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

Ground Rules

Be on time

Turn off your cell phones when in class

Participate actively in class; refrain from email and internet use

Attendance

Take breaks as needed

Feel free to ask questions

Course Overview

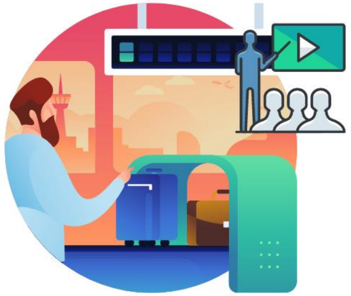
Course Description	This course provides a comprehensive review of the Exception Processing processes. This course consists of the following modules: • Module 1: Course Introduction • Module 2: Expense Report • Module 3: Course Summary
Training Audiences	• Expense Employee • Travel Department Liaison • HR Supervisor • Department Director • Central Expense Processor
Prerequisites	• FIN 214: Travel & Expense: Travel Authorization
Estimated Duration	• 2 hours

Module 1: Course Introduction

Module Topics
Course Administration and Logistics
Learning Objectives
Roles and Responsibilities
Navigation
Purpose and Benefits of the Business Process
The End-to-End Business Process
Introduction to Demonstrations and Exercises

Course Administration and Logistics

To receive credit for completing this course, Users must record your attendance at the beginning <u>and</u> end of clas



Please turn off your cell phones and refrain from checking email and the Internet while in class

Actively participate in class

Take Breaks at scheduled times

Ask questions; this is your time to learn

Be back from Breaks on time

Learning Objectives

At the conclusion of this, 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

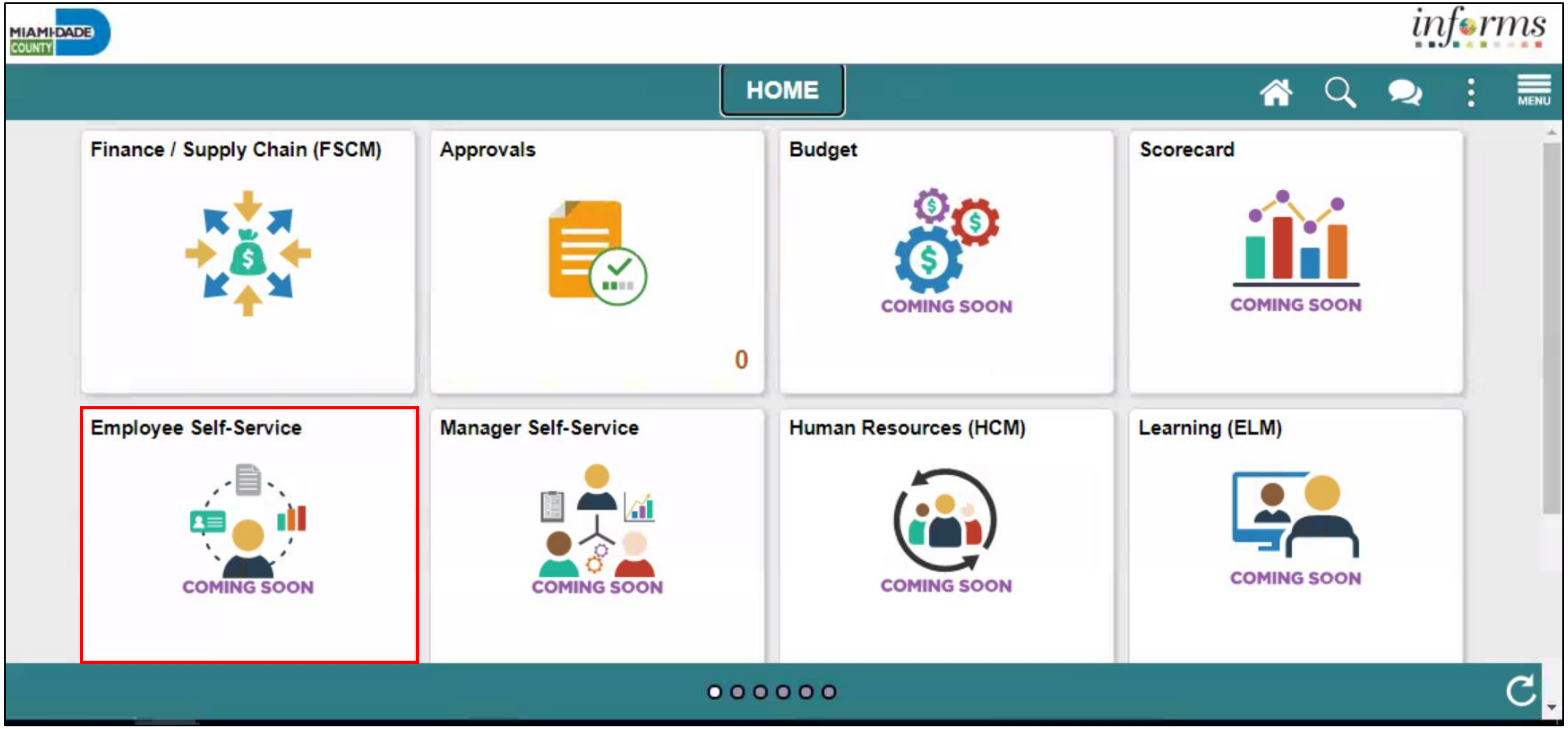
Roles and Responsibilities

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

Role	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.

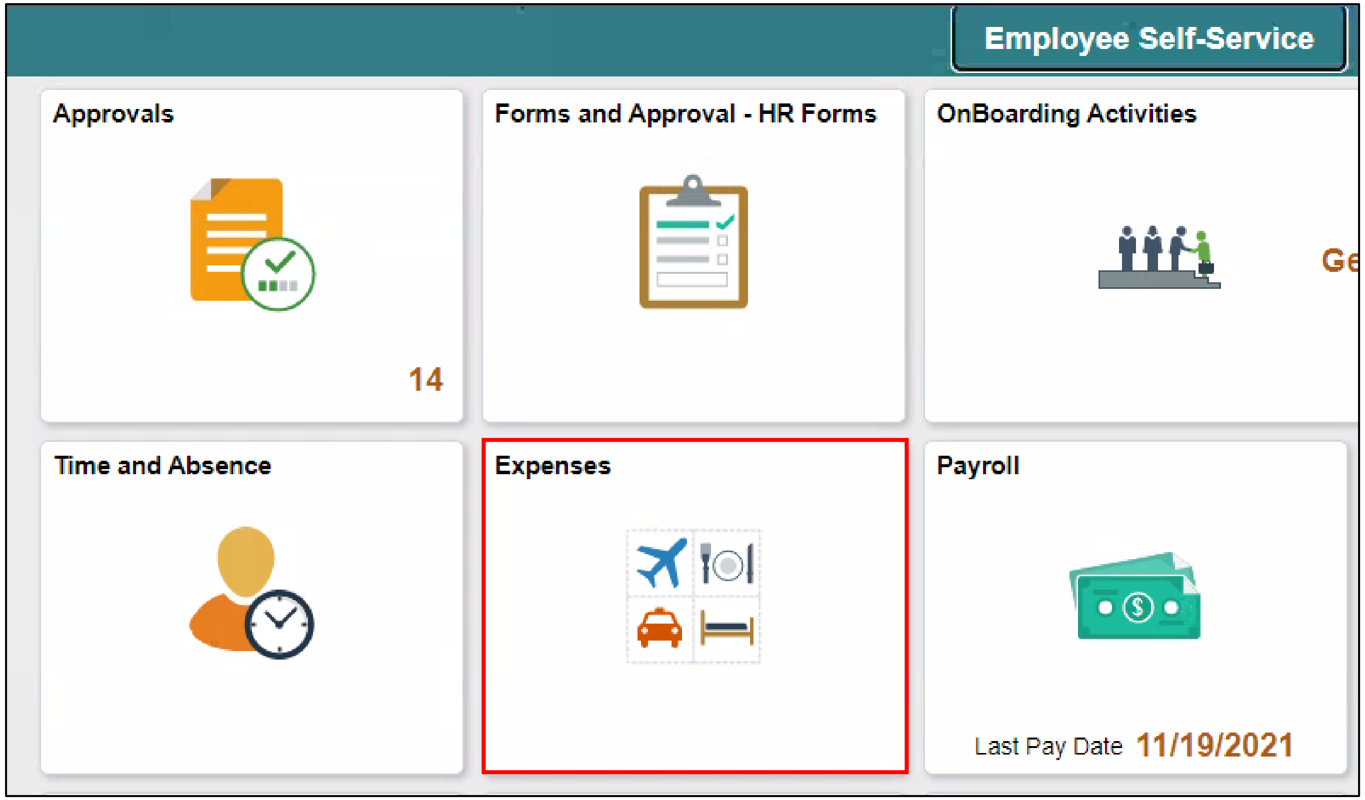
Navigation

1. Log in to **INFORMS** and select E**mployee Self-Service** from the home landing page.



Navigation, Continued

2. Select **Expenses**.



Purpose and Benefits to Business Process

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

- A Comprehensive understanding of the Reimbursement business processes which include:
  - Creating and submitting an Expense Reports
  - Understanding the Expense report Status (approve, denied, pushback)
- Introducing the Application of INFORMS to end-user

End-to-End Business Process

EXPENSE REPORT BUSINESS PROCESS

Department Employee

Department Employee

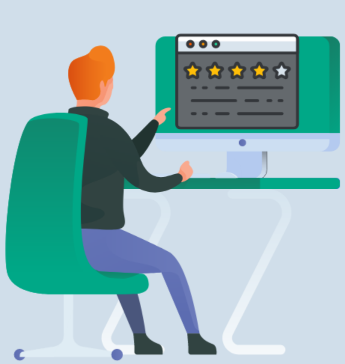
The Employee is responsible for preparing and submitting Expense Report.

Department Travel Compliance Review

Travel Liaison

Department compliance role responsible for preparing/reviewing, and approving Expense reports. Ensures that Expense report adheres to County Travel Policy and Procedures Manual.

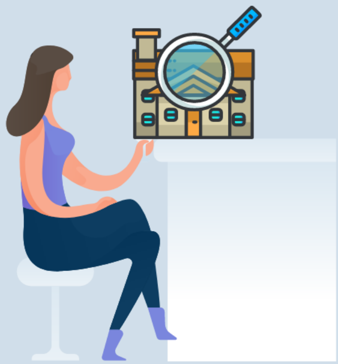
Review/Approve Employee Travel Request



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 Expense Reports for the Department.

Central Travel and Expense Compliance Review

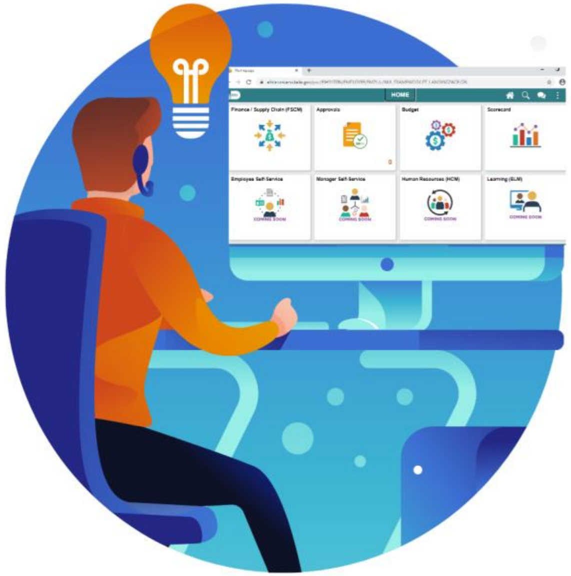
Central Travel and Expense Processor

Central compliance role responsible for reviewing and processing Expense Reports. Ensures that Expense Report adheres to County's Travel policy.

Introduction to Activities and Exercises

- You will take part in two types of hands-on learning throughout this course.

Training
Activities



Training
Exercises

Module 1: Course Introduction

Module Topics
Course Administration and Logistics
Learning Objectives
Roles and Responsibilities
Navigation
Purpose and Benefits of the Business Process
The End-to-End Business Process

Module 2: Expense Report

Module Topics
Module Introduction
Lesson 1: Create and Submit Expense Report
Lesson 2: Expense Report Workflow (Process, Approve, Deny, Push Back etc.)

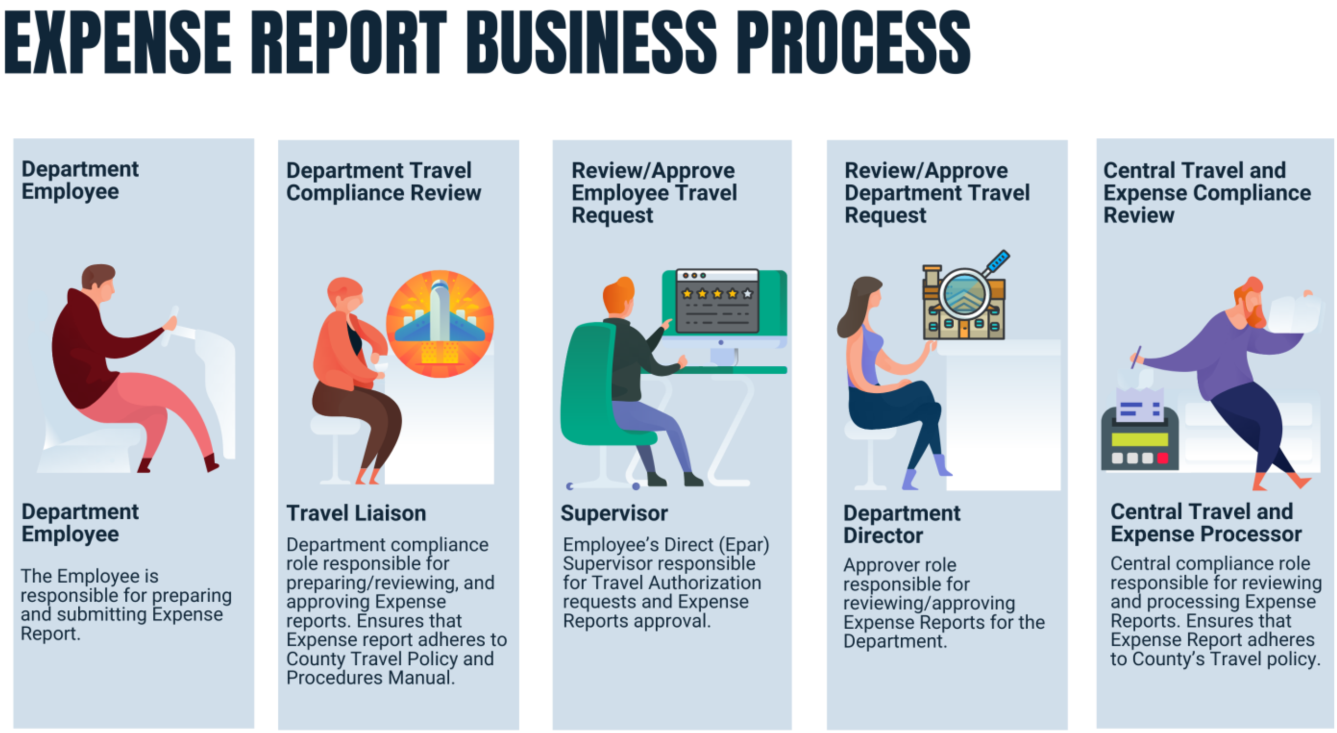
Lesson 1: Create and Submit Expense Report

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, Continued

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.

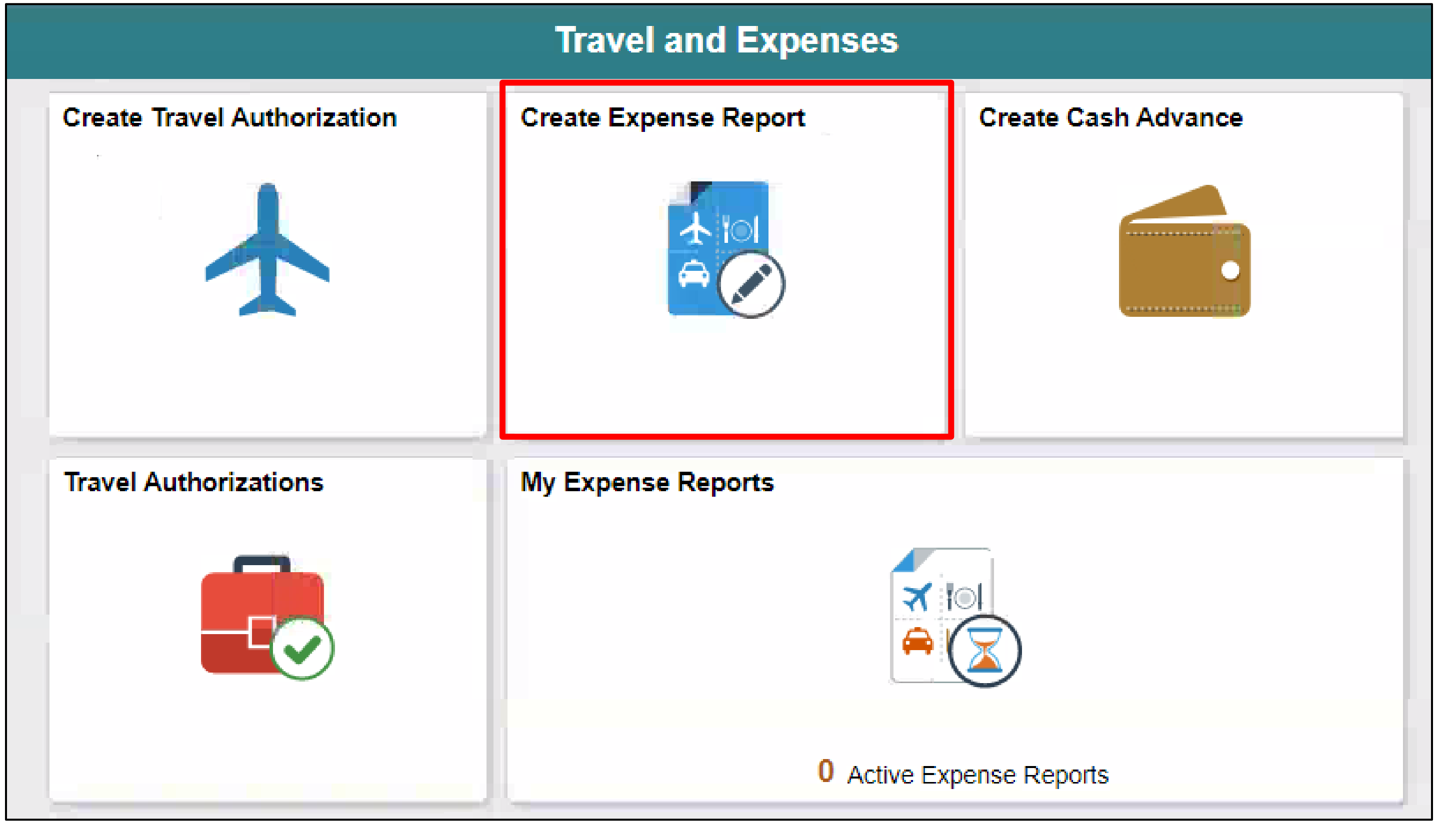


Lesson 1: Key Terms

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, a 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.

Lesson 1: Create and Submit Expense Report

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



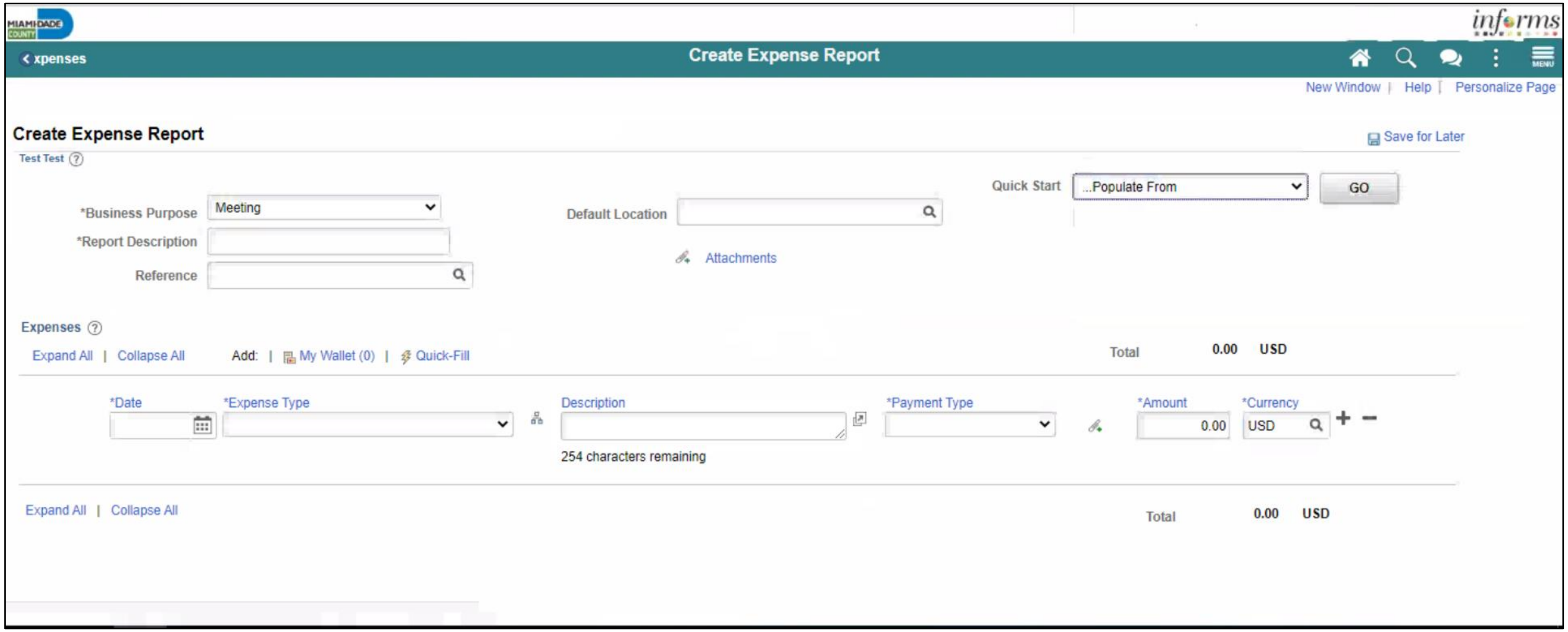
Lesson 1: Create and Submit Expense Report, Continued

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, Continued

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.



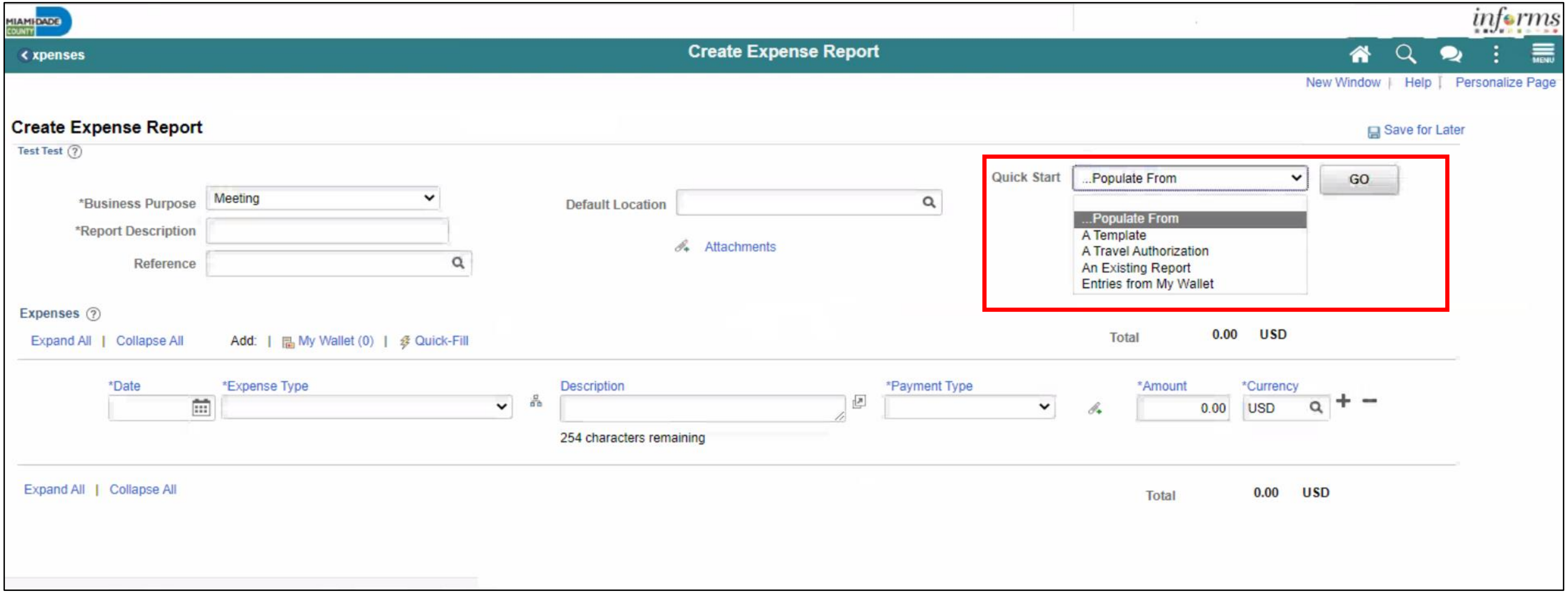
Lesson 1: Create and Submit Expense Report, Continued

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.
- **A Travel Authorization** opens the **Populate from A Travel Authorization** page which allows copying all data from a **Travel Authorization**, including accounting distributions.
- An **Existing Report** displays the "**Copy From an Existing Expense Report"** page, which allows copying all data from an **Expense Report**, including accounting distributions.

