

Expense Reports Job Aid

Statewide Management, Accounting and Reporting Tool

Entering Expense Reports

Important – Follow the below Navigation on the SMART Menu

Navigation:Employee Self-Service > Travel and Expense Center >Expense Report > Create

The Create Travel Expense Report page will automatically display, but it does take some time. Your information should default into the appropriate fields.

DO NOT USE THE MENU ITEM OF TRAVEL AND EXPENSE.

Note: The examples shown on the following pages is starting from a Blank Report.



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Expense Report Entry from a Blank Report



- **Description** Enter the dates of travel.
- **Business Purpose** A drop down list of 8 business purposes. Please choose the purpose that best describes what applies to you.
 - Surveyors and Regional Managers please use INSPECTIONS for your business purpose if you are conducting a survey or facility visit.

*Description:	07/06/2010 - 07/09/2010 Hays	5
*Business Purpose:		~
Default Location:	Agency Support Activity Audit Client Transportation	
Accounting Defaults	Conference Inspections	
ob Title:	Maintenance Meeting Training	



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Expense Report Entry from a Blank Report

Complete General Information Section (continued)

- **Comments** Use this section to note:
 - Departure time and Arrival time. There is not anywhere else to enter your departure and arrival times needed for calculation of meals.
 - Method of transportation (Rental Car, State Car # or Private Vehicle).
 - <u>Example</u>: You leave on 07/06/2010 at 7:00AM and return from your travel on 07/092010 at 6:45PM. In the comments section you would list:

State Car #1234 07/06/10 – leave 7:00 AM 07/07/10 – 07/08/10 – In Travel Status 07/09/10 – returned 6:45 PM

Commont	State Cort#1024	
comment:	State Car #1234	~
	07/06/10 - leave 7:00 AM	
	07/07/10 07/09/10 In travel Status	V

• Default Location

- Use the look up icon (magnify glass) to select the location.

Search Re	sults
View All	First 🗃 1-5 of 5 💽 Last
Expense Loc	ation Description
HCOST	Out-of-State, High Cost Area
INST	In-state & Border City Travel
INTL	International
OUTST	Out-of-State
SHCST	Out-of-State/Special High Cost



Due to the how the system checks for required fields, it is best if one line is entered at a time.

New Expense

Delete Selected

Copy Selected

✓ Add

Check For Errors

- Expense Types
 - Meals. List out for each day like they were on the old expense report. Please use the MEALS IS option for meals incurred in state. There are options in the list that show the meals broken out by breakfast lunch and dinner. Please DO NOT use these options.
 - The new meals calculations can be found on KDOA's Intranet. The meal calculation method has changed so please be aware of those changes.
 - Lodging. The most commonly used expense type will be LODGING IS for in-state-lodging.
 - **DO NOT** enter any Direct Bill Lodging information. Please completed the KDOA Employee Documentation for Direct Bill Lodging (KDOA 811) template. Return this form along with any expense receipts.



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Details Section - Overview Tab

- Expense Types (continued)
 - Mileage. There is two different options for mileage. Actual mileage at allowed rate or a lesser flat rate if it would have been les expenses to have rented a car. Please fill out the KDOA Review of Most Cost Effective Mileage form located on the Intranet for that determination. Return this form along with any expense receipts.
 - If actual mileage is being reimbursed please use the **MILEAGE IS AUTO (Mileage In-state Auto)** for the expense type. You will be prompted later to enter your mileage and the system will calculate the total amount of reimbursement.
 - If after filling out the cost comparison form it is determined that it would have been cheaper to rent a car rather than take a personal car, please choose **MLG IS FLT RATE AUTO** for the expense type. This will make it where you can add the correct dollar amount we need to reimburse for the trip. In the COMMENTS section please list the number of miles you traveled.
- <u>Destination</u> Enter where traveled to incur the expense.
- <u>Expense Date</u> Date expense was incurred. Meals for more than one day of travel list each day separately.



