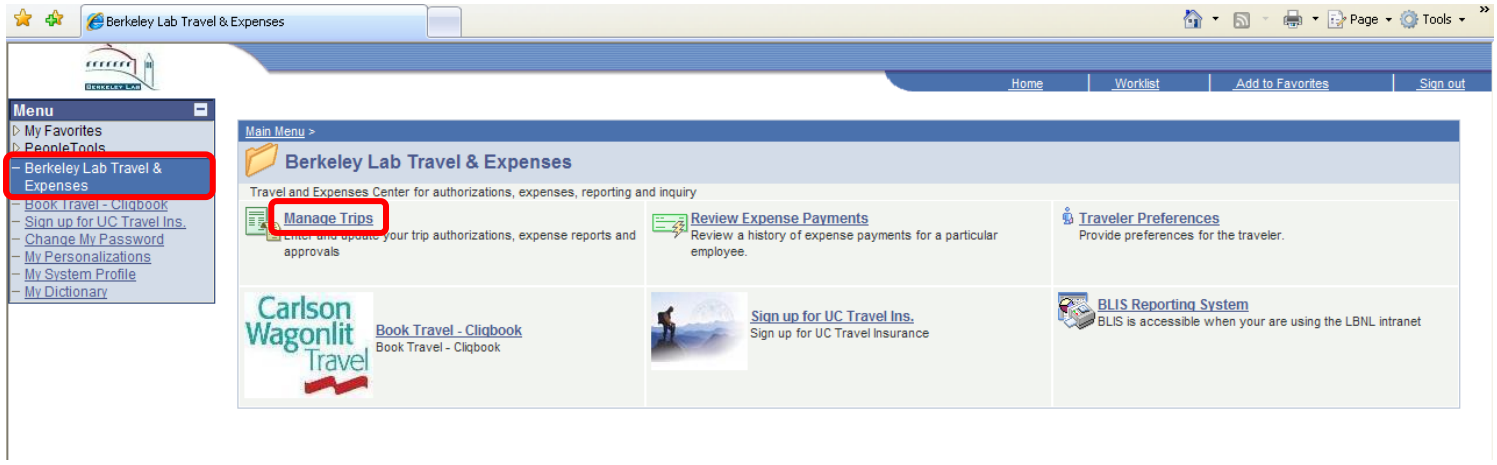
INSTRUCTIONS TO CERTIFY AN EXPENSE REPORT IN TREX WITHOUT THE EMAIL

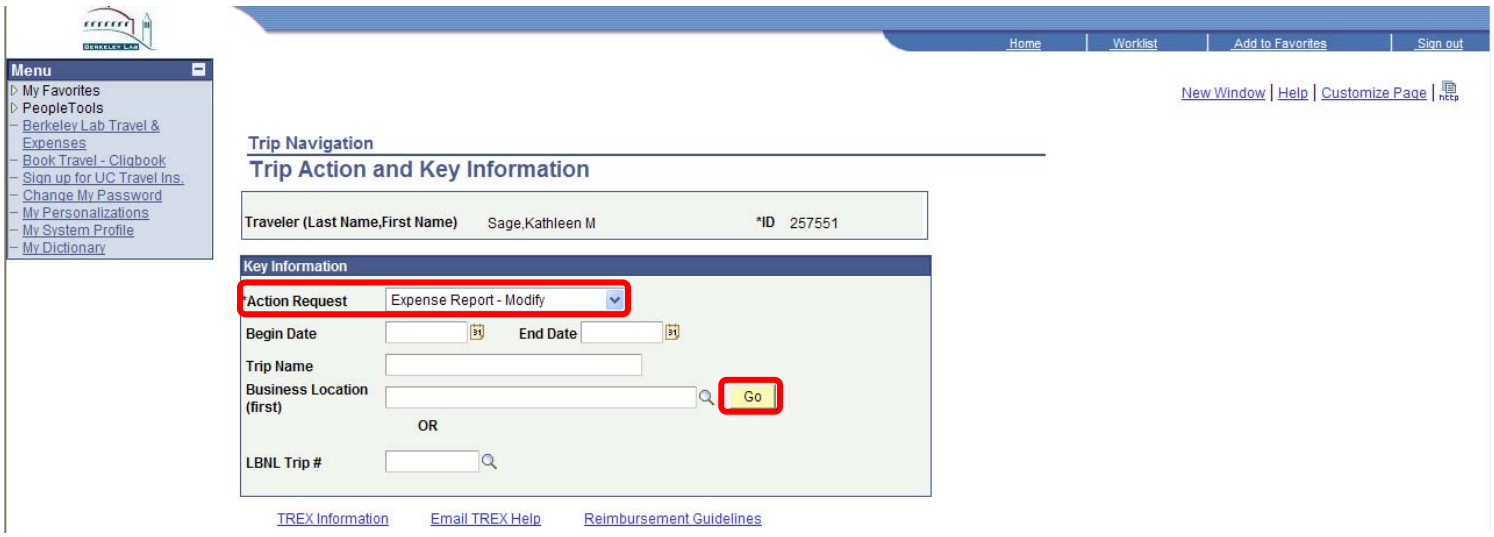
Sign into the Travel and Expense System (TREX) using this url: trex.lbl.gov (or just type trex in your browser)
Log in using your LDAP User ID and password (same as your LBL e-mail)

