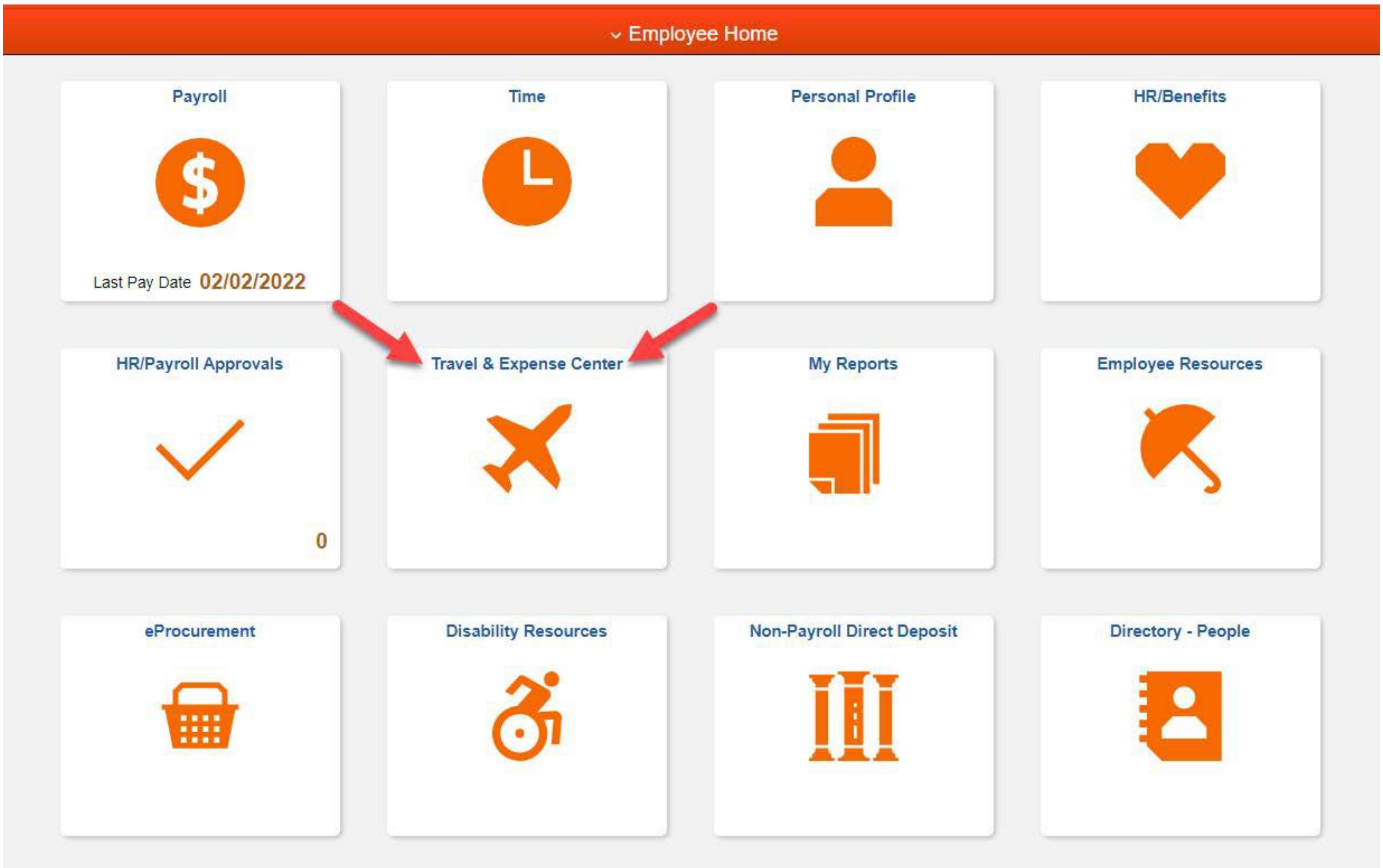
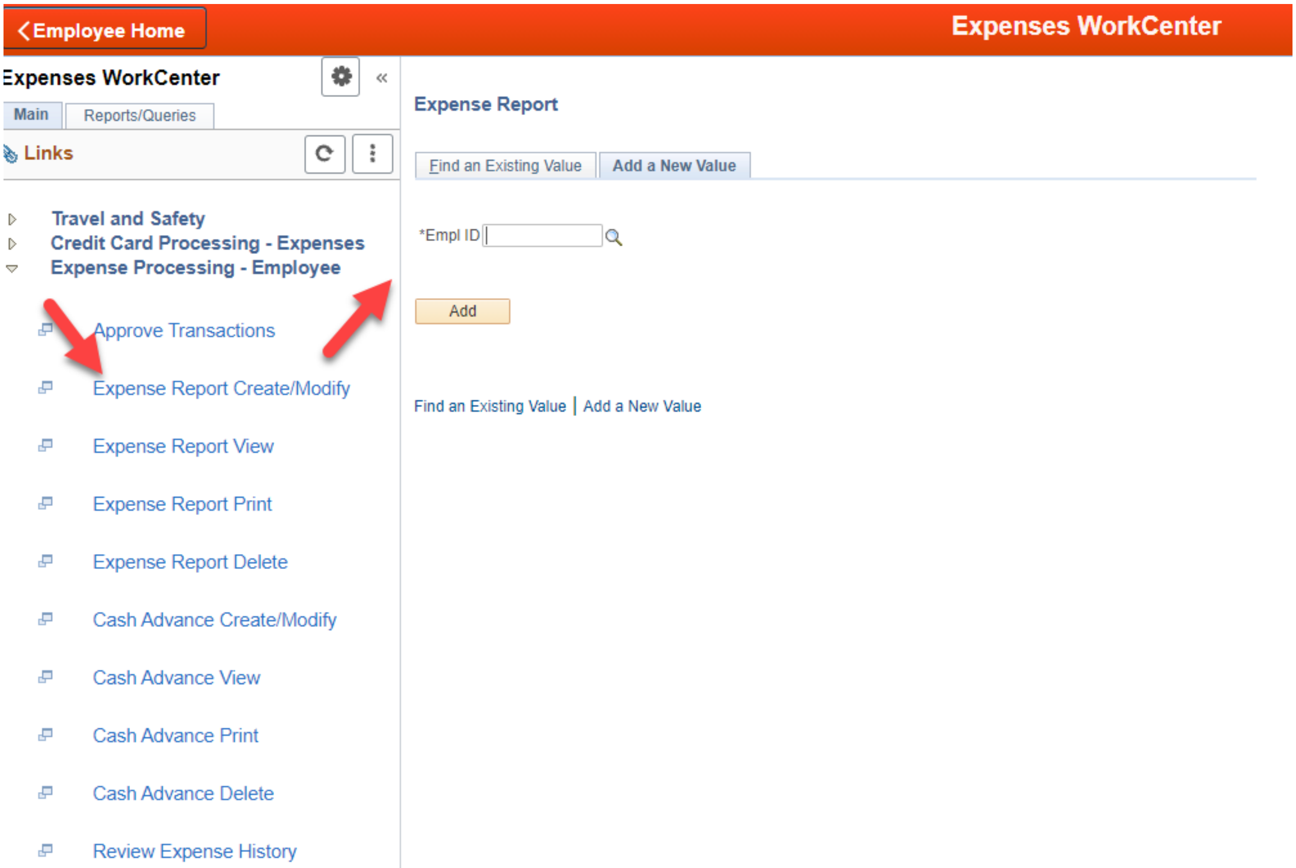
Submitting Expense Reports for Reimbursement in the Travel & Expense Center

