Step#1: Log-in to CUNYfirst (Production) and select Enterprise Learning Management.

Step#2: Navigate to: Self Service > Learning > Browse Catalog; click on CUNYfirst Training Program

Step#3: Click on Next
Step#4: Click on Financial Applications

Step#5: Click on Credit Card Holders, Travel and Expenses, and Supplier Contracts
Step 6: Click on Next

Step 7: Click on Travel Authorizations and Expense Reports with a T-Card (FIN-PRO-008)
Step #8: Click on Enroll

Step #9: Click on Submit Enrollment
Step#10: Click on Travel Authorizations and Expense Reports with a T-Card link to access the training.

Step#11: Course Launches.
Note: Users can always access the course[s] that they have enrolled for via “My Learning” link within Self Service under CUNYfirst ELM.
Create a Travel Authorization (T-Card)

The employee or their proxy will create a Travel Authorization in CUNYfirst.

All out-of-town travel requires an approved Travel Authorization in CUNYfirst prior to the first travel date.

No self-approval of a Travel Authorization is permitted. Travel Authorizations must be approved by the Supervisor of the traveler, as well as, the Department Approvers. The Department Approver/s ensure department budget is encumbered (set aside) for the anticipated travel.

Separate Travel Authorizations are required when a trip is being paid for by more than one Institution.

<table>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
* Enter your Username and Password and click the Log In button.  
* From the Enterprise Menu, select the Financials Supply Chain link. |
| 2.   | Navigate to: [Employee Self-Service > Travel and Expense Center > Travel Authorization > Create](https://home.cunyfirst.cuny.edu). |
3. The Travel Authorization Entry page displays. In the General Information section, enter the following: Description, Comment, Business Purpose, Default Location, Date From, and Date To fields.

![Travel Authorization Entry Page](image)

In the General Information section Description field, enter a brief description of no more than 30 characters to identify this trip.

In the Comment field, enter the purpose of the trip in free form text in no more than 10,000 characters.

From the Business Purpose dropdown, select the correct list item.

Look up the Default Location field which is the destination State and City for your travel.

*Note: The Default Location begins with a two digit code for the state.*

All Travel Authorizations must be future dated. In the Date From field, enter the first date of travel in the in the mm/dd/yyyy format.

In the Date To field, enter the return date in the in the mm/dd/yyyy format.

Click the Save for Later button.

*Note: Save your work frequently as you enter the projected expenses and attach the required supporting documentation.*

4. Click the Accounting Defaults link to view the ChartField string to be applied to every expense line of the Travel Authorization.

The Accounting Defaults page displays. As needed, modify these default accounting ChartFields:
- GL Unit
- Department

*Note: When travel expenses are split among departments in the same GL unit, then in the Details section add a separate travel authorization line with the amount to be met from that Department Budget.*

Click the OK button.
5. The **Travel Authorization Entry** page displays. In the Details section for each expense line, enter the **Expense Type**, **Date**, **Amount**, **Payment Type**, and **Billing Type** fields.

![Travel Authorization Entry page](image)

In the **Details** section from the **Expense Type** dropdown, select the most appropriate list item.

**Note:** *If the employee is a member of PSC, then select PSC Expense Types.*

In the **Date** field, enter the date the expense is expected to be incurred in the mm/dd/yyyy format.

In the **Amount** field, enter the total expected expenditure in whole dollars.

On the **Payment Type** dropdown, select:

- **CUNY Card** when travel-related expenses will be charged to a Net-Card.
- **Empl Paid** when an employee will use their own funds for an expense.  
  **Note:** *The employee is reimbursed when the expense is within CUNY guidelines.*
- **Non-reimbursable** when specified travel-related expenses will be met by the employee by prior agreement.
- **T-Card** when travel-related expenses will be charged to a T-Card.

6. Click the **Detail** link to display the **Authorization Detail** page for the **Expense Type**.

In the **Description** field, enter a description of no more than 250 characters.

For each Expense Type, additional fields may display. If known, enter the related data.

