To Create an Expense Report

Login to CUNYfirst

- Financial Supply Chain
- Employee Self-Service
- Travel and Expense Center
- Expense Report

Create Expense Report

Populate From A Travel Authorization

Angella Bowley

<table>
<thead>
<tr>
<th>Travel Auth Description</th>
<th>Authorization ID</th>
<th>Date From</th>
<th>Date To</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.000</td>
<td></td>
</tr>
</tbody>
</table>

Return to Expense Report Entry

Select Return to Expense Entry

Travel between your home and official station is considered commuting and is not reimbursable. When meals and/or lodging are provided as a part of a conference or event, additional reimbursement is not permitted. Non-business related expenses such as fines, parking tickets, laundry, valet services, entertainments or any other personal charges are not reimbursable.
Select **Quick Start** Action: You will be able to Copy from an Existing Travel Authorization or Start a Blank Expense Report from the Drop down Menu. *If do not have an existing Travel Authorization or Expense Report, proceed with “A Blank Report.” This is the current ‘Default’ screen.*
To Copy from A Travel Authorization
Click GO to Access Existing Travel Authorization

Click Select to copy Travel Authorization into an Expense Report
Review and make all Adjustments to the Expense Report
   ○ Actual, Reasonable, and Necessary Business Expenses ONLY

Travel between your home and official station is considered commuting and is not reimbursable. When meals and/or lodging are provided as a part of a conference or event, additional reimbursement is not permitted. Non-business related expenses such as fines, parking tickets, laundry, valet services, entertainments or any other personal charges are not reimbursable.
For each Expense Type Click the ‘Detail Tab’ to the right
Fill in the ‘Descriptions’
Check Expense for Errors
Return to Expense Report

Attach Receipts
Checklist Items:

- It is extremely important that Expense Users (Proxy) and Approvers (Designees) communicate off-line about completing and approving on-line requests.
- Specify **Business Purpose** for all business Expenses.
- The “Detail” tab of each line of the Expense Report and Travel Authorization is a Required field.
- Be sure to **Upload** and **Attach** all supporting receipts and documents in CUNYfirst.
- Be sure to review the **Accounting Detail** to ensure that the correct Department will be charged.
- The **Printable View** of the documents will be used in lieu of State Vouchers and Personal Reimbursement Forms.
- The Travel Authorization and Expense Report **must be signed** by the **Employee** and his/her **Supervisor**.
- Attach all original receipts and justifications when necessary to the CUNYfirst signed Expense Report and Travel Authorization and forward the documents to Accounts Payable.

Create Expense Report

Save Confirmation

Angella Bowley

According to the Expense Report, the expenses are as follows:

<table>
<thead>
<tr>
<th>Expense Report Totals</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses</td>
<td>503.00</td>
<td>USD</td>
</tr>
<tr>
<td>Non-Reimbursable Expenses</td>
<td>0.00</td>
<td>USD</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>445.00</td>
<td>USD</td>
</tr>
<tr>
<td>Employee Credits</td>
<td>0.00</td>
<td>USD</td>
</tr>
<tr>
<td>Vendor Credits</td>
<td>0.00</td>
<td>USD</td>
</tr>
<tr>
<td>Cash Advances Applied</td>
<td>0.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

Due Employee: 158.00 USD
Due Vendor: 0.00 USD

**Definition of Totals**

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Click **OK** to submit, or click **Cancel** to return to the expense report without submitting.

Click **OK** to Submit for Supervisor’s Approval
Access 'Printable View'. Employee and Supervisor must Sign the Manual Expense Report, attach original receipts and forward to Account Payable.
Creating an Expense Report for Non-Travel Related Expense

Login to CUNYfirst

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Select - Create

Create Expense Report

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Report ID: NEXT

Select - Return to Expense Report Entry
Create Expense Report

Expense Report Entry

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User Defaults

Report ID:

NEXT

Quick Start:

A Blank Report

GO

General Information

*Description:

*Business Purpose:

Default Location:

Comment:

Reference:

Attachments

Accounting Defaults

Apply Cash Advances

More Options:

Details

*Overview

Select

*Expense Type

*Expense Date

*Amount Spent

*Currency

*Payment Type

*Billing Type

[Table]

Totals

Employee Expenses: 0.00 USD
Non-Reimbursable Expenses: 0.00 USD
Prepaid Expenses: 0.00 USD
Employee Credits: 0.00 USD
Vendor Credits: 0.00 USD
Cash Advances Applied: 0.00 USD

Due Employee: 0.00 USD
Due Vendor: 0.00 USD

Save For Later

Submit

Update Totals

Definition of Totals

Expense Report Project Summary

Printable View
Fill in the Description
Business Purpose
Default Location - use the lookup screen
Select the appropriate expense type
Select Payment & Billing Type – Empl Paid
Attached receipts and supporting documents for the event
Save for Later or Submit