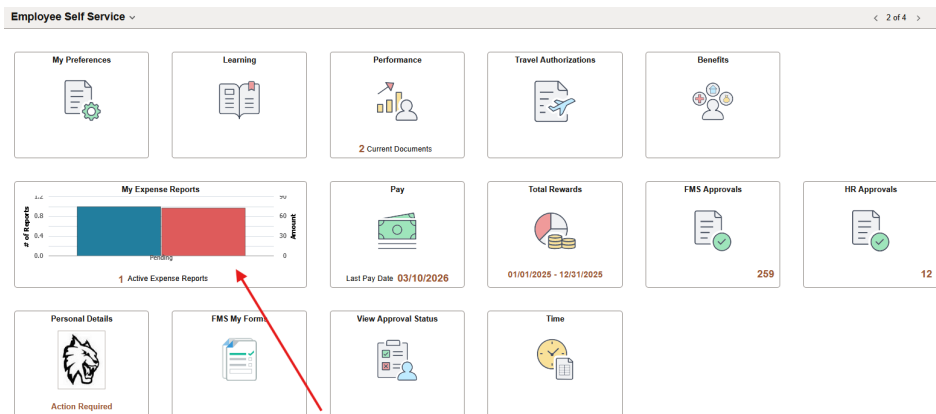


ENTERING TRAVEL – FLUID PAGES


EXPENSE REPORTS


Expense Report without a TA

From the main Fluid page, click on the Expense Reports tile



To enter travel for another person, you will first need to click on the circle with the 3 dots -

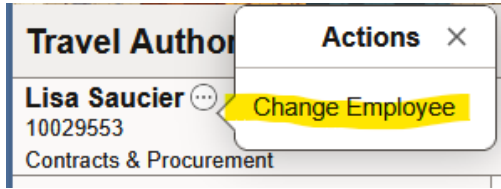
 next to your name

Travel Authorization Search	
Lisa Saucier 	
10029553	
Contracts & Procurement	
Returned	0
Denied	0
Pending	0
Submitted	0
Approved	0
View All	0

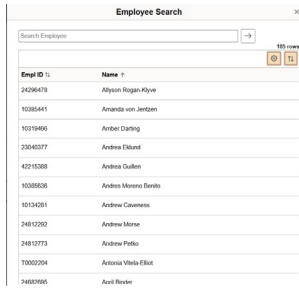
Pending Authorizations
There are no Pending Travel Authorizations to display.

[Add Travel Authorization](#)

Then click on **Change Employee**:



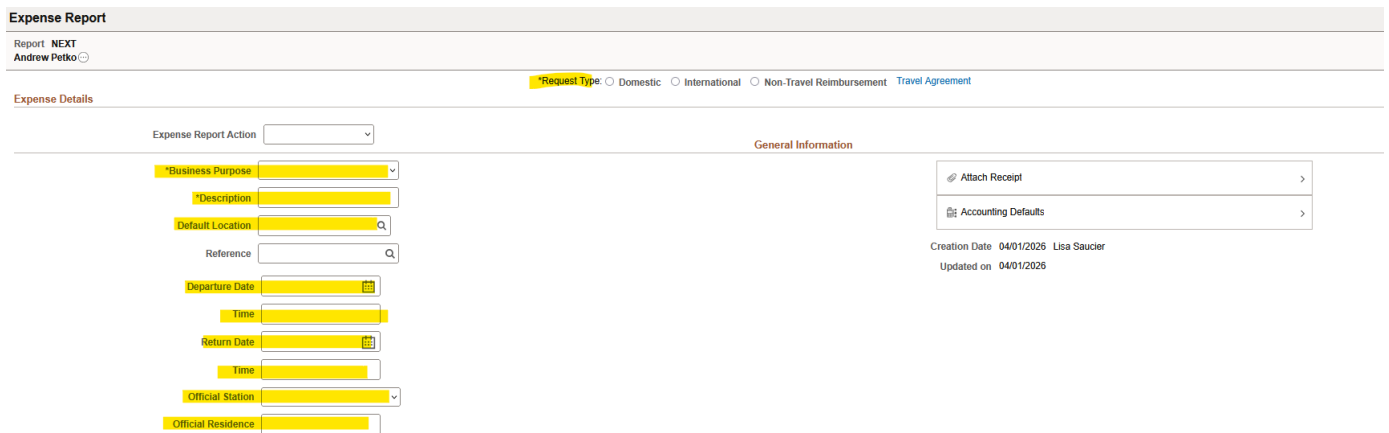
Select a person from the list:



Click on the **'Create Expense Report'** button



The same fields that are currently required are still required



**Please note that the time format has to be hour and minutes with the AM and PM in Capital letters*

On this page, the Receipts and other attachments can be added, along with the Speedkey (Accounting Defaults):

The screenshot shows the 'Expense Report' form for report 'NEXT' by Lisa Saucier. The 'Expense Details' section includes fields for Business Purpose (Training), Description (Test), Default Location (Wenatchee, WA), Reference, Departure Date (04/01/2026), Time (6:00AM), Return Date (04/01/2026), Time (7:00PM), Official Station (Ellensburg Campus), and Official Residence (Ellensburg). The 'General Information' section on the right contains 'Attach Receipt' and 'Accounting Defaults' buttons, both highlighted in yellow. A red arrow points from the 'Attach Receipt' button to the text 'For the Receipts/attachments, click "Attach Receipts". You will see this pop-up window'.

