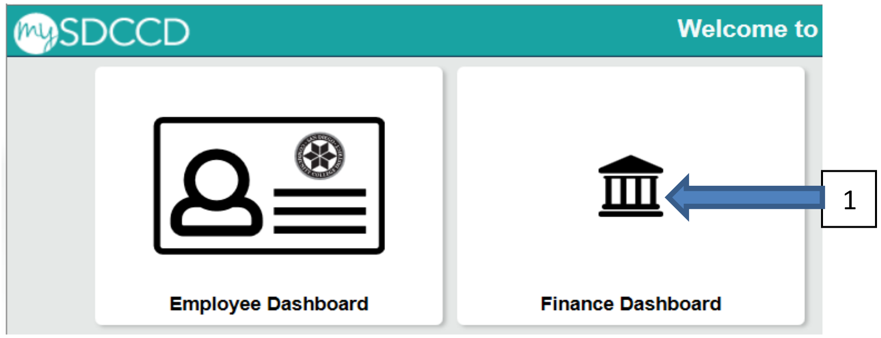
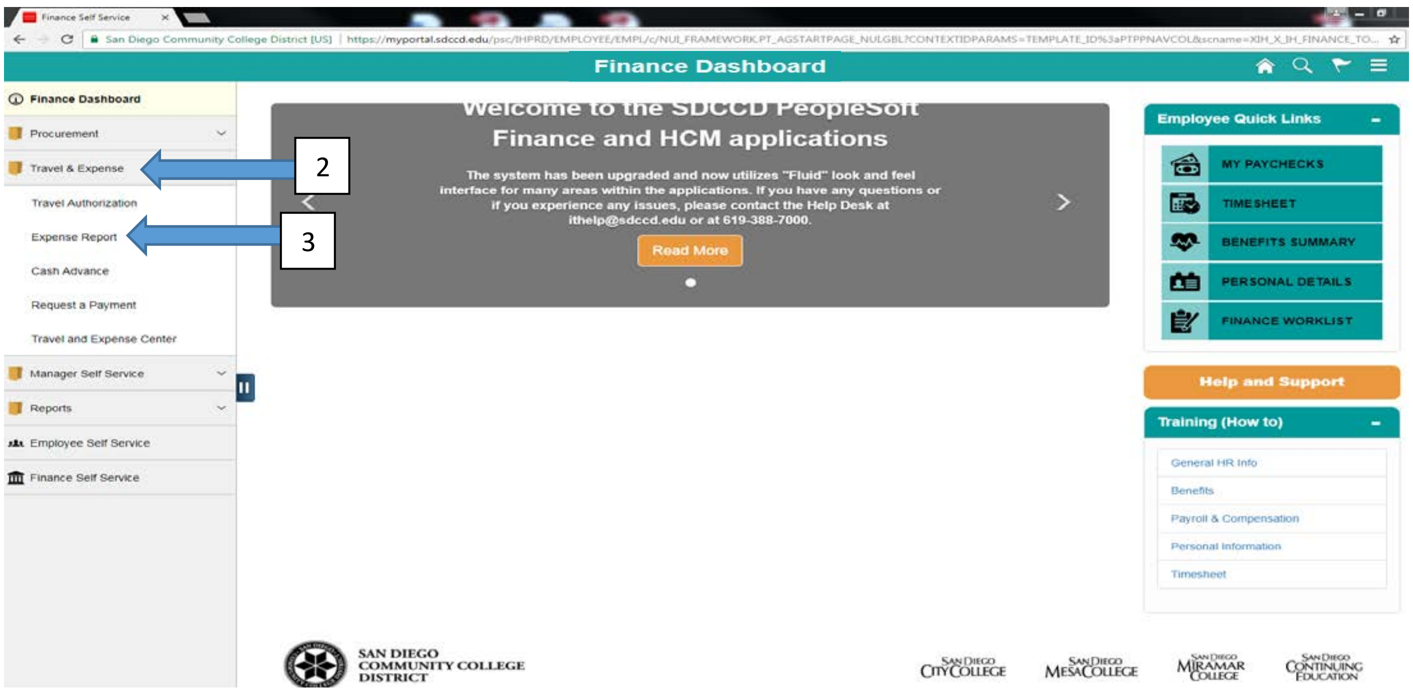
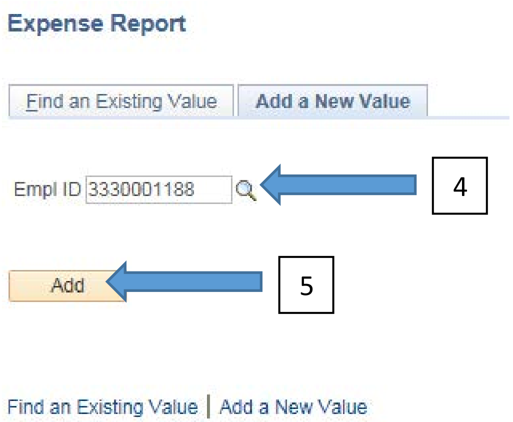
EXPENSE REPORTS (ER) NEED TO BE CREATED NO LATER THAN 10 DAYS AFTER YOUR TRAVEL CONCLUDES.
Log into PeopleSoft at myportal.sdccd.edu using your Employee ID & the password you created. Navigate to the Expense Report screen from the home page by selecting: Finance Dashboard/Travel and Expense/Expense Report.

