

2010 Expense Report Guide

2010 EDMC General Expense Report

Traveler Name:		Supervisor Name:		*Campus/Location:		Click for Pull Down Menu	0	WEBNOW WORKFLOW:		
Traveler Title:		Supervisor Title:		*Dept:		Click for Pull Down Menu	0			
Vendor #	Employee #	Supervisor Approval Stamp/Signature:		Financial Approver Stamp:				2010 Expense Period	Begin Date	End Date
Home Address:								01/00/00	01/00/00	
Traveler Signature:		Supervisor Information Above			Financial WebNow Approver			* Please use the above Pull Down Menus to choose Traveler's Location and Department		

TRAVEL RELATED EXPENSES											Other Travel Expenses (d)				
Date	City, State	Meals (a)			Airfare (b)		Lodging (c)		Car Miles	Amount	Rental Car	Tolls	Parking	Other (Taxi, Fuel, etc.)	Amount
		Bkfst	Lunch	Dinner	Ticket	Fees	Room	Phone/Internet							
									\$ 0.000						
									\$ 0.000						
									\$ 0.000						
									\$ 0.000						
									\$ 0.000						
									\$ 0.000						
Total: (a)		\$ 0.00			Total: (b)		\$ 0.00		Total: (c)		\$ 0.00		Total Other Travel Expense: (d)		\$ 0.00

ENTERTAINMENT EXPENSES						
<i>Please fill in all information below for each related expense:</i>						
Date	City, State	Description and Place	Business Purpose	People Entertained	Business Relation	Amount
Total Entertainment Expense: (e)						\$ 0.00

TRAINING EXPENSES			
<i>I.e.: seminars, training sessions & materials</i>			
Date	City, State	Description	Amount
Total Training Expense: (f)			\$ 0.00

MISCELLANEOUS EXPENSES					
<i>I.e.: supplies & home office expenses</i>					
Date	Description (Be sure Account matches Description)	Campus/Location	Department	Account	Amount
	Supplies			66000	
	Telephone			65000-02	
	Internet			65000-05	
	Working Meal			66015	
	Postage			70070	
Total Miscellaneous Expense: (h)					\$ 0.00

EXPENSE SUMMARY				
Classification	Distribution Coding			Amount
Meals & Entert (a+e)	0	0	55500-0	\$ 0.00
Airfare (b)	0	0	55000-1	\$ 0.00
Lodging (c)	0	0	55000-2	\$ 0.00
Other Travel (d)	0	0	55000-0	\$ 0.00
Training (f)	0	0	55030-0	\$ 0.00
Miscellaneous (h)	See distribution to left			\$ 0.00

Total:	\$0.00
---------------	---------------

Arrival date	Departure Date	City, State Visited	Name of Hotel	Business Purpose of the Trip

2010 Expense Report Notes

Changes include:

- **Mileage reimbursement :**

United States: \$.50 (USD)

Canada: \$.51 (CAD)

Things to remember:

- Add Traveler information including Employee number, Vendor number, Home Address, as well as Supervisor Name & Title.
- Use Drop Down Menus to select Campus /Location and Department. This will populate the Expense Summary of the report with correct coding. For questions regarding Campus/Location and Departmental Codes, please view the “Campus-Location and Department List” tab included with the 2010 Expense Report.
- Save a copy of the Expense Report to use as a Master through out the year.
- Each Employee must add manually Campus/Location, Department and Account Coding for all Miscellaneous Expenses as these expenses may be charged to different Campus/Locations or Departments.

Add Traveler Information

Be sure to add Traveler information including Name, Title, Employee number, Vendor number and Home Address.

