Create an Expense Report for a Local Trip

1. Enter the **Begin** and **End Dates** that will Cover All Expense Dates
2. Select **Local** Trip

Expense Report - Create
Trip Information

Traveler (Last Name, First Name)	Atkinson,Maria Fink	*ID	808001

Trip Information

*Trip Name	Local	LBNL Trip # NEXT
*Business Purpose	Site Visit	Travel Auth ID
*Begin Date	10/01/2007 *End Date 10/11/2007	Report ID NEXT
*Business Location (first):	SACRAMENTO,CA	☐ Multi-leg trip?
*Trip Description and Business Benefit	Local Site Visit	Trip Type ○ Domestic ○ Foreign ● Local

Prev   Next

TREX Information   Email TREX Help   Reimbursement Guidelines

The system will create a leg per day. It takes about 2 minutes to populate legs for 3 months. Even expense will not be recorded for a day (or more) **do not delete the legs here.** The departure city must be populated.

Expense Report - Create
Trip Leg Information

Traveler	Atkinson,Maria Fink	808001	Phone	510/486-6184	Mail Stop	937R0500	HR Org	CF
Arranger			Phone		Mail Stop		HR Org	
LBNL Trip # NEXT		Travel Auth ID		Report ID	NEXT	Begin Date 10/01/2007	End Date 10/11/2007
Business Purpose	Site Visit			Trip Type	Local	☐ Multi-leg trip?	

Project Information   Customize | Find | First 1 of 1 Last

Project	Primary	Percentage Split	B+R Classification	Project Org	MARS Code
1 300701	☑	100.00			

Itinerary Legs   Customize | Find | First 1-11 of 11 Last

Primary Information | Host information

	Departure Date	Departure City,State or City,Country	Business City,State or City,Country		
1	10/01/2007		SACRAMENTO,CA	＋	－
2	10/02/2007		SACRAMENTO,CA	＋	－
3	10/03/2007		SACRAMENTO,CA	＋	－
4	10/04/2007		SACRAMENTO,CA	＋	－
5	10/05/2007		SACRAMENTO,CA	＋	－
6	10/06/2007		SACRAMENTO,CA	＋	－
7	10/07/2007		SACRAMENTO,CA	＋	－
8	10/08/2007		SACRAMENTO,CA	＋	－
9	10/09/2007		SACRAMENTO,CA	＋	－
10	10/10/2007		SACRAMENTO,CA	＋	－
11	10/11/2007		SACRAMENTO,CA	＋	－

Save For Later   Prev   Next

3. **Select** the expense or expenses to be claimed.
   Note that this screen is only for the first leg. From here it is more convenient to click the **Continue to Expense Details Screen** when the traveler is only claiming one expense for some of the days. (Or you can select *Next Leg* if there are several and different expenses for each day of the trip. This second option would give you a clearer view of the expenses you will enter for every day.)

Add Leg Expenses
Maria Atkinson   Employee ID: 808001   Report ID:

Leg Information   1 of 11

| Travel From Location | OAKLAND,CA | Business Location | SACRAMENTO,CA |
| From | 10/01/2007 | Thru | 10/01/2007 |

All Days of the leg	From	To	Expense Type	Daily Amount	Description	Miles	Mileage Rate
☐			Car Rental				
☐			Credit Card / ATM Fee				
☐			Gas for a Rental or Govt Car				
☑			Mileage (for Private Vehicle)			180	0.485
☐			Miscellaneous Other Expenses				
☐			Other Transportation				
☐			Parking / Tolls				
☐			Phone Call / Internet Fees				
☐			Registration Fee				
☐			Train: Lab-Purchased				

Previous Leg   Next Leg   Continue to Expense Details Screen

Expense Report
Expense Report Entry
Maria Atkinson   Employee ID: 808001   Report ID: NEXT

