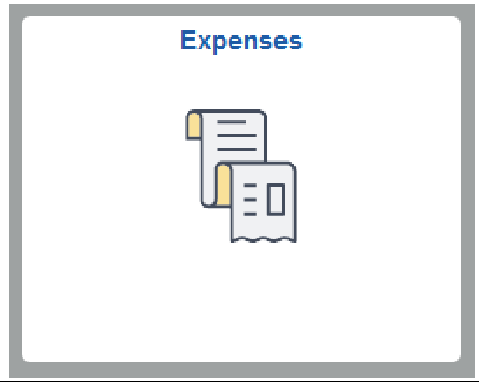
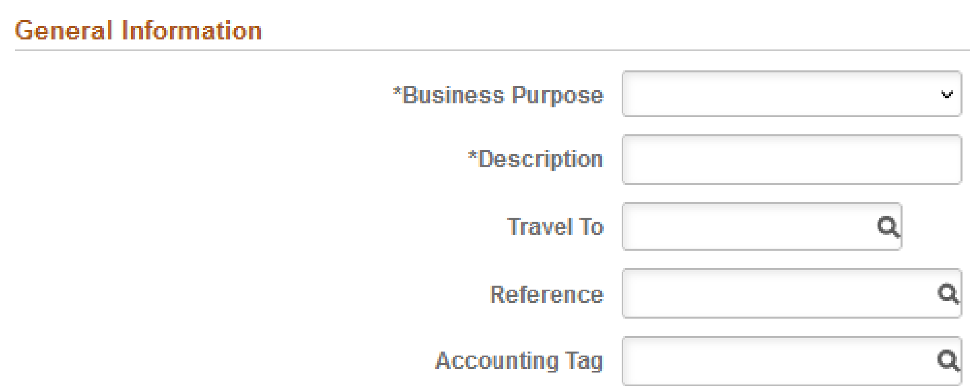
Creating an Expense Report

Please note that alcohol cannot be reimbursed via expense report. 1. Visit financials.onesource.uga.edu and log in using your UGA MyID and password. 2. Click the Expenses tile. *This website looks similar to OneUSG, but is distinguishable by its gray background	
3. Click the Create Expense Report Tile.	
4. Select applicable option from the Business Purpose drop-down menu. 5. Enter a brief description of the travel purpose in the Description field, for example, “ABC Conference.” 6. Enter your travel destination in the Travel To field. For US states, type the state name first. For international locations, type the country first. 7. If you have your speedtype, enter it in the Accounting Tag field, then **click Accounting Default and enter the current fiscal year into the Bud Ref field**.	

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8. If you have a chartstring instead of a speedtype, click Accounting Default and complete the fields. If you do not have accounting info, contact your business manager.

9. Although receipts can be attached on this page, it is better to attach receipts during a later step, when entering individual expenses.

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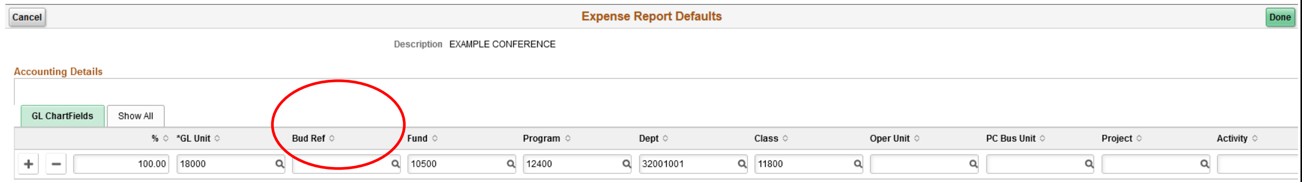

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10. Click the Expense Report Action field and select Add Expense Lines to progress to the next screen and start entering expenses.

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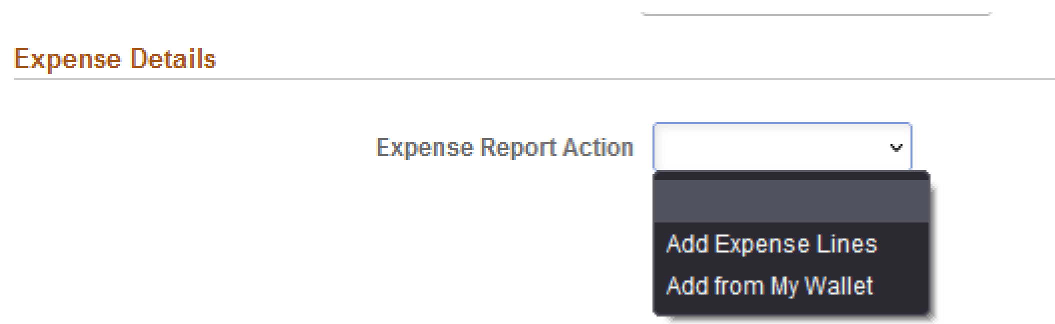

