

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:

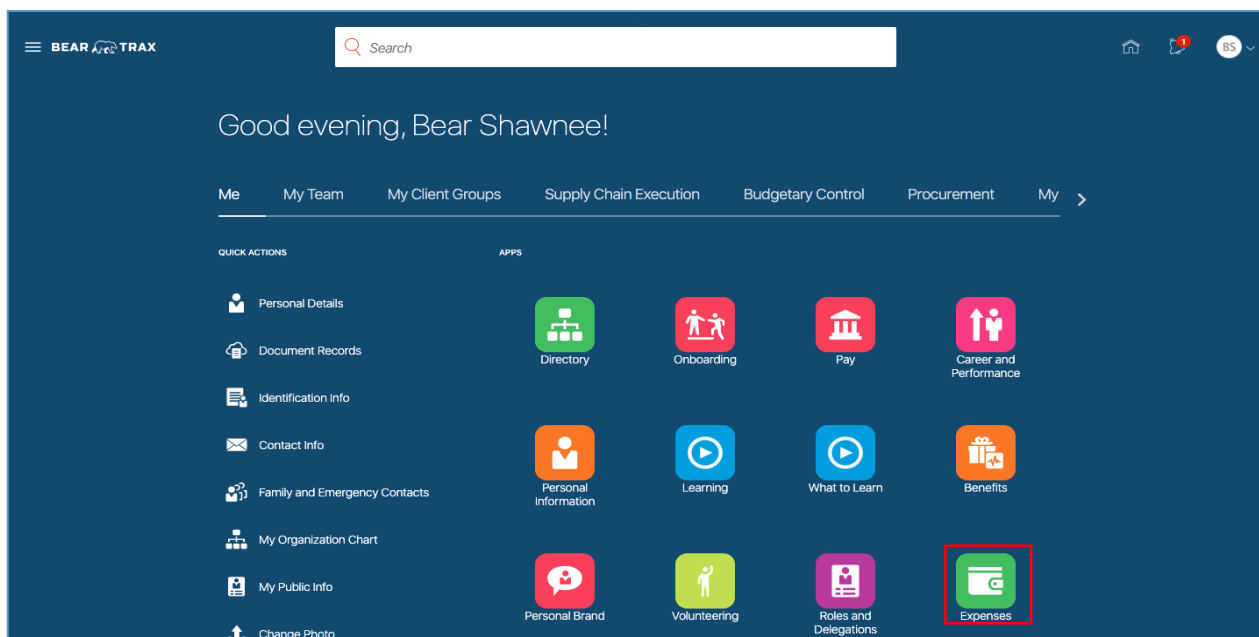
Be sure to keep in mind that...

- 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:

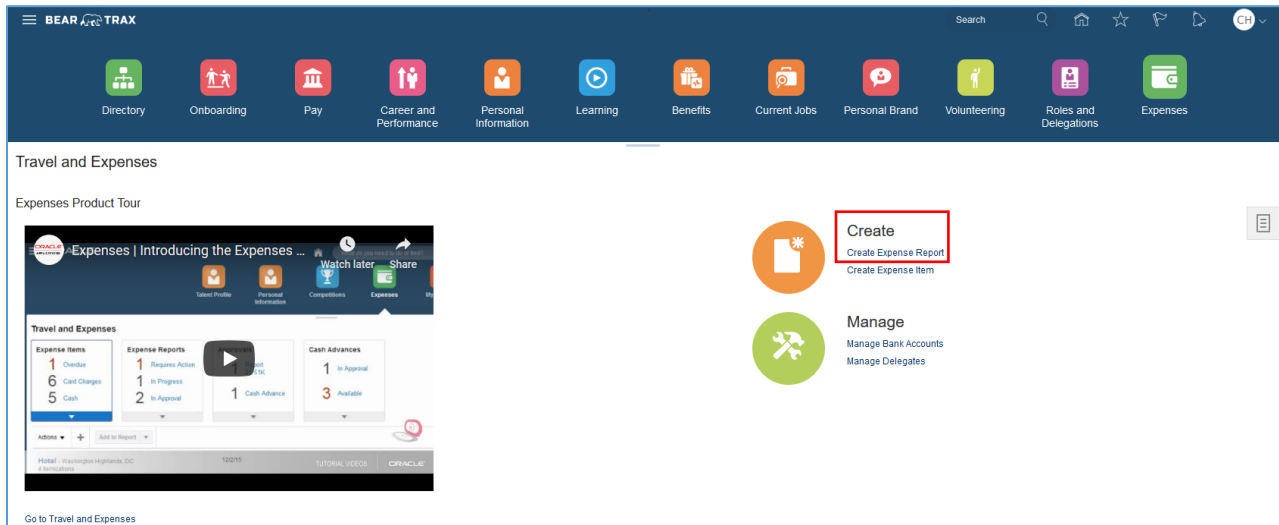
Complete the following steps to create an Expense Report:

1. Click on the **Expenses** tile under *APPS*.



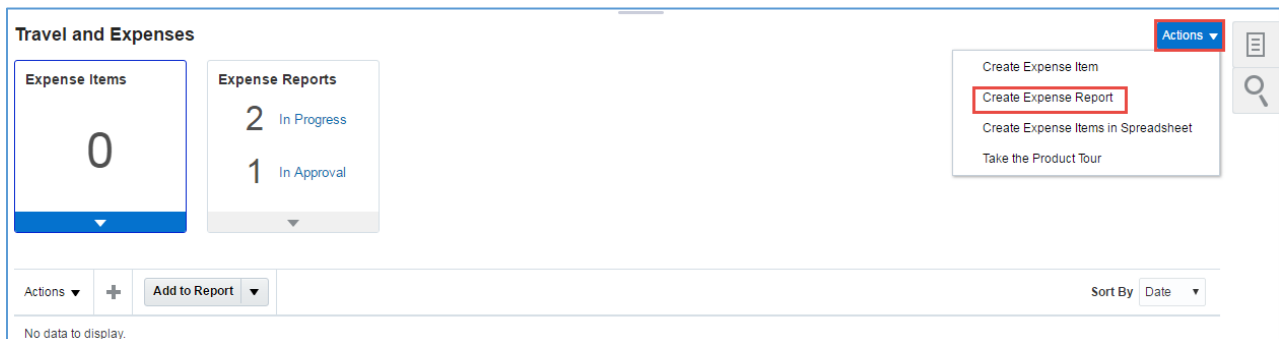
Example #1 Page- If this is the first time creating an expense report, the page will look as shown below:

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 **Actions** drop down menu and select **Create Expense Report**.



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
Save Submit Cancel

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.

4. Enter information in each field.

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

Create Expense Item
Save and Create Another Save and Close Cancel

* Date 3/29/17

* Type Accommodations ▾

* 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

Columbus, Lowndes, MS, United States


Columbus, Luna, NM, United States

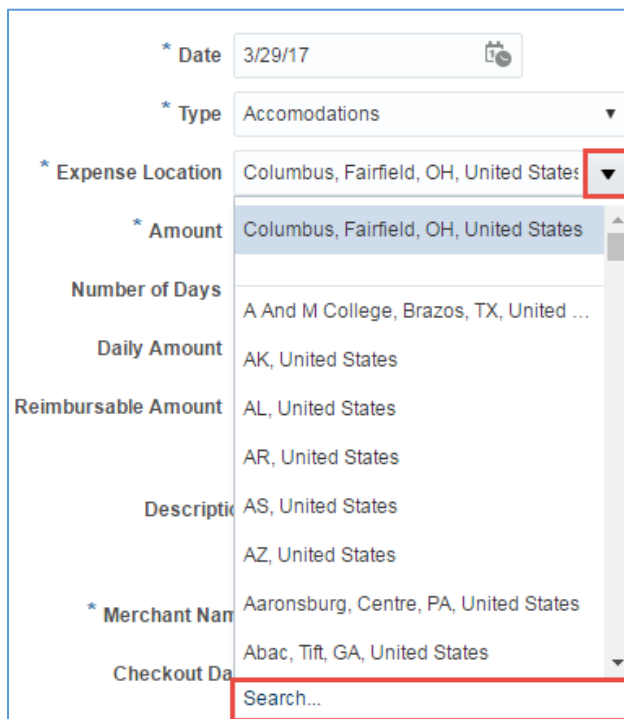
Attachments None +

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: 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

