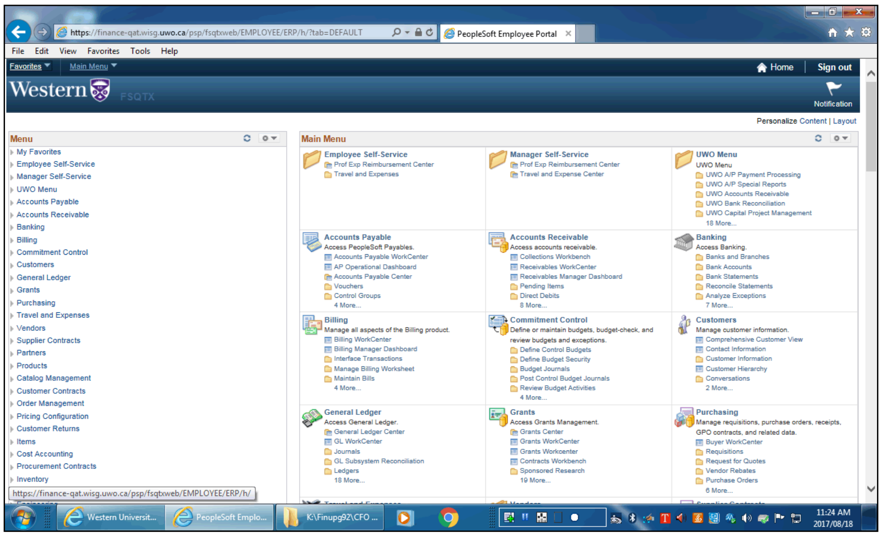
Creating a Travel and Expense Claim User Guide

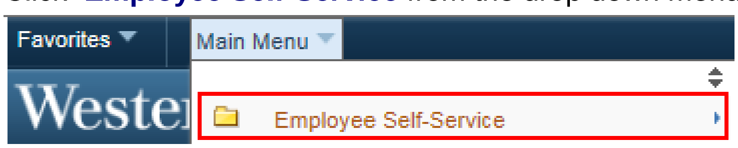
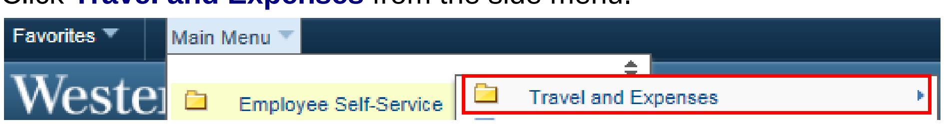
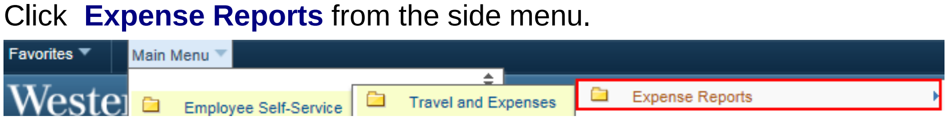
Western
UNIVERSITY · CANADA

Creating a Travel and Expense Claim

Procedure

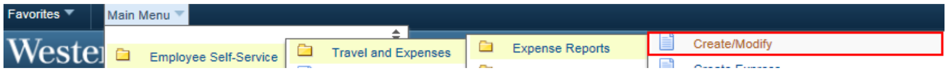
Follow the steps outlined below to create a Travel and Expense Claim in Western Financials, a module of PeopleSoft.



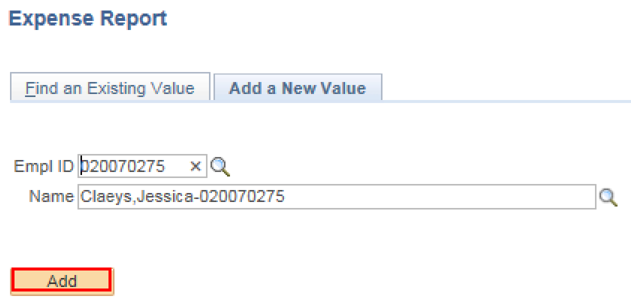
Step	Action
1.	Click **Main Menu** from the top left side of the screen. 
2.	Click **Employee Self-Service** from the drop down menu. 
3.	Click **Travel and Expenses** from the side menu. 
4.	Click **Expense Reports** from the side menu. 

User Guide

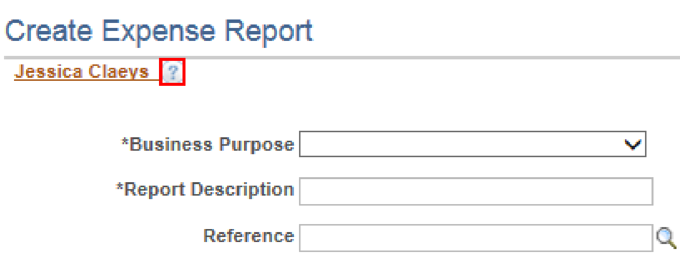
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>Click Create/Modify from the side menu.



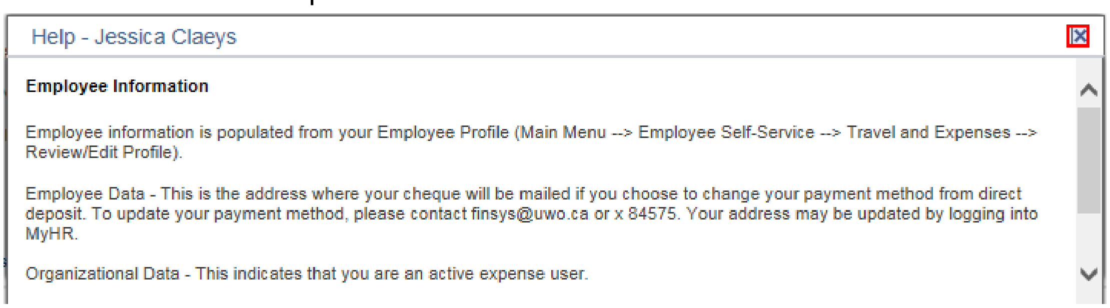
</td></tr>
<tr><td>6.</td><td>Click Add from the Add a New Value tab.



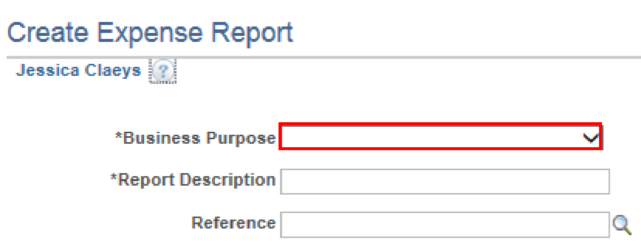
</td></tr>
<tr><td>7.</td><td>Click the ? to learn about the default settings and employee information associated with your Travel and Expense profile.



</td></tr>
<tr><td>8.</td><td>Click X to close the help information



</td></tr>
<tr><td>9.</td><td>Click the Business Purpose drop down arrow.



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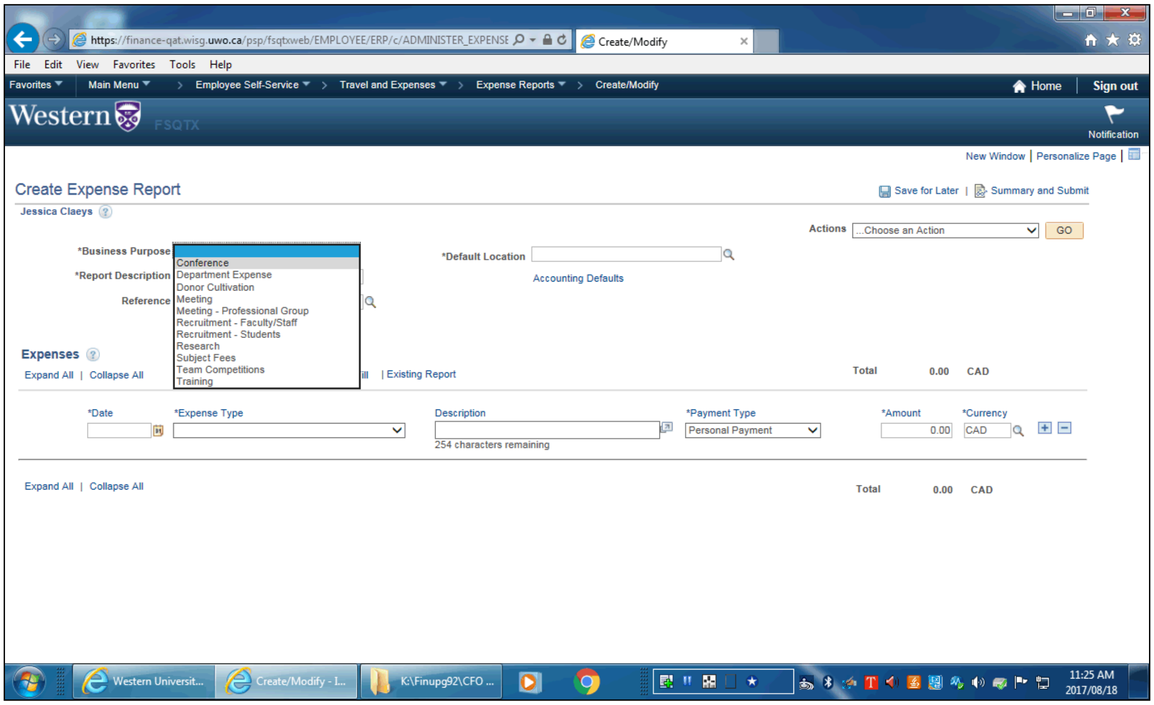
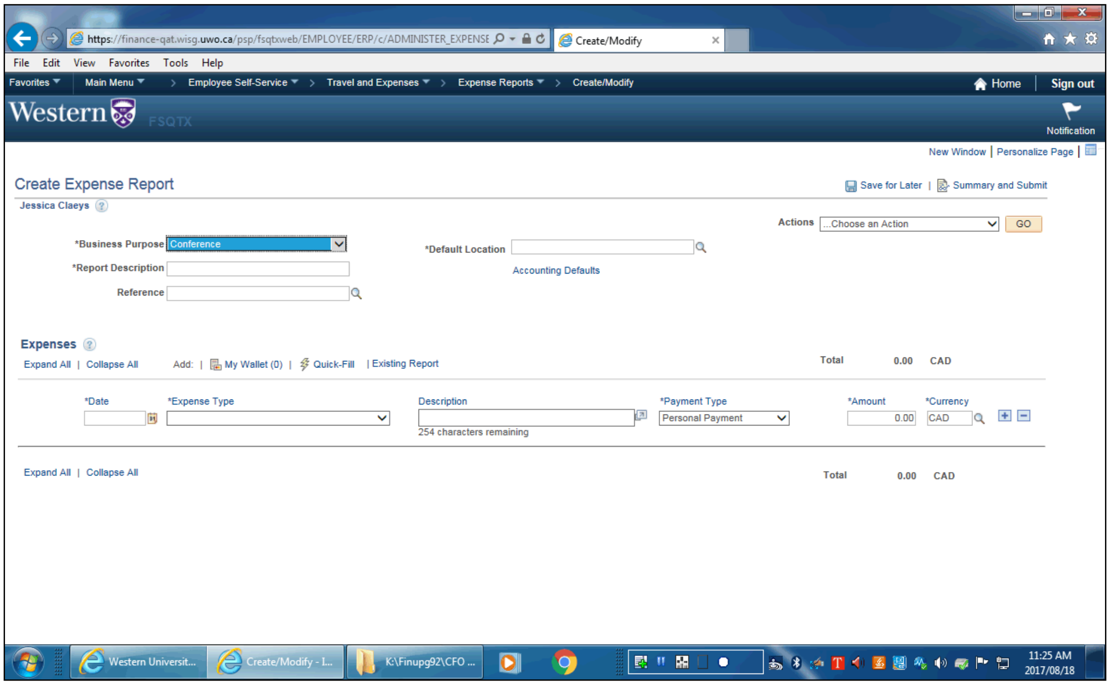
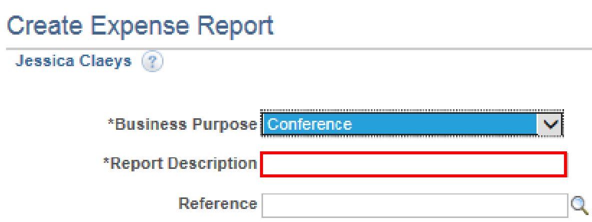
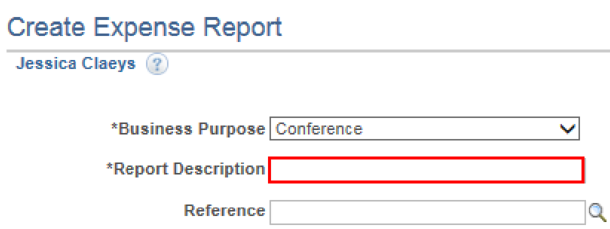
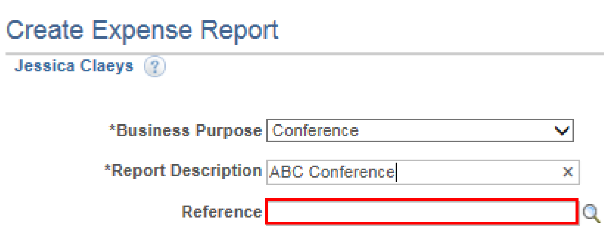
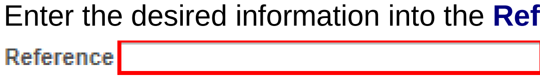


