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	Page 5
Section II: Create a Travel Request (For Departments Using Pre-Trip Approvals)	Page 9
Section III: Creating an expense report	<u>Page 15</u>
Importing Card Expenses	Page 20
Entering out of pocket expenses	<u>Page 22</u>
Splitting expenses	<u>Page 23</u>
Per Diems	<u>Page 25</u>
Currency converter	<u>Page 27</u>
Auto Mileage	Page 28
Attaching Receipts	Page 29
Submitting a Report	Page 31
Report summary	Page 31
Adding adhoc approvers	Page 33
Section IV: Approving an Expense Report	<u>Page 37</u>
Section V: Checking the status of a report/resubmitting a	Page 41
<u>denied report</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

		se softwareevolve	ed.
6	User ID: your utin Password:	1	
	Log On	Clear	-
© 2009 Apptricity Corporation. All rights	reserved.	powered by: App	tricity

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.

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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:	CLIEDE01	Email	carol.liedes@tufts.edu	
Password:		User Type:	Manager	-
Re-enter Password:		Status	Active	
Manager:	Renoni, John Stephen	Cost Center:	C222100 Financial Services	r
Employee Number:	1005596	Currency	US Dollar .	-
Language:	English - American	Mileage Type:	Base	~
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	e 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	05/18/2012	05/19/2012	
Add			
	User		

*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.

Good Afternoon, Carol J Liedes Help Tutorial Change Password Change Role L Home > Expense Reports > Image Password Change Role L Travel Requests Requests for Approval Unassigned Expenses Report My Expense Reports Reports for Approval Audit
Wittesstr Home > Expense Reports > Travel Requests for Approval Unassigned Expenses New Expense Report My Expense Reports Requests
Home > Expense Reports > Travel Requests for Approval Unassigned Expenses New Expense Report My Expense Reports Reports for Approval Audit Find Travel Requests
Travel Requests Requests for Approval Unassigned Expenses New Expense Report My Expense Reports Reports for Approval Audt Find Travel Requests Data Expense Data Expense Data Expense Data Expense Data Expense
Find Travel Requests
· Data Franci Data Tai
Date From. Date To.
Status:
Course Class Add Name
Search Clear - 2 Add New
\sim
Request ID From Date To Date Total Traveler Approver Status Purpose Create Date
312 05/01/2012 05/05/2012 500.00 Liedes, Carol J Renoni, John Stephen Approved Task 6 05/16/2012
313 10/01/2012 10/05/2012 200.00 Liedes, Carol J Renoni, John Stephen Denied Task 8 05/16/2012
356 06/02/2012 06/10/2012 3500.00 Liedes, Carol J Renoni, John Stephen Approved Visiting the inlaws 05/17/2012
366 05/31/2012 06/10/2012 3000.00 Liedes, Carol J Terranova, Frank Submitted To study the volcano 05/17/2012
373 06/03/2012 06/07/2012 1855.00 Liedes, Carol J Terranova, Frank Submitted JFK seminar 05/17/2012
425 06/20/2012 06/24/2012 1200.00 Liedes, Carol J Renoni, John Stephen Submitted Conference about compliance 06/05/2012

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

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	Tufts	Good Afternoon, Carol	J Liedes				Help Tutorial Change Pa	assword Change Role Log Off
1	Home > Expense Reports >							
	Travel Request Requests for Approval	Unassigned Expenses	New Expense Report	My Expense Reports Re	ports for Approval	Audit		
	Edit Travel Request							
1		From Date:	-	To Date				
		Traveler:	Liedes, Carol J	Approver	Renoni, John Steph	en		
		Destination:		Trip Description		*		
						Ŧ		
		Total		Dequest ID		(0/255)		
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		Now	complete	all of the f	ields re	garding t	he	
		11070,0	compiete					
		upcon	ning trip.	When fini	shed cli	ck Save.		
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Tufts	Good Afternoon, C	irol J Liedes				Help Tutorial Change F	assword Change R	ole Log Off
Home > Expense Reports >								
Travel Request Requests for	Approval Unassigned Expense	s New Expense Report My Expe	ense Reports 📗 Repo	orts for Approval Audit				
Edit Travel Request								
	From Da	e: 06/20/2012	To Date:	06/24/2012				
	Travel	er: Liedes, Carol J	Approver:	Renoni, John Stephen				
	Destinatio	n: Miami, FL	Trip Description:	Conference about compliance	*			
					-			
				(27 / 255)			
	То	al:	Request ID:	425				
			n Add News					
	3		Add New					
Category	Description	Cost Center		Account		Amount		
	Once save	ed, it is time to a	add the	estimated ex	pen	ises of the		
	trin Click		Nerw					
	trip. Click	Aud New.						
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Tufts	Good Afternoon, Carc	ol J Liedes	Help Tutorial Change Password Change Role Log Off
Home > Expense Reports >			
Travel Request Requests for Approval L	Unassigned Expenses	New Expense Report My Expe	pense Reports Reports for Approval Audit
Travel Summary			
Destination: Miami,	, FL	Departure Date: 06/20/	J/2012 Return Date: 06/24/2012
Traveler: Liedes	s, Carol J	Total Cost:	
Edit Travel Request Item			
	Category:	•	Amount:
	Cost Center: Air.	. Bus. Rail. Fare	۹۵ Account: ۹۹
	Description: Att	M/Cash Withdrawal	
	Aut	to Rental	
	Din	ner	Clear Back
	Gas	ent/Function s	
Category Descri	ription Lod	dging nch	
	Mis	c Expense	Complete all fields. The magnifying
	Tax	ki, Limo, Tolls, Parking	glass can be used to obtain a selection
			list; the eraser to erase a mistake in
			the field. Click swe when done.
		powered by	ay Apptricity (copyright 2007)

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>.