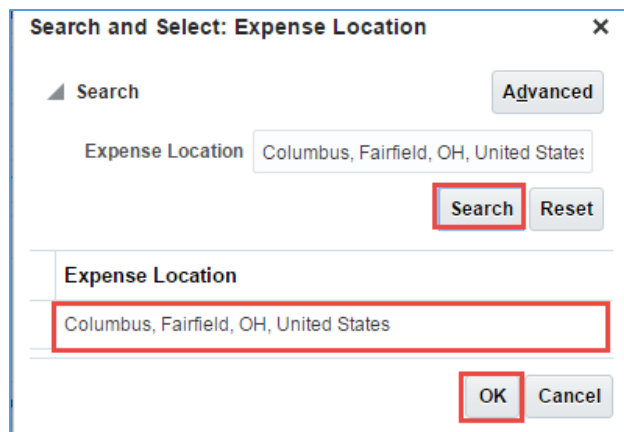
* Merchant Name: AS, United States

Checkout Date: AZ, United States

Search...

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

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



Search and Select: Expense Location

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

Search Reset

Expense Location

Columbus, Fairfield, OH, United States

OK Cancel

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

Create Expense Item Save and Create Another Save and Close Cancel

* Date: 3/29/2017 Attachments: None +

* Type: Accomodations Receipt missing

* 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

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

Attachments x

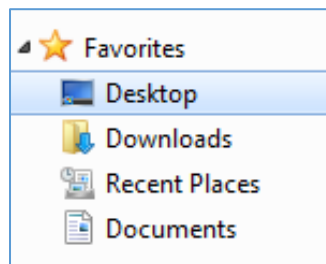
Actions View Format + X Freeze Wrap

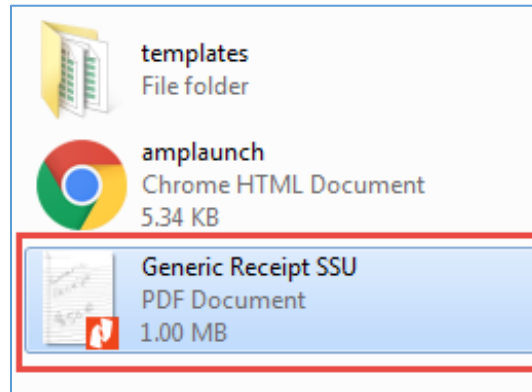
Type	Category	* File Name or URL	Title	Description	Attached By
File	Receipts	Choose File No file chosen			45949