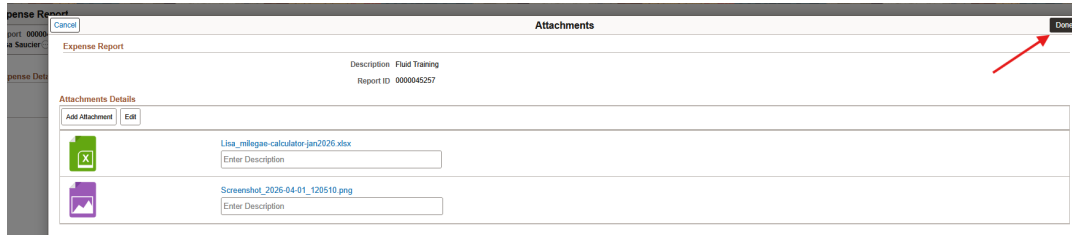
For the Receipts/attachments, click "Attach Receipts". You will see this pop-up window

The screenshot shows the 'Attach Receipts' pop-up window. The window title is 'Expense Report' and it contains a 'Cancel' button. The main content area shows 'Expense Report' details for 'Fluid Training' with Report ID 0000045257. Below this, it says 'Attachments Details' and 'No attachments exist. Upload a receipt file to create receipt here.' There is an '+ Add Attachment' button. A 'Select File to create as Attachment' dialog is open, showing 'You may attach up to 10 files to upload' and a 'Choose From' section with a 'My Device' button.

Click the 'My Device' button and find, then select the files you need to include. Click the 'Upload' button, then click 'Done'.

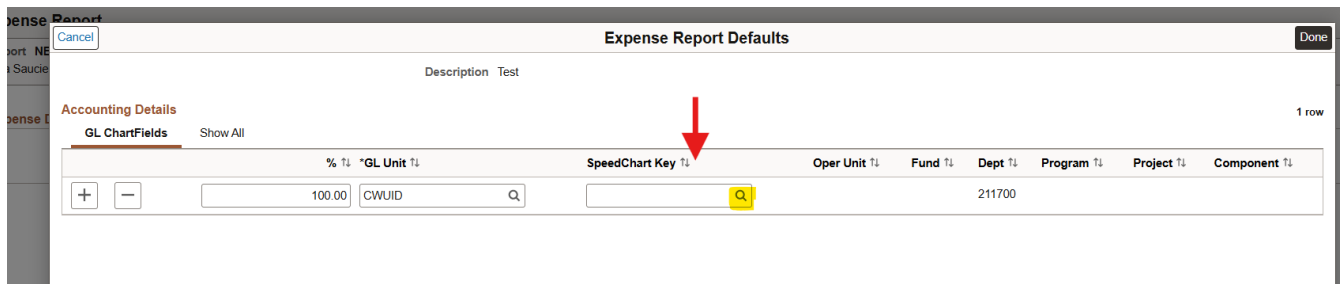
The screenshot shows the 'Select File to create as Attachment' dialog. It displays a list of files for upload: 'Lisa mileage-calculator-jan2026.xlsx' (File Size: 632KB) and 'Screenshot 2026-04-01 120510.png' (File Size: 883KB). A red arrow points to the 'Done' button in the top right corner. The dialog also includes a 'My Device' button and an 'Upload Complete' status at the bottom right.

Click 'Done' again.

