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- Expense reports can be saved before submitting and managed or withdrawn after submitting.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.

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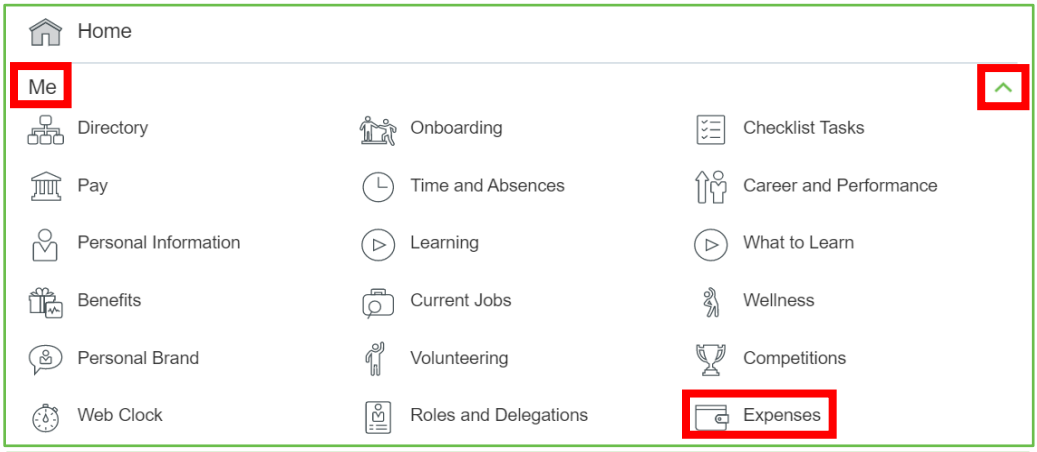
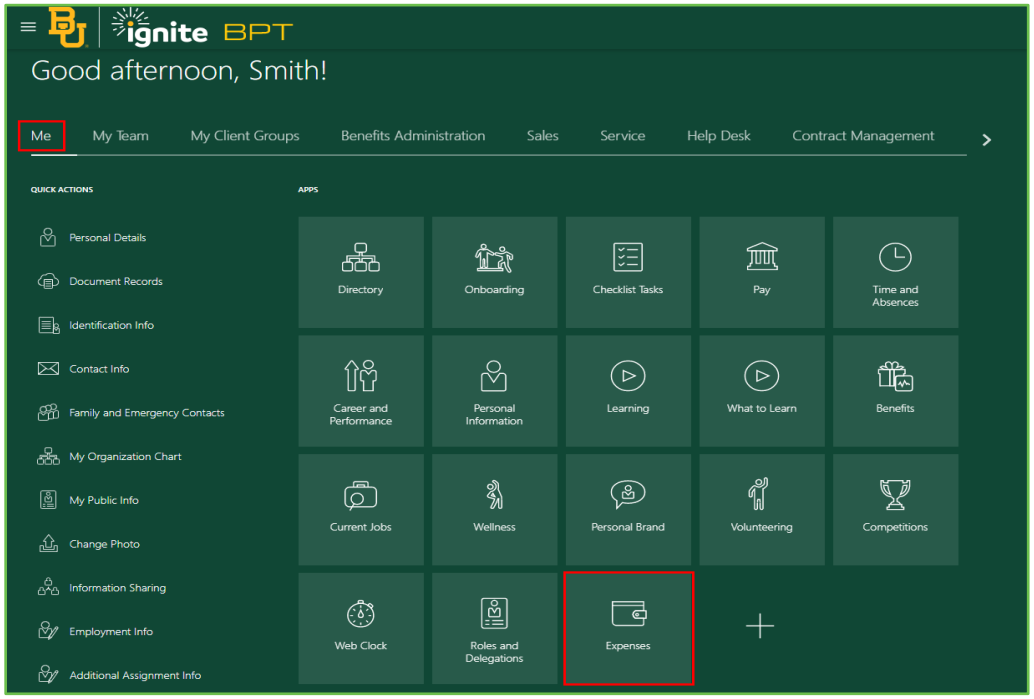
1. Navigating to the Self-Service Module

