Submitting an Expense Report after Data Entry

This document provides instructions for travelers to log in and submit their personal travel expense reports after a delegate has done the necessary data entry on their behalf.

1. Navigate to the GeorgiaFIRST Financials webpage (https://www.usg.edu/gafirst-fin/)
2. Select the GeorgiaFIRST Self-Service button.
3. If prompted, select the GoWest shield logo.
4. Login using your UWG Username and Password.
5. You will be prompted to dual authenticate using the Duo authentication method previously established.
6. Click the My Expense Reports tile
7. On the left menu list, ensure that Not Submitted is highlighted. This will display all of the reports that have a status of pending and have not been submitted.
8. Click on the Expense Report that should be submitted.
9. Review the details of the expense report for accuracy. Ensure that all receipts and supporting documentation have been electronically attached to the report.
10. Click the Review and Submit button.
11. You may enter any additional comments in the Notes link.
12. To submit your expense report, click the Submit button.
13. Read the certification statement. Click the Submit button.
14. Your expense report has now been submitted electronically to your approver for approval.