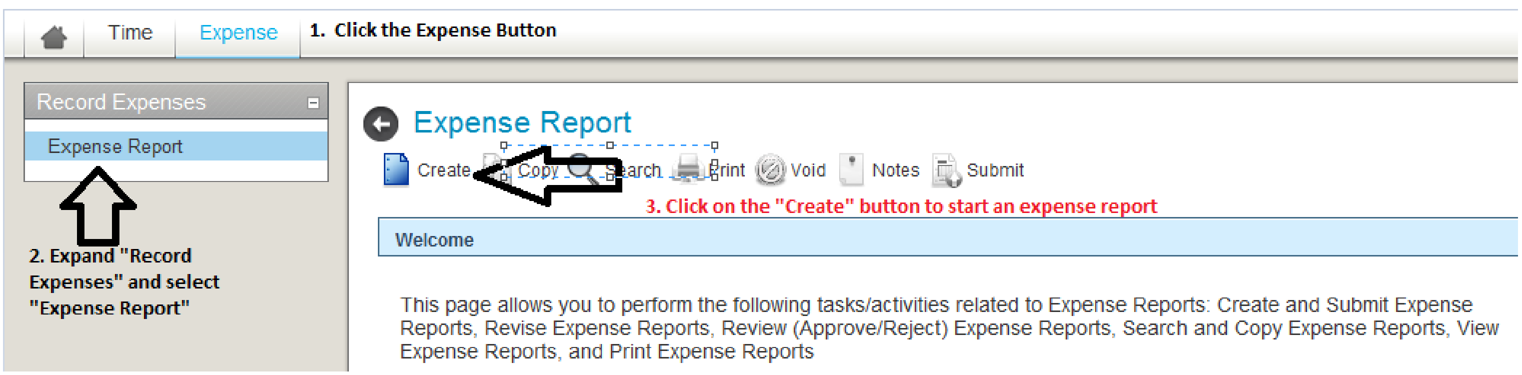
# Deltek Time & Expense:  Expense Report Instructions

- Gather all receipts before you begin.
- Receipts will need to be scanned and saved to PDF format in ONE file.  You will need Adobe Acrobat Professional installed in order to do this, most people already have it, if you do not, log a ticket with the IT helpdesk to have it installed.
    - **Receipts must be legible.  Please check scans before you attach and submit, Expense Reports with illegible receipts will be rejected.**
- You MUST have a “seat” in Expense, if you do not see the “Expense” tab, please contact Melissa Frye.
- Log onto Deltek Time & Expense:  https://timesheet.southernresearch.org/DeltekTC/welcome.msv
- **Southern Research Regions Travel Cardholders**:   any outstanding expenses will show on your “MyDesktop” until an expense report is submitted for those transactions.


**Step 1.** Click on the **Expense Tab** at the top of the screen
**Step 2.** Expand the “Record Expense” and select “Expense Report”
**Step 3.** Click the “Create” button



**Step 4.** Complete Purpose, Locations and Default Charges Tabs:

a. **Purpose Tab**:

i. Expense Report Date: Date of Submission

ii. Employee: Defaults to your name, if you are a Proxy you will have the option to select from additional users.

iii. Expense Report type:

1. Travel – Domestic: Select this option for travel expenses incurred inside the US
   a. Uses CONUS Per Diem Tables (Continental US)
2. Travel – International: Select this option for travel expenses that include travel outside of the US
   a. Uses CONUS/OCONUS Per Diem Tables (Continental US and Outside US)
3. Departmental Meals/Entertainment: Select this option for expense reports that only have departmental meals and/or entertainment charges
4. Registrations: Select this type for payment of Dues and/or Subscriptions ONLY

**NOTE: The PROXY Expense report types are for use ONLY if someone other than the employee is submitting the expense report for the employee.**

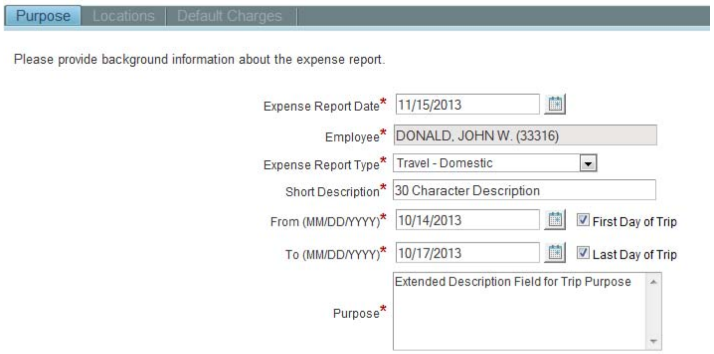
iv. Short Description: Limited to 30 characters

v. From/To: The expenses charged on this expense report **MUST** be between this date range

*vi.* First/Last Day of Trip check boxes: Uncheck

vii. Purpose: Extended description for purpose of trip, required and please be specific, FAR 31.205-46(a)(7) requires "purpose of the trip" and it needs to be specific (e.g. not "business").