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



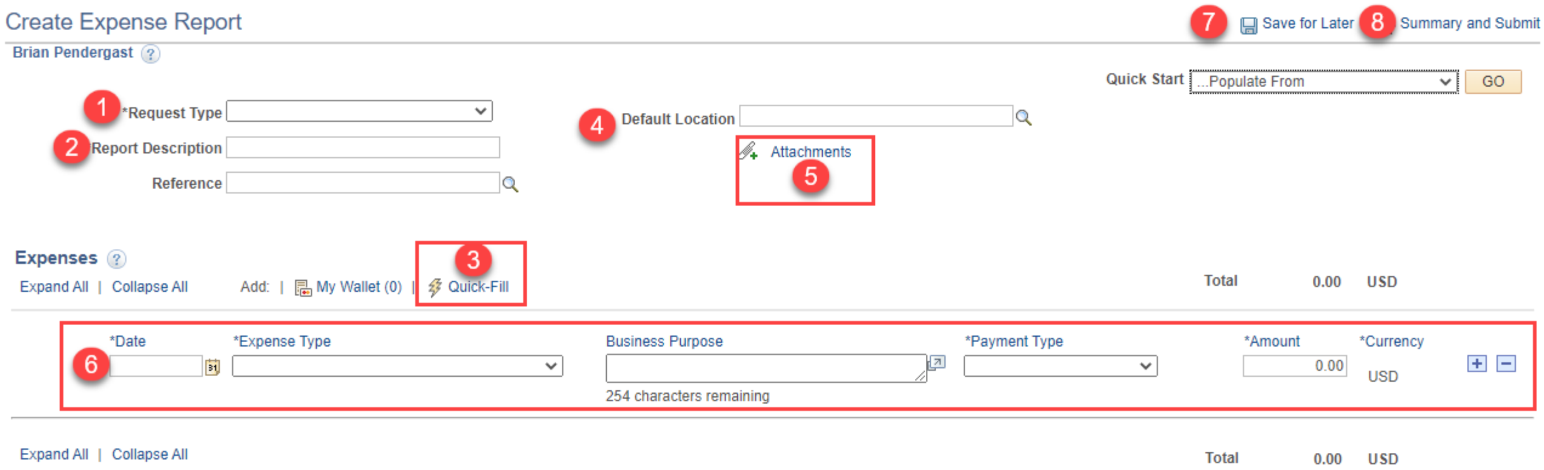
Expense Report Entry:

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:



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:



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.

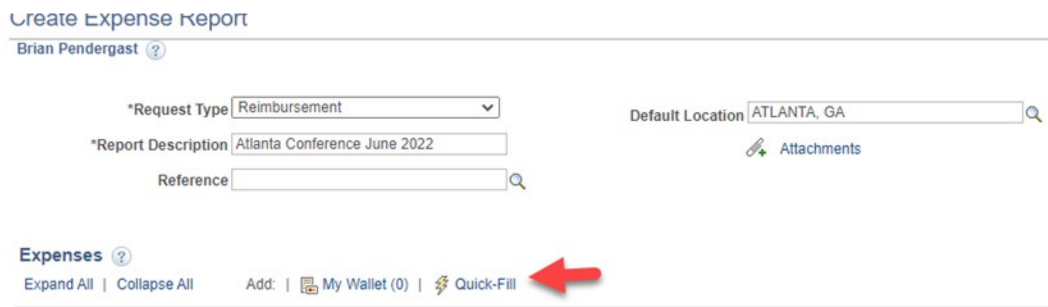
- Expense Type – depending on the expense type, additional information may need to be entered. (Location, Merchant, Ticket Number, Mileage, Account Code, etc.)
- Business Purpose - this should explain the purpose/reason for the expense.
- Payment Type – Always select “Personal Funds” for reimbursements.
- 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.

