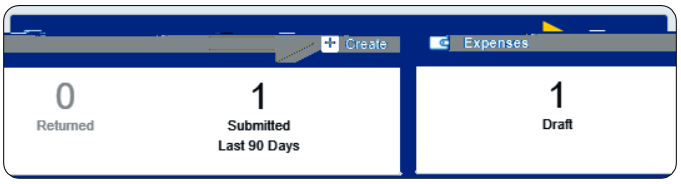
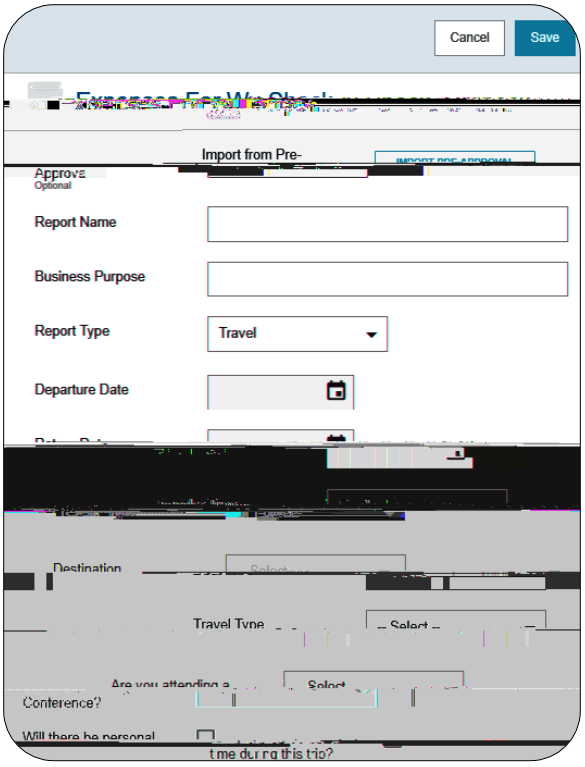
Quick Reference

Create Expense Report (Employee)

1. Click the **+CREATE** button in the upper right corner of the Expenses swim lane.



2. Enter the Header data:



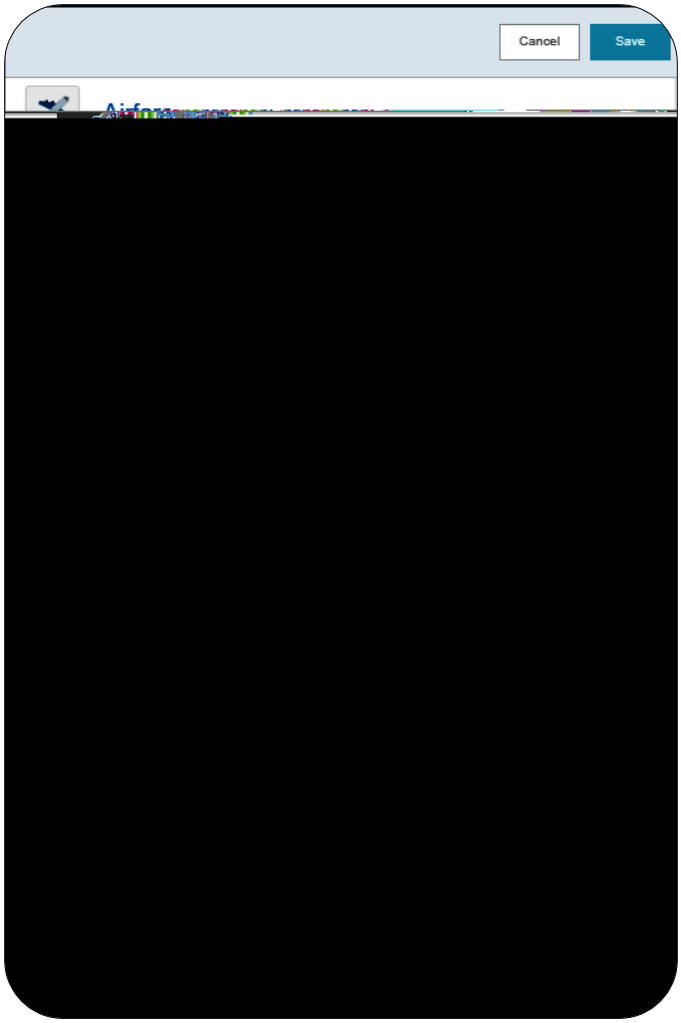
- **Import Pre-ApprovalEx Destination:** Select the Country/_____ are traveling to.
- **Travel Type:** Select either In State, Out of State or International
- **Are you attending a conference:** Select **Yes** if you are attending a conference. A conference agenda or schedule at a glance must be attached to the expense report. Select **No** if you will not be attending a conference.
- **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.

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



- **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.
- **Spent:** Enter the actual amount spent for this expense type.
- **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 modified, the new Business Purpose text will be carried forward to each subsequent expense type.
- **Description:** Provide any additional information about this expense. This field is optional for most expense types.
- **Personal Expense Charged on PCARD:** If the expense is associated with a WSU issued pcard

transaction **and** the charge is a personal charge, select this checkbox. An Explanation field will display. Enter the amount and a brief description of the personal charge. The cardholder will need to submit reimbursement to WSU via cash or personal check for any personal charges. If there are no personal expenses charged on the pcard, leave the box unchecked.

- **Merchant:** This field will pre-populate the vendor name for any pcard transactions. For all other transactions, the merchant field is optional.
- **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.

  Activity: Click the drop-down box and select the appropriate value from the list.