



Hostos Community
College

CUNYfirst
Fully Integrated Resources & Services Tool

Travel & Expense Module

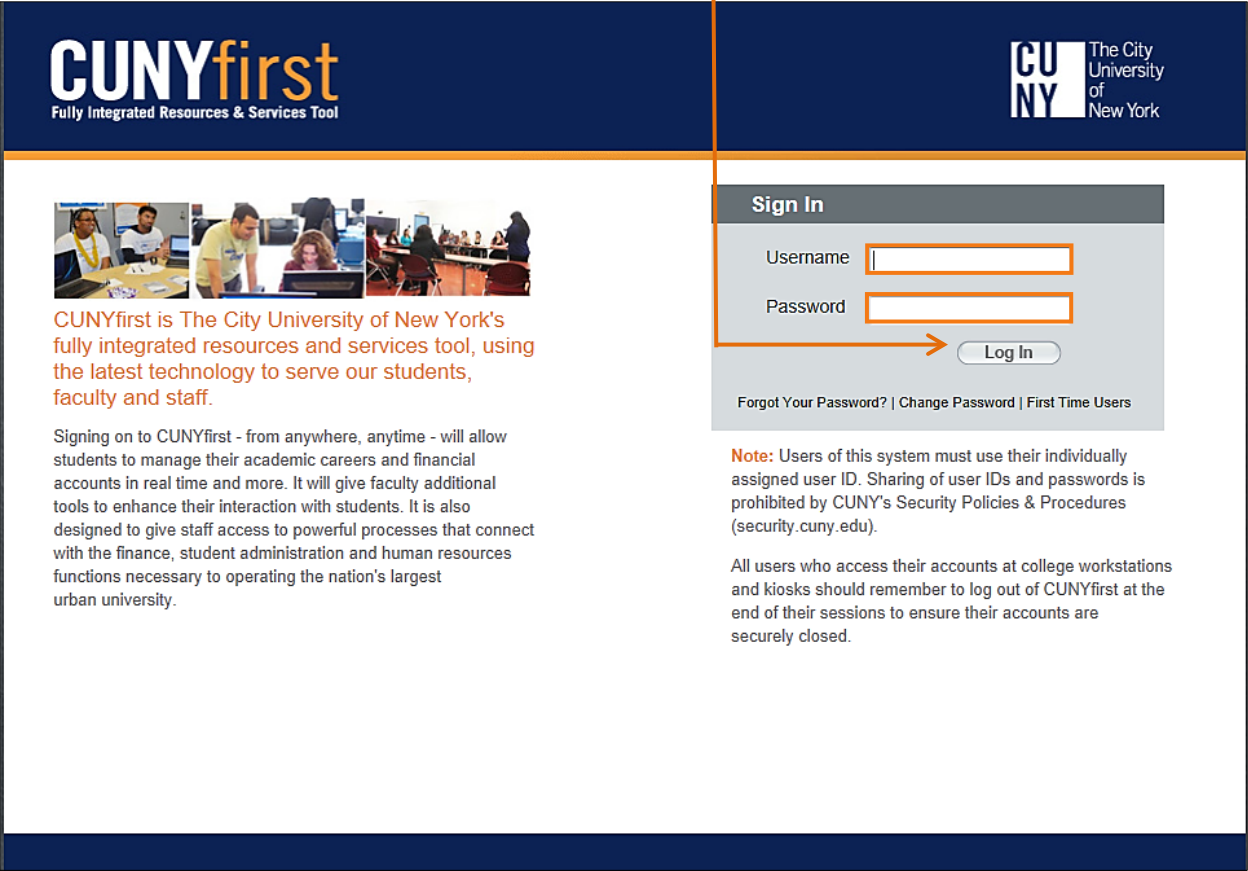
Table of Content




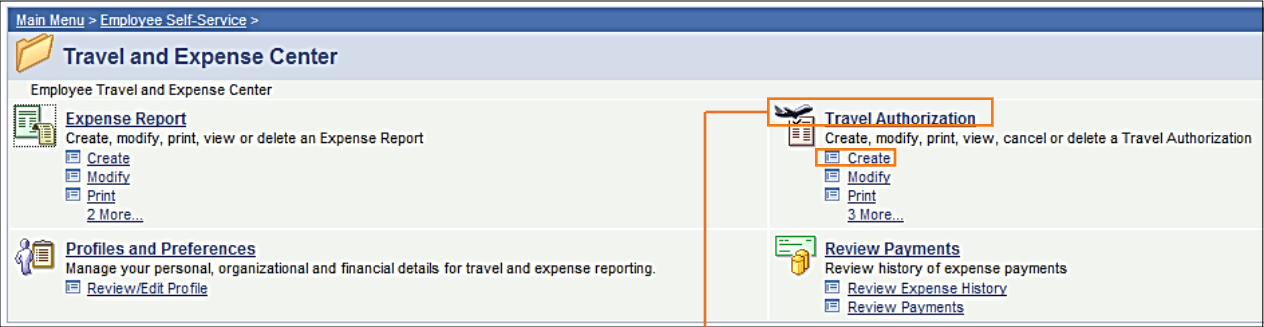
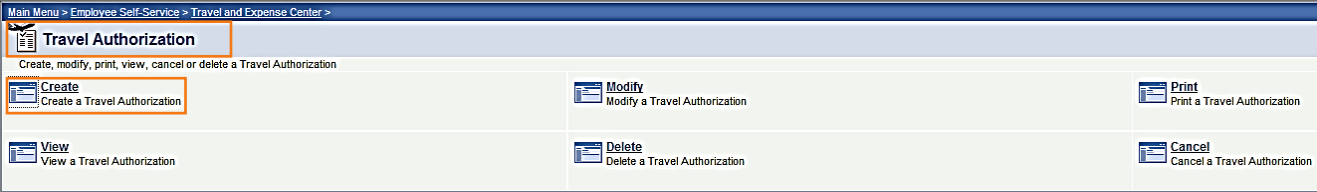
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Travel Authorization/Travel Request

- Travel Authorizations ensure travel requests meet business purposes and budget is available and set aside for your trip.
- Travel Authorizations are required for all out-of-town travel by CUNY employees *prior to the first date of travel*.
- Travel Authorizaion is needed to encumber money for the travel
- Travel Authorization must be created in CUNYFirst by the employee or their proxy
- Prepare and attach support documentation which includes:
 - **File Name:** Give each document a meaningful name
 - **Dates:** include travel dates
 - **Amount details** (e.g. conference registration, air/train tickets, hotel, etc.)
- Travel Authorizations must be created in advance of travel, approved and budget checked.
- Approval has three levels:
 - **Supervisor:** Traveler's immediate Supervisor (**For Faculty, the Department's Chairperson**)
 - **Department Approver Level 1**
 - **Department Approval Level 2:** ensures department budget is encumbered (set aside) for the anticipated travel
- No self-approval of a Travel Authorization is permitted.
- Expense users are set up in the City Vendor file so Employee paid expenses may be reimbursed.
- Separate Travel Authorizations are required when a trip is being paid for by more than one institution.
- There can be only one destination per Travel Authorization.
- Foreign Travel must submit proof of exchange rate information for the date of the travel.

CREATE A TRAVEL AUTHORIZATION

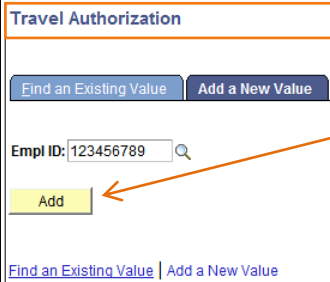
Step	Action
1.	<p>Enter https://home.cunyfirst.cuny.edu in your browser's address bar:</p> <p>➤ Enter your Username and Password and click the Log In button.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div> <p>From the <u>Enterprise Menu</u>, select the <u>Financials Supply Chain</u> link.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0; width: fit-content;"> <p>ENTERPRISE MENU</p> <ul style="list-style-type: none"> ▷ Self Service – Enterprise Learning Management <li style="border: 1px solid orange;">– Financials Supply Chain – HR / Campus Solutions – firstSolutions Knowledge Base </div>

Step	Action
2.	<p>➤ Navigate to: <u>Employee Self-Service > Travel and Expense Center > Travel Authorization > Create</u></p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <div style="text-align: center; margin: 10px 0;">  </div>  <p style="text-align: center; margin: 10px 0;">The Travel Authorization Link will take you to the window below:</p>  <p>In the Travel Authorization Center, the traveler or proxy can find the components they will use conveniently grouped.</p> <p>Create- Allows the user to create a New Travel Authorization</p> <p>Modify- This action is only available when the Travel Authorization is saved but not submitted for approval. Also, when the Travel Authorization is sent back by an approver for revision the Authorization should be modified in this component.</p> <p>View- Displays a submitted or approved Travel Authorization</p> <p>Delete- User can only delete a Travel Authorization when it is in a saved or pending status</p> <p>Cancel- Only Approved Travel Authorizations that will not be used can be deleted</p>

Step	Action
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3. ➤ After Clicking on the Create link, the **Travel Authorization** page will display, containing by default the user's Employee ID.

