

How to Enter Travel Expense Reports (ER) (see index on last page)

LOG IN TO THE DELTEK TIME & EXPENSE SYSTEM:

If this url works: <https://tce/DeltekTC/welcome.msy> skip instructions on this page and go to page 2 of these instructions.

Otherwise to access the Deltek system from an external computer, use this url:

<https://tceweb.ameslab.gov>

You will be prompted for your Ames Lab central account user name and password. (This is different than your Deltek Logon ID). If you do not know your Ames Lab central account user name or password, contact Ames Laboratory Information Systems (4-8348 or email help@ameslab.gov).



After you are logged in to the Ames Lab system, the Deltek Time and Expense screen will be displayed. Continue with instructions on page 2.

Go to website <http://tce>

A Login ID is your 5-digit Ames Lab employee number

B Password (cap-sensitive)

C Domain is AMESTE (not cap-sensitive)

Deltek Time & Expense - Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://www.DeltekTCEWebSite.com>

Deltek Time & Expense
with Employee Self Service

Deltek

Login ID: 28525

Password:

Domain: AMESTE

Login Reset Change Password After Login

Password note: If this is your first time logging in to Deltek Time & Expense, your password is your 9-digit University ID#. When you log in the first time, you will be prompted to change your password. The password you select is cap-sensitive, minimum 8 character length and must include at least one upper case letter, one number, and one special character such as # *).

If you have problems logging in, please call Sue 4-1907, Ellen 4-6320, or Konnie 4-4488, to reset your password. If none of these three are available you may also contact I.S. 4-8348. Each time your password must be reset, it is restored to your 9-digit University ID# again.

START A NEW EXPENSE REPORT.

Click on "Expense Report" and then Click on "New"

Expense Report

Report: _____
Type: _____
Location: _____
Employee: _____
Date: _____
Charge: _____
Purpose: _____

Report No.: _____
Report Status: _____
Report Dates: _____
Report Date: _____
From: _____
To: _____
Amount Over Calling: _____

Report Type	Report Type	Report Type	Report Type	Report Type	Report Type	Report Type	Report Type
Company Paid	Invoice	Personal	Non- reimbursable	Reimbursable	One Business		

Expense: _____
Report: _____

If you are entering your own expenses, skip to "Create New Expense Report" on bottom of page 4.
If you are entering on behalf of another traveler, continue with the instructions here.

Click "Another User" button,

Choose your functional role from Drop-down box (usually ER Enterer"),

Select the Group from drop-down box, and then Click on Binoculars.

Expense Report

Please identify the employee for whom you will be recording expenses

Employee Identification

Self
 Another User

Functional Role: Primary Administrator for Exp. Rpt
Group: Area Laboratory
Employee: _____

