



# State of Wisconsin

## Department of Administration

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# Create an Expense Report

## Job Aid

### Version History

| Version | Date       | Editor         | Description   |
|---------|------------|----------------|---|
| 1.0     | 9/1/2015   | Kim Sell       | Initial Release   |
| 2.0     | 1/16/2018  | Stacey Beattie | General Updates & Attachment language updates   |
| 3.0     | 1/27/2019  | Stacey Beattie | Navigation and process updates due to Fluid and Image Updates   |
| 4.0     | 12/11/2019 | Stacey Beattie | Removal of PCard Transaction Payment type and Rewording of Personal Expense Exception   |
| 5.0     | 3/22/2021  | Stacey Beattie | Updates to screen display, change on Add Expenses due to Image updates and moved Modify to separate job aid                   |
| 6.0     | 1/24/2022  | Stacey Beattie | Update to clarify Date on expense line; Insert note about expense type and location not matching and subsequent error message |
| 7.0     | 4/1/2023   | Stacey Beattie | Updated with PUM2023 for Receipt Required and Duplicate Functionality   |
| 8.0     | 4/28/2024  | Stacey Beattie | Updated to include additional Expense Header fields and Meal Leave and Return Times   |



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## PURPOSE AND DESCRIPTION

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### **Purpose**

This document explains the sub-processes and key activities involved in the Creating an Expense Report sub-process. The Steps section of this document provides the step-by-step procedure to perform the key activities of the Creating an Expense Report sub-process.

### **Description**

The Creating an Expense Report sub-process is a step-by-step instruction on how to initiate an expense report and save it and submit it.

The key activities involved in the creating an expense report sub-processes are:

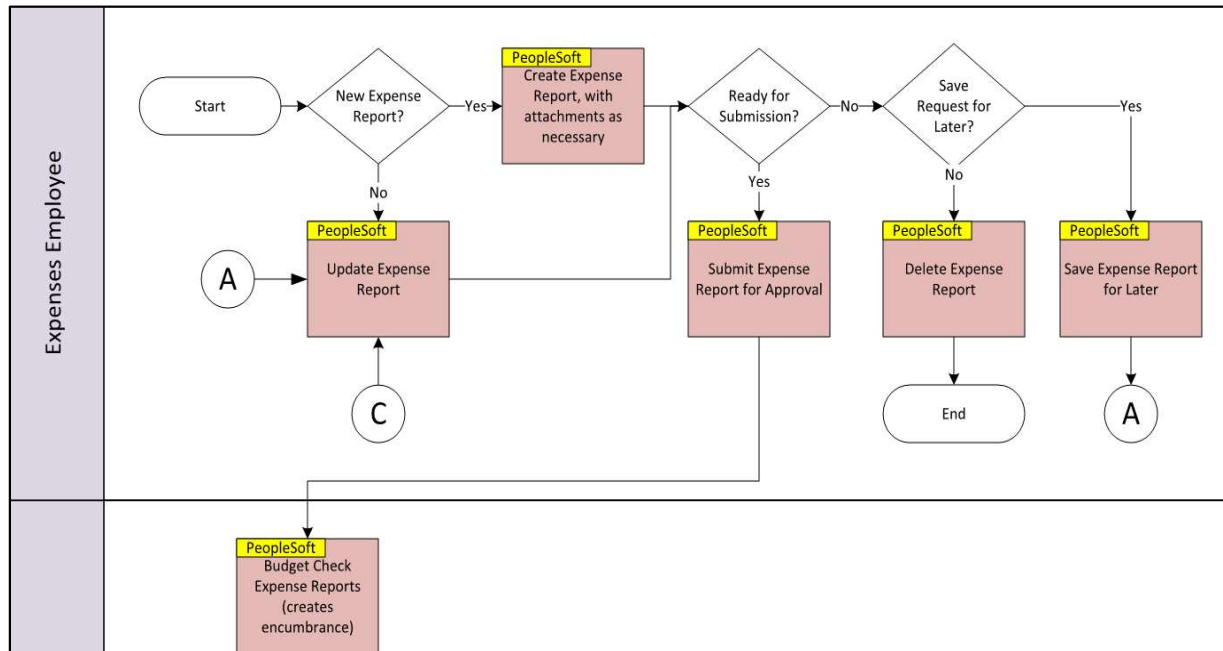
- Navigating to the Create Expense Report
- Understanding the Fields on the Page
- Filling out an Expense Report
- Save an Expense Report
- Submit an Expense Report



## TOPIC 1: CREATING AN EXPENSE REPORT

### Process Flow

Below is the business process flow for creating an Expense Report process. This process flow explains the flow of the various activities involved in this sub-process. This process flow will help you understand the system-generated actions as well as the tasks that are performed manually.



## TASK 1: CREATING AN EXPENSE REPORT

**Role: Expenses Employee**

There are multiple ways to enter an expense report. Follow the steps explained below.

- **STEP 1:** Navigate to the **FSCM Employee Self-Service** Home Page.



- **STEP 2:** Click on the **Travel and Expenses** tile.



- **STEP 3:** There are three different ways to enter an expense report.
  - Option 1 – Click on the **Create Expense Report** tile. (This will take you directly to the expense report entry page.)



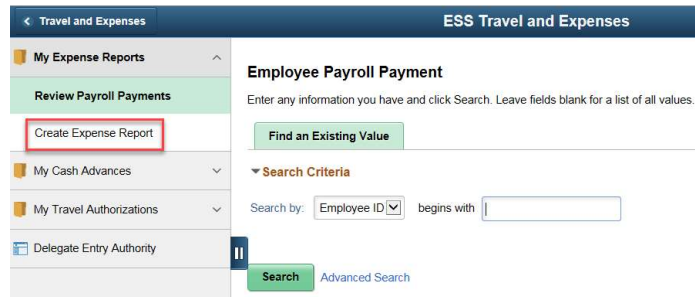
- Option 2 (Recommended) – Click on the **My Expense Reports** tile. (This allows you to review what expense reports you may have pending before you create a new one.)



- Option 3 – Click on the **ESS Travel and Expenses** tile.



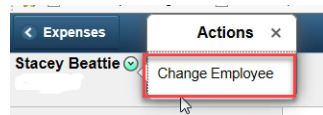
ESS Travel and Expenses Tile is displayed. Click on **Create Expense Report**. (This will take you directly to the expense report entry page and open a new window.)



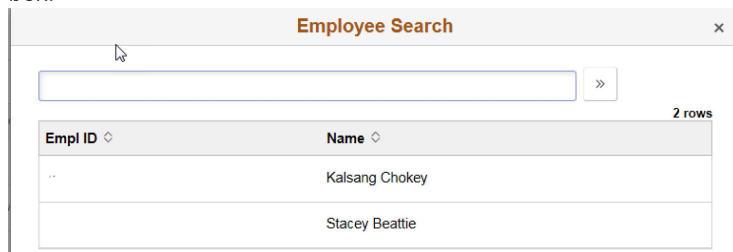
- **STEP 4:** Your Name and Employee ID should default in. If you are entering as a delegated user for other employees, click on the green circle with the downward arrow.



Click on **Change Employee**.



A listing of the employees that you have the authority to enter for will be displayed. You can also search for an employee if you are a delegated enterer for multiple employees by entering the name in the search box.



Select the appropriate name from the listing.

**STAR Job Aid: Create an Expense Report**

Job Aid



- **STEP 5:** If choosing the recommended Option 2, My Expense Reports page will be displayed. There are 5 categories of expense reports – Returned, Not Submitted, Awaiting Approval, Pending Payment, and View All. The number of expense reports in each category will be displayed along with the first category that contains expense reports will be expanded.

| Returned          | 0                   | <b>Not Submitted</b>          |             |                             |            |              | 12 rows  |   |
|-------------------|---------------------|-------------------------------|-------------|-----------------------------|------------|--------------|----------|---|
| Awaiting Approval | 2                   | Create Expense Report         |             |                             |            |              |          |   |
| Pending Payment   | 0                   | Actions                       | Description | Business Purpose            | Report ID  | Updated Date | Amount   |   |
| View All          | 14                  |                               | Testing     | Training/Education-In State | 0000432979 | 12/20/2018   | 8.00 USD | > |
|                   | Alliance Conference | Confmce/Convention-OutofState | 0000432977  | 12/12/2018                  | 0.00 USD   | >            |          |   |
|                   | UAT Test            | Business Travel-In State      | 0000432976  | 12/04/2018                  | 99.76 USD  | >            |          |   |
|                   | Fluid Testing       | Business Travel-In State      | 0000432974  | 11/28/2018                  | 93.07 USD  | >            |          |   |
|                   | attachment test     | Business Travel-In State      | 0000432972  | 11/14/2018                  | 0.00 USD   | >            |          |   |
|                   | Testing2            | Business Travel-In State      | 0000432969  | 10/31/2018                  | 110.00 USD | >            |          |   |
|                   |                     |                               | 0000432966  | 10/19/2018                  | 0.00 USD   | >            |          |   |
|                   | testing             | Business Travel-In State      | 0000432965  | 10/19/2018                  | 10.00 USD  | >            |          |   |
|                   | test                | Business Travel-In State      | 0000432958  | 10/15/2018                  | 96.50 USD  | >            |          |   |
|                   | test                | Business Travel-In State      | 0000432956  | 10/08/2018                  | 0.00 USD   | >            |          |   |
|                   | STAR Training       | Training/Education-In State   | 0000432961  | 10/08/2018                  | 0.00 USD   | >            |          |   |
|                   | test                | Business Travel-In State      | 0000432960  | 10/08/2018                  | 0.00 USD   | >            |          |   |

- **STEP 6:** Click on the **Create Expense Report** button.

| Returned          | 0                   | <b>Not Submitted</b>  |             |                  |           |              |        |  |
|-------------------|---------------------|-----------------------|-------------|------------------|-----------|--------------|--------|--|
| Awaiting Approval | 2                   | Create Expense Report |             |                  |           |              |        |  |
| Pending Payment   | 0                   | Actions               | Description | Business Purpose | Report ID | Updated Date | Amount |  |
| View All          | 14                  |                       | Testing     |                  |           |              |        |  |
|                   | Alliance Conference |                       |             |                  |           |              |        |  |



- **STEP 7:** Employee Information is displayed. If the incorrect GL BU is displayed, please work with your agency travel staff to troubleshoot. (This can occur when an employee has more than one expense employee profile.)