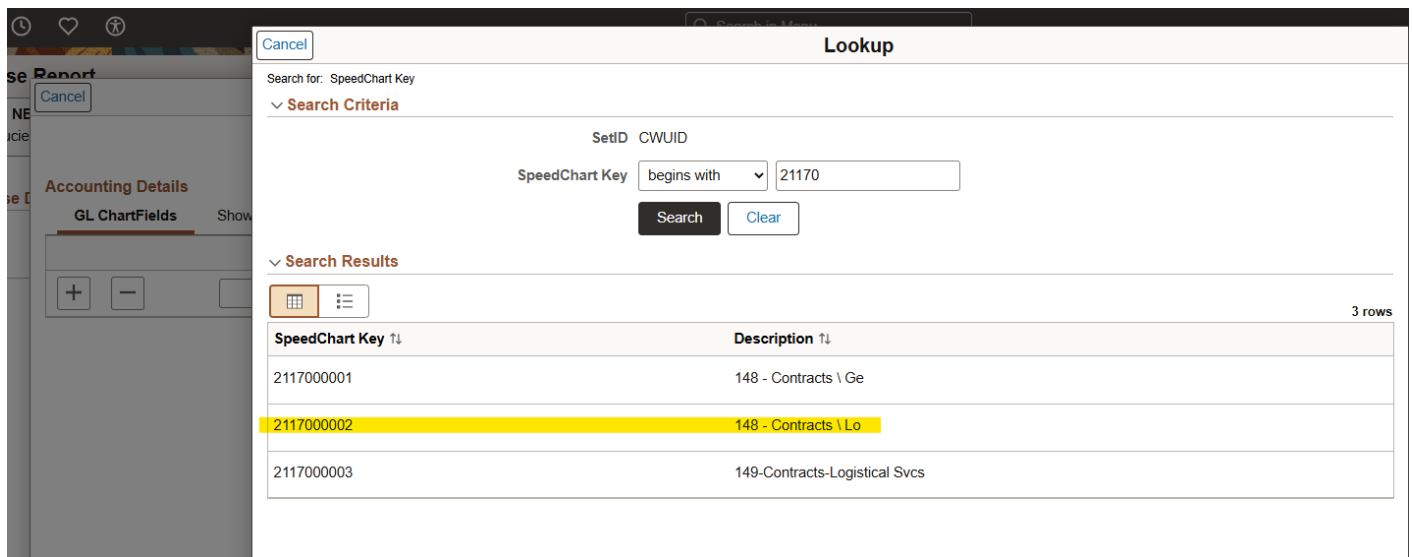


For the speedkey –

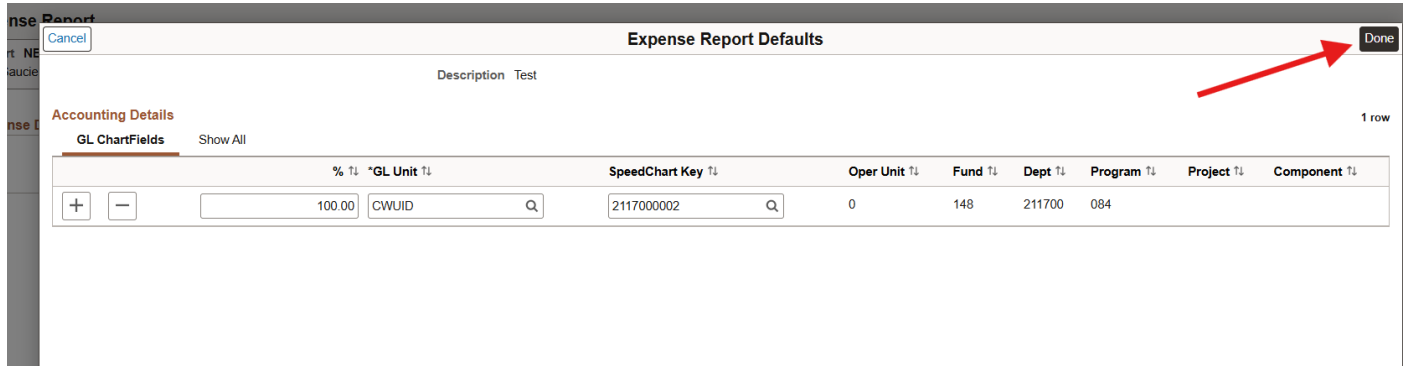
Click on the Accounting Defaults, you will see this pop-up window



You can enter part of all of the speedkey, then click the magnifying glass. Or just click the magnifying glass to start with (you will need to then enter part or all of the speedkey in the next window)



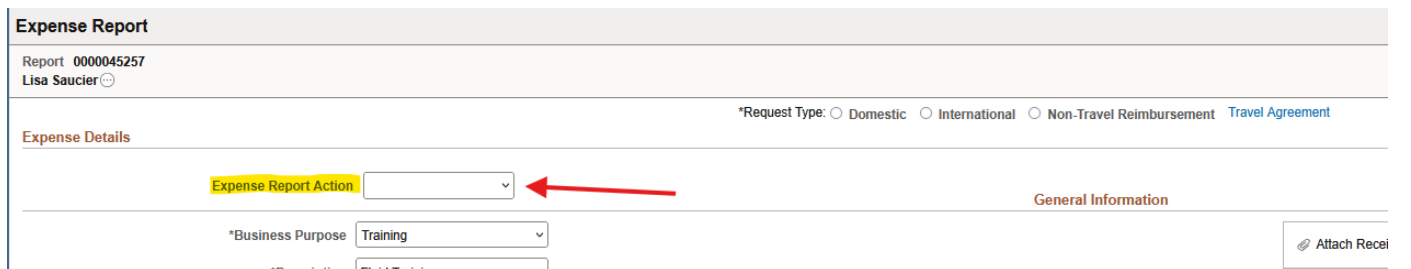
Click on the speedkey you want to use. Then click Done.



