

Creating an Expense Report in the Travel and Expense Module

1. Click the **Travel Only Self Service** link on MGC Human Resource (link available on bottom of MGC home page)
2. Click the **Employee Self Service** link.
3. Click the **Expense Report** link.
4. Click the **Create** link.
5. In the **Description** field, enter a short explanation for the reason of your Expense Report.
6. Select the most appropriate **Business Purpose** from the drop-down list.
7. Enter or Select the **Location** you are traveling to:
 - a. To enter, type the location in the following format: **City, ST**
 - b. To select the location, click the **Look Up Location** icon (magnifying glass).
 - i. Enter the two-letter state abbreviation in the **Search by** field.
 - ii. Click the **Look Up** button.
 - iii. Locate the correct city in the **Description** field.
 - iv. Click the **Expense Location** code for that city.
8. In the **Comment** field, enter any additional descriptions you wish to add to your Expense Report.
9. In the first row of the **Details** section, select the appropriate **Expense Type** from the drop-down list.
10. In the **Date** field, enter the date you actually incurred the expense.
11. In the **Payment Type** field, select how you paid for the expense.
 - a. If the Expense Type is mileage, choose "N/A (i.e., mileage)
12. Verify the **Billing Type** is Internal.
13. Click the **Detail** link at the end of the row.
14. Enter all necessary information. See page 3 for the exact information you need to enter for various expense types.
15. Click the **Check Expense for Errors** button.
16. If there are any errors, make the necessary corrections in the red fields and then click the **Check Expense for Errors** button again. Continue this step until all errors are gone.
17. Click the **Return to Expense Report** link.
18. In the next row, select the appropriate **Expense Type** from the drop-down list.
19. Repeat steps 16 – 24 until you have added all of your actual expenses.
20. On the Expense Report page, click the **Check for Errors** button.

21. If there are any errors on the Expense Report, make the necessary corrections for those items flagged in red. Click the **Check for Errors** button again until all errors are gone.
22. Click the **Submit** button.
23. Click the **OK** button to confirm submission.
24. Once you are returned to the Expense Report page, note your Expense Report ID and click the **Printable View** link.
 - a. The system will open a second window. Do not close this window.
 - b. You will see the report process and go through some of the following stages: Queued, Processing, and Success. This process can take anywhere from 10 to 60 seconds.
 - c. Your Expense Report will be displayed in this window.
 - d. Use the Print icon to print a copy of your Expense Report.
 - e. Close the report window.
25. Click the **Home** link.

Information Required for any Mileage Expense Type:

- Expense Date
- Payment Type (should be N/A)
- Billing Type – Internal
- Begin Mileage – Actual odometer reading at beginning of drive
- End Mileage – Actual odometer reading at end of drive
- Commute Miles – Miles you normally drive to work on a daily basis
- Personal Miles – Miles driven for personal use
- Originating Location
- Destination Location
- Reimbursement Amount is based on total miles from odometer (minus commute and personal miles) and the mileage reimbursement rate

Information Required for any Meals Expense Type:

- Expense Date
- Payment Type
- Billing Type – Internal
- Start Time – If this is your first date of travel, then this is the time you actually started traveling that day. If this is not your first date of this trip, then the start time should be 12:00AM.
- End Time – If this is your last date of travel, then this is the time you actually completed traveling that day. If this is not your last date of this trip, then the end time should be 11:59PM.
- Destination Location – This is the location where you ate your meal.
- Amount Spent – Click the Refresh Per Diem Amounts button

Information Required for any Lodging Expense Type:

- Expense Date
- Payment Type
- Billing Type – Internal
- Number of Nights – total number of nights you stayed at this hotel
- Merchant
- Destination Location
- Amount Spent – total lodging costs, including applicable taxes, minus any items from the lodging bill that were not true lodging costs (i.e., DSL, phone, parking, etc.)