Instructions for Expense Reports

Important Information

- If the expense is for airfare or for conference registration, you can submit a report prior to traveling.
- If the expense is for mileage, meals, or any expenses incurred during travel, you must submit an expense report within 45 days from the date the expenses occurred.
- Your reimbursement will be distributed to the account you have on file for direct deposit. If you get paid monthly from UGA via direct deposit, the reimbursement will be dispersed to this account.

Before you get started, have the following information ready!

- Per diem allotted meals and incidental amounts for each day of travel. This should have been calculated and included in your travel authorization. See https://www.gsa.gov/travel/plan-book/per-diem-rates for more information.
- Itemized receipts for any expenses incurred.
- The details for the account (i.e., speedtype and/or full account information) that you plan to charge the travel expenses to. If you received a travel award, this information will be in your award letter. If your major professor or another faculty member is providing funding support, obtain the account details from that person.

For the illustrated instructions below, we are going to use the same account information provided in the TA instructions example:

- $1000 was provided by the graduate school
- $500 was provided by the department
- $250 was provided by your major professor

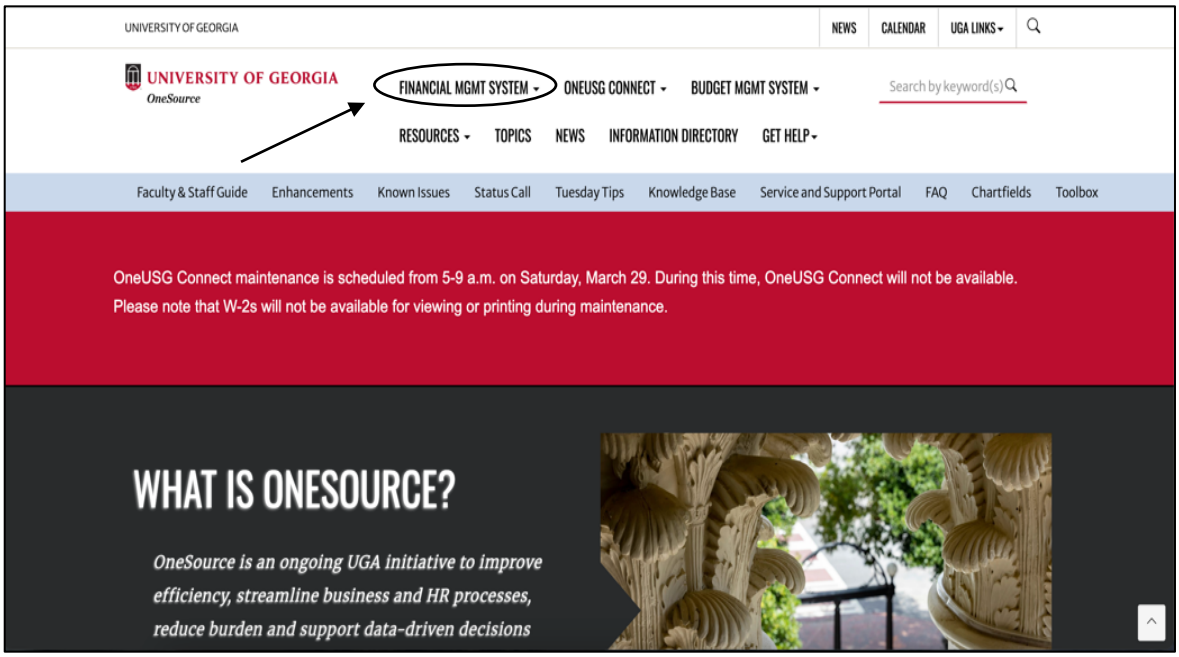
Award Source	Award Amount	Speedtype	Fund	Project	Department (Dept)	Class (Cl)	Chartfield 1 (Cf1)	Budget Reference (Bud Ref)
Graduate School	$1,000.00	XXHDFSGATV	10500	12345	12345OPR	11800	XXGSTVL	2025
HDFS Department	$500.00	XXXSSHDFS1	10500	54321	54321OPR	11800	XXGSTVL	2025
Major Professor	$250	XHDFSXX1X2	10620	67890	98765OPR	11987	XXGSTVL	2025

IMPORTANT: The account information above is fictitious for this example. DO NOT USE THIS INFORMATION WHEN YOU PROCESS YOUR EXPENSE REPORT!

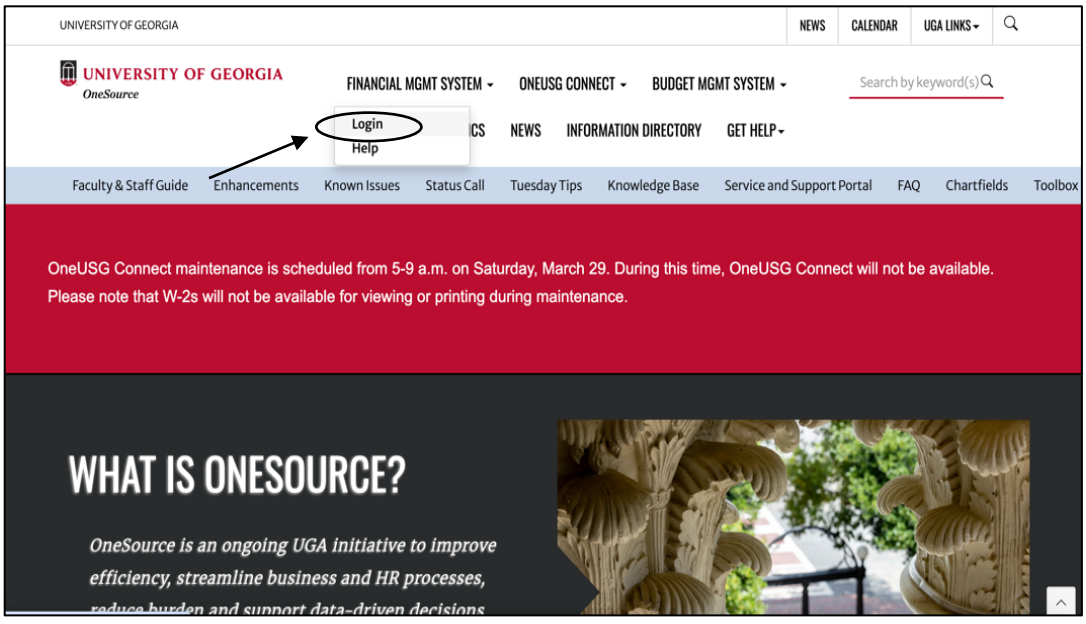
Note: The total amount of your expense report should not exceed the amount of funding provided in the travel award you received. Adjust the amount requested for each expense line accordingly. For example, your ground transportation may have been more than originally estimated ($300 instead of $250), but you would still only request reimbursement for $250 (even though your receipts add up to $300).

