

State of Tennessee



*A Bright Idea for State Government*

# **Travel Manual: Employees (Part 1)**

for the

State of Tennessee  
Edison Project

May 3, 2016



## Contents

Navigating to the Travel and Expense Center .....	3
Creating an In State Travel Expense Report .....	5
Creating an Expense Report with Mileage .....	39
Creating an Expense Report for MVM Fuel Reimbursement .....	66
Creating an Out of State Travel Expense Report.....	82
Exceeding Per Diem Limit on Expense Report.....	109
View an Expense Report.....	113
Report Routes to Incorrect Supervisor.....	117
Withdraw an Expense Report from Workflow .....	119

## Navigating to the Travel and Expense Center

In this topic you will learn how to navigate through Edison to the **Travel & Expense Center** to see where Travel transactions are entered and managed.

### Step 1:

Click the **Main Menu** link and then select **FSCM**.



### Step 2:

Click the **Employee Self-Service** link.



### Step 3:

Click the **Travel and Expense Center** link.



**Step 4:**

In future topics, we will begin on this page and use the options seen here to create and manage **Expense Reports** and **Travel Authorizations**.



**Step 5:**

You have successfully navigated to the Travel and Expense Center.

**End of Procedure.**

## Creating an In State Travel Expense Report

In this topic you will learn how to create a basic **In State Travel Expense Report**.

For this scenario, you have traveled to Knoxville for a training seminar. You stayed for two nights in Knoxville.

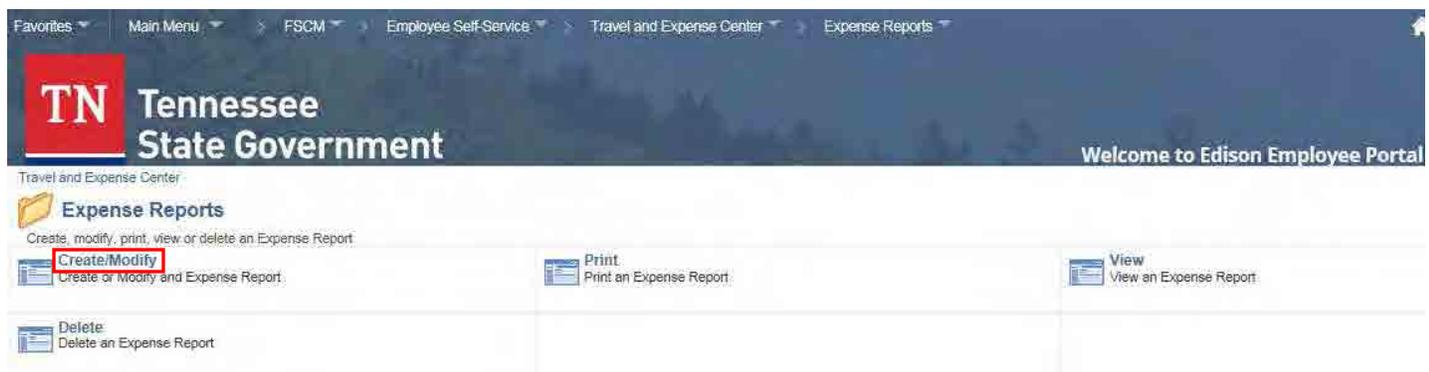
### Step 1.

Click the **Expense Report** link.



### Step 2.

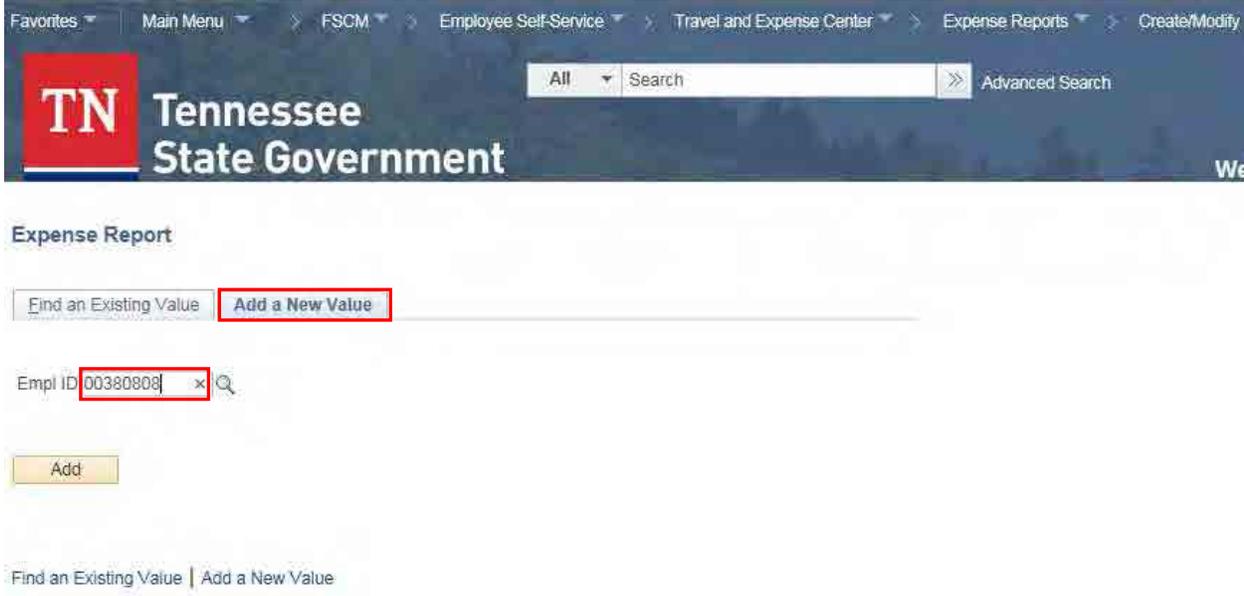
Click the **Create/Modify** link.



**Step 3.**

To access creating a new travel claim you must enter an **Employee ID** for who the claim is for.

Select the **Add a New Value** tab and enter the **Employee ID** in the **Empl ID** field.



**Step 4.**

Click the **Add** button.



**Step 5.**

**Business Purpose** is a required field. You will select the item from the dropdown menu that closely describes the purpose of your travel.

Click the **Business Purpose** dropdown menu.



Favorites Main Menu FSCM Employee Self-Service Travel and Expense Center Expense Reports Create/Modify

TN Tennessee State Government Search All Advanced Search

Welco

### Create Expense Report

Susie Halcomb FileNet Documents

\*Business Purpose

\*Report Description

Reference

Destination:  Attachments

#### Expenses

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

*Date	*Expense Type	Description	*Payment Type
<input type="text"/>	<input type="text"/>	<input type="text"/> 254 characters remaining	<input type="text"/>

Expand All Collapse All

**Step 6.**

Select "**State Training**" from the dropdown menu.

The screenshot shows the 'Create Expense Report' interface. At the top, there is a navigation bar with 'TN Tennessee State Government' and a search bar. Below this, the user 'Susie Halcomb' is logged in. The main form area contains several fields: '\*Business Purpose' (a dropdown menu with a list of categories including 'State Training' highlighted in red), '\*Report Description' (a text input field), '\*Date' (a date picker), and '\*Payment Type' (a dropdown menu). There are also 'Expand All' and 'Collapse All' buttons for the expenses section. On the right side, there is a 'FileNet Documents' section with a 'Destination' field and an 'Attachments' button.

**Step 7.**

The **Report Description** field is a required field. Describe the reason for your travel. In this scenario, you went to a training seminar.

Click in the **Report Description** field.

This screenshot shows the same 'Create Expense Report' form. The '\*Business Purpose' dropdown menu is now set to 'State Training'. The '\*Report Description' text input field is highlighted with a red box, indicating it is the next step in the process. The rest of the form, including the date field and payment type dropdown, remains the same as in the previous screenshot.

**Step 8.**

Enter "Training Seminar" into the **Report Description** field.

Navigation: Favorites > Main Menu > FSCM > Employee Self-Service > Travel and Expense Center > Expense Reports > Create/Modify

Search: All Search [ ] Advanced Search

TN Tennessee State Government

Header: Susie Halcomb

FileNet Documents

\*Business Purpose: State Training

\*Report Description: Training Seminar

Destination: [ ] Attachments

Reference: [ ]

**Step 9.**

The **Destination** is required for Expense Reports with lodging or meal expenses. This is the location where you incurred the lodging expense. Selecting this location will allow the system to generate the allowable lodging expense rate.

Click the **Look Up Destination** icon.

Navigation: Favorites > Main Menu > FSCM > Employee Self-Service > Travel and Expense Center > Expense Reports > Create/Modify

Search: All Search [ ] Advanced Search

TN Tennessee State Government

Header: Susie Halcomb

FileNet Documents

\*Business Purpose: State Training

\*Report Description: Training Seminar

Destination: [ ] Attachments

Reference: [ ]

**Expenses**

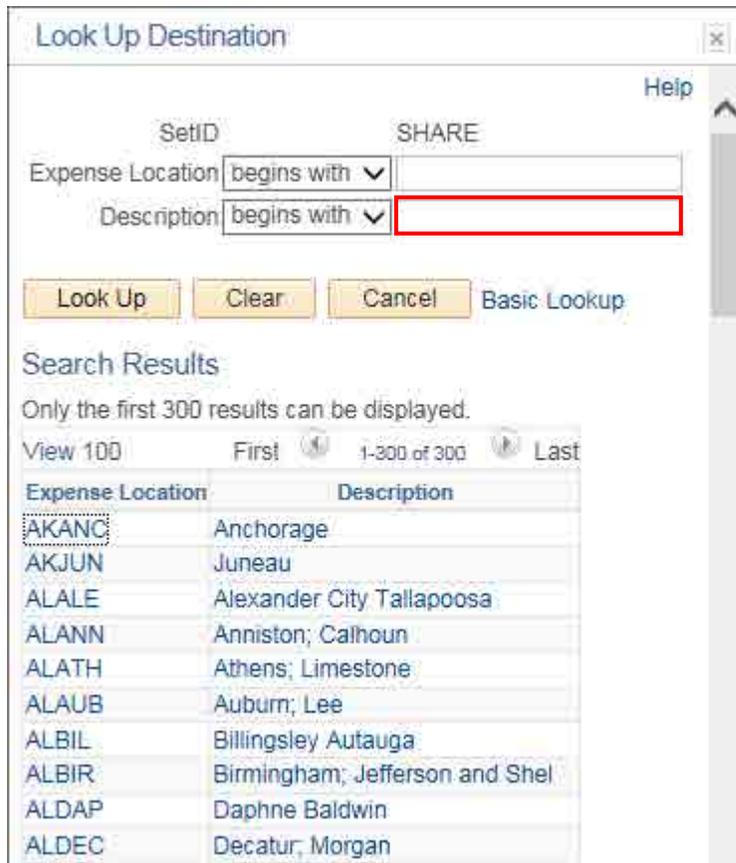
Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

\*Date: [ ] \*Expense Type: [ ] Description: [ ] 254 characters remaining \*Payment Type: [ ]

Expand All | Collapse All

**Step 10.**

On the **Look Up Destination** page, click in the **Description begins with** field so you can search by the city name.



The screenshot shows the 'Look Up Destination' window. At the top, there are fields for 'SetID' and 'SHARE'. Below these are two dropdown menus: 'Expense Location begins with' and 'Description begins with'. The 'Description begins with' dropdown is highlighted with a red box. Below the dropdowns are buttons for 'Look Up', 'Clear', and 'Cancel', followed by the text 'Basic Lookup'. Underneath is a 'Search Results' section with the text 'Only the first 300 results can be displayed.' and navigation options 'View 100', 'First', '1-300 of 300', and 'Last'. A table of results is displayed with columns 'Expense Location' and 'Description'.

Expense Location	Description
AKANC	Anchorage
AKJUN	Juneau
ALALE	Alexander City Tallapoosa
ALANN	Anniston; Calhoun
ALATH	Athens; Limestone
ALaub	Auburn; Lee
ALBIL	Billingsley Autauga
ALBIR	Birmingham; Jefferson and Shel
ALDAP	Daphne Baldwin
ALDEC	Decatur; Morgan

**Step 11.**

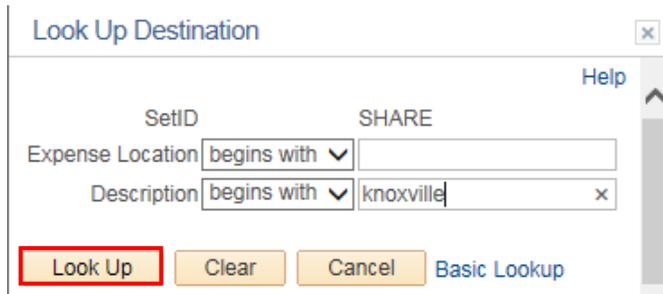
Enter "Knoxville" into the **Description begins with** field.



This screenshot is similar to the previous one, but the 'Description begins with' dropdown menu now contains the text 'knoxville' and is highlighted with a red box. The rest of the interface, including the buttons and the search results section, remains the same.

**Step 12.**

Click the **Look Up** button.



Look Up Destination [x]

Help

SetID SHARE

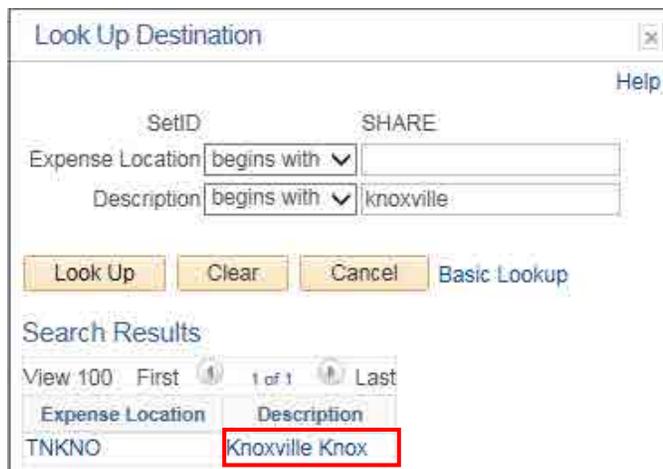
Expense Location begins with [ ]

Description begins with [knoxville] x

Look Up Clear Cancel Basic Lookup

**Step 13.**

The **Search Results** for Knoxville only resulted with Knoxville, Tennessee. If there were results from multiple states, you could find Tennessee by looking at the first two letters of the **Expense Location**. All of Tennessee's **Expense Locations** will begin with **TN**.



Look Up Destination [x]

Help

SetID SHARE

Expense Location begins with [ ]

Description begins with [knoxville]

Look Up Clear Cancel Basic Lookup

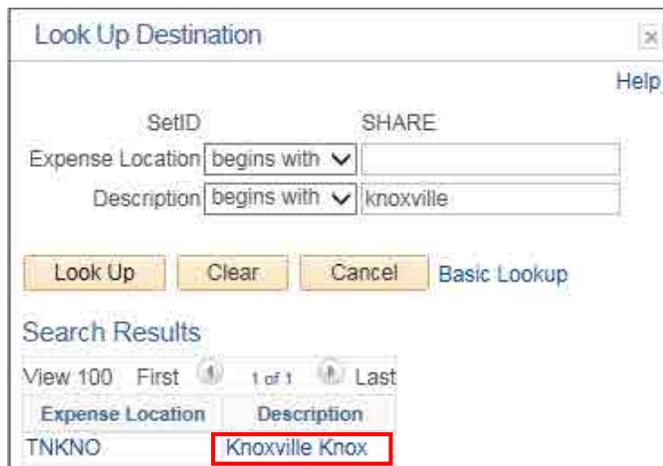
Search Results

View 100 First 1 of 1 Last

Expense Location	Description
TNKNO	Knoxville Knox

**Step 14.**

To select Knoxville, click the **Knoxville Knox** link.



Look Up Destination [x]

Help

SetID SHARE

Expense Location begins with [ ]

Description begins with [knoxville]

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Expense Location	Description
TNKNO	Knoxville Knox

**Step 15.**

Next, you will enter the expenses incurred during the travel in the **Expenses** section of the **Expense Report**.

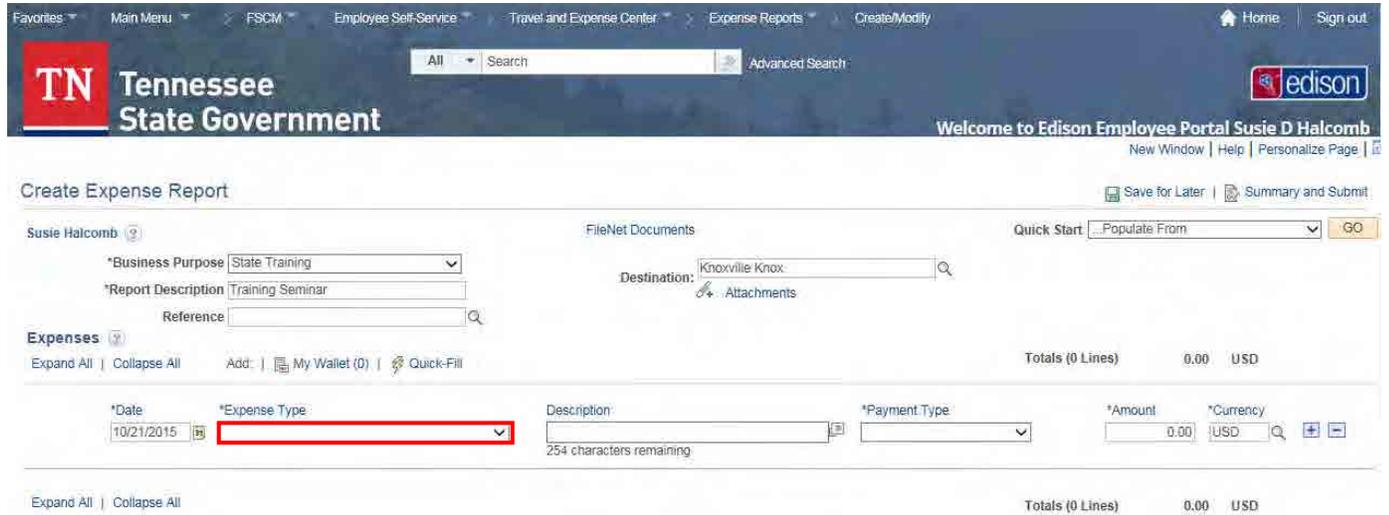
**Step 16.**

First, click the **Calendar Icon** and select the date the expense took place on.

**Step 17.**

Select from the dropdown menu for the type of expense.

Click the **Expense Type** dropdown menu.



**Create Expense Report**

Susie Halcomb

\*Business Purpose: State Training

\*Report Description: Training Seminar

Reference: [Search]

Destination: Knoxville Knox

Quick Start: [Populate From] GO

Expenses

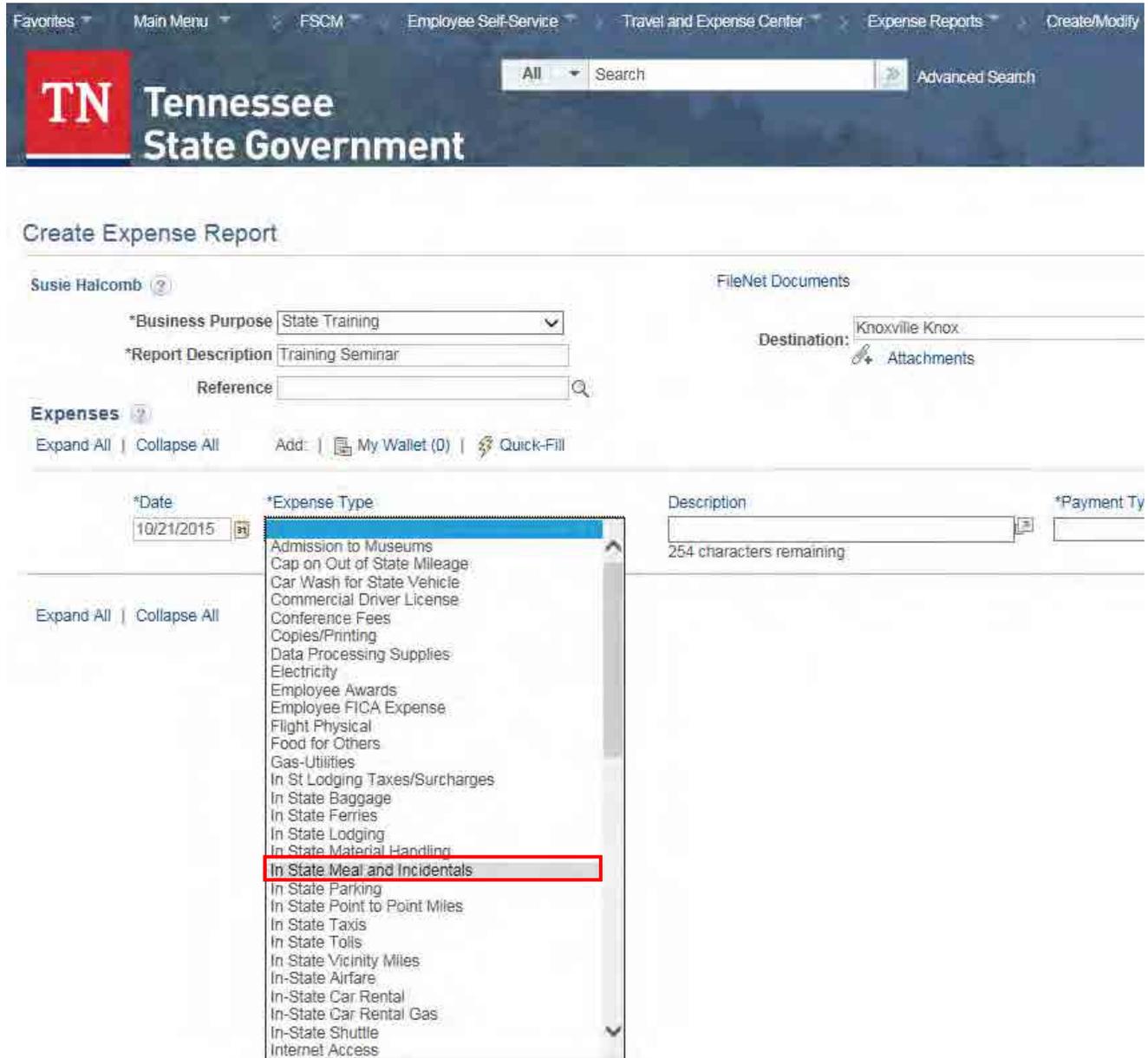
Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/21/2015	[Red Box]	[Search] 254 characters remaining	[Dropdown]	0.00	USD

Totals (0 Lines) 0.00 USD

**Step 18.**

Select "In State Meal and Incidentals" from the dropdown menu.



**TN Tennessee State Government**

FileNet Documents

Susie Halcomb

\*Business Purpose: State Training

\*Report Description: Training Seminar

Destination: Knoxville Knox

Attachments

Expenses

Expand All | Collapse All

Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Ty
10/21/2015	<ul style="list-style-type: none"><li>Admission to Museums</li><li>Cap on Out of State Mileage</li><li>Car Wash for State Vehicle</li><li>Commercial Driver License</li><li>Conference Fees</li><li>Copies/Printing</li><li>Data Processing Supplies</li><li>Electricity</li><li>Employee Awards</li><li>Employee FICA Expense</li><li>Flight Physical</li><li>Food for Others</li><li>Gas-Utilities</li><li>In St Lodging Taxes/Surcharges</li><li>In State Baggage</li><li>In State Ferries</li><li>In State Lodging</li><li>In State Material Handling</li><li><b>In State Meal and Incidentals</b></li><li>In State Parking</li><li>In State Point to Point Miles</li><li>In State Taxis</li><li>In State Tolls</li><li>In State Vicinity Miles</li><li>In-State Airfare</li><li>In-State Car Rental</li><li>In-State Car Rental Gas</li><li>In-State Shuttle</li><li>Internet Access</li></ul>	254 characters remaining	

**Step 19.**

Click the **Payment Type** dropdown menu.

The screenshot shows the 'Create Expense Report' form in the Edison Employee Portal. The user is Susie D Halcomb. The form includes fields for Business Purpose (State Training), Report Description (Training Seminar), and Destination (Knoxville Knox). The Expense Type is 'In State Meal and Incidentals'. The Payment Type dropdown menu is highlighted with a red box. The amount is 56.00 USD. The form also includes options for Billing Type (Standard), Location (Knoxville Knox), and Accounting Details.

**Step 20.**

Select **"Cash"** from the dropdown menu.

The screenshot shows the 'Create Expense Report' form in the Edison Employee Portal. The user is Susie D Halcomb. The form includes fields for Business Purpose (State Training), Report Description (Training Seminar), and Destination (Knoxville Knox). The Expense Type is 'In State Meal and Incidentals'. The Payment Type dropdown menu is open, and 'Cash' is selected. The amount is 56.00 USD. The form also includes options for Billing Type (Standard), Location (Knoxville Knox), and Accounting Details.

**Step 21.**

The State of Tennessee Travel Policy only allows 75% of the per diem rate to be claimed on the first and last day of travel for overnight travel.

The per diem rate will default in based on the **Destination**, so you will need to change the amount to reflect 75% of that rate (which in this example is \$42.00).

**Create Expense Report**

Susie Halcomb | FileNet Documents | Actions: ...Choose an Action | GO

\*Business Purpose: State Training  
 \*Report Description: Training Seminar  
 Destination: Knoxville Knox

**Expenses**

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/21/2015	In State Meal and Incidentals	254 characters remaining	Cash	56.00	USD

Totals (1 Line) 56.00 USD

**Step 22.**

Click in the **Amount** field and delete the Current Value.

**Create Expense Report**

Susie Halcomb | FileNet Documents | Actions: ...Choose an Action | GO

\*Business Purpose: State Training  
 \*Report Description: Training Seminar  
 Destination: Knoxville Knox

**Expenses**

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/21/2015	In State Meal and Incidentals	254 characters remaining	Cash	56.00	USD

Totals (1 Line) 56.00 USD

**Step 23.**

Enter "42.00" into the **Amount** field.

The screenshot shows the 'Create Expense Report' interface. At the top, there's a navigation bar with 'TN Tennessee State Government' and 'Welcome to Edison Employee Portal Susie D Halcomb'. Below this, the user 'Susie Halcomb' is logged in. The main form includes fields for 'Business Purpose' (State Training), 'Report Description' (Training Seminar), and 'Destination' (Knoxville Knox). The 'Expenses' section shows a table with one line item:

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/21/2015	In State Meal and Incidentals	254 characters remaining	Cash	42.00	USD

The 'Amount' field '42.00' is highlighted with a red box. Below the table, there are additional fields for 'Billing Type' (Standard), 'Location' (Knoxville Knox), and checkboxes for 'Default Rate', 'Non-Reimbursable', and 'No Receipt'. A 'Totals (1 Line)' summary shows 42.00 USD.

**Step 24.**

Now that you are finished with the first expense line, click on the **Downward Arrow** to the left of the line to collapse the line details.

This screenshot is identical to the previous one, but with a red box highlighting the downward arrow icon to the left of the expense line in the table. This icon is used to collapse the detailed view of the expense line.

**Step 25.**

Next, you will enter the lodging expense incurred for the night of October 21, 2015.

Click on the **Plus (+) sign** to the right of the first expense line to add a new line.

**Step 26.**

Click the **Expense Type** dropdown menu.

**Step 27.**

Select "In State Lodging" from the dropdown menu.

**Step 28.**

Click the **Payment Type** dropdown menu.

**Step 29.**

Select "**Credit Card**" from the dropdown menu.

**Step 30.**

Now that you are finished with the second expense line, click on the **Downward Arrow** to the left of the line to collapse the line details.

**Step 31.**

The In State Lodging expense is the rate of the room for that night. The state rate will default in because the **Destination** has been inputted.

Your hotel receipt will have additional taxes for that room, this expense will be shown on an additional line, only the room rate will show on this line.

Click on the **Plus (+) sign** to the right of the second expense line to add a new line.

