



## Travel Management System (TMS)

JOB AID # 5.06

Date: 03/29/2012

### Job Aid Description: Submit Your Expense Report

1. Review entered expenses by clicking on the **Print** button, then select **\*SOG Detail Report**.
2. After reviewing the document, click **Print** if you need a hard copy, and/or click **Close**.
3. If you are satisfied with the report, click **Submit Report** on the upper right of the **Expense Report** page.
4. In the **Final Review** window, click **Accept and Submit Report**.
5. Then click **Close**.

**Policy Note:** *Expense reports must be submitted within 45 days of travel completion but it is recommended submitting within 10 days of your trip close*