**Expense Report**

Report NEXT

Employee Information

|                            |   |
|----------------------------|---|
| Employee GL Bu 50500 - DOA | Employee Headquarter City ADMINISTRATION, DEPARTMENT OF 101 EAST WILSON ST MADISON,WI 53703 |
| Employee Profile (#) 0     | Employee Home City MADISON,WI 53704   |

General Information

\*Business Purpose

\*Description

Default Location

Reference

Attach Receipt >

Accounting Defaults >

Creation Date 03/08/2024

Updated on 03/08/2024

Expense Details

Expense Report Action

- **STEP 8:** Select a purpose from the **Business Purpose** list. This field is required due to tax laws requiring a business purpose for business expenses. Click **Business Purpose** drop down and select the item that best describes your purpose.
- **STEP 9:** Enter the desired information into the report **Description** field. This field is required.

The Report Description is a text field and should be used to name some details of your trip, i.e., “Attended ASTD Conference”. This will help you identify your expenses when you are looking them up later. Please be sure to follow your agency’s procedures and guidelines.

**General Information**

\*Business Purpose Business Travel-In State

\*Description Training Class - STAR

Default Location

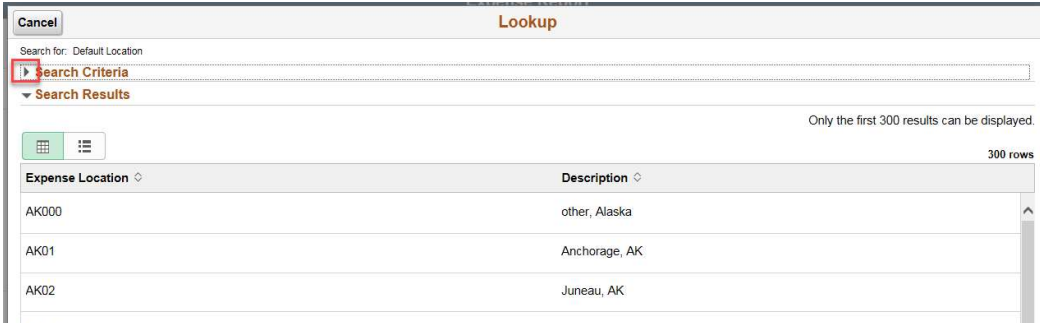
Reference

- **STEP 10:** The **Default Location** is the destination location. This field is not required to be completed. If you choose to complete this field, select a city, country, or geographical area where the expenses were generally incurred. This location will then appear on each expense line where applicable, and you can change it throughout the expense report entry process.

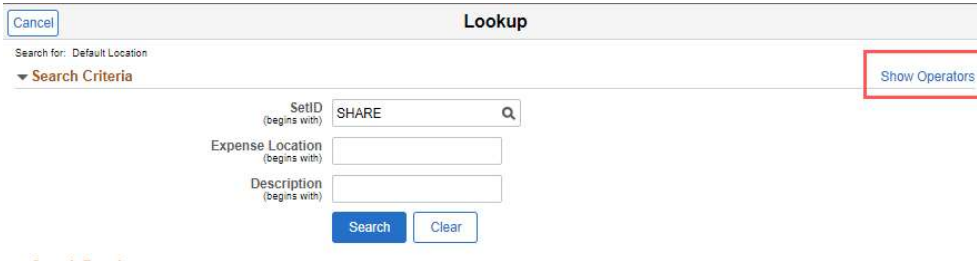


Click **Look up Default Location** by choosing the magnifying glass icon.

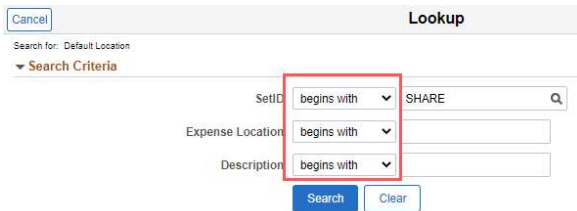
You will need to click on the sideways arrow to expand the Search Criteria fields.



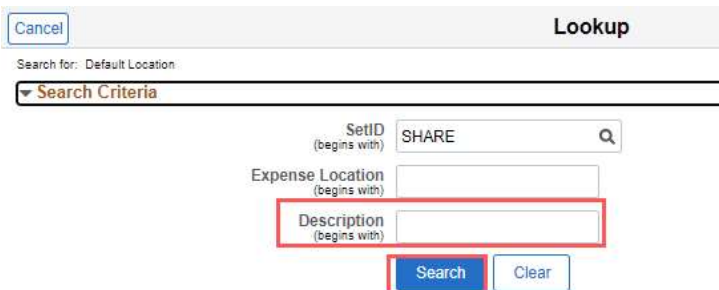
To be able to have more flexibility in the search criteria, click on **Show Operators** hyperlink.



This will allow you to have dropdown menus in the Expense Location and Descriptions to choose different criteria in the criteria.



Enter the city name in the **Description** field. Once you have entered the search criteria, click the **Search** button.







If you cannot find your city select **other, STATE NAME**. See examples below.

**Lookup**

Search for: Default Location Show Operators

▼ Search Criteria

SetID (begins with)

Expense Location (begins with)

Description (begins with)

▼ Search Results 52 rows

| Expense Location | Description        |
|------------------|--------------------|
| I0178            | OTHER, Canada      |
| I1055            | OTHER, Puerto Rico |
| WI000            | Other, WI          |
| HI08             | Others, HI         |
| SD000            | other South Dakota |
| AL000            | other, Alabama     |
| AK000            | other, Alaska      |

Select the value that matches your location link.

- **STEP 11:** If desired, select the **Reference** value for this Expense Report. This field is not required.

Even though you can enter text in the Reference box, it is recommended to choose one of the pre-defined values for consistency. Use the magnifying glass to search for this entry. Please be sure to follow your agency's procedures and guidelines.

- **STEP 12:** (Optional) - To set the expense report defaults so that every expense line in this expense report has the same chartfields, click on Accounting Defaults. (These values are populated by the Default Accounting on your expense employee profile.)

General Information

\*Business Purpose

Description

Default Location

Reference

Attach Receipt

Accounting Defaults

Creation Date 01/16/2019 Stacey Beattie  
Updated on 01/16/2019

A popup window appears that may contain defaults from your expenses profile. These fields can be edited as needed. Click the Done button when finished.

**STAR Job Aid: Create an Expense Report**

Job Aid



Expense Report Defaults

Description Training Class - STAR

Accounting Details

GL ChartFields Show All

| %      | *GL Unit | Bud Ref | Fund  | Appropriation | Dept       | Program |
|--------|----------|---------|-------|---------------|------------|---------|
| 100.00 | 50500    | FY2021  | 16100 | 13800         | 505T000001 |         |

- **STEP 13:** To attach a receipt at the header level that relates to the entire expense report, i.e. conference agenda, click on **Attach Receipt**.

General Information

\*Business Purpose Business Travel-In State

\*Description test

Default Location

Reference

Attach Receipt

Accounting Defaults

Creation Date 01/16/2019 Stacey Beattie

Updated on 01/16/2019

- **STEP 14:** An **Attachments** box will be displayed with attachment information. Click on the **Add Attachment** button.

**NOTE:** RDA (Records Disposition Authorization) information is pre-populated based upon the type of transaction. There is no need to change this unless this is part of your agency’s business process.

Attachments

Expense Report

Description STAR Training

Report ID 0000921766

Select RDA

Default: FIS00020-FIS00020: RECEIPTS AND DISBURSEMENT TRAN

Attachments Details

No attachments exist. Upload an existing file or capture receipt image.

+ Add Attachment

- **STEP 15:** A pop-up **File Attachment** window will appear. Click **My Device** to search for an attachment from your device.

