

Non-Travel Expense Reports Process

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Table of Contents

Steps for Employee.....	3
Creating Non-Travel Expense Reports	3
Modifying Non-Travel Expense Reports	7
Deleting Non-Travel Expense Reports.....	10
Checking Non-Travel Expense Report Status.....	12

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Steps for Employee

Creating Non-Travel Expense Reports

- **References**

Overview

All non-travel expenses are reimbursed through Travel and Expense reports in OAKS FIN. The employee creates an Expense Report and attaches appropriate documentation (e.g., invoice, receipt) after a non-travel expense is incurred. The expense report is routed to a Supervisor for review and approval before being routed to fiscal staff (non-travel approver) for coding review and approval.

Reimbursements for approved expenses generally appear in the state employee's bank account (via EFT) within 7 days after passing pre-audit approval.

- For assistance with logging into myTravel, refer to the Accessing the TE Module topic.

Steps

- **MyOhio > Time & Money > Travel and Expense**
 - The **Expense Report** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.





myOhio

Search:

Home My Info Time & Money Health & Benefits Career Resources Phone Search Help Ohio.gov

Welcome GERRY SADORRA. You last signed in on Friday, December 09, 2016 at 01:16 PM | [Sign out](#)

Travel and Expense Employee

Travel & Expense - Employee

- Expense Reports
 - Create/Modify
 - Expense Express
 - View
 - Delete
 - Print
- Time Reports
 - Create/Modify
 - Print
 - View
 - Delete

T & E News

General Announcements

- Mileage Reimbursement - FY - 17 - 1st Quarter
- Mileage Reimbursement FY 17-2nd Quarter

Expense Report

[Find an Existing Value](#) [Add a New Value](#)

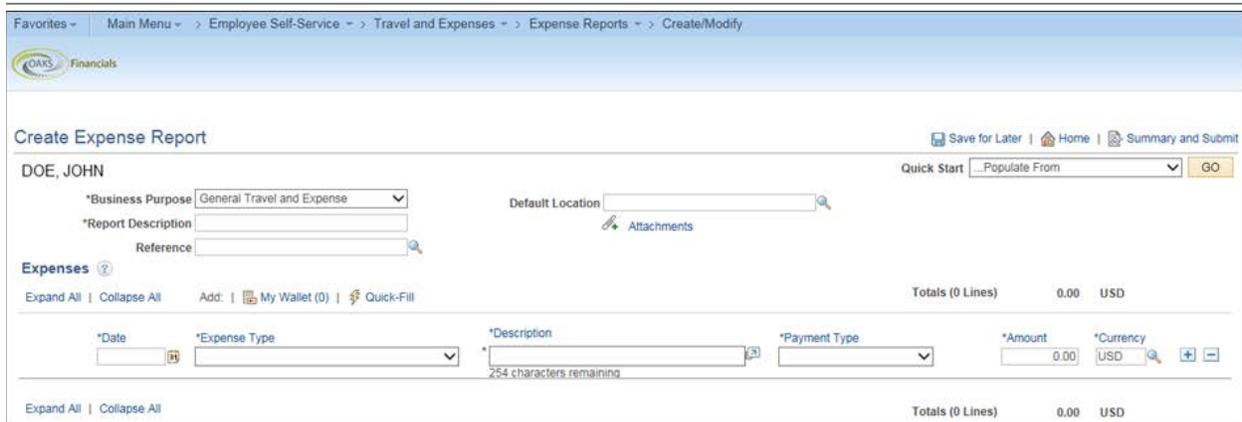
Empl ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

1. Click **Create/Modify** under **Expense Reports**.
2. Enter State of Ohio User ID number in the **Empl ID** field (if it does not auto populate).
 - Click **here** if State of Ohio User ID number is unknown.
 - Authorized Users will be asked to enter the **Employee ID** number of the traveler they are creating an expense report for.
3. Click **Add**.
 - The **Copy from Approved Travel Authorization** page displays.
4. Click **TA Not Required** at the bottom of the page.
 - The **Create Expense Report** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Favorites ▾ | Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Expense Reports ▾ > Create/Modify

OAKS Financials

Create Expense Report Save for Later | Home | Summary and Submit

DOE, JOHN Quick Start

*Business Purpose: General Travel and Expense

*Report Description:

Reference:

Default Location:

Expenses ?

