FMS – Expense Report

Important Information!

- ✓ Do not include any personal expenses.
- ✓ Travel Authorizations (except "Penny Travel Authorizations" - see below) must be closed with an Expense Report.
- ✓ Expense Reports are due within 30 days of completing/returning from your activity.
- ✓ **All** of your expenses -- including those paid with a Maricopa Pro Card or Purchase Order -- require a receipt (except Per Diem Meals). If your expenses were pre-paid with a Purchase Order, the PO # is required.
- ✓ All of your required receipts must be in pdf.

Penny Travel Authorizations

Penny Travel Authorizations or "Penny TAs," are Travel Authorizations that have no expense(s) associated with the travel. These do not require the traveler to complete an Expense Report. The College Fiscal Office will close all "Penny TAs."

In order for your Fiscal Office to close Penny Travel Authorizations, travelers must:

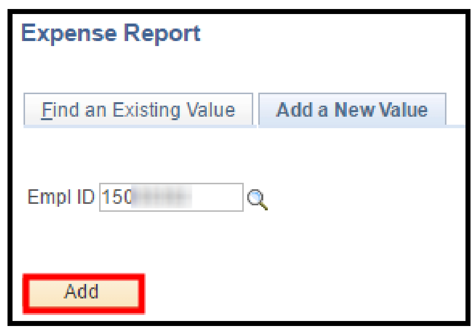
- ✓ Within 30 days of completing/returning from your activity, send an email to your College Fiscal Office with the following information:
  - Subject Line: Penny TA # (Include your Travel Authorization Number) - Please Close.
  - Explain that you have completed or returned from your activity.
  - Ask your Fiscal Office to close this TA and include the Travel Authorization number in your message.

Create Expense Report

Travelers are **required** to create and submit an Expense Report within 30 days of returning and/or completing your activity.
(Except the Travelers who created Penny Travel Authorizations. Please see previous section.)

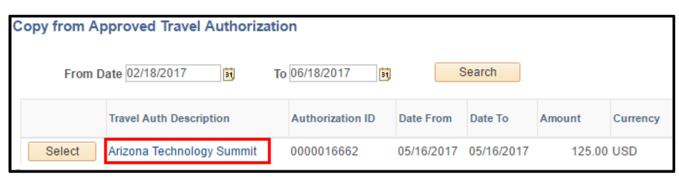
The Expense Report closes the loop on your travel, and is also the process for getting reimbursed for any eligible expenses.

1. Log into [FMS](FMS) using your MEID and password.
2. Click the NavBar in the upper-right corner, then click Navigator.
3. Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify.
4. Click Add.



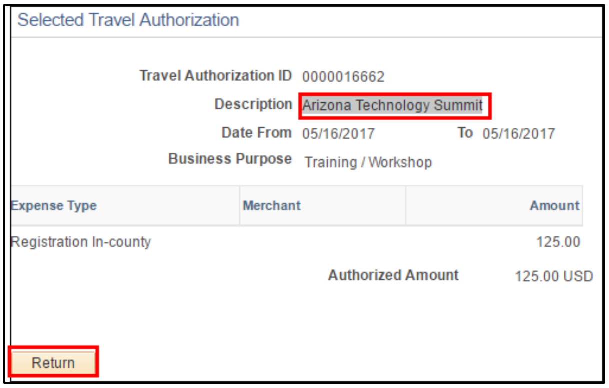
- Your approved Travel Authorization displays.

5. Click the Description link to view and copy some information.

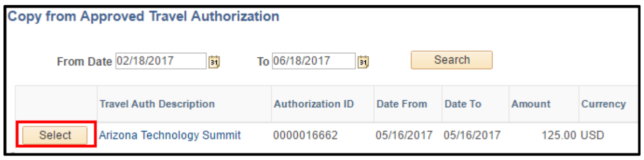


- Take note of your dates and business purpose. You need this information for your Expense Report.

