

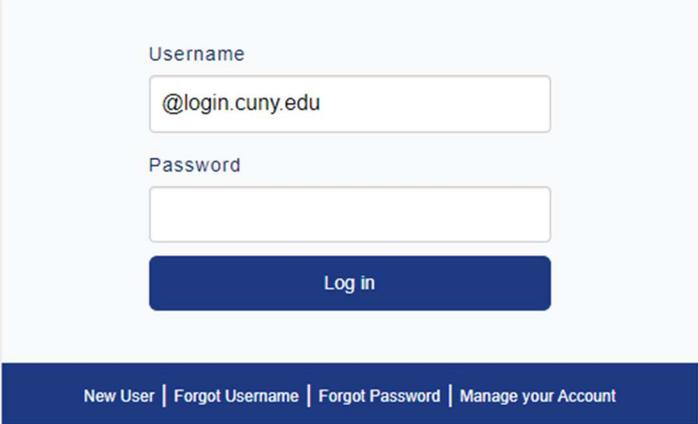
How to Create an Expense Report (ER) in CUNYfirst

1. Log into CUNYfirst

CUNY Login

Log in with your [CUNY Login credentials](#)

If you do not have a CUNYfirst account, see the [FAQs](#).



A screenshot of the CUNY Login page. It features a light blue background with a white login form. The form has two input fields: 'Username' with the text '@login.cuny.edu' and 'Password' which is empty. Below the fields is a dark blue 'Log in' button. At the bottom of the form, there is a dark blue bar with white text links: 'New User | Forgot Username | Forgot Password | Manage your Account'.

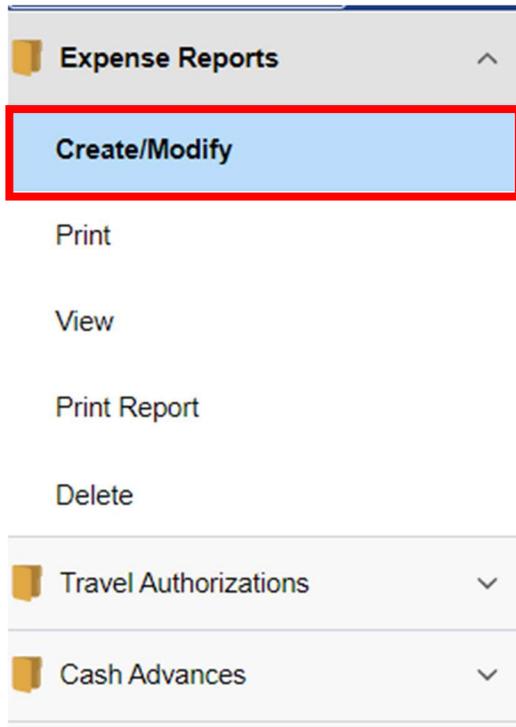
2. Click on Employee Self Service Tile icon.



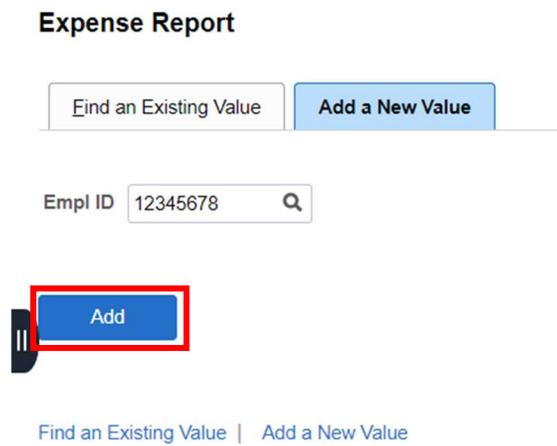
3. Click on ESS Travel and Expenses Icon



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



5. Verify the emplid and Click Add



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 To

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 To

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 To

Travel Auth Description	Authorization ID	GL Business Unit	Date From	Date To
<input type="button" value="Select"/> LAGCC CONFERENCE	0000021057	LAG01	06/27/2022	06/30/2022

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

Alvin Dasrat ?

Actions ...Cho

*Business Purpose

*Report Description

Reference

Default Location GL Business Unit

Authorization ID 0000021057

Expense Location Details

Attachments

Expenses ?

Expand All | Collapse All Add: | |

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

Alvin Dasrat ?

Actions ...Cho

*Business Purpose

*Report Description

Reference

Default Location GL Business Unit

Authorization ID 0000021057

Expense Location Details

Attachments

Expenses ?

Expand All | Collapse All Add: | |

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

Create Expense Report

****All Fields are Required****

Start Street Address:

Start Address Zip Code:

Destination Street Address:

Destination Address Zip Code:

Start Date: Start Time: HH:MM AM or PM

End Date: End Time: HH:MM AM or PM

OK Cancel

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 Save for Later Summary

srat (?)

Actions: ...Choose an Action GO

*Business Purpose: Conference
*Report Description: LAGCC CONFERENCE
Reference: [Search]

Default Location: NY NEW YORK
Authorization ID: 0000021057
GL Business Unit: LAG01

Expense Location Details
Attachments

ses (?)

nd All | Collapse All | Add: | My Wallet (0) | Quick-Fill

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

d All | Collapse All

Total: 50.00 USD

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

Expenses (?)

Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
06/27/2022	1 Conference registration fees	Conference Registration 231 characters remaining	Empl Paid	25.00	USD
06/27/2022	PSC Commercial air travel	PSC Commercial Air Travel 229 characters remaining	Empl Paid	25.00	USD

*Location: FL ORLANDO

*Billing Type: Empl Paid

*Accounting Details (?)

*Exchange Rate: 1.00000000
Base Currency Amount: 25.00 USD

Expand All | Collapse All

Total: 50.00 US

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 the top right corner of an expense report interface. 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 rectangular box. Below these buttons, there is an 'Actions' dropdown menu with the text '...Choose an Action' and a 'GO' button. On the left side, there are several input fields: a dropdown menu with 'onference' selected, a text field with 'LAGCC CONFERENCE', and a search field. In the center, there are fields for 'Default Location' (NY NEW YORK), 'Authorization ID' (0000021057), and 'GL Business Unit' (LAG01). Below these fields, there are links for 'Expense Location Details' and 'Attachments'. At the bottom left, there is a section for 'Add:' with 'My Wallet (0)' and 'Quick-Fill'. At the bottom right, there is a 'Total' section showing '50.00 USD'.

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' form for Alvin Dasrat. The form includes the following fields: '*Business Purpose' (Conference), '*Description' (LAGCC CONFERENCE), and 'Reference'. Below the form, there are links for 'Totals', 'View Printable Version', and 'View Analytics'. A summary table is displayed below the form:

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

Below the table, there is a section for 'Amount Due to Employee' showing '50.00 USD'. Below this, there is a checkbox (highlighted in a red box) and the text: 'By checking this box, I certify the expenses submitted are accurate and comply with expense policy.' Below the checkbox and text, there is a 'Submit Expense Report' button.

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

This is a close-up screenshot of the certification section. It shows the 'Amount Due to Employee' as '50.00 USD'. Below this, there is a checked checkbox (blue square with a white checkmark) and the text: 'By checking this box, I certify the exper'. Below the checkbox and text, there is a blue 'Submit Expense Report' button. A red arrow points to the 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