Expand All | Collapse All | Add:

Totals (0 Lines) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text" value="254 characters remaining"/>	<input type="text"/>	0.00	USD

Expand All | Collapse All Totals (0 Lines) 0.00 USD

- [Click here to watch a quick tutorial on Completing the Create Expense Report Header.](#)
5. Select the "General Travel and Expense" from the **Business Purpose** dropdown menu.
 6. Enter a **Report Description**.
 - **Default Location** is not required.
 7. Click **Attachments** to add all receipts and documentation.
 - Original receipts are required for all expenses over \$10, except mileage and meal per diem. If expense is exactly \$10, although a receipt is not required, the system will require an attachment which can be a blank document.
 - Review Attachment Requirements for Non-Travel Reimbursements.
 - [Click here to watch a quick tutorial on Expense Report Attachments.](#)
 8. Select **Date** under Expenses.
 9. Select Non-Travel **Expense Type** from dropdown.
 10. Add/modify the **Description** field.
 11. Select appropriate **Payment Type** from the dropdown menu.
 - [Click here to watch a quick tutorial on Selecting Non-Travel Expenses.](#)

See "The FIN SOURCE" for Ohio for the most recent version of this process.

12. Add/modify the **Amount** field.
13. Click the **Insert Line** icon (plus sign) to add a new (blank) expense line, if necessary.
 - The information required will vary based upon the type of expense being added.
14. Click **Save for Later** to complete or modify in the future.
 - **Saved** will briefly appear in the top, right corner.
15. Click **Summary and Submit** from the **Create Expense Report** window.
16. Verify all entries.
17. Click the **check box** certifying compliance with OAC and ORC.
18. Click **Submit Expense Report**.
 - A **Save Confirmation** page displays.
19. Click **OK**.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Modifying Non-Travel Expense Reports

- **References**

Overview

The employee can modify expense reports as needed (including dates, amounts, and payment type) directly from the **Expense Report Entry** page prior to submission for approval. The employee will receive an email notification when incomplete or noncompliant expense reports are sent back for revision or denied.

- For assistance with logging into myTravel, refer to the Accessing the TE Module topic.

Steps

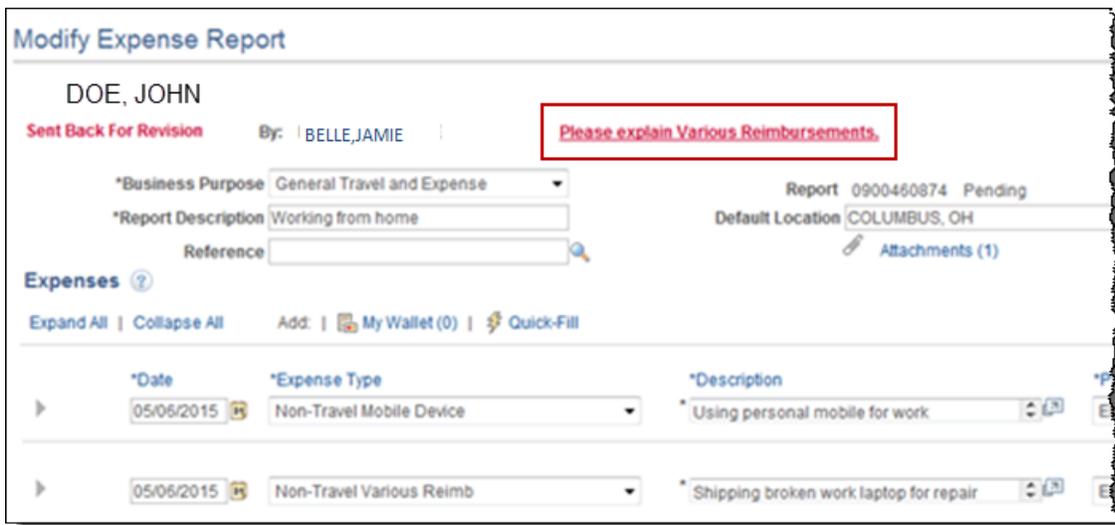
- **MyOhio > Time & Money > Travel and Expense**
 - The **Expense Report** page displays.



