



How to Create an Expense Report

Important:

Only expenses that need to be reimbursed should be entered into an expense report.

Contents

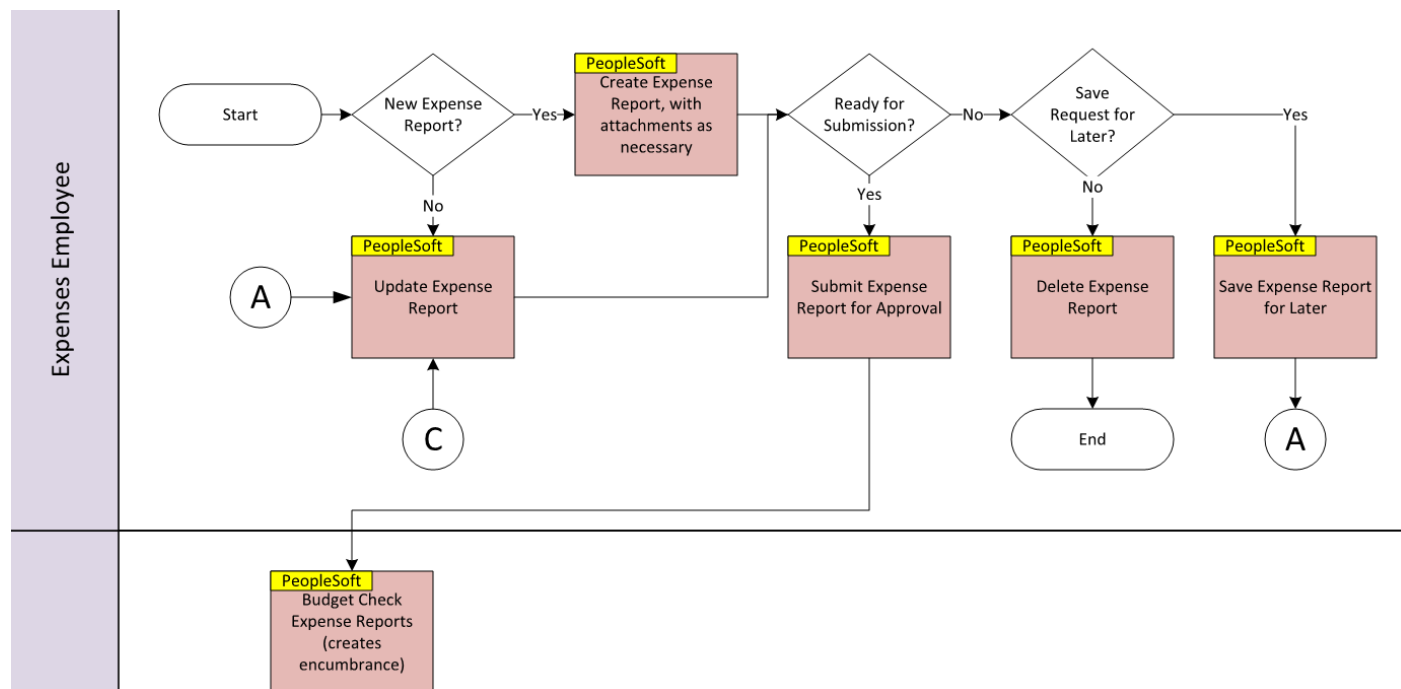
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See full list of **DOT Travel STAR Job Aids and Reference** materials at:

<https://wigov.sharepoint.com/sites/dot/finance/Pages/TravelExpenses.aspx>

Process Flow

Below is the business process flow for creating an Expense Report process. This process flow explains the flow of the various activities involved in this sub-process. This process flow will help you understand the system-generated actions as well as the tasks that are performed manually.



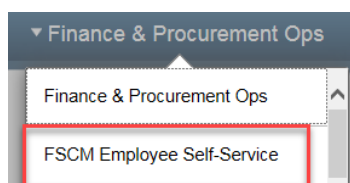
Navigation to Create an Expense Report

Role: Expenses Employee

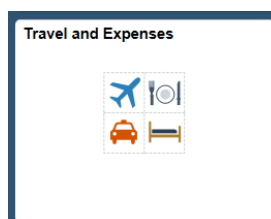
Access PeopleSoft Finance using the following link: <https://starfin.wi.gov>

Log in to PeopleSoft Finance using your IAM account.

- **STEP 1:** Navigate to the **FSCM Employee Self-Service** Home Page.



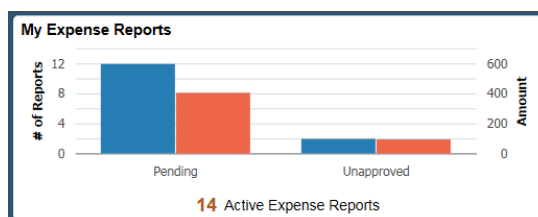
- **STEP 2:** Click on the **Travel and Expenses** tile. This will take you to the Travel and Expenses dashboard.



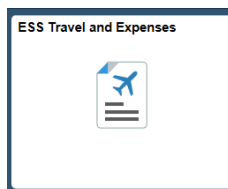
- **STEP 3:** From the Travel and Expenses dashboard, three different tiles can be used to create an expense report.
 - **Option 1** – Click on the **Create Expense Report** tile. (This will take you directly to the expense report entry page.)



- **Option 2 (Recommended)** – Click on the **My Expense Reports** tile. (This allows you to review what expense reports you may have pending before creating a new one.)



