ERP Job Aid
RI Enterprise Resource Planning

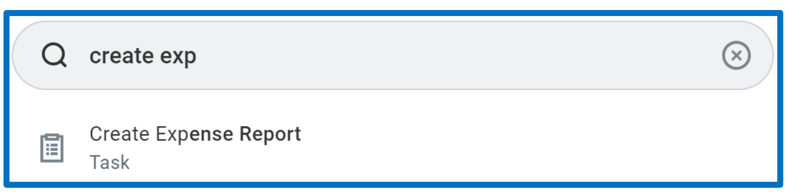
Create Expense Report for In-State Travel (Mileage) — Employee

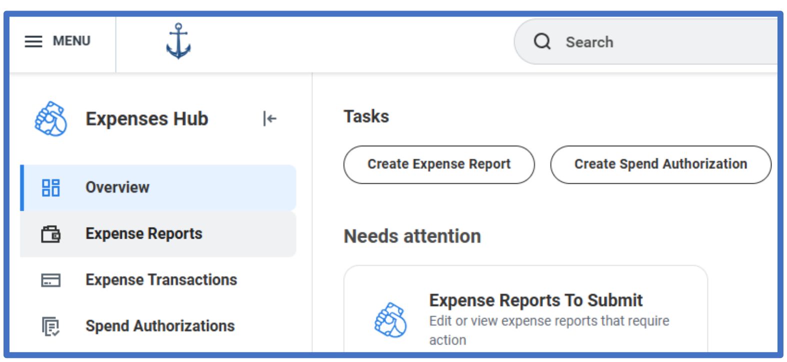
This is a step-by-step guide on how to create an expense report for Mileage in the ERP system.

Before you submit an expense report, you must submit a spend authorization. Please see the job aid *Create Spend Authorization* for detailed step-by-step instructions.

Prior to creating your *first* expense report, you must designate where your expense reimbursement is deposited, i.e., a payment election (direct deposit) for expense payments must be set-up in the ERP system. Please see the job aid *Add-Edit Payment Elections* for detailed step-by-step instructions.

1. To create an expense report in the ERP system, type *Create Expense Report* and then select the **Create Expense Report** task.
   Note: *You can also create an expense report from the 'Expenses Hub' which can be accessed via the Global Navigation* ***Menu*** *at the top left corner of your screen. Select* ***Expenses Hub*** *>* ***Create Expense Report****. (If the Expenses Hub is not listed in your* ***Menu****, select* ***Add Apps*** *> type 'Expenses Hub' in the* ***Find Apps*** *field > select the plus-sign > select* ***Back to Menu****.)*





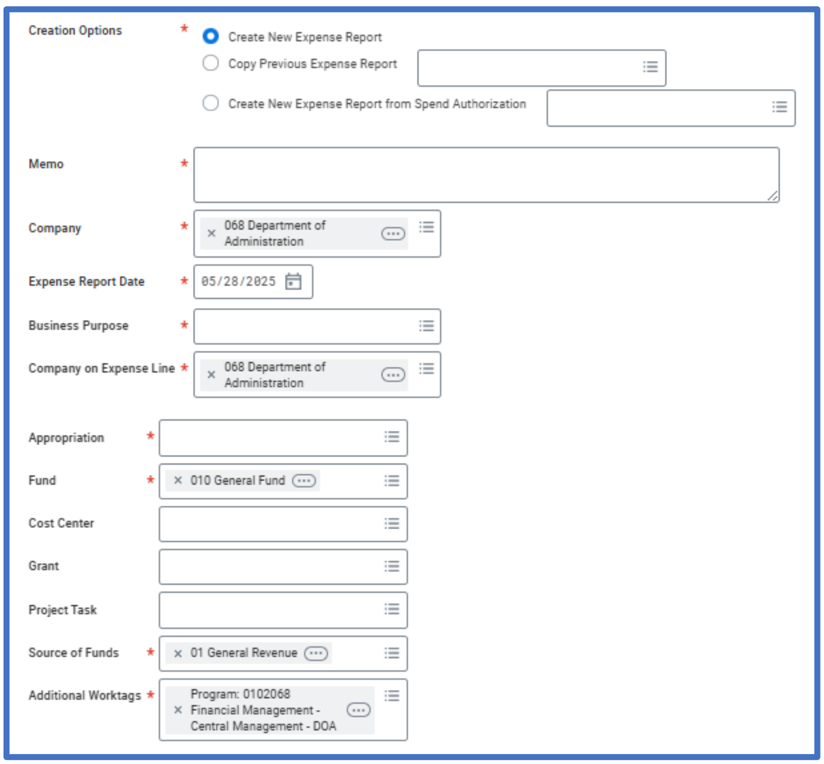
2. Read the **Instructions** on the right-hand side to review up-to-date Expense Policies.

Expense Report Information

3. Select **Create New Expense Report from Spend Authorization** radial button.
   a. To select a **Spend Authorization**, select the menu icon, and then make your selection.
4. If this is the final spend for the **Spend Authorization** specified above, then check the **Final Expense Report for Spend Authorization** checkbox.

