#### **Getting Started**

#### New Employees make sure of the following:

- Setup in USGOne Connect by Human Resources.
- Self-registered for travel and expenses reimbursement via PeopleSoft's T & EModule. To register follow handout "Accessing GeorgiaFirst Financials"
- Read the MGA Travel Policy located at the following location

   (1) Go to <u>www.mga.edu</u>
   (2) From Menu Click on "Faculty & Staff"
   (3) Click on "Policies Manual" under Administrative Resources title located on the far right,
   (4) Click Section 7 Finance & Business Section 7.6 Travel for a quick link <u>http://policies.mga.edu/policy-manual/section-7-finance-business/7-6-travel/</u>

#### All Employees

#### Which System Do I Use?

PeopleSoft Travel & Expense Center, referred to as the T & E Module.

- <u>https://www.usg.edu/gafirst-fin/</u>
   Login to the T & E Module located at the following locations:
   <u>https://www.mga.edu/finance/travel.php</u> Chose "T & E Module'
  - <u>https://www.mga.edu/finance/travel.php</u> Chose "T & E Module" or
  - <u>www.mga.edu</u>
  - (1)- Go to www.mga.edu, (2) From Menu -Click on "Faculty & Staff"
  - (3) Click on "T & E Module" last button in middle section

#### Who Do I Call For Help?

Office of Finance – Administration & Reporting

Jessica McHolan, Campus Financial Svcs Manager Christy Colvin, Director of Finance jessica.mcholan@mga.edu christy.colvin@mga.edu

#### **Before You Travel**

#### 1) Do I have Approval to Travel?

- You must obtain approval from your supervisor to travel.
- One-time travel authorization in the case of those individuals required to make overnight trips in-state and for all out-of-state. The required Travel Authorization Form is a located at <u>https://www.mga.edu/finance/docs/Travel\_Authorization.pdf</u>

#### 2) Is there a registration fee?

Registration fees can be paid:

- Requested with ePro Completed registration form and documentation of Tax ID is required (note on registration form or W-9) to be submitted to Accounts Payable
- By employee and reimbursed with other travel expenses after travel occurs through T & E
- Internal Registrations: Send registration form with approvals to Christy Colvin (i.e. Registrations for events held in the MGA Conference Center)

#### **Travel Reference Guide**

#### 3) Are meals covered in my travel expenses?

- Meals are covered if required to travel is for overnight stay either in-state or out-ofstate. Specific details are addresses in the MGA Travel Policy.
- Eligible meals are reimbursed using per diem amounts referenced on MGA website under Office of Finance Travel or quick link –<u>https://www.mga.edu/finance/travel.php</u>

#### 4) Do I need a Cash Advance?

Eligible employees may request an advance before an official business trip (i.e. student meals) to cover expenses which will be ultimately reimbursed by the State. In compliance with the Statewide Travel Policy which was developed in accordance with Internal Revenue Service (IRS) requirements for an "Accountable Plan", per IRS Rule 1.62-2(g)(2), an advance will be provided to the employee no more than 30 days prior to travel.

• Complete a Cash Advance Request via the T & E Module

Cash advances **will not** be processed for the following requests:

- Travel Expenses under \$100
- Meals
- Mileage and Fuel
- Annual salary of \$50,000 or more per OPB policy.

#### While You Travel

#### What documentation do I need to keep?

- Retain copies of following receipts: hotel, parking, airfare, taxi, and other ground transportation.
- Meals receipts are not required for T & E Module but you may want to keep copies of meal receipts for your own records. You cannot submit meal reimbursement for meals that are included in any registration fees.
- Keep and submit a full copy of conference agenda or itinerary showing which meals are included with the registration fee.
- If driving personal vehicle, keep mileage records. A sample mileage log is available on MGA website under Office of Finance- Travel <u>https://www.mga.edu/finance/documents.php</u>
   Odometer readings are not required.

