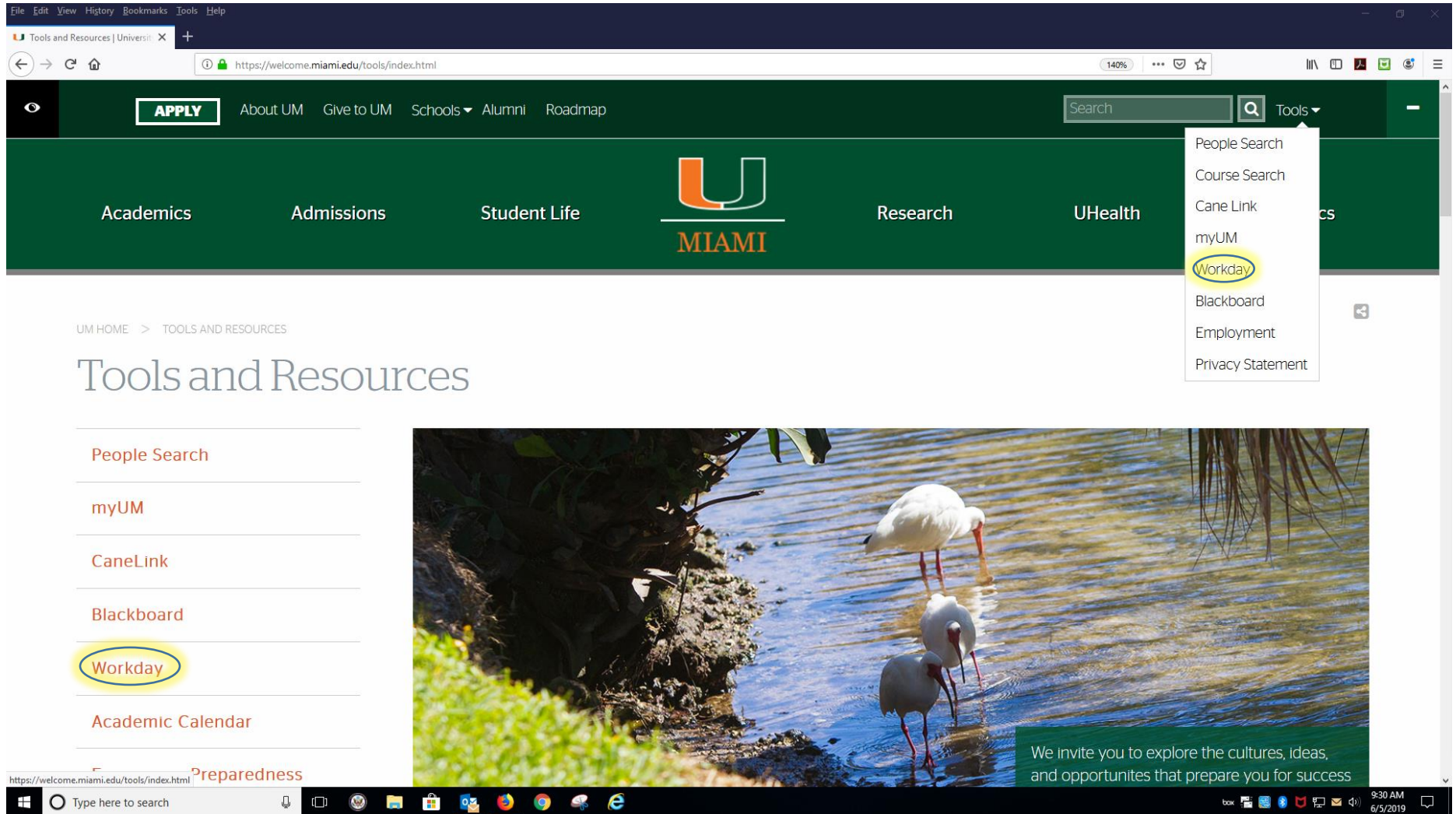


University of Miami  
RSMAS Undergraduate Program  
Standard Operating Procedure  
**EXPENSE REPORT**

