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| FSCJ Florida State College at Jacksonville | *MYFSCJ FLUID CHANGES* | |
| | Document | Creating an Expense Report from a Travel Authorization |
| | Publish Date | 4/26/2021 |

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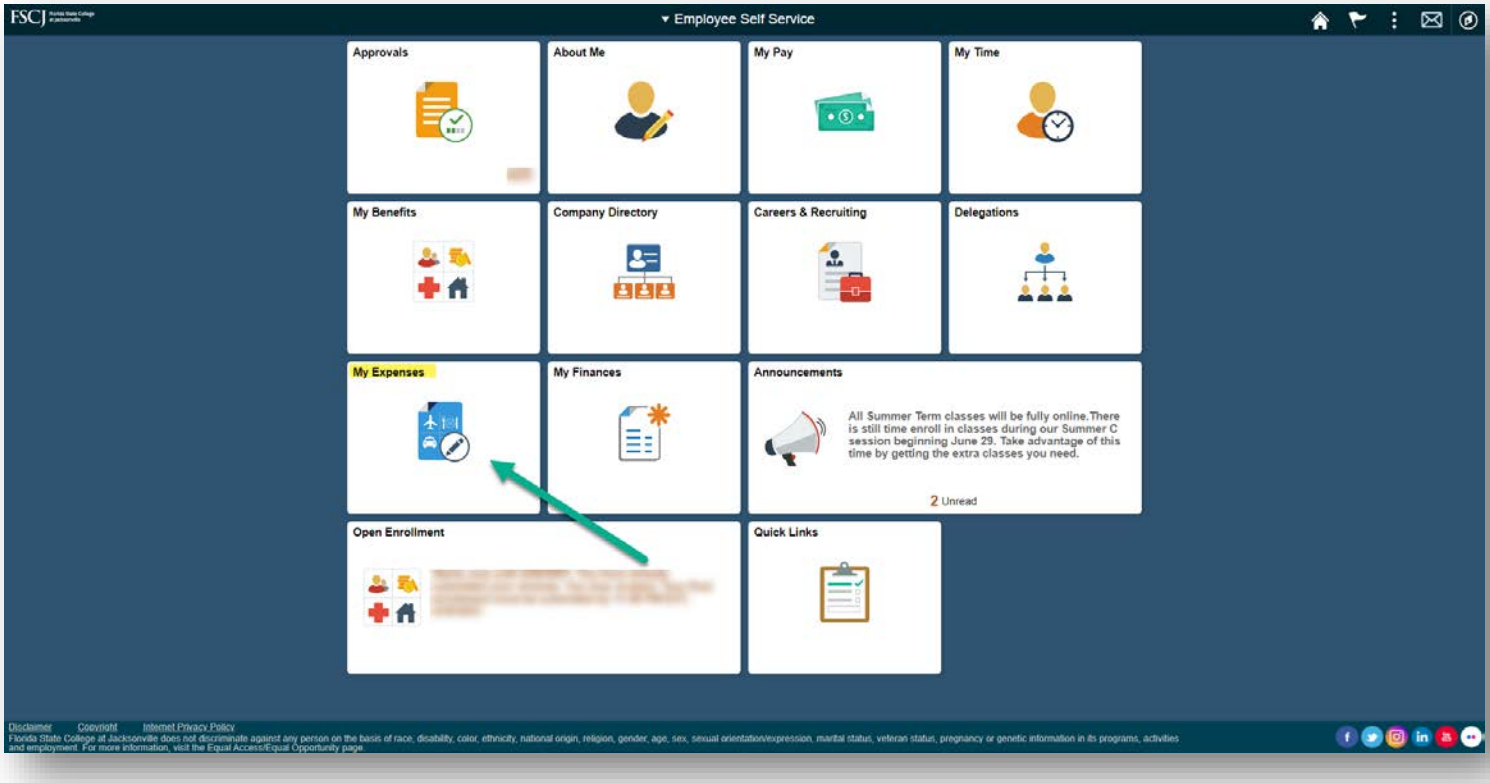
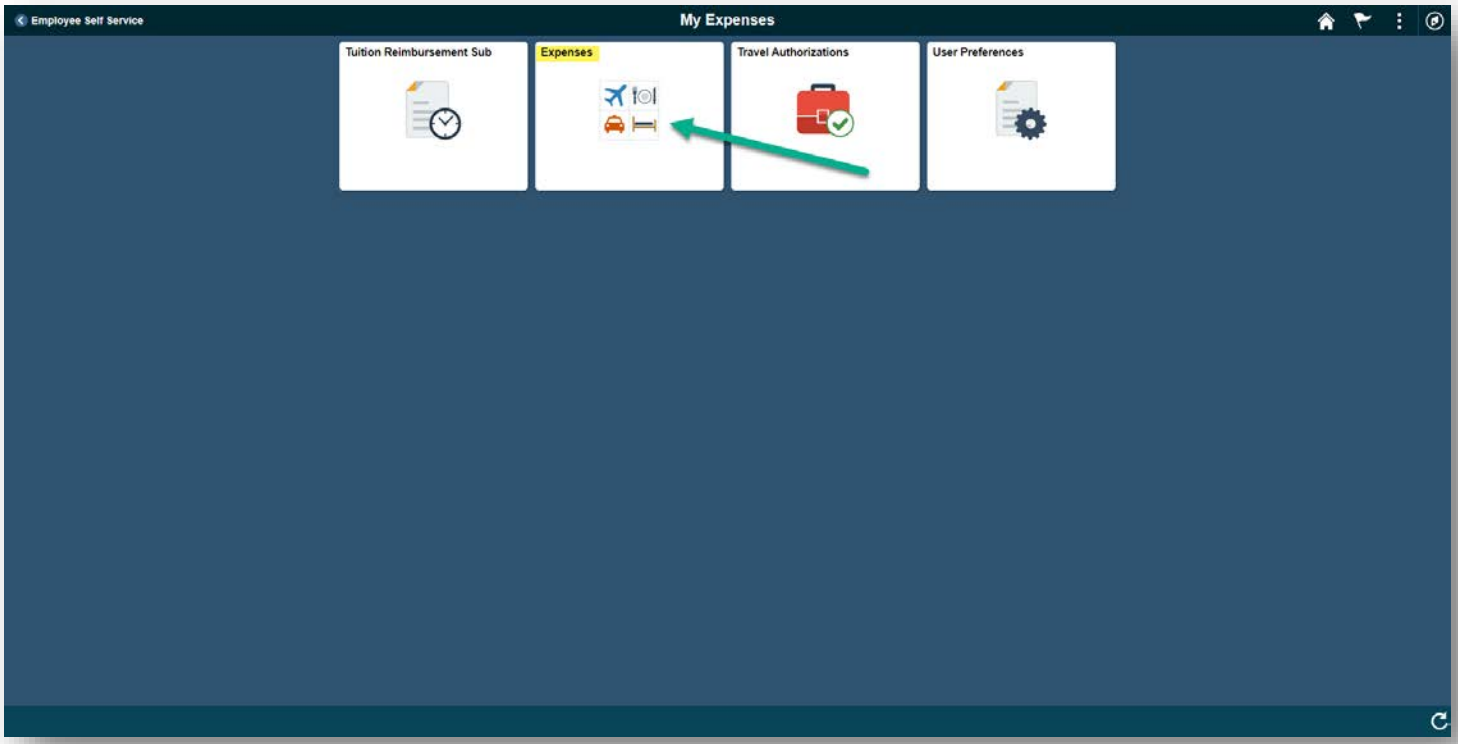
| Overview | This document will share how to Create an Expense Report from a Travel Authorization using the Fluid Navigation in PeopleSoft. |
| Target Audience | Staff, Faculty, Managers |
| Office | Finance |
| Contact(s) | AccountsPayable@fscj.edu |

