

## TRAVEL APPLICATION

## Expense

## HELPFUL HINTS

 Once a travel request has been approved, it will appear in the *Expense Report* tile as an *Approved Request*.

## PROCEDURE

Click on the *Expense Report* tile.



Expense Report		Employee ID: 43081				Name: SHANNON POPPE		Campus: UNCA	
All		Open		Submitted		Approved		Sent for Payment	
Report ID		Report Name		Business Purpose		Request Date		Status	
<input type="checkbox"/>	6900010998	Official Func- team	Business Trip	11/27/2023	Open	1225.00 USD	>		4
<input type="checkbox"/>	6900010995	One day travel	Meeting	11/06/2023	Approved Request	57.10 USD	>		3
<input type="checkbox"/>	6900010994	Zero \$ - domestic	Conference Participant	11/01/2023	Open	50.00 USD	>		2

1. Banner defaults to *All*. Click other options to sort by *open*, *submitted*, *approved*, or sent for payment.
2. Sort columns by Report ID, Report Name, Business Purpose, Report Date, and Status.
3. Status will show as *Approved Request* until changes are made and the expense report is saved. Click on a row to open/edit the report.
4. [Act as a delegate](#) for another employee.

From the expense application, click on the approved travel request. The report opens to the expense header and displays the expense types entered in the travel request. Update the information on the expense header if needed.

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The screenshot shows the expense report submission interface. At the top, it displays the employee's name (SHANNON POPPE), campus (UNCA), and report number (6900010998). Below this, there are tabs for 'Expected Expense', 'Personal/International Travel', 'Cost Distribution', and 'Expense Types'. The 'Personal/International Travel' tab is active, showing trip details: start date (11/27/2023), start time (00:00), end date (11/29/2023), end time (00:00), trip type (Team), country (United States), state (Arizona), city (TUCSON), and user-defined fields. To the right, there are fields for request name (Official Func- team), approver (Karen C Hansen), business purpose (Business Trip), amount (1,225.00 USD), and comment. Below these are sections for 'Are any costs funded by an external entity?' (No) and 'Is this request mileage only?' (unchecked). At the bottom of the travel section, there are buttons for 'Approval Log', 'Approval Flow', 'Print', 'Save', 'Submit for Approval', and 'Recall'.

If applicable, update the personal travel dates and the cost distribution.

The screenshot shows the cost distribution section. It includes a 'Personal/International Travel' section with a dropdown for 'Does this trip contain personal travel?' (No) and a 'Cost Distribution' section. The cost distribution table has columns for Distribution, Cost Object Type, Cost Object, and Description. It shows a row for '100' under Distribution, 'Cost Center' under Cost Object Type, '9145100600' under Cost Object, and 'NEBIS ADMINISTRATION' under Description. There is a '+' button to add more rows.

Click on an expense type to edit and attach a receipt (where applicable).

The screenshot shows the expense types table. It has columns for Transaction Date, Expense Type, City, Entered Amount, Amount, and Status. It lists two transactions: one for 'Official Func Exp-Agenda/Team' on 11/27/2023 with an amount of 1,200.00 USD and status 'To Be Approved', and another for 'Baggage & Airport Fees-Team' on 11/27/2023 with an amount of 25.00 USD and status 'To Be Approved'. There are green and red buttons at the top right of the table.

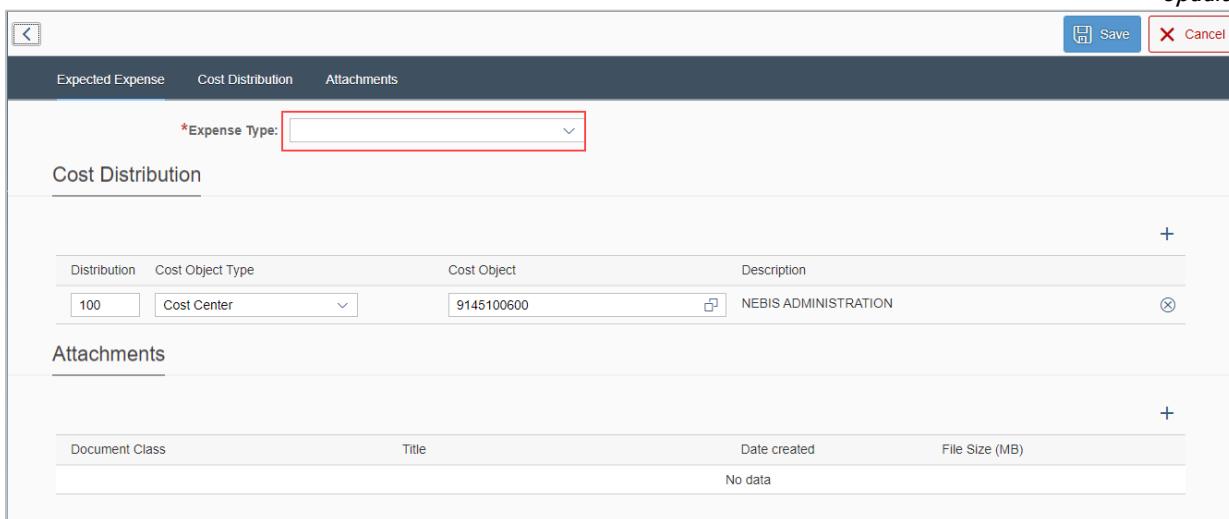
Transaction Date	Expense Type	City	Entered Amount	Amount	Status
11/27/2023	Official Func Exp-Agenda/Team	TUCSON	1,200.00 USD	1,200.00 USD	To Be Approved
11/27/2023	Baggage & Airport Fees-Team	TUCSON	25.00 USD	25.00 USD	To Be Approved

