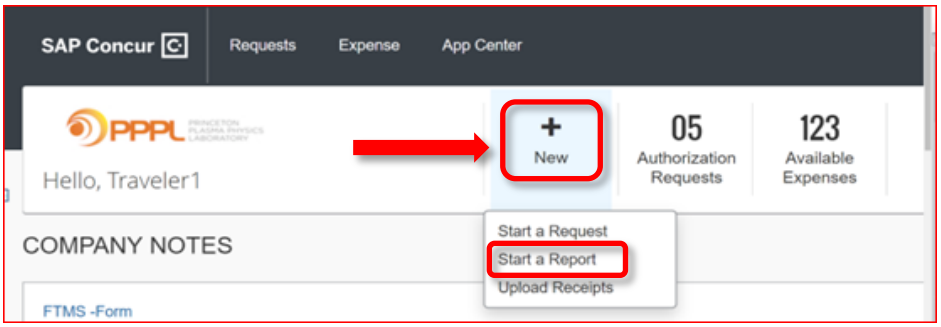
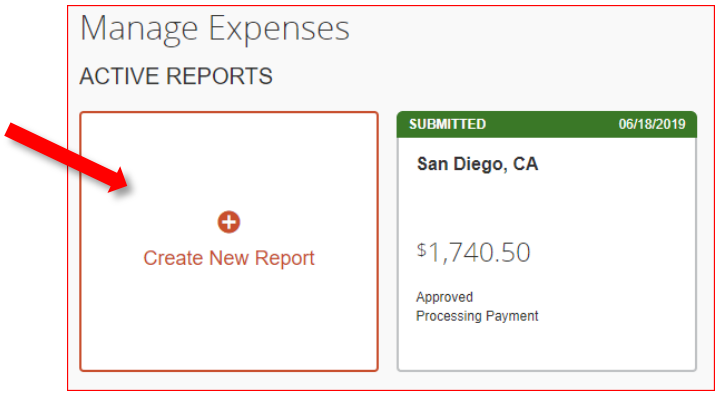
Creating a Travel Expense Report

Objective: This section will go over the steps in detail on how to create a Travel Expense Report

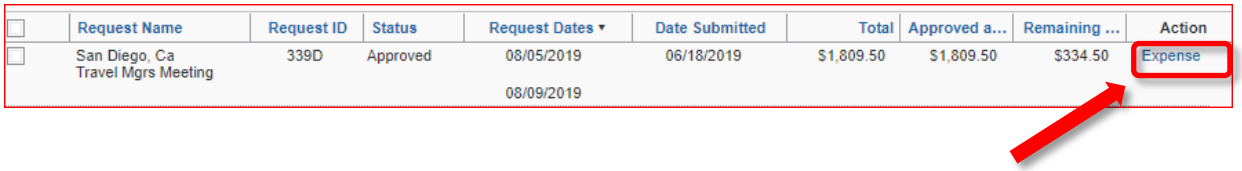
1. Hover over the + *New* button near the top of the screen and **select** *Start a Report.*



OR **click** on *Expense* at the top of the screen. This will take you to a screen with your active expense reports shown. You can then **click** *Create New Report* in order to create a new report.

