

in the Vendor

The screenshot shows a software interface with a dark blue header. On the left, there is a '+ Create' button. On the right, there is a 'Expenses' label with a yellow triangle icon. Below the header, there are three columns. The first column has a large '0' and the word 'Returned' below it. The second column has a large '1' and the text 'Submitted Last 90 Days' below it. The third column has a large '1' and the word 'Draft' below it.

0 Returned	1 Submitted Last 90 Days	1 Draft
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- field. Select the appropriate candidate record.
If the candidate is not listed, scroll to the top of the list and click Vendor Not Found.
- x Address not correct: If a candidate record was selected in the vendor field, and the address displayed is correct, leave this check box blank. If the address displayed is incorrect, select this check box.
 - x Candidate Information: Enter the name, street address, city, state, and zip code of the candidate.
 - x WSU Position Number / Position Title: Enter the position number and position title as listed on the search documentation
 - x Division Routing: Select the appropriate division routing – if you are not a part of Academic Affairs or Student Affairs, select None.
 - x Department: Select the appropriate department from the dropdown list. If the appropriate department is not listed, select Department Not Listed.
 - x Will there be personal time during this trip: Leave the box blank if there will not be personal

time included in this travel event. Select the check box if there will be personal time included in this travel event and enter the appropriate dates in the Personal Time Start/End Date fields. This field is not typically used for Candidate travel.

3. Click Save at the top right side of the screen to continue.

Add Expenses

4. Select the specific expense tile you want to add to the Expense Report



5. Complete the expense form and click Save at the top right-hand side of the screen to continue.

Airfare

Date: 04/15/2019

Description

Merchant

Funding

614 - Benefits Press of Kansas

A0003-101614-20450 A0003 - GU State General Fund 101

2611-Candidate Recruitment

Attachments (0)

- x Date: Enter the actual date of the expense which can typically be found on the receipt. The date on each expense form must be within the date range entered on the expense report header in the Departure Date and Return Date fields.
- x Spent: Enter the actual amount spent for this expense type.
- x Business Purpose: The business purpose will default with the information entered on the Expense Header but can be modified (as needed) on any of the expense forms. Once

