Welcome to e-Expense Travel & Business Expense Reimbursement System

A User Guide 2014 Tufts University Finance

Table of Contents

Signing into and Tufts Corporate Card	Page 2
Section I: Assigning a Surrogate	<u>Page 5</u>
Section II: Create a Travel Request (For Departments Using Pre-Trip Approvals)	Page 9
Section III: Creating an expense reportImporting Card ExpensesEntering out of pocket expensesSplitting expensesPer DiemsCurrency converterAuto MileageAttaching ReceiptsSubmitting a ReportReport summaryAdding adhoc approvers	Page 15 Page 20 Page 22 Page 23 Page 25 Page 25 Page 27 Page 28 Page 29 Page 31 Page 31 Page 33
Section IV: Approving an Expense Report	<u>Page 37</u>
Section V: Checking the status of a report/ resubmitting a denied report	<u>Page 41</u>
Section VI: Using an Android or Apple product to attach receipts	<u>Page 47</u>
Section VII: Frequently Asked Questions	<u>Page 54</u>
What to do if you owe Tufts	<u>Page 55</u>
What to do if an outside agency is paying for part of your trip	<u>Page 56</u>

Signing in

		ise softwareevolve	d.
6	User ID: your utin Password:		
	Log On	Clear	-
© 2009 Apptricity Corporation. All rights	reserved.	powered by: Appl	ricity

Signing into e-Expense is easy! Use your UTLN and your SSO password at this site: <u>https://tufts.apptricityondemand.com</u>

e-Expense is an expense reimbursement system: for travel <u>and out-of-pocket incidental</u> business expenses.

l ul lo

The Tufts Corporate MasterCard

All university travelers should obtain a Tufts <u>Corporate MasterCard</u> which is a university paid card. Use of this card with the e-Expense system simplifies the expense reimbursement process. Holders of the university <u>Corporate MasterCard</u> must process expenses using the system. **Even though the Tufts Corporate MasterCard is university pay, receipts must still be collected**. The IRS does not consider an expense posting on a credit card statement to be a receipt.

It is important that the traveler or their surrogate update or add the new card information with Tufts preferred travel agencies. The airline tickets will then be appropriately charged (in advance) to the travel system, and will be part of the cardholders unassigned expenses upon return.

Egencia (formerly Expedia Corporate Travel) <u>www.egencia.com</u> Egencia Corporate Travel Agents Toll Free 24 hrs. (877) 814-5057 Sign in and update your profile with the MC information.

The Travel Collaborative: 625 Mt. Auburn Street, Suite 207, Cambridge, MA 02138 The Travel Collaborative Tufts Direct Line (617) 497-8180; The Travel Collaborative Toll Free (800) 370-7400 When arranging travel, provide card information and ask agent to update the profile.

Travizon Domestic Travel – Dedicated Agent Team <u>tuftsdomestic@travizon.com</u> (800)-314-1347 (outside US 781-979-1216) International Travel – Dedicated Agent Team <u>tuftsintl@travizon.com</u> (877)-391-0785 (outside US 781-979-1216) Sign into Concur travel and update your profile to reflect the new Tufts Travel MC information.

Section I Assigning a Surrogate

All about Surrogates in Apptricity

Surrogates is the term that Apptricity uses to 'proxy' another user of the system. There are two types of surrogates: approval and entry. A traveler can assign an entry surrogate to prepare their expense report. After that surrogate completes the report, the traveler is required to approve the report. A traveler cannot assign an approver surrogate for their own report.

There are two types of Surrogates. An entry surrogate can enter reports on behalf of another user. An approval surrogate can approve reports on behalf of another user.

Once an entry surrogate has been assigned, it need not be done again unless another surrogate is being assigned. NOTE: A traveler can assign more than one entry surrogate if he/she has more than one individual for support staff.

Step ①

After signing into Apptricity (see page 2), click on the Administration tab of the opening screen. On the next screen, click the User Management tab, then the tab that reads Users.



Step ② After clicking the User tab, you'll navigate to the screen below. Click the Surrogate/Role button. You will be directed to the screen below, where you can select from Entry Surrogate or Approver Surrogate.

- Liedes, Carol J				
First Name:	Carol J	Last Name:	Liedes	
Logon ID:			carol.liedes@tufts.edu	
Password:		User Type:	Manager	-
Re-enter Password:		Status	Active	- -
	Renoni, John Stephen	Cost Center:	C222100 Financial Services	r]
Employee Number:	1005596	Currency:	US Dollar 🔹	-
Language:	English - American	Mileage Type:		r
Load Override:		users.sys_create_date:	05/08/2012]
	Save Clear S	urrogate/Role Jsers	9	
Address List				
Type Address 1	Address 2	City State	Zip Country	
Add New Address				
Phone List				
Туре	Prefix	Number	Ext	
Add New Phone				

Click the Add hyperlink under either Approval or Entry Surrogate.*

Approval Surrogates	Active from	Active until	
Page, Paul S	05/17/2012	05/18/2012	
Add			
Entry Surrogates	Active from	Active until	
Terranova, Frank Add	05/18/2012	05/19/2012	

*Please note the traveler is required to approve their own report if entered by an entry surrogate regardless if they have an approval surrogate.

y Surrogate: Active from: Active until: Save	Surrogate/Role User		Step ③ Now, click the magnifying glass to search for the user you wish to make a surrogate. Type in the last name and then Search.
Find Users			
First Name:		Last Name:	ziegler
Logon ID:		Туре:	
			Once names appear, click
		Search Clear	on the one you wish to
			make the surrogate.
Last Name		First Name	
Ziegler		Ellen	



Step ④ You'll be returned to the screen at the top of this page. Now tell the system how long you'd like the surrogacy to take place. Use the icon to select dates using the calendar. If it is a permanent assignment, use 12/31/2999.

When finished be sure to click the Save button Save before exiting.

Section II Create a Travel Request

Creating A Travel Request



The system will direct you to the Travel Request header, shown on the next page.

Tiffs		Good Aft	ernoon, Carol J Li	edes			Help Tutorial Chang	ge Password Change Role Lo
NIVERSITY								
me > Expense Re	eports >							
avel Request	Requests for Ap	proval Unassign	ed Expenses Ne	ew Expense Report	My Expense Reports Report	s for Approval Au	ıdit	
Find Travel Re	equests							
			Dat	e From:	Date	To:	1	
							-	
				e				
				Status:				
				_	arch Clear Add New			
				_	arch Clear Clear			
Request ID	From Date	To Date	Total	_	arch Clear Add New	Status	Purpose	Create Date
Request ID	From Date 05/01/2012	To Date 05/05/2012		Se		Status Approved	Purpose Task 6	Create Date 05/16/2012
312			Total	Se	Approver			
312 313	05/01/2012	05/05/2012	Total 500.00	Se Traveler Liedes, Carol J	Approver Renoni, John Stephen	Approved	Task 6	05/16/2012
12 13 56	05/01/2012 10/01/2012	05/05/2012 10/05/2012	Total 500.00 200.00	Se Traveler Liedes, Carol J Liedes, Carol J	Approver Renoni, John Stephen Renoni, John Stephen	Approved Denied	Task 6 Task 8	05/16/2012 05/16/2012
	05/01/2012 10/01/2012 06/02/2012	05/05/2012 10/05/2012 06/10/2012	Total 500.00 200.00 3500.00	Se Traveler Liedes, Carol J Liedes, Carol J Liedes, Carol J	Approver Renoni, John Stephen Renoni, John Stephen Renoni, John Stephen	Approved Denied Approved	Task 6 Task 8 Visiting the inlaws	05/16/2012 05/16/2012 05/17/2012

Presented is a list of earlier travel requests. To start a new one, click the Add New button.

		Internet Protected Mode: On	v£ v € 100
Apptricity		🛅 🔻 🔂 👻 🖃 🖶 Page 🕶	Safety 🔻 Tools 🔻 🔞 🔻
ufts	Good Afternoon, Carol	iedes Help Tutorial Change Pa	assword Change Role Log
e > Expense Reports >			
vel Request Requests for Approval	Unassigned Expenses	lew Expense Report My Expense Reports Reports for Approval Audit	
dit Travel Request			
uit Havei keyüest	From Date:	To Date:	
	Traveler: I Destination:	des, Carol J Approver: Renoni, John Stephen Trip Description:	
	Total:	(0/255) Request ID: 0 Save Clear Back	
		omplete all of the fields regarding the ing trip. When finished click Save.	

Apptricity					6	- 🔊	• 🖃 🖶 • 1	Page ▼ Safety ▼	Tools ▼ 🕢 ▼ "
Tufts		Good Afternoon, Ca	irol J Liedes				Help Tutorial Ch	ange Password C	hange Role Log Off
Home > Expense Reports >									
Travel Request Requ	uests for Approval	Unassigned Expense	s New Expense Report My Ex	pense Reports 📗 Re	oorts for Approval Audit				
Edit Travel Request									
		From Dat	e: 06/20/2012	To Date:	06/24/2012				
		Travel	er: Liedes, Carol J		Renoni, John Stephen				
		Destinatio	n: Miami, FL	Trip Description	Conference about compliance	~			
						-			
						(27/255)			
		Tot	al:	Request ID:	425				
			ave Clear Delete Submit	Add New Bac	k AdHocApprove @ 9				
		5		- Add Herr					
Category	De	scription	Cost Center		Account		Amount		
	_								
	C	Once save	ed, it is time to	add the	estimated ex	kper	ises of t	he	
	t	rin Click	Add New. 🔤	ld New					
	Ľ								
			nowered	w Apptricity (convrict	+ 2007)				

, Carol J Liedes		
	Help Tu	utorial Change Password Change Role Log Off
enses New Expense Report My Exp	ense Reports Reports for Approval Audit	
Departure Date: 06/20	2012 Return Date: 06/24/2012	
Total Cost:		
⁷ Air, Bus, Rall, Fare ATMCash Withdrawal Auto Mileage Auto Rental Breakfast Dinner Event⊮Lunction	Amount	
Lodging Lunch Mod Expense Per Diem Meals & Incidentals Taxi, Limo, Tolis, Parking	Account Account Complete all fields. The glass can be used to ok list; the eraser to erase the field. Click w	e magnifying otain a selection e a mistake in
	Departure Date: 06/20/ Total Cost:	Departure Date: 06/20/2012 Total Cost:

A travel request can be made in two ways:

- 1. One lump sum representing total estimated travel expense (use Misc exp)
- 2. In detail by providing multiple expense items, one for each expense expecting to be incurred.

