Miami-Dade County



End-User Training Guide

Course Code: FIN 215 Course: Travel & Expense: Expense Report

	Course Overview
Course Description	 This course provides a comprehensive review of the Expense Report processes. This course consists of the following modules: Module 1: Course Introduction
	 Module 1: Course Introduction Module 2: Expense Report Module 3: Course Summary
Training Audiences	The following audience(s), by INFORMS Security role(s) are required to complete this course prior to being granted related INFORMS access:
	 Expense Employee Travel Department Liaison HR Supervisor Department Director Central Expense Processor
Prerequisites	Participants are required to complete the following End-User Training courses prior to starting this course:
	FIN 214: Travel & Expense: Travel Authorization



Page

Table of Contents

Content

Module 1: Course Introduction	4
Module 2: Expense Report	13
Lesson 1: Create and Submit Expense Report	14
Lesson 2: Expense Report Workflow	33
Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only)	50
Module 3: Course Summary	60



Module 1: Course Introduction

Topics

This module covers the following topics:

- Learning Objectives
- Roles and Responsibilities
- Navigation
- Purpose and Benefits
- The End-to-End Business Process



Course Learning At the conclusion of this course, participants will be able to:

Objectives

- Enter work-related expenses into INFORMS
- Create an expense report (Travel Expense Report) and submit it for approval.
- Identify the information required for expense report (Travel Expense Report) approval.
- Create and submit a Mileage reimbursement for traveling within the Tri-County Area



Training Audience: Roles and The following roles are associated with this course and will play a part in conducting the related business processes for the County:

- Responsibilities
- **Expense Employee:** The Expense Employee is responsible to Create, Modify and Submit Travel Authorization request and Expense Reports.
- **Travel Department Liaison:** The Travel Department Liaison is responsible for preparing/reviewing Travel Authorizations and expense reports. Ensures that the expense report adheres to department's travel policy. This role also has the capability to create "on behalf of" the employee but will not be able to submit.
- **HR Supervisor:** The HR Supervisor is responsible for reviewing and approving employee's Travel Authorization and Expense Reports for the Department.
- **Department Director**: The Department Director is responsible in Reviewing/Approving Travel Authorization and expense report for the Department.
- **Central Expense Processor**: The Central Expense Processor is responsible for reviewing/approving Travel Authorizations and Expense Reports. Ensures that the travel request adheres to County's Travel Policy.



Navigation Below are the steps to navigate to the Expenses menu, which will be used for navigation in the rest of this course:

1. Login to INFORMS and select **Employee Self-Service** from the home landing page below.



2. Select Travel and Expenses.

	Employe	e Self-Service	
EMASS Labor and Work Perfor	Careers	Time and Absence	Travel and Expenses



Module 1: Course Introduction Purpose and Benefits The purpose and benefits of the Expense Report business process include: • A comprehensive understanding of the Expense Report business processes which include: • Create and submit an Expense Reports. • Understanding the Expense report Status (approve, denied, pushback) • Introducing the Application of INFORMS to end-user.	
Purpose and Benefits	The purpose and benefits of the Expense Report business process include:
	• A comprehensive understanding of the Expense Report business processes which include:
	 Create and submit an Expense Reports.
	 Understanding the Expense report Status (approve, denied, pushback)
	 Introducing the Application of INFORMS to end-user.



The End-to-End Business Process

INFORMS Travels and Expenses allows Employees to submit expense reports for their travel activities and reimbursement of their corresponding expenses.

EXPENSE REPORT BUSINESS PROCESS





The following key concepts were covered in this module: Module 1: • Learning Objectives Course Roles and Responsibilities • Introduction Navigation • Summary

- Purpose and Benefits •
- The End-to-End Business Process •



Module 2: Expense Report

Lessons This module includes the following lessons:

- Create and Submit Expense Report
- Expense Report Workflow (Process, Approve, Deny, Push Back etc.)



	Lesson 1: Create and Submit Expense Report
Lesson 1:	At the conclusion of this lesson, you will be able to:
Overview	 Create and submit an expense report View expense report status
	 Update an expense report

Opdate an expense report
 Delete an expense report



Lesson 1: Introduction

INFORMS Travel and Expenses page under the Employee Self-Service page provides an interface called Create Expense Report where employees create, update, save, submit and delete expense reports. Expense Department Liaison will be able to create on behalf of the employee but will not be able to submit.

EXPENSE REPORT BUSINESS PROCESS



Department Employee

The Employee is responsible for preparing and submitting Travel Authorizations.



Travel Liaison Department compliance role responsible for preparing/verkewing, and approving Travel Authorizations. Ensures that travel request adheres to County Travel Policy and Procedures Manual



HR Supervisor Employee's Direct (Epar) Supervisor responsible for Travel Authorization requests and Expense Reports approval



Department Director Approver role responsible for reviewing/approving travel requests for the Department

Central Travel and Expense Compliance Review



Central Travel and Expense Processor Central compliance role responsible for reviewing and processing Travel Authorizations. Ensures that travel request adheres to County's Travel policy

Key Terms



The following key terms are used in this module:

Term	Definition
Expense Report	Detailed list of business expenses incurred and submitted for reimbursement.
Travel Authorization	Permission for work related travel that requires prior approval from the supervisor, administrator or applicable department head.
Expense Type	The expense classification, for example, a hotel, flight or meals.
Reference Field	The User selects whether the travel is a Group, International or Legislative related travel.
Location	The city, country, or geographical area where the expenses were incurred.
Payment Type	The way in which the expense type is paid: Check or P-Card.
Billable	A chargeable expense. Default should always be "Internal".



Lecture 1: Expen Create and Submit Expense Report Access

Expense Report page is under the **Employee Self-Service** page in **INFORMS**. Employees need to complete it by itemizing expenditures for their reimbursement request.

Access the **Expense Report** page and create an Expense Report using the following navigation path:

1. From the Homepage > Employee Self-Service > Travel and Expenses > Create Expense Report.

	Travel and Expenses	
Create Travel Authorization	Create Expense Report	Create Cash Advance
Travel Authorizations	My Expense Reports	re Expense Reports

- 2. On the **Add a New Value** tab, provide the **Employee ID** field or Select **Lookup** Button to search the **Employee's ID** who will submit the expense report.
- 3. Select an Employee.

		informe
< mployee Search	Expense Report	a ⊂ ⇒ : ≣
Expense Report		New Window Help
End an Existing Value Add a New Value		
Empl ID Q		
Add		
Find an Existing Value Add a New Value		

Lecture 1: Create and Submit Expense Report The **Create Expense Report** page is displayed, and it contains fields similar to the **Create Travel Authorization** page. If copying from a **Travel Authorization**, or another **Expense Report**, some fields default based on the source document.

HIAMI DADER									3					inform
< xpenses			c	reate Expense	Report							*	Q 2	: .
											New Wi	ndow	Help F	ersonalize Pag
Create Expense Report												S S	ave for Late	tj.
Test Test 🕐														
*Business Durnose	Meeting		Default Location			0	Quick Start	Popul	ate From		× (GO		
*Report Description														
Reference	Q		h.	Attachments										
Expenses ⑦										0.00 1151	1			
Expand All Collapse All	Add: 🐘 My Wallet (0) 🦸 Quick-Fill							10	uai	0.00 000	50. 			
*Date	*Expense Type		Description		12	*Payment Type			"Amount	*Currer	1CY			
		• n			18		*	d.	1	0.00 USD	Q T			
			254 characters remaining	9										
Expand All Collanse All										0.00				
eshana sa 1 compter sa									Total	0.00	USD			

- 4. From the Quick Start drop-down menu choose an option, select Go.
 - A Travel Authorization opens the "Copy from Approved Travel Authorization" page which allows copying all data from a Travel Authorization, including accounting distributions. Continue to Step 7.
 - An Existing Report displays the "Copy From an Existing Expense Report" page, which allows copying all data from an Expense Report, including accounting distributions.

If you **are not** copying from an Approved Travel Authorization, please continue to step 5.

APP DATE						14				inf	rm
< xpenses			Create Expense Report					*	2 2	:	
							New	Window	Help F	ersonaliz	te Page
create Expense Report								EI Sa	ve for Late		
Test Test 🕐											
*Rusiness Purpose	Meeting 🗸		Default Location	Q	Quick Start	Populate From	~	GO			
*Report Description						Populate From A Template					
Reference		Q.	Attachments			A Travel Authorization An Existing Report					
						Entries from My Wallet					
Expenses (?) Expand All Collapse All	Add: 🎆 My Wallet (0) 🦸 Quick-	Fill				Total 0.00	USD				
*Date	*Expense Type		Description	Payment Type		*Amount	*Currency				
(T		• ⁶	1		~	<i>d</i> ₄ 0.00	USD Q	+ -			
			254 characters remaining								
Evened All, L. Colleges All											
Expand vol 1 Construe va						Total	0.00 USD				

Lecture 1: Create and Submit Expense Report 5. Select a **Business Purpose** using the drop-down menu and enter a **Description**.

- March Cone			Create Expense	Deport							-	0	-		
¢ xpenses			Greate Expens	ie nepon	×						•	4		:	-
										145	THE VALLADOV	A T LIS	WI C	ar s un rens	te ra
Create Expense Report											5	a Save 1	or Later		
Test Test (?)															
						Quick Start	Populate	From		~	GO				
*Business Purpose Meeting		Default Location			Q.										
*Report Description Business Writing Seminar			d. Allenhammete												
Reference	E .		 Australients 												
Expenses (2)															
Expand All Collapse All Add: W Wallet (0) & Quick-F							Total		0.00	USD					
*Date *Expense Type		Description			*Payment Type			Amount	10	urrency					
	 ✓ 			e		*	1.		0.00 U	SD Q	+ -	8			
		254 characters rem	naining												
Expand All Collapse All								Total	(0.00 US	D				

- 6. In the **Default Location** field, select a city, country, or geographical area where the expenses were generally incurred. This location is needed for the calculation of the rates for lodging, meals and incidentals, and mileage according to the US General Services Administration. *This is a required field*.
- 7. Use the **Attachments** link to attach expense receipts or other related documents to the expense report.