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

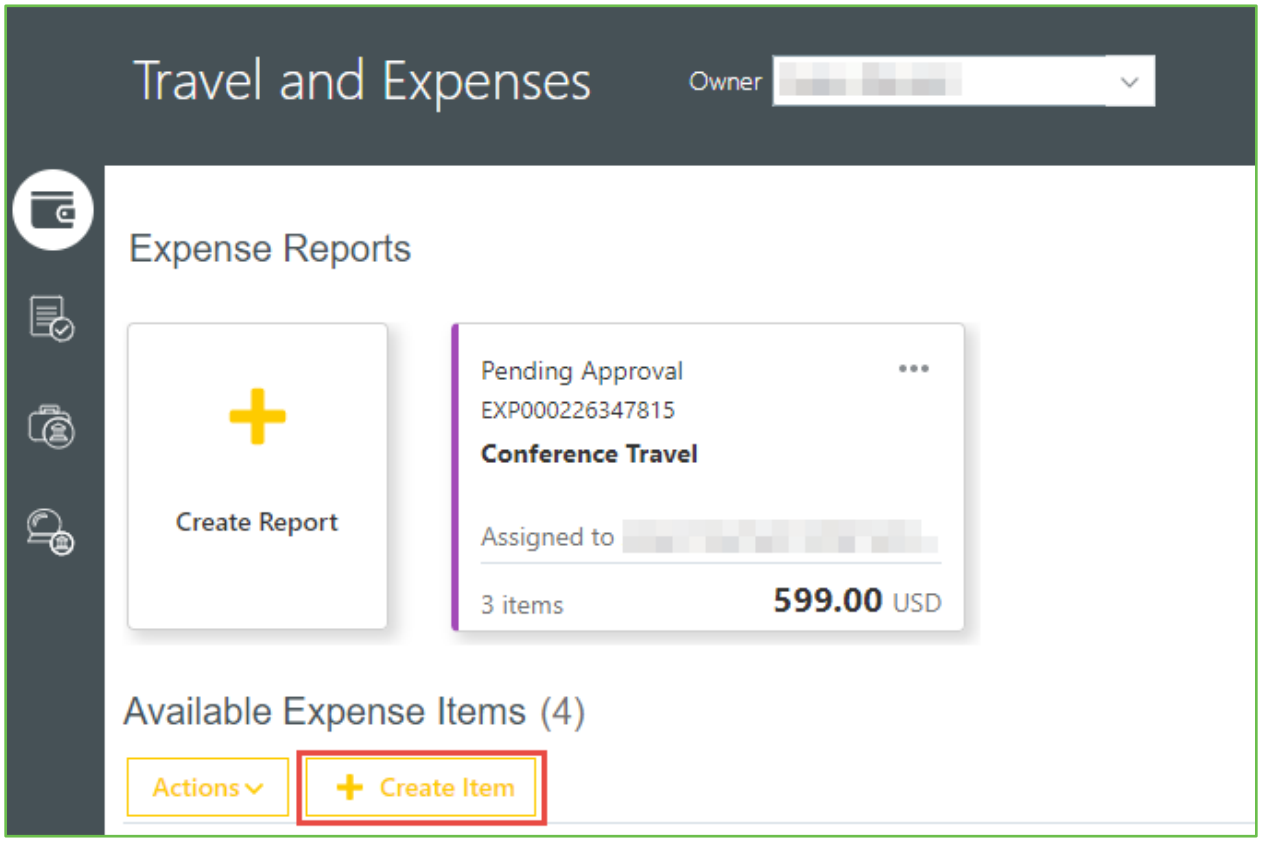
    b. (Option 1) Under the **Me** section, click the drop-down arrow, and select **Expenses** from the drop-down list.
    c. (Option 2) Under the **Me** heading on the home page, you can scroll down and click on the **Expenses** tile on the Main Page.



