eTRAVEL REIMBURSEMENT EXPENSE REPORT GUIDE

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INTRODUCTION

The eTravel Reimbursement module has been designed to enhance sustainability by moving paper processes and approvals online, reduce time for reimbursement and provide notifications & online status of travel authorizations and expense claims. The eTravel service will also allow users to scan and upload receipts from their mobile devices.

This guide is designed to provide information to successfully use the eTravel Reimbursement module, including the following topics:

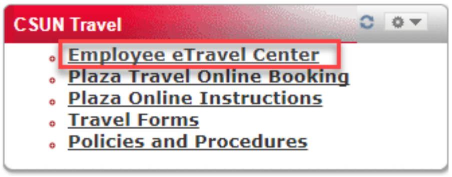
All employees with an active job record in Human Resources will have access as a **Traveler**. No application is required to request access.

WHO DO I CONTACT FOR HELP?

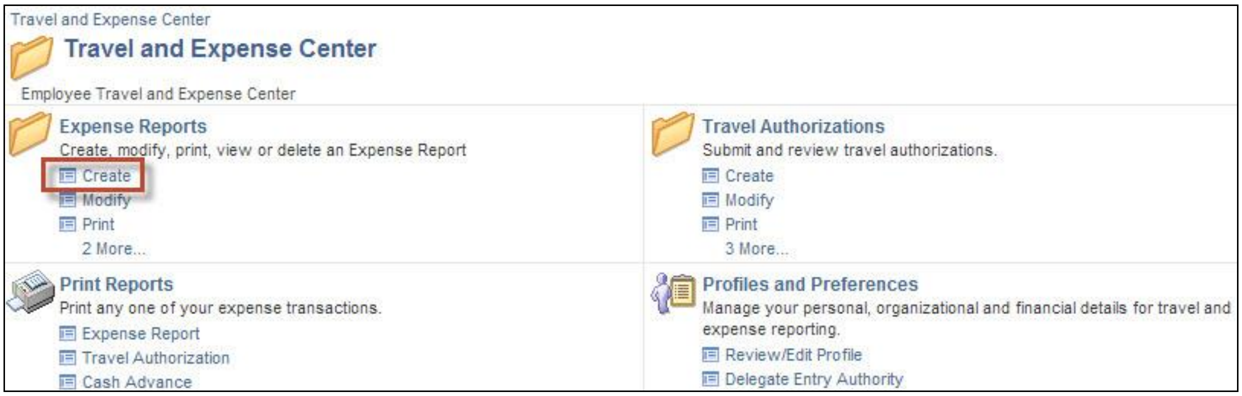
Create a Service Request to Solar Financials or email solarfin@csun.edu. For immediate assistance contact SOLAR Financials by phone (818) 677-6685.

CREATING AN EXPENSE REPORT

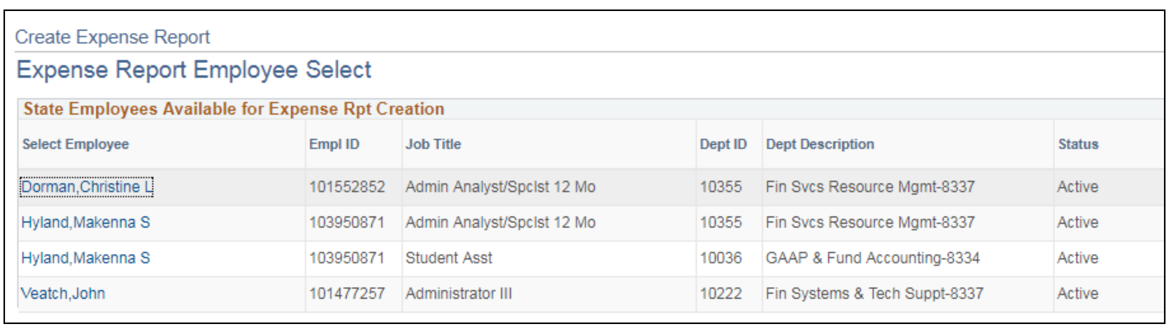
1. From the **CSUN Travel pagelet**, select the **Employee eTravel Center** link.



2. From the **Travel and Expense Center**, select the **Create** link under the **Expense Reports** section.



3. If you are the **Traveler with no other job records**, skip to #4.
   - **Travelers with multiple job records** must choose the correct job record for the trip.
   - **Delegates** must choose the correct Traveler for the trip.