The screenshot shows the myOhio web application interface. At the top left is the "myOhio" logo. A search bar is located at the top right. Below the logo is a navigation menu with items: Home, My Info, Time & Money, Health & Benefits, Career Resources, Phone Search, Help, and Ohio.gov. A welcome message reads: "Welcome GERRY SADORRA. You last signed in on Friday, December 09, 2016 at 01:16 PM | [Sign out](#)". The main content area is titled "Travel and Expense Employee" and contains a sidebar menu with "Travel & Expense - Employee" selected, showing options like "Expense Reports", "Expense Express", "View", "Delete", "Print", "Time Reports", "Create/Modify", "Print", "View", and "Delete". Below the sidebar is a "T & E News" section with "General Announcements" and links for "Mileage Reimbursement - FY - 17 - 1st Quarter" and "Mileage Reimbursement FY 17-2nd Quarter". The main content area displays "Expense Report" with two buttons: "Find an Existing Value" and "Add a New Value". Below these buttons is an "Empl ID" field with the value "10122551" and a search icon. An "Add" button is also present. At the bottom of the main content area, there are links for "Find an Existing Value" and "Add a New Value".

See "The FIN SOURCE" for Ohio for the most recent version of this process.

1. Click **Create/Modify** under **Expense Reports**.
2. Click the **Find an Existing Value** tab.
 - a. Select the appropriate expression from the **Search Criteria** dropdown of choice.
 - b. Enter **criteria** in the selected field.
 - c. Click **Search**.
2.
 - Or click **Search** without entering search criteria to view all expense reports that can be modified.
 - After conducting a search, click the **Recent Search Results** icon at the end of the breadcrumb navigation anytime to display the **Recent Search Results** in a pop-up window.
3. Select appropriate expense report from the **Search Results**.
 - The **Modify Expense Report** page displays.



Modify Expense Report

DOE, JOHN

Sent Back For Revision By: BELLE, JAMIE | **Please explain Various Reimbursements.**

*Business Purpose: General Travel and Expense
*Report Description: Working from home
Reference: [Search]
Report: 0900460874 Pending
Default Location: COLUMBUS, OH
Attachments (1)

Expenses ?

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

*Date	*Expense Type	*Description	*F
05/05/2015	Non-Travel Mobile Device	Using personal mobile for work	E
05/05/2015	Non-Travel Various Reimb	Shipping broken work laptop for repair	E

- A **Sent Back For Revision** statement and the Approver's comments for sending the expense report back are displayed in red above.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

-
5. Click the red comments for additional information.
 - Select **Return** to go back to the **Modify Expense Report** screen.
 6. Modify the **Expenses** as requested by the approver.
 7. Click the **Attachments** icon (paperclip) to add relevant files.
 - Always attach **receipts at the header section** using the attachments link.
Multiple receipts can be attached in this section and it allows approvers to review all receipts / documentation in one location.
 8. **Delete expense lines** if necessary.
 9. **Duplicate expense lines** if necessary.
 10. Click **Save for Later** to complete or modify in the future.
 - **Saved** will briefly appear in the top, right corner.
 10. Click **Summary and Submit** if complete.
 - A **Modify Expense Report** window will appear.
 11. Verify all entries.
 12. Click the **check box** certifying compliance with OAC and ORC.
 13. Click **Submit Expense Report**.
 - A **Save Confirmation** window will display.
 14. Click OK.
 - The **View Expense Report** page displays confirming submittal.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Deleting Non-Travel Expense Reports

- **References**

Overview

If the employee no longer has reimbursable expenses or creates a duplicate report, the expense report can be deleted prior to being submitted for approval or when the expense report has been sent back for revision.

- For assistance with logging into myTravel, refer to the Accessing the TE Module topic.

Steps

- **MyOhio > Time & Money > Travel and Expense**
 - The **Expense Report** page displays.



The screenshot shows the myOhio website interface. At the top left is the myOhio logo. A search bar is located at the top right. Below the logo is a navigation menu with items: Home, My Info, Time & Money, Health & Benefits, Career Resources, Phone Search, Help, and Ohio.gov. A welcome message reads: "Welcome GERRY SADORRA. You last signed in on Friday, December 09, 2016 at 01:16 PM | [Sign out](#)".

The main content area is titled "Expense Report". On the left, there is a sidebar menu for "Travel and Expense Employee" with a dropdown menu open showing options: Expense Reports (Create/Modify, Expense Express, View, Delete, Print), Time Reports (Create/Modify, Print, View, Delete), and T & E News (General Announcements, Mileage Reimbursement - FY - 17 - 1st Quarter, Mileage Reimbursement FY 17-2nd Quarter). Below the sidebar, there is a "T & E News" section with the same announcements.

