

Travel Expense Report Step-by-Step Instructions, Version 9

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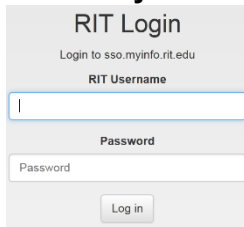
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Travel Expense Report Step-by-Step Instructions, Version 9

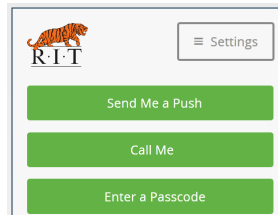
1. Login to Oracle – Mac users must use Safari. Windows users should use Internet Explorer.
<https://myinfo.rit.edu/>

2. [Click here for Employee Self-Service and Approvals](#)

3. Enter your RIT username and password to access the multi-factor authentication screen:

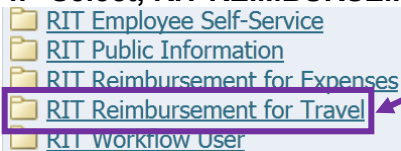


RIT Login
Login to sso.myinfo.rit.edu
RIT Username
|
Password
Password
Log in



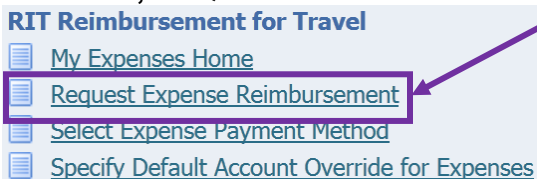
RIT
Settings
Send Me a Push
Call Me
Enter a Passcode

4. Select, RIT REIMBURSEMENT FOR TRAVEL:



- RIT Employee Self-Service
- RIT Public Information
- RIT Reimbursement for Expenses
- RIT Reimbursement for Travel
- RIT Workflow User

5. Select, REQUEST EXPENSE REIMBURSEMENT:



RIT Reimbursement for Travel

- My Expenses Home
- Request Expense Reimbursement
- Select Expense Payment Method
- Specify Default Account Override for Expenses

[REMINDEERS:

1. ORACLE WILL TIMEOUT AFTER A FEW MINUTES OF INACTIVITY. TO AVOID THE LOSS OF DATA ENTERED, PLEASE 'SAVE' YOUR WORK OFTEN.
2. When your expense report is complete, EMAIL A COPY OF YOUR SUMMARY PAGE TO YOUR SR STAFF ASSISTANT, and save a copy for yourself, along with your receipts, in case Accounting has questions.]

STEPS 6 – 10.d) CAN BE COMPLETED PRIOR TO DEPARTURE

- You are on **Step 1 of 4** in the Travel Expense Report. Some General Information on the **EXPENSES HOME** screen will **pre-populate** for you based on your RIT login:

- Your name here
- The 5-digit department number to be charged
- The name of that same department, i.e. School of Art
- The individual with dept. budgetary approval

- 6. ACTION: Begin entering information – ALL FIELDS WITH AN ASTERISK (*) ARE REQUIRED:**
- PURPOSE OF TRIP – Acceptable** – “National Portfolio Day (NPD) at School of the Art Institute (SAIC) in Chicago, Oct. 13-14, 2018 to review prospective students’ portfolios.” **Not Acceptable:** “Professional Development”.

7. Details below:

Additional Travel Information	
* Traveled With	b)
* Pro Card Expenses (enter 0 if none)	c)
Description of Pro Card Expenses	d) SEE NOTE BELOW

- * **Traveled With** – include the names of all RIT travelers, not only CAD (as space allows)
- * **Pro Card Expenses** (enter “0” if none) – this is the total amount of all expenses pre-paid to a pro card (not to be confused with a RIT corporate travel card)
- Description of Pro Card Expenses** – only required if PRO CARD EXPENSES field has an amount other than zero, i.e. conference registration fee; FedEx cost to ship materials.

[NOTE: THIS IS THE ONLY FIELD WHERE YOU ACCOUNT FOR A PREPAID EXPENSE CHARGED TO A DEPARTMENT PRO CARD. YOU DO NOT LIST THE EXPENSE(S) ANYWHERE ELSE ON THE TRAVEL EXPENSE REPORT; HOWEVER, YOU MUST INCLUDE A COPY OF THE RECEIPT(S) WITH THE REST OF YOUR DOCUMENTATION.]

