

Printing, Reviewing & Submitting an Expense Report

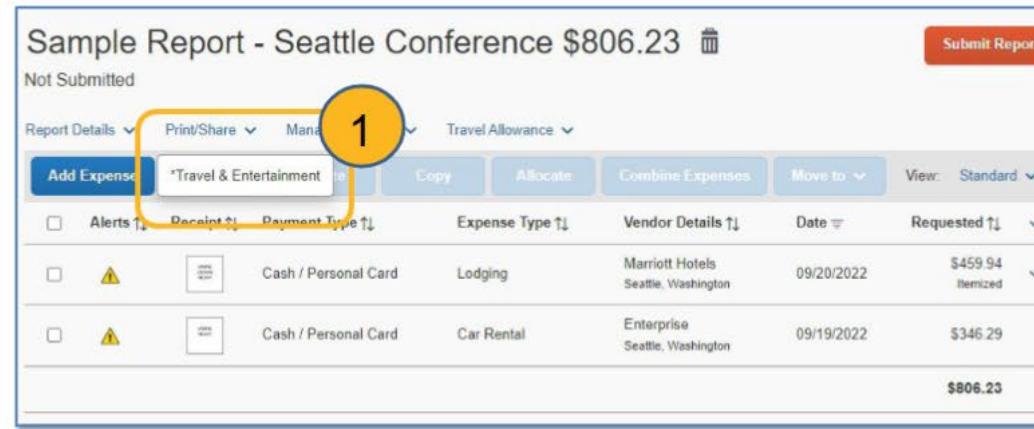
When you complete your expense report, you can print it or save a PDF copy for your records or to review required receipts.

Watch ▶ the tutorial.

Please note, this is a 3rd party video which provides an overview of the steps. For specific instructions for UCLA, please refer to this written guide.

Printing an Expense Report

1) From the expense report, click **Print/Share**, then select the report option.



Sample Report - Seattle Conference \$806.23

Not Submitted

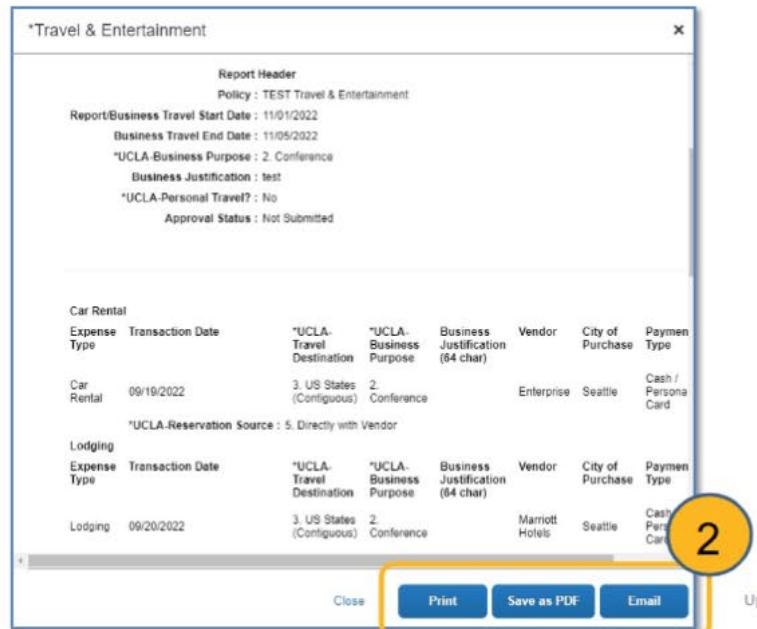
Report Details **Print/Share** Manage Travel Allowance

Add Expense *Travel & Entertainment

Alerts ↑ Receipt ↑ Payment Type ↑ Expense Type ↑ Vendor Details ↑ Date = Requested ↑

Category	Details	Amount	
Cash / Personal Card	Marriott Hotels Seattle, Washington	09/20/2022	\$459.94 Itemized
Cash / Personal Card	Enterprise Seattle, Washington	09/19/2022	\$346.29
			\$806.23

2) From here, a summary of the report can be printed, saved as a PDF, or emailed



*Travel & Entertainment

Report Header
Policy : TEST Travel & Entertainment
Report/Business Travel Start Date : 11/01/2022
Business Travel End Date : 11/05/2022
*UCLA-Business Purpose : 2. Conference
Business Justification : test
*UCLA-Personal Travel? : No
Approval Status : Not Submitted