Step	Action
10.	Select the appropriate **Business Purpose** from the list. 



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>11.</td><td>Click in the Report Description field.

</td></tr>
<tr><td>12.</td><td>Enter the desired information into the Report Description field.

</td></tr>
<tr><td>13.</td><td>Click in the Reference field.

</td></tr>
<tr><td>14.</td><td>Enter the desired information into the Reference field.

</td></tr>
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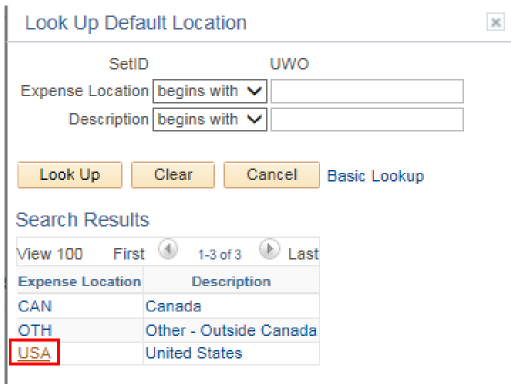
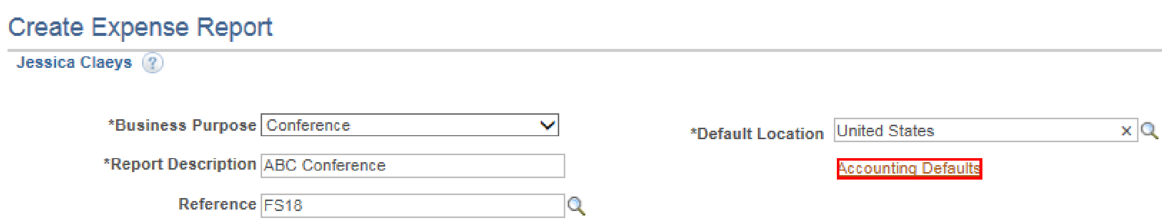
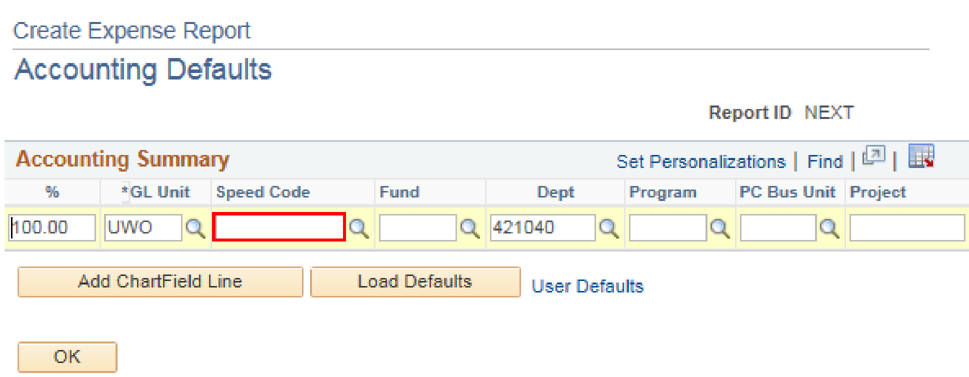
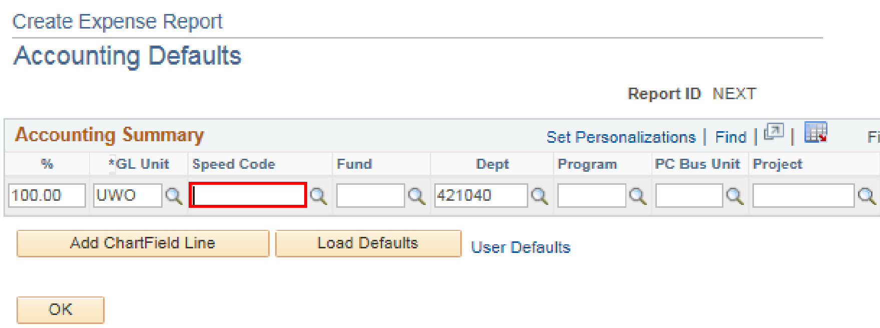
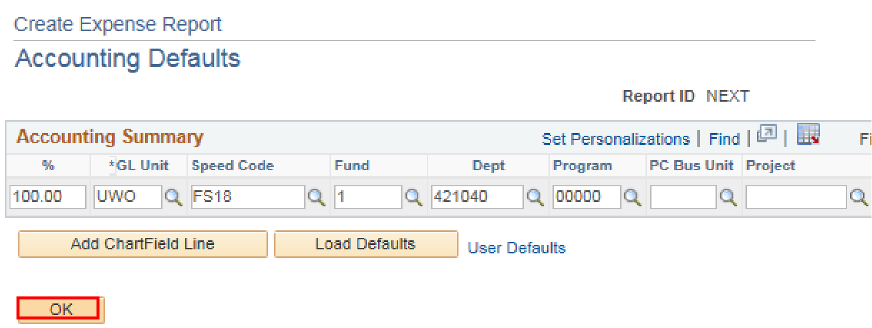
Step	Action
15.	Click the **Magnifying Glass** to look up a location. 
16.	Select an **Expense Location,** to set a default location where expenses were incurred. **Note** - the location may be changed at the line level for expenses incurred in a location other than the default set here. 
17.	Click **Accounting Defaults** to set the default accounting information to be used for all of the expenses. **Note** - the accounting information may be changed at the line level for individual expenses. 
18.	Click in the **Speed Code** field. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>19.</td><td>Enter the apprpropriate SpeedCode into the Speed Code field. Alternatively, you could enter the Fund, Department, and Program/Project.

Note - the default information entered here may be changed at the line level for individual expenses.

</td></tr>
<tr><td>20.</td><td>Click OK to save the accounting defaults.