8. Details below:

* Travel Destination	<input type="text" value="e)"/>
* International Travel (Y/N)	<input type="text" value="f)"/>
Fly America Act (Y/N)	<input type="text" value="g)"/>
Currency	<input type="text" value="h) leave blank"/>

- e) * **Travel Destination** – include all cities and states/countries where you incurred expenses
- f) * **International Travel (Y/N)** – type ‘Yes’ or ‘No’
- g) Fly America Act (Y/N) – only required if you flew internationally; if ‘yes’ in the field above, indicate whether or not you flew on a U.S. carrier – for safety reasons, it is recommended you do so whenever possible.
- h) Currency – leave this field blank, even if you have some receipts with expenses listed in another currency.

[NOTE: IF YOU HAVE A RECEIPT WITH A DIFFERENT CURRENCY AND YOU:

- **CHARGED THE EXPENSE, INCLUDE A COPY OF THE CREDIT CARD STATEMENT THAT LISTS THE AMOUNT IN U.S. DOLLARS (USD) TO ACCURATELY ACCOUNT FOR THE EXPENSE.**
- **NEED TO CALCULATE THE EXCHANGE RATE, RIT REQUIRES WE USE THE WEBSITE, OANDA.COM, FOR THE CALCULATION. PRINT A COPY OF THE CURRENCY CONVERSION CALCULATION TO INCLUDE WITH YOUR DOCUMENTATION.]**

9. Either at the top or bottom right corner of the screen, **select SAVE and then select NEXT** (if you can't see these buttons, scroll to the far right):

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	Step 1 of 6	<input type="button" value="Next"/>
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✓ TIP All business related expenditures must have a clear business purpose and are expected to comply with the following guidelines.

They must be:

- * Reasonable and necessary;
- * Authorized by appropriate individuals with budget authority;
- * Consistent with RIT's mission; and,
- * When applicable, in compliance with restrictions and other conditions specified by external funding sources.

[NOTE: If you do not have any of the following types of expenses, Oracle will jump to Step 4 of 6:

- Air/Rail Ticket issued by one of RIT's [designated travel agencies](#)
- Travel costs charged to your personal RIT Travel Card
- You entered “0” in the Pro Card Expenses field in Step 7.c) on Page 2 above.]

If Oracle takes you to Step 4, continue with the directions beginning at the top of Page 6 at #15.

Step 2 of 6:

10. **Oracle reconciliation of pre-paid expenses** – below is an example of an airline ticket and agent ticketing fee purchased (pre-paid) from one of RIT’s designated travel agencies and assigned to the traveler’s RIT University ID Number (UID):

- a) **PNC “CTA”** – signifies **Corporate Travel Agency**
- b) **Transaction Date** – the date the ticket was **purchased**; not the date of departure
- c) **Date of Departure**
- d) **ACTION: Check the box in the far left column, under the heading ‘SELECT’, for all prepaid expenses (ticket(s) (air/rail) bought through a RIT designated travel agency, and/or purchases made on your RIT Travel Credit Card, i.e. lodging, car rental, fuel, parking) related to this trip. The expenses selected will automatically populate into your list of travel expenses.**

[NOTE 1: if you have expenses appearing from more than one trip, ensure you are choosing only the expenses related to this particular trip. You are required to submit a separate TER for each trip.]

[NOTE 2: If tickets purchased through a RIT designated travel agency do not appear in your list of Credit Card Transactions, call the travel agency and ask them to investigate. You must include all prepaid expenses in the TER.]

• **Details Below:**

RIT Expense Reports

Global Policy Discretionary Expenditures Sales Tax Exemption Forms Contact Us Home Logout Preferences

Expenses

Expenses Home Expense Reimbursement Credit Card Transactions Access Authorizations Projects and Tasks Payments Search Expenses Search

General Information Credit Card Transactions Credit Card Expenses Cash and Other Expenses Expense Allocations Review

Create Expense Reimbursement: Credit Card Transactions

Save Cancel Back Step 2 of 6 Next

Select each transaction to add to the expense report.

