

eTRAVEL REIMBURSEMENT EXPENSE REPORT GUIDE

University Hall 365
Phone: (818) 677-2945
Fax: (818) 677-4581

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:

- [Access the Campus Web Portal](#)
- [Add or Delete a Delegate](#)
- [Create an Expense Report](#)
- [Add Expenses from My Wallet](#)
- [Associate a Cash Advance](#)
- [Missing Receipts](#)
- [Modify an Expense Report](#)
- [Check the Status of an Expense Report](#)
- [Send Backs](#)
- [Withdraw an Expense Report](#)
- [Cancel/Delete an Expense Report](#)
- [Expense over 60 Days](#)
- [Troubleshooting Queries](#)

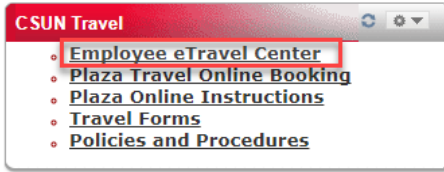
All employees with an active job record in Human Resources will have access as a **Traveler**. No application is required to request access.

WHO DO I CONTACT FOR HELP?

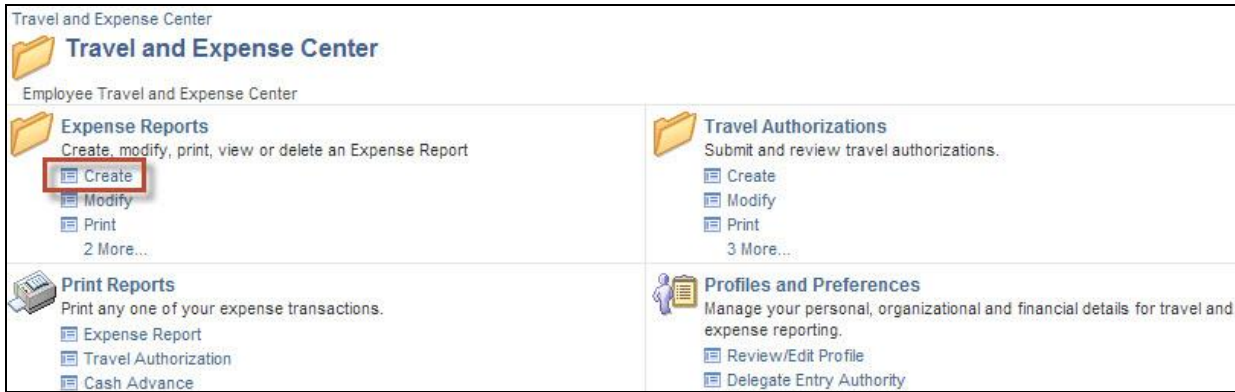
Create a [Service Request](#) to Solar Financials or email solarfin@csun.edu. For immediate assistance contact SOLAR Financials by phone (818) 677-6685.

CREATING AN EXPENSE REPORT

1. From the **CSUN Travel** pagelet, select the **Employee eTravel Center** link.



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



3. If you are the **Traveler with no other job records**, skip to #4.
 - **Travelers with multiple job records** must choose the correct job record for the trip.
 - **Delegates** must choose the correct Traveler for the trip.

Create Expense Report					
Expense Report Employee Select					
State Employees Available for Expense Rpt Creation					
Select Employee	Empl ID	Job Title	Dept ID	Dept Description	Status
Dorman,Christine L	101552852	Admin Analyst/Spclst 12 Mo	10355	Fin Svcs Resource Mgmt-8337	Active
Hyland,Makenna S	103950871	Admin Analyst/Spclst 12 Mo	10355	Fin Svcs Resource Mgmt-8337	Active
Hyland,Makenna S	103950871	Student Asst	10036	GAAP & Fund Accounting-8334	Active
Veatch,John	101477257	Administrator III	10222	Fin Systems & Tech Suppt-8337	Active

4. The **Expense Report** should be generated from an approved Travel Authorization by selecting the appropriate **Authorization ID**. This will populate the expenses lines from the Travel Authorization as well as associate the selected Travel Authorization to the new Expense Report.

