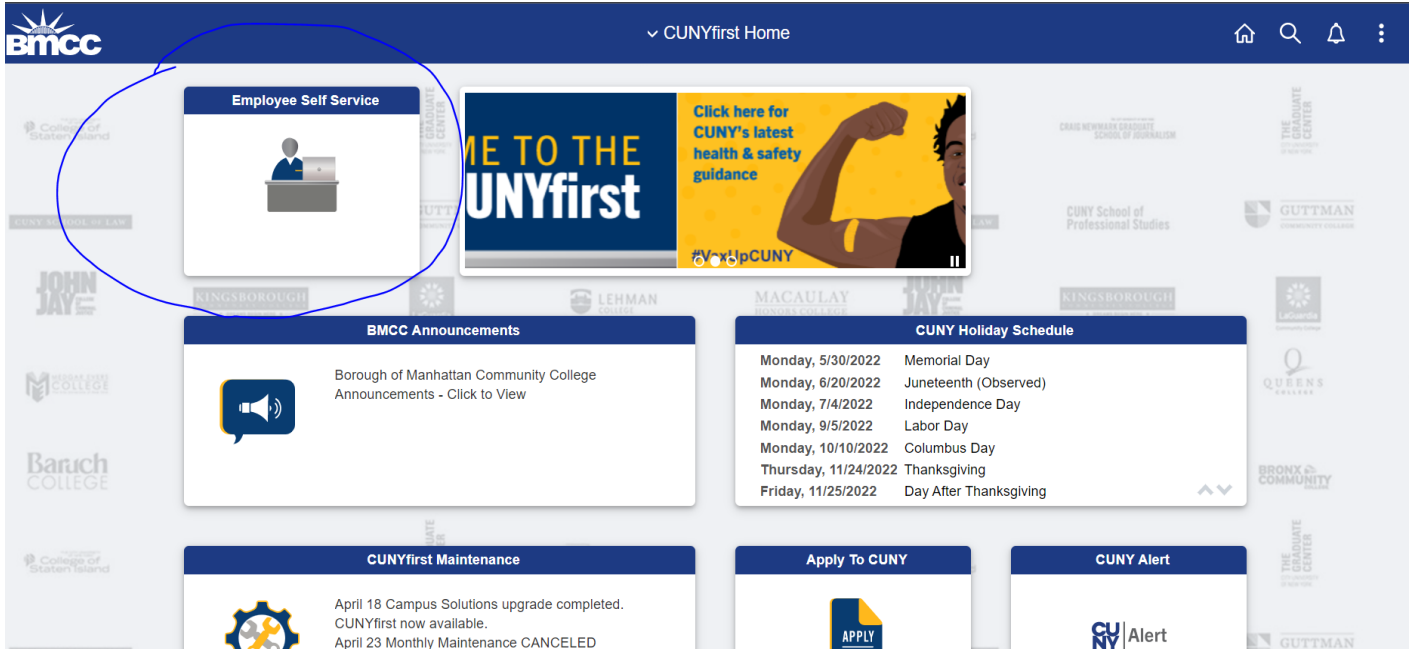
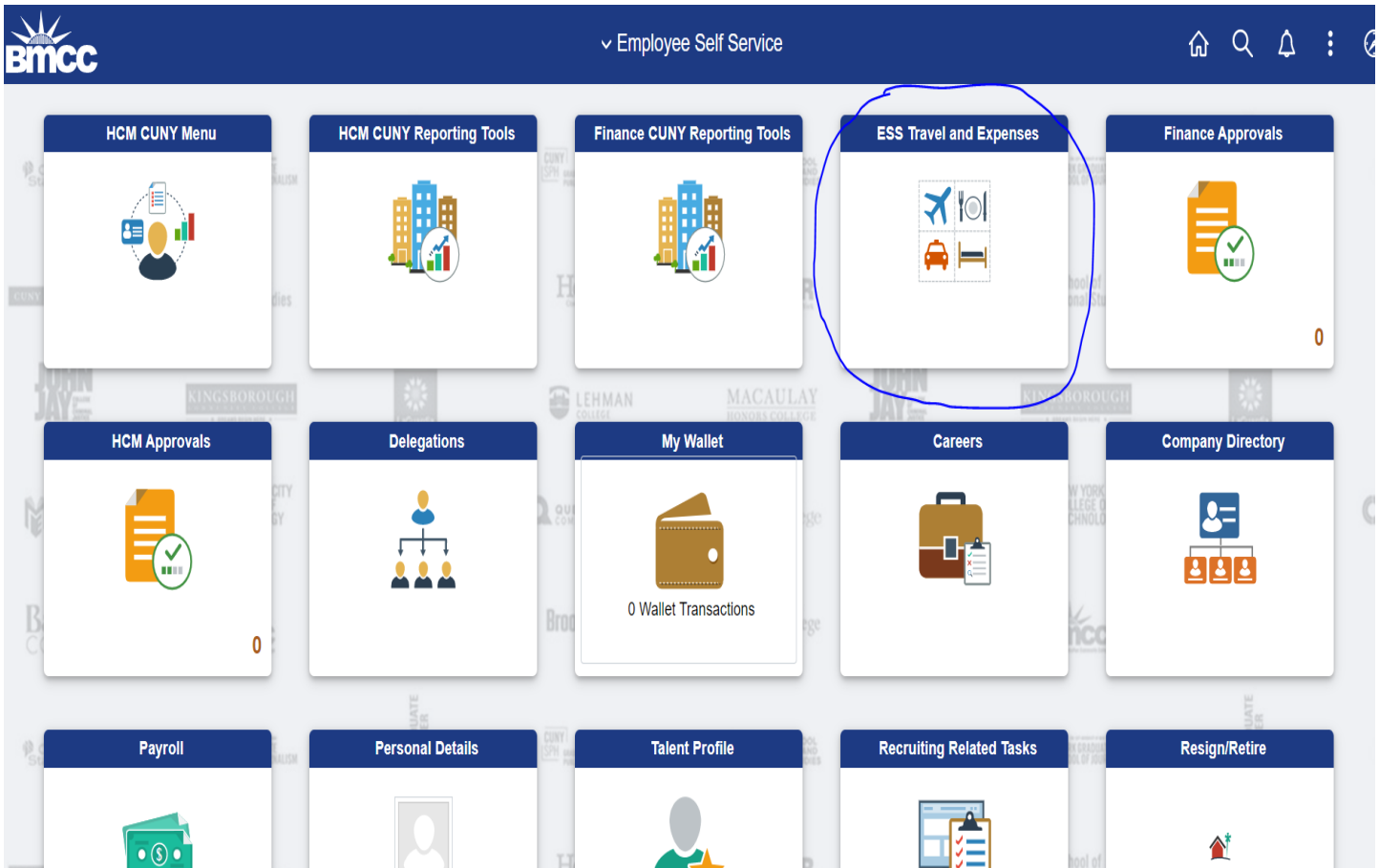