Select All Select None

Select	Account	Transaction Date	Age (Days)	Transaction Amount	Merchant Name	Location	Billed Amount (USD)	Transaction Info
d)	PNC CTA: XXXX3467	28-Apr-2015	90	30	AGENT FEE	ARLINGTON, VA	30	Passenger: Your Name
d)	PNC CTA: XXXX3467	28-Apr-2015	90	476.2	UNITED	800-932-2732, ITX	476.2	Departure: 05-JUL-15 Passenger: Your Name

Tip To dispute a transaction, use the Credit Card Transactions tab.

Save Cancel Back Step 2 of 6 Next

11. **ACTION: select SAVE and NEXT:**

Save Cancel Step 2 of 6 Next

- As mentioned in 10a) above, an account expense appearing as **PNC CTA** = a RIT-designated travel agency ticket purchase.
- An account expense appearing as **PNC T&E** = your RIT Travel & Entertainment Credit Card purchase.
- All purchases appearing on this screen that were incurred for this trip **MUST BE CHECKED**, even if they are personal expenses. Instructions begin at #12 on the next page to categorize as a personal expense.

Step 3 of 6: Credit Card Expenses

12. Categorize as a Personal Expense:

- a. If any portion of an expense selected in Step 2 is personal (non-reimbursable), complete Steps a – d on the next page.
- b. If you are going to claim meal per diem reimbursement, any meal charged to your personal RIT Travel Card must be checked and categorized as a personal expense. Taking these steps will reconcile the charges and remove them from future reimbursement consideration.

Examples of RIT Travel Credit Card expenses that need to be marked as personal:

- You purchased an airline ticket and were charged a fee for a seat with extra leg room. The extra fee is personal.
- You charged a meal during the trip, and are claiming Meal Per Diem reimbursement.
- c. Check the box to the left of the Line number.
- d. Choose the Tab, **CATEGORIZE AS PERSONAL**
- e. Click on the **DETAILS** icon for that expense. You will need to itemize the expense to designate which portion is not reimbursable. Instructions for itemizing are included below on Page 6, #17b).
- f. Repeat if necessary.

Select Business Expenses: **Categorize as Personal** Remove

Select All | Select None

Select	Line	Date	Receipt Amount	Expense Type	Merchant Name	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	28-Apr-2015	30.00 USD	Airfare	AGENT FEE		30.00	
<input type="checkbox"/>	2	28-Apr-2015	476.20 USD	Airfare	UNITED		476.20	
Total							506.20	

Save Cancel Back Step 3 of 6 Next

13. Hospitality – purchasing food and/or beverages for a non-RIT business associate while discussing business:

- a. Check the box to the left of the Line number
- b. Click on the DETAILS icon at the end of the row:
 - i. Enter the names of all Persons Attended
 - ii. Indicate what was discussed as ADDITIONAL DETAILS

Select Business Expenses: **Categorize as Personal** Remove

Select All | Select None

Select	Line	Date	Receipt Amount	Expense Type	Merchant Name	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	28-Apr-2015	30.00 USD	Airfare	AGENT FEE		30.00	
<input type="checkbox"/>	2	28-Apr-2015	476.20 USD	Airfare	UNITED		476.20	
Total							506.20	

Save Cancel Back Step 3 of 6 Next

14. ACTION: select SAVE and NEXT

Save Cancel Step 3 of 6 Next

Step 4 of 6: Cash and Other Expenses

15. Manually enter all other business expenses:

Expenses Home | Expense Reimbursement | Credit Card Transactions | Access Authorizations | Projects and Tasks | Payments Search | Expenses Search

General Information | Credit Card Transactions | Credit Card Expenses | Cash and Other Expenses | Expense Allocations | Review

Create Expense Reimbursement: Cash and Other Expenses

Save Cancel Back Step 4 of 6 Next

Instructions:

Enter all business expenses.

* For expenses with receipts click on the **Receipt-Based Expenses** tab.

* Be sure to enter only one expense per line.

