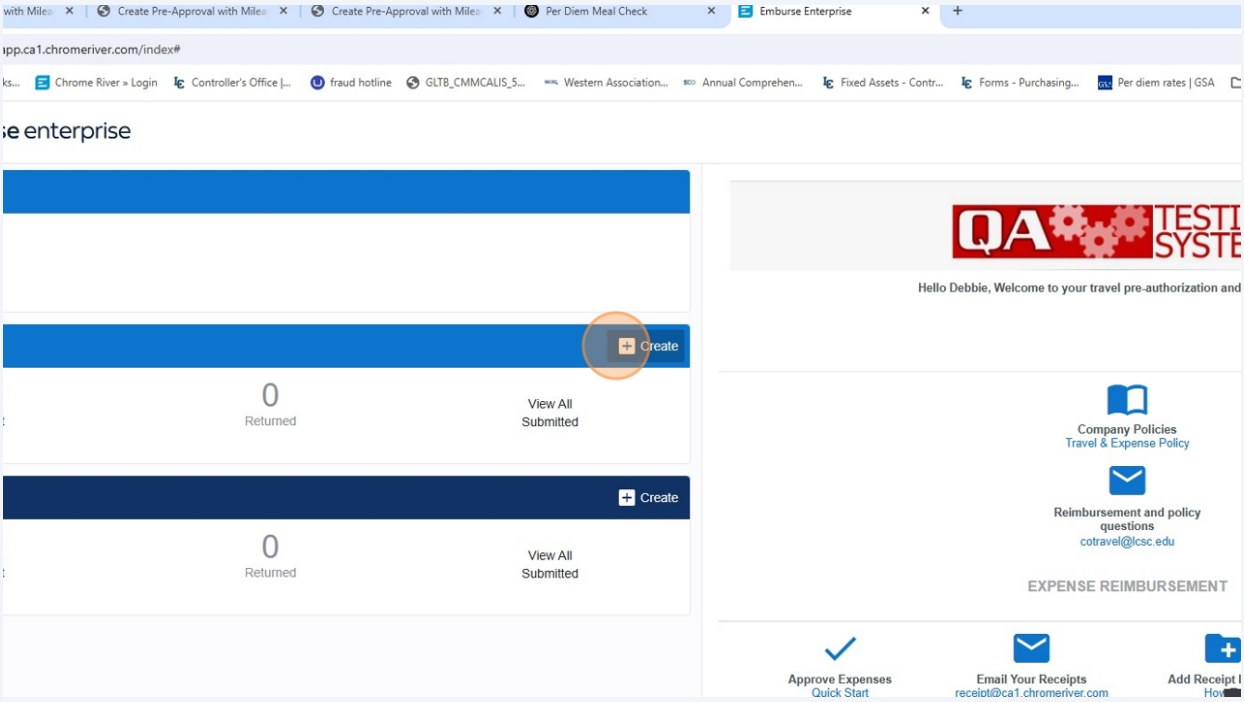
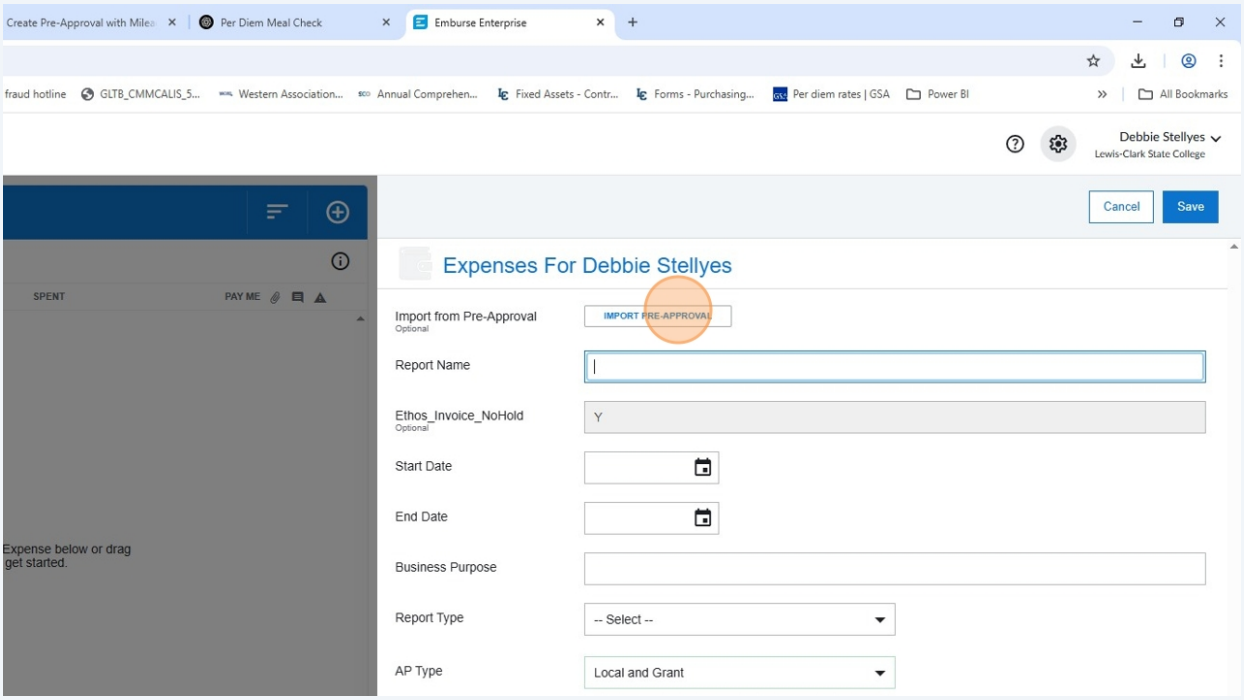
How to create Expense Report (EX: Mileage and Full Day Per Diem)

