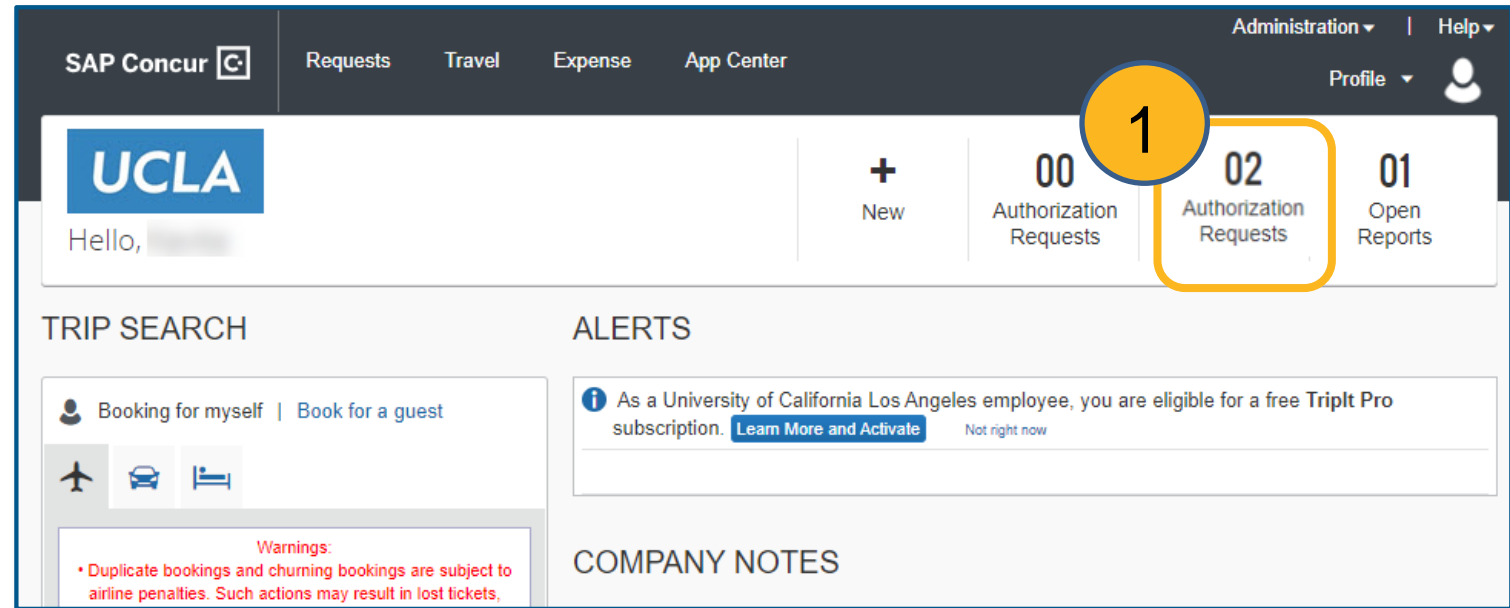


Creating a Report from a Request

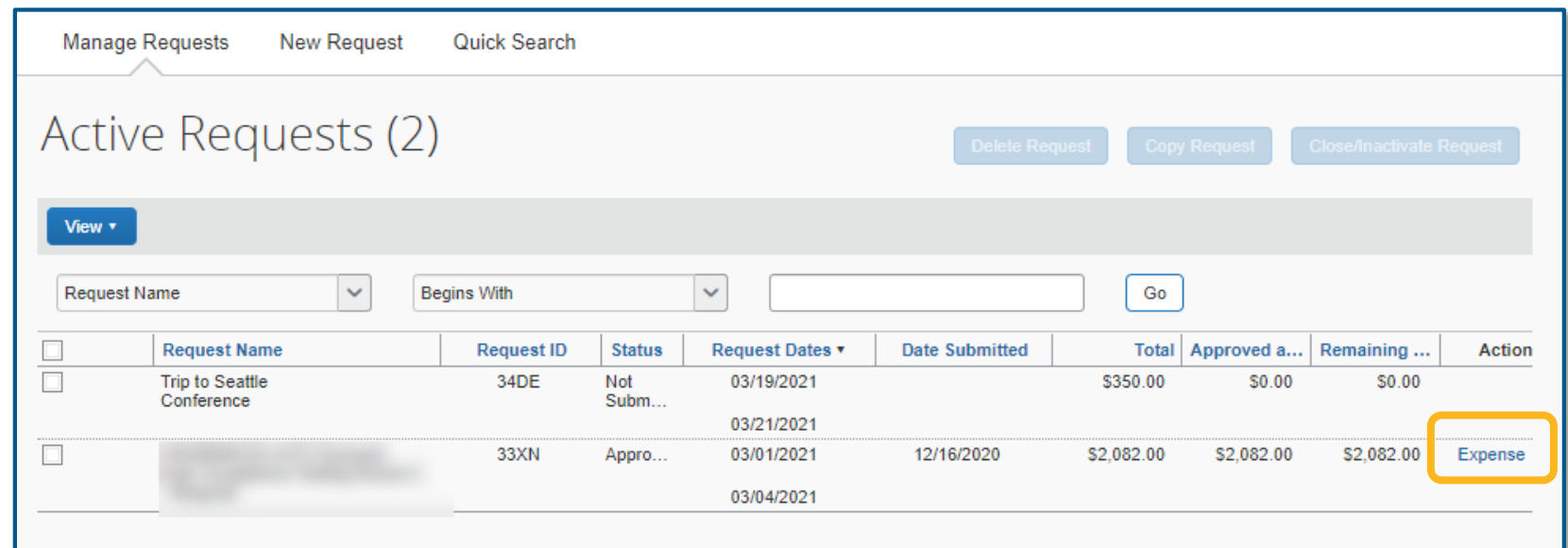
Follow these steps to learn how to create an expense report using approved requests.

Watch [▶ the tutorial](#). Please note, this is a 3rd party video which provides an overview of the steps. For specific instructions for UCLA, please refer to this written guide.

1) Click **Authorization Requests**



2) Click **Expense** in the Action column to add the approved request



2

Creating a Report from a Request

3) Verify the information in the report header, complete other fields as needed

Note: The approved request shows at the bottom of the screen

Click **Next**

Create a New Expense Report

Report Header

Report Key

Type of Reimbursement
Travel & Entertainment

Trip Name Business Purpose 2. Conference Travel Destination 3. US States (Contiguous) Business Justification

Business Travel Start Date 03/01/2021 Business Travel End Date 03/04/2021 Did This Trip Include Personal Travel? No Personal Travel Dates

Comment

I acknowledge this report exceeds 45 days from the trip end date

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
	33XN	No	\$2,082.00	\$2,082.00	\$2,082.00

Next >> Cancel

4) Indicate whether or not foreign meals or lodging will be claimed

For this guide, no foreign meals or lodging will be claimed

Travel Allowances

Will foreign meals or lodging be claimed?

Yes No

5) The expense report is created with the attached request.

Continue to add expenses as needed by:

- Adding a New Expense
- Importing T&E card transactions
- Importing a Lodge Card transaction (Direct Billed Airfare)