Please contact your BFO or Director of Finance about your local rules pertaining to estimate methods and whether a travel request is <u>required</u>.

C Apptricity				â •	2 - 🖪	🖶 🔻 Page 🕶	Safety 🔻	Tools 🕶 🔞 🕶
Tufts		Good Afternoon, Card	ol J Liedes		Help	Tutorial Change Pa	ssword Chi	ange Role Log Off
Home > Expense Rep	orts >							
Travel Request	Requests for Approval	Unassigned Expenses	New Expense Report My Expense Reports	Reports for Approval Audit				
Travel Summa	Ŋ							
	Destination: Mia	mi, FL	Departure Date: 06/20/2012	Return Date: 06/24/2012	2			
	Traveler: Lied	des, Carol J	Total Cost: 1,200.00					
Edit Travel Req	uest Item							
		Category:	- Amo	int:				
		Cost Center:	محمد 🔍 🔍	Int	۹			
		Description:						
			Save Clear Ba	*				
Category	1	Description	Cost Center	Account		Amount		
Misc Expense	To	tal Estimated Cost	C222100	5301			1200	.00
	-	•	input will appear ir n to the header pag		ne pa	age. No	w, cl	ick
			powered by Apptricity (co	yright 2007)				

Back on the header screen, you will now need to click submit. If you wish to add an ad-hoc approver in addition to the 'final' approver, click that button before clicking the submit button.

🔞 🌍 Internet | Protected Mode: On

- B

🔍 100% 🛛 👻

Ad Hoc Approve	r			\cap
Subr	nitter: Liedes, Carol J	Approver:		(- Q)
Seque	nce: 5			\smile
		Add Selected Approver Clear Clos	se	
Ad Hoc Approve	rs			
Au noc Approve				
Sequence	Approver	Status	Approver Type	

To add an ad-hoc approver, use the magnifying glass to select an authorized Apptricity user to be added in the approval chain. Find the name, click on it, then when window closes click Add Selected Approver

Done

e > Expense Re								
ivel Request		proval Unassigne	ed Expenses N	w Expense Report	My Expense Reports Reports f	or Approval Au	dit	
ind Travel Re								
nu traverke	quests		Da	e From:	Date To): 	1	
							1	
				Status:	•			
				Sei	arch Clear 🖧 Add New			
equest ID	From Date	To Date	Total	Traveler	Approver	Status	Purpose	Create Date
2	05/01/2012	05/05/2012	500.00	Liedes, Carol J	Renoni, John Stephen	Approved	Task 6	05/16/2012
3	10/01/2012	10/05/2012	200.00	Liedes, Carol J	Renoni, John Stephen	Denied	Task 8	05/16/2012
6	06/02/2012	06/10/2012	3500.00	Liedes, Carol J	Renoni, John Stephen	Approved	Visiting the inlaws	05/17/2012
6	05/31/2012	06/10/2012	3000.00	Liedes, Carol J	Terranova, Frank	Submitted	To study the volcano	05/17/2012
3	06/03/2012	06/07/2012	1855.00	Liedes, Carol J	Terranova, Frank	Submitted	JFK seminar	05/17/2012
5	06/20/2012	06/24/2012	1200.00	Liedes, Carol J	Renoni, John Stephen	Submitted	Conference about compliance	06/05/2012
26	06/20/2012	06/24/2012	1000.00	Liedes, Carol J	Renoni, John Stephen	Open	For the seminar	06/05/2012
Dnce tatu		itted,	your r	nenu o	n the trave	l requ	est tab will sł	now the

The individual making the travel request will receive an email when the request has been approved or denied. A sample is provided below.

Travel Request has been approved by manager.

----Original Message----From: tuftsadmin@apptricityondemand.com [mailto:tuftsadmin@apptricityondemand.com]
Sent: Thursday, May 17, 2012 1:08 PM
To: Liedes, Carol J.
Subject: Travel Request has been approved by manager.
Travel Request for \$1200.00 has been approved by manager.
Link:
http://tufts.apptricityondemand.com/public_html/psuite/Login.jsp?enc=%3Czfh0L%5Ezb0nhnL
0z%2B%3C8I%2B.q%2B%3C8%7DN%2B.%7DC%23N%7D%2B%23KGLGkzbffndnhhlnhbj

Section III Creating and Completing an Expense Report

Creating the Expense Report

An expense report can be created by the traveler or their surrogate. The traveler can attach receipts to an expense report while on their trip by signing into Apptricity or using the Apptricity App on their Droid or iPhone/iPad. <u>NOTE</u>: A report must be created before receipts can be attached using the App. If you have an approved Travel Request in Apptricity the report is automatically created. Specific directions for using the App can be found on page <u>#48</u> of this manual. The following illustration documents completing an expense report using the Apptricity software.

Please note the steps are the same for a travel report as well as business expense. Choose the Purpose "Business Expense" for business expenses.

Sign into the system. If you are a surrogate, a role change is necessary, indicating that you are creating a report on behalf of a traveler. Click Change Role in the top right of your screen.

If you are entering a report for yourself you do not need to Change Role, skip to the next page.



Click Repo	on Expense rts	Home >	Expense Repo	rts Administration	Good Morning,	Carol J Liec	les	
Tufts Home > Expense I		II Good Morning, Carol J L		Exp	xt, click on pense Repo	orts *	sword Ch	ange Role Log Off
Travel Reques	t Requests for Approval	Unassigned Expenses	New Expense Report	My Expense Reports	Reports for Approval 📗 A	Audit		
Expense Rep	oort Search							
		Date si Subi Invoid	rom Date: ent to AP: mitted To: ce status: Open Total:	To Date: Report Id: Constraints Report Id: Report Id	ready	on the i to com	•	you are
			Add New		Reset			
Expense Rep	oort Search List				/			
Report Id	Trip Description	Date sent to AP	User	Submitted To	Invoice Status	Receipts	Total	Create Date
58753	Visiting the inlaws		Liedes, Carol J	Renoni, John Stephen	Open	Ø	3500.00	05/17/2012
58723	Task 6		Liedes, Carol J	Renoni, John Stephen	Open	Ø	500.00	05/17/2012
58850 58861	To visit Bath IronWorks Visit GE		Liedes, Carol J Liedes, Carol J	Renoni, John Stephen Renoni, John Stephen	Open Open	Ø] Ø]	2498.92	05/17/2012 05/17/2012
[+] Quick Link			2.2222, 541010					1

*If a Travel Request was completed you would click on "My Expense Reports" black arrow.

If a traveler DID NOT make a Travel Request or Report Shell prior to departure, the individual creating the expense report needs to create a new expense report by clicking "New Expense Report" and would follow the same steps, except click on New Expense Report, as shown above with the green arrow.



Tufts	Good Afternoon, Ca	rol J Liedes								Help Tutorial Change Pas	ssword Change	e Role Log Off
Home > Expense Reports >												
Travel Request Requests for Approv	al Unassigned Expenses	New Expense Report	My Expens	se Reports Reports for A	pproval Audit							
Expense Summary												
From Date	05/17/2012	To Date:	05/17/2012	-		R	eport ID: 5886	1				
Country	United States	 Purpose: 	Pick One				Status: Oper					
Travel Type	Individual	 Destination: 	Maine			Final A	oprover: Reno	ni, John Stephen				
Trip Description	Visit GE			*	Vo		itted By: Liede ttached: 🧭 sement:	es, Carol J		Total:		
				Ψ.		Voucher # Co	rp Card:			Date to AP:		
If Sponsored Project funded please indicate how travel directly benefits/relates to the project		A		* *		one sponsored p e travel please o allocation meth	letail the		B			* *
		🗘 Back 🛛 😫 D	elete 🛛 🍢 N	Notes Save G	Workflow	🗎 Print 🛛 🕥	Import A	dHocApprove				
Included Expenses										🔁 Create	🕸 Unassign	🔀 Delete
Expense Date Expense	e Type Category	Payment Source	Source	Corp Card Merchant	Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose	Receipts Att	ached?
	Type Category			Notes 🔲 🔚 Save 🕽 🕞				dHocApprove			_	

A travel expense header automatically appears. Please fill in attributes at the top. NOTE: Any field name in **blue** is a required field. Should the expense be charged to a grant, it is necessary that attention be made to the two boxes noted above A) and B). **The box labeled A** requires an explanation of how the grant benefits by the expense or is related to the expense. **The box labeled B** is required if the expense reimbursement is being charged to more than one funding source where a grant is involved. Please explain the allocation methodology for the expense.

Tuft	s	Good Afternoo	n, Carol J Liedes							Help Tutorial Change Pas	ssword Change Role Log Off
Home > Exp	ense Reports >										
Travel Re	equest Requests for Appro	val Unassigned Exp	enses New Expense Re	port My Exper	se Reports Reports for A	pproval Audit]				
Expense	e Summary										
	From Date	: 05/17/2012	To D	ate: 05/17/2012	=		Report	D: 58861			
	Country	United States	Purpo	se: Pick One	•		Statu	s: Open			
	Travel Type	: Individual	 Destinal 	tion: Maine			Final Approve	er: Renoni, John Stephen			
	Trip Description	^L Visit GE			*	Vou	Submitted E Receipts Attache Joher # Reimburseme			Total:	
					Ŧ		Voucher # Corp Car			Date to AP:	
if Sp	ponsored Project funded pleas indicate how travel direct benefits/relates to the projec	y			×.	funding the	ne sponsored project e travel please detail t allocation methodolog	ne			A T
			🗢 Back 🗎	🔀 Delete 🛛 🂽	Notes Save	> Workflow	🖹 Print 🛛 🖄 Impor	t AdHocApprove			
Included	d Expenses									🜮 Create	🕸 Unassign 🛛 🗱 Delete
	Expense Date Expense	e Type Categor	y Payment Source	Source	Corp Card Merchant	Cost Center	Account Am	ount Currency Amt	Notes	Business Purpose	Receipts Attached?
	Expense Date Expense	e Type Categor	y Payment Source	Source	Corp Card Merchant	Cost Center	Account Am	ount Currency Amt	Notes	Business Purpose	Receipts Attached?

Another important piece of information on the header reimbursement screen is Purpose. The purpose field is a dropdown selection.

Purpose:	Pick One
estination:	Pick One
resunation.	Administrative Conference/Seminar
	Business Activities
	Business Expense
	Faculty Scholarship/Research
	Fundraising
	Student Travel

To ensure the correct purpose is chosen, please use the following definitions:

Administrative Conference/Seminar: costs incurred by administrative staff to attend professional conferences and seminars. Includes travel costs and registration fees. Business Activities: are travel related activities necessary to support the university's mission (excludes fundraising which is a separate category). Travel incurred by the Admission staff is an example of this type of activity as is Treasury staff traveling to a business meeting in New York City with the banks and bond agencies.