Click "Continue" once you have completed this screen….



**b. Locations Tab:**

i. Locations should start at Originating Location, include all locations where expenses have been incurred including the final destination with the corresponding dates. (See below)

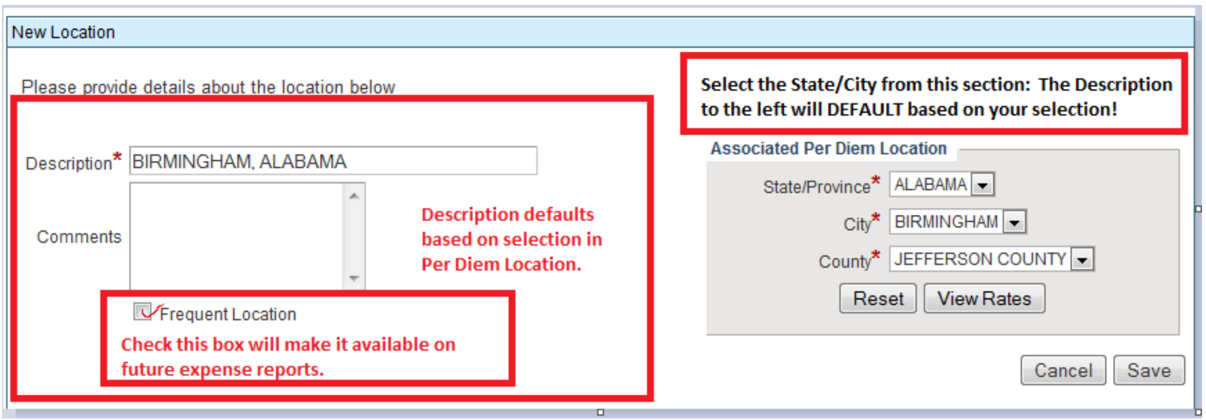
ii. Click the "New Locations" button or select Location in drop down of previously saved selections.

iii. Enter description or leave blank to populate with associated per diem location.

iv. Using Drop down in the Associated Per Diem Location to select State/City, county should default.

v. Click "View Rates" to View Per Diem rates for Location if applicable.

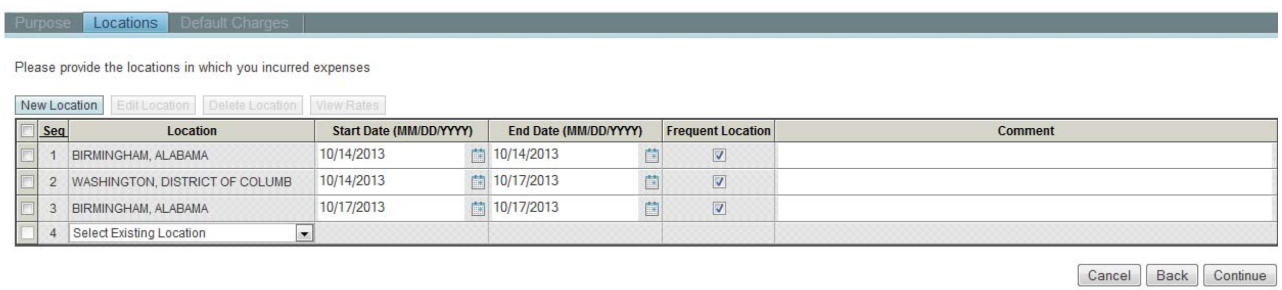
vi. Click Save.




vii. **<u>Enter all locations and associated dates for expenditures</u>**, in the date order of the trip, enter any comments if applicable.

viii. Checking the Frequent Locations button will make this location available on future ER's.

ix. Click "Continue"