Apptricity				â •	2 - 🖂	🖶 🔻 Page 🕶	Safety 🕶	Tools 🔻 🔞 👻	
Tufts		Good Afternoon, Car	ol J Liedes		Help	Tutorial Change Pa	ssword Ch	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	У								
	Destination: Mia	mi, FL	Departure Date: 06/20/2012	Return Date: 06/24/2012	2				
	Traveler: Lied	les, Carol J	Total Cost: 1,200.00						
Edit Travel Req	uest Item								
		Category:	✓ Amo	int:]				
		Cost Center:	Acco	Int	۹				
		Description:							
			Save Clear Ba	×					
Category	1	Description	Cost Center	Account		Amount			
Misc Expense	To	tal Estimated Cost	C222100	5301			1200	0.00	
Once you've saved, your input will appear in this section of the page. Now, click the Back button to return to the header page.									
			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.

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Ad Hoc Approve	r			\cap
Subr	nitter: Liedes, Carol J	Approver:		(- Q)
Seque	nce: 5			\smile
		Add Selected Approver Clear Clos	e	
	rs			
Ad Hoc 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

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UNIVERSITY										
Home > Expense Rep	orts >									
Travel Request	Requests for Appr	oval Unassigned	Expenses Ne	ew Expense Report	My Expense Reports Reports fo	r Approval 📗 Au	jit			
Find Travel Rec	Find Travel Requests									
			Dat	e From:	Date To:		1			
							1			
				Status:	•					
				Se	arch Clear 🖧 Add New					
Request ID	From Date	To Date	Total	Traveler	Approver	Status	Purpose	Create Date		
312	05/01/2012	05/05/2012	500.00	Liedes, Carol J	Renoni, John Stephen	Approved	Task 6	05/16/2012		
313	10/01/2012	10/05/2012	200.00	Liedes, Carol J	Renoni, John Stephen	Denied	Task 8	05/16/2012		
356	06/02/2012	06/10/2012	3500.00	Liedes, Carol J	Renoni, John Stephen	Approved	Visiting the inlaws	05/17/2012		
366	05/31/2012	06/10/2012	3000.00	Liedes, Carol J	Terranova, Frank	Submitted	To study the volcano	05/17/2012		
373	06/03/2012	06/07/2012	1855.00	Liedes, Carol J	Terranova, Frank	Submitted	JFK seminar	05/17/2012		
425	06/20/2012	06/24/2012	1200.00	Liedes, Carol J	Renoni, John Stephen	Submitted	Conference about compliance	06/05/2012		
426	06/20/2012	06/24/2012	1000.00	Liedes, Carol J	Renoni, John Stephen	Open	For the seminar	06/05/2012		
-										
Onco	submi	ittad v	our r	nonu o	n the travel	roqui	ast tab will cl	how the		
	Subili	illeu, j	youri		in the traver	requi	EST TON MILL SI			
statu	s.									
				po	wered by Apptricity (copyright 2007)					

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	Vome > Portal	Expense Repo	rts Administration	Good Morning, (Carol J Liec	les			
Tufts Home > Expense I	Reports >	Good Morning, Carol J L	iedes	Ne Exp	xt, click on pense Repo	My orts *	sword Ch	ange Role Log Off		
Travel Reques	t Requests for Approval	Unassigned Expenses	New Expense Report	My Expense Reports F	Reports for Approval A	udit				
Expense Rep	oort Search									
From Date: To Date: Date sent to AP: Report Id: Click on the report y Invoice status: Open Report Protection Click on the report y ready to complete										
			P Add new		(csci					
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	Ta visit Bath IreaWarks		Liedes, Carol J	Renoni, John Stephen	Open		500.00	05/17/2012		
58861	Visit GE		Liedes, Carol J	Renoni, John Stephen	Open	<u>a</u>	2490.92	05/17/2012		
[+] Quick Link						*		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	sword Change	Role Log Off
Home > Expense Reports >												
Travel Request Requests for Approv	al Unassigned Expenses	New Expense Report	My Expense	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 Ap	oprover: Reno	ni, John Stephen				
Trip Description:	Visit GE			*	Vo	Subm Receipts A ucher # Reimbur	itted By: Liede ttached: 🧭 sement:	es, Carol J		Total:		
				Ŧ		Voucher # Co	rp Card:			Date to AP:		
If Sponsored Project funded please indicate how travel directly benefits/relates to the project:		A		*	If more than o funding th	one sponsored p e travel please o allocation metho	roject is letail the odology:		B			*. *
		🗘 Back 🛛 🔀 D	elete 🛛 💽 No	otes 🔲 🔚 Save 🗌 🕞	Workflow	Print 🛛 🕥	Import A	dHocApprove				
Included Expenses										🔁 Create	🗱 Unassign	🔀 Delete
Expense Date Expense	Type Category	Payment Source	Source C	orp Card Merchant	Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose	Receipts Atta	ached?

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.