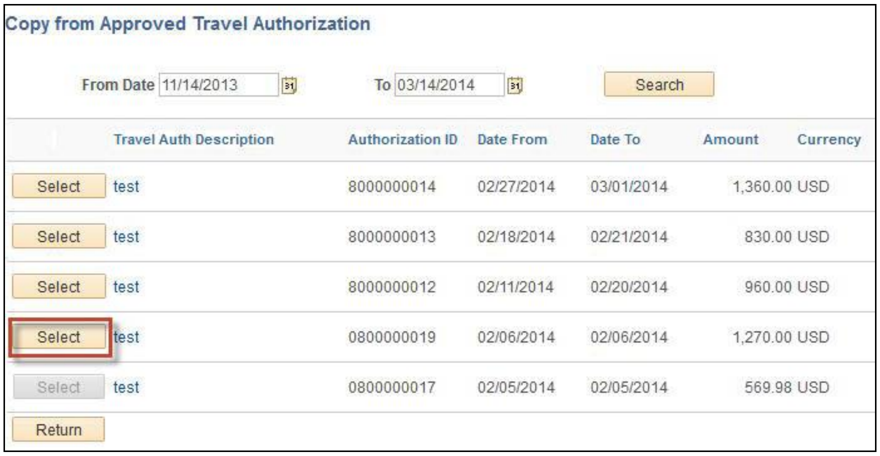
Create Expense Report

Expense Report Employee Select

State Employees Available for Expense Rpt Creation

Select Employee	Empl ID	Job Title	Dept ID	Dept Description	Status
Dorman,Christine L	101552852	Admin Analyst/Spclst 12 Mo	10355	Fin Svcs Resource Mgmt-8337	Active
Hyland,Makenna S	103950871	Admin Analyst/Spclst 12 Mo	10355	Fin Svcs Resource Mgmt-8337	Active
Hyland,Makenna S	103950871	Student Asst	10036	GAAP & Fund Accounting-8334	Active
Veatch,John	101477257	Administrator III	10222	Fin Systems & Tech Suppt-8337	Active

4. The **Expense Report** should be generated from an <u>approved Travel Authorization</u> by selecting the appropriate **Authorization ID**. This will populate the expenses lines from the Travel Authorization as well as associate the selected Travel Authorization to the new Expense Report**.**

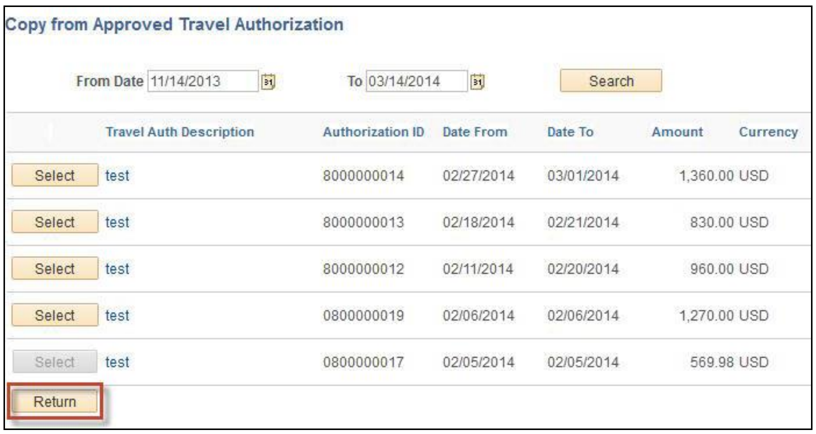

Copy from Approved Travel Authorization

From Date 11/14/2013 To 03/14/2014 Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	test	8000000014	02/27/2014	03/01/2014	1,360.00	USD
Select	test	8000000013	02/18/2014	02/21/2014	830.00	USD
Select	test	8000000012	02/11/2014	02/20/2014	960.00	USD
Select	test	0800000019	02/06/2014	02/06/2014	1,270.00	USD
Select	test	0800000017	02/05/2014	02/05/2014	569.98	USD

Return

5. To create an Expense Report for **mileage and/or parking expenses** without a Travel Authorization, select the **Return** button. A blank Expense Report will display.


Copy from Approved Travel Authorization

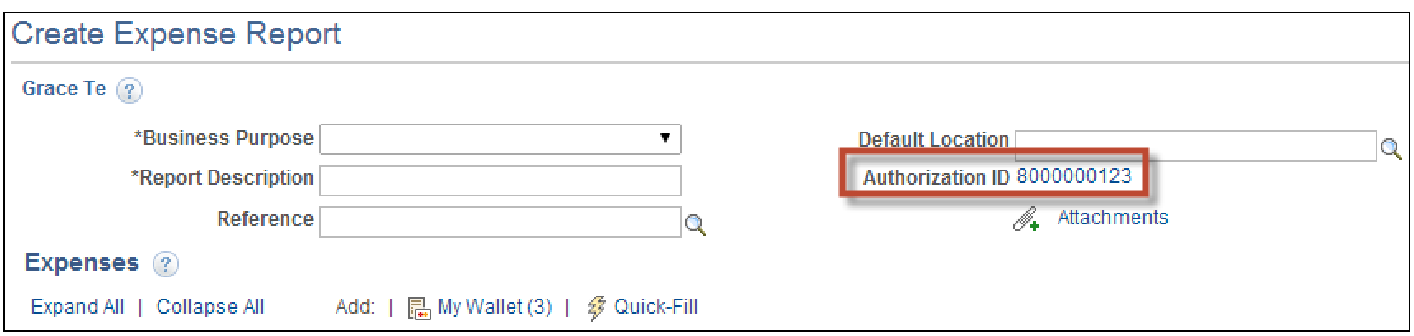
From Date 11/14/2013 To 03/14/2014 Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	test	8000000014	02/27/2014	03/01/2014	1,360.00	USD
Select	test	8000000013	02/18/2014	02/21/2014	830.00	USD
Select	test	8000000012	02/11/2014	02/20/2014	960.00	USD
Select	test	0800000019	02/06/2014	02/06/2014	1,270.00	USD
Select	test	0800000017	02/05/2014	02/05/2014	569.98	USD

