⬡	# Non-Travel Expense Reports

Creating a Non-Travel Expense Report

This document provides a quick look at how to create a Non-Travel Expense Report. If you wish to receive reimbursement for any non-travel expenses, you will need to create and submit an expense report in the UGA Financial Management System.
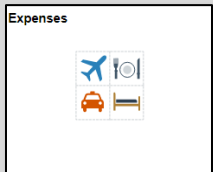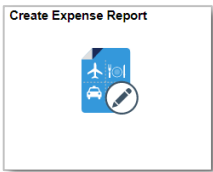
General Guidance

FIRST TIME SIGNING ON?
New faculty and staff will need to set User Defaults in the <u>UGA Financial Management System</u>. Access the <u>Managing User Default</u> tutorial in the <u>OneSource Training Library</u> for more info.

- A copy of the receipt must be available on your desktop or work device for uploading into the report. PDF is the preferred format.
- The accounting tag/SpeedType for your funding source will also be needed. The information may have been supplied by your department or alternately, you may type in a full chartstring, including the Budget Reference for the current fiscal year**.**
- You may assign a "delegate," such as a business manager in your department, to help you complete your expense report; however, you must submit your own expense report to certify the expenses are your own. For more on delegation, please see the OneSource Training Library (training.onesource.uga.edu) under Financials Topics > Travel and Expense.
- Access training tutorials, policy, and other information in the OneSource Training Library under Financials Topics > Travel and Expense > All TE Tutorials.
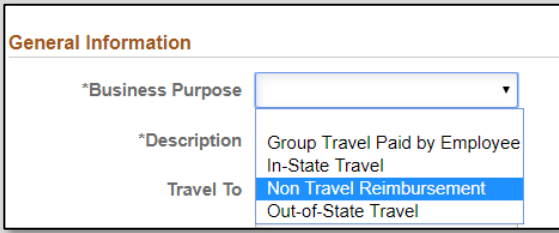
Non-Travel Expense Report Creation	
Step 1	Go to https://financials.onesource.uga.edu and login using your MyID and ArchPass Duo. If you are not on a UGA network, you will need to first connect to Cisco AnyConnect (VPN) on your computer or device.
Step 2	Click the "Expenses" tile.
Step 3	Click "Create Expense Report" tile.
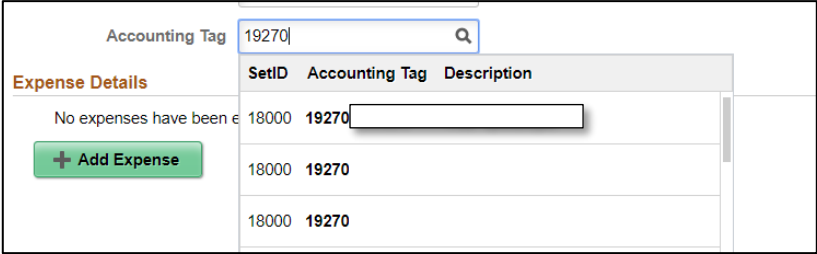
Step 4	For the "Business Purpose", choose "Non Travel Reimbursement" from the dropdown.

General Information

*Business Purpose ▼

*Description — Group Travel Paid by Employee / In-State Travel / **Non Travel Reimbursement** / Out-of-State Travel

Travel To

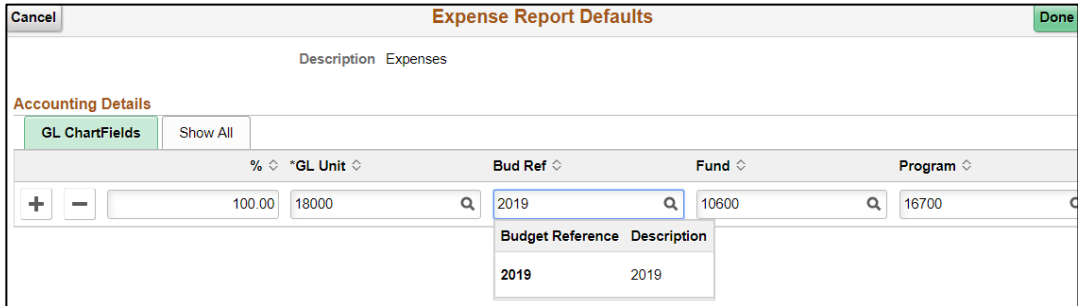| Step 5	For "Description," enter a description of the expense (e.g. lab supplies, personal protective equipment for USDA, etc.).
Step 6	Ignore "Travel To" and "Reference."
Step 7	Enter the "Accounting Tag," which is your departmental financial information. You may know this as a "SpeedType." If you do not have an Accounting Tag, you can manually enter your financial chartstring elsewhere in the transaction.