#### After You Travel

#### Where and how do I complete an expense report?

- Complete an expense report electronically via PeopleSoft T & E Module showing actual expenses incurred during your travel, except for meals which will be reported using per diem amounts.
- Do not include registration fees that were paid with a pcard or with an MGA check. Only include registration fees if seeking reimbursement for these. Scan and upload in Adobe .pdf format all required documentation as attachments to expense report.
- Employees are required to submit travel expenses via the T & E Module ideally within 10 after return and no later than 45 days after the trip or event. Travel expenses submitted more than 60 days, if reimbursed, should be included in the traveler's IRS W-2 as taxable income.

#### Preparation

#### Travel Tips

Travel Expense Reports are reviewed and processed by the Office of Finance throughout the week. Approvals are required no later than noon on Tuesdays and Thursdays for payment in that day's travel run.

#### **Travel Authorization**

• Complete after researching the total cost of each travel expense for discussion with Budget Manager in obtaining the Approved Dollar Amount for reimbursements. MGA website link : <u>https://www.mga.edu/finance/docs/Travel\_Authorization.pdf</u>

#### **Flight Tickets**

- Book Flights early
- Check Conference website for Promotion Codes Discounted flights
- Per State guidelines, Steve Stefano can purchase flight tickets 30 days prior.
- Receipt should provide Airline provider along with detailed flight dates, numbers and destinations.
- Upgrades (i.e. Delta Comfort+) are not reimbursable per State Policy.
- Travel Insurance or Protection Plans are not reimbursable per State Policy.

#### Lodging

- Airbnb is not acceptable as a lodging provider per State Policy and non-reimbursable.
- Book early and request Government/Conference room rates or utilize Convention Codes.
- Hotel Tax Exemption Form should be provided at check-in or check-out only. Link

#### Meals

- Meal per diems are reimbursed at 75% for first/last day of in-state and out-of-state overnight travel.
- For single day in state travel, meal per diem **is not** provided per IRS guidelines and USG policy.

#### Non Reimbursable Expenses:

- Tips for Baggage Porters and Valet Parking
- Room Service meals, beverages or entertainment programing

#### **Executive Administrative Team Authorizations:**

Members of the President's Executive Administrative Team are under a standing authorization to travel anywhere within the United States, including overnight travel. International travel requires a travel authorization prior to travel.

#### Preparation

#### **Cash Advances**

Required documentation is uploaded as attachments to Cash Advance:

- One to One Cash Advance per Event
- Team Roster of Participating Athletics for event, (i.e. game, match, tournament.)
- Travel Authorization with Location/Game

#### **Travel Expense Reports**

Required documentation scanned and uploaded as attachments to Expense Reports:

- Travel Authorization Signed by Traveler and Department Head/Budget Manager
- Conference Agenda or Itinerary
- Lodging Hotel Receipt, with an itemized breakdown of costs such as room charge, parking, WIFI, laundry, etc.; Important Note: Employee/Non-Employee Expenses and Parking should be listed as separate entries on T&E report
- Airline Ticket Receipts with arrival/departure dates and locations and fee amount. If in foreign currency, exchange rate and currency conversion to USD should be included. Source and date of exchange value should be provided.
- Registration Fees Receipt with event date and paid fee amount.
- Rental of motor vehicles Receipt
- Parking receipts with date and fee amount Team Meal Per Diem Record

Attachments must be included in the Expense Report

• <u>Scanned</u> attachments of receipts or other documentation must be uploaded into the Expense Report through the "Attachments" link and will stay with the Expense Report. The traveler has to upload the attachment – this cannot be done by the Office of Finance. If documentation is omitted, the report will be sent back for the traveler to upload the documentation. All receipts and other documentation are required to be submitted this way and not through email.

