

eTRAVEL REIMBURSEMENT EXPENSE REPORT GUIDE

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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](#)

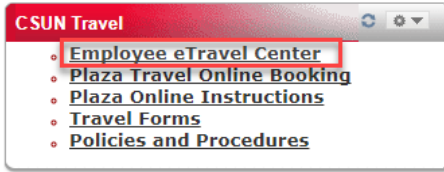
All employees with an active job record in Human Resources will have access as a **Traveler**. No application is required to request access.

WHO DO I CONTACT FOR HELP?

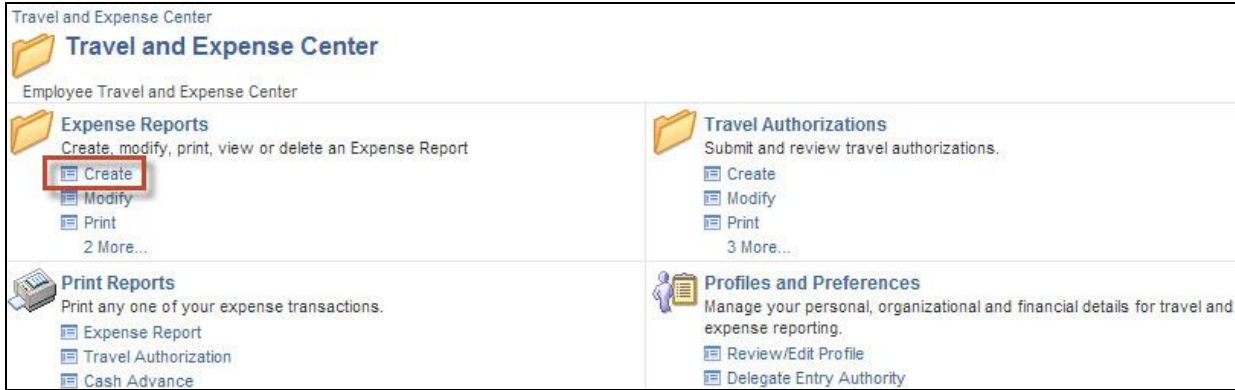
Create a [Service Request](#) to Solar Financials or email solarfin@csun.edu. For immediate assistance contact SOLAR Financials by phone (818) 677-6685.

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
<input type="button" value="Return"/>						

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
<input type="button" value="Return"/>						

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

Default Location

Authorization ID 8000000123

Expenses ?

Expand All | Collapse All Add: | |

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: [Redacted]

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.

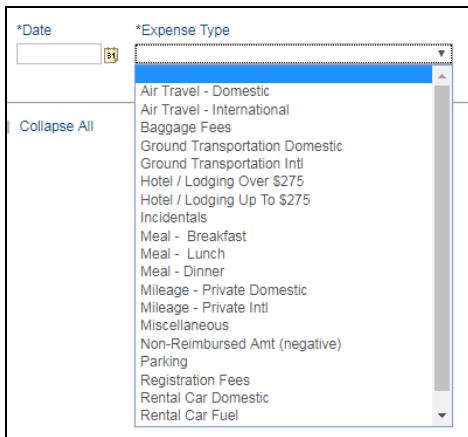
The screenshot shows the 'Create Expense Report' form with a table of expenses. The 'Attachments' icon (a paperclip) is highlighted with a red box. A red arrow points from this icon to the 'Attachments' icon in the table row. The table has columns for Date, Expense Type, Description, Payment Type, Amount, and Currency. The first row shows a date of 06/23/2015, an expense type of Hotel / Lodging Over \$195, and a payment type of Traveler Paid.

[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' and 'Description' fields are also visible.

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. Other options include "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.

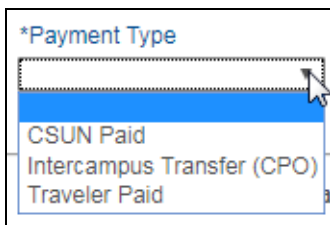
16. Review or enter a **Description** for the expense.

- Hotel/Lodging Over \$333 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.

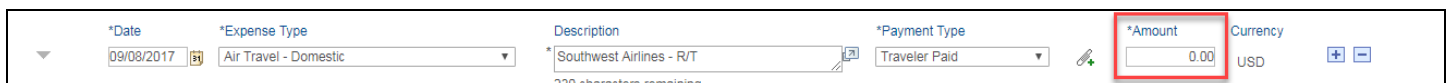
17. After completing the **Description** field, review or select the **Payment Type** from the dropdown menu.



A screenshot of a dropdown menu for selecting a payment type. The menu is open, showing three options: "CSUN Paid", "Intercampus Transfer (CPO)", and "Traveler Paid". The "CSUN Paid" option is highlighted in blue. A mouse cursor is visible over 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", and Currency: "USD". There are also buttons for "+" and "-" next to the amount field. A note at the bottom indicates "230 characters remaining".

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), and *Billing Type (In State). A red box highlights the expand icon (a downward arrow) on the left side of the form. A red arrow points from this icon to the *Billing Type dropdown menu, which is currently open and showing 'In State' as the selected option, with 'In State' and 'Out of State' as visible choices.

- 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), and *Billing Type (In State). A red box highlights the *Location field, which is currently empty and has a search icon to its right.

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

The screenshot shows a list of checkboxes for the expense: Default Rate, Non-Reimbursable, No Receipt, and 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, *Expense Type (Meal - Lunch), Description (Receipt Split), *Payment Type (Traveler Paid), *Amount (0.00), *Currency (USD), *Billing Type (In State), *Exchange Rate (1.00000000), and Reimbursement Amt (0.00 USD). A red box highlights the No Receipt checkbox.

