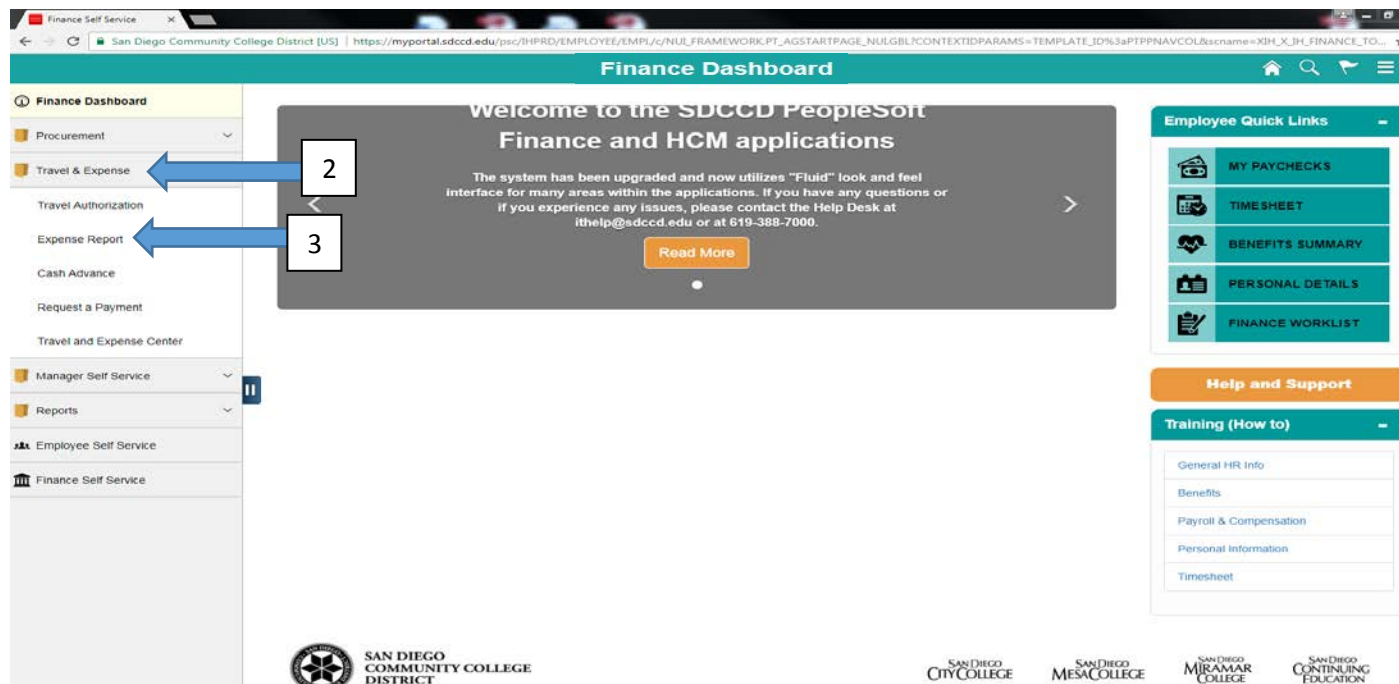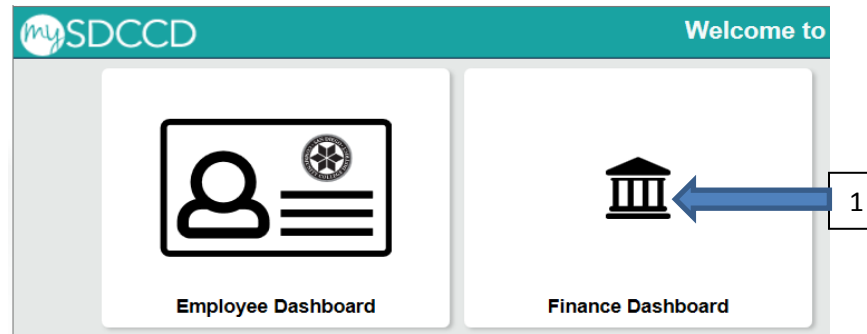**EXPENSE REPORTS (ER) NEED TO BE CREATED NO LATER THAN 10 DAYS AFTER YOUR TRAVEL CONCLUDES.**
Log into PeopleSoft at myportal.sdccd.edu using your Employee ID & the password you created. Navigate to the Expense Report screen from the home page by selecting: Finance Dashboard/Travel and Expense/Expense Report.

Choose "Add" to create a new Expense Report (ER). Your Employee ID should already be listed. *If you are inputting travel as a delegate for another person, be sure that the ID # shown in the Employee ID field is the ID # of the traveler. Click Add.

Expense Report

Find an Existing Value | **Add a New Value**

Empl ID 3330001188 🔍 ← 4

Add ← 5

Find an Existing Value | Add a New Value

To create an Expense Report for the purpose of liquidating a Travel Authorization go to Quick Start and click on the drop down menu where it says "Populate from". Select "a Travel Authorization"; then click go. If you have any TA's that are not yet liquidated, they should appear. Select the one you want to liquidate. The Expense Report will populate with all the expense lines from the existing TA.

New Window | Help | Personalize Page | 🔲

Create Expense Report
Caroline De Moll ?

Save for Later | Summary and Submit

Quick Start [...Populate from ▾] [GO] ←

*Business Purpose [▾]   Default Location [🔍]
*Report Description [   ]   ✎ Attachments
Reference [🔍]

Expenses ?
Expand All | Collapse All   Add: | 🔲 My Wallet (0)   Total   0.00   USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency	
[ ]📅	[▾]	[ ]🔲 254 characters remaining	[▾]	[0.00]	[USD]🔍	➕ ➖

Expand All | Collapse All   Total   0.00   USD

If the TA you want does not appear in the list, first check that the date range (blue arrow) listed is accurate, if not please adjust. Otherwise contact the Business Office at x7815.

