1. Click the **EMS** link from the Yale Portal.

2. Enter your **Net ID** and **Password** and click **Login**.

3. Click the **+** sign next to the **Internet Expenses** Folder. Click on **Expenses Home**
Click **Create Expense Report** to begin creating your expense report.

Notes: For more information, see Procedure 3215 PR 01. Alternatively, call the Help Desk at 203.432.9000 (Mon – Fri 7am to 6pm) or email helpdesk@yale.edu.

Expense Reports and supporting documentation should be submitted within **10 business days** of incurring the expense or returning from the trip, whichever occurs later. For more information, refer to Procedure 3301 GD.01.

From the **Expenses Home** page, you can perform the following actions in addition to creating your expense reports:

- Track the status of submitted expense reports
- Duplicate or withdraw expense reports
- Update expense reports before they are submitted
- Check for notifications regarding submitted expense reports.
After clicking Create Expense Report, the Create Expense Report General Information page displays.

Note the progress bar at the top of the page. This feature enables you to see where you are in the expense report submission process.

If preparing for someone else, choose his/her name from the drop down menu. Enter the following information:

1. **Additional Information Section - ER Name, Start Date & End Date.**
2. **Business Purpose.** The **Business Purpose** should include who, what, where, when and why the expense was incurred.
3. Enter the VIP. Click to search for a **VIP.**
4. Select the **Expense Report Type** (International or Domestic).
5. After completing all required fields, click **Next** to move to the next step.

Notes: Expense Reports with an insufficient business purpose will be returned for more information.

ER Name and Business Purpose are concatenated and appear on the Account Holder and other financial reports. Check with departmental business office for preferred naming conventions. If there is no official preference, preparer should use the best practice to facilitate clarity for the Account Holder.

After clicking **Next**, the Create Expense Report: Credit Card Transactions page displays.
All of your PCard transactions are automatically transferred from MasterCard into EMS:

1. Select the credit card you would like to include in the expense report.
2. Select the credit card transactions to include in the expense report.
3. After completing these steps, click Next to move to the next step.

After clicking Next, you will be asked to provide details for each selected credit card transaction.

Provide details for the transaction(s) selected in the previous screen:

1. Select your expense(s) to include.
2. Select the Expense Type.
3. Provide comments about each expense in the Item Comment box.

Note: If you are missing a required receipt, click the Details icon for the expense, check the Original Receipt Missing box and click Add. Provide a description of the expense and categorize it as a Missing Receipt Declaration. Select text and provide an explanation as to why the receipt is missing. When finished, click Apply.

4. After completing these steps, click Next to move to the next step.

After clicking Next, the Receipt-Based Expenses tab displays.
Enter any expenses for which you did not use your PCard: (Note: All cash expenses should be entered in this tab, regardless of whether a receipt is required).

1. Select the Transaction Date from the calendar. The Transaction Date is the date the expense was incurred.
2. Enter the Receipt Amount.
3. Select the Expense Type.
4. Enter a description of the expense in the Item Comment box.
5. Click Update.
6. After completing these steps, click the Per Diem Expenses tab.

Note: If you enter the Expense Type, Meals, you will need to click the Details icon for the line item in order to enter the names of all attendees.

Enter your Per Diem expenses:

1. Select the Start Date from the calendar.
2. Select the Expense Type from the drop-down menu.
3. Search for and enter your destination using the button (See step 10.b).
4. Enter a description in the Item Comment box.
5. Enter the Number of Days.
6. Click Calculate to calculate your total per diem reimbursement.
7. After completing these steps, click the Mileage Expenses tab.
10.b Specify your destination:

1. Select the correct destination from the list.
2. Click Select.

Note: Spell out the Destination. Acronyms and abbreviations are not recognized.

11 Enter your mileage expenses:

1. Select the Start Date from the calendar.
2. Select the Expense Type.
3. Enter a description of the mileage in the Item Comment box.
4. Select the Unit of Measure.
5. Enter the Trip Distance.
6. Click the Details icon for each line item

After clicking the Details icon, the Details page displays.
Enter required additional information
1. Enter Location From and Location To.
2. Click Calculate Amount.
3. Click Return to return to the main page.

Your Reimbursable Amount displays. Click Next to move to the next step.

