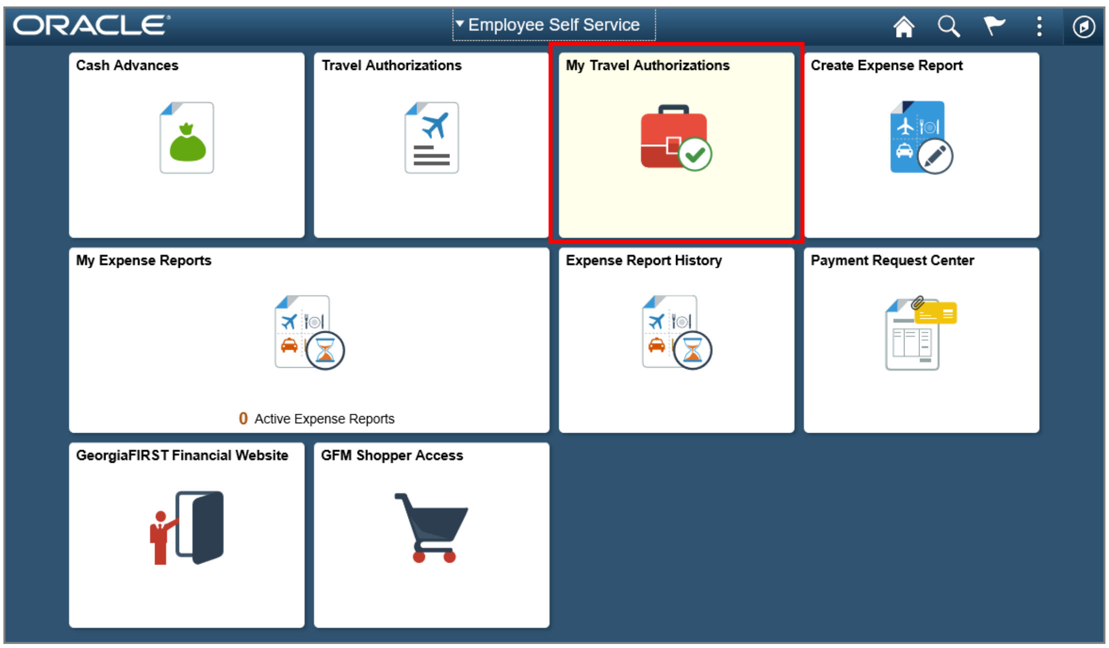
CREATING AN EXPENSE REPORT FROM AN APPROVED TRAVEL AUTHORIZATION

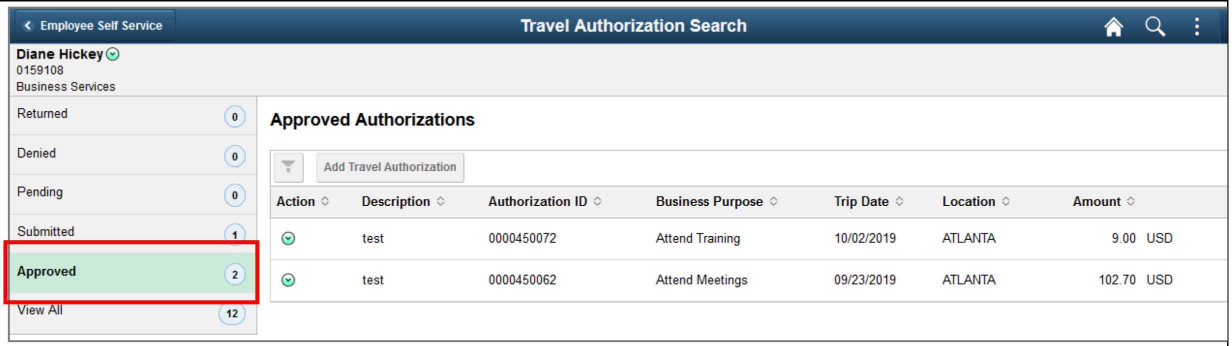
This job aid provides detailed information on the two methods for creating an Expense Report from an Approved Travel Authorization. The two methods for creating an Expense Report from an approved Travel Authorization are:

1. Creating a Fluid Expense Report by clicking the My Travel Authorizations tile on the homepage, selecting the Actions button, and selecting Copy To Expense Report.
2. Creating a Classic Expense Report by using the Navigation Bar to navigate to Employee Self Service > Travel and Expenses > Expense Report > Create.

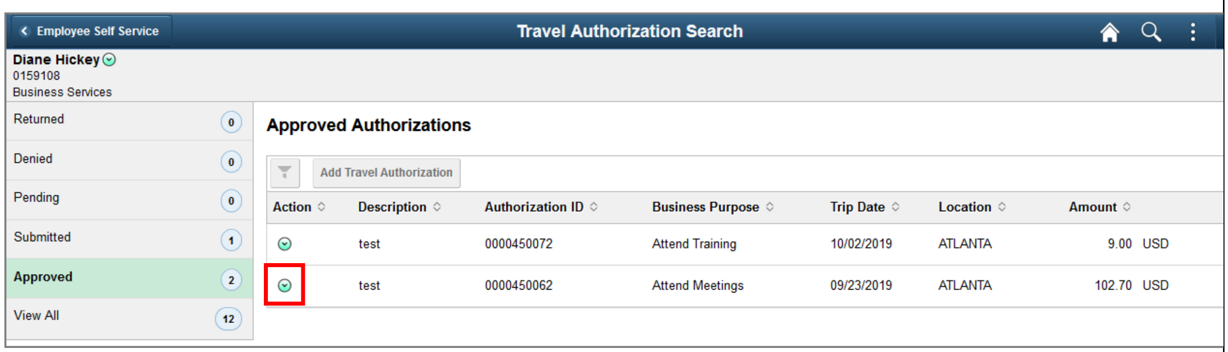
CREATING A FLUID EXPENSE REPORT

Below are step by step instructions on how to create a Fluid Expense Report from an approved Travel Authorization. Although a Fluid Expense Report is easy to create and gives users the option of using a mobile device, users cannot apply a Cash Advance to a Fluid Expense Report.

