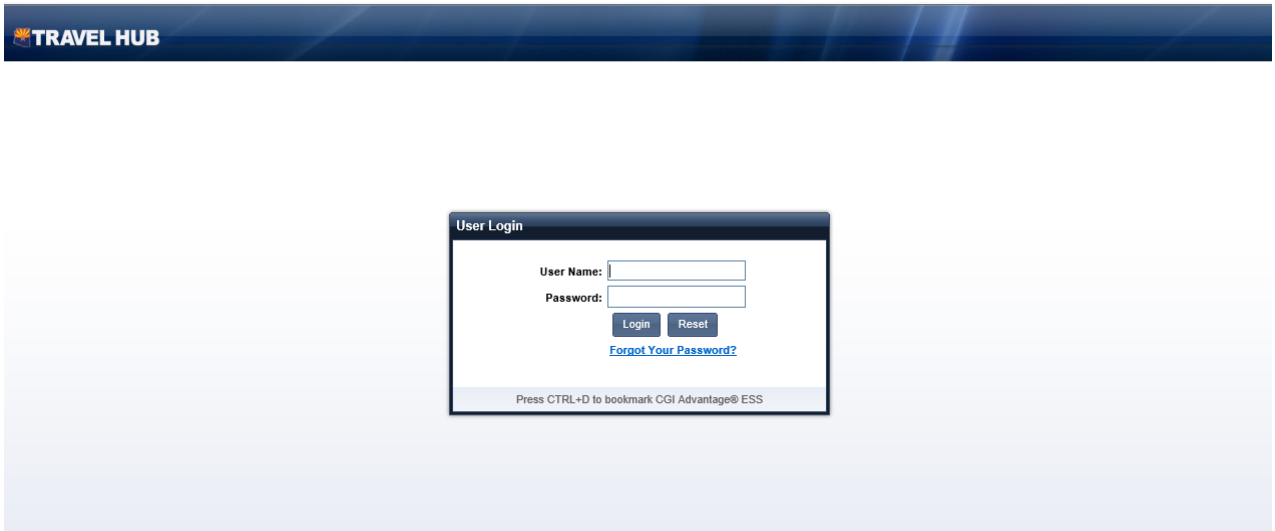
Creating a Travel Expense Report in the Travel Hub

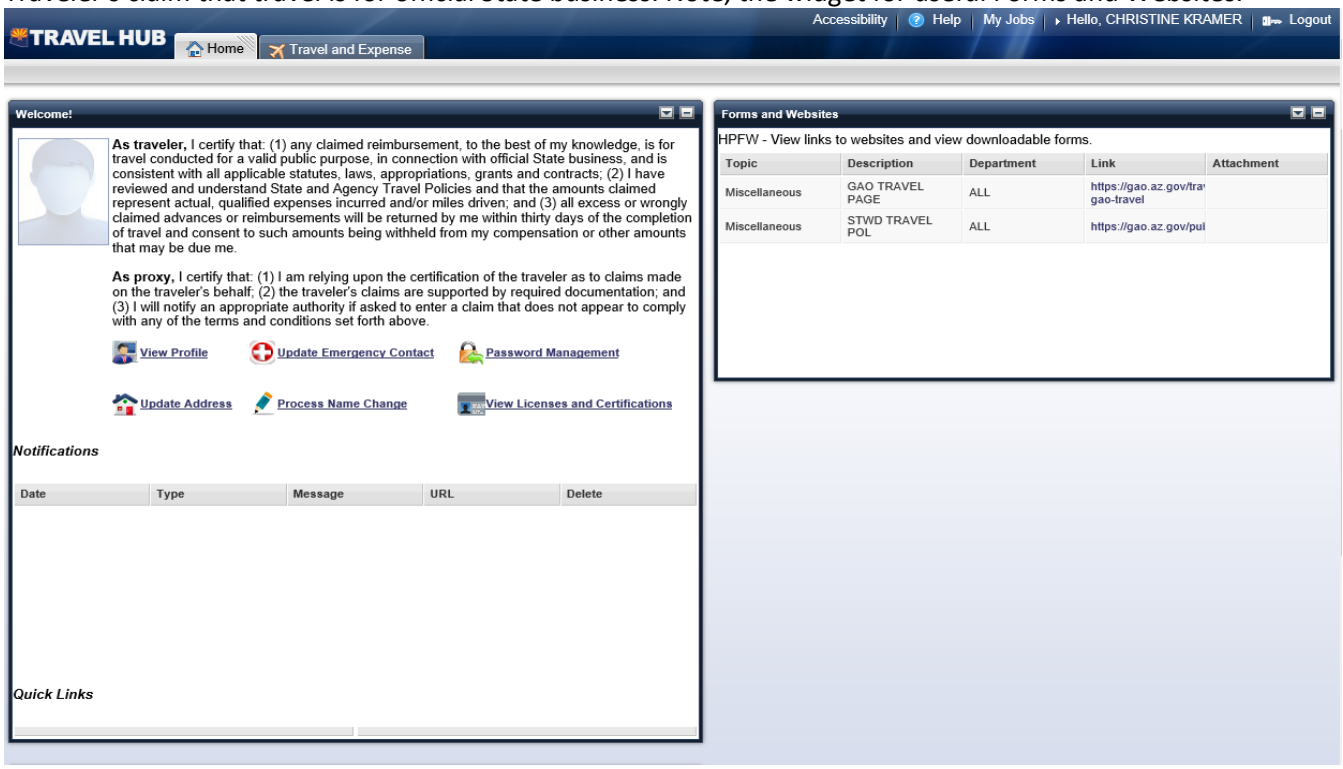
A Travel Expense Report is a formal request for reimbursement of travel taken on behalf of the State. Expense reports are submitted after travel is completed. This Quick Reference guide lists the steps to completing an Expense Report.

Procedure: Creating a new Travel Expense Report

A. Log in to the Travel Hub



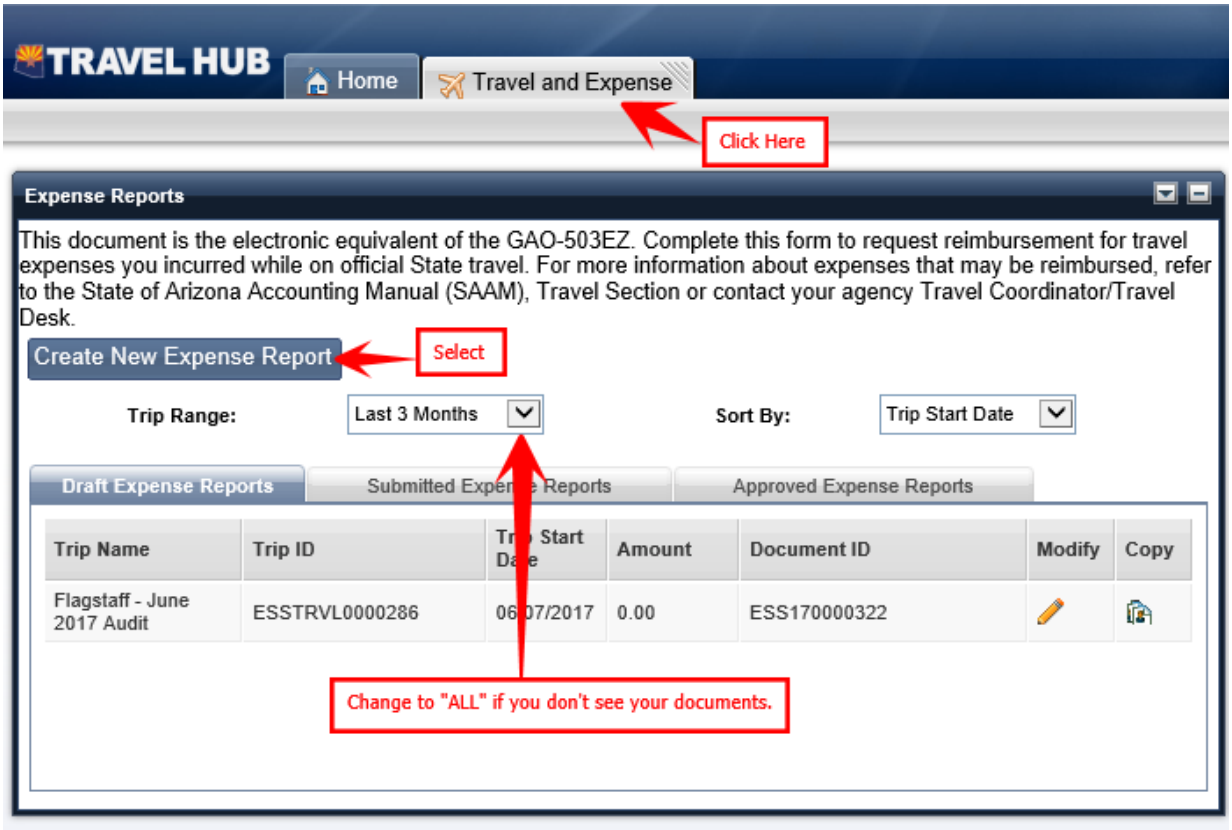
B. Click on the *Home* tab – notice the attestations for the Traveler and Proxy regarding the validity and accuracy of the Traveler's claim that travel is for official State business. Note, the widget for useful Forms and Websites.



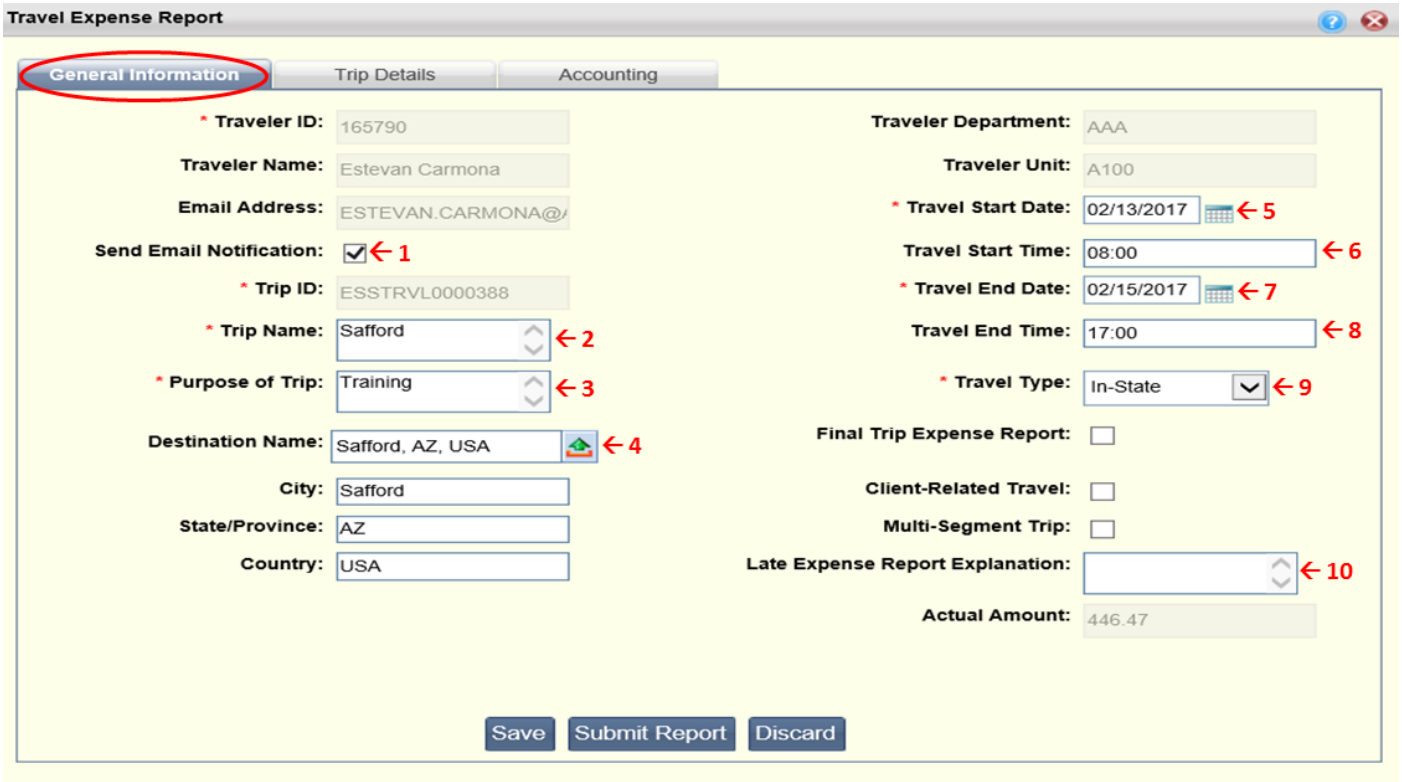
Creating a Travel Expense Report in the Travel Hub

