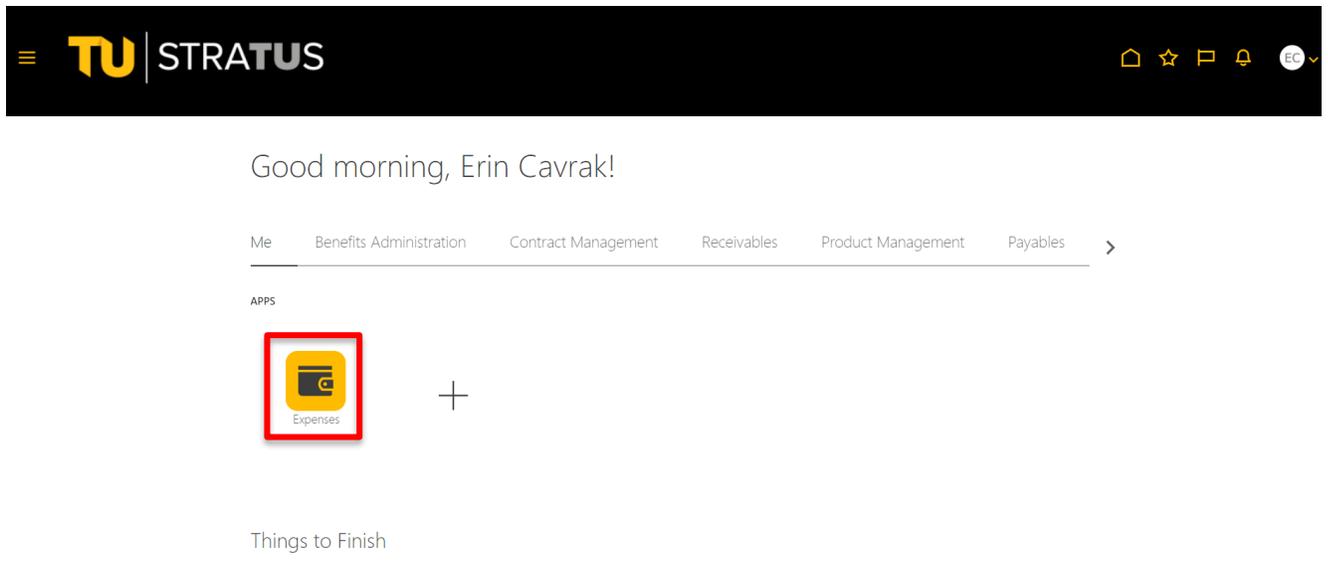


Reimbursements – Creating an Employee Reimbursement Expense Report

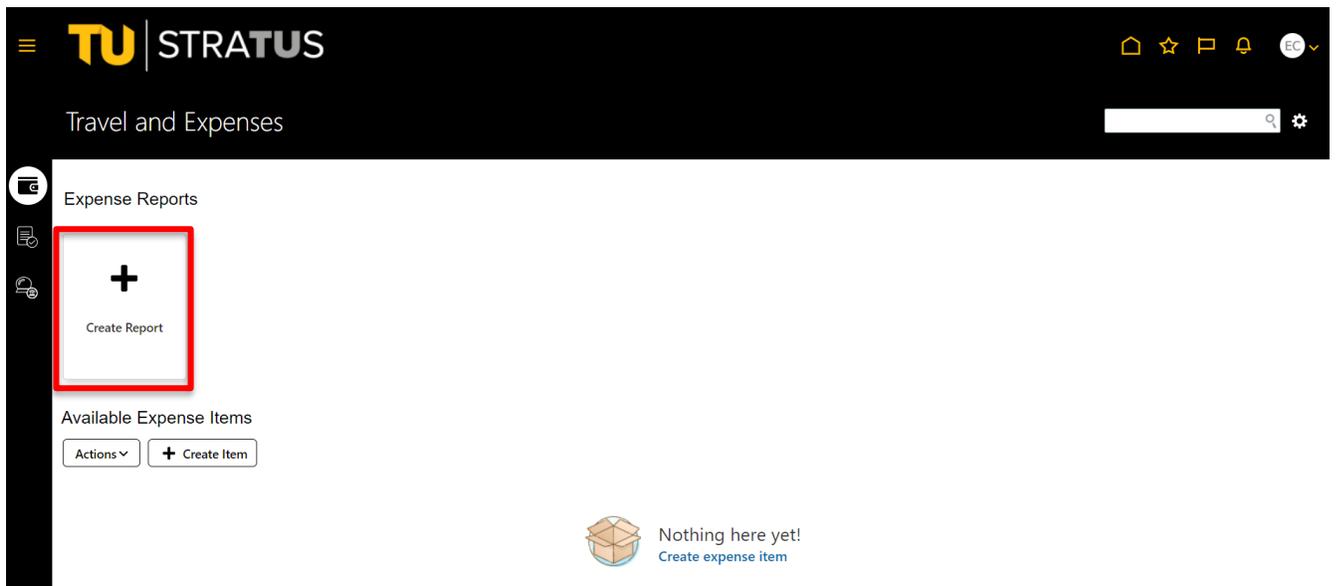
For employees creating an expense report for employee reimbursements.