Expense Report Instructions

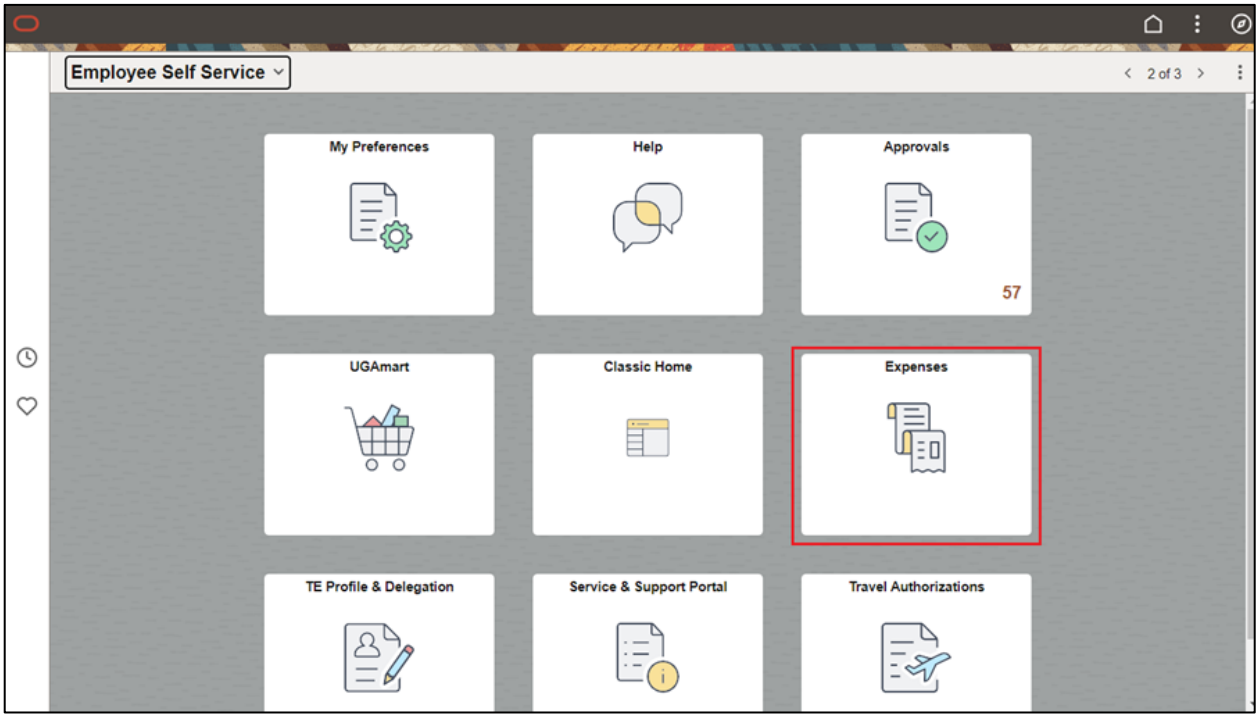
1. Go to UGA OneSource at: https://onesource.uga.edu/
2. Click on "**Financial MGMT System**" at the top of the webpage.



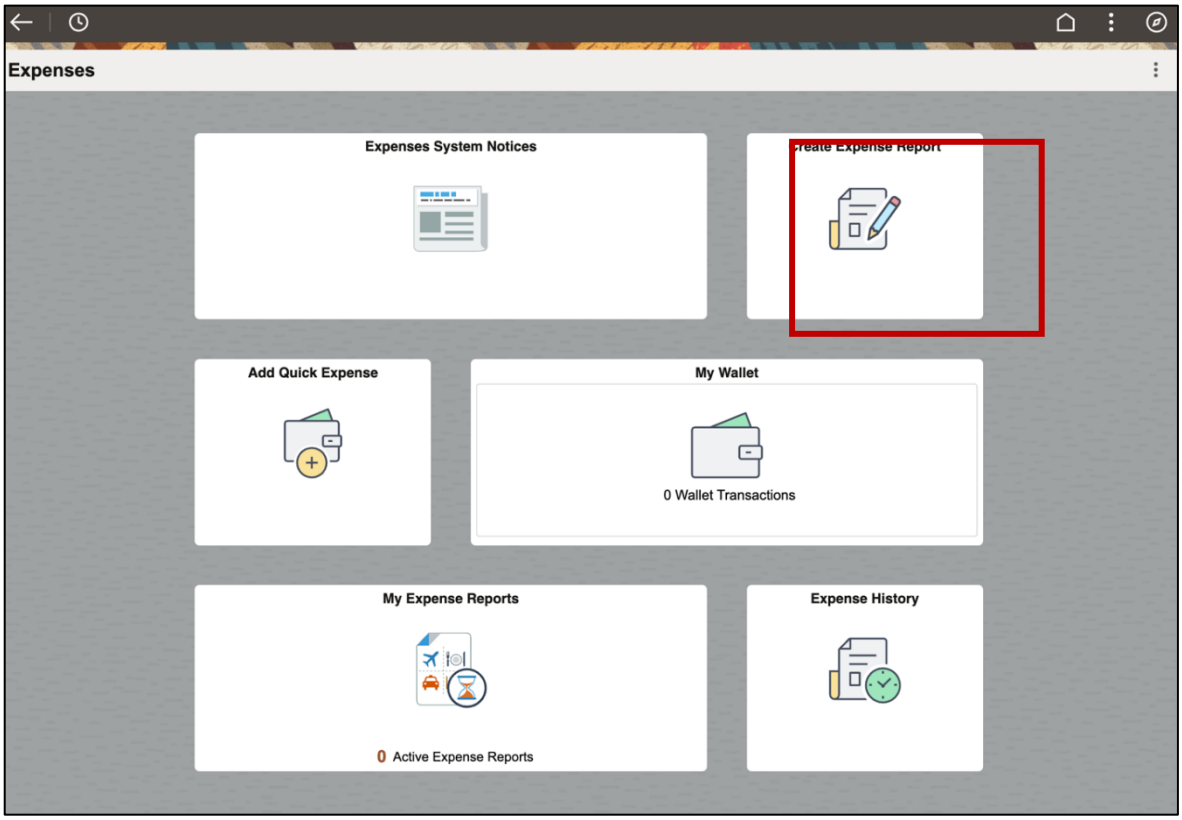
3. Click on "Login" and use your UGA ID to login. (Note: You must be on UGA wifi (eduroam) to access the financial management system. If you are not able to complete this on campus, you must access the financial management system using a VPN.If you need help downloading the VPN, go to https://eits.uga.edu/access_and_security/infosec/tools/vpn/.)