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Details Section - Overview Tab (continued)

- <u>Amount Spent</u> The amount of the expense.
 - The meal allowance is based on the time you leave and return. If you qualify for a meal, the total amount allowed for that meal should be entered, receipts are not required. KDOA does not pay for meal costs in excess of the allowance. For Meal Expense information, see the intranet.
 - For lodging the AMOUNT SPENT represents the total amount of the stay. For travel expense information please refer to the "Employee Travel Expense Reimbursement Handbook FY 2011".
- <u>Payment Type</u> Drop down listing select CASH
- <u>Billing Type</u> Default is Billable DO NOT change.



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Details Section - Overview Tab (continued)

- Click on the green arrow to navigate through the required fields for the line expense. If there are required fields on the other tabs, an * will appear next to the tab name.
- Continuing to click on the green arrow will cycle back to the Overview tab to enter next expense line.

Details					Custor	ize Find View All	H First 🗹	1-6 of 6	▶ Last
*Overv	iew *Detail *Location	*Merchant *Air/Hotel *Milea	ge *Currenc	cy 📰					
Select	*Expense Type	Destination	*Expense Date	*Amount Spent	*Currency *I	Payment Type	*Billing Type		لواص
	MEALS - IS	Hays	07/06/2010 🛐	29.75	USD	Cash 🗸	Billable 💌	Eq.	⇒ 🗉
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	MEALS - IS	Hays	07/08/2010	39.00	USD	Cash 🗸	Billable 😽	Eq.	• 🖭
	MEALS - IS	Hays	07/09/2010 🛐	39.00	USD	Cash 🗸	Billable 💌	E.	⇒ 🖭
	LODGING IS	Hays	07/09/2010 🛐	150.00	USD	Cash 😽	Billable 👻	Eq.	⇒ 🖭
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Copy Se	elected Delete Selected	New Expense	Add	Check For Errors					
Totals									



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Details Section – Detail Tab – Required Fields

- <u>Description</u> Enter the purpose of travel. Meal Expenses will default with Meals in this field Change the description with the purpose of travel.
 - Do Not change the Non-Reimbursable or the No Receipt fields.
- All other fields populate with information from the Overview tab.

Details			•						<u>Customize</u>	I Find View All	1	First 🖪 1	-6 of 6 🚺	Last
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	M	EALS - IS	~	Hays		07/06/2010	Su	rvey of Facility X						•
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	M	EALS - IS	~	Hays		07/09/2010	Su	rvey of Facility X						+
	LC	DGING IS	~	Hays		07/09/2010	Su	irvey of Facility X						•
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Totals				· •						-				



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Details Section – Location Tab – Required Fields

- <u>Location</u> Location should default to the Default Location in the General Information area.
- All other fields populate with information from the Overview tab.

Details			<u>Customize Fin</u>	d View All 📕 🛛 First 🗹 1-6 of 6 🕨 Last
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	MEALS - IS	Hays	07/07/2010 🛐	→ 🛃
	MEALS - IS	Hays	07/08/2010 🛐	➡
	MEALS - IS	Hays	07/09/2010	
	LODGING IS	Hays	07/09/2010 🗊 In-state & Border City Trave 🔍	→ 🖭
	MILEAGE IS AUTO	Hays	07/09/2010 🔋 In-state & Border City Trave 🔍	→ 🖭
Copy Se	Delete Selected	New Expense	Add Check For Errors	
Totals			—	



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Details Section – Merchant Tab – Required Fields

- <u>Preferred Merchant / Non-preferred Merchant</u> One of these fields need to be completed. At this time, the Preferred Merchant drop down listing is empty. Therefore, enter the name of the Hotel in the Non-preferred Merchant field.
- All other fields populate with information from the Overview tab.

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Details		Marabast Airliatat	Customize Find View All 🕮 F	First 💾 1-6 of 6 💾 Last
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Totals				



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Details Section – Air/Hotel Tab – Required Fields

- <u>Nbr of Nights</u> Enter the number of nights in the Hotel.
- All other fields populate with information from the Overview tab.

