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Create an Expense Report

These instructions are for entering travel expenses after you have returned, entering relocation expenses after you have moved or entering a reimbursement request after you have spent personal funds for college needs.

1. PART 1: CREATE AN EXPENSE REPORT
   a. Log into CUNYfirst
   b. Select "Financials Supply Chain"
   c. Select "Employee Self-Service"
   d. Select "Travel and Expense Center"
   e. Select "Expense Report"
   f. Select "Create"
   g. Select the appropriate entry method:
      i. For travel related expenses, select the appropriate Travel Authorization from the list, and skip to PART 2e: GENERAL INFORMATION, Attachments
      ii. For non-travel related expenses, select "Return to Expense Report Entry"

2. PART 2. GENERAL INFORMATION
   a. Description (required): This should be a brief description of the reimbursement
      - Literary Fiction Conference in Boston
      - Sustainability Workshop in Houston
      - Poster Board for ARCH 8714
   b. Business Purpose (required): select from the drop down menu
      For all non-travel related expenses, select "Non-Travel Expense"
   c. Default Location
      For Non-Travel Expenses, please select New York, NY
      i. Select the magnifying glass
      ii. Select "Advanced Look Up"
      iii. Under "Description" change the drop down menu to "contains"
      iv. Enter the city name
      v. Select "Look Up"
      vi. Select appropriate location from the resulting list
   d. Comment: Add any details pertinent to your expense reimbursement
   e. Attachments
      i. Select the "Attachment" link
      ii. Select "Add Attachment"
      iii. Select "Browse"
      iv. Find the document(s) in the pop up window
      v. Select "Okay"
      vi. Select "Upload"
      vii. If you need to attach additional documents return to Step 2.g.i., above

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- Attachments should be in PDF format
- Attachments must include all pertinent receipts, including verification of payment

Please consider saving your work at this point by selecting "Save for Later;" we found that you may be "timed out" due to the length of this process and you don't want to have to start over every time.

3. PART 3: DETAILS

   Each blank line represents an individual travel expense

   a. If you are using an existing Travel Authorization, please delete the $25.00 Proxy item(s)
      i. Select the line item(s) by checking the "Select" box to the far left of the row
      ii. Select the "Delete Selected" button
      iii. Select "OK"
   b. Under "Expense Type" (required) select the appropriate description of your expense

      Unless otherwise instructed, faculty and staff should select "PSC" item descriptions when appropriate
   c. Enter the date of the expense (required)
   d. Enter the amount (required)

      If the expense will be split between two or more Budget Lines see PART 4: SPLITTING EXPENSES, below
   e. Select the "Payment Type" (required) from the drop down menu

      Unless otherwise instructed, the payment type is always "Empl (Employee) Paid"
   f. Select the "Billing Type" (required) from the drop down menu

      Unless otherwise instructed, the payment type is always "Empl (Employee) Paid"
   g. Select the "Detail" (required) link
      i. In the "Description" (required) field enter a brief description of the expense
      ii. Verify that all other required fields are complete
      iii. Select "Accounting Detail"
         1. This is where you can change the Budget Line so that the appropriate account is used to pay for the travel or expense
         2. Unless otherwise instructed, do not change any fields except "Dept"
         3. Enter the appropriate Budget Line in the "Dept" field

            Enter the appropriate Budget Line in the "Dept" field
            i. Dean's Offices: SoAS: 80109
                                   SoPS: 10240
                                   SoTD: 10274
            ii. PDAC: For Fiscal Year 2015-2016, PDAC travel is processed by **paper, hard copies**. Please refer to your PDAC award letter for details.
            iii. Department: Please speak directly to your Department Chair
            iv. Relocation Expenses, change TWO items:
               - Dept: 80250

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   4. Select "OK"

   iv. Select "Check Expense For Errors"; errors will be lit in pink

      1. If you have any errors please correct them and return to Step 3.f.iv., above

      2. If there are no errors select "Return to Expense Report"

Please consider saving your work at this point by selecting "Save for Later;" we found that you may be "timed out" due to the length of this process and you don't want to have to start over every time.

   v. If you have further items to enter, return to Step 3.a., above

   vi. If you have completed entering expenses, continue to Step 3.g., below

  h. Select "Check for Errors"; errors will be noted with a pink flag

   i. If you have any errors please correct them and return to Step 3.g., above

   ii. If you have no errors, please continue to Step 3.h., below

  i. Select "Submit"

NOTE: Once an Expense Report has been submitted you cannot modify it. If you absolutely must make changes to a submitted Expense Report, you must request that your Supervisor reject the Report.

4. PART 4: SPLITTING EXPENSES

  a. If an expense will be split between two or more Budget Lines, you must enter a detailed line to correspond to each Budget Line; example:

- Your total hotel costs are $300.00 for two nights ($150.00 per night).
- PDAC per diem rates limit you to $200.00 ($100.00 per night)
- The Dean's Office has agreed to pick up the additional $100.00 ($50.00 per night)
- In this case you will enter ONLY the amount for the Dean's Office in CUNYfirst.

Expense Type	Date	Amount	Currency	Payment Type	Billing Type	
PSC Per Diem Unrct Overnt	12/01/16	100.00	USD	Empl Paid	Empl Paid	Detail

  b. In order to indicate the Budget Line for the expense, you will select the "Detail" link and follow the instructions starting at Step 3.f.i., above

  c. If you are using more than two Budget Lines to cover an expense, simply add the necessary lines for each Budget.

5. IMPORTANT NOTES

  a. The PDAC will only cover up to the per diem rate for your given location. Therefore if your estimated expenses are higher than the per diem, you will need to split total costs between the PDAC and the Dean's Office.

  b. In order to verify the per diem rate for your travel location, please go to: http://www.gsa.gov/portal/category/100120

  c. The limit for PDAC funds for the Academic Year is $650.00. Expense Reports in excess of this amount will be rejected.

  d. The limit for Dean's Office funds varies within each School. Please contact your Dean's Office to find out the amount. Requests in excess of this amount will be rejected.