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
- 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.

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

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.


10. Do not use the Default Location or Reference fields. These options are currently not supported.
11. **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.

![Create Expense Report](image)

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

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

Review the details before using **Non-Reimbursement Amount Expense Type**.

![Expense Report](image)

13. 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.

![Expense Report](image)

**Click here for detailed instructions regarding No Receipt justification.**
14. In the **Expenses** section, enter the **Date** the expense incurred. Review [detailed instructions](#) for claims 60 days and over.

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

16. Enter a **description** for the expense type. Review the [Description Field page](#) for a suggested description.

17. Select **CSUN Paid**, **Intercampus Transfer (CPO)**, or **Traveler Paid** from the **Payment Type** dropdown menu.

**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.
18. 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.

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

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

   [Image of Quick-Fill link]

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

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

22. If the request is not ready to be submitted for approval, select the **Save for Later** button.

23. To submit the request for approval, select **Summary and Submit**.
24. 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.

![Expense Report](image1)

25. 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.

26. A Submit Confirmation window displays, select the OK button.

![Submit Confirmation](image2)

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

![View Expense Report](image3)