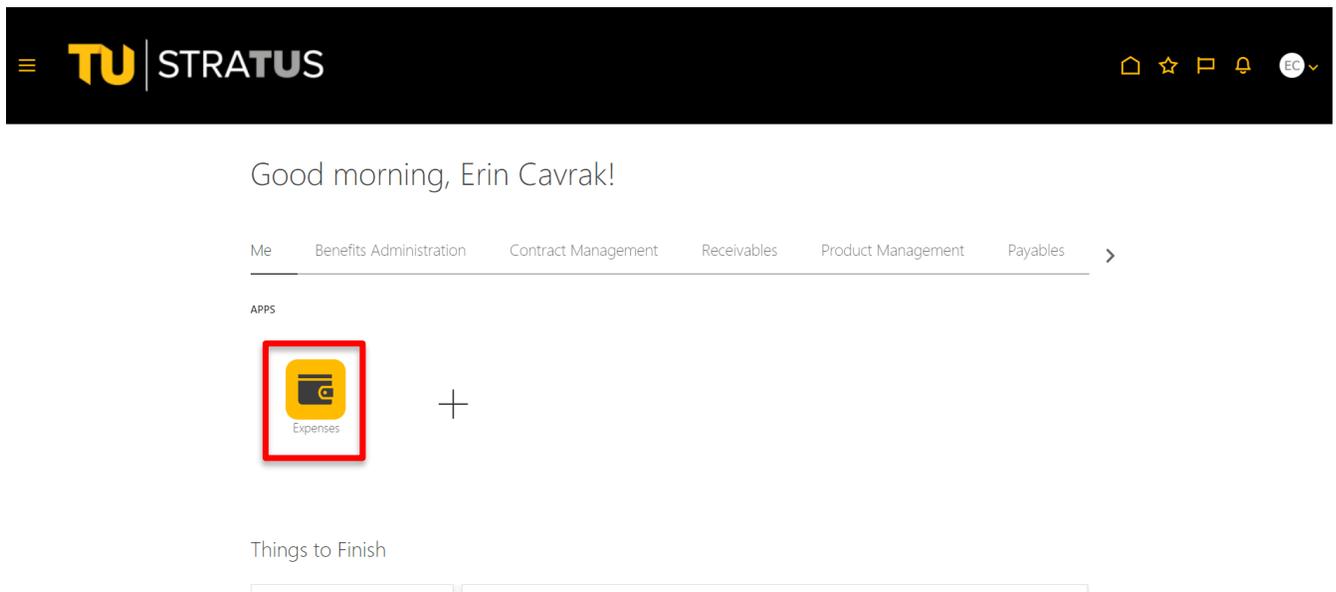


Travel – Create an Expense Report

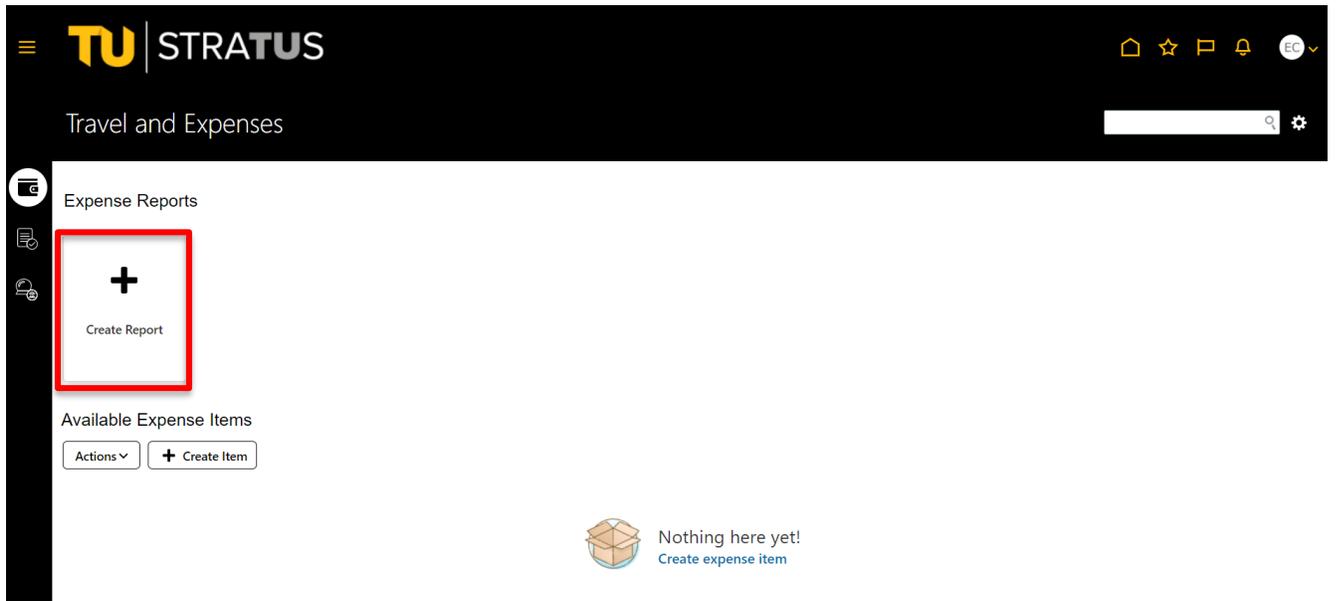
For employees creating an expense report.