Receipt-Based Expenses

- ✓ **TIP** Enter the expenses that you did not charge to your corporate credit card. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.
- ✓ **TIP** Enter the date as: 09-SEP-2018. Record all expenses in US dollars.

16. Details below – Line 1:

Select Expense Lines: Duplicate Remove | Show Receipt Currency

Select All | Select None

Select	Line	Date	Receipt Amount	Expense Type	* Merchant Name	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1						
<input type="checkbox"/>	2	a)	b)	c)	d)		
<input type="checkbox"/>	3						

- Enter the date, 10-SEP-2018, or click on the Calendar icon
- Enter the amount for one expense – **TIP** Sales Tax was charged, enter the amount without the sales tax, or include a note if the vendor would not honor the Tax Exemption Certificate.
- From the drop-down list, choose the appropriate type of expense
- Enter the vendor's name that appears on the receipt
- Click on the Details icon at the end of the row

17. Cash and Other Expenses: Details for each expense:

a) Enter any remaining pertinent information to complete the details for this expense:

Cash and Other Expenses: Details for Line 1

* Indicates required field

Itemize Duplicate New Remove Return

Instructions:
If a portion of the expense is non-reimbursable, please click on the "Itemize" button to designate the amount to be reimbursed.

Additional Information

End Date 10-Sep-2018

* Expense Type Lodging Additional Details

* Start Date 10-Sep-2018
(example: 25-Aug-2018)

Daily Rate 123.10

Number Of Days 1

* Receipt Amount 123.10

* Receipt Currency USD - US Dollar

Exchange Rate 1

Reimbursable Amount 123.10 USD

Expense Location All Other US Locations

Merchant Name Marriott

Original Receipt Missing

For Hospitality expenses you must indicate what was discussed during the meal.

If a portion of the expense is non-reimbursable (personal):


Cash and Other Expenses: Details for Line 1

* Indicates required field

Itemize Duplicate New Remove Return

Instructions:
If a portion of the expense is non-reimbursable, please click on the "Itemize" button to designate the amount to be reimbursed.

Itemized Business Expenses

 **TIP** Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a personal expense.

b) Adjust the ITEMIZED RECEIPT AMOUNT to reflect the requested reimbursement amount

c) Change the \$ amount of the 1st portion of the itemized receipt:

Itemization 1-1

Adjust the "Itemized Receipt Amount" to reflect the requested reimbursement amount.

* Expense Type Lodging Justification 1 night lodging expense

* Start Date 10-Sep-2018
(example: 25-Aug-2018)

Daily Rate 97.00

Number Of Days 1

* Itemized Receipt Amount 97.00

d) Click on ADD ANOTHER ROW:

Itemized Business Expenses				
<p> TIP Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a personal expense.</p>				
Select Expense : <input type="button" value="Duplicate"/> <input type="button" value="Remove"/>				
Select Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)
<input checked="" type="radio"/> 1-1	10-Sep-2018	Lodging	1 night lodging expense	123.10
<input type="button" value="Add Another Row"/>				
				Total Business Expenses 123.10 Personal Expenses 0.00 <hr/> Original Receipt Amount 123.10

e) Enter the details for the 2nd itemized expense:

Itemization 1-2	
<p>Adjust the "Itemized Receipt Amount" to reflect the requested reimbursement amount.</p>	
* Expense Type	<input type="text" value="Parking and Tolls"/> <input type="button" value="v"/>
* Start Date	<input type="text" value="10-Sep-2018"/> <input type="button" value="calendar"/> <small>(example: 25-Aug-2018)</small>
Daily Rate	<input type="text" value="15.00"/>
Number Of Days	<input type="text" value="1"/>
* Itemized Receipt Amount	<input type="text" value="15.00"/>
Justification	<input type="text" value="Hotel parking"/> <input type="button" value="up"/> <input type="button" value="down"/>

[NOTE: Any discrepancy in itemized expenses and the total receipt = personal expenses and is not reimbursed]:

Itemized Business Expenses				
<p> TIP Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a personal expense.</p>				
Select Expense : <input type="button" value="Duplicate"/> <input type="button" value="Remove"/>				
Select Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)
<input checked="" type="radio"/> 1-1	10-Sep-2018	Lodging		97.00
<input type="radio"/> 1-2	10-Sep-2018	Parking and Tolls	Parking	15.00
<input type="button" value="Add Another Row"/>				
				Total Business Expenses 112.00 Personal Expenses 11.10 <hr/> Original Receipt Amount 123.10

Receipt-Based Expenses [112.00] Per Diem Expenses [0.00] Mileage Expenses [0.00]

Receipt-Based Expenses [112.00]

Receipt-Based Expenses

✓ **TIP** Enter the expenses that you did not charge to your corporate credit card. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.

