



## **Company 13 Expense Report Guide**

### **Steps to create and submit an expense report**

This guide contains steps and information to submit a Costpoint expense report.

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## General Information

The expense report name (Type\*) is:

Type \*

Company 13 Expense Report ▼

In Costpoint, fields marked with \* are required

### Expense Type:

If travel was within your home/base country, select the country location expense type (to capture Value Added Tax expenses)

Example 1: Your home/base country is UK and your business travel was in the UK, select the expense type which starts with UK.

If travel was outside your home/base country, select the expense type which does not contain a country name (to not record VAT)

Example 2: Your home/base country is UK and your business travel was outside the UK, select the expense type which does not contain a country name.

The merchant/provider must be in your home/base country for VAT to be applicable.

VAT is not applicable for all expenses in your home/base country.

\*\*Please familiarize yourself with Amentum's Travel Management and Expense Reporting Policy.

\*\*Your country and program regulations regarding receipt requirements still applies.

## Setup UK Mileage Vehicle Data

If you will claim UK mileage expenses:

Setup Your UK Mileage Vehicle Data (personal vehicles that will be used for business travel): Time & Expense>Expense>Expense Reports>UK Mileage Vehicle Config

**Employee ID:** populated by Costpoint


**Vehicle Name:** add a vehicle name that will be easy to remember

**Fuel Type:** select the fuel type from the drop-down

**Engine Size:** select the engine size from the drop-down. \*Be sure the fuel type and engine size match, based on the description of each field\*

**Status:** select Active for the vehicle to be an option for mileage expenses, select Inactive for the vehicle to not be an option for mileage expenses. **Do not select a Default status**

All vehicles can be recorded at once, by selecting the dark blue New button after recording a vehicle row.

If choosing this option, be sure to click Save & Continue  when finished recording all vehicles. OR Record one vehicle at a time>then click Save & Continue after each record. This option will make the previously recorded vehicle row disappear, but it is saved in your records. Click the dark blue New button to record additional vehicles.

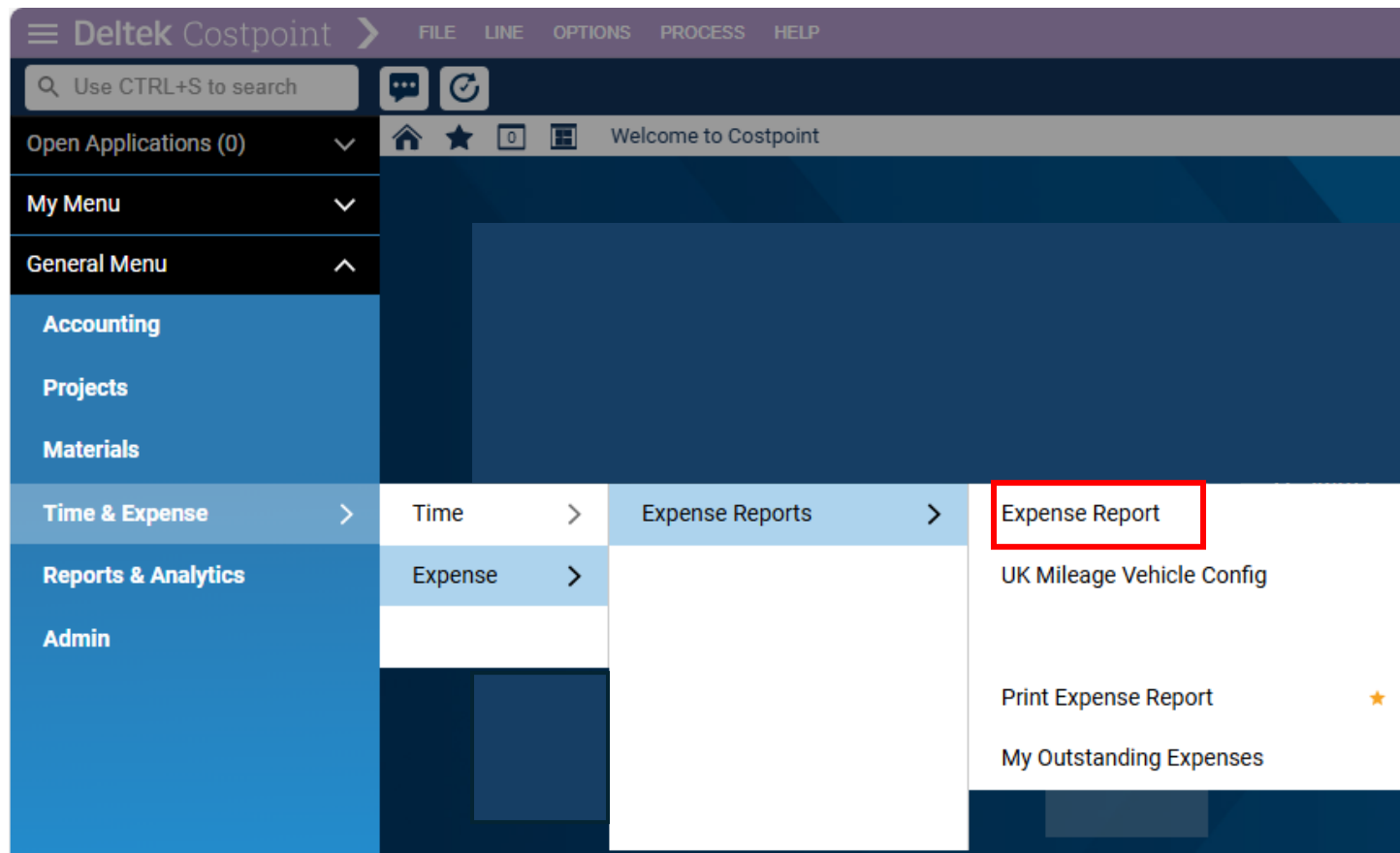
To see saved vehicles, click Query on the blue bar>Reset>Query

Time & Expense > Expense > Expense Reports > UK Mileage Vehicle Config									
New Copy Delete Query									
✓	Empl_Id *	Vehicle Name *	Vehicle Type	Fuel Type *	Engine Size *	Ownership	Start Date	Status *	Registration Number
	590933	MAIN CAR		PETROL1	PETROL1 UP TO 1400		07/24/2025	ACTIVE	
	590933	NEXT CAR		PETROL2	PETROL2 1401 - 2000		07/24/2025	ACTIVE	
	590933	3RD CAR		PETROL3	PETROL3 OVER 2001		07/24/2025	ACTIVE	
	590933	BIG CAR		DIESEL1	DIESEL1 UP TO 1400		07/24/2025	ACTIVE	
	590933	ITS		ELECTRIC	ELECTRIC ANY		07/24/2025	ACTIVE	

## Create an Expense Report

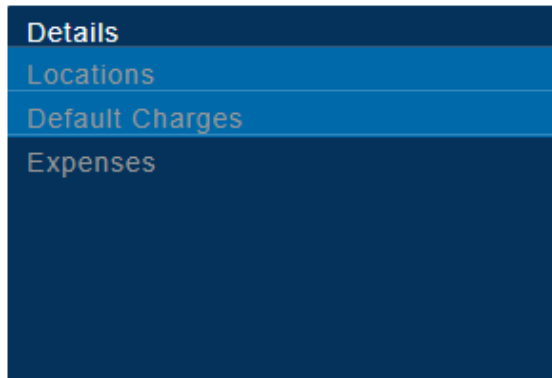
### Login to Costpoint

### Go to Time & Expense>Expense>Expense Reports>Expense Report



If you have no unsubmitted expense reports (Draft status), Costpoint will automatically start a new expense report for you.  
If you have an unsubmitted expense report, Costpoint will automatically open that expense report.

