

## **How to Create an Expense Report (ER) in CUNYfirst**

1. Log into CUNYfirst

### **CUNY Login**

Log in with your [CUNY Login credentials](#)  
If you do not have a CUNYfirst account, see the [FAQs](#).

The image shows the CUNY Login page. It features a light gray background with a dark blue header bar at the top. Below the header, there are two input fields: 'Username' containing '@login.cuny.edu' and 'Password'. A large dark blue 'Log in' button is centered below the password field. At the bottom of the page, there is a dark blue footer bar with white text that includes links for 'New User', 'Forgot Username', 'Forgot Password', and 'Manage your Account'.

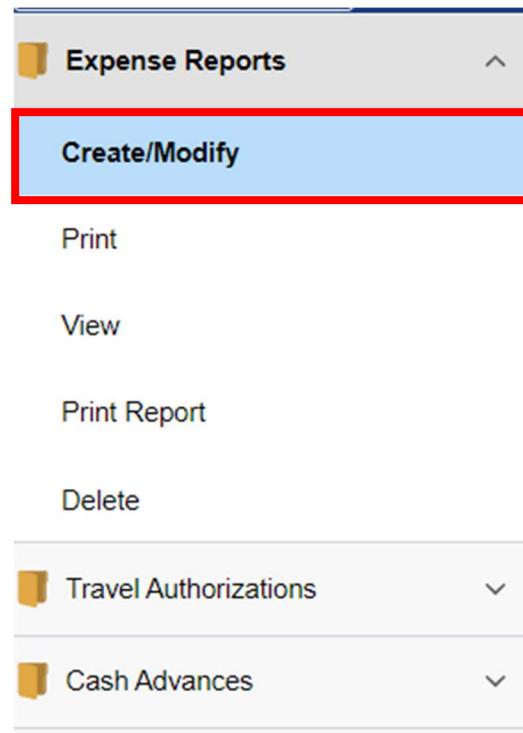
2. Click on Employee Self Service Tile icon.



3. Click on ESS Travel and Expenses Icon



4. On the left side menu, click on Expense Report, and then click create / modify



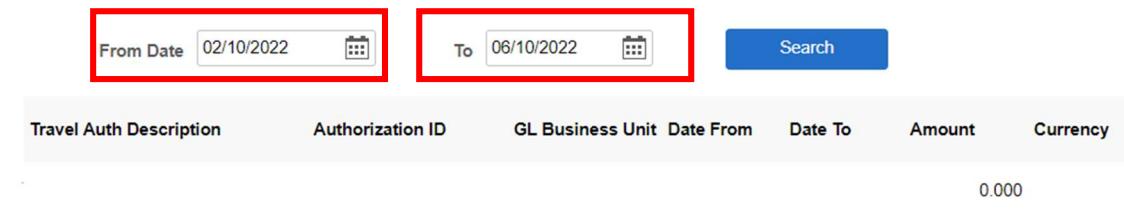
5. Verify the emplid and Click Add

The image shows a form titled "Expense Report". At the top are two buttons: "Find an Existing Value" and "Add a New Value", with "Add a New Value" being blue. Below this is a search bar with the placeholder "Empl ID 12345678" and a magnifying glass icon. At the bottom left is a large blue button with the word "Add" in white. Below the main form area, there is a link "Find an Existing Value | Add a New Value".

6. Choose the Date From and Date To. **PLEASE NOTE:** You must have a fully approved Travel Authorization (TA) prior to populating an expense report.

Dates selected should be from 7/1 thru 6/30 of the current year.

**Copy from Approved Travel Authorization**

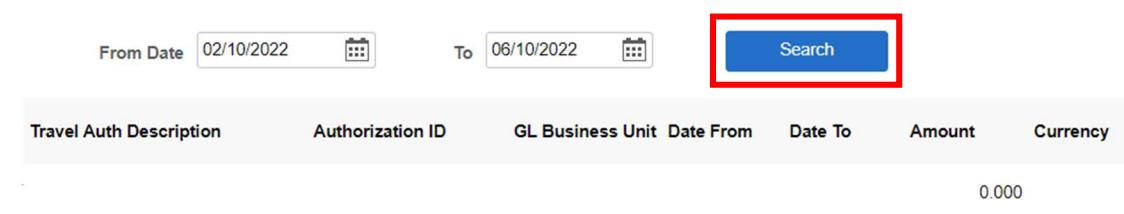


From Date 02/10/2022 To 06/10/2022 Search

| Travel Auth Description | Authorization ID | GL Business Unit | Date From | Date To | Amount | Currency |
|-------------------------|------------------|------------------|-----------|---------|--------|----------|
|                         |                  |                  |           |         | 0.000  |          |