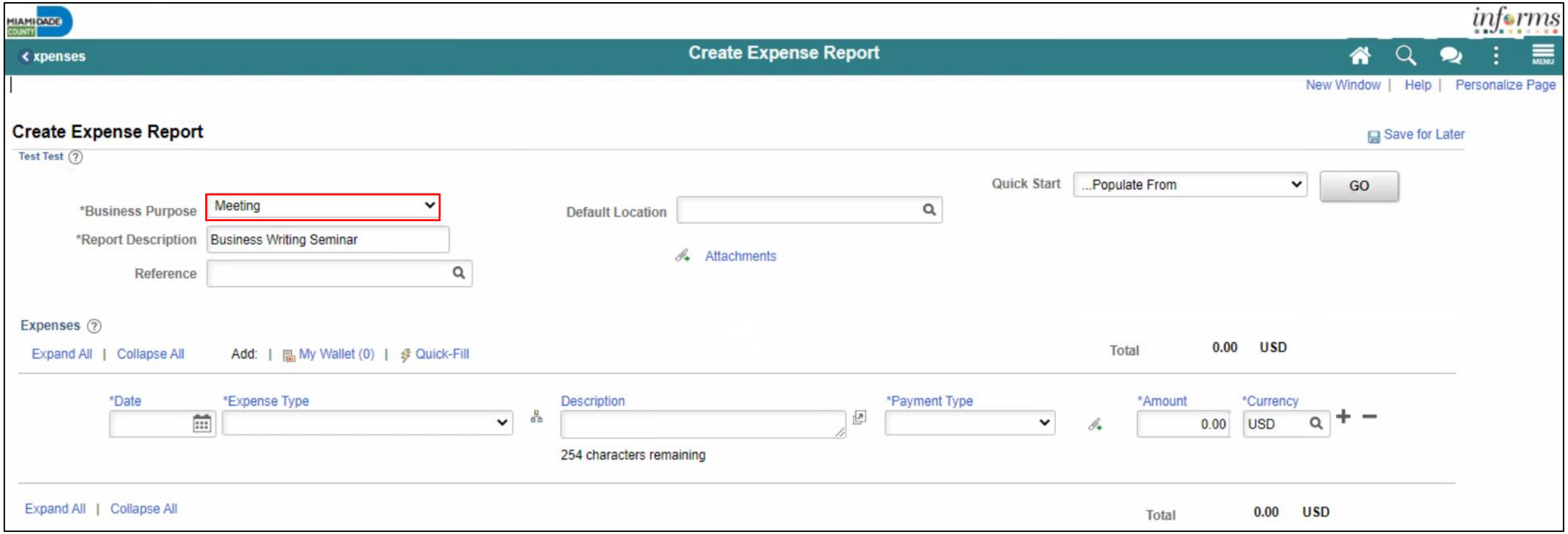
If you **are not** copying from an Approved Travel Authorization, please continue to step 5.

Lesson 1: Create and Submit Expense Report, Continued



Lesson 1: Create and Submit Expense Report, Continued

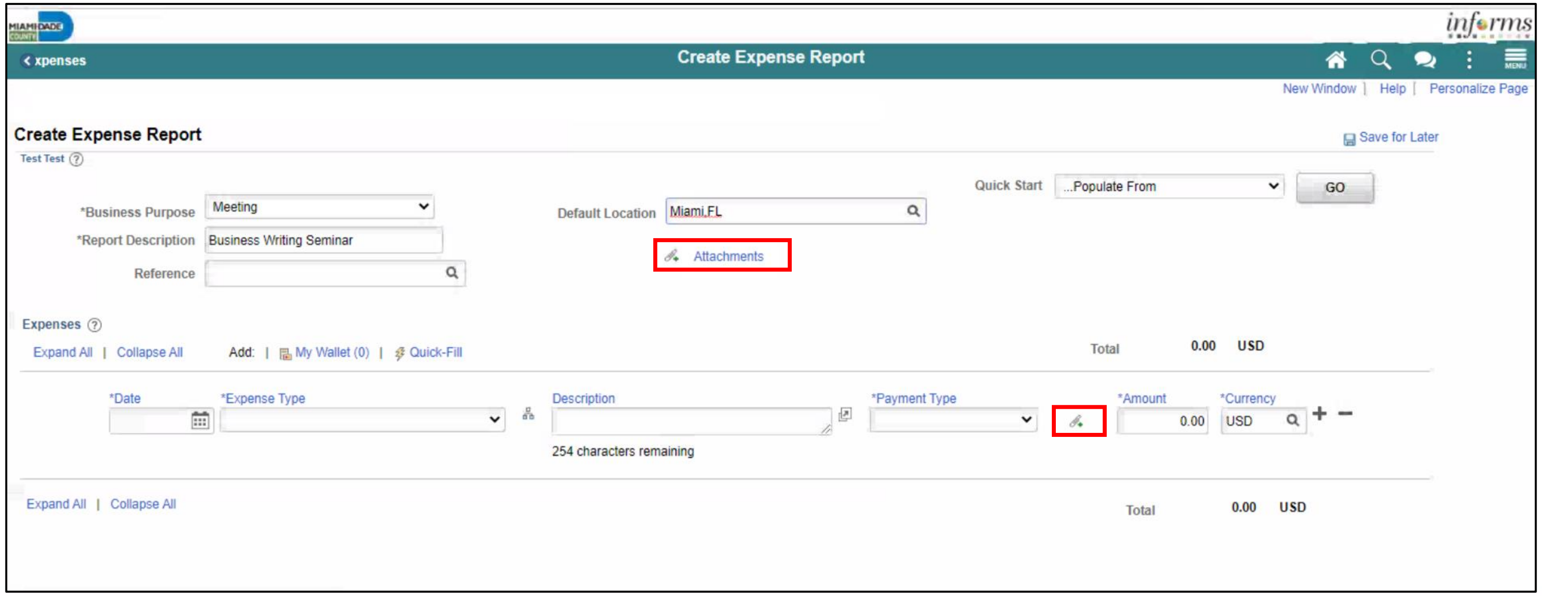
5. Select a **Business Purpose** using the drop-down menu and enter a **Description**.



Lesson 1: Create and Submit Expense Report, Continued

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.

7. Use the **Attachments** link to attach expense receipts or other related documents to the expense report.



Lesson 1: Create and Submit Expense Report, Continued

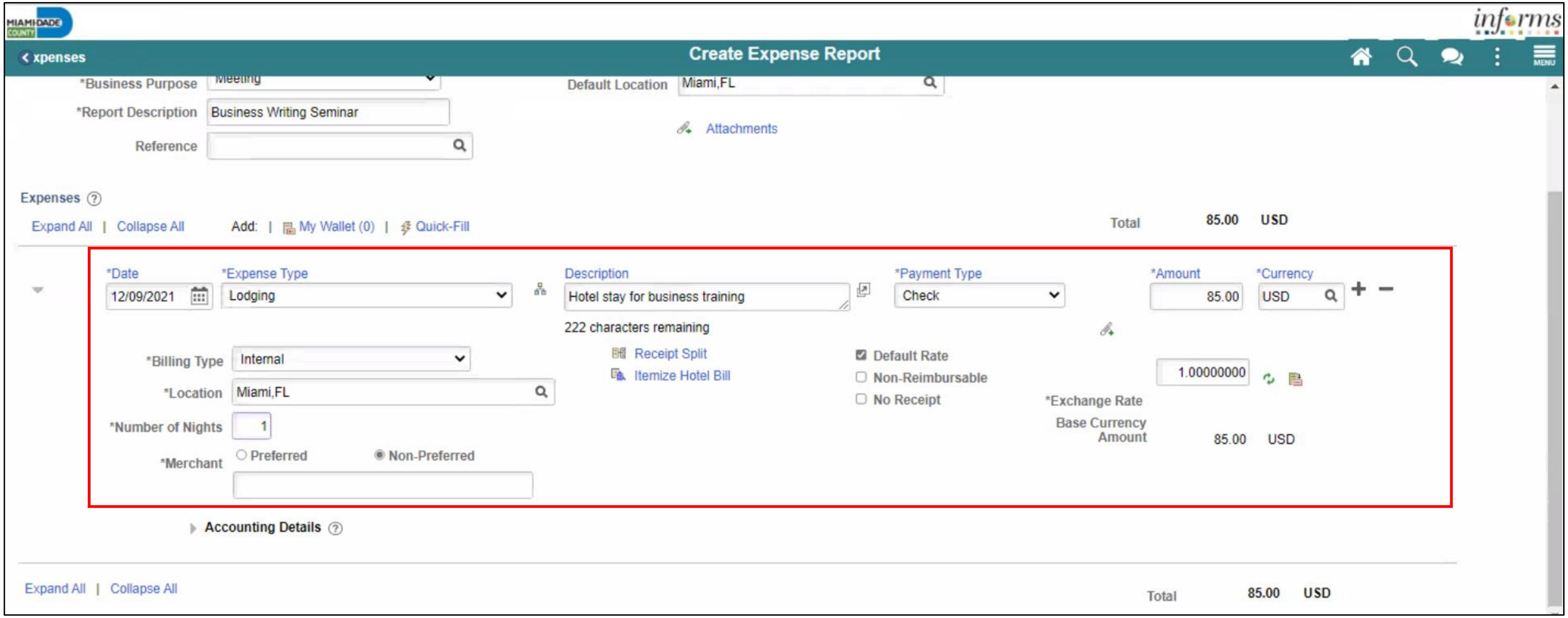
8. Provide the relevant expense details in the **Expenses** section. *If you copied from an approved Travel Authorization this information will be prepopulated*.
    - Enter or select a **Date** when the expense was incurred.
    - Select the **Expense Type**. In this example, select **Lodging**.
    - 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**.

Lesson 1: Create and Submit Expense Report, Continued

8. Provide the relevant expense details in the **Expenses** section, continued.

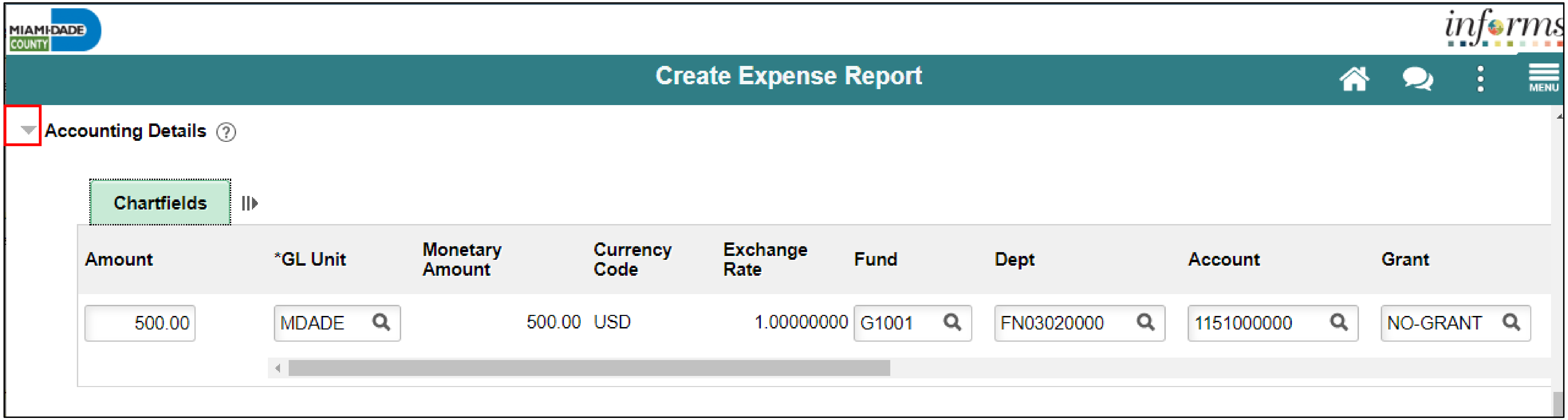
- **Location** is pre-populated based on the selected **Default Location** in the header section and can be changed as needed. **Note:** A location can manually be provided if there's no **Default Location**. The location is used for **Lodging** to calculate the US General Services Administration Standard lodging rates.
- **Number or 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.

Lesson 1: Create and Submit Expense Report, Continued



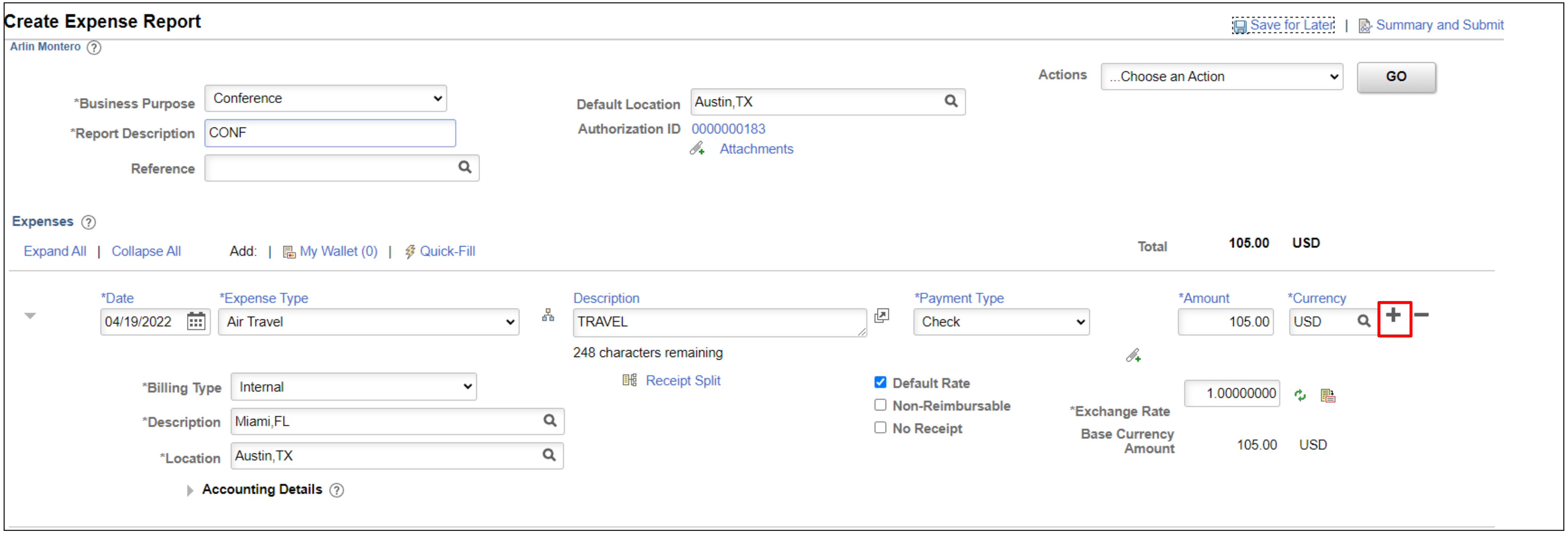
Lesson 1: Create and Submit Expense Report, Continued

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.



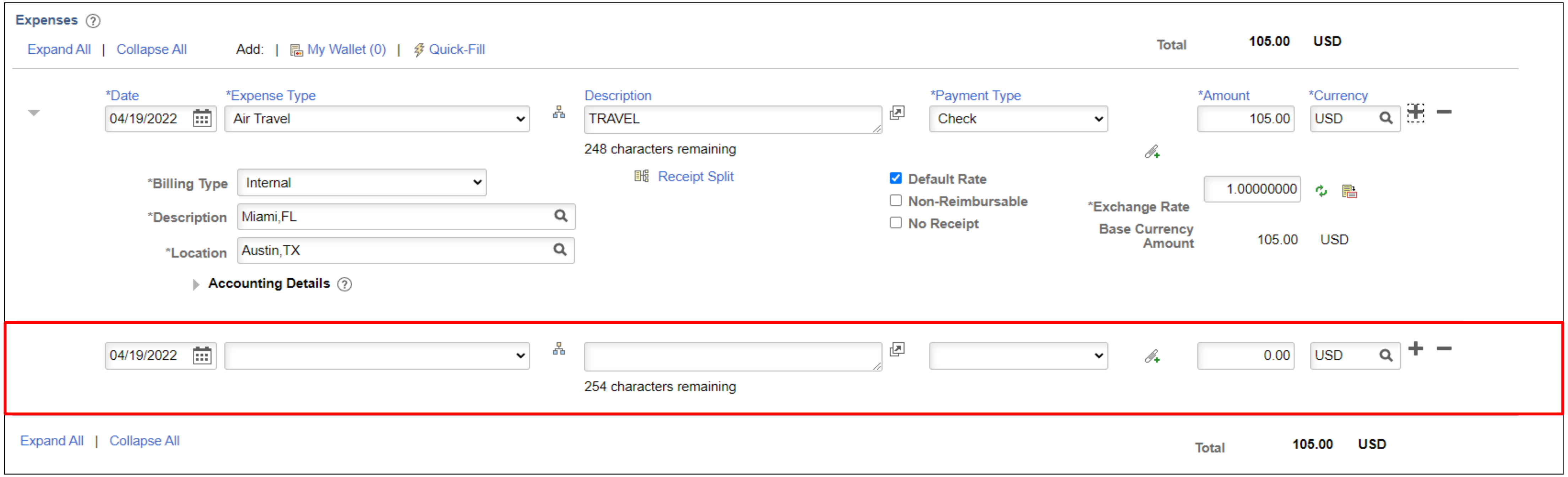
Lesson 1: Create and Submit Expense Report, Continued

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.



Lesson 1: Create and Submit Expense Report, Continued

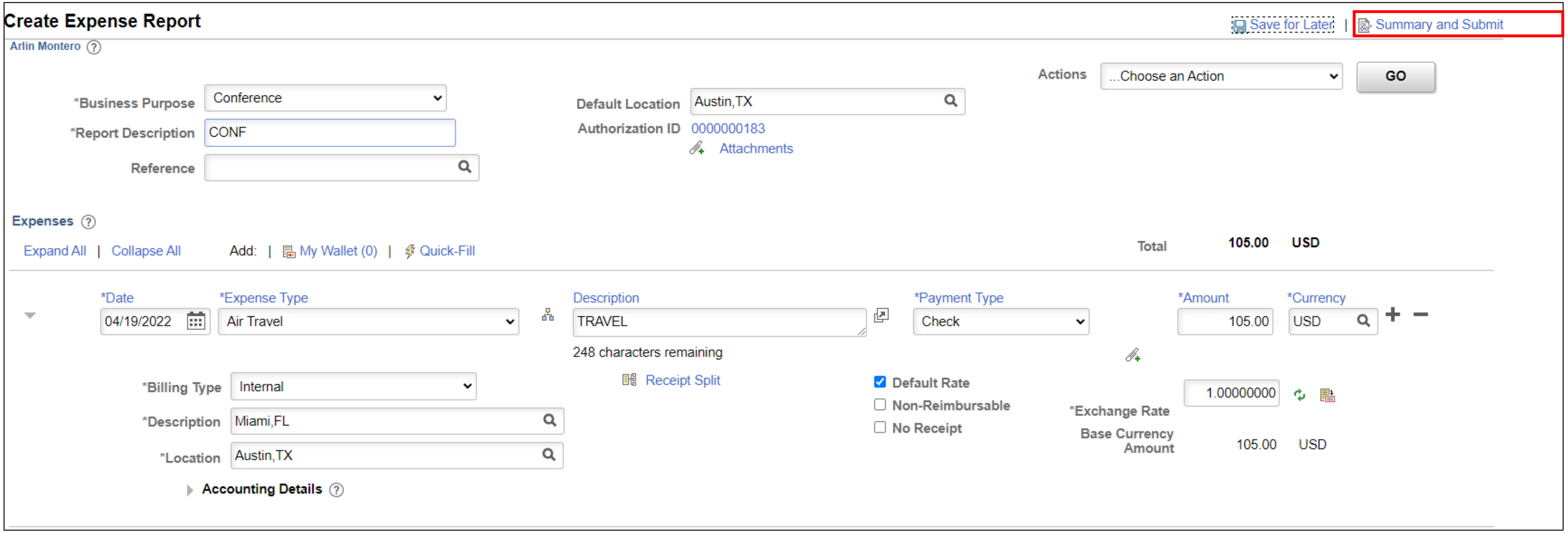
- Enter all necessary information for the new expense.



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

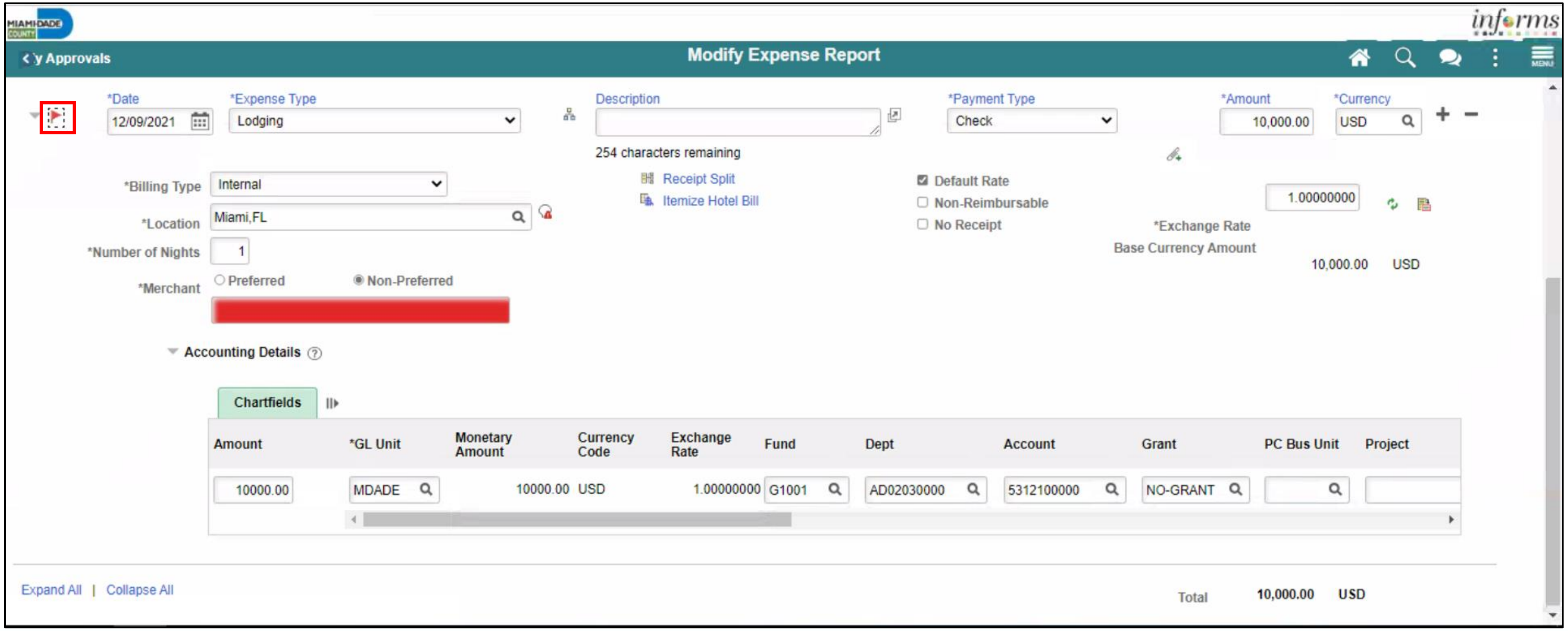
Lesson 1: Create and Submit Expense Report, Continued

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

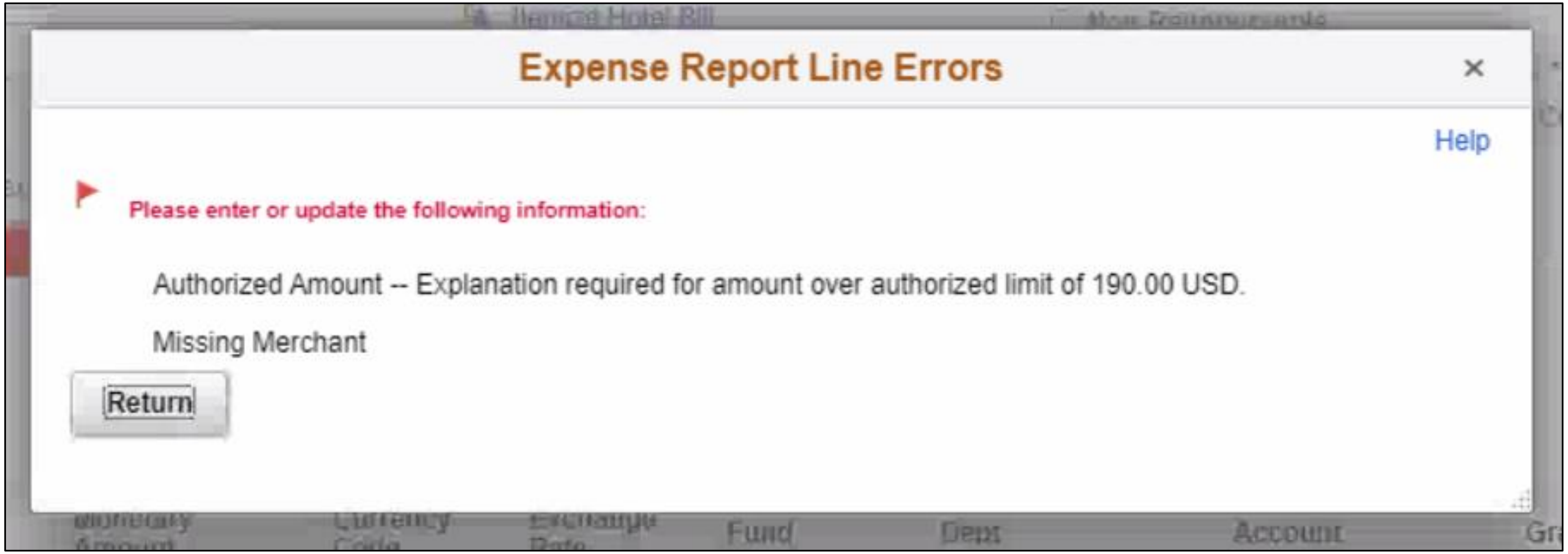


Lesson 1: Create and Submit Expense Report, Continued

- 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   Update Screenshot.