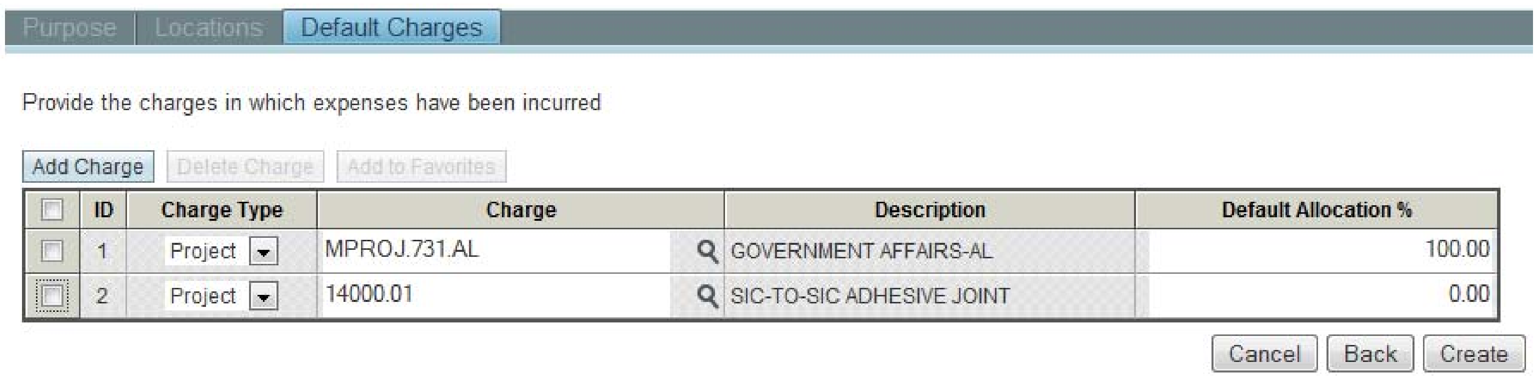


**c. Default Charges Tab:**

i. Enter **all** projects that you will be charging on this expense report. Click “Add Charge” button to add additional Charge numbers.

1. NOTE: Sum of Default Allocation% MUST = 100 or you will not be able to continue!
2. It is recommended that unless you are splitting the charges by Percentage to always enter 100% on the main project number for the trip.

ii. Click “Create”



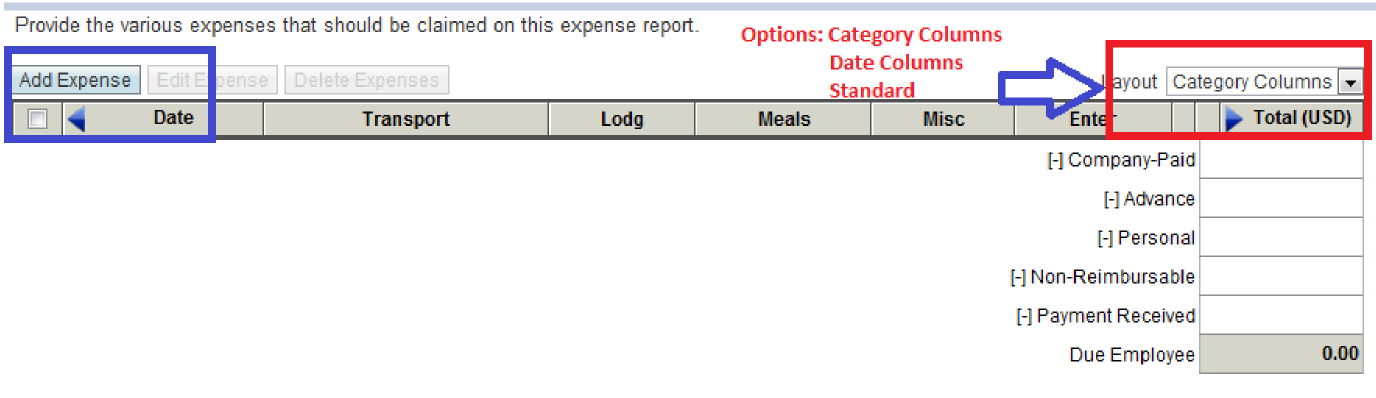

| | ID | Charge Type | Charge | Description | Default Allocation % |
|---|---|---|---|---|---|
| | 1 | Project | MPROJ.731.AL | GOVERNMENT AFFAIRS-AL | 100.00 |
| | 2 | Project | 14000.01 | SIC-TO-SIC ADHESIVE JOINT | 0.00 |

NOTE: Steps 1-4 must be completed before the expense report is actually created. If you exit before completing these steps your ER will not be saved!