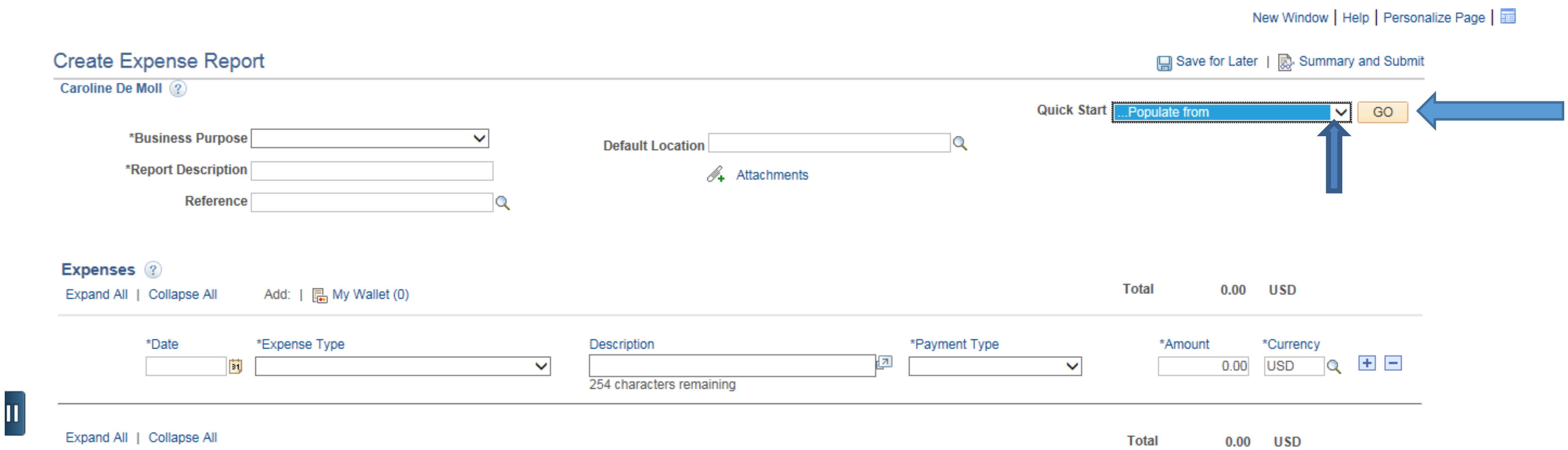




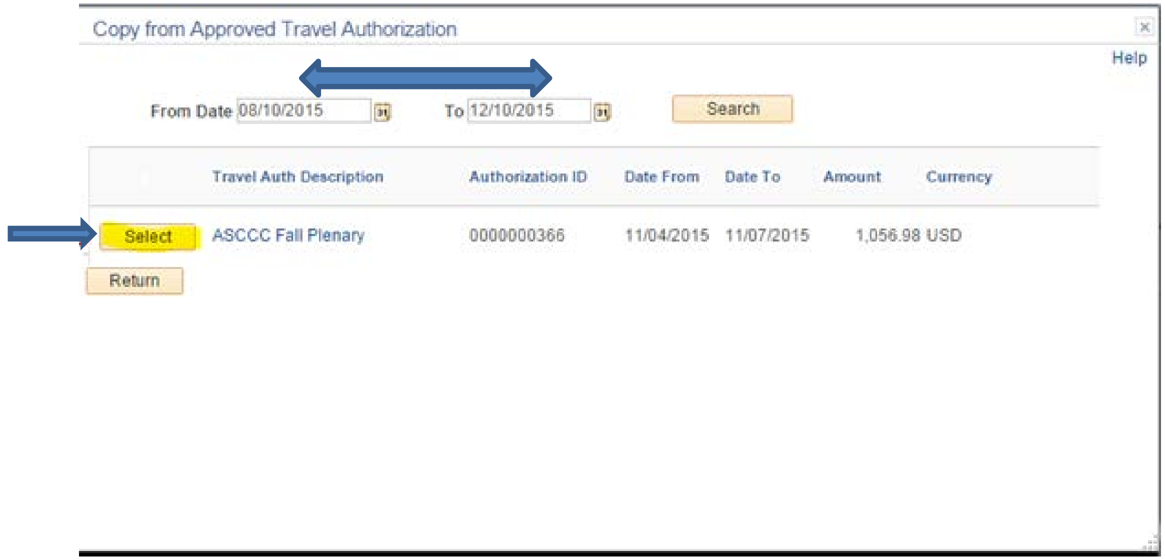
Choose "Add" to create a new Expense Report (ER). Your Employee ID should already be listed. *If you are inputting travel as a delegate for another person, be sure that the ID # shown in the Employee ID field is the ID # of the traveler. Click Add.



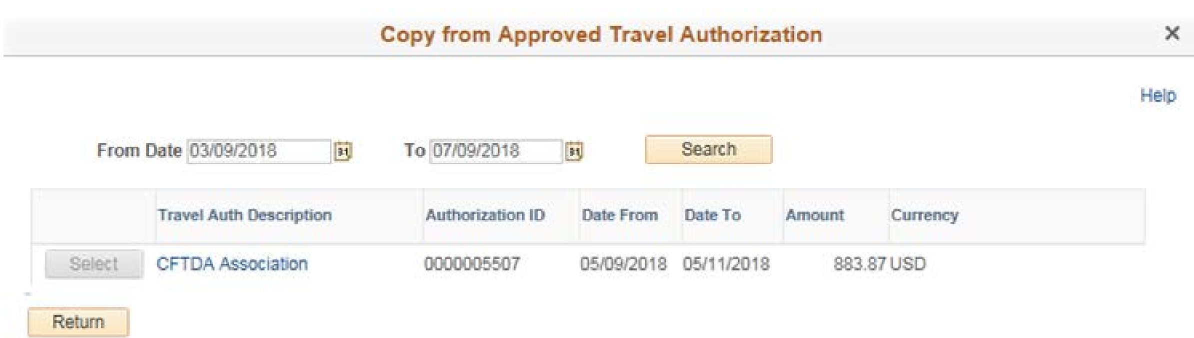
To create an Expense Report for the purpose of liquidating a Travel Authorization go to Quick Start and click on the drop down menu where it says "Populate from". Select "a Travel Authorization"; then click go. If you have any TA's that are not yet liquidated, they should appear. Select the one you want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