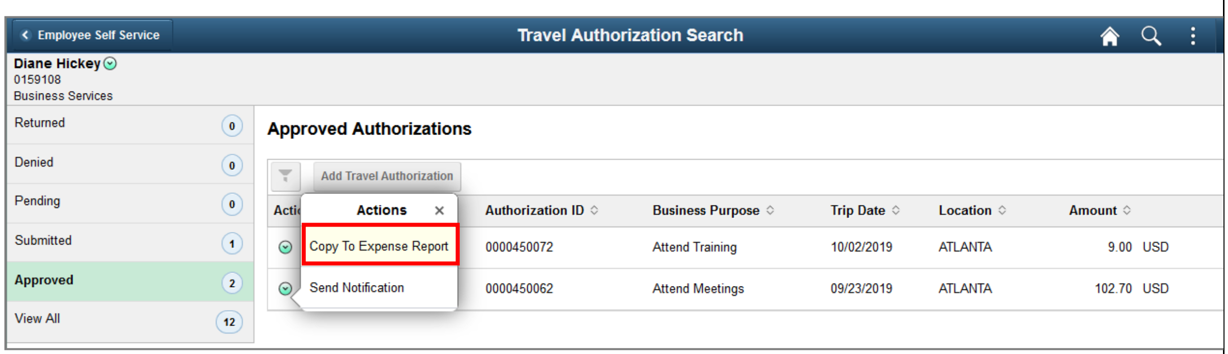
Step	Action
1.	Log in to PeopleSoft Financials.
2.	Navigate to the Employee Self Service homepage.
3.	Click the **My Travel Authorizations** Tile. 
4.	The Travel Authorization Search page displays. Select **Approved** from the left menu and all Approved Travel Authorizations display.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>


</td></tr>
<tr><td>5.</td><td>
Select the Action button next to the Travel Authorization ~~you wish to use~~ to create an Expense Report.



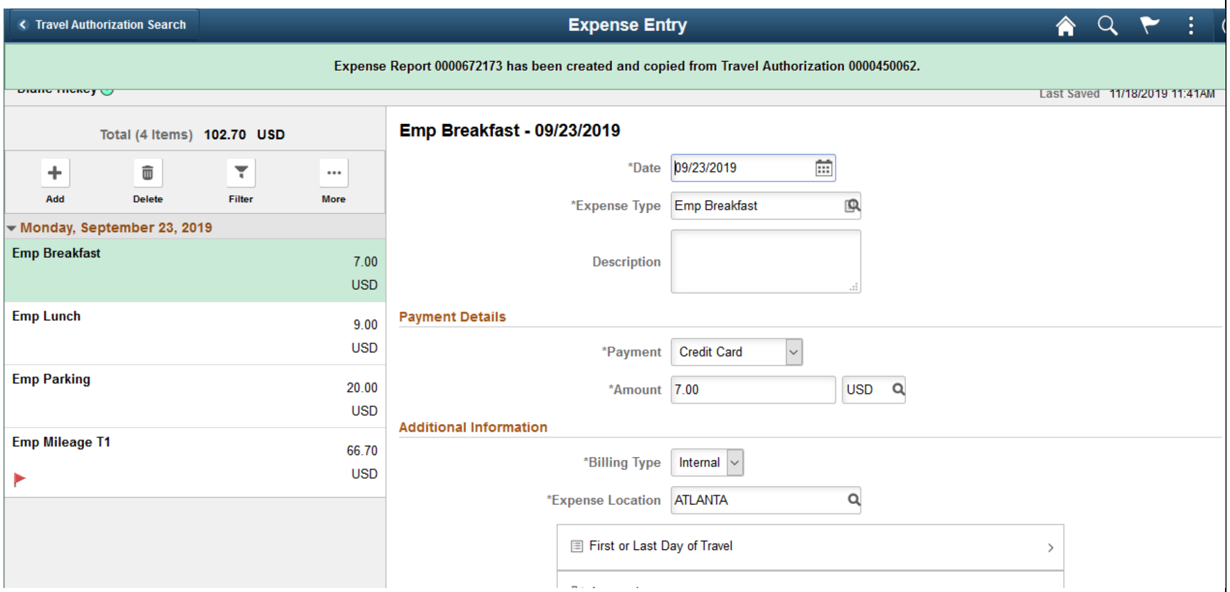
</td></tr>
<tr><td>6.</td><td>
Select the **Copy To Expense Report** option.



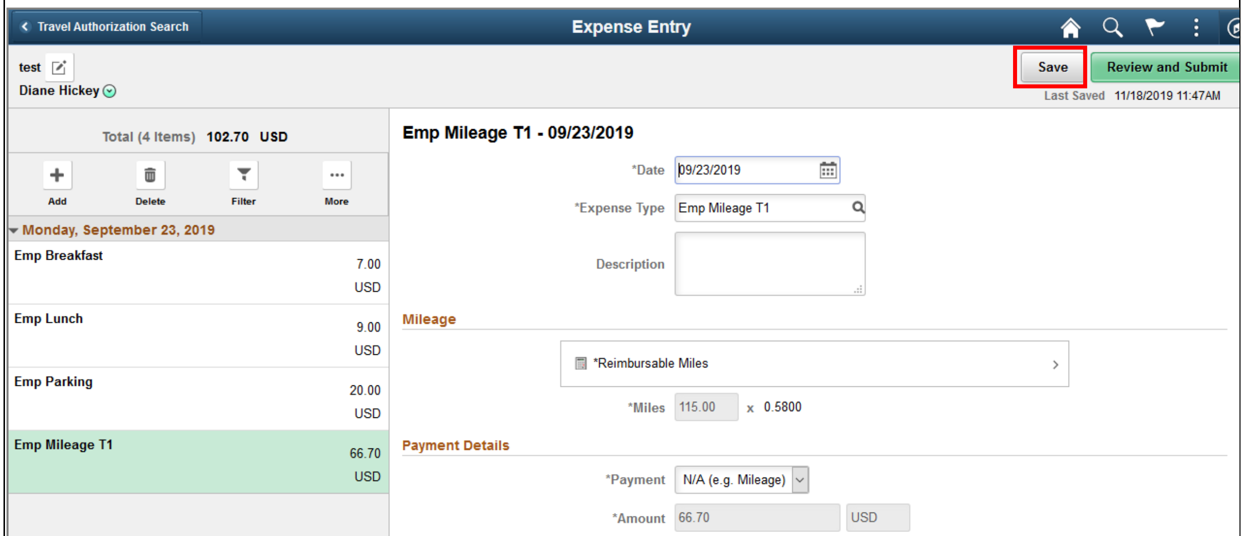
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7.</td><td>The system navigates to the Expense Entry page and creates a new draft Expense Report from the approved Travel Authorization. Users can change details on the lines such as Date, Description, Amount and Reimbursable Miles. Also, users can add or delete lines.