Note: If you are creating a Travel Authorization for yourself, just click the **Add** button.




Travel Authorization

Find an Existing Value | Add a New Value

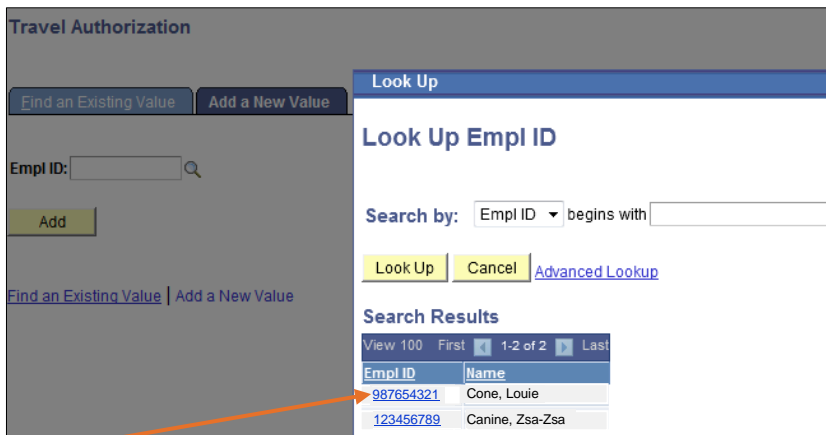
Empl ID: 123456789

Add

Find an Existing Value | Add a New Value

****Proxies**, when creating a Travel Authorization on behalf another person; **click on the**  magnifying glass icon

The **Look Up Empl ID** page will display containing a list of **Empl ID's** and the **Names** of all the users that you are able to create a Travel Authorization for.



Travel Authorization

Find an Existing Value | Add a New Value

Empl ID: [input] [magnifying glass]

Add

Find an Existing Value | Add a New Value

Look Up

Look Up Empl ID

Search by: Empl ID begins with [input]

Look Up | Cancel | [Advanced Lookup](#)

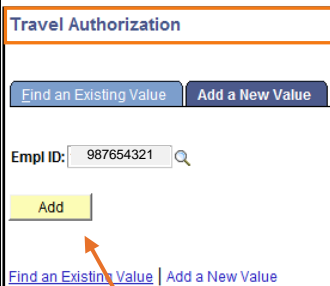
Search Results

View 100 First 1-2 of 2 Last

Empl ID	Name
987654321	Cone, Louie
123456789	Canine, Zsa-Zsa

Click on the Empl ID of the person that you are creating the Travel Authorization for.

After clicking on the Empl ID of the Traveler, The **Travel Authorization** Page displays again showing the Traveler's Empl ID.



Travel Authorization

Find an Existing Value | Add a New Value

Empl ID: 987654321

Add

Find an Existing Value | Add a New Value

4. Click on the **Add** button.

Step	Action
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5. ➤ The **Create Travel Authorization Entry** page display

Create Travel Authorization

Travel Authorization Entry

Louie Cone → Traveler's Name [User Defaults](#) Authorization ID: NEXT Defaulted Travel Authorization ID

Quick Start: A Blank Authorization GO User can start from a Blank Authorization or copy from an existing Travel Authorization

General Information

*Description: Brief Description (less than 30 characters) Comment: Enter the purpose of the trip in free form text in no more than 10,000 characters

*Business Purpose: Select from drop down Menu

Default Location: Travel Destination, Click on search icon 🔍

*Date From: mm/dd/yyyy 📅 *Date To: mm/dd/yyyy 📅 + [Attachments](#) ▶ Supporting Documentation

[Accounting Defaults](#) More Options: GO

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
							+
							+
							+
							+

Copy Selected
 Delete Selected
 New Expense Add
 Check For Errors

Totals

Authorized Amount: 0.00 USD

Update Totals

Save for Later
 Submit
 [Create A Cash Advance](#)
 [Project Summary](#)
 [Printable View](#)

[Return to Travel and Expense Center](#)

Required Fields (*):

- * **Description:** Identify travel (Conference, Meeting, etc.)
- * **Business Purpose:** Select correct list item from **dropdown menu**
- * **Location:** One destination per Travel Authorization
- * **Travel Dates**
- * **Attachments Link:** Supporting Documentation to Justify the Expenditure

- Conference
- Emergency Travel
- Equipment Transportation
- Legal Proceedings
- Meeting
- Non-Travel Expense
- Routine Travel
- Site Visit
- Training and education travel
- Travel for Audit
- Union Business

The **Travel Authorization ID** value defaults to “NEXT” indicating that the Travel Authorization is new and has not yet been saved. When saved, the system assigns a 10-digit number.

Location

National Travel: search by typing the two (2) letter code for a given state (e.g. WA for Washington, NY for New York, etc.)

International Traveler (Outside U.S.) search by typing three (3) letter code for the countries’ state or city.

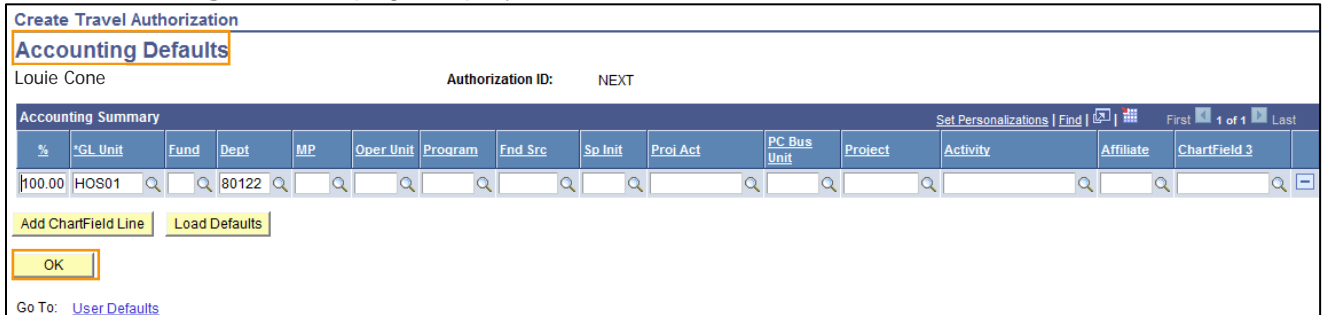
Accounting Defaults apply to every expense line. All Travel Authorizations must be future dated.

Note: Save your work frequently as you enter the projected expenses and attach the required supporting documentation.

Step	Action
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6. ➤ Click the **Accounting Defaults** link [Accounting Defaults](#) to view the ChartField string to be applied to every expense line of the Travel Authorization.

The **Accounting Defaults** page display.

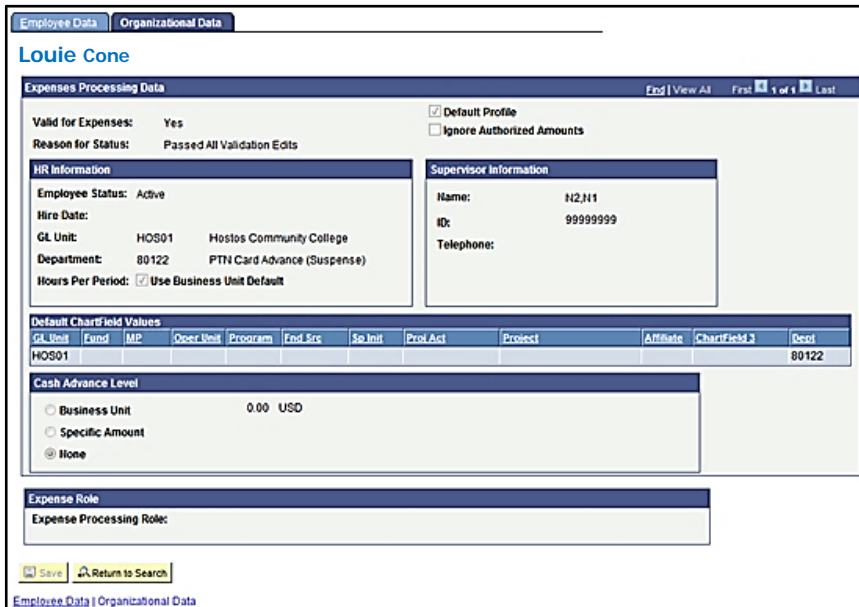
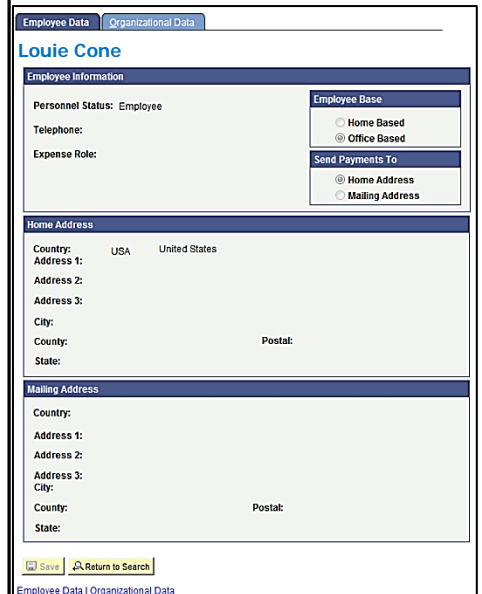