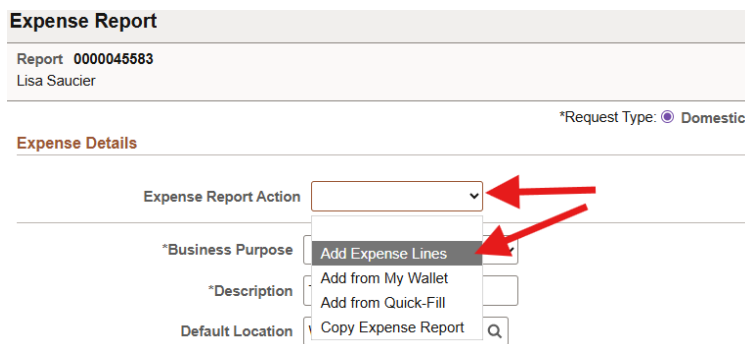
The image shows a dialog box titled "Expense Report Defaults". At the top right, there is a "Done" button with a red arrow pointing to it. Below the title bar, there is a "Description" field with the text "Test". Underneath, there is a section for "Accounting Details" with a "GL ChartFields" tab selected. A table below this section contains the following data:

	% T↓	*GL Unit T↓	SpeedChart Key T↓	Oper Unit T↓	Fund T↓	Dept T↓	Program T↓	Project T↓	Component T↓
	100.00	CWUID	211700002	0	148	211700	084		

To add the Expense Line, click on the drop down for **Expense Report Action**



The image shows the "Expense Report" form for Report 0000045257. The "Expense Report Action" dropdown menu is highlighted in yellow, and a red arrow points to it. Other fields include "Business Purpose" set to "Training" and "Description" set to "Fluid Training".



The image shows the "Expense Report" form for Report 0000045583. The "Expense Report Action" dropdown menu is open, showing options: "Add Expense Lines", "Add from My Wallet", "Add from Quick-Fill", and "Copy Expense Report". A red arrow points to the "Add Expense Lines" option.

Then click on 'Add Expense Lines'. This will bring you to a new window

Expense Entry

Fluid Training Save Review and Submit
Last Saved: 04/01/2026 12:09PM

Lisa Saucier

Total (1 Item) 0.00 USD

New Expense - 04/01/2026

*Date: 04/01/2026

*Expense Type:

Description:

Payment Details

*Payment:

*Amount: 0.00 USD

Additional Information

*Billing Type: Non-billable

**Be sure that enter the correct date!*

Scroll through the list and click in the Expense Type box and search for the one you want.

Expense Type Search

Cancel

Frequently Used **All Types**

*Display Option: Expense Category

Search Expense Type:

Expand All | Collapse All

Travel-Other Travel 17 rows

Expense Type
Ground Trans- Bus/Taxi/Train
Hosting/Cultivation-Foundation
Interest - Delinquent Trav Adv
Interview Candidate - All Exps
Membership Dues
Mileage - Motor Pool Rate
Mileage - Motorcycle Rate
Mileage -Personal Vehicle Rate
Miscellaneous Expenses - Other
Motor Pool Expense (gas/other)
Parking
Participant Travel
Registration Fees
Student Club Travel
Student Travel - All Expenses
Team Travel - Misc Expenses

If you did not enter the Accounting Details earlier, you can add the Accounting here. Click on the **Accounting** box

Fluid Training Lisa Saucier

Total (1 Item) 108.76 USD

Wednesday, April 01, 2026

Mileage - Motor Pool Rate 108.76 USD

Mileage - Motor Pool Rate - 04/01/2026

*Date: 04/01/2026
 *Expense Type: Mileage - Motor Pool Rate
 Description:

Payment Details
 *Payment: Personal Funds
 *Amount: 108.76 USD

Additional Information
 *Billing Type: Non-billable
Dr Accounting

Receipts

Exceptions
 Personal Expense
 No Receipt

Exception Comments

Search for and then select the speedkey you want to use

Cancel **Lookup**

Search for: SpeedChart Key

Search Criteria

SetID: CWUID

SpeedChart Key begins with

Search

Search Results

SpeedChart Key	Description
2117000001	148 - Contracts \ Ge
2117000002	148 - Contracts \ Lo
2117000003	149-Contracts-Logistical Svcs

Click the 'Done' button

Cancel **Expense Report Distributions**

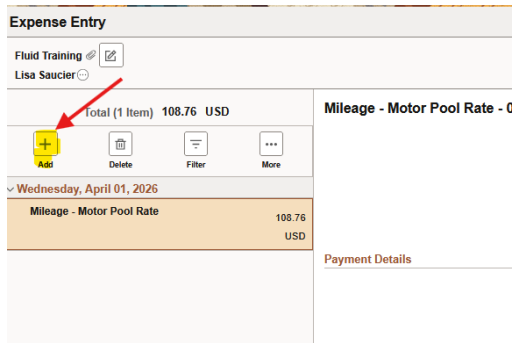
Expense Type: Mileage - Motor Pool Rate
 Amount: 108.76 USD

