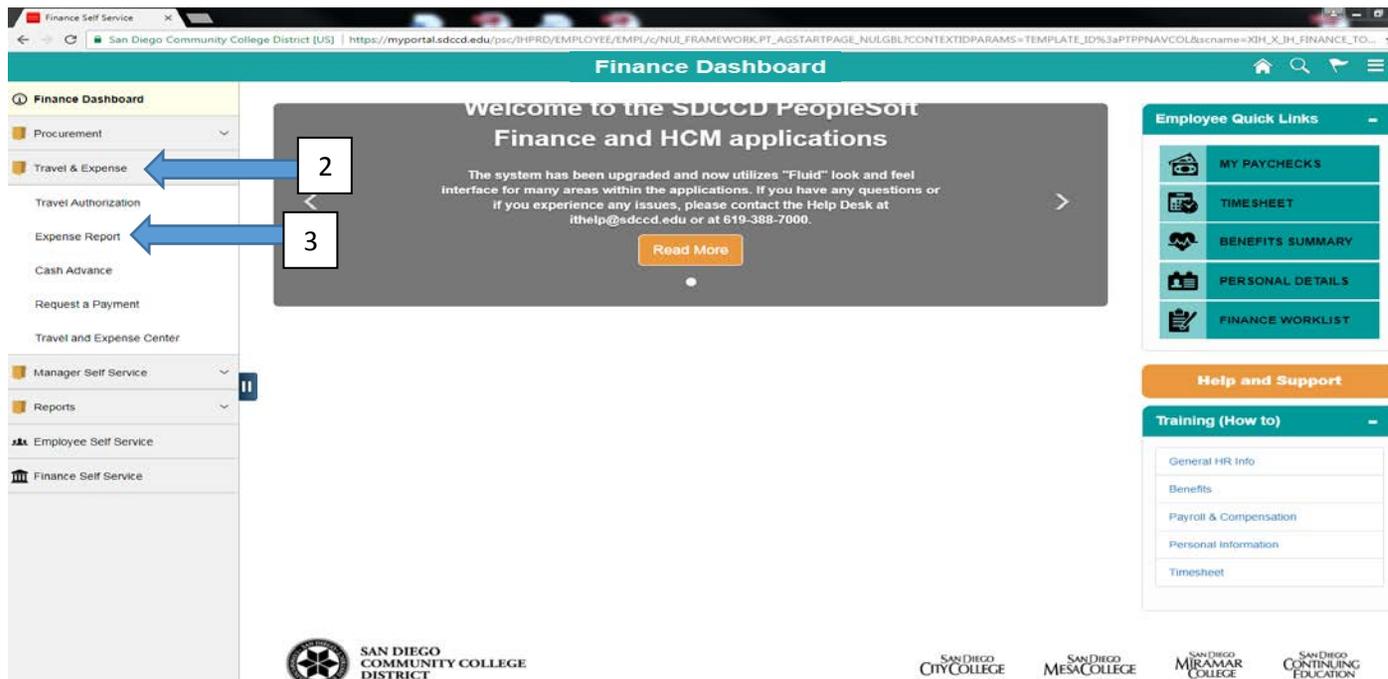
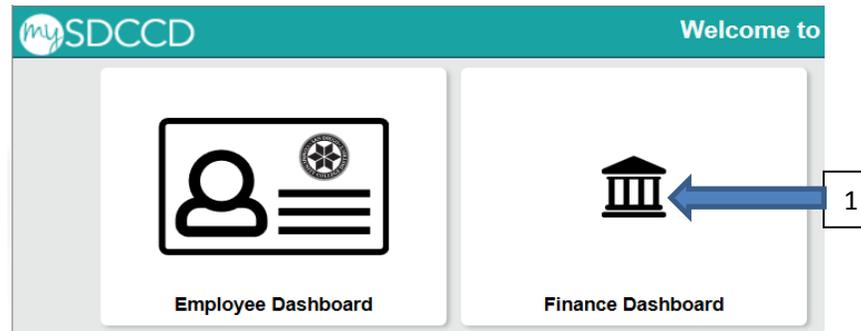


**EXPENSE REPORTS (ER) NEED TO BE CREATED NO LATER THAN 10 DAYS AFTER YOUR TRAVEL CONCLUDES.**

**Log into PeopleSoft at myportal.sdccd.edu using your Employee ID & the password you created. Navigate to the Expense Report screen from the home page by selecting: Finance Dashboard/Travel and Expense/Expense Report.**



**Choose "Add" to create a new Expense Report (ER). Your Employee ID should already be listed. \*If you are inputting travel as a delegate for another person, be sure that the ID # shown in the Employee ID field is the ID # of the traveler. Click Add.**

## Expense Report

Find an Existing Value | Add a New Value

Empl ID    4

 5

Find an Existing Value | Add a New Value

To create an Expense Report for the purpose of liquidating a Travel Authorization go to Quick Start and click on the drop down menu where it says “Populate from”. Select “a Travel Authorization”; then click go. If you have any TA’s that are not yet liquidated, they should appear. Select the one you want to liquidate. The Expense Report will populate with all the expense lines from the existing TA.