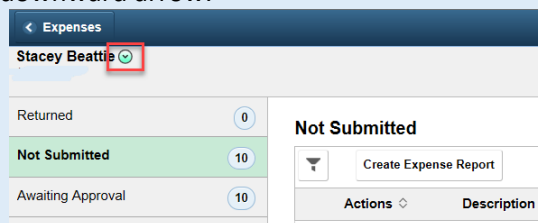
- **Option 3** – Click on the **ESS Travel and Expenses** tile.



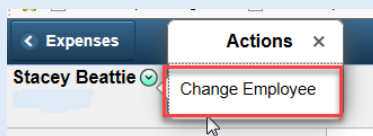
ESS Travel and Expenses Tile is displayed. Click on **Create Expense Report**. (This will take you directly to the expense report entry page and open a new window.)

- **STEP 4: For delegated users entering expense reports for another employee.** To create an Expense Report for yourself, please skip to **Step 5**.

Your Name and Employee ID should default in. **If you are entering as a delegated user for another employee,** click on the green circle with the downward arrow.



Click on **Change Employee**.



A listing of the employees that you have the authority to enter for will be displayed. You can also search for an employee if you are a delegated enterer for multiple employees by entering the name in the search box.



Select the appropriate name from the listing.

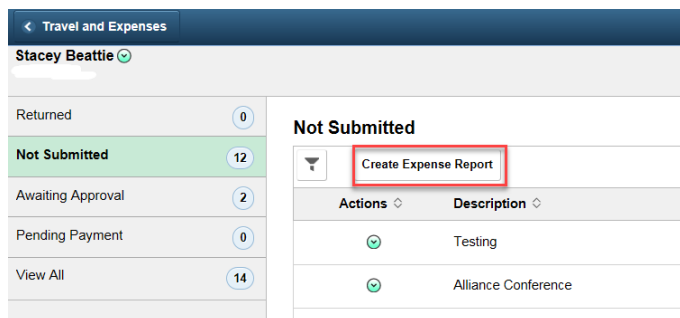


- **STEP 5:** If choosing Option 2, My Expense Reports page will be displayed. There are 5 categories of expense reports – Returned, Not Submitted, Awaiting Approval, Pending Payment, and View All. The number of expense reports in each category will be displayed. The first category that contains expense reports will be expanded.

Actions	Description	Business Purpose	Report ID	Updated Date	Amount
	Testing	Training/Education-In State	0000432979	12/20/2018	8.00 USD
	Alliance Conference	Confrence/Convention-OutofState	0000432977	12/12/2018	0.00 USD
	UAT Test	Business Travel-In State	0000432976	12/04/2018	99.76 USD
	Fluid Testing	Business Travel-In State	0000432974	11/28/2018	93.07 USD
	attachment test	Business Travel-In State	0000432972	11/14/2018	0.00 USD
	Testing2	Business Travel-In State	0000432969	10/31/2018	110.00 USD
			0000432968	10/19/2018	0.00 USD

Creating an Expense Report

- **STEP 6:** Click on the **Create Expense Report** button.



- **STEP 7:** Select a purpose from the **Business Purpose** list. This field is required due to tax laws requiring a business purpose for business expenses. Click **Business Purpose** and select the item that best describes your purpose.
- **STEP 8:** Enter the desired information into the **Report Description** field. The Report Description is a text field and should be used to make your trip identifiable, i.e., “Attended XYZ Conference.” This will help you identify your expenses when you are looking them up later.

General Information

*Business Purpose

*Description

Default Location

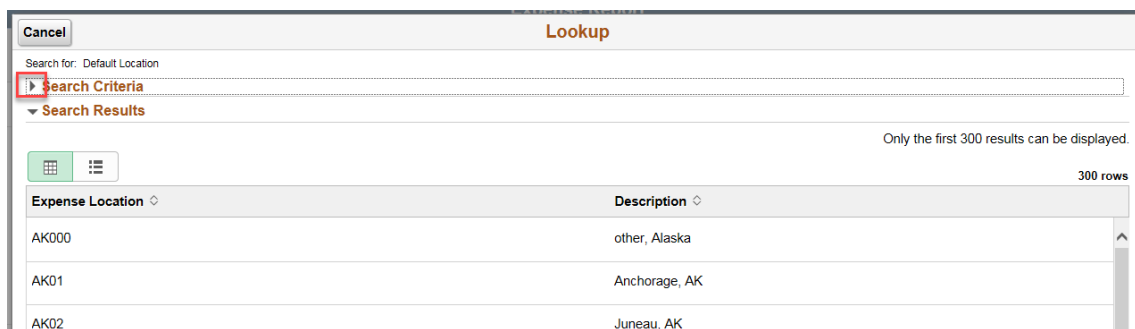
Reference

- **STEP 9:** The **Default Location** auto-populates each destination location field. This field is not required

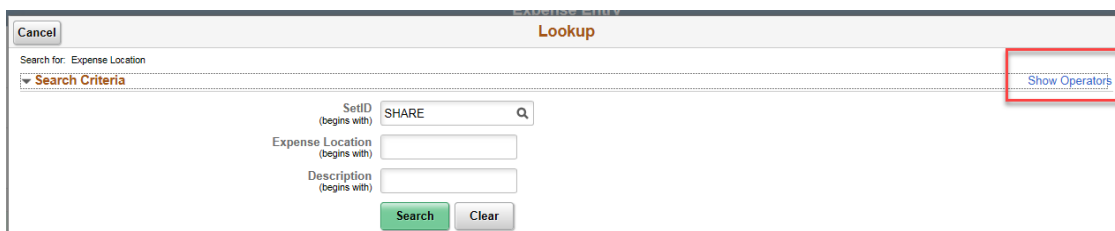


to be completed. If you choose to complete this field, select a city, country, or geographical area where the expenses were generally incurred. This location will then appear on each expense line where applicable, and you can change it throughout the expense report entry process.