The main content area contains two buttons: "Find an Existing Value" and "Add a New Value". Below these is a form for "Empl ID" with the value "10122551" and a search icon. There is also an "Add" button. At the bottom of the main content area, there are links for "Find an Existing Value" and "Add a New Value".

See "The FIN SOURCE" for Ohio for the most recent version of this process.



1. Click **Delete** under **Expense Report**.
 - The **Delete an Expense Report** page displays a list of expense reports that are available for deletion. Only expense reports that have not been submitted can be deleted.
2. Select the **checkbox** next to the expense report to be deleted.
 - Checking multiple reports at once may result in a system error.
3. Click **Delete Selected Expense Report(s)**.
4. Click **OK** on the **Delete Confirmation**.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Checking Non-Travel Expense Report Status

- **References**

Overview

Employees will receive an email notification when a submitted expense report is approved, denied, or returned. In addition, employees can check the status of reimbursements in the OAKS FIN Travel and Expense Center.

- For assistance with logging into myTravel, refer to the Accessing the TE Module topic.

Steps

- **MyOhio > Time & Money > Travel and Expense**
 - The **Expense Report** page displays.



The screenshot shows the myOhio website interface. At the top left is the myOhio logo. A search bar is located at the top right. Below the logo is a navigation menu with items: Home, My Info, Time & Money, Health & Benefits, Career Resources, Phone Search, Help, and Ohio.gov. A welcome message reads: "Welcome GERRY SADORRA. You last signed in on Friday, December 09, 2016 at 01:16 PM | [Sign out](#)". The main content area is titled "Travel and Expense Employee" and features a sidebar menu with "Travel & Expense - Employee" selected, containing options like "Expense Reports", "Expense Express", "View", "Delete", and "Print". The main heading is "Expense Report". Below this heading are two buttons: "Find an Existing Value" and "Add a New Value". An "Empl ID" field contains the value "10122551" with a search icon. An "Add" button is positioned below the field. At the bottom of the page, there is a "T & E News" section with "General Announcements" including "Mileage Reimbursement - FY - 17 - 1st Quarter" and "Mileage Reimbursement FY 17-2nd Quarter". A footer note states: "Find an Existing Value | Add a New Value".

See "The FIN SOURCE" for Ohio for the most recent version of this process.



1. Click **View** under **Expense Reports**.
 - The **Search Criteria** screen displays.
2. Select the appropriate expression from the **Search Criteria** dropdown of choice.
3. Enter **criteria** in the selected field.

1.
 - a. Click **Search**.
 1.
 - Or click **Search** without entering search criteria to view all expense reports.
4. Select appropriate expense report from the **Search Results**.
 - The **View Expense Report** page displays.
 - The status is located next to the **Report** number.
 - Automatic receipt of email notification occurs (along with an explanation) when the supervisor or fiscal staff approves, sends back, or denies an expense report that was submitted.
5. Click **Expense Details** for expense breakdown.
 - **Expenses** page displays.
6. Click **Export to Excel** from **Actions** for Excel file.
7. Various report statuses.
 - **Pending**: The expense report has been created, but not submitted or has been sent back to the traveler / employee for revision.
 - **Submitted**: The expense report has been submitted for approval, but not yet reviewed by a supervisor, pre-auditor, or non-travel expense approver.
 - **Approved**: The expense report has received supervisor approval (if required) and is pending pre-audit or non-travel expense approval.
 - **On Hold**: This status is not being used at this time.
 - **Denied**: The expense report has been denied by a supervisor, pre-auditor, or non-travel expense approver.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- **Withdrawn:** When the expense report is pulled back for correction before the supervisor approves it.
- **Approved for payment:** The expense report has passed all approvals and the traveler/employee is notified via e-mail.
 - For travel expenses ONLY - the agency's fiscal staff now has 5 business days to change any necessary ChartField information before reimbursement is processed.
- **Staged:** The approved expense report has passed the budget check, the traveler/employee is notified via e-mail, and the reimbursement will be disbursed within 2-3 business days from the date notification is received.
- **Paid:** Payment for reimbursement has been processed and funds should now appear in the traveler/employee's bank account (the traveler/employee is encouraged to confirm deposit with their financial institution).
- **Closed:** Payment has been stopped after approval.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

