Enter Your Expenses

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. Enter the CUNYfirst/Empl ID for the correct individual
   h. Select “Add”
   i. Select the appropriate entry method:
      i. For travel related expenses, select the appropriate Travel Authorization from the list, and skip to PART 2: GENERAL INFORMATION
      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
• 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. Under “Expense Type” (required) select the appropriate description of your expense
   Unless otherwise instructed, faculty should select “PSC” item descriptions when appropriate
b. Enter the date of the expense (required)
c. Enter the amount (required)
   If the expense will be split between two or more Budget Lines see PART 4: SPLITTING EXPENSES, below
d. Select the “Payment Type” (required) from the drop down menu
   Unless otherwise instructed, the payment type is always “Empl (Employee) Paid”
e. Select the “Billing Type” (required) from the drop down menu
   Unless otherwise instructed, the payment type is always “Empl (Employee) Paid”
f. 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
   2. Unless otherwise instructed, do not change any fields except “Dept”
   3. Enter the appropriate Budget Line in the “Dept” field
      A. Dean’s Offices
         • SoAS: 80110
         • SoPS: 80116
         • SoTD: 10385
      B. Department: Please speak directly to your Department Chair
      C. PDAC, change TWO items
         • Dept: 70010
         • Sp Init: 104
      D. Relocation Expenses, change TWO items:
         • Dept: 80250
         • MP: 355
   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

g. 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

h. 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 two expenses lines in the “Details”; one for the PDAC funded
costs and one for the Dean’s Office funded costs.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Amount</th>
<th>Currency</th>
<th>Payment Type</th>
<th>Billing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC Per Diem Unrct Overnt</td>
<td>12/01/16</td>
<td>200.00</td>
<td>USD</td>
<td>Empl Paid</td>
<td>Empl Paid</td>
</tr>
<tr>
<td>PSC Per Diem Unrct Overnt</td>
<td>12/01/16</td>
<td>100.00</td>
<td>USD</td>
<td>Empl Paid</td>
<td>Empl Paid</td>
</tr>
</tbody>
</table>

b. In order to indicate the Budget Line for each 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 $1,500.00. Requests 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.

e. As this is a Travel Authorization you will be required to enter your expenses upon return.
Please see “10 Easy Steps to... Enter Your Expenses” for instructions.