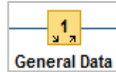


Traveler Work Center: How to Create a Travel Expense Report

Click **My Travel**

Click **Create New Expense Report**

Click **Start** If trip is international, change to Schema Selection Schema: * International Trip before clicking **Start**



Start Date: MM/DD/CCYY

End Date: MM/DD/CCYY

Trip Region: Click and double click appropriate **Trip Region** from dropdown list

This field drives costing to either **In State** or **Out of State Travel** and warning messages regarding amounts exceeding meal allowances for specific Travel Tiers.

Notice these are in alphabetical order. Only cities listed in State Travel Regulations tiers are listed. Select the state for all others.

Destination: Enter or click and double click from list of previously enter values

Trip Type, Co.-specific: Click and select appropriate **Trip Type** from dropdown list

Choosing this will cost the trip to the appropriate travel object or general ledger account. If not selected, the default will be the IT17 Traveler Type.

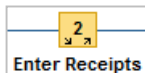
Reason: Enter or select and double click from list of previously enter values

Comments: Enter if necessary

If necessary, select **Change Cost Assignment** to change costing for entire trip.

Mileage Total Distance: Enter number of miles to be reimbursed

If necessary, click **Enter Mileage Details** to enter detail



Click **Enter Receipts**

Click **New Entry**

Expense Type
Click to select expense type from dropdown list

Receipt Amount
Click 0.00 to enter amount of receipt

Enter information in receipt fields if necessary.

NOTE: **Do not** **Change Cost Assignment** by individual receipt unless authorized by your agy.

Click **Accept** if finished or **Accept and New Entry** to add any additional receipts



Click **Review** to review summary and Cost Assignment

Click **Display Expense Form** **TRIP NUMBER** has **not** been created

Click to close window



Click **Save and Send for Approval** **TRIP NUMBER** is now created

Click **Display Expense Form** **TRIP NUMBER** is now displayed on form

Right click and select **Print...**

Click **Print** in Print window and to close window

Click **Traveler Work Center** to return to **All My Expense Reports**

WARNING: If a trip with a status of **APPROVED** is changed before the reimbursement is processed, it must be **Sent for Approval and Approved again**. Only trips with **APPROVED** status are processed.

Refer to your agency policy for all travel reimbursement procedures