Tufts	Good Afternoon, Ca	rol J Liedes							Help Tutorial Change Pa	ssword Change Role Log	g Off
Home > Expense Reports >											
Travel Request Requests for Approx	al Unassigned Expense	s New Expense Report	t My Expense Rep	orts Reports for A	pproval Audit						
Expense Summary											
From Date	05/17/2012	To Date:	: 05/17/2012 📰			Report	D: 58861				
Country	United States	 Purpose 	Pick One	-		Statu	s: Open				
Travel Type	Individual	 Destination 	Maine			Final Approve	er: Renoni, John Stephen				
Trip Description	Visit GE			×.	Voi	Submitted E Receipts Attache ucher # Reimburseme Voucher # Corp Car	y: Liedes, Carol J d: 🥝 ht: d:		Total: Date to AP:		
indicate how travel directly benefits/relates to the project				*	funding the	e travel please detail t allocation methodolog	y:			*	
		🗘 Back 🛛 😫 🕻	Delete 🛛 🍢 Notes	Save 🕞	> Workflow	Print 🛛 🕥 Impor	t AdHocApprove				
Included Expenses									🜮 Create	🗱 Unassign 🛛 🔀 Dele	ste
Expense Date Expense	e Type Category	Payment Source	Source Corp C	ard 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
Instinction	Pick One
restination:	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

Tufts	Good Afternoon, Ca	rol J Liedes							1	Help Tutorial Change Pas	sword Change Role I	Log Off
Home > Expense Reports >												
Travel Request Requests for Approva	I Unassigned Expense	s New Expense Repor	t My Exper	nse Reports Reports	for Approval Audi	it						
Expense Summary												
From Date:	05/17/2012	To Date	: 05/17/2012			F	Report ID: 5886	91				
Country:	United States	 Purpose 	Faculty Sch	holarship/Research	•		Status: Oper	ı				
Travel Type:	Individual	 Destination 	: Maine			Final A	pprover: Rend	oni, John Stephen				
Trip Description:	Visit GE			*		Subr	nitted By: Lied	es, Carol J				
					V	Receipts /	Attached: 🥘			Total:		
				Ŧ	·	Voucher # C	orp Card:			Date to AP:		
If Sponsored Project funded please				*	If more than funding t	one sponsored	project is				~	
benefits/relates to the project:						allocation meth	odology:					
				Ŧ			_				Ψ.	
		🗘 Back 🔀	Delete 🛛 🌔 🎅	Notes Save	Workflow	🚔 Print 🕥	1 Import A	dHocApprove				
Included Expenses										🜮 Create	🗱 Unassign 🛛 💥 De	elete
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.

ľ	Fuf	ts		Good Afterno	on, Carol J Liedes								Help Tutorial Change Pa	ssword Chang	e Role Log (
ł	lome > E	(pense Reports >													
ſ	Travel F	lequest Re	quests for Appro	val Unassigned Ex	penses New Exper	ise Report	My Expense Report	rts Reports for App	roval Au	dit					
ĺ	Includ	ed Expenses												Assign	C Back
		xpense late	Expense Type	Category	Payment Source	Source	Corp Card Merchant	Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose	Receipt Attached	2
		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		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				=
														1 2	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.

Tuf	ts		Good After	noon, Carol J Lied	les							н	elp Tutorial Change Pas	sword Change Role L	_og Off
UNIVERI	SITY														
Home > E	Reports >		Unantineed	European II New	Current Decent	Ma Concerne Descerte	Deserts for Asses								
Travere	Request Reques	sts for Approval	Unassigned	Expenses New	Expense Report	my expense reports	Reports for Appro-	vai Audit							
Expen	se Summary														
		From Date: 0	05/17/2012		To Date:	06/05/2012			Report I	0: 58861					
		Country:	United States		Purpose:	Pick One	-		Status	s: Open					
		Travel Type:	ndividual		Destination:	Maine			Final Approve	r: Renoni, J	ohn Stephen				
	Tri	ip Description: 🐧	/isit GE		_		~		Submitted By	: Liedes, C	arol J				
								R	eceipts Attached	d: 🧭			Total: 455.83		
							-	Voucher #	# Reimbursemen	t					
								Voud	cher # Corp Care	d:			AP:		
If S	Sponsored Project f indicate how benefits/relates	funded please travel directly to the project:					* ~	If more than one spo funding the trave allocat	onsored project i I please detail th tion methodology	e /:				*	
					Back 🔀 D	elete 🛛 🔛 Notes 🛛 🖡	Save Save	orkflow 📄 🚍 Prin	nt 🗋 🖄 Import	AdHo	cApprove				
Includ	ed Expenses												🜮 Create	🗱 Unassign 🛛 💥 De	elete
	Expense Date	Expense Ty	pe Catego	Payment S	ource So	urce Corp Card Merc	hant	Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose	Receipts Attached?	?
	05/25/2012	Business		Corporate	Card 😅	SIR FRANCIS DI	RAKE HOTE	C222100		239.22	239.22 USD	-			
	06/04/2012	Business		Corporate	e Card 🛛 👼	AIRTRANAI 332	70660506322	C222100		188.10	188.10 USD	9			
	06/05/2012	Business		Corporate	e Card 🛛 🗮	HUDSON NEWS	280 LN	C222100		11.96	11.96 USD	2			
	06/05/2012	Business		Corporate	Card 📾	MCDONALD'S F	6750	C222100		16.55	16.55 USD				

