Non-Tax Levy
Travel & Expense Process

1 – Create an Expense Report for non-travel related expenses
2 – Create an Expense Report by copying from a Travel Authorization
3 – Approve an Expense Report
Creating an Expense Report for NTL Entities

BUSINESS OBJECTIVE: All Non-Tax-Levy employees who are eligible to receive reimbursements for expenses incurred in conducting CUNY business will use the Travel and Expense module in CUNYfirst to apply for those reimbursements. All expense users 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 will be returned to the employee to be modified to meet the requirements.

All Expense Reports must be accompanied by legible, untampered, and itemized receipts for all items to be reimbursed. These receipts must be scanned and the scanned files attached to the Expense Report in CUNYfirst.

Only employees who have the Expense User role in CUNYfirst and their proxies are eligible to submit an Expense Report. Every employee who is an Expense User has been set up with a default set of chartfields that will be populated onto the Expense Report.

An employee who is not configured in CUNYfirst as an Expense User should work with the Travel and Expense Administrator for their business unit who will complete that process. The CUNYfirst Security Access form for Travel & Expense must be completed and approved by the employee’s Supervisor and the appropriate business unit approver based on the requested role.
1- Creating an Expense Report for non-travel expenses

**STEP#1:** From the Enterprise Menu, click on the *Financials Supply Chain* link. Navigate to Employee Self-Service > Travel and Expense Center > Expense Report > Create

**STEP#2:** You MUST choose/confirm your appropriate GL Business Unit as the first step before entering any other data element. Be sure you select a non-tax levy Business Unit.
STEP#3: Complete the General Information section:

- **Description**: Enter a brief description to the reimbursement request. Up to 30 characters.
- **Comment**: Enter any additional information to describe the reimbursement request.
- **Business Purpose:** Select non-travel expense for this type of Expense Report.

  - Conference
  - Emergency Travel
  - Equipment Transportation
  - Legal Proceedings
  - Meeting
  - Non-Travel Expense
  - Routine Travel
  - Site Visit
  - Training and education travel
  - Travel for Audit
  - Union Business

- **Default Location:** Search for the location code for location where the expenses were incurred. Use the magnifier glass and click on Advanced Lookup hyperlink and change the Description dropdown to ‘Contains’ and enter the City or State name. Click Look up. Be sure to pick the New York State selection if there are selections from other states. For the five boroughs, there may not be detailed locations – e.g. Flatbush. In that event, select Brooklyn.
**STEP#4:** Optional – you may review your NTL Travel & Expenses default chartfields by clicking on the Accounting Defaults hyperlink. Once reviewed, click OK to return to the Travel Authorization create page.

![Create Expense Report](image)

**STEP#5:** Enter the Expense Details.
• **Expense Type:** Select the most appropriate Expense Type from the dropdown list to categorize each expense. Each expense must be listed on a separate line.

• **Date:** Enter the date that the expense was incurred.

• **Amount:** Enter the total expenditure for each individual line.

• **Payment Type:** Select from the dropdown as follows:
  
  o **NTL CUNY Card** – Expense was charged to a NTL CUNY credit card and will not be reimbursed through an Expense Report.
  
  o **NTL Empl Paid** – Expense paid by the employee and will be reimbursed through an Expense Report.
  
  o **NTL non-reimbursable** – Expense will not be reimbursed to the employee per CUNY’s policy.
**STEP 6:** Click the hyperlink called "*Detail*" for each expense line and enter the required data. Once completed, click OK to return to the Expense Report.

![Expense Report](image)

If a Default Location was not entered on the header, the location is required on each line of the TA.
**STEP 7:** Click on the Attachments hyperlink to attach the scanned receipts and click on Add Attachment
You can browse your files to identify the correct attachment. Once you have selected the correct receipt, click on Upload and the receipt will be attached to your Expense Report. When all receipts have been added, Click OK to return to the Expense Report page. The number of receipts attached to the Expense Report is indicated on the page. Every expense should be reflected on a receipt.
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 either by the file name or the Description. Click on the Delete function for that row.

A Delete Confirmation pop up displays the message “Delete current/selected rows from this page?” Click the OK button. The delete will occur when the Expense Report is saved.

**Step#8:** To ensure that there are no errors on your Expense Report, click the button **Check for Errors.**
Check for Errors will identify any missing fields and validate the chartfield string.

If an Expense Detail is missing, or invalid information has been entered, that page will be displayed with an explanation of the missing or invalid information. Correct each error as indicated.