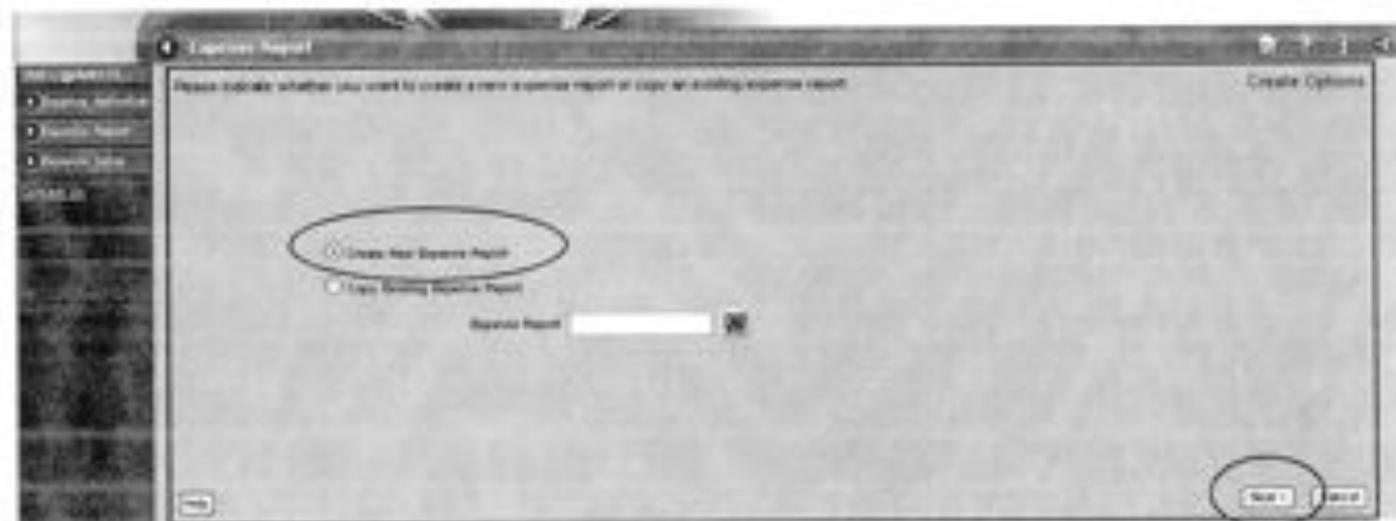
OK Cancel

Type last name of the traveler in the Filter Text box and click "Execute". You may type just a few letters of the name. For instance, if you want to find Zorman, you can type zd and click Execute. All names that begin with the letters zd will be displayed.



Click on the circle for the selection you want from the results and click "OK".

Click on "Create New Expense Report" and then Click on "Next"



Select appropriate EA number from the Authorization drop-down box and hit tab.
Once you select the EA and hit tab, the other blocks will be populated from the authorization information already in the system. Then click "Next".

Expense Report

Please provide general information about expense report below

Expense Report Date: 08/24/2007

Expense Report Type: Other Domestic Travel

Authorization: [Dropdown] [Tab]

From: [Dropdown] [Tab] [Add Day of Trip]

To: [Dropdown] [Tab] [Add Day of Trip]

Travel Description: [Text Box]

Package: [Text Box]

Country: [Dropdown]

State/Province: [Dropdown]

City: [Dropdown]

County: [Dropdown]

Once you select the EA and hit tab, the other blocks will be filled in. Then click next.

Next [Tab]

Not Reimbursable
Normal Reimbursement
See Expenses

If the project to be charged is correct, click "Save". If incorrect contact Travel Office before proceeding.

Expense Report

Please provide the charges that will be allocated expenses throughout the expense report

Project	Amount	Description	Default Reimbursement
Project	1,000,000,000,000	Headlines and Related Materials Production - 4488	50%

If this information is correct, click Save. If it is not correct, click cancel and contact the Travel Office 4-4488 so they can correct it before you create an ER.

Save [Tab]

Not Reimbursable
Normal Reimbursement
See Expenses

The dates below default from the EA. You may change the dates if necessary using the calendars, and enter Comments if appropriate. Click "Next".

Expense Report - Expense Details

Please provide detail information about expense.

Expense Date: Mar 2, 2007

Expense Date: Mar 16, 2007

Return Date: Mar 2, 2007

Expense Description: [Text Area]

Comments: [Text Area]

Next

Enter the expense amount to be reimbursed and Click "Next".

Expense Report - Expense Amount

Please enter the amount incurred and any portion attributed to personal use below.

Payment Method: Employee Paid

Expense Amount (USD): 50.00

Reimbursable Expense (USD): 50.00

Salary (USD): [Field]

Adjustment (USD): [Field]

Expense Category (USD): [Field]

Other Category (USD): [Field]

Next

Select appropriate Charge Type from the drop-down box and Click "Save"

The screenshot shows the 'Expense Report' form with the following details:

- Form Title: Expense Report
- Page Header: Transportation > Charge Allocation
- Instructions: Please distribute the expense report.
- Month: December 14
- Expense Filter: Under Carriage
- Table Columns: Expense, Amount, Charge Type, Account, Description
- Table Row 1: 100.00, 100.00, [Dropdown], 10000 001 000 000, Insurance and Travel/Address Processors Dept
- Dropdown Menu (Charge Type):
 - Car's use
 - Carfare for Stop & Shop
 - Carfare for Airfare
 - Carfare for Fueling Exp
 - Carfare for Fuel-Stopover
 - Rental Vehicle Fuel**
 - Rental Vehicle
 - Rental Vehicle Fuel
 - Rental Vehicle Fuel
- Under Carriage Expense: 100.00
- Buttons: Save, Cancel

Rental Vehicle and fuel for rental vehicles:

Select the appropriate expense type from the drop-down menu and enter comments on next screen as appropriate. Do not use ISU Carpool -- that is used only by the travel office for travel authorizations.

The screenshot shows the 'Expense Report' form with the following details:

- Form Title: Expense Report
- Page Header: Rental Vehicle > Select Expense Type
- Question: What type of expense is it?
- Expense Type Dropdown:
 - Traveling Expense (Auto, Bus, Rail, Air)
 - Carfare
 - Rental Vehicle Fuel**
 - Carfare (Authorized Personnel Only)
 - Not Allowed Expense
 - Rental Vehicle Fuel
 - Rental Vehicle Fuel
- Buttons: Save, Cancel

Select dates from calendars where required, enter Comments if appropriate, and click Next.

