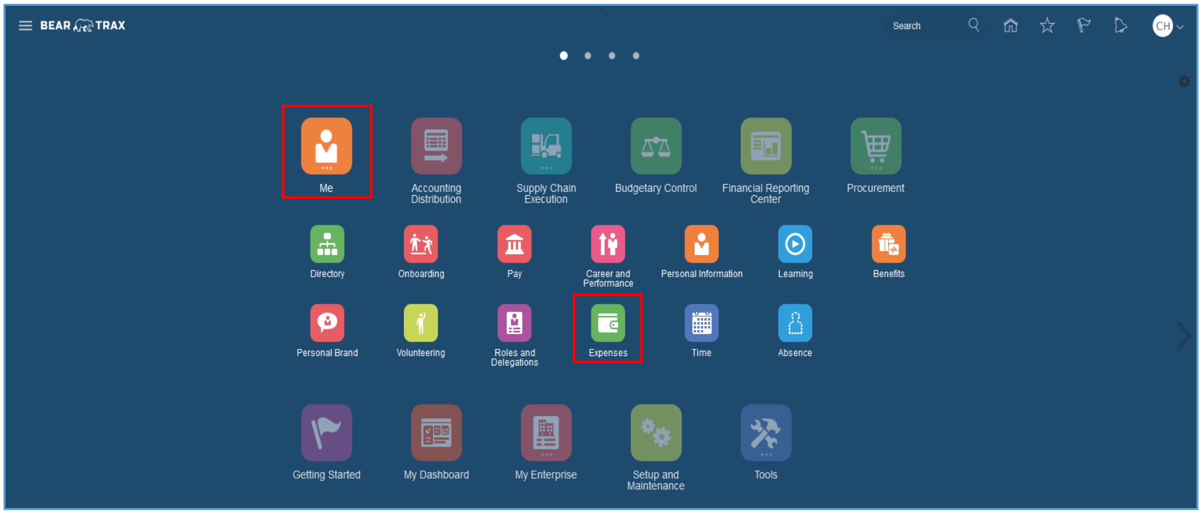
Expenses: Create and Submit an Expense Report

For employees creating and submitting an expense report

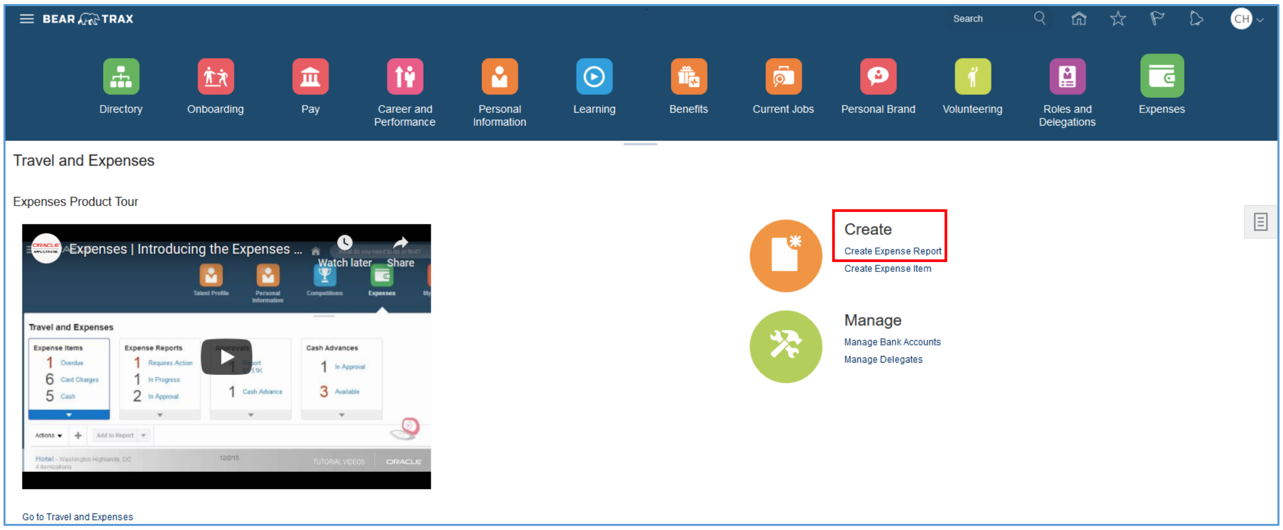
Purpose:	Create and submit an expense report.
How to Access:	Log into the Bear Trax application. Select the **Expenses** tile.
Helpful Hints:	Be sure to keep in mind that… • Expense reports will include out-of-pocket transactions only. • All non-compensation employee reimbursements will be submitted 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.