**Note:** *For example, if the Expense Type is either PSC or Non PSC Mileage, then three additional fields display being: Miles, Originating Location, and Destination Location. After these three fields are entered, click the Calc Mileage button to update the Amount field based on the entered data.*
7. To change the accounting values for an individual line, click the **Accounting Details** link. On the **Accounting Details** page, as needed, modify these default accounting **ChartFields:**
   - GL Unit
   - Dept (Department)

   Click the **OK** button.

   The **Authorization Detail** page displays. Click the **Return to Travel Authorization Entry** link.

8. As needed, click the **Add a row** icon to enter more expense lines.

9. Click the **Attachments** link to upload supporting documentation to verify the business purpose, justify the travel-related expenditure and, when payment for travel-related expenses will be paid for by more than one department at CUNY, a signed document that details who will pay for what.

   **Note:** For example, add conference information, anticipated transport (airline, etc.) costs, anticipated hotel rates, and allowed per diem rate for meals.

   The **Travel Auth Attachments** page displays. Click the **Add Attachment** button.

   The **File Attachment** pop up displays. Click the **Browse** button.

   Within CUNYfirst, your **Computer** folder displays. Navigate to the documents to be uploaded into CUNYfirst. Click the **Open** button. Click the **Upload** button.

   **Note:** Documents may be uploaded into a variety of file formats including: .jpg, .pdf, .docx, etc.

   The **Travel Auth Attachments** page displays. In the **Attachment Description** field, enter a brief description of the attachment.

   Click the **OK** button.

10. To delete an attachment, on the **Travel Authorization Entry** page, click the **Attachments** link.

    On the **Travel Auth Attachments** page, identify the row of the attachment to be deleted by **File Name** or **Description**. Click that row’s **Delete** button.

    The **Delete Confirmation** pop up displays this message, “Delete current/selected rows from this page? The delete will occur when the transaction is saved.” Click the **OK** button.
Click the **Save for Later** or **Submit** button.

*Note: If all required or major anticipated expenditure is entered and supporting documentation is attached, then click Submit.*

*Note: With either button, all expense lines are checked for errors. The Travel Authorization cannot be saved or submitted until all errors are corrected.*

If you click the **Submit** button, then the **Submit Confirmation** page displays. Click the **OK** button.

**End of Procedure.**
View Expenses in My Wallet

My Wallet stores CUNY T-Card transactions received from Citibank and loads them directly into the Travel and Expense module. T-Cardholders are notified when new transactions are loaded into My Wallet.

Prior to creating an Expense Report, verify that every T-Card transaction including, if applicable, any corresponding credits are in CUNYfirst. This component is also useful to identify the Expense Report ID to which a transaction is assigned.

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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
   - Enter your Username and Password and click the Log In button.  
   - From the Enterprise Menu, select the Financials Supply Chain link. |
| 2.   | Navigate to: **Employee Self-Service > Travel and Expenses > My Wallet.** |
| 3.   | The Review My Wallet Receipts page displays. In the Search Criteria section, select or enter the From Date field in the mm/dd/yyyy format.  
  **Note:** Today’s day displays by default. |
| 4.   | Select or enter the Through field in the mm/dd/yyyy format. |
| 5.   | On the Transaction Status dropdown, select the most appropriate of these three values for your search:  
  All Transaction Statuses – both unassigned and assigned  
  Unassigned – not yet assigned to an expense report  
  Assigned – selected for an expense report |
| 6.   | Click Search. |
| 7.   | The Review My Wallet Receipts page displays those transactions that meet the entered Search Criteria.  
  **Note:** These transaction are view only and may not be modified. |
| 8.   | In the ID column to view an assigned transaction’s corresponding Expense Report click the link with the Expense Report number. |
| 9.   | To retain the entered search criteria, click the Save button. |

**End of Procedure.**
Create Expense Report (T-Card)

All employees are responsible for ensuring that their Expense Reports are complete, accurate and adhere to the expense reimbursement requirements of CUNY, New York State and New York City. Expense Reports that do not comply with these requirements are returned to the employee to be modified to meet the requirements.

Commence entry of the Expense Report after all T-Card transactions and, if applicable, corresponding credits are available for selection in My Wallet into the Expense Report. While in My Wallet, the user must update the Expense Type and enter the description prior to adding the transaction to the Expense Report.