To create an expense report and generate an expense report number, the following four screens must be completed:



On the **Details** screen, the following fields populate and can be modified:

Your employee ID and name (field labeled as Resource)

Current date (do not modify)

Type (expense report type)

To\* (travel/expense end date)

Complete required fields\*:

**Description** (brief description to help you easily locate the expense report later, if needed)

**From\*** (travel/expense start date)

**To\*** (travel/expense end date)

**Purpose\*** (must be a purpose for travel/expense to justify the expenses as necessary for business)

When finished, click Continue at bottom right

The screenshot displays the 'Details' screen of an expense report system. The top navigation bar includes buttons for 'New Expense Report', 'Delete', and a table view selector. The main form area is divided into two sections: a top summary section and a larger 'Details' section. The summary section contains fields for Report ID, Date, Status (Draft), Description (create an ER guide), Resource (590933), Revision (0), Correction (0), Total To Me (0.00), Payment Received (0.00), and Currency (USD). The 'Details' section, which is currently expanded, contains fields for Resource (590933), Date (07/07/2025), Type (Company 13 Expense Report), Description (create an ER guide), From (07/07/2025), To (07/11/2025), and Purpose (Create an ER guide). A sidebar on the left lists navigation options: Details, Locations, Default Charges, and Expenses. The 'Continue' button at the bottom right is highlighted in green.

Field	Value
Report ID	
Date	
Status	Draft
Description	create an ER guide
Resource	590933
Revision	0
Correction	0
Total To Me	0.00
Payment Received	0.00
Currency	USD

Field	Value
Resource *	590933
Date *	07/07/2025
Type *	Company 13 Expense Report
Description *	create an ER guide
From *	07/07/2025
To *	07/11/2025
Purpose *	Create an ER guide

On the **Locations** screen, click Add Location>manually add the country to where you traveled, then click Apply.

If the country is traveled to often, mark the box to the left of the row then select Add to Favorites to use the location on future expense reports.

If recording one location, click Continue at bottom right

Time & Expense > Expense > Expense Reports > Expense Report

Report ID

Description

create an ER guide

Revision

0

Total To Me

0.00

Date

Resource

590933

Correction

0

Payment Received

0.00

Status

Draft

Currency

USD

Details

Locations

Default Charges

Expenses

Add Location

Delete

Add To Favorites

Delete Favorites

<input type="checkbox"/>	Location	Start Date *	End Date *	Comment
<input checked="" type="checkbox"/>	Slovakia	07/07/2025	07/11/2025	

Instruction Text

Exit

Back

Continue

If recording more than one location to the expense report:

After recording the first location, click the dark blue Add Location button>manually record additional locations>click Apply

Revise the Start and End dates for all locations>revise the End date of the first location before revising the Start date of the second location>click Continue at bottom right

Time & Expense > Expense > Expense Reports > Expense Report

Report ID

Description

create an ER guide

Revision

0

Total To Me

0.00

Date

Resource

590933

Correction

0

Payment Received

0.00

Status

Draft

Currency

USD

Details

Locations

Default Charges

Expenses

Add LocationDelete

Add To FavoritesDelete Favorites

<input checked="" type="checkbox"/>	Location	Start Date*	End Date*	Comment
<input checked="" type="checkbox"/>	Slovakia	07/07/2025	07/09/2025	
<input checked="" type="checkbox"/>	Poland	07/09/2025	07/11/2025	

Instruction Text

Exit

Back

Continue



On the **Default Charges** screen:

1) Click in the Charge field>type some of your project code in the field to narrow the search results for the code, then select the project code from the list that appears below the field.

If you do not know your project code:

2) Click the magnifying glass/search icon in the field to use your Charge Tree to select the project code:

Click + on the applicable row to expand that branch of your charge tree>continue selecting + on each applicable row until you find your project code (no more + symbols available to click)>click the dark blue Select button to add the project code to your expense report.

**Note:** if you need to go to a prior branch in your charge tree, click the name of the branch near the yellow folder

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: [ ] Description: create an ER guide Revision: 0 Total To Me: 0.00  
Date: [ ] Resource: 590933 Correction: 0 Payment Received: 0.00  
Status: Draft Currency: USD

Details [✓]  
Locations [✓]  
Default Charges  
Expenses

Add Charge Delete  
Add to Favorites

ID	Charge Type*	Charge*	Description	Default Allocation %
1	Charge Project			100.00

Lookup [Query] [X]

- Co 01 Amentum-Restr-USD
  - INDIRECT
    - GENERAL & ADMINISTRATIVE
      - GA-SS AP DHW/MRL
        - GA-ACCOUNTS PAYABLE

Charge/Branch Description	Charge Branch Code	Charge Project
GA-ACCOUNTS PAYABLE	ADMN: 0000	ADMI: 0000

Select Cancel

Exit Back Save Report

Project code added to the expense report:

Time & Expense > Expense > Expense Reports > Expense Report

→

✕

Report ID

Description

create an ER guide

Revision

0

Total To Me

0.00

Date

Resource

590933

Correction

0

Payment Received

0.00

Status

Draft

Currency

USD

Details

Locations

Default Charges

Expenses

Add Charge

Delete

Add to Favorites

✓	ID	Charge Type*	Charge*	Description	Default Allocation %
→	1	Charge Project	ADMN 0000	GA-ACCOUNTS PAYABLE	100.00

Instruction Text

Exit

Back

Save Report

If recording multiple project codes to an expense report:

After recording the first project code, click the dark blue Add Charge button>type in the project code or use the charge tree to record additional project codes.

- A) The Default Allocation % field can remain at 100.00 for the first project code and 0.00 for all other project codes, then amount or percent allocations can be specified as each expense is recorded **OR**
- B) The Default Allocation % can be modified on this screen if expenses will be split by a known percentage.

When finished adding project codes, click Save Report at bottom right to generate the ER number

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: [ ] Description: create an ER guide Revision: 0 Total To Me: 0.00  
Date: [ ] Resource: 590933 Harris, Gloria Correction: 0 Payment Received: 0.00  
Status: Draft Currency: USD

Details ✓  
Locations ✓  
Default Charges  
Expenses

Add Charge Delete  
Add to Favorites

ID	Charge Type *	Charge *	Description	Default Allocation %
1	Charge Project	ADMN 0000	GA-ACCOUNTS PAYABLE	100.00
2	Charge Project	2:	Support	0.00

Exit Back Save Report

Report ID: [ ] Description: create an ER guide Revision: 0 Total To Me: 0.00  
 Date: 07/07/2025 Resource: 590933 Correction: 0 Payment Received: 0.00  
 Status: Draft Currency: USD

Void

- Details ✓
- Locations ✓
- Default Charges
- Expenses

Add Charge Delete

Add to Favorites

ID	Charge Type *	Charge *	Description	Default Allocation %
1	Charge Project	ADMN 0000	GA-ACCOUNTS PAYABLE	75.00
2	Charge Project	01	Support	25.00

[Instruction Text](#)

Exit

Back

Continue

The expense report is saved when you see the expense report number at top left of the expense report. At this point, if the expenses need to be recorded later, the expense report can be closed.

