Entering Expense Reports

Important – Follow the below Navigation on the SMART Menu

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

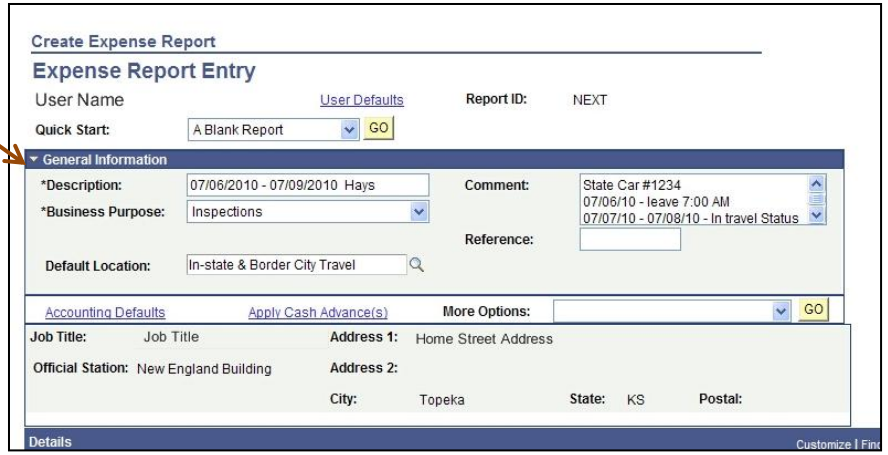
The Create Travel Expense Report page will automatically display, but it does take some time. Your information should default into the appropriate fields.

DO NOT USE THE MENU ITEM OF TRAVEL AND EXPENSE.

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

Expense Report Entry from a Blank Report

Complete General Information Section



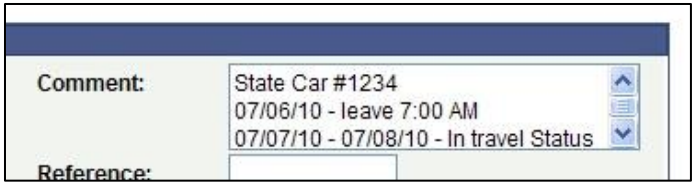
- **Description** - Enter the dates of travel.
- **Business Purpose** - A drop down list of 8 business purposes. Please choose the purpose that best describes what applies to you.
  - Surveyors and Regional Managers please use INSPECTIONS for your business purpose if you are conducting a survey or facility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

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).
    - Example: 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



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

Search Results

View All First 1-5 of 5 Last

Expense Location	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

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Details Section – Overview Tab

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

- 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.

Details Section - Overview Tab

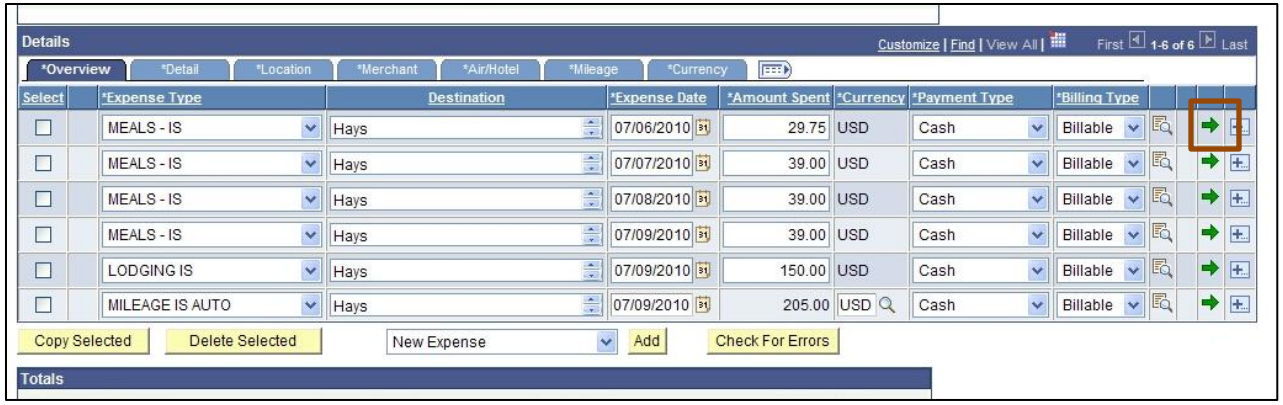
- Expense Types (continued)
  - **Mileage.** There is two different options for mileage. Actual mileage at allowed rate or a lesser flat rate if it would have been les expenses to have rented a car. Please fill out the KDOA Review of Most Cost Effective Mileage form located on the Intranet for that determination. 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.
- Destination – Enter where traveled to incur the expense.
- Expense Date – Date expense was incurred. Meals for more than one day of travel list each day separately.

