



## **Company 13 Expense Report Guide**

### **How to Create an Expense on Behalf of Others**

This guide contains steps and information to create an expense on behalf of others.

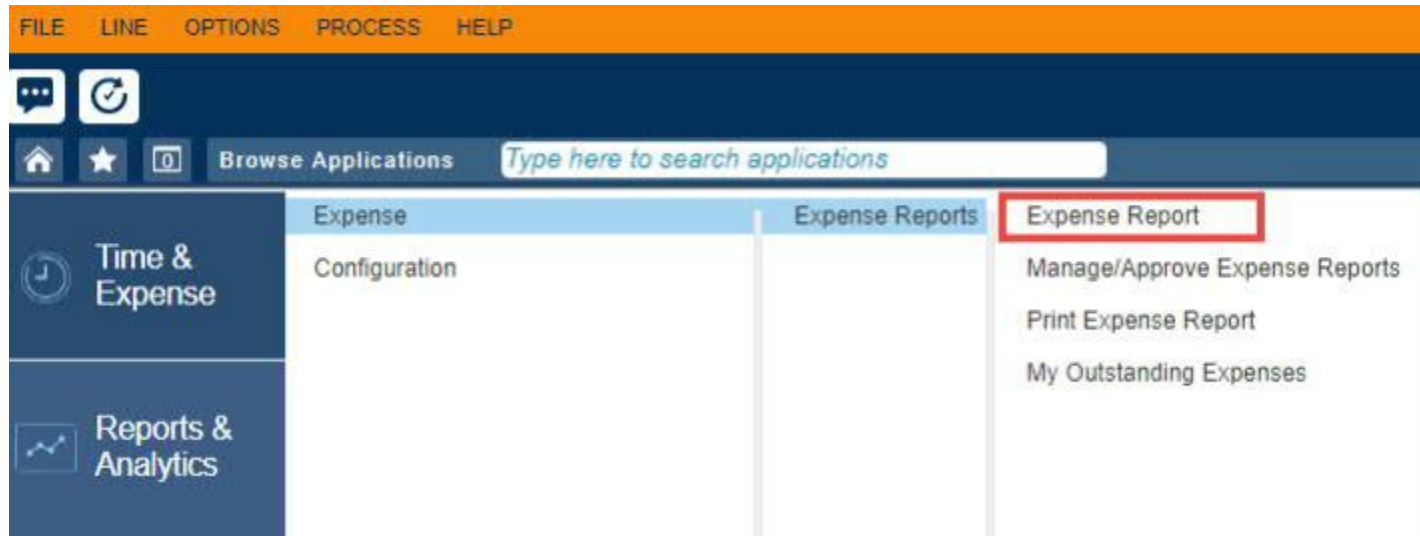
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## Creating an Expense Report as a Proxy Using Expense Wizard

1. After logging into Costpoint, select **Time and Expense > Expense > Expense Reports > Expense Report**.

Expense Wizard is the default view.

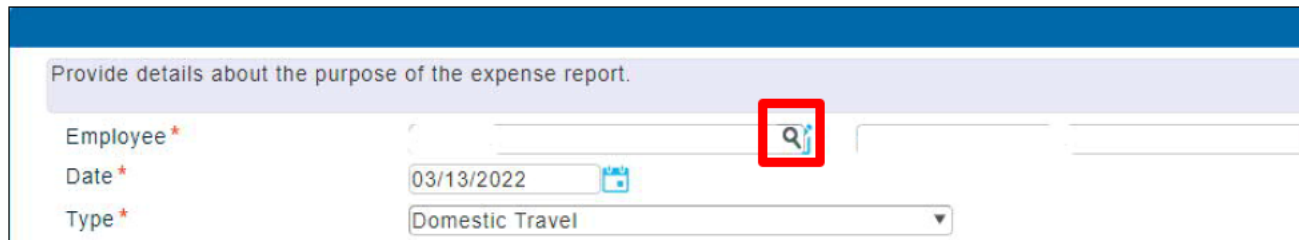


2. Select New Expense Report


Select **New Expense Report** from the options at the top of the window.