Time & Expense > Expense > Expense Reports > Expense Report

New Expense Report X

Report ID: ER00212478 Description: create an ER guide Revision: 0 Total To Me: 0.00  
Date: 07/07/2025 Resource: 590933 Correction: 0 Payment Received: 0.00  
Status: Draft Currency: USD

Void

Details ✓  
Locations ✓  
Default Charges ✓  
Expenses

Add Claimed Expense Copy Delete Edit Expense

Expense ID	Expense Type	Expense Date	Payment Method	Amount	Transaction Currency	Short Description
------------	--------------	--------------	----------------	--------	----------------------	-------------------

Exit Back


## Home Dashboard

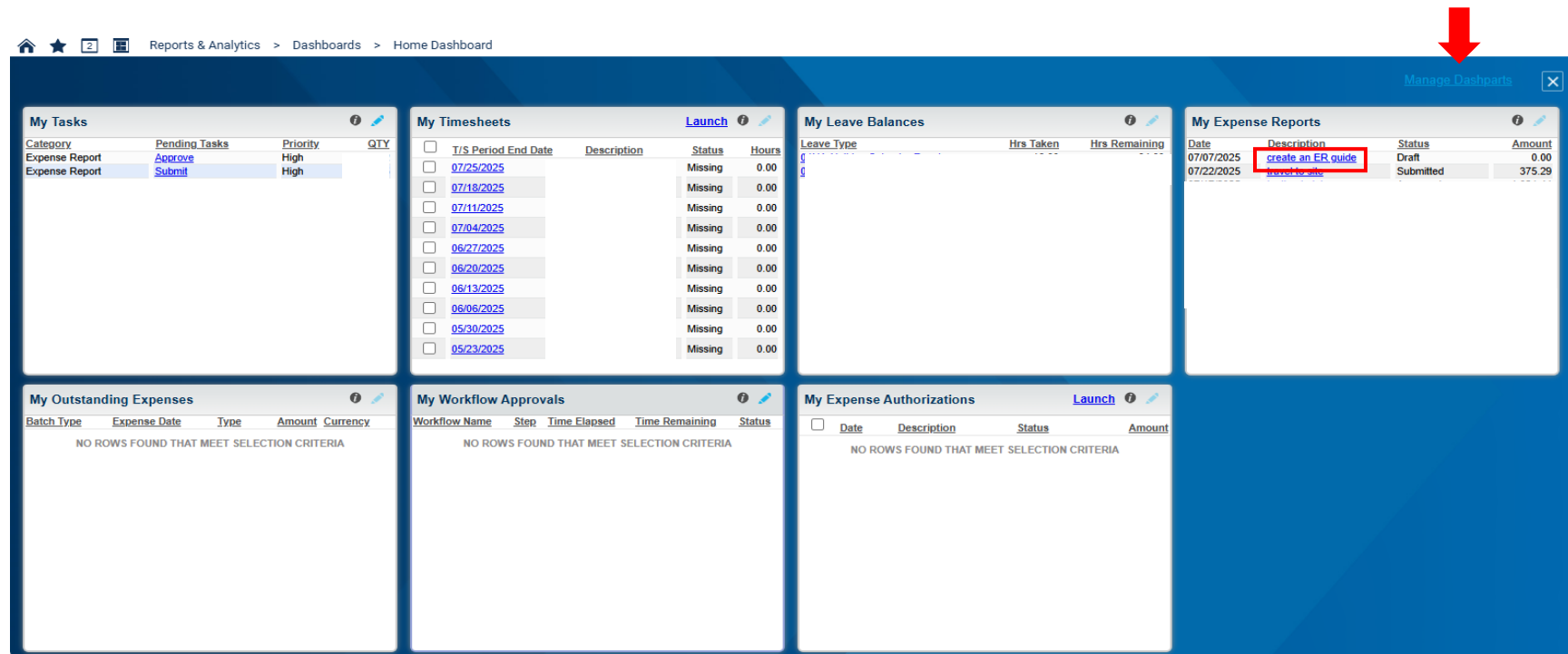
To re-open the expense report, or open any of your 10 most recent expense reports, go to your home dashboard/top left house icon 

On the home dashboard, you should see up to 7 sections. If you do not see the My Expense Reports section, reduce the zoom to 75-80%.

If the status of the expense report is incorrect, click the Refresh icon to update the dashboard.

Click on the blue description of the expense report to open it.

To rearrange the order of the sections, use [Manage Dashparts](#) at top right. 



The screenshot shows the Home Dashboard interface. At the top right, there is a "Manage Dashparts" button with a red arrow pointing to it. The dashboard contains several sections:

- My Tasks**: A table with columns for Category, Pending Tasks, Priority, and QTY. It lists "Expense Report" with "Approve" and "Submit" tasks, both with a "High" priority.
- My Timesheets**: A table with columns for T/S Period, End Date, Description, Status, and Hours. It lists several dates from 07/25/2025 down to 05/23/2025, all with a "Missing" status and 0.00 hours.
- My Leave Balances**: A table with columns for Leave Type, Hrs Taken, and Hrs Remaining. It is currently empty.
- My Expense Reports**: A table with columns for Date, Description, Status, and Amount. It lists two reports: one from 07/07/2025 with a "Draft" status and 0.00 amount, and another from 07/22/2025 with a "Submitted" status and 375.29 amount. The description "create an ER guide" is highlighted with a red box.
- My Outstanding Expenses**: A table with columns for Batch Type, Expense Date, Type, Amount, and Currency. It is empty with the message "NO ROWS FOUND THAT MEET SELECTION CRITERIA".
- My Workflow Approvals**: A table with columns for Workflow Name, Step, Time Elapsed, Time Remaining, and Status. It is empty with the message "NO ROWS FOUND THAT MEET SELECTION CRITERIA".
- My Expense Authorizations**: A table with columns for Date, Description, Status, and Amount. It is empty with the message "NO ROWS FOUND THAT MEET SELECTION CRITERIA".

## Record Expenses

On the **Expenses** screen: click Add Claimed Expense

Time & Expense > Expense > Expense Reports > Expense Report

Report ID  
ER00212478

Date  
07/07/2025

Status  
Draft

Void

Description  
create an ER guide

Resource  
590933

Revision  
0

Correction  
0

Total To Me  
0.00

Payment Received  
0.00

Currency  
USD

Details ✓

Locations ✓

Default Charges ✓

Expenses

Add Claimed Expense

Copy

Delete

Edit Expense

Expense ID	Expense Type	Expense Date	Payment Method	Amount	Transaction Currency
------------	--------------	--------------	----------------	--------	----------------------

Exit

Back

\*Any expense being recorded must have a Category, Expense Type, Expense Incurred amount, Expense Charge Type and required receipts/supporting documents. Depending on the expense type, there may be other required fields to complete.

**\*This guide will show expenses being claimed for a UK employee whose business travel was in the UK\***

## Airfare:

On the **Expense Type** screen: select the Category>then Expense Type>then Continue:

Home

Star

2

Calendar

Time & Expense > Expense > Expense Reports > Expense Report

Add Claimed Expense

Copy

Delete

1 of 1 New

Table

Report ID

ER00212478

Description

create an ER guide

Report Start

07/07/2025

Report End

07/11/2025

Expense ID

1

Expense Type

UK Airfare

Expense Date

07/11/2025

Expense Amount

0.00

Expense Type

Expense Details

Expense Amount

Charge Allocations Under Ceiling

Expense Attachments

Use lookup below to select the type of expense you are claiming.

