Miami-Dade County

informs

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 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

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Module 1: Course Introduction

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

Module 1: Course Introduction

Course Learning Objectives

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

- 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

Module 1: Course Introduction

Training Audience: Roles and Responsibilities

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

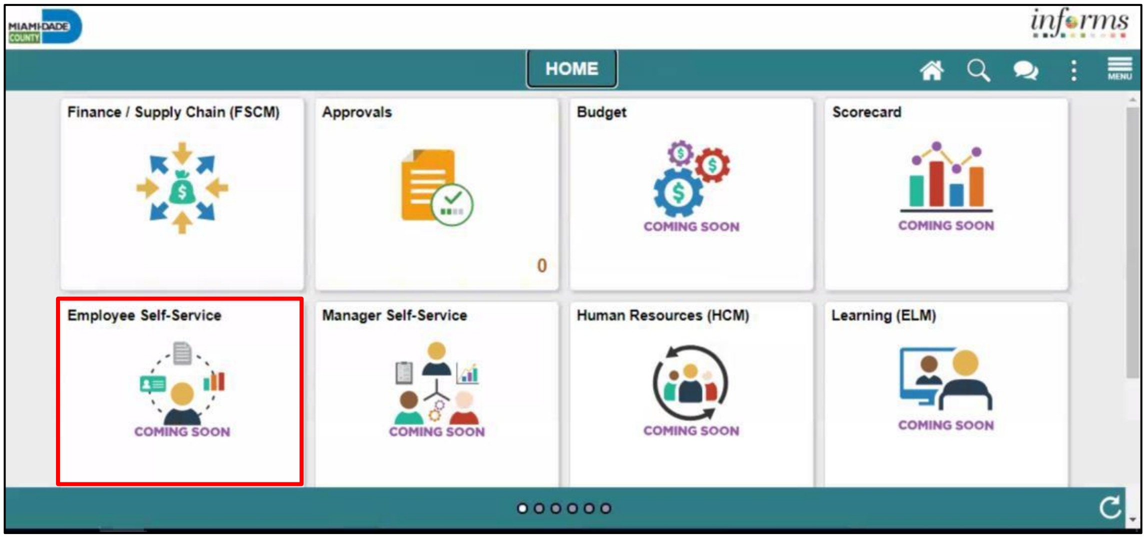
- **Expense Employee:** The Expense Employee is responsible to Create, Modify and Submit Travel Authorization request and Expense Reports.
- **Travel Department Liaison:** The Travel Department Liaison is responsible for preparing/reviewing Travel Authorizations and expense reports. Ensures that the 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.

Module 1: Course Introduction

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.**

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.

Module 1: Course Introduction

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.

Module 1: Course Introduction

Module 1: Course Introduction Summary

The following key concepts were covered in this module:

- Learning Objectives
- Roles and Responsibilities
- Navigation
- 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: Overview

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

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

Lesson 1: Create and Submit 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.

Lesson 1: Create and Submit Expense Report

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”.

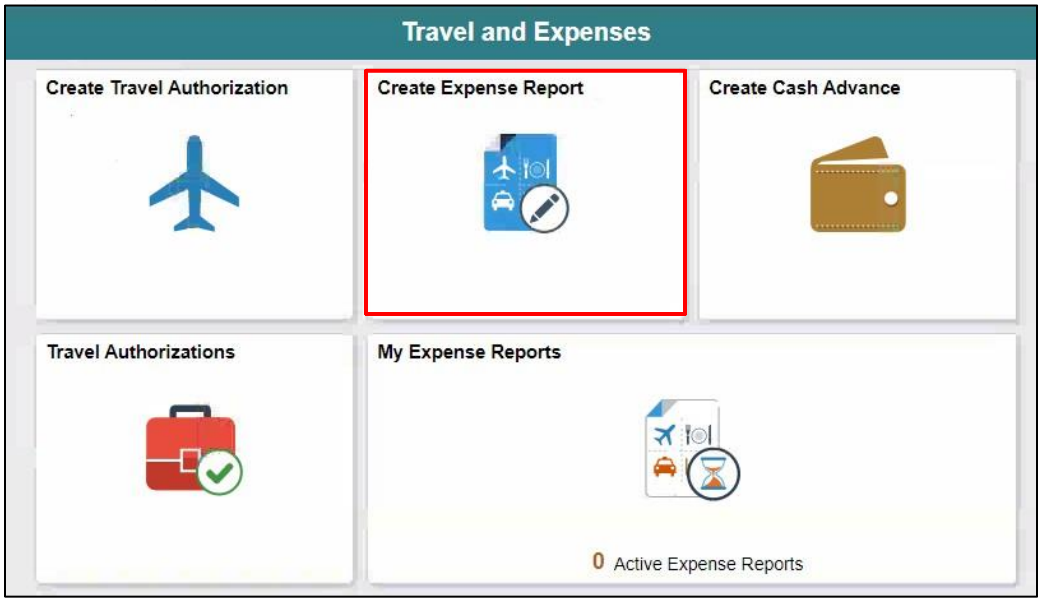
Lesson 1: Create and Submit Expense Report

Lecture 1: Create and Submit Expense Report

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

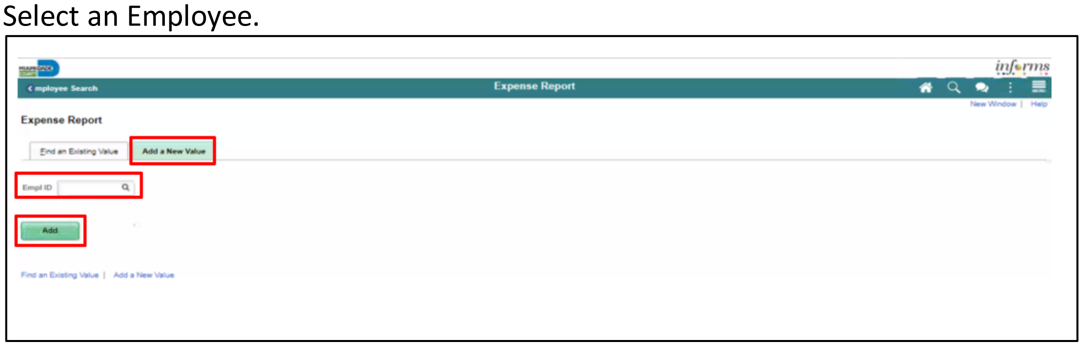
Access the **Expense Report** page and create an Expense Report using the following navigation path:

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



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.

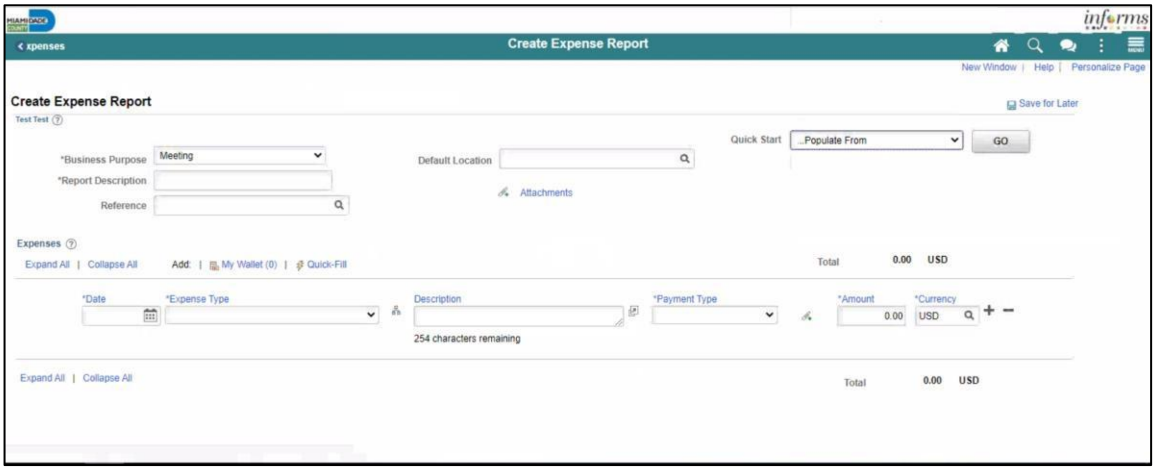
3. Select an Employee.



Lesson 1: Create and Submit Expense Report

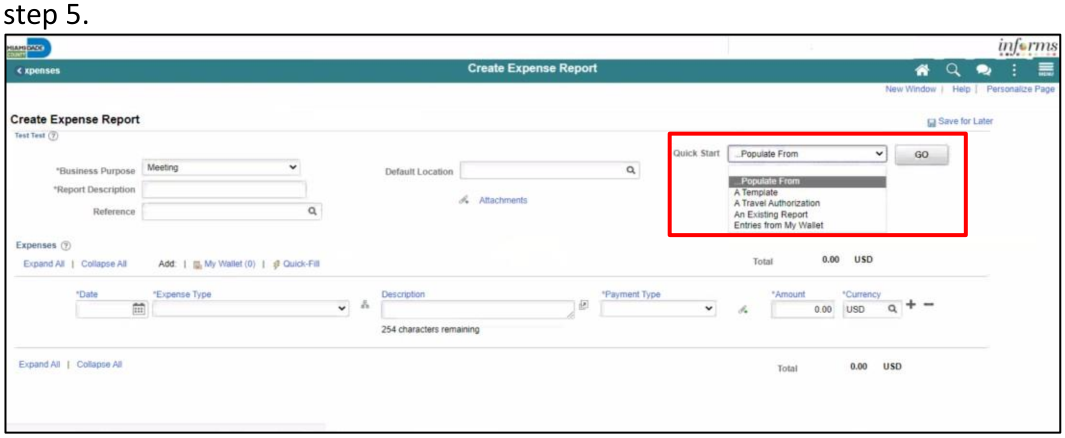
Lecture 1: Create and Submit Expense Report

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.



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.

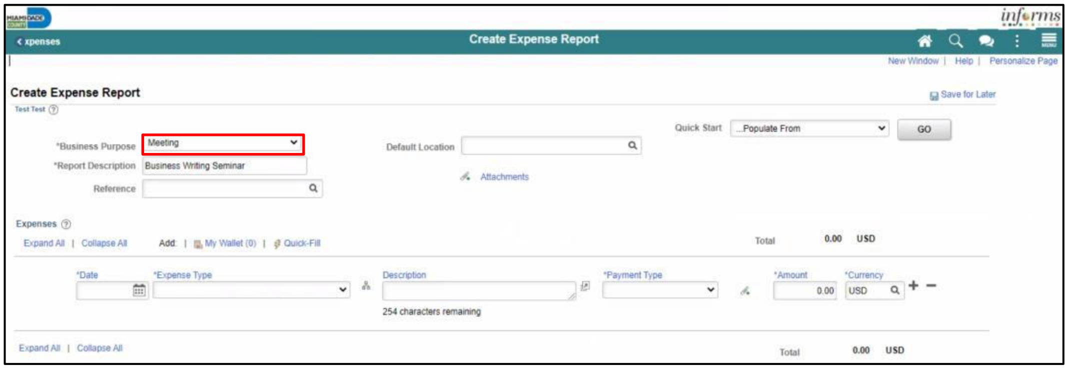
   If you **are not** copying from an Approved Travel Authorization, please continue to step 5.



Lesson 1: Create and Submit Expense Report

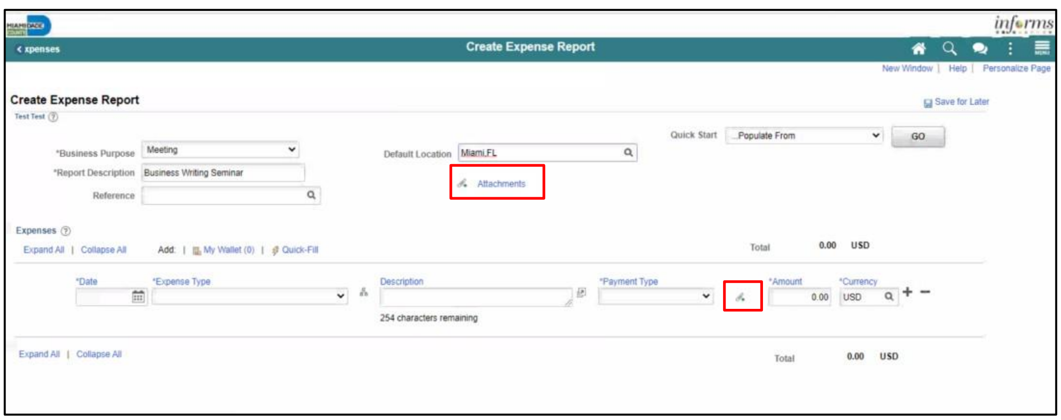
Lecture 1: Create and Submit Expense Report

5. Select a **Business Purpose** using the drop-down menu and enter a **Description**.



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.



