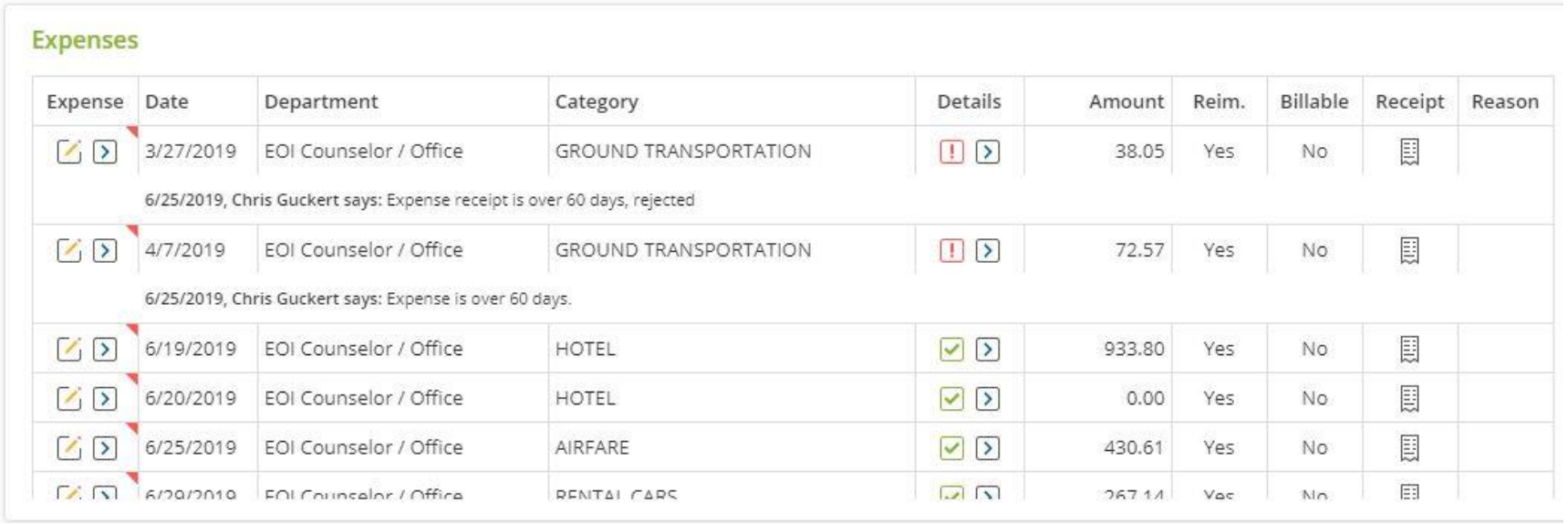
The Expense Report



Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	3/27/2019	EOI Counselor / Office	GROUND TRANSPORTATION		38.05	Yes	No		
	6/25/2019, Chris Guckert says: Expense receipt is over 60 days, rejected								
	4/7/2019	EOI Counselor / Office	GROUND TRANSPORTATION		72.57	Yes	No		
	6/25/2019, Chris Guckert says: Expense is over 60 days.								
	6/19/2019	EOI Counselor / Office	HOTEL		933.80	Yes	No		
	6/20/2019	EOI Counselor / Office	HOTEL		0.00	Yes	No		
	6/25/2019	EOI Counselor / Office	AIRFARE		430.61	Yes	No		
	6/29/2019	EOI Counselor / Office	RENTAL CARS		267.14	Yes	No		

The first thing you will notice after creating a new report using ***Option 1- "Add all Items to a new expense report"*** is an overview of the receipts that were in "*My Certify Wallet*" with some of the information already added in

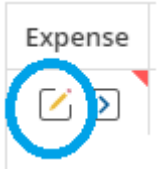
- Make sure that all receipts have been added from "*My Certify Wallet*"

The Expense Report – Editing Expenses

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	6/19/2019	EOI Counselor / Office	HOTEL		933.80	Yes	No		

The Expense Overview will contain some but not all the information we will need.

In Order to Edit each expense – you will click on the *pencil Icon* 

under the Expense column

- You must do this for every line item – go through and add any missing information
- Items missing required information will have a red mark in the upper corner

Editing Expenses (cont.)

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	6/19/2019	EOI Counselor / Office	HOTEL		933.80	Yes	No		

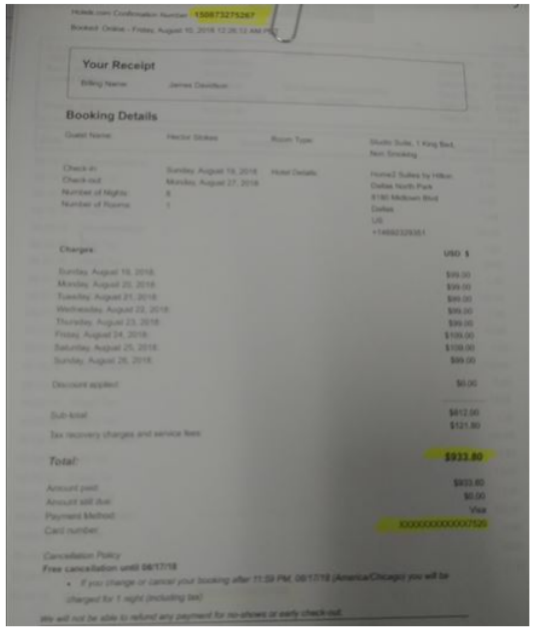
Edit Expense

You must select an Expense Category.

