

# How to Create an Expense Report for Non-Travel Reimbursement

This job aid outlines the steps to create an Expense Report for a Non-Travel Reimbursement. Non-Travel Reimbursements are for items not related to travel.

## Overview

When entering an Expense Report, perform the following steps:

1. Log In
2. Create an Expense Report
3. Fill in A Blank Report
4. Enter Expense Details
5. Submit the Expense Report

### Step 1 - Log In

- Open MyCWU
  - Enter User ID
  - Enter Password
  - Click Log In Button

- May be used when there is a situation when a faculty/ staff member needs to pay for materials or services from their personal funds with the expectation that they will be reimbursed by the University for the purchase. Include justification in the comments section of Expense Report.
- *Do not combine Non-Travel Reimbursements with Travel Reimbursements.*



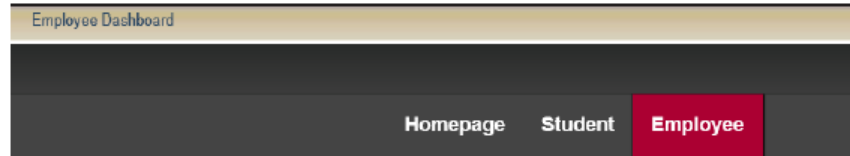
Username

Password

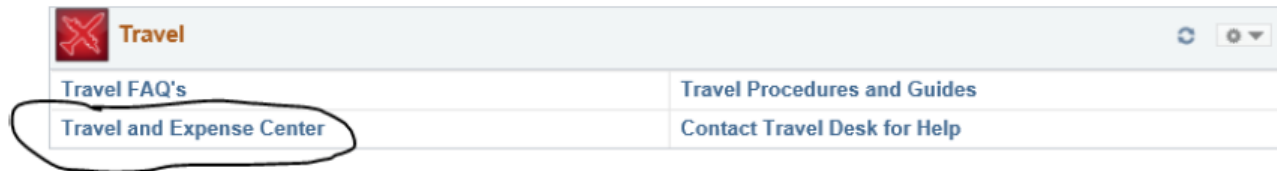
[› Forgot your password?](#)

[› Need Help?](#)

- Step 2 - Create an Expense Report
- Click Employee Tab



- Click Travel and Expense Center



- Under Expense Reports, Click Create/Modify




- Add a New Value tab should be highlighted



- Click Magnifying Glass beside EMPL ID box to select Traveler's Name or EMPL ID to search by

**Expense Report**

Find an Existing Value | Add a New Value

EmpID: 000036010 

Add

[Find an Existing Value](#) | [Add a New Value](#)

- Select either Name or EMPL ID using the drop down arrow box (See item 1)
- Enter the name or EMPL ID of the traveler (See item 2)
- Click Look Up

**Look Up EmplID**

1 **Search by:** Name  2

Look Up Cancel [Advanced Lookup](#)

**Search Results**

View All First 1-86 of 86 Last

Name	EmplID
<a href="#">Walter Tschinkel</a>	000000352
<a href="#">Lori McFadden</a>	000000507
<a href="#">George Bates</a>	000001061
<a href="#">Joseph Faragasso</a>	000001199
<a href="#">Don Levitan</a>	000001219
<a href="#">Michael Meredith</a>	000001339
<a href="#">Thomas Roberts</a>	000001400
<a href="#">Joseph Travis</a>	000001431
<a href="#">Kenneth Roux</a>	000001435
<a href="#">Marc Freeman</a>	000001490



*Something to Think About*

When looking up by last name, place a % in front of the last name.

Note: If you do not have access to enter on behalf of someone other than yourself, contact the AP/Travel.

traveldesk@cwu.edu.

- Since multiple employees may have the same name, be sure to select the correct traveler by verifying their EMPL ID

### Look Up EmplID

Search by: Name

[Advanced Lookup](#)

#### Search Results

View All First  1 of 1  Last

Name	EmplID
John Netter	000022718

### Expense Report

EmplID:

[Find an Existing Value](#) | [Add a New Value](#)

- Click Add

Step 3 - Fill in A Blank Report

- Confirm the name of the intended Person to Be Reimbursed



Something to Think About

Items with an asterisk (\*) beside them are required fields.

