

Creating and Managing Expense Reports Overview

In Cardinal, all non-salaried payments to agency employees are made through the Expenses module. An Employee Profile must exist for an employee prior to an employee being reimbursed.

Employee Profile page information is automatically created from data entered in Cardinal Human Capital Management (HCM). The profile contains important organization data such as the employee's Business Unit, Department, default charge distribution ChartFields and banking information. Employee address changes must be done in Cardinal HCM. The address change will update to the Employee Profile overnight.

If updates are required to the Employee Profile, they can be made by the employee(s) with the Employee Profile Sync Maintenance (V_AP_COVA_EMP_PRFL_SYNC_MAINT) role.

The **Supervisor Information** section on the Employee Profile populates based on the **Reports To** field on the employee's **Job Data** page in Cardinal HCM. If an agency does not want the person in the **Reports To** position to serve as the expense approver, a Help Desk ticket must be submitted to bypass the routing process. Help Desk tickets are submitted to <u>vccc@vita.virginia.gov</u> and include "Cardinal AP" in the subject line.

For details regarding the changes that can be made on an Employee Profile, see the Job Aid titled **AP316_Updating an Employee Expense Profile**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Expense users must be set up as a Proxy to enter, update, and view expense transactions for themselves or other employees. A Proxy is not a security role and does not require a security form. Work with the agency employee(s) with the Expenses Processor (V_AP_EXPENSES_PROCESSOR) role to add and remove a Proxy as applicable. See the Job Aid titled **AP315_Authorizing a Proxy for an Employee** for details on adding a Proxy. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Cardinal is configured with expense allowances for lodging, meals and mileage rates and validates entries on expense transactions.

Required expense fields are determined based on the Expense Type that is entered. See the Job Aid titled **AP315A Expense Type Coding – Online Agency** to see a list of all expense types configured in Cardinal and the required fields and account coding for each. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

When an employee terminates, expense transactions can be entered and processed for up to 30 days after the termination date.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.





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Accounts Payable Job Aid

AP315A_Creating and Managing Expense Reports

Revision History

Revision Date	Summary of Changes
1/27/2025	Baseline



Creating an Expense Report

Step	Action
1.	Navigate to the Expense Report entry page using the following path:
	Main Menu > Employee Self Service > Travel and Expense Expenses > Expense Reports > Create/Modify

The Add a New Value page displays.

Favo	rites ▼ Main Menu ▼ > Employee Self-Service ▼ > Travel and Expenses ▼ > Expense Reports ▼ > Create/Modify
Expe	dd a New Value
	*Empl ID Q Add
ĺ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter or select the employee's Employee ID in the Empl ID field.
1	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the Add button.



Step	Action
The Cr	eate Expense Report page displays.
Fav	Main Menu • > Employee Self-Service • > Travel and Expenses • > Expense Reports • > Create/Modify
Cr FIG	eate Expense Report Save for Later Save Save for Later Save Save Save Save Save Save Save
	"Report Description
E:	tpenses 👔 xpand Ali Collapse Ali Add: 🖪 My Wallet (0) 🛠 Quick-Fill Total 0.00 USD
	*Date *Expense Type Description *Payment Type *Amount *Currency Total Control
E	xpand All Collapse All Total 0.00 USD
U	 following: A Template - See the Job Aid titled AP315_Creating an Expense Template located on the Cardinal website in Job Aids under Learning for details A Travel Authorization - This process is covered in this job aid in the Creating an Expense Report using an Approved Travel Authorization section. An Existing Report – This process is covered in this job aid in the Creating an Expense Report using an Expense Report section. Entries from My Wallet – not used in Cardinal
4.	Click the Business Purpose drop-down button to select the purpose of the Expense Report.
	*Business Purpose V
5.	Enter a description for the Expense Report in the Description field.
	*Description
i	This field allows up to 30 characters (including spaces).
6.	Enter or select the location of the expense in the Default Location field.
	Default Location
i	While this field is not required, it is recommended to complete as it populates on lines that require location.
	If the location is not listed, select the In State Standard or Out of State Standard option as applicable.



Step	Action
j	The Reference field is a 10-character optional field where additional information can be entered. Follow agency guidelines regarding the use of this field.
	Reference
7.	Click the Attachments link to add documents/receipt as applicable.
i	See the Appendix section of this job aid for a list of allowed extensions that can be used as attachments in Cardinal.
8.	Enter or select the date associated with the expense in the Date field.
9.	Click the Expense Type drop-down button to select the expense type. *Expense Type
1	 For a list of the expense types, see the Job Aid titled AP315A_Expense Type Coding – Online Agency. This Job Aid is located on the Cardinal Website in Job Aids under Learning. It provides the following: Expense Types configured in Cardinal Description of the Expense Type Additional Required fields that display for the Expense Type The Default ChartField Account code for the expense Once you select the Expense Type, the required fields display on the expense line as applicable.
10.	Enter a description for the expense in the Description field.
i	This field holds a maximum of 254 characters including spaces and will count down the remaining characters as an entry is made.



Step	Action
11.	Click the Payment Type drop-down button and select "Check". If this field defaults, go to the next step.
ĺ	Check is the only option for this field.
12.	Enter the anticipated amount for the expense in the Amount field. *Amount 0.00
1	Depending on the Expense Type selected, this field may not require entry as a configured value populates automatically. For meals or per diem incidentals, the value in this field auto populates if the Per Diem Range field value defaults.
ĺ	The Billing Type field defaults as "Billable" and cannot be changed. *Billing Type Billable
13.	Enter, select, or update the location for the expense in the Location field if it does not default or if the default value needs to be changed. *Location
1	The Location field is required and defaults to the value that was selected in the Default Location field in the Header section if it was entered. If a different location is required for expense, update as applicable. If the location is not listed, select the In State Standard or Out of State Standard option as applicable.
14.	For this scenario, the Per Diem Range fields displays. Click the Per Diem Range dropdown button and select "0-999" if this value does not default.



Step	Action
i	This populates the Amount field when entering expense types for meals and per diem incidentals. "0-999" is the only option available to select for this field.
15.	Click the Non-Reimbursable checkbox if the expense was prepaid or direct billed. Otherwise, go to the next Step.
ĺ	For more information about non-reimbursable expenses, see the Job Aid titled AP315_Entering Non-Reimbursable Expenses . This Job Aid is located on the Cardinal website in Job Aids under Learning .
16.	Next, review and update the Accounting Details section if applicable.
1	 The Accounting Details auto populate: The Account field is populated based on the Expense Type The remaining fields are populated based on the values set up on the employee's Employee Profile page.
1	SpeedTypes can be used to auto-populate ChartFields when the default accounting distribution needs to be updated. To use SpeedType enter or select it from the SpeedType Key field. Once the SpeedType field is populated, additional ChartFields may be needed to complete the distribution as applicable. To see SpeedTypes that have been set up at the user's agency, run the APY0005_SPEEDCHARTS query.



Step	Action
17.	Click the scrollbar to complete the PC Bus Unit , Project , and Activity fields when the expense is being charged to a project. If the expense is not being charged to a project, go to the next Step.
	Agency Use 2 PC Bus Unit Project Activity Source Type Image: Comparison of the structure of the struct
1	The PC Bus Unit field must be completed first to be enable projects for the business unit. All three fields (PC Bus Unit , Project , and Activity) must be completed when charging to a project.
18.	If you need to enter additional Expenses, click Add a New Row (+) icon.
19.	Repeat Steps 8-18 until all anticipated expenses have been entered.
20.	If the Expense Report is ready for submission, go to Step 27 . If the Expense Report is not ready for submission, proceed to the next step.
21.	Click the Save for Later link at the top of the page.
The pag	ge name updates to Modify Expense Report .
	Favorites Man Menu
	Amount GL Unit Monetary Amount Currency Code Exchange Rate SpeedType Key Account Fund Program Department 48.00 15100 48.00 USD 1.0000000 0 5012880 0 01000 737004 0 95200

.



Step	Action	
i	A message displays at the top of the page with the Expense Report ID number and the status of "Pending" Report 0000421638 Pending	
22.	To access the Expense Report after it has been saved, navigate to the Expense Report page using the following path: Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports >	
	Create/Modify	
The Ad	d a New Value page displays.	
Favo	mites ▼ Main Menu ▼ > Employee Self-Service ▼ > Travel and Expenses ▼ > Expense Reports ▼ > Create/Modify	
Expe	ense Report	
A	dd a New Value	
	*Empl ID Q Add	
23.	Click the Find an Existing Value button.	
The Fir	nd an Existing Value page displays.	
Favo	rites Main Menu → Employee Self-Service → Travel and Expenses → Expense Reports → Create/Modify	
Expense Report Find an Existing Value Search Criteria Enter any information you have and click Search. Leave fields black for a list of all values.		
	Precent Searches Choose from recent searches V Raved Searches Choose from saved searches V	
-	Report ID begins with Report Description begins with Name begins with Empl ID begins with Creation Date = Show fewer options Case Sensitive	
	Search Clear	



Step	Action
24.	Enter the Expense Report number in the Report ID begins with field.
	Report ID begins with V
25.	Click the Search button.
	Search Clear
The M	odify Expense Report page displays.
	Favorites • Main Menu • > Employee Self-Service • > Travel and Expenses • > Create/Modify
	Modify Expense Report 📓 Save for Later 🔯 Summary and Submit
	Image: Choose an Action Image: Choose an Action
	*Business Purpose Meeting Report 0000421638 Pending *Report Description Quarterly Dept Head Mtg Default Location Charlottesville (City of/Alb)
	Reference Q d+ Attachments
	Expenses @
	Expand All Collapse All Add: 🗟 My Wallet (0) 🖇 Quick-Fill Total 150.24 USD
	*Date *Expense Type *Description *Payment Type *Amount *Currency 01/21/2025 IM Meals - Travel Day *
	01/21/2025 B Per Diem Incidentis-Travel Day Incidentals 243 characters remaining Check 3.75 USD Q + -
	01/21/2025 ip Personi Mileage Cost Justified round trip mileage to meeting and back 216 characters remaining Check 98.49 USD USD Image: Check in the second s
	Expand All Collapse All Total 160.24 USD
	Click the Expand All link to view the details for each line. Expenses ② Expand All Collapse All
26.	Make any adjustment and/or additions to the Expense Report as applicable.
27.	Click the Summary and Submit link at the top of the page.
	Summary and Submit



