# **Expense Report Procedure**

## For Reconciliation after Travel is completed you will submit an Expense Report (ER)

Checklist:

- Travel Authorization must be approved prior to submitting an Expense Report.
- Please check your supporting documents and ensure they meet the requirements:
  - Receipts that show payment method (ex:Visa, Mastercard etc)/Balance shows paid/Balance is 0. Documents that state it's been fully paid
  - If unable to find the receipt, bank/credit card statement with the charge is acceptable (you can blur out information that you do not wish to show)

## 1. Log into PeopleSoft using myportal.sdccd.edu

🚔 mySDCCD Login		
By logging into mySt protected by privacy I	CCD, you are agreeing not to o aws. Unauthorized access and	disclose confidential information /or use of this system is prohibited.
User ID:	fyumul	
Password	******	*
	Sign In	Forgot your Password?
Regular system mainter During this period certai	nance takes place between 04:00 a n sections of the system may not t	and 06:00 AM PST on Thursday mornings. be available for use.
Need Assistance? S	tudent Help   Employee Help	

2. Click on Finance Dashboard icon



3. Click on Travel & Expense



4. Choose Expense Report



5. The Empl. ID Field should be pre-populated with your #. Click on "Add" to create a new ER

#### **Expense Report**



6. Click on Quick Start dropdown menu 🛌

	New Window   Help   Personalize Page
Create Expense Report	Save for Eater 1 & Summary and Submit
Nancy Lane 🛞	Quick Start Travel Authorization
Choose "A Travel Authorization"	
Click "GO"	

7. Click "Select" to choose the appropriate TA for this travel

Copy from A	Approved Travel Authoriza	tion				
From	Date 07/14/2016	To 11/14/2016	31	Search	]	
	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	Debt Symposium San Diego	000002395	11/04/2016	11/04/2016	50.0	0 USD

8. Make necessary changes and updates to the amounts and dates. Make sure amounts reflect supporting document

Expenses Expand Al	Collapse Al		Add:   🌇 My Walket (0)   🦸 Guick-Fill					Totals (0 Lines	58.00	USD	
-	Tale 11/84/3016	R	*Expense Type Montrigs & Conferences		*Description	CRI.	"Payment Type Prepaid Hotel &	Contamin	"Amount	"Currency	
	"Differ	‡ Тур	internal Dog 💌	010	[H] Receipt Spill	E Defe	ult Rate Reimbursable sceint	Exchange Bate Reindursement Ant	1.0000000	S B	

9. Click "Save for Later" to save your work and obtain an ER #



- 10. Upload receipts for actual expenses as an attachment.
- 11. Click on "Summary and Submit" to submit for approval.
  - 12. Check the box to certify accuracy, then click "Submit Expense Report"

"Business Purpos	Professional Development	B Report 000	0003334 Parring	Actions . (Joosa a	in Action	 00
"Description Reference	n Deld Symposium San Diego	0				
tals (8)	West Wester	10 Vew Analytics	C Notes	A. M	Section and Section 201	
Employee Expenses (11	inel 50.00 USD	Non-Reindorsable Expenses	0.00 USD	Employee Credits	0.00 USD	
Cash Advances App	aed 0.00 USD	Preprint Experiments	50.00 USD	Supplier Credits	0.00 USD	
	Amount Due to Employee	0.00 USD	Amount Due to Supplier	0.00 USD		

13. If a red flag appears, an error has occurred that must be corrected.

An entry may be required in the Older Transaction Comment field if the dates

Expense Type Conferences TOtaling Type Internal Clairs	*Description * MEETING IIII Roscopt Split	Payment Ty UI Propud Hot Default Rate Non-Reinfluorsable Ren Reinfluorsable	pa el & Cordenen [æ] "Eachange Rate Reinbursement Am	"Amount 58.00 1.00000000 50.00	າCurrency (ເຣິດດູ ເ⊅ີ≣ USD	* =
Older Transaction Explanation		[6]				
		Help				
Expense Report						
Older Transaction						
Nancy Lane	Report ID	0000003334				
The date entered for the Meetings & Conference than what is allowed by company policy. Please p why. Delayed due to system issues OK	s expense on line 1 is provide an explanation	older as to				

Once the errors have been fixed click on Summary and Submit again, then click Submit Expense Report after ensuring that the box is checked.



OK Cancel

Wait for a red notification that the ER has been submitted. The status changes to Submission in Process:



#### Your expense report 0000003334 has been submitted for approval.

Business Purpose Professional Development

Description Debt Symposium San Diego

Reference

 Report
 0000003334
 Submission in Process

 Created
 10/14/2016
 Nancy Lane

 Last Updated
 10/14/2016
 Nancy Lane

