

Submitting Personal Expenses

This process should be followed to submit all personal expenses for reimbursement.

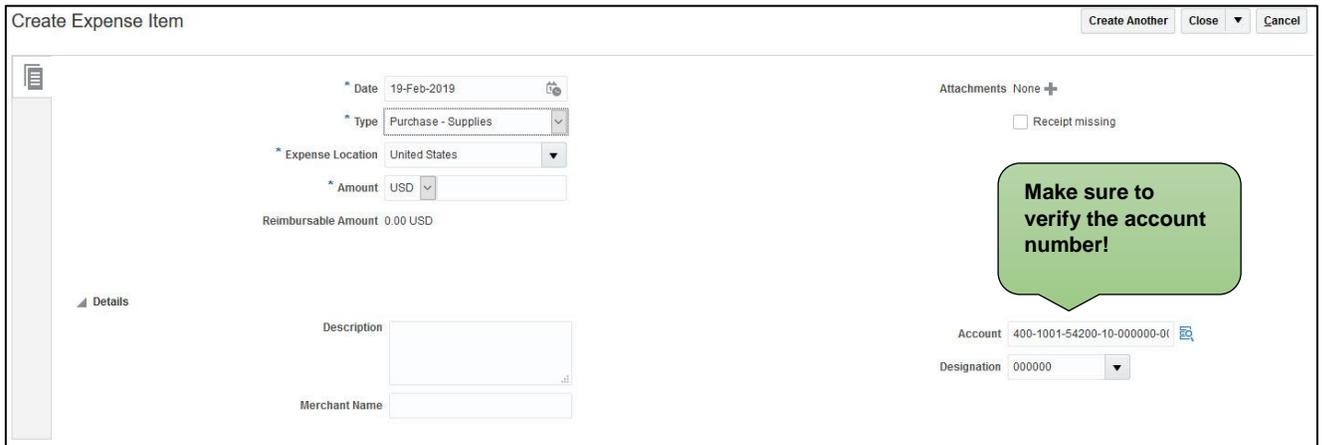
Purchase Card reconciliation instructions can be found GMHEC.org/Support

Process Step & Description	Action						
<p>1.1 Go to the Expense Report workbench and create a new Expense Report</p>	<p>Navigation Path: ➤ Me → Expenses → Expense Reports</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Travel and Expenses Actions ▾</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid #ccc; padding: 5px;"> <p>Expense Items</p> <p style="font-size: 24pt; text-align: center;">0</p> </td> <td style="width: 50%; border: 1px solid #ccc; padding: 5px;"> <p>Expense Reports</p> <p style="font-size: 24pt; text-align: center;">2 In Progress</p> </td> </tr> </table> <p style="font-size: 12pt;">Actions ▾ + Status ▾</p> <table style="width: 100%; font-size: 10pt;"> <tr> <td style="width: 60%;">SMC_EXP_0008862881 - Party supplies</td> <td style="width: 10%; text-align: center;">1 item</td> <td style="width: 10%; text-align: right;">150.00 USD</td> <td style="width: 10%; text-align: right;">27-Feb-2019 ✕</td> </tr> </table> </div> <p>Click to create a new Expense Report</p>	<p>Expense Items</p> <p style="font-size: 24pt; text-align: center;">0</p>	<p>Expense Reports</p> <p style="font-size: 24pt; text-align: center;">2 In Progress</p>	SMC_EXP_0008862881 - Party supplies	1 item	150.00 USD	27-Feb-2019 ✕
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SMC_EXP_0008862881 - Party supplies	1 item	150.00 USD	27-Feb-2019 ✕				
<p>1.2 Enter Purpose and add Expense Item</p>	<p>Enter the reason for the expenses under Purpose</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Create Expense Report Save ▾ Submit ▾ Cancel</p> <p>* Purpose <input style="width: 150px;" type="text"/></p> <p>Attachments None +</p> <p style="text-align: right;">Report Total 0.00 USD</p> <p><input type="checkbox"/> I have read and accept the corporate travel and expense policies.</p> <p>Expense Items Sort By Newest date ▾</p> <p style="font-size: 12pt;">Actions ▾ + Apply Account ▾</p> <p style="font-size: 10pt;">No data to display</p> </div> <p>Click to add an Expense Item to the report</p> <p>*Required Field</p>						

1.3 Add Contact Info

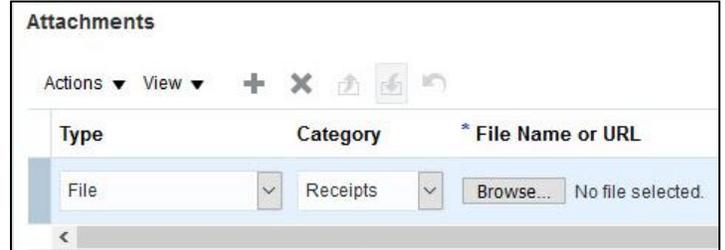
Select the Expense Type and fill out the available fields

➤ The fields will change depending on the expense type selected



Click  to attach a **Receipt** to the **Expense Item**

➤ Click on **Browse** to find the receipt on your computer. Click **OK** to close the attachment box



Once all of the fields are filled out and your receipt is attached click **Close** to save and return to the **Expense Report**

Repeat this step for each **Expense Item**

1.4 Submit the Expense Report for approval

Check the box that you have read and accept the travel and expense policy. Click on the link to view the policy.

Clicking **Submit** will send the **Expense Report** to your supervisor for approval. You will be notified of their decision via email

