

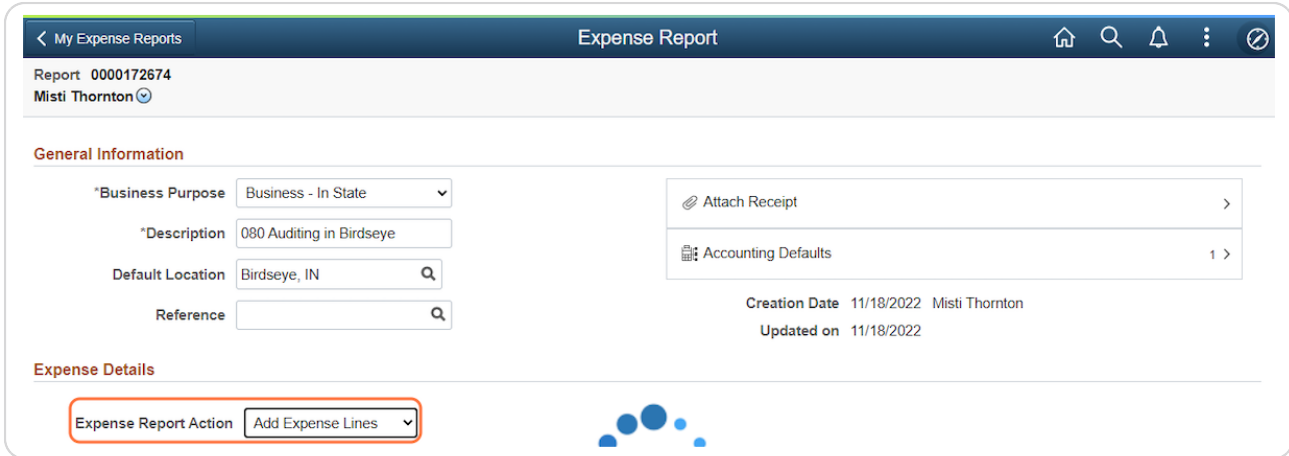
ER - Manually add expense lines for mileage and in State per diem

STEP 1

Add the expense lines.

After you've completed the General Information (Header), you're ready to add the expense lines.

From the Expense Report Action drop-down, select Add Expense Lines.



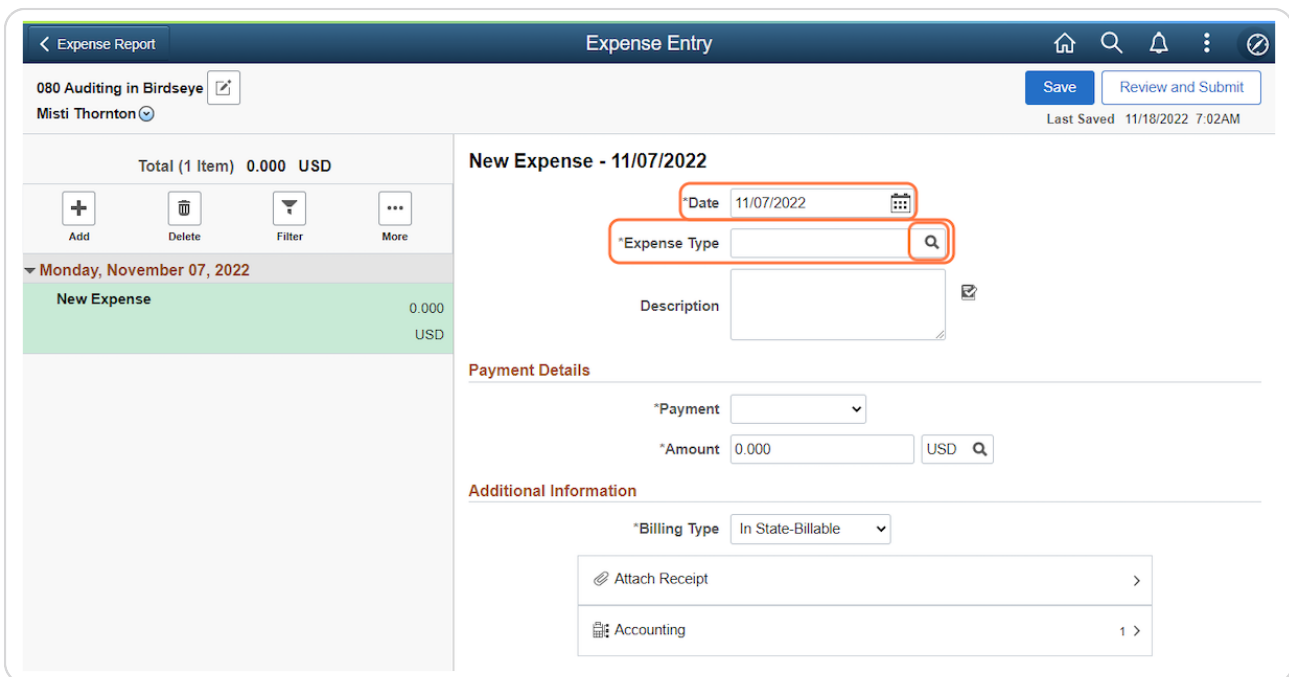
The screenshot shows the 'Expense Report' form. At the top, there's a navigation bar with 'My Expense Reports' and 'Expense Report'. Below that, the report ID '0000172674' and user 'Misti Thornton' are displayed. The 'General Information' section includes fields for 'Business Purpose' (Business - In State), 'Description' (080 Auditing in Birdseye), 'Default Location' (Birdseye, IN), and 'Reference'. There are also buttons for 'Attach Receipt' and 'Accounting Defaults'. The 'Creation Date' is 11/18/2022 and 'Updated on' is 11/18/2022. In the 'Expense Details' section, the 'Expense Report Action' dropdown is highlighted with a red box and set to 'Add Expense Lines'.

STEP 2

Adjust the date and click the Expense Type Lookup.

The Date will default with the entry date; update it to match the expense date.

In the Expense Type field, click Lookup.

