

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

ESS Travel and Expenses

Expense Reports ^

Create/Modify

Print

View

Print Report

Delete

Travel Authorizations v

Expense Report

Add a New Value

*Empl ID

Add

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

ESS Travel and Expenses

Expense Reports

Create/Modify

Print

View

Print Report

Delete

Travel Authorizations

Copy from Approved Travel Authorization

From Date

01/25/2025

To

05/25/2025

Search

Travel Auth Description	Authorization ID	GL Business Unit	Date From	Date To	Amount	Currency
					0.000	

Return

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

Create Expense Report

Save for Later | Summary and Submit

Carmen Perez

Quick Start

Populate From

GO

*Business Purpose

*Report Description

Reference

Default Location

Expense Location Details

GL Business Unit

BCC01

Attachments

Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Total

0.00

USD

*Date

*Expense Type

Description

*Payment Type

*Amount

*Currency

254 characters remaining

Expand All | Collapse All

Total

0.00

USD

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

*Business Purpose

Conference

*Report Description

ABCD CONFERENCE PHIL PA

Reference

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

Default Location

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

Look Up Default Location

SetID

Expense Location

begins with

SHARE

Description

contains

PA PHIL

Search

Clear

Cancel

Basic Lookup

Search Results

View 100

<<

<

1-3 of 3

>

>>

Expense Location	Description
33557	PA PHILADELPHIA
33558	PA PHILADELPHIA COUNTY
33559	PA PHILIPSBURG

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:

Default Location 

[Expense Location Details](#)

Expense Report Additional Info

[Create Expense Report](#)

Delete Confirmation

****All Fields are Required****

Start Street Address:	123 Home address		
Start Address Zip Code:	10453		
Destination Street Address:	Address of Hotel/Conference		
Destination Address Zip Code:	02123		
Start Date:	04/16/2025 	Start Time:	7:00AM HH:MM AM or PM
End Date:	04/18/2025 	End Time:	10:00PM HH:MM AM or PM

Click on attachments to upload your attachments.

Default Location 

[Expense Location Details](#)

 [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

Expenses ?

Expand All | Collapse All

Add: |  My Wallet (0) |  Quick-Fill

Quick-Fill

×

Help

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From 04/15/2025 To 04/18/2025

Add Expense Types:

One Day	All Days	Expense Type
☐	☐	PSC Local Travel
☒	☐	PSC Mileage - City Auto
☐	☐	PSC Mileage - State Auto
☐	☐	PSC Mileage - State Motorcycle
☐	☐	PSC Parking Fees
☒	☐	PSC Per Diem Breakfast
☐	☐	PSC Per Diem Dinner
☐	☐	PSC Per Diem Local Breakfast
☐	☐	PSC Per Diem Local Dinner
☐	☐	PSC Per Diem Lunch (City)
☐	☐	PSC Per Diem Unrpt Overnt

OK Cancel

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

Create Expense Report

Carmen Perez

*Business Purpose

Conference

*Description

ABCD CONFERENCE PHIL PA

Reference

Totals

View Printable Version

View Analytics

Notes

Attachments

Employee Expenses (3 Lines)	431.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee

431.00 USD

Amount Due to Supplier

0.00 USD

☒

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Any further questions, please contact the Accounts Payable department.