C. **Click** on the *Travel and Expense* tab.

D. **Click** the *Create New Expense Report* button.



E. Enter the following in General Information Tab:



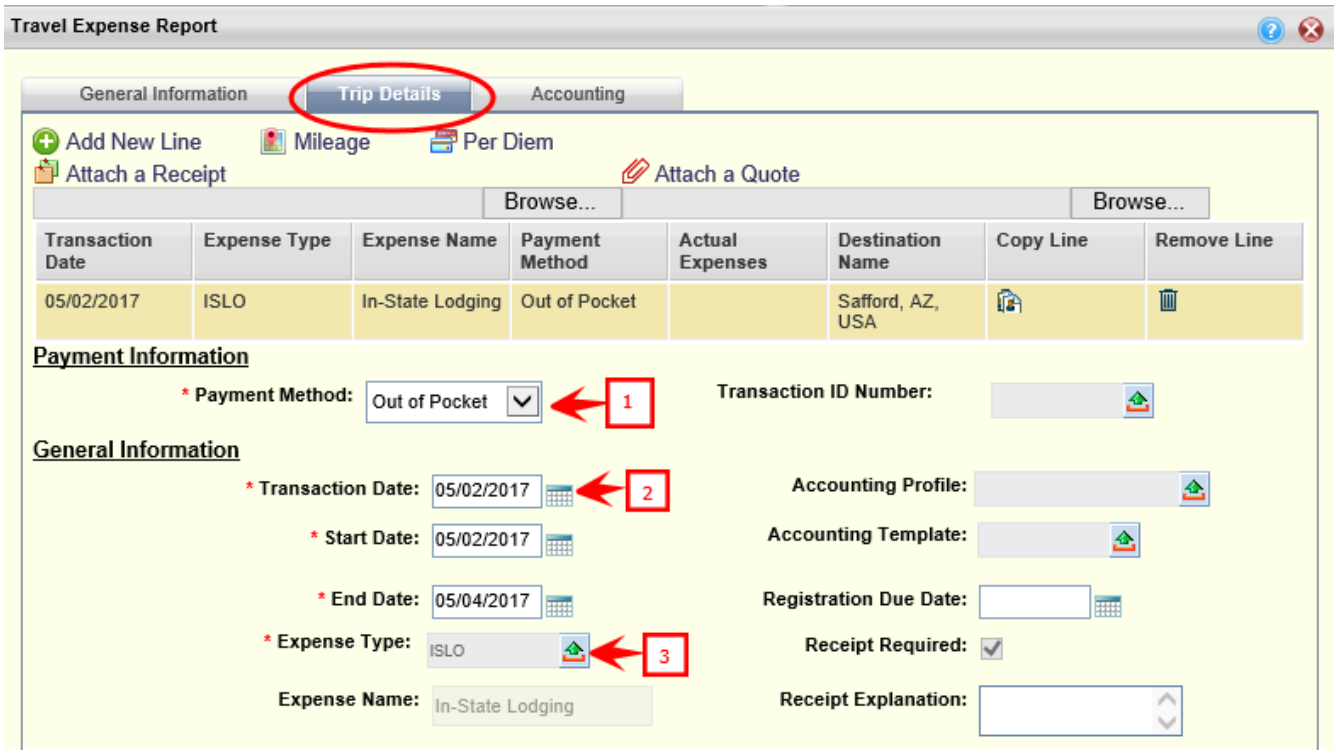
Creating a Travel Expense Report in the Travel Hub

1. If you would like to receive an email notification when your expense report has been approved, **click** the *Send Email Notification* box. The email will be sent to the email address displayed in the Email Address field directly above the box. This email address is pulled from your personnel record and cannot be changed here. If the address is incorrect, please update your contact information in YES or contact your supervisor to have it changed in HRIS.
2. *Trip Name:* Enter a name that is unique to the trip and will be clear to someone reviewing the authorization. Check with your agency for any agency-specific naming conventions.
3. *Purpose of Trip.* Describe the purpose of the trip so that it will be clear to someone reviewing the document.
4. *Destination Name*: Select the city you will be traveling to. You can start typing the city, which will display a listing of matching cities, or use the pick list to search for and select the city. The City, State and Country will fill in based upon your selection.
5. *Travel Start Date*: Use the date picker to select the first day of the trip.
6. *Travel Start Time*. Enter the start time of the trip using military time (i.e., 8:00 am = 8:00, 8:00 pm = 20:00)
7. *Travel End Date*: Use the date picker to select the last day of the trip.
8. *Travel End Time*. Enter the end time of the trip using military time. (i.e., 8:00 am = 8:00, 8:00 pm = 20:00)
9. *Travel Type*: Select the type of travel (in-state, out-of-state, both in and out of state, international)
10. *Late Expense Report Explanation*: Required only if submitting the Expense Report late. See SAAM. If your travel expense report is not late, leave this box blank. Putting something in this box will trigger the late expense report workflow.

F. Click *Save* at the bottom of the form.

G. Click the *Trip Details* Tab

The Travel Hub provides a blank detail line when you first enter a Trip Details screen. This happens on the main Trip Details tab as well as the Per Diem and Mileage screens. Use this line to enter your first trip detail, per diem, or mileage line rather than adding a new line immediately. After completing the "starter" line you can begin adding lines for additional detail.

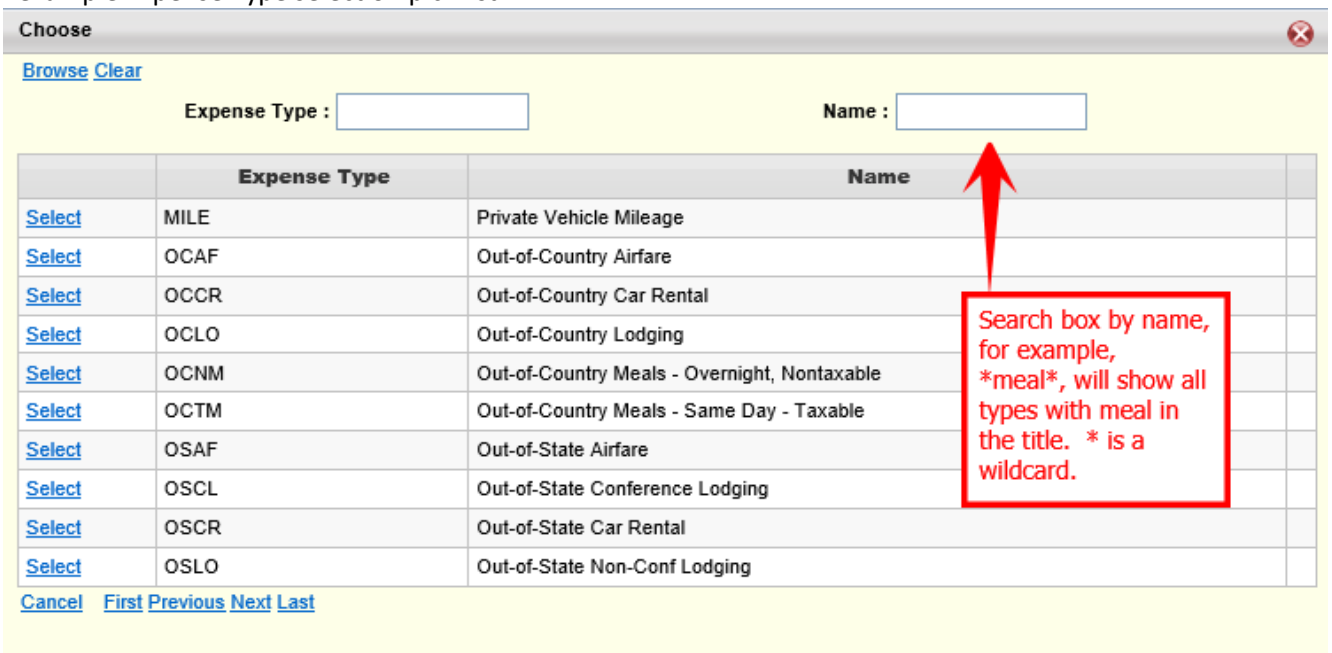


H. Enter the following information. Some information may be required based upon the expense type. There is a quick reference guide that lists all of the expense types. The instructions below are the same for all expense types.

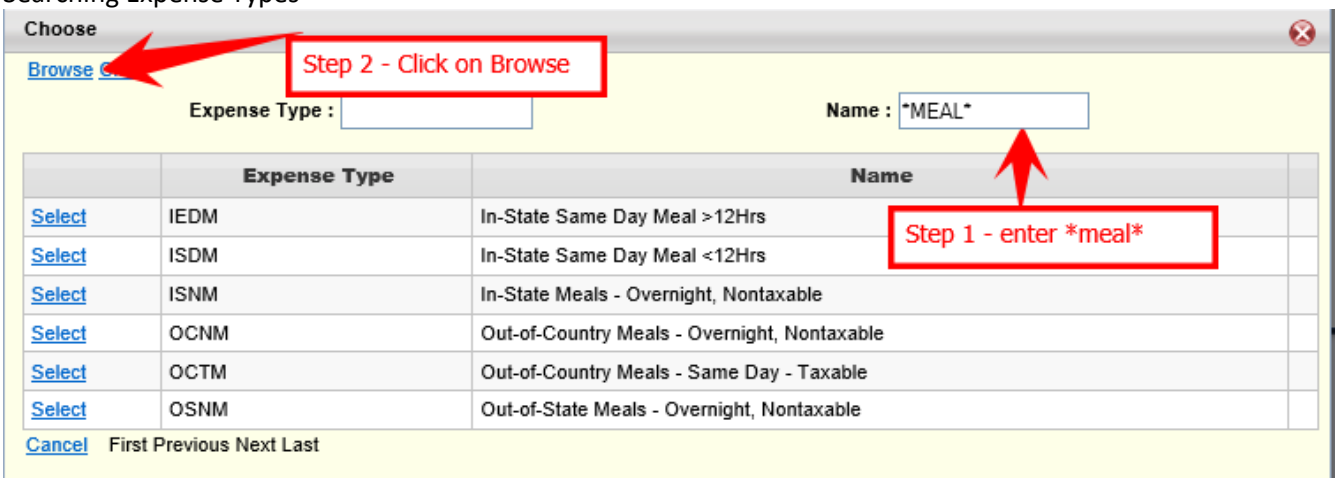
1. *Payment Method*. Select the method used to pay the expense (Out of Pocket, PCard (CTA), or Direct Pay.) This will usually be Out of Pocket. Note: If PCard (CTA-Central Travel Account) or Direct Pay are selected, attach documentation showing the information regarding the purchased or paid travel arrangements, for example, the airfare quote or receipt for airfare purchased with the PCard (CTA). Note: The traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay.
2. *Transaction Date*: Use the date picker to select the first day of the trip.
   - Start Date and End Date will automatically fill from General Information Tab entry.
3. *Expense Type*: Select the type of expense (see the Expense Type Reference.) Required fields will vary, depending on the expense type selected. This guide will focus on entering the most common expense types - Airfare, Lodging, Conference Lodging, Meals, and Mileage.