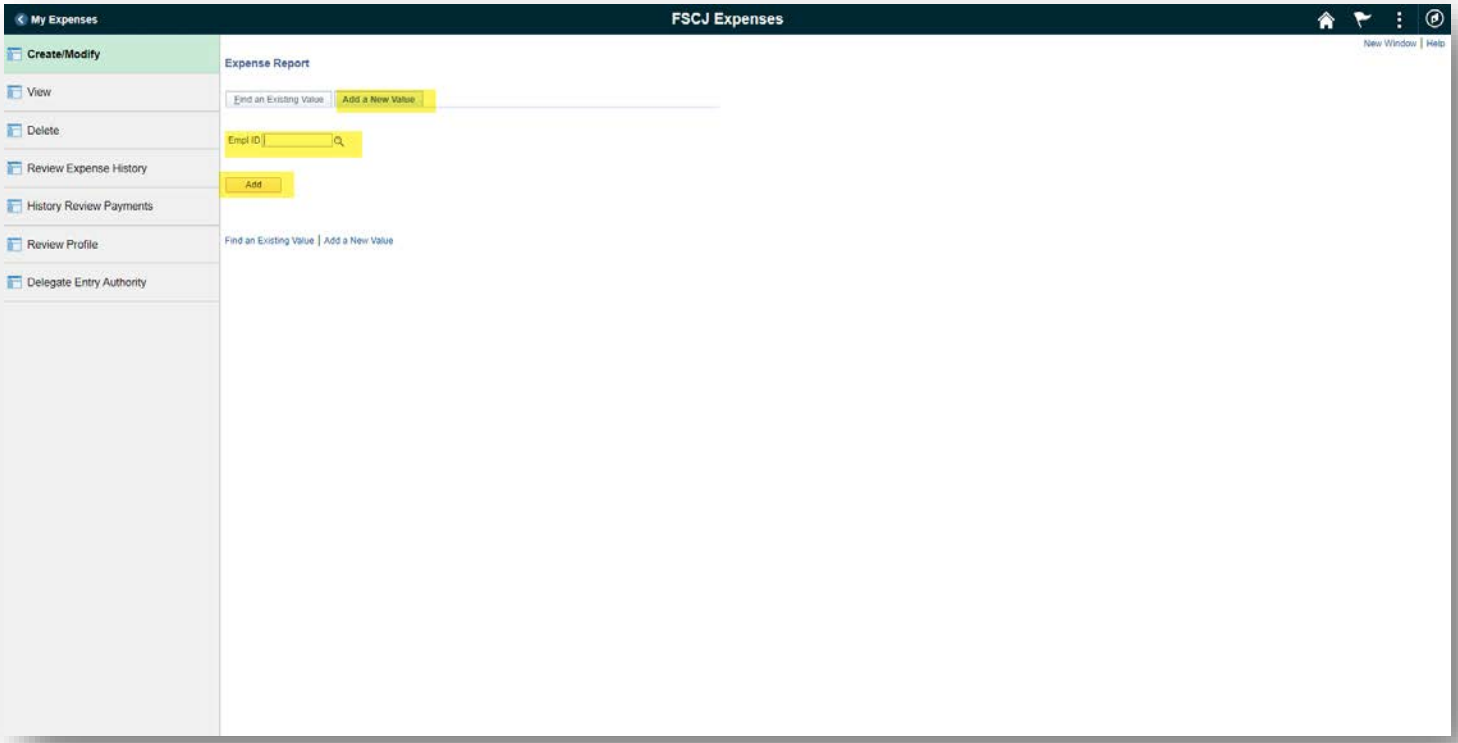
# Procedure

1. Navigation: Employee Self Service page > My Expenses Tile > Expenses Tile.

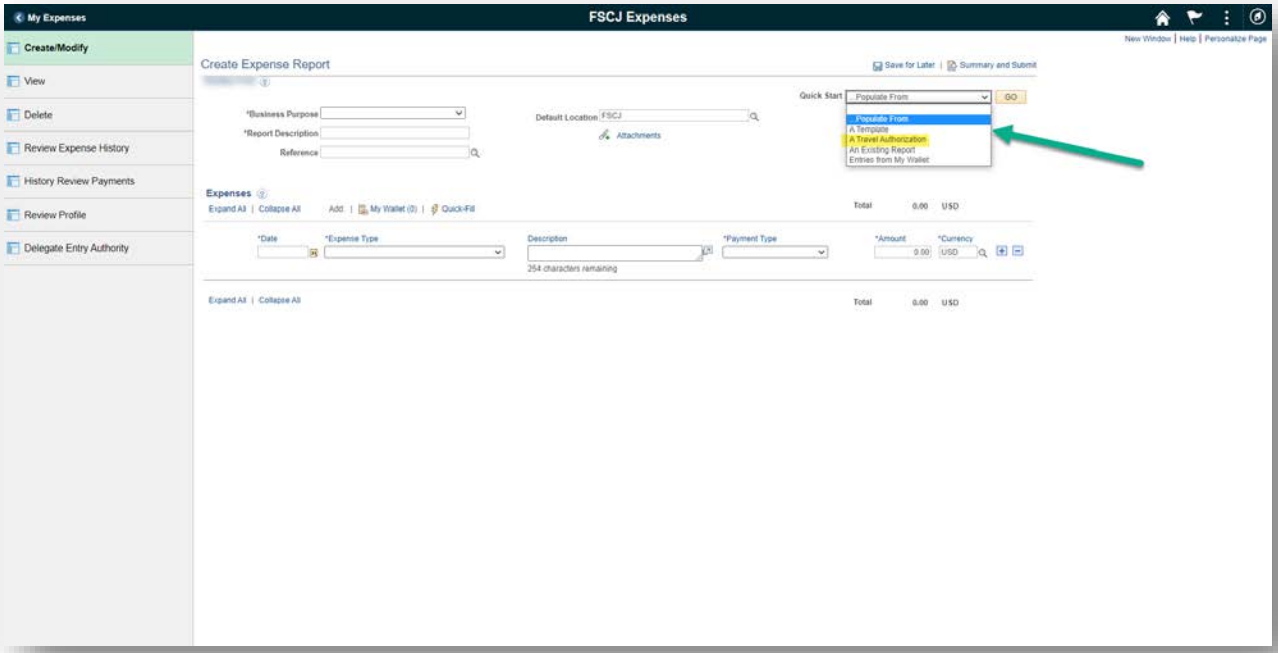


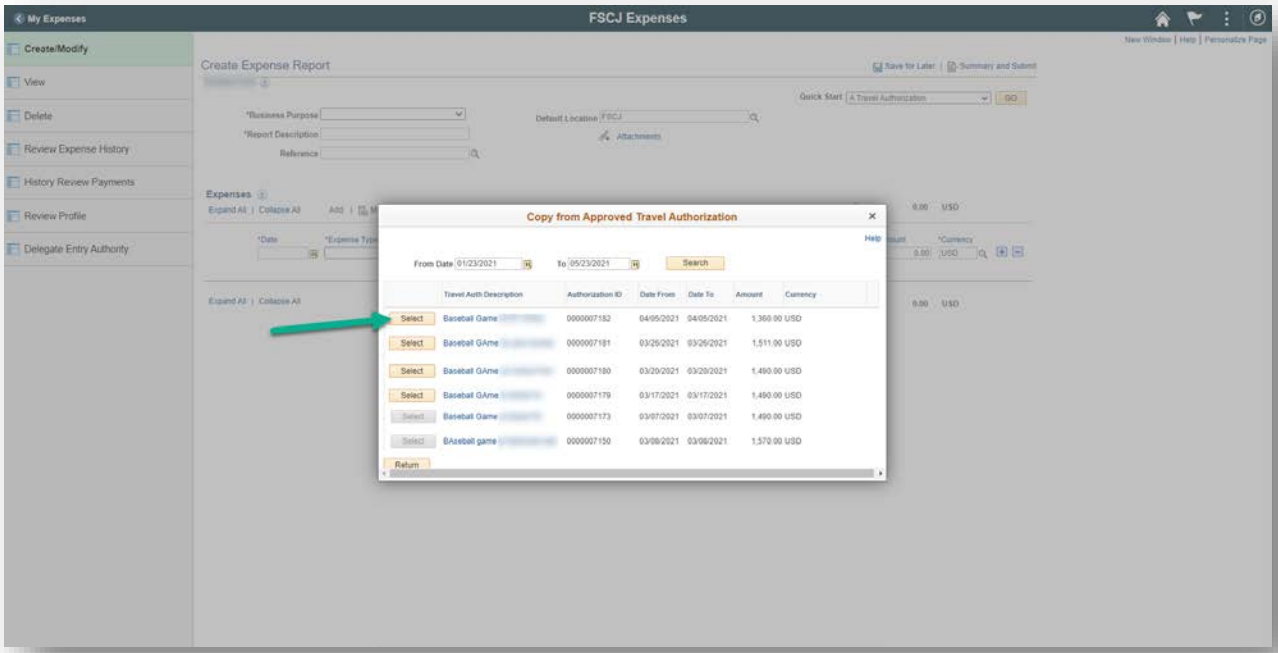



2. Click on the “Add a New Value” tab and enter the “Empl ID”.
3. Next, click on the “Add” button.

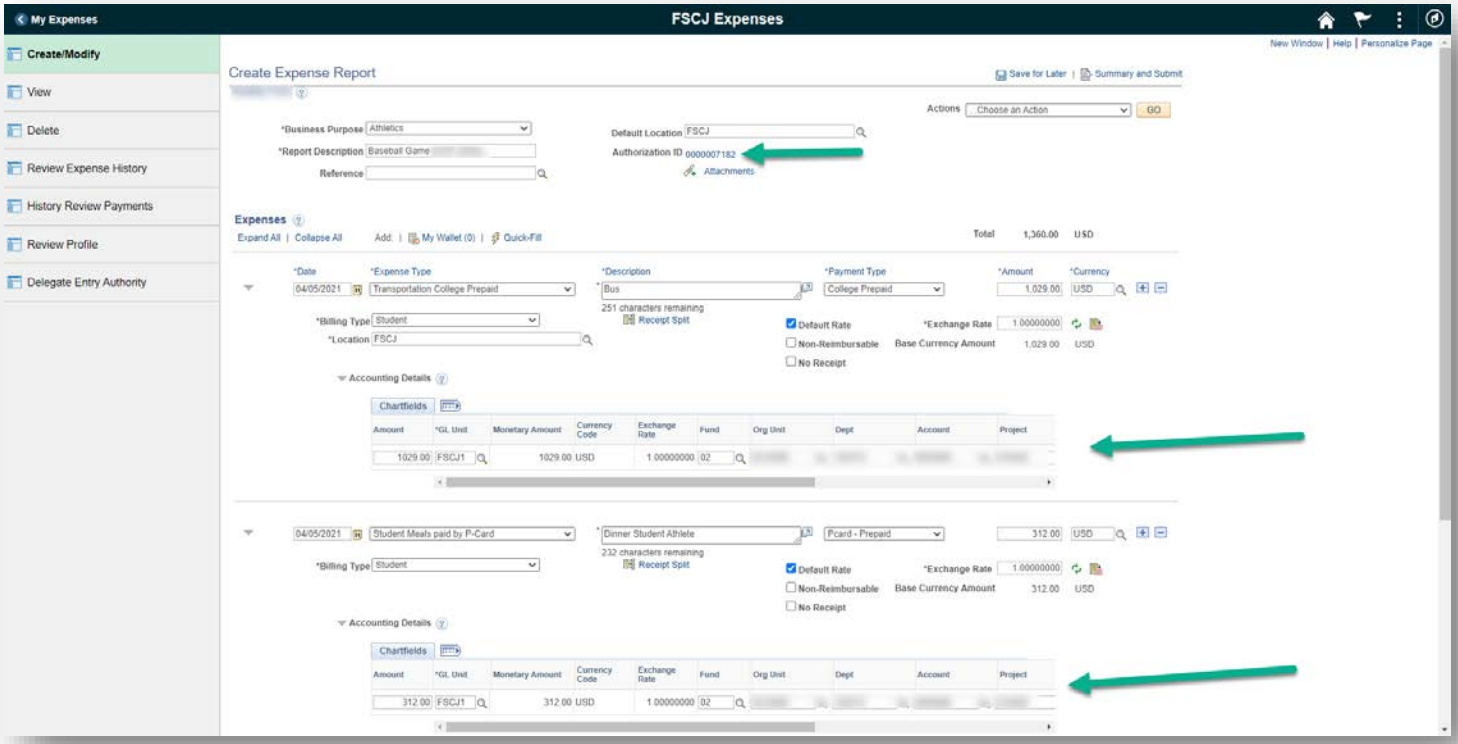


4. In the upper right corner, click on the drop-down menu next to “Quick Start” and select “A Travel Authorization”. Then click on “GO”.
5. A list of your approved travel authorizations will populate. Change the search dates if needed. Click on the correct TA by clicking on the “Select” button.
6. Once you click on the select button, the travel authorization will populate all the expenses into the new expense report. You will be able to determine your TA was added by the “Authorization ID” number.

