Creating Expense Reports (Non-Travel Authorization)

Intended Audience: Campus Community

To access Travel & Expense documentation, you will need to be in LionLink’s Finance Pillar. Select the “FSCM” hyperlink on the top right-hand side of your screen or the “Financials Self-Service” tile on the left-hand side of your screen.

Navigation: NavBar > Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

1. The Expense Report search page displays. Depending on your role, the Empl ID will default into the Empl ID field. If you are authorized to enter an Expense Report on behalf of someone else, then you will need to look up and enter their Empl ID first.
   a. If you cannot find the Empl ID of the employee that you are trying to enter a Expense Report on behalf of, contact Maria Morales (maria.morales@lwtech.edu) or Yan Li (yan.li@lwtech.edu)

2. Check that the “Add a New Value” tab is selected and the desired Empl ID is entered, then click Add.
3. The **Create Expense Report** page displays.
   a. Required fields are noted below in red.

4. Select the **Business Purpose** from the drop-down menu that is relevant to expenditure. This can also be thought of as the reason you are incurring the expense; For example, please choose miscellaneous from the drop-down menu for an office supply reimbursement.

5. Enter a **Report Description**.
   a. This should contain more specific details about the Expense Report you are building.

6. Click the magnifying glass to the right of the **Default Location** field. Select the appropriate location from the drop-down menu. *This is only needed for mileage reimbursement.*
7. Attach the receipts for your expenditure by using the “Attachments” hyperlink.
   a. For mileage reimbursement, attach documentation showing the distance between the locations traveled. (Google maps screenshots, etc.)
   b. For all other expenditure reimbursement, attach a receipt.

8. In the Expenses section, use the calendar menu in the Date field to select the date that the expenditure took place.

9. Select the appropriate Expense Type from the drop-down menu.
   a. Depending on the expense type chosen, you may be prompted with additional fields to fill out related to that expense type. For example, if transportation mileage is selected, please select the appropriate Transportation ID from the drop-down menu, then enter miles. Once this is complete, please select the green arrows icon to recalculate the expenditure amount. The amount will repopulate in the Amount field.

10. Enter a Description. This is a required field. The Expense Type Description field accommodates up to 60 characters.
    a. For mileage reimbursement, please enter “from” and “to” locations (ie, From Kirkland to Everett).

11. In the Payment Type field, select “Employee”.

12. Enter the Amount for the expenditure if it did not auto populate based on the Expense Type.

13. Ensure that “USD” is entered as the Currency.

14. Select the Accounting Details expansion icon. The Accounting Details tab will display.
    a. This is where you will input the chartstring for the budget you are charging.
15. If default chartstring looks correct, skip to step 17. If you want to charge a different budget than the defaulted chartstring, proceed to step 16.

16. Enter the chartstring of the budget that you would like to charge.
   a. Chartstring tools are found on the LionsLink Training Page
   b. The required fields are: Account, Oper Unit, Fund, Class, Dept, and State Purpose (and Approp for state funds only).
      i. For Grant and Capital budgets, you ALSO need PC Bus Unit, Project, and Activity.
      ii. You may have to scroll right to see all available Chartfields.
      iii. If you would like to charge multiple budgets, click the + button at the end of the chartstring line.

17. If you have more expenses to enter into the Expense Report, click the + button on the right-hand side to add another expense line.
   a. You can also remove an unwanted expense line by using the – Button.
   b. Repeat steps 8 through 16 to input your second expenditure.

18. You can complete the Expense Report now by selecting “Summary and Submit” in the upper right corner.
   a. If you would like to come back and finish the Expense Report at a later time, select, “Save for Later.”

19. Select the checkbox.
20. Click the **Submit Expense Report** button.

21. The **Expense Report Submit Confirm** window will appear.

22. Select the **OK** button.

   a. The system will provide an Expense Report ID number and the status of your Expense Report (eg, “Submission in Process”).

23. Select the **Refresh Approval Status** button to view the approval history.


**Note**: After submission, but before budget manager approval, if you need to revise your Expense Report, you can click the **Withdraw Expense Report** button.
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses (1 Line)</td>
<td>$11.20</td>
<td>Non-Reimbursable Expenses</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cash Advances Applied</td>
<td>$0.00</td>
<td>Prepaid Expenses</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Amount Due to Employee: $11.20

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

[Submit Expense Report] [Withdraw Expense Report] Submitted On 02/24/2022