❖ **PLEASE NOTE: YOU MUST CLICK "ADD A NEW LINE" FOR EVERY EXPENSE TYPE ADDED, AFTER USING THE FIRST LINE PROVIDED.**

*example Expense Type selection pick list



Searching Expense Types



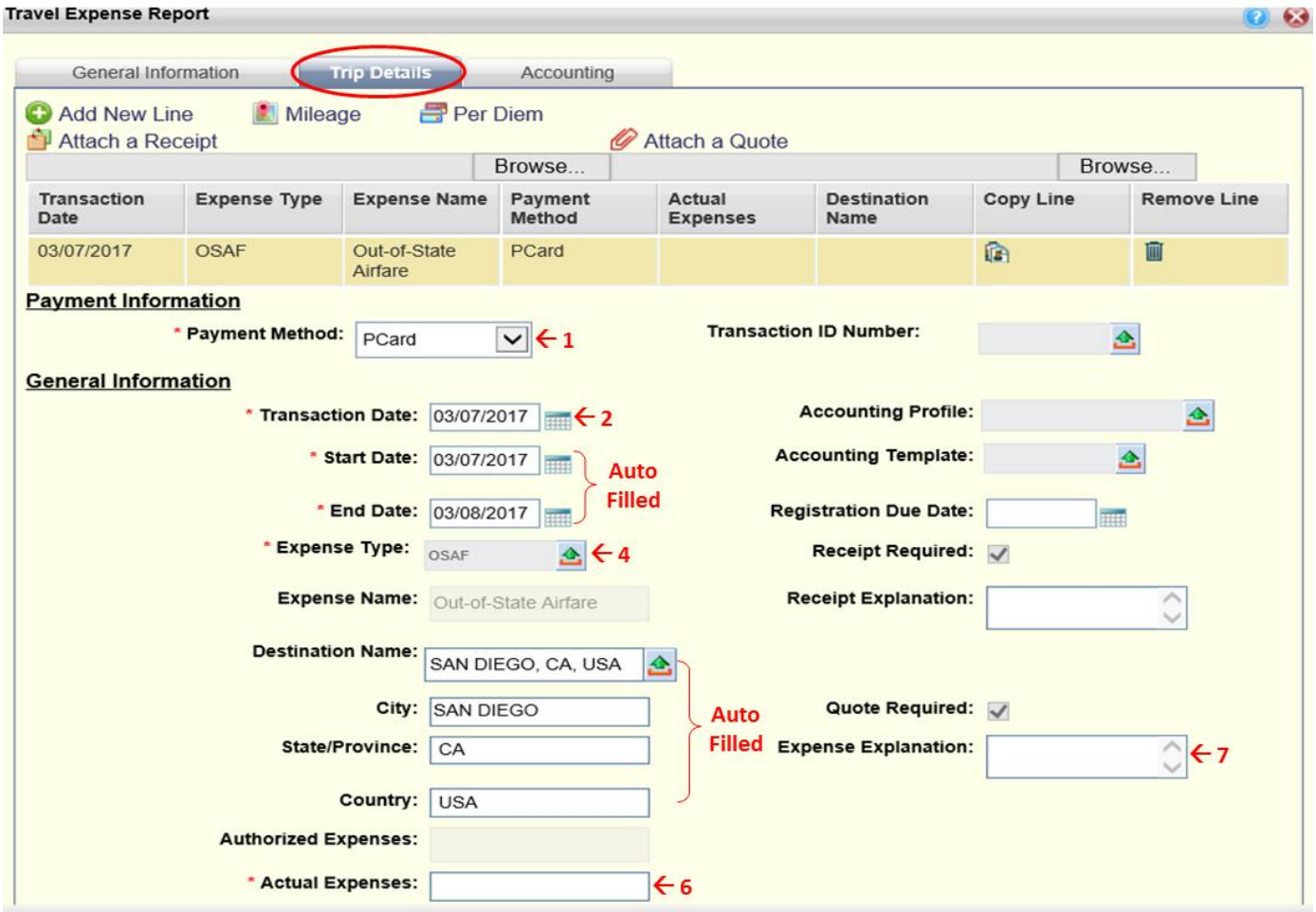
Creating a Travel Expense Report in the Travel Hub

Entering Airfare, Lodging, Meals and Mileage Expense Types:

Procedure: Entering Airfare or other Common Carrier Charges

Airfare or other common carrier charges are added at the Trip Details screen.

A. Click or begin on the Trip Details screen.



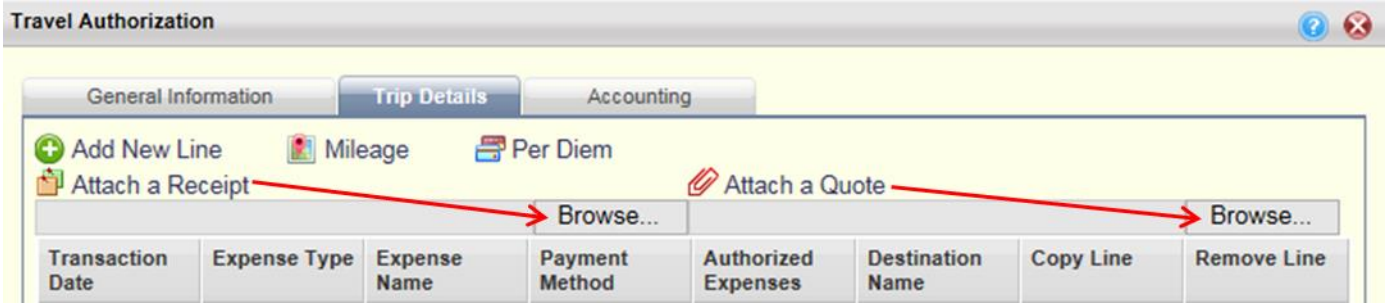
B. If using the "starter" line, begin **entering** the following information. Otherwise, **click** the *Add New Line* link.

C. Enter the expense information

1. *Payment Method:* Select the method used to pay the expense (Out of Pocket, PCard (CTA), or Direct Pay.) For airfare, this will usually be PCard (CTA). Note: If PCard (CTA) (Central Travel Account) or Direct Pay are selected, attach documentation showing the information regarding the purchased travel arrangements. For example, attach the airfare receipt purchased with the PCard (CTA). Note: The traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay.
2. *Transaction Date:* Use the date picker to select the first day of the trip.
3. *Start* and *End Date*. Verify that the Start and End Date fields match what was entered on the home screen.
4. *Expense Type*. Select the appropriate airfare or common carrier expense type. For example:
   - ISAF – In-State Airfare
   - OSAF – Out-of-State Airfare
   - OCAF – Out-of-Country Airfare
5. *Authorized Expenses*. This field will be populated with the pre-approved expense amount if a related Travel Authorization was completed. Otherwise, the field will be blank. If a Travel Authorization was completed, it should be copied forward into a Trip Expense Report so that they have the same Trip ID and are linked together.

6. *Actual Expenses*. Enter the actual airfare or common carrier charge.
7. *Expense Explanation*. Enter the expense explanation, including the airline on which you flew.

D. Attach the Receipt. To attach a Quote or Receipt, you would click the Browse button underneath Attach a Receipt for receipt or the button underneath the Attach a Quote line in the Trip Details Tab. See below:

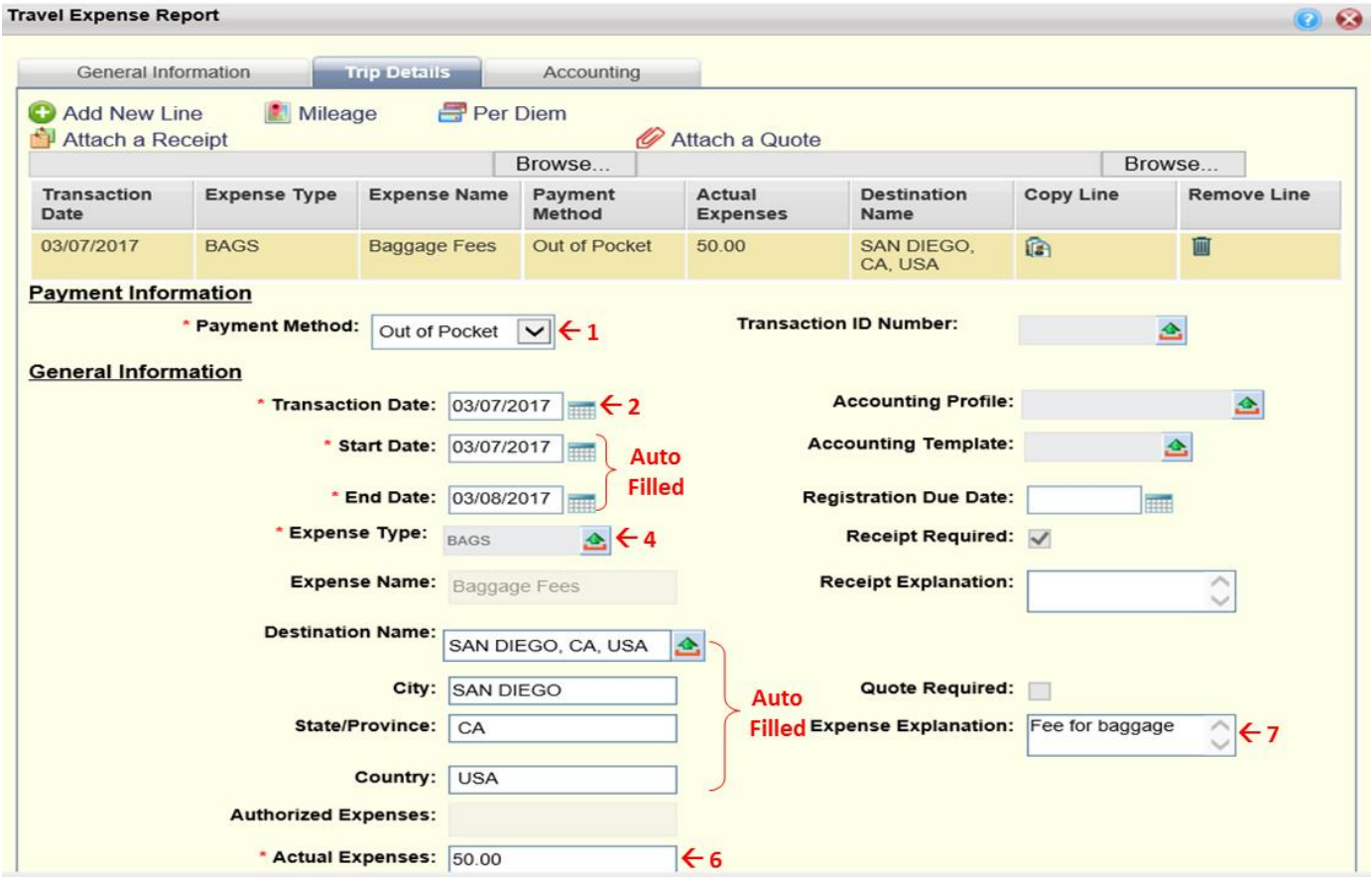


E. Click *Save* at the bottom of the form.

Procedure: Entering Baggage Fees

Baggage fees are claimed as their own expense, separate from airfare or other common carrier fee.