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/21/2015	In State Meal and Incidentals	254 characters remaining	Cash	42.00	USD
10/21/2015	In State Lodging	254 characters remaining	Credit Card	88.00	USD

**Step 32.**

Click the **Expense Type** dropdown menu.

*Date	*Expense Type	Description	*Payment Type
10/21/2015	In State Meal and Incidentals	254 characters remaining	Cash
10/21/2015	In State Lodging	254 characters remaining	Credit Card
10/21/2015		254 characters remaining	

**Step 33.**

Select **"In St Lodging Taxes/Surcharges"** from the dropdown menu.

**TN Tennessee State Government**

FileNet Documents

\*Business Purpose: State Training

\*Report Description: Training Seminar

Destination: Knoxville Knox

Expenses

*Date	*Expense Type	Description	*Payment Type
10/21/2015	In State Meal and Incidentals	254 characters remaining	Cash
10/21/2015	Admission to Museums	254 characters remaining	Credit Card
10/21/2015	Cap on Out of State Mileage	254 characters remaining	

**Step 34.**

You will calculate the remaining amount you were charged that night for taxes and enter that amount here.

Click in the **Amount** field.

**Create Expense Report**

Susie Halcomb | FileNet Documents | Actions: ...Choose an Action | GO

\*Business Purpose: State Training  
 \*Report Description: Training Seminar  
 Destination: Knoxville Knox

**Expenses**

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/21/2015	In State Meal and Incidentals	254 characters remaining	Cash	42.00	USD
10/21/2015	In State Lodging	254 characters remaining	Credit Card	88.00	USD
10/21/2015	In St Lodging Taxes/Surcharges	254 characters remaining		0.00	USD

Totals (3 Lines) 130.00 USD

\*Billing Type: Standard  
 Default Rate  
 Non-Reimbursable  
 No Receipt

\*Exchange Rate: 1.00000000  
 Reimbursement Amt: 0.00 USD

**Step 35.**

Delete the current value and enter the desired information into the **Amount** field.

Enter "14.32" in the **Amount** field.

**Create Expense Report**

Susie Halcomb | FileNet Documents | Actions: ...Choose an Action | GO

\*Business Purpose: State Training  
 \*Report Description: Training Seminar  
 Destination: Knoxville Knox

**Expenses**

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/21/2015	In State Meal and Incidentals	254 characters remaining	Cash	42.00	USD
10/21/2015	In State Lodging	254 characters remaining	Credit Card	88.00	USD
10/21/2015	In St Lodging Taxes/Surcharges	254 characters remaining		14.32	USD

Totals (3 Lines) 144.32 USD

\*Billing Type: Standard  
 Default Rate  
 Non-Reimbursable  
 No Receipt

\*Exchange Rate: 1.00000000  
 Reimbursement Amt: 14.32 USD

**Step 36.**

Click the **Payment Type** dropdown menu.

**Create Expense Report**

Susie Halcomb | FileNet Documents | Actions: Choose an Action | GO

\*Business Purpose: State Training  
\*Report Description: Training Seminar  
Destination: Knoxville Knox

**Expenses** | Totals (3 Lines) | 144.32 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/21/2015	In State Meal and Incidentals	254 characters remaining	Cash	42.00	USD
10/21/2015	In State Lodging	254 characters remaining	Credit Card	88.00	USD
10/21/2015	In St Lodging Taxes/Surcharges	254 characters remaining	Credit Card	14.32	USD

\*Billing Type: Standard  
\*Exchange Rate: 1.00000000  
Reimbursement Amt: 14.32 USD

**Step 37.**

Select **"Credit Card"** from the dropdown menu.

**Create Expense Report**

Susie Halcomb | FileNet Documents | Actions: Choose an Action | GO

\*Business Purpose: State Training  
\*Report Description: Training Seminar  
Destination: Knoxville Knox

**Expenses** | Totals (3 Lines) | 144.32 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/21/2015	In State Meal and Incidentals	254 characters remaining	Cash	42.00	USD
10/21/2015	In State Lodging	254 characters remaining	Credit Card	88.00	USD
10/21/2015	In St Lodging Taxes/Surcharges	254 characters remaining	Credit Card	14.32	USD

\*Billing Type: Standard  
\*Exchange Rate: 1.00000000  
Reimbursement Amt: 14.32 USD

**Step 38.**

Now that you are finished with the third expense line, click on the **Downward Arrow** to the left of the line to collapse the line details.

**Create Expense Report**

Susie Halcomb | FileNet Documents | Actions: Choose an Action | GO

\*Business Purpose: State Training  
 \*Report Description: Training Seminar  
 Destination: Knoxville Knox

**Expenses**

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/21/2015	In State Meal and Incidentals	254 characters remaining	Cash	42.00	USD
10/21/2015	In State Lodging	254 characters remaining	Credit Card	88.00	USD
10/21/2015	In St Lodging Taxes/Surcharges	254 characters remaining	Credit Card	14.32	USD

Totals (3 Lines) 144.32 USD

\*Billing Type: Standard  
 Default Rate  
 Non-Reimbursable  
 No Receipt  
 \*Exchange Rate: 1.00000000  
 Reimbursement Amt: 14.32 USD

**Step 39.**

Click on the **Plus (+) sign** to the right of the third expense line to add a new line.

**Create Expense Report**

Susie Halcomb | FileNet Documents | Actions: Choose an Action | GO

\*Business Purpose: State Training  
 \*Report Description: Training Seminar  
 Destination: Knoxville Knox

**Expenses**

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/21/2015	In State Meal and Incidentals	254 characters remaining	Cash	42.00	USD
10/21/2015	In State Lodging	254 characters remaining	Credit Card	88.00	USD
10/21/2015	In St Lodging Taxes/Surcharges	254 characters remaining	Credit Card	14.32	USD

Totals (3 Lines) 144.32 USD

**Step 40.**

The following day is your final travel day. You will need to claim reimbursement for meals and incidentals on your final day of travel. Click the **Calendar Icon** and change the date to **October 22, 2015**.

**Create Expense Report**

Susie Halcomb

FileNet Documents

\*Business Purpose: State Training

\*Report Description: Training Seminar

Reference:

Destination: Knoxville Knox

Attachments

**Expenses**

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

*Date	*Expense Type	Description	*Payment Type
10/21/2015	In State Meal and Incidentals	<input type="text"/> 254 characters remaining	Cash
10/21/2015	In State Lodging	<input type="text"/> 254 characters remaining	Credit Card
10/21/2015	In St Lodging Taxes/Surcharges	<input type="text"/> 254 characters remaining	Credit Card
10/21/2015		<input type="text"/> 254 characters remaining	

Calendar

October 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Current Date

**Step 41.**

Click the **Expense Type** dropdown menu.

*Date	*Expense Type	Description	*Payment Type
10/21/2015	In State Meal and Incidentals	254 characters remaining	Cash
10/21/2015	In State Lodging	254 characters remaining	Credit Card
10/21/2015	In St Lodging Taxes/Surcharges	254 characters remaining	Credit Card
10/22/2015	[Red Box]	254 characters remaining	

**Step 42.**

Select **"In State Meal and Incidentals"** from the dropdown menu.

*Date	*Expense Type	Description	*Payment Type
10/21/2015	In State Meal and Incidentals	254 characters remaining	Cash
10/21/2015	Admission to Museums	254 characters remaining	Credit Card
10/21/2015	Cap on Out of State Mileage	254 characters remaining	Credit Card
10/21/2015	Car Wash for State Vehicle	254 characters remaining	Credit Card
10/22/2015	Commercial Driver License	254 characters remaining	
	Conference Fees	254 characters remaining	
	Copies/Printing	254 characters remaining	
	Data Processing Supplies	254 characters remaining	
	Electricity	254 characters remaining	
	Employee Awards	254 characters remaining	
	Employee FICA Expense	254 characters remaining	
	Flight Physical	254 characters remaining	
	Food for Others	254 characters remaining	
	Gas-Utilities	254 characters remaining	
	In St Lodging Taxes/Surcharges	254 characters remaining	
	In State Baggage	254 characters remaining	
	In State Ferries	254 characters remaining	
	In State Lodging	254 characters remaining	
	In State Material Handling	254 characters remaining	
	In State Meal and Incidentals	254 characters remaining	
	In State Parking	254 characters remaining	

**Step 43.**

Click the **Payment Type** dropdown menu.

**Create Expense Report**

Susie Halcomb | FileNet Documents | Actions: Choose an Action | GO

\*Business Purpose: State Training  
 \*Report Description: Training Seminar  
 Reference: [Search]

Destination: Knoxville Knox | Attachments

**Expenses** | Totals (4 Lines) | 200.32 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/21/2015	In State Meal and Incidentals	254 characters remaining	Cash	42.00	USD
10/21/2015	In State Lodging	254 characters remaining	Credit Card	88.00	USD
10/21/2015	In St Lodging Taxes/Surcharges	254 characters remaining	Credit Card	14.32	USD
10/22/2015	In State Meal and Incidentals	254 characters remaining	Cash	56.00	USD

\*Billing Type: Standard | \*Location: Knoxville Knox  
 Default Rate | \*Exchange Rate: 1.00000000  
 Non-Reimbursable | Reimbursement Amt: 56.00 USD  
 No Receipt

**Step 44.**

Select **"Cash"**.

**Create Expense Report**

Susie Halcomb | FileNet Documents | Actions: Choose an Action | GO

\*Business Purpose: State Training  
 \*Report Description: Training Seminar  
 Reference: [Search]

Destination: Knoxville Knox | Attachments

**Expenses** | Totals (4 Lines) | 200.32 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/21/2015	In State Meal and Incidentals	254 characters remaining	Cash	42.00	USD
10/21/2015	In State Lodging	254 characters remaining	Credit Card	88.00	USD
10/21/2015	In St Lodging Taxes/Surcharges	254 characters remaining	Credit Card	14.32	USD
10/22/2015	In State Meal and Incidentals	254 characters remaining	Cash	56.00	USD

\*Billing Type: Standard | \*Location: Knoxville Knox  
 Default Rate | \*Exchange Rate: 1.00000000  
 Non-Reimbursable | Reimbursement Amt: 56.00 USD  
 No Receipt

**Step 45.**

The State of Tennessee Travel Policy only allows 75% of the per diem rate to be claimed on the first and last day of travel for meals.

The per diem rate for Knoxville is \$56.00, which will default in because the **Destination** has been inputted. You will need to change the amount to 75% of that rate, which is **\$42.00**.

**Step 46.**

Click in the **Amount** field.

**Step 47.**

Delete the current value and enter "42.00" into the **Amount** field.

Favorites ▾ Main Menu ▾ FSCM ▾ Employee Self-Service ▾ Travel and Expense Center ▾ Expense Reports ▾ Create/Modify Home Sign out

---

TN Tennessee State Government
 
 Search  Advanced Search
 



---

Welcome to Edison Employee Portal Susie D Halcomb  
 New Window | Help | Personalize Page

---

**Create Expense Report**

 Save for Later | Home | Summary and Submit

Susie Halcomb  FileNet Documents  Actions  Choose an Action

\*Business Purpose   
 \*Report Description   
 Reference

Destination:  Attachments

---

**Expenses**   Add:  

**Totals (4 Lines)**    186.32    USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text" value="10/21/2015"/>	<input type="text" value="In State Meal and Incidentals"/>	<input type="text" value="254 characters remaining"/>	<input type="text" value="Cash"/>	<input type="text" value="42.00"/>	<input type="text" value="USD"/>
<input type="text" value="10/21/2015"/>	<input type="text" value="In State Lodging"/>	<input type="text" value="254 characters remaining"/>	<input type="text" value="Credit Card"/>	<input type="text" value="88.00"/>	<input type="text" value="USD"/>
<input type="text" value="10/21/2015"/>	<input type="text" value="In St Lodging Taxes/Surcharges"/>	<input type="text" value="254 characters remaining"/>	<input type="text" value="Credit Card"/>	<input type="text" value="14.32"/>	<input type="text" value="USD"/>
<input type="text" value="10/22/2015"/>	<input type="text" value="In State Meal and Incidentals"/>	<input type="text" value="254 characters remaining"/>	<input type="text" value="Cash"/>	<input style="border: 2px solid red;" type="text" value="42.00"/>	<input type="text" value="USD"/>

\*Billing Type   
 \*Location

Default Rate    \*Exchange Rate   
 Non-Reimbursable    Reimbursement Amt  USD  
 No Receipt



**Step 48.**

Now that the report is complete, you will need to review the summary details prior to submission.

Click the **Summary and Submit** blue hyperlink once you have completed your **Expense Report** and you're ready to review the summary details before final submission.

**Create Expense Report**

Susie Halcomb | FileNet Documents | Actions: Choose an Action | GO

\*Business Purpose: State Training  
 \*Report Description: Training Seminar  
 Reference: [Search]

Destination: Knoxville Knox | Attachments

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/21/2015	In State Meal and Incidentals	254 characters remaining	Cash	42.00	USD
10/21/2015	In State Lodging	254 characters remaining	Credit Card	88.00	USD
10/21/2015	In St Lodging Taxes/Surcharges	254 characters remaining	Credit Card	14.32	USD
10/22/2015	In State Meal and Incidentals	254 characters remaining	Cash	42.00	USD

\*Billing Type: Standard  
 \*Location: Knoxville Knox  
 Default Rate  
 Non-Reimbursable  
 No Receipt  
 \*Exchange Rate: 1.00000000  
 Reimbursement Amt: 42.00 USD

**Summary and Submit**

**Step 49.**

On the Create Expense Report **Summary** page, you can review the expense report totals and verify accuracy of the claim. If the report does not appear to be accurate, you may click on the **Expense Details** blue hyperlink to return to the Create Expense Report **Details** page to make any adjustments needed.

If the report appears to be accurate, **proceed to the next step.**

**Create Expense Report**

Susie Halcomb

\*Business Purpose: State Training  
Description: Training Seminar  
Reference: [Search]

Destination: Knoxville Knox

Actions: [Choose an Action] [GO]

Totals	View Printable Version	View Analytics	Notes	Attachments	
Employee Expenses (4 Lines)	186.32 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>186.32 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>		

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

**Step 50.**

Prior to submitting your report, there is an optional place called “**Notes**” located on the **Summary** page where you may enter any comments related to your travel for the Expense Report. Using the **Notes** will allow you to give any additional information needed about this travel.

Click on the **Notes** link.

**Note: Some agencies require specific information in the Notes; please verify what your agency policy is before submitting your Expense Report.**

Summary Table:

Employee Expenses (4 Lines)	186.32 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>186.32 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>		

**Step 51.**

On the **Expense Notes** page you may enter any additional information needed about this travel.

Click in the **Notes** box.

Expense Notes

Add Notes

Notes	Name	Role	Date/Time
-------	------	------	-----------

OK Cancel

**Step 52.**

Enter any additional information related to your travel in the **Notes** box.

Click **Add Notes** button.

Expense Notes

Add Notes

Notes	Name	Role	Date/Time

OK
Cancel

**Step 53.**

Once the report appears to be accurate, place a **Checkmark** in the box to confirm the report details being submitted are accurate and complies with expense policy.

Select the box to place a **Checkmark** in the box.



Search

[Advanced Search](#)



Welcome to Edison Employee Portal **Susie D Halcomb**

[New Window](#) | [Help](#) | [Personalize Page](#)

**Create Expense Report** [Save for Later](#) | [Home](#) | [Expense Details](#)

Susie Halcomb Actions:  [GO](#)

\*Business Purpose:    
 Description:    
 Reference:

Destination: Knoxville Knox [Notes](#) | [Attachments](#)

Totals		View Printable Version		View Analytics			
Employee Expenses (4 Lines)	186.32 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD		
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD		
<b>Amount Due to Employee</b>		<b>186.32 USD</b>		<b>Amount Due to Supplier</b>		<b>0.00 USD</b>	

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
 

[Submit Expense Report](#)

**Step 54.**

Once a **Checkmark** has been placed in the box to confirm accuracy, the **Submit Expense Report** button will no longer be gray.

Click the **Submit Expense Report** button once you have completed your **Expense Report**.

**Create Expense Report**

Susie Halcomb

\*Business Purpose: State Training  
 Description: Training Seminar  
 Reference: [Search]

Destination: Knoxville Knox

<b>Totals</b>	View Printable Version	View Analytics	Notes	Attachments			
Employee Expenses (4 Lines)	186.32 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD		
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD		
<b>Amount Due to Employee</b>		<b>186.32 USD</b>		<b>Amount Due to Supplier</b>		<b>0.00 USD</b>	

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

**Submit Expense Report**

**Step 55.**

Click the **OK** button to confirm submission.

**Note:** If you do not click the **OK** button, your **Expense Report** will not be submitted.

**Expense Report Submit Confirm**

Create Expense Report

**Submit Confirmation**

Susie Halcomb

<b>Totals</b>	View Printable Version	View Analytics	Notes	Attachments			
Employee Expenses (4 Lines)	186.32 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD		
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD		
<b>Amount Due to Employee</b>		<b>186.32 USD</b>		<b>Amount Due to Supplier</b>		<b>0.00 USD</b>	

**OK** **Cancel**



**Step 56.**

Once you submit your **Expense Report**, Edison will assign it a **Report ID** number.

The approval workflow will also be created after you submit it. Once that workflow is created, the report will be routed to your supervisor for approval.

The screenshot shows the 'View Expense Report' page in the Edison Employee Portal. The user is Susie Halcomb. A message states: 'Your expense report 0001049768 has been submitted for approval.' The report ID '0001049768' is highlighted with a red box. The report status is 'Submission in Process'. Other details include: Business Purpose: State Training; Description: Training Seminar; Created: 10/22/2015; Last Updated: 10/22/2015; Destination: Knoxville Knox.

Totals		Amount Due to Employee		Amount Due to Supplier	
Employee Expenses (4 Lines)	186.32 USD	<b>186.32 USD</b>		<b>0.00 USD</b>	
Cash Advances Applied	0.00 USD				
Non-Reimbursable Expenses	0.00 USD				
Prepaid Expenses	0.00 USD				
Employee Credits	0.00 USD				
Supplier Credits	0.00 USD				

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Buttons: Submit Expense Report, Refresh Approval Status

**Step 57.**

After submitting your **Expense Report** the system updates the status to “**Submission in Process**” to show the claim is in the process of routing to the approver’s worklist. You may refresh the status by clicking on the **Refresh Approval Status** button.

Click on the **Refresh Approval Status** button.

**TN Tennessee State Government**

Welcome to Edison Employee Portal Susie D Halcomb

### View Expense Report

Susie Halcomb  
Your expense report 0001049768 has been submitted for approval.

Business Purpose	State Training	Report	0001049768	Submission in Process
Description	Training Seminar	Created	10/22/2015	Susie Halcomb
Reference		Last Updated	10/22/2015	Susie Halcomb
Destination	Knoxville Knox			

Totals: View Printable Version | View Analytics | Notes

Employee Expenses (4 Lines)	186.32 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>186.32 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>		

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

**Refresh Approval Status**

**Step 58.**

The Expense Report status updated to “Submitted for Approval” to show the claim has reached the approver’s worklist.

**View Expense Report**

Susie Halcomb

Business Purpose: State Training  
 Description: Training Seminar  
 Reference

Report: 0001049768 **Submitted for Approval**  
 Created: 10/22/2015 Susie Halcomb  
 Last Updated: 10/22/2015 Susie Halcomb  
 Destination: Knoxville, TN

Totals: View Printable Version | View Analytics | Notes

Employee Expenses (4 Lines)	186.32 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee: 186.32 USD**      **Amount Due to Supplier: 0.00 USD**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report | Withdraw Expense Report | Submitted On: 10/22/2015 | Submitted By: Susie Halcomb

**Approval History**

Submitted: Susie Halcomb → HR Supervisor: Wendy Williamson → TN-Fiscal Officer Approval (Pooled) → Payment

Action	Role	Name	Date/Time
Submitted	Employee	Susie Halcomb	10/22/2015 10:07:28AM

**Step 59.**

You have now successfully created an In State Travel Expense Report containing lodging and meal expenses.

**End of Procedure.**

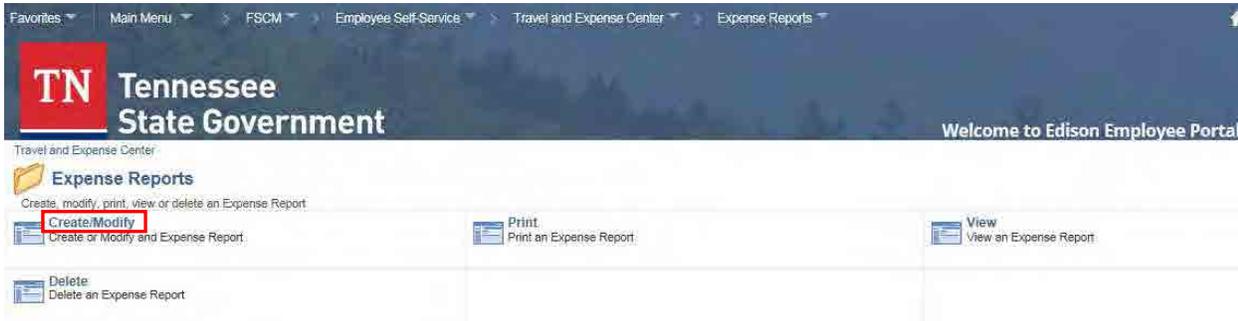
## Creating an Expense Report with Mileage

In this topic you will learn how to create a Travel Expense Report for mileage only.

In this scenario, you are creating an Expense Report for two weeks' worth of mileage you have driven to perform your job functions.

### Step 1.

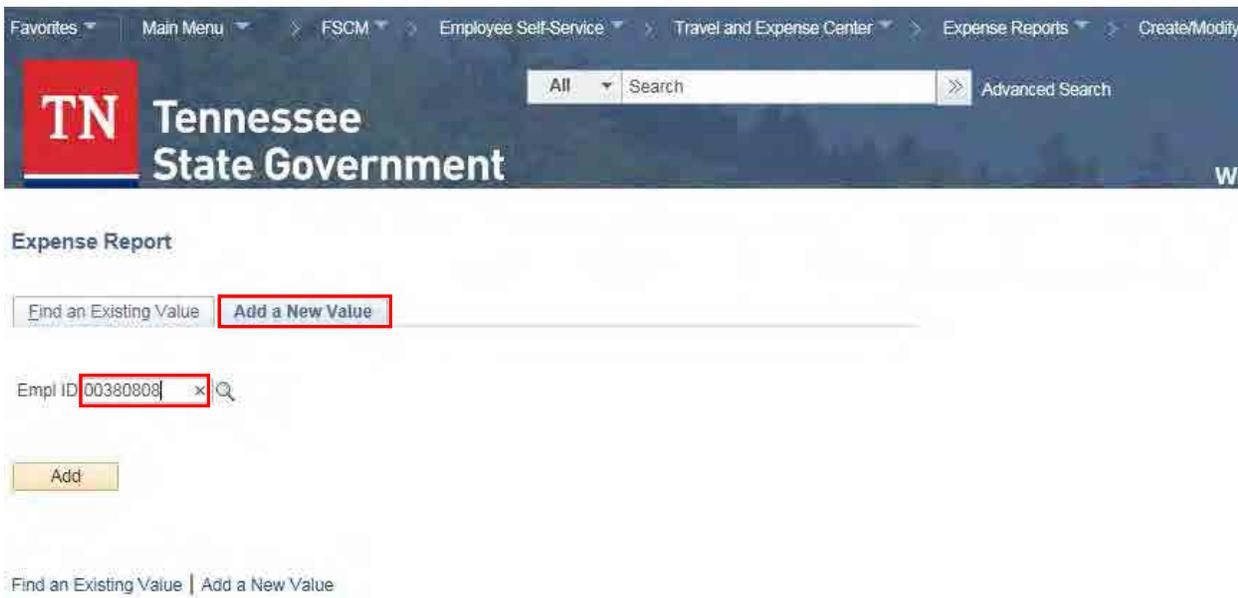
Click the **Create/Modify** link.



### Step 2.

To access creating a new travel claim you must enter an **Employee ID** for who the claim is for.

Select the **Add a New Value** tab and enter your **Employee ID** in the **Empl ID** field.



**Step 3.**

Click the **Add** button.

**Step 4.**

**Business Purpose** is a required field. You will select the item from the dropdown menu that closely describes the purpose of your travel.

Click the **Business Purpose** dropdown menu.

**Step 5.**

Select "**Inspections**" from the dropdown menu.

The screenshot shows the 'Create Expense Report' page for user Susie Halcomb. The 'Business Purpose' dropdown menu is open, displaying a list of categories: Assessments, Audits, Case Management/Visits, Collections, Computer Support, Conference, Court Appearances, Employee Recruiting, Executive Management Functions, **Inspections** (highlighted with a red box), Investigations, Legislator Travel, Litigation, and MVM Fuel Reimbursement. The 'Report Description' field is empty. The 'Date' field is empty. The 'Destination' field is empty. The 'Payment Type' field is empty. The 'FileNet Documents' section shows a search bar and an 'Attachments' button.

**Step 6.**

The **Report Description** field is a required field. Describe the reason for your travel. In this scenario, you went to a training seminar.

Click in the **Report Description** field.

The screenshot shows the 'Create Expense Report' page for user Susie Halcomb. The 'Business Purpose' dropdown menu is now closed and set to 'Inspections'. The 'Report Description' field is highlighted with a red box, indicating it is the focus of the next step. The 'Date' field is empty. The 'Destination' field is empty. The 'Payment Type' field is empty. The 'FileNet Documents' section shows a search bar and an 'Attachments' button.

**Step 7.**

Enter the desired information into the **Report Description** field. Enter “**December Site Visits**”.

**Step 8.**

An **Expense Report** without lodging and meals & incidentals expenses is not required to enter a **Destination**.

**Note:** Verify with your agency that there are no specific agency requirements for **Destination** on an **Expense Report** for mileage reimbursement.

**Step 9.**

Next, you will enter the actual expenses incurred under the **Expenses** section of the **Expense Report**.

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
		254 characters remaining		0.00	USD
Totals (0 Lines)				0.00	USD

**Step 10.**

First, select the **date** the expense was incurred.

Click the **Calendar Look Up** icon.

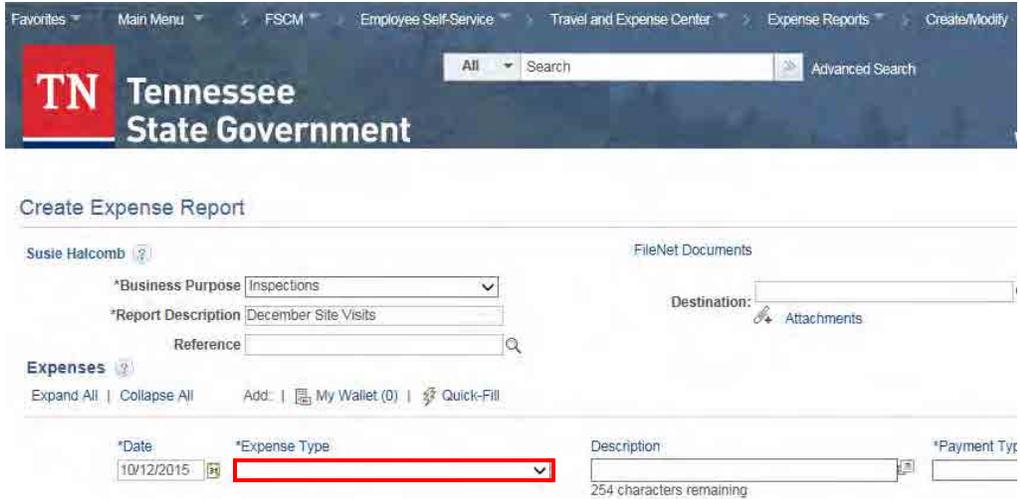
**Step 11.**

Select the date of **October 12, 2015**.

**Step 12.**

Select the type of expense from the dropdown menu.

Click the **Expense Type** dropdown menu.