BEAR TRAX
Search
CH
Me
Accounting Distribution
Supply Chain Execution
Budgetary Control
Financial Reporting Center
Procurement
Directory
Onboarding
Pay
Career and Performance
Personal Information
Learning
Benefits
Personal Brand
Volunteering
Roles and Delegations
Expenses
Time
Absence
Getting Started
My Dashboard
My Enterprise
Setup and Maintenance
Tools

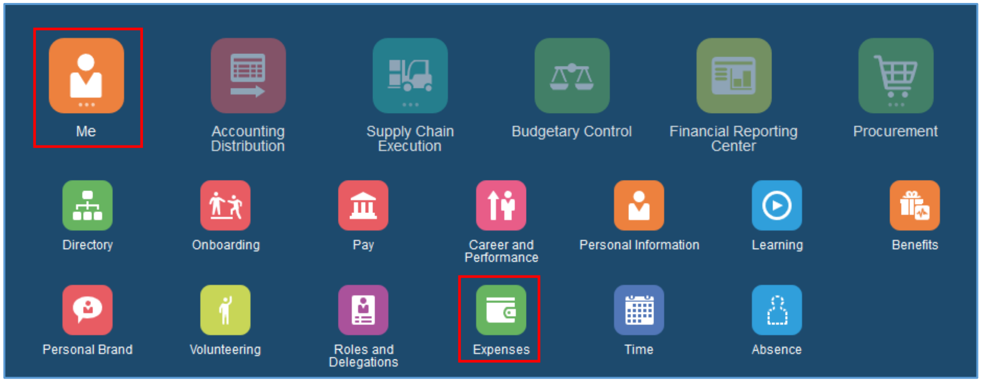
Example #1 Page- If this is the first time creating an expense report, the page will look as shown below:

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

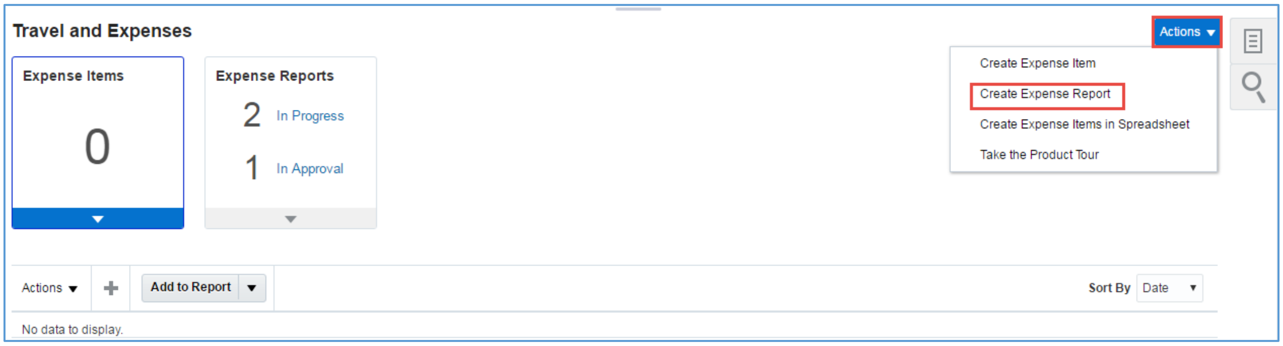

BEAR TRAX
Search
CH
Directory
Onboarding
Pay
Career and Performance
Personal Information
Learning
Benefits
Current Jobs
Personal Brand
Volunteering
Roles and Delegations
Expenses
Travel and Expenses
Expenses Product Tour
Expenses | Introducing the Expenses ...
Watch later
Share
Create
Create Expense Report
Create Expense Item
Manage
Manage Bank Accounts
Manage Delegates
Go to Travel and Expenses

