Create Expense Reports no sooner than 3 days after trip has been COMPLETED in order for company paid expenses to post to your TMS account. **DO NOT** combine in-state, out-of-state and international travel expenses. All required fields have red bars. Use this method if you have travel reservations.

1. To see if you have any Company Card Charges click on the **Expense** tab. **Note**: Scroll down to Available Expenses and you can see the airfare and travel agency fee(s) that are available. You don’t need to do anything with them here.

2. Click on the **Requests** tab. All your active Travel Requests will populate (If you do not see your Travel Request, click on the View button, to the right and click on the down arrow. Select All Requests.)

3. Locate the correct approved Travel Request. To the right click on the Expense Report link (located under Action header).

4. The Report Header will now open.

5. Complete the information (all fields with a red mark) in the **Create a New Expense Report** page. (Notice that your Travel Request is now attached to the Expense Report.)

6. Click on **Next** (located at bottom, lower right hand side of the screen).

7. A window will pop up asking "Will this report include meals per diem?" If yes, click yes. If no, click no (and your Expense Report will be created, and ready for you to import your Company Card Charges and to add any other travel expenses).

8. If yes, the Travel Allowances screen will pop up. If you booked airfare through Concur, click on **Import Itinerary**. If there was no airfare, then you will have to manually input your travel itinerary.

9. To manually input your itinerary: Generally a trip has two legs of travel that covers your date range of travel; travel to a location and travel from a location.

10. Under New Itinerary Stop input your travel to information. Click on **Save**.

11. Now you will have to add your return trip. Under New Itinerary Stop input your travel from information. Click on **Save**.
12. You will see your entire travel itinerary to your left.

13. Click on **Next**. A window will open showing your Assigned Itineraries.

14. Click on **Expenses and Adjustments** tab. The Travel Allowances page will populate.
15. Check off any meals that were provided to you. Then click on Create Expenses (your Expense Report will be created, and ready for you to import your Company Card Charges and to add any other travel expenses.)

16. To import your Company Car Charges and any reservations, click on the Import tab (located under the title of your report).

17. All Company Card charges and reservations will populate on the right hand side of the screen under Available Expenses.

18. A pop up message will tell you that the Smart Expenses imported successfully, Click OK.
   **Note:** This fee is $4.27 or greater depending on whether the travel was booked online or agent assisted. It should show as a credit card item from AirPlus in the expense detail with an expense type of For Travel Agent. This does not impact your reimbursement but is required to be included on your expense report.

19. For HOTEL: Select the hotel expense item. Enter the total amount of your hotel bill in the Amount field. Most of the other required fields will already be populated.

20. Click Itemize and verify pre-populated daily room rate.
   **Note:** The check in, check out, number of nights and the daily room rate will already be populated.

21. Enter any taxes in the tax fields as daily tax amounts.
   **Note:** For In State lodging only any Occupancy Tax is NOT entered in Taxes

22. For RENTAL CAR: Import the rental car reservation. It will populate to the left with a $0 amount. Please make sure to type the amount (located on receipt given to you by the rental car agency) in the Amount field.

23. For all other expenses, click on +New Expense (located under the title of your report) and continue to add all expenses for this travel.

24. Remember to add all the appropriate Approvers, attach your required receipts, and then click on Submit Report.