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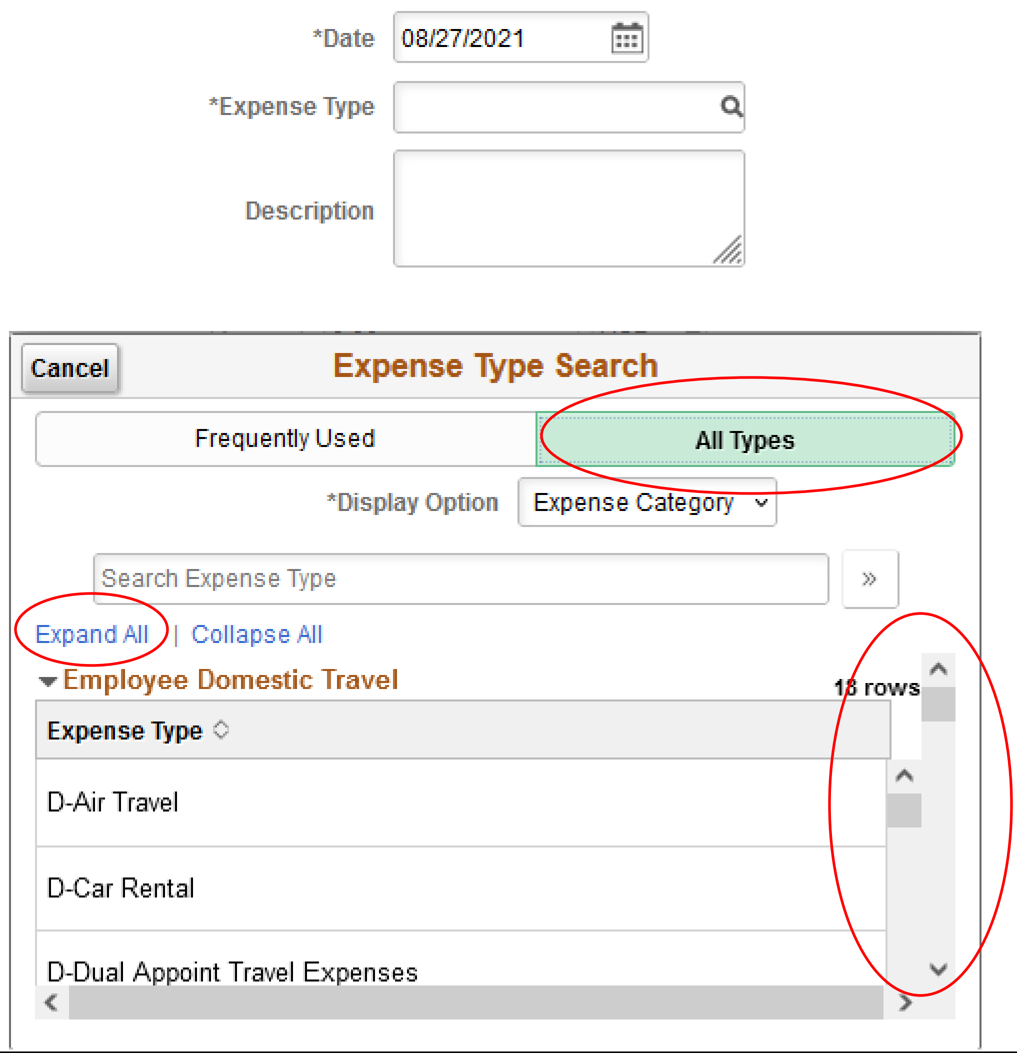
11. Enter the date that the expense occurred; this should match the date of the transaction on the corresponding receipt. **Please note:** this field will contain the current date by default and will need to be changed to match transaction date.
12. Using the magnifying glass in the Expense Type field, choose the expense type that most closely matches your expense.

    Expenses incurred during domestic travel will have an expense type starting with D-; international travel starting with I-; Non-travel expense types start with O-. Food expense types start with F-.

    Note: You may need to click “All Types” and “Expand All” to see all available expense types. There are also two scroll bars on the right-hand side, which can cause confusion when scrolling options.
13. Enter a brief description of the expense into the Description field.



