Create Expense Report (T-Card)

All employees are responsible for ensuring that their Expense Reports are complete, accurate and adhere to the expense reimbursement requirements of CUNY, New York State and New York City. Expense Reports that do not comply with these requirements are returned to the employee to be modified to meet the requirements.

Commence entry of the Expense Report after all T-Card transactions and, if applicable, corresponding credits are available for selection in My Wallet into the Expense Report. While in My Wallet, the user must update the Expense Type and enter the description prior to adding the transaction to the Expense Report.

Users may find it helpful to prepare their receipts for upload into CUNYfirst.
1. Sort all receipts by Date and then Expense Types.
2. Affix the receipts in order on 8½ by 11 sheets of paper.
3. On the top of each sheet:
   a. Print the file name.
   b. Print a description of the file for entry in CUNYfirst.
4. For each receipt, print:
   a. Expense Type.
   b. Date.
   c. Amount – in dollars and cents.
   d. Payment and Billing Type – CUNY, Empl or Non-reimbursable.
5. Scan page.
6. Place receipts and Travel Authorization support documentation in a folder named with the description of the trip on your computer.
7. Retain the originals.

An employee or their proxy may create an Expense Report directly in CUNYfirst. Both the Expense User and the proxy who entered the Expense Report are notified by email when an Expense Report is sent back by an approver.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Employee Self-Service > Travel and Expense Center > Expense Report > Create***.
3.	The **Populate From A Travel Authorization** page displays. If applicable, click the **Select** button of the Travel Authorization to be copied. ***Note: When a Travel Authorization is not required, click the Return to Expense Report entry link.***

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<td>4.</td>
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The Expense Report Entry page displays. In the General Information section, click the Authorization ID link to view the associated Travel Authorization in a pop-up window.

After viewing the Travel Authorization, click the Close button in the upper right corner of the window.

Note: A Travel Authorization that is associated with an Expense Report in error may be detached.
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<tr>
<td>5.</td>
<td>
In the General Information section, as needed, enter or update the following fields: Description, Comment, Business Purpose, and Default Location.

Note: These fields will auto populate from the Travel Authorization and may be overwritten as needed.

In the Description field, as needed, enter a brief description of no more than 30 characters to identify this trip.

For travel related Expense Reports, in the Comments field, enter:

Date and Time From
Date and Time To
Official Working Hours.

From the Business Purpose dropdown, select the correct list item.

Look up the Default Location field which is the destination State and City for your travel.

Note: The Default Location begins with a two digit code for the state.

Click the Save button.

Note: Save your work frequently as you enter the actual expenses and attach the required supporting documentation and receipts.
</td>
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</table>

6.

Click the **Accounting Defaults** link to view the ChartField string to be applied to every expense line of the Expense Report.

The **Accounting Defaults** page displays. As needed, modify these default accounting ChartFields:

- **GL Unit**
- **Dept** (Department)

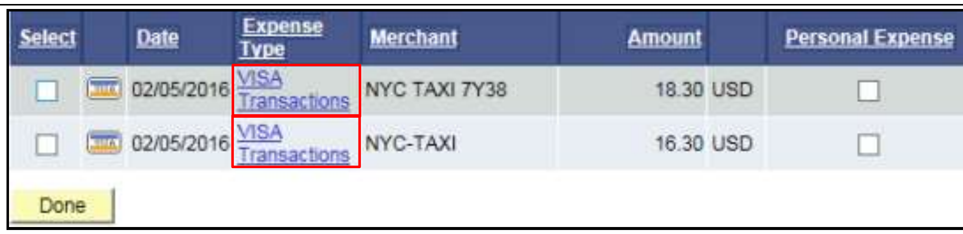
Note: If the GL Unit that will be meeting the costs from this Expense Report is not available, then request your Campus ASL to assign the primary permission list of CUFSDPAPCPCPM.

Click the **OK** button.

7.

Between the **Details** and **Totals** section to the left of the **Delete Selected** button, click the **New Expense** dropdown and select **Expenses from My Wallet**. Click the **Add** button.

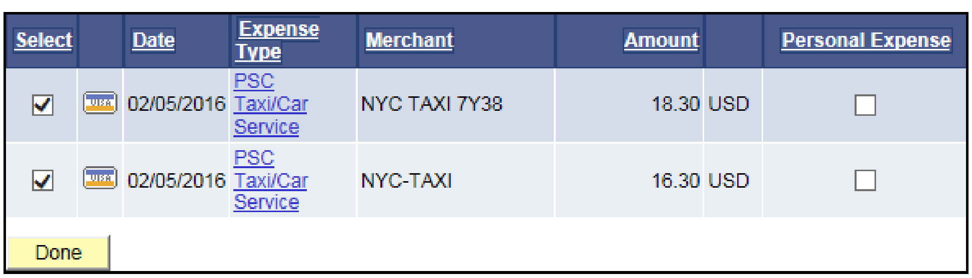
8.