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

Tu	fts		Good Aftern	ioon, Carol J Liedes	•							Help Tuto	rial Change Pass	word Change Role Log
Home > E	Expense Reports >													
Travel	Request Req	quests for Appr	oval Unassigned	Expenses 📗 New Ex	pense Report	My Expense Re	ports Reports for A	pproval Audit	t I					
Exper	nse Summary													
					Report Id:	58861		Total: 455.83						
_														
Ċľ	ieck if	you	Expense Date: (6/04/2012		Payment S	Source: Corporate Car	ď		Expense T	vpe: Business	•	Cos	t center
ha	we red	eint	Category:	Air Bus Rail Fare	-	Ac	count: 5301	-	0	Cost Cer	nter: C222100		🕿 def	aults from
		Cipt				Business P	urpose:		<u>^</u>				1 acri	
∥ be	eing -	\sim	Amount:	188.10		199				Corp Card Merc	nant: AIRTRANAI 3327	J660506322	use	r profile
l at	tacho	1 >	Receipt Attached?: [-				ann	lication
au	uunu		🔚 Save 🛛 💥 De	elete 🛛 🕎 Notes	CI Split	Attendees	🗱 Unassign	🗞 Booking	Information	CardTra	nsAir Hotel Detail	Card Trans Detail		neution
Incluc	led Expenses					1						🤁 Create	🕸 Unassign	🔀 Delete 🛛 🖓 Back
	Expense Date	Expense Type	e Category	Payment Source	e Source	Corp Card Merch	hant Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose		Receipt Attached?
	05/25/2012	Business		Corporate Car	d 🗮	SIR FRANCIS DRAKE HOTE	C222100		239.22	239.22 USD				
						AIRTRANAI 33270660506322								
	06/05/2012	Business		Corporate Car	d 🚍	HUDSON NEWS : LN	²⁸⁰ C222100		11.96	11.96 USD				
	06/05/2012	Business		Corporate Car	d 🗮	MCDONALD'S F6750	C222100		16.55	16.55 USD				

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	ite 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 Expenses																
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 Summary Expense Date: 06/14/2012 Payment Source: Out of Pocket Category: Dinner Account: 5301 Cost Center: C222100 Amount: 31.97 Business Purpose: Corp Card Merchant: Receipt Attached?:																
							,(, 							
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
05/25	5/2012	Business	Lodging	Corporate Card		SIR FRANCIS DRAKE HOTE AIRTRANAI	C222100	5301	239.22	239.22 USD					No	
06/04	5/2012	Business	Air, bus, Rail, Fare Breakfast	Corporate Card		33270660506322 HUDSON NEWS 280 LN	C222100	5301	188.10	11.96 USD					No Yes	
-	6/2012	Rusiness	Lunch	Corporate Card	-	MCDONALD'S E6750	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 Afterno	on Carol I liedes								Help Tut	orial Change Pas	sword	Change Role Log
Hom	Click	on the	e trans	action y	ou										
Tra Ex	want	to sp	lit and	click the	į	xpense Repo	rts Reports for A	pproval 🛛 Audit							
	Split	butto	n.	C B Split]			Total: 455.83							
Ex			Expense Date: 06	/04/2012		Payment Sou	Irce: Corporate Car	d		Expense 1	ype: Business		•		
			Category: A Amount: 18	ir, Bus, Rail, Fare	• M	Acco Business Purp	ount: 5301		^	Cost Ce Corp Card Merc	nter: C222100	3270660506322	Q.		
		Re	ceipt Attached?:						-						
			🔜 Save 🛛 🔀 Dele	te 💽 Notes 🕰	Split 4	🚳 Attendees	🗱 Unassign	🕀 Booking I	nformation	CardTra	nsAir Hotel De	tail Card Trans Deta	i		
Incl	uded Expenses											🔁 Create	🗱 Unassign	🔀 D	elete 🖓 Back
	Expense Date	Expense Type	Category	Payment Source	Source	Corp Card Merchan	nt Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose			Receipt Attached?
	05/25/2012	Business		Corporate Card		SIR FRANCIS DRAKE HOTE	C222100		239.22	239.22 USD					
	06/04/2012	Business		Corporate Card	-	AIRTRANAI 33270660506322	C222100		188.10	188.10 USD					
	06/05/2012	Business		Corporate Card		HUDSON NEWS 28	0 C222100		11.96	11.96 USD					
	06/05/2012	Business		Corporate Card		MCDONALD'S F6750	C222100		16.55	16.55 USD					

				Expense Date: 06/2	20/12				
				Amount: 239	22				
				Anount 255					
				Left to Disburse: 0.0	10				
split Op	tions								
6	Expense Type		Category		Account		Cost Center		Amount
96	Business	▼	Lodging	•	5301	٩	C222100	۹	230.22
4	Personal	•	Lodging	•	5301	٩	C222100	۹	9.00
0.00	Business	•	Lodging	•	5301	٩	C222100	۹	0.00
0.00	Business	•	Lodging	•	5301	٩	C222100	۹	0.00
0.00	Business	•	Lodging	•	5301	٩	C222100	٩Ŵ	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.

			на	eceipi Attacried ?. 👿					_	Ψ.							
								🔚 Save 🛛 🦓 Atte	endees								
In	nclud	led Expenses											🜮 Create	🕸 Unassign	8	Delete	C Back
[Expense Date	Expense Type	Category	Payment Source	Source	Corp Card Merchant	Cost Center	Account	Amount	Currency Amt	Notes	Business Purpose			Receip	ot Attached?
[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.

	Attendees	Append	Attendees: Type in attendees here and put total number at bottom:
--	-----------	--------	--

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	te 🗘 Back
Expense Ex Date Ty	pense (Category	Payment Source	Sourc	ce Corp Card Merchant		Cost Center	Account	Amount	Foreign Amount	Note	s Business Purpose	R	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%		\swarrow	
Departure Date:	06/07/2012			
Departure Pct:	75%			
Perdiem Type:	Government			
er Diem Category:	Meals and Inci	dentals		
Location:			_ Q	
Account:			Q,	
Cost Center:	C222100		Q	
Payment:	Out of Pocket			
	lext Ca	Incel		

• 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	ISA	
State:	sc	Name:		
	🔍 Search 🛛 😵 Creat	e 🔀 Exit	🚫 Clear 🛛 🛞 Reset	
List Locatio	n Results			
City		Country	Name	State
CHARLESTO	N AFB	USA	United States	SC
		USA	United States	SC

