Travel Expense Reimbursement: Electronic Receipts (*e*Receipts)

This quick reference guide is intended to be a tool to assist the Traveler in complying with Laboratory policy. Travelers should always consult the Laboratory Travel policy to gain a full understanding of the rules and requirements governing travel for a Department of Energy management and operating contractor.

Purpose

The purpose of this document is to (1) guide travelers and traveler arrangers in the process to attach *e*Receipts to expense reports in the TREX system and (2) guide approvers in the process to access *e*Receipts during expense report approval.

Procedure

All receipts required to substantiate a travel expense reimbursement request are required to be submitted electronically via the TREX system. The Laboratory no longer requires travelers to submit original paper receipts for their travel reimbursements. Paper receipts should not be sent to the Travel Office. Travelers should keep the original receipts until reimbursement has been received.

Travel expense report approvers have access to view and verify the attached receipts at the time of their approval in TREX.

Receipt Attachment Requirements

- All receipts are to be attached by the traveler or travel arranger
- Only PDF attachments are accepted in TREX.

Paper Receipts	All paper receipts are to be scanned and attached to the expense report as a PDF file
Receipts Received Electronically	All receipts that are electronically received are to be converted to a PDF and attached to the expense report

  Other formats such as, jpeg, Word doc., tif, Excel…..are not accepted formats in TREX.
- In accordance with LBNL Policy, Personally Identifiable Information (PII) may not be submitted electronically. Personally Identifiable Information (PII). Attachments containing this information must have all visible PII redacted/removed.

Receipt Requirements

Receipts are always required for the following:

Airline Tickets *Any $ Amount*	Hotel/Lodging *Any $ Amount*	Event Registrations *Any $ Amount*	Car Rentals *Any $ Amount*	Expenses $75 and over *(excluding meals*)*

***Receipts for meals are not required regardless of the dollar amount.**

Receipt Attachment Best Practices

- Receipts should be on one PDF file, however if this is not practical, multiple pdf attachments are ok; provided they are named properly as indicated in the naming convention guidelines below.
- Suggested naming convention for receipts is as follows: Trip number, traveler's last name and first initial, report ID number and description, (i.e., 93758 Smith J 147781 Hotel).

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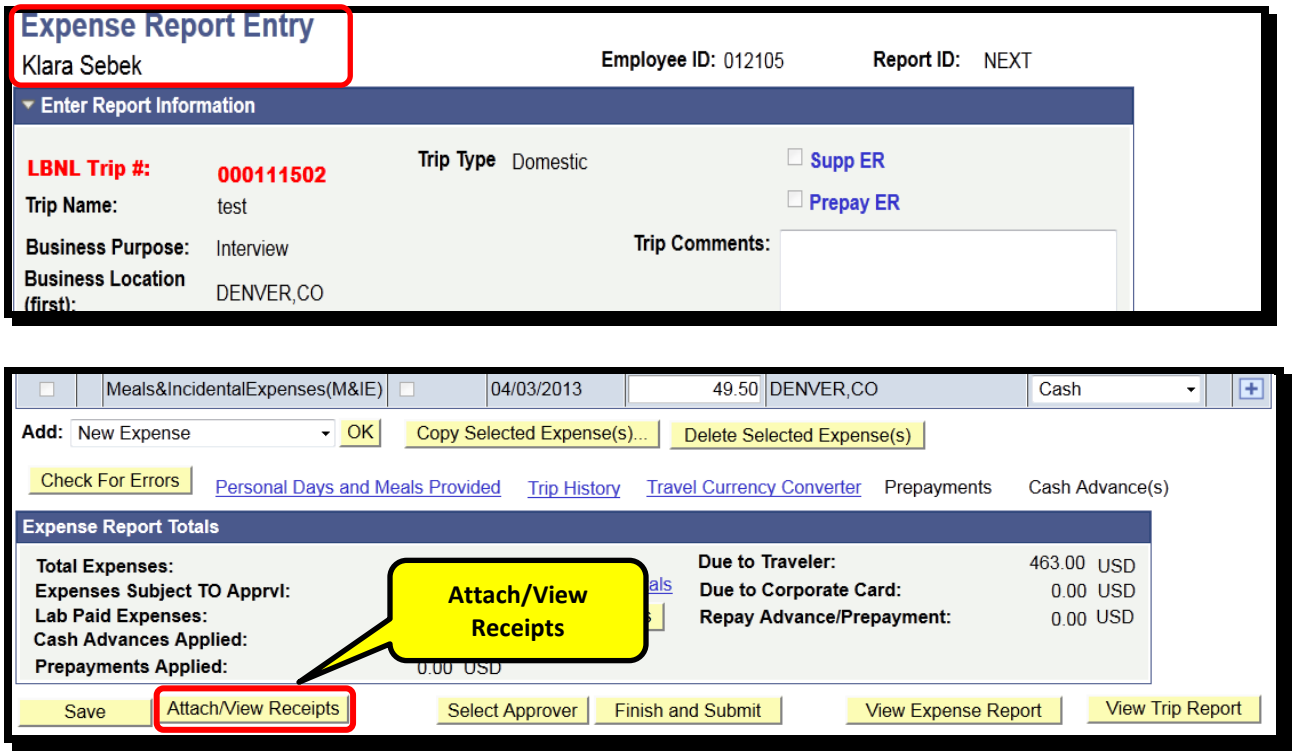
- Receipts should be attached in the following order – (1) airline tickets, (2) hotel/lodging, 3) event registration, (4) car rental, and (5) any additional receipts.
- All receipts should be scanned in the same direction.

Procedure Steps

Procedures shown are for (1) attaching *e*Receipts, for travelers and travel arrangers, and (2) reviewing *e*Receipt attachments, for approvers. Appendix A also provides instructions for creating an expense report and attaching receipts.