**Step 5.** **Claimed Expenses section:** You are now ready to start adding the detail of the expense report:

a. Choose the "Layout" you prefer

b. Click Add Expense

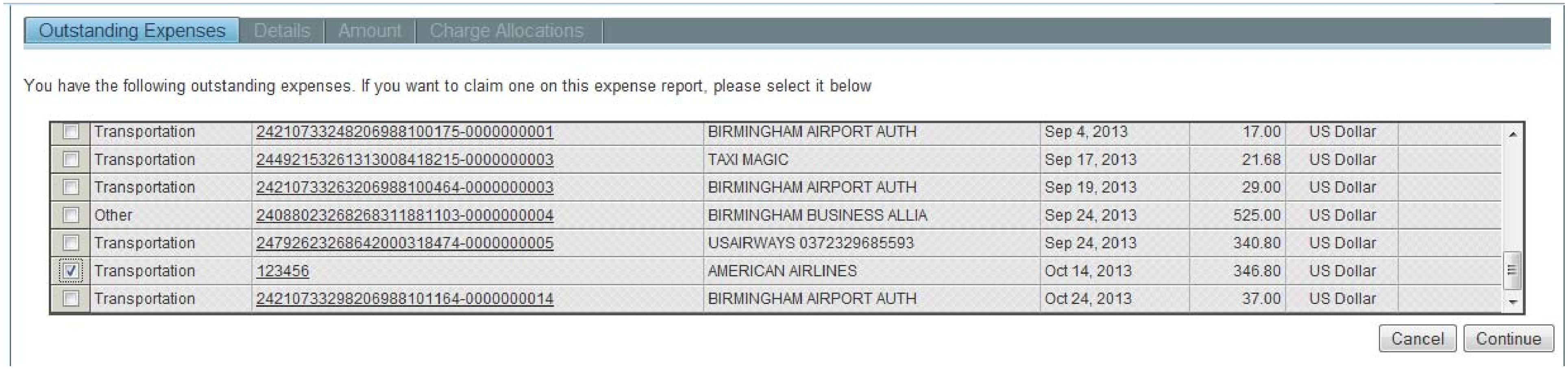



c. Following is a grid of the expense Categories and Types:

| Category | Type |
|---|---|
| Transportation | Airfare<br>Car Rental<br>Gas<br>Mileage<br>Miscellaneous Fees<br>Parking<br>Taxi Cab/Shuttle<br>Train |
| Lodging | Lodging Commercial Projects<br>Lodging Govt or Overhead Proj |
| Meals | Meals - Employee<br>Meals - Other |
| Miscellaneous | Miscellaneous<br>Miscellaneous Fees<br>Registration Fees |
| Entertainment | Meals & Entertainment - Others |

d. **Outstanding Expenses Tab: (This tab will not be visible if you do not have outstanding Expenses on a SRI Regions Travel Card)**

   i. **Regions Travel Card Expenses** : Select from the “Outstanding Expenses” by checking the check box on the left