Details Section - Overview Tab (continued)

- Amount Spent – 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".
- Payment Type – Drop down listing – select **CASH**
- Billing Type – Default is Billable – DO NOT change.

Details Section - Overview Tab (continued)

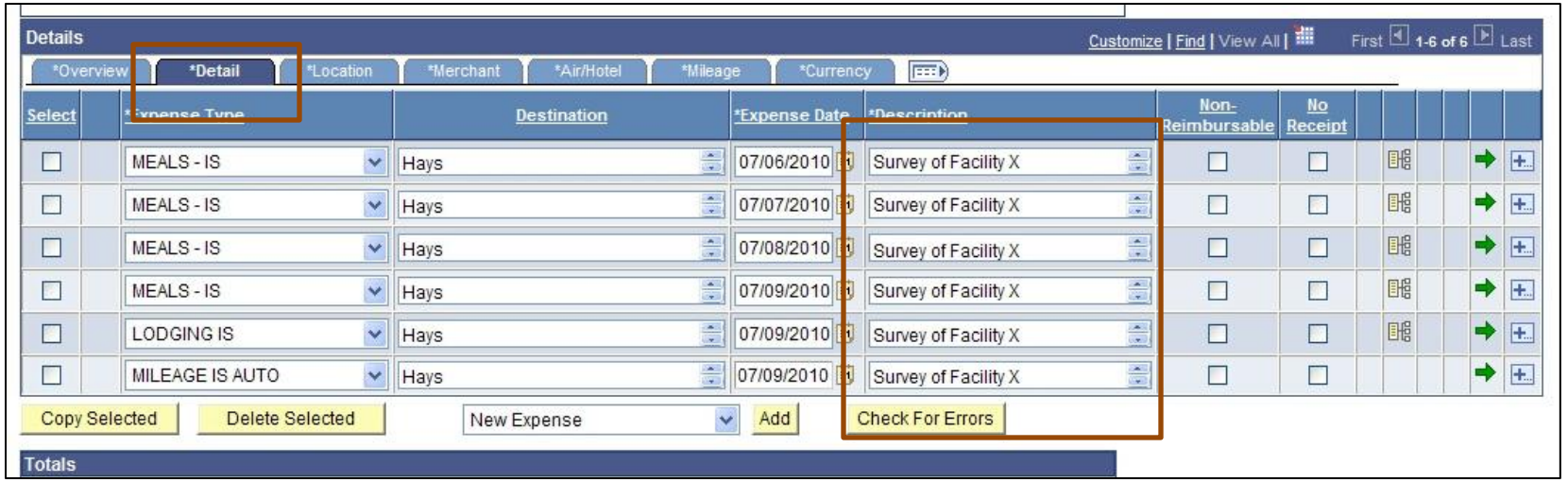
- Click on the **green** arrow to navigate through the required fields for the line expense. If there are required fields on the other tabs, an * will appear next to the tab name.
- Continuing to click on the green arrow will cycle back to the Overview tab to enter next expense line.



