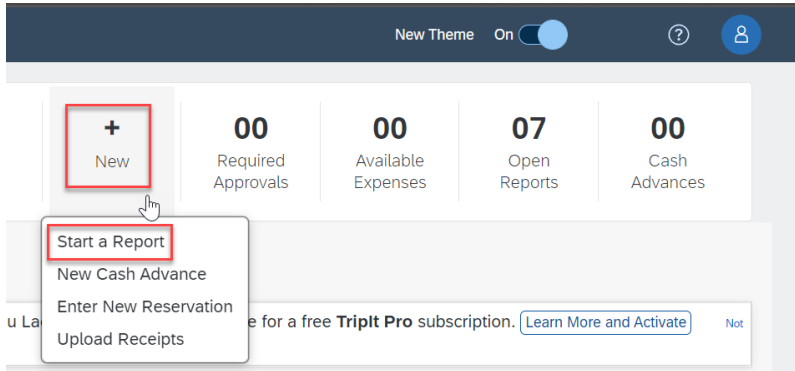# Adding Expenses & Submitting Reports

travelND

1. Start a Report

After logging into traveND, click the **New** button then click **Start a Report** to start a new report


2. Report Header

Choose a **Policy**, add a **Report Name** and a **Business Purpose** to your report header. Fields marked with a red asterisk next to the title are required fields.

3. Change the FOPAL

Your default **Fund/Org/Program** is added automatically to the header. If you want to change to another FOP, remove the default and type in the new combination. Enter Activity and Location Codes, if necessary. The Account code is tied to the expense type you choose when creating the expense report.

Click **Create Report** in the lower right corner of the header page, the next screen is your expense report.
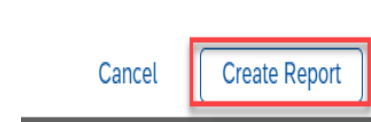
4. Available Expenses

You may now add the business credit card charges and/or out-of-pocket expenses to your expense report. The company credit card transactions (charges) are automatically imported to traveND and reside under **Available Expenses** on the **Manage Expense** page

5. Import Expenses

From inside the report, click **Add Expense.** This will open a pop up window showing all of the available expenses. **Select** the charges, itineraries or e-receipts to be imported by clicking the box to the left of the expense or trip, **Select Add to Report**.

Add Expense ✕

	6 Available Expenses	**+** Create New Expense			
☐	Payment Type ⇅	Expense Type ⇅	Vendor Details ⇅	Date ⩧	Amount ⇅
☑	Cash	Airfare Domestic - Charged to FOAPAL (77010)	Southwest	03/04/2022	$244.98
☑	Chase Travel Card	Undefined	EB IVY PLUS 2022 AT B	03/04/2022	$550.00
☐	Cash	Airfare Domestic - Charged to	United	03/01/2022	$0.00

Close   **Add To Report**

6. Import Expenses (continued)

As expense lines are added to the report, you may need to complete some required fields for that expense or change, such as add the expense type (account number). Click on the expense line and the details will open in a new page

Report Details ˅   Print/Share ˅   Manage Receipts ˅   Travel Allowance ˅

Add Expense	Edit	Delete	Copy	Allocate	Combine Expenses	Move to ˅

	Alerts ⇅	Receipt ⇅	Payment Type ⇅	Expense Type ⇅	Vendor Details ⇅
☐	🔶		Chase Travel Card	Employee Meals (72192) Attendees (1)	EINSTEIN BAGEL4024 CAT South Bend, Indiana

7. Edit the Expense information

Enter the expense information in the respective fields. **Required** fields are indicated by the red asterisk next to the field name. Use the **Comment** box to explain any necessary details about the expense for your approvers. Receipts can be attached by clicking the large **Upload Receipt Image** button. **Receipts are required for all expenses $25 and above paid in cash or personal card, and $75 and above using university cards.** Once a receipt is uploaded, an image will be shown here. When you are done, click **Save Expense**

← → **Employee Meals (72192) $53.46** 🗑   Cancel | Save Expense

06/07/2016 | EINSTEIN BAGEL4024 CAT | Corporate Card   Hide Receipt 🖼

| Details | Itemizations |

👥 Attendees (1) | 🕐 Allocate

* Required field

Expense Type *
Employee Meals (72192)   ˅

Transaction Date   Business Purpose
06/07/2016   dummy report

Vendor Name   ☐ No Alcohol Included
EINSTEIN BAGEL4024 CAT

City *
🌐 ˅ South Bend, Indiana

Payment Type
Chase Travel Card

Amount   Currency
53.46   US, Dollar

☐ Non-Reimbursable Expense

Comment

🖼 Upload Receipt Image

Save Expense   Cancel

8. **Add Out of Pocket Expenses**

To enter expenses paid by cash or a personal card, select **Add Expense** in upper left corner to bring up the expense window. Click the tab called **Create New Expense.** Type in the account number or account name in the **Expense Type field** to find the expense type. Select the appropriate expense type (account number) from the list of account numbers.

Add Expense ✕

| Add Expense | 6 Available Expenses | + Create New Expense |

Search for an expense type

∧ *Travel

Airfare & Related Fees-Domestic (77010)

9. **Add the Required Information**

Enter the expense information in the respective fields. **Required** fields are indicated by the red asterisk. Use the **Comment** box to explain any necessary details about the expense for your approvers.