Attaching *e*Receipts to an Expense Report in TREX

1. On the Expense Report Entry screen, click the **Attach/View Receipts** button.



2. On the next page click the **paper clip button**. Click the **Browse button**, and select the PDF file to be attached *(only PDF files can be used, no other formats are supported),* click **Upload**.

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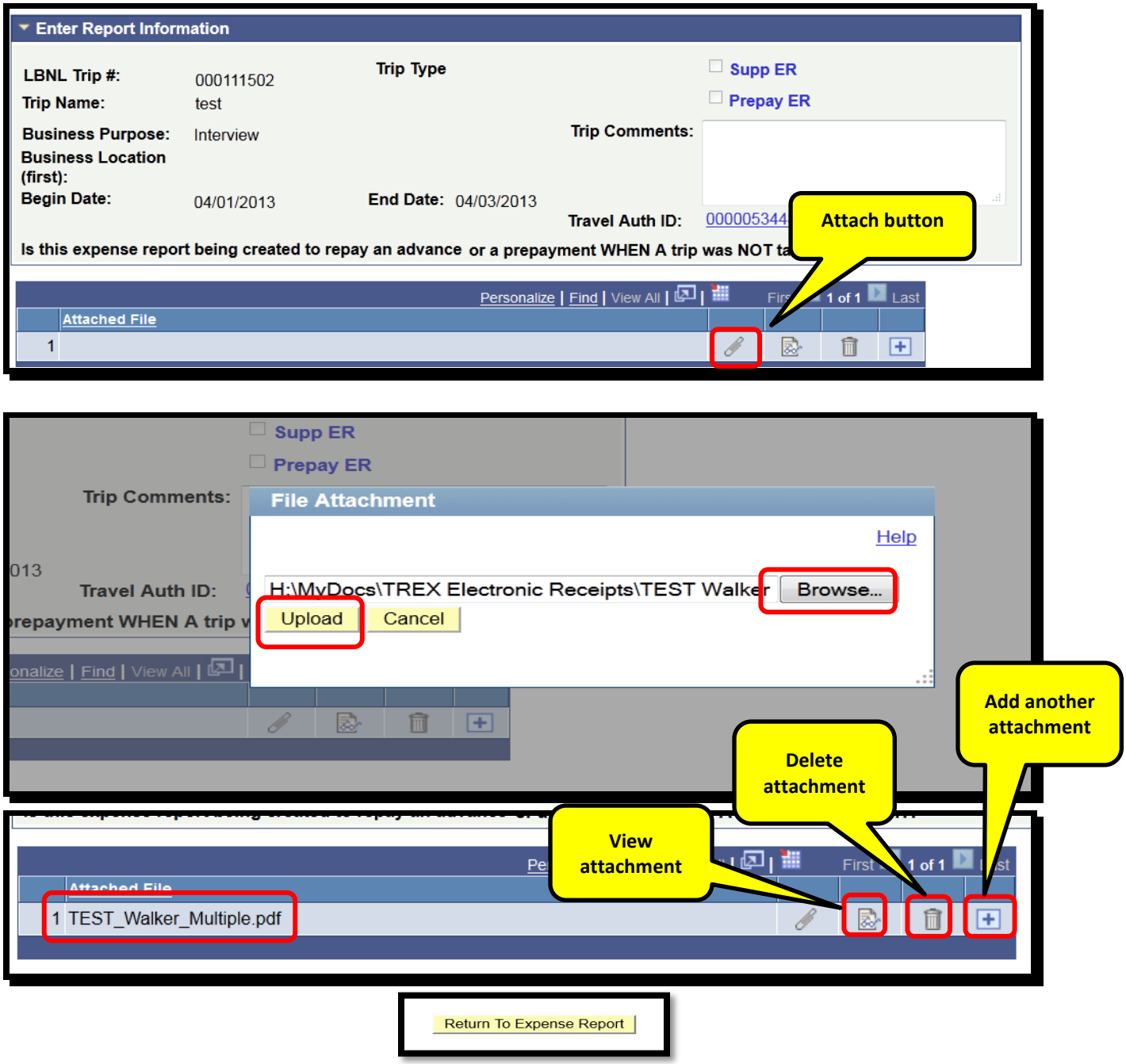

The name of the attached file will be displayed on row #1.

a. Click the **icon with glasses** to view it. Please make sure that the receipt is captured in its **entirety and is legible**. If multiple receipts on one *PDF file*, make sure they are all **facing one direction (and not sideways).**
b. To delete an attachment click the **trash can icon**.
c. To add another *PDF file*, first add another row by clicking the **plus icon**, and then repeat the upload step.

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3. Once done attaching, click **Return to Expense Report** Return To Expense Report and **Save**.

