

# Submitting a Pending Expense Report

There are two ways you can access your pending expense report to submit it into workflow...the fluid interface or the traditional classic view.

## Using the Fluid Interface

You can utilize the new fluid interface by clicking on the **“My Expense Reports”** tile on the new fluid homepage. Once you click on the tile, you should be able to search for your pending expense report.



Once the report is opened, you will be able to review the report. Next click on the **Review and Submit** button.



The Expense Summary page will display.

Click the **Submit** button. If you want to print your expense report, you can click on the **View Printable Report** option.

**Expense Summary**

Meeting in Atlanta  
 Daphne Burch

Update Details Submit

Last Saved 11/21/2017 9:00AM

Expense Report Summary		Approval Status	
Total (2 Items)	156.00 USD	Report ID 0000602416	Pending
Due to Employee	156.00 USD		

**Additional Information**

**Travel Authorization**  
 You have 1 approved Travel Authorization(s) that can be associated to this report.

View Analytics

Notes

View Printable Report

The submission statement will display.

Click **Submit**.

**I certify the expenses submitted are accurate and comply with expense policy.**

I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1000 or by imprisonment for not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state.

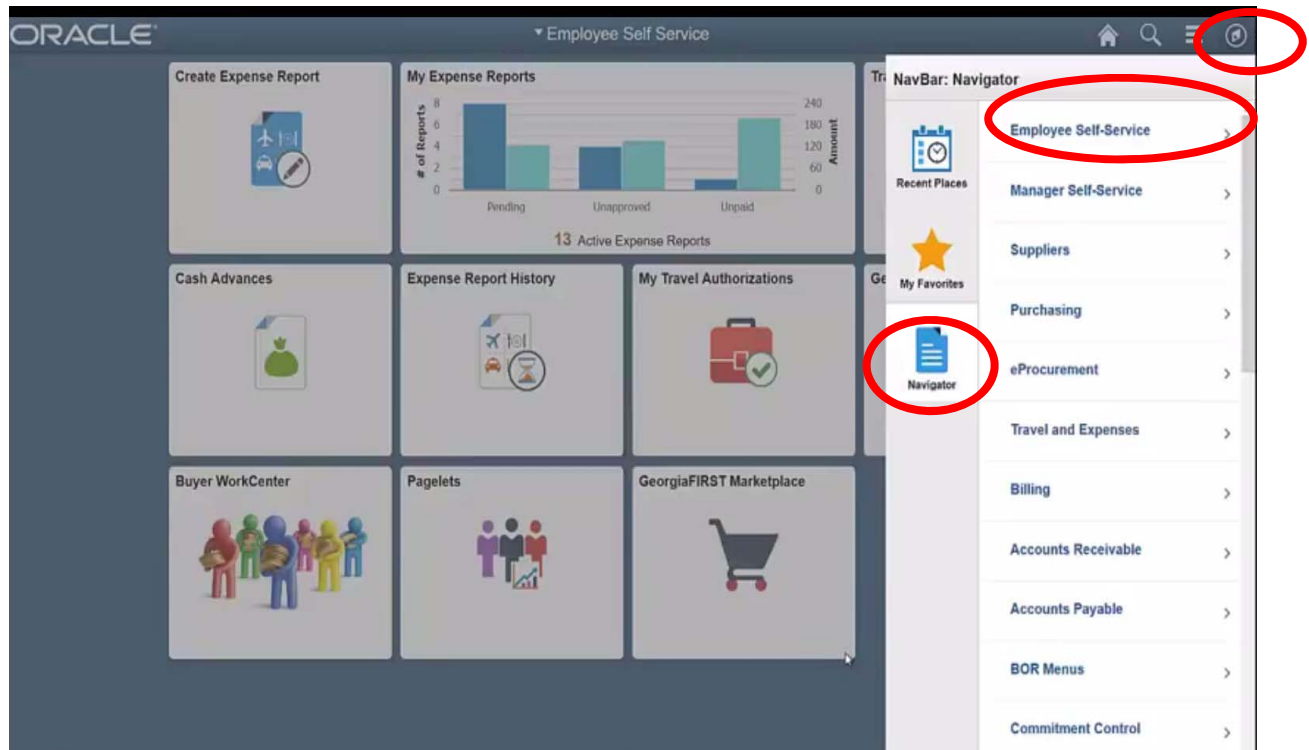
A message will appear at the top of the page confirming that your Expense Report has been submitted and you will be returned to the My Expense Reports page.

