

Expenses: Create and Submit an Expense Report

For employees creating and submitting an expense report

Purpose:

Create and submit an expense report.

How to Access:

Log into the [Bear Trax](#) application. Select the **Expenses** tile.

Helpful Hints:

Be sure to keep in mind that...

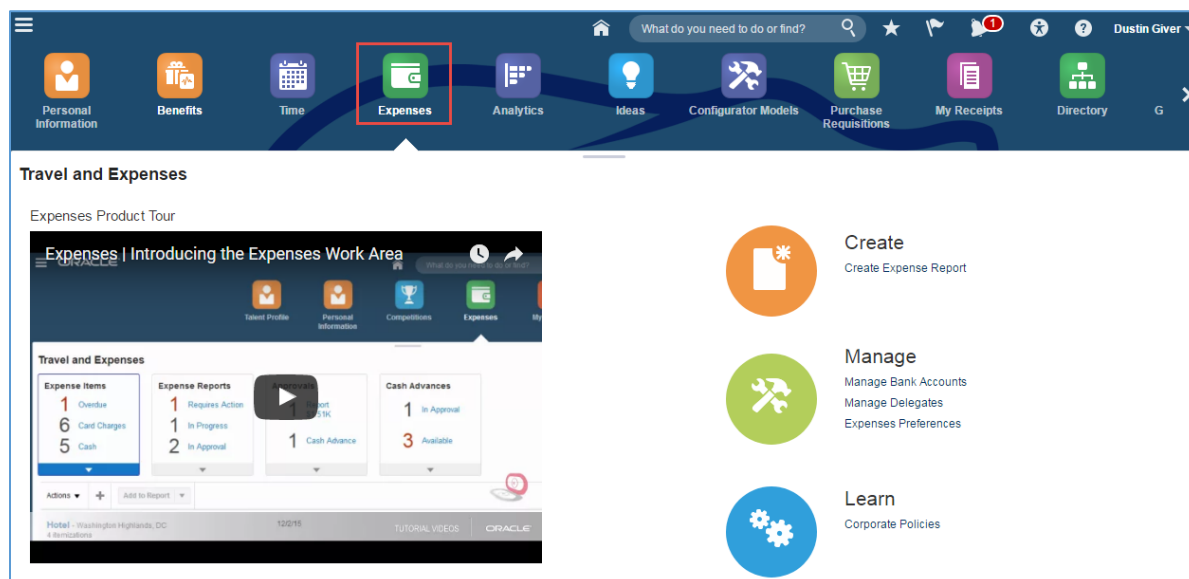
- Expense reports will include out-of-pocket transactions only.
- All non-compensation employee reimbursements will be submitted through expense reports (e.g. uniform balances, administrative tuition reimbursement, enrichment, etc.)
- All expense reports must be submitted within 60 days or the system will reject your report
- You must agree to Shawnee State University corporate travel and expense policies before submitting your expense report
- If expenses are funded from more than one unit, you must create separate expense items for each unit number
- You can duplicate expense items to quickly enter reoccurring purchases within an expense report

Procedure:

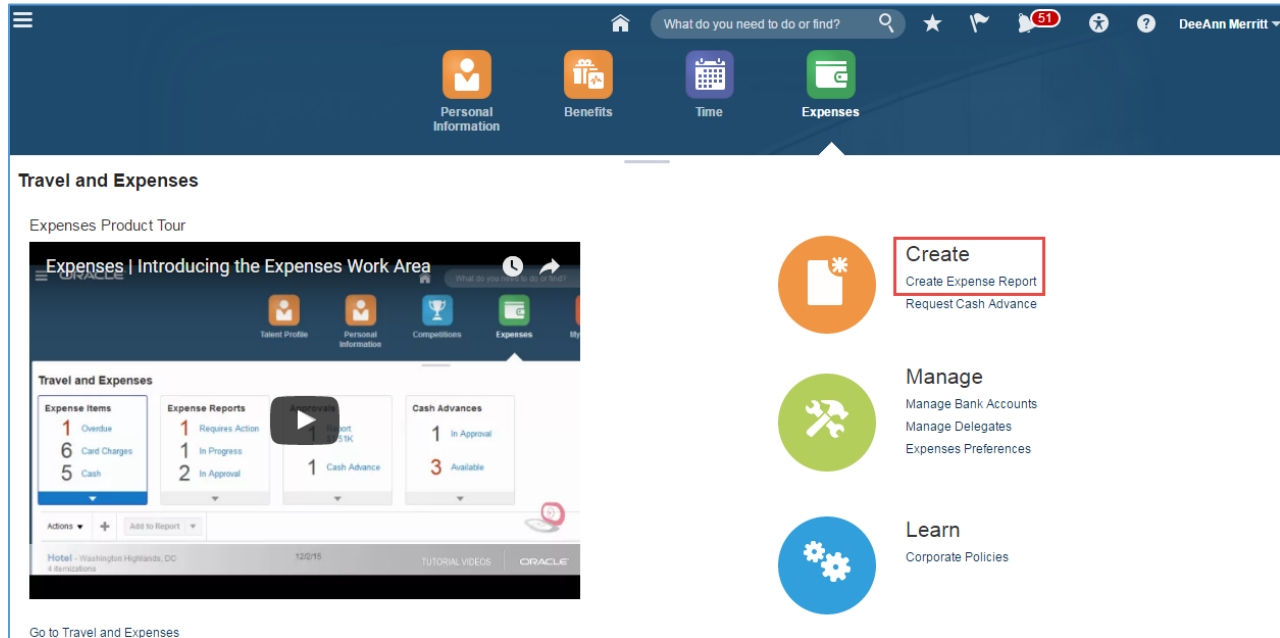
Complete the following steps to create an Expense Report:

1. Click on the **Expenses** icon.

Example #1 Page- If this is the first time creating an expense report, the page will look as shown below:



2. On the right hand side of the page under **Create**, select **Create Expense Report**.

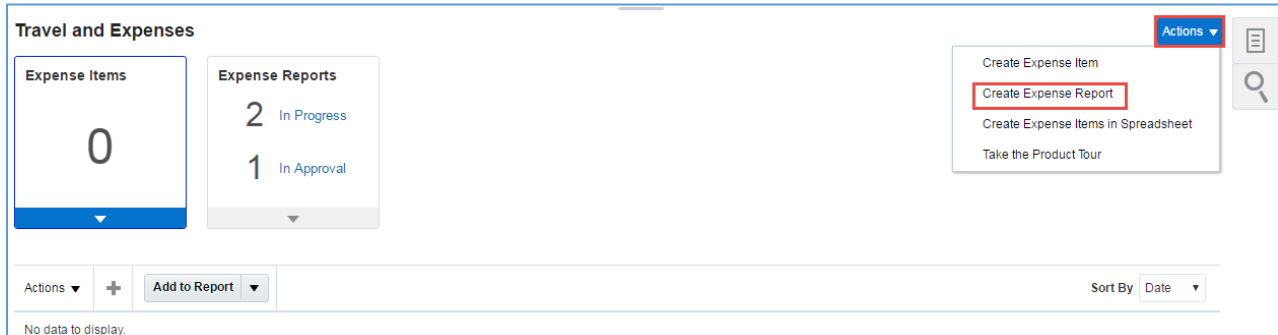


Example #2- If returning to the system after having created your first expense report, the page will appear as shown below:

3. Click on the **About Me** icon, then the **Expenses** icon.



4. Click on the **Actions** drop down menu and select **Create Expense Report**.



Travel and Expenses

Expense Items
0


Expense Reports
2 In Progress
1 In Approval

Actions ▼

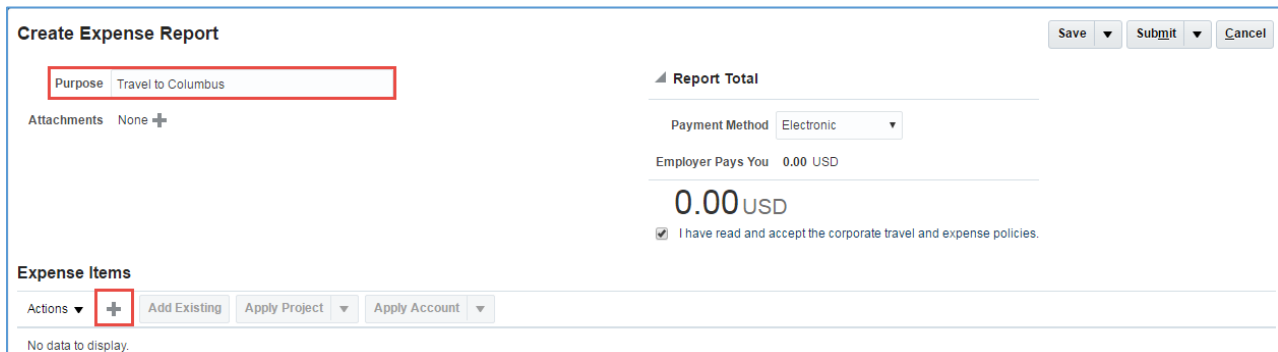
- Create Expense Item
- Create Expense Report
- Create Expense Items in Spreadsheet
- Take the Product Tour

Actions ▼ + Add to Report ▼ Sort By Date ▼

No data to display.