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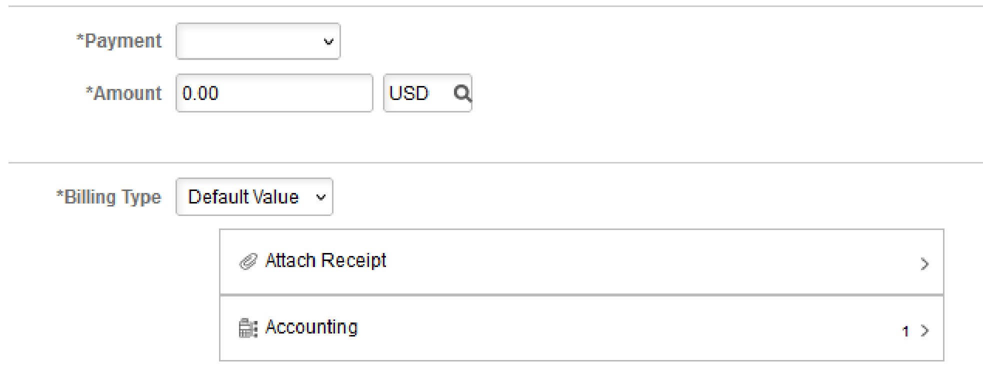
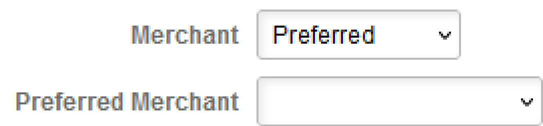
14. Select Employee Paid from the Payment drop-down menu.
15. Enter the expense amount.
16. Click Attach Receipt and attach a copy of your paid receipt. Receipts must indicate that an expense has been paid in full. Attach necessary supporting documentation here. Meals require attendee lists.
17. No action is needed on Accounting section on this part of expense report.

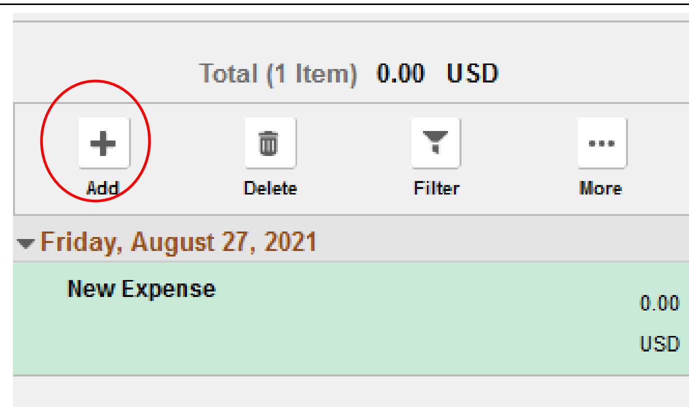


18. Some expenses require merchant details. If prompted, indicate the preferred merchant from the drop-down menu. If merchant is not listed, select Non-Preferred merchant and enter name of merchant manually.



19. If you have more than one expense to submit on expense report, select Add from the top left of the screen, and repeat steps 12-18.

    Expenses of different types and/or incurred on different dates must be entered separately onto an expense report – please do not combine such expenses



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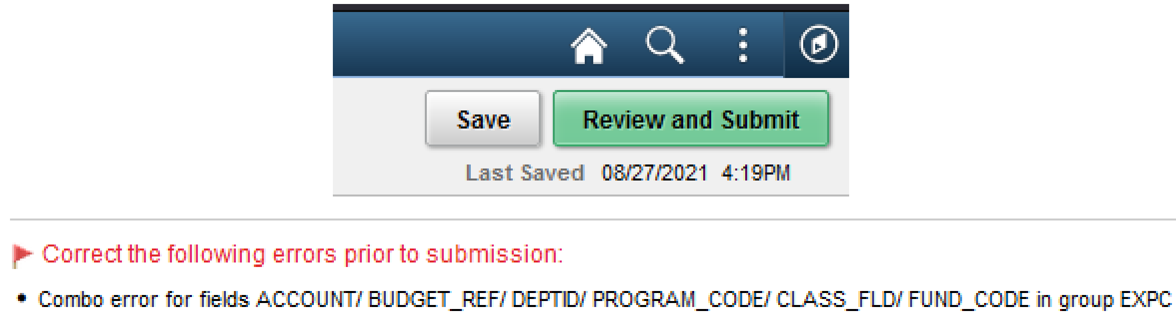
20. Click Save.
    Note: If you receive the pictured error message, it may indicate that your Accounting Default contains a blank Bud Ref field. Please click Accounting Default and verify the current fiscal year is entered in the Bud Ref field. Otherwise, contact your business manager for additional accounting information.
21. Click Review and Submit.



22. If this is a travel-related expense report and you have an approved travel authorization, you will be presented the option to associate a travel authorization. Please click and choose the corresponding travel authorization in order to associate it.
23. Click the Submit button to submit your expense report. If you receive an error, please follow prompts to complete required information. If you have completed required sections, more accounting information is most likely needed, and your business manager can assist you.