Navigation

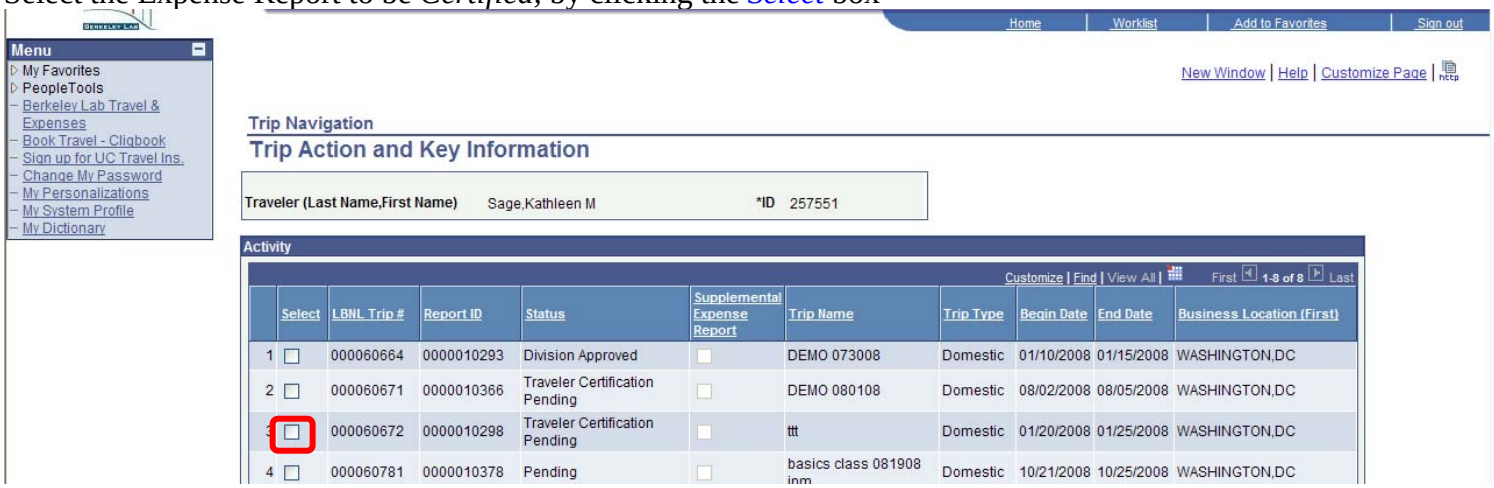
- Berkeley Lab Travel and Expenses
    - Manage Trips



