



## Expense Report - Refreshments

In search bar, enter in “Create Expense Report”

- Click *NEW* (or *PREVIOUS* if you want to copy 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 *Refreshments* from the list of items available

### Expense Report Reference Information

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

### Expense Report Line

- Expense item – Select from the items list, click on “By Expense Item Group” then select “Meeting Refreshments” then select option.
- Quantity – Will autofill as 1 unless you change the amount
- Total Amount – Enter amount
- Memo – Enter reason for reimbursement
- Notice -The following will populate from earlier selection - SmartKey, Fund, Cost Center, Program, Business Unit, Additional Worktags

Instructional Text - Note the information needed

Spend Authorization Line - Leave blank

Receipts – Attach a file or drop in from your desktop. Mobile Application is not available yet; will be implemented later.

Click SUBMIT