5. Complete the **Purpose** field and click on the  plus sign next to the **Action** drop down to create an expense item. A new expense item must be created for each item type of your expense report (e.g. hotel, plane ticket).

Note: Each meal must be its own line item.



Create Expense Report

Purpose Travel to Columbus

Attachments None +

Report Total

Payment Method Electronic ▼

Employer Pays You 0.00 USD

0.00 USD

☒ I have read and accept the corporate travel and expense policies.

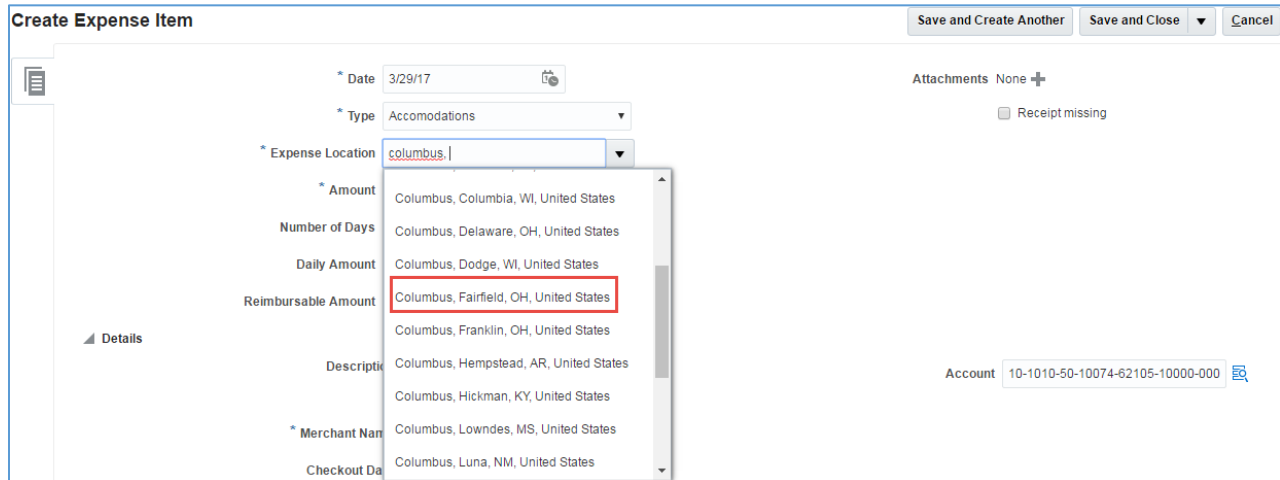
Expense Items

Actions ▼ + Add Existing Apply Project ▼ Apply Account ▼

No data to display.

6. Enter information in each field.

Note: All fields marked by an asterisk, *, are required.