Copy from Approved Travel Authorization

From Date To

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="button" value="Select"/>	test	8000000014	02/27/2014	03/01/2014	1,360.00	USD
<input type="button" value="Select"/>	test	8000000013	02/18/2014	02/21/2014	830.00	USD
<input type="button" value="Select"/>	test	8000000012	02/11/2014	02/20/2014	960.00	USD
<input type="button" value="Select"/>	test	0800000019	02/06/2014	02/06/2014	1,270.00	USD
<input type="button" value="Select"/>	test	0800000017	02/05/2014	02/05/2014	569.98	USD

5. To create an Expense Report for **mileage and/or parking expenses** without a Travel Authorization, select the **Return** button. A blank Expense Report will display.

Copy from Approved Travel Authorization

From Date To

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="button" value="Select"/>	test	8000000014	02/27/2014	03/01/2014	1,360.00	USD
<input type="button" value="Select"/>	test	8000000013	02/18/2014	02/21/2014	830.00	USD
<input type="button" value="Select"/>	test	8000000012	02/11/2014	02/20/2014	960.00	USD
<input type="button" value="Select"/>	test	0800000019	02/06/2014	02/06/2014	1,270.00	USD
<input type="button" value="Select"/>	test	0800000017	02/05/2014	02/05/2014	569.98	USD

The only time an Expense Report should be created without an approved travel authorization is for mileage and/or parking expenses only. If this is an Expense Report for travel other than mileage and parking, the Dean/Dept. Chair/Management must be consulted for further instruction prior to completing the Expense Report.

6. Verify that the correct Travel Authorization ID is associated with the new Expense Report. The Travel Authorization number will display as indicated below:

Create Expense Report

Grace Te

*Business Purpose

*Report Description

Reference

Expenses

Expand All | Collapse All Add: | |

Default Location

Authorization ID 8000000123

7. Review and modify the populated information on the **Expense Report** as necessary.

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
02/06/2014	Air Travel - Domestic	*test	Traveler Paid	670.00	USD
02/06/2014	Baggage Fees	*test	Traveler Paid	40.00	USD
02/06/2014	Ground Tran Intl	*test	Traveler Paid	330.00	USD
02/06/2014	Incidentals		Traveler Paid	40.00	USD
02/06/2014	Breakfast		Traveler Paid	190.00	USD

8. **Cash Advances** must be associated to the **Expense Report**, if applicable. Review the detailed instructions to [Associate a Cash Advance](#) to the Expense Report.

9. Begin with the **Business Purpose** dropdown menu. Select the best option.

*Business Purpose: Award Event, Business Meeting, Conference, Recruiting, Research, Seminar, Site Visit, Team Travel, Training

10. Enter a short **description** of the trip in the **Report Description** field.

*Business Purpose: Conference
*Report Description: Annual Conference - San Diego

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

*Reference: [Empty field]

12. To choose your **Final Trip Destination**, select the **magnifying glass** icon. Change the **Search by** dropdown menu to **Description** and enter the **City and State (Domestic) or Country (International)** followed by the **Look Up** button.

- Select the appropriate destination.

The screenshot shows the 'Create Expense Report' form for Christine Dorman. The 'Final Trip Destination' field is highlighted with a red box. A red arrow points from this field to a search dropdown menu. The dropdown menu is open, showing 'Expense Location' selected, with 'Description' and 'Expense Location' also visible. A 'Look Up' button is present below the dropdown.

13. **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.

The screenshot shows the 'Create Expense Report' form with a table of expenses. The 'Attachments' icon (a paperclip) is highlighted with a red box. A red arrow points from this icon to the 'Attachments' icon in the table row for the expense dated 06/23/2015, with the description 'Hotel / Lodging Over \$195'.

[Click here for detailed instructions to add attachments.](#)

14. Under the **Expenses** section, review or enter the **Date** the expense incurred. Review [detailed instructions](#) for claims **60 days and over**.

The screenshot shows the 'Expenses' section of the form. The '*Date' field is highlighted with a red box. The '*Expense Type' dropdown menu is set to 'Hotel / Lodging Over \$195'.