**Use Chrome or Firefox (Do not use Internet Explorer).**

1 From the University of Miami website home page, under "Tools" or under "Tools and Resources", select "Workday".



## 2 Select "Expenses"

The screenshot shows a web browser window displaying the Workday portal. The browser's address bar shows the URL <https://www.myworkday.com/umiami/d/home.html>. The page header includes a search bar and a user profile icon. The main content area is titled "Welcome, Ruth Goodin" and features several sections:

- Announcements**: 1 item. The announcement is titled "Year-End Closing Dates/Deadlines" with the text "Year-End Closing Dates/DeadlinesFriday, May 24, 2019: last day ...".
- Inbox**: 0 items. A "Go to Inbox" link is at the bottom.
- Applications**: 16 items. The icons are arranged in a grid. The "Expenses" icon, which depicts a hand holding a coin, is highlighted with a yellow circle and a red "2". Other icons include Personal Information, Pay, Benefits, Time Off, GIVE, Purchases, Favorites, Career, Reports, UM Quicklinks, Compensation, My Open Positions, Organizations I Belong To, Custom Reports, and Summary Balances by Worktag.

The Windows taskbar at the bottom shows the search bar and several open applications, including the Workday portal. The system clock in the bottom right corner indicates the time is 4:26 PM on 6/4/2019.

## 3 Select "Create Expense Report"

The screenshot shows a web browser window with the URL [https://www.myworkday.com/umiami/d/inst/13102ICK5mGhIKBggDEMenAhIIcGYl1A0QvQE~/cacheable-task/2997\\$2151.html](https://www.myworkday.com/umiami/d/inst/13102ICK5mGhIKBggDEMenAhIIcGYl1A0QvQE~/cacheable-task/2997$2151.html). The page title is "Expenses - Workday". The main content area is titled "Expenses" and contains three sections: "Actions", "View", and "Recent".

**Actions:**

- Create Expense Report (highlighted with a yellow circle and a blue outline)
- Create Spend Authorization
- Edit Expense Report
- Edit Spend Authorization
- Edit Expense Transactions

**View:**

- Expense Reports
- Spend Authorizations
- Expense Transactions
- Payment Elections

**Recent:**

- 05/24/2019 - GIS Conference for faculty development: 2019 ESRI User Conference in San Diego, CA July 6-9, 201...
- 05/13/2019 - \$103.47 and \$31.33 for snacks for ATM/GSC/MSC Majors during reading days and final exam days...
- 05/01/2019 - \$99.17 and \$16.31 for snacks for 400 ATM / GSC / MSC Majors during reading days and final exam...
- 05/01/2019 - UMAC Tampa Trip for the weekend, April 20-21st. The University of Miami Aquarium Club visited th...
- 04/26/2019 - RSMAS Undergraduate Research Symposium Refreshments

Anything with a red asterisk \* must be filled in.

Most other items without a red asterisk are optional and should be left blank.

## Create Expense Report

### Expense Report Information

Expense Report For \* Employee: Ruth Goodin

#### Creation Options

☒ Create New Expense Report

☐ Copy Previous Expense Report

☐ Create New Expense Report from Spend Authorization

4 Creation Options defaults to "Create New Expense Report." Leave this as it is.

#### Company

\*

X 200 Academy

5 Company defaults to "200 Academy." Leave it as it is.

#### Expense Report Date \*

06 / 04 / 2019



6 Expense Report Date should be left to today's date (the day you input this expense report).

#### Program

#### Grant

#### Gift

#### Project

7 Fill in your **Program** Worktag Driver (a.k.a. account number), unless you are being reimbursed from a grant or other type of account. In that case, fill in the **Grant**, **Gift**, or **Project** Worktag.

