

# How to Create an Expense/Travel Report

*\*\*Before starting, please send an email to Katie Fraser or Michelle Rao – tell us what course you are claiming against and we will provide you with the correct Department and Account Codes. Do not proceed without checking as this information is subject to change.\*\**

1. Go to the Georgian Employee Intranet: <http://my.georgiancollege.ca/Pages/default.aspx>
2. Click on “Finance PeopleSoft”
3. Log in using your Georgian College credentials (The same ones you use to log into a computer)
4. Click Main Menu
5. Click Employee Self-Serve
6. Click Travel and Expense
7. Click Expense Report
8. Choose Create/Modify
9. Your Employee ID will default – you can only create an Expense/Travel Report for yourself. If you need to create for another person, please contact Katie or Michelle
10. Click the Add button

In the Header Section:

11. Business Purpose drop down – choose the most appropriate option
12. Report Description text box – type in “Travel to X campus” or “Dual Credit Supplies for course X” (or whatever description best suits your report)
13. Default Location – this should default to Ontario, but always double check

In the Expenses Section:

14. Enter the Date (Note: if your expense is today, type T and then tab and the date will appear)
15. Expense Type
  - a. You will always use 1 of 5 options:
    - 1) **Georgian – Breakfast**
    - 2) **Georgian – Lunch**
    - 3) **Georgian – Supper**
    - 4) **Georgian – Mileage**
    - 5) **Georgian – Other**

**\*\* It is important you choose the Expense Type exactly as shown. There are a lot of options that are similar, such as “Georgian Stores – Breakfast”.**

- b. Other possible (used less often) Expense Types:
  - 1) Air Travel
  - 2) Hotel
  - 3) Parking
  - 4) Rental Car
  - 5) Taxi

- 6) Toll
- 7) Train

**Expense Type: Georgian – Breakfast/Lunch/Supper/Other**

1. Fill in the Description Box – “Breakfast at Tim Horton’s”
2. Choose your Payment Type from the drop down
3. Click the Paperclip beside Payment Type – upload an electronic copy of your receipt
  - a. Add attachment – browse – find file – OK – add a description - OK
4. Enter the amount (total, including tax and tip)
5. Currency should default to CAD
6. Billing Type: should **always** be Internal
7. Originating Location: Ontario
8. Location: Ontario
9. Merchant: **always** Non-Preferred – type in Tim Hortons (or whatever restaurant you are at)
10. VAT = Value Added Tax (HST) (this should calculate for you)
11. Click the Grey triangle beside Accounting Details
12. Change the Department – **always confirm with Katie or Michelle prior to filling in the department code**
13. Change the Account – **always confirm with Katie or Michelle prior to filling in the account code**

**Expense Type: Georgian – Mileage**

1. Fill in the Description Box – “Mileage from Barrie Campus to Midland Campus”
2. Do not change Payment Type
3. Click the Paperclip beside Payment Type – upload an electronic copy of your Google Maps
  - a. Add attachment – browse – find file – OK – add a description – OK
  - b. Saving your map: On Google, enter your start and end locations
    - i. File – Save As – Save your file to your desktop (do not change the type of file)
4. **Mileage does not require a receipt**
5. Billing Type: should **always** be Internal
6. Originating Location: Ontario
7. Location: Ontario
8. Transportation ID:
  - a. Travelling North of Muskoka – choose CAR NORTH
  - b. Travelling South of Muskoka – choose CAR SOUTH
9. Enter KMs travelled & press the TAB key. This will change your Amount section.
10. Enter the number of passengers in the car
11. Merchant: **always** Non-Preferred – type in Personal Car
12. Click the Grey triangle beside Accounting Details
13. Change the Department – **always confirm with Katie or Michelle prior to filling in the department code**
14. Change the Account – **always confirm with Katie or Michelle prior to filling in the account code**

**Expense Type: Air Travel**

1. Fill in the form the same as you would for Georgian – Breakfast/Lunch/Supper/Other
2. Difference #1: Add your ticket number
3. Difference #2: Your originating location will be Ontario, but your Location may change (the Location is where you are landing) – if you are flying outside of Ontario, your travel report must be preapproved by Michelle

**Expense Type: Hotel**

1. Fill in the form the same as you would for Georgian – Breakfast/Lunch/Supper/Other
2. Difference #1: Specify the Number of Nights you will be staying there

**Expense Type: Parking / Rental Car / Taxi / Toll / Train**

1. Fill in the form the same as you would for Georgian – Breakfast/Lunch/Supper/Other

[After you have entered all your information:](#)

Option 1: You have more lines to enter

If you have another line to enter (example, you have Mileage and Lunch to claim) – click the + button on the far right hand side. This will add another line. Complete as per the instructions above.

Option 2: You are done your claim

1. Click the Summary and Submit hyper link (top right side)
2. Click the check box beside “By checking this box, I certify.....”
3. Click the “Submit Expense Report” button and OK