

Entering Expense Location Details on an Expense Report

BUSINESS OBJECTIVE: As part of the Statewide Financial System (SFS) bi-yearly updates, starting August 21st 2017, Expense Reports for Senior Colleges will contain a new link called “Expense Location Details” required by SFS. Senior Colleges Expense Users will **not** be able to submit an Expense Report unless all required fields are fill in.

STEP#1: In CUNYfirst, navigate to: Main Menu > Employee Self-Service > Travel and Expense Center. Under Expense Report, click on **Create**

STEP#2: Copy from a Travel Authorization as usual.

From Date: To: Report ID:

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="button" value="Select"/>	Academic Conference 2017	0000010590	08/31/2017	09/08/2017	250.00	USD

[Return to Expense Report Entry](#)

STEP#3: Notice the new 'Expense Location Details' hyperlink. Click on it.

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#)

Create Expense Report

Expense Report Entry

Report ID: NEXT

[User Defaults](#)

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location: Authorization ID: [0000010590](#)

[Attachments](#) Expense Location Details

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Details Personalize | Find | View All | | | First 1 of 1 Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	PSC Received Lodging	08/31/2017 <input type="button" value="Calendar"/>	250.00	USD <input type="button" value="Search"/>	Empl Paid	Empl Paid	*Detail <input type="button" value="+"/>

STEP#4: Complete all fields as requested:

Create Expense Report

Expense Report Entry

Report ID: 0000021142

****All Fields are Required****

Start Street Address:

Start Address Zip Code:

Destination Street Address:

Destination Address Zip Code:

Start Date: Start Time: HH:MM AM or PM

End Date: End Time: HH:MM AM or PM

STEP#5: Click on OK. Save For Later or Submit the Expense Report.