As needed, modify only these default accounting ChartFields:

- **GL Unit (HOS01-Hostos Default)**
- **Dept (Department)**

7. **Note: Separate expense lines are needed when travel expenses are split among departments.**
- Click the **OK** button.

By clicking on the [User Defaults Link](#), a new Tab opens up (Review/Edit Profile) displaying the Traveler's **Employee Data** and the **Organizational Data** (see below).

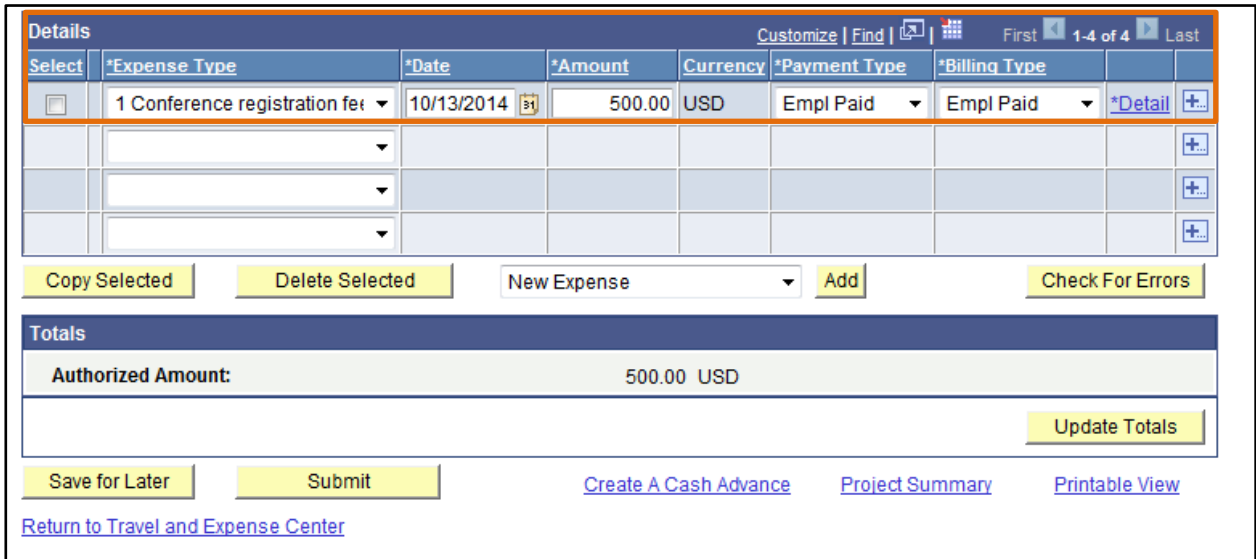



Note: To return to the previous page, just click on the **X** next to the Review/Edit Profile Tab. 


Don't click on Return to Search button because you are going to be directed to the Employee Profile page.

Step	Action
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8. ➤ Complete the **Travel Authorization: Details Section**



***Required fields:**

***Expense Type:** select most appropriate list item from dropdown menu . (List of items provided at the back of guide)

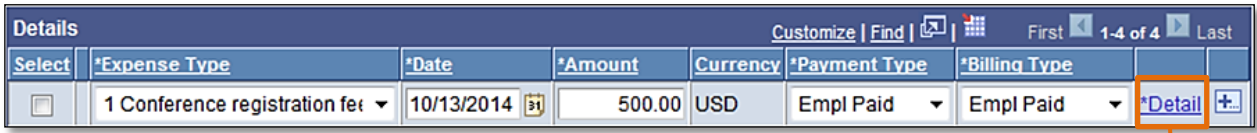
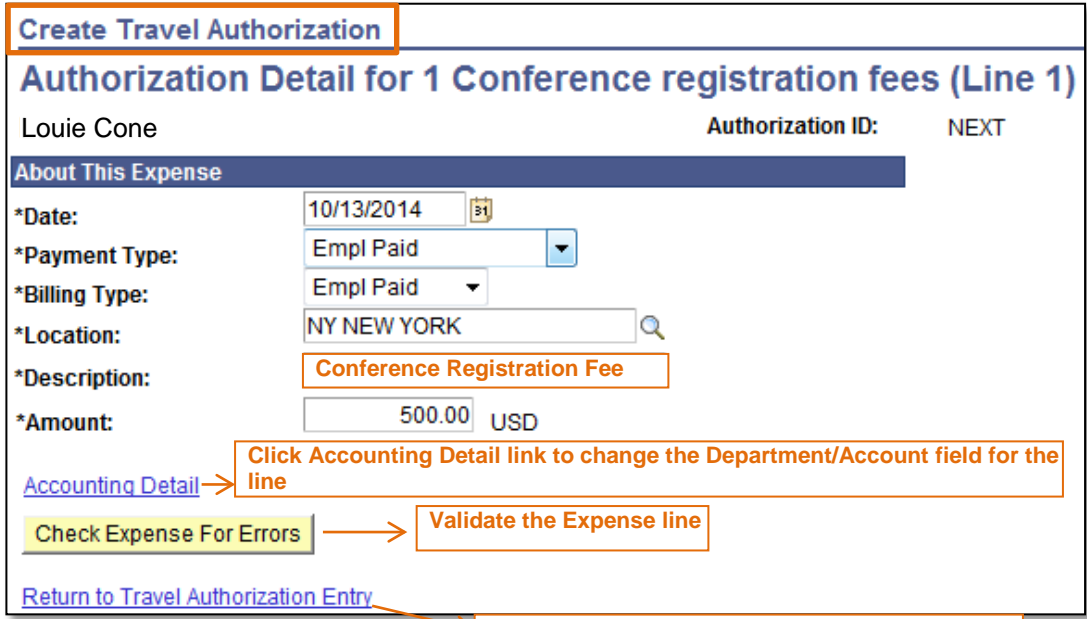
Note: *If the employee is a member of PSC, then select only PSC Expense Types.*


* **Date** field: enter future date the expense is expected to be incurred in the mm/dd/yyyy format.

***Amount** field: enter total expense estimate in whole dollars (no cents).

On the* **Payment Type** and ***Billing Type**  dropdowns, select matching:

Payment Type	Billing Type	Action
CUNY Card	CUNY Paid	Payment processed with college card
EMPL Paid	EMPL Paid	Employee anticipates using their own funds for an expense e.g. Mileage
Non -reimbursable	Non -reimbursable	When employee anticipates incurring expenses that are non-reimbursable (expenses not covered by the college)

Step	Action
<p>9.</p> <p>10.</p>	<div data-bbox="224 247 1474 378">  </div> <p>Click the Detail link to display the Authorization Detail page for the Expense Type. The Create Travel Authorization page displays</p> <div data-bbox="263 529 1344 1144">  </div> <p>*Required Fields:</p> <ul style="list-style-type: none"> *Date: Prepopulated from information entered in the previous page. *Payment Type and *Billing Type: Prepopulated from previous page. *Location: Prepopulated from previous page. *Description: Enter a description of no more than 250 characters. <p>Click Return to Travel Authorization Entry link</p> <div data-bbox="240 1617 1485 1780"> <p>Note: If the Expense Type is either PSC or Non PSC Mileage, then three additional fields display being: Miles, Originating Location, and Destination Location. After these three fields are entered, click the Calc Mileage button to update the Amount field based on the entered data.</p> </div>