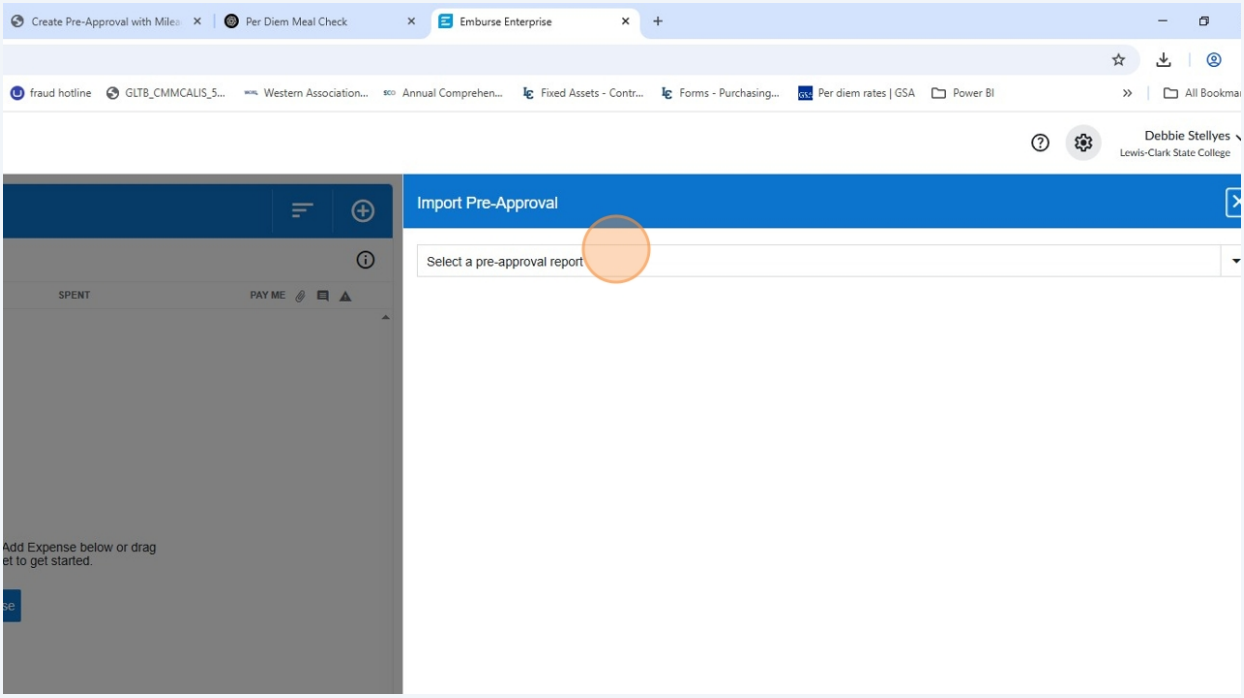
1 Click here



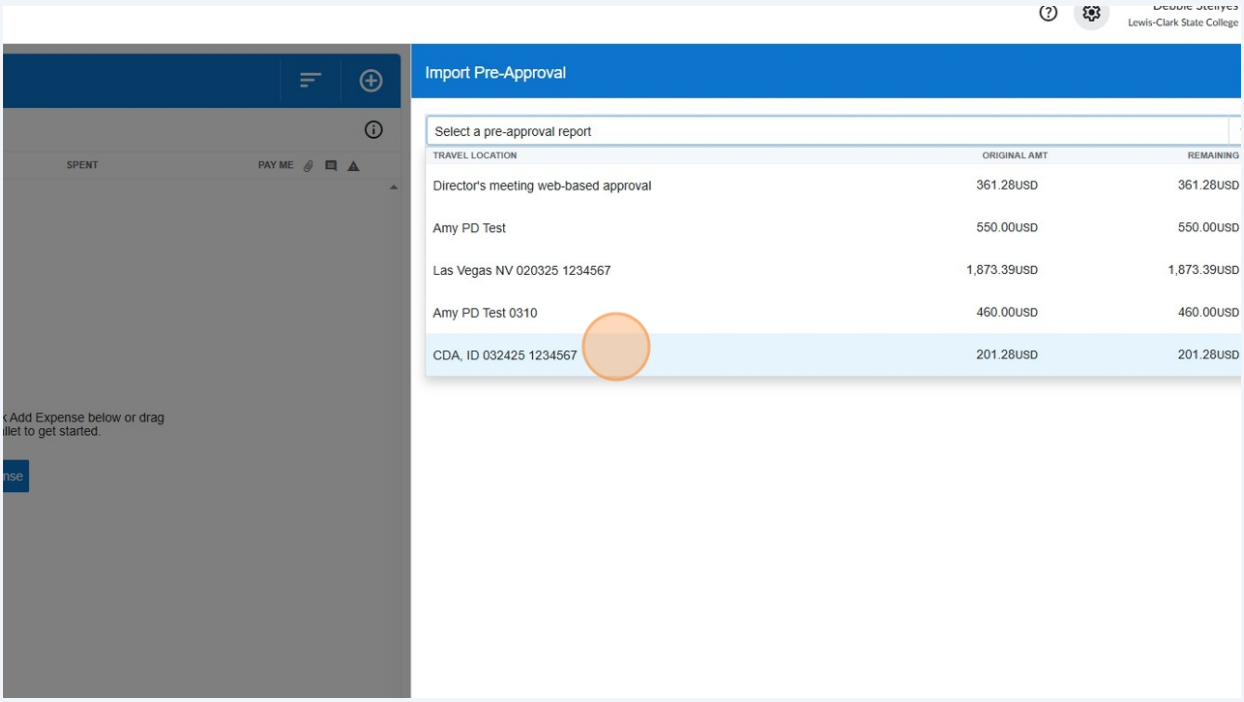
2 Click here