Create Expense Item

Buttons: Save and Create Another, Save and Close, Cancel

* Date: 3/29/17

* Type: Accomodations

* Expense Location: columbus, |

* Amount: Columbus, Columbia, WI, United States

Number of Days: Columbus, Delaware, OH, United States

Daily Amount: Columbus, Dodge, WI, United States

Reimbursable Amount: Columbus, Fairfield, OH, United States

Description: Columbus, Franklin, OH, United States

* Merchant Name: Columbus, Hempstead, AR, United States


Checkout Date: Columbus, Hickman, KY, United States

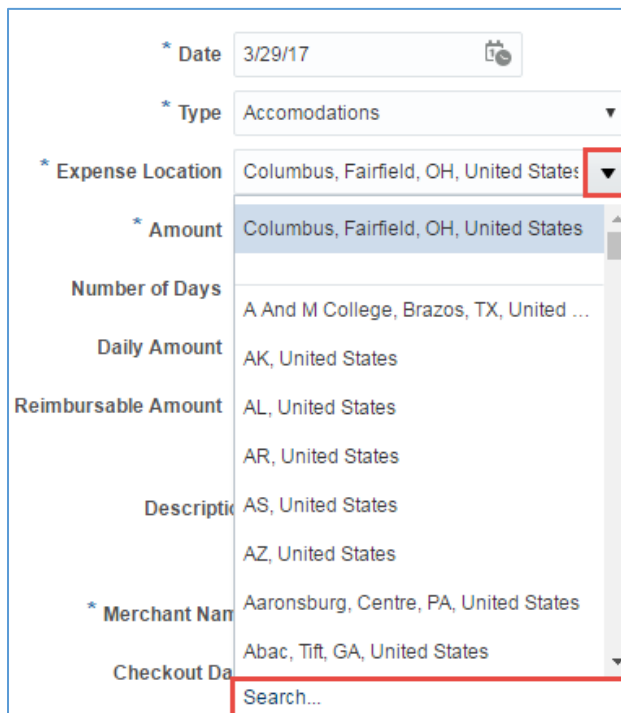
Attachments: None

☐ Receipt missing

Account: 10-1010-50-10074-62105-10000-000

Note: The text box for **Expense Location** is called a smart search. Start to type the name of the city (the search is case-sensitive) and wait for the results to appear. Then, scroll and select from the drop down.

Or to search for the location, click the drop down arrow  on the **Expense Location** and click on **Search** at the bottom.



* Date: 3/29/17

* Type: Accomodations

* Expense Location: Columbus, Fairfield, OH, United States

* Amount: Columbus, Fairfield, OH, United States

Number of Days: A And M College, Brazos, TX, United ...

Daily Amount: AK, United States

Reimbursable Amount: AL, United States

Description: AR, United States

* Merchant Name: AS, United States

Checkout Date: AZ, United States

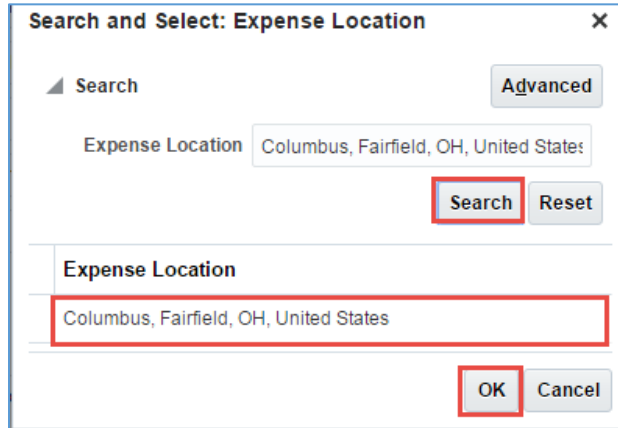
Aaronsburg, Centre, PA, United States

Abac, Tift, GA, United States

Search...

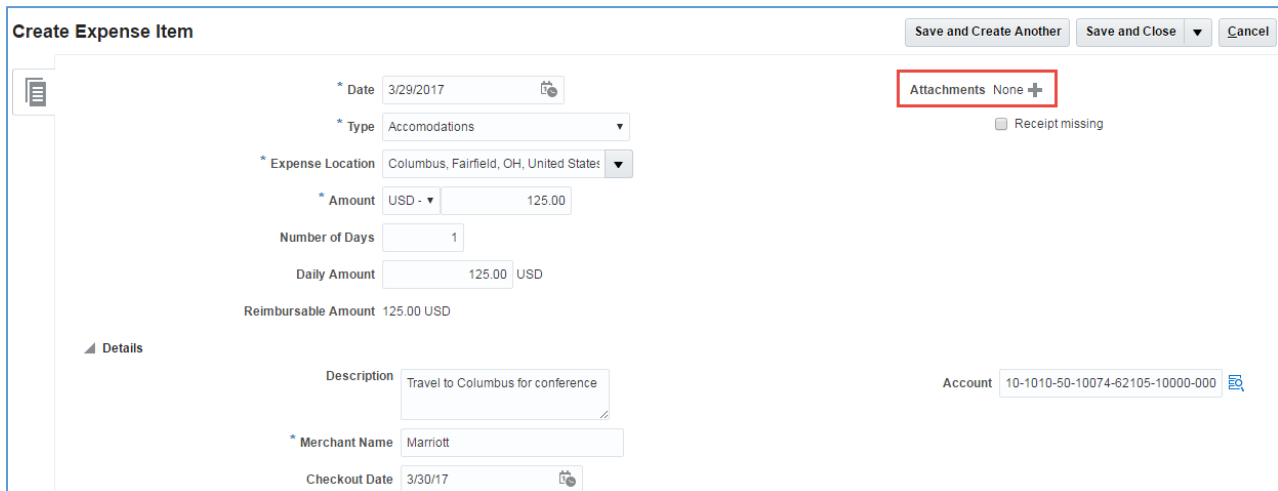
Note: Page appearance will vary based on type of expense you are entering.