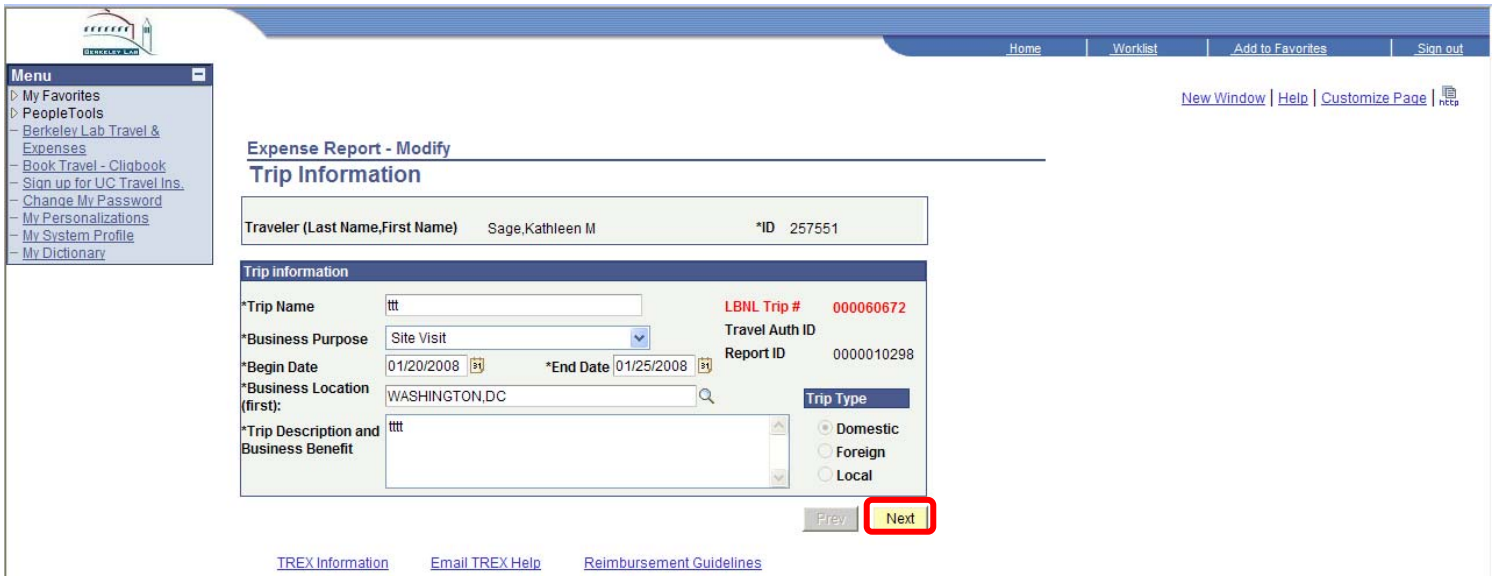
Select **Action Request – Expense Report – Modify**
Click **GO**

