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.

![Image of CSUN Travel pagelet]

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

![Image of Travel and Expense Center]

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.

![Image of Create Expense Report Employee Select]

REV: 02/15/18
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.

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.

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

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

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.

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

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

![Create Expense Report](image)

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**.

![Create Expense Report](image)

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

![Expense Type dropdown menu](image)

- 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.

![Description field](image)

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

![Payment Type dropdown menu](image)

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

![Expand icon]({image_url})

- 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.

![Location icon]({image_url})

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

![Default Rate]({image_url})

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.

- 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**.

![Add destroyer icon]({image_url})
24. The Quick-Fill link allows the traveler to quickly add multiple expense types for all travel days.

![Quick-Fill link in Expense Report](image)

25. To copy full expense lines:

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

![Copy Authorization Lines](image)

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

![Copy Expense Lines](image)

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

![Copy Options](image)

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

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

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

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

![Expense Report Submit Confirm](image)

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