Step	Action
The Mc	dify Expense Report Summary and Submit page displays.
Favorit	es Main Menu Final Service Main Menu Final Service Final Serv
Mod	fy Expense Report
Tot	*Business Purpose Meeting Report 0000421638 Pending Choose an Action GO *Description Quarterly.Dept Head Mtg Created 01/24/2025 01/24/2025 01/24/2025 Reference
E	mployee Expenses (3 Lines) 150.24 USD Non-Reimbursable Expenses 0.00 USD Employee Credits 0.00 USD Cash Advances Applied 0.00 USD Prepaid Expenses 0.00 USD Supplier Credits 0.00 USD
	Amount Due to Employee 150.24 USD Amount Due to Supplier 0.00 USD
	 By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Expense Report
1	If the Expense Report was "Saved for Later" the page name displays as Modify Expense Report. If the Expense Report was not "Saved for Later" the page name displays as Create Expense Report .
28.	To add an internal note to the Expense Report, click the Notes icon. If a note is not needed, go to Step 32 .
The Ex	pense Notes page displays in a pop-up window.
	Expense Notes
	Help
	Add Notes
	Notes Personalize Find 🔄 📑 First 🕢 1 of 1 🕟 Last
	Notes Name Role Action Date/Time
	OK Cancel



Step	Action
29.	Enter information in the Notes field as applicable.
	Add Notes
30.	Click the Add Notes button.
	Add Notes
The not	te displays under the Notes section.
	Notes Personalize Find 🔄 🎆 First 🕢 1 of 1 🕟 Last
	Notes Name Role Action Date/Time
	Quarterly Department Head meeting for 1st Employee 01/22/2025 11:40:31AM quarter.
	OK Cancel
i	Cardinal automatically records the Role of the user and applies a Date/Time stamp on the note.
31.	Click the OK button.
	OK Cancel



Step	Action
The Mo	odify Expense Report Summary and Submit page re-displays with lines filling the Notes icon.
	Favorites ▼ Main Menu ▼ → Employee Self-Service ▼ → Travel and Expenses ♥ → Expense Reports ▼ → Create/Modify Modify Expense Report
	Actions Choose an Action GO *Business Purpose Meeting Report 0000421638 Pending *Description Quarterly Dept Head Mtg Created 01/24/2025 Reference Q Last Updated 01/24/2025
	Post State Not Applied Totals (?) Image: State St
	Employée Expenses (3 Lines) 150.24 USD Non-Reimbursable Expenses 0.00 USD Employee Credits 0.00 USD Cash Advances Applied 0.00 USD Prepaid Expenses 0.00 USD Supplier Credits 0.00 USD 0.00 USD Prepaid Expenses 0.00 USD Supplier Credits 0.00 USD
	Amount Due to Employee 150.24 USD Amount Due to Supplier 0.00 USD By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Expense Report
i	The lines in Notes icon indicate a note was entered.
32.	Click the Certification Statement checkbox. By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Expense Report
İ	The Submit Expense Report button becomes enabled.
33.	Click the Submit Travel Authorization button. Submit Expense Report
The Ex	pense Report Submit Confirm page displays in a pop-up window.
	Expense Report Submit Confirm Help Expense Report Submit Confirmation Totals @
	Employee Expenses (3 Lines) 150.24 USD Non-Reimbursable Expenses 0.00 USD Employee Credits 0.00 USD Cash Advances Applied 0.00 USD Prepaid Expenses 0.00 USD Supplier Credits 0.00 USD
	Amount Due to Employee 150.24 USD Amount Due to Supplier 0.00 USD OK Cancel



Step	Action
34.	Click the OK button.
	OK Cancel

The **Modify Expense Report** Summary and Submit page re-displays and the name of the page updates to **View Expense Report**.

Favorites -	Main Menu 🗸 🔿	Employee Self-Service ->	Travel and Expenses \checkmark > Expense Reports \checkmark	 Create/Modify 		
View Exp	ense Report					C Expense Details
					Actions	an Action
Your expension	se report 0000421638 has	s been submitted for approva	ıl.			
	Business Purpose Meet	ting	Report 0000421638 Submission in Process		Process	
	Description Quar	rterly Dept Head Mtg	Created 01/2	4/2025		
	Reference		Last Updated 01/2	4/2025		
Totale @		2	Post State Not A	Applied		
	Ø	View Printable Version	View Analytics	(P	Notes	
Employe	ee Expenses (3 Lines)	150.24 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Ca	ash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
	Amou	Int Due to Employee	150.24 USD	Amount Due to	Supplier 0.00 USD	
of	 By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Expense Report 					
i	A messag it has bee	e displays in n submitted fo	red at the top of the p or approval. 421638 has been submi	bage with t	he Expense Report I	D number indicating
35.	Make note	e of the Exper	nse Report number.			





Copying Expense Lines when Creating an Expense Report

Copying expense lines can help increase both accuracy and efficiency when an expense is incurred for more than one day. This section of the job aid focuses on how to use the **Copy Expense Lines** feature.

When an expense line is copied, it copies all the information from the line to include the ChartField distribution information. Copied expense lines can be updated as applicable.

Ste	p A	Action
1.	Ν	lavigate to the Expense Report entry page using the following path:
	N >	Nain Menu > Employee Self Service > Travel and Expense Expenses > Expense Reports • Create/Modify
The	Add	a New Value page displays.
	Favorites	s Main Menu Semployee Self-Service Service S
	Expense	e Report
	Add	a New Value
	*En	npl ID Q Add
1	F "(ir	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website In Job Aids under Learning .
2.	E	Enter or select the employee's Employee ID in the Empl ID field.
	1	*Empl ID
ĺ	T o	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	С	Click the Add button.
		Add



Step	Action					
The Create Expense Report page displays.						
Favorite	s Main Menu Semployee Self-Service Service S					
Creat	Create Expense Report					
	Image: Control of the second secon					
	*Business Purpose Default Location Q					
	Reference					
Expe	nses 👔					
Expan	d All Collapse All Add: 🖥 My Wallet (0) 🖗 Quick-Fill Total 0.00 USD					
	*Date *Expense Type Description *Payment Type *Amount *Currency Image: Comparison of the section of the se					
Expan	d All L Collanse All					
Expan						
4.	Enter expense transactions as applicable.					
	See the section in this job aid titled Creating an Expense Report for details on creating an					
	Expense Report.					
G	Expense types that will require entry for more than one day should only be entered once.					
5.	Click the Actions drop-down menu button and select the "Copy Expense Lines" list item.					
	Actions Chasses on Action					
	GUIDINSChoose an Action					
6.	Click the GO button.					
	Actions Copy Expense Lines					



Step | Action

The **Copy Expense Lines** page displays in a pop-up window with the **Copy to One Date** option selected by default in the **Copy Option** section.

	Copy Expense Lines	
	Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines	нер
	to copy and press OK.	
	Copy to One Date To Date	
	Copy to Range of Dates From Date III Include Weekends	
	Io Date O Include Holidays	
	Select Expense Type Expense Date Amount Spent Currency	
	All Meals - Travel Day 01/14/2025 44.25 USD	
	Lodging 01/14/2025 107.00 USD	
	Lodging Fees and Taxes 01/14/2025 32.28 USD	
	Per Diem Incidentis-Travel Day 01/14/2025 3.75 USD	
	Registration Fee 01/14/2025 1200.00 USD	
	OK Cancel	
7.	Select the radio button next to the appropriate Copy Option and complet and checkbox options as applicable.	te the Date field(s)
	Copy to One Date To Date	
	Copy to Range of Dates From Date 1 Include Weekends	
	To Date Include Holidays	
1	 Copy Options Copy to One Date – use this option to copy selected expenses to one To Date – enter or select the date the selected expenses need Copy to Range of Dates – use this option to copy selected expenses need Copy to Range of Dates – use this option to copy selected expenses From Date – enter or select the first date in the range To Date – enter or select the last date in the range Include Weekends check box – click this checkbox to include fall in the selected date range Include Holidays – click this checkbox to include Holidays that date range 	to a date range the weekends that t fall in the selected



Step	Action
8.	Click the Select checkbox next to each Expense Type to be copied.
	Select Expense Type
	All Meals - Travel Day
	Lodging
	Lodging Fees and Taxes
	Per Diem IncidentIs-Travel Day
	Registration Fee
ĺ	Expense Type (s) that display is based on expenses that have been entered on the Expense Report.
9.	Click the OK button.
	OK Cancel
The Cr o	Favorites Main Menu > Employee Self-Service > Travel and Expense Reports > Create/Modify
	 ▼ 01/15/2025 B Lodging Fees and Taxes > * todging and Fees 238 characters remaining * Billing Type Billable > 238 characters remaining B Receipt Split ✓ Default Rate * Exchange Rate 1.0000000
	Chartfields
	Amount GL Unit Monetary Amount Currency Course Exchange SpeedType Key Account Fund Program Department 32.28 15100 32.28 USD 1.0000000 5012850 01000 737004 95200
	Imidentis-Travel Day imidentis *Bitling Type Bitling Type *Bitling Type 243 characters remaining *Bitling Type Base Currency Amount *Location Imidentis *Per Diem Range 0.990 Days *Accounting Details @ No Receipt Chartfields Imp
	Amount GL Unit Monetary Amount Currency Code Exchange Rate SpeedType Key Account Fund Program Department 3.75 16100 3.75 USD 1.0000000 0 01000 0737004 095200
i	Copying expense lines copies all fields and ChartField distributions from the selected line. These fields can be updated if applicable.
10.	Review the expense lines to verify all selected lines copied as applicable.



Step	Action
12.	Enter any additional expense lines if applicable.
11.	Click the Summary and Submit link.
	Summary and Submit
The Cr	eate Expense Report Summary and Submit page displays.

