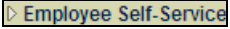
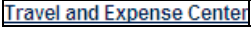
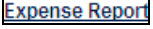




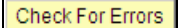
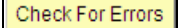
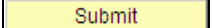
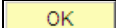




FIU02-Expense Report from a TA

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.	In this example, you will bring in an approved TA to your Expense Report. Click an entry in the Travel Auth Description column. 
6.	Click the Accounting Defaults link. 
7.	Verify that the accounting defaults are correct before you continue with your expense report. Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_DEPT_PROJ_LOOKUP Click the OK button. 
8.	Click the Check For Errors button. 
9.	Enter the desired information into the Ticket Number field. Enter a valid value e.g. "FIU02123456" .
10.	Click the Check For Errors button. 
11.	Click the Submit button. 
12.	Click the OK button. 
13.	You can only select the printable view once you have "saved" the expense report. Click the Printable View list item. 
14.	Click the GO button. 

15.	Click an entry in the Report ID column. 0000195775
16.	Notice the Bar Code. You must print this page and fax it to ImageNow 305-348-1355 along with your original receipts. Click the scrollbar to review the Expense Report page.
17.	Print the "Expense Receipt" page. Attach all your original receipts to this page. Should you have a receipt that has a bar code, tuck it in so the scanner only picks up the barcode on the Expense Report page. ImageNow 305-348-1355
18.	Click the Home link. Home
19.	Congratulations. You have successfully completed an Expense Report bringing in a TA. End of Procedure.