Non-Travel Expense Reports Process

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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.

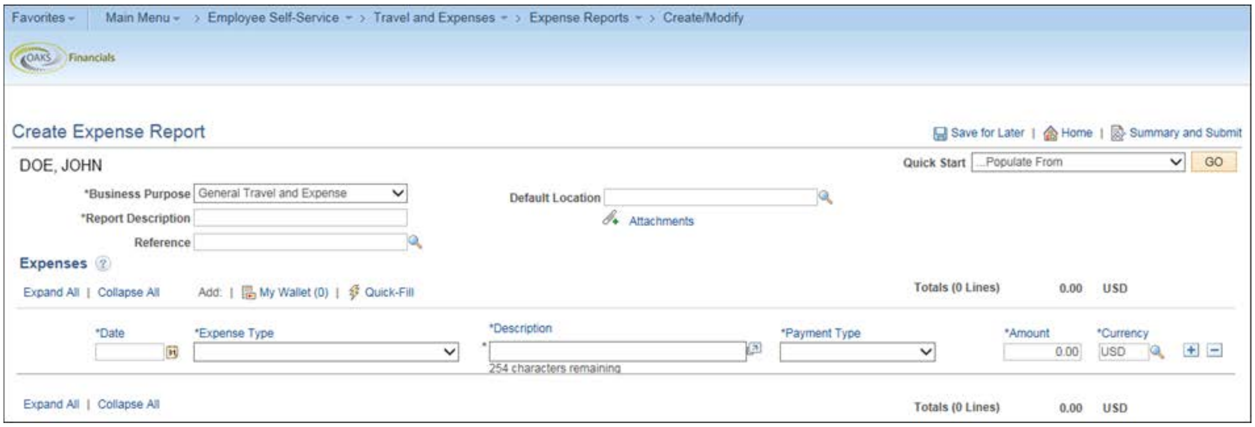
Reimbursements for approved expenses generally appear in the state employee's bank account (via EFT) within 7 days after passing pre-audit approval.

- 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.

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.



- 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.

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**.

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

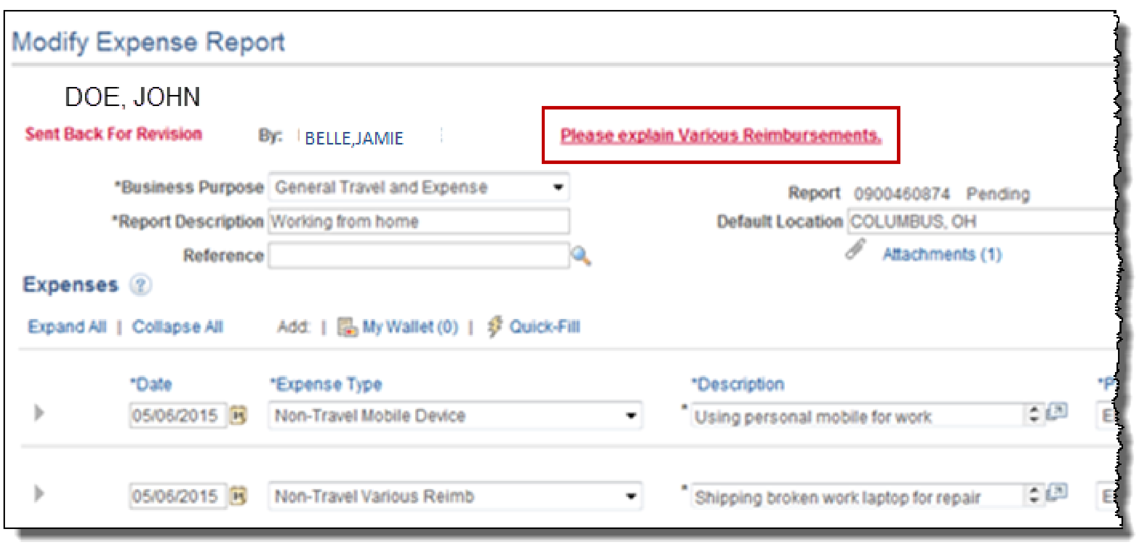
- **MyOhio > Time & Money > Travel and Expense**
    - The **Expense Report** page displays.

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.



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

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.

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.

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**.

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.

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.

- **Withdrawn**: When the expense report is pulled back for correction before the supervisor approves it.
- **Approved for payment**: The expense report has passed ~~a~~ll 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.