Accounting Details

GL ChartFields	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedChart Key	Account	Oper Unit	Fund	Dept	Program	Project	Component
<input type="text"/>	108.76	CWUID	108.76	USD	1.00000000	2117000002	53840	0	148	211700	084		

1 row

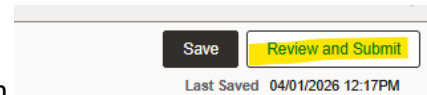
If you need to add more lines, click on the **Add** button on the left side of the page



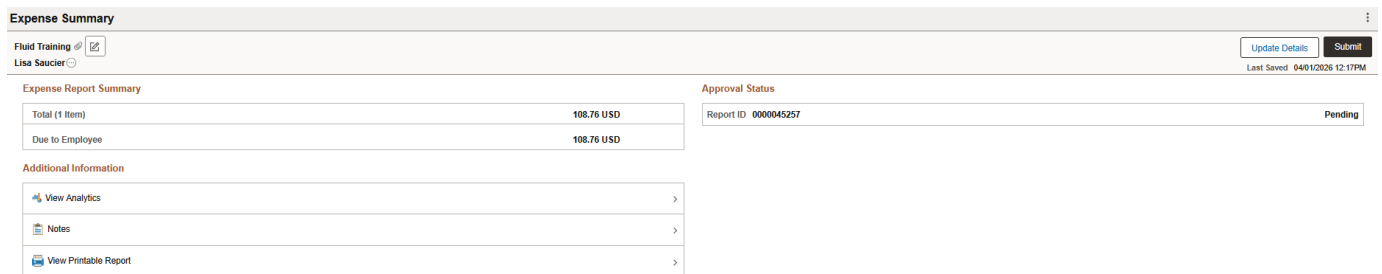
Repeat the steps above.

Click 'Save' often!

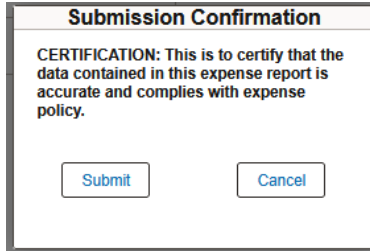
When you are finished, click the 'Review and Submit' button



You will see a brief summary of the Expense Report



Click the 'Submit' button once you're satisfied it's all correct.



You will get a pop-up window

Click 'Submit' – this Certifies that all the information is correct and accurate.

When it has been submitted successfully, you will be routed back to the Expense Reports (search) page

The screenshot shows a web application interface for "My Expense Reports". At the top, there is a search bar and navigation icons. Below the header, the user's name "Lisa Saucier" and ID "10029553" are displayed, along with the department "Contracts & Procurement". A sidebar on the left lists report statuses: "Returned" (0), "Not Submitted" (1), "Awaiting Approval" (1), "Pending Payment" (0), and "View All" (2). The "Awaiting Approval" status is highlighted. The main content area is titled "Awaiting Approval" and shows a table with one row of data. The table has columns for "Actions", "Description", "Report ID", "Status", "Approver", "Role", "Updated Date", and "Amount". The row contains a menu icon, the description "test", Report ID "0000045584", Status "Submission in Process", and Amount "151.61 USD".

Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount
⋮	test	0000045584	Submission in Process			04/09/2026	151.61 USD

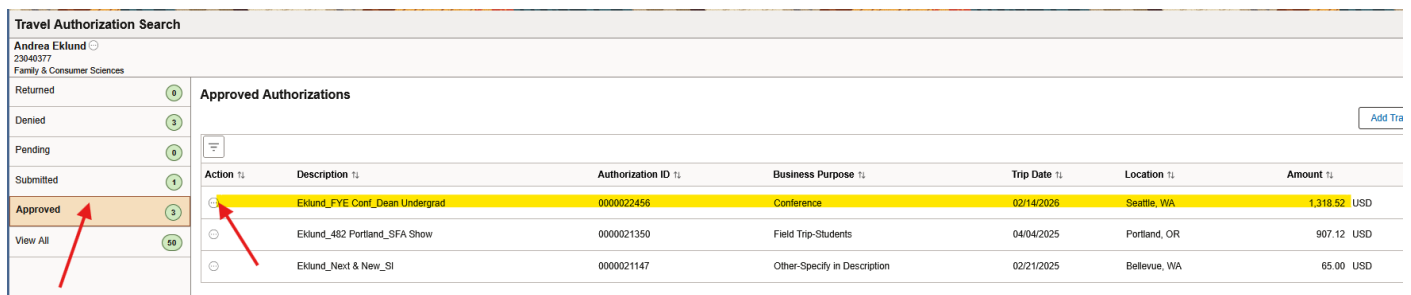
Expense Report from a TA

Navigate to the TA search screen

*If creating someone else's, click on the Change Employee icon and select the person - see page 2.