7. Type in the location and click **Search**. When the result appears under **Expense Location**, select it then click **OK**.



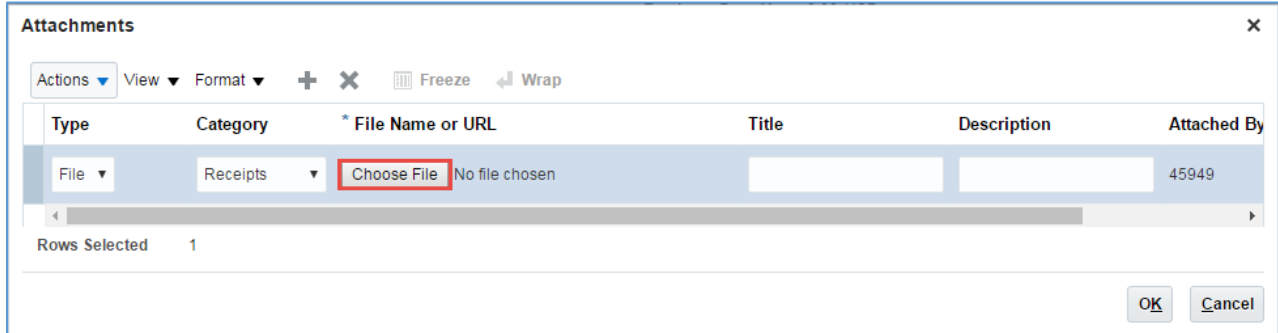
The dialog box titled "Search and Select: Expense Location" contains a search section with an "Expense Location" input field containing "Columbus, Fairfield, OH, United States". Below the input field are "Search" and "Reset" buttons. The "Search" button is highlighted with a red box. Below the search section is a list of results under the heading "Expense Location", with "Columbus, Fairfield, OH, United States" selected and highlighted by a red box. At the bottom right are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red box.

8. Click on the plus sign **Attachments None** next to Attachments to attach the receipt to the item when required.



The "Create Expense Item" form displays various fields for expense entry. At the top right are buttons for "Save and Create Another", "Save and Close", and "Cancel". The form includes fields for Date (3/29/2017), Type (Accommodations), Expense Location (Columbus, Fairfield, OH, United States), Amount (USD 125.00), Number of Days (1), Daily Amount (125.00 USD), and Reimbursable Amount (125.00 USD). A "Details" section is expanded, showing Description (Travel to Columbus for conference), Merchant Name (Marriott), and Checkout Date (3/30/17). On the right side, there is an "Attachments None" link with a plus sign, highlighted by a red box, and a "Receipt missing" checkbox. An "Account" field at the bottom right contains the number 10-1010-50-10074-62105-10000-000.

9. The **Attachments** page will open. Click on **Choose File**.



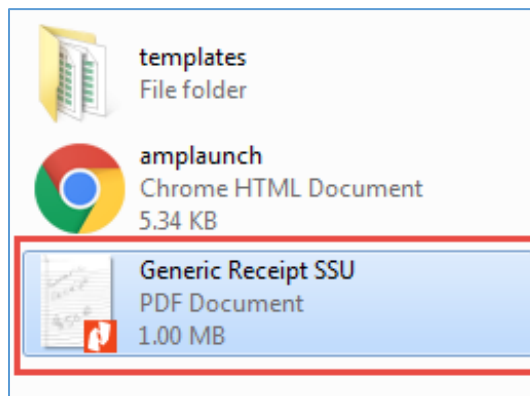
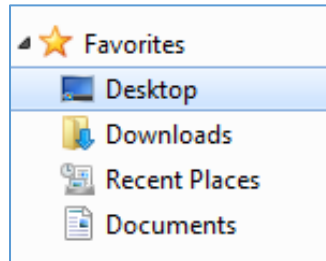
The Attachments dialog box shows a table with columns: Type, Category, File Name or URL, Title, Description, and Attached By. The 'File' type is selected, and the 'Receipts' category is chosen. The 'Choose File' button is highlighted with a red box. Below the table, it shows 'Rows Selected: 1'. At the bottom right are 'OK' and 'Cancel' buttons.

