



Business Process Document
PS FIN Travel Expenses: Expense Report with Dept.
Card_My Wallet and Split Receipts

Department	
Responsibility/Role	
File Name	Expense Report with Dept_ Card_My Wallet and Split Receipts_BUSPROC.doc
Version	
Document Generation Date	8/12/2009
Date Modified	8/12/2009
Last Changed by	
Status	

Expense Report with Dept. Card_My Wallet and Split Receipts

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

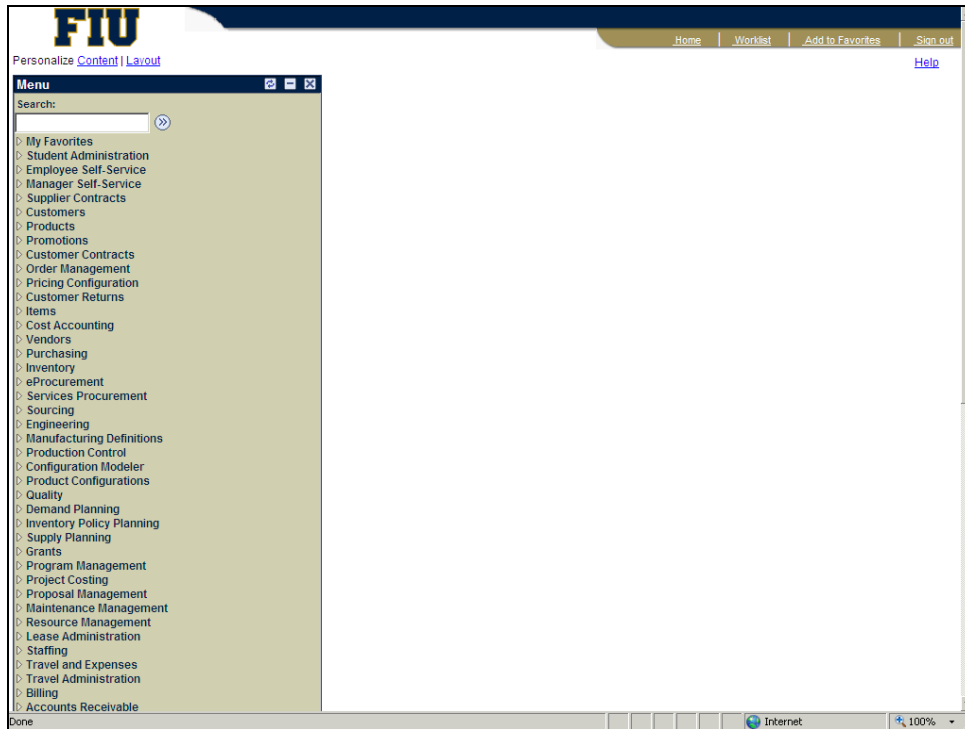
Business Process Document

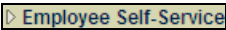
PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts



Procedure

In this exercise you will create an Expense Report applying Departmental Card transactions, My Wallet Transactions and Split a receipt.

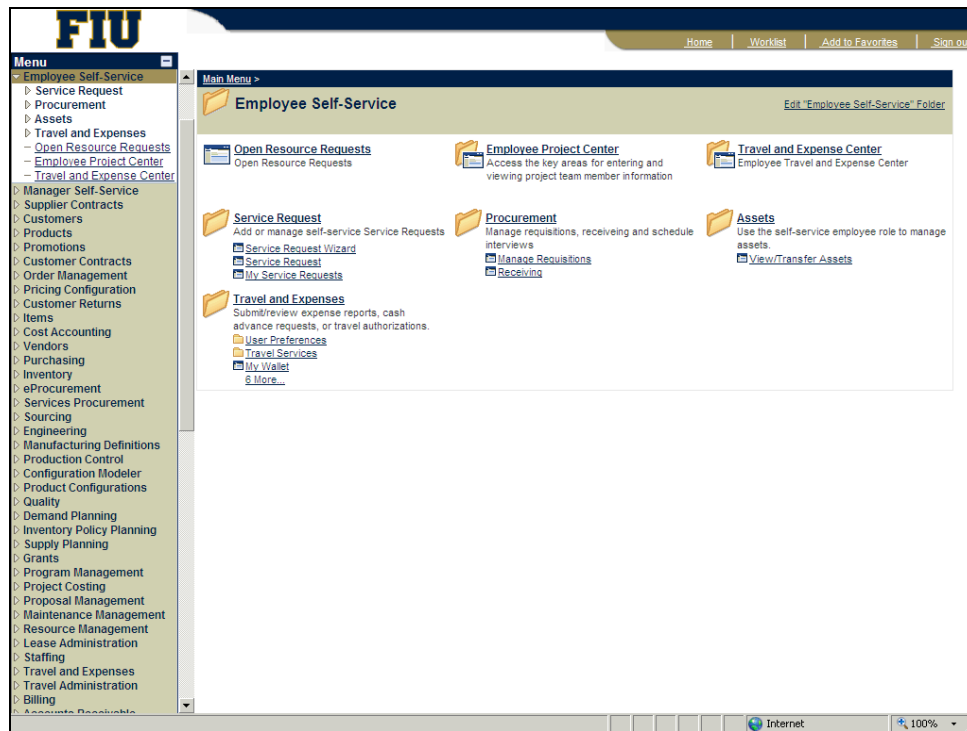


Step	Action
1.	Click the Employee Self-Service link. 



