Company 13 Expense Report Guide

How to Create an Expense on Behalf of Others

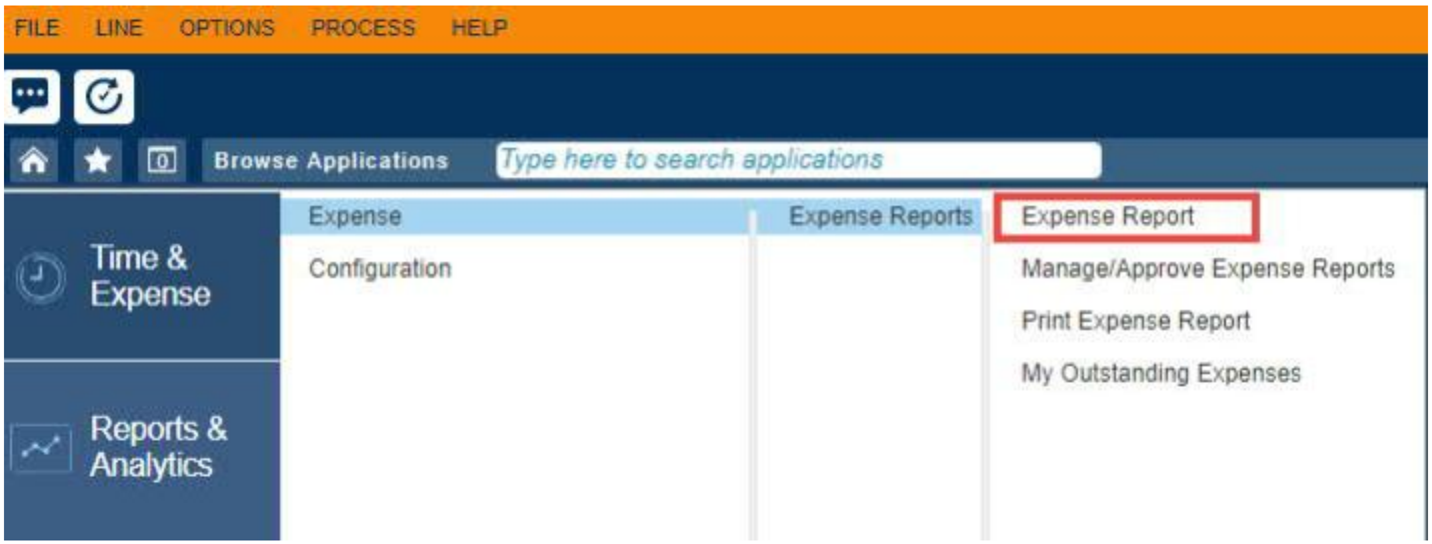
This guide contains steps and information to create an expense on behalf of others.

Contents

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.

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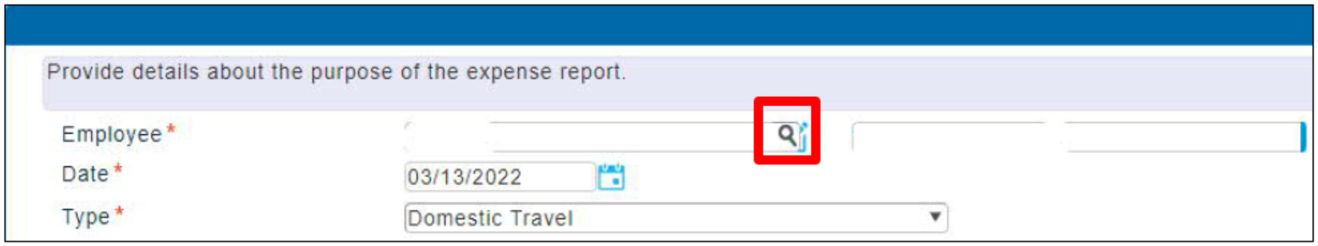
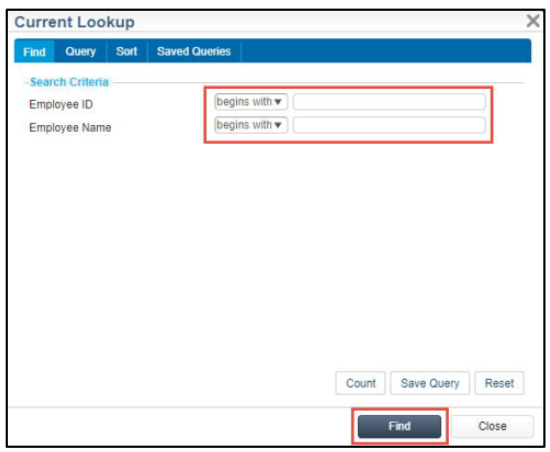
3. Search for the employee's name by selecting the magnifying glass in the **Employee** field.