To add additional expenses, click . Select the expense type from the dropdown menu. Attach a receipt by clicking . Note: receipts can be PDF or image files; attachment name cannot include special characters.

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Expected Expense Cost Distribution Attachments

\*Expense Type:

Cost Distribution

Distribution	Cost Object Type	Cost Object	Description
100	Cost Center <input type="button" value="▼"/>	9145100600	NEBIS ADMINISTRATION <input type="button" value="X"/>

Attachments

Document Class	Title	Date created	File Size (MB)
No data			

Save

### Conference Attendees or Participants

 An attachment is required in the travel request for Reg/Conf Fee expense type.

Attachments saved in the travel request transfer to the expense report. Note: if the conference agenda was not yet available when the request was submitted (traveler attach a registration confirmation or something similar), the traveler will need to add the conference agenda (which is required for audit by Payment Services).

Add the agenda by clicking  under *Attachments*.

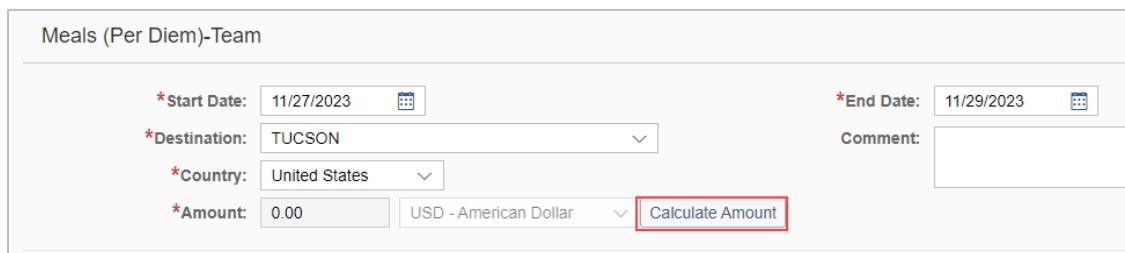


Attachments

Document Class	Title	Date created	File Size (MB)
No data			

### Meals (Per Diem)

When entering *Meals (Per Diem)*, click *Calculate Amount*.  If the *Calculate Amount* button is not visible, collapse the Firefly left menu (click on three horizontal lines at top left) or reduce the browser zoom.



Meals (Per Diem)-Team

\*Start Date: 11/27/2023

\*Destination: TUCSON

\*Country: United States

\*Amount: 0.00

\*End Date: 11/29/2023

Comment:

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Click **Refresh** to populate the amounts.

Meal Details								
Date	Country	State	Destination	Location Defined	Breakfast	Lunch	Dinner	Amount
11/27/2023	US 	AZ 	Tucson	Pima	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00 USD
11/28/2023	US 	AZ 	Tucson	Pima	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00 USD
11/29/2023	US 	AZ 	Tucson	Pima	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00 USD

 **Refresh** **Ok**

If a meal was provided by an outside source, checkmark which meal was provided to reduce the per diem amount. Click **Refresh**, then **Ok**.

Meal Details								
Date	Country	State	Destination	Location Defined	Breakfast	Lunch	Dinner	Amount
11/27/2023	US 	AZ 	Tucson	Pima	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33.60 USD
11/28/2023	US 	AZ 	Tucson	Pima	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13.30 USD
11/29/2023	US 	AZ 	Tucson	Pima	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33.60 USD

 **Refresh** **Ok**

### Cost Distribution

Review the cost distribution. If needed, select a different cost object type from the dropdown menu.

Cost Distribution	
Distribution	Cost Object Type
100	 Cost Center
Attachments	 Cost Center WBS Element

To search for a cost object type, click .