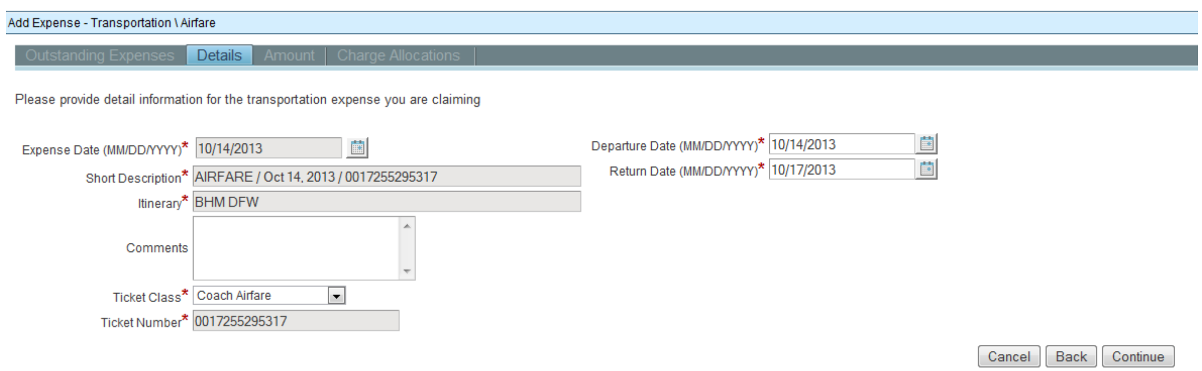



| | | | | | | |
|---|---|---|---|---|---|---|
| ☐ | Transportation | 24210733248206988100175-0000000001 | BIRMINGHAM AIRPORT AUTH | Sep 4, 2013 | 17.00 | US Dollar |
| ☐ | Transportation | 24492153261313008418215-0000000003 | TAXI MAGIC | Sep 17, 2013 | 21.68 | US Dollar |
| ☐ | Transportation | 24210733263206988100464-0000000003 | BIRMINGHAM AIRPORT AUTH | Sep 19, 2013 | 29.00 | US Dollar |
| ☐ | Other | 24088023268268311881103-0000000004 | BIRMINGHAM BUSINESS ALLIA | Sep 24, 2013 | 525.00 | US Dollar |
| ☐ | Transportation | 24792623268642000318474-0000000005 | USAIRWAYS 0372329685593 | Sep 24, 2013 | 340.80 | US Dollar |
| ☑ | Transportation | 123456 | AMERICAN AIRLINES | Oct 14, 2013 | 346.80 | US Dollar |
| ☐ | Transportation | 24210733298206988101164-0000000014 | BIRMINGHAM AIRPORT AUTH | Oct 24, 2013 | 37.00 | US Dollar |

e. **Details Tab:**

   i. Travel Card Expenses: Grayed out fields default from Visa system and are un-editable.

   ii. Employee Paid Expense: Complete the screen as appropriate based on the expense type.

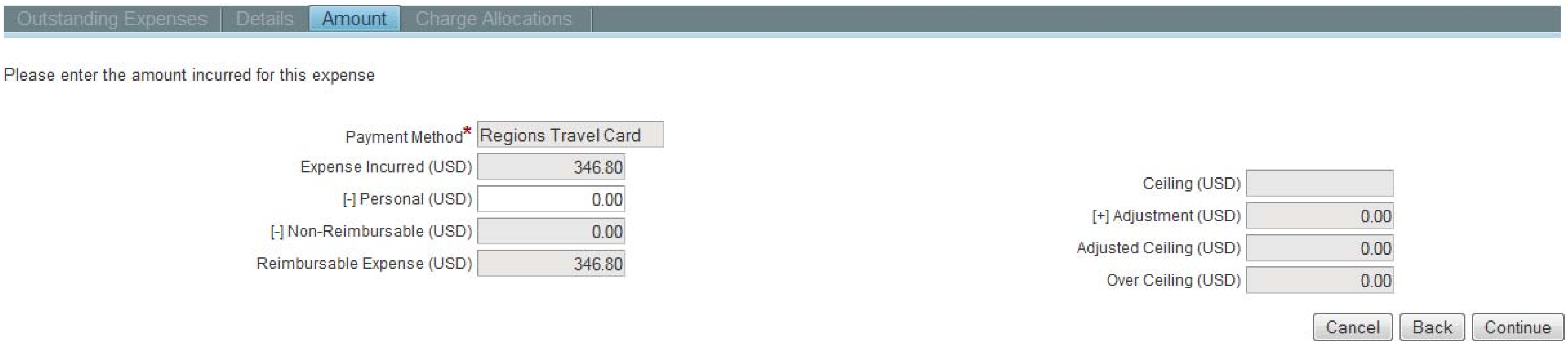


**Amount Tab:**

iii. Complete this screen accordingly. If there are any personal items included, enter that amount in the "Personal" field.
   1. The amount of reimbursement to the employee will be reduced by any "Personal" expenses.

iv. Travel Card Expenses: Will default from the Visa System.

v. Employee Paid Expenses: Manual input.