15. Review or select the **Expense Type** from the dropdown menu.

A screenshot of a dropdown menu for selecting an expense type. The menu is open, showing a list of options. The first option, "Air Travel - Domestic", is highlighted in blue. The list includes: Air Travel - Domestic, Air Travel - International, Baggage Fees, Ground Transportation Domestic, Ground Transportation Intl, Hotel / Lodging Over \$275, Hotel / Lodging Up To \$275, Incidentals, Meal - Breakfast, Meal - Lunch, Meal - Dinner, Mileage - Private Domestic, Mileage - Private Intl, Miscellaneous, Non-Reimbursed Amt (negative), Parking, Registration Fees, Rental Car Domestic, and Rental Car Fuel. To the left of the dropdown, there is a "Collapse All" button and a date field with a calendar icon.

- Please review the [Non-Reimbursed Amt details](#), if this Expense Type is selected.

16. Review or enter a **Description** for the expense.

- Hotel/Lodging Over \$275 will require a justification. Provide the justification in the description box in addition to the description of the expense.

A screenshot of the "Expenses" entry form. The form has a header with "Expenses" and a help icon. Below the header are buttons for "Expand All", "Collapse All", "Add:", "My Wallet (8)", and "Quick-Fill". The main form area contains several fields: a date field with "10/29/2015", an expense type dropdown with "Air Travel - Domestic", a description field (highlighted with a red box), and a billing type dropdown with "In State". There is also a "Receipt Split" button and a "De" button.

17. After completing the **Description** field, review or select the **Payment Type** from the dropdown menu.

A screenshot of a dropdown menu for selecting a payment type. The menu is open, showing a list of options. The first option, "CSUN Paid", is highlighted in blue. The list includes: CSUN Paid, Intercampus Transfer (CPO), and Traveler Paid. A mouse cursor is pointing at the "CSUN Paid" option.

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

18. Enter the **actual amount** of the expense. A zero dollar expense can never be entered.

A screenshot of the "Expenses" entry form, showing the "Amount" field highlighted with a red box. The form contains the following information: Date: 09/08/2017, Expense Type: Air Travel - Domestic, Description: Southwest Airlines - R/T, Payment Type: Traveler Paid, Amount: 0.00, Currency: USD. There are also buttons for "+" and "-" next to the amount field.

19. Select the **Expand** icon to open the details of the expense. Verify that the **Billing Type** is correct.

The screenshot shows the 'Expenses' form with the following fields:

- *Date: 10/30/2017
- *Expense Type: Air Travel - Domestic
- *Billing Type: In State (dropdown menu is open showing options: In State, In State, Out of State)

 A red box highlights the expand icon (a downward arrow) on the left side of the form.

- If the travel destination is **In State**, all line expenses must have a Billing Type of **In State**.
- If the travel destination is **Out of State**, all line expenses must have a Billing Type of **Out of State**.

20. Review or add a **Location** for Hotel / Lodging for multiple location trips.

The screenshot shows the 'Expenses' form with the following fields:

- *Date: 10/31/2017
- *Expense Type: Hotel / Lodging Over \$275
- *Billing Type: In State
- *Location: (empty text field with a search icon)

 A red box highlights the *Location field.

21. Leave **Default Rate** checked. Never check the **Non-Reimbursable** check box.

The screenshot shows the following checkbox options:

- Default Rate
- Non-Reimbursable
- No Receipt
- Excess Expense

22. Expenses with **no receipts** for \$75.00 and over must have this box checked. **Justification** will be required after the Expense Report is saved for later or submitted.

The screenshot shows the 'Expense' details form with the following fields:

- *Date: (empty)
- *Expense Type: Meal - Lunch
- Description: (empty)
- *Payment Type: Traveler Paid
- *Amount: 0.00
- *Currency: USD
- *Billing Type: In State
- Receipt Split: (empty)
- Default Rate:
- Non-Reimbursable:
- No Receipt: (highlighted with a red box)
- Excess Expense:
- *Exchange Rate: 1.00000000
- Reimbursement Amt: 0.00

- [Click here for detailed instructions regarding No Receipt justification.](#)

23. To add or delete rows for an expense, select the **+ or – sign** next to an expense line.

- Newly added rows will default to a **Billing Type** of **In State**.

