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:

- Accessing the Campus Web Portal
- Adding or Deleting a Delegate
- Creating an Expense Report
- Associating a Cash Advance
- Adding Expenses from My Wallet
- Withdrawing an Expense Report
- Modifying an Expense Report
- Checking the Status of an Expense Report
- Deleting an Expense Report

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) 677-1000, option #2 – option #1.
CREATING AN EXPENSE REPORT

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

2. If you are a delegate, choose the appropriate employee under the Select Employee section. A blank Expense Report page will be created for the employee selected.

3. To create an Expense Report for mileage and/or parking expenses without an existing travel authorization, select the Return button to proceed to the Create Expense Report page. Go to #3 to create an Expense Report with an Approved Travel Authorization.

The only time you should create a blank Expense Report without an existing travel authorization is for mileage and/or parking expenses only. If this is an Expense Report for travel other than mileage, the Dean/Dept. Chair/Management must be consulted for further instruction prior to completing the eTravel Expense Report. The Travel Desk will not reimburse for travel without an eTravel Authorization.
4. Generate a new Expense Report from an approved Travel Authorization by selecting the appropriate Authorization ID. This will populate and associate the Travel Authorization selected to the new Expense Report.

![Copy from Approved Travel Authorization](image)

5. Ensure that the correct Authorization ID is associated with the correct Expense Report. Travel Authorization number will display as indicated below:

![Create Expense Report](image)

6. Review and modify the populated information on the Expense Report as needed.
7. Cash Advances must be associated to the Expense Report, if applicable. Review the detailed instructions to associate a Cash Advance to the Expense Report.

8. Begin with the Business Purpose dropdown menu. Select the best option.

![Create Expense Report](image1)


![Create Expense Report](image2)

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

![Create Expense Report](image3)

11. Select the magnifying glass icon to choose your Final Trip Destination from the Look Up menu by City and State or Country. If unknown, change the Search by dropdown menu to Description and enter the City and State or Country.

![Create Expense Report](image4)
12. **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.

![Attachment Icon](image)

**Click here for detailed instructions to add attachments.**

13. In the **Expenses** section, enter the **Date** the expense incurred. Review detailed instructions for claims 60 days and over.

![Expense Section](image)

14. Select the **Expense Type** from the dropdown menu.

![Expense Type Dropdown](image)

15. Enter a **description** for the expense type. Review the **Description Field page** for a suggested description.

![Description Field](image)
16. Select **CSUN Paid, Intercampus Transfer (CPO), or Traveler Paid** from the **Payment Type** dropdown menu.

   ![Payment Type Dropdown](image)

   **Do not** select CSUN Paid if the payment was **made by the traveler**. This option should be used **only** when the payment was made by the University directly to the Vendor.

17. From the **Billing Type** dropdown, select **In State** or **Out of State**. If the travel destination is **In State** or **Out of State**, the billing type must be the **same** for all line expenses.

   ![Billing Type Dropdown](image)

18. **Hotel/Lodging Under and Over $275** requires an additional field for multi destination locations.

   Select the **magnifying glass** icon to choose your **Final Trip Destination** from the **Look Up** menu by **City and State or Country**. If unknown, enter the **City and State or Country** in the **Location** field.

   ![Hotel/Lodging Dropdown](image)

19. Leave **Default Rate** checked and **do not use** the **Non-Reimbursable** check box.

   Review the details before using **Non-Reimbursement Amount Expense Type**.
20. Select the **No Receipt** check box for expense items $25.00 and over that are missing a receipt. **Justification will be required** after the Expense Report is saved for later or submitted.

![Screen capture of expense report with No Receipt checkbox highlighted.](image)

**Click here for detailed instructions regarding No Receipt justification.**

21. To delete or add a blank row for an expense, select the + or – sign next to an expense line.

![Screen capture of expense report with quick-fill link highlighted.](image)

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

**Click here for detailed instructions on copying expense lines.**

23. To copy an entire expense line, select **Copy Expense Lines** from the **Actions** dropdown menu, followed by the **Go** button.

![Screen capture of action menu with copy expense lines highlighted.](image)

24. If the request is not ready to be submitted for approval, select the **Save for Later** button.
25. To submit the request for approval, select **Summary and Submit**.

26. Review the information for accuracy. Associated cash advances will show as indicated below. Review the **detailed instructions** to associate a Cash Advance to the Expense Report.

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

28. A **Submit Confirmation** window displays, select the **OK** button.
29. The **status** will change to **Submission in Process**. Make a note of the Expense Report number for your records.