

## How To Create an Expense Report (ER)

Log into CUNYfirst

Log in with your CUNY Login credentials

(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)



Username

Password

Log in

Click on Financial Supply Chain

**CUNYfirst** Fully Integrated Resources & Services Tool

**LaGuardia** DARE TO DO MORE  
Community College

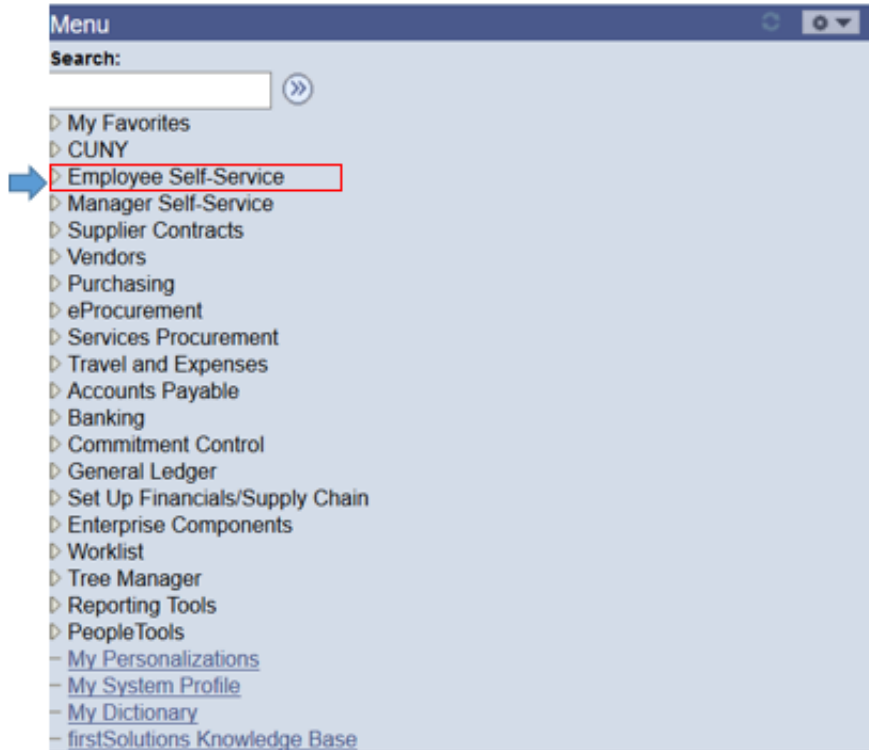
PERSONALIZE   CONTENT   LAYOUT   Thu, Aug 10, 17   2:51 PM

**CUNYFIRST MENU**

- [Customer Relations Management](#)
- [Enterprise Learning Management](#)
- [Financials Supply Chain](#)



### Click on Employee Self-Service



### Click Travel and Expense Center



## Click Expense Report → Click Create



Once you click create your expense report will appear. **PLEASE NOTE:** You must have a fully approved Travel Authorization (TA) prior to populating an expense report.

Dates should be from 7/1 - 6/30 of the current year

## Click Select

### Create Expense Report

#### Populate From A Travel Authorization

Verneisha Martin

Report ID:

NEXT

From Date:

07/01/2017

To:

06/30/2018

Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
<b>Select</b>	<a href="#">LAGCC CONFERENCE</a>	0000011141	09/04/2017	09/06/2017	1,090.13	USD

[Return to Expense Report Entry](#)

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

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Expense Report Entry

Verneisha Martin [User Defaults](#) Report ID: NEXT

General Information

\*Description: LAGCC CONFERENCE Comment:

\*Business Purpose: Conference Reference:

Default Location: CA SAN DIEGO Authorization ID: 0000011141

[Attachments](#) [Expense Location Detail](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:  GC

Expense Report Additional Info

Create Expense Report

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Expense Report Entry

Verneisha Martin Report ID: NEXT

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

Start Street Address: 123 Red Road

Start Address Zip Code: 10456

Destination Street Address: 456 Blue Road

Destination Address Zip Code: 92101

Start Date: 09/04/2017 Start Time: 6:00 AM HH:MM AM or PM

End Date: 09/06/2017 End Time: 5:00 PM HH:MM AM or PM

OK Cancel

**IMPORTANT:** Expense Location Details MUST be completely filled out or it will not get approved. These fields are **\*required\*** fields.