Date	6/19/2019
Department	EOI Counselor / Office
Category	
Amount	933.80
Case Name	Access VEBA
Hotel	Hilton
Location	Dallas, TX
Check-in	6/19/2019
Check-out	6/19/2019
Reason	
Reimbursable	I paid for this, please reimburse me.
Billable	
Receipt	Change

Save Cancel

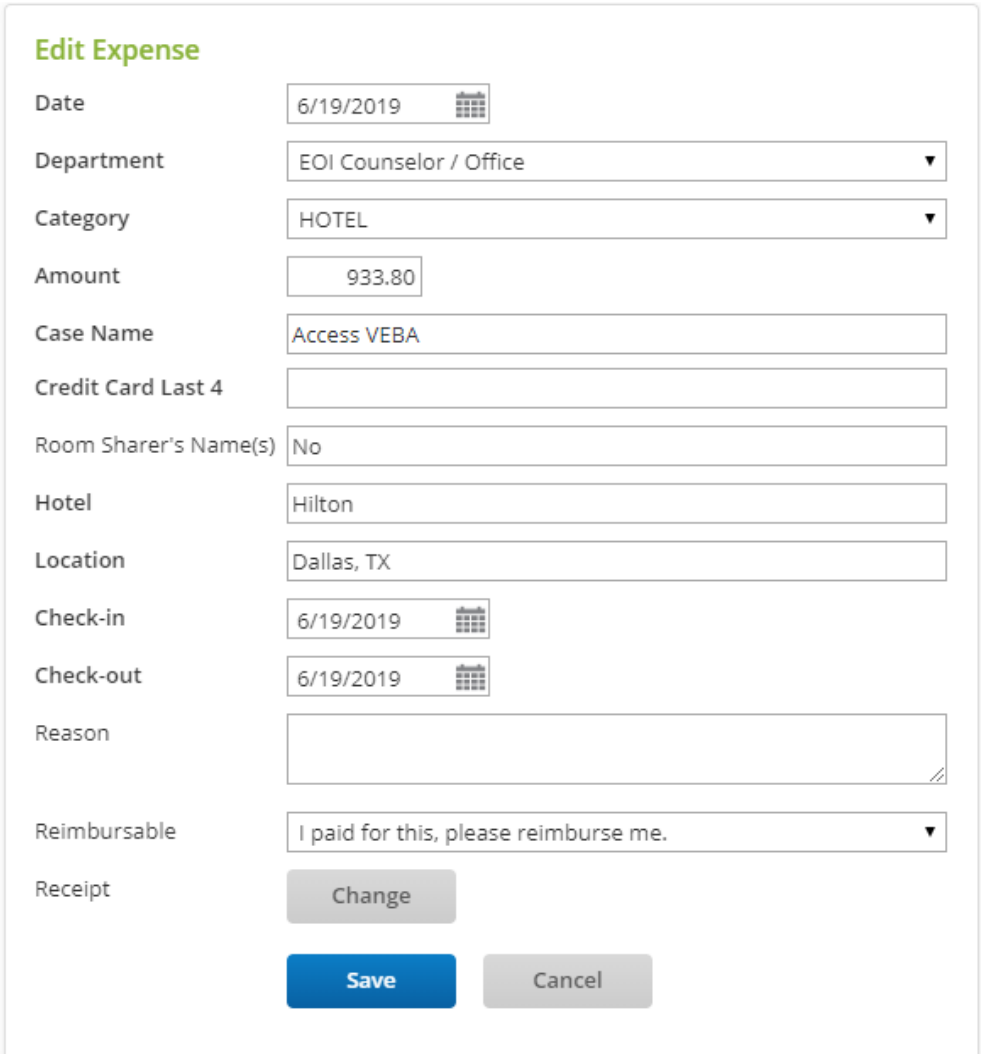
Receipt Image



When editing an expense – it will be highlighted in blue

1. An **Edit Expense** window will open below it
2. An Image of the receipt will be available next to the **Edit Expense Window**
3. Different categories will have different layouts – choose correct expense category

Editing Expenses: Hotels



- Date = Date of Check Out
- Department = Should be filled-in
- Category = Type of Expense
- Amount= Total Expendable Amount (*refer to company policy to see what can and cannot be expensed*)
- Case Name = Chose the correct Case for the line item if different
- Cred Card Last 4: Please enter the last 4 digits the card used
- Room Sharer's Name: If you did not share room, leave as **"No"**
- Hotel & Location = make sure this is correct
- Reason = Add any notes necessary

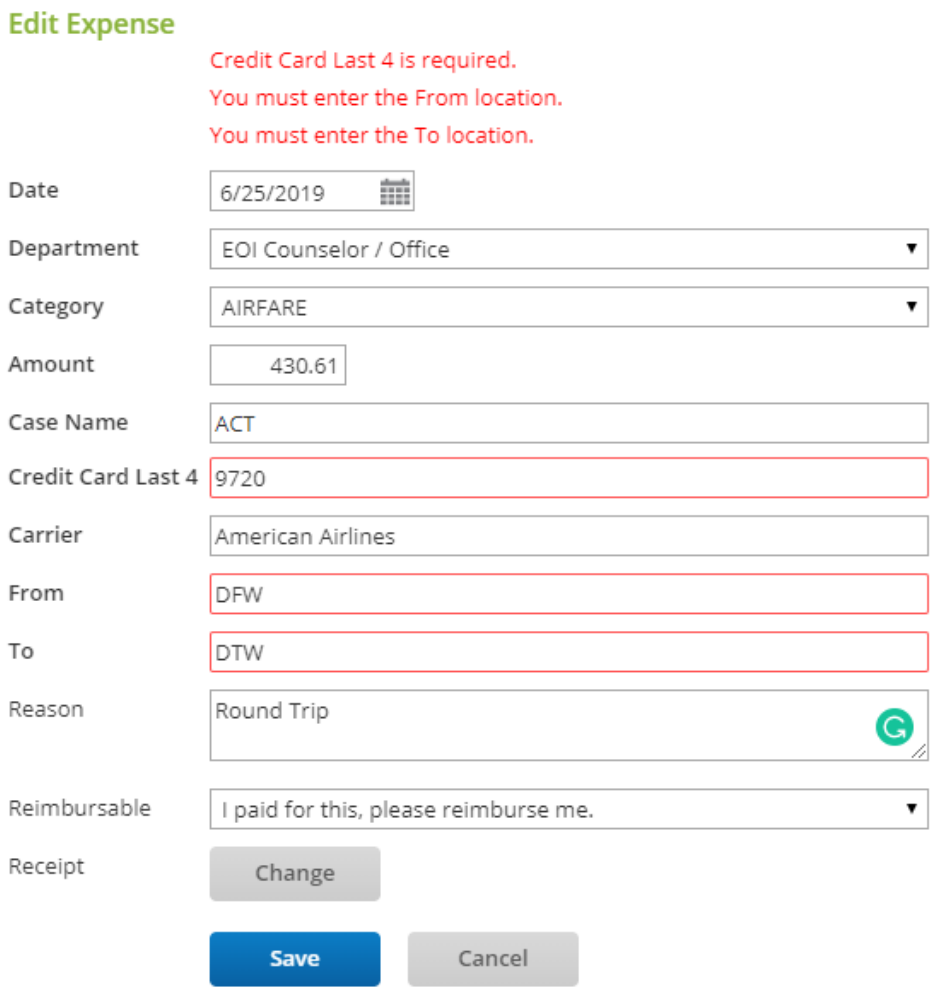
** *If the receipt that is shown is incorrect, you can change by either upload the correct receipt from your computer, or select the correct receipt from your Certify Wallet*