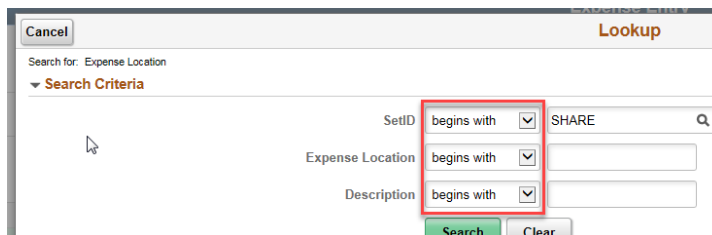
Click **Look up Default Location** by choosing the magnifying glass icon. You will need to click on the sideways arrow to expand the Search Criteria fields.



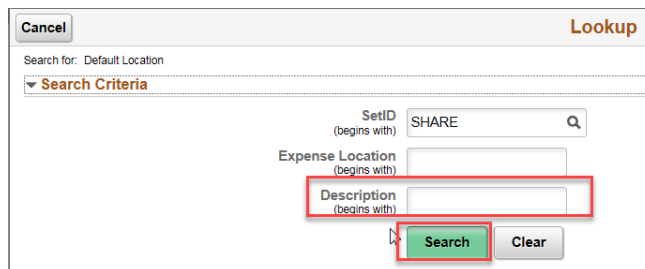
To gain more flexibility in the search criteria, click on the **Show Operators** hyperlink.



This will display Expense Location and Description dropdown menus to access additional search criteria.



Enter the city name in the **Description** field. Once you have entered the search criteria, click the **Search** button.





If you cannot find your city, select **Other, STATE NAME**. See examples below.

The screenshot shows the 'Expense Report Lookup' window. It has a search bar at the top with 'Default Location' and a 'Show Operators' link. Below is the 'Search Criteria' section with three input fields: 'SetID (begins with)' containing 'SHARE', 'Expense Location (begins with)' which is empty, and 'Description (begins with)' containing 'other'. The 'Description' field is highlighted with a red box. There are 'Search' and 'Clear' buttons below the fields. The 'Search Results' section shows a table with 52 rows. The table has two columns: 'Expense Location' and 'Description'. The visible rows are:

Expense Location	Description
I0178	OTHER, Canada
I1055	OTHER, Puerto Rico
WI000	Other, WI
HI08	Others, HI
SD000	other South Dakota
AL000	other, Alabama

Select the value that best matches your desired location.

- **STEP 10:** If desired, select the **Reference** value for this Expense Report. This field is not required.

Even though you can enter text in the Reference box, it is recommended that you choose one of the pre-defined values for consistency. Use the magnifying glass to search for this entry. The most common value selected will be **General**.

- **STEP 11:** (Optional) - To set the expense report defaults so that every expense line has the same chartfields, click on **Accounting Defaults**. (For account code assistance, refer to Step 32 on pages 16 and 17).

The screenshot shows the 'Expense Report Defaults' window. It has a 'General Information' section with fields for '*Business Purpose' (Business Travel-In State), '*Description' (Training Classes - STAR), 'Default Location', and 'Reference'. On the right, there is a dropdown menu with 'Attach Receipt' and 'Accounting Defaults' (highlighted with a red box). Below the dropdown, it shows 'Creation Date: 01/18/2019 Stacey Beattie' and 'Updated on: 01/18/2019'.

A popup window will appear that may contain defaults from your expenses profile. These fields can be edited as needed. Click the **Done** button when finished.

The screenshot shows the 'Expense Report Defaults' popup window. It has a 'Cancel' button and a 'Done' button. The title is 'Expense Report Defaults'. Below the title, there is a 'Description test' field. The 'Accounting Details' section has a 'GL ChartFields' button and a 'Show All' button. Below this is a table with columns: '%', '*GL Unit', 'Bud Ref', 'Fund', 'Appropriation', 'Dept', 'Program', and 'Oper Unit'. The table contains the following data:

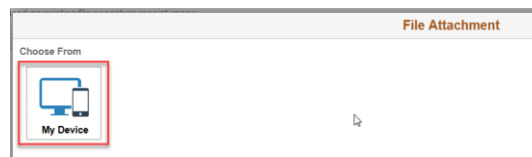
%	*GL Unit	Bud Ref	Fund	Appropriation	Dept	Program	Oper Unit	
+	-	100.00	50500	FY2019	16100	13800	505T000001	-----

Attaching Receipts - at the header. See page 13, to attach receipts to the line entry.

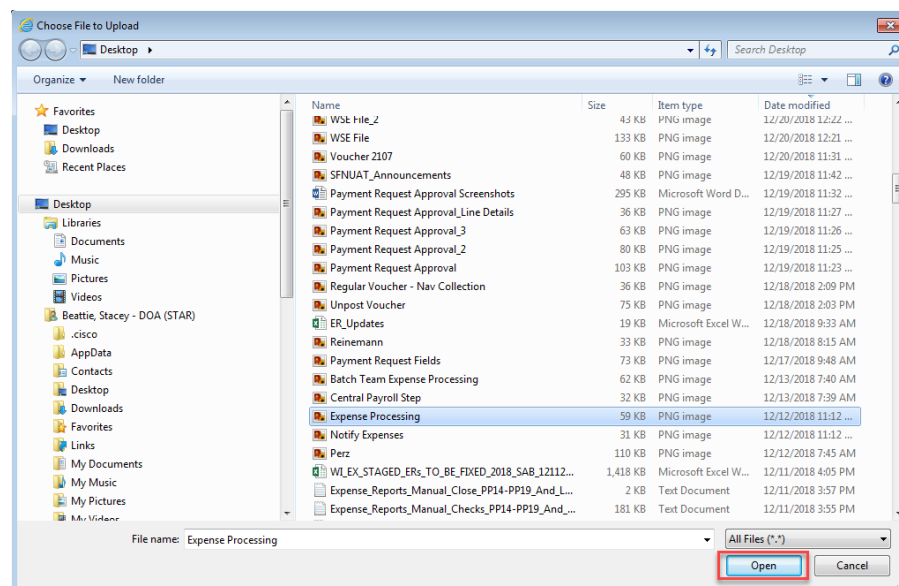
- **STEP 12:** Receipts or documents that relate to the entire expense report are to be attached at header level, i.e. conference agendas, Out-of-State Travel forms (OST), and Vehicle Non-Availability forms. (Other receipts will be attached at the line level, as expenses are entered). To add attachments, click on **Attach Receipt**.