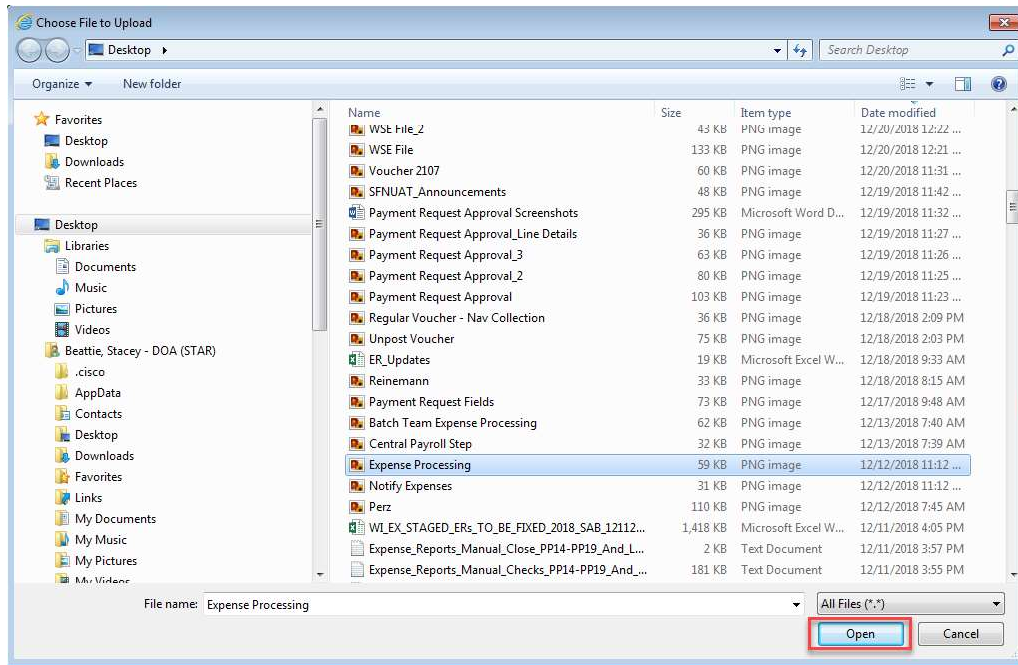
File Attachment

Choose From

My Device



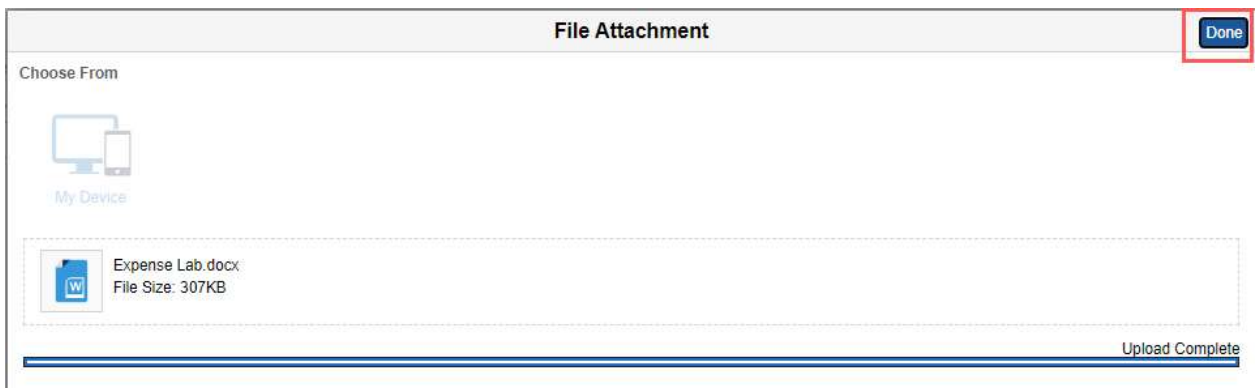
- **STEP 16:** This will display a directory to the files on your device from where you can choose the file you wish to attach. Once you have chosen the file and it appears in the File Name field, click the **Open** button.



- **STEP 17:** Once a file is selected, click **Upload**.



- **STEP 18:** The upload will show as complete. Click **Done**.





- **STEP 19:** The Attachments Uploader will again be displayed to show that the attachment has been uploaded.

The Description field is available and can be used if necessary. An Attachment Type is required. The default attachment type for expense reports is Travel Receipts. The types that are available for expense reports are:

- Break Expenses
- Conference Agendas
- Fleet Non-Availability Slip
- Hotel Receipts
- Non-Travel Expense Documents
- Other Related Documents
- Travel Authorization
- Travel Receipts

The screenshot shows the 'Attachments' window with the 'Expense Report' section displaying 'Description: STAR Training' and 'Report ID: 0000921766'. The 'Attachments Details' section has an 'Add Attachment' button. A dialog box is open with the following fields: 'Receipt Defaults.png', 'Enter Description' (text input), '\*Attachment Type' (dropdown menu showing 'Travel Receipts'), and 'Select RDA' (dropdown menu showing 'FIS00020'). A red box highlights the 'Enter Description' and '\*Attachment Type' fields.

Cancel is available to cancel adding this attachment in case the incorrect attachment was chosen. **NOTE: This is the only time that the Cancel of adding this attachment to this expense line will be available. Once the attachment has been added, it will no longer be able to be deleted.** The description field would need to be used to note any errors in the attachment(s).

The User and Name fields will be populated after the attachment has been added.

The screenshot shows the 'Attachments' window with the 'Expense Report' section displaying 'Description: STAR Training' and 'Report ID: 0000921766'. The 'Attachments Details' section has an 'Add Attachment' button. A dialog box is open with the following fields: 'Receipt Defaults.png', 'Enter Description' (text input), '\*Attachment Type' (dropdown menu showing 'Travel Receipts'), and 'Select RDA' (dropdown menu showing 'FIS00020'). A red box highlights the date and time '02/20/2023 11:10:59AM' and the user name 'Stacey Beattie'.



- **STEP 20:** The number of attachments will show in to the far right in the **Attach Receipt** section.

General Information

\*Business Purpose: Business Travel-In State

\*Description: Training Classes - STAR

Default Location: [Search]

Reference: [Search]

Attach Receipt: 2 >

Accounting Defaults: 1 >

Creation Date: 01/16/2019 Stacey Beattie

Updated on: 01/16/2019

- **STEP 21:** Now that you have entered the requisite information for your expense report, you can enter your expenses. You do this in the Expenses section of the page.

To begin entering expenses, use the dropdown menu in Expense Report Action. Choose **Add Expense Lines**. If no receipts have been added, the expense report will be automatically saved at this point.

Expense Details

Expense Report Action

- Add Expense Lines
- Add from My wallet
- Add from Quick-Fill
- Copy Expense Report

- **STEP 22:** Enter the date into the **Expense Date** field, or use the calendar link to select a date. This date is the date that the expense occurred.

Expense Entry

Calendar: February 2023

New Expense - 02/20/2023

\*Expense Date: 02/20/2023

\*Expense Type: [Search]

Description: [Text Area]

Payment Details

\*Payment: Payroll

Review and Submit

02/20/2023 11:13AM

- **STEP 23:** Click on the magnifying glass to get to the **Expense Type** search. The Frequently Used expense types will appear first. This is the default. These are the expense types that you most frequently have used on past expense reports.

Expense Type Search

Cancel

Frequently Used | All Types

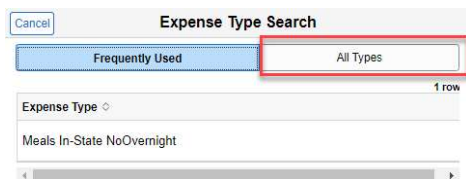
1 row

Expense Type

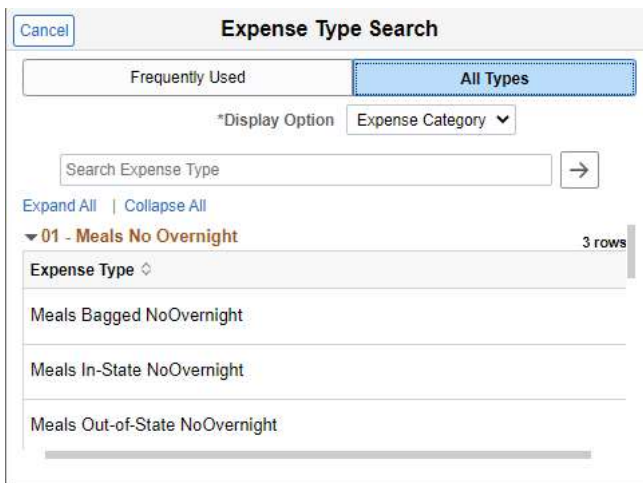
Meals In-State NoOvernight



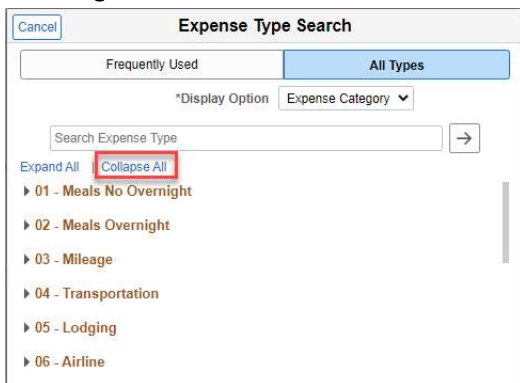
To view other expense types click on All Types.



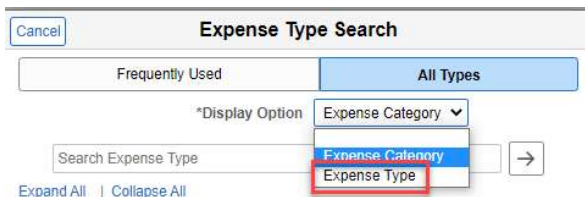
The default display option is Expense Category. They are defaulted to be expanded.



You can scroll down to view all the expense types in each category or you can click on Collapse All to view the categories.



To view every expense type, use the drop down and click on Expense Type.





This will display all expense types in alphabetical order.

The screenshot shows the 'Expense Type Search' window. At the top left is a 'Cancel' button. Below it are two tabs: 'Frequently Used' and 'All Types', with 'All Types' selected. To the right of the tabs is a '\*Display Option' dropdown menu set to 'Expense Type'. Below this is a search box labeled 'Search Expense Type' with a right-pointing arrow button. A red box highlights the search box and the arrow button, with a label '74 rows' next to it. Below the search box is a list of expense types: ATM Fees, Airfare, Airline Fee/Baggage, and Bottled Water. The list is scrollable.

You can also search for an expense type by entering it in the search box.

The screenshot shows the 'Expense Type Search' window with the search box containing the text 'parking'. The search box and arrow button are highlighted with a red box. Below the search box, the list of results shows 'Parking' as the only entry, with '1 row' indicated to the right of the list. The rest of the interface (tabs, display option, cancel button) is the same as in the previous screenshot.

- **STEP 24:** Use the **Description** field to enter a description of the expense transaction. Enter the desired information into the **Description** field. This needs to be entered per the State Accounting Manual. Ensure that it adheres to any of your agency's additional specifications.

**NOTE:** This description field is 254 characters. If you exceed this maximum, you will receive an error once you tab out of this field.

- **STEP 25:** The **Payment Type** field will default to Payroll. There is no other payment type to choose from in the drop down.
- **STEP 26:** Use the **Amount** field to enter the amount that you spent for that expense.

**NOTE:** When you select any mileage expense types, the dollar amount will be automatically calculated and you will not be able to override the calculated values.



- **STEP 27:** When an expense type is chosen, the system determines the remaining required fields for the expense type, as well as if a receipt is required, as soon as the expense type is selected.

For all Meal expense types, Leave and Return Time is required. The defaulted time for both of these fields is 12:00AM.