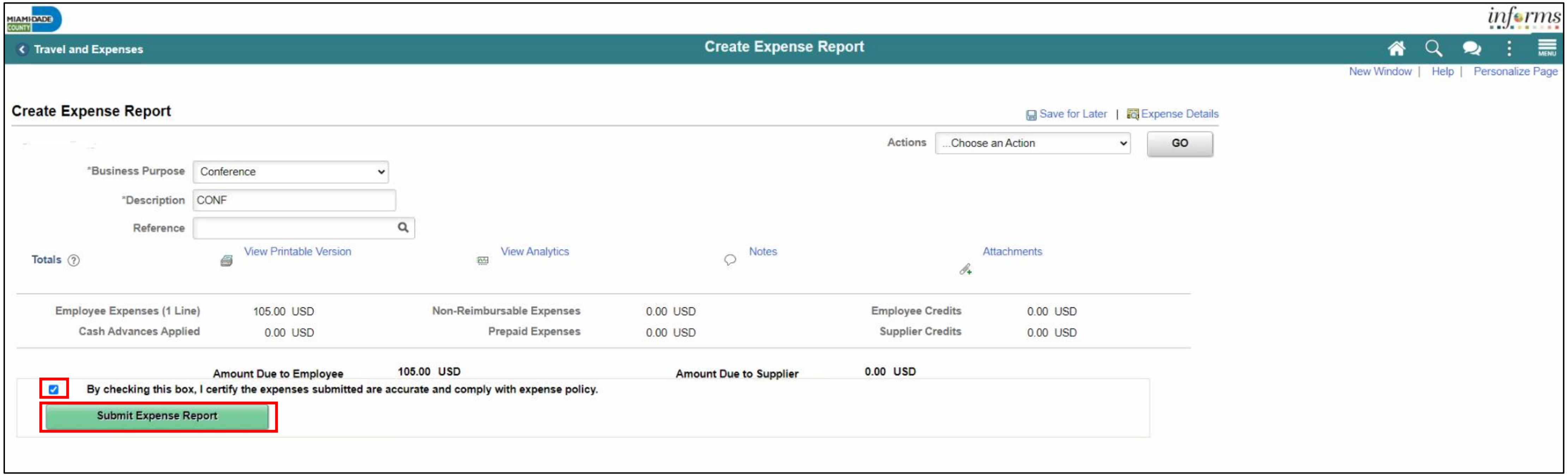
Lesson 1: Create and Submit Expense Report, Continued



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, Continued

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



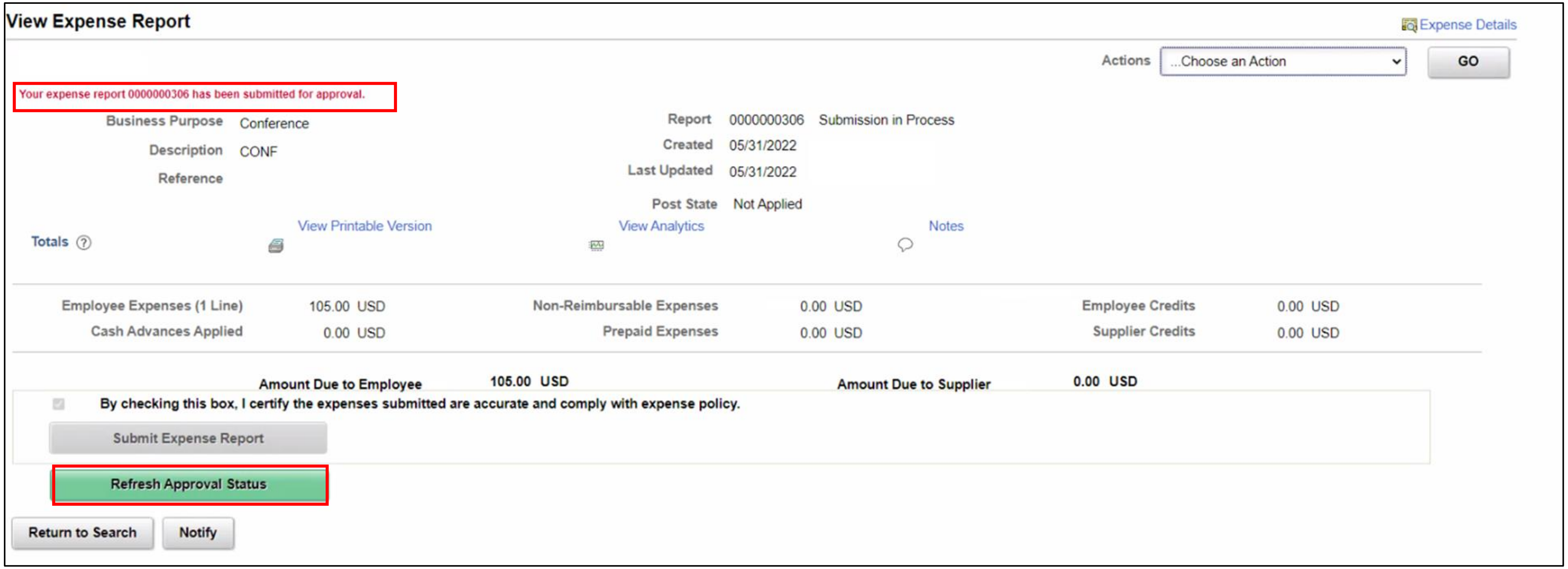
Lesson 1: Create and Submit Expense Report, Continued

13. Select **OK**.

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

Lesson 1: Create and Submit Expense Report, Continued

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.

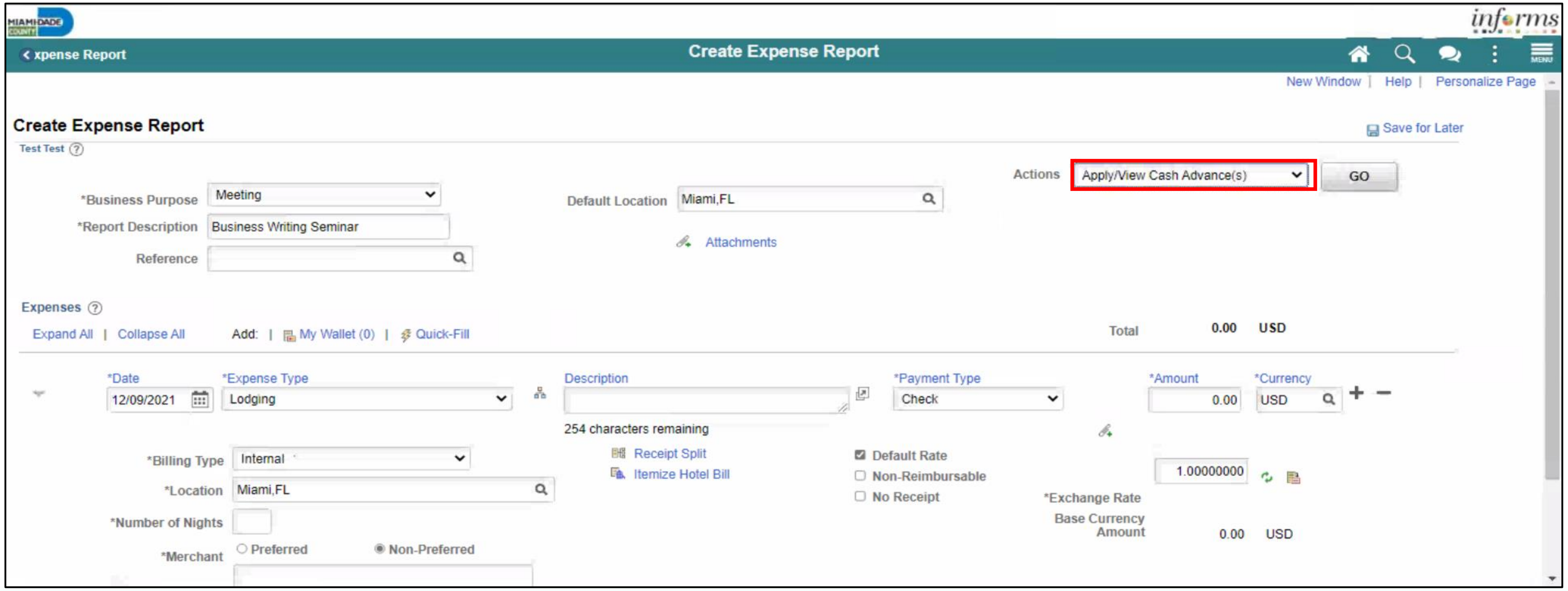


Lesson 1: Create and Submit Expense Report, Continued

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.



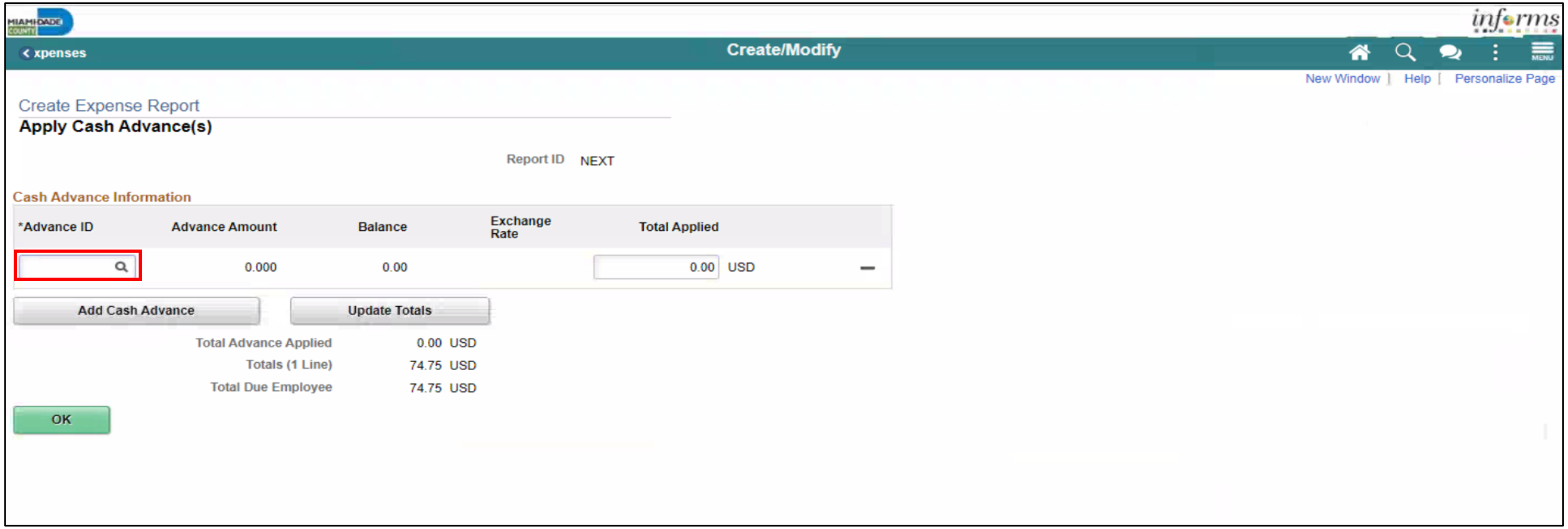
Lesson 1: Create and Submit Expense Report, Continued

Applying a Cash Advance to an Expense Report

2. Select **Go**.

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

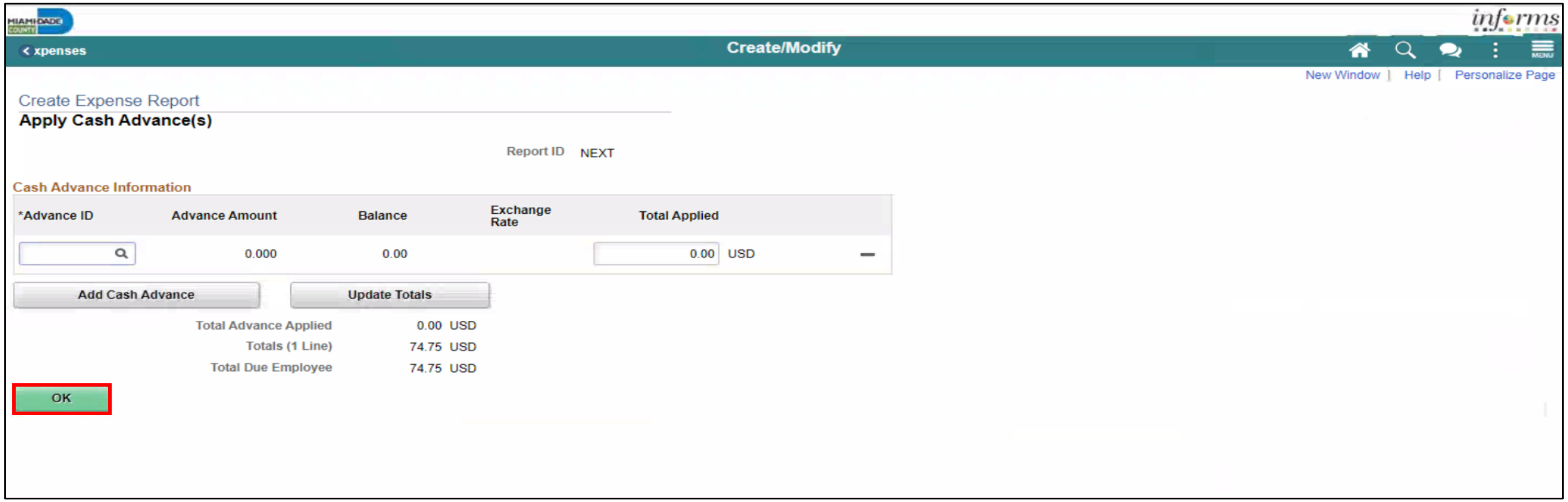
3. Enter or look up the **Advance ID**. All other values are auto-calculated.



Lesson 1: Create and Submit Expense Report, Continued

Applying a Cash Advance to an Expense Report

4. Select **OK** button.



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

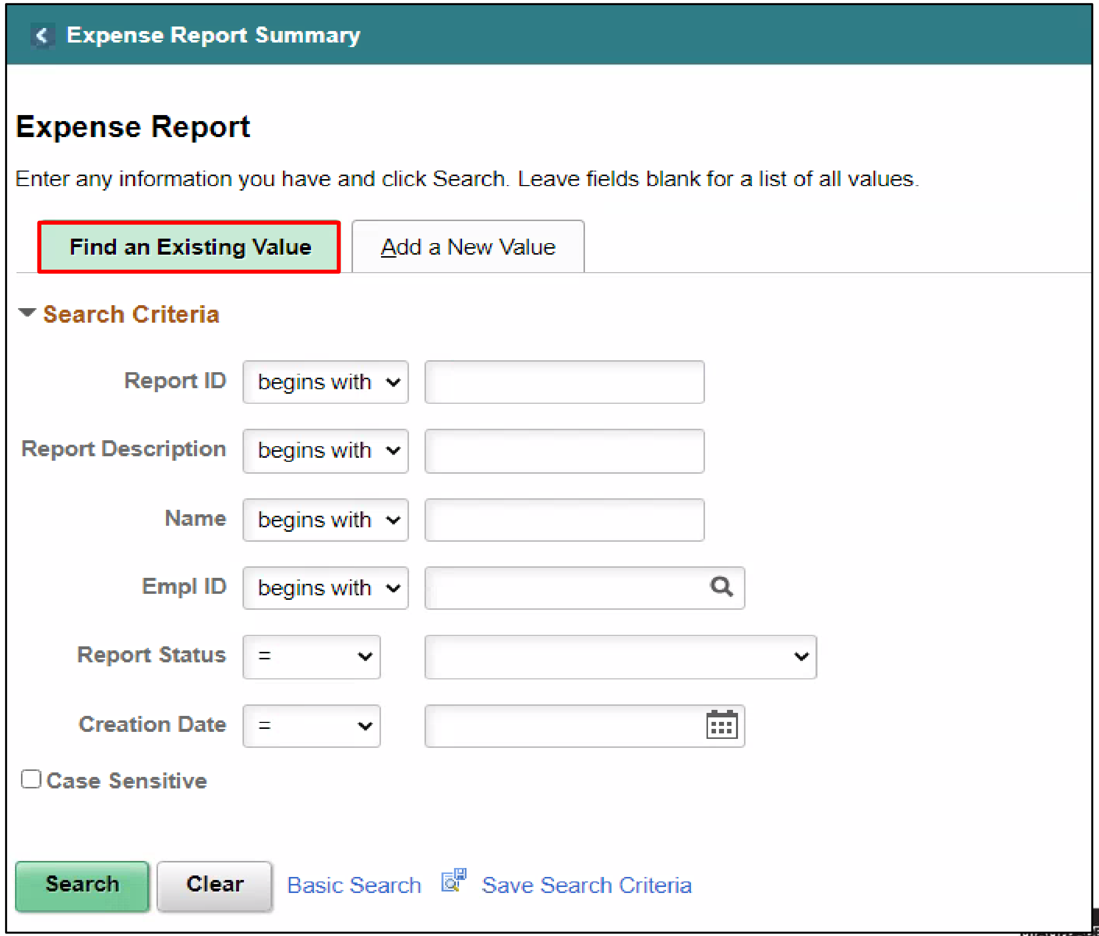
Lesson 1: Create and Submit Expense Report, Continued

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**

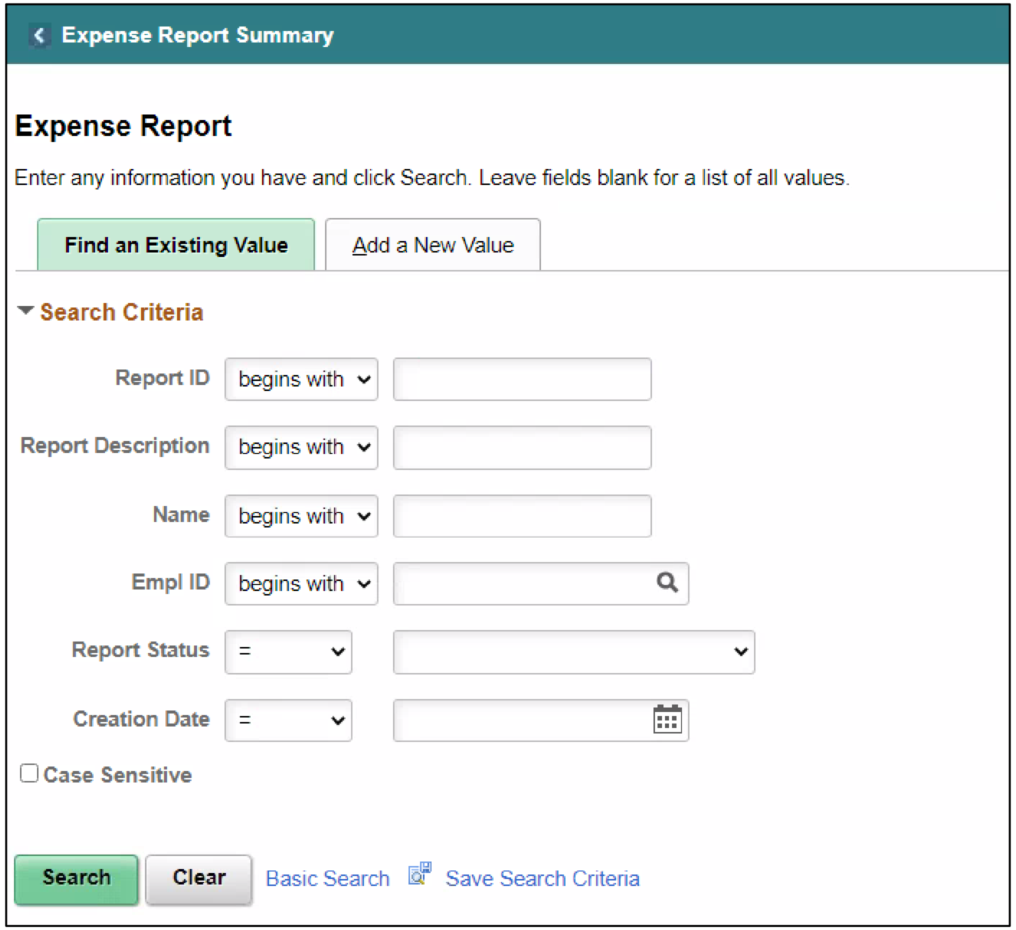


Lesson 1: Create and Submit Expense Report, Continued

Updating and Deleting an Expense Report

2. Enter the search criteria.

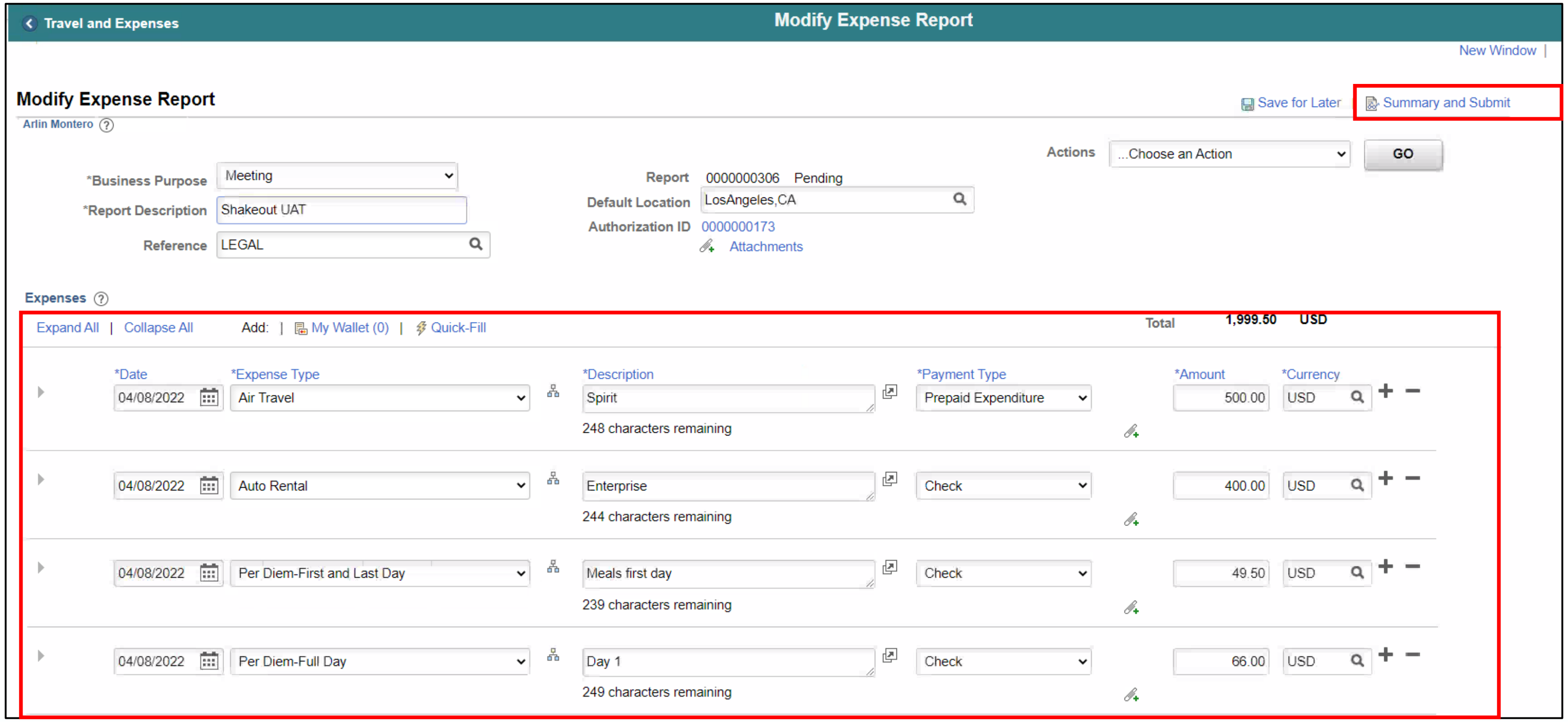
3. Select **Search**.