A. Click or begin on the Trip Details screen.



B. If using the "starter" line, begin **entering** the following information. Otherwise, **click** the *Add New Line* link.

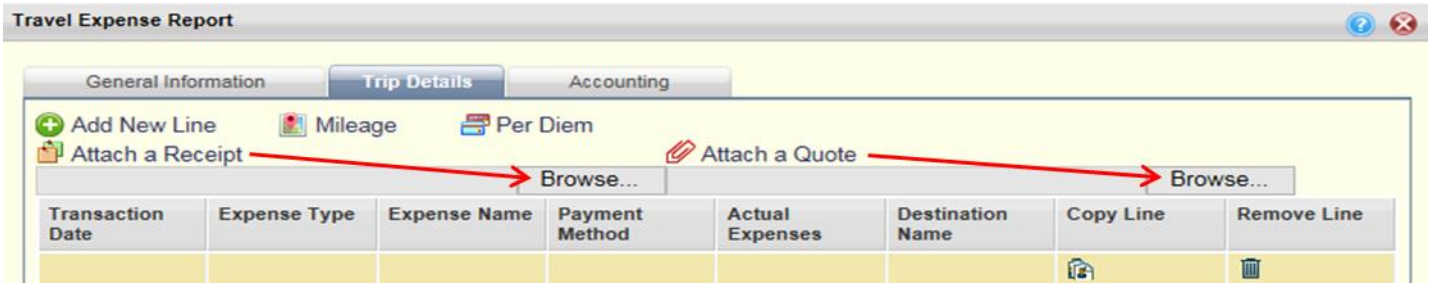
Enter the expense information:

1. *Payment Method:* Select the method used to pay the expense (Out of Pocket, PCard (CTA), or Direct Pay.) This will usually be Out of Pocket. Note: If PCard (CTA - Central Travel Account) or Direct Pay are selected,

attach documentation/receipt showing the information regarding the purchased travel arrangements. Note: The traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay.

2. *Transaction Date*: Use the date picker to select the first day of the trip.
3. *Start* and *End Date*. Verify that the Start and End Date fields match what was entered on the home screen.
4. *Expense Type*. Select the Baggage Fees expense type.
5. *Authorized Expenses*. This field will be populated with the pre-approved expense amount if a related Travel Authorization was completed. Otherwise, the field will be blank.
6. *Actual Expenses*. This field is used for Expense Reports. Enter the actual baggage fee.
7. *Expense Explanation*. Enter the expense explanation, including the airline associated with the expense.

C. **Attach** the Receipt. To attach a Quote or Receipt, you would click the Browse button underneath Attach a Receipt for receipt or the button underneath the Attach a Quote line in the Trip Details Tab. See below:



D. **Click** *Save* at the bottom of the form.

Procedure: Entering Standard Lodging

Lodging is entered as an expense on the Trip Details screen. Once all trip detail information has been entered, you will click on the *Generate Per Diem Lines* button to create each day's lodging detail based upon the start and end dates of the trip. This Per Diem information will also need to be completed.

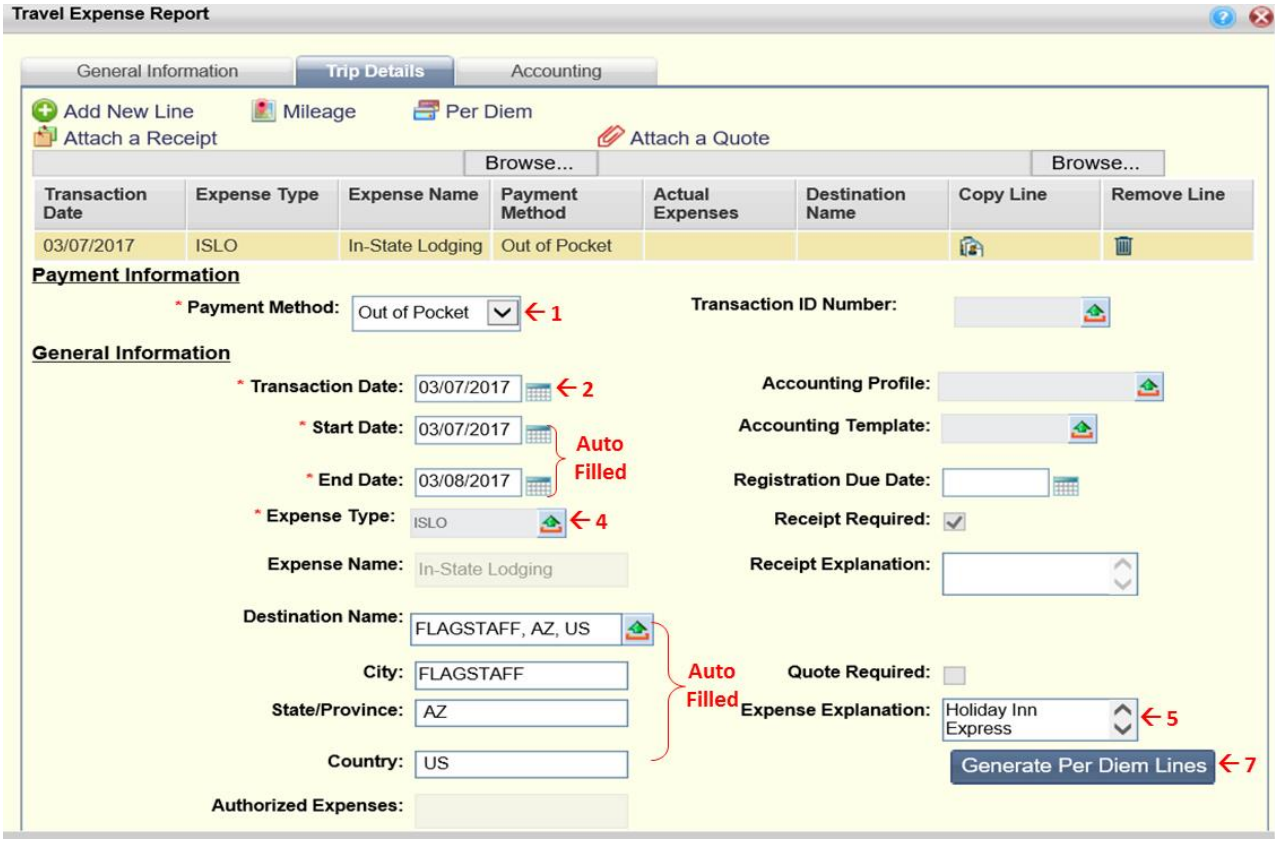
A. Click or begin on the Trip Details screen.

B. If using the "starter" line, begin entering the following information. Otherwise, **click** the *Add New Line* link.

C. **Enter** the trip detail information

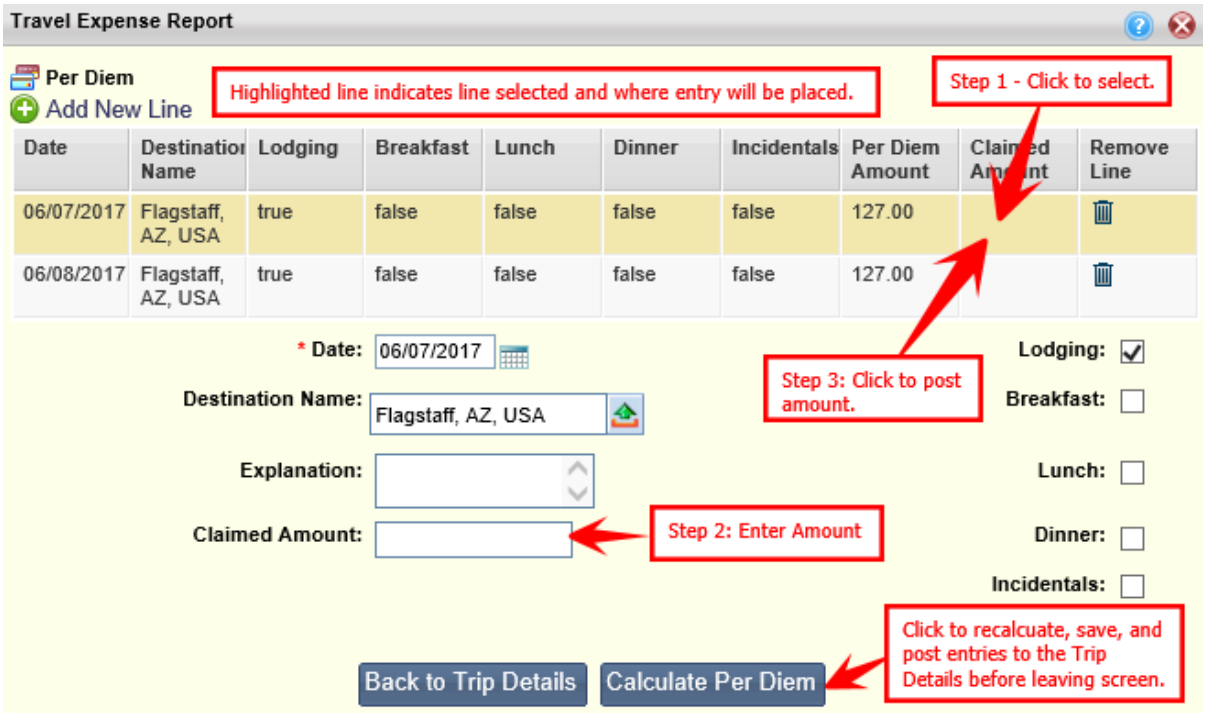
1. *Payment Method:* Select the method used to pay the expense (Out of Pocket, PCard (CTA), or Direct Pay.) This will usually be Out of Pocket. Note: If PCard (CTA-Central Travel Account) or Direct Pay are selected, attach documentation/receipt showing the information regarding the purchased travel arrangements. Note: The traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay.
2. *Transaction Date***.** Use the date picker to select the first day of the trip.
3. *Start* and *End* dates. These are the Start and End of the trip. Verify that these match what was entered on the home screen. If lodging expenses are not needed for all days of the trip, adjust the start and end dates accordingly.
4. *Expense Type*. Select the lodging expense type appropriate for your trip.
   - ISLO - In-State Lodging
   - OSLO – Out-of-State Non-Conf Lodging
   - OCLO – Out-of-Country Lodging
5. *Expense Explanation*. Enter the explanation, the name of the hotel at which you stayed, and any relevant information.

Creating a Travel Expense Report in the Travel Hub



6. **Click** *Save* at the bottom of the form (which is not displayed on screen shot).
7. **Click** the *Generate Per Diem* button. The Per Diem screen will open. Lines for lodging and the maximum allowable reimbursement on each day of the trip will already be populated.
   Note: Each time the Generate Per Diem button is clicked, it will generate blank lines for the days from the start date to the end date. If you click the Generate Per Diem button after entering the Per Diem details, it will blank out the data you entered. Only click this button once when needed.