Favorites
Main Menu
Employee Self-Service
Travel and Expenses
Expense Reports
Create/Modify

				Actions Choose a	an Action V GO
*Business Purpos	Conference	✓ Report 000	0421637 Pendina		
*Description	PM Conference	Created 01/2	23/2025		
Reference	1	Last Updated 01/2	23/2025		
Totals @	A View Brintable Version	Post State Not	Applied	<i>e</i>	taabmanta
	View i finable version	- View Analytics	V Notes	Ø∳ Au	laciments
Employee Expenses (9 Li	ies) 1,574.56 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances App	ied 1,200.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
	Amount Due to Employee	374.56 USD	Amount Due to Supplier	0.00 USD	
Click the C	ortification Sta	tomont checkbox			
Click the C	ertification Sta ng this box, the employe siness of the Commonw siness. Expense Report	tement checkbox. He has certified the expenses lis ealth of Virginia and include on	ted were incurred by the em	ployee on / in the conduct	
Click the C	ertification Sta ortification Sta ng this box, the employ siness of the Commonw siness. Expense Report it Expense Ref	tement checkbox.	ted were incurred by the em ly such expenses necessary nes enabled.	ployee on / in the conduct	
Click the C By checki official bu of that bu Submit The Submit Click the S	ertification Sta ng this box, the employe siness of the Commonw siness. Expense Report it Expense Ref ubmit Expense	tement checkbox. The has certified the expenses lise realth of Virginia and include on port button becom ce Report button.	ited were incurred by the em ly such expenses necessary nes enabled.	ployee on / in the conduct	



Step	Action				
The Ex	pense Report Sub	mit Confirm page display	/s in a pop-up wi	ndow.	
	Expense Report Submit Confi	m			x
					Help
	Submit Confirmation				
	Totals (2)				
	Employee Expenses (9 Lines) Cash Advances Applied	1,574.56 USD Non-Reimbursable Expenses 1,200.00 USD Prepaid Expenses	0.00 USD 0.00 USD	Employee Credits 0.00 U Supplier Credits 0.00 U	ISD ISD
	Amount Due t	o Employee 374.56 USD Amc	unt Due to Supplier 0.00	USD	
	OK Cancel				
14.	Click the OK butto	n.			
	OK Ca	ncel			
The Cr	eate Expense Ren	ort Summary and Submit	nage re-displays	and the name	of the page updates
to View	/ Expense Report.		page to alopiaye		or the page apaatoo
View	/ Expense Report				🔺 Home I 🖾 Expense Details
				ActionsChoose an	Action GO
Your	r expense report 0000421637 has been submit	ted for approval.			
	Business Purpose Conference	Report 000 Created 01	0421637 Submission in Process		
	Reference	Last Updated 01/	24/2025		
Tot	tals 🕐 🖉 View Print	Post State Not able Version View Analytics	Applied O Notes		
	Employee Expenses (9 Lines) 1 574 56	ISD Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
	Cash Advances Applied 1,200.00	JSD Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
	Amount Due to E	mployee 374.56 USD	Amount Due to Supplier	0.00 USD	
	By checking this box, the employee has	certified the expenses listed were incurred by the employe	e on		
	official business of the Commonwealth of that business.	of Virginia and include only such expenses necessary in th	e conduct		
	Submit Expense Report	Submitted On 0	/23/2025 Submitted By		
A	A message display	/s in red at the top of the	bage with the Ex	pense Report I	D number indicating
		ted for approval.		_	
	Your expense report	t 0000421637 has been subm	itted for approval.		
15.	Make note of the E	Expense Report number.			
L	1				



Creating an Expense Report from an Existing Expense Report

This section of the job aid will walk through the steps for creating an Expense Report by copying from a previously saved or submitted report.

Step	Action
1.	Navigate to the Expense Report entry page using the following path:
	Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify
The Add	a New Value page displays.
Favorite	s Main Menu Set Service Main Menu Set Service Set Se
Expens	e Report
Add	a New Value
*E	npl ID Q Add
i	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter or select the employee's Employee ID in the Empl ID field.
	*Empl ID
1	The user must be set up as a Proxy to enter expense transactions for themselves or other employees.
3.	Click the Add button.
	Add



	Step	Action				
Tł	The Create Expense Report page displays.					
	Favorites -	Main Menu				
	Create Exp	ence Report				
	*Bu	Quick StartPopulate From v GO				
	*Rep	ort Description				
		Reference				
	Expenses (
	Expand All (Collapse All Add: 🔚 My Wallet (0) 🖇 Quick-Fill Total 0.00 USD				
	*	Date *Expense Type Description *Payment Type *Amount *Currency				
		254 characters remaining				
	Expand All (Collapse All Total 0.00 USD				
	4.	Click the Quick Start Populate From drop-down button.				
		Quick StartPopulate From V GO				
Tł	ne Quic l	k Start options display.				
		L Populato From				
		Populate From				
		A Template				
		A Travel Authorization				
		An Existing Report				
		Linues non-my water				
	5.	Click the "An Existing Report" list item.				
		Populate From V				
		Populate From				
		A Travel Authorization				
		An Existing Report				
		Entries from My Wallet				
	6.	Click the GO button.				
		GO GO				



Step	Action				
The Copy From an Existing Authorization page displays in a pop-up window.					
	Copy from Existing Expense Report	×			
	From Date 12/01/2024 10 01/22/2025 10 Search	Help			
	Expense Reports				
	Report ID Description Business Purpose Status C	reated			
	Select 0000421635 PM Conference Conference Submitted for Approval	1/22/2025			
	Select 0000421634 Quarterly Dept Head Mtg Meeting Submitted for Approval	1/22/2025			
	Select 0000421633 Project Management Conference Submitted for Approval	1/16/2025			
	Return				
i	The Copy from Existing Expense Report section displays a the From Date and To field dates that default.	ny previous reports based on			
	The date range can be adjusted by updating the From Date a the Search button.	and To date fields then clicking			
7.	Click the Report ID link for any ID that displays to review the	Expense Types for that report.			
	Report ID 0000421635 0000421634				
The Expe	nse Report Detail page displays in a pop-up window.				
	Expense Report Detail	X			

Repo Busir	t Description less Purpose Reference	Quarterly Dept Head Mtg Meeting			
Description	Me	rchant		Amount Cu	rrency
All Meals - Travel Day				48.00 US	3D
Per Diem IncidentIs-Tr	avel Day			3.75 US	3D
Personl Mileage Cost	Justified			98.49 US	\$D
			Total Expenses	150.24 L	ISD
Return					



Step	Action			
8.	Review the details to determine the expense report that will be used to copy from. After reviewing the information, click the Return button.			
The Copy	From Existing Expense Report page re-displays.			
	Copy from Existing Expense Report	×		
	From Date 12/01/2024 To 01/22/2025 Search	Help		
	Expense Reports Report ID Description Business Purpose Status Created			
	Select 0000421635 PM Conference Conference Submitted for Annual 01/22/2025			
	Select 0000421634 Quarterly Dept Head Mtg Meeting Submitted for Approval 01/22/2025			
	Select 0000421633 Project Management Conference Submitted for Approval 01/16/2025			
	Return			
9.	Repeat Steps 7 - 8 to view additional Expense Reports as applicable.			
10.	Click the Select button next to the Report ID to be copied.			
The Creat	e Expense Report page re-displays with the selected Expense Report inform	mation populated.		
Favorites × Main Menu × > Employee Self-Service × > Travel and Expenses Reports × > Create/Modify Create Expense Report				
Expand	See @ All Collapse All Add My Wallet (0) Duck-Fill *Date *Date *Derson prime *Diffied 2025 *All Meals - Travel Day *Description *Description <td>USD *Currency USD Q * USD USD</td>	USD *Currency USD Q * USD USD		
	Chartfields Immodel Currency Code Exchange Rate SpeedType Key Account Fund Program Department 48.00 15100 48.00 USD 1.0000000 Q 5012880 Q 01000 Q 95000			



Reference

Employee Expenses (3 Lines)

Cash Advances Applied

Totals 👔

Q

View Analytics

Prepaid Expenses

Non-Reimbursable Expenses

View Printable Version

150.24 USD

0.00 USD

Attachments

0.00 USD

0.00 USD

Employee Credits

Supplier Credits

AP315A_Creating and Managing Expense Reports

⊘ Notes

0.00 USD

0.00 USD

Step	Action			
11.	Update and/or add expense lines as applicable.			
i	Changes can be made to any of the fields that copied from the existing Report. Additional expense lines can also be added as applicable.			
12.	Click the Summary and Submit link once all adjustments and/or additional entries have been completed.			
The Create Expense Report Summary and Submit page displays. Favorites Main Menu Semployee Self-Service Travel and Expenses Semployee Self-Service Travel and Expenses				
Create Exper	nse Report Save for Later Repense Details ActionsChoose an Action GO ress Purpose Meeting GO rescription Quarterly Dept Head Mig			

By ch offici of that St	Amount Due to Employee 150.24 USD Amount Due to Supplier 0.00 USD Image: Submit Sport Sp				
14.	Click the Certification Statement checkbox.				
	By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.				
	Submit Expense Report				
i	The Submit Expense Report button becomes enabled.				
15.	Click the Submit Travel Authorization button.				
	Submit Expense Report				



Step	Action	
The Ex	nse Report Submit Confirm displays in a pop-up window.	
Expen	eport Submit Confirm	×
Create Subm	ense Report Onfirmation	Help
Totals		
Emplo	xpenses (3 Lines) 150.24 USD Non-Reimbursable Expenses 0.00 USD Employee Credits 0.00 USD Advances Applied 0.00 USD Prepaid Expenses 0.00 USD Supplier Credits 0.00 USD	
	Amount Due to Employee 150.24 USD Amount Due to Supplier 0.00 USD	
ОК	Cancel	
16.	Click the OK button.	
	OK Cancel	
The Cr	e Expense Report Summary and Submit page re-displays and the name of the page	updates
	Apense Report.	
	pense Report	tails
You	nse report 0000421638 has been submitted for approval. Reviewer Durates Market States Submission in Process	
	Description Quarterly Dept Head Mtg Created 01/24/2025	
	Reference Last Updated 01/24/2025 Post State Not Annied	
Тс	3 🥶 View Printable Version 🖼 View Analytics 👂 Notes	
	yee Expenses (3 Lines) 150.24 USD Non-Reimbursable Expenses 0.00 USD Employee Credits 0.00 USD Cash Advances Anniel 0.00 USD Supplier Credits 0.00 USD	-
		-
	Amount Due to Employee 150.24 USD Amount Due to Supplier 0.00 USD By checking this box, the employee has certified the expenses listed were incurred by the employee on Official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.	
	Refresh Approval Status	
6	A message displays in red at the top of the page with the Expense Report ID number indicating it has been submitted for approval.	
-	Your expense report 0000421638 has been submitted for approval.	
17.	Make note of the Expense Report number.	



Withdrawing, Updating, and Resubmitting an Expense Report

If an Expense Report has been submitted and updates need to be made, it can be withdrawn for updates as long as the Expense Approver has not taken action on the Expense Report. This section of the job aid provides the steps for withdrawing and updating an Expense Report.

