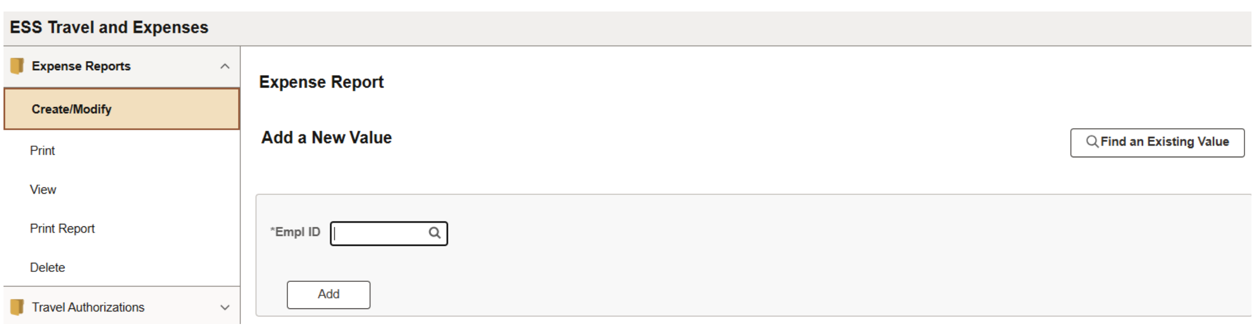
How to Create an Expense Report

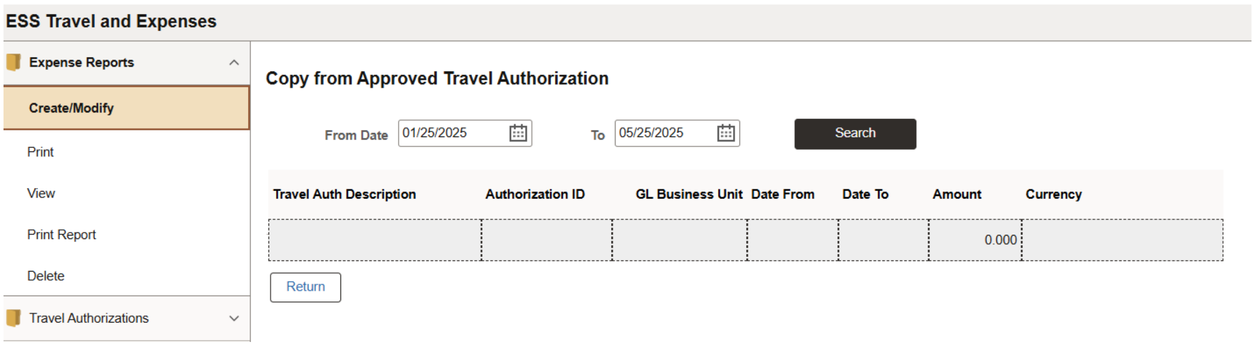
On the Home page of CUNYFIRST, click on the Employee Self Service Tile

Then click on the ESS Travel and Expenses Tile

In the expense reports folder, click on create/modify, enter your empl ID, then click add

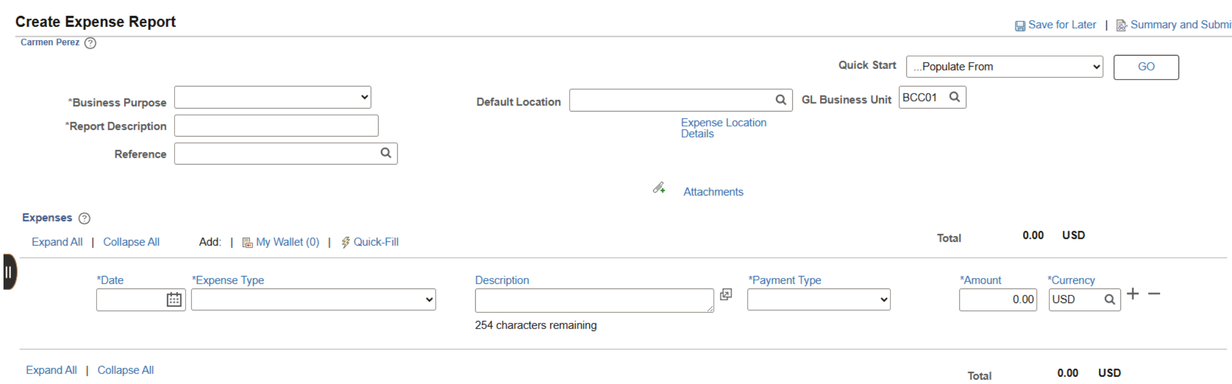


Once you click on add, it will prompt you to Copy from an Approved Travel Authorization

