Create an Expense Report Using the Fluid Interface

1. Log into PeopleSoft Financials. If you do not have a PeopleSoft account, please register for one. You can access registration instructions on the CBE Training Webpage.
2. Select the Create Expense Report tile.
3. Enter the General Information for the expense report:
   a. Select the appropriate Business Purpose from the drop down.
   b. Enter a description in the Description field.
   c. Enter or select the Destination Location.
      i. To enter, simply type the location of the destination city “or~
      ii. To select the location, click the Look Up icon (magnifying glass).
         1. Click the arrow next to Search Criteria to open
         2. Enter the two-letter state abbreviation in the Expense Location field.
         3. Click the Search button.
         4. The available locations will be displayed. Click the appropriate expense location code for the destination city.
4. Click the Attach Receipt link to open the Attachment window. Electronically upload all required receipts, conference agenda and any other supporting documentation.
   a. Click the Add Attachment button.
   b. Select the Choose Device button.
   c. Search for and select the appropriate attachment file.
   d. Click the Upload button.
   e. Click the Done button when the upload is complete.
   f. On the attachment page, enter a description for the attachment.
   g. Click the Done button.
5. Click the Accounting Defaults link. Verify the correct chartstring is displayed for the expense report. If not, update to the correct values. Click the Done button.
6. Click the Add Expense button.
7. For each expense type:
   a. Select the appropriate date in the Date field.
   b. In the Expense Type field, click on the Look Up icon (magnifying glass). You will see a tab with a list of your Frequently Used expense types. If the desired one is available under Frequently Used, click on the link to select it. If the desired one is not displayed, click on the All Types button to display all available expense types. Select the desired expense type.
   c. Complete all required fields for each individual expense type. A required field will be denoted with an *.
d. To add additional expense rows, click on the Add (+) button.
e. To delete an expense row, select the appropriate row and click the Delete (trashcan) button.

8. For a Mileage Expense, see steps below:
   a. Enter/select date in the Date field.
   b. For the Expense Type, select the appropriate mileage type (either Emp Mileage TI or Emp Mileage T2).
   c. In the Description field, enter the locations visited and whether you left from/returned to your home or UWG.
   d. Click the Reimbursable Miles link. This will open the Reimbursable Miles window. Enter the Total Miles Traveled that day. Enter any Personal and/or Commute Miles (these will be considered a reduction to the total miles traveled).
   e. Click the Done button.
   f. The Payment Type for mileage should be N/A (e.g. Mileage).
   g. The reimbursement amount will be calculated based on the reimbursable miles entered.
   h. The Billing Type will be Internal.
   i. Enter/select the Originating Location.
   j. Enter/select the appropriate Destination Location if not already displayed.

9. For a Meal Expense, see steps below:
   a. Enter/select date in the Date field.
   b. For the expense type, select Emp Meals – Full Day.
   c. The Description field can be utilized for justification or explanation for meals being claimed as an exception (i.e. if a meal was purchased in lieu or one provided, a meal was 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. The Billing Type will be Internal.
   g. The Expense Location should populate if previously entered in the General Information section. If not displayed, click on the Look Up icon to search for the appropriate location.
   h. Select the First or Last Day of Travel link if your travel was out-of-state and the expense date is your departure or return date of travel.
   i. Select the Checkbox next to the meal expense type. The per diem amount will be deducted by 25% to meet the state requirement/allowance of 75% reimbursement.
   j. Click the Done button.
   k. If a meal was provided, a meal credit will need to be entered.
      i. Click on the Add button to add a new expense row.
ii. Select the appropriate **Expense Type** for the provided meal (i.e. breakfast, lunch or dinner).

iii. The **Payment Type** should be the same as the other meals for that day.

iv. The meal amount will be populated. Enter a negative sign (-) next to the meal amount to correctly reflect the meal credit.

v. Click the tab button to tab out of the field.

vi. A red flag will display. In the **Exceptions** section at the bottom of the window, you will need to enter a reason for the meal credit. Click on the **Credit Reference Required** field and enter “meal provided” in the exception comment box.

vii. Click the **Done** button.

10. To save the expense report, Click the **Save** button.

11. Click the **Review and Submit** button.

12. If you need to return to the details page, click the **Update Details** button to return to the expense report details.

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

14. To submit your expense report, click the **Submit** button.

15. Read the certification statement. Click the **Submit** button.

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