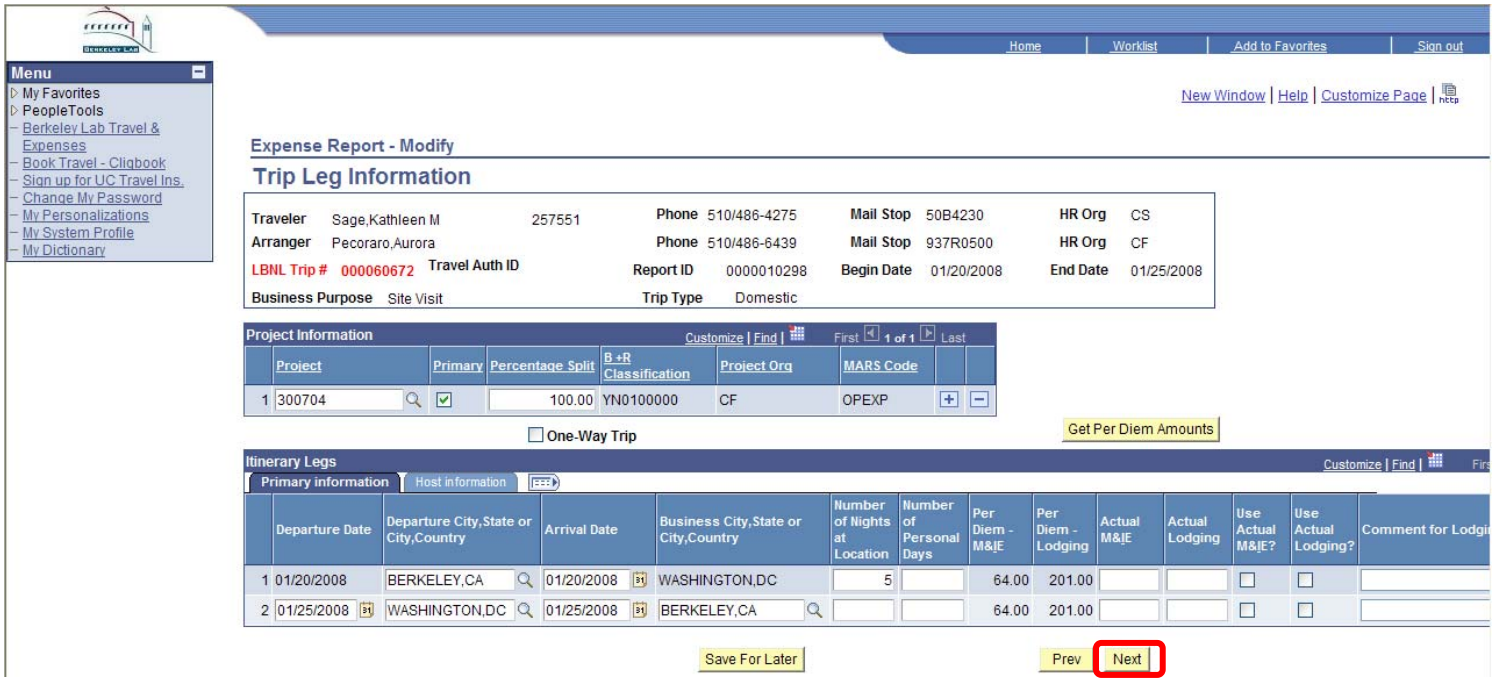


Select the Expense Report to be *Certified*, by clicking the *Select* box



Navigate through the screens reviewing that the information is correct and clicking the **Next** button





From the Expense Report Entry screen the Traveler can Certify the Expense Report
Scroll to the bottom

Home | Worklist | Add to Favorites | Sign out

Menu
- My Favorites
- PeopleTools
- Berkeley Lab Travel & Expenses
- Book Travel - Cliqbook
- Sign up for UC Travel Ins.
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

New Window | Help | Customize Page

Expense Report

Expense Report Entry

Kathleen Sage — Employee ID: 257551 — Report ID: 0000010298

Enter Report Information

Trip Name:	ttt	LBNL Trip #:	000060672 — Trip Type: Domestic
Business Purpose:	Site Visit	Trip Comments:	
Business Location (first):	WASHINGTON,DC		
Begin Date:	01/20/2008 — End Date: 01/25/2008		Supplemental Exp. Report
Report Status:	Traveler Certification Pending		
Created On:	08/01/2008 By: APECORAR	Last Updated:	08/01/2008 By: APECORAR
Post Status:	Not Applied		

Trip Description and Benefit

tttt

Project Information — Customize | Find | First 1 of 1 Last

	Project	Primary	Percentage Split	B +R Classification	Project Org	MARS Code
1	300704	✓	100.00	YN0100000	CF	OPEXP