Lesson 1: Create and Submit Expense Report, Continued

<u>Updating and Deleting an Expense Report</u>

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

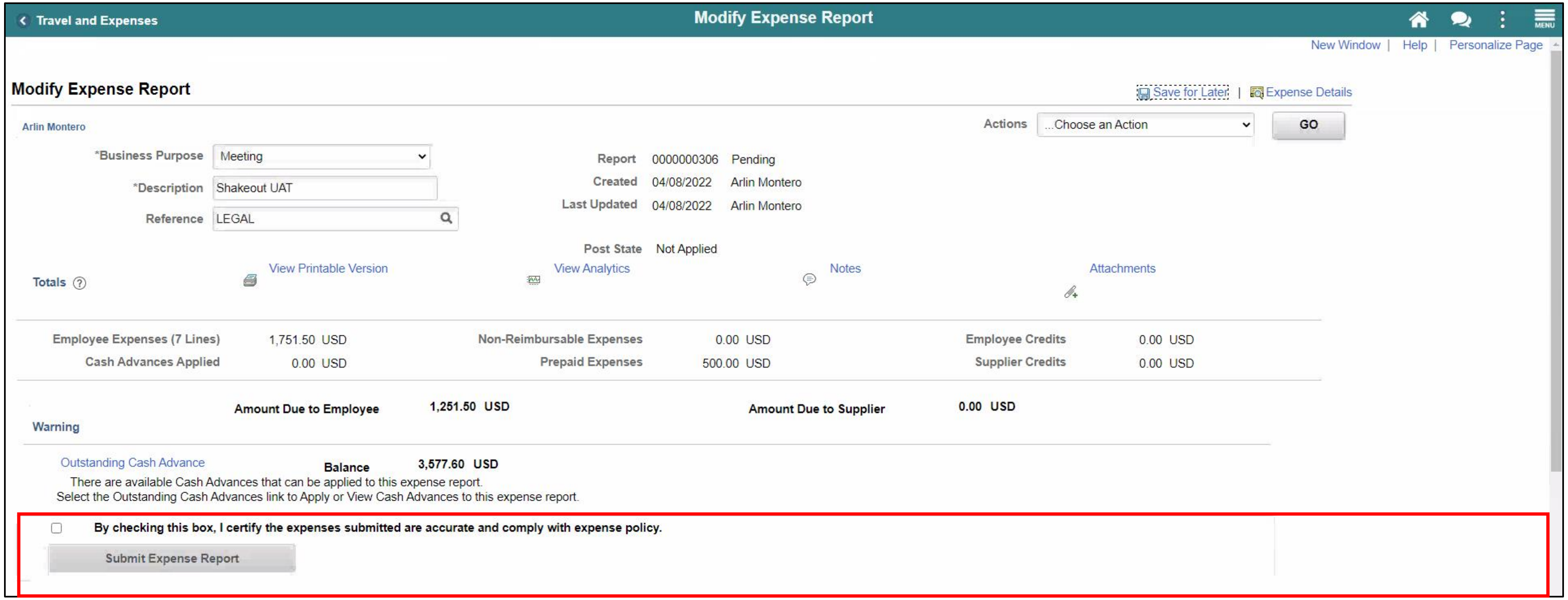


MIAMI-DADE COUNTY

Lesson 1: Create and Submit Expense Report, Continued

Updating and Deleting an Expense Report

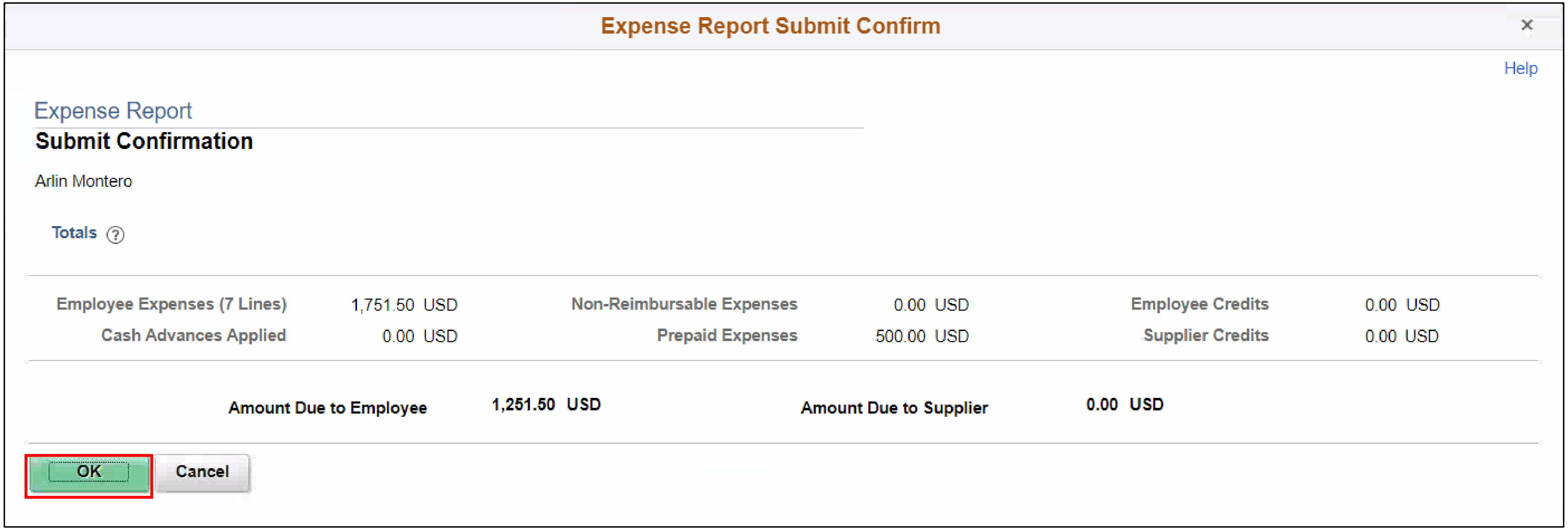
6. Select the checkbox of the expense policy disclaimer.
7. Select **Submit Expense Report.**



Lesson 1: Create and Submit Expense Report, Continued

Updating and Deleting an Expense Report

8. Select **OK.**



Lesson 1: Create and Submit Expense Report, Continued

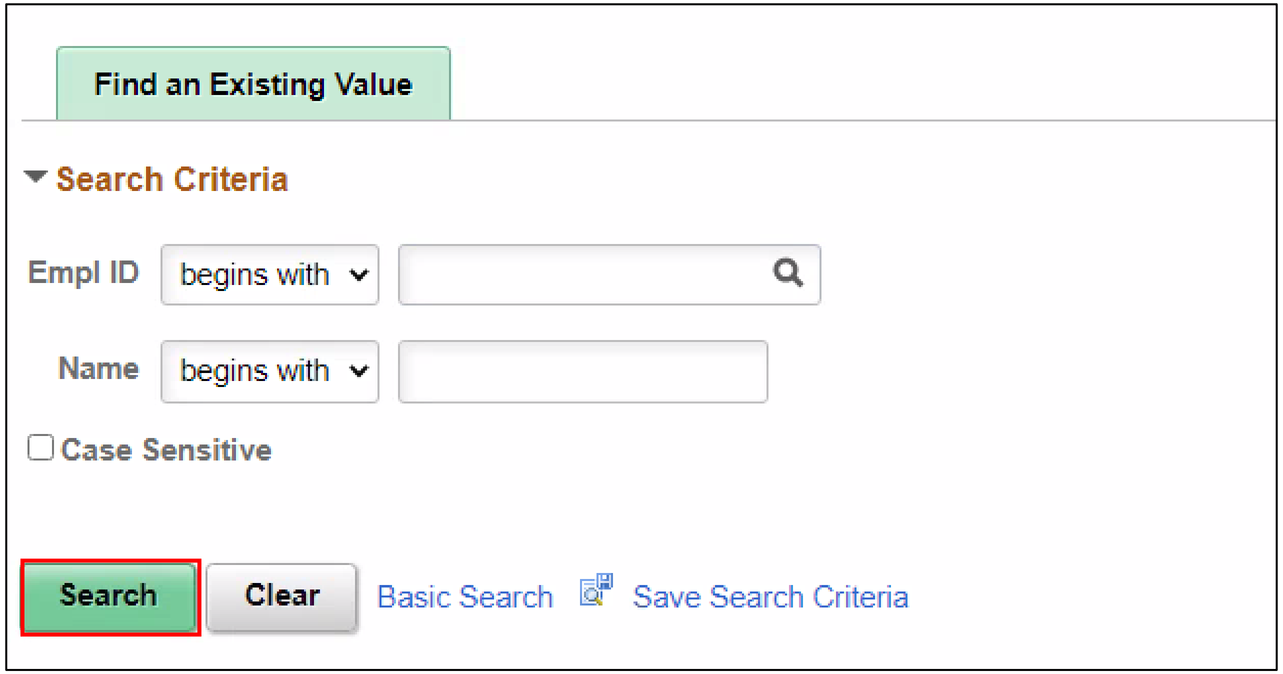
You can delete an existing expense report if it has not yet been submitted for approval or if it has been returned or denied by the approver.

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

Note: An expense report cannot be cancelled.

Lesson 1: Create and Submit Expense Report, Continued

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

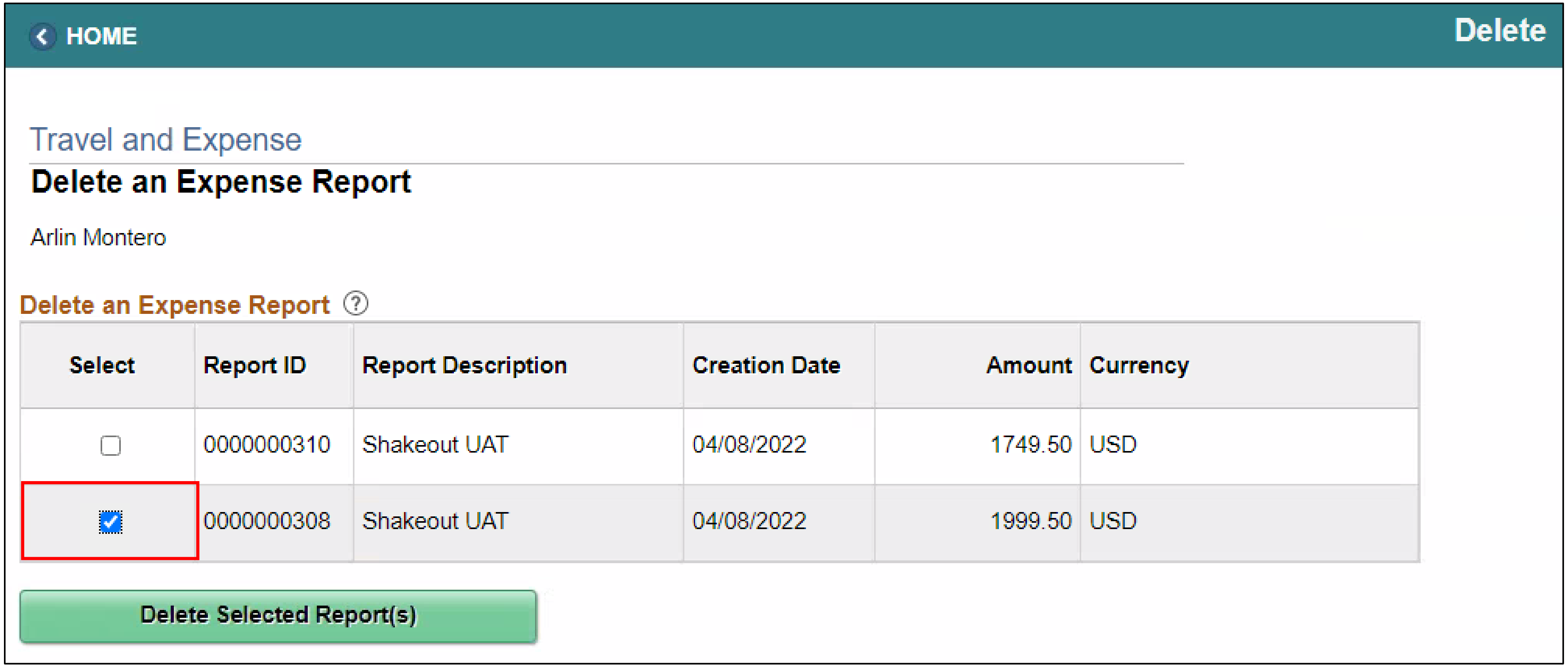


Lesson 1: Create and Submit Expense Report, Continued

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

Lesson 1: Create and Submit Expense Report, Continued

5. Select an Expense Report.



HOME

Delete

Travel and Expense

Delete an Expense Report

Arlin Montero

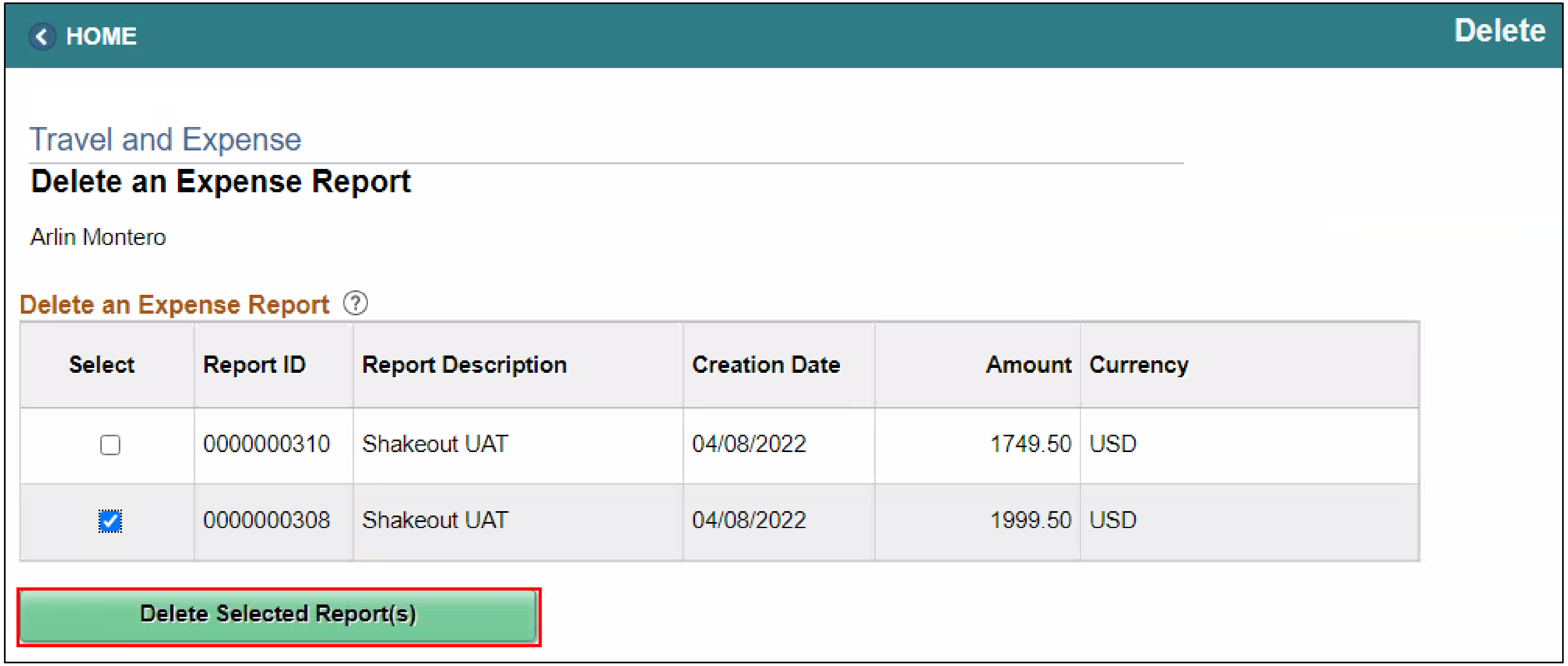
Delete an Expense Report

Select	Report ID	Report Description	Creation Date	Amount	Currency
☐	0000000310	Shakeout UAT	04/08/2022	1749.50	USD
☑	0000000308	Shakeout UAT	04/08/2022	1999.50	USD

Delete Selected Report(s)

Lesson 1: Create and Submit Expense Report, Continued

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



HOME

Delete

Travel and Expense

Delete an Expense Report

Arlin Montero

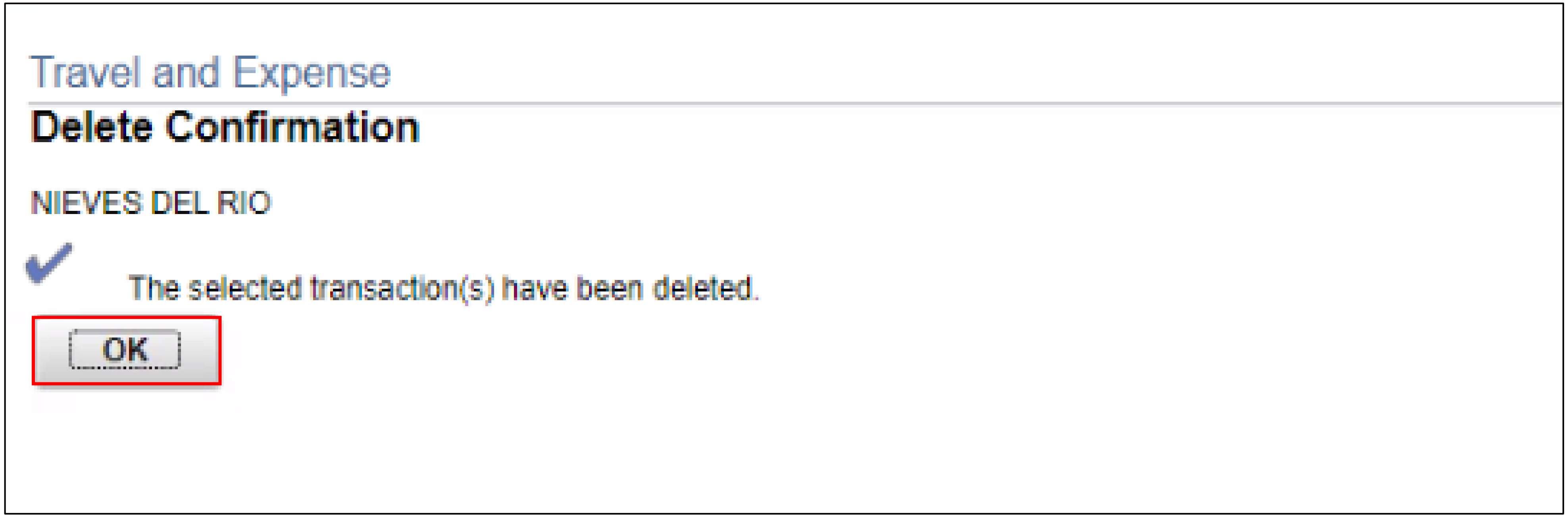
Delete an Expense Report

Select	Report ID	Report Description	Creation Date	Amount	Currency
☐	0000000310	Shakeout UAT	04/08/2022	1749.50	USD
☑	0000000308	Shakeout UAT	04/08/2022	1999.50	USD

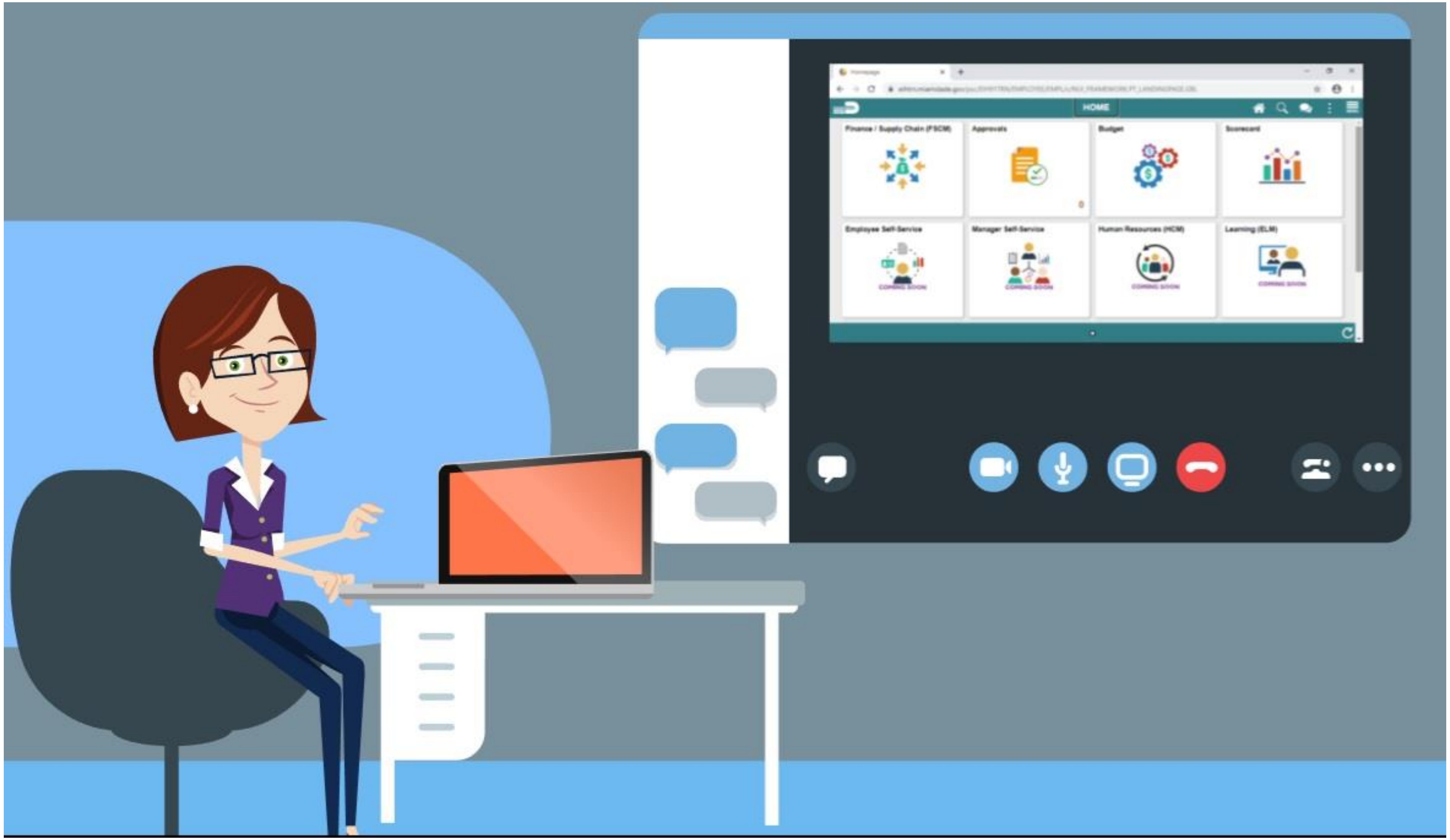
Delete Selected Report(s)

Lesson 1: Create and Submit Expense Report, Continued

7. Select **OK**.



Lesson 1: Activities and Exercises



Lesson 1: Lesson Summary

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

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, Continued

EXPENSE REPORT BUSINESS PROCESS

Department Employee

Department Employee

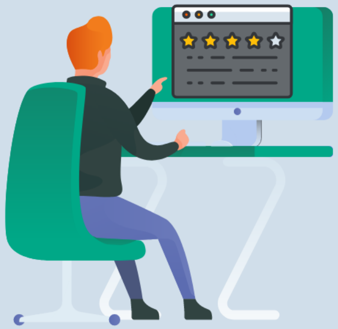
The Employee is responsible for preparing and submitting Expense Report.

Department Travel Compliance Review

Travel Liaison

Department compliance role responsible for preparing/reviewing, and approving Expense reports. Ensures that Expense report adheres to County Travel Policy and Procedures Manual.

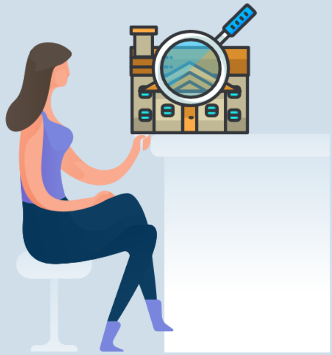
Review/Approve Employee Travel Request



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 Expense Reports for the Department.