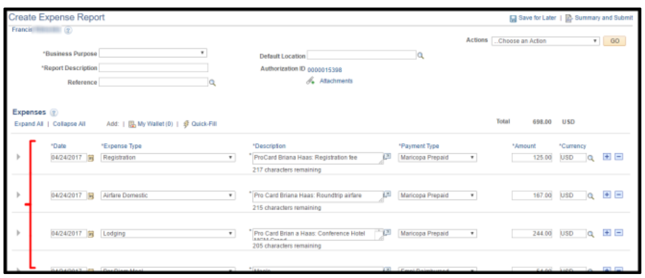
6. Select and copy the Description; click Return.



7. Click the Select button.

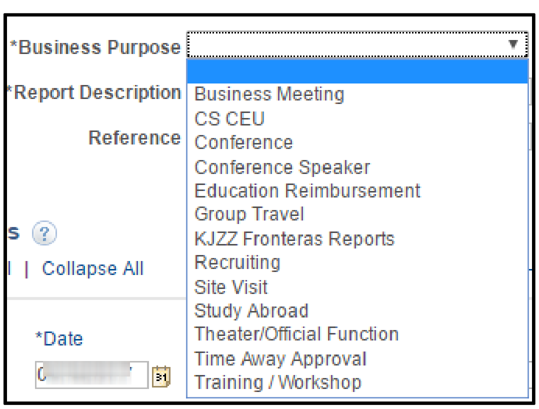


- Your Expense Report populates with the approved expenses of your Travel Authorization.

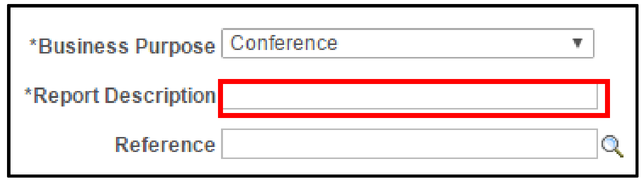


- The information you enter in the top of your Expense Report should match the information on your Travel Authorization.

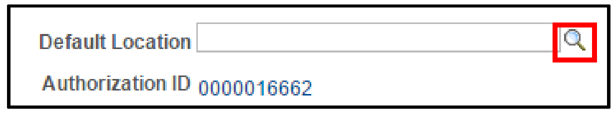
8. Click in Business Purpose, and select the correct business purpose.



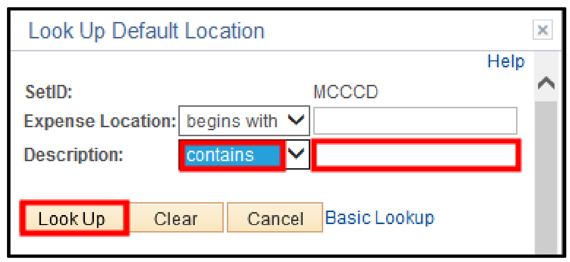
9. In Report Description, paste the Description you copied.



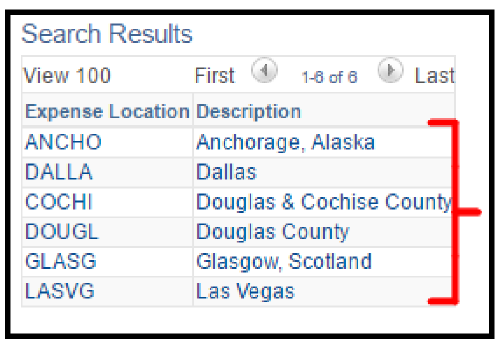
10. In Default Location, click the Look Up icon.



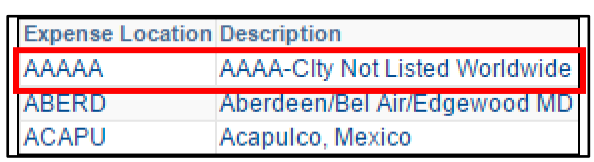
11. Click in the first Description field and select contains; then enter the city's name in the second field, and click Look Up.



12. Select your city's link from the Search Results.



- If your location is not listed, click Clear, then click Look Up; and select the first option "AAAA-City Not Listed Worldwide."