Step	Action
1.	Navigate to the Expense Report entry page using the following path: Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > View
The Find	an Existing Value page displays.
Favorites	Main Menu → Employee Self-Service → Travel and Expenses → Expense Reports → View
Expense	e Report
Find Sea Enter	an Existing Value Irch Criteria · any information you have and click Search. Leave fields blank for a list of all values.
Ę	Choose from recent searches
Report ID begins with Report Description begins with Name begins with Empl ID begins with Report Status = Creation Date = Show fewer options Case Sensitive	
	Search Clear
i	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter Expense Report ID number in the Report ID field.
	Report ID begins with V
ĺ	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the Search button.



Step	Action						
The View	The View Expense Report page displays for the selected report.						
	Favorites Main Menu Favorites Main Menu Favorites Kenne Set Service Favorites Fa						
	View Expense Report						
	Business Purpose Meeting Report 0000421634 Submitted for Approval						
	Description Quarterly Dept Head Mtg Created 01/22/2025						
	Reference LastUpdated 01/22025						
	Totals 🕜 🖨 View Printable Version 🖼 View Analytics 💿 Notes						
	Employee Expenses (3 Lines) 150.24 USD Non-Reimbursable Expenses 0.00 USD Employee Credits 0.00 USD						
	Cash Advances Applied 0.00 USD Prepaid Expenses 0.00 USD Supplier Credits 0.00 USD						
	Amount Due to Employee 150.24 USD Amount Due to Supplier 0.00 USD						
	By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virninia and include only such expenses necessary in the conduct of that						
	business. Submit Evnansa Bannt Withdraw Evnansa Bannt						
	Anaroud Blater						
	* Approval misory						
	Submitted Fiscal Officer Payment						
	Action Role Name Data/Time						
	Submitted Employee 01/22/2025 11:46-28AM						
4.	Click the Withdraw Expense Repor t button.						
	Withdraw Expense Pepert						
	Withdraw Expense Report						
	This button is enabled if the designated approver has not taken any action on the Expense						
Gib	Poport						
	Кероп.						
	If the button is not enabled, work with the designated approver and request the Expense						
	Report be "Sent Back" for undates to be made						
	Report de Cont Daok foi updates to de made.						



Step	Action					
The View	Expense Report page	re-displays.				
Favorites -	Main Menu	Fravel and Expenses \checkmark > Expense Reports \checkmark	> View			1
View Exp	ense Report				🔯 Expense Details	1
Your expens	e report 0000421634 has been withdrawn from the an	Mover's queue		ActionsChoose an	Action V GO	
rour expens	Business Purpose Meeting	Report 00004	421634 Submitted for Approval			
	Description Quarterly Dept Head Mtg	Created 01/22	/2025			
	Reference	Last Updated 01/24	/2025			1
Totals 🧃	View Printable Version	View Analytics	Diffeo Di			
Employe	e Expenses (3 Lines) 150.24 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD	
Ca	sh Advances Applied 0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	
	Amount Due to Employee	150.24 USD	Amount Due to Supplier	0.00 USD		1
off of Approve	Icial business of the Commonwealth of Virginia and ir that business. Submit Expense Report Withdraw Exp Refresh Approval Status al History	clude only such expenses necessary in the o	conduct			
Action	Role	Name		Date/Time		
Submitted	Employee			01/22/2025 11:46:28AM		
i	A message displays in withdrawn from the ap Your expense report 000	red at the top of the prover's queue. 0421634 has been with	e page indicating t drawn from the app	he Expense F rover's queue.	Report has been	
5.	Click the Expense Rep	oorts menu item at	the top of the pag	e.		
	Favorites Main Menu	> Employee Self-Service ▼ > T	ravel and Expenses	ense Reports 🔻 👌 Viev	N	
6.	Select the Create/Mod	lify list item				



Step	Action				
The Add a New Value page displays.					
Fav	vorites Main Menu → Employee Self-Service → Travel and Expenses → Expense Reports → Create/Modify				
Exp	ense Report				
	Add a New Value				
	*Empl ID Q Add				
7.	Click the Find an Existing Value button.				
The Fin	an Existing Value page displays. avorites Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify				
E	xpense Report				
	Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.				
	PRecent Searches Choose from recent searches V 🖉 Saved Searches Choose from saved searches V				
	Report ID begins with Report Description begins with Name begins with Empl ID begins with Creation Date Show fewer options Case Sensitive Clear				
	Enter the Expense Report ID in the Report ID begins with field				
0.	Report ID begins with V				
9.	Click the Search button.				



Step	Action				
The Modify Expense Report page displays.					
	avorites Main Menu File Service Travel and Expenses Expense Reports Create/Modify				
Į	Nodify Expense Report Save for Later Save for Later Save for Later				
	*Business Purpose Meeting Report 0000421634 Pending *Report Description Quarterly Dept Head Mig Default Location Charlottesville (City offAlb) Q Reference Q A tatachments				
	Expenses @ Expand All Collapse All Add: 🔂 My Wallet (0) 🖇 Quick-Fill Total 150.24 USD				
	*Date *Expense Type *Description *Payment Type *Amount *Currency 01/16/2025 All Meals - Travel Day Image: Check with the second seco				
	Image: Second state of the second s				
	Image: Second Mileage Cost Justified • Torund trip mileage to meeting and back J Check • 98.49 USD • • 216 characters remaining				
	Expand All Collapse All Total 150.24 USD				
The Modi	Expenses ② Expand All Collapse All Fy Expense Report page re-displays with all expense lines expanded. sv Van Menu* > Employee Self-Service * > Travel and Expenses * > Expense Reports * > Create/Modify				
Modi	y Expense Report 🔛 Save for Later 🔯 Summary and Submit				
	C Actions Choose an Action GO *Business Purpose Meeting Neport 0000421634 Pending *Report Description Quarterly Dept Head Mtg Default Location Charlottesville (City of/Alb) Q Reference Q Attachments				
Expe	Total Collapse All Add: I and the second				
~	*Date *Expense Type *Description *Payment Type *Amount *Currency 01/16/2025 ⓑ All Meals - Travel Day *I all meals 245 characters remaining *Explange Rate 10000000 ↓ ⓑ *Default Rate *Exchange Rate 1000000 ↓ ⓑ *Default Rate *Exchange Rate 10000000 ↓ ⓑ *Default Rate *Exchang				
11.	Adjust and/or add the expense lines as applicable.				



Step	Action
12.	Once all adjustments/additions have been made, click the Summary and Submit link.

The Modify Expense Report Summary and Submit page displays.

Modify Expense R	eport				🔚 Save for Later	Expense Details
				Actions Choose a	n Action	✓ G0
*Business Pu	rpose Meeting		21634 Pending			
*Desci	iption Quarterly Dept Head Mtg	Created 01/22/	2025			
Refe	rence	Q Last Updated 01/24/2	2025			
Totals 👔	View Printable Version	Post State Not Ap	plied 🗭 Notes	<i>∦</i> ₊ Att	achments	
Employee Expenses	(3 Lines) 164.98 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD	
Cash Advance	Applied 0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	
	Amount Due to Employee	164.98 USD	Amount Due to Supplier	0.00 USD		
By checking the official busine of that busines Submit Exp	is box, the employee has certified the ex is of the Commonwealth of Virginia and s. inse Report	cpenses listed were incurred by the employee o include only such expenses necessary in the co	n onduct			
 Approval History 						
				Date/Time		
Action	Role	Name		Daternine		
Action Submitted	Role	Name		01/22/2025 11:46:28AM		
Action Submitted Withdrawn The A when i	Role Employee Employee Coproval History t was originally "	section displays th Submitted" and "Wi	e Action histor	01/22/2025 11:46:28AM 01/24/2025 11:09:25AM	ense Re	port to ir
Action Submitted Withdrawn The A when i Click t	Pole Employee Employee Pproval History t was originally " ne Certification S By checking this box official business of th of that business.	Submitted" and "Wi Statement checkbox , the employee has certifine Commonwealth of Virg	e Action histor ithdrawn". ied the expenses lig jinia and include or	oti/22/2025 11:46:28AM oti/22/2025 11:09:25AM	ense Re d by the en	port to ir nployee on y in the co
Action Submitted Withdrawn Click the Click the	Pole Employee Employee Pproval History t was originally " ne Certification S By checking this box official business of th of that business. Submit Expense Re	Submitted" and "Wi Submitted" and "Wi Statement checkbox , the employee has certifine Commonwealth of Virg	e Action histor ithdrawn".	oti/22/2025 11:46:28AM oti/22/2025 11:09:25AM	ense Re d by the en	port to ir



Step	Action	
The Expe	ense Report Submit Confirm page displays in a pop-up window.	
Expens	e Report Submit Confirm	×
Expens	e Report	eip
Subm	it Confirmation	
Totals	0	
Employ	vee Expenses (3 Lines) 164.98 USD Non-Reimbursable Expenses 0.00 USD Employee Credits 0.00 USD ash Advances Applied 0.00 USD Prepaid Expenses 0.00 USD Supplier Credits 0.00 USD	
	Amount Due to Employee 164.98 USD Amount Due to Supplier 0.00 USD	
ОК	Cancel	
15.	Click the OK button.	
	OK Cancel	
The Mod i	if Expense Report Summary and Submit page re-displays and the name of the page	
updates t	o View Expense Report.	
Favorite	Main Menu + > Employee Self-Service + > Travel and Expenses + > Expense Reports + > Create/Modify	
View	Expense Report	
	ActionsChoose an Action V GO	
Your	xpense report 0000421634 has been submitted for approval. Business Purpose Meeting Report 0000421634 Submission in Process	
	Description Quarterly Dept Head Mtg Created 01/22/2025	
	Reference Last Updated 01/24/2025 Post State Not Applied	
Tota	IS 🕐 🗃 View Printable Version 📾 View Analytics 💿 Notes	
En	Apployee Expenses (3 Lines) 164.98 USD Non-Reimbursable Expenses 0.00 USD Employee Credits 0.00 USD Cash Advances Applied 0.00 USD Prepaid Expenses 0.00 USD Supplier Credits 0.00 USD	
	Amount Due to Employee 164.98 USD Amount Due to Supplier 0.00 USD	
	By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct	
	of that business.	
	Refrech Annoval Statue	
Q, Ke	um to Search E Notify	
A	A message displays in red at the top of the page with the Expense Report ID number	
	indicating it has been submitted for approval.	
	Your expense report 0000421634 has been submitted for approval.	



Step	Action							
16.	Click the Refresh Approval button to see, the Approval History for the Expense Report.							
	Approval History							
		N						
	S	ubmitted	Fiscal Officer	Payment				
	Action	Role	Name	Date/Time				
	Submitted	Employee		01/22/2025 11:46:28AM				
	Withdrawn	Employee		01/24/2025 11:09:25AM				
	Resubmitted	Employee		01/24/2025 11:26:09AM				
17.	Make note	that the Expense	Report was resubmitted.					