- **STEP 13:** An **Attachments** box will be displayed with attachment information. Click on the **Add Attachment** button.

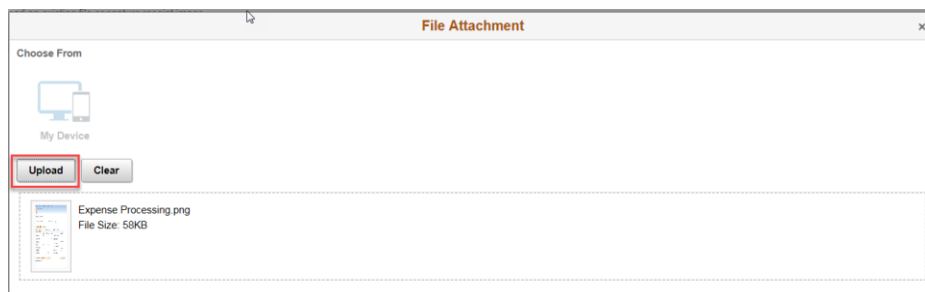
- **STEP 14:** A pop-up **File Attachment** window will appear. Click **My Device** to search for an attachment from your device.



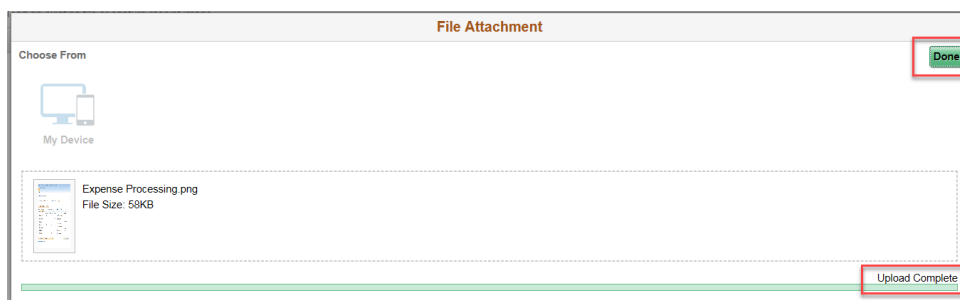
- **STEP 15:** This will display a directory to the files on your device from where you can choose the file you wish to attach. Once you have chosen the file and it appears in the File Name field, click the **Open** button.



- **STEP 16:** Once a file is selected, click **Upload**.



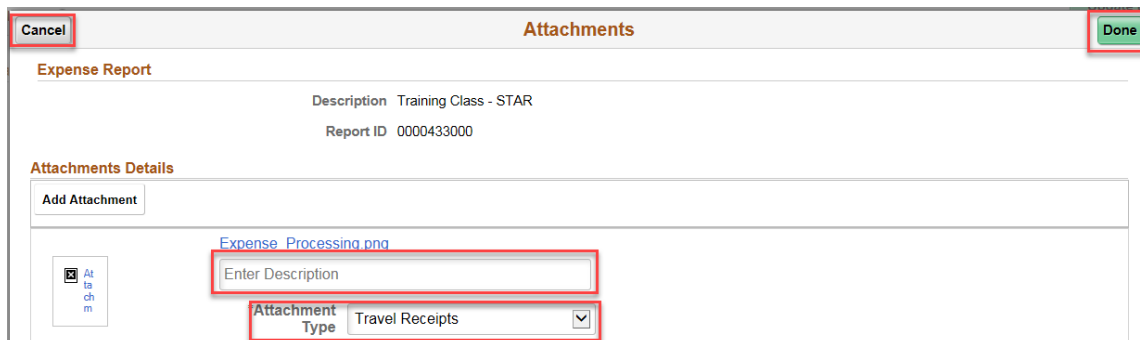
- **STEP 17:** The upload will show as complete. Click **Done**.



- **STEP 18:** The Attachments Uploader will again be displayed to show that the attachment has been uploaded.

The description field is available and can be used if necessary. An attachment type is required. The default attachment type for expense reports is Travel Receipts. The types that are available for expense reports are:

- Break Expenses
- Conference Agendas
- Fleet Non-Availability Slip
- Hotel Receipts
- Non-Travel Expense Documents
- Other Related Documents
- Travel Authorization
- Travel Receipts





Cancel is available to retract the addition of an attachment, in case an incorrect attachment was chosen.

NOTE: This is the only time the Cancel button is available to end the addition of an attachment. Once the attachment has been added, it will no longer be able to be deleted. The description field should be used to note any errors in the attachment(s).

The User and Name fields will be populated after the attachment has been added.

- **STEP 19:** The number of attachments will be shown at the far right in the **Attach Receipt** section.

- **STEP 20:** Now that you have entered the requisite information for your expense report, you can enter your expenses. You do this in the Expenses section of the page. To begin entering expenses, click on the **Add Expense** button.