When you have added all the expense data available to you, click one of the following buttons:

- Click the **Save for Later button** when there are additional expenses or receipts to be added to the Expense Report. You can click this button at any time to save your Expense Report as you are creating it.
- Click the **Submit button** when you are satisfied that the Expense Report is complete and ready to be approved.
When the Submit button is selected, the Save Confirmation page displays. Click the OK button to complete the submission process.

After an Expense Report has been submitted for approval, the employee can view the status of the Expense report as Pending Approval, Approved, etc.
2-Creating an Expense Report by copying from a Travel Authorization

**STEP#1:** From the Enterprise Menu, click on the *Financials Supply Chain* link. Navigate to Employee Self-Service > Travel and Expense Center > Expense Report > Create

**STEP#2:** You MUST choose/confirm your appropriate GL Business Unit as the first step before entering any other data element. Be sure you select a non-tax levy Business Unit if it does not automatically appear.

*Note:* Only one Travel Authorization can be copied to an Expense Report. A Travel Authorization cannot be copied to more than one Expense Report.

**STEP#3:** If an employee has an existing, approved Travel Authorization, it will be displayed at this time. Verify the correct business unit and Click on the *Select* button to pick the correct Travel Authorization. If no Travel Authorization has been created and approved for this travel event, click on the hyperlink to *Return to Expense Report Entry*.

<table>
<thead>
<tr>
<th>Create Expense Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Populate From A Travel Authorization</strong></td>
</tr>
<tr>
<td>Kosal Path</td>
</tr>
<tr>
<td>From Date:</td>
</tr>
<tr>
<td>Travel Auth Description</td>
</tr>
<tr>
<td>2020 Business Conference</td>
</tr>
<tr>
<td>Select</td>
</tr>
</tbody>
</table>

**STEP#4:** An Expense Report will be automatically populated from the Travel Authorization selected. The employee can modify any of the existing expense lines or add additional expense lines to reflect expenses that were not included in the Travel Authorization.

In this example, the existing Travel Authorization expense lines will be modified as follows:

- The cost of the train ticket will be increased to $89 and the Payment Type will be changed to CUNY card since the employee paid for the ticket with a CUNY issued Non-Tax Levy charge card. This will no longer be reimbursable to the employee
- A new line will be added for taxi fare from the train to the conference site and return.
Travel Authorization copied to the Expense Report. Notice the Authorization ID 0000019042. This is the linkage to the Travel Authorization.

STEP#5: Enter or modify the Expense Details.

- **Expense Type:** Select the most appropriate Expense Type from the dropdown list to categorize each expense. Each expense must be listed on a separate line.
- **Date:** Enter the date that the expense was incurred.
- **Amount:** Enter the total expenditure for each individual line.
- **Payment Type:** Select from the dropdown as follows:
  - *NTL CUNY Card* – Expense was charged to a NTL CUNY credit card and will not be reimbursed through an Expense Report.
  - *NTL Empl Paid* – Expense paid by the employee and will be reimbursed through an Expense Report.
  - *NTL non-Reimbursable* – Expense will not be reimbursed to the employee per CUNY’s policy.
Expense Report modified as indicated above (page#14, step# 4).

Be sure to Click on Update Totals to incorporate any changes.

**STEP6:** Click the hyperlink **“Detail”** for each expense line and enter the required data. Once completed, click OK to return to the Expense Report.

Any expense line where the Detail information that was submitted with the Travel Authorization and where no change has been made in the amount, payment type, etc. will be retained on the Expense Report.

Expense lines that have been added or modified require that the Expense Detail be added or modified as appropriate.
### Create Expense Report

#### Expense Detail for Train Ticket (Line 1)

- **Kosal Path**
- **Report ID:**

**About This Expense**

- **Expense Date:** 12/19/2019
- **Payment Type:** NTL CUNY Card
- **Billing Type:** NTL CUNY Card
- **Location:** NY ALBANY
- **Description:** Round trip ticket to Albany
- **Amount Spent:** $89.00
- **Currency:** USD
- **Exchange Rate:** 1.00000000
- **Reimbursement Amt:** $89.00 USD

#### Accounting Detail
- **Receipt Split**
- **Check Expense For Errors**
- **Return to Expenses Report**

### Create Expense Report

#### Expense Detail for 1 Conference registration fees (Line 2)

- **Kosal Path**
- **Report ID:**

**About This Expense**

- **Expense Date:** 12/19/2019
- **Payment Type:** NTL Empl Paid
- **Billing Type:** NTL Empl Paid
- **Location:** NY ALBANY
- **Description:** Registration fee
- **Amount Spent:** $100.00
- **Currency:** USD
- **Exchange Rate:** 1.00000000
- **Reimbursement Amt:** $100.00 USD

