

# Creating a Classic Expense Report from an Approved Travel Authorization

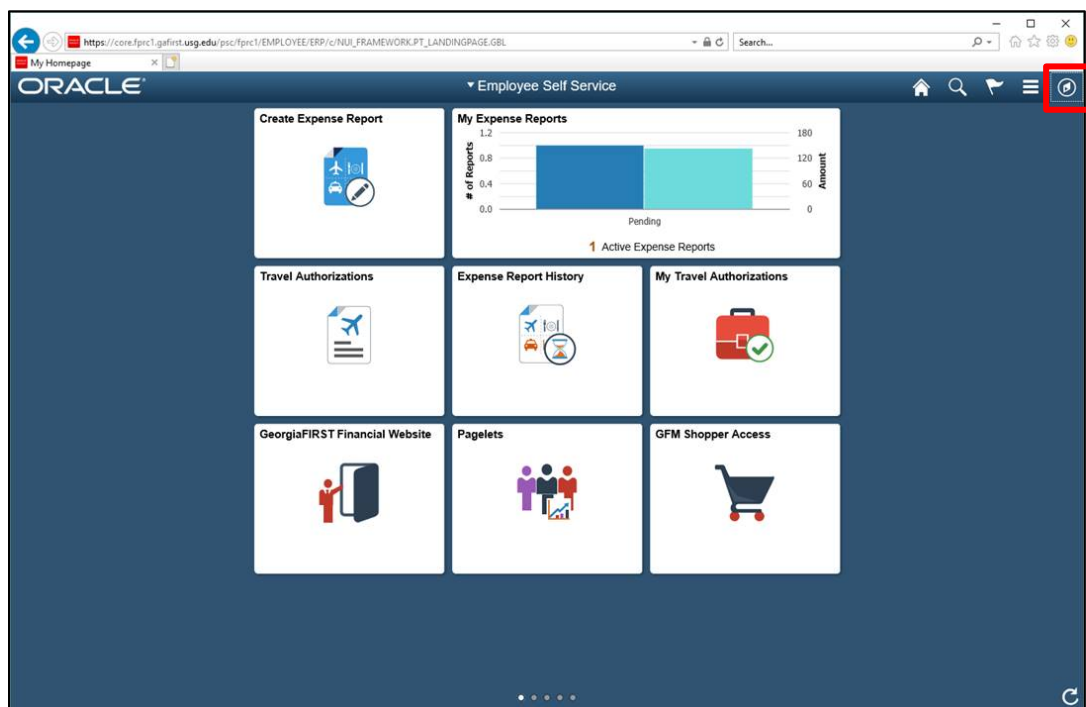
The Fluid Expense Report, accessed by clicking the **Create Expense Report** tile on the homepage, provides streamlined entry that was designed for use on mobile devices. Although a Fluid Expense Report is easy to create and gives users the option of using a mobile device, specific situations require creating a Classic Expense Report:

- Creating an Expense Report from a Travel Authorization
- Applying a Cash Advance
- Editing Accounting Defaults after adding expense lines

This job aid provides information on how to create a Classic Expense Report from an Approved Travel Authorization.

To create a Classic Expense Report, log into PeopleSoft Financials.

1. Use the Navigation Bar to navigate to **Employee Self Service > Travel and Expenses > Expense Reports > Create**.



2. A page will display on which your Empl ID automatically appears in the Empl ID field. Click **Add**.

3. A blank Expense Report will display. From the **Quick Start** menu, located in the top right corner of the page, select **A Travel Authorization** and click **GO**.

4. A list of Approved Travel Authorizations will display. Click **Select** next to the Travel Authorization that you wish to use to create an Expense Report.

Copy from Approved Travel Authorization

From Date 01/16/2018 To 05/16/2018 Search

Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
FY2018 YE AFR Workshop	0000443452	04/29/2018	05/02/2018	951.72	USD

Select Return

The lines from the approved Travel Authorization will be applied to the Expense Report.

Employee Self Service

Create Expense Report

Donna Woodrell

Business Purpose: Attend Training Destination Location: Jekyll Island

Report Description: FY2018 YE AFR Workshop Authorization ID: 0000443452

Reference: Attachments

Expenses

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

Total: 951.72 USD

Date	Expense Type	Description	Payment Type	Amount	Currency
04/29/2018	Emp Lodging	Lodging - Holiday Inn	Credit Card	500.84	USD
<p>*Billing Type: Internal *Location: Jekyll Island *Number of Nights: 3</p> <p>*Exchange Rate: 1.000000000</p> <p>*Reimbursable Miles: 312 x 0.5450</p>					
04/29/2018	Emp Mileage T1	Emp Mileage T1	Credit Card	170.04	USD
<p>*Billing Type: Internal *Originating Location: Monroe *Destination Location: Jekyll Island</p> <p>*Exchange Rate: 1.000000000</p> <p>*Reimbursable Miles: 312 x 0.5450</p>					
05/02/2018	Emp Mileage T1	Emp Mileage T1	Credit Card	170.04	USD
<p>*Billing Type: Internal *Originating Location: Jekyll Island *Destination Location: Jekyll Island</p> <p>*Exchange Rate: 1.000000000</p> <p>*Reimbursable Miles: 312 x 0.5450</p>					

You can change details on the lines that came from the Travel Authorization, such as Date, Description, Amount, and Reimbursable Miles. You can also add or delete lines. Once your edits are complete, you should save or submit your Expense Report.