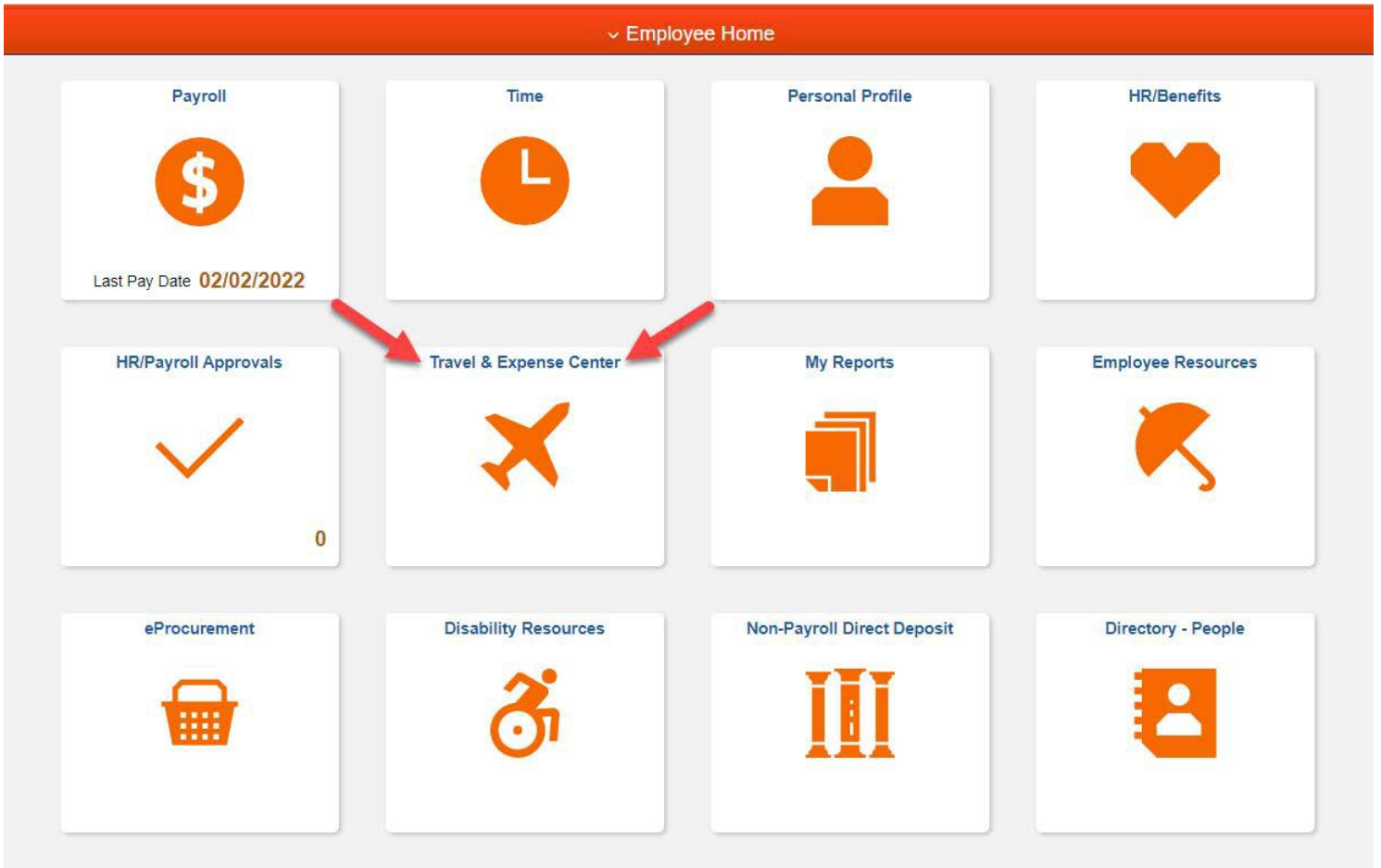


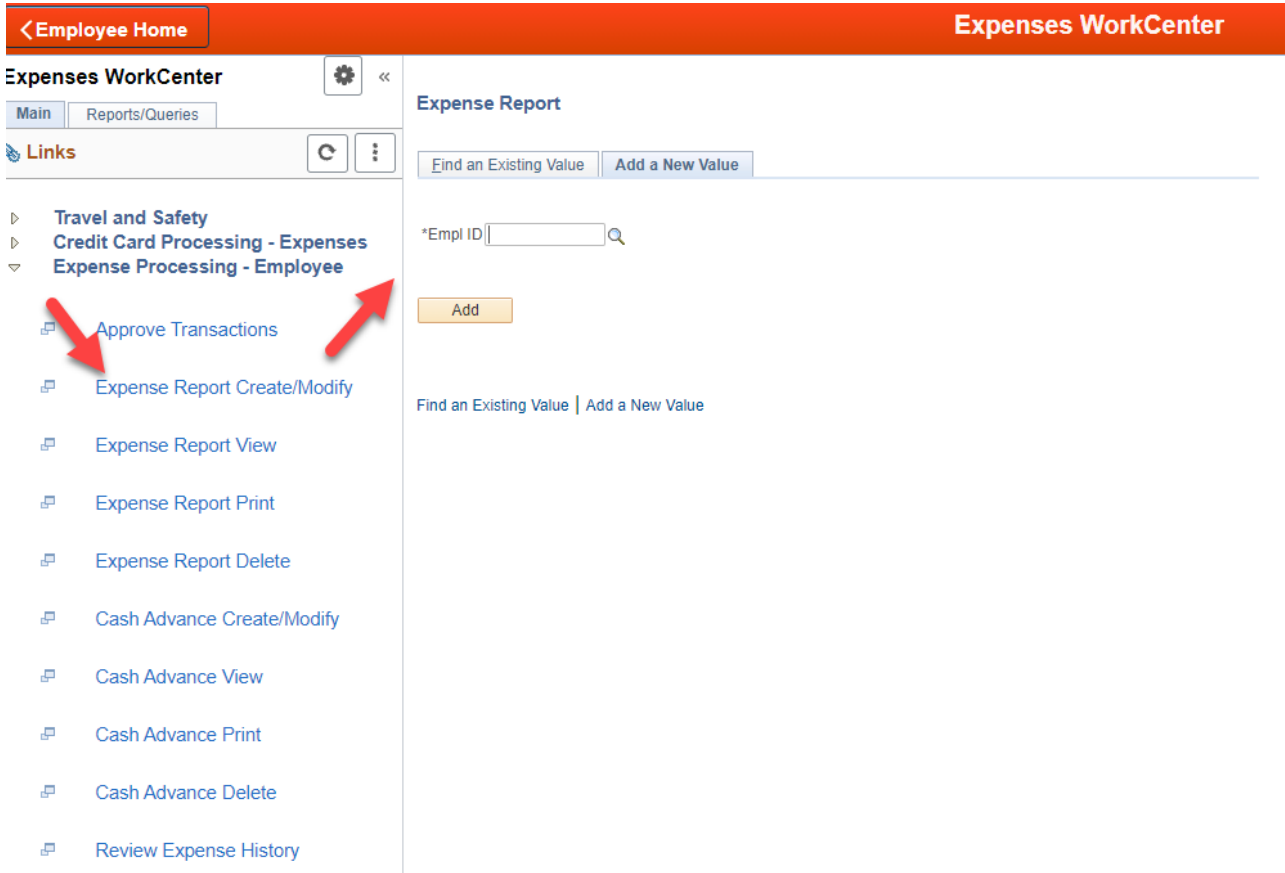
Submitting Expense Reports for Reimbursement in the Travel & Expense Center

Sign into MYSLICE (<https://myslice.ps.syr.edu>) and click on the Travel & Expense Center tile:



Expense Report Entry:

The page to create or modify an expense report will appear after clicking the tile. If not, click the Expense Report Create/ Modify link under the Expenses WorkCenter column:



The screenshot displays the 'Expenses WorkCenter' interface. At the top, there is a navigation bar with '< Employee Home' on the left and 'Expenses WorkCenter' on the right. Below this, the 'Expenses WorkCenter' section is visible, with a 'Main' tab selected. A 'Links' section is shown on the left, containing a list of links. Two red arrows point to 'Approve Transactions' and 'Expense Report Create/Modify'. The 'Expense Report' section on the right includes a search bar for '*Empl ID' and an 'Add' button. Below the search bar, there are options to 'Find an Existing Value' and 'Add a New Value'.

