




Quick Start Guide


Creating Expense Reports

Tile Navigation: Employee Self Service > Expenses > Create/Modify > Add

Alternate Navigation: NavBar  > Navigator > PeopleSoft Financials > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify > Add

Action Steps

1 Complete all required fields on expense report

- **Business Purpose** – Choose the appropriate category for the expenses.
- **Default Location** – Click the magnifying glass to select one of the locations from the list provided to show where the expenses occurred.
- **Report Description** – Enter a name for the expense report so that you can reference later if needed (similar to naming a Word document).
- **Business Purpose Detail** – Provide an explanation of valid business expenses (i.e., “Expenses for weekly meetings at Partners entities”).
- **Approver** – Enter your approver’s User ID. If unknown, click the magnifying glass, search by Description, and enter the approver’s last name.
- **Accounting Defaults** – Click the **Accounting Defaults** hyperlink to enter or verify your accounting information.
- **Enter each expense line** by completing: Date, Expense Type, Description, Payment Type, Amount, and Billing Type.
- Enter additional required expense detail as needed (e.g. Miles, Attendees, etc.).
- Click  to add expense lines.

2 Save for Later – Click to submit the report on a later date. This will initiate the error check and flag lines with errors. Clear all errors to save for later.

3 Summary and Submit – Click when report is complete. This will initiate the error check and flag lines with errors. Clear errors to successfully submit.

!! Delegates Only: A delegate can create an expense report on behalf of another employee (see the *Designating a Delegate* guide) but a delegate cannot attest to the validity of an expense report. The payee must attest and submit the expense report to begin the approval process.

For a delegate to submit the report for attestation

- Click Save for Later and make sure the ‘Send Attestation Notification’ checkbox is checked.

For a delegate to save for later (save the report without sending for attestation) to complete at a later date

- Un-check the ‘Send Attestation Notification’ checkbox first and click Save for Later.

- 4 **Submit Expense Report** – Check the attestation box to confirm that the business expenses are valid. Click *Submit Expense Report* to proceed.
- 5 **Submit Confirmation** – Confirmation page will appear. Click **OK**.
- 6 **Upload Receipts** – Click the [Upload Receipts](#) hyperlink. You can no longer fax receipts. It is required that you scan the receipts and upload to the report.

View Expense Report Expense Details

Marcus Mariota Actions: Choose an Action

Your expense report 0000427123 has been submitted for approval.

Business Purpose	Off-site Meeting	Report	0000427123	Submission in Process	
Description	Budget Review Meeting	Created	04/19/2017	Marcus Mariota	View Receipts
Reference		Last Updated	04/19/2017	Marcus Mariota	Upload Receipts
Totals	*Approver PSUSER Hamilton,Ale	Post State	Not Applied		

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Employee Expenses (2 Lines)	17.70 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

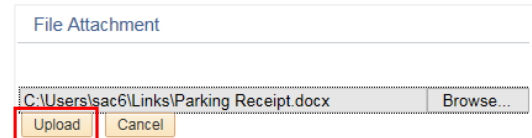
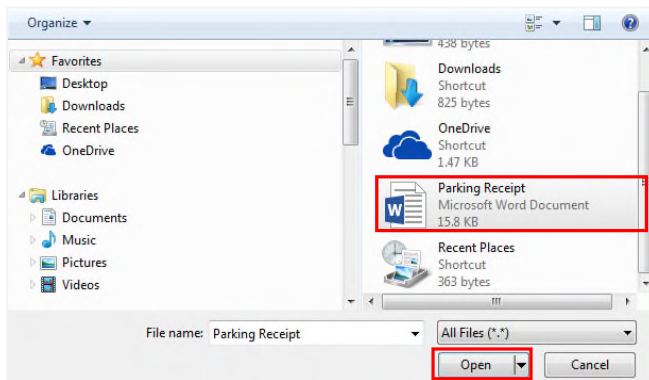
Amount Due to Employee 17.70 USD **Amount Due to Supplier 0.00 USD**


By clicking Submit, I certify that this report accurately describes the actual and necessary business expenses incurred in compliance with PHS policies unless specifically noted. I have not received reimbursement for these expenses from any other PHS entity or outside source.

If airfare expense has been charged to a federally funded grant, I further certify that best efforts were made to obtain the lowest reasonable commercial airfare for such travel. I further certify that no alcoholic beverages were included in any expenses charged to a federal grant.

Approvers must be individuals senior to Payee. Please see PHS Policy and Procedure for Employee Business Expense for more information regarding approvers and circumstances requiring Special Approval.

- 7 **Attach Supporting Documentation** - Browse your computer to locate and select the file(s) you wish to upload.



!! Please Note: You must upload all receipts to begin the expense approval process. If you do not have a receipt for an expense line, you must select “No Receipt” and provide an explanation by selecting the “No Receipt Comment” icon . Expense type “Mileage” is the only exception. You don’t need to submit a receipt or provide *No Receipt Comment* for Mileage.

Please contact the PHS Client Services for assistance 617-726-2142.