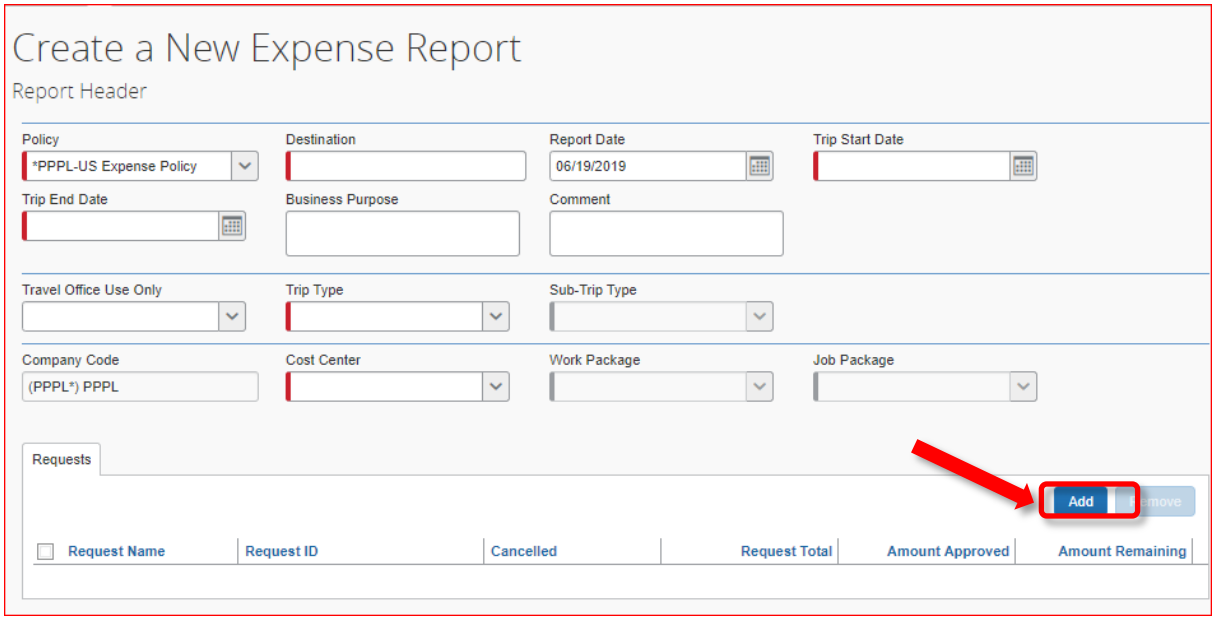


OR, **click** on *Requests* at the top left of the screen and locate your approved request that you want to create an expense report for. You will see a column on the right of the screen labeled "*Action*", with the option *Expense* available. Clicking on that will take you to *the Create a New Expense Report* page, and this action will complete steps 2 & 3 for you. Skip to Step 4.

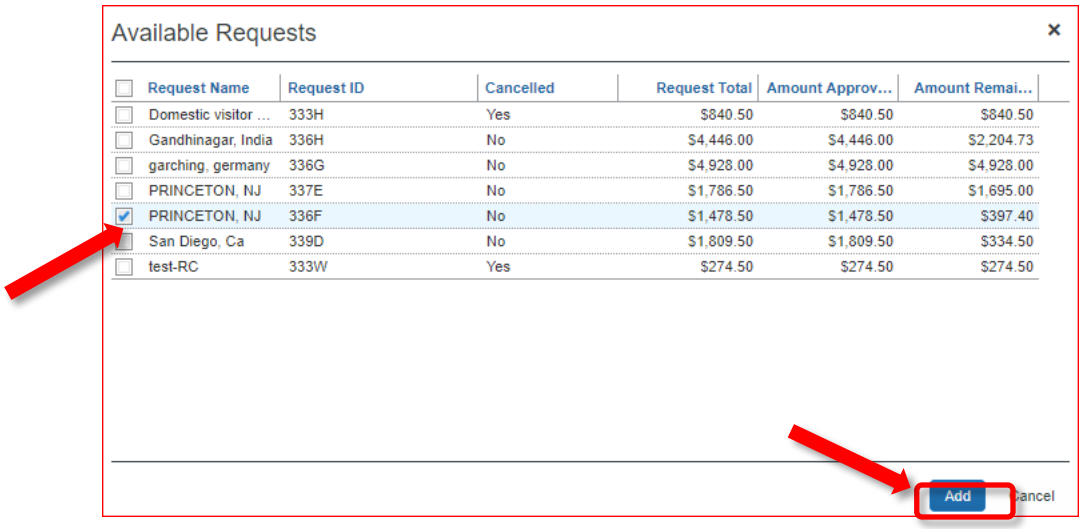


Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
San Diego, Ca Travel Mgrs Meeting	339D	Approved	08/05/2019 08/09/2019	06/18/2019	$1,809.50	$1,809.50	$334.50	Expense

2. You will now be on the Create a New Expense Report page. Click the Add button on the bottom left hand corner to select the approved Travel Request that you are creating an Expense Report for.



3. Identify and select the approved Travel Request that you are creating an Expense Report for, then **click** the *Add* button.