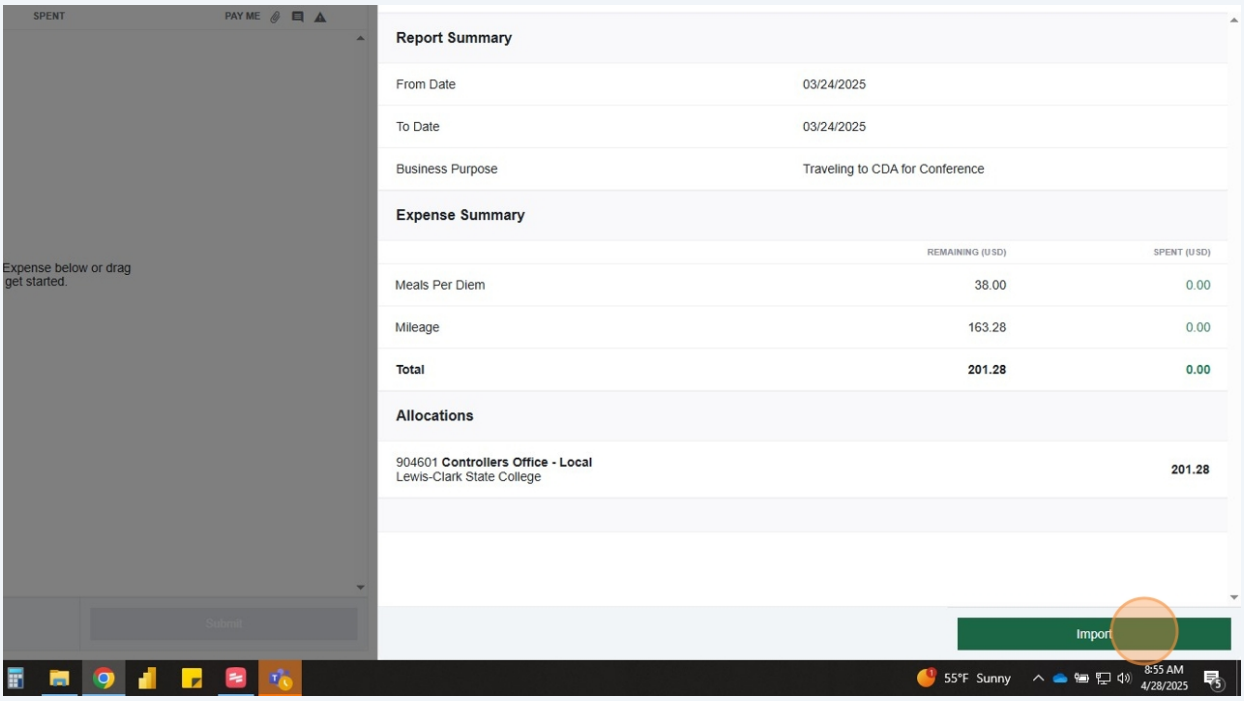
3 Search for the pre-approval you are trying to do an expense report on and click on name.