▼ **Enter Report Information**

Trip Name:	Local	LBNL Trip #: 000060853	Trip Type Local
Business Purpose:	Site Visit	Trip Comments:	
Business Location (first):	SACRAMENTO,CA		
Begin Date:	10/01/2007	End Date: 10/11/2007	☐ Supplemental Exp. Report

Itinerary Legs   Customize | Find | First 1-11 of 11 Last

Primary Information | Host information

	Departure Date	Departure City,State or City,Country	Business City,State or City,Country
1	10/01/2007	OAKLAND,CA	SACRAMENTO,CA
2	10/02/2007	OAKLAND,CA	SACRAMENTO,CA
3	10/03/2007	OAKLAND,CA	SACRAMENTO,CA
4	10/04/2007	OAKLAND,CA	SACRAMENTO,CA
5	10/05/2007	OAKLAND,CA	SACRAMENTO,CA
6	10/06/2007	OAKLAND,CA	SACRAMENTO,CA
7	10/07/2007	OAKLAND,CA	SACRAMENTO,CA
8	10/08/2007	OAKLAND,CA	SACRAMENTO,CA
9	10/09/2007	OAKLAND,CA	SACRAMENTO,CA
10	10/10/2007	OAKLAND,CA	SACRAMENTO,CA
11	10/11/2007	OAKLAND,CA	SACRAMENTO,CA

Enter Expense Lines   Customize | Find | First 1-5 of 5 Last

Overview | Detail | Mileage

Select	*Expense Type	Receipt Required	*Expense Date	*Amount Spent	*Destination Location	*Payment Type	
☐	Mileage (for Private Vehic)	☐	10/01/2007	87.30	SACRAMENTO,CA	Cash	＋
☐	Mileage (for Private Vehic)		10/03/2007	87.30	SACRAMENTO,CA	Cash	＋
☐	Mileage (for Private Vehic)		10/04/2007	87.30	SACRAMENTO,CA	Cash	＋
☐	Mileage (for Private Vehic)		10/07/2007	87.30	SACRAMENTO,CA	Cash	＋
☐	Mileage (for Private Vehic)		10/08/2007	87.30	SACRAMENTO,CA	Cash	＋

Add: New Expense ▾ OK   **Copy Selected Expense(s)...**   Delete Selected Expense(s)

Check For Errors   Personal Days and Meals Provided   Trip History   Travel Currency Converter   Apply Cash Advance(s)

Expense Report Totals

Employee Expenses:	436.50 USD	Due Employee:	436.50 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	Update Totals
Cash Advances Applied:	0.00 USD		

Save For Later   Select Approver   Finish and Submit   Printable View

4. Once you have the expense for one day ("mileage" in this example), select the expense that needs to be entered for other days and click the **Copy Selected Expenses** button.

Expense Report
Warning for Copying Expense Lines
Maria Atkinson   Employee ID: 808001   Report ID: NEXT

You have selected expenses that either have errors or have not been checked for errors. If this is not okay, press the Cancel button and correct the appropriate error(s) and/or press the Check For Errors button. If it is OK, press OK to continue.

OK   Cancel

5. Click **OK**.

The selected expense can be *copied to* only **one day** or to a **range of dates,** as needed. If copying to a range of dates, **enter** the **from** and **to** dates.

Expense Report
Copy Selected Expenses
Maria Atkinson   Employee ID: 808001   Report ID: NEXT

You are about to copy the following expense line(s) into one or more new expense lines. Select the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or select Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.

Expense Type	Expense Date	Amount Spent	Currency
Mileage (for Private Vehicle)	10/04/2007	87.30	USD

Copy Option

○ **Copy to One Date**   To Date: _____

● **Copy to Range of Dates**   From Date: 10/7/07   ☑ Include Weekends
                               To Date: 10/8/07   ☑ Include Holidays

OK   Cancel

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The copy option can be repeated as many times as needed to copy an expense to different/separate ranges of dates within the being and end dates of the trip.

6. **Complete** the record by **selecting an approver and submitting the Expense Report.**