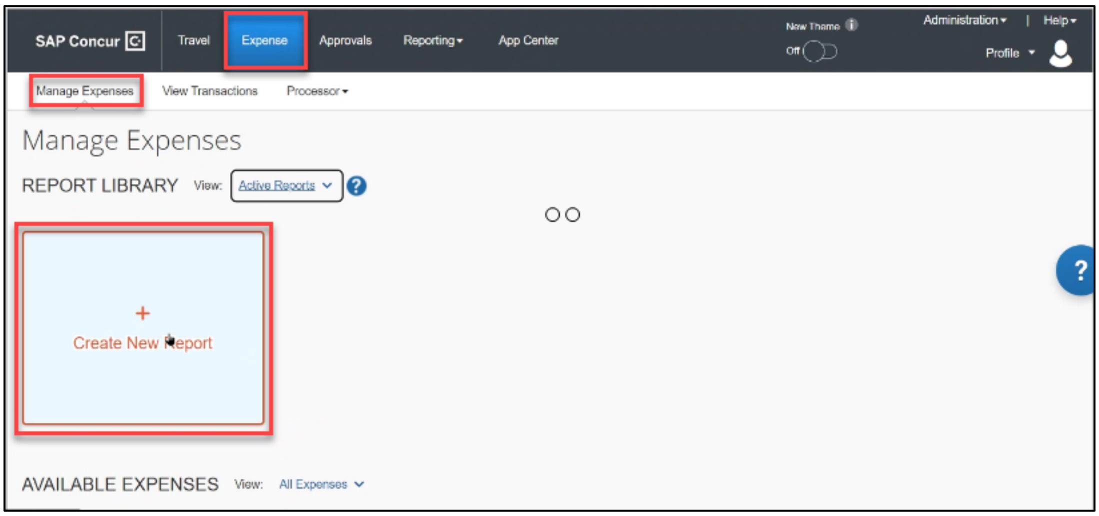
CREATE AND SUBMIT EXPENSE REPORT

You can create expense reports for both Charge Card and Out-Of-Pocket expenses.

CHARGE CARD EXPENSE REPORT

Follow the steps below to create and submit an expense report for a Charge Card ***Report Type***.

1. Click the *Expense* tab; the *Manage Expenses* page displays.
2. Select ***Create New Report.***



3. Enter all required fields identified by a red asterisk.

To choose a ***Report Type*** click the dropdown and select either **Corporate Card Weekly** report or **Out-of-Pocket Expenses**. You must create a separate report for both instances they cannot be combined into the same report.

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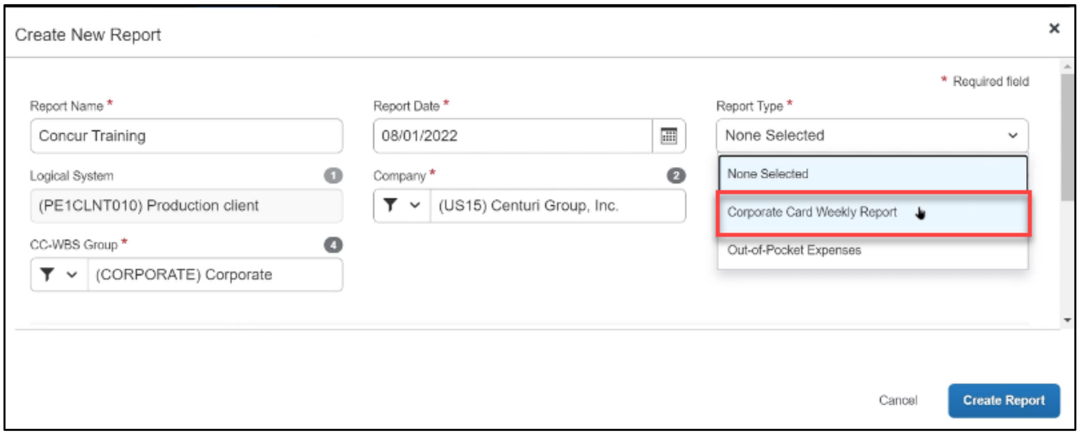
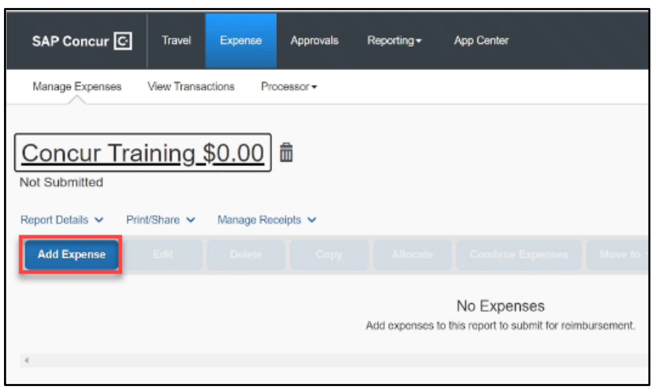
4. Select *Report Type* **Corporate Card Weekly.**