Car Rental

Expense Type	Transaction Date	*UCLA-Travel Destination	*UCLA-Business Purpose	Business Justification (64 char)	Vendor	City of Purchase	Payment Type
Car Rental	09/19/2022	3. US States (Contiguous)	2. Conference		Enterprise	Seattle	Cash / Personal Card

*UCLA-Reservation Source : 5. Directly with Vendor

Lodging

Expense Type	Transaction Date	*UCLA-Travel Destination	*UCLA-Business Purpose	Business Justification (64 char)	Vendor	City of Purchase	Payment Type
Lodging	09/20/2022	3. US States (Contiguous)	2. Conference		Marriott Hotels	Seattle	Cash / Personal Card

Print Save as PDF Email

Printing, Reviewing & Submitting an Expense Report

Reviewing & Submitting an Expense Report

3) Review all expenses for accuracy

Click on any expense line to open **Expense Details**

4) After you have reviewed all your expenses (and attached receipts as needed), click **Submit Report**

Manage Expenses

Alerts: 1

Sample Report - Oakland Meeting \$475.10

Not Submitted

Report Details Print/Shars Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Cancel Expenses Move to View: Standard

	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
			Cash / Personal Card	Parking		09/14/2022	\$70.00
			Cash / Personal Card	Meals & IE - Domestic		09/13/2022	\$55.15
	⚠		Cash / Personal Card	Airfare	United Airlines	09/12/2022	\$349.87

\$475.10

5) On the confirmation screen, read the agreement and click **Accept & Continue**

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official University business for UCLA and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.

2. All required receipt images have been attached to this report.

3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.

4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I will repay the University in full for those expenses.

