Create an Expense Report

1. Log into PeopleSoft Self Service: https://fprod-selfservice.gafirst.usg.edu If you do not have a PeopleSoft Self Service account, please register for one. Registration instructions can be found on the CBE Training webpage at www.westga/training under “User Guides.”

2. Select Employee Self-Service
3. Select Expense Report
4. Select Create

5. Enter the general information for the expense report:
   a. Select the appropriate Business Purpose from the drop down
   b. Enter a description in the Report Description field
   c. Enter/Select the Destination Location
      i. To enter type the location in the following format: City
      ii. To select the location, click the Look Up Location icon (magnifying glass).
         1. Enter the two-letter state abbreviation in the Expense Location field.
         2. Click the Look Up button
         3. Locate the correct city in the Description field
         4. Click the Expense Location code for that city.

6. For expenses that occur each day of the trip, you may select the Quick Fill link (this is an optional tool)
   a. Enter a date or a range of dates
   b. With a checkmark, select the expense type that applies to one day or all days
   c. Click OK
   d. Complete any missing detail on the Quick Fill lines you just added
   e. To add additional lines, click the + button

7. In the Action drop down, select Default Accounting for Report and click the Go button. This will allow you to verify or enter the correct chartstring information for your expense report.

8. For each expense:
   a. Enter/select date in the Date field
   b. In the Expense Type drop down, select the appropriate expense type
   c. Enter a Description for the Expense Type if needed
   d. Select the Payment Type
   e. Enter the Amount (if not automatically entered based on Expense Type)

9. For mileage expenses, see steps below. Otherwise skip to step #10.
   a. Enter/select date in the Date field
   b. For the Expense Type, select the appropriate mileage type
c. Select the **Reimbursable Miles** link (if the Mileage Details pop-up does not automatically display)

d. In the Mileage Details pop-up, enter the **Total Miles Traveled** that day

e. Enter **Personal** and/or **Commute Miles**

f. Click **OK**

g. Enter/select the **Originating Location**

h. In the **Description** field, enter locations visited and whether you left from/returned to your home or UWG,

i. The **Payment Type** should be **N/A (e.g. Mileage)**

10. For meals, see steps below. Otherwise skip to step #11.

a. Enter/select date in the **Date** field

b. For the **Expense Type**, select the appropriate meal

c. The Description field can be utilized for justification of meal(s) listed in conference agenda when a meal is purchased in lieu of one provided, a meal is not substantial, traveler was not an invitee, etc.

d. Select the appropriate **Payment Type**

e. The per diem amount will be automatically populated based on the location

f. Select the **First or Last Day of Travel** link if your meal was on the depart or return date of travel.

g. Check the **Deduction** flag

h. Click **OK**

i. The per diem amount will have been deducted by 25% to meet the state requirement of 75% reimbursement

11. To copy expense lines, select **Copy Expense Lines** from the Actions drop down menu; otherwise go to step #12.

a. Click **GO**

b. In the **Copy Expense Lines** window, you can either copy the expense line to a single date or a range of dates. You also have the option to include weekends or holidays

c. Enter a date in the **To Date** field

d. Check to box to select the expense line you wish to copy

e. Click **OK**

12. To save the expense report for later, select the **Save for Later** button.

13. Click the **Summary and Submit** link

14. Click the **View Printable Version** link to print a paper copy for submission.

15. You may enter any additional comments in the **Notes** link.

16. To submit the Expense Report for approval, you must first check the verification checkbox indicating the travel was for official business.
17. After checking the verification selection the **Submit Expense Report** button becomes enabled. Click the **Submit Expense Report** button to submit the Expense Report for approval.

18. Your expense report has now been submitted electronically to your approver for approval.

19. Attach all travel documents including your receipts, conference agenda, etc. to the printed copy of the expense report. Sign the last page of the expense report. Forward the printed and signed expense report, along with all receipts and necessary documentation to the Controller’s Office in Aycock Hall.