- **STEP 21:** Enter the date into the **Date** field or select one using the calendar link.



- **STEP 22:** In the Expense Type field, click on the magnifying glass to get to the Expense Type search. The **Frequently Used** expense types will appear first. This is the default. These are the expense types that you have used most frequently in past reports.

Expense Type Search

Cancel

Frequently Used All Types

8 rows

Expense Type ▾

- Parking
- Meals In-State NoOvernight
- Mileage Car
- Internet
- Lodging In-WI
- Dues/Memberships
- Train
- Airline Fee/Baggage

To view other expense types, click on **All Types**.

Expense Type Search

Cancel

Frequently Used All Types

8 rows

Expense Type ▾

The default display option is Expense Category. Click **Expand All**, to expand all the categories.

Expense Type Search

Cancel

Frequently Used All Types

*Display Option Expense Category ▾

Search Expense Type >>

Expand All | Collapse All

▼ 01 - Meals No Overnight 3 rows ^

Expense Type ▾

- Meals Bagged NoOvernight
- Meals In-State NoOvernight
- Meals Out-of-State NoOvernight

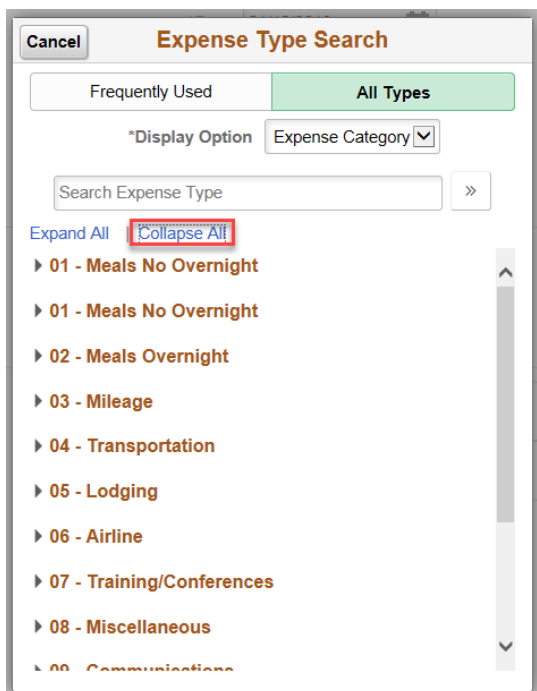
▼ 01 - Meals No Overnight 3 rows

Expense Type ▾

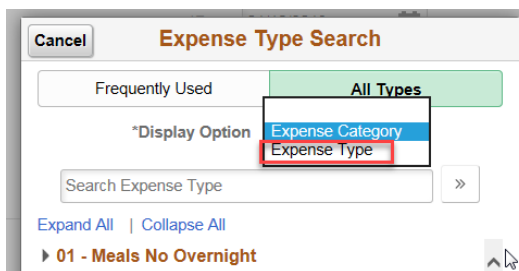
- Meals Bagged NoOvernight



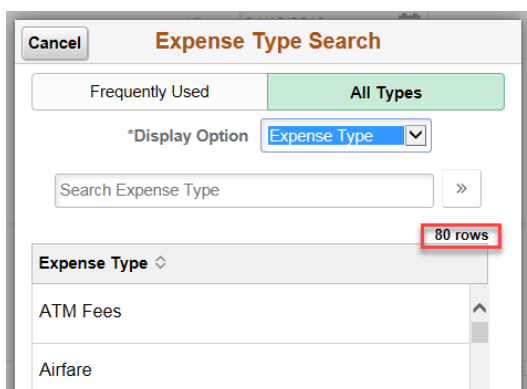
You can scroll down to view all the expense types in each category, or you can click on **Collapse All** to view the categories.



To view every expense type, use the drop down and click on Expense Type.



This will display all expense types in alphabetical order.





You can also search for an expense type by entering it in the search box.

The image shows a software dialog box titled "Expense Type Search". At the top left is a "Cancel" button. Below the title are two tabs: "Frequently Used" and "All Types", with "All Types" selected. Underneath is a "*Display Option" label and a dropdown menu set to "Expense Type". A search input field contains the text "parking" and is highlighted with a red border. To the right of the input field is a right-pointing arrow button. Below the search field, a table displays the results. The table has a header "Expense Type" with a small diamond icon. The first row contains the text "Parking". To the right of the table, it says "1 row".

- **STEP 23:** Use the **Description** field to enter a description of the expense transaction. Enter the desired information into the **Description** field. For meal reimbursements, employees will use this field to provide information on their departure, return, and meal break times. (See Allowed Expenses Job Aid).

NOTE: This description field is 254 characters. If you exceed this maximum, you will receive an error once you tab out of this field.

- **STEP 24:** Use the **Payment Type** field to select how you will be paid for the expense. You should always select **Payroll** if it not already defaulted in. If you select **Payroll**, the expense will be reimbursed on your pay check during the payroll process.

NOTE: The payment type of PCard Transaction **should not** be selected. If **PCard Transaction** is chosen, the system assumes that this purchase was made with a State Procurement Pcard and it will be treated as a prepaid transaction and you will not be reimbursed for the expense.

- **STEP 25:** Use the **Amount** field to enter the amount that you spent for the expense.

NOTE: When you select a mileage expense type, the amount will be automatically calculated, and you will not be able to override the calculated value.

- **STEP 26:** When an expense type is chosen, the system determines the required fields for the expense as soon as the expense type is selected.

For some expenses types, you will be asked to supply more details or attach a required receipt/documentation. For example, if you are entering an airfare expense you will need to supply a Ticket Number and attach a receipt.