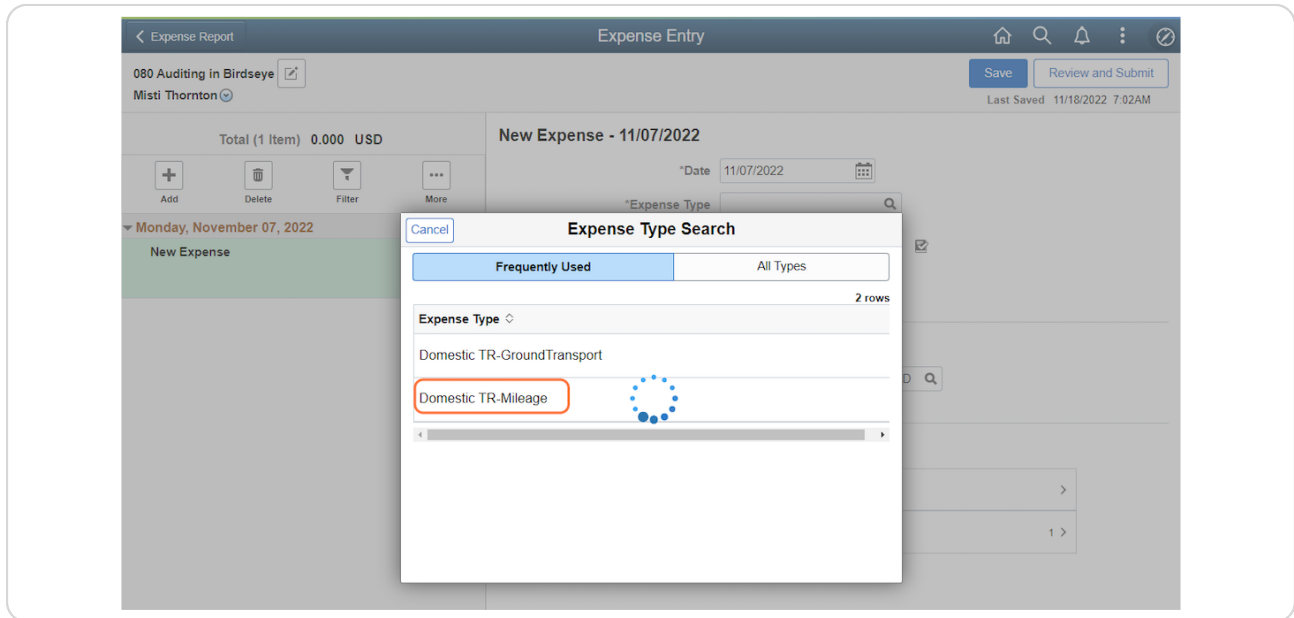


The screenshot shows the 'Expense Entry' form. At the top, there's a navigation bar with 'Expense Report' and 'Expense Entry'. Below that, the report ID '080 Auditing in Birdseye' and user 'Misti Thornton' are displayed. There are 'Save' and 'Review and Submit' buttons, and a 'Last Saved' timestamp of 11/18/2022 7:02AM. The 'New Expense - 11/07/2022' section shows a 'Date' field set to 11/07/2022 and an 'Expense Type' field with a search icon. The 'Description' field is empty. The 'Payment Details' section includes 'Payment' and 'Amount' (0.000 USD) fields. The 'Additional Information' section includes a 'Billing Type' dropdown set to 'In State-Billable'. There are also buttons for 'Attach Receipt' and 'Accounting'.

STEP 3

Select Domestic TR-Mileage.

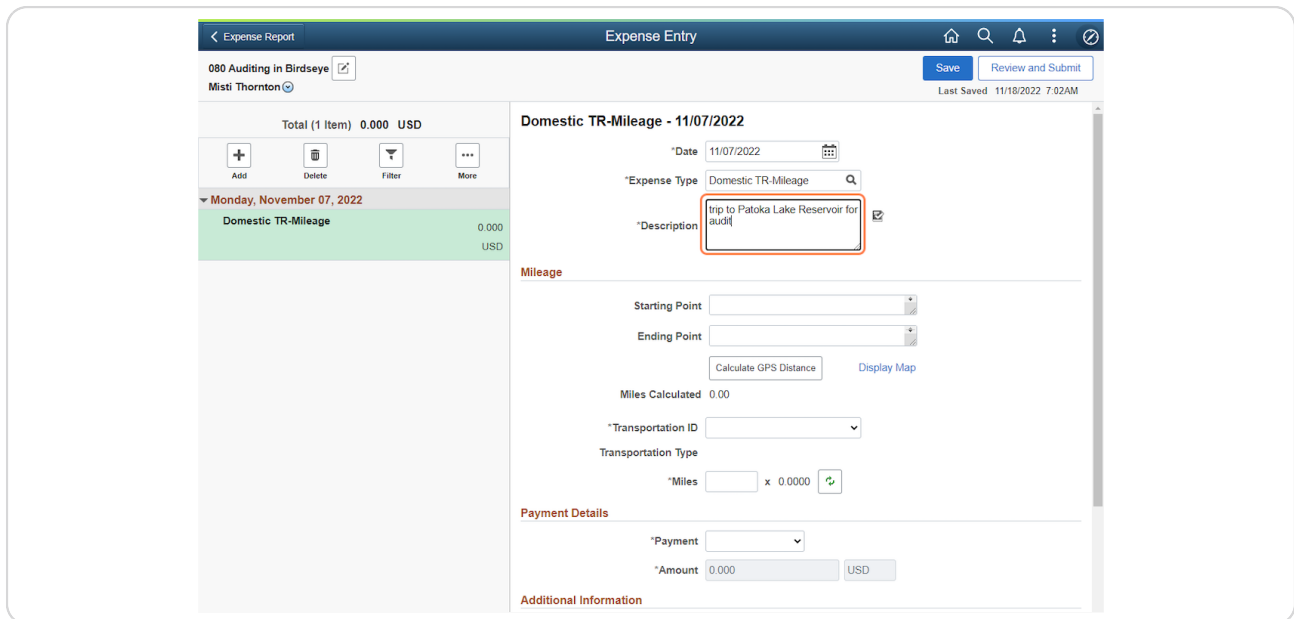
Click Domestic TR-Mileage from the Expense Type Search pop-up.