**Meals In-State NoOvernight - 03/01/2024**

\*Expense Date: 03/01/2024

\*Expense Type: Meals In-State NoOvernight

\*Description: travel

---

**Payment Details**

\*Payment: Payroll

\*Amount: 10.00 USD

---

**Additional Information**

\*Expense Location: Milwaukee, WI

\*Leave Time(HH:MMAM/PM): 12:00AM

\*Return Time(HH:MMAM/PM): 12:00AM 24 hrs

Attach Receipt

Accounting 1

If the times are not updated and left to the defaulted values, an error message will be displayed.

**Meals In-State NoOvernight - 03/01/2024**

**Expense Entry Errors**  
Correct the following errors prior to submission:  
• Travel Return Time cannot be same as Travel Leave Time.

\*Expense Date: 03/01/2024

\*Expense Type: Meals In-State NoOvernight

\*Description: travel

---

**Payment Details**

\*Payment: Payroll

\*Amount: 10.00 USD

---

**Additional Information**

\*Expense Location: Milwaukee, WI

\*Leave Time(HH:MMAM/PM): 12:00AM

\*Return Time(HH:MMAM/PM): 12:00AM 24 hrs





If a Meal type is an overnight, the 24 hrs button can be used to have the system default in a 24-hour timeframe.

**Meals In-State Overnight - 03/02/2024**

\*Expense Date

\*Expense Type

\*Description

---

**Payment Details**

\*Payment

\*Amount

---

**Additional Information**

\*Expense Location

\*Leave Time(HH:MMAM/PM)

\*Return Time(HH:MMAM/PM)

**NOTE:** If an employee works a non-standard shift, the agency will need to determine the appropriate time entries that would need to be entered.

For some of the expenses you are entering you may be asked to supply more details or attach a receipt if required. For example, if you are entering an airfare expense you will be required to supply a Ticket Number and attach a receipt.

**Airfare - 01/10/2019**

\*Date

\*Expense Type

\*Description

---

**Payment Details**

\*Payment

\*Amount

---

**Additional Information**

\*Expense Location

\*Ticket #

No Receipts >

Accounting 1 >

For some expense types, i.e. Vehicle Rental, you will need to select a **Merchant**, as well as attach a receipt. The merchant used for this expense type is either preferred or non-preferred merchant.



If you select **Preferred**, you must select from a list of merchants where a contractual agreement exists. The merchant list varies according to the expense type. Below is an example of a Preferred Merchant for Rental Cars.

**Vehicle Rental - 01/10/2019**

\*Date 01/10/2019

\*Expense Type Vehicle Rental

\*Description

---

**Payment Details**

\*Payment Payroll

\*Amount 0.00 USD

---

**Merchant**

Merchant Preferred

Preferred Merchant ENTERPRISE/NATIONAL HERTZ

---

**Additional Information**

Attach Receipt (Required) No Receipts >

Accounting 1 >

If selecting **Non-Preferred**, the field becomes a text field in which you will enter the merchant's name. You will need to indicate a Non-Preferred Justification.

**Merchant**

Merchant Non-Preferred

Non-Preferred Merchant

Non-Preferred Justification

**NOTE: DO NOT use the Receipt Split or Itemize Hotel Bill (lodging expense types) hyperlinks. These are not configured for use.**

**Lodging In-WI - 01/16/2019**

\*Date 01/16/2019

\*Expense Type Lodging In-WI

Description

\*Number of Nights

---

**Payment Details**

\*Payment Payroll

\*Amount 0.00 USD

---

**Additional Information**

\*Expense Location

Attach Receipt (Required) No Receipts >

Accounting 1 >

Receipt Split

Itemize Hotel Bill



- **STEP 28:** The **Exceptions** section area is where you would indicate if an expense was a non-reimbursable expense and the employee should not be reimbursed for it. On **Non-Reimbursable Expense**, slide the toggle button would be slid over to “Yes” if this applies to this line. **This would most likely never be used.**

Exceptions

Non-Reimbursable Expense  No

No Receipt  No

- **STEP 29:** If an expense type requires a receipt, the **No Receipt** toggle is grayed out and cannot be changed.

If a receipt is not attached to the expense line, when saving the expense report, an error message is displayed.

**Lodging in Wisconsin - 02/01/2023**

► **Expense Entry Errors**

Correct the following errors prior to submission:

- No Receipt -- Expense amount is over 0 USD and you do not have a receipt. Explain why.
- Missing Receipt

On the **No Receipt** toggle, it is set to “Yes” if there is no receipt attached to substantiate an expense item that requires a receipt. Receipt requirements are found in the State Accounting Manual.

Exceptions

Non-Reimbursable Expense  No

No Receipt  Yes

- **STEP 30:** If the toggle button is indicated as “Yes” for No Receipt for an expense type that requires a receipt, once the expense report is saved, an **Exception Comments** section will appear and a comment will be required to be entered as to why no receipt is attached for that expense line.

Exceptions

Non-Reimbursable Expense  No

No Receipt  Yes

Exception Comments

Receipt Missing ► No Comments >



To enter a comment, click anywhere in the **Receipt Missing** box and an **Exception Comment** pop-up window will appear. You can enter your explanation and when finished, click **Done**. You will be taken back to the expense report.

**Exception Comment**

Date 02/01/2021

Expense Type Parking

**Missing Receipt Exception**

Expense Amount 50.00 USD

Minimum Amount Required Receipt 25.01 USD

Expense Amount is over 25.01 USD and you do not have a receipt. Explain why.

**NOTE:** If an expense report has expense types that require a receipt, the expense report cannot be submitted for approval until either a receipt is attached or an exception comment is entered for each expense line that requires a receipt.

- **STEP 31:** If you are entering an expense that is location specific, such as a hotel room expense, you will be asked to enter a location. This field will default to the **Default Location** field if a value was entered or to any a previous expense line with a location.

**Lodging In-WI - 01/10/2019**

\*Date 01/10/2019

\*Expense Type Lodging In-WI

Description testing

\*Number of Nights

---

**Payment Details**

\*Payment Payroll

\*Amount 82.00 USD

---

**Additional Information**

\*Expense Location

Attach Receipt (Required) ⚠ No Receipts >

Accounting 1 >



**NOTE:** If an In-State, Out-of-State, or International meal or lodging expense type is chosen and the expense location does not match the expense type, an error message notifying the user that they have exceeded the authorized amount of \$0.01 will be displayed. Either the Expense Type or Expense Location will need to be updated accordingly.

**Expense Entry Errors**

▶ Correct the following errors prior to submission:

- Authorized Amount -- Explanation required for amount over authorized limit of 0.01 USD

\*Date: 01/14/2022

\*Expense Type: Meals In-State NoOvernight

\*Description: Lunch

---

**Payment Details**

\*Payment: Payroll

\*Amount: 10.00 USD

---

**Additional Information**

\*Expense Location: Chicago, IL

➤ **STEP 32:** Expand the **Accounting** section to view or edit ChartFields by clicking in the accounting box.

**Lodging In-WI - 01/10/2019**

\*Date: 01/10/2019

\*Expense Type: Lodging In-WI

Description: testing

\*Number of Nights:

---

**Payment Details**

\*Payment: Payroll

\*Amount: 82.00 USD

---

**Additional Information**

\*Expense Location:

Attach Receipt (Required) No Receipts

Accounting 1 >

Receipt Split Itemize Hotel Bill

➤ **STEP 33:** Expense items are charged to a set of chartfields that represent the Business Unit or Department of the employee who is submitting the expense report. These can be changed if they are not correct for the expenses you are entering. Some of these chartfields may default in from your expense profile and some may not. At a minimum, the GL Unit, Bud Ref, Fund, Appropriation, Dept, and Account fields are required. The Account field defaults based upon the expense type that has been chosen. This should not be changed, per the State Controller’s Office. There may be other chartfields that are required based upon your agency. Click **Done** when finished reviewing or editing chartfields.

**Expense Report Distributions**

Expense Type: Parking  
Amount: 50.00 USD

**Accounting Details**

GL ChartFields Show All

| Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Bud Ref | Fund  | Appropriation | Dept    |
|--------|----------|-----------------|---------------|---------------|---------|-------|---------------|---------|
| 50.00  | 50500    | 50.00           | USD           | 1.00000000    | FY2021  | 10000 | 13500         | 505M500 |



- **STEP 34:** To add additional expense lines, click the **Add (+)** button at the left of your screen.

**Expense Entry**

TESTING

Roceaira Vorontsov

**Employee Information**

Employee GL Bu 44500 - DWD

Employee Profile (#) 0

---

Total (2 Items) 86.50 USD

Asc

▼ Friday, February 09, 2024

|                |       |
|----------------|-------|
| <b>Parking</b> | 10.00 |
| test           | USD   |

▼ Tuesday, March 05, 2024

|                    |       |
|--------------------|-------|
| <b>Mileage Car</b> | 76.50 |
| test               | USD   |

As you add expense lines, they will be ordered by date, with the oldest at the top. To change the order they are displayed, click on the down arrow in the Asc (Ascending) box and switch it to Desc (descending).

**Expense Entry**

TESTING

Roceaira Vorontsov

**Employee Information**

Employee GL Bu 44500 - DWD

Employee Profile (#) 0

---

Total (2 Items) 86.50 USD

Asc   
Asc  
Desc

▼ Friday, February 09, 2024

|                |       |
|----------------|-------|
| <b>Parking</b> | 10.00 |
| test           | USD   |

▼ Tuesday, March 05, 2024

|                    |       |
|--------------------|-------|
| <b>Mileage Car</b> | 76.50 |
| test               | USD   |



- **STEP 35:** To delete any of the expense lines, highlight the line you wish to delete (will be green) and click the **Delete (trash can)** button at the left of your screen.

**Expense Entry**

TESTING

Roceaira Vorontsov

**Employee Information**

Employee GL Bu 44500 - DWD

Employee Profile (#) 0

Total (2 Items) 86.50 USD

Asc

**Friday, February 09, 2024**

|                |       |
|----------------|-------|
| <b>Parking</b> | 10.00 |
| test           | USD   |

**Tuesday, March 05, 2024**

|                    |       |
|--------------------|-------|
| <b>Mileage Car</b> | 76.50 |
| test               | USD   |

A confirmation window will appear. Click yes if you wish to delete that expense line.