Purpose:	Create an expense report.
How to Access:	Log into the Stratus application. Select the Expense application from the Navigator.
Helpful Hints:	Be sure to keep in mind that... <ul style="list-style-type: none">• Expense reports are for reimbursement of personal expenses only. No Prepaid Items.• All expense reports default to the home department. If your home department is not funding your trip remember to change the cost center just like you did when you created your estimated expense items on your travel authorization.
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.

Travel – Creating an Expense Report

The screenshot shows the TU STRATUS interface for creating an expense report. At the top, there's a navigation bar with the TU STRATUS logo and user profile 'EC'. Below that, the 'Travel and Expenses' section is visible. A 'Create Report' button is prominently displayed. Underneath, the 'Available Expense Items' section contains an 'Actions' dropdown and a '+ Create Item' button, which is highlighted with a red rectangle. A message at the bottom of this section says 'Nothing here yet! Create expense item'.

Create Expense Item [?](#)

[Add to Report](#) [Create Another](#) [Save and Close](#) [Cancel](#)

* Date

* Template

* Type

* Amount

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

The screenshot shows the 'Create Expense Report' form. At the top, there's a navigation bar with the TU STRATUS logo and user profile 'EC'. Below that, the 'Create Expense Report' section is visible. The form includes fields for 'Purpose' (Conference), 'Attachments' (None), 'Comments' (Requesting reimbursement for business trip), and a checkbox for 'I have read and accept the corporate travel and expense policies'. The 'Report Total' is 0.00USD. The 'Expense Items' section is currently empty, showing 'No data to display'.

Travel – Creating an Expense Report

- Begin with the purpose which is the title of your trip. Be specific – For example if it is a conference give the complete name and include the travel year. If you are presenting a paper, going to a workshop, or training again be very specific. This is important as it will help you to locate travel information, authorizations which need to be attached to your expense report and provide better reporting statistics. **Attachments at this level are not required. You will attach your itemized receipts or proof of purchase to the individual expense item.**

The screenshot shows the 'Create Expense Report' interface. At the top, there's a navigation bar with the TU STRATUS logo and utility icons. Below that, the form title 'Create Expense Report' is followed by 'Save', 'Submit', and 'Cancel' buttons. The main form area includes: a 'Purpose' field with 'Conference' entered; an 'Attachments' field with 'None' and a plus sign, highlighted with a red box; a 'Comments' field with 'Requesting reimbursement for business trip M'; a dropdown for '* US Citizen or US Permanent Resident Alien?'; a 'Report Total' of '0.00 USD'; a checkbox for 'I have read and accept the corporate travel and expense policies.'; and an 'Expense Items' section with a '+ Create Item' button highlighted with a red box, along with 'Add Existing' and 'Apply Account' options. The text 'No data to display.' is shown below the Expense Items section.

- The US Citizen or US Permanent Resident Alien question is a required field. If no is selected the expense report will have an additional stop for review and approval by the NRA Office for tax analysis.

This screenshot focuses on the '* US Citizen or US Permanent Resident Alien?' dropdown menu, which is open and shows 'No' as the selected option, highlighted in blue. Below the dropdown, the 'Expense Items' section is visible, with the '+ Create Item' button highlighted with a red box. The text 'No data to display.' is also present.

- 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**.

This screenshot shows the 'Create Expense Report' form with the '+ Create Item' button in the 'Expense Items' section highlighted with a red box. The form fields are filled with the same data as in the previous screenshot: Purpose: Conference; Attachments: None; Comments: Requesting reimbursement for business trip M; US Citizen or US Permanent Resident Alien? dropdown; Report Total: 0.00 USD; and the 'I have read and accept...' checkbox. The 'Expense Items' section shows '+ Create Item', 'Add Existing', and 'Apply Account' buttons, with 'No data to display.' below.

- 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**

Travel – Creating an Expense Report

Create Expense Item ? Create Another Save and Close Cancel

* Date: 5/31/21

* Template: Out of State Travel

* Type: Airfare

* Expense Location: [Dropdown]

* Amount: USD 150.00

Reimbursable Amount: 150.00 USD

Description: [Text Field]

* Merchant Name: Southwest

Attachments: Drag files here or click to add attachment

Authorization: None +

Additional Information: [Text Field]

* Air Miles Travelled: 123

* Departure Date: 5/31/21

* Return Date: 6/4/21

* Itemization: [Dropdown] + − ☰ Remaining Balance: 150.00

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remove
[Dropdown]	m/d/yy			0.00+	<input type="checkbox"/>	×

Select choose file to browse your documents to locate your itemized receipt. Once you have located the document click select and then click ok.