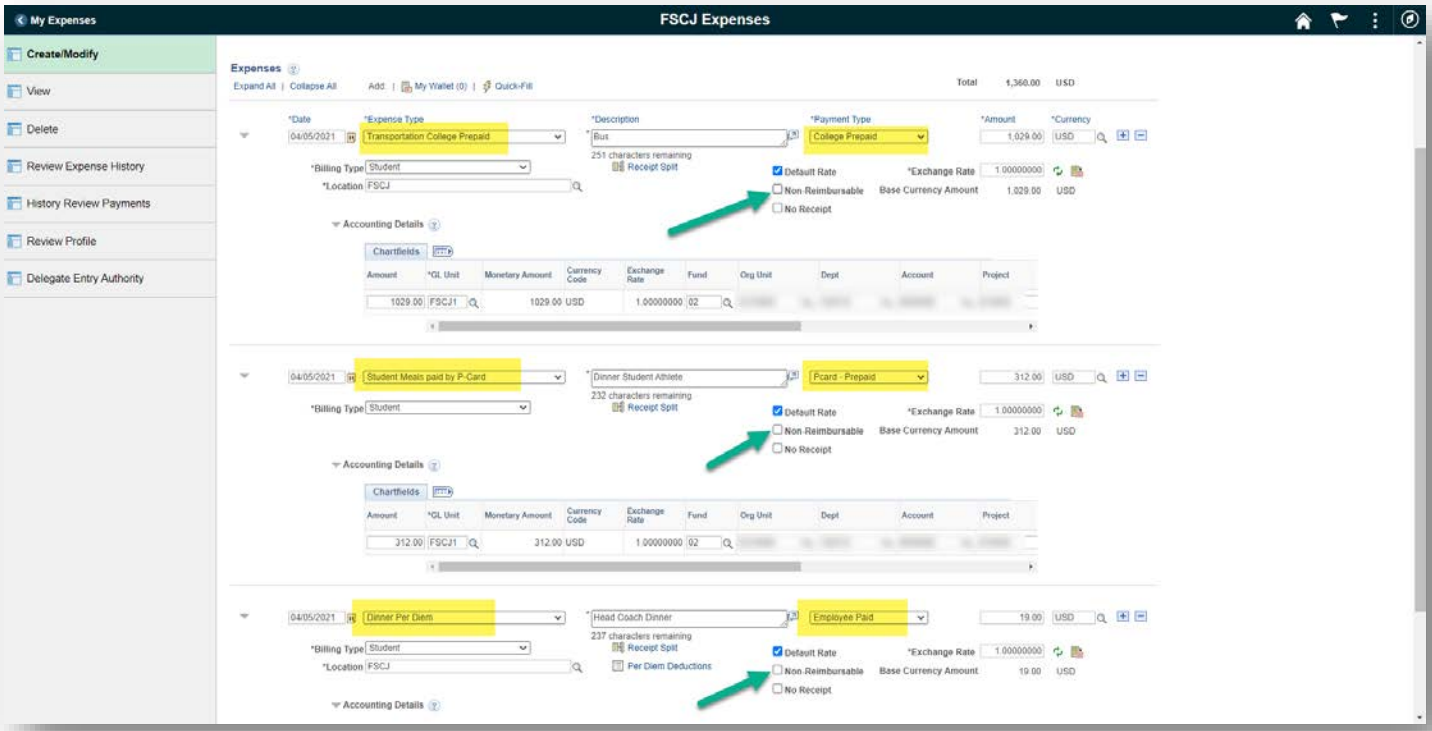


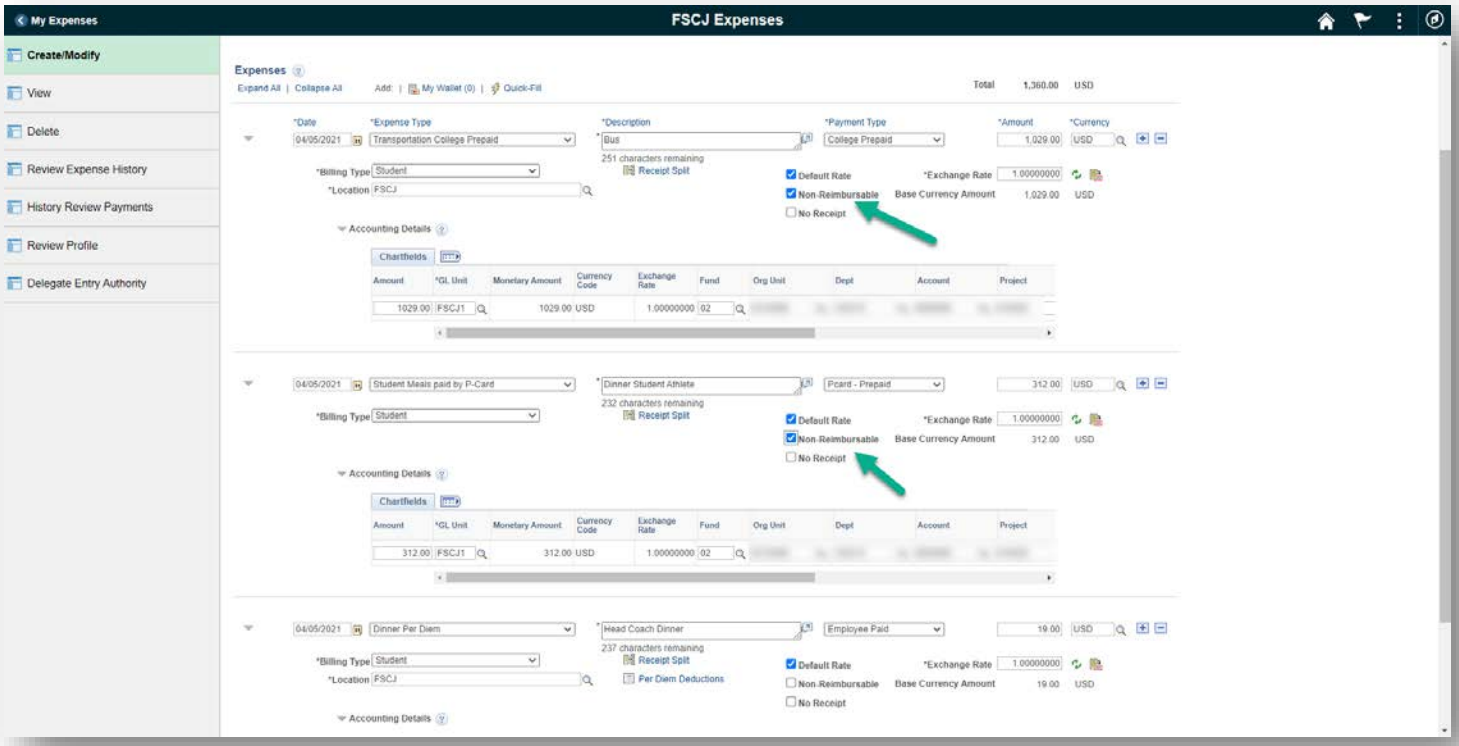



7. Expand all the line items to verify all the actual cost information is correct. If it is not, update the actual cost at this time. Verify the cost is reimbursable to the employee by making sure the correct box is checked off for either "Default Rate" or "Non-Reimbursable. College Prepaid and Pcard Prepaid are non-reimbursable and Employee Paid is reimbursable. All expenses from the travel must be included, even if the employee will not be reimbursed. This includes Pcard and College Prepaid expenses.
8. Verify the accounting details are correct.