A screenshot of the 'New Expense Report' form in the Costpoint application. The top bar is blue with a right arrow icon and buttons for 'New Expense Report' (highlighted with a red box), 'Delete', navigation arrows, '1 of 1 New', 'Table', 'Query', and window controls. The form fields are arranged in two columns. The left column contains 'Report ID' (empty), 'Date' (empty), and 'Status' (set to 'Draft'). The right column contains 'Description' (empty), 'Employee' (set to '590460'), 'Empl-Delegate, Expense-En' (empty), 'Revision' (set to '0'), 'Correction' (set to '0'), 'Total To Me' (set to '0.00'), 'Payment Received' (set to '0.00'), and 'Currency' (set to 'USD').

3. Search for the employee's name by selecting the magnifying glass in the **Employee** field.



Provide details about the purpose of the expense report.

Employee\*  

Date\* 03/13/2022 

Type\* Domestic Travel ▼

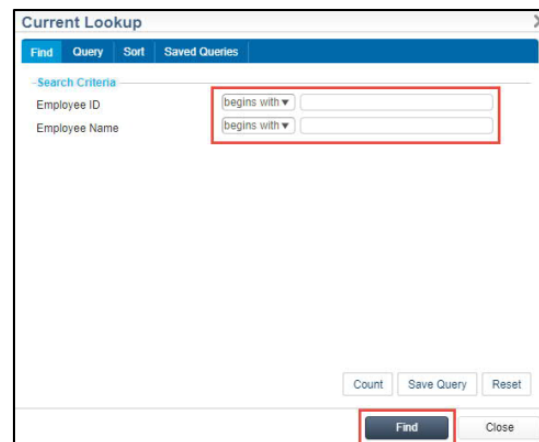
4. Select **Query**



Lookup Query ▼  

<input checked="" type="checkbox"/>	Employee ID	Employee Name
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
5. In the **Current Lookup** window, enter the **Employee ID** or **Employee Last Name**. Then, Select **Find**.




Current Lookup ×

Find Query Sort Saved Queries

Search Criteria

Employee ID   begins with

Employee Name   begins with

Count Save Query Reset

**Find** Close

6. Select on the **employee's name** in the lookup window and click select.

The screenshot shows a 'Lookup' dialog box with a blue header bar containing the title 'Lookup', a 'Query' dropdown menu, and window control buttons. Below the header is a table with two columns: 'Employee ID' and 'Employee Name'. The first row of the table contains the values 'JAMENTUM' and 'AMENTUM, JOHN'. At the bottom of the dialog, there are two buttons: 'Select' and 'Cancel'. The 'Select' button is highlighted with a red rectangular box.

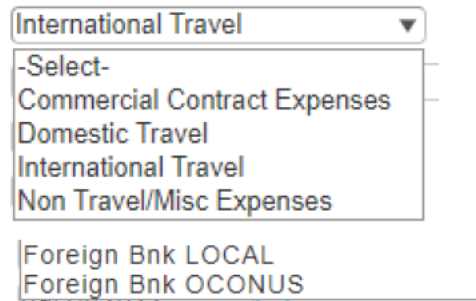
Employee ID	Employee Name
JAMENTUM	AMENTUM, JOHN

7. Select **Continue** at the bottom righthand corner of the screen to create the expense report as a proxy for the selected employee.

The screenshot shows three buttons arranged horizontally: 'Exit' (dark blue), 'Back' (light blue), and 'Continue' (green). The 'Continue' button is highlighted with a red rectangular box.

## Expense Details

1. **Type:** Select the type of travel from the dropdown list:

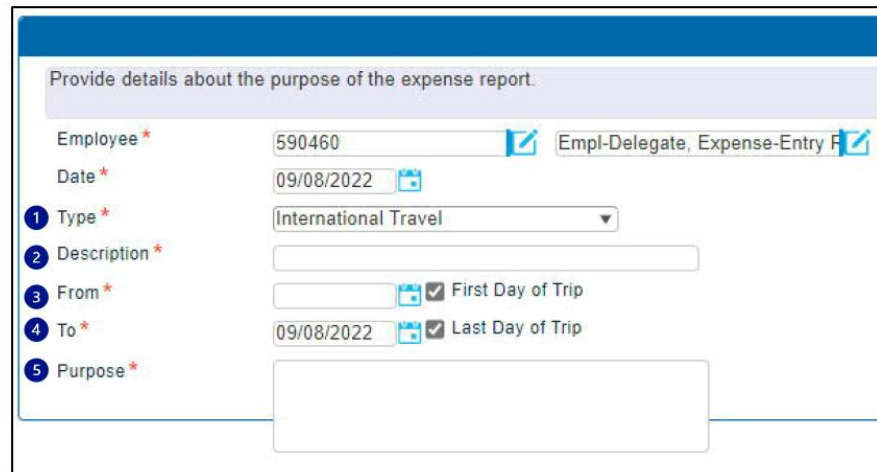


International Travel ▼

- Select-
- Commercial Contract Expenses
- Domestic Travel
- International Travel
- Non Travel/Misc Expenses
- Foreign Bnk LOCAL
- Foreign Bnk OCONUS

- **Commercial Contract Expenses:** Used only by employees working on or supporting commercial contracts. Commercial expense report will include Domestic, International and non-travel in one. Multiple receipts will be uploaded to expense report.
- **Domestic Travel:** Used by employees on or supporting government contracts. Multiple receipts will be uploaded to the expense report.
- **International Travel:** Used by employees on or supporting government contracts. Multiple receipts will be uploaded to the expense report.
- **Non-Travel/Misc Expenses:** Used by employees on or supporting government contracts. Multiple receipts will be uploaded to expense report.

⚠ *Foreign BNK Local and Ocunus: Only seen by certain expense classes.*



Provide details about the purpose of the expense report.

Employee \* 590460 Empl-Delegate, Expense-Entry F

Date \* 09/08/2022

1 Type \* International Travel

2 Description \*

3 From \* First Day of Trip

4 To \* 09/08/2022 Last Day of Trip

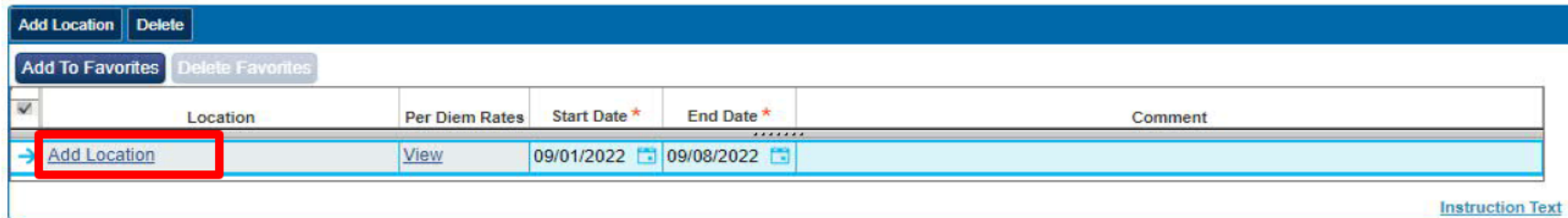
5 Purpose \*

2. **Description:** Provide a description of the expense.
3. **From:** Provide the date that corresponds to the start of the expense report. Select the First Day of the Trip checkbox if the expense report starts on that date.
4. **To:** Provide the date that corresponds to the end of the expense report. Select the Last Day of the Trip checkbox if the expense report ends on that date.
5. **Purpose:** Provide a detailed description of the purpose of the expense.
6. Select **Continue** to save your progress.