#### Program Worktag Driver (Account #)

PG003689 - MSC Undergraduate Program - Field Trips

PG003671 - MSC Student Lab Supplies/Expenses  
- Last minute supplies (emergencies only).

PG000485 - UGalapagos

## Create Expense Report

### Expense Report Information

Expense Report For ★ Employee: Ruth Goodin

Creation Options

☒ Create New Expense Report

☐ Copy Previous Expense Report

☐ Create New Expense Report from Spend Authorization

Company ★

Expense Report Date ★

Program

Grant

Gift

Project

Cost Center ★

Legacy Value

Additional Worktags ★

Multicurrency Expense Entry ☐

Enable Tax ☒

Credit Card Transactions

For optimal performance, select 25 transactions or less

Select All ☐

0 items

Include?	Transaction	Date	Expense Item	Charge Description/Memo
No Data				

### Instructions

For more information on University Travel Policies please visit:  
[Travel Policy](#)  
 Link to Workday Finance Tip Sheet:  
[Workday Finance Tip Sheets](#)

8 Cost Center, Legacy Value, and Additional Worktags auto-populate. Leave these as they are.

9 The Enable Tax box defaults to having a checkmark in it. Leave it checked.

10 Press the "OK" button.

Create Expense Report - Workd X

[https://www.myworkday.com/umiami/d/inst/13102!CK5mGhIKBggDEMenAhIIcGYl1A0QvQE~/cacheable-task/2997\\$2151.html](https://www.myworkday.com/umiami/d/inst/13102!CK5mGhIKBggDEMenAhIIcGYl1A0QvQE~/cacheable-task/2997$2151.html)

Reimbursement information: [http://www.miami.edu/finance/index.php/accounts\\_payable/disbursements\\_office/reimbursement\\_information](http://www.miami.edu/finance/index.php/accounts_payable/disbursements_office/reimbursement_information)  
Electronic Travel & Business Expense Reimbursement Policy: <https://controller.miami.edu/accounts-payable/business-and-travel-reimbursements/index.html>

Expense Report Information

Company

200 Academy

Expense Report Date

06 / 19 / 2019

Business Purpose

search

Business Entertainment

Conference or Education

Faculty/Researcher Field Trip

Membership/Subscription and License Fees

Miscellaneous Service

Office Materials

Other Business Travel

Expense Report Line

+

 Add

+

 Import

06/19/2019

Report Line

section

(empty)

Charge Description

(empty)

Date

06 / 19 / 2019

Submit

Save for Later

Cancel

Expense Report Reference Information

Reimbursement Payment Type

Direct Deposit

Spend Authorization

Final Expense Report for Spend Authorization

☐

Memo

Viewing:

☰

☰

Spend Authorization Line

Available Spend Authorization Lines

Attachments from File

Drop files here

11 Select Business Purpose from dropdown menu.

File Edit View History Bookmarks Tools Help

Create Expense Report - Workday

https://www.myworkday.com/umiami/d/inst/13102!CK5mGhIKBggDEMenAhIIcGyI1A0QvQE~/cacheable-task/2997\$2151.html

80%

Expense Report Information

Company \* 200 Academy

Expense Report Date \* 06 / 04 / 2019

Business Purpose

Expense Report Reference Information

Reimbursement Payment Type \* Direct Deposit

Spend Authorization

Final Expense Report for Spend Authorization

Memo 12 VERY IMPORTANT!

TYPE BUSINESS PURPOSE HERE

Elaborate on Business Purpose. Include any details that may be helpful to explain why you are requesting reimbursement.