#### **Mileage Calculations**

#### **MILEAGE EXAMPLE #1**

Col	vin.	Ch	ristv
CUI	vIII,	CII.	11369

1234 Vineville Avenue Macon, GA 31204 Christy.colvin@mga.edu **Home Campus: Macon** 

ABCD 213-31 Full TR 8:00 - 9:15 WRC1, 101 ABCD 213-32 Full TR 12:30 - 1:45 WRC1, 101 ABCD 112-57 Full MW 2:00 - 3:15 PSC312 ABCD 112-58 Full MW 3:30 - 4:45 PSC312 M/W 12:00-2:00 T/R 9:00-12:15 WRC

Christy is teaching at both the Macon and Warner Robins campuses for the Fall Semester. Her home campus is designated as <u>Macon</u> by the chair of her department. On Tuesdays and Thursdays, she does not come to the Macon campus prior to traveling to the Warner Robins campus for office hours and class. Her mileage should be calculated as such:

Miles from home to WRC – Normal commute Miles to Home Campus = Miles Entitled for Reimbursement

Vineville Ave to WRC=	19mi
Vineville Ave to Home Campus (Macon) =	<7mi> Commute
Net Miles for Reimburse =	12mi- One Way

#### Roundtrip reimbursement would be 24 miles total.

#### **MILEAGE EXAMPLE #2**

Colvin, Christy	
1234 Vineville Avenue	ABCD 213-31 Full TR 8:00 - 9:15 WRC1, 101
Macon, GA 31204	ABCD 213-32 Full TR 12:30 - 1:45 WRC1, 101
christy.colvin@mga.edu	ABCD 112-57 Full MW 2:00 - 3:15 PSC312
Home Campus: WRC	ABCD 112-58 Full MW 3:30 - 4:45 PSC312

M/W 12:00-2:00 T/R 9:00-12:15 WRC

Christy is teaching at both the Macon and Warner Robins campuses for the Fall Semester. Her home campus is designated as <u>Warner Robins</u> by the chair of her department. On Mondays and Wednesdays, she does not come to the Warner Robins campus prior to traveling to the Macon campus for office hours and class. Her mileage should be calculated assuch:

Miles from home to Macon Campus – Normal commute Miles to Home Campus = Miles Entitled for Reimbursement

Vineville Ave to Macon Campus=7Vineville Ave to Home Campus (WRC) =<1</td>Net Mi for Reimburse =<1</td>

7 mi <19mi> Commute <12mi>- One Way

Christy is **NOT** entitled to mileage as her daily commute mileage is greater!

#### MILEAGE EXAMPLE #3

Colvin, Christy		M/W 12:00-2:00
1234 Vineville Avenue	ABCD 213-31 Full TR 8:00 - 9:15 PSC312	T/R 10:30-12:15 WRC
Macon, GA 31204	ABCD 213-32 Full T 12:30 – 3:00 WRC1, 101	
christy.colvin@mga.edu	ABCD 112-57 Full MW 2:00 - 3:15 PSC312	
Home Campus: Macon	ABCD 112-58 Full MW 3:30 - 4:45 PSC312	

Christy is teaching at both the Macon and Warner Robins campuses for the Fall Semester. Her home campus is designated as <u>Macon</u> by the chair of her department. On Tuesdays she teaches at both the Macon and Warner Robins campuses. Her mileage should be calculated as such:

Miles from Macon Campus to WRC + (Miles from WRC to residence – Normal commute Miles to Home Campus) = Miles Entitled for Reimbursement

Miles from Macon Campus to WRC=	22mi
Miles from WRC to residence =	+19mi
Normal commute Miles to Home Campus(Macon) =	<u>- 7mi</u>
Net Miles for Reimburse =	34mi

\*\*For this example, the commute mileage is only deducted on the return trip as Christy began her day on the Macon campus\*\*

#### **Exceptions include:**

- If travel occurs on a weekend or holiday, mileage is calculated from the point of departure with no reduction for normal commuting miles.
- If an employee does not regularly travel to an office (home campus) from his/her residence (i.e., the residence is "home campus"), the requirement to deduct normal commuting miles does not apply.



# Accessing Georgia FIRST Financials

All Georgia *FIRST* institution employees currently utilize USG Single Sign-on Authentication (SSO) to access OneUSG Connect and other USG services including OneUSG Connect Benefits. The requirement to use SSO has been extended to Georgia *FIRST* Financials as part of Release 5.40 effective Monday, December 3, 2018.

### Login and Access Georgia*FIRST* Financials

With Georgia *FIRST* Financials, you will log in using single sign-on. The credentials you use on your local campus will be the same ones you use to access Georgia *FIRST* Financials. You will no longer have to remember another username and password!