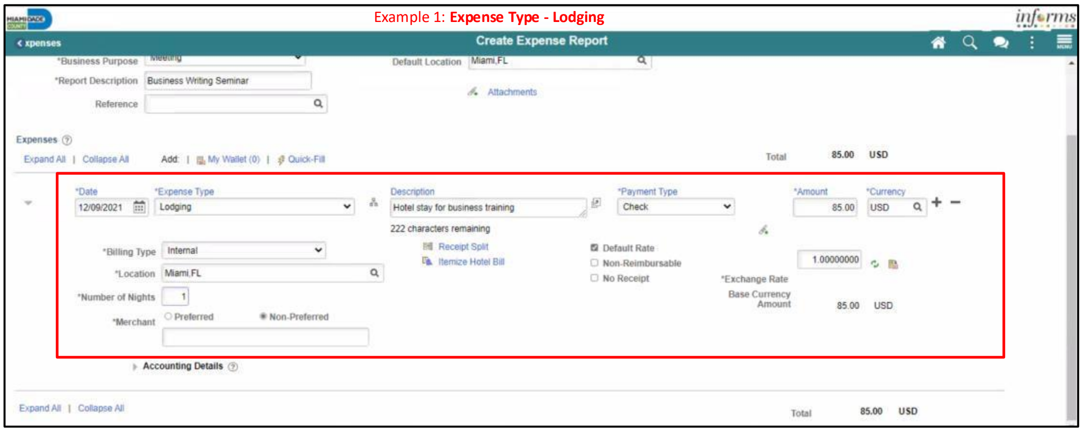
Lesson 1: Create and Submit Expense Report

Lecture 1: Create and Submit Expense Report

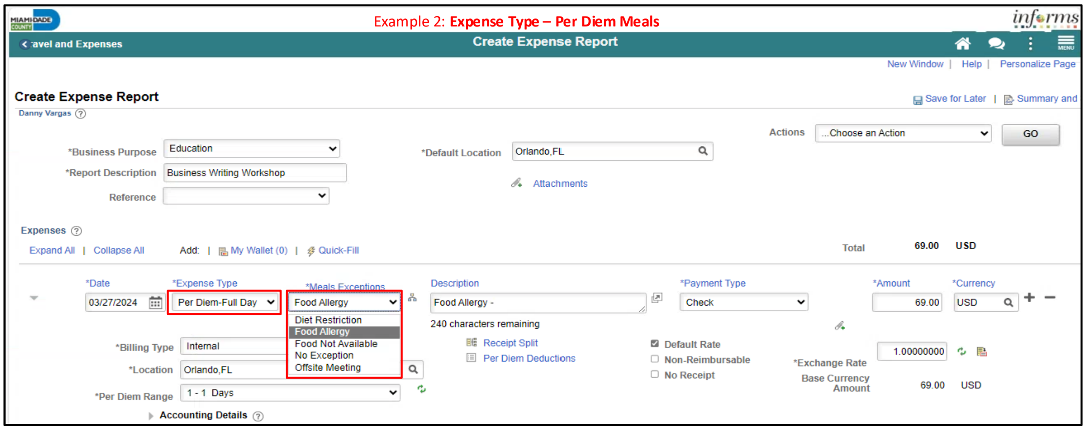
8. Provide the relevant expense details in the **Expenses** section. *If you copied from an approved Travel Authorization this information will be prepopulated.*

- 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.

Example 1: Expense Type - Lodging



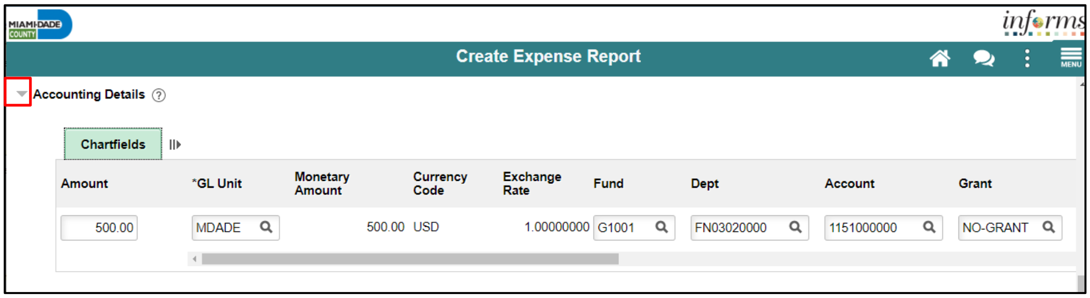
Example 2: Expense Type – Per Diem Meals



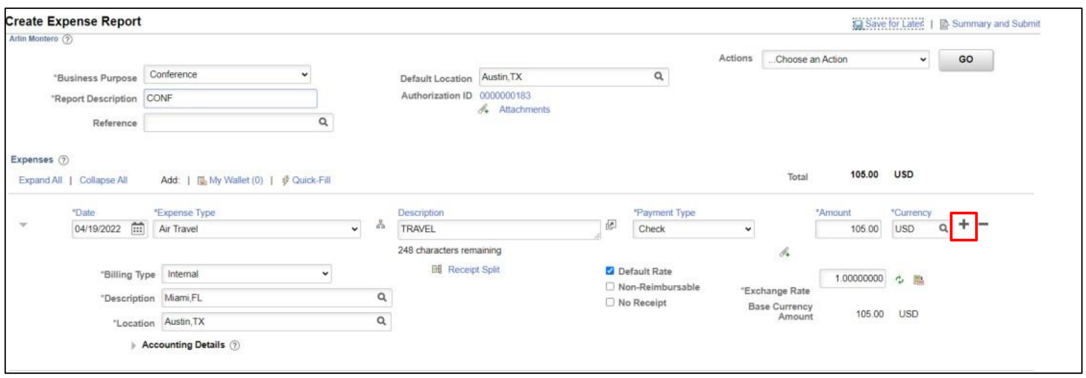
Lesson 1: Create and Submit Expense Report

Lecture 1: Create and Submit Expense Report

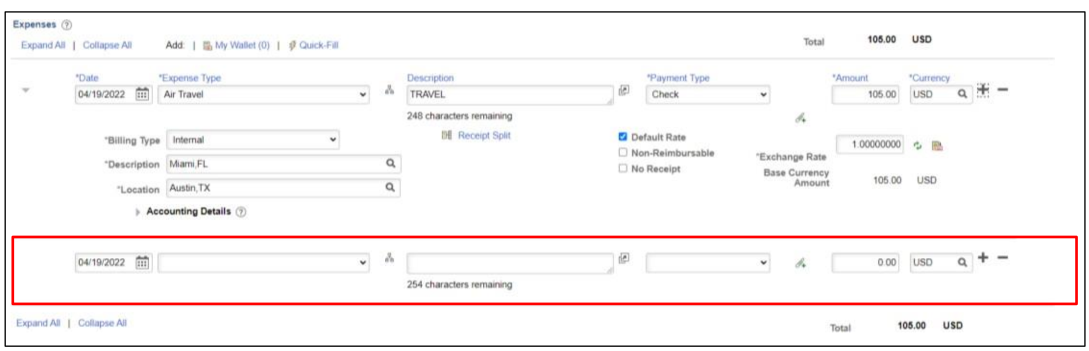
9. Expand the **Accounting Details** section to view or edit the **ChartFields**. This is required on each expense line and populates on the Expense Report. You can update them if necessary. The **Account** field defaults based on the **Expense Type** selected on each the expense line.



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.



- Enter all necessary information for the new expense.

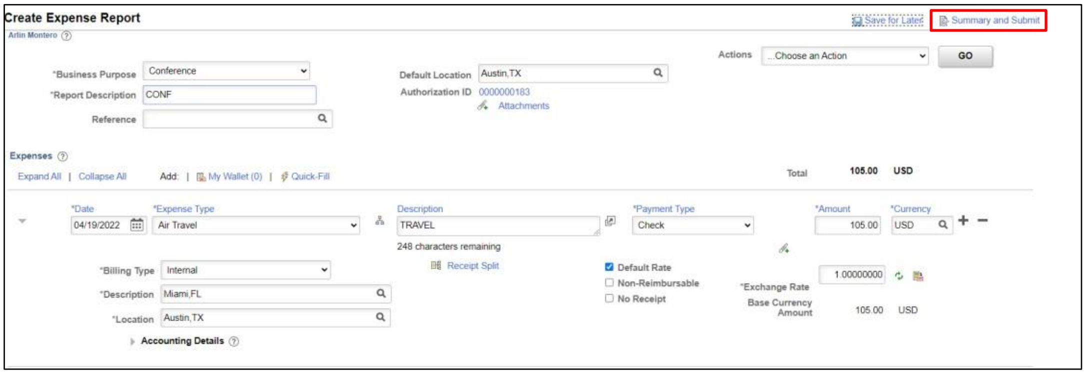


Note: If the expense report exceeds 110% of the approved travel authorization, INFORMS will prompt a warnining. To proceed, it’s required to add a justification in the **Notes** section prior to submitting.

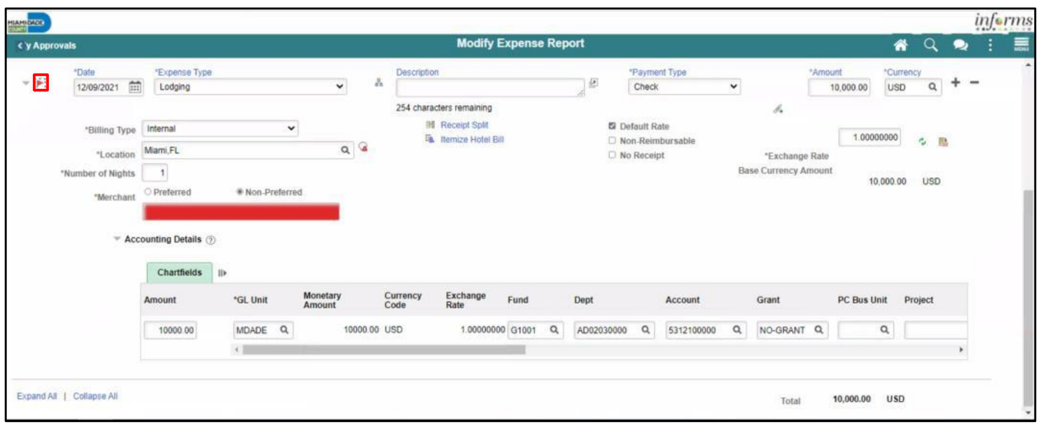
Lesson 1: Create and Submit Expense Report

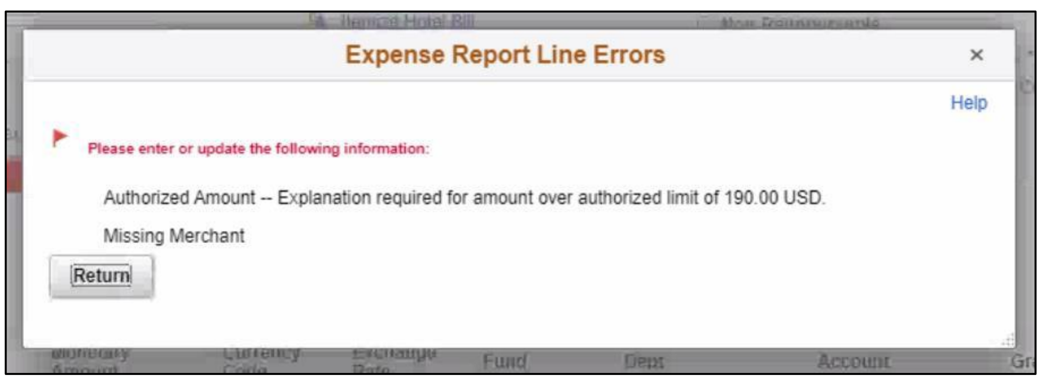
Lecture 1: Create and Submit Expense Report

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



- 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.



