

# Expense Report procedures

Login to PeopleSoft finance ([www.ndsu.edu/peoplesoft](http://www.ndsu.edu/peoplesoft) - Finance login) and select “Expenses WorkCenter”

To create a new expense report for reimbursement, select “Create/Edit Report” under the Links section. Your EmplID will be populated in the field, just click “Add” to start a new report.

## HELPFUL HINTS

- Be sure to **Save for Later** often as you go along! This will keep an updated draft of your travel report until you are ready to submit.
- If you’d like assistance with your report or get stuck with a problem and want me to look at it, click on “Delegate Entry Authority” under the Links section. Add a new row (+) and enter diane.pennington as the authorized user ID allowed to “edit” your transactions. Save and continue.
- If you will use the same funding for the entire reimbursement and will have multiple lines of expenses, you can set one fund as the default account for the entire expense report. This is easiest to do at the beginning of your report. See details under Accounting Details on page 4.

### Create Expense Report

The screenshot shows the 'Create Expense Report' interface. At the top right, the 'Save for Later' button is circled in red. Below the header, the user name 'Diane Pennington' is displayed. The form contains several input fields: 1. Business Purpose (dropdown), 2. Report Description (text), 3. Reference (text with search icon), 4. Default Location (text with search icon), and 5. Attachments (link with plus icon). A 'Quick Start' dropdown menu is set to 'Populate From' with a 'GO' button.

## 1. Select a Business Purpose

- Conference- Travel to a conference (will need to attach agenda)
- Meeting- Travel to a meeting (will need to attach agenda)
- Off Site work (Research) – Travel to do research work
- Off Site work (Non-Research) – Travel for non-research work
- Monthly Expense- If you need to be reimbursed for an expense that is not travel-related

## 2. Report Description

- Enter a summary for your Expense Report (Purpose of Trip, supplies purchased, etc.)

## 3. Reference (optional)

- Enter additional useful information about your trip, such as dates included (i.e February 1-7 travel)

## 4. Default Location

- Location where expenses originated (more than likely starting point of Fargo)
- Type your starting location or use the looking glass to search for the city

## 5. Attachments

Include all attachments for this expense report to the Attachments at top of page in one PDF file. Attachments should include the following if applicable: Final Travel Authorization form if out of state travel, Meeting Agendas, Hotel Receipts, Airfare receipts, miscellaneous receipts (taxi, baggage, parking), Foreign Travel will need to attach currency conversion sheets for all receipt amounts not in US Dollars.

## EXPENSES

Each expense type/day will need to be entered as a separate line. Once you finish one expense type/day, click the + sign on the right to add an additional expense line.

Recommended order is as follows: Meals, Mileage, Lodging, Airfare, Miscellaneous Expense (Baggage, taxi etc.)

- 1. Date** Enter the date the expense occurred for each travel line
- 2. Expense Type** Use the drop-down box to select the correct [expense type](#).

### Meals:

This includes Meals In-State Taxable (Same day) (521035); Meals In-State (Overnight) (521020), Meals Out-of-State (Taxable) (521080) and Meals Out-of-State Taxable (no overnight stay) (521035).

- In the description box, include information on any meals not reimbursable (i.e. breakfast provided at hotel, no breakfast claimed) or times of departure/return is this is the beginning or end of trip (i.e departed Fargo at 7:30 am) and points of travel.
- If not claiming all meals, click the per diem deductions link and select meals not claiming.
- Originating location may remain Fargo. City where meals are being claimed should be entered in the location (if city is not found use the county.) Per Diem will automatically show up when city is entered.
- Receipts are not needed for per diem reimbursements.

*Meal breakdown chart:*

<b>First Quarter</b> (6 am - 12 noon) 20%	No reimbursement if travel begins after 7:00 am.
<b>Second Quarter</b> (12 noon - 6 pm) 30%	No reimbursement if travel begins after 1:00 pm or ends prior to 12:00 noon.
<b>Third Quarter</b> (6 pm - 12 midnight) 50%	No reimbursement if travel begins after 7:00 pm or ends prior to 6:00 pm.

### Mileage:

This includes Mileage In State (521030) or Mileage Out of State (521090). You can use in state mileage for travel in ND and within 300 miles of its borders. After that, use out of state mileage.

- In the description box, include purpose of travel, why personal vehicle was used rather than state fleet and points covered in mileage.

- Originating Location may remain Fargo (if initial point of travel); Location should reflect end point of travel.
- Enter how many miles were traveled in personal vehicle and click the green arrows to refresh the mileage rate.
- Receipts are not needed for mileage reimbursements.