Central Travel and Expense Compliance Review

Central Travel and Expense Processor

Central compliance role responsible for reviewing and processing Expense Reports. Ensures that Expense Report adheres to County's Travel policy.

Lesson 2: Key Terms

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.
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.

Lesson 2: Key Terms, Continued

Term	Definition
Payment Type	The way in which funds are reimbursed to the employee. For example, payroll or P-Card.
Billable	A chargeable expense. Defaulted to 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

Expense Report Approval Steps

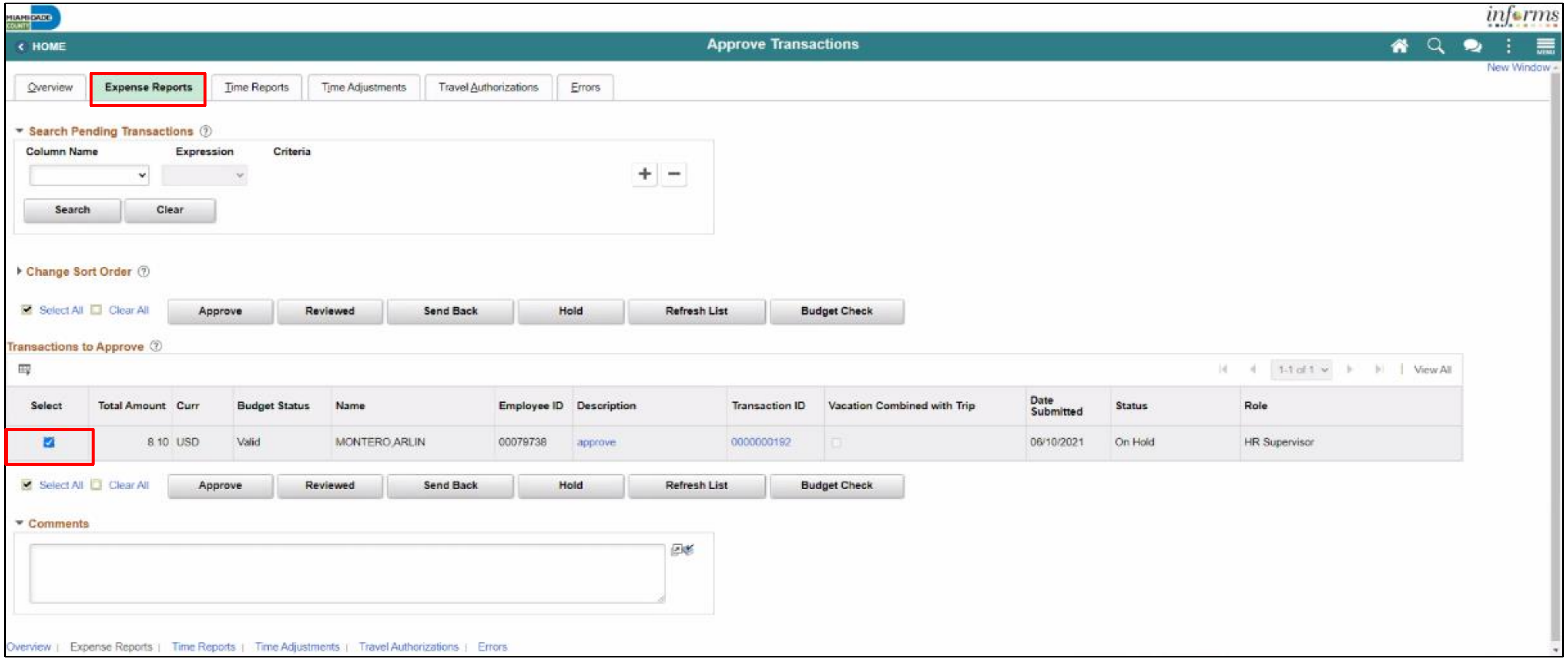
The approver can approve an expense report by directly navigating to the Approve Transactions page.

- 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.

Lesson 2: Expense Report Workflow, Continued

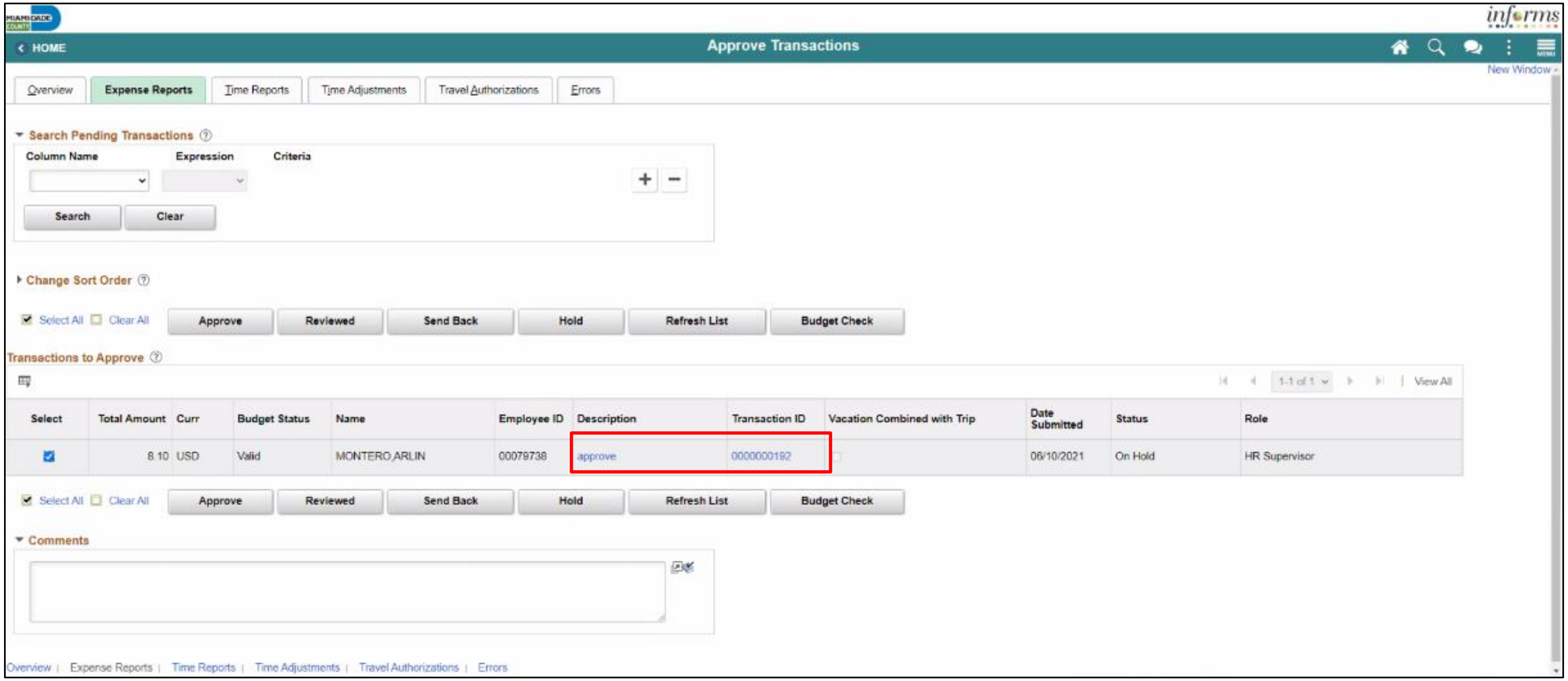
1. Navigation: **NavBar > Finance / Supply Chain > Travel and Expenses > Approve Transactions > Approve Transactions.**

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



Lesson 2: Expense Report Workflow, Continued

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



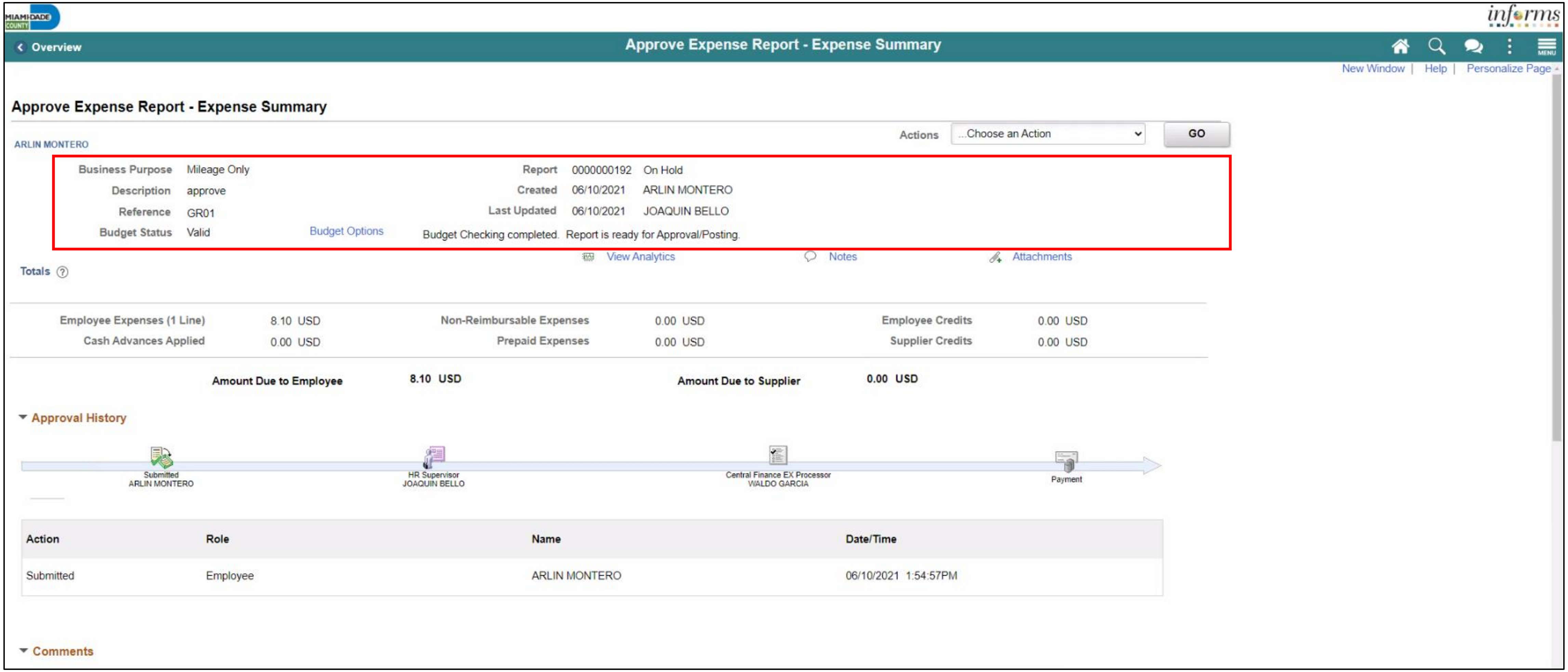
Lesson 2: Expense Report Workflow, Continued

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

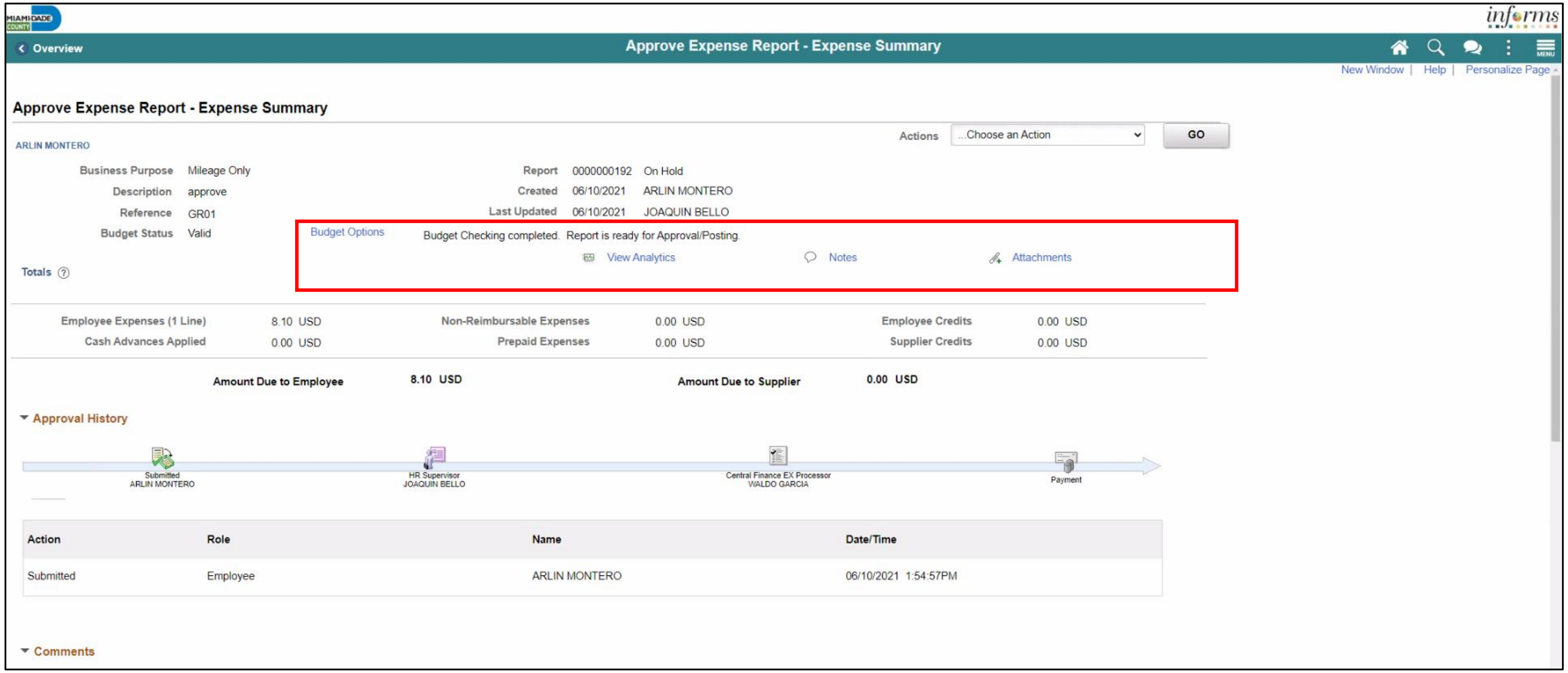
Lesson 2: Expense Report Workflow, Continued



Lesson 2: Expense Report Workflow, Continued

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

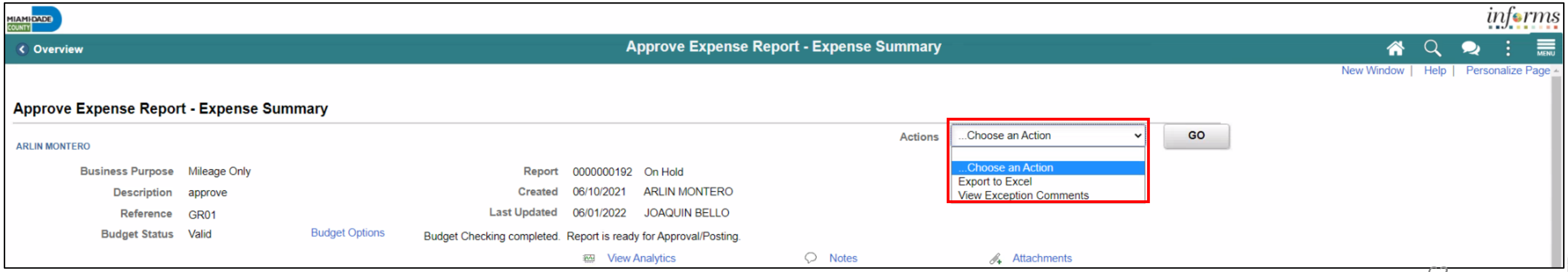


Lesson 2: Expense Report Workflow, Continued

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.

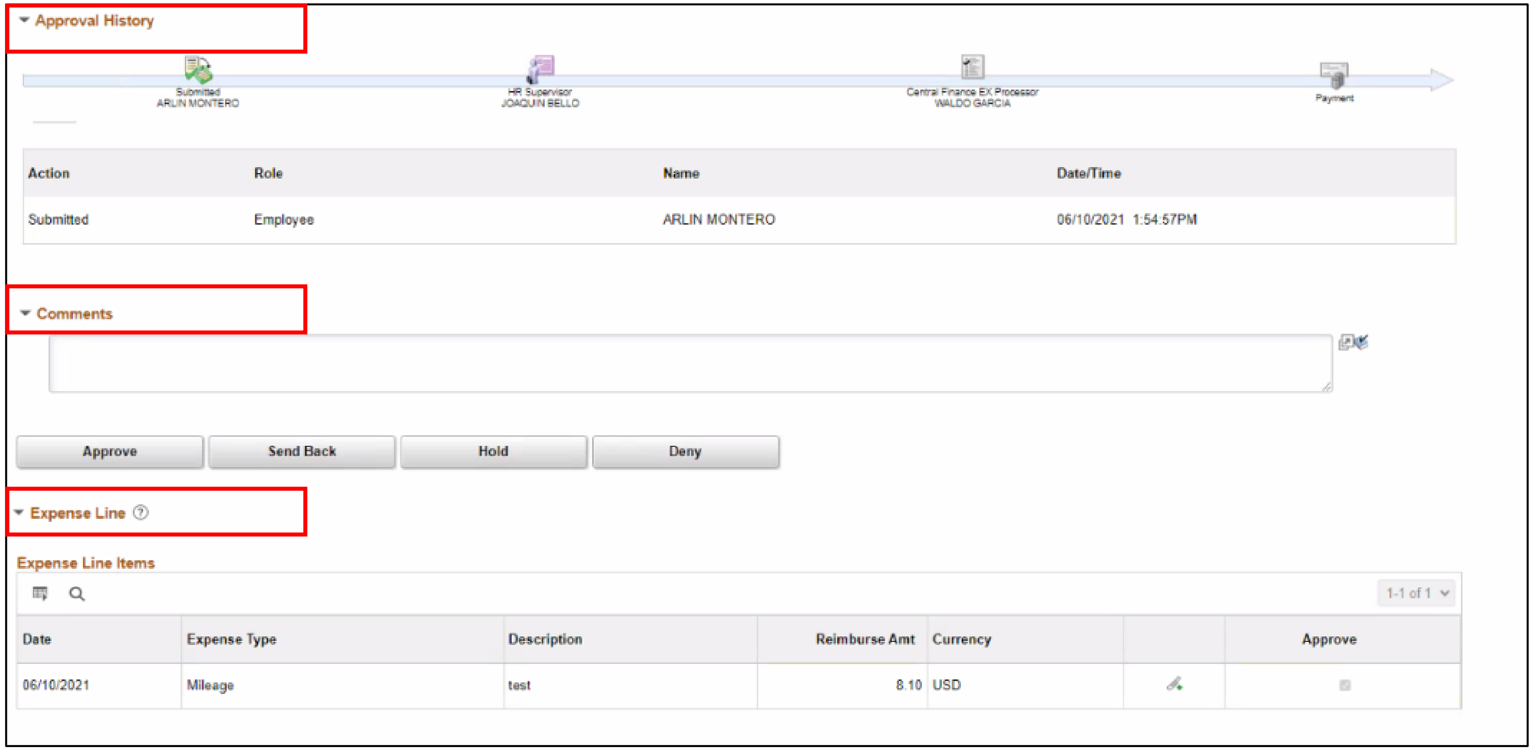
Note: In the Exceptions comments page indicates an exception for that line (e.g., duplicate transaction exists, amount over allowable, etc.)



Lesson 2: Expense Report Workflow, Continued

The Expense Summary page contains additional information

- Approval History
- Comments
- Expense Line

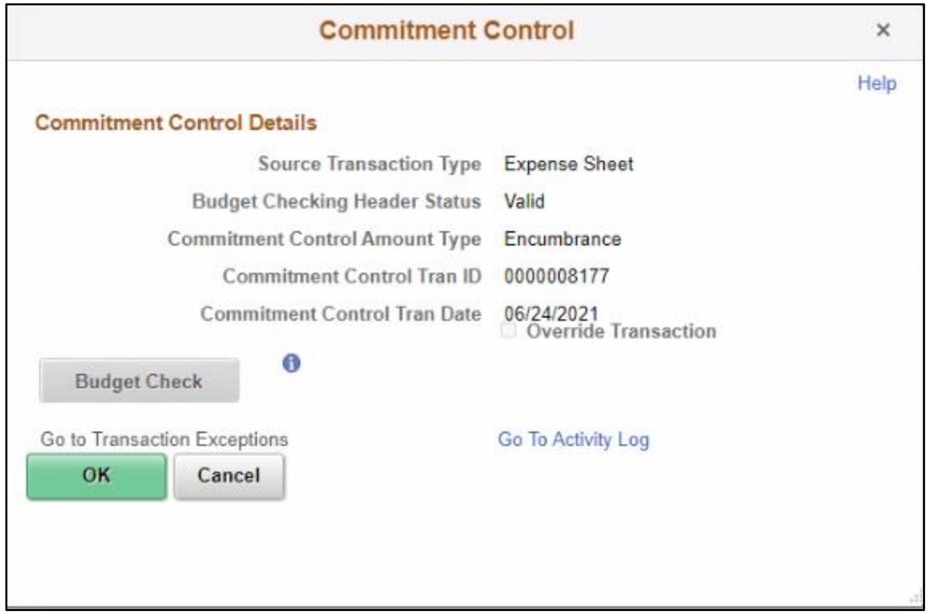


Lesson 2: Expense Report Workflow, Continued

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.

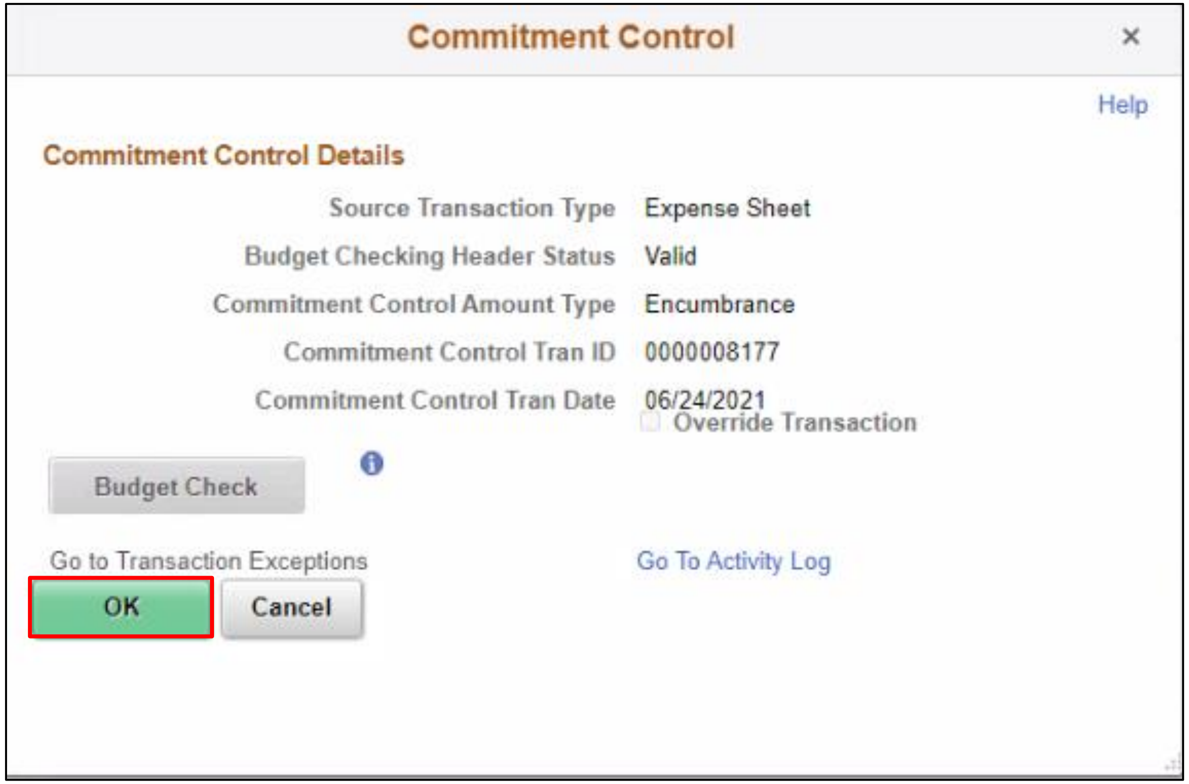


Lesson 2: Expense Report Workflow, Continued

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**.