Are you sure you want to delete the selected expense(s)?  
Any credit card, enhanced data, or expense items associated with this expense will be deleted as well.

- **STEP 36:** To add an attachment at the line level, In the **Additional Information** section, click the **Attach Receipt** box (may be required or not) to bring up the Attachments Uploader. Certain expense types may require receipts to be attached at the line level, i.e. parking, airline baggage fee. Other times, you may want to attach a receipt(s) at the header of the report, i.e. conference agenda.

**Additional Information**

\*Expense Location Milwaukee, WI

1 >

- **STEP 37:** An **Attachments** box will be displayed with attachment information. Click on the **Add Attachment** button.

**Attachments**

Expense Entry

Date 02/01/2021

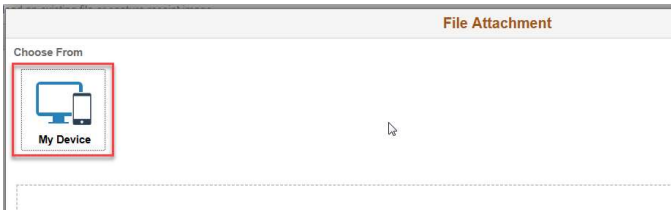
Expense Type Parking

Amount 50.00 USD

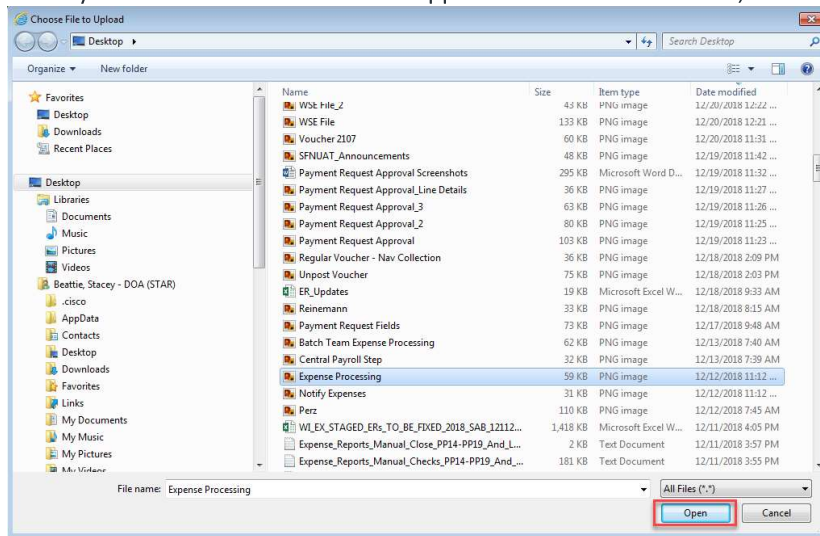
**Attachments Details**

No attachments exist. Upload an existing file or capture receipt image.

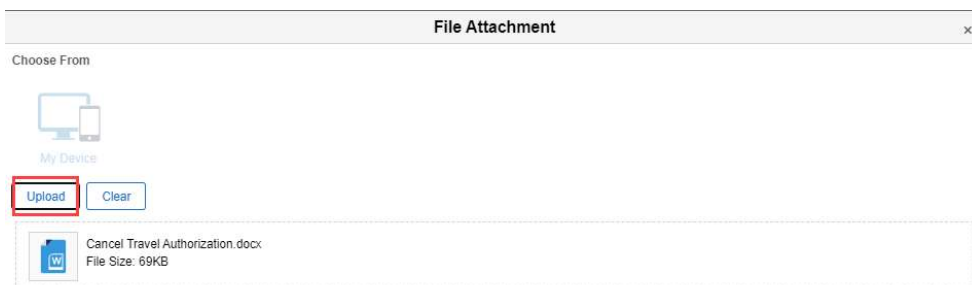
- **STEP 38:** A pop-up **File Attachment** window will appear. Click **My Device** to search for an attachment from your device.



- **STEP 39:** This will display a directory to the files on your device from where you can choose the file you wish to attach. Once you have chosen the file and it appears in the File Name field, click the **Open** button.



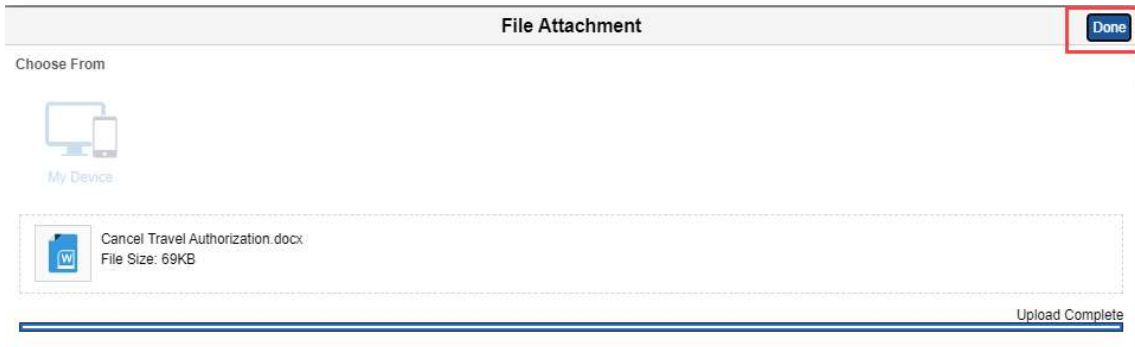
- **STEP 40:** Once a file is selected, click **Upload**.







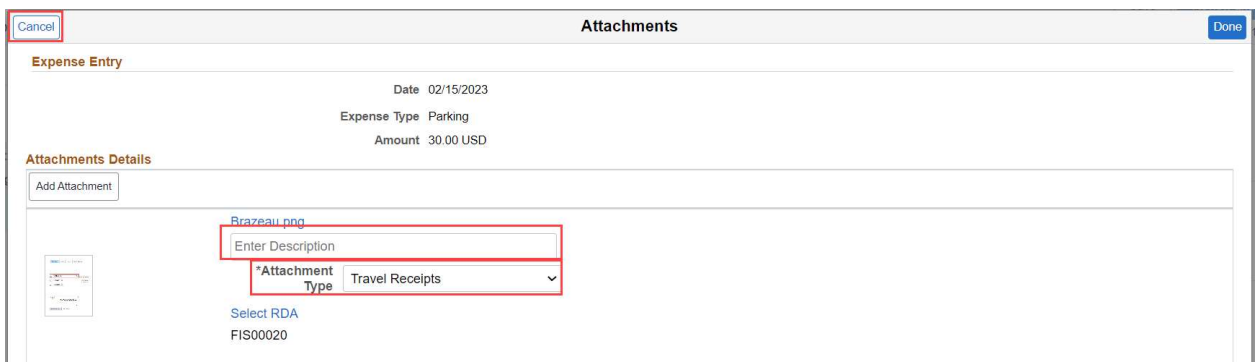
- **STEP 41:** The upload will show as complete. Click **Done**.



- **STEP 42:** The Attachments Uploader will again be displayed to show that the attachment has been uploaded.

The description field is available and can be used if necessary. An attachment type is required. The default attachment type for expense reports is Travel Receipts. The types that are available for expense reports are:

- Break Expenses
- Conference Agendas
- Fleet Non-Availability Slip
- Hotel Receipts
- Non-Travel Expense Documents
- Other Related Documents
- Travel Authorization
- Travel Receipts



Cancel is available to cancel adding this attachment in case the incorrect attachment was chosen.

**NOTE: This is the only time that the Cancel of adding this attachment to this expense line will be available. Once the attachment has been added, it will no longer be able to be deleted.** The description field would need to be used to note any errors in the attachment(s).



The User and Name fields will be populated after the attachment has been added.

The screenshot shows the 'Attachments' window for an expense entry. The entry details are: Date 02/15/2023, Expense Type Parking, and Amount 30.00 USD. Under 'Attachments Details', there is an 'Add Attachment' button and a list of attachments. One attachment is shown: 'Brazeau.png' with a description 'Enter Description', an attachment type of 'Travel Receipts', and a select RDA of 'FIS00020'. To the right, a red box highlights the date and time '03/03/2023 11:38:51AM' and the user name 'Lucreca DRYER'.

- **STEP 43:** The number of attachments will show in to the far right in the **Attach Receipt** section.

The screenshot shows the 'Additional Information' section. It contains two rows: 'Attach Receipt (Required)' with a count of '1' and 'Accounting' with a count of '1'. The '1' next to 'Attach Receipt (Required)' is highlighted with a red box.

- **STEP 44:** Click **Save** to save the expense report without submitting it for approval. It is recommended that you “save early and save often” so that changes do not get lost.

If there is a line that is identified as a duplicate of another expense line on this expense report or a different expense report, an error will appear. The Review Duplicate Lines button will appear to view the other expense line that is potentially a duplicate. A duplicate is defined as having the same Expense Date, Expense Type and Amount.

**Meals In-State NoOvernight - 02/27/2023**

**Expense Entry Errors**  
Correct the following errors prior to submission:

- Duplicate lines without a reason.

[Review Duplicate Lines](#)

- **STEP 45:** Click the **Review Duplicate Lines** button. A pop-up window titled Possible Duplicates Exist is displayed with the Expense report ID and Line Number of that expense report that is potentially a duplicate. Click on the **Expense Report ID/Line Number** hyperlink.