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.**

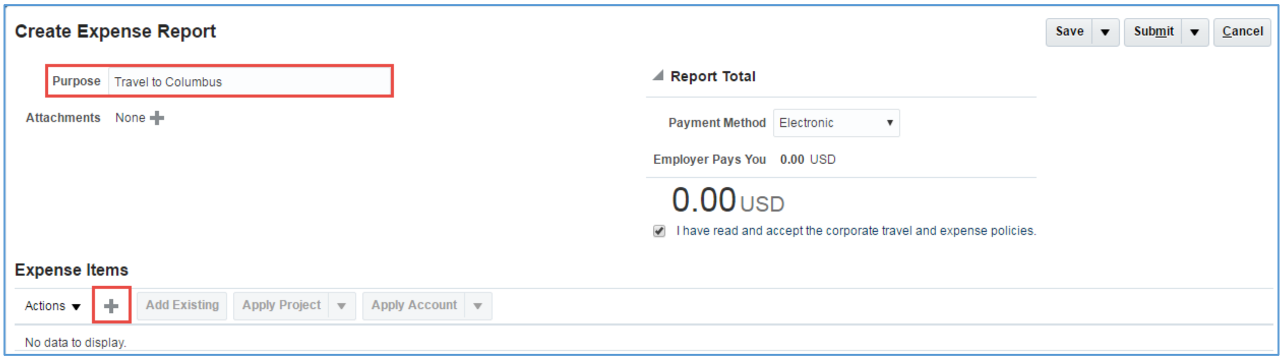

Me
Accounting Distribution
Supply Chain Execution
Budgetary Control
Financial Reporting Center
Procurement
Directory
Onboarding
Pay
Career and Performance
Personal Information
Learning
Benefits
Personal Brand
Volunteering
Roles and Delegations
Expenses
Time
Absence

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

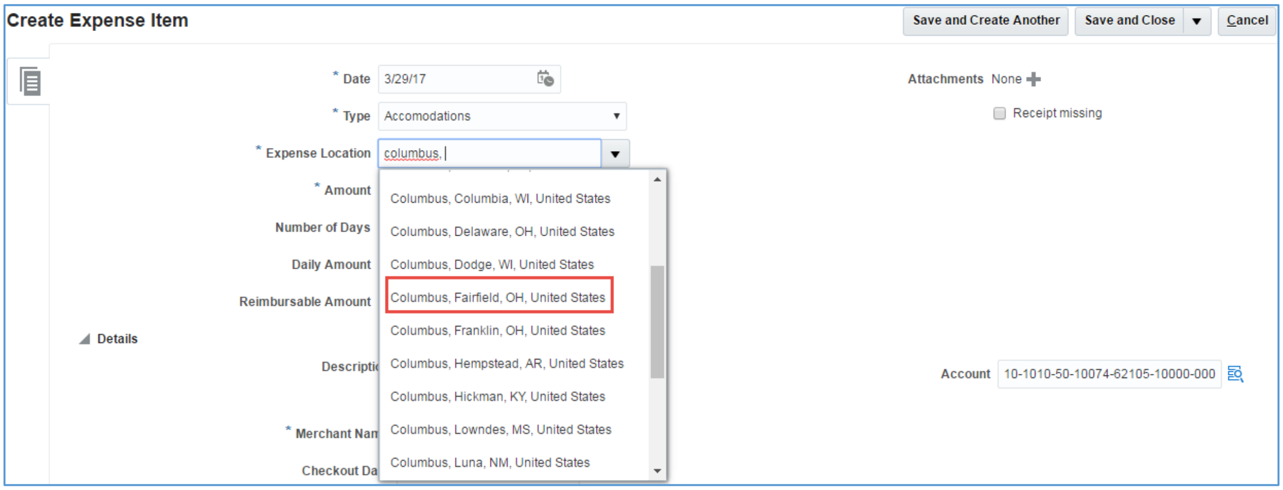
☑ I have read and accept the corporate travel and expense policies.

Expense Items

No data to display.