Prior to logging into Financials for the first time following release 5.40, all active Georgia*FIRST* users should complete the following steps:

- 1. Delete all existing Georgia FIRST Financials browser bookmarks/favorites
- 2. Create a new browser bookmark/favorite to the Georgia *FIRST* Financials website: <u>www.usg.edu/gafirst-fin/</u>

#### Table of Contents:

Section 1: Login and Access Georgia FIRST Financials for Active Users......Page 2

Section 2: Login and Access Georgia FIRST Financials for New Users......Page 4

Section 3: Accessing Georgia FIRST Financials with a Global User Account .......Page 7





#### Section 1- Georgia FIRST Financials Single Sign-On for Active Users

1. Go to <a href="https://www.usg.edu/gafirst-fin/">https://www.usg.edu/gafirst-fin/</a> or your saved bookmark/favorite to access the Georgia *FIRST* Financials home page.



- 2. Look at the available sign in options on the right side of the home page and determine your appropriate sign in option.
  - a. **Self-Service User** click this button if you are entering Travel or approving items in your Financials worklist.
  - b. **Core User** click this button if you are entering or processing financial transactions or running reports/queries.





3. Select your Institutions logo.



4. Sign into single sign-on using your local network credentials.

username		
password		
	Login	
	Login	
Reset your password	Login	
Reset your password	Login using the mypassword self-service portal.	
Reset your password	Login I using the mypassword self-service portal.	

5. If your institution is currently using multi-factor authentication (e.g. Duo), it will work for Financials as well.





#### Section 2 - Creating a Georgia FIRST Financials New User Account

There are two options for setting up new user accounts in Georgia FIRST Financials:

- 1. Security Administrators can setup new users.
- 2. New employees can self-register and create an account.

If using self-registration, complete the following steps:

- 1. Go to <u>https://www.usg.edu/gafirst-fin/</u> or your saved bookmark/favorite to access the Georgia *FIRST* Financials home page.
- Look at the available sign in options on the right side of the home page and click the Register For My Account button under the New Georgia *FIRST* Financials User section.

New GeorgiaFIRST Financials User
Register as a new Self-Service user.
Register For My Account

3. Click on the Register For My Account link on the PeopleSoft sign in page.





- 4. Enter the following information and select NEXT:
  - a. Date of Birth (mm/dd/yyyy)
  - b. SSN (last four digits)
  - c. Home Zip Code (5 digits)

Register for My	Account			
Privacy and Security Your personal information is completely private and will not be disclosed to any outside organization without your expressed written consent.				
To register for an account, Please provide the following personal information:				
Date of Birth (mm/dd/yyyy)	SSN (Last 4 digits)	Home Zip Code (5 digit)		
Back	ext			

5. You should see your active job data. If it is correct, select Next.

Name Employee ID
Name Employee ID
Name Employee ID

- 6. Create a User ID and Password.
  - a. Your user ID must be unique. If you receive a message saying that the user ID you entered already exists, then you must choose another one. Also, note the above criteria for user





ID and password. (You may want to ask if your department has a standard format for user IDs.)

b. It is recommended that your User ID and password for Financials, be different than your local network credentials.

Register for My Account	User Id should be firstname.lastname
Enter a User ID. Your User ID is case sensitive and must be characters and a maximum of 30 characters and must not corprohibited special characters ; : & , < > \ / " [ ] (	a minimum of 6 Intain spaces or User ID
Enter and confirm your password. Your password is case ser and must be at least 10 characters and contain at least 2 nun Spaces are not permitted.	nsitive Password Confirm Password
Enter and confirm your email address using the following format: jane.doe@XXXXX.edu	Email Address Confirm Email
Select NEXT to continue.	

7. Log out of the system and log back in using the Self-Service User instructions in Section 1 above.

### Creating and Submitting a Fluid Expense Report in PeopleSoft Financials

There are specific Expense Report entry situations that will still require use of the classic Create Expense Report page. For example, if you wish to apply a Cash Advance or Travel Authorization, or if you need to edit Accounting Defaults on a Fluid Expense report after adding lines, you must do so in the Classic navigation.

