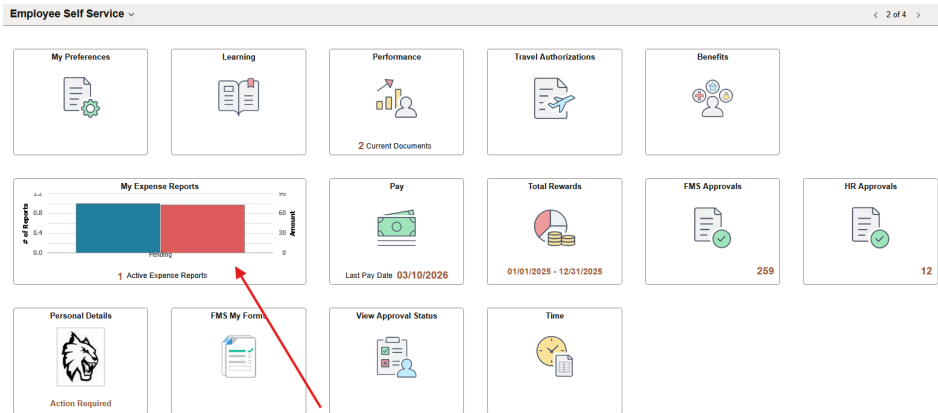


# ENTERING TRAVEL – FLUID PAGES

## EXPENSE REPORTS

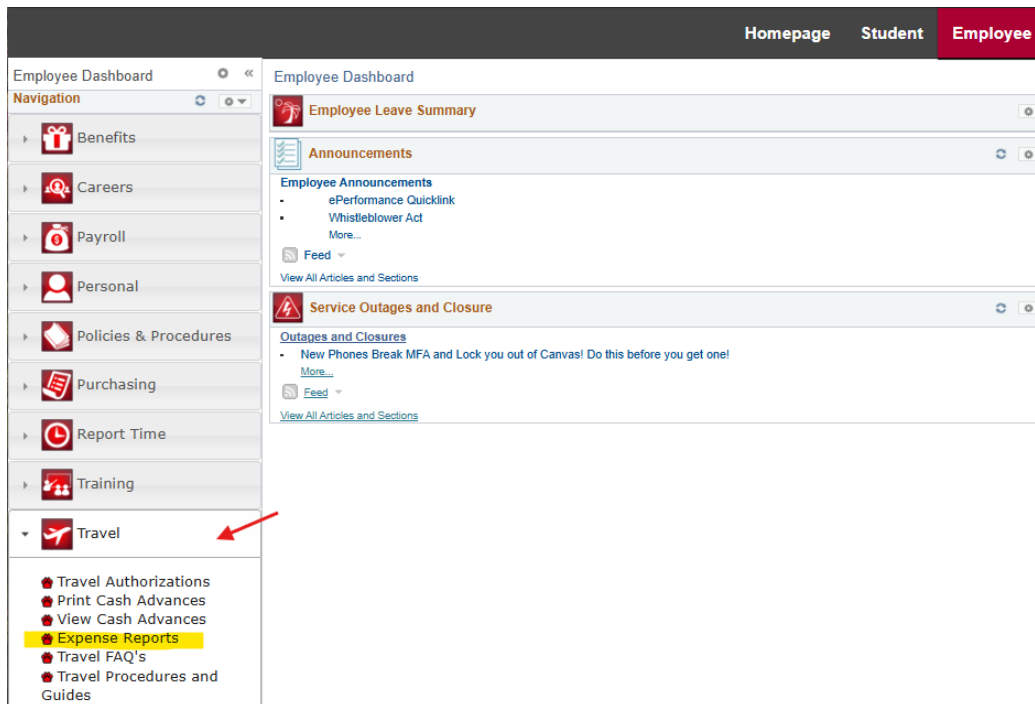
### Expense Report without a TA

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





OR

From the MyCWU Employee tab , click on Travel then Expense Reports



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

**Travel Authorization Search**

**Lisa Saucier**  

10029553  
Contracts & Procurement


Returned	0
Denied	0
<b>Pending</b>	<b>0</b>
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:

**Travel Author** **Actions** 

**Lisa Saucier**  **Change Employee**

10029553  
Contracts & Procurement

**Employee Search**


Search Employee     115 rows

Emp# ID	Name
24296478	Alyson Rogan-Klyve
10395441	Amanda von Jentzen
10319466	Amber Darling
22040377	Andrea Eklund
42115388	Andrea Gullen
10386036	Andres Moreno Benito
10134281	Andrew Caviness
24812292	Andrew Morse
24812773	Andrew Petko
T0002204	Antonia Viela Elliot
74809185	Auzi Rinier

Click on the 'Create Expense Report' button [Create Expense Report](#)

The same fields that are currently required are still required

**Expense Report**

Report NEXT  
Andrew Petko 

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

**Expense Details**

Expense Report Action

**Business Purpose**

**Description**

**Default Location**

Reference

**Departure Date**

**Time**

**Return Date**

**Time**

**Official Station**

**Official Residence**

**General Information**

[Attach Receipt](#)

[Accounting Defaults](#)

Creation Date: 04/01/2026 Lisa Saucier  
Updated on: 04/01/2026

*\*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 'General Information' section. Below these buttons, the creation and update dates are listed: Creation Date 04/09/2026, Lisa Saucier; Updated on 04/09/2026.

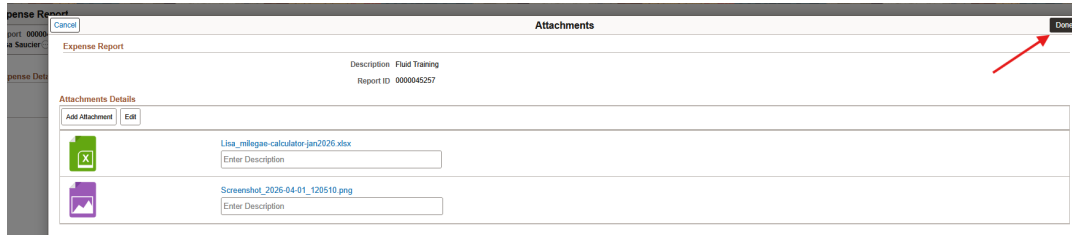
For the Receipts/attachments, click “Attach Receipts”. You will see this pop-up window

The screenshot shows a pop-up window titled 'Select File to create as Attachment'. It contains the text 'You may attach up to 10 files to upload' and a 'Choose From' section with a 'My Device' button. The background shows the 'Expense Report' form with the 'Attachments' section visible, indicating the context of the pop-up.

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

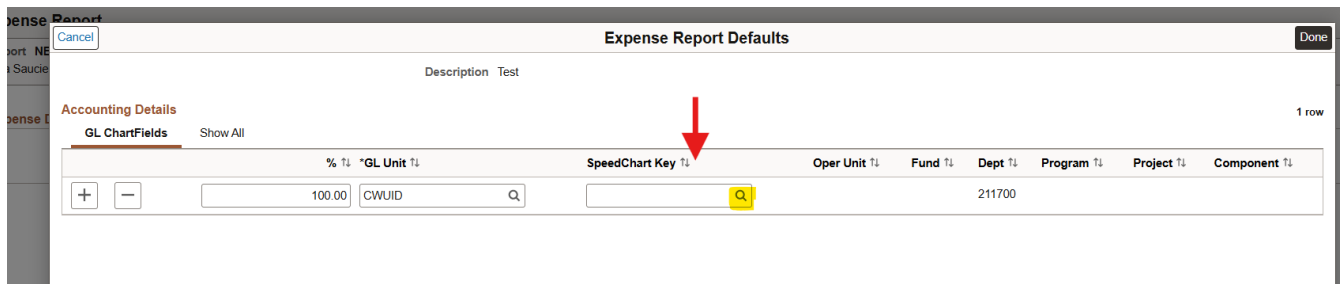
This screenshot shows the 'Select File to create as Attachment' pop-up window after file selection. It displays two files: 'Lisa mileage-calculator-jan2026.xlsx' (File Size: 632KB) and 'Screenshot 2026-04-01 120510.png' (File Size: 883KB). A red arrow points to the 'Done' button in the top right corner. The 'Upload Complete' status is visible at the bottom right.