Updating the Default Accounting ChartFields for an Expense Report

This section of the job aid will walk through the steps to update the default accounting for an Expense Report. This is helpful when you need to change the accounting distribution for the entire expense report or to enter split funding.

Step	Action
1.	Navigate to the Expense Report entry page using the following path:
	Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify
The Add	a New Value page displays.
Favorite	Main Menu
Expens	e Report
Add	a New Value
*Er	Add
i	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter or select the employee's Employee ID in the Empl ID field.
	*Empl ID
i	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the Add button.
	Add



Step	Action
The Crea	te Expense Report page displays.
Favorites -	Main Menu
Create Ex	Dense Report
	GO GO
^⊞ "R≀	siness Purpose Default Location Q Dort Description Attachments Reference Q
Expenses Expand All	2) Collapse All Add: 🔚 My Wallet (0) 🖸 Quick-Fill Total 0.00 USD
	Date *Expense Type Description *Payment Type *Amount *Currency
Expand All	Collapse All Total 0.00 USD
4.	Enter expense transactions as applicable. See the section in this job aid titled <u>Creating an Expense Report</u> for details on creating an Expense Report.
i	When entering the expense transactions leave the defaulted ChartField values.
5.	Click the Actions drop-down button and select the "Default Accounting for Report" list item.
	ActionsChoose an Action V GO
6.	Click the GO button.
	Actions Default Accounting For Report
The Defa	ult Accounting for Report page displays.
Favorites -	Main Menu
Create Exp Account	inse Report Ig Defaults
Accounting	Report ID NEXT Summary
% G	Unit Fund Program Department Cost Center Task FIPS Asset Agency Use 1 Agency Use 2 PC Bus Unit Project Activity
Add C	ranfField Line Load Defaults User Defaults
OK	



Step	Action	
7.	Click the Add ChartField Line button.	
	Add ChartField Line Load Defaults Us	er Defaults

A new line displays and copies the ChartField values from the default line.

Create Expe	reput
	Report ID NEXT
Accounting	mary
% GL	Fund Program Department Cost Center Task FIPS Asset Agency Use 1 Agency Use 2 PC Bus Unit Project Activity
100.00 151	
0.00 151	
Add Cl	Id Line Load Defaults User Defaults
OK	
	additional ChartField lines are required, repeat Step 7 until all lines are added as pplicable.
3.).	additional ChartField lines are required, repeat Step 7 until all lines are added as pplicable.
	additional ChartField lines are required, repeat Step 7 until all lines are added as pplicable.
· ·	additional ChartField lines are required, repeat Step 7 until all lines are added as pplicable.
	additional ChartField lines are required, repeat Step 7 until all lines are added as pplicable.
	additional ChartField lines are required, repeat Step 7 until all lines are added as pplicable.
	additional ChartField lines are required, repeat Step 7 until all lines are added as pplicable. Ipdate the percentage "%" and distribution fields as applicable. Accounting Summary % GL Unit Fund Program Department Cost Center Task FIPS Asset Agency Use 1 Agency Use 2 PC Bus Unit 01000 0 737004 0 95200 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
	additional ChartField lines are required, repeat Step 7 until all lines are added as pplicable.



The Create Expense Report page re-displays with the distribution lines updated. Image: Support of the supp	Step	Action									
Image: Section ************************************	The Crea f	te Expens	e Report p	bage re-disp	lays with tl	ne distribu	tion lin	es updated	d.		
<complex-block></complex-block>	Favorites	s ▼ Main Menu ▼	> Employee Self-Servi	ce 🕶 > Travel and Expense	s 🔹 > Expense Reports	 Create/Modify 					
<pre>views experse to the interview of the state of the s</pre>	Create	a Evinanda Danad									
Image: Section	Create	e Expense Report	[(Save for Late	r 🔊 Summary and Submit	
Image: Description: Image: Descrip: Description: Image: Description: Image:		*Business Purpose	Neeting	~	Defended and the Charlot	tesville (City of/Alb)	0	ActionsChoo	ose an Action	✓ G0	
Network Note of the set of the		*Report Description	Quarterly Dept Head Mtg		Serault Location	achments	4				
Express in the week of		Reference		٩							
11. Review all distribution lines to verify they updated as applicable. 12. Click the Summary and Submit link.	Expen Expand	nses 👔 d All Collapse All	Add: 🔚 My Wallet (0)					Total	150.24	USD	
Image: Second		*Date *	Expense Type	*	Description		*Payment Type		*Amount	*Currency	
11. Review all distribution lines to verify they updated as applicable. 12. Click the Summary and Submit link. Image: Suppose Report Summary and Submit page displays. Statistics Suppose Statistic Suppose Report Summary and Submit page displays. Image: Suppose Statistic Suppose Report Summary and Submit page displays. Image: Suppose Statistic Supp	-	01/21/2025	All Meals - Travel Day	× *	Il meals	<u>ر</u>	Check	~	48.00	USD Q 🛨 🖃	
Image: Section Control (C) (Strict (C)) (Strict) Image: Section Control (C) (Strict) Image: Sectio		*Billing Type	Billable	~ 2	45 characters remaining Receipt Split	🗹 Defa	ult Rate	*Exchange Rate	1.00000000	¢ 🖺	
Image: Second		*Location *Per Diem Range	Charlottesville (City of/Alb) 0 - 999 Days	م ب پ	Per Diem Deduction	15 🗌 Non-	Reimbursable eceipt	Base Currency Amount	48.00	USD	
Warning to the Women with the Women wi		- Accou	unting Details 🕐								
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11. Review all distribution lines to verify they updated as applicable. 12. Click the Summary and Submit link. Image: Summary and Submit page displays. Total Summary and Expense Report Summary and Submit page displays. Image: Summary and Expense Summary and Expense Summary Summa			Amount GL Unit	Monetary Amount Code	Rate Speed Typ	e Key Account	Fund	Program	Department		
11. Review all distribution lines to verify they updated as applicable. 12. Click the Summary and Submit link. Image: Summary and Submit Image: Summary and Submit The Create Expense Report Summary and Submit page displays. Summary and Submit Image: Summary and Submit The Create Expense Report Summary and Submit page displays. Summary Submit Image: Summary and Submit page displays. Summary Submit Image: Submit Submit page displays. Submit: Image: Submit Submit Submit page displays. Submit: Image: Submit Submit Submit Submit Page displays. Submit: Image: Submit S			24.00 15100	24.00 USD	1.00000000	Q 5012880	Q 01000	Q 737004 C	92100		
11. Review all distribution lines to verify they updated as applicable. 12. Click the Summary and Submit link. Image: Summary and Submit link. Image: Summary and Submit link. Image: Summary and Submit link. Image: Summary and Submit link. Image: Summary and Submit link. Image: Summary and Submit link. Image: Summary and Submit link. Image: Summary and Submit link. Image: Summary and Submit page displays. Image: Summary and Submit link. Image: Summary and Submit page displays. Image: Summary and Submit page displays. Image: Summary and Submit page displays. Image: Summary and Submit page displays. Image: Summary and Submit page displays. Image: Summary and Submit page displays. Image: Summary and Submit page displays. Image: Summary and Submit page displays. Image: Summary and Submit page displays. Image: Summary and Submit page displays. Image: Summary and Submit page displays. Image: Summary and Submit page displays. Image: Summary and Submit page displays. Image: Summary and Submit page displays. Image: Summary and Submit page displays. Image: Summary and Submit page displays. Image: Summary and Submit page displays. Image: Summary and Submit page displays. Image: Summary and Submit page: Summary and Submit pa			4					•	•		
11. Review all distribution lines to verify they updated as applicable. 12. Click the Summary and Submit link. Image: Summary and Submit Ink. Image: Summary and Submit Intege displays. Image: Summary and Submit page displays. Image: Summary and Expense Report Image: Summary and Submit page displays. Image: Summary and Expense Report Image: Summary and Submit page displays. Image: Summary and Expense Report Image: Summary and Expense Report Save for Later Image: Summary and Expense Report Image: Summary and Submit page Report Image: Summary and Expense Report Image: Summary and Submit page Report Image: Summary and Expense Report Image: Summary and Submit page Report Image: Summary and Expense Report Image: Summary and Submit page Report Image: Summary and Expense Image: Summary and Submit page Report Image: Summary and Submit and Report Image: Summary and Submit page Report Image: Summary and Submit and Report <tr< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr<>											
12. Click the Summary and Submit link. Image: Summary and Submit Image: Summary and Submit The Create Expense Report Summary and Submit page displays. Favorites ✓ Main Menu ✓ > Employee Self-Service ✓ > Travel and Expenses ✓ > Expense Reports ✓ > Create/Modify Create Expense Report Business Purpose Meeting "Business Purpose (BLines) 150.24 USD Non-Reimbursable Expenses 0.00 USD Brapid Expenses 0.00 USD Supplier Credits 0.00 USD	11.	Review a	II distributi	on lines to v	erify they u	updated as	s applio	cable.			
Favorites Employee Self-Service * > Travel and Expenses * > Expense Reports * > Create/Modify Create Expense Report Save for Later Repense Details *Business Purpose Meeting *Business Purpose Meeting *Description Quarterly Dept Head Mtg *Reference View Analytics Notes Attachments Totals @ Vew Printable Version Wew Analytics Notes Attachments Employee Expenses (3 Lines) 150.24 USD Non-Reinhursable Expenses 0.00 USD Supplier Credits 0.00 USD	12.	Click the	Summary	and Subm	i t link.						
Favorites Main Menu Employee Self-Service > > Travel and Expenses < > > Expense Reports > > Create/Modify Favorites Main Menu Employee Self-Service > > Travel and Expenses > > Expense Reports > > Create/Modify Create Expense Report @ Save for Later @ Expense Details *Business Purpose Meeting *Description Quarterly Dept Head Mig Reference @ View Printable Version *User Analytics ^ Notes * Attachments Employee Expenses (3 Lines) 150.24 USD Non-Reimbursable Expenses 0.00 USD Yeepaid Expenses 0.00 USD Supplier Credits 0.00 USD											
Favorites * Main Menu * Employee Self-Service * Travel and Expenses * Expense Reports * Create/Modify Favorites * Main Menu * Employee Self-Service * Travel and Expenses * Expense Reports * Create/Modify Create Expense Report Save for Later Save for Later Expense Details **Business Purpose Meeting * 60 **Business Purpose Meeting * * 60 **Business Purposes Meeting * * 60 **Description Cuaterly Dept Head Mtg * * * 60 **Description * * * * * * 60 **Discription * * * * * * * * * * * * * * * * *		🔊 Sun	nmary and	Submit							
The Create Expense Report Summary and Submit page displays.											
Favorites Main Menu Employee Self-Service Travel and Expenses Expense Reports Create/Modify Create Expense Report Save for Later Sevence Details Save for Later Sevence Details *Business Purpose Meeting 60 *Business Purpose Meeting 60 *Business Purpose Meeting 60 *Business Purpose Meeting 60 *Totals @	he Crea f	te Expens	e Report	Summary ar	nd Submit p	bage displ	ays.				
Create Expense Report Save for Later Expense Details Business Purpose Meeting	Favorites •	Main Menu 🗸 🔿	Employee Self-Service	 Travel and Expense 	s 🔹 > Expense Repor	ts ▼ → Create/Modif	ý				
Create Expense Report Create Expense											
*Business Purpose [Meeting v] </td <td>Create Ex</td> <td>kpense Report</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>📙 S</td> <td>Save for Later 🙀 Expense</td> <td>Details</td>	Create Ex	kpense Report							📙 S	Save for Later 🙀 Expense	Details
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Cash Advances Applied 0.00 USD Prepaid Expenses 0.00 USD Supplier Credits 0.00 USD	Employed	ee Expenses (3 Lines)	150.24 USD	Non-Reimb	ursable Expenses	0.00 USD		Employee Cr	edits	0.00 USD	
	Cas	sh Advances Applied	0.00 USD		Prepaid Expenses	0.00 USD		Supplier Cr	edits	0.00 USD	
Amount Due to Employee 150.24 USD Amount Due to Supplier 0.00 USD		Amou	int Due to Employee	9 150.24 USD		Amount Due t	o Supplier	0.00 USD			
By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Expense Report	By offi	y checking this box, the ficial business of the Co that business. Submit Expense Report	employee has certified to mmonwealth of Virginia	he expenses listed were in and include only such exp	curred by the employee enses necessary in the	on conduct					