Step	Action																																								
11.	<p>The system takes you back to the Create Travel Authorization /Travel Authorization Entry page.</p> <p>➤ Continue adding Expense Type lines. As needed, click the Add a row  icon to enter more expense lines.</p> <div data-bbox="211 319 1455 1297" style="border: 1px solid black; padding: 5px;"> <p>Create Travel Authorization</p> <p>Travel Authorization Entry</p> <p>Louie Cone User Defaults Authorization ID: NEXT</p> <p>General Information</p> <p>*Description: Conference/Meeting Name <input type="text"/> Comment: Purpose of the Trip <input type="text"/></p> <p>*Business Purpose: Conference <input type="text"/></p> <p>Default Location: NY NEW YORK <input type="text"/> <input type="button" value="Search"/></p> <p>*Date From: 10/13/2014 <input type="text"/> *Date To: 10/20/2014 <input type="text"/> <input type="button" value="Attachments"/></p> <p>Accounting Defaults More Options: <input type="text"/> <input type="button" value="GO"/></p> <p>Details Customize Find <input type="button" value="Print"/> First 1-4 of 4 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>*Expense Type</th> <th>*Date</th> <th>*Amount</th> <th>Currency</th> <th>*Payment Type</th> <th>*Billing Type</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1 Conference registration fee</td> <td>10/13/2014 <input type="text"/></td> <td>500.00</td> <td>USD</td> <td>Empl Paid</td> <td>Empl Paid</td> <td>*Detail <input type="button" value="+"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>1 Additional airline fees</td> <td>10/13/2014 <input type="text"/></td> <td>200.00</td> <td>USD</td> <td>CUNY Card</td> <td>CUNY Card</td> <td>*Detail <input type="button" value="+"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="button" value="+"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="button" value="+"/></td> </tr> </tbody> </table> <p> <input type="button" value="Copy Selected"/> <input type="button" value="Delete Selected"/> <input type="text" value="New Expense"/> <input type="button" value="Add"/> <input type="button" value="Check For Errors"/> </p> <p>Totals</p> <p>Authorized Amount: 700.00 USD</p> <p style="text-align: right;"><input type="button" value="Update Totals"/></p> <p> <input type="button" value="Save for Later"/> <input type="button" value="Submit"/> Create A Cash Advance Project Summary Printable View </p> <p>Return to Travel and Expense Center</p> </div> <p>Before Submitting the Travel Authorization,</p> <p>➤ Please click on Check For Errors button to validate all Expense lines. If no errors are found please choose one of the options below:</p> <p>Save for Later button: works as a draft. This action will allow adding or changing lines later on the Travel Authorization.</p> <p>Submit button: Begins Approval Route. Travel Authorization will go to your Supervisor for approval.</p> <div data-bbox="186 1675 1458 1858" style="border: 1px solid black; padding: 5px;"> <p>Note: Expense lines are checked for errors. The Travel Authorization cannot be saved or submitted until all errors are corrected. After submission, the Travel Authorization cannot be changed by the Employee or Proxy. The only action available will be View Travel Authorization</p> </div>	Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type		<input type="checkbox"/>	1 Conference registration fee	10/13/2014 <input type="text"/>	500.00	USD	Empl Paid	Empl Paid	*Detail <input type="button" value="+"/>	<input type="checkbox"/>	1 Additional airline fees	10/13/2014 <input type="text"/>	200.00	USD	CUNY Card	CUNY Card	*Detail <input type="button" value="+"/>								<input type="button" value="+"/>								<input type="button" value="+"/>
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12.																																									

Step	Action																																																	
13.	<p>➤ Click Submit button.</p> <p>Submit Confirmation page displays.</p> <div data-bbox="277 289 1398 722" style="border: 1px solid black; padding: 10px;"> <p>Create Travel Authorization</p> <p>Submit Confirmation</p> <p>Louie Cone Authorization ID: NEXT</p> <hr/> <p>Travel Authorization Totals</p> <table border="1" style="width: 100%;"> <tr> <td>Total:</td> <td style="text-align: right;">700.00 USD</td> </tr> </table> <p>✓ Click OK to submit, or click Cancel to return to the travel authorization without submitting.</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div> <p>➤ Click OK button to submit your travel authorization</p> <p>The system takes you back to View Travel Authorization /Travel Authorization Details page displaying the Authorization ID Number (10 digits) all the information you have Submitted</p> <div data-bbox="204 900 1398 1879" style="border: 1px solid black; padding: 10px;"> <p>View Travel Authorization</p> <p>Travel Authorization Details</p> <p>Louie Cone User Defaults Authorization ID: 0000000031</p> <hr/> <p>General Information</p> <table border="1" style="width: 100%;"> <tr> <td>Description:</td> <td>Conference/Meeting Name</td> <td>Comment:</td> <td>Purpose of the Trip</td> </tr> <tr> <td>Business Purpose:</td> <td>Conference</td> <td></td> <td></td> </tr> <tr> <td>Status:</td> <td>Submission in Process</td> <td>Last Updated:</td> <td>08/15/2014 By: 10973914</td> </tr> <tr> <td>Default Location:</td> <td>NY NEW YORK</td> <td></td> <td></td> </tr> <tr> <td>*Date From:</td> <td>10/13/2014</td> <td>Date To:</td> <td>10/20/2014</td> </tr> </table> <p style="text-align: right;">More Options: <input type="text"/> <input type="button" value="GO"/></p> <hr/> <p>Details Customize Find First 1-2 of 2 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Expense Type</th> <th>Date</th> <th>*Amount</th> <th>Currency</th> <th>*Payment Type</th> <th>*Billing Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>1 Conference registration fees</td> <td>10/13/2014</td> <td style="text-align: right;">500.00</td> <td>USD</td> <td>Empl Paid</td> <td>Empl Paid</td> <td>*Detail</td> </tr> <tr> <td>1 Additional airline fees</td> <td>10/13/2014</td> <td style="text-align: right;">200.00</td> <td>USD</td> <td>CUNY Card</td> <td>CUNY Card</td> <td>*Detail</td> </tr> </tbody> </table> <hr/> <p>Totals</p> <table border="1" style="width: 100%;"> <tr> <td>Authorized Amount:</td> <td style="text-align: right;">700.00 USD</td> </tr> <tr> <td>Less Non-Approved:</td> <td style="text-align: right;">0.00 USD</td> </tr> <tr> <td>Due Employee:</td> <td style="text-align: right;">700.00 USD</td> </tr> </table> <p style="text-align: right;">Project Summary Printable View</p> <p><input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> </div>	Total:	700.00 USD	Description:	Conference/Meeting Name	Comment:	Purpose of the Trip	Business Purpose:	Conference			Status:	Submission in Process	Last Updated:	08/15/2014 By: 10973914	Default Location:	NY NEW YORK			*Date From:	10/13/2014	Date To:	10/20/2014	*Expense Type	Date	*Amount	Currency	*Payment Type	*Billing Type		1 Conference registration fees	10/13/2014	500.00	USD	Empl Paid	Empl Paid	*Detail	1 Additional airline fees	10/13/2014	200.00	USD	CUNY Card	CUNY Card	*Detail	Authorized Amount:	700.00 USD	Less Non-Approved:	0.00 USD	Due Employee:	700.00 USD
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Due Employee:	700.00 USD																																																	
	End of Procedure																																																	

Expense Type List From the Drop Down Menu


- 1 Additional airline fees
- 1 Agent fee
- 1 Conference registration fees
- 1 Cost of supplies/materials
- 1 Fuel for non personal auto
- 1 Hospitality Costs
- 1 Internet/phone fees
- 1 Membership costs
- 1 Moving expenses
- 1 Postage Costs
- 1 Subscriptions
- 1 Training/Education
- Misc Travel Expenses- (not recommended)
- Non PSC Commercial air travel
- Non PSC Mass Transit
- Non PSC Mileage-City Auto
- Non PSC Mileage-State Auto
- Non PSC Mileage-State Mcycle
- Non PSC Parking Fees
- Non PSC Per Diem Breakfast
- Non PSC Per Diem Dinner
- Non PSC Per Diem Local Bkfast
- Non PSC Per Diem Local Dinner
- Non PSC Per Diem Lunch (City)
- Non PSC Per Diem Unrcpt Overnt
- Non PSC Receipted Lodging
- Non PSC Taxi/Car Service
- Non PSC Tolls
- Non PSC Train Ticket
- Non PSC Vehicle Rental
- PSC Commercial air travel
- PSC Mass Transit
- PSC Mileage-State Auto
- PSC Mileage-State Mcycle
- PSC Parking Fees
- PSC Per Diem Breakfast
- PSC Per Diem Dinner
- PSC Per Diem Local Bkfast
- PSC Per Diem Local Dinner
- PSC Per Diem Lunch (City)
- PSC Per Diem Unrcpt Overnt
- PSC Receipted Lodging
- PSC Taxi/Car Service
- PSC Tolls
- PSC Train Ticket
- PSC Vehicle Rental