6. Enter information in each field.

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



Create Expense Item

* Date 3/29/17

* Type Accomodations

* Expense Location columbus,

* Amount

Number of Days

Daily Amount

Reimbursable Amount

Details

Descripti

* Merchant Nam

Checkout Da

Columbus, Columbia, WI, United States
Columbus, Delaware, OH, United States
Columbus, Dodge, WI, United States
Columbus, Fairfield, OH, United States
Columbus, Franklin, OH, United States
Columbus, Hempstead, AR, United States
Columbus, Hickman, KY, United States
Columbus, Lowndes, MS, United States
Columbus, Luna, NM, United States

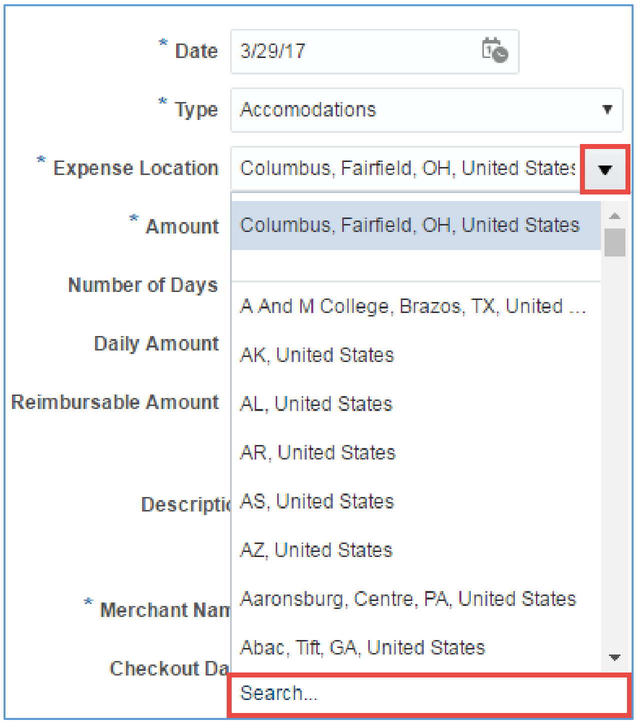
Attachments None

☐ 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

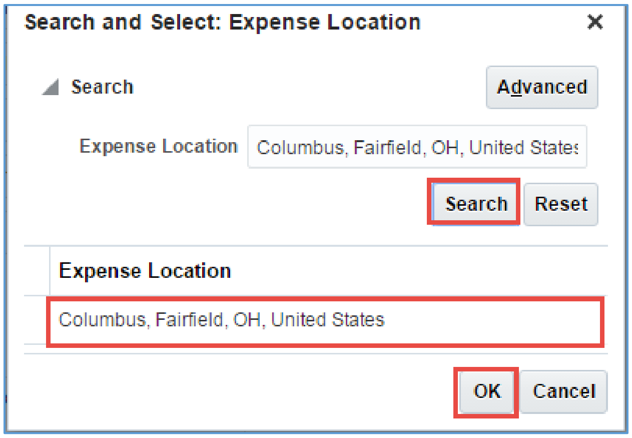
* Type Accomodations

* Expense Location Columbus, Fairfield, OH, United States

* Amount
Number of Days
Daily Amount
Reimbursable Amount
Descripti
* Merchant Nam
Checkout Da
Columbus, Fairfield, OH, United States
A And M College, Brazos, TX, United ...
AK, United States
AL, United States
AR, United States
AS, United States
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**.

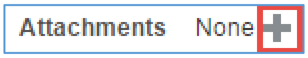


Search and Select: Expense Location

Expense Location Columbus, Fairfield, OH, United States

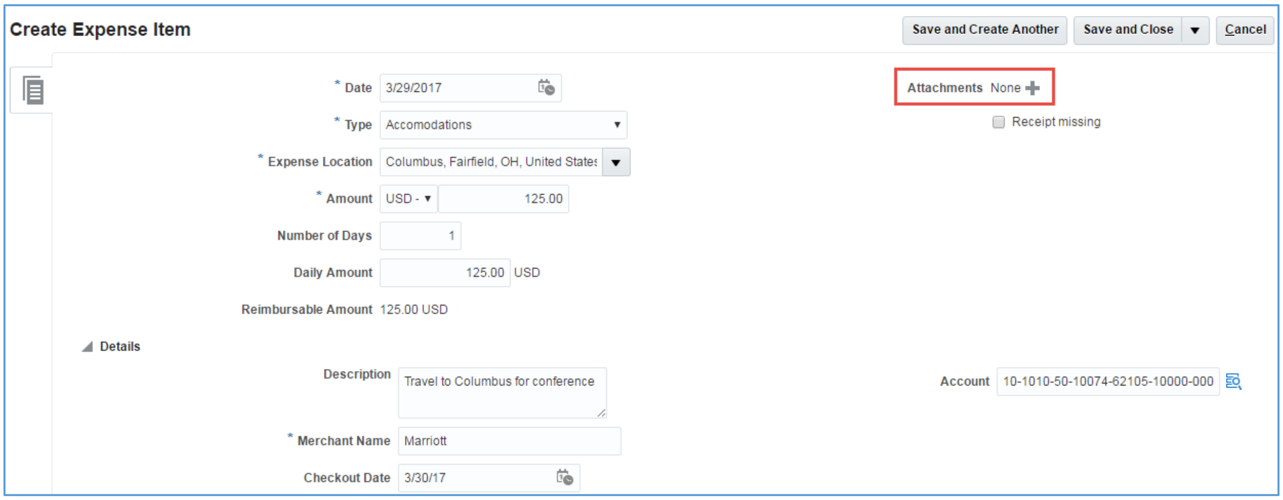
Expense Location
Columbus, Fairfield, OH, United States

