# 5 Fairly Complicated ~~10 EASY~~ STEPS TO…

# 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. Expense Location Details
        i. Select this link
        ii. Enter the travel details, if applicable
        iii. If this is a non-travel related reimbursement, both the start and destination address should be entered as “300 Jay Street, 11201”
    f. 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. 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
    c. Enter the date of the expense (required)
    d. Enter the amount (required)
    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. Department: Please speak directly to your Department Chair
                iii. 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

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. IMPORTANT NOTES

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

b. 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.