Expenses WorkCenter

Expense Report

Find an Existing Value | Add a New Value

*Empl ID

Find an Existing Value | Add a New Value

Links

- Travel and Safety
- Credit Card Processing - Expenses
- Expense Processing - Employee**
 - Approve Transactions
 - Expense Report Create/Modify
 - Expense Report View
 - Expense Report Print
 - Expense Report Delete
 - Cash Advance Create/Modify
 - Cash Advance View
 - Cash Advance Print
 - Cash Advance Delete
 - Review Expense History

Your "Empl ID" will be displayed. Then click the "Add" button, or enter in/look up the ID of someone you are submitting a report on their behalf.

Create Expense Report Overview:

The screenshot shows the 'Create Expense Report' interface. At the top, there are buttons for 'Save for Later' (7) and 'Summary and Submit' (8). The user's name 'Brian Pendergast' is displayed. A 'Quick Start' section includes a 'Populate From' dropdown and a 'GO' button. The main form has several fields: 1) '*Request Type' dropdown; 2) 'Report Description' text field; 3) 'Reference' text field; 4) 'Default Location' dropdown; 5) 'Attachments' link; 6) 'Expenses' table with columns for '*Date', '*Expense Type', 'Business Purpose', '*Payment Type', '*Amount', and '*Currency'. The table shows a total of 0.00 USD. Below the table are 'Expand All' and 'Collapse All' links, and another 'Total' row showing 0.00 USD.

- 1) Select “Reimbursement” from the drop-down field.
- 2) Enter a description for the expense report, limited to 30 characters. This information will display when doing a lookup and on the General Ledger Detail, so we recommend including a time frame, mm/yy (i.e., 05/18 Trip to Albany or 12/18 HEUG Conf).
- 3) “Quick-Fill” can allow the user to enter in multiple expense types at once instead of having to enter them line by line to the expense report.
- 4) The “Default Location” field will automatically fill in a location for all the expense types entered that require a location.
- 5) Attach receipts and backup documentation using the “Attachments” link for the expenses that need to be reimbursed. (See more information about attaching receipts on pages 6-7.)
- 6) Select the date the expense was charged. Then, fill out the rest of the fields for the expense.
 - Expense Type - depending on the expense type, additional information may need to be entered. (Location, Merchant, Ticket Number, Mileage, Account Code, etc.)
 - Business Purpose - this should explain the purpose/reason for the expense.
 - Payment Type - Always select “Personal Funds” for reimbursements.
 - Amount - Enter the cost of the expense. This must be entered into the system in USD. If in a different currency, please convert the amount prior to entering and attach currency conversion sheets to the report.
 - Plus/Minus buttons at the end will allow you to add another row for more expense, or to delete the current line entered if needed.
- 7) The created report can be saved before submitting for approval when clicking this link. To access the report again, go to “Expense Report Create/Modify”, click on the “Find an Existing Value” tab, and click the search button.
- 8) Click the “Summary and Submit” link once the report is ready for approval. This will take you to submission page.

Using Quick-Fill:

Click on the Quick-Fill link to start using this feature.

Create Expense Report

Brian Pendergast ?

*Request Type

*Report Description

Reference

Default Location

[Attachments](#)

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Select the date one of the charges occurred on (1). Then you can select one day or all days (2). Most of the time you will choose “One Day” unless there were multiple same expense types every day over a series of days. After you select the expense types needed for the expense report, click OK (3) to add them into the report.

Quick-Fill

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From To

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	Advertising
<input type="checkbox"/>	<input type="checkbox"/>	Air Travel
<input type="checkbox"/>	<input type="checkbox"/>	Athletics Only - Incidentals
<input type="checkbox"/>	<input type="checkbox"/>	Athletics Only - Per Diem Meal
<input type="checkbox"/>	<input type="checkbox"/>	Baggage / Luggage Fee
<input type="checkbox"/>	<input type="checkbox"/>	Bank Fees
<input type="checkbox"/>	<input type="checkbox"/>	Booking Fees
<input type="checkbox"/>	<input type="checkbox"/>	Books & Media
<input type="checkbox"/>	<input type="checkbox"/>	Breakfast
<input type="checkbox"/>	<input type="checkbox"/>	Bus

OK Cancel

Note: Please make sure to modify the dates of the expenses as needed if they were not charged on the same day.