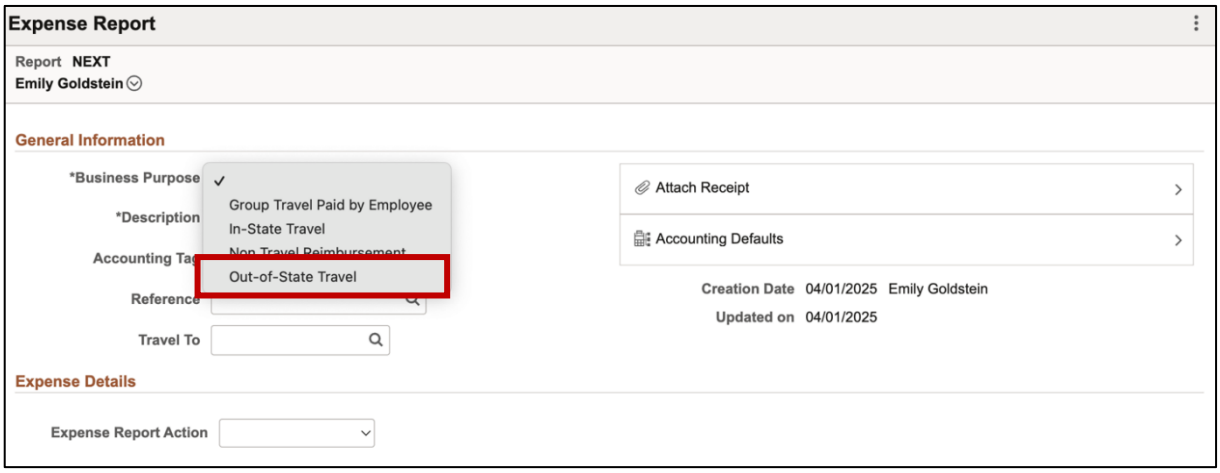
4. On the employee self-service homepage, click the "**Expenses**" tile.



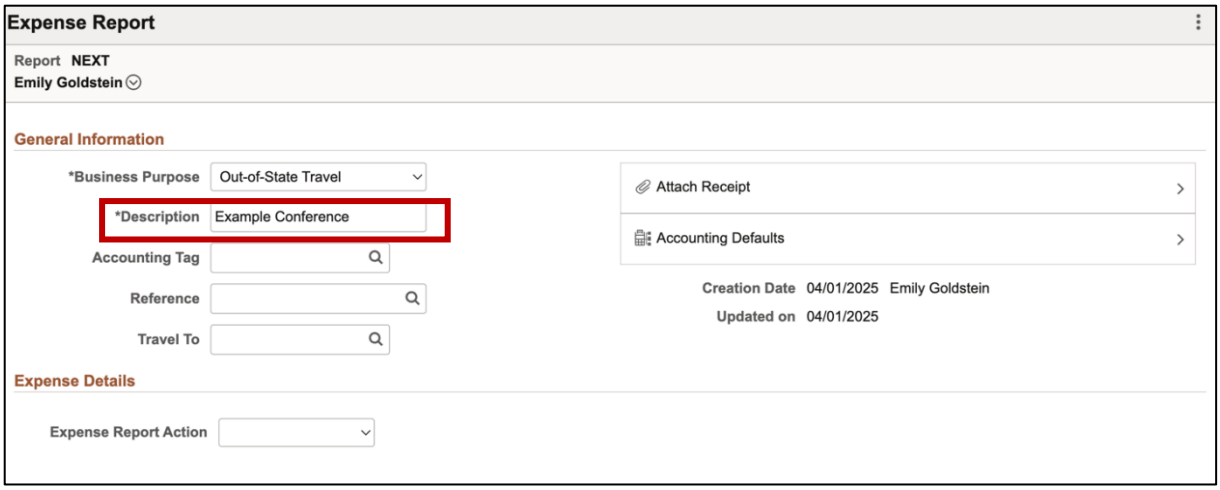
5. Click on the "**Create Expense Report**" tile.



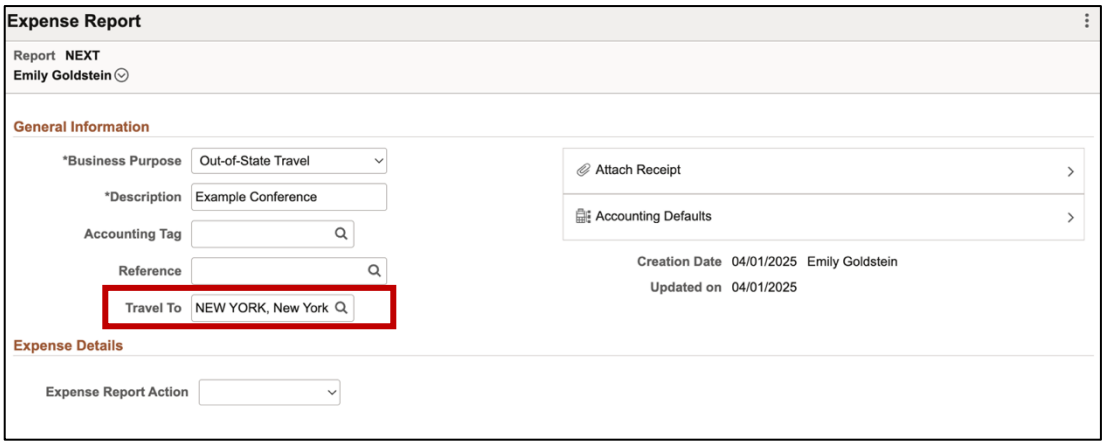
6. In the “**Business Purpose**” field, select whether the travel is in-state or out-of-state (including international) from the drop-down list.



7. In the “**Description**” field, enter a description for the expense reimbursement.

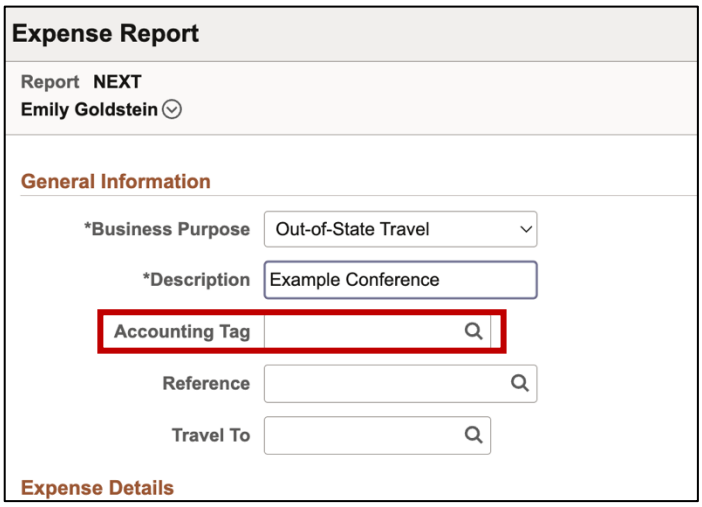


8. In the “**Travel To**” field, enter the destination for the trip.

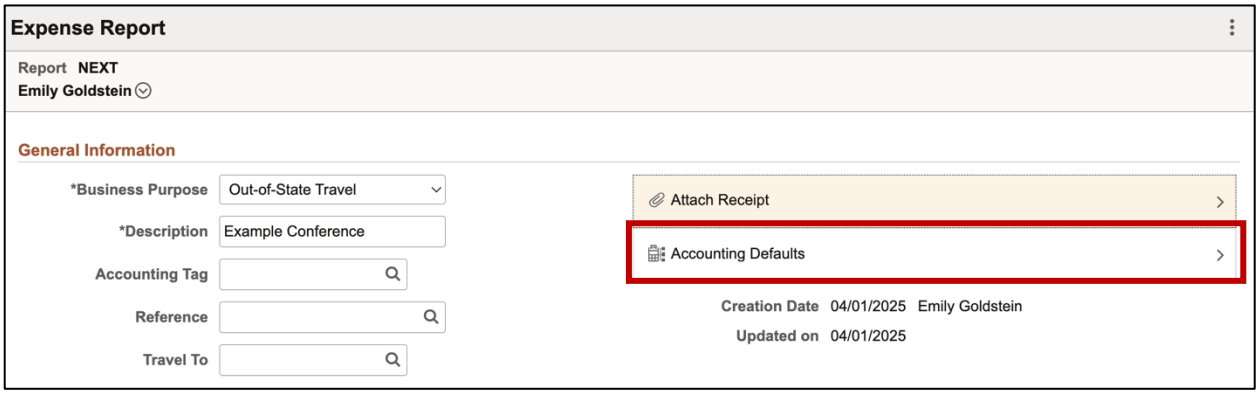


The next steps require you to reference the accounting information you received in your travel award letter and that you entered in your travel authorization form.