4. Select **Query**

5. In the **Current Lookup** window, enter the **Employee ID** or **Employee Last Name**. Then, Select **Find**.



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

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

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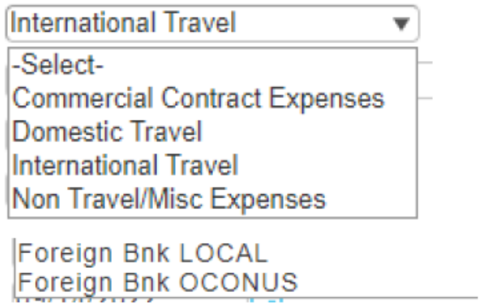
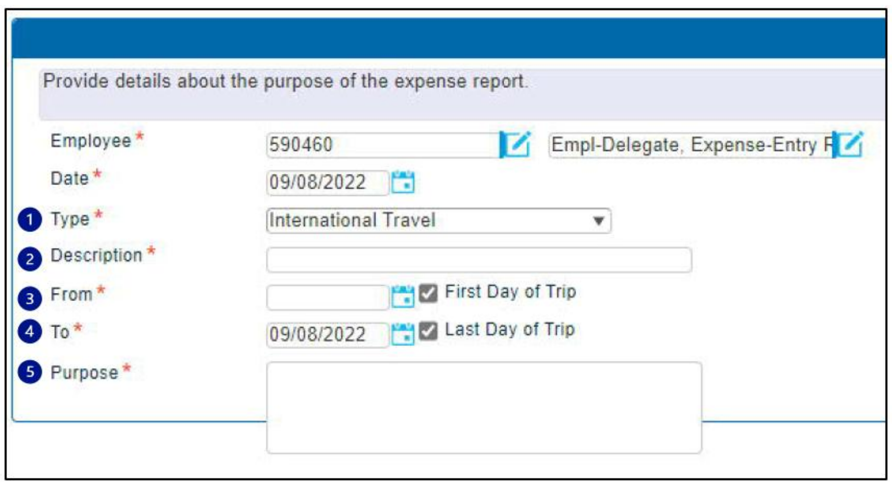
Expense Details

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



- **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.

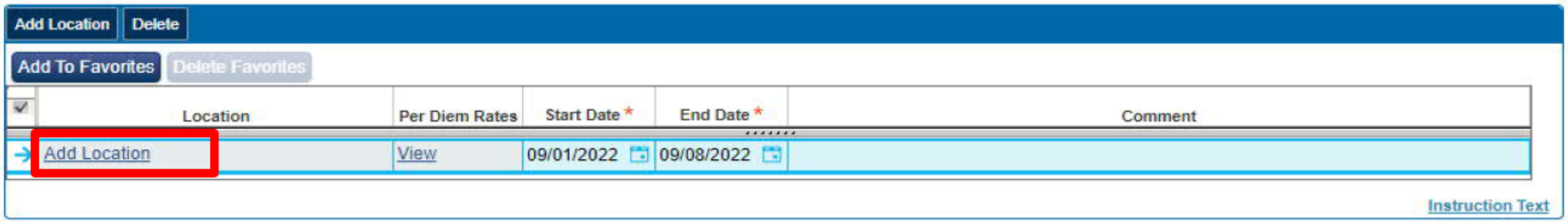
⚠ *Foreign BNK Local and Ocunus: Only seen by certain expense classes.*



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.