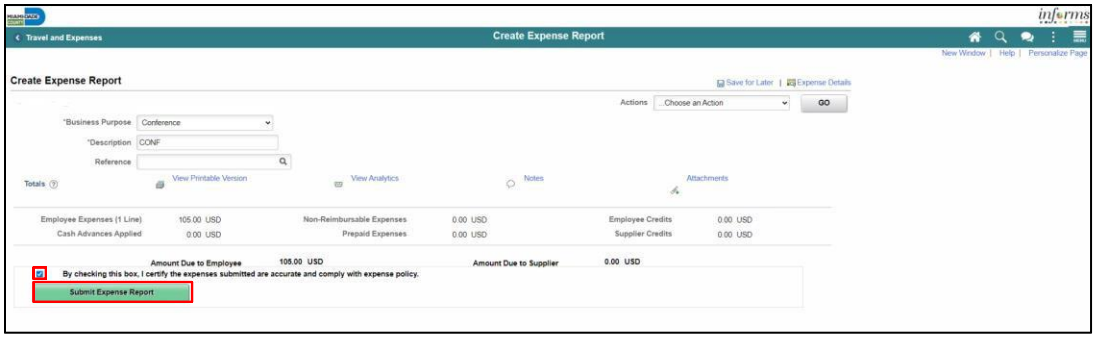


Note: If you received a Cash Advance, it needs to be applied to the Expense Report prior to submitting. For instructions, How to Apply a Cash Advance please go to Lecture 2.

Lesson 1: Create and Submit Expense Report

Lecture 1: Create and Submit Expense Report

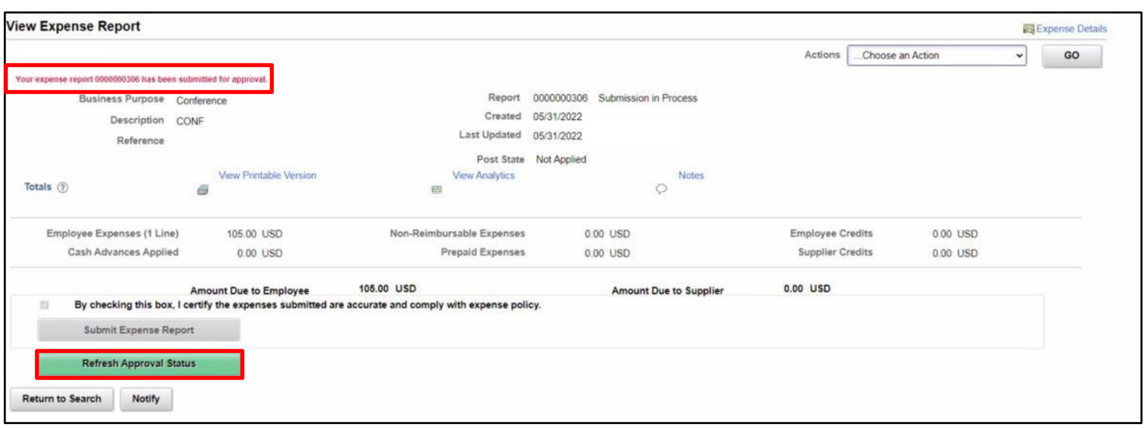
12. Select the checkbox certifying the expenses submitted are accurate and Select **Submit Expense Report**.



13. Select the **OK.**

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.



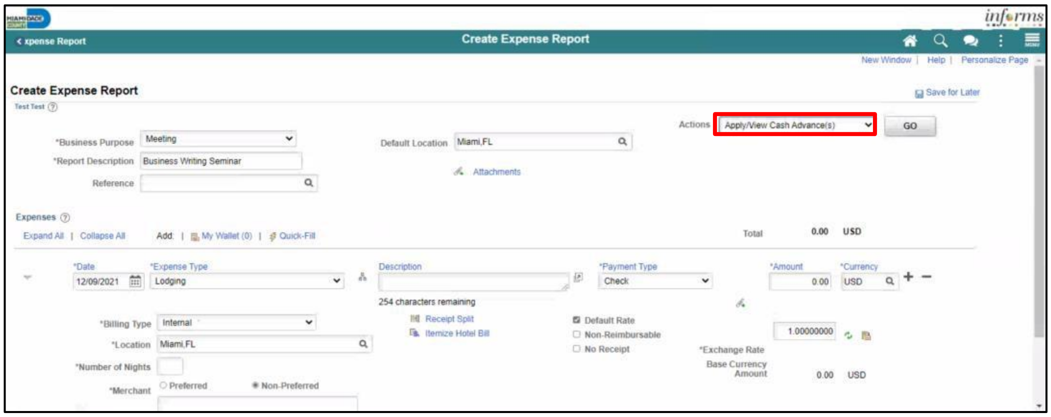
Lesson 1: Create and Submit Expense Report

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.

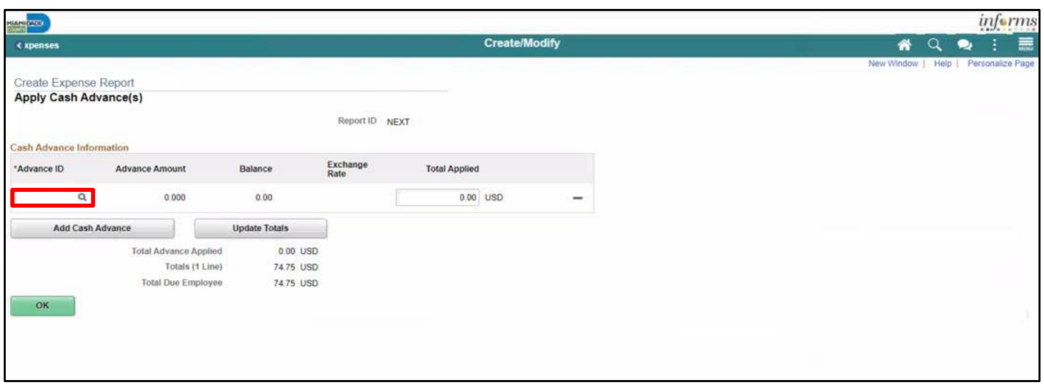
1. From the Actions drop-down, Select **Apply/View Cash Advance(s)** to apply a Cash Advance.



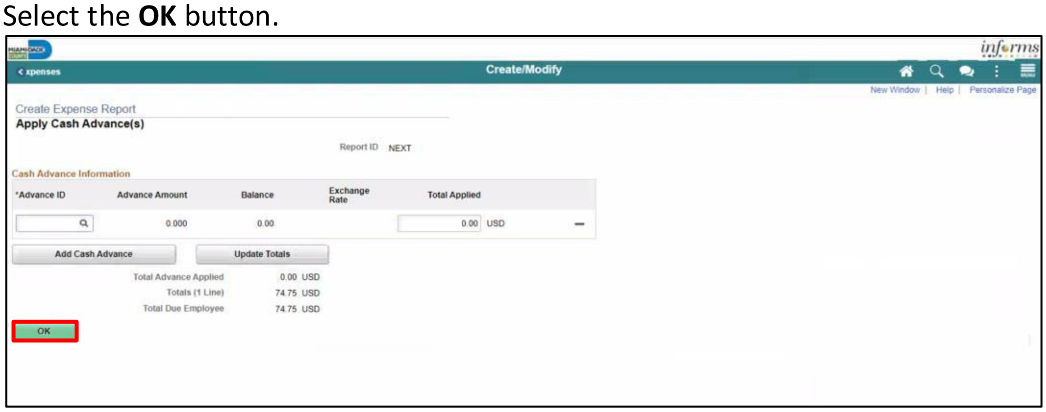
2. Select **Go**.

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

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



4. Select the **OK** button.



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

Lesson 1: Create and Submit Expense Report

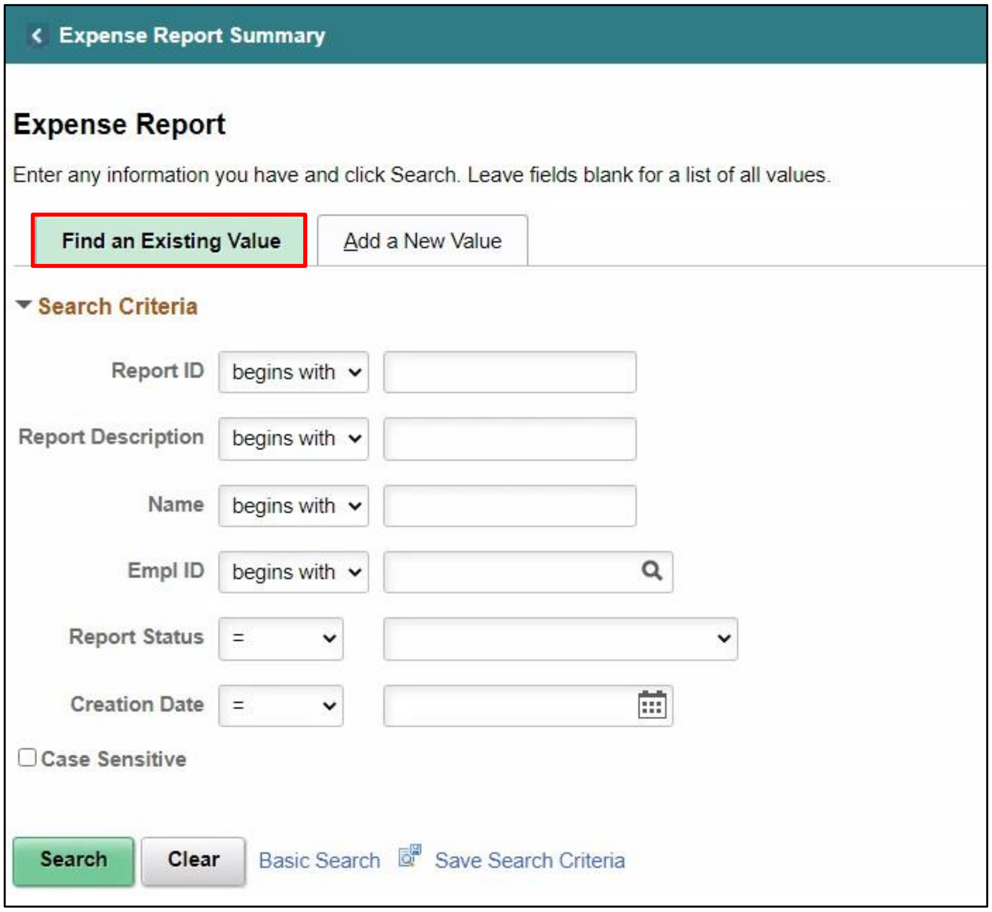
Lecture 3: Updating and Deleting an Expense Report

Updating and Deleting an Expense Report

Expense report can be saved, withdrawn or deleted by an Employee

Navigation: **Navigator > Finance / Supply Chain (FSCM) > Travel and Expenses > Expense Report > Create/Modify.**

