How to Create an Expense Report

1. To use TRAVELTracks log onto the SAP Portal. Select the SAP Portal on the Texas State main website. Log on with your Texas State User ID and Password. Click on the Employee Self Service tab.

2. Click on the Quick Link of TRAVELTracks or directly to My Trips and Expenses.

3. Create the Expense Report from an approved Travel Request.
   - Click on Create Travel Expense Report

4. Select the Trip Schema from the drop down menu and click on the Start button.
5. Review the General Data screen information and modify if applicable.

6. The Navigation Bar at the top of the Create Expense Report based on Travel Request may be used to toggle between the General Data screen, the Enter Receipts screen, and the Review and Send screen. If all the trip information must be entered, the expense report has not been created from the approved Travel Request.
   - If creating a blanket mileage Expense Report for a month or semester, change the Start and End dates to the last day of travel for the period. This will avoid any overlapping Expense Reports.

7. If no lodging expense was incurred, uncheck the Per Diem for Accommodations checkbox at the bottom of the General Data Screen. If left checked the lodging per diem will be applied on the Review and Send screen.
8. Audit the actual lodging paid to the per diem as follows:
   - Audit the nightly room rate to the GSA maximum rate as you can have a Lodging Reduction and Excess Lodging in the same expense report.
   - If the room rate equals the GSA maximum rate, then no entry is required.
   - If the room rate is higher than the GSA maximum rate, enter the difference as Excess Lodging.
   - If the room rate is less than the GSA maximum rate, enter the difference as a negative amount in Lodging Reduction.
   - Enter Out of State, City, or County hotel occupancy tax and required fees as Incid Taxes.

![Create Expense Report based on Travel Request (7300019690)](image)

<table>
<thead>
<tr>
<th>General Data</th>
<th>Enter Receipts</th>
<th>Review and Send</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Mrs Test User 01 (00066702)</td>
<td>Schema In State Travel</td>
<td>Start Date 03/10/2014</td>
</tr>
</tbody>
</table>

Save Draft | Cancel

Changes in posting past trigger adjustment postings

Final Action
- Save Draft
  - I only want to save my expense report and send it later
- Save and Send for Approval
  - I want to save my expense report and send it now for further processing
  - I confirm that all expenses were incurred by and on behalf of the company

Summary
- Total Accommodations: 246.00 USD
- Total Individual Receipts: 177.50 USD
- Total Travel Expenses: 423.50 USD
- Amount Reimbursed: 423.50 USD
- Amount Paid Out: 423.50 USD

Cost Assignment
- 423.50 USD Company Code 754 (Texas State University), Business Area 1000 (Texas State University), Cost Center 1212000000 (1212000000)

Display Expense Form

Cancel
9. Go to the Enter Receipts screen and select the correct Expense Types audited to your receipts.
   - The Meals approved on the request automatically transfer to the expense report.
   - The Receipt Date automatically populates from the original trip start date.
   - The Expense Type(s) selected will post to the correct General Ledger number(s).
   - Click on New Entry and select the correct Expense Type.
   - Comments and Cost Assignment Changes may be entered for each Expense Type.
   - Select the Accept button if finished or select Accept and New Entry button to continue entering more receipts.

   ![Create Expense Report based on Travel Request (7300019690)](image)

   - Select from the available Expense Types listed in alphabetical order:
     - NOTE: A Grant Participant is a non-Texas State employee brought in as a participant on a Grant Funded activity. Any expense entered into an Expense Type containing Grant Participant, Participant, or Part must have this criteria.
     - ADVANCE RETURN – Return advance monies if reimbursement is less than money advanced.
     - AIRFARE – Amount paid by traveler for airfare not to include baggage fees, early bird check in, flight insurance, or preferred seating.
     - AIRFARE PARTICIPANT – See NOTE above.
     - BUS PUBLIC TRANS – Amount paid by traveler for bus or shuttle use not to include a tip.
     - BUS PUBLIC TRANS PARTICIPANT – See NOTE above.
     - BUSINESS MEAL – See Business Meals, the per diem for breakfast, lunch, or dinner must be deducted from total meal per diem, see GSA meal-by-meal chart.
     - CAR PUBLIC TRANS – Amount paid by traveler for rental vehicle not to include insurance.
     - CAR PUBLIC TRANS PARTICIPANT – See NOTE above.
     - COMPANY PAID AIRFARE – Airfare billed directly to the University. An airfare invoice from Ascot or National Travel Agencies is attached to the trip by the Travel Office, enter that amount in the expense type.
(9. Select from the available Expense Types listed in alphabetical order: Continued)