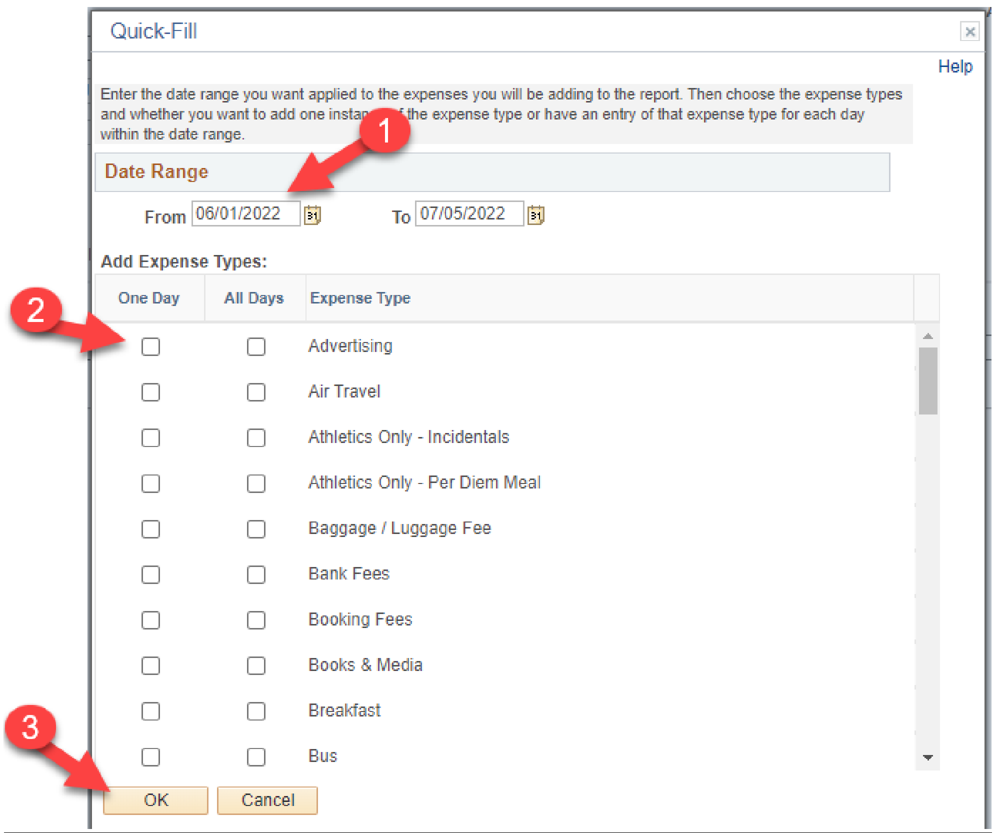
8) Click the “Summary and Submit” link once the report is ready for approval. This will take you to submission page.

Using Quick-Fill:

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

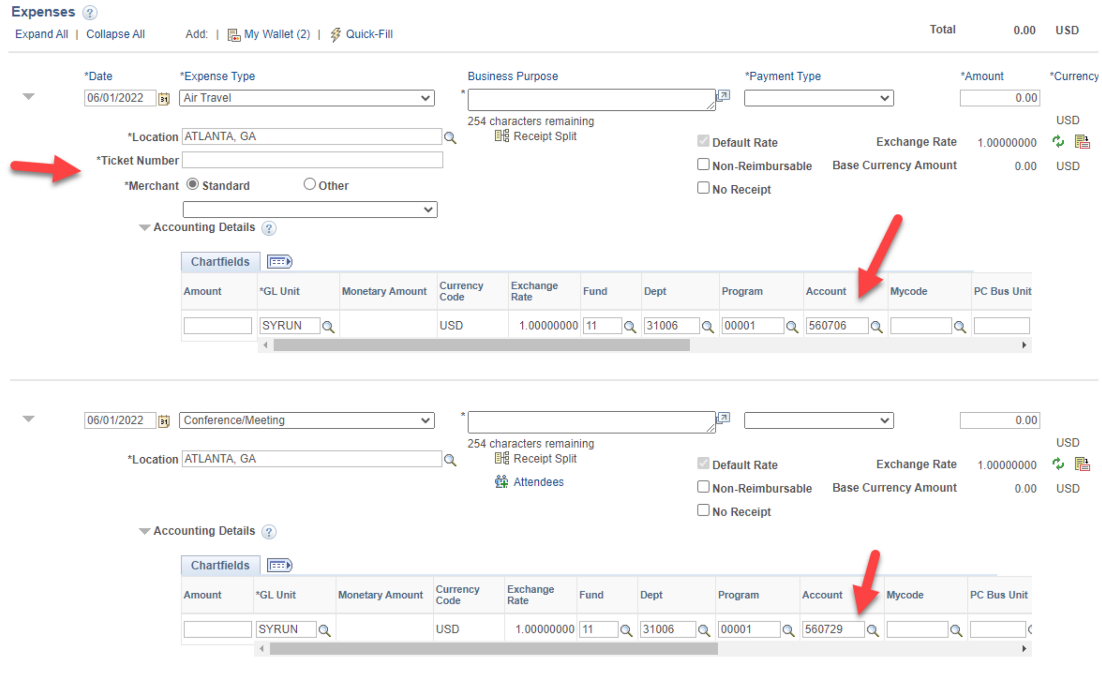


Select the date one of the charges occurred on (1). Then you can select one day or all days (2). Most of the time you will choose "One Day" unless there were multiple same expense types every day over a series of days. After you select the expense types needed for the expense report, click OK (3) to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