The screenshot shows the 'Possible Duplicates Exist' pop-up window. It contains a table with the following columns: Report ID / Business Purpose, Date / Type / Amount, Reviewed, and Reason. The first row is highlighted with a red box around the Report ID '0000879726-4'. The second row is also highlighted with a red box around the Report ID '0000879729-1'.

| Report ID / Business Purpose             | Date / Type / Amount  | Reviewed | Reason |
|--|-----------------------|----------|--------|
| 0000879726-4<br>Business Travel-In State | 02/15/2023<br>Parking | No       |        |
| TESTING                                  | 30 USD                |          |        |
| 0000879729-1<br>Business Travel-In State | 02/15/2023<br>Parking | No       |        |
| test                                     | 30 USD                |          |        |



- **STEP 46:** A new window is opened. The header of that expense report is displayed. Click the **View Details** button.

**Expense Report** ⋮

Report 0001006366 Paid View Details  
 Sandra Murphy

---

**Employee Information**

Employee GL Bu 44500 - DWD Employee Headquarter City WORKFORCE DEVELOPMENT, DEPT OF 2200 GREEN TREE RD WEST BEND, WI 53095  
 Employee Profile (#) 0 Employee Home City Campbellsport, WI 53010-2437

---

**General Information**

Business Purpose Business Travel-In State  
 Description TAA Training September, 2023  
 Default Location West Bend, WI  
 Reference

Receipt Attachments 1 >

Accounting Defaults 1 >

Creation Date 10/12/2023 Sandra Murphy  
 Updated on 11/23/2023 Micah Griseta

- **STEP 47:** The expense report that has been identified is displayed. If the expense report has been fully approved/paid, this page is view only and no changes can be made. If that expense report has not yet been fully approved/paid, you would need to open a new window and navigate to that expense report and line to make any changes/corrections.

**Expense Entry** ⋮

TAA Training September, 2023 Save View Summary  
 Sandra Murphy Last Saved 11/23/2023 7:00PM

---

**Employee Information**

Employee GL Bu 44500 - DWD Employee Headquarter City WORKFORCE DEVELOPMENT, DEPT OF 2200 GREEN TREE RD WEST BEND, WI 53095  
 Employee Profile (#) 0 Employee Home City Campbellsport, WI 53010-2437

---

|   |                                   |       |   |     |                    |       |  |     |   |
|---|-----------------------------------|-------|---|-----|--------------------|-------|--|-----|---|
| <p style="text-align: center;">Total (2 Items) 50.78 USD</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">+</span> Add <span style="border: 1px solid #ccc; padding: 2px 5px;">-</span> Delete <span style="border: 1px solid #ccc; padding: 2px 5px;">⏮</span> Filter <span style="border: 1px solid #ccc; padding: 2px 5px;">⋮</span> More                 </div> <p style="font-size: x-small; margin-bottom: 5px;">▼ Tuesday, September 12, 2023</p> <table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #f9f9f9;"> <td style="padding: 2px 5px;"><b>Meals In-State NoOvernight</b></td> <td style="text-align: right; padding: 2px 5px;">11.00</td> </tr> <tr> <td style="padding: 2px 5px; font-size: x-small;">travel to Milwaukee 8:00AM Departure time -2:30 PM Return time for TAA Training</td> <td style="text-align: right; padding: 2px 5px;">USD</td> </tr> <tr> <td style="padding: 2px 5px;"><b>Mileage Car</b></td> <td style="text-align: right; padding: 2px 5px;">39.78</td> </tr> <tr> <td style="padding: 2px 5px; font-size: x-small;">travel to Milwaukee 8:00AM Departure time -3 PM Return time for TAA Training With a stop in Germantown to pick up a coworker</td> <td style="text-align: right; padding: 2px 5px;">USD</td> </tr> </table> | <b>Meals In-State NoOvernight</b> | 11.00 | travel to Milwaukee 8:00AM Departure time -2:30 PM Return time for TAA Training | USD | <b>Mileage Car</b> | 39.78 | travel to Milwaukee 8:00AM Departure time -3 PM Return time for TAA Training With a stop in Germantown to pick up a coworker | USD | <p><b>Meals In-State NoOvernight - 09/12/2023</b></p> <p>Expense Date 09/12/2023<br/>             Expense Type Meals In-State NoOvernight </p> <p>Description travel to Milwaukee 8:00AM Departure time -2:30 PM Return time for TAA Training </p> <hr/> <p><b>Payment Details</b></p> <p>Payment Payroll<br/>             Amount 11.00 USD</p> <hr/> <p><b>Additional Information</b></p> <p>Expense Location Milwaukee, WI<br/>             Leave Time(HH:MMAM/PM) 12:00AM<br/>             Return Time(HH:MMAM/PM) 12:01AM <span style="border: 1px solid #ccc; padding: 2px 5px;">24 hrs</span></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> Receipt Attachments <span style="float: right;">1 &gt;</span></p> <p> Accounting <span style="float: right;">1 &gt;</span></p> </div> <p style="text-align: right; font-size: x-small; margin-top: 10px;"> Receipt Split</p> <hr/> <p><b>Exceptions</b></p> <p>Non-Reimbursable Expense <input type="checkbox"/> No<br/>             No Receipt <input type="checkbox"/> No</p> |
| <b>Meals In-State NoOvernight</b>   | 11.00                             |       |   |     |                    |       |  |     |   |
| travel to Milwaukee 8:00AM Departure time -2:30 PM Return time for TAA Training   | USD                               |       |   |     |                    |       |  |     |   |
| <b>Mileage Car</b>  | 39.78                             |       |   |     |                    |       |  |     |   |
| travel to Milwaukee 8:00AM Departure time -3 PM Return time for TAA Training With a stop in Germantown to pick up a coworker  | USD                               |       |   |     |                    |       |  |     |   |



If that expense report has not been submitted for approval, the Update Details button is displayed.

**Expense Report**

Report 0001026008 Pending  
Sandra Murphy

**Update Details**

---

**Employee Information**

Employee GL Bu 44500 - DWD  
Employee Profile (#) 0

Employee Headquarter City WORKFORCE DEVELOPMENT, DEPT OF 2200 GREEN TREE RD WEST BEND, WI 53095  
Employee Home City Campbellsport, WI 53010-2437

---

**General Information**

\*Business Purpose Business Travel-In State  
\*Description September, 2023  
Default Location West Bend, WI  
Reference

Attach Receipt  
Accounting Defaults 1

Creation Date 12/06/2023 Sandra Murphy  
Updated on 02/26/2024 Sandra Murphy

The expense report can be updated and saved.

**Expense Entry**

February 2024  
Roceaira Vorontsov

**Save** **Review and Submit**  
Last Saved 02/09/2024 7:59AM

---

**Employee Information**

Employee GL Bu 44500 - DWD  
Employee Profile (#) 0

Employee Headquarter City WORKFORCE DEVELOPMENT, DEPT OF 2200 GREEN TREE RD WEST BEND, WI 53095  
Employee Home City Campbellsport, WI 53010-2437

---

Total (11 Items) 209.75 USD

**Tuesday, August 01, 2023**  
**Meals In-State NoOvernight** 11.00  
 travel to Cedarburg 8:00AM  
 Departure time -4 PM Return time for Cedarburg Library Outreach USD  
**Mileage Car** 23.46  
 travel to Cedarburg 8:00AM Departure time -4 PM Return time for Cedarburg Library Outreach USD  
**Tuesday, August 08, 2023**  
**Meals In-State NoOvernight** 11.00  
 travel to Cedarburg 8:00AM Departure time -4 PM Return time for Cedarburg Library Outreach USD  
**Mileage Car** 36.72  
 travel to Cedarburg 8:00AM for library outreach then to Hartford, WI for job fair planning meeting then Departure time -4 PM Return time Note... long USD

**Meals In-State NoOvernight - 08/01/2023**

**Expense Entry Errors**  
Correct the following errors prior to submission:

- Older Transaction -- Explanation required for the expense line older than 61 days.
- Duplicate lines without a reason.

[Review Duplicate Lines](#)

\*Expense Date 08/01/2023  
\*Expense Type Meals In-State NoOvernight  
\*Description travel to Cedarburg 8:00AM Departure time -4 PM Return time for Cedarburg Library Outreach

**Payment Details**

\*Payment Payroll  
\*Amount 11.00 USD

**Additional Information**

\*Expense Location Cedarburg, WI



- **STEP 48:** If the duplicate was resolved on either the expense report being entered or the expense report referenced, click the **Cancel** button on the Possible Duplicates Exist window.

If the duplicate line is a valid duplicate according to your agency policy, and should be approved as is, on the Possible Duplicates Exist screen on the expense report that is being created, enter a **Reason** and tab out of the field. The Reviewed toggle has changed from No to Yes.

| Report ID / Business Purpose             | Date / Type / Amount  | Reviewed | Reason  |
|--|-----------------------|----------|---------|
| 0000879726-4<br>Business Travel-In State | 02/15/2023<br>Parking | Yes      | testing |
| TESTING                                  | 30 USD                |          |         |
| nnnn879729-1                             | 02/15/2023            |          |         |

- **STEP 49:** If validating duplicates, click the **Done** button when all duplicate lines have had comments entered.

| Report ID / Business Purpose             | Date / Type / Amount  | Reviewed | Reason  |
|--|-----------------------|----------|---------|
| 0000879726-4<br>Business Travel-In State | 02/15/2023<br>Parking | Yes      | testing |
| TESTING                                  | 30 USD                |          |         |
| 0000879729-1<br>Business Travel-In State | 02/15/2023<br>Parking | Yes      | test    |
| test                                     | 30 USD                |          |         |

If a duplicate line had a reason entered and it was incorrectly entered, delete the reason and the Reviewed toggle will be updated to No.

**NOTE: The expense report cannot be submitted for approval until the duplicate issue is resolved either by correcting the duplicate entry or providing a justification comment.**

- **STEP 50:** Click **Review and Submit** when you have completed filling out the report and are ready to submit it for approval.

**Expense Entry**

JOB AID DOC Stacey Beattie

Save **Review and Submit**

Last Saved 03/08/2024 2:18PM

Employee Information

Employee GL Bu 50500 - DOA Employee Headquarter City ADMINISTRATION, DEPARTMENT OF 101 EAST WILSON ST MADISON,WI 53703

Employee Profile (#) 0 Employee Home City MADISON,WI 53704



- **STEP 51:** Once you have saved the expense report, you will not see any changes to the page that you are currently on. To see the status of the expense report, you would need to click on the pencil icon to return to the header of the expense report.