- COMPANY PAID CAR – Rental vehicle billed directly to the University. A vehicle rental invoice from Enterprise or Avis is attached to the trip by the Travel Office, enter that amount in the expense type.
- COMPANY PAID LODGING – Lodging directly paid by the Travel Office Hotel credit card not including lodging paid by a Purchase Order or e-NPO. If a hotel credit card authorization form and confirmation is attached to the trip by the Travel Office, enter that amount in the expense type.
- COMPANY PAID RESTRICTED – Do not use.
- EXCESS LODGING – Room rate paid by traveler over the GSA maximum lodging per diem rate.
- GROUP TRAVEL – Related costs such as meals or lodging paid by the traveler for a student group.
- INCID FUEL – Amount paid by traveler for fuel put in rental vehicle.
- INCID FUEL PARTICIPANT – See NOTE above.
- INCID INTERNET – Amount paid by traveler for internet charges to conduct University business.
- INCID INTERNET PARTICIPANT – See NOTE above.
- INCID OTHER – Amount paid by traveler for baggage fees, tolls, and other charges not listed.
- INCID OTHER PARTICIPANT – See NOTE above.
- INCID PARKING – Amount paid by traveler to park vehicle.
- INCID PARKING PARTICIPANT – See NOTE above.
- INCID TAXES – Amount paid by traveler for lodging not to include State of Texas Occupancy tax.
- INCID TAXES PARTICIPANT – See NOTE above.
- INCID TELE FAX – Amount paid by traveler for phone or fax charges to conduct University business.
- INCID TELE FAX PARTICIPANT – See NOTE above.
- LODGING GRANT PARTICIPANT – See NOTE above.
- LODGING REDUCTION – Room rate paid by traveler under the GSA maximum lodging per diem rate. This is the only expense type that must have a negative entered in front of the amount.
- MEALS – Daily per diem meal amount as dictated by the GSA.
- MEALS GRANT PARTICIPANT – See NOTE above.
- MEMBERSHIPS – Membership amount paid by traveler that is required to register for activity.
- MILEAGE – Amount of miles calculated from MapQuest, MapQuest Chart, or odometer readings times the mileage rate. The derived total amount must be entered.
- MILEAGE GRANT PART – See NOTE above.
- RAIL PUBLIC TRANS – Amount paid by traveler for train use.
- RAIL PUBLIC TRANS PARTICIPANT – See NOTE above.
- REGISTRATION FEES – Amount paid by traveler to register for activity such as a conference.
- REGISTRATION FEES PART – See NOTE above.
- RENTAL APT OR HOUSE – Ask the Travel Office for criteria and further instructions.
- SINGLE ENGINE AIRCRAFT – Ask the Travel Office for criteria and further instructions.
- SINGLE ENGINE AIRCRAFT PART – See NOTE above.
- TAXI PUBLIC TRANS – Amount paid by traveler for taxi use not to include a tip.
- TAXI PUBLIC TRANS PARTICIPANT – See NOTE above.
- TURBO PWRD AIRCRAFT – Ask the Travel Office for criteria and further instructions.
- TURBO PWRD AIRCRAFT PART – See NOTE above.
- TWIN ENGINE AIRCRAFT – Ask the Travel Office for criteria and further instructions.
- TWIN ENGINE AIRCRAFT PART – See NOTE above.
10. Go to the General Data screen and attach supporting receipts and/or documents.
   - Click on the Attachments button and the Browse… button to select the attachment.
   - One scan of all receipts is preferable.
   - Look for a File scanned to your computer, a Link, or a Note and click on the Upload button.

