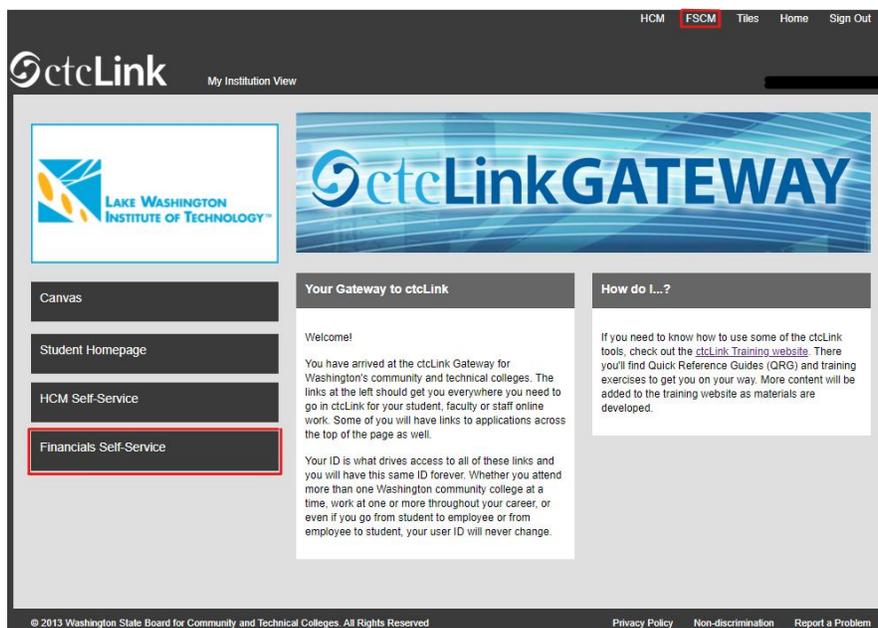




Creating Expense Reports (Non-Travel Authorization)

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 Expense Report 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 and the desired Empl ID is entered, then click **Add**.

Expense Report

[Find an Existing Value](#) [Add a New Value](#)

Empl ID

[Add](#)

- The **Create Expense Report** page displays.
 - Required fields are noted below in red.

Create Expense Report [Save for Later](#) | [Summary and Submit](#)

Quick Start [GO](#)

*Business Purpose

*Report Description

Reference

Default Location [Attachments](#)

Expenses [Expand All](#) | [Collapse All](#) Add: | [My Wallet \(0\)](#) | [Quick-Fill](#) Total 0.00 USD

*Date *Expense Type

Description *Payment Type *Amount *Currency [+](#) [-](#)

254 characters remaining

[Expand All](#) | [Collapse All](#) Total 0.00 USD

- Select the **Business Purpose** from the drop-down menu that is relevant to expenditure. This can also be thought of as the reason you are incurring the expense; For example, please choose miscellaneous from the drop-down menu for an office supply reimbursement.

*Business Purpose

*Report Description

Reference

[BS](#) [?](#)

[Collapse All](#)

0

Athletics
Commission/Council
Conference
Consulting
Miscellaneous
Professional Development
Recruiting/Outreach
Student Activities
Training

- Enter a **Report Description**.
 - This should contain more specific details about the Expense Report you are building.
- Click the magnifying glass to the right of the **Default Location** field. Select the appropriate location from the drop-down menu. *This is only needed for mileage reimbursement.*

Look Up Default Location Help

Search by: begins with

[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
WAEIN	Ellensburg
WAEVE	Everett
WAFOR	Forks
WAFRI	Friday Harbor
WAION	Ione

7. Attach the receipts for your expenditure by using the “**Attachments**” hyperlink.
 - a. For mileage reimbursement, attach documentation showing the distance between the locations traveled. (Google maps screenshots, etc.)
 - b. For all other expenditure reimbursement, attach a receipt.

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. For example, if transportation mileage is selected, please select the appropriate **Transportation ID** from the drop-down menu, then enter miles. Once this is complete, please select the green arrows icon to recalculate the expenditure amount. The amount will repopulate in the **Amount** field.

10. Enter a **Description**. *This is a required field.* The Expense Type **Description** field accommodates up to 60 characters.
 - a. For mileage reimbursement, please enter “from” and “to” locations (ie, From Kirkland to Everett).

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**.

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.

Expenses ?
 Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

Total 11.20 USD

*Date: 02/24/2022 | *Expense Type: Transportation Mileage | *Description: From Kirkland to Everett | *Payment Type: Employee | *Amount: 11.20 | *Currency: USD

*Transportation ID: PRIVATE AUTO | *Miles: 20.00 x 0.5600

Default Rate | Non-Reimbursable | No Receipt | *Exchange Rate: 1.00000000 | Base Currency Amount: 11.20 USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Approp	Dept	Class	State Purpose
11.20	WA260	11.20 USD	1.00000000	149		20710	082	N	

15. If default **chartstring** looks correct, skip to step 17. If you want to charge a different budget than the defaulted chartstring, proceed to step 16.

16. Enter the chartstring of the budget that you would like to charge.
- Chartstring tools are found on the [LionsLink Training Page](#)
 - The required fields are: Account, Oper Unit, Fund, Class, Dept, and State Purpose (and Approp for state funds only).
 - For Grant and Capital budgets, you ALSO need PC Bus Unit, Project, and Activity.
 - You may have to scroll right to see all available Chartfields.
 - 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.
- You can also remove an unwanted expense line by using the – Button.
 - Repeat steps 8 through 16 to input your second expenditure.

Expenses ?
 Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

Total 0.00 USD

*Date: | *Expense Type: | *Description: | *Payment Type: | *Amount: 0.00 | *Currency: USD

254 characters remaining

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

Create Expense Report

Colby Meehan ?

Actions: Save for Later Summary and Submit GO

*Business Purpose: Conference | Default Location: Bellingham

*Report Description: UAT Conference Bellingham | Attachments

Reference:

Expenses ?
 Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

Total 26.00 USD

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 ? [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.

- a. The system will provide an Expense Report ID number and the status of your Expense Report (eg, "Submission in Process").

Expense Report Submit Confirm [x](#) [Help](#)

Create Expense Report

Submit Confirmation

Totals ?

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. Select the **Refresh Approval Status** button to view the approval history.

Employee Expenses (1 Line)	11.20 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD

Amount Due to Employee 11.20 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

Refresh Approval Status

24. Process Complete.

Note: After submission, but before budget manager approval, if you need to revise your Expense Report, you can click the **Withdraw Expense Report** button.

Employee Expenses (1 Line)	11.20 USD	Non-Reimbursable Expenses	0.00
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00

Amount Due to Employee 11.20 USD

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

Submit Expense Report

Withdraw Expense Report

Submitted On 02/24/2022