< xpenses		Create Expense Peno		the second se
		Create Expense Kepo	n.	🐔 Q, 🔍 🗄 🧱
Create Expense Report				New Window Help Personalize Page
Test Test ① *Business Purpose *Report Description Reference	ng Seminar Q	Default Location MiamLEL	Quick StartPopulate From	v 60
Expenses ③ Expand All Collapse All Add: *Date *Expense Tyr	My Wallet (0) 🦸 Quick-Fill pe	Description	*Payment Type *Arnou	0.00 USD
Expand All Collapse All	• ⁶	254 characters remaining	✓ A	0.00 USD Q + -



Lecture 1: Create and Submit Expense Report

- 8. Provide the relevant expense details in the **Expenses** section. *If you copied from an approved Travel Authorization this information will be prepopulated.*
 - Enter or select a **Date** when the expense was incurred.
 - Select the **Expense Type** (see examples below).
 - When Expense Type Per Diem-Full Day or Per Diem-First and Last Day are selected, a Meal Exceptions dropdown menu will appear to give employees the option to specify any meal exceptions they may have.
 - Provide a **Description** associated with the selected **Expense Type**.
 - Select Check as the Payment Type.
 - Enter the Amount spent for the selected Expense Type.
 - USD is the default pre-selected Currency.
 - Internal is the default pre-selected Billing Type.
 - Location is pre-populated based on the selected **Default Location** in the header section and can be changed as needed. The location is used for **Lodging** to calculate the US General Services Administration Standard lodging rates.
 - Number of Nights is the total number for the entire stay.
 - Toggle the **Non-Reimbursable** checkbox if the employee should not be reimbursed for the expense. **Note:** This is for any expense that is directly billed to the county or paid by someone other than the employee.
 - Toggle the **No receipt** checkbox if there is no receipt to substantiate an expense item that requires a receipt.

HIAMIDADE	V.I			Example 1: Expense Type - L	odging							1	info	rm
< xpenses	\$			Create Expens	e Report					*	Q	2	:	
	*Business Purpose	eeong 🔹		Default Location Miami,FL		٩								4
	Report Description Bu	siness Writing Seminar		6 m										
	Reference	Q		 Allachments 										
Expenses Expand /	All Collapse All	Add: 🏭 My Wallet (0) 🦸 Quick-Fill					Total	85.00	USD					
	*Date *	Expense Type Lodging	•	Description Hotel stay for business training		*Payment Type Check	~	*Amount 85.00	Currency USD Q	+ -	-			
	*Billing Type	Internal 🗸		222 characters remaining	⊠ D	efault Rate	b.							
	*Location	Miami,FL	c	Pitk. Itemize Hotel Bill		on-Reimbursable	*Exchange Date	1.0000000	0 B					- 1
	*Number of Nights *Merchant	I Preferred Non-Preferred			0.	o noceija	Base Currency Amoun	85.00	USD					
Expand A	Acc	counting Details ③	_											

		Exam	nple	e 2: Expense	Type – Per Diem	Meals							in	ferms
Tavel and Expenses				Create	e Expense Repor	t						*	2	MENU
											New Window	Help	Person	alize Page
Create Expense Report											📄 Save	for Later	🔝 Su	nmary and
Danny Vargas (?)														
Ϋ́,									Actions	Choose a	n Action	~	G	0
*Business Purpose	Education	~	*	Default Location	Orlando, FL		Q							
*Report Description	Business Writing Workshop				A Machmonto									
Reference		~			<i>a</i> ₄ Attacriments									
Expanses (2)														
Expand All Collapse All	Add: 📓 My Wallet (0)) 🦸 Quick-Fill								Total	69.00	USD		
"Date	*Expense Type	*Meals Exceptions		Description			"Paymen	nt Type			*Amount	"Currenc	,	
03/27/2024 🗰	Per Diem-Full Day 🐱	Food Allergy 🗸 🗸	ሕ	Food Allergy -			Check		~		69.00	USD	۹ ۲	
		Diet Restriction		240 characters rer	maining					1.				
*Pilling Typ	Internal	Food Allergy Food Not Available		Recei	pt Split		Default Rate	e						
Binning Typ		No Exception	-	Per D	iem Deductions		Non-Reimbu	ursable	*Exch	ange Rate	1.0000000	Φ 🖪		
*Locatio	n Orlando,FL	Offsite Meeting	۹				No Receipt		Bas	e Currency				
*Per Diem Rang	e 1-1 Days	~	3							Amount	69.00	USD		
► A	ccounting Details													

Lecture 1: Create and Submit Expense Report Expand the Accounting Details section to view or edit the ChartFields. This is required on each expense line and populates on the Expense Report. You can update them if necessary. The Account field defaults based on the Expense Type selected on each the expense line.

	Ð									in	ferms
				Crea	ate Expense	Report			Â	2	
- Acc	counting Details										4
	Chartfields ▶										
	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Account		Grant	
	500.00	MDADE Q	5	00.00 USD	1.0000000	G1001	Q FN03020000	Q 1151000000	Q	NO-GRAN	۹
		4									

10. If additional expenses are to be added, Select the **Plus (+)** sign on the right-hand side of the existing expense. INFORMS will automatically insert a new blank expense line.

rtin Montero 🛞													
									Actions	Choose a	n Action	~	GO
*Busir	iness Purpose	Conference	•		Default Location	Austin,TX		Q					
"Repor	ort Description	CONF			Authorization ID	000000183							
	Reference		Q			Attachments							
kpenses ⑦ Expand All	Collapse All	Add: 强 My Wallet (0) 🦸 Quick-Fill							Total	105.00	USD	
Expand All	Collapse All Date 04/19/2022	Add: B My Wallet ((*Expense Type Air Travel	0) ∳ Quick-Fill	~	Description		6	*Payment Type Check	~	Total	105.00 *Amount 105.00	USD *Currency USD	a+-
Expand All * • • • 0	Collapse All Date 04/19/2022	Add: 🔀 My Wallet ((*Expense Type Air Travel	0) ∳ Quick-Fill	~	Description TRAVEL 248 characters ren	naining	Ø	*Payment Type Check	v	Total A	105.00 *Amount 105.00	USD *Currency USD	a +-
Expand All • • • • • • • • • • • • •	Collapse All Date 04/19/2022 III *Billing Typ	Add: 🐘 My Wallet ((*Expense Type Air Travel	0) \$ Quick-Fill	*	Description TRAVEL 248 characters ren Bil Receip	naining pt Split	2 De	*Payment Type Check fault Rate	×	Total A	105.00 "Amount 105.00	USD *Currency USD	a + -
Expand All "E	Collapse All Date 04/19/2022 III "Billing Typ "Descriptio	Add: I I My Wallet ((*Expense Type Ar Travel Internal Mami,FL	D) \$ Quick-Fill	*	A Description TRAVEL 248 characters ren I Receig Q.	naining pt Split	De No No	*Payment Type Check fault Rate on-Reimbursable o Receipt	* "Exc Ba	Total A change Rate ise Currency	105.00 *Amount 105.00 1.00000000	USD *Currency USD	(a+-

• Enter all necessary information for the new expense.

	*Date *1	Expense Type		Description		*Payment Type		*Amount	*Currency	e
	04/19/2022	Air Travel ~	- 64	TRAVEL		Check	~	105.00	USD Q	. –
	*Billing Type			248 characters remaining			8.			
		Internal 👻		Beceipt Split		efault Rate		1.00000000	•	
	*Description	Miami,FL	Q,			on-Reimbursable o Receipt	"Exchange Rate Base Currency			
	"Location	Austin,TX	Q,				Amount	105.00	USD	
	> Acc	ounting Details 💿								
	04/19/2022	÷	٨		Ø		× 4	0.00	USD Q	+ -
	6000			254 characters remaining						

Note: If the expense report exceeds 110% of the approved travel authorization, INFORMS will prompt a warnining. To proceed, it's required to add a justification in the **Notes** section prior to submitting.