Expenses

Include all of your expenses on your Expense Report. Keep in mind that all expenses require a receipt – except Per Diems. Your expense amounts must match your receipts. Do not include any "zero amount" expenses. See the Delete Expenses section to delete an expense you no longer need.

Recommendation: Have your receipts available when creating your Expense Report.

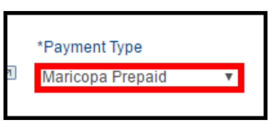
Follow these four steps for your expenses. Lodging and Per Diems have additional steps, those are next.

1. Verify your expenses. Check your amounts!

- Your expense amounts must match your receipts.

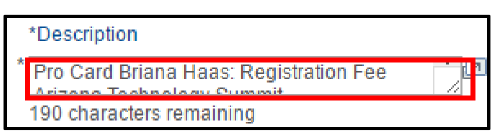
2. If the amount is not correct, click in it and change it to the amount that matches your receipt.

3. Check the Payment Type.



4. If the Payment Type is Maricopa Prepaid, in Description, indicate if the expense was paid with a Pro Card or a Purchase Order (PO).

- If paid with a Pro Card, include the Pro Card holder's name.
- If paid with a Purchase Order, include PO #.



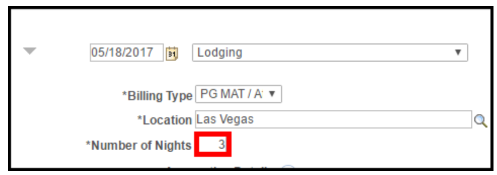
5. Continue verifying/editing all fields within the expense line.

Lodging Expense Line

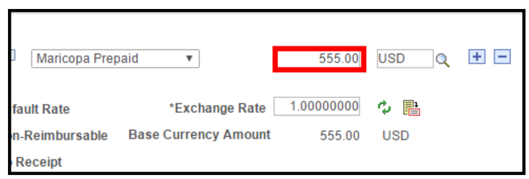
1. Follow steps 1-4 in the previous column.

2. For the Lodging expense, click the Expand Section arrow to the left of the expense.

3. Verify and/or edit if necessary the Number of Nights field.



4. If your number of nights changed, to the right, in Amount field, edit the amount to reflect the total Lodging receipt amount.



- FMS does NOT auto-calculate the amount field when you change the number of nights. You must enter it manually!

Per Diem Meal Expenses

Travelers are required to deduct Per Diem expenses for meals that were provided at the conference, event, activity, or hotel – whether or not you ate them.

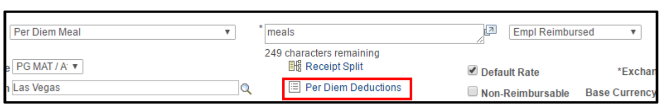
Travelers are also required to deduct Per Diem expenses for meals for which you are not entitled due to travel times.

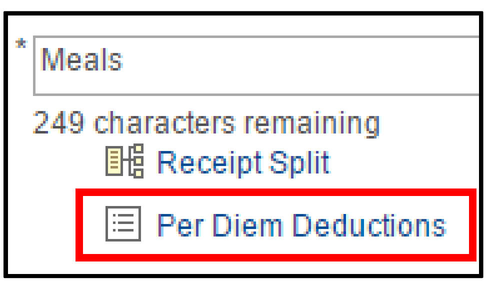
Please check our [Maricopa Administrative Travel Regulation 1.15.7] for more details.

Receipts are not required for Per Diems. However, information on the meals provided by the conference/event/activity/hotel is required.

1. For Per Diem Meal expenses, click the Expand Section arrow to the left of the expense.

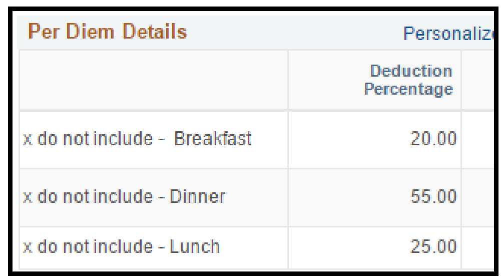
2. To deduct Per Diem Meals, click Per Diem Deductions.