D. Select the line you wish to work with.



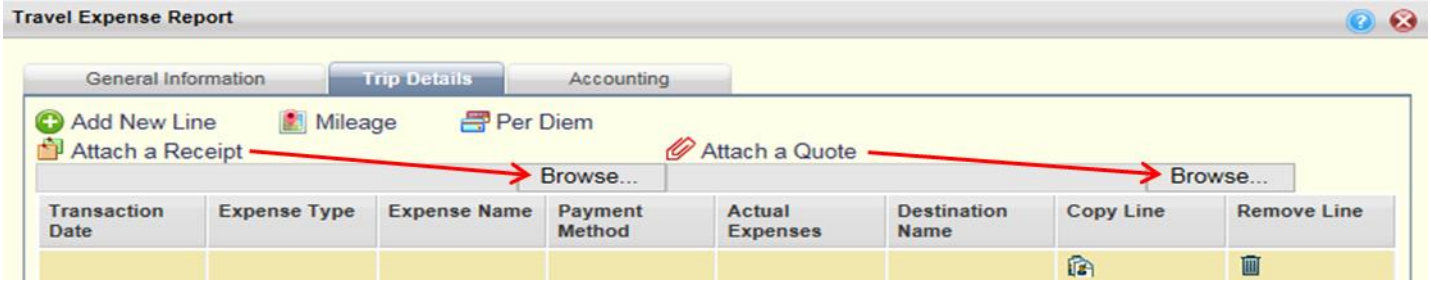
E. **Complete** the per diem information for each line, using "Click, Enter, Click."
1. **Click** the highlighted line on the top part of the screen to select the line you want to complete.
2. **Enter** *Claimed Amount.* Click into the *Claimed Amount* field to enter the lodging expense. Note: certain types of lodging taxes do not count against the maximum allowable rate. In such cases, you will enter those taxes separately, and should only enter the actual nightly charge for the hotel in the Per Diem Screen.
3. **Click** the highlighted line again to save the entry.

F. **Repeat** Step J for each lodging line. When all lines are complete, proceed to Step K.

G. **Click** *Calculate Per Diem* to save and post the entries to the Trip Details.

H. **Click** *Back to Trip Details*. The *Authorized Amount* field will be filed in on a Travel Authorization document. Both the *Authorized Amount* and the *Actual Amount* fields will be filled in on the Expense Report document, if the Expense Report was created form an approved Authorization.

I. **Attach** the Receipt. To attach a Quote or Receipt, you would click the Browse button underneath Attach a Receipt for receipt or the button underneath the Attach a Quote line in the Trip Details Tab. See below:
1. *Click* the highlighted line on the top part of the screen to select the line you want to complete.
2. *Claimed Amount.* Click into the *Claimed Amount* field to enter the anticipated (Travel Authorization) lodging expense. Note: certain types of lodging taxes do not count against the maximum allowable rate. In such cases, you will enter those taxes separately, and should only enter the actual nightly charge for the hotel in the Per Diem Screen.
3. **Click** the highlighted line again to save the entry.



J. **Click** *Save* at the bottom of the form.

Procedure: Entering Conference Lodging

Conference lodging is its own expense type and is handled differently than standard lodging. For example, conference lodging goes through an additional approval process, the conference brochure must be attached to the Travel Authorization and to the Expense Report, and the travel document must indicate whether the lodging being requested/claimed is equal to/below or above the single-occupancy conference brochure rate.

For conference lodging, the Travel Reviewer must do an additional step in AFIS. The Travel Reviewer must fill in one of two fields: either Claimed amount is less/equal to Brochure" or Claimed amount is greater than brochure," as appropriate for the lodging costs which is located on the Header Page and the Extended Description Tab. Additional approvals are triggered from the entries in these fields.

For data entry, this process is similar to Standard Lodging, however different expense types must be used and the conference lodging brochure must be attached. Conference expense types are:

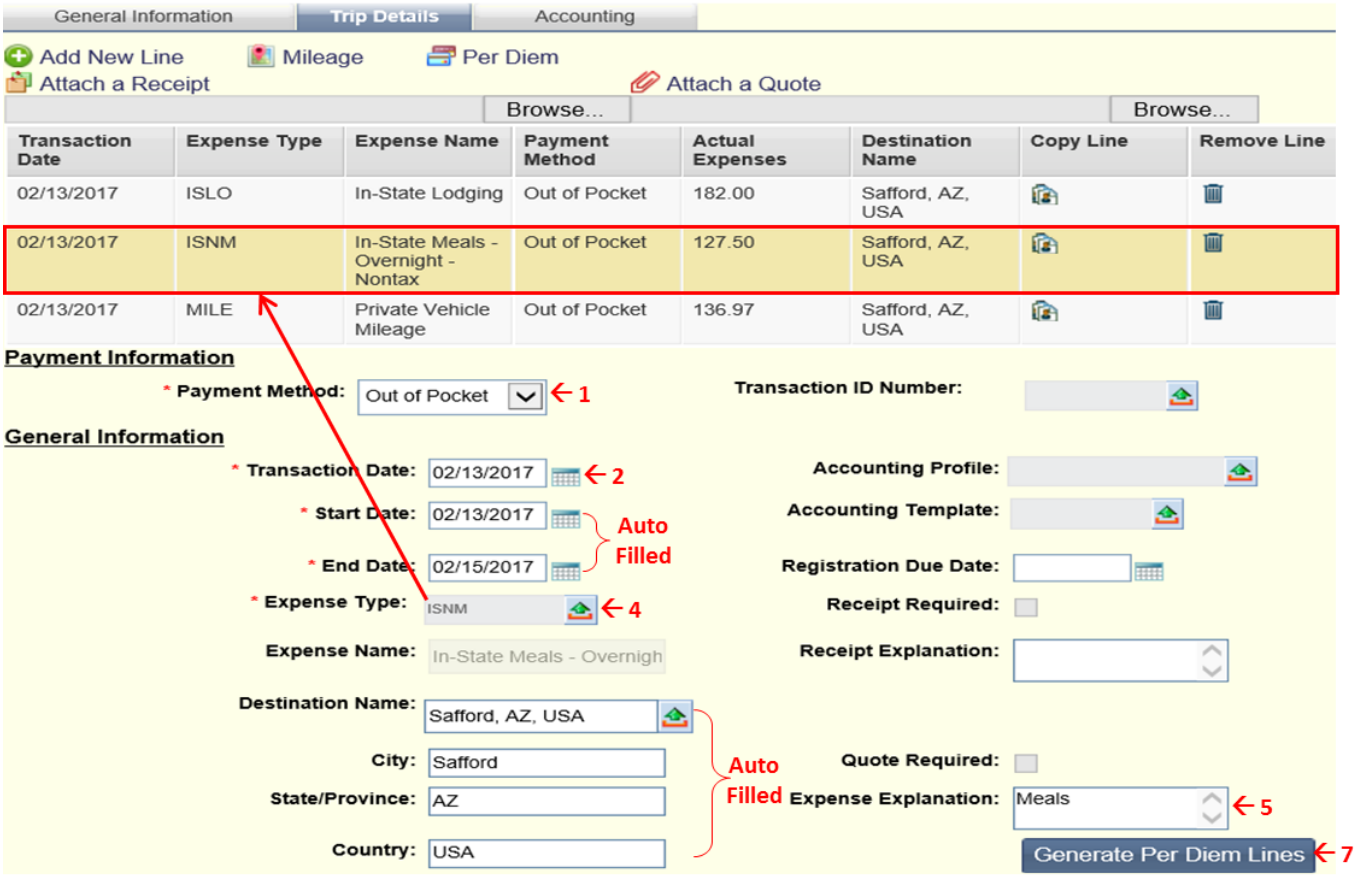
- ISCL – In-State Conference Lodging
- OSCL – Out-of-State Conference Lodging

See the Lodging section above for details.

Procedure: Entering Meals with an Overnight Stay

Meals and Incidentals are entered as an expense on the Trip Details screen. Once all trip detail information has been entered, you will click on the Generate Per Diem lines to create each day's meals and incidentals detail based upon the start and end dates of the trip. This Per Diem details information will also need to be completed.

A. Click or begin on the Trip Details screen.

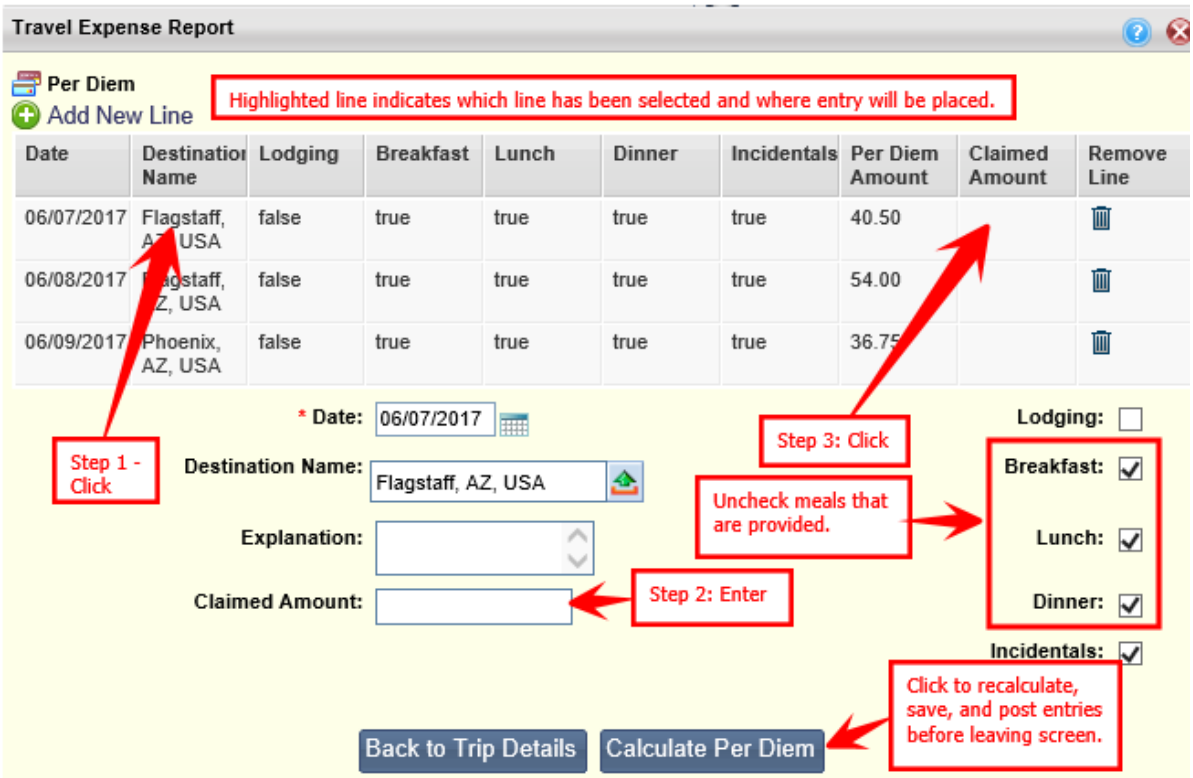


If using the "starter" line, begin entering the following information. Otherwise, **click** the *Add New Line* link. The *highlighted* line indicates which expense type you are entering information for.

B. Enter the trip detail information

1. *Payment Method:* Select the payment method (usually Out-of-Pocket).
2. *Transaction Date***.** Use the date picker to select the day of the transaction. We recommend entering the date of the first day of the trip.
3. *Start* and *End* dates. These are the Start and End of the trip. Verify that these match what was entered on the home screen.
4. *Expense Type*. Select the meal expense type appropriate for your trip.
   - ISNM – In-State Meals – Non Taxable - Meals with Overnight Stay
   - OSNM – Out-of-State Meals – Overnight - Meals with Overnight Stay
   - OCNM – Out-of-Country Meals – Nontaxable - Meals with Overnight Stay
5. *Expense Explanation*. Enter the explanation. This field is required; however content requirements may vary by agency.
6. **Click** *Save*.
7. **Click** the *Generate Per Diem* button. The Per Diem screen will open. Lines for meals and incidentals and the maximum allowable reimbursement on each day of the trip will already be populated.