✓ **TIP** Enter the date as: 09-SEP-2018. Record all expenses in US dollars.

Select Expense Lines: Duplicate Remove | Show Receipt Currency

Select All | Select None

Select	Line	Date	Receipt Amount	Expense Type	* Merchant Name	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	10-Sep-2018	123.10	Lodging	Marriott	112.00	

- g. **SAVE**
- h. Repeat Steps 17. a – f as necessary, until all of your paper-receipt expenses are entered
- i. **SAVE**

18. Per Diem Expenses

Receipt-Based Expenses [112.00] **Per Diem Expenses [0.00]** Mileage Expenses [0.00]

- a) To claim a per diem meal expense, click on the Tab, **PER DIEM EXPENSES**

Per Diem Expenses

✓ **TIP** Enter the date as: 27-JUL-2015. Record all expenses in US dollars.

Select Expense Lines: Duplicate Remove

Select All | Select None

Select	Line	Start Date	Justification	Number Of Days	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	05-Jul-2015	domestic per diem	6		
<input type="checkbox"/>	2					
<input type="checkbox"/>	3					
<input type="checkbox"/>	4					
<input type="checkbox"/>	5					

Add More Lines Calculate Total 0.00

- b) If any of your meals are provided by others (complementary hotel breakfast, conference meal(s) included, or you were home for one or more meals on a given day), click on the **DETAILS** icon at the end of the row to deduct the appropriate meals
- c) On the next screen, click on the Tab, **GENERATE PER DIEM TO DESELECT MEALS**:

* Indicates required field

* Expense Type Meals - Per Diem Domestic Justification domestic per diem

* Start Date 05-Jul-2015 (example: 27-Jul-2015)

End Date 10-Jul-2015

* Number Of Days 6

Reimbursable Amount 246.00 USD

Generate Per Diem to Deselect Meals

New Line Remove Line Return

Per Diem Calculation

Meals Deductions
 Checking the individual boxes will deduct the amount from the total allowable per diem.

Meals Deductions				
Date	Breakfast	Lunch	Dinner	Amount (USD)
05-Jul-2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7.00)
06-Jul-2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(11.00)
07-Jul-2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(11.00)
08-Jul-2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(34.00)
09-Jul-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
10-Jul-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(23.00)
Total				(86.00)

Reimbursement Summary			
Date	Per Diem Amount (USD)	Meals Deductions (USD)	Reimbursable Amount (USD)
05-Jul-2015	41.00	(7.00)	34.00
06-Jul-2015	41.00	(11.00)	30.00
07-Jul-2015	41.00	(11.00)	30.00
08-Jul-2015	41.00	(34.00)	7.00
09-Jul-2015	41.00	0.00	41.00
10-Jul-2015	41.00	(23.00)	18.00
Total	246.00	(86.00)	160.00

Additional Information

- d) For each meal already covered, click in the appropriate MEALS DEDUCTIONS box. The meal is deducted from the total reimbursable amount.
- e) Click RETURN

Receipt-Based Expenses [1,158.89] Per Diem Expenses [160.00] Mileage Expenses [27.30]

Per Diem Expenses

TIP Enter the date as: 27-JUL-2015. Record all expenses in US dollars.