1. Select **Find an Existing Value**.

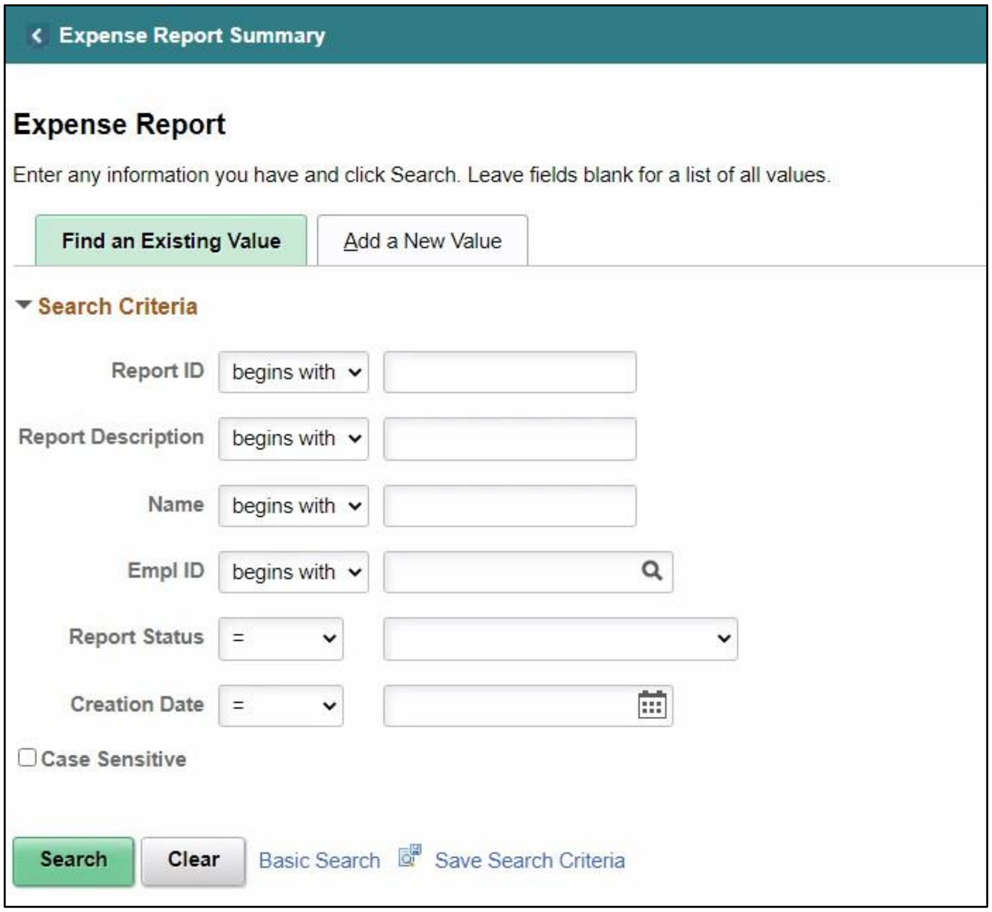


Lesson 1: Create and Submit Expense Report

Lecture 3: Updating and Deleting an Expense Report

Updating and Deleting an Expense Report

2. Enter the search criteria.



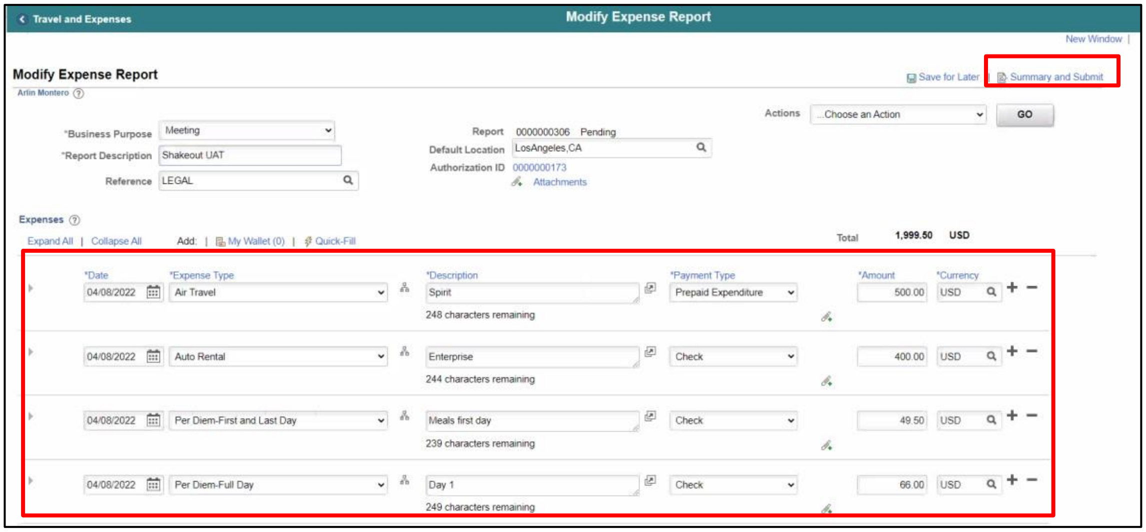
3. Select **Search**.

Lesson 1: Create and Submit Expense Report

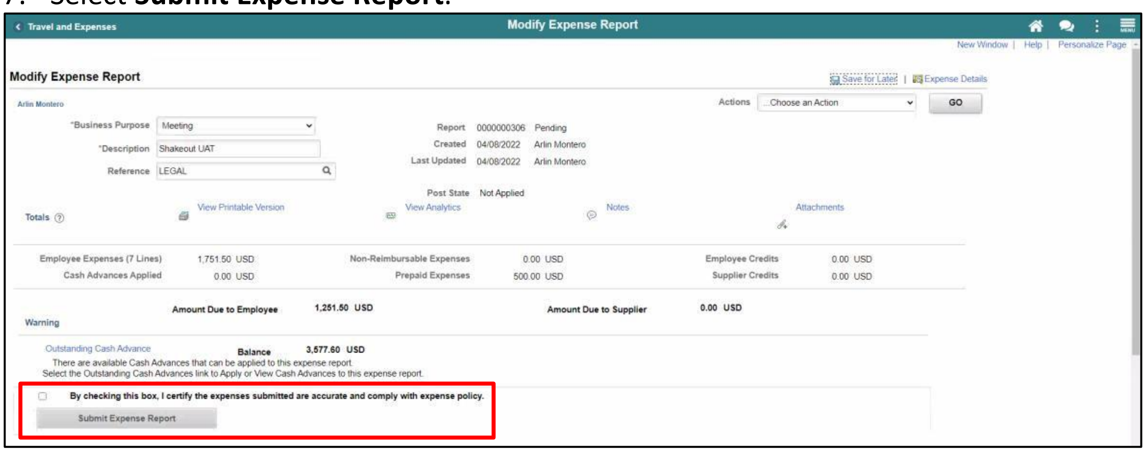
Lecture 3: Updating and Deleting an Expense Report

Updating and Deleting an Expense Report

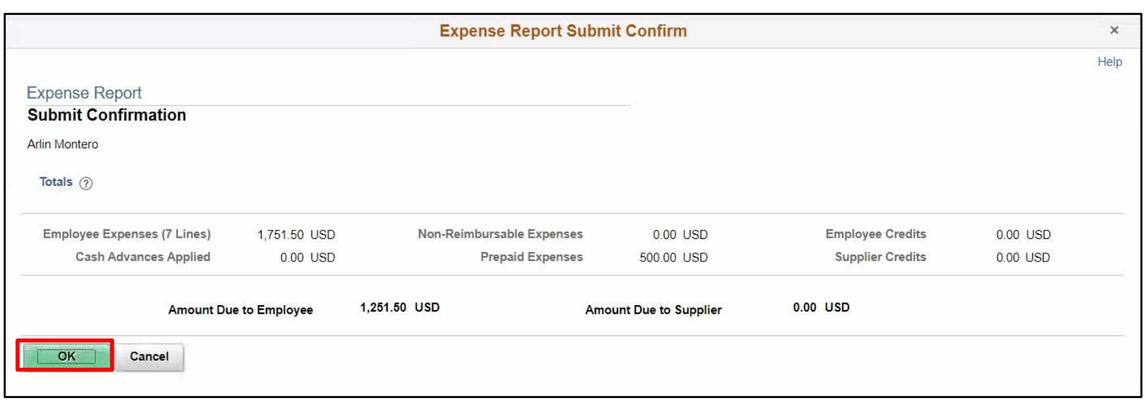
4. Review the Expense Report details and make the necessary updates.
5. Select **Summary and Submit**.



6. Select the checkbox of the expense policy disclaimer.
7. Select **Submit Expense Report**.



8. Select **OK**.



Lesson 1: Create and Submit Expense Report

Lecture 3: Updating and Deleting an Expense Report

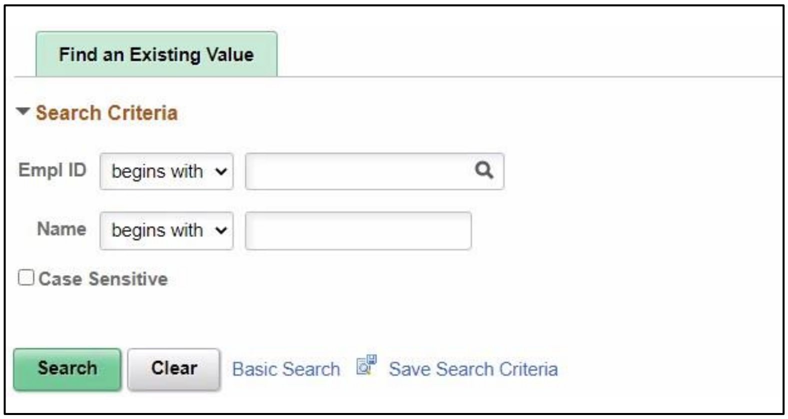
You can delete an existing expense report if it has not yet been submitted for approval or if it has been returned or denied by the approver.

Once an expense report has been **Deleted**, employees cannot view the deleted 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.



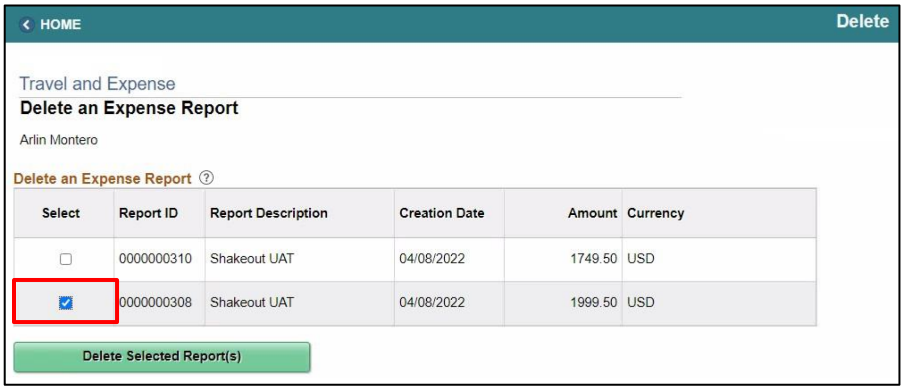
3. Select **Search**.

Lesson 1: Create and Submit Expense Report

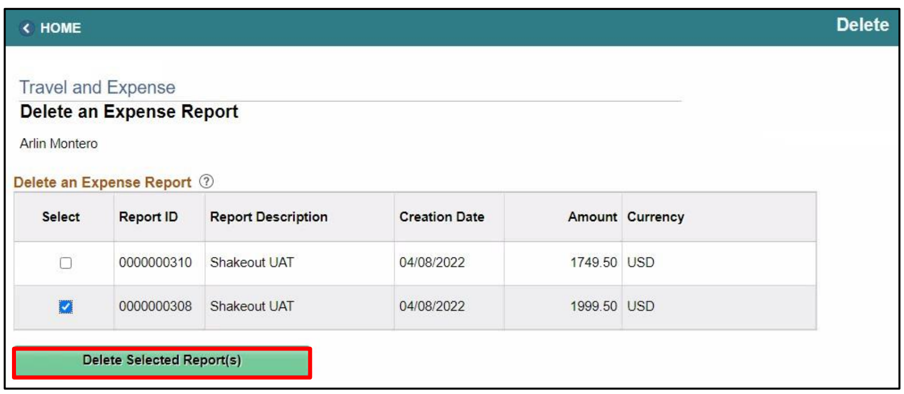
Lecture 3: Updating and Deleting an Expense Report

4. From the Search Results, Select an **Empl ID**.

5. Select an Expense Report.



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



7. Select **OK.**

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
  - Delete an expense report

Lesson 2: Expense Report Workflow

Lesson 2: Overview

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

- Understand the Expense Report Workflow.
    - Approve expense items
    - Deny expense items
    - Send Back expense items
    - Put expense items on hold

Lesson 2: Expense Report Workflow

Lesson 2: Introduction

Lesson 2: Expense Report Workflow

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.

Lesson 2: Expense Report Workflow

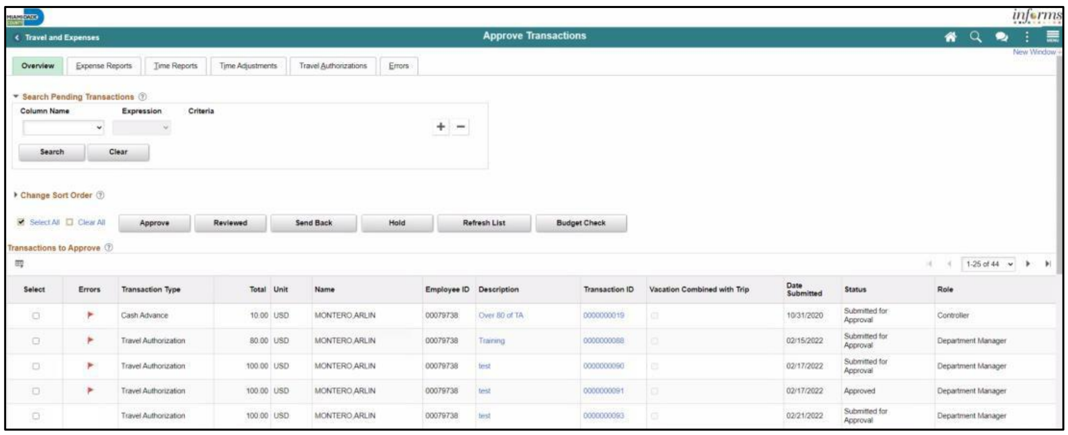
Lecture 1: Expense Report Workflow

Expense Report Approval Steps

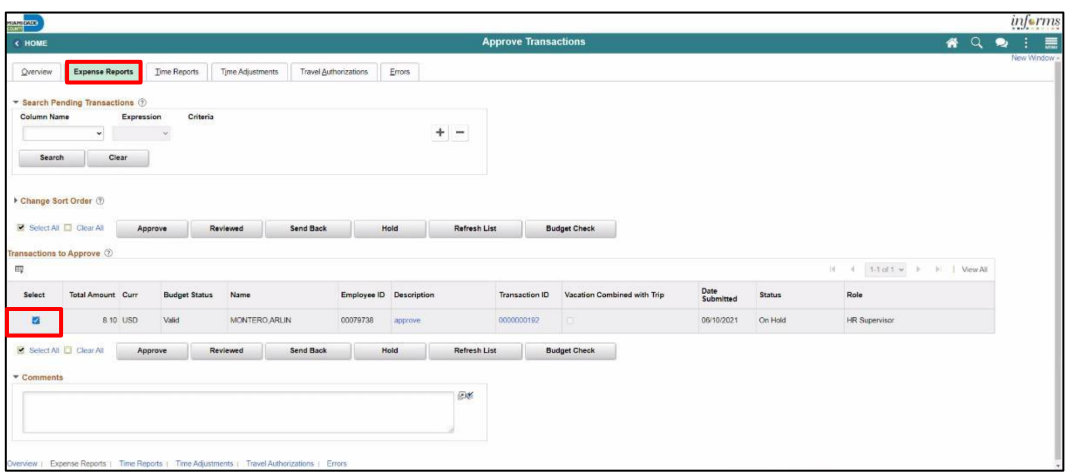
The approver can approve an expense report by directly navigating to the Approve Transactions page.