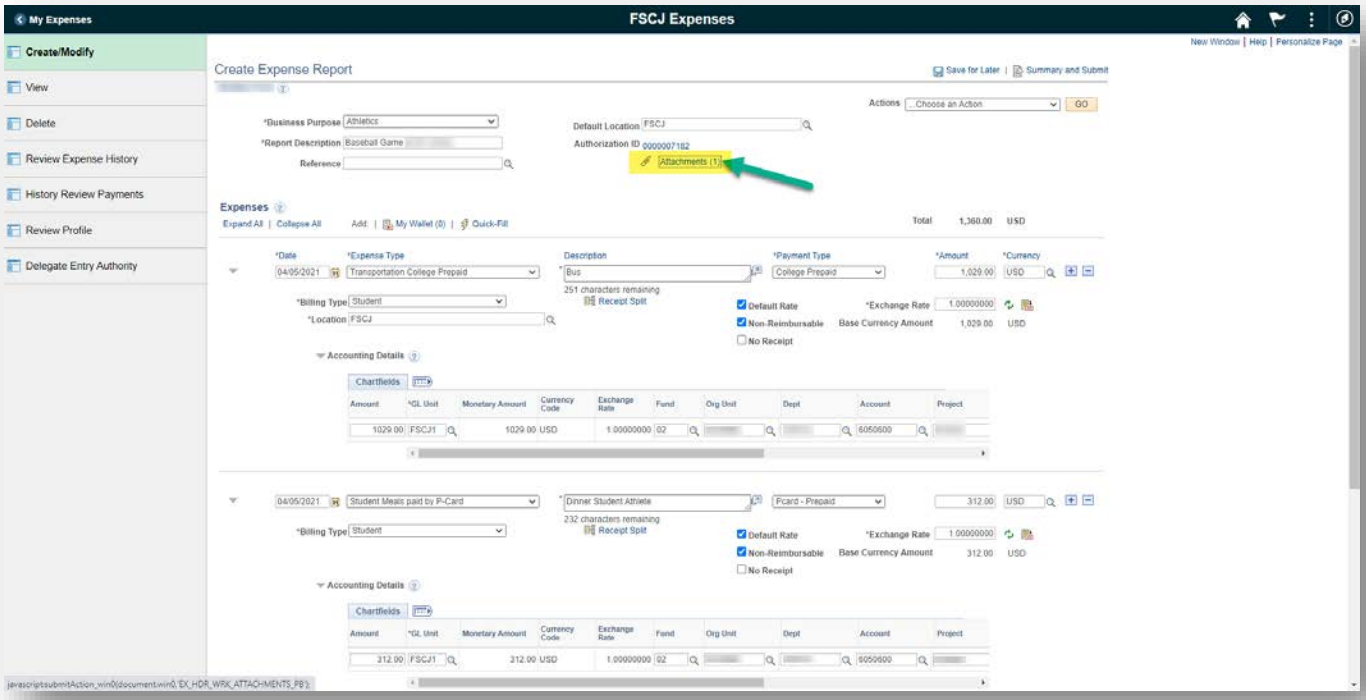



9. Review each line for if it is a reimbursable or non-reimbursable expense. College Prepaid and Pcard paid expenses should be marked as Non-Reimbursable. If they aren't, change them by checking the "Non-Reimbursable" box on the needed expenses.