STEP 4

Enter the Description.

In the Description field, enter an explanation for the mileage being claimed.



STEP 5

Enter the Starting Point.

In the Starting Point field, the address where the trip began must be entered as follows: Street Address, City, State, US.

For example: 402 West Washington Street, Indianapolis, IN, US

The screenshot shows an "Expense Entry" form for "Domestic TR-Mileage - 11/07/2022". The form is divided into several sections:

- Header:** "Expense Report" and "Expense Entry" with navigation icons. User information: "080 Auditing in Birdseye", "Misti Jumps". Buttons: "Save", "Review and Submit". "Last Saved: 02/10/2023 11:06AM".
- Summary:** "Total (1 Item) 0.000 USD".
- Item List:** A table with one entry: "Domestic TR-Mileage" (0.000 USD) with description "Trip to Patoka Lake Reservoir for audit".
- Mileage Section:**
 - *Date: 11/07/2022
 - *Expense Type: Domestic TR-Mileage
 - *Description: Trip to Patoka Lake Reservoir for audit
 - Starting Point:** 402 west washington street, Indianapolis, IN, US
 - Ending Point:** (empty)
 - Buttons: "Calculate GPS Distance", "Display Map"
 - Miles Calculated: 0.00
 - *Transportation ID: (empty)
 - Transportation Type: (empty)
 - *Miles: (empty) x 0.0000
- Payment Details:**
 - *Payment: (empty)
 - *Amount: 0.000 USD
- Additional Information:**
 - *Billing Type: In State, Billable

STEP 6

Enter the Ending Point.

In the Ending Point field, the address where the trip ended must be entered as follows: Street Address, City, State, US.

For example, 3054 North Dillard Road, Birdseye, IN, US

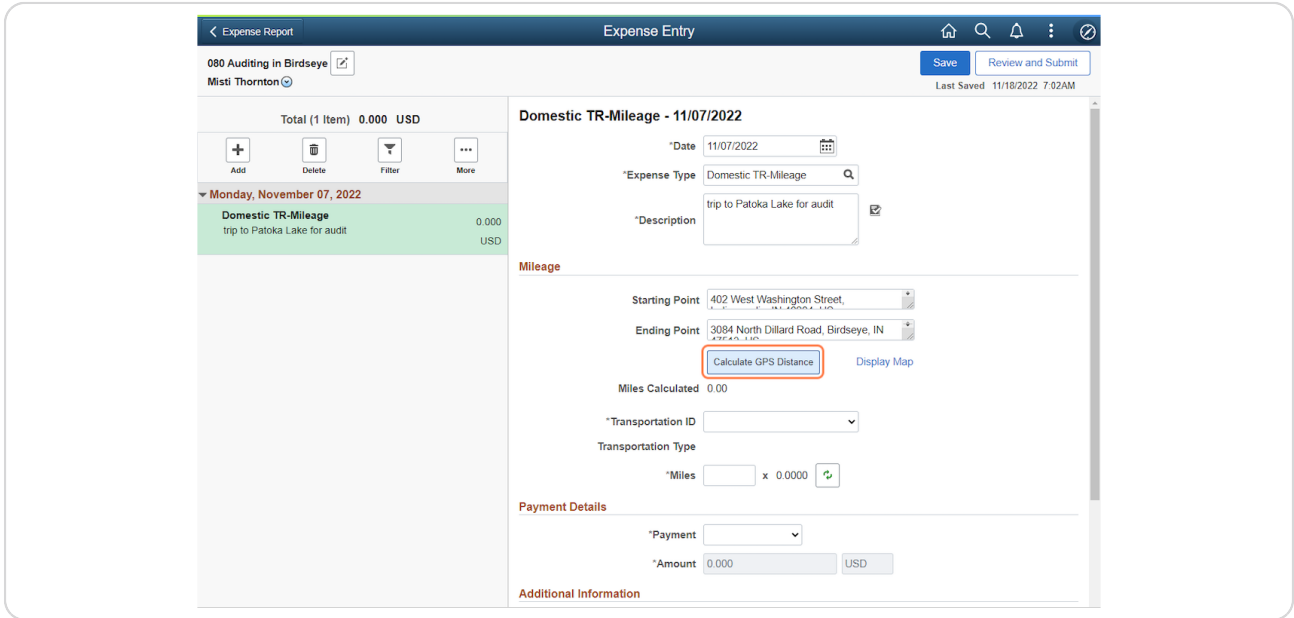
The screenshot displays the 'Expense Entry' form for a 'Domestic TR-Mileage' expense. The form is titled 'Expense Entry' and shows a total of 1 item for 0.000 USD. The entry is dated 11/07/2022 and is categorized as 'Domestic TR-Mileage'. The description is 'Trip to Patoka Lake Reservoir for audit'. The starting point is '402 west washington street, Indianapolis, IN, US' and the ending point is '3054 North Dillard Road, Birdseye, IN, US'. The miles calculated is 0.00. The form includes sections for Mileage, Payment Details, and Additional Information. The 'Payment Details' section shows a payment of 0.000 USD. The 'Additional Information' section shows a billing type of 'In State, Billable'.

Date	Expense Type	Description	Amount
11/07/2022	Domestic TR-Mileage	Trip to Patoka Lake Reservoir for audit	0.000 USD

STEP 7

Calculate GPS Distance.

