signature and date.** Make sure your chartfields have been expanded before printing!

PRINT THIS CHARTFIELD SCREEN...but expand chartfields!

JENNIFER CARAVELLA ? Actions: ...Choose an Action GO

*Business Purpose: Business Travel-In State Report: 0000000810 Pending
 *Report Description: March 17 - 18, 2015 Default Location: [Search]
 Reference: [Search] Attachments: [Add]

Expenses ? Totals (2 Lines) 106.08 USD

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
03/17/2015	Meals In-State Overnight	*Headqtrs: Madison	Payroll	48.00	USD

*Billing Type: Billable *Exchange Rate: 1.00000000
 Location: Milwaukee, WI Reimbursement Amt: 48.00 USD
 Default Rate Non-Reimbursable No Receipt

Accounting Details ?

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Bud Ref	Fund	Appropriation	Dept	Account	Program	Oper Unit	Product	PC Bus Unit	Project	Activity	Source Type	Category
48.00	48600	48.00 USD		1.00000000	FY2018	10000	15000	4851110SHR	7312000	B3127			48500	4850STATE	TRAVEL_TRAINING		

This is a chartfield →

03/17/2015 Mileage Car (TD) *Headqtrs: Madison Payroll 58.08 USD

*Billing Type: Billable *Exchange Rate: 1.00000000
 Originating Location: Madison, WI Reimbursement Amt: 58.08 USD
 Destination Location: Milwaukee, WI Default Rate Non-Reimbursable No Receipt
 *Miles: 185 x 0.3520

Accounting Details ?

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Bud Ref	Fund	Appropriation	Dept	Account	Program	Oper Unit	Product	PC Bus Unit	Project	Activity	Source Type	Category
58.08	48500	58.08 USD		1.00000000	FY2018	10000	15000	4851110SHR	7300000	B3127			48500	4850STATE	TRAVEL_TRAINING		

Make sure you've clicked this chartfield icon before printing this screen.

19.

All chartfield information from Amount to Activity must be shown and must be large enough to be read. It is recommended that you:

1. "Right click" on this screen
2. Select "Print Preview"
3. Select "landscape" orientation
4. Change view % to the view that shows all expanded chartfields
5. Print & Sign this report
6. Use the Ctrl key and the + or - key to make the page bigger or smaller for better printing



You must then click the **Summary and Submit** button on the next page.

Modify Expense Report

JENNIFER CARAVELLA

Business Purpose: Business Travel-In State
Report Description: March 17 - 18, 2015
Reference: [Search]
Report: 000000823 Pending
Default Location: [Search]
Attachments: [Add]

Save for Later | **Summary and Submit** ← Click
Actions: Copy Expense Lines | GO

Expenses

Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

Totals (2 Lines) 132.15 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency											
03/17/2015	Meals In-State Overnight	Headqtrs: Madison	Payroll	48.00	USD											
*Billing Type: Billable Location: Milwaukee, WI																
*Exchange Rate: 1.00000000 Reimbursement Amt: 48.00 USD																
<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt																
Accounting Details																
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Bud Ref	Fund	Appropriation	Dept	Account	Program	Oper Unit	Product	PC Bus Unit	Project	Activity	Source Type
48.00	46500	48.00 USD		1.00000000	FY2016	10000	15000	4651100EXA	7312000				46500	4650STATEC	TRAVEL_TRAININ	

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency											
03/17/2015	Mileage Car	Headqtrs: Madison	Payroll	84.15	USD											
*Billing Type: Billable Originating Location: [Search] Destination Location: Milwaukee, WI																
*Miles: 165 x 0.5100																
*Exchange Rate: 1.00000000 Reimbursement Amt: 84.15 USD																
<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt																
Accounting Details																
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Bud Ref	Fund	Appropriation	Dept	Account	Program	Oper Unit	Product	PC Bus Unit	Project	Activity	Source Type
84.15	46500	84.15 USD		1.00000000	FY2016	10000	15000	4651100EXA	7312000				46500	4650STATEC	TRAVEL_TRAININ	

Expand All | Collapse All

Totals (2 Lines) 132.15 USD

20.