Once Finished hit Save!!

Editing Expenses: Flights

***Notice that missing info required is in red above the fields.*

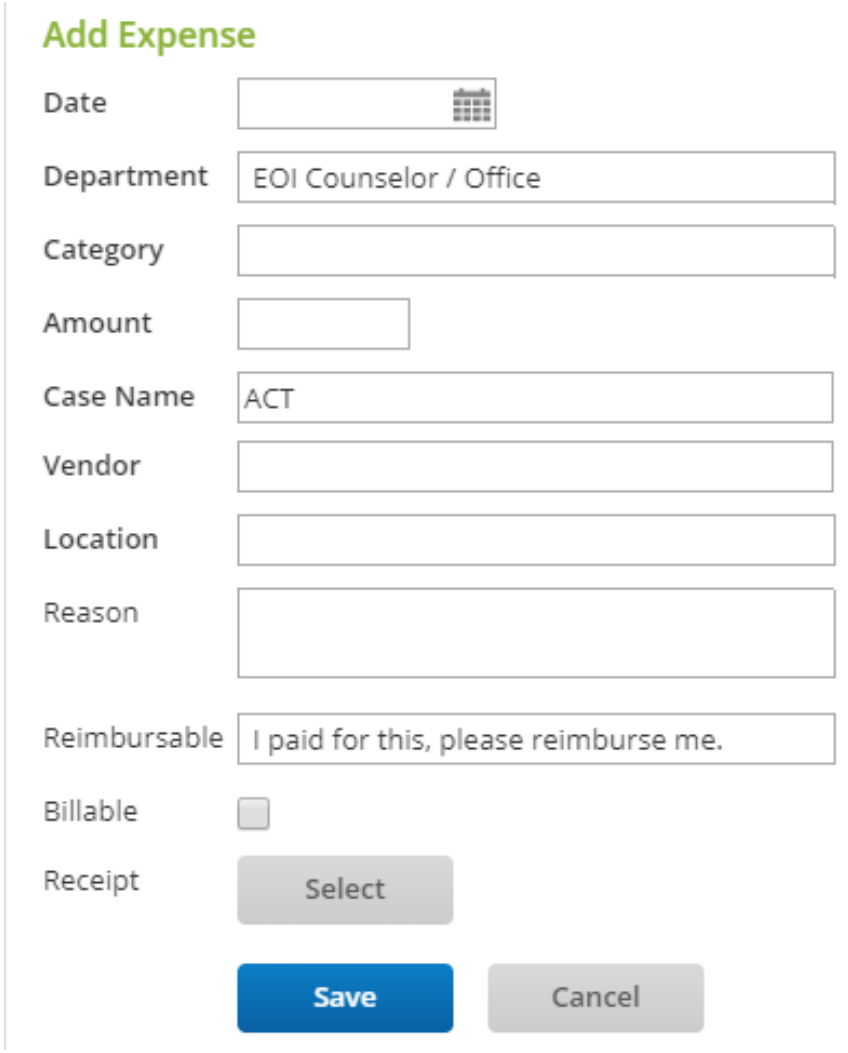
- Date: Date of Flight
- Category: Airfare – *if incorrect please change to the airfare layout*
- Amount: Total Expendable Amount - (*refer to company policy to see what can and cannot be expensed*)
- Case Name: Choose the correct case for the expense
- Credit Card: Enter the last 4 Digits of credit card used
- From / To : Enter City, ST or Airport Code (e.g. LAX, ORD)
- Reason – Enter any notes for the flight
- **** *If the receipt that is shown is incorrect, you can change by either upload the correct receipt from your computer, or select the correct receipt from your Certify Wallet*
- **Once Finished hit Save!!**



Adding a Missing Expense

To add a new expense:

1. Scroll down under the expense overview to find a section labeled *"Add Expense"*
2. Enter date of the said expense
3. Enter **Category –** *layout will change depending on what type of expense you are entering*
4. Fill out remaining information
   - *Any required fields will be highlighted in red*
   - *Required fields will depend on choice of Category*
5. Add receipt via uploading from computer or sending it to *"My Certify Wallet"*



Adding a Missing Expense Receipt

Next to the Add Expense Window you will see the "My Certify Wallet" Window.

When creating the report, if you used option 1 "*Add all Items to a new expense report"* this window will be empty.