Purpose:	Create an expense report for employee expenses (non-travel expenses).
How to Access:	Log into the Stratus application. Select the Expenses application in the Navigator.
Helpful Hints:	Be sure to keep in mind that... <ul style="list-style-type: none">• These instructions relate to completing an expense report for non-travel employee reimbursements only. All other non-travel expenses (i.e., Student, Non-Employee, Company) will remain as their current processes outside of Stratus.• Supporting documents can be attached.
Procedure:	Complete the following steps to create an expense report:

1. On the homepage, select **Expenses** under Me from the sliding menu in the center of the screen.



2. In the Expense Module, under Expense Reports, click **Create Report**.



Note: You also have the option to **Create Expense Items** for individual expenses that can later be added to expense reports.



3. On the **Create Expense Report** page, fill in the fields to complete your report.

TU STRATUS

Create Expense Report [?] Save Submit Cancel

Purpose

Attachments +

Comments

* US Citizen or US Permanent Resident Alien?

Report Total
0.00 USD

I have read and accept the corporate travel and expense policies.

Expense Items

Actions + Create Item Add Existing Apply Account

No data to display.

- In addition to filling in the fields, you'll also need to add supporting documents by clicking the plus button next to **Attachments**. This will bring up a pop-up window in which you can add your attachment and supporting information. After Filling in your Purpose for Reimbursement, you have the option to add attachments. These attachments can be anything that supports your reimbursement request, such as agenda, order form, list of attendees, etc. if it applies. Attachments at this level are **not** required. (**Note:** your itemized receipt or proof of purchase should be attached to the individual expense item.)

TU STRATUS

Create Expense Report [?] Save Submit Cancel

Purpose

Attachments +

Comments

* US Citizen or US Permanent Resident Alien?