Expense Report Lines Attachments

+ Add + Import Existing Record

06/04/2019 0.00

Expense Report Line

Credit Card

Credit Card Transaction (empty)

Charge Description (empty)

Date \* 06 / 04 / 2019

Expense Item \*

Quantity \* 1

Per Unit Amount \* 0.00

Total Amount \* 0.00

Tax Code

Tax Amount 0.00

Memo TYPE BUSINESS PURPOSE HERE

Personal

Billable

Program

Grant

Gift

Project

Spend Authorization Line

Available Spend Authorization Lines

Attachments from File

Drop files here

or

Select files

Attachments from Mobile Application

Add

Receipt Included

Submit Save for Later Cancel

\*Cost Center

\* C2220209 Rosenstiel School of Marine and Atmospheric Science - Undergraduate

Type here to search

4:59 PM 6/4/2019

File Edit View History Bookmarks Tools Help

Create Expense Report - Workday X

https://www.myworkday.com/umiami/d/inst/13102!CK5mGHlKBggDEMenAhIIcGyY11A0QvQE~/cacheable-task/2997\$2151.html

80%

Expense Report Information

Company \* 200 Academy

Expense Report Date \* 06 / 04 / 2019

Business Purpose

Expense Report Reference Information

Reimbursement Payment Type \* X Direct Deposit

Spend Authorization

Final Expense Report for Spend Authorization

Memo TYPE BUSINESS PURPOSE HERE

13 Add all Attachments

Expense Report Lines Attachments

Add Import Existing Record

06/04/2019 0.00 Expense Report Line

Credit Card

Credit Card Transaction (empty)

Charge Description (empty)

Date \* 06 / 04 / 2019

Expense Item \*

Quantity \* 1

Per Unit Amount \* 0.00

Total Amount \* 0.00

Tax Code

Tax Amount 0.00

Memo TYPE BUSINESS PURPOSE HERE

Personal

Billable

Program

Grant

Gift

Project

Spend Authorization Line

Available Spend Authorization Lines

Attachments from File

Drop files here

or

Select files

Attachments from Mobile Application

Add

Receipt Included ☒ Always check this box on every screen.

13 Do not add attachments here. Use the main "Attachments" tab (top left of screen)

Submit Save for Later Cancel

Type here to search

4:59 PM 6/4/2019



Expense Report Information

Company \* 200 Academy

Expense Report Date \* 06 / 19 / 2019

Business Purpose  
× Faculty/Researcher Field Trip

Expense Report Reference Information

Reimbursement Payment Type \* × Direct Deposit

Spend Authorization

Final Expense Report for Spend Authorization ☐

Memo  
VERY IMPORTANT!!! FILL IN BUSINESS PURPOSE FOR THIS EXPENSE REPORT!!!

14 After you have added all of your attachments, go back to the Expense Report Lines tab.

Expense Report Lines Attachments

Attachments

Drop files here

or

Select files

13 After you have selected the "Attachments" tab above (toward the top left of the screen), select and add all of your attachments here.

Submit Save for Later Cancel

File Edit View History Bookmarks Tools Help

Create Expense Report - Workday

https://www.myworkday.com/umiami/d/inst/13102ICK5mGhIKBggDEMenAhIIcGyI1A0QvQE~/cacheable-task/2997\$2151.html

### Expense Report Information

Company \* 200 Academy

Expense Report Date \* 06 / 04 / 2019

Business Purpose

### Expense Report Reference Information

Reimbursement Payment Type \* Direct Deposit

Spend Authorization

Final Expense Report for Spend Authorization

Memo TYPE BUSINESS PURPOSE HERE

Expense Report Lines Attachments

+ Add + Import Existing Record

06/04/2019 0.00 Expense Report Line

Credit Card

Credit Card Transaction (empty)

Charge Description (empty)

Date \* 06 / 04 / 2019

Expense Item \* **15** Type in **Date** of expense (or click on calendar icon to find date).