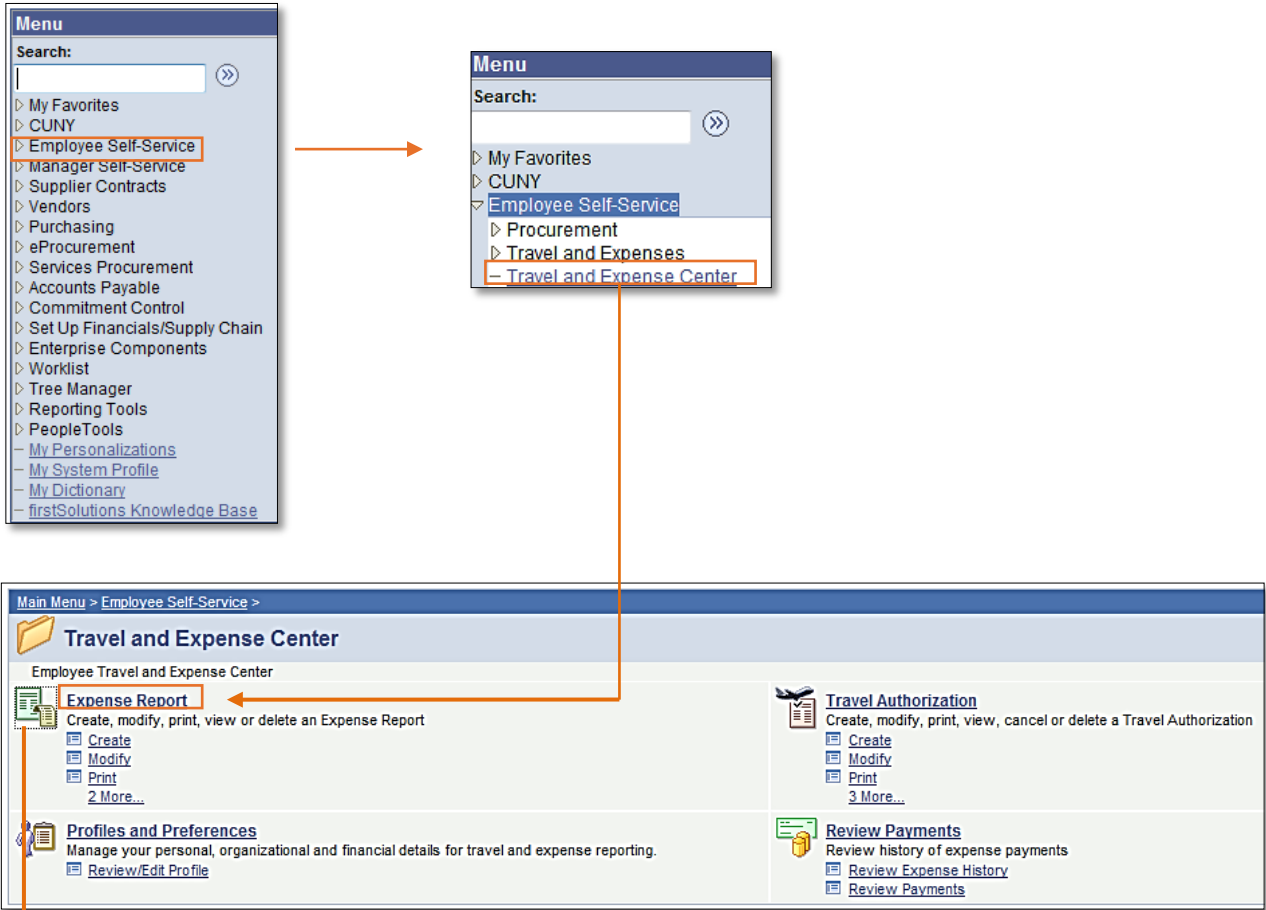

Create Expense Report

All employees are responsible for ensuring that their Expense Reports are complete, accurate and adhere to the expense reimbursement requirements of CUNY, New York State and New York City. Expense Reports that do not comply with these requirements are returned to the employee to be modified to meet the requirements.

An employee or their Proxy may create an Expense Report directly in CUNYfirst. Both the Expense User and the Proxy who entered the Expense Report are notified by email when an Expense Report is sent back by an approver.

Approval Route: **Supervisor** (Employee's Supervisor) & **PrePay Auditor** (Accounts Payable)

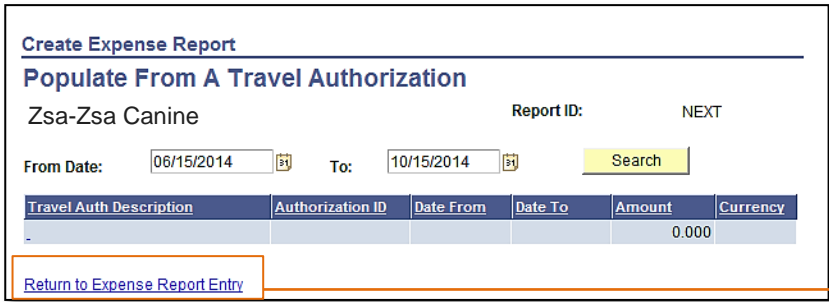
Step	Action
1.	<p>Enter https://home.cunyfirst.cuny.edu in your browser's address bar:</p> <ul style="list-style-type: none"> ➤ Enter your Username and Password and click the Log In button. <div data-bbox="217 730 1461 1596" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div> <ul style="list-style-type: none"> ➤ From the <u>Enterprise Menu</u>, select the <u>Financials Supply Chain</u> link <div data-bbox="217 1701 641 1900" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>ENTERPRISE MENU</p> <ul style="list-style-type: none"> ▶ Self Service <ul style="list-style-type: none"> - Enterprise Learning Management - Financials Supply Chain - HR / Campus Solutions - firstSolutions Knowledge Base </div>

Step	Action
2.	Navigate to: <i>Employee Self-Service > Travel and Expense Center > Expense Report > Create.</i>
 <p>The screenshot shows two menu windows. The left window is the main application menu with 'Employee Self-Service' highlighted. An arrow points to a second menu window where 'Employee Self-Service' is expanded to show 'Travel and Expenses', with 'Travel and Expense Center' highlighted. A second arrow points to a screenshot of the 'Travel and Expense Center' page, where the 'Expense Report' link is highlighted. A third arrow points from the 'Expense Report' link to the next screenshot.</p>	
<p>The Expense Report Link will take you to the window below:</p>	
 <p>The screenshot shows the 'Expense Report' window with the following actions:</p> <ul style="list-style-type: none"> Create: Create an Expense Report Modify: Modify an Expense Report Print: Print an Expense Report View: View an Expense Report Delete: Delete an Expense Report 	
<p>In the Expense Report Center the traveler or Proxy can find the components they will use conveniently grouped.</p> <p>Create- Allows the user to create a New Expense Report. (After travel has been completed)</p> <p>Modify- This action is only available when the Expense Report is saved but not submitted for approval or when the Expense Report is sent back by an approver for revision.</p> <p>View- Displays a submitted or approved Expense Report.</p> <p>Delete- User can only delete an Expense Report when it is in a Saved or Pending status</p>	

Step	Action						
3.	<p>➤ After Clicking on the Create link, the Expense Report page will display, containing by default the user's Employee ID. Note: <i>If you are creating an Expense Report for yourself, just click the Add button.</i></p> <div data-bbox="207 323 634 699" data-label="Image"> </div> <p>**Proxies, when creating an Expense Report on behalf another person; click on the magnifying glass icon</p> <p>The Look Up Empl ID page will display containing a list of Empl ID's and the Names of all the users that you are able to create an Expense Report for.</p> <div data-bbox="198 915 1117 1409" data-label="Image"> <table border="1" data-bbox="548 1268 800 1388"> <thead> <tr> <th>Empl ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>987654321</td> <td>Cone, Louie</td> </tr> <tr> <td>123456789</td> <td>Canine, Zsa-Zsa</td> </tr> </tbody> </table> </div> <p>Click on the Empl ID of the person that you are creating the Expense Report for.</p> <p>After selecting the Empl ID of the Expense Report user, The Expense Report page displays again showing the Empl ID of the user selected.</p> <div data-bbox="191 1539 531 1833" data-label="Image"> </div>	Empl ID	Name	987654321	Cone, Louie	123456789	Canine, Zsa-Zsa
Empl ID	Name						
987654321	Cone, Louie						
123456789	Canine, Zsa-Zsa						
4.	Click on the Add button						

Step	Action
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5. ➤ The **Create Expense Report** page display. This page only displays when the expense user has a **Travel Authorization** already in the system. If there are multiple Travel Authorizations, select the one you will be creating for the expense report. The user below has a Pending Travel Authorization **From Date:** 06/15/2014 **To** 10/15/2014.



