

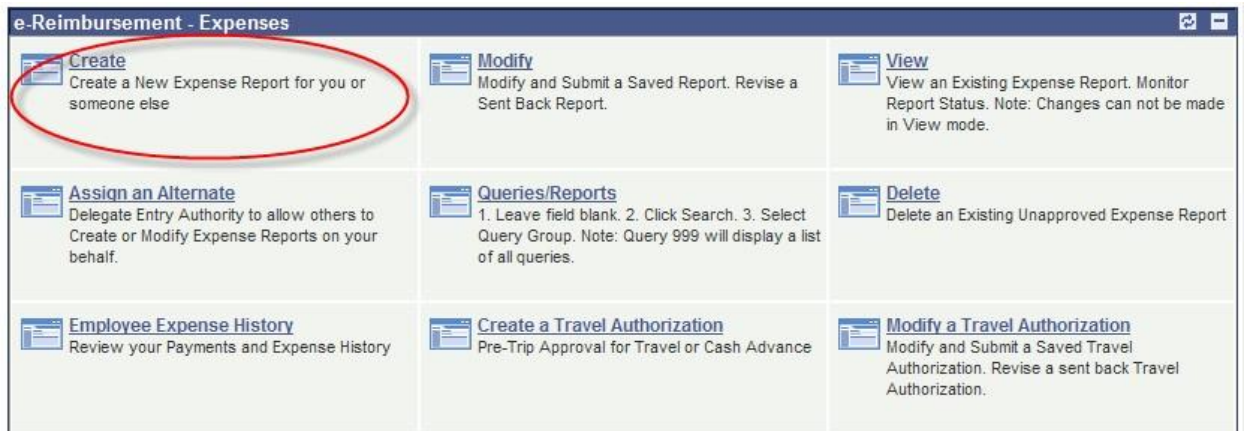
## How to Create Expense Reports in the Expense Module

Expense reports are used to reimburse University of Wisconsin employees and non-employees for expenses incurred while traveling or conducting business for the University.

- 1) Sign into Expense Module (See [How to Sign into the Expense Module](#)). Click on **Create** in the *Expense Module-Expenses* box. A blank expense report will appear.

**TIP:** To minimize entry and create a duplicate of an existing expense report, click on the **Quick Start** drop-down menu, select **An Existing Report** and click **Go**. A list of previously created Expense Reports will display. Click the **Select** button for the desired report to generate a duplicate that may be adjusted prior to submission.

**Note:** If designated as an alternate for another individual, a blank expense report will not appear until after you enter the employee or non-employee ID in the *Empl ID* field. If you do not know the ID, click on the magnifying glass and a list of individuals will appear. Select the appropriate ID from the list and click **Add** to open a blank expense report. If the desired individual does not appear, see [How to Assign an Alternate in the Expense Module](#).



- 2) Complete the *General Information* panel with the following information:
  - a. **Report Name:** In thirty characters or less, enter a brief description that will be used to identify the expense report.
  - b. **Business Purpose:** Click on the drop-down arrow and select the category that best describes the official business purpose of the travel or expense. See [Business Purpose Descriptions for the Expense Module](#).
  - c. **Destination:** Enter the city and state where the majority of the expenses were incurred. To search for a location, enter the first three characters of the city name and click the magnifying glass icon next to the Destination field. Select the desired city from the list that appears. If you cannot find the location, enter the state or country, click the magnifying glass and select the "Other" option (e.g. South Carolina, Other).
  - d. **Expense/travel justification and supporting details:** Enter the business justification for the expense report. This field allows an unlimited number of characters.

**Note:** All acronyms must be spelled out.

- e. **Attachments:** You may attach receipts/documentation to the expense report by clicking the *Attachments* link and then the **Add Attachment** button. Click the **Browse** button, locate the desired file and click the **Upload** button.
- f. If the expense report is travel-related, complete the following:
  - **Date depart:** Enter the date of departure.
  - **Date return:** Enter the date of return.
  - **Time depart:** Enter the time of departure from home or the assigned headquarters. – This is optional if travel is on or after October 5, 2015
  - **Time return:** Enter the time the traveler returned home or to the assigned headquarters. – This is optional if travel is on or after October 5, 2015

**Note:** *If the expense report is not travel-related, uncheck the Travel related expense report box to remove the above fields from the General Information panel.*

The screenshot shows the 'General Information' panel with the following elements:

- \*Report Name:** Text input field.
- \*Business Purpose:** Dropdown menu.
- Destination:** Text input field with a magnifying glass icon.
- \*Expense/travel justification and supporting details:** Large text area with a 'GO' button.
- (Spell out acronyms)** and **Attachments (0)** links.
- Travel related expense report** checkbox.
- Date depart:** Date input field with a 'B1' icon.
- Time depart:** Time input field.
- Date return:** Date input field with a 'B1' icon.
- Time return:** Time input field.
- Accounting Defaults** link at the bottom left.
- More Options:** Dropdown menu at the bottom center.
- GO** button at the bottom right.