- [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 columns: *Date (10/31/2017), *Expense Type (Hotel / Lodging Over \$275), *Description (254 characters remaining), *Payment Type (Traveler Paid), *Amount (0.00), and *Currency (USD). A red box highlights the '+' and '-' signs next to the expense line.

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. The 'Copy to One Date' option is selected, and the 'To Date' field is highlighted in yellow. Below is a table of expense lines:

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.

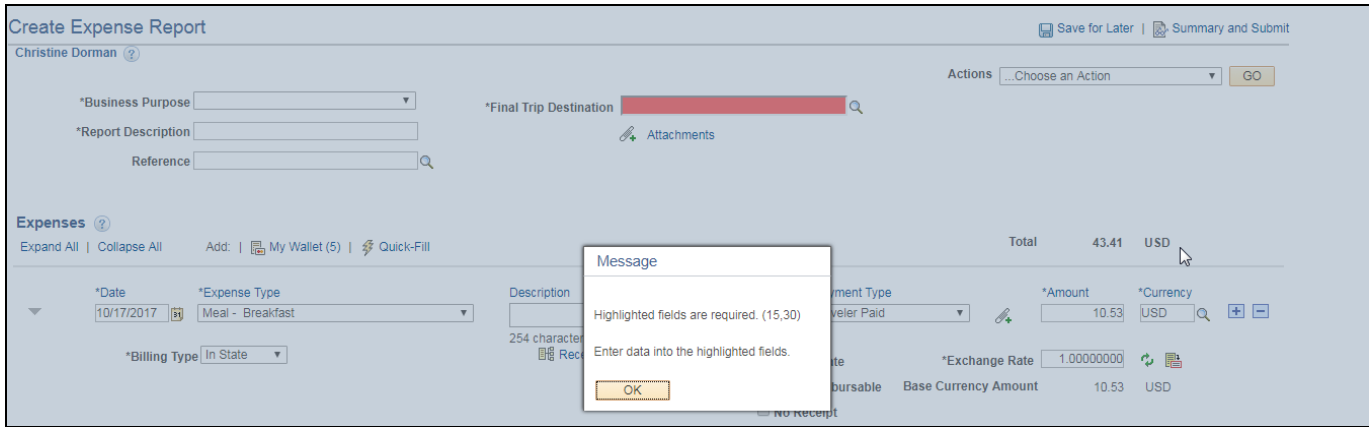
26. If there was a **Cash Advance**, make sure it's associated to the Expense Report. Review the [detailed instructions](#) to associate a Cash Advance to the Expense Report.

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 'Create Expense Report' form with the 'Save for Later' button highlighted with a red box.

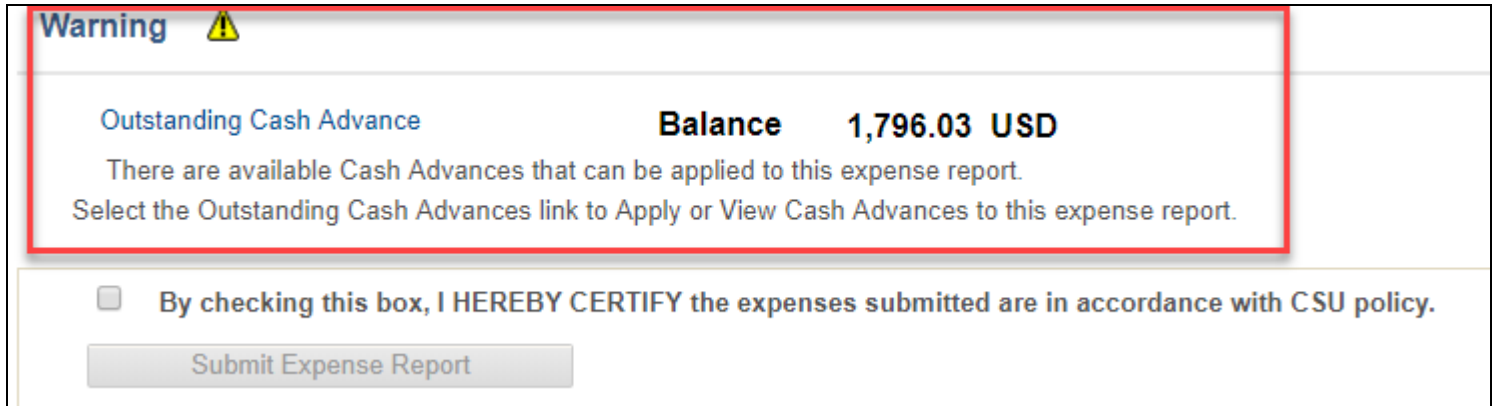
28. If there are errors, a **pop-up message** will display. Select the **OK** button. The errors will be highlighted in red.



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

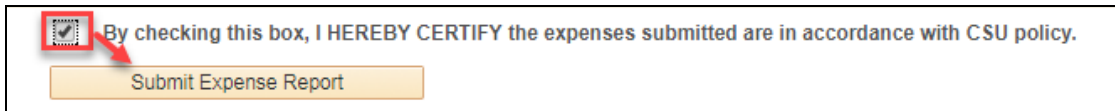


30. If there is an outstanding Cash Advance not associated to an Expense Report, requests will reflect the following warning message:



- 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 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

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