Business Process Document

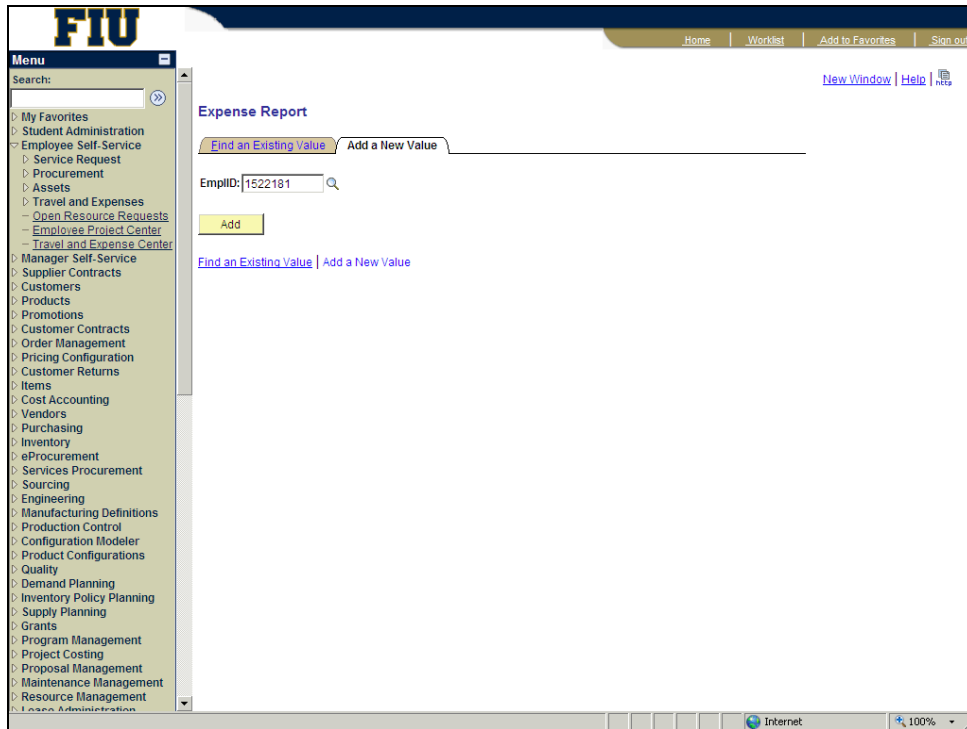
PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts

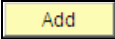


Step	Action
2.	Click the Travel and Expense Center link. Travel and Expense Center
3.	Click the Expense Report link. Expense Report
4.	Click the Create link. Create

Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts



Step	Action
5.	Click the Add button. 



Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts

FIU

Home | Worksheet | Add to Favorites | Sign out

New Window | Help | Customize Page

Create Expense Report

Populate From A Travel Authorization

Paty Panther Report ID: NEXT

From Date: 03/19/2009 To: 07/19/2009 Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	Audit Convention	0000034981	07/01/2009	07/05/2009	1,795.00	USD
Select	Coll. of Bus MBA Seminar	0000034980	07/01/2009	07/05/2009	2,520.00	USD
Select	Science Project	0000034979	06/17/2009	06/17/2009	700.00	USD
Select	Los Angeles, CA	0000034977	06/12/2009	06/12/2009	4,790.00	USD
Select	travel to mobile, al	0000034975	06/12/2009	06/12/2009	350.00	USD
Select	chicago, il-6/12/09	0000034971	06/12/2009	06/13/2009	1,050.00	USD
Select	trip to orlando	0000034925	06/10/2009	06/10/2009	100.00	USD
Select	test	0000034919	07/10/2009	07/12/2009	30.00	USD

[Return to Expense Report Entry](#)

Step	Action
6.	Select the TA (TAR) that you want to bring in to your expense report. Click the Select button. <input type="button" value="Select"/>

Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts



FIU Home | Workset | Add to Favorites | Sign out

Search: [New Window](#) | [Help](#) | [Customize Page](#) | [...](#)

Create Expense Report

Expense Report Entry

Patty Panther [User Defaults](#) Report ID: NEXT

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location: Authorization ID: 0000034981

[Accounting Defaults](#) [Appl. Cash Advance\(s\)](#) More Options:

Details Customize | Find | View All | First | 1-5 of 5 | Last

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Domestic Airfare	07/01/2009	435.00	USD	University Credit Ca	FIU Expe
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	250.00	USD	University Credit Ca	FIU Expe
<input type="checkbox"/>	Domestic Lodging	07/01/2009	880.00	USD	University Credit Ca	FIU Expe
<input type="checkbox"/>	Domestic Meals	07/01/2009	180.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Incidentals	07/01/2009	50.00	USD	Out of Pocket	FIU Expe

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	1,795.00 USD	Due Employee:	1,795.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		

Step	Action
7.	Click the Detail tab. <input type="button" value="Detail"/>
8.	Here you will enter "Paid by Department" if your dept paid for this expense type. Enter the desired information into the Choose a date (Alt+5) field. Enter " Paid by department ".
9.	Click the Non_Reimbursable checkbox. <input type="checkbox"/>
10.	Enter the desired information into the Choose a date (Alt+5) field. Enter " Paid by department ".
11.	Click the Non_Reimbursable checkbox. <input type="checkbox"/>
12.	Enter the desired information into the Choose a date (Alt+5) field. Enter " Paid by department ".
13.	Click the Non_Reimbursable checkbox. <input type="checkbox"/>



Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts

FIU

Home | Workset | Add to Favorites | Sign out

Search:

Menu

- My Favorites
- Student Administration
- Employee Self-Service
 - Service Request
 - Procurement
 - Assets
 - Travel and Expenses
 - Open Resource Requests
 - Employee Project Center
 - Travel and Expense Center
- Manager Self-Service
- Supplier Contracts
- Customers
- Products
- Promotions
- Customer Contracts
- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Vendors
- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Sourcing
- Engineering
- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Demand Planning
- Inventory Policy Planning
- Supply Planning
- Grants
- Program Management
- Project Costing
- Proposal Management
- Maintenance Management
- Resource Management
- Asset Administration

Create Expense Report

Expense Report Entry

Patty Panther [User Defaults](#) Report ID: NEXT

General Information

*Description: Audit Convention Comment:

*Business Purpose: Convention Reference:

Default Location: Colorado, Denver Authorization ID: 0000034981

[ImageNow](#)

Accounting Defaults [Apply Cash Advance\(s\)](#) More Options:

Details Customize | Find | View All | First 1-5 of 6 Last

Select	Expense Type	Expense Date	Description	Non-Reimbursable	No Receipt		
<input type="checkbox"/>	Domestic Airfare	07/01/2009	Paid by department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	Paid by department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Domestic Lodging	07/01/2009	Paid by department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Domestic Meals	07/01/2009		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Domestic Incidentals	07/01/2009	DVD for training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Copy Selected Delete Selected New Expense

Totals

Employee Expenses:	1,795.00 USD	Due Employee:	1,795.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		

Step	Action
14.	Click the Expenses from My Wallet... list to bring in any charges from your Travel and Entertainment card that relates to this trip.
	<input type="text" value="New Expense"/>

Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts



FIU

Home | Workset | Add to Favorites | Sign out

*Business Purpose: Reference:

Default Location: Authorization ID: 0000034981

Accounting Defaults | Apply Cash Advances(s) | More Options: GO

Details | Overview | Detail | Location | Merchant | Air/Hotel | Mileage | Currency

Select	*Expense Type	*Expense Date	*Description	Non-Reimbursable	No Receipt		
<input type="checkbox"/>	Domestic Airfare	07/01/2009	Paid by department	<input checked="" type="checkbox"/>	<input type="checkbox"/>		+
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	Paid by department	<input checked="" type="checkbox"/>	<input type="checkbox"/>		+
<input type="checkbox"/>	Domestic Lodging	07/01/2009	Paid by department	<input checked="" type="checkbox"/>	<input type="checkbox"/>		+
<input type="checkbox"/>	Domestic Meals	07/01/2009		<input type="checkbox"/>	<input type="checkbox"/>		+
<input type="checkbox"/>	Domestic Incidentals	07/01/2009	DVD for training	<input type="checkbox"/>	<input type="checkbox"/>		+

Copy Selected | Delete Selected | Expenses from My Wallet | Add | Check For Errors

Totals

Employee Expenses:	1,795.00 USD	Due Employee:	1,795.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals | Update Totals

Save For Later | Submit | Expense Report Project Summary | Printable View

Return to Expense Report

Step	Action
15.	Click the Add button.





Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts

Date	Category	Description	Amount (USD)
05/22/2009	Materials and Supplies	FISHER SCIENTIFIC	37.66
05/22/2009	Materials and Supplies	THORLABS INC	-1,360.00
05/21/2009	Fees and Services	EDUCATIONAL SERVICES,	-435.00
05/21/2009	Materials and Supplies	OFFICEMAX CT IN#419759	-39.88
05/21/2009	Materials and Supplies	OFFICEMAX CT IN#419858	39.88
05/20/2009	Restricted	WILEY-VCH VERLAG GMBH&CO.	419.84
05/06/2009	Restricted	DKC'DIGI KEY CORP	32.36
05/06/2009	Materials and Supplies	INVITROGEN*17995656	310.50
05/06/2009	Fees and Services	3 DIMENSION GRAPHICS INC	24.75
05/06/2009	Materials and Supplies	OFFICEMAX CT IN#091838	787.84
05/05/2009	Memberships and Fees	NASULGC	125.00
05/05/2009	Materials and Supplies	FISHER SCI CHU	79.81
05/05/2009	Materials and Supplies	BIO RAD VIROY05/0409	496.32
05/05/2009	Memberships and Fees	NASULGC	125.00
05/03/2009	Domestic Taxi/Train/Bus	UPS*1Z2V35F40293715878	11.93
05/03/2009	Domestic Taxi/Train/Bus	UPS*1Z2V35F40496730486	36.93
05/03/2009	Domestic Taxi/Train/Bus	UPS*ADJ00027655051891	10.00
05/03/2009	Domestic Taxi/Train/Bus	UPS*1Z2V35F40291850485	16.78
05/03/2009	Domestic Taxi/Train/Bus	UPS*1Z2V35F40497652872	36.93
05/03/2009	Domestic Taxi/Train/Bus	UPS*1Z2V35F40497401697	36.93
05/03/2009	Domestic	UPS*1Z2V35F40497401697	36.93

Step	Action
16.	Select the charge, then click the Done button on the bottom of the page. <input checked="" type="checkbox"/>

Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts



FIU

Home | Worklist | Add to Favorites | Sign out

Search:

[New Window](#) | [Help](#) | [Customize Page](#)

Create Expense Report

Expense Report Entry

Patty Panther [User Defaults](#) Report ID: NEXT

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location: Authorization ID: 0000034981

[Accounting Defaults](#) [Appl. Cash Advance\(s\)](#) More Options:

Details [Customize](#) | [Find](#) | [View All](#) |

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Domestic Airfare	07/01/2009	435.00	USD	University Credit Ca	FIU Expe
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	250.00	USD	University Credit Ca	FIU Expe
<input type="checkbox"/>	Domestic Lodging	07/01/2009	880.00	USD	University Credit Ca	FIU Expe
<input type="checkbox"/>	Domestic Meals	07/01/2009	180.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Incidentals	07/01/2009	50.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	_Materials and Supplies	05/06/2009	787.84	USD	University Credit Card	

Totals

Employee Expenses:	2,582.84 USD	Due Employee:	1,017.84 USD
Non-Reimbursable Expenses:	1,565.00 USD	Due Vendor:	0.00 USD

Step	Action
17.	Click the FIU Expense list item. <input type="text"/>



Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts

FIU

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Create Expense Report

Expense Report Entry

Patty Panther [User Defaults](#) Report ID: NEXT

General Information

*Description: Audit Convention Comment:

*Business Purpose: Convention Reference:

Default Location: Colorado, Denver Authorization ID: 000034981

[ImageNow](#)

Accounting Defaults [Appl. Cash Advance\(s\)](#) More Options:

Details Customize | Find | View All | First | 1 of 6 | Last

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Domestic Airfare	07/01/2009	435.00	USD	University Credit Ca	FIU Expe
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	250.00	USD	University Credit Ca	FIU Expe
<input type="checkbox"/>	Domestic Lodging	07/01/2009	880.00	USD	University Credit Ca	FIU Expe
<input type="checkbox"/>	Domestic Meals	07/01/2009	180.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Incidentals	07/01/2009	50.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Materials and Supplies	05/06/2009	787.84	USD	University Credit Card	FIU Expe

Copy Selected Delete Selected Expenses from My Wallet...

Totals

Employee Expenses:	2,582.84 USD	Due Employee:	1,017.84 USD
Non-Reimbursable Expenses:	1,565.00 USD	Due Vendor:	0.00 USD

Step	Action
18.	Click the Detail tab.
19.	Click the Receipt Split button.

Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts



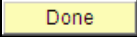
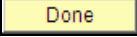