Users may find it helpful to prepare their receipts for upload into CUNYfirst.
1. Sort all receipts by Date and then Expense Types.
2. Affix the receipts in order on 8½ by 11 sheets of paper.
3. On the top of each sheet:
   a. Print the file name.
   b. Print a description of the file for entry in CUNYfirst.
4. For each receipt, print:
   a. Expense Type.
   b. Date.
   c. Amount – in dollars and cents.
   d. Payment and Billing Type – CUNY, Empl or Non-reimbursable.
5. Scan page.
6. Place receipts and Travel Authorization support documentation in a folder named with the description of the trip on your computer.
7. Retain the originals.

An employee or their proxy may create an Expense Report directly in CUNYfirst. Both the Expense User and the proxy who entered the Expense Report are notified by email when an Expense Report is sent back by an approver.

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<td>Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar:</td>
</tr>
<tr>
<td></td>
<td>• Enter your Username and Password and click the Log In button.</td>
</tr>
<tr>
<td></td>
<td>• From the Enterprise Menu, select the Financials Supply Chain link.</td>
</tr>
<tr>
<td>2.</td>
<td>Navigate to: Employee Self-Service &gt; Travel and Expense Center &gt; Expense Report &gt; Create.</td>
</tr>
<tr>
<td>3.</td>
<td>The Populate From A Travel Authorization page displays. If applicable, click the Select button of the Travel Authorization to be copied.</td>
</tr>
</tbody>
</table>

*Note: When a Travel Authorization is not required, click the Return to Expense Report entry link.*
The Expense Report Entry page displays. In the General Information section, click the Authorization ID link to view the associated Travel Authorization in a pop-up window.

After viewing the Travel Authorization, click the Close button in the upper right corner of the window.

**Note:** A Travel Authorization that is associated with an Expense Report in error may be detached.

5. In the General Information section, as needed, enter or update the following fields: Description, Comment, Business Purpose, and Default Location.

**Note:** These fields will auto populate from the Travel Authorization and may be overwritten as needed.

In the Description field, as needed, enter a brief description of no more than 30 characters to identify this trip.

For travel related Expense Reports, in the Comments field, enter:

- Date and Time From
- Date and Time To
- Official Working Hours.

From the Business Purpose dropdown, select the correct list item.

Look up the Default Location field which is the destination State and City for your travel.

**Note:** The Default Location begins with a two digit code for the state.

Click the Save button.

**Note:** Save your work frequently as you enter the actual expenses and attach the required supporting documentation and receipts.
6. Click the **Accounting Defaults** link to view the ChartField string to be applied to every expense line of the Expense Report.

The **Accounting Defaults** page displays. As needed, modify these default accounting ChartFields:
- GL Unit
- Dept (Department)

*Note: If the GL Unit that will be meeting the costs from this Expense Report is not available, then request your Campus ASL to assign the primary permission list of CUFSDPAPCPCPM.*

Click the **OK** button.

7. 

![Image of the Details and Totals section](image)

Between the Details and Totals section to the left of the Delete Selected button, click the New Expense dropdown and select Expenses from My Wallet. Click the Add button.

8. 

![Image of the My Wallet page](image)

The **My Wallet** page displays. Ensure every T-Card transaction and, if applicable, corresponding credit to be included in this Expense Report displays.

For each T-Card transaction for this Expense Report:
- Click the **VISA Transactions** link
- The **My Wallet Detail** page displays. Click the Expense Type dropdown to select the correct expense type for this transaction.
- As needed, enter the Description field.
- Click the Return to My Wallet link.

![Image of the My Wallet transactions](image)

On the **My Wallet** page in the Select column, click the checkbox of each and every applicable and updated T-Card transaction to be included in this Expense Report. Then, click the **Done** button.
9. The Expense Report Entry page displays. In the Details section Select column, click the checkbox of each anticipated expense line from the Travel Authorization that is being replaced with the actual expense line selected from My Wallet. Click the Deleted Selected button.

*Note:* Expense lines from My Wallet are easily identified by the VISA logo and the TCard payment type.