Search
Advanced
Search
Reset
OK
Cancel



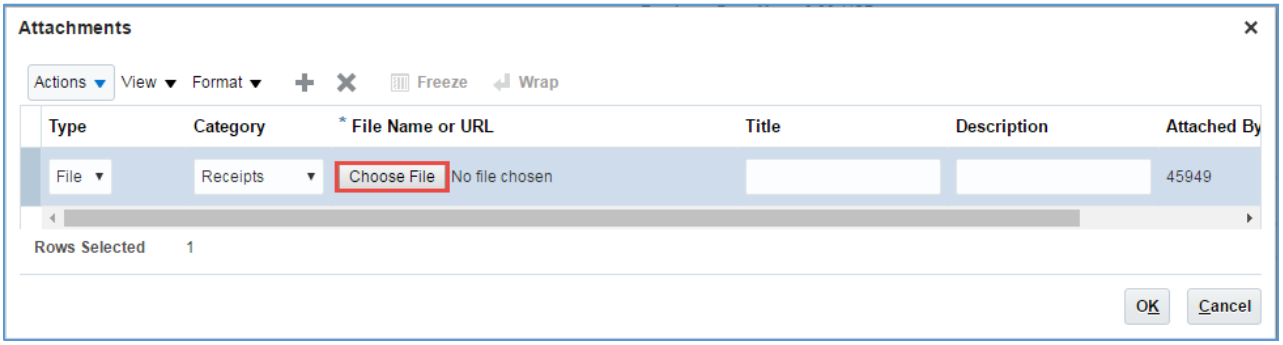
Attachments None

8. Click on the plus sign next to Attachments to attach the receipt to the item when required.


Create Expense Item
Save and Create Another
Save and Close
Cancel
Details

* 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
Description	Travel to Columbus for conference
* Merchant Name	Marriott
Checkout Date	3/30/17
Attachments	None
☐ Receipt missing	
Account	10-1010-50-10074-62105-10000-000

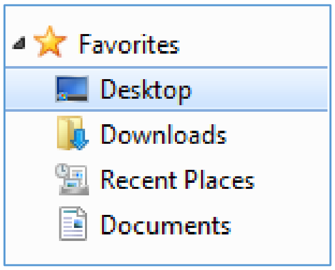
9. The **Attachments** page will open. Click on **Choose File**.