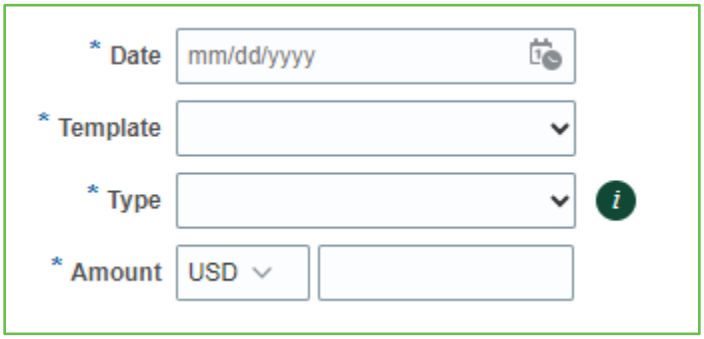


2. Manually Create an Expense Item

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



2. Enter the following (* = required 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.

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

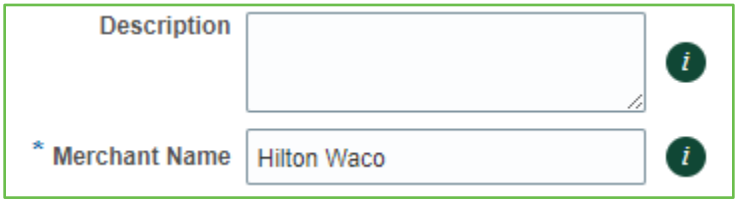
> ***Note**: Fields marked with an asterisk are REQUIRED.*

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.

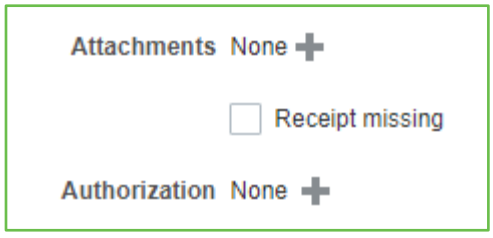
iv. ***Merchant Name:** Enter the name of the merchant in the text box.



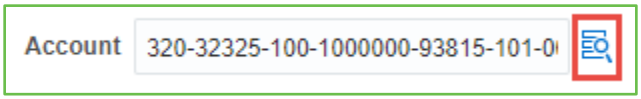
d. **Attachments:** A receipt may be required per Baylor policy. To attach a receipt, click the "**+**" icon next to Attachments.

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.

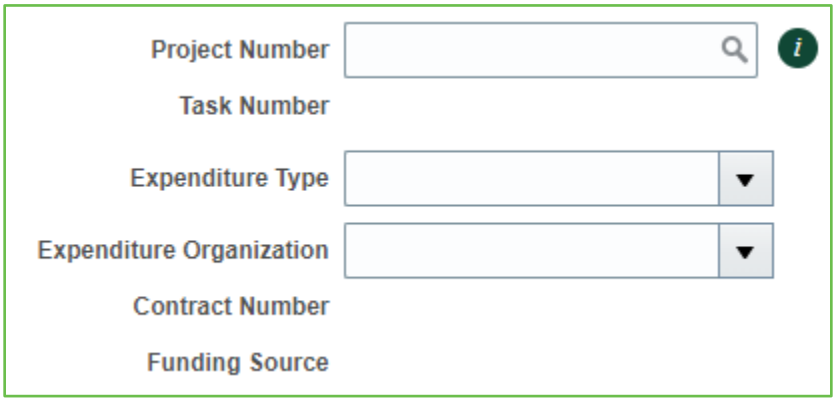


f. **Account:** Account information is prepopulated based on the employee's default expense department, template, and expense type. If the COA values need to be updated, click the COA icon to update the segments.



> ***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.