C. Click to Select the line you wish to work with.



Recommendation: To see the correct rate for your final day, click on the last day, change the destination back to your Home Destination, and click on Calculate Per Diem. The amounts will be updated to reflect the 75% of the allowable amount for the first and last day with the correct destination.

D. Uncheck the boxes for any meals that you will be provided with on that day. For example, a hotel may provide breakfast: you would uncheck "Breakfast" for the days on which you are staying at the hotel.

Note: Do <u>not</u> uncheck boxes for meals you provide for yourself on the first and last day of travel before or after you are in travel status. Only uncheck boxes for meals provided by others. Review SAAM 50-25 for more information.

1. If you unchecked any meals, **click** *Calculate Per Diem* to display the recalculated per diem amounts. Otherwise, continue to the next step.

E. Enter the meal and incidentals information:

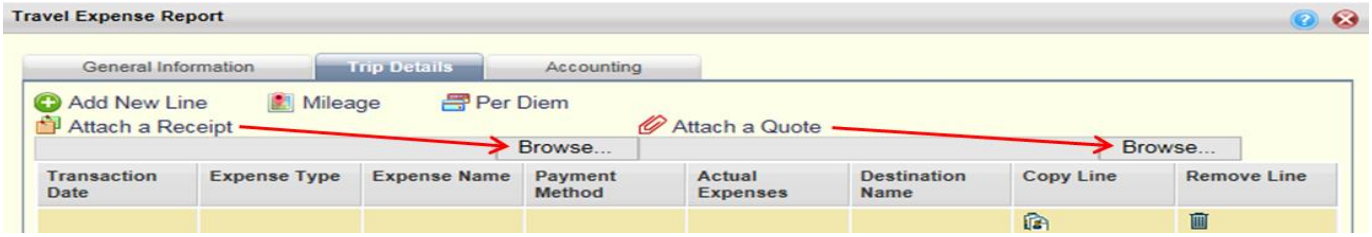
2. *Expense Explanation*. Enter information about any incidentals being claimed or meals being unchecked. The field is optional.
3. **Enter** *Claimed Amount*. Enter the actual amount of meals and incidentals to be requested (Travel Authorization) or claimed (Expense Report.) There are many considerations when calculating what amount to claim for meals.
4. **Click** the per diem line again to record the amount entered. Note that the system will not allow you to submit a claim with a claimed amount that is higher than the per diem.

F. Repeat steps C-E for each day's meals.

G. Click *Calculate Per Diem* to save the Per Diem details and post the amount on the Trip Details page.

H. Click *Back to Trip Details*.

I. If your agency requires meal receipts or to attach any incidentals receipts, **attach** the receipts under the Receipts area. To attach a Quote or Receipt, click the Browse button underneath Attach a Receipt for receipt or the Browse button underneath the Attach a Quote for a quote in the Trip Details Tab. See below:



J. **Click** *Save* at the bottom of the form.

Procedure: Entering Meals without an Overnight Stay

The meal reimbursement rules for same-day travel (i.e., travel without an overnight stay) are somewhat different than meals for overnight trips.

- If in travel status for up to 12 hours, you are eligible for up to $13 in meal reimbursement.
- If in travel status for more than 12 hours, you are eligible for up to $20 in meal reimbursement. You will need to attach documentation of being in travel status for more than 12 hours.

See SAAM Topic 50, Section 25 Meals and Incidentals for more information.

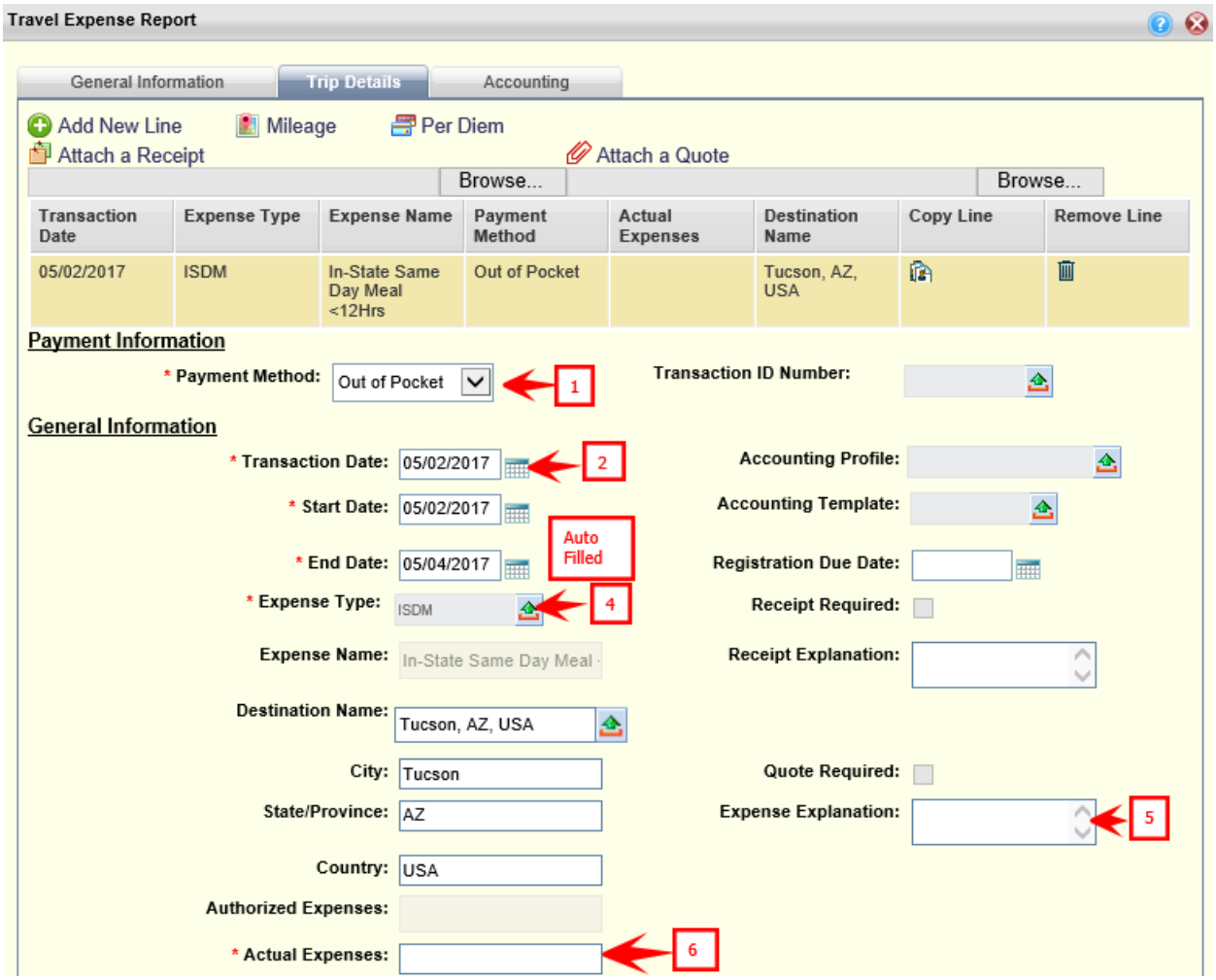
A. Begin at the Trip Details screen.

B. If using the "starter" line, begin entering the following information. Otherwise, **click** the *Add New Line* link.

C. **Enter** the trip detail information

1. *Payment Method:* Select the payment method. This will be Out-of-Pocket.
2. *Transaction Date***.** Use the date picker to select the day of the transaction. **If you have multiple same-day meal expenses, you will need to create one expense line for each meal. Give each line a different transaction date**.
3. *Start* and *End* dates. These are the Start and End of the trip.
4. *Expense Type*. Select the meal expense type appropriate for your trip. For example:
   - ISDM – In-State Same Day Meal (6<12 hours)
   - IEDM – In-State-Extended Day Meal (≥12 hours)
5. *Expense Explanation*. Enter the explanation, including the Start and End times for the travel. This field is required. **Note: Start and End times will determine your eligibility for meals. The document may be rejected if you do not provide this information**.
6. *Actual Amount*. Enter the lower of the actual amount spent on meals and incidentals or $13 (up to 12 hours in travel status) or $20 (12 hours or more in travel status).

D. **Click** *Save* at the bottom of the form.

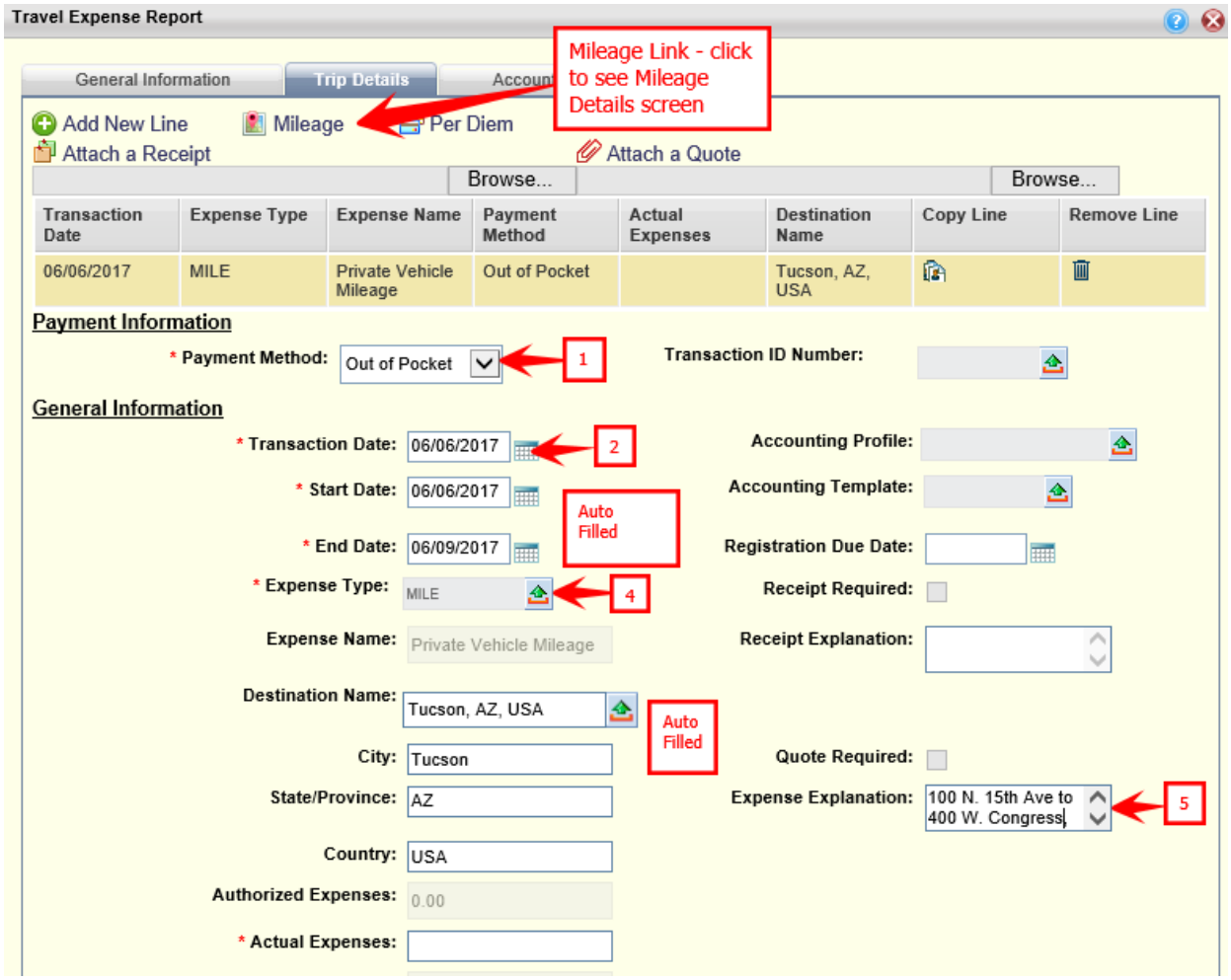


Procedure: Entering Personally Owned Vehicle (POV) Mileage

Mileage is entered as an expense on the Trip Details form. Once all trip detail information has been entered, you will click on the Mileage link to enter the details for each drive during the trip.

