To Create an Expense Report

Login to CUNYfirst

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

Main Menu > Employee Self-Service > Travel and Expense Center > Expense Report

Create Expense Report

Populate From A Travel Authorization

Angella Bowley

From Date: 05/07/2014 To: 09/07/2014

<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>
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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

T-Card transactions can now be imported from My Wallet into the Expense Report. Please refer to the My Wallet training manual for more information.
Review and make all necessary adjustments to the Expense Report
- Actual, Reasonable, and Necessary Business Expenses ONLY
- In the Comment box, include the dates and times of the trip (preferably date/time the employee left their house to start the trip, and date/time they returned home after the event.)
- Save the Expense Report to generate an ER number, then click on Printable View at the bottom of the page to print out the cover sheet of the Expense Report
- Have the cover sheet signed by both the employee and her/his supervisor

Travel between your home and official work 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 all receipts and supporting documents, including the signed cover sheet of the expense report.
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 signed Expense Report and Travel Authorization and forward the package to Accounts Payable.

![Expense Report Table]

**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

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

Select - Create

Create Expense Report

Populate From A Travel Authorization

Angella Bowley

Report ID: NEXT

From Date: 05/07/2014 To: 06/07/2014

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Return to Expense Report Entry

Select - Return to Expense Report Entry
# Create Expense Report

## Expense Report Entry

**Angella Bowley**  
**User Defaults**  
**Report ID:** NEXT

**Quick Start:** A Blank Report

### General Information

<table>
<thead>
<tr>
<th><em>Description:</em></th>
<th>Comment:</th>
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<tbody>
<tr>
<td><em>Business Purpose:</em></td>
<td>Reference:</td>
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<tr>
<td>Default Location:</td>
<td>Attachments</td>
</tr>
</tbody>
</table>

### Accounting Defaults  
**Apply Cash Advances:**

### Details

**More Options:**

| *Overview*  
|---|

<table>
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<tr>
<th>Select</th>
<th><em>Expense Type</em></th>
<th><em>Expense Date</em></th>
<th><em>Amount Spent</em></th>
<th><em>Currency</em></th>
<th><em>Payment Type</em></th>
<th><em>Billing Type</em></th>
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### 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

**Definition of Totals**  
**Update Totals**

### Additional Options

- Save For Later
- Submit
- Expense Report Project Summary
- Printable View
Fill in the Description field with the name(s) of the item(s) purchased

Business Purpose

Default Location - use the lookup screen to find the city/county where the transaction took place

In the Comment field, include the date and time the expense was incurred

Select the appropriate expense type

Select Payment & Billing Type – Empl Paid

Click on Printable View to print out the cover sheet of the Expense Report

Have the cover sheet signed by both the employee and her/his supervisor

Attach the signed cover sheet, all receipts and any requires supporting documents for the event

Save for Later or Submit

Forward all original documents to Accounts Payable for processing