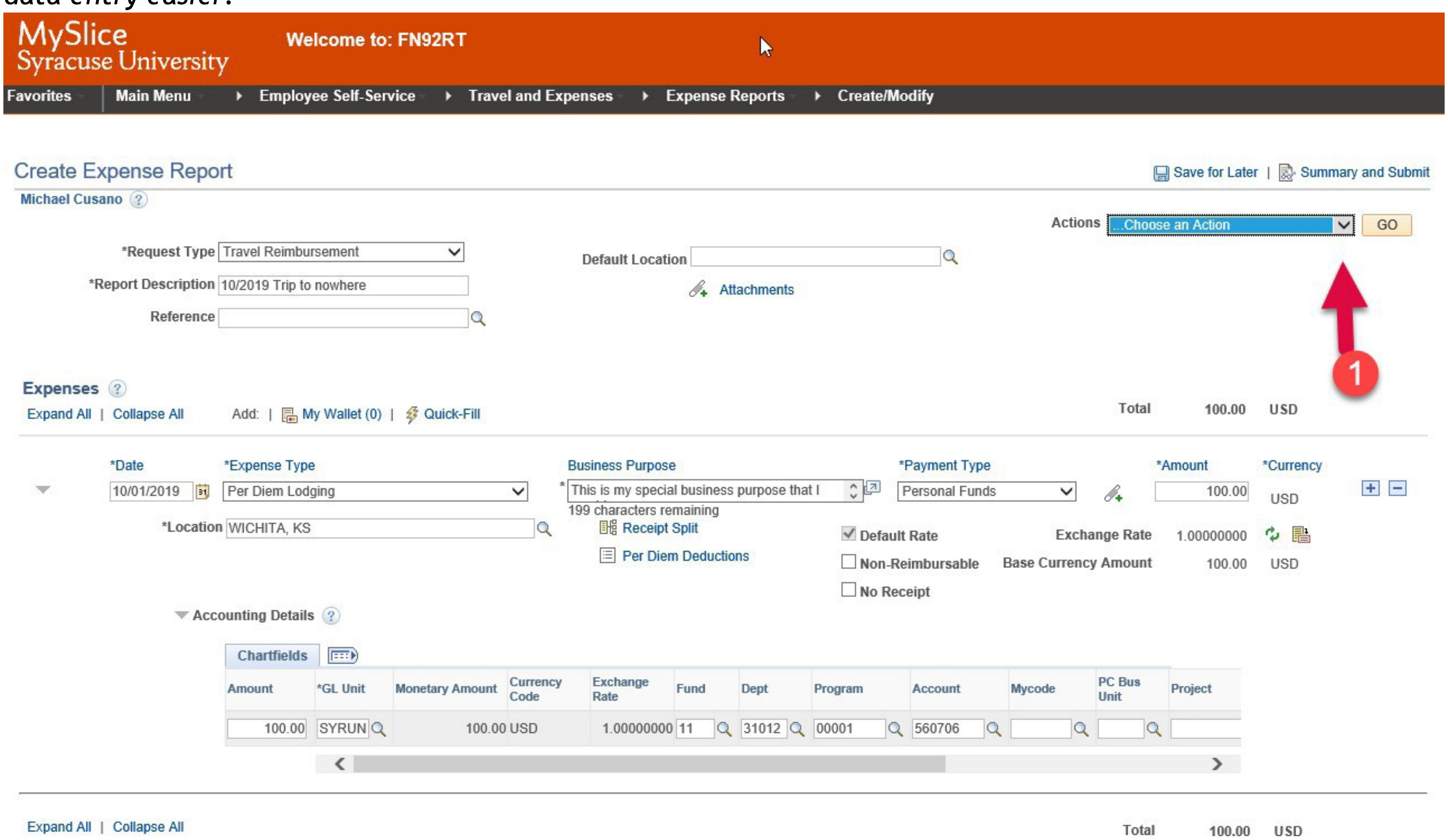
Note: Please make sure to modify the dates of the expenses as needed if they were not charged on the same day.

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.