4 Click here



5 Click here

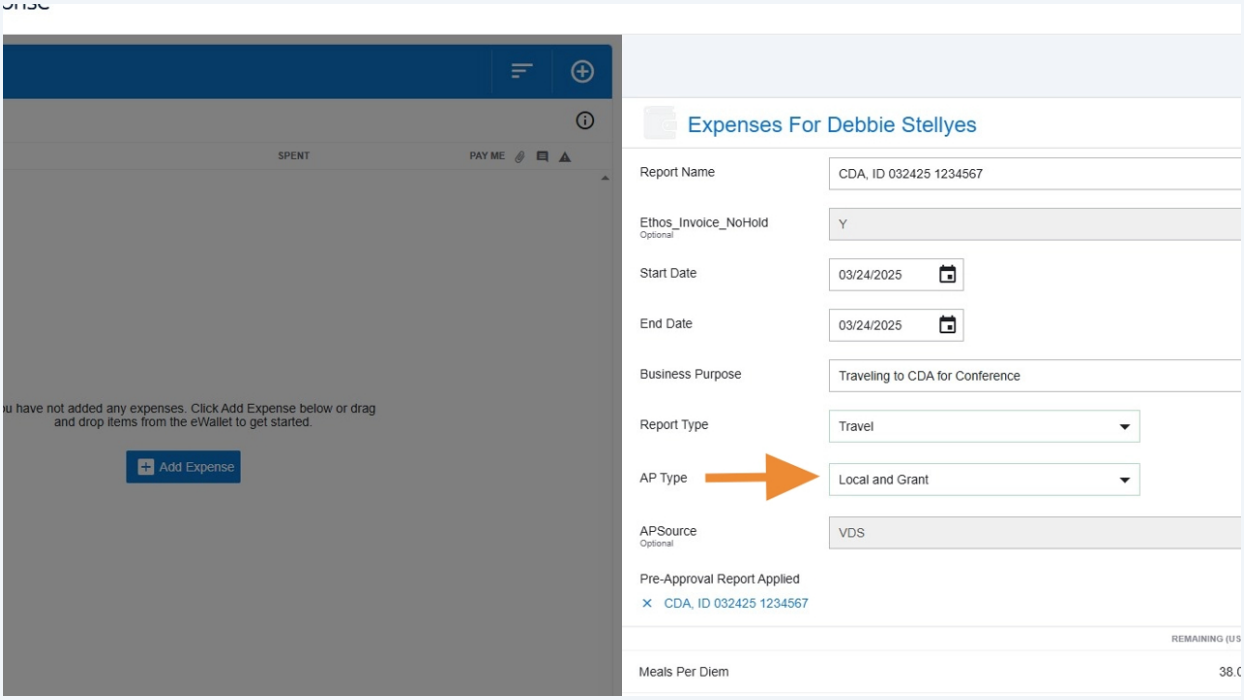


6 Select correct AP Type that is associated with Cost Center that is going to be charged.

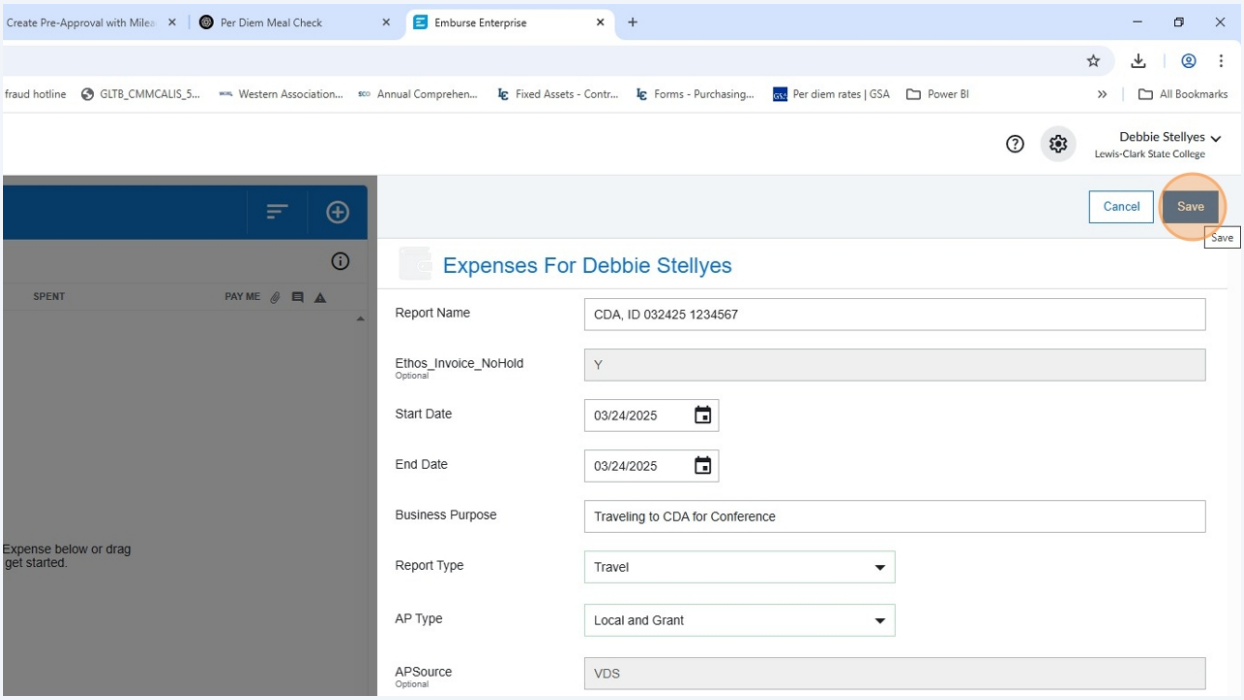
Appropriated (Fund 10 Only)

