

FMS – Expense Report

Important Information!

- ✓ Do not include any personal expenses.
- ✓ Most Travel Authorizations (except “Penny Travel Authorizations” - see below) must be closed with an Expense Report.
- ✓ Expense Reports are due within 30 days of completing/returning from your activity.
- ✓ **All** of your expenses -- including those paid with a Maricopa Pro Card or Purchase Order -- require a receipt (except Per Diem Meals). If your expenses were pre-paid with a Purchase Order, the PO # is required.
- ✓ All of your required receipts must be in pdf.

Penny Travel Authorizations

Penny Travel Authorizations or “Penny TAs,” are Travel Authorizations that have no expense(s) associated with the travel. These do not require the traveler to complete an Expense Report. The College Fiscal Office will close all “Penny TAs.”

In order for your Fiscal Office to close Penny Travel Authorizations, travelers must:

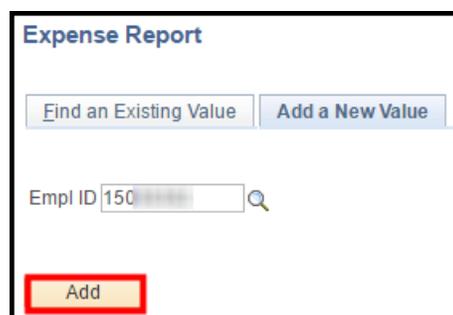
- ✓ Within 30 days of completing/returning from your activity, send an email to your College Fiscal Office with the following information:
 - Subject Line: Penny TA # (Include your Travel Authorization Number) - Please Close.
 - Explain that you have completed or returned from your activity.
 - Ask your Fiscal Office to close this TA and include the Travel Authorization number in your message.

Create Expense Report

Travelers are **required** to create and submit an Expense Report within 30 days of returning and/or completing your activity. (Except the Travelers who created Penny Travel Authorizations. Please see previous section.)

The Expense Report closes the loop on your travel, and is also the process for getting reimbursed for any eligible expenses.

1. Log into FMS using your MEID and password.
2. Click the NavBar  in the upper-right corner, then click Navigator.
3. Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify.
4. Click Add.



Expense Report

Find an Existing Value Add a New Value

Empl ID 150

Add

- Your approved Travel Authorization displays.
5. Click the Description link to view and copy some information.



Copy from Approved Travel Authorization

From Date 02/18/2017 To 06/18/2017 Search

Select	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
	Arizona Technology Summit	0000016662	05/16/2017	05/16/2017	125.00	USD

- Take note of your dates and business purpose. You need this information for your Expense Report.

6. Select and copy the Description; click Return.

Selected Travel Authorization

Travel Authorization ID 0000016662
 Description **Arizona Technology Summit**
 Date From 05/16/2017 To 05/16/2017
 Business Purpose Training / Workshop

Expense Type	Merchant	Amount
Registration In-county		125.00
Authorized Amount		125.00 USD

Return

7. Click the Select button.

Copy from Approved Travel Authorization

From Date 02/18/2017 To 06/18/2017 Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	Arizona Technology Summit	0000016662	05/16/2017	05/16/2017	125.00	USD

• Your Expense Report populates with the approved expenses of your Travel Authorization.

Create Expense Report

Expenses

Date	Expense Type	Description	Payment Type	Amount	Currency
04/24/2017	Registration	ProCard Brnra Hse: Registration fee	Maricopa Prepaid	125.00	USD
04/24/2017	Airfare Domestic	Pro Card Brnra Hse: Roundtrip airfare	Maricopa Prepaid	187.00	USD
04/24/2017	Lodging	Pro Card Brnra Hse: Basic Conference hotel	Maricopa Prepaid	244.00	USD

• The information you enter in the top of your Expense Report should match the information on your Travel Authorization.

8. Click in Business Purpose, and select the correct business purpose.

*Business Purpose
 *Report Description
 Reference
 *Date

- Business Meeting
- CS CEU
- Conference**
- Conference Speaker
- Education Reimbursement
- Group Travel
- KJZZ Fronteras Reports
- Recruiting
- Site Visit
- Study Abroad
- Theater/Official Function
- Time Away Approval
- Training / Workshop

9. In Report Description, paste the Description you copied.

*Business Purpose Conference
 *Report Description **Arizona Technology Summit**
 Reference

10. In Default Location, click the Look Up icon.

Default Location **Look Up**
 Authorization ID 0000016662

11. Click in the first Description field and select contains; then enter the city's name in the second field, and click Look Up.