**My Expense Reports**

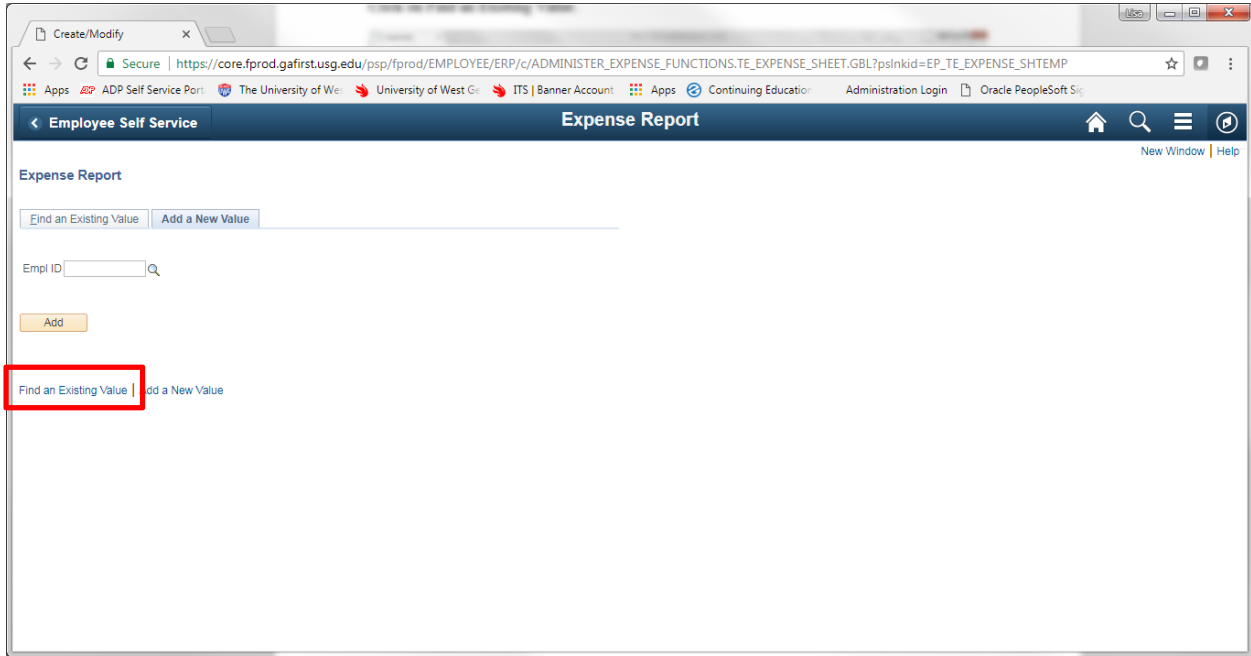
Expense Report 0000602416, Meeting in Atlanta, has been submitted.