The screenshot shows the 'Expense Report' window with the 'Expense Details' section. The title bar reads 'Expense Report' and the breadcrumb is 'Rental Vehicle > Expense Details'. The instruction says 'Please provide detail information about expense'. The form contains the following fields:

- Expense Date: Nov 1, 2017
- Start Date: Nov 20, 2017
- End Date: Apr 1, 2017
- Number of Days: [] with 'Use Range' checkbox
- Short Description: [RENTAL VEHICLE FROM Nov 1, 2017]
- Category: [RENTAL VEHICLE]

Buttons at the bottom right include 'Back', 'Next', and 'Cancel'. Below the main form, there are fields for 'Revised' and 'Approved', a 'Show Supporting Documents' button, and a 'Pay Expense' button with a dropdown menu.

On the following screen Enter amount to be reimbursed and click "Next". Payment method is usually set to default to "Employee Paid" so you no longer have to select that. If you find one that is not, please advise Ellen Price in Accounting.

The screenshot shows the 'Expense Report' window with the 'Expense Amount' section. The title bar reads 'Expense Report' and the breadcrumb is 'Rental Vehicle > Expense Amount'. The instruction says 'Please enter the amount incurred and any portion attributed to personal use below'. The form contains the following fields:

- Payment Method: [Employee Paid]
- Expense Incurred (USD): [00.00]
- Personal Expense (USD): [00.00]
- Reimbursable Expense (USD): [00.00]
- [[Reimbursable (USD)]]: [0.00]
- Cost (USD): [0.00]
- [[Adjustment (USD)]]: [0.00]
- Amount Collected (USD): [0.00]
- Net Cost (USD): [0.00]

Buttons at the bottom right include 'Back', 'Next', and 'Cancel'. Below the main form, there are fields for 'Revised' and 'Approved', a 'Show Supporting Documents' button, and a 'Pay Expense' button with a dropdown menu.

If payment method is not "Employee Paid", please select that for your expense as shown below.

Expense Report

Please enter the amount incurred and any portion attributed to personal use below.

Rental Vehicle - Expense Amount

Payment Method:

Expense Amount (USD): (1) Available (USD):

(2) Personal (USD):

(3) Non- reimbursable (USD):

Reimbursable Expense (USD):

Charge (USD):

(4) Adjustment (USD):

Allocated Charge (USD):

Total Charge (USD):

Save Cancel

Select the proper Charge Type and Click Save

Expense Report

Please allocate for expense below.

Rental Vehicle - Charge Allocation

Allocate By:

Expense Period:

ID	Percent	Amount (USD)	Charge Type	Amount	Project	Description
1	100%	100.00	Travel		10100-001-000-0000	Expenses and Adjustments/Personal Expense

Under Logging Expense:

Save Cancel

MILEAGE for Privately-owned Vehicle if you drove your car:

Complete this category for mileage to airport or mileage if you drove your privately owned vehicle to your destination. Click on "Add Mileage"

Expense Report

Type:

Description: CHICAGO, IL

Employee: MR. MICHAEL DAVIS

Date: 1/24/2007

Vehicle: 2004 BUICK LESABRE

Mileage: 1.00 (10.000) General Business

Report Mileage: 2007

Reimburse Mileage: Pending

Report Date: 1/24/2007

From: Feb 25, 2007 First Day of Trip

To: Mar 1, 2007 Last Day of Trip

Amount Over Limit: 0.00

Save Category Expense

Date	From	To	Miles	Rate	Total
02/25/2007			24.00		24.00
02/26/2007			24.00		24.00
02/27/2007			24.00		24.00
02/28/2007			24.00		24.00
02/29/2007			24.00		24.00
03/01/2007			24.00		24.00
03/02/2007			24.00		24.00
03/03/2007			24.00		24.00
03/04/2007			24.00		24.00
03/05/2007			24.00		24.00
03/06/2007			24.00		24.00
03/07/2007			24.00		24.00
03/08/2007			24.00		24.00
03/09/2007			24.00		24.00
03/10/2007			24.00		24.00
03/11/2007			24.00		24.00
03/12/2007			24.00		24.00
03/13/2007			24.00		24.00
03/14/2007			24.00		24.00
03/15/2007			24.00		24.00
03/16/2007			24.00		24.00
03/17/2007			24.00		24.00
03/18/2007			24.00		24.00
03/19/2007			24.00		24.00
03/20/2007			24.00		24.00
03/21/2007			24.00		24.00
03/22/2007			24.00		24.00
03/23/2007			24.00		24.00
03/24/2007			24.00		24.00
03/25/2007			24.00		24.00
03/26/2007			24.00		24.00
03/27/2007			24.00		24.00
03/28/2007			24.00		24.00
03/29/2007			24.00		24.00
03/30/2007			24.00		24.00
03/31/2007			24.00		24.00
04/01/2007			24.00		24.00
04/02/2007			24.00		24.00
04/03/2007			24.00		24.00
04/04/2007			24.00		24.00
04/05/2007			24.00		24.00
04/06/2007			24.00		24.00
04/07/2007			24.00		24.00
04/08/2007			24.00		24.00
04/09/2007			24.00		24.00
04/10/2007			24.00		24.00
04/11/2007			24.00		24.00
04/12/2007			24.00		24.00
04/13/2007			24.00		24.00
04/14/2007			24.00		24.00
04/15/2007			24.00		24.00
04/16/2007			24.00		24.00
04/17/2007			24.00		24.00
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09/02/2007			24.00		24.00
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09/07/2007			24.00		24.00
09/08/2007			24.00		24.00
09/09/2007			24.00		24.00
09/10/2007			24.00		24.00
09/11/2007			24.00		24.00
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09/30/2007			24.00		24.00
10/01/2007			24.00		24.00
10/02/2007			24.00		24.00
10/03/2007			24.00		24.00
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10/08/2007			24.00		24.00
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10/10/2007			24.00		24.00
10/11/2007			24.00		24.00
10/12/2007			24.00		24.00
10/13/2007			24.00		24.00
10/14/2007			24.00		24.00
10/15/2007			24.00		

Click on the calendar to select the correct date of the expense.
 Enter the number of miles driven,
 Complete the "From/To" field, and
 Click on "Next".

Expense Report Mileage > Expense Details

Please provide the information about expense:

Expense Date:

From/To:

Number of Miles:

Work Description:

[[Personal:

Total:

Rate Per Mile (RPM):

Comments:

Category	Amount	Rate	Miles	Total
Mileage	0.00	0.00	0	0.00
Total	0.00	0.00	0	0.00

Company Paid
 Personal
 Non- reimbursable

Expense Report Mileage > Expense Amount

Please enter the amount incurred and any portion which is not personal use below:

Payment Method:

Expense Incurred (USD):

[[Personal (USD):

[[Non- Reimbursable (USD):

Reimbursable Expense (USD):

Cash (USD):

[[Reimbursed (USD):

Revised Total (USD):

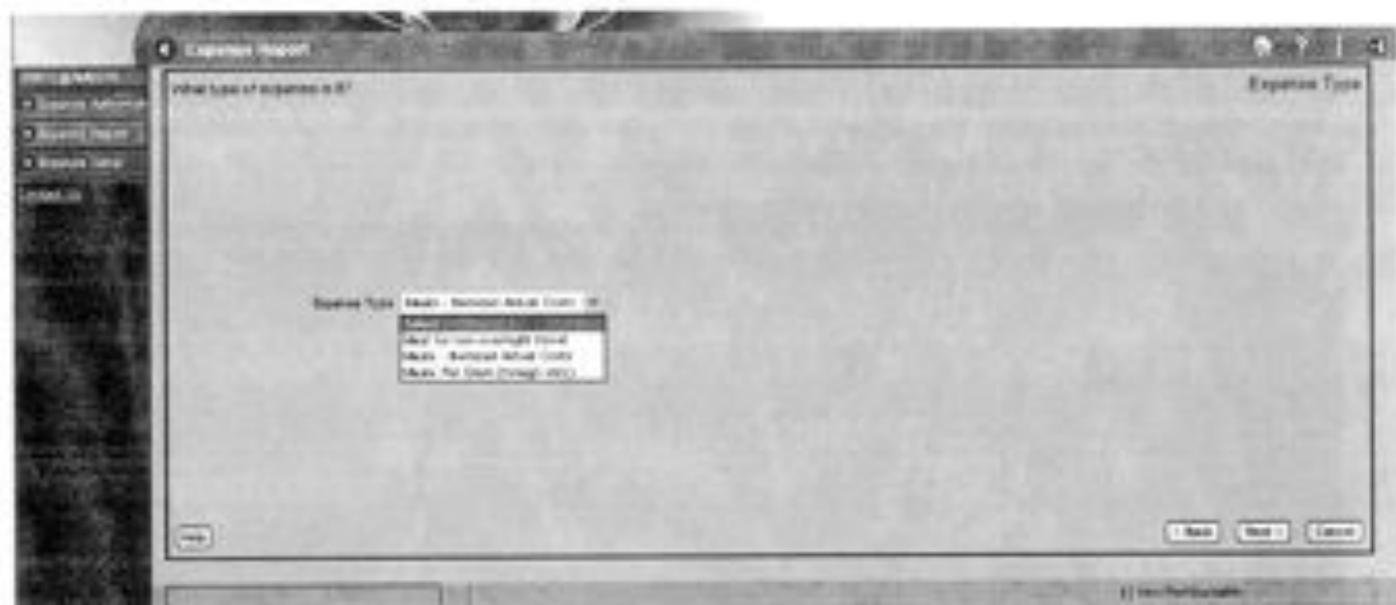
Total Total (USD):