Step	Action
20.	Click the Domestic Incidentals list item.
	<input type="text"/>



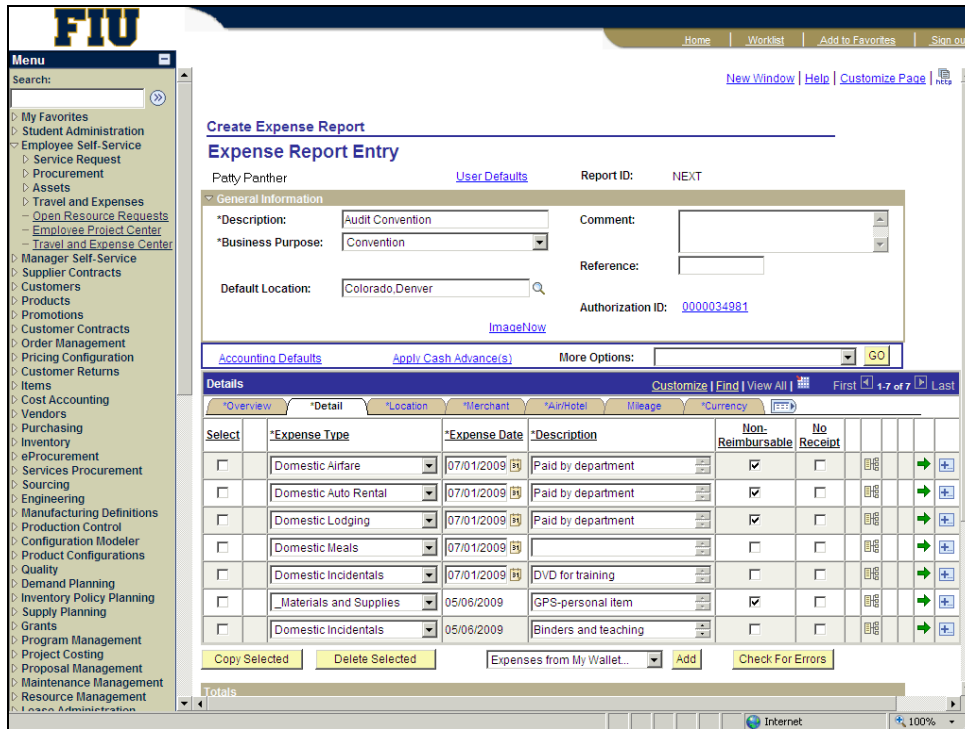
Business Process Document


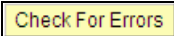

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts

Step	Action
21.	Click the Split button. 
22.	Enter the desired information into the Description field. Enter " Binders and teaching materials ".
23.	Enter the desired information into the Amount Spent field. Enter " 600. ".
24.	Click the Update button. 
25.	Click the Done button. 
26.	Enter the desired information into the Description field. Enter " GPS- personal item ".
27.	Click the Done button. 

Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card My Wallet and Split Receipts



Step	Action
28.	Click the Check For Errors button. 
29.	PS does not allow future dates of travel. If necessary, change the dates on the expense report.
30.	Click the Check For Errors button. 
31.	Click the Missing or invalid information was found. Click this icon to vi button. 



Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts

FIU Home | Worklist | Add to Favorites | Sign out

Menu Search: []

- My Favorites
- Student Administration
- Employee Self-Service
 - Service Request
 - Procurement
 - Assets
 - Travel and Expenses
 - Open Resource Requests
 - Employee Project Center
 - Travel and Expense Center
- Manager Self-Service
- Supplier Contracts
- Customers
- Products
- Promotions
- Customer Contracts
- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Vendors
- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Sourcing
- Engineering
- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Demand Planning
- Inventory Policy Planning
- Supply Planning
- Grants
- Program Management
- Project Costing
- Proposal Management
- Maintenance Management
- Resource Management
- Finance Administration

Create Expense Report

Expense Detail for Domestic Airfare (Line 1)

Petty Panther Report ID: NEXT

Please enter or update the following information:

Ticket Number

About This Expense

*Expense Date: 05/06/2009

*Payment Type: University Credit Card No Receipt

*Billing Type: FIU Expense Non-Reimbursable

*Ticket Number: [REDACTED]

*Merchant (Choose One)

Preferred: []

Non-preferred: Delta

Description: Paid by department

*Amount Spent: 435.00

*Currency: USD

*Exchange Rate: 1.00000000 Default Rate

Reimbursement Amt: 435.00 USD

Exception Comments

Location Amount: []

No Receipt: []

[Accounting Detail](#)

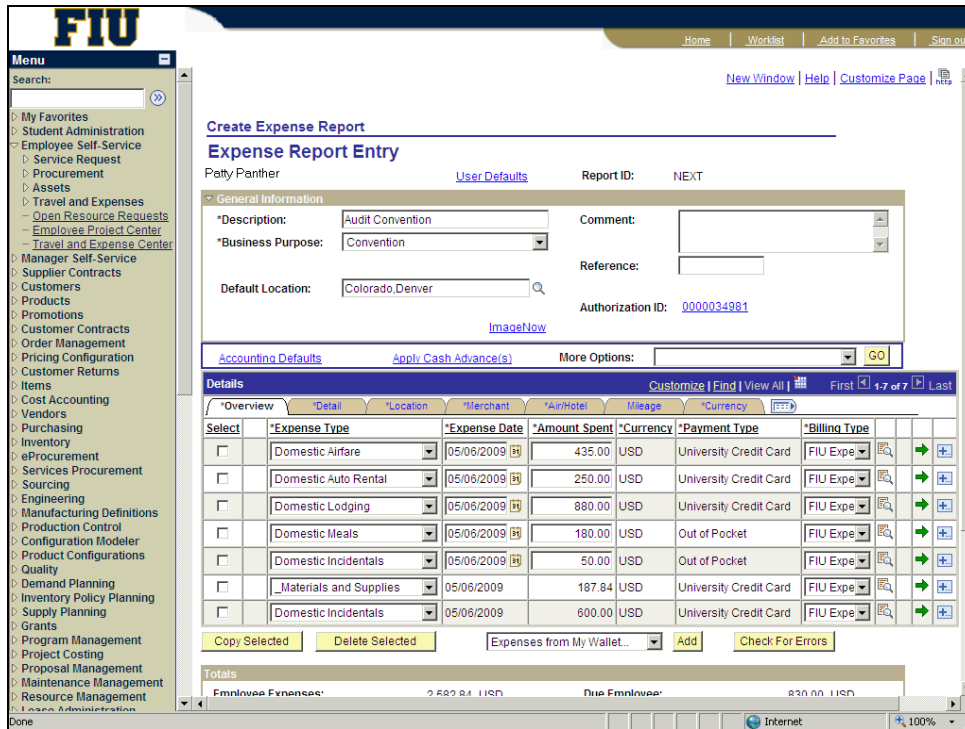
[Receipt Split](#)