Lecture 1: 1 Create and Submit Expense Report

11. Once the Expense Report is completed, select Summary and Submit.

reate Expense	Report										Save Save	for Later	Summary and Su
rlin Montero 🕥													
									Actions	Choose a	n Action	~	GO
*Business I	Purpose C	Conference	~		Default Location	Austin,TX		Q					
"Report Des	scription C	ONF			Authorization ID	000000183							
Re	eference		Q			Attachments							
Expenses ⑦													
Expenses ⑦ Expand All Collap	ipse All	Add: 🌇 My Wallet (0) 🦸 Quick-Fill							Total	105.00	USD	
Expenses ⑦ Expand All Collap "Date	epse All	Add: 强 My Wallet (0) 🆸 Quick-Fill		Description			*Payment Type		Total	105.00	USD *Currenc	y
Expand All Collag Table Table 04/19/2	apse All 12022 🛗	Add: 🐘 My Wallet (*Expense Type Air Travel	0) 🇳 Quick-Fill	•	Description TRAVEL		æ	*Payment Type Check	v	Total	105.00 *Amount 105.00	USD *Currenc USD	γ α + −
Expand All Collag Toate Collag Collag Collag Collag Collag Collag Collag Collag Collag	apse All 2022 🔛	Add: 强 My Wallet ("Expense Type Air Travel	0) 🇳 Quick-Fill	• Å	Description TRAVEL 248 characters rem	saining	J. El	*Payment Type Check	v	Total A	105.00 *Amount 105.00	USD *Currenc USD	γ
Expand All Collag * Date 04/19/2	apse All 2022 💼	Add: 🐘 My Wallet ("Expense Type Air Travel	0) [\$ Quick-Fill	•	Description TRAVEL 248 characters rem IM Receip	saining xt Spitt	Ø	*Payment Type Check efault Rate	v	Total A	105.00 *Amount 105.00	USD *Currenc USD	γ _α + -
Expand All Collag Totale Totale Collag C	*Billing Type	Add: 12, My Wallet ("Expense Type Air Travel	0) \$ Quick-Fill	~ Å	Description TRAVEL 248 characters rem IM Receip	naining xt Split	6 0 0 N	*Payment Type Check efault Rate on-Reimbursable	* "Exc	Total /4	105.00 *Amount 105.00	USD *Currenc USD	γ α + -
Expand All Collag Total Collag	*Billing Type *Description	Add: D, My Wallet ("Expense Type Air Travel Internal Miami,FL	0) \$ Quick-Fill	ب å	Description TRAVEL 248 characters rem Dfl Recorp	naining xt Split		*Payment Type Check efault Rate on-Reimbursable o Receipt	*Exi Bi	Total A change Rate ise Currency	105.00 *Amount 105.00 1.00000000	USD *Currenc USD	γ α + -

• If there are errors on the Expense Report, Select the Error Message(s) to identify and correct error(s) to the expense Report. The Expense Report Line Errors pop-up window is displayed indicating the reason for the error(s). After corrections are completed, save or submit the Expense Report.

							Martin F								-		-	
Approvals	1.						Modify E	Expense Re	port						*	Q	2	1
2	*Date 12/09/2021	*Expense Type Lodging		v		Descriptio	n		e e	*Paymer Check	nt Type	~	č	10,000.00	*Curre USD	ncy Q	+ -	
						254 chara	cters remaining						1.					
	*Billing Type	Internal	v			1H	Receipt Split Itemize Hotel Bil		8	Default Ra	te hursable			1.000	00000			
	*Location	Mami,FL		0	a 🤇				D	No Receip	t		*Exchange R	ate				
"Nu	amber of Nights	1										Base (Currency Amo	ount 1	0,000.00	USD		
	"Merchant	O Preferred	Non-Preferre	.d														
	- Acco	ounting Details 🕥																
		Chartfields ID																
		Amount	*GL Unit	Monetary Amount		Currency Code	Exchange Rate	Fund	Dept		Account	G	rant	PC Bus U	init P	roject		
		10000.00	MDADE Q		10000.00	USD	1.0000000	0 G1001 Q	AD0203000	0 Q	5312100000	Q. N	O-GRANT	2	Q.			
			<	-													•	
													Total	10,000.00	USD			
nd All	Collapse All																	
nd All	Collapse All		-															
nd All	Collapse Ali																	
nd All	Collapse All			<u>Ca</u> -1	lem	at Hot	a Bii				T	those	ZOUNI	orsante		_	_	
nd All	Collapse Ali		_	<u>La</u> -1	Exp	bens	e Repo	ort Li	ne Er	rors		hhoan i	2011/11	orarda			,	¢



Note: If you received a Cash Advance, it needs to be applied to the Expense Report prior to submitting. For instructions, How to Apply a Cash Advance please go to Lecture 2.



Lecture 1: Create and Submit Expense Report 12. Select the checkbox certifying the expenses submitted are accurate and Select **Submit Expense Report**.

AMO (MOR						unjerm
Travel and Expenses			Create Expense R	eport		🐔 Q, 🔍 🗄 🖩
						New Window Help Personalize Pa
Create Expense Report					Save for Later BE Expense Details	
				ActionsChoose	an Action v GO	
"Business Purpose	Conference					
"Description	CONF					
Reference		Q				
Totals 🛞	View Printable Version	View Analytics	O Notes	<i>d</i> .	Machments	
Employee Expenses (1 Line) 105.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD	
Cash Advances Applie	d 0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	
	Amount Due to Employee	105.00 USD	Amount Due to Supplier	0.00 USD		
By checking this box	I certify the expenses submitted are	accurate and comply with expense policy.				
Submit Expense Re	port					

13. Select the OK.

MANDON W		informs
< Travel and Expenses	Expense Report Submit Confirm	* * * • • • • • • • • • • • • • • • • •
Create Expense Report	Create Expanse Report Submit Confirmation	Help / Kew Wodsw Help Pensoulae Page
"Business Purpose Conferen	Totals ()	
Reference	Employee Expenses (1 Line) 105.00 USD Non-Reimbursable Expenses 0.00	USD Employee Credits 0.00 USD
Tests (2)	Cash Advances Applied 0.00 USD Prepaid Expenses 0.00	USD Supplier Credits 0.00 USD
inters ()	Amount Due to Employee 105.00 USD Amount Due to St	upplier 0.00 USD
Employee Expense (1 Line) Cash Advances Applied Amou By checking this bax, I cently t Submit Expense Report	Cancel	

Note: The **Create Expense Report** page changes to **View Expense Report** page once it's been submitted.

A message is displayed in red at the top of the page indicating the expense report has been submitted for approval. Select the **Refresh Approval Status** to display the approval history.

ew Expense Report								Expense D
						ActionsChoose	an Action	~ GO
our expense report 0000000306	has been subm	itted for approval.						_
Business Pur	pose Conf	erence	Report	0000000306 Submission in Pro	ocess			
Descrit	otion CON	F	Created	05/31/2022				
Refer	ence		Last Updated	05/31/2022				
			Post State	Not Applied				
Totals (?)	3	View Printable Version	View Analytics	Q	Notes			
Employee Expenses	(1 Line)	105.00 USD	Non-Reimbursable Expenses	0.00 USD		Employee Credits	0.00 USD	
Cash Advances	Applied	0.00 USD	Prepaid Expenses	0.00 USD		Supplier Credits	0.00 USD	
	A	mount Due to Employee	105.00 USD	Amount Due	to Supplier	0.00 USD		
By checking the	his box, I cer	tify the expenses submitted a	re accurate and comply with expense poli	icy.				
Submit Expe	nse Report							
Refresh Appr	roval Status							
leturn to Search No	otify							



Lecture 2: Applying a Cash Advance to an Expense Report

Applying a Cash Advance to an Expense Report

Employees can apply a cash advance to an expense report. The cash advance is added during the initial process of creating an expense report prior to submitting for approval.

1. From the Actions drop-down, Select **Apply/View Cash Advance(s)** to apply a Cash Advance.

manage Depost	•					Create Expense	se Renort					-	0	-	
pense Report	t .					Citate Expens	se nepon	•				•	4		:
											New V	Vindow	Help	Persor	nalize
ate Evnen	Penort													220100	
Test (2)	ise Report											6	Save IC	x rate.	
(D)									Actions	Cash Advance(s)		60			
*During	Der Durnore	Meeting	~		Default Location	Mami FI		0	Appyview	Casil Advance(s)		GO			
Benert	t Description	Pusience Minten Cominer			Delault Location	(manufi c		-							
Report	r pescription	ousiness vinuing Seminar				Attachments									
xpand All C	Reference	Add: 🏨 My Wallet (0)	Q						Total	0.00	USD				
penses () Expand All C	Reference	Add. 🌇 My Wallet (0)	Q		Description			*Payment Tune	Total	0.00	USD				
penses (*) xpand All C * Da	Reference	Add: , My Wallet (0) *Expense Type Ledning	Q.	~	Description		(F)	*Payment Type	Total	0.00 *Amount	USD *Currency	o +			
penses () Expand All C "Da 12	Reference Collapse All	Add: , My Wallet (0) *Expense Type Lodging	Q.	×	A Description		e le	*Payment Type Check	Total	0.00 *Amount 0.00	USD *Currency USD	α +	_		
xpand All C *Da 12/	Reference Collapse All	Add: 1 50 My Wallet (0) *Expense Type Lodging	Q I 🦸 Quick-Fill	•	Description Z54 characters re	maining	E	*Payment Type Check	Total	0.00 *Amount 0.00	USD *Currency USD	α +	-		
xpand All C *Da * 12	Reference Collapse All	Add: My Wallet (0) *Expense Type Lodging se Internal *	Q Ø Quick-Fill	*	Description S54 characters re IM Rece IM Rece IM Lengi	maining ipt Split te Hotel Bill	e	*Payment Type Check Default Rate	Total	0.00 *Amount 0.00	USD *Currency USD	a +	-		
penses (*) Expand All C *Da *Da 12	Reference Collapse All uate 2/09/2021	Add: Mry Wallet (0) 'Expense Type Lodging 'e Internal ` n Mami FL	Q Ø Quick-Fill	•	 Description 254 characters re III Rece III Itemic 	maining (pl Split ze Hotel Bill	10 I	*Payment Type Check Default Rate Non-Reimbursable No Receipt	Total	0.00 *Amount 0.00	USD Currency USD	α +	-		
conses (3) (xpand All C * 12) * 12)	Reference Collapse All uste 2/09/2021 III *Billing Typ *Locatio Number of Night	Add. I the My Wallet (0) "Expense Type Lodging te Internal ` n Mani, FL ts	Q Ø Quick-Fill	•	Description Description 254 characters re Ift Rece File. Items	maining ipt Split ze Hotel Bill	8 	*Payment Type Check Default Rate Non-Reimbursable No Receipt	▼ ✓ *Exchange Rate Base Currency	0.00 *Amount 0.00	USD *Currency USD	a +	-		
Conses (*) Expand All C * Da * 12	Reference Collapse All Inte 2/09/2021	Add: 1 the My Wallet (0) "Expense Type Lodging te Internal te Marrit FL ts OPreferred	Q	•	A Description 254 characters re If Rece Fix Items	maining (of Split ze Hotel Bill	B 0 0	*Payment Type Check Default Rate Non-Reimbursable No Receipt	Total	0.00 *Amount 0.00 1.0000000 0.00	USD *Currency USD	α +	-		

2. Select Go.

Note: The Apply Cash Advance(s) page is displayed.