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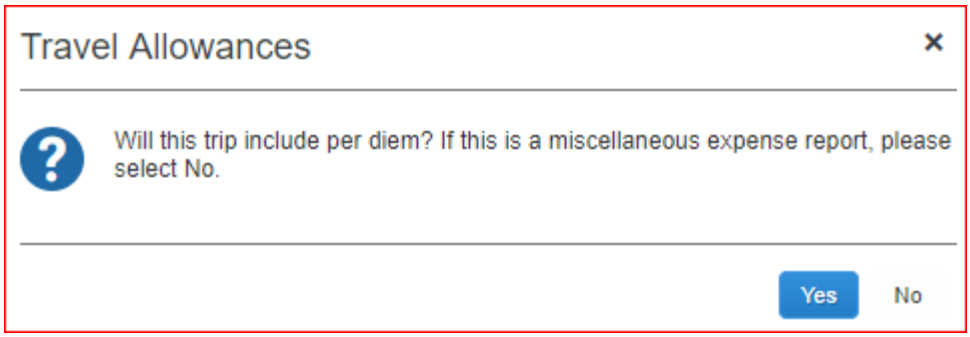
4. Once the approved Travel Request has been linked to the Expense Report, the information on the Request Header automatically loads to the Expense Report Header. **Review** the information loaded, and **click** the *Next* button at the bottom of the page to continue.

Note: Make sure you have a request associated with every Travel Expense Report. You will not be able to submit without an approved Travel Request.

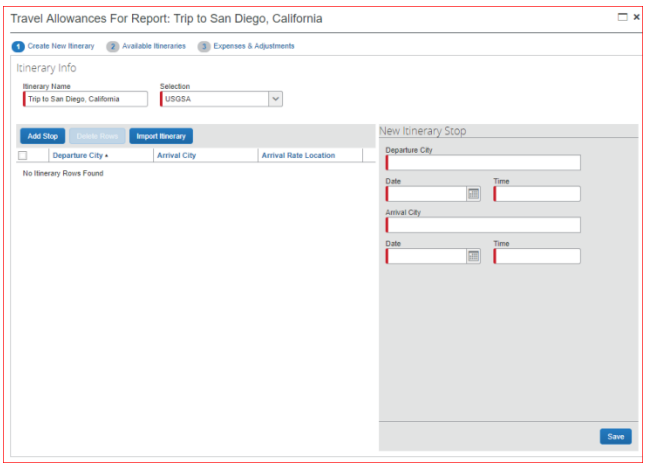
5. A popup will appear that will ask you if you will be claiming lodging and/or Meals & Incidentals Expenses (M&IE). **Choose** the appropriate response to continue. If you will not be claiming any lodging or M&IE reimbursement, **select** *No* and skip to step 10.



6. The *Travel Allowances* page is where you will enter the itinerary for your trip. An itinerary assigned to an expense report is to calculate the reimbursable per diem rate for the trip. When building the itinerary, complete *New Itinerary Stop.*:

Note: The Itinerary Stop information should answer:

- Where did you leave from?
- When did you leave?
- When did you arrive at the business/lodging destination?
- Where is the location of the business/lodging destination?



7. Complete the second *New Itinerary Stop* information for return travel by repeating step 6. **Click** *Save* after every New Itinerary Stop is completed.

Note: This stop answers the following questions:

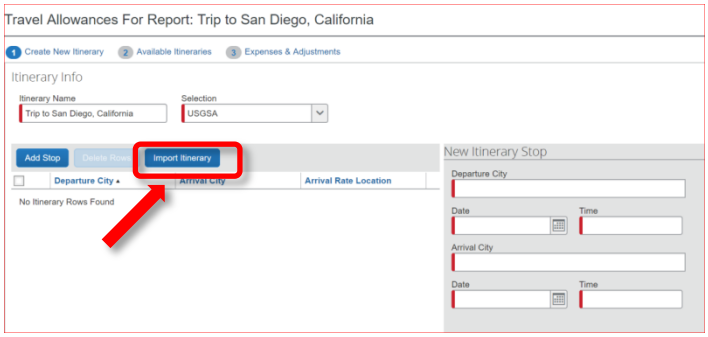
- How long did you stay in the Business/lodging destination?
- When and where did you go next?