After selecting the expense types needed, and clicking ok, you will see them added to the expense report with additional information needed to fill out that is specific to the expense type like Air Travel in the image below. Also, the account codes were automatically filled in based on the expense types chosen.

Expenses ?
 Expand All | Collapse All | Add: | My Wallet (2) | Quick-Fill Total 0.00 USD

*Date: 06/01/2022 | *Expense Type: Air Travel | Business Purpose: [254 characters remaining] | *Payment Type: [] | *Amount: 0.00 | *Currency: USD

*Location: ATLANTA, GA | Receipt Split | Default Rate | Exchange Rate: 1.00000000 | Non-Reimbursable | Base Currency Amount: 0.00 | USD

*Ticket Number: [] | *Merchant: Standard Other | No Receipt

Accounting Details ?

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Account	Mycode	PC Bus Unit
	SYRUN		USD	1.00000000	11	31006	00001	560706		

*Date: 06/01/2022 | *Expense Type: Conference/Meeting | Business Purpose: [254 characters remaining] | *Payment Type: [] | *Amount: 0.00 | *Currency: USD

*Location: ATLANTA, GA | Receipt Split | Default Rate | Exchange Rate: 1.00000000 | Non-Reimbursable | Base Currency Amount: 0.00 | USD

Attendees: [] | No Receipt

Accounting Details ?

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Account	Mycode	PC Bus Unit
	SYRUN		USD	1.00000000	11	31006	00001	560729		

Copying Expense Lines:

If a user has many of the same expense charges across multiple days, there is a copy function that can make data entry easier.

MySlice Syracuse University Welcome to: FN92RT

Favorites | Main Menu | Employee Self-Service | Travel and Expenses | Expense Reports | Create/Modify

Create Expense Report Save for Later | Summary and Submit

Michael Cusano ?

*Request Type: Travel Reimbursement | Default Location: [] | Actions: Choose an Action GO

*Report Description: 10/2019 Trip to nowhere | Attachments: []

Reference: []

Expenses ?
 Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill Total 100.00 USD

*Date: 10/01/2019 | *Expense Type: Per Diem Lodging | Business Purpose: This is my special business purpose that I [199 characters remaining] | *Payment Type: Personal Funds | *Amount: 100.00 | *Currency: USD

*Location: WICHITA, KS | Receipt Split | Default Rate | Exchange Rate: 1.00000000 | Non-Reimbursable | Base Currency Amount: 100.00 | USD

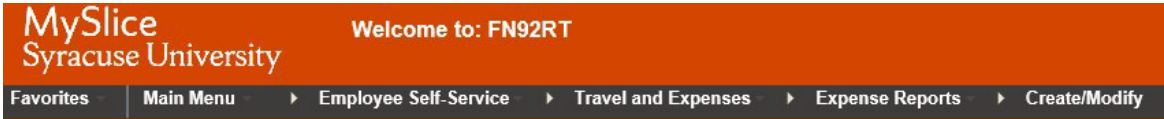
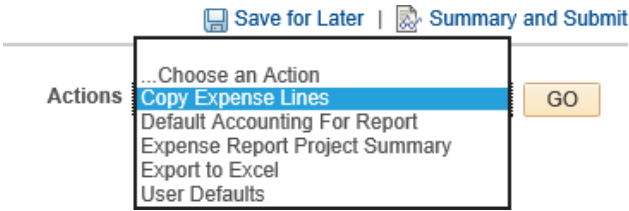
Per Diem Deductions: [] | No Receipt

Accounting Details ?

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Account	Mycode	PC Bus Unit	Project
100.00	SYRUN	100.00 USD	USD	1.00000000	11	31012	00001	560706			

Expand All | Collapse All Total 100.00 USD

Click the Actions drop down menu and select “Copy Expense Lines” and then click the “GO” button, which will pull up the Copy Expense Lines page.