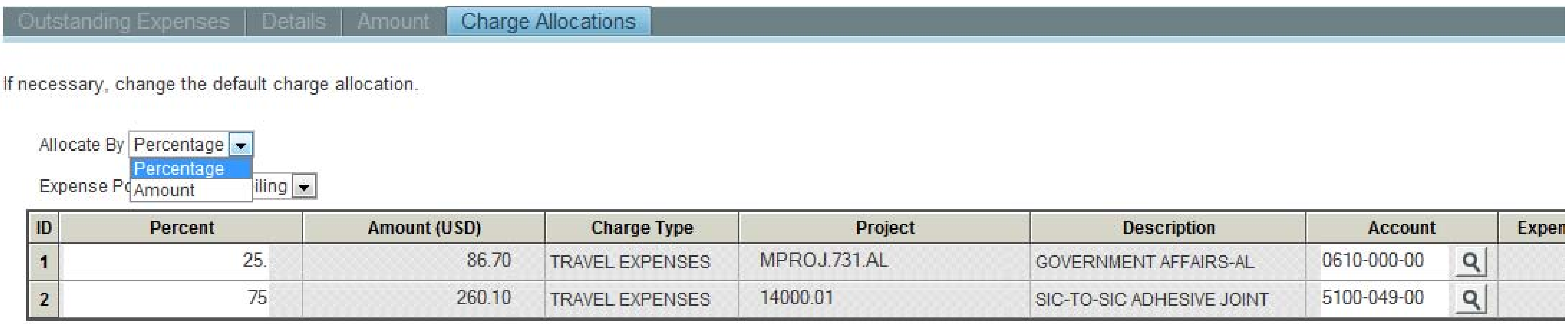


**f. Charge Allocations Tab:**

i. If multiple projects are to be charged, select either “Percentage” or “Amount” from the Allocate By drop down.

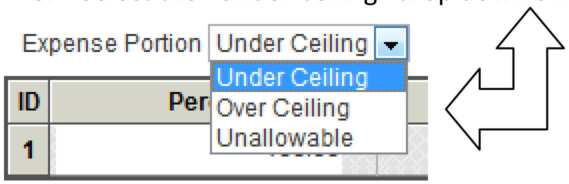
ii. Complete either % Amount or $$ Amount

**iii. <u>Use the icon in the Account field to select the appropriate account number.</u>**




iv. ***If there are Over Ceiling or Unallowable amounts, those must be distributed before you can save.***

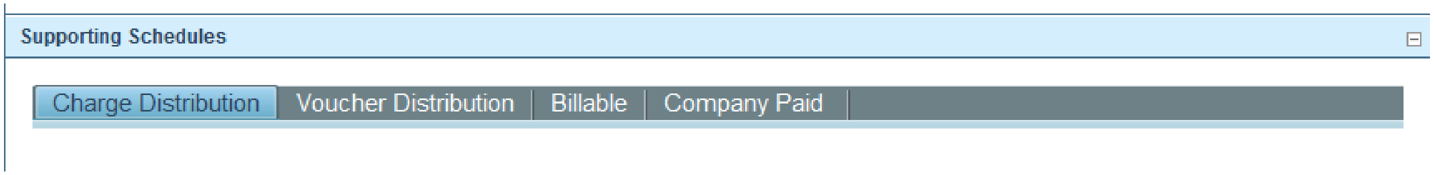
1. Example: Lodging Per Diem for a location is $100, actual charges are $150.
2. $100 + Taxes would be allocated to the “Under Ceiling” category, add the account number for this charge
3. Select the “Under Ceiling” drop down on the “Expense Portion” and add the account number for the remaining $50 room + taxes




g. Once the entire amount has been distributed click “SAVE”

h. Repeat Steps 5b through 5h for all remaining expenses.