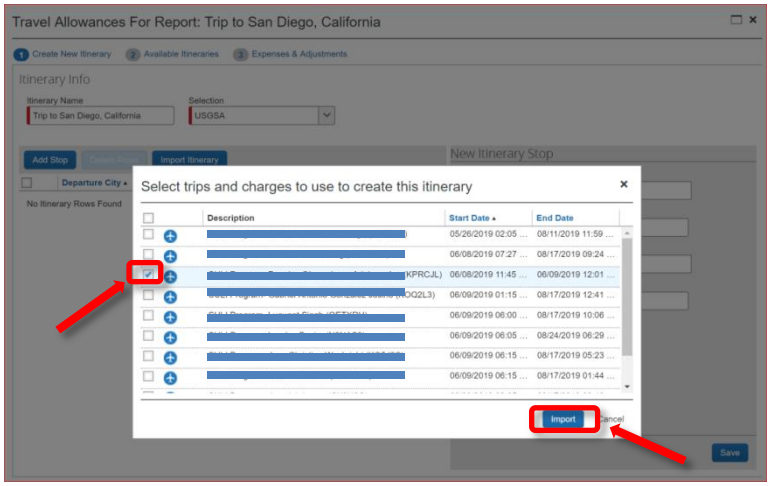
Note: When visiting several cities/states/countries in one trip, there will be several itinerary stops – representing the per diem rates for each of those business locations.

Note: An itinerary stop is not required for every leg of the flight (unless per diem will be claimed for reimbursement). At least 2 itinerary stops are required.

Note: Only indicate the dates of the business portion of your trip. If your trip includes personal/non-PPPL business time either before or after the business portion of the trip, exclude those days from the itinerary.

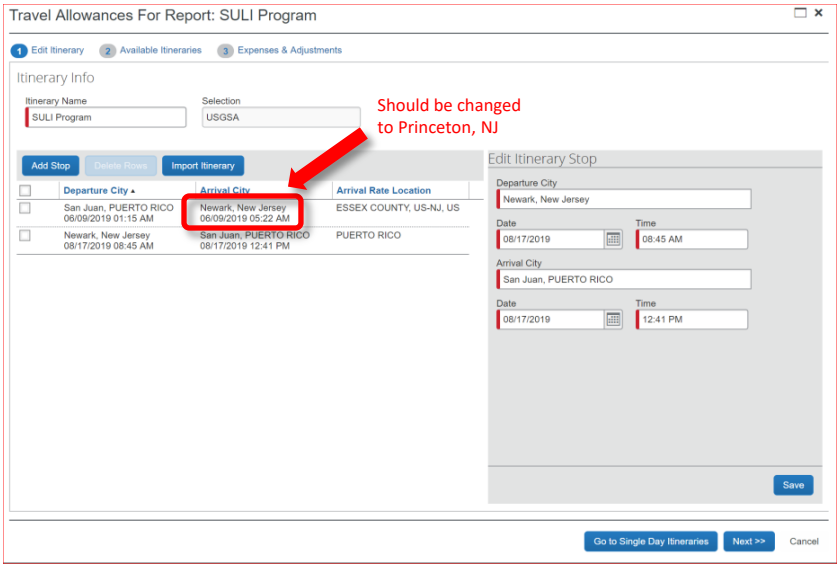
8. If you booked your travel arrangements via Concur Travel / Graycar, **Click** on *Import Itinerary* to select the appropriate itinerary to assign to the expense report.





9. Review the itinerary imported and make all necessary adjustments to the itinerary.

Note: When importing an itinerary, the Arrival city may not be your final business/lodging destination. For example, you are flying into Newark Airport, but your business/lodging location is Princeton, NJ. In this case, you should change the Arrival City to Princeton, NJ in order for the system to calculate the correct per diem rate.