Quantity \* 1

Per Unit Amount \* 0.00

Total Amount \* 0.00

Tax Code

Tax Amount 0.00

Memo TYPE BUSINESS PURPOSE HERE

Personal

Billable

Program

Grant

Gift

Project

Spend Authorization Line

Available Spend Authorization Lines

Attachments from File

Drop files here

or

Select files

Attachments from Mobile Application

Add

Receipt Included ☒

Submit Save for Later Cancel

\*Cost Center: C2220209 Rosenstiel School of Marine and Atmospheric Science - Undergraduate

Windows Type here to search

4:59 PM 6/4/2019

## Expense Report Information

Company \* 200 Academy

Expense Report Date \* 06 / 19 / 2019

Business Purpose

× Faculty/Researcher  
Field Trip

### Expense Report Lines

### Attachments

+ Add + Import Existing Record

06/19/2019

0.00

### Expense Report

Credit Card

Credit Card Transaction

Charge Description

Date \*

Expense Item \*

Quantity \*

Per Unit Amount \*

search

1

0.00

Submit

Save for Later

Cancel

0.00

Tax Code

16 Choose **Expense Item** from the dropdown menu.

EXAMPLE

NOTE: For some "Expense Types" or item types, such as hotel and airfare, additional boxes requesting additional information will pop up on the right-hand side of the screen.

File Edit View History Bookmarks Tools Help

Create Expense Report - Workday X

https://www.myworkday.com/umiami/d/inst/13102!CK5mGhIKBggDEMenAhIIcGyY11A0QvQE~/cacheable-task/2997\$2151.html

### Expense Report Information

Company \* 200 Academy

Expense Report Date \* 06 / 04 / 2019

Business Purpose

### Expense Report Reference Information

Reimbursement Payment Type \* X Direct Deposit

Spend Authorization

Final Expense Report for Spend Authorization ☐

Memo TYPE BUSINESS PURPOSE HERE

Expense Report Lines Attachments

+ Add + Import Existing Record

06/04/2019 0.00 Expense Report Line Itemize

Credit Card

Credit Card Transaction (empty)

Charge Description (empty)

Date \* 06 / 04 / 2019

Expense Item \*

Quantity 1

Per Unit Amount \* 0.00

Total Amount \* 0.00

Tax Code

Tax Amount 0.00

Memo TYPE BUSINESS PURPOSE HERE

Personal ☐

Billable ☐

Program

Grant

Gift

Project

### Spend Authorization Line

Available Spend Authorization Lines

### Attachments from File

Drop files here

or

Select files

### Attachments from Mobile Application

Add

Receipt Included ☒

Submit Save for Later Cancel

Cost Center \* 0000409 Rosemary School of Marine and Atmospheric Sciences - Undergraduate

17

18

19

20 Explain the business purpose of this receipt.

Be sure to fill in any **Business Purpose** or **Business Reason** text boxes.



File Edit View History Bookmarks Tools Help

Create Expense Report - Workday

https://www.myworkday.com/umiami/d/inst/13102!CK5mGHlKBggDEMenAhIIcGyY11A0QvQE~/cacheable-task/2997\$2151.html

### Expense Report Information

Company \* 200 Academy

Expense Report Date \* 06 / 04 / 2019

Business Purpose

### Expense Report Reference Information

Reimbursement Payment Type \* Direct Deposit

Spend Authorization

Final Expense Report for Spend Authorization ☐

Memo TYPE BUSINESS PURPOSE HERE

Expense Report Lines Attachments

**22** Select the + Add button to add more expenses. Follow steps 15-21.

06/04/2019 0.00

Expense Report Line

Credit Card

Credit Card Transaction (empty)

Charge Description (empty)

Date \* 06 / 04 / 2019

Expense Item \*

Quantity \* 1

Per Unit Amount \* 0.00

Total Amount \* 0.00

Tax Code

Tax Amount 0.00

Memo TYPE BUSINESS PURPOSE HERE

Personal ☐

Billable ☐

Program

Grant

Gift

Project

Spend Authorization Line

Available Spend Authorization Lines

Attachments from File

Drop files here

or

Select files

Attachments from Mobile Application

Add

Receipt Included ☒

Submit Save for Later Cancel

Cost Center CC000409 Rosemead School of Marine and Atmospheric Science - Undergraduate