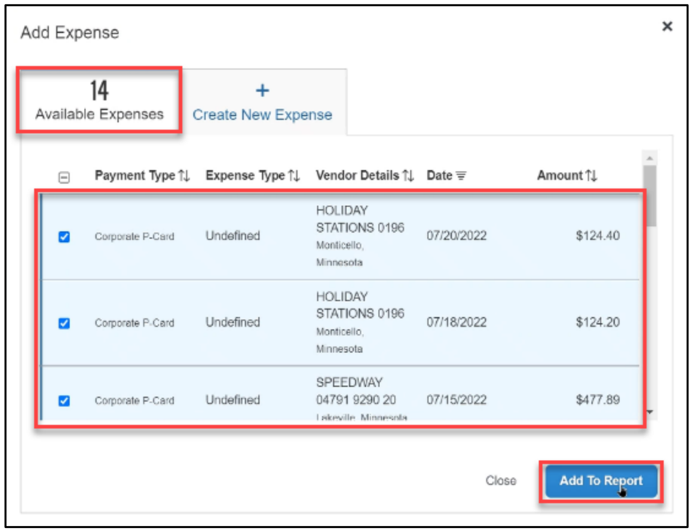
5. Click the ***Create Report*** button.

6. Click ***Add Expense***.



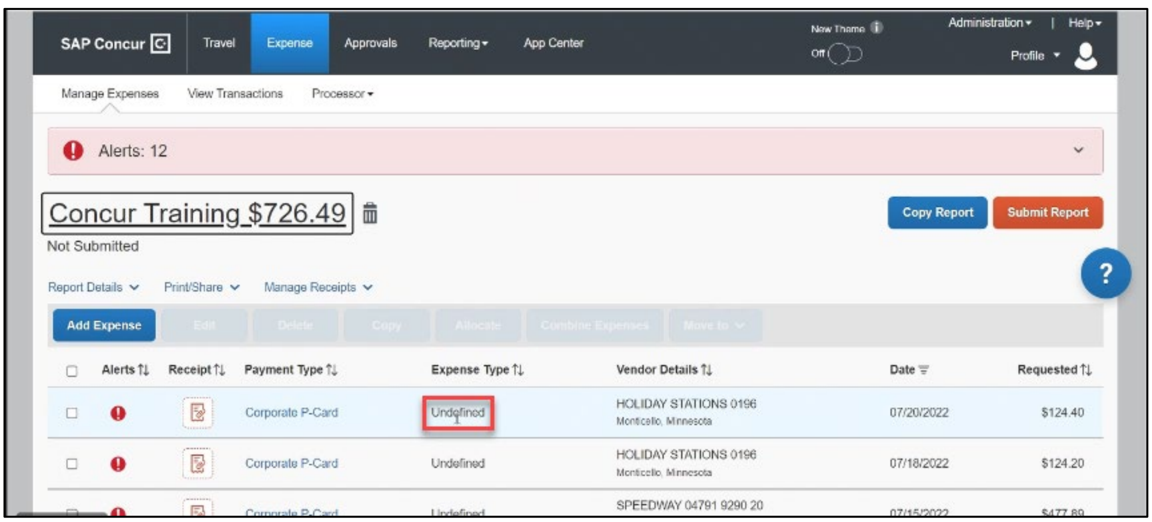
7. From the *Available Expenses* tab, select the checkboxes for the expenses you wish to include.