Category	Amount	Rate	Miles	Total
Mileage	0.00	0.00	0	0.00
Total	0.00	0.00	0	0.00

Company Paid
 Personal
 Non- reimbursable

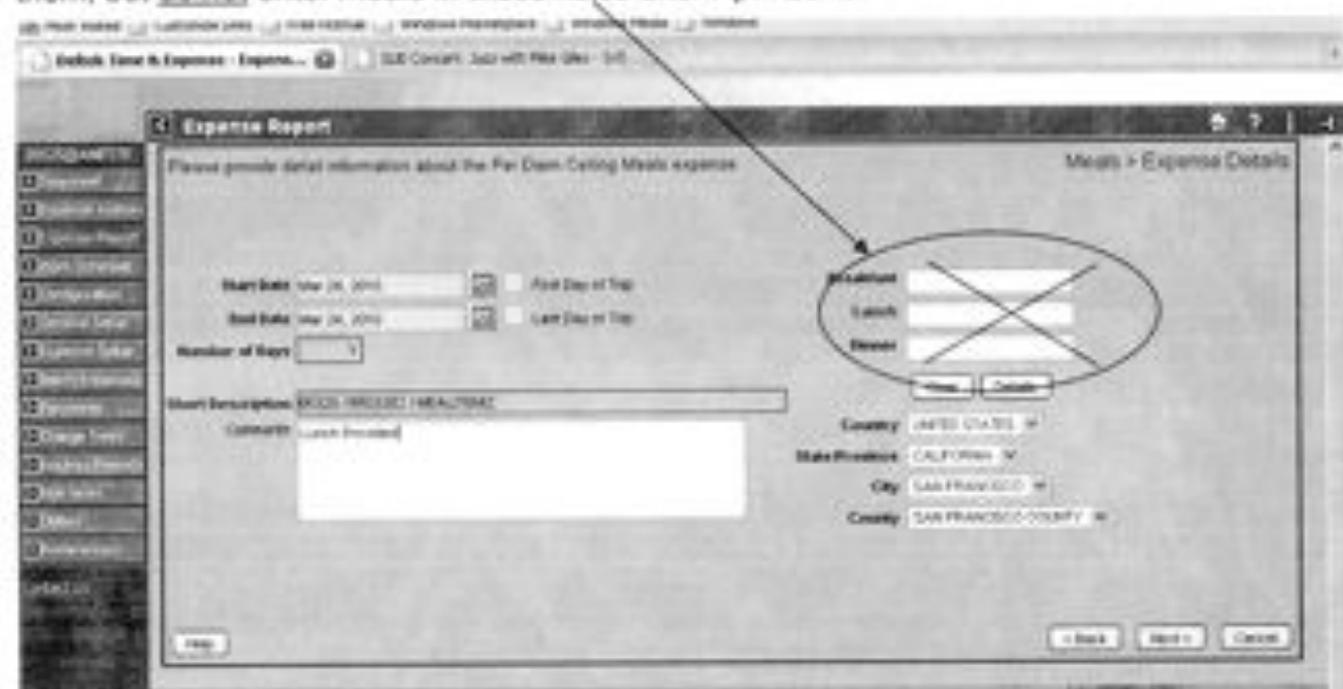
Add Meal expenses:

Select either "Meals" or "Meals for non-overnight travel" if that applies. "Meals Per Diem" is usually not used unless it is foreign travel AND you claim the full maximum allowable per diem.



The way meals are entered changed in April 2010. Prior to that meals were entered in user-defined fields shown below.

These fields are still displayed on the screens because historical meal information is located in them, but do not enter meals in these fields after April 2010.



