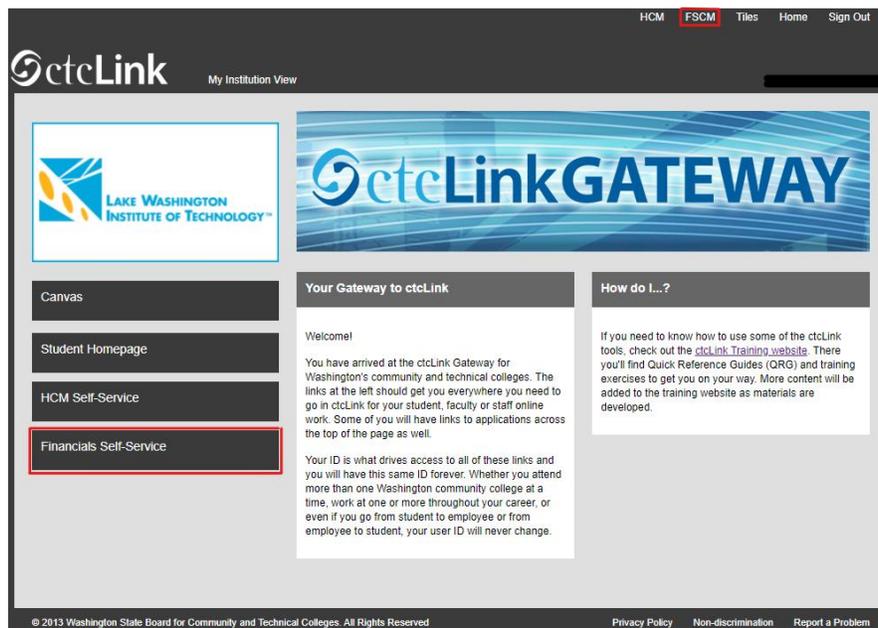# Creating Expense Reports

Intended Audience: Campus Community

To access Travel & Expense documentation, you will need to be in LionLink's Finance Pillar. Select the "**FSCM**" hyperlink on the top right-hand side of your screen or the "**Financials Self-Service**" tile on the left-hand side of your screen.

Navigation: NavBar > Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

1. The **Expense Report** search page displays. Depending on your role, the Empl ID will default into the Empl ID field. If you are authorized to enter an Expense Report on behalf of someone else, then you will need to look up and enter their Empl ID first.
   a. If you cannot find the Empl ID of the employee that you are trying to enter a Travel Authorization on behalf of, contact Maria Morales (maria.morales@lwtech.edu) or Yan Li (yan.li@lwtech.edu)

2. Check that the "Add a New Value" tab is selected, then click **Add**.

Expense Report

Find an Existing Value | **Add a New Value**

Empl ID [＿＿＿＿＿] 🔍

[Add]

3. The **Create Expense Report** page displays.
   a. Required Fields are noted below in red

Create Expense Report   💾 Save for Later | 📄 Summary and Submit

⑦

                                                                      Quick Start [...Populate From   ∨] [GO]

*Business Purpose [∨]   Default Location [   ] 🔍
*Report Description [   ]   ✎ Attachments
Reference [   ] 🔍

Expenses ⑦
Expand All | Collapse All   Add: | 📇 My Wallet (0) | ⚡ Quick-Fill   Total   0.00   USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency		
[ ] 📅	[∨]	[ ] 🔲	[∨]	0.00	USD 🔍	➕	➖
		254 characters remaining					

Expand All | Collapse All   Total   0.00   USD

4. Select the **Business Purpose** from the drop-down menu. Select the **Business Purpose** from the drop-down menu that is relevant to your travel. This can also be thought of as the reason you are traveling.

*Business Purpose [∨]
*Report Description
                    Athletics
Reference   Commission/Council
                     Conference   🔍
                     Consulting
                     Miscellaneous
es ⑦   Professional Development
                     Recruiting/Outreach
ll | Collapse All   Student Activities   Fill
                     Training

5. Enter a **Report Description**.
   a. This should contain more specific details about the Expense Report you are building.

6. Click the magnifying glass to the right of the **Default Location** field. Select the appropriate location from the drop-down menu. This will be used to look up the Expense Location codes in Washington.
   a. Enter the name of the city you are visiting in the field next to 'begins with'. Select **Look Up.**
      i. Select the appropriate city/state from the given list.
   b. For an international trip, enter the country you are visiting.