Tu	fts		Go	od Morning, Carol J	Liedes				Help Tu	torial Change	e Password	Change Role Log O
Home >	Expense Report	s >										
Trave	Request	Requests fo	or Approval Un	assigned Expenses	New Expense F	Report My Expense	e Reports 📗 Rep	orts for Approva	I Audi	it		
Expe	nse Summa	Ŋ										
	Expense Da	te: 06/07/2	2012 💼	P	ayment Source:	Out of Pocket	-	Expense	Type:	Business		-
	Catego	ry:		- X.	Account:			Cost	enter: C	222100		
	Amou	nt: 0.00		🧐 ^E	Business Purpose:			Corp Card Me	rchant:			
	eceint ∆ttache	d2:										
		u						×				
					E Si	ave 🛛 🦓 Attende	es					
Inclu	ded Expense	s										🜮 Create
	Expense Date	Expense Type	Category	Payment Source	ce Source	Corp Card Merchant	Cost Center	Account	Amount	t Foreign Amount	Notes	Busine
	06/07/2012	Business	Per Diem Meals a Incidentals	& Out of Pocket			C222100	5301	42.00	0.00 USD		
	06/08/2012	Business	Per Diem Meals a Incidentals	& Out of Pocket			C222100	5301	56.00	0.00 USD		
	06/09/2012	Business	Per Diem Meals a Incidentals	& Out of Pocket			C222100	5301	56.00	0.00 USD		
	06/10/2012	Business	Per Diem Meals a Incidentals	& Out of Pocket			C222100	5301	42.00	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, Car	ol J Liedes						Help Tutor	ial Change Passv	word Chan	ge Role Log (
Home > Expense Reports >											
Travel Request Requests for Approv	al Unassigned Expenses	New Expense Report	My Expense Reports	Reports for Approva	al Audit						
Expense Summary											
		Report Id:	59632	Total	: 56.92						
Expense Detail											
	Expense Date: 06/20/2012	2 📰	Payment Source	Out of Pocket	-	Expense Type	Business	•			
	Category:	- 2	Account	:		Q Cost Center	C222100		0		
	Amount: 0.00		Business Purpose	:		Corp Card Merchant					
Re	ceipt Attached?:					-					
				Save 💦 🖓 Atter	idees						
Included Expenses								🜮 Create	総合 Unassign	💥 Delete	C Back
Expense Date Expense Type	Category Pay	ment Source Source	Corp Card Merchant	Cost Center	Account Amou	nt Currency Amt No	tes Bu	siness Purpose		Recei	pt Attached?
03/11/2012 Business	Dinner Cor	porate Card 🛛 🗮	PICKWICK	C222100	5302 37.	05 252.00 SEK				Yes	
06/20/2012 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						
Save So	Sudanese Dinar						
	Surinam Dollar						
	Swaziland, Lilangeni						
	Swedish Krona						
	Swiss Franc					-	
	Syrian Pound		YOU WIII D	e returne	a to voui	-	
	Thailand Baht						
	Tonga, Paanga			ummany	and tha		
	Trinidad and Tobago Dollar		expense s	uiiiiiaiy,	and the		
	Tunisian Dinar		•				
	UAE Dirham		converter	amount	will anne	ar	
	Uganda Shiling		COnverted	annount	will appe	.a	
	Ukraine Hownia						
	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	o Card Merchant:				
Receip	ot Attached?: 🔳							-						
					Ę	Save 🧃	Attendees							
Included Exper	1585										🜮 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	У.			Enter t	he	ct
	Mileage Wizard	1									Accourt	π, το	31
	:	Start Location: End Location: Distance: Mileage Code:	169 Holland S 200 Westbord 0 m Base 💌	t, Somerville, M/ → Rd, N Grafton M i	A 1A Rate: Total:	0.565	Sho	ow Map			Center Busine and Sa	and ss Pu ve	rpose
				Save 🤇	Reset	K 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		Q	
Amount:	28.25		🍤 Bu	isiness Purpose:				 Corp 	Card Merchant:				
Receipt Attached?:						\swarrow		~					
					Save	Attendees							
Included Expenses										Create	🗱 Unassign	🔀 Delete	C 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

Tu	its			Good Afternoon, Carol J	Liedes									He	lp Tutorial Change Pa	ssword Chan	ige Role Log
UNIVER	SITY																
Home > E	Expense Reports >																
Travel	Request Req	uests for Appro	val	Unassigned Expenses	New Expense	e Report	My Expense	Reports Reports fo	Approval	Audit							
Exper	ise Summary																
		From Date:	05/17/	/2012	То	Date: 06	/05/2012				Report ID: 5	8861					
		Country:	United	1 States	💌 Pur	pose: Pic	:k One	-			Status: 0	pen					
		Travel Type:	Individ	iual	👻 Desti	nation: Ma	ine			Fi	nal Approver: R	enoni, John St	tephen				
		Trip Description:	Visit G	3E				~		:	Submitted By:	intes, Carol J					
										Recei	pts Attached				Total: 514.60		
								*		Voucher # Re	imbursement:						
										Voucher	# Corp Card:				Date to AP:		
If S	ponsored Projec	t funded please						~	If more t	than one sponso	red project is					-	
	indicate hor benefits/relate	w travel directly s to the project:							fund	ing the travel ple allocation	ase detail the methodoloov:						
								~								-	
				🗘 Ba	ack 🛛 🔀 De	lete 📔	Notes	Save 🖉 Submit		Workflow	Print 🕥	Import Ac	HocApprove				
Includ	led Expenses														Create 🕱	Unassign	X Delete
	Expense Date	Expense T	уре	Category	Payme	nt Source	Source	Corp Card Merchant		Cost Center	r Account	Amount	Currency Amt	Notes	Business Purpose	Receipts A	Attached?
	05/25/2012	Business		Dinner	Out of	Pocket		-		C222100	5301	31.97	31.97 USD	•		Yes	
	05/25/2012	Rusiness		Lodoing	Corpor	ate Card	-	SIR FRANCIS DRAKE	HOTE	C222100	5301	239.22	239 22 USD	•		No	
	00/04/2012	Busisees		Air Bue Del Fere	Corpor	ate Card			508222	0222100	6204	199.40	499.40.000			Ne	
	00/04/2012	Dusiness		All, Dus, Rail, Falle	Corpor	ate card		AIRTRANAL 3327000	1506322	0222100	5501	100.10	166.10 030			NU	
	06/05/2012	Business		Breakfast	Corpor	ate Card		HUDSON NEWS 280	LN	C222100	5301	11.96	11.96 USD			Yes	
	06/05/2012	Business		Lunch	Corpor	ate Card	4	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	

