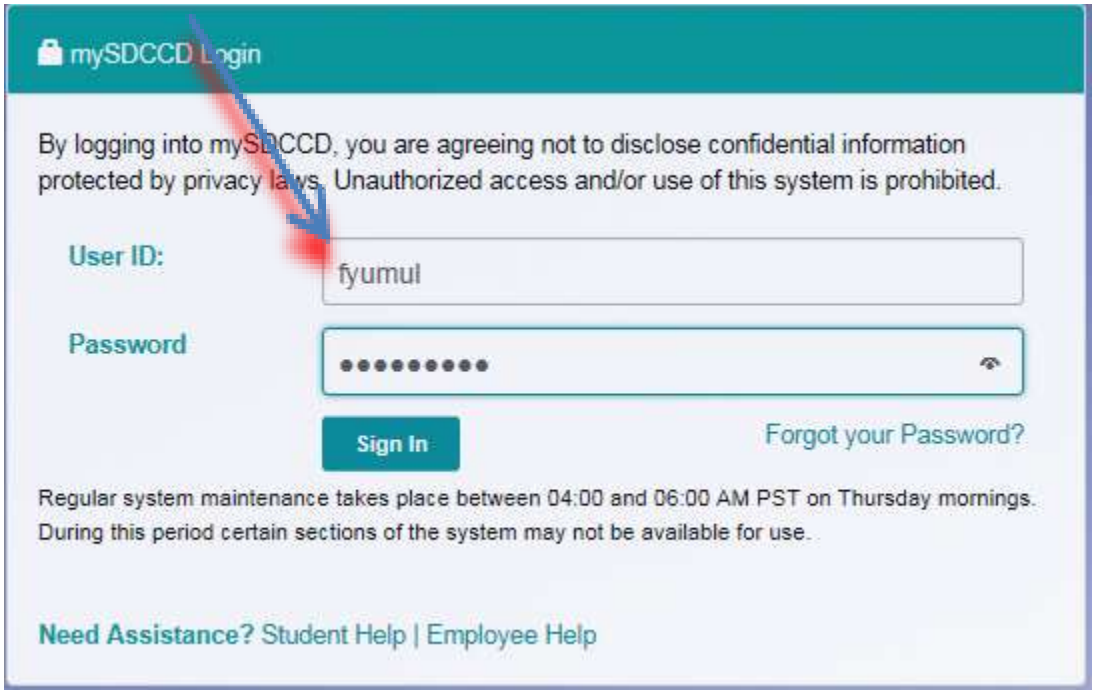
Expense Report Procedure

For Reconciliation after Travel is completed you will submit an Expense Report (ER)

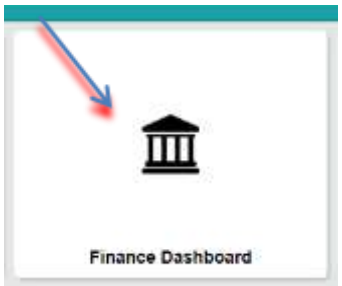
Checklist:

- Travel Authorization must be approved prior to submitting an Expense Report.
- Please check your supporting documents and ensure they meet the requirements:
  - Receipts that show payment method (ex:Visa, Mastercard etc)/Balance shows paid/Balance is 0. Documents that state it's been fully paid
  - If unable to find the receipt, bank/credit card statement with the charge is acceptable (you can blur out information that you do not wish to show)

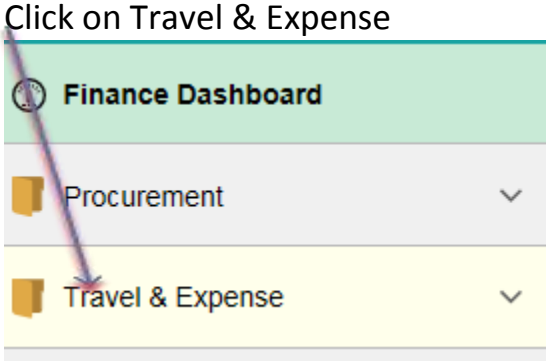
1. Log into PeopleSoft using myportal.sdccd.edu



