CREATING A TRAVEL EXPENSE REPORT -

Enter the Header data:

1. **Import Pre-Approval:** This feature populates many fields on the header and individual expense lines with values from the pre-approval. See the **CR0010 Import Pre-Approval Report** document for detailed information.
2. **Report Name:** This is the name assigned by the expense creator, which is used in tracking and inquiry to help identify expense reports. Naming Convention: Student Last Name, Student First Name, Dates of Travel
3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 9 (108versood thtif9Ur92as8e3 o00nxp5**

5. **Departure Date:** Click the calendar icon to select the date which represents the actual departure date for this travel event.
6. **Return Date:** Click the calendar icon to select the date which represents the actual return date for this travel event.
7. **Destination:** Select the Country/State/City you are traveling to. Destinations are preloaded in Chrome River and are presented in the following format: Country/State/City. Begin typing the destination city to narrow down the choices.
8. **Traveler Type:** Select Student
9. **Travel Type:** Select either In State, Out of State or International
10. **Student Information:** Enter the students name, myWSU ID, street address, city, state, and zip code.
11. **Vendor:** Search for the student in the **Vendor**

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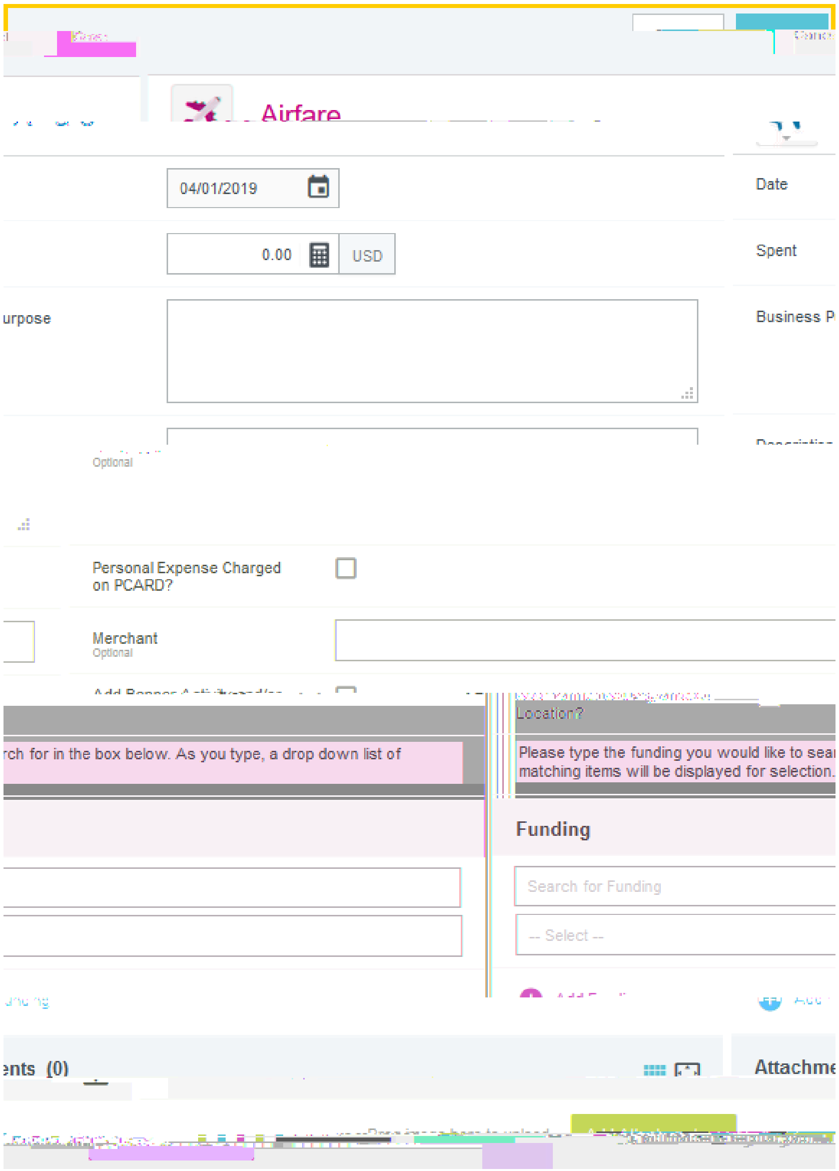
Expense types are consolidated into categories displayed on expense tiles. Some expense tiles expand to provide additional expense options. Example: **Mileage** is located under **Ground Transportation**.

Select the specific expense tile you want to add to the Expense Report. Each expense selected will open in a form and require additional information. For detailed information on each Expense Tile, please see the **CR0019 Travel Expense Tile Detail** help document.



Airfare
Date
Spent
Business P
urpose
Optional

04/01/2019

0.00 USD

Personal Expense Charged on PCARD? ☐

Merchant
Optional

Location?

rch for in the box below. As you type, a drop down list of

Please type the funding you would like to sea matching items will be displayed for selection.

Funding
Search for Funding
-- Select --
ents (0)
Attachme