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From your T & E (Travel & Expense) Dashboard
Click Expense Report (ER)
Choose an expense item from **Add Item** tab
• Enter payment **Date** *(defaults to current date)*
• Choose **Paid By** option from drop down menu
• Enter expense **Amount**
• Enter item **Description** *(defaults to item type)*

*TIP* Required fields vary for individual items
Click **Comment** icon to add relevant comments for this expense
Click **Attachment** icon to attach E-receipts if applicable
Click **Done** to view and correct errors for this expense item.
Options for entering budget information:

1. Click **Edit** to complete single or multiple budget information for an individual item

2. Click **Mass Edit** to complete single or multiple budget information for several items
By clicking on **Edit**, the **Accounting-by Line Item** box will appear

- For individual item:
  - on a single budget enter **Budget Number** or choose from drop down menu
  - on multiple budgets click on **Split Accounting**

- Click **Done** to continue

*If applicable, include task, option, project codes (PCA codes)*
When using **Split Accounting:**

Choose **Percentage** or **Amount** from **Split By** option menu

**TIP**  **Quantity** option is NOT applicable to Travel

**Split By** defaults to percentage calculation
- Enter **Budget Numbers** or choose from drop down menu
- Enter amounts or percentages in **Split Amount** fields

  *If applicable, include task, option, project codes (PCA codes)*
<table>
<thead>
<tr>
<th>No.</th>
<th>Accounting Information</th>
<th>Split Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Account Code: 041600 (OTHER TRAVEL EXPENSES)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Budget Number: 123456 (Travel)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Org Code: (no value)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Task:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Option:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Account Code: 041600 (OTHER TRAVEL EXPENSES)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Budget Number: 345678 (Travel Tool)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Org Code: (no value)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Task:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Option:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Unallocated: $0.00 USD  
Total: $200.00 USD

For more than two budgets click **Add Split**
• Click **Update** to view allocated amounts
• Click **Done**
• Or Click **Cancel**
- A **Mass Edit** can only be done after all items have been entered.
- A **Mass Edit** may be performed on **ALL** items or on two or more items.
1. To use **Mass Edit** on ALL items using single or multiple budgets, highlight one item by placing cursor anywhere on item row

2. Click **Mass Edit**

3. Click **OK** to perform **Mass Edit** on ALL items
For **Mass Edit** of select items

- Use **Shift-Click** to select adjacent items
- Use **Ctrl-Click** to select non adjacent items
- Click **Mass Edit**
• For single budget enter **Budget Number** or choose from drop down menu, then click **Next** to continue

• For multiple budgets click on **Edit/Split Accounting**

**TIP** **Mass Edit** can only be split by percentage

*If applicable, include task, option, project codes (PCA codes)*
1. Enter budget numbers or use drop down menu
2. Use Add Split for more than two budgets
3. Enter percentage splits for all budgets
4. Click OK when all budgets and percentages have been entered
• Click **Update** to view allocations of budgets
• Click **OK** when done
Click **Next** to review charges
• Click **Prev** to return to editing budgets
• Click **Done** to resume completing ER
• or **Cancel**
Add another item OR click **Continue** to resume completing ER
SUMMARY TIPS

- Summary information can be entered at any time
- Travel Profiles can be used to auto-populate UW employee traveler details

Create and enter **Trip Name** using identifiers for search purposes

**TIPS**
- **Trip Name** is the same as ER title and defaults to date of entry
- Useful identifiers may include budget number, project name, etc.
Choose **Type of Traveler** using drop down menu
Enter **Traveler/Claimant** name

*TIPS*

- UW employees type last names first OR use drop down menu
- Claimant is individual who paid expenses on behalf of another

**Traveler/Claimant** defaults to preparer’s name
If **Personal Time Taken** is ‘Yes’, enter dates, times, and locations in **Personal Time Description** box
Enter dates, locations, and trip purpose in **Purpose of Trip** box.
Complete **Traveler Address** and **Check Delivery** information

*TIP*

**Travel Profiles** may be completed in advance to auto-populate these fields for UW employees (see **Travel Profile** on **T & E Dashboard**)

**Address Type defaults to Domestic**
Optional ‘In care of’ field appears when **Address Type** is **UWBox**

**TIP**

For check delivery to **UWBox** enter box number only (with NO street address)
- Enter, review and/or edit traveler information
- Enter additional details in **Comments** section
- Click **Add Attachment** to attach relevant E-receipts not already added at item level
Click **Submit** to proceed
1. Review **Errors** (if any)
2. Click **Prev** to access and correct items with errors
• If no errors, then review Alerts
• Click Submit to begin approval process
• OR Exit to save, delete, print, or continue with this ER

TIP
- Exit does not submit ER
- Exit allows you to save information entered up to this point
After submitting, choose **Print**
Choose **Landscape** format to print ER summary
• Send this signature page to Non-UW travelers by email, fax, or mail. 

**TIP**: By email, click File, Send, Page by Email.

• After obtaining the signature, electronically attach to the ER if possible. This signature page may also be printed and sent to Travel (if it's not electronically attached to the ER) with original paper receipts only.