Employee Meals (72192) $53.46 🗑   Cancel Save Expense

06/07/2016 | EINSTEIN BAGEL4024 CAT | Corporate Card

| Details | Itemizations | Hide Receipt

👥 Attendees (1)   🕓 Allocate

* Required field

Expense Type *
Employee Meals (72192)

Transaction Date   Business Purpose
06/07/2016   dummy report

Vendor Name
EINSTEIN BAGEL4024 CAT   ☐ No Alcohol Included

📄
Upload Receipt Image

City *
📍 ∨ South Bend, Indiana

10. **Change the FOAPAL or Allocate Expenses**

The Fund/Org/Program can be reviewed at the header by clicking **Report Details** then clicking **Allocation Summary** to see how expenses are allocated. To add an allocation, select all expenses you want to allocate Click **Allocate**. You can also allocate expenses at the line level (change or split FOAPAL's) – open the expense, click on **Allocations** from the **Details Menu** on the expense.

Report Details ∨   Print/Share ∨   Allocate

Report
Report Header   06/07/2016 | EINSTEIN BAGEL4024 CAT
Report Totals
Report Timeline
Audit Trail   Details   Itemizations
Allocation Summary
Linked Add-ons
Manage Cash Advances   👥 Attendees (1)   🕓 Allocate

Change default FOPAL to new FOPAL. To split a FOAPAL, from the **Allocate** menu, select either **Percentage** or **Amount**. Click add, then enter the percentage or amount. Click in the field under the fund column heading, and then select the appropriate fund. Do the same for organization and program. Activity and location are optional. To add another FOP, click **Add** again, then select the appropriate FOP for each new allocation. The allocations will need to add up to the total expense(s) selected. **Save** the changes.

Allocate

Expenses: 3 | $575.00

| Percent | Amount |

Amount
$575.00

Default Allocation

Code
Default

| Add | Edit | Remove | Save as Favorite |

Cancel   Save

11. Expense Report Approvers

Since you have a default approver set in your profile, when you submit your report, the report will go to that approver. To view your default approver, under the **Report Details** drop-down, click on **Report Timeline.** From the new window, click **Edit** to update the approver
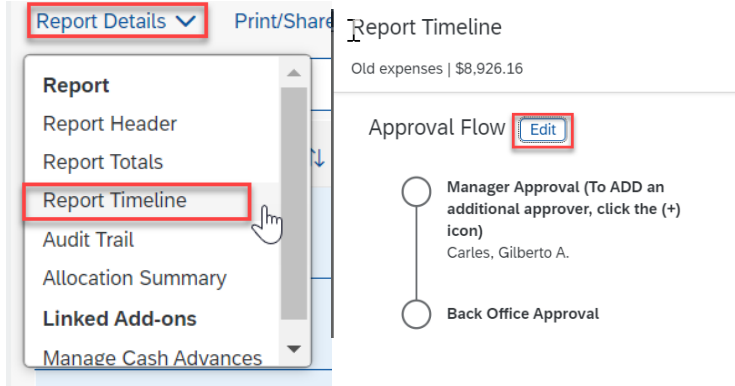

In the window that pops up, you can change the approver listed. If you need more people to approve the report, choose **Add Step** to add additional approvers. The Back Office Approval is to indicate who in Accounts Payable/Compliance is reviewing the report.
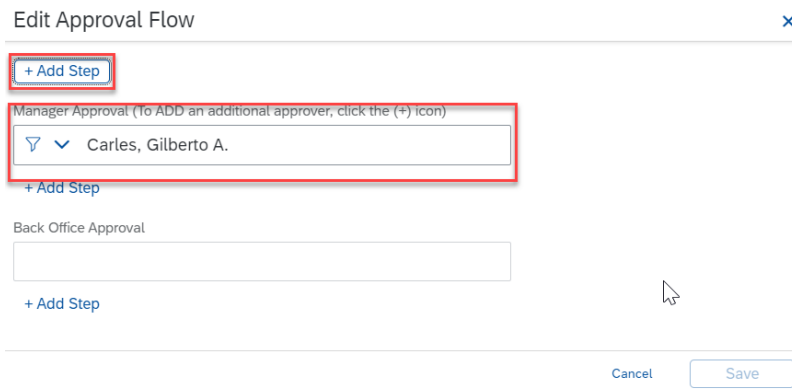
14. **Submit your Expense Report**

From the **Print/Share** menu, select **UND Detail Report** to review your report and/or print the report. After reviewing click **Submit Report** in the upper right corner of the report.
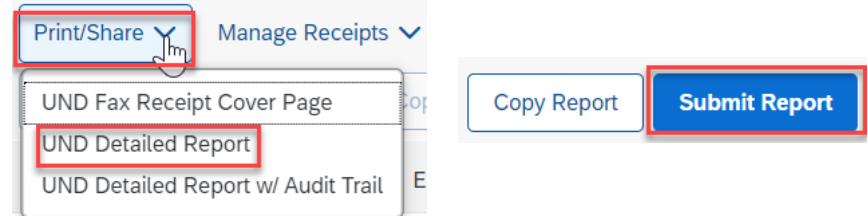
15. **Exceptions and Alerts**

TravelND has some built-in reminders and messages that alert the user if more information is needed in the expense report.

If the message appears with a yellow ⚠ exception icon, the message is alerting you that additional information **MIGHT** be required for the report to be complete. These exceptions are informational and the system will allow the report to be submitted if they are present.

If the message appears with a red ✖ exception icon, the system will not allow the expense report to be submitted. The exception must be corrected before submission.