Category \*

Airfare

Expense Type \*

UK Airfare

Exit

Back

Continue



On the **Expense Details** screen: complete all required fields \*, then Continue

For expenses other than airfare, lodging and rental car: revise the Expense Date to match the receipt date.

Time & Expense > Expense > Expense Reports > Expense Report

Expense Type ✓

Expense Details

Expense Amount

Charge Allocations Under Ceiling

Expense Attachments

Report IDER00212478

Descriptioncreate an ER guide

Report Start07/07/2025

Report End07/11/2025

Expense ID1

Expense TypeUK Airfare

Expense Date07/11/2025

Expense Amount0.00

Please enter details about the expense you are claiming.

Expense Date \*07/11/2025

Departure Date \*07/07/2025

Return Date \*07/11/2025

Merchant

Short DescriptionUK AIR/07/11/2025

Ticket Number \*8675309

Comments

Instruction Text

Exit

Back

Continue

On the **Expense Amount** screen: complete all required fields \*, then Continue

**Payment Method:**

Employee Paid: if the expense is reimbursable to you

Elavon VISA: if the expense was charged to your company credit card. (You will not be reimbursed for the expense.)

**Transaction Currency:** must be your country's currency if there is a VAT

**Expense Incurred:** total amount of the expense

**Personal:** portion of the expense incurred is not business-related. If the entire expense is business-related, leave the field as 0.00

**Unallowable:** portion of the expense incurred amount that is not allowed to be charged/billed to the project. (Unallowable expenses are reimbursable to you.) If the entire expense is billable to the project, leave the field as 0.00

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: ER00212478 Description: create an ER guide Report Start: 07/07/2025 Report End: 07/11/2025  
Expense ID: 1 Expense Type: UK Airfare Expense Date: 07/11/2025 Expense Amount: 500.00

Expense Type ✓  
Expense Details ✓  
Expense Amount  
Charge Allocations Under Ceiling  
Charge Allocations Unallowable  
Expense Attachments

Please enter the total incurred amount and break out any personal or unallowable portion if needed on the expense report.

Payment Method *	Elavon VISA	Exchange Rate *	1.32655
Transaction Currency *	Pound Sterling (GBP)	Reimbursable Pay Amount	596.95 USD
Expense Incurred *	500.00		
[ - ] Personal *	50.00		
Unallowable *	100.00		
[ - ] Non-Reimbursable	0.00		
Reimbursable Expense	450.00		
Ceiling	0.00		

Instruction Text

Exit Back Continue

For every expense being recorded, the employee must identify how to allocate the expense (Expense Charge Type field which populates the GL acct). Sometimes, the expense charge type field will automatically populate because there is only one GL account setup for the expense type.

In the **Expense Charge Type** field, the drop-down will display the following list:

**##0 (500, 650, 700, 730, 750, 800, 810, 830, 850):** Will allocate the entire expense as **Direct/Allowable** charge (allowable by/billable to the customer and reimbursable to the employee)

**502:** Will allocate the entire expense as **Unbillable** (unbillable to the customer, but a necessary business expense reimbursable to the employee)

**#09 (509, 709, 809):** Will allocate the entire expense as **Unallowable** (not billable/not allowable, but a necessary business expense reimbursable to the employee)

**Expense charge type beginning with a letter:** Splits the allocation for the expense by allocating the under-ceiling portion of the expense to allowable and allocating the over ceiling or unallowable portion of the expense to unallowable.

On the **Charge Allocations Under Ceiling** screen: click in the Expense Charge Type field>click the magnifying glass>select the expense charge type, then Continue

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: ER00212478 Description: create an ER guide Report Start: 07/07/2025 Report End: 07/11/2025  
Expense ID: 1 Expense Type: UK Airfare Expense Date: 07/11/2025 Expense Amount: 500.00

Expense Type ✓  
Expense Details ✓  
Expense Amount ✓  
**Charge Allocations Under Ceiling**  
Charge Allocations Unallowable  
Expense Attachments

Add Charge Allocate By Amount

Allocation ID	Percentage	Amount	Expense Charge Type	Description	Charge Project	Account	Org	Expense Reference Code
1	75.00	262.50	800-AIR IWO ALLOWABLE	GA-ACCOUNTS PAYABLE	ADMN.1	.00000	800-330-104	10.7
2	25.00	87.50	DIRECT-AIR TRAVEL	Support	2	1	500-330-104	10.1

[Instruction Text](#)

Exit Back Continue

In this example, since a portion of the expense was recorded as unallowable, Costpoint added a Charge Allocations Unallowable screen. The Charge Type on this screen cannot be selected or modified.

The unallowable portion of the expense must be allocated from the Charge Allocations Under Ceiling screen.

Time & Expense > Expense > Expense Reports > Expense Report

Report IDER00212478Descriptioncreate an ER guideReport Start07/07/2025Report End07/11/2025Expense ID1Expense TypeUK AirfareExpense Date07/11/2025Expense Amount500.00

Expense Type✓Expense Details✓Expense Amount✓Charge Allocations Under Ceiling✓Charge Allocations UnallowableExpense Attachments

Allocation ID	Percentage	Amount	Charge Type	Description	Account	Org	Charge Project	Expense Reference Code
1	75.00	75.00	800-AIR IWO ALLOWABLE	GA-ACCOUNTS PAYABLE	800-330-104		ADMN. 00000	
2	25.00	25.00	DIRECT-AIR TRAVEL	Support	509-330-104		2 1	

ExitBackContinue

On the **Expense Attachments** screen: click the dark blue Attach button to upload the receipts and required documents. Then click Choose File to locate the receipt file on your desktop>select the file>click Open>click Upload>click Save Expense

### Receipt files:

Multiple receipts can be attached to one expense, if needed. They must be attached individually. **OR**

You can combine all receipts into one file on your desktop, then attach one receipt file to the first expense that requires a receipt. For all additional expenses which require receipts, you can use the Missing button with a reason of NA since you already attached the combined file to the first expense.

The screenshot shows the 'Expense Attachments' screen in the Amentum system. The sidebar on the left contains navigation links: Expense Type, Expense Details, Expense Amount, Charge Allocations Under Ceiling, Charge Allocations Unallowable, and Expense Attachments. The main content area displays a form for an expense report. At the top, there are fields for Report ID (ER00212478), Description (create an ER guide), Report Start (07/07/2025), Report End (07/11/2025), Expense ID (1), Expense Type (UK Airfare), Expense Date (07/11/2025), and Expense Amount (500.00). Below these fields is a table with columns for Attachment Type and Attachment. A 'File Upload' dialog box is open in the center, showing a 'Choose File' button highlighted with a red box. The dialog also has fields for File Name and Description, and buttons for Upload and Close. In the background, there are buttons for Attach, Missing, and View, with a red arrow pointing to the Attach button. At the bottom right, there are buttons for Exit, Back, and Save Expense, with the Save Expense button highlighted with a red box.

After saving an expense, Costpoint goes back to the main expenses screen. Repeat the steps to record all business expenses.