10. In the Details section, as needed, click the Add a Row icon.

The cuny.edu needs some information pop-up appears. Enter the number of rows to add for any additional expense lines for this travel event. Click OK.

*Note:* Only add rows for unanticipated expenses not on the travel authorization and that were not paid for with a TCard.

11. In the Details section, as needed, for each expense line update the Expense Type, Date, Amount Spent, and Payment Type fields.

*Note:* Rows added from a Travel Authorization or added manually may be updated. Rows from My Wallet cannot be modified.

In the Details section from the Expense Type dropdown, select the most appropriate list item.

*Note:* If the employee is a member of PSC, then select applicable PSC Expense Types.

In the Expense Date field, enter the date the expense was incurred in the mm/dd/yyyy format.

In the Amount Spent field, enter the actual expense in dollars and cents as displayed on the receipt.

On the Payment Type dropdown, select:
- **CUNY Card** when the expense was incurred prior to the My Wallet implementation
  - or
- **Empl Paid** when an employee used their own funds for an expense
  - or
- **Non-reimbursable** when the specified expense is not eligible to be reimbursed or will be paid by the employee
  - or
- **TCard** when the travel expense incurred after the My Wallet implementation
For each expense line, click the Detail link to display the Expense Detail page for the Expense Type.

In the Description field, as needed, enter a description of no more than 250 characters.

For each Expense Type, additional fields may display which will always include location. If known, enter the related data.

*Note: For example, if the Expense Type is either PSC or Non PSC Commercial Air Travel, then an additional field displays being: Air Ticket Number.*

13. To change the accounting values for an individual line, click the Accounting Details link. On the Accounting Details page, as needed, modify the default accounting ChartFields.

*Note: Do not change the GL unit. If a different GL unit applies to this expense, a separate Expense Report is required.*

Click the OK button.

The Authorization Detail page displays. Click the Return to Expense Report link.
14. Click the **Attachments** link to upload the Travel Authorization supporting documentation and scanned receipts.

**Note:** *Expense Reports prepared by a proxy that include a reimbursement amount must be printed, signed by the employee to be reimbursed, scanned and uploaded to the Expense Report.*

The **Expense Attachments** page displays. Click the **Add Attachment** button.

The **File Attachment** pop up displays. Click the **Browse** button.

Within CUNYfirst, your **Computer** folder displays. Navigate to the documents to be uploaded into CUNYfirst. Click the **Open** button. Click the **Upload** button.

**Note:** *Documents may be uploaded into a variety of file formats including: .jpg, .pdf, .docx, etc.*

The **Expense Attachments** page displays. In the **Attachment Description** field, enter a brief description of the attachment.

Click the **OK** button.

15. To delete an attachment, on the **Expense Report Entry** page, click the **Attachments** link.

On the **Expense Attachments** page, identify the row of the attachment to be deleted by **File Name** or **Description**. Click that row’s **Delete** button.

The **Delete Confirmation** pop up displays this message, “Delete current/selected rows from this page? The delete will occur when the transaction is saved.” Click the **OK** button.
16. To validate the data, click the **Check For Errors** button.

*Note: When any of the Check for Errors, Save for Later or Submit buttons are clicked, then CUNYfirst:*
- Identifies any missing required fields.
- ChartField strings are checked to ensure that combination of values is valid.

If there are errors, then the **Missing or Invalid Information** button displays on each line that contains an error. Click the **Missing or Invalid Information** button for an expense line.

The **Expense Detail for [expense type]** page displays with an explanation of problems for every expense line. Correct each error as indicated.

17. Click the **Save For Later** button when there are additional expenses to enter or an expense line needs to have a receipt attached at the Attachments link.

Click the **Submit** button when every expense is entered with an attached receipt at the Attachments link.

When the **Submit** button is selected, then the **Save Confirmation** page displays. Click the **OK** button.

*Note: After an Expense Report is submitted for approval, or after the Expense Report is approved, the employee can view their Expense Report to see the Status is updated to Submitted for Approval. In the Pending Actions section, you may also verify that the Expense Report is routed to the Expense User’s Supervisor for review and approval.*

End of Procedure.