[New Window](#) | [Help](#) | [Personalize Page](#) | 

### Create Expense Report

 Save for Later |  Summary and Submit

Caroline De Moll 

\*Business Purpose

\*Report Description

Reference

Default Location

 Attachments

Quick Start  



### Expenses

[Expand All](#) | [Collapse All](#) | Add: |  My Wallet (0)

Total 0.00 USD

\*Date

\*Expense Type

Description

\*Payment Type

\*Amount

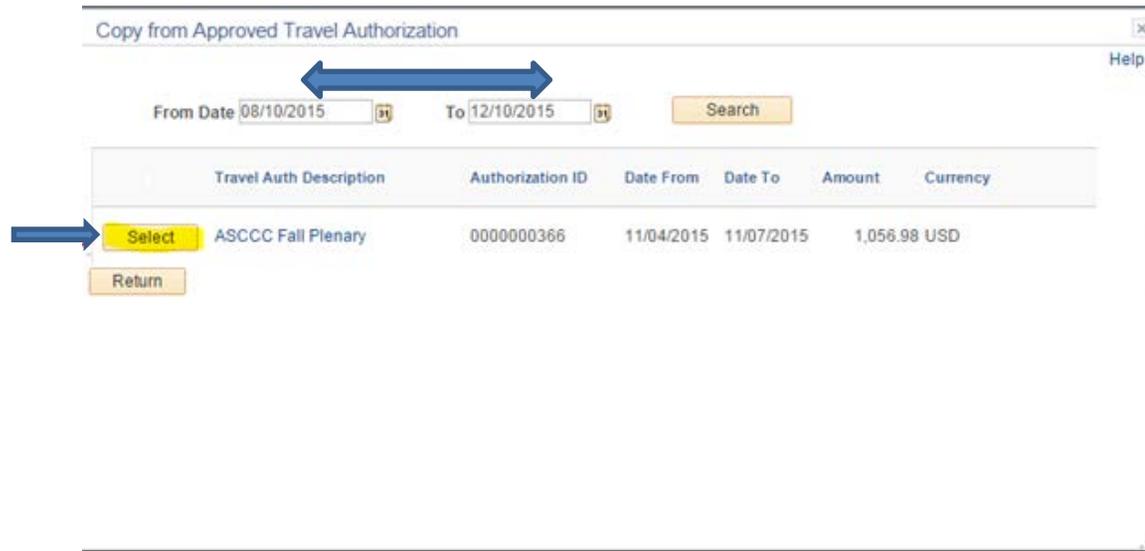
\*Currency

254 characters remaining

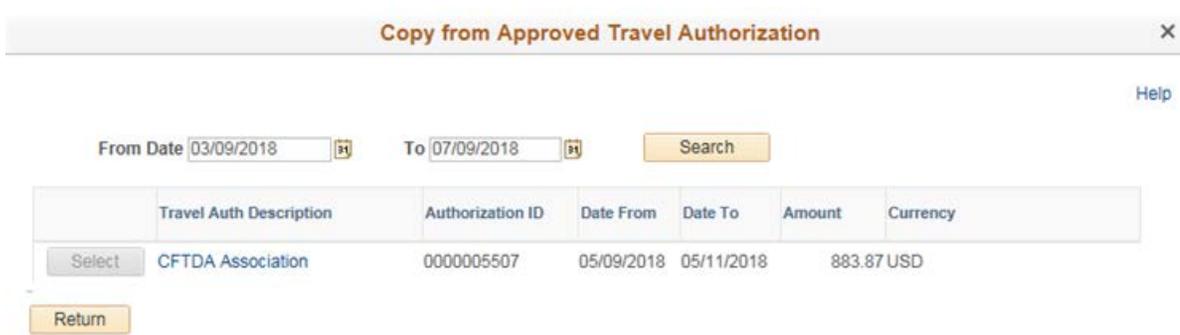
[Expand All](#) | [Collapse All](#)

Total 0.00 USD

If the TA you want does not appear in the list, first check that the date range (red arrow) listed is accurate, if not please adjust; otherwise contact your Campus Travel Liaison at X 7401



If the trip you want is listed, but the select button is not available, it means that particular TA is already associated to another Expense Report. To correct this you will need to search for the other ER that is associated with the TA and use that ER or delete the other ER so you can populate with the new ER. For help contact the Business Office at x7401.



When the Expense Report comes up, check to make sure the Authorization ID appears. This assures the ER is linked to your TA. Edit the amounts for each expense type, as needed. If your TA shows prepaid and you ended up paying it out of pocket, be sure to change the Payment Type to "Employee Paid". Attach receipts (showing proof of payment) for parking, hotel, rental car, conference fee, etc. You do not need receipts for meals.