Create Expense Report

Populate From A Travel Authorization

Zsa-Zsa Canine Report ID: NEXT

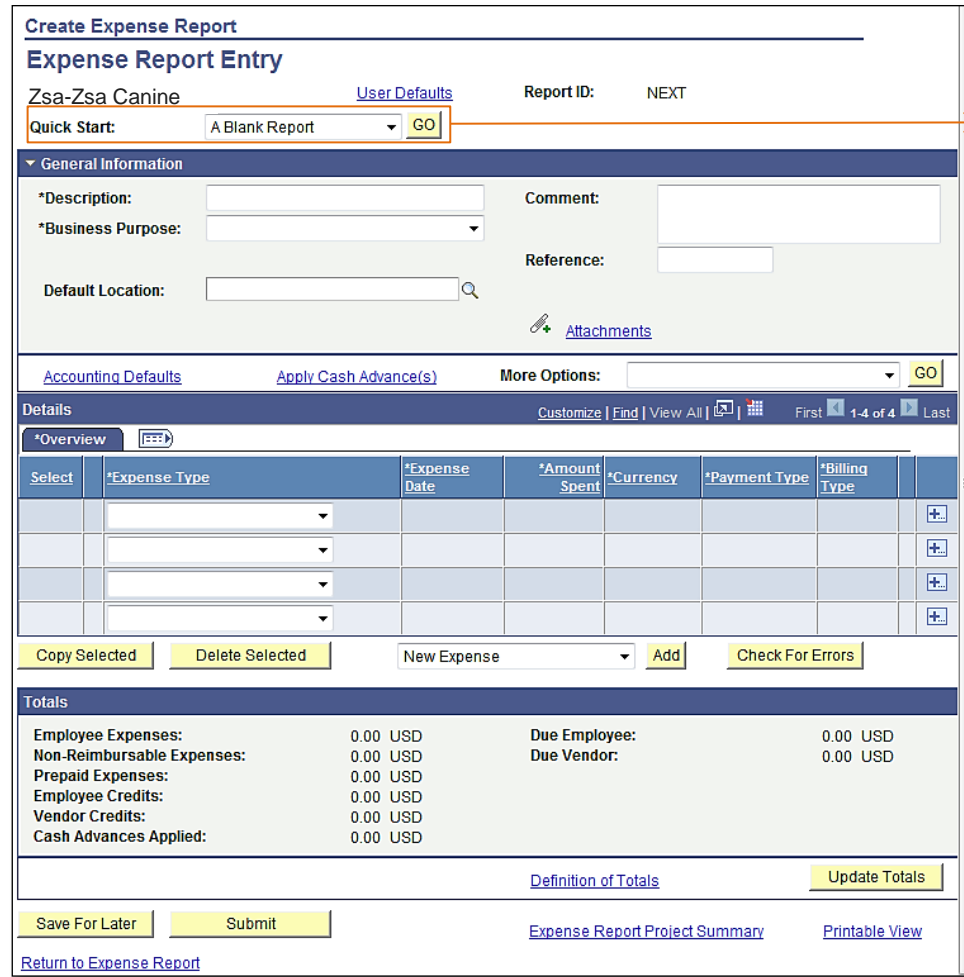
From Date: 06/15/2014 To: 10/15/2014 Search

Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
				0.000	

[Return to Expense Report Entry](#)

Click Return to Expense Report Entry to go to the Create an Expense Report page

6. The **Expense Report Entry** page displays. From the Quick Start Drop down menu, select an item from the list and click **GO**



Create Expense Report

Expense Report Entry

Zsa-Zsa Canine User Defaults Report ID: NEXT

Quick Start: A Blank Report GO

▼ General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location: Attachments

Accounting Defaults Apply Cash Advance(s) More Options: GO

Details Customize | Find | View All | First 1-4 of 4 Last

▼ Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>							+
<input type="checkbox"/>							+
<input type="checkbox"/>							+
<input type="checkbox"/>							+

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

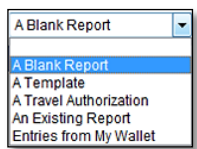
Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#) Update Totals

Save For Later Submit Expense Report Project Summary Printable View

[Return to Expense Report](#)

Click the **Quick Start** dropdown.



A Blank Report

A Blank Report

A Template

A Travel Authorization

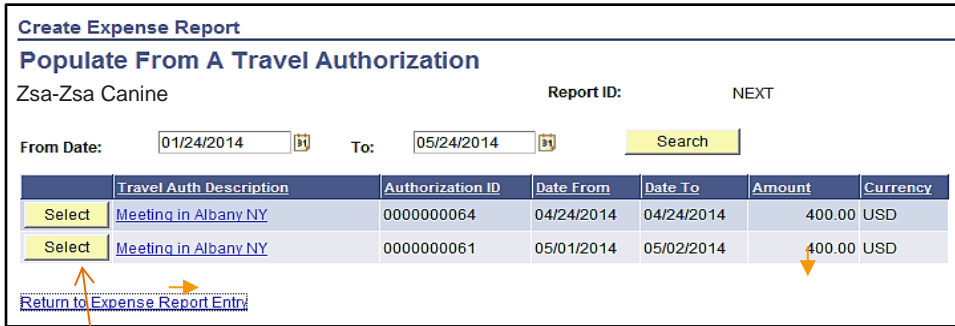
An Existing Report

Entries from My Wallet

- A Blank Report:** for non-travel-related expenses
- A Template:** when user has created a template from previous Expense Report.
- A Travel Authorization:** to copy information for an approved Travel Authorization into an Expense Report.
- An Existing Report:** to copy information for an existing Expense Report.
- Entries from My Wallet:** not to be used.

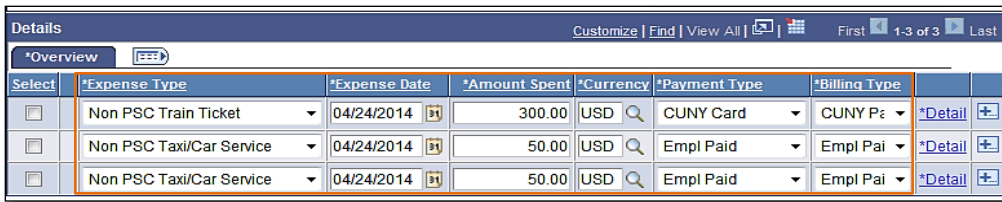
Step	Action
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6.a When creating an **Expense Report from A Travel Authorization**:
 After clicking on the **GO** button, The **Populate From A Travel Authorization** page display.

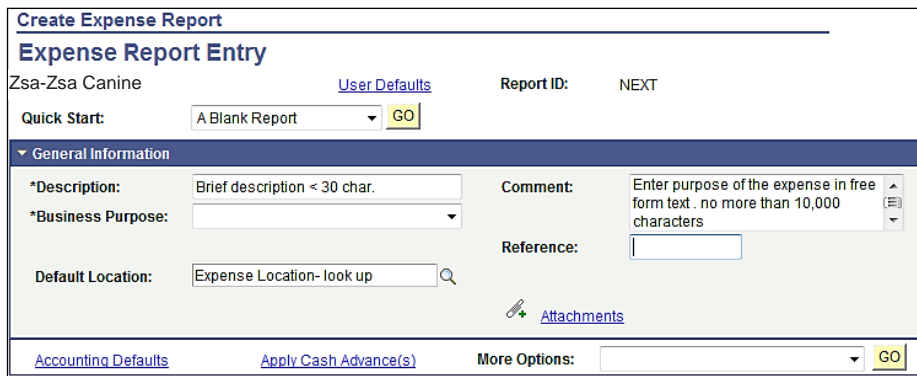


6.b Click the **Select** button of the Travel Authorization to be copied

6.c The system takes you back to the **Expense Report Entry** page. Note that the Expense Report copied the information from the Travel Authorization Selected.
 In the ***Details** section, as needed, for each expense line, update the **Expense Type**, **Date**, **Amount**, **Payment Type**, and **Billing Type** fields



7. When **Creating an Expense Report from A Blank Report**:



Note: Save your work frequently as you enter your expenses (use the attachment link) and attach all scanned receipts.