Business Expense: used for minor, out-of-pocket expenses, not involving overnight travel. Examples include local mileage, parking and tolls. (Expenses previously reimbursed through the old paper form).

Faculty Scholarship/Research: includes costs associated with travel to scholarly conferences or seminars, to present papers or collaborate with colleagues. Also includes activities necessary to pursue research opportunities or engage in actual scholarly research.

Fundraising: are costs associated with raising monies for the university and includes travel costs associated with donor cultivation and alumni relations.

Student Travel: covers all student travel related expenses that are part of the student's academic experience at Tufts. Examples include athletic team travel and student group/organization travel.

Importing Card Expenses

ufts	Good Afternoon, C	arol J Liedes								Help Tutorial Change Pa	ssword Change Role Log
ne > Expense Reports >											
avel Request Requests for Approv	I Unassigned Expense	s New Expense Re	oort My Exper	nse Reports Reports	for Approval Au	dit					
xpense Summary											
From Date:	05/17/2012	To Da	ate: 05/17/2012				Report ID: 58	361			
Country:	United States	▼ Purpo	se: Faculty Sch	nolarship/Research	•		Status: Op	en			
Travel Type:	Individual	 Destinat 	ion: Maine			Fina	Approver: Re	noni, John Stephen			
Trip Description:	Visit GE			*			bmitted By: Lie				
						Receipt Voucher # Reim	s Attached: 🧭)		Total:	
				~			Corp Card:			Date to AP:	
If Sponsored Project funded please indicate how travel directly benefits/relates to the project:				*		in one sponsore the travel pleas allocation m	e detail the				*
		Back S	🕉 Delete 🛛 🌔	Notes Save	Workflow	🗎 Print	S Import	AdHocApprove			
ncluded Expenses										💝 Create	🗱 Unassign 🛛 💥 Delet
Expense Date Expense	Type Category	Payment Source	Source	Corp Card Merchant	Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose	Receipts Attached?

When the header is complete, it is time to start adding expenses. The expenses do not have to be recorded in any particular order. This manual will begin by importing expenses that were incurred on the trip using the Tufts Corporate Card, or manually entered during the trip. To begin that process, click the Import button.

Fuf	ts		Good Afterno	on, Carol J Liedes								Help Tutorial	Change Passy	word Chang	je Role Log (
	xpense Reports														
		equests for Appro	unt II Hannian of Fu	penses New Exper	a Davad	My Expense Repor	rts Reports for App	roval Au							
Traver	Request R	equests for Appro	oval Unassigned Ex	penses New Exper	ise Report	wy expense Repor	rts Reports for App	roval Au					- C	_	
Includ	ed Expenses	S												Assign	Eack
	xpense late	Expense Type	Category	Payment Source	Source	Corp Card Merchant	Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose		Receipt Attached	?
	5/25/2012	Business		Corporate Card	*	12570634500524	C222100		1322.70	1322.70 USD					
	6/04/2012	Business		Corporate Card		AIRTRANAI 33270660506300	C222100		188.10	188.10 USD					
	6/04/2012	Business		Corporate Card		AIRTRANAI 33270660506311	C222100		188.10	188.10 USD					
	6/04/2012	Business		Corporate Card	e	AIRTRANAI 33270660506322	C222100		188.10	188.10 USD					
	6/04/2012	Business		Corporate Card		USAIRWAY 03724734028864	C222100		25.00	25.00 USD					
	6/05/2012	Business		Corporate Card		HUDSON NEWS 280 LN	C222100		11.96	11.96 USD					
	6/05/2012	Business		Corporate Card		MCDONALD'S F6750	C222100		16.55	16.55 USD					
	6/05/2012	Business		Corporate Card		TRAVIZON-BTI OPS	C222100		26.45	26.45 USD					E
														1	Next *

Click the boxes of the expenses relevant to the trip. If all apply you may check the very top box in the header row. Once all appropriate boxes are checked, click the Assign button to import into the expense report.

Tufts	Good Afternoon, Carol	J Liedes							He	elp Tutorial Change Pas	sword Change Role Log Off
Home > Expense Reports >											
Travel Request Requests for Approval	Unassigned Expenses	New Expense Report	My Expense Reports	Reports for Approval	Audit						
Expense Summary											
From Date: 05/	/17/2012	To Date: 06	/05/2012			Report ID:	58861				
Country: Uni	ited States	 Purpose: Pic 	ck One	-		Status:	Open				
Travel Type: Ind	lividual	 Destination: Ma 	aine			Final Approver:	Renoni, J	ohn Stephen			
Trip Description: Vis	sit GE		ŕ			Submitted By: ceipts Attached: Reimbursement:		arol J		Total: 455.83	
				r	Vouch	er # Corp Card:				Date to AP:	
If Sponsored Project funded please indicate how travel directly benefits/relates to the project:					nore than one spon funding the travel allocatio						* *
		Gack 😫 Delet	te 💽 Notes 🔲 🔚	Save Work	flow 🛛 🚔 Print	🛛 🖄 Import	AdHoo	Approve			
Included Expenses										🔂 Create	🕸 Unassign 🛛 🔀 Delete
Expense Date Expense Type	Category Paym	nent Source Source	e Corp Card Mercha	int	Cost Center	Account /	Amount	Currency Amt	Notes	Business Purpose	Receipts Attached?
05/25/2012 Business	Corp	orate Card 🛛 📾	SIR FRANCIS DRA	KE HOTE	C222100		239.22	239.22 USD	2		
06/04/2012 Business	Corp	orate Card 🛛 👼	AIRTRANAI 3327	0660506322	C222100		188.10	188.10 USD	9		
06/05/2012 Business	Corp	orate Card 🛛 🗮	HUDSON NEWS 28	30 LN	C222100		11.96	11.96 USD	9		
06/05/2012 Business	Corp	orate Card 🛛 🗮	MCDONALD'S F6	750	C222100		16.55	16.55 USD	9		1

The system will assign the selected expense to the expense report. Note that the expenses appear in red. This is a signal that they require additional information prior to submission: category and account. Simply click on one of the lines. When taken to the screen with that line highlighted, complete the rest of the fields, and click the **second** button. Continue until all your expense items are complete

Fufts		Good Af	fternoon, Carol J Lie	les						Help Tutoria	al Change Pass	word Change Role Log
ome > Expense Rep	orts >											
Travel Request	Requests for Appr	roval Unassign	ned Expenses New	Expense Repo	rt My Expense Re	ports Reports for A	Approval Audit					
Expense Summ	ary											
				Report	ld: 58861		Total: 455.83					
Check	ĩf you	Expense Dat	te: 06/04/2012		Payment	Source: Corporate Ca	rd	Expense Ty	rpe: Business	•	Cos	t center
have r	eceipt	Categor	y: Air, Bus, Rail, Fare	- *	⊾ A	ccount: 5301	c	Cost Cen	ter: C222100		defa	aults fror
la a : a	•	Amour	nt: 188.10		Business F	Purpose:	*	Corp Card Merch	ant: AIRTRANAI 33270		``	r profile
	ed >>	Receipt Attached	17:				-					•
attach	ed						¥1				app	lication
		Save 🖇	🔇 Delete 🛛 🏷 Notes	Cit Split	Attendees	🗱 Unassign	A Booking Information	CardTran	sAir Hotel Detail	Card Trans Detail		
Included Expen	ses									🛞 Create 🖇	🚱 Unassign	💥 Delete 🛛 🖓 Back
Expense [Date Expense Typ	e Category	Payment So	irce Sou	rce Corp Card Merc	hant Cost Center	Account Amount	Currency Amt	Notes	Business Purpose		Receipt Attached
05/25/201	2 Business		Corporate	Card 📾	SIR FRANCIS DRAKE HOTE	C222100	239.22	239.22 USD				
	2 Business		Corporate C	ırd 😁	AIRTRANAI 3327066050632		188.10	188.10 USD				
			Corporate	Card 🗮	HUDSON NEWS	²⁸⁰ C222100	11.96	11.96 USD				
06/05/201	2 Business		Corporate	Jaru 📾	LN	0222100						

Inclu	ded Expenses									
	Expense Date	Expense Type	Category	Payment Source	Source	Corp Card Merchant	Cost Center	Account	Amount	Currency Amt
	06/05/2012	Business		Corporate Card		HUDSON NEWS 280 LN	C222100		11.96	11.96 USD
	06/05/2012	Business		Corporate Card		MCDONALD'S F6750	C222100		16.55	16.55 USD
	06/04/2012	Business	Air, Bus, Rail, Fare	Corporate Card		AIRTRANAI 33270660506322	C222100	5301	188.10	188.10 USD

Once corrections are made and saved, the expense line will turn black. If you are unsure of the Account or Cost Center, click the a next to that field then a search . A list of valid values will show. Click on the value you want to use. If there a Cost Center you need that is not listed, send an e-mail to <u>e-</u> <u>expense@tufts.edu</u>

Account:	5302	Cost Center: C222100	Q
	Find Criteria		
		Code: Description:	
		Search Clear @ Reset	
	List Results		
	Code	Description	
	1454	AP Use Only	
	5120	5120-Professional Services	
	5301	5301-Domestic Travel	
	5302	5302-Foreign Travel	
	5304	5304-Local(Auto,Bus,Taxi)	
	5305	5305-Non-Employee Reimb	

Out of Pocket Expenses

Once your import of expenses from unassigned expenses (corporate card or ATM withdrawals) is complete, begin recording out of pocket expenses to be reimbursed. **Click Create to add an out of pocket expense.**

																_
	E.	Save	🔇 Delete 🛛 💽	Notes Dig Split	8	Attendees 🛛	🔉 Unassign	🛛 🦓 Booki	ng Informati	on CardTi	ansAir	Hotel Detai	I Card Tra	ns Detail		
Included	Expense	S		1	1	1	(0	(1	r		Create	梁 上 〉 Unassi	ig
Tufts	e Reports >		Good Afternoo	on, Carol J Liedes									Help Tut	orial Change Pas	sword Chan	ge Role Log
Travel Reque	est Requ	ests for Approv	al Unassigned Ex	penses New Expens	se Report	My Expense Report	Reports for	r Approval A	dit							
Expense Summary Expense Date: 06/14/2012 Payment Source: Out of Pocket Expense Type: Business Category: Dinner Account: 5301 Corp Card Merchant: Receipt Attached?: Save Attachees																
							,(, 							
Included Ex	xpenses						_						🔁 Create	🗱 Unassign	💥 Delete	C Back
Exper	ense Date	Expense Type	Category	Payment Source	Source	Corp Card Merchant	Cost Center	Accou	nt Amount	Currency Amt	Notes	E	lusiness Purpose		Recei	pt Attached
		Business	Lodging	Corporate Card		SIR FRANCIS DRAKE HOTE AIRTRANAI	C222100 C222100	5301 5301	239.22 188.10	239.22 USD					No	
		Business Business	Air, Bus, Rail, Fare Breakfast	Corporate Card Corporate Card		33270660506322 HUDSON NEWS 280 LN	C222100	5301	188.10	188.10 USD 11.96 USD					No Yes	
06/05	5/2012	Business	Lunch	Corporate Card		MCDONALD'S F6750	C222100	5301	16.55	16.55 USD					Yes	

Complete fields above as indicated

Splitting Charges

If you need to split the cost to additional DeptID's and or Grants or part of a corporate card charge was personal you need to split the transaction.