Airfare - 01/10/2019

*Date 01/10/2019

*Expense Type Airfare

*Description

Payment Details

*Payment Payroll

*Amount 0.00 USD

Additional Information

*Expense Location

*Ticket #

Attach Receipt (Required) ▲ No Receipts >

Accounting 1 >

For some expense types, i.e. Vehicle Rental, you will need to select a **Merchant**, as well as attach a receipt. The merchant used for this expense type is either a preferred or non-preferred merchant.

If you select **Preferred**, you must select from a list of merchants with whom your agency has a contractual agreement. The merchant list varies according to the expense type. Below is an example of a Preferred Merchant for Rental Cars.

Vehicle Rental - 01/10/2019

*Date 01/10/2019

*Expense Type Vehicle Rental

*Description

Payment Details

*Payment Payroll

*Amount 0.00 USD

Merchant

Merchant Preferred

Preferred Merchant ENTERPRISE/NATIONAL HERTZ

Additional Information

Attach Receipt (Required) ▲ No Receipts >

Accounting 1 >

If selecting **Non-Preferred**, the field becomes a text field in which you will enter the merchant's name. You will need to indicate a Non-Preferred Justification.

Merchant

Merchant Non-Preferred

Non-Preferred Merchant

Non-Preferred Justification



NOTE: Do not use the Receipt Split or Itemize Hotel Bill (lodging expense types) hyperlinks. These are not configured for use.

Lodging In-WI - 01/16/2019

*Date 01/16/2019

*Expense Type Lodging In-WI x Q

Description

*Number of Nights

Payment Details

*Payment Payroll

*Amount 0.00 USD

Additional Information

*Expense Location

Attach Receipt (Required) No Receipts >

Accounting 1 >

Receipt Split Itemize Hotel Bill

- **STEP 27:** The **Exceptions** section area is where you would indicate if an expense was a personal expense and the employee should not be reimbursed for it. On **Personal Expense**, the slide toggle button would be slid over to “Yes” if this applies to this line. **This would most likely never be used.**

Exceptions

Personal Expense No

No Receipt No

Attaching Receipts – at the line level. See page 7, for specific attachment instructions.

The DOT requires receipts for all expense that total \$25.00 or above, but some expenses under \$25.00 also require receipts. For the list of expense types that need receipts, including expenses that are under \$25.00, please see the **Allowed Expenses job aid**.

To add an attachment at the line level, in the **Additional Information** section, click the **Attach Receipt** box to bring up the Attachments Uploader.

Additional Information

Attach Receipt (Required) No Receipts >

Accounting 1 >

- **STEP 28:** On **No Receipt**, slide the toggle button over to “Yes” if there is no receipt to substantiate an expense item that requires a receipt. Indicating that there is **No Receipt** does not absolve you from having to submit a receipt for certain reimbursable charges.



- **STEP 29:** If the toggle button is indicated as “Yes” for No Receipt for an expense type that requires a receipt, once the expense report is saved, an **Exception Comments** section will appear, and a comment will be required to be entered as to why no receipt is attached for that expense line.

All necessary receipts will be attached to the **Expense Report** by being uploaded as electronic attachments. This could require scanning and saving the receipt to your computer or attaching a picture from a mobile device, so that it can be uploaded into the PeopleSoft system. Consider renaming your attached receipts to identify the document. (i.e., agenda, hotel receipt, baggage, etc.).

To enter a comment, click anywhere in the **Receipt Missing** box and an **Exception Comment** pop-up window will appear. Enter your explanation, and when finished, click **Done**.

- **STEP 30:** If you are entering an expense that is location specific, such as a hotel room expense, you will be asked to enter a location. This field will default to the **Default Location** used, if one was entered, or to any a previous location entered in an expense line.



- **STEP 31:** Expand the **Accounting** section to view or edit ChartFields by clicking in the accounting box.

Lodging In-WI - 01/10/2019

*Date: 01/10/2019

*Expense Type: Lodging In-WI

Description: testing

*Number of Nights:

Payment Details

*Payment: Payroll

*Amount: 82.00 USD

Additional Information

*Expense Location:

Attach Receipt (Required) No Receipts >

Accounting 1 >

Project Charging

- **STEP 32:** Expense items are charged to a set of ChartFields that represent the business unit or department of the employee who is submitting the expense report. Some of these ChartFields may default in from your expense profile and some may not. The **GL Unit, Bud Ref, Fund, Appropriation, Department, Account, PC Bus Unit, Project, Activity, and Source Type** fields are required. The Account field defaults based upon the expense type that has been chosen and should not be changed. For more information on what codes you should be using, please contact your supervisor, as this information varies for each employee and Speedtype used.

Expense Report Distributions

Expense Type: Lodging In-WI
Amount: 82.00 USD

Accounting Details

GL ChartFields Show All

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Bud Ref	Fund	Appropriation	Dept	*Account
82.00	50500	82.00	USD	1.00000000	FY2019	16100	13800	505T000001	7300000

You will need to verify/update the following required fields within the ChartFields. The [SpeedType Financial Spreadsheet](#) (Search by Project) is needed to find your **Fund, Appropriation** and **Department** codes.

Note: The Speed Types (Finance) spreadsheet is updated regularly, do not print this spreadsheet and also be sure to verify your ChartFields if you are copying an Expense Report.