- 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.**



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

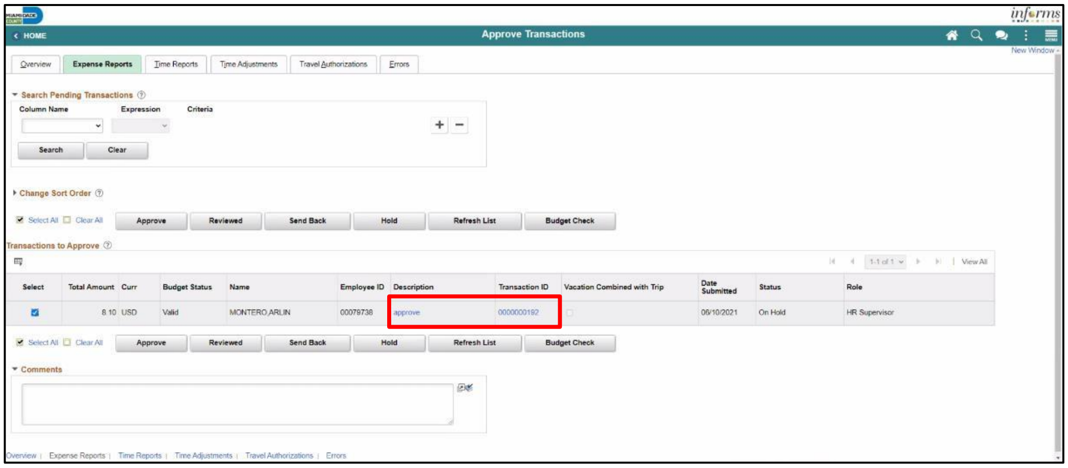


Lesson 2: Expense Report Workflow

Lecture 1: Expense Report Workflow

Expense Report Approval Steps, Continued

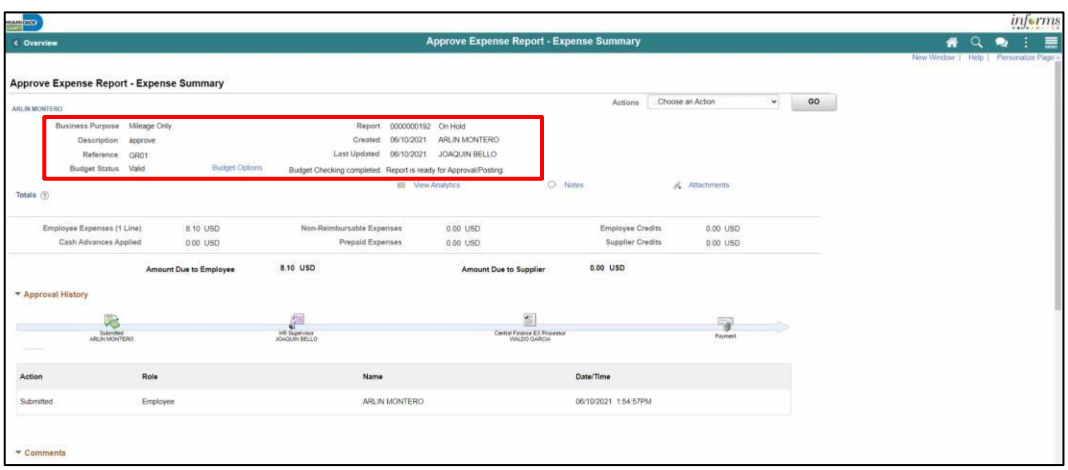
3. Select on the **Transaction ID** Link or Description Link to open Expense Report Summary page.



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

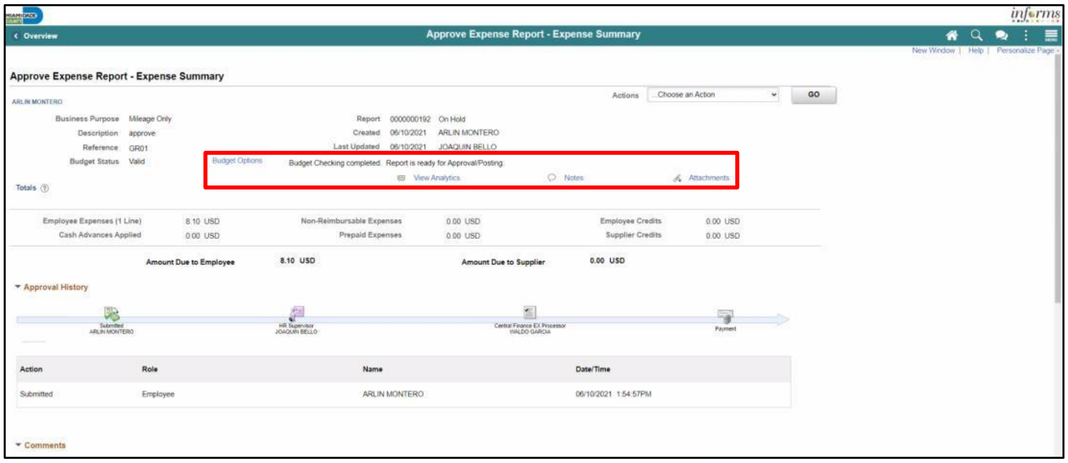


Lesson 2: Expense Report Workflow

Lecture 1: Expense Report Workflow

Approve Expense Report Summary Page, Continued

- **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. .



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

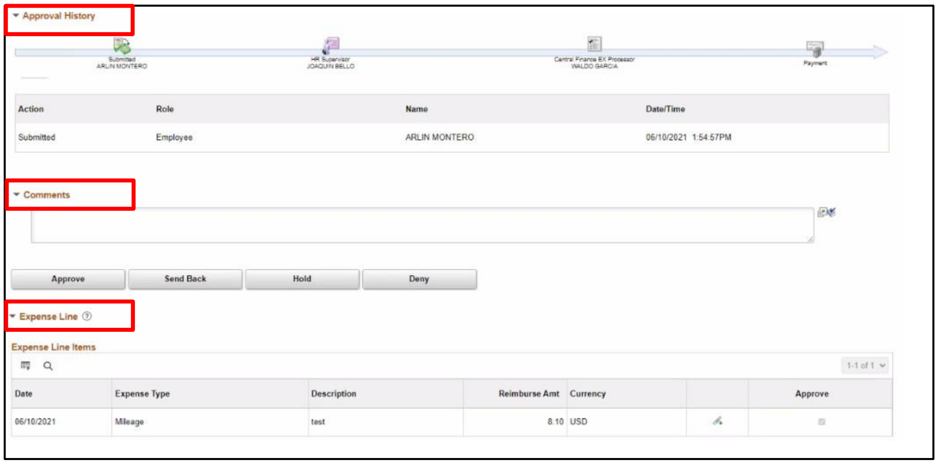
- **Download to Excel –** opens a pop-up window with the option to export the expense report information into an Excel spreadsheet (does not include the accounting distribution information)
- **View Exceptions Comment –** Provides a list of Comments and Risk related to the transactions.
  Note: In the Exceptions comments page indicates an exception for that line (e.g., duplicate transaction exists, amount over allowable, etc.).

Lesson 2: Expense Report Workflow

Lecture 1: Expense Report Workflow

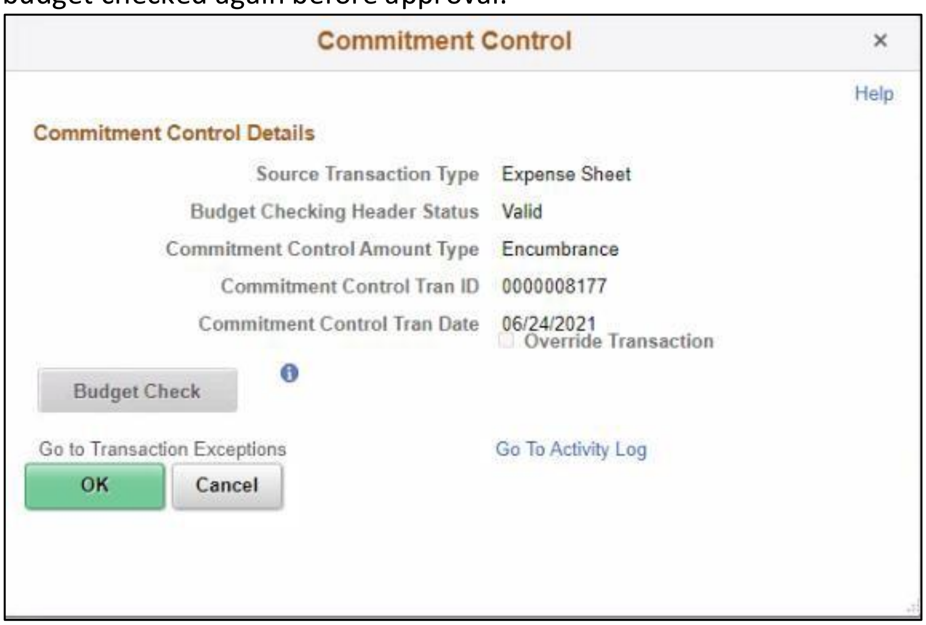
The Expense Summary page contains additional information

- Approval History
- Comments
- Expense Line



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

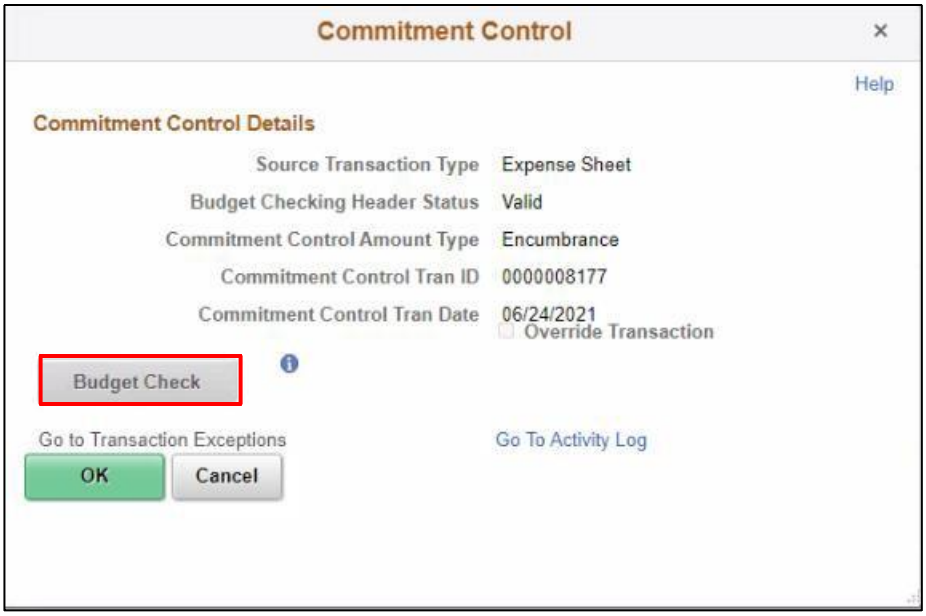
1. If Budget Check is pending, Select the **Budget Options** link. The **Commitment Control** pop-up window is displayed.
   Note: Expense Reports require budget checking before it can be approved. Approvers can manually run the budget check process for an expense report if the batch budget check process 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.