**Note:** You can create a Fluid Expense Report, save it, then modify it from the Classic navigation: **Employee Self-Service > Travel and Expenses > Expense Reports > Modify**.

To create a Fluid Expense Report, log into PeopleSoft Financials.

1. Select the **Create Expense Report** tile. Selecting this tile will allow you to create a Fluid expense report for yourself or for someone that you are an Authorized Expense User for.



- 2. Enter the General Information for the expense report:
  - a. Select the appropriate Business Purpose from the drop down.
  - b. Enter a **Description**.
  - c. Enter/Select the **Destination Location**. If multiple locations, leave blank.
  - d. Use of the **Reference** field is optional.
- 3. If you have attachments for your expense report, select **Attach Receipt**. (If not, go to Step #4.)
  - a. Select the Add Attachment button.
  - b. Select the **My Device** button, search for your file, and select it by clicking **Open**.
  - c. Select the Upload button.
  - d. When the upload is complete, a green bar will appear at the bottom of the File Attachment window reading **Upload Complete.**
  - e. Click Done.
  - f. Enter a description for the attachment in the **Description** field (optional).
  - g. Repeat steps for additional attachments.
  - h. Select the **Done** button when finished.

C Employee Self Service		Expens	se Report	â	Q	Ξ	Ø
Report NEXT Daphne Burch							
General Information		_					
*Business Purpose			Ø Attach Receipt				>
*Description Destination Location	٩		Accounting Defaults				>
Reference	٩		Creation Date 11/20/2017 Daphne Burch Updated on 11/20/2017				_
Expense Details							
No expenses have be	een entered.						
+ Add Expense							
👫 Quick-Fill							

- 4. If you need to update the Accounting Defaults to something different from the Default Chartfield Values on your expense profile, click **Accounting Defaults**.
  - a. An example of this would be if you need to charge the Expense Report to a different Department.
  - b. For Fluid Expense Report creation, it is recommended that you update the Accounting Defaults **prior** to adding expense lines. Due to an Oracle bug, the Accounting Defaults cannot be changed once lines have been added. Any changes would require action on each separate expense entry.
- 5. To enter your expenses, click **Add Expense**.

C Employee Self Service	Expense Report	â	Q	۲
Report NEXT Daphne Burch ⊙				
General Information				
*Business Purpose	Attend Meetings			>
*Description	Meeting in Atlanta			 >
Destination Location	ATLANTA Q			
Reference	Creation Date 11/20/2017 Daphne Burch Updated on 11/20/2017			
Expense Details				
No expenses have been the Add Expense	en entered.			
👫 Quick-Fill				

- 6. If you need to upload attachments from the Expense page:
  - a. Click the Pencil & Paper button



- b. The General Information Page appears. Select **Update Details.** Continue with step #5.
- 7. A new expense has been added. Click the lookup icon located next to Expense Type.

S Expense R	eport			^ ⊂ ≡ @
Meeting in Af Daphne Burc	lanta ☑* h ⊙			Save Review and Submit Last Saved 11/20/2017 5:53PM
	Total (1 Item)	0.00 USD		New Expense - 11/20/2017
+ Add	Delete	Filter	••• More	*Date 11/20/2017
✓ Monday, No	ovember 20, 201	7		Expense Type
New Expense			0.00 USD	Description
				Payment Details
				*Payment
				*Amount 0.00 USD Q
				Additional Information
				*Billing Type Internal
				at Accounting 1 >

The Expense Type Search window will display. It defaults to the Frequently Used Expense Types, which is a short list of Expense Types you use most often.

Cancel Expense T	ype Search
Frequently Used	All Types
	7 row:
Expense Type $\diamondsuit$	
Emp Dinner	
Emp Lunch	
Emp Mileage T1	
Emp Parking	
Emp Meals - Full Day	
Emp Breakfast	
Emp Ground Gasoline	

8. You can click **All Types** to display all Expense Types. Once you have selected an Expense Type, the required fields for that type will display.