7. Click Search

**Copy from Approved Travel Authorization**

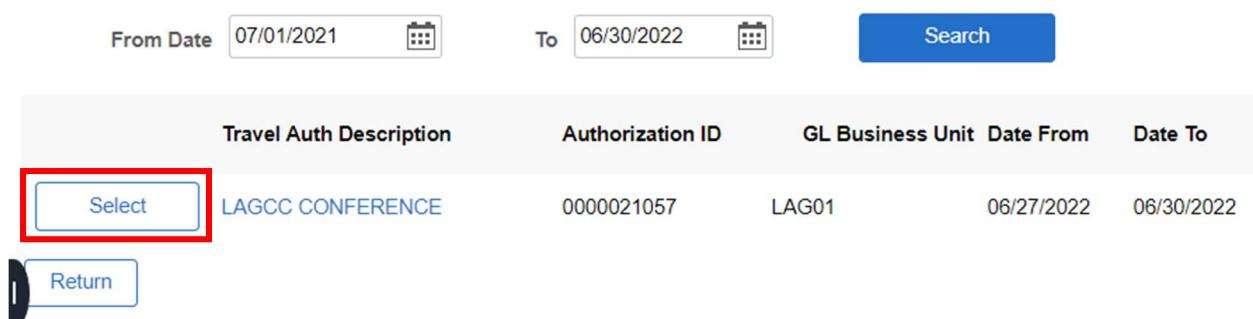


From Date 02/10/2022 To 06/10/2022 Search

| Travel Auth Description | Authorization ID | GL Business Unit | Date From | Date To | Amount | Currency |
|-------------------------|------------------|------------------|-----------|---------|--------|----------|
|                         |                  |                  |           |         | 0.000  |          |

8. Once the Travel Authorization is populated, click select

**Copy from Approved Travel Authorization**



From Date 07/01/2021 To 06/30/2022 Search

| Travel Auth Description | Authorization ID | GL Business Unit | Date From  | Date To    |
|-------------------------|------------------|------------------|------------|------------|
| Select LAGCC CONFERENCE | 0000021057       | LAG01            | 06/27/2022 | 06/30/2022 |

Return

9. All of the General information and details will populate from your travel authorization.

All Receipts can now be attached for each expense that is listed on the expense report.

**REMINDER:** Attachments do not copy forward from your travel authorization, all supporting documents and receipts must be attached before submitting your expense report.

#### Create Expense Report

This screenshot shows the 'Create Expense Report' page. At the top right, there are buttons for 'Actions' and '...Cho'. Below them are fields for 'Business Purpose' (set to 'Conference'), 'Default Location' (set to 'NY NEW YORK'), 'GL Business Unit' (set to 'LAG01'), 'Report Description' (set to 'LAGCC CONFERENCE'), 'Authorization ID' (set to '0000021057'), and 'Reference'. To the right of these fields is a section titled 'Expense Location Details' with a 'Attachments' button, which is highlighted with a red box. At the bottom left, there is a 'Expenses' link and buttons for 'Expand All', 'Collapse All', 'Add', 'My Wallet (0)', and 'Quick-Fill'. On the far right, there is a 'T' icon.

10. IMPORTANT: Expense Location Details must be completely filled out or it will not get approved.

These fields are \*Required Fields. Click on Expense Location Details

#### Create Expense Report

This screenshot shows the 'Create Expense Report' page. It includes the same header and field set as the previous screenshot. The 'Expense Location Details' section, which contains the 'Attachments' button, is highlighted with a red box. The bottom navigation bar and right-hand icons are also present.

11. After you enter all the required fields, click ok to exit.

#### Create Expense Report

This screenshot shows the 'Create Expense Report' page with a large red box highlighting a group of required fields. Inside the box, the text '\*\*All Fields are Required\*\*' is displayed above several input fields: 'Start Street Address', 'Start Address Zip Code', 'Destination Street Address', 'Destination Address Zip Code', 'Start Date' (with a calendar icon), 'End Date' (with a calendar icon), 'Start Time' (with a time input field and placeholder 'HH:MM AM or PM'), and 'End Time' (with a time input field and placeholder 'HH:MM AM or PM'). At the bottom of the page, there are 'OK' and 'Cancel' buttons, with a red arrow pointing to the 'OK' button.

12. Verify the cost of your expenses based on the total on your receipt. The Amount Spent for each expense type must match the amount on your receipt.