After reviewing the Expense Report and it is OK, select the [certification check](#) box to indicate that you agree with the certification statement.

*Business Purpose: Business Travel-In State
 *Description: March 17 - 18, 2015
 Reference:

Report: 000000823 Pending
 Created: 01/28/2016 JENNIFER CARAVELLA
 Last Updated: 02/19/2016 JENNIFER CARAVELLA

Actions:

[Totals](#) [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments](#)

Employee Expenses (2 Lines)	132.15 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		132.15 USD		Amount Due to Supplier	
				0.00 USD	

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

21.

After you select this [check box](#), **Submit Expense Report** button becomes active.

Click the YELLOW [Submit Expense Report](#) box to access the **Save Confirmation** page.

22.

Use the **Save Confirmation** page to review your [expense report totals](#).

Expense Report

Save Confirmation

[Totals](#)

Employee Expenses (2 Lines)	132.15 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		132.15 USD		Amount Due to Supplier	
				0.00 USD	

23.

If you want more information about what is included in each amount. Click **Help**.



24.

Use the **Help - Totals** window to understand how total amounts are calculated by the system.

Help - Totals

Definition of Totals

Employee Expenses: The total amount accrued on the expense report.

Non-Reimbursable Expenses: The sum of all expenses that are marked or were denied by an approver.

Employee Credits: Any credit adjustments made to expenses paid by us that results in the employee being reimbursed.

25.

Click on the "X" to close the window when you have finished reading.

26.

If everything is correct, click **OK** to submit the expense report.

The expense report is added to the approval process flow. If you have submitted a report and it has not yet been approved, you can make changes to that report. If you need to make a change to a non-approved report, you will need to view the report using the **View Reports** link, **withdraw** the expense report and modify it using **Create/Modify Reports**. These processes are covered in more detail in the sub-processes in [STAR Expense Entry Report Tools](#).

27.

After you submit the report the system returns you to a summary View Expense Report page.

Click **View printable Version**

View Expense Report Expense Details

Actions ...Choose an Action GO

Your expense report 000000823 has been submitted for approval.

Business Purpose	Business Travel-In State	Report	000000823	Submission in Process
Description	March 17 - 18, 2015	Created	01/28/2016	JENNIFER CARAVELLA
Reference		Last Updated	02/19/2016	JENNIFER CARAVELLA

Totals ? View Printable Version View Analytics Notes

Employee Expenses (2 Lines)	132.15 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 132.15 USD Amount Due to Supplier 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Refresh Approval Status

28.

The **expense report number** is displayed at the top and in red.

Expense Report Print Expense Report

JENNIFER CARAVELLA

Description	March 17 - 18, 2015	Report 000000823	Submission in Process
Business Purpose	Business Travel-In State		

↑
Click

Date	Expense Type	Non-Reimbursable	No Receipt Additional Information	Receipt Required	Payment Type	Transaction Amt Merchant	Exchange Rate Location	Amount
03/17/2015	Meals In-State Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Payroll	48.00 USD	1.00000000 Milwaukee, WI	48.00 USD
Headqtrs: Madison								
03/17/2015	Mileage Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Payroll	84.15 USD	1.00000000 Milwaukee, WI	84.15 USD
Headqtrs: Madison								

Employee Expenses	132.15 USD	Non-Reimbursable Expenses	0.00 USD	Amount Due to Supplier	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Amount Due to Employee	132.15 USD

If your screen asks you to allow "pop ups," say, "Yes." This will then bump to you the home page and then you should follow steps 29 through 32.

Sometimes you won't be sent to the printable report and instead will be kicked out to this page.