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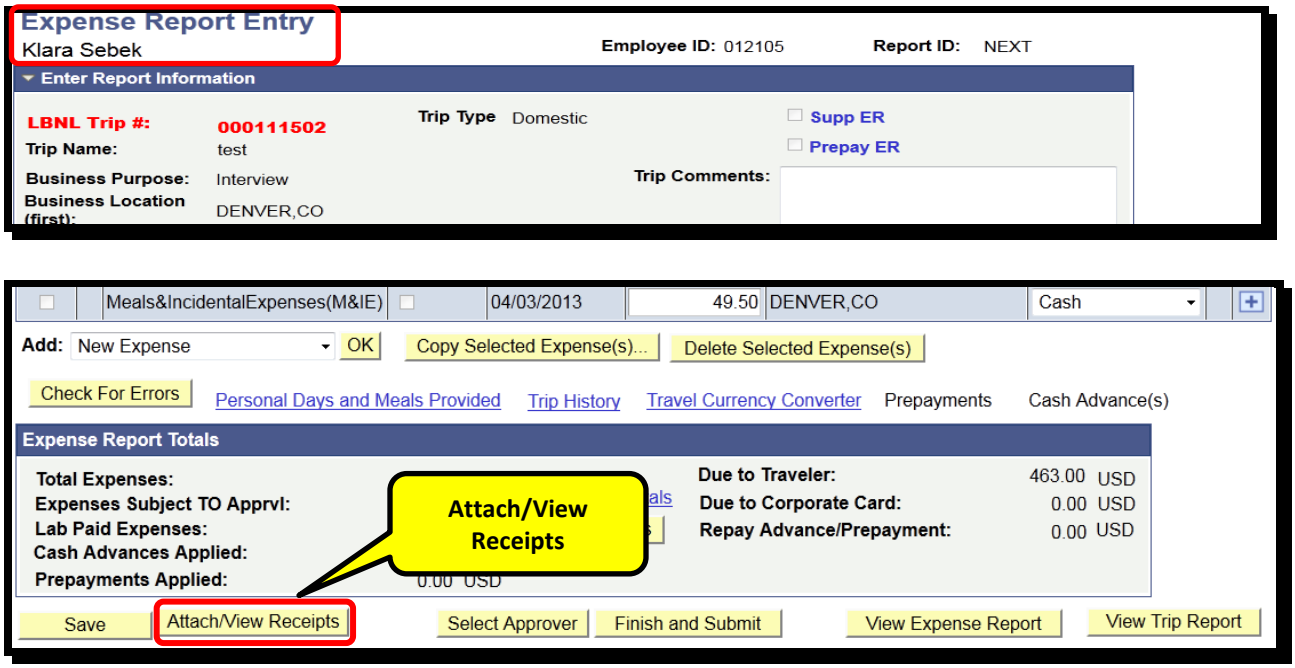
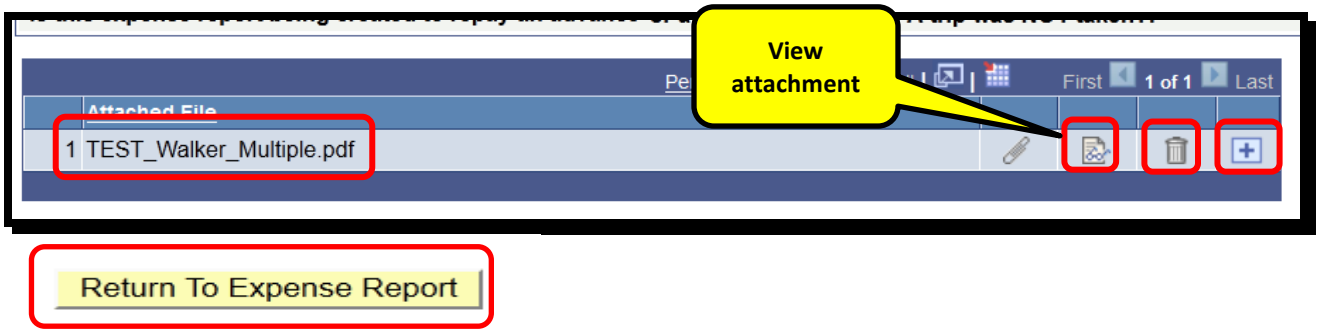
Reviewing eReceipts attached to an Expense Report in TREX

1. On the Expense Report Entry screen, click the **Attach/View Receipts** button.



2. Select view attachment.



The name of the attached file will be displayed on row #1.

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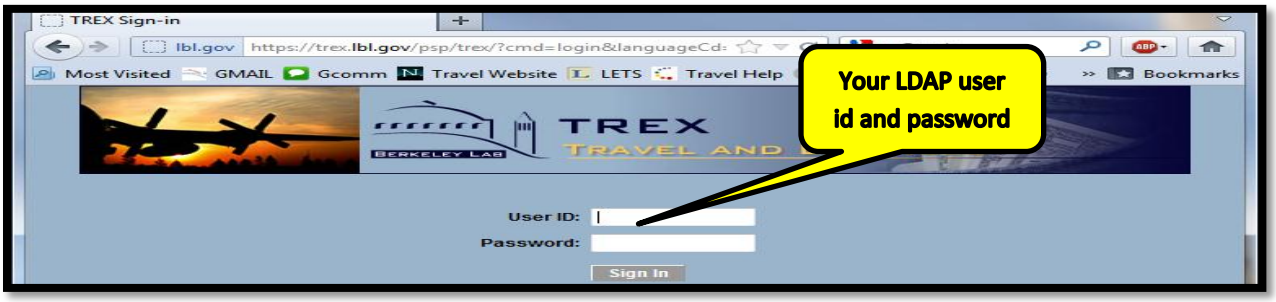
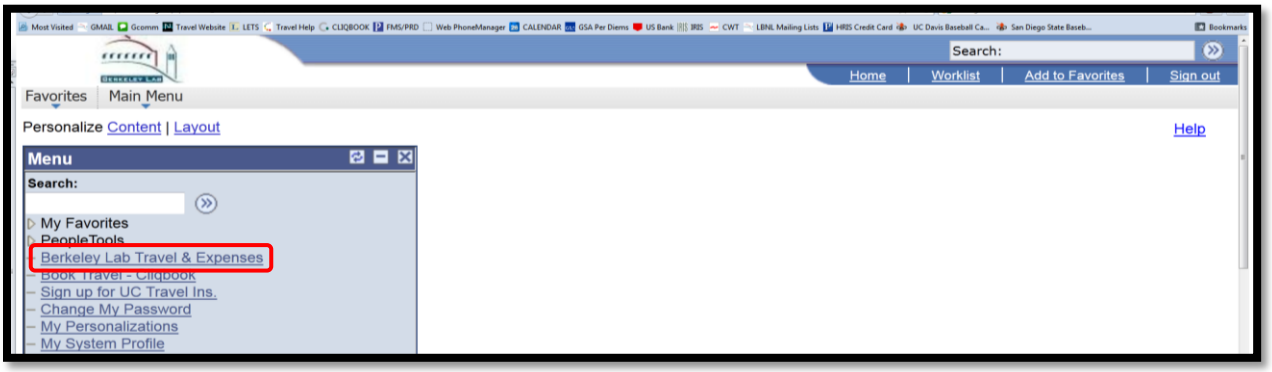
Appendix A: Entering an Expense Report in TREX