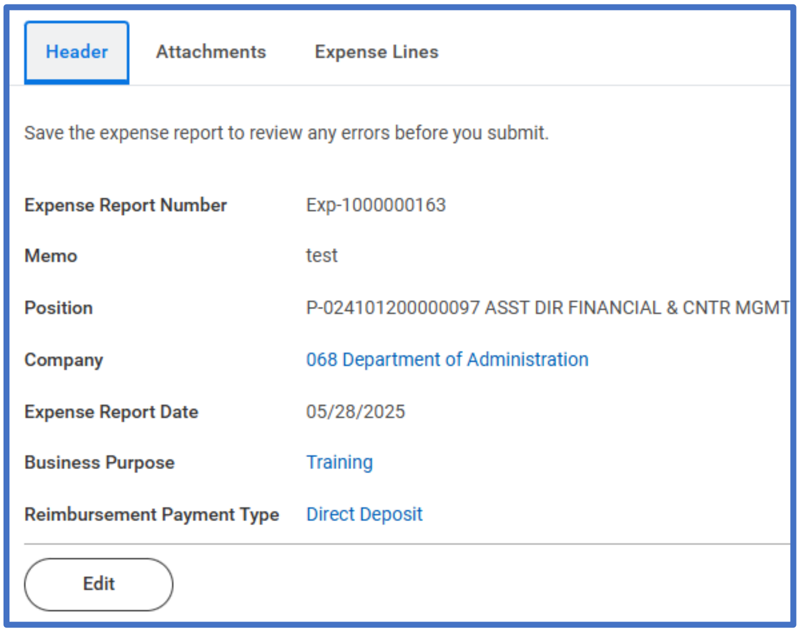
    a. Example: Select this checkbox if this is the final expense report for the current six-month mileage spend authorization period and no additional expenses will be submitted under it.

5. In the **Memo**, type in a description of why the expenses were incurred.
6. The **Company** defaults to your **Company**. In necessary, to select a different **Company**, select the menu icon and then make your selection.
7. The **Expense Report Date** defaults to today's date. If necessary, select a different **Expense Report Date**.
8. To specify a **Business Purpose** for this expense report, select the menu icon and then make your selection.
9. The **Company on Expense Line** defaults to your **Company**. To select a different **Company on Expense Line**, select the menu icon, select **Intercompany Affiliate Companies,** and then make your selection.
10. To select an **Appropriation**, select the menu icon, select **My Worktags**, and then make your selection.
    Note: *Alternatively, type in an appropriation, select enter to search, and then make your selection from the search results.*
    Note: *Alternatively, select the menu icon, select **Active Appropriations by Appropriation Hierarchy**, select an Appropriations Hierarchy, and then continue selecting options to ultimately make your selection. (For example, select Active Appropriations by Appropriation Hierarchy > SORI Appropriation > Education > 026 Rhode Island Council on the Arts > 31002 Film Commission.)*
11. The **Fund** automatically populates based on the Appropriation selected.
12. **Source of Funds** is automatically populated by the appropriation and should not be changed.
    a. When using a **Source of Funds** of 02, the **Grant** and **Project Worktags** must be entered.
13. **Additional Worktags (Ex: Program)** defaults from the **Appropriation** select above.
    Note: *To allocate individual expenses to a project, please see Step 32.*

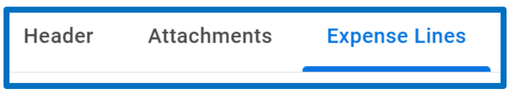


Note: *Required fields are indicated by a red asterisk.*

14. Select OK.
    NOTE: On the next screen you may receive an **Alert** to check the *Final Expense Report for Spend Authorization* checkbox if this is your final expense report for the specified **Spend Authorization**.
15. Review the **Header** information. If necessary, to edit, select **Edit**, and then make any necessary changes.



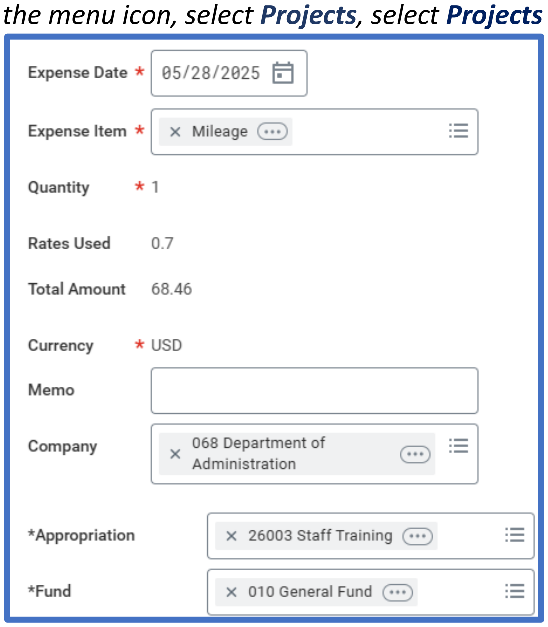
16. Once the Header information is correct, select the **Expense Lines** tab.