Look Up Default Location

Help

Search by: [Expense Location ▾] begins with [WA]

[**Look Up**]   [Cancel]   Advanced Lookup

Search Results

View 100   First ◀   1-51 of 51   ▶ Last

Expense Location	Description
WAABE	Aberdeen
WAANC	Anacortes
WAAUB	Auburn
WABEL	Bellevue
WABHM	Bellingham
WABOT	Bothell
WABRE	Bremerton
WACEN	Centralia
WACOL	Colville
WACPV	Coupeville
WADMO	Des Moines
WAELN	Ellensburg
WAEVE	Everett
WAFOR	Forks
WAFRI	Friday Harbor
WAION	Ione

7. Attach your receipts and supporting documents (lodging reservations, etc.) of your travel by using the "**Attachments**" hyperlink.

8. In the **Expenses** section, use the calendar menu in the **Date** field to select the date that the expenditure took place.

9. Select the appropriate **Expense Type** from the drop-down menu.
   a. Depending on the expense type chosen you may be prompted with additional fields to fill out related to that expense type.

10. Enter a **Description**.
   a. For international travel, please enter the city name where the expenditure will take place.
   b. Please enter the specifics of this expenditure ("Drive from Kirkland to Everett," "Hotel room at Marriot," etc.)
   c. The **Expense Type** Description field accommodates up to 60 characters.

11. In the **Payment Type** field, select "**Employee**".

12. Enter the Amount for the expenditure if it did not auto populate based on the Expense Type. For this example, we chose an in-state meal.
   a. Note: If Expense Type is transportation mileage, please select Transportation ID from the drop-down menu, then enter miles.
      i. Once this is complete, please select the green arrows icon to recalculate the expenditure amount. The amount will repopulate in the **Amount** field.

13. Ensure that "USD" is entered as the **Currency**.

14. Select the **Accounting Details** expansion icon. The Accounting Details tab will display.
   a. This is where you will input the **chartstring** for the budget you are charging.

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Approp	Dept	Class	State Purpose
20.00	WA260	20.00 USD		1.00000000					

15. If default **chartstring** looks correct, skip to step 16. If you want to charge a different budget than the defaulted chartstring, proceed to step 15.

16. Enter the chartstring of the budget that you would like to charge.
    a. Chartstring tools are found on the [LionsLink Help Page](#).
    b. The required fields are: Account, Oper Unit, Fund, Class, Dept, and State Purpose (and Approp for state funds only).
        i. For Grant and Capital budgets, you ALSO need PC Bus Unit, Project, and Activity.
        ii. You may have to scroll right to see all available Chartfields.
        iii. If you would like to charge multiple budgets, click the **+** button at the end of the chartstring line.

17. If you have more expenses to enter into the Expense Report, click the **+** button on the right-hand side to add another expense line.
    a. You can also remove an unwanted expense line by using the **–** Button.
    b. Repeat steps 8 through 16 to input your second expenditure.

18. You can complete the Expense Report now by selecting "**Summary and Submit**" in the upper right corner.
    a. If you would like to come back and finish the Expense Report at a later time, select, "**Save for Later**."

19. Select the checkbox.

20. Click the **Submit Expense Report** button.

Create Expense Report   🖫 Save for Later | 📇 Expense Details

Colby Meehan   Actions [...Choose an Action ▾] [GO]

*Business Purpose [Conference ▾]
*Description [UAT Conference Bellingham]
Reference [   ] 🔍

Totals ⑦   🖨 View Printable Version   📊 View Analytics   💬 Notes   ✎ Attachments

Employee Expenses (1 Line)	26.00 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   26.00 USD   **Amount Due to Supplier**   0.00 USD

☑ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

[Submit Expense Report]

21. The **Expense Report Submit Confirm** window will appear.

22. Select the **OK** button.

Expense Report Submit Confirm   ✖

Help

Create Expense Report
Submit Confirmation

Totals ⑦

Employee Expenses (1 Line)	26.00 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   26.00 USD   **Amount Due to Supplier**   0.00 USD

[OK] [Cancel]

23. Process Complete.