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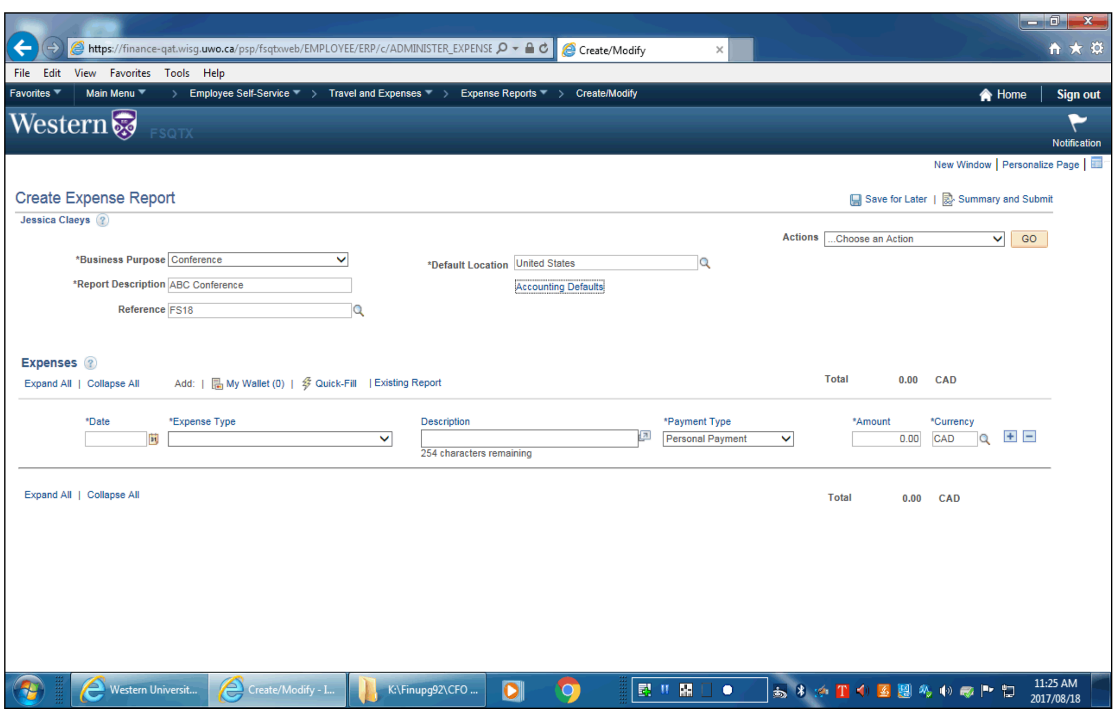
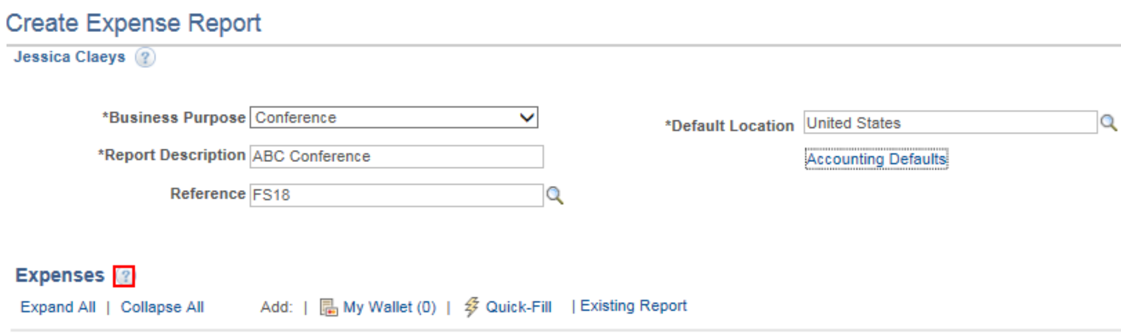
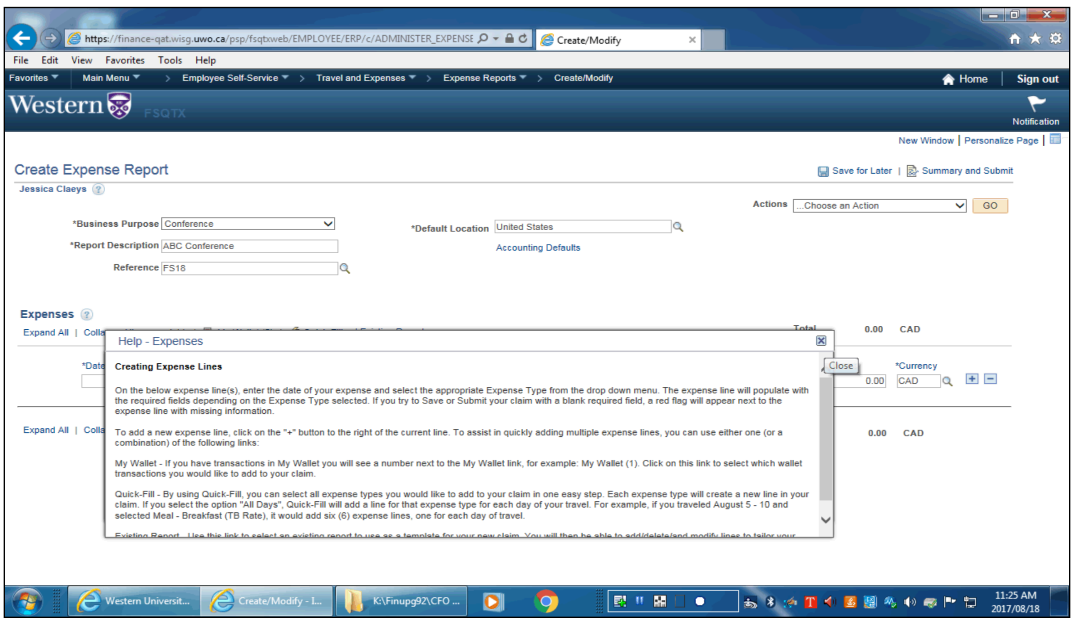
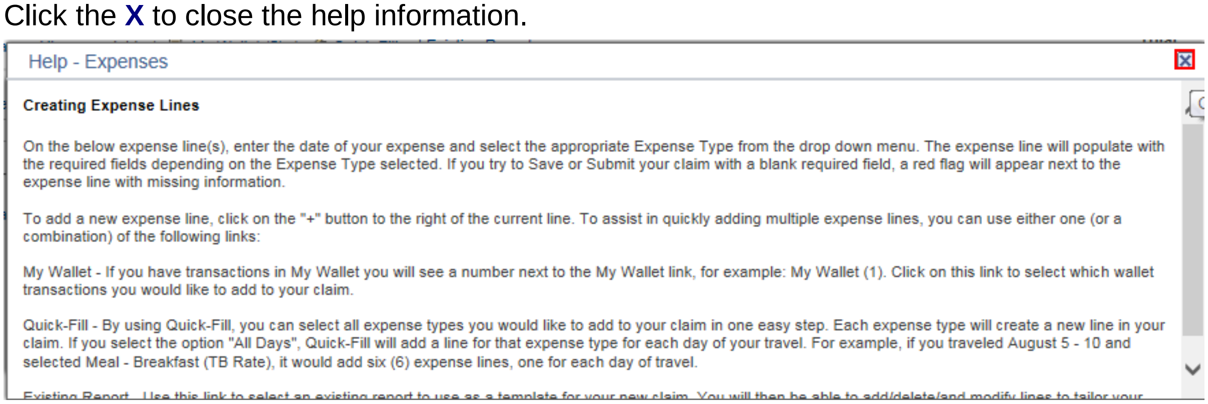
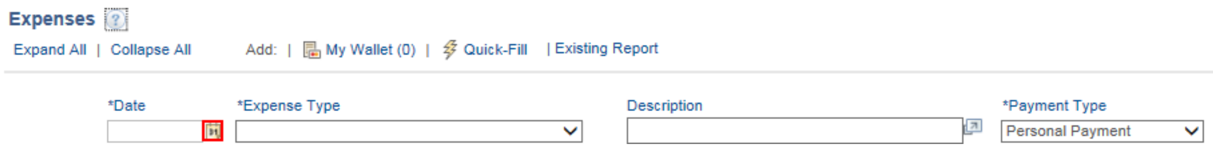
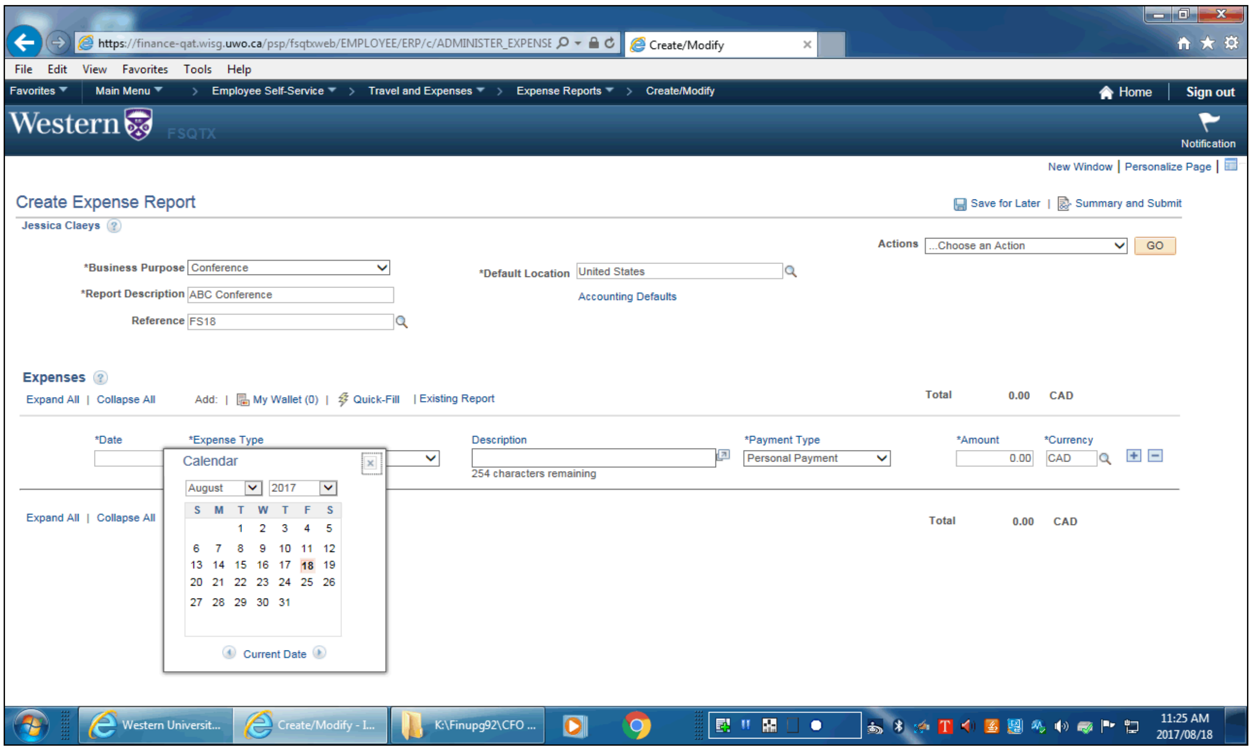


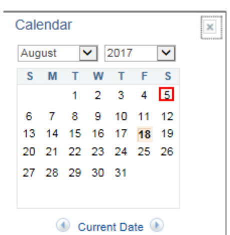
Step	Action
21.	Click the **?** for help about entering expense lines. 



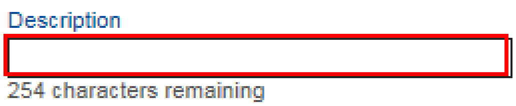
Step	Action
22.	Click the **X** to close the help information. 

Step	Action
23.	Click the **Calendar** icon to select the date the expense was incurred. 



Step	Action
24.	Select the **Month and Day** the expense was incurred. 
25.	Click the **Expense Type** drop down arrow. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>26.</td><td>Select the appropriate Expense Type from the list.


</td></tr>
<tr><td>27.</td><td>Enter a Description of the expense item.