GL Unit	Auto populates to 39500
Bud Ref	FY20XX Current Fiscal Year
Fund	5-digit Fund code. Determined by your SpeedType. <i>Please refer to the SpeedType Financial Spreadsheet, see job aid link above</i>
Appropriation	5-digit Appropriation code. Determined by your SpeedType. <i>Please refer to the SpeedType Financial Spreadsheet, see job aid link above</i>



Dept	Auto populates to the employee's dept code. Please revise to the department code for the SpeedType. <i>Refer to the SpeedType Financial Spreadsheet, see job aid link</i>
Account	DO NOT change the code that defaults into this field. It auto populates based on the expense type chosen
Program	Leave Blank
Oper Unit	Leave Blank
Product	Leave Blank
PC Bus Unit	39500
Project	395 and then your Speed Type (8-digit project ID code) Please contact your supervisor for the correct SpeedType
Activity	LABOR-DLVY-OTHER
Source Type	Other
Category	Leave Blank
Subcategory	Leave Blank
Affiliate	Leave Blank
Fund Affil	Leave Blank

If you added all the required information into the expense line, your ChartField is now complete and you can move on to the next expense. **An error in the ChartField will result in the GL Unit field turning red.** This does not mean the GL Unit is incorrect; however, it means there is missing or incorrect data within the required fields.

Click **Done** to return to the expense report.

Option 2: If you are charging expenses to multiple Speedtypes (former project IDs), you must enter expenses individually. Expand the **Accounting Details** by clicking the **Plus (+)** symbol to the left of the existing accounting string. Then, enter the Speedtypes for the other project to be charged, thus splitting the expense between multiple projects. Then click **Done** to return to the expense report.

The screenshot shows the 'Expense Report Distributions' window. At the top, it displays 'Expense Type Parking' and 'Amount 7.20 USD'. Below this is the 'Accounting Details' section, which is expanded. The first row in the table shows a red box around the '+' button, followed by a '-' button, a text input field containing '7.20 x', a dropdown menu with '39500', a search icon, '7.20 USD', '1.00000000', 'FY2019', '21100', and another search icon. A second row is partially visible below it with similar fields.

- **STEP 33:** To add additional expense lines, click the **Add (+)** button at the left of your screen.

My Expense Reports Expense Entry

Training Classes - STAR

Stacey Beattie

Total (1 Item) 82.00 USD	

Thursday, January 10, 2019

Lodging In-WI	82.00
testing	USD

Lodging In-WI - 01/10/2019

*Date: 01/10/2019

*Expense Type: Lodging In-WI

Description: testing

*Number of Nights:

Payment Details

*Payment: Payroll

*Amount: 82.00 USD

Additional Information

*Expense Location:

As you add expense lines, they will be ordered by date, with the newest at the top.

Expense Summary

Training Classes - STAR

Stacey Beattie

Total (4 Items) 178.25 USD		R
Friday, January 18, 2019		
Registration Fee	100.00	
conference fee	USD	
Saturday, January 12, 2019		P
Mileage Car	38.25	
testing	USD	
Meals In-State NoOvernight	10.00	A
testing	USD	
Thursday, January 10, 2019		
Parking	30.00	
testing	USD	

- **STEP 34:** To delete any of the expense lines, highlight the line you wish to delete (will be green) and click the **Delete (trash can)** button at the left of your screen.

My Expense Reports Expense Entry

Training Classes - STAR

Stacey Beattie

Total (3 Items) 40.00 USD

Saturday, January 12, 2019
 Mileage Car testing 38.25 USD
 Meals In-State NoOvernight testing 10.00 USD

Thursday, January 10, 2019
 Parking testing 30.00 USD

Meals In-State NoOvernight - 01/12/2019

*Date: 01/12/2019

*Expense Type: Meals In-State NoOvernight

*Description: testing

Payment Details

*Payment: Payroll

*Amount: 10.00 USD

Additional Information

*Expense Location: Milwaukee, WI

A confirmation window will appear. Click yes if you wish to delete that expense line.

Are you sure you want to delete the selected expense(s)?
Any credit card, enhanced data, or expense items associated with this expense will be deleted as well.

Submitting Expense Reports

- **STEP 35:** Click **Save** to save the expense report without submitting it for approval. It is recommended that you “save early and often” so that changes do not get lost. Click **Review and Submit** when you have completed filling out the report and are ready to submit it for approval.

My Expense Reports Expense Entry

Training Classes - STAR

Stacey Beattie

Total (4 Items) 178.25 USD Registration Fee - 01/18/2019

Last Saved: 01/22/2019 9:55AM

- **STEP 36:** Once you have saved the expense report, you will not see any changes to the page that you are currently on. To see the status of the expense report, you would need to click on the pencil icon to return to the header of the expense report.

Expense Report Expense Entry

Training Classes - STAR

Stacey Beattie

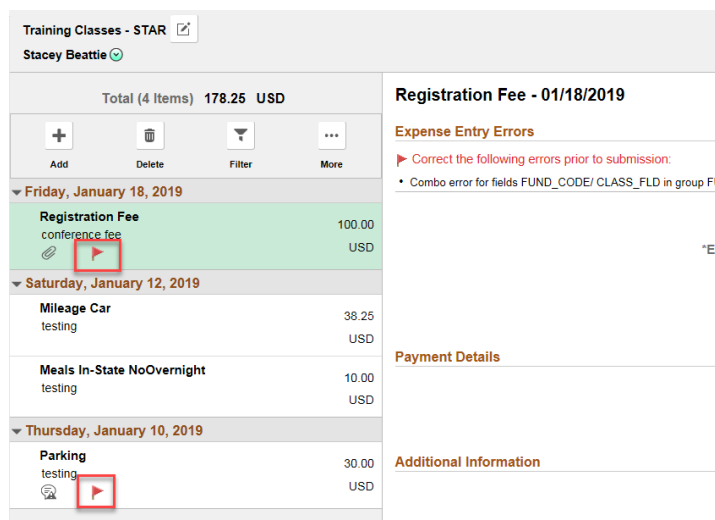
Total (4 Items) 178.25 USD Registration Fee - 01/18/2019