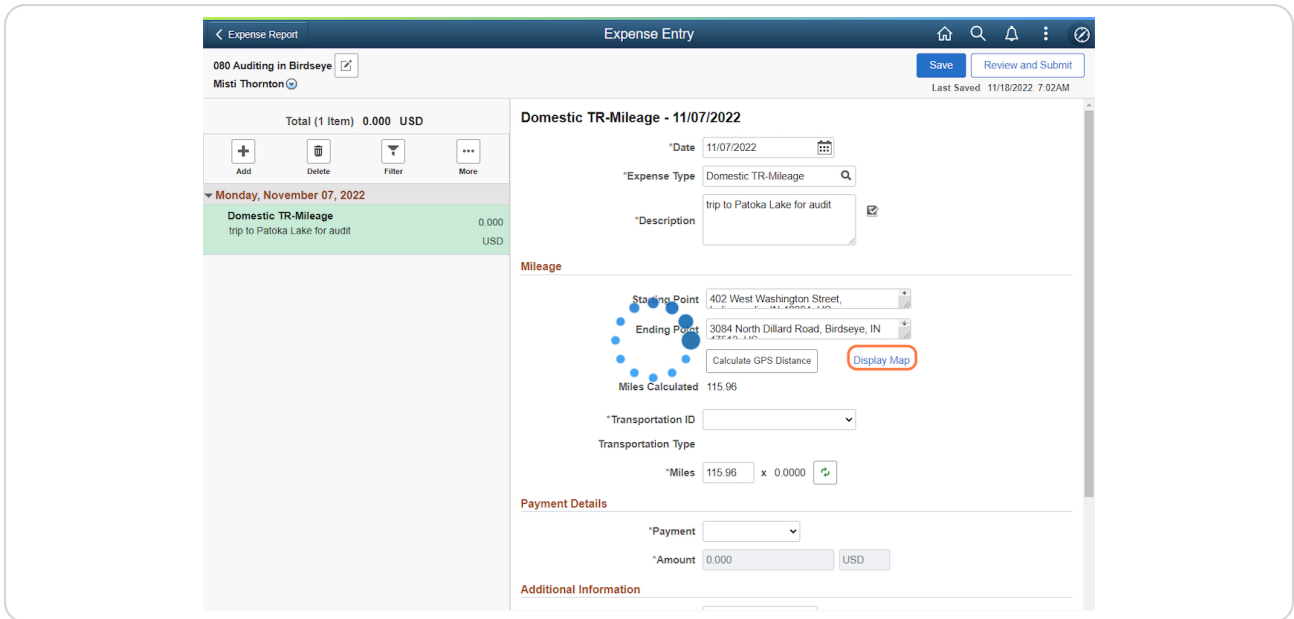
Click Calculate GPS Distance.



STEP 8

Click the Display Map hyperlink.

You can click the Display Map hyperlink.



STEP 9

View the Map and Route pop-up.

Here, you can view the route on a map and the mileage calculation details.

Click the X in the pop-up to close it.

The screenshot shows a software interface for 'Expense Entry'. A pop-up window titled 'Map and Route' is open, displaying a table of route instructions and a map of the Indianapolis area. The table lists 11 steps with their respective distances and times. The map shows a purple route starting from the center of Indianapolis and heading south through various roads and highways.

Turn STRAIGHT LEFT onto RAMP (Going South)	0.4 mi	29 sec
Turn LEFT onto Beaver Creek Rd (Going East)	633 ft	8 sec
Turn RIGHT onto Blanton Rd (Going South)	1.9 mi	2 min
Turn SLIGHT LEFT onto Old Vincennes Rd (Going South)	0.25 mi	18 sec
Stay STRAIGHT to go onto N County Road 910 W (Going Southeast)	1 mi	1 min
Stay STRAIGHT to go onto N County Road 875 W (Going Southeast)	739 ft	10 sec
Stay STRAIGHT to go onto W County Road 750 N (Going East)	1.2 mi	2 min
Turn RIGHT onto N County Road 775 W (Going South)	3.2 mi	4 min
Stay STRAIGHT to go onto N County Road 850 W (Going Southwest)	1.6 mi	2 min
Stay STRAIGHT to go onto N County Road 810 W (Going South)	0.32 mi	23 sec

STEP 10

Select the Transportation ID.

In the Miles Calculated field, the number of miles between the starting and ending points will be auto-generated.

From the Transportation ID drop-down, select IDOA.

The screenshot displays the 'Expense Entry' interface for a 'Domestic TR-Mileage' entry on 11/07/2022. The left sidebar shows a list of items with a total of 0.000 USD. The main form includes the following fields:

- Date:** 11/07/2022
- Expense Type:** Domestic TR-Mileage
- Description:** trip to Patoka Lake for audit
- Mileage Section:**
 - Starting Point:** 402 West Washington Street, [City, State, ZIP]
 - Ending Point:** 3084 North Dillard Road, Birdseye, IN [City, State, ZIP]
 - Miles Calculated:** 115.96
 - Transportation ID:** IDOA (highlighted with a red box)
 - Transportation Type:** [Dropdown]
 - Miles:** 115.96 x 0.0000
- Payment Details:**
 - Payment:** [Dropdown]
 - Amount:** 0.000 USD
- Additional Information:** [Section header]

STEP 11

Select the Payment Type.

Notice that the current State mileage reimbursement rate has defaulted.

Select the appropriate Payment Type from the drop-down.

The screenshot displays an "Expense Entry" form for "080 Auditing in Birdseye" by Misti Thornton. The form is titled "Expense Entry" and includes a "Save" button and a "Review and Submit" button. The "Ending Point" is "3084 North Dillard Road, Birdseye, IN". The "Miles Calculated" is 115.96. The "Transportation ID" is "IDOA" and the "Transportation Type" is "IDOA". The "Miles" field shows "115.96 x 0.4900". The "Payment Details" section shows "Payment" set to "Employee Paid" (highlighted with a red circle) and "Amount" set to "56.820 USD". The "Additional Information" section shows "Billing Type" as "In State-Billable", "Originating Location" as an empty field, and "Destination Location" as "Birdseye, IN". There are also fields for "Attach Receipt" and "Accounting".

Total (1 Item) 56.820 USD	
Monday, November 07, 2022	
Domestic TR-Mileage	0.000
trip to Patoka Lake for audit	USD

Ending Point: 3084 North Dillard Road, Birdseye, IN
Calculate GPS Distance Display Map

Miles Calculated: 115.96

*Transportation ID: IDOA

Transportation Type: IDOA

*Miles: 115.96 x 0.4900

Payment Details

*Payment: Employee Paid

*Amount: 56.820 USD

Additional Information

*Billing Type: In State-Billable

*Originating Location: [Search]

*Destination Location: Birdseye, IN [Search]

Attach Receipt [Search]

Accounting [Search]

Exceptions

STEP 12

Select the Billing Type.