**Expense Summary**

---

JOB AID DO: ✎  
 Stacey Beattie

**Employee Information**

---

Employee GL Bu 50500 - DOA  
 Employee Profile (#) 0

- **STEP 52:** You can see from this page (header) the expense report ID and the status. You are also able to update anything else you may need that may have been missed in the initial creation of the expense report. To return to the details, click on the **Update Details** button.

**Expense Report** ⋮

---

Report 0001027340 Pending Update Details  
 Stacey Beattie

**Employee Information**

---

|                            |  |
|----------------------------|--|
| Employee GL Bu 50500 - DOA | Employee Headquarter City ADMINISTRATION, DEPARTMENT OF 101 EAST WILSON ST MADISON, WI 53703 |
| Employee Profile (#) 0     | Employee Home City MADISON, WI 53704   |

- **STEP 53:** Before you can submit your expense report, any errors would need to be corrected.

Errors are indicated on the Review and Submit page. Click Update Details to return to the Detail page to view the specifics of the error(s).

**Expense Summary** ⋮

---

February 2024 Update Details Submit  
 Roceaira Vorontsov Last Saved 04/05/2024 9:33AM

**Employee Information**

---

|                            |   |
|----------------------------|---|
| Employee GL Bu 44500 - DWD | Employee Headquarter City WORKFORCE DEVELOPMENT, DEPT OF 2200 GREEN TREE RD WEST BEND, WI 53095 |
| Employee Profile (#) 0     | Employee Home City Campbellsport, WI 53010-2437   |

▶ Errors exist in this expense report, submission not possible until the errors are corrected.

**Expense Report Summary**

|                  |            |
|------------------|------------|
| Total (11 Items) | 209.75 USD |
| Due to Employee  | 209.75 USD |

**Additional Information**

- 📊 View Analytics >
- 📝 Notes >
- 🖨️ View Printable Report >

**Approval Status**

Report ID 0001037456 Pending



Errors are indicated by a red flag and are visible to the left in the listing of all expense lines.

| Expense Entry   |              |
|---|--------------|
| JOB AID DOC<br>Stacey Beattie   |              |
| <b>Employee Information</b><br>Employee GL Bu 50500 - DOA<br>Employee Profile (#) 0 |              |
| Total (2 Items) 126.50 USD  |              |
| <span>+ Add</span> <span>🗑️ Delete</span> <span>🔍 Filter</span> <span>⋮ More</span> |              |
| ▼ Tuesday, February 20, 2024  |              |
| Parking<br>travel   | 50.00<br>USD |
| ▼ Thursday, February 15, 2024   |              |
| Mileage Car<br>travel   | 76.50<br>USD |

**Parking - 02/20/2024**

▶ **Expense Entry Errors**  
 Correct the following errors prior to submission:

- No Receipt -- Expense amount

➤ **STEP 54:** By clicking on each expense type with a red flag, you will be able to see what the error is.

| Expense Entry   |              |
|---|--------------|
| Total (2 Items) 126.50 USD  |              |
| <span>+ Add</span> <span>🗑️ Delete</span> <span>🔍 Filter</span> <span>⋮ More</span> |              |
| ▼ Tuesday, February 20, 2024  |              |
| Parking<br>travel   | 50.00<br>USD |
| ▼ Thursday, February 15, 2024   |              |
| Mileage Car<br>travel   | 76.50<br>USD |

**Parking - 02/20/2024**

▶ **Expense Entry Errors**  
 Correct the following errors prior to submission:

- No Receipt -- Expense amount is over 25.01 USD and you do not have a receipt. Explain why.

\*Expense Date

\*Expense Type

\*Description

➤ **STEP 55:** When you are ready to submit your expense report, Click the **Review and Submit** button.

| Expense Entry  |  |
|--|--|
| JOB AID DOC<br>Stacey Beattie                        | <input type="button" value="Save"/> <input type="button" value="Review and Submit"/>   |
| <small>Last Saved 03/08/2024 2:18PM</small>          |  |
| <b>Employee Information</b>                          |  |
| Employee GL Bu 50500 - DOA<br>Employee Profile (#) 0 | Employee Headquarter City ADMINISTRATION, DEPARTMENT OF 101 EAST WILSON ST MADISON, WI 53703<br>Employee Home City MADISON, WI 53704 |



- **STEP 56:** You can select **View Printable Version** to print a copy of the expense report. Choose **View Analytics** to access a window where you can view three tabs: Expense by Day/Type, Totals by Department, and Totals by Project / Activity.

**Expense Summary**

JOB AID DOC Update Details **Submit**  
Stacey Beattie Last Saved 03/08/2024 2:18PM

**Employee Information**

Employee GL Bu 50500 - DOA Employee Headquarter City ADMINISTRATION, DEPARTMENT OF 101 EAST WILSON ST MADISON, WI 53703  
Employee Profile (#) 0 Employee Home City MADISON, WI 53704

| Expense Report Summary |            | Approval Status      |         |
|------------------------|------------|----------------------|---------|
| Total (2 Items)        | 126.50 USD | Report ID 0001027340 | Pending |
| Due to Employee        | 126.50 USD |                      |         |

**Additional Information**

- View Analytics >
- Notes >
- View Printable Report >

- **STEP 57:** You can add a note on the Review and Submit page. Click **Notes**.

**Expense Summary**

TESTING Update Details **Submit**  
Roceaira Vorontsov Last Saved 04/05/2024 9:23AM

**Employee Information**

Employee GL Bu 44500 - DWD Employee Headquarter City WORKFORCE DEVELOPMENT, DEPT OF 2200 GREEN TREE RD WEST BEND, WI 53095  
Employee Profile (#) 0 Employee Home City Campbellsport, WI 53010-2437

| Expense Report Summary |           | Approval Status      |         |
|------------------------|-----------|----------------------|---------|
| Total (2 Items)        | 86.50 USD | Report ID 0001037457 | Pending |
| Due to Employee        | 86.50 USD |                      |         |

**Additional Information**

- View Analytics >
- Notes >
- View Printable Report >

- **STEP 58:** Click **Add Notes**.

**Notes** Done

There are no notes for this expense report.

Add Notes

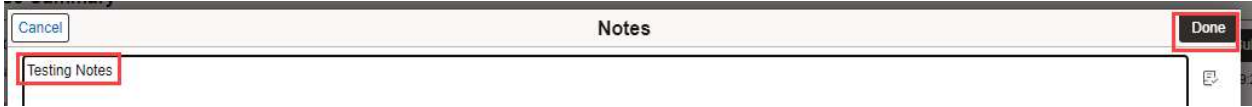


STAR Job Aid: Create an Expense Report

Job Aid

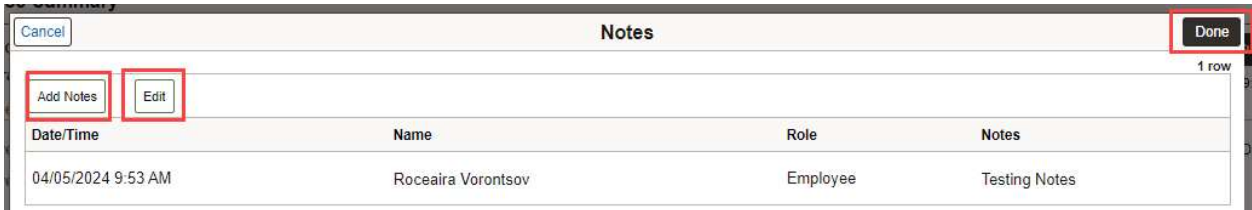


- **STEP 59:** Enter your note. Click **Done**.

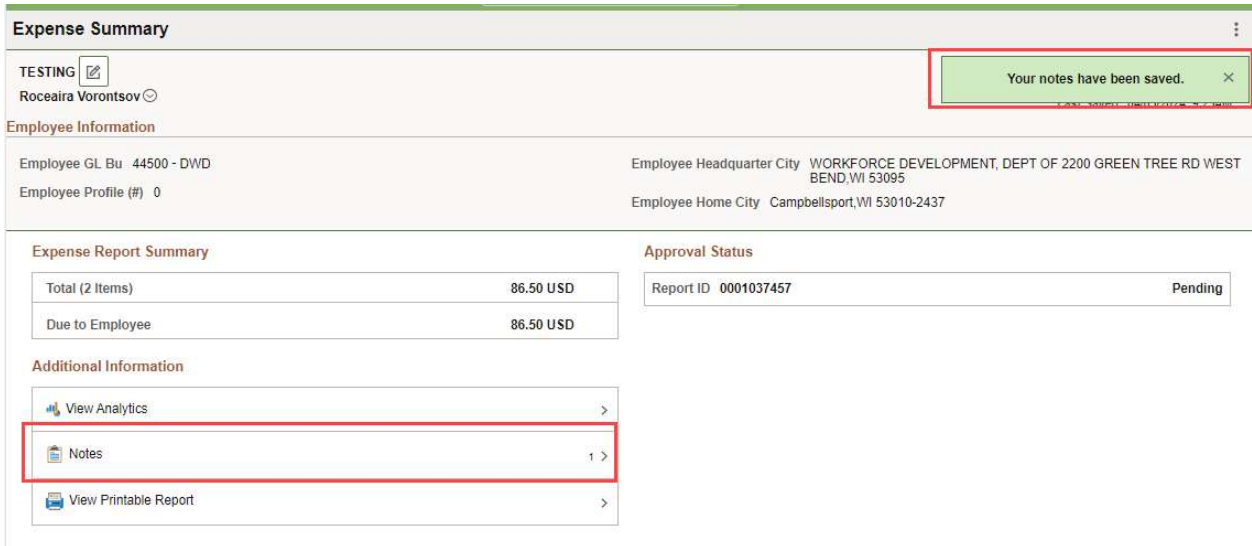


- **STEP 60:** Your note will be displayed. If another note is needed, click Add Notes. If you need to delete your note, click **Edit**. If your note is complete, click **Done**.