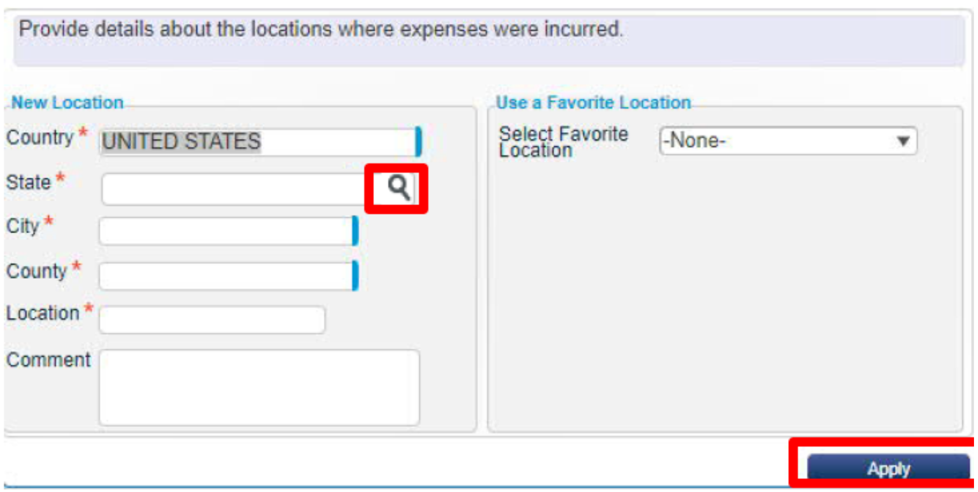
Locations

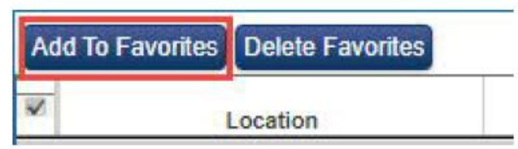
1. Select Add Location to select the Country, State, and City associated with the expense.



⚠ *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.





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.

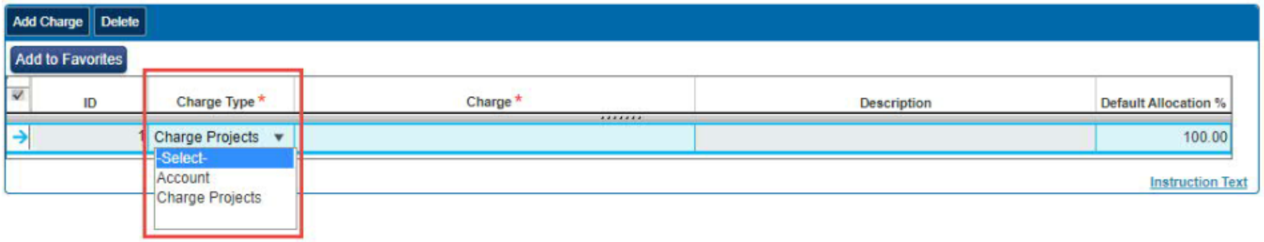
3. Select **Apply** to save your changes.

4. Repeat this process to add additional locations if needed.

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

Default Charges

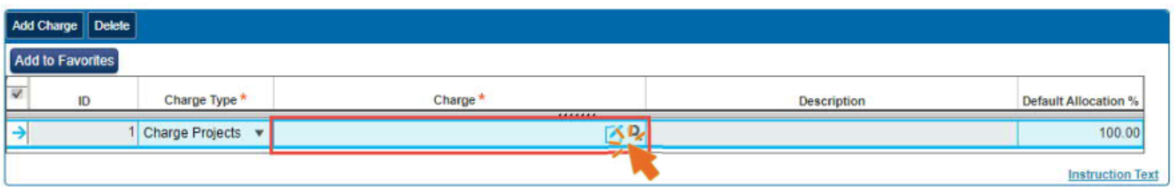
1. The correct Charge Type will default to charge Projects.