## Locations

1. Select Add Location to select the Country, State, and City associated with the expense.

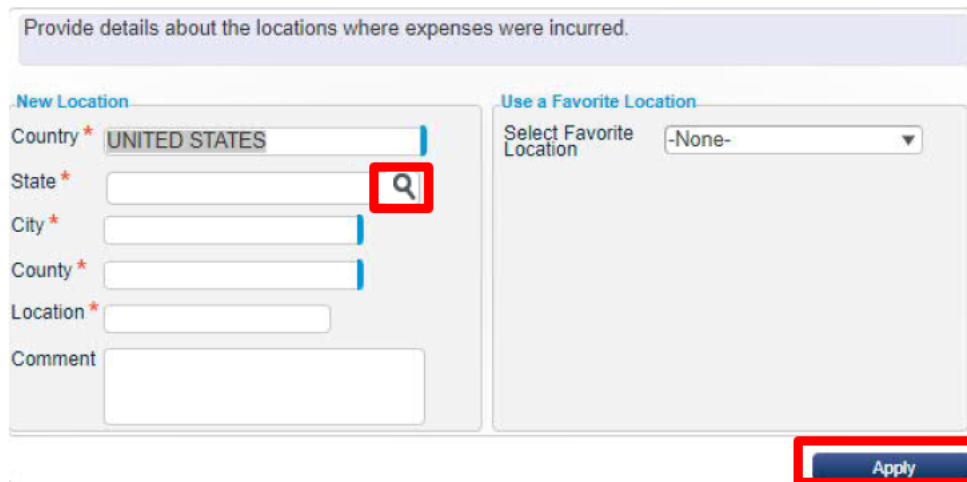


	Location	Per Diem Rates	Start Date *	End Date *	Comment
<input checked="" type="checkbox"/>	<a href="#">Add Location</a>	<a href="#">View</a>	09/01/2022	09/08/2022	

[Instruction Text](#)

⚠ When entering text, type the first few letters of the Country, State and City to generate a short dropdown list. This will make it easier to narrow your search.


2. A separate window will appear. Use the dropdown boxes to select the Country, State and City. Select the magnifying glass to display a lookup menu with all options. County and Location will populate automatically.



Provide details about the locations where expenses were incurred.

**New Location**

Country \* UNITED STATES

State \*  

City \*

County \*


Location \*

Comment

**Use a Favorite Location**

Select Favorite Location -None-

[Apply](#)

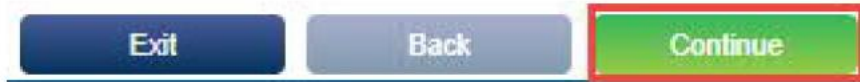


[Add To Favorites](#) [Delete Favorites](#)

☒ Location

*If a location will be used regularly, select the location and then select Add to Favourites. Favourite locations will be available when entering a new location.*

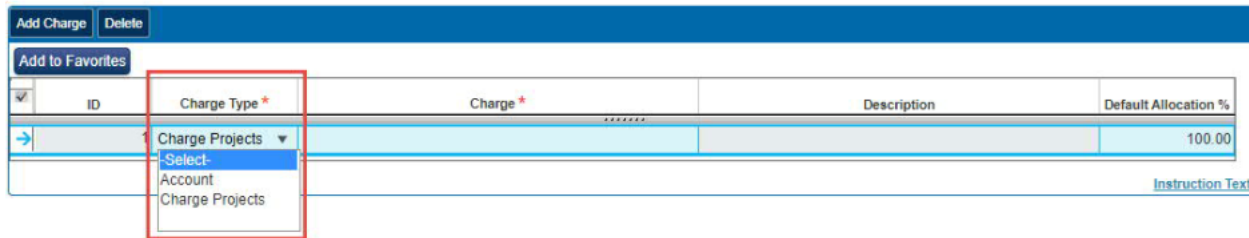
3. Select **Apply** to save your changes.
4. Repeat this process to add additional locations if needed.
5. Select **Continue** to save your progress.





## Default Charges

1. The correct Charge Type will default to charge Projects.



The screenshot shows the 'Add Charge' form with a table containing one row. The 'Charge Type' dropdown menu is open, showing options: '-Select-', 'Account', and 'Charge Projects'. The 'Charge Projects' option is highlighted. The table has columns: ID, Charge Type, Charge, Description, and Default Allocation %.

ID	Charge Type *	Charge *	Description	Default Allocation %
→	Charge Projects ▼			100.00

Buttons: Add Charge, Delete, Add to Favorites. Instruction Text link.

2. Enter the Charge Number.

If you do not know the correct charge number, select the magnifying glass to review a list of available charge numbers. Once you have identified the correct charge number for your expense report, select your choice. Your selection will be added to the Charge field.

If you do not know the correct charge number, select the text entry icon to enter your charge number.