If this screen shows up click on:

1. "Summary" and then
2. "View printable Version" and
3. "Print Expense Report" again

View Expense Report Summary

JENNIFER CARAVELLA Actions: Choose an Action GO

Business Purpose: Business Travel-In State Report: 0000000844 Submission in Process

Report Description: March 17-18, 2015

Reference

Expenses Totals (2 Lines) 132.15 USD

Expand All | Collapse All

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
03/17/2015	Meals In-State Overnight	Hdqters: Madison	Payroll	48.00	USD
03/17/2015	Mileage Car	Hdqters: Madison	Payroll	84.15	USD

Expand All | Collapse All Totals (2 Lines) 132.15 USD

ORACLE Expense Report

PeopleSoft Expenses EXC4500

Employee JENNIFER CARAVELLA	Report 0000000832
Reference	Business Purpose Business Travel-In State

Print and Sign this report

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant		Location		
03/17/2015	Meals In-State Overnight				Payroll	48.00 USD	1.00	48.00 USD
Hdqters:Madison Attended							Milwaukee, WI	
03/17/2015	Mileage Car				Payroll	84.15 USD	1.00	84.15 USD
Hdqters:Madison Attended							Milwaukee, WI	

Employee Expenses	132.15 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	0.00 USD
Amount Due to Supplier	0.00 USD
Amount Due to Employee	132.15 USD

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	4651100EXA	CARAVJXSAR		02/19/2016	2/19/2016	Page 1 of 1

Sometimes you will have to go all the way “back” out of the system and go “Home” and then move through this breadcrumb trail to print your report...

29.

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Expense Reports ▾ > View

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Realtime Search

Keyword Search

Search Criteria

Report ID:

Report Description:

Name:

Empl ID:

Report Status:

Creation Date:

Case Sensitive

Click search

Search

Clear

Basic Search

Save Search Criteria

No matching values were found.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Realtime Search Keyword Search

Search Criteria

Report ID: begins with

Report Description: begins with

Name: begins with

Empl ID: begins with 100088543

Report Status: =

Creation Date: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Find and click on your saved voucher to pull it back up

View All First 1-11 of 11 Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000000832	March 17-18, 2015	CARAVELLA,JENNIFER	100088543	In Process	02/19/2016
000000830	March 17-18, 2015	CARAVELLA,JENNIFER	100088543	In Process	02/19/2016
000000828	March 17-18, 2015	CARAVELLA,JENNIFER	100088543	In Process	02/17/2016
000000826	8/21/15-8/22/15	CARAVELLA,JENNIFER	100088543	In Process	02/03/2016
000000825	8/13 & 8/20/16	CARAVELLA,JENNIFER	100088543	In Process	02/03/2016
000000824	1/13/16 & 1/20/16	CARAVELLA,JENNIFER	100088543	In Process	02/03/2016
000000823	March 17 - 18, 2015	CARAVELLA,JENNIFER	100088543	In Process	01/28/2016
000000810	March 17 - 19, 2015	CARAVELLA,JENNIFER	100088543	Pending	01/26/2016
000000783	Travel to a conference	CARAVELLA,JENNIFER	100088543	Pending	12/21/2015
000000825	Attended ASTD Conference	CARAVELLA,JENNIFER	100088543	Pending	09/17/2015
000000246	08.26.15-08.26.15	CARAVELLA,JENNIFER	100088543	Pending	08/28/2015

30.

View Expense Report

Expense Details

JENNIFER CARAVELLA

Business Purpose Business Travel-In State

Description March 17-18, 2015

Reference

Report 000000832 Submission in Process

Created 02/19/2016 JENNIFER CARAVELLA

Last Updated 02/19/2016 JENNIFER CARAVELLA

Actions Choose an Action GO

Totals

View Printable Version

View Analytics

Notes

Employee Expenses (2 Lines)	132.15 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 132.15 USD Amount Due to Supplier 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Refresh Approval Status

Previous in List Next in List

Click

31.

Expense Report

Click



Print Expense Report

JENNIFER CARAVELLA

Description March 17-18, 2015

Report 000000832 Submission in Process

Business Purpose Business Travel-In State

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amt	Exchange Rate	Amount
Description			Additional Information			Merchant	Location	
03/17/2015	Meals In-State Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Payroll	48.00 USD	1.00000000	48.00 USD
	Hdqtrs:Madison						Milwaukee, WI	
03/17/2015	Mileage Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Payroll	84.15 USD	1.00000000	84.15 USD
	Hdqtrs:Madison						Milwaukee, WI	
Employee Expenses		132.15 USD	Non-Reimbursable Expenses		0.00 USD	Amount Due to Supplier		0.00 USD
Cash Advances Applied		0.00 USD	Prepaid Expenses		0.00 USD	Amount Due to Employee		132.15 USD

32.

