TRAVEL & EXPENSES BUSINESS PROCESSES

Travel & Expenses – Traveler Setup

Self-Service Setup

EX.010.035	Creating a Travel Authorization Template
EX.010.031	Creating a Private Expense Report Template
EX.010.500	Understanding Expenses Workflow for Travelers

Core Setup

EX.010.032	Creating a Public Expense Report Template
EX.010.033	Creating a Public Travel Authorization Template

Travel & Expenses – Travel Authorizations

EX.020.010	Creating a Travel Authorization from Scratch
EX.020.011	Creating a Travel Authorization Using a Template
EX.020.012	Copying an Existing Travel Authorization
EX.020.015	Modifying a Travel Authorization
EX.020.014	Withdrawing a Travel Authorization
EX.020.016	Deleting a Travel Authorization
EX.020.200	Canceling an Approved Travel Authorization
EX.060.014	Viewing a Travel Authorization
EX.070.010	Printing a Travel Authorization Report

Travel & Expenses – Cash Advances

EX.020.050	Creating a Cash Advance
EX.020.051	Modifying a Cash Advance
EX.020.117	Withdrawing a Cash Advance
EX.020.052	Deleting a Cash Advance
EX.060.015	Viewing a Cash Advance
EX.070.011	Printing a Cash Advance

Travel & Expenses – Expense Reports

EX.020.100	Creating an Expense Report from a Blank Report
EX.020.101	Creating an Expense Report from a Template
EX.020.102	Creating and Submitting an Expense Report from an Approved Travel Authorization
EX.020.103	Copying an Existing Expense Report
EX.020.107	Applying a Cash Advance & Travel Authorization to an Expense Report
EX.020.108	Applying a Cash Advance to an Expense Report
EX.020.109	Itemizing a Lodging Bill Using the Hotel Wizard
EX.020.110	Modifying an Expense Report

Travel & Expenses – Approvals Through Self-Service Portal

Managing Approvals

Approving Travel Authorizations

Approving Cash Advances

Approving Expense Reports

Budget Checking

Manager Reports

Travel & Expenses – Expense Administrator Management & Processing

Managing Workflow

Approvals and Receipt Verification

Budget Checking

Expense Processing

Managing Expense Transactions