Example: If the \$239.22 lodging receipt contained an inappropriate business expense of \$9 for a movie rental, the lodging expense should be broken up into 2 separate transactions: 1 lodging, type business at \$230.22 and 1 lodging type, personal at \$9. The system will automatically subtract the \$9 from the total to be reimbursed. To split, enter the transaction. Once it appears in the lower half of the screen highlight it (see below). Then click the Split button.

Please Note: Once you split a transaction it cannot be undone.

T	<u>6</u> -		Good Afternoon	Carol I Liedes								Help Tuto	orial Change Pas	sword Chan	ge Role Log
	Click	on the	e transa	ction	you										
Hom Tra Ex	want	to sp	lit and c	lick th	e	xpense Repo	orts Reports for App	oroval Audit							
Ex		buttoi		C B Split			Т	otal: 455.83							
			Expense Date: 06/04	/2012		Payment So	urce: Corporate Card			Expense T	ype: Business	•	•		
			Category. Air, E	Bus, Rail, Fare	-		ount: 5301		Q	Cost Cer	ter: C222100		Q.		
			Amount: 188.			Business Pur	pose:		~	Corp Card Merc	nant: AIRTRANAI 33270	0660506322			
		Re	eceipt Attached?: 🔲						~						
			Save 🔀 Delete	Notes	C 🖁 🗋 Split 🛛 🧃	Attendees	🗱 Unassign	🕀 Booking In	formation	CardTrar	ISAir Hotel Detail	Card Trans Detai	1		
Incl	uded Expenses											🜮 Create	🔅 Unassign	🔀 Delete	C Back
	Expense Date	Expense Type	Category	Payment Source	Source	Corp Card Mercha	nt Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose		Recei	ot Attached?
	05/25/2012	Business		Corporate Care	d 📾	SIR FRANCIS DRAKE HOTE	C222100		239.22	239.22 USD					
	06/04/2012	Business		Corporate Card	۲	AIRTRANAI 33270660506322	C222100		188.10	188.10 USD					
	06/05/2012	Business		Corporate Card	d 👼	HUDSON NEWS 28 LN	⁰ C222100		11.96	11.96 USD					
	06/05/2012	Business		Corporate Care	d 🚍	MCDONALD'S F6750	C222100		16.55	16.55 USD					

				Expense Date: 06	20/12				
				Corp Card Merchant:					
				Amount: 23	9.22				
				Left to Disburse: 0.	00				
plit Optio	ins								
	Expense Type		Category		Account		Cost Center		Amount
96	Business	•	Lodging	•	5301	٩	C222100	٩N	230.22
4	Personal	•	Lodging	•	5301	۹	C222100	٩Ó	9.00
0.00	Business	•	Lodging	•	5301	٩	C222100	٩	0.00
0.00	Business	•	Lodging	•	5301	٩	C222100	٩	0.00
0.00	Business	•	Lodging	•	5301	٩	C222100	٩	0.00

Break down the expense between expense type, or cost center or any that apply. When finished click **Esave** and the system will return to the expense page.

**Please Note: Any charge marked as personal should not be charged to a grant.

Attendees Required

If a meal exceeds a certain dollar amount upon saving the entry, the system will ask for more information. It assumes that due to the higher price, more than one individual may have dined. Click the Back to add requested information.

Then, click the Attendees button.

		FO	sceipi Attachedy. 🔽						Ψ.						
							🔚 Save 🏾 🗥 Atte	endees							
Inclu	ded Expenses											🐲 Create	🕸 Unassign	🔀 Delete 🛛 🤤	Back
	Expense Date	Expense Type	Category	Payment Source	Source	Corp Card Merchant	Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose		Receipt A	ttached?
	05/25/2012	Business	Lodging	Corporate Card		SIR FRANCIS DRAKE HOTE	C222100	5301	239.22	239.22 USD				No	
	06/04/2012	Business	Air, Bus, Rail, Fare	Corporate Card	**	AIRTRANAI 33270660506322	C222100	5301	188.10	188.10 USD				No	
	06/05/2012	Business	Breakfast	Corporate Card		HUDSON NEWS 280 LN	C222100	5301	11.96	11.96 USD				Yes	
	06/05/2012	Business	Lunch	Corporate Card	-	MCDONALD'S F6750	C222100	5301	16.55	16.55 USD				Yes	

An Attendees box then appears.

	Contacts	Attendees: Type in attendees here and put total number at bottom. Number of Attendees: 0
--	----------	--

Click Return to Expense to Save.

Using the Per Diem Wizard

Tufts			Good Morning,	Carol J	Liedes					Hel	p Tutor	rial Change Pass	word Cl	nange Role L
Home > Expense Report	s>													
Travel Request	Requests for Ap	pproval	Unassigned Exp	enses	New Expense R	eport	My Expens	e Reports	Report	ts for Approval	Audit]		
Expense Summa	ry													
			Report Id: 593	396			Total:							
Expense Summa	ry													
Expense Da	ite: 06/07/2012	2		P	ayment Source:	Out of F	ocket	•		Expense Ty	pe: Bu	siness		•
Catego	ry: Per Diem N	feals & Inc	ident: 👻 🗶		Account:					Cost Cent	er: C22	22100		
Amou	int: 0.00			۳	Business Purpose:				*	Corp Card Mercha	ant:			
Receipt Attache	d?:								~					
					🔚 Sa	ve	🚳 Attend	ees						
Included Expense	es									🜮 Cre	eate	総合 Unassign	🔀 Dele	ete 🗘 Back
	pense (Category	Payment Source	Sourc	ce Corp Card Merchant		Cost Center	Account	Amount	Foreign Amount	Note	s Business Purpose		eceipt ttached?

When you are completing an expense report, and you have opted for reimbursement via <u>Per Diem M&IE</u> (meals and incidental expenses), utilize the Per Diem Wizard located adjacent to the category field. The wizard icon turns a yellow color when Per Diem is chosen in the category field.

• Click on the yellow wizard icon to be taken here:

				/	/
Arrival Date:	06/07/2012		. /		
Arrival Pct:	75%	4	\leq		
Departure Date:	06/07/2012				
Departure Pct:	75%				
Perdiem Type:	Government				
Per Diem Category:	Meals and Incider	ntals			
Location:			_ Q		
Account:			Q		
Cost Center:	C222100		Q,		
Payment:	Out of Pocket				
	lext Canc	el			

• After selecting, click Next after screen refreshes.

Ensure the arrival and departure dates are correct and complete all fields. Use the magnifying glass to help with your search, especially with location, as shown here. Select the location by clicking on the appropriate line.

City:	Charleston	Country: L	JSA	
State:	sc	Name:		
	🔍 Search 🛛 😵 Creat	e 🔀 Exit	🚫 Clear 🛛 🚱 Reset	
List Locatio	n Results			
City		Country	Name	State
CHARLESTO	N AFB	USA	United States	SC
	N COUNTY	USA	United States	SC

Tuí	fts			Good Morr	ning, Carol	J Liedes						Help Tu	utorial Chang	e Password	d Change R	ole Log (
Home > E	Expense Report	s>														
Travel	Request I	Requests fo	or Approval	Unassigned	d Expenses	New Expense	Report My	Expense F	Reports	Repor	ts for Approva	I Auc	lit			
Exper	nse Summai	ry														
	Expense Da	ite: 06/07/2	2012 💼		I	Payment Source	Out of Pock	et	•		Expense	Type:	Business			•
	Catego	iry:		-		Account	:				Cost C	enter:	C222100			
	Amou	int: 0.00			4	Business Purpose	:			*	Corp Card Me	rchant:				
Re	ceipt Attache	d?: 📃								-						
							Save 🛛 🖓	Attendees	;							
Includ	led Expense	s														🤁 Crea
	Expense Date	Expense Type	Category	P	ayment Sour	rce Source	Corp Card M	erchant	Cost Center	r	Account	Amour	t Foreign Amount	Notes		Busin
	06/07/2012	Business	Per Diem Me Incidentals	als & O	ut of Pocket			(C222100		5301	42.0	0.00 USD			
	06/08/2012	Business	Per Diem Me Incidentals	als & O	ut of Pocket			(C222100		5301	56.0	0.00 USD			
	06/09/2012	Business	Per Diem Me Incidentals	als & O	ut of Pocket			(C222100		5301	56.0	0.00 USD			
	06/10/2012	Business	Per Diem Me Incidentals	als & O	ut of Pocket			(C222100		5301	42.0	0.00 USD			

The wizard not only retrieves the correct GSA per diem rate for the location, but correctly prorates that per diem by 75% for the travel to and travel from days. This is in accordance with IRS regulations pertaining to using M&IE per diem rates.

