

Step	What to Do	Notes
12.	Select the answer to the “Are you attending Conference” question: $\frac{3}{4}$ Select Yes $\frac{3}{4}$ **Notice the Blue highlighted message that appears below the question**	

13. Will there be personal time during this trip?
- $\frac{3}{4}$ If your travel event includes both personal and business travel select the check box next to the “Will there be personal time during this trip” question.
 - $\frac{3}{4}$ When selected, the Personal Time Start Date and Personal Time End Date fields will appear.

For this scenario, leave the checkbox unchecked

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16.		

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20.	<p>Business Purpose:</p> <ul style="list-style-type: none">¾ The Business Purpose will default from the report header¾ This value can be modified¾ For this scenario, we will use the	

Step

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32.		

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38.	<p>Add Banner Activity and/or Location:</p> <ul style="list-style-type: none"> ¾ If your department uses the Banner Activity or Location fields, select the check box ¾ If your department does not use the Banner Activity or Location fields, leave this box unchecked ¾ For this scenario, leave the box unchecked 	
39.	<p>Funding</p> <ul style="list-style-type: none"> ¾ The funding will default into the form from the previous expense ¾ If a different value is required, delete the current value ¾ Begin typing in the Search for Funding box to locate and select the appropriate funding for the Expense Type. ¾ As you begin typing, the system will display results that contain the value entered. ¾ For this scenario, enter your Fund, Org or Department Name and click on the appropriate value from the displayed results if not already populated. 	<p style="text-align: right;">**Use the scroll bar to see additional matches</p>
40.	<p>-- Select--</p> <ul style="list-style-type: none"> ¾ Once a funding value has been selected, the --Select-- field will display. ¾ Click in the field to view the drop down list of available values ¾ 	

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42.	<p>The per diem entries will be added to the right side of the screen</p> <p>¾ Click the arrows to expand each entry and view the deductible meal section.</p>	

43. Deductibles

¾ Selecting the check box next to a meal will indicate it w it w BT /TT0 1 290.1b/vl s will indils

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45.	<p>The two meal per diem expenses have been added to the report and are displayed in the expense list on the left side of the screen</p>	
46.	<p>Review the information presented on the left side of the screen</p> <ul style="list-style-type: none"> ¾ Ensure all expense types have been added to the report ¾ Take note of the Expense Report ID (if needed) ¾ Verify the Total Pay Me Amount is correct ¾ Note: The amounts associated with pcard transactions will not be included in the Total Pay Me amount field. <p>When finished, click the submit button</p>	
47.	<p>The Submit Confirmation screen will display on the right side of the screen.</p> <ul style="list-style-type: none"> ¾ Review the report summary 	

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53. The report details will be displayed on the right side of the screen. Four options will be displayed along the top of the report:

- ¾ Open

- ¾ PDF

- ¾ Tracking

- ¾ Recall

If you do not see albf the options select the three dots on the left

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56.		

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59.	Log out by clicking the user icon in the upper right hand corner of the screen and selecting Logout	