17. Select **Add**.

Expense Lines

18. Select the **Expense Date** on which the expense was incurred, i.e., the date on the expense receipt.
19. Select **Mileage** as the **Expense Item**.
20. The Worktags on the expense line will automatically populate based on the Worktag selections made on the Header page.
    Note: *To indicate that an* ***Expense Item*** *pertains to one or more projects, for* ***Additional Worktags****, select the menu icon, select* ***Projects****, select* ***Projects*** *(again), and then make your selection.*

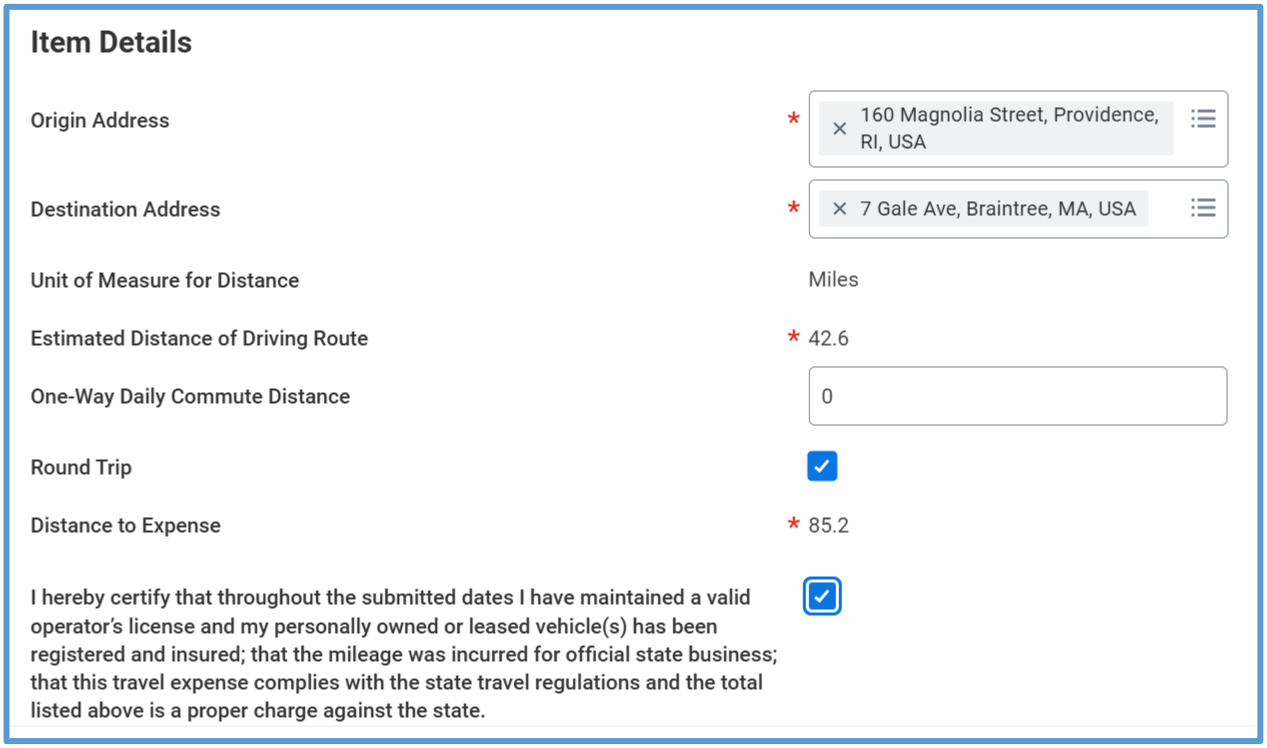


Note: Required field are marked with an asterisk.

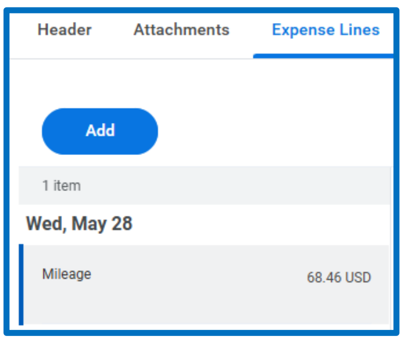
21. Continue to scroll down, under Item Details enter the Origin Address and the Destination Address.
    a. The system will auto calculate the amount of miles.

TIP: Type in a street address or building name to determine the correct Origin and Destination locations.

22. Enter in the One-Way Daily Commute Distance, if required.
23. If submitting for a Round Trip, select the checkbox. This will double the mileage calculation.
24. Check the Certification checkbox, then select Submit.



25. If submitting a single expense report for multiple mileage reimbursements, click Add, and repeat the instructions above. Update the worktags (Appropriation, Project, Cost Center, Grant) on each expense line as needed.



26. When complete, press Submit. The expense report will now route for required approvals.
27. To review your expense report drafts and submissions, navigate back to the **Expenses Hub**. Click on the Expense Report tab. You can view the status of each expense report and its payment status.