

## Travel and Expenses Setup

Go to [www.mga.edu](http://www.mga.edu)

Go to **Office & Services, Accounting Services, T&E Module**

First time users, Click **REGISTER FOR MY ACCOUNT.**

Enter Date of Birth (mm/dd/yyyy)

Enter Last 4 digits of SSN

Enter Home Zip Code (5 digits)

Click Next

Verify the employee information and click radio button

Click next

Enter User ID (case sensitive) that you want to use (Preferably, Firstname.Lastname).  
i.e. John.Smith

Choose security question and enter answer.

Enter Password (case sensitive).

Click Next/Save

Upon completion, Logout

Enter your User Id and Password (both are case sensitive).

Click **SETUP EXPENSE REIMBURSEMENT**

Click Home/Mailing Address

Select Address Type

Click Add

Enter Address

Click Save

Click OK

Click **SETUP EXPENSE REIMBURSEMENT OPTIONS**

Click Direct Deposit

Confirm Account Information

Click Save

Click **SETUP EXPENSE REIMBURSEMENT OPTIONS**

Click Save

Click OK

Click **EMPLOYEE HOME**

Notice that the Travel and Expense Home icon and link have now appeared.

Click the Sign out link. You must Sign out of the application to activate the Travel and Expense Home link.

You can now re-enter your User ID and password to sign back in to the application.

Travel and Expense Home Link should be accessible-Click link.

Now we will verify Email, Chartstrings, and organizational data

Go to **MY SYSTEM PROFILE**

Make Work/Business/mgc.edu address the default. This will be the email used in workflow notifications.

Save

Click **EMPLOYEE SELF SERVICE**

Click Employee T & E Center

Click Profiles & Preferences

Click Review/Edit Profile

Click Organizational Data tab.

Verify your home department number— and verify the chartstrings, this is where most of your reimbursements are paid. If these fields are empty, enter the Fund, Program and Class codes, and enter 2013 in the Budget Ref field.

Save

Click User Defaults.

Verify Entry method is Occasional User. If not, please add by choosing Occasional User from drop down list.

Save

Now when you enter an expense report or Travel Authorization (Request), the chartfield should default in.