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**.

Tuf	its		Good Afternoon, Carol J Li	edes							He	lp Tutorial Change P	assword Cha	nge Role Log
Home > E	xpense Reports >													
Travel	vel Request Requests for Approval Unassigned Expenses New Expense Report My Expense Reports Reports for Approval Audit													
Exper	pense Summary													
		From Date: 05/1	7/2012	To Date: 06/0	5/2012			Report ID: 5	8861 ←					
		Country: Unite	ed States	Purpose: Pick	One	•		Status: 0	pen					
		Fravel Type: Indiv	idual	▼ Destination: Main	e		Final	Approver: R	enoni, John St	ephen				
	Tri	Description: Visit	GE			*	Sub	omitted By: Li	iedes, Carol J					
							Receipts	Attached: 🧉				Total: 514.60		
						-	Voucher # Reimo	oursement				Date to		
							Voucher # (Corp Card:				AP:		
If S	ponsored Project f	unded please				 If more the function 	an one sponsored	d project is						•
	benefits/relates	to the project:				Turrow	allocation me	thodology:						
						Ŧ								
			🗘 Back	🔀 Delete 🏾 🍢	Notes	Save 🖉 Submit 🕞 W	'orkflow 📄	Print 🕥	Import Ad	HocApprove				
Includ	led Expenses											Create \$	🚱 Unassign	🔀 Delete
	Expense Date	Expense Type	Category	Payment Source	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 33270660506322	C222100	5301	188.10	188.10 USD	•		No	
	06/05/2012	Business	Breakfast	Corporate Card	(11)	HUDSON NEWS 280 LN	C222100	5301	11.96	11.96 USD	•		Yes	
	06/05/2012	Business	Lunch	Corporate Card	4	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	

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 C	ODE: TUFTS					
EXPENSE REI	PORT ID: 58861					
USER I	D: 11629					
Please fax all paper receipts to	Please fax all paper receipts to 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.

	61			Cood Affer	noon Carol	Lliodon									Help I Tut	arial I Change Base	word I Cha	nao Polo I Log
UNI	lits			GOOU Alter	noon, caror	Lieues									(inelp) (in	unar i Change Pas	word chai	ige Role Log
Home	> Expense Re	ports >																
Tra	vel Request	Requests	for Approva	I Unassigned	Expenses	New Expe	nse Report	My Expense Reports	Reports fo	r Approval	Audit							
		,					Report Id:	58861		Total:	514.60							
Ex	pense Sum	marv																
				Expense Date:	06/14/2012			Payment Sourc	e: Out of Poc	ket	•		Expense T	ype: Business		-		
				Category:			-	Accour	nt:			Q	Cost Ce	nter: C222100		0		
				Amount:	0.00			Business Purpos	e:			*	Corp Card Merc	hant:				
			Rec	eipt Attached?:								-						
									Save	Attend	iees							
									°									
Inc	luded Expe	nses													🔁 Create	🔅 Unassign	💥 Delete	C Back
	Expense	Date Exp	ense Type	Category	Payme	nt Source	Source	Corp Card Merchant	Cost Center		Account	Amount	Currency Amt	Notes	Business Purpose		Rece	t Attached2
	05/25/20	12 Busi	iness	Dinner	Out of	Pocket			C222100	ę	5301	31.97	31.97 USD				Yes	
E	05/25/20	12 Busi	iness	Lodging	Corpor	ate Card	\$	SIR FRANCIS DRAKE HOTE	C222100	5	5301	239.22	239.22 USD				No	
E	06/04/20	12 Busi	iness	Air, Bus, Rail, Fa	re Corpor	ate Card		AIRTRANAI 33270660506322	C222100	ę	5301	188.10	188.10 USD				No	
E	06/05/20	12 Busi	iness	Breakfast	Corpor	ate Card		HUDSON NEWS 280 LN	C222100	5	5301	11.96	11.96 USD				Yes	
	06/05/20	12 Busi	iness	Lunch	Corpor	ate Card		MCDONALD'S F6750	C222100	5	5301	16.55	16.55 USD				Yes	
	06/14/20	12 Busi	iness	Taxi, Limo, Tolls, Parking	Out of	Pocket			C222100	ę	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.