Create a Expenses Report:

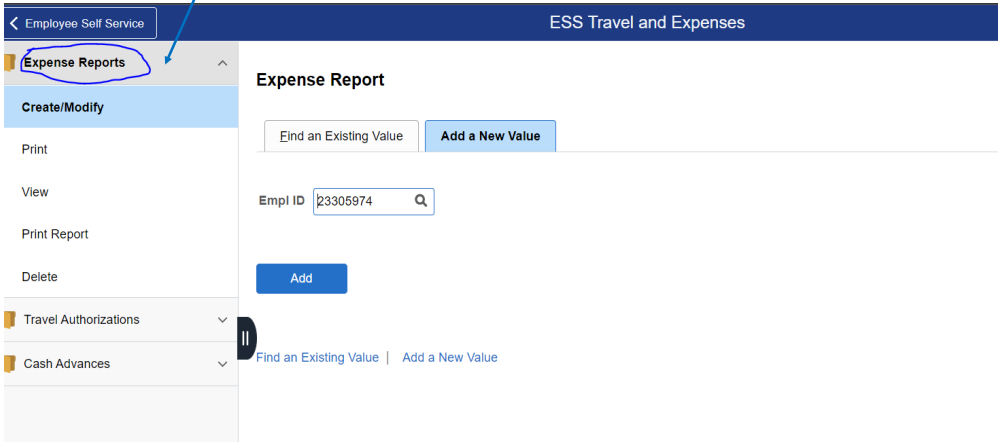
1) On CUNYfirst Home page, select [Employee Self Service](#).