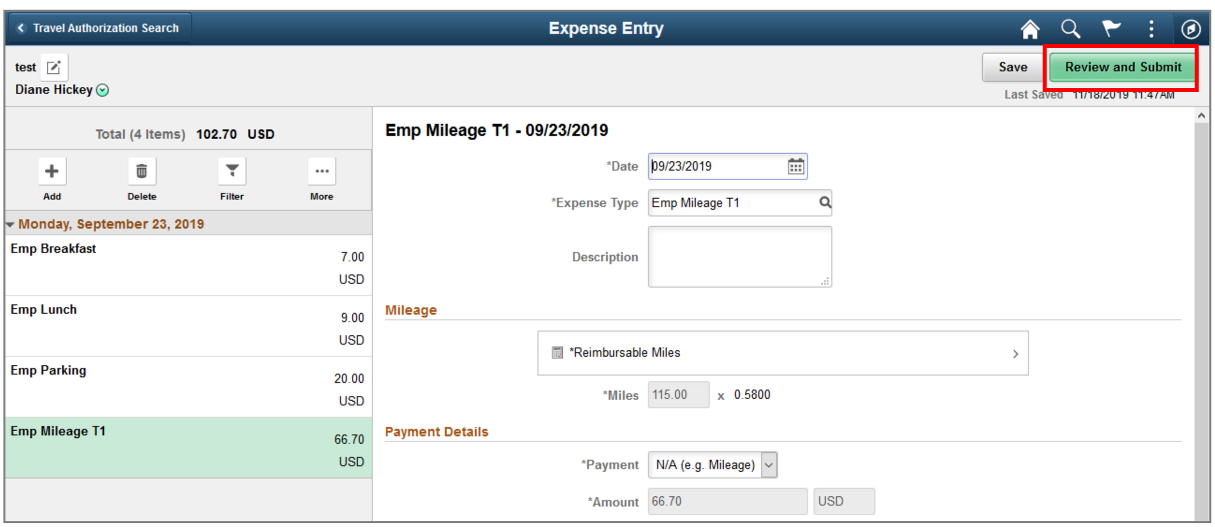
Note: Lines with errors are flagged with a red flag and these errors must be addressed before submitting the Expense report.

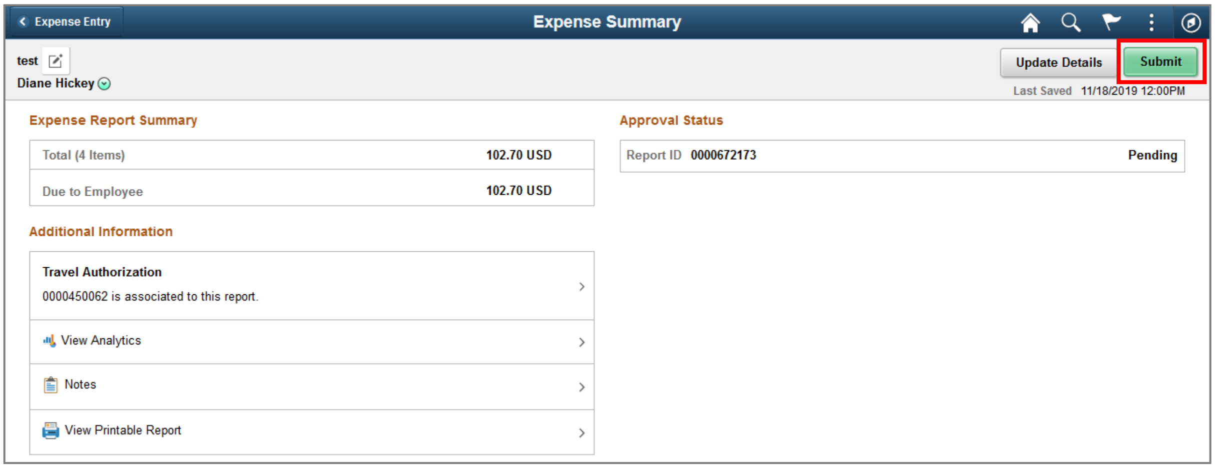
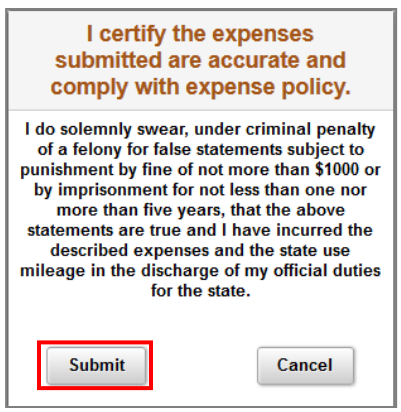

</td></tr>
<tr><td>8.</td><td>Once the user completes editing, the Expense Report can either be saved for later or submitted for approval.
To save, proceed to Step 7.
To submit for approval, proceed to Step 8.</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>Click the Save button located at the top right.



End of Procedure. Remaining steps apply to Review and Submit.</td></tr>
<tr><td>10.</td><td>To submit, click the Review and Submit button.


