

Expenses: Creating an Expense Report

Overview

- This guide is intended as a general overview of the expense report system and guides employees in creating an expense report for **reimbursement** of purchases made with **PERSONAL** funds.
 - Refer to *P-Card Reconciliation and Expense Report Creation & Submission* or *Travel Card Reconciliation and Expense Report Creation & Submission* job aids for instructions on processing these types of expenses.
- Expense items are added to an expense report as individual transactions to create the report; receipts may be required per Baylor policy and should be attached to the report when needed.
- **Examples of Complete documentation are below:**
 - A valid Itemized Invoice or Receipt contains:
 - Supplier name, date, description of goods/services purchased, unit cost, and total cost
 - Proof of Payment may be in the form of:
 - Payment receipt, canceled check, redacted bank statement, redacted credit card statement, etc.
 - Airfare documentation should contain:
 - Itinerary showing the class of ticket purchased, as the University does not allow for First Class tickets.
 - Proof of Payment must include a receipt showing the method of purchase to ensure we are not reimbursing for Airline Miles.
 - If you are missing a receipt, please visit the Procurement website – Resources tab – Forms – Travel Forms – **Lost or Destroyed Original Receipt Statement** and follow the instructions to process.
(<https://procurement.web.baylor.edu/resources/forms>)
- Refer to job aid: **Using Expense Types** for specific instructions on adding Airfare, Car Rental, Business Meals, and Lodging expenses.
- Expense reports can be saved before submitting and managed or withdrawn after submitting.
- All expense reports are routed for approval within your department and audited by the expense auditor before reimbursement is processed.

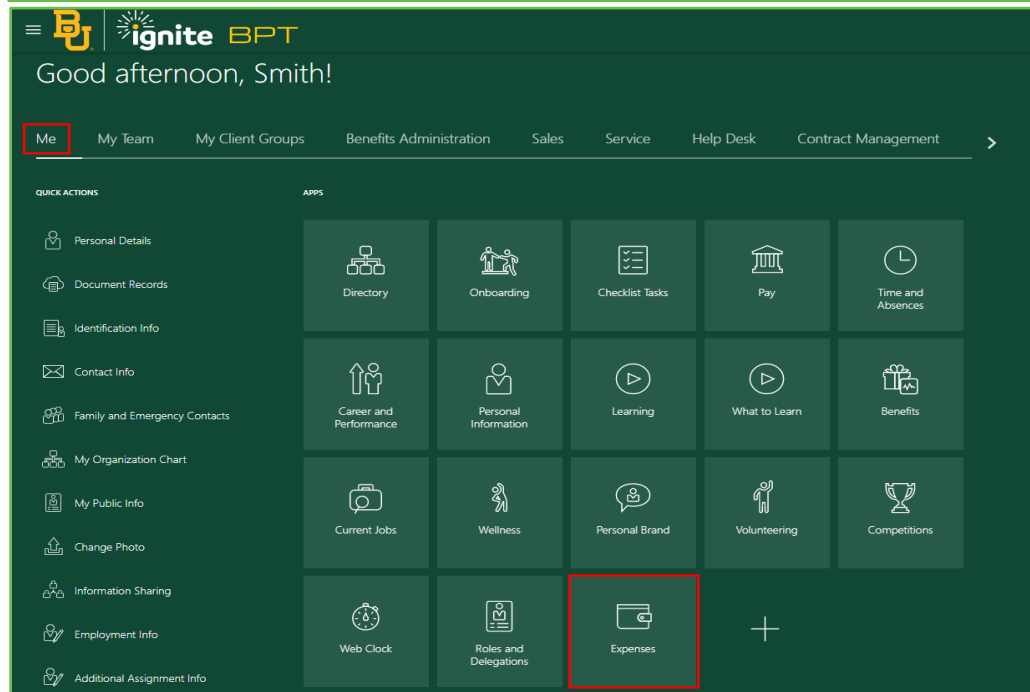
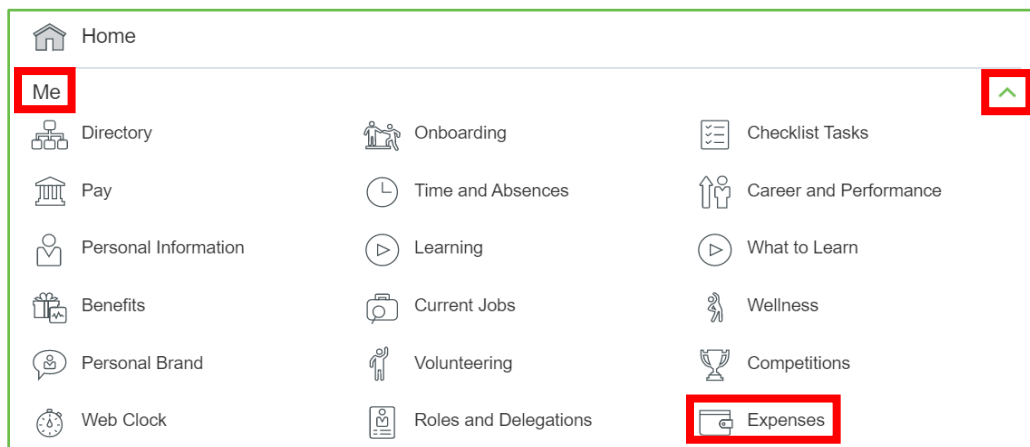
Expenses: Creating an Expense Report

