



# Creating an Expense Report

Last updated 11/29/23 - DA

# Who Can Create a report

Faculty

One Card Holders

Staff

Any student who has a  
work relationship set  
up

\*\*\*For a student who is  
not employed, they will  
need to be “hired” in  
an expense only  
position

# Good afternoon, Dallas Albright!

Me My Team Procurement Projects Grants Management Intercompany Accounting General Accounting Fixe >

## QUICK ACTIONS

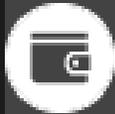
-  My Payslips
-  Current Time Card
-  Payment Methods
-  Absence Balance
-  Add Absence
-  Existing Absences
-  Skills and Qualifications
-  Search Jobs

## APPS

 Directory	 Connections	 Journeys	 Pay	 Time and Absences
 Learning	 Expenses	 Concur Travel	 Benefit Express	 Fidelity Investments
 Current Jobs	 Career and Performance	 Roles and Delegations	 My Knowledge	

# Travel and Expenses

Owner Dallas Albright



## Expense Reports



Create Report



## Available Expense Items

Actions ▾

**+** Create Item

By entering in the date and type, more fields will appear

Create Expense Item 

\* Date  

\* Type  

\* Amount  

Date: What is listed on the receipt (not the current date)

Type: Pick the closest matching type

- Miscellaneous Expense should **not be used**. Please select the closest match.

Expense Location: Where the charge occurred OR the trip destination and where most expenses took place

- For example, a plane ticket to Spain would list Spain here (even if it is round trip)
- Meals ate while in the US airport would list the US

Description: To describe the purpose of the purchase, not necessarily what was bought

- If software such as Calendly was purchased, you would state “software to help schedule student workers”
  - If you are not attaching a receipt, also include what was bought in addition to the purpose – receipts only required for \$75+
- If a group meal was purchased, list the occasion and who attended
- **\*\*\*Any entertainment expense, event, or group food purchase requires a list of attendees.** If more than 10, describe the group and approximate number of attendees.

\* Date

\* Type

\* Expense Location

\* Amount

\* Description

\* Merchant Name

- The highlighted portion is based on your expense type and should automatically update. \*Do not change this.\*
- The circled portion indicates what financial unit is to approve the report. The Expenditure Organization is based on that 5-digit segment.
  - Ex. 13000 - Blair: Office of the Dean; 13100 - Blair: Academy; 13210 - Blair: PAC

Receipt missing

Account 130.05 13000 6125.000.000.000.0.0 

Project Number

Task Number

Expenditure Organization

Contract Number

Funding Source

How do I use a POET? Ex. FF\_123456.13000.20

Project Number = FF\_123456

Expenditure Organization = 13000 – Blair: Office of the Dean (hint: if you type the number and hit tab, it will fill in)

Expense Type = auto populated in the COA (usually no need to touch the COA if using a POET)

Task Number = 20 (usually between one and three digits)

3

Only 3 expense types require the Itemization section:  
**Travel Expenses, Utilities, and Services**

Please select to REMOVE the itemization section via the X on the right if not needed!



Travel Expenses **always** require itemization as do One Card personal expense violations

Alcohol requires itemization if it is part of a larger expense (meal, catering, etc.)

Multiple funding sources can be added through itemization



The Travel expense type pulls up numerous options to narrow down the type of purchase

Any purchase made while traveling needs to fall under the main type of Travel Expenses and then select the subtype under itemization

- Ex: Meals purchased while traveling should **not** use the Food and Beverages category, but should be Travel Expenses – Individual Breakfast (or other meal)

\* Date 8/23/22

\* Type Travel Expenses (Travel outside)

\* Expense Location

\* Amount USD

\* Itemization +

\* Type

- Accommodations - Foreign
- Airfare - Foreign
- Car Rental - Foreign
- Conference Registration - Foreign
- Entertainment/Alcohol Expense Itemization
- Fuel (rentals/fleet only) - Foreign
- Gratuities - Foreign
- Ground transportation - Foreign
- Group Meal - Foreign
- Individual Breakfast - Foreign
- Individual Dinner - Foreign
- Individual Lunch - Foreign
- Internet - Foreign
- Laundry - Foreign
- Parking/Tolls - Foreign
- Snacks - Foreign

**When the itemization section is used, the funding source applied there is what is charged. The COA under the attachment section no longer matters**

Attachments

Drag files here or click to add attachment

Receipt missing

Account 125.05.12510.8310.050.000.000.0.0

\* Type

Airfare - Foreign

\* Merchant Name

\* Description

Account 125.05.12510.8310.050.000.000.0.0

Project Number

Task Number

Add to Report ▼ Create Another Save and Close ▼ Cancel

\* Date: 8/23/22

\* Type: Travel Expenses (Travel outside ▼)

\* Expense Location: Canada

\* Amount: USD 450.00

Attachments:  Drag files here or click to add attachment ▼

Receipt missing

\* Itemization +

Remaining Balance 0.00

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remove
Airfare - Foreign ▼	8/23/22			450.00	<input type="checkbox"/>	X

\* Merchant Name: United Airlines Expenditure Organization: ▼

IF YOU ONLY HAVE ONE EXPENSE, SELECT "ADD TO REPORT." TO SUBMIT MORE, SELECT "SAVE AND CLOSE."