Itinerary Legs — Customize | Find | First 1-2 of 2 Last

Primary information | Per-Diem Information | Host information

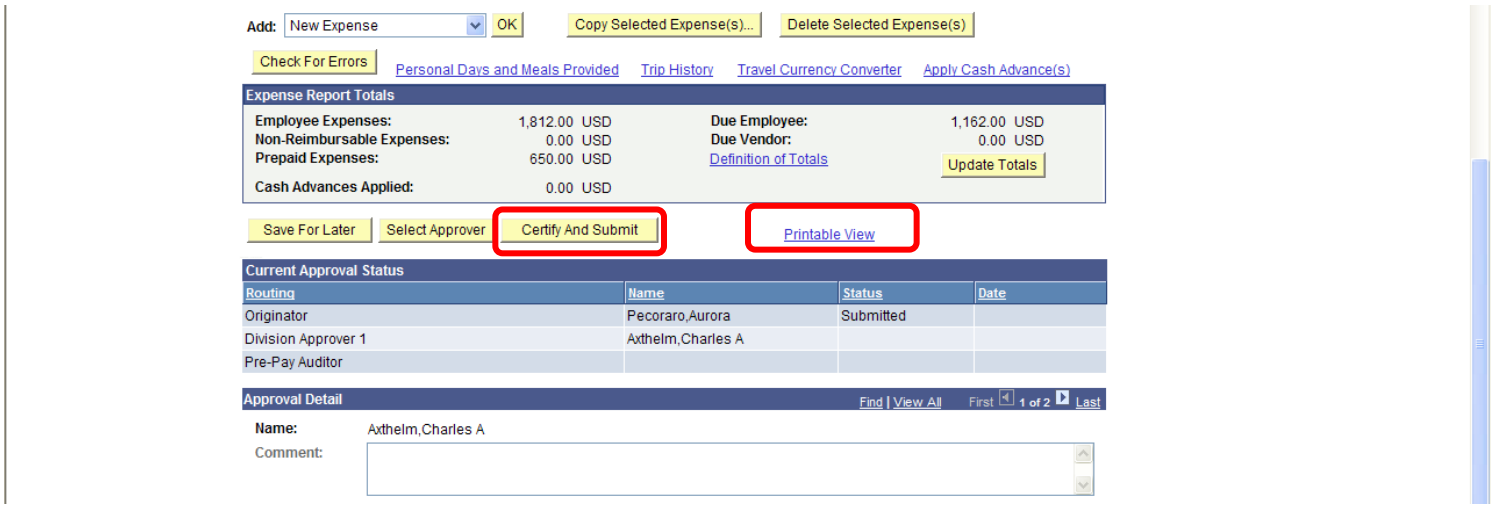
	Departure Date	Departure City,State or City,Country	Arrival Date	Business City,State or City,Country	Number of Nights at Location	Number of Personal Days
1	01/20/2008	BERKELEY,CA	01/20/2008	WASHINGTON,DC	5	
2	01/25/2008	WASHINGTON,DC	01/25/2008	BERKELEY,CA		