PLEASE NOTE: The corporate card can not be used to pay for Meals & Incidentals when taking per diem allowances. However, if the card is accidentally used, the expense type must be "personal." The amount will be deducted from your out of pocket reimbursement. <u>Any charges marked as Personal should not be charged to a grant.</u>

Using the Foreign Currency Converter

Tufts		Good Afternoon	, Carol J Liedes								Help Tuto	orial Change Pass	word Chan	ge Role Log (
Home > Expense Rep	orts >													
Travel Request	Requests for Approv	al Unassigned Expe	nses New Expe	nse Report	My Expense Reports	Reports for Approva	al Audit							
Expense Summ	ary													
				Report Id:	59632	Total	: 56.92							
Expense Detail														
		Expense Date: 06/20	/2012 📰		Payment Source	Out of Pocket	-		Expense Type:	Business	•	•		
		Category:		-	Account			Q	Cost Center:	C222100		Q,		
		Amount: 0.00			Bisiness Purpose			~	Corp Card Merchant:					
	Re	ceipt Attached?: 📗						-						
						Save 💦 🚳 Atter	ndees							
Included Expen	ses										🐲 Create	🔅 Unassign	💢 Delete	C Back
Expense I	Date Expense Type	Category	Payment Source	Source	Corp Card Merchant	Cost Center	Account An	nount	Currency Amt Note	8	Business Purpose		Recei	pt Attached?
03/11/201	2 Business	Dinner	Corporate Card	-	PICKWICK	C222100	5302	37.05	252.00 SEK				Yes	
06/20/201	2 Business	Lunch	Out of Pocket			C222100	5302	19.87	139.00 SEK				No	

If the amount of receipt is in a foreign currency, use the Currency Converter to change to US\$. Click the globe icon, as shown above. You're taken to the screen (below), where you will populate the fields. After selecting the currency type, click save . Note that the column titled Currency Amt refers to the original, native currency.

Currency Wizard							
Currency:	Swedish Krona	-					
Earning Amount	Slovenia, Tolar	*					
Poreign Amount.	Solomon Islands Dollar Somali Shilling						
Conversion Rate:	South Africa, Rand						
	South Korea, Won						
Amount	Spain Peseta						
	Sri Lanka Rupee Sudanese Dinar						
Save 🚫 🔿	Sudanese Dinar Sudanese First Pound						
	Surinam Dollar						
	Swaziland, Lilangeni						
	Swedish Krona						
	Swiss Franc				al + a a	-	
	Syrian Pound Tanzanian Shilling		You will b	e returne	a to voui	-	
	Thailand, Baht						
	Tonga, Paanga		expense s	ummany	and tha		
	Trinidad and Tobago Dollar		expense s	uiiiiiaiy,	and the		
	Tunisian Dinar		•				
	UAE Dirham		converted	amount	will anne	ar	
	Uganda Shilling UK Pound Sterling		COnverted	annount	will appe	.a	
	Ukraine, Hryvnia						
	US Dollar		Now, com	nlete the	other tie	pldc	
	Vanuatu, Vatu			piece the	ounci ne	.105	
	Venezuela Bolivares Fuertes	-					
	Viet Nam, Dong	=					
	Yemeni Rial Zambia Kwacha						_
	Zimbabwe Dollar	-			and the second s		
Done 😜 Internet P	rotected Mode: On	€ 100% -	Expense Date:	06/20/2012	-		
			Category	Lunch			
			Category:	Lunch		▼ 1496.	
			A manual to	40.07			
			Amount:	19.07			2

If importing a credit card expense to the report, the expense automatically converts to USD. The wizard is for out of pocket expenses.

Auto Mileage

The system can calculate your auto mileage.

Create a new expense and change the Expense Date as needed then choose Auto Mileage as the category and click the Wizard icon I The mileage rate is based on the expense date)

Expense Summ	nary													
			Report Id: 72	2858			Total:							
Expense Detail														
Ex	pense Date: 04/11	/2013		Payr	ment Source:	Out of Pocket		•		Expense Type:	Business		-	
	Category: Auto	Mileage	- *		Account:				Q,	Cost Center:	C222100		0	
				Busir	ness Purpose:				Con	p Card Merchant:				
Receip	ot Attached?: 🔳							-						
					Ę	Save 🧃	Attendees							
Included Exper	1565										🜮 Create	🗱 Unassign	🔀 Delete	C Back
Expense Date	Expense Type	Category	Payment Source	Source	Corp Card N	lerchant C	ost Center	Account	Amount	Currency Amt	Notes	Business Purpose	Receipt	Attached?

Enter the Start and End Location and Distance. If you are unsure of the miles click Show Map ad a new windows will pop up showing the google map and the mileage.

Save when done

Don't forge	t to put	t your	retur	n mile	age	if nece	essar	гу.			Enter t Accour		ct
	Mileage Wizard	1									Accourt	π, το	31
		otari Eooation.	200 Westbord	t, Somerville, M/ → Rd, N Grafton M i			Sho	ow Map			Center Busine and Sa	ss Pu	rpose
				Save 🤇	Reset	🔀 Exit					/	-	
Expense Summary										/			
		Report	ld: 72858			Total:							
Expense Detail								/					
Expense Date:	04/11/2013		Pa	ayment Source:	Out of Po	cket [•		Expense Type:	Business		•	
Category:	Auto Mileage	- 🙀		Account:			/	Q,	Cost Center:	C222100		C	L
Amount:	28.25		🍤 Bu	isiness Purpose:				 Corp 	Card Merchant:				
Receipt Attached?:						\swarrow		-					
					Save	Attendees							
Included Expenses										Create	😵 🕸 Unassign	💥 Delete	A Back
Expense Date Expense Ty	/pe Category	Payment Sou	rce Source	e Corp Card N	/lerchant	Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose	Receipt	Attached?

Transmitting Receipts for Expenses

	fts		Good Afternoon, Carol J Lie	des							He	lp Tutorial Change i	assword Cha	nge Role L
	Expense Reports >													
Fravel	Request Request	ts for Approval	Unassigned Expenses Nev	v Expense Report M	y Expense	Reports Reports for Approval	Audit							
Ехрел	nse Summary													
	F	rom Date: 05/17	2012	To Date: 06/05	/2012			Report ID: 58	861					
		Country: United	States	Purpose: Pick	Dne			Status: O	pen					
	Tra	avel Type: Individ	lual	Destination: Maine			Final	Approver: Re	enoni, John St	ephen				
	Trip D	Description: Visit C)E			*		Attached @				Total: 514.60		
						·	Voucher # (Corp Card:				Date to AP:		
If S	ponsored Project fund indicate how tra benefits/relates to t	vel directly					than one sponsored ling the travel please allocation me	e detail the						*
			🗘 Back	🔀 Delete 🛛 🍤 I	lotes	Save 🖉 Submit 📑	Workflow 🛛 🚍 I	Print 🕅 🖄 I	mport Ad	HocApprove				
	ded Expenses											🔂 Create	🕸 Unassign	💥 Dele
Inclu		· ·	Category	Payment Source	Source	Corp Card Merchant	Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose	Receipts	Attached?
Inclue	Expense Date	Expense Type	outogory							31.97 USD	•		Yes	
inclue	· ·	Expense Type Business	Dinner	Out of Pocket			C222100	5301	31.97	31.97 050			100	
	05/25/2012			Out of Pocket Corporate Card		SIR FRANCIS DRAKE HOTE	C222100 C222100	5301 5301	31.97 239.22	239.22 USD	9		No	
	05/25/2012 05/25/2012	Business	Dinner		8 0 80	SIR FRANCIS DRAKE HOTE AIRTRANAI 33270660506322								
	05/25/2012 05/25/2012 06/04/2012	Business Business	Dinner Lodging	Corporate Card			C222100	5301	239.22	239.22 USD	•		No	
	05/25/2012 05/25/2012 06/04/2012 06/05/2012	Business Business Business	Dinner Lodging Air, Bus, Rail, Fare	Corporate Card Corporate Card		AIRTRANAI 33270660506322	C222100 C222100	5301 5301	239.22 188.10	239.22 USD 188.10 USD			No No	

Receipts are required for expenses incurred, with the exception of per diem M&IE. There are options on how to include receipts.

Option #1: Scan & Upload – Scan receipts, save as a pdf, then upload to the system. Once the pdf is ready, click on the receipts icon as shown above.



Click browse to locate the file you saved. Click the file and the file name/path will then appear in the window. Click Upload. After the file has been uploaded, browse to add another file, or click Exit to return to the Header Page. Once back at the Header Page, the receipt icon has changed from **@** to **m**.

Ш	fts		Good Afternoon, Carol J Lie	des							Hel	lp Tutorial Change Pa	ssword Change Rol
	Expense Reports >												
ravel	Request Reque	ests for Approval	Unassigned Expenses Nev	v Expense Report M	y Expense R	eports Reports for Approval	Audit						
Expe	nse Summary												
		From Date: 05/1	7/2012	To Date: 06/05	/2012 📰			Report ID: 5	861 🔶				
		Country: Unite	d States	Purpose: Pick 0	Dne			Status: 0	pen				
	т	Fravel Type: Indiv	idual	Destination: Maine	•		Final	Approver: R	enoni, John St	ephen			
	Trip	Description: Visit	GE			*	Sub	mitted By: Li	edes, Carol J				
								Attached: 🍕	<u>F</u>			Total: 514.60	
						*	Voucher # Reimb	ursement:					
							Voucher # 0	Corp Card:				Date to AP:	
												AP.	
If S	Sponsored Project fu indicate how t benefits/relates to	travel directly					han one sponsored ing the travel please allocation met	detail the				AF.	× *
If S	indicate how t	travel directly	Gack	🔀 Delete 💽 N	Notes	fundi	ng the travel please	detail the hodology:	mport Ad	HocApprove		AP.	
	indicate how t	travel directly	لې Back	Delete 💽 N	Notes	fundi	ing the travel please allocation met	detail the hodology:	mport Ad	HocApprove			
	indicate how t benefits/relates to	travel directly	Category	Delete Payment Source	Notes .	fundi	ing the travel please allocation met	detail the hodology:	mport Ad	HocApprove Currency Amt	Notes		Ţ
nclu	indicate how t benefits/relates to ded Expenses	travel directly to the project:		,		fundi save (것)Submit (다운)	Ing the travel please allocation met	e detail the hodology: Print			Notes	🐔 Create 💈	Unassign 🔀 De
nclu	indicate how t benefits/relates to ded Expenses Expense Date	travel directly to the project: Expense Type	Category	Payment Source		fundi save (것)Submit (다운)	ng the travel please allocation met Norkflow	Print Account	Amount	Currency Amt		🐔 Create 💈	Unassign XD D
nclu	indicate how t benefits/relates to ded Expenses Expense Date 05/25/2012	Expense Type Business	Category Dinner	Payment Source Out of Pocket	Source	Save (것 Submt) 대기 Corp Card Merchant	Norkflow	Print Account 5301	Amount 31.97	Currency Amt 31.97 USD	•	🐔 Create 💈	Vinassign 😵 De Receipts Attache Yes
	indicate how t benefits/relates to ded Expenses Expense Date 05/25/2012 05/25/2012	Expense Type Business Business	Category Dinner Lodging	Payment Source Out of Pocket Corporate Card	Source	Save Submt Corp Card Merchant	Norkflow	Print Account 5301	Amount 31.97 239.22	Currency Amt 31.97 USD 239.22 USD	••••••••••••••••••••••••••••••••••••••	🐔 Create 💈	Vinassign 😵 De Receipts Attache Yes No
	indicate how t benefits/relates to ded Expenses Expense Date 05/25/2012 05/25/2012 06/04/2012	Expense Type Business Business Business	Category Dinner Lodging Air, Bus, Rail, Fare	Payment Source Out of Pocket Corporate Card Corporate Card	Source	Save 22 Subma 2000	Ing the travel please allocation met Norkflow Cost Center C222100 C222100 C222100	Account 5301 5301	Amount 31.97 239.22 188.10	Currency Amt 31.97 USD 239.22 USD 188.10 USD	• • • •	🐔 Create 💈	Unassign X De Receipts Attache Yes No No

Option #2: Fax receipts using system generated cover page. Click the Print button. A pop up screen will appear with a QR code and fax number (see below). Print this page out. Fax receipts <u>WITH</u> the cover page to the number noted. The fax will go directly to Apptricity and the QR code links the receipts with the report ID of the expense report.

