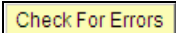
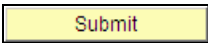



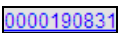
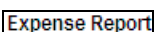



Creating an Expense Report from a TAR

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Create link. 
5.	Click the Quick Start list. 
6.	Click the A Travel Authorization list item. 
7.	Click the Go button. 
8.	Click the Select button. 
9.	Notice this is the TAR that you selected.
10.	Click the Look up Default Location (Alt+5) button. 
11.	Click the Search by list. 
12.	Enter the desired information into the begins with field. Enter a valid value e.g. "Florida" .
13.	Click the Look Up button. 
14.	Click an entry in the Description column. 
15.	Click the Domestic Incidentals list item. 
16.	Enter the desired information into the Look up Currency (Alt+5) field. Enter a valid value e.g. "30" .
17.	Select the payment type.
18.	Click the Detail tab. 
19.	Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. "taxi" .

20.	Click the scrollbar.
21.	Click the Check For Errors button. 
22.	In order to print the Bar Code sheet to fax for payment, you MUST click the Submit button. 
23.	Click the More Options list. 
24.	Click the Printable View list item. 
25.	Click the GO button. 
26.	Click an entry in the Report ID column. 
27.	<p>Click the Expense Report tab. Notice the Bar Code to the right.</p> <p>If you property fill out the expense report, you should be reimbursed within 12 working days of which you submitted your Expense Report.</p> <p>You are now ready to fax to main number for ImageNow: 305-348-1355</p> <p><u>IMPORTANT:</u></p> <p>Print this sheet to fax with your receipts. Only one bar code per Expense Report. If any receipt you submit has a bar code on them, cut it off and then affix to the expense receipt sheet.</p> <p>Print this sheet to fax with your receipts.</p> 
28.	<p>Once you click the Expense Receipt tab, print this sheet to affix your receipts.</p> <p>You are ready to fax to main number for ImageNow: 305-348-1355</p>
29.	Click the Home link. 
30.	<p>Congratulations. You have successfully Created an Expense Report from a TAR.</p> <p>End of Procedure.</p>