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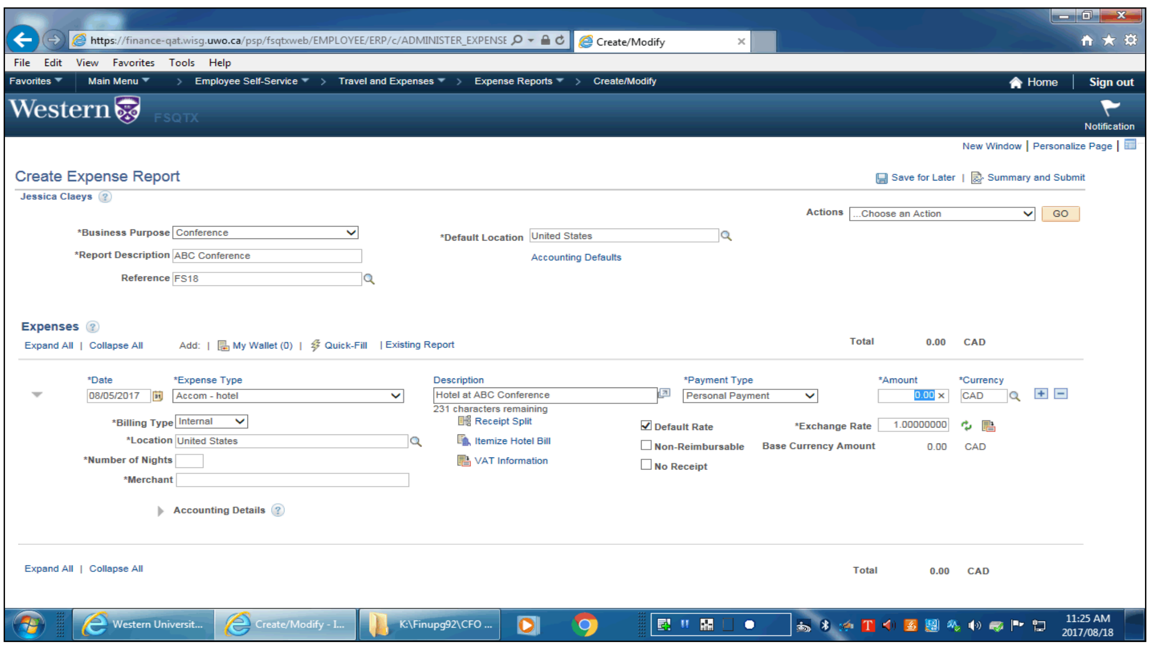
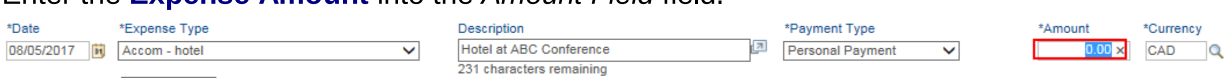
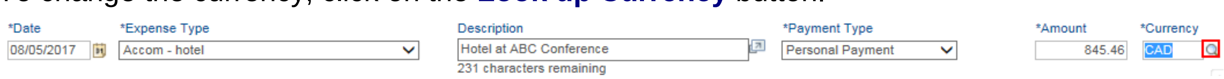


<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>28.</td><td>Enter the Expense Amount into the Amount Field field.


</td></tr>
<tr><td>29.</td><td>To change the currency, click on the Look up Currency button.


</td></tr>
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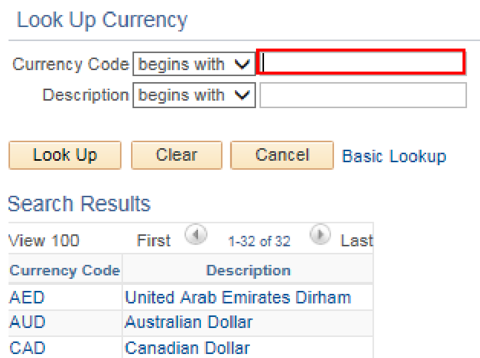
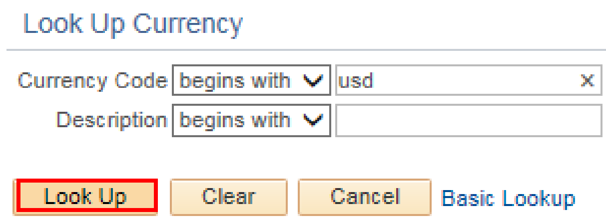
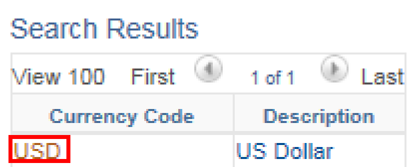
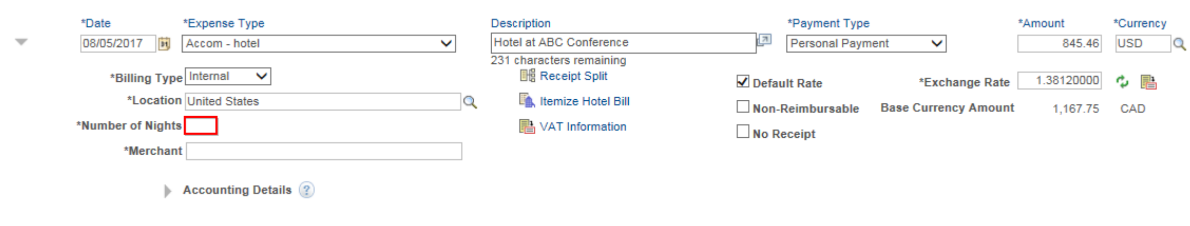
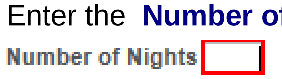
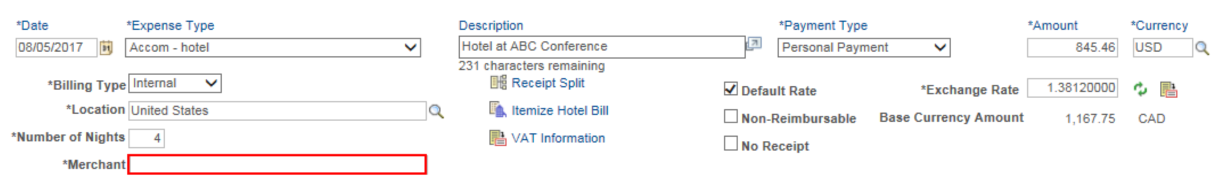
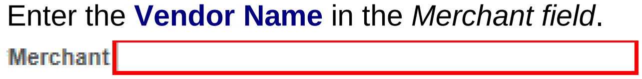
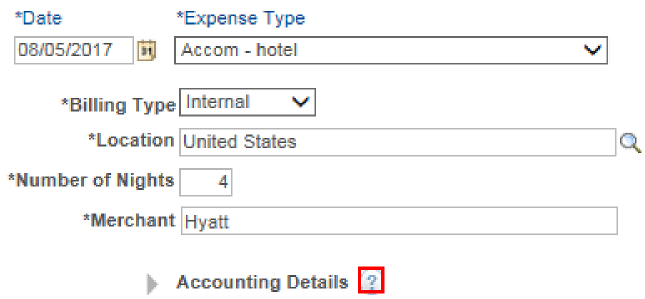
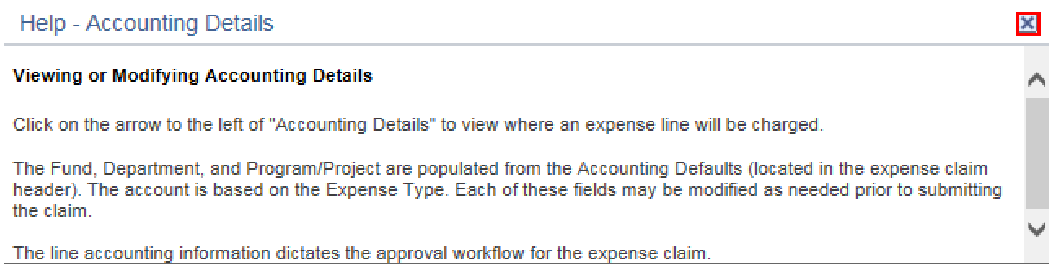
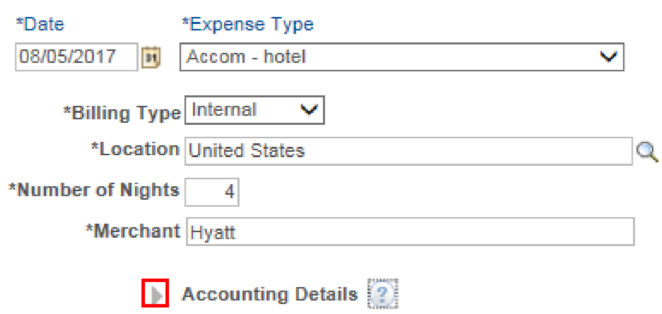
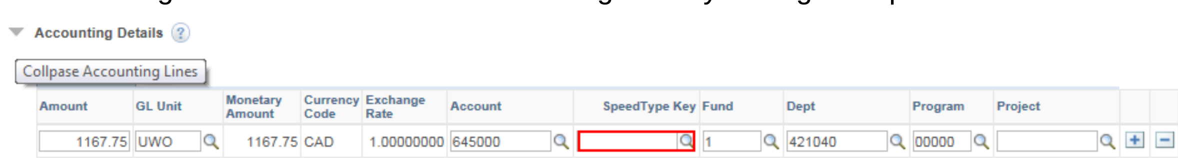
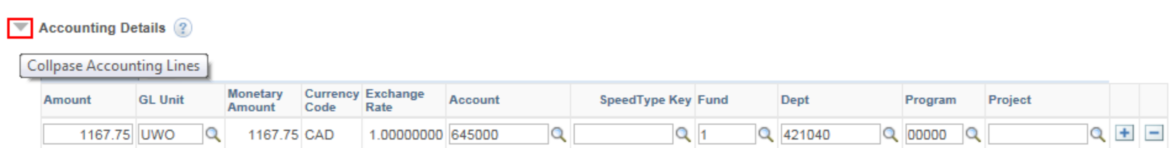
Step	Action
30.	Select the desired currency or enter the desired information into the **Currency Code** field. 
31.	Click the **Look Up** button. 
32.	Select the appropriate **Currency** link. 
33.	Click in the **Number of Nights** field. 
34.	Enter the **Number of Nights** of the hotel stay. 
35.	Click in the **Merchant** field. 
36.	Enter the **Vendor Name** in the *Merchant field*. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>37.</td><td>For information about Accounting Details, click the ?.

</td></tr>
<tr><td>38.</td><td>Click the X to close the accounting details help information.

</td></tr>
<tr><td>39.</td><td>Click the Arrow to view the accounting details for the expense.

Note - that the accounting details on each line are pulled from the Accounting Defaults above.

</td></tr>
<tr><td>40.</td><td>You can change where an individual line is charged to by editing the SpeedCode.

</td></tr>
<tr><td>41.</td><td>Click the Arrow again to hide the accounting details.

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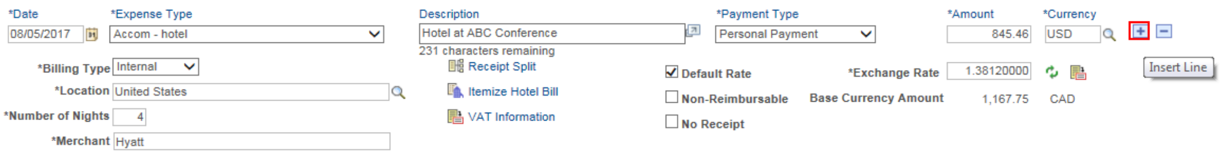
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>42.</td><td>Click the + button to add another expense line.