To add missing receipt:

1. Sent Receipt via email to **receipt@certify.com** or Sync receipts from Mobile App
2. Hit the refresh option in the upper corner –
   - This will refresh the "Certify Wallet" and any new receipts will be shown

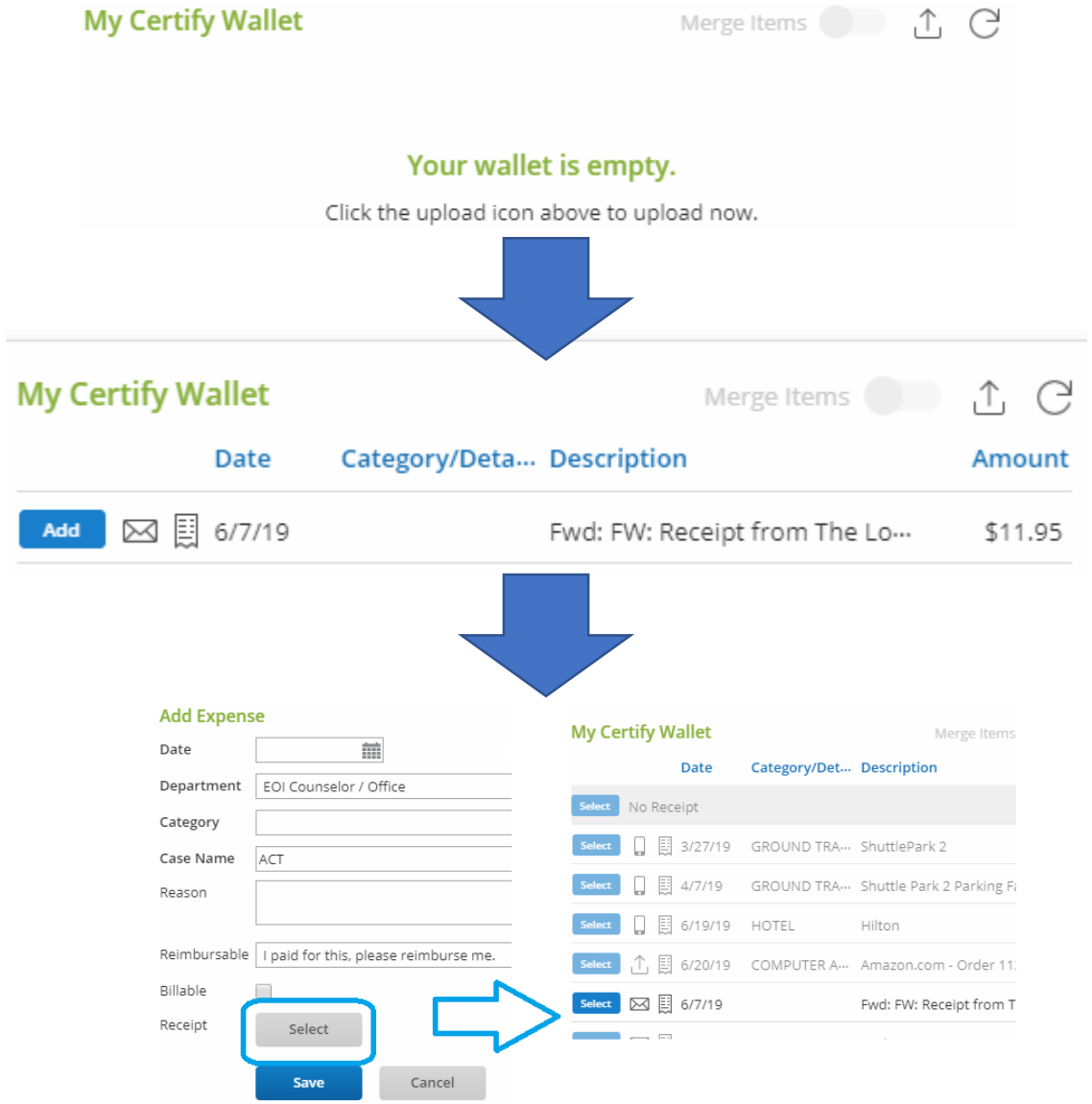
OR

1. Save receipt onto your computer
2. Hit the Upload button in the top corner
3. Find the receipt on your computer and upload the file

Once uploaded – use the ***Select option*** in the "*Add Expense*" Window –

- find the newly added receipt and start an expense using that receipt
- Newly added receipts will be bold to make them easier to

***If you used the ADD option after uploading the receipt, you must find it in the Expense Item overview to edit the information*