Look Up Default Location

SetID: MCCCC
 Expense Location: begins with
 Description: **contains**
Look Up Clear Cancel Basic Lookup

12. Select your city's link from the Search Results.

Search Results

View 100 First 1-8 of 8 Last

Expense Location	Description
ANCHO	Anchorage, Alaska
DALLA	Dallas
COCHI	Douglas & Cochise County
DOUGL	Douglas County
GLASG	Glasgow, Scotland
LASVG	Las Vegas

• If your location is not listed, click Clear, then click Look Up; and select the first option "AAAA-City Not Listed Worldwide."

Expense Location	Description
AAAAA	AAAA-City Not Listed Worldwide
ABERD	Aberdeen/Bel Air/Edgewood MD
ACAPU	Acapulco, Mexico

Expenses

Include all of your expenses on your Expense Report. Keep in mind that all expenses require a receipt – except Per Diems. Your expense amounts must match your receipts. Do not include any “zero amount” expenses. See the Delete Expenses section to delete an expense you no longer need.

Recommendation: Have your receipts available when creating your Expense Report.

Follow these steps four steps for your expenses, except for Lodging and Per Diems. These are next.

1. Verify your expenses. Check your amounts!
 - Your expense amounts must match your receipts.
2. If the amount is not correct, click in it and change it to the amount that matches your receipt.
3. Check the Payment Type.



4. If the Payment Type is Maricopa Prepaid, in Description, indicate if the expense was paid with a Pro Card or a Purchase Order (PO).
 - If paid with a Pro Card, include the Pro Card holder’s name.
 - If paid with a Purchase Order, include PO #.



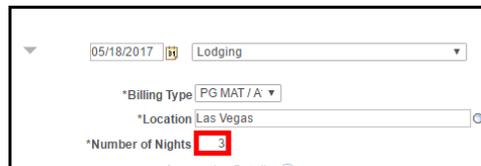
5. Continue verifying/editing all fields within the expense line.

Lodging Expense Line

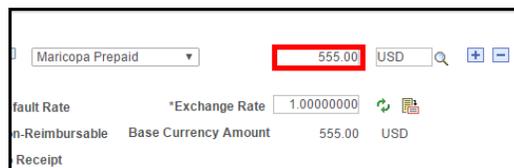
1. Follow steps 1-4 in the previous column.
2. For the Lodging expense, click the Expand Section arrow to the left of the expense.



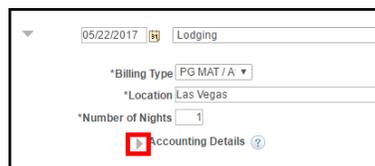
3. Verify and/or edit if necessary the Number of Nights field.



4. If your number of nights changed, to the right, in Amount field, edit the amount to reflect the total Lodging receipt amount.



- FMS does NOT auto-calculate the amount field when you change the number of nights. You must enter it manually!
5. To the left, in Accounting Details, click the Expand Section arrow.



6. To the right of the Chartfields section, in the Function field click the Look Up icon, and re-select your Function.



- Function must match what you entered on your Travel Authorization.

Per Diem Meal Expenses

Travelers are required to deduct Per Diem expenses for meals that were provided at the conference, event, activity, or hotel – whether or not you ate them.

Travelers are also required to deduct Per Diem expenses for meals for which you are not entitled due to travel times.

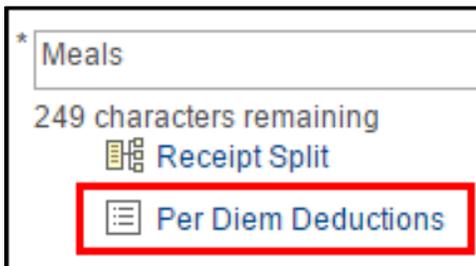
Please check our [Maricopa Administrative Travel Regulation 1.15.7](#) for more details.

Receipts are not required for Per Diems. However, information on the meals provided by the conference/event/activity/hotel is required.

1. For Per Diem Meal expenses, click the Expand Section arrow to the left of the expense.



2. To deduct Per Diem Meals, click Per Diem Deductions.



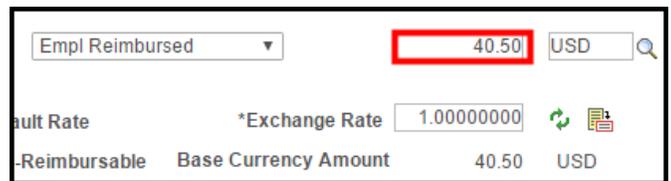
3. In the Deduction Flag column, select the meal(s) (Breakfast, Dinner, and/or Lunch) that will **not** be reimbursed for that day.



- **Note:** Meals are listed in **alphabetical** order of Breakfast, Dinner, and Lunch. Make sure you are deducting the correct meal(s)!



- The meal deductions are in *percentages*.
4. Click OK.
 - Per Diem line reflects the new per diem total.