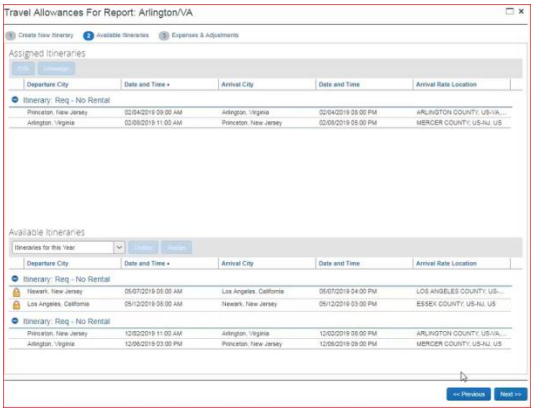


10. Click *Next* after all New Itinerary Stops are complete; and at least two lines appear on the left.

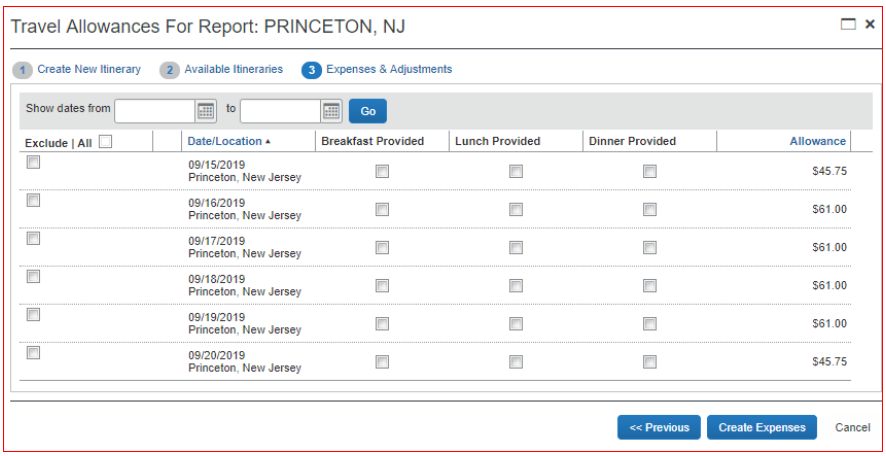
The assigned Itinerary is displayed. **Review** the itinerary you have assigned to the Expense Report, **click** *Next* at the bottom of the page to continue.

Note: If changes are required, click the displayed Itinerary lines and select Edit.

Note: All itineraries that were created or are available will appear either under Assigned or Available Itineraries.

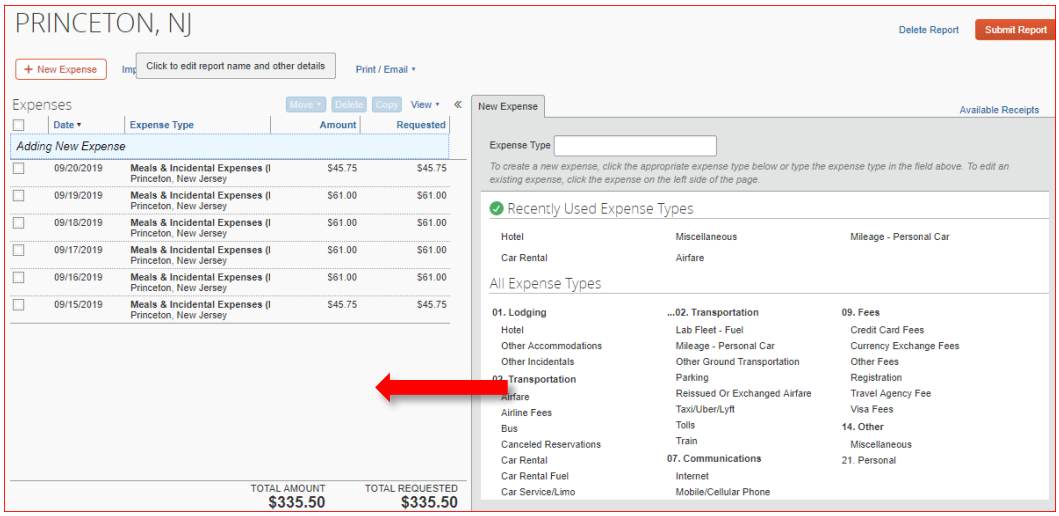


11. Expenses and Adjustments display the CONUS (or OCONUS) rates, based on the business/lodging location. 75% of the travel allowance on the first and last day of travel is automatically calculated. Indicate the meals that were provided while traveling by selecting the appropriate boxes.

