

How to create an Expense Report for Event requests

This aid will cover how to create an expense report for an event/student trip/group trip. Adding a group of attendees to an event's expense report should be limited to certain expense types. For example, a catering expense would involve the group so they would need to be added. An expense for decorations within the same expense report would not need the group of attendees added to it.

This Job Aid assumes you have already submitted a travel request and it was approved.

Screenshots are provided to use as visual guides for certain steps.

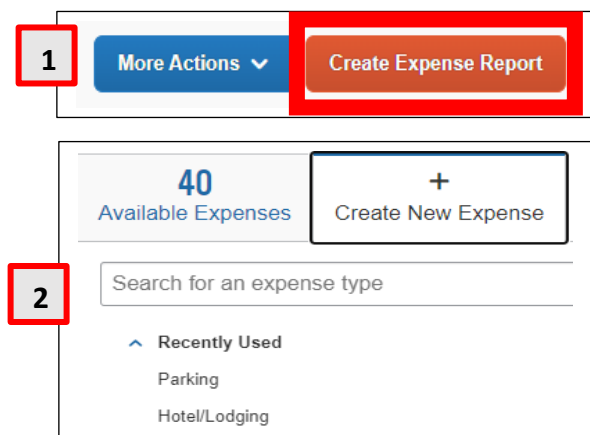
After your request is approved...

1. Open the approved travel request and click **Create Expense Report** in the upper-right corner.

- If another employee is creating an event expense report linking it to an event request in someone else's account, they will simply just create a brand new Event expense report.

2. Click **Add Expense**.

- **Available Expenses** – You choose from a list of charges you have paid using the Tcard or created through Concur/Concur Mobile.
- **Create New Expense** – Only for expenses if they were out-of-pocket expenses, NOT done through Concur/Concur Mobile, and NOT paid on the Tcard. Search and select the expense you want to add to the report.



3. When filling in and double checking the required fields for the expenses, please pay close attention to the fields below if they show up as part of an expense.

a) **Payment Type** drop-down menu:

(1) If paid by guest, select ***Paid by Guest**

(2) If paid by employee, select ***Paid by Employee**

b) If you see a **Request** drop-down menu, select the estimate from your request.

4. Every expense added to an event expense report has a **Request ID** field. You must enter the Request ID from the Event request you want the expense report linked to.

5. Every expense added to an event expense report also has a **Guest Payee** field. This functions the same as the Guest Payee field on **UMD Travel and Hosting-Guest** expense reports.

3a Payment Type *

*Paid by Guest

None Selected

*Paid by Employee

*Paid by Guest

3b Request *

02/09/2022, \$400.00 - Interviews

None Selected

None

02/09/2022, \$400.00 - Interviews

4 Request ID

5 Guest Payee

▼ Search by Text