- 3) Review the Expense Report funding source by clicking on **Accounting Defaults** below the General Information Panel. The funding string displayed is applied to each expense line. The *Dept* identified will determine who the Expense Report is routed to for approval. To ensure proper routing, the Traveler/Alternate should change the funding source prior to submission. To use multiple funding sources, click the **Add Chartfield Line** button, adjust the percentage fields, enter the additional funding information and click **OK**. To delete a funding source, click the minus sign at the end of the row.

**Note:** *Funding sources may be changed on individual expense lines by clicking the **Accounting Details** link located within the Details page of each expense line.*

## Create Expense Report

### Accounting Defaults

Report ID:

NEXT

Accounting Summary ?										Set Personalizations   Find		First 1-2 of 2 Last	
%	*GL Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Affiliate				
50.00	UWMSN	101	030500	1		UWMSN							
50.00	UWMSN	233	030500	1		UWMSN	PRJ12MS						

[User Defaults](#)

- 4) Complete the *Details* section of the Expense Report using one of the following methods:
  - a. **Multiple Expense Line Entry:** To streamline expense entry, select **Multiple Expenses** from the drop-down menu below the existing expense lines, click the **Add** button, enter appropriate date range, check boxes in **One Day** column for desired expense types and click the **Continue** button.
  - b. **Single Expense Line Entry:** Select the appropriate Expense Type from the drop-down menu. To add rows, select **New Expense** from the drop-down menu below the existing expense lines and click the **Add** button.
  - c. **Corporate Card Expense Entry:** See [How to Work with My Corporate Card Expenses in the Expense Module.](#)
- 5) For each expense line, Travelers/Alternates need to enter the following information:
  - a. **Expense Type:** Select the appropriate Expense Type from the drop-down menu. If multiple charges are included on one invoice/receipt, split them into separate expense lines/types (e.g. internet fee on lodging folio) by selecting each expense type manually or using the Receipt Split function (See [How to Use the Receipt Split Function in the Expense Module.](#)).
  - b. **Expense Date:** Enter the date that the expense was incurred as indicated on the invoice/receipt.
  - c. **Amount Spent:** Enter the amount spent in US dollars. Currency conversion must be done outside of Expense Module (See the [currency converter](#)).
  - d. **Currency:** It is recommended to enter expenses in US dollars.
  - e. **Payment Type:** Select the appropriate Payment Type from the drop down menu:
    - **Corporate Card:** Reimbursable expenses are paid directly to US Bank, by the University, on behalf of the cardholder.
    - **Personal Funds:** Reimbursable expenses are paid directly to the claimant.
    - **University Prepaid:** Expenses have already been paid by the University with another payment method (e.g. Purchasing Card) and will not be included in the amount reimbursable to the claimant.
  - f. **Billing Type:** Select the appropriate Billing Type from the drop down menu:
    - **In-state:** expenses incurred within the claimant's headquarter state or as part of a trip within the traveler's headquarter state
    - **Out-of-state:** expenses incurred outside the claimant's headquarter state or as part of a trip outside of the traveler's headquarter state
    - **Foreign:** expenses incurred outside of the claimant's headquarter country or as part of a trip outside the traveler's headquarter country

- g. **Detail:** Expense Types may require additional information. Click on the *Detail* link at the end of the expense line. See [Expense Types and Billing Types for the Expense Module](#).
- h. For Meals and Incidentals you will need to go into the details link and click the Per Diem Deduction link to deduct First/Last of travel or any Provided Meals.

**Note:** To copy an expense line, check the **Select** box next to the desired expense line and click **Copy Selected**. Indicate whether the new expense line should be copied to a single date or a range of dates and click **OK**. The new expense line(s) will appear. To delete an existing expense line, check the **Select** box next to the desired line and click **Delete Selected** and **OK**.

- 6) When entry is complete, proceed as follows:
  - a. If entering for yourself or on behalf of a non-employee, click **Submit**, review the *Acknowledgement and Statement of Accountability*, click **OK**, verify the totals on the screen that follows and click **OK**.
  - b. If entering on behalf of another employee, click **Notify Traveler**. The traveler must sign into Expense Module, click **Modify** in the Expense Module – Expenses box, click search, locate the pending Expense Report, click **Submit**, review the *Acknowledgement and Statement of Accountability*, click **OK**, verify the totals on the screen that follows and click **OK**.

**Note:** If further entry is required, click **Save for Later**. To retrieve the existing Expense Report, click **Modify** in the Expense Module – Expenses box.

After submission, the Expense Report is routed to the appropriate departmental approver and auditor. Travelers/Alternates will receive e-mail notification of expense report approval or denial.

- If approved, the traveler will receive reimbursement for the allowable expenses claimed.
- If sent back for revision, the traveler/alternate will receive an e-mail notification. Select **Modify** from the *Expense Module - Expenses* box to view the approver/auditor comments (located near the top of the expense report) and to complete the required modifications. See number six above for submission instructions.
- If denied, expense reports cannot be modified or resubmitted.