The new meal fields are on the next screen.

Enter each day's meals individually.

Click on the calendars and select the appropriate start date and end date for each day.

Clear and correct the location if it is not correct for each day.

Use the comments box for explanations as necessary.

REQUIRED COMMENTS FOR FIRST AND LAST DAY OF TRAVEL:

On first day please type what time Travel started in the comments box.

On the last travel day type in the comments box what time travel ended.

The screenshot shows a web browser window displaying the 'Expense Report' application. The main window title is 'Meals > Expense Details'. The form contains the following elements:

- Start Date:** May 24, 2010, with a calendar icon and a 'First Day of Trip' checkbox.
- End Date:** May 24, 2010, with a calendar icon and a 'Last Day of Trip' checkbox.
- Number of Days:** A dropdown menu set to '1'.
- Meal Description:** A text box containing 'NO MEALS PROVIDED'.
- Comments:** A larger text box containing 'Travel Started'.
- Breakfast, Lunch, Dinner:** Three input fields, each with a red 'X' over it, indicating they are disabled or not to be used.
- Location:** A section with 'Clear' and 'Default' buttons, and dropdown menus for Country (JORD-CLANES), State/Province (CALIFORNIA), City (SAN FRANCISCO), and County (SAN FRANCISCO COUNTY).
- Buttons:** 'Next', 'Back', and 'Cancel' buttons at the bottom right.

A red arrow points from the 'Next' button to the 'Next' button in the bottom right corner of the form.

Enter any appropriate notes about provided meals in the comments box. Click Next to go to the next screen where you must enter itemized meal amounts.

Notes for the above screen:

- Clear & correct location if it is not correct.
- Change both Start Date and End Date using calendars each time you enter a day's meals.
- Do not use the meal boxes on this screen to enter your meal amounts.
- List any provided meals in the comments box.
- When entering first day's meals, in the comments box enter travel start time, and please type "no meals were provided" if that is the case. That way Accounting will know zero-dollar meals were just skipped and not provided. Enter travel end time in the comments box on the last day's meals.

Enter the meal amounts in the boxes shown below. All meals should have a check mark every day UNLESS a meal was provided by the government or provided in a registration fee.

Because it affects your maximum meal reimbursement, please remember to uncheck any meal box where the meal was provided by the government or provided in a registration fee.

Complimentary meals included in lodging do not have to be counted unless the provided meal was justification for excess room rate or the lodging is a room and board package. Type notes about any provided meals in the comments box on the previous screen.

In the sample below, lunch has no check mark because lunch was provided as noted in comments on the previous screen. You can only enter amounts in boxes that are checked.

Date	Breakfast	Lunch	Dinner
Nov 24, 2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meal boxes should be unchecked Only if a meal was provided by the government or in a registration fee. Use Comments field on the previous screen to note included meals.

Click Next.

The total of meal costs you entered is shown on the screen below. You can see the adjusted ceiling (with lunch provided) was \$53. Since actual meals totaled \$60.00, \$7 is Over Ceiling and Non-reimbursable.

When you click "Next" you may be prompted for an over ceiling explanation.

You may enter **NA** because the traveler will not be reimbursed for the over ceiling amount.

Meals - Expense Amount

Expense Amount (USD)	\$60.00	Ceiling (USD)	\$53.00
Personal Expense (USD)	0.00	PT Adjustment (USD)	0.00
Other Reimbursable (USD)	7.00	Adjusted Ceiling (USD)	\$53.00
Non-reimbursable Expense (USD)	\$0.00	Over Ceiling (USD)	7.00

Over Ceiling Explanation

Please justification for exceeding the per diem amount to the dollar.

Click "Next".

Please distribute the Meals expenses below

Meals > Charge Allocation

Amount By: Percentage 0%

Expense Period: Under Ceiling 0%

Account	Amount Entry	Charge Type	Project	Description
100-00	00.00	<ul style="list-style-type: none"> Or To - Employee - Schedule 10 Or To - Employee - Foreign Or To - Member Or To - Loan 150-Item Or To - Non-Employee Or To - Meeting Exp 	121240 000-000-0000	Operations and Analysis (R&D) (continued)

Under Ceiling 00.00

Buttons: Back Save Cancel

Select the appropriate Charge Type from the drop-down list above and click Save.

After you save the record, you will see the meals column total includes the total claimed, including over ceiling amount. Over-ceiling amounts are highlighted in color.

