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
	 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.

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	God	od morning, Eri	n Cavrak!						
	Me	Benefits Administration	Contract Management	Receivables	Product Management	Payables	>		
	APPS								
		Expenses +							
	Thing	gs to Finish							

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



Last Revised on 6/16/22

Travel and Expenses
Expense Report
Available Expense Items Actions > + Create Item
Nothing here yet! Create expense item

<u>Note</u>: 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 STRA TU S		
Create Expense Report ③		Save v Submit v Cancel
Purpose Office Supplies Attachments None Comments * US Citizen or US Permanent Resident Allen?	Report Total O.00 USD I have read and accept the corporate travel and expense policies.	
Expense Items		
Actions V + Create Item Add Existing Apply Account V		
No data to display.		

4. 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.)

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Create Expense Report ⑦	Save Submit Cancel
Purpose Office Surplies Attachments None	Report Total O.00 USD I have read and accept the corporate travel and expense policies.
* US Citizen or US Permanent Resident Alien?	
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Create Expense Report ⑦							Save Submit V	<u>Cancel</u>
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* US Citizen or US Permanent Resident Alien?	Туре	Category	* File Name or URL	Title	Description	Attached		
Expense Items	File V	Receipts ~	Choose File No file chosen			Erin Cavral		
No data to display.	Rows Selected 1					O <u>K</u> <u>C</u> ancel		

5. 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**.

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Create Expense Report ⑦	Report Total	Save •	Sub <u>m</u> it ▼	Cancel
Attachments None + Comments * US Citizen or US Permanent Resident Alien?	O.OOUSD I have read and accept the corporate travel and expense policies.			
Actions V + Create Item Add Existing Apply Account V No data to display.				

6. 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.

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Create Expense Item ②							Create Another	Save and Close	<u>C</u> ancel
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Hemization	Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remaining Balance 0.00 Remove		

7. 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 Create Expense Item	■ TU STRA TU	S							LR v
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8. 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.

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Create Expense Item ⑦							Create Another Save and Close	<u>Cancel</u>
* Date * Template	3/28/22			Attachments	Drag files here	or click to add attachment 🗸		
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Reimbursable Amount * Description	0.00 USD Office Supplies for work		Addition	Account 10	20-18930-609003-00000-000-0000	5 22		
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	Account 1020-18930-609003-00000-00	-00000 🗟						
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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.

■ TU STRATUS				
Expense Report: EXP000008372317 ②				Save Submit Cancel
Purpose Office Supply Reimbursement	Add Expense Items	Report Total	_	
Attachments Inone -	Parking	3/15/22	ucies. 3.25 USD	
Comments	Mileage Log	3/24/22	6.67 USD	
Expense Items (1) Actions			or work	Attachments *Add attachment

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

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Expense Report: EXP000008372317 ②				Save Submit C	ancel
Purpose Office Supply Reimbursement Attachments None + Status Saved Comments * US Citizen or US Permanent Resident Allen? Yes Expense Items (2)		Report Total 53.25 USD I have read and accept the corporal	te travel and expense policies.		
Actions + Create Item Add Existing Apply Project ▼ Apply Account ▼					
Date V Type V Amount V	Merchant 🔻	Location 💌	Description 👻	Attachments	
□ 3/15/22 Parking ~ 3.25 USD				(1)	
□ 3/28/22 Office Supply under 500			Office Supplies for work	*Add attachment	

11. 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.

■ TU STRA TU S							
Expense Report: EXP000008372317 ⑦					Save V Sub <u>m</u> it <u>C</u> ancel		
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* US Citizen or US Permanent Resident Allen? Ves Ves							
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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	1	*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 <u>PeopleSoft HCM</u>, 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.

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

Reimbursements – Creating an Expense Report

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Expense Report: EXP000008372317 ⑦	Save 🔻 Sub <u>m</u> it <u>C</u> ancel			
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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**.

Т	rave	el and Ex	penses Owner Nina Baster	~						् 🗘
	xpen	se Report								See All
9) (1)	Creat	+ te Report	Not Submitted *** Exinococosisacori *** Updated 5 days ago *** 1 filem 23.35 USD	Pending Approval Exircococesee258 Testing Assigned to auditor 16 e 1 item	*** tays ago 145.35 USD					
Av	vailat	ble Expense	nems (50)							
)	Date 🗸	Туре		Amount	Merchant	Location	Description		Attachments
	Casl	h and Credit	Card Expense Items (30)							
		4/3/22	Services Other Non Auxiliary	¥	33.65 USD Card 0988	AMAZON WEB SERVICES		*Add description	Å	Add attachment
		4/3/22	Library Books New 1 itemization	×	1,010.51 USD Card 0301	AMZN MKTP US*1H08Z8LI0		Test	4	*Add attachment
		4/3/22	Library Books New 1 itemization	~	174.73 USD Card 0301	AMZN MKTP US*1H0P45ZI0		New Books	4	*Add attachment
C		4/2/22	Equipment Maintenance & Buil	lding f 🗸	480.00 USD Card 0510	IN "BADOLATO STONE SUPPLY		*Add description	4	Add attachment
		4/1/22	Equipment Maintenance & Buil	lding í 🗸	13.49 USD Card 0109	RUDOLPHS OFFICE SUPPLY		*Add description	4	Add attachment
		4/1/22	Equipment Medical New	~	178.24 USD Card 0109	TFS*FISHERSCI ECOM FSE		*Add description	h	Add attachment
		4/1/22	Equipment Maintenance & Buil	lding F 🗸	27.37 USD Card 0109	RUDOLPHS OFFICE SUPPLY		*Add description	4	Add attachment
C		4/1/22	Supplies for the Office under \$	300 ez 🛩	15.37 USD Card 1053	TARGET 00011429		*Add description	4	Add attachment
C		4/1/22	Supplies Other	~	6.36 USD Card 0010	GOOGLE "GSUITE_TUWC.NE		*Add description	A	Add attachment



Pending Approval	
EXP000008862590	Open
TRAINING	Duplicate
Assigned to manager	Withdraw
4 items	Print

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 🔿 Street Commentation Comment							
Purpose TRAINING		A Report Total	A Report Total				
Attachments None 🕂		Employer Pays You 0.00 USD	Employer Pays You 0.00 USD				
Status Saved		Employer Pays Card Issuer (0988) 33.65 USD					
Comments US Citizen or US Permanent Resident Alien? Yes		Toms and accentrations					
Expense items (1)							
Actions V + Create Item Add Existing Apply Account V							
🗌 Date 🔻 Type 👻	Amount 🕶 Merchant 💌	Location 🔻 Description 👻	Attachments				
4/3/22 Services Other Non Auxiliary	33.65 USD AMAZON WEB SERVICES	TRAINING	(1) #				