TU STRATUS Home Star Flag Alert Profile

Create Expense Report ? Save Submit Cancel

Purpose: Conference

Report Total: 0.00

Attachments: Actions View + ×

Type	Category	* File Name or URL	Title	Description	Attached
File	Receipts	Choose File	No file chosen		Em Cavalli

Rows Selected: 1

OK Cancel

- Overnight travel expenses require pre-authorization that must be attached to the expense item. To add an authorization, click on **+** next to **Authorization** to attach the corresponding authorization.

Create Expense Item ? Create Another Save and Close Cancel

* Date: 5/31/21

* Template: Out of State Travel

* Type: Airfare

* Expense Location: [Dropdown]

* Amount: USD 150.00

Reimbursable Amount: 150.00 USD

Description: [Text Field]

* Merchant Name: Southwest

Attachments: Drag files here or click to add attachment

Authorization: None +

Additional Information: [Text Field]

* Air Miles Travelled: 123

* Departure Date: 5/31/21

* Return Date: 6/4/21

* Itemization: [Dropdown] + − ☰ Remaining Balance: 150.00

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remove
[Dropdown]	m/d/yy			0.00+	<input type="checkbox"/>	×

Travel – Creating an Expense Report

9. This will bring up a list of all your open authorizations in the system.

Select Estimated Expense

Authorization

AUTH000008599781 - 1/28/22 Airfare	450.00 USD ⚠
Testing _ Owner Southwest 1050-20410-604005-00000-000-000000-0000	
AUTH000008540445 - 3/28/22 Gasoline (Rental Only)	70.00 USD ⚠
Testing Exxon 1050-20410-604005-00000-000-000000-0000	
AUTH000044404782 - 6/3/22 Hotel	395.00 USD ⚠
Testing Hotel address 1020-18930-604005-00000-000-000000-0000	
AUTH000044619049 - 6/19/22 Car Rental	500.00 USD
Recruiting 1020-18930-604002-00000-000-000000-0000	
AUTH000044619049 - 6/19/22 Hotel	6,000.00 USD
Recruiting 1020-18930-604002-00000-000-000000-0000	
AUTH000008371232 - 3/13/22 Parking	19.99 USD ⚠
Testing Manager Approval Court House 1050-20410-604005-00000-000-000000-0000	

10. You can filter by specific authorizations by using the dropdown menu and selecting the specific authorization you need. Therefore, only the estimated expense items for that trip will display which makes your search result easier to select and attach to your expense report. **Therefore, it is important to use a good description title for your trip when creating authorizations and use the same title for the expense reports.**

Select Estimated Expense

Authorization

AUTH000008599781 Recruiting	500.00 USD ⚠
AUTH000044619049 Recruiting	6,000.00 USD ⚠

OK Cancel

11. Select the authorization item that applies to your expense item. It will highlight in blue. When ready, select OK.

Select Estimated Expense

Authorization

AUTH000044619049 - 6/19/22 Car Rental	500.00 USD ⚠
Recruiting 1020-18930-604002-00000-000-000000-0000	
AUTH000044619049 - 6/19/22 Hotel	6,000.00 USD ⚠
Recruiting 1020-18930-604002-00000-000-000000-0000	

OK Cancel

12.

Travel – Creating an Expense Report

13. Your authorization should now be attached to your expense item.

Attachments

 Drag files here or click to add attachment

Authorization AUTH000008537728 Hotel 799.96 USD + X

Additional Information

* Hotel Street Address

* Hotel State

* Hotel Postal Code

14. Some travel expense items require itemization, such as hotel, airfare, and meals. All other expense items do **not** require itemization and should only be used if you need to split an expense between different cost centers and/or accounts.

Required Itemization:

- **Hotel** – Click on the + Itemization to create a line for each day of your hotel stay. Separate itemization if internet or parking are charged.

* Itemization + | [icon] Remaining Balance 0.00

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

Daily Charge

Internet - Split

Parking - Split

- **Airfare** – Click on the + Itemization to create a line for airfare cost and a separate entry if charged baggage fees.

* Itemization + | [icon] Remaining Balance 0.00

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

Airfare Cost

Baggage Fees

- **Meals** – Click on the + itemization to create a line for each meal requested per day.

* Itemization + | [icon] Remaining Balance 0.00

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

Breakfast

Dinner

Lunch

Travel – Creating an Expense Report

* Date: 5/31/21

* Template: Out of State Travel

* Type: Airfare

* Expense Location: [Dropdown]

* Amount: USD 150.00

Reimbursable Amount: 150.00 USD

Description: [Text Area]

* Merchant Name: Southwest

Attachments: [Drag files here or click to add attachment]

Additional Information: [Text Area]

* Air Miles Travelled: 123

* Departure Date: 5/31/21

* Return Date: 6/4/21

* Itemization +

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remove
Baggage Fees	5/31/21	75.00		75.00	<input type="checkbox"/>	X

* Merchant Name: Southwest

Account: 3041-33175-604005-00000-000-000000-

Description: [Text Area]

Additional Information: [Text Area]

Authorization: None

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remove
Baggage Fees	5/31/21	75.00		75.00	<input type="checkbox"/>	X

Remaining Balance: 0.00

To create an expense item that does not require itemization see below. For example - If your \$50.00 parking charge only requires one cost center, you may enter all information at the top portion with no itemization required.