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Copy Se	elected Delete Selec	ted	New Expense	✓ Ac	td (Check For Errors			
Totale					_		1		



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Details Section – Mileage Tab – Required Fields

- <u>Miles</u> Enter the total mileage for the expense period.
- All other fields populate with information from the Overview tab.

Details					Cus	tomize	Find View All 🏭 🛛 First 🕙 1-6 of 6		Last
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<u>Select</u>	*Expense Type	Destination	*Expense Date	<u>Transportation</u> ID	* <u>Miles</u>	Rate	Passengers Originating Location		
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	MEALS - IS	Hays	07/07/2010 🛐					•	+
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	LODGING IS	Hays	07/09/2010 🛐					•	+
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Copy S	elected Delete Selected	New Expense	Add	Check For Errors					
Totals					76 				



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Details Section – Currency Tab – Required Fields

- No entry is required on this page.
- All fields populate with information from the Overview tab.

Details						<u>Customize</u>	Find	View	All 🚺 🛛 First 🚺	1-6 of 6	E	Last
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Select	*Expense Type	Destination	*Expense Date	*Amount Spent	*Currency	*Exchange Rate	<u>Dflt</u>		Reimburse Amt			
	MEALS - IS	Hays	07/06/2010 🛐	29.75	USD	1.00000000		4	29.75	USD	+	+
	MEALS - IS	Hays	07/07/2010 🛐	39.00	USD	1.00000000		2	39.00	USD	•	+
	MEALS - IS	Hays	07/08/2010 🛐	39.00	USD	1.00000000		4	39.00	USD	•	+
	MEALS - IS	Hays	07/09/2010 🛐	39.00	USD	1.00000000		2	39.00	USD	•	+
	LODGING IS	Hays	07/09/2010 🛐	150.00	USD	1.00000000		\$	150.00	USD	•	+
	MILEAGE IS AUTO	Hays	07/09/2010 🛐	205.00	USDQ	1.00000000		2	205.00	USD	+	+
Copy Se	elected Delete Selected	New Expense	Add	Check For Errors								20
Totals					-							



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Error Checking

On any expense report, you must check for errors. All errors must be corrected before you can submit.

- Click on the **Check for Errors** button.
 - If there are errors a red flag will be displayed.
 - Click on the flag to correct the error.

			City:	Topeka	State: KS	Postal					
Details							Custo	omize Find View All	First 🗹	1-6 of 6	▶ Last
*Overvie	w *Detail	*Location	*Merchant	*Air/Hotel *Mileag	ge *Currenc	у 📖					_
Select	*Expense Type		<u>[</u>	estination	<u>*Expense Date</u>	*Amount Spe	nt <u>*Currency</u>	<u>*Payment Type</u>	<u>*Billing Type</u>		
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	MEALS - IS	~	Hays		07/08/2010 🛐	39.0	USD	Cash 💌	Billable 👻	Eq. 1	• 🖭
	MEALS - IS	~	Hays		07/09/2010 🛐	39.0	USD	Cash 💌	Billable 🗸	FQ, 1	♦ 🖭
	LODGING IS	~	Hays		07/09/2010 🛐	150.0	USD	Cash 🔽	Billable 🔽	FQ, 1	
	MILEAGE IS AUTO	*	Hays	<u>*</u>	07/09/2010	Q.		Cash 💌	Billable 👻	Eq. 1	➡
Copy Sele	ected Delete S	elected	New E	xpense	Add	Check For Error	s				
Totals											
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Cash Adv	ances Applied:		0.00 USD								
				Definition of T	otals	Up	date Totals	J			
Save For Return to Tr	Later Sub	mit		Expense Rep	ort Project Summ	iary Pri	ntable View				



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Error Checking (continued)

The Accounting Details should auto-populate. However, if you receive an error regarding Accounting Details you may need to complete the following information:

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0.0													New Window	Help Cust	omize Page	ID http
Expense Report																
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- On the Expense Report Entry Page Overview Tab Click on the Account Detail icon (at the end of the line after the Billing Type column)
- Accounting Detail line will display.
- Enter the Account Code (list is on next page)
 - If any field is required it will display in red.
- To forward to next expense line, click the Next Expense button. Note that the description of the expense line is displayed at the top of the page.
- When all accounting information is complete for all expense lines, click the OK button.



