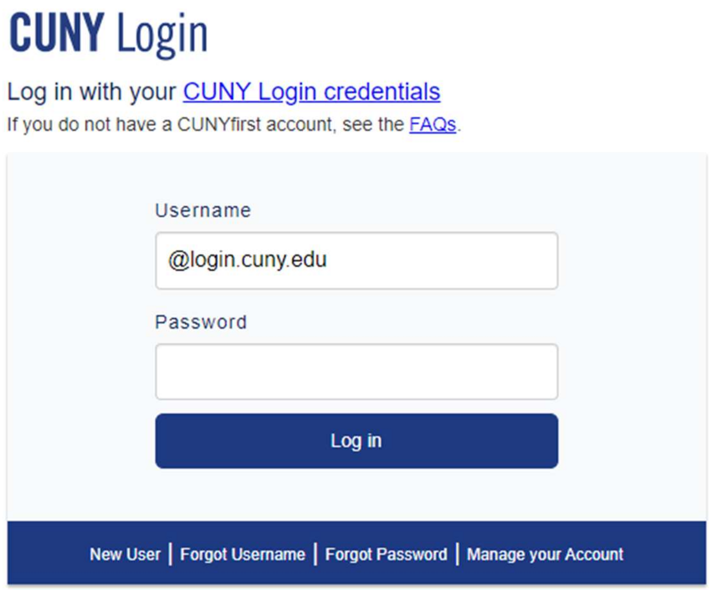
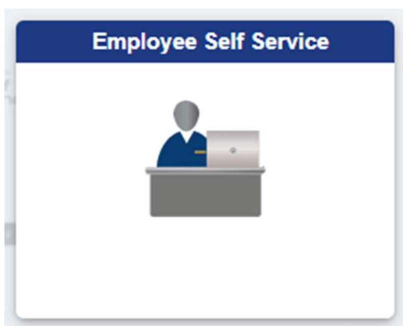
How to Create an Expense Report (ER) in CUNYfirst

1. Log into CUNYfirst

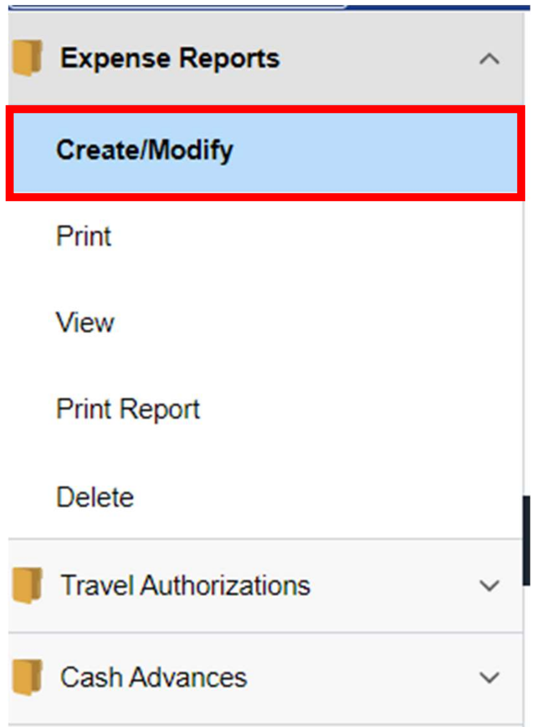


2. Click on Employee Self Service Tile icon.

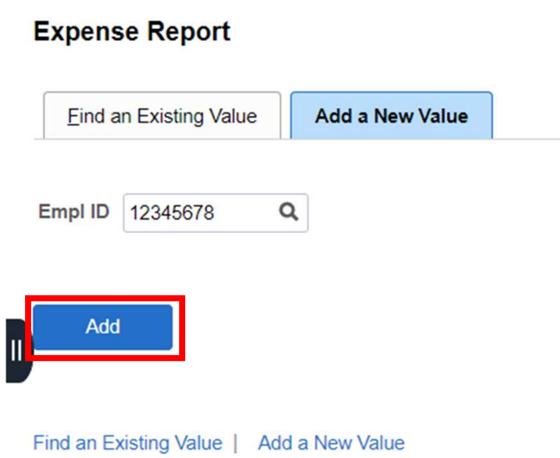


3. Click on ESS Travel and Expenses Icon

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

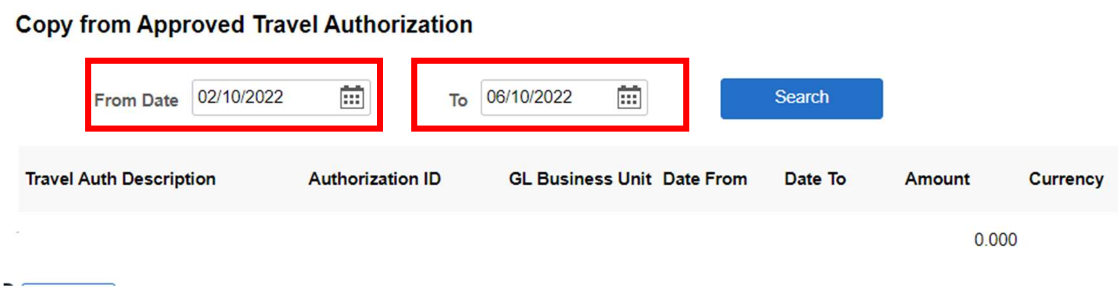


5. Verify the emplid and Click Add

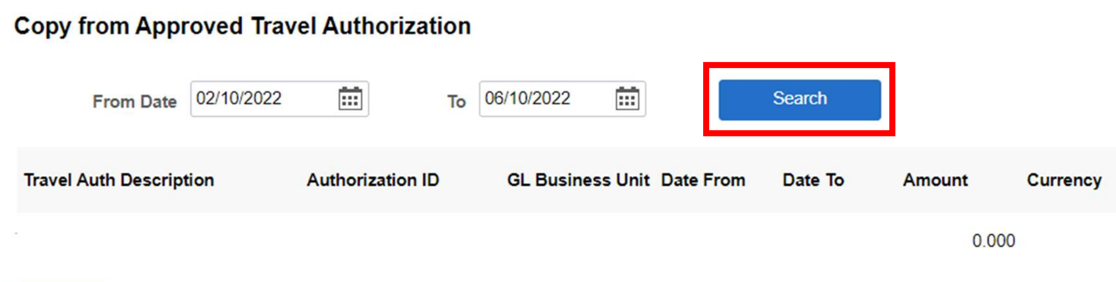


6. Choose the Date From and Date To. **PLEASE NOTE:** You must have a fully approved Travel Authorization (TA) prior to populating an expense report.

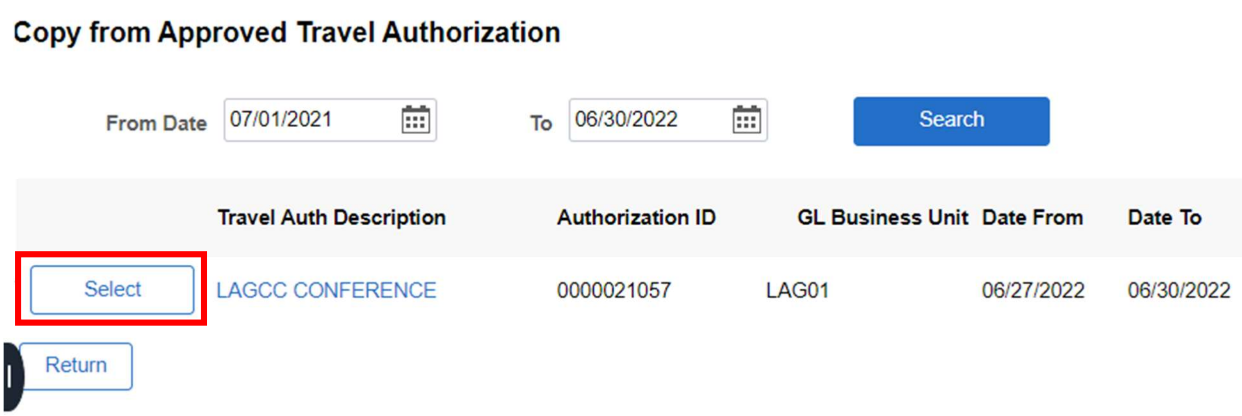
   Dates selected should be from 7/1 thru 6/30 of the current year.



7. Click Search



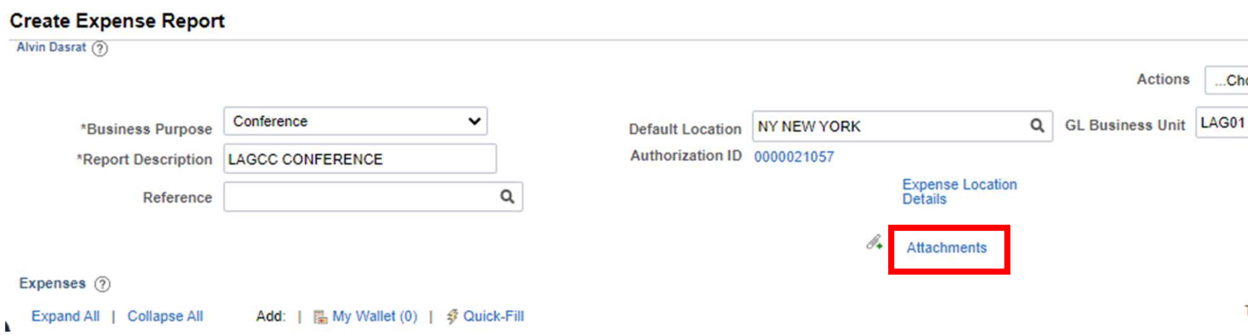
8. Once the Travel Authorization is populated, click select



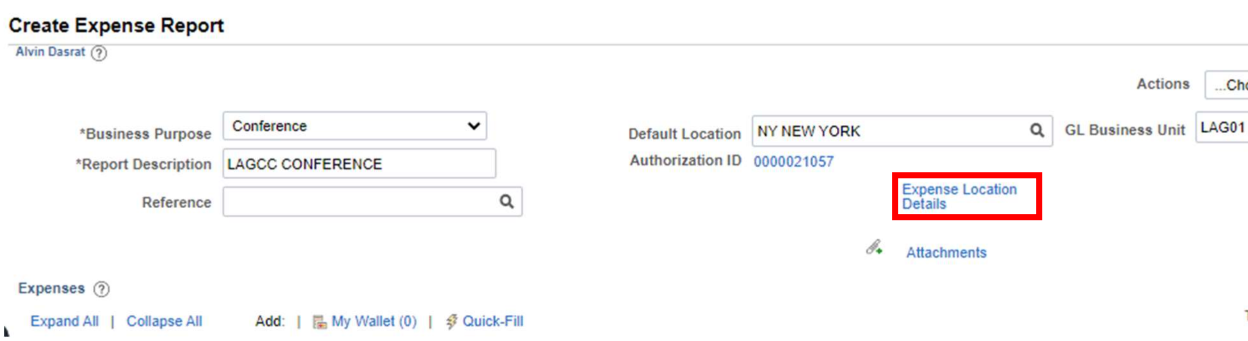
9. All of the General information and details will populate from your travel authorization.

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

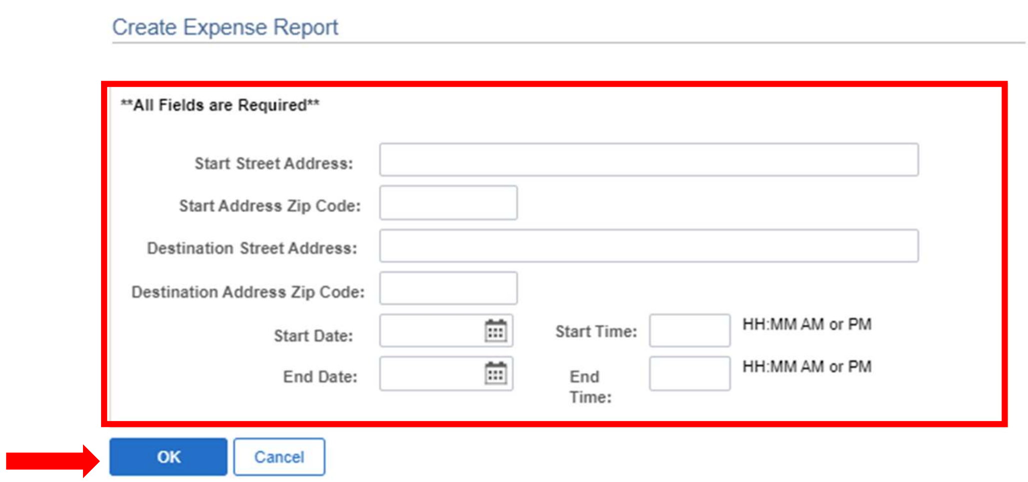
   REMINDER: Attachments do not copy forward from your travel authorization, all supporting documents and receipts must be attached before submitting your expense report.



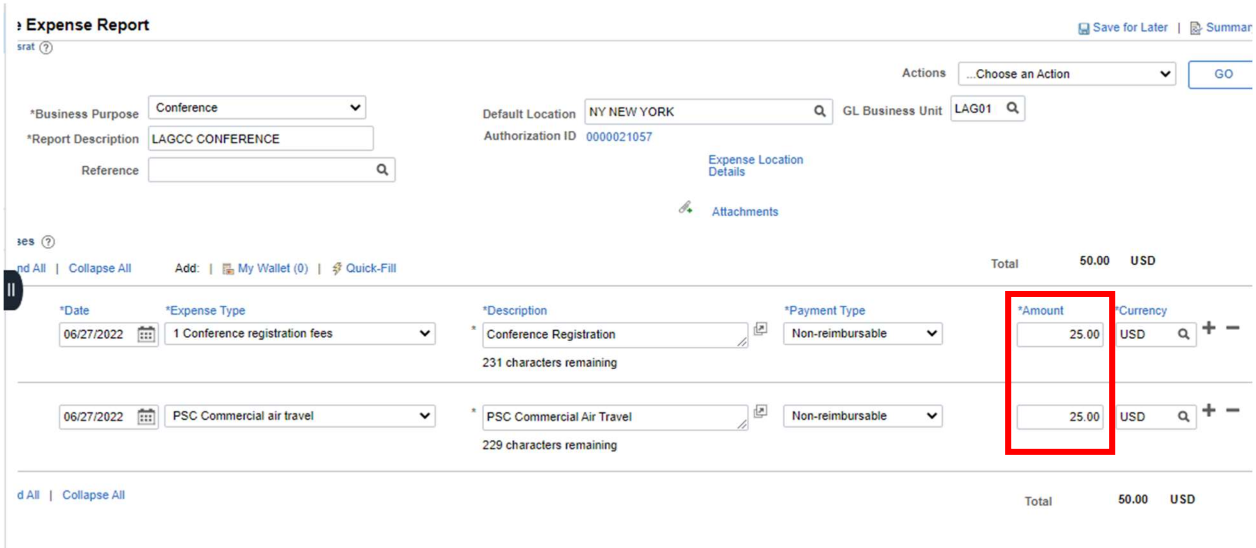
10. IMPORTANT: Expense Location Details must be completely filled out or it will not get approved. These fields are *Required Fields. Click on Expense Location Details



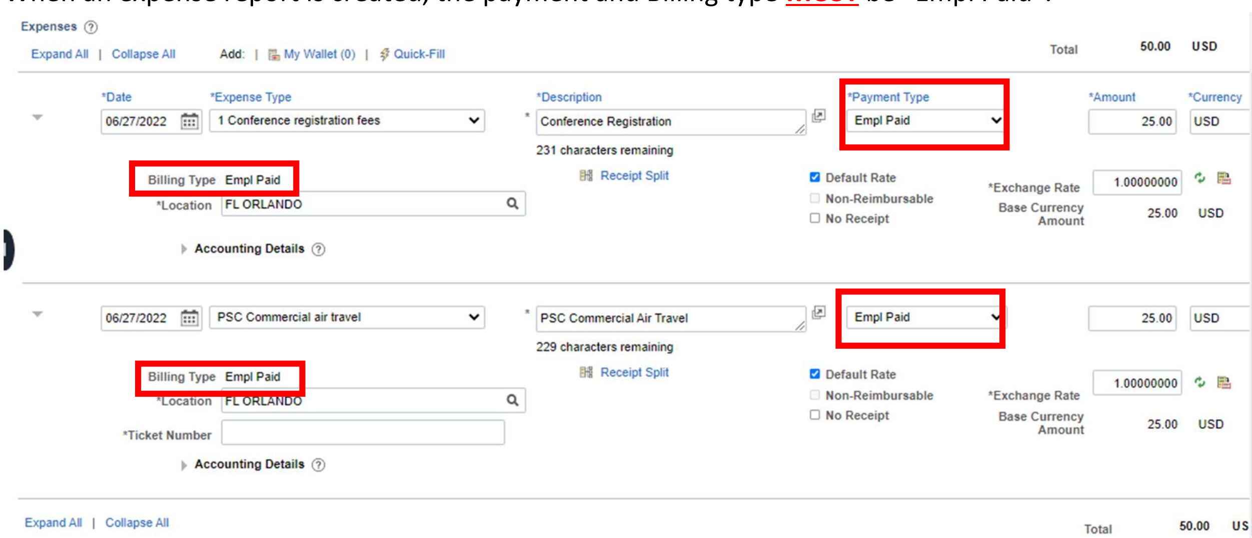
11. After you enter all the required fields, click ok to exit.



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.



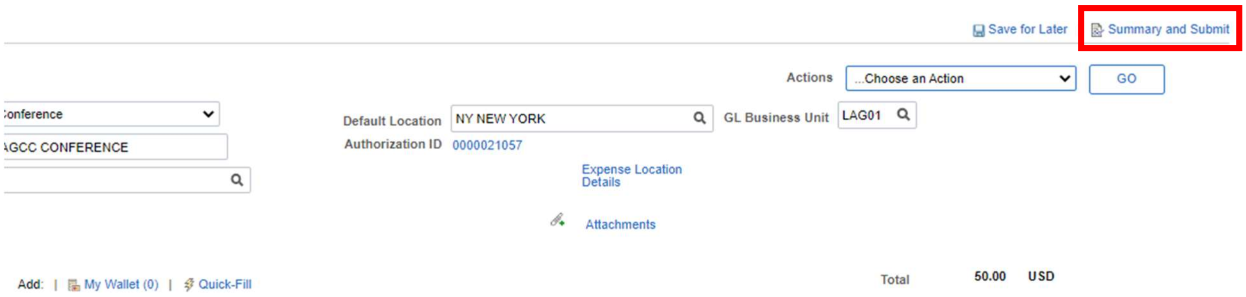
13. When an expense report is created, the payment and Billing type **MUST** be "Empl Paid".



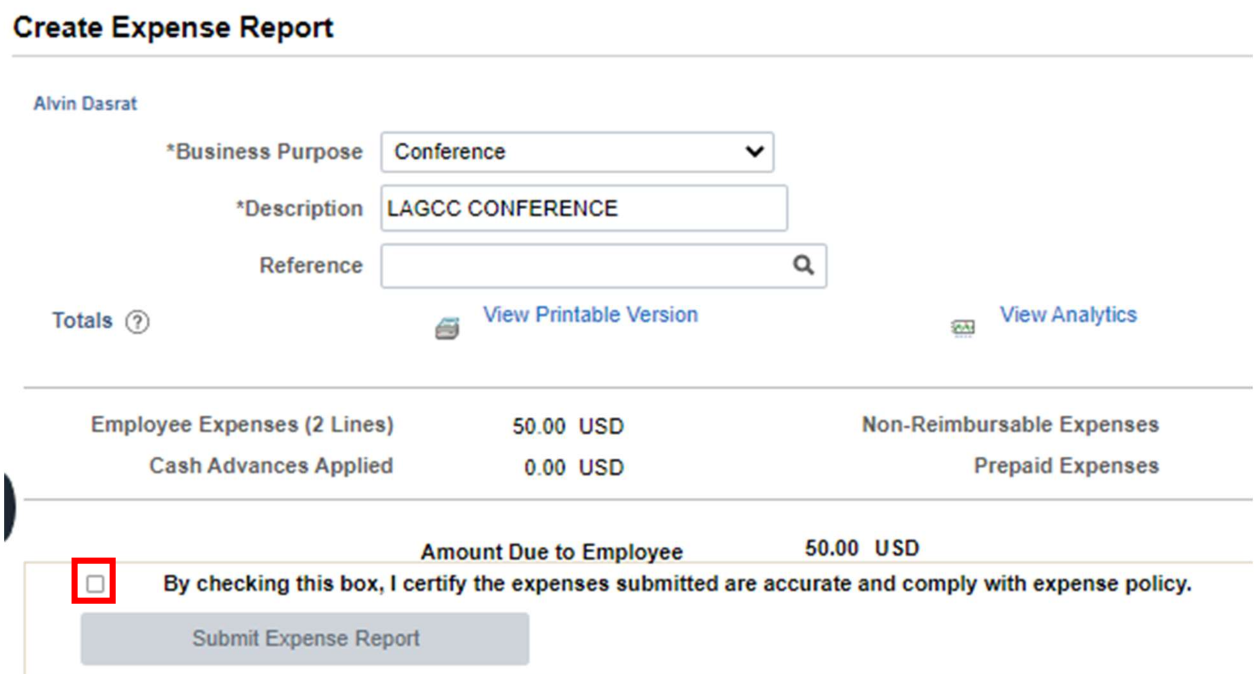
Please make sure of the following:

- ✓ 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

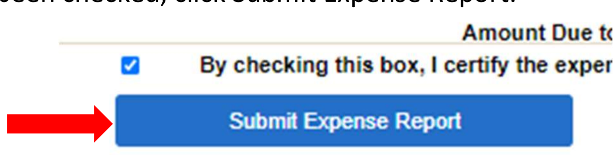
14. Once verification is complete, click the summary and submit link at the top of your expense report.



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



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



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