2. Click on Finance Dashboard icon

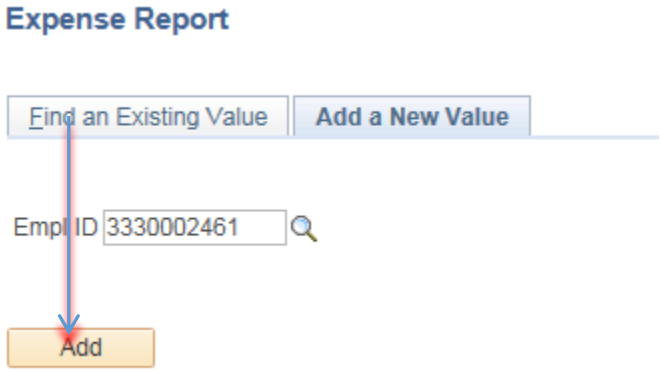


3. Click on Travel & Expense

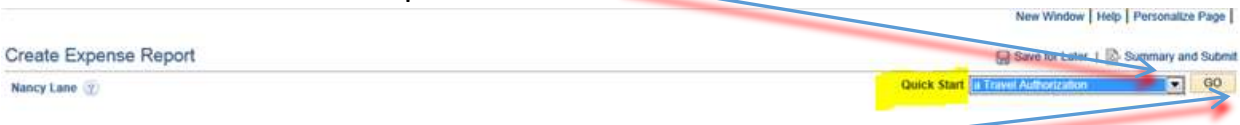


4. Choose Expense Report

5. The Empl. ID Field should be pre-populated with your #. Click on "Add" to create a new ER

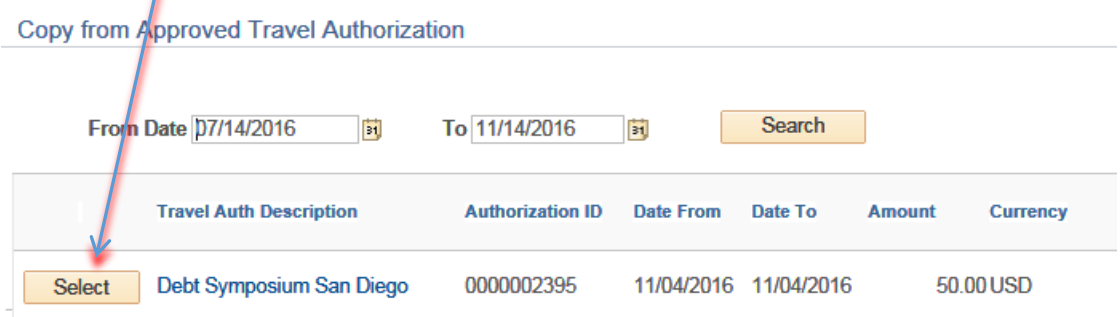


6. Click on Quick Start dropdown menu



Choose "A Travel Authorization"
Click "GO"

7. Click “Select” to choose the appropriate TA for this travel



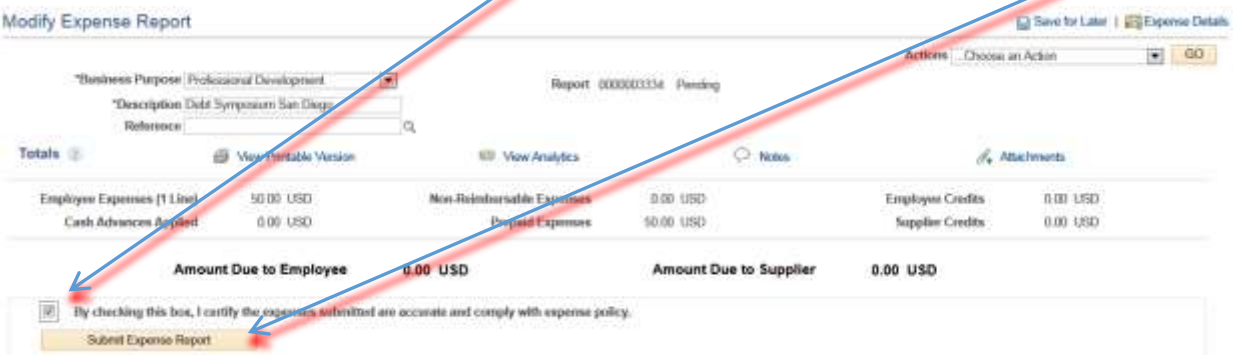
8. Make necessary changes and updates to the amounts and dates. Make sure amounts reflect supporting document