3. Enter or look up the Advance ID. All other values are auto-calculated.

AMB CANCEL						_
< xpenses					Create/Modify	
Create Evnense	Deport					
Apply Cash Adv	ance(s)					
			Report ID	NEXT		
Cash Advance Infor	nation					
*Advance ID	Advance Amount	Balance	Exchange	Total Applied		
Q	0.000	0.00		0.00	USD	-
Add Cash A	dvance	Update Totals]			
	Total Advance Applied	0.00 USD				
	Totals (1 Line)	74.75 USD				
	Total Due Employee	74,75 USD				
OK						

4. Select the **OK** button.

HIAHIGAOR								
xpenses						Create	Modify	ł.
Create Expense F	Report							
Apply Cash Adva	ance(s)							
			Report ID	NEXT				
Cash Advance Inform	nation							
*Advance ID	Advance Amount	Balance	Exchange Rate		Total Applied			
٩	0.000	0.00			0.00	USD		-
Add Cash Ad	dvance	Update Totals						
	Total Advance Applied	0.00 USD						
	Total Due Employee	74.75 USD 74.75 USD						
ОК								

Note: INFORMS will navigate back to the Expense Report in progress.



	Lesson 1: Create and Submit Expense Report
Lecture 3:	Updating and Deleting an Expense Report
Updating and	Expense report can be saved, withdrawn or deleted by an Employee
Deleting an Expense Report	Navigation: Navigator > Finance / Supply Chain (FSCM) > Travel and Expenses > Expense Report > Create/Modify.

1. Select Find an Existing Value.

xpense Repor	t you have an	d click (Search. Leave fields	blank for a lis	st of all value	IS.
Find an Existing	y Value	<u>A</u> dd a	New Value			
Search Criteria						
Report ID	begins with	1 • [
eport Description	begins with	1 v				
Name	begins with	1 •				
Empl ID	begins with	1 •		Q		
Report Status	=	•			•	
Creation Date	= •	•] [
Case Sensitive						

Enter the search	criteria.			
< Expense Repor	t Summary	40) No		
Expense Repor	+			
Enter any information	• vou have an	d click Search, Leave fi	elds blank for a list of	all values
	you have an	d click ocarch. Ecave li		an values.
Find an Existing	g Value	Add a New Value		
Search Criteria				
Report ID	begins with	h 🕶		
Report Description	begins with	n 🗸		
Name	begins with	n •		
Empl ID	begins with	h 🕶	Q	
Report Status	=	•	~	
Creation Date	=	•		
□ Case Sensitive				

3. Select Search.

Search	Clear Basic Search	Save Search C	riteria		
Search Result	S				
View All				1-9 of 9) ~
Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
000000352	UAT-Test-Karen Manjarres	Perez, Yesenia	00088911	Pending	05/04/2022
000000017	5000	Oshan Adrian	00040776	Dending	04/22/2022

Lecture 3: Updating and Deleting an Expense Report informs



Updating and Deleting an Expense Report

Lecture 3: Updating and Deleting an Expense Report

4. Review the Expense Report details and make the necessary updates.

Travel and E	xpenses					Modify Exp	pense	Report							
															New?
odify Expe	nse Report										R Sa	ve for Late	r D	Summar	ry and Sub
fin Montero (?)															-
	-	Meeting			Panort	000000206 Panding			Actions	Choose an	Action		×	GO	
"Busi	ness Purpose	Shakeout LIAT			Default Location	LosAngeles,CA		Q,							
Repo	nt Description				Authorization ID	000000173									
	Reference	LEGAL				Attachments									
Expand All	Collapse All	Add: B My Wallet (0) # Quick-F	il.		*Description			*Payment Type		Total	1,999.50	USD	v		1
Expand All	Collapse All Date 04/08/2022	Add: 📴 My Wallet (0) 🦸 Quick-F "Expense Type] Air Travel	~	g an	*Description Spirit		Ð	*Payment Type Prepaid Expenditure	e 🗸	Total	1,999.50 mount 500.00	USD *Currenc USD	<u>م</u> .	+ -]
Expand All	Collapse All Date 04/08/2022	Add: B My Wallet (0) \$ Quick-F "Expense Type Air Travel	~	Å	*Description Spirit 248 characters rem	taining	P	"Payment Type Prepaid Expenditur	e v	Total	1,999.50 mount 500.00	*Currenc USD	۹.	+ -	_
Expand All	Collapse All Date 04/08/2022	Add: B My Wallet (0) Ø Cucic-F "Expense Type Ar Travel	~	Å	*Description Spirit 248 characters rem Enterprise	haining	8	*Payment Type Prepaid Expenditur Check	e v	Total	1,999.50 mount 500.00 400.00	USD *Currenc USD	۹.	+ -	
Expand All	Collapse All Date D4/08/2022	Add. B My Wallet (0) Ø Ourok-F "Expense Type Ar Travel Auto Rental	•	0 80 80	*Description Spint 248 characters rem Enterprise 244 characters rem	naining	2	*Payment Type Prepaid Expenditur Check	e •	Total	1,999.50 mount 500.00 400.00	USD *Currenc USD	۷ ۹	+ -	-
Expand All	Collapse All Date 04/08/2022	Add B My Wallet (0) Ø Quick-F "Expense Type Air Travel Auto Rental Per Diem-First and Last Day	* *	96 96	*Description Spirit 248 characters rem Enterprise 244 characters rem Meals first day	naining) e	*Payment Type Prepaid Expenditurn Check Check	e v	Total	1,999.50 mount 500.00 400.00	USD *Currenc USD USD	α. α.	+ - + - + -	_
Expand All	Collapse All Date D4/08/2022	Add I B My Wallet (0) Ø Quick-F "Expense Type [] Air Travel [] Auto Rental [] Per Diem-First and Last Day	* *	20 20	*Description Spirit 248 characters rem Enterprise 244 characters rem Meals first day 239 characters rem	naining naining) e] e	*Payment Type Prepaid Expenditur Check Check	e •	Total *A & & & & & & & & & & & & & & & & & &	1,999.50 mount 500.00 400.00 49.50	USD *Currenc USD	α ·	+ - + - + -	
Expand All	Collapse All Date 04/08/2022	Add. I B My Wallet (0) \$ Quick-F "Expense Type. [Air Travel [] Aur Travel [] Auto Rental [] Per Diem-First and Last Day [] Per Diem-Full Day.	× ×	0 40 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	*Description Spirit 248 characters rem Enterprise 244 characters rem Meals first day 239 characters rem Day 1	naining naining) e] e	*Payment Type Prepaid Expenditur Check Check	e v	Total 'A B A B A B A B A C B A C C C C C C C C	1,999.50 mount 500.00 400.00 49.50 66.00	USD *Currenc USD USD	a . a .	+ - + - + -	

6. Select the checkbox of the expense policy disclaimer.

7. Select Submit Expense Report.

C Travel and Expenses			Modify Expense Report				*	2	1
						New Window	v Help	Persona	alize Pag
Modify Expense Report					Save for Late	E E Expense Details			
Artin Montero				ActionsChoose	an Action	~ GO			
*Business Purpose	Meeting	Y Report	000000306 Pending						
"Description	Shakeout UAT	Created	04/08/2022 Arlin Montero						
Reference	LEGAL	Q, Last Updated	04/08/2022 Arlin Montero						
Totals (?)	View Printable Version	Post State View Analytics	Not Applied	d.	Itachments				
Employee Expenses (7 Line	s) 1.751.50 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD				
Cash Advances Applie	d 0.00 USD	Prepaid Expenses	500.00 USD	Supplier Credits	0.00 USD				
Warning	Amount Due to Employee	1,251.50 USD	Amount Due to Supplier	0.00 USD					
Outstanding Cash Advance There are available Cash / Select the Outstanding Cash	Balance Advances that can be applied to this ex Advances link to Apply or View Cash A	3,577.60 USD pense report. dvances to this expense report.							
By checking this box Submit Expense R	c, I certify the expenses submitted a eport	re accurate and comply with expense polic	¢.						

8. Select OK.

		Expense Report Subm	it Confirm			
Expense Report						The second
Submit Confirmation						
Arlin Montero						
Totals ⑦						
Employee Expenses (7 Lines)	1,751.50 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD	
Cash Advances Applied	0.00 USD	Prepaid Expenses	500.00 USD	Supplier Credits	0.00 USD	
Amount Du	e to Employee	1,251.50 USD Amo	ount Due to Supplier	0.00 USD		
OK Cancel						



Lecture 3:You can delete an existing expense report if it has not yet been submitted for approval
or if it has been returned or denied by the approver.Updating and
Deleting anOnce an expense report has been Deleted, employees cannot view the deleted

Expense Report expense report.

Note: An expense report cannot be cancelled.

- 1. Navigation: NavBar > Finance / Supply Chain (FSCM) > Travel and Expenses > Expense Report > Delete.
- 2. Enter the Search Criteria.