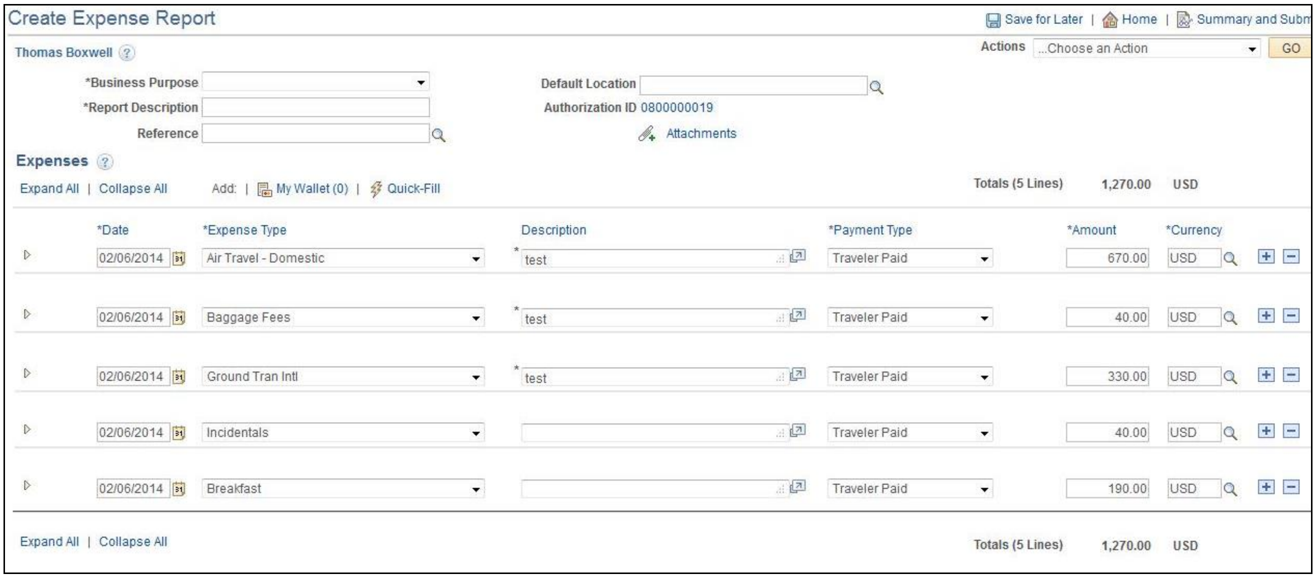
Return

<u>The only time an Expense Report should be created without an approved travel authorization is for mileage and/or parking expenses only. If this is an Expense Report for travel other than mileage and parking, the Dean/Dept. Chair/Management must be consulted for further instruction prior to completing the Expense Report.</u>

6. Verify that the <u>correct</u> Travel Authorization ID is associated with the new Expense Report. The Travel Authorization number will display as indicated below:

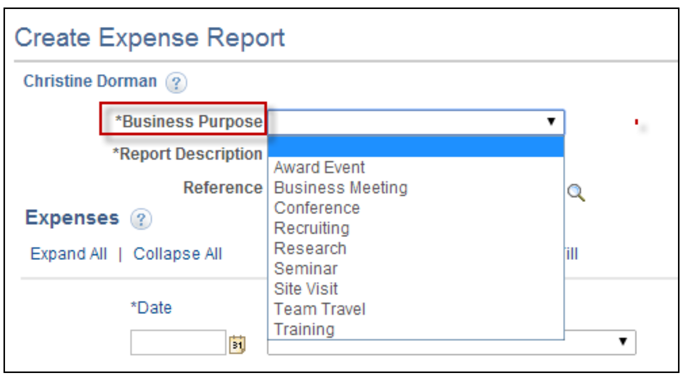


7. Review and modify the populated information on the **Expense Report** as necessary.

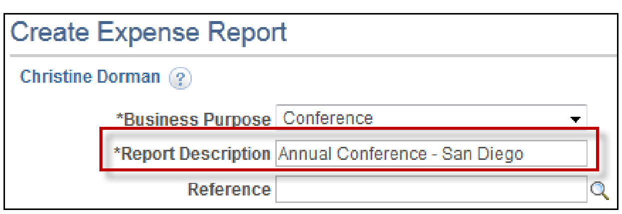


8. **Cash Advances** must be associated to the **Expense Report**, if applicable. Review the detailed instructions to [Associate a Cash Advance]() to the Expense Report.