Enter Expense Lines — Customize | Find | First 1-21 of 21 Last

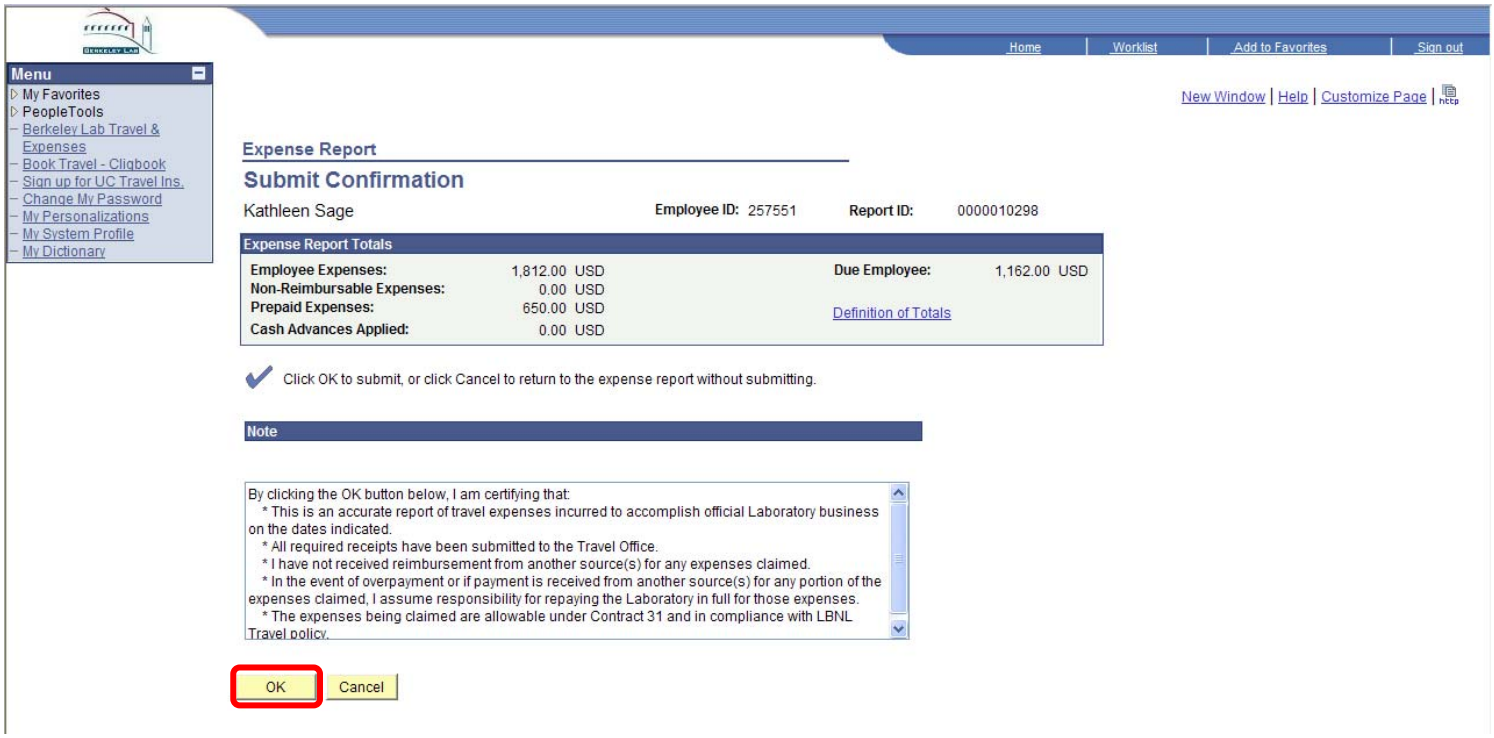
*Overview | Detail | Mileage

Select	Expense Type	Receipt Required	Expense Date	*Amount Spent	Location	*Payment Type
	Lodging	✓	01/20/2008	201.00	WASHINGTON,DC	Cash
	Meals&IncidentalExpenses (M&IE)		01/20/2008	48.00	WASHINGTON,DC	Cash
	Lodging	✓	01/21/2008	201.00	WASHINGTON,DC	Cash
	Meals&IncidentalExpenses (M&IE)		01/21/2008	64.00	WASHINGTON,DC	Cash
	Lodging		01/22/2008	0.00	WASHINGTON,DC	Cash
	Meals&IncidentalExpenses (M&IE)		01/22/2008	0.00	WASHINGTON,DC	Cash
	Lodging	✓	01/23/2008	201.00	WASHINGTON,DC	Cash
	Meals&IncidentalExpenses (M&IE)		01/23/2008	64.00	WASHINGTON,DC	Cash
	Lodging	✓	01/24/2008	201.00	WASHINGTON,DC	Cash
	Meals&IncidentalExpenses (M&IE)		01/24/2008	34.00	WASHINGTON,DC	Cash
	Meals&IncidentalExpenses (M&IE)		01/25/2008	48.00	WASHINGTON,DC	Cash
	Airfare: Lab-Purchased	✓	01/20/2008	650.00	WASHINGTON,DC	Lab Travel Agency
	Gas for a Rental or Gov/t C		01/20/2008	10.00	WASHINGTON,DC	Cash
	Gas for a Rental or Gov/t C		01/21/2008	10.00	WASHINGTON,DC	Cash
	Gas for a Rental or Gov/t C		01/22/2008	10.00	WASHINGTON,DC	Cash
	Gas for a Rental or Gov/t C		01/23/2008	10.00	WASHINGTON,DC	Cash
	Gas for a Rental or Gov/t C		01/24/2008	10.00	WASHINGTON,DC	Cash
	Gas for a Rental or Gov/t C		01/25/2008	10.00	WASHINGTON,DC	Cash
	Parking / Tolls		01/22/2008	10.00	WASHINGTON,DC	Cash
	Laundry/Dry Cleaning(Dor		01/25/2008	20.00	WASHINGTON,DC	Cash
	Other Transportation		01/20/2008	10.00	WASHINGTON,DC	Cash

Click the **Printable View,** and there click in ‘File’ and ‘Print’ to print the report to send to the Travel Office with the original receipts
Click the **Certify and Submit** button



Make sure you go through the next page and Click OK in the Certification page



Once you Certify the Expense Report goes to the Division Approver.