9. Click "Save for Later” to save your work and obtain an ER #

10. Upload receipts for actual expenses as an attachment.

11. Click on “Summary and Submit” to submit for approval.

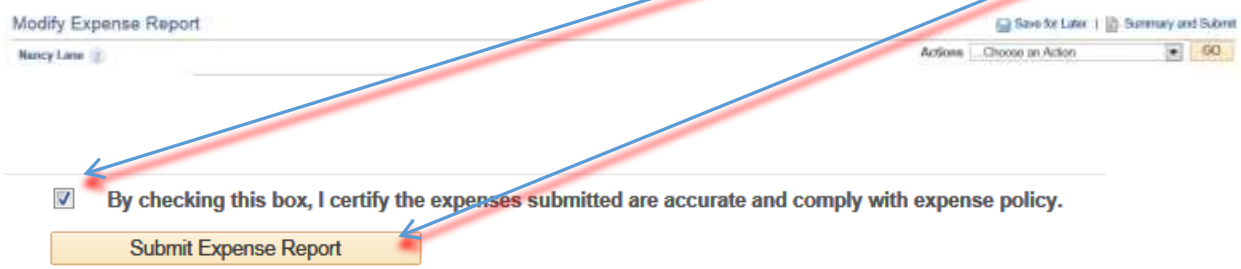
12. Check the box to certify accuracy, then click “Submit Expense Report”



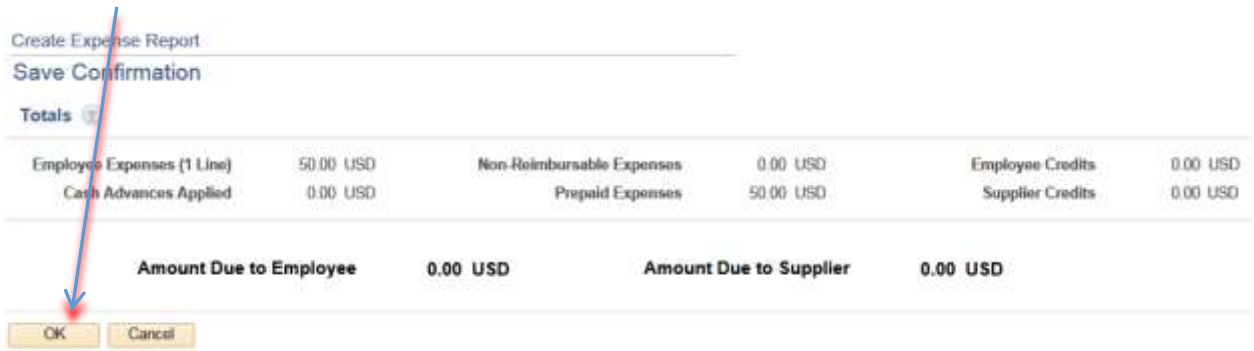
13. If a red flag appears, an error has occurred that must be corrected.

An entry may be required in the Older Transaction Comment field if the dates are older than 10 days:

Once the errors have been fixed click on Summary and Submit again, then click Submit Expense Report after ensuring that the box is checked.



Click OK to confirm:



Wait for a red notification that the ER has been submitted. The status changes to Submission in Process:

Your expense report 0000003334 has been submitted for approval.

Business Purpose	Professional Development		**Report**	0000003334	Submission in Process
Description	Debt Symposium San Diego		**Created**	10/14/2016	Nancy Lane
Reference			**Last Updated**	10/14/2016	Nancy Lane