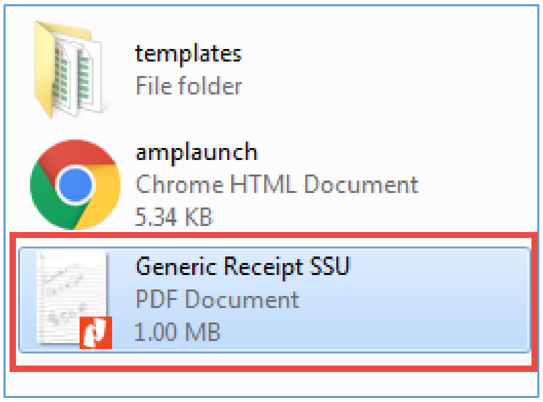

Attachments
Actions
View
Format
Freeze
Wrap
OK
Cancel

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

Rows Selected 1

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

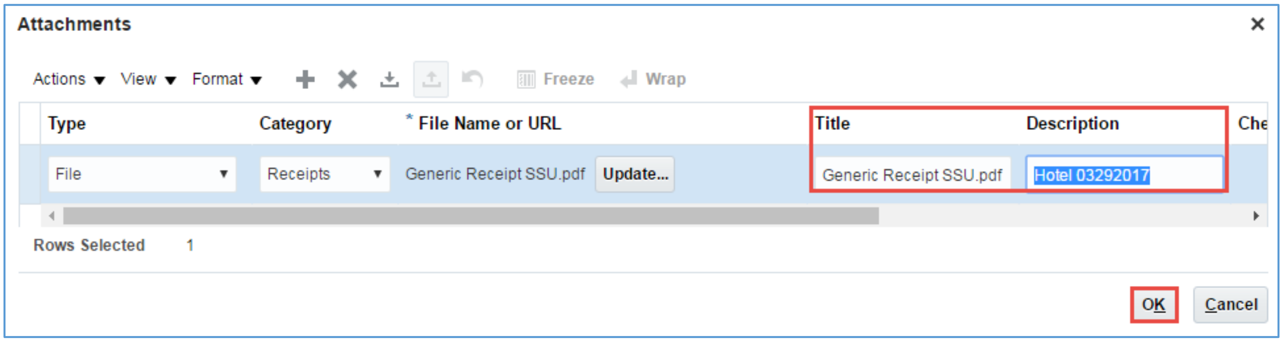

Favorites
Desktop
Downloads
Recent Places
Documents


templates
File folder

amplaunch
Chrome HTML Document
5.34 KB

Generic Receipt SSU
PDF Document
1.00 MB

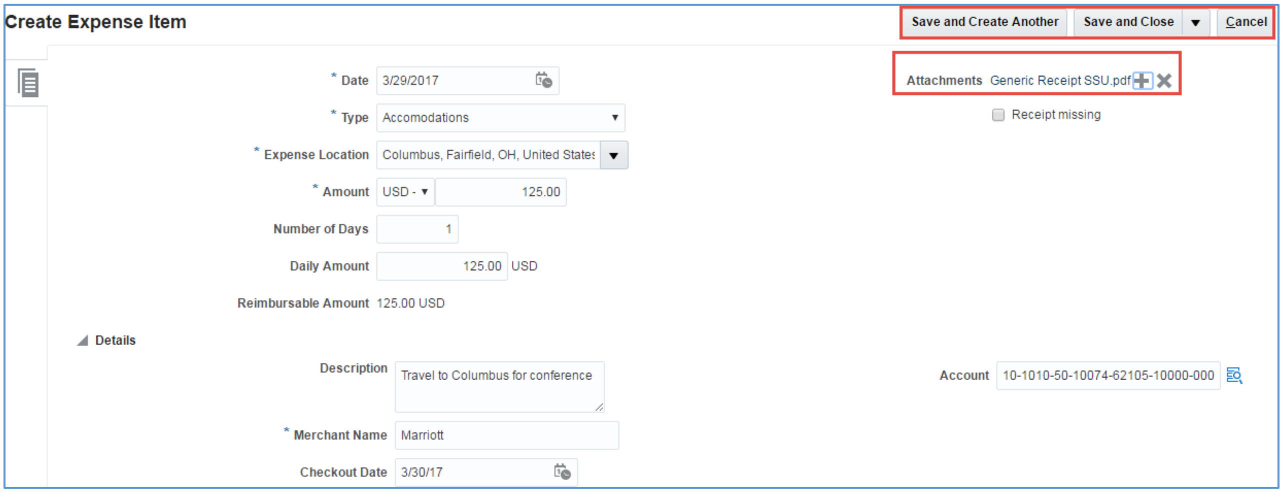
11. The **Title** will automatically populate. Add to the **Description** field a short description of your receipt then Click **OK**.


Attachments
Actions
View
Format
Freeze
Wrap
OK
Cancel

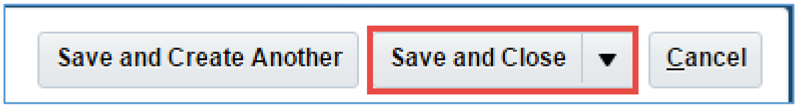
Type	Category	* File Name or URL	Title	Description
File	Receipts	Generic Receipt SSU.pdf	Generic Receipt SSU.pdf	Hotel 03292017