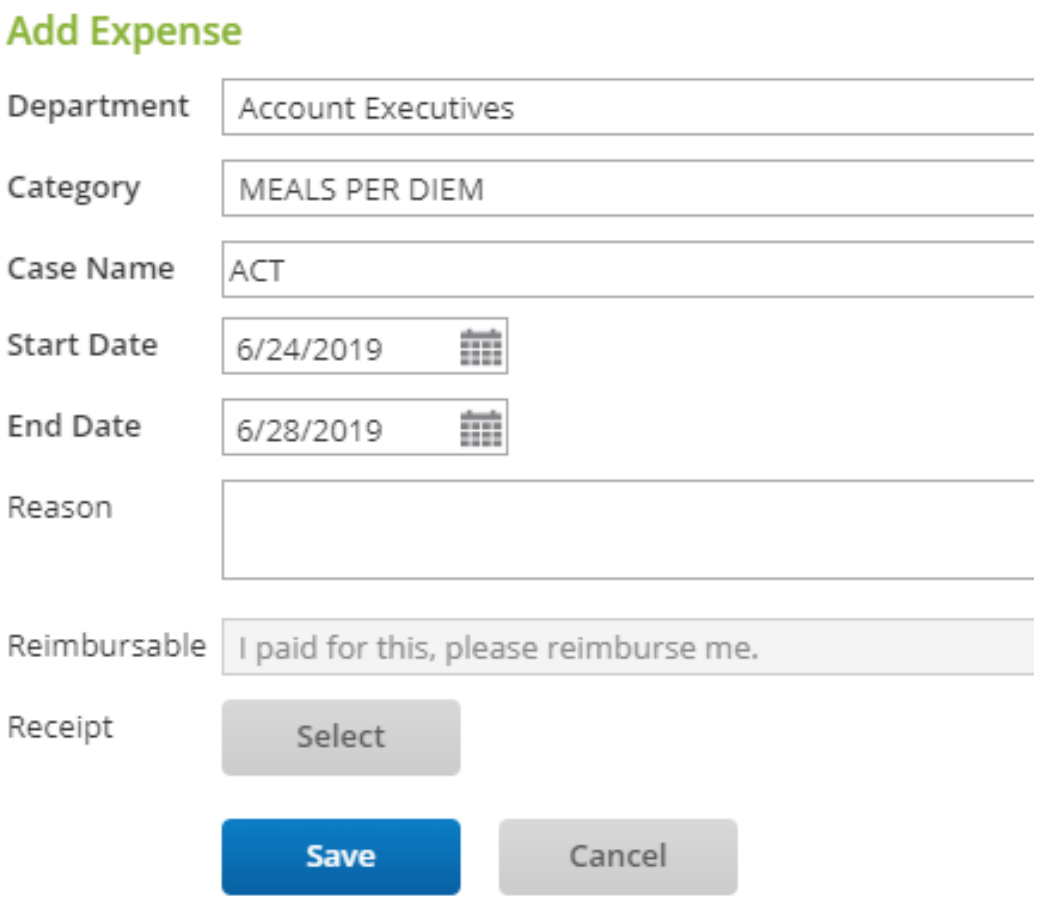


Adding an Expense: Meals

- Follow steps in creating new Expense
- Category = Meals Per Diem
  - (Meals Per Diem HI/NY available)
- Name of Case
- Select Start & End Date for the week
- *Receipt not needed*
- ***Save***

Once saved, you should see Meals added to you expense report overview with amount applied

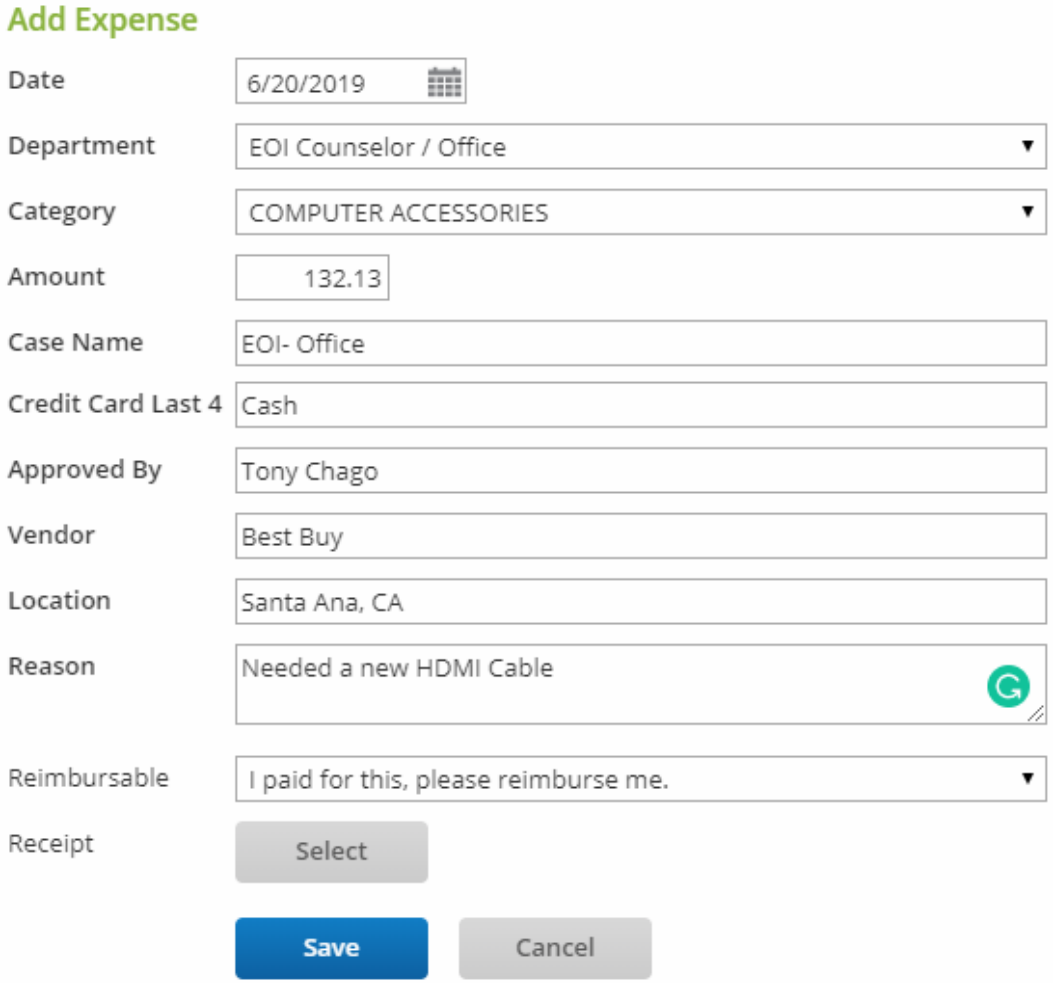
***Please refer to the EOI Expense Policy to know when to use Meals Per Diem and amounts applied*



Expense Category: Computer Accessories

Will be used for any accessories purchased after having been approved by EOI's IT Department

- Case – If Accessory is not case–specific use EOI- Office for the purchase
- Credit Card Last 4 – Enter Cash if paid for with cash instead of a debit/credit card
- Approved by – enter the name of EOI's IT member that approved the purchase
- Enter Vendor and Location
- Reason – what did you buy
- Add receipt for purchase