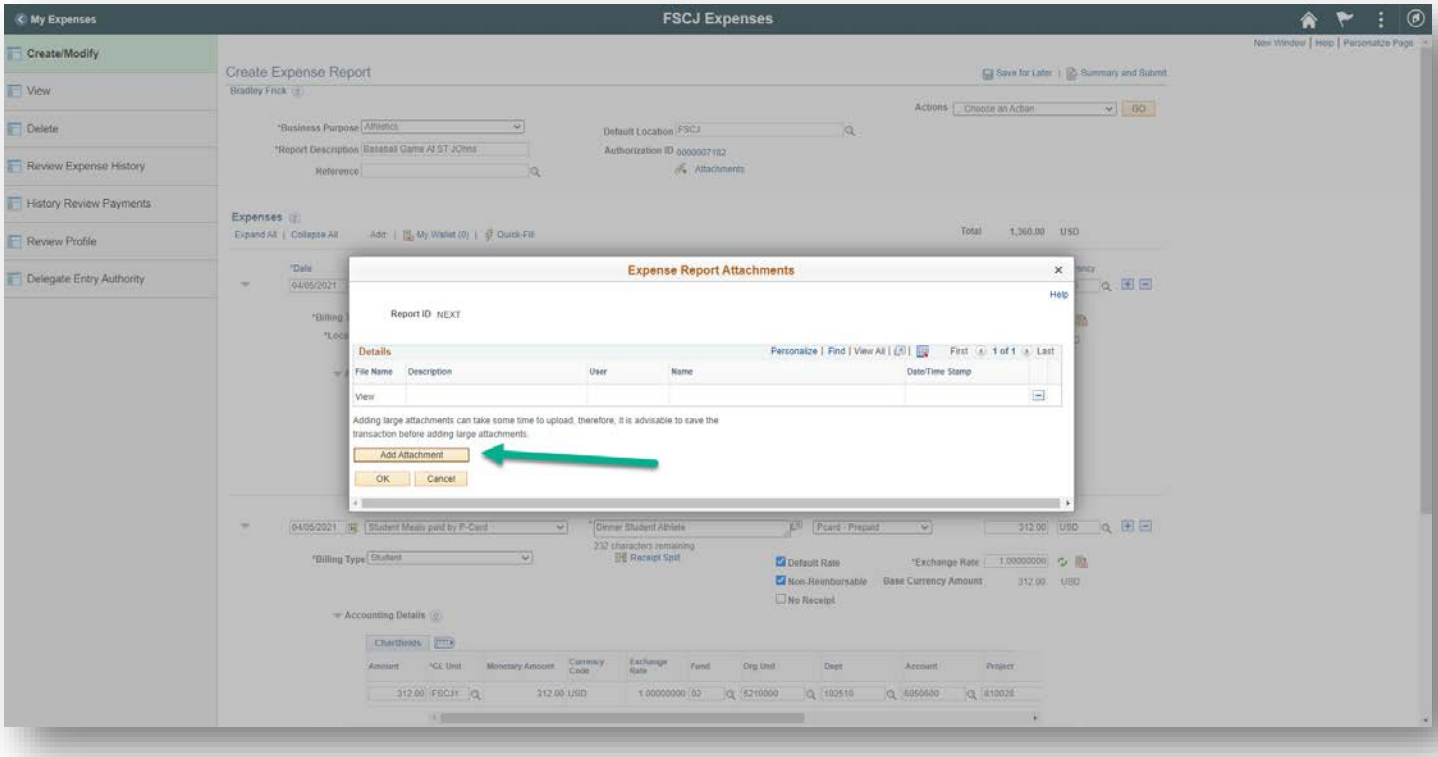


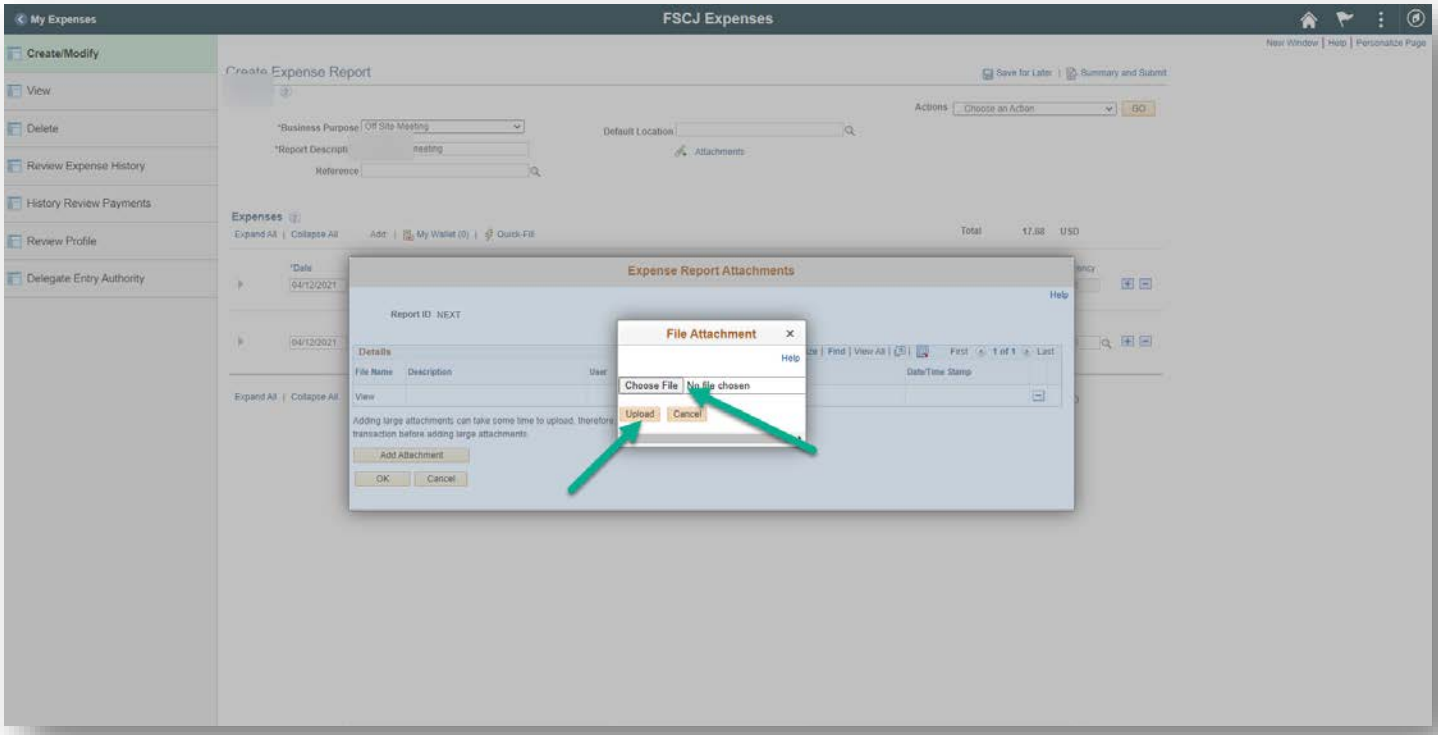

10. Next, add your receipts by clicking on the “Attachments” hyperlink.



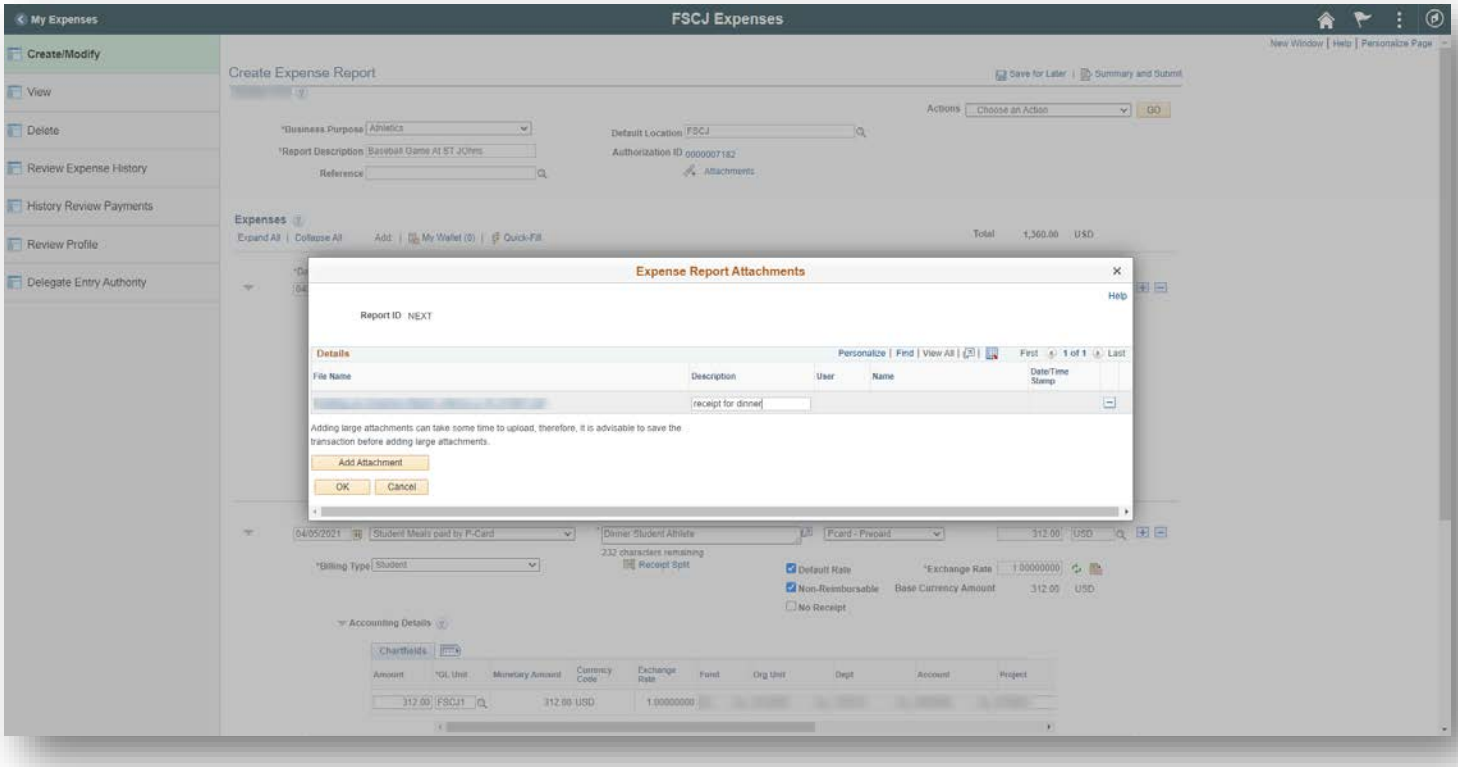