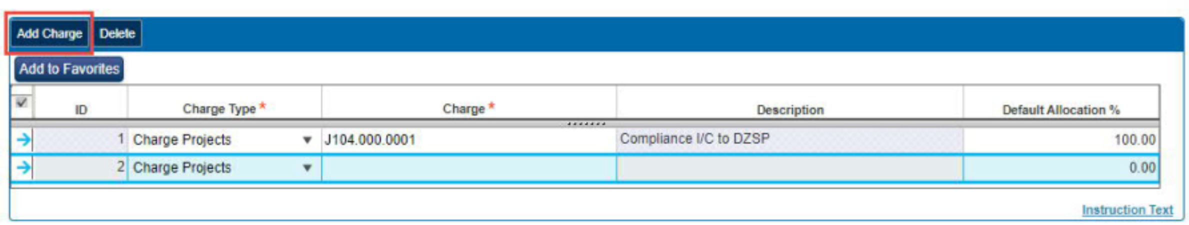
2. Enter the Charge Number.

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.



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.



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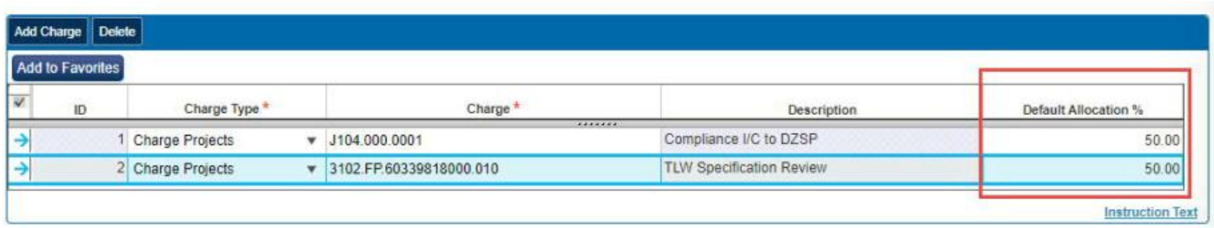
4. Review and update the Allocation % to reflect each expense's allocation.



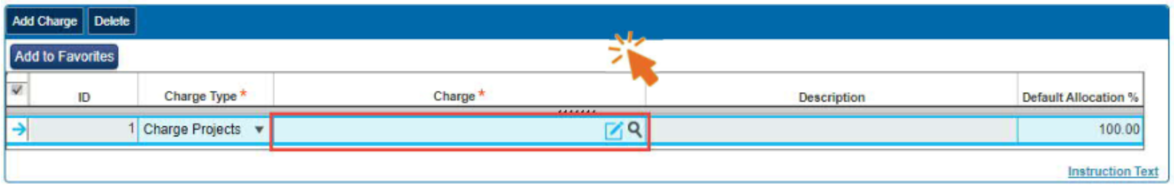
5. Select **Save Report.**

Using Favourites

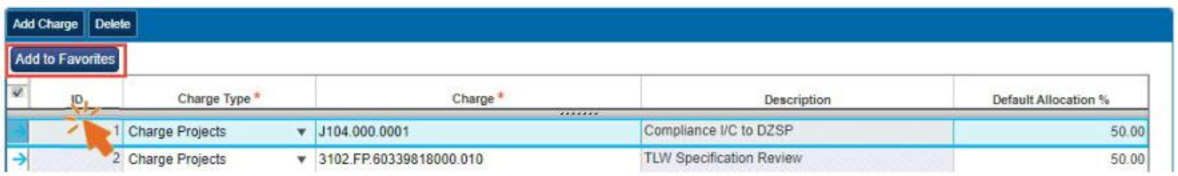
You can use favourites to save charges you frequently use, which can make entering expenses faster and more efficient.

