




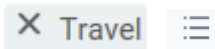
## Expense Report - Travel

In search bar, enter in "Create Expense Report"

- The BLUE  "Create New Expense Report" is pre-selected unless you select "Copy Previous Expense Report" from a prior claim
- Notice - Your department information is pre-loaded. (You can change the SmartKey if needed, then other Red\* items will change automatically)
- Click OK

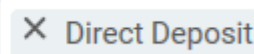
### Expense Report Information

- Business Purpose – Select *Travel* from the list of items available



### Expense Report Reference Information

- Notice - If you previously selected Direct Deposit, it will show here

Reimbursement Payment Type \* 


- Memo – Enter details including dates of travel.

### Expense Report Line

- Date – Enter travel date
- Expense item – Select from the items list, click on "By Expense Item Group" then select "Employee Travel." Select which category of travel to reimburse. Ex: airfare, car rental, lodging, parking, reg fees
- Quantity – Will autofill as 1 unless you change the amount
- Total amount – Enter amount
- Memo – Enter reason for travel reimbursement
- Notice - The following will populate from earlier selection - SmartKey, Fund, Cost Center, Program, Business Unit, Additional Worktags

Spend Authorization - Leave blank Item Details – List Hotel or Airlines if needed but not required

Attach Documentation – Attach Approved Off-Campus Activity Request, receipts, flyer of conference, etc.

Click on the  Add button for additional expenses. You can include all your receipts from one trip listed separately. Continue the same steps of "Expense Report Line" select "Expense Line item for different reimbursement categories and attach receipts. Once complete,

Click 