11. Then, click on the “Add Attachment” button.



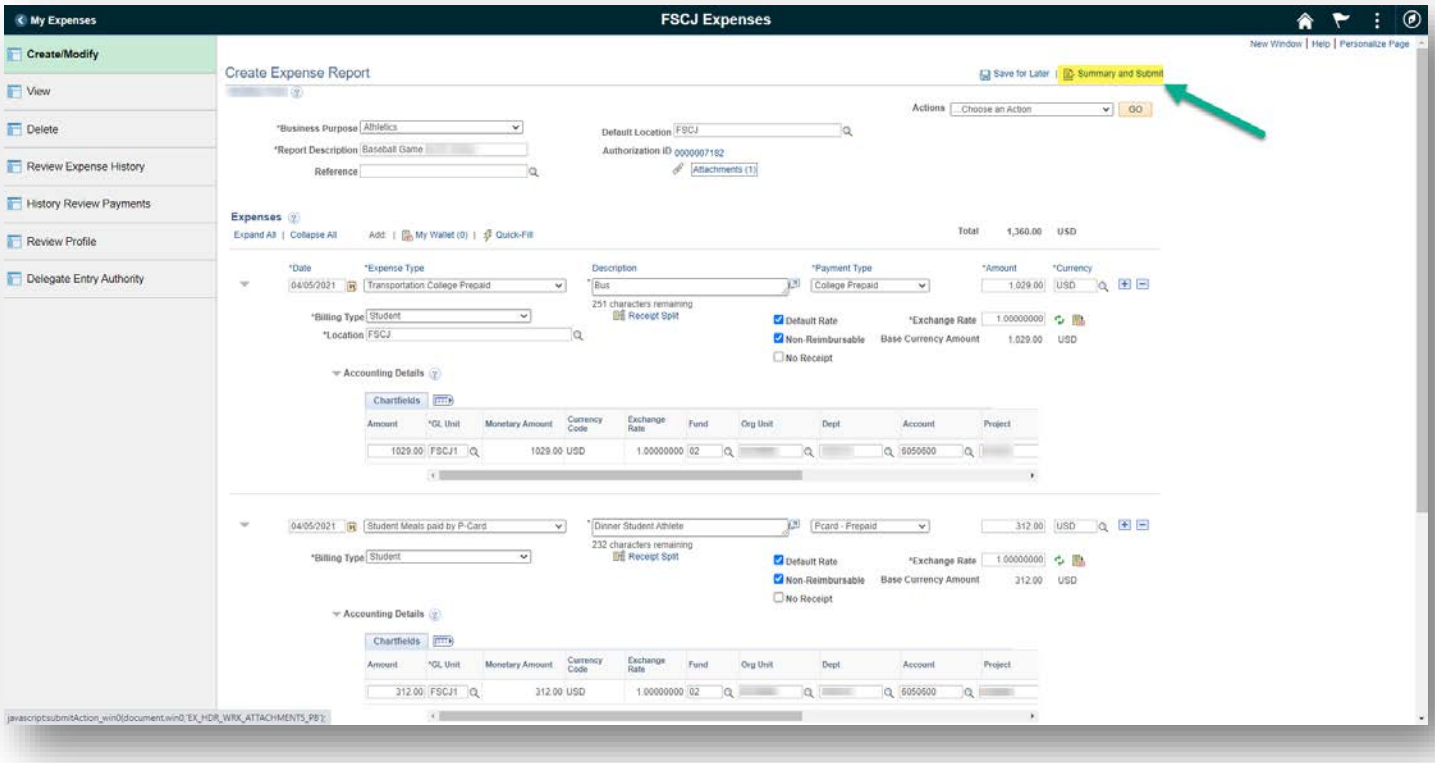
12. Click on “Choose File”, find the document on your computer, then click on “Upload”.