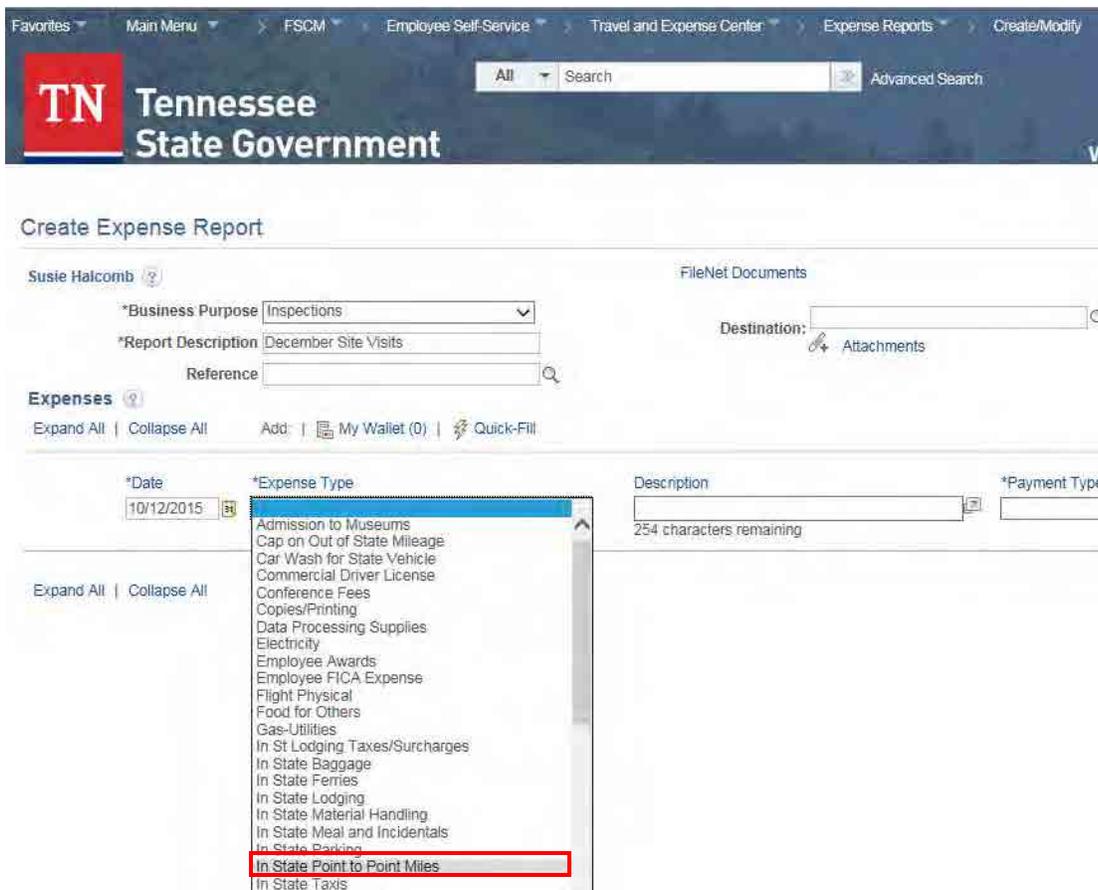


The screenshot shows the 'Create Expense Report' form for Susie Halcomb. The form includes fields for Business Purpose (Inspections), Report Description (December Site Visits), and a Reference field. Below these is an 'Expenses' section with a table. The table has columns for Date, Expense Type, Description, and Payment Type. The 'Expense Type' dropdown menu is highlighted with a red box, and the date is set to 10/12/2015. The description field has a '254 characters remaining' indicator.

**Step 13.**

When traveling from one City to another Point to Point Miles **Expense Type** should be used.

Select "**In State Point to Point Miles**" from the dropdown menu.



The screenshot shows the 'Create Expense Report' form with the 'Expense Type' dropdown menu open. The dropdown list includes various expense categories, and 'In State Point to Point Miles' is highlighted with a red box. The date is 10/12/2015, and the description field has a '254 characters remaining' indicator.

**Step 14.**

**Payment Type** is a required field. The only options are Cash or Credit Card. This selection indicates how you paid for this expense.

Click the **Payment Type** dropdown menu.

The screenshot shows the 'Create Expense Report' form in the Edison Employee Portal. The form includes fields for Business Purpose (Inspections), Report Description (December Site Visits), and Reference. The Expense Type is 'In State Point to Point Miles' with a date of 10/12/2015 and a mileage of 0.4700. The Payment Type dropdown menu is highlighted with a red box, showing 'Cash' and 'Credit Card' as options. The form also includes checkboxes for 'Default Rate', 'Non-Reimbursable', and 'No Receipt', and a field for 'Exchange Rate' set to 1.00000000. The total amount is 0.00 USD.

**Step 15.**

Select "**Cash**" from the dropdown menu.

The screenshot shows the 'Create Expense Report' form in the Edison Employee Portal. The 'Payment Type' dropdown menu is highlighted with a red box, and the 'Cash' option is selected. The form includes fields for Business Purpose (Inspections), Report Description (December Site Visits), and Reference. The Expense Type is 'In State Point to Point Miles' with a date of 10/12/2015 and a mileage of 0.4700. The form also includes checkboxes for 'Default Rate', 'Non-Reimbursable', and 'No Receipt', and a field for 'Exchange Rate' set to 1.00000000. The total amount is 0.00 USD.

**Step 16.**

Now, you will need to calculate the mileage driven that day.

Click the **Calculate Mileage Rate** icon.

The screenshot shows the 'Create Expense Report' interface. In the 'Expenses' section, the following details are visible:

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/12/2015	In State Point to Point Miles	254 characters remaining	Cash	0.00	USD

Below the table, the 'Billing Type' is set to 'Standard' and the '\*Miles' field contains '0.4700'. A red box highlights a small icon next to the miles field, which is the 'Calculate Mileage Rate' icon.

**Step 17.**

Point to Point Mileage is the mileage between cities. On the **Point to Point Mileage Calculation** page you will select your **starting** city and **ending** city, then the mileage between those points will be automatically calculated.

**Note:** If the miles driven were all within one city, you will NOT use point to point mileage. Instead use vicinity mileage, which we will cover later in this exercise.

The 'Point to Point Mileage Calculation' dialog box contains the following table structure:

*Location Code	Description	*Location Code	Description	Miles

**Step 18.**

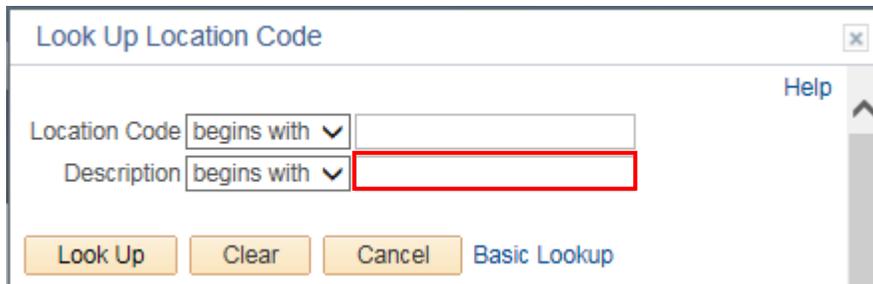
Click the **Look up Location Code** icon to search for the starting location.



**Step 19.**

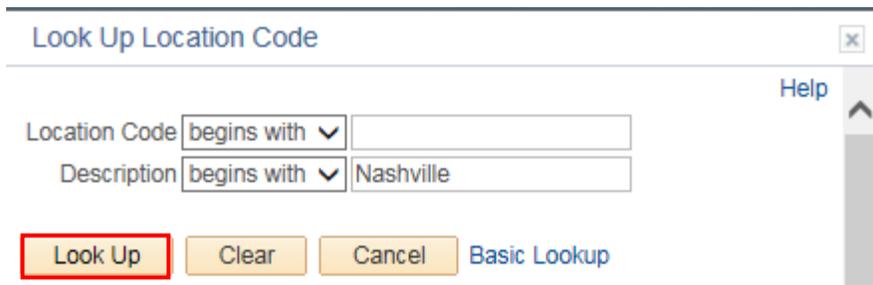
Enter the desired information into the **Description begins with** field. Searching by Description will allow you to search by the name of the city.

Enter "**Nashville**" into the **Description begins with** field.



**Step 20.**

Click the **Look Up** button.

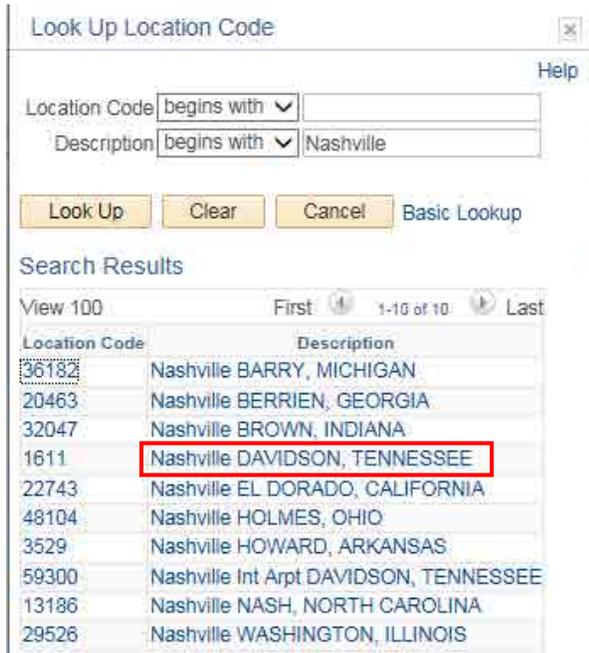


**Step 21.**

Find the correct city in the list of Search Results.

Click the **Nashville DAVIDSON, TENNESSEE** link.

**NOTE: If your city does not appear in the list, please contact the Edison Help Desk @ 615-741-HELP or 866-376-0104 to file a remedy ticket in order to have the city added.**

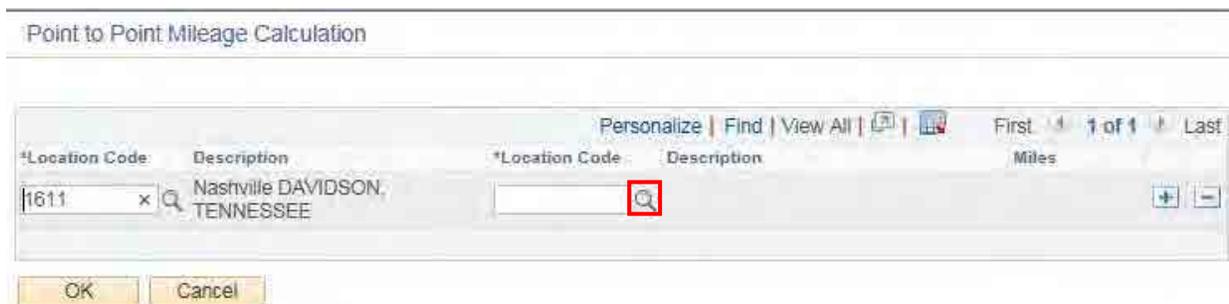


The screenshot shows a dialog box titled "Look Up Location Code" with a "Help" link. It contains two dropdown menus: "Location Code" set to "begins with" and "Description" set to "begins with" with "Nashville" entered in the text field. Below are "Look Up", "Clear", and "Cancel" buttons, and a "Basic Lookup" link. The "Search Results" section shows a table with columns "Location Code" and "Description". The table lists 10 results, with "Nashville DAVIDSON, TENNESSEE" (Location Code 1611) highlighted with a red box.

Location Code	Description
36182	Nashville BARRY, MICHIGAN
20463	Nashville BERRIEN, GEORGIA
32047	Nashville BROWN, INDIANA
1611	Nashville DAVIDSON, TENNESSEE
22743	Nashville EL DORADO, CALIFORNIA
48104	Nashville HOLMES, OHIO
3529	Nashville HOWARD, ARKANSAS
59300	Nashville Int Arpt DAVIDSON, TENNESSEE
13186	Nashville NASH, NORTH CAROLINA
29526	Nashville WASHINGTON, ILLINOIS

**Step 22.**

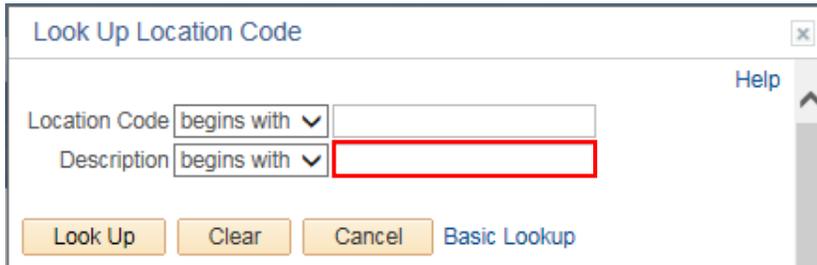
Click the **Look up Location Code** button to search for the ending location.



The screenshot shows a dialog box titled "Point to Point Mileage Calculation". It has a menu bar with "Personalize", "Find", "View All", and "Miles". Below the menu bar are two tables. The first table has columns "Location Code" and "Description" and contains one row: "1611" and "Nashville DAVIDSON, TENNESSEE". The second table has columns "Location Code" and "Description" and is empty. A red box highlights a magnifying glass icon in the second table. At the bottom are "OK" and "Cancel" buttons.

**Step 23.**

Click in the **Description begins with** field.



The screenshot shows a dialog box titled "Look Up Location Code" with a close button (X) in the top right corner. On the right side, there is a "Help" link and a scroll bar. The dialog contains two rows of input fields. The first row is labeled "Location Code" and has a dropdown menu set to "begins with" followed by an empty text box. The second row is labeled "Description" and has a dropdown menu set to "begins with" followed by an empty text box that is highlighted with a red border. At the bottom, there are four buttons: "Look Up", "Clear", "Cancel", and "Basic Lookup".

**Step 24.**

Enter the desired information into the **Description begins with** field.

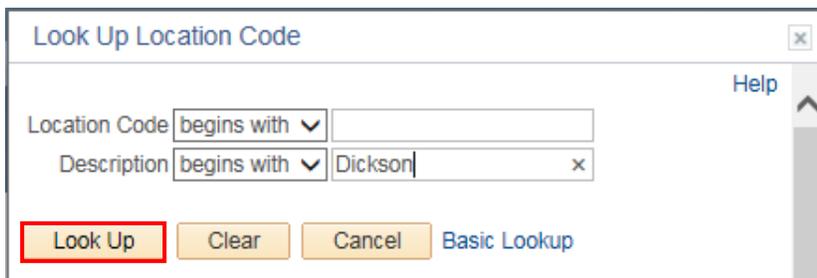
Enter "**Dickson**".



This screenshot is identical to the previous one, but the text "Dickson" has been entered into the "Description begins with" text box. The text box now contains "Dickson" followed by a small 'x' icon for clearing the field. The red border remains around the text box.

**Step 25.**

Click the **Look Up** button.



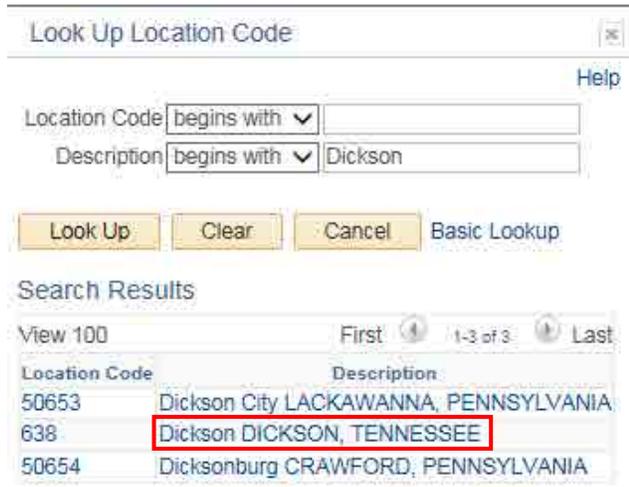
This screenshot is identical to the previous one, but the "Look Up" button at the bottom left is now highlighted with a red border.

**Step 26.**

Find the correct city in the list of Search Results.

Click the **Dickson DICKSON, TENNESSEE** link.

**NOTE: If your city does not appear in the list, please contact Edison Help Desk @ 615-741-HELP or 866-376-0104 to file a remedy ticket in order to have the city added.**



Look Up Location Code

Location Code: begins with  
Description: begins with Dickson

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

Location Code	Description
50653	Dickson City LACKAWANNA, PENNSYLVANIA
638	Dickson DICKSON, TENNESSEE
50654	Dicksonburg CRAWFORD, PENNSYLVANIA

**Step 27.**

Now that both the beginning and ending locations have been entered, the miles between those cities has been calculated.



Point to Point Mileage Calculation

Personalize | Find | View All | First 1 of 1 Last

*Location Code	Description	*Location Code	Description	Miles
1611	Nashville DAVIDSON, TENNESSEE	638	Dickson DICKSON, TENNESSEE	35

Buttons: OK, Cancel

**Step 28.**

If this was the only mileage driven on **October 12, 2015**, then click the **OK** button and input the next day's mileage on a new expense line.

In this scenario, you drove from Nashville to Dickson, completed your job task, and then returned to Nashville in the same day. You will need to add the return trip here since it took place on the same day.



*Location Code	Description	*Location Code	Description	Miles
1611	Nashville DAVIDSON, TENNESSEE	638	Dickson DICKSON, TENNESSEE	35

**Step 29.**

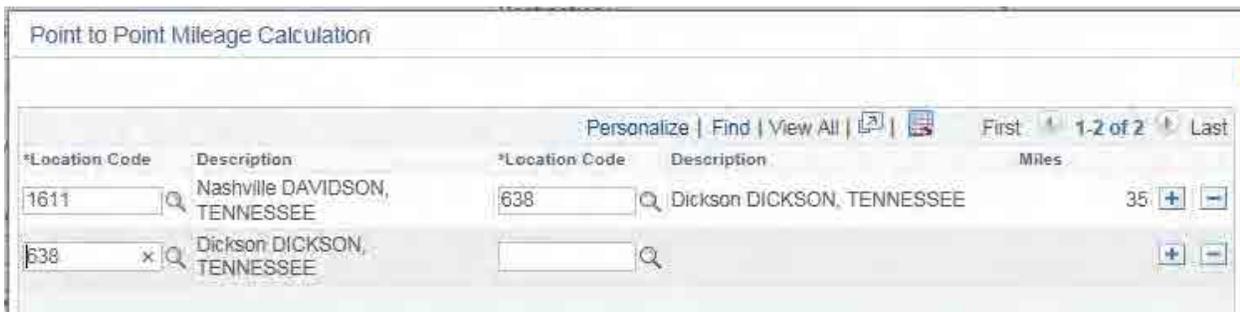
Click the **Plus (+) sign** button to **Add a new row.**



*Location Code	Description	*Location Code	Description	Miles
1611	Nashville DAVIDSON, TENNESSEE	638	Dickson DICKSON, TENNESSEE	35

**Step 30.**

The ending location on the previous line always defaults as the beginning location.

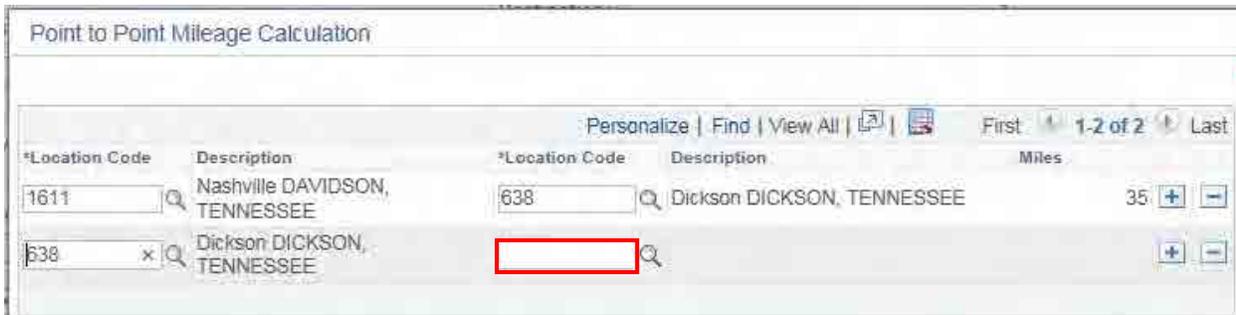


*Location Code	Description	*Location Code	Description	Miles
1611	Nashville DAVIDSON, TENNESSEE	638	Dickson DICKSON, TENNESSEE	35
638	Dickson DICKSON, TENNESSEE			

**Step 31.**

Because the **Location Code** for Nashville is shown on the line above as 1611, you do not need to look up the code again, you can simply type in the **Location Code**.

Click in the **Location Code** field.



*Location Code	Description	*Location Code	Description	Miles
1611	Nashville DAVIDSON, TENNESSEE	638	Dickson DICKSON, TENNESSEE	35
638	Dickson DICKSON, TENNESSEE			

**Step 32.**

Enter the desired information into the **Location Code** field.

Enter "1611".

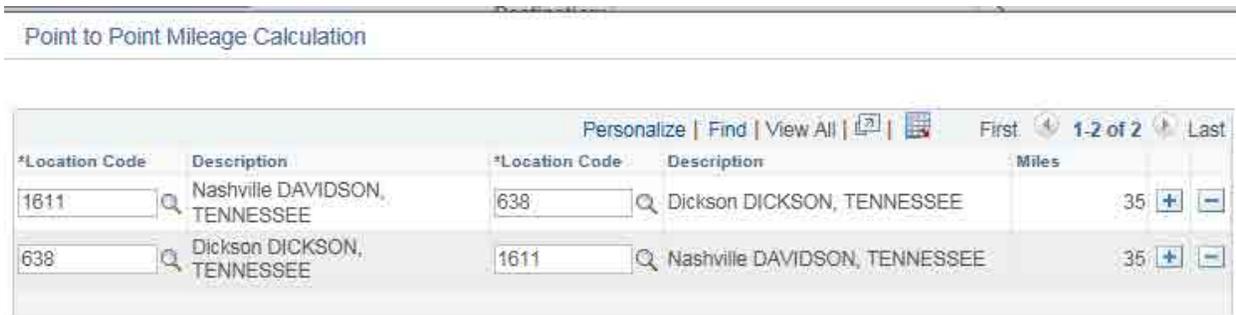


*Location Code	Description	*Location Code	Description	Miles
1611	Nashville DAVIDSON, TENNESSEE	638	Dickson DICKSON, TENNESSEE	35
638	Dickson DICKSON, TENNESSEE	1611		

**Step 33.**

In order to populate the **Description**, you will need to click your **Tab** key on your keyboard.

Press **[Tab]** on your keyboard.



*Location Code	Description	*Location Code	Description	Miles
1611	Nashville DAVIDSON, TENNESSEE	638	Dickson DICKSON, TENNESSEE	35
638	Dickson DICKSON, TENNESSEE	1611	Nashville DAVIDSON, TENNESSEE	35

**Step 34.**

To return to your Expense Claim, click the **OK** button.

Point to Point Mileage Calculation Help

---

Personalize | Find | View All | | First 1-2 of 2 Last

*Location Code	Description	*Location Code	Description	Miles
1611	Nashville DAVIDSON, TENNESSEE	638	Dickson DICKSON, TENNESSEE	35 <span style="float: right;">+ -</span>
638	Dickson DICKSON, TENNESSEE	1611	Nashville DAVIDSON, TENNESSEE	35 <span style="float: right;">+ -</span>

OK
Cancel

**Step 35.**

The miles from Nashville to Dickson and Dickson to Nashville have populated beside the **Miles** field.

Favorites ▾ Main Menu ▾ FSCM ▾ Employee Self-Service ▾ Travel and Expense Center ▾ Expense Reports ▾ Create/Modify



All ▾ Search
Advanced Search

---

**Create Expense Report**

Susie Halcomb FileNet Documents

\*Business Purpose: Inspections

\*Report Description: December Site Visits

Reference:

Destination:

Attachments

---

**Expenses** Expand All | Collapse All

Add: My Wallet (0) | Quick-Fill

\*Date: 10/12/2015

\*Expense Type: In State Point to Point Miles

Description:

254 characters remaining

\*Billing Type: Standard

\*Miles: 70 x 0.4700

\*Payment Ty: Cash

Default Rate

Non-Reimbursable

No Receipt

**Step 36.**

The total number of miles calculates the **Amount** and automatically populates the **Amount** field.

The screenshot shows the 'Create Expense Report' interface. At the top, there are navigation tabs for 'FSCM', 'Employee Self-Service', 'Travel and Expense Center', 'Expense Reports', and 'Create/Modify'. The user is identified as 'Susie Halcomb'. The form includes fields for 'Business Purpose' (Inspections), 'Report Description' (December Site Visits), and 'Destination'. Under the 'Expenses' section, a single line item is visible with the following details: Date: 10/12/2015, Expense Type: In State Point to Point Miles, Description: (empty), Payment Type: Cash, Amount: 32.90, Currency: USD. The 'Miles' field is set to 70, and the calculated amount is 32.90. A red box highlights the amount field. The total for the report is 32.90 USD.

**Step 37.**

Now that you are finished with the first expense line, click on the **Downward Arrow** to the left of the line to collapse the line details.

This screenshot is identical to the one in Step 36, but with a red box highlighting a downward-pointing arrow icon located to the left of the expense line. This icon is used to collapse the detailed view of the expense line.

**Step 38.**

Now, continue on with the next day's mileage.

Click on the **Plus (+) sign** to the right of the first expense line to add a new line.

**Create Expense Report**

Susie Halcomb | FileNet Documents | Actions: Choose an Action | GO

\*Business Purpose: Inspections  
 \*Report Description: December Site Visits  
 Reference: [Search]

Destination: [Search] Attachments

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

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/12/2015	In State Point to Point Miles	254 characters remaining	Cash	32.90	USD

Totals (1 Line) 32.90 USD

**Step 39.**

Click the **Calendar Look Up** icon.

**Create Expense Report**

Susie Halcomb | FileNet Documents | Actions: Choose an Action | GO

\*Business Purpose: Inspections  
 \*Report Description: December Site Visits  
 Reference: [Search]

Destination: [Search] Attachments

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

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/12/2015	In State Point to Point Miles	254 characters remaining	Cash	32.90	USD
10/12/2015		254 characters remaining		0.00	USD

**Step 40.**

Click the **13** link for **October 13, 2015**.

FileNet Documents

Susie Halcomb

\*Business Purpose: Inspections

\*Report Description: December Site Visits

Reference: [Search]

Destination: [Search] Attachments

Expenses

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

*Date	*Expense Type	Description	*Payment Type
10/12/2015	In State Point to Point Miles	254 characters remaining	Cash
10/12/2015	[Dropdown]	254 characters remaining	[Dropdown]

Calendar

October 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Current Date

**Step 41.**

Click the **Expense Type** dropdown menu.