</td></tr>
</table>

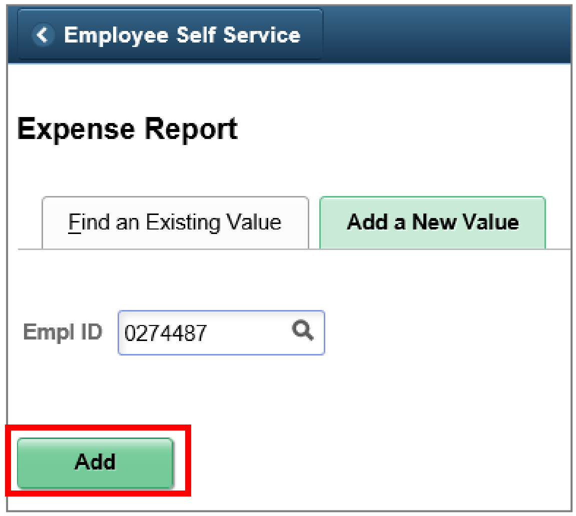
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>11.</td><td>The Expense Summary page displays. Click the Submit button.

</td></tr>
<tr><td>12.</td><td>The State of Georgia submission statement displays. Users must read and acknowledge this statement and click the Submit button.

</td></tr>
<tr><td>13.</td><td>The expense report is submitted. The system navigates to the My Expense Reports page and a submission confirmation statement temporarily displays in a green bar at the top of the page.

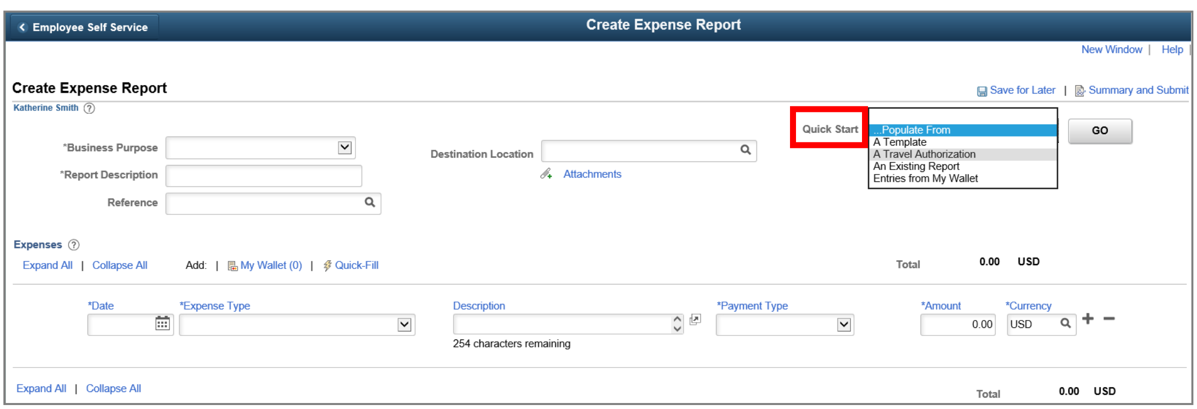
End of Procedure.</td></tr>
</table>

CREATING A CLASSIC EXPENSE REPORT

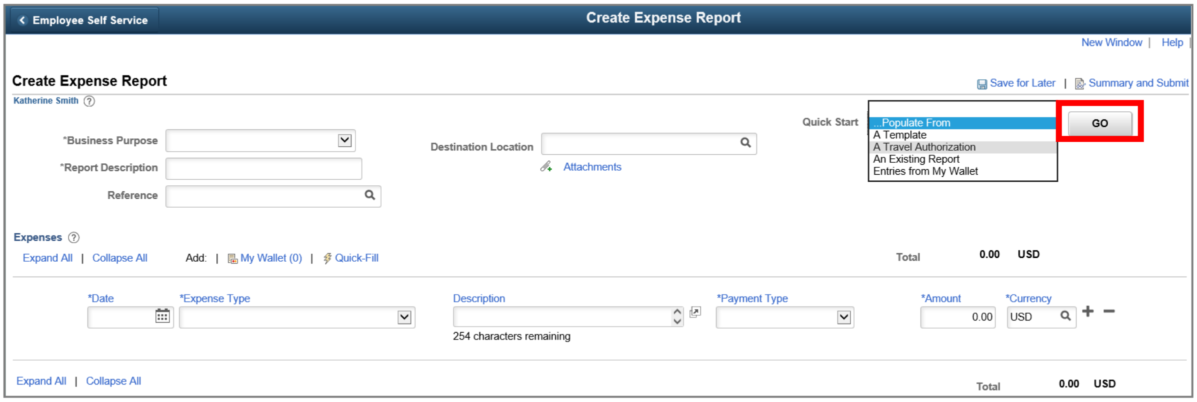
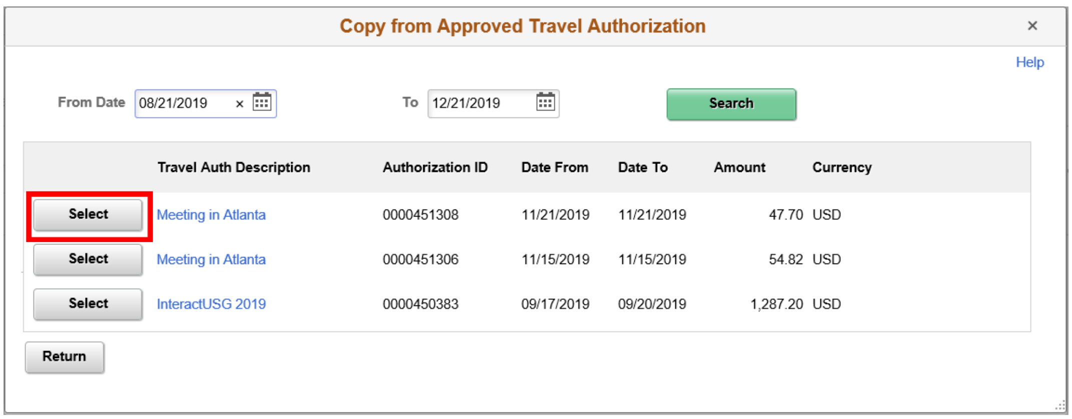
Below are step-by-step instructions on how to create a Classic Expense Report from an Approved Travel Authorization.