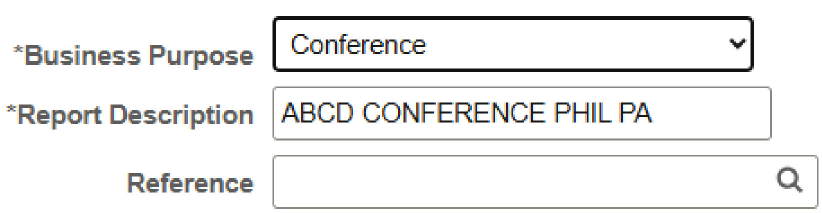


You can select a travel authorization by searching the dates you entered the TA. Once you find the TA, it will populate in the grey area and you can select the travel authorization to start the expense report process.

If you have not entered a travel authorization prior to traveling, click on the Return button to start a blank expense report



Click on the drop-down arrow to enter the Business Purpose and Report Description

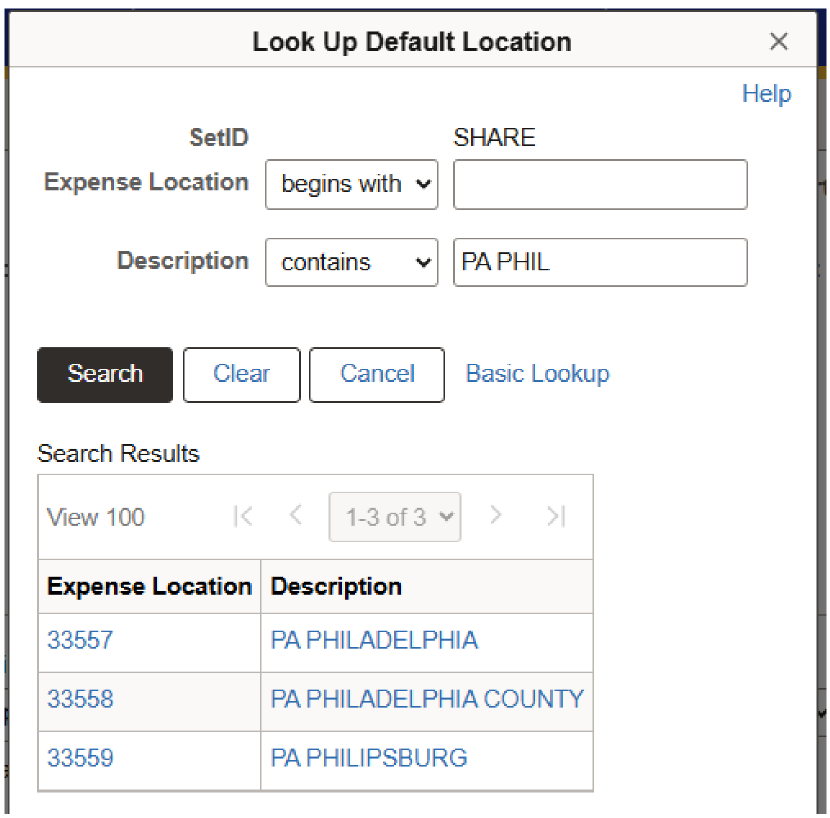


You must now enter the default location

- Default location- Enter the State and City of where the Business trip took place.