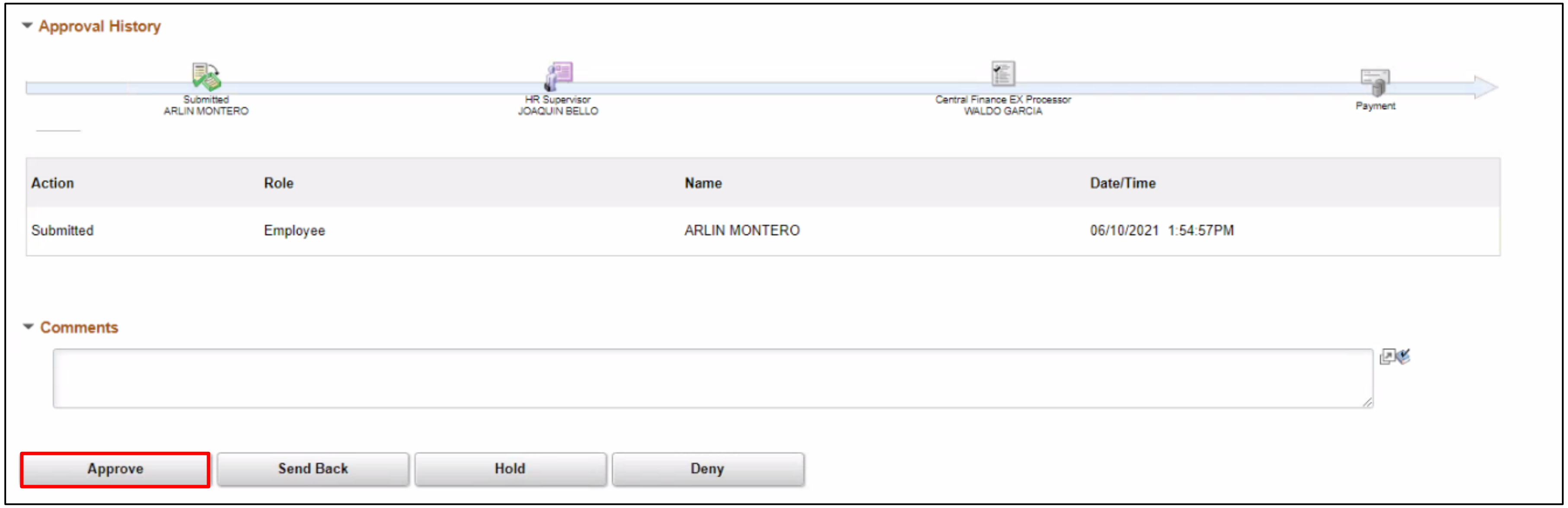


Lesson 2: Expense Report Workflow, Continued

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 approves the expense report. After the last approval, the status changes to **Approved for Payment** and the employee expense report is ready for payment processing.



Lesson 2: Expense Report Workflow, Continued

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.

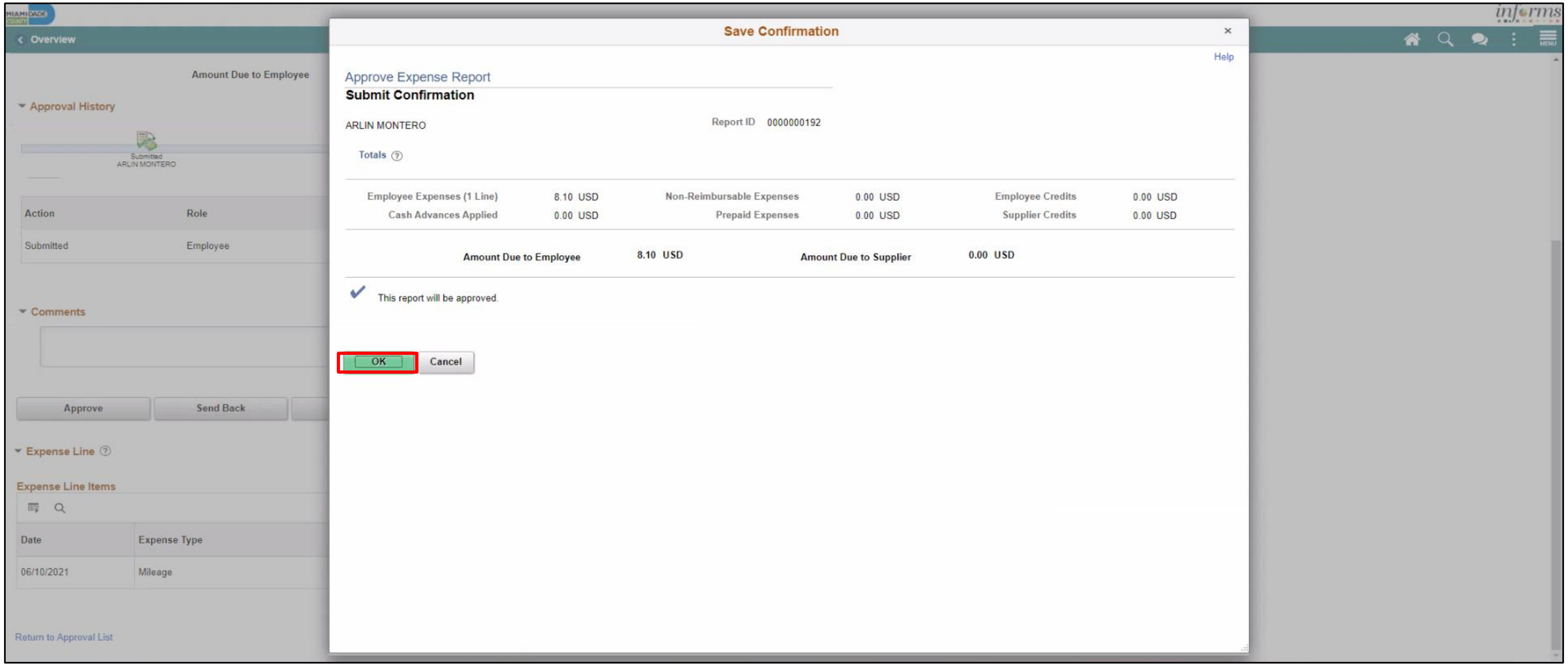
c) Select the **Hold** button to place an expense transaction on hold. This changes the status to **On Hold**. Placing a transaction on hold reserves it for later action related to approval. The hold feature also allows you to prevent other approvers from taking action on the item.

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.

Lesson 2: Expense Report Workflow, Continued

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.

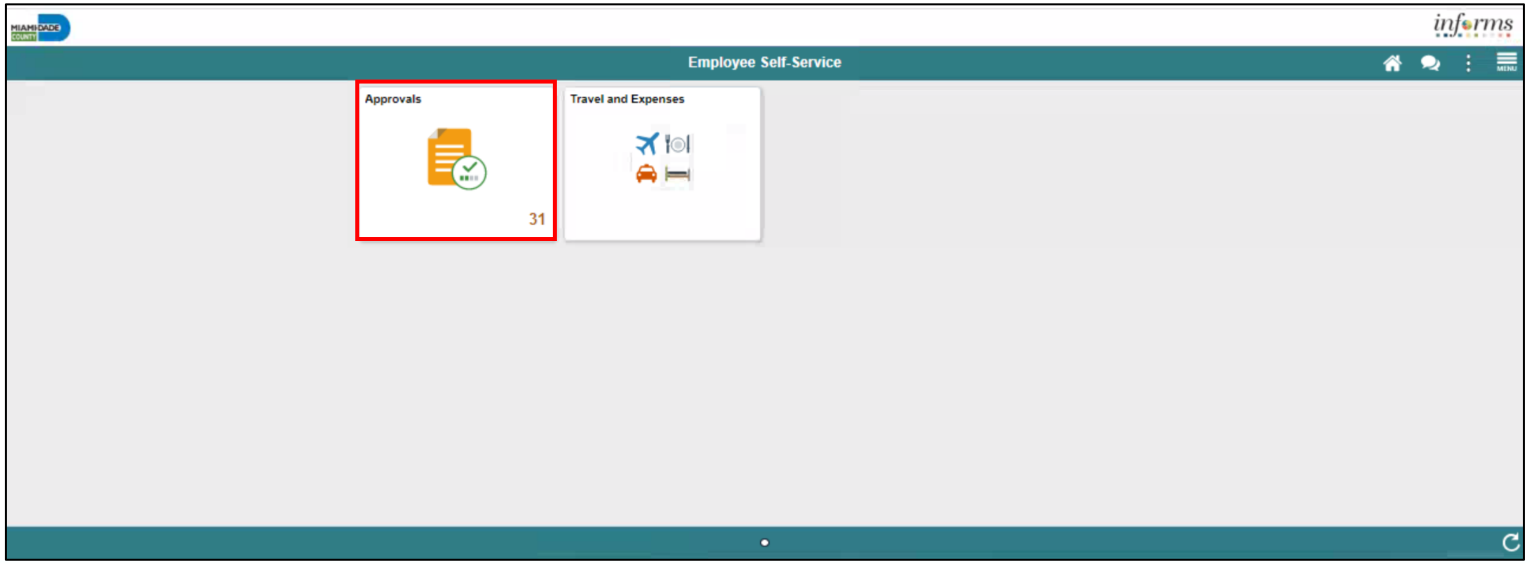
Lesson 2: Expense Report Workflow, Continued

<u>**Expense Report Approvals via Direct Navigation**</u>

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 are limited. We suggest to use the navigation on the steps above

1. **Employee Self Service > Travel and Expenses > Approvals.**

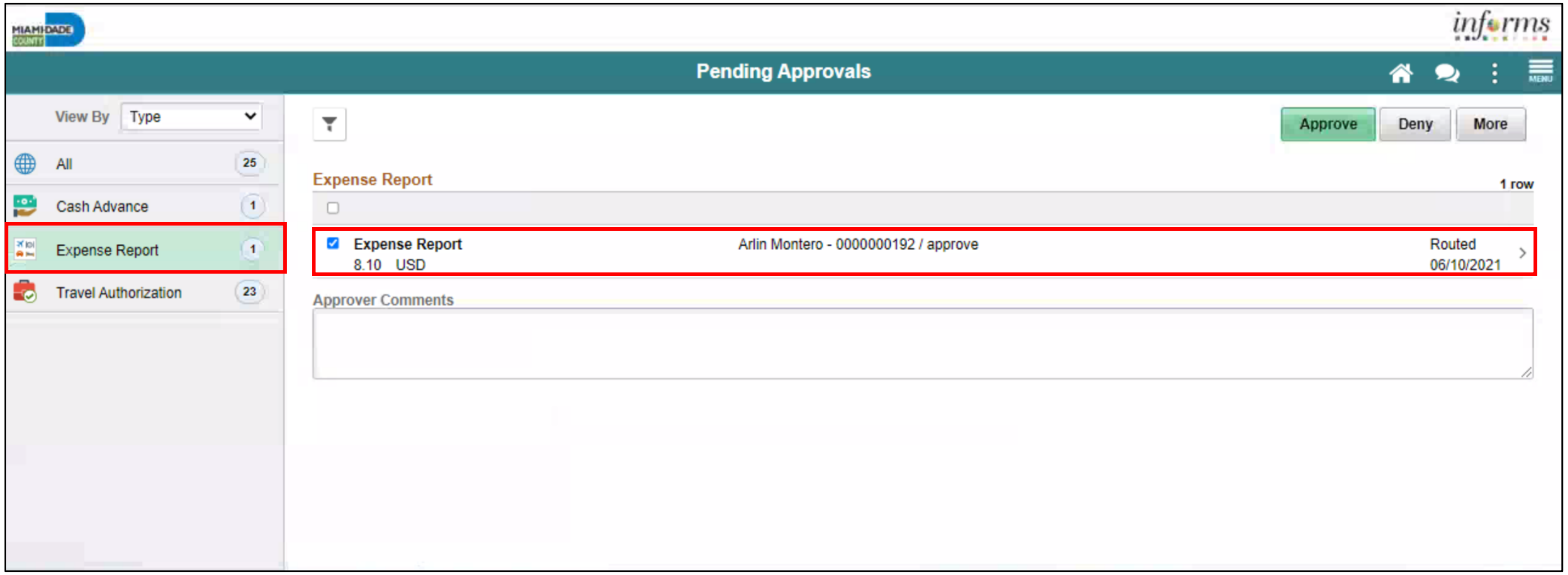


Lesson 2: Expense Report Workflow, Continued

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

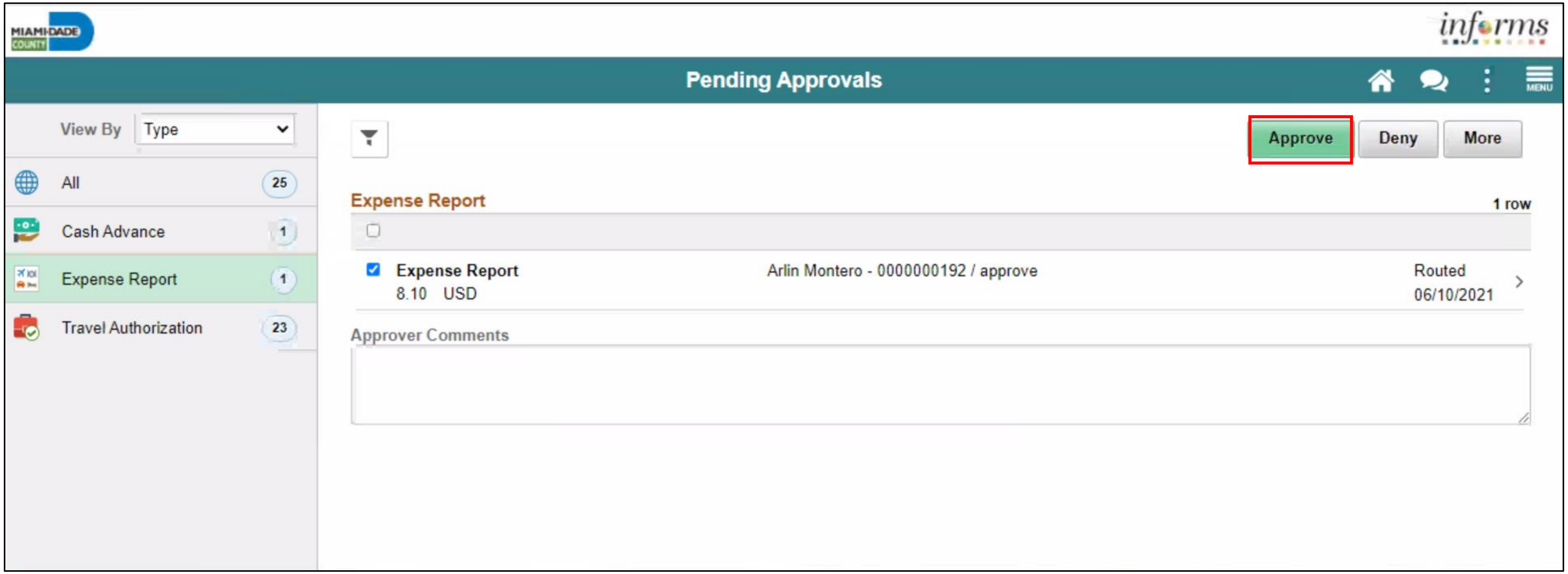
Use the tabs at the top to specify a list by **Expense Report**, **Travel Authorization**, or **Cash Advance** expense type.

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



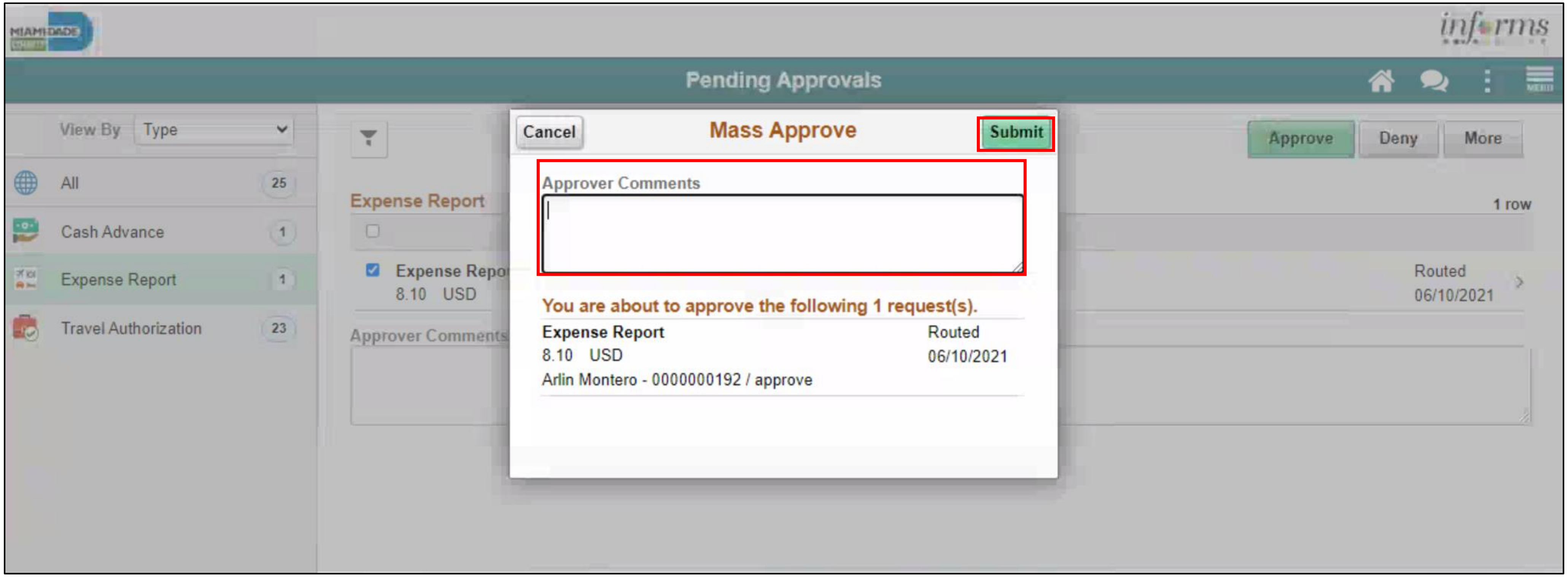
Lesson 2: Expense Report Workflow, Continued

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



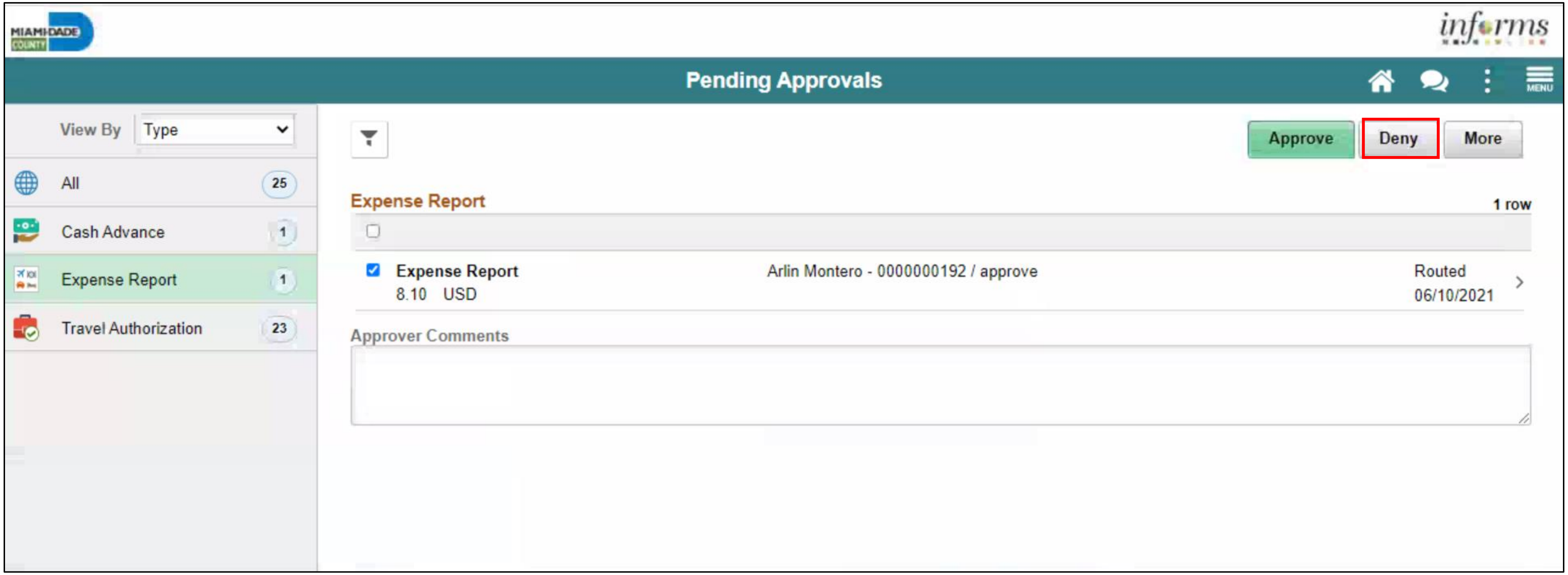
Lesson 2: Expense Report Workflow, Continued

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



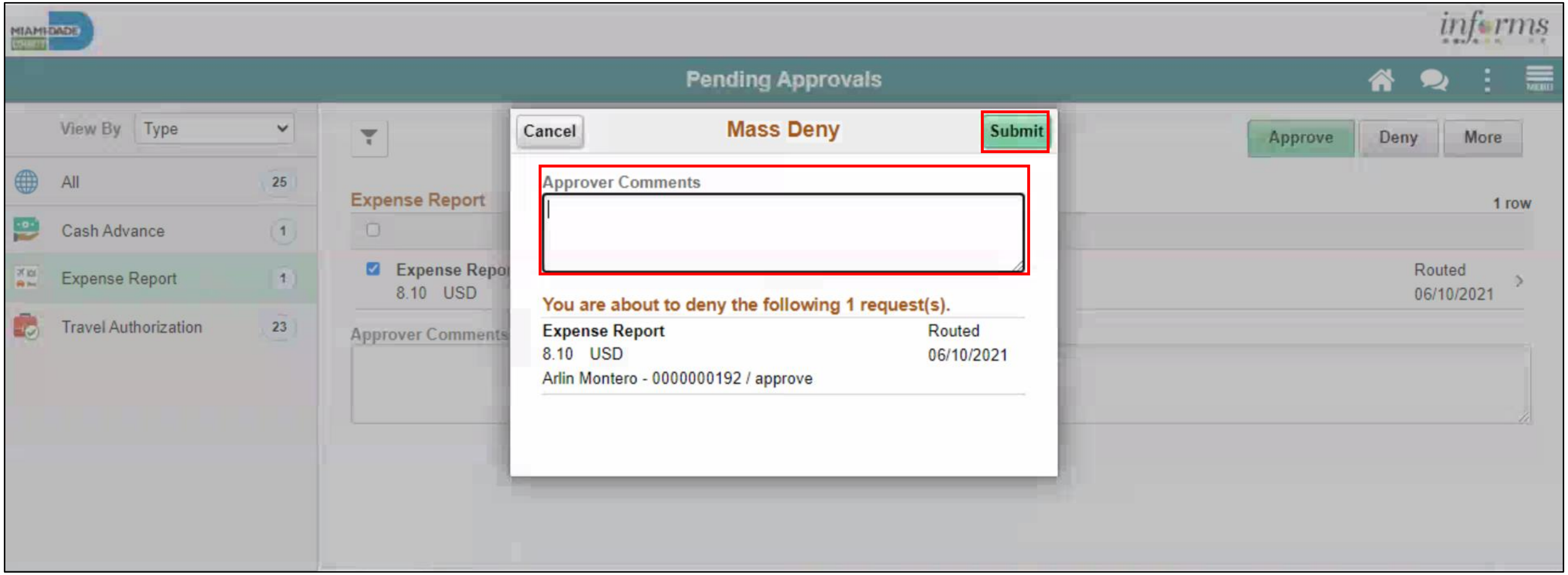
Lesson 2: Expense Report Workflow, Continued