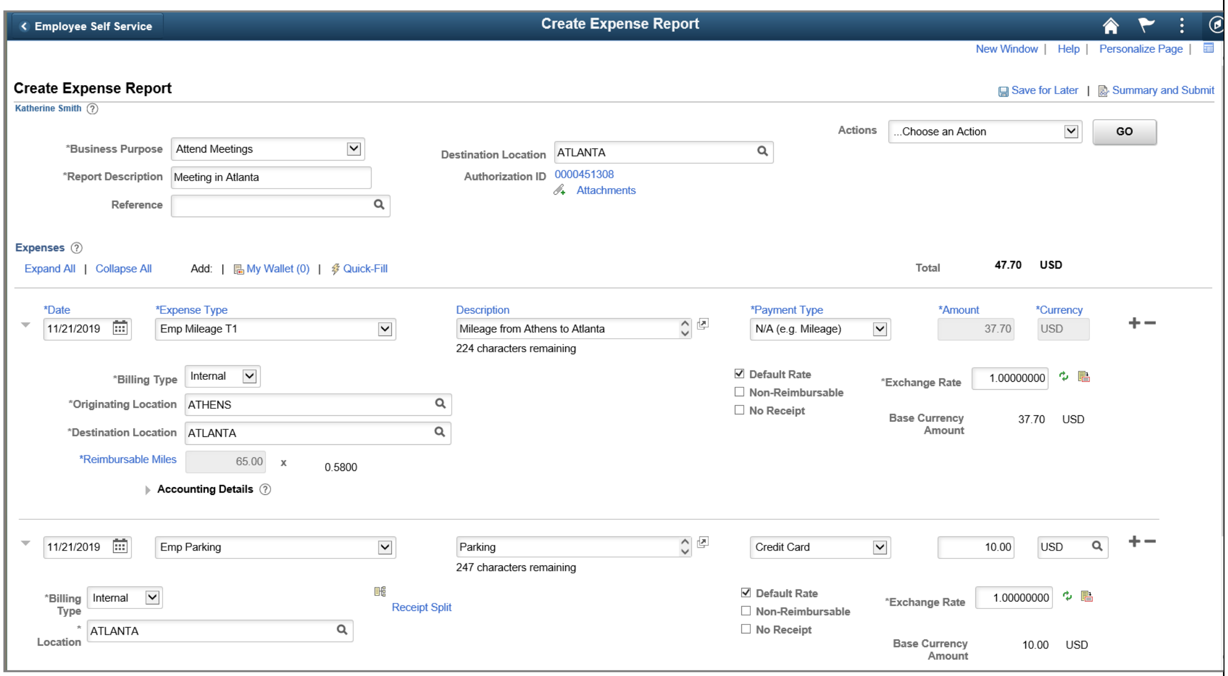
Step	Action
1.	Log in to PeopleSoft Financials.
2.	Click the **NavBar** icon.
3.	Click the **Navigator** icon.
4.	Click the **Travel and Expenses** link.
5.	Click the **Expense Reports** link.
6.	Click the **Create** link.
7.	The system navigates to the Expense Report page. Verify the user's Empl ID defaults in the **Empl ID** field. 

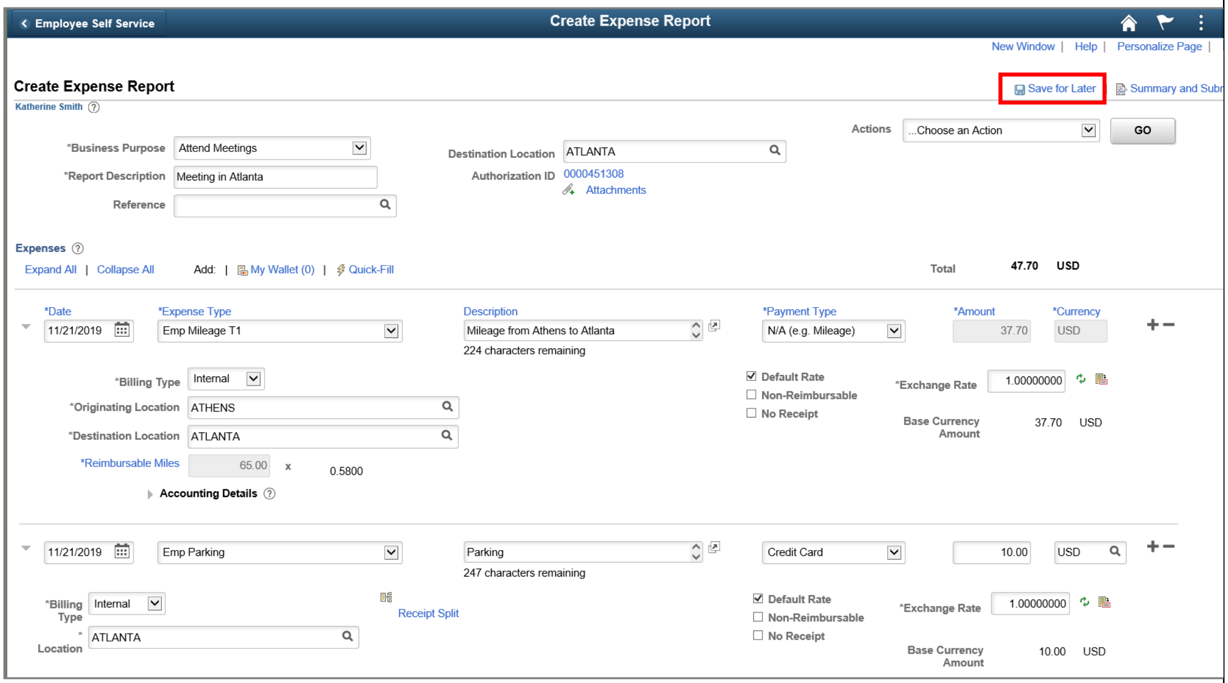
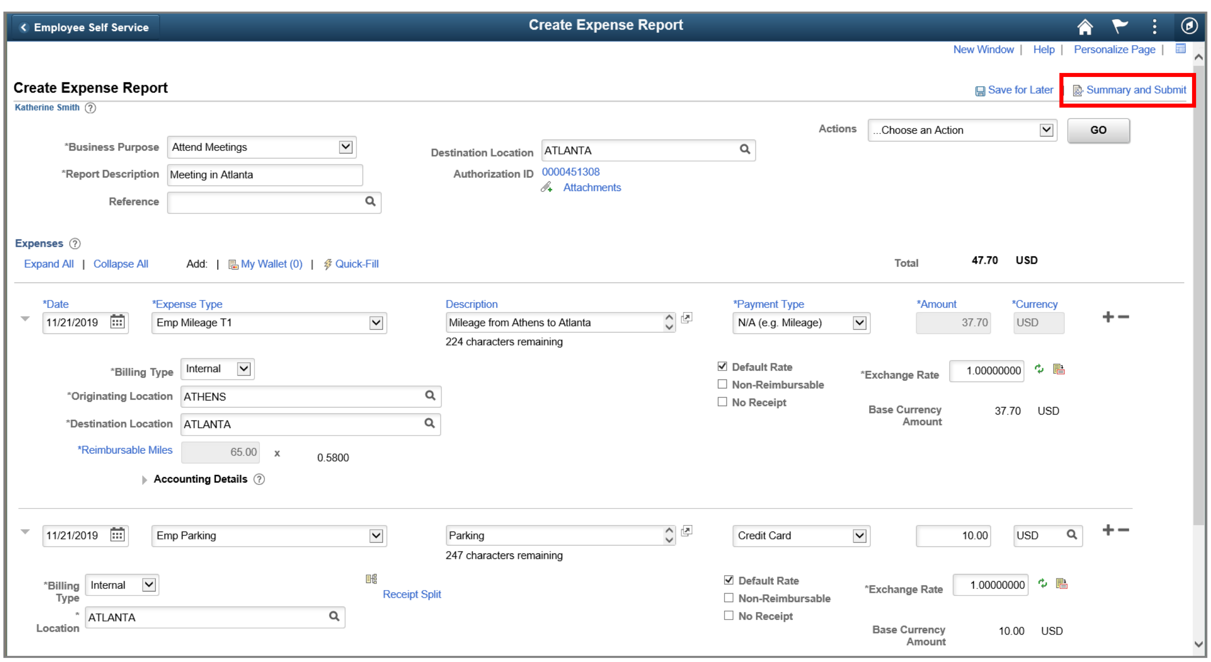
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8.</td><td>Click the Add button.