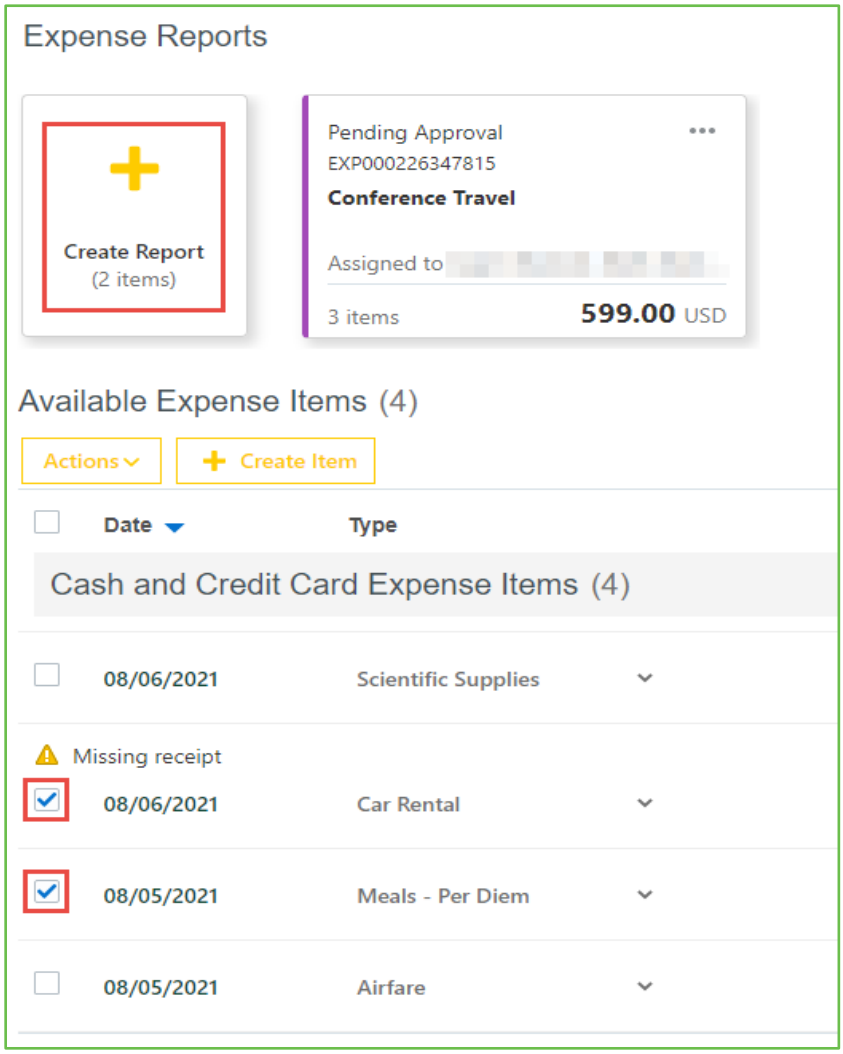
i. To save and close your expense item, click the **Close** button in the top right corner. Closing will save and close the expense item.

3. Create an Expense Report

1. 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.



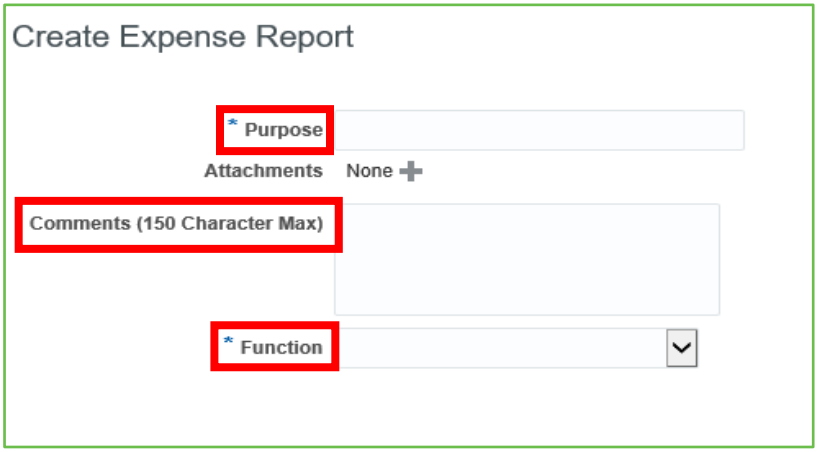
2. Complete the field listed below. (* = required field)
   a. ***Purpose:** Enter the business purpose (description) of the expense report.

   > ***Note**: Beginning the purpose with the word "Reimbursement" is strongly recommended.*

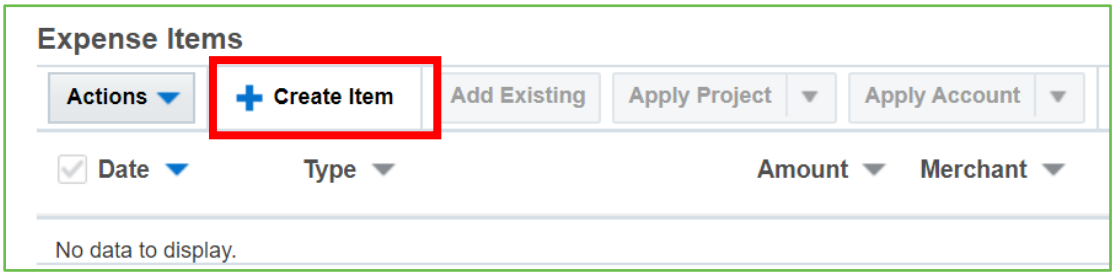
   b. **Attachments:** This attachment button is for the expense report as a whole, individual expense items should already have their required attachments.

