Create an Expense Report (Out of Pocket) – PeopleSoft

1. Go To: Self Service > Travel and Expense Center > Expense Report > Create/Modify

Once you click CREATE/MODIFY, the next screen shows your Employee ID defaulted into the Empl ID field. Click ADD to proceed.

Delegated entry: If the report is for someone you are delegated to enter expenses for, click the magnifying glass to display a list of employees, then click the appropriate one and click Add to proceed.

2. On the “Copy from Approved Travel Authorization” screen:

a) If you have a travel authorization to link to your expense report, select it from the list displayed.
b) If you do not have a travel authorization to use, click RETURN to continue creating your expense report.

You will proceed to the Create Expense Report screen.
3. Fill out the General Information Section of the expense report:
   a. BUSINESS PURPOSE: use the dropdown menu to select General.

   ![Business Purpose Input Field]

   b. REPORT DESCRIPTION: Input a description that will make the report easily identifiable.
      * e.g. March 2017 Expense ABC Conf.

   ![Report Description Input Field]

   c. DEFAULT LOCATION: is Alberta. To change the default location for all expenses on the report, use this field to
      input/ select a new location.

   ![Default Location Input Field]

Entering Expense Information:

4. Enter the expense DATE (MM/DD/YYYY) or use the calendar icon to select the date the expense was incurred (i.e. the date on
   the receipt).

   ![Date and Expense Type Input Field]

5. Use the EXPENSE TYPE dropdown to select an expense type that best matches the purchase, or click the EXPENSE
   CATEGORY symbol to select an expense type. Each expense type has a default accounting code attached to it
   therefore it is important that the proper expense type is selected.

   GST EXEMPT expense types have been created for expenses incurred within Canada where GST is not applicable. This
   replaces the GST exempt procedure.

6. In the DESCRIPTION field enter clear and concise details of the expense incurred and for what purpose it was incurred
   (i.e. event or activity).

   ![Date and Description Input Field]

Quick Tips
✓ The description should follow the 5 “W”s” where applicable (who, what, when, where, and why).
✓ If the expense was incurred on behalf of another employee, that employee’s name must be included.
✓ A total number of attendees must be indicated for hosting and working sessions.
✓ Names of all attendees must be provided in the DESCRIPTION field or ATTENDEES field for meals, hosting
   and working sessions.
7. Select CASH as the PAYMENT TYPE.

8. Enter the total expense AMOUNT including all taxes. This amount must the receipt.

9. CURRENCY: the default currency is CAD (Canadian Dollars). If the expense is in a foreign currency please refer to Foreign Currency Exchange Rates Expenses PS document.

10. The BASE CURRENCY AMOUNT, CURRENCY and EXCHANGE RATE will be pre-populated based on information entered on the report.

11. Click on the EXPAND ALL, COLLAPSE ALL, or symbol to view or hide all expense details.

12. Select the appropriate BILLING TYPE from the dropdown that each line will be charged to. Options are:
   - General Expense
   - Executive Disclosure
13. The LOCATION field prepopulates from the default location field. To change the location for the expense line, enter a new location or use the lookup glass to select the appropriate location.

As an accredited University, MacEwan receives a rebate of GST paid on purchases. Choosing the correct location for the expense is important as it impacts how taxes (VAT) are applied in the system.

**Location Quick Tips:**

- If expenses are incurred outside of Canada (e.g., a hotel stay in Boston) ensure to select the appropriate location (e.g., USA) so that GST is not calculated.
- Not all international locations are listed. Select the nearest listed location outside of Canada to ensure GST is not calculated.

14. **Lost/No Receipts:** When a receipt is not available check the NO VAT RECEIPT and NO RECEIPT checkboxes.

**Important information regarding Missing Receipts:**

- MacEwan University cannot claim the GST rebate when a receipt is not submitted therefore the above process must be followed.
- If a receipt has been lost, attempt to obtain another copy from the merchant.
- Expenses $25.00 or more require a Missing Receipt Declaration Form (D4010-01 Appendix B). This must be completed and attached to the expense report using the ATTACHMENT field at the line level.

a. After clicking **SUBMIT EXPENSE REPORT** in Summary and Submit page, or click add new line, an error flag will appear next to the expense line and a warning will display next to the NO RECEIPT checkbox. Click the warning symbol.
b. In the **COMMENT** field, enter a comment explaining why no receipt is available.

15. Click the symbol beside **ACCOUNTING DETAILS** to review the accounting details for that expense line.

   *Employees and expense approvers are responsible to ensure account coding is accurate.*

   ![ACCOUNTING DETAILS](image)

   a. **ACCOUNT**: account code pre-populates when the expense type is selected.

   b. **FUND and DEPT**: fund code and department ID (home department) pre-populate from your employee profile.

   c. For information on Project Coding, please refer to **PROJECT INFO ADD MODIFY EXPENSE REPORT** PS document.