Expense Report

Purpose: AMERICAN CHEMICAL SOCIETY NATIONAL MEETING 2010 - 2/20 - 2/25 presenting her research on the development of a scanning angle lens external reflection Raman microscope. Traveler purchased airline \$270.00 bus Delta Airlines. Traveler prepaid \$250.00 registration.

Amount Over Ceiling 11.75

Unallowable Amt 0.00

Level Category Column

DATE	ADD EMPLOYEE	ADD EMPLOYEE	ADD EMPLOYEE	ADD EMPLOYEE	ADD MEALS	ADD TRAVEL	ADD OTHER	TOTAL
Jan 20, 2010					150.00	0.00		150.00
Jan 24, 2010					150.00	0.00		300.00
TOTAL	0.00	0.00	0.00	0.00	300.00	0.00	0.00	300.00

Signature: _____

Approved: _____

File Supporting Schedules

Report Status Schedule

- Company Paid
- Advance
- Personal
- Non-Reimbursable 63.75
- Payment Received
- Due Employee 66.25

However, the unallowable meal amount over ceiling is recorded as "non-reimbursable" and the amount due the traveler is the appropriate reimbursement amount.

Note, "Amount Over Ceiling" (upper right corner) would also include lodging or other items flagged as being over ceiling amounts set in the system. Only the meals over ceiling are non-reimbursable, so the Amount Over Ceiling may be more than the Non-Reimbursable amount. In the sample above both happen to be the same.

Continue entering meal costs for each day. On the last day type in comments box what time of day the travel ended.

Expense Report

Please provide some information about expense.

Meals > Expense Details

Start Date: Nov 1, 2017

End Date: Nov 2, 2017

Number of Days: 2

Meal Period: ~~12-1~~

Meal Period Length: ~~1.0~~

Comments: Expenses from 1-5pm

Country: UNITED STATES

State/Province: CALIFORNIA

City: LOS ANGELES

County: LOS ANGELES

Day	Meal Cost	Travel Cost	Other Cost	Total Cost
1	15.00	0.00	0.00	15.00
2	15.00	0.00	0.00	15.00

Add Registration Fee:

Select either "Registration fee - Employee pd" or "Training Fee - Employee paid" if that applies. The other two are used only by the Travel Office for travel expense authorizations.

Expense Report

Please provide some information about expense.

Expense Type

Expense Type: Select

- Reg Fee - Employee pd
- Registration Fee - Employee pd
- Training Fee - Employee pd
- Training Fee - Employee pd

Day	Registration Fee	Travel Cost	Other Cost	Total Cost
1	15.00	0.00	0.00	15.00
2	15.00	0.00	0.00	15.00

Enter the amount of the registration fee and Click "Next".

Expense Report

Please enter the amount incurred and any portion allocated to personal use below

Registration Fee + Expense Amount

Expense Method: Employee Paid

Expense Incurred (\$):

Payment Method: Personal

Total (\$):

Net (\$):

Non-Responsible (\$):

Responsible Expense (\$):

Total (\$):

Net (\$):

Non-Responsible (\$):

Responsible Expense (\$):

Buttons: [Back] [Next] [Cancel]

Select the appropriate Charge Type and Click "Save".

Expense Report

Please allocate the expense below

Registration Fee + Charge Allocation

Expense Method: Employee Paid

Expense Method: Other

Amount	Charge Type	Account	Project	Description
20.00	Registration Fee - Emp Consult	62 000 001	00000 001 000 0000	Registration and Analysis/Interview Processed
<hr/>				
Total				
20.00				

Other Charge Expense:

Buttons: [Back] [Save] [Cancel]

Add Other Miscellaneous Expenses:

Select appropriate expense type. Choices have been populated for typical misc. expenses.

If no category fits, choose "Other Misc" and enter note in the comments field.

Do not select "Vacation" - that is only for travel authorizations, but is a reminder you should have also submitted an absence request if you combined vacation with your Ames Lab business travel.

The screenshot shows the 'Expense Report' form with the 'Expense Type' dropdown menu open. The menu lists the following options: Other, Lab, Medical, Other, Labwork, Conference, Authorization ONLY, Other (Misc) - Specify in Comments, Parking, Receptions, Travel Fee, Taxi, Travel Mile, and Another (misc) (Specify in Comments). The 'Expense Type' field is currently set to 'Other'. Below the form is a summary table with columns for 'Type', 'Amount', and 'Total'. The table shows a total amount of \$1,100.00. At the bottom right, there are buttons for 'Back', 'Next', and 'Cancel', and a 'Comments' field.