Search	Criteria	
Empl ID	begins with 🖌	٩
Name	begins with 🖌	
Case S	ensitive	

3. Select Search.

Search	Criteria	
Empl ID	begins with 🖌	Q
Name	begins with 🗸	
Case S	ensitive	



5. Select an Expense Report.

averance	Expense					
elete an	Expense Re	eport				
lin Montero						
lete an Ex	pense Report	0				
Select	Report ID	Report Description	Creation Date	Amount	Currency	
	000000310	Shakeout UAT	04/08/2022	1749.50	USD	
	0000000010					

6. Select **Delete Select Report(s)**.

HOME						Delete
avel and	Expense					
elete an lin Montero	Expense Re	eport				
ete an Ex	pense Report	0				
ete an Ex Select	pense Report	⑦ Report Description	Creation Date	Amount	Currency	
Select	Report ID 0000000310	⑦ Report Description Shakeout UAT	Creation Date 04/08/2022	Amount 1749.50	Currency USD	

7. Select OK.

Delete Confirmation	
NIEVES DEL RIO	
The selected transaction(s) have been deleted.	



Lesson 1: Training Exercise

Debrief

- 1. If you begin an Expense Report by copying from an Approved Travel Authorization, the accounting entries are also copied.
 - a) True
 - b) False
- 2. The Advance ID is required when adding a cash advance to an Expense Report.
 - a) True
 - b) False



Lesson 1: Lesson Summary

Objectives Achieved

Now that you have completed the Create and Submit Expense Report lesson, you should be able to:



- Create and submit an expense report
 - View expense report status
 - Update an expense report
 - o Delete an expense report



	Lesson 2: Expense Report Workflow
Lesson 2:	At the conclusion of this lesson, you will be able to:
Overview	Understand the Expense Report Workflow.
	 Approve expense items Domusium and items
	o Deny expense items
	 Send Back expense items

• Put expense items on hold



Lesson 2: Introduction

EXPENSE REPORT BUSINESS PROCESS



Department Employee

The Employee is responsible for preparing and submitting Travel Authorizations.



Travel Liaison Department compliance role responsible for preparing/reviewing, and approving Travel Authorizations. Ensures that travel request adhress to County Travel Policy and Procedures Manual



HR Supervisor Employee's Direct (Epar) Supervisor responsible for Travel Authorization requests and Expense Reports approval

Review/Approve Department Travel Request



Department Director Approver role responsible for reviewing/approving travel requests for the Department

Central Travel and Expense Compliance Review

informs



Central Travel and Expense Processor Central compliance role responsible for reviewing and processing Travel Authorizations. Ensures that travel request adheres to County's Travel policy



31

Key Terms



The following key terms are used in this module:

Term	Definition
Expense Report	A detailed list of business expenses incurred and submitted for reimbursement.
Cash Advance	When an employee uses a cash advance for business purposes and submits an expense report, the advance offsets some or all of the expenses the employee submits on the expense report.
Travel Authorization	Permission for work-related travel, if the trip requires prior approval from a supervisor, administrator, or applicable department head.
Business Purpose	Reason for the expense. The user must select the purpose of the expense from a predefined list.
Reference Field	The user selects whether the travel is a Group, International or Legislative related travel.
Location	The city, country, or geographical area where the expenses were incurred.
Expense Type	The expense classification, for example, a hotel, a flight, or meals.
Payment Type	The way in which funds are paid by the employee. For example, check or P-Card.
Billable	A chargeable expense. Default should always be "Internal".
Approve	Approve the Expense Report.
Deny	Deny the Expense Report. Expense report can no longer be use
Hold	Hold the Expense Report for future consideration.
Send Back	Send Back the Expense Report for corrections or revisions.



Lecture 1: Expense Report Approval Steps

Expense Report The appro Workflow

The approver can approve an expense report by directly navigating to the Approve Transactions page.

- Additional administrative action may be required if errors are detected.
 - Budget checking is also a part of expense report processing.
 - Expense reports are checked against the budget(s) established for the related accounting entries. If an expense report exceeds the budget, additional administrative action may be required.
 - Approvers also have the option to manually run budget check when reviewing an expense report, and then approve it.
- 1. Navigation: NavBar > Finance / Supply Chain > Travel and Expenses > Approve Transactions > Approve Transactions.

MANDOWNO														inform
< Travel an	d Expenses						Approve Tra	nsactions				ñ	Q 2	: :
Overview	Expense F	Reports Ime Reports	Tjme Adjustme	nts	Travel Authorizations Errors									New Window
* Search Pe	Inding Transa	ections ()												
Column Na	me v	Expression Crite	irla			+ -								
Searc	h	Clear												
Change S	ort Order 🗇													
Select A	Clear All	Approve	Reviewed	s	end Back Hold	Re	fresh List	Budget Check						
ransactions	to Approve G	0		_										
mp												4.4	1-25 of 44	• F F
Select	Errors	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Vacation Combined with Trip	Date Submitted	Status	Role		
	٠	Cash Advance	10.00	USD	MONTERO, ARLIN	00079738	Over 80 of TA	0000000019		10/31/2020	Submitted for Approval	Control	er	
	٠	Travel Authorization	80.00	USD	MONTERO, ARLIN	00079738	Training	880000000		02/15/2022	Submitted for Approval	Depart	nerit Manager	
	۲	Travel Authorization	100.00	USD	MONTERO, ARLIN	00079738	test	0000000090		02/17/2022	Submitted for Approval	Depart	nent Manager	
	*	Travel Authorization	100.00	USD	MONTERO, ARLIN	00079738	test	000000091		02/17/2022	Approved	Departs	nent Manager	
		2001/02/2012/02/02/02/02/02									Cubmitted for			

2. Select the **Expense Report** tab. Select **Expense report** you want to process by checking the box.

Houd: Approve Transactions					_		inf
Durvine Time Reports	NOME	Approve Transactions			*	Q .	2
search Pending Transactions () Solum To Foression Offices Solution Offices Solution To Approve Reviewed Sand Back Hold Refeat List Budget Check Solution To Approve Reviewed Sand Back Hold Refeat List Budget Check Solution To Approve Reviewed Sand Back Hold Refeat List Budget Check Solution To Approve Reviewed Sand Back Hold Refeat List Budget Check Solution To Approve Reviewed Sand Back Hold Refeat List Budget Check Solution To Approve Reviewed Sand Back Hold Refeat List Budget Check Solution To Approve Reviewed Sand Back Hold Refeat List Budget Check Solution To Approve Reviewed Sand Back Hold Refeat List Budget Check Solution To Approve Reviewed Sand Back Hold Refeat List Budget Check Solution To Approve Reviewed Sand Back Hold Refeat List Budget Check	verview Expense Reports Ime Reports Time Adjustments Travel Authorizations Errors						New
State Approv Reviewed State Model Reviewed State State Reviewed State State Reviewed State Reviewed State Reviewed State Reviewed Reviewed State Reviewed Reviewed </td <td>earch Pending Transactions ①</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	earch Pending Transactions ①						
Search Citer Search Citer () Search Control () Search ()	Jumn Name Expression Criteria						
Ange Sort Order 3 Sect A C Okir A Agerore Reviewed Send Back Hold Refresh List Budget Check etclar Todal Amount Corr Budget Status Name Engloyee D Description Transaction D Vacation Combined with Trip Data Back Reference Sont On Hold HR Refresh List Budget Check etclar Todal Amount Corr Budget Status Name Engloyee D Description Refresh List Budget Check etclar Todal Amount Corr Budget Status Name Engloyee D Rescription Refresh List Budget Check etclar Todal Amount Corr Budget Status Name Engloyee D Rescription Refresh List Budget Check etclar Todal Amount Corr Budget Status Name Engloyee D Rescription Refresh List Budget Check etclar Todal Amount Corr Budget Status Name Engloyee D Rescription Refresh List Budget Check etclar Todal Amount Corr Budget Status Status Refresh List Budget Check etclar Todal Amount Corr Budget Status Status Refresh List Budget Check etclar Todal Amount Corr Budget Status Sta	Search Clear						
Stort A Approve Reviewed Stort Badget Hold Reviewed Budget Check Stort A Corr Budget Status Name Employee 10 Description Transaction 10 Vasation Cambined with Trip Budget Check Reviewed	nange Sort Order (1)						
actions to Approve (C)	Select All Clear All Approve Reviewed Send Back Hold	Refresh List Budget Check					
Select Total Amount Curr Budget Status Name Employee ID Description Transaction ID Vacation Combined with Trip Badget Status Refe Image: Combined with Trip Badget Status Reference	sactions to Approve (1)						
Salett Total Annowt Curr Budget Status Name Employee ID Description Turnsaction ID Valuation Combined with Trip Date Submitted Salest Rele It it 10 USO Valid MCHTERO ARLIN 00070728 reprinte 000000192 00102021 On Hold HR Supervisor Solicit AI Case /R Approve Reriewed Send Back Hold Refresh Lat Budget Cleck				14	4 1-1 of 1 ~ (b)	View All	
B 10 USD Valid MCINTERO, ARLIN 0007072/8 approve 000000010 00110/2021 On Hald HR Spenisor Solid:A1 Claur /A Approve Reviewed Send Back Hold Refresh Lot Budget Check	ielect Total Amount Curr Budget Status Name Employee ID Description	Transaction ID Vacation Combine	d with Trip Date Submitted	Status	Role		
Solicit AV Clary AV Approve Reviewed Send Back Hold Refresh List Budget Check	8 10 USD Valid MONTERO, ARLIN 00079738 approve	0000000192	06/10/2021	On Hold	HR Supervisor		
Sector of Letter of Approver Reviewers Sector Cable Reviewers Cable Contraction Contractions Contractions	The second	Referch List Rudset Check					
Comments Def	adecurve nevieweu aeria baux noia	Budget Check					
jue -	omments						
		64					
		2					



Lecture 1:Expense Report Approval Steps, ContinuedExpense Report3. Select on the Transaction ID Link or Description Link to open Expense Report
Summary page.