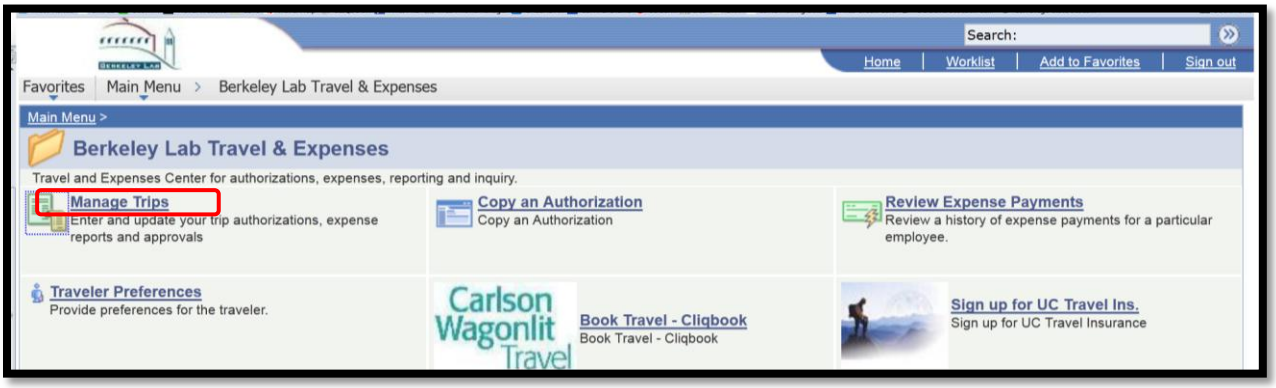
1. Use https://trex.lbl.gov get to the TREX sign in page. Use your LDAP user name and password (same as for your LBL e-mail). Travel arrangers use fms.lbl.gov.



2. From the **Main Menu**, click **Berkeley Lab Travel & Expenses**.



3. Click **Manage Trips**.



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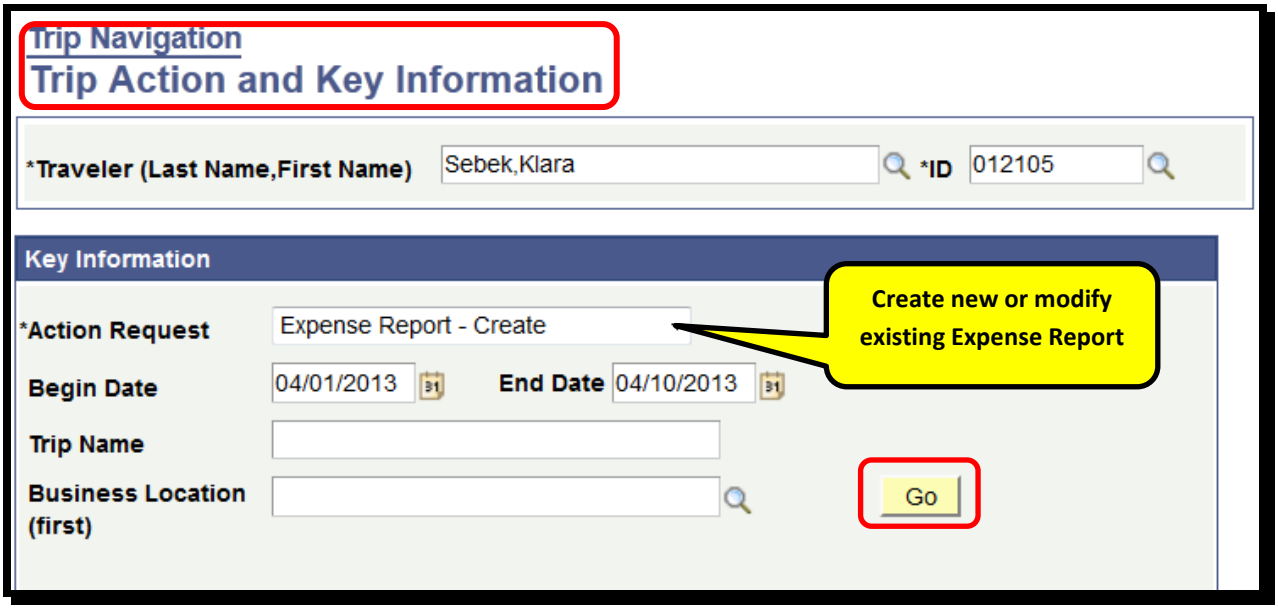
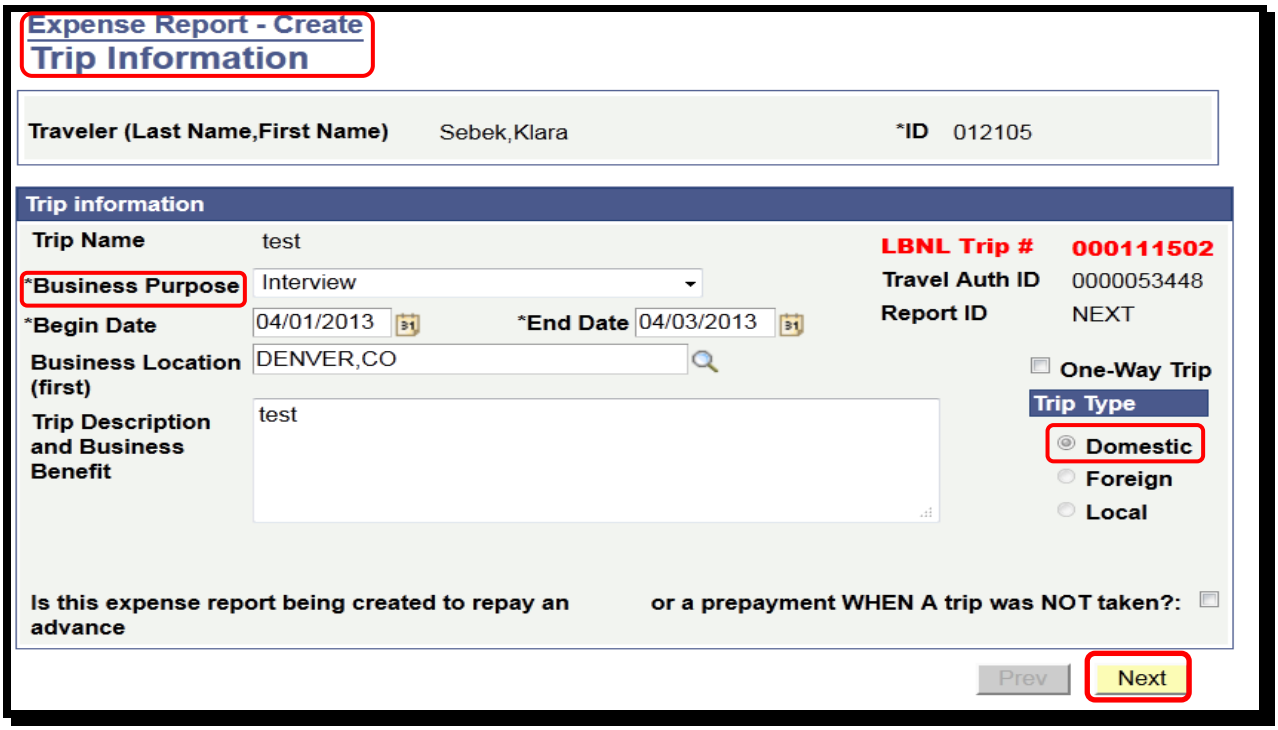
4. On the **Trip Action and Key Information** screen create new or modify existing expense report. Click **Go.**