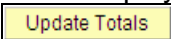
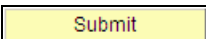
[Check Expense For Errors](#) [Next Expense](#)

Step	Action
32.	Enter the desired information into the Ticket Number field. Enter " 44556677 ". Once you have traveled, you will need to enter your airline ticket number.
33.	Click the Check Expense For Errors button. Check Expense For Errors
34.	Click the Return to Expense Report link. Return to Expense Report

Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card My Wallet and Split Receipts



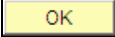
Step	Action
35.	Click the scrollbar.
36.	Click the Update Totals button. Notice: once you click on "Update Totals" you will see the breakdown of the reimbursable and non-reimbursable;e amounts. You can also see what is due to the employee. 
37.	Click the Submit button. 



Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts



Step	Action
38.	Click the OK button. 

Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts



View Expense Report
Expense Report Detail
 Patty Panther [User Defaults](#) Report ID: 0000195810

General Information

Description: Audit Convention Comment:

Business Purpose: Convention

Status: Submission in Process Reference:

Default Location: Colorado, Denver Last Updated: 06/19/2009 By: 1522181

Post State: Not Applied Authorization ID: [0000034981](#)

[ImageNow](#)

More Options:

Details Customize | Find | View All | 1 of 7

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Domestic Airfare	05/06/2009	435.00	USD	University Credit Card	FIU Expense
Domestic Auto Rental	05/06/2009	250.00	USD	University Credit Card	FIU Expense
Domestic Lodging	05/06/2009	880.00	USD	University Credit Card	FIU Expense
Domestic Meals	05/06/2009	180.00	USD	Out of Pocket	FIU Expense
Domestic Incidentals	05/06/2009	50.00	USD	Out of Pocket	FIU Expense
_Materials and Supplies	05/06/2009	187.84	USD	University Credit Card	FIU Expense
Domestic Incidentals	05/06/2009	600.00	USD	University Credit Card	FIU Expense

Totals

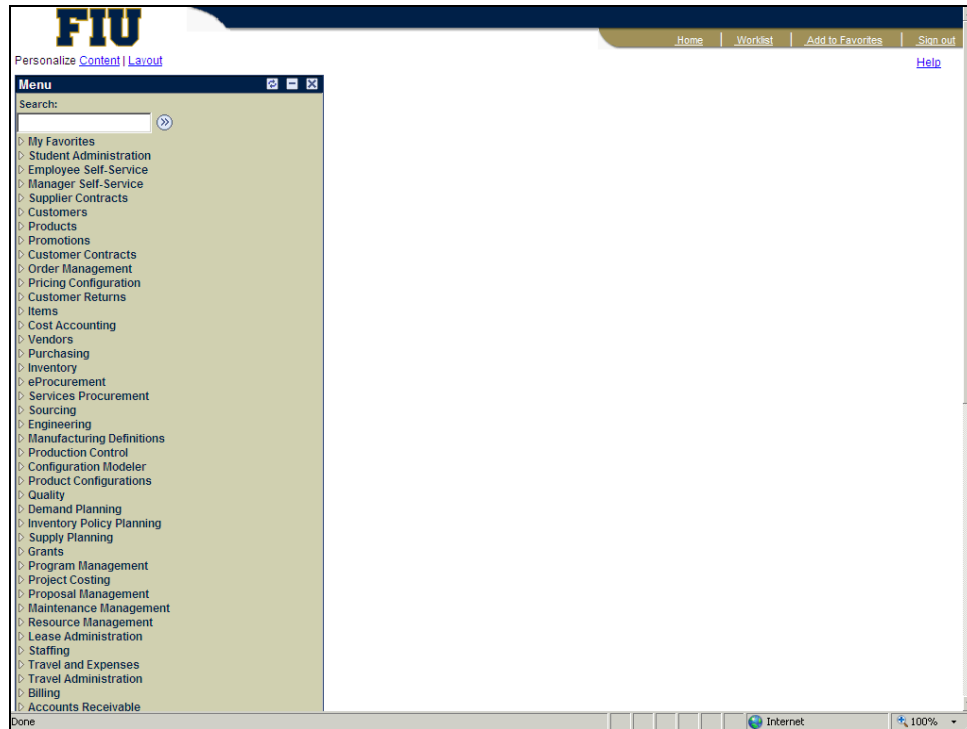
Employee Expenses:	2,582.84	USD	Due Employee:	830.00	USD
Non-Reimbursable Expenses:	1,752.84	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD			
Employee Credits:	0.00	USD			

Step	Action
39.	Click the Home link.



Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts



Step	Action
40.	Click the Ledger Group object. <input type="checkbox"/>

Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts



View Expense Report
Expense Report Detail
 Patty Panther [User Defaults](#) Report ID: 0000195810

General Information

Description: Audit Convention Comment:

Business Purpose: Convention

Status: Submitted for Approval Reference:

Default Location: Colorado, Denver Last Updated: 06/19/2009 By: 1522181

Post State: Not Applied Authorization ID: [000034981](#)

[ImageNow](#)

More Options:

Details [Customize](#) [Find](#) [View All](#) First Last

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Domestic Airfare	05/06/2009	435.00	USD	University Credit Card	FIU Expense
Domestic Auto Rental	05/06/2009	250.00	USD	University Credit Card	FIU Expense
Domestic Lodging	05/06/2009	880.00	USD	University Credit Card	FIU Expense
Domestic Meals	05/06/2009	180.00	USD	Out of Pocket	FIU Expense
Domestic Incidentals	05/06/2009	50.00	USD	Out of Pocket	FIU Expense
_Materials and Supplies	05/06/2009	187.84	USD	University Credit Card	FIU Expense
Domestic Incidentals	05/06/2009	600.00	USD	University Credit Card	FIU Expense

Totals

Employee Expenses:	2,582.84	USD	Due Employee:	830.00	USD
Non-Reimbursable Expenses:	1,752.84	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD			
Employee Credits:	0.00	USD			

Step	Action
41.	Click the Printable View list item. <input type="text"/>



Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts

View Expense Report

Expense Report Detail

Patty Panther [User Defaults](#) Report ID: 0000195810

General Information

Description: Audit Convention Comment:

Business Purpose: Convention

Status: Submitted for Approval Reference:

Default Location: Colorado, Denver Last Updated: 06/19/2009 By: 1522181

Post State: Not Applied Authorization ID: [0000034981](#)

[ImageNow](#)

More Options: [Printable View](#) [GO](#)

Details Customize | Find | View All | First | 1 of 7 | Last

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Domestic Airfare	05/06/2009	435.00	USD	University Credit Card	FIU Expense
Domestic Auto Rental	05/06/2009	250.00	USD	University Credit Card	FIU Expense
Domestic Lodging	05/06/2009	880.00	USD	University Credit Card	FIU Expense
Domestic Meals	05/06/2009	180.00	USD	Out of Pocket	FIU Expense
Domestic Incidentals	05/06/2009	50.00	USD	Out of Pocket	FIU Expense
_Materials and Supplies	05/06/2009	187.84	USD	University Credit Card	FIU Expense
Domestic Incidentals	05/06/2009	600.00	USD	University Credit Card	FIU Expense