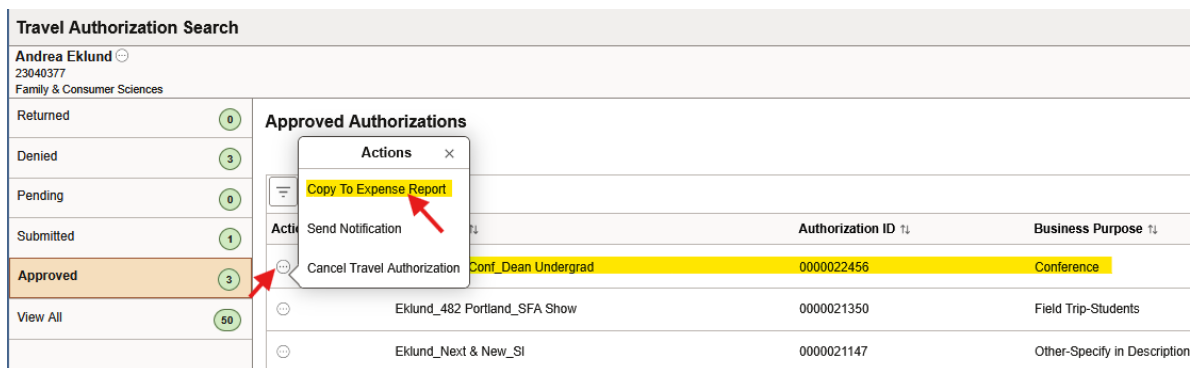
You will need to go to the **Approved** TA section and find the TA that you wish to turn into an Expense Report.

Click on the circle with the 3 dots at the left on the TA line:



Action	Description	Authorization ID	Business Purpose	Trip Date	Location	Amount
⋮	Eklund_FYE Conf_Deans Undergrad	0000022456	Conference	02/14/2026	Seattle, WA	1,318.52 USD
⋮	Eklund_482 Portland_SFA Show	0000021350	Field Trip-Students	04/04/2025	Portland, OR	907.12 USD
⋮	Eklund_Next & New_SI	0000021147	Other-Specify in Description	02/21/2025	Bellevue, WA	65.00 USD

Select 'Copy to Expense Report'



Action	Description	Authorization ID	Business Purpose
⋮	Conf_Deans Undergrad	0000022456	Conference
⋮	Eklund_482 Portland_SFA Show	0000021350	Field Trip-Students
⋮	Eklund_Next & New_SI	0000021147	Other-Specify in Description

The next window you will be taken to is the page with the Expense Lines. This ONLY fills in the Expense Lines – you will have to go add the dates and times and attachments.

Expense Entry

Eklund_FYE Conf_Deans Undergrad
Andrea Eklund

Total (10 Items) 1,318.52 USD

In State - Meals Per Diem - 02/18/2026

*Date: 02/18/2026
*Expense Type: In State - Meals Per Diem
Description: lunch only

*Payment: Personal Funds
*Amount: 92.00 USD

*Billing Type: Non-billable
*Expense Location: Seattle, WA

Per Diem Deductions
Accounting

Receipt Split

Personal Expense
No Receipt

These are all the Exp lines. Click on one of them to see the details that you see on this page

Date	Description	Amount
Wednesday, February 18, 2026	In State - Meals Per Diem lunch only	92.00 USD
Tuesday, February 17, 2026	In State - Meals Per Diem Lunch and dinner only	68.00 USD
	In State - Lodging	154.58 USD
Monday, February 16, 2026	In State - Meals Per Diem Lunch and dinner only	68.00 USD
	In State - Lodging	154.58 USD
Sunday, February 15, 2026	In State - Meals Per Diem Lunch and dinner only	68.00 USD
	In State - Lodging	154.58 USD
Saturday, February 14, 2026	Parking Hotel parking 50 x 4	236.00 USD
	Mileage - Personal Vehicle Rate	168.26 USD

Before adding the Dates and Times, click on the 'Save' button.

Then click on the **Edit Icon**

Expense Entry

Eklund_FYE Conf_Deans Undergrad
Andrea Eklund

Total (10 Items) 1,318.52 USD

In State - Meals Per Diem - 02/18/2026

*Date: 02/18/2026
*Expense Type: In State - Meals Per Diem
Description: lunch only