### Lodging:

This includes Lodging In State (521015) or Lodging Out of State (521075).

Expenses ?  
 Expand All | Collapse All    Add: | My Wallet (0) | Quick-Fill

Total    35.00    USD

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*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
07/15/2019	Lodging In State		Employee Paid	35.00	USD

254 characters remaining

\*Billing Type: General

\*Originating Location: FARGO    ND       Receipt Split

Location: FARGO    ND       Itemize Hotel Bill

\*Number of Nights: 1

\*Merchant:  Preferred     Non-Preferred

Default Rate    Exchange Rate: 1.00000000   

Non-Reimbursable    Base Currency Amount: 35.00    USD

No Receipt

- In description box, include purpose of travel and any people who may have shared a room with you.
- Originating Location may remain Fargo; Location should reflect city where lodging took place.
- Indicate Merchant name, select non-preferred, enter number of nights and total amount. In-state lodging rate is \$86.40 plus applicable taxes (as of 10/1/19). Out of state lodging expenses will be reimbursed at actual expense.
- Receipts are needed for lodging; please remember to upload receipt as an attachment at top of document (one single file preferred for all attachments).

### Airfare:

This includes Airfare In State (521010) or Airfare Out of State (521070).

Expenses ?  
 Expand All | Collapse All    Add: | My Wallet (0) | Quick-Fill

Total    35.00    USD

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*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
07/15/2019	Airfare Out of State		Employee Paid	35.00	USD

254 characters remaining

\*Billing Type: General

\*Originating Location: FARGO    ND       Receipt Split

Location: FARGO    ND   

\*Ticket Number:

\*Merchant:  Preferred     Non-Preferred

Default Rate    Exchange Rate: 1.00000000   

Non-Reimbursable    Base Currency Amount: 35.00    USD

No Receipt

- In the description box, indicate purpose of travel and any special circumstances.
- Originating Location is departure city (usually Fargo), Location should be arrival city.
- Include Ticket number, merchant and total amount of airfare.
- Make sure your attached receipt includes the flight itinerary along with the cost of the airfare.

### Miscellaneous Travel:

This includes taxi fees, toll fees, baggage fees (up to one bag per traveler) and parking fees. (521065)

Include all pertinent information and attach a receipt for all fees.

## ACCOUNTING DETAILS

If you have the same funding for the entire reimbursement, you can set one fund as the default account

Accounting Defaults Report ID NEXT

Save for Later | Summary and Submit

Actions

Accounting Summary							
%	*GL Unit	Fund	Dept	Program	PC Bus Unit	Project	Activity
100.00	NDSU1	37000	7680	01170	NDSU1	RG0012345	1

[User Defaults](#)

- Click on the Actions drop down menu in right hand corner and choose Default Accounting for Report (in order for the Actions box to appear, you need to enter at least one Expense Type.)
- Hit the Go button to the right
- Enter in your funding information you want to use for the entire travel (please see Accounting Info below for more detail on required fields)
- Hit ok
- Every time you choose a travel expense line item it will automatically put in the funding you provided for the default funding Default Accounting

### Enter the account details as noted below:

- **Amount:** Should already be filled in from details you provided in expense line
- **Account:** Should already be filled in based on expense type selected
- **Fund:** Enter your five digit fund number (i.e. 37000, 43500, 46000)
- **Dept:** Enter your four digit dept. number (i.e 7680, 7180)
- **Program:** Enter your five digit program number (i.e. 02398)
- **Class:** Leave Blank
- **PC Bus Unit:** Enter NDSU1 (will always need to be input)
- **Project:** Enter your 10 digit project number (i.e. FAR0012345)
- **Activity:** Enter 1 (will always need to be input)
- The rest of the fields can be left blank

### Before you submit travel, double-check the following:

- ALL receipts are attached.
- You have departure and return times for all days.
- Correct per diem has been claimed for the times entered.
- If you attended a conference or workshop, attach agenda or put link to online agenda in notes.

## SUMMARY AND SUBMIT

- Click Summary and Submit in the right hand corner once the report is done and ready for approval

Once you hit Summary and Submit, it will bring you to the approval page

- Check the “By checking this box, I certify the expenses submitted are accurate and comply with expense policy” and click Submit Expense Report button. Click OK
- If there are any errors on the report, it will be sent back to the employee to fix and will have to be re-approved.
- Print final report and attach all original receipts, which will need to be kept in the office for auditing purposes.