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



Lesson 2: Expense Report Workflow, Continued

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

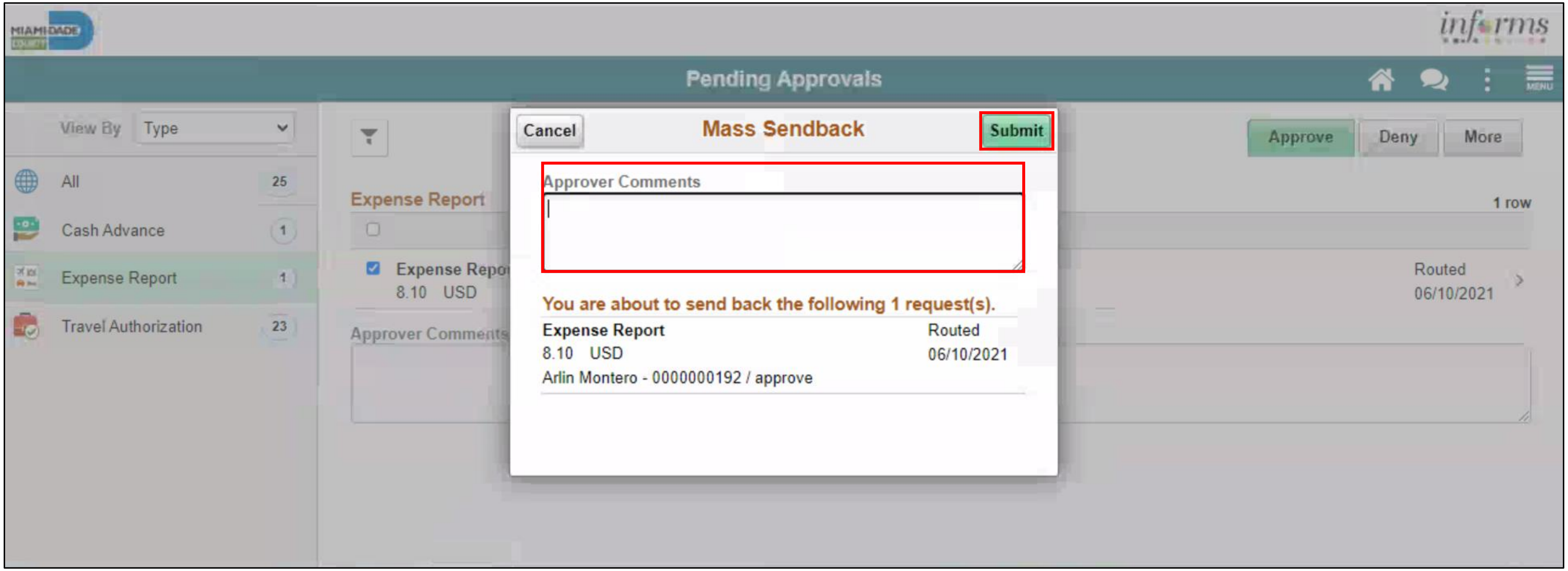


Lesson 2: Expense Report Workflow, Continued

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

Lesson 2: Expense Report Workflow, Continued

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

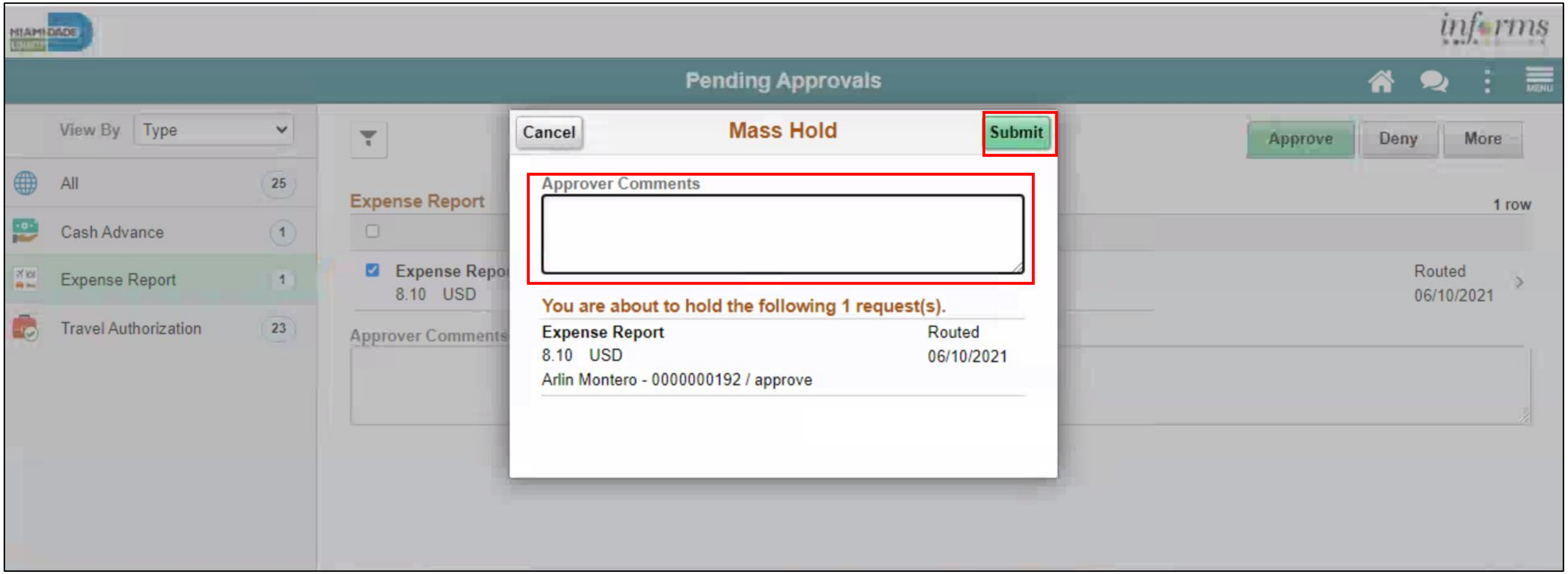


Lesson 2: Expense Report Workflow, Continued

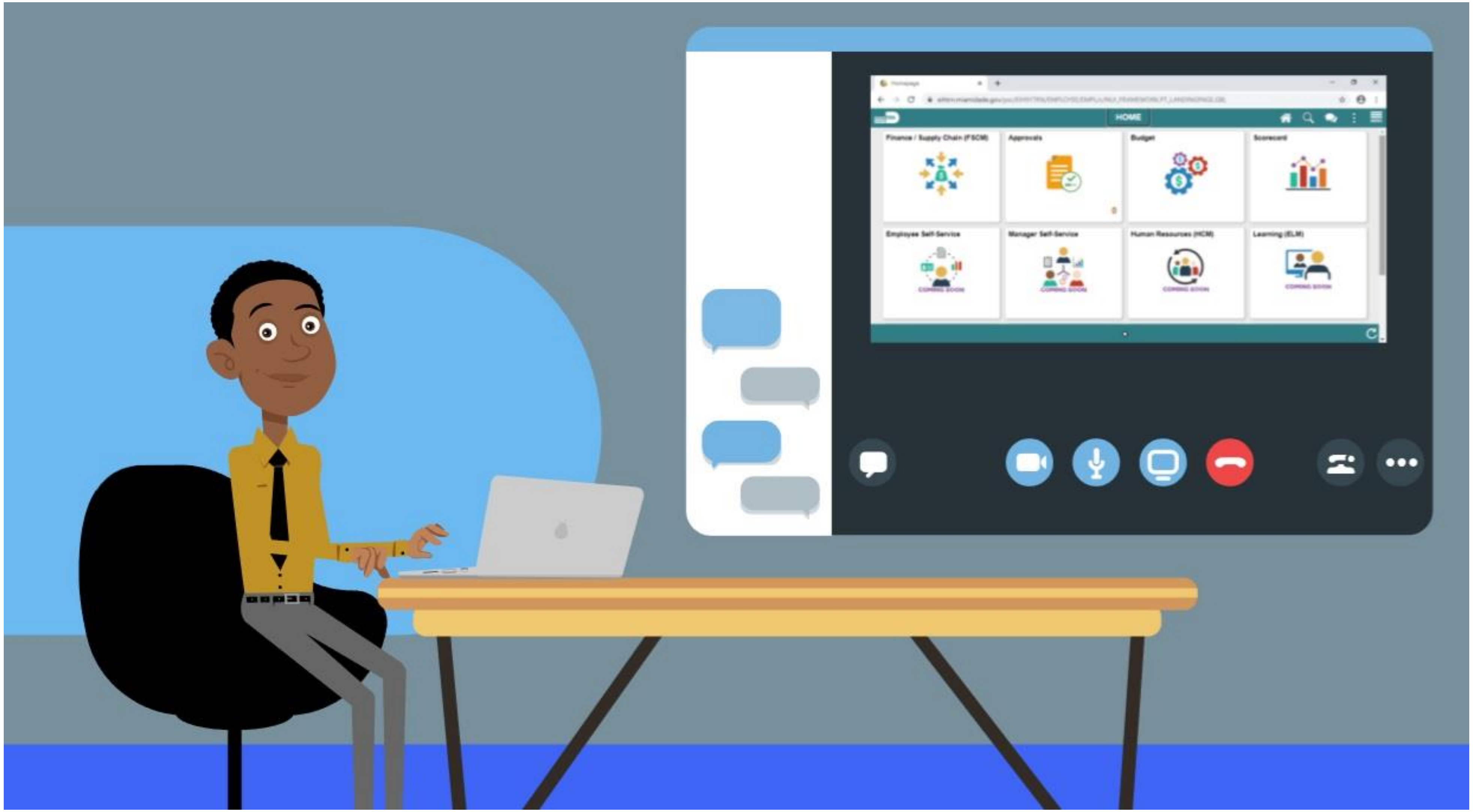
8. Click the **Hold** button to place an expense transaction on hold.

Lesson 2: Expense Report Workflow, Continued

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



Lesson 2: Activities and Exercises



Lesson 2: Lesson Summary

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

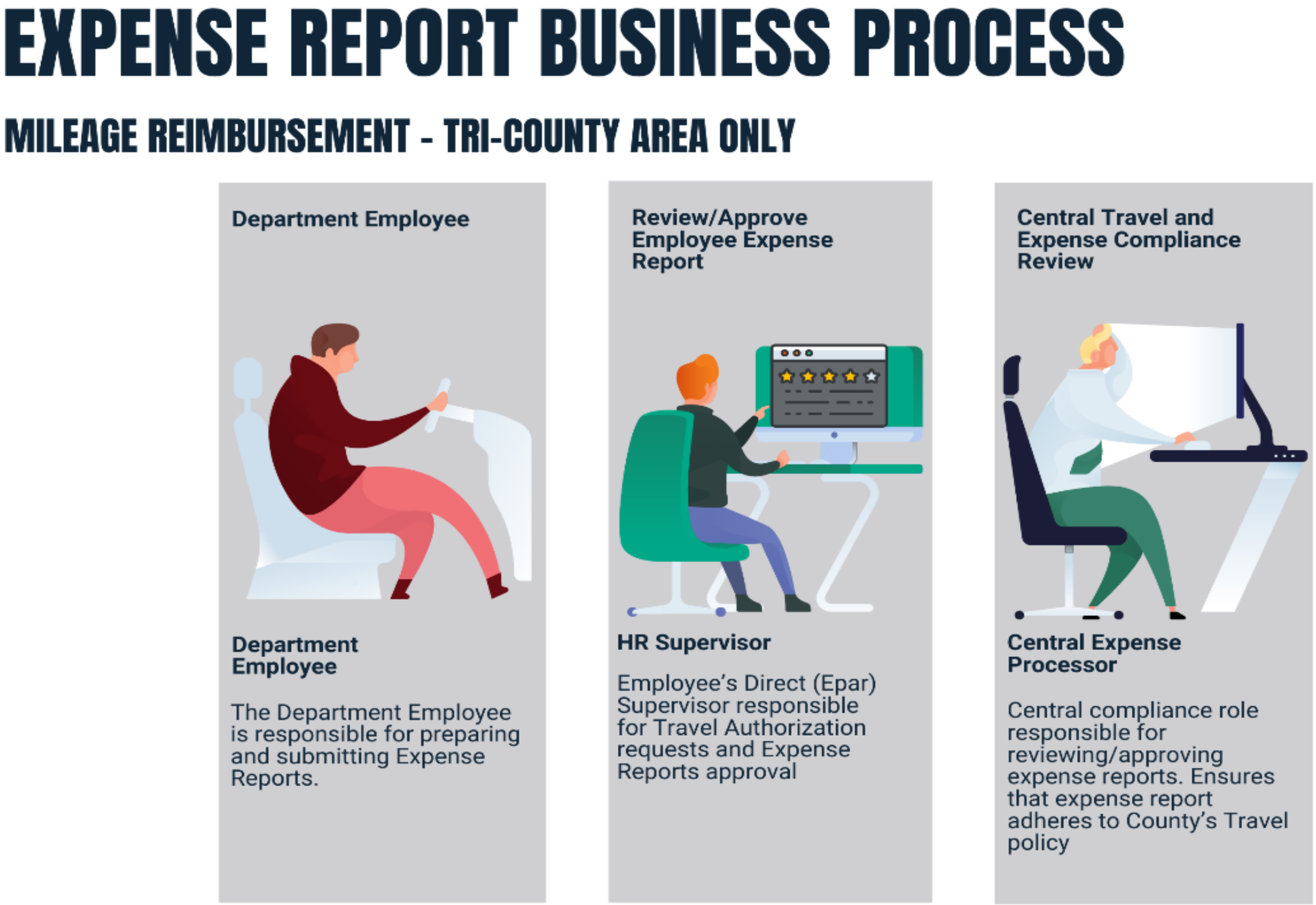
Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only)

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), Continued

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



Lesson 3: Key Terms

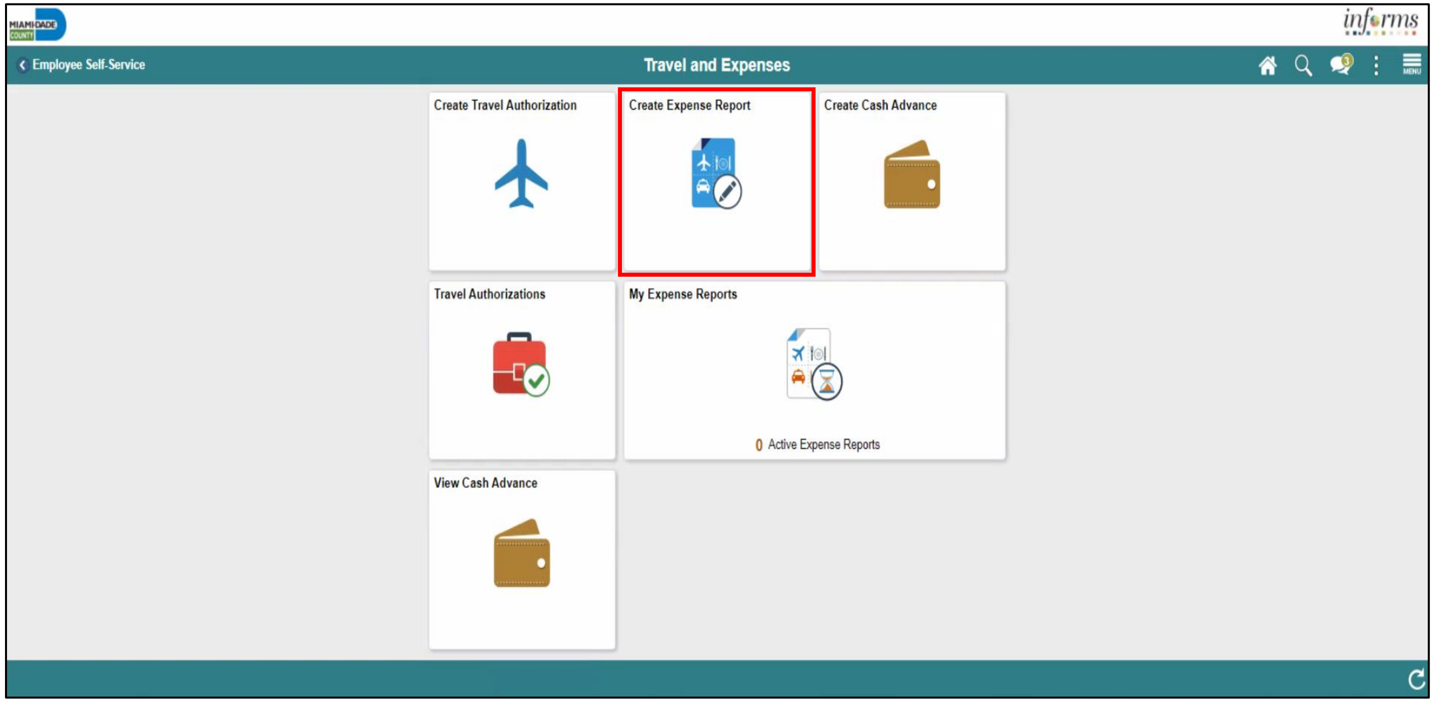
Term	Definition
Expense Report	Detailed list of business expenses incurred and submitted for reimbursement.
Cash Advance	When an employee uses a cash advance for business purposes and submits an expense report, the advance offsets some or all of the expenses the employee submits on the expense report.
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.
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 reimbursed to the employee. For example, payroll or P-Card.
Billable	A chargeable expense. Defaulted to Internal.

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

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.**

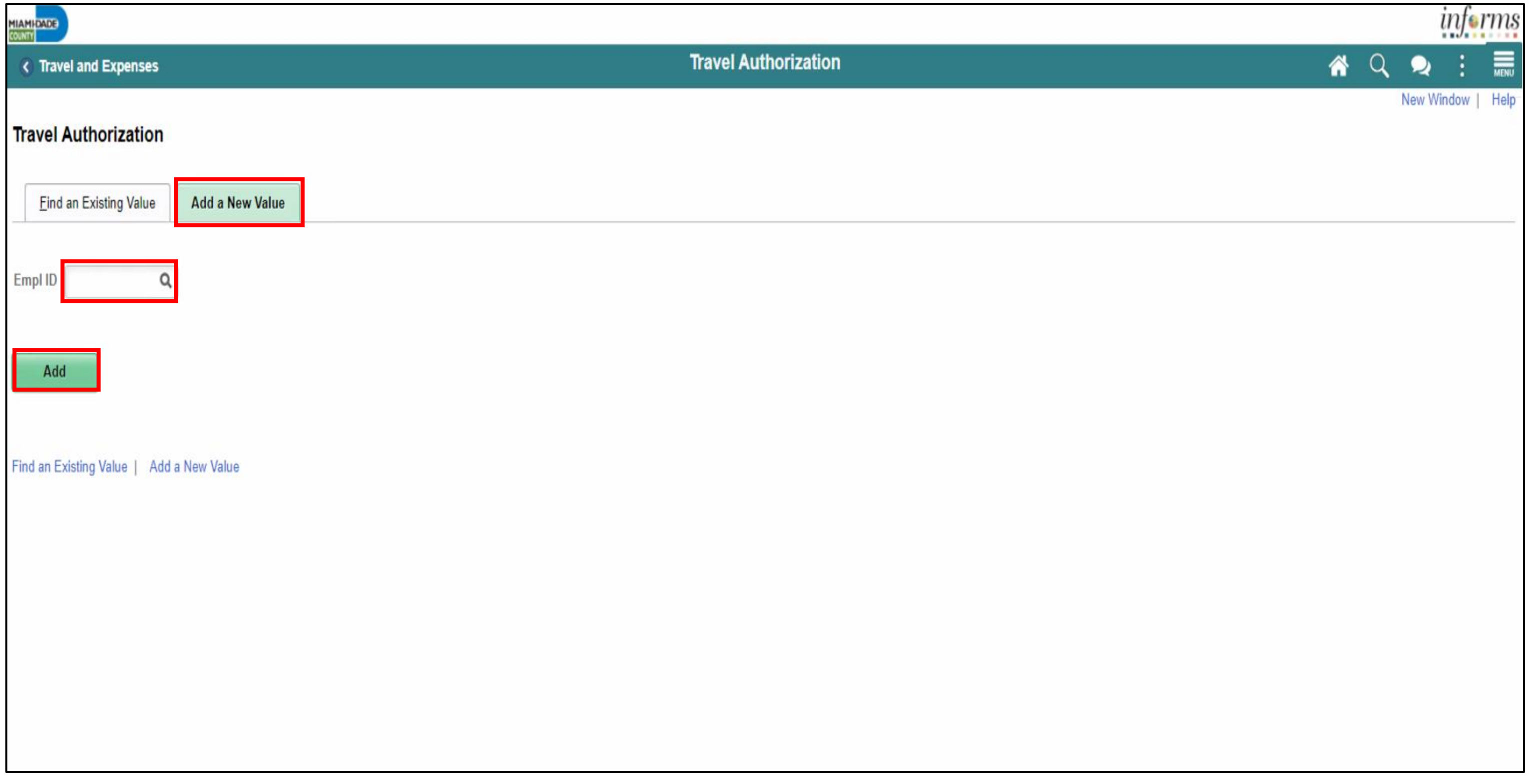


Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only), Continued

Create and Submit Expense Report – Mileage Only

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

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



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

Create and Submit Expense Report – Mileage Only

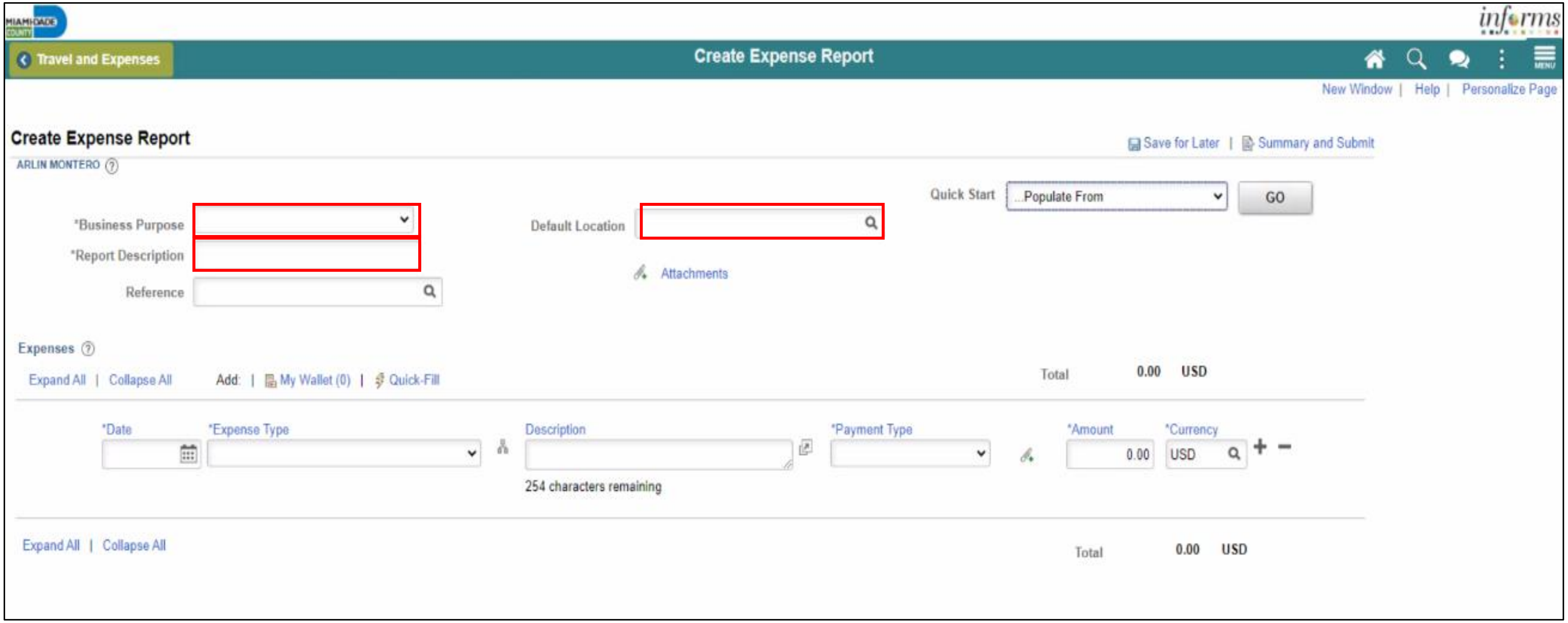
4. In the Expense Report Header Section, enter the following:

- Business Purpose* "Mileage only" must be selected
- Report Description*
- Default Location

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

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

Create and Submit Expense Report – Mileage Only



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

<u>Create and Submit Expense Report – Mileage Only</u>

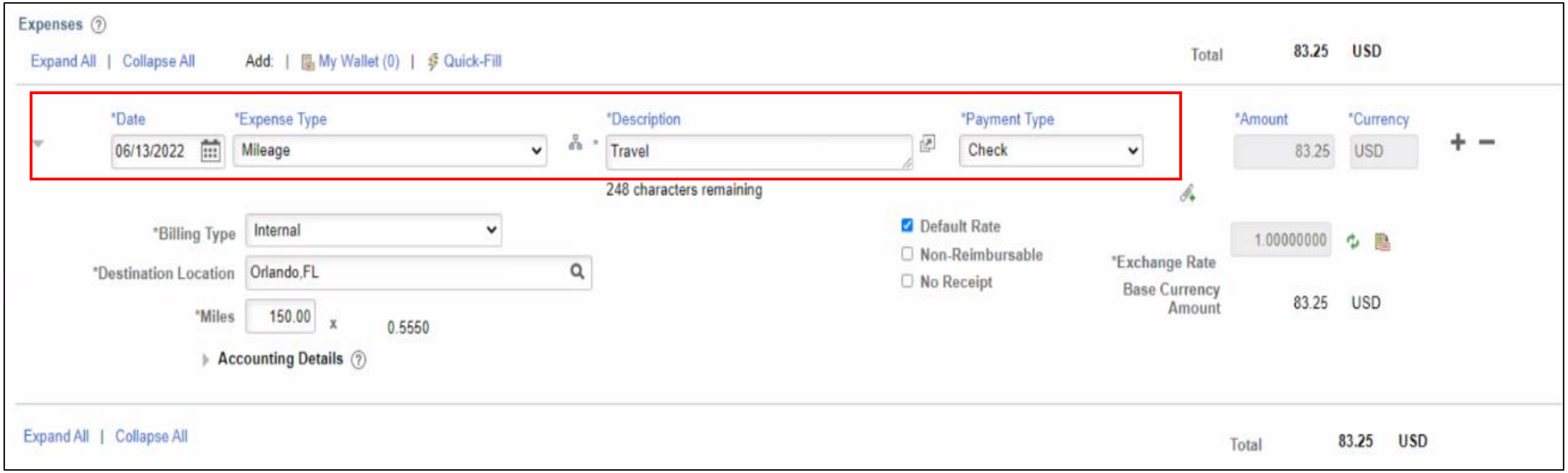
5. In the Expenses Section enter the following:

- 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), Continued

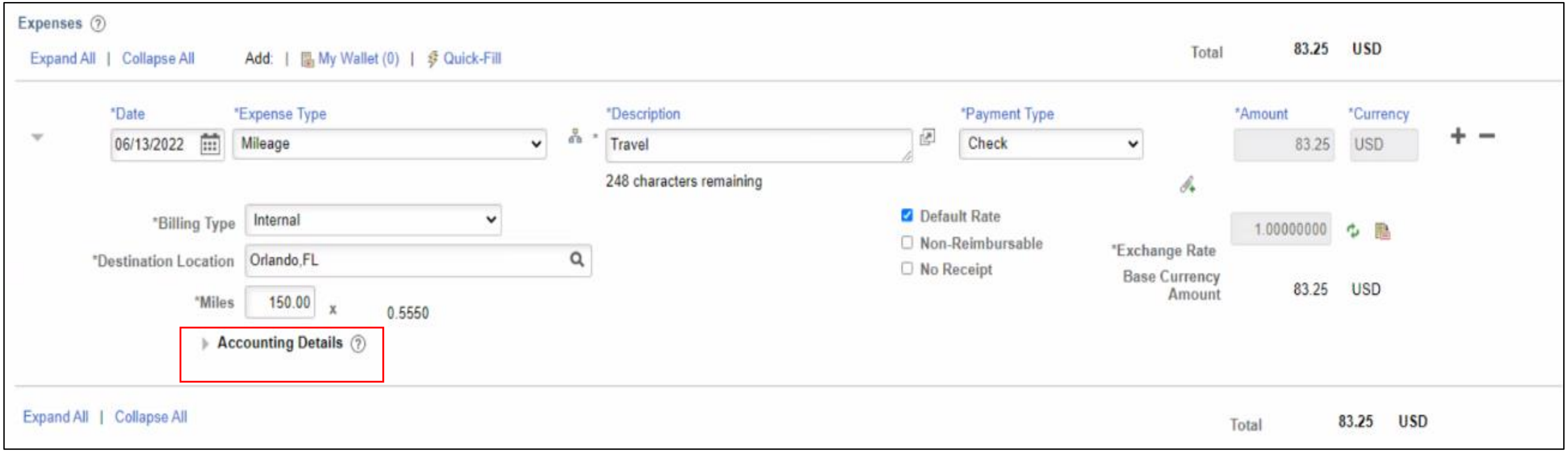
Create and Submit Expense Report – Mileage Only



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

Create and Submit Expense Report – Mileage Only

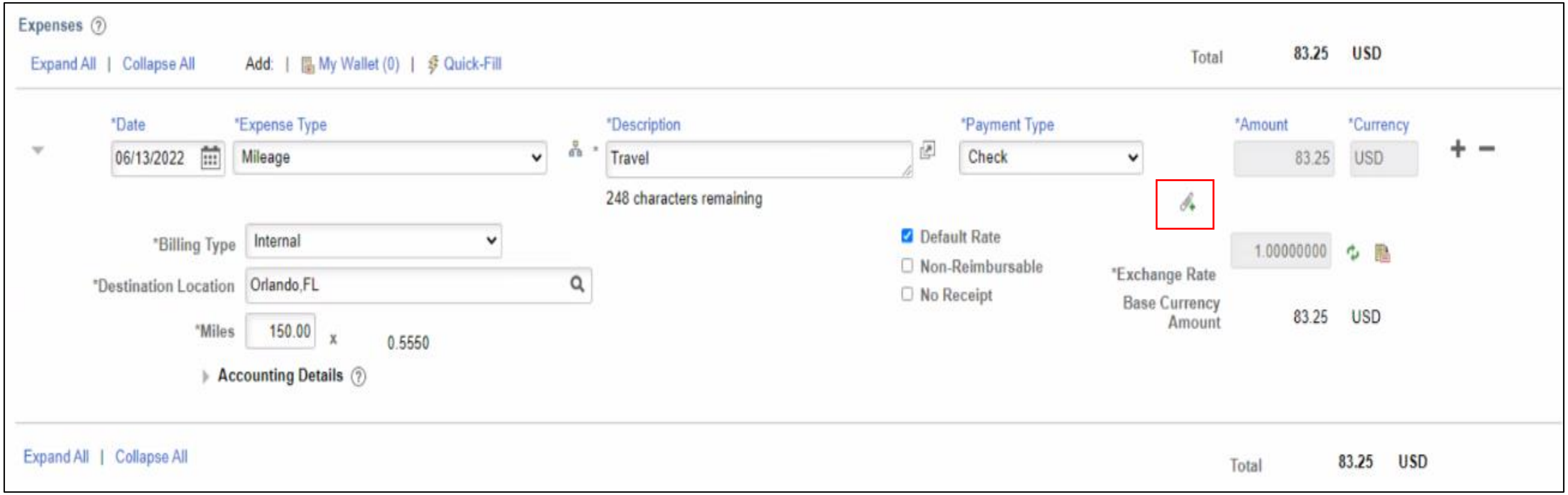
6. Select **Accounting Details** and Enter the correct Chartfields.



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

Create and Submit Expense Report – Mileage Only

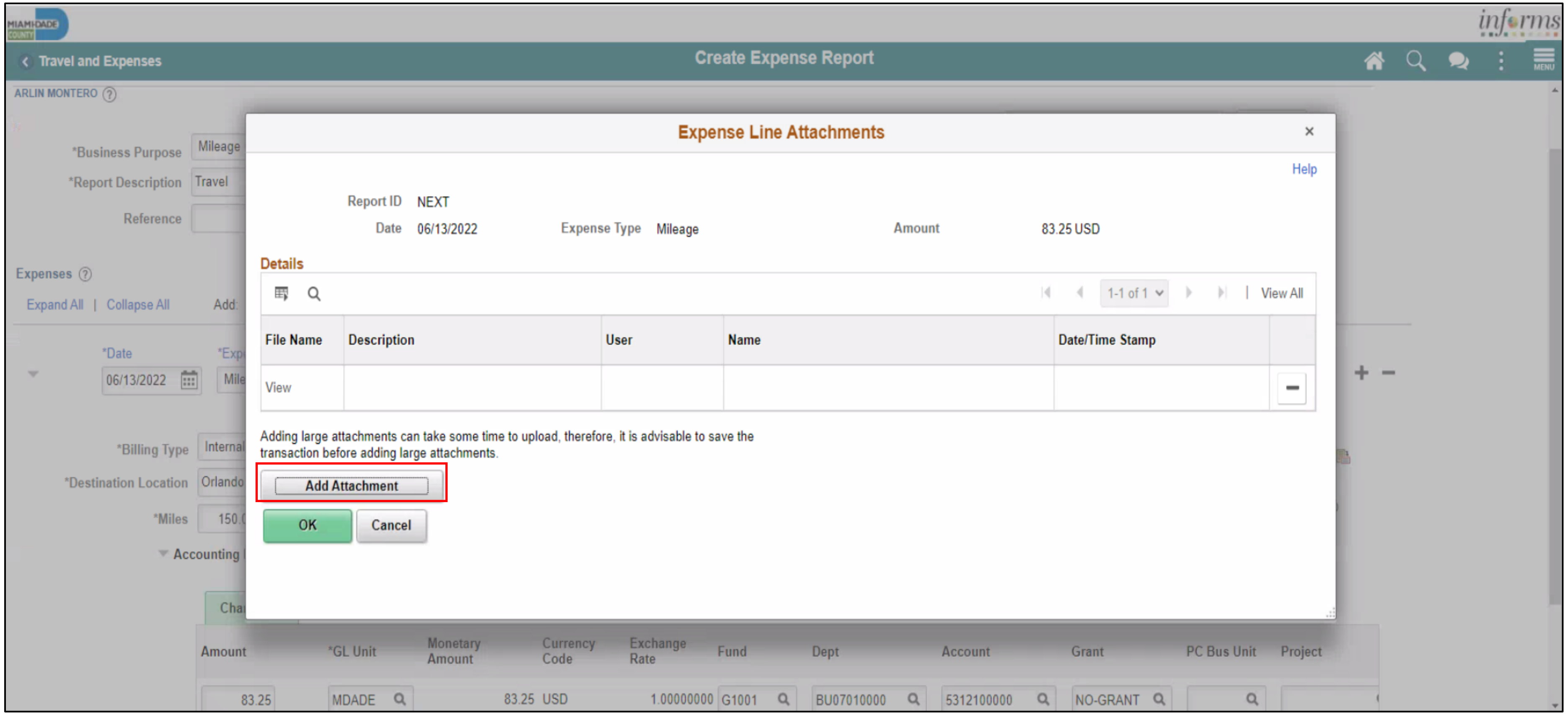
7. Select the attachment icon to add attachments.



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

Create and Submit Expense Report – Mileage Only

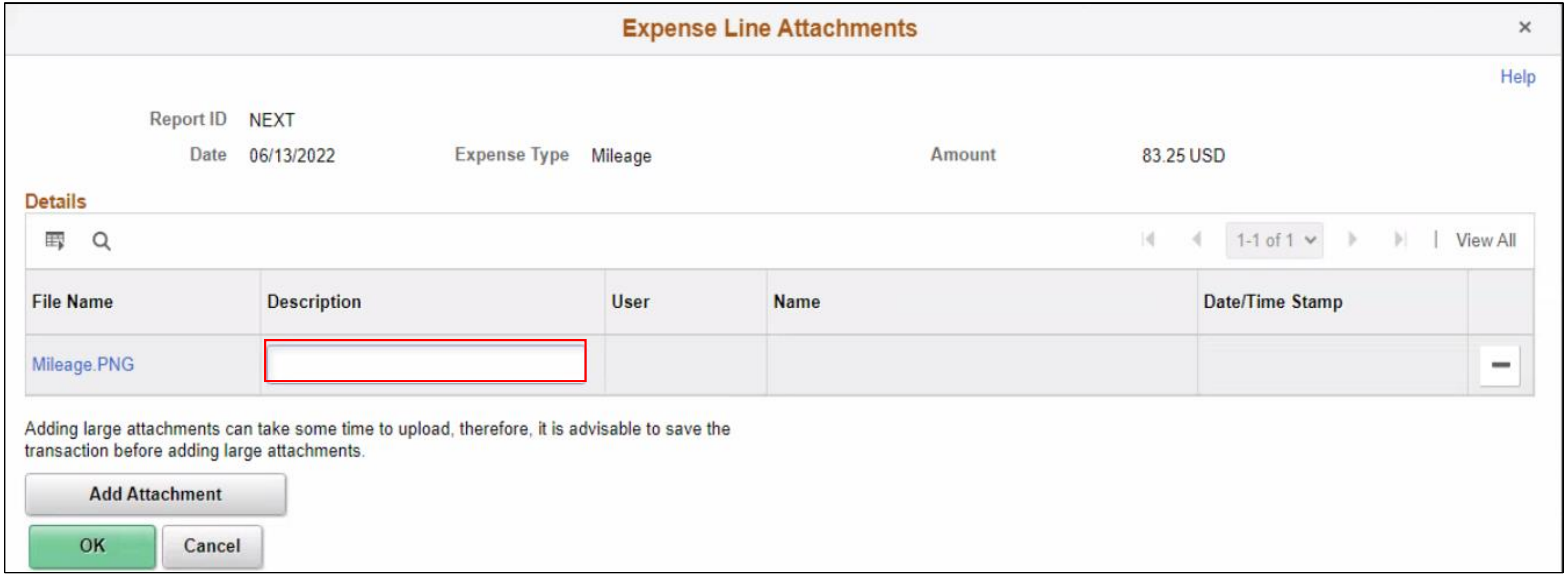
8. Select **Add Attachment.**



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

Create and Submit Expense Report – Mileage Only

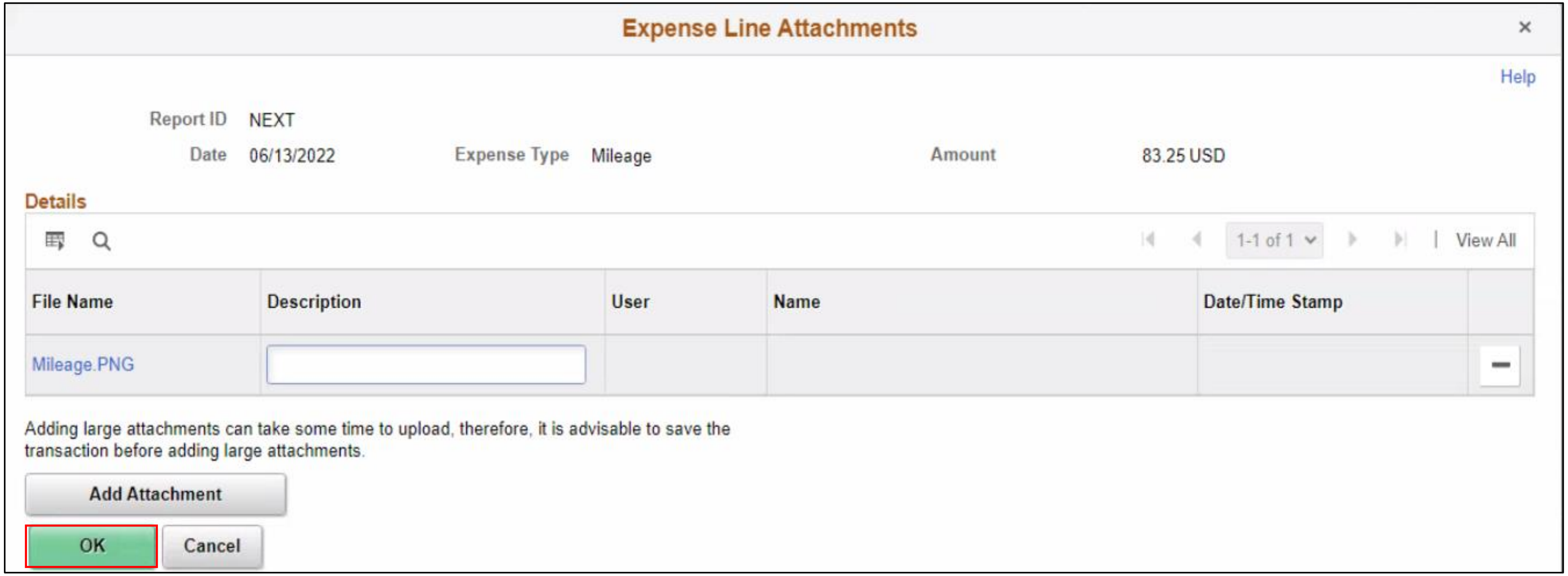
9. Select a file and enter a description in the **Description** field.



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

Create and Submit Expense Report – Mileage Only

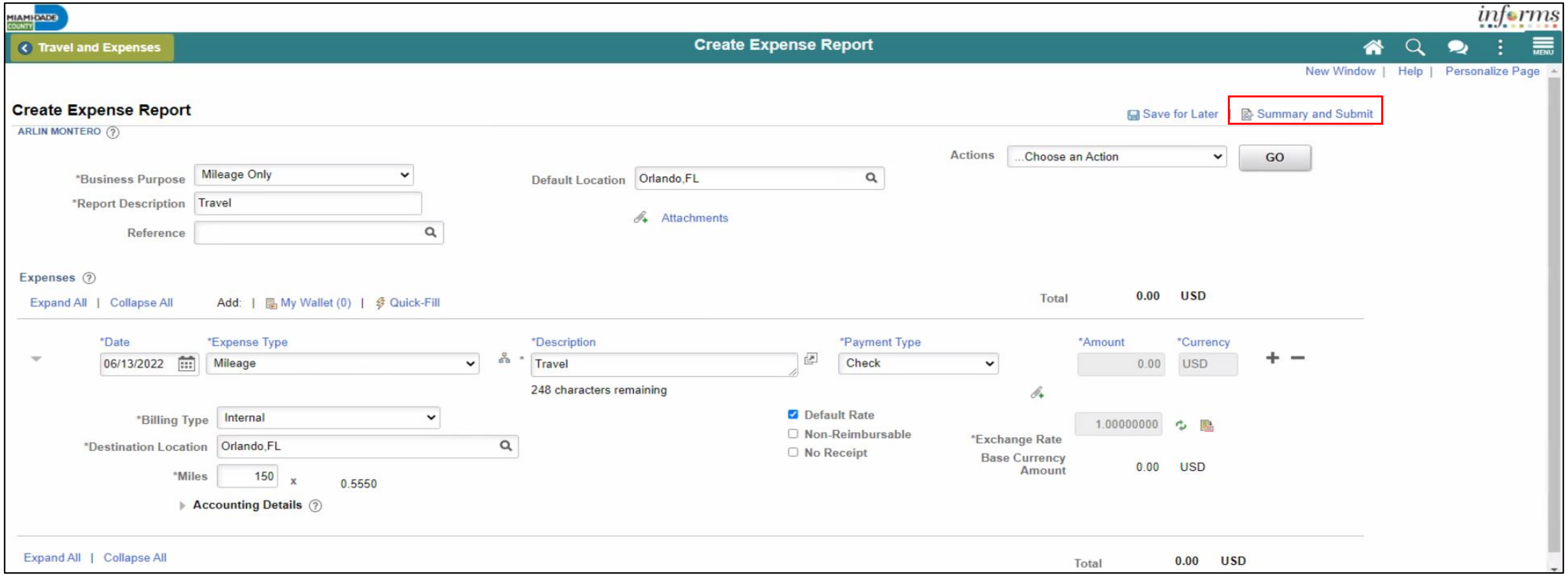
10. Select **OK**.



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

Create and Submit Expense Report – Mileage Only

11. Select **Summary and Submit**.

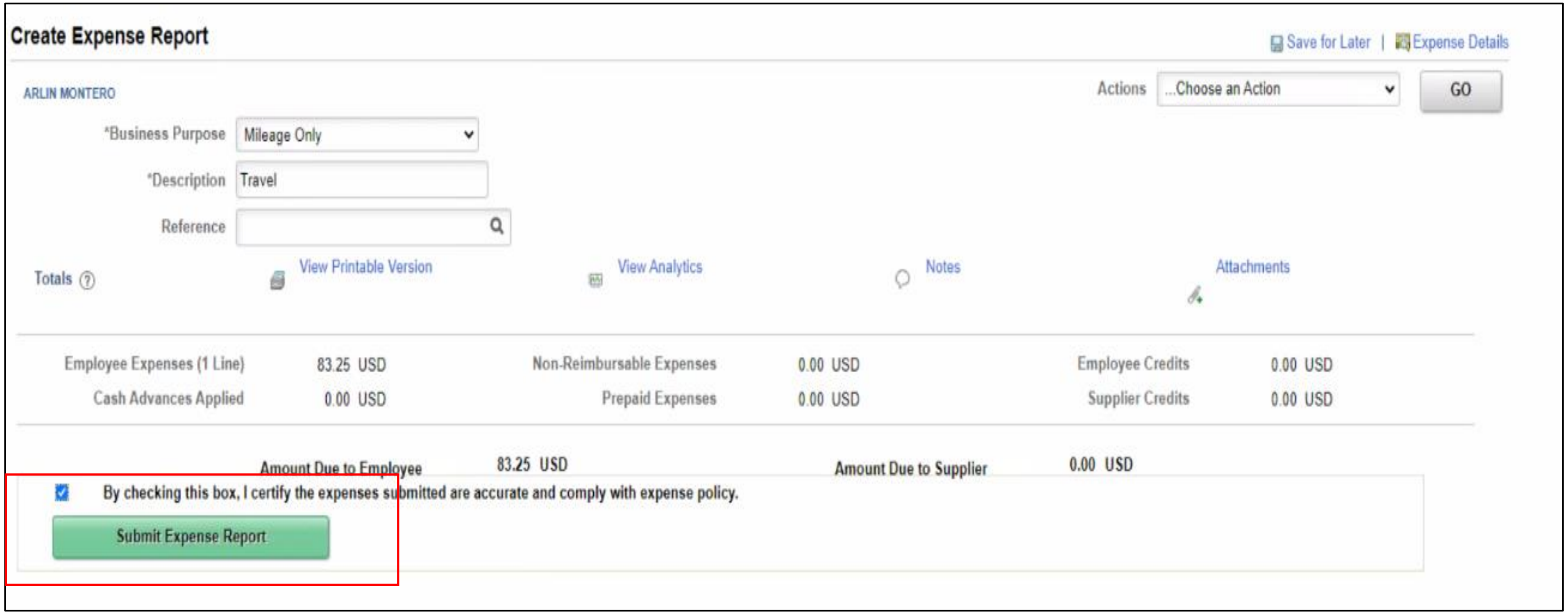


Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only), Continued

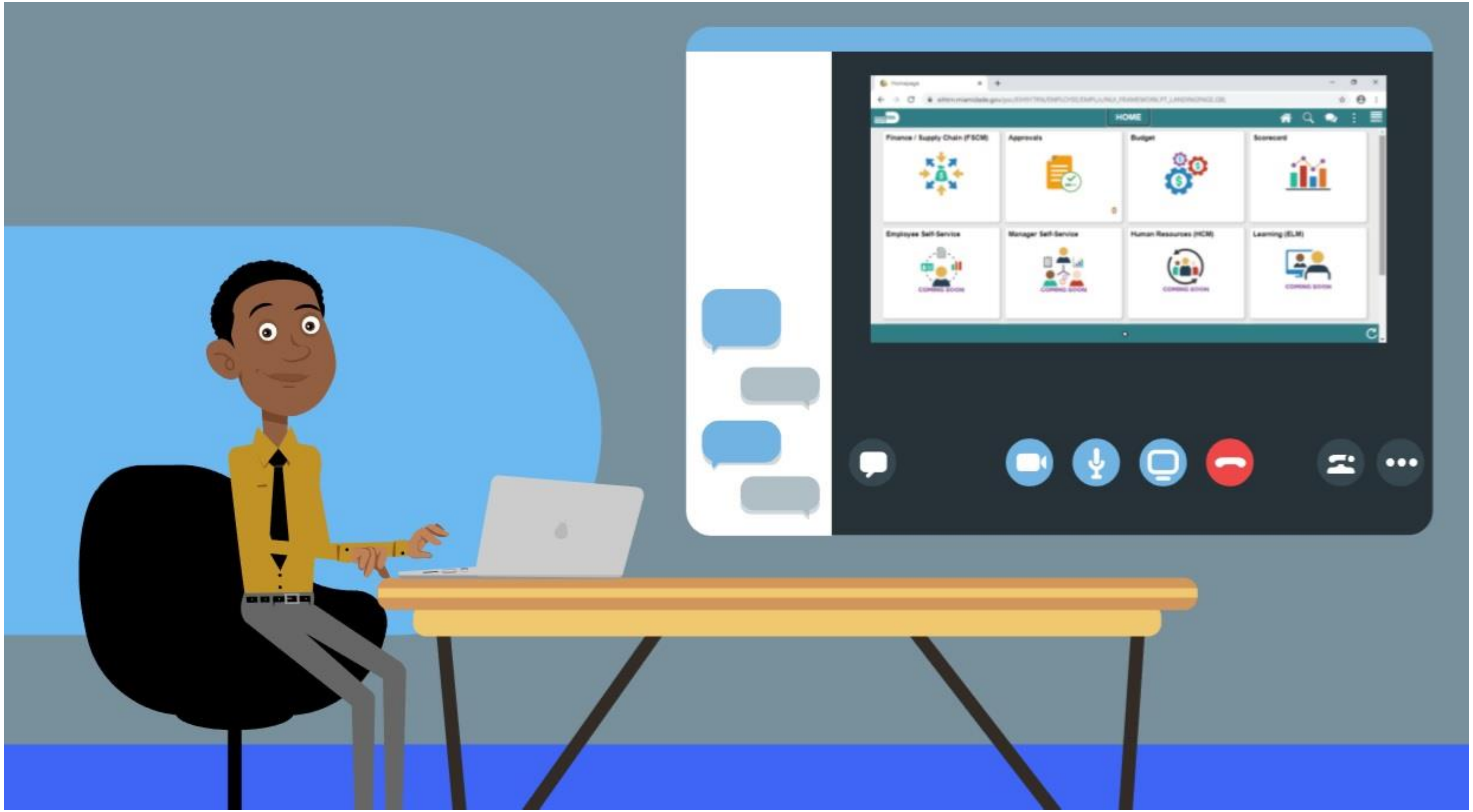
Create and Submit Expense Report – Mileage Only

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

13. Select **OK.**



Lesson 3: Activities and Exercises



Lesson 3: Lesson Summary

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

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

Module 3: Course Summary

Module Topics
Course Content Summary
Additional Training and Job Aids
Course Summary

Course Content Summary

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

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

For more information on INFORMS, please visit www.miamidade.gov/informs

Additional Training and Job Aids

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, be sure to visit:

- www.miamidade.gov/informs

Congratulations on successfully completing the Expense Report course!

FIN 215: Travel & Expense: Expense Report