If it didn't default correctly, select the appropriate Billing Type from the drop-down based on the Payment Type chosen.

The screenshot displays an "Expense Entry" form for a "Domestic TR-Mileage" entry. The entry is dated "Monday, November 07, 2022" and has a total amount of 56.820 USD. The form includes the following fields and options:

- Ending Point:** 3084 North Dillard Road, Birdseye, IN
- Miles Calculated:** 115.96
- Transportation ID:** IDOA
- Transportation Type:** IDOA
- *Miles:** 115.96 x 0.4900
- Payment Details:**
 - *Payment:** Employee Paid
 - *Amount:** 56.820 USD
- Additional Information:**
 - *Billing Type:** In State-Billable (highlighted with a red box)
 - *Originating Location:** (empty search field)
 - *Destination Location:** Birdseye, IN
 - Attach Receipt:** (empty field with a right arrow)
 - Accounting:** (empty field with a right arrow)
- Exceptions:** Personal Expense (No)

STEP 13

Look up the Originating Location.

The Originating Location is the city where the travel event began; enter the city name and click Lookup.

The screenshot shows the 'Expense Entry' form for '080 Auditing in Birdseye' by Misti Thornton. The total amount is 56,820 USD. The form includes fields for Ending Point (3084 North Dillard Road, Birdseye, IN), Miles Calculated (115.96), Transportation ID (IDOA), and Transportation Type (IDOA). The Payment Details section shows 'Employee Paid' and an amount of 56,820 USD. The Additional Information section shows 'Billing Type' as 'In State-Billable', 'Originating Location' as 'Indiana', and 'Destination Location' as 'Birdseye, IN'. The Originating Location field is highlighted with a red box.

STEP 14

Select the Originating Location.

When you've located the city you need, click anywhere on the desired Expense Location row.

The screenshot shows the 'Lookup' dialog box for 'Originating Location'. The search criteria are 'Originating Location'. The search results are displayed in a table with 2 rows:

Originating Location	Description
INDNA	Indiana, PA
IND	Indianapolis, IN

The 'IND' row is highlighted with a red box.

Attach the receipt.

If the number in the Miles field wasn't adjusted, no receipt is required. If the number in the Miles field was adjusted, click Attach Receipt and use the upload process to attach the shortest route driving directions.

If you need to include the printed Rent vs. Reimbursement Calculator information, click Attach Receipt and use the upload process to attach it.

The screenshot displays the 'Expense Entry' form for a mobile application. The top navigation bar shows 'Expense Report' and 'Expense Entry'. The user is logged in as 'Misti Thornton' and the report is for '080 Auditing in Birdseye'. The total amount is 56,820 USD. The expense is categorized as 'Domestic TR-Mileage' for a trip to Patoka Lake for audit on Monday, November 07, 2022. The form includes fields for 'Ending Point' (3084 North Dillard Road, Birdseye, IN), 'Miles Calculated' (115.96), 'Transportation ID' (IDOA), and 'Transportation Type' (IDOA). The 'Payment Details' section shows 'Employee Paid' and an amount of 56,820 USD. The 'Additional Information' section includes 'Billing Type' (In State-Billable), 'Originating Location' (Indianapolis, IN), and 'Destination Location' (Birdseye, IN). The 'Attach Receipt' button is highlighted with a red box. The 'Exceptions' section shows 'Personal Expense' set to 'No'.

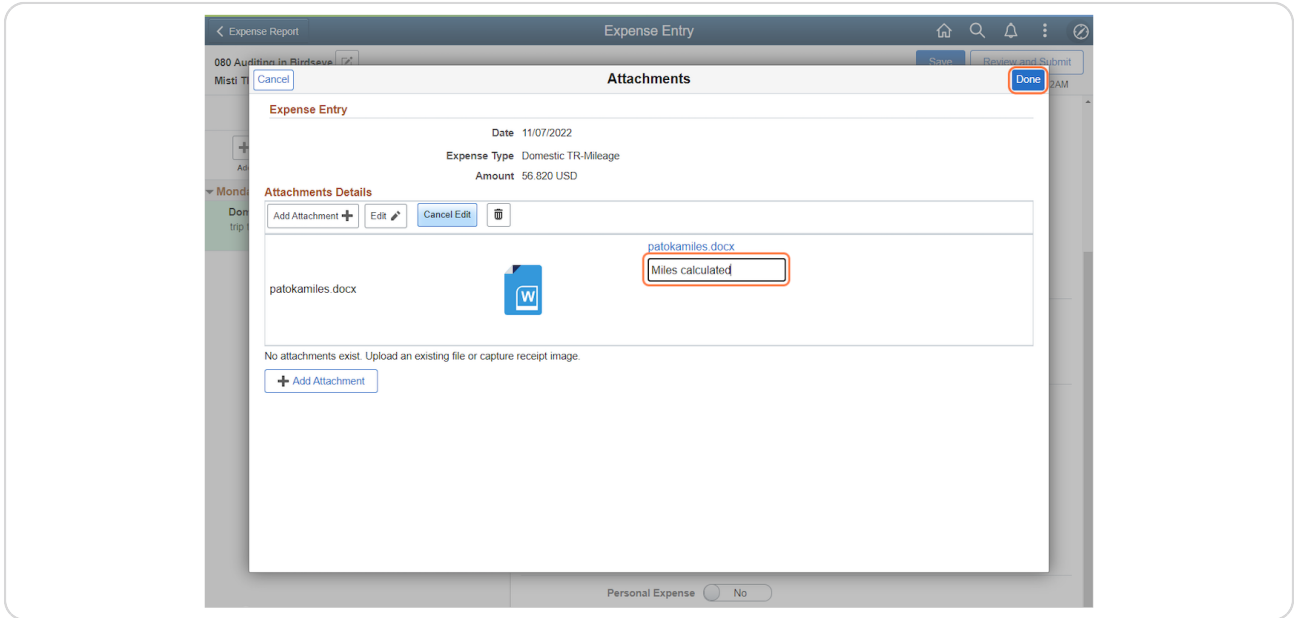
Total (1 Item) 56,820 USD	
Monday, November 07, 2022	
Domestic TR-Mileage	56,820
trip to Patoka Lake for audit	USD

Ending Point: 3084 North Dillard Road, Birdseye, IN
Miles Calculated: 115.96
Transportation ID: IDOA
Transportation Type: IDOA
Miles: 115.96 x 0.4900
Payment Details: Employee Paid, Amount: 56,820 USD
Additional Information: Billing Type: In State-Billable, Originating Location: Indianapolis, IN, Destination Location: Birdseye, IN
Attach Receipt
Accounting: 1
Exceptions: Personal Expense: No

STEP 16

Click Done on the Attachments pop-up.