The **My Wallet** page displays. Ensure every T-Card transaction and, if applicable, corresponding credit to be included in this Expense Report displays.

For each T-Card transaction for this Expense Report:

- Click the **VISA Transactions** link
- The **My Wallet Detail** page displays. Click the **Expense Type** dropdown to select the correct expense type for this transaction.
- As needed, enter the **Description** field.
- Click the **Return to My Wallet** link.

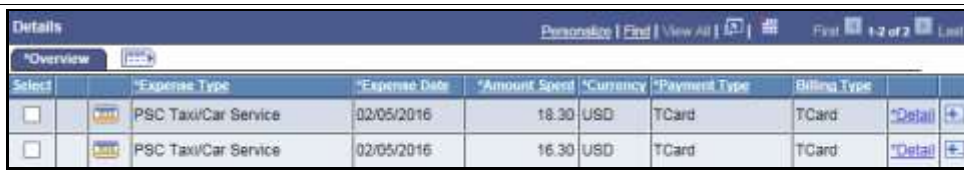


On the **My Wallet** page in the **Select** column, click the checkbox of each and every applicable and updated T-Card transaction to be included in this Expense Report. Then, click the **Done** button.

<table>
<tr><td>9.</td><td>The Expense Report Entry page displays. In the Details section Select column, click the checkbox of each anticipated expense line from the Travel Authorization that is being replaced with the actual expense line selected from My Wallet. Click the Deleted Selected button.

Note: Expense lines from My Wallet are easily identified by the VISA logo and the TCard payment type.</td></tr>
<tr><td>10.</td><td>In the Details section, as needed, click the Add a Row icon.

The cuny.edu needs some information pop-up appears. Enter the number of rows to add for any additional expense lines for this travel event. Click OK.

Note: Only add rows for unanticipated expenses not on the travel authorization and that were not paid for with a TCard.</td></tr>
<tr><td>11.</td><td>

In the Details section, as needed, for each expense line update the Expense Type, Date, Amount Spent, and Payment Type fields.

Note: Rows added from a Travel Authorization or added manually may be updated. Rows from My Wallet cannot be modified.

In the Details section from the Expense Type dropdown, select the most appropriate list item.

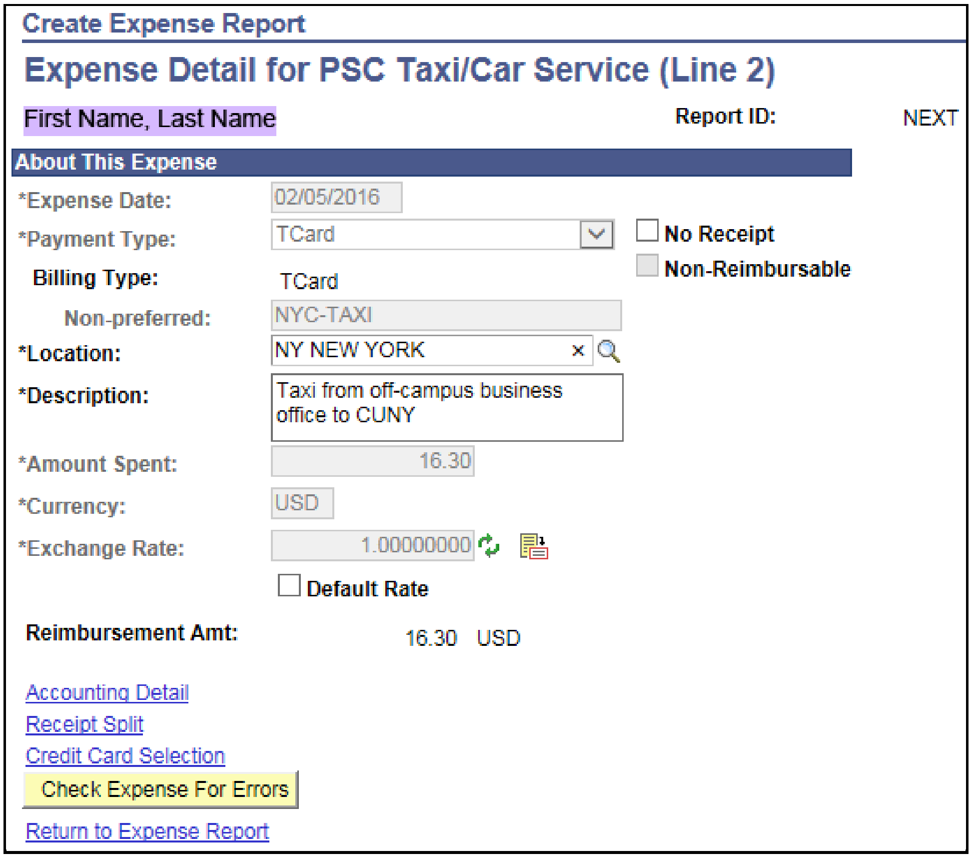
Note: If the employee is a member of PSC, then select applicable PSC Expense Types.