8. Click ***Add to Report***.

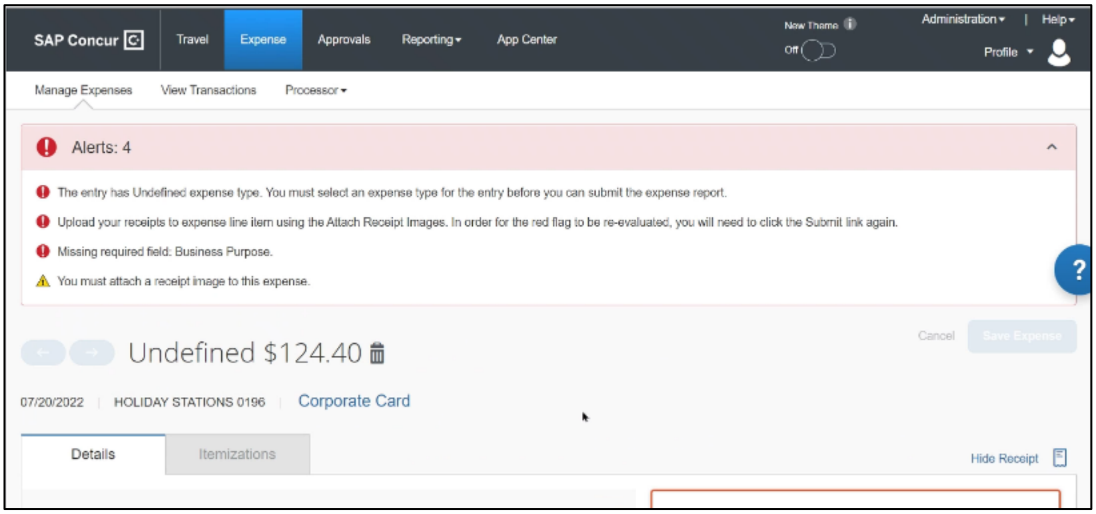


9. To create a new expense, click on the *Create New Expense* tab and select from the list or you can use the search capability to find the expense type you are looking for.

10. In the *Expense Type* column click *Undefined* to select the correct *Expense Type*.

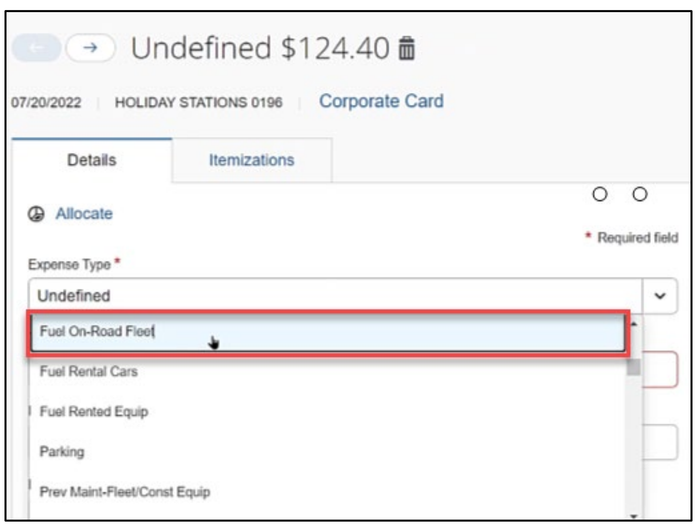


Notice the *Alerts* for the expense that require action.



1. Select an *Expense Type* from the dropdown.

Use the field dropdown arrow to reveal a list to choose from. You can also search by typing the expense type in the field, which will provide a list to choose from.



A Business Purpose should state the reason for incurring the expense.

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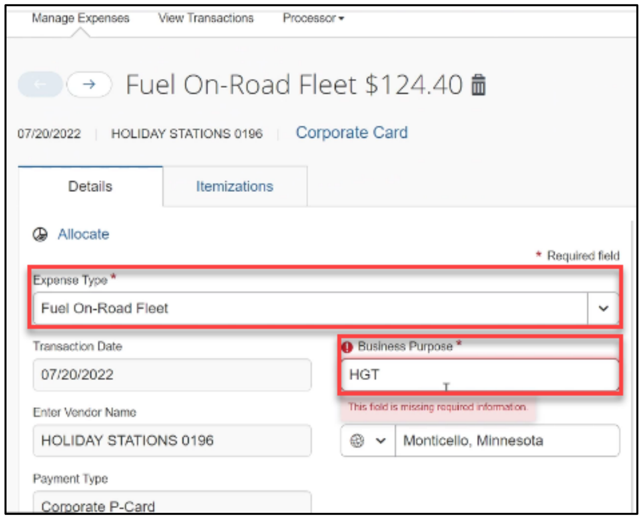
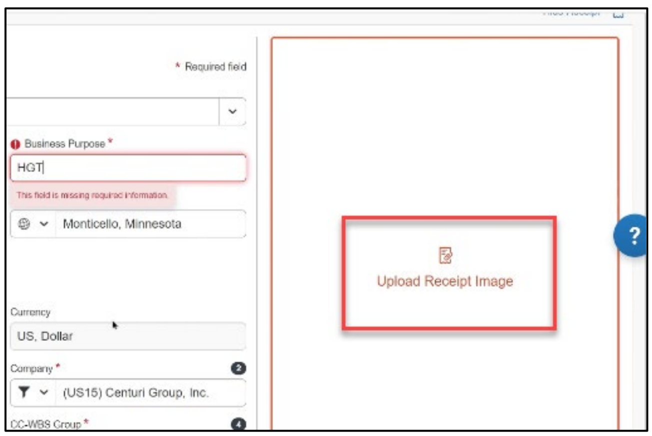
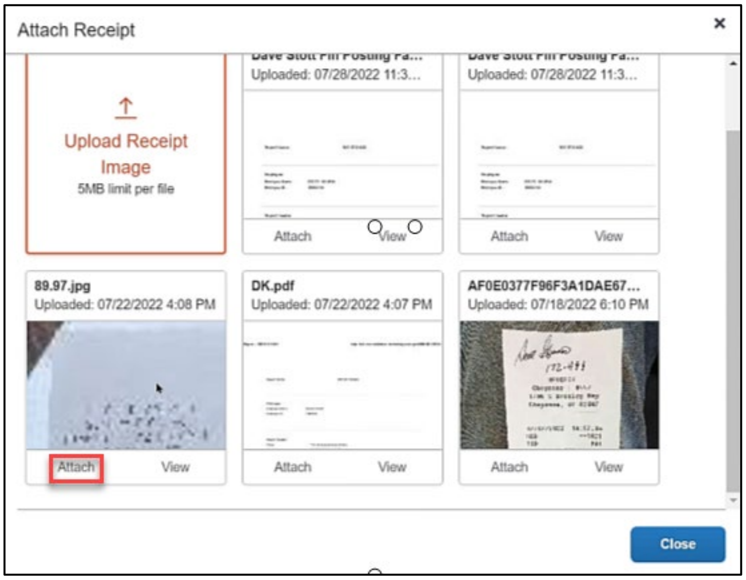
2. Enter a ***Business Purpose.***