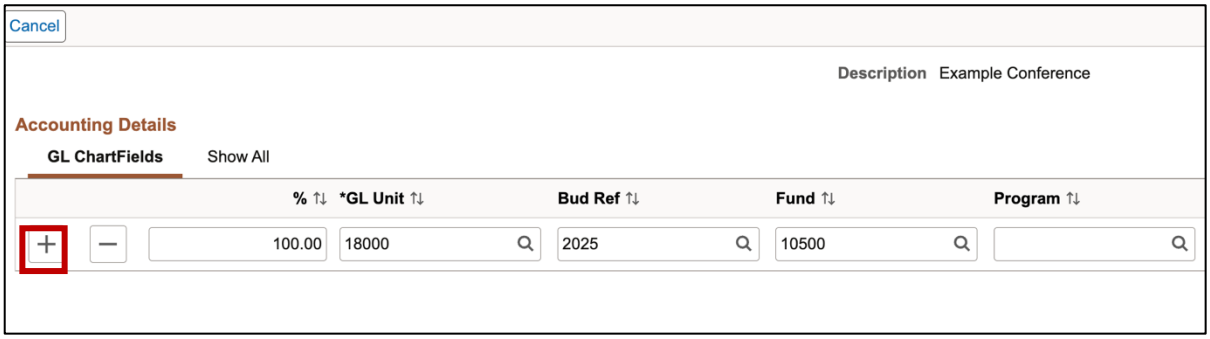
9. If you only have one source of funding, and you have been given a SpeedType, enter it under the "**Accounting Tag**" here. If you do not have a SpeedType, or you have more than one source of funding to help cover your travel costs, continue with steps 10-14 below. In the example illustrated, there is more than one funding source, so we will continue with the next steps and leave the Accounting Tag BLANK.



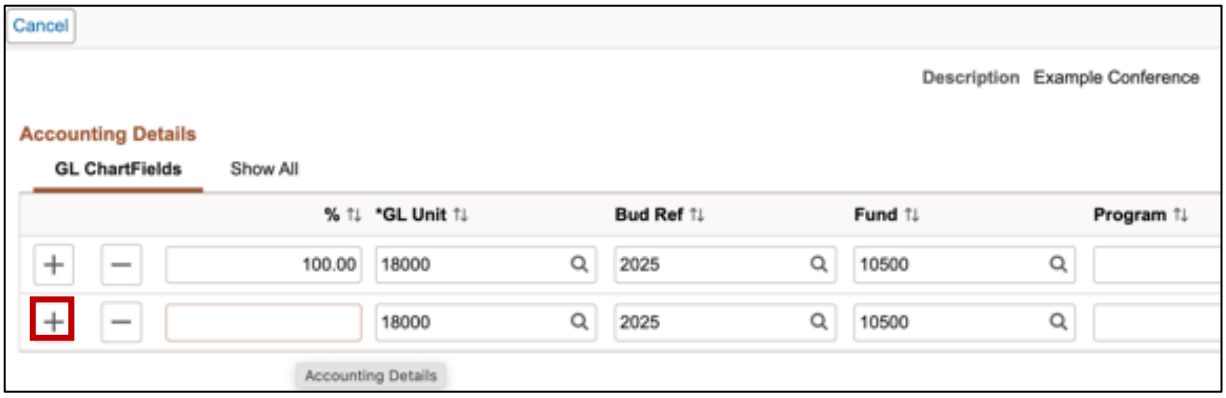
10. If you entered a SpeedType into the "Accounting Tag" in step 9, skip to step 15. If not, click on the "**Accounting Defaults**" button.



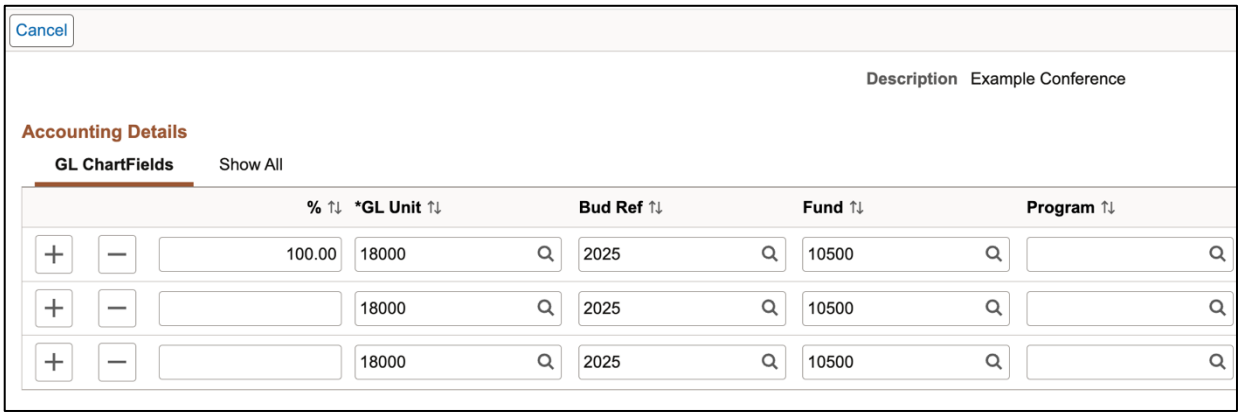
11. This is the expense reports default page. You can enter accounting details for the expense report here. The information you need will be listed on your travel award letter and should match the information you entered in your travel authorization. Begin by entering the first account information, including the **budget reference, fund, department, class, project, and chartfield 1**. Click the "+" button to add a line for the second account.