I. Navigating to the Self-Service Module

- I. You can access the **Expenses** section in two ways:
- Click the **Navigator** icon in the upper left-hand corner of the Ignite landing page.



- (Option 1) Under the **Me** section, click the drop-down arrow, and select **Expenses** from the drop-down list.
- (Option 2) Under the **Me** heading on the home page, you can scroll down and click on the **Expenses** tile on the Main Page.



Expenses: Creating an Expense Report

2. Manually Create an Expense Item

1. Upon entering the **Expenses** tile, from the main Travel and Expenses work area, click **+ Create Item** to manually create an expense item.

The screenshot shows the 'Travel and Expenses' interface. At the top, there's a header with the title 'Travel and Expenses' and an 'Owner' dropdown menu. Below the header is a sidebar with several icons. The main content area is titled 'Expense Reports'. On the left, there's a large white box with a yellow plus sign and the text 'Create Report'. To the right, there's a card for a 'Pending Approval' report with ID 'EXP000226347815', titled 'Conference Travel', assigned to a user, and containing 3 items for a total of 599.00 USD. Below this, there's a section for 'Available Expense Items (4)' with two buttons: 'Actions' and '+ Create Item', the latter of which is highlighted with a red border.

2. Enter the following (* = required field)

The form contains the following fields:

- * Date: A text input field with the placeholder 'mm/dd/yyyy' and a calendar icon.
- * Template: A dropdown menu.
- * Type: A dropdown menu with an information icon (i) to its right.
- * Amount: A dropdown menu with 'USD' selected and an adjacent empty text input field.

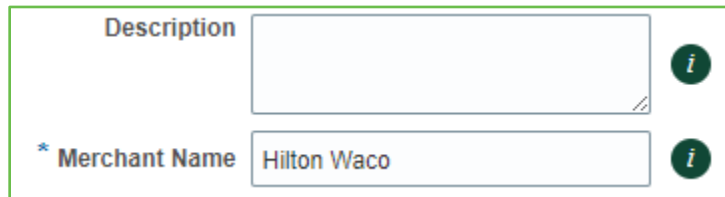
- a. ***Date:** Select the date the expense was incurred from the calendar.
- b. ***Template:** Select either Travel or Non-Travel. Each template contains different expense types. It is important to select the correct template and type, as they populate the account segment within the COA string.

Expenses: Creating an Expense Report

- c. ***Type:** Select the type of incurred expense from the drop-down menu. Additional fields are required based on the expense type selected.

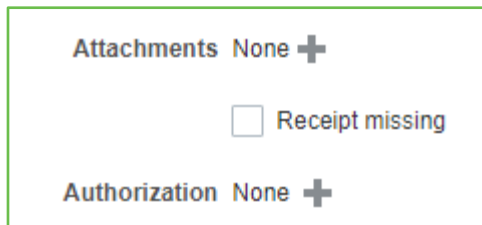
Note: Fields marked with an asterisk are **REQUIRED**.