3. Update or enter any other required fields identified by a red asterisk.
4. To attach a receipt to the expense, click on the ***Upload Receipt Image***.



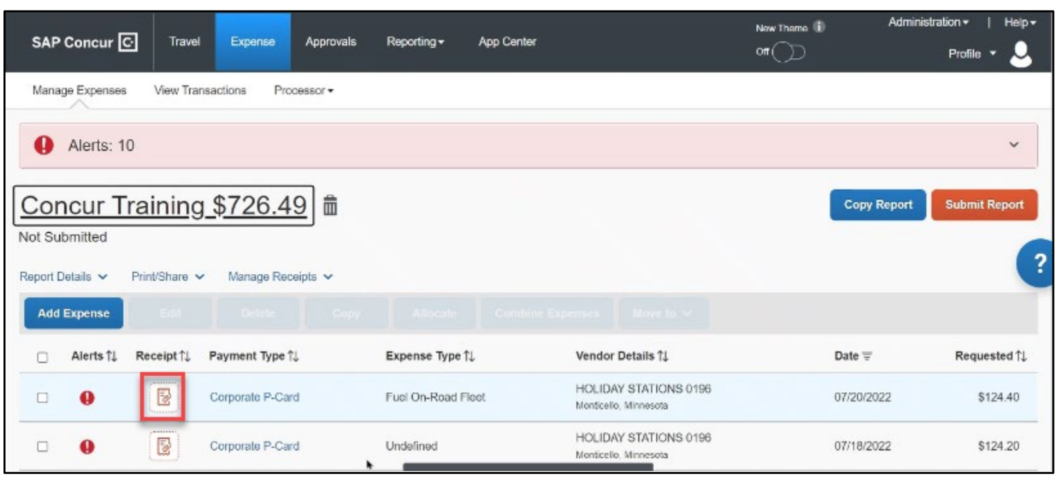
5. Locate and click on applicable receipt in available receipts section.
6. Click ***Attach.***



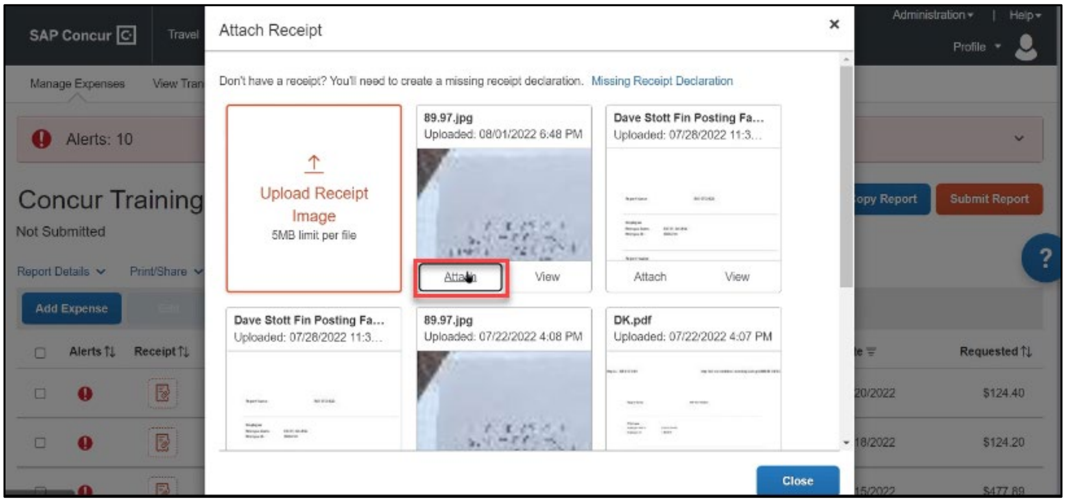
7. Click ***Save Expense***.