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Account	Description				
	In State				
525110	PRIVATE VEHICLE MILES IN STATE				
525120	PRIVATE CHARTER IN STATE				
525130	GROUND TRANSP EXP IN STATE				
525170	AIR RAIL & BUS FARE IN STATE				
525180	MEALS AND LODGING IN STATE				
525190	NON SUBSISTENCE IN STATE				
Out of State					
525210	PRIV VEHICLE MILES OUT STATE				
525220	PRIVATE CHARTER OUT STATE				
525230	GROUND TRANSP EXP OUT STATE				
525270	AIR RAIL & BUS FARE OUT STATE				
525280	MEALS AND LODGING OUT STATE				
525290	NON SUBSISTENCE OUT STATE				
	International				
525310	PRIV VEHICLE MILES INTERNATL				
525320	PRIVATE CHARTER INTERNATL				
525330	GROUND TRANSP EXP INTERNATL				
525370	AIR RAIL & BUS FARE INTERNATL				
525380	MEALS AND LODGING INTERNATL				
525390	NON SUBSISTENCE INTERNATIONAL				



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Statewide Management, Accounting and Reporting Tool

Saving

To save there are two options:

• Save for Later – To access again later you would use the navigation path of:

Employee Self-Service > Travel and Expense Center > Expense Report > Modify

Submit

When you click the Submit button, the Submit confirmation page displays to indicate the travel authorization has successfully saved, and indicates if missing or invalid information exists. You can not make changes after you submit.

Employee Expenses:	145.00 USD	Due Employee:	145.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		
		Definition of Totals	Update Totals
Save For Later Submit		Expense Report Project Summary	Printable View

Once submitted the request will follow the Approval route of:

- 1. Director, unless you are assigned to a Regional Office. Then the Regional Manager will approve.
- 2. Accounting for verification that State travel requirements were used.
- 3. Administrative Services Commissioner for final accounting funding approval.



State of Kansas Expense Reports Job Aid

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Printing

After the Report is saved, either save and submitted or Save for Later option the report can be printed.

- Click on the Printable View icon on the View Expense Report page. (Page that displays after save)
- If the Expense Report has already been submitted.
 - Return to the Travel and Expense Center
 - Print Option menu or View Option menu
 - Print the submitted report

Expense Repo	it Detail										
		User Defaults	Rep	ort ID:	0000000007	F.					
General Information											
Description:	PPD Testing		Com	nment:				-			
Business Purpose:	Training										
Status:	Paid		Refe	erence:							
Default Location: Post State:	In-state & Borde Posted	r City Travel	Last	Updated:	06/11/2010) By: (FMSJREMP				
			More Op	ptions:			1	GO			
ob Title:		Address 1:									
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State of Kansas Expense Reports Job Aid

Statewide Management, Accounting and Reporting Tool

- The Report ID will automatically populate on the Expense Report.
- Click on the link under the Report ID column

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State of Kansas Expense Reports Job Aid

Statewide Management, Accounting and Reporting Tool

• Click the **File > Print** .

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<u>Note</u>: You may want to select Print Preview first to make sure most of the page is printed. Landscape may help.

It is important for the print view being mailed to Accounting to reflect the Expense Report Number.

Example of the Expense Report Printable view docum
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KDOA Updated - 09/19/2010



Expense Reports Job Aid

Statewide Management, Accounting and Reporting Tool

Paper Receipts

- If there are receipts or other documentation forms that need to accompany the Expense Report, print the report then staple the receipts to the printed copy.
- It is important for the print view being mailed to Accounting to reflect the Expense Report Number.
- Mail to Shannon Taylor in Accounting.
- <u>Note</u>: The Expense Report will not be approved by Accounting until the receipts are received.

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