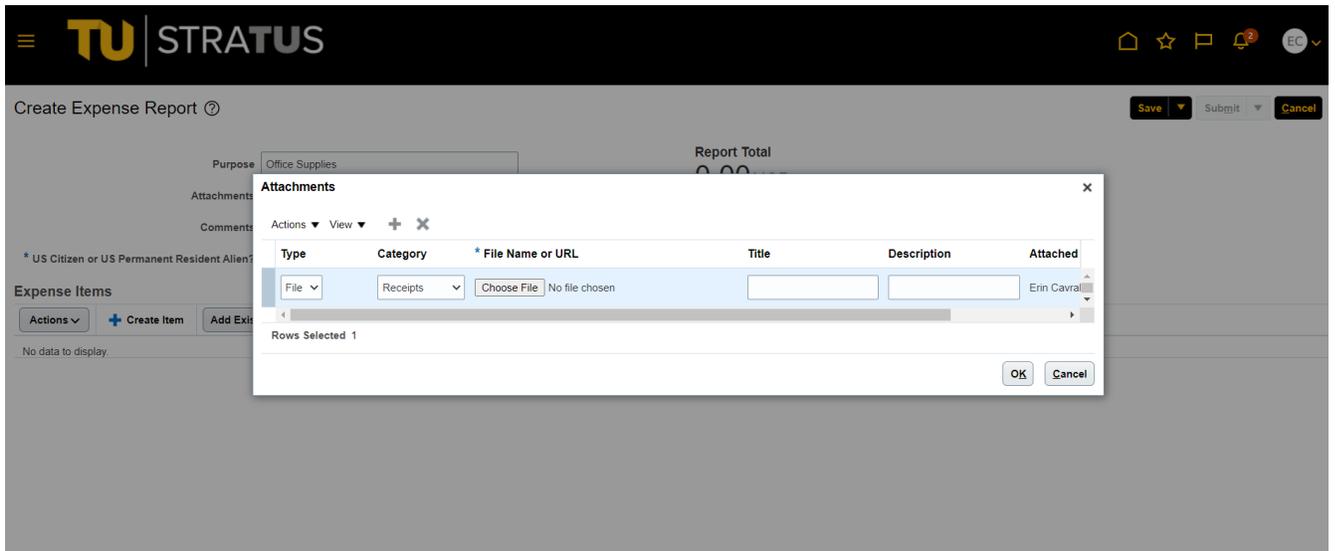
Report Total
0.00 USD

I have read and accept the corporate travel and expense policies.

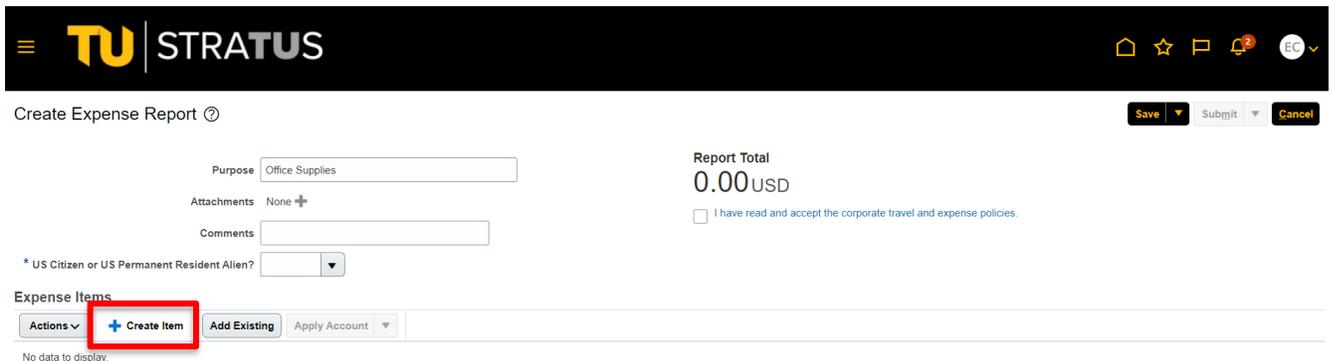
Expense Items

Actions + Create Item Add Existing Apply Account

No data to display.



- When you are finished filling in the fields for your report, you can now begin adding expense items to your report. Under **Expense Items**, click **Create Item**.



- On the **Create Expense Item** page, fill in the required fields to complete the form. Add supporting documents (receipts, etc.) to your expense by dragging files or clicking in the **add attachment** box. **Note:** Attachments are required at this level. This is where your itemized receipt or proof of purchase should be attached.

Reimbursements – Creating an Expense Report

Create Expense Item

Date: 3/28/22
Template: Non Travel Reimbursement
Type: Office Supply under 500
Amount: USD
Reimbursable Amount: 0.00 USD
Description:

Attachments:

Authorization: None
Account: 1020-18930-609003-00000-000-00000
Additional Information:

Type	Date	Daily Amount	Days	Amount (USD)	Personal	Remove
<input type="text"/>	m/d/yy	0.00+		0.00+	<input type="checkbox"/>	<input type="button" value="x"/>

- Once you have filled out the information related to your expense, you can also itemize your expense to split it between cost centers. **NOTE:** Itemization is **not** required. It should only be used if you need to split an expense between different cost centers and/or accounts.

Create Expense Item

Date: 3/29/22
Template: Non Travel Reimbursement
Type: Office Supply under 500
Amount: USD 50.00
Reimbursable Amount: 0.00 USD
Description: Office Supplies for work

Attachments:

Authorization: None
Account: 1020-18930-609003-00000-000-00000
Additional Information:

Type	Date	Daily Amount	Days	Amount (USD)	Personal	Remove
Office Supply und	m/d/yy	0.00+		0.00+	<input type="checkbox"/>	<input type="button" value="x"/>

Description:
Additional Information:

Authorization: None
Account: 1020-18930-609003-00000-000-00000

Remaining Balance: 50.00

- When you are finished creating your expense item, click **Create Another** to add another expense to your report or **Save and Close** to add the expense to your report and return to the report page.