5. If creating a **new** Expense Report, on the **Trip Information** screen enter the **Trip Name**, **Business Purpose**, first **Business Location** and **Trip Description and Business Benefit**. Choose the trip type and click **Next.**



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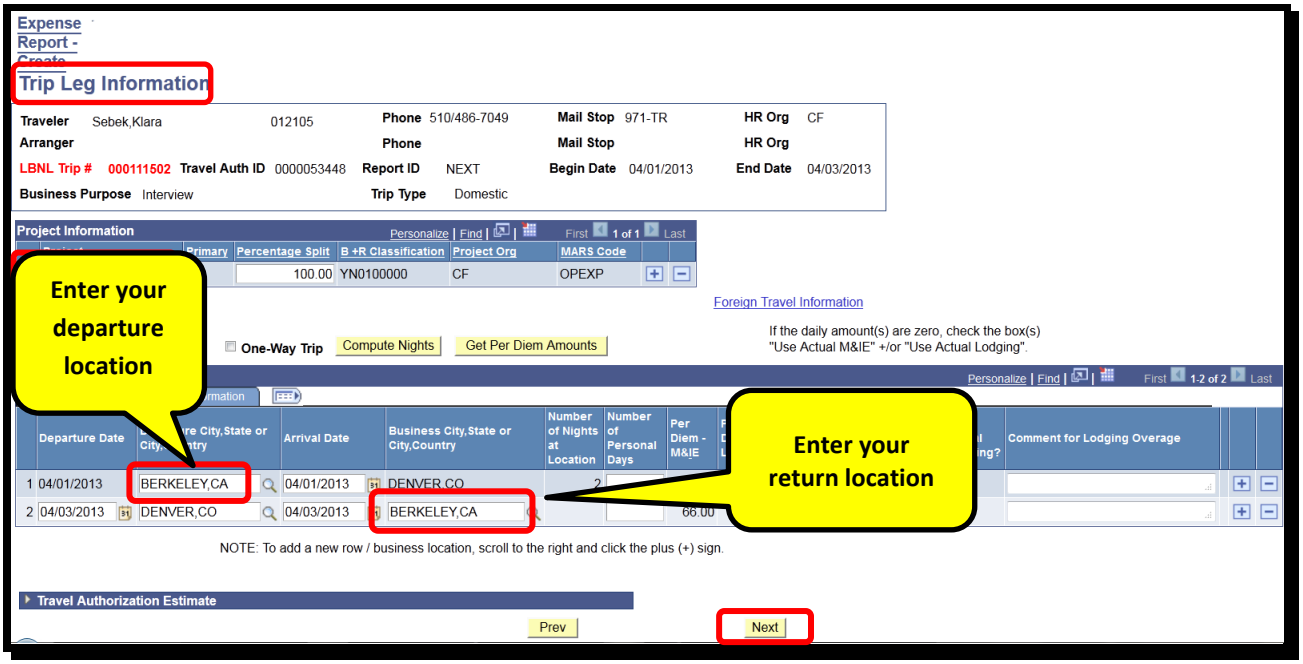
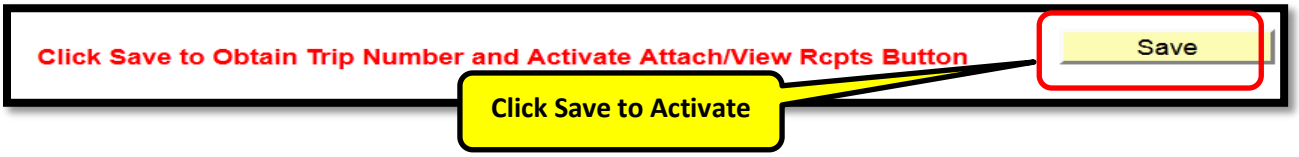
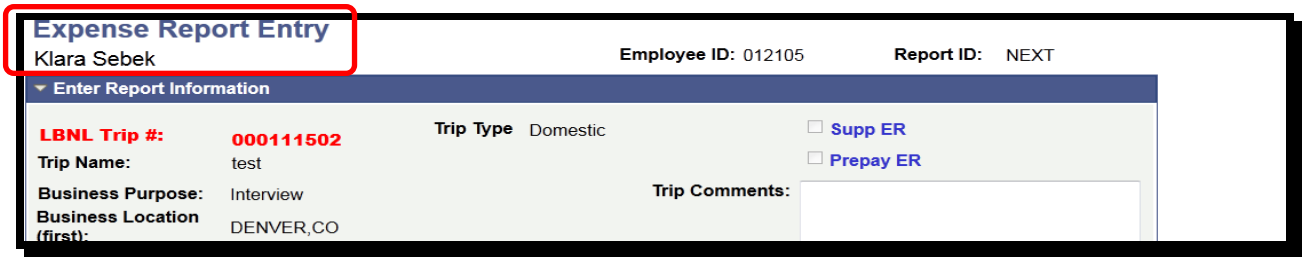
6. On the **Trip Leg Information** screen enter the Project ID and the departure (your home) location. Click **Next.**