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

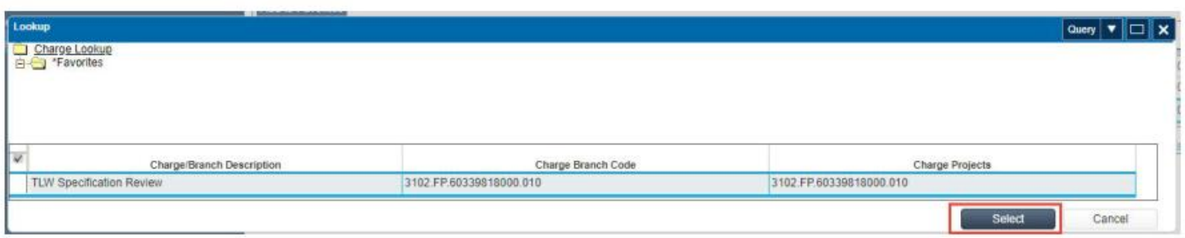
1. Enter the Charge Number. You can select the magnifying glass to search for the charge number or select the text entry icon to add it if you know the correct number:



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



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.



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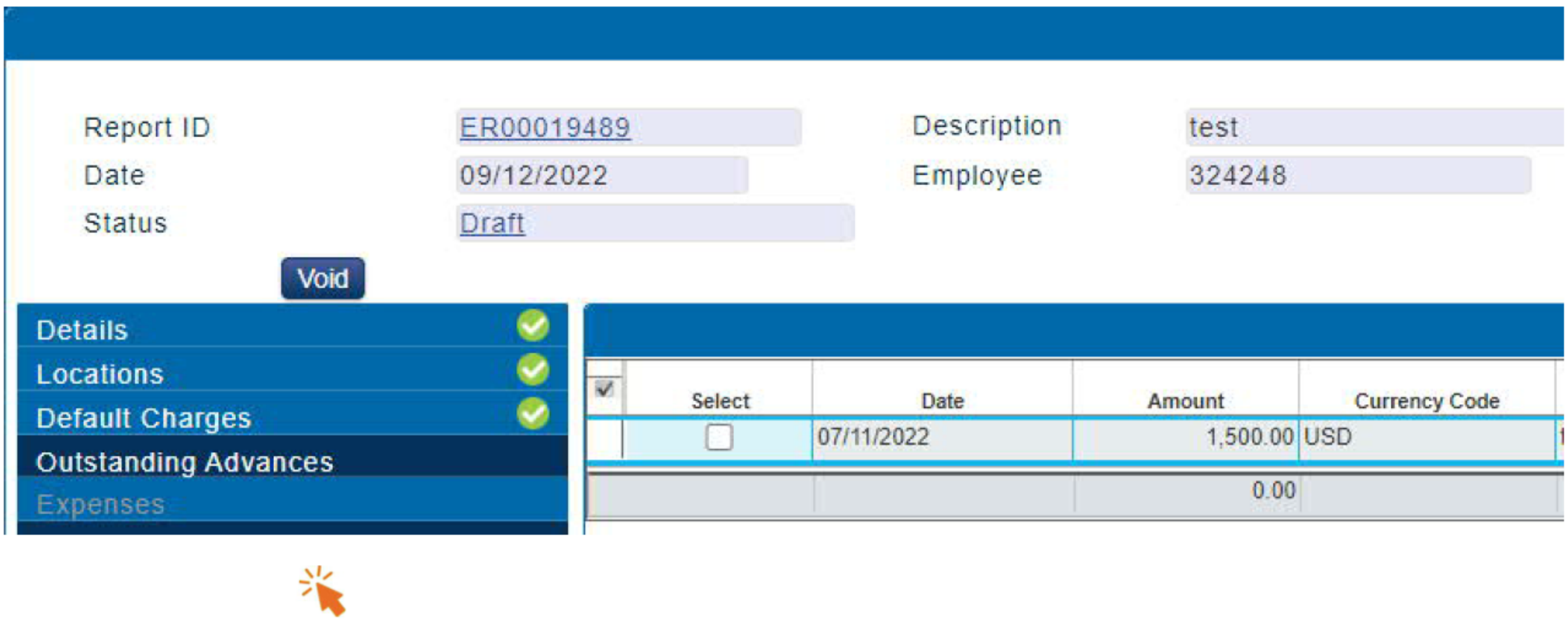
Apply an Advance

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.