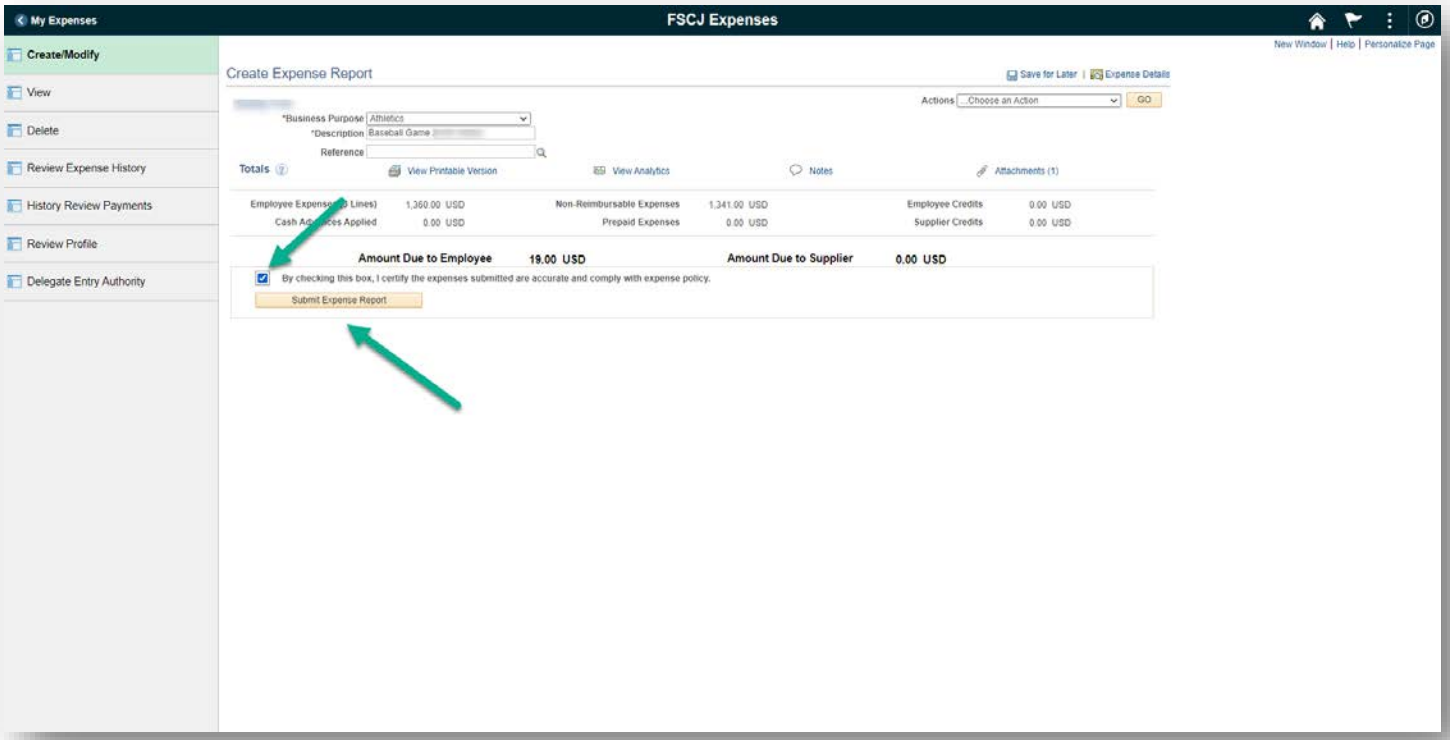

13. Next, add a description, then click on the “OK” button.



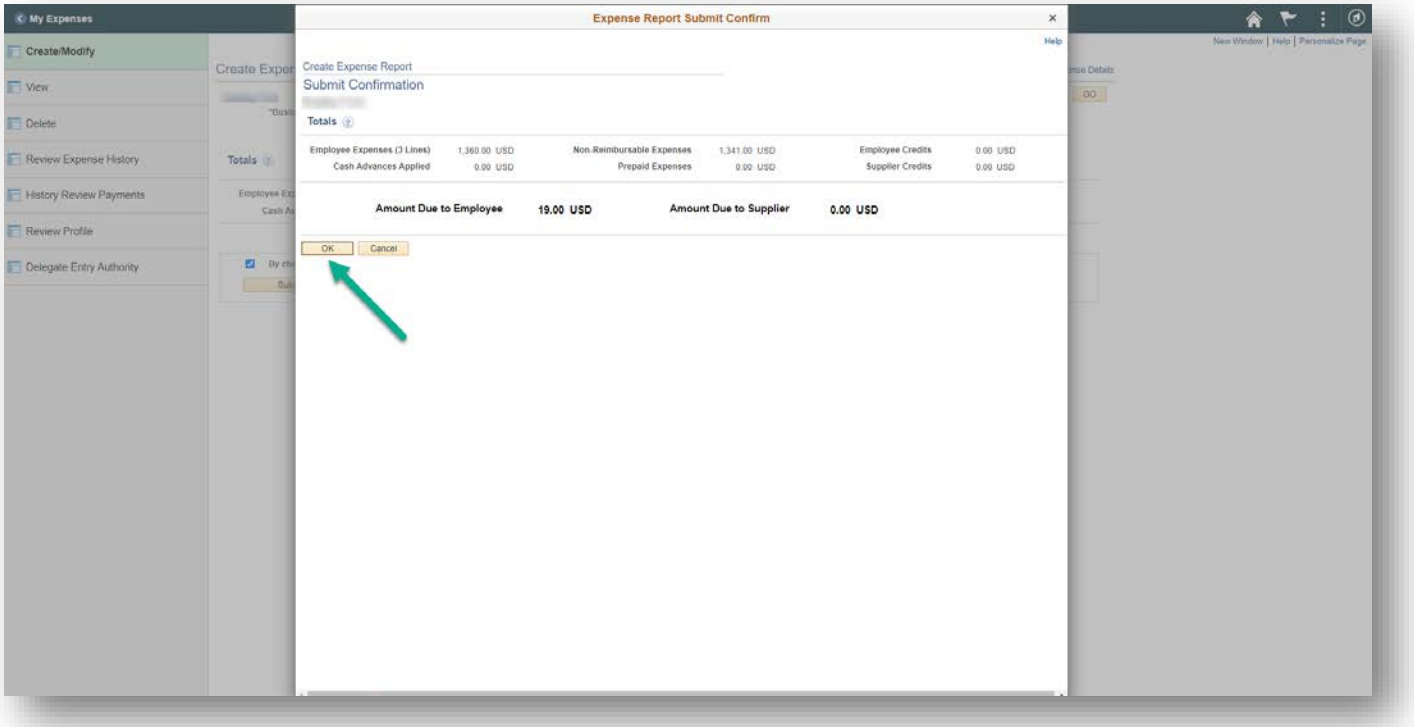
14. If you need to save the expense report to finalize and submit at a later time, click “Save for Later”. **<u>This does NOT submit the expense report.</u>**
15. If you have verified all information is accurate and complete and you are ready to submit, click on “Summary and Submit”. **<u>The submission process is not finished until you see the red text confirmation.</u>**