Step	Action
13.	Click the Certification Statement checkbox.
	 By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Expense Report
i	The Submit Expense Report button becomes enabled.
14.	Click the Submit Expense Report button.
	Submit Expense Report

The **Expense Report Submit Confirm** page displays in a pop-up window.

E	expense Report Submit Confi	m					×
с	reate Expense Report						Help
S	Submit Confirmation						
1	Totals 🕐						
	Employee Expenses (3 Lines)	150.24 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD	
	Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	
	Amount Due 1	o Employee 1	50.24 USD Amount	Due to Supplier	0.00 USD		
5.	Click the OK	button.					



Step	Action						
The Crea to View I	ate Expense I Expense Rep	Report Sum ort.	mary and Submit	page re-dis	plays and the nar	me of the page upd	ates
Favori	tes 🕶 Main Menu 🕶 >	Employee Self-Service ->	Travel and Expenses • > Expense Report	ts 🔻 > Create/Modify			
View	Expense Report					🔯 Expense Details	
					ActionsChoose a	in Action V GO	
Your	expense report 0000421639 has b	een submitted for approval.	Peport 0000	121620 Submission in Proc	000		
	Description Quarter) Iv Dent Head Mtg	Created 01/27	/2025	535		
	Reference	iy bept field mig	Last Updated 01/27	/2025			
			Post State Not A	oplied			
Tota	als 🕐 🧉	View Printable Version	View Analytics	Not	es		
E	mployee Expenses (3 Lines)	150.24 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD	
	Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	
	Amount	Due to Employee	150.24 USD	Amount Due to Su	pplier 0.00 USD		
	By checking this box, the em official business of the Commof that business.	ployee has certified the expe nonwealth of Virginia and inc	nses listed were incurred by the employee Iude only such expenses necessary in the	on conduct			
	Submit Expense Report						
	Refresh Approval Status						
i	A message indicating it	displays in i has been si	red at the top of th ubmitted for appro	e page with val.	n the Expense Re	port ID number	
	Your expen	nse report 0	000421639 has be	en submitte	ed for approval.		
16.	Make note of	of the Exper	nse Report numbe	r.			



Creating an Expense Report from an Approved Travel Authorization

This section of the job aid will walk through the steps for creating an Expense Report by copying from an approved Travel Authorization.

Step	Action			
1.	Navigate to the Expense Report entry page using the following path:			
	Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify			
The Add	a New Value page displays.			
Favorites	Main Menu → Employee Self-Service → Travel and Expenses → Expense Reports → Create/Modify			
Expense	e Report			
Add a New Value				
*En	Add			
i	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .			
2.	Enter or select the employee's Employee ID in the Empl ID field.			
	*Empl ID			
i	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.			
3.	Click the Add button.			
	Add			



Step	Action				
The Crea	e Expense Report page displays.				
Favorites -	Main Menu				
Create Exp	ense Report 📓 Save for Later 🗟 Summary and Submit				
*Bu	Quick StartPopulate From V GO				
*Rej	ort Description Attachments Reference Q				
Expenses (Expand All	Sollapse All Add: 🖥 My Wallet (0) 🖸 Quick-Fill Total 0.00 USD				
	Date *Expense Type Description *Payment Type *Amount *Currency *Amount *Currency 254 characters remaining				
Expand All	Collapse All Total 0.00 USD				
4.	Click the Quick Start Populate From drop-down button.				
	Quick StartPopulate From V GO				
The Quick Start options display.					
	Populate From Populate From A Template A Travel Authorization An Existing Report Entries from My Wallet				
1	 To use the "A Template" option, see the Job Aid titled AP315_Creating an Expense Template. The Job Aid is located on the Cardinal website in Job Aids under Learning for details. See the Creating an Expense Report using an Existing Expense Report section for details on using that option. Entries from My Wallet is not used in Cardinal. 				
5.	Click the "A Travel Authorization" item.				



Accounts Payable Job Aid

Step	Action						
6.	Click the GO button.						
	Quick Start A Travel Authorization						
The Copy from Approved Travel Authorization page displays in a pop-up window.							
Copy fro	m Approved Travel Authorization	×					
		Help					
Fr	From Date 10/22/2024 To 02/22/2025 Search						
	Travel Auth Description Authorization ID Date From Date To Amount Currency						
Select	Select PM Conference 0000005687 01/28/2025 01/29/2025 235.28 USD						
Return							
i	The approved Travel Authorizations display based on the From Date and To field dates that default.						
	The date range can be adjusted by updating the From Date and To date fields then clicking the Search button.						
7.	Click the Travel Auth Description link for any authorizations that displays to review the details.	ne					
	PM Conference						