## Create Expense Report

**Save for Later** Summary and Submit

Actions ...Choose an Action GO

\*Business Purpose Professional Development

\*Report Description CFTDA Association

Reference

Default Location

Authorization ID 0000005507 TA #

Attachments (2)

### Expenses

Expand All | Collapse All Add: My Wallet (0)

Total 883.87 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
05/09/2018	Air Travel	Airfare to Sacramento 233 characters remaining	Employee Paid	323.96	USD
05/09/2018	Automobile Mileage	To/From Airport Personal Car travel 219 characters remaining	Employee Paid	39.24	USD
05/09/2018	Automobile Rental	Car Rental in Sacramento 230 characters remaining	Employee Paid	111.91	USD
05/09/2018	Hotel / Lodging	Hotel 2 nights 240 characters remaining	Employee Paid	231.76	USD
05/09/2018	Meals & Incidental Expenses	Lunch and Dinner 238 characters remaining	Employee Paid	36.00	USD

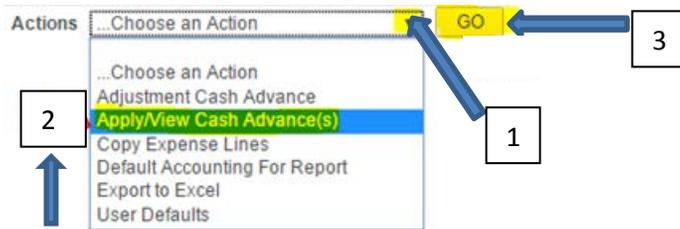
Click "Save for Later". If any red flags come up you will need to address the error before you re-click "Save for Later".

If you did not have a "Cash Advance", please go to the bottom of page 6 "SUBMITTING AN EXPENSE REPORT".

## APPLYING A CASH ADVANCE:

If the District advanced you money prior to your trip via a Cash Advance, complete these next steps PRIOR to submitting for reimbursement.

Applying a Cash Advance: Navigate to the “Actions Menu,” select “Apply/View Cash Advance(s)” and click “Go”



Click the magnifying glass icon next to the Advance ID field and select the correct Cash Advance to populate by clicking on the Advance ID #.

Adjust the dollar amount of the Cash Advance in the “Total Applied” field to match your actual expenses for the expense types that the Cash Advance was originally created to cover. Click OK.

Expense Report

Apply Cash Advance(s)

Report ID 0000003035

*Advance ID	Amount	Balance	Exchange Rate	Total Applied
<input type="text"/>	0.000	0.00		0.00 USD

Total Advance Applied	0.00 USD
Totals (8 Lines)	2,412.84 USD
Total Due Employee	910.60 USD

Look Up Advance ID

Help

Empl ID 0000987719  
DateTime Stamp 08/18/2016 8:43AM  
Advance ID begins with

Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

Advance ID	Advance Description	Balance	Currency Code
0000000010	WAVES Conf	372	USD
0000000117	Waves	200	USD

If you have more than one Cash Advance, select the one which applies to this ER.

## Apply Cash Advance(s)

Report ID 0000003035

### Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0000000117	200.00	0.00 USD	1.00000000	200.00 USD

[Add Cash Advance](#) [Update Totals](#)

Total Advance Applied 200.00 USD  
Totals (8 Lines) 2,412.84 USD  
Total Due Employee 710.60 USD

8



7

Enter the total amount of the Cash Advanced spent in the above box.  
**NOTE: If the Cash Advance is greater than your expenses, you must return the balance to the Business Office in the form of a check made payable to SDCCD.**

### SUBMITTING AN EXPENSE REPORT:

Click the check box to certify that the report is correct and click "Submit Expense Report"

### Create Expense Report

[Save for Later](#) | [Expense Details](#)

Actions [...Choose an Action](#) [GO](#)

\*Business Purpose   
\*Description   
Reference

Totals [?](#)

[View Printable Version](#)

[View Analytics](#)

[Notes](#)

[Attachments](#)

Employee Expenses (1 Line)	0.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee 0.00 USD      Amount Due to Supplier 0.00 USD**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

[Submit Expense Report](#)

## MODIFYING AN EXPENSE REPORT

The “Find an Existing Value” tab is there for when you need to make modifications to an existing Expense Report. This can only be done if you have NOT yet submitted it or when it’s been sent back to you by one of the approvers to make revisions. You will not be able to access your report once it is submitted and is routing through the approval process. To modify an existing Expense Report, enter your Report ID - a 10 digit number beginning with six “0’s and 4 other digits (000000XXXX), your 10-digit employee ID #, or other fields shown.

### Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

---

**▼ Search Criteria**

Report ID   

Report Description

Name

Empl ID   

Creation Date   

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