3. In the Deduction Flag column, select the meal(s) (Breakfast, Dinner, and/or Lunch) that will **not** be reimbursed for that day.

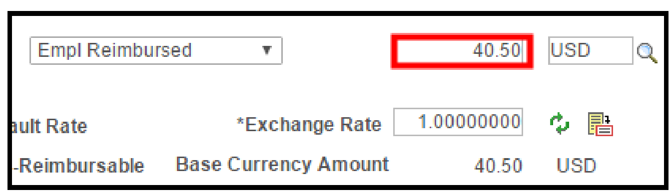
- **Note**: Meals are listed in **alphabetical** order of Breakfast, Dinner, and Lunch. Make sure you are deducting the correct meal(s)!



- The meal deductions are in *percentages*.

4. Click OK.

- Per Diem line reflects the new per diem total.



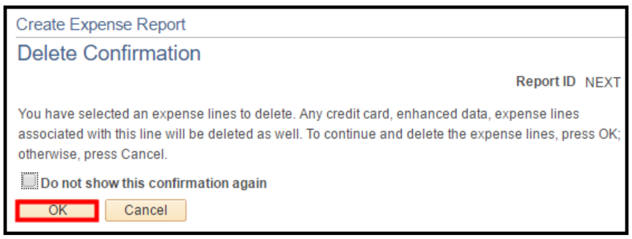
5. If applicable, repeat steps 1-4 for ***each*** Per Diem line.

Delete Expenses

If an expense is listed that you do not need to claim, (because it wasn't an expense after all), delete the line. FMS will not accept a zero amount, $0.00, expense line.

1. To the right of the expense line, click the **-** sign.

2. Click OK to confirm.



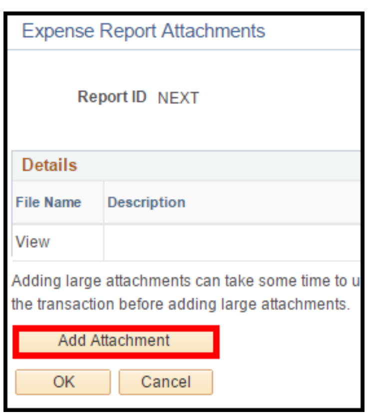
Attach Required Receipts

ALL expenses, including Maricopa Prepaid expenses paid by Pro Card or Purchase Order, require a receipt **-** *except Per Diem Meals*.

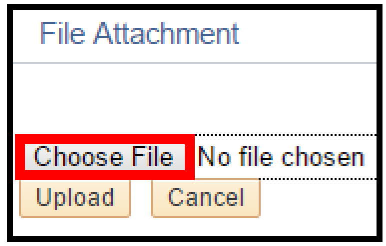
All receipts must be in pdf format.

1. At the top of your Expense Report, under the Authorization ID, click Attachments.

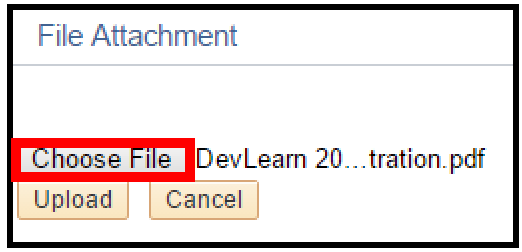
2. Click Add Attachment.



3. Click Choose File (Chrome) or Browse (IE).



4. Locate and double-click on your receipt.
5. Click Upload.



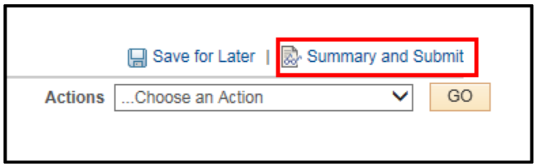
6. In Description, enter a receipt description.