**Step 6.** Review Supporting Schedule Tabs

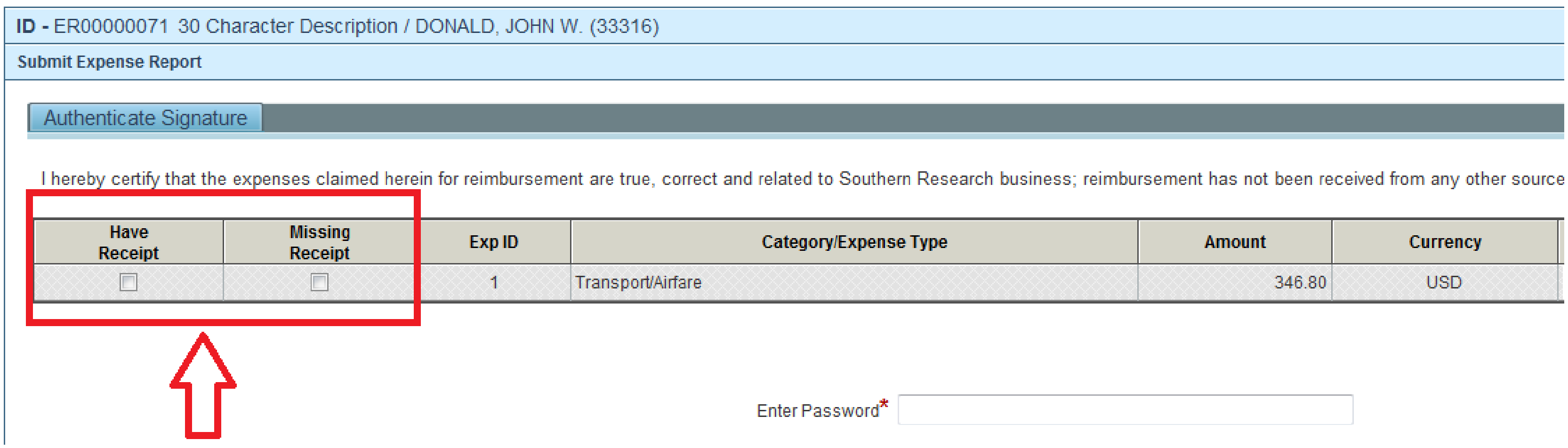



**Step 7.** Once all charges are complete, click on the "Submit" button.

a. Check either "Have Receipt" or "Missing Receipt" button. This is required.
   i. If you select "Missing Receipt" you must fill out the "Explanation" field.

b. Enter your Time & Expense Password.

c. At this point you will receive a system generated email notifying you that an expense report is pending the attachment.



**Step 8.** Workflow Status Window

a. Click on the icon on the Task “Attach” to attach your receipts.

**Workflow Status**

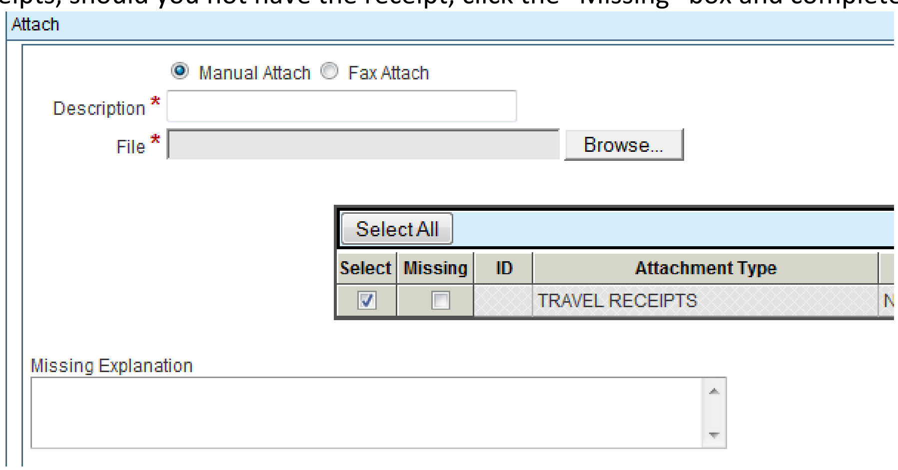
**Expense Report Tasks**

| | Primary Role | Task | Task Item | Expense/Charge | Amount | Currency | Rule | Status | Action |
|---|---|---|---|---|---|---|---|---|---|
| | Employee | Create | Overall ER | N/A | N/A | N/A | Required | | |
| | Employee | Submit | Overall ER | N/A | N/A | N/A | Required | | |
| | Employee | Attach | TRAVEL RECEIPTS | | N/A | N/A | Required | | |
| | Project Manager | Approve | Charge | 14000.01 - SIC-TO-SIC ADHESIVE JOINT | N/A | N/A | Required | | |
| | Primary Supervisor | Approve | Overall ER | N/A | N/A | N/A | Required | | |

Hide Legend

= Pending = Task In Process = Completed = Rejected = Missing Receipts = Approve = Reject = Attach = View Attachment = Edit Attachment = Delete Attachment = Record = Unrecord = More Details

b. ALWAYS use the default “Manual Attach”
c. Enter a Description
d. Click the Browse button to browse to your saved PDF file of expense receipts
e. Expense reports must have receipts, should you not have the receipt, click the “Missing” box and complete the “Missing Explanation”



Approval Workflow:

1. Employee Submission
2. Employee Receipt Attachment
3. AP Approval for Receipts
4. Project Manager for Direct Projects
5. Primary Supervisor for All Charges

Once the expense report is saved you can exit, the status will then be “Draft”. When you log back in and query that expense report you will see the different sections of the ER. To expand the section, click on the + sign in the right corner of the section that you need to complete.