Expense Report Procedure

For Reconciliation after Travel is completed you will submit an Expense Report (ER)

Checklist:

- o Travel Authorization must be approved prior to submitting an Expense Report.
- o Please check your supporting documents and ensure they meet the requirements:
  - Receipts that show payment method (ex:Visa, Mastercard etc)/Balance shows paid/Balance is 0. Documents that state it's been fully paid
  - If unable to find the receipt, bank/credit card statement with the charge is acceptable (you can blur out information that you do not wish to show)

1. Log into PeopleSoft using myportal.sdccd.edu

2. Click on Finance Dashboard icon
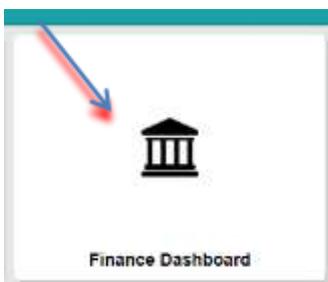
3. Click on Travel & Expense
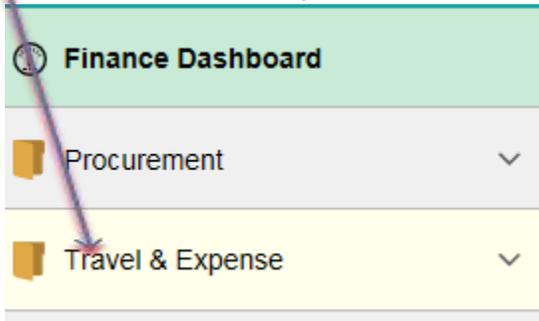
4. Choose Expense Report

5. The Empl. ID Field should be pre-populated with your #. Click on "Add" to create a new ER
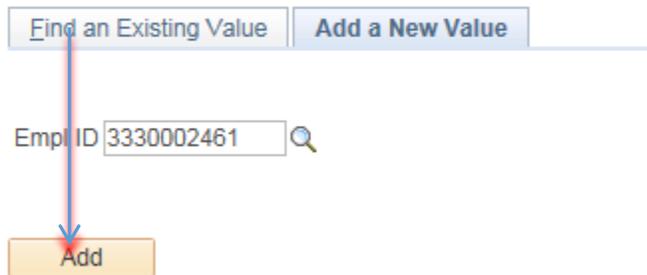
6. Click on Quick Start dropdown menu

Choose "A Travel Authorization"
Click "GO"

7. Click "Select" to choose the appropriate TA for this travel

Copy from Approved Travel Authorization

From Date 07/14/2016   To 11/14/2016   Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	Debt Symposium San Diego	0000002395	11/04/2016	11/04/2016	50.00	USD

8. Make necessary changes and updates to the amounts and dates. Make sure amounts reflect supporting document

Expenses
Expand All | Collapse All   Add | My Wallet (0) | Quick-Fill   Totals (0 Lines)   50.00   USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/04/2016	Meetings & Conferences	MEETING	Prepaid Hotel & Conferen	50.00	USD
*Billing Type: Internal Dist		Receipt Split	☑ Default Rate *Exchange Rate 1.00000000		
			☐ Non-Reimbursable Reimbursement Amt 50.00 USD		
			☐ No Receipt		

9. Click "Save for Later" to save your work and obtain an ER #

Modify Expense Report   Save for Later | Summary and Submit
Nancy Lane   Actions ...Choose an Action   GO

*Business Purpose Professional Development
*Report Description Debt Symposium San Diego   Report 0000003334 Pending
Reference   Default Location
   Authorization ID 2000002395
   Attachments

10. Upload receipts for actual expenses as an attachment.

11. Click on "Summary and Submit" to submit for approval.

Modify Expense Report   Save for Later | Summary and Submit
Nancy Lane   Actions ...Choose an Action   GO

12. Check the box to certify accuracy, then click "Submit Expense Report"

Modify Expense Report   Save for Later | Expense Details
      Actions ...Choose an Action   GO

*Business Purpose Professional Development
*Description Debt Symposium San Diego   Report 0000003334 Pending
Reference

Totals
View Printable Version   View Analytics   Notes   Attachments

Employee Expenses (1 Line)	50.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	50.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee   0.00 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

13. If a red flag appears, an error has occurred that must be corrected.

An entry may be required in the Older Transaction Comment field if the dates are older than 10 days:
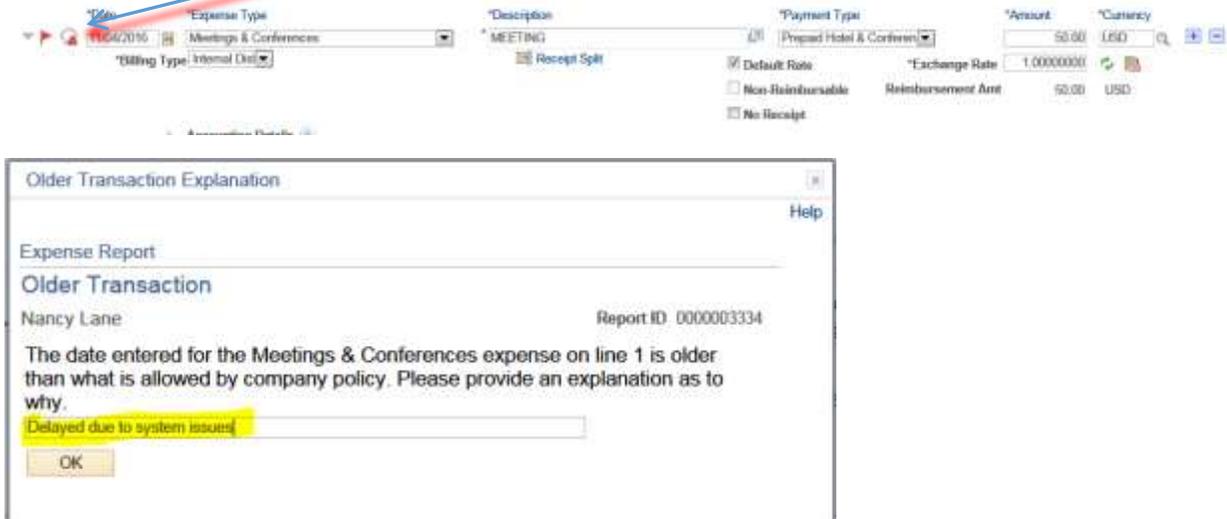
Once the errors have been fixed click on Summary and Submit again, then click Submit Expense Report after ensuring that the box is checked.

Click OK to confirm:

Wait for a red notification that the ER has been submitted. The status changes to Submission in Process:

Your expense report 0000003334 has been submitted for approval.

Business Purpose	Professional Development	**Report**	0000003334	<mark>Submission in Process</mark>
Description	Debt Symposium San Diego	**Created**	10/14/2016	Nancy Lane
Reference		**Last Updated**	10/14/2016	Nancy Lane