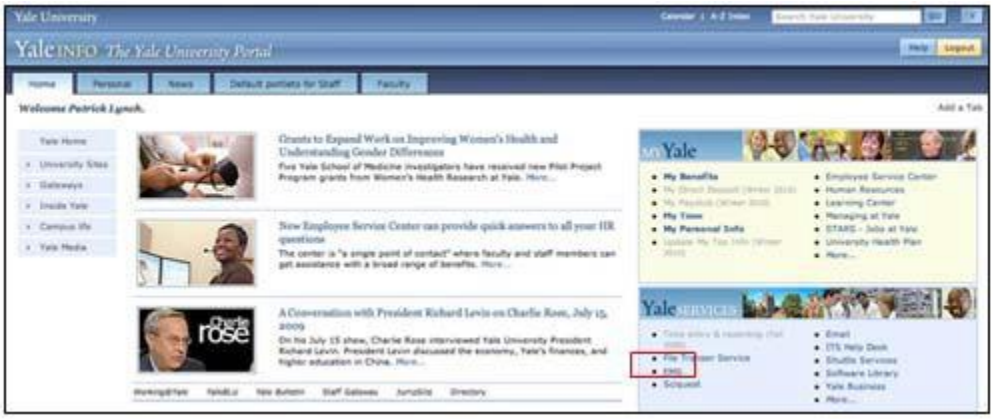
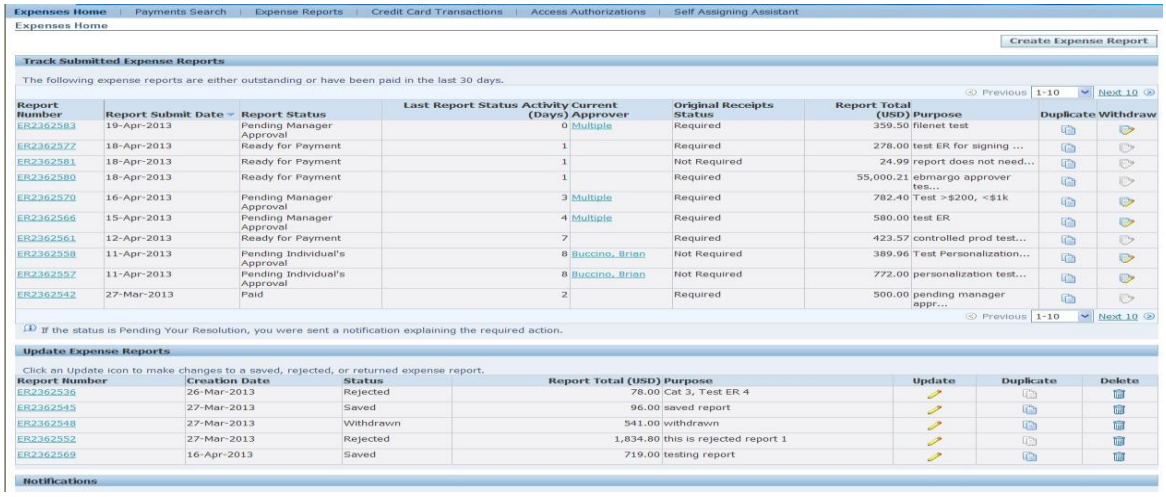
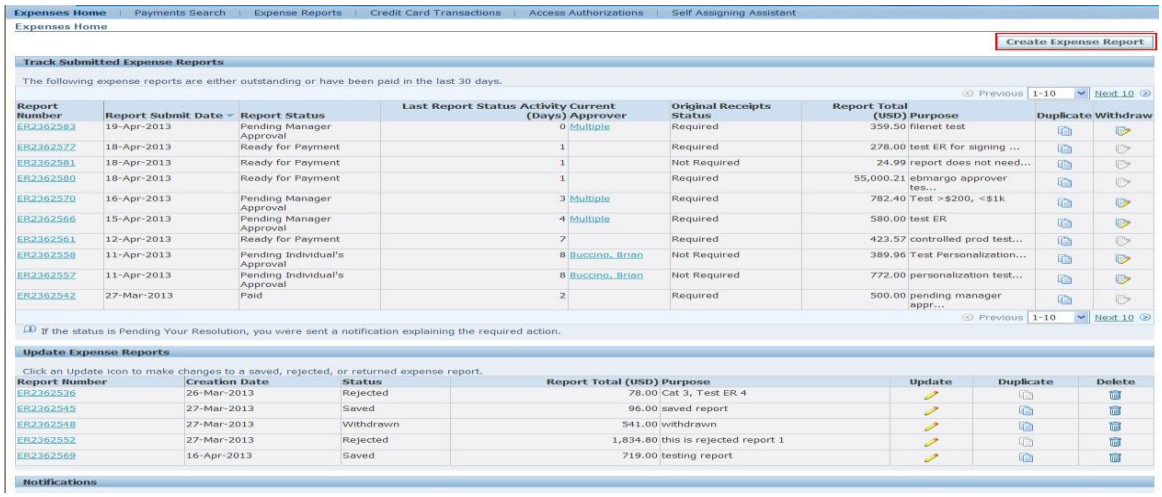
1	Click the **EMS** link from the Yale Portal. 
2	Enter your **Net ID** and **Password** and click **Login**. 
3	Click the **+** sign next to the **Internet Expenses** Folder. Click on **Expenses Home** 