Expense Report

Business Purpose: Conference

Report Description: LAGCC CONFERENCE

Default Location: NY NEW YORK

Authorization ID: 0000021057

Reference:

Expense Location Details

Attachments

| Date       | Expense Type                   | Description   | Payment Type     | Amount | Currency |
|------------|--------------------------------|---|------------------|--------|----------|
| 06/27/2022 | 1 Conference registration fees | Conference Registration<br>231 characters remaining   | Non-reimbursable | 25.00  | USD      |
| 06/27/2022 | PSC Commercial air travel      | PSC Commercial Air Travel<br>229 characters remaining | Non-reimbursable | 25.00  | USD      |

Total: 50.00 USD

13. When an expense report is created, the payment and Billing type **MUST** be "Empl Paid".

Expenses

Date: 06/27/2022

Expense Type: 1 Conference registration fees

Description: Conference Registration  
231 characters remaining

Payment Type: Empl Paid

Amount: 25.00

Currency: USD

Billing Type: Empl Paid

Location: FL ORLANDO

Receipt Split

Default Rate

Non-Reimbursable

No Receipt

Exchange Rate: 1.00000000

Base Currency: 25.00

USD

Accounting Details

Date: 06/27/2022

Expense Type: PSC Commercial air travel

Description: PSC Commercial Air Travel  
229 characters remaining

Payment Type: Empl Paid

Amount: 25.00

Currency: USD

Billing Type: Empl Paid

Location: FL ORLANDO

Receipt Split

Default Rate

Non-Reimbursable

No Receipt

Exchange Rate: 1.00000000

Base Currency: 25.00

USD

Ticket Number:

Expand All | Collapse All

Total: 50.00 USD

#### Please make sure of the following:

- ✓ To enter the actual amounts given on the receipts
- ✓ Upload all original receipts (Missing or illegible Receipts may cause delays in the audit and reimbursement process)
- ✓ Check your receipt totals to verify equivalency with the total on the expense report

14. Once verification is complete, click the summary and submit link at the top of your expense report.

The screenshot shows a web-based expense report summary screen. At the top right, there are two buttons: "Save for Later" and "Summary and Submit". The "Summary and Submit" button is highlighted with a red box. Below the buttons, there are several input fields and dropdown menus. On the left, a dropdown menu shows "Conference" selected. In the center, there are fields for "Default Location" (NY NEW YORK), "Authorization ID" (0000021057), and "GL Business Unit" (LAG01). To the right, there's a section titled "Expense Location Details" with a search icon. At the bottom, there's a "Attachments" section with a magnifying glass icon. On the far right, it shows a total amount of "50.00 USD". Below the main summary area, there's a link "Add: | My Wallet (0) | Quick-Fill".

15. Click on the checkbox to certify the expenses submitted are accurate and comply with expense policy.

### Create Expense Report

The screenshot shows the "Create Expense Report" page. At the top left, it says "Alvin Dasrat". Below that, there are three input fields: "Business Purpose" (set to "Conference"), "Description" (set to "LAGCC CONFERENCE"), and "Reference". Underneath these fields are three buttons: "Totals (2)", "View Printable Version", and "View Analytics".

Below the input fields, there are two sections of totals:

|                             |           |                           |
|-----------------------------|-----------|---------------------------|
| Employee Expenses (2 Lines) | 50.00 USD | Non-Reimbursable Expenses |
| Cash Advances Applied       | 0.00 USD  | Prepaid Expenses          |

At the bottom, there is a checkbox labeled "By checking this box, I certify the expenses submitted are accurate and comply with expense policy." A red square highlights the checkbox. Below the checkbox is a large blue "Submit Expense Report" button.

16. Once checkbox has been checked, click Submit Expense Report.

The screenshot shows a close-up of the "Submit Expense Report" button. Above the button, there is a line of text starting with "Amount Due to" followed by a checkbox and the text "By checking this box, I certify the exper". A red arrow points to the "Submit Expense Report" button.

Once submitted, you will receive an email of your submission. In addition, your supervisor will be notified via email of your expense report requesting approval.

Once your expense report has gone through the appropriate approval workflow, the expense report will be routed to Accounts Payable for final review and audit.

Once the audit has been completed, you will receive notification of reimbursement approval.

**IMPORTANT INFORMATION:**

**Modify:** Once the Expense report has been submitted, you or your proxy **WILL NOT** be able to make any changes unless your supervisor sends it back to you.

**Cancel:** You will be able to cancel the expense report once the approval workflow has been completed.

**Delete:** Only when the Expense Report has not been submitted for approval.

**For Inquiries or assistance, please feel free to contact:**

Accounts Payable Department E-413

Phone: 718-482-5723

Email: [ap@lagcc.cuny.edu](mailto:ap@lagcc.cuny.edu)