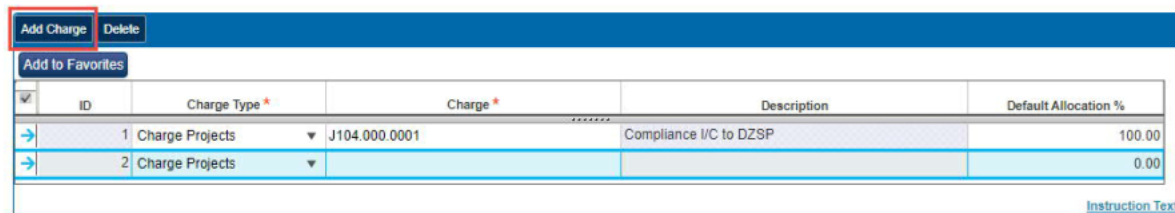


The screenshot shows the 'Add Charge' form with the 'Charge' field highlighted. A magnifying glass icon is visible in the 'Charge' field, indicating a search function. The table has columns: ID, Charge Type, Charge, Description, and Default Allocation %.

ID	Charge Type *	Charge *	Description	Default Allocation %
→	1 Charge Projects ▼			100.00

Buttons: Add Charge, Delete, Add to Favorites. Instruction Text link.

3. If you have multiple charge number to enter, select the Add Charge button. A new line will be added to the expense report. Complete steps 1 and 2 for each additional charge.



The screenshot shows the 'Add Charge' form with two lines in the table. The 'Add Charge' button is highlighted. The table has columns: ID, Charge Type, Charge, Description, and Default Allocation %.

ID	Charge Type *	Charge *	Description	Default Allocation %
→	1 Charge Projects ▼	J104.000.0001	Compliance I/C to DZSP	100.00
→	2 Charge Projects ▼			0.00

Buttons: Add Charge, Delete, Add to Favorites. Instruction Text link.

4. Review and update the Allocation % to reflect each expense's allocation.

Add ChargeDelete

Add to Favorites

<input checked="" type="checkbox"/>	ID	Charge Type *	Charge *	Description	Default Allocation %
<a href="#">→</a>	1	Charge Projects ▾	J104.000.0001	Compliance I/C to DZSP	50.00
<a href="#">→</a>	2	Charge Projects ▾	3102.FP.60339818000.010	TLW Specification Review	50.00

Instruction Text

5. Select **Save Report**.

Exit

Back

Save Report

## Using Favourites

You can use favourites to save charges you frequently use, which can make entering expenses faster and more efficient.

### ⚠ Charge Type defaults **Charge Projects**

1. Enter the Charge Number. You can select the magnifying glass to search for the charge number or select the text entry icon to add it if you know the correct number:



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

2. Select the line that contains the charge you would like to add to your favourites. Select the 'Add to Favourites' button.



ID	Charge Type *	Charge *	Description	Default Allocation %
1	Charge Projects	J104.000.0001	Compliance I/C to DZSP	50.00
2	Charge Projects	3102.FP.60339818000.010	TLW Specification Review	50.00

3. To find and select favourite charges, add a new line to your expense report. Select the magnifying glass to search for a charge number. The Lookup screen will appear. Expand the Favourites option by selecting the + sign and select the charge you would like to enter. Add your charge choosing the Select option.



Charge/Branch Description	Charge Branch Code	Charge Projects
TLW Specification Review	3102.FP.60339818000.010	3102.FP.60339818000.010

## Apply an Advance

Before adding a claimed expense to an expense report, apply any travel advances you may have received.

If you have an advance available to apply, **Outstanding Advances** will appear.

1. Select the checkbox next to the travel advance you want to use. This will apply the amount of the travel advance to your expense report to ensure your expense report is accurately calculated.