Details Section – Detail Tab – Required Fields

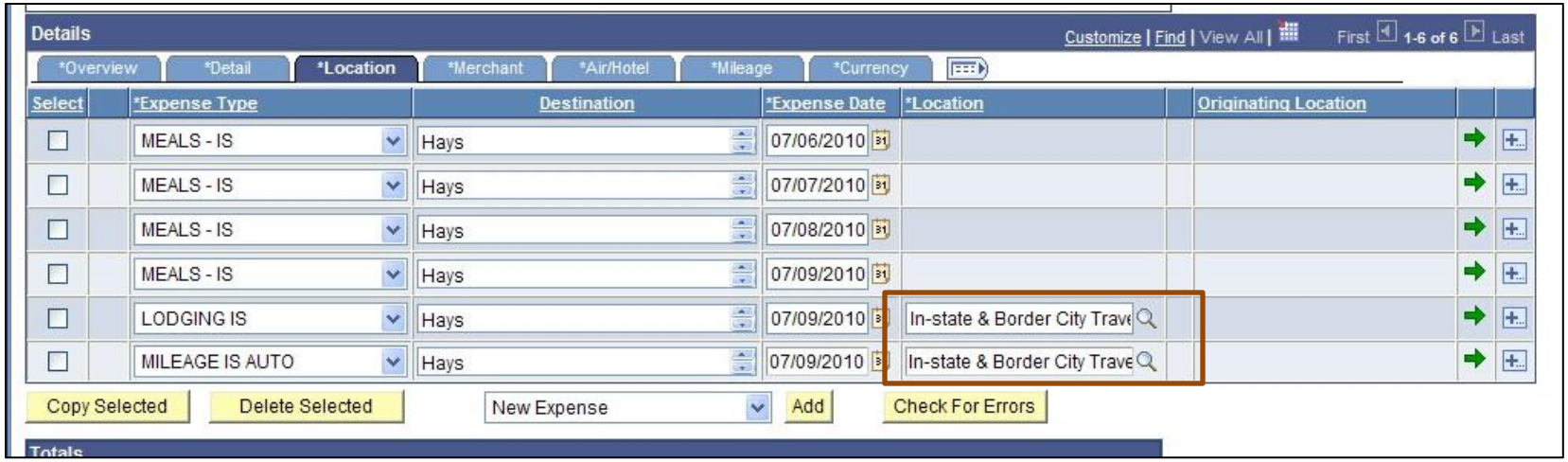
- Description – Enter the purpose of travel. Meal Expenses will default with Meals in this field – Change the description with the purpose of travel.
  - Do Not change the Non-Reimbursable or the No Receipt fields.

- All other fields populate with information from the Overview tab.



Details Section – Location Tab – Required Fields

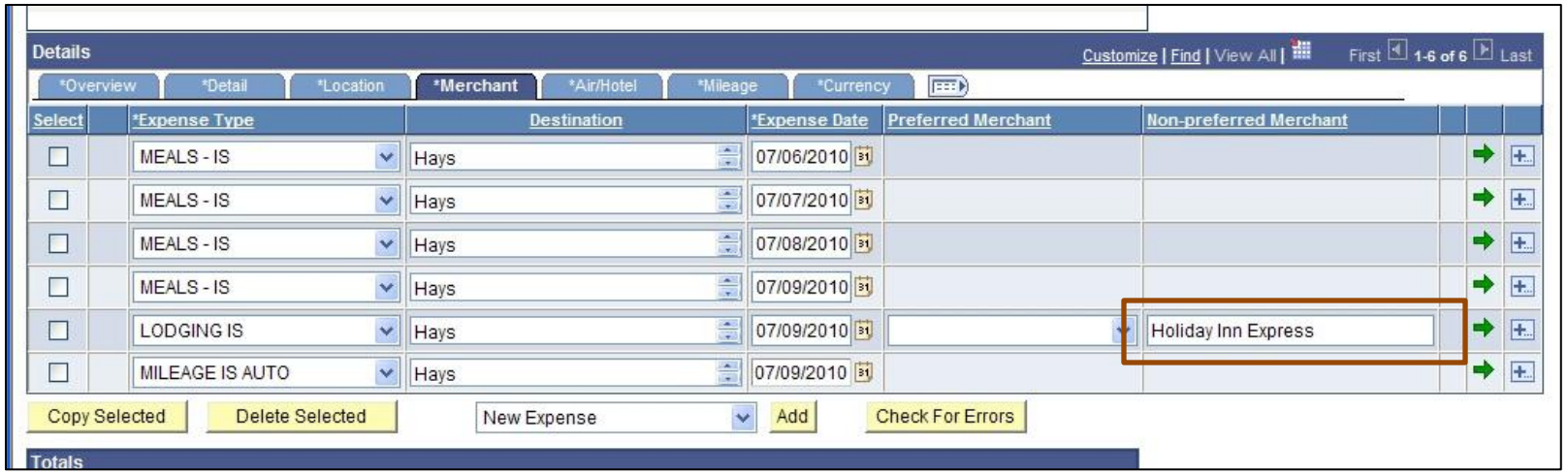
- Location – Location should default to the Default Location in the General Information area.
- All other fields populate with information from the Overview tab.