FileNet Documents

Susie Halcomb

\*Business Purpose: Inspections

\*Report Description: December Site Visits

Reference: [Search]

Destination: [Search] Attachments

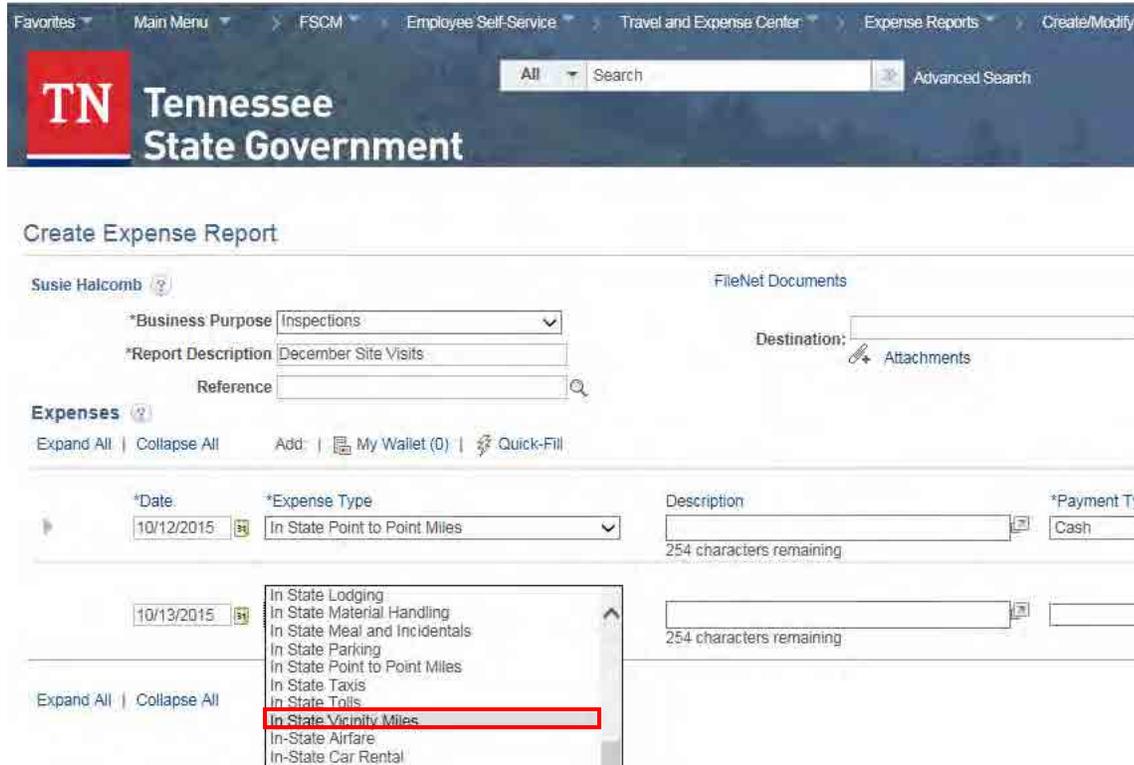
Expenses

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

*Date	*Expense Type	Description	*Payment Type
10/12/2015	In State Point to Point Miles	254 characters remaining	Cash
10/13/2015	[Dropdown]	254 characters remaining	[Dropdown]

**Step 42.**

Select "In State Vicinity Miles" from the dropdown menu.



**Create Expense Report**

Susie Halcomb

\*Business Purpose: Inspections  
 \*Report Description: December Site Visits  
 Reference: [Search]

FileNet Documents  
 Destination: [Text Box] Attachments

**Expenses**

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

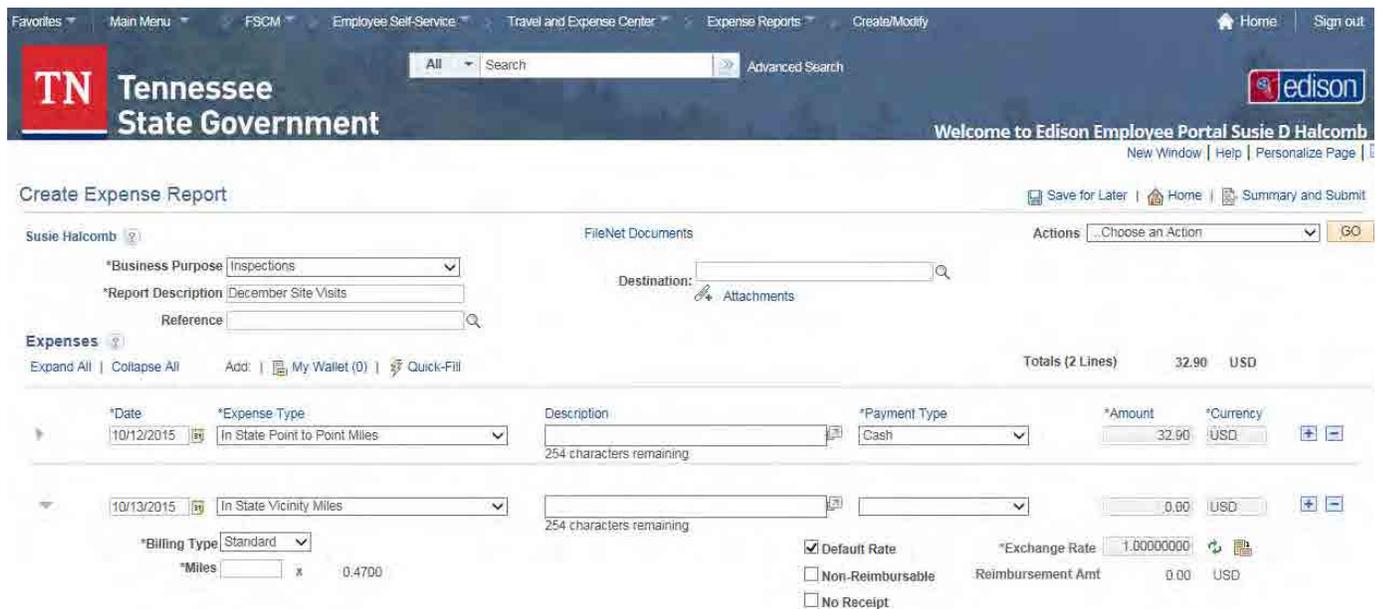
*Date	*Expense Type	Description	*Payment Ty
10/12/2015	In State Point to Point Miles	254 characters remaining	Cash
10/13/2015	<ul style="list-style-type: none"> <li>In State Lodging</li> <li>In State Material Handling</li> <li>In State Meal and Incidentals</li> <li>In State Parking</li> <li>In State Point to Point Miles</li> <li>In State Taxes</li> <li>In State Tolls</li> <li><b>In State Vicinity Miles</b></li> <li>In-State Airfare</li> <li>In-State Car Rental</li> </ul>	254 characters remaining	

Expand All | Collapse All

**Step 43.**

**In State Vicinity Miles** are not used when traveling from one city to another, but rather when the mileage is **within one city**.

In this scenario, your office location is in Nashville and the building you need to inspect is also in Nashville.



**Create Expense Report**

Susie Halcomb

\*Business Purpose: Inspections  
 \*Report Description: December Site Visits  
 Reference: [Search]

FileNet Documents  
 Destination: [Text Box] Attachments

**Expenses**

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

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/12/2015	In State Point to Point Miles	254 characters remaining	Cash	32.90	USD
10/13/2015	In State Vicinity Miles	254 characters remaining		0.00	USD

Totals (2 Lines) 32.90 USD

\*Billing Type: Standard  
 \*Miles: 0.4700

Default Rate  
 Non-Reimbursable  
 No Receipt

\*Exchange Rate: 1.00000000  
 Reimbursement Amt: 0.00 USD

**Step 44.**

Click the **Payment Type** dropdown menu.

**Create Expense Report**

Susie Halcomb | FileNet Documents | Actions: Choose an Action | GO

\*Business Purpose: Inspections  
 \*Report Description: December Site Visits  
 Reference: [Search]

Destination: [Search] | Attachments

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

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/12/2015	In State Point to Point Miles	254 characters remaining	Cash	32.90	USD
10/13/2015	In State Vicinity Miles	254 characters remaining	Cash	0.00	USD

\*Billing Type: Standard | \*Miles: 0.4700

Default Rate | \*Exchange Rate: 1.00000000  
 Non-Reimbursable | Reimbursement Amt: 0.00 USD  
 No Receipt

Totals (2 Lines) | 32.90 USD

**Step 45.**

Select **"Cash"** from the dropdown menu.

**Create Expense Report**

Susie Halcomb | FileNet Documents | Actions: Choose an Action | GO

\*Business Purpose: Inspections  
 \*Report Description: December Site Visits  
 Reference: [Search]

Destination: [Search] | Attachments

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

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/12/2015	In State Point to Point Miles	254 characters remaining	Cash	32.90	USD
10/13/2015	In State Vicinity Miles	254 characters remaining	Cash	0.00	USD

\*Billing Type: Standard | \*Miles: 0.4700

Default Rate | \*Exchange Rate: 1.00000000  
 Non-Reimbursable | Reimbursement Amt: 0.00 USD  
 No Receipt

Totals (2 Lines) | 32.90 USD

**Step 46.**

Unlike Point to Point Miles, when you select **Vicinity Miles** as your **Expense Type**, you must enter the number of miles you drove.

Click in the **Miles** field.

**Note: Some agencies require further documentation for vicinity mileage. Check with your agency to receive the guidelines for vicinity miles.**

**Create Expense Report**

Susie Halcomb

\*Business Purpose: Inspections

\*Report Description: December Site Visits

Reference: [Search]

FileNet Documents

Destination: [Field] Attachments

**Expenses**

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

*Date	*Expense Type	Description	*Payment Type
10/12/2015	In State Point to Point Miles	254 characters remaining	Cash
10/13/2015	In State Vicinity Miles	254 characters remaining	Cash

\*Billing Type: Standard

\*Miles: 0.4700 x 0.4700

Default Rate  
 Non-Reimbursable  
 No Receipt

**Step 47.**

Enter "15" into the **Miles** field.

**Step 48.**

In order to populate the **Amount**, you will need to click your **Tab key** on your keyboard.

Press **[Tab]** on your keyboard.

**Step 49.**

The **Description** field on the expense line allows you to type additional information that is required for mileage expenses.

**Step 50.**

Now that the report is complete, you will need to review the summary details prior to submission.

Click the **Summary and Submit** blue hyperlink once you have completed your **Expense Report** and you're ready to review the summary details before final submission.

### Step 51.

On the Create Expense Report **Summary** page, you can review the expense report totals and verify accuracy of the claim. If the report does not appear to be accurate, you may click on the **Expense Details** blue hyperlink to return to the Create Expense Report **Details** page to make any adjustments needed.

If the report appears to be accurate, **proceed to the next step.**

**Create Expense Report**

Susie Halcomb

\*Business Purpose: Inspections  
Description: December Site Visits  
Reference: [Search]

Destination: [Search]

Actions: Choose an Action [GO]

Totals	View Printable Version	View Analytics	Notes	Attachments	
Employee Expenses (2 Lines)	39.95 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>39.95 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>		

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

### Step 52.

Prior to submitting your report, there is an optional place called “**Notes**” located on the **Summary** page where you may enter any comments related to your travel for the Expense Report. Using the **Notes** will allow you to give any additional information needed about this travel.

Click on the **Notes** link to add a comment to the report.

**Note: Some agencies require specific information in the Notes; please verify what your agency policy is before submitting your Expense Report.**

**Create Expense Report**

Susie Halcomb

\*Business Purpose: Inspections  
Description: December Site Visits  
Reference: [Search]

Destination: [Search]

Actions: Choose an Action [GO]

Totals	View Printable Version	View Analytics	Notes	Attachments	
Employee Expenses (2 Lines)	39.95 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>39.95 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>		

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

**Step 53.**

Once the report appears to be accurate, place a **Checkmark** in the box to confirm the report details being submitted are accurate and complies with expense policy.

Select the box to place a **Checkmark** in the box.

Totals	View Printable Version	View Analytics	Notes	Attachments	
Employee Expenses (2 Lines)	39.95 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>39.95 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>		

**Step 54.**

Once a **Checkmark** has been placed in the box to confirm accuracy, the **Submit Expense Report** button will no longer be gray.

Click the **Submit Expense Report** button once you have completed your **Expense Report**.

Totals	View Printable Version	View Analytics	Notes	Attachments	
Employee Expenses (2 Lines)	39.95 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>39.95 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>		



**Step 55.**

Click the **OK** button to confirm submission.

**Note:** If you do not click the **OK** button, your **Expense Report** will not be submitted.

Expense Report Submit Confirm

---

Create Expense Report

**Submit Confirmation**

Susie Halcomb

**Totals**

Employee Expenses (2 Lines)	39.95 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

---

**Amount Due to Employee**    **39.95 USD**                      **Amount Due to Supplier**    **0.00 USD**

---

**Step 56.**

Once you submit your **Expense Report**, Edison will assign it a **Report ID** number.

The approval workflow will also be created after you submit it. Once that workflow is created, the report will be routed to your supervisor for approval.

View Expense Report

Susie Halcomb

Your expense report 0001049769 has been submitted for approval.

Business Purpose: Inspections      **Report: 0001049769**      Submission in Process

Description: December Site Visits      Created: 10/22/2015      Susie Halcomb

Reference      Last Updated: 10/22/2015      Susie Halcomb

Destination

**Totals**    View Printable Version    View Analytics    Notes

Employee Expenses (2 Lines)	39.95 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

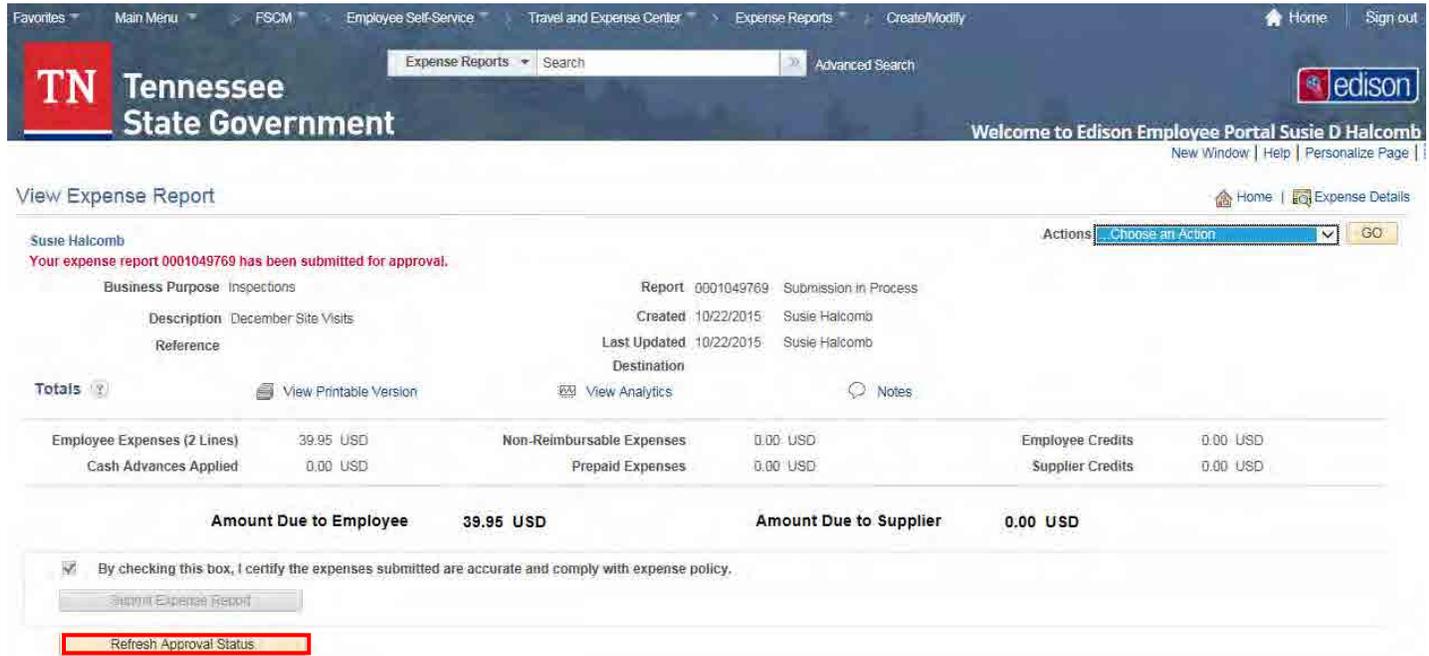
---

**Amount Due to Employee**    **39.95 USD**                      **Amount Due to Supplier**    **0.00 USD**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

**Step 57.**

To refresh the status of your report, click on the **Refresh Approval Status** button



**TN Tennessee State Government**

Welcome to Edison Employee Portal **Susie D Halcomb**

View Expense Report

Susie Halcomb  
 Your expense report 0001049769 has been submitted for approval.

Business Purpose: Inspections  
 Description: December Site Visits  
 Reference: [blank]

Report: 0001049769 Submission in Process  
 Created: 10/22/2015 Susie Halcomb  
 Last Updated: 10/22/2015 Susie Halcomb  
 Destination: [blank]

Totals: View Printable Version View Analytics Notes

Employee Expenses (2 Lines)	39.95 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>		<b>39.95 USD</b>	<b>Amount Due to Supplier</b>		<b>0.00 USD</b>

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Show Expense Report

**Refresh Approval Status**

**Step 58.**

You have successfully created an Expense Report with mileage.

End of Procedure.

## Creating an Expense Report for MVM Fuel Reimbursement

In this topic, you will learn how to enter an **Expense Report** to receive reimbursement for **MVM Fuel** expenses incurred during travel with a State of Tennessee vehicle.

### Step 1.

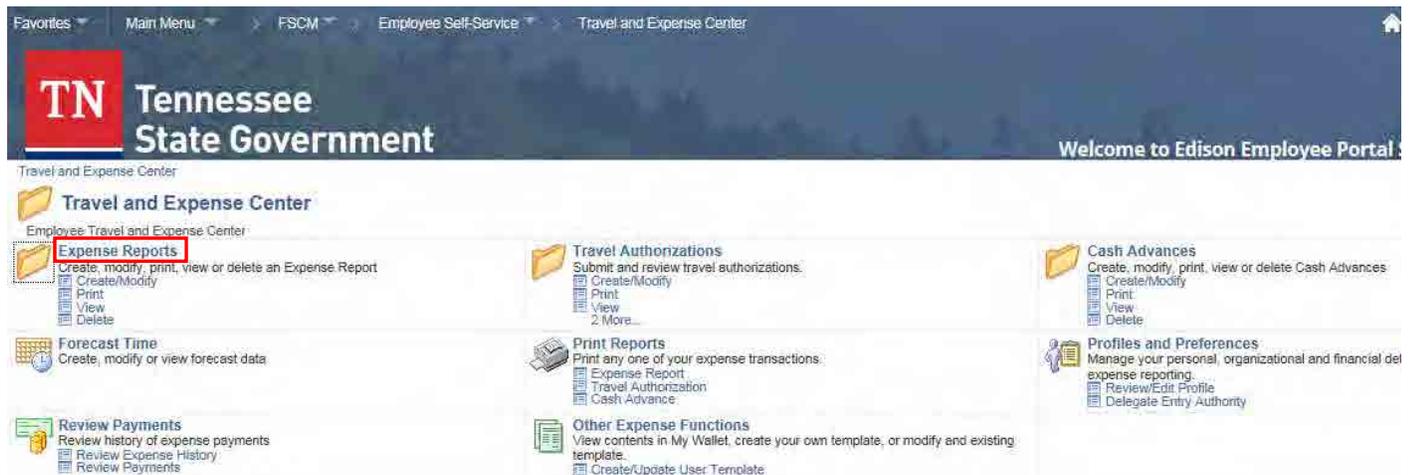
In this scenario, travel was done on **December 2, 2015** in a State of Tennessee vehicle. The fuel for this vehicle was paid for with your own credit card.

Now, an **Expense Report** needs to be entered for reimbursement of that fuel amount.



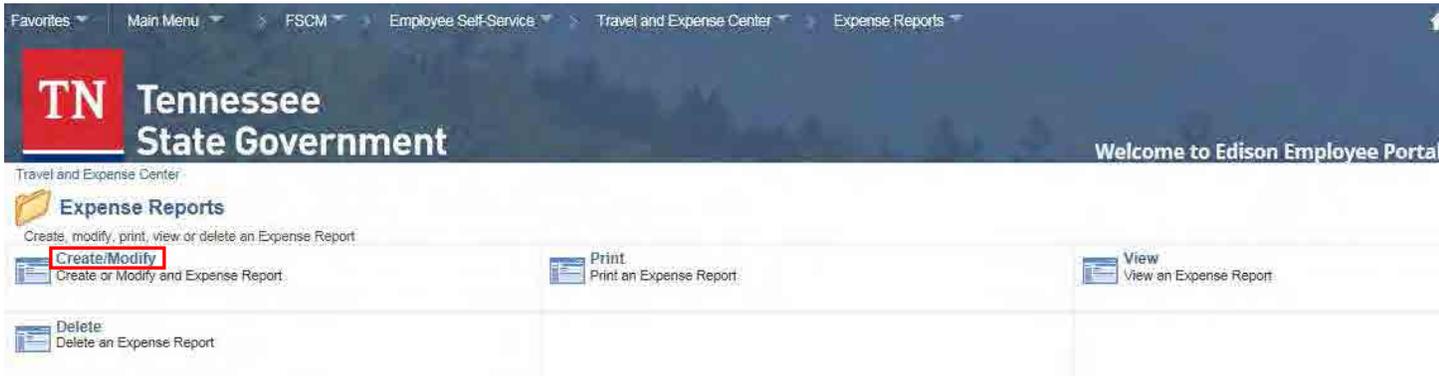
### Step 2.

Click the **Expense Report** link.



**Step 3.**

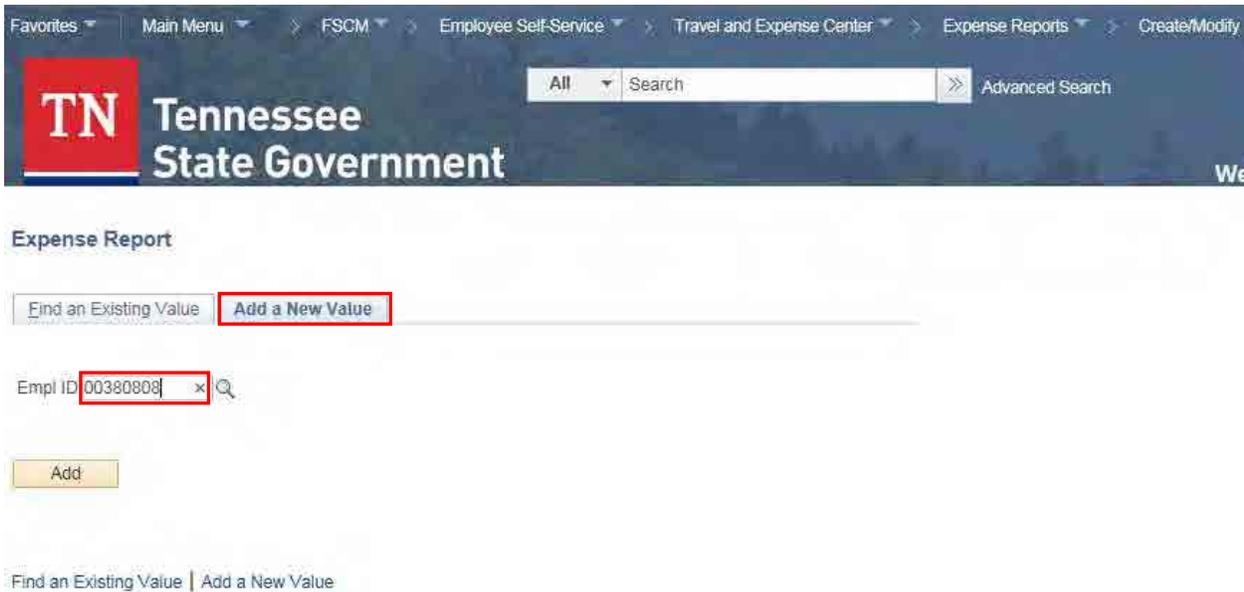
Click the **Create/Modify** link.



**Step 4.**

To access creating a new travel claim you must enter an **Employee ID** for who the claim is for.

Select the **Add a New Value** tab and enter the **Employee ID** in the **Empl ID** field.



**Step 5.**

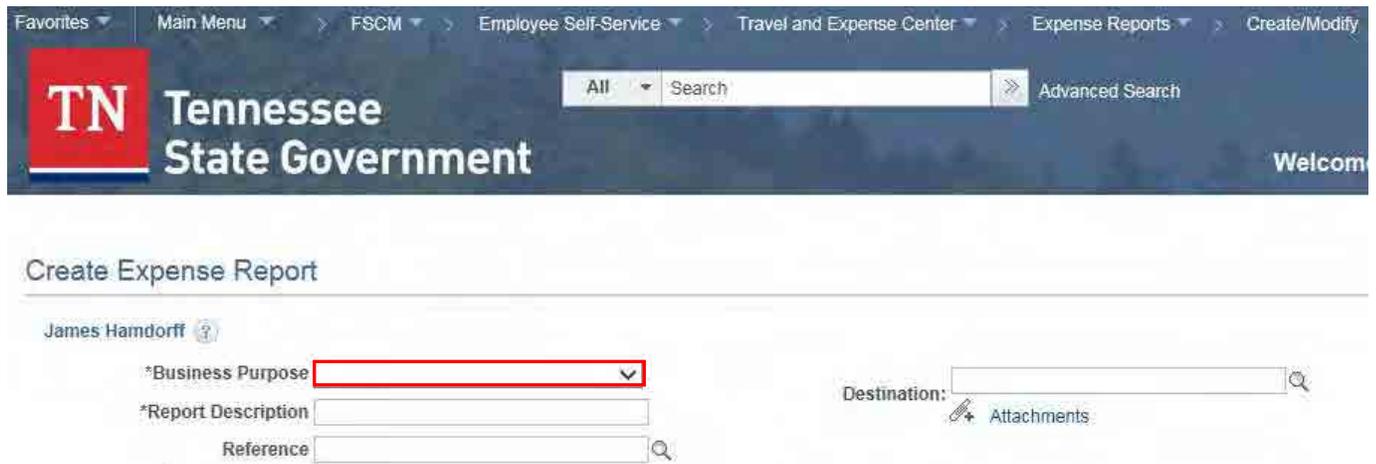
Click the **Add** button.



**Step 6.**

**Business Purpose** is a required field. You will select the item from the dropdown menu that closely describes the purpose of your **Expense Report**.

Click the **Business Purpose** dropdown menu.



**Step 7.**

Click "**MVM Fuel Reimbursement**" from the dropdown menu.

The screenshot shows the 'Create Expense Report' page for user James Hamdorff. The breadcrumb trail is: Favorites > Main Menu > FSCM > Employee Self-Service > Travel and Expense Center > Expense Reports > Create/Modify. The page header includes the Tennessee State Government logo and a search bar. The form fields are: \*Business Purpose (dropdown menu open with 'MVM Fuel Reimbursement' selected), \*Report Description (empty), Reference (empty), Expenses (Expand All | Collapse All), \*Date (empty), Destination (empty), Description (empty, 254 characters remaining), and \*Payment Type (empty). The 'MVM Fuel Reimbursement' option in the dropdown menu is highlighted with a red box.

**Step 8.**

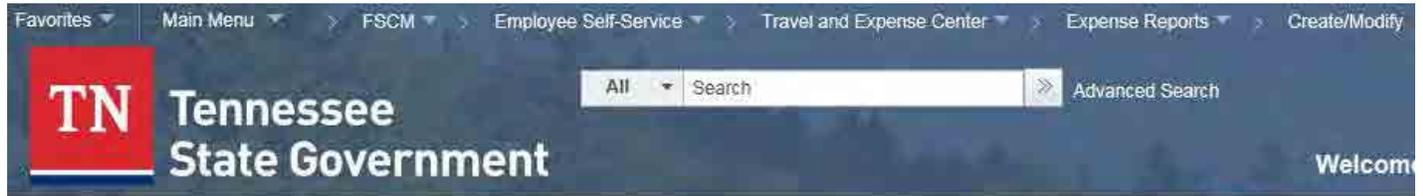
The **Report Description** field is a required field used to describe the nature of travel.

Click the **Report Description** field.

The screenshot shows the 'Create Expense Report' page with the 'Business Purpose' dropdown menu now set to 'MVM Fuel Reimbursement'. The 'Report Description' field is highlighted with a red box, indicating it is the next step in the process. Other fields like 'Reference', 'Destination', and 'Payment Type' are still empty.

**Step 9.**

Enter "**Fuel Reimbursement**" into the **Report Description** field.



**Create Expense Report**

James Hamdorff

\*Business Purpose: MVM Fuel Reimbursement  
\*Report Description: **Fuel Reimbursement**  
Reference: [input field]

Destination: [input field]  
Attachments: [icon]

**Step 10.**

Next, enter the expense for MVM Fuel Reimbursement under the **Expenses** section.



**Create Expense Report**

James Hamdorff

\*Business Purpose: MVM Fuel Reimbursement  
\*Report Description: Fuel Reimbursement  
Reference: [input field]

Destination: [input field]  
Attachments: [icon]

Expenses						Totals (0 Lines)	0.00	USD
*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency			
[input]	[dropdown]	[input]	[dropdown]	0.00	USD			

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

**Step 11.**

Click the **Calendar Look Up** icon for Expense **Date**.