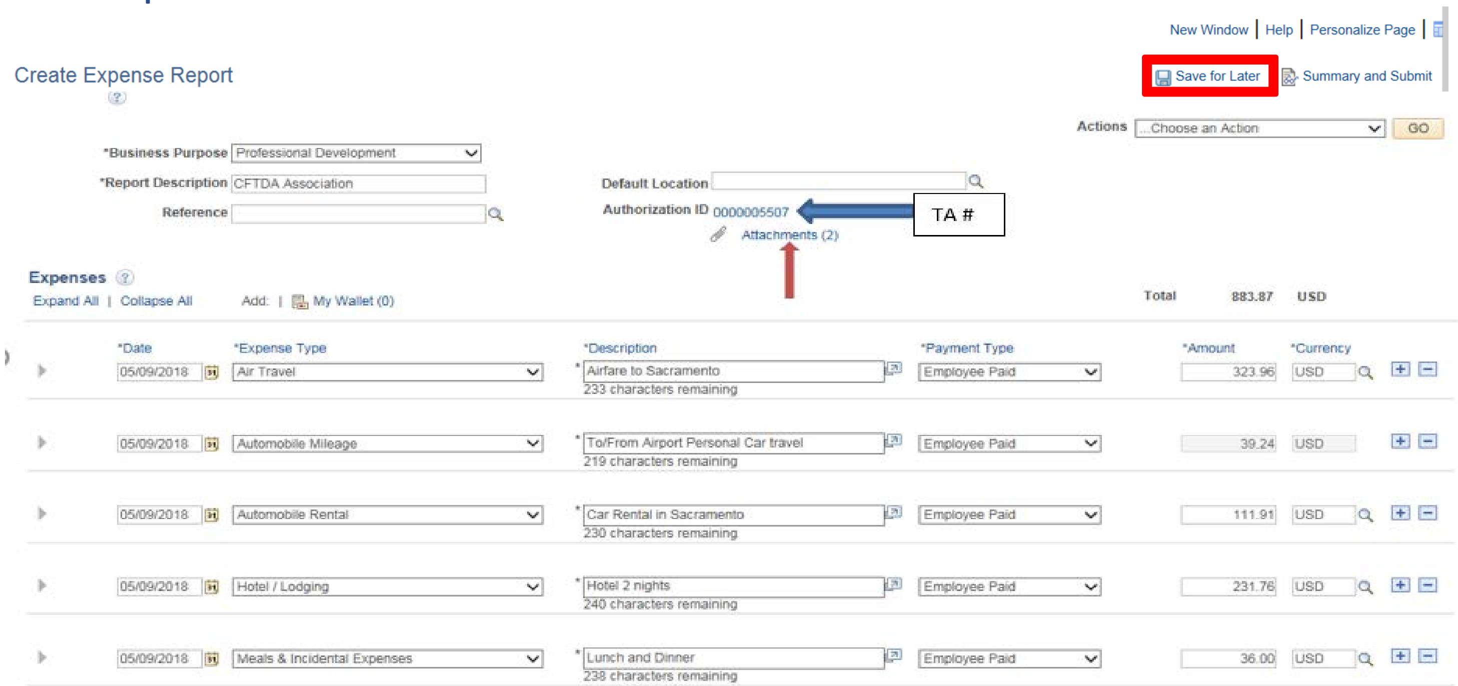
If the TA you want does not appear in the list, first check that the date range (red arrow) listed is accurate, if not please adjust; otherwise contact your Campus Travel Liaison at X 7401



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.

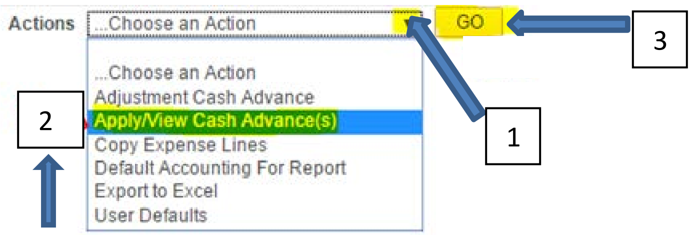


Click "Save for Later". If any red flags come up you will need to address the error before you click "Summary and Submit".