The Selected Travel Authorization details page displays in a pop-up window. Selected Travel Authorization 10 000006667 Deteringing PMG contenance Per Diem incidentist Travel Day Authorization the user wants to coopy from. 9. Click the Return button. Return Detering Travel Authorization page re-displays. Free Diem incidentist Travel Day Authorized Amount 235.28 USD Click the Return button. Return Detering Travel Authorization page re-displays. Free Diem incidentist Travel Authorization page re-displays. The Courter of travel Authorization Travel Authorization Travel Authorization The Decelse Travel Authorization Travel Authorine Authorization Travel Authorization Trave	Step	Action
Selected Travel Authorization ID 00000000000000000000000000000000000	The Selec	ted Travel Authorization details page displays in a pop-up window.
Image: Second		Selected Travel Authorization
Nerchent Amount All Meals - Travel Day 44.25 Lodging Fors and Taxes 32.28 Per Diem Incidentis-Travel Day 44.25 Per Diem Incidentis-Travel Day 3.75 All Meals - Travel Day 3.75 Authorized Amount 235.28 USD Review the details to determine the authorization the user wants to copy from. 9. Click the Return button. Return Return The Copy from Approved Travel Authorization page re-displays. Free mate 1022/2024 To 02222025 Return Neget Travel Authorization 10. Repeat Steps 7- 9 to view additional approved Travel Authorizations if applicable.		Help Travel Authorization ID 0000005687 Description PM Conference Date From 01/28/2025 To 01/29/2025 Business Purpose Conference
All Medie - Travel Day 44.25 Lodging Fees and Taxes 32.28 Per Detern Incidenties-Travel Day 3.75 All Medies - Travel Day 44.25 Per Detern Incidenties-Travel Day 235.28 USD Return Exturn The Copy from Approved Travel Authorization page re-displays. Image: Travel Authorization From Date 1022/2024 To 0222/2025 Search From Date 1022/2024 To 0222/2025 Search <		Expense Type Merchant Amount
Lodging 107 00 Lodging Fees and Taxes 32 28 Per Diem Incidentis-Travel Day 3.75 All Meals - Travel Day 44 25 Per Diem Incidentis-Travel Day 3.76 Authorized Amount 235 28 USD Return 20000005697 01/28/2025 01/28/2025 2/25 2/05D Return 20000005697 01/28/2025 01/28/2025 2/25 2/05D Return 20000005697 01/28/2025 01/28/2025 2/25 2/05D Return 2000000000000000		All Meals - Travel Day 44.25
Lodging Fees and Taxes 92.9 Per Deem Incidentis-Travel Day 3.75 At Meals - Travel Day 44.25 Per Diem Incidentis-Travel Day 3.75 At Meals - Travel Day 3.75 Authorized Amount 235.28 USD Return 2000000000000000000000000000000000000		Lodging 107.00
Per Diem Incidentis-Travel Day 3.75 All Meals - Travel Day 4.25 Per Diem Incidentis-Travel Day 3.75 Authorized Amount 235.28 USD Return		Lodging Fees and Taxes 32.28
All Meals - Travel Day 44.25 Per Diem Incidentis-Travel Day 3.75 Authorized Amount 3.75 235.28.USD 8. Review the details to determine the authorization the user wants to copy from. 9. Click the Return button. Return The Copy from Approved Travel Authorization page re-displays. From Approved Travel Authorization Date From Date 10222024 IF To 02222025 IF Seatch IF reveal Auth Description Authorization D Date From Date To Amount Currency 9. Copy from Approved Travel Authorization D Date From Date To Amount Currency IF Copy from Approved Travel Authorization D Date From Date To Amount Currency Image: Prom Date 10222024 IF To 02222025 II Seatch 10. Repeat Steps 7- 9 to view additional approved Travel Authorizations if applicable.		Per Diem IncidentIs-Travel Day 3.75
Per Diem Incidentis-Travel Day 3.75 Authorized Amount 3.75 2.05 2.8 USD 8. Review the details to determine the authorization the user wants to copy from. 9. Click the Return button. Image: Return Image: Return The Copy from Approved Travel Authorization page re-displays. From Approved Travel Authorization page re-displays. Image: Return Display Search Image: Return Display Sea		All Meals - Travel Day 44.25
Authorized Amount 235.28 USD Return		Per Diem IncidentIs-Travel Day 3.75
Review the details to determine the authorization the user wants to copy from. 8. Review the details to determine the authorization the user wants to copy from. 9. Click the Return button. The Copy from Approved Travel Authorization page re-displays. Improved Travel Authorization page re-displays. <td< th=""><th></th><th>Authorized Amount 235.28 USD</th></td<>		Authorized Amount 235.28 USD
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8. Review the details to determine the authorization the user wants to copy from. 9. Click the Return button. Image: Copy from Approved Travel Authorization page re-displays. Copy from Approved Travel Authorization Image: Copy fr		
9. Click the Return button. Return Image: Click the Return button. The Copy from Approved Travel Authorization page re-displays. Image: Copy from Approved Travel Authorization Image: Prom Date 10/22/2024 Image: Travel Auth Description Image: Philo Conference Image: Output Image: Philopean Conference Image: Philopean Confe	8.	Review the details to determine the authorization the user wants to copy from.
5. Onor the Return buttoh: Return The Copy from Approved Travel Authorization page re-displays. Copy from Approved Travel Authorization From Date 10/22/2024 IB To 02/22/2025 IB Search Help From Date 10/22/2024 IB To 02/22/2025 IB Search Feture ID ate From Date To Amount Currency Feture ID ate From Date To Amount Currency Feture ID ate To Amount Currency Feture ID ate From Date To Amount Currency Feture ID ate From Date To Amount Currency ID ate From Date To Amount Currency ID ate From Date To Amount Currency<	q	Click the Return button
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The Copy from Approved Travel Authorization page re-displays. Image: Copy from Approved Travel Authorization Image: Copy from Approved Travel Authorization Image: From Date 10/22/2024 Image: Travel Auth Description Authorization ID Date From Date To Authorization ID Date To Autho		Return
Copy from Approved Travel Authorization From Date 10/22/2024 To 02/22/2025 Search From Date 10/22/2024 Help From Date 10/22/2024 To 02/22/2025 Search Currency Select PM Conference 0000005687 01/28/2025 235.28 USD	The Copy	from Approved Travel Authorization page re-displays.
Help From Date 10/22/2024 is to 02/22/2025 is Search To 02/22/2025 is Search Travel Auth Description Authorization ID Date To Menount Currency Select PM Conference 0000005687 01/28/2025 01/29/2025 235.28 USD Return To view additional approved Travel Authorizations if applicable.		Copy from Approved Travel Authorization
From Date 10/22/2024 To 02/22/2025 Search Travel Auth Description Authorization ID Date From Date To Amount Currency Select PM Conference 0000005687 01/28/2025 01/29/2025 235.28 USD Return		Help
Travel Auth Description Authorization ID Date From Date To Amount Currency Select PM Conference 0000005687 01/28/2025 01/29/2025 235.28 USD Return		From Date 10/22/2024 (1) To 02/22/2025 (1) Search
Select PM Conference 0000005687 01/28/2025 01/29/2025 235.28 USD Return Repeat Steps 7- 9 to view additional approved Travel Authorizations if applicable.		Travel Auth Description Authorization ID Date From Date To Amount Currency
10. Repeat Steps 7-9 to view additional approved Travel Authorizations if applicable.		
Return 10. Repeat Steps 7-9 to view additional approved Travel Authorizations if applicable.		- Select PM Conference 0000005687 01/28/2025 01/29/2025 235.28 USD
10. Repeat Steps 7-9 to view additional approved Travel Authorizations if applicable.		Return
10. Repeat Steps 7-9 to view additional approved Travel Authorizations if applicable.		
	10.	Repeat Steps 7-9 to view additional approved Travel Authorizations if applicable.
11. Click the Select button next to the Travel Auth Description field to copy into the Expe Report.	11.	Click the Select button next to the Travel Auth Description field to copy into the Expense Report.
Select		Select



Step	Action
The Creat populated	e Expense Report page re-displays with the selected Travel Authorization information
Favorites -	Main Menu • > Employee Self-Service • > Travel and Expenses • > Expense Reports • > Create/Modify
Create	Expense Report 📓 Save for Later 🗟 Summary and Submit
	ActionsChoose an Action
	*Business Purpose Conference Default Location Williamsburg/James City(York) Q
	*Report Description PM Conference Authorization ID 0000005687
	Reference Q 2+ Attachments
Evenes	
Expens Expand A	ns 🕡 II Collapse All Add: 🖥 My Wallet (0) 🖸 Quick-Fill Total 235.28 USD
~	O1/28/2025 Image: State of the state of
	245 characters remaining
	*Location Williamsburg/James City(York) Q Per Diem Deductions
	*Per Diem Range 0 - 999 Days v v v ONO Receipt
	The Accounting Details (2)
	Chartfields (TTT)
	Amount GL Unit Monetary Amount Currency Code Exchange Rate SpeedType Key Account Fund Program Department
	44.25 15100 44.25 USD 1.0000000 Q 5012880 Q 01000 Q 737004 Q 95200
12.	Update the fields as applicable.
	Changes can be made to any of the fields that canied from the Travel Authorization
G	Changes can be made to any of the news that copied from the maver Authorization.
T	Additional fields can also be added, and expense lines can be removed as applicable.
13.	Click the Summary and Submit link once all adjustments have been completed.
	Summary and Submit



Step	Action								
The Create Expense Report Summary and Submit page displays.									
Favorites - N	l/ain Menu	> Expense Reports • > Create/M	lodify						
Create Exper	Create Expense Report								
*Busir	ness Purnose Conference			Actions Choose an Act	tion V GO				
	*Description PM Conference								
Totals 👔	Sview Printable Version	View Analytics	○ Notes	🔏 Attachm	nents				
Employee Ex Cash Ao	penses (6 Lines) 235.28 USD Non-Reimb dvances Applied 0.00 USD F	ursable Expenses 0.00 US Prepaid Expenses 0.00 US	SD SD	Employee Credits Supplier Credits	0.00 USD 0.00 USD				
	Amount Due to Employee 235.28 USD	Amou	nt Due to Supplier	0.00 USD					
By cher	cking this box, the employee has certified the expenses listed were ind	curred by the employee on							
of that Sub	business. mit Expense Report								
14.	Click the Certification Statemer	nt checkbox.							
	By checking this box, the employee has a	certified the expenses liste	ed were incurred by the	employee on					
	official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.								
	Submit Expense Report								
	The Submit Expense Report	button becomes	enabled						
1									
15	Click the Submit Expense Bo r								
15.									
	Submit Expense Report								
The Expense Report Submit Confirm page displays in a pop-up window.									
Expense Rep	ort Submit Confirm		· · ·		×				
					Help				
Create Expense Report Submit Confirmation									
Totals (2)									
Employee Exp	enses (6 Lines) 235.28 USD Non-Reimi	pursable Expenses 0	00 USD	Employee Credits	0.00 USD				
Cash Ad	vances Applied 0.00 USD	Prepaid Expenses 0.	00 USD	Supplier Credits	0.00 USD				
	Amount Due to Employee 235.28 USD	Amount Due to	Supplier 0.00	USD					
	0 mart								
<u> </u>	Cancel								



Accounts Payable Job Aid

AP315A_Creating and Managing Expense Reports

Step	Action
16.	Click the OK button.
	OK Cancel

The **Create Expense Report** Summary and Submit page re-displays and the name of the page updates to **View Expense Report**.

21638 has been use Meeting on Quarterly De cee Lines) 2 opplied Amount Dur poox, the employ of the Commonw e Report	submitted for approva ept Head Mtg ew Printable Version (35.28 USD 0.00 USD e to Employee ree has certified the ex wealth of Virginia and i	al. Report 00 Created 01 Last Updated 01 Post State No RM View Analytics Non-Reimbursable Expenses Prepaid Expenses 235.28 USD xpenses listed were incurred by the employe include only such expenses necessary in the	00421638 Submission in Process 124/2025 14Applied 0.00 USD 0.00 USD 0.00 USD 0.00 USD 0.00 USD 0.00 USD 0.00 USD	ActionsChoose a Employee Credits Supplier Credits 0.00 USD	0.00 USD 0.00 USD	v <u>co</u>
Et638 has been Meeting On Quarterly De Co Co	submitted for approva ept Head Mtg aw Printable Version (35.28 USD 0.00 USD e to Employee ree has certified the ex wealth of Virginia and i	al. Report 00 Createl 01 Last Updated 01 Post State No Wiew Analytics Non-Reimbursable Expenses Prepaid Expenses 235.28 USD xpenses listed were incurred by the employe include only such expenses necessary in the	20421638 Submission in Process 224/2025 24/2025 24/2025 24/2025 20/00 USD 0.00 USD 0.00 USD 0.00 USD 0.00 USD 0.00 USD 0.00 USD 0.00 USD 0.00 USD 0.00 USD	Employee Credits Supplier Credits 0.00 USD	0.00 USD 0.00 USD	
Meeting On Quarterly De Cee Vie Cee Vie Cee Cee Cee Cee Cee Cee Cee Cee Cee C	ept Head Mtg ew Printable Version 135.28 USD 0.00 USD e to Employee ree has certified the ex wealth of Virginia and 1	Report 00 Created 01 Last Updated 01 Post State No Wiew Analytics Non-Reimbursable Expenses Prepaid Expenses 235.28 USD xpenses listed were incurred by the employ include only such expenses necessary in th	200221633 Submission in Process 1242025 124205 124	Employee Credits Supplier Credits 0.00 USD	0.00 USD 0.00 USD	
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Vie	ew Printable Version 35.28 USD 0.00 USD e to Employee ree has certified the ex- wealth of Virginia and 1	Post State No Post State No Wiew Analytics Non-Reimbursable Expenses Prepaid Expenses 235.28 USD xpenses listed were incurred by the employe include only such expenses necessary in th	Amount Due to Supplier e conduct	Employee Credits Supplier Credits 0.00 USD	0.00 USD 0.00 USD	
Vie Lines) 2 Amount Dur boox, the employ of the Commonw e Report	ew Printable Version 35.28 USD 0.00 USD e to Employee ree has certified the ex- wealth of Virginia and i	Image: Second system Wiew Analytics Non-Reimbursable Expenses Prepaid Expenses 235.28 USD Image: Second system xpenses listed were incurred by the employe include only such expenses necessary in the employem	Notes Notes Outure Outure Notes Outure Notes Outure Notes Outure Notes Outure Notes Notes Outure Notes Notes Notes Outure Notes Outure Notes Outure Notes Outure Outure Notes Outure Outure Notes Outure	Employee Credits Supplier Credits 0.00 USD	0.00 USD 0.00 USD	
Lines) 2: oplied Amount Due box, the employ of the Commonw	35.28 USD 0.00 USD e to Employee ree has certified the ex wealth of Virginia and	Non-Reimbursable Expenses Prepaid Expenses 235.28 USD xpenses listed were incurred by the employe include only such expenses necessary in th	0.00 USD 0.00 USD Amount Due to Supplier ee on e conduct	Employee Credits Supplier Credits 0.00 USD	0.00 USD 0.00 USD	
Amount Due box, the employ of the Commony	0.00 USD e to Employee ree has certified the ex wealth of Virginia and	Prepaid Expenses 235.28 USD xpenses listed were incurred by the employ include only such expenses necessary in th	0.00 USD Amount Due to Supplier ee on e conduct	Supplier Credits	0.00 USD	
Amount Due box, the employ of the Commonw	e to Employee ree has certified the ex wealth of Virginia and	235.28 USD xpenses listed were incurred by the employ include only such expenses necessary in th	Amount Due to Supplier e on e conduct	0.00 USD		
box, the employ of the Commony e Report	vee has certified the ex	xpenses listed were incurred by the employe include only such expenses necessary in th	e on e conduct	0.00 000		
al Status						
essage nitted fo	displays i or approva	in red with the Expe al.	nse Report numbe	er ID indicating	j it has bee	n
expens	e report 00	00421638 has been su	bmitted for approval.			
	itted fo	expense report 00	expense report 0000421638 has been su	expense report 0000421638 has been submitted for approval	expense report 0000421638 has been submitted for approval.	expense report 0000421638 has been submitted for approval.



Applying an Approved Cash Advance to an Expense Report

This section walks through the steps for creating an Expense Report and apply an Approved Cash Advance. Cash advances can be applied to one report or multiple Expense Reports. In addition, multiple Cash Advances can be applied to one Expense Report. Follow agency guidelines regarding this process.

Step	Action						
1.	Navigate to the Expense Report entry page using the following path: Main Menu > Employee Self Service > Travel and Expense Expenses > Expense Reports > Create (Madify)						
	and a new value page displays.						
Ex	pense Report						
	Add a New Value						
	*Empl ID Q Add						
i	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .						
2.	Enter or select the employee's Employee ID in the Empl ID field.						
	*Empl ID						
i	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.						
3.	Click the Add button.						
	Add						



Step	Action							
The C	Create Expense F	Report page displa	iys.					
	Favorites • Main Menu • > E	imployee Self-Service	nses 🔹 🖒 Expense Reports 🔹 🗧	Create/Modify				
	Create Expense Report				🔚 Save for Later 🔯 Summary	v and Submit		
	*Business Purnose	~			Quick StartPopulate From	GO		
	*Report Description		Attachme	ents	~			
	Keleielle	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~						
	Expenses ② Expand All Collapse All Add:	🖫 My Wallet (0) 💈 Quick-Fill			Total 0.00 USD			
	*Date *Expens	e Type	Description 254 characters remaining	*Payme	nt Type *Amount *Currency ▼ 0.00 USD Q	+ -		
	Expand All Collapse All				Total 0.00 USD			
4.	Enter the detai	Is of the Expense	Report.					
	See the section	n in this job aid title	ed <u>Creating a</u>	n Expense	Report for details on that p	process.		
5.	Once all exper	nse lines have bee	n entered, pro	ceed to the	next Step.			
6.	Click the Actio	ns drop-down but	ton and select	"Apply/Viev	w Cash Advance(s)" list iter	n.		
	ActionsChoo	se an Action	✓ GO					
7.	Click the GO b	utton.						
	Actions Apply/	View Cash Advance(s)	✓ G0]				
The (The Apply Cash Advance(s) page displays.							
Create Evance Report								
	Apply Cash A	dvance(s)						
	Report ID NEXT							
	Cash Advance Information							
	*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied			
	Q	0.000	0.00		0.00 USD	-		
	Add Cash A	dvance U	pdate Totals					
		Total Advance Applied	0.00 USD					
		Totals (7 Lines) Total Due Employee	1,435.28 USD 1,435.28 USD					
	ОК	an proprietano y secondo de California de La 🖌 California	.,					



Step	Action	
8.	Click the Advance ID look up icon. *Advance ID	
The Lo	ok Up Advance ID page displays in a pop-up window.	1
	Elook Op Advance ID Help Empl ID 00442992800 DateTime Stamp 01/23/2025 3:09PM Advance ID begins with ✓ Look Up Clear Cancel Basic Lookup Search Results 1-4 of 4 View 100 First Advance ID Advance Description Balance Currency Code 0000002427 PM Conference Reg Fee 1200 0000002428 Business Writing Workshop 300	
i	Cash advances display in the Search Results section of the page.	
9.	Click the Advance ID link that will be used for the Expense Report. Advance ID Advance Description Balance Currency Code 0000002427 PM Conference Reg Fee 1200 USD	



Step	Action								
The Ap field an	ply Cash Adva d the amount dis	nce(s) page retu splayed in the To	urns with the sel otal Applied fie	lected cash a ld.	advance number in	the Advance ID			
	Create Expens	e Report							
	Apply Cash	Apply Cash Advance(s) Report ID NEXT							
	Cash Advance	Cash Advance Information							
	*Advance ID Advance Amount Balance Exchange Rate Total Applied								
	0000002427 1200.00 0.00 USD 1.0000000 1200.00 USD -								
	Add Cash Advance Update Totals								
	ОК	Total Advance Appl Totals (7 Lin Total Due Employ	ied 1,200.00 USE es) 1,435.28 USE /ee 235.28 USE)					
10.	To apply more button and repo If not, proceed	than one Cash A eat Step 9 . to the next Step h Advance	Advance to the	Expense Rep	port, click the Add	Cash Advance			
11.	Click the OK by	utton.							



Step	Action				
The Create Expense Report page re-displays.					
	Favorites Main Menu Semployee Self-Service Travel and Expenses Expense Reports Create/Modify				
	Create Expense Report 📓 Save for Later 🔯 Summary and Submit				
	Image: Choose an Action Image: Choose an Action				
	"Business Purpose Conference Default Location Q "Report Description PM Conference Image: Conference Image: Conference Reference Q				
	Expenses @ Expand All Collapse All Add: 🔓 My Wallet (0) 🦸 Quick-Fill Total 1,435.28 USD				
	"Date "Expense Type "Description "Payment Type "Amount "Currency 01/14/2025 All Meals - Travel Day [all meals [B] Check 44.25 USD 1 "Billing Type (Billable				
	"Location (Williamsburg/James City(York) Q Image: Per Diem Deductions Non-Reimbursable Base Currency Amount 44.25 USD "Per Diem Range (0 - 999 Days Image: Per Diem Control of the co				
	Accounting Details				
	Amount GL Unit Monetary Amount Code Rate SpeedType Key Account Fund Program Department				
	44.25 15100 44.25 USD 1.0000000 Q 5012880 Q 01000 Q 737004 Q 95200				
12.	Click the Summary and Submit link.				
	Summary and Submit				
The C	I				
	reate Expense Report Summary and Submit page displays.				
	Favorites Main Menu Favorites Main Menu Favorites				
	Create Expense Report 📓 Save for Later 🙀 Expense Details				
	*Business Purpose [Conference V] GO				
	*Description PM Conference				
	Totals 🕖 View Printable Version 🖾 View Analytics 🗘 Notes 🍂 Attachments				
	Employee Expenses (7 Lines) 1,435.28 USD Non-Reimbursable Expenses 0.00 USD Employee Credits 0.00 USD Cash Advances Applied 1,200.00 USD Prepaid Expenses 0.00 USD Supplier Credits 0.00 USD				
	Amount Due to Employee 235.28 USD Amount Due to Supplier 0.00 USD				
	By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Expense Report				
13	The Cash Advances Applied field displays the amount of the cash advance that was applied				
10.	The cash Advances Applied here displays the amount of the cash advance that was applied.				
	Cash Advances Applied 1,200.00 USD				



Step	Action					
14.	Click the Certification Statement checkbox.					
	 By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Expense Report 					
i	The Submit Expense Report button becomes enabled.					
15.	Click the Submit Expense Report button.					
	Submit Expense Report					

The Expense Report Submit Confirm page displays in a pop-up window.

Expense Report Submit C	Confirm					×
Create Expense Report					·	leib
Submit Confirmation						
Totals 👔						
Employee Expenses (7 Line	s) 1,435.28 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD	
Cash Advances Applie	d 1,200.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	
Amount E	ue to Employee	235.28 USD Amount	Due to Supplier	0.00 USD		
OK Cancel						
Click the OK	button.					
ОК	Cancel					



Step	Action						
The Create Expense Report Summary and Submit page re-displays and the name of the page updates to View Expense Report .							
Favori	ites Main Menu	> Employee Self-Service - >	Travel and Expenses	 Create/Modify 			
View	v Expense Report					🔯 Expense Details	
					ActionsChoose	an Action 🗸 GO	
Your	expense report 0000421637 h	as been submitted for approval.					
	Business Purpose Cor	nference	Report 000042	1637 Submission in F	Process		
	Description PM	Conference	Created 01/23/2	025			
	Reference		Last Updated 01/23/2	025			
Tota	als 😰	View Printable Version	Wiew Analytics		Notes		
E	mployee Expenses (7 Lines)	1,435.28 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD	
	Cash Advances Applied	1,200.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	
	Amo	unt Due to Employee	235.28 USD	Amount Due to	Supplier 0.00 USD		
	By checking this box, the official business of the C of that business. Submit Expense Report Refresh Approval Statueturn to Search	employee has certified the exp ommonwealth of Virginia and in	enses listed were incurred by the employee of clude only such expenses necessary in the co	nduct			
1	A message displays in red at the top of the page with the Expense Report ID number indicating it has been submitted for approval. Your expense report 0000421637 has been submitted for approval.						
17.	Make note o	of the Expense	e Report number.				



Appendix

Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal					
.BMP	.CSV	.DOC			
.DOCX	.JPE	.JPEG			
.JPG	.MSG	.PDF			
.PNG	.PST	.RTF			
.TIF	.TIFF	.TXT			
.XLS	.XLSX	.XML			