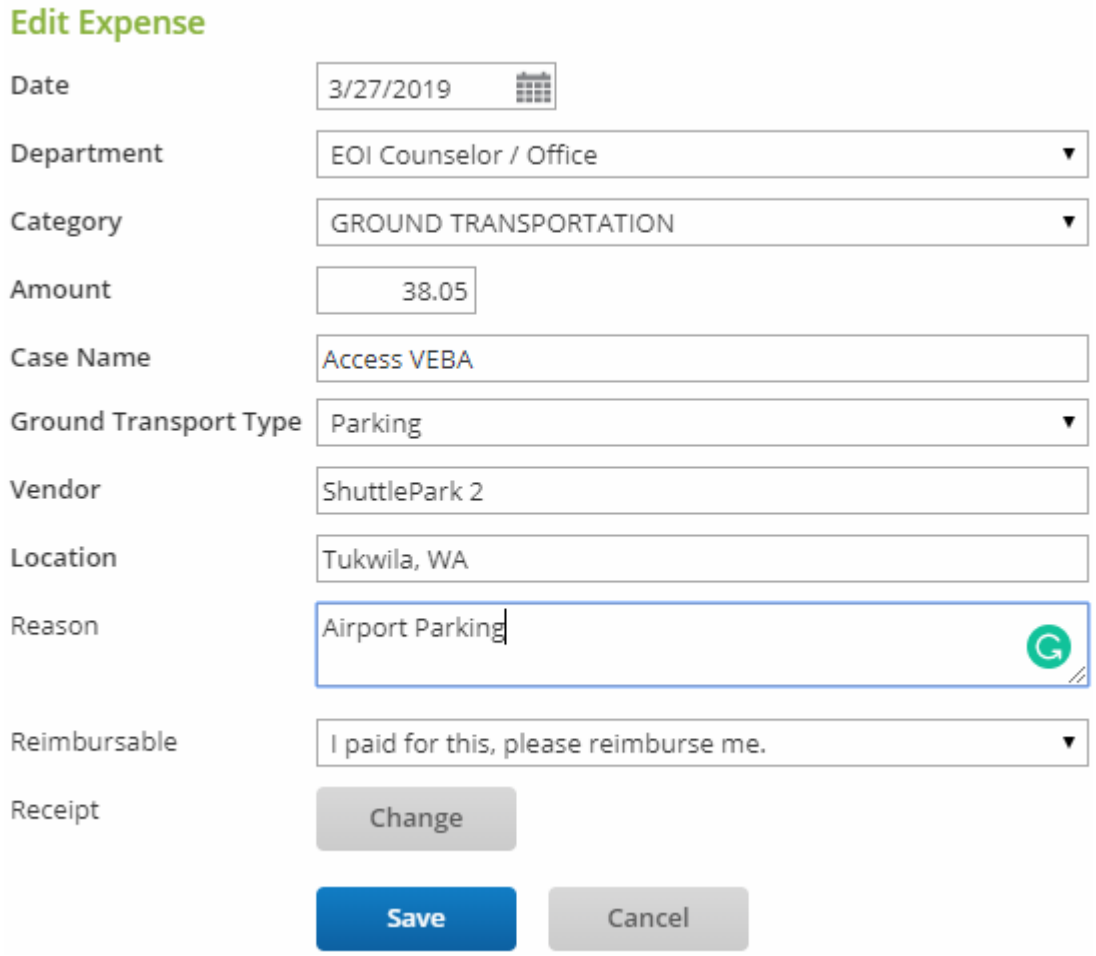


Adding an Expense: Ground Transportation

This expense category includes the following:

- Bus, Gas, Parking, Train, Taxi, Tolls, Uber/Lyft
- *Please refer to EOI Expense policy for more information on these expenses*

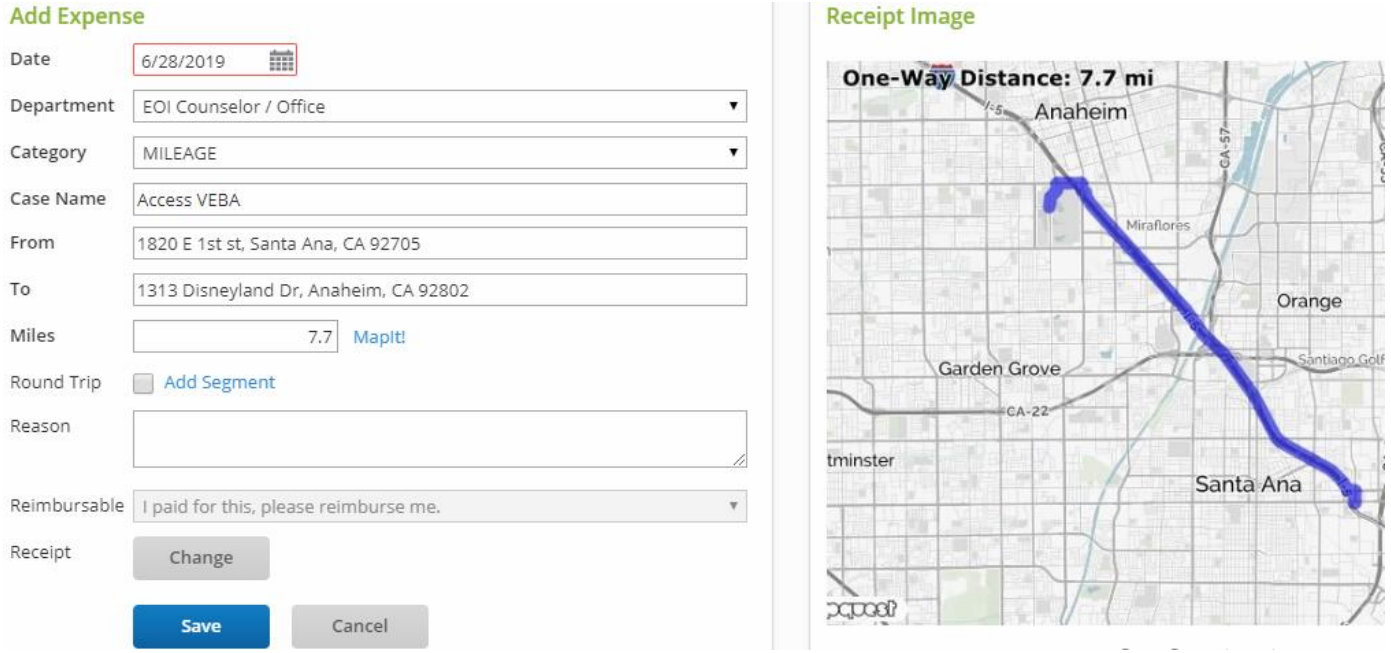
- Category: Ground Transportation
- Amount: Total Amount to be Expensed
- Case Name
- Ground Transportation Type: Chose from the drop-down menu
  - If more than one type, fill one out for each type of expense
  - If ***Other*** is chosen, explain in the ***Reason*** box provided
- Vendor:
- Location: City, ST
- Upload any available receipt to “My Certify Wallet” to attach to expense.