Reimbursements – Creating an Expense Report

Create Expense Item

Date: 3/29/22
Template: Non Travel Reimbursement
Type: Office Supply under 500
Amount: 50.00 USD
Description: Office Supplies for work

Account: 1020-18930-609003-00000-000-000000

Type	Date	Daily Amount	Days	Amount (USD)	Personal	Remove
Office Supply und	mi/dy	0.00+		0.00+	<input type="checkbox"/>	×

Remaining Balance: 50.00

9. You also have the option to add existing expenses in Stratus to your report by clicking Add Existing. This will bring up a list of expense items that have been created but are not part of an expense report yet. Select the items from the list to add to the expense report and click OK.

Expense Report: EXP000008372317

Purpose: Office Supply Reimbursement
Attachments: None
Status: Saved
Comments:

* US Citizen or US Permanent Resident Alien? Yes

Report Total

Item	Date	Amount (USD)
Parking	3/15/22	3.25
Mileage Log	3/24/22	6.67

Expense Items (1)

Date	Type	Amount
3/28/22	Office Supply under 500	50.00 USD

10. Your additional items will appear in the list of items contained within the expense report.

Reimbursements – Creating an Expense Report

Expense Report: EXP000008372317

Purpose: Office Supply Reimbursement

Attachments: None

Status: Saved

Comments:

* US Citizen or US Permanent Resident Alien? Yes

Report Total: 53.25 USD

I have read and accept the corporate travel and expense policies.

Expense Items (2)

Date	Type	Amount	Merchant	Location	Description	Attachments
3/15/22	Parking	3.25 USD				(1)
3/28/22	Office Supply under 500	50.00 USD			Office Supplies for work	*Add attachment

- When you are finished reviewing your report and are ready to submit, click the box under the Report Total to confirm "I have read and accept the corporate travel and expense policies". **NOTE:** The Submit button will remain grayed out until you have checked this box.

Expense Report: EXP000008372317

Purpose: Office Supply Reimbursement

Attachments: None

Status: Saved

Comments:

* US Citizen or US Permanent Resident Alien? Yes

Report Total: 53.25 USD

I have read and accept the corporate travel and expense policies.

Expense Items (2)

Date	Type	Amount	Merchant	Location	Description	Attachments
3/15/22	Parking	3.25 USD				(1)
3/28/22	Office Supply under 500	50.00 USD			Office Supplies for work	*Add attachment

****STOP! Before you submit your expenses for reimbursement, you must make sure your address is up to date in HCM. To review your Towson University HR/Payroll address, logon to [PeopleSoft HCM](#), under Main Menu, Self Service, Personal Information Summary. Once you reach this page, you can see your current address. If it needs to be updated, click on Change HR/Payroll Address.****

- Click the Submit button in the upper right corner to submit your expense report for approval.

Reimbursements – Creating an Expense Report

Home, Star, Flag, 20, Profile

Expense Report: EXP000008372317 [?](#)

Save **Submit** **Cancel**

Purpose: Office Supply Reimbursement

Attachments: None

Status: Saved

Comments:

* US Citizen or US Permanent Resident Alien? Yes

Report Total
50
Terms and agreement check box:
 I have read and accept the corporate travel and expense policies.

Expense Items (2)