When an expense report is created the Payment and Billing Type MUST be "Empl Paid" see below:

### Expense Report Entry

Verneisha Martin

[User Defaults](#)

Report ID: NEXT

\*Description:  \*Business Purpose:  
 Default Location:  Authorization ID:  
   
  More Options:

Details Personalize | Find | View All |  | First 1-12 of 12 Last

\*Overview


Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type	*Detail	
<input type="checkbox"/>	1 Conference registration fee	09/04/2017	25.00	USD	Empl Paid	Empl Paid	*Detail	<input type="button" value="+"/>
<input type="checkbox"/>	1 Membership costs	09/04/2017	25.00	USD	Non-reimbursab	Non-reimbursable	*Detail	<input type="button" value="+"/>
<input type="checkbox"/>	PSC Receipted Lodging	09/04/2017	225.00	USD	Non-reimbursab	Non-reimbursable	*Detail	<input type="button" value="+"/>
<input type="checkbox"/>	PSC Commercial air travel	09/04/2017	375.00	USD	Non-reimbursab	Non-reimbursable	*Detail	<input type="button" value="+"/>
<input type="checkbox"/>	1 Additional airline fees	09/04/2017	25.00	USD	Non-reimbursab	Non-reimbursable	*Detail	<input type="button" value="+"/>
<input type="checkbox"/>	PSC Taxi/Car Service	09/04/2017	10.00	USD	Non-reimbursab	Non-reimbursable	*Detail	<input type="button" value="+"/>
<input type="checkbox"/>	PSC Mileage - City Auto	09/04/2017	40.13	USD	Non-reimbursab	Non-reimbursable	*Detail	<input type="button" value="+"/>
<input type="checkbox"/>	PSC Vehicle Rental	09/04/2017	250.00	USD	Non-reimbursab	Non-reimbursable	*Detail	<input type="button" value="+"/>
<input type="checkbox"/>	PSC Parking Fees	09/04/2017	20.00	USD	Non-reimbursab	Non-reimbursable	*Detail	<input type="button" value="+"/>
<input type="checkbox"/>	PSC Per Diem Unrcpt Overnt	09/04/2017	25.00	USD	Non-reimbursab	Non-reimbursable	*Detail	<input type="button" value="+"/>
<input type="checkbox"/>	PSC Tolls Paid	09/04/2017	35.00	USD	Non-reimbursab	Non-reimbursable	*Detail	<input type="button" value="+"/>
<input type="checkbox"/>	PSC Train Ticket	09/04/2017	35.00	USD	Non-reimbursab	Non-reimbursable	*Detail	<input type="button" value="+"/>

Totals			
Employee Expenses:	1,090.13 USD	Due Employee:	25.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	1,065.13 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#)

- ✓ Enter actual amounts
- ✓ Upload all original receipts (**Missing or illegible Receipts cause delays in the audit process**)
- ✓ Check for errors
- ✓ Check your receipt totals to make sure they equal the amount due employee
- ✓ Submit

Once the details have been completed make sure to check for errors. If there are errors a red flag  will appear on that expense type line. To view and clear the error you will click on the red flag and fill in the highlighted box (Usually it's due to missing Description).

### Create Expense Report

#### Expense Detail for PSC Per Diem Unrcpt Overnt (Line 10)

Verneisha Martin






Report ID:

NEXT

Please enter or update the following information:

 Description

#### About This Expense

*Expense Date:	09/04/2017 	
*Payment Type:	Non-reimbursable	<input type="checkbox"/> No Receipt
Billing Type:	Non-reimbursable	<input type="checkbox"/> Non-Reimbursable
*Location:	CA SAN DIEGO 	
*Description:	<div style="background-color: red; height: 20px; width: 100%;"></div>	
*Amount Spent:	25.00	
*Currency:	USD 	
*Exchange Rate:	1.00000000  	
	<input checked="" type="checkbox"/> Default Rate	
Reimbursement Amt:	25.00	USD

[Accounting Detail](#)