Appropriated and Local/Grant

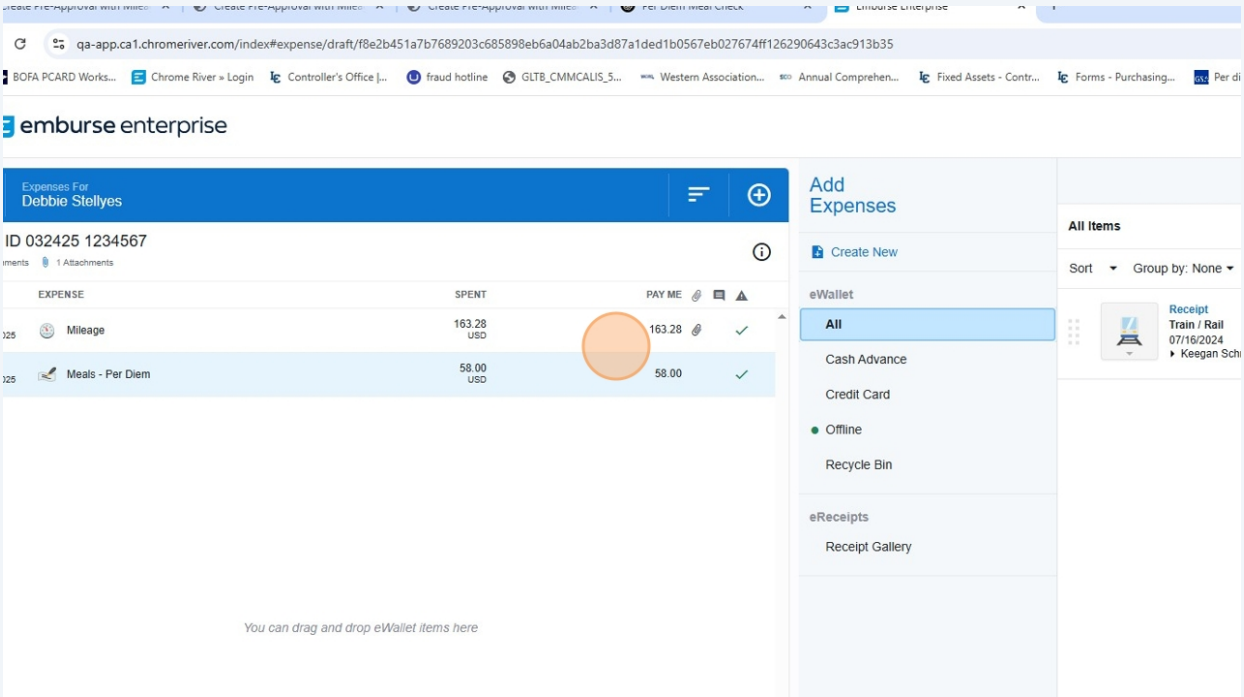
Local and Grant



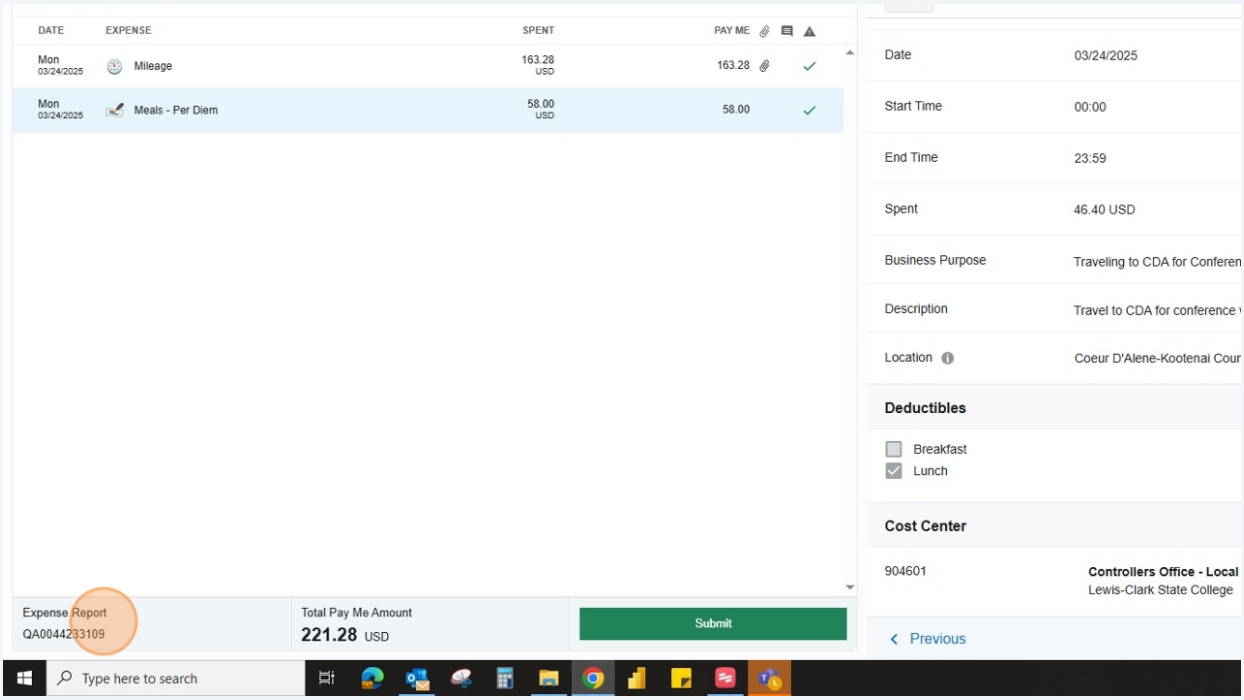
7 Click here



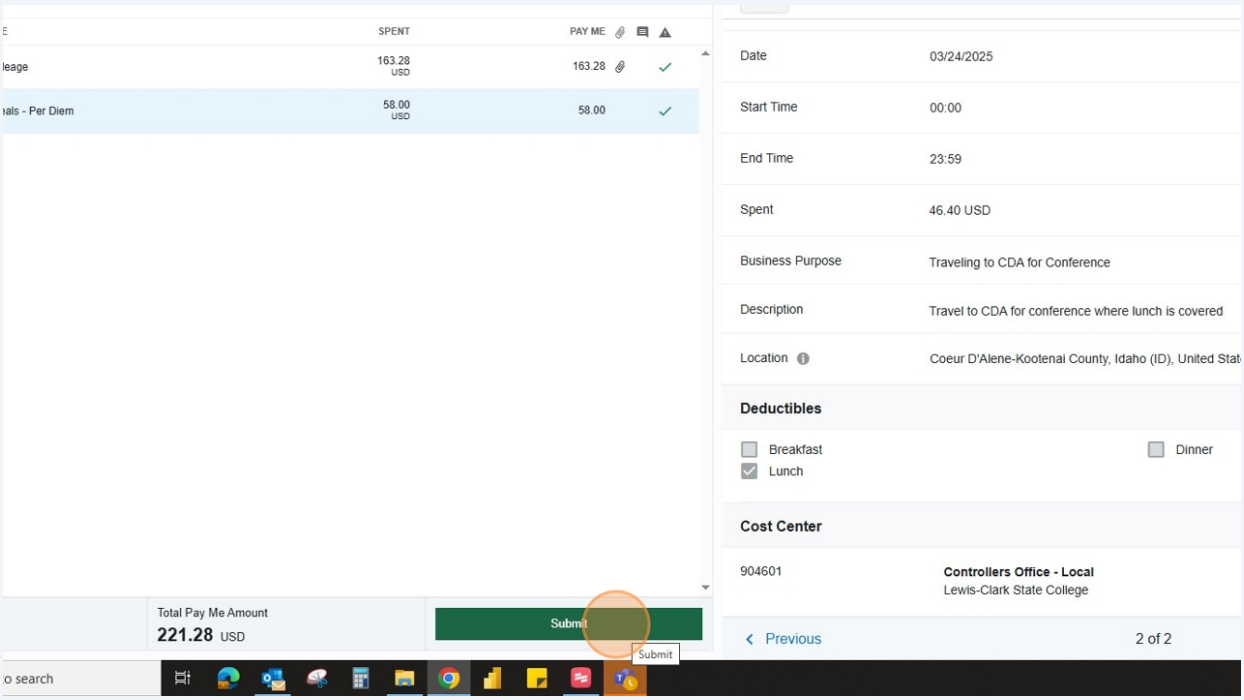
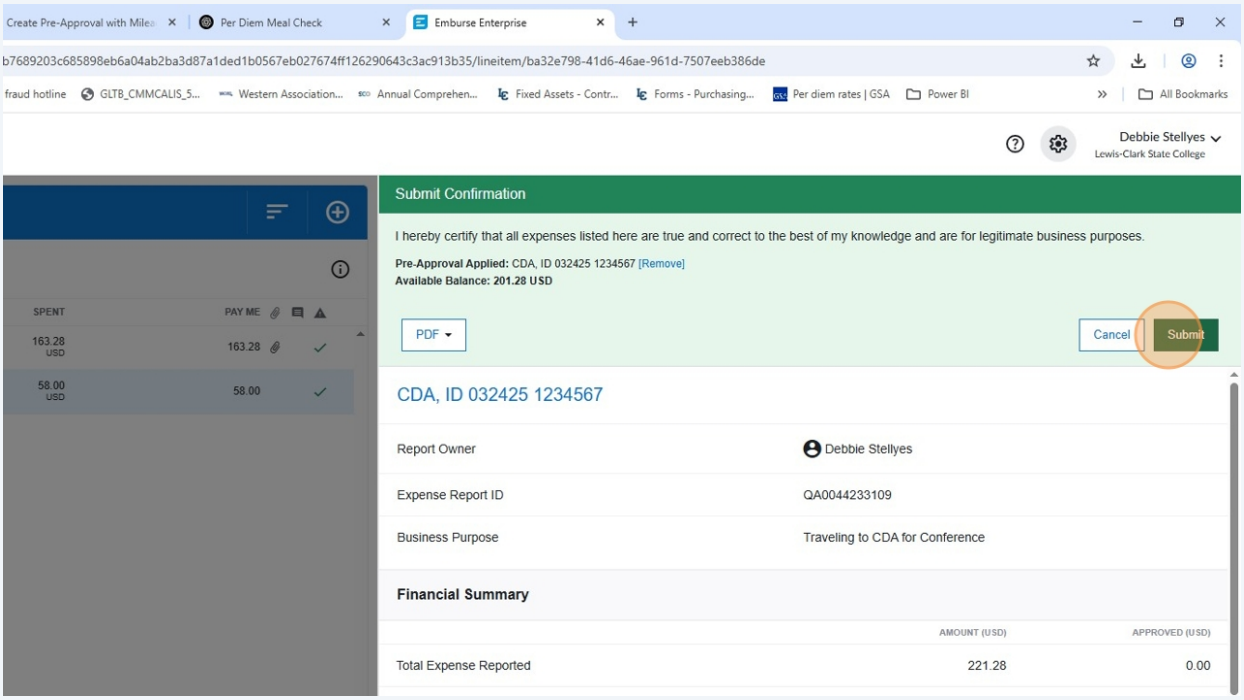
8 This will import all expenses from the Pre-Approval into the expense report. Ensure that everything is checked in the right-hand column. If an item is not checked, there is an error, which will be explained on the right side of the screen when the item is selected.



9 This shows the Expense Report ID#.



10 Click here



11 This verifies that you are complete with process and want to submit this form.