Rows Selected 1

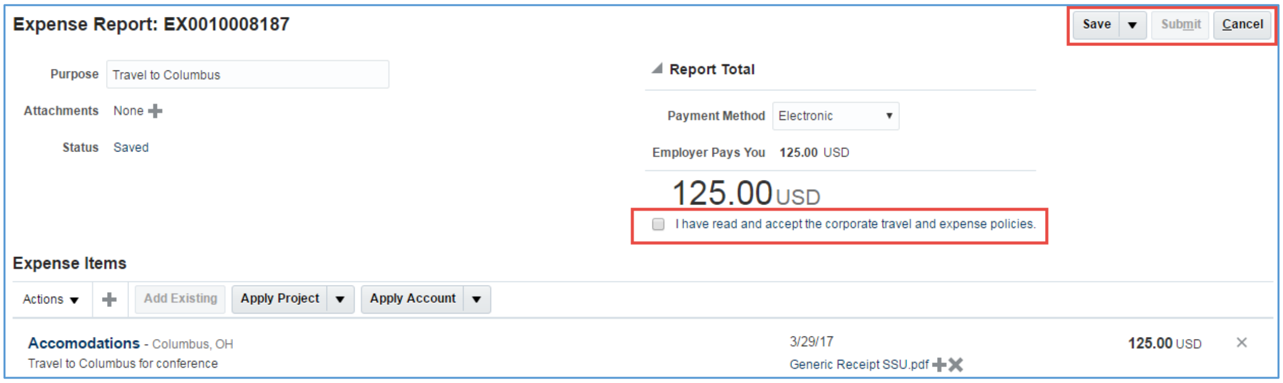
12. To save this expense item, select **Save and Close**, or **Save and Create Another** to add another item to the expense report**.**


Create Expense Item
Save and Create Another
Save and Close
Cancel
Details

* 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
Attachments Generic Receipt SSU.pdf
☐ Receipt missing
Description Travel to Columbus for conference
* Merchant Name Marriott
Checkout Date 3/30/17
Account 10-1010-50-10074-62105-10000-000


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

Purpose: Travel to Columbus

Attachments: None

Status: Saved

Report Total

Payment Method: Electronic

Employer Pays You: 125.00 USD

125.00 USD

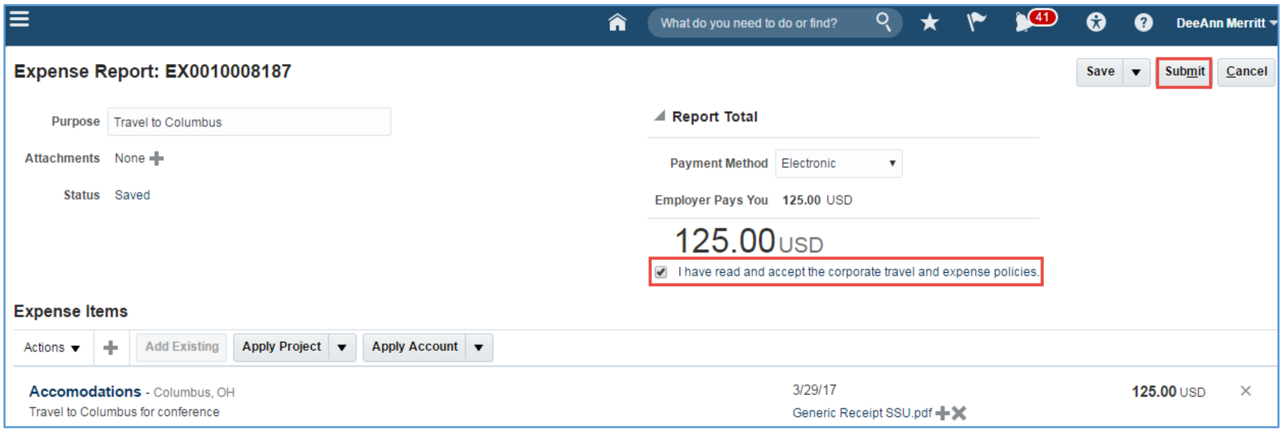
☐ I have read and accept the corporate travel and expense policies.