Details Section – Merchant Tab – Required Fields

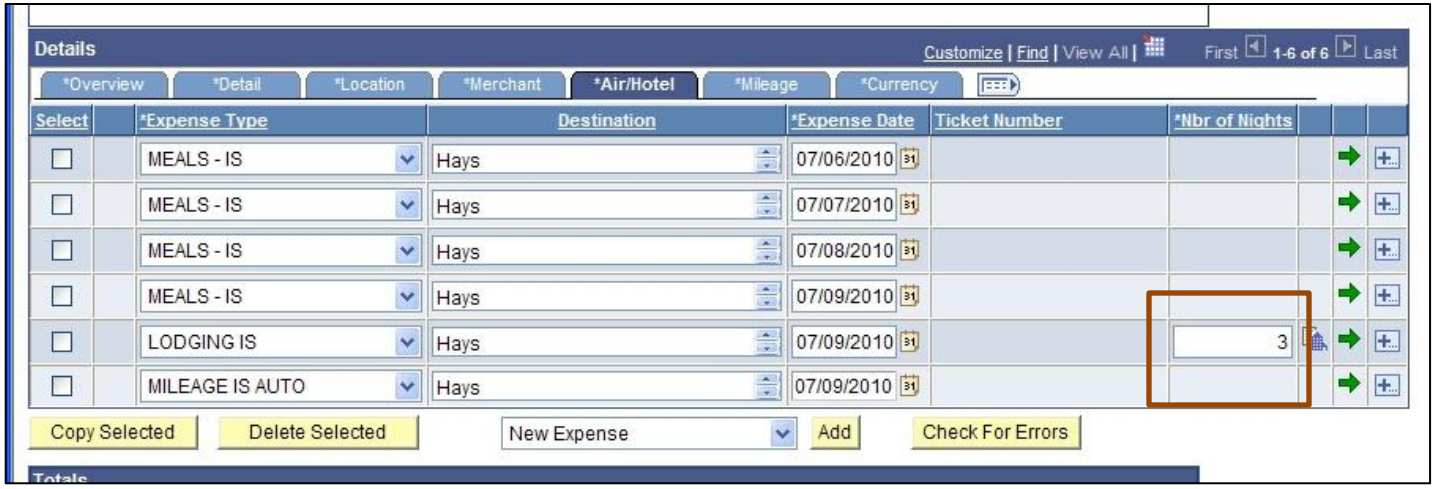
- Preferred Merchant / Non-preferred Merchant – One of these fields need to be completed. At this time, the Preferred Merchant drop down listing is empty. Therefore, enter the name of the Hotel in the Non-preferred Merchant field.

- All other fields populate with information from the Overview tab.