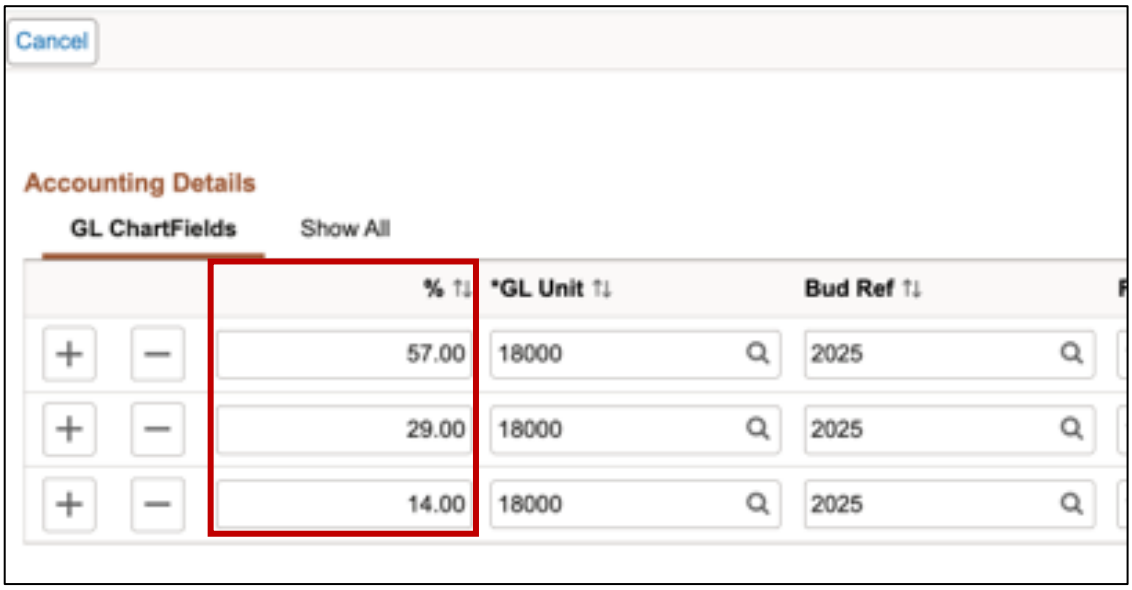
12. Enter the next account information, then click the "**+**" button to add another line (if needed).

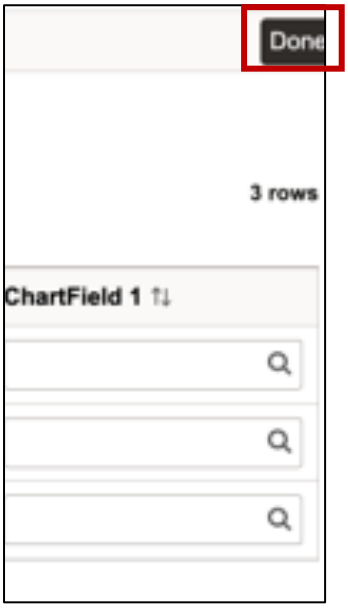


13. Enter the next account information.

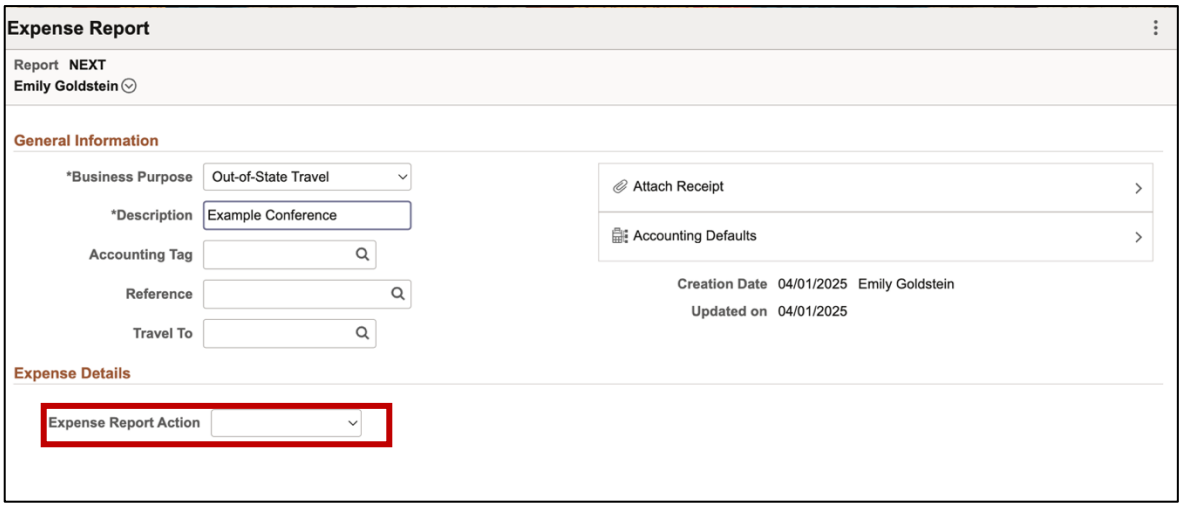


14. In this example, the student is receiving different amounts of funding from each account. So, in the "**%**" column, we need to calculate the percentage of total funding coming from each account. In this example, we are getting a total of $1750 in funding, with $1000 from the graduate school (57%), $500 from the department (29%), and $250 (14%) from the major professor. When you are done, click "Done" in the top right corner.



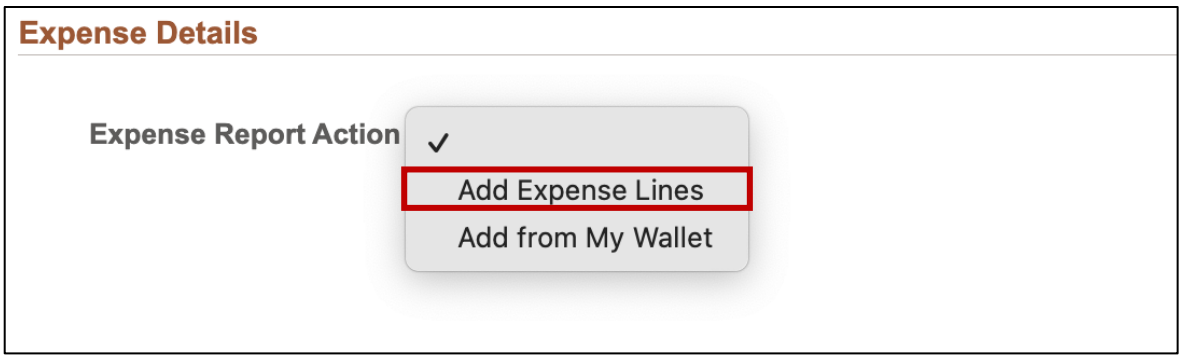


15. Click on “**Expense Report Action**”.

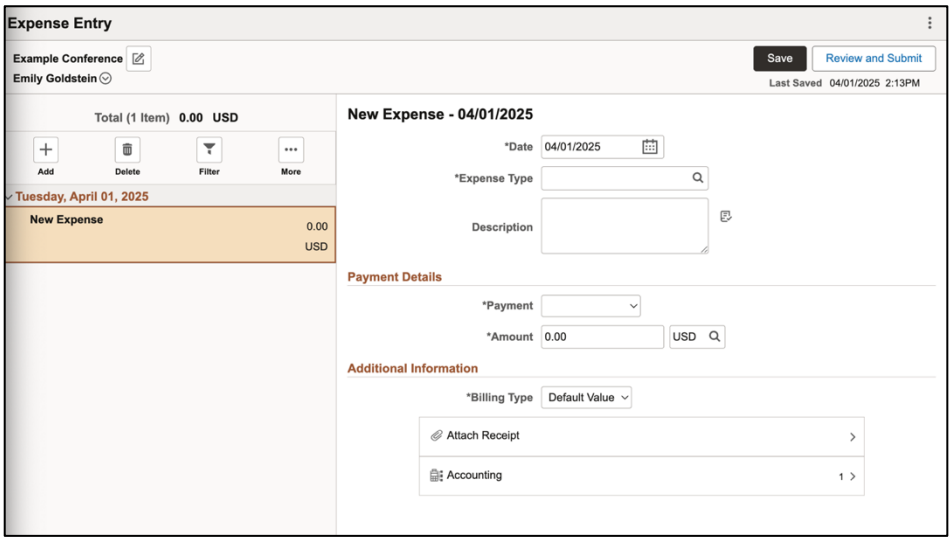


NOTE: For instructions on adding Meal Per Diem expenses, see Appendix A.