E CALCE												
< HOME						Approve T	ransactions				A Q	2
Overview	Expense Repo	etsime R	leports Time Adjustments	Travel Authorizations	Errors							
 Search Pe 	nding Transactio	ins ①										
Column Nar	ne I	Expression	Criteria									
	*	*			+							
Search	h Clea	e -										
Change Sc	rt Order (?)											
Select All	Clear All	Approve	Reviewed	Send Back	Hold	Refresh List	Budget Check					
ansactions t	o Approve 🛞											
EŞ.										14 4 1-1 al 1 +	ViewAll	
Select	Total Amount	Curr Bud	get Status Name	Employee	ID Description	Transacti	on ID Vacation Combined with Trip	Date Submitted	Status	Role		
-	8 10	USD Valid	MONTERO,A	RLIN 00079738	approve	00000001	R2 ()	06/10/2021	On Hold	HR Supervisor		
Select All	Clear All	Approve	Reviewed	Send Back	Hold	Refresh List	Budget Check					
· Comments												
						(D)K						
Mendew I Far	ense Reports 1	me Reports 1	Time Adjustments Travel Au	thorizations (Errors								

Approve Expense Report Summary Page

The **Expense Summary** contains detailed information regarding the submitted expense. For example:

- Employee Name an employee who incurred the expense
- Description brief description of the travel and/or expense
- Business Purpose a reason for the expense
- Report ID number automatically assigned to the report in INFORMS
- Created date created and name of the person who created it
- Last Updated date last updated or approved and name of the person who updated or approved it.
- Budget Status The expense status

and the second								_						infor
Overvi	**					Approve Expense Rep	ort - Expense	Summary				 *	Q,	2 :
												New Window	Help	Personalize
pprove	e Expense Report - E	xpense	Summary											
RUN MONT	TERO							Actions	Choose an Action	23	60			
1	Business Purpose Mile	age Only		Repor	0000000192	On Hold	٦							
	Reference GR	nove.		Last Updated	06/10/2021	JOAQUIN BELLO								
_	Budget Status Valo	3	Budget Options	Budget Checking completer	Report is rear	dy for Approval/Posting								
					80 View	Analytics	O Notes		& Attachma	nts				
fotals (?)	8													
ε	imployee Expenses (1 Line)		8.10 USD	Non-Reimbursable Ex	penses	0.00 USD		Employee Cre	dits 0.0	USD				
	Cash Advances Applied		0.00 USD	Prepaid Ex	penses	0.00 USD		Supplier Cre	dits 0.0	USD				
		Amount [Due to Employee	8.10 USD		Amount Due to Sup	plier	0.00 USD						
Appro	val History													
				20			1			1				
	Submitted ARUN MONTERO			HR Supervisor JOADUM BELLO		Central Finano VIALDO	e EX Processor GARCIA		,	a/ment				
Action		Role		Nam	•		Date	/Time						
Submitte	nd .	Employee		ARL	N MONTERO		06/1	0/2021 1:54:57Ph	a					
Comm	tents													

•

Lesson 2: Expense Report Workflow

Approve Expense Report Summary Page, Continued

Lecture 1: Expense Report Workflow

- Budget Options This is used to Run Budget Checking
 - Notes displays any notes entered by the processor or previous approver
- Attachment's link additional documentation attached to the report. .

0383											infor
Overview				Approve E	xpense Report - Exp	ense Summary			*		2 :
									New Window	Help	Personalize
prove Expense Re	port - Expens	e Summary									
						Actions	Choose an Action	GO			
IN MONTEND											
Business Purp	ose Mileage Only		Report	0000000192 On Hold							
Descript	ion approve		Created	06/10/2021 ARLIN MO	NTERO						
Refere	nce GR01		Last Updated	06/10/2021 JOAQUIN I	JELLO.						
Budget Sta	itus Valid	Budget Options	Budget Checking completed.	Report is ready for Approva	Posting		10 10 1				
and a				100 View Analytics	Q N	otes	💰 Attachments				
uis (j)											
Employee Expense	es (1 Line)	8.10 USD	Non-Relmbursable Exp	enses 0.00 US	D	Employee Cr	edits 0.00 USD				
Cash Advance	es Applied	0.00 USD	Prepaid Exp	enses 0.00 US	D	Supplier Cr	edits 0.00 USD				
	Amoun	t Due to Employee	8.10 USD	Am	ount Due to Supplier	0.00 USD					
Approval History											
1	ED.		eil		S		1000				
Sec.	andred .		HR Supervisor		Central Finance EX Processor						
ARUN	MONTERO		JOAQUIN BELLO		VIALDO GARCIA		Payment				
iction	Role		Name			Date/Time					
ubmitted	Employe	e	ARLIN	MONTERO		06/10/2021 1:54:57P	м				

From the Actions dropdown menu, you have the following options available:

- **Download to Excel** opens a pop-up window with the option to export the expense report information into an Excel spreadsheet (does not include the accounting distribution information)
- View Exceptions Comment Provides a list of Comments and Risk related to the transactions.

Note: In the Exceptions comments page indicates an exception for that line (e.g., duplicate transaction exists, amount over allowable, etc.).

MILANI													<i>i</i> ı	forms
< Overview					Approve Expense Re	eport - Expens	Summary				ñ		2	: 🔳
										New Wind	low	Help	Person	alze Page -
A														
Approve Expense Repor	t - Expense S	ummary												
ARLIN MONTERO							Actions	Choose an Action	 GO					- 1
Business Purpose	Mileage Only		Report	0000000192	On Hold			Choose an Action						
Description	approve		Created	06/10/2021	ARLIN MONTERO			View Exception Comments						
Reference	GR01		Last Updated	06/01/2022	JOAQUIN BELLO									
Budget Status	Valid	Budget Options	Budget Checking completed.	Report is read	ly for Approval/Posting.									
				E View	Analytics	Q Notes		& Attachments						



Lecture 1:The Expense Summary page contains additional informationExpense Report• Approval HistoryWorkflow• Comments

Expense Line

	Submitted ARLIN MONTERD	HR Supervisor JOAQUINBELLO	Cer	VIII Prance EX Processor INALDO GARCIA	Payment
Action	Role		Name	Date/Time	
Submitted	Employee		ARLIN MONTERO	06/10/2021 1:54:57PM	
Approve Expense Line (ixpense Line Iter	Send Back	Hold	Deny		Tel al 1 v
Approve Expense Line (xpense Line Iter my Q Jete	Send Back	Hold Description	Deny Reinburse Amt	Currency	Tri of 1 v Approve

To process the Expense Report as an approver, the following steps are to be taken:

1. If Budget Check is pending, Select the **Budget Options** link. The **Commitment Control** pop-up window is displayed.

Note: Expense Reports require budget checking before it can be approved. Approvers can manually run the budget check process for an expense report if the batch budget check process has not run. If the approver makes a change to the accounting distribution on an expense report, the expense report will need to be budget checked again before approval.

Commitment	Control	×
Commitment Control Details		Help
Source Transaction Type	Expense Sheet	
Budget Checking Header Status	Valid	
Commitment Control Amount Type	Encumbrance	
Commitment Control Tran ID	0000008177	
Commitment Control Tran Date	06/24/2021 Override Transaction	
Budget Check		
Go to Transaction Exceptions	Go To Activity Log	
OK Cancel		



Lecture 1: Expense Report Workflow

- 2. Select the **Budget Check** button to run budget checking. **Note:** After the budget check has run, the **Budget Checking Header Status** changes:
 - Valid indicates the expense report passed the budget check
 - Error indicates the expense report did not pass budget checking.

Commitment Control		×
		Help
Commitment Control Details		
Source Transaction Type	Expense Sheet	
Budget Checking Header Status	Valid	
Commitment Control Amount Type	Encumbrance	
Commitment Control Tran ID	0000008177	
Commitment Control Tran Date	06/24/2021 Override Transaction	
Budget Check		
Go to Transaction Exceptions	Go To Activity Log	
OK Cancel		

3. Select the **OK** button to return to the expense report.

Note: The Budget Status field displays Valid and indicates Budget Checking completed. Report is ready or Approval/Posting.

Commitment	Commitment Control		
		Help	
Commitment Control Details			
Source Transaction Type	Expense Sheet		
Budget Checking Header Status	Valid		
Commitment Control Amount Type	Encumbrance		
Commitment Control Tran ID	0000008177		
Commitment Control Tran Date	06/24/2021 Override Transaction		
Budget Check			
Go to Transaction Exceptions OK Cancel	Go To Activity Log		
Cancer			



Hold

Send Back

 b) Select the Send Back button to send the expense transaction back to the Employee for correction or revision. This action changes the status to Pending. If you send back an expense report, you must provide an explanation in the Comments field. INFORMS sends an e-mail and worklist notification to the originator indicating that the expense report was sent back.

Deny

- c) Select the **Hold** button to place an expense transaction on hold. This changes the status to **On Hold**. Placing a transaction on hold reserves it for later action related to approval. The hold feature also allows you to prevent other approvers from taking action on the item.
- d) Select the **Deny** button to deny the expense transaction. This changes the status to **Denied** and INFORMS sends an email to the originator indicating that the expense was denied.

Note: If you deny a transaction, you should provide an explanation in the **Comments** field. The originator cannot correct and re-submit the expense if denied. They must delete it.

informs



Lecture 1: **Expense Report** Workflow

Note: INFORMS will navigate back to the Approve Transaction page once the

Expense has been approved.

OK Cancel



Expense Report Approvals via Direct Navigation

Lecture 1: Expense Report Workflow

You can also approve an expense report by directly navigating to the **Approvals** page using the path below.

Note: If the Approval Tile is used, the level of details is limited. We suggest using the navigation on the steps above.

1. Main Menu >Travel and Expenses > Approvals



This opens the **Approve Transactions' Overview** tab. This tab provides a list of all the pending transactions that require approval.