Create Expense Item [?](#)

Add to Report **Create Another** **Save and Close** **Cancel**

* Date: 10/17/22

* Template: In State Travel

* Type: Parking

* Expense Location: Ocean City, Worcester, MD, U

* Amount: USD 50.00

Merchant Name: Convention center

Attachments: [Drag files here or click to add attachment]

Authorization: None

Account: 1020-18930-604002-00000-000-000000-

Additional Information: [Text Area]

Itemization +

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remove
[Dropdown]	m/d/yy			0.00+	<input type="checkbox"/>	X

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.

The screenshot displays the STRATUS web application interface for creating an expense report. The header shows the TU STRATUS logo and navigation icons. The main content area is titled 'Airfare 6/4/21' and features a form with the following fields and values:

- Date:** 6/4/21
- Template:** Out of State Travel
- Expense Location:** Airfare
- Amount:** USD 150.00
- Reimbursable Amount:** 150.00 USD
- Description:** (Empty text area)
- Merchant Name:** Southwest
- Additional Information:** (Empty text area)
- Air Miles Travelled:** 123
- Departure Date:** 5/31/21
- Return Date:** 6/4/21

An 'Attachments' section is present with a dashed border and a green upload icon, containing the text 'Drag files here or click to add attachment'. At the top right, a navigation bar includes a dropdown menu with 'Airfare 6/4/21', a 'Save and Close' button (highlighted with a red box), and a 'Cancel' button.

16. You also have the option to add expenses that have been previously entered into Stratus to your expense report. Click **Add Existing**, select the expense you wish to add to your expense report, and click **OK** when finished. Those additional expenses should now appear under Expense Items.

Travel – Creating an Expense Report

Expense Report: EXP000008369698

Save **Submit** **Cancel**

Purpose: Conference
Attachments: None
Status: Saved
Comments: Requesting reimbursement for business trip Mz
* US Citizen or US Permanent Resident Alien? Yes

Report Total
300.00 USD
 I have read and accept the corporate travel and expense policies.

Expense Items (2)

Date	Type	Amount	Merchant	Location	Description	Attachments
6/4/21	Airfare 2 itemizations	150.00 USD	Southwest		Add description	*Add attachment
5/31/21	Airfare 2 itemizations	150.00 USD	Southwest		Add description	*Add attachment

Add Expense Items

Supplies for the Offic... - CA, United States WISDOM SUPPLY CO.	2/28/22	48.44 USD Card 0035
Food Services Catering - MD, United States BGCATERING 25036641	2/28/22	249.20 USD Card 0775
Supplies Other - MD, United States FEDEX OFFIC36700003673	2/28/22	313.50 USD Card 0024

Apply **OK** **Cancel**

150.00 USD	Southwest	Add description
------------	-----------	-----------------

Travel – Creating an Expense Report

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. A message will pop up confirming that the expense report was submitted for approval, and you have the option to print the report.

****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. ****

17. Once your expense report is submitted you can check the status by viewing the expense tiles. (See examples below – Not Submitted, Pending Approval and Paid, etc.). **Note:** When an expense report indicates paid that means the pay cycle was ran in Accounts Payable. Once the transmittal report is created, the expense report and supporting documents are attached and electronically transmitted to the state. You can expect to receive your reimbursement direct deposit within about 10 to 14 business days from the date it was transmitted to the state.

<p>Not Submitted EXP000045955354 QR C22 Split allocation Updated 26 days ago 1 item 457.00 USD</p>	<p>Pending Approval EXP000045952714 Customer Service Assigned to manager 4 days ago 1 item 500.00 USD</p>	<p>Paid EXP000044291461 Testing Delegate - out of office Updated 27 days ago 1 item 37.50 USD</p>
----------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------

18. Another way to see even more detail is to click on the See all Tab. A listing of all expense reports will display, and you even have the option to export the list into excel.