In the Expense Date field, enter the date the expense was incurred in the mm/dd/yyyy format.

In the Amount Spent field, enter the actual expense in dollars and cents as displayed on the receipt.

On the Payment Type dropdown, select:
CUNY Card when the expense was incurred prior to the My Wallet implementation
or
Empl Paid when an employee used their own funds for an expense
or
Non-reimbursable when the specified expense is not eligible to be reimbursed or will be paid by the employee
or
TCard when the travel expense incurred after the My Wallet implementation</td></tr>
</table>

12.



For each expense line, click the **Detail** link to display the **Expense Detail** page for the **Expense Type**.

In the **Description** field, as needed, enter a description of no more than 250 characters.

For each Expense Type, additional fields may display which will always include location. If known, enter the related data.

Note: For example, if the Expense Type is either PSC or Non PSC Commercial Air Travel, then an additional field displays being: Air Ticket Number.

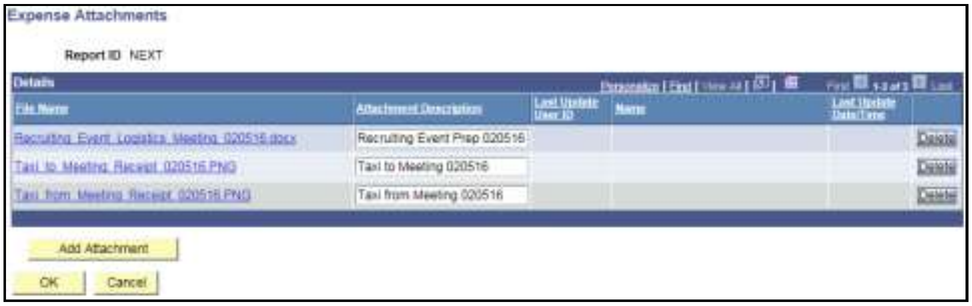
13.

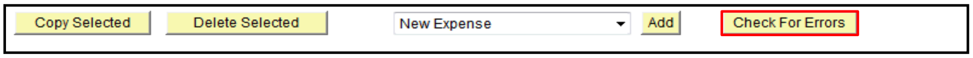
To change the accounting values for an individual line, click the **Accounting Details** link. On the **Accounting Details** page, as needed, modify the default accounting ChartFields.

Note: Do not change the GL unit. If a different GL unit applies to this expense, a separate Expense Report is required.

Click the **OK** button.

The **Authorization Detail** page displays. Click the **Return to Expense Report** link.

14.	 Click the **Attachments** link to upload the Travel Authorization supporting documentation and scanned receipts. ***Note: Expense Reports prepared by a proxy that include a reimbursement amount must be printed, signed by the employee to be reimbursed, scanned and uploaded to the Expense Report.*** The **Expense Attachments** page displays. Click the **Add Attachment** button. The **File Attachment** pop up displays. Click the **Browse** button. Within CUNYfirst, your **Computer** folder displays. Navigate to the documents to be uploaded into CUNYfirst. Click the **Open** button. Click the **Upload** button. ***Note: Documents may be uploaded into a variety of file formats including: .jpg, .pdf, .docx, etc.*** The **Expense Attachments** page displays. In the **Attachment Description** field, enter a brief description of the attachment. Click the **OK** button.
15.	To delete an attachment, on the **Expense Report Entry** page, click the **Attachments** link. On the **Expense Attachments** page, identify the row of the attachment to be deleted by **File Name** or **Description**. Click that row's **Delete** button. The **Delete Confirmation** pop up displays this message, "Delete current/selected rows from this page? The delete will occur when the transaction is saved." Click the **OK** button.

<table>
<tr><td>16.</td><td>


To validate the data, click the Check For Errors button.

Note: When any of the Check for Errors, Save for Later or Submit buttons are clicked, then CUNYfirst:

Identifies any missing required fields.
ChartField strings are checked to ensure that combination of values is valid.

If there are errors, then the Missing or Invalid Information button displays on each line that contains an error. Click the Missing or Invalid Information button for an expense line.

The Expense Detail for [expense type] page displays with an explanation of problems for every expense line. Correct each error as indicated.
</td></tr>
<tr><td>17.</td><td>


Click the Save For Later button when there are additional expenses to enter or an expense line needs to have a receipt attached at the Attachments link.

Click the Submit button when every expense is entered with an attached receipt at the Attachments link.

When the Submit button is selected, then the Save Confirmation page displays. Click the OK button.

Note: After an Expense Report is submitted for approval, or after the Expense Report is approved, the employee can view their Expense Report to see the Status is updated to Submitted for Approval. In the Pending Actions section, you may also verify that the Expense Report is routed to the Expense User's Supervisor for review and approval.
</td></tr>
<tr><td></td><td>End of Procedure.</td></tr>
</table>