Manage Expenses

Trip to Chicago

+ New Expense Import Expenses Details Receipts Print / Email

Date	Expense Type	Amount	Requested
Adding New Expense			
No Expenses Found			

New Expense

Expense Type

Recently Used Expense Types

- Conference Registration
- Airfare

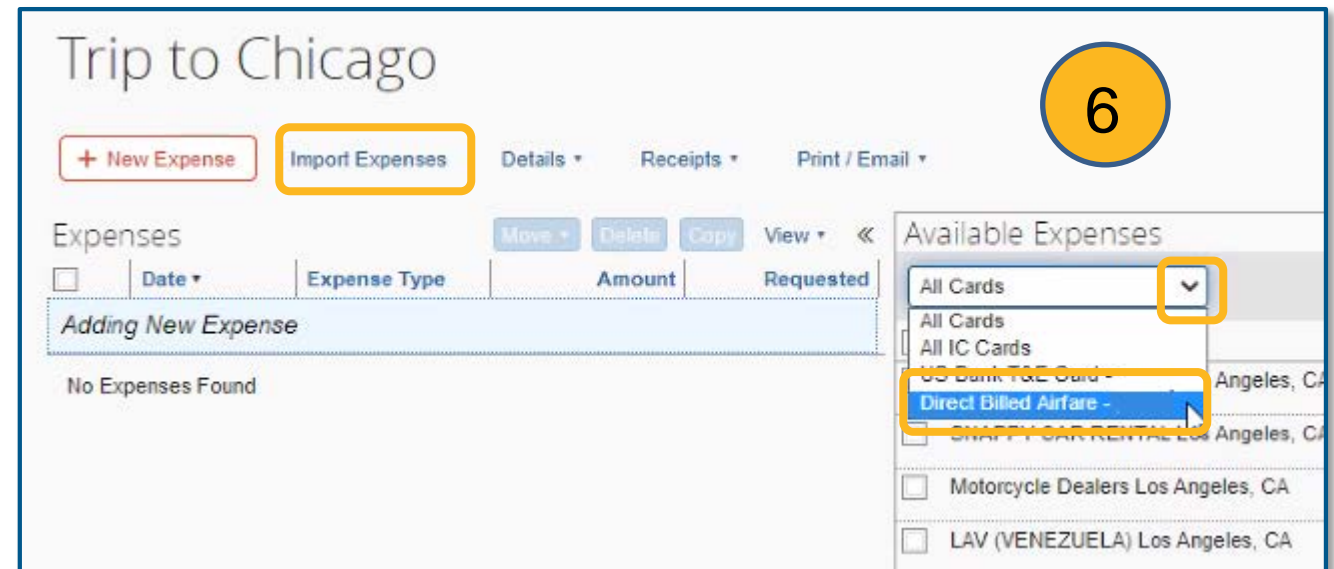
Creating a Report from a Request

To Add Direct Billed Airfare

6) If airfare was Direct Billed, click **Import Expenses**

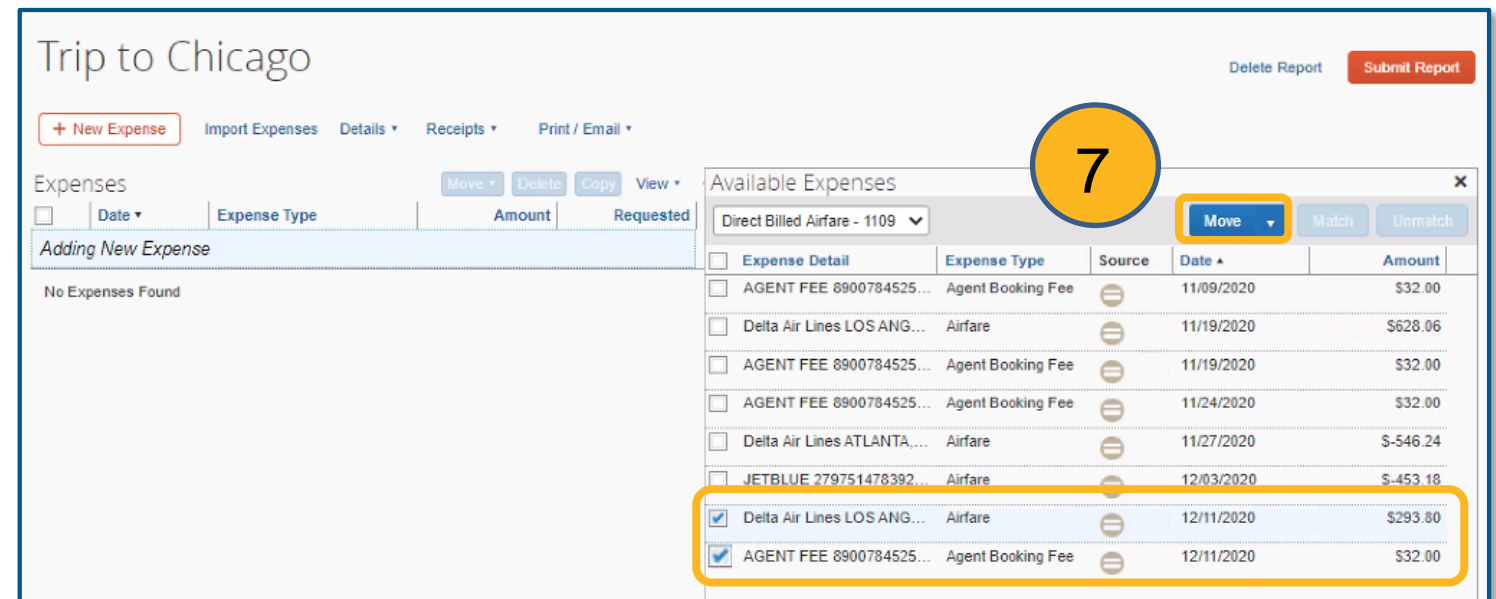
Click the **All Cards** drop down

Select **Direct Billed Airfare**



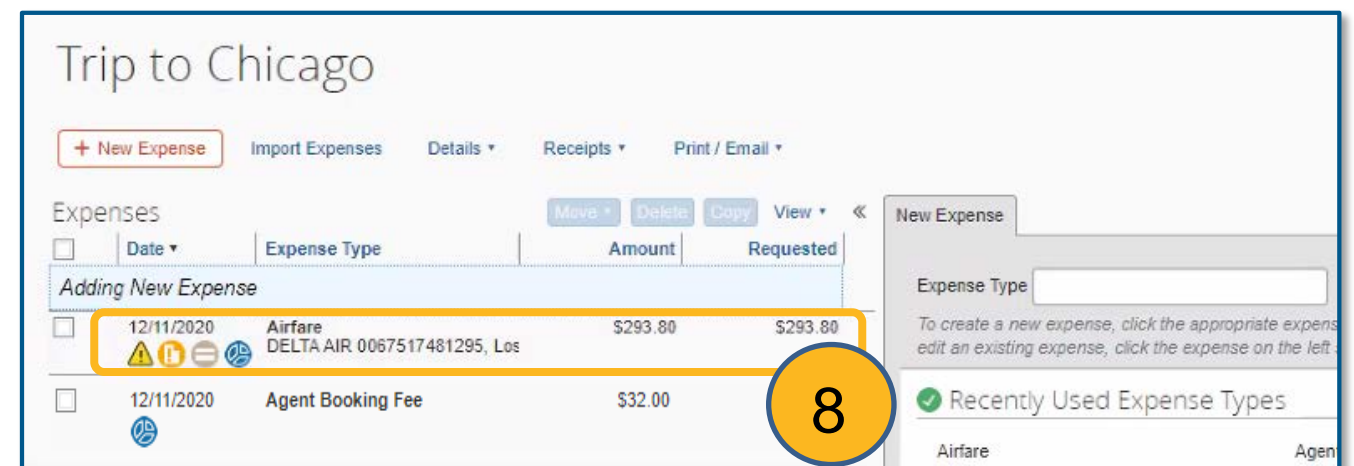
7) Click the check boxes by the correct **Airfare** expense and associated **Agent Booking Fee**

Click **Move**



8) See that the **Airfare** expense and **Agent Booking Fee** are added to the report on the left

Click on the expense



Creating a Report from a Request

9) Complete the required information (indicated with a red bar) and any other optional fields as needed

Verify that the correct request is added to the expense

Click **Save**

Note: Repeat these steps for additional expenses associated with the request

Expense | Available Receipts

Expense Type: Airfare | Transaction Date: 12/11/2020

Travel Destination: 3. US States (Contiguous) | Business Purpose: 2. Conference

Detailed Description (64 char):

Class of Service: | Reservation Source:

Ticket Number: 0067517481295

Vendor: Delta Air Lines | Enter Vendor Name: DELTA AIR 0067517481295

Amount: 293.80 USD | Payment Type: Direct Billed Airfare

Comment: | Request: 03/01/2021, \$550.00 - 10191

Buttons: Save, Itemize, Allocate, Attach Receipt, Cancel

10) Continue adding expenses as needed, complete and submit the report when ready

Trip to Chicago | Delete Report | Submit Report

+ New Expense | Import Expenses | Details | Receipts | Print / Email

Expenses	Date	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	12/11/2020	Airfare DELTA AIR 0067517481295, Los	\$293.80	\$293.80

New Expense | Available Receipts

Expense Type:

Recently Used Expense Types:

- Airfare
- Agent Booking Fee
- Per Diem Adjustment
- Car Rental