Rows Selected: 1

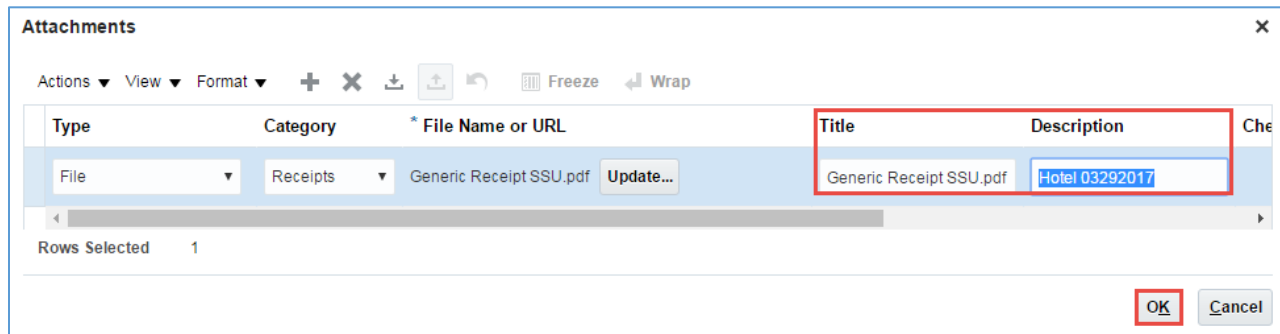
OK Cancel

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





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



Attachments

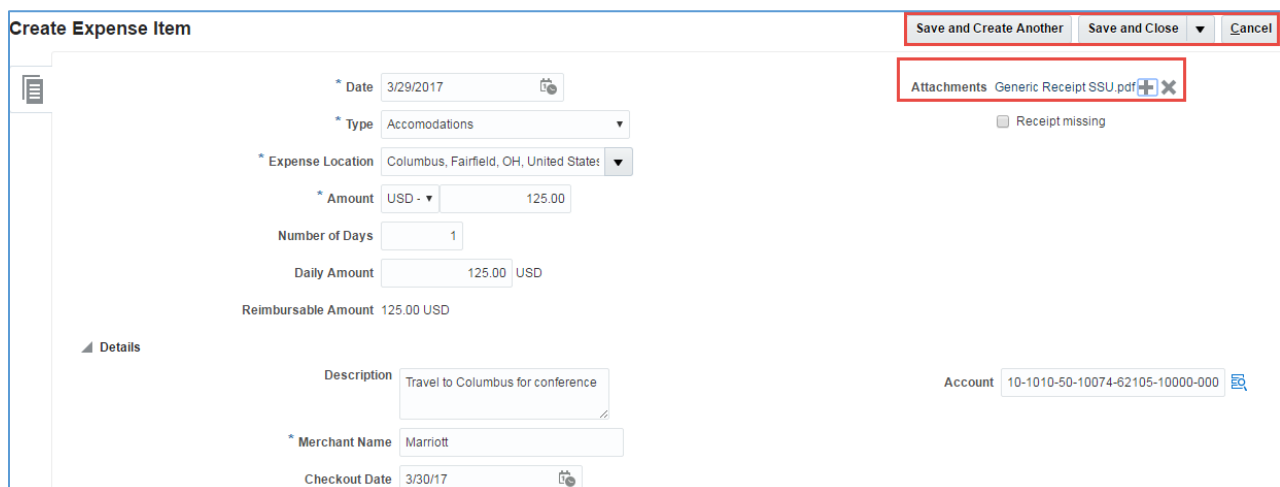
Actions View Format + X Download Upload Refresh Freeze Wrap

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

Rows Selected 1

OK Cancel

10. 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

* 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

Reimbursable Amount 125.00 USD

Details

Description Travel to Columbus for conference

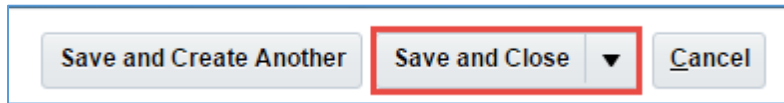
* Merchant Name Marriott

Checkout Date 3/30/17

Attachments Generic Receipt SSU.pdf + -

Receipt missing

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



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:

Employer Pays You: 125.00 USD

125.00 USD

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 +X	125.00 USD X
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11. 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:

Employer Pays You: 125.00 USD

125.00 USD

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 +X	125.00 USD X
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A confirmation warning will appear if receipts are required.

12. Click **Yes**.

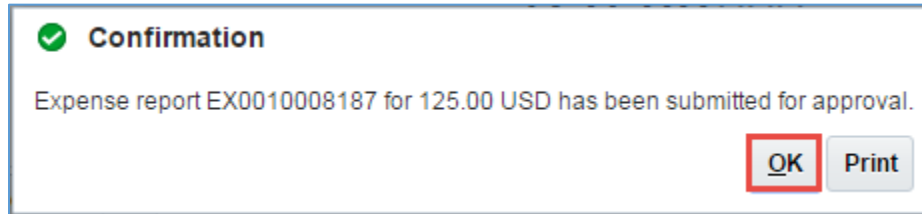
Confirmation

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.

13. Click **OK**.



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

Travel and Expenses		Actions	
Expense Items <div style="font-size: 2em; text-align: center;">0</div>	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.