Cancel Expense	Type Search	
Frequently Used	All Types	
Search Expense Type		»
	12	9 rows
Expense Type 🛇		
Agency Expense		^
Emp Air Transportation		
Emp Baggage		
Emp Breakfast		
Emp Commercial Transp		
Emp Dinner		
Emp Ground Gasoline		~



- 9. For each expense:
  - a. Enter/select a date in the **Date** field. (**Please note:** This date must be a current or past date.)
  - b. Enter a **Description** for the **Expense Type** if needed. (Certain expense types require a description.)
  - c. Select the **Payment Type**.
  - d. Enter the **Amount** if not automatically populated based on **Expense Type**.
  - e. Billing Type cannot be changed because it is always Internal.
- 10. If you need to enter **Mileage**, continue. Otherwise, go to Step #11.
  - a. Select the appropriate mileage type (Emp Mileage T1).
  - b. Click the **Reimbursable Miles** box.

Expense Report				4		ર ≡		٢
Meeting in Atlanta ☑ Daphne Burch ⊙			Sa La	ve F ast Saved	<b>Reviev</b> 11/20/:	and Su	<b>ibmit</b> 3PM	
Total (1 Item) 0.00 USD	Emp Mileage T1 - 11/20	/2017						~
+	*Date	11/20/2017						
<ul> <li>✓ Monday, November 20, 2017</li> </ul>	*Expense Type	Emp Mileage T1	Q					
Emp Mileage T1 0.00 USD	Description		< >					
	Mileage							
	*Reimbursable Miles					>	]	
	*Miles	× 0.5350						
	Payment Details							
	*Payment							
	*Amount	0.00 U	JSD					

The **Reimbursable Miles** window will display.

Cancel	Reimbursable Miles	Done
Report ID	0000602416	
Total Miles Traveled		
Commute/Personal Miles		
Reimbursable Miles		

 c. Enter your Total Miles Traveled that day, as well as any Commute/Personal Miles. (Commute/Personal Miles are your typical commute from home to work.) The system will calculate your Reimbursable Miles.

Cancel	Reimbursable Miles Done							
Report ID	0000602416							
Total Miles Traveled	75							
Commute/Personal Miles	7							
Reimbursable Miles	68							

d. Click Done. The **Miles** and **Amount** fields will populate.

K Expense R	eport					A < ≡ Ø
Meeting in At Daphne Burc	lanta ☑ř h ⊙				ĺ	Save Review and Submit Last Saved 11/20/2017 5:53PM
	Total (1 Item)	0.00 USD		Emp Mileage T1 - 11/20	/2017	-
+	1 Delete	T	•••	*Date	11/20/2017	
- Monday, No	vember 20, 2017	ritter	wore	*Expense Type	Emp Mileage T1 Q	
Emp Mileage	T1		0.00 USD	Description	<u></u>	
				Mileage		
				*Reimbursable Miles		>
				*Miles	68 x 0.5350	
				Payment Details		
				*Payment		_
				*Amount	36.38 USD	
				Additional Information		
				*Billing Type	Internal	
				*Originating Location	٩	
				*Destination Location	ATLANTA Q	
				Accounting		1 >
				Exceptions		
				Non-Reimbursable	No	
				No Receipt	No	

- C Expense Report 合 Q ٥ Meeting in Atlanta 🗹 Save **Review and Submit** Daphne Burch 🕑 Last Saved 11/20/2017 5:53PM Total (1 Item) 0.00 USD Emp Mileage T1 - 11/20/2017 + 面 Ŧ ••• \*Date 11/20/2017 .... Add Delete Filter More \*Expense Type Emp Mileage T1 Q Monday, November 20, 2017 Emp Mileage T1 36.38 ~ Description USD Mileage \*Reimbursable Miles > \*Miles 68 x 0.5350 Payment Details \*Payment N/A (e.g. Mileage) 🔽 USD \*Amount 36.38 Additional Information \*Billing Type Internal \*Originating Location MCDONOUGH Q \*Destination Location ATLANTA Q Accounting 1 > Exceptions Non-Reimbursable No No Receipt No
- e. Enter/Select the Originating Location.

