

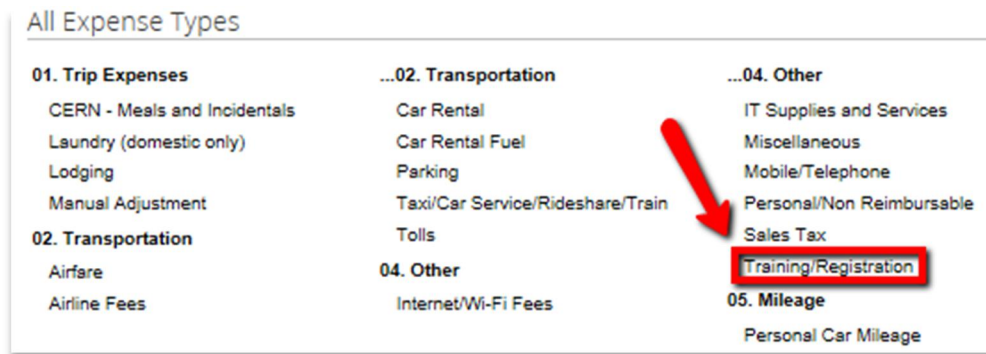
Creating an Expense Report for Registration Fees Charged to STAP

Objective: In this section we will go over the steps to create an expense report when you need to get reimbursed for registration fees.



Note: *Other Reimbursement* do not require a Request to be submitted prior to the expense report. Therefore, when you are claiming registration fees that do not involve travel related expenses, the expense report will be your starting point (Step #1). If you are claiming Training/Registration along with travel related expenses, start from Step #4.

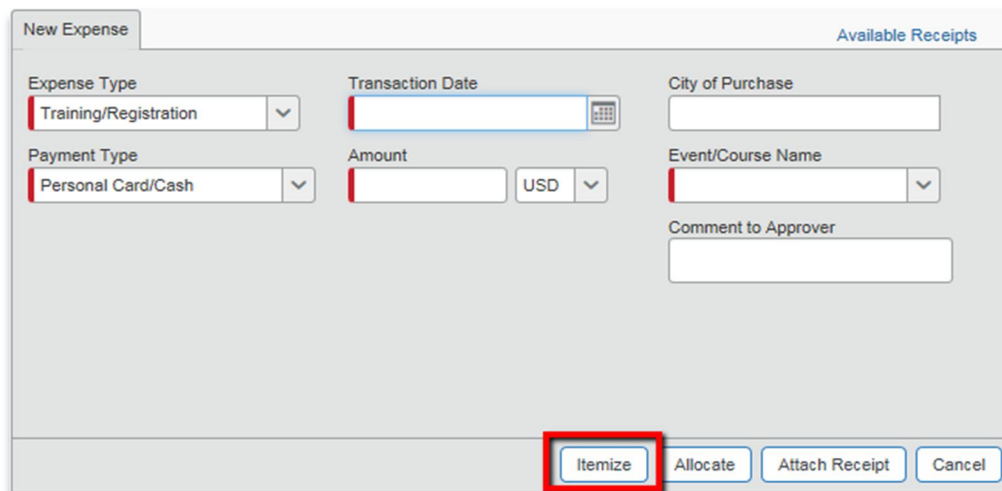
1. **Click** on *Expense* at the top left of the screen and then **click** *Create New Report* in order to create a new report.
2. **Fill out** the fields in the *Report Header* screen. Make sure to **select** the *Other Reimbursement* policy and the *Other Reimbursement* trip type.
3. **Click** next once you fill out all the fields.
4. **Select** *Training/Registration* from the list of expenses.



The screenshot shows a grid of expense categories. A red arrow points to the 'Training/Registration' option, which is highlighted with a red box. The categories are:

01. Trip Expenses	...02. Transportation	...04. Other
CERN - Meals and Incidentals	Car Rental	IT Supplies and Services
Laundry (domestic only)	Car Rental Fuel	Miscellaneous
Lodging	Parking	Mobile/Telephone
Manual Adjustment	Taxi/Car Service/Rideshare/Train	Personal/Non Reimbursable
02. Transportation	Tolls	Sales Tax
Airfare	04. Other	Training/Registration
Airline Fees	Internet/Wi-Fi Fees	05. Mileage
		Personal Car Mileage

5. Complete all the fields and then **click** *Itemize*.



The screenshot shows the 'New Expense' form with the following fields:

- Expense Type: Training/Registration
- Transaction Date: [Empty]
- City of Purchase: [Empty]
- Payment Type: Personal Card/Cash
- Amount: [Empty] USD
- Event/Course Name: [Empty]
- Comment to Approver: [Empty]

At the bottom, the 'Itemize' button is highlighted with a red box.