Expense Category: Mileage

Mileage is used when driving your personal car to cases that are onsite – with mileage rate adjusted to miles traveled.

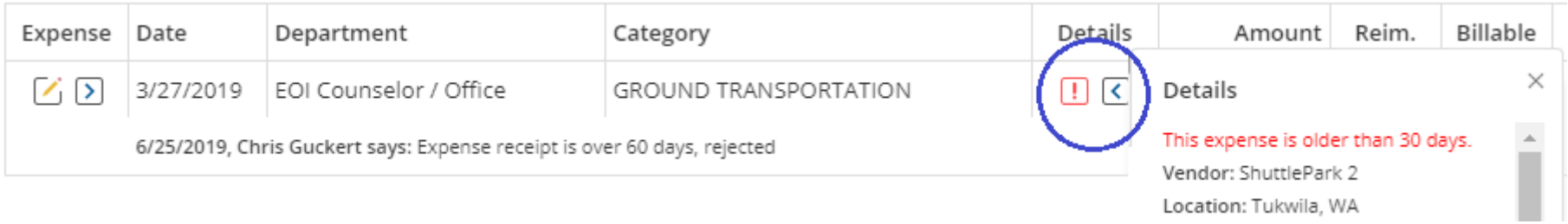
- Case – select onsite case that you are working
- From: Enter Address of From
  - E.g. 1313 Disneyland Dr, Anaheim, CA 92802
- To: Enter Address
  - E.g. 1820 E 1st st, Santa Ana, CA 92705
- Hit ***MapIt!*** – it will use maps to accurately enter the mileage traveled
- Round Trip option available!!
- Receipt will be created using the ***MapIt!*** Option – creating a map of the distance traveled
- **Hit Save!**



Reviewing Your Expenses

- Once you have entered and review all your expenses
  - Make sure they all show up in the ***Expenses*** box above
  - View each line item, making sure there are not **Red** marks

indicating the line item requires attention
  - If an Item has an Exclamation ! In the Details, you can hit the arrow to see what is the issue

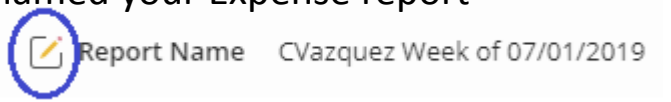


  - This expense is flagged because it is older than 30 days (in red)
  - When you submit the expense, you will have a chance to explain whatever is being flagged
  - *Please refer to the EOI Expense Policy to help avoid/ explain some of the flagged items*