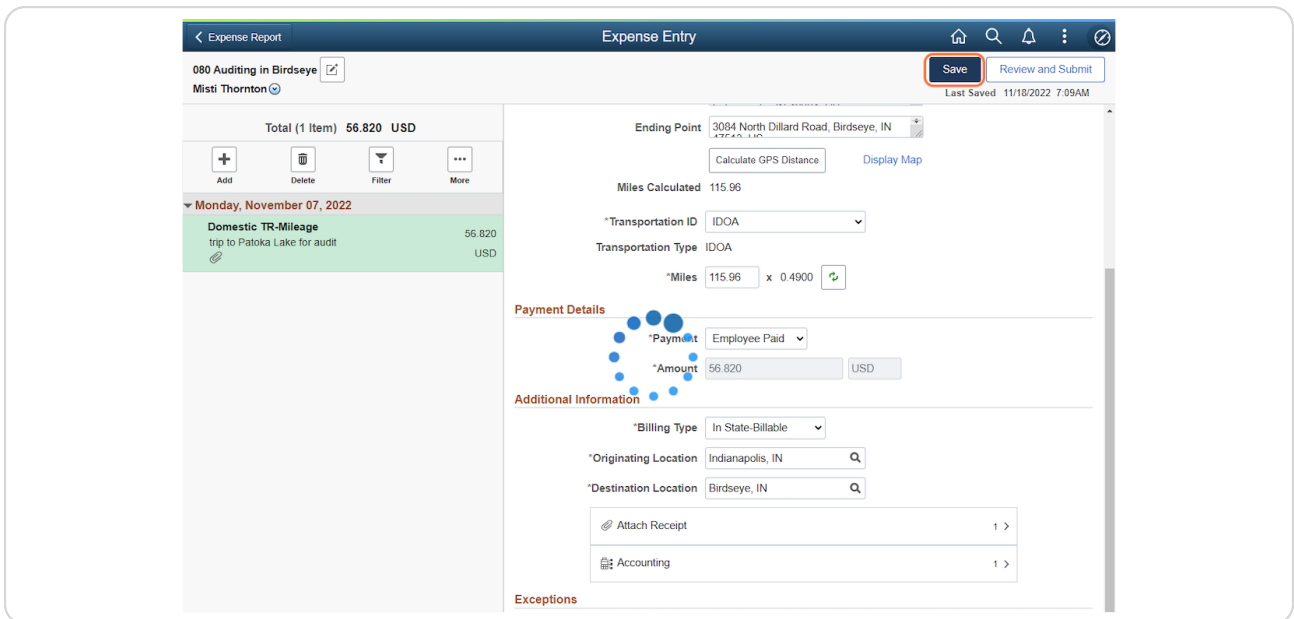
After all attachments have been uploaded, click Done on the Attachments pop-up.



STEP 17

Save.

Click Save.



STEP 18

Add another row.

Click Add.

The screenshot shows a mobile application interface for entering an expense report. The top navigation bar includes a back arrow, the text 'Expense Report', and the title 'Expense Entry'. Below the navigation bar, the user's name 'Misti Thornton' and a 'Last Saved' timestamp '11/18/2022 7:09AM' are visible. The main content is split into two panels. The left panel displays a list of items with a total of '56.820 USD'. A red circle highlights the 'Add' button (a plus sign in a square) at the top of the list. The right panel contains various input fields for the expense entry, including 'Ending Point', 'Miles Calculated', 'Transportation ID', 'Transportation Type', 'Miles', 'Payment Details', 'Additional Information', and 'Exceptions'. The 'Add' button is circled in red.

Total (1 Item) 56.820 USD	
Monday, November 07, 2022	
Domestic TR-Mileage	56.820
trip to Patoka Lake for audit	USD

Ending Point: 3084 North Dillard Road, Birdseye, IN
Calculate GPS Distance | Display Map

Miles Calculated: 115.96

*Transportation ID: IDOA
Transportation Type: IDOA

*Miles: 115.96 x 0.4900

Payment Details
*Payment: Employee Paid
*Amount: 56.820 USD

Additional Information
*Billing Type: In State-Billable
*Originating Location: Indianapolis, IN
*Destination Location: Birdseye, IN

Attach Receipt: 1 >
Accounting: 1 >

Exceptions
Personal Expense: No

STEP 19

Adjust the date.

The Date will default with the entry date; update it to match the expense date.

The screenshot shows the 'Expense Entry' form. On the left, a summary table shows 'Total (1 Item) 0.000 USD' and a list of items for 'Wednesday, November 23, 2022' with one 'New Expense' for 0.000 USD. The main form area is titled 'New Expense - 11/23/2022'. The '*Date' field is highlighted with a red box and contains '11/14/2022'. Other fields include '*Expense Type', 'Description', 'Payment Details' (with '*Payment' and '*Amount' 0.000 USD), and 'Additional Information' (with '*Billing Type' set to 'In State-Billable'). There are also links for 'Attach Receipt' and 'Accounting'.

STEP 20

Click the Expense Type Lookup.