7. On the Expense Report Entry screen first click **Save** to obtain the **trip number** and **activate** the **Attach/View Receipts** button. Then proceed to enter any additional expenses by clicking the plus (+) sign to add rows, and choosing the **appropriate expense type from the drop down menu (i.e. Airline Ticket),** click **Save.**





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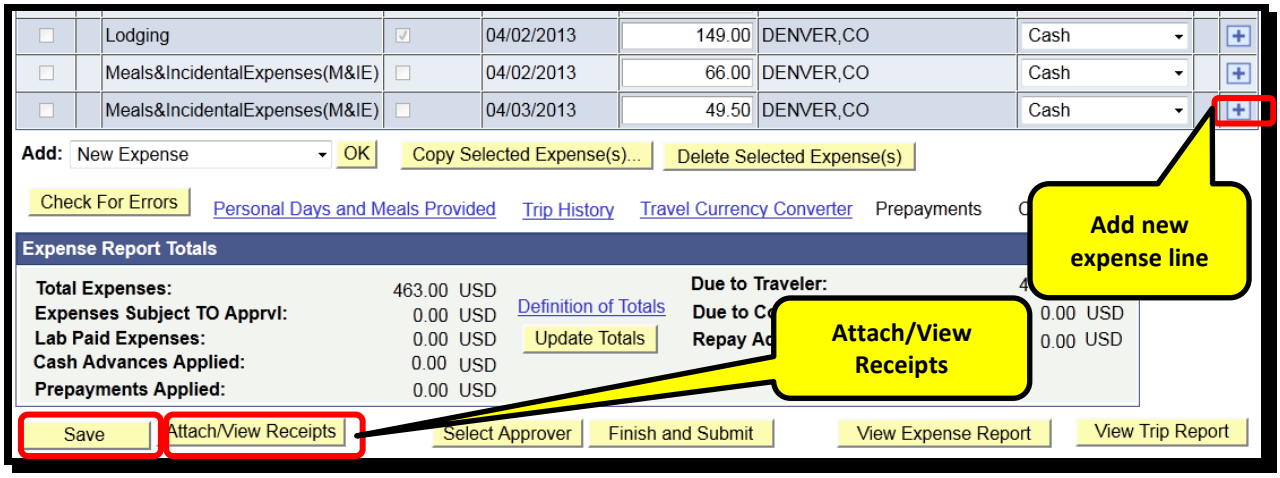
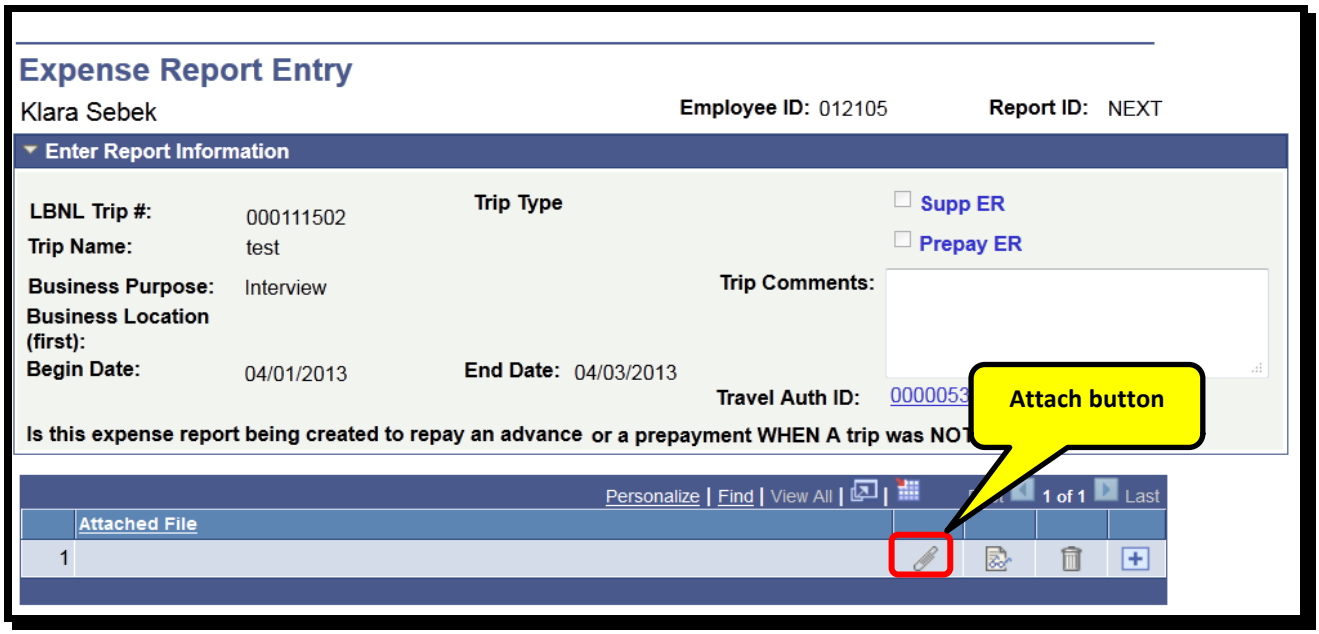


