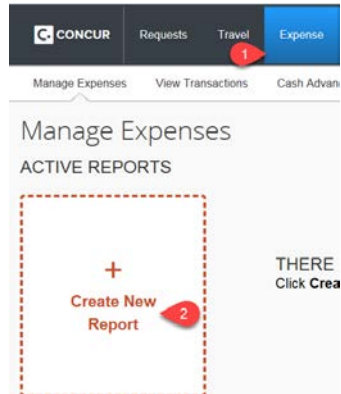


Adding Expenses & Submitting Reports

1. Start a Report

After logging into travelND, click the **Expense Tab**, click the **Create a New Report** sticker to get started.



2. Report Header

Add a **Report Name** and a **Business Purpose** to your report header. Fields marked with a red bar to the left of the field are required fields.

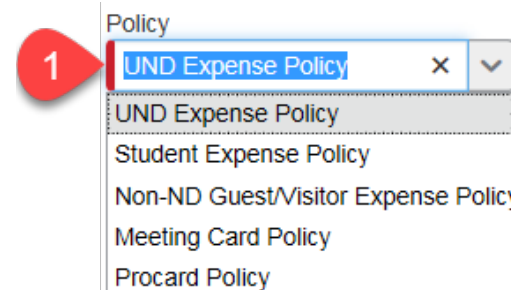
Create a New Expense Report

Report Header

Report Name 1	Report Date 11/10/2016	Policy UND Expense Policy	Business Purpose 2
Fund (100000) Educational and Ge	Organization (56000) Procurement Service	Program (70000) General Administr	Activity
Location	Comment		

3. Select a Policy

You will change the **Policy** depending on who will be getting reimbursed. All faculty and staff are reimbursed under the default policy, **UND Expense Policy**



4. 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 **Next** in the lower right corner of the header page, the next screen is your expense report.

Adding Expenses & Submitting Reports

5. Available Expenses

You may now add the Travel Card charges and/or out-of-pocket expenses to your expense report. Travel card transactions (charges) are automatically imported to travelND and reside under **Available Expenses**.

1 Available Expenses

All Corporate and Personal Cards

Card Program...	Expense Detail	Expense Type	Source
<input type="checkbox"/>	THE VOLCANO SOUTH BEND, , US	Meals-Domestic-Breakfast,...	
<input type="checkbox"/>	EVENTCORE 206-784-0626, WA	Conference Fees - Domesti...	

6. Import Expenses

Select the charges, itineraries or e-receipts to be imported by clicking the box to the left of the expense or trip, **Select Move to Current Report**. You can also click, drag and drop all card charges to the **Expense** section on the left of your expense report.

Available Expenses

All Corporate and Personal Cards

Card Program...	Expense Detail	Expense Type	Source
<input checked="" type="checkbox"/>	THE VOLCANO SOUTH BEND, , US	Meals-Domestic-Breakfast,...	
<input type="checkbox"/>	EVENTCORE 206-784-0626, WA	Conference Fees - Domesti...	

7. Import Expenses (continued)

As expense lines are added to the report, you may need to complete some required fields for that expense or change/add the expense type (account number). Click on the expense line and the details will appear on the right side of the screen.

Expenses

Move Delete Copy View

Date	Expense Type	Amount	Requested
Adding New Expense			
07/05/2013	Meals-Domestic-Breakfast, Lunc THE VOLCANO, South Bend, Indi	\$18.99	\$18.99