The screenshot shows the 'Expenses' list with the following fields:

- *Date: 10/31/2017
- *Expense Type: Hotel / Lodging Over \$275
- *Description: (empty)
- *Payment Type: Traveler Paid
- *Amount: 0.00
- *Currency: USD

 A red box highlights the '+' and '-' signs next to the expense line. Below the description field, it says '254 characters remaining'.

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

The screenshot shows the 'Create Expense Report' form for Christine Dorman. It includes fields for Business Purpose, Report Description, and Reference. At the bottom, there are links for 'Expand All', 'Collapse All', 'Add: My Wallet (5)', and a 'Quick-Fill' button highlighted with a red box.

25. To copy full expense lines:

- Go to the **Actions** drop down menu, select **Copy Authorization Lines**, followed by the **GO** button.

The screenshot shows the 'Create Expense Report' form with the 'Actions' dropdown menu open. The 'Copy Expense Lines' option is selected and highlighted with a red box. A red arrow points to the 'GO' button next to the dropdown.

- Copy expenses for one date or a range of dates as indicated below:

The screenshot shows the 'Copy Authorization Lines' dialog box. It has two main options: 'Copy to One Date' (selected) and 'Copy to Range of Dates'. The 'Copy to One Date' option has a 'To Date' field highlighted in yellow. The 'Copy to Range of Dates' option has 'From Date' and 'To Date' fields highlighted in yellow, along with 'Include Weekends' and 'Include Holidays' checkboxes also highlighted in yellow. Below the options is a table of expense lines with checkboxes for selection.

Select	Expense Type	Expense Date	Amount Spent	Transaction Currency
<input type="checkbox"/>	Air Travel - Domestic	09/09/2017	158.00	USD
<input type="checkbox"/>	Meal - Breakfast	09/11/2017	10.00	USD
<input type="checkbox"/>	Meal - Lunch	09/11/2017	15.00	USD

- After entering the dates, select the Expense Type(s) you would like to copy for the dates entered, followed by the **OK** button.

26. If there was a **Cash Advance**, make sure it's associated to the Expense Report. Review the [detailed instructions](#) to associate a Cash Advance to the Expense Report.

27. Once the Expense Report is completed, select the **Save for Later** button to check for errors.

- If no errors, the status will change to **Pending** and an **Authorization ID** will be generated.

The screenshot shows the bottom of the 'Create Expense Report' form. The 'Save for Later' button is highlighted with a red box. Other buttons visible are 'Home' and 'Summary and Submit'.

28. If there are errors, a **pop-up message** will display. Select the **OK** button. The errors will be highlighted in red.

The screenshot shows the 'Create Expense Report' interface. The 'Final Trip Destination' field is highlighted in red. A 'Message' pop-up dialog box is displayed in the center, containing the text: 'Highlighted fields are required. (15,30)' and 'Enter data into the highlighted fields.' with an 'OK' button.

29. To submit the request for approval, select **Summary and Submit** link.

The screenshot shows the top right corner of the 'Create Expense Report' form. The 'Summary and Submit' link is highlighted with a red box.

30. If there is an outstanding Cash Advance not associated to an Expense Report, requests will reflect the following warning message:

The screenshot shows a warning message box with a yellow warning icon. The text reads: 'Warning Outstanding Cash Advance Balance 1,796.03 USD There are available Cash Advances that can be applied to this expense report. Select the Outstanding Cash Advances link to Apply or View Cash Advances to this expense report.' Below the warning is a checkbox and the text: 'By checking this box, I HEREBY CERTIFY the expenses submitted are in accordance with CSU policy.' and a 'Submit Expense Report' button.

- If this Expense Report did not have a Cash Advance, disregard the warning.

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

The screenshot shows the warning message box with the checkbox checked. A red arrow points to the checked checkbox. The 'Submit Expense Report' button is highlighted in orange.

32. A **Submit Confirmation** window displays, select the **OK** button.

Expense Report Submit Confirm Help

[Create Expense Report](#)

Submit Confirmation

Totals ?

Employee Expenses (1 Line)	325.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee	325.00 USD	Amount Due to Supplier	0.00 USD
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33. The status will change from **Pending** to **Submission in Process**. Make a note of the Expense Report number for your records.