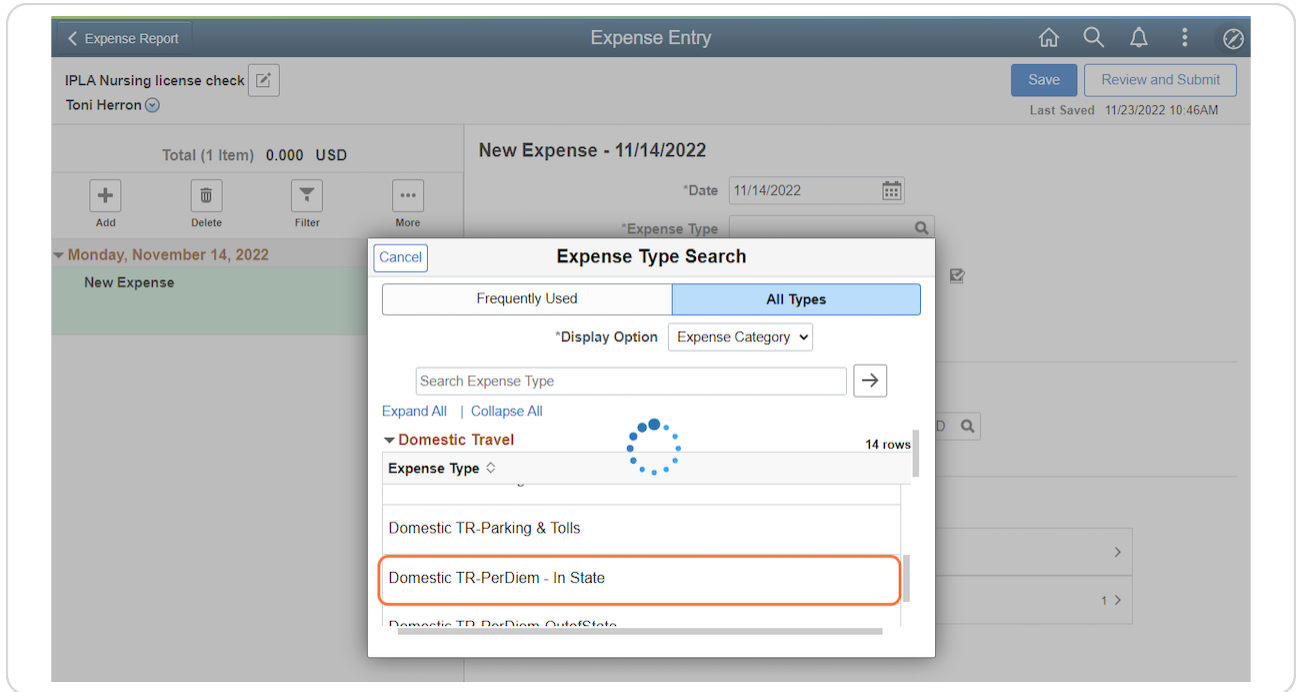
Click Lookup inside the Expense Type field.

This screenshot is similar to the previous one, but the date in the '*Date' field is now '11/14/2022'. The summary table on the left is updated to show 'Monday, November 14, 2022' with one 'New Expense' for 0.000 USD. The '*Expense Type' field in the main form is highlighted with a red box, and a magnifying glass icon is visible next to it, indicating the lookup function.

STEP 21

Select Domestic TR-Per Diem - In State.

Click Domestic TR-PerDiem - In State from the Expense Type Search pop-up.



STEP 22

Enter the Description.

In the Description field, enter a comment if any meals were provided or if no meals were provided.

The screenshot displays the 'Expense Entry' form. At the top, it shows the user's name 'Toni Herron' and the date 'Last Saved 11/23/2022 10:46AM'. The main title of the entry is 'Domestic TR-PerDiem - In State - 11/14/2022'. The date is set to 11/14/2022. The expense type is 'Domestic TR-PerDiem - In St'. The description field, which is highlighted with a red box, contains the text 'breakfast, lunch and dinner. No meals provided'. Below this, the 'Payment Details' section shows the amount as 41,000 USD. The 'Additional Information' section includes 'Billing Type' set to 'In State-Billable', 'Originating Location' (empty), and 'Expense Location' set to 'Anderson, IN'. There are also options for 'Per Diem Deductions', 'Attach Receipt', and 'Accounting' (set to 1). A 'Receipt Split' button is located at the bottom right of the form.

STEP 23

Select the Payment Type.

Select the appropriate Payment Type from the drop-down.

The screenshot displays the 'Expense Entry' interface. On the left, a summary table shows a total of 41,000 USD for one item. The main form area is titled 'Domestic TR-PerDiem - In State - 11/14/2022'. It includes fields for Date (11/14/2022), Expense Type (Domestic TR-PerDiem - In St), and Description (breakfast, lunch and dinner. No meals provided). The 'Payment Details' section features a 'Payment' dropdown menu, which is highlighted with a red rectangular box. Below it, the 'Amount' is set to 41,000 USD. The 'Additional Information' section includes 'Billing Type' (In State-Billable), 'Originating Location', and 'Expense Location' (Anderson, IN). At the bottom, there are expandable sections for 'Per Diem Deductions', 'Attach Receipt', and 'Accounting', along with a 'Receipt Split' button.

Total (1 Item) 41,000 USD	
Monday, November 14, 2022	
Domestic TR-PerDiem - In State	41,000
breakfast, lunch and dinner. No meals provided	USD

Domestic TR-PerDiem - In State - 11/14/2022

*Date: 11/14/2022

*Expense Type: Domestic TR-PerDiem - In St

*Description: breakfast, lunch and dinner. No meals provided

Payment Details

*Payment: [Dropdown Menu]

*Amount: 41,000 USD

Additional Information

*Billing Type: In State-Billable

*Originating Location: [Search]

*Expense Location: Anderson, IN

Per Diem Deductions >

Attach Receipt >

Accounting 1 >

Receipt Split

STEP 24

Select the Billing Type.

If it didn't default correctly, select the appropriate Billing Type from the drop-down based on the Payment Type chosen.

The screenshot displays the 'Expense Entry' form in a mobile application. The top navigation bar includes a back arrow, 'Expense Report', and the title 'Expense Entry'. The user's name 'Toni Herron' and the last saved time '11/23/2022 10:46AM' are visible. The form is for an expense of 41,000 USD on Monday, November 14, 2022. The expense type is 'Domestic TR-PerDiem - In State' with a description of 'breakfast, lunch and dinner. No meals provided'. The payment type is 'Employee Paid' for an amount of 41,000 USD. The 'Billing Type' dropdown is highlighted with a red box and set to 'In State-Billable'. Other fields include 'Originating Location' (empty), 'Expense Location' (Anderson, IN), and a list of additional information items: 'Per Diem Deductions', 'Attach Receipt', and 'Accounting' (set to 1). A 'Receipt Split' button is located at the bottom right.