Type	Amount	Total
Other	\$1,100.00	\$1,100.00

The screenshot shows the 'Expense Report' form with the 'Expense Type' dropdown menu closed. The 'Expense Type' field is now set to 'Other > Expense Type'. Below the form is a summary table with columns for 'Type', 'Amount', and 'Total'. The table shows a total amount of \$1,100.00. At the bottom right, there are buttons for 'Back', 'Next', and 'Cancel', and a 'Comments' field.

Type	Amount	Total
Other > Expense Type	\$1,100.00	\$1,100.00

Once you select the expense type, some categories have additional selections in the drop down box. Select and enter comments if appropriate as shown in examples below and click "Next".

Expense Report

Please provide detail information about expense

Expense Date: Mar 1, 2017

Expense Type: **Business Meals in Conferences and Seminars**

Expense Description: **SALES / OFFICE / PROFESSIONAL - Mar 1, 2017**

Comments:

Buttons: [Back] [Next] [Cancel]

| Account |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 |
| 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 |

Expense Report

Please provide detail information about expense

Expense Date: Mar 1, 2017

Expense Type: **Business Meals in Conferences and Seminars**

Expense Description: **SALES / OFFICE / PROFESSIONAL - Mar 1, 2017**

Comments: **called back to office about proposal**

Buttons: [Back] [Next] [Cancel]

| Account |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 |
| 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 |

Some expenses have another required field. An example is Cab which will require you to enter where it was From & To (e.g. airport to hotel). If you do not enter something in the required field, the system prompt is "Code # is required". If the required field is too short, complete your notes in the Comments box.

Some fields have ceilings. If you enter an amount over the ceiling amount, a box will open and require an explanation. Fill in the explanation and click "Next".

The screenshot shows the 'Expenses Report' form with a modal dialog box titled 'Over Ceiling Explanation'. The dialog box contains a large empty text area for providing an explanation. The background form is dimmed and shows fields for 'Payment Method', 'Expense Amount (USD)', 'Mileage (USD)', 'Tax (USD)', and 'Non-Reportable Expense (USD)'. The 'Expense Amount (USD)' field is highlighted, indicating it is the source of the error.

The screenshot shows the 'Expenses Report' form with a modal dialog box titled 'Call to other charge in field of'. The dialog box contains a large empty text area for providing an explanation. The background form is dimmed and shows the same fields as the previous screenshot. The 'Expense Amount (USD)' field is highlighted, indicating it is the source of the error.

If you are missing a receipt you must complete the explanation and then and click "Next". An example may be foreign per diem. Meal receipts are not required unless a single meal amount is \$75.00 or more, but in certain cases the system may think one is required. Your explanation may be "receipt not required for per diem" or whatever is appropriate for your case.

The following expenses require receipts. For each expense, please indicate whether you are submitting a receipt or not. For receipts that you are not submitting, you will need to provide an explanation.

Expense Number	Receipt Number	Exp ID	Company Expense Type	Amount	Category	Description
<input type="checkbox"/>	<input type="checkbox"/>	1	Travel/Travel - Expense Ref	10.00	TRV	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	Car Rental/Travel Company Auto/No Rent	10.00	TRV	no to rent car
<input type="checkbox"/>	<input type="checkbox"/>	3	Uniforms	20.00	TRV	
<input type="checkbox"/>	<input type="checkbox"/>	11	Bus Pass/Expenses Tax - Expense pt	10.00	TRV	
<input type="checkbox"/>	<input type="checkbox"/>	12	Meal/Per diem	14.00	TRV	

If you are missing a receipt, the explanation box must be completed

Type your Deltek logon password in the box and hit return or click "Sign" to complete your signature.

By signing this expense report you are certifying that expenses were incurred on the charge and are reported in accordance with company policies and procedures.

Type your Deltek logon password to complete "signature".

Area Reserved

Receipt Traveler:

You will be asked if you want to print the receipt traveler. Please do so, attach the receipts to it, and send to Sue Tourtellott, Accounting, 224 TASF. This identifies the receipt packet she receives so she can match it to the electronic Expense Report for review and payment.

To log off, click on the "closing door" icon in the upper right corner of the screen.

Search for an ER:

You may log on and search for your ER at any time to see its progress. To search for an ER, go to page 3 of instructions on How to Start a New ER but click on "Search" instead of "New". After you sign it, the status is "Submitted", then "Under Review" and "Approved" as required approvals are completed. Once it has been sent for payment the status will show "Processed". You can see the payment information by clicking on supporting schedules or by clicking on the "Payment Received" amount.

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