#### Accounting Detail
- **Receipt Split**
- **Check Expense For Errors**
Create Expense Report

Expense Detail for Taxi/Car Service (Line 3)

Kosal Path

*Expense Date: 12/19/2019
*Payment Type: NTL Empl Paid
*Location: NY ALBANY
*Description: [Roundtrip taxi fare from train to conference location in Albany]
*Amount Spent: 15.50
*Currency: USD
*Exchange Rate: 1.00000000

Reimbursement Amt: 15.50 USD

Check Expense For Errors
**STEP 7:** Click on the Attachments hyper link to attach the scanned receipts and click on Add Attachment and then click on Add Attachment. Then browse for the correct attachment and click on upload. Provide an attachment description for each receipt. Continue adding all receipts one at a time. When all receipts are added, click OK. The number of attachments will appear on the Expense Report Entry page.
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 either by the file name or the Description. Click on the Delete function for that row.

A Delete Confirmation pop up displays the message “Delete current/selected rows from this page?” Click the OK button. The delete will occur when the Expense Report is saved.
**STEP#8:** For travel related Expense Reports, the Expense Location Details must be provided. Click on the **Expense Location Details** hyperlink to enter the required data. Every travel related Expense Report requires the Start and Destination addresses and the Start and End times for the employee’s travel event. Complete those fields and click OK.
**STEP#9:**

To ensure that there are no errors on your Expense Report, click the button **Check for Errors**.

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Check for Errors will identify any missing fields and validate the chartfield string.

If an Expense Detail is missing, or invalid information has been entered, that page will be displayed with an explanation of the missing or invalid information. Correct each error as indicated.
When you have added all the expense data available to you, click one of the following buttons:

- Click the **Save for Later button** when there are additional expenses or receipts to be added to the Expense Report. You can click this button at any time to save your Expense Report as you are creating it.
- Click the **Submit button** when you are satisfied that the Expense Report is complete and ready to be approved.

**STEP#10:** When the **Submit button** is selected, the **Save Confirmation page** displays. Click the **OK** button to complete the submission process.
After an Expense Report has been submitted for approval, the employee can view the status of the Expense report as Pending Approval, Approved, etc.

<table>
<thead>
<tr>
<th>Expense Report Totals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses:</td>
<td>204.50 USD</td>
</tr>
<tr>
<td>Non-Reimbursable Expenses:</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Prepaid Expenses:</td>
<td>99.00 USD</td>
</tr>
<tr>
<td>Employee Credits:</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Vendor Credits:</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Cash Advances Applied:</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Due Employee:</td>
<td>115.50 USD</td>
</tr>
<tr>
<td>Due Vendor:</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

Click OK to submit, or click Cancel to return to the expense report without submitting.
3-Approve an Expense Report

**BUSINESS OBJECTIVE:** The employee’s supervisor, the department approver and the Accounts Payable Pre-Pay Audit Approver must approve all Non-Tax-Levy Expense Reports (ER). The ER is automatically routed to the Supervisor for approval and an email notification is sent to each level for approval. The approval workflow is shown below.

![Workflow Diagram]

**NOTE:** The steps below show an approver approving from the Approve Transactions menu. Approvers can also go to their worklist to find the transaction to approve by clicking on the link.

**NOTE:** The Expense Report must have a valid budget check before it can be approved.

**STEP#1:** From the Enterprise Menu, click on the **Financials Supply Chain** link. Navigate to Travel and Expenses > Approve Transactions > Approve Transactions.

The overview tab shows all Expense Reports and Travel Authorizations to be approved by the Supervisor. If the supervisor clicks on the Expense Report or Travel Authorization tabs, only those transactions will display. The supervisor will select the appropriate ER to approve by clicking on the Transaction ID hyperlink. In this example, there is only one ER to be approved.
STEP#2: Expense Reports must be successfully budget checked before they can be approved. In CUNYfirst, budget checking runs hourly. If the ER to be approved, has a Budget Status of Not Chk’d, then the Supervisor can initiate the budget check process manually by clicking on the Budget Options hyperlink or wait for the budget check to run.

NOTE: When budget check runs against an expense report related to a travel authorization, it releases the encumbrance and creates an expense. When budget check runs against an expense report without a travel authorization, an expense is created.
STEP#3: Click on the Budget Check icon. The Budget Checking process may take a few moments. If there is sufficient budget, the Budget Checking Header Status will display as Valid Budget Check. If there is insufficient budget, contact your Budget Office to resolve the budget error.
**STEP#4:** Click on OK. This action returns the Supervisor to the Approve Expense Report page. If Budget Status is valid, the Supervisor can now approve the ER. Click on the **Approve** button. If the Supervisor requires clarification or changes to the ER, the Supervisor can click on the Send Back button. This will send the Expense Report back to the employee for the required changes.
**STEP 5:** Click on **OK** to finalize the approval process. The ER will no longer appear on the Supervisor’s list of transactions to be approved.