8. Edit the Expense information

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

Expense Receipt Image Avail

1 Expense Type: Meals-Domestic-Breakfast, L

Transaction Date: 07/05/2013

Business Purpose: Business lunch

Vendor Name: THE VOLCANO

City: South Bend, Indiana

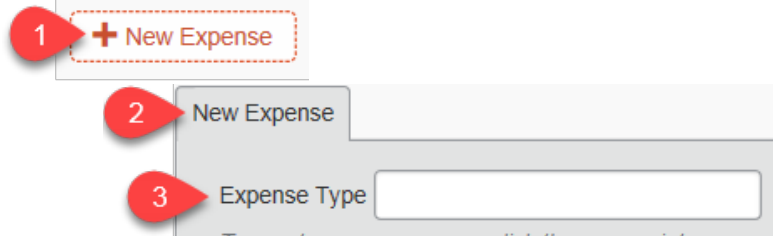
Payment Type: Chase Travel Card

Amount: 18.99 USD

Comment: 2

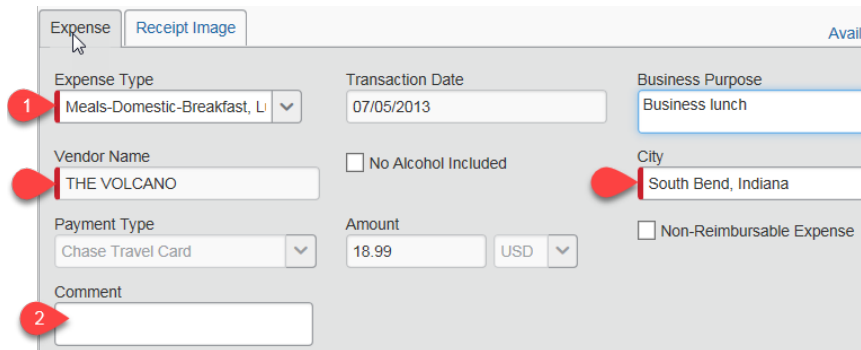
9. Add Out of Pocket Expenses

To enter expenses paid by cash or a personal card, select **New Expense** in upper left to view the new expense tab. Type in the account number or text in the **Expense Type field** to find the expense type. Select the appropriate expense type (account number) from the list of account numbers.



10. Add the Required Information

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



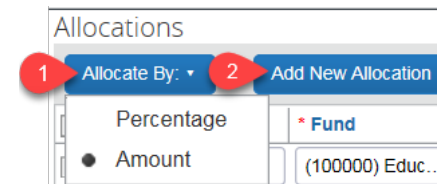
11. Change the FOPAL or Allocate Expenses

The Fund/Org/Program can be changed at the header level or on each expense line. You can also allocate expenses at the line level (change or split FOAPAL's) - On the expense report page, click on **Allocations** from the **Details Menu**. From the **Allocations for Report** pane, select one or more expenses. Click **Allocate Selected Expenses**.



12. Allocations (continued)

Change default FOPAL to new FOPAL. To split a FOPAL, from the **Allocate By** dropdown menu, select either **Percentage** or **Amount**. 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 New Allocation**, then select the appropriate FOP for each new allocation. The allocations will need to add up to the total expense line. **Save** the changes.



13. Add Receipts

The University has adopted the IRS Receipt threshold of \$75 for items placed on a University Travel Card (including Meeting Cards) Receipts not required for transactions under \$75 – other than airfare, lodging, car rentals and purchases of alcohol – when placed on a University Travel Card. For transactions paid by cash or personal card, receipts are not required for transactions under \$25.

Please review the quick reference guide on attaching receipts to your expense report, [Attaching Receipts Guide](#)

14. Expense Report Approvers

From the **Details** drop-down, click on **Approval Flow**. To add the approver, type in the last name of the person in the **Manager Approver** field. When the name appears, select it from the search results.

You can also add more people to the workflow by clicking on the **blue + button** to the right of the name field. Do not add any approvers after the Back Office Approval field.

1 Details ▾ Receipts

Report

Report Header

Totals

Audit Trail

2 Approval Flow

3

4 + ×

Manager Approval (To ADD an additional approver, click the (+) icon):

Back Office Approval:

+ + ×

15. Submit your Expense Report

From the **Print/Email** menu, select **UND Detail Report** to review your report and/or print the report. After reviewing click **Submit Report**.

1 Print / Email ▾

UND Fax Receipt Cover Page

2

UND Detailed Report

UND Detailed Report w/ Audit Trail

16. Exceptions and Alerts

TravelIND 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 may 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.