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- Decide the amount you want to allocate to STAP funds and **enter** it in the *Training/Registration – STAP* field. **Enter** the rest in the *Training/Registration* field.

Amount	Personal Expense (do not reimburse)
Training/Registration	<input type="checkbox"/>
Training/Registration - STAP 160.00	<input type="checkbox"/>

- Click** *Save itemization*. This will show your itemizations on the left hand side screen.



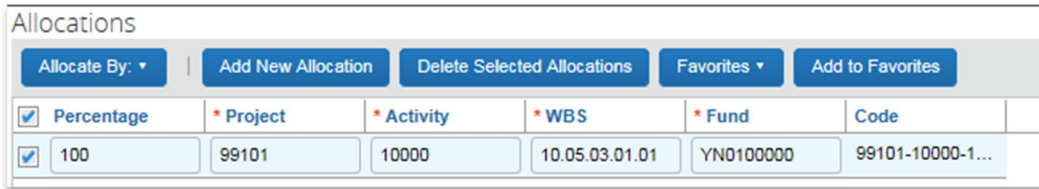
Note: Training/Registration fees going to STAP funds need to be allocated to Project Activity Code: 99101-10000

- To allocate the registration fees to the correct Project Activity code, **select** the *Training/Registration-STAP* expense type and **click** *Allocate*.

Date	Expense Type	Amount	Requested
05/24/2017	Training/Registration	\$160.00	\$160.00
<input checked="" type="checkbox"/>	05/24/2017 Training/Registration - STAP	\$160.00	\$160.00

Total Amount: \$160.00 Itemized: \$160.00 Remaining: \$0.00	
Expense Type	Transaction Date
Training/Registration - STAP	05/24/2017
City of Purchase	Payment Type
	Personal Card/Cash
Amount	Event/Course Name
160.00 USD	*DOE Conference 1
Comment to Approver	
Save	Allocate
Cancel	

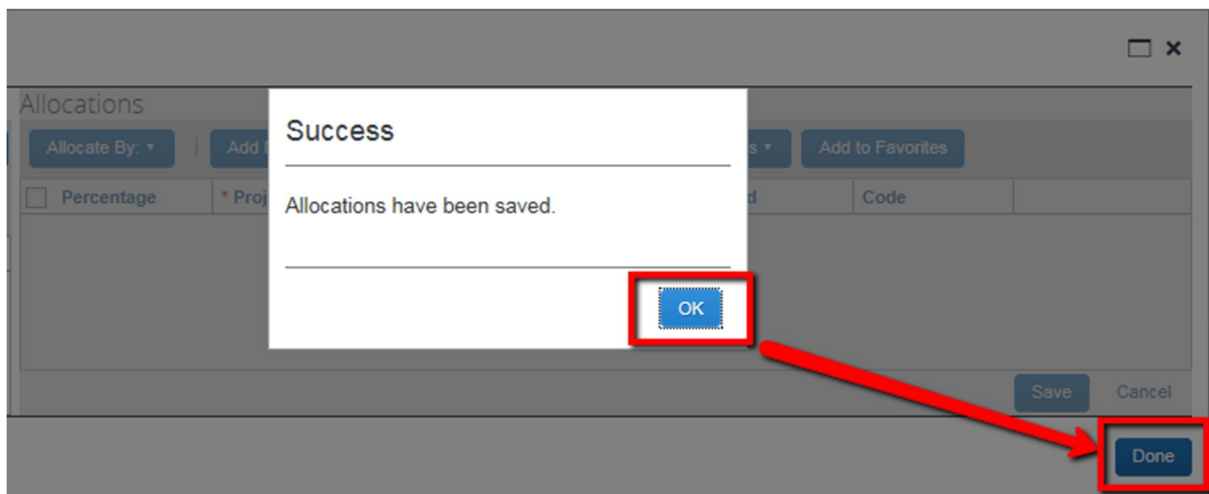
9. In the Allocations window that will pop up, **select** *Project 99101*, *Activity 10000*, the WBS and Fund shown below.



<input checked="" type="checkbox"/> Percentage	* Project	* Activity	* WBS	* Fund	Code
<input checked="" type="checkbox"/> 100	99101	10000	10.05.03.01.01	YN0100000	99101-10000-1...

10. **Click** *Save* at the bottom of the screen.

11. You will see a *Success* message, **click** *Ok* and then **click** *Done* at the bottom of the page to go back to the main expense report screen.



12. **Click** *Submit Report* if this is the only expense you would like to claim or proceed to add any other expenses.