EXPENSE RECEIPT SUBMISSION COVER SHEET

SERVER CO	DE: TUFTS
EXPENSE REP	ORT ID: 58861
USER II): 11629
Please fax all paper receipts to 2	214-922-0045
Name: Carol J Liedes	# of Pages:

Option #3: Attach receipts using your mobile device and the Apptricity app for that device. See section VI for details.

Submitting a Report

When one is finished recording all expenses and attaching receipts, it's time to return to the header page. To do so, click **Back**. Think of **Back** as going back to the beginning to wrap up the process.

โน	fts		Good Afternoo	n, Carol J Liedes								Help Tut	torial Change Pass	sword Chan	ge Role Lo
me > 6	Expense Reports >														
ravel	Request Req	quests for Approv	al 📗 Unassigned Exp	oenses 📗 New Expen	se Report	My Expense Reports	Reports for Ap	proval Audit							
					Report Id:	58861	1	Fotal: 514.60							
xpe	nse Summary														
			Expense Date: 06/1	4/2012		Payment Sourc	e: Out of Pocket	•		Expense 1	ype: Business		•		
			Category:		- XC	Accour	t		Q	Cost Ce	nter: C222100		Q.		
			Amount: 0.00)		Business Purpos	e:		*	Corp Card Merc	hant				
		Da	ceipt Attached?:												
			celpt Attached?.						Ŧ						
							🖬 Save 📔 🦓	Attendees							
Inclu	ded Expenses											😴 Create	🗱 Unassign	💥 Delete	< ⇒ Bac
	Expense Date	Expense Type	Category	Payment Source	Source	Corp Card Merchant	Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose		Rece	4 Attack
	05/25/2012	Business	Dinner	Out of Pocket			C222100	5301	31.97	31.97 USD				Yes	
	05/25/2012	Business	Lodging	Corporate Card		SIR FRANCIS DRAKE HOTE	C222100	5301	239.22	239.22 USD				No	
	06/04/2012	Business	Air, Bus, Rail, Fare	Corporate Card		AIRTRANAI 33270660506322	C222100	5301	188.10	188.10 USD				No	
	06/05/2012	Business	Breakfast	Corporate Card		HUDSON NEWS 280 LN	C222100	5301	11.96	11.96 USD				Yes	
	06/05/2012	Business	Lunch	Corporate Card		MCDONALD'S F6750	C222100	5301	16.55	16.55 USD				Yes	
	06/14/2012	Business	Taxi, Limo, Tolls, Parking	Out of Pocket			C222100	5301	26.80	26.80 USD				Yes	

Report Summary

It is a good idea to review the report summary before submitting your report. To do this click on the print button.

Tuf	fts		Good Afternoon, Carol J Li	edes								Hel	p Tutorial Change Pa	issword Cha	inge Role Lo
Home > E	Expense Reports >														
Travel	Request Reques	sts for Approval	Unassigned Expenses Ne	w Expense Report	My Expense	Reports Reports for	Approval	Audit							
Expen	nse Summary														
	1	From Date: 05/17	//2012	To Date: 0	6/05/2012				Report ID: 5	58861					
		Country: Unite	d States	Purpose: I	Pick One				Status: 0	Open					
	т	ravel Type: Indivi	dual	Destination: I	laine			Final	Approver: F	Renoni, John S	tephen				
	Trip	Description: Visit	GE			*			Attached: (Liedes, Carol J			Total: 514.60		
						Ŧ		Voucher #	Corp Card:				Date to AP:		
If S	ponsored Project fur indicate how tr benefits/relates to	avel directly				*		nan one sponsore ng the travel pleas allocation me	e detail the						* •
			🗘 Back	🔀 Delete	🍤 Notes 🛛 🚺	Save 🖉 Submit) 🚓 v	Vorkflow 🗎 🚔	Print 🕥	j Import A	dHocApprove				
Includ	led Expenses							_	_				🚱 Create 🖇	Chassign	💥 Delete
	Expense Date	Expense Type	Category	Payment Sourc	e Source	Corp Card Merchant		Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose	Receipts	Attached?
	05/25/2012	Business	Dinner	Out of Pocket				C222100	5301	31.97	31.97 USD	•		Yes	
	05/25/2012	Business	Lodging	Corporate Card		SIR FRANCIS DRAKE	HOTE	C222100	5301	239.22	239.22 USD	•		No	
	06/04/2012	Business	Air, Bus, Rail, Fare	Corporate Card		AIRTRANAI 33270660	506322	C222100	5301	188.10	188.10 USD	•		No	
	06/05/2012	Business	Breakfast	Corporate Card	*	HUDSON NEWS 280 L	.N	C222100	5301	11.96	11.96 USD	•		Yes	
	06/05/2012	Business	Lunch	Corporate Card	\$	MCDONALD'S F6750		C222100	5301	16.55	16.55 USD	•		Yes	
-	06/14/2012	Business	Taxi, Limo, Tolls, Parking	Out of Pocket				C222100	5301	26.80	26.80 USD	•		Yes	

EXPENSE REC	CEIPT SUBMISSION COVER SHEET
s	ERVER CODE: TUFTS
EXP	ENSE REPORT ID: 59380
	USER ID: 10747
Please fax all paper r	eceipts to 214-922-0045
Name: Paul S Page	# of Pages:
	Print Next Close

This window opens. To view the report in table format, click Next. The report will appear, as shown below. When finished reviewing, click Close. It will take you back to the original report page.

June 5, 2012				R	eport ID 59380					
Page, Paul S		Fr	pense Report	п	Department C222100					
Employee Number:		LA	pense Report							
Purpose: To visit out	r other campus			R	eport Period 02/27/12 To 06/05/	12				
Date	Description	Attendees	Payee	Miles	Department	Foreign Amt	Total			
Air, Bus, Rail, Fare										
02/27/12	AMERICAN 00187481668242		1		C222100	724.40 U	SD 7	724.40 R		
							7	24.40		
Breakfast										
06/01/12		Me my self and I	1		C222100	26.00 U	SD	26.00 R		
	·	·	· · · · · · · · · · · · · · · · · · ·					26.00		
Lunch										
06/01/12		Me	1		C222100	30.00 U	SD	30.00 R		
							s	30.00		
								30.00		
					Company Pay to	Travel Card:		724.40		
					Company Pay t	o Employee:		56.00		
					Non-reimbursat	ole Expenses:		0.00		
					To	tal Expenses:		780.40		
Constant Design Con	ndad. A nament similar sometimes with Their sector	an Remainderen and and and animitation and an	and a second second sheet stress and		unble anote (i.e. alankat, automotion	ant ata) included st-:				
sponsorea Project fur	nded: Approval signifies compliance with University polici	es & procedures, rederai cost principles and spo	onsored agreement guidelines and that there are n	io unallov	vable costs (i.e. alcohol, entertainm	ent, etc) included on thi	s report. Signature	Date		
			Print Close							

AdHoc Approvers

🗢 Back 🕺 Delete 🌗 Notes 🔚 Save 🖓 Submit 🕞 Workflow 🚔 Print 🕥 Import	AdHocApprove

When returned to the header page, another option is to add additional approvers. Per the application of the traveler, the final approver has been hard coded and can't be changed. However, if your particular division or school requires an approval in addition to the final approver on the application, the AdHoc Approve button will allow this to happen.

Ad Hoc Approver Submitter: 1	iedes, Carol J	Approver: Dage		
Sequence:		Page		
Jequence.		ected Approver Clear Close	Click t	he 🔍
Ad Hoc Approvers				
Sequence	Approver	Status	Approver Type	
99	Renoni, John Stephen	Pending	F	

Find Users		Type in a last name and click search.
First Name:	Last Name: Page	Then, click on the name you wish to
	Search Clear	insert. Once returned to the Ad
Last Name	First Name	Hoc Approver
Page	Paul S	screen, click

Ad Hoc Approver			
Submitter: I	Liedes, Carol J A	pprover: Page, Paul S	; v
Sequence:	5		
	Add Selected Approv	ver Clear Close	3
Ad Hoc Approvers			
Sequence	Approver	Status	Approver Type
99	Renoni, John Stephen	Pending	F
Ad Hoc Approver Submitter: L Sequence:		pprover:	~ Q,
	Add Selected Approv	er Clear Close	
Ad Hoc Approvers			
Sequence	Approver	Status	Approver Type
5	Page, Paul S	Pending	
99	Renoni, John Stephen	Pending	F

The name will be added prior to the final approver. Once finished, click Close to return to the header screen.
🗘 Back 🔀 Delete 🂽 Notes 🔲 Save 🔀 Submit 🔂 Wor	rkflow Print MdHocApprove
Message from webpage Sponsored Project funded: Approval signifies compliance with Univers ity policies & procedures, federal cost principles and sponsored agreem ent guidelines and that there are no unallowable costs (i.e. alcohol, ente rtainment, etc) included on this report.	When ready to submit, click the Submit button. You will know the transmission was
OK Cancel	successful when the Status (below) changes from Open to
	Submitted.

Good Morning, Carol J Liedes Help | Tutorial | Change Password | Change Role | Log C Tufts ne > Expense Rep Travel Requests for Approval Unassigned Expenses New Expense Report My Expense Reports Reports Reports or Approval Audit Expense Summary Report ID: 58861 From Date: 05/17/2012 To Date: 06/05/2012 Purpose: Administrative Conference/Seminar Status: Submitted Country: United States Travel Type: Individual ▼ Destination: Maine Final Approver: Renoni, John Stephen Trip Description: Visit GE Submitted By: Liedes, Carol J Receipts Attached: 📜 Total: 514.60 Voucher # Reimbursement: Date to Voucher # Corp Card: If Sponsored Project funded please indicate how travel directly benefits/relates to the project: If more than one sponsored project is funding the travel please detail the allocation methodology: AdHocApprove

A message box will appear, asking you to affirm that all expenditures are in accordance with regulations and policies. If yes, click OK.