- Select **Other-Specify in Description** as the Business Purpose from drop down menu by clicking the down arrow (*See Item 1*)
- Type in **NTR - Your UserName/Date** in the Report Description field (*See Item 2*) since these ERs will route to Accounts Payable for processing.
- Enter Default Location by typing in first four letters of the city and clicking the magnifying glass (*See item 3*)

Create Expense Report

Christina Short ?

Quick

1. \*Business Purpose

2. \*Report Description   
Reference

3. Default Location

4. \*Request Type  Domestic  International  Non-Travel Reimbursement [Travel Agreement](#) [Attachments](#)

\*Time

- Select the city that item was purchased from and click the underlined location next to it



### Look Up Default Location

Search by: Expense Location begins with

Look Up Cancel [Advanced Lookup](#)

#### Search Results

View All First 1-2 of 2 Last

Expense Location	Description
<u>TALLA</u>	TALLAHASSEE FL
<u>TALAL</u>	Talassee, AL

- The city and state will appear in the ER (Expense Report) screen

Enter Date of receipt (mm/dd/yyyy format)

Under Expense Type click drop down arrow



- Select the appropriate **Non-Travel expense type** from the list

In the **Description** box under Expenses, enter the reason for the purchase

Enter Amount on receipt

*Date 07/10/2018	*Expense Type NonTravel-Lite Refreshments	*Description Reimbursement for items purchased for the 183 characters remaining <a href="#">Receipt Split</a>	*Payment Type Personal Funds	*Amount 50.00
*Billing Type Non-billable		<input checked="" type="checkbox"/> Default Rate	*Exchange Rate 1.00000000	
		<input type="checkbox"/> Max Reimbursable	Base Currency Amount 50.00	

Step 4 - ER Accounting Defaults

- Click the  icon under Expenses
- Click the  icon next to Accounting



Something to Think About

To default your speedkey, use the Actions dropdown and pick Default Accounting For Report

[Save for Later](#) | [Summary and Submit](#)




Actions **Default Accounting For Report**


Details

Expenses 

[Collapse All](#) Add: |  My Wallet (0) |  Quick-Fill







\*Date: 07/10/2018  \*Expense Type: NonTravel-Lite Refreshments  \*Description: Reimbursement for items purchased for t  
183 characters remaining  [Receipt Split](#)

\*Billing Type: Non-billable 

 Accounting Details 

- Enter the Speed Key

Accounting Details 

Chartfields 							
Amount	*GL Unit	Speed Key	Account	Fund	Dept	Program	Pr
50.00	CWU D 	<input type="text"/> 	53325 	148	211700	084	

Job Aid: [How to Create an Expense Report for Non-Travel Reimbursement](#)





Something to Think About

- Non-Travel Reimbursements are for items not related to travel
    - May be used when a faculty/staff member needs to pay for materials or services from their personal funds with the expectation that they will be reimbursed by the University for the purchase. Include justification in the comments section of Expense Report.
  - Do not combine Non-Travel Reimbursements with Travel Reimbursements
    - Make sure to submit Non-Travel items on a separate Expense Report
  - There is a separate Job Aid for Creating an Expense Report for travel related expenses.
- 
- Attach your receipts and other supporting documentation regarding your reimbursement.

\*Business Purpose

\*Report Description

Reference

\*Request Type  Domestic  International  Non-Travel Reimbursement [Travel Agreement](#) 📎 Attachments (1)

\*Departure Date  \*Time

\*Return Date  \*Time

Report 0000020478 Pending

Default Location

\*Official Station

\*Official Residence

Step 6 - Submit the Expense Report

- Confirm that total amount
- Save the ER by clicking Save for Later in case your work is interrupted ▪

If you are finished, click Submit to submit the Expense Report for approval

- Check the box to certify the expense submitting

 Save for Later |  Summary and Submit

..Choose an Action  

\*Description

Created 07/10/2018 Christina Short

Reference  

Last Updated 07/10/2018 Christina Short

Post State Not Applied

Totals 

 View Printable Version

 View Analytics

 Notes

 Attach

Employee Expenses (1 Line)	50.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits
<b>Amount Due to Employee</b>		<b>50.00 USD</b>	<b>Amount Due to Supplier</b>	
			<b>0.00 USD</b>	

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