- **Important**! For Maricopa Prepaid expenses paid by a Pro Card or Purchase Order, please enter the payment method and information first and then the expense description.
- Pro Card Example: "Pro Card Briana Haas: Hotel Receipt."
- Purchase Order Example: "PO #123456: Registration Receipt."

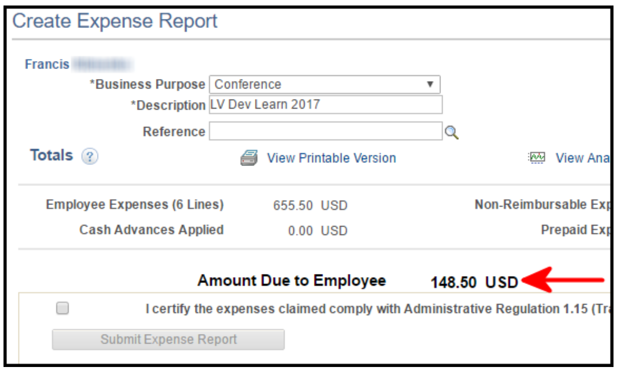
7. To attach additional receipts, repeat steps 2-6.
8. When finished adding receipts, click OK.

Submit Expense Report

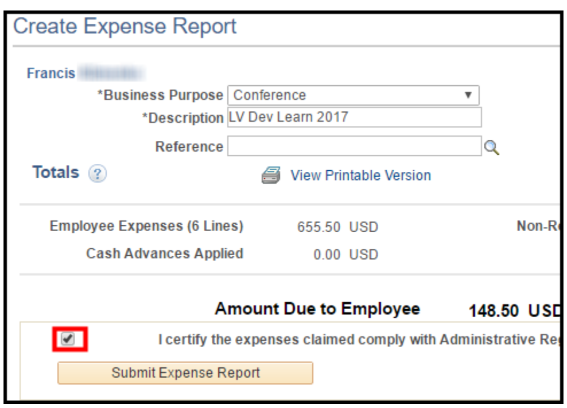
1. Scroll to the top of the Expense Report, in the upper right corner, click Summary and Submit.



- Notice the Amount Due to Employee (if applicable).



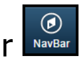
2. In the lower-left corner, click the checkbox certifying the expenses claimed are in compliance with [Administrative Reg. 1.15](#).



3. Click Submit Expense Report.
4. Click OK to confirm.
5. Sign out of FMS. (upper-right corner)

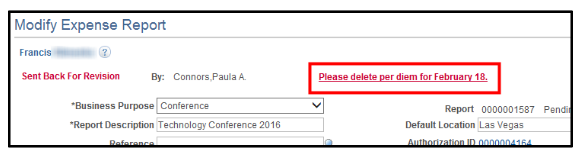
Modify an Expense Report

You can only modify an Expense Report if you have **not** submitted it to the approval process or if it has been **sent back** to you for revision. When you resubmit the Expense Report, it goes through the **entire** approval process again.

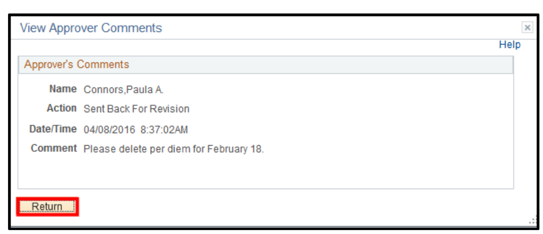
1. Click the NavBar  in the upper-right corner, then click Navigator.
2. Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify.
3. Click the Find an Existing Value tab.
4. Click Search.

- If you only have one Expense Report, it will automatically open. If you have multiple Expense Reports, click the Expense Report to modify.