Cost Distribution

Distribution	Cost Object Type	Cost Object	Description
100	Cost Center	9145100200	NEBIS TRAVEL/TRAIN

**Mileage Calculator**

From the *Mileage/Personal/Car expense* type, click *Use Google Mileage App*.

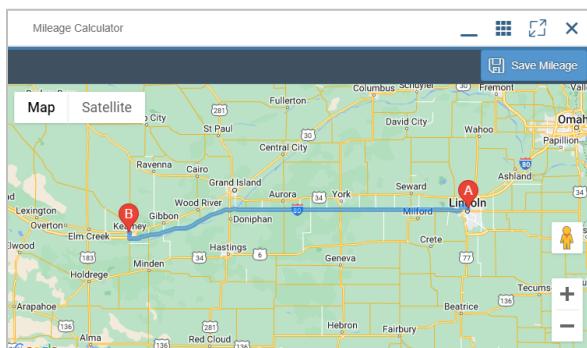
Expected Expense	Cost Distribution	Attachments
*Expense Type: <input style="width: 100px;" type="button" value="Mileage/Personal Car-Team"/>		
Mileage/Personal Car-Team		
*Start Date: <input type="text" value="11/27/2023"/> <input type="button" value="Calendar"/>		
*Mileage: <input type="text" value="0"/> <input style="border: 2px solid red;" type="button" value="Use Google Mileage App"/>		
*Amount: <input type="text" value="0.00"/> <input type="button" value="USD - American Dollar"/> <input type="button" value="Calculate Mileage Amount"/>		

Enter the destination.

 Note: the starting location defaults to the traveler's home address. If this is incorrect, click [Reset](#) and enter the starting location in *Stop 1*.

To make it a round trip, click *Return to Origin*. Click .

Mileage Calculator



Total Miles: 133

Stop Location Miles

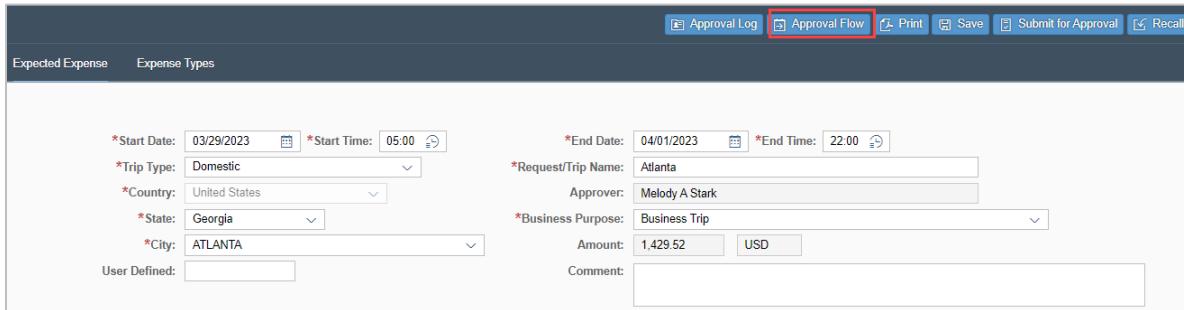
1	1901 Y Street, Lincoln, NE, USA	<input type="button" value="Delete"/>
2	University of Nebraska Kearney, 9th Avenue, Kearney, NE, USA	<input type="button" value="Delete"/>

Return to Origin

Click *Calculate Mileage Amount*. Save the expense entry.

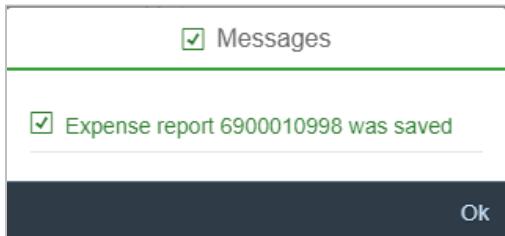
**Save the expense report**

When the expense entries have been entered/edited, it is recommended the expense report is saved before other action is taken. This will allow the *approval flow* to update from the travel request approvals to expense approvals.