   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.



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.



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.

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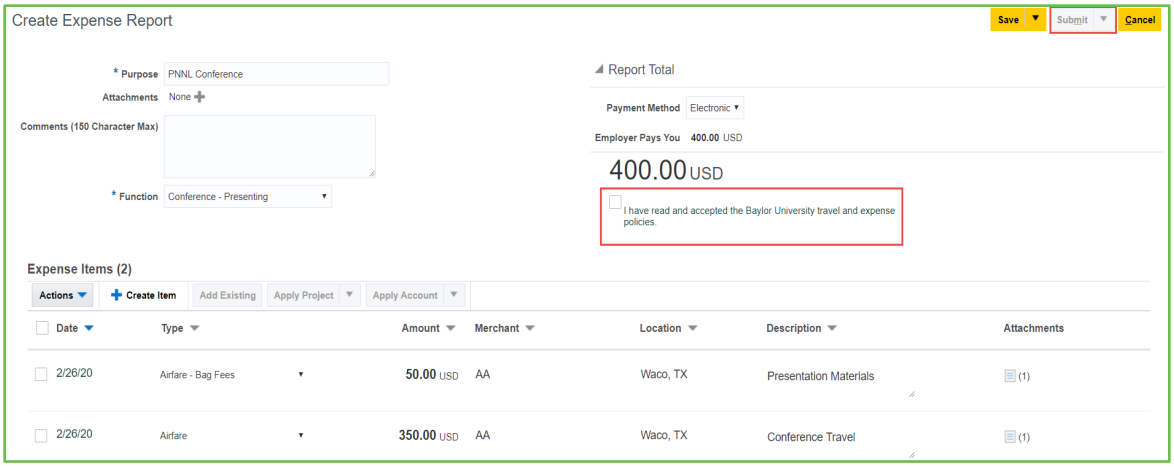
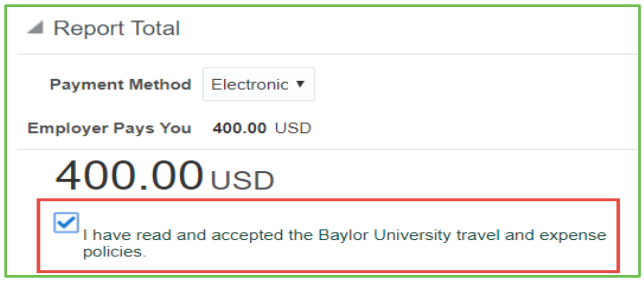
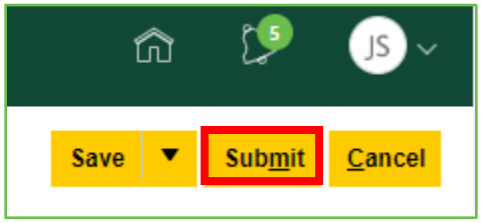
5. On each expense report you must certify that all expenses are submitted in accordance with Baylor's policies. Do so by clicking the checkbox before the statement. You now have the option to either **Submit** your Expense Report or **Save and Submit** it later.



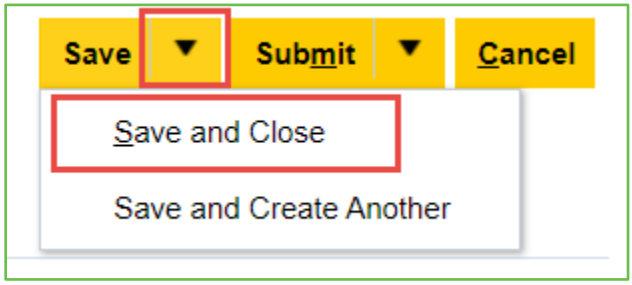
   a. The **Submit** button will not be active until the box is checked.