8. Click the **Attach/View Receipts** button.
9. On the next screen, click the **paper clip button**. Click the **Browse button**, and select the PDF file to be attached *(only PDF files can be used, no other formats are supported),* click **Upload**.



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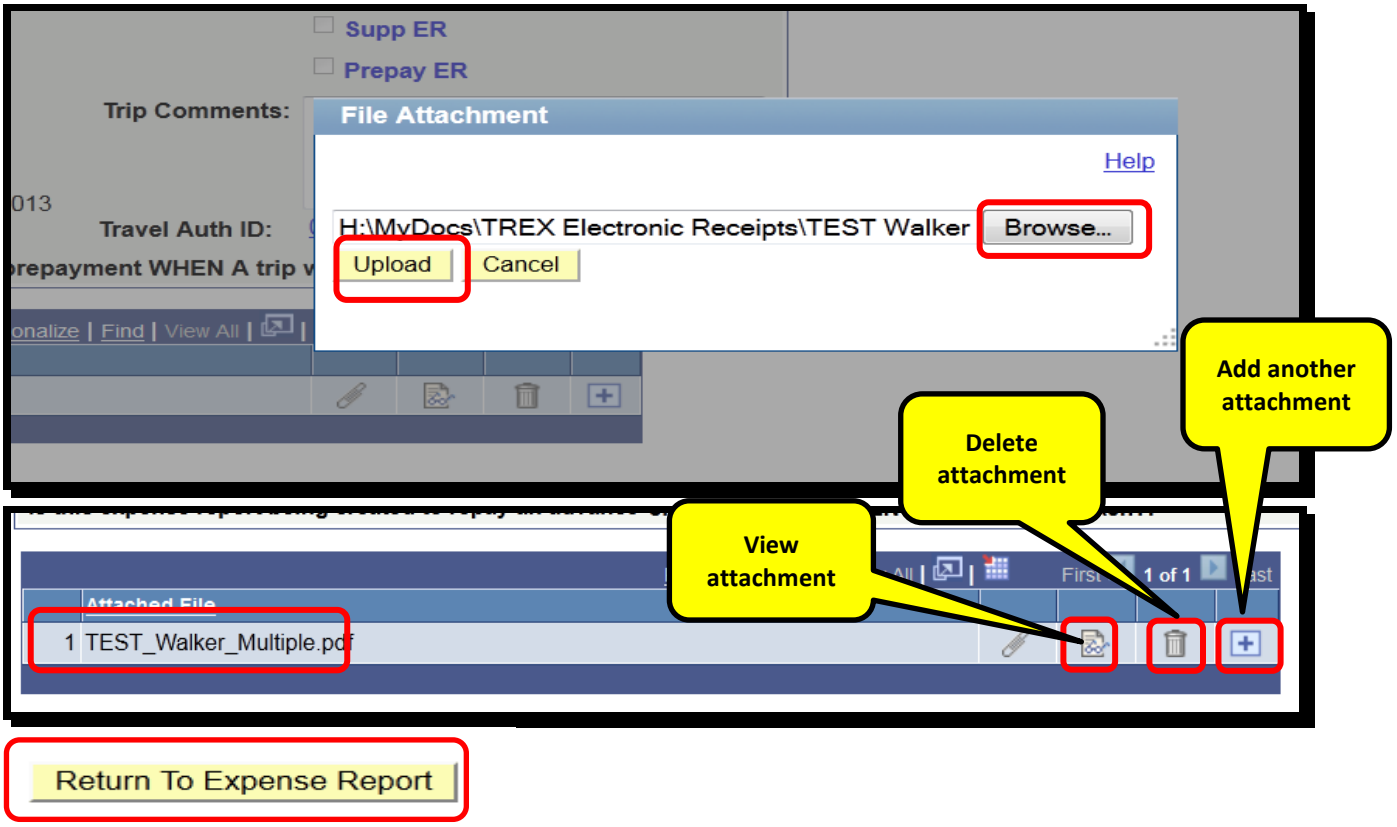
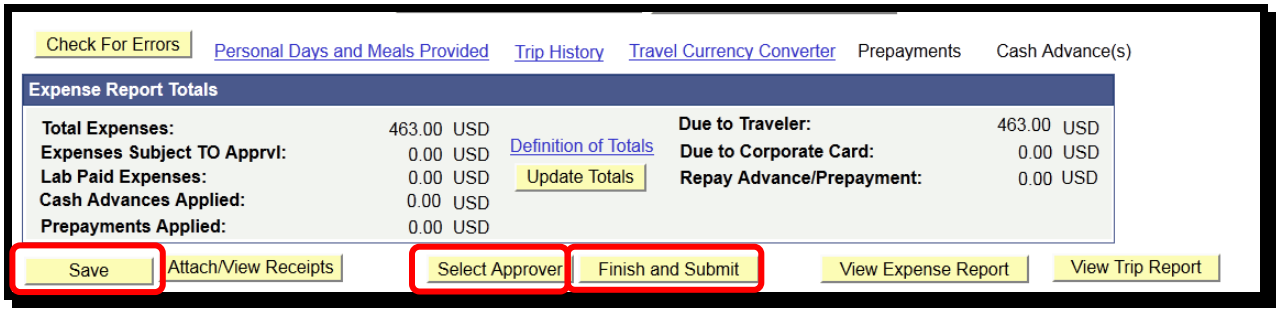


10. The name of the attached file will be displayed on row #1.
    a. Click the **icon with glasses** to view it. Please make sure that the receipt is captured in its **entirety and is legible**. If multiple receipts on one *PDF file*, make sure they are all **facing one direction (and not sideways).**
    b. To delete an attachment click the **trash can icon**.
    c. To add another *PDF file*, first add another row by clicking the **plus icon**, and then repeat step **#9**. Once done attaching click **Return to Expense Report** and **Save**.