The Workflow button can be used at any point. By clicking it the user can see the routing for the expense reimbursement, and the status.

Workflow	Submitted to
Created	Paul S Page
05/17/12	06/15/12
0 days	29 days
	Close

Section IV Approving an Expense Report

Approving Reports

This section is specifically for those employees who do not travel, nor incur out-of-pocket business expenses, however take on the role as an online approver. Approving is easy and takes little time.

If you are approving a report as an Approval Surrogate you must click "Change Role" at the top right and choose the user you are approving for.

Step 1: You will know an expense report needs your approval because the system will send an email. An example is provided below:

Expense Report ID 58683 has been submitted from Michelle L Rooney tuftsadmin@apptricityondemand.com Sent: Thu 5/17/2012 10:37 AM

io: Liedes, Carol J.

Expense Report from Michelle L Rooney submitted to Carol J Liedes for approval on 05/17/2012 for 2,500.00 . Link : http://tufts.apptricityondemand.com/public html/psuite/Login.jsp?UserId=CLIEDE01&enc=%3Czd0ffhL%5EzbbldrL0z%2B%3C8%2Bs7% 2B7LGkzbffndljhbjrf0

Step 2: Click on the link within the message of the email. It will bring you to the system sign-on screen. Log in with the UTLN and SSO password, see page 2. Once the sign-in is complete, the system will go directly to the report to be approved. The approver can review the report by scanning the list of expenses at the bottom of the screen, or by converting to table format.

Good Morning, Carol J Liedes											Hel	o Tutorial Change Pass	word Change Role Log Of
	xpense Reports >												
Travel Requests Requests for Approval Unassigned Expenses New Expense Report My Expense Reports for Approval Audit													
Expen	se Summary for I	Paul S Page											
		From Date: 02/2	7/2012	To Date: 0	6/05/2012			Report ID:	59380				
		Country: Unit	ed States	▼ Purpose: 8	lusiness Exp	ense 👻		Status:	Submitted				
	1	Travel Type: Indiv	ridual	Destination: 1	alloires			Final Approver:	Devlin, Diane	М.			
Trip Description: To visit our other campus Submitted By: Page, Paul S Receipts Attached: Totat: 780.40 Voucher # Reimburgement:													
						Ŧ	Vo	ucher # Corp Card:				Date to AP:	
If	Sponsored Project f indicate how benefits/relates f	travel directly				*		oonsored Project is I please detail your ation methodology					~
				🗢 Back 🚦	Notes	🕞 Workflow 🖉 🙆 Der	y 🔗 Ayorove	Print A	dHoc4_prove]			
Includ	ed Expenses												
	Expense Date	Expense Type	Category	Payment Source	Source	Corp Card Merchant	Cost Cent	er Account	Amount	Frgn Amt	Notes	Business Purpose	Receipts Attached?
	02/27/2012	Business	Air, Bus, Rail, Fare	Corporate Card		AMERICAN 001874816682	42 C222100	5302	724.40	724.40 USD	•	Campus Visit	Yes
	06/01/2012	Business	Lunch	Out of Pocket			C222100	5302	30.00	30.00 USD	•	Lunch	Yes
	06/01/2012	Business	Breakfast	Out of Pocket			C222100	5302	26.00	26.00 USD	•,	Breakfast	Yes

To view in table format instead of list, click *mereceipts*. To review actual receipts, click on the receipts attached icon, as shown above in red.

EXPENSE RE	CEIPT SUBMISSION COVER SHEET
s	ERVER CODE: TUFTS
EXI	ENSE REPORT ID: 59380
	USER ID: 10747
Please fax all paper	eceipts to 214-922-0045
Name: Paul S Page	# of Pages:
	Print Next Close

This window opens. To view the report in table format, click Next. The report will appear, as shown below. When finished reviewing, click Close. It will take you back to the original report page.

June 5, 2012				F	eport ID 59380					
Page, Paul S		Ex	pense Report	I	Department C222100					
Employee Number:			iponio itoport		•					
Purpose: To visit ou					Report Period 02/27/12 To 06/05					
Date	Description	Attendees	Payee	Mile	B Department	Foreign	Amt	Total		
Air, Bus, Rail, Fare	•									
02/27/12	AMERICAN 00187481668242		1		C222100	72	24.40 USD	724.40	0 R	
								724.40)	
Breakfast									_	
06/01/12		Me my self and I	1		C222100	2	26.00 USD	26.00	0 R	
			·					26.00)	
Lunch										
06/01/12		Me	1		C222100	3	30.00 USD	30.00	0 R	
								\$30.00	5	
								30.00	5	
									_	
					Company Pay to	Travel Card:		724	.40	
					Company Pay	to Employee:		56	.00	
					Non-reimbursa	ble Expenses:		0	0.00	
					To	tal Expenses:		780	.40	
Concerned Devices C	and a second dealer was done with the second	- A Advertised at the t	and a second second second second		and a sector (i.e. also had as to a fin		4		-	
sponsored Project fu	unded: Approval signifies compliance with University polici	es & procedures, tederal cost principles and spo	onsored agreement guidelines and that there are r	no unallov	vable costs (1.e. alcohol, entertainn	ient, etc) include	d on this repor	t. Signature D	Date	
			Print Close							

Tuffs Good Morning, Carol J Liedes Help Tutorial Change Password Change Role Log O													
ne > E	Expense Reports >												
Travel Request Requests for Approval Unassigned Expenses New Expense Report My Expense Reports for Approval Audt													
хрег	nse Summary for	Paul S Page											
		From Date: 02/27	/2012	To Date:	06/05/2012			Report ID:	59380				
		Country: United	d States	Purpose:	Business Exp	ense 💌		Status:	Submitted				
		Travel Type: Individ	dual	Destination:	Talloires		Fi	inal Approver:	Devlin, Diane	М.			
	Tr	ip Description: To vis	it our other campus		Submitted By: Page, Paul S Receipts Attached: Total: 780.40 Youcher # Reinburgement.								
						Ŧ	Voucher	r # Corp Card:				Date to AP:	
lf	Sponsored Project indicate how benefits/relates	travel directly					more than one Sponso funding the travel plea allocation						*
				🗘 Back	Notes	🕀 Workflov 🛛 🥝 Deny	Approve (Print Ad	HocApprove				
clud	ded Expenses												
	Expense Date	Expense Type	Category	Payment Source	Source	Corp Card Merchant	Cost Center	Account	Amount	Frgn Amt	Notes	Business Purpose	Receipts Attached
	02/27/2012	Business	Air, Bus, Rail, Fare	Corporate Card		AMERICAN 00187481668242	C222100	5302	724.40	724.40 USD	٠	Campus Visit	Yes
_			Lunch	Out of Pocket			C222100	5302	30.00	30.00 USD	•	Lunch	Yes
	06/01/2012	Business									•		

Now that you have been returned to the opening page, click Approve or Deny. If you select Deny, a prompt box will appear which needs to be completed, explaining the reason for the non-approval. Note that even though a report is denied, it isn't discarded. It's merely returned to the user/entry surrogate for them to modify, then resubmit. Upon resubmission, routing will return to the person who denied the report; it will not reroute to the first approver. If approved, the approval process is complete.

Clicking the Workflow button will graphically show the entry and approval sequence. A sample is shown here:



Section V Checking the status of an expense report/resubmitting a denied report

Checking the status of a report/ re-submitting a denied report

Sign into the system. If you are a surrogate, a role change is necessary, indicating that you are <u>searching for a report on behalf of a traveler</u>. Click Change Role in the top right of your screen.

If you are not an entry surrogate skip to the next page.





fufts	Reports >	Good I	Morning, Barbara Daddari	io			The Invoice Status defaults
<>> Trav	vel Request	Requests for Approval	Unassigned Expenses	New Expense Report	t My Expense Re	ports	to Open, click the down
Expense Rep	port Search						arrow and change to blank
			1	From Date:	To Date:		•
			Date	sent to AP:	Report Id:		or whatever status you are
			Sul	bmitted To:	90		
			Invo	oice status: Open	K		looking for. You can search
				Total: Open Accounts P	ayable	0	by any criteria on the
Expense Rep	port Search L	ist		Submitted Approved Audit Appro	ward	-	screen.
Report Id	Trip Descr	ription Date sen	t to AP User	Exported	Neu	Invoi	
78343			Daddario	Barbara Bar	rone, Peter A	Open	0.00 05/23/2013 06/12/2013

Tufts	Good Morning, Barbara Daddario			Help T	utorial Change Password C
Home > Expense Reports >					
<<>>> Travel Request Requests for A	pproval Unassigned Expenses New Exp	ense Report My Expense R	eports Reports	Reports for Approval	QIF Import Audit
Expense Report Search					
	From Date:	To Date:			
	Date sent to AP:	Report Id:			
	Submitted To:	9,0			
	Invoice status:	•]			
	Total		 Click S 	earch	
	Add Nev	v Q Search Clear	@ Reset		

Here are the possible reports statuses

Invoice Status	Description
Open	User created report but it has not been submitted
Accounts Payable	Voucher has been created in PeopleSoft
Denied	Report denied
Submitted	Report waiting for approval
Approved	Report approved
Audit Approved	Pre-Audit approved
Exported	Report file created for PeopleSoft

A listing of reports will show, hover over the report you want to look at and click to open

€)@L	https://tufts.apptricityondem	ind.com/put	P-BC× CApp	tricity	×						6 1 6
	iew Favorites Tools Help							a la constante de la constante			
	tive TIN Session 🍓 TES Web C	lient @ Pro	curement Logon [Goo	gle 2 QA 2 FI	MPROD O Ima	ging - Production	Accounts Paya	ible 😸 OrgSupply 🐛 A	optricity Logir	Finance Port	tal
Tufts		Good	Morning, Barbara Dadd	ario				Help T	utorial Char	nge Password C	hange Role Log Off
INIVERSITY.											
lome > Expense	e Reports >	_									
<<>>> Tri	avel Request Requests fo	r Approval	Unassigned Expense	s New Expense	e Report	y Expense Reports	Reports	Reports for Approval	QIF Impor	t Audit	
Expense Re	eport Search										
				From Date:	8	To Date:	20				
			Da	te sent to AP:		Report Id:					
				Submitted To:	0						
			h	nvoice status:							
				Total:							
				다 Add New	Q, Search	Clear 🕼	Reset				
Expense Re	eport Search List										
Report Id	Trip Description		Date sent to AP	User	St	bmitted To	Invoice Status	Receipts	Total	Create Date	Last Activity
60401			08/15/2012	Daddario, Bart	xara Ba	rone, Peter A	Accounts Pay	able 🕌	1.99	08/14/2012	09/05/2012
70236	e-Expense Training in Bos	ston	03/25/2013	Daddario, Bart	ara Ba	rone, Peter A	Accounts Pay	1007	31.04	03/20/2013	03/25/2013
78343				Daddario, Bart	ara Ba	rone, Peter A	Open	10	0.00	05/23/2013	06/12/2013
al Oulek Link											1