5. If applicable, repeat steps 1-4 for **each** Per Diem line.

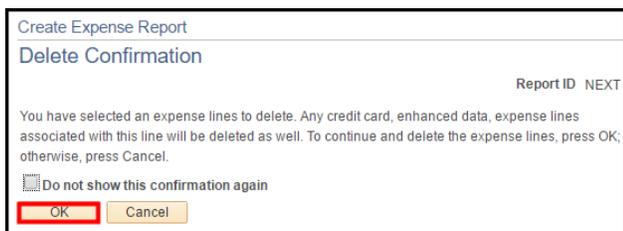
Delete Expenses

If an expense is listed that you do not need to claim, (because it wasn't an expense after all), delete the line. FMS will not accept a zero amount, \$0.00, expense line.

1. To the right of the expense line, click the - sign.



2. Click OK to confirm.



Attach Required Receipts

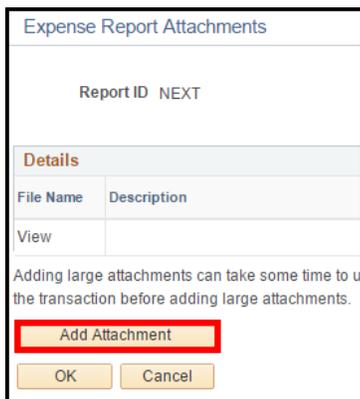
ALL expenses, including Maricopa Prepaid expenses paid by Pro Card or Purchase Order, require a receipt - *except Per Diem Meals*.

All receipts must be in pdf format.

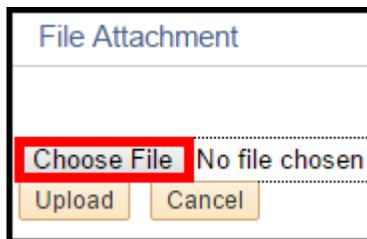
1. At the top of your Expense Report, under the Authorization ID, click Attachments.



2. Click Add Attachment.

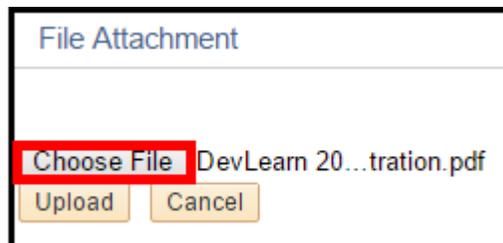


3. Click Choose File (Chrome) or Browse (IE).



4. Locate and double-click on your receipt.

5. Click Upload.



6. In Description, enter a receipt description.



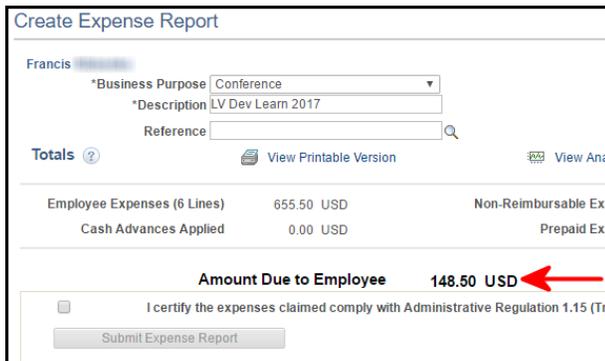
- **Important!** For Maricopa Prepaid expenses paid by a Pro Card or Purchase Order, please enter the payment method and information first and then the expense description.
 - Pro Card Example: "Pro Card Briana Haas: Hotel Receipt."
 - Purchase Order Example: "PO #123456: Registration Receipt."
7. To attach additional receipts, repeat steps 2-6.
 8. When finished adding receipts, click OK.

Submit Expense Report

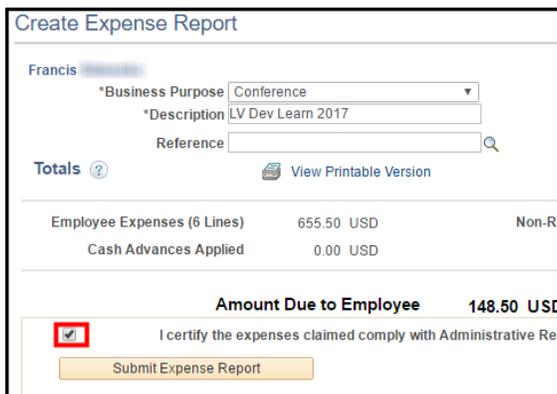
1. Scroll to the top of the Expense Report, in the upper right corner, click Summary and Submit.



- Notice the Amount Due to Employee (if applicable).



2. In the lower-left corner, click the checkbox certifying the expenses claimed are in compliance with [Administrative Reg. 1.15](#).