5. At the top of your Expense Report, in red, should be the sender's comments for sending back your Expense Report.



6. To view the entire message, click the red message link; then click Return.

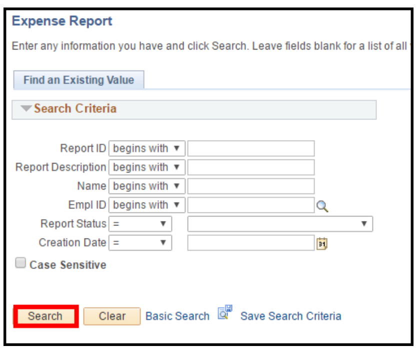


7. Make required changes. (Refer to pages 3-5).
8. When finished, click Summary and Submit.
9. Click the certifying checkbox at the bottom.
10. Click Submit Expense Report; OK to confirm.

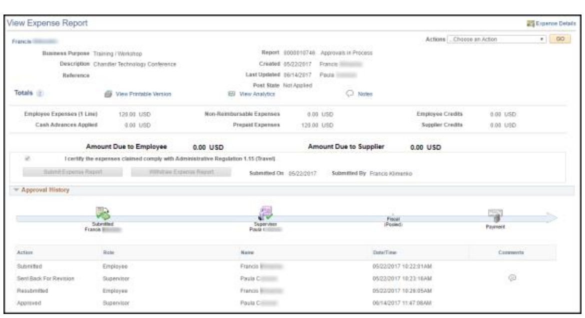
View & Track Expense Report

Viewing and tracking your Expense Report will help you find where in the approval hierarchy your Expense Report resides. These steps are also necessary when you need to notify the current approver to “Send Back” your Expense Report for revision (if necessary).

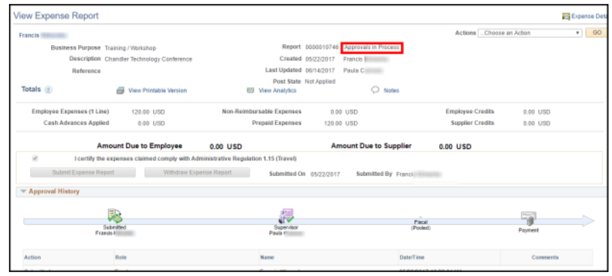
1. Log into FMS using your MEID and password.
2. Click the NavBar icon in the upper-right corner, then click Navigator.
3. Employee Self-Service > Travel and Expenses > Expense Reports > View.
4. Click Search.



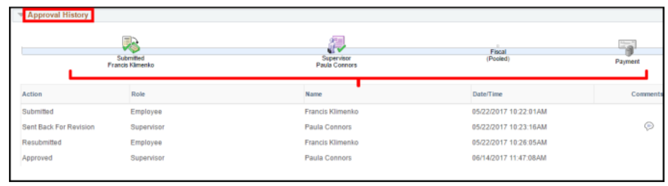
- If you only have one Expense Report, it will automatically open.
- If you have more than one expense report, a list of all your Expense Reports displays. Simply click the one to view.
- Your Expense Report summary displays.



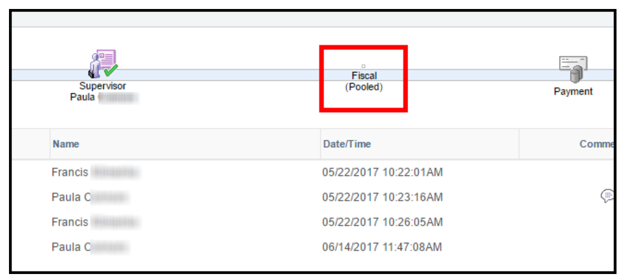
5. At the top, view your approval status.



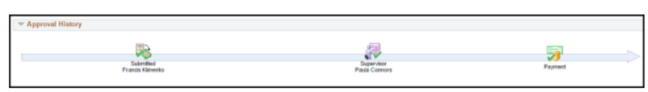
6. Scroll to the bottom, in Approval History, view the Approval History timeline.



- If the timeline displays a gray logo with the word “(Pooled),” then the Expense Report has yet to be reviewed and approved by that department.



- If you need the Expense Report to be “Sent Back” for your revision, contact that department that is listed as “Pooled” to send back your Expense Report.
- A fully approved Expense Report will display all logos in the timeline in color and you will receive an email that your Expense Report has been approved.



7. When finished, click Sign Out.