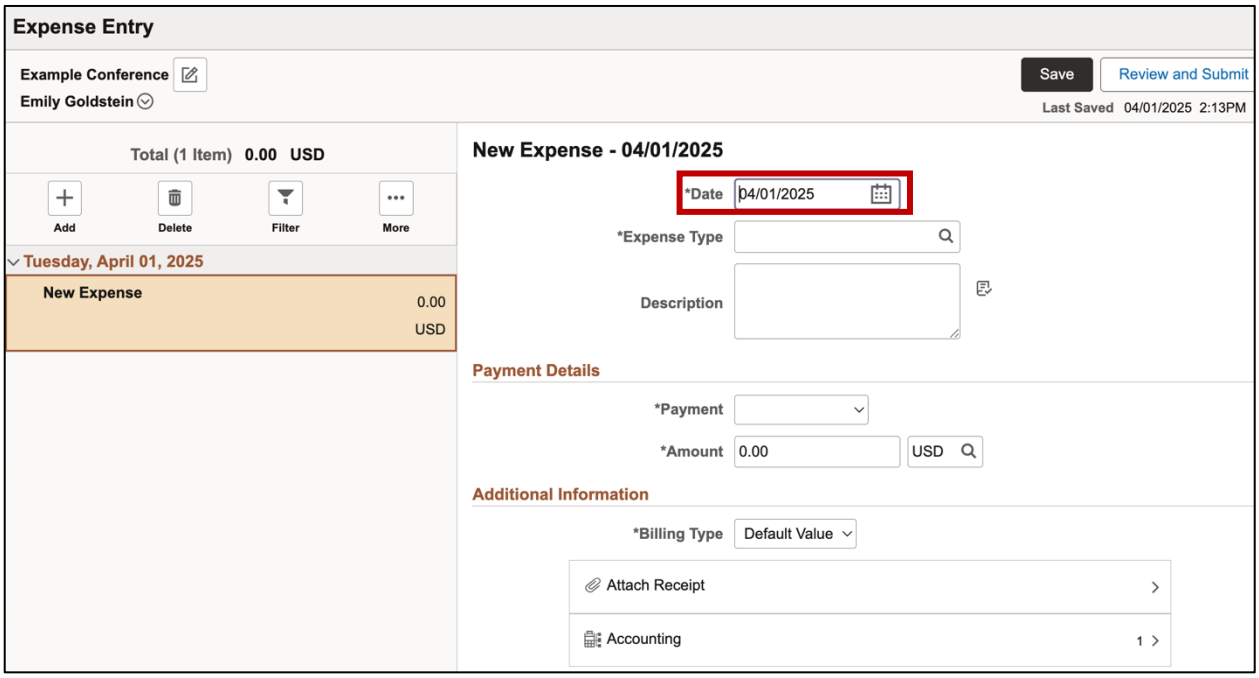
16. Select “**Add Expense Lines**”.



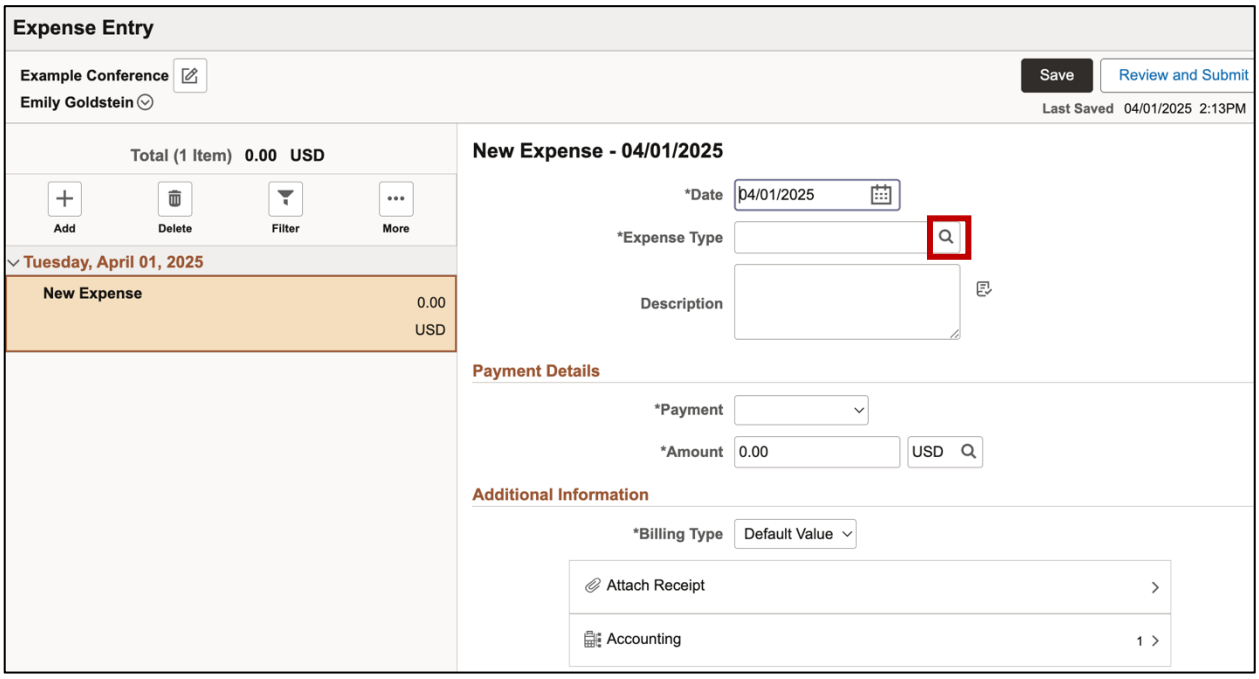
You should land on the “**Expense Entry**” page.



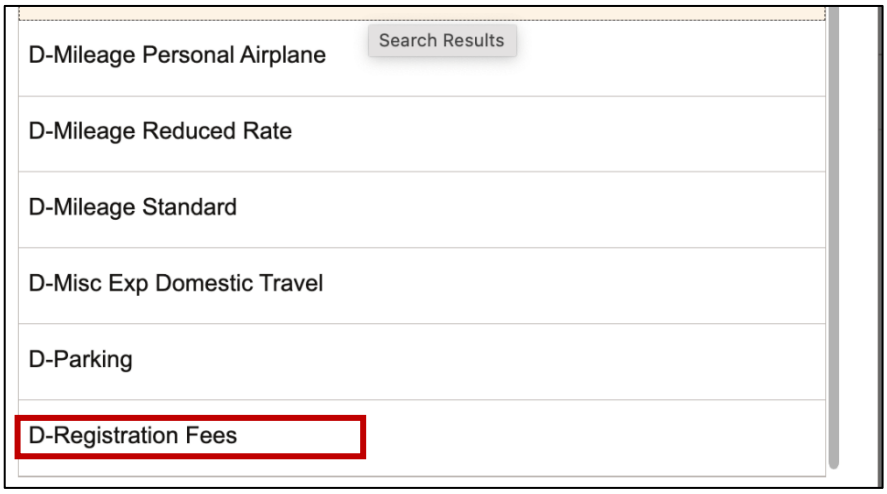
17. For each expense item, enter the date the expense was actually incurred (the date of the transaction).