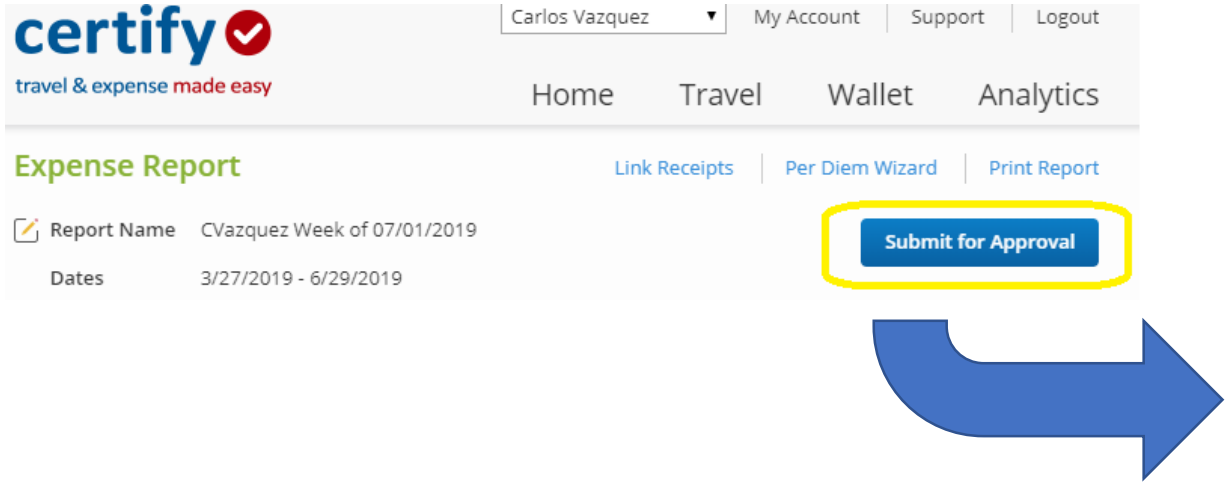
Submitting Your Expenses

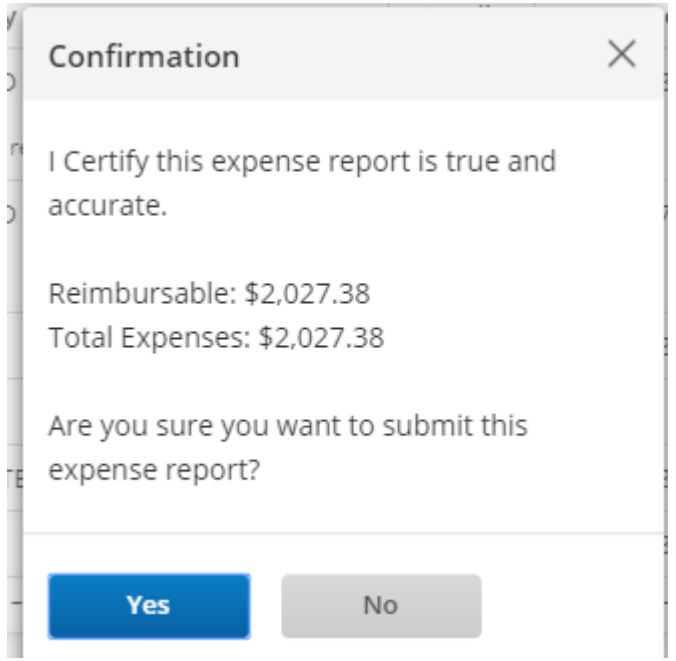
Once you have reviewed your line items you are ready to submit the report!

- Before submitting, make sure that you have correctly named your Expense report
  - If you want to change it, hit the Pencil next to the report name
  - Edit and save once you have correctly named it



- Hit the submit Button- the pop-up will ask you to confirm the submission. Hit **YES** and go to next screen





Submitting Your Expenses (cont)

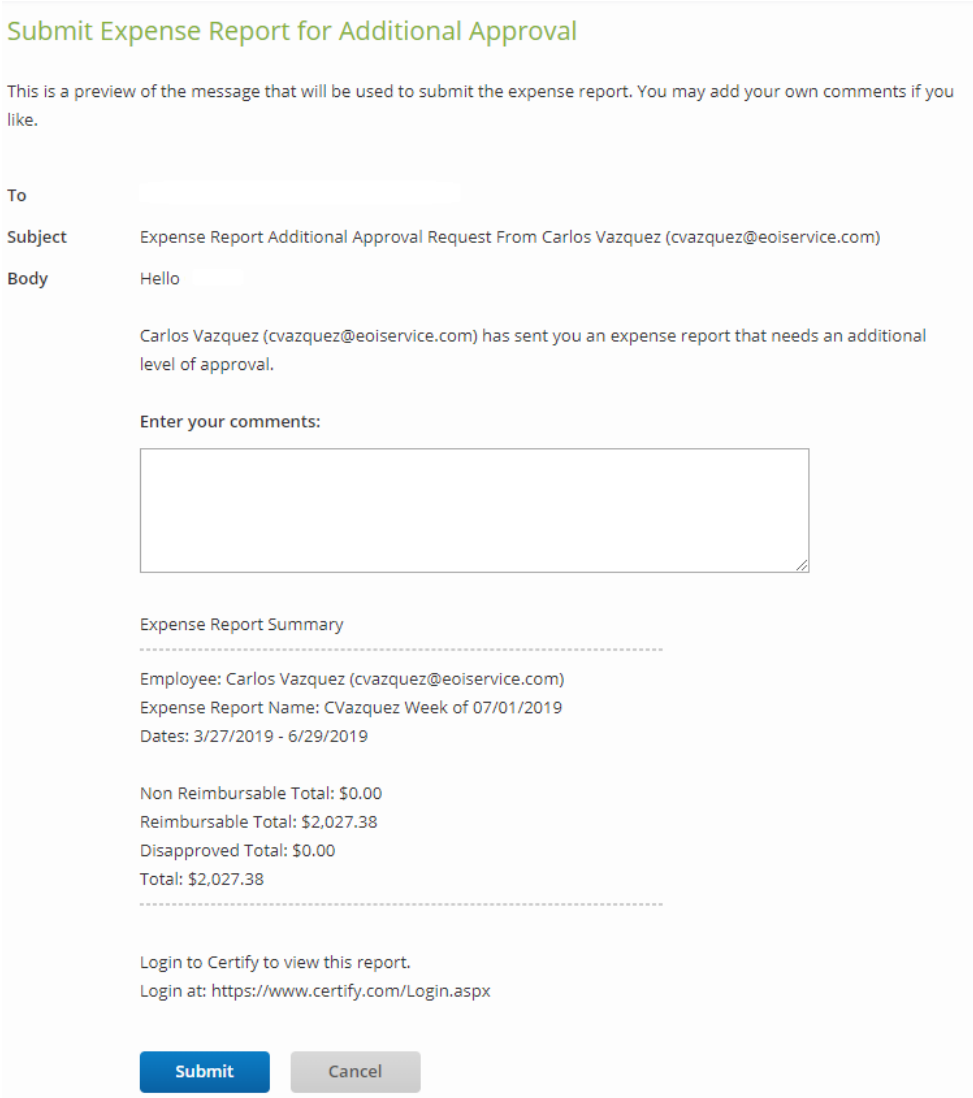
Submitting your report will create a notification to your "Approver" – which will be tied to the case for each expense.

The Approver will receive, review and approve your expense report before it is sent over to Accounting.

To: Your Approver for the case selected when creating your expense report– this will change for each case you submit an expense report for

- This is the person you would go to for any questions about the submitted expense report.

"***Enter Your Comments***" – this is where you can explain any of the items that have been flagged.

Make sure totals are correct and hit Submit once more

The Report has now been submitted, pending for approval before going to the Accountant and paid out.