- i. ***Expense Location:** Enter the city where the expense was processed, then select the location from the drop-down menu. Be sure to select a location including City, County, State, & Country.
- ii. ***Amount:** Enter the total amount of the incurred expense.
- iii. **Description:** Enter the business purpose of the expense in the text box.
- iv. ***Merchant Name:** Enter the name of the merchant in the text box.



A screenshot of a web form with two input fields. The first field is labeled "Description" and is empty. The second field is labeled "* Merchant Name" and contains the text "Hilton Waco". Both fields have a small circular icon with the letter 'i' to their right, indicating they are required fields.

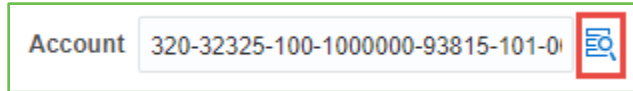
- d. **Attachments:** A receipt may be required per Baylor policy. To attach a receipt, click the “+” icon next to Attachments.
- i. If the receipt is not available, and is required per policy, complete and attach the **Lost or Destroyed Original Receipt Statement:**
(<https://procurement.web.baylor.edu/sites/g/files/ecbvkj781/files/2022-08/Travel%20Lost%20or%20Destroyed%20Original%20Receipt%20Statement.pdf>). You must also attach a copy of the form of payment and select the Receipt Missing check box to acknowledge the original receipt is missing and substitute information has been submitted.
- e. **Authorization:** If an authorization request has been approved for this expense, it should be attached by selecting the “+” icon next to Authorization.



A screenshot of a web form showing two sections. The first section is labeled "Attachments" and shows "None" with a plus sign icon. Below it is a checkbox labeled "Receipt missing". The second section is labeled "Authorization" and shows "None" with a plus sign icon.

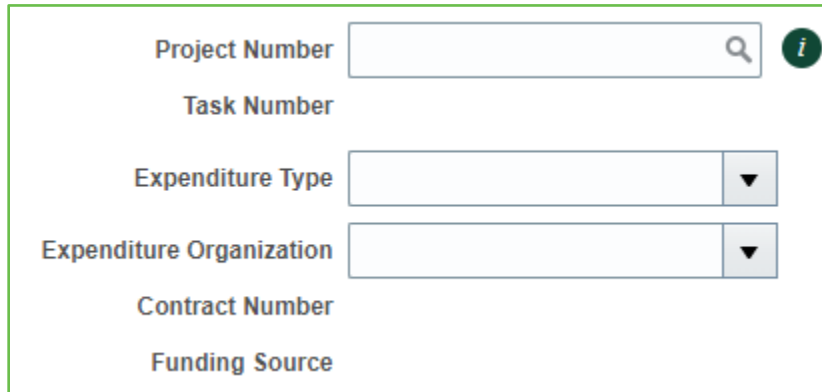
Expenses: Creating an Expense Report

- f. **Account:** Account information is prepopulated based on the employee's default expense department, template, and expense type. If the COA values need to be updated, click the COA icon to update the segments.

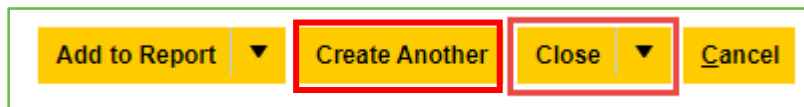


Note: Employees should **not** edit the Account segment, as this value is updated based on the expense template and type. If the natural account needs to be updated, select the correct template and type.

- g. **Project Number:** If the expense needs to be charged to a project (i.e., Sponsored Program, Faculty Fund, or Capital Project), a Project Number can be entered.



- h. To create additional expense items, select **Create Another**. Creating another will save the current expense item and open a new expense item.



- i. To save and close your expense item, click the **Close** button in the top right corner. Closing will save and close the expense item.

Expenses: Creating an Expense Report

3. Create an Expense Report

- To add multiple expense items to a new report, navigate to the Available Expense Items and select each expense item you wish to add by checking the box next to the actual date of the expense. If you want to select all available items, check the box next to the word Date in the column header, then click **Create Report**.

Note: To avoid submitting more than one expense report on a given date, adding multiple expense items to a report is strongly encouraged.

If you need to add expense items to a previously saved report, the actions menu can be selected, then click **Add to Report** to select a specific report.