The next step in the approval process for an Expense Report is for the Department Approver to approve. The Department Approver must validate the expenditure of department funds for the travel activity reflected on the Expense Report. Once approved by the Department Approver, the Expense Report will be routed to the Account Payable Pre-Pay Audit Approver.
**STEP#1:** From the Enterprise Menu, click on the **Financials Supply Chain** link. Navigate to Travel and Expenses > Approve Transactions > Approve Transactions.

The department approver will follow the same steps as the Supervisor to approve the Expense Report. However, the department approver will only approve transactions that are successfully budget checked and approved by the Supervisor.

**Note:** If the Supervisor and the Department Approver are the same employee, the Expense Report will only be approved once.

The Department Approver will select the appropriate Expense Report from the list for approval. The image below shows the Overview Tab that the Department Approver may see. In this instance there are two ERs to be approved.
STEP 2: Click on the Transaction ID for the transaction to be approved. The ER details are available for review.
Note: The Department Approver should review the accompanying documentation by clicking on the Attachments hyperlink and can review the Accounting Details by clicking on that hyperlink before approving the Expense Report.

The Supervisor approval noted on the ER Action History informs the Department Approver of the employee who has already approved this ER.

When the Department Approver is ready to approve the Expense Report, click on the Approve Button. The Submit Confirmation Page will appear. Be sure to click OK to complete the approval.

If additional information is required or the employee needs to make changes to the Expense Report, the Department Approver should click the Send Back button to return the Expense Report to the employee for changes.
STEP#1: From the Enterprise Menu, click on the **Financials Supply Chain** link. Navigate to Travel and Expenses > Approve Transactions > Approve Transactions.

The Pre-pay Audit Approver will follow the same steps as the Supervisor and the Department Approver to approve the Expense Report. However, the Pre-pay Audit approver will only see and approve transactions that are successfully approved by the Department Approver.

STEP#2: The Pre-pay Audit approver can either click on **Approve** or if additional information is required or the employee needs to make changes to the ER, click the **Send Back** button to return the ER to the employee for changes.
The employee can check on the status of an Expense Report by navigating to Employee Self Service > Travel and Expense Center > Expense Report > View.

The employee can search for an existing Expense Report on the Search page by entering either the ER ID or the employee ID. In this example, the Expense Report ID is entered. Click on Search.

The Expense Report has been approved.

**Expense Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**

**Search Criteria**

- **Search by:** Report ID begins with 0000039317
- Limit the number of results to (up to 300): 300

Search

Advanced Search

The Expense Report has been approved.

**View Expense Report**

**NOTE:** Press the ENTER key after changing the GL Business Unit or Business Purpose

**Expense Report Detail**

<table>
<thead>
<tr>
<th>Kosal Path</th>
<th>User Defaults</th>
<th>Report ID: 0000039317</th>
<th>GL Business Unit: BKL55</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Information</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td>2020 Business Conference</td>
<td>Comment: Finance Conference</td>
<td></td>
</tr>
<tr>
<td>Business Purpose:</td>
<td>Conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status:</td>
<td>Approved for Payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Default Location:</td>
<td>NY ALBANY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post State:</td>
<td>Not Applied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Updated:</td>
<td>01/07/2020</td>
<td>By: 1084470</td>
<td></td>
</tr>
<tr>
<td>Authorization ID:</td>
<td>0000019042</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attachments (3) Expense Location Details

More Options:
In the event that the Expense Report is not fully approved, the employee can review the approval workflow under the Action History to see which approvals are outstanding. In this case, the ER is fully approved and ready for payment.

<table>
<thead>
<tr>
<th>Profile</th>
<th>Name</th>
<th>Action</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Path, Kosal</td>
<td>Submitted</td>
<td>12/19/2019 4:20:31PM</td>
<td></td>
</tr>
<tr>
<td>HR SUPERVISOR</td>
<td>Ness, Immanuel</td>
<td>Approved</td>
<td>01/07/2020 3:57:39PM</td>
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<tr>
<td>Department Approver 2</td>
<td>Tabrani, Mohamed</td>
<td>Approved</td>
<td>01/07/2020 4:17:54PM</td>
</tr>
<tr>
<td>PREPAY AUDITOR</td>
<td>Galang, Jacqueline</td>
<td>Approved</td>
<td>01/07/2020 4:30:32PM</td>
</tr>
</tbody>
</table>