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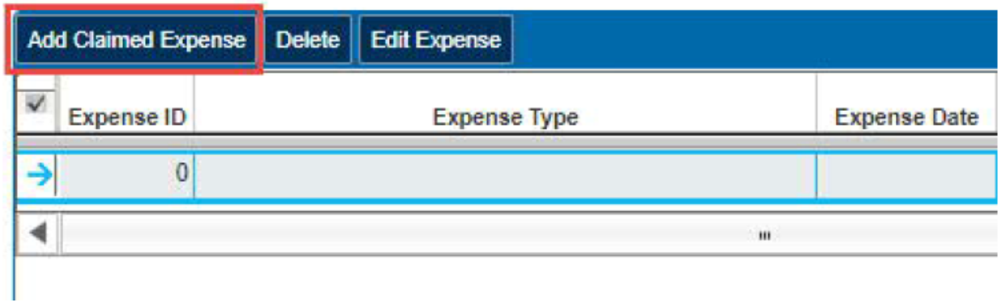
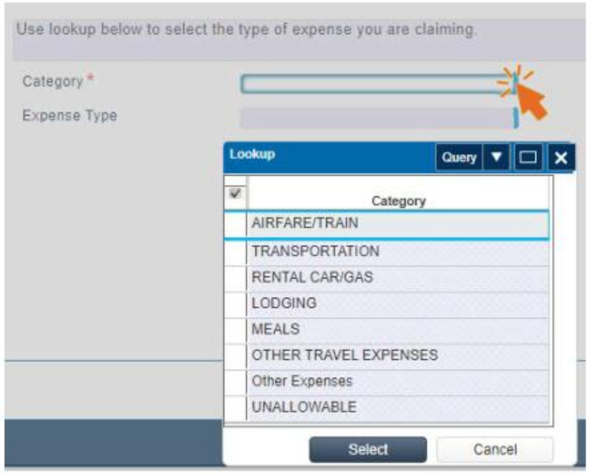
Add Claimed Expenses to an Expense Report

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



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.



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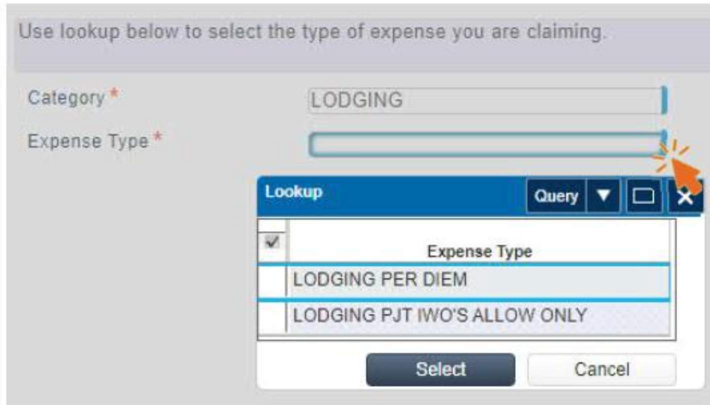
3. Use the magnifying glass in the Expense Type entry field to display a dropdown menu of expense options aligned to the selected category. Select the correct expense type by highlighting it and choosing the Select button.