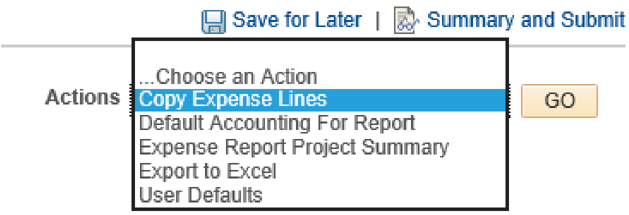


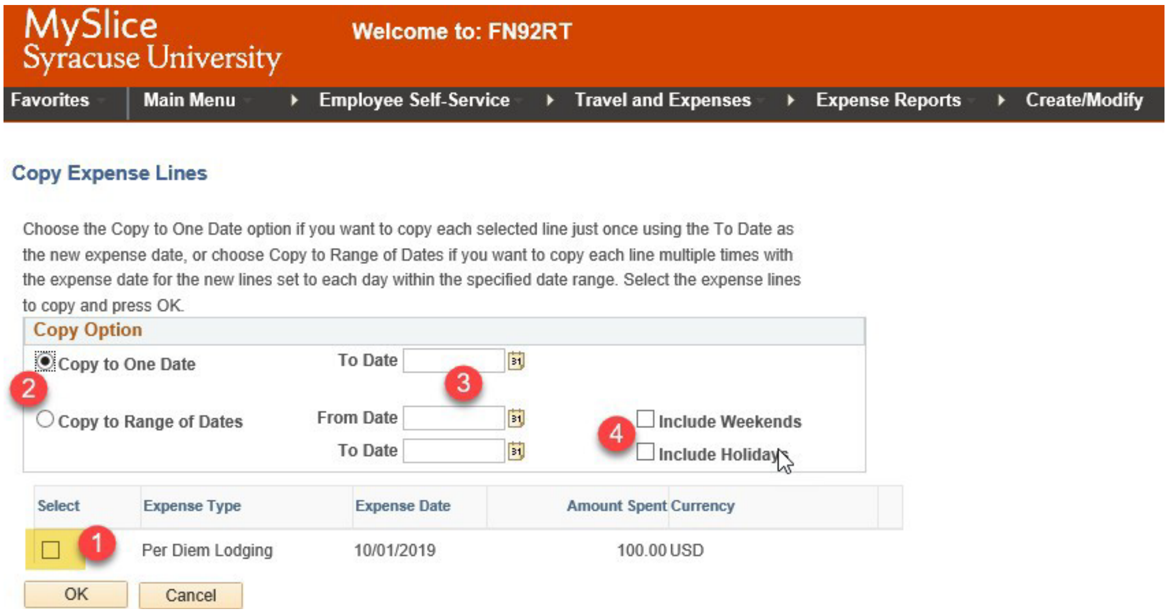
Copying Expense Lines:

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



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.

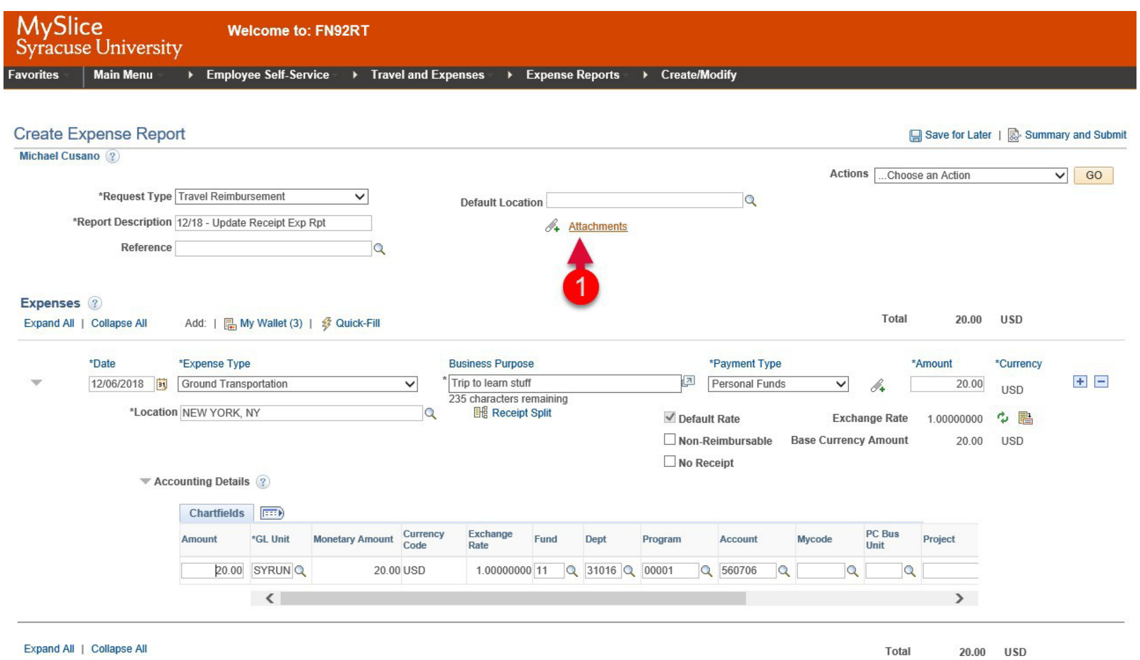




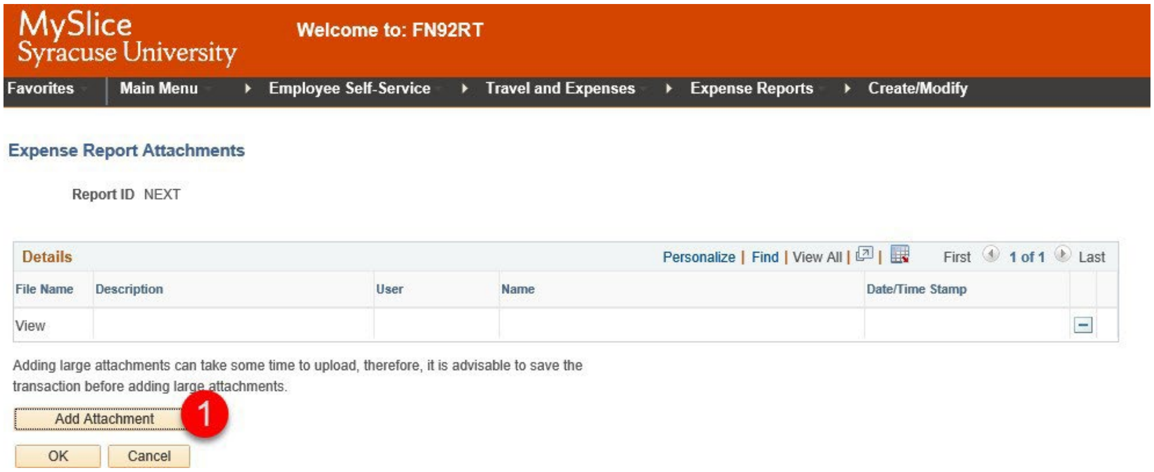
(1) Select the lines you want to copy; (2) select to copy to one date or a date range; (3) select the specific date(s). (4) check the box if you want to include weekends and or holidays in your dates.