Click 'Done' again.

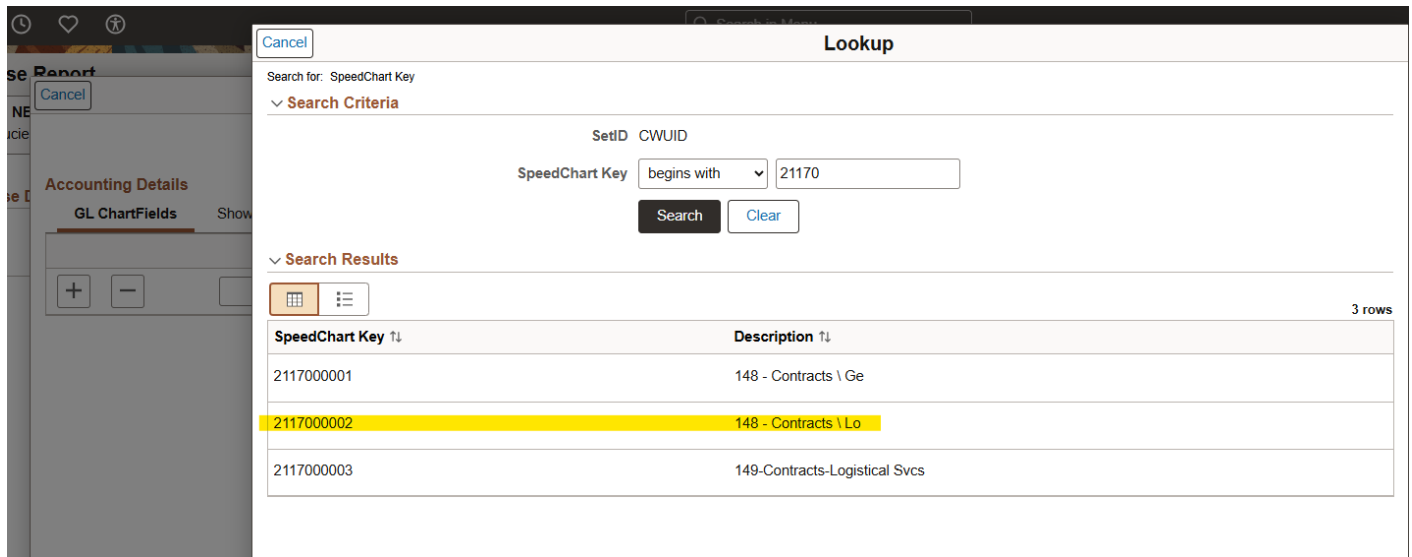


For the speedkey –

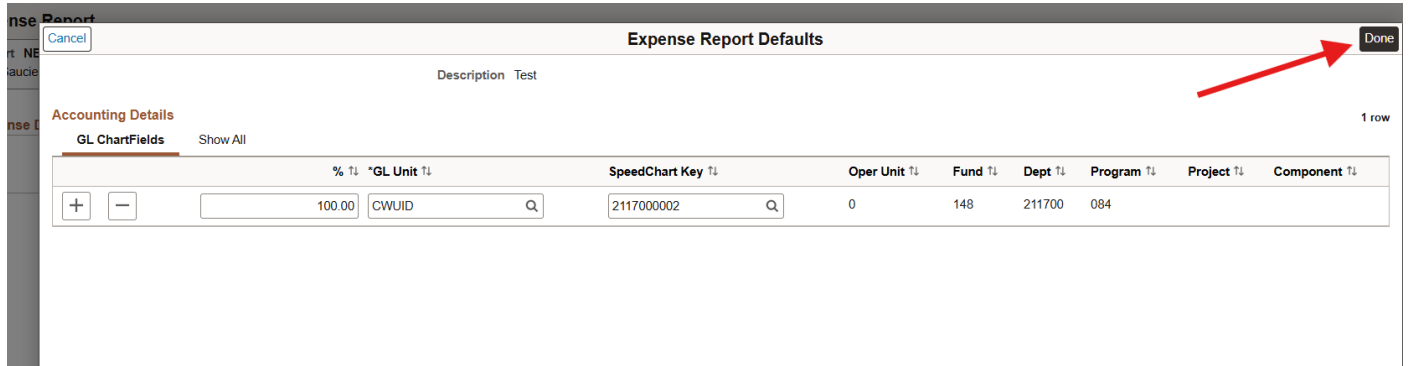
Click on the Accounting Defaults, you will see this pop-up window



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.