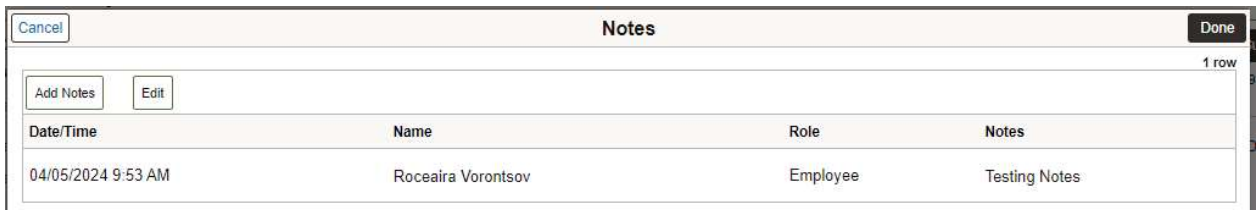
**NOTE:** Once a note has been added and a save has occurred, a note cannot be deleted.



- **STEP 60:** A save message will be briefly displayed. The Notes “count” will be updated.



- **STEP 61:** If you want to validate your note, click **Notes**. You will see the comment you added.





- **STEP 62:** When you are ready to submit your expense report, click the **Submit** button.

**Expense Summary**

---

JOB AID DOC

Stacey Beattie

[Update Details](#) **Submit**

Last Saved 03/08/2024 2:18PM

---

**Employee Information**

Employee GL Bu 50500 - DOA

Employee Profile (#) 0

Employee Headquarter City ADMINISTRATION, DEPARTMENT OF 101 EAST WILSON ST MADISON, WI 53703

Employee Home City MADISON, WI 53704

- **STEP 63:** A **Submission Confirmation** pop-up window appears. This Submission Confirmation contains a certification statement. If you agree with the certification statement, click the **Submit** button.

**Submission Confirmation**

CERTIFICATION: This is to certify that the data contained in this expense report is accurate and complies with expense policy.

Submit

Cancel

- **STEP 64:** After you submit the report, the system returns you to a summary **My Expense Reports** page. It will default to the Awaiting Approval category and the expense report that you just submitted should be on top. The status has also updated to Submission in Process. The status will eventually changed to Submitted for Approval.

| Expense Entry                           |                         | My Expense Reports  |                        |               |                |              |            |  |         |             |           |        |          |      |              |        |  |                         |            |                       |  |  |            |            |  |         |            |                        |               |               |            |           |  |                 |            |                        |               |               |            |           |  |            |            |                      |          |                |            |           |  |              |            |                      |          |                |            |           |
|---|-------------------------|---|------------------------|---------------|----------------|--------------|------------|--|---------|-------------|-----------|--------|----------|------|--------------|--------|--|-------------------------|------------|-----------------------|--|--|------------|------------|--|---------|------------|------------------------|---------------|---------------|------------|-----------|--|-----------------|------------|------------------------|---------------|---------------|------------|-----------|--|------------|------------|----------------------|----------|----------------|------------|-----------|--|--------------|------------|----------------------|----------|----------------|------------|-----------|
| <p>Stacey Beattie </p> <p>100047769</p> |                         |   |                        |               |                |              |            |  |         |             |           |        |          |      |              |        |  |                         |            |                       |  |  |            |            |  |         |            |                        |               |               |            |           |  |                 |            |                        |               |               |            |           |  |            |            |                      |          |                |            |           |  |              |            |                      |          |                |            |           |
| Returned                                | 0                       |   |                        |               |                |              |            |  |         |             |           |        |          |      |              |        |  |                         |            |                       |  |  |            |            |  |         |            |                        |               |               |            |           |  |                 |            |                        |               |               |            |           |  |            |            |                      |          |                |            |           |  |              |            |                      |          |                |            |           |
| Not Submitted                           | 12                      |   |                        |               |                |              |            |  |         |             |           |        |          |      |              |        |  |                         |            |                       |  |  |            |            |  |         |            |                        |               |               |            |           |  |                 |            |                        |               |               |            |           |  |            |            |                      |          |                |            |           |  |              |            |                      |          |                |            |           |
| <b>Awaiting Approval</b>                | <b>11</b>               |   |                        |               |                |              |            |  |         |             |           |        |          |      |              |        |  |                         |            |                       |  |  |            |            |  |         |            |                        |               |               |            |           |  |                 |            |                        |               |               |            |           |  |            |            |                      |          |                |            |           |  |              |            |                      |          |                |            |           |
| Pending Payment                         | 0                       |   |                        |               |                |              |            |  |         |             |           |        |          |      |              |        |  |                         |            |                       |  |  |            |            |  |         |            |                        |               |               |            |           |  |                 |            |                        |               |               |            |           |  |            |            |                      |          |                |            |           |  |              |            |                      |          |                |            |           |
| View All                                | 23                      |   |                        |               |                |              |            |  |         |             |           |        |          |      |              |        |  |                         |            |                       |  |  |            |            |  |         |            |                        |               |               |            |           |  |                 |            |                        |               |               |            |           |  |            |            |                      |          |                |            |           |  |              |            |                      |          |                |            |           |
|   |                         | <p><b>Awaiting Approval</b> <span style="float: right;">11 rows</span></p> <p style="text-align: center;"><a href="#">Create Expense Report</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Actions</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Report ID</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Approver</th> <th style="text-align: left;">Role</th> <th style="text-align: left;">Updated Date</th> <th style="text-align: left;">Amount</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td style="text-align: center;"></td> <td>Training Classes - STAR</td> <td>0000432998</td> <td>Submission in Process</td> <td></td> <td></td> <td>01/22/2019</td> <td>178.25 USD</td> </tr> <tr> <td style="text-align: center;"></td> <td>Testing</td> <td>0000432996</td> <td>Submitted for Approval</td> <td>Michele Young</td> <td>HR Supervisor</td> <td>01/14/2019</td> <td>30.00 USD</td> </tr> <tr> <td style="text-align: center;"></td> <td>EX Testing - 03</td> <td>0000432995</td> <td>Submitted for Approval</td> <td>Michele Young</td> <td>HR Supervisor</td> <td>01/14/2019</td> <td>30.00 USD</td> </tr> <tr> <td style="text-align: center;"></td> <td>EX Testing</td> <td>0000432992</td> <td>Approvals in Process</td> <td>(Pooled)</td> <td>Prepay Auditor</td> <td>01/09/2019</td> <td>40.00 USD</td> </tr> <tr> <td style="text-align: center;"></td> <td>EX Testing 2</td> <td>0000432993</td> <td>Approvals in Process</td> <td>(Pooled)</td> <td>Prepay Auditor</td> <td>01/09/2019</td> <td>46.25 USD</td> </tr> </tbody> </table> |                        |               |                |              |            |  | Actions | Description | Report ID | Status | Approver | Role | Updated Date | Amount |  | Training Classes - STAR | 0000432998 | Submission in Process |  |  | 01/22/2019 | 178.25 USD |  | Testing | 0000432996 | Submitted for Approval | Michele Young | HR Supervisor | 01/14/2019 | 30.00 USD |  | EX Testing - 03 | 0000432995 | Submitted for Approval | Michele Young | HR Supervisor | 01/14/2019 | 30.00 USD |  | EX Testing | 0000432992 | Approvals in Process | (Pooled) | Prepay Auditor | 01/09/2019 | 40.00 USD |  | EX Testing 2 | 0000432993 | Approvals in Process | (Pooled) | Prepay Auditor | 01/09/2019 | 46.25 USD |
| Actions                                 | Description             | Report ID   | Status                 | Approver      | Role           | Updated Date | Amount     |  |         |             |           |        |          |      |              |        |  |                         |            |                       |  |  |            |            |  |         |            |                        |               |               |            |           |  |                 |            |                        |               |               |            |           |  |            |            |                      |          |                |            |           |  |              |            |                      |          |                |            |           |
|   | Training Classes - STAR | 0000432998  | Submission in Process  |               |                | 01/22/2019   | 178.25 USD |  |         |             |           |        |          |      |              |        |  |                         |            |                       |  |  |            |            |  |         |            |                        |               |               |            |           |  |                 |            |                        |               |               |            |           |  |            |            |                      |          |                |            |           |  |              |            |                      |          |                |            |           |
|   | Testing                 | 0000432996  | Submitted for Approval | Michele Young | HR Supervisor  | 01/14/2019   | 30.00 USD  |  |         |             |           |        |          |      |              |        |  |                         |            |                       |  |  |            |            |  |         |            |                        |               |               |            |           |  |                 |            |                        |               |               |            |           |  |            |            |                      |          |                |            |           |  |              |            |                      |          |                |            |           |
|   | EX Testing - 03         | 0000432995  | Submitted for Approval | Michele Young | HR Supervisor  | 01/14/2019   | 30.00 USD  |  |         |             |           |        |          |      |              |        |  |                         |            |                       |  |  |            |            |  |         |            |                        |               |               |            |           |  |                 |            |                        |               |               |            |           |  |            |            |                      |          |                |            |           |  |              |            |                      |          |                |            |           |
|   | EX Testing              | 0000432992  | Approvals in Process   | (Pooled)      | Prepay Auditor | 01/09/2019   | 40.00 USD  |  |         |             |           |        |          |      |              |        |  |                         |            |                       |  |  |            |            |  |         |            |                        |               |               |            |           |  |                 |            |                        |               |               |            |           |  |            |            |                      |          |                |            |           |  |              |            |                      |          |                |            |           |
|   | EX Testing 2            | 0000432993  | Approvals in Process   | (Pooled)      | Prepay Auditor | 01/09/2019   | 46.25 USD  |  |         |             |           |        |          |      |              |        |  |                         |            |                       |  |  |            |            |  |         |            |                        |               |               |            |           |  |                 |            |                        |               |               |            |           |  |            |            |                      |          |                |            |           |  |              |            |                      |          |                |            |           |