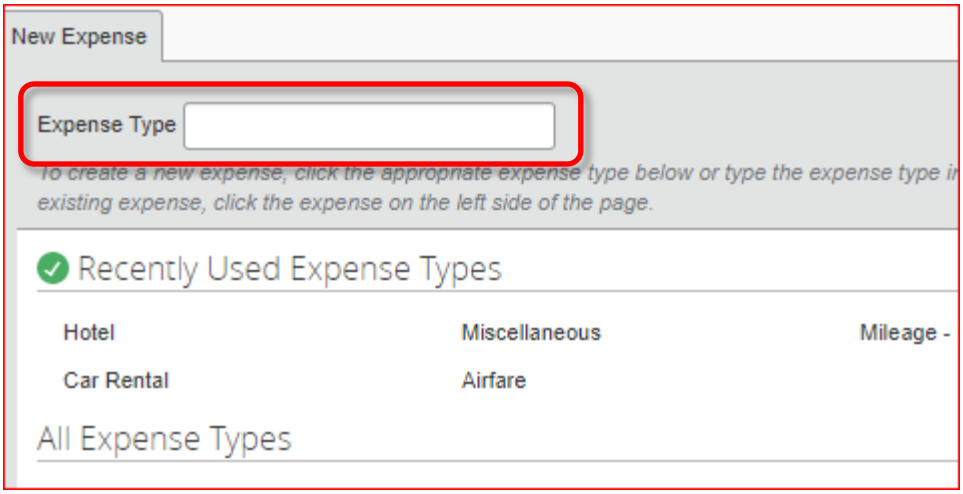


12. Click the *Create Expenses* button to Continue. Your M&IE expenses is now imported to the Expense Report.

13. You will be brought to the page where you can begin submitting your actual expenses. The screen is split into two sides. On the left will be the expenses you are submitting. On the right side are the expense types that you can add.



14. To add new expenses, click on any of the expense listed on the right side, OR search for a specific expense type using the search filter at the top of the tab. This will narrow down the available expenses to only show those that match your search.



15. For each expense selected, complete required fields.

Note: Make sure to account for all travel expenses incurred for your trip, including expenses that have been prepaid by PPPL (i.e., airfare, registration fee).

16. The following expense types require additional steps such as itemization, allocation, or have additional fields that need to be filled out.

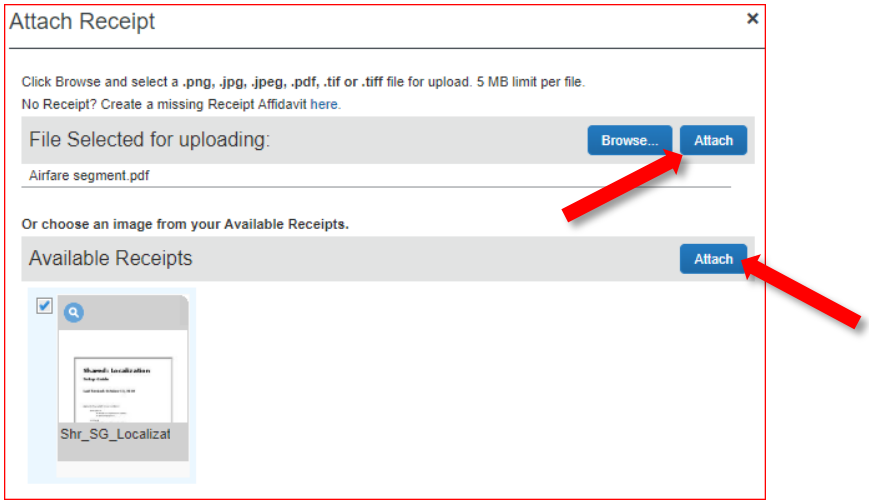
- **Lodging**: Requires itemization and special attention to the Travel Allowance checkbox.
- **Personal Car Mileage:** Concur has a Mileage Calculator tool to automatically calculate the amount to claim for your personal miles. You can also use the calculator to deduct your commute miles, if applicable.

17. For most of the expenses and any expenses over $50, you must attach a receipt in order to submit your expense report. You can attach your receipts as you add your expense type.

Note: This orange icon will appear on the left hand side of each expense that requires a receipt. This icon will turn blue once you attach the receipt.

To add a receipt to your expense, select the expense related to you receipt and **click** the *Attach Receipt* button at the bottom right of the page.

18. You will then be given the option to either upload a file from your computer or to select a previously uploaded receipt. Uploading your receipt or selecting your receipt image will allow you to **click** the *Attach* button next to the option you selected.