Report IDER00019489Descriptiontest

Date09/12/2022Employee324248

StatusDraft

Void

Details✓

Locations✓

Default Charges✓

Outstanding Advances

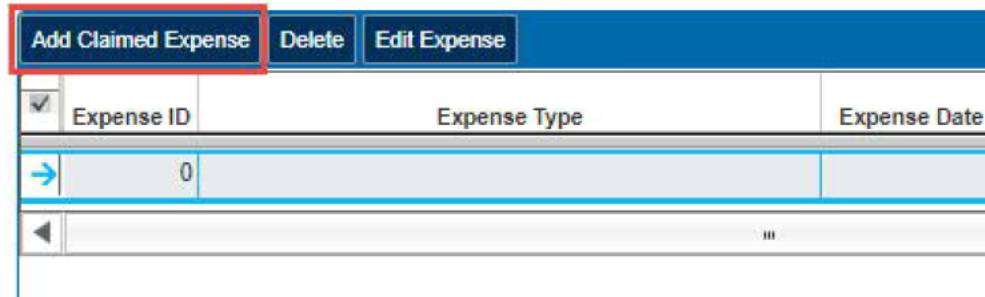
Expenses

<input checked="" type="checkbox"/>	Select	Date	Amount	Currency Code
<input type="checkbox"/>		07/11/2022	1,500.00	USD
			0.00	



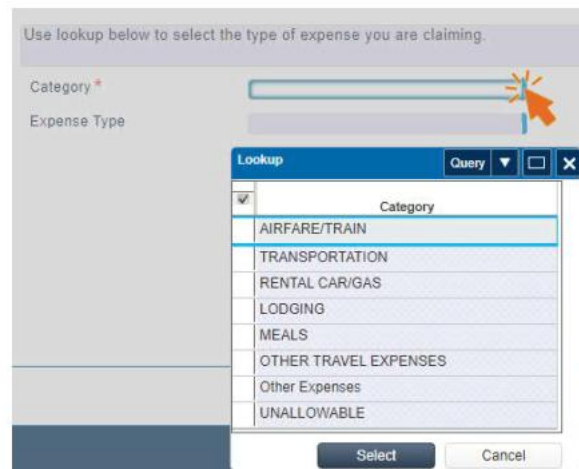
## Add Claimed Expenses to an Expense Report

1. Select Add Claimed Expense to add expense information for reimbursement:



The screenshot shows a software interface with a blue header bar containing three buttons: 'Add Claimed Expense', 'Delete', and 'Edit Expense'. The 'Add Claimed Expense' button is highlighted with a red rectangular box. Below the header bar is a table with three columns: 'Expense ID', 'Expense Type', and 'Expense Date'. The first row of the table has a blue arrow icon in the 'Expense ID' column, the number '0' in the 'Expense Type' column, and is empty in the 'Expense Date' column. Below the table is a navigation bar with a left arrow and a right arrow.

2. Use the magnifying glass in the category entry field to display a dropdown menu of expense options. Select the category that corresponds to your expense by highlighting it and choosing the select button.



The screenshot shows a 'Category' lookup dialog box. The dialog box has a title bar with 'Lookup', 'Query', and 'X' buttons. Below the title bar is a table with a checkbox in the first column and 'Category' in the second column. The table contains the following categories: AIRFARE/TRAIN, TRANSPORTATION, RENTAL CAR/GAS, LODGING, MEALS, OTHER TRAVEL EXPENSES, Other Expenses, and UNALLOWABLE. The 'AIRFARE/TRAIN' category is highlighted. Below the table are 'Select' and 'Cancel' buttons. In the background, a magnifying glass icon is shown over a text input field labeled 'Category \*'.

3. Use the magnifying glass in the Expense Type entry field to display a dropdown menu of expense options aligned to the selected category. Select the correct expense type by highlighting it and choosing the Select button.

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

Category \* LODGING

Expense Type \*

Lookup

Query ▼

✕

Expense Type
LODGING PER DIEM
LODGING PJT IWO'S ALLOW ONLY

Select Cancel

4. Select **Continue** to save your progress.

Exit Back Continue

5. Complete the Expense Details for your expense.

Required expense details will differ depending on the type of expense entered. Examples include:

- **Airfare** and **train** require departure date, return date and ticket number
- **Transportation – mileage reimbursement** requires the number of miles and personal miles driven
- **Lodging** requires check in and check out dates and room rate details
- **Meals** requires the type of meal

Ensure you have all relevant information and receipts before entering your expense details.