Copy from Approved Travel Authorization

Help

From Date 08/10/2015   To 12/10/2015   Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	ASCCC Fall Plenary	0000000366	11/04/2015	11/07/2015	1,056.98	USD

Return

If the trip you want is listed, but the select button is not available, it means that particular TA is already associated to another Expense Report. To correct this you will need to search for the other ER that is associated with the TA and use that ER or delete the other ER so you can populate with the new ER. For help, contact the Business Office at x7815.

Copy from Approved Travel Authorization

Help

From Date 03/09/2018   To 07/09/2018   Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	CFTDA Association	0000005507	05/09/2018	05/11/2018	883.87	USD

Return

When the Expense Report comes up, check to make sure the Authorization ID appears. This assures the ER is linked to your TA.
Edit the amounts for each expense type, as needed. If your TA shows prepaid and you ended up paying it out of pocket, be sure to change the Payment Type to "Employee Paid". Attach receipts (showing proof of payment) for parking, hotel, rental car, conference fee, etc. You do not need receipts for meals.

**Click "Save for Later". If any red flags come up you will need to address the error before you click "Summary and Submit".**

If you did not have a "Cash Advance", please click "Summary and Submit" and go to the bottom of page 6 "SUBMITTING AN EXPENSE REPORT".

APPLYING A CASH ADVANCE:

If the District advanced you money prior to your trip via a Cash Advance, complete these next steps PRIOR to submitting for reimbursement.
Applying a Cash Advance: Navigate to the "Actions Menu," select "Apply/View Cash Advance(s)" and click "Go"
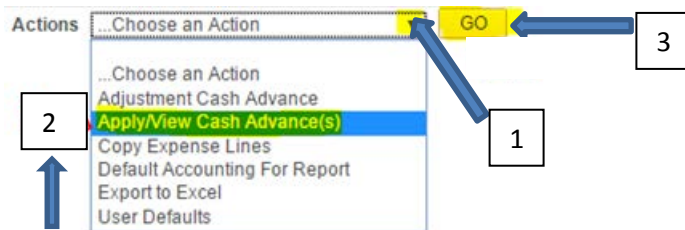
Click the magnifying glass icon next to the Advance ID field and select the correct Cash Advance to populate by clicking on the Advance ID #.

Adjust the dollar amount of the Cash Advance in the "Total Applied" field to match your actual expenses for the expense types that the Cash Advance was originally created to cover. Click OK.

If you have more than one Cash Advance, select the one which applies to this ER.

Expense Report
Apply Cash Advance(s)

Report ID 0000003035

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied	
0000000117	200.00	0.00 USD	1.00000000	200.00 USD	−

Add Cash Advance   Update Totals

Total Advance Applied	200.00 USD
Totals (8 Lines)	2,412.84 USD
Total Due Employee	710.60 USD

7

Enter the total amount of the Cash Advanced spent in the above box.
NOTE: If the Cash Advance is greater than your expenses, you must return the balance to the Business Office in the form of a check made payable to SDCCD.

8

OK
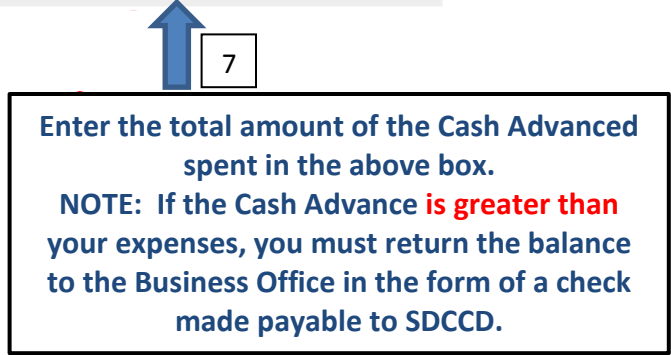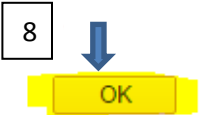
SUBMITTING YOUR EXPENSE REPORT:
Check the box to certify that the report is correct and click "Submit Expense Report".

Create Expense Report

Save for Later | Expense Details

Actions ...Choose an Action GO

*Business Purpose
*Description
Reference

Totals ?   View Printable Version   View Analytics   Notes   Attachments

| Employee Expenses (1 Line) | 0.00 USD | Non-Reimbursable Expenses | 0.00 USD | Employee Credits | 0.00 USD |
| Cash Advances Applied | 0.00 USD | Prepaid Expenses | 0.00 USD | Supplier Credits | 0.00 USD |

Amount Due to Employee   0.00 USD   Amount Due to Supplier   0.00 USD

☑ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

You will be brought back to your Expense Report page where a red message should appear indicating your report has been submitted.

Your Expense Report 00000xxxxx has been submitted for approval.

MODIFYING AN EXPENSE REPORT

The "Find an Existing Value" tab is there for when you need to make modifications to an existing Expense Report. This can only be done if you have NOT yet submitted it or when it's been sent back to you by one of the approvers to make revisions. You will not be able to access your report once it is submitted and is routing through the approval process. To modify an existing Expense Report, enter your Report ID - a 10 digit number beginning with five zeroes and 5 other digits (00000XXXXX), your 10-digit employee ID #, or other fields shown.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

▼ **Search Criteria**

Report ID [begins with ▼] [_____] ⬅

Report Description [begins with ▼] [_____]

Name [begins with ▼] [_____]

Empl ID [begins with ▼] [_____] ⬅

Creation Date [= ▼] [_____] 📅

☐ Case Sensitive

[Search] [Clear] Basic Search ▣ Save Search Criteria
⬆