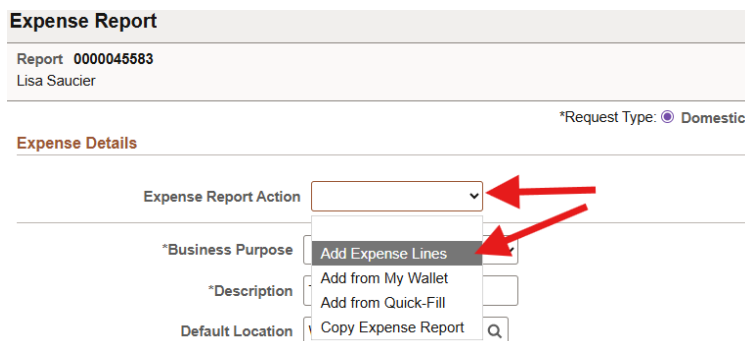
The image shows a dialog box titled "Expense Report Defaults". At the top right, there is a "Done" button with a red arrow pointing to it. Below the title bar, there is a "Description" field with the text "Test". Underneath, there is a section for "Accounting Details" with a "GL ChartFields" sub-section and a "Show All" link. A table with one row is displayed, containing 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, user Lisa Saucier. The "Expense Details" section includes an "Expense Report Action" dropdown menu with a red arrow pointing to it. Other fields include "\*Business Purpose" (Training) and "\*Description" (Fluid Training). A "General Information" section is visible on the right with an "Attach Receipt" button. The "\*Request Type" is set to Domestic.



The image shows the "Expense Report" form for Report 0000045583, user Lisa Saucier. The "Expense Details" section has the "Expense Report Action" dropdown menu open, showing options: "Add Expense Lines", "Add from My Wallet", and "Add from Quick-Fill". A red arrow points to the "Add Expense Lines" option. Other fields include "\*Business Purpose" (Add from My Wallet), "\*Description" (Add from Quick-Fill), and "Default Location" (Copy Expense Report). The "\*Request Type" is set to Domestic.

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

1 >

*\*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

**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**

Exceptions  
 Personal Expense   
 No Receipt

Exception Comments

Search for and then select the speedkey you want to use

**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

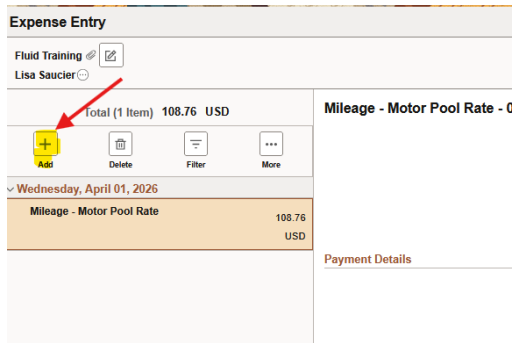
**Expense Report Distributions**

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		

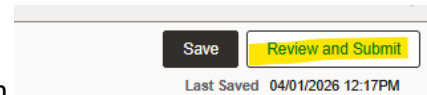
If you need to add more lines, click on the **Add** button on the left side of the page



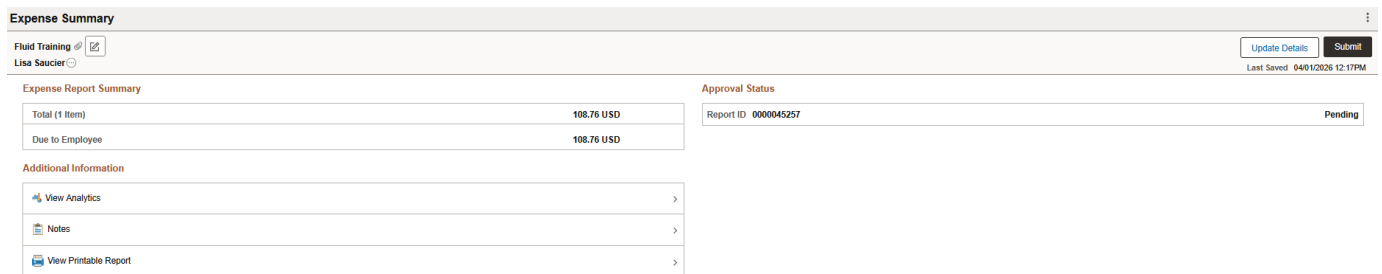
Repeat the steps above.