## Lodging:

### Expense Type:

[Home](#) [Star](#) [3](#) [Print](#) Time & Expense > Expense > Expense Reports > Expense Report

Add Claimed Expense

Copy ▼

Delete

1 of 1 New

Table

Report ID

ER00212478

Description

create an ER guide

Report Start

07/07/2025

Report End

07/11/2025

Expense ID

2

Expense Type

UK Lodging - With VAT

Expense Date

07/11/2025

Expense Amount

0.00

Expense Type

Expense Details

Room Rates

Expense Amount

Taxes

Charge Allocations Under Ceiling

Expense Attachments

Use lookup below to select the type of expense you are claiming.

Category \*

Lodging

Expense Type \*

UK Lodging - With VAT

Exit

Back

Continue

## Expense Details: Data recorded when the expense report was created populates into the fields

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: ER00212478 Description: create an ER guide Report Start: 07/07/2025 Report End: 07/11/2025

Expense ID: 2 Expense Type: UK Lodging - With VAT Expense Date: 07/11/2025 Expense Amount: 0.00

**Expense Type** ✓

**Expense Details**

Room Rates

Expense Amount

Taxes

Charge Allocations Under Ceiling

Expense Attachments

Please enter details about the expense you are claiming.

Expense Date\* 07/11/2025 Number of Nights 4 ☐ Late Check Out

Check-in Date 07/07/2025

Check-out Date 07/11/2025

Merchant

Short Description UKLODGWVAT/07/11/2025

Comments

[Instruction Text](#)

Exit Back Continue



### Room Rates:

Record the room rate and tax rate for the first night of lodging

To avoid manually recording lodging rates/taxes for extended travel:

Click the blue arrow next to the first date>right click on the blue box>select either option that appears

If this feature is used, individual fields can still be modified

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: ER00212478 Description: create an ER guide Report Start: 07/07/2025  
Expense ID: 2 Expense Type: UK Lodging - With VAT Expense Date: 07/11/2025

Expense Type ✓  
Expense Details ✓  
Room Rates  
Expense Amount  
Taxes  
Charge Allocations Under Ceiling  
Expense Attachments

Date	Room Rate	Tax Rate	Personal	Total Room/Tax
07/07/2025	100.00	10.00	<input type="checkbox"/>	110.00
Copy to next night	0.00	0.00	<input type="checkbox"/>	0.00
Copy room rates to remaining nights	100.00	10.00		110.00

Remember the total in the bottom right column. It needs to be recorded as the Expense Incurred on the Expense Amount screen

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: ER00212478 Description: create an ER guide Report Start: 07/07/2025  
Expense ID: 2 Expense Type: UK Lodging - With VAT Expense Date: 07/11/2025

Expense Type ✓  
Expense Details ✓  
Room Rates  
Expense Amount  
Taxes  
Charge Allocations Under Ceiling

Date	Room Rate	Tax Rate	Personal	Total Room/Tax
07/07/2025	100.00	10.00	<input type="checkbox"/>	110.00
07/08/2025	100.00	10.00	<input type="checkbox"/>	110.00
	400.00	40.00		440.00

Expense Amount: Select the Payment Method>be sure the Transaction Currency is correct>record the Expense Incurred, then Continue

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: ER00212478 Description: create an ER guide Report Start: 07/07/2025 Report End: 07/11/2025  
Expense ID: 2 Expense Type: UK Lodging - With VAT Expense Date: 07/11/2025 Expense Amount: 440.00

Expense Type ✓  
Expense Details ✓  
Room Rates ✓  
Expense Amount  
Taxes  
Charge Allocations Under Ceiling  
Charge Allocations Tax1  
Expense Attachments

Please enter the total incurred amount and break out any personal or unallowable portion if needed on the expense report.

Payment Method *	Employee Paid	Exchange Rate *	1.32655
Transaction Currency *	Pound Sterling (GBP)	Other Expenses	0.00
Expense Incurred *	440.00	Reimbursable Pay Amount	583.68 USD
[-] Personal *	0.00		
Unallowable *	0.00		
[-] Non-Reimbursable	0.00		
Reimbursable Expense	440.00		
Ceiling	0.00		

Recalculate

Instruction Text

Exit Back Continue

Taxes: this screen appears when an expense type with VAT is selected as the expense type - **please do not modify the VAT amount for any expense**

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: ER00212478 Description: create an ER guide Report Start: 07/07/2025 Report End: 07/11/2025  
Expense ID: 2 Expense Type: UK Lodging - With VAT Expense Date: 07/11/2025 Expense Amount: 440.00

Expense Type ✓  
Expense Details ✓  
Room Rates ✓  
Expense Amount ✓  
**Taxes**  
Charge Allocations Under Ceiling  
Charge Allocations Tax1  
Expense Attachments

Please enter any tax amount that was incurred for this expense.

Type: VAT Taxable  
Schedule\*: UK VAT  
UK VAT: GBP 73.33  
Total Tax: GBP 73.33

[Instruction Text](#)

Exit Back Continue

Charge Allocations Under Ceiling: remember to select an Expense Charge Type for every expense being recorded

[Home](#) [★](#) [3](#) [Time & Expense](#) > [Expense](#) > [Expense Reports](#) > [Expense Report](#)

---

→ ✕

Report ID	ER00212478	Description	create an ER guide		Report Start	07/07/2025	Report End	07/11/2025
Expense ID	2	Expense Type	UK Lodging - With VAT		Expense Date	07/11/2025	Expense Amount	440.00

Add Charge
Allocate By Amount

	Allocation ID	Percentage	Amount	Expense Charge Type	Description	Charge Project	Account	Org	Expense Reference Code
<input checked="" type="checkbox"/>									
→	1	0.00	0.00		GA-ACCOUNTS PAYABLE	ADMIN	.00000		
→	2	100.00	366.67	UK Lodging with VAT Direct	Support	2	J1	500-330-106	9

[Instruction Text](#)

Charge Allocations Tax1: because an expense type with a VAT was selected, an expense Charge Type must be selected for the VAT amount, too

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: ER00212478 Description: create an ER guide Report Start: 07/07/2025 Report End: 07/11/2025  
Expense ID: 2 Expense Type: UK Lodging - With VAT Expense Date: 07/11/2025 Expense Amount: 440.00

Expense Type ✓  
Expense Details ✓  
Room Rates ✓  
Expense Amount ✓  
Taxes ✓  
Charge Allocations Under Ceiling ✓  
Charge Allocations Tax1  
Expense Attachments

Allocation ID	Percentage	Amount	Charge Type	Description	Charge Project	Account	Org	Expense Reference Code
1	0.00	0.00		GA-ACCOUNTS PAYABLE	ADMIN	.00000		
2	100.00	73.33	UK Lodging with VAT Direct	Support	2	1	500-330-106	1 9

Exit Back Continue

Expense Attachments: after attaching the receipt file (or marking it missing because a combined file was attached to a previous expense), remember to Save Expense

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: ER00212478 Description: create an ER guide Report Start: 07/07/2025 Report End: 07/11/2025  
Expense ID: 2 Expense Type: UK Lodging - With VAT Expense Date: 07/11/2025 Expense Amount: 440.00

Expense Type ✓  
Expense Details ✓  
Room Rates ✓  
Expense Amount ✓  
Taxes ✓  
Charge Allocations Under Ceiling ✓  
Charge Allocations Tax1 ✓  
Expense Attachments

Query ▼

Attachment Type	Description	Required	Attached	Missing	Reason for Missing Attachment	Attachment	Storage Location	Original File Name
Expense Receipt(s)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1 file	TEINTERFACERECEIPTS	Jpg receipt 626 and 627.jpg