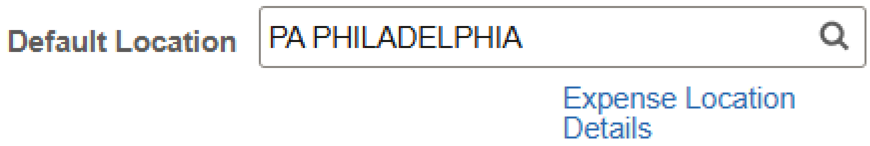
  You can look up the default location by clicking on the magnifying glass

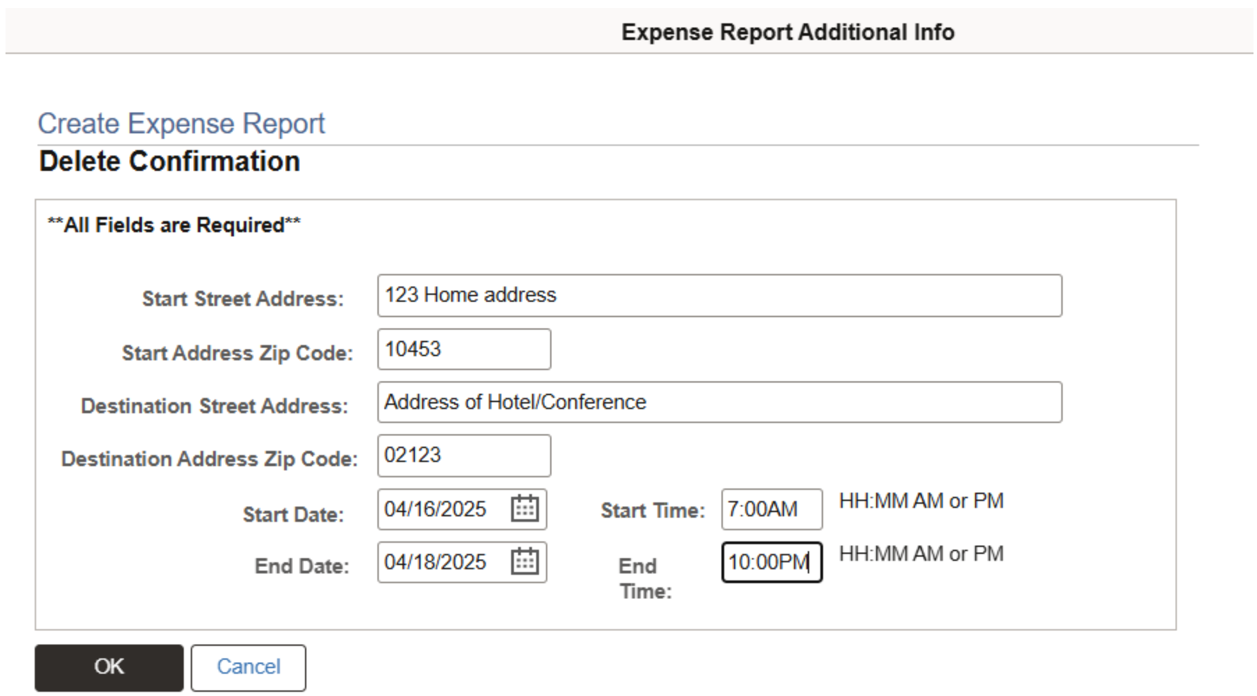
You will search by Description. Click on the drop-down menu and select "Contains" and enter the State, then the City. For example: Philadelphia, PA is PA Philadelphia



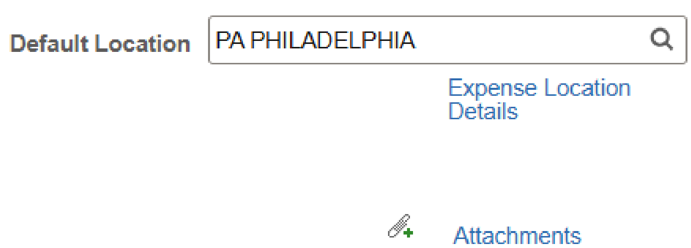
Click on the blue hyperlink in order to populate the default location onto the expense report

Now click on expense location details and enter the details of the trip:





Click on attachments to upload your attachments.