Click 'Save' often!

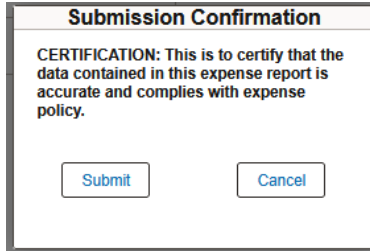
When you are finished, click the 'Review and Submit' button



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 with the text "Search in Menu". Below this, 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 in orange. 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", an empty Approver field, an empty Role field, Updated Date "04/09/2026", 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'

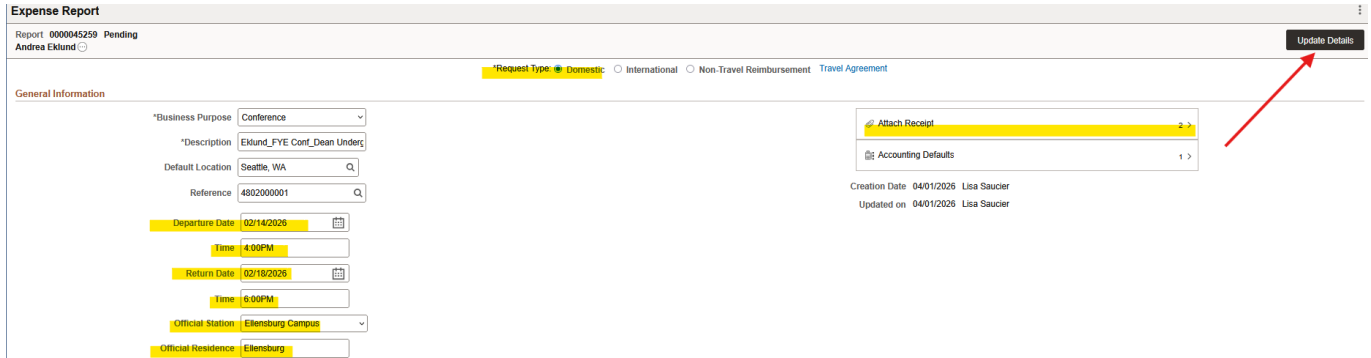
Action	Description	Authorization ID	Business Purpose
⋮	Conf_Deans Undergrad	0000022456	Conference
⋮	Eklund_482 Portland_SFA Show	0000021350	Field Trip-Students
⋮	Eklund_Next & New_SI	0000021147	Other-Specify in Description

