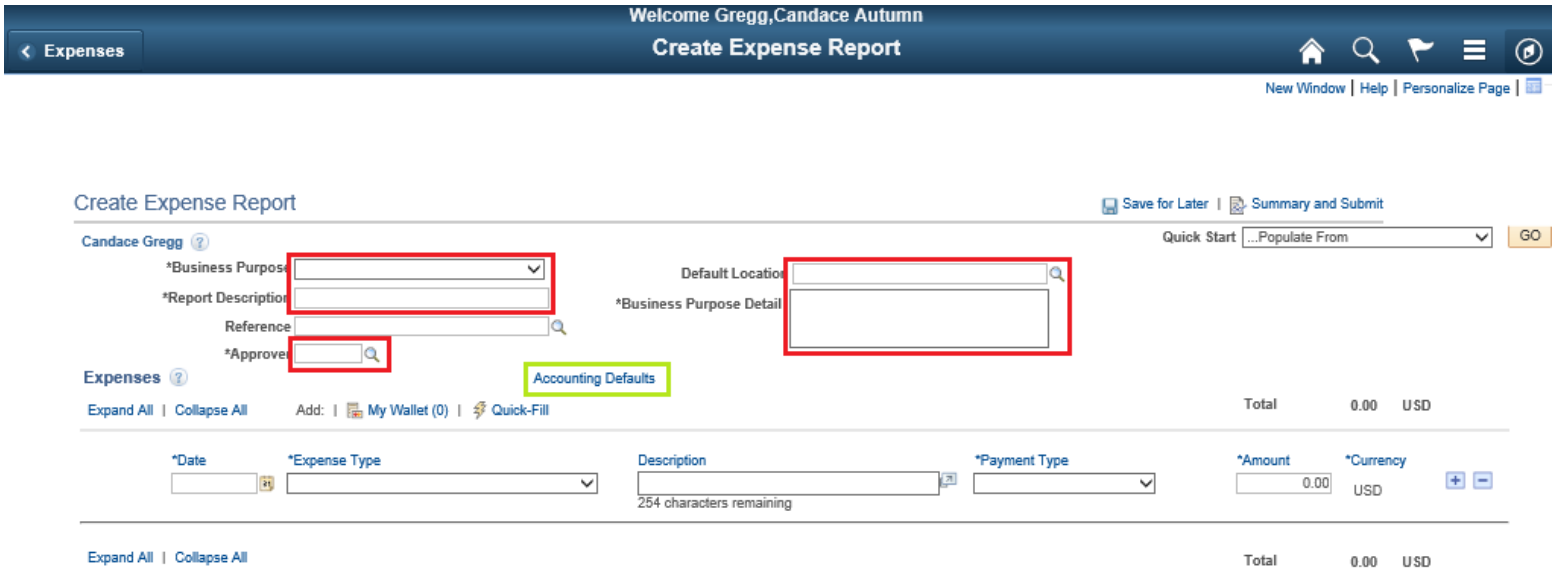
PeopleSoft Instructions for Employee Expense Reports

1. To get started:

Login to PeopleSoft → Expenses → Create/Modify → Add a New Value → Enter Employee ID → Add



2. Fill in the above boxes, which include:

*__Business Purpose__: Choose the appropriate category for the expenses

*__Report Description:__ Enter a name for the expense report so that you can reference later if needed (similar to naming a Word document).

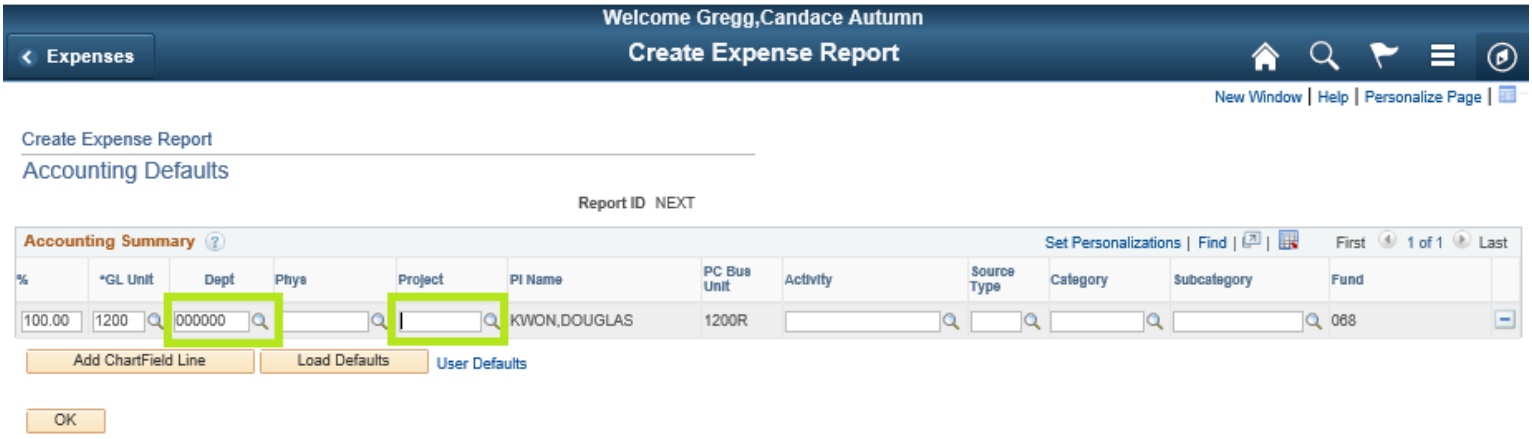
__*Approver:__ Enter your approver's User ID. If unknown, click the magnifying glass, search by Description, and enter the approver's last name. Both Kwon and Pillai Lab grants are managed by Jen Eng.