The screenshot displays the 'Expense Reports' section. On the left, there is a 'Create Report (2 items)' button with a yellow plus sign. To its right is a report card for 'Conference Travel' with ID 'EXP000226347815', showing '3 items' and a total of '599.00 USD'. Below this is the 'Available Expense Items (4)' section, which includes an 'Actions' dropdown and a '+ Create Item' button. A table lists the items with columns for 'Date' and 'Type'. The 'Date' column has a checkbox and a dropdown arrow. The 'Type' column has a dropdown arrow. The items are: 'Scientific Supplies' (08/06/2021), 'Car Rental' (08/06/2021) with a 'Missing receipt' warning, 'Meals - Per Diem' (08/05/2021), and 'Airfare' (08/05/2021). The 'Car Rental' and 'Meals - Per Diem' items have their checkboxes checked and are highlighted with a red box.

<input type="checkbox"/>	Date ▾	Type
Cash and Credit Card Expense Items (4)		
<input type="checkbox"/>	08/06/2021	Scientific Supplies ▾
<input checked="" type="checkbox"/>	08/06/2021	Car Rental ▾
⚠ Missing receipt		
<input checked="" type="checkbox"/>	08/05/2021	Meals - Per Diem ▾
<input type="checkbox"/>	08/05/2021	Airfare ▾

Expenses: Creating an Expense Report

2. Complete the field listed below. (* = required field)
 - a. ***Purpose:** Enter the business purpose (description) of the expense report.

Note: Beginning the purpose with the word “Reimbursement” is strongly recommended.

- b. **Attachments:** This attachment button is for the expense report as a whole, individual expense items should already have their required attachments.
 - c. **Comments:** 150-character text box available to add any optional comments
 - d. ***Function:** Select the related function from the drop-down menu of choices.

The screenshot shows a form titled "Create Expense Report". It contains several input fields: a text box for "Purpose" with an asterisk, a section for "Attachments" showing "None" with a plus sign, a text box for "Comments (150 Character Max)", and a dropdown menu for "Function" with an asterisk. Red boxes highlight the "Purpose", "Comments", and "Function" fields.

3. Verify that all expense items have been added to your expense report. If any additional items need to be created, they can be added directly from the report by clicking on the “**Create Item**” icon.

The screenshot shows a table titled "Expense Items". At the top, there are several buttons: "Actions" (with a dropdown arrow), "+ Create Item" (highlighted with a red box), "Add Existing", "Apply Project" (with a dropdown arrow), and "Apply Account" (with a dropdown arrow). Below the buttons, there are columns for "Date" (with a checked checkbox and dropdown arrow), "Type" (with a dropdown arrow), "Amount" (with a dropdown arrow), and "Merchant" (with a dropdown arrow). The table body is empty, showing "No data to display."

4. Confirm that you have no missing required fields in your expense report. If you do, it will be noted in red next to the respective expense under the Expense Items.
 - a. If you are missing required fields, click on the **Expense** item, then click the **Actions** and select **Edit** to go back and enter the missing information.

Expenses: Creating an Expense Report

- On each expense report you must certify that all expenses are submitted in accordance with Baylor's policies. Do so by clicking the checkbox before the statement. You now have the option to either **Submit** your Expense Report or **Save and Submit** it later.

Create Expense Report

* Purpose PNNL Conference
Attachments None
Comments (150 Character Max)
* Function Conference - Presenting

Report Total
Payment Method Electronic
Employer Pays You 400.00 USD
400.00 USD
 I have read and accepted the Baylor University travel and expense policies.

Expense Items (2)

Date	Type	Amount	Merchant	Location	Description	Attachments
2/26/20	Airfare - Bag Fees	50.00 USD	AA	Waco, TX	Presentation Materials	(1)
2/26/20	Airfare	350.00 USD	AA	Waco, TX	Conference Travel	(1)

- The **Submit** button will not be active until the box is checked.

Report Total
Payment Method Electronic
Employer Pays You 400.00 USD
400.00 USD
 I have read and accepted the Baylor University travel and expense policies.

- Click the **Submit** button to submit the expense report.