Attach Missing View  
[Instruction Text](#)

Exit Back Save Expense

## Expenses screen shows saved expenses

Time & Expense > Expense > Expense Reports > Expense Report

New Expense Report

Report ID:  Description:  Revision:  Total To Me:

Date:  Resource:  Correction:  Payment Received:

Status:  Currency:

Void

Details

Locations

Default Charges

Expenses

Add Claimed Expense Copy Delete Edit Expense

Expense ID	Expense Type	Expense Date	Payment Method	Amount	Transaction Currency	Short Description	# Of Passengers	Rate	Fuel Receipt Amount
1	Airfare - UK Airfare	07/11/2025	Elavon VISA	500.00	Pound Sterling (GBP)	UK AIR/07/11/2025			
2	Lodging - UK Lodging - With VAT	07/11/2025	Employee Paid	440.00	Pound Sterling (GBP)	UKLODGWVAT/07/11/2025			

Submit

Exit

Back

## Mileage:

### Expense Type: example UK Mileage

Time & Expense > Expense > Expense Reports > Expense Report

Add Claimed Expense

Copy

Delete

1 of 1 New

Table

Report IDER00212478

Descriptioncreate an ER guide

Report Start07/07/2025

Report End07/11/2025

Expense ID3

Expense TypeUK Mileage

Expense Date07/11/2025

Expense Amount0.00

Expense Type

Expense Details

Details (Other)

Expense Amount

Charge Allocations Under Ceiling

Use lookup below to select the type of expense you are claiming.

Category \*Mileage


Expense Type \*UK Mileage

Exit

Back

Continue

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 amentum



Expense Details: The Expense Date must be the fuel receipt date>select the Vehicle># of Passengers>be sure to record the Fuel Receipt Amount

Note: You are being reimbursed for mileage. The fuel receipt amount is required for the mileage reimbursement, but you will not be reimbursed for the fuel amount.

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: ER00212478 Description: create an ER guide Report Start: 07/07/2025 Report End: 07/11/2025  
Expense ID: 3 Expense Type: UK Mileage Expense Date: 07/09/2025 Expense Amount: 0.00

Expense Type ☒

Expense Details

Details (Other)

Expense Amount

Charge Allocations Under Ceiling

Please enter details about the expense you are claiming.

Expense Date \* 07/09/2025 Number of Days 1

Start Date 07/09/2025

End Date 07/09/2025

Merchant

Short Description UKMILE/07/09/2025

Comments

Vehicle MAIN CAR

# Of Passengers 1 Fuel Receipt Amount 50.00

Rate 0.50

Instruction Text

Exit Back Continue

Details (Other): Record the number of miles

Note: Rate per # of Miles is the current reimbursement rate per mile and will populate into the field

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: ER00212478 Description: create an ER guide Report Start: 07/07/2025 Report End: 07/11/2025  
Expense ID: 3 Expense Type: UK Mileage Expense Date: 07/09/2025 Expense Amount: 50.00

Expense Type ✓  
Expense Details ✓  
Details (Other)  
Expense Amount  
Charge Allocations Under Ceiling

Please enter the other details about the expense you are claiming.

Number of # of Miles *	100.00000
Personal # of Miles *	0.00000
Total	100.00000
Rate per # of Miles	0.50000

Instruction Text

Exit Back Continue

Expense Amount: Payment Method should be Employee Paid>be sure the Transaction Currency is correct>Expense Incurred calculates and populates based on data recorded on the previous screen

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: ER00212478 Description: create an ER guide Report Start: 07/07/2025 Report End: 07/11/2025  
Expense ID: 3 Expense Type: UK Mileage Expense Date: 07/09/2025 Expense Amount: 50.00

Expense Type ✓  
Expense Details ✓  
Details (Other) ✓  
Expense Amount  
Charge Allocations Under Ceiling

Please enter the total incurred amount and break out any personal or unallowable portion if needed on the expense report.

Payment Method *	Employee Paid	Exchange Rate *	1.00
Transaction Currency		VAT Bank Balance	
Expense Incurred	50.00	Reimbursable Pay Amount	50.00 USD
[-] Personal	0.00		
Unallowable *	0.00		
[-] Non-Reimbursable	0.00		
Reimbursable Expense	50.00		
Ceiling	0.00		

[Instruction Text](#)

Exit Back Continue

## Charge Allocations Under Ceiling: select the Expense Charge Type

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: ER00212478 Description: create an ER guide Report Start: 07/07/2025 Report End: 07/11/2025  
Expense ID: 3 Expense Type: UK Mileage Expense Date: 07/09/2025 Expense Amount: 50.00

Expense Type ✓  
Expense Details ✓  
Details (Other) ✓  
Expense Amount ✓  
Charge Allocations Under Ceiling

Add Charge Allocate By Amount

	Allocation ID	Percentage	Amount	Expense Charge Type	Description	Charge Project	Account	Org	Expense Reference Code
→	1	75.00	37.50	800-OTHER TRAVEL ALLO	GA-ACCOUNTS PAYABLE	ADMIN .00000	800-330-113	3	
→	2	25.00	12.50	500-Direct Other Travel Lon	Support	2 1	500-330-113	3	

[Instruction Text](#)

Exit Back Save Expense

## Meals:

### Expense Type: example UK Meal with VAT

[Home](#) [Star](#) [3](#) [Calendar](#) Time & Expense > Expense > Expense Reports > Expense Report

Add Claimed ExpenseCopy▼Delete1 of 1 NewTable

Report IDER00212478Expense ID4

Descriptioncreate an ER guideExpense TypeUK Meal - With VAT

Report Start07/07/2025Expense Date07/11/2025

Report End07/11/2025Expense Amount0.00

Expense TypeExpense DetailsMeal DetailExpense AmountTaxesCharge Allocations Under CeilingExpense Attachments


Use lookup below to select the type of expense you are claiming.

Category \*Meals

Expense Type \*UK Meal - With VAT

ExitBackContinue

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 amentum

Expense Details: be sure the Meals Currency is correct

Note: Individual employee meals expense types will pull in the From and To dates recorded when the expense report was created

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: ER00212478 Description: create an ER guide Report Start: 07/07/2025 Report End: 07/11/2025  
Expense ID: 4 Expense Type: UK Meal - With VAT Expense Date: 07/11/2025 Expense Amount: 0.00

Expense Type ☒

Expense Details

Meal Detail

Expense Amount

Taxes

Charge Allocations Under Ceiling

Expense Attachments

Please enter details about the expense you are claiming.