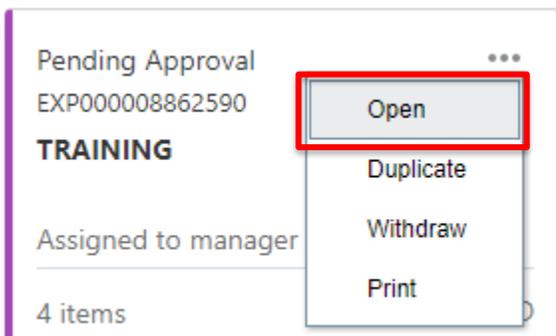
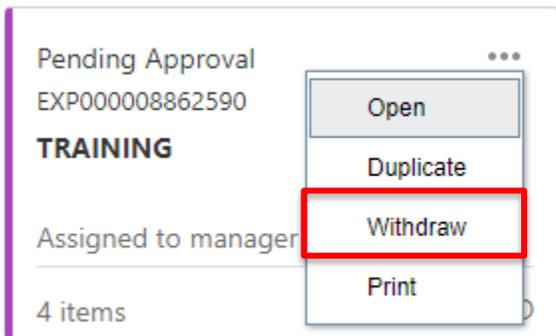
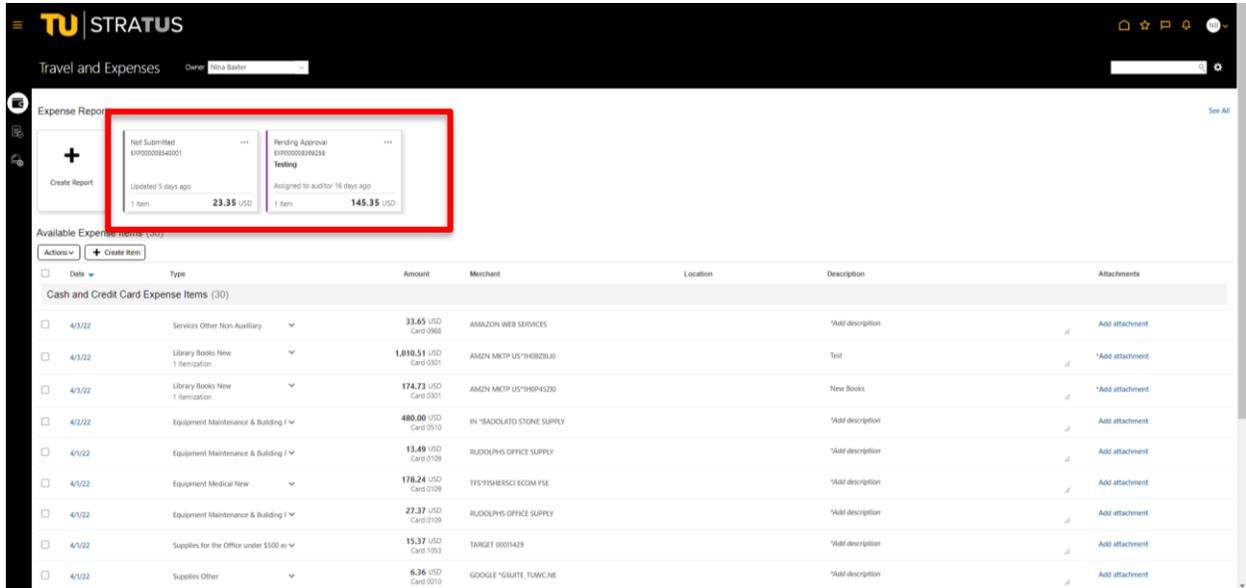
Actions Apply Project

Date	Type	Amount	Merchant	Location	Description	Attachments
3/15/22	Parking	3.25 USD				(1)
3/28/22	Office Supply under 500	50.00 USD			Office Supplies for work	*Add attachment

Appendix – Withdrawing and Editing an Expense Report

For employees creating an expense report.

1. To make edits to a previously submitted expense report, under Expense Reports, click the three dots in the upper right corner of the expense report you wish to edit and select **Withdraw**.



2. Then click the three dots again and select Open. This will open the expense report and allow you to make changes to the report. When you are finished editing the report, click **Submit** to resubmit the expense report. (Note: if the Submit button is grayed out, double check that the "Terms and Agreement check box" is checked.)

Reimbursements – Creating an Expense Report

Expense Report: EXP000008862526 

Purpose: TRAINING

Attachments: None 

Status: Saved

Comments:

* US Citizen or US Permanent Resident Alien? Yes 

Report Total

Employer Pays You: 0.00 USD

Employer Pays Card Issuer (0988): 33.65 USD

34 Items and amount checks

I have read and accept the corporate travel and expense policies.

Expense Items (1)

Actions  + Create Item Add Existing Apply Account 

<input type="checkbox"/>	Date	Type	Amount	Merchant	Location	Description	Attachments
<input type="checkbox"/>	4/3/22	Services Other Non Auxiliary 1 Itemization	33.65 USD Card 0988	AMAZON WEB SERVICES		TRAINING	 (1)