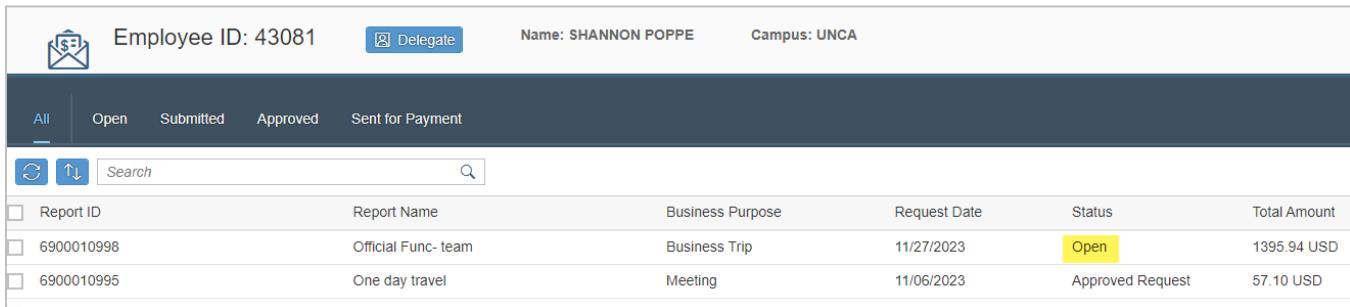


The screenshot shows a form for creating an expense report. It includes fields for Start Date (03/29/2023), Start Time (05:00), End Date (04/01/2023), End Time (22:00), Trip Type (Domestic), Country (United States), State (Georgia), City (ATLANTA), Request/Trip Name (Atlanta), Approver (Melody A Stark), Business Purpose (Business Trip), Amount (1,429.52 USD), and Comment. The 'Approval Flow' button is highlighted with a red box.

Once saved, a confirmation window appears. Click **Ok**.



The status of the expense report is now displayed as *Open*. Click anywhere on the expense row to review.



The table shows three expense reports:

Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount
6900010998	Official Func- team	Business Trip	11/27/2023	Open	1395.94 USD
6900010995	One day travel	Meeting	11/06/2023	Approved Request	57.10 USD

Several actions are available.

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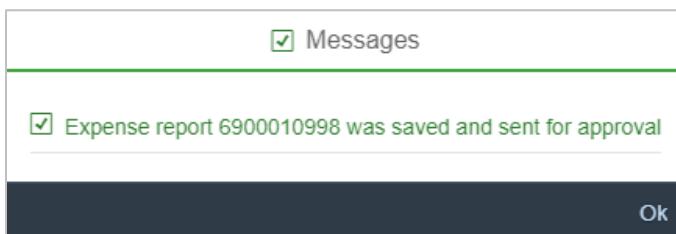
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The screenshot shows the 'Approval Log' button (1) highlighted with a red circle. The main form includes fields for Start Date (11/27/2023), Start Time (00:00), End Date (11/29/2023), End Time (00:00), Trip Type (Team), Country (United States), State (Arizona), Request/Trip Name (Official Func- team), Approver (Caren C Hansen), and Business Purpose (Business Trip).

1. *Approval Log*: displays any action taken on the corresponding request and this expense report.
2. *Approval Flow*: displays the approvers for this expense report.
3. *Print*: view and/or print a PDF of the report.
4. *Save*: saves the report.
5. *Submit for Approval*: a confirmation statement appears. Click **Accept & Submit**.

The dialog box is titled 'USER ELECTRONIC CONFIRMATION'. It contains a statement: 'By clicking on the 'Accept & Submit' button, I certify that: 1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University of Nebraska or the Nebraska State College System and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses. 2. All required receipt images have been attached to this report. 3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed. 4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University of Nebraska or the Nebraska State College System in full for those expenses.' At the bottom are 'Cancel' and 'Accept & Submit' buttons.

A confirmation message appears.



Once the report is submitted, the status changes to *Submitted*.

The table shows the status of the report: 'Submitted'.

Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount
6900010998	Official Func- team	Business Trip	11/27/2023	Submitted	1395.94 USD
6900010995	One day travel	Meeting	11/06/2023	Approved Request	57.10 USD

**Report Status**

The status of an expense report is displayed on the main screen.

All	Open	Submitted	Approved	Sent for Payment		
<input style="width: 100px; height: 20px; margin-right: 10px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Search"/> <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Print"/>						Search
<input type="checkbox"/>	Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount
<input type="checkbox"/>	6900010998	Official Func- team	Business Trip	11/27/2023	Submitted	1395.94 USD
<input type="checkbox"/>	6900010995	One day travel	Meeting	11/06/2023	Approved Request	57.10 USD
<input type="checkbox"/>	6900010991	Zero \$ domestic	Conference Participant	11/01/2023	Open	50.00 USD

- **Approved Request:** no action has been taken on the approved request within the expense application.
- **Open:** indicates several statuses:
  - report has been modified/saved from the approved request.
  - has not been submitted.
  - has been recalled (by the employee or delegate) or has been returned for changes.
- **Submitted:** the report has been submitted by the employee.
- **Approved:** the report has been through all the approval steps.
- **Payment Processed:** employee should expect reimbursement.
- **Cancelled:** the report was cancelled by the employee or delegate.