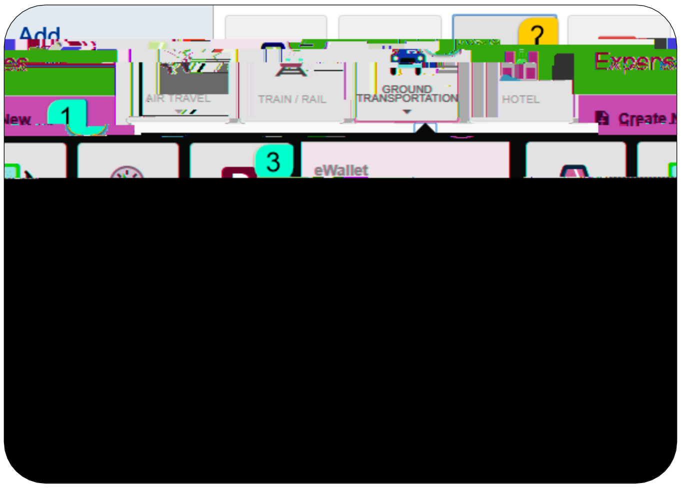
CreateExpense

Add a Reimbursable Expense

4. Select the specific expense tile you want to add to the Expense Report

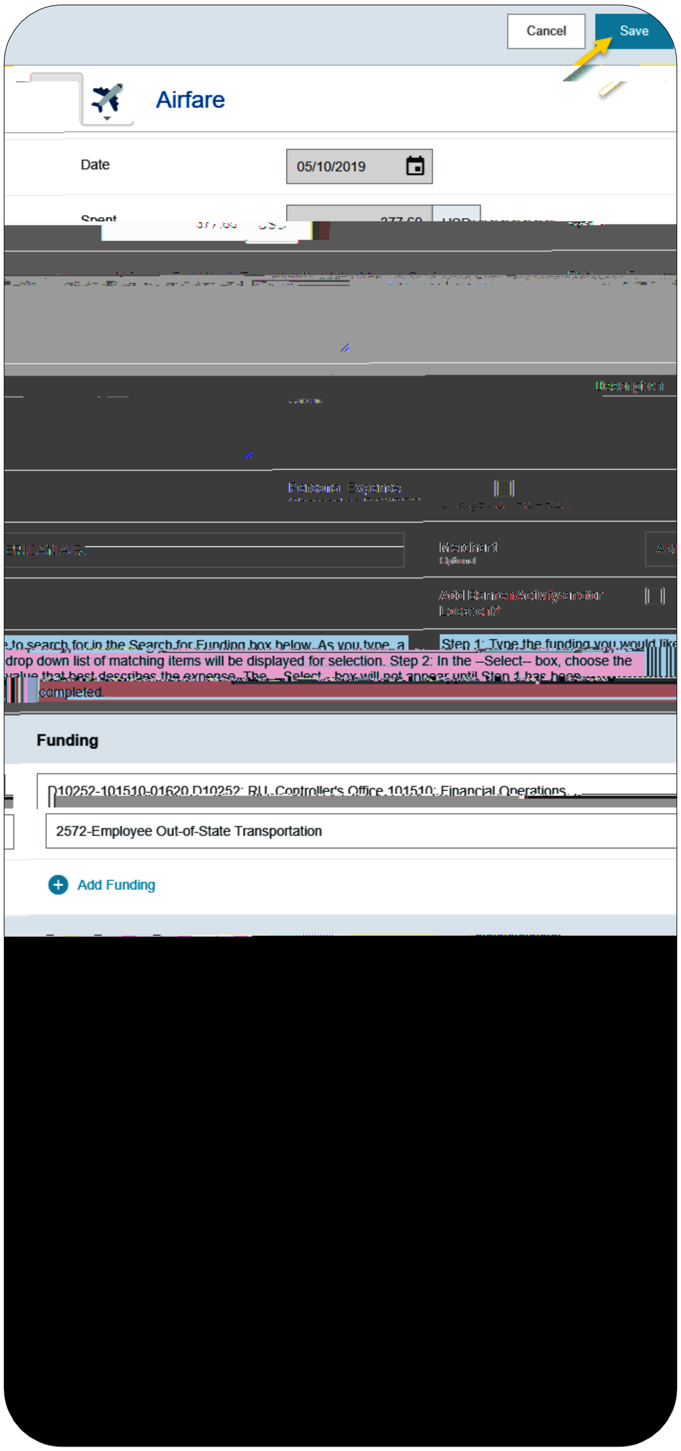


5. Complete the expense tile form and click Save at the top right side of the screen to continue.

- Date: Enter the actual date of the expense which can typically be found on the receipt. The date on each expense form must be within the date range entered on the expense report header in the Departure Date and Return Date fields.
- Spent: Enter the actual amount spent for this expense type.
- Business Purpose: The business purpose will default with the information entered on the Expense Header, but can be modified (as needed) on any of the expense forms. Once modified, the new Business Purpose text will be carried forward to each subsequent expense type.
- Description: Provide any additional information about this expense. This field is optional for most expense types.

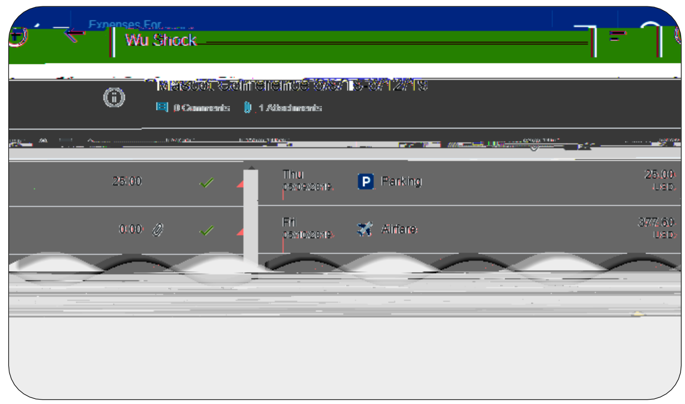
- <u>Personal Expense Charged on PC</u>ARD: If the expense is associated with a WSU issued pcard transaction

10. Complete the expense form and click Save in the upper right corner of the screen to continue.

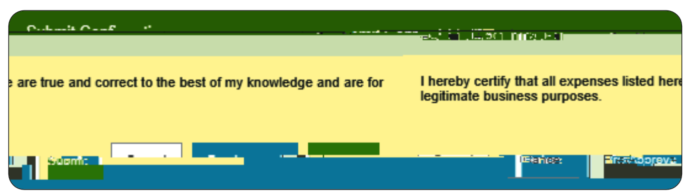


Submit

11. When you have completed all the entries for the Expense Report, click the Submit button located at the lower right side of the screen.



12. A submit confirmation will appear in the upper right corner of the screen.



- Cancel: Clicking cancel allows you to return to the expense report to make any needed changes. You can chose to leave the report in draft status.
- Pre-Approval: If linking a pre-approval to the expense report, select the Pre-Approval button.
- Submit: Once you have read the certification statement, click the Submit button to submit the expense report into workflow for approvals.