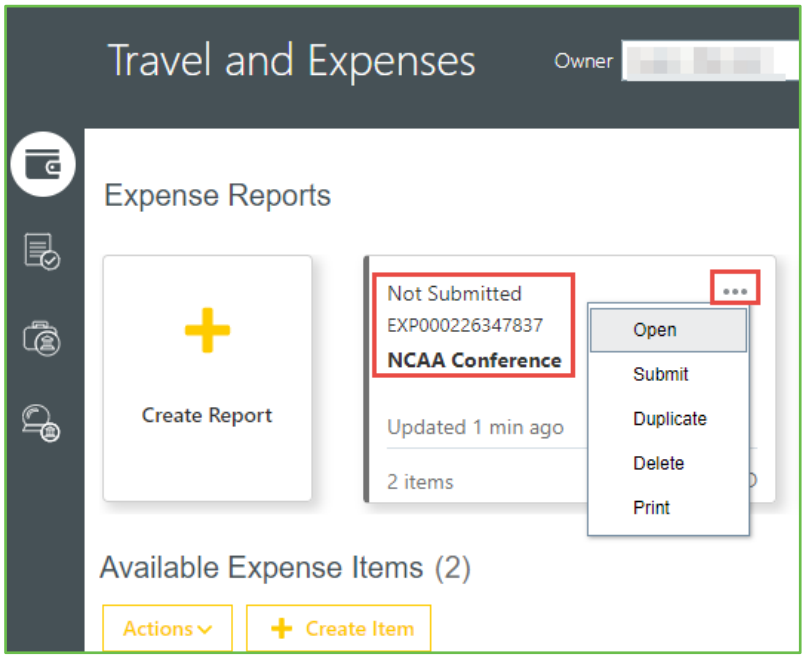
6. Click the **Submit** button to submit the expense report.



7. 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.

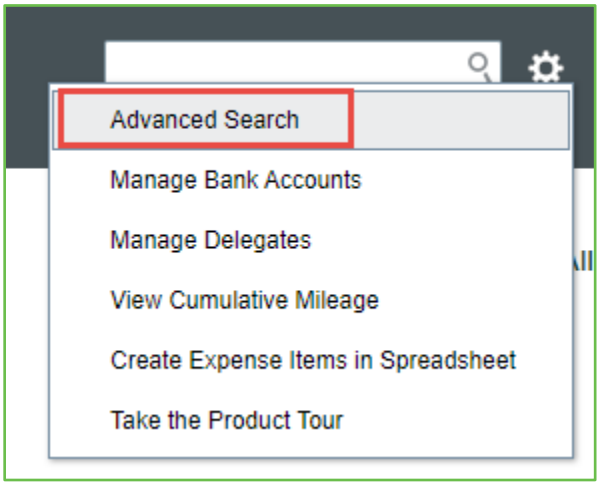


8. To submit a previously saved report, navigate to the **Expense** tile and click on **Not Submitted** reports.



   a. Any saved Expense Reports will be listed here. You can open the expense report by clicking the expense report number to edit or submit.
   b. 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).*



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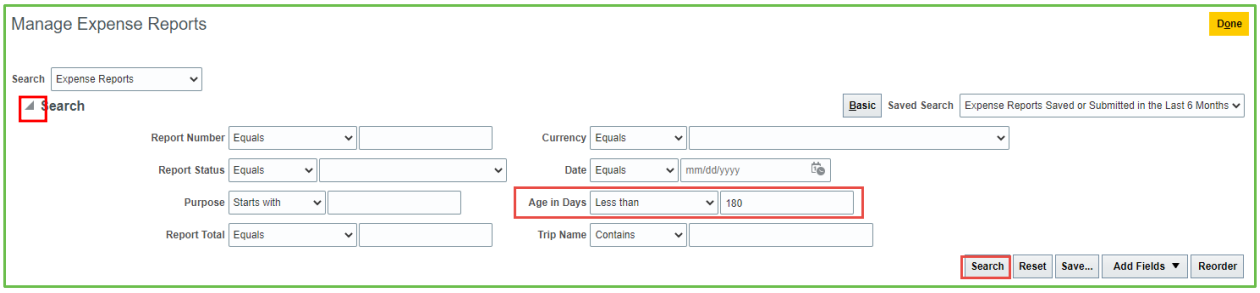
When searching, expand the search field by clicking the triangle next to the search header. By default, the system searches for reports within the last 6 months.

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.