Copy Expense Lines

Choose 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 choose 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. Select the expense lines to copy and press OK.

The form is titled 'Copy Option' and contains the following elements:

- Copy Option:** Two radio buttons. The first is 'Copy to One Date' (selected) with a callout '2'. The second is 'Copy to Range of Dates'. A callout '3' points to the 'To Date' field next to the first option.
- Include Weekends:** A checkbox with a callout '4'.
- Include Holidays:** A checkbox with a callout '4'.
- Table:** A table with columns: 'Select', 'Expense Type', 'Expense Date', 'Amount Spent', 'Currency'. The first row has a checkbox with callout '1', 'Per Diem Lodging', '10/01/2019', '100.00', and 'USD'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

- (1) Select the lines you want to copy; (2) select to copy to one date or a date range; (3) select the specific date(s). (4) check the box if you want to include weekends and or holidays in your dates.

Attaching Receipts:

Click on the Attachments hyper link located below the default location at the top of the page (1).

The screenshot shows the 'Create Expense Report' page for Michael Cusano. At the top right, there are 'Save for Later' and 'Summary and Submit' buttons. Below the user name, there are fields for '*Request Type' (Travel Reimbursement), '*Report Description' (12/18 - Update Receipt Exp Rpt), and 'Reference'. To the right is a 'Default Location' field with a search icon. Below this is a red callout '1' pointing to the 'Attachments' link. The 'Expenses' section shows a table with one entry:

*Date	*Expense Type	Business Purpose	*Payment Type	*Amount	*Currency
12/06/2018	Ground Transportation	Trip to learn stuff	Personal Funds	20.00	USD

 Below the table are 'Accounting Details' and a 'Chartfields' table:

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Account	Mycode	PC Bus Unit	Project
20.00	SYRUN	20.00	USD	1.00000000	11	31016	00001	560706			

 At the bottom right, there is a 'Total' of 20.00 USD.

This will pull up the Expense Report Attachments page.



Expense Report Attachments

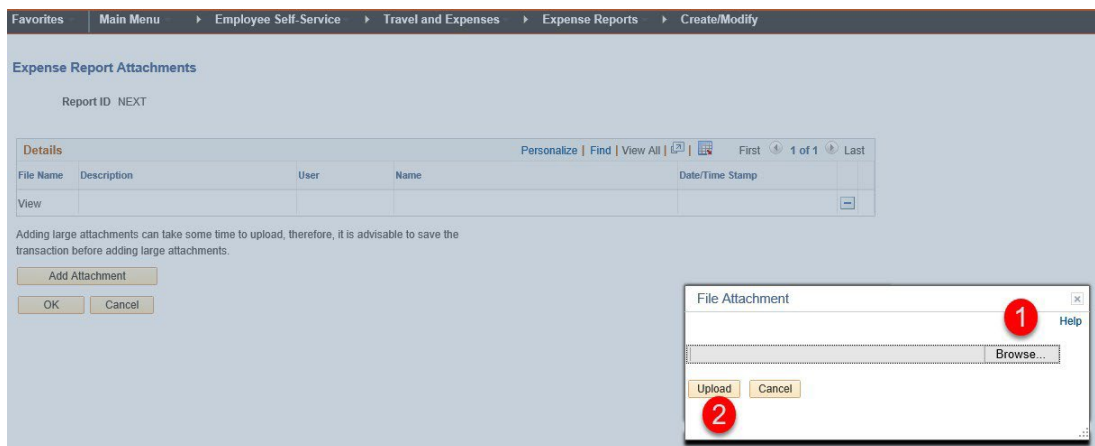
Report ID NEXT

Details					Personalize	Find	View All	First	1 of 1	Last
File Name	Description	User	Name	Date/Time Stamp						
View										

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.



Click the “Add Attachment” button, this will pull up a File Attachment sub panel. Browse your files (1) to find the receipt file(s) you wish to attach, then click Upload (2).



After you upload the receipt, you will see the uploaded file name (1) and you can provide a description if necessary (2).



Expense Report Attachments

Report ID NEXT

Details					Personalize	Find	View All	First	1 of 1	Last
File Name	Description	User	Name	Date/Time Stamp						
Receipt_12-18.pdf	Metro Receipts									

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.