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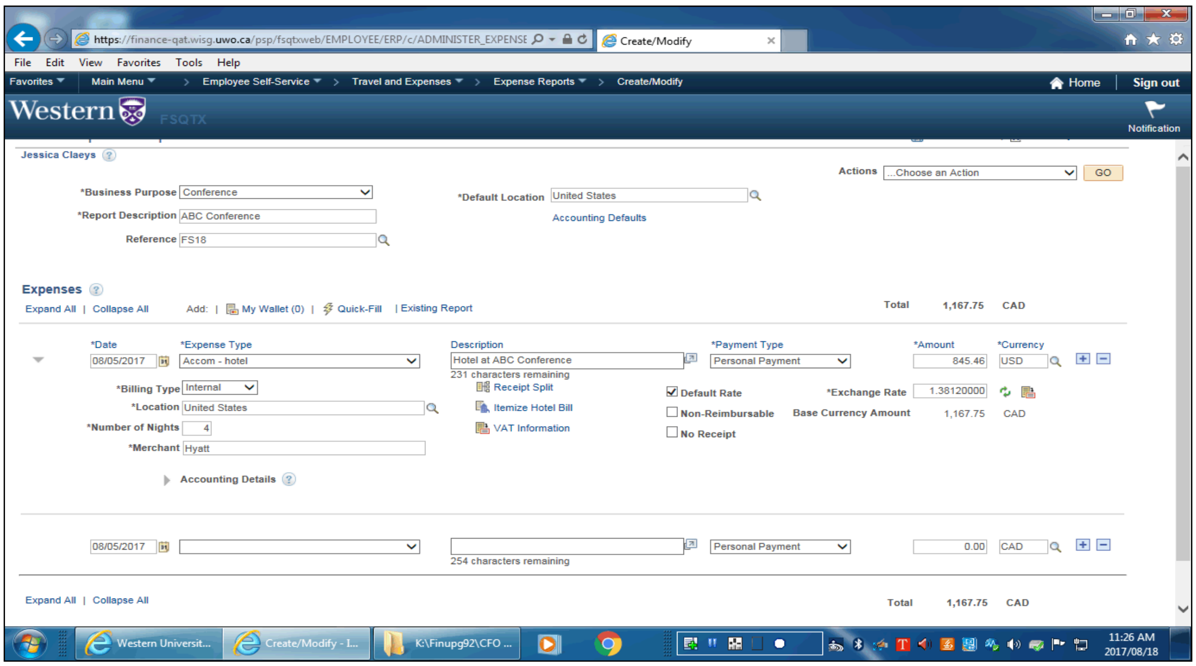
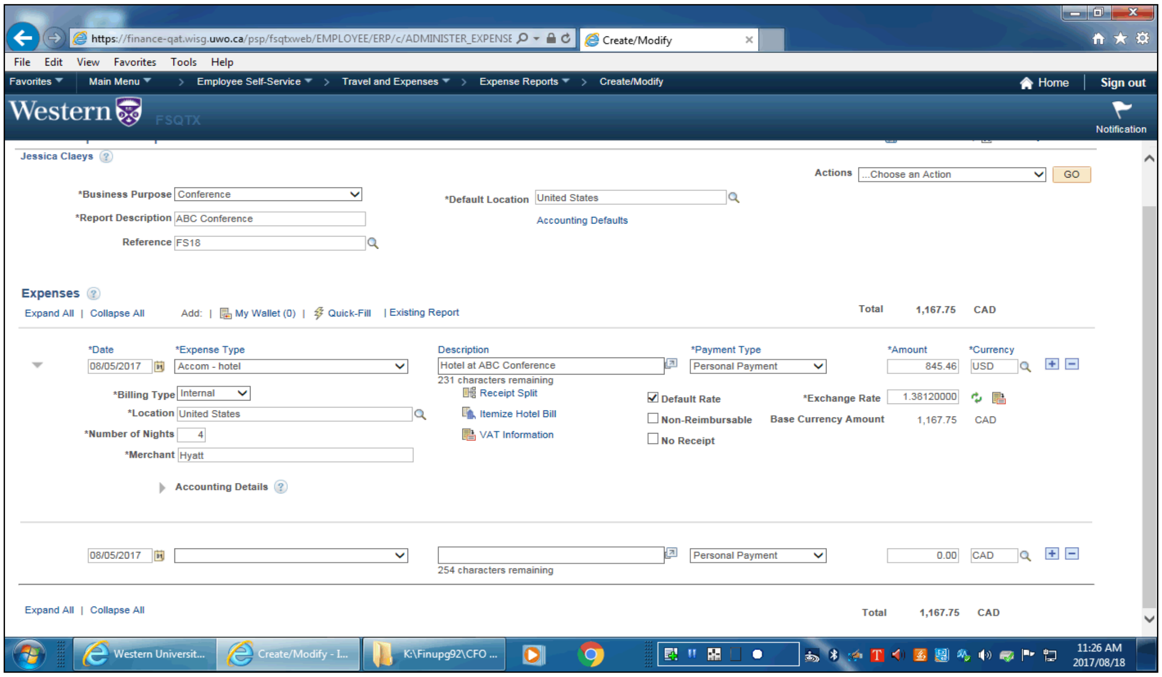


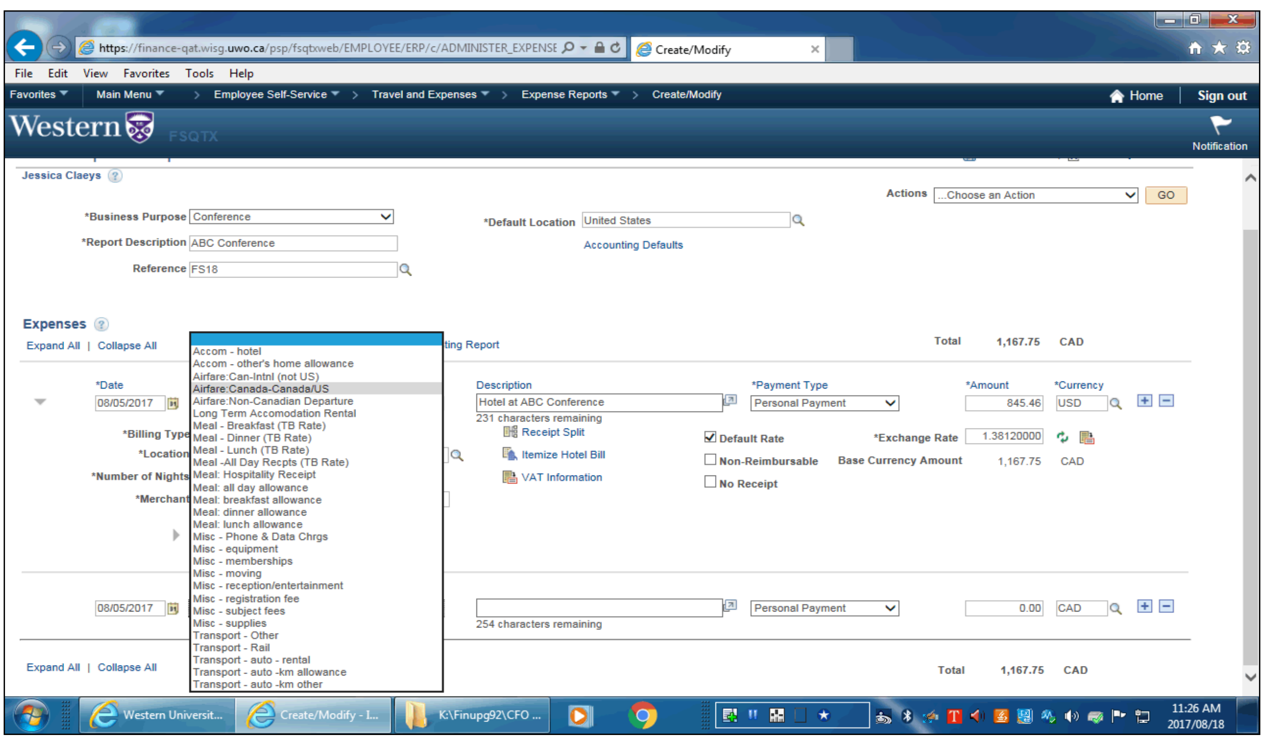
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>43.</td><td>Click the Calendar icon to change the expense date.

Note - the expense date defaults from the above line and can be changed.

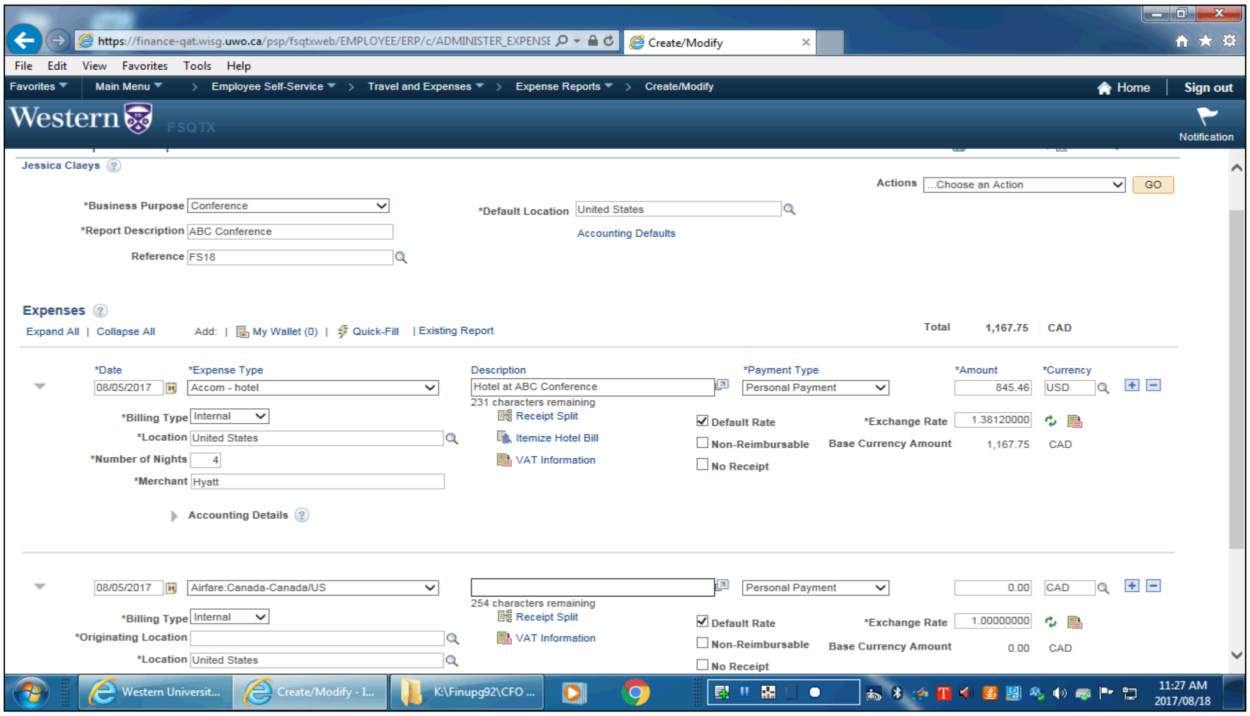
</td></tr>
</table>



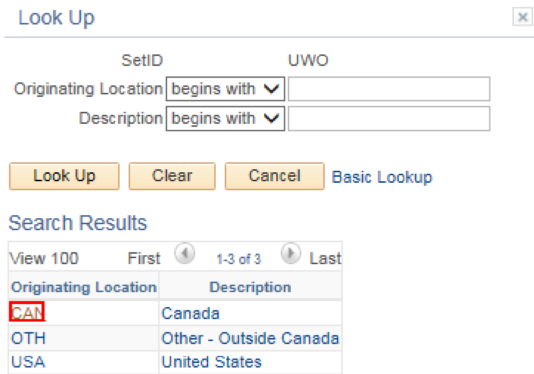
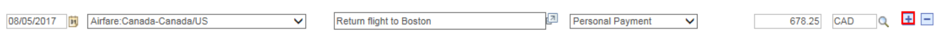
Step	Action
44.	Click the **Expense Type** drop down arrow. 

