Create an Expense Report with Multiple Days and Multiple Expenses

This guide is designed for individuals responsible for submitting his or her own travel transactions or travel transactions for others. To complete these tasks, you must have the UF_EX_EMPLOYEE security role. To learn more, consider taking PST930 Travel and Expense.

Complete the following step to submit an Expense Report for travel.

1. Login to **myUFL**
   - Open an internet browser
   - Navigate to my.ufl.edu
   - Click the Access myUFL button
   - Enter your GatorLink username and password
   - Click the Login button

2. Navigate to: **Main Menu** > **My Self Service** >**Employee T&E Center** > **Expense Report**.

   The options on the Expense Report page of the Employee T&E Center include:
   - **Create** a new Expense Report to Submit for Approval or Save for Later
     - This will be the most common action from this page
   - **Modify** to change an existing Expense Report
   - **View** the status of a Expense Report
   - **Delete** a Expense Report that has not yet been approved
   - **Print** a hard copy of a Expense Report

3. Click the **Create** link.
   - To create an Expense Report for yourself, skip to step 10
   - To create a Expense Report on behalf of someone else, complete steps 7-9

4. Click the **Look up Empl ID** button.
5. Click the **Look Up** button to select the traveler.
6. Click the traveler to select him or her.
   - If no employees are present on the list, check with your Departmental Security Administrator to ensure that you have been given proper security for the individuals in your area
   - For a non-employee you must first "Add a Non-Employee" to get the employee added to your list
     - Review the instruction guide "Add a Non-Employee"

7. Click the **Add** button.
8. From the **Quick Start** menu, select the appropriate type of Expense Report you are creating.

   Depending on what your default creation method is set to on the Employee Profile - User Defaults page, myUFL displays the next page based on the user defaults and pre-populates fields according to user defaults. The creation methods are:
   - Open a Blank Report: myUFL displays the Expense Report Entry page
   - Copy From a Travel Auth.: myUFL displays the Populate From A Travel Authorization page.
     - When a Travel Authorization has been approved
     - You must use this method to reconcile encumbered funds

  - o Funds encumbered by a Travel Authorization can only be released by selecting this option!
  - o Most common and easiest method
- Copy an Existing Report: myUFL displays the Copy From an Existing Report page
- Copy From a Template: myUFL displays the Select a Template page

9. Complete the **Description** field.
   - Provide a general description of the travel in this field
   - This field will hold up to 30 characters
   - Will be used as a searchable identifier later
   - Be sure to enter a description that will be easily recognizable to you

10. Click the **Business Purpose** list.
    - Click drop down menu and select reason for trip as the business purpose
    - If your choice is not listed, find one that comes closest or select *Miscellaneous*

11. Enter or select the **Default Location**.
    - The Default Location is the ultimate destination of the travel
    - This location will populate the Details page of Expense Types selected
    - Use the following methods to search for a destination:
      - o Typeahead - Enter the first few letters of the city, a list matching your entry will appear. Select from the list
      - o Enter the first few letters of the city, and then click the Search icon. All cities that start with those letters will be shown.
    - Review the instruction guide titled "Default Locations"
    - It is now the Default Location
    - If your city is not listed, select the "closest" and call the Travel Office at 392-1245 to have the correct city added to the list
    - This is critical, since locations must appear on the list correctly to submit an Expense Report after the travel

12. In the **Comment** field enter the Benefit to Grant/Project or Benefit to UF.
    - Enter a more detailed description of why the travel is necessary
    - If grant funded, be sure to relate directly to any grant language concerning travel
    - Do not use abbreviations

13. Click the **Accounting Defaults** link.
    - Modification options include:
      - Change ChartFields as needed
      - o Add rows to split cost of entire Expense Report
      - o Modify or split the cost of the entire travel transaction
        - ▪ Use the Add ChartField Line button to add an additional row
        - ▪ Use the % field to identify the percentage for each funding source
        - ▪ Complete the rest of the ChartFields

14. Verify the ChartField values are correct. Click the **OK** button.

15. Next, you will need to check to see if there was a Cash Advance requested. Click the **Apply Cash Advance(s)** link.

16. Click the **Look up Advance ID** button.
17. Click the **Look Up** button.
18. If there is a Cash Advance select it. If there is no Cash Advance. Click the **Cancel** button.
19. Click the **OK** button.
20. Next, begin entering the expenses. Click the **Expense Type** list.
21. For each **Expense Type**, complete the appropriate fields.
    - Date – Enter the date the expense is to be incurred
    - Amount – Enter the estimated amount. For some expenses, the amount will populated after completing the details page
    - Currency – No changes can be made
    - Payment Type – For each expense, select the appropriate payment type:
        - Avis Company Travel
        - Compl Trvl-Non
        - PP/Direct Payment
        - Personal Funds
        - UF PCard
    - Billing Type
        - The Billing Type depends on Payment Type:
            - For "Personal Funds," the Billing Type is based on the ultimate destination of the trip. Select In-state, Out-of-state, or Foreign from the dropdown
            - For all Payment Types other than "Personal Funds" the Billing Type is "PC/PP Expense"
22. Click the **Detail** link for each Expense Type.
    - The Date, Payment Type and Billing type will be populated with the information you entered and selected on the previous page.
        - You can made changes if needed

For any Expense Type you can click the Accounting Detail link to modify the ChartFields to pay the expense type from a different funding source or to split it between two or more funding sources.

23. After completing the detail for each Expense Type, click the **Return to Expense Report Entry** link.
24. Click the **Check For Errors** button.
    - Errors will be noted by a red flag by each Expense Type that requires attention
    - Click the red flag to go to the details page for the expense
    - Make corrections as needed

25. Click the **Return to Expense Report Entry** link

To copy expenses

- Click the Select checkbox next to the Expense Type you want to copy
- Click the Copy Selected button
- Review the details of each of the copied expenses and adjust the fields as needed

26. Click the **Submit** button.
27. Click the **OK** button.
28. Note the Report ID number.

For information on other Expense Types, it is recommended that you complete the PST930: Travel and Expense training class. If you have immediate needs that are not met by this Instruction Guide or the Travel Handbook, please contact the Travel Office at 392-1245.

If you need help with…

- Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
- Policies and Directives, contact the Travel Office at 392-1245