Click on OK button (3) after all receipts and/or documentation has been attached.

Note: We recommend entering the receipts in the same order as the transactions appear on the expense report by combining the receipts together into one PDF file. This will make it easier on all subsequent approvers to review the information.

Entering and looking up locations:

Some expense types will require that a location code be entered. Location is also used to calculate any per diem rates. When you see ***Location**, you will be required to provide a location. (See below highlighted field)

The screenshot shows an expense report form with the following fields: *Date (01/02/2019), *Expense Type (Air Travel), Business Purpose (254 characters remaining), *Payment Type, *Amount (0.00), and *Currency (USD). The *Location field is highlighted in yellow. Below it are *Ticket Number, *Merchant (Standard/Other), and Accounting Details. To the right, there are checkboxes for Default Rate, Non-Reimbursable, and No Receipt, along with Exchange Rate and Base Currency Amount fields.

To look up locations, start by entering the first few characters of the city in the Location field (1), and then click the magnifying glass (2) next to it.

The close-up shows the *Location field with 'Alb' entered and a magnifying glass icon next to it. A red circle with the number 1 is next to the text 'Alb', and a red circle with the number 2 is next to the magnifying glass icon. Below it is the *Ticket Number field.

This will pull up all cities that begin with “Alb” (see below)

The 'Look Up' dialog box shows search criteria: SetID (SYRUN), Description (begins with Alb), Country (begins with), and State (begins with). Below are buttons for Look Up, Clear, and Cancel. The Search Results section shows a table with 53 results, with a red circle 1 pointing to the '1-53 of 53' indicator and a red circle 2 pointing to the scroll bar on the right. A red circle 3 points to the State field.

Description	Country	State
ALBA, MI	USA	MI
ALBA, MO	USA	MO
ALBA, TX	USA	TX
ALBANY, CA	USA	CA
ALBANY, GA	USA	GA
ALBANY, KY	USA	KY
ALBANY, LA	USA	LA
ALBANY, MN	USA	MN
ALBANY, MO	USA	MO
ALBANY, NY	USA	NY
ALBANY, OH	USA	OH
ALBANY, OK	USA	OK
ALBANY, OR	USA	OR
ALBANY, TX	USA	TX
ALBANY, WI	USA	WI
ALBANY, WY	USA	WY
ALBEMARLE, NC	USA	NC
ALBERENE, VA	USA	VA
ALBERHILL, CA	USA	CA
ALBERT CITY, IA	USA	IA
ALBERT LEA, MN	USA	MN

Based on what (1) is showing, there are 53 other cities that start with ALB, you can scroll through the list by clicking and dragging the gray bar (2) on the right-hand side, or you can narrow the list to a state by entering the state abbreviation in the state field (3).

Once you see the city/state you want, you can click on it to select it and it will populate on the expense report line.

Note: If you do not find a location you are looking for; Each state and countries outside the USA have a city of [OTHER].

Look Up

SetID SYRUN

Description begins with [O]

Country begins with []

State begins with [NY]

Look Up Clear Cancel Basic Lookup

Search Results

View 100First 1 of 1 Last

Description	Country	State
[OTHER], NY	USA	NY

In Description type “[O]” and in the State the two-letter abbrev (or in the country the three-letter country code) From a per diem perspective, the amount used is the default amount provided by the [GSA website](#).

Per Diem Expense Types:

- Lodging
- Meals and Incidentals
- Meals-First & Last Day

The rates that are used are determined by the location code and are updated annually for CONUS locations and monthly for OCONUS locations.

The Per Diem Meals-First and Last Day will automatically take 75% of the normal daily per diem rate. This should normally be used on the first and last travel days of your trip.

Per Diem expense types will set a given rate based on the location that is the amount not to be exceeded. You can adjust the amount to be less than the per diem rate if necessary.

Both Per Diem Meal expense types allow you to account for a deduction should you be provided breakfast, lunch, dinner, or any combination of those meals.