Select Expense Lines:

Select All | Select None

Select	Line	Start Date	Justification	Number Of Days	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	05-Jul-2015	domestic per diemdeducted for n	6	160.00	<input type="button" value="Details"/>
<input type="checkbox"/>	2					<input type="button" value="Details"/>
<input type="checkbox"/>	3					<input type="button" value="Details"/>
<input type="checkbox"/>	4					<input type="button" value="Details"/>
<input type="checkbox"/>	5					<input type="button" value="Details"/>
<input type="button" value="Add More Lines"/>					<input type="button" value="Calculate"/> Total	160.00

Step 4 of 6

- f) Click SAVE and NEXT

Step 4 of 6

MILEAGE REIMBURSEMENT INSTRUCTIONS TO BE ADDED HERE

Step 5 of 6: Update Expense Allocations

19. HOW TO CHANGE THE BILLING ACCOUNT NUMBER FOR THIS TRIP, OR FOR CERTAIN EXPENSES

- Below is an example showing the two itemized expenses that were included on a single lodging receipt are on two separate lines.
- Also shown in Step 5 is the account number to be expensed. All of your travel expenses will automatically default to your School or Department budget number.

a) If any changes are needed to the account number being charged, i.e. FEAD, PLIG, NP/D/GPD, funding from another (or several) department(s), make the change(s) now by clicking on UPDATE ALLOCATIONS:

Create Expense Reimbursement: Expense Allocations
 Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line.
 * Indicates required field

Save Cancel Back Step 5 of 6 Next

Note:
 EXPENSE CATEGORY (FEC) 00 is only valid on Project Ranges 90000-99999. Please use a Valid Account Combination.

TIP You can only update expense lines that are not charged to projects and tasks.

Select Expense Lines: Update Allocations Revert My Allocations Apply

Select All Select None Expand All Collapse All

Select	Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	ENTITY	DEPARTMENT	OBJECT	EXPENSE CATEGORY	PROJECT	PROGRAM
<input type="checkbox"/>	All					112.00									
<input type="checkbox"/>	1/1	Cash Receipt	10-Sep-2018	Lodging	97.00 USD	97.00	Marriott	All Other US Locations		01 RIT		78250 TRAVEL - PARKING AND TOLLS	25 ACADEMIC SUPPORT	00000 NONE	00000 ONE
<input type="checkbox"/>	1/2	Cash Receipt	10-Sep-2018	Parking and Tolls	15.00 USD	15.00	Marriott	All Other US Locations	Hotel Parking	01 RIT		78250 TRAVEL - PARKING AND TOLLS	25 ACADEMIC SUPPORT	00000 NONE	00000 ONE

ENTITY	DEPARTMENT	OBJECT	EXPENSE CATEGORY	PROJECT	PROGRAM
01 RIT		78050 TRAVEL - LODGING	10 INSTRUCTION	00000 NONE	00000 NONE
01 RIT		78250 TRAVEL - PARKING AND TOLLS	10 INSTRUCTION	00000 NONE	00000 NONE

b) At this time, you can make changes to any part of the account number, except for Program

- To change to the same account number on more than one line, details are below and on the next page:
 - c) Click on SELECT ALL to change every line to the same account, or click in the box to the left of each line you want to change. In most cases, the fields you may need to change are: department, expense category (FEC), and project.

d) Enter the field(s) that need to be changed

Create Expense Reimbursement: Expense Allocations

Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line.
 * Indicates required field
 • Indicates changed item

Save Cancel Back Step 5 of 6 Next

Note:
 EXPENSE CATEGORY (FEC) 00 is only valid on Project Ranges 90000-99999. Please use a Valid Account Combination.

TIP You can only update expense lines that are not charged to projects and tasks.

Select Expense Lines: Update Allocations Revert My Allocations Apply

Select All Select None Expand All Collapse All

Select	Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	ENTITY	DEPARTMENT	OBJECT	EXPENSE CATEGORY	PROJECT	PROGRAM
<input type="checkbox"/>	All					112.00									
<input type="checkbox"/>	1/1	Cash Receipt	10-Sep-2018	Lodging	97.00 USD	97.00	Marriott	All Other US Locations		01 RIT	CIAS - DEAN'S OFFICE	78050 TRAVEL - LODGING	25 ACADEMIC SUPPORT	00000 NONE	00000 NONE
<input type="checkbox"/>	1/2	Cash Receipt	10-Sep-2018	Parking and Tolls	15.00 USD	15.00	Marriott	All Other US Locations	Hotel Parking	01 RIT	CIAS - DEAN'S OFFICE	78250 TRAVEL - PARKING AND TOLLS	25 ACADEMIC SUPPORT	00000 NONE	00000 NONE

• Expense Account for NPD/GPD: Department: 66025 FEC: 25

- For grants and other departments providing funding, please consult with those Department Chairs for appropriate accounts numbers.

e) Once your changes are made, click APPLY, SAVE, and NEXT

Create Expense Reimbursement: Expense Allocations

Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line.
 * Indicates required field

Note:
 EXPENSE CATEGORY (FEC) 00 is only valid on Project Ranges 90000-99999. Please use a Valid Account Combination.