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

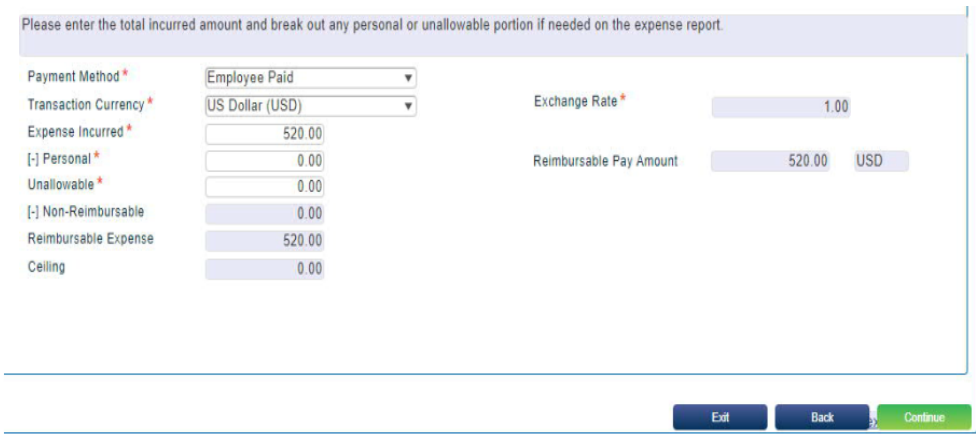
5. Complete the Expense Details for your expense.

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.



- **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.

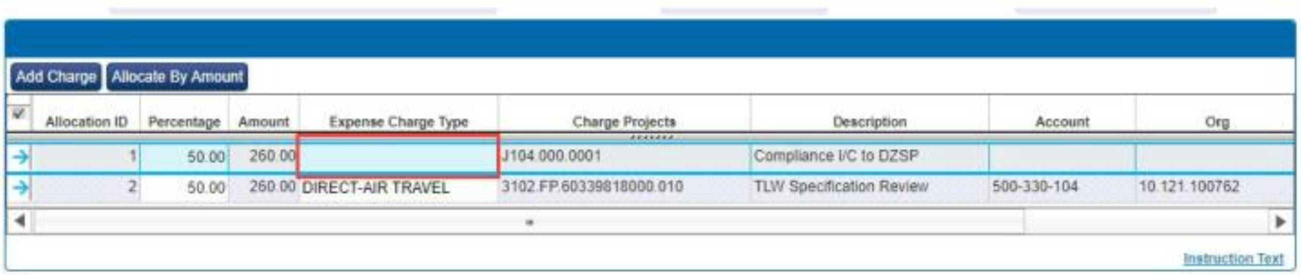
7. Select **Continue** to save your changes.

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.

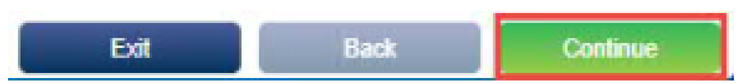
   Expense Charge Type will automatically load for most Job or Charge numbers.

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



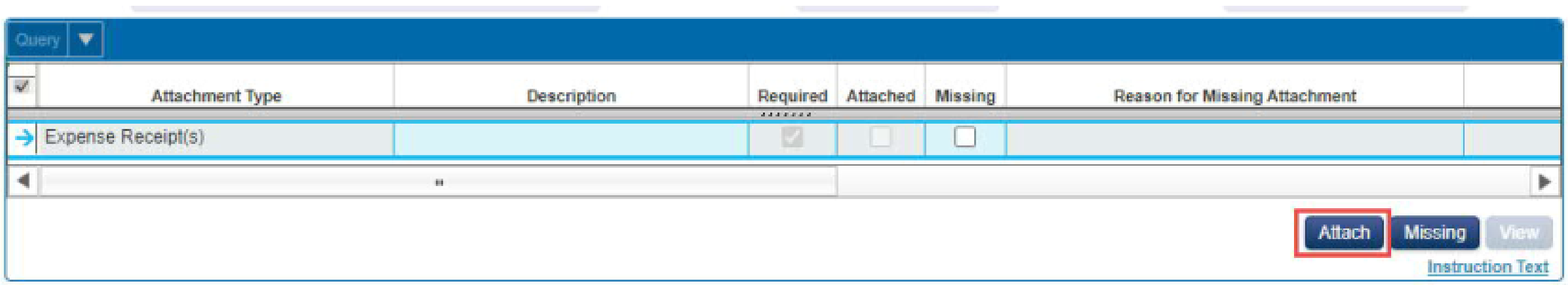
⚠ *If any portion of the amount is over ceiling or unallowable, review the Expense Charge Type to allocate that portion of the expense.*