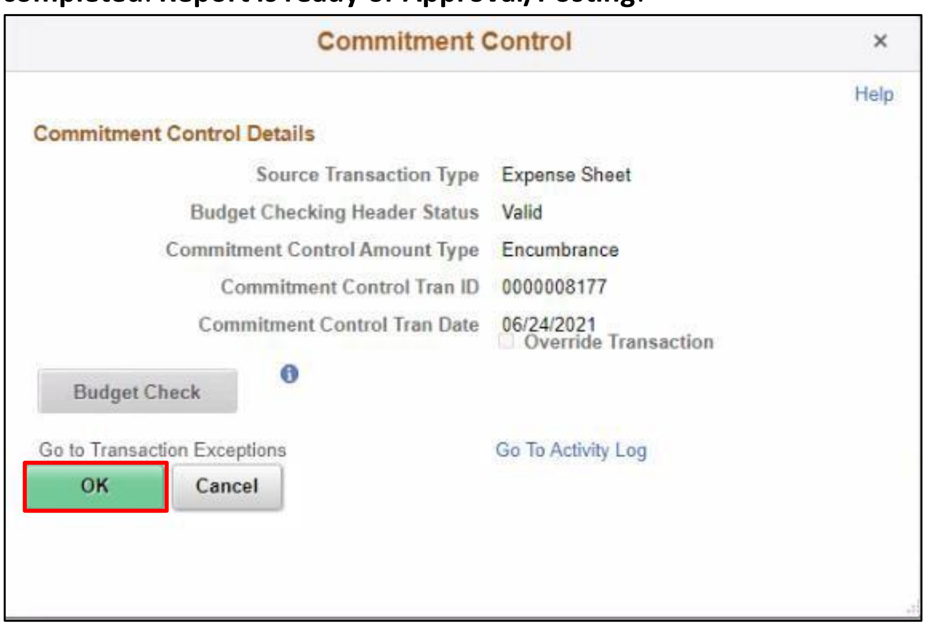
Lesson 2: Expense Report Workflow

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.



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**.



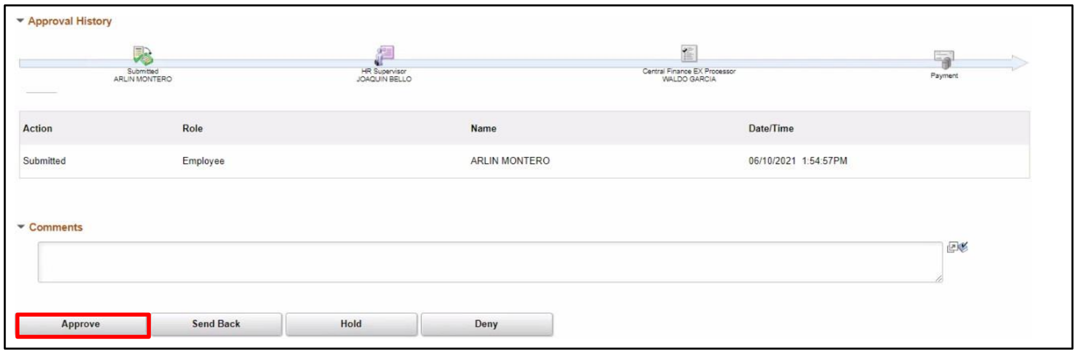
Lesson 2: Expense Report Workflow

Lecture 1: Expense Report Workflow

4. Expense Report approval options

   a) Select **Approve.**

   Note: If more than one approver is required, the status changes to **Approval in Process** until the last authorized approver completes the approval of the expense report. After the last approval, the status changes to **Approved for Payment** and the employee expense report is ready for payment processing.



   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.

   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.

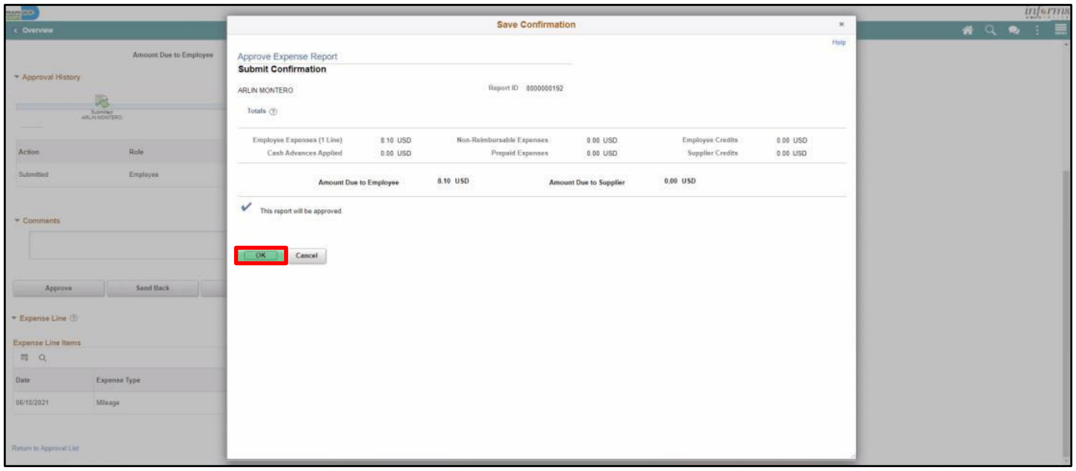
   d) Select the **Deny** button to deny the expense transaction. This changes the status to **Denied** and INFORMS sends an email to the originator indicating that the expense was denied.

   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.

Lesson 2: Expense Report Workflow

Lecture 1: Expense Report Workflow

5. Confirm the Expense Report prior to finalizing the approval. Select **OK**.



Note: INFORMS will navigate back to the Approve Transaction page once the Expense has been approved.

Lesson 2: Expense Report Workflow

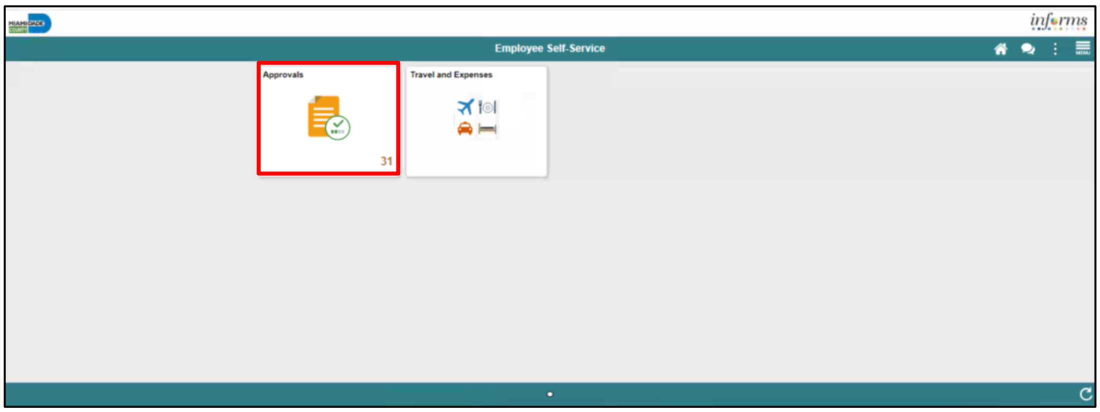
Lecture 1: Expense Report Workflow

Expense Report Approvals via Direct Navigation

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.

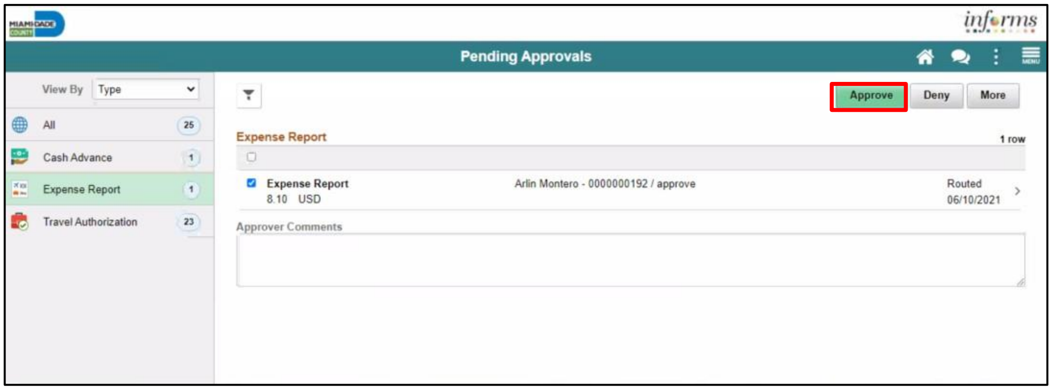
Use the tabs at the top to specify a list by **Expense Report**, **Travel Authorization**, or **Cash Advance** expense type.

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

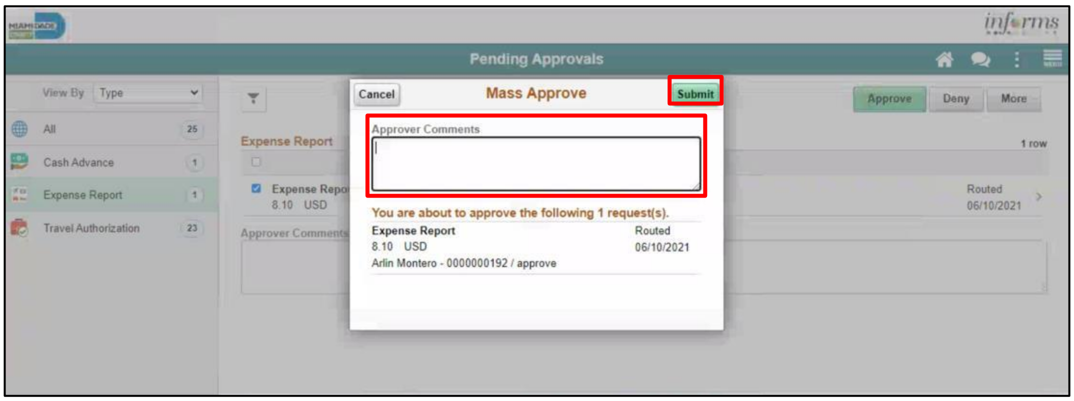
Lesson 2: Expense Report Workflow

Lecture 1: Expense Report Workflow

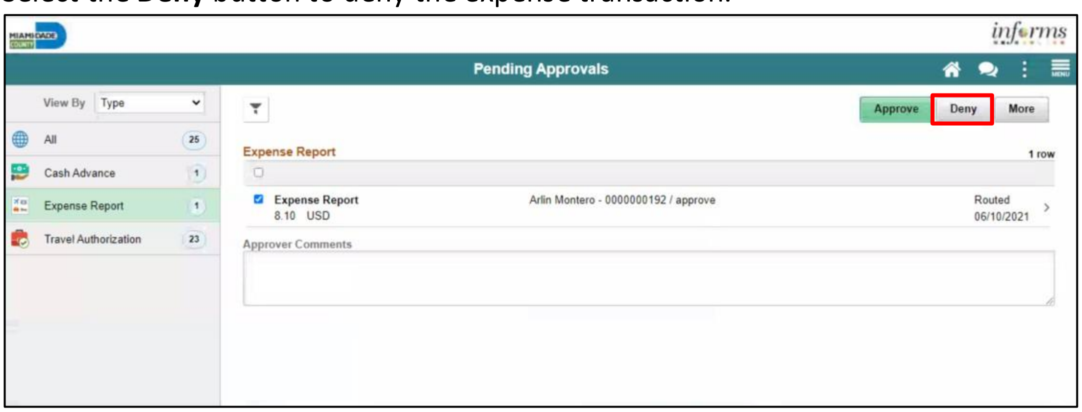
2. Select the **Approve** button to approve the expense transaction



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



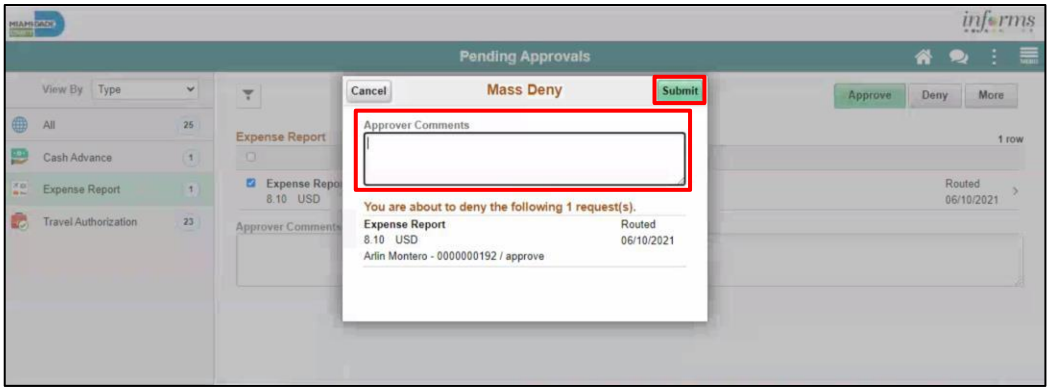
4. Select the **Deny** button to deny the expense transaction.



