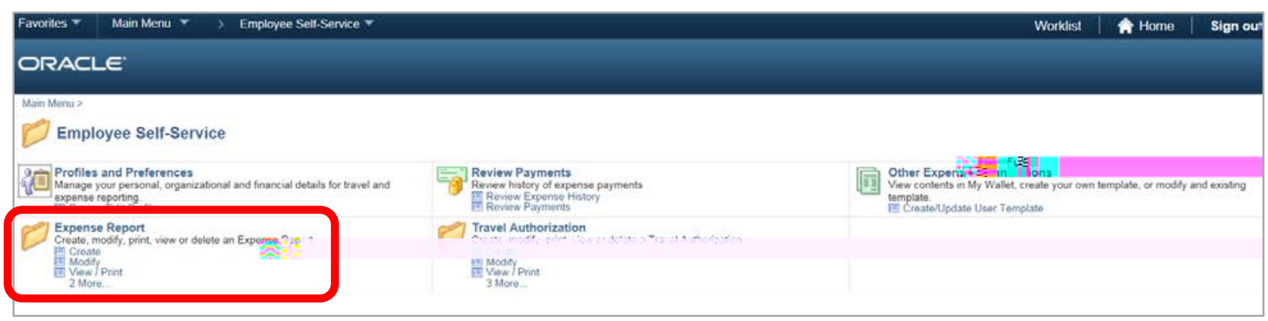
Please note: If you have not self-registered, you will need to do so before you create an expense report (http://www.usg.edu/gafirst-fin/documents/Registering_as_a_New_Self-Service_User.pdf). If you are self-registering and creating your report on the same day, you will need to see your expense administrator after you self-register so that the administrator can authorize your information.

Consult your Travel & Expenses administrator for information about reimbursement policies or see GA State travel policies here: https://sao.georgia.gov/state-travel-policy

To create an expense report, log into PeopleSoft Self-Service: https://selfservice.fprod.gafirst.usg.edu.

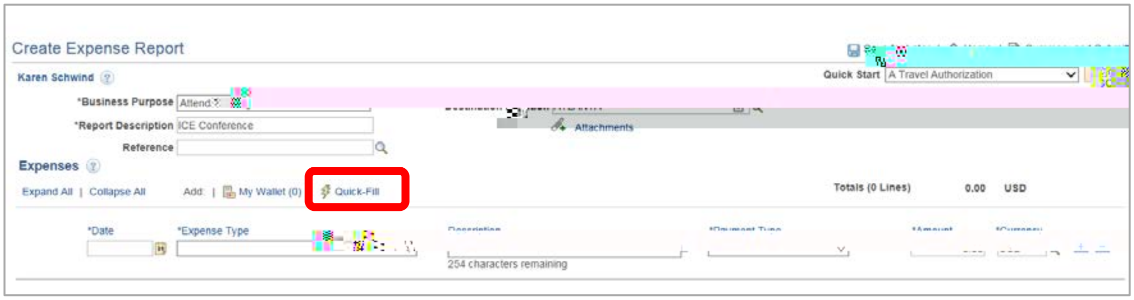
Follow the navigation: Employee Self -Service > Expense Report > Create.



1. Enter your Employee ID. Your Employee ID may already appear.
2. Enter the General Information for the expense report:
    a. Select the appropriate Business Purpose from the drop down.
    b. Enter a description in the Report Description field.
    c. Enter/Select the Destination Location.
    d. Leave Reference blank. We do not use this field.

3.

4. To easily add multiple expense lines that occur on a single day or a range of days, select the Quick-Fill link.



  a. Enter a date or a range of dates in the From and To fields.
  b. With a checkmark, select the expense type that applies to one day or all days.
  c. Select the OK button. Expense lines populate with the date, expense type, and if it is a meal, the appropriate per diem amount for the Destination Location you entered.
  d. Complete any missing details on the Quick-Fill expense lines you just added.
  e. You may also add lines individually by using the plus (+) button instead of using Quick-Fill which was detailed in Step #4 above. See Step #5 below.

5. For each expense:
  a. Enter/select date in the Date field. (Please note: This date must be a current or past date.)
  b. In the Expense Type drop down, select the appropriate expense type.
  c. Enter a Description for the Expense Type if needed. (Certain expense types <u>require</u> a description.)
  d. Select the Payment Type.