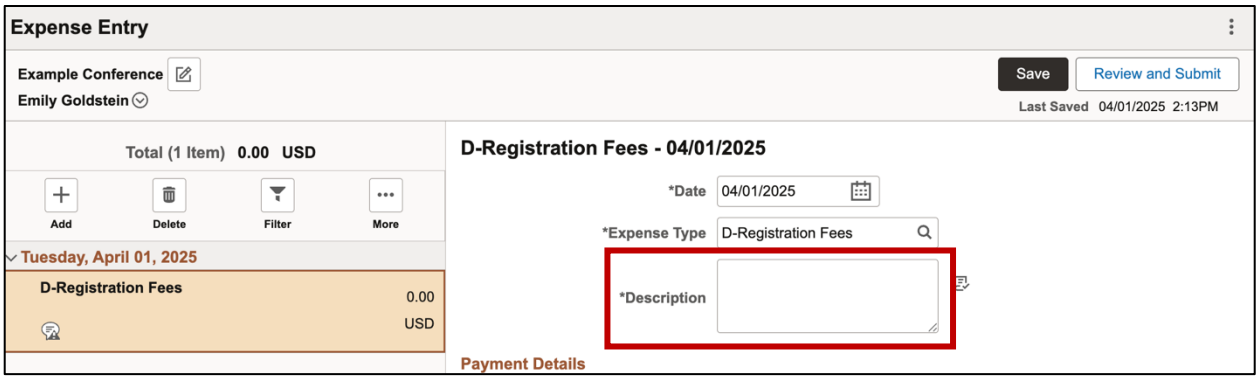
18. In the "**Expense Type**" field, click on the magnifying glass.



19. Select the appropriate expense type. In this example, we are selecting "**Registration Fees**".



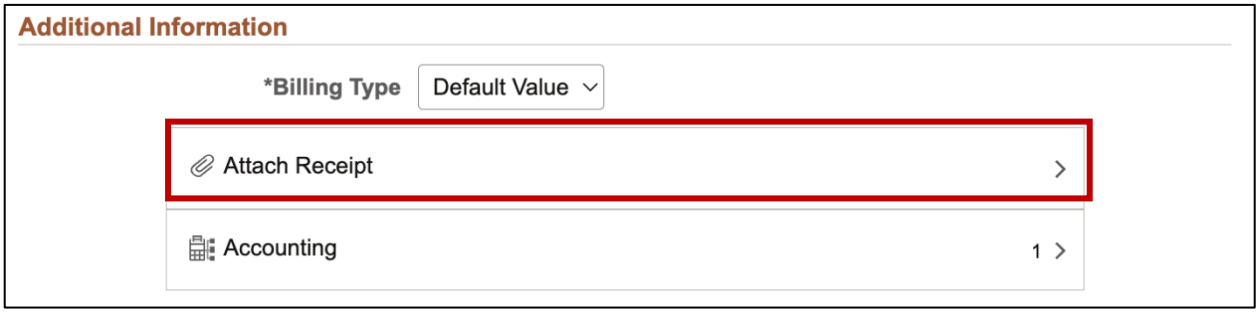
20. Enter a description for this expense.



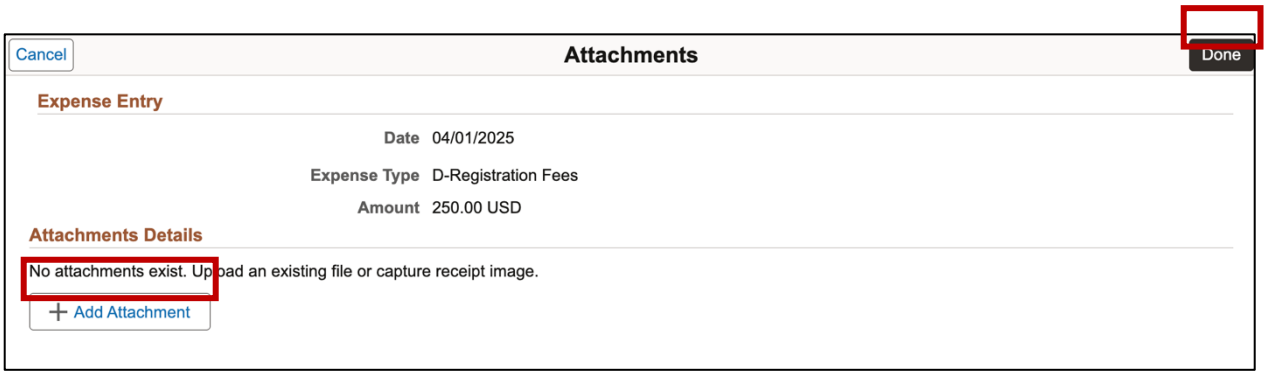
21. In the "**Amount**" field under "**Payment Details**," enter the amount to be reimbursed.



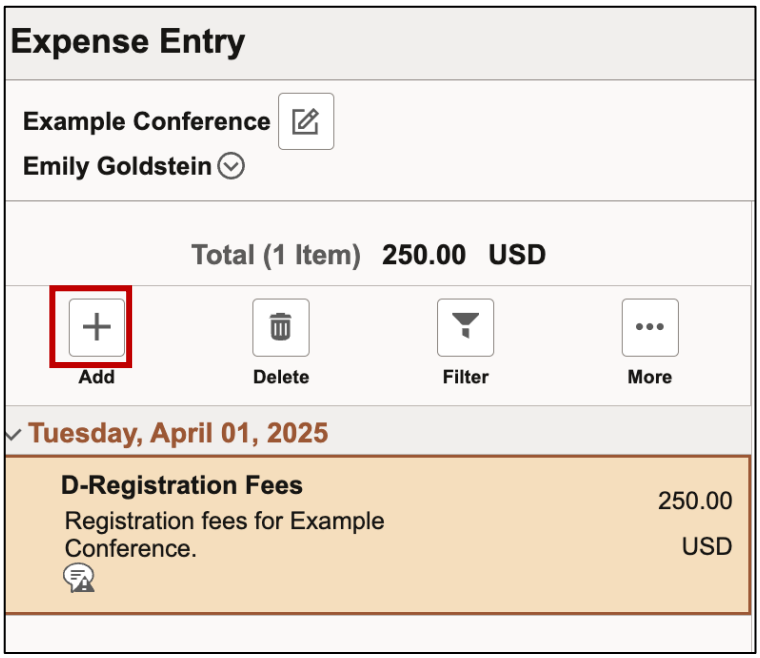
22. Click “**Attach Receipt**” in the “Additional Information” section.