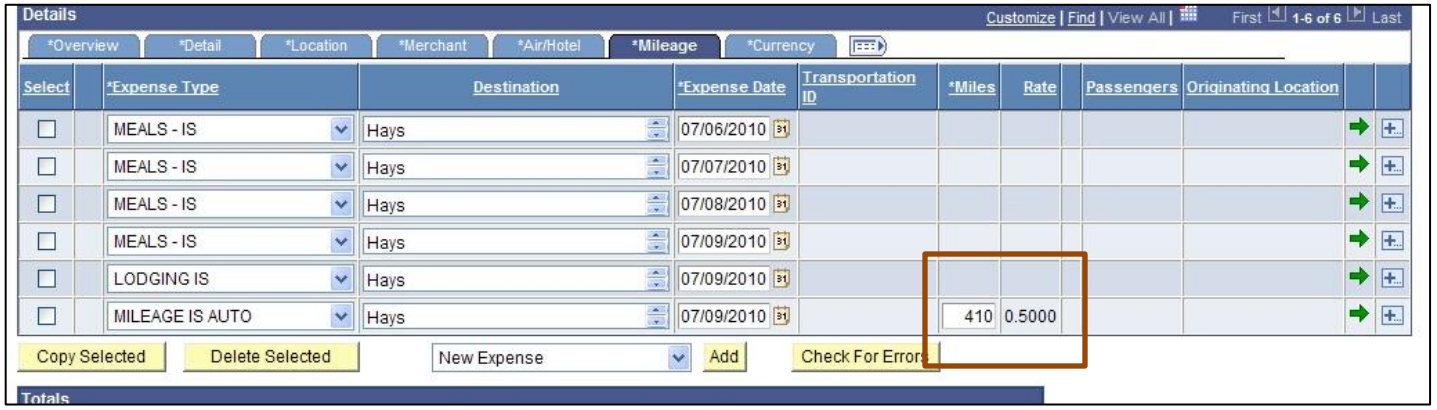
Details Section – Air/Hotel Tab – Required Fields

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



Details Section – Mileage Tab – Required Fields

- Miles – Enter the total mileage for the expense period.
- All other fields populate with information from the Overview tab.



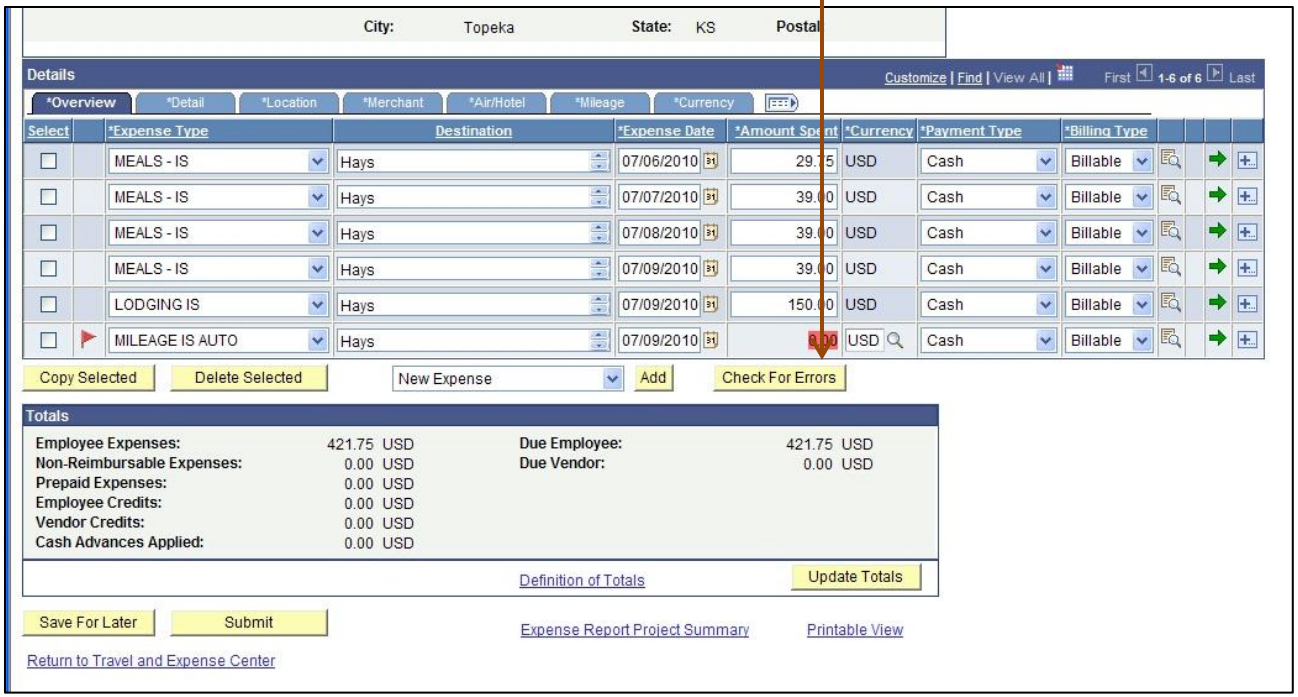
Details Section – Currency Tab – Required Fields