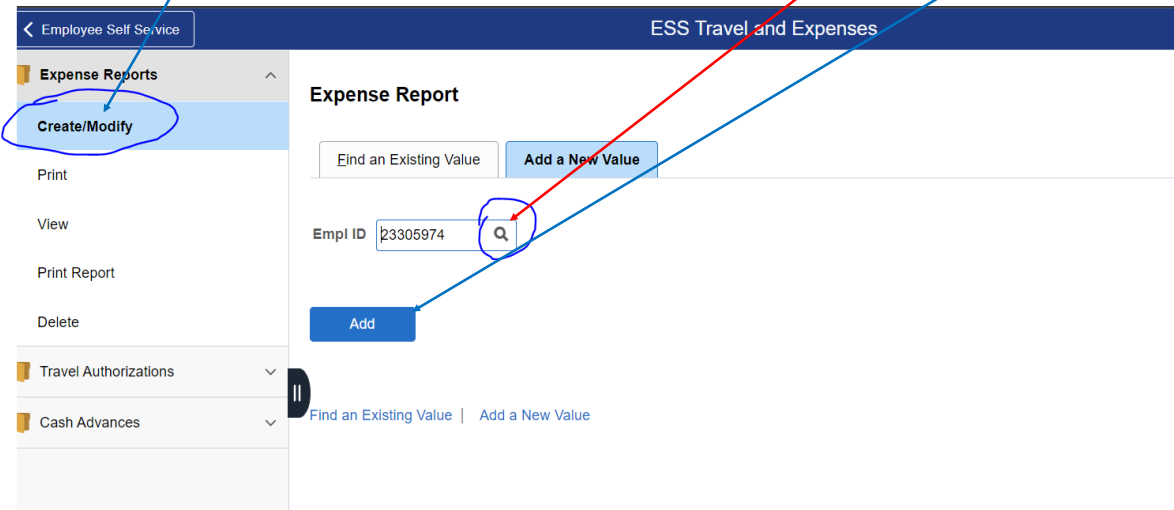
2) Select ["ESS Travel and Expenses"](#)



3) Click [Expense Reports](#) to expand the menu



4) Click [Create / Modify](#) => your employee ID will automatically appear in the box, then click ["Add"](#)
Note: For a Proxy => to choose a different employee ID by clicking the [magnifying glass](#)



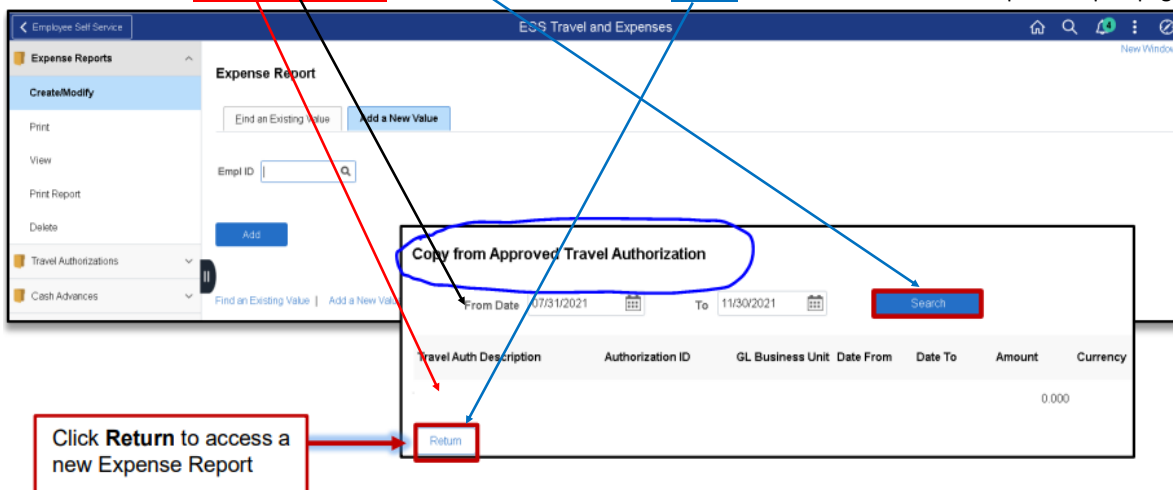
5) When you [create an Expense report](#); you **MUST link the Expense report to an approved Travel Authorization**.

