

Create an Expense Report

1. Log into PeopleSoft Self Service: <http://fprod-selfservice.gafirst.usg.edu>.
2. Select **Employee Self-Service**
3. Select **Expense Report**
4. Select **Create/Modify**
5. Enter the **General Information** for the expense report:
 - a. Select the appropriate **Business Purpose** from the drop down
 - b. Enter a description in the **Report Description** field
 - c. Enter/Select the **Destination Location**
6. If you have attachments for your expense report, select the **Attachments** link; otherwise skip to step #6.
 - a. Select the **Add Attachment** button
 - b. Select the **Browse** button, search for your file and select it
 - c. Select the **Upload** button
 - d. The attachment appears in the Expense Report Attachments window
 - e. Enter a description for the attachment in the **Description** field
 - f. Select the **OK** button
 - g. Repeat steps for additional attachments
7. For expenses that occur each day of the trip, select the **Quick Fill** link
 - a. Enter a date or a range of dates
 - b. With a checkmark, select the expense type that applies to one day or all days
 - c. Click **OK**
 - d. Complete any missing detail on the **Quick Fill** lines you just added
 - e. To add additional lines, click the **+** button
8. For each expense:
 - a. Enter/select date in the **Expense Date** field
 - b. In the **Expense Type** drop down, select the appropriate expense type
 - c. Enter a **description** for the **Expense Type** if needed
 - d. Update the **Payment Type** if needed
 - e. Enter the **amount** (if not automatically entered based on Expense Type)
9. For mileage continue. Otherwise skip to step #9.
 - a. For the Expense Type, select the appropriate mileage type
 - b. Enter/select the originating location
 - c. The **Payment Type** should be **N/A (e.g. Mileage)**
 - d. Select the **Reimbursable Miles** link (if the Mileage Details pop-up does not automatically display)
 - e. In the Mileage Details pop-up, enter the total miles traveled that day
 - f. Enter personal and/or commute miles
 - g. Click **OK**
10. For meals on first and last day of travel, continue. Otherwise skip to step #10.
 - a. Select the **First or Last day of Travel** link.
 - b. Check the **Deduction** flag
 - c. Click **OK**

- d. The per diem amount will have been deducted by 25% to meet the state requirement of 75% reimbursement
11. To copy expense lines, select **Copy Expense Lines** from the Actions drop down menu; otherwise go to step #11.
 - a. Click **GO**
 - b. In the **Copy Expense Lines** window, you can either copy the expense line to a single date or a range of dates. You also have the option to include weekends or holidays
 - c. Enter a date in the **To Date** field
 - d. Check to box to select the expense line you wish to copy
 - e. Click **OK**
12. To save the expense report for later, select the **Save for Later** button.
13. Click the **Summary and Submit** link
14. To submit the Expense Report for approval, you must first check the verification checkbox indicating the travel was for official business.
15. After checking the verification selection the **Submit Expense Report** button becomes enabled. Click the **Submit Expense Report** button to submit the Expense Report for approval

View Expense Report

1. Access PSFIN Self-Service: <http://fprod-selfservice.gafirst.usg.edu>.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Expense Report**
5. Select **View**
6. Enter the **Expense Report ID** and click **Search** or click **Search** (with the ID field blank) display all Expense Reports
7. Select the **Expense Report ID** link to view the transaction
8. The Expense Report is displayed in a read-only format
9. To view the specifics of a particular expense line, select the **Expand Section** arrow on the appropriate line. You can also select the **Expand All** link to expand all lines
10. The **Approval History** section displays the approval levels and names of the approvers (if not pooled) which are still required for the transaction
11. The **Action History** section displays any actions that have been taken on the transaction

Modify Expense Report

1. Access PSFIN Self-Service: <http://fprod-selfservice.gafirst.usg.edu>.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Expense Report**
5. Select **Create/Modify**
6. On the **Find an Existing Value** tab, enter the **Expense Report ID** and click **Search** or click **Search** (with the ID field blank) to display all Expense Reports available for modification.
7. Select the **Expense Report ID** link to modify it.
8. Modify the Expense Report in the same fashion as you created it.

Print Expense Report

1. Access PSFIN Self-Service: <http://fprod-selfservice.gafirst.usg.edu>.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Expense Report**
5. Select **Print**
6. Enter the **Expense Report ID** and click **Search** or click **Search** (with the ID field blank) to display all Expense Reports
7. Select the **Expense Report ID** link to view the transaction
8. A read-only view of the Expense Report is displayed
9. Select the **Print Expense Report** link
10. A new window/tab will automatically open which will display the printed expense report. Note that this may take several minutes
11. Use the print function on your browser to print the report after it displays
12. When you have finished viewing and/or printing the report, close the report window to return to the Expense Report view page

Delete Expense Report

1. Access PSFIN Self-Service: <http://fprod-selfservice.gafirst.usg.edu>.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Expense Report**
5. Select **Delete**
6. Enter the **Expense Report ID** or click **Search** and locate the expense report needing to be deleted
7. Put a checkmark in the appropriate box to select the expense report you wish to delete
8. Select the **Delete Selected Report(s)** button
9. The Delete Confirmation message is displayed