If you did <u>not</u> have a "Cash Advance", please click "Summary and Submit" and go to the bottom of page 6 "SUBMITTING AN EXPENSE REPORT".

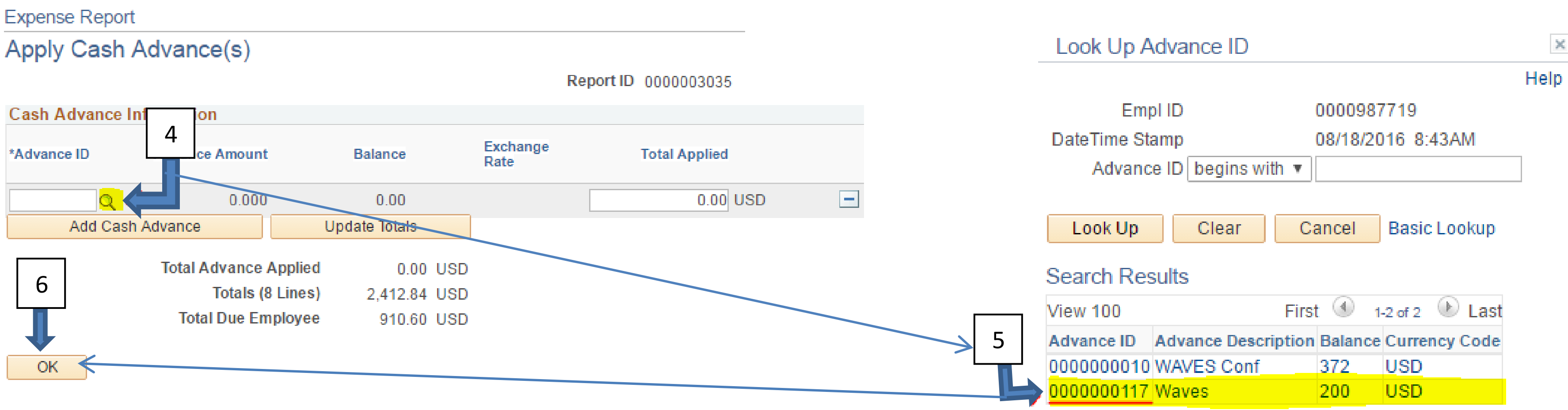
APPLYING A CASH ADVANCE:

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"