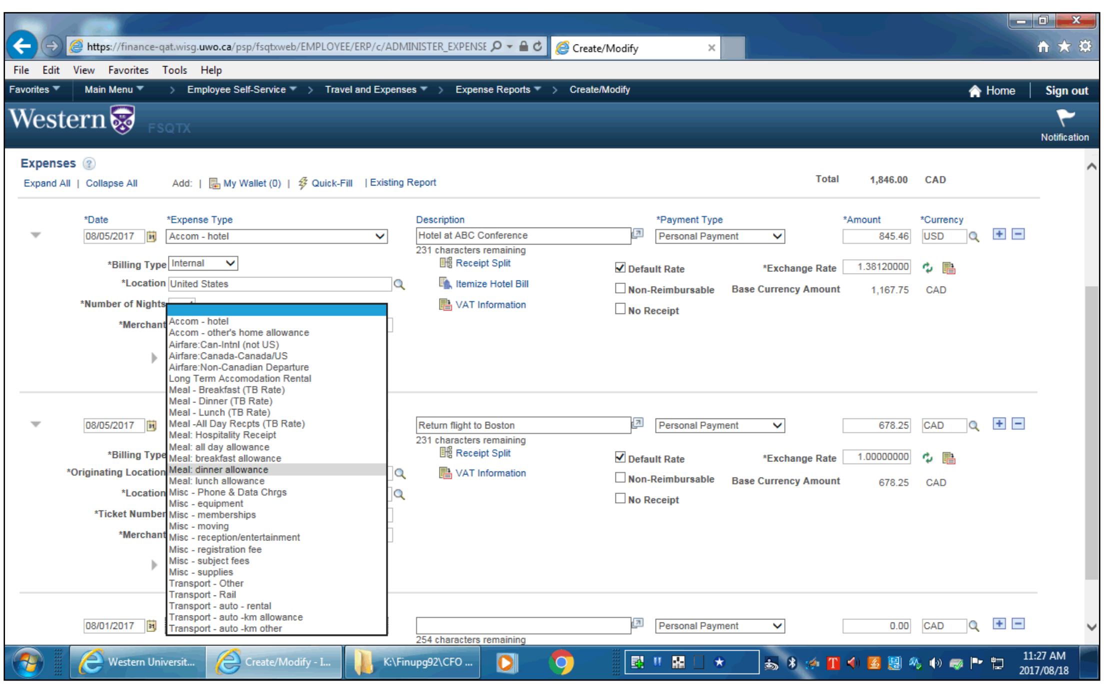


Step	Action
45.	Select the appropriate **Expense Type** from the list. Collapse All *Date 08/05/2017 Accom - hotel Accom - other's home allowance Airfare:Can-Intnl (not US) Airfare:Canada-Canada/US Airfare:Non-Canadian Departure Long Term Accomodation Rental



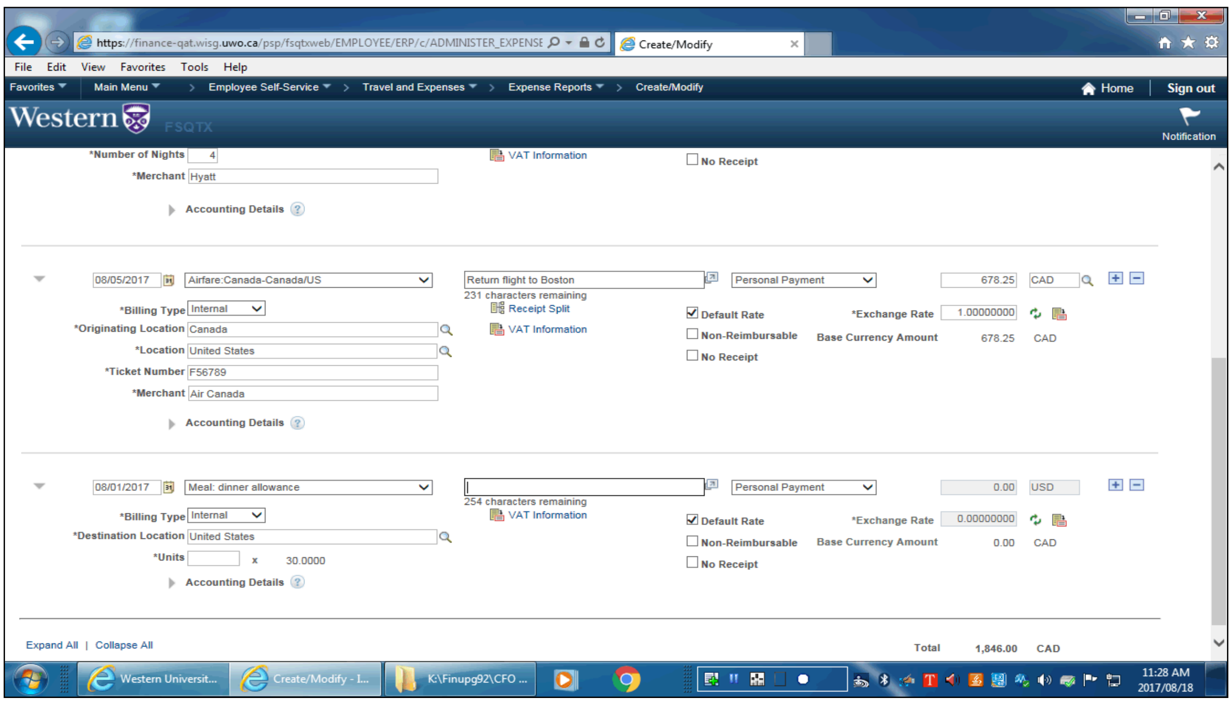
Step	Action
46.	Enter an **Expense Description** in the *Description* field. 254 characters remaining
47.	Enter the **Amount** of the expense to be reimbursed in the *Amount* field. 0.00
48.	Click the **Magnifying Glass** beside *Originating Location* to select the country where the expense was incurred. *Originating Location

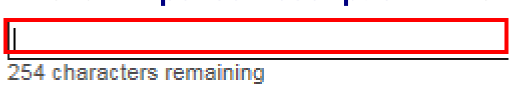
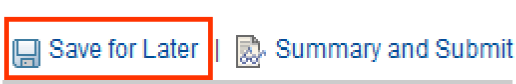
Step	Action
49.	Select the appropriate **Country** from the list. 
50.	Enter the **Ticket Number** of the flight being expensed into the *Ticket Number field.* 
51.	Enter the **Vendor** or **Supplier** name into the *Merchant* field. 
52.	Click the **+** button to add another expense line. 
53.	Click the **Calendar** icon to change the expense date. 
54.	Click the **Expense Type** drop down arrow. 

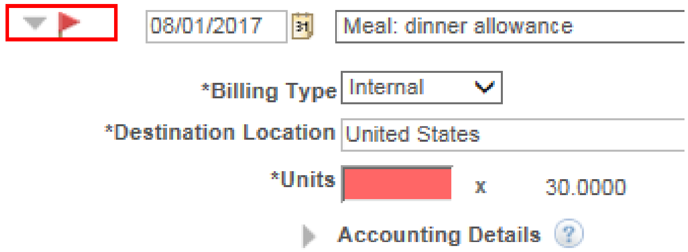
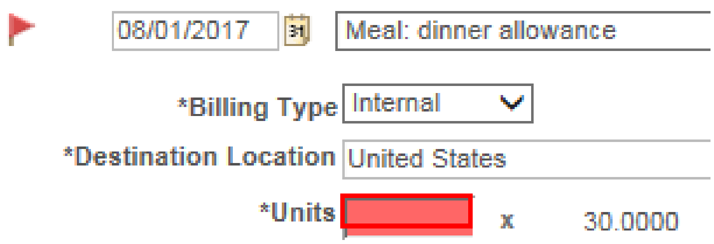


<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>55.</td><td>Select the appropriate Expense Type from the list.

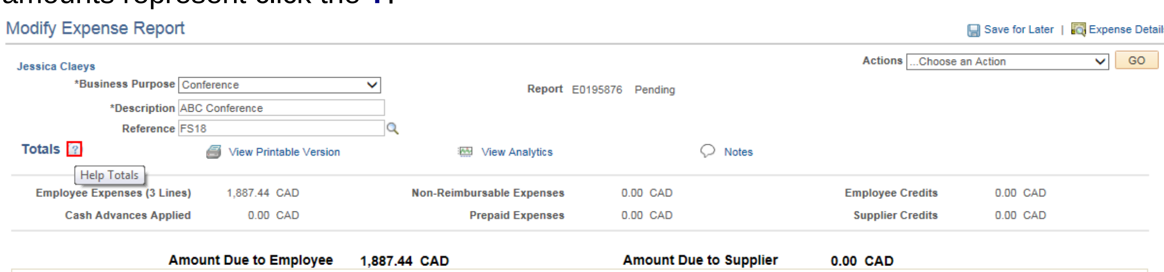
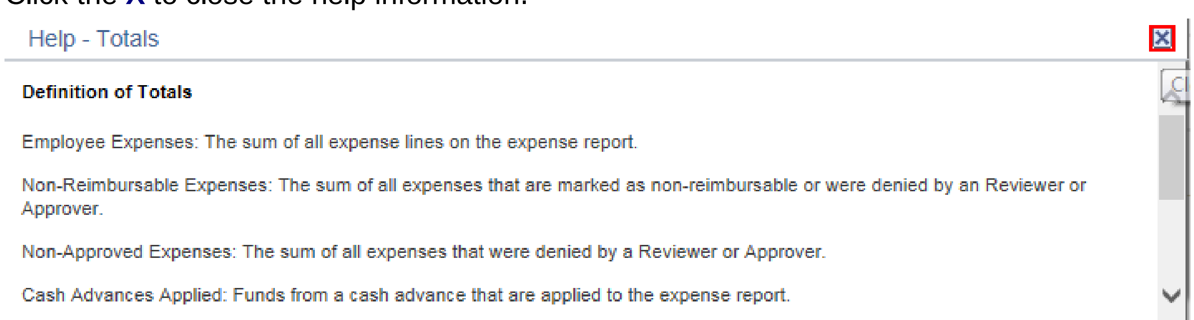
</td></tr>
</table>



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>56.</td><td>Enter an Expense Description in the Description field.

</td></tr>
<tr><td>57.</td><td>Scroll to the top of the page and click the Save for Later button.
Note - it is important to do this before you submit your expense claim to ensure there are no errors that will prevent your expense report from submitting.

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>58.</td><td>Missing information will be indicated by a Red Flag next to the expense line.

</td></tr>
<tr><td>59.</td><td>Enter any missing information.