Expense Reports See All

<p>+ Create Report</p>	<p>Rejected EXP000044619057 Recruiting Atlanta Rejected by auditor 123 days ago 2 items 126.64 USD</p>	<p>Information Requested EXP000044103648-1 Conference Information requested by auditor 142 ... 1 item 50.00 USD</p>	<p>Not Submitted EXP000045954767 Copy of QR C22 Testing one cost center and one grant Updated 21 hours ago 2 items 450.00 USD</p>	<p>Not Submitted EXP000045956281 Testing Duplicate Meals Updated 3 days ago 3 items 189.00 USD</p>	<p>Not Submitted EXP000046659200 Testing Conference Updated 3 days ago 0 items</p>
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Travel – Creating an Expense Report

Manage Expense Reports Open

Search Expense Reports

Basic Saved Search Expense Reports Saved or Submitted in the Last 6 Months

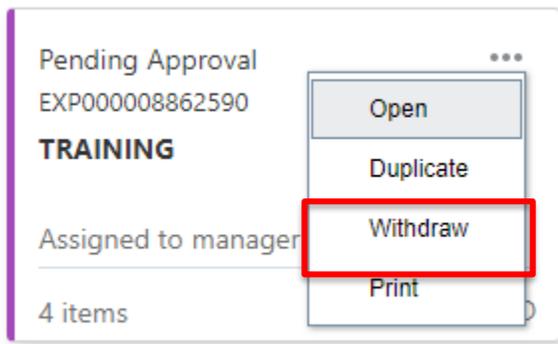
Actions View Detach Create Report

Report Number	Date	Report Status	Report Total (USD)	Purpose	Authorization Number	Amount (USD)	Payment Date
EXP00000292699	8/2/22	Pending expense approval	62.00	University Personnel - Unleash - Unleash Center			
EXP000045423524	7/21/22	Saved	362.20	Mileage Log - Teaching on Main Campus			
EXP000044715417	7/5/22	Paid	53.00	Testing New Mileage Rate		53.00	8/9/22
EXP000044712947	7/5/22	Paid	157.90	Testing Mileage - Crossing Fiscal Years		157.90	8/9/22
EXP000044712935	7/5/22	Paid	202.06	Testing Old Mileage Rate		202.06	8/9/22
EXP00004819057	8/23/22	Rejected	126.64	Recruiting Atlanta			
EXP000044538886	8/22/22	Paid	99.00	Testing Workflow - Delegation		99.00	8/9/22
EXP000044291476	8/21/22	Paid	56.29	Testing Delegate, Supervisor, and CCMFS		56.29	8/9/22

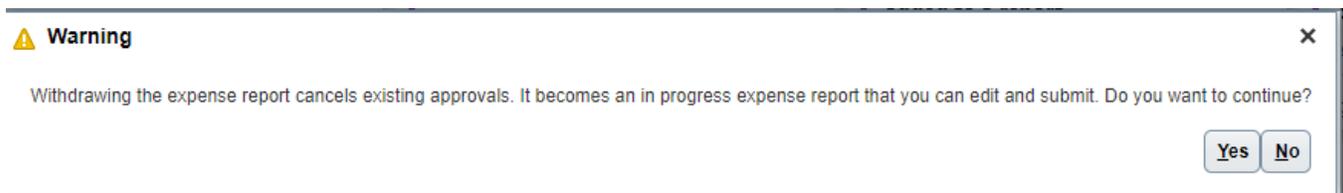
Appendix – Withdrawing, Editing or Duplicating an Expense Report

For employees creating an expense report.

1. Editing or adding to a report may only be done if the report approval is not completed. If you realize that you need to edit or add to the report and the report status is pending, you may withdraw the report. Once you click on withdraw a message will pop up letting you know that withdrawing cancels all existing approvals and the form will come back to your queue so that you can edit, add, and then resubmit after corrections are made to the report. Click the three dots in the upper right corner of the expense report you wish to edit and select **Withdraw**.



- 2.



- 3.

After the form has been withdrawn you will find the expense report as not submitted. Click on the report to open or you can click the three dots in the upper right-hand corner and click open.

Travel – Creating an Expense Report

Not Submitted ⋮

EXP000045955354

QR C22 Split allocation

Updated 1 min ago

1 item **457.00** USD

Pending Approval ⋮

EXP000008862590

TRAINING

Assigned to manager

4 items

Open

Duplicate

Withdraw

Print

This will open the expense report in which you can edit or add to the report. When you are finished editing the report, click **Submit** to resubmit the expense report

Expense Report: EXP000045955354 🔗 **Save** **Submit** **Cancel**

Purpose

Attachments

Status

Comments

* US Citizen or US Permanent Resident Alien?

Report Total
457.00 USD

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

Expense Items (1)

Actions **+ Create Item** **Add Existing** **Apply Project** **Apply Account**

<input type="checkbox"/>	Date	Type	Amount	Merchant	Location	Description	Attachments
<input type="checkbox"/>	8/10/22	Car Rental	457.00 USD	Enterprise	Nevada City, CA	Add description	(1)

4. **Note:** if the Submit button is grayed out, double check that the “Terms and Agreement check box” is checked.)

Expense Report: EXP000008862526 🔗 **Save** **Submit** **Cancel**

Purpose

Attachments

Status

Comments

* US Citizen or US Permanent Resident Alien?

Report Total

Employer Pays You 0.00 USD

Employer Pays Card Issuer (0988) 33.65 USD

Terms and agreement check

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)

Appendix – Daily Mileage Type Expense Report

For employees creating a travel expense report for daily mileage.