16. **DEFAULT ACCOUNTING**: is your home department per your employee profile in PeopleSoft. There are two ways to change these defaults:

   - Use the magnifying glass or manually enter the updated accounting information into the appropriate field
   - Change the default accounting codes (see step 17 below).

17. If most of the transactions on the expense report need to be charged to a different department:

   a. Click the **ACTIONS** dropdown button.

   b. Select **DEFAULT ACCOUNTING FOR REPORT** to change the default accounting codes that all expense lines on the report.

   c. Click **GO**.

   ![DEFAULT ACCOUNTING FOR REPORT](image)

   d. Enter or select the department ID (etc.) you want to charge to and then click **OK** to return to expense report entry.
18. The ATTACHMENTS feature is used to add expense receipts and/or supporting documents for employee’s expenditures. This feature will replace the paper approval process as the attachments will be available for the approver in PeopleSoft.

Attachments can be added at the header level and/or the line level. If the receipts/supporting documents are attached at the header level, please keep the receipts in the same order as the expense lines to assist the approver(s).

![Image of Attachments]

a. Click the PAPERCLIP icon at the header or line level.

b. Click the ADD ATTACHMENT button to search for and select the receipt you wish to attach.

c. Click CHOOSE FILE to select the file (receipts/supporting documents) from its saved location on your computer/network. After the file is selected, click UPLOAD.

![Image of Choose File]

**Note:** The file name cannot contain any special characters and should be less than 60 characters. Adding large attachments can take some time to upload, therefore, it is advisable to save the expense report before adding large attachments.

d. In the DESCRIPTION field, enter a briefly description of what the receipt (attachment) is for (e.g. ABC Conference registration).
e. To add more files, click **ADD ATTACHMENT**. If a file needs to be deleted, simply click symbol. Once completed, click **OK** to complete the attachment process.

19. Click **SAVE FOR LATER** (if you are not ready to submit) or click **SUMMARY AND SUBMIT** to electronically send the report to the approver(s) for review.

20. **VIEW PRINTABLE VERSION** – Click to print the expense report. Note: paper expense reports are no longer required.

21. **VIEW ANALYTICS** – Click to view three tabs: Expense by Day, Totals by Department, and Totals by Project/Activity.

22. Click **NOTES** to add comments for approvers.
23. To complete the submission of the expense report, the certification check box must be selected, then click **SUBMIT EXPENSE REPORT** and **OK**.

24. **Payment for claimed out of pocket expenses**: expense claims that are fully approved in PeopleSoft prior to end of day Tuesday will be included in the pay cycle which occurs on Wednesday mornings. Payment is typically done via direct deposit and should be in your bank account 3-5 **business days** after the Wednesday pay cycle.

25. To check the **status** of an expense report:

   **Self-Service > Travel and Expense Center > Expense Report > View**

   Refer to the below grid to understand the status of an expense report.

<table>
<thead>
<tr>
<th>REPORT STATUS</th>
<th>STATUS DESCRIPTION</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDING</td>
<td>Employee has created report and saved for later. OR Report has been sent back to the employee for correction/action.</td>
<td>Employee should action the report.</td>
</tr>
<tr>
<td>DENIED</td>
<td>Approver has denied the report.</td>
<td>Report can no longer be modified.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employee should review comments to understand why the report was denied.</td>
</tr>
<tr>
<td>ON HOLD</td>
<td>Employee has submitted report. Report has been accessed and put on hold by the approver.</td>
<td>Approver should action the report.</td>
</tr>
<tr>
<td>IN PROCESS (APPROVALS IN PROCESS)</td>
<td>Employee has submitted report. There are multiple approvers and at least one approval has been completed. The report is pending review and decision by at least one approver.</td>
<td>Approver should action the report.</td>
</tr>
<tr>
<td>REPORT STATUS</td>
<td>STATUS DESCRIPTION</td>
<td>ACTION</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>APPROVED (FOR PAYMENT)</td>
<td>Report has been submitted, approved, and pending payment. This status will change to</td>
<td>Report can no longer be modified.</td>
</tr>
<tr>
<td></td>
<td>staged overnight and stay at staged status until paid (next pay cycle).</td>
<td></td>
</tr>
<tr>
<td>STAGED</td>
<td>Report has been submitted, approved and is pending the next pay cycle to be paid.</td>
<td>Report can no longer be modified.</td>
</tr>
<tr>
<td>SUBMITTED (SUBMITTED FOR</td>
<td>Employee has submitted report. Pending with expense approver(s). Employee is able</td>
<td>Approver should action the report.</td>
</tr>
<tr>
<td>APPROVAL)</td>
<td>to WITHDRAW the expense report ONLY when the report status is in “Submitted for Approval.”</td>
<td></td>
</tr>
<tr>
<td>PAID</td>
<td>Report has been approved and paid.</td>
<td>Report can no longer be modified.</td>
</tr>
</tbody>
</table>

Questions regarding expenses should be directed to Expense Services (PACS): ExpenseServices@macewan.ca