</td></tr>
<tr><td>60.</td><td>Click Save for Later to save the changes and re-check your claim.

</td></tr>
<tr><td>61.</td><td>Click Summary and Submit to submit your completed claim for approval.

</td></tr>
<tr><td>62.</td><td>You will see a summary of the expense amounts. To learn what the different expense amounts represent click the ?.

</td></tr>
<tr><td>63.</td><td>Click the X to close the help information.

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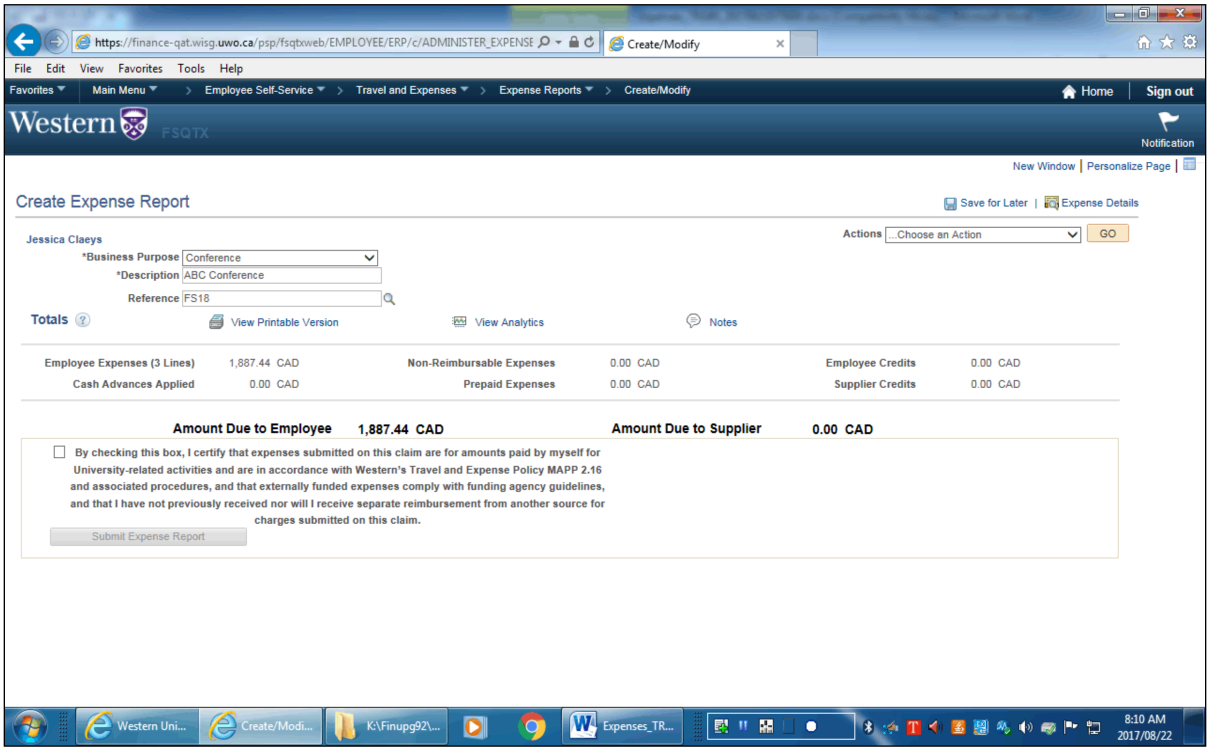
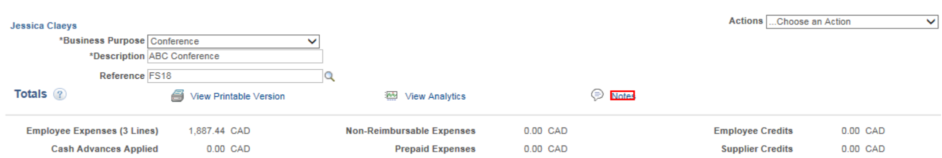
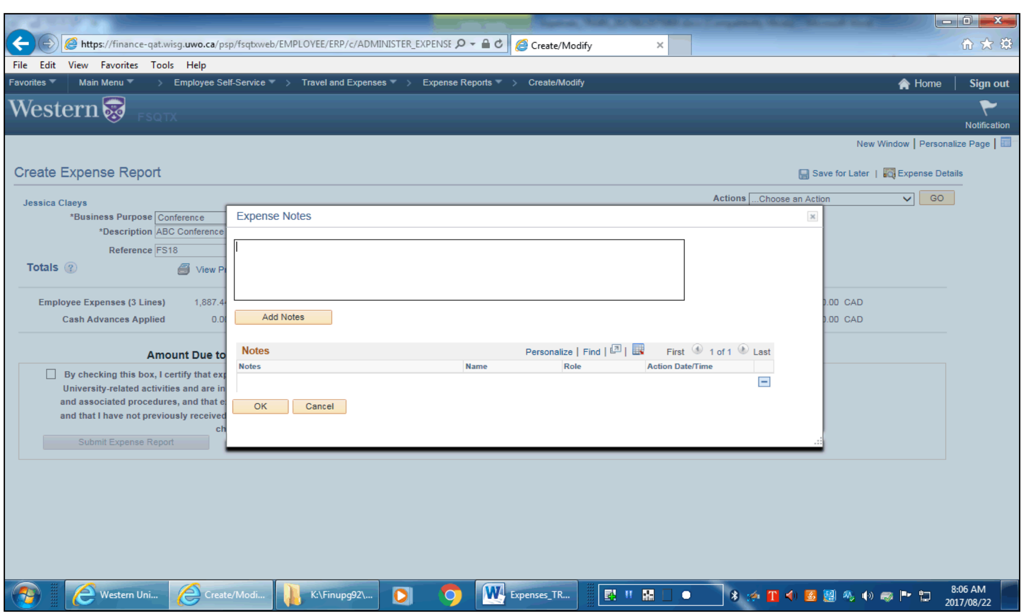
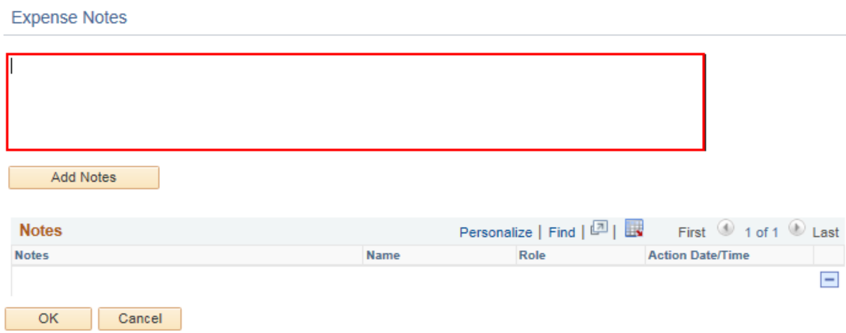
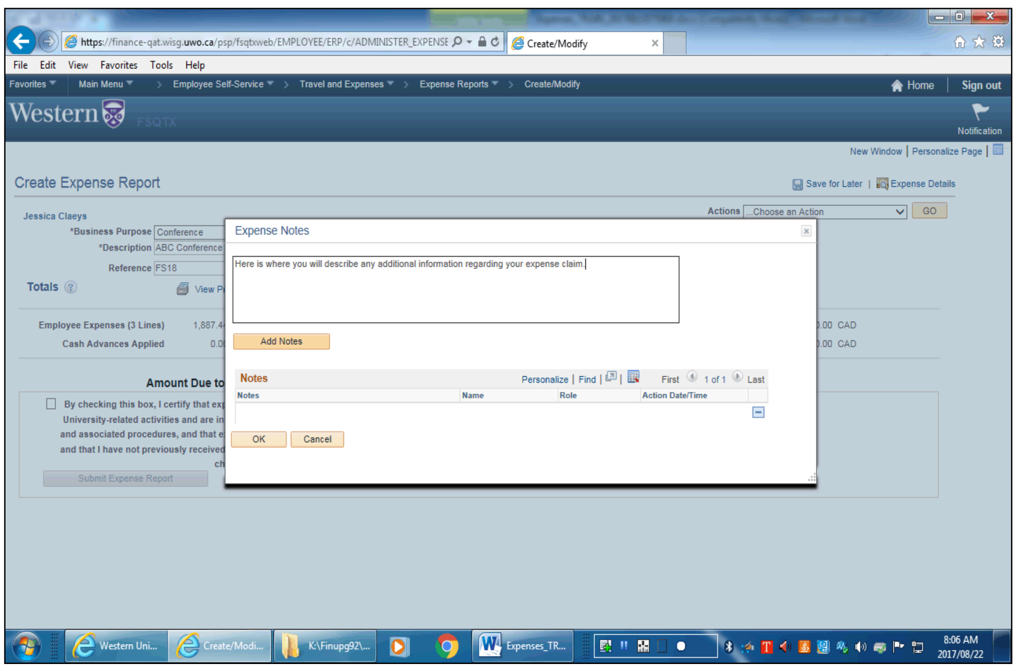
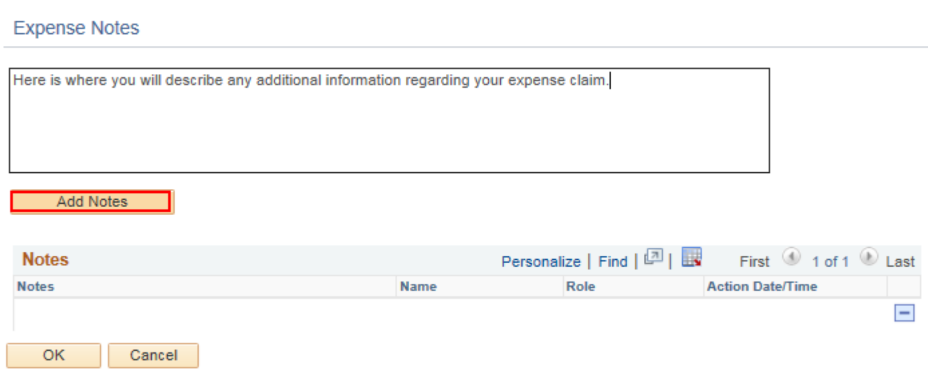