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 41.25 USD

*Date 01/02/2019 *Expense Type PerDiem Meals-First & Last Day Business Purpose test business purpose *Payment Type Personal Funds *Amount 41.25 *Currency USD

*Location SALEM, MO

Receipt Split Default Rate Exchange Rate 1.00000000 Non-Reimbursable Base Currency Amount 41.25 USD No Receipt

Accounting Details

If you received a free breakfast, click on the Per Diem Deductions hyperlink.

Create Expense Report

Per Diem Deductions

Report ID NEXT

Please select all expenses that were paid by an establishment or an individual other than yourself.

Per Diem Amount 41.25 USD

Personalize | Find | First 1-3 of 3 Last

Per Diem Details	Deduction Percentage	Deduction Amount	Calc Code	Deduction Flag
Breakfast	20.00			<input checked="" type="checkbox"/>
Dinner	50.00			<input type="checkbox"/>
Lunch	30.00			<input type="checkbox"/>

OK Cancel

Then click on the box for breakfast. Once it has been selected, click OK. The amount will be adjusted (see highlighted amount below)

*Date: 01/02/2019 | *Expense Type: PerDiem Meals-First & Last Day | Business Purpose: test business purpose | *Payment Type: Personal Funds | *Amount: 33.00 | *Currency: USD
 *Location: SALEM, MO | 233 characters remaining | Receipt Split | Per Diem Deductions | Default Rate | Exchange Rate: 1.00000000 | Base Currency Amount: 33.00 | USD
 Non-Reimbursable | No Receipt

Accounting Details ?

Expense Report Approval Workflow:

All Expense Reports will flow through an automated workflow approval process. This approval will send email notifications to the approvers. The approvers will have to sign into MySlice and review the expense report and determine if they want to approve or send back.

After an expense report has been submitted, the initial approval lifecycle will be displayed.

View Expense Report

Shaun Wade Actions: ...Choose an Action

Business Purpose: Travel Reimbursement | Report: 0088000051 Submitted for Approval
 Description: restricted | Created: 01/15/2019 Shaun Wade
 Reference | Last Updated: 01/15/2019 Shaun Wade
 Post State: Not Applied | Notes

Totals ?

Employee Expenses (1 Line)	150.00 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: 150.00 USD | **Amount Due to Supplier: 0.00 USD**

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

Submitted On: 01/15/2019 Submitted By: Shaun Wade

Approval History

Action	Role	Name	Date/Time
Submitted	Employee	Shaun Wade	01/15/2019 12:05:09PM

As the expense report goes through the workflow steps and is approved, there will be updates in the history.

Submitted On: 01/15/2019 Submitted by: Shaun Wade

Approval History

Action	Role	Name	Date/Time
Submitted	Employee	Shaun Wade	01/15/2019 11:57:49AM
Approved	Expense Manager	Michael Cusano	01/15/2019 11:59:07AM

Viewing Expense History:

In the Expenses WorkCenter, click the Expense Report View link:

The screenshot shows the Expenses WorkCenter interface. At the top, there is a navigation bar with a back arrow and 'Employee Home' on the left, and 'Expenses WorkCenter' on the right. Below this, the 'Expenses WorkCenter' header includes a settings gear icon and a left arrow. The main navigation area has tabs for 'Main' and 'Reports/Queries', and a 'Links' section with a refresh icon and a menu icon. The left sidebar lists various actions: 'Travel and Safety', 'Credit Card Processing - Expenses', 'Expense Processing - Employee', 'Approve Transactions', 'Expense Report Create/Modify', 'Expense Report View' (highlighted with a red arrow), 'Expense Report Print', 'Expense Report Delete', 'Cash Advance Create/Modify', 'Cash Advance View', 'Cash Advance Print', and 'Cash Advance Delete'. The main content area is titled 'Expense Report' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. The 'Search Criteria' section includes: 'Report ID' (begins with dropdown and text input), 'Report Description' (begins with dropdown and text input), 'Name' (begins with dropdown and text input), 'Empl ID' (begins with dropdown, text input, and search icon), 'Report Status' (= dropdown and dropdown menu), and 'Creation Date' (= dropdown and date picker). There is also a 'Case Sensitive' checkbox. At the bottom, there are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'.

The user can click the search button to see a list of reports or use the search fields. This can be helpful to look up past reports in the future, or to check in on the status of reports that have already been submitted for approval.