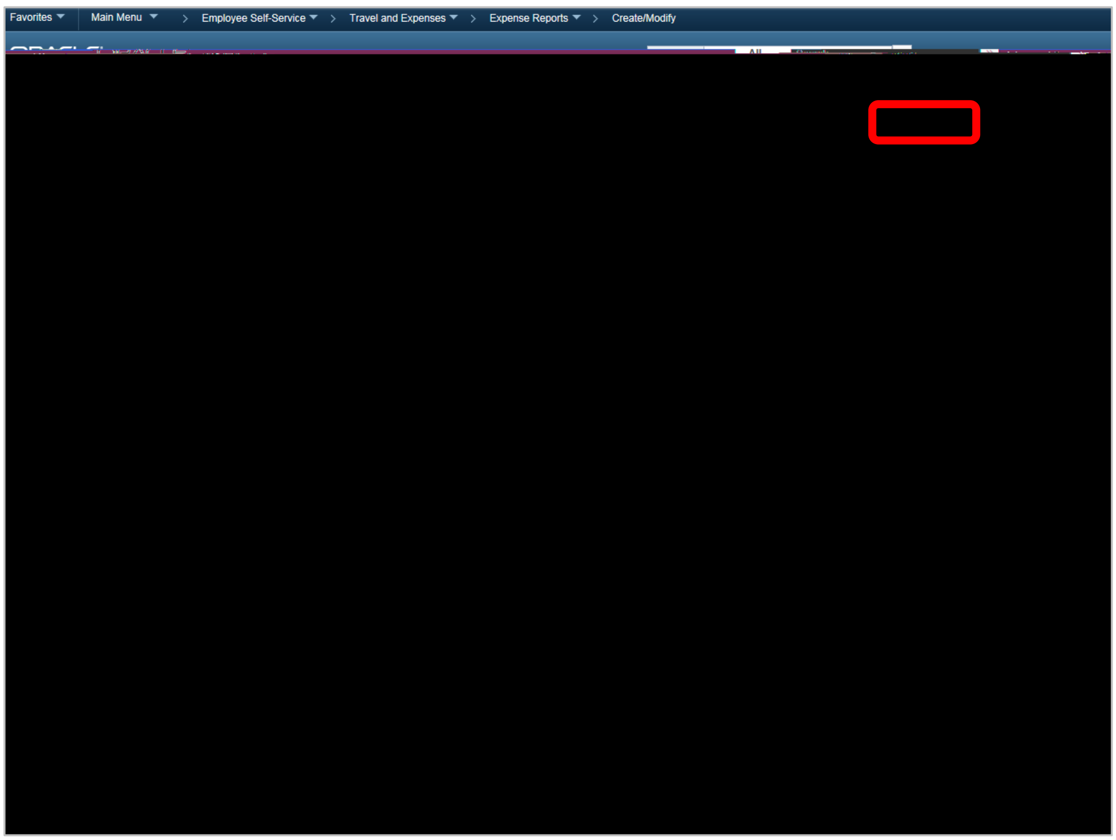
e. Enter the Amount if not automatically populated based on Expense Type .
f. Billing Type cannot be changed because it is always Internal.

6. For mileage continue. Otherwise go to Step #7.
   a. For the Expense Type, select the appropriate mileage type.
   b. Enter/select the Originating Location .
   c. Select the Payment Type

b. Check the Deduction Flag.
c. Select the OK button.
d. The per diem amount will have been reduced by 25% to meet the state requirement of 75% reimbursement.

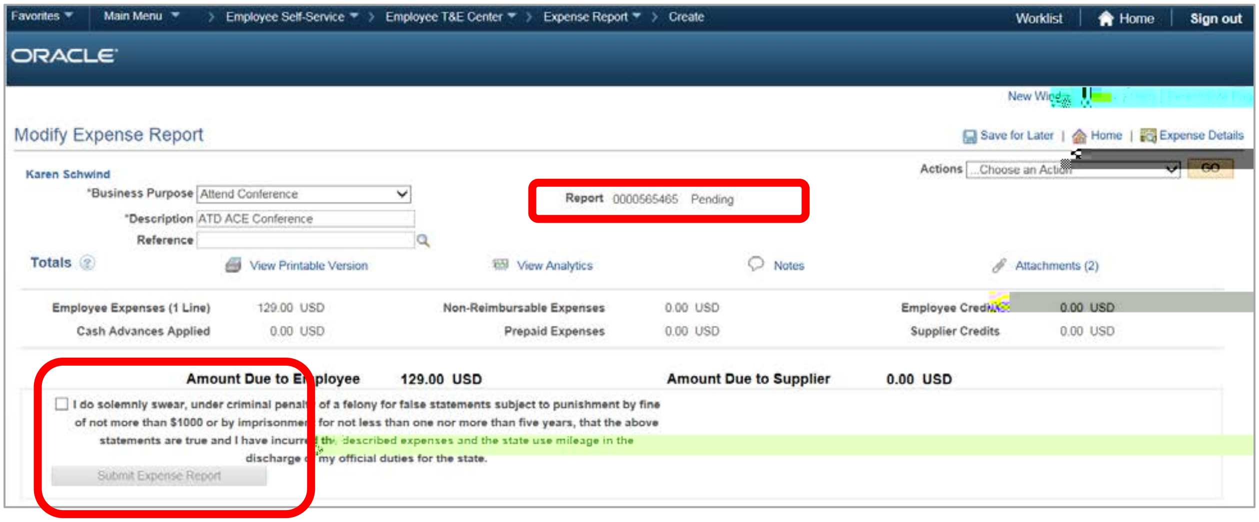
9. To copy expense lines, select Copy Expense Lines from the Actions drop down menu; otherwise go to step #10.
    a. Click GO.
    b. In the Copy Expense Lines window, you can either copy the expense line to a single date or to a range of dates. You also have the option to include weekends or holidays.
    c. Enter the appropriate date or range of dates in the Copy Option section.
    d. Check the box(s) to select the expense line(s) you wish to copy.
    e. Select the OK button.

10. To save the expense report, select the Save for Later button.



11. Please note: If you see a red flag like the one below, click the flag to see information about what is causing the error.

13. The Summary and Submit page displays. Your Report ID should have the word Pending after it. A report is assigned Pending status when it has been created and saved.



14. To submit the expense report for approval, you must first check the verification checkbox indicating that the travel was for official business.
15. After checking the verification checkbox, the Submit Expense Report button becomes enabled. Click the Submit Expense Report button to submit the expense report for approval.
16. The Expense Report Submit Confirm window displays. Click OK to submit your expense report.
17. You should see red text verifying that your expense report has been submitted.

[redacted]