Total (1 Item) 41.000 USD	
Monday, November 14, 2022	
Domestic TR-PerDiem - In State breakfast, lunch and dinner. No meals provided	41.000 USD

Domestic TR-PerDiem - In State - 11/14/2022

*Date: 11/14/2022

*Expense Type: Domestic TR-PerDiem - In St

*Description: breakfast, lunch and dinner. No meals provided

Payment Details

*Payment: Employee Paid

*Amount: 41.000 USD

Additional Information

*Billing Type: In State-Billable

*Originating Location:

*Expense Location: Anderson, IN

- Per Diem Deductions >
- Attach Receipt >
- Accounting 1 >

Receipt Split

STEP 25

Look up the Originating Location.

The Originating Location is the city where the travel event began; enter the city name and click Lookup.

The screenshot shows the 'Expense Entry' form for 'IPLA Nursing license check' by Toni Herron. The total amount is 41,000 USD. The expense is categorized as 'Domestic TR-PerDiem - In State' for the date 11/14/2022. The description is 'breakfast, lunch and dinner. No meals provided'. The payment is 'Employee Paid' for an amount of 41,000 USD. The 'Originating Location' is set to 'Indiana' and the 'Expense Location' is 'Anderson, IN'. A red box highlights the 'Originating Location' field.

Originating Location	Description
INDNA	Indiana, PA
IND	Indianapolis, IN

STEP 26

Select the Originating Location.

When you've located the city you need, click anywhere on the desired Expense Location row.

The screenshot shows a 'Lookup' dialog box with a search for 'Originating Location'. The search results are displayed in a table with two rows. The first row is 'INDNA' with description 'Indiana, PA'. The second row is 'IND' with description 'Indianapolis, IN', which is highlighted with a red box.

Originating Location	Description
INDNA	Indiana, PA
IND	Indianapolis, IN

STEP 27

Attach the receipt(s).

The Expense Location is the destination city; it will auto-populate based on the information entered in the General Information (Header).

Click Attach Receipt and use the upload process to attach receipts showing the date of expense and the amount paid. A lodging folio is required to claim meal per diem reimbursement (it only needs to be attached once to an ER).

The screenshot displays the 'Expense Entry' form in a mobile application. The form is titled 'Expense Entry' and shows details for a 'Domestic TR-PerDiem - In State' expense on 11/14/2022. The amount is 41,000 USD. The 'Expense Location' is set to 'Anderson, IN'. The 'Attach Receipt' button is highlighted with a red box.

Expense Entry

IPLA Nursing license check

Toni Herron

Save Review and Submit

Last Saved 11/23/2022 10:46AM

Total (1 Item) 41.000 USD

Monday, November 14, 2022

Expense Type	Amount
Domestic TR-PerDiem - In State	41.000

breakfast, lunch and dinner. No meals provided

USD

Payment Details

*Payment Employee Paid

*Amount 41.000 USD

Additional Information

*Billing Type In State-Billable

*Originating Location Indianapolis, IN

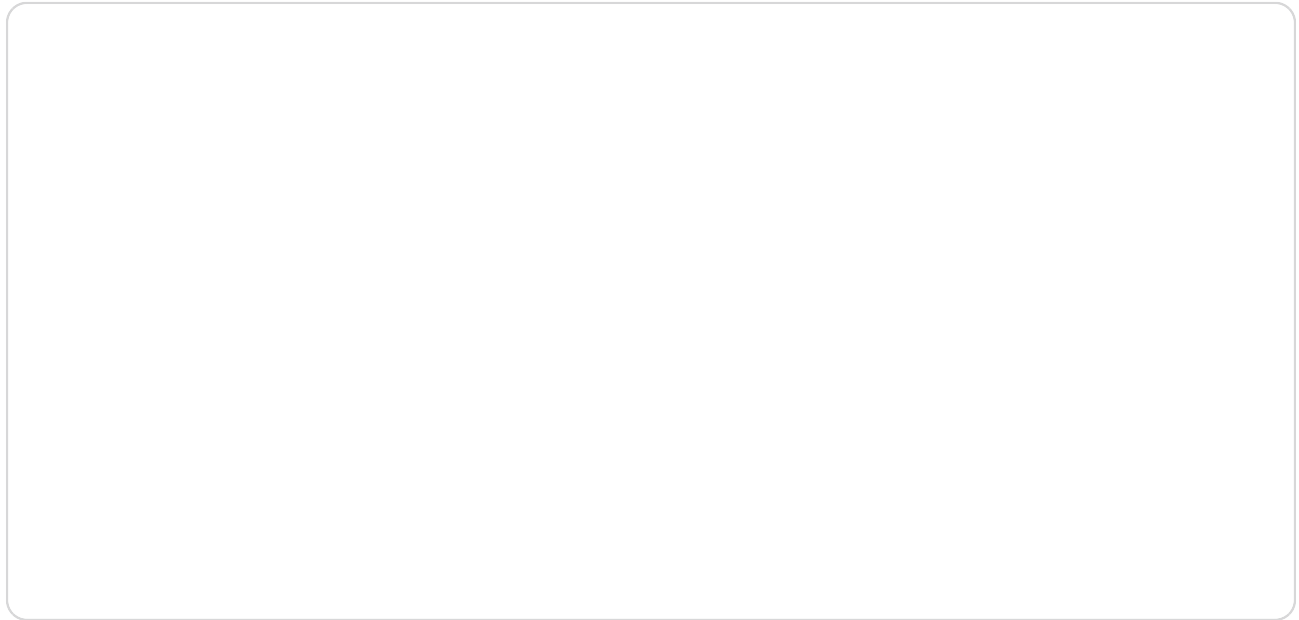
*Expense Location Anderson, IN

Per Diem Deductions

Attach Receipt

Accounting 1

Receipt Split



STEP 28

Save.

Click Save. See the Review, Submit and find the status guide for the remaining steps.