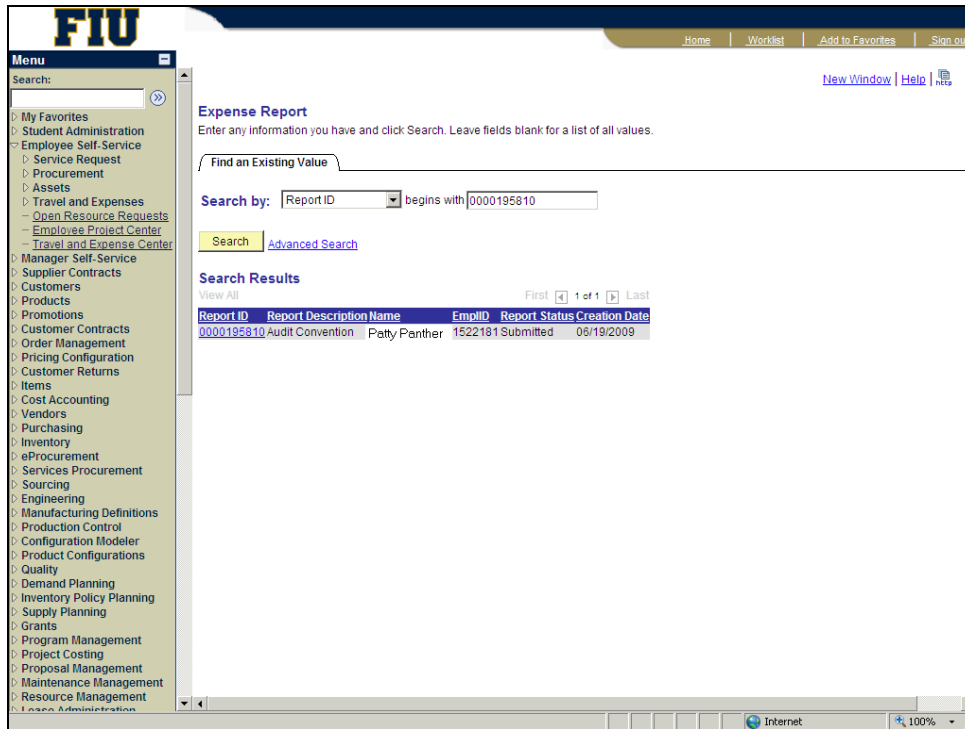
Totals

Employee Expenses:	2,582.84	USD	Due Employee:	830.00	USD
Non-Reimbursable Expenses:	1,752.84	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD			
Employee Credits:	0.00	USD			

Step	Action
42.	Click the GO button.

Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts



Step	Action
43.	Click an entry in the Report ID column. 0000195810



Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts

Expense Report

To print this report, please use your browser's print feature.
Print expense report and fax with supporting original receipts to (305) 348-1355.

0000195810

PeopleSoft.
Expense Report
Patty Panther EmpID: 1522181

Report Date: 06/19/2009 12:16:24PM Status: Submitted

Description: Audit Convention

Business Purpose: Convention

Comment:

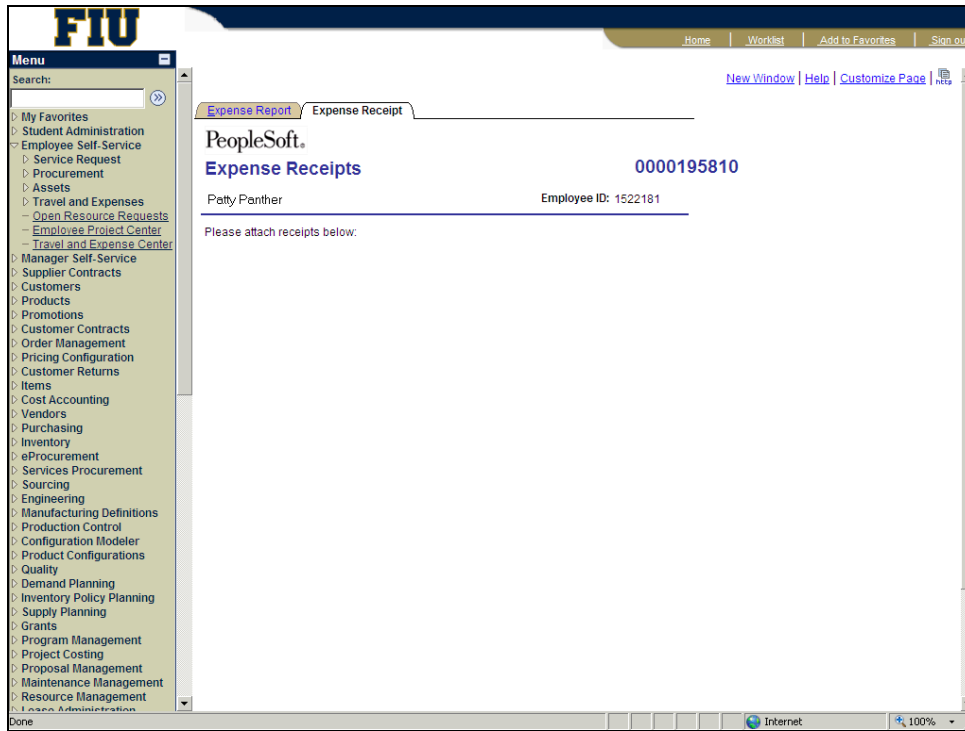
Date	Expense Type	Merchant	Location	Amount	Currency
05/06/2009	Domestic Airfare	Delta		435.00	USD
05/06/2009	Domestic Auto Rental			250.00	USD
05/06/2009	Domestic Lodging			880.00	USD
05/06/2009	Domestic Meals		Colorado,Denver	180.00	USD
05/06/2009	Domestic Incidentals			50.00	USD
05/06/2009	_Materials and Supplies	OFFICEMAX CT IN#091838	Colorado,Denver	187.84	USD
05/06/2009	Domestic Incidentals			600.00	USD


Expense Report Totals

Step	Action
44.	Click the scrollbar.
45.	Click the Expense Receipt tab. Expense Receipt

Business Process Document

PS FIN Travel Expenses: Expense Report with Dept. Card_My Wallet and Split Receipts



Step	Action
46.	Click the Home link. 
47.	Congratulations. You have successfully completed an Expense Report using the Departmental Card, My Wallet Transactions, and Splitting a Receipt. End of Procedure.