Lesson 2: Expense Report Workflow

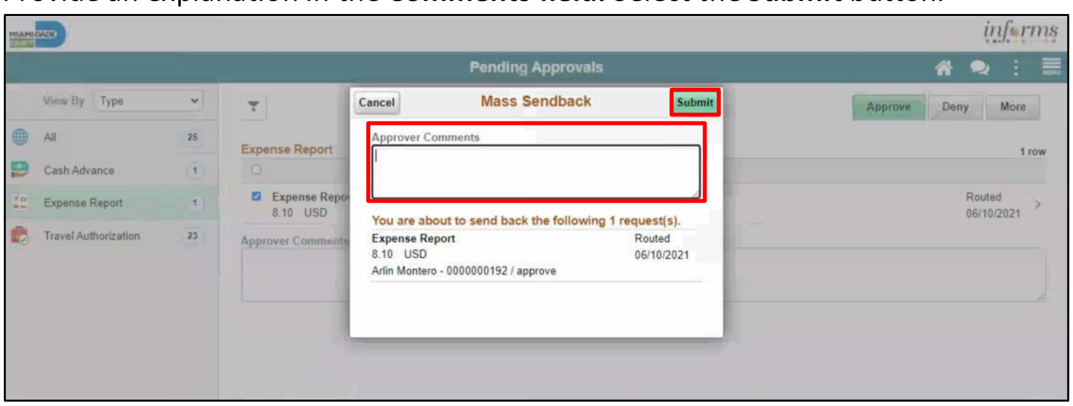
Lecture 1: Expense Report Workflow

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



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

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

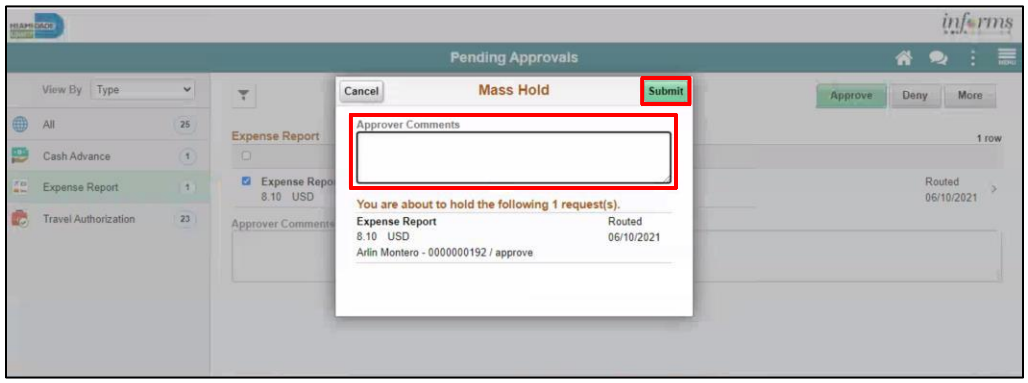


Lesson 2: Expense Report Workflow

Lecture 1: Expense Report Workflow

8. Select the **Hold** button to place an expense transaction on hold.

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



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

Lesson 2: Lesson Summary

Objectives Achieved

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

- Learn the process of Expense report workflow
  - Approve expense report
  - Deny expense report
  - Send Back expense report
  - Put expense report on hold

Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only)

Lesson 3: Overview

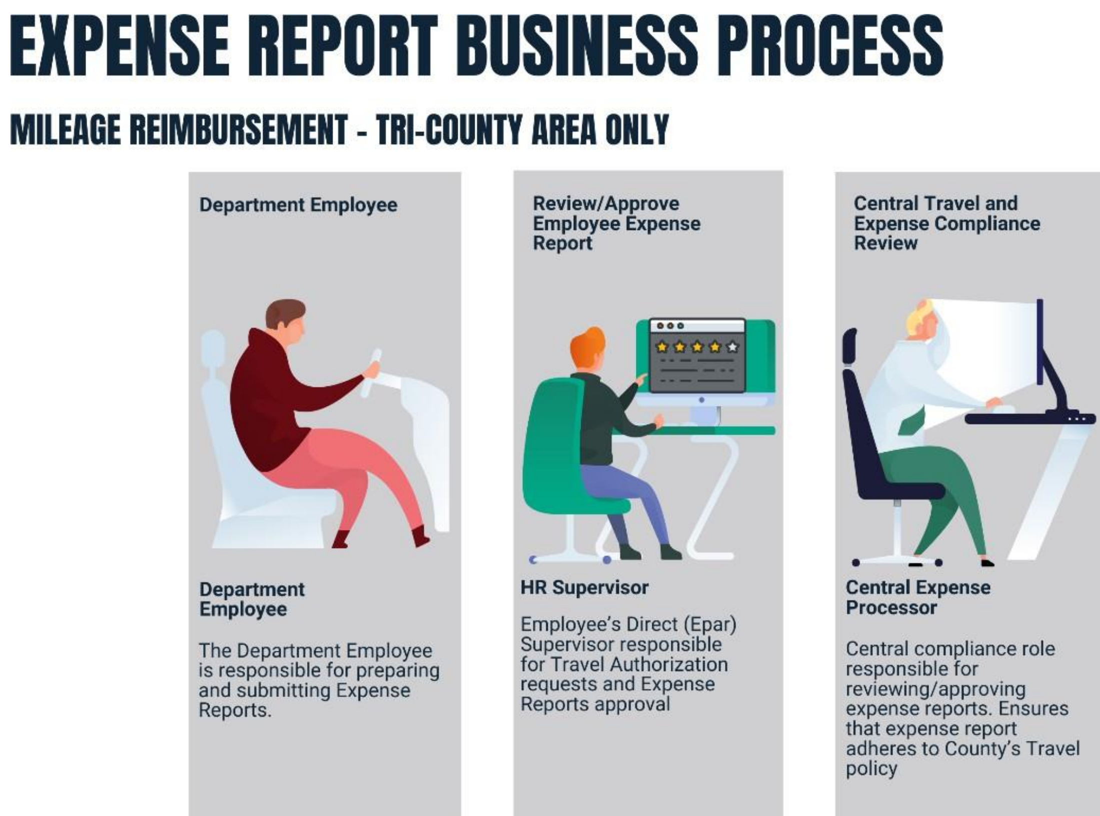
At the conclusion of this lesson, you will be able to:

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

Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only)

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.



Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only)

Key Terms

The following key terms are used in this Lesson.

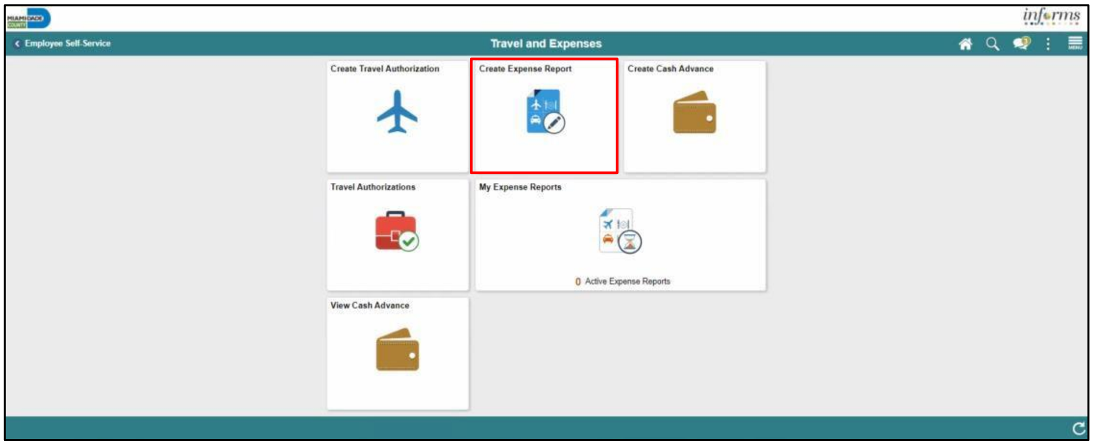
Term	Definition
Expense Report	A detailed list of business expenses incurred and submitted for reimbursement.
Cash Advance	When an employee uses a cash advance for business purposes and submits an expense report, the advance offsets some or all of the expenses the employee submits on the expense report.
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”.

Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only)

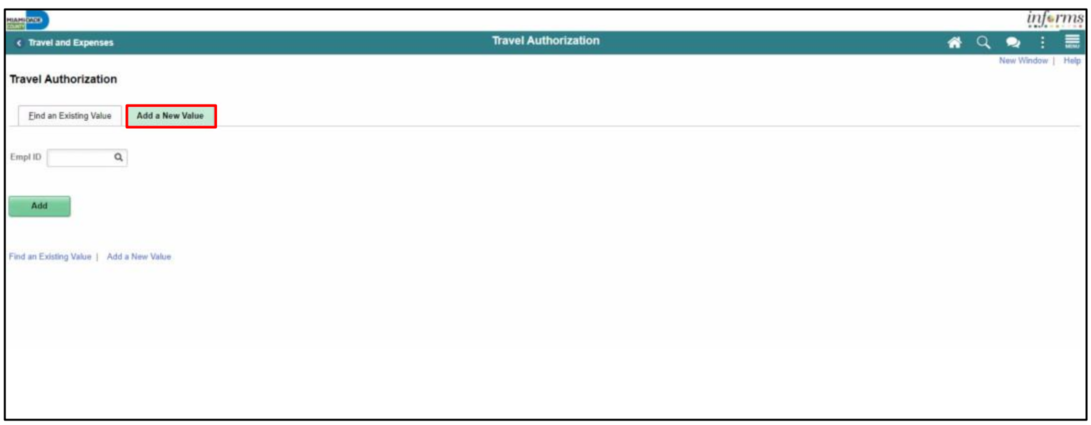
Lecture 1: Create and Submit Expense Report – Mileage only

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

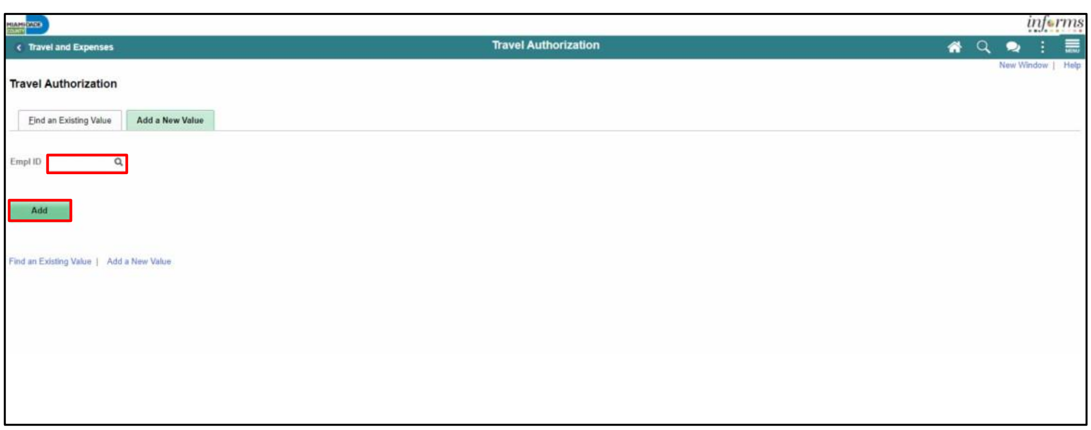
1. Navigate to **Employee Self Service > Travel and Expense > Create Expense Report.**



2. Select **Add a New Value**.



3. Search Employee ID and Select **Add.**

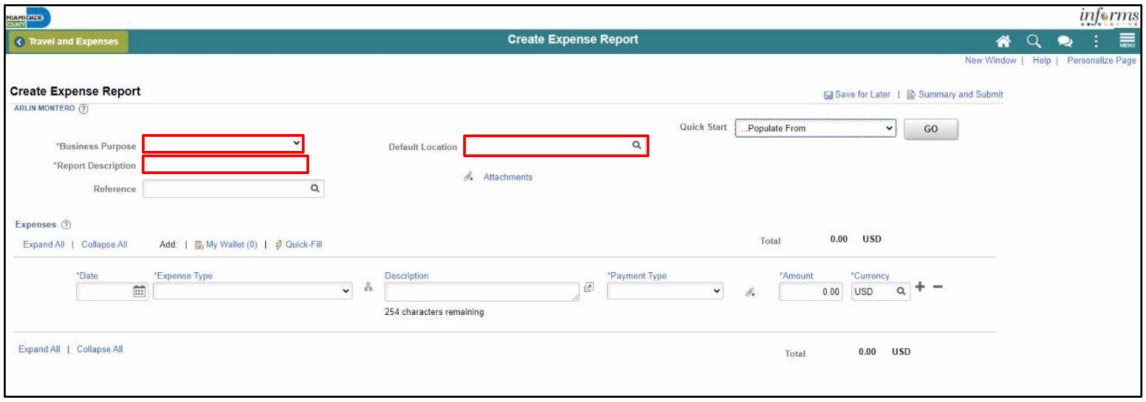


Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only)