After clicking Next, you will be able to update your PTAEO.

Your PTAEO populates on the Allocations page based on the VIP and Expense Types you entered earlier. If you did not enter a VIP, you can enter your full PATEO.

You can make any necessary changes to the PTAEO, including allocating an expense to multiple PTAEOs.

To allocate an expense, perform the following steps:
1. Select the expense.
2. Click Update Allocations and perform the required allocation.
3. Click Next when you have completed splitting your expense(s) or if you are ready to proceed to the next page without making any changes.

After clicking Next, you will be able to perform a final review of your expense report.
You may choose to either attach your required receipts to your expense report or fax them after submitting your expense report.

If you choose to attach your required receipts, click the Add button at the top of the page and proceed to attach your receipts. Remember not to attach receipts under $75.

Note: If you are required to attach a receipt for a given expense, you will see a check-box in the Receipt Required field.

After clicking the Attachments icon, the Attachment Summary Information page displays.

1. Enter a Description of the expense and categorize it as a receipt.
2. After you have scanned your receipt, attach it by clicking the Browse button and selecting the file.
3. Click Apply.

After clicking Apply, the Expense Report Summary page displays.
Perform a final review of your expense report and click **Submit**. You can also click **Back** to refer to the previous sections of the report to make any necessary edits.

### Cash Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt Amount</th>
<th>Expense Type</th>
<th>Item Comment</th>
<th>Merchant Name</th>
<th>Original Receipt Required</th>
<th>Submitting Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-Mar-2013</td>
<td>$50.79 USD</td>
<td>Travel Cost Air/ Rail 871010</td>
<td>American Airlines ticket</td>
<td></td>
<td></td>
<td>$50.79 USD</td>
</tr>
<tr>
<td>18-Mar-2013</td>
<td>$77.22 USD</td>
<td>Food &amp; Beverage 628000</td>
<td>Dinner charge</td>
<td></td>
<td></td>
<td>$77.22 USD</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$128.00 USD</strong></td>
</tr>
</tbody>
</table>

### Per Diem Expenses

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Number Of Days</th>
<th>Expense Type</th>
<th>Item Comment</th>
<th>Destination</th>
<th>Submitting Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-Mar-2013</td>
<td>18-Mar-2013</td>
<td>1</td>
<td>Travel Cost Federal Per Diem 87120</td>
<td></td>
<td>New York</td>
<td>$43.00 USD</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$43.00 USD</strong></td>
</tr>
</tbody>
</table>

### Mileage Expenses

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Expense Type</th>
<th>Item Comment</th>
<th>Mileage Rate</th>
<th>Original Receipt Required</th>
<th>Submitting Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-Mar-2013</td>
<td>19-Mar-2013</td>
<td>Travel Cost/ Ground Transportation 87100</td>
<td>Drive from home to train and train to home</td>
<td>35.5/40 (500)</td>
<td></td>
<td>$51.83 USD</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$51.83 USD</strong></td>
</tr>
</tbody>
</table>

Note: After clicking **Submit**, the following page displays, which contains a code to use if you choose to fax your receipts instead of attaching them directly to your expense report.
<table>
<thead>
<tr>
<th>Type of Questions</th>
<th>Who to Contact</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Log-in                         | ITS Help Desk                | **Hours:** Monday - Friday 7:00 AM - 9:00 PM  
|                                |                              | **Phone:** 203.432.9000  
|                                |                              | **Email:** helpdesk@yale.edu                             |
| Password                       |                              |                                                          |
| System Functionality           |                              |                                                          |
| P-T-A-E-O                      | Yale Shared Services         | **Hours:** Monday - Friday 8:00 AM - 5:00 PM  
| VIP                            |                              | **Phone:** 203-432-5394  
|                                |                              | **Email:** yss.ems@yale.edu                               |
| Policy & Procedure             | E-Commerce                   | **Scott Lucker, Associate Director E-Commerce**  
| Deployment                     |                              | 203.436.4184  
|                                |                              | scott.lucker@yale.edu                                    |
| Transition from Concur to EMS iExpense |               | **Kathy Chambers, Manager, E-Commerce**  
| New access requests            |                              | 203.432.9977  
|                                |                              | Katherine.chambers@yale.edu                              |