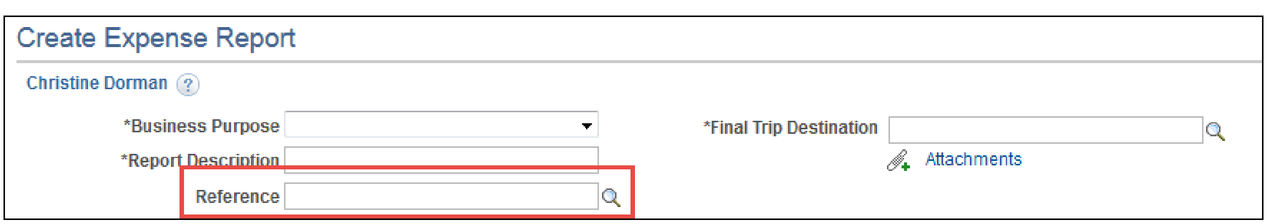
9. Begin with the **Business Purpose** dropdown menu. Select the best option.



10. Enter a short **description** of the trip in the **Report Description** field.

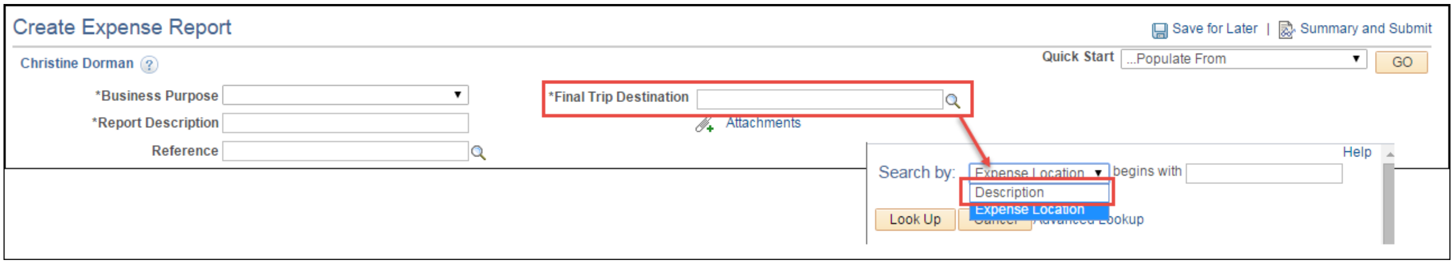


11. Do not use the **Reference** field**.** This option is currently not supported.



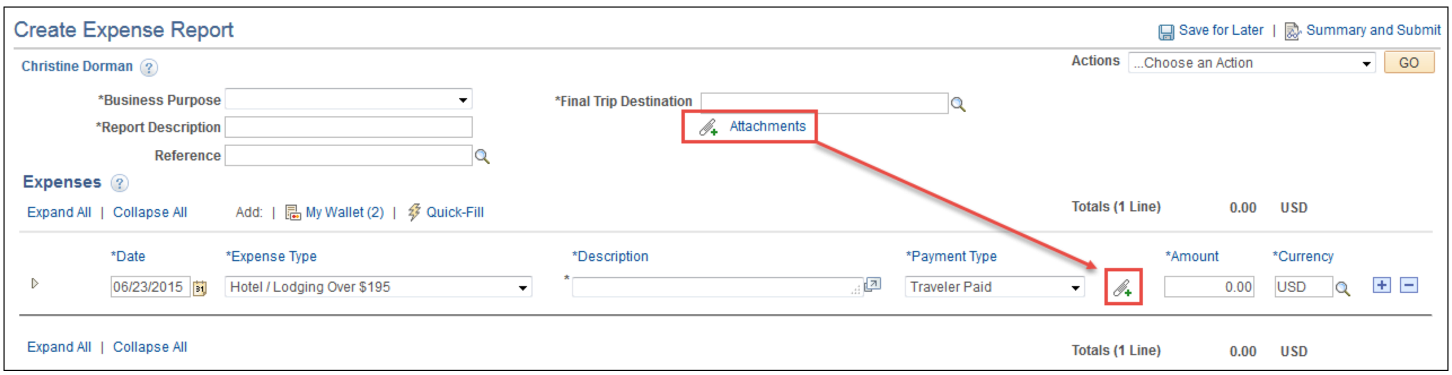
12. To choose your **Final Trip Destination,** select the **magnifying glass** icon. Change the **Search by** dropdown menu to **Description** and enter the **City and State (Domestic) or Country (International)** followed by the **Look Up** button.

    - Select the appropriate destination.