James Hamdorff

\*Business Purpose: MVM Fuel Reimbursement  
\*Report Description: Fuel Reimbursement  
Reference: [Search]

Destination: [Search] Attachments

Expenses

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

*Date	*Expense Type	Description	*Payment Type
[Calendar Look Up]	[Dropdown]	[Text] 254 characters remaining	[Text]

**Step 12.**

Select the **date** the expense was incurred.

For this scenario, the expense was incurred on **December 2, 2015**.

Select **December 2, 2015**.

James Hamdorff

\*Business Purpose: MVM Fuel Reimbursement  
\*Report Description: Fuel Reimbursement  
Reference: [Search]

Destination: [Search] Attachments

Expenses

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

*Date	*Expense Type	Description	*Payment Type
[Calendar]	[Dropdown]	[Text] 254 characters remaining	[Text]

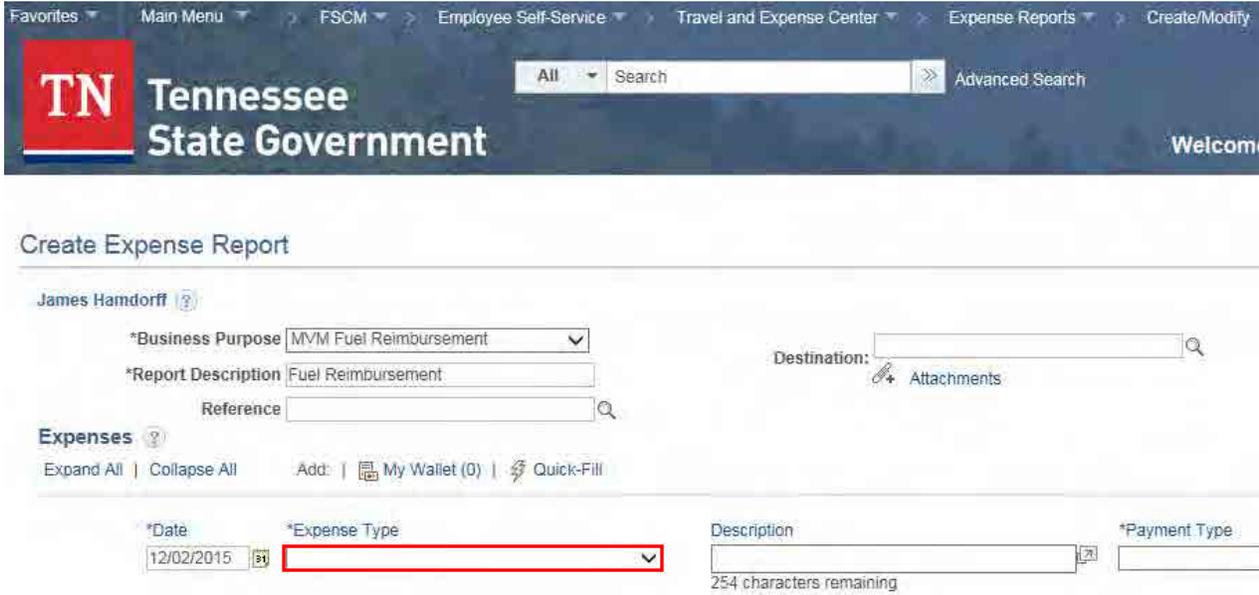
Calendar: December 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Current Date

**Step 13.**

Click the **Expense Type** dropdown menu.



James Hamdorff

\*Business Purpose: MVM Fuel Reimbursement

\*Report Description: Fuel Reimbursement

Reference: [Search]

Destination: [Search]

Attachments: [Add]

**Expenses**

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

*Date	*Expense Type	Description	*Payment Type
12/02/2015	[Dropdown]	[Text] 254 characters remaining	[Text]

**Step 14.**

Scroll down the menu.

James Hamdortf

\*Business Purpose: MVM Fuel Reimbursement

\*Report Description: Fuel Reimbursement

Destination: [Search]

Reference: [Search]

**Expenses**

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

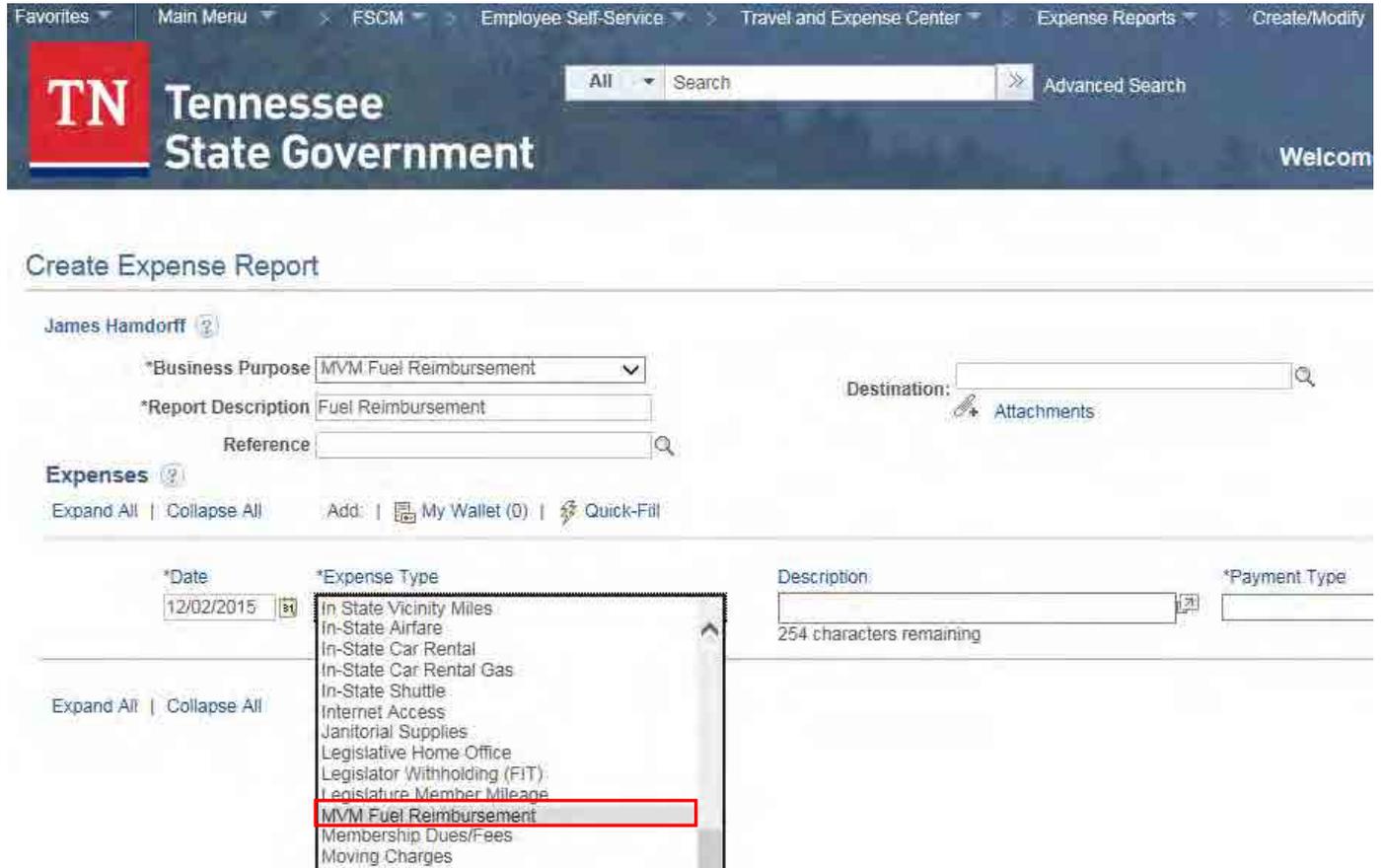
*Date	*Expense Type	Description	*Payment Type
12/02/2015	Admission to Museums	254 characters remaining	

Expand All | Collapse All

- Admission to Museums
- Cap on Out of State Mileage
- Car Wash for State Vehicle
- Commercial Driver License
- Conference Fees
- Copies/Printing
- Data Processing Supplies
- Electricity
- Employee Awards
- Employee FICA Expense
- Flight Physical
- Food for Others
- Gas-Utilities
- In St Lodging Taxes/Surcharges
- In State Baggage
- In State Ferries
- In State Lodging
- In State Material Handling
- In State Meal and Incidentals
- In State Parking
- In State Point to Point Miles
- In State Taxes
- In State Tolls
- In State Vicinity Miles
- In-State Airfare
- In-State Car Rental
- In-State Car Rental Gas
- In-State Shuttle
- Internet Access

**Step 15.**

Select "**MVM Fuel Reimbursement**" from the dropdown menu.



The screenshot shows the 'Create Expense Report' interface for James Hamdórf. The form includes the following elements:

- Navigation:** Favorites, Main Menu, FSCM, Employee Self-Service, Travel and Expense Center, Expense Reports, Create/Modify.
- Header:** TN Tennessee State Government, Search bar (All, Search, Advanced Search), and Welcome.
- Form Fields:**
  - \*Business Purpose: MVM Fuel Reimbursement
  - \*Report Description: Fuel Reimbursement
  - Reference: [Empty]
  - Destination: [Empty]
  - Attachments: [Link]
- Expenses Section:**
  - Expand All | Collapse All
  - Add: My Wallet (0) | Quick-Fill
  - Table with columns: \*Date, \*Expense Type, Description, \*Payment Type.
  - Current Date: 12/02/2015
  - Expense Type dropdown menu is open, listing various categories. 'MVM Fuel Reimbursement' is highlighted with a red box.
  - Description field: 254 characters remaining.

**Step 16.**

Click the **Payment Type** dropdown menu.

The screenshot shows the 'Create Expense Report' form. The user is James Hamdorff. The form includes fields for Business Purpose (MVM Fuel Reimbursement), Report Description (Fuel Reimbursement), and Reference. The Expenses table has one entry with Date 12/02/2015, Expense Type MVM Fuel Reimbursement, and Amount 0.00. The Payment Type dropdown menu is highlighted with a red box.

*Date	*Expense Type	Description	*Payment Type	*Amount
12/02/2015	MVM Fuel Reimbursement	254 characters remaining Receipt Split	[Dropdown Menu]	0.00

**Step 17.**

Select **"Credit Card"** from the dropdown menu.

The screenshot shows the 'Create Expense Report' form. The user is James Hamdorff. The form includes fields for Business Purpose (MVM Fuel Reimbursement), Report Description (Fuel Reimbursement), and Reference. The Expenses table has one entry with Date 12/02/2015, Expense Type MVM Fuel Reimbursement, and Amount 0.00. The Payment Type dropdown menu is open, and the 'Credit Card' option is highlighted with a red box.

*Date	*Expense Type	Description	*Payment Type	*Amount
12/02/2015	MVM Fuel Reimbursement	254 characters remaining Receipt Split	Cash Credit Card	0.00

**Step 18.**

Notice, unlike other **Expense Types** discussed in this manual, **MVM Fuel Reimbursement** allows for the entry of the exact amount that was spent.

James Hamdorff

\*Business Purpose: MVM Fuel Reimbursement  
\*Report Description: Fuel Reimbursement  
Destination: [Field]  
Reference: [Field]

Expenses

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

Totals (1 Line): 0.00 USD

\*Date: 12/02/2015 | \*Expense Type: MVM Fuel Reimbursement | Description: [Field] | \*Payment Type: Credit Card | \*Amount: 0.00 | \*Currency: USD

\*Billing Type: Standard

Default Rate  
 Non-Reimbursable  
 No Receipt

\*Exchange Rate: 1.00000000  
Reimbursement Amt: 0.00 USD

**Step 19.**

Click in the **Amount** field.

James Hamdorff

\*Business Purpose: MVM Fuel Reimbursement  
\*Report Description: Fuel Reimbursement  
Destination: [Field]  
Reference: [Field]

Expenses

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

Totals (1 Line): 0.00 USD

\*Date: 12/02/2015 | \*Expense Type: MVM Fuel Reimbursement | Description: [Field] | \*Payment Type: Credit Card | \*Amount: 0.00 | \*Currency: USD

\*Billing Type: Standard

Default Rate  
 Non-Reimbursable  
 No Receipt

\*Exchange Rate: 1.00000000  
Reimbursement Amt: 0.00 USD

**Step 20.**

Delete the current value.

**Create Expense Report**

James Hamdorff

\*Business Purpose: MVM Fuel Reimbursement  
 \*Report Description: Fuel Reimbursement  
 Reference: [Search]

Destination: [Search] Attachments

Expenses

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

Totals (1 Line) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	MVM Fuel Reimbursement	[254 characters remaining]	Credit Card	[Red Box]	USD

\*Billing Type: Standard

Default Rate  
 Non-Reimbursable  
 No Receipt

\*Exchange Rate: 1.00000000  
 Reimbursement Amt: 0.00 USD

**Step 21.**

Enter "36.45" into the **Amount** field.

**Create Expense Report**

James Hamdorff

\*Business Purpose: MVM Fuel Reimbursement  
 \*Report Description: Fuel Reimbursement  
 Reference: [Search]

Destination: [Search] Attachments

Expenses

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

Totals (1 Line) 36.45 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	MVM Fuel Reimbursement	[254 characters remaining]	Credit Card	36.45	USD

\*Billing Type: Standard

Default Rate  
 Non-Reimbursable  
 No Receipt

\*Exchange Rate: 1.00000000  
 Reimbursement Amt: 36.45 USD

**Step 22.**

Make sure any scanned documents needed for this **Expense Report** are attached.

You will learn how to attach a document in the upcoming topic **Adding Attachments**.

James Hamdorff

\*Business Purpose: MVM Fuel Reimbursement  
\*Report Description: Fuel Reimbursement  
Reference: [Search]

Destination: [Search] **Attachments**

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

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	MVM Fuel Reimbursement	254 characters remaining Receipt Split	Credit Card	36.45	USD

\*Billing Type: Standard

Default Rate      \*Exchange Rate: 1.00000000  
 Non-Reimbursable      Reimbursement Amt: 36.45 USD  
 No Receipt

Totals (1 Line)      36.45      USD

**Step 23.**

Now that the report is complete, you will need to review the summary details prior to submission.

Click the **Summary and Submit** blue hyperlink once you have completed your **Expense Report** and you're ready to review the summary details before final submission.

James Hamdorff

\*Business Purpose: MVM Fuel Reimbursement  
\*Report Description: Fuel Reimbursement  
Reference: [Search]

Destination: [Search] Attachments

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

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	MVM Fuel Reimbursement	254 characters remaining Receipt Split	Credit Card	36.45	USD

\*Billing Type: Standard

Default Rate      \*Exchange Rate: 1.00000000  
 Non-Reimbursable      Reimbursement Amt: 36.45 USD  
 No Receipt

Accounting Details

Expand All | Collapse All

Totals (1 Line)      36.45      USD

**Step 24.**

On the Create Expense Report **Summary** page, you can review the expense report totals and verify accuracy of the claim. If the report does not appear to be accurate, you may click on the **Expense Details** blue hyperlink to return to the Create Expense Report **Details** page to make any adjustments needed.

If the report appears to be accurate, **proceed to the next step.**

**Create Expense Report** (James R Hamdorff)

\*Business Purpose: MVM Fuel Reimbursement  
 \*Description: Fuel Reimbursement  
 Reference: [Search]

**Totals**

Employee Expenses (1 Line)	36.45 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee: 36.45 USD**      **Amount Due to Supplier: 0.00 USD**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

[Expense Details](#) (highlighted)

**Step 25.**

Prior to submitting your report, there is an optional link called “**Notes**” located on the **Summary** page where you may enter any **comments** related to your travel for the Expense Report. Using the **Notes** will allow you to give any additional information needed about this travel.

Click on the **Notes** link to add a comment to the report.

**Note: Some agencies require specific information in the Notes; please verify what your agency policy is before submitting your Expense Report.**

**Create Expense Report** (Susie D Halcomb)

\*Business Purpose: Inspections  
 Description: December Site Visits  
 Reference: [Search]

**Totals**

Employee Expenses (2 Lines)	39.95 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee: 39.95 USD**      **Amount Due to Supplier: 0.00 USD**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

[Notes](#) (highlighted)

**Step 26.**

Once the report appears to be accurate, place a **Checkmark** in the box to confirm the report details being submitted are accurate and complies with expense policy.

Select the box to place a **Checkmark** in the box.

James Hamdorff

\*Business Purpose: MVM Fuel Reimbursement  
\*Description: Fuel Reimbursement  
Reference: [Search]

Employee Expenses (1 Line)	36.45 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 36.45 USD      Amount Due to Supplier: 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

**Step 27.**

Once a **Checkmark** has been placed in the box to confirm accuracy, the **Submit Expense Report** button will no longer be gray.

Click the **Submit Expense Report** button once you have completed your **Expense Report**.

James Hamdorff

\*Business Purpose: MVM Fuel Reimbursement  
\*Description: Fuel Reimbursement  
Reference: [Search]

Employee Expenses (1 Line)	36.45 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 36.45 USD      Amount Due to Supplier: 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

**Step 28.**

Click the **OK** button to confirm submission.

**Note:** If you do not click the **OK** button, your **Expense Report** will not be submitted.

Expense Report Submit Confirm

---

Create Expense Report

**Submit Confirmation**

James Hamdorff

**Totals**

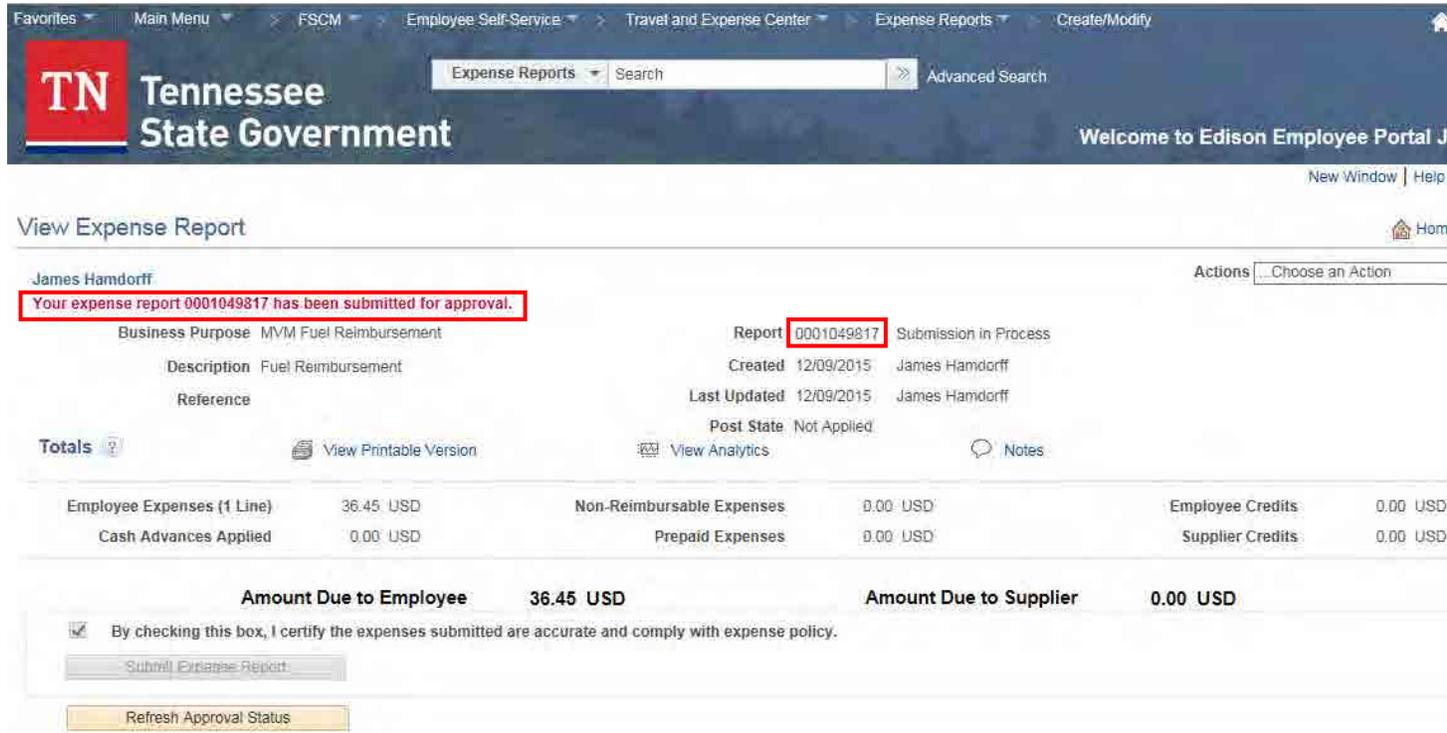
Employee Expenses (1 Line)	36.45 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>		<b>36.45 USD</b>	<b>Amount Due to Supplier</b>		<b>0.00 USD</b>

**OK** **Cancel**

**Step 29.**

Once you submit your **Expense Report**, Edison will assign it a **Report ID** number.

The approval workflow will also be created after you submit it. Once that workflow is created, the report will be routed to your supervisor for approval.



View Expense Report

James Hamdorff

**Your expense report 0001049817 has been submitted for approval.**

Business Purpose: MVM Fuel Reimbursement  
 Description: Fuel Reimbursement  
 Reference: [blank]

Report: **0001049817** Submission in Process  
 Created: 12/09/2015 James Hamdorff  
 Last Updated: 12/09/2015 James Hamdorff  
 Post State: Not Applied

**Totals** View Printable Version View Analytics Notes

Employee Expenses (1 Line)	36.45 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>		<b>36.45 USD</b>	<b>Amount Due to Supplier</b>		<b>0.00 USD</b>

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

**Submit Expense Report**

**Refresh Approval Status**

**Step 30.**

You have successfully entered a new Expense Report for MVM Fuel reimbursement.

**End of Procedure.**

## Creating an Out of State Travel Expense Report

In this topic you will learn how to create an Out of State Travel Expense Report.

### Step 1.

In this scenario, you are creating an Expense Report for an Out of State conference.

You have traveled to Louisville, KY for a conference which required an overnight stay.

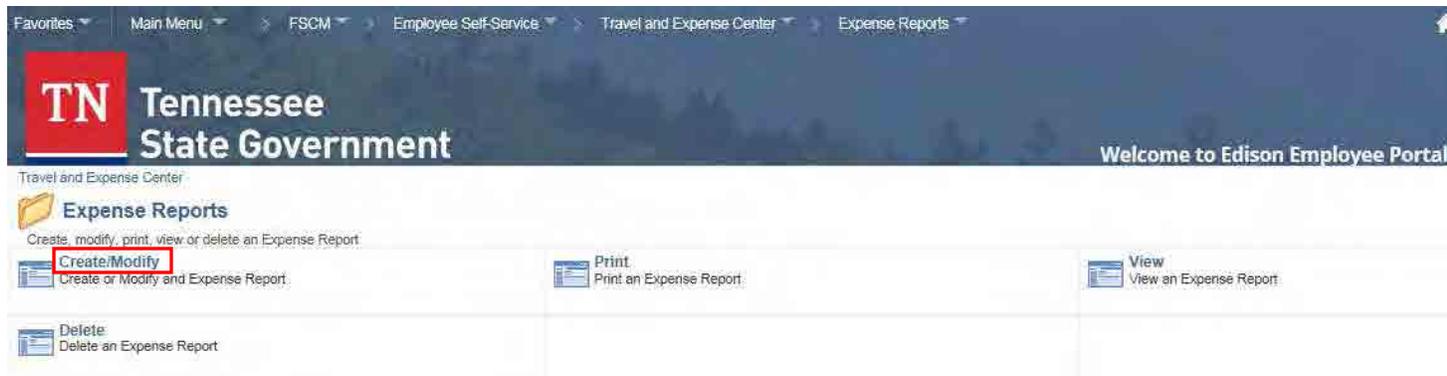
### Step 2.

Click the **Expense Report** link.



### Step 3.

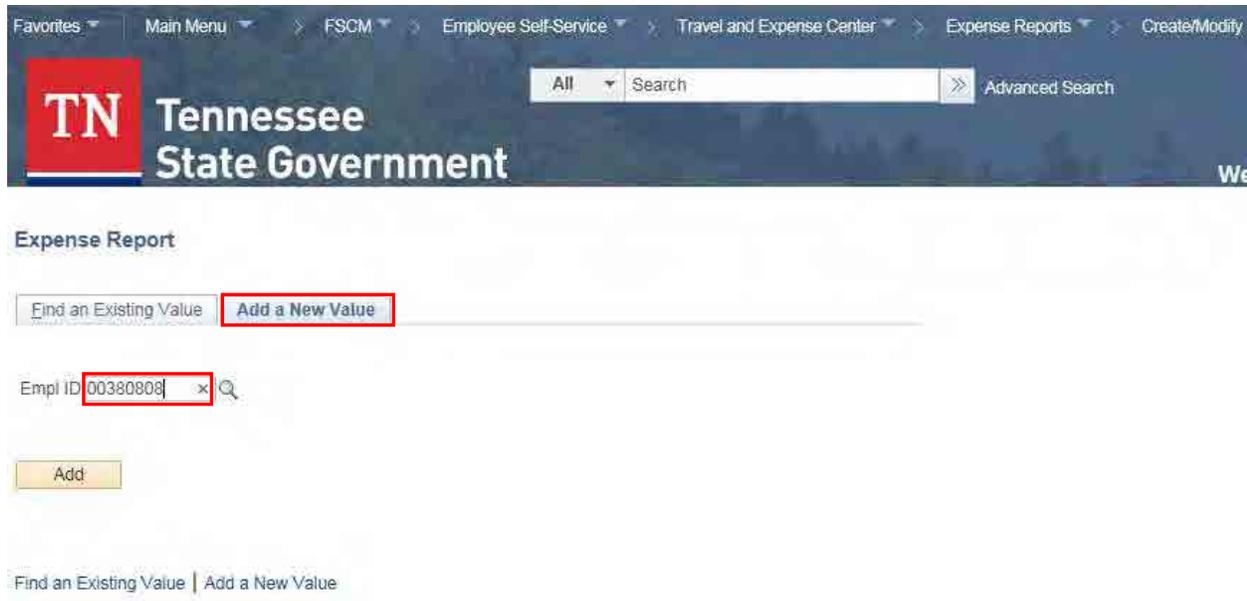
Click the **Create/Modify** link.



**Step 4.**

To access creating a new travel claim you must enter an **Employee ID** for who the claim is for.

Select the **Add a New Value** tab and enter the **Employee ID** in the **Empl ID** field.



**Step 5.**

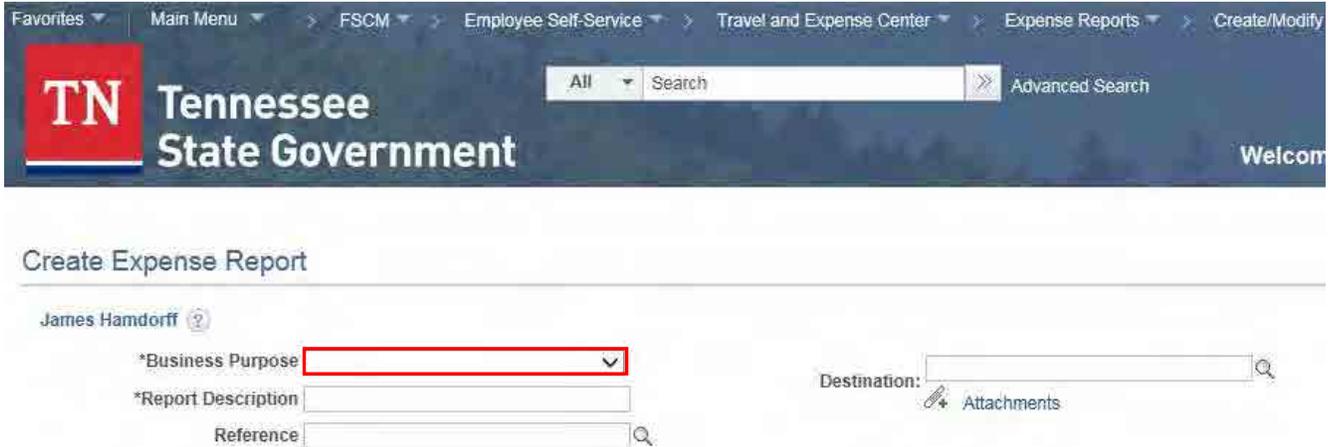
Click the **Add** button.



