

MILEAGE-ONLY EXPENSE REPORT (ER)

The menu path is Menu > Finance Service Center > Travel & Expense > Expense Report



The system will default to your Empl ID#. Click on Add. (if you have saved a mileage claim and wish to modify it, choose 'Find an Existing Value' and you will be provided with a list of your saved reports).

Expense Report

Find an Existing Value Add a New Value

Empl ID 0002066081

Add

Under Business Purpose choose Mileage Reimbursement Only. At any time you can choose 'Save for Later' in the upper right to obtain an ER # and to ensure you don't lose your entries.

Create Expense Report

Nancy Lane

Save for Later | Summary and Submit

Quick Start ...Populate From GO

*Business Purpose

*Report Description

Reference

Expenses

Expand All | Collapse All

Default Location

Attachments

Totals (0 Lines) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
				0.00	USD

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

Enter the information in the highlighted fields. The system will calculate the amount payable to you automatically based on the number of miles you enter. Be sure to populate the Fund and Activity fields with your GL string. Dept and Account number are auto-populated. Mileage can be grouped together and does not have to be itemized if there are multiple When you are finished making your entries press Summary and Submit in the upper right:

Create Expense Report Save for Later | Summary and Submit

Nancy Lane Actions ...Choose an Action GO

*Business Purpose **Mileage Reimbursement - ONLY** Default Location

*Report Description **December 2015** Attachments

Reference

Expenses Totals (1 Line) 14.38 USD

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/29/2015	Automobile Mileage	To/From District Office	Employee Paid	14.38	USD

*Billing Type Internal Di: *Miles **25** x 0.5750

Default Rate *Exchange Rate 1.00000000

Non-Reimbursable Reimbursement Amt 14.38 USD

No Receipt

Accounting Details Totals (1 Line) 14.38 USD

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Activity	Account	Oper Unit	Project	Affil
14.38	DIS01	14.38 USD	USD	1.00000000		74200		5351			

Check the box on the right which represents your electronic signature, then the Submit Expense Report button will be activated and you can press that to submit:

Create Expense Report Save for Later | Expense Details

*Business Purpose **Mileage Reimbursement - ONLY** Actions ...Choose an Action GO

*Description **December 2015**

Reference

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (1 Line)	14.38 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
Amount Due to Employee	14.38 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 Report