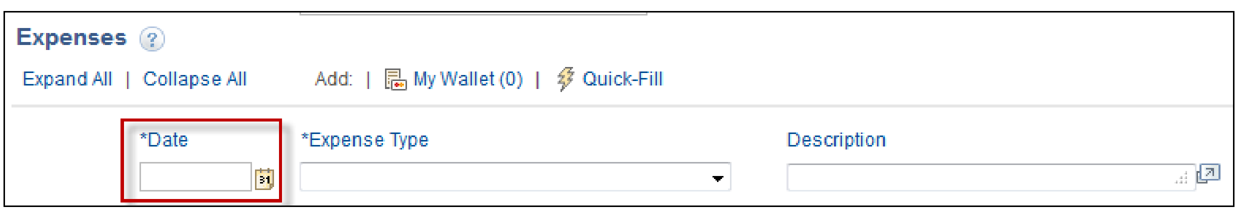
13. **Attachments** can be added at the header or by line item by selecting the paperclip icon for required documents, such as a paid registration or receipts.

    - The Travel Desk would like the receipts to be attached by line item.

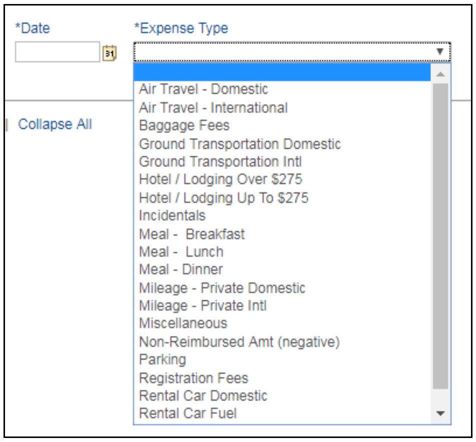


[Click here for detailed instructions to add attachments](#).

14. Under the **Expenses** section, review or enter the **Date** the expense incurred. Review [detailed instructions](#) for claims 60 days and over.



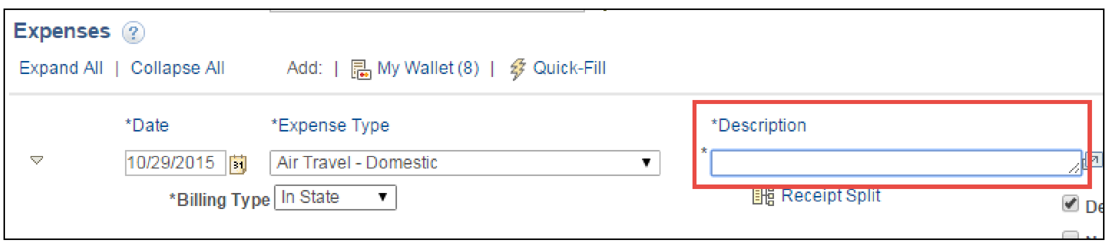
15. Review or select the **Expense Type** from the dropdown menu.



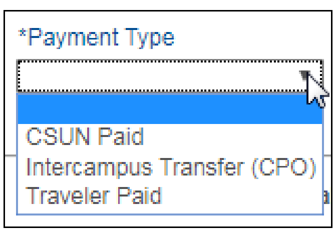
- Please review the [Non-Reimbursed Amt details](), if this Expense Type is selected.

16. Review or enter a **Description** for the expense.

- <u>Hotel/Lodging Over $333 will require a justification</u>. Provide the justification in the description box in addition to the description of the expense.

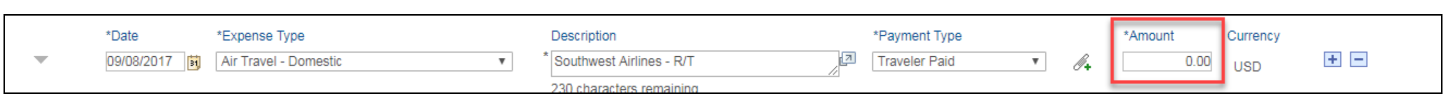


17. After completing the **Description** field, review or select the **Payment Type** from the dropdown menu.

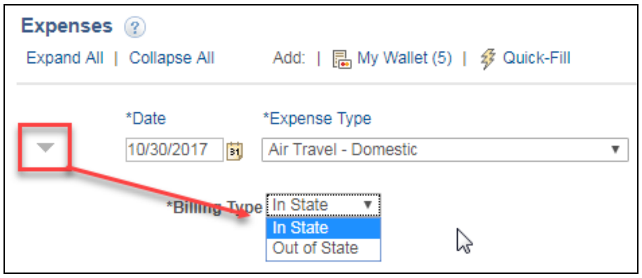


- <u>Do not</u> select **CSUN Paid** if the payment was <u>paid by the traveler</u>. This option should be used <u>only</u> when University pays the Vendor directly.