Tu	fts		Good Afternoon, Carol J	Liedes								He	lp Tutorial Change Pa	ssword Change Role Log
Home > i	Expense Reports >													
Travel	Request Requ	ests for Approval	Unassigned Expenses	New Expense Report	My Expense	Reports Reports for	Approval	Audit						
Expe	pense Summary													
		From Date: 05/17	/2012	To Date: 0	6/05/2012	1			Report ID:	58861				
		Country: Unite	d States	Purpose: F	ick One	-			Status:	Open				
		Travel Type: Indivi	dual	Destination: N	laine			Fina	Approver:	Renoni, John St	ephen			
	Tri	ip Description: Visit	GE			*		Su	bmitted By:	Liedes, Carol J				
								Receipts	s Attached: I				Total: 514.60	
						-		voucher # Reim	bursement.				Date to	
								Voucher #	Corp Card:				AP:	
lf S	Sponsored Project f indicate how benefits/relates	funded please travel directly to the project:				*	If more th fundir	han one sponsore ng the travel pleas allocation me	ed project is se detail the ethodology:					~
			🗘 Ba	ck 🔀 Delete	🍤 Notes 🛛 🕞	Save 🖉 Submit) [🗫 w	Vorkflow 📃 🗎	Print 🕥	Mimport Ad	HocApprove			
Inclu	ded Expenses												💬 Create 🛛 🗱	🖙 Unassign 🛛 💥 Delete
	Expense Date	Expense Type	Category	Payment Sourc	e Source	Corp Card Merchant		Cost Center	Account	t 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	EIPT 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				Re	eport ID 59380					
Page, Paul S		Fr	Expense Report			Department C222100				
Employee Number:	1022647	LA				Department O222100				
Purpose: To visit out	r other campus			R	Report 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	724.	40 R	
27							724.4	40		
Breakfast										
06/01/12		Me my self and I	1		C222100	26.00 U	SD	26.	00 R	
	^	·	· · · · · · · · · · · · · · · · · · ·					26.	90	
Lunch										
06/01/12		Me	1		C222100	30.00 U	SD	30.	00 R	
							I	\$30.	00	
								30.	00	
					Company Pay to	Travel Card:		72	4.40	
					Company Pay t	o Employee:		5	6.00	
					Non-reimbursab	le Expenses:			0.00	
					Tot	al Expenses:		78	0.40	
Surger of Desired Gu	dad. A manual similar compliance with Distance its activi	&	and a supervised and a line and the tables and a		able easts (i.e. stanbal, automained	and and included on thi				
sponsored Project fur	nded. Approval signifies compliance with University polici	es & procedures, rederar cost principles and spo	misored agreement guidenties and that there are h	to unallow	able costs (i.e. alconol, entertainm	ent, etc) included on th	s report. Si	ignature	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:	Liedes, Carol J	Approver		
Comunitie		Page		
sequence.	Add	Selected Approver Clear Close	Click th	ne] 🔍
Ad Hoc Approvers				
Sequence	Approver	Status	Approver Type	
99	Renoni, John Stephen	Pending	F	

Find Users		Type in a last name
First Name:	Last Name: Page	Then, click on the name you wish to
	Search	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	rer Clear Close	3
Ad Hoc Approvers			
Sequence	Approver	Status	Approver Type
99	Renoni, John Stephen	Pending	F
Ad Hoc Approver Submitter: L Sequence:	iedes, Carol J A	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.

A Back Delete Notes Save Submit	Workflow Print MIMport AdHocApprove
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								
	Created 05/17/12 0 days	Submitted to Paul S Page 06/15/12 29 days	Approved Paid					
	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

Sent: Thu 5/17/2012 10:37 AM So: 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.

Tufts	Good Morning, Carol J Li	edes							Hel	o Tutorial Change Pass	word Change Role Log Off
UNIVERSITY											
Iome > Expense Reports >											
Travel Request Requests for Approva	I Unassigned Expenses I	New Expense Report	My Expens	e Reports Reports for A	pproval Audit						
Expense Summary for Paul S Page											
From Date:	02/27/2012	To Date:	06/05/2012	0		Report ID:	59380				
Country:	United States	 Purpose: 	Business Exp	ense 💌		Status:	Submitted				
Travel Type:	Individual	Destination:	Talloires		Fir	nal Approver:	Devlin, Diane I	М.			
Trip Description:	To visit our other campus				\$	Submitted By:	Page, Paul S				
					Recei	ots Attached:	18			Total: 780.40	
				-	Voucher # Re	imbursement:				Data ta	
					Voucher	# Corp Card:				AP:	
If Sponsored Project funded please					If more than one Sponso	red Project is					*
indicate how travel directly benefits/relates to the project:					funding the travel pleas allocation	se detail your					
				-							~
		🗇 Back	🍤 Notes 🛛		eny 🛛 🛷 Alorove 🗋 着	Print A	dHoc4 prove]			
Included Expenses						-		-			
Expense Date Expense Ty	pe 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 00187481668	242 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
becaused and the second s											

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 REC	EIPT 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				F	eport ID 59380				
Page, Paul S		Ex	mense Report	I	Department C222100				
Employee Number:	1022647		· · · · · · · · · · · · · · · · · · ·	H	-				
Purpose: To visit ou	ir other campus			F	eport Period 02/27/12 To 06/05	/12			_
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) R
								724.40	,
Breakfast									
06/01/12		Me my self and I	1		C222100	2	26.00 USD	26.00) R
								26.00	,
Lunch									
06/01/12		Me	1		C222100	3	80.00 USD	30.00) R
								\$30.00	<u>,</u>
								30.00	<u>,</u>
					Company Pay to	Travel Card:		724.	.40
					Company Pay	to Employee:		56.	.00
					Non-reimbursa	ble Expenses:		0.	.00
					Te	tal Expenses:		780.	.40
Concerned Design of Co	and the American definition of the second time of the second state of the				and a second of a standard second size		1 M		_
sponsored Project fu	inded: Approval signifies compliance with University polici	es & procedures, rederal cost principles and spo	onsored agreement guidelines and that there are r	no unallov	vadie costs (i.e. alcohol, entertainn	ient, etc) include	a on this repor	^L . Signature D	Jate
			Print Close						