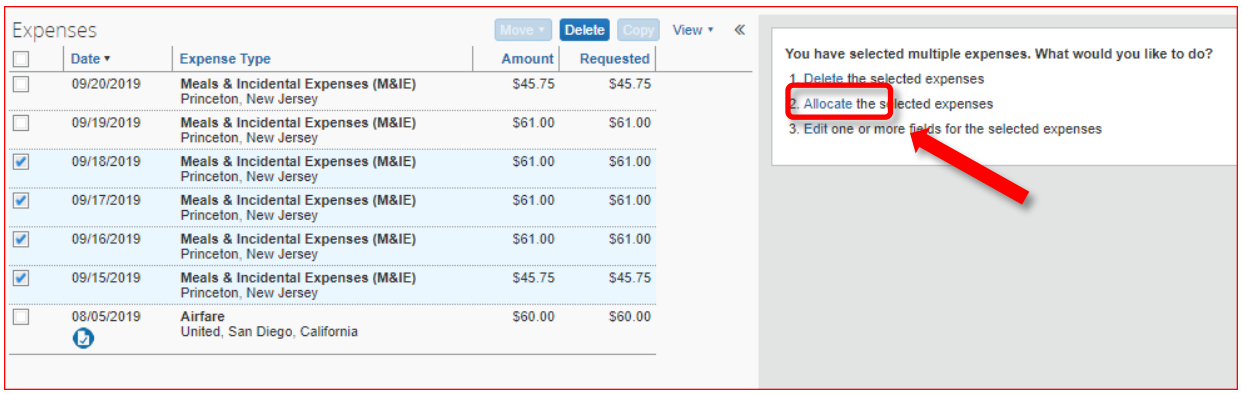


19. The receipt will be attached to your expense.

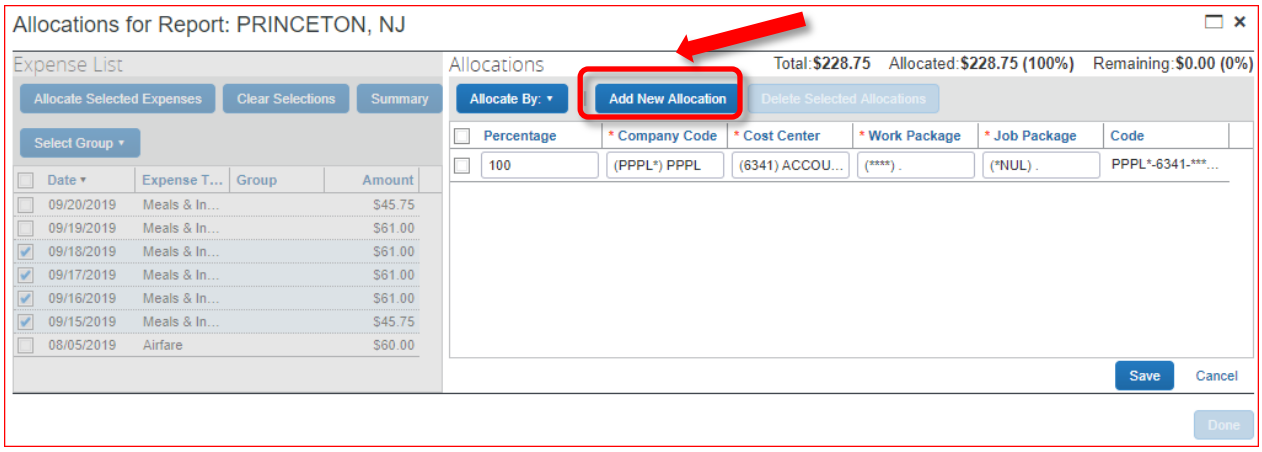
20. Repeat steps 14-19 until all expense are entered and all appropriate receipts have been uploaded and attached.

21. If your trip is being supported by multiple cost centers, **select** all the expenses that need to be allocated (on the left half side) and **click** *Allocate the selected expenses* on the right half side.

If your trip is supported by only one cost center – skip to step 24.

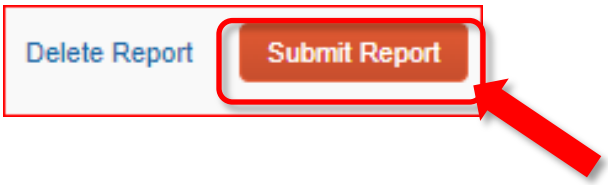


22. A popup screen for Allocations for Report will appear. The cost center that was entered on the Request Header will appear with 100% allocation. **Click** on *Add New Allocation* to add a new cost center, and adjust the appropriate percentage of the allocations.



23. Once you have made all appropriate allocations, **click** *Save*. You will now see an indicator on the expense(s) that are being supported by multiple cost centers.

24. Review all added expenses for the Expense Report, and click Submit Report when you are ready to submit for approval.



25. Read the popup containing PPPL User Agreement, **click** *Accept & Submit* to certify.

26. Click *Submit Report* and **t**he Expense Report will be routed to the Accounting Division for reviewing and processing.

27. You will see a popup indicating that your Report was successfully submitted, and you will see a summary of the disbursements.