18. Enter the **actual amount** of the expense. A zero dollar expense can never be entered.

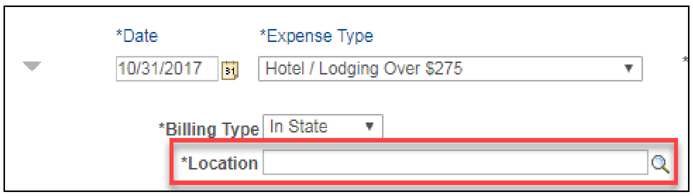


19. Select the **Expand** icon to open the details of the expense. Verify that the **Billing Type** is correct.

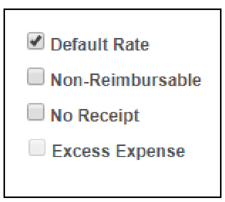


- If the travel destination is **In State**, all line expenses must have a Billing Type of **In State**.
- If the travel destination is **Out of State**, all line expenses must have a Billing Type of **Out of State**.

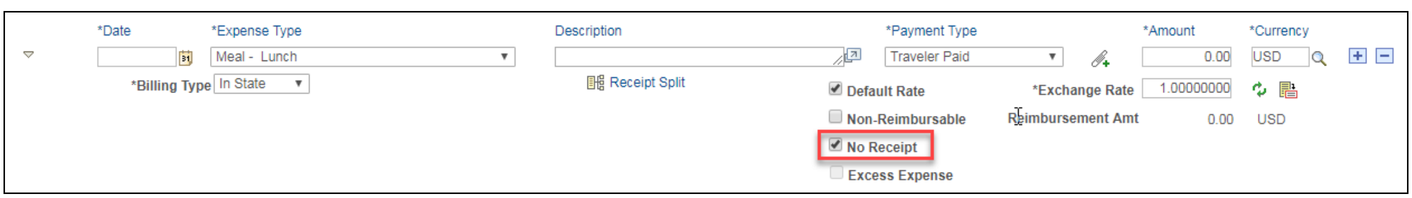
20. Review or add a **Location** for Hotel / Lodging for multiple location trips.



21. Leave **Default Rate** checked. Never check the **Non-Reimbursable** check box.



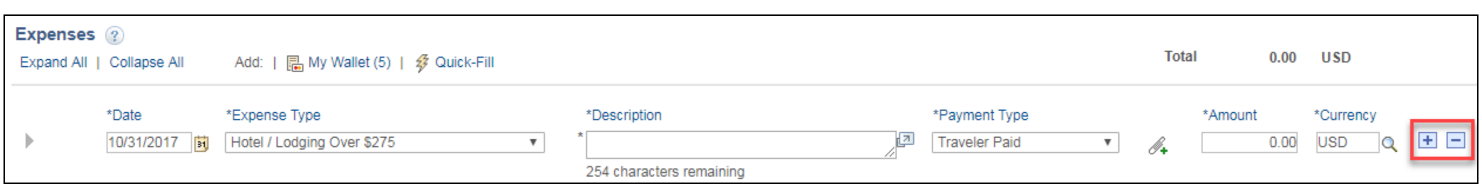
22. Expenses with **no receipts** for $75.00 and over must have this box checked. **Justification** will be required after the Expense Report is saved for later or submitted.



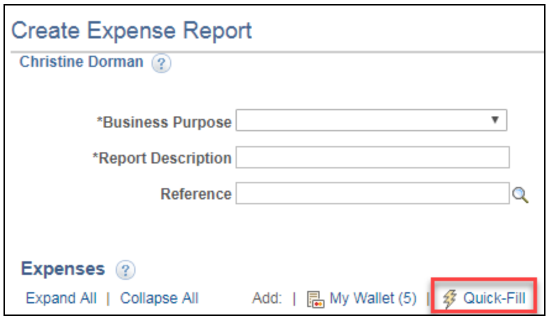
- Click here for detailed instructions regarding No Receipt justification.

23. To add or delete rows for an expense, select the **+ or – sign** next to an expense line.

- Newly added rows will default to a **Billing Type** of **In State**.

