CADMUS

Expense Submission Checklist: Once you are familiar with the steps, use this checklist as a reference.

Log in and Access the Expense Report

1. Log in.
2. Click: **Time and Expense >> Expense >> Expense Reports >> Expense Report**
3. On the **Expense Report** screen**,** in the upper right, click: **New Expense Report**

Enter Travel Data

Complete the required fields:

1. **Date**: This is the date entering the expense report.
2. **Type**: Select the type of travel, Local expense or Long distance travel.
3. **Description**: Enter a short description of the travel or local expense.
4. **From** and **To**: Use the calendar icons to select the period of the expense or the travel.
5. **Purpose** (optional): Provides more detail about the reason for the travel or the local expense.
6. Click: **Continue**

Locations

1. On the first row, click the link: **Add Location**

   Note: You can view the Per Diem Rates for the location

Complete the required fields:

2. **Country**: Click the **magnifying glass** and **Query** to look up, then select the country.
3. **State**: If applicable, click the **magnifying glass** and **Query** to look up, then select the state.
4. **City**: **Query**, and select the city for the local expense or the travel
5. Click: **Apply**
6. Click: **Continue**

   Note: If you frequently go to this location, you can add it to Favorites for ease of access.
7. If applicable for multiple location travel, click the **calendar icon** for **Start/End** dates.
8. If applicable, click the button **Add Location** and repeat steps 2-8.

Default Charges

1. On row 1, in the field, **Charge Type**, click the dropdown and select **Project** or **Account**
2. In the field **Charge**, click the magnifying glass and select the charge or project number.
3. Note: If multiple charge numbers will be used, in the **Default Allocation** field, change the default allocation %.
4. For an additional charge, click the button: **Add Charge** and repeat steps 1 and 2.
5. When the charges are complete, click the button: **Continue**

Overall Attachments – all receipts should be in one pdf file.

1. In the **Description** field, enter a short description of the expense.
2. On the right, click the button: **Attach**
3. Browse for the receipt file
4. Click: **Upload**
5. On the lower right, click the button: **Save Report**

Expenses

1. On the **Expenses** screen, click the button: **Add claimed Expense**
2. In the field, **Expense Type**, click the magnifying glass and: **Query** or **select** the **Category**.
3. Click: **Continue**
4. On the **Expense Details**, complete the required fields: **Expense Date, Departure Date, Return Date**
5. Add any comments.

   Notes:

   - If you are entering in a Lodging expense, you will see a Room Rates tab populate, enter the room rate, and tax rate for each night of your stay.

- If you are entering a Meal expense, and it is a Per Diem Meal, you will see a Meal Detail tab populate, select the meals/incidentals for each day (subtotals adjust for Per Diem rates).
- If you are entering a Meal expense, and it is a Business Meal, you will see an Attendees Details tab populate, enter the attendee name(s) and title(s)

6. Click: **Continue**
7. On the **Expense Amount**, complete the required fields: **Payment Method, Transaction Currency, Expense Incurred, Personal, Unallowed, Exchange Rate**.
8. Click: **Continue**
9. On the Charge Allocation Under Ceiling, enter the appropriate Expense Charge Type if the field is not pre-populated.
10. Click the button: Save Expense
11. If there are additional expenses, repeat steps 1-10
12. Once all the expenses and the receipt file have been attached, click the button: **Submit**
13. If the previously attached receipt file appears on the screen, click the button: **Continue**
14. On the Certification, click the checkbox**, I Agree**
15. Click the button: **Update Report**

    Result: The expense report is submitted for approval