Type here to search

4:59 PM 6/4/2019

## AIRFARE EXAMPLE

Expense Report - Workday X +

https://www.myworkday.com/umiami/d/seamless/restore/task:2997\$995,created

Credit Card Transaction	(empty)
Charge Description	(empty)
Date	* 06 / 05 / 2019
Expense Item	* X Airfare - Domestic
Quantity	* 1
Per Unit Amount	* 0.00
Total Amount	* 0.00
Tax Code	
Tax Amount	0.00
Memo	
Personal	<input type="checkbox"/>
Billable	<input type="checkbox"/>
Program	X PG003689 Marine Science Undergrad Progr
Grant	
Gift	
Project	
*Cost Center	X CC00406 Rosenstiel School of Marine and

Be sure to fill in any boxes with a red asterisks \*. Airline carrier, flight departure dates, return dates, and class of flight must be filled in. (Be sure to attach your detailed flight itinerary).

**AIRFARE COMPARISON:**  
If you are going on a business trip and would like to go a day or two (or more) early, or stay a day or two (or more) late, you must include an airfare comparison. One airfare must show the days of travel just for the trip, and the other airfare must show the days of travel for the extra days. Both flight itineraries (with all of the details) must be attached to the expense report.

Populate Departure Date with date of departure from origination and Arrival Date with date of arrival back to origination.

### Sponsored:

The Uniform Guidance, section 200.474 (e), requires for airfare cost to be the least expensive unrestricted class offered by commercial airlines. If your airfare does not meet this requirement, please:

- Itemize the Airfare expense – add additional line for 'Airfare Upgrades' to reflect the amount of the upgrade
- Attach a justification for not purchasing the least expensive airfare
- If this upgrade is considered personal it can NOT be tagged to a Grant, assign it to a non-grant driver worktag

## Spend Authorization Line

Available Spend Authorization Lines

## Item Details

Airline	*
Departure Date	* MM / DD / YYYY
Arrival Date	* MM / DD / YYYY
Class of Service	*
Origination	*
Destination	*
Country	*
Business Reason	*

## HOTEL EXAMPLE

**Expense Item** \* ✕ Hotel / Lodging - Domestic

**Quantity** \* 1

**Per Unit Amount** \* 0.00

**Total Amount** \* 0.00

**Tax Code**

**Tax Amount** 0.00

**Memo**

**Personal** ☐

**Billable** ☐

**Program** ✕ PG003689 Marine Science Undergrad Progr

**Grant**

**Gift**

**Project**

**\*Cost Center** ✕ CC00406 Rosenstiel School of Marine and Atmospheric Science - Undergraduate Studies

**Legacy Value** ✕ 163600 MARINE SCIENCE UNDERGRAD PROGR

**\*Additional Worktags** ✕ Financial Class: FC001 Instruction

**Spend Authorization Line**

**Available Spend Authorization Lines**

**Item Details**

**Hotel** \*

**Arrival Date** \* MM / DD / YYYY

**Departure Date** \* MM / DD / YYYY

**Destination** \*

**Number of Days** \* 1

**Attachments from File**

Drop files here

or

Select files

**Attachments from Mobile Application**

Add

**Receipt Included** ☒ Be sure to check this box on each Expense Item page.

**Submit** **Save for Later** **Cancel**

**HOTEL:** Date of Arrival to hotel, departure date, number of nights in hotel, and name of hotel brand/company must be filled in.  
**All of these details must show on your receipt.**



## PER DIEM EXAMPLE

You must use per diem for the entire trip reimbursement.

If you would prefer to use food receipts instead, you must use food receipts for the entire trip reimbursement.

If you are using per diem, and there is a particular meal where other guests joined you, and you would like to be reimbursed, create a separate expense report for it.