You must upload the following;

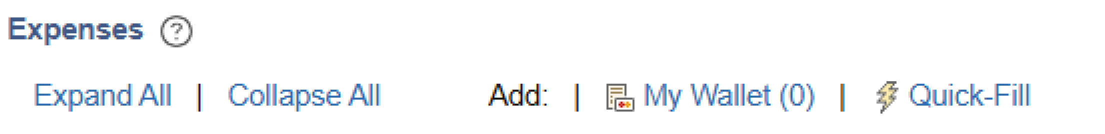
Conference agenda, hotel receipt, airplane receipt and boarding pass, MAPQUEST route for mileage, EZ pass bill for tolls, etc.

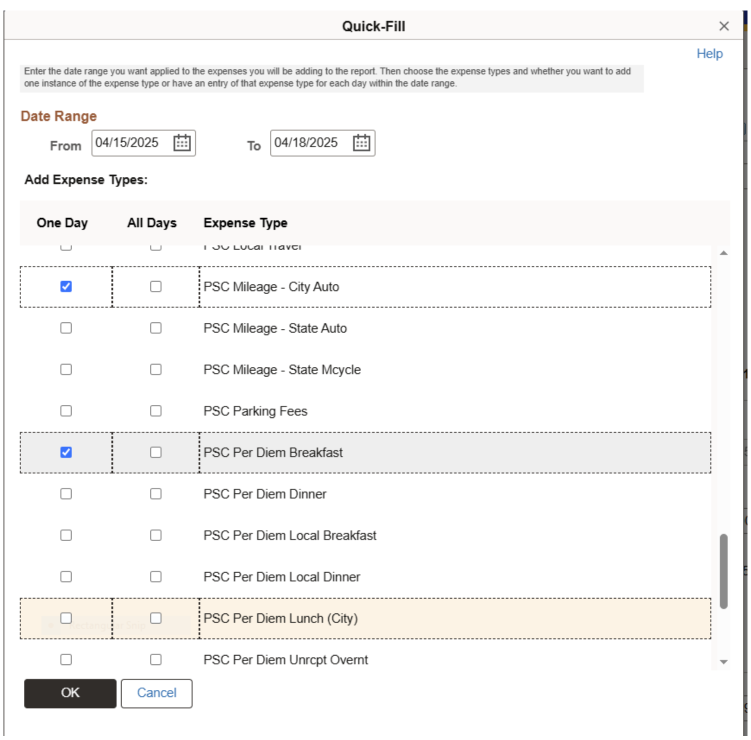
If you were not able to create a travel authorization before the date of travel, you must also upload a signed (signed from your supervisor) long-distance application form which shows you had prior approval for the trip. The long-distance application form can be found on the BCC website, Accounts Payable page:

https://www.bcc.cuny.edu/business-office/accounts-payable/

Now you can enter the expense lines.

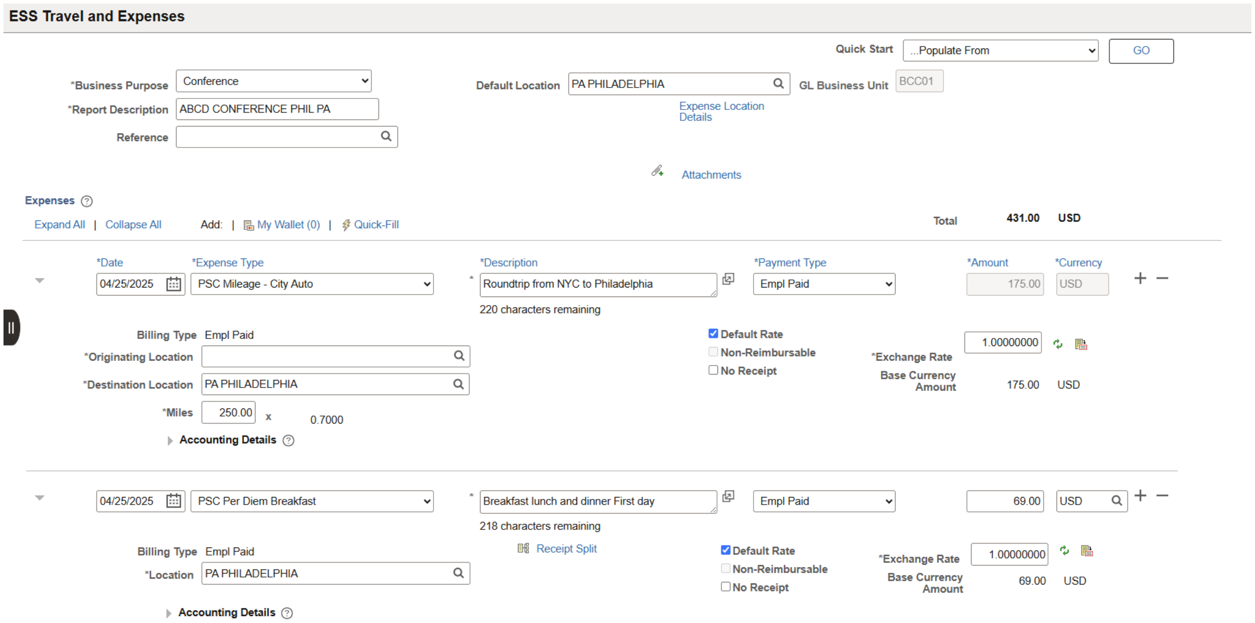
You can click on the Quick Fill icon to enter multiple lines