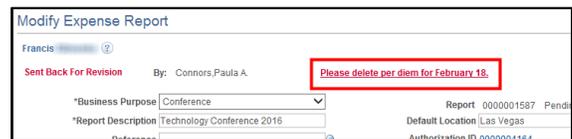


3. Click Submit Expense Report.
4. Click OK to confirm.
5. Sign out of FMS. (upper-right corner)

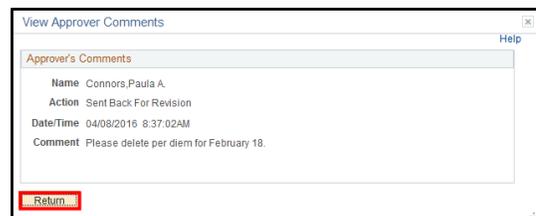
Modify an Expense Report

You can only modify an Expense Report if you have **not** submitted it to the approval process or if it has been **sent back** to you for revision. When you resubmit the Expense Report, it goes through the **entire** approval process again.

1. Click the NavBar  in the upper-right corner, then click Navigator.
2. Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify.
3. Click the Find an Existing Value tab.
4. Click Search.
- If you only have one Expense Report, it will automatically open. If you have multiple Expense Reports, click the Expense Report to modify.
5. At the top of your Expense Report, in red, should be the sender's comments for sending back your Expense Report.



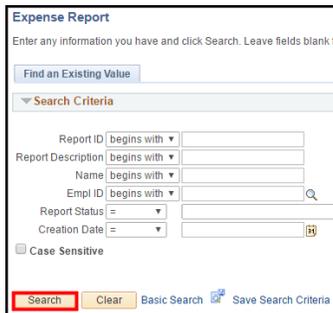
6. To view the entire message, click the red message link; then click Return.



7. Make required changes. (Refer to pages 3-5).
8. When finished, click Summary and Submit.
9. Click the certifying checkbox at the bottom.
10. Click Submit Expense Report; OK to confirm.

View & Track Expense Report

1. Click the NavBar  in the upper-right corner, then click Navigator.
2. Employee Self-Service > Travel and Expenses > Expense Reports > View.
3. On the Expense Report page, click Search.



Expense Report
Enter any information you have and click Search. Leave fields blank if you are unsure.

Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Report Status =

Creation Date =

Case Sensitive

- If there is any information in any of these fields, click Clear, then click Search.
4. Click the Expense Report ID to view.

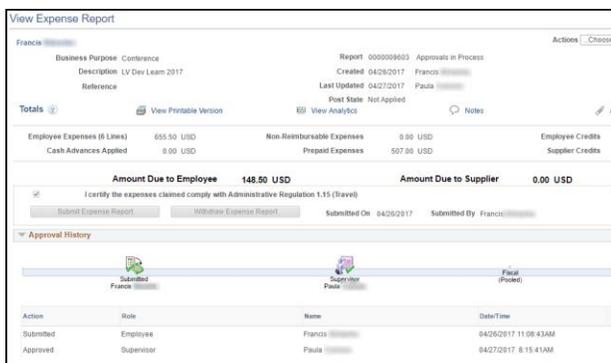


Search Results

View All First 1-13 of 13 Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000009604	Raining	Francis 1503	1503	Pending	04/26/2017
0000009603	LV Dev Learn 2017	Francis 1503	1503	Submitted	04/26/2017
0000009319	January 2017 Mileage	Francis 1503	1503	Approved	02/04/2017
0000008692	Dev Learn 2016	Paula 1012	1012	Paid	12/15/2016

- The Expense Report summary displays.



View Expense Report

Francis  Business Purpose: Conference Report: 0000009603 Approvals in Process
Description: LV Dev Learn 2017 Created: 04/26/2017 Francis 
Reference: Last Updated: 04/27/2017 Francis 
Post State: Not Applied Notes

Totals

Employee Expenses (0 Lines)	655.50 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	
Cash Advances Applied	0.00 USD	Prepaid Expenses	507.00 USD	Supplier Credits	

Amount Due to Employee 148.50 USD **Amount Due to Supplier 0.00 USD**

I certify the expenses claimed comply with Administrative Regulation 1.15 (Travel)

Submitted On: 04/26/2017 Submitted By: Francis 

Approval History

Submitted: Francis  Supervisor: Paula  Fiscal (Process)

Action	Role	Name	Date/Time
Submitted	Employee	Francis 	04/26/2017 11:08:43AM
Approved	Supervisor	Paula 	04/27/2017 8:15:41AM

5. View the Approval History at the bottom.



Approval History

Submitted: Francis  Supervisor: Paula  Fiscal (Process)

Action	Role	Name	Date/Time
Submitted	Employee	Francis 	04/26/2017 11:08:43AM
Approved	Supervisor	Paula 	04/27/2017 8:15:41AM

6. Sign out of FMS (upper-right corner).