- 11. For hotel bills, continue. Otherwise, go to Step #12.
  - a. Add an expense line for lodging (Ex: Emp Lodging).
  - b. Enter the **Description** (optional).
  - c. Enter the Number of Nights.
  - d. Select the Payment Type.
  - e. Fill in the Amount.

< My Expense	Reports				Expense I	Entry					Q	≣ Ø
Meeting in Atl Daphne Burch	anta 🕑								Save Last S	Rev	<b>iew and</b> 20/2017	Submit 6:29PM
	Fotal (3 Items) 19	92.38 USD		Emp	Lodging -	11/20/20	17					
+	Ô	Ŧ	•••			*Date	11/20/2017					
Add	Delete	Filter	More		*Exp	ense Type	Emp Lodaina		2			
<ul> <li>Monday, Nor</li> </ul>	vember 20, 2017				Exp	ense type	Emp Longing					
Emp Lodging			129.00 USD		D	escription			$\langle \rangle$			
Emp Meals - F	ull Day		27.00 USD	_	*Number	r of Nights	1					
Emp Mileage 1	1		36.38 USD	Payme	ent Details	*Payment	Credit Card					
				Additi	onal Informa	tion	129.00	05				
					*Bi	illing Type	Internal					
					*Expense	e Location	ATLANTA	(	٦			
					Accounting	ng					1	>
						E Recei	pt Split		temize Hote	el Bill		
				Excep	tions							
					Non-Reir	mbursable	No					
					ħ	lo Receipt	No					

- 12. For meals, continue. Otherwise, go to step #13.
  - a. Select the appropriate meal **Expense Type** (Ex: Emp Lunch, Emp Meals-Full Day).
  - b. If the meal occurred on a First or Last Day of travel and the 75% reimbursement rule applies for out of state overnight travel, select the First or Last Day of Travel link.

Expense Rep	ort								1	<b>a</b> a		۲
Meeting in Atlar Daphne Burch (	nta 🕑							Save Last	t Saved	Review	and Sub	o <b>mit</b> PM
Т	otal (2 Items)	36.38 USD		Emp	Meals - Full Day - 1	1/20/2017						
+	Ô	Ŧ	•••		*Date	11/20/2017						
Add	Delete	Filter	More		*Evenes Ture	Emp Magla - Full Day	0	1				
- Monday, Nove	mber 20, 2017				Expense Type	Emp means - Full Day	ų	]				
Emp Meals - Ful	l Day		36.00 USD		Description		0	а 8				
Emp Mileage T1			36.38 USD	Payme	ent Details							
					*Payment	Credit Card						
					*Amount	36.00	USD	Q				
				Additi	onal Information							
					*Billing Type	Internal						
					*Expense Location	ATLANTA	Q	]				
				[	⊟ First or Last Day of T	ravel					>	]
					E Accounting						1 >	
						Receipt Sp	lit					
				Ехсер	tions							
					Non-Reimbursable	No						
					No Receipt	No						

c. Check the **Deduction Flag**.

Cancel	Deductions for Fire	st or Last Day of Travel	Done
	Date 11/20/2017		
	Expense Type Emp Meals - Full Day		
	Per Diem Amount 36.00 USD		
Deduction Details			
Expense Type	Deduction Percentage	Deduction Amount Deduction Calculation	Total Amount
Emp Meals - Full Day	25.00		9.00
		Total Deductions	9.00

d. Select the **Done** button. A message will display at the top of the page that the deduction has been applied and you will notice that the Amount was reduced.

✓ Expense Report	â	Q	٢
Deduction has been applied to the expense amount.			×



13. If you need to update the Chartfield for a single expense line, click and expand **Accounting Details**.

- An example of this would be if you need to charge the Expense entry Project ID from Intercampus Travel (830ICT) to Conference Travel (830FACD)
- b. Other example for changing would be for specific grants or to a different Department.