1. On the **Create Expense Item** page, enter the date, template (Instate or Out of State), and type of expense (Mileage-Daily).

Create Expense Item [?](#)

The screenshot shows a form with the following fields:

- * Date: A text input field with a calendar icon and a placeholder 'm/d/yy'.
- * Template: A dropdown menu.
- * Type: A dropdown menu.
- * Amount: A dropdown menu with 'USD' selected and an adjacent empty text input field.

Once that information is entered, the rest of the form will display with additional information required.

2. Reimbursable Mileage Calculation is an employee’s daily commute miles from home to their regular work location and are not reimbursable per State Regulations. Therefore, commute miles must be deducted from the total miles claimed for each trip with the following exceptions:
 - a. The trip starts and ends at the regular work location.
 - b. The trip starts and ends on a non-duty day.

Use Google Maps to determine your one-way commute from home to your regular work location.

3. Use Google Maps screenshots as attachments to support your trip and to calculate mileage. (<https://www.google.com/maps>) Save a screenshot of the total mileage page/results and upload to your form.

Travel – Creating an Expense Report

Create Expense Item 

[Add to Report](#) [Create Another](#) [Save and Close](#) [Cancel](#)

* Start Date

* Template

* Type

* Expense Location

End Date

Reimbursable Amount 0.00 USD [Calculate](#)

Attachments  Drag files here or click to add attachment

Authorization None 

* Total Distance Miles

Commute Miles

Deduct round trip

* Trip Distance 0 Miles

Account

Additional Information

* Trip Type

4. If the trip was overnight, you must attach your pre-authorized travel authorization.

Create Expense Item 

[Add to Report](#) [Create Another](#) [Save and Close](#) [Cancel](#)

* Start Date

* Template

* Type

* Expense Location

End Date

Reimbursable Amount 0.00 USD [Calculate](#)

Attachments  Drag files here or click to add attachment

Authorization None 

* Total Distance Miles

Commute Miles

Deduct round trip

* Trip Distance 0 Miles

Account

Additional Information

* Trip Type

5. You must manually enter the **Total Distance** field. Use the drop down on the trip type and select one way or round trip.

Travel – Creating an Expense Report

Create Expense Item 

Add to Report  **Create Another** **Save and Close**  **Cancel**

* Start Date 

* Template

* Type

* Expense Location

End Date 

Reimbursable Amount 0.00 USD **Calculate**

Attachments

 Drag files here or click to add attachment 

Authorization None 

* Total Distance Miles

Commute Miles

Deduct round trip

* Trip Distance 0 Miles

Account 

Additional Information

* Trip Type

- Based on the reimbursable mileage calculation rule of an employee's daily commute, determine if you need to indicate commute miles for each trip. Remember, you will indicate one way commute miles. If you need to deduct round trip, you will place a check mark in the box. However, if your trip aligns with the two travel exceptions stated above there is no need to enter commute miles, leave commute miles blank.

Create Expense Item 

Add to Report  **Create Another** **Save and Close**  **Cancel**

* Start Date 

* Template

* Type

* Expense Location

End Date 

Reimbursable Amount 0.00 USD **Calculate**

Attachments

 Drag files here or click to add attachment 

Authorization None 

* Total Distance Miles

Commute Miles

Deduct round trip

* Trip Distance 0 Miles

Account 

Additional Information

* Trip Type

- The **Chart of Accounts** field automatically defaults to your home department. However, by clicking on the blue icon next to the field, you can change the accounting distribution.

Travel – Creating an Expense Report

Create Expense Item 

Add to Report  **Create Another** **Save and Close**  **Cancel**

* Start Date 

* Template

* Type

* Expense Location

End Date 

Reimbursable Amount 0.00 USD **Calculate**

Attachments  Drag files here or click to add attachment 

Authorization None 

* Total Distance Miles

Commute Miles

Deduct round trip

* Trip Distance 0 Miles

Account 

Additional Information

* Trip Type

8. Click **Calculate** to automatically determine your mileage reimbursement.

Note: The current reimbursable mileage rate for calendar year 2022 is .585.

Create Expense Item 

Add to Report  **Create Another** **Save and Close**  **Cancel**

* Start Date 

* Template

* Type

* Expense Location

End Date 

Reimbursable Amount 0.00 USD **Calculate**

Attachments  Drag files here or click to add attachment 

Authorization None 

* Total Distance Miles

Commute Miles

Deduct round trip

* Trip Distance 0 Miles

Account 

Additional Information

* Trip Type

Example: Total Trip Distance was 146.80. One way commute was indicated 21.3 and the deduct round trip boxed was checked 42.6 miles round trip = 104.20 x .625 = \$65.13. Maps were uploaded to support this one-day trip. No travel authorization was necessary. A comment was placed in the description section.

Travel – Creating an Expense Report

Create Expense Item ?