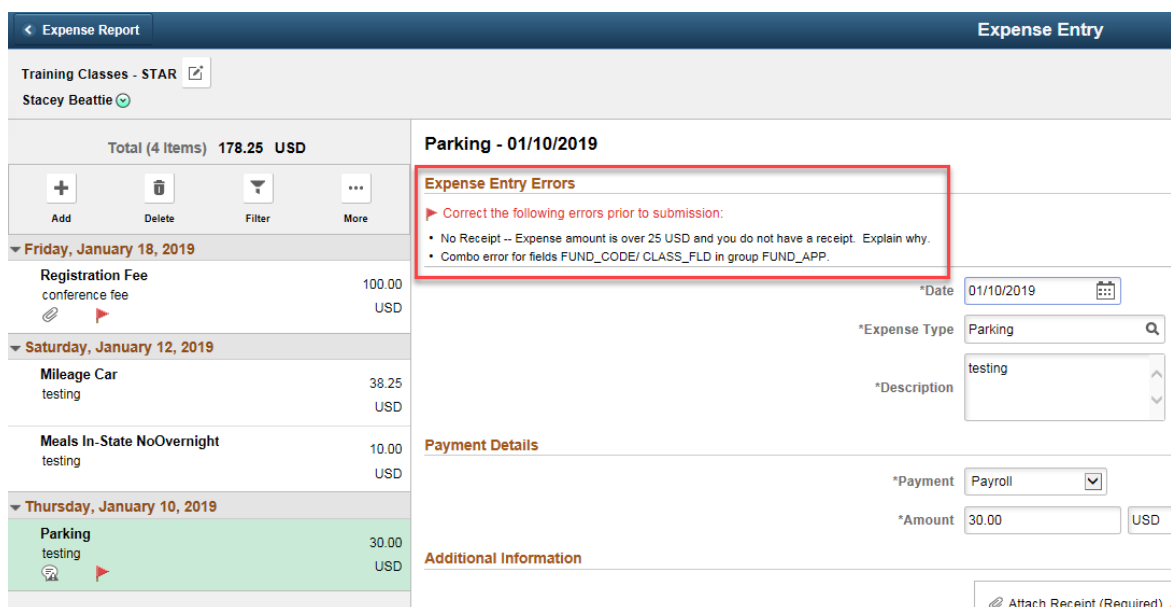
- **STEP 37:** You can see from this page (header) the expense report ID and the status. You are also able to update anything else you may need that may have been missed in the initial creation of the expense report. To return to the details, click on the **Update Details** button.



- **STEP 38:** Before you can submit your expense report, any errors will need to be corrected. Errors are indicated by a red flag and are visible to the left in the listing of all expense lines.

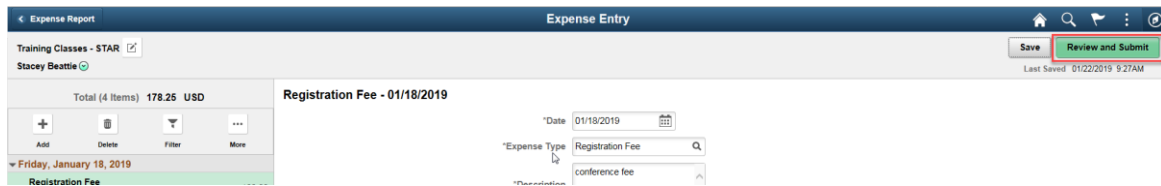


- **STEP 39:** By clicking on each expense type with a red flag, you will be able to see what the error is.

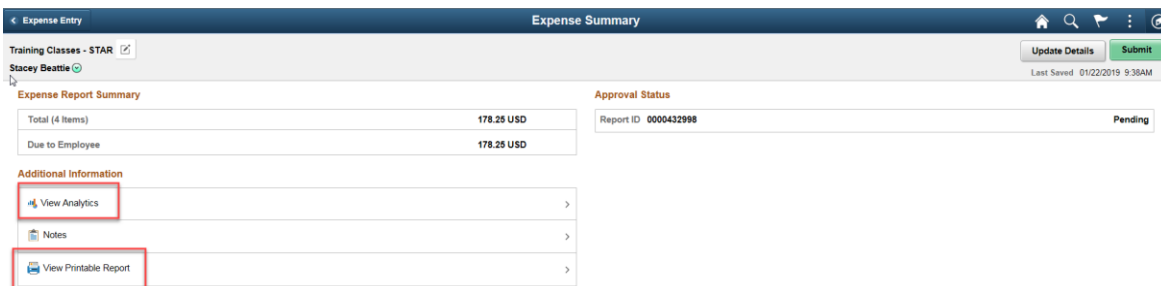




- **STEP 40:** When you are ready to submit your expense report, Click the **Review and Submit** button.



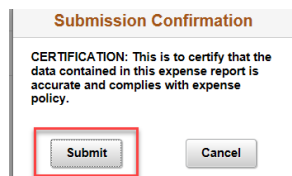
- **STEP 41:** You can select **View Printable Version** to print a copy of the expense report. Choose **View Analytics** to access a window where you can view three tabs: Expense by Day/Type, Totals by Department, and Totals by Project / Activity.



- **STEP 42:** When you are ready to submit your expense report, click the **Submit** button.



- **STEP 43:** A **Submission Confirmation** pop-up window appears. This Submission Confirmation contains a certification statement. If you agree with the certification statement, click the **Submit** button.



- **STEP 44:** After you submit the report, the system returns you to a summary **My Expense Reports** page. It will default to the **Awaiting Approval** category, and the expense report that was just submitted should be on top and will serve as confirmation that the report submitted successfully. Notice the status has also updated to Submission in Process.