Good Morning, Barbara Daddario

uits

Help | Tutorial | Change Password | Change Role | Log Off

Home > Expense Reports >	
Section 2 Constraints of Approval Unassigned Expenses New Expense Report My Expense Reports Reports Reports	orts Reports for Approval QIF Import Audit
Expense Summary	د ا
From Date: 02/03/2013 🔳 To Date: 03/14/2013 📰 Report ID: 64383	3
Country: United States Purpose: Business Expense Status: Denie	d
Travel Type: Individual Final Page, Approver: Page,	Paul S
Trip Submitted By: Dadda	
Receipts Attached:	Total: 485.36
Voucher # Reimbursement	Click on the Monthflow
Voucher # Corp	Click on the Workflow
If Sponsored Click the Notes button to	button to see the
Project unded sponsored sponsored sponsored project is	
how travel see report activity funding the travel please	approval activity
benefits/relates detail the allocation	E
methodology:	
A Back Solution Solut	Print MdHocApprove
Included Expenses	🜮 Create 🛛 😵 Unassign 🔀 Delete
Expense Create Expense Type Category Payment Source Corp Card Cost Americant Center A	Account Amount Currency Amt Notes Business Receipts Attached?
☐ 02/03/2013 03/26/2013 Business Misc Expense Corporate Card GOLF COURSE C222100 5	5301 82.68 82.68 USD 💕 test Yes
02/03/2013 03/26/2013 Personal Misc Expense Corporate GOLF COURSE C222100 5 Card HOT C222100 5	5301 82.68 82.68 USD 🍤 test Yes
Notes	Workflow
Date Entered By Note Type Comment	
05/22/13 11:23 Paul S Page manager vorkflow 8 Report denied - re-submit 8 Report 8 Repor	
05/20/13 12:32 Barbara user workflow 05/20/13 12:31 Submitted to Paul S Page	
03/14/13 12:00 Barbara user workflow 03/14/13 12:00 Created Daddario	Created Submitted to Denied by Paul S 03/14/13 Paul S Page Page, Reason:
	0 days 05/20/13 This is the deny message. Report
	denied - re- submit
-	05/22/13
	2 days
Save Close	Close

If you need to correct and re-submit a denied report make necessary changes and click Submit



Section VI Using an App with an Apple or Android product

Using an Android or Apple Device (iPhone, iPad)

The Apptricity app allows you to add receipts to your expense report while you are on your trip. You first need to create an expense report using the web application (http://tufts.apptricityondemand.com). If you use pre-trip approvals an expense report is automatically created once the pre-trip is approved.

Please keep in mind the app does not have the full functionality of the web-site. You will not be able to create a new report or submit an existing one, only add images and expenses to an existing report.





The configuration defaults to http:// be sure to add the S after http or you will not be able to log in

Enter the URL and click Save

https://tufts.apptricityondemand.com



• You should always tap "Sync" before you start. This will sync the app up with the database. Tap Expense Reports to view your reports. Reports that have not been sent to Accounts Payable will be listed.

Tap on the Expense Report you would like to add receipts to.

Back Apptricity Mobile								
Expense Reports								
look at fijords 2012-05-17 > 2012-05-17 6 Expense(s)	\$5435.00 > Approved							
To visit Bath IronWorks 2012-05-17 > 2012-05-17 38 Expense(s)	\$2498.92 》 Open							
iPad App 2012-06-15 > 2012-06-15 0 Expense(s)	\$0.00 > Open							



• Tap "Add a Receipt" to take a picture of your receipt.

• Tap the picture of the camera to take a picture.





An image sample is shown. Tap the box and drag/move the image as needed to make sure the entire receipt is legible. If the receipt is not legible, tap Retake to take another picture. If the receipt is ok click "Use" to add the receipt to your report. Make sure the image is between the shaded areas.

The receipt will upload to your report. The app will convert your photo to black and white to save storage space.



 The number of receipts will be listed.
 Click "Add a Receipt" as needed to add additional receipts. If finished, exit app.



Using a Mobile Device to Approve Reports of Others

Mobile Device users (Android & Apple) have the ability to approve reports. What you see on the report is limited, you need to use the web-site to see the full report in an easy to read format.



• Always tap **"Sync"** before you start. This will sync the app up with the database. Tap Approve Reports to view reports you need to approve.

Back

Apptricity Mobile

Approve Reports

Daddario, Barbara 2012-03-08 > 2012-06-19 2 Expense(s)

\$68.00 >>

Tap on the report you want to approve.

ß	Тар Ехре	nses to se	ee the	expense	s on	the
rep	oort. —			\longrightarrow		

Tap the expense you want to view.

\downarrow	
Back Apptricity M	lobile
Expenses	
Misc Expense	\$34.00 📎
2012-03-08	
Misc Expense	\$34.00 🔊
2012-03-08	

Back Apptricity Mobile
Daddario, Barbara
From Date 2012-03-08
To Date 2012-06-19
Purpose
Expenses (2) \$68.00
Receipts (0)
Approve
Deny

• Tap back to view additional expenses. Tap back again to go back to approve the report.

	Expense	
Misc Exper	Category ISC	
\$34.00	Amount	
	Vendor	
2012-03-08	Date 3	
Corporate (Payment Method Card	
AGNT FEE	Description 89005725399	216
	Reimbursable	YES

• Tap Approve or Deny, and Back when done.



Section VII Frequently Asked Questions

e-Expense Frequently Asked Questions

Can this system be used for Tufts business expenses?

Yes, select the category "business expense" when creating the expense report.

Can I do an on-line expense report for a student our outside vendor?

At this time the system is for employees only, we will add non-employees in the future.

Can I use my Corporate MasterCard to arrange travel for a student?

Yes but if the student has out of pocket expenses a paper report must be filed.

Do I need to obtain receipts when I use the Tufts Corporate MasterCard?

Yes, the IRS does not accept card transactions as definitive proof of the travel expense. Scanned/imaged copies of original receipts must be obtained and filed with your expense report as.

I travel on behalf of multiple departments; can I split the charge between different cost centers?

Yes but the traveler would need access to the additional cost centers. If you do not have access to the cost center you can add a user that does have access as an ad-hoc approver and they can change the cost center. (See page 31 of the user guide for how to add an ad-hoc approver) **How do I get access to additional Cost Centers?**

E-mail e-Expense@tufts.edu

How do I split a transaction?

Click on the split icon on the expense detail page. <u>See page 23</u> of the user guide.

Can I convert amounts from foreign currency to US dollars?

Yes, there is a currency converter available to convert to US dollars based on the date of the transaction. <u>See page 27</u> of the user guide.

What happens if I accidentally make a personal charge on my Corporate Card?

Mark that transaction as personal when filling out your report and the amount will be deducted from your out of pocket reimbursement. <u>Any charges marked as personal should not be charged to a grant.</u>

How do I enter an expense report on someone other than myself?

The user needs to add you as an entry surrogate for them. If unfamiliar, see page 6 of the user guide.

I am going on vacation, how do I assign someone else to approve reports?

Assign that person as an approval surrogate for you. <u>See page 6 of the user guide</u>.

Is there a way to view a summary of my report?

Yes, there is a report view that shows a summary. Click the Print button, you will see the QR code, click next and the report will display (see page 31 of the user guide).

How do I view reports already processed?

Go to "Expense Reports", "My Expense Reports" and change the Invoice Status dropdown from Open to blank or whatever status you are searching for then click "Search".

I charged my airfare and conference fee on my Corporate Card but I am not traveling for several months. Should I complete a report or wait until I return?

You can do either. We recommend waiting until you return so all expenses are on a single report.

What to do when you owe Tufts

All e-Expense reports are sent to Accounts Payable and vouchers are electronically created.

If you owe money on a report, a credit voucher will be created.

If you owe money you have two options:

1. If you expect to receive a reimbursement within 60 days you can leave the credit as is and the amount owed will be deducted from the next reimbursement you receive.

2. If you will not be getting a reimbursement or wish to pay Tufts back now you need to send a check to Accounts Payable/TAB Medford Campus <u>along with a copy of your travel report</u>. Accounts Payable will deposit the money into the DeptID or Project/Grant and remove the credit from the system. Make checks payable to Trustees of Tufts College.

You should review your report before submitting so you know what you are owed or what you owe Tufts.

Here are the instructions:

Click the Print button, you will see the QR code, click next and the report will display (see page 9 of the user guide).

	Out of Pocket	58.00	
	CC Personal	-113.39	
	CC ATM	0.00	
	Prepaid Personal	0.00	A credit amount
\leq	Total Due Traveler	-55.39	represents money
	Total Corporate Card	1244.51	owed Tufts
	Total Prepaid	0.00	
	Trip Total	1189.12	
	Pre-Trip Estimate	0.00	

What to do when an outside organization is paying for all or part of your business trip

You can continue use the corporate card to pay for your expenses. The report should be completed as normal and charged to the proper account and your department DeptID. Any charges that tufts will be reimbursed from an outside agency should not be charged to a grant. Make a note on the transactions which will be reimbursed by the organization.

The organization should make the check payable to <u>Trustees of Tufts College</u> and be sent to the department. The department is responsible for depositing the check with the proper DeptID. All deposits are credited to account 5999 and the PeopleSoft journal starts with CN....

Attach copy of the deposit slip to the report. Enter TR followed by the report id in the description. This will make it easier to match up with the original charge on the transaction detail repor

THETS UNIVERSITY

Cash Deposit				
THE RELEVANCE AND				
CHECK CASH MC VISA DISCOVER				
ORIGINATOR Barbara Daddario EXT.				
DATE () 3202013				
AMOUNT 63215				
ACCOUNT 5999 REQUIRED				
FUND OPTIONAL CLASS OPTIONAL				
PROJ/GRANT OPTIONAL				
receipt no. 107961				
TRI2345 Daddar				
DEPOSITOR				