Attaching Receipts:

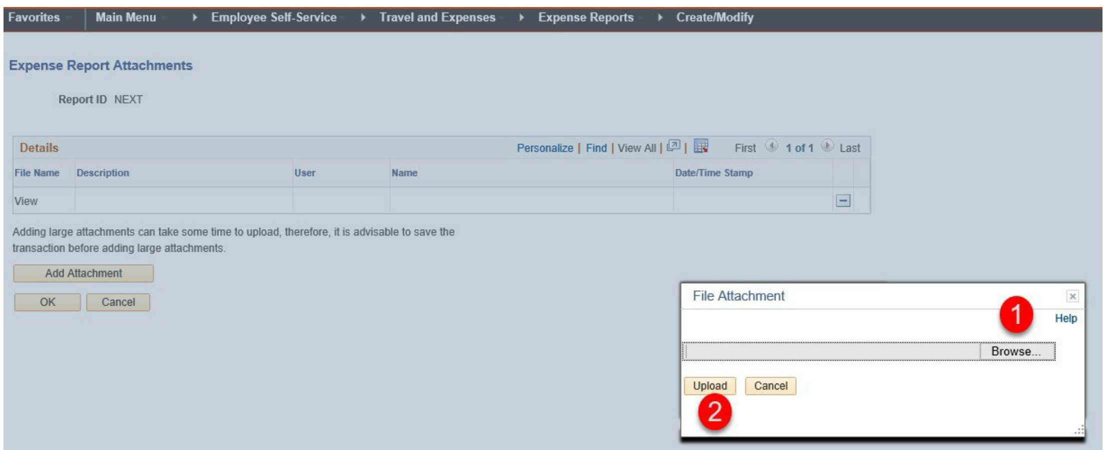
Click on the Attachments hyper link located below the default location at the top of the page (1).



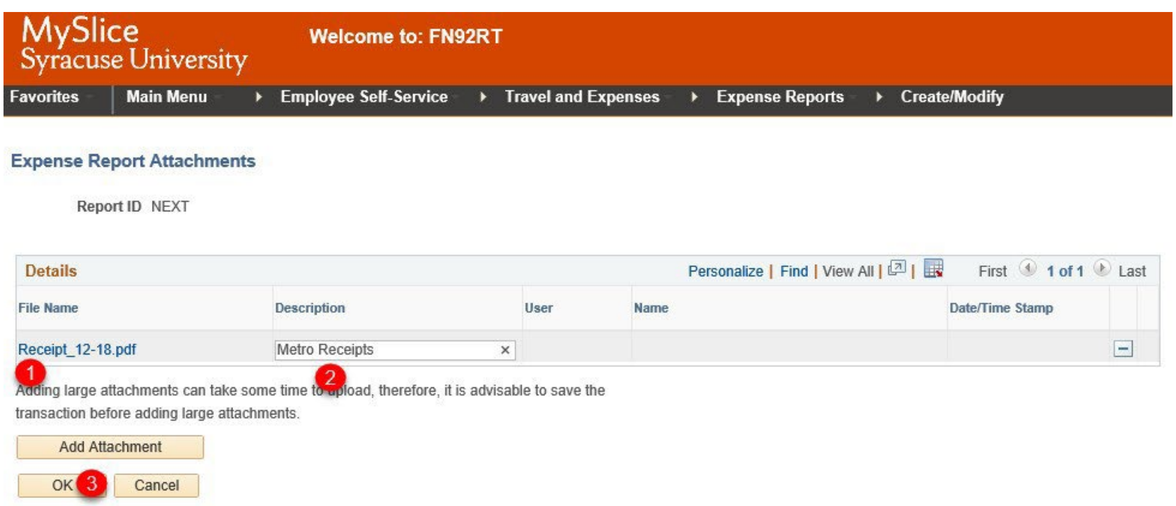
This will pull up the Expense Report Attachments page.



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).



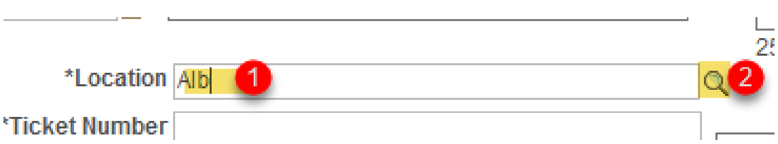
Click on OK button (3) after all receipts and/or documentation has been attached.