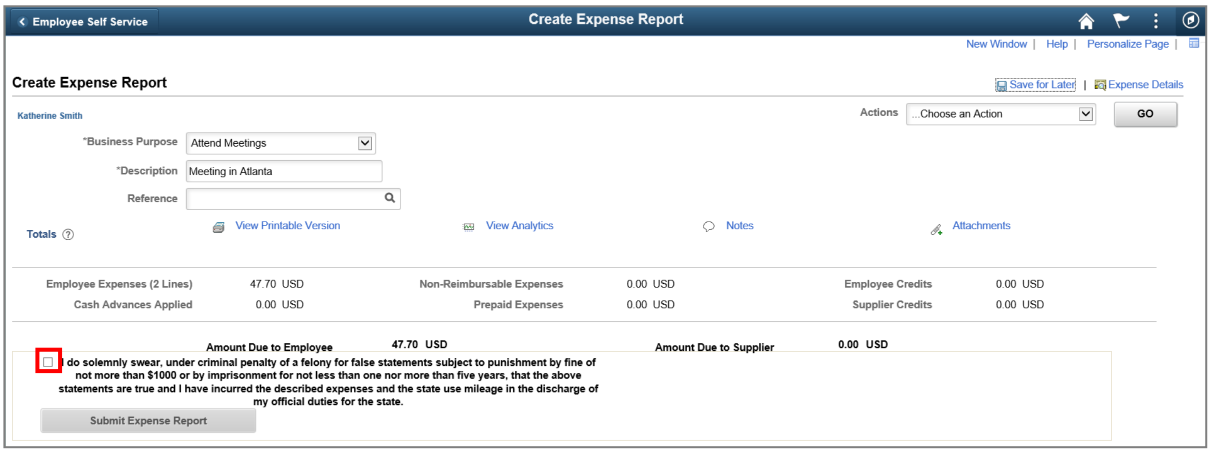
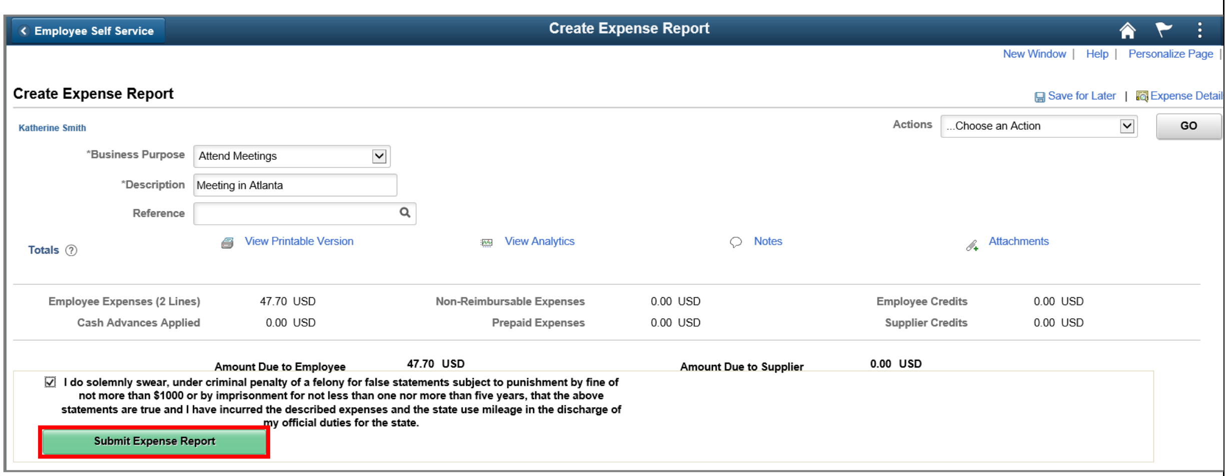
</td></tr>
<tr><td>9.</td><td>A blank Expense Report displays. From the Quick Start menu, located in the top right corner of the page, select “A Travel Authorization” option from the dropdown menu.