Use the tabs at the top to specify a list by **Expense Report**, **Travel Authorization**, or **Cash Advance** expense type.

Select the **Description** or **Transaction ID** link for the item you want to approve once the expense report is open.

MAMIC	MDK				informs
				Pending Approvals	A 🔍 : 📰
	View By Type	~	т		Approve Deny More
۲	All	25	Expense Report		
	Cash Advance	0	0		Trow
10.1	Expense Report		Expense Report 8.10 USD	Artin Montero - 0000000192 / approve	Routed > 06/10/2021
8	Travel Authorization	23	Approver Comments		
					, là



2. Select the **Approve** button to approve the expense transaction

Lecture 1: Expense Report Workflow

					Pending Approvals	A 🔍 :	
	View By	Туре	~	Ŧ		Approve Deny More	1
	All		25	Expense Report		11	w
	Cash Adva	ance	1				
×0	Expense F	Report	(1)	Expense Report 8.10 USD	Arlin Montero - 0000000192 / approve	Routed 06/10/2021	>
	Travel Aut	horization	23	Approver Comments			1
							<i>b</i>
1							

3. Provide an explanation in the **Comments field.** Select the **Submit** button.

			Pending Approva		r 🔍 : 🃰
View By Type	~	T	Cancel Mass Approve	Submit	Approve Deny More
All	25	Expense Report	Approver Comments		1.000
😰 Cash Advance	(1)	0			
Expense Report	(1)	Expense Repo 8.10 USD	You are about to approve the following	a 1 request(s).	Routed 06/10/2021
Travel Authorization	23	Approver Comments	Expense Report 8.10 USD Arlin Montero - 0000000192 / approve	Routed 06/10/2021	

4. Select the **Deny** button to deny the expense transaction.

MIAM	CADE				inf « rms
				Pending Approvals	A 🤜 : 🚍
	View By Type	~	Ŧ		Approve Deny More
	All	25	Expense Report		1 row
	Cash Advance	1			
×.	Expense Report	1	Expense Report 8.10 USD	Arlin Montero - 000000192 / approve	Routed > 06/10/2021
	Travel Authorization	23	Approver Comments		
					Å

Lesson 2: Expense Report Workflow 5. Provide an explanation in the **Comments field.** Select **Submit** button. Lecture 1: informs. **Expense Report** Workflow Submit View By Type * Ŧ Cancel Mass Deny Approve Deny More All Expe . Cash Advance Expense Rep 8.10 USD Routed 06/10/2021 You are about to deny the following 1 request(s). Expense Report 8.10 USD Arlin Montero - 0000000192 / approve Travel Authorization 23 Routed 06/10/2021

6. Select **More** Option and Select the **Send Back** button to send the expense transaction back.

220			informs.
		Pending Approvals	A 🔍 : 🗮
Winw By Type	~	T	Approve Deny More
All	25	Expense Report	
Cash Advance	(1)		Sendback
Expense Report	(1)	Expense Report Arlin Montero - 0000000192 / approve 8.10 USD	Hold
Travel Authorization	23	Approver Comments	
	Minu Ely Type All Cash Advance Expense Report Travel Authorization	Vinw By Type Vinw By Type All 25 Cash Advance Expense Report Travel Authorization 23	Expense Report Arlin Montero - 0000000192 / approve Travel Authorization 20

7. Provide an explanation in the **Comments field.** Select the **Submit** button.

C. S.						
	_	_		Pending Approvals	🕋 🔍 :	MONG
	Vinw By Type	~	T	Cancel Mass Sendback Submit Approve	Deny More	
	All	25	Expense Report	Approver Comments	1	row
	Cash Advance	(1)	0			
*m	Expense Report	(1)	Expense Report 8.10 USD	You are about to send back the following 1 request(s)	Routed 06/10/2021	>
	Travel Authorization	23	Approver Comments	Expense Report Routed 8.10 USD 06/10/2021 Artin Montero - 0000000152 / approve		



Lesson 2: Expense Report Workflow 8. Select the **Hold** button to place an expense transaction on hold. Lecture 1: inf rms HAMIDADE **Expense Report** Pending Approvals * 🥺 : Workflow Wiene By Type * Ŧ Approve Deny More IIA 🌐 25 Expense Report Sendback Cash Advance Expense Report 8.10 USD Arlin Montero - 0000000192 / approve Hold Expense Report Travel Authorization 23 Approver Com

9. Provide an explanation in the **Comments field.** Select **Submit** button.

HIAH	DAOT								infer	mș
					Pending Approvals			ñ	Q :	
	View By Type	~	T	Cancel	Mass Hold	Submit	Approve	Deny	More	
	All	25	Expense Report	Approver Comm	ents					1000
	Cash Advance	(1)	0							101
-	Expense Report	(1)	Expense Report	You are about t	a hold the following 1 rea	unest/s)		Routed 06/10/2021		
	Travel Authorization	23	Approver Comments	Expense Report 8.10 USD Arlin Montero - 00	00000192 / approve	Routed 06/10/2021				

Lesson 2: Training Exercise

Debrief



- 1. When you are finished entering all expenses for a report, how do you get it approved?
 - a) Select Save for Later
 - b) Attach it to an email and send it to your supervisor
 - c) Select Summary and Submit
 - d) Your supervisor automatically has access to view your report

2. Why should a denied expense report be deleted?

- a) To release any travel authorization associated with it
- b) To clear out the data base
- c) None of the above

informs



Lesson 2: Lesson Summary

• Learn the process of Expense report workflow

Objectives Achieved Now that you have completed the Expense Report Workflow lesson, you should be able to:



- Approve expense report
- Deny expense report
- Send Back expense report
- Put expense report on hold



Lesson 3: At the conclusion of this lesson, you will be able to:

- Overview
- Create and submit a Mileage reimbursement for traveling within the Tri-County Area



Lesson 3: Introduction

INFORMS Travels and Expenses allows Employees to submit expense reports for mileage reimbursement for their travel activities within the tri-county area.

EXPENSE REPORT BUSINESS PROCESS

MILEAGE REIMBURSEMENT - TRI-COUNTY AREA ONLY



Department Employee

The Department Employee is responsible for preparing and submitting Expense Reports.



HR Supervisor

Employee's Direct (Epar) Supervisor responsible for Travel Authorization requests and Expense Reports approval Central Travel and Expense Compliance Review



Central Expense Processor

Central compliance role responsible for reviewing/approving expense reports. Ensures that expense report adheres to County's Travel policy

Key Terms



The following key terms are used in this Lesson.

Term	Definition
Expense Report	A detailed list of business expenses incurred and submitted for reimbursement.
Cash Advance	When an employee uses a cash advance for business purposes and submits an expense report, the advance offsets some or all of the expenses the employee submits on the expense report.
Travel Authorization	Permission for work-related travel, if the trip requires prior approval from a supervisor, administrator, or applicable department head.
Business Purpose	Reason for the expense. The user must select the purpose of the expense from a predefined list.
Reference Field	The user selects whether the travel is a Group, International or Legislative related travel.
Location	The city, country, or geographical area where the expenses were incurred.
Expense Type	The expense classification, for example, a hotel, a flight, or meals.
Payment Type	The way in which funds are paid by the employee. For example, check or P-Card.
Billable	A chargeable expense. Default should always be "Internal".



To Create and Submit a mileage reimbursement for traveling within the Tri- County Lecture 1: Area take the following steps below: Create and Submit Expense Report -

Mileage only

1. Navigate to Employee Self Service > Travel and Expense > Create Expense Report.



2. Select Add a New Value.

NIAMI (CCC)				ir	lfer	ms
¢ Travel and Expenses	Travel Authorization	* (ર	2	:	
Travel Authorization			N	w Wind	ow	telp
Eind an Existing Value Add a New Value						
Empl ID Q						
Add						
Find an Existing Value Add a New Value						

3. Search Employee ID and Select Add.

		_		ij	nfer	ms
< Travel and Expenses	Travel Authorization	* (q,	2	:	
Travel Authorization			2	lew Win	dow	Help
Eind an Existing Value Add a New Value						
Empl ID C Add Fied an Existing Value Add a New Value						

- 4. In the Expense Report Header Section, enter the following:
 - Business Purpose* "Mileage only" must be selected
 - Report Description*
 - Default Location

Note: All fields with asterisk (*) are required fields

MLAHI CARCE		inform
Travel and Expenses	Create Expense Report	🐔 Q. 🗪 : 🚍
		New Window Help Personalize Page
Create Expense Report		Save for Later Summary and Submit
ARLIN MONTERO ()		
	Quick StartPopulate From	✓ GO
*Business Purpose	Default Location Q	
Report Description	Attachments	
Reference		
Expenses ⑦		
Expand All Collapse All Add: 🏭 My Wallet (0) 🕏 Quick-	Total	0.00 USD
*Date *Evnense Tyne	Description "Payment Type "Amount	*Compney
		0.00 USD Q + -
	254 characters remaining	
Expand All Collapse All	Total	0.00 USD

- 5. In the Expenses Section enter the following:
 - Date*
 - Expense Type*
 - Description
 - Payment Type*
 - Billing Type*
 - Destination Location*
 - Miles*

Note: All fields with asterisk (*) are required fields

 *Date	Expense Type Mileage	en .	*Description Travel) Ø	1	Payment Type Check	~		*Amount 83.25	*Curren USD	· + -
*Billing Type *Destination Location *Miles > Acc	Internal Orlando.FL 150.00 x 0.5550 counting Details ③	٩	248 characters remaining	☑ Defa □ Non- □ No R	ault -Rec	t Rate eimbursable :eipt	*Excha Base	A nge Rate Currency Amount	1.0000000	🕫 🖺 USD	