__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.

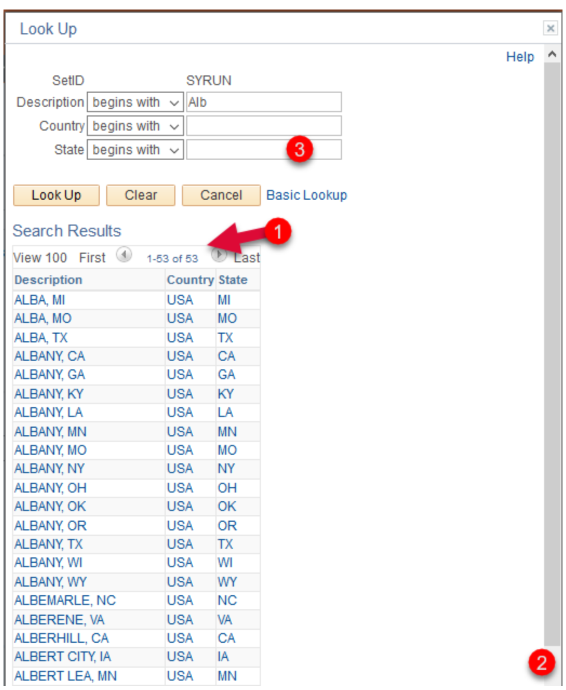
Entering and looking up locations:

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)

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.



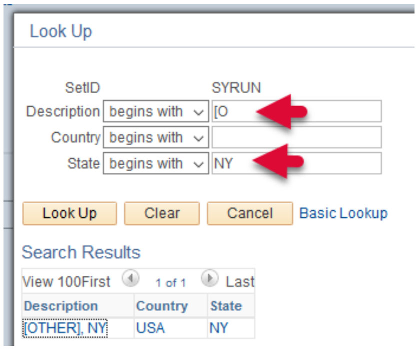
This will pull up all cities that begin with "Alb" (see below)



Based on what (1) is showing, there are 53 other cities that start with ALB, you can scroll through the list by clickingand 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].



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:

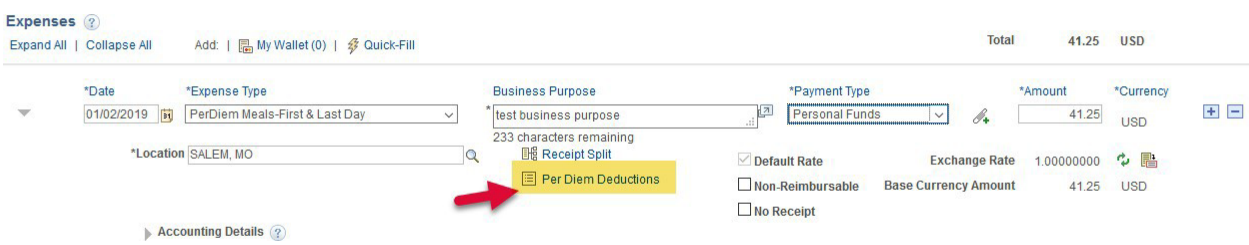
- Lodging
- Meals and Incidentals
- Meals-First & Last Day

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

The Per Diem Meals-First and Last Day will automatically take 75% of the normal daily per diem rate. Thisshould 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 providedbreakfast, lunch, dinner, or any combination of those meals.



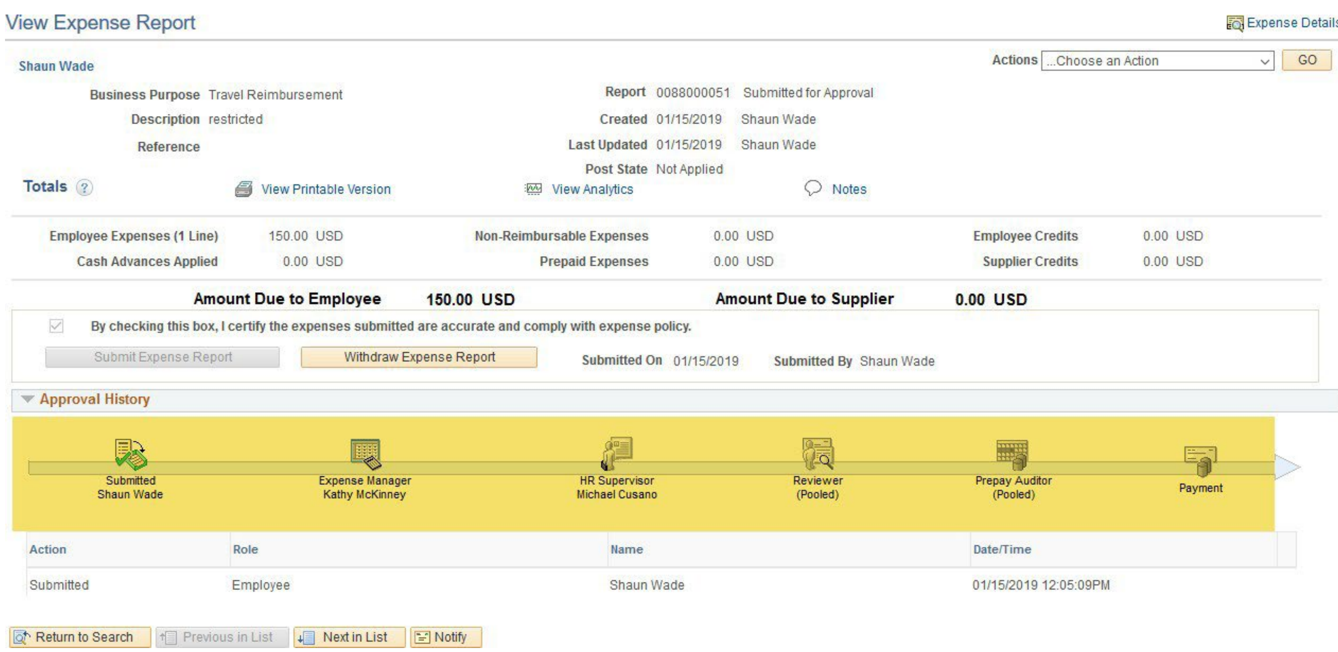
If you received a free breakfast, click on the Per Diem Deductions hyperlink.

