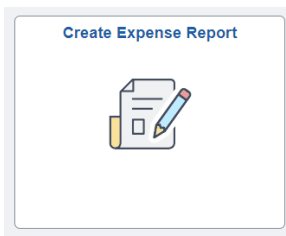


# Creating and Submitting an Expense Report

1. Access PeopleSoft Expense Module at <https://www.usg.edu/gafirst-fin/>



2. Select the **Create Expense Report** tile found on your Employee Self Service homepage.



3. Enter the General information for the expense report which includes:
  - **Business purpose** – select from drop down menu
  - **Description** – please be specific (i.e. ABC Conference rather than conference)
  - **Destination Location** – select the location of travel. If your city is not listed, please select the closest location that is listed.
  - **Reference** – leave blank
4. If receipts or back up documentation is required, select Attachments.
5. Select Accounting Defaults to add budget chartstring
6. Select Expense Report Action, to begin adding lines to the report

Expense Report

Report NEXT

Lori Overlaur

General Information

\*Business Purpose

\*Description

Destination Location

Reference

Attach Receipt

Accounting Defaults

Creation Date 09/22/2025 Lori Overlaur

Updated on 09/22/2025

Expense Details

Expense Report Action

Expense Entry

ABC Conference

Lori Overlaur

Save

Review and Submit

Last Saved 09/22/2025 2:36PM

Total (1 Item) 0.00 USD

Add

Delete

Filter

More

Monday, September 22, 2025

New Expense

0.00 USD

New Expense - 09/22/2025

\*Date 09/22/2025

\*Expense Type

Description

Payment Details

\*Payment

\*Amount 0.00 USD

Additional Information

\*Billing Type Internal

Accounting 1 >

7. On the New Expense Line, enter to select the following information:

- **Date** – default is the current date. Please enter the date the expense occurred. For lodging, enter the first or last day of lodging.
- **Expense Type** – select the appropriate category (i.e. Empl. Lodging, Empl. Full Day Meals, etc.)
- **Description (optional)** – add any information related to the expense.
- **Payment** - select from the drop-down menu
- **Amount** – amount of expense incurred
- **Billing type** – default is internal. Leave as the default.
- **Accounting** – displays chartfields that were entered as the defaults. If user did not enter defaults, chartfields will need to be entered. Account number is generated based on the expense category chosen. **Please DO NOT adjust this number.**

Depending on the expense type selected, additional required fields may display. For example, mileage expense types require mileage entry via the Reimbursable Miles link.

Once the above line details are completed for an expense, the Add Expense button located in the upper left of the page may be used to add more expense lines if needed.

Revised 9/23/25

8. Once the user adds all expense lines, the report can either be saved for later or submitted for approval.
- To **Save**, select the Save button.
  - To Submit, select the Review and Submit button.
  - Note- Lines or fields with errors will be flagged or highlighted and these errors must be addressed before the report can be submitted.

► Errors exist in this expense report, submission not possible until the errors are corrected.

The screenshot shows the 'Expense Entry' interface. At the top, there's a header with 'ABC Conference' and 'Lori Overlaur'. On the right, there are buttons for 'Save' and 'Review and Submit', and a timestamp 'Last Saved 09/22/2025 3:03PM'. Below the header, there's a summary bar showing 'Total (1 Item) 50.00 USD'. The main area is titled 'Emp Meals - Full Day - 09/15/2025'. A yellow banner with a red arrow icon contains the text 'Expense Entry Errors' and 'Correct the following errors prior to submission:'. Below this, a list of errors is shown: '• Combo error for fields ACCOUNT/ FUND\_CODE/ DEPTID/ PROGRAM\_CODE/ CLASS\_FLD in group ALLCFS.'. To the right of the error message, there are input fields for 'Date' (09/15/2025), 'Expense Type' (Emp Meals - Full Day), and 'Description'.

9. If errors are found after Review and Submit has been selected, use the Update Details button to go back to the expense lines for review.

The screenshot shows the 'Expense Summary' interface. At the top, there's a header with 'ABC Conference' and 'Lori Overlaur'. On the right, there are buttons for 'Update Details' and 'Submit', and a timestamp 'Last Saved 09/22/2025 3:04PM'. The 'Update Details' button is highlighted with a yellow box.

10. After all errors are corrected, select Review and Submit again. Review the details and select Submit.
11. The State of Georgia submissions statement (attestation) displays. Users must read and acknowledge this statement and select submit. **Note: If a proxy/delegate is completing the report on behalf of another employee, the traveler must log in and attest the report is correct and submit.**

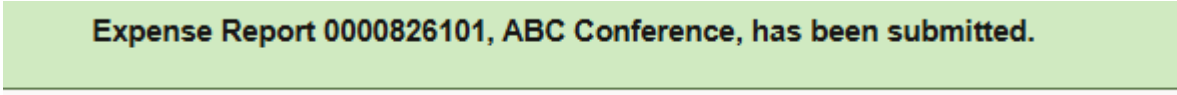
The screenshot shows a certification form with the following text:

**I certify the expenses submitted are accurate and comply with expense policy.**

I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1000 or by imprisonment for not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state.

At the bottom, there are two buttons: 'Submit' and 'Cancel'.

12. Once the report is submitted, the system navigates the My Expense Reports page, and a submission confirmation temporarily displays in a green bar at the top of the page.



13. The My Expense Reports page is where the user can monitor progress of the report.

My Expense Reports							
Lori Overlaur 4020699 Accounting & Procurement							
Returned	0						
Not Submitted	1						
Awaiting Approval	1						
Pending Payment	0						
View All	2						

Awaiting Approval							
Create Expense Report							
Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount
	ABC Conference	0000826101	Submission in Process			09/22/2025	50.00 USD

14. The My Expense Reports page can also be accessed from the tile on the PeopleSoft homepage.