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

Error Checking

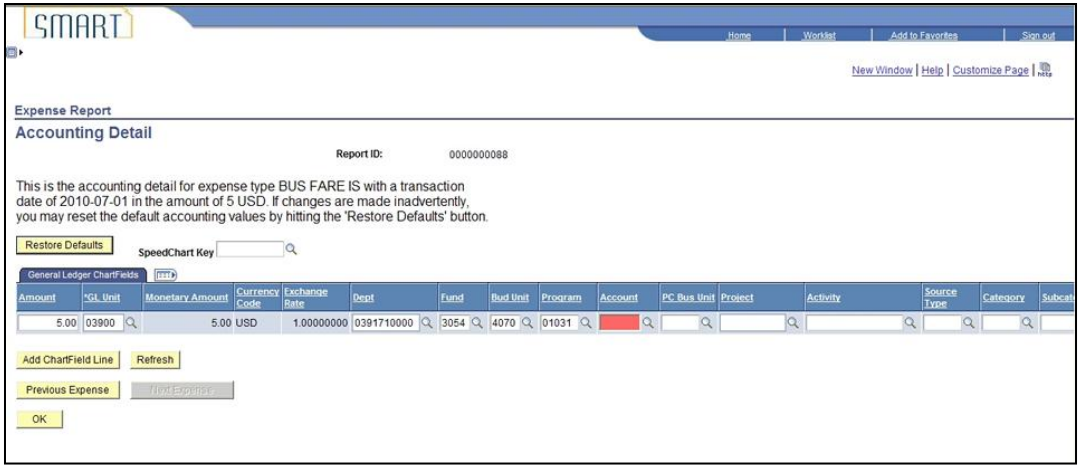
On any expense report, you must check for errors. All errors must be corrected before you can submit.

- 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.



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:



- 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.

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

Saving

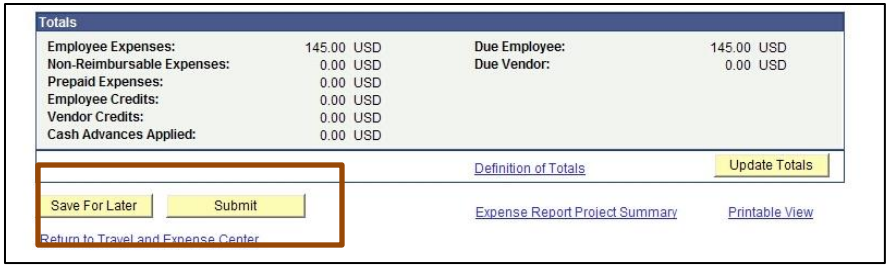
To save there are two options:

- **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.**



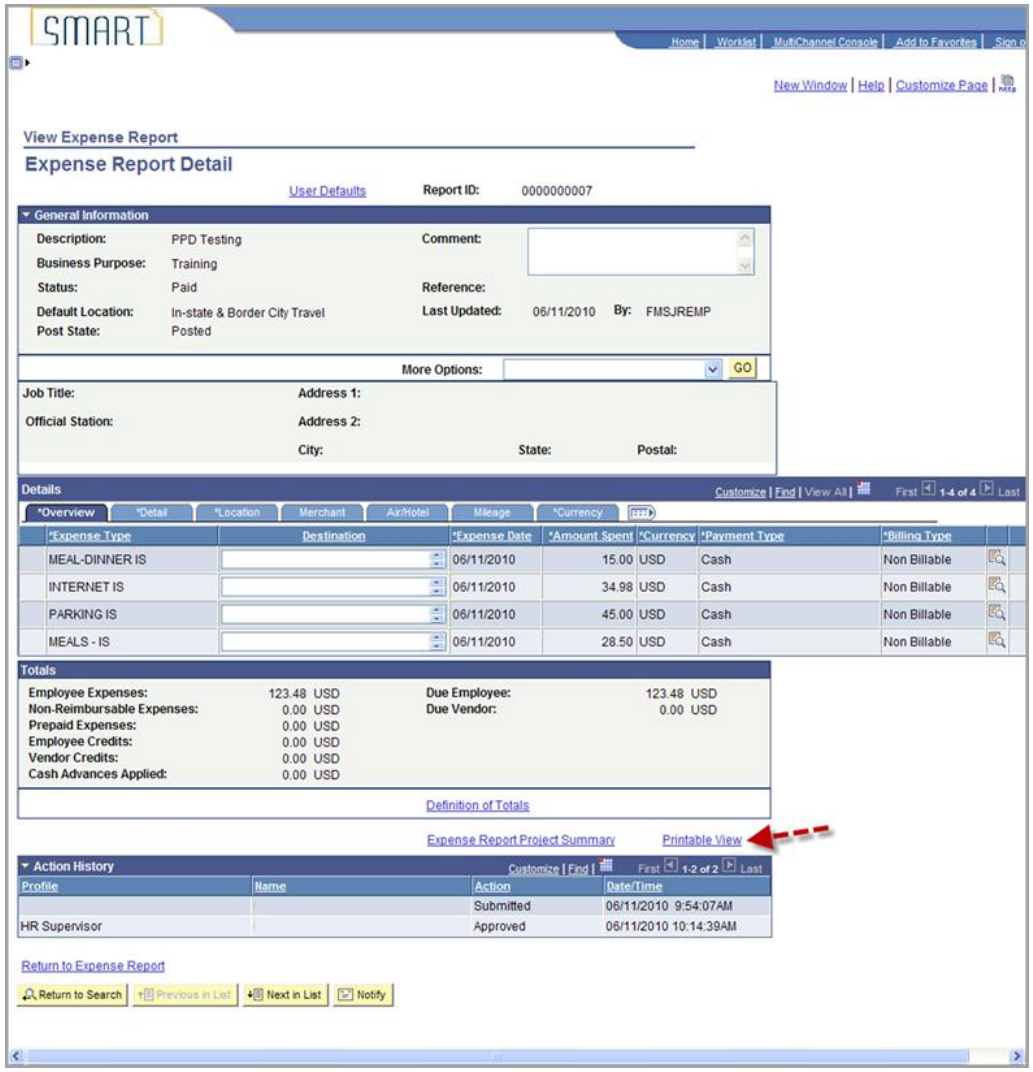
Once submitted the request will follow the Approval route of:

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.