A. Begin at the Trip Details screen.

Creating a Travel Expense Report in the Travel Hub



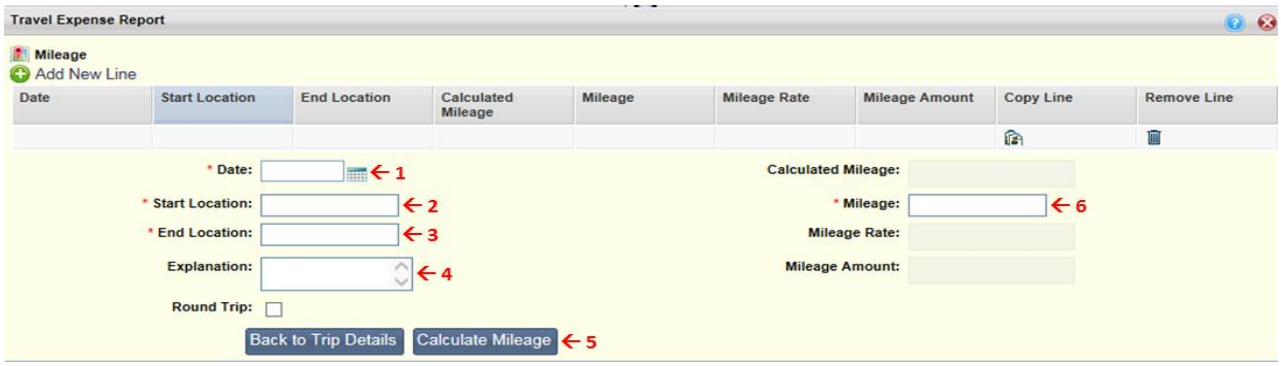
B. If using the "starter" line, begin entering the following information. Otherwise, **click** the *Add New Line* link. The *highlighted* line indicates which expense type you are entering information for.

C. **Complete** the mileage trip detail information.

1. *Payment Method.* Select "Out of Pocket" from the drop-down list.
2. *Transaction Date.* Use the date picker to select the day of the transaction. We recommend entering the date of the first day of the trip.
3. *Start* and *End* date dates. These are the Start and End of the trip and are auto-filled. Verify that these match what was entered on the home screen.
4. *Expense Type.* Select the mileage expense type appropriate for your trip.
5. *Expense Explanation.* Enter the explanation, which needs to include your post of duty.

D. **Click** *Save* at the bottom of the form.

E. **Click** the *Mileage* link. The Mileage screen will open.



F. **Enter** details for each drive taken. If using the "starter" line, begin entering the following information. Otherwise, click the *Add New Line* link. Note: More than one line per day may be needed to calculate the distance between various locations.

1. *Date.* Select the date you drove using the Date Picker
2. *Starting Location*. Enter the starting location. You have options for how to enter this information.
   - Enter the exact street address. This is the preferred method.
   - Enter the Zip Code. Mileage will be calculated from the center of the zip code. If this option is selected, you will need to manually calculate actual mileage using odometer readings and enter it to the Actual Mileage field.
   - Enter the City. Mileage will be calculated from the center of the city. If this option is selected, you will need to manually calculate actual mileage using odometer readings and enter it to the Actual Mileage field.
3. *End Location*. Enter the end location. You have the same options for entry as above.
4. *Expense Explanation.* If the actual mileage is different from the calculated mileage, you <u>must</u> enter an explanation. If there is a significant difference, such as for a major detour, attach supporting documentation, such as a print-out of a MapQuest or Google Maps, or electronic copy of odometer readings to the Trip Details for the Mileage expense.
5. **Click** *Calculate Mileage*. The system will calculate the miles between the *Start* and *End Locations*.
6. *Mileage* - **Enter** the actual miles claimed only when you need to make a change for the deduction of commute miles or when using the odometer reading for unchartered territory.

Options: Your agency may select one of the following methods for deducting commute mileage:

- Option 1 - If your commute miles are more than the miles for your first trip of the day and would result in 0 or a negative, reduce the mileage for the first trip down to 1 mile. Reduce the next trip by the remaining commute miles, leaving at least 1 mile. If necessary, continue reducing trips until all commute miles are accounted for.
- Option 2 - Don't enter any lines until the traveler gets to the point where commute miles have been satisfied. Attach a document showing any mileage under the commute miles.

Check with your agency to determine the appropriate method to apply for your agency.

G. **Click** *Calculate Mileage* again to post the amount.

H. **Repeat** steps in F for as many individual "drives" you completed.

I. **Click** *Back to Trip Details.*

J. **Click** *Save* at the bottom of the form.

Tip: You may receive a warning that the actual miles do not match the calculated miles. The warning will appear if you deducted commute miles, had to take a detour, etc. This is just a warning and will not keep you from submitting the travel document.

Creating a Travel Expense Report in the Travel Hub

Example – Line 3/7/17

Date	Start Location	End Location	Calculated Mileage	Mileage	Mileage Rate	Mileage Amount	Copy Line	Remove
03/07/2017	150 N 18th Ave Phoenix, AZ 85007-3200	2500 S 17th Ave Safford, AZ 85546-3700	168.3380	168.3380	0.445	74.91		
03/08/2017	2500 S 17th Ave Safford, AZ 85546-3700	4158 E Sundance Ave Gilbert, AZ 85297-6603	147.7670	112.7670	0.445	50.18		

* Date: 03/07/2017
* Start Location: 150 N 18th Ave Phoe
* End Location: 2500 S 17th Ave Saf
Explanation: Office to training site
Round Trip:
Calculated Mileage: 168.3380
* Mileage: 168.3380
Mileage Rate: 0.445
Mileage Amount: 74.91

Back to Trip Details | Calculate Mileage

Example – Line 3/8/17 – change in mileage

Date	Start Location	End Location	Calculated Mileage	Mileage	Mileage Rate	Mileage Amount	Copy Line	Remove
03/07/2017	150 N 18th Ave Phoenix, AZ 85007-3200	2500 S 17th Ave Safford, AZ 85546-3700	168.3380	168.3380	0.445	74.91		
03/08/2017	2500 S 17th Ave Safford, AZ 85546-3700	4158 E Sundance Ave Gilbert, AZ 85297-6603	147.7670	112.7670	0.445	50.18		

* Date: 03/08/2017
* Start Location: 2500 S 17th Ave Saf
* End Location: 4158 E Sundance Av
Explanation: Deducted 35 commute miles.
Round Trip:
Calculated Mileage: 147.7670
* Mileage: 112.7670
Mileage Rate: 0.445
Mileage Amount: 50.18

Changes in mileage are shown here

Back to Trip Details | Calculate Mileage

Potential Error – If MILE expense type is not selected on the Trip Details and the Mileage button is clicked and data is entered, when Calculate Mileage is clicked, the marked fields will be blank. To correct this, go back to Trip Details and make sure the expense type is MILE before entering the trip details.

Mileage
Add New Line

Date	Start Location	End Location	Calculated Mileage	Mileage	Mileage Rate	Mileage Amount	Copy Line	Remove Line
02/13/2017	100 N 15th Ave Phoenix, AZ 85007-2608	230 N 1st Ave Phoenix, AZ 85003-1706	1.1460	1.1460				

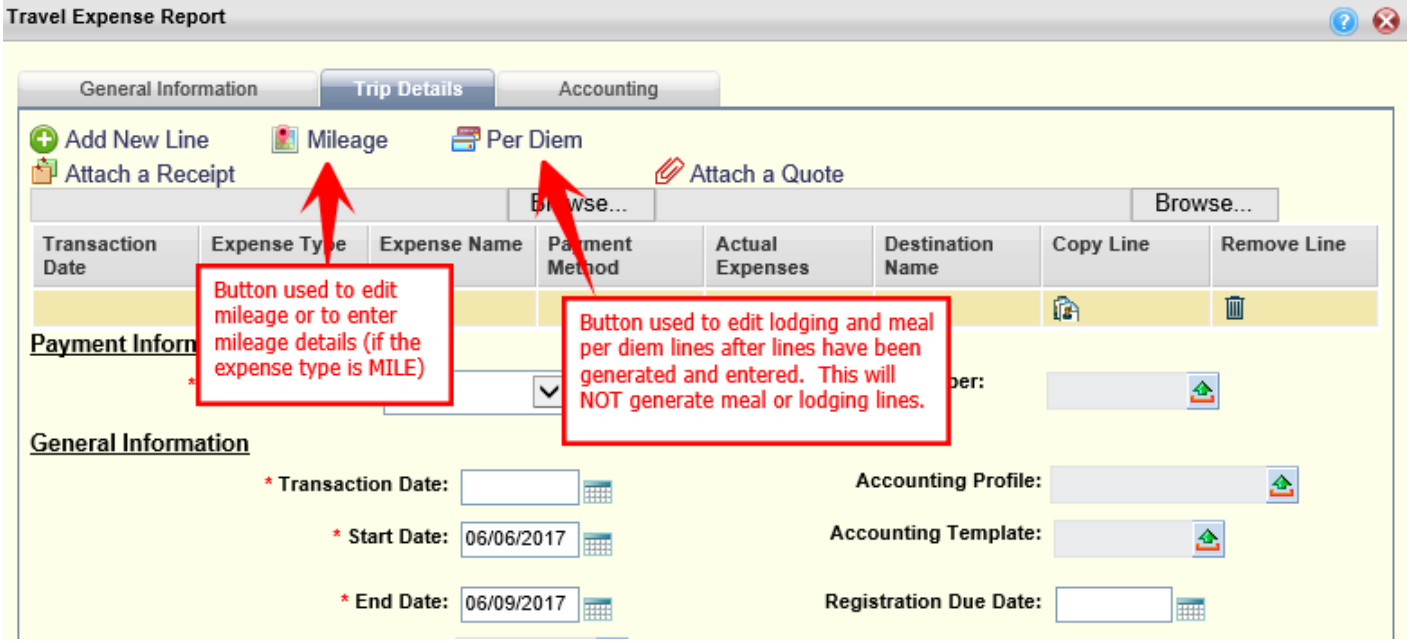
* Date: 02/13/2017
* Start Location: 100 N 15th Ave Phoe
* End Location: 230 N 1st Ave Phoer
Explanation:
Round Trip:
Calculated Mileage: 1.1460
* Mileage: 1.1460
Mileage Rate:
Mileage Amount:

If these boxes are empty, the "MILE" expense type was not selected in the previous screen

Back to Trip Details | Calculate Mileage

Editing Mileage or Generated Meal and Lodging Per Diem Lines

To modify or edit mileage or generated meal and lodging per diem lines you will need to access the details form. While on the Trip Details screen and on the travel expense type line you wish to modify, click on the Mileage button next to Add New Line to edit mileage and click on the Per Diem button next to Add New Line to modify a meal or lodging per diem line. Note: Clicking on these buttons without entering the details described in the steps listed above will not generate the correct details screens and will not allow the traveler to enter details.