Expense Report Lines

Attachments

+

Add

+

Import Existing Record

06/20/2019

0.00

Per Diem - Domestic Travel

Expense Report Line

×

Per Diem - Domestic Travel

Credit Card

Credit Card Transaction

(empty)

Charge Description

(empty)

Date

\*

06 / 20 / 2019

Expense Item

\*

×

Per Diem - Domestic Travel

Quantity

\*

1

Per Unit Amount

0.00

Total Amount

0.00

Tax Code

Tax Amount

0.00

Memo

Personal

☐

Billable

☐

Instructional Text

Populate Arrival Date with first day of per diem eligibility and Departure Date with last date of per diem eligibility. Arrival and departure dates determine number of lines - each line representing a day - available to complete in Travel Journal.

**Travel Journal Details:**  
Enter only the city name in Destination field.  
Select State/Region in which city is located in Travel Region field - e.g. Los Angeles, California  
Full Day eligibility, enter 24 hours.  
Half Day eligibility, enter <24 hours.  
This expense item is mapped to spend category SC08611 - Employee Domestic Travel

Spend Authorization Line

Available Spend Authorization Lines

Item Details

Arrival Date

\*

MM / DD / YYYY

Departure Date

\*

MM / DD / YYYY

Destination

\*

Country

\*

Fill out all items with a red asterisk \* and then click here:

Complete Travel Journal

You will be taken to the Per Diem Travel Journal on the following page:

## PER DIEM TRAVEL JOURNAL EXAMPLE

Date	06/01/2019	Destination	★ X Aberdeen, Maryland, United States of America	Memo	<input type="text"/>				
Total Amount	45.75	Country	★ X United States of America	Billable	<input type="checkbox"/>				
Tax Code	<input type="text"/>	Number of Hours	★ 12	Personal	<input type="checkbox"/>				
Tax Amount	0.00	Eligibility	★ X Half Day	Program	X PG003689 Marine Science Undergrad Progr				
		Breakfast provided?	<input type="checkbox"/>	Grant	<input type="text"/>				
		Lunch provided?	<input type="checkbox"/>	Gift	<input type="text"/>				
		Dinner provided?	<input type="checkbox"/>	Project	<input type="text"/>				
				*Cost Center	X CC00406 Rosenstiel School of Marine and Atmospheric Science - Undergraduate Studies				
				Legacy Value	X 163600 MARINE SCIENCE UNDERGRAD PROGR				
				*Additional Worktags	X Financial Class: FC001 Instruction				
					X Fund: FD010 Unrestricted - General				
<div style="border: 1px solid orange; border-radius: 15px; padding: 10px; margin: 10px auto; width: 80%; color: white;"> <p>Under "Eligibility," fill in 12 hours for the first day and last day of travel (no matter what time you leave or return from your home). This will calculate at 75% of per diem. The other days will pre-populate to 24 hour days. Leave those at 24 hours each.</p> <p>You must include a printout of the applicable GSA rate under the attachment tab (Step 13). Domestic per diem rates can be found at: <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates" style="color: white;">https://www.gsa.gov/travel/plan-book/per-diem-rates</a>. Foreign per diem rates can be found at: <a href="https://aoprals.state.gov/web920/per_diem.asp" style="color: white;">https://aoprals.state.gov/web920/per_diem.asp</a></p> </div>									
Date	06/02/2019	Destination	★ X Aberdeen, Maryland, United States of America	Memo	<input type="text"/>				
Total Amount	61.00	Country	★ X United States of America	Billable	<input type="checkbox"/>				
Tax Code	<input type="text"/>	Number of Hours	★ 24	Personal	<input type="checkbox"/>				
Tax Amount	0.00	Eligibility	★ X Full Day	Program	X PG003689 Marine Science Undergrad Progr				
		Breakfast provided?	<input type="checkbox"/>	Grant	<input type="text"/>				
		Lunch provided?	<input type="checkbox"/>	Gift	<input type="text"/>				
		Dinner provided?	<input type="checkbox"/>	Project	<input type="text"/>				
		<input type="button" value="Done"/> <input type="button" value="Cancel"/>							