__*Default Location:__ Click the magnifying glass to select one of the locations from the list provided to show where the expenses occurred.

__*Business Purpose Detail:__ Provide an explanation of valid business expenses (i.e., "Expenses for weekly meetings in Longwood").

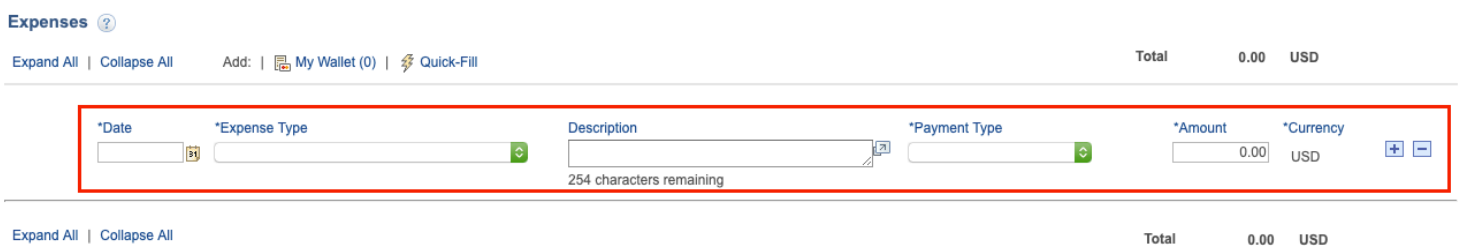
3. Accounting Defaults:

- **Dept.:** this will always be “000000” (6 zeros)
- **Project** (i.e. Grant ID): this changes, so please ask Candace for the appropriate project ID



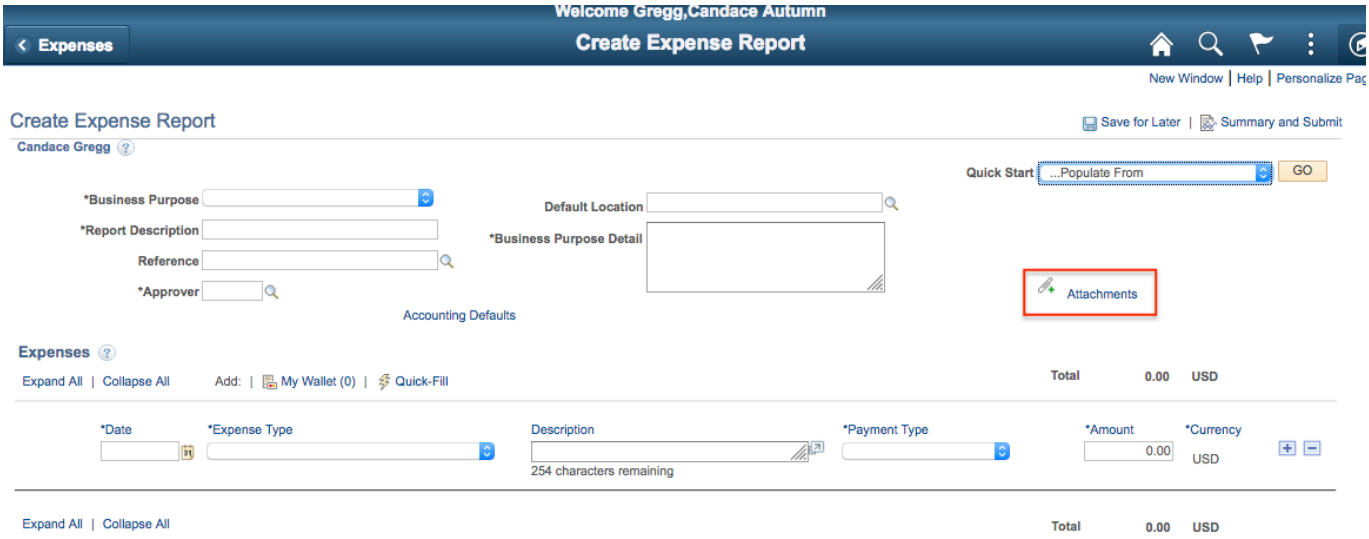
4. Expense Details:

- Complete the fields for expense date, type, description, form of payment, and amount.
- **Expense Type**: if the dropdown does not provide the correct option, select “Other Expenses”.
    - If the expense exceeds the allowable amount for the chosen category, you will be required to provide an explanation or, in the case of meals, provide a list of the attendees as justification for the amount.
- **Description**: describe the expense purpose with as much detail as possible.
- If expenses are in not in USD, please attached a breakdown of currency conversion for each expense. Here is a helpful tool for currency conversion.



5. Upload Receipts

- Select “Attachments”, then select the appropriate document to upload. It is required that you scan itemized receipts for each expense and upload to the report. Also attach any other supporting documentation, i.e. conference registration, scanned copy of check, etc.
- **Please combine all receipts and supporting documents into **a single PDF** before uploading.



***Please Note:** You must upload all receipts to begin the expense approval process. If you do not have a receipt for an expense line, you must select “No Receipt” and provide an explanation by selecting the “No Receipt Comment” icon. For expense type “Mileage”, please upload a screenshot of a map of the route driven that includes the distance in miles.

6. Either:

A. Save for Later – Click to submit the report on a later date. This will initiate the error check and flag lines with errors. Clear all errors to save for later.

or

B. Summary and Submit – Click when report is complete. This will initiate the error check and flag lines with errors. Clear errors to successfully submit.

7. Submit Expense Report

- Check the attestation box to confirm that the business expenses are valid. Click Submit Expense Report to proceed and the confirmation screen should appear.