You can also attach a receipt in the *Add Expense* section.

8. Click the ***Attach*** icon in the *Receipt Column* to attach a receipt to the expense.



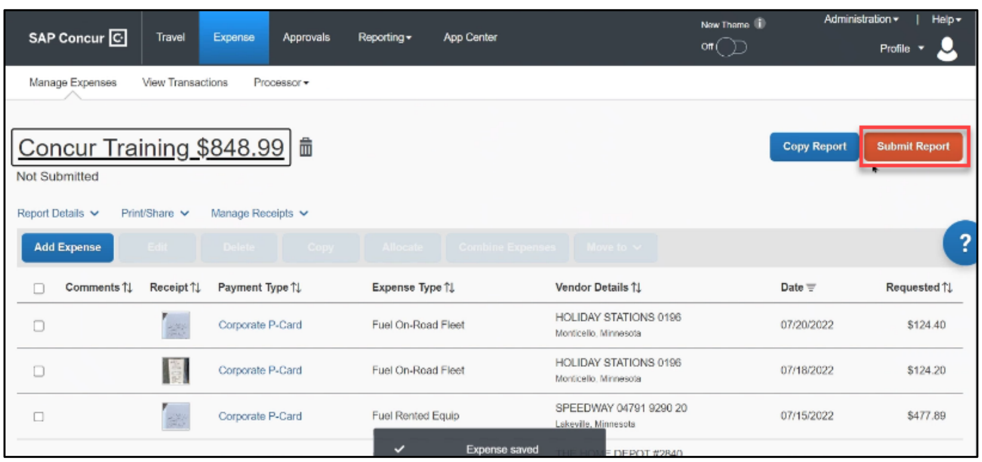
9. Locate the applicable receipt and click ***Attach***.



Notice the receipt has been attached to the expense.

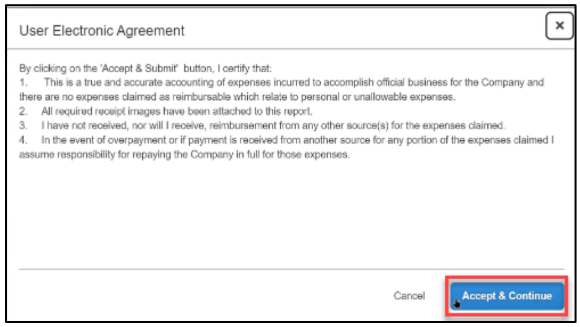
10. Follow the same steps to add other expenses to the report.

11. Click the ***Submit Report*** button once all expenses are saved and all *Alerts* are cleared.

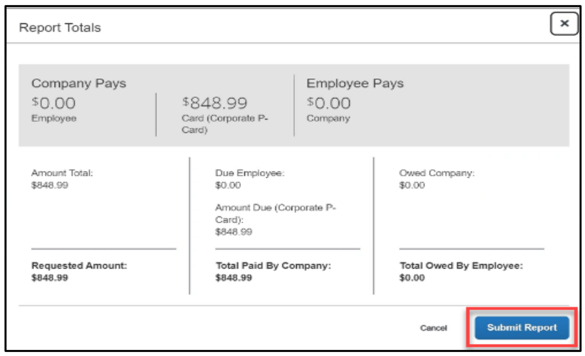


12. You will receive a *User Electronic Agreement* message to certify your submission.

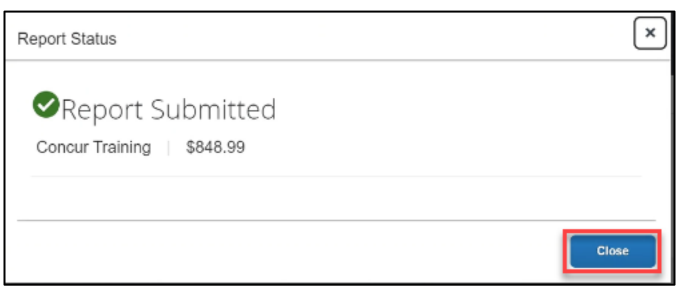
13. Click the ***Accept & Continue*** button.