## PARK ENTRANCE FEES/ADMISSION EXAMPLE

File Edit View History Bookmarks Tools Help

Home - Workday Create Expense Report - Workday

https://www.myworkday.com/umiami/d/seamless/restore/task:2997\$995,created:1561038132081.html

06/20/2019 0.00

### Expense Report Line 🗑️

**Credit Card** ⋮

**Credit Card Transaction** (empty)

**Charge Description** (empty)

**Date** \* 06 / 20 / 2019 📅

**Expense Item** \* 🔍

← Other

Miscellaneous

Other Employee Domestic Travel

Other Employee Foreign Travel

Other Rentals

Outside Services

Registration Fee

Research Participants Incidentals

**Quantity** \*

**Per Unit Amount** \*

**Total Amount** \*

**Tax Code**

**Tax Amount**

**Memo**

**Personal**

**Billable**

**Program**

**Grant**

**Gift**

**Project**

**\*Cost Center**

### Spend Authorization Line

Available Spend Authorization Lines ⋮

### Attachments from File

Drop files here  
or  
Select files

### Attachments from Mobile Application

Add

Receipt Included ☐

Submit
Save for Later
Cancel

Type here to search
🔍

📁 📧 📅 📌 📎 📏 📐 📑 📔 📕 📖 📗 📙 📚 📛 📞 📟 📠 📡 📢 📣 📤 📥 📦 📧 📨 📩 📪 📫 📬 📭 📮 📯 📰 📱 📲 📳 📴 📵 📶 📷 📸 📹 📺 📻 📼 📽 📾 📿 📠 📡 📢 📣 📤 📥 📦 📧 📨 📩 📪 📫 📬 📭 📮 📯 📰 📱 📲 📳 📴 📵 📶 📷 📸 📹 📺 📻 📼 📽 📾 📿
12:07 PM 6/20/2019

Under "Expense Item," select "By Expense Item Group," "Other," then, "Other Employee Domestic Travel" or "Other Employee Foreign Travel."

Created by Ruth Goodin 7/19/2019 - RSMAS Undergraduate Program

19

File Edit View History Bookmarks Tools Help

Create Expense Report - Workday

https://www.myworkday.com/umiami/d/inst/13102ICK5mGhIKBggDEMenAhIIcGy11A0QvQE~/cacheable-task/2997\$2151.html

### Expense Report Information

Company \* 200 Academy

Expense Report Date \* 06 / 04 / 2019

Business Purpose

### Expense Report Reference Information

Reimbursement Payment Type \* Direct Deposit

Spend Authorization

Final Expense Report for Spend Authorization

Memo TYPE BUSINESS PURPOSE HERE

Expense Report Lines Attachments

+ Add + Import Existing Record

06/04/2019 0.00

#### Expense Report Line

Credit Card

Credit Card Transaction (empty)

Charge Description (empty)

Date \* 06 / 04 / 2019

Expense Item \*

Quantity \* 1

Per Unit Amount \* 0.00

Total Amount \* 0.00

Tax Code

Tax Amount 0.00

Memo TYPE BUSINESS PURPOSE HERE

Personal

Billable

Program

Grant

Gift

Project

#### Spend Authorization Line

Available Spend Authorization Lines

#### Attachments from File

Drop files here

or

Select files

#### Attachments from Mobile Application

Add

Receipt Included ☒

23

Submit Save for Later Cancel

\*Cost Center \* C222026 Research School of Marine and Atmospheric Sciences - Undergraduate

Windows Type here to search

4:59 PM 6/4/2019

Double-check all of your entries to be sure you have filled in all information correctly. Double-check to be sure you attached all receipts and necessary documents.

**AFTER YOU PRESS THE "SUBMIT" BUTTON, WRITE DOWN THE ER-00000XXXXX NUMBER SO YOU WILL BE ABLE TO FIND IT LATER.**

Click the "Details and Process" tab to see who is next in line to approve this expense report.