Your **Expenses Home** page displays:



4 Click **Create Expense Report** to begin creating your expense report.

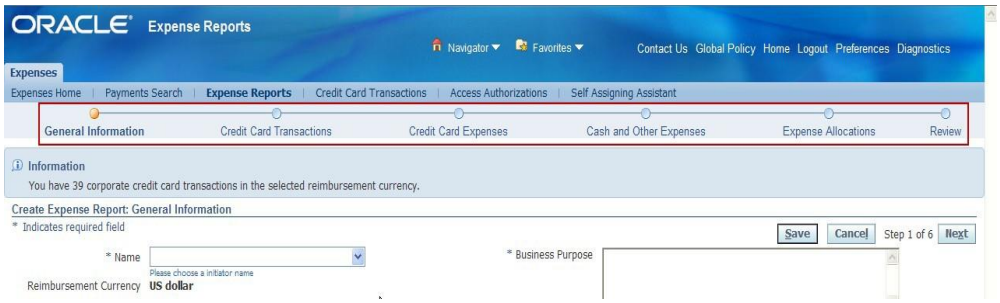
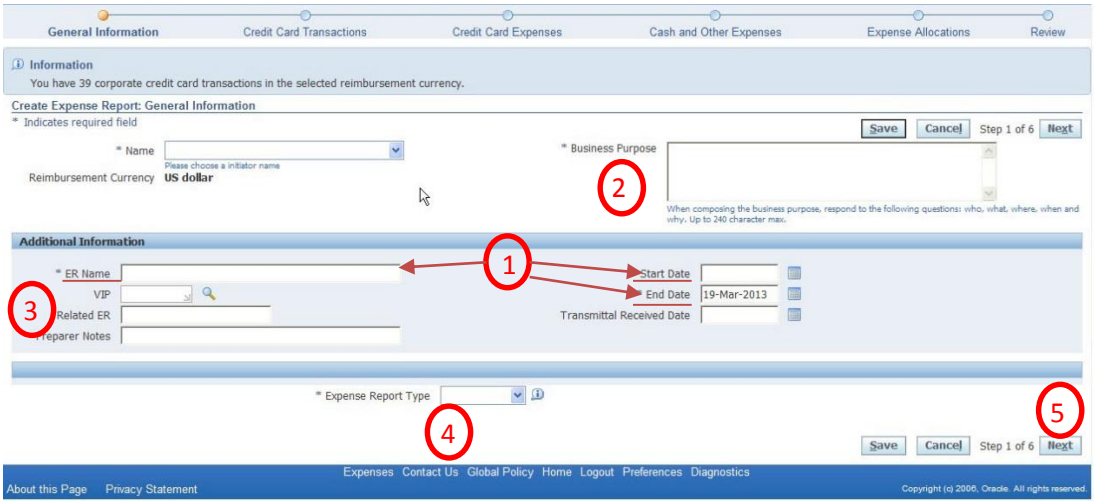


Notes: For more information, see Procedure 3215 PR 01. Alternatively, call the Help Desk at 203.432.9000 (Mon – Fri 7am to 6pm) or email helpdesk@yale.edu.

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:

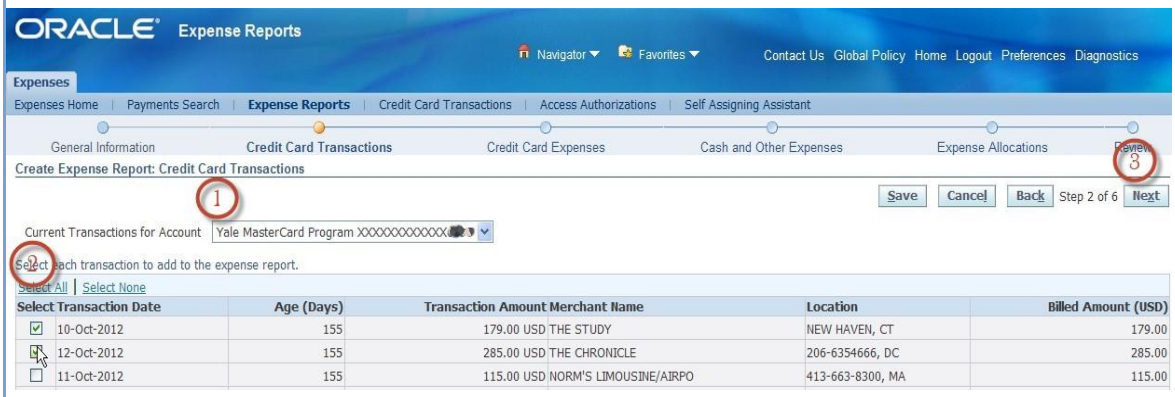
- Track the status of submitted expense reports
- Duplicate or withdraw expense reports
- Update expense reