1. Select the Money Stack to create the new ER.
2. Report Title: ORG/Traveler last name or vendor/ today’s date Ex 227Isaac04112012
3. Purpose: Select either:
   a. **Arranged Travel Expense for Employee**-Select this when reconciling a transaction for an employee for travel related expenses Ex. Airfare for an employee
   b. **Arranged travel expense for non-employee**: select for non-employees Ex. A faculty candidate travel for their visit
4. Business Purpose/Justification: enter the justification of the expense do not exceed 35 characters.
5. User defined #1 and #2: Department use only leave blank.
6. Payee Affiliation: Select “Employee”
7. Click Continue
   a. If this is an “arranged travel expense for employee” please enter traveler’s name and UIN
8. On the main page select the “items” tab

9. In the Items screen select the “transactions” button

10. Select the transactions associated with this ER. Multiple transactions can be attached to one ER if they are associated with each other. Ex. You can attach airfare and agent fee associated with the same traveler.
11. Select “Attach”
12. The Transactions now appear under “Attached Transactions”

13. Select Done
14. You are then returned to the “Item” Screen

15. The “question mark” icon indicates that the transaction needs more information.
16. Click on the “pencil” button to add the required information
17. Select the expense type related to this transaction.
18. Select “origin airport code”: Where the flight is leaving from
19. Select “destination airport code”: Where the flight is landing

20. Select “destination”: Click the binocular button and enter the final destination city in the city search box, change the country if international
21. Select the airline class of service
22. Enter the business justification 35 characters
23. Select the travel category
24. Select “receipt included”

25. Either select from your drop down box or select the binocular button, in the “project code”
   Search with an * the P for Program and enter the 6 digit program if you are paying from a ICR
   (200250) State (100012) account. Use *Fxxxxxx if you are using a gift account (6xxxxx) or Grant
   (4xxxxx or 5xxxxx) or Self Supporting (3xxxxx)
26. Click select
27. Select booking agent

28. Add a note by selecting for more information
29. Click save
30. Repeat for each expense line item. Once completed no more “question marks” will show on
   screen.

31. Click on the “print” icon in the upper right hand of the screen
32. Select Print “Expense Report-Receipt Coversheet”-Print document
33. Select Print “Expense Report”
34. Place the Expense Report-Receipt Coversheet” over your original receipts
35. Scan this document as a Tiff file
36. Email this document to TEMdocs@uillinois.edu
37. Select “submit” to complete the
38. Send your Receipt coversheet and expense report to EBSC for T-Card filing and Account
   Reconciliation.