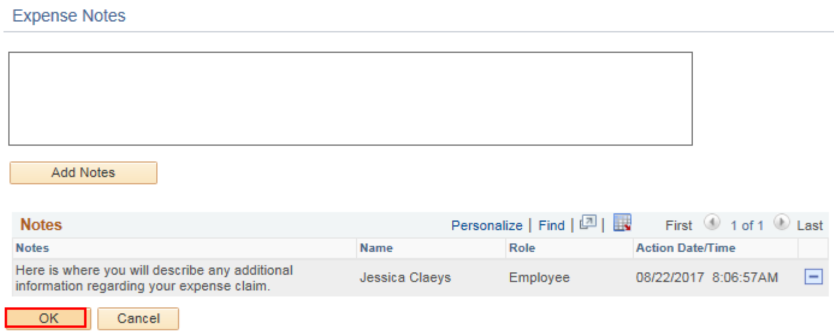
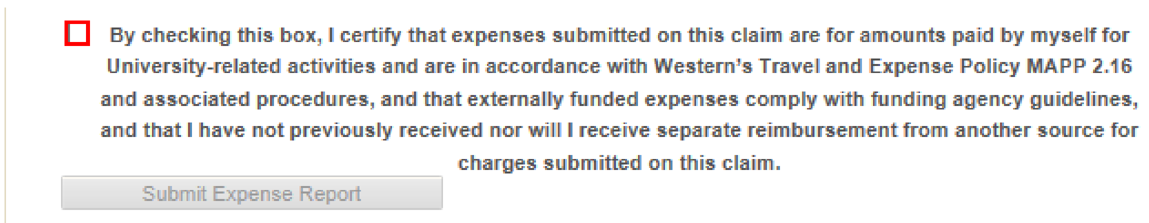
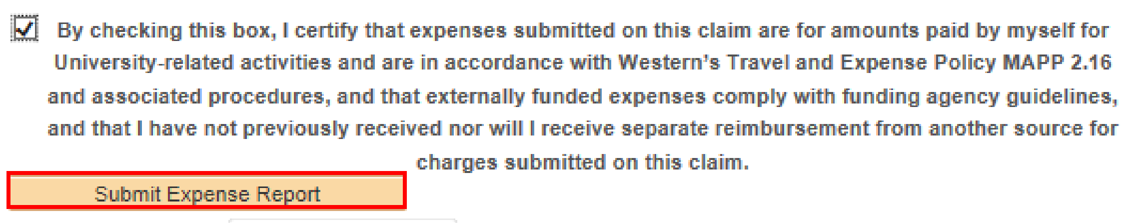
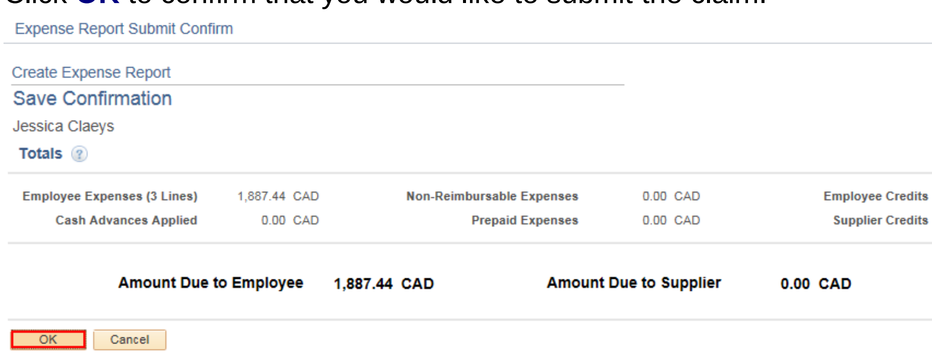
Step	Action
64.	Click **Notes** to enter additional information about your expense claim (Who, What, Where, When, Why). 



Step	Action
65.	Enter information into the notes field. 



Step	Action
66.	Click **Add Notes** to save the note. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>67.</td><td>Click OK to close the Expense Notes dialogue box.

</td></tr>
<tr><td>68.</td><td>Click the Checkbox to indicate you have read and agree with the Certification Statement.

</td></tr>
<tr><td>69.</td><td>Click Submit Expense Report.

</td></tr>
<tr><td>70.</td><td>Click OK to confirm that you would like to submit the claim.

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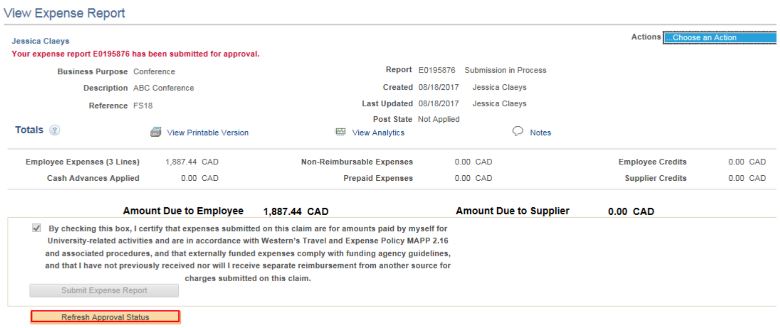
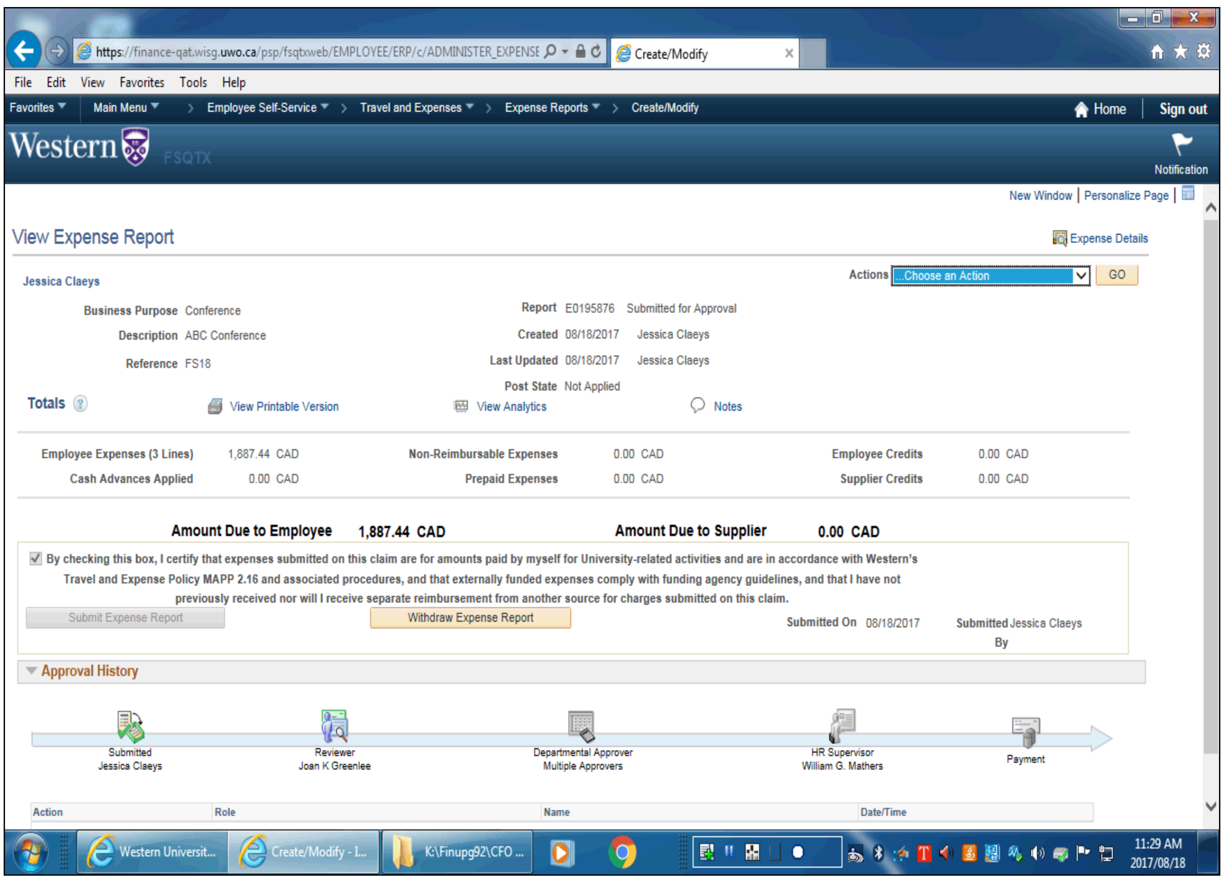
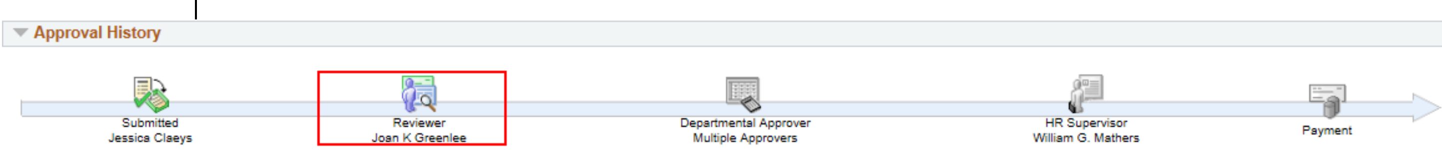
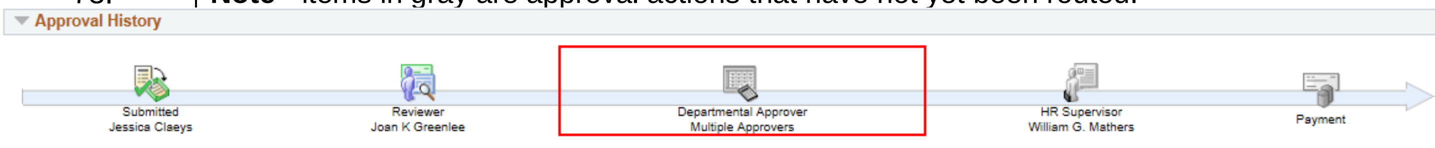
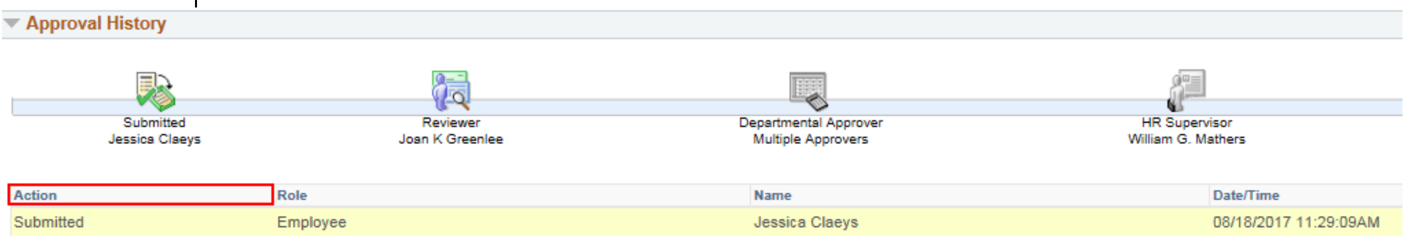
Step	Action
71.	Click **Refresh Approval Status** if you would like to view the approval path for your claim.





Step	Action
72.	**Note** - the *Approval History* image displays the workflow that your claim will take.



Step	Action
73.	**Note** - items in gray are approval actions that have not yet been routed. 
74.	**Note** - you can also see the history of actions taken on your claim under *Action.* 

If you need assistance creating or submitting a Travel and Expense claim email: travel@uwo.ca or review the **Travel and Expense F.A.Q.'s** found on the Financial Services, Training and Reference webpage, under Corporate Accounting: http://uwo.ca/finance/training_reference/index.html .