Lecture 1: Create and Submit Expense Report – Mileage only

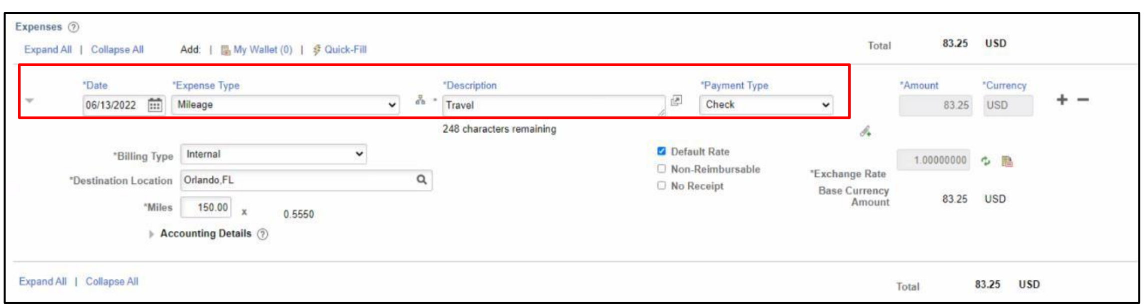
4. In the Expense Report Header Section, enter the following:
    - Business Purpose* "**<u>Mileage only" must be selected</u>**
    - Report Description*
    - Default Location

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



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

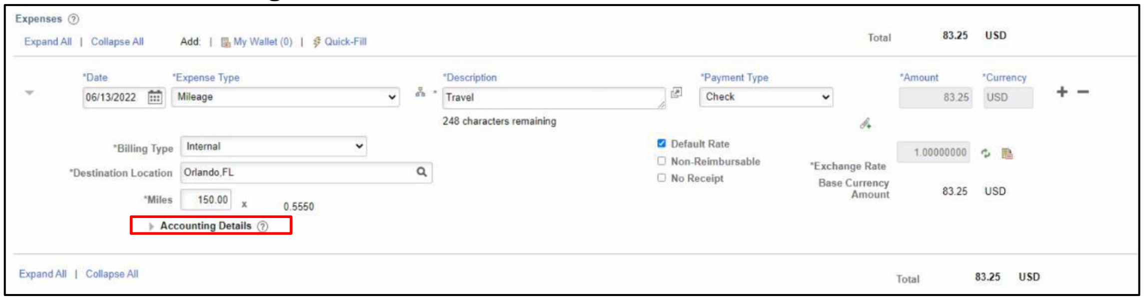
Note: All fields with asterisk (*) are required fields



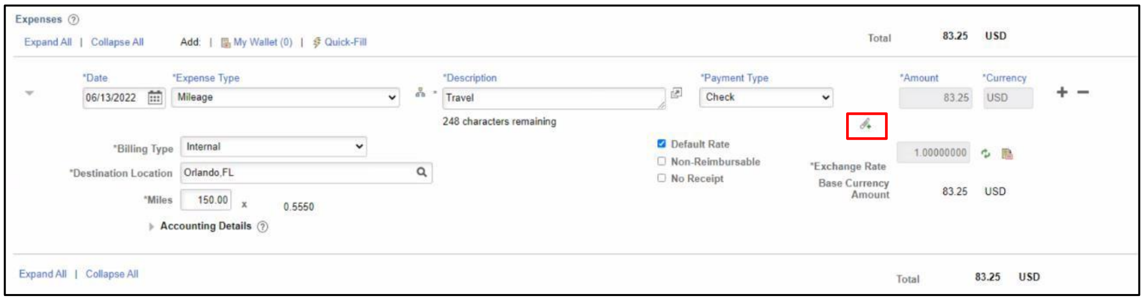
Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only)

Lecture 1: Create and Submit Expense Report – Mileage only

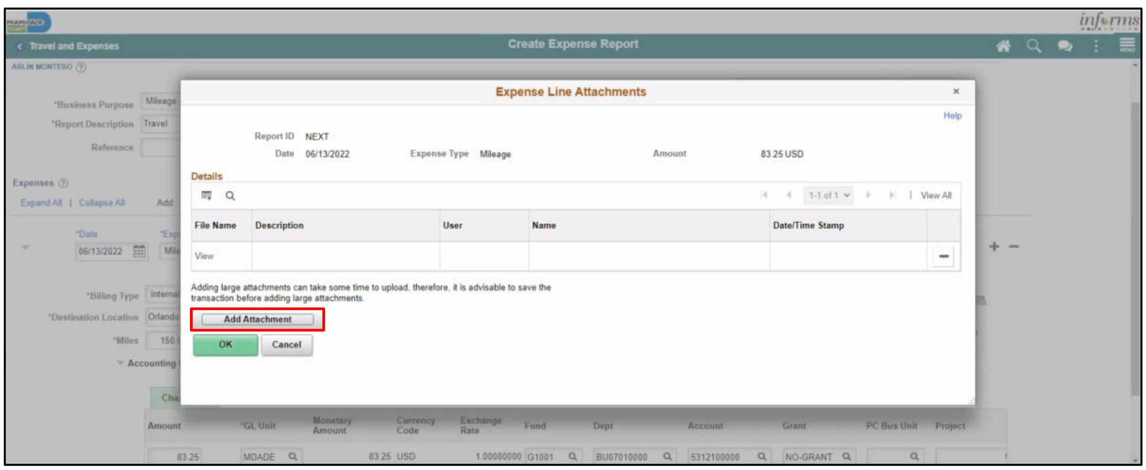
6. Select **Accounting Details** and Enter the correct Chartfields.



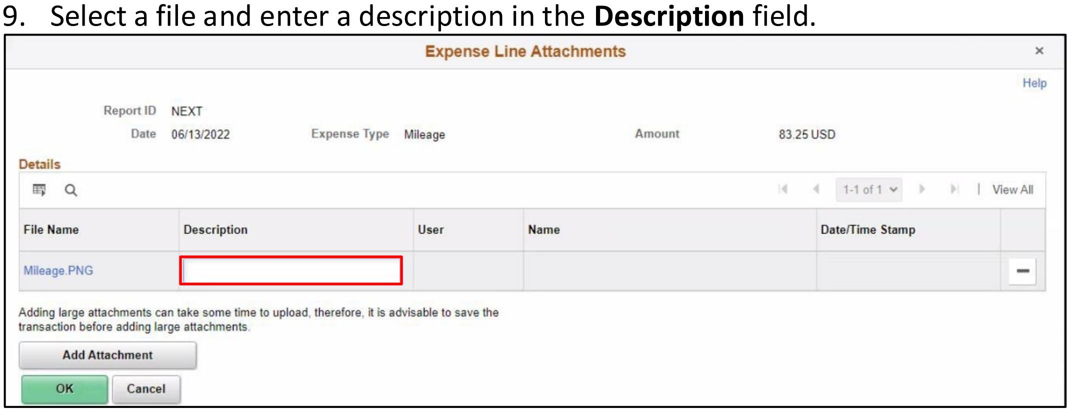
7. Select the attachment icon to add attachments.



8. Select **Add Attachment.**



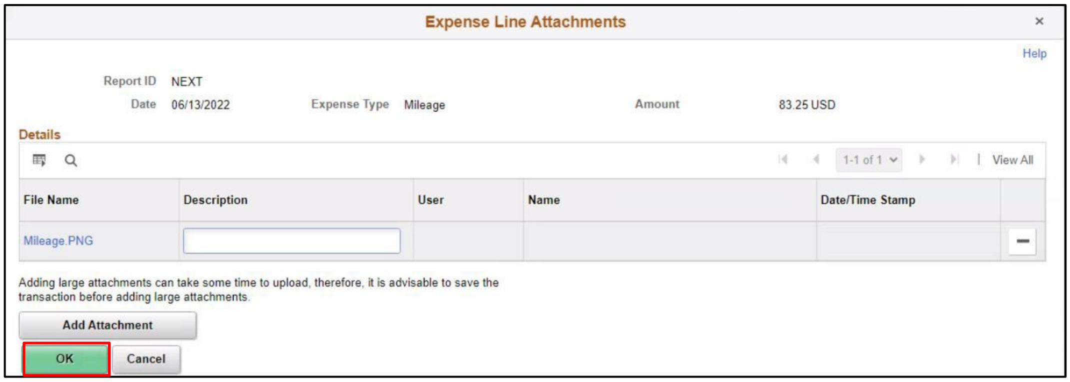
9. Select a file and enter a description in the **Description** field.



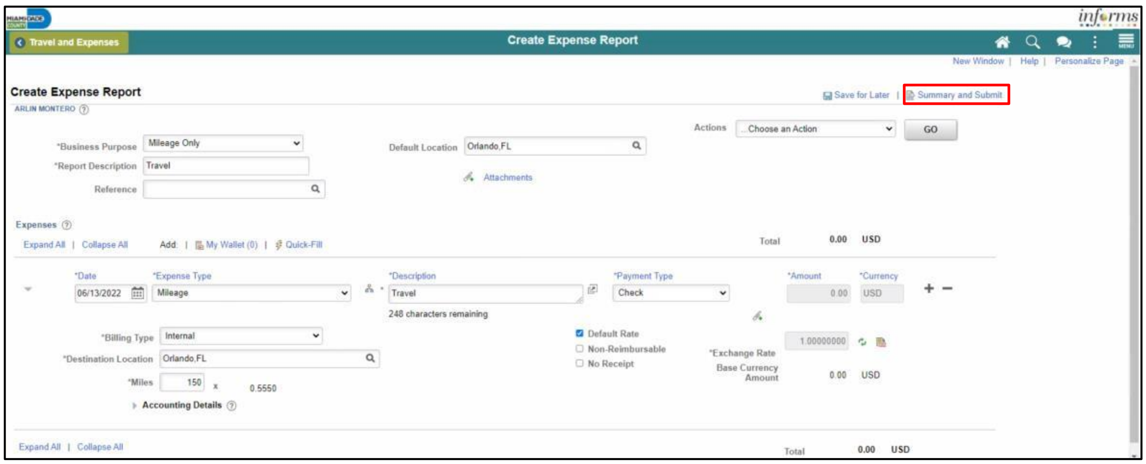
Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only)

Lecture 1: Create and Submit Expense Report – Mileage only

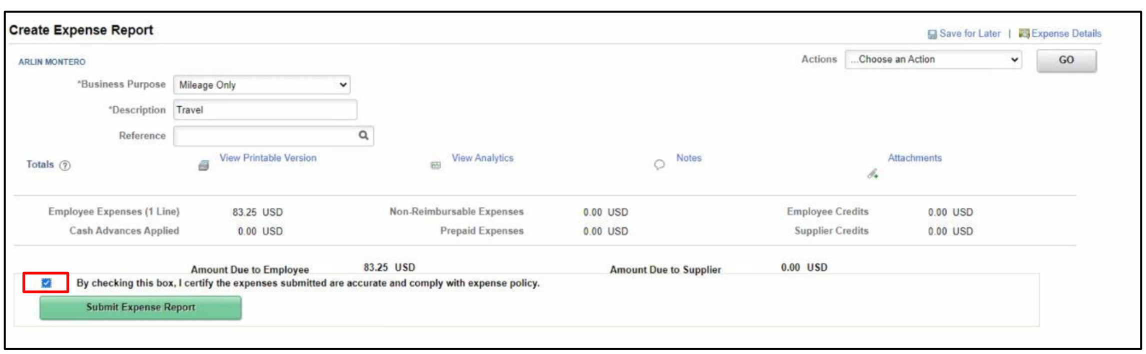
10. Select **OK**.



11. Select **Summary and Submit**.



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



13. Select **OK**.

Lesson 3: Training Exercise

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

Objectives Achieved

Congratulations! You have completed the Reimbursement Request course. You now should be able to:

- 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

Next Steps

Now that you have completed the course, please make sure to complete the following tasks:

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

Reference Materials

Reference Materials

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.