Expense Items

Accomodations - Columbus, OH
Travel to Columbus for conference
3/29/17
Generic Receipt SSU.pdf
125.00 USD

Save
Submit
Cancel
Actions
Add Existing
Apply Project
Apply Account

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

Purpose: Travel to Columbus

Attachments: None

Status: Saved

Report Total

Payment Method: Electronic

Employer Pays You: 125.00 USD

125.00 USD

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

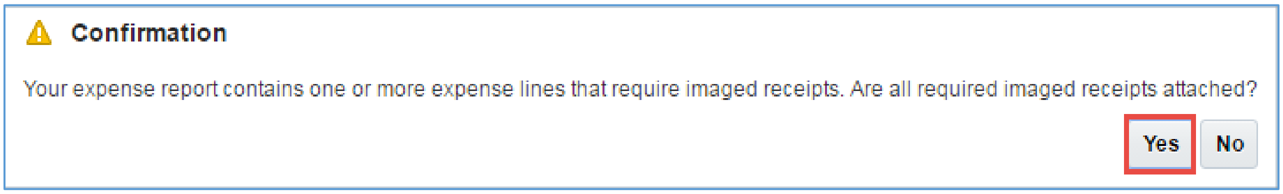
Expense Items

Accomodations - Columbus, OH
Travel to Columbus for conference
3/29/17
Generic Receipt SSU.pdf
125.00 USD

What do you need to do or find?
41
DeeAnn Merritt
Save
Submit
Cancel
Actions
Add Existing
Apply Project
Apply Account

A confirmation warning will appear if receipts are required.

14. Click **Yes.**

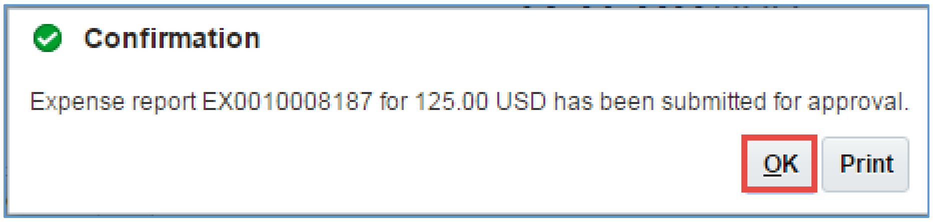


Confirmation

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

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

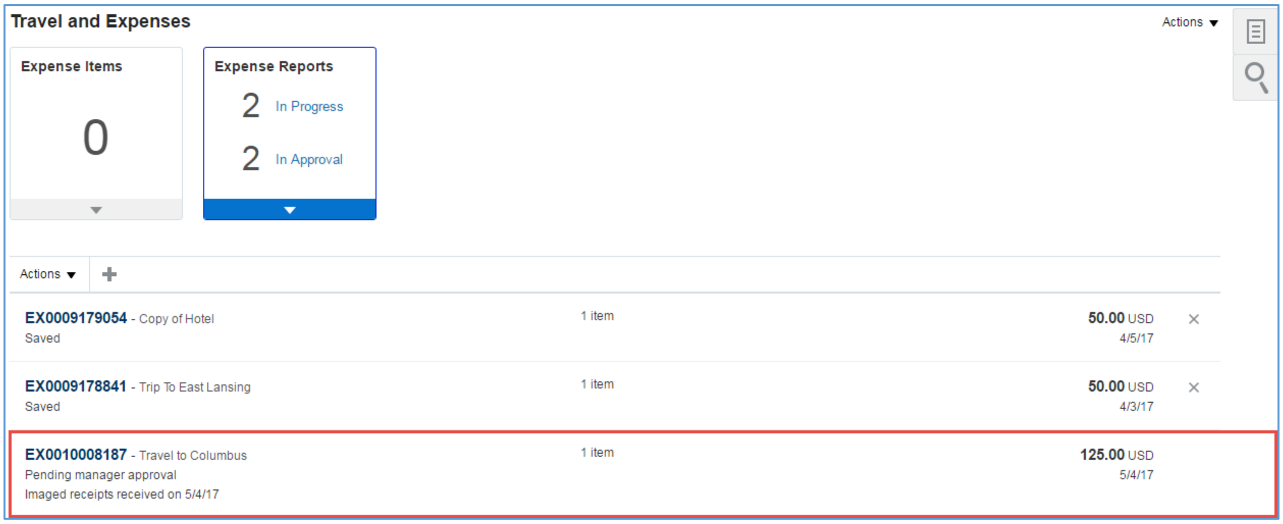
15. Click **OK**.



Confirmation

Expense report EX0010008187 for 125.00 USD has been submitted for approval.

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

Final Notes

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