Traveler Name:		Supervisor Name:				*Campus/ Location:	Click for Pull Down Menu	0	WEBNOW WORKFLOW:		
Traveler Title:		Supervisor Title:				*Dept:	Click for Pull Down Menu	0			
Vendor #	Employee #	Supervisor Approval Stamp/Signature:		Financial Approver Stamp:		2010 Expense Period			Begin Date	End Date	
Home Address:									01/00/00	01/00/00	
Traveler Signature:		Supervisor Information Above				Financial WebNow Approver				* Please use the above <u>Full Down Menus</u> to choose Traveler's Location and Department	

TRAVEL RELATED EXPENSES		Meals (a)			Airfare (b)		Lodging (c)		Other Travel Expenses (d)						
Date	City, State	Bkfst	Lunch	Dinner	Ticket	Fees	Room	Phone/ Internet	Car Miles	Amount	Rental Car	Tolls	Parking	Other (Taxi, Fuel, etc.)	Amount
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
		Total: (a)		\$ 0.00	Total: (b)		\$ 0.00	Total: (c)		\$ 0.00	Total Other Travel Expense: (d)				\$ 0.00

ENTERTAINMENT EXPENSES		<i>Please fill in all information below for each related expense:</i>				
Date	City, State	Description and Place	Business Purpose	People Entertained	Business Relation	Amount
					Total Entertainment Expense: (e)	\$ 0.00

TRAINING EXPENSES		<i>I.e.: seminars, training sessions & materials</i>		
Date	City, State	Description	Amount	
			Total Training Expense: (f)	\$ 0.00

MISCELLANEOUS EXPENSES		<i>I.e.: supplies & home office expenses</i>				
Date	Description (Be sure Account matches Description)	Campus/ Location	Department	Account	Amount	
	Supplies			66000		
	Telephone			65000-02		
	Internet			65000-05		
	Working Meal			66015		
	Postage			70070		
					Total Miscellaneous Expense: (h)	\$ 0.00

EXPENSE SUMMARY				
Classification	Distribution Coding			Amount
Meals & Entert (a+e)	0	0	55500-0	\$ 0.00
Airfare (b)	0	0	55000-1	\$ 0.00
Lodging (c)	0	0	55000-2	\$ 0.00
Other Travel (d)	0	0	55000-0	\$ 0.00
Training (f)	0	0	55030-0	\$ 0.00
Miscellaneous (h)	<i>See distribution to left</i>			\$ 0.00

Total:	\$0.00
---------------	---------------

Arrival date	Departure Date	City, State Visited	Name of Hotel	Business Purpose of the Trip

Traveler's Signature

Be sure to add your manual signature to the Expense Report once complete and before submitting for approvals.

Traveler Name:		Supervisor Name:				*Campus/ Location:	Click for Pull Down Menu	0	WEBNOW WORKFLOW:		
Traveler Title:		Supervisor Title:				*Dept:	Click for Pull Down Menu	0			
Vendor #	Employee #	Supervisor Approval Stamp/Signature:		Financial Approver Stamp:		2010 Expense Period		Begin Date	End Date		
Home Address:								01/00/00	01/00/00		
Traveler Signature:		Supervisor Information Above				Financial WebNow Approver				* Please use the above <u>Full Down Menus</u> to choose Traveler's Location and Department	

TRAVEL RELATED EXPENSES		Meals (a)			Airfare (b)		Lodging (c)		Other Travel Expenses (d)						
Date	City, State	Bkfst	Lunch	Dinner	Ticket	Fees	Room	Phone/ Internet	Car Miles	Amount	Rental Car	Tolls	Parking	Other (Taxi, Fuel, etc.)	Amount
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
		Total: (a)		\$ 0.00	Total: (b)		\$ 0.00	Total: (c)		\$ 0.00	Total Other Travel Expense: (d)				\$ 0.00

ENTERTAINMENT EXPENSES		<i>Please fill in all information below for each related expense:</i>				
Date	City, State	Description and Place	Business Purpose	People Entertained	Business Relation	Amount
					Total Entertainment Expense: (e)	\$ 0.00

TRAINING EXPENSES		<i>I.e.: seminars, training sessions & materials</i>	
Date	City, State	Description	Amount
Total Training Expense: (f)			\$ 0.00

MISCELLANEOUS EXPENSES		<i>I.e.: supplies & home office expenses</i>			
Date	Description (Be sure Account matches Description)	Campus/ Location	Department	Account	Amount
	Supplies			66000	
	Telephone			65000-02	
	Internet			65000-05	
	Working Meal			66015	
	Postage			70070	
Total Miscellaneous Expense: (h)					\$ 0.00