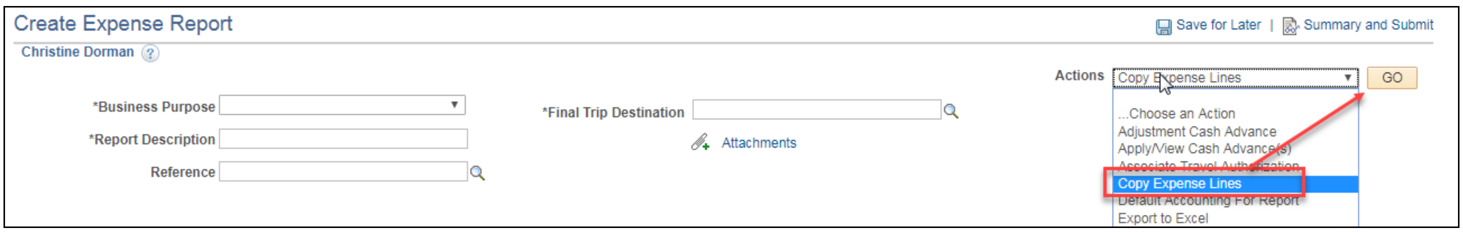


24. The **Quick-Fill** link allows the traveler to quickly add multiple expense types for all travel days.

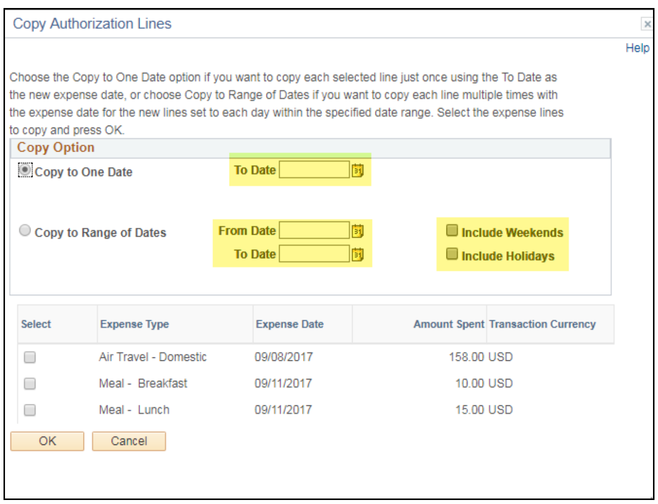


25. To copy full expense lines:

- Go to the **Actions** drop down menu, select **Copy Authorization Lines**, followed by the **GO** button.



- Copy expenses for <u>one date</u> or a <u>range of dates</u> as indicated below:

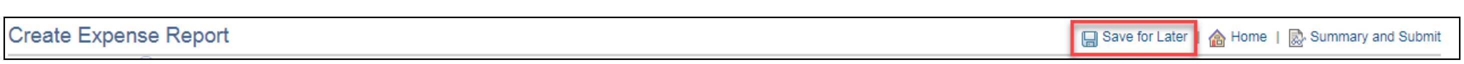


- After entering the dates, select the Expense Type(s) you would like to copy for the dates entered, followed by the **OK** button.

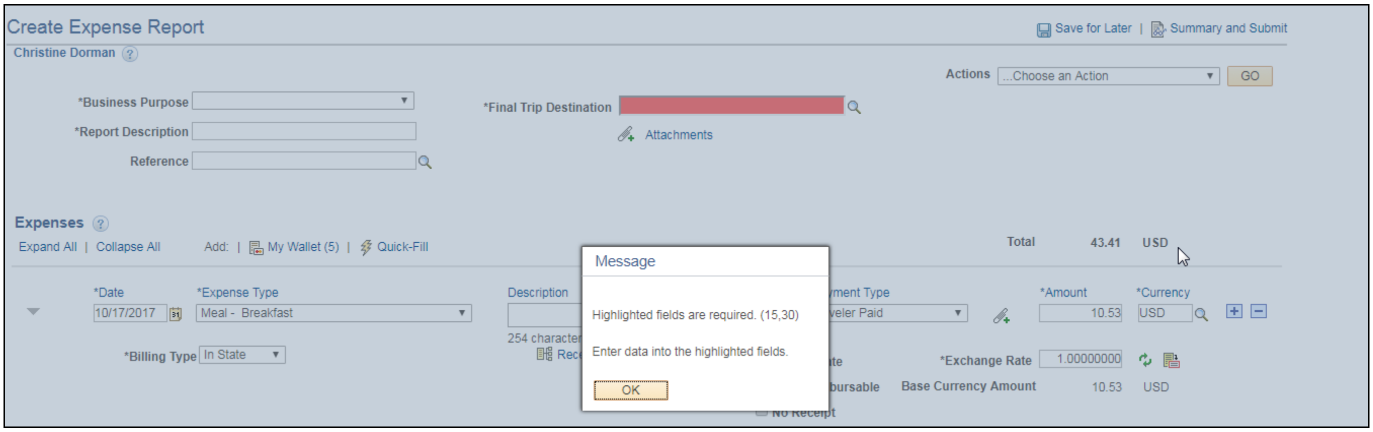
26. If there was a **Cash Advance**, make sure it's associated to the Expense Report. Review the [detailed instructions] to associate a Cash Advance to the Expense Report.

27. Once the Expense Report is completed, select the **Save for Later** button to check for errors.

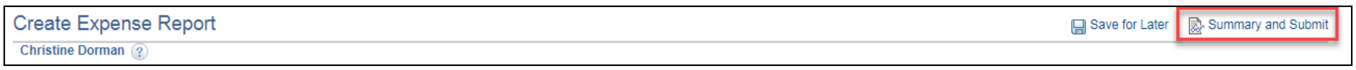
- If no errors, the status will change to **Pending** and an **Authorization ID** will be generated.