Accounting Tag 19270

Expense Details

SetID	Accounting Tag	Description
No expenses have been e	18000	**19270**
+ Add Expense	18000	**19270**
	18000	**19270**

The system will suggest a list matching the alphanumeric characters entered that you can then click to select.

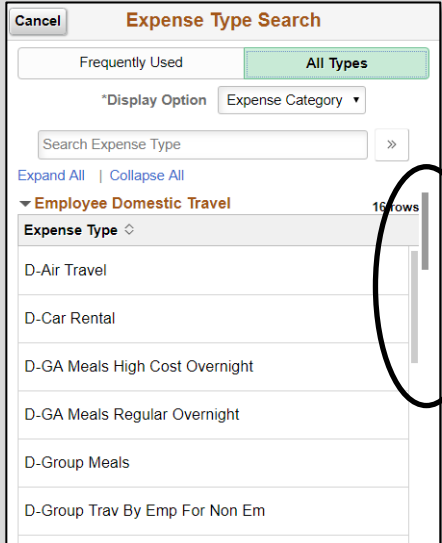| Step 8	**Note:** Do NOT attach your receipt on this Header page. Click "Accounting Defaults."
Step 9	If you entered an Accounting Tag, you will still need to enter the budget year in the populated chartstring. The other information will populate from the Accounting Tag. Enter the current fiscal year into the "Bud Ref" field and click the green "Done" button when finished. **Note**: "Bud Ref" is short for Budget Reference, which is the fiscal year that the expense should be charged to. The UGA fiscal year is from July 1 to Jun 30. If you did not use an Accounting Tag, you will need to manually enter all of the chartstring fields displayed, then press Done.
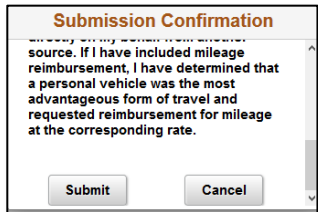
Cancel		**Expense Report Defaults**			Done

Description Expenses

Accounting Details

GL ChartFields | Show All

% ◇	*GL Unit ◇	Bud Ref ◇	Fund ◇	Program ◇
100.00	18000	2019	10600	16700

Budget Reference Description

2019 2019

Step 10	Once you have returned to the "Expense Report" screen, click the green button that says "Add Expense".
Step 11	On the Expense Entry page, enter the date on the receipt as the date.
Step 12	Click the magnifying glass in the "Expense Type" search field. Scroll down or search for the relevant expense type and select it. (e.g. Books, Copy/Printing, etc) Note: Clicking the drop down arrow next to the expense category will collapse unused categories. Note: There are four categories with submenus. Use the Right most scroll bar to move between the categories. Use the scroll bar to the left for scrolling within a category.	**Expense Type Search** Cancel Frequently Used | All Types *Display Option: Expense Category Search Expense Type Expand All | Collapse All ▼ Employee Domestic Travel — 16 rows Expense Type D-Air Travel D-Car Rental D-GA Meals High Cost Overnight D-GA Meals Regular Overnight D-Group Meals D-Group Trav By Emp For Non Em
Step 13	After selecting the expense type, enter a description in the text field.
Step 14	Enter the amount for the receipt. **Note**: "Payment Details" defaults to "Employee Paid."
Step 15	Click "Attach Receipt" and upload the scanned receipt. PDF is preferred.
Step 16	Click "Save" in the top right corner. Then click the green "Review and Submit" button beside it.
Step 17	On the Expense Summary page, click the green "Submit" button in the top right corner. Read the statement in the pop-up window. If you certify the statement is correct, click the "Submit" button.	**Submission Confirmation** ...already on my behalf from another source. If I have included mileage reimbursement, I have determined that a personal vehicle was the most advantageous form of travel and requested reimbursement for mileage at the corresponding rate. Submit Cancel
Step 18	The Awaiting Approval page is displayed. The approval flow is shown for each submitted expense reports. This initial approval is directed to the Departmental Expense Manager.

Additional Information

- A full tutorial ([Creating an Expense Report for a Non-Travel Expense](#)) is available in the OneSource Training Library ([training.onesource.uga.edu](#)) under Financials Topics > Travel and Expense > All TE Tutorials.
- If you have questions, please contact the OneSource Service Desk at [onesource@uga.edu](#) or 706-542-0202 (option 2).