Type	Category	* File Name or URL	Title	Description	Attached By
File	Receipts	Choose File No file chosen			45949

Rows Selected 1

OK Cancel

10. Select the receipt saved on your computer to be attached for this expense.



11. The **Title** will automatically populate. Add to the **Description** field a short description of your receipt then Click **OK**.

Attachments

Actions View Format + X

Type	Category	* File Name or URL	Title	Description	Check
File	Receipts	Generic Receipt SSU.pdf Update...	Generic Receipt SSU.pdf	Hotel 03292017	

Rows Selected 1

OK Cancel

12. To save this expense item, select **Save and Close**, or **Save and Create Another** to add another item to the expense report.

Create Expense Item

Save and Create Another Save and Close Cancel

Attachments Generic Receipt SSU.pdf

☐ Receipt missing

* Date 3/29/2017

* Type Accomodations

* Expense Location Columbus, Fairfield, OH, United States

* Amount USD - 125.00

Number of Days 1

Daily Amount 125.00 USD

Reimbursable Amount 125.00 USD

Details

Description Travel to Columbus for conference

Account 10-1010-50-10074-62105-10000-000

* Merchant Name Marriott

Checkout Date 3/30/17

Save and Create Another Save and Close Cancel

Note: The **Submit** button will not activate until the corporate travel and expense policy box is checked. If you are not familiar with Shawnee State University corporate travel and expense policies, click the link to review before submitting your report.

Expense Report: EX0010008187
Save Submit Cancel

Purpose
 Attachments None
 Status Saved

Report Total
 Payment Method Electronic
 Employer Pays You 125.00 USD

125.00USD

☐ I have read and accept the corporate travel and expense policies.

Expense Items
 Actions + Add Existing Apply Project Apply Account

Accommodations - Columbus, OH Travel to Columbus for conference	3/29/17 Generic Receipt SSU.pdf	125.00 USD	×
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13. Click the box next to the travel and expense policy agreement and the Submit button is now activated. Click **Submit** to submit the requisition into the standard approval workflow.

Expense Report: EX0010008187
Save Submit Cancel

Purpose
 Attachments None
 Status Saved

Report Total
 Payment Method Electronic
 Employer Pays You 125.00 USD

125.00USD

☒ I have read and accept the corporate travel and expense policies.

Expense Items
 Actions + Add Existing Apply Project Apply Account

Accommodations - Columbus, OH Travel to Columbus for conference	3/29/17 Generic Receipt SSU.pdf	125.00 USD	×
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A confirmation warning will appear if receipts are required.

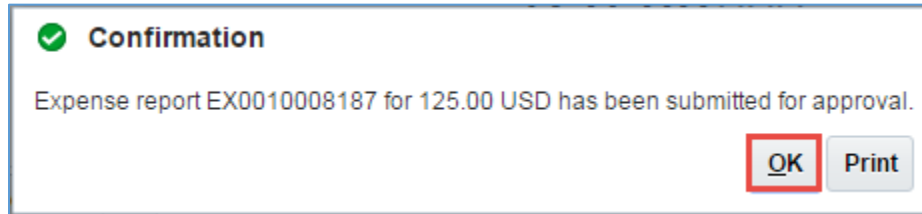
14. Click **Yes**.

Confirmation
 Your expense report contains one or more expense lines that require imaged receipts. Are all required imaged receipts attached?

Yes
No

A second confirmation message will appear indicating it was submitted for approval.

15. Click **OK**.



The report is submitted and the status will display as **Pending manager approval**.

Travel and Expenses

Actions

Expense Items

0

Expense Reports

2 In Progress

2 In Approval

Actions

EX0009179054 - Copy of Hotel	1 item	50.00 USD	×
Saved		4/5/17	
EX0009178841 - Trip To East Lansing	1 item	50.00 USD	×
Saved		4/3/17	
EX0010008187 - Travel to Columbus	1 item	125.00 USD	
Pending manager approval		5/4/17	
Imaged receipts received on 5/4/17			

Final Notes

By following these steps, you have successfully created and/or submitted an expense report.