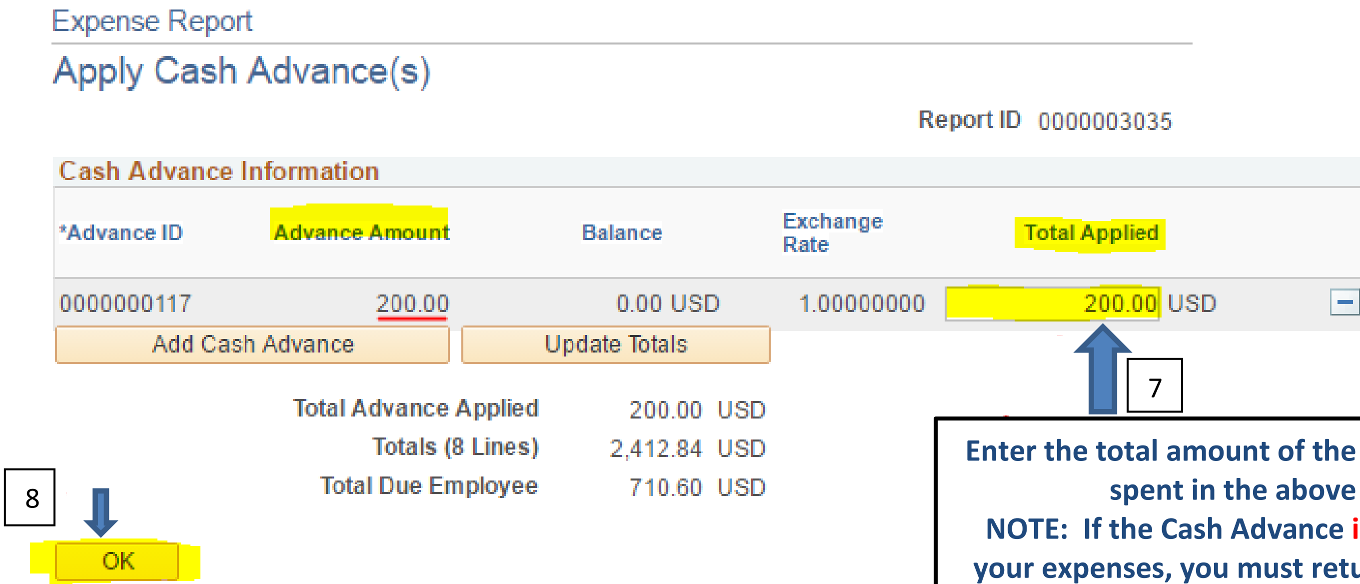


Click the magnifying glass icon next to the Advance ID field and select the correct Cash Advance to populate by clicking on the Advance ID #.

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.



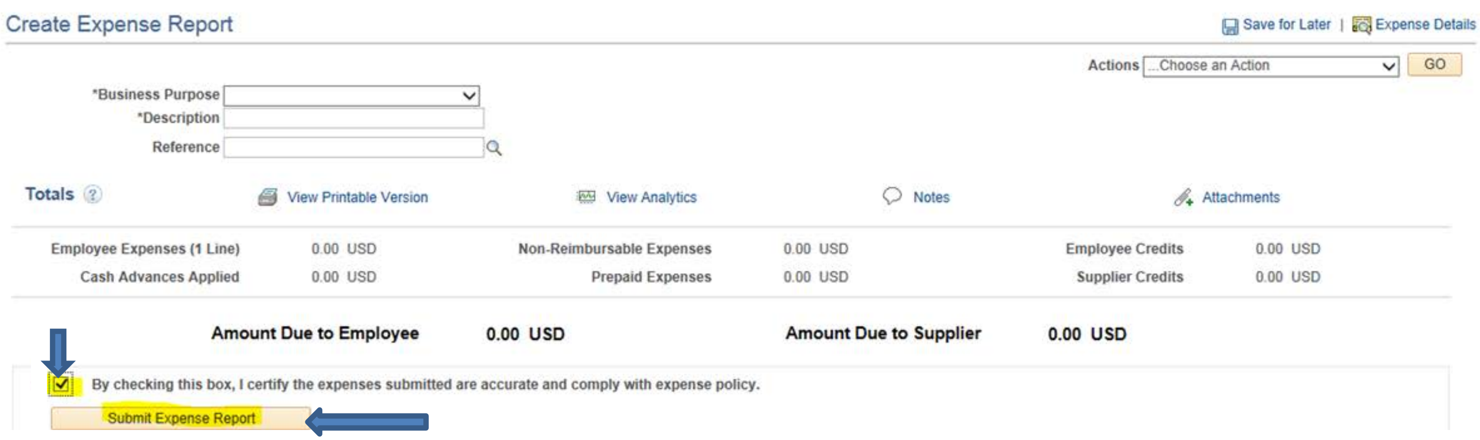
If you have more than one Cash Advance, select the one which applies to this ER.



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 YOUR EXPENSE REPORT:

Check the box to certify that the report is correct and click "Submit Expense Report".



You will be brought back to your Expense Report page where a red message should appear indicating your report has been submitted.

Your Expense Report 00000xxxxx has been submitted for approval.

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 numberbeginning with six “0’s and 4 other digits (000000XXXX), your 10-digit employee ID #, or other fields shown.