Lecture 1: Create and Submit Expense Report – Mileage only informs



informs

Lecture 1: Create and Submit Expense Report – Mileage only

6. Select Accounting Details and Enter the correct Chartfields.

	*Date	*Expense Type			*Description		*Payment Type			*Amount	*Currency	
<	06/13/2022	Mileage	*	ñ.	Travel	2	Check	~		83.25	USD	+ -
					248 characters remaining			d.				
	*Billing Type	Internal				Defa	ult Rate Reimburgable			1.00000000	0 B	
	*Destination Location	Orlando,FL		۹			eceipt	*Exchange Ra Base Currer	te			
	"Miles	150.00 x 0.5550						Amo	unt	83.25	USD	
	Ac	counting Details ②										

7. Select the attachment icon to add attachments.

*Date	Expense Type		-	*Description		*Payment Type	83		*Amount	*Currency	
06/13/2022	Mileage	*	å ·	Travel		Check	~		83.25	USD	+ -
*Billing Type *Destination Location	Internal 🗸		٩	248 characters remaining	 Default Rate Non-Reimbursable No Receipt 		Default Rate Non-Reimbursable Exchang No Receipt		1.00000000	ው 📑	
*Miles ≽ Acc	150.00 x 0.5550 counting Details ⑦						Dase	Amount	83.25	USD	

8. Select Add Attachment.

HIAM													in	orms
C Travel and Expenses				C	reate Expens	e Report					*	Q	2	
ARLIN MONTERO ()				_		_			_	_	1			•
"Dusiness Durnose Mileage				Exp	ense Line Att	achments				×				
*Report Description Travel										Help				
Reference		Report ID NEXT Date 06/13/2022	Expen	se Type Mileage		Amo	unt	83.25 USD						
Expenses (?)	Details													
Expand All Collapse All Add	m, q							1-1 of 1 🗸	F F 1 V	iew All				
'Date 'Exp	File Name	Description		User	Name			Date/Time Stamp						
* 06/13/2022 (11) Mile	View									-	+ -			
*Billing Type	Adding large a transaction be	ttachments can take some fore adding large attachmer	time to upload, theref	ore, it is advisable to	save the									
"Destination Location Orlando	Add	Attachment												
"Miles 150 (ОК	Cancel												
* Accounting														
Cha														
Amount	~	SL Unit Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Account	Grant	PC Bus Unit	Project				
0	3.25	IDADE Q	83.25 USD	1.0000000	00 G1001 Q	BU07010000 Q	5312100000	Q NO-GRANT Q	Q,					

9. Select a file and enter a description in the **Description** field.

			Expens	e Line Attachments			×
Report ID Date	NEXT 06/13/2022	Expense Type	Mileage	Amount	83.25 USD		Help
Details							
₽ Q					1	-1 of 1 🗸 🕨 🕨	View All
File Name	Description		User	Name	Date/	Time Stamp	
Mileage.PNG							-
Adding large attachments c transaction before adding la Add Attachment	an take some time to arge attachments.	upload, therefore, it is ad	v <mark>isable to save</mark>	the			

Lecture 1:
Create and
Submit Expense
Report –
Mileage only

				Expense	E Line Attachments			
	Description							H
	Date	06/13/2022	Expense Type	Mileage	Amount	83.25	USD	
etails								
≣ Q						14	4 1-1 of 1 🕶 🕨 🔌	View All
File <mark>N</mark> ame		Description		User	Name		Date/Time Stamp	
Mileage.PNG								-
dding large a ansaction be Add A	ttachments ca fore adding la .ttachment	in take some time to u rge attachments.	upload, therefore, it is ad	lvisable to save t	he			

11. Select Summary and Submit.

400																inform
Travel a	ind Expenses				Create E	kpense R	teport						1	* C	2	2 : 🖩
													New Windo	w He	lp F	Personalize Page
reate Ex	kpense Report									Sav.	e for Later	1 Ib Summ	ary and Submi	2		
RLIN MONTE	ERD ()															
								Actions .	Choose	an Action	*	GO				
*B	Business Purpose	Mileage Only ~		Default Location	Orlando,FL		Q									
"R	Report Description	Fravel			distanting of the											
	Reference	٩		13	- Austrinients											
									1000							
	*Date	*Expense Type		*Description			"Payment Type		roun	*Amount	*Currency	e				
	*Date 06/13/2022 111	*Expense Type Mileage	•	*Description * Travel		B	*Payment Type Check	•	Total	*Amount 0.00	*Currency USD	+	-			
	*Date 06/13/2022	*Expense Type Mileage	• Å	*Description * Travel 248 characters rem	aining	18	"Payment Type Check	•	<i>d</i> .	*Amount 0.00	*Currency USD	+	_ 1			
×	*Date 06/13/2022 🛗 *Billing Typ	*Expense Type Mileage	• *	*Description Travel 248 characters rem	aining	Defa	"Payment Type Check ult Rate Reimbursable	*	A.	*Amount 0.00 1.00000000	*Currency USD	+	-			
•	*Date 06/13/2022 III *Billing Typ *Destination Locatio	Expense Type Mileage	• Å	*Description * Travel 248 characters rem	aining	Defa Defa Non No F	Payment Type Check ult Rate Reimbursable teceipt	*Exchan Base C	A ge Rate Currency	*Amount 0.00 1.00000000 0.00	*Currency USD	+	_			
¥.	*Date 06/13/2022 III *Billing Typ *Destination Locatio *Mile	"Expanse Type Mileage e Internal • n Orlando FL s 150 x 0.5550	• ۸ م	*Description * Travel 248 characters rem	aining	Defa Non No F	"Payment Type Check ult Rate Reimbursable teceipt	♥ *Exchan Base C	de Rate Ge Rate Currency Amount	*Amount 0.00 1.00000000 0.00	*Currency USD	+	-			
	*Date 06/13/2022 III *Billing Typ *Destination Locatio *Mile > A	"Expanse Type Mileage e Internal v n Orlando FL s 150 x 0.5550 ccounting Datalls (?)	• å	*Description * Travel 248 characters rem	aining	Defa Non No F	*Payment Type Check ult Rate .Reimbursable leceipt	♥ *Exchan Base C	de ge Rate Currency Amount	*Amount 0.00 1.00000000 0.00	*Currency USD	+	_			
*	*Date 06/13/2022 III *Billing Typ *Destination Locatio *Mile > A	*Expanse Type Mileage (Internal v) fordando FL s 150 x 0.5550 ccounting Details (?)	پ الله م	*Description * Travel 248 characters rem	aining	Defa Defa Non- No F	*Payment Type Check ult Rate .Reimbursable teceipt	♥ *Exchan Base C	de Rate Currency Amount	*Amount 0.00 1.00000000 0.00	Currency USD	+	-			

12. Select the checkbox next to the expense statement and select **Submit Expense Report.**

LIN MONTERO					ActionsChoose	an Action	• GO
*Business Purpose	Mileage Only	~					
*Description	Travel						
Reference		Q					
Totals ③	View Printable Version		View Analytics	O Notes	A.	ttachments	
Employee Expenses (1 Li-	e) 83.25 USD		Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD	
Cash Advances Appl	ed 0.00 USD		Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	
	Amount Due to Employee	8	13.25 USD	Amount Due to Supplier	0.00 USD		

13. Select OK.



Debrief



- 1. The Expense Report Mileage Reimbursement (Tri-County Area only) can be used to request mileage reimbursement for travel to Orlando?
 - A) True
 - B) False
- 2. Is a Travel Authorization required to submit a The Expense Report Mileage Reimbursement (Tri-County Area only)?
 - A) Yes
 - B) No



Lesson 3: Lesson Summary

Objectives Achieved

- Now that you have completed the Expense Report Mileage Reimbursement (Tri-County Area only) lesson, you should be able to:
- Create and submit a Mileage reimbursement for traveling within the Tri-County Area





Module 3: Course Summary Congratulations! You have completed the Reimbursement Request course. You now Objectives should be able to: Achieved Enter work-related expenses into INFORMS • Create an expense report (Travel Expense Report) and submit it for approval. • Identify the information required for expense report (Travel Expense Report) ٠ approval. Create and submit a Mileage reimbursement for traveling within the Tri-County • Area Now that you have completed the course, please make sure to complete the following **Next Steps** tasks:

- Course assessment (tests your knowledge of the content)
- Course evaluation (collects course feedback)
- Log off your workstation



Reference Materials

Reference Materials

E

If you have further questions about any of the topics presented in this course, use the following resources:

User Productivity Kits

- Create and Submit Expense Report
- Apply Cash Advance to an Expense Report
- Updating and Deleting an Expense Report
- Approve an Expense Report
- Deny an Expense Report
- Send Back an Expense Report
- Expense Report Approval via direct Navigation
- Create and Submit Mileage Reimbursement for Travels within the Tri-County Areas.

For additional Information: www.miamidade.gov/informs



Glossary

Key Terms



The following key terms are used in this course:

Term	Definition
Expense Report	Detailed list of business expenses incurred and submitted for reimbursement.
Cash Advance	When an employee uses a cash advance for business purposes and submits an expense report, the advance offsets some or all of the expenses the employee submits on the expense report.
Travel Authorization	Permission for work related travel, if the trip requires prior approval from a supervisor, administrator, or applicable department head.
Business Purpose	Reason for the expense. The user must select the purpose of the expense from a predefined list. This field is required because tax laws require a business purpose for business expenses.
Reference Field	The user selects a reference to help identify and track expense reports.
Location	The city, country, or geographical area where the expenses were incurred.
Expense Type	The expense classification, for example, a hotel, a flight, or meals.
Payment Type	The way in which funds are reimbursed to the employee. For example, payroll or P-Card.
Billable	A chargeable expense.