11. Go to the Review and Send screen.
   - Review and process through any Yellow Warnings.
   - The expense report may not be saved if there are Red Warnings such as an over budget message.
   - Click on the Save Draft button and rectangle to save the expense report so you may to return to the expense report at a later time. The travel assistant may create the expense report so the traveler may Save and Send for Approval as this is their electronic signature.
(11. Go to the Review and Send screen. Continued)

- Click on the Save and Send for Approval button and rectangle to begin the approval workflow process. The Travel assistant may Save and Send for Approval if the traveler will have $0 reimbursement.

- A message will appear after Save Draft or Save and Send for Approval buttons have been selected.
5. Viewing the status of a request or attaching any items can be done by using the tools on the All My Expense Reports or All My Trips tabs. Select the trip and use the Display/Print button or Attachments icon.

Expense Report/Travel Expense Statement - 7300019690
of Mrs Test User 01 traveling from Mar 10, 2014 to Mar 12, 2014

Settlement Results and Cost Assignment

<table>
<thead>
<tr>
<th>Amount Type</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodations Per Diems</td>
<td>249.00</td>
</tr>
<tr>
<td>Sum of Receipts to be Reimbursed</td>
<td>271.25</td>
</tr>
<tr>
<td>Sum of Receipts Paid by Company</td>
<td>265.00</td>
</tr>
<tr>
<td>Total Cost of Trip</td>
<td>782.25</td>
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<tr>
<td>Sum of Receipts Paid by Company</td>
<td>-265.00</td>
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<tr>
<td>Reimbursement Amount</td>
<td>517.25</td>
</tr>
<tr>
<td>Additional Amount</td>
<td>265.00</td>
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</tbody>
</table>

517.25 USD of 517.25 USD assigned to:
Cost Ctr: 1212000000 Technology Resources Administration
Account Manager: Mr Mark A Hughes
Fund: 2000011014

Accommodations Per Diem

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Flat Rate</th>
<th>Reimbursement Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/10/14</td>
<td>3/12/14</td>
<td>TX Dallas</td>
<td>246.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sum</td>
<td>Accommodations per Diem</td>
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</tbody>
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Reimbursement Amount: 246.00 USD

Receipts

<table>
<thead>
<tr>
<th>Date</th>
<th>No.</th>
<th>Expense Type</th>
<th>Amount (USD)</th>
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<tbody>
<tr>
<td>3/10/14</td>
<td>001</td>
<td>MEALS</td>
<td>177.50</td>
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<tr>
<td>3/10/14</td>
<td>003</td>
<td>LODGING REDUCTION</td>
<td>30.00</td>
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<td>3/10/14</td>
<td>004</td>
<td>INCID TAXES</td>
<td>21.60</td>
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<td>3/10/14</td>
<td>005</td>
<td>TAXI PUBLIC TRANS</td>
<td>30.00</td>
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<td>3/10/14</td>
<td>006</td>
<td>INCID PARKING</td>
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<td>3/10/14</td>
<td>007</td>
<td>MILEAGE</td>
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<tr>
<td>3/10/14</td>
<td>008</td>
<td>COMPANY PAID AIRFARE</td>
<td>265.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sum of Receipts</td>
<td>271.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Paid by Company</td>
<td>265.00</td>
</tr>
</tbody>
</table>

Reimbursement Amount: 271.25 USD

Planned Approvers

<table>
<thead>
<tr>
<th>Acct Mgr #</th>
<th>Approval Scenario</th>
<th>Planned Approver</th>
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<tbody>
<tr>
<td></td>
<td>Travel Office</td>
<td>Administrator</td>
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</tbody>
</table>

Actual Approvers

<table>
<thead>
<tr>
<th>Status</th>
<th>Approval Scenario</th>
<th>Planned Approver</th>
<th>Actual Approver</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>

** All approvals are pending **