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

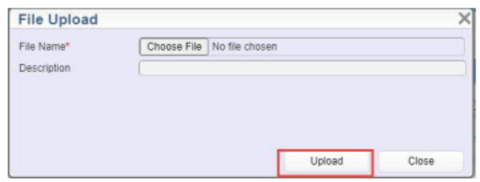


Attach Expense Receipts

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



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



3. If you do not have a receipt, complete the **missing receipt form.**

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

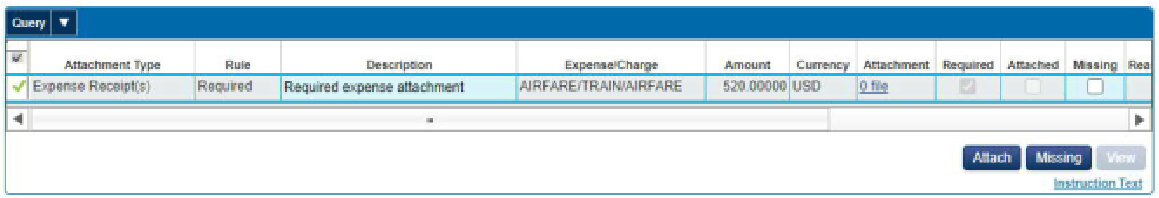
Save and Submit the Expense

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.

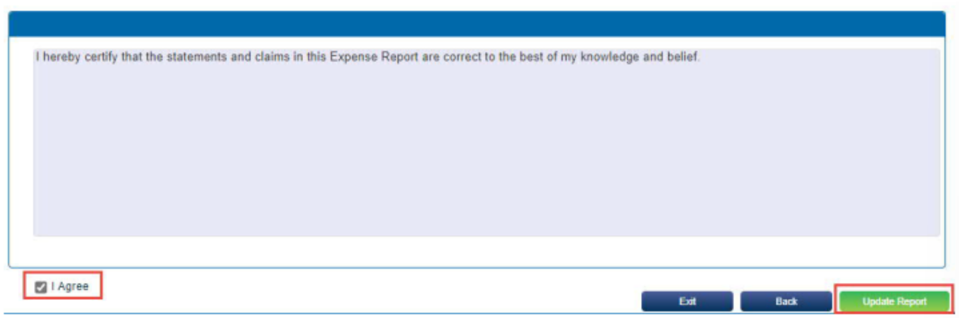
3. Verify that all required receipts have been attached. Additional receipts can be uploaded if needed.



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.

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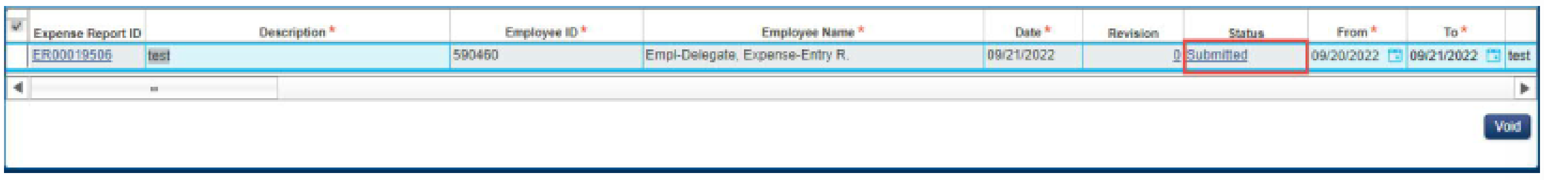
View an Expense Report's Status

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



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.

Select **Close** to close the workflow.