Then, the data from the Travel Authorization will be populated on the Expense report and you can modify the expense report based on the actual expenses occurred in the trip.

(NOTE: Accounts Payable WILL NOT APPROVE your Expense report if you have not linked your Expense report to an approved Travel Authorizations)

=> enter the [date range](#) and [select Search](#) to find the approved travel authorization.

=> **Select a [travel authorization](#)** from the results and [click the Return](#) button to continue to the Expense Report page



6) **Data from Travel Authorization will be populated on the Expense report.**

=> You can modify the expense report based on the actual expenses occurred in the trip.

Note: Once an expense type is selected for a line and saved, it cannot be changed. The line has to be deleted and a new line entered.

(eg. change the amount, add or delete a line item -> use (+/-) to add/delete a row), click the triangle to open up the accounting details to change the account code)

=> Remember to attach the receipts and supporting documents to the expenses report

ESS Travel and Expenses

Create Expense Report

*Business Purpose: Non-Travel Expense

*Report Description: NYSTA

Default Location: NY ALBANY

Attachments (1)

Expenses

*Date: 11/15/2021

*Expense Type: 1 Membership costs

*Description: Membership

*Payment Type: Empl Paid

*Amount: 500.00

*Currency: USD

Billing Type: Empl Paid

*Location: NY ALBANY

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency	Exchange Rate	Account	Oper Unit	Fund	Dept	Program	MP
500.00	COSEN	500.00	USD	1.00000000		9999			99999	

ESS Travel and Expenses

Attachments

Totals (1 Line) 300.00 USD

Description: Air fares

*Payment Type: Empl Paid

*Amount: 300.00

Currency: USD

Amount	Oper Unit	Fund	Dept	Program	MP	Special Initiatives	PC Bus Unit	Project
03	9999	10	80045	99999	355	9999		

- 7) If there is an error; you will see a **red flag** and the error will be the **"box"** or **"item"** highlighted in red. You need to correct the error before you submit the expense report for approval.

The screenshot shows the 'Expenses' form with the following fields and values:

- Date:** 04/09/2022 (highlighted in red with a red flag icon)
- *Expense Type:** PSC Commercial air travel
- *Description:** Air fares (245 characters remaining)
- *Payment Type:** Empl Paid
- Billing Type:** Empl Paid
- *Travel To:** FL ORLANDO
- Ticket Number:** (empty)
- Accounting Details:**
 - Chartfields:** (expanded)
 - Table:**

Amount	*GL Unit	Account	Oper Unit	Fund	Dept	Program	MP
300.00	BMC01	52203	9999	10	80045	99999	355

- 8) You can always save the expense report and complete it later by clicking **"save for Later"** icon. If you complete the Expense Report and are ready to submit it for approval, click **"Summary/ and Submit"**

The screenshot shows the 'ESS Travel and Expenses' interface with the following elements:

- Header:** ESS Travel and Expenses (with navigation icons)
- Actions:** Save for Later (circled in blue), Summary and Submit (circled in blue), GO
- Form Fields:**
 - GL Business Unit:** BMC01
 - Default Location:** FL ORLANDO
 - Authorization ID:** 0000020915 (Pending)
 - *Date From:** 05/09/2022
 - *Date To:** 05/11/2022
- Totals (2 Lines):** 314.00 USD
- Summary Table:**

*Description	*Payment Type	*Amount	Currency
Air fares (245 characters remaining)	Empl Paid	300.00	USD