**Step 6.**

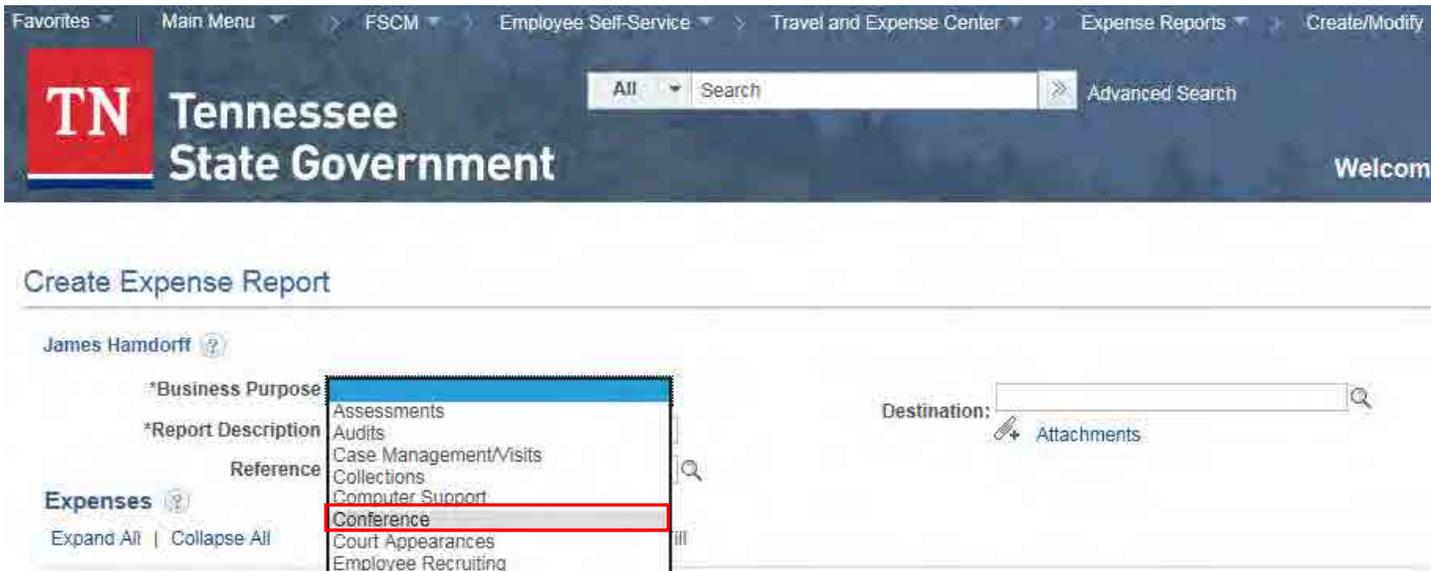
**Business Purpose** is a required field. You will select the item from the dropdown menu that closely describes the purpose of your travel.

Click the **Business Purpose** dropdown menu.



**Step 7.**

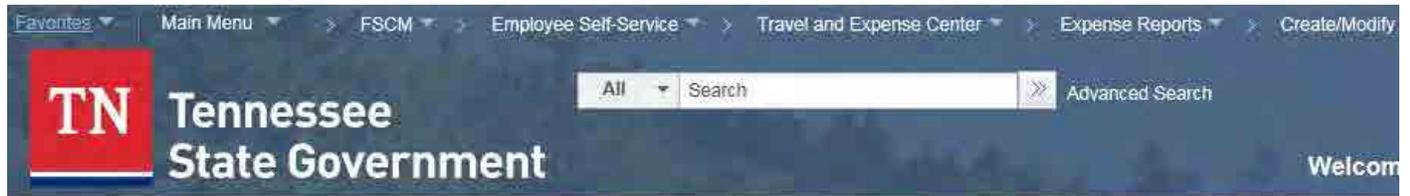
Select **"Conference"** from the dropdown menu.



**Step 8.**

The **Report Description** field is required. In this field you will enter a description for what type of travel the **Expense Report** will be reimbursing.

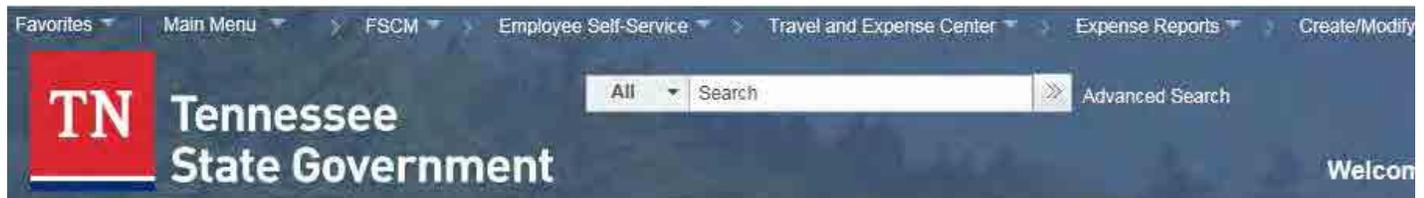
Click in the **Report Description** field.



**Step 9.**

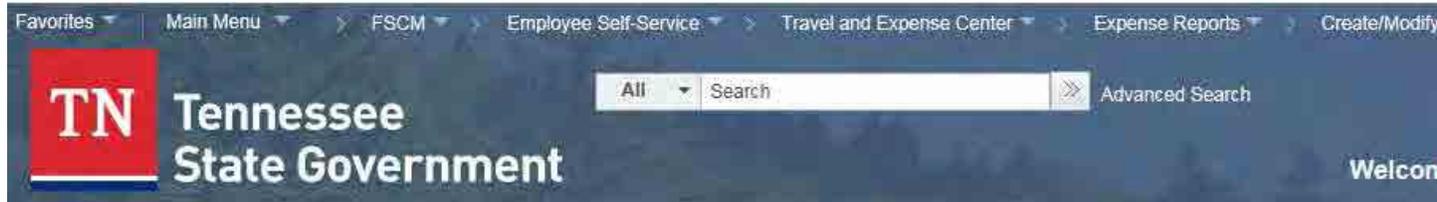
Enter the desired information into the **Description** field.

Enter "**Out of State Conference**".



**Step 10.**

Click the **Look up Destination** button to search for a Destination.



**Create Expense Report**

James Hamdorff

\*Business Purpose: Conference  
\*Report Description: Out of State Conference  
Reference: [input field]

Destination: [input field] [magnifying glass icon]  
Attachments: [plus icon]

**Step 11.**

On the **Look Up Destination** page, click in the **Description begins with** field so you can search by the city name.

**Look Up Destination**

SetID: [input field] SHARE: [input field]

Expense Location: begins with [input field]

Description: begins with [input field]

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

Only the first 300 results can be displayed.

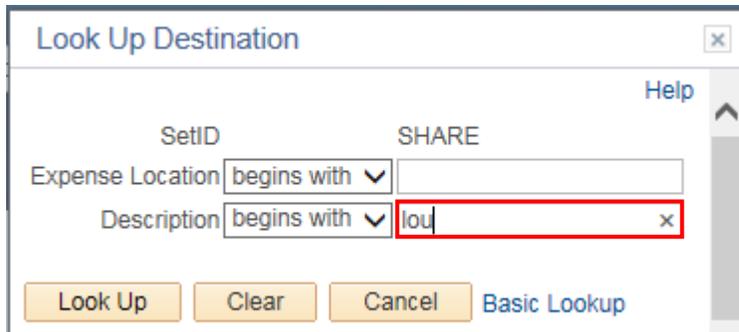
View 100 First 1-300 of 300 Last

Expense Location	Description
AKANC	Anchorage
AKJUN	Juneau
ALALE	Alexander City Tallapoosa
ALANN	Anniston; Calhoun
ALATH	Athens; Limestone
ALaub	Auburn; Lee
ALBIL	Billingsley Autauga
ALBIR	Birmingham; Jefferson and Shel
ALDAP	Daphne Baldwin
ALDEC	Decatur; Morgan

**Step 12.**

Enter the desired information into the **Description begins with** field.

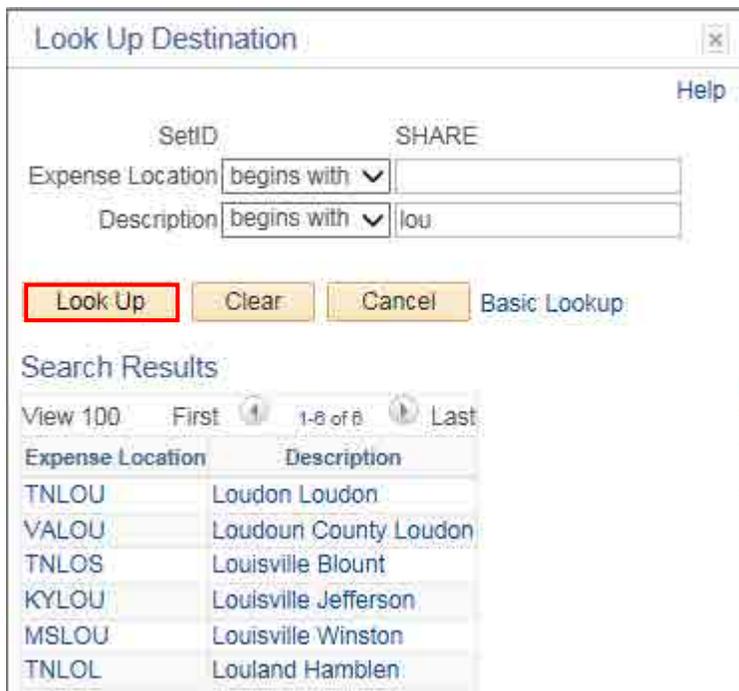
Enter "lou".



The screenshot shows a dialog box titled "Look Up Destination". It has a "Help" button in the top right corner. Below the title bar, there are two columns: "SetID" and "SHARE". Under "SetID", there is a label "Expense Location" and a dropdown menu set to "begins with". Under "SHARE", there is a label "Description" and a dropdown menu set to "begins with". The text "lou" is entered in the text box next to the "Description" dropdown. Below the input fields are four buttons: "Look Up", "Clear", "Cancel", and "Basic Lookup".

**Step 13.**

Click the **Look Up** button.



The screenshot shows the same "Look Up Destination" dialog box, but now it displays search results. The "Look Up" button is highlighted with a red box. Below the buttons is a section titled "Search Results" with a table of results. The table has two columns: "Expense Location" and "Description".

Expense Location	Description
TNLOU	Loudon Loudon
VALOU	Loudoun County Loudon
TNLOS	Louisville Blount
KYLOU	Louisville Jefferson
MSLOU	Louisville Winston
TNLOL	Louland Hamblen

**Step 14.**

Click the **Louisville Jefferson** link.

Look Up Destination
✕

[Help](#)

SetID	SHARE
Expense Location	begins with <input type="text"/>
Description	begins with <input type="text" value="lou"/>

Look Up
Clear
Cancel
Basic Lookup

### Search Results

View 100    First ⏪    1-8 of 8    Last ⏩

Expense Location	Description
TNLOU	Loudon Loudon
VALOU	Loudoun County Loudon
TNLOS	Louisville Blount
KYLOU	Louisville Jefferson
MSLOU	Louisville Winston
TNLOL	Louland Hamblen

**Step 15.**

Next, you will enter the actual expenses incurred under the **Expenses** section of the **Expense Report**.

TN Tennessee State Government

Home | Sign out

FileNet Documents

Destination:

[Attachments](#)

Quick Start  GO

Susie Halcomb

\*Business Purpose:

\*Report Description:

Reference:

Expenses

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

**Step 16.**

The **Date** field contains the date that the expense was incurred.

Enter the desired information into the **Date** field. Enter "**12/02/2015**".

The screenshot shows the 'Create Expense Report' page. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'FSCM', 'Employee Self-Service', 'Travel and Expense Center', 'Expense Reports', and 'Create/Modify'. Below this is the 'TN Tennessee State Government' header with a search bar and 'Advanced Search' link. The main content area is titled 'Create Expense Report' and shows the user 'James Hamdorff'. The form includes fields for '\*Business Purpose' (Conference), '\*Report Description' (Out of State Conference), and 'Reference'. The 'Destination' is set to 'Louisville Jefferson'. Under the 'Expenses' section, there are buttons for 'Expand All', 'Collapse All', 'Add', 'My Wallet (0)', and 'Quick-Fill'. The form fields are: '\*Date' (12/02/2015), '\*Expense Type' (dropdown menu), 'Description' (254 characters remaining), and '\*Payment Type'.

**Step 17.**

Click the **Expense Type** dropdown menu.

This screenshot is identical to the previous one, but the '\*Expense Type' dropdown menu is highlighted with a red box, indicating the step where the user should click on it.

**Step 18.**

Select the “**Out of State Lodging**” from the dropdown menu.

**Step 19.**

Click the **Payment Type** dropdown menu.

James Hamdorff

\*Business Purpose: Conference  
\*Report Description: Out of State Conference  
Destination: Louisville Jefferson  
Reference: [Search]

Expenses

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	Out of State Lodging	254 characters remaining	[Dropdown Menu]	106.00	USD

Totals (1 Line) 106.00 USD

**Step 20.**

Select **“Credit Card”** from the dropdown menu.

James Hamdorff

\*Business Purpose: Conference  
\*Report Description: Out of State Conference  
Destination: Louisville Jefferson  
Reference: [Search]

Expenses

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	Out of State Lodging	254 characters remaining	Cash Credit Card	106.00	USD

Totals (1 Line) 106.00

**Step 21.**

The actual expense for lodging that was spent was \$105. The per-diem amount automatically populated into the field based on the **Date** and **Destination** used, so now you must manually change the amount to equal the actual expense amount for lodging (in this example it is \$105).

Enter the desired information into the **Amount** field. Enter "105".

**Create Expense Report**

James Hamdorf

\*Business Purpose: Conference  
 \*Report Description: Out of State Conference  
 Reference: [Search]  
 Destination: Louisville Jefferson

**Expenses**

*Date	*Expense Type	Description	*Payment Type	*Amount
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	105.00

Totals (1 Line) 105.00

**Step 22.**

Now that you are finished with the first expense line, click on the **Downward Arrow** to the left of the line to collapse the line details.

**Create Expense Report**

James Hamdorf

\*Business Purpose: Conference  
 \*Report Description: Out of State Conference  
 Reference: [Search]  
 Destination: Louisville Jefferson

**Expenses**

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	105.00	USD

Totals (1 Line) 105.00 USD

**Step 23.**

Next you will enter an additional expense item.

Click on the **Plus (+) sign** to the right of the first expense line to add a new line.

James Hamdorff

\*Business Purpose: Conference  
\*Report Description: Out of State Conference  
Destination: Louisville Jefferson

Expenses

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	105.00	USD

**Step 24.**

Notice the **Date** automatically populated on the new expense line. This may be changed, if needed. For this scenario it can remain as is.

Click the **Expense Type** dropdown menu.

James Hamdorff

\*Business Purpose: Conference  
\*Report Description: Out of State Conference  
Destination: Louisville Jefferson

Expenses

*Date	*Expense Type	Description	*Payment Type
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card
12/02/2015		254 characters remaining	

**Step 25.**

Select “**Out of State Meals & Incidentals**” from the dropdown menu.

**Create Expense Report**

James Hamdorff

\*Business Purpose: Conference  
 \*Report Description: Out of State Conference  
 Reference: [Search]

Destination: Louisville Jefferson  
 Attachments

**Expenses**

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

*Date	*Expense Type	Description	*Payment Type
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card
12/02/2015	<ul style="list-style-type: none"> <li>Operational Supplies</li> <li>Other Legal Services</li> <li>Out of St Lodging Tax/Surcharg</li> <li>Out of St Point to Point Miles</li> <li>Out of State Baggages</li> <li>Out of State Ferries</li> <li>Out of State Lodging</li> <li>Out of State Material Handling</li> <li><b>Out of State Meals &amp; Incidentals</b></li> <li>Out of State Parking</li> <li>Out of State Taxes</li> </ul>	254 characters remaining	

Expand All | Collapse All

**Step 26.**

Click the **Payment Type** dropdown menu.

**Create Expense Report**

James Hamdorff

\*Business Purpose: Conference  
 \*Report Description: Out of State Conference  
 Reference: [Search]

Destination: Louisville Jefferson  
 Attachments

**Expenses**

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

Totals (2 Lines) 166.00

*Date	*Expense Type	Description	*Payment Type	*Amount
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	105.00
12/02/2015	Out of State Meals & Incidentals	254 characters remaining	[Red Highlighted]	61.00

**Step 27.**

Select “**Credit Card**” from the dropdown menu.

**James Hamdorff** | Actions: Choose an Action

\*Business Purpose: Conference | Destination: Louisville Jefferson

\*Report Description: Out of State Conference

**Expenses** | Totals (2 Lines) | 166.00

*Date	*Expense Type	Description	*Payment Type	*Amount
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	105.00
12/02/2015	Out of State Meals & Incidenta	254 characters remaining	Credit Card	61.00

\*Billing Type: Standard | Exchange Rate: 1.00000000

**Step 28.**

The State of Tennessee Travel Policy only allows 75% of the per diem rate to be claimed on the **first** and **last day** of travel for meals.

The per diem rate will default in based on the **Destination**, so you will need to change the amount to reflect **75% of that rate** (which in this example is **\$45.75**).

**James Hamdorff** | Actions: Choose an Action

\*Business Purpose: Conference | Destination: Louisville Jefferson

\*Report Description: Out of State Conference

**Expenses** | Totals (2 Lines) | 166.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	105.00	USD
12/02/2015	Out of State Meals & Incidenta	254 characters remaining	Credit Card	61.00	USD

\*Billing Type: Standard | \*Location: Louisville Jefferson

Per Diem Deductions:  Default Rate,  Non-Reimbursable,  No Receipt

\*Exchange Rate: 1.00000000 | Reimbursement Amt: 61.00 USD

**Step 29.**

Click in the **Amount** field and delete the Current Value.

James Hamdorff

\*Business Purpose: Conference  
\*Report Description: Out of State Conference  
Destination: Louisville Jefferson

Expenses

*Date	*Expense Type	Description	*Payment Type	*Amount
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	105.00
12/02/2015	Out of State Meals & Incidenta	254 characters remaining	Credit Card	

Totals (2 Lines) 166.00

**Step 30.**

Enter "45.75" into the **Amount** field.

James Hamdorff

\*Business Purpose: Conference  
\*Report Description: Out of State Conference  
Destination: Louisville Jefferson

Expenses

*Date	*Expense Type	Description	*Payment Type	*Amount
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	105.00
12/02/2015	Out of State Meals & Incidenta	254 characters remaining	Credit Card	45.75

Totals (2 Lines) 150.75

**Step 31.**

Now that you are finished with the second expense line, click on the **Downward Arrow** to the left of the line to collapse the line details.

**Create Expense Report**

James Hamdorff

\*Business Purpose: Conference  
 \*Report Description: Out of State Conference  
 Destination: Louisville Jefferson

**Expenses**

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	105.00	USD
12/02/2015	Out of State Meals & Incidentals	254 characters remaining	Credit Card	45.75	USD

Totals (2 Lines) 150.75 USD

**Step 32.**

Next, you will enter an additional expense line item.

Click on the **Plus (+) sign** to the right of the first expense line to add a new line.

**Create Expense Report**

James Hamdorff

\*Business Purpose: Conference  
 \*Report Description: Out of State Conference  
 Destination: Louisville Jefferson

**Expenses**

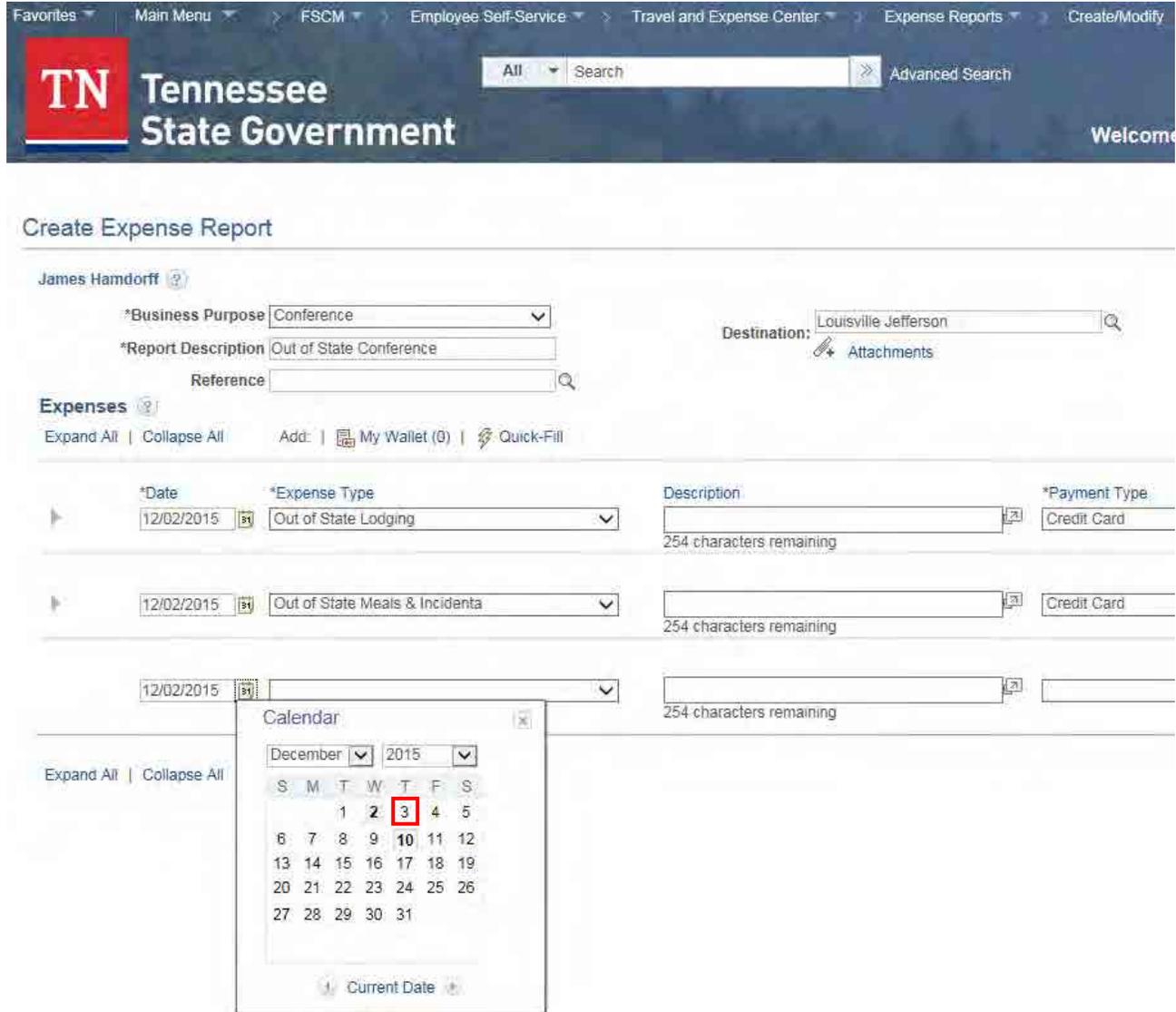
*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	105.00	USD
12/02/2015	Out of State Meals & Incidentals	254 characters remaining	Credit Card	45.75	USD

Totals (2 Lines) 150.75 USD

**Step 33.**

Notice the **Date** automatically populated on the new expense line. The following day is your final travel day. You will need to claim reimbursement for meals and incidentals on your final day of travel.

Click the **Calendar Icon** and change the date to **December 3, 2015**.



James Hamdorff

\*Business Purpose: Conference  
\*Report Description: Out of State Conference  
Reference: [Search]  
Destination: Louisville Jefferson [Search] Attachments

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

*Date	*Expense Type	Description	*Payment Type
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card
12/02/2015	Out of State Meals & Incidentals	254 characters remaining	Credit Card
12/02/2015		254 characters remaining	

Calendar: December 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Current Date

**Step 34.**

Click the **Expense Type** dropdown menu.

**Create Expense Report**

James Hamdorff

\*Business Purpose: Conference  
\*Report Description: Out of State Conference  
Reference: [Search]  
Destination: Louisville Jefferson [Search] Attachments

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

*Date	*Expense Type	Description	*Payment Type
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card
12/02/2015	Out of State Meals & Incidenta	254 characters remaining	Credit Card
12/03/2015	[Red Box]	254 characters remaining	

**Step 35.**

Select "**Out of State Meal and Incidentals**" from the dropdown menu.

**Create Expense Report**

James Hamdorff

\*Business Purpose: Conference  
\*Report Description: Out of State Conference  
Reference: [Search]  
Destination: Louisville Jefferson [Search] Attachments

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

*Date	*Expense Type	Description	*Payment Type
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card
12/02/2015	[Dropdown Menu Open]	254 characters remaining	Credit Card
12/03/2015	Out of State Meals & Incidenta	254 characters remaining	

Operational Supplies  
Other Legal Services  
Out of St Lodging Tax/Surcharg  
Out of St Point to Point Miles  
Out of State Baggages  
Out of State Ferries  
Out of State Lodging  
Out of State Material Handling  
**Out of State Meals & Incidenta**  
Out of State Parking  
Out of State Taxis

**Step 36.**

Click the **Payment Type** dropdown menu.

**Create Expense Report**

James Hamdorff

\*Business Purpose: Conference  
 \*Report Description: Out of State Conference  
 Destination: Louisville Jefferson

**Expenses**

*Date	*Expense Type	Description	*Payment Type	*Amount
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	105.00
12/02/2015	Out of State Meals & Incidenta	254 characters remaining	Credit Card	45.75
12/03/2015	Out of State Meals & Incidenta	254 characters remaining	<span style="border: 2px solid red; padding: 2px;">Payment Type</span>	61.00

Totals (3 Lines) 211.75

**Step 37.**

Select **"Credit Card"** from the dropdown menu.

**Create Expense Report**

James Hamdorff

\*Business Purpose: Conference  
 \*Report Description: Out of State Conference  
 Destination: Louisville Jefferson

**Expenses**

*Date	*Expense Type	Description	*Payment Type	*Amount
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	105.00
12/02/2015	Out of State Meals & Incidenta	254 characters remaining	Credit Card	45.75
12/03/2015	Out of State Meals & Incidenta	254 characters remaining	<div style="border: 2px solid red; padding: 2px;">                     Cash                      Credit Card                 </div>	61.00

\*Billing Type: Standard  
 \*Exchange Rate: 1.00000000

**Step 38.**

The State of Tennessee Travel Policy only allows 75% of the per diem rate to be claimed on the **first** and **last day** of travel for meals.

The per diem rate for Louisville is \$61.00, which will default in because the **Destination** has been inputted. You will need to change the amount to 75% of that rate which is **\$45.75**.

James Hamdorff

\*Business Purpose: Conference  
 \*Report Description: Out of State Conference  
 Destination: Louisville Jefferson

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	105.00	USD
12/02/2015	Out of State Meals & Incidenta	254 characters remaining	Credit Card	45.75	USD
12/03/2015	Out of State Meals & Incidenta	254 characters remaining	Credit Card	61.00	USD

Totals (3 Lines) 211.75 USD

\*Billing Type: Standard  
 \*Location: Louisville Jefferson  
 \*Exchange Rate: 1.00000000  
 Reimbursement Amt: 61.00 USD

**Step 39.**

Click in the **Amount** field.