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

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 *	US Dollar (USD)	Reimbursable Pay Amount	520.00 USD
Expense Incurred *	520.00		
[+] Personal *	0.00		
Unallowable *	0.00		
[+] Non-Reimbursable	0.00		
Reimbursable Expense	520.00		
Ceiling	0.00		

Exit Back Continue

- **Expense Incurred:** the total amount of the expense.
- **Personal:** the total amount of expenses that are not business related. These expenses are not reimbursed.
- **Unallowable:** any expense that should not be charged the customer.



7. Select **Continue** to save your changes.

## Charge Allocations Under Ceiling or Over Ceiling

1. The Charge Allocations Under Ceiling tab shows the total expense amount and the job or charge number.

**Expense Charge Type** will automatically load for most Job or Charge numbers.

If the Expense Charge Type is not filled in, select the **magnifying glass** and add an **Expense Charge Type** from the pop-up box.

Add Charge Allocate By Amount								
<input checked="" type="checkbox"/>	Allocation ID	Percentage	Amount	Expense Charge Type	Charge Projects	Description	Account	Org
	1	50.00	260.00		J104.000.0001	Compliance I/C to DZSP		
	2	50.00	260.00	DIRECT-AIR TRAVEL	3102.FP.60339818000.010	TLW Specification Review	500-330-104	10.121.100762
Instruction Text								

**⚠** If any portion of the amount is over ceiling or unallowable, review the *Expense Charge Type* to allocate that portion of the expense.

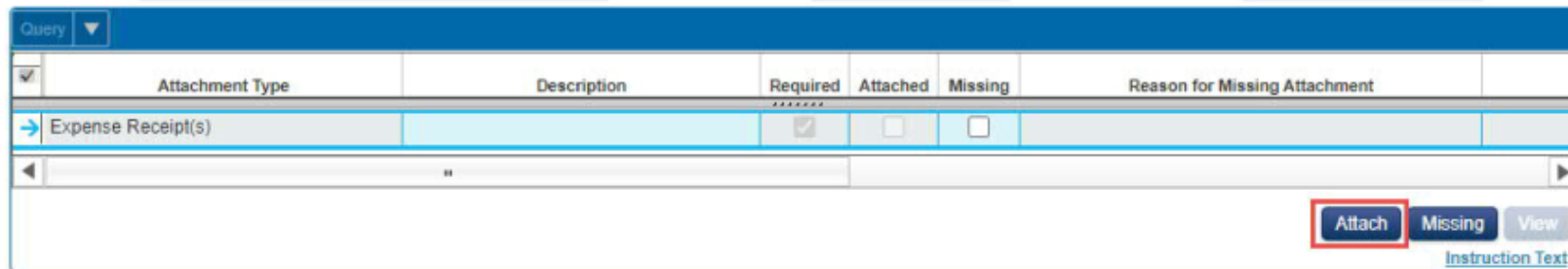
2. Selection **Continue** to save your progress.





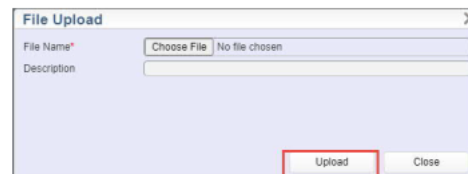
## Attach Expense Receipts

1. Upload all receipts for the expense by selecting the Attach button. Multiple files can be attached.



The screenshot shows a web interface for attaching expense receipts. At the top, there is a blue header bar with a 'Query' dropdown menu. Below this is a table with the following columns: Attachment Type, Description, Required, Attached, Missing, and Reason for Missing Attachment. The first row of the table is highlighted in light blue and contains the text 'Expense Receipt(s)' in the Attachment Type column, a checkmark in the Required column, and empty checkboxes in the Attached and Missing columns. Below the table, there are three buttons: 'Attach' (highlighted with a red box), 'Missing', and 'View'. To the right of these buttons is a link labeled 'Instruction Text'.

2. Select Choose File to select any receipts saved on your computer. After selecting the correct receipts, select **Upload**.



The screenshot shows a 'File Upload' dialog box. It has a title bar with a close button. Inside the dialog, there is a 'File Name\*' field with a 'Choose File' button and a 'No file chosen' status. Below this is a 'Description' field. At the bottom right of the dialog, there are two buttons: 'Upload' (highlighted with a red box) and 'Close'.

