[Submitting an Expense Report]

This guide is designed for those individuals responsible for submitting travel transactions for themselves (must have the role UF_EX_Traveler) or others (must have the role UF_EX_Originator). This is a brief explanation of the process of completing and submitting an Expense Report. It is recommended that all “Travelers” and “Originators” attend the “Get Up and Go: Travel and Expense” training class.

Log on to myUFL, using your GatorLink username and password (http://my.ufl.edu).

Notes

- With or without a Cash Advance,
  - Once the travel occurs, the Traveler or Originator completes an Expense Report
- Remember:
  - The Travel Authorization is an “estimate” of expenses
  - The Expense Report is an accounting of “actual” expenses for reimbursement to the Traveler

Submitting an Expense Report

Getting Started

- Navigation: My Self-Service> Travel and Expenses> from the Travel and Expense Home, select Expense Report
- You can
  - View the status or details of an Expense Report
  - Click Create/Update to submit a new Expense Report
    - If you had created one before and saved it, you could find it here at Find an Existing Value
    - Select Add a New Value to begin a new Expense Report
  - Originator - Select the EmplID of the Traveler for whom you are creating this Expense Report
  - Four options to Create Expense Report
    - Open a Blank Expense Report
      - When a Travel Authorization was not completed, submitted, or approved
        - If an approved Travel Authorization was mandatory
          - Conference, Convention, or Foreign Travel
          - You must submit a letter of justification with the Expense Report documentation
    - Copy From Existing Report and Use a Template
      - More advanced, less common
    - Copy From Travel Authorization
      - When a Travel Authorization has been approved
      - You must use this method to reconcile encumbered funds
    - Funds encumbered by a Travel Authorization can only be released by selecting this option!
      - Most common and easiest method
        - Click Continue
      - Enter a date range to display Travel Authorizations from a specified period
        - Description links provide a look at the general information for that Travel Authorization
        - “Select” the Travel Authorization to copy

General Information

- Populated from the Travel Authorization
- Modify accordingly
  - Be sure to verify all “Locations” throughout the Expense Report
    - Often default locations are not correct for a particular expense
- Reference
“Reference” can be used as a searchable field for departmental purposes

- Departure Date/Return Date
- Must be exact dates of travel
- Failure to enter exact dates may cause you to lose your work!

**Next, you must go to Default Accounting For This Expense Report to verify the ChartField information**

- ChartField Verification
  - Based on default accounting for the selected Travel Authorization
- Modify ChartField distribution as needed
  - Modifications may include:
    - Change ChartField values to reflect a different funding source
    - Add rows to redistribute cost or split
  - Click OK to return to Expense Report General Information page
- Once Expense Report General Information page is complete, click Continue

**Expense Report Details**

- Ignore “Split” links in the column on the left
  - This functionality is not used at UF
    - It is a functionality of PeopleSoft that attempts to split costs in a different way than UF accounting
    - An expense split is done through the ChartFields
- ChartFields for the entire Expense Report can be accessed through the Expense Report General Information page
  - Default Accounting For This Expense Report
- ChartFields for a particular expense can be accessed by clicking the expense link from the list on the left, then selecting Accounting For This Expense
  - Do not change the pre-populated GL Account Code in the “Account” field
- Other links
  - Modify Report Information takes you back to the General Information page
  - Populate From My Wallet is not being used by UF at this time
  - Apply Cash Advance(s)
    - You Must Go Here!
      - If you are an Originator, this is the only way you will be able to determine if a Cash Advance should be applied to the Expense Report

**Apply Cash Advance**

- Search for the Cash Advance ID
- Select the Cash Advance from the list that appears
  - The selected Cash Advance will be populated in Advance ID field
  - The amount of that Cash Advance is populated in the Total Applied field
  - Click OK
- You come back to the Expense Report Details page
  - The Cash Advance is now applied in the Total Cash Advances line
  - The Total Due Employee is updated

**Update Expenses**

- At this point you can:
  - Click on the Expense Type link on the left side of the page to update a particular expense that was listed on the Travel Authorization
    - Updates may include actual: Dates, Locations, Amounts or changes to ChartFields
  - You may also add an expense that was not listed on the Travel Authorization
    - For example, you may have had a parking expense that was not anticipated when the Travel Authorization was submitted
Lodging

- Sometimes the fields on an expense page are listed differently on the Expense Report than on the Travel Authorization
- In Lodging:
  - The Description should read “Single-Occupancy”
  - If the stay was not “Single-Occupancy,” a justification letter must accompany the documentation when the Expense Report is submitted
  - If the stay was not “Single-Occupancy,” a justification letter must accompany the documentation when the Expense Report is submitted
  - Amount Spent should reflect the total (not just the nightly rate) of Room and Tax only
    - On the Travel Authorization you are asked for a nightly rate
    - On the Expense Report you should present the total amount as listed on the bill
    - Any additional nights/expenses for personal reasons should not be included in this total
- Update each expense as necessary then click Done to go to the Expense Report Summary
- If there are no more changes, click Submit for Approval

Most Expense Types appear the same on Travel Authorizations and Expense Reports. For information on other Expense Types, it is recommended that you attend the Get Up and Go: Travel and Expense training class. If you have immediate needs that are not met by this Instruction Guide, please contact the Travel Office at 392-1245.

If you need help with...

- Technical problems, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
- Travel Policies and Procedures, review the Travel Handbook at http://www.fa.ufl.edu or contact the Travel Office at 392-1245