James Hamdorff

\*Business Purpose: Conference  
 \*Report Description: Out of State Conference  
 Destination: Louisville Jefferson

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	105.00	USD
12/02/2015	Out of State Meals & Incidenta	254 characters remaining	Credit Card	45.75	USD
12/03/2015	Out of State Meals & Incidenta	254 characters remaining	Credit Card	61.00	USD

Totals (3 Lines) 211.75 USD

\*Billing Type: Standard  
 \*Location: Louisville Jefferson  
 \*Exchange Rate: 1.00000000  
 Reimbursement Amt: 61.00 USD

**Step 40.**

Delete the current value and enter "45.75" into the **Amount** field.

**Create Expense Report**

James Hamdorff

\*Business Purpose: Conference  
 \*Report Description: Out of State Conference  
 Destination: Louisville Jefferson

**Expenses**

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	105.00	USD
12/02/2015	Out of State Meals & Incidenta	254 characters remaining	Credit Card	45.75	USD
12/03/2015	Out of State Meals & Incidenta	254 characters remaining	Credit Card	45.75	USD

\*Billing Type: Standard  
 \*Location: Louisville Jefferson

Reimbursement Amt: 45.75 USD

**Step 41.**

Make sure any scanned documents needed for this **Expense Report** are attached. **A document can only be attached prior to submission.** Submit report **AFTER** documents are attached.

You will learn how to attach a document in the upcoming topic **Adding Attachments**.

**Create Expense Report**

James Hamdorff

\*Business Purpose: Conference  
 \*Report Description: Out of State Conference  
 Destination: Louisville Jefferson

**Expenses**

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	105.00	USD
12/02/2015	Out of State Meals & Incidenta	254 characters remaining	Credit Card	45.75	USD
12/03/2015	Out of State Meals & Incidenta	254 characters remaining	Credit Card	45.75	USD

\*Billing Type: Standard  
 \*Location: Louisville Jefferson

Reimbursement Amt: 45.75 USD



**Step 42.**

Now that the report is complete, you will need to review the summary details prior to submission.

Click the **Summary and Submit** blue hyperlink once you have completed your **Expense Report** and you're ready to review the summary details before final submission.

The screenshot shows the 'Create Expense Report' interface in the Edison Employee Portal. At the top, there is a navigation bar with 'Home' and 'Sign out' links. Below the navigation bar, the user's name 'James R Hamdorff' is displayed. The main content area is titled 'Create Expense Report' and includes a search bar and a 'Summary and Submit' button highlighted with a red box. The form contains several sections:

- Form Fields:**
  - \*Business Purpose: Conference
  - \*Report Description: Out of State Conference
  - Destination: Louisville Jefferson
  - \*Date: 12/02/2015
  - \*Expense Type: Out of State Lodging
  - \*Expense Type: Out of State Meals & Incidentals
  - \*Expense Type: Out of State Meals & Incidentals
  - \*Billing Type: Standard
  - \*Location: Louisville Jefferson
- Expenses Table:**

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	105.00	USD
12/02/2015	Out of State Meals & Incidentals	254 characters remaining	Credit Card	45.75	USD
12/03/2015	Out of State Meals & Incidentals	254 characters remaining	Credit Card	45.75	USD
- Totals:** Totals (3 Lines) 196.50 USD
- Options:**
  - Default Rate
  - Non-Reimbursable
  - No Receipt
  - \*Exchange Rate: 1.00000000
  - Reimbursement Amt: 45.75 USD

**Step 43.**

On the Create Expense Report **Summary** page, you can review the expense report totals and verify accuracy of the claim. If the report does not appear to be accurate, you may click on the **Expense Details** blue hyperlink to return to the Create Expense Report **Details** page to make any adjustments needed.

If the report appears to be accurate, **proceed to the next step.**

James Hamdorff

\*Business Purpose: Conference  
\*Description: Out of State Conference  
Reference: [Search]

Employee Expenses (3 Lines)	196.50 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee** 196.50 USD      **Amount Due to Supplier** 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

**Step 44.**

Prior to submitting your report, there is an optional place called “**Notes**” located on the **Summary** page where you may enter any **comments** related to your travel for the Expense Report. Using the **Notes** will allow you to give any additional information needed about this travel.

You may click on the **Notes** link to enter a comment on the report.

**Note: Some agencies require specific information in the Notes; please verify what your agency policy is before submitting your Expense Report.**

James Hamdorff

\*Business Purpose: Conference  
\*Description: Out of State Conference  
Reference: [Search]

Employee Expenses (3 Lines)	196.50 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee** 196.50 USD      **Amount Due to Supplier** 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

**Step 45.**

Once the report appears to be accurate, place a **Checkmark** in the box to confirm the report details being submitted are accurate and complies with expense policy.

Select the box to place a **Checkmark** in the box.

**Tennessee State Government**

James Hamdorff

\*Business Purpose: Conference  
\*Description: Out of State Conference  
Reference: [Search]

Totals: View Printable Version | View Analytics | Notes

Employee Expenses (3 Lines)	196.50 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD

**Amount Due to Employee 196.50 USD**      **Amount Due to Supplier**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

**Submit Expense Report**

**Step 46.**

Once a **Checkmark** has been placed in the box to confirm accuracy, the **Submit Expense Report** button will no longer be gray.

Click the **Submit Expense Report** button once you have completed your **Expense Report**.

**Tennessee State Government**

James Hamdorff

\*Business Purpose: Conference  
\*Description: Out of State Conference  
Reference: [Search]

Totals: View Printable Version | View Analytics | Notes

Employee Expenses (3 Lines)	196.50 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD

**Amount Due to Employee 196.50 USD**      **Amount Due to Supplier**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

**Submit Expense Report**

**Step 47.**

Click the **OK** button to confirm submission.

**Note:** If you do not click the **OK** button, your **Expense Report** will not be submitted.

Expense Report Submit Confirm

---

Create Expense Report

**Submit Confirmation**

James Hamdorff

**Totals** ?

Employee Expenses (3 Lines)	196.50 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>		<b>196.50 USD</b>		<b>Amount Due to Supplier</b>	
				<b>0.00 USD</b>	

OK
Cancel

**Step 48.**

Once you submit your **Expense Report**, Edison will assign it a **Report ID** number.

The approval workflow will also be created after you submit it. Once that workflow is created, the report will be routed to your supervisor for approval.

Favorites Main Menu > FSCM > Employee Self-Service > Travel and Expense Center > Expense Reports > Create/Modify
Home Sign out

Advanced Search

Welcome to Edison Employee Portal James R Hamdorff  
[New Window](#) | [Help](#) | [Personalize Page](#)

---

**View Expense Report** Home Expense Details

James Hamdorff

Your expense report 0001049818 has been submitted for approval.

Business Purpose: Conference

Description: Out of State Conference

Reference:

Report: 0001049818 Submission in Process

Created: 12/10/2015 James Hamdorff

Last Updated: 12/10/2015 James Hamdorff

Post State: Not Applied

**Totals** ? View Printable Version View Analytics Notes

Employee Expenses (3 Lines)	196.50 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>		<b>196.50 USD</b>		<b>Amount Due to Supplier</b>	
				<b>0.00 USD</b>	

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

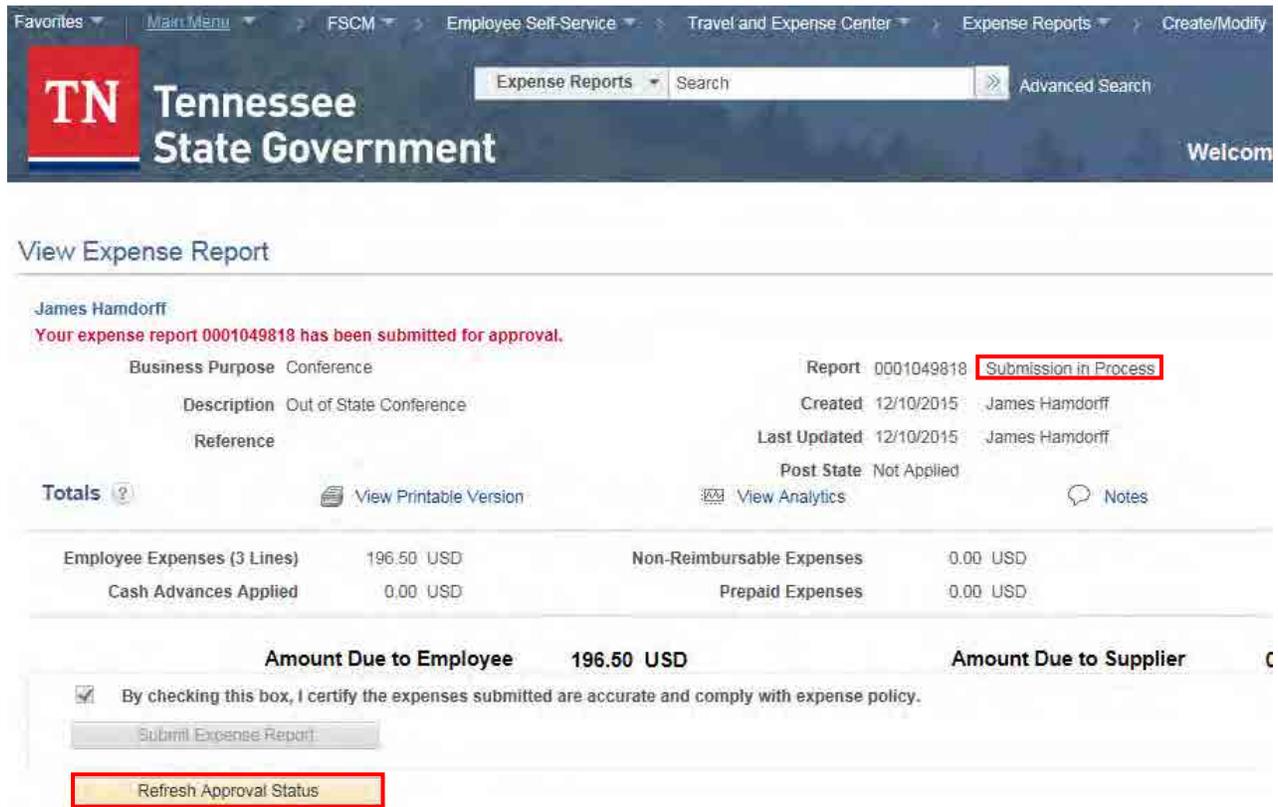
Submit Expense Report

Refresh Approval Status

**Step 49.**

After submitting your **Expense Report** the system updates the status to “**Submission in Process**” to show the claim is in the process of routing to the approver’s worklist. You may refresh the status by clicking on the **Refresh Approval Status** button.

Click on the **Refresh Approval Status** button.



James Hamdorff  
Your expense report 0001049818 has been submitted for approval.

Business Purpose	Conference	Report	0001049818	Submission in Process
Description	Out of State Conference	Created	12/10/2015	James Hamdorff
Reference		Last Updated	12/10/2015	James Hamdorff
		Post State	Not Applied	

Totals  View Printable Version  View Analytics  Notes

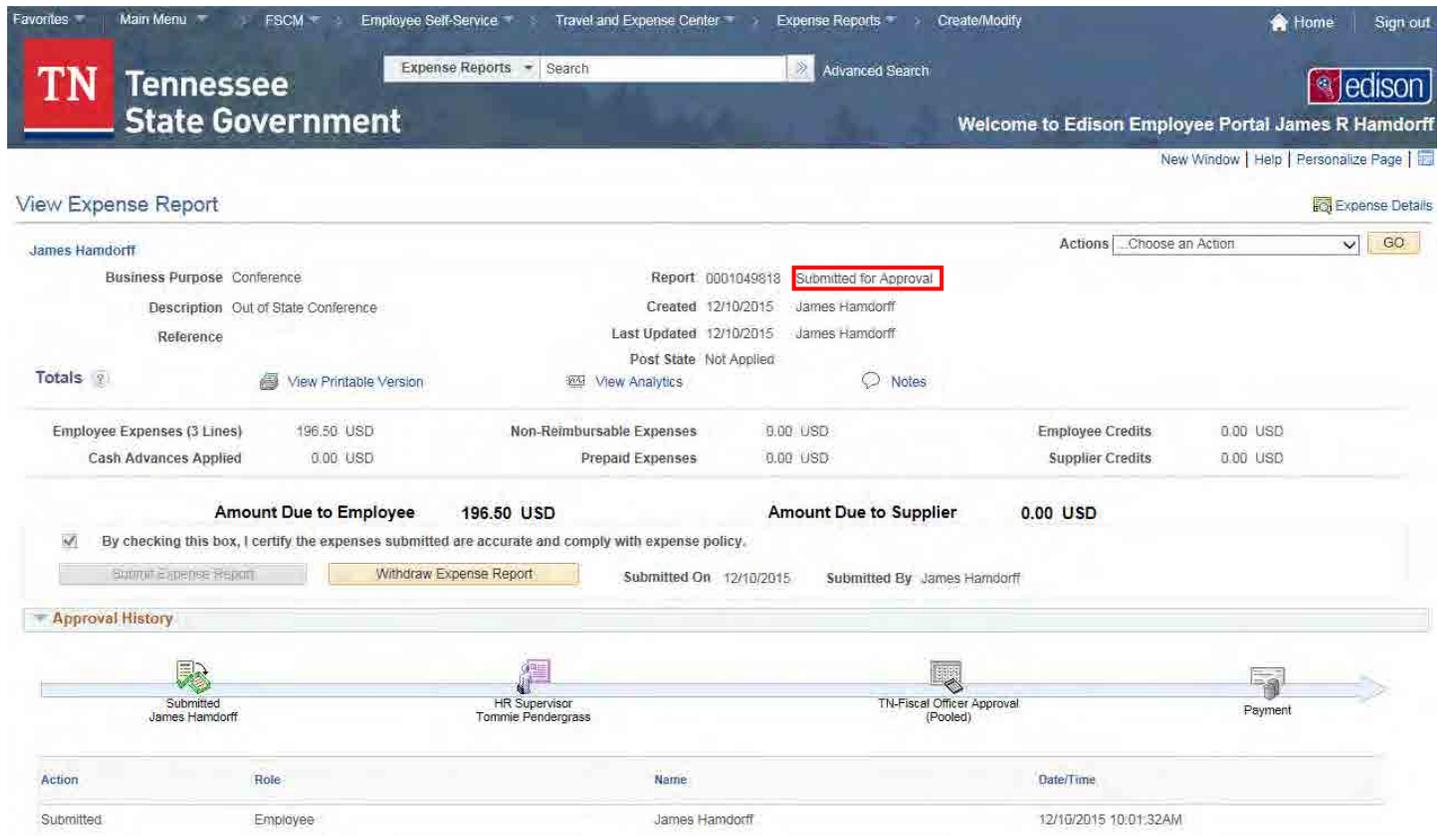
Employee Expenses (3 Lines)	196.50 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD

Amount Due to Employee 196.50 USD      Amount Due to Supplier 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

**Step 50.**

The Expense Report status updated to **“Submitted for Approval”** to show the claim has reached the approver’s worklist.



The screenshot shows the 'View Expense Report' page for James Hamdorff. The report status is 'Submitted for Approval', highlighted with a red box. The report details include:

- Business Purpose: Conference
- Description: Out of State Conference
- Reference: [Blank]
- Report: 0001049818
- Created: 12/10/2015, James Hamdorff
- Last Updated: 12/10/2015, James Hamdorff
- Post State: Not Applied

Totals:

Employee Expenses (3 Lines)	196.50 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 196.50 USD  
 Amount Due to Supplier: 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submitted On: 12/10/2015, Submitted By: James Hamdorff

**Approval History:**

Action	Role	Name	Date/Time
Submitted	Employee	James Hamdorff	12/10/2015 10:01:32AM

**Step 51.**

You have successfully created an Out of State Expense Report.

**End of Procedure.**

## Exceeding Per Diem Limit on Expense Report

### Step 1.

In this scenario, due to various circumstances you were not able to book a hotel in the **Destination** listed within the per-diem limit allowed, which is \$106.

The per-diem amount automatically populated into the field based on the **Date** and **Destination** used, so now you must manually change the amount to equal the **actual** expense amount for lodging (in this example it is **\$110**).

Enter the desired information into the **Amount** field. Enter "110".

James Hamdorff

\*Business Purpose: Conference  
\*Report Description: Out of State Conference  
Destination: Louisville Jefferson

Expenses

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	110.00	USD

### Step 2.

Now that you are finished with the first expense line, click on the **Downward Arrow** to the left of the line to collapse the line details.

James Hamdorff

\*Business Purpose: Conference  
\*Report Description: Out of State Conference  
Destination: Louisville Jefferson

Expenses

*Date	*Expense Type	*Amount	*Currency
12/02/2015	Out of State Lodging	110.00	USD

\*Billing Type: Standard  
\*Location: Louisville Jefferson

Default Rate:   
Non-Reimbursable:   
No Receipt:

Exchange Rate: 1.00000000  
Reimbursement Amt: 110.00 USD

### Step 3.

Next you will enter an additional expense line item.

Click on the **Plus (+) sign** to the right of the first expense line to add a new line.

The screenshot shows the 'Create Expense Report' page for James Hamdorff. The form includes fields for Business Purpose (Conference), Report Description (Out of State Conference), Destination (Louisville Jefferson), and Reference. Below these are the 'Expenses' section with a table:

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/02/2015	Out of State Lodging	254 characters remaining	Credit Card	110.00	USD

A red plus sign icon is visible in the top right corner of the first row's input area.

### Step 4.

Notice the **red flag** indicating an error on the first line.

Click on the **red flag** to identify the error.

This screenshot shows the same 'Create Expense Report' page, but with the first expense line expanded to show detailed information and error flags. A red flag icon is visible on the left side of the first row. The expanded details include:

- \*Billing Type: Standard
- \*Location: Louisville Jefferson
- \*Exchange Rate: 1.00000000
- Reimbursement Amt: 110.00 USD
- Options:  Default Rate,  Non-Reimbursable,  No Receipt

Below the first line, a second line is partially visible with a date of 12/02/2015 and a description field.

**Step 5.**

Error message states, “Authorized Amount -- You entered an amount over your authorized limit of 106.00 USD. Explain why.”

You will need to enter an **explanation** to bypass the error.

Click **Return** to go back to the report page.

Expense Report Line Errors

Please enter or update the following information:

Authorized Amount – You entered an amount over your authorized limit of 106.00 USD. Explain why.

Return

**Step 6.**

Click on the “Location Amount Exceed Comment” icon located beside the Location field in the expense line details.

The screenshot shows the 'Create Expense Report' page in the Edison Employee Portal. The user is James Hamdorff. The form includes fields for Business Purpose (Conference), Report Description (Out of State Conference), Destination (Louisville Jefferson), and Location (Louisville Jefferson). The amount is 110.00 USD. A red box highlights a speech bubble icon next to the Location field, which is the 'Location Amount Exceed Comment' icon mentioned in the text. Other fields include Date (12/02/2015), Expense Type (Out of State Lodging), Payment Type (Credit Card), and Billing Type (Standard). The page also shows a 'Totals (1 Line)' summary and various checkboxes for Default Rate, Non-Reimbursable, and No Receipt.

**Step 7.**

Type in the appropriate **explanation** in the **box**.

---

Authorized Amount by Location Hi

---

Create Expense Report

---

**Authorized Amount Exceeded**

James Hamdorff Report ID NEXT

Expense Type Location Limit Exception	
Authorized Amount	106.00 USD
Transaction Amount	110.00 USD
The authorized amount for expense type Out of State Lodging in Louisville Jefferson has been exceeded on line 1. Please provide an explanation as to why.	
<input type="text" value="ENTER EXPLANATION HERE"/>	

**Step 8.**

Click the **OK** button to return to expense report. The red flag error will now be cleared.

---

Authorized Amount by Location Hi

---

Create Expense Report

---

**Authorized Amount Exceeded**

James Hamdorff Report ID NEXT

Expense Type Location Limit Exception	
Authorized Amount	106.00 USD
Transaction Amount	110.00 USD
The authorized amount for expense type Out of State Lodging in Louisville Jefferson has been exceeded on line 1. Please provide an explanation as to why.	
<input type="text" value="ENTER EXPLANATION HERE"/>	

**Step 9.**

**You have successfully created an expense report exceeding the per diem limit.**

**End of Procedure.**

## View an Expense Report

In this topic, we will view a submitted expense report to check the status and see where it is located in the approval process.

### Step 1.

Click the **Expense Report** link.

The screenshot shows the 'Travel and Expense Center' dashboard. The breadcrumb trail is: Favorites > Main Menu > FSCM > Employee Self-Service > Travel and Expense Center. The dashboard includes the following sections:

- Expense Reports** (highlighted with a red box): Create, modify, print, view or delete an Expense Report. Sub-links: Create/Modify, Print, View, Delete.
- Travel Authorizations**: Submit and review travel authorizations. Sub-links: Create/Modify, Print, View, 2 More...
- Cash Advances**: Create, modify, print, view or delete Cash Advances. Sub-links: Create/Modify, Print, View, Delete.
- Forecast Time**: Create, modify or view forecast data.
- Print Reports**: Print any one of your expense transactions. Sub-links: Expense Report, Travel Authorization, Cash Advance.
- Other Expense Functions**: View contents in My Wallet, create your own template, or modify and existing template. Sub-link: Create/Update User Template.
- Review Payments**: Review history of expense payments. Sub-links: Review Expense History, Review Payments.
- Profiles and Preferences**: Manage your personal, organizational and financial del expense reporting. Sub-links: Review/Edit Profile, Delegate Entry Authority.

### Step 2.

Click the **View** link.

The screenshot shows the 'Expense Reports' sub-menu. The breadcrumb trail is: Favorites > Main Menu > FSCM > Employee Self-Service > Travel and Expense Center > Expense Reports. The sub-menu includes the following options:

- Create/Modify**: Create or Modify and Expense Report.
- Print**: Print an Expense Report.
- View** (highlighted with a red box): View an Expense Report.
- Delete**: Delete an Expense Report.

**Step 3.**

Enter the **Report ID** (if you know it) or leave it **blank** (to select an available report in the list). Search by the **Report ID** to locate the expense report you wish to view.

Enter the **Report ID**.

The screenshot shows the 'Expense Reports' search interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > FSCM > Employee Self-Service > Travel and Expense Center > Expense Reports > View. Below this is the 'TN Tennessee State Government' header with a search bar containing 'Expense Reports' and a search icon. The main section is titled 'Expense Report' with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Realtime Search' (selected) and 'Keyword Search'. A 'Search Criteria' section contains several fields: 'Report ID' (dropdown: 'begins with', value: '0001049822', highlighted in red), 'Report Description' (dropdown: 'begins with'), 'Name' (dropdown: 'begins with'), 'Empl ID' (dropdown: 'begins with', search icon), 'Report Status' (dropdown: '=', value: blank), and 'Creation Date' (dropdown: '=', value: blank). A 'Case Sensitive' checkbox is unchecked. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

**Step 4.**

Click the **Search** button.

This screenshot is identical to the previous one, showing the 'Expense Report' search interface. The 'Report ID' field still contains '0001049822'. The primary difference is that the 'Search' button at the bottom left is now highlighted with a red box, indicating the next step in the process.

**Step 5.**

Review the **Approval History** section visual train. This section displays a **Visual Train** showing the full workflow process of the expense report and where the report is at in the process.

The screenshot displays the 'View Expense Report' page for James Hamdorff. A red box highlights the 'Approval History' section, which is a visual train showing the workflow process. A text box above the visual train lists the information it displays:

The **Approval History Visual Train** shows the following:

- What steps have been completed in the approval process
- Where a claim is located in the approval process
- What steps are left to be completed in the approval process

The visual train shows the following steps:

- Submitted James Hamdorff
- HR Supervisor Tommie Pendergrass
- TN-Fiscal Officer Approval (Pooled)
- Payment

Below the visual train is a table with the following data:

Action	Role	Name	Date/Time
Submitted	Employee	James Hamdorff	12/11/2015 8:56:25AM

### Step 6.

#### Approval History Visual Train Guidelines

- The colored icon displays a **green checkmark** when approval action has been **completed**.
- The report is **located** at the workflow level that contains a **colored icon** with no green checkmark
- Icons in **black and white** are **pending** actions and the report has not yet reached those particular workflow levels.

### Step 7.

Notice in the expense report shown below the **Approval History Visual Train** displays the “**HR Supervisor**” icon in color along with the name of the approver the report routed to.

The “**HR Supervisor**” colored icon does not display a green checkmark like the “**Submitted**” icon does, so this approval level has not been completed. The report is awaiting approval in the HR Supervisor’s worklist.

**The green checkmark indicates this action has been completed.**

**This report is waiting for supervisor approval. The icon is in color and there is no green checkmark indicating it has been completed.**

**Black and White icons indicate the report has not reached these workflow levels yet.**

Action	Role	Name	Date/Time
Submitted	Employee	James Hamdorff	12/11/2015 8:56:25AM

**Note: If a few days have passed since you submitted your claim and it has not been approved by your supervisor, please contact your supervisor.**

**Step 8.**

**Report Routes to Incorrect Supervisor**

If your claim routes to an **incorrect supervisor**, call your Agency’s **Fiscal Office** to have your claim re-routed/reassigned. Please provide them with your name, report id, the incorrect approver, and the approver that it should be routed to.

Look under the “**Verify HR Supervisor (Reports To)**” section in this document to verify who is set up to approve your claims in Edison. If this individual is incorrect, please contact your Agency’s **HR Department** to have this information updated to the correct approver.

**Note:** *If your claim routed to Sarah Lunsford (the travel system administrator), it means either the supervisor is blank on the organizational data tab or your supervisor is on leave. If this applies to you, please contact your Agency’s **Fiscal Office** and request for the claim to be reassigned.*

*If further assistance is needed, please contact the **Edison Help Desk (741-HELP)** and request the claim to be reassigned. You must tell them that the claim is in Ms. Lunsford’s approval list and provide them with your acting supervisor’s name and Edison Login ID.*

**Step 9.**

Below the **Approval History Visual Train** section is a list of approval actions, where you can review actions that have been taken on your travel claim.

The screenshot shows the 'View Expense Report' page for James Hamdorff. The report ID is 0001049822, submitted for approval on 12/11/2015. The description is 'TEST-7241-2958'. The 'Approval History' section shows a visual train with steps: Submitted (James Hamdorff), HR Supervisor (Tommie Pendergrass), TN-Fiscal Officer Approval (Pooled), and Payment. Below the visual train is a table of approval actions.

The **Action History List** shows the following:

- Who submitted the report and the date and time it was submitted.
- Who took approval action on the report and the approval level the action was taken at.
- If the report was approved, denied, or sent back and the date and time of their action.

Action	Role	Name	Date/Time
Submitted	Employee	James Hamdorff	12/11/2015 8:56:25AM

**Step 10.**

You have successfully viewed an expense report.

End of Procedure.

## Withdraw an Expense Report from Workflow

In some circumstances an employee may submit an expense report, and realize afterward something is incorrect on their report (Example: forgot to add an expense, wrong amount entered, duplicate claim, etc.) or the report is no longer needed.

If this situation occurs, the employee may withdraw their expense report to remove it from workflow and allow them to have access to modify or delete the report.

### Guidelines

- An expense report can only be withdrawn from workflow to return to the employee if it has not been approved at the **first approval level**.
- If the report has been approved by the first approval level, the report will not be available to withdraw.
- Only the **employee** or **proxy** have access to withdraw their expense report.