</td></tr>
</table>

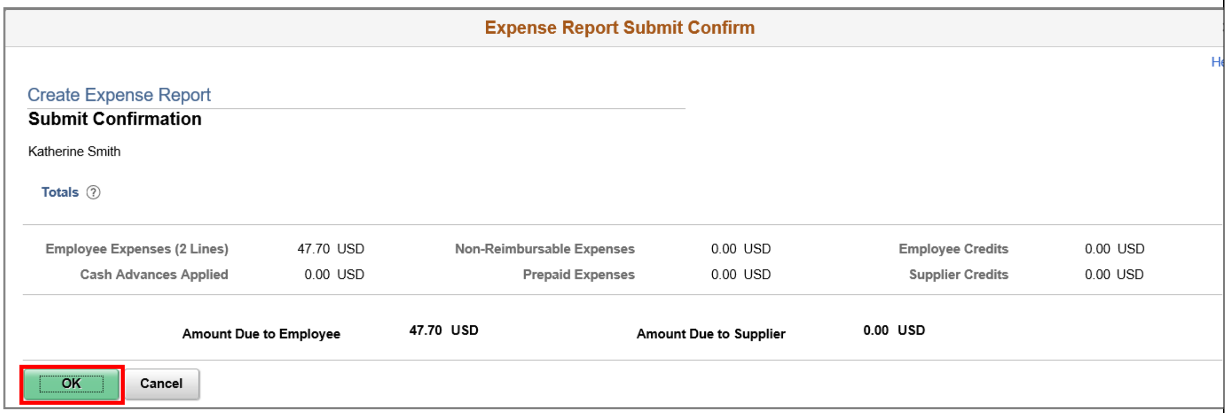
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10.</td><td>Click the GO button.

</td></tr>
<tr><td>11.</td><td>A list of Approved Travel Authorizations displays. Click Select button next to the desired Travel Authorization to create an Expense Report.

</td></tr>
</table>

Step	Action
12.	The system navigates to the Create Expense Report page and the lines from the approved Travel Authorization are applied to the draft Expense Report. Users can change details on the lines that came from the Travel Authorization, such as Date, Description, Amount and Reimbursable Miles. Also, users can add or delete lines. ***Note:*** *Lines with errors are flagged with a red flag and these errors must be addressed before submitting the Expense report.* 
13.	Once the user completes editing, the Expense Report can either be saved for later or submitted for approval. • To save, proceed to Step 14. • To submit for approval, proceed to Step 15.

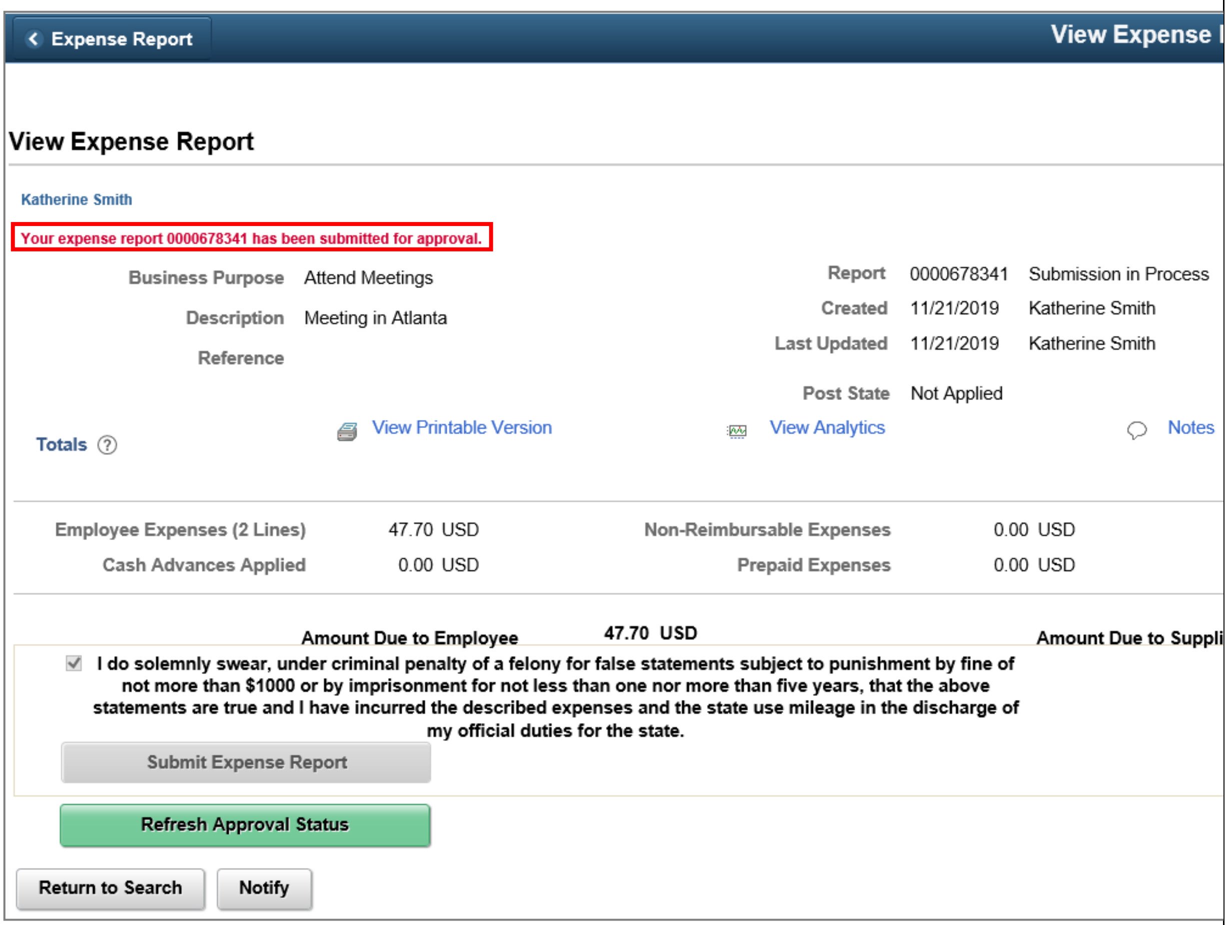
Step	Action
14.	To save, click **Save for Later**. The Expense Report is now Saved.  **End of Procedure. Remaining steps apply to Review and Submit.**
15.	To submit, click **Summary and Submit**. 