If this still doesn't print the report, click [summary and submit](#) and try steps 31 through 32 again.

Create Expense Report

Save for Later

Summary and Submit

JENNIFER CARAVELLA

Quick Start ...Populate From GO

*Business Purpose

Default Location

*Report Description

Attachments

Reference

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Totals (0 Lines) 0.00 USD

33.

You have successfully created and submitted an expense report.

Employee JENNIFER CARAVELLA	Report 0000000832
Reference	Business Purpose Business Travel-In State

Print and sign this Report!

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant		Location		
03/17/2015	Meals In-State Overnight				Payroll	48.00 USD	1.00	48.00 USD
Hdqtrs:Madison Attended						Milwaukee, WI		
03/17/2015	Mileage Car				Payroll	84.15 USD	1.00	84.15 USD
Hdqtrs:Madison Attended						Milwaukee, WI		

Employee Expenses	132.15 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	0.00 USD
Amount Due to Supplier	0.00 USD
Amount Due to Employee	132.15 USD

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	4651100EXA	CARAVJXSAR		02/19/2016	2/19/2016	Page 1 of 1

34.

SUPERVISORS will access the expense report in Peoplesoft, under **work list** to review and approve the employee's expense report.



Supervisors will receive an e-mail notification that an expense report has been submitted that needs review and approval. Supervisors need to ensure the validity and accuracy of the expenses and account codes. If no pending issues, the supervisor approves the expense report and it is available for the Pre-Pay Auditor. The supervisor **will sign the hard copy** of the expense report and ensure all required documents are attached. **The hard copy will then go to Karen Behling for final pre-pay audit and payment.**
Payment WILL NOT be approved until the paper copy is signed and the electronic voucher is submitted.

35.

Pre-Pay Auditor verifies required documents and receipts are attached, expenses are allowable and within UTSA maximums, descriptions contain sufficient detail, and it is not a duplicate payment. If no pending issues expense voucher is approved for payment. If there are issues, the expense report will be returned (electronic and paper copy) for correction.

Additional guidance on allowable expenses, conditions, required receipts and documentation can be found in the Office of State Employment Relations (OSER) Uniform Travel Schedule Amounts (UTSA), OSER Maximums for High-Cost Out-of-State Travel Amounts, State Bulletins and DMA/WEM guidance.

Tips:

Create a short cut in your favorites.

Use the "copy" function. You can copy expense lines or a previous expense report.

Do not use the browser "back button". This will take you out and your work will not be saved.

The “Control” and – button will decrease size of screen increase viewable area.

The “Control” and + button will increase size of screen and reduce viewable area

How to create a template for your next travel expense report....

Use the Quick Start function and **“Copy Existing Report”** for travel that is the same as past travel.

Create Expense Report

JENNIFER CARAVELLA ?

*Business Purpose Default Location Attachments

*Report Description Reference

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Totals (0 Lines) 0.00 USD

*Date *Expense Type Description *Payment Type *Amount 0.00 *Currency USD

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

Select “An Existing Report” drop down and “GO”

Create Expense Report

JENNIFER CARAVELLA ?

*Business Purpose Default Location Attachments

*Report Description Reference

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Totals (0 Lines) 0.00 USD

*Date *Expense Type Description *Payment Type *Amount 0.00 *Currency USD

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

Copy from Existing Expense Report

From Date 10/29/2014 To 01/29/2016 Search

Expense Reports

Select	Report ID	Description	Business Purpose	Status	Created
Select	000000823	March 17 - 19, 2015	Business Travel-In State	Pending	01/28/2016
Select	000000810	March 17 - 19, 2015	Business Travel-In State	Pending	01/26/2016
Select	000000783	Travel to a conference	Business Travel-In State	Pending	12/21/2015
Select	000000625	Attended ASTD Conference	Business Travel-In State	Pending	09/17/2015
Select	000000246	08.26.15-08.26.15	Business Travel-In State	Pending	08/28/2015

Return

Select a similar, previous travel voucher that will pre-fill data into your new travel voucher.