

## HOW TO SIGN YOUR DELTEK EXPENSE REPORT

1. Accessing Deltek Time & Expense website:
  - A. If you are on site, go to URL <https://tce.ameslab.gov/DeltekTC/welcome.msv>
  - B. If you are off-site, use the following url:  
<https://al-iproxy.ameslab.gov/tce/DeltekTC/welcome.jsp>  
Enter your Ames Lab network user name and password when prompted.  
The Deltek log in screen will then be displayed.
2. Log on to Deltek Time & Expense:
  - A. Enter Login ID (your 5-digit Ames Lab employee number)
  - B. \*Password (cap-sensitive, minimum 8 length, 1 upper-case, 1 numeral, 1 special character)
  - C. Domain is AMESTE

\*If you have problems logging in, please contact Amber 515-294-1907 [amiller@ameslab.gov](mailto:amiller@ameslab.gov), Ellen 4-6320 [price@ameslab.gov](mailto:price@ameslab.gov), or Konnie 4-4488 [kkennick@ameslab.gov](mailto:kkennick@ameslab.gov) to have your password reset. If none of these three are available you may also contact I.S. 4-8348.
3. Click on your underlined Expense Report to launch it.  
The status will be "Draft", "Submitted" or "Under Review".
4. Begin signature: If everything appears ok, click the box to the right of the Signature box to sign the Expense Report. If it is already signed by the person who entered it, you must still replace their signature with yours.  
  
**Important Note:** If you have questions about the expenses that were entered, feel free to contact Accounting or the person who entered the expenses before you sign this electronic expense report, because by signing it you are certifying that the expenses are a true statement of the expenses you incurred for official Laboratory business and that you are not being reimbursed by another organization.
5. Mark your receipts:  
Click the boxes for the receipts you have, enter brief explanation for any missing receipts, and click Next. (If you already submitted your receipts with your paper Travel Expense form, check "Have Receipt".)
6. Enter your Password and Sign:  
Type your Deltek password in the box & hit return or click "Sign" to complete your signature.
7. Receipt Traveler:
  - a. If Accounting already has your receipts, you may answer "No" and Log out as instructed below.
  - b. Otherwise if you entered your own expenses, please print the receipt traveler, attach your receipts to it, and send to Ames Lab Accounting, Travel Expenses, 224 TASF. This identifies the receipt packet received so it can be matched to the electronic Expense Report for review and payment approval.
  - c. After printing the receipt traveler, cancel out of the printing screens and you may Log Out.
8. Log out of the Deltek system: Click on the "closing door" icon at the upper right corner of the screen at any time to end your Deltek session.

Note: If you wish to return to your Deltek Desktop without logging out, click on the House icon.