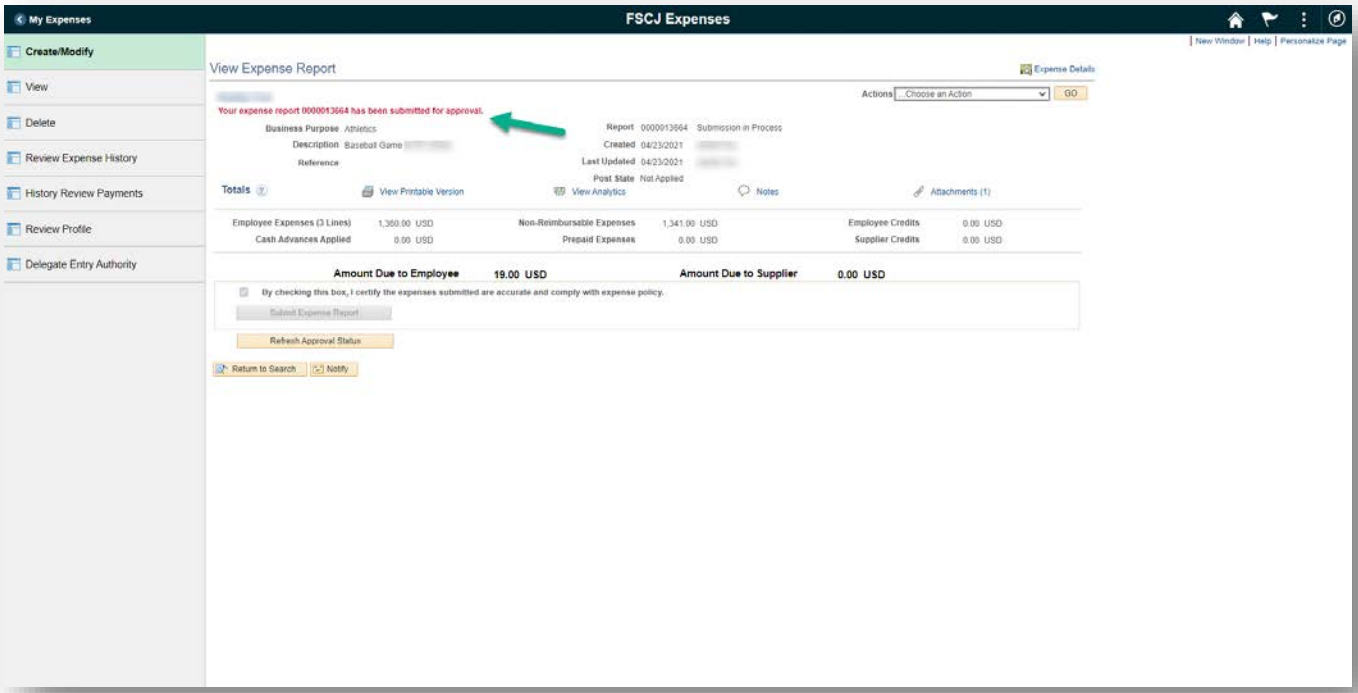

16. To finish submitting the expense report, check off the box in the bottom corner and click on the “Submit Expense Report” button.

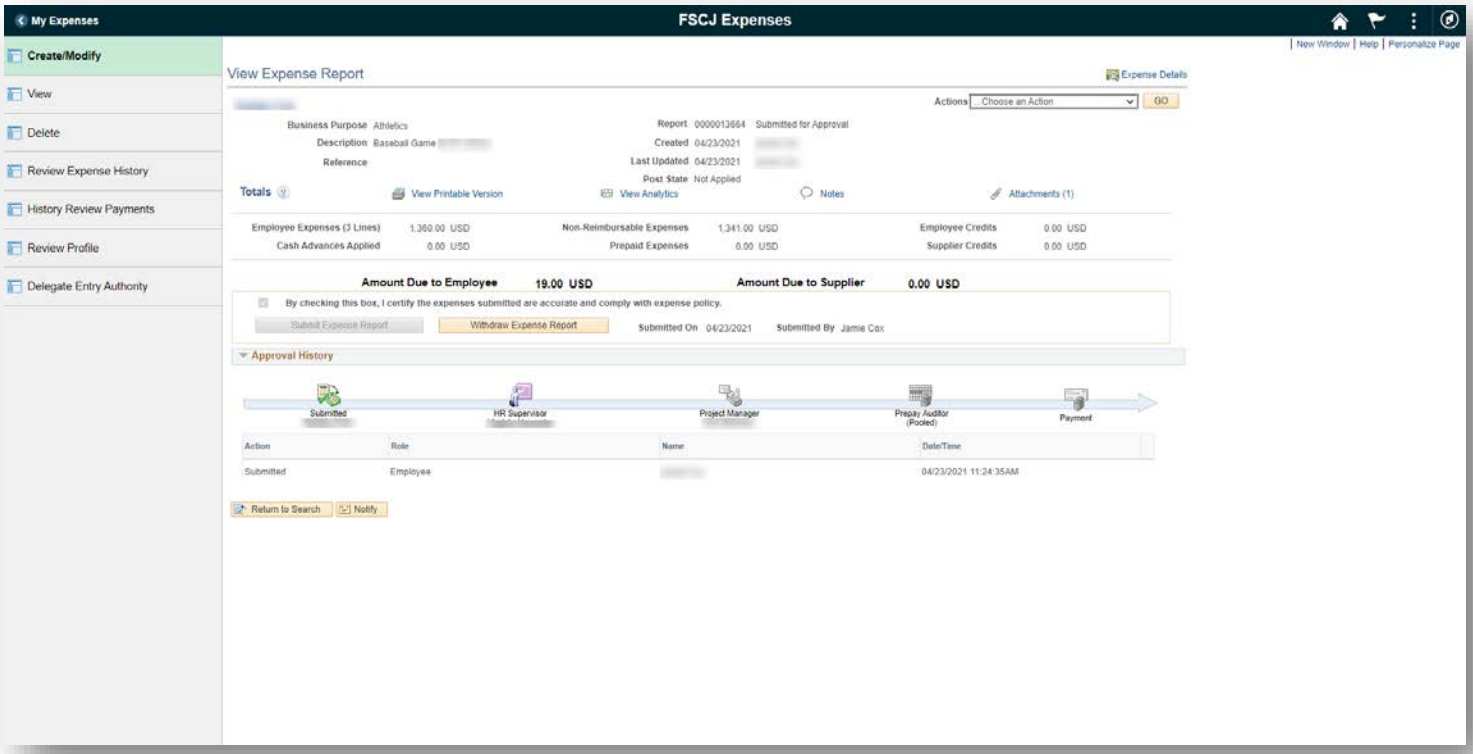



17. A confirmation box will come up. Click on the “OK” button.




18. Once the expense report has successfully been submitted, you will receive the message in red. The submission process is only complete if you receive the red text confirmation.




19. Process Completed.