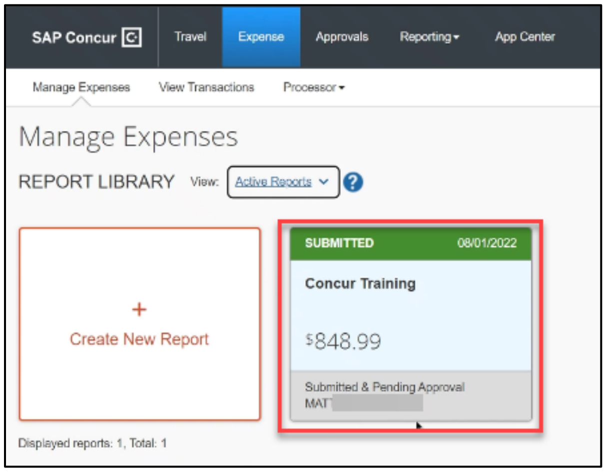
14. Review the *Report Total* popup screen and click the ***Submit Report*** button.



A message stating the report submitted appears.



You can see the report has been submitted and awaiting approval on the *Expense* page under the *Manage Expenses* tab. You can click on the submitted report to view or make as changes as needed.

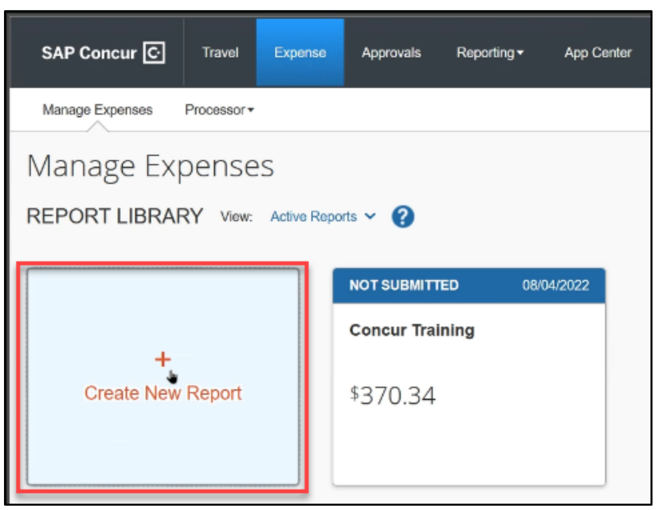


OUT-OF-POCKET EXPENSES

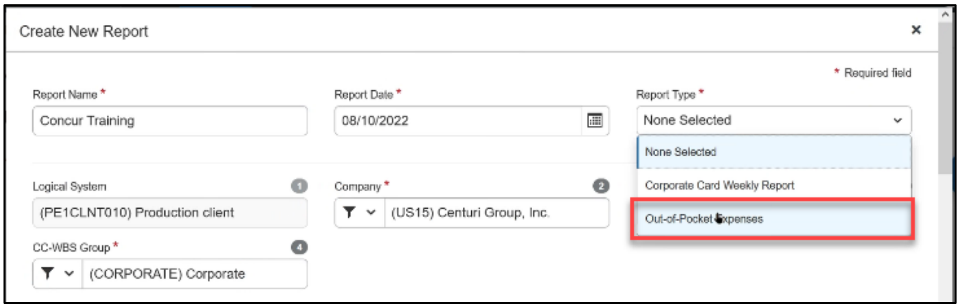
If you use your own funds to pay for an expense, an Out-Pocket-Expense must be created.

Follow the steps below to create and submit an expense report for an Out-Of-Pocket ***Report Type***.