Expense Date: 07/11/2025 Meals Currency\*: Pound Sterling (GBP) Number of Days: 5

Start Date\*: 07/07/2025

End Date\*: 07/11/2025

Merchant:

Short Description: UKMLVAT/07/11/2025

Comments:

Instruction Text

Exit Back Continue

Meal Detail: Mark the box in the Select column for the dates meal expenses will be recorded>record incurred expenses in the fields  
 Note: If someone else paid for a meal, be sure to uncheck the individual meal box

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: ER00212478 Description: create an ER guide Report Start: 07/07/2025 Report End: 07/11/2025  
 Expense ID: 4 Expense Type: UK Meal - With VAT Expense Date: 07/11/2025 Expense Amount: 160.00

Expense Type ✓  
 Expense Details ✓  
**Meal Detail**  
 Expense Amount  
 Taxes  
 Charge Allocations Under Ceiling  
 Charge Allocations Tax1  
 Expense Attachments

Currency: GBP  
 Subtotal: 160.00  
 [-]Deduction: 0.00  
 Total: 160.00

[Meal Details](#) [Instruction Text](#)

✓	Select	Date	Breakfast	Breakfast Amount	Lunch	Lunch Amount	Dinner	Dinner Amount	Incidental	Incidental Amount	Personal Amount *	Unallowable Amount *
→	<input checked="" type="checkbox"/>	07/07/2025	<input checked="" type="checkbox"/>	20.00	<input checked="" type="checkbox"/>	25.00	<input checked="" type="checkbox"/>	50.00	<input checked="" type="checkbox"/>	5.00	0.00	0.00
→	<input checked="" type="checkbox"/>	07/08/2025	<input checked="" type="checkbox"/>	10.00	<input checked="" type="checkbox"/>	15.00	<input checked="" type="checkbox"/>	30.00	<input checked="" type="checkbox"/>	5.00	0.00	0.00

Exit Back Continue

Expense Amount: Select the Payment Method>be sure the Transaction Currency is correct>Expense Incurred populates from the previous screen

Time & Expense > Expense > Expense Reports > Expense Report

Report ID

ER00212478

Description

create an ER guide

Report Start

07/07/2025

Report End

07/11/2025

Expense ID

4

Expense Type

UK Meal - With VAT

Expense Date

07/11/2025

Expense Amount

160.00

Expense Type

Expense Details

Meal Detail

Expense Amount

Taxes

Charge Allocations Under Ceiling

Charge Allocations Tax1

Expense Attachments

Please enter the total incurred amount and break out any personal or unallowable portion if needed on the expense report.

Payment Method \*

Employee Paid

Transaction Currency

Pound Sterling (GBP)

Expense Incurred

160.00

Unallowable

0.00

[ ] Non-Reimbursable

0.00

Reimbursable Expense

160.00

Ceiling

0.00

Exchange Rate \*

1.32655

Reimbursable Pay Amount

212.25

USD

Instruction Text

Exit

Back

Continue



## Taxes:

[Home](#) [★](#) [3](#) [📄](#) [Time & Expense](#) > [Expense](#) > [Expense Reports](#) > [Expense Report](#)

→

X

Report IDER00212478Descriptioncreate an ER guideReport Start07/07/2025Report End07/11/2025Expense ID4Expense TypeUK Meal - With VATExpense Date07/11/2025Expense Amount160.00

Expense Type✓

Expense Details✓

Meal Detail✓

Expense Amount✓

Taxes

Charge Allocations Under Ceiling

Charge Allocations Tax1

Expense Attachments

Please enter any tax amount that was incurred for this expense.

TypeVAT Taxable

Schedule \*UK VAT

UK VATGBP26.67

Total TaxGBP26.67

Instruction Text

Exit

Back

Continue

## Charge Allocations Under Ceiling: select the Expense Charge Type

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: ER00212478 Description: create an ER guide Report Start: 07/07/2025 Report End: 07/11/2025

Expense ID: 4 Expense Type: UK Meal - With VAT Expense Date: 07/11/2025 Expense Amount: 160.00

Expense Type ✓  
Expense Details ✓  
Meal Detail ✓  
Expense Amount ✓  
Taxes ✓  
Charge Allocations Under Ceiling  
Charge Allocations Tax1  
Expense Attachments

Add Charge Allocate By Amount

Allocation ID	Percentage	Amount	Expense Charge Type	Description	Charge Project	Account	Org	Expense Reference Code
1	0.00	0.00		GA-ACCOUNTS PAYABLE	ADMN .00000			
2	100.00	133.33	UK Meal With VAT Direct	Support	2 1	500-330-103		

[Instruction Text](#)

Exit Back Continue

Charge Allocations Tax1: select the expense Charge Type for the VAT, too

Time & Expense > Expense > Expense Reports > Expense Report

Report IDER00212478Descriptioncreate an ER guideReport Start07/07/2025Report End07/11/2025Expense ID4Expense TypeUK Meal - With VATExpense Date07/11/2025Expense Amount160.00

Expense Type✓Expense Details✓Meal Detail✓Expense Amount✓Taxes✓Charge Allocations Under Ceiling✓Charge Allocations Tax1Expense Attachments

Allocation ID	Percentage	Amount	Charge Type	Description	Charge Project	Account	Org	Expense Reference Code
1	0.00	0.00		GA-ACCOUNTS PAYABLE	ADMIN.....00000			
2	100.00	26.67	UK Meal With VAT Direct	Support	2.1	500-330-103	19	

ExitBackContinue

Expense Attachments: attach the receipt, then Save Expense

Example: If the receipt is being marked as missing, because the receipt was not obtained, the Missing Receipt Form is required. This does not apply if the receipt is in a combined file, attached to another expense.

Time & Expense > Expense > Expense Reports > Expense Report

Report ID: ER00212478    Description: create an ER guide    Report Start: 07/07/2025    Report End: 07/11/2025  
Expense ID: 4    Expense Type: UK Meal - With VAT    Expense Date: 07/11/2025    Expense Amount: 160.00

Expense Type ✓  
Expense Details ✓  
Meal Detail ✓  
Expense Amount ✓  
Taxes ✓  
Charge Allocations Under Ceiling ✓  
Charge Allocations Tax1 ✓  
Expense Attachments

Query ▾

Attachment Type	Description	Required	Attached	Missing	Reason for Missing Attachment	Attachment	Storage Location	Original File Name
Expense Receipt(s)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Attach Missing View  
[Instruction Text](#)

Reason for Missing Attachment  
As an [example](#) for a missing receipt. Must attach the Missing Receipt Form for required receipts that are missing.

Apply

Exit Back Save Expense

Expenses screen: Note – There is a defect in Costpoint which affects seeing all saved expenses. The screen shows two rows of expenses at a time, only.

Time & Expense > Expense > Expense Reports > Expense Report

New Expense Report

Report ID

ER00212478

Description

create an ER guide

Revision

0

Total To Me

779.60

Date

07/07/2025

Resource

590933

Correction

0

Payment Received

0.00

Status

Draft

Currency

USD

Void

Details

Locations

Default Charges

Expenses

Add Claimed Expense

Copy

Delete

Edit Expense

Expense ID	Expense Type	Expense Date	Payment Method	Amount	Transaction Currency	Short Description	# Of Passengers	Rate	Fuel R
1	Airfare - UK Airfare	07/11/2025	Elavon VISA	500.00	Pound Sterling (GBP)	UK AIR/07/11/2025			
2	Lodging - UK Lodging - With VAT	07/11/2025	Employee Paid	440.00	Pound Sterling (GBP)	UKLODGGWAT/07/11/2025			

Submit

Exit

Back

## Expenses screen (cont.): Note – Use the right-side navigation arrows to view other saved expenses

Time & Expense > Expense > Expense Reports > Expense Report

New Expense Report X

Report ID: ER00212478 Description: create an ER guide Revision: 0 Total To Me: 779.60  
 Date: 07/07/2025 Resource: 590933 Correction: 0 Payment Received: 0.00  
 Status: Draft Currency: USD

Void

Details ✓  
 Locations ✓  
 Default Charges ✓  
 Expenses

Add Claimed Expense Copy ▼ Delete Edit Expense

Expense ID	Expense Type	Expense Date	Payment Method	Amount	Transaction Currency	Short Description	# Of Passengers	Rate	Fuel #
3	Mileage - UK Mileage	07/09/2025	Employee Paid	50.00	British Pound Sterling (GBP)	UKMILE/07/09/2025	1	0.50	
4	Meals - UK Meal - With VAT	07/11/2025	Employee Paid	160.00	Pound Sterling (GBP)	UKMLVAT/07/11/2025			

Submit Exit Back

Expenses screen (cont.): Note – The Total To Me at top right of the expense report is a total of saved expenses. Click on the amount to open the window containing a breakdown of expenses.