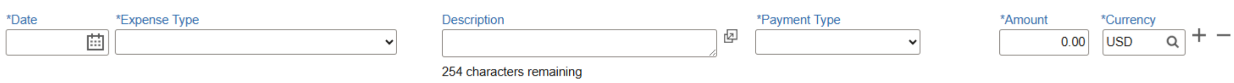


You must select PSC related expenses.

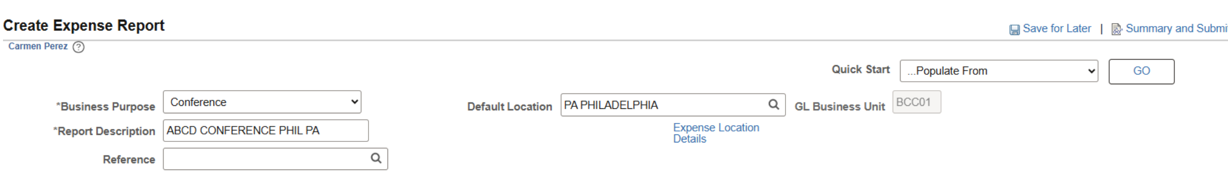
*Note: **PSC local** related expenses are for expenses incurred within the NYC area.



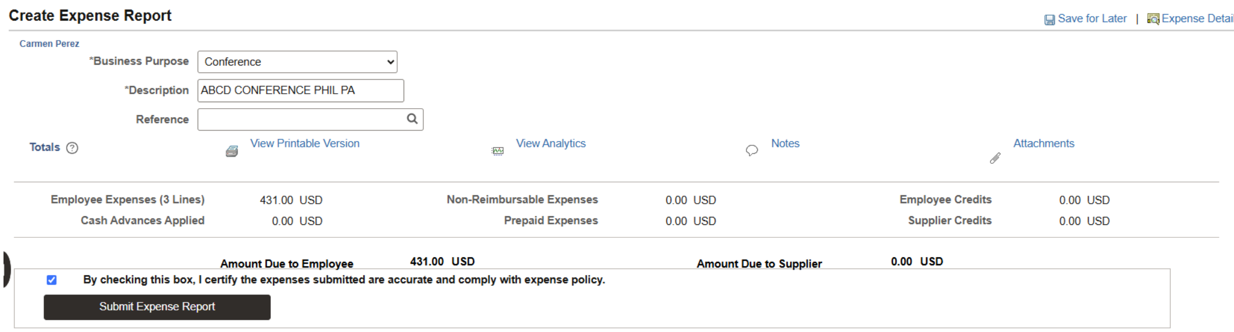
You can add or delete an expense line by clicking on the + or – sign at the end of the expense line



Once you have selected your expense lines and entered all pertinent information, you can click on Save for Later and then Summary and Submit



Once you click Summary and Submit, it will prompt you to certify the expenses and then click on the Submit Expense Report button and click ok



Any further questions, please contact the Accounts Payable department.