****Layout all your original receipts on a page and send them to the Accounts Payable Office with an Expense cover page ****

General Information Required Fields (*):

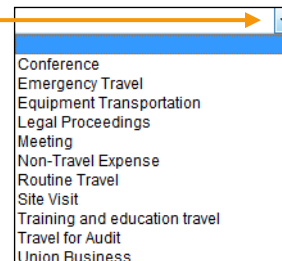
Note: These fields will auto populate from the Travel Authorization and may be overwritten as needed.

* **Description:** Identify Expense (Conference, Meeting, etc.)

* **Business Purpose:** Select correct list item from **dropdown menu**

* **Default Location:** One destination per Expense Report.

* **Attachments:** Supporting Documentation to Justify the Expenditure (e.g. receipts conference or meeting information, etc.)



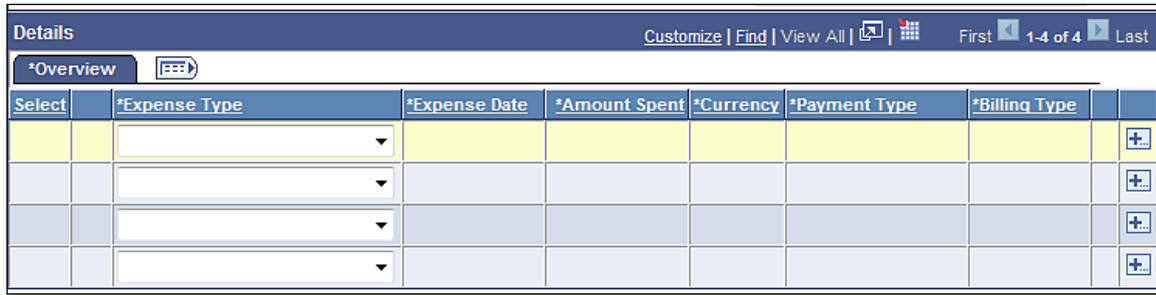
The **Report ID** value defaults to **"NEXT"** indicating that the Expense Report is **new** and has not yet been saved. When saved, the system assigns a 10-digit number.

Default Location: search by typing the two (2) letter code for a given state (e.g. NY for New York, etc.). Outside U.S. search by typing three (3) letter code for the countries' state or city.


Accounting Defaults apply to every expense line.

Step	Action
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8. Complete the **Details** section.



***Required fields:**

***Expense Type:** select most appropriate list item from dropdown menu . (List items provided at the back of guide)

Note: *If the employee is a member of PSC, then select only PSC Expense Types.*

*** Expense Date** field: enter the date the expense was incurred in the mm/dd/yyyy format.

*** Amount Spent** field: enter the actual expense in dollars and cents as displayed on the receipt.

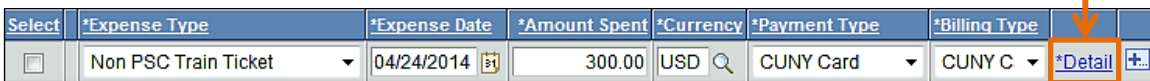
***Currency:** defaulted to USD. If expense is related to foreign currency, must attach exchange rate information.

On the *** Payment Type** and ***Billing Type**  dropdowns, select matching:

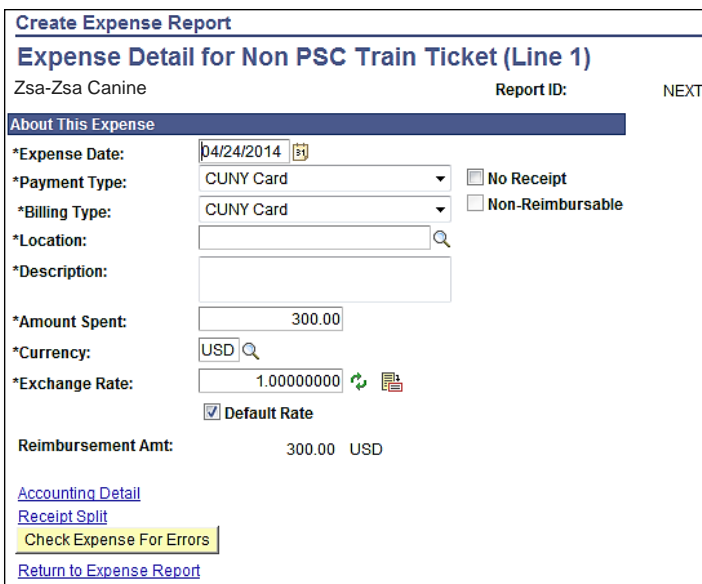
Payment Type	Billing Type	Action
CUNY Card	CUNY Paid	Expenses charged to college credit card
EMPL Paid	EMPL Paid	When an employee used their own funds for an expense
Non -reimbursable	Non -reimbursable	When an expense is the responsibility of the employee

Note: As needed, click the **Add a row**  icon to enter more expense lines.


9. Click the **Detail** link to display the **Authorization Detail** page for that particular line.



10. The **Expense Detail** page display



***Required fields**

Look up  the **Default Location** field which is the destination State and City for your travel.

Description field, enter a description of no more than 250 characters.

For each Expense Type, additional fields may display. e.g. Air Travel, then an additional field displays being: Air Ticket Number

To change the accounting values for an individual line, click the **Accounting Details** link. On the **Accounting Details** page, as needed, modify defaulted accounting ChartFields:

- **GL Unit**
- **Dept** (department)

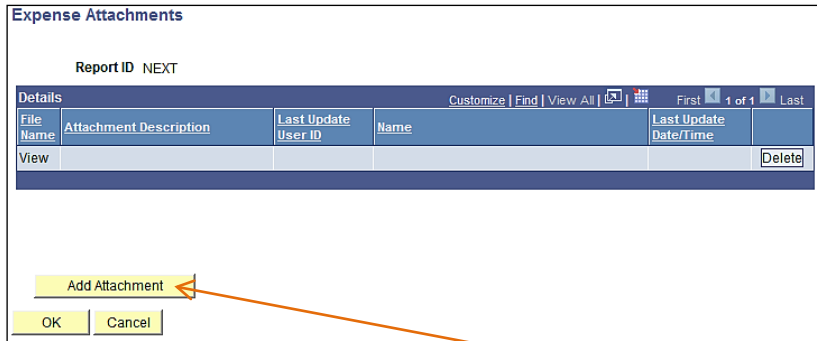
Click the **OK** button.

Click **Check Expense for Errors to check that particular line.

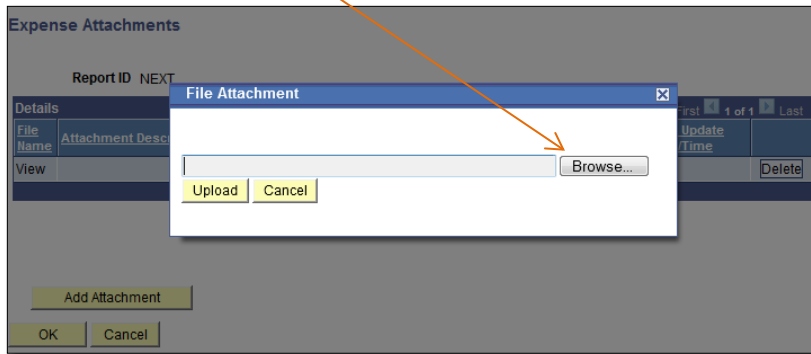
Click [Return to Expense Report](#) to return to previous page

Step	Action
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11. Click the **Attachments** link to upload the Expense Report supporting documentation and scanned receipts.



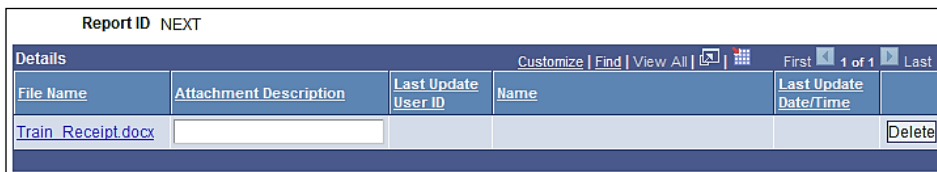
The **Expense Attachments** page displays. Click the **Add Attachment** button. The **File Attachment** pop up displays. Click the **Browse** button.