EXPENSE SUMMARY				
Classification	Distribution Coding			Amount
Meals & Entert (a+e)	0	0	55500-0	\$ 0.00
Airfare (b)	0	0	55000-1	\$ 0.00
Lodging (c)	0	0	55000-2	\$ 0.00
Other Travel (d)	0	0	55000-0	\$ 0.00
Training (f)	0	0	55030-0	\$ 0.00
Miscellaneous (h)	<i>See distribution to left</i>			\$ 0.00
Total:			\$0.00	

Arrival date	Departure Date	City, State Visited	Name of Hotel	Business Purpose of the Trip

Add Supervisor Information

Add Supervisor Information before obtaining approval. Include Supervisor's Name and Title.

Traveler Name:		Supervisor Name:				*Campus/ Location:	Click for Pull Down Menu	0	WEBNOW WORKFLOW:		
Traveler Title:		Supervisor Title:				*Dept:	Click for Pull Down Menu	0			
Vendor #	Employee #	Supervisor Approval Stamp/Signature:		Financial Approver Stamp:		2010 Expense Period			Begin Date	End Date	
Home Address:									01/00/00	01/00/00	
Traveler Signature:		Supervisor Information Above				Financial WebNow Approver				* Please use the above <u>Full Down Menus</u> to choose Traveler's Location and Department	

TRAVEL RELATED EXPENSES		Meals (a)			Airfare (b)		Lodging (c)		Other Travel Expenses (d)						
Date	City, State	Bkfst	Lunch	Dinner	Ticket	Fees	Room	Phone/ Internet	Car Miles	Amount	Rental Car	Tolls	Parking	Other (Taxi, Fuel, etc.)	Amount
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
		Total: (a)		\$ 0.00	Total: (b)		\$ 0.00	Total: (c)		\$ 0.00	Total Other Travel Expense: (d)				\$ 0.00

ENTERTAINMENT EXPENSES		<i>Please fill in all information below for each related expense:</i>				
Date	City, State	Description and Place	Business Purpose	People Entertained	Business Relation	Amount
					Total Entertainment Expense: (e)	\$ 0.00

TRAINING EXPENSES		<i>I.e.: seminars, training sessions & materials</i>	
Date	City, State	Description	Amount
Total Training Expense: (f)			\$ 0.00

MISCELLANEOUS EXPENSES		<i>I.e.: supplies & home office expenses</i>			
Date	Description (Be sure Account matches Description)	Campus/ Location	Department	Account	Amount
	Supplies			66000	
	Telephone			65000-02	
	Internet			65000-05	
	Working Meal			66015	
	Postage			70070	
Total Miscellaneous Expense: (h)					\$ 0.00

EXPENSE SUMMARY				
Classification	Distribution Coding			Amount
Meals & Entert (a+e)	0	0	55500-0	\$ 0.00
Airfare (b)	0	0	55000-1	\$ 0.00
Lodging (c)	0	0	55000-2	\$ 0.00
Other Travel (d)	0	0	55000-0	\$ 0.00
Training (f)	0	0	55030-0	\$ 0.00
Miscellaneous (h)	<i>See distribution to left</i>			\$ 0.00

Total:	\$0.00
---------------	---------------

Arrival date	Departure Date	City, State Visited	Name of Hotel	Business Purpose of the Trip

Supervisor Approval

Supervisor can Manually sign or Electronically approve Expense Reports through WebNow.