* Start Date

* Template

* Type

* Expense Location

End Date

Description

Reimbursable Amount 65.13 USD

Attachments



- Home to TU.PNG (657.18 KB)
- Sight and Sound.PNG (888.9 KB)

Authorization None

* Total Distance Miles

Commute Miles

Deduct round trip

* Trip Distance 104.2 Miles

Account

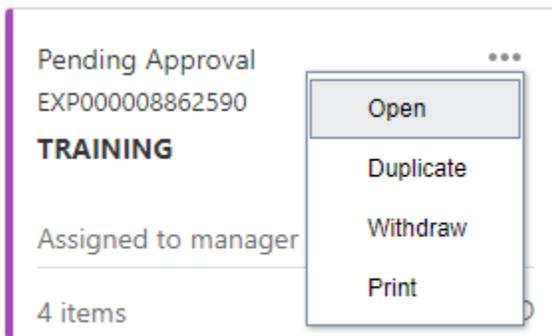
Additional Information

* Trip Type

Appendix – Duplicating an Expense Item or Report

For employees creating an expense report.

1. Once an expense report is submitted and the approval is complete the only way to edit the expense report would be to create a duplicate copy. Under Expense Reports, click the three dots in the upper right corner of the expense report and you will have the option to select **Duplicate**. This will create an exact copy of your original expense report so that you can edit or add to the report. Once all corrections are made you will need to resubmit, and the report will need to go through all approval levels again. Once the new report is submitted you should close out the old report to avoid any confusion. (See Appendix for closing out a report or expense item.)



Travel – Creating an Expense Report

Create Expense Report ?

Save Submit Cancel

Purpose Copy of QR C22 Testing one cost center and one

Attachments None +

Comments

* US Citizen or US Permanent Resident Alien? Yes

Report Total
450.00 USD

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

Duplicating Per Diem

Example – Ocean City Conference from October 17 – 25. Meal Duplication Process to save time.

October 17 – Create a line item for each day Breakfast, Lunch and Dinner.

Create Expense Item ?

Create Another Save and Close

* Date 10/17/22

* Template In State Travel

* Type Meals

* Expense Location Ocean City, Worcester, MD, U

* Amount USD 68.00

* Merchant Name Per Diem

Reimbursable Amount 68.00 USD

Attachments

Additional Information

* Arrival Date Time 10/17/22 6:00 AM

* Departure Date Time 10/21/22 7:00 PM

Remimization +

Type	Date	Daily Amount	Days	Amount (USD)	Personal	Remove
Dinner	10/17/22			33.00	<input type="checkbox"/>	X
Lunch	10/17/22			20.00	<input type="checkbox"/>	X
Breakfast	10/17/22			15.00	<input type="checkbox"/>	X

Remaining Balance 0.00

FYI

Remember to attach the approved travel authorization to each line item. If the cost center funding your trip is not your home department or if you have multiple cost centers covering your per diem you will need to change the cost center at the itemization level.

Once you create the line item for all three meals Breakfast, lunch, and Dinner for the first day of the trip click save and close at the top. By clicking save and close it will bring you back to the main report page. To Duplicate a meal, place a check mark next to the date.

Expense Report: EXP000045956281 ?

Save Submit Cancel

Purpose Testing Duplicate Meals

Attachments None +

Status Saved

Comments

* US Citizen or US Permanent Resident Alien? Yes

Report Total
68.00 USD

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

Expense Items (1)

Actions + Create Item Add Existing Apply Project Apply Account

Date	Type	Amount	Merchant	Location	Description	Attachments
10/17/22	Meals 3 itemizations	68.00 USD	Per Diem	Ocean City, MD		+Add attachment

Select the drop down under the action button and select duplicate.

Travel – Creating an Expense Report

Expense Report: EXP000045956281 Save Submit Cancel

Purpose:

Attachments: None

Status: Saved

Comments:

* US Citizen or US Permanent Resident Alien? Yes

Report Total
68.00 USD

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

Expense Items (1)

Amount	Merchant	Location	Description	Attachments
68.00 USD	Per Diem	Ocean City, MD		Add attachment

After selecting duplicate you will receive the following screen. You will need to change the date at the top and at the itemization level for breakfast, lunch, and dinner to the next day of the trip in which you are eligible for per diem.

Meals 10/17/22 Meals 10/17/22 Save and Close Cancel

* Date:

* Template:

* Type:

* Expense Location:

* Amount:

* Merchant Name:

Reimbursable Amount: 68.00 USD

Attachments:  Drag files here or click to add attachment

Additional Information:

* Arrival Date Time:

* Departure Date Time:

Itemization

Type	Date	Daily Amount	Days	Amount (USD)	Personal	Remove
Breakfast	10/17/22	15.00		15.00	<input type="checkbox"/>	×
Lunch	10/17/22	20.00		20.00	<input type="checkbox"/>	×
Dinner	10/17/22	33.00		33.00	<input type="checkbox"/>	×

Remaining Balance: 0.00

Meals 10/17/22 Meals 10/17/22 Save and Close Cancel

* Date:

* Template:

* Type:

* Expense Location:

* Amount:

* Merchant Name:

Reimbursable Amount: 68.00 USD

Attachments:  Drag files here or click to add attachment

Additional Information:

* Arrival Date Time:

* Departure Date Time:

Itemization

Type	Date	Daily Amount	Days	Amount (USD)	Personal	Remove
Breakfast	10/17/22	15.00		15.00	<input type="checkbox"/>	×
Lunch	10/17/22	20.00		20.00	<input type="checkbox"/>	×
Dinner	10/17/22	33.00		33.00	<input type="checkbox"/>	×

Remaining Balance: 0.00

After hitting save and close it will take you back to your expense report. You will continue to do the duplicated process for the number of days for your trip.

Travel – Creating an Expense Report

Expense Report: EXP000045956281 Save Submit Cancel

Purpose: Testing Duplicate Meals

Attachments: None

Status: Saved

Comments:

* US Citizen or US Permanent Resident Alien? Yes

Report Total: 136.00 USD

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

Expense Items (2)

Actions: + Create Item Add Existing Apply Project Apply Account

Date	Type	Amount	Merchant	Location	Description	Attachments
10/17/22	Meals 3 Itemizations	68.00 USD	Per Diem	Ocean City, MD		*Add attachment
10/18/22	Meals 3 Itemizations	68.00 USD	Per Diem	Ocean City, MD		*Add attachment

Keep in mind that sometimes you will not be duplicating all three meals for a given day of the trip. For example, the conference is providing a breakfast reception for that day, therefore, the traveler would not request per diem for breakfast. Another example would be that the traveler got home from their trip by 3:00 pm, therefore, the traveler is not eligible for a dinner per diem.

To remove a meal expense after you used the duplicated process the traveler will click on the X at the end of the row to delete the entry. You also need to change the total dollar amount for the day at the top by adjusting the amount for the meal you are removing. In this example I am removing breakfast, which was \$15.00, therefore, my new total amount for the day is \$53.00 for lunch and dinner.

Meals 10/19/22 Show Errors Meals 10/19/22 Save and Close Cancel

* Date: 10/19/22

* Template: In State Travel

* Type: Meals

* Expense Location: Ocean City, Worcester, MD, U

* Amount: USD 68.00

* Merchant Name: Per Diem

Reimbursable Amount: 68.00 USD

Attachments: Drag files here or click to add attachment

Additional Information:

* Arrival Date Time: 10/17/22 6:00 AM

* Departure Date Time: 10/21/22 7:00 PM

* Itemization Remaining Balance: 0.00

Type	Date	Daily Amount	Days	Amount (USD)	Personal	Remove
Breakfast	10/19/22	15.00		15.00	<input type="checkbox"/>	X
Dinner	10/19/22	33.00		33.00	<input type="checkbox"/>	X
Lunch	10/19/22	20.00		20.00	<input type="checkbox"/>	X

After you remove the meal for that day in the itemization line and you have corrected your total of meals at the top click save and close.

Meals 10/19/22 Show Errors Meals 10/19/22 Save and Close Cancel

* Date: 10/19/22

* Template: In State Travel

* Type: Meals

* Expense Location: Ocean City, Worcester, MD, U

* Amount: USD 53.00

* Merchant Name: Per Diem

Reimbursable Amount: 53.00 USD

Attachments: Drag files here or click to add attachment

Additional Information:

* Arrival Date Time: 10/17/22 6:00 AM

* Departure Date Time: 10/21/22 7:00 PM

* Itemization Remaining Balance: 0.00

Type	Date	Daily Amount	Days	Amount (USD)	Personal	Remove
Dinner	10/19/22	33.00		33.00	<input type="checkbox"/>	X
Lunch	10/19/22	20.00		20.00	<input type="checkbox"/>	X

Travel – Creating an Expense Report

Expense Report: EXP000045956281 

Save **Submit** **Cancel**

Purpose

Attachments

Status

Comments

* US Citizen or US Permanent Resident Alien?

Report Total
189.00 USD

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

Expense Items (3)

<input type="checkbox"/>	Date	Type	Amount	Merchant	Location	Description	Attachments
<input type="checkbox"/>	10/19/22	Meals 2 itemizations	53.00 USD	Per Diem	Ocean City, MD		*Add attachment
<input type="checkbox"/>	10/17/22	Meals 3 itemizations	68.00 USD	Per Diem	Ocean City, MD		*Add attachment
<input type="checkbox"/>	10/18/22	Meals 3 itemizations	68.00 USD	Per Diem	Ocean City, MD		*Add attachment

Departments can run reports to find the status of both pending or completed expense reports. Visit the Stratus Training site.

<https://www.towson.edu/financialsystems/stratus/training.html>

- Travel Expense Reports:
TU_BC_DAT_Travel_Exp_Report_Completed and
TU_BC_DAT_Travel_Exp_Report_Pending (PDF)