

# Creating an Expense Report

**Please note that alcohol cannot be reimbursed via expense report.**

1. Visit [financials.onesource.uga.edu](https://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.



Select applicable option from the Business Purpose drop-down menu.

Enter a brief description of the travel purpose in the Description field, for example, "ABC Conference."

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 , enter it in the Accounting Tag field, then **click Accounting Default and enter the current fiscal year into the Bud Ref field.**

**General Information**

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\*Business Purpose

\*Description

Travel To

Reference

Accounting Tag

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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.

Attach Receipt >

Accounting Defaults >

Cancel Expense Report Defaults Done

Description EXAMPLE CONFERENCE

Accounting Details

GL ChartFields Show All

%	*GL Unit	Bud Ref	Fund	Program	Dept	Class	Oper Unit	PC Bus Unit	Project	Activity
100.00	18000	10500	12400	32001001	11800					

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

Expense Details

Expense Report Action

Add Expense Lines

Add from My Wallet

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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.

\*Date

\*Expense Type

Description

**Expense Type Search**

Cancel

Frequently Used **All Types**

\*Display Option Expense Category

Search Expense Type

**Expand All** | Collapse All

▼ **Employee Domestic Travel** 18 rows

Expense Type
D-Air Travel
D-Car Rental
D-Dual Appoint Travel Expenses

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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.


\*Payment

\*Amount

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\*Billing Type

 Attach Receipt >

 Accounting 1 >

- 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.

Merchant


Preferred Merchant


- 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**

Total (1 Item) 0.00 USD

+  
Add

  
Delete

  
Filter

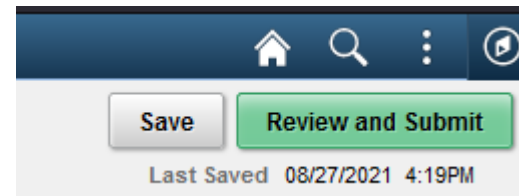
  
More

▼ Friday, August 27, 2021

New Expense	0.00
	USD

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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.



▶ Correct the following errors prior to submission:

- Combo error for fields ACCOUNT/ BUDGET\_REF/ DEPTID/ PROGRAM\_CODE/ CLASS\_FLD/ FUND\_CODE in group EXPC

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.

## Additional Information

### Travel Authorization

You have 1 approved Travel Authorization(s) that can be associated to this report.