Cancel Accept & Continue

Printing, Reviewing & Submitting an Expense Report

Reviewing & Submitting an Expense Report

- 6) Review the Report Totals and click **Submit Report**

Report Totals

⚠ Alerts: 1

Company Pays
\$475.10
Employee

Employee Pays
\$0.00
Company

Amount Total:
\$475.10

Requested Amount:
\$475.10

Due Employee:
\$475.10

Total Paid By Company:
\$475.10

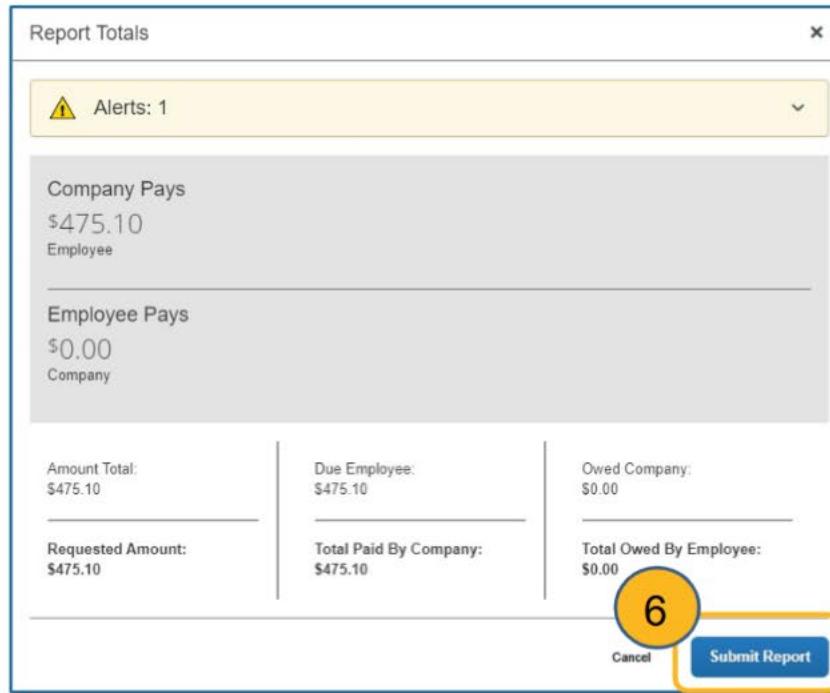
Owed Company:
\$0.00

Total Owed By Employee:
\$0.00

6

Cancel

Submit Report



- 7) Review the expense report status and click **Close**

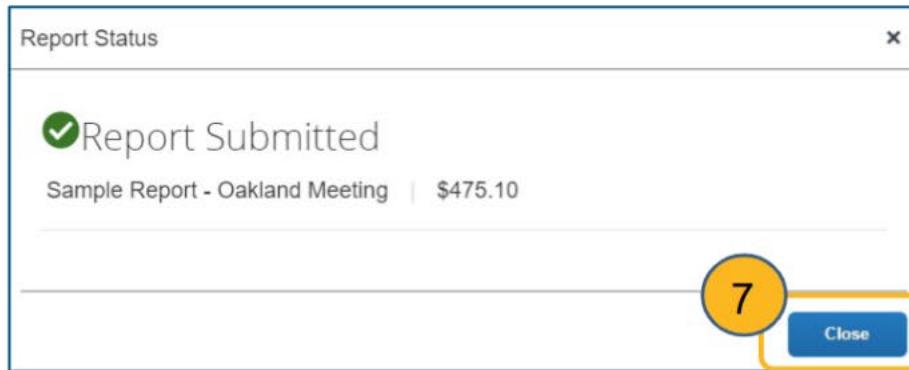
Report Status

✓ Report Submitted

Sample Report - Oakland Meeting | \$475.10

7

Close



Printing, Reviewing & Submitting an Expense Report

Reviewing & Submitting an Expense Report

8) Your expense report and its status are listed in the **Active Reports** filter of the Report Library

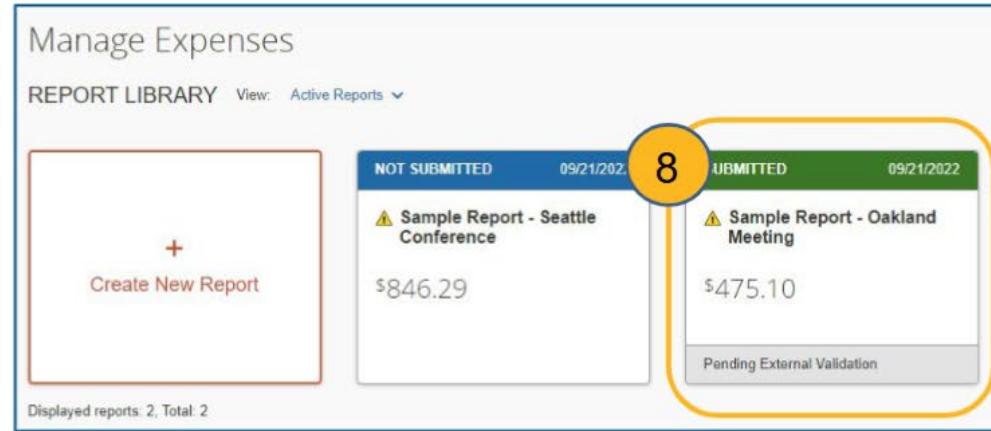
Manage Expenses

REPORT LIBRARY View: Active Reports

NOT SUBMITTED 09/21/2022 SUBMITTED 09/21/2022

	NOT SUBMITTED	SUBMITTED
8	<p>⚠ Sample Report - Seattle Conference</p> <p>\$846.29</p>	<p>⚠ Sample Report - Oakland Meeting</p> <p>\$475.10</p> <p>Pending External Validation</p>

Displayed reports: 2, Total: 2



Printing, Reviewing & Submitting an Expense Report

Approval Status

Not Submitted:	The report has not been submitted into the approval workflow.
Pending External Validation:	Certain information on the report is being validated against UC systems. Reports should automatically move through this step within a few minutes.
Pending Cost Object Approval:	The report is pending department approval.
Approved & In Accounting Review:	The report is pending Travel Accounting approval.
Submitted & Pending Approval:	The report is pending additional approval (ex: Submitted & Pending Approval - Policy Review).
Approved:	The report has received all approvals; refer to Payment Status for payment information.
Sent Back to Employee:	The report was returned by an approver for correction or editing.
Recalled:	The report was recalled by an employee or their delegate.
Dean/Executive Review:	For Deans and Executives group only: the report is pending Travel Accounting approval.
Controller Review:	For Deans and Executives group only: the report is pending Controller approval.

Payment Status

Not Paid:	The report has not received all approvals yet.
Processing Payment:	The report has received all approvals and is ready to begin payment processing. Approved reports are extracted for payment overnight.
Sent for Payment:	The approved report has been extracted from Express and payment is being processed. Allow up to 5 business days for payment to issue, depending on the payment method (e.g., direct deposit, T&E Card, check, or Zelle).
Payment Confirmed:	Payment has been issued, and confirmation details are available.