Traveler Name:		Supervisor Name:				*Campus/ Location:	Click for Pull Down Menu	0	WEBNOW WORKFLOW:		
Traveler Title:		Supervisor Title:				*Dept:	Click for Pull Down Menu	0			
Vendor #	Employee #	Supervisor Approval Stamp/Signature:		Financial Approver Stamp:		2010 Expense Period			Begin Date	End Date	
Home Address:						01/00/00			01/00/00		
Traveler Signature:		Supervisor Information Above				Financial WebNow Approver				* Please use the above <u>Full Down Menus</u> to choose Traveler's Location and Department	

TRAVEL RELATED EXPENSES		Meals (a)			Airfare (b)		Lodging (c)		Other Travel Expenses (d)						
Date	City, State	Bkfst	Lunch	Dinner	Ticket	Fees	Room	Phone/ Internet	Car Miles	Amount	Rental Car	Tolls	Parking	Other (Taxi, Fuel, etc.)	Amount
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
		Total: (a)		\$ 0.00	Total: (b)		\$ 0.00	Total: (c)		\$ 0.00	Total Other Travel Expense: (d)				\$ 0.00

ENTERTAINMENT EXPENSES		<i>Please fill in all information below for each related expense:</i>					
Date	City, State	Description and Place	Business Purpose	People Entertained	Business Relation	Amount	
					Total Entertainment Expense: (e)		\$ 0.00

TRAINING EXPENSES		<i>I.e.: seminars, training sessions & materials</i>		
Date	City, State	Description	Amount	
			Total Training Expense: (f)	\$ 0.00

MISCELLANEOUS EXPENSES		<i>I.e.: supplies & home office expenses</i>				
Date	Description (Be sure Account matches Description)	Campus/ Location	Department	Account	Amount	
	Supplies			66000		
	Telephone			65000-02		
	Internet			65000-05		
	Working Meal			66015		
	Postage			70070		
					Total Miscellaneous Expense: (h)	\$ 0.00

EXPENSE SUMMARY				
Classification	Distribution Coding			Amount
Meals & Entert (a+e)	0	0	55500-0	\$ 0.00
Airfare (b)	0	0	55000-1	\$ 0.00
Lodging (c)	0	0	55000-2	\$ 0.00
Other Travel (d)	0	0	55000-0	\$ 0.00
Training (f)	0	0	55030-0	\$ 0.00
Miscellaneous (h)	<i>See distribution to left</i>			\$ 0.00

Total:	\$0.00
---------------	---------------

Arrival date	Departure Date	City, State Visited	Name of Hotel	Business Purpose of the Trip

Select Traveler's Campus/Location

Use Drop Down Menus to select Campus/Location and Department. This will populate the Expense Summary of the report with correct coding.

Traveler Name:		Supervisor Name:		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="background-color: yellow;">*Campus/Location:</td> <td style="background-color: yellow;">Click for Pull Down Menu</td> <td style="background-color: yellow;">0</td> </tr> <tr> <td style="background-color: yellow;">*Dept:</td> <td style="background-color: yellow;">Click for Pull Down Menu</td> <td style="background-color: yellow;">0</td> </tr> </table>		*Campus/Location:	Click for Pull Down Menu	0	*Dept:	Click for Pull Down Menu	0	WEBNOW WORKFLOW:	
*Campus/Location:	Click for Pull Down Menu	0											
*Dept:	Click for Pull Down Menu	0											
Traveler Title:		Supervisor Title:											
Vendor #	Employee #	Supervisor Approval Stamp/Signature:		Financial Approver Stamp:		2010 Expense Period		Begin Date	End Date				
Home Address:								01/00/00	01/00/00				
Traveler Signature:		Supervisor Information Above			Financial WebNow Approver			* Please use the above Pull Down Menus to choose Traveler's Location and Department					

TRAVEL RELATED EXPENSES															
		Meals (a)			Airfare (b)		Lodging (c)		Other Travel Expenses (d)						
Date	City, State	Bkfst	Lunch	Dinner	Ticket	Fees	Room	Phone/Internet	Car Miles	Amount	Rental Car	Tolls	Parking	Other (Taxi, Fuel, etc.)	Amount
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
										\$ 0.00					
		Total: (a)		\$ 0.00	Total: (b)		\$ 0.00	Total: (c)		\$ 0.00	Total Other Travel Expense: (d)				\$ 0.00

ENTERTAINMENT EXPENSES						
<i>Please fill in all information below for each related expense:</i>						
Date	City, State	Description and Place	Business Purpose	People Entertained	Business Relation	Amount
					Total Entertainment Expense: (e)	\$ 0.00