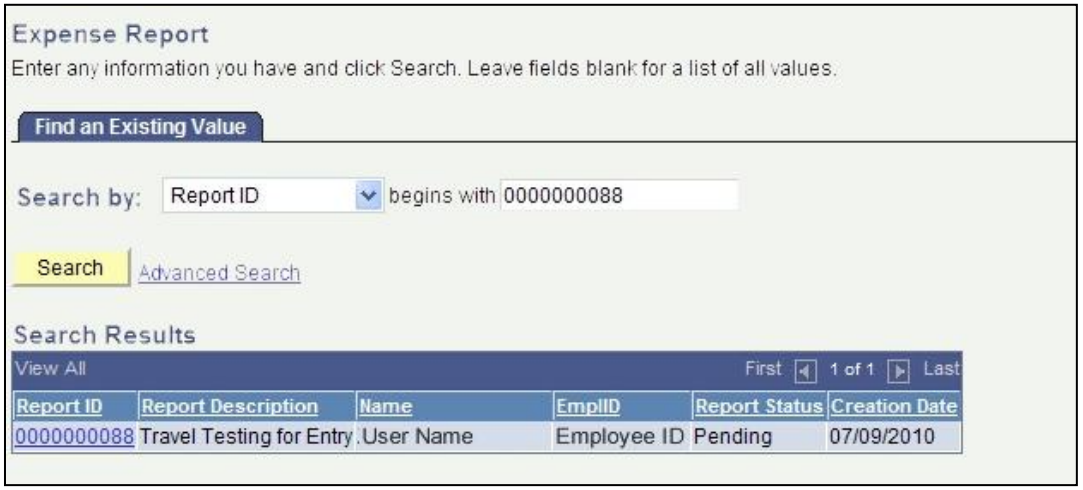
Printing

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



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



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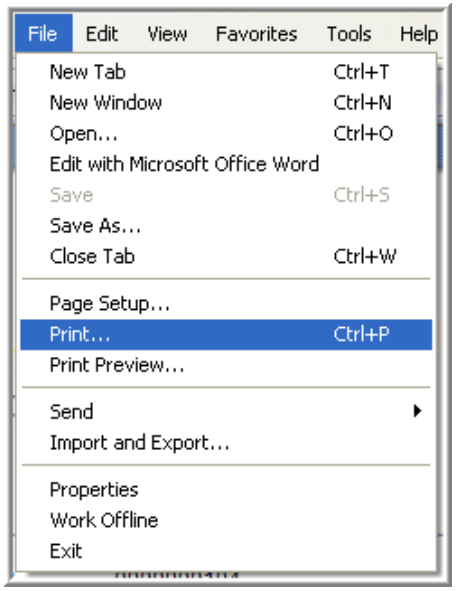
- Click the **File > Print** .



Note: 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 document.

SMART

Expense Report | Expense Receipt

To print this report, please use your browser's print feature.

PeopleSoft

Expense Report 0000000007

EmplID:

Report Date: 06/15/2010 12:41:01PM Status: Paid

Description: PPD Testing

Business Purpose: Training

Comment:

Date	Expense Type	Merchant	Location	Amount	Currency
06/11/2010	MEAL-DINNER IS		In-state & Border City Travel	15.00	USD
06/11/2010	INTERNET IS			34.98	USD
06/11/2010	PARKING IS		In-state & Border City Travel	45.00	USD
06/11/2010	MEALS - IS			28.50	USD

Expense Report Totals

Employee Expenses:	123.48 USD	Total Due Employee:	123.48 USD
Non-Reimbursable Expenses:	0.00 USD	Total 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		

I certify that the information provided above is an accurate record of expenses incurred.

Employee Signature Date

Approved By Date

Return to Expense Report Detail

Expense Report | Expense Receipt

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.
- Note: The Expense Report will not be approved by Accounting until the receipts are received.

SMART

Expense Report | Expense Receipt

To print this report, please use your browser's print feature.

PeopleSoft

Expense Report 0000000007

EmplID:

Report Date: 06/15/2010 12:41:01PM Status: Paid

Description: PPD Testing

Business Purpose: Training

Comment:

Date	Expense Type	Merchant	Location	Amount	Currency
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Expense Report Totals

Employee Expenses:	123.48 USD	Total Due Employee:	123.48 USD
Non-Reimbursable Expenses:	0.00 USD	Total Due Vendor:	0.00 USD
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Employee Credits:	0.00 USD		
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Cash Advances Applied:	0.00 USD		

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Return to Expense Report Detail

Expense Report | Expense Receipt