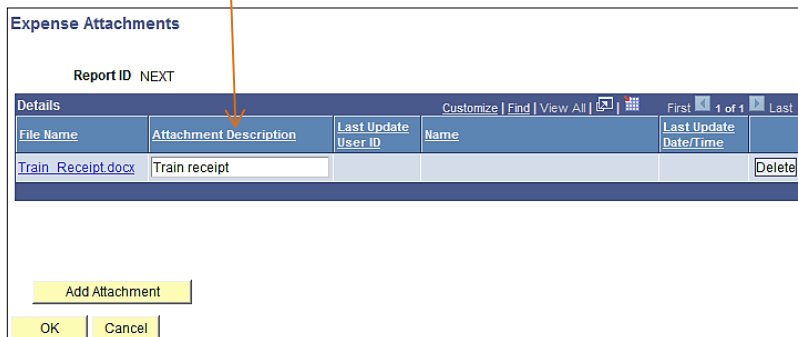
Within CUNYfirst, your **Computer** folder displays. Navigate to the documents to be uploaded into CUNYfirst. Click the **Open** button. Click the **Upload** button.

Note: Documents may be uploaded into a variety of file formats including: .jpg,.pdf, .docx, etc.

The **Expense Attachments** page displays.



In the **Attachment Description** field, enter a brief description of the attachment.



Click the **OK** button.

To **delete** an attachment, on the **Expense Report Entry** page, click the **Attachments** link.

On the **Expense Attachments** page, identify the row of the attachment to be deleted by **File Name** or **Description**.

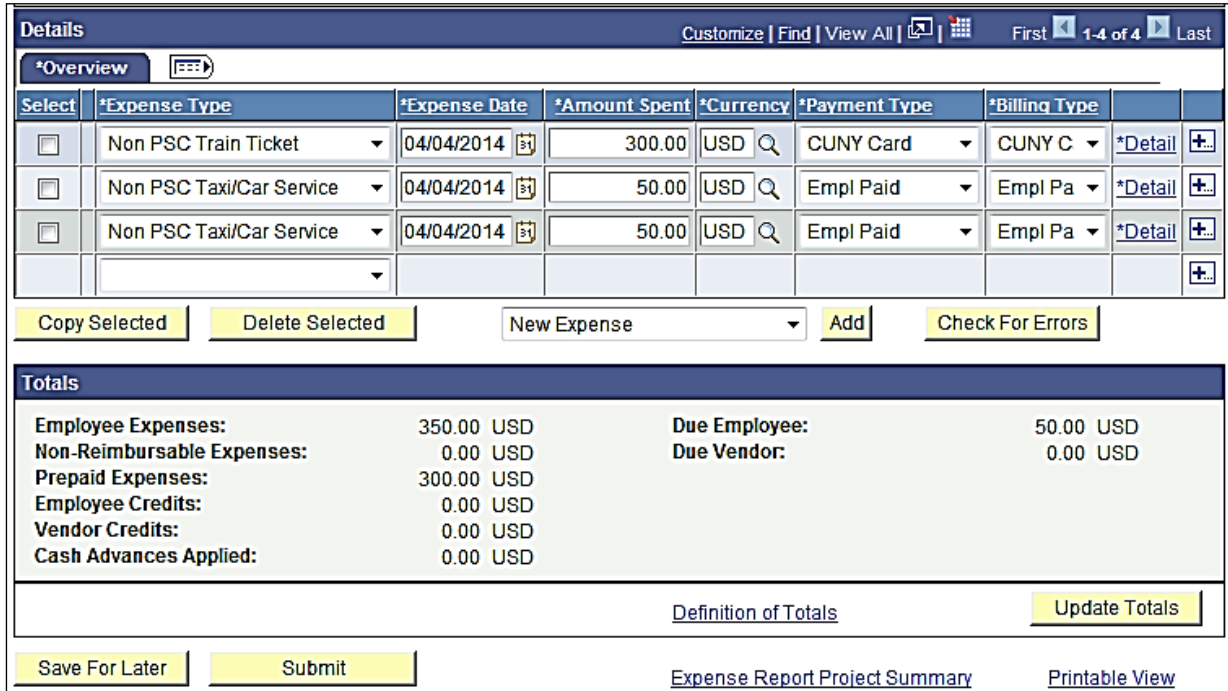
Click that row's **Delete** button.

The **Delete Confirmation** pop up displays this message, "Delete current/selected rows from this page? The delete will occur when the transaction is saved."

Click the **OK** button

Step	Action
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12. The system takes you back to the **Expense Report Entry Page**.
 When finish adding all your expenses, click the **Check For Errors** button.



The screenshot shows the 'Details' section of the Expense Report Entry Page. It includes a table with columns for Select, Expense Type, Expense Date, Amount Spent, Currency, Payment Type, and Billing Type. Below the table are buttons for 'Copy Selected', 'Delete Selected', 'Add', and 'Check For Errors'. A 'Totals' section displays various expense categories and their amounts. At the bottom, there are buttons for 'Save For Later', 'Submit', and links for 'Expense Report Project Summary' and 'Printable View'.

Details							Customize Find View All First 1-4 of 4 Last
*Overview							
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Non PSC Train Ticket	04/04/2014	300.00	USD	CUNY Card	CUNY C	*Detail +
<input type="checkbox"/>	Non PSC Taxi/Car Service	04/04/2014	50.00	USD	Empl Paid	Empl Pa	*Detail +
<input type="checkbox"/>	Non PSC Taxi/Car Service	04/04/2014	50.00	USD	Empl Paid	Empl Pa	*Detail +
							+...
Copy Selected		Delete Selected		New Expense		Add	Check For Errors
Totals							
Employee Expenses:		350.00 USD		Due Employee:		50.00 USD	
Non-Reimbursable Expenses:		0.00 USD		Due Vendor:		0.00 USD	
Prepaid Expenses:		300.00 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	

Note: When any of the Check for Errors, Save for Later or Submit buttons are clicked, then CUNYfirst:

- Identifies any missing required fields.
- ChartField strings are checked to ensure that combination of values is valid.

If there are errors, then the **Missing or Invalid Information** button displays on each line that contains an error.
 Click the **Missing or Invalid Information** button for an expense line.
 The **Expense Detail for [expense type]** page displays with an explanation of problems for every expense line.
 Correct each error as indicated.

13. Click the **Save For Later** button when there are additional expenses to enter or an expense line needs to have a receipt attached at the Attachments link.
 Click the **Submit** button when every expense is entered with an attached receipt at the Attachments link.
 When the **Submit** button is selected, then the **Save Confirmation** page displays.
 Click the **OK** button.

Note: After an Expense Report is submitted for approval, or after the Expense Report is approved, the employee can view their Expense Report to see the Status is updated to Submitted for Approval. In the Pending Actions section, you may also verify that the Expense Report is routed to the Expense User's Supervisor for review and approval.

End of Procedure

Expense Type List From the Drop down Menu

- 1 Additional airline fees
- 1 Agent fee
- 1 Conference registration fees
- 1 Cost of supplies/materials
- 1 Fuel for non personal auto
- 1 Hospitality Costs
- 1 Internet/phone fees
- 1 Membership costs
- 1 Moving expenses
- 1 Postage Costs
- 1 Subscriptions
- 1 Training/Education
- Misc Travel Expenses- (not recommended)**
- Non PSC Commercial air travel
- Non PSC Mass Transit
- Non PSC Mileage-City Auto
- Non PSC Mileage-State Auto
- Non PSC Mileage-State Mcycle
- Non PSC Parking Fees
- Non PSC Per Diem Breakfast
- Non PSC Per Diem Dinner
- Non PSC Per Diem Local Bkfast
- Non PSC Per Diem Local Dinner
- Non PSC Per Diem Lunch (City)
- Non PSC Per Diem Unrcpt Overnt
- Non PSC Receipted Lodging
- Non PSC Taxi/Car Service
- Non PSC Tolls
- Non PSC Train Ticket
- Non PSC Vehicle Rental
- PSC Commercial air travel
- PSC Mass Transit
- PSC Mileage-State Auto
- PSC Mileage-State Mcycle
- PSC Parking Fees
- PSC Per Diem Breakfast
- PSC Per Diem Dinner
- PSC Per Diem Local Bkfast
- PSC Per Diem Local Dinner
- PSC Per Diem Lunch (City)
- PSC Per Diem Unrcpt Overnt
- PSC Receipted Lodging
- PSC Taxi/Car Service
- PSC Tolls
- PSC Train Ticket
- PSC Vehicle Rental