TRAINING EXPENSES			
<i>I.e.: seminars, training sessions & materials</i>			
Date	City, State	Description	Amount
Total Training Expense: (f)			\$ 0.00

MISCELLANEOUS EXPENSES					
<i>I.e.: supplies & home office expenses</i>					
Date	Description (Be sure Account matches Description)	Campus/Location	Department	Account	Amount
	Supplies			66000	
	Telephone			65000-02	
	Internet			65000-05	
	Working Meal			66015	
	Postage			70070	
Total Miscellaneous Expense: (h)					\$ 0.00

EXPENSE SUMMARY				
Classification	Distribution Coding			Amount
Meals & Entert (a+e)	0	0	55500-0	\$ 0.00
Airfare (b)	0	0	55000-1	\$ 0.00
Lodging (c)	0	0	55000-2	\$ 0.00
Other Travel (d)	0	0	55000-0	\$ 0.00
Training (f)	0	0	55030-0	\$ 0.00
Miscellaneous (h)	<i>See distribution to left</i>			\$ 0.00
Total:				\$ 0.00

Arrival date	Departure Date	City, State Visited	Name of Hotel	Business Purpose of the Trip

Miscellaneous Expenses

Be sure to add Campus/Location, Department and Account Coding for all Miscellaneous Expenses.

Traveler Name:				Supervisor Name:				*Campus/Location:	Click for Pull Down Menu	0	WEBNOW WORKFLOW:			
Traveler Title:				Supervisor Title:				*Dept:	Click for Pull Down Menu	0		Begin Date	End Date	
Vendor #	Employee #			Supervisor Approval Stamp/Signature:				Financial Approver Stamp:				2010 Expense Period	01/00/00	01/00/00
Home Address:				Supervisor Information Above				Financial WebNow Approver				* Please use the above Pull Down Menus to choose Traveler's Location and Department		
Traveler Signature:														

TRAVEL RELATED EXPENSES		Meals (a)			Airfare (b)		Lodging (c)		Other Travel Expenses (d)							
Date	City, State	Bkfst	Lunch	Dinner	Ticket	Fees	Room	Phone/Internet	Car Miles	Amount	Rental Car	Tolls	Parking	Other (Taxi, Fuel, etc.)	Amount	
										\$ 0.00						
										\$ 0.00						
										\$ 0.00						
										\$ 0.00						
										\$ 0.00						
										\$ 0.00						
		Total: (a)			\$ 0.00	Total: (b)		\$ 0.00	Total: (c)		\$ 0.00	Total Other Travel Expense: (d)				\$ 0.00

ENTERTAINMENT EXPENSES		<i>Please fill in all information below for each related expense:</i>				
Date	City, State	Description and Place	Business Purpose	People Entertained	Business Relation	Amount
Total Entertainment Expense: (e)						\$ 0.00

TRAINING EXPENSES		<i>I.e.: seminars, training sessions & materials</i>	
Date	City, State	Description	Amount
Total Training Expense: (f)			\$ 0.00

MISCELLANEOUS EXPENSES		<i>I.e.: supplies & home office expenses</i>			
Date	Description (Be sure Account matches Description)	Campus/Location	Department	Account	Amount
	Supplies			66000	
	Telephone			65000-02	
	Internet			65000-05	
	Working Meal			66015	
	Postage			70070	
Total Miscellaneous Expense: (h)					\$ 0.00

EXPENSE SUMMARY				
Classification	Distribution Coding			Amount
Meals & Entert (a+e)	0	0	55500-0	\$ 0.00
Airfare (b)	0	0	55000-1	\$ 0.00
Lodging (c)	0	0	55000-2	\$ 0.00
Other Travel (d)	0	0	55000-0	\$ 0.00
Training (f)	0	0	55030-0	\$ 0.00
Miscellaneous (h)	<i>See distribution to left</i>			\$ 0.00

Total:	\$0.00
---------------	---------------

Arrival date	Departure Date	City, State Visited	Name of Hotel	Business Purpose of the Trip