## Using the Traditional “Classic View”

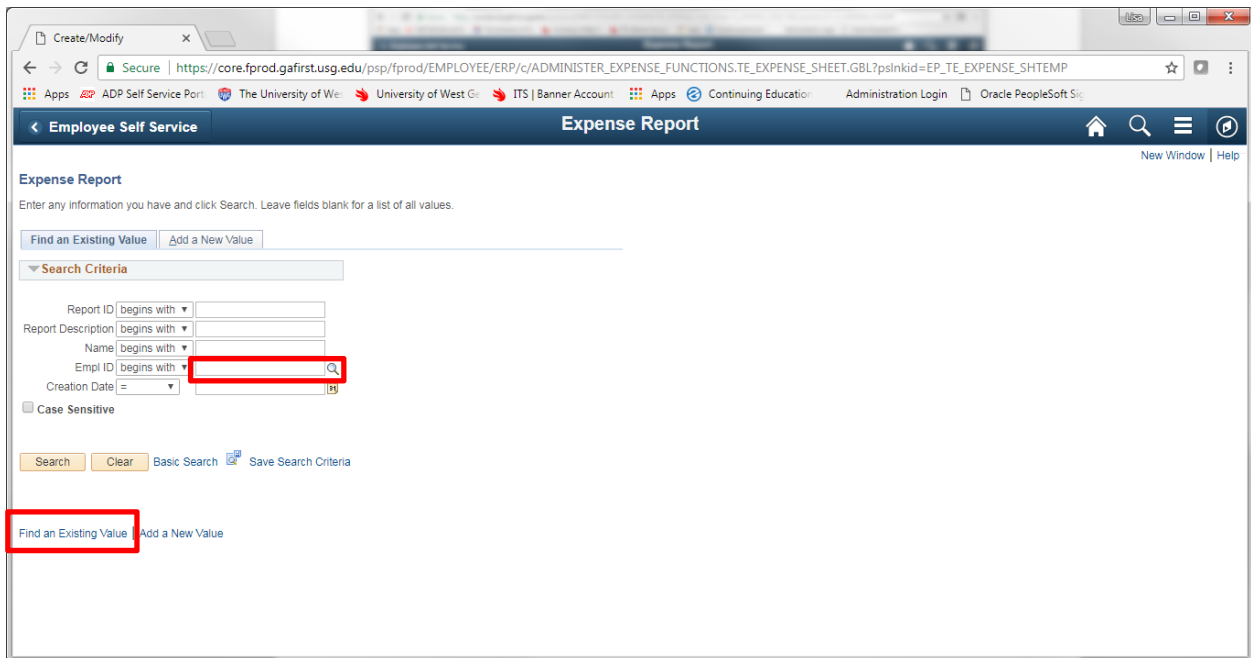
As an alternative, you can utilize the traditional “classic view” in the PeopleSoft Financials system by clicking on the **Compass** icon. This will access the NavBar. Once on the NavBar, click the **Navigator** icon. The traditional PeopleSoft menu will be displayed. You can then proceed to **Employee Self Service**. This will take you into the traditional view of PeopleSoft. You will be able to go to Travel and Expenses > Expense Reports > Create/Modify to access your report for review and submission.



Click on Find an Existing Value.



On the next screen input your Employee ID and click Search. If you only have one expense report it will open. If you have more than one pending a list will appear and you can choose which one you wish to modify or submit.



When you finish the modifications you are ready to submit. Click on the Summary and Submit button.

The screenshot shows the 'Modify Expense Report' interface. At the top right, the 'Summary and Submit' button is highlighted with a red box. Below the header, there are fields for 'Business Purpose' (Attend Meetings), 'Report Description' (attend meeting test), 'Destination Location' (MACON), and 'Report' (0000611796 Pending). A table of expenses is shown with a total of 28.00 USD. The table has columns for Date, Expense Type, Description, Payment Type, Amount, and Currency.

If the totals look correct, check the box to attest that the report is correct and click on the Submit Expense Report button.

This screenshot shows the 'Modify Expense Report' page with a summary table and an attestation section. The 'Submit Expense Report' button and the checkbox for attestation are highlighted with red boxes. The summary table shows:

Totals		View Analytics		Notes		Attachments	
Employee Expenses (1 Line)	28.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD	Supplier Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD				
<b>Amount Due to Employee</b>	<b>28.00 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>				

Below the table, there is a checkbox for attestation and a 'Submit Expense Report' button.

Another window will open. Select **OK** to finalize the submission process. Your expense report will now be in the unapproved category waiting on your supervisors approval.