Home 5 JS

Save Submit Cancel

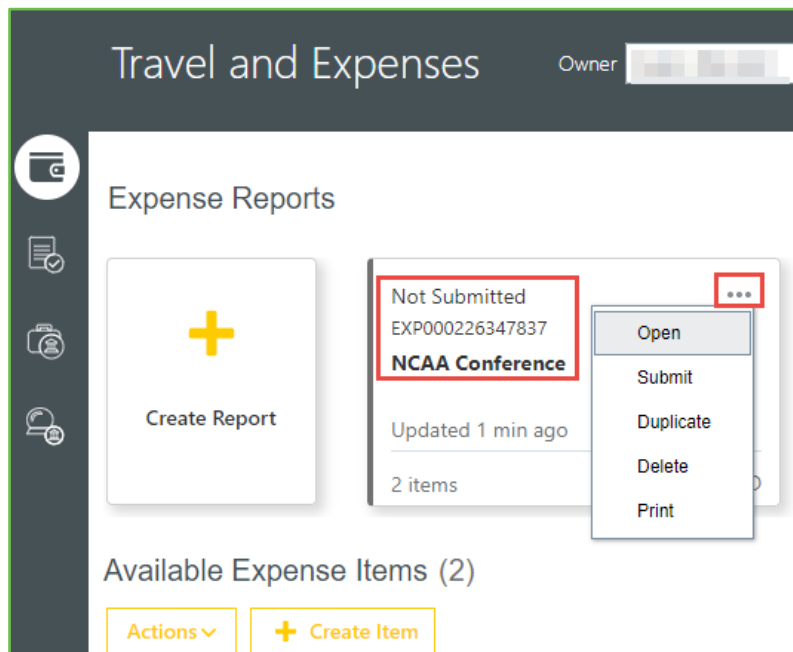
- If you are not yet ready to submit your expense report, you can use the **Save** menu to select **Save and Close**, to submit the report later.

Save Submit Cancel

Save and Close
Save and Create Another

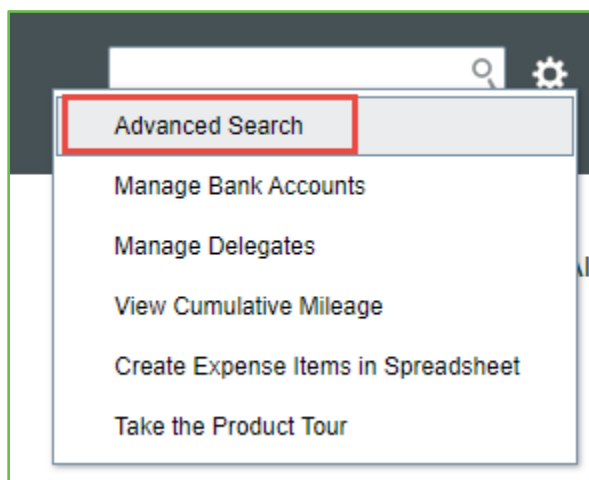
Expenses: Creating an Expense Report

8. To submit a previously saved report, navigate to the **Expense** tile and click on **Not Submitted** reports.



- Any saved Expense Reports will be listed here. You can open the expense report by clicking the expense report number to edit or submit.
- Additional options can be found by clicking ... in the right corner of the report. From here the report can also be opened, submitted, duplicated, deleted, or printed.

Note: If you are unable to locate a past report, you can search using the Advanced Search feature under the Gear Icon (upper right corner).



Expenses: Creating an Expense Report

When searching, expand the search field by clicking the triangle next to the search header. By default, the system searches for reports within the last 6 months.

To see all reports, you must clear the **Age in Days** field so that it is **blank**. Then click **Search**, and all submitted reports should be displayed.

The screenshot shows the 'Manage Expense Reports' search interface. At the top right is a yellow 'Done' button. Below the title is a search dropdown menu currently set to 'Expense Reports'. A red box highlights a search icon and the word 'Search'. To the right are 'Basic' and 'Saved Search' buttons, and a dropdown menu showing 'Expense Reports Saved or Submitted in the Last 6 Months'. The main search area contains several filter fields: 'Report Number' (Equals), 'Report Status' (Equals), 'Purpose' (Starts with), 'Report Total' (Equals), 'Currency' (Equals), 'Date' (Equals, mm/dd/yyyy), 'Age in Days' (Less than, 180), and 'Trip Name' (Contains). A red box highlights the 'Age in Days' field. At the bottom right are buttons for 'Search', 'Reset', 'Save...', 'Add Fields', and 'Reorder'.