Actions

- Copy To Expense Report
- Send Notification
- Cancel Travel Authorization



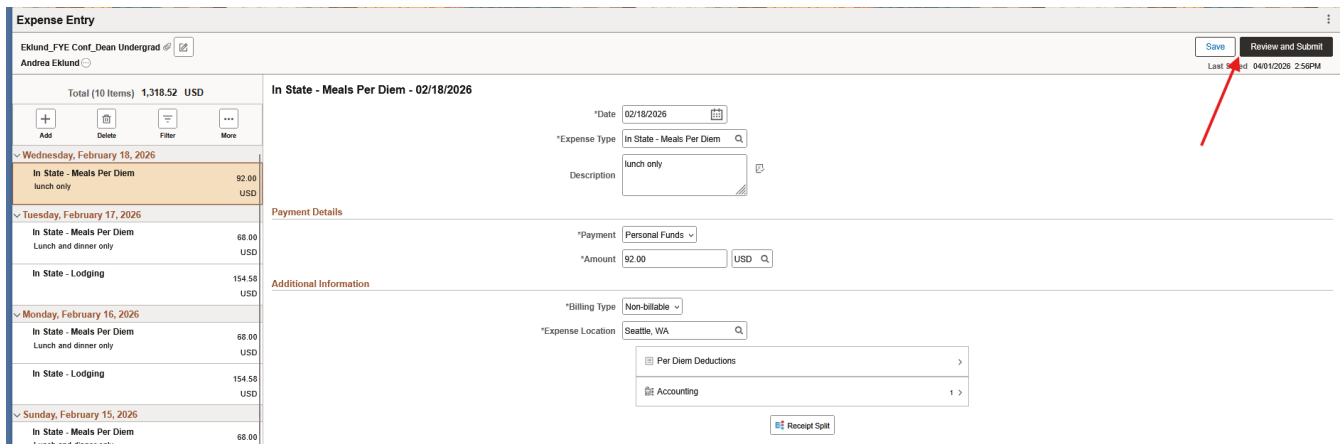
Fill in the Dates, Times, Official Station, Official Residence, select the Travel Type and add the attachments.



The screenshot shows the 'Expense Report' form for report ID 000045259, pending for Andrea Eklund. The form includes a 'Request Type' dropdown set to 'Domestic' and radio buttons for 'International' and 'Non-Travel Reimbursement'. Under 'General Information', fields for Business Purpose (Conference), Description (Eklund\_FYE Conf\_Deans Undergrad), Default Location (Seattle, WA), Reference (480200001), Departure Date (02/14/2026), Time (4:00PM), Return Date (02/18/2026), Time (6:00PM), Official Station (Ebensburg Campus), and Official Residence (Ebensburg) are visible. On the right, there are sections for 'Attach Receipt' (2 items), 'Accounting Defaults' (1 item), and metadata including Creation Date (04/01/2026) and Updated on (04/01/2026) by Lisa Saucier. An 'Update Details' button is located in the top right corner, highlighted with a red arrow.

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 'Eklund\_FYE Conf\_Deans Undergrad'. The total amount is 1,318.52 USD. The form is divided into sections: 'In State - Meals Per Diem - 02/18/2026' with a date of 02/18/2026 and expense type 'In State - Meals Per Diem'; 'Payment Details' with payment type 'Personal Funds' and amount 92.00 USD; and 'Additional Information' with billing type 'Non-billable' and expense location 'Seattle, WA'. A table on the left lists expense lines for Wednesday, Tuesday, Monday, and Sunday, February 15-18, 2026, with categories like 'In State - Meals Per Diem' and 'In State - Lodging'. A 'Receipt Split' button is at the bottom. In the top right, 'Save' and 'Review and Submit' buttons are visible, with a red arrow pointing to 'Save'.

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](#)

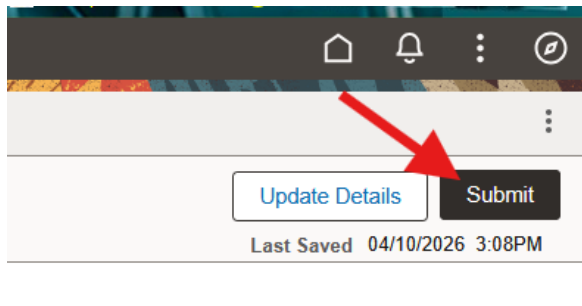
**Approval Status**

Report ID 0000045190 Pending

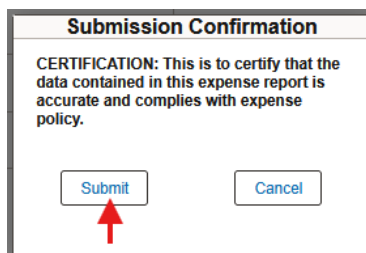
Submitted	Kathy Reynolds Employee	02/24/2026 9:49:07AM
Approved	Olivia Morgan Travel/AP Desk Initial Review	03/06/2026 4:23:14PM
Approved	Olivia Morgan	03/06/2026 4:23:14PM
Approved	Olivia Morgan	03/06/2026 4:23:14PM

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_Deans 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](mailto:TravelDesk@cwu.edu)

Phone Olivia x2621; Melissa x1985; Lisa x1986