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.