1. Click the *Expense* tab; the *Manage Expenses* page displays.
2. Select ***Create New Report.***

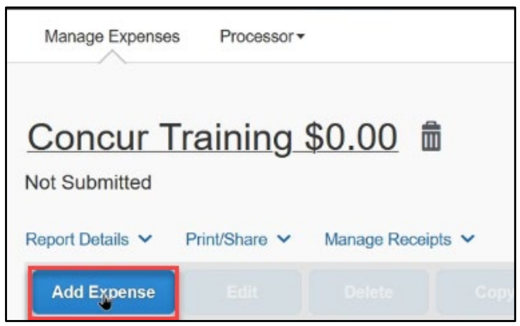


3. Enter all required fields identified by a red asterisk.
4. Select *Report Type* **Out-of-Pocket.**



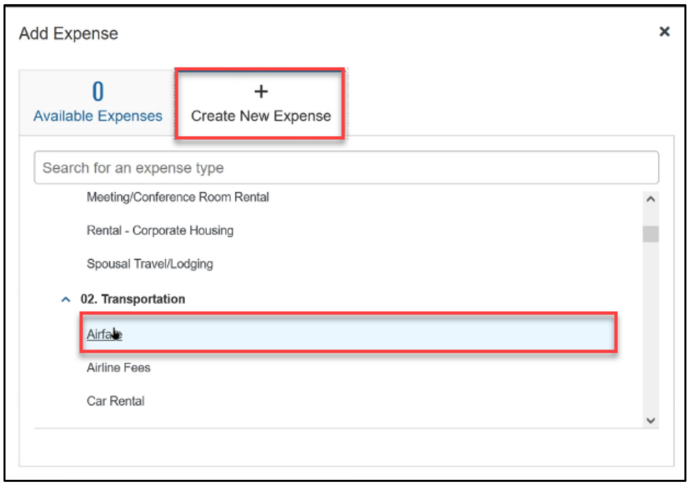
5. Click the ***Create Report*** button.

6. Click ***Add Expense***.



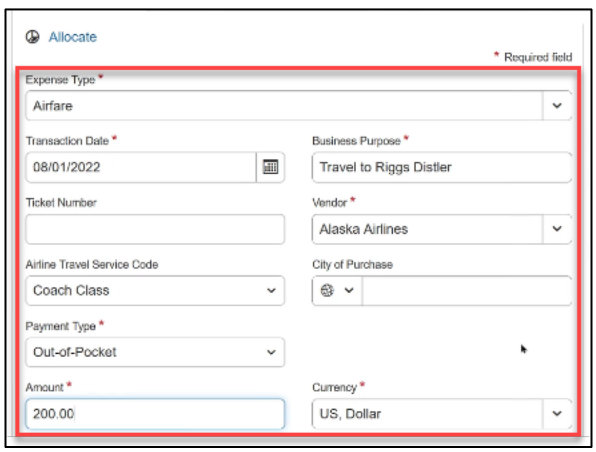
7. Click the *Create New Expense* tab.
8. Select an appropriate *Expense Type* from the dropdown.

Use the field dropdown arrow to reveal a list to choose from. You can also search by typing the expense type in the field, which will provide a list to choose from.

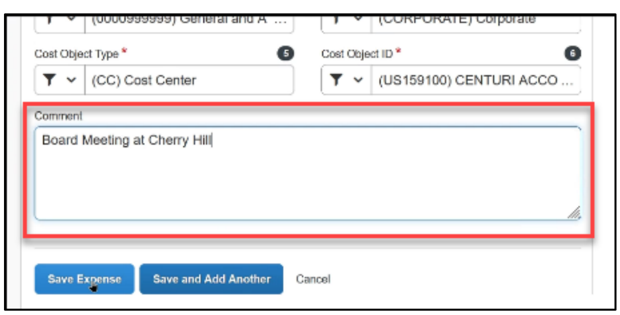


9. Update or enter any other required fields identified by a red asterisk. Select Out-of-Pocket from the ***Payment Type*** dropdown menu if not populated.

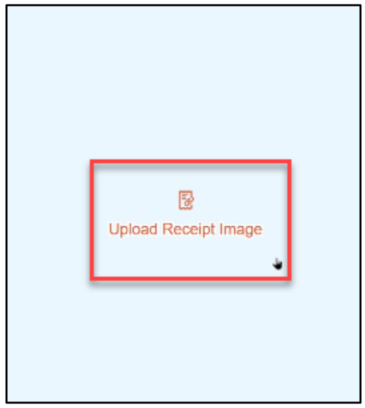
The Transaction Date is the date of purchase.