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

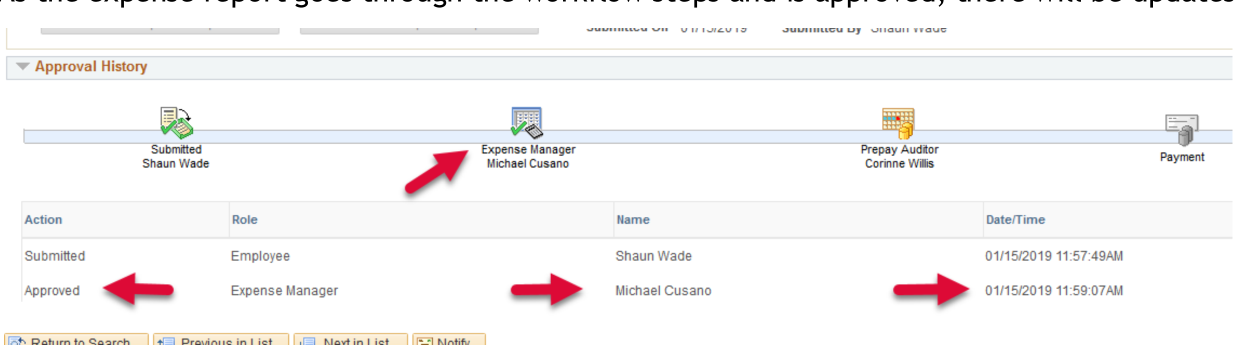
Expense Report Approval Workflow:

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.

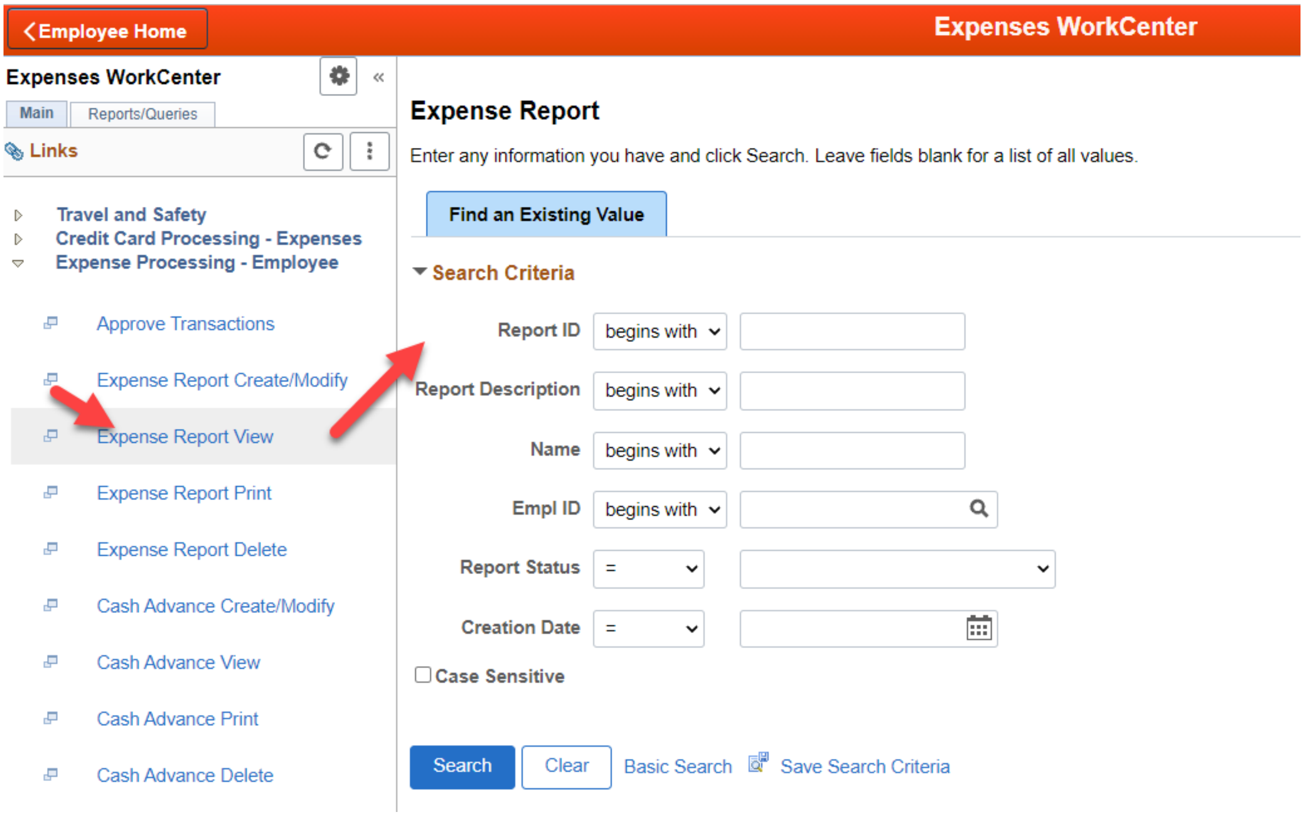


As the expense report goes through the workflow steps and is approved, there will be updates in the history.



Viewing Expense History:

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



The user can click the search button to a 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.