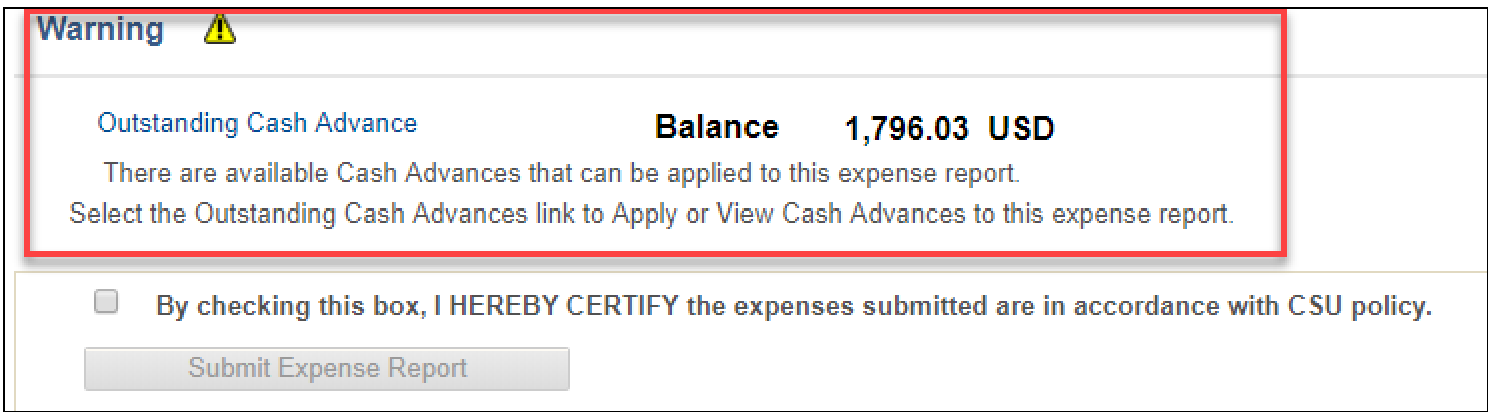
28. If there are errors, a **pop-up message** will display. Select the **OK** button. The errors will be highlighted in red.



29. To submit the request for approval, select **Summary and Submit** link.

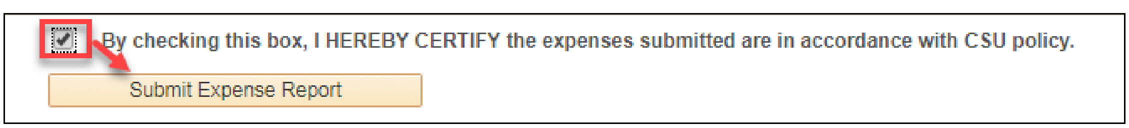


30. If there is an outstanding Cash Advance not associated to an Expense Report, requests will reflect the following warning message:

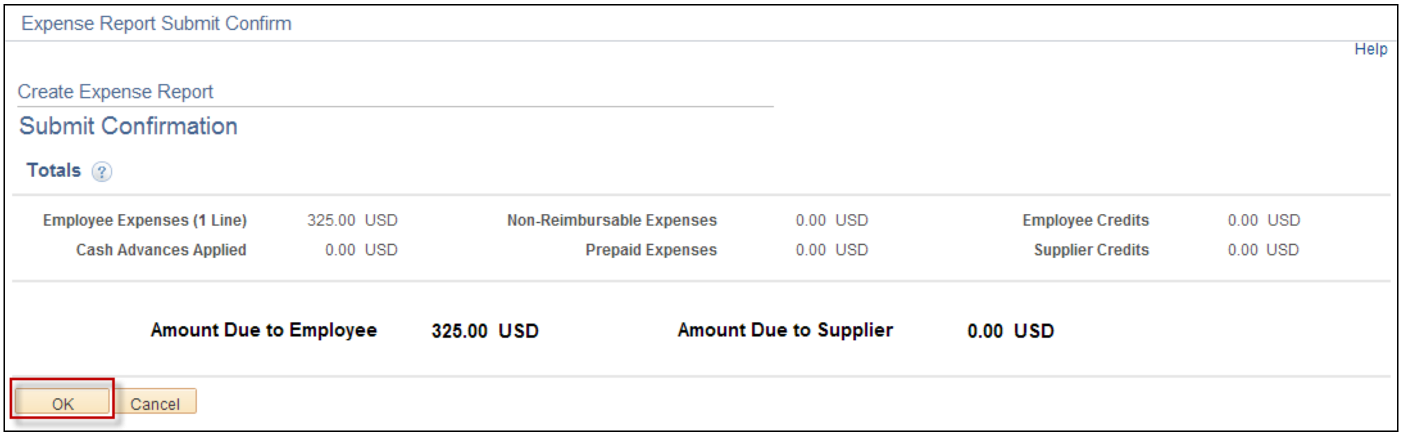


- If this Expense Report did not have a Cash Advance, disregard the warning.

31. The traveler must **check the box** to certify that all expenses submitted are in accordance with CSU policy, followed by the **Submit Expense Report** button. The delegate cannot submit this request.



32. A **Submit Confirmation** window displays, select the **OK** button.



33. The status will change from **Pending** to **Submission in Process**. Make a note of the Expense Report number for your records.