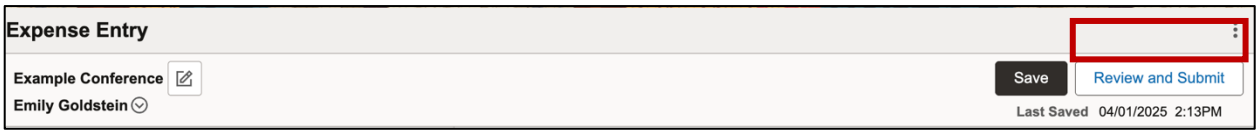
23. Click “**Add Attachment**” and upload a photo or a pdf of your receipt, then click “**Done**” in the top right corner.



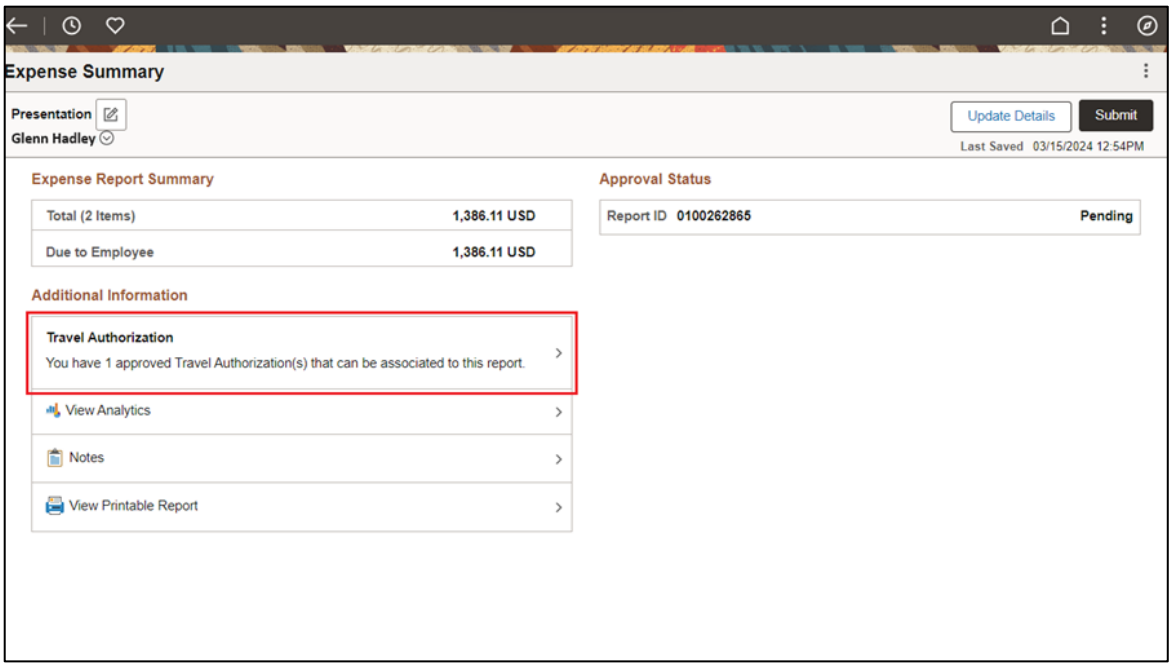
24. To add additional expenses, click the “**Add**” button.



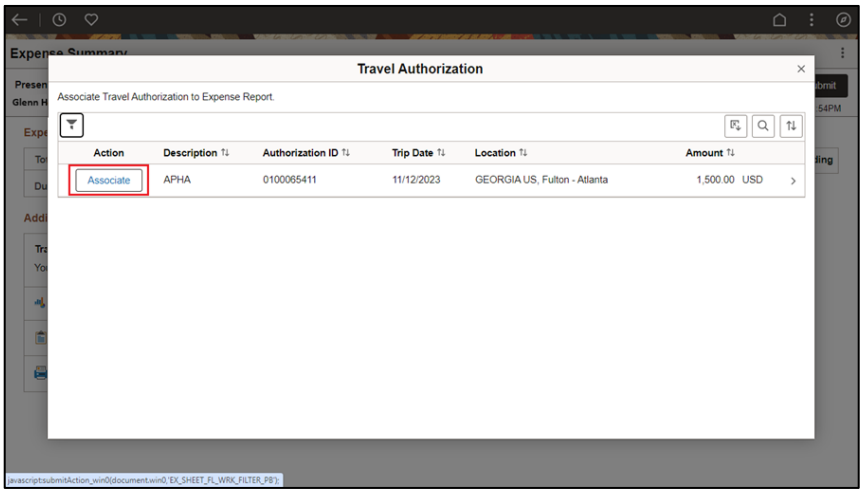
25. Once all of your expenses have been added (**Note:** before the conference, you can be reimbursed for airfare and conference registration; after the conference, you can submit an expense report for reimbursement of expenses incurred during travel), click "**Review and Submit**".



26. The "**Expense Report Summary**" page is displayed. You need to associate the expense report with an approved Travel Authorization. Click on "**Travel Authorization**" in the "**Additional Information**" section.



27. Your approved Travel Authorizations will be shown. Click the "**Associate**" button next to the correct Travel Authorization.



28. Click the "**Submit**" button in the top right corner.

CONGRATULATIONS, YOU HAVE SUBMITTED YOUR TRAVEL EXPENSE!

Appendix A. Per Diem Information

Per diem is a daily allowance of a specific amount of money that you are allowed per day while traveling to cover meals, snacks, and other incidental expenses. The amount of per diem you are allotted depends on when and where you are traveling. Additionally, the rates of per diem are different on the first and last days of travel.

The rates are set by the U.S. General Services Administration and can be found by visiting https://www.gsa.gov/travel/plan-book/per-diem-rates.

You will be reimbursed the entire per diem amount regardless of whether you actually spend the entire amount. For instance, if you traveled to New York for a conference, your allotted meal per diem per day would be $92 (except on your travel days, which would be 75% of the per diem). So, if you only spent $75 on meals, snacks, and other incidentals, you could still receive the reimbursement rate of $92. **It is not necessary to submit receipts for meals**.

Calculating Per Diem

As noted above, the rates of per diem are dependent on your location of travel, and can be found for your destination by going to https://www.gsa.gov/travel/plan-book/per-diem-rates.

In accordance with the provided example scenario in the travel authorization and expense report instructions, below is a calculated example of per diem for a conference in New York City, USA from June 1 to June 4.

- Number of travel days: 2 (June 1 and 4)
- Number of days at destination: 2 (June 2 and 3)

For New York City, the daily per diem on a non-travel day is $92. For a traveling day, the per diem is $69.

Important! Enter each day as a separate expense line and specify the date you incurred the cost. So, for the 4 day conference example, an expense line would be entered for June 1 ($69), June 2 ($92), June 3 ($92), and June 4 ($69).

Entering Per Diem in an Expense Report

- In Step 17, include the date the expense was incurred.
- In Step 18, click on the magnifying glass in the "**Expense Type**" field.
- In Step 19, select "**D-Meals Out of State Deprt/Rtn"** (for June 1 and 4) and "**D-Meals Out of State Full State"** (for June 2 and 3).
- In Step 20, no description is needed for this expense type.
- In Step 21, In the "**Amount**" field under "**Payment Details**," enter the per diem amount for that date.