3. If you do not have a receipt, complete the missing receipt form.
4. Select **Continue** to save your progress.



The screenshot shows three buttons: 'Exit', 'Back', and 'Continue' (highlighted with a red box).

## Save and Submit the Expense

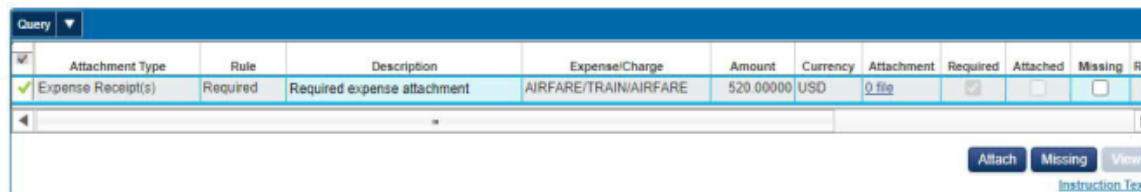
1. When all expense information has been entered, select the **Save Expense** button.



2. You may repeat this process to add additional expenses.

Once all expenses have been added click the **Submit** button.

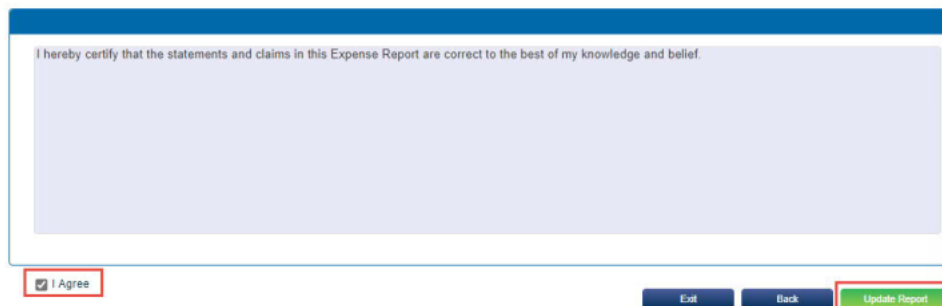
3. Verify that all required receipts have been attached. Additional receipts can be uploaded if needed.



Attachment Type	Rule	Description	Expense/Charge	Amount	Currency	Attachment	Required	Attached	Missing	Rea
✓ Expense Receipt(s)	Required	Required expense attachment	AIRFARE/TRAIN/AIRFARE	520.00000	USD	<a href="#">0 file</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. Select **Continue** to save your progress.
5. Read the statement that confirms all information on the expense report is correct.

Select **I agree** to indicate your agreement with the statement. Select **Update Report** to complete your expense report.



*The expense report has been submitted to the manager for review and approval. The manager will receive an email stating an expense report is pending approval.*

## View an Expense Report's Status

1. Select Status to view an expense report's workflow.

Expense Report ID	Description *	Employee ID *	Employee Name *	Date *	Revision	Status	From *	To *
ER00019506	test	590460	Empl-Delegate, Expense-Entry R.	09/21/2022	0	Submitted	09/20/2022	09/21/2022

test

Void

2. The workflow screen will appear. You will be able to see important information including:

- The expense approver and expense administrator who may review, approve, or request changes to the expense report. Select **Status** to view this information.
- Attachments, which include submitted receipts.

Primary Role	Task Item	Status	Attachment	Assigned	Expense/Charge	Amount	Currency	Sequence
Employee	Create - Expense Report (Required)	Created		Empl-Delegate, Expense-Entry R. (590460) -				0
Employee	Submit - Expense Report (Required)	Submitted		Empl-Delegate, Expense-Entry R. (590460) -				1
Employee	Attach - Expense Receipt(s) (Required)	Attached	1 file	Empl-Delegate, Expense-Entry R. (590460) -	LODGING/LODGING PER DIEM	79.00000	USD	2
Expense Approver	Approve - Expense Report (Required)	Pending		Employee, Exempt (999991); Employee				3
Expense Administrator	Approve - Expense Report (Required)							4

Attach Message View

Close

Select **Close** to close the workflow.