



Travel Management System (TMS)

JOB AID # 5.03

Date: 1/31/2015

Job Aid Description: Create an Expense Report from your Travel Request (if any part booked through TMS)

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.

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
TEST 2/1-2/3/15

Add Stop Delete Rows Import Itinerary

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Depart from (city)

Date

Time

Arrive in (city)

Date

Save

Go to Single Day Itineraries Next >> Cancel

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.

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
TEST 2/1-2/3/15

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Orlando, Florida 02/01/2015 09:00 AM	Atlanta, Georgia 02/02/2015 12:00 PM	FULTON COUNTY, US-GA, US
<input type="checkbox"/>	Atlanta, Georgia 02/03/2015 10:00 AM	Orlando, Florida 02/03/2015 01:00 PM	ORANGE COUNTY, US-FL, US

New Itinerary Stop

Depart from (city)
Atlanta, Georgia

Date
Time

Arrive in (city)
Date
Time

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

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: TEST 2/1-2/3/15				
Orlando, Florida	02/01/2015 09:00 AM	Atlanta, Georgia	02/02/2015 12:00 PM	FULTON COUNTY, US-GA, US
Atlanta, Georgia	02/03/2015 10:00 AM	Orlando, Florida	02/03/2015 01:00 PM	ORANGE COUNTY, US-FL, US

Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

<< Previous Next >>

14. Click on **Expenses and Adjustments** tab. The Travel Allowances page will populate.

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to Go

Exclude | All

	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	02/01/2015 Orlando, Florida	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$38.25
<input type="checkbox"/>	02/02/2015 Atlanta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	02/03/2015 Atlanta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00

<< Previous Create Expenses Cancel

3 Expenses & Adjustments

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.

New Expense
[Available Receipts](#)

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

<p>Communications</p> <ul style="list-style-type: none"> Cellular Phone Internet/Data Charges Local Phone Long Distance Other Communication <p>Lodging</p> <ul style="list-style-type: none"> Hotel <p>Other</p> <ul style="list-style-type: none"> Copy Charges For Travel Agent (In-State Travel) For Travel Agent (International Travel) For Travel Agent (Out of State Travel) Laundry 	<p>...Other</p> <ul style="list-style-type: none"> Membership Fees Miscellaneous Office Supplies Postage Registration Subscriptions Tours <p>Other Meals</p> <ul style="list-style-type: none"> Employee Group Meal Meals (Exception wireceipt) Student Meals (Ilist attached) Student Meals (with Attendee) <p>Transportation</p>	<p>...Transportation</p> <ul style="list-style-type: none"> Baggage Fees Bus Other Ground Parking Personal Car Mileage Rental Car Fuel Rental Cars Only Shuttle Service Taxi Tolls VisaPass
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24. Remember to add all the appropriate Approvers, attach your required receipts, and then click on Submit Report.