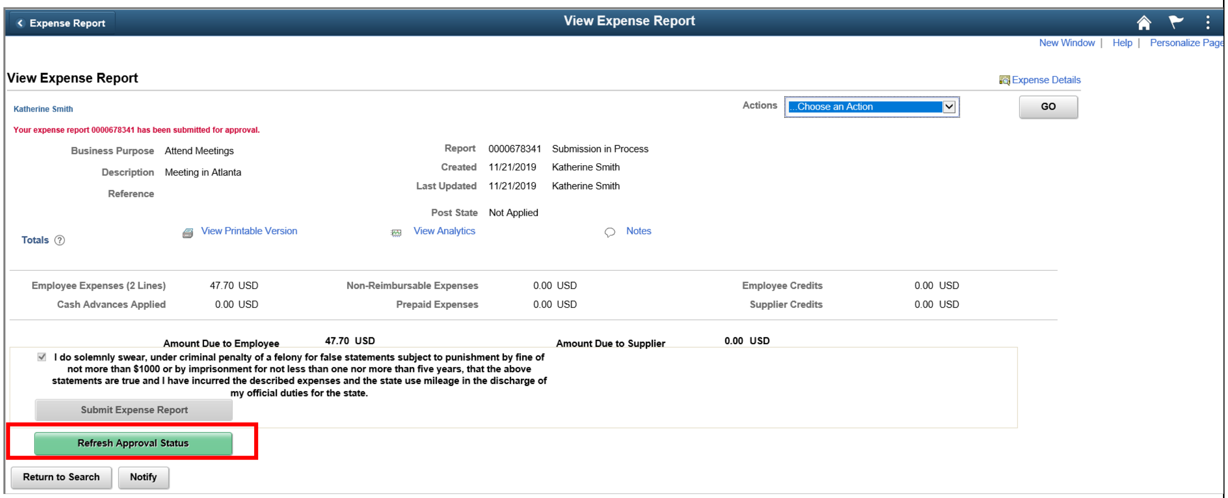
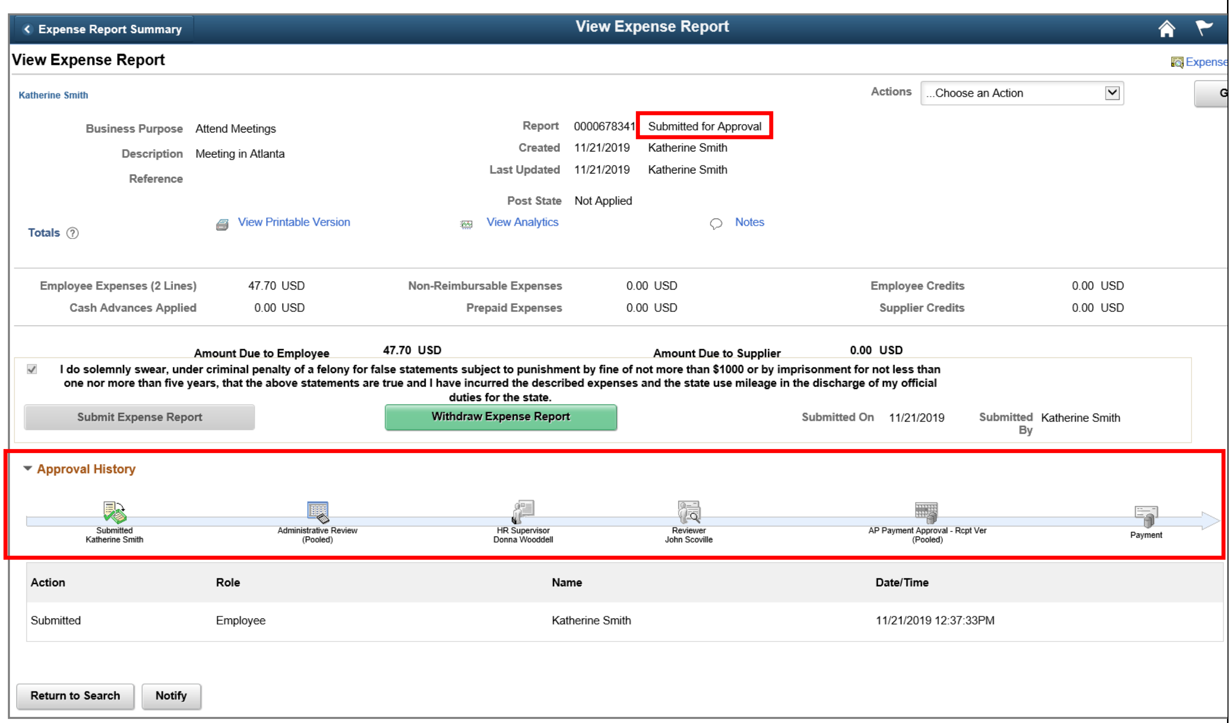
Step	Action
16.	The Expense Summary page displays. The Submit Expense Report button is grayed out. Users must click the checkbox to acknowledge the submission statement. Once the box is checked, the Submit Expense Report button becomes available. 
17.	Click the **Submit Expense Report** button. 

Step	Action
18.	The Expense Report Submit Confirm window displays. Click the **OK** button.



Step	Action
19.	The expense report is submitted. Note the red text below the traveler's name confirming that "Your Expense Report has been submitted for approval."



Step	Action
20.	Click the **Refresh Approval Status** button. 
21.	The page refreshes and the Status updates to Submitted for Approval. The Approval History also displays and show the at-a-glance approval history for the Expense report.  **End of Procedure.**