11. Once all expenses are entered and receipts attached, **select an approver** and **finish and submit** the Expense Report for division approval. Once the Expense Report is submitted for approval it becomes locked and no attachments can be added or edited (they can be viewed).



Travel arrangers will submit the Expense Report for certification by traveler.

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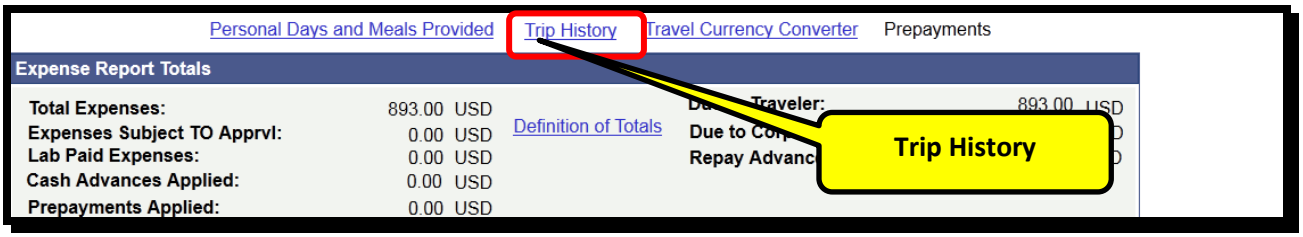
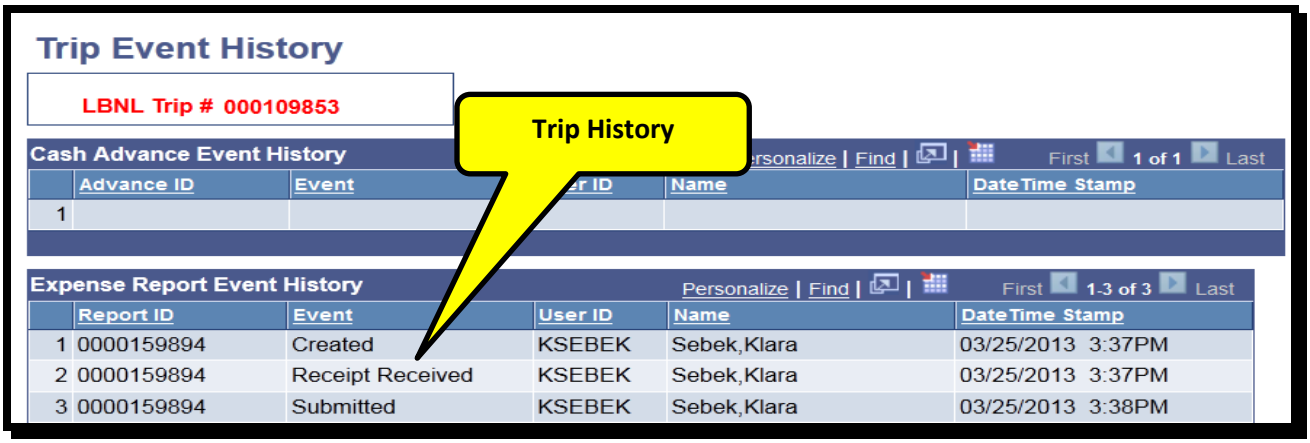
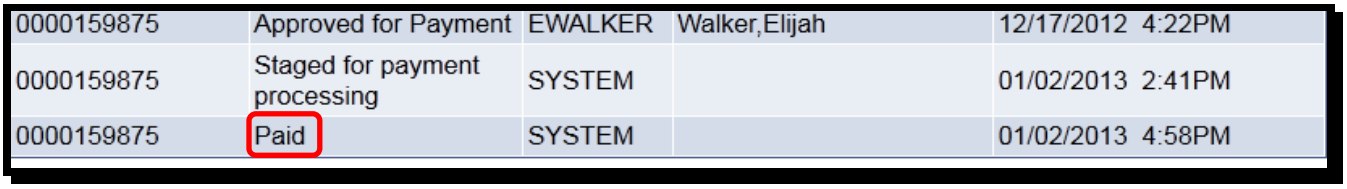
12. Once the Expense Report is division approved it is ready for the Travel Office. To monitor the progress through the workflow click on the **Trip History** link in the Expense Report. ***Note:*** the system will stamp "Receipts Received" in the trip history each time a file is attached.





13. Once the Travel Office Approves for Payment, the Trip History will reflect the status change. The system sends an e-mail notification each time the status of the Expense Report is changed.



0000159875	Approved for Payment	EWALKER	Walker,Elijah	12/17/2012 4:22PM
0000159875	Staged for payment processing	SYSTEM		01/02/2013 2:41PM
0000159875	Paid	SYSTEM		01/02/2013 4:58PM

14. To complete the entire process electronically, please sign up for the Travel Electronic Payment by filing out the form in this link: http://travel.lbl.gov/assets/docs/travel/forms/DirectDepositForm.PDF

Questions? E-mail TravelHelp@lbl.gov or call 486-4500