Please do add multiple items to each report when possible!

- If you selected “Save and Close” repeat the previous steps to create more expenses.
  - Each transaction **MUST** be its own item
  - This can be tedious, but it is **mandatory**. Submitting multiple purchases under one item will always be returned for correction
- Once all expenses are created, check the box beside the items and “Create Report”

Travel and Expenses Owner Dallas Albright

### Expense Reports

Create Report (1 item)

#### Available Expense Items (1)

Actions Create Item

<input checked="" type="checkbox"/>	Date	Type
<input checked="" type="checkbox"/>	8/23/22	Travel Expenses (Travel outside 1 itemization)

\* Date 8/23/22

\* Type Travel Expenses (Travel outside)

\* Expense Location Canada

\* Amount USD 450.00

Reimbursable Amount 450.00 USD

\* Itemization

* Type
Individual Breakf
Car Rental - Fore
Airfare - Foreign

- Even if all these expenses were meals purchased on the same date, lumping them as one expense with multiple itemizations is **not** allowed

- Specify a purpose of the report. This should include **name of event** attended/to be attended, **dates**, **location**, and **business reason**.
  - Acronyms are not allowed – please write out the event/conference name!
- If expenses are not related, something simple like “Needed Expenses for Lab Purposes and Conference Travel” is fine. The descriptions will then need to be very specific!

The screenshot shows a web form titled "Create Expense Report" with a help icon. The "Purpose" field contains "ABC Conference 2022". Below it, "Attachments" is set to "None". On the right, there are "Save", "Submit", and "Cancel" buttons. In the center, a "Report Total" of "45" is displayed. Below the total is a "Terms and agreement checkbox" section with a checked box and the text "I have read and accept the corporate travel and expense policies." Annotations include a yellow arrow pointing to the "Purpose" field, another yellow arrow pointing to the "Submit" button, and a yellow arrow pointing to the checkbox.

Purpose

Create Expense Report ?

\* Purpose ABC Conference 2022

Attachments None +

Report Total 45

Terms and agreement checkbox

I have read and accept the corporate travel and expense policies.

Submit

Save Submit Cancel

Checkbox

\*\*\*Add as many items to the reports as you want. The fewer the reports, the happier the auditors!\*\*\*

\* Date: 8/23/22

\* Type: Entertainment Expense (include: ▼)

\* Expense Location: Nashville, Davidson, TN, Unit: ▼ ⓘ

\* Amount: USD ▼ 250.00

Reimbursable Amount: 250.00 USD

\* Description: BSCI Celebration dinner - Attendees: Dallas Albright, LaDonna Smith, Casey

\* Merchant Name: Nada

Itemization + ▼ ☰

* Type
Entertainment/Alk ▼
* Merchant Name: Nada
* Description: Alcohol during meal
Account: 125.05.12510.6315.050.000.000.0.0
Project Number: ▼
Entertainment/Alk ▼

2 sections required – one for food, one for alcohol

- If alcohol is purchased, you must itemize out the food and alcohol costs (with associated tax and tip). If the entire purchase was alcohol this is **still required**

# Tips and tricks

- When submitting a flight reimbursement, the merchant is the airline (not Concur/World Travel/WTS).
- If you see the dropdown asking whether this is property of the individual or university, the answer is always the university.
- Receipts are **not** required for any purchases **under \$75 dollars** (We are actually being encouraged to not include the receipts for these expenses). Please refrain from including these receipts.
  - When a meal costs less than \$75, you must confirm in the description whether alcohol was purchased. For no alcohol, simply state “No alcohol.” If alcohol was included, you will need to itemize the alcohol and food costs, with associated tax and tip.
- There is a “Duplicate” option in the “Actions” dropdown menu. If you are entering multiple similar items, this could help reduce having to enter similar data.
- Receipts must be itemized and have a proof of payment – either stating paid via Mastercard or Credit Card, or stating \$0 balance owed & who paid.

# Rules to keep in mind

- All purchases for **equipment and services** must be processed through Purchasing Services before goods are received and services are rendered.
- Gift Card purchases, donations, contributions, and sponsorships are not allowed.
- Expenses older than 60 days are reported to Payroll as taxable income.
- Expenses older than 90 days will not be reimbursed.
- All flights and hotels must be booked through Concur/World Travel, or the expense will not be reimbursed. If lower rates for accommodations are available through a conference rate, the traveler may book through that website, and attach the documentation in the expense report.
- Per Diem: When using sponsored funds (grant/contract) per diem is not an option. If not using sponsored funds, it is an option if you are spending at least one night outside of Davidson County. You can expense each meal OR use per diem; you cannot use both.
- Mileage: Attach a screen shot from Google Maps showing the miles from the start to end point for each trip.
- Non-travel business-related expenses for reimbursement should be low dollar at \$250.00 or less.