### Step 1.

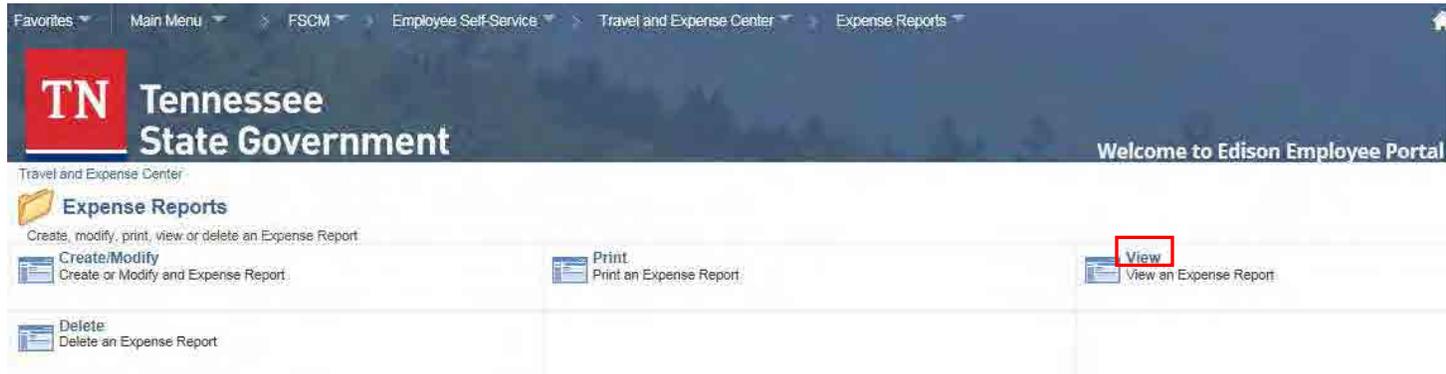
Click the **Expense Report** link.



The screenshot shows the 'Travel and Expense Center' interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'FSCM', 'Employee Self-Service', and 'Travel and Expense Center'. Below this is the 'TN Tennessee State Government' logo and a 'Welcome to Edison Employee Portal' message. The main content area is titled 'Travel and Expense Center' and contains several functional tiles. The 'Expense Reports' tile is highlighted with a red box and contains the following options: 'Create, modify, print, view or delete an Expense Report', 'Create/Modify', 'Print', 'View', and 'Delete'. Other tiles include 'Travel Authorizations', 'Cash Advances', 'Forecast Time', 'Print Reports', 'Review Payments', and 'Other Expense Functions'.

**Step 2.**

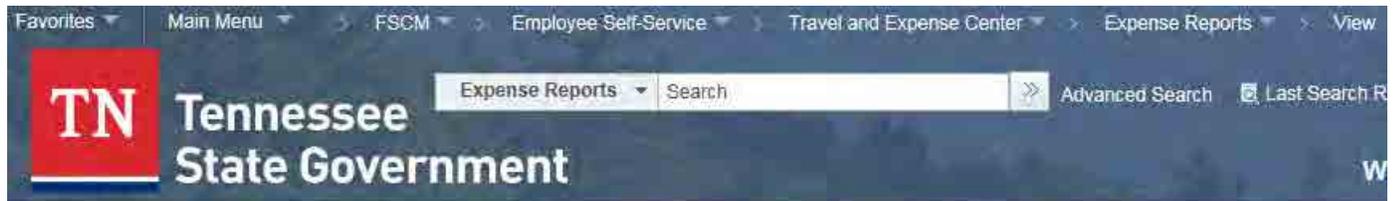
Click the **View** link.



**Step 3.**

Search by the **Report ID** to locate the expense report you wish to withdraw.

Enter the **Report ID**.



**Expense Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

Report ID: begins with

Report Description: begins with

Name: begins with

Empl ID: begins with

Report Status: =

Creation Date: =

Case Sensitive

**Step 4.**

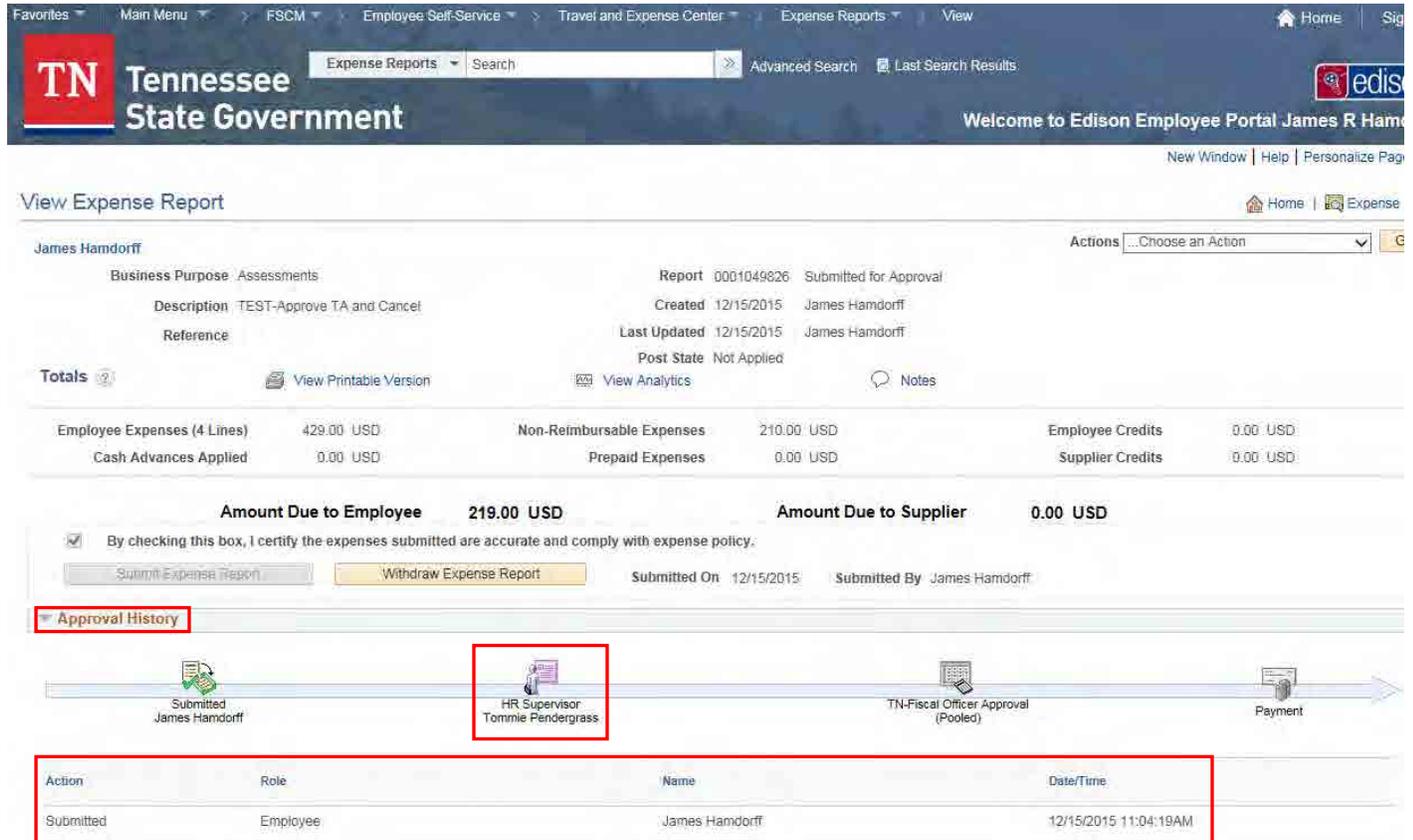
Click the **Search** button.



**Step 5.**

Verify the report has not been approved at the first approval level.

Review the **Approval History** section. Notice the first approval level is “**HR Supervisor**” and the icon does not have a green checkmark to show it has been completed. Additionally, below the visual train the claim does not state it has been approved. The report has not been approved yet and is available to withdraw.



**TN Tennessee State Government**

Welcome to Edison Employee Portal James R Hamdorff

**View Expense Report**

James Hamdorff

Business Purpose: Assessments  
 Description: TEST-Approve TA and Cancel  
 Reference:

Report: 0001049826 Submitted for Approval  
 Created: 12/15/2015 James Hamdorff  
 Last Updated: 12/15/2015 James Hamdorff  
 Post State: Not Applied

Totals: Employee Expenses (4 Lines) 429.00 USD, Non-Reimbursable Expenses 210.00 USD, Employee Credits 0.00 USD, Cash Advances Applied 0.00 USD, Prepaid Expenses 0.00 USD, Supplier Credits 0.00 USD

Amount Due to Employee: 219.00 USD  
 Amount Due to Supplier: 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submitted On: 12/15/2015 Submitted By: James Hamdorff

**Approval History**

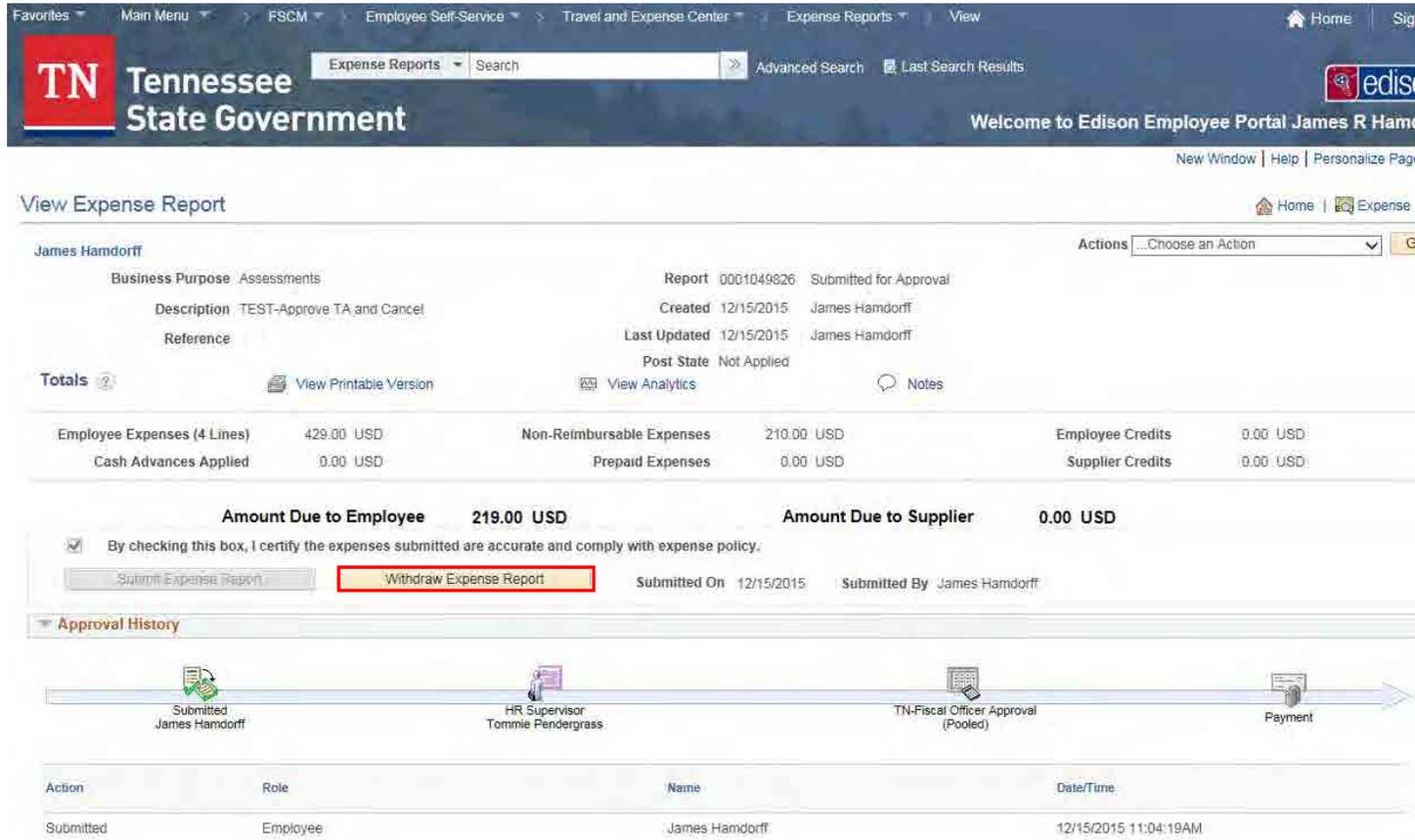
Submitted James Hamdorff  
 HR Supervisor Tommie Pendergrass  
 TN-Fiscal Officer Approval (Pooled)  
 Payment

Action	Role	Name	Date/Time
Submitted	Employee	James Hamdorff	12/15/2015 11:04:19AM

**Step 6.**

Another indicator that the report has not been approved at the first approval level is the **Withdraw Expense Report** button is visible on the page to the employee. If the report was not available to be withdrawn, this button would not be visible.

Click on the **Withdraw Expense Report** button to return the report to the employee, which will remove it from the approver’s worklist.



**View Expense Report**

James Hamdorff Actions: Choose an Action

**Business Purpose:** Assessments **Report:** 0001049826 Submitted for Approval

**Description:** TEST-Approve TA and Cancel **Created:** 12/15/2015 James Hamdorff

**Reference:** **Last Updated:** 12/15/2015 James Hamdorff

**Post State:** Not Applied

**Totals:** [View Printable Version](#) [View Analytics](#) [Notes](#)

Employee Expenses (4 Lines)	429.00 USD	Non-Reimbursable Expenses	210.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee: 219.00 USD**      **Amount Due to Supplier: 0.00 USD**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

[Submit Expense Report](#) **[Withdraw Expense Report](#)** **Submitted On:** 12/15/2015 **Submitted By:** James Hamdorff

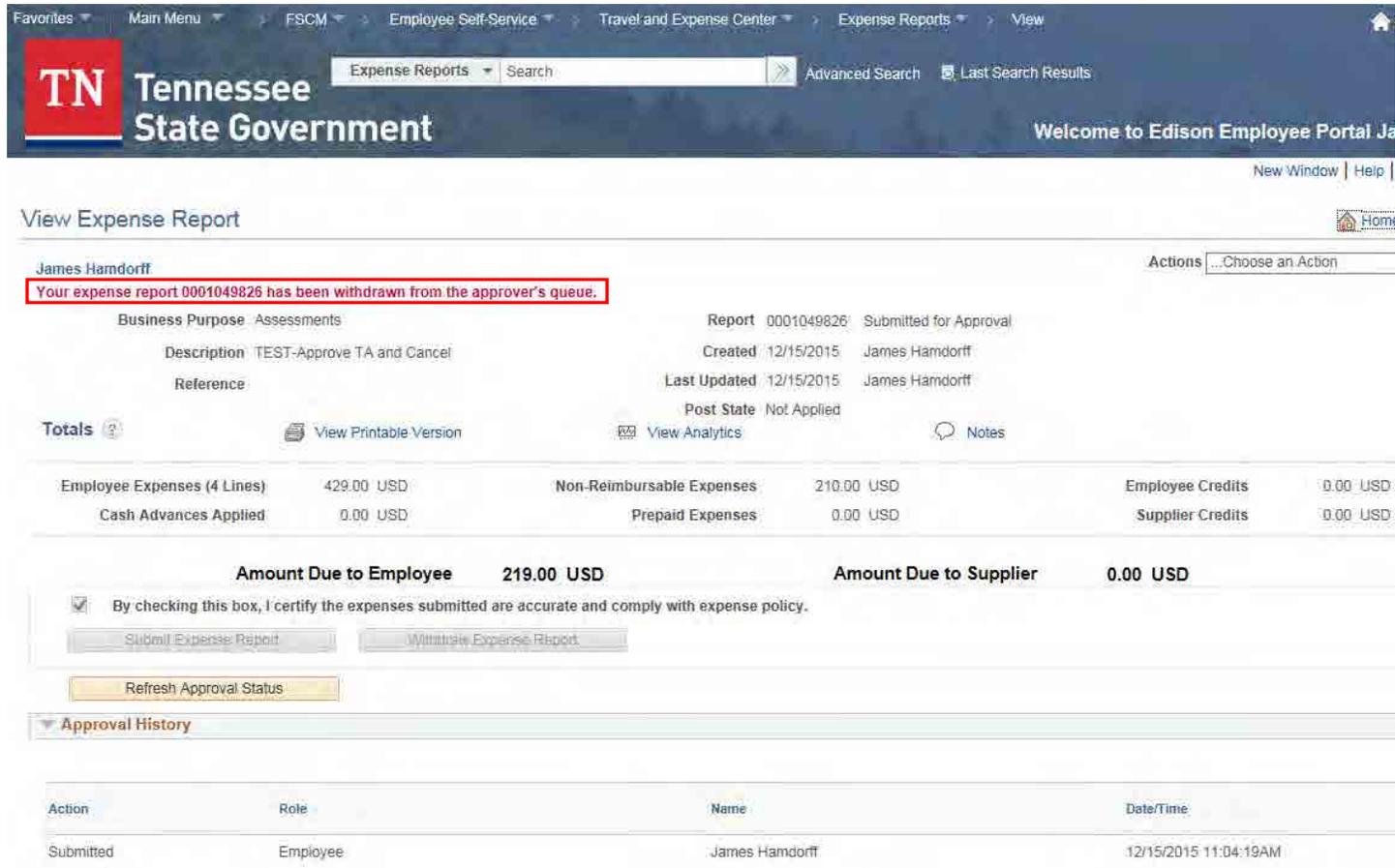
**Approval History**

Submitted James Hamdorff → HR Supervisor Tommie Pendergrass → TN-Fiscal Officer Approval (Pooled) → Payment

Action	Role	Name	Date/Time
Submitted	Employee	James Hamdorff	12/15/2015 11:04:19AM

**Step 7.**

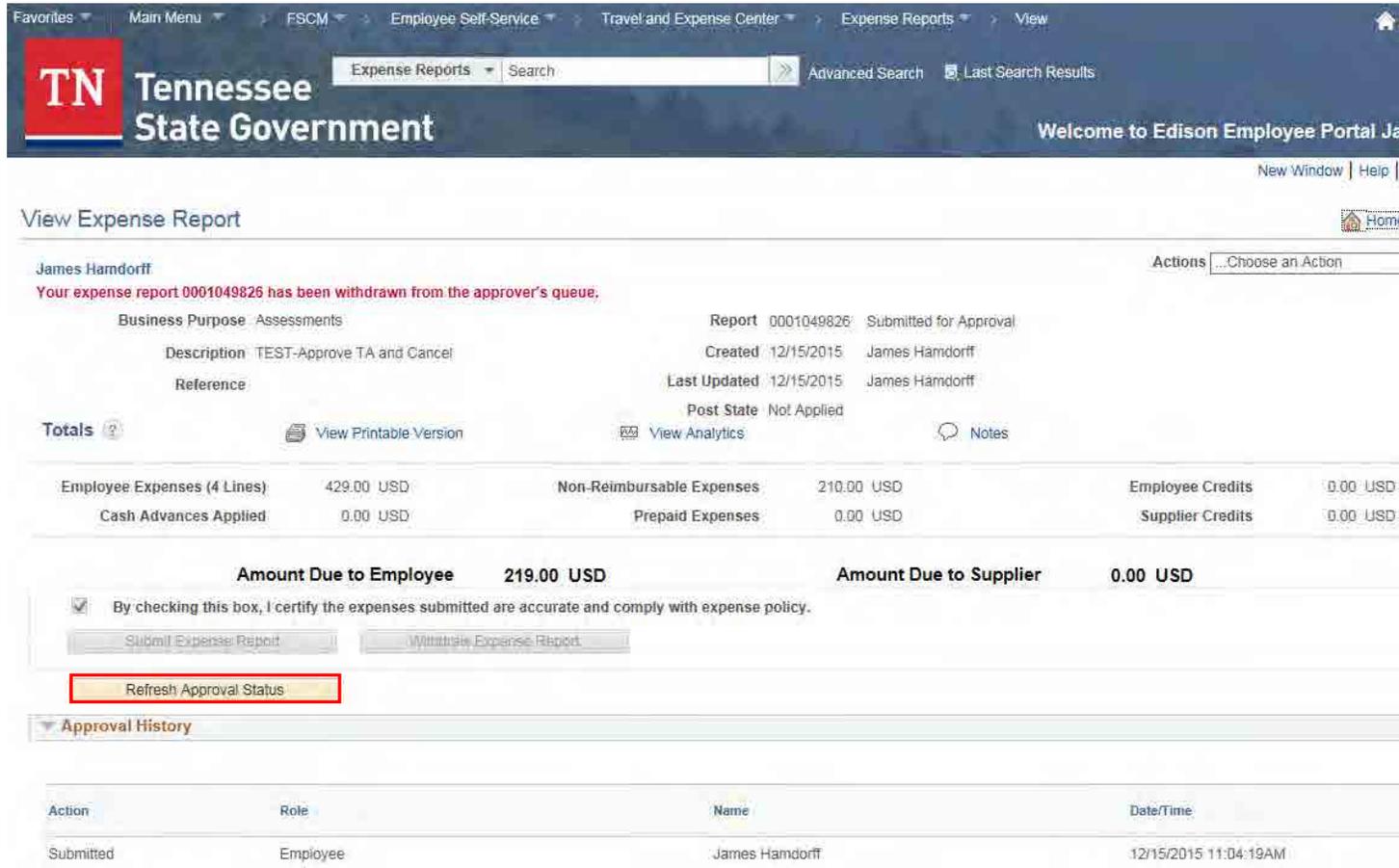
The page displays a message in red text stating the report has been withdrawn from the approver’s worklist.



The screenshot shows the 'View Expense Report' page for James Hamdorff. A red-bordered message states: "Your expense report 0001049826 has been withdrawn from the approver's queue." The report details include: Business Purpose: Assessments; Description: TEST-Approve TA and Cancel; Reference: [blank]; Report: 0001049826 Submitted for Approval; Created: 12/15/2015 James Hamdorff; Last Updated: 12/15/2015 James Hamdorff; Post State: Not Applied. The Totals section shows: Employee Expenses (4 Lines) 429.00 USD, Non-Reimbursable Expenses 210.00 USD, Employee Credits 0.00 USD, Cash Advances Applied 0.00 USD, Prepaid Expenses 0.00 USD, and Supplier Credits 0.00 USD. Summary amounts are: Amount Due to Employee 219.00 USD and Amount Due to Supplier 0.00 USD. A checkbox is checked with the text: "By checking this box, I certify the expenses submitted are accurate and comply with expense policy." Below this are buttons for "Submit Expense Report", "Withdraw Expense Report", and "Refresh Approval Status". The Approval History table shows one entry: Submitted by Employee James Hamdorff on 12/15/2015 11:04:19AM.

**Step 8.**

Click on the **Refresh Approval Status** button to update the status of the report.

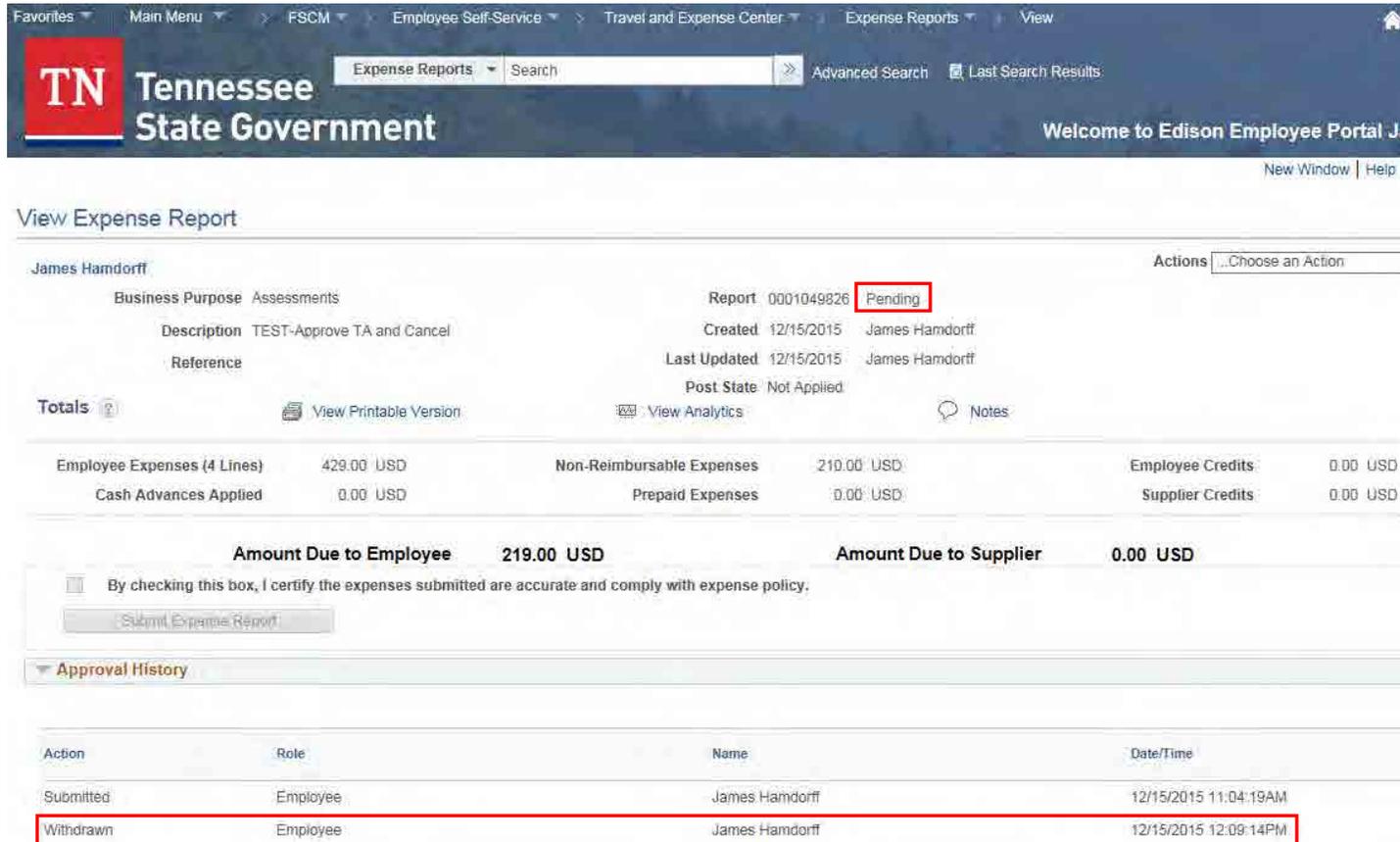


The screenshot shows the 'View Expense Report' page for James Hamdorff. A red message states: 'Your expense report 0001049826 has been withdrawn from the approver's queue.' The report details include: Business Purpose: Assessments; Description: TEST-Approve TA and Cancel; Report: 0001049826 Submitted for Approval; Created: 12/15/2015 James Hamdorff; Last Updated: 12/15/2015 James Hamdorff; Post State: Not Applied. The Totals section shows: Employee Expenses (4 Lines) 429.00 USD, Non-Reimbursable Expenses 210.00 USD, Employee Credits 0.00 USD, Cash Advances Applied 0.00 USD, Prepaid Expenses 0.00 USD, and Supplier Credits 0.00 USD. The summary shows: Amount Due to Employee 219.00 USD and Amount Due to Supplier 0.00 USD. A checkbox is checked with the text: 'By checking this box, I certify the expenses submitted are accurate and comply with expense policy.' Below this are buttons for 'Submit Expense Report' and 'Withdraw Expense Report'. The 'Refresh Approval Status' button is highlighted with a red box. The 'Approval History' table shows one entry: Submitted by Employee James Hamdorff on 12/15/2015 11:04:19AM.

**Step 9.**

Notice the status of the report has updated to **Pending**, and is now available to the employee to modify or delete through Employee Self-Service.

Additionally, the **Approval History** section updated displaying the **action** taken by the employee to **withdraw** the report with the **date** and **time** the action took place.



The screenshot shows the 'View Expense Report' page for James Hamdorff. The report status is 'Pending'. The 'Approval History' table shows a 'Withdrawn' action taken by James Hamdorff on 12/15/2015 at 12:09:14PM.

Business Purpose	Assessments	Report	0001049826	Pending	
Description	TEST-Approve TA and Cancel	Created	12/15/2015	James Hamdorff	
Reference		Last Updated	12/15/2015	James Hamdorff	
Totals		Post State	Not Applied		
Employee Expenses (4 Lines)	429.00 USD	Non-Reimbursable Expenses	210.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>		<b>219.00 USD</b>	<b>Amount Due to Supplier</b>		<b>0.00 USD</b>

Action	Role	Name	Date/Time
Submitted	Employee	James Hamdorff	12/15/2015 11:04:19AM
Withdrawn	Employee	James Hamdorff	12/15/2015 12:09:14PM

**Step 10.**

You have successfully withdrawn an expense report from workflow.

**End of Procedure.**