Tuffs	fre Good Morning, Carol J Liedes Heip Tutorial Change Password Change Role L					vord Change Role Log Of					
UNIVERSITY .											
Home > Expense Reports >											
Travel Request Requests for Approv	al Unassigned Expenses Ne	w Expense Report	My Expens	e Reports Reports for App	oroval Audit						
Expense Summary for Paul S Page	Expense Summary for Paul S Page										
From Date:	02/27/2012	To Date:	06/05/2012			Report ID:	59380				
Country:	United States	Purpose:	Business Expe	ense 💌		Status:	Submitted				
Travel Type:	Individual	Destination:	Talloires		Fi	nal Approver:	Devlin, Diane	И.			
Trip Description:	To visit our other campus		Submitted By: Page, Paul S Receipts Attached: Total: 780.40 Voucher's Perimbursement:								
				~	Voucher	r # Corp Card:				Date to AP:	
If Sponsored Project funded please indicate how travel directly benefits/relates to the project:				÷	If more than one Sponso funding the travel plea allocation	ored Project is se detail your methodology:					* *
		🗢 Back	🍤 Notes 🛛	🕀 Workflov 🛛 🥝 Deny	r 🛛 🔗 Approve 👔	Derint A	dHocApprove]			
Included Expenses											
Expense Date Expense T	ype 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 0018748166824	2 C222100	5302	724.40	724.40 USD	٠	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
<u>.</u>											

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.





Tufts	Reports >	Good Morning,	Barbara Daddario			The Invoice Status defaults	g Of
<<>>> Trav	vel Request Requests	for Approval Unass	igned Expenses 📗 New Exp	ense Report My Expen	se Reports	to Open, click the down	
Expense Rep	port Search					arrow and change to blank	
			From Date:	To D	late:	and and change to blank	
			Date sent to AP:	E Repor	t ld:	or whatever status you are	
			Submitted To:	90		, , ,	
			Invoice status:	Open		looking for. You can search	
			Total	Open		by any critoria on the	
			ද් Add Ne	Denied	lear @	by any chiteria on the	
Expense Rep	port Search List			Submitted Approved		screen.	
Report Id	Trip Description	Date sent to AP	User	Exported	Invoi		1
78343			Daddario Barbara	Barone Peter A	Open	Image: 0.00 05/23/2013 06/12/2013	8

Tufts	Good Morning, Barbara Daddario	D			Help 1	utorial Change Password
Home > Expense Reports >						
<<>> Travel Request Requests for Application of the second sec	oproval Unassigned Expenses	New Expense Report	My Expense Reports	Reports	Reports for Approval	QIF Import Audit
Expense Report Search						
	F	rom Date:	To Date:	Ū.		
	Date s	ent to AP:	Report Id:			
	Sub	mitted To:	Q			
	Invoi	ice status:	•			
		Total		ICK S	earch	
	Ę	🖓 Add New 🛛 🔍 Sear	ch 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

←)@[<	https://tufts.apptricityo	ndemand.com/pul	P = BC× C App	tricity	×						6 2 6
File Edit Vi	iew Favorites Tools	Help						. Been to			
a e interact	ive the session of the	web Calent @ Pro	curement Logon 🛐 Goo	gie e QA e FMPKU	10 O Imag	ing - Production	Accounts Paya	ore organitation of the	pptricity Logir	n 🛃 Finance Pon	casi
Tufts		Good	Morning, Barbara Dadd	ario				Help T	utorial Char	nge Password C	hange Role Log Off
INIVERSITY.											
ome > Expense	Reports >							-			
<<>>> Tra	ivel Request Reque	ests for Approval	Unassigned Expense	s New Expense Re	port My	Expense Reports	Reports	Reports for Approval	QIF Impor	t Audit	
Expense Re	eport Search										
				From Date:		To Date:	20				
			Da	te sent to AP:		Report Id:	- 1				
				Submitted To:	9.9	>					
			1	nvoice status:							
				Total:		1					
				Add Nau	Search	Char 0	Decet				
				"The wood reason of	Search	Cieai Q	reau				
Expense Re	eport Search List										
Report Id	Trip Description		Date sent to AP	User	Sub	mitted To	nvoice Status	Receipts	Total	Create Date	Last Activity
60401			08/15/2012	Daddario, Barbara	Baro	ine, Peter A A	ecounts Paya	ible 🦕	1.99	08/14/2012	09/05/2012
70236	e-Expense Training	in Boston	03/25/2013	Daddario, Barbara	Baro	ine, Peter A A	ccounts Paya	ible 🔲	31.04	03/20/2013	03/25/2013
78343				Daddario, Barbara	Baro	ine, Peter A. C	pen	1	0.00	05/23/2013	06/12/2013
10.1111											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	ario, Barbara
Attached:	Total: 485.36
Voucher #	Click on the Monthflow
Voucher # Corp	
If Sponsored Click the Notes button to If more than one	button to see the
Project funded please indicate project is	
how travel See report activity funding the travel please	approval activity
benefits/relates detail the allocation	E
methodology:	
A Back Selete Notes Save Submit Workflow	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 Conformation Confo	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	Created Submitted to Denied by Paul S 03/14/13 Paul S Page Page, Reason:
	0 days 05/20/13 This is the deny 67 days message. Report
	denied - re-
	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	0					
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 Mobile						
Expense	S					
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 Expens	Category e	
\$34.00	Amount	
	Vendor	
2012-03-08	Date	
F Corporate C	ayment Methoo ard	
AGNT FEE 8	Description 39005725399	9216
	Reimbursable	YES
	Attendees	

G 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
	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			
THUE RS I TO THE			
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			