10. You can provide additional information in the *Comments* section.

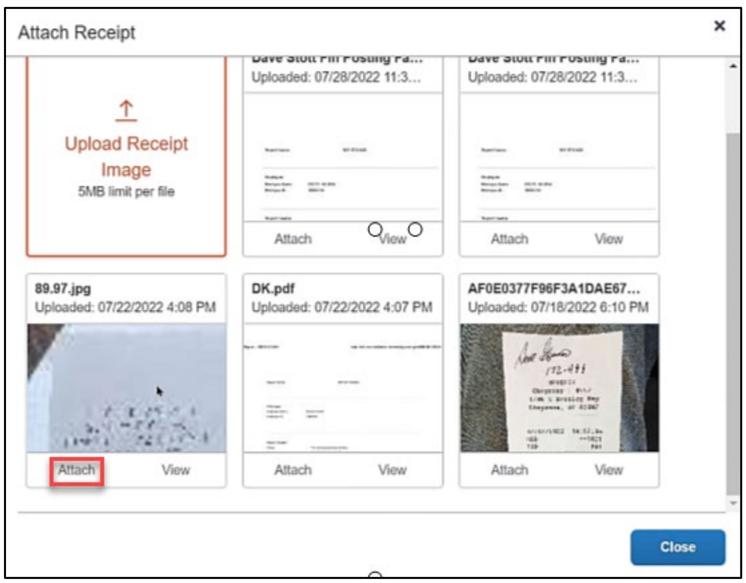


11. To attach a receipt to the expense, click on the ***Upload Receipt Image***.



12. Locate and click on the applicable receipt or upload support in the *Available Receipts* section.

13. Click ***Attach.***



14. Click ***Save Expense*** add your Out-of-Pocket expense.

Notice the receipt has been attached to the expense. If a comment was added to the expense a callout icon will be on the expense line.

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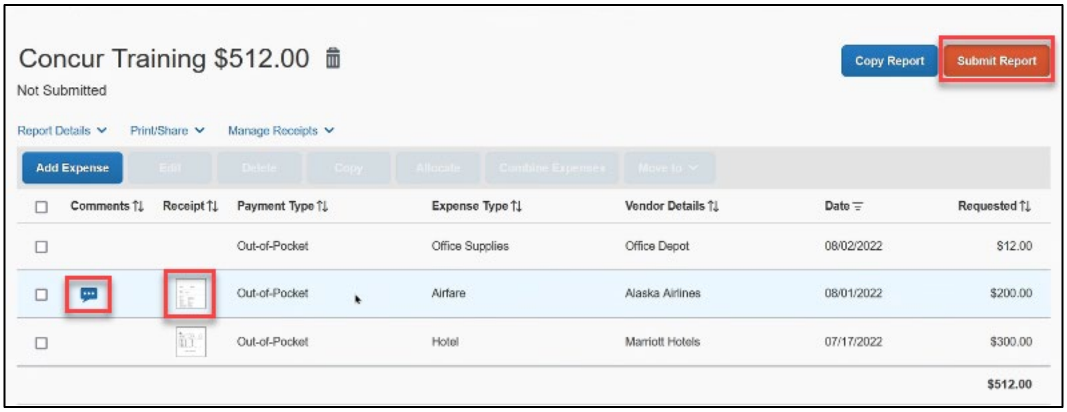
15. Follow the same steps to add other expenses to the report.

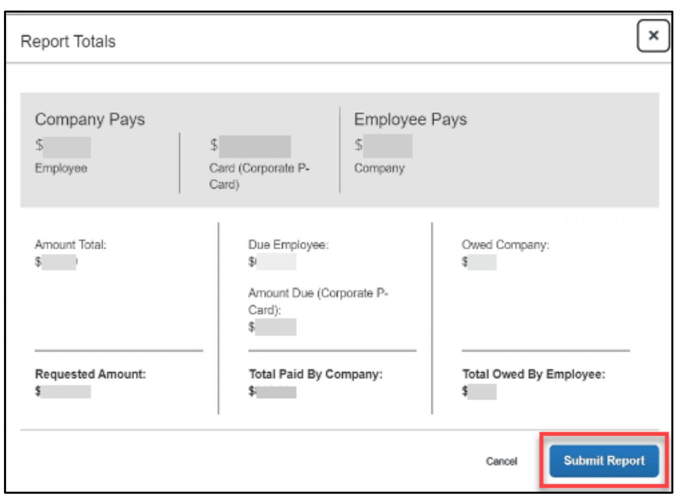
16. Click the ***Submit Report*** button once all expenses are saved and all *Alerts* are cleared.



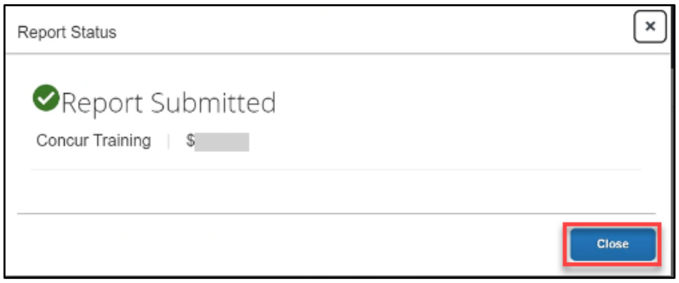
17. You will receive a *User Electronic Agreement* message to certify your submission.

18. Click the ***Accept & Continue*** button.

19. Review the *Report Total* popup screen and click the ***Submit Report*** button.



A message stating the report submitted appears.



You can see the report has been submitted and awaiting approval on the *Expense* page under the *Manage Expenses* tab. You can click on the submitted report to view or make changes as needed.