TIP You can only update expense lines that are not charged to projects and tasks.

Select Expense Lines: Update Allocations Revert My Allocations Apply

Select All Select None Expand All Collapse All

Select	Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	ENTITY	DEPARTMENT	OBJECT	EXPENSE CATEGORY	PROJECT	PROGRAM
<input type="checkbox"/>	All					112.00									
<input type="checkbox"/>	1/1	Cash Receipt	10-Sep-2018	Lodging	97.00 USD	97.00	Marriott	All Other US Locations		01 RIT	CIAS - DEAN'S OFFICE	78250 TRAVEL - PARKING AND TOLLS	25 ACADEMIC SUPPORT	00000 NONE	00000 NONE
<input type="checkbox"/>	1/2	Cash Receipt	10-Sep-2018	Parking and Tolls	15.00 USD	15.00	Marriott	All Other US Locations	Hotel Parking	01 RIT	CIAS - DEAN'S OFFICE	78250 TRAVEL - PARKING AND TOLLS	25 ACADEMIC SUPPORT	00000 NONE	00000 NONE

Save Cancel Back Step 5 of 6 Next

Step 6 of 6: Review

20. Upload pdf file of Receipts and Important Documentation, and then Review

Expenses | Expenses Home | Expense Reimbursement | Credit Card Transactions | Access Authorizations | Projects and Tasks | Payments Search | Expenses Search

Previous Expense Allocations Review

Update Expense Reimbursement: Review

Review the expense reimbursement below for accuracy before submission.

Save Cancel Back Step 6 of 6 Submit

General Information

The general information you entered on the 1st screen will appear below, as well as the total cost of the trip, and the amount to be reimbursed:

Name Currency
Expense Dates Fly America Act (Y/N)
Cost Center Description of Pro Card Expenses
Purpose Additional Pro Card Expense Amount
Report Total
Less CTA & PrePayment Amount
Employee Reimbursement Amount

Required
Approver None Add...
Travel Destination
Traveled With International Travel (Y/N)

20. Upload Receipts: Total Cost of Travel

- Scan your documents into a pdf file
- Click ADD to attach a file
- Give the attachment a Title, choose the file from your computer, and click OPEN. The attachments' status will change from 'None' to 'View' when your file is uploaded successfully.
- Click SUBMIT
- At the bottom, click RECEIPTS FORM for a Summary Page.
- Email a copy of your Summary Page to your Sr. Staff Assistant, and save a copy for yourself, along with your receipts, in case Accounting has questions.**

Expense Lines | Expense Allocations | Weekly Summary | Approval Notes [0]

Business Expenses

Credit Card Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details
05-Aug-2014	30.00 USD	Airfare		AGENT FEE	✓		30.00	
05-Aug-2014	253.20 USD	Airfare		JETBLUE	✓		253.20	
20-Sep-2014	149.68 USD	Lodging		HOLIDAY INNS ANDOVER	✓		149.68	
20-Sep-2014	9.15 USD	Meals		POTBELLY 268	✓		9.15	
Total							442.03	

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details
19-Sep-2014	1.85 USD	Parking and Tolls		thruway	✓		1.85	
20-Sep-2014	1.85 USD	Parking and Tolls		thruway	✓		1.85	
20-Sep-2014	18.49 USD	Parking and Tolls		Buffalo airport	✓		18.49	
Total							22.19	

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Reimbursable Amount (USD)	Details
19-Sep-2014	19-Sep-2014	Mileage		68(Miles)	0.5	34.00	
20-Sep-2014	20-Sep-2014	Mileage		68(Miles)	0.5	34.00	
Total						68.00	