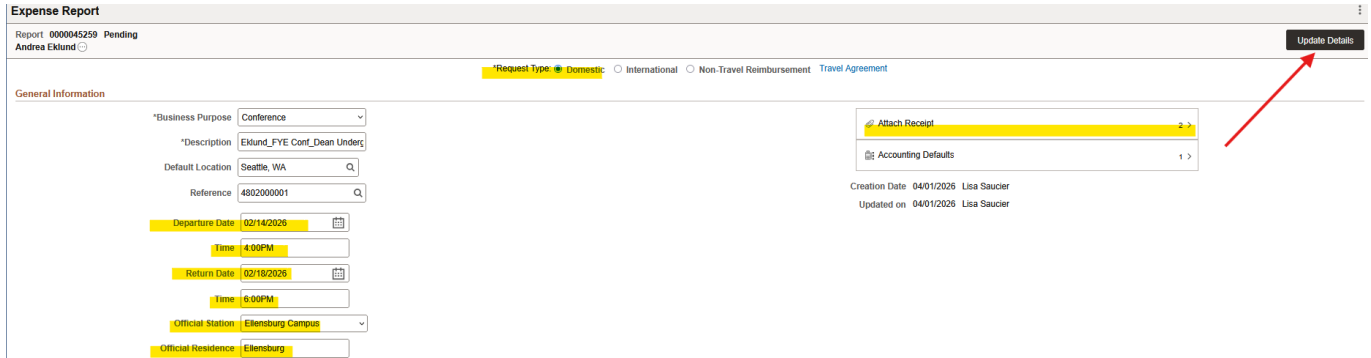
*Payment: Personal Funds
*Amount: 92.00 USD

*Billing Type: Non-billable
*Expense Location: Seattle, WA

Per Diem Deductions

This will bring you to the Expense Header.

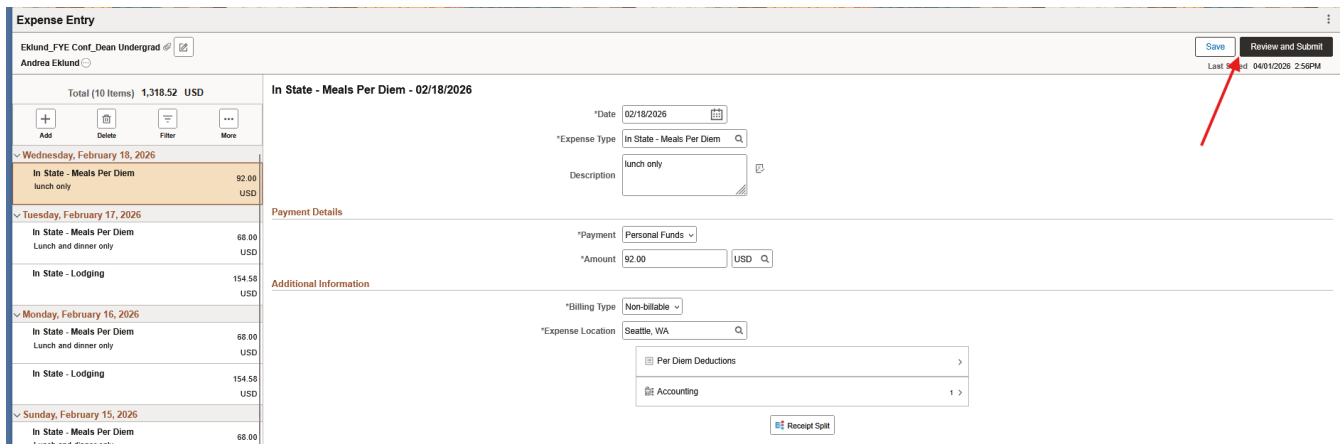
Fill in the Dates, Times, Official Station, Official Residence, select the Travel Type and add the attachments.



The screenshot shows the 'Expense Report' form for a report ID 000045259, pending approval by Andrea Eklund. The form is set to 'Domestic' request type. Under 'General Information', the business purpose is 'Conference', description is 'Eklund_FYE Conf_Deans Undergrad', and location is 'Seattle, WA'. The departure date is 02/14/2026 at 4:00PM, and the return date is 02/18/2026 at 6:00PM. The official station is 'Ebensburg Campus' and the residence is 'Ebensburg'. On the right, there are sections for 'Attach Receipt' (2 items) and 'Accounting Defaults' (1 item). A red arrow points to the 'Update Details' button in the top right corner.

When you are done, click the 'Update Details' button.

You will be back at the Expense Lines page.



The screenshot shows the 'Expense Entry' form for the report 'Eklund_FYE Conf_Deans Undergrad'. The total amount is 1,318.52 USD. The form lists expense lines for dates from February 15, 2026, to February 18, 2026, including 'In State - Meals Per Diem' and 'In State - Lodging'. On the right, there are fields for 'Date' (02/18/2026), 'Expense Type' (In State - Meals Per Diem), 'Description' (lunch only), 'Payment' (Personal Funds), 'Amount' (92.00 USD), 'Billing Type' (Non-billable), and 'Expense Location' (Seattle, WA). A red arrow points to the 'Save' button in the top right corner.

If you have more information to gather and attach, click 'Save'.

If you are ready to submit the Exp Report, click 'Review and Submit'.