Submit the expense report: When ready to submit the expense report, click the bottom green Submit button

The screenshot shows the 'Expense Report' screen in a software application. The breadcrumb trail at the top is 'Time & Expense > Expense > Expense Reports > Expense Report'. The main form contains the following fields:

- Report ID: ER00212478
- Date: 07/07/2025
- Status: Draft
- Description: create an ER guide
- Resource: 590933
- Revision: 0
- Total To Me: 779.60

A 'Void' button is located below the Status field. On the left, a sidebar menu includes 'Details', 'Locations', 'Default Charges', and 'Expenses', each with a green checkmark icon. Below the menu is a table of claimed expenses:

Expense ID	Expense Type	Expense Date
3	Mileage - UK Mileage	07/09/2025
4	Meals - UK Meal - With VAT	07/11/2025

A modal window titled 'New Expense Report' is open, showing a breakdown of expenses in USD:

Category	Amount	Category	Amount
Total Expenses	1,509.21	Total Overceiling	0.00
[ - ] Company Paid	663.28	Total Unallowable	132.66
[ - ] Advance	0.00		
[ - ] Personal	66.33		
[ - ] Non-Reimbursable	0.00		
[ - ] Payment Received	0.00		
Total to Me	779.60		

A red arrow points to the 'Submit' button at the bottom right of the screen, which is next to 'Exit' and 'Back' buttons.

## Attachments screen:

The attachments screen will show expenses which require a receipt.

The green check mark denotes a file is attached to the expense.

Use the right-side navigation arrows to view each row to be sure a file is attached or marked as missing.

Note: – There is a defect in Costpoint which causes rows on this screen to duplicate, sometimes. It is duplicating the requirement for a receipt but not duplicating the expense for reimbursement. If rows duplicate, select the dark blue Missing button with a reason of NA.

When finished, Continue.

Time & Expense > Expense > Expense Reports > Expense Report

Report ID

ER00212478

Description

create an ER guide

Revision

0

Total To Me

779.60

Date

07/07/2025

Resource

590933

Correction

0

Payment Received

0.00

Status

Draft

Currency

USD

Void

Attachments

Certification

Attachment Type	Rule	Description	Expense/Charge	Amount	Currency	Attachment	Required	Attached	Missing	Reason for
Expense Receipt(s)	Required	Required expense attachment	Airfare/UK Airfare	500.00000	GBP	<a href="#">1 file</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Expense Receipt(s)	Required	Required expense attachment	Lodging/UK Lodging - With VAT	440.00000	GBP	<a href="#">1 file</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Attach

Missing

View

[Instruction Text](#)

Exit

Back

Continue



Report ID

ER00212478

Description

create an ER guide

Revision

0

Total To Me

779.60

Date

07/07/2025

Resource

590933

Correction

0

Payment Received

0.00

Status

Draft

Currency

USD

Void

Attachments

Certification

Attach

Missing

View

Instruction Text

Exit

Back

Continue

### Certification screen:

Read the statement on the screen>when ready to submit the expense report, mark the I Agree box>select Update Report at bottom right of the screen

Time & Expense > Expense > Expense Reports > Expense Report

Report ID

ER00212478

Description

create an ER guide

Revision

0

Total To Me

779.60

Date

07/07/2025

Resource

590933

Correction

0

Payment Received

0.00

Status

Draft

Currency

USD

Void

Attachments

Certification

I hereby certify that the statements and claims in this Expense Report are correct to the best of my knowledge and belief.

☒ I Agree

Exit

Back

Update Report

Expense report in **Table** view:

After being submitted, the view of the expense report changes from Form view to Table view.

Look at the middle Status column to see the status of the expense report states Submitted.

To see the expense report in form view, click the dark blue Form button

Time & Expense > Expense > Expense Reports > Expense Report

New Expense Report

Expense Report ID	Description *	Resource ID *	Resource Name *	Date *	Revision	Status	From *	To *	Purpose *	Correction	First Day of Trip	Last Day of Trip	
ER00212478	create an ER guide	590933		07/07/2025		Submitted	07/07/2025	07/11/2025	Create an ER guide	0	<input type="checkbox"/>	<input type="checkbox"/>	Company 13 Expense

## Form view:

Time & Expense > Expense > Expense Reports > Expense Report

✓

New Expense Report X

Report ID

ER00212478

Description

create an ER guide

Revision

0

Total To Me

779.60

Date

07/07/2025

Resource

590933

Correction

0

Payment Received

0.00

Status

Submitted

Currency

USD

Void

Details ✓

Locations ✓

Default Charges ✓

Expenses

Add Claimed ExpenseCopy ▼DeleteEdit Expense

✓	Expense ID	Expense Type	Expense Date	Payment Method	Amount	Transaction Currency	Short Description	# Of Passengers	Rate	Fuel R	
✓	1	Airfare - UK Airfare	07/11/2025	Elavon VISA	500.00	Pound Sterling (GBP)	UK AIR/07/11/2025				▲
	2	Lodging - UK Lodging - With VAT	07/11/2025	Employee Paid	440.00	Pound Sterling (GBP)	UKLODGVVAT/07/11/2025				▼
◀ ▶											

ExitBack

## Workflow:

To see completed and pending tasks of the expense report, click on the underlined status of the expense report to open the workflow of the expense report. If your expense approver is not shown on the Expense Approver row, contact your expense team.

Time & Expense > Expense > Expense Reports > Expense Report

New Expense Report

Report ID

ER00212478

Description

create an ER guide

Revision

0

Total To Me

779.60

Date

07/07/2025

Resource

590933

Correction

0

Payment Received

0.00

Status

Submitted

Currency

USD

Primary Role	Task Item	Status	Attachment	Assigned	Expense/Charge	Amount	Currency	Sequence
Employee	Create - Expense Report (Required)	<u>Created</u>		(590933) - Thu, 24 Jul 2025 23:00				0
Employee	Submit - Expense Report (Required)	<u>Submitted</u>		(590933) - Fri, 25 Jul 2025 15:50				1
Employee	Attach - Expense Receipt(s) (Required)	<u>Attached</u>	<u>1 file</u>	(590933) - Fri, 25 Jul 2025 15:50	Airfare/UK Airfare	500.00000	GBP	2
Employee	Attach - Expense Receipt(s) (Required)	<u>Attached</u>	<u>1 file</u>	(590933) - Fri, 25 Jul 2025 15:50	Lodging/UK Lodging - With VAT	440.00000	GBP	2
Employee	Attach - Expense Receipt(s) (Required)	<u>Missing (As an example for a missing receipt)</u>		(590933) - Fri, 25 Jul 2025 15:50	Meals/UK Meal - With VAT	160.00000	GBP	2
Expense Approver	Approve - Expense Report (Required)	<u>Pending</u>		(305922)				3
Expense Administrator	Approve - Expense Report (Required)							4

Attach

Missing

View

Close