My Expense Reports	Expense Entry 🏫 🔍 🗮 🥑
Meeting in Atlanta	Save Review and Submit Last Saved 11/21/2017 8:37AM
Total (2 Items) 156.00 USD	Emp Meals - Full Day - 11/20/2017
+ 🟛 🔻 …	*Date 11/20/2017
Add Delete Filter More	*Expense Type Fmp Meals - Full Day
<ul> <li>Monday, November 20, 2017</li> </ul>	
Emp Lodging 129.00 USD	Description
Emp Meals - Full Day 27.00	Payment Details
USD	*Payment Credit Card 💟
	*Amount 27.00 USD Q
	Additional Information
	*Billing Type Internal
	*Expense Location ATLANTA Q
	■ First or Last Day of Travel 9.00 USD >
	Bit Accounting 1 >
	B <b>∷</b> Receipt Split
	Exceptions
	Non-Reimbursable No
	No Receipt No

e. Click the Save button. A message will appear at the top of the page confirming that your changes have been saved.

< Expense Report	â	Q	Ξ	٢
Your changes have been saved.				×



#### How to Delete an Expense Line on a Fluid Expense Report

If you need to delete an expense line, select the line from the expenses listed on the left side of the page.

✓ My Expense Reports						
Meeting in Atlanta ☑ Daphne Burch ⊙						
Tota	l (3 ltems)	192.38 USD				
+ Add	Delete	Filter	*** More			
- Monday, Novem	➡ Monday, November 20, 2017					
Emp Lodging			129.00 USD			
Emp Meals - Full D	ау		27.00 USD			
Emp Mileage T1			36.38 USD			

Then click Delete.

Expense Report	ort				
Meeting in Atlanta Daphne Burch ⊙ Total (4 Itage) 0.00 USD					
+	m	• • • • • • • • • • • • • • • • • • •	***		
Add	Delete	Filter	More		

A window will display asking if you are sure you want to delete the selected expense(s).



#### Select Yes.

The line is deleted.

K My Expense Reports	Expense Entry 🏫 🔍 🗮 🙆			
Meeting in Atlanta ☑ Daphne Burch ⊙	Save Review and Submit Last Saved 11/21/2017 8:37AM			
Total (2 Items) 156.00 USD	Emp Meals - Full Day - 11/20/2017			
+ 💼 🔻 …	^Date 11/20/2017			
Add Delete Filter More	*Expense Type Emp Meals - Full Day Q			
<ul> <li>Monday, November 20, 2017</li> </ul>				
Emp Lodging 129.00 USD	Description			
Emp Meals - Full Day 27.00	Payment Details			
USD	*Payment Credit Card			
	*Amount 27.00 USD Q			
	Additional Information			
	*Dilling Tung Internality			
	*Expense Location ATLANTA Q			
	■ First or Last Day of Travel 9.00 USD >			
	Baccounting 1 >			
	E Receipt Split			
	Exceptions			
	Non-Reimbursable No			
	No Receipt No			

#### How to Submit a Fluid Expense Report

Once all lines have been added and your Expense Report is ready to be submitted, click the **Review and Submit** button.

My Expense Reports	Expense Entry		♠ <<>> ■
Meeting in Atlanta 🖉 🕑		Save	Review and Submit
Daphne Burch 🕑		Last 9	Saved 11/21/2017 9:00AM

The Expense Summary page will display.

Expense Entry	Expense	Summary	<b>∧</b> ⊂ ≡ Ø
Meeting in Atlanta ∂⁄ ∠́ Daphne Burch ⊙			Update Details Submit
Expense Report Summary		Approval Status	Last Saved 11/2/1/2017 3.00/14
Total (2 Items)	156.00 USD	Report ID 0000602416	Pending
Due to Employee	156.00 USD		
Additional Information Travel Authorization You have 1 approved Travel Authorization(s) that ca	an be associated to this		
report.	>		
Notes	>		
E View Printable Report	>		

#### Click the **Submit** button.

The submission statement will display.

I certify the expenses submitted are accurate and comply with expense policy.				
I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1000 or by imprisonment for not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state.				
Submit Cancel				

#### Click Submit.

A message will appear at the top of the page confirming that your Expense Report has been submitted and you will be returned to the My Expense Reports page.

Expense Entry	My Expense Reports	â	Q	≡	۲
	Expense Report 0000602416, Meeting in Atlanta, has been submitted.				×