You will be at the Expense Summary page, which gives an overview of the Expense Report

Expense Summary

Eklund_FYE Conf_Dean Undergrad @ Andrea Eklund

Update Details Submit
Last Saved: 04/01/2026 2:59PM

Expense Report Summary		Approval Status
Total (10 Items)	1,318.52 USD	Report ID: 0000045259 Pending
Due to Employee	1,318.52 USD	

Additional Information

- Travel Authorization: 0000022456 is associated to this report
- View Analytics
- Notes
- View Printable Report

Cash Advances

If you have a Cash Advance that needs to be applied, you will do it from this page.

Any available Cash Advances will show up as a total amount:

Expense Summary

MBB UAA.UAF 02.04.26 Drew Church

Update Details Submit
Last Saved: 04/10/2026 3:03PM

Expense Report Summary		Approval Status
Total (3 Items)	2,858.41 USD	Report ID: 0000045190 Pending
Due to Employee	2,858.41 USD	

Additional Information

- Cash Advance**: Outstanding Cash Advance 3,865.24 USD
- Travel Authorization: 0000022113 is associated to this report
- View Analytics
- Notes
- View Printable Report

Approval Status	Employee	Date/Time
Submitted	Kathy Reynolds	02/24/2026 9:49:07AM
Approved	Olivia Morgan	03/06/2026 4:23:14PM
Approved	Olivia Morgan	03/06/2026 4:23:14PM
Approved	Olivia Morgan	03/06/2026 4:23:14PM

Click on the Cash Advance box.

Find the appropriate Cash Advance and enter the amount you will be applying to the ER:

Total (3 Items)	2,858.41 USD	Cancel	Apply
Advance Applied	2,700.00 USD		
Due to Employee	158.41 USD		

Cash Advance Information

Description	Advance ID	Advance Amount	Balance	Total Applied
MBB UAA.UAF 02.04.26	0000005203	2700.00	0.00 USD	2,700.00 USD
MBB WOU.SMU 02.18.26	0000005204	2700.00	363.13 USD	0.00 USD
MBB GNAC Tour 03.04.26 BHam	0000005290	2700.00	802.11 USD	0.00 USD

Click the 'Apply' button when complete.

The Expense Summary will show the Cash Advance as applied, and the adjusted totals

Expense Summary

MBB UAA.UAF 02.04.26

Drew Church Update Details **Submit**

Last Saved 04/10/2026 3:08PM

Expense Report Summary

Total (3 Items)	2,858.41 USD
Advance Applied	2,700.00 USD
Due to Employee	158.41 USD

Additional Information

Cash Advance

Applied Amount	2,700.00 USD
Outstanding Cash Advance	1,165.24 USD

Travel Authorization
0000022113 is associated to this report. >

View Analytics >

Notes >

View Printable Report >

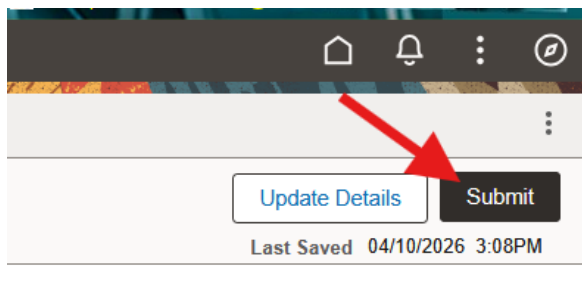
Approval Status

Report ID 0000045190 Pending

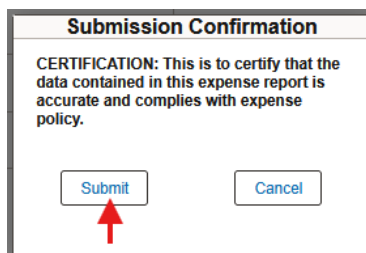
✓ Submitted Kathy Reynolds Employee	02/24/2026 9:49:07AM
✓ Approved Olivia Morgan Travel/AP Desk Initial Review	03/06/2026 4:23:14PM
✓ Approved Olivia Morgan	03/06/2026 4:23:14PM
✓ Approved Olivia Morgan	03/06/2026 4:23:14PM

Review the above information.

Once you are satisfied, click the 'Submit' button, in the upper right.



The Submission Confirmation pop-up will appear. Click 'Submit' Click 'Submit' – this Certifies that all the information is correct and accurate.



You will then be at the “My Expense Reports” page.

My Expense Reports

Andrea Eklund
23846377
Family & Consumer Sciences

Returned (0)
Not Submitted (2)
Awaiting Approval (1)
Pending Payment (0)
View All (3)

Awaiting Approval

Create Expense Report

Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount
	Eklund_FYE Conf_Dean Undergrad	0000045259	Submission in Process			04/01/2026	1,318.52 USD

1 row

For any questions or assistance, please contact the Travel Desk – by email at TravelDesk@cwu.edu

Phone Olivia x2621; Melissa x1985; Lisa x1986