Creating an Expense Report from an Approved Authorization

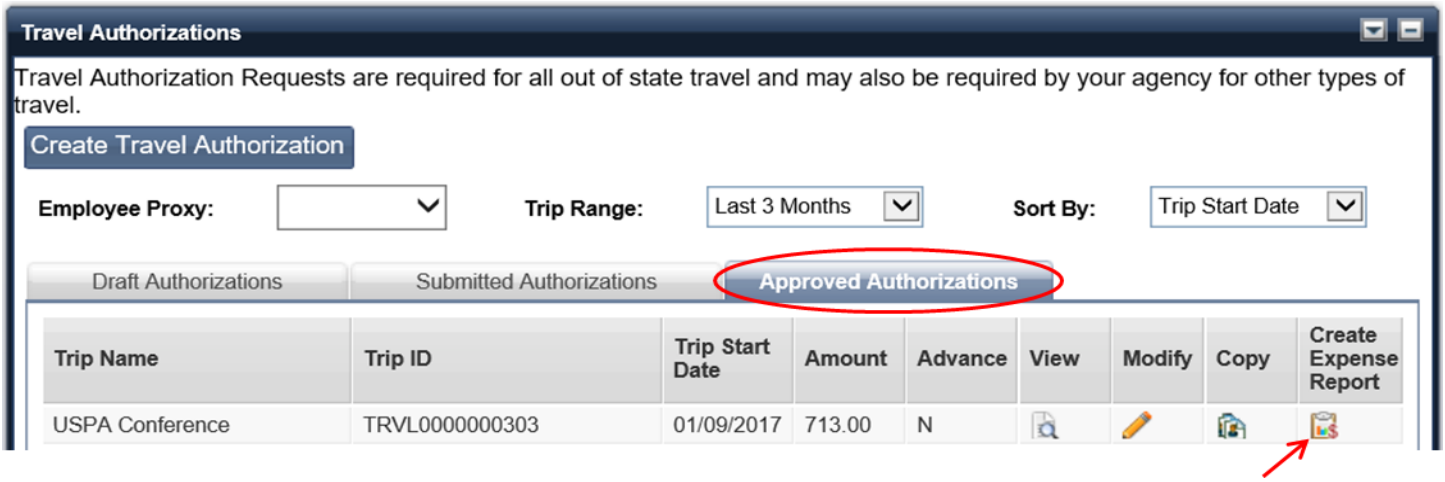
A. **Log in** to the Travel Hub

B. **Click** on the *Travel and Expense* tab.

C. In the Travel Authorization widget, **click** *Approved Authorizations*.

D. **Find** the Authorization you wish to use to create the Expense Report.

E. **Click** the *Create Expense Report* icon to the right of the Authorization.



F. **Verify** that the General Information is correct.

G. **Click** the *Trip Details* tab

H. **Complete** the actuals fields for all Trip Detail information.

1. **For Lodging, Meal and any other expenses that have per diems**
   a. **Click** the *Generate Per Diem Lines*
   b. Follow the steps above to enter the per diem details
   c. **Click** on the line, **Enter** the Claimed Amount, and **Click** on the line to post
   d. When all lines are completed, **click** *Calculate Per Diem*.
   e. **Click** the *Back to Trip Details* button.
   f. **Click** *Save*.

2. **For Mileage**
   a. **Click** the *Mileage* Link.
   b. **Click** the first line or click the *Add New Line* link.
   c. **Enter** the actual miles traveled, less any commute miles.
   d. **Click** the line again.
   e. **Repeat** for each mileage line.
   f. When all lines are completed, **click** *Calculate Mileage*.
   g. **Click** *Back to Trip Details*.
   h. **Click** *Save*.

3. **For All Other Types**
   a. Enter the actual amount spent in the Actual Expenses field.
   b. **Click** *Save*.

I. **Attach** any required receipts. A receipt is required if the Receipt required box is checked or if your agency has required it.

J. **Add** any expense types that were incurred but not part of the original authorization such as lodging taxes, etc.

K. **Click** *Save.*

L. **Click** *Submit* to submit the request to the next step in the process, or close the window to save the document to edit and submit later.

Procedure: Modifying an existing Expense Report

You can save an Expense Report in progress and come back to it later. You might also need to modify an Expense Report if the document has been rejected by an up-line reviewer or approver. In both cases, the document will appear on the Draft tab under in the Travel Hub.

A. **Log in** to the Travel Hub

B. **Click** the *Travel and Expense* tab.

C. **Find** the Expense Reports widget.

D. **Click** the *Draft Expense Reports* tab.

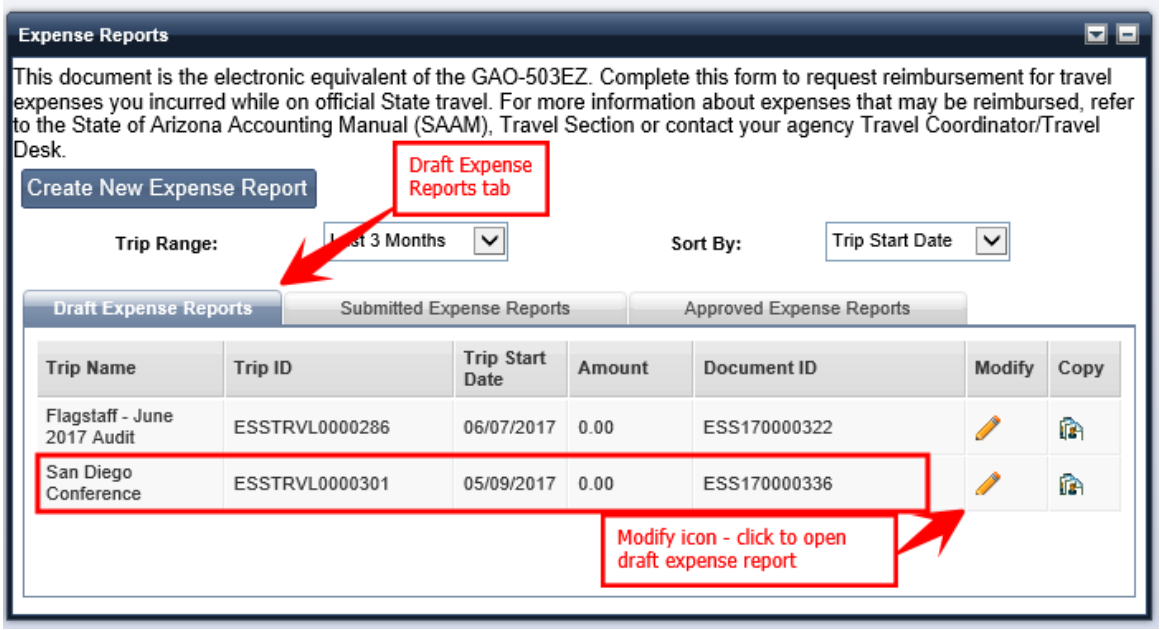
E. **Find** the Expense Report you wish to modify.

F. **Click** the *Modify* icon (pencil icon to the right of the Trip Name).

G. **Edit** the Expense Report as needed.

H. **Click** *Save*

I. **Click** *Submit* to submit the report to the next step in the process, or close the window to save the document to edit and submit later.



Procedure: Submitting a Late Expense Report

Expense Reports should be submitted within five days of returning from a trip, but definitely no more than two months after your return. If you are submitting an Expense Report more than two months after your return, you must provide an explanation in the Late Expense Report Explanation field. Additional approvals may be necessary, depending upon the degree of lateness.

Travel Claim Filed Months after Travel	Approved By
More than two but less than three	The Traveler **and** The Traveler's Supervisor or Manager
Three or more, but less than five	The Traveler **and** The Traveler's Supervisor or Manager **and** The Traveler's Agency Head or CFO
Five or more	The Traveler **and** The Traveler's Supervisor or Manager **and** The Traveler's Agency Head or CFO **and** the State Comptroller

A. **Create** an Expense Report.

B. **Enter** the explanation for why the Expense Report is being submitted late in the *Late Expense Report Explanation* field.

C. **Attach** any documentation in support of the explanation (GAO-513 Delinquently Filed Employee Travel Claim form).

D. **Complete** and **submit** the Expense Report as normal.

Procedure: Viewing Submitted and Approved Expense Reports, Payments

Once you have submitted an Expense Report, it will progress through a series of approvals. Reports which you have submitted that are still in the approval process will appear on the Submitted Expense Reports tab; Reports that have been approved will appear on the Approved Expense Reports tab. Approved reports will remain on the Approved Expense Reports tab even after payment has been made.

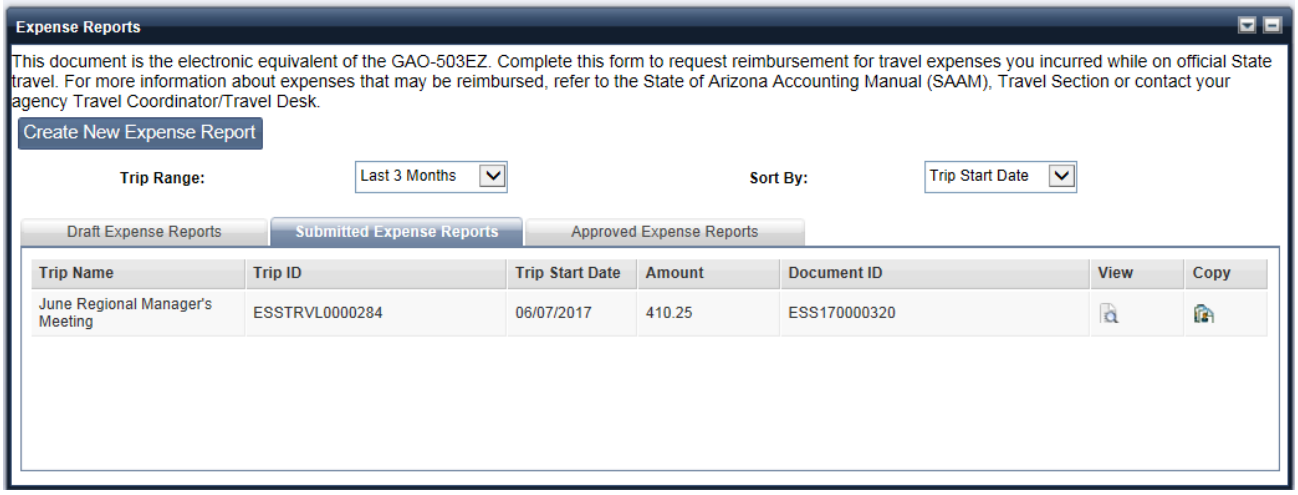
Creating a Travel Expense Report in the Travel Hub

The Pending Payments widget shows, by expense type, the payments which have been approved and will be paid in your next reimbursement payment. Once the payment has been made, the pending amounts will disappear from the widget; however, the Expense Report that was being paid will still appear in the Approved Expense Report area.

A. **Log in** to the Travel Hub

B. **Click** the *Travel and Expense* tab.

C. **Click** the *Submitted Expense Reports* tab to view Reports that you have submitted that are still in the approval process.



D. **Click** the *Approved Expense Reports* tab to view Authorizations that have been approved through the approval process.