[Receipt Split](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

If there is an error correct or add information then click

[Check Expense For Errors](#)

If there are no errors [Return to Expense Report](#)

## Expense Report Entry

Verneisha Martin

[User Defaults](#)

Report ID: NEXT

**General Information**

\*Description:       Comment:

\*Business Purpose:       Reference:

Default Location:        Authorization ID: [0000011141](#)

     [Expense Location Details](#)

[Accounting Defaults](#)      [Apply Cash Advance\(s\)](#)      More Options:

Details Personalize | Find | View All |  |       First 1-12 of 12 Last

\*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	1 Conference registration fee	09/04/2017 <input type="button" value="📅"/>	25.00	USD <input type="button" value="🔍"/>	Empl Paid	Empl Paid	<a href="#">*Detail</a> <input type="button" value="⊕"/>
<input type="checkbox"/>	1 Membership costs	09/04/2017 <input type="button" value="📅"/>	25.00	USD <input type="button" value="🔍"/>	Non-reimbursab	Non-reimbursable	<a href="#">*Detail</a> <input type="button" value="⊕"/>
<input type="checkbox"/>	PSC Receipted Lodging	09/04/2017 <input type="button" value="📅"/>	225.00	USD <input type="button" value="🔍"/>	Non-reimbursab	Non-reimbursable	<a href="#">*Detail</a> <input type="button" value="⊕"/>
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<input type="checkbox"/>	PSC Taxi/Car Service	09/04/2017 <input type="button" value="📅"/>	10.00	USD <input type="button" value="🔍"/>	Non-reimbursab	Non-reimbursable	<a href="#">*Detail</a> <input type="button" value="⊕"/>
<input type="checkbox"/>	PSC Mileage - City Auto	09/04/2017 <input type="button" value="📅"/>	40.13	USD	Non-reimbursab	Non-reimbursable	<a href="#">*Detail</a> <input type="button" value="⊕"/>
<input type="checkbox"/>	PSC Vehicle Rental	09/04/2017 <input type="button" value="📅"/>	250.00	USD <input type="button" value="🔍"/>	Non-reimbursab	Non-reimbursable	<a href="#">*Detail</a> <input type="button" value="⊕"/>
<input type="checkbox"/>	PSC Parking Fees	09/04/2017 <input type="button" value="📅"/>	20.00	USD <input type="button" value="🔍"/>	Non-reimbursab	Non-reimbursable	<a href="#">*Detail</a> <input type="button" value="⊕"/>
<input type="checkbox"/>	PSC Per Diem Unrcpt Overnt	09/04/2017 <input type="button" value="📅"/>	25.00	USD <input type="button" value="🔍"/>	Non-reimbursab	Non-reimbursable	<a href="#">*Detail</a> <input type="button" value="⊕"/>
<input type="checkbox"/>	PSC Tolls Paid	09/04/2017 <input type="button" value="📅"/>	35.00	USD <input type="button" value="🔍"/>	Non-reimbursab	Non-reimbursable	<a href="#">*Detail</a> <input type="button" value="⊕"/>
<input type="checkbox"/>	PSC Train Ticket	09/04/2017 <input type="button" value="📅"/>	35.00	USD <input type="button" value="🔍"/>	Non-reimbursab	Non-reimbursable	<a href="#">*Detail</a> <input type="button" value="⊕"/>

**Totals**

Employee Expenses:	1,090.13 USD	Due Employee:	25.00 USD
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Employee Credits:	0.00 USD		
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[Definition of Totals](#)     

           [Expense Report Project Summary](#)      [Printable View](#)

**The Expense Report is now ready to be submitted and routed to your Supervisor for approval.**

**Employee will receive a notification via email of submission.**

**Once all approvals are applied the Expense Report will be routed to AP for final review and audit.**

**Once the audit has been completed employee will receive notification of reimbursement approval.**

**IMPORTANT:**

**Modify:** Once the Expense Report has been submitted you or your proxy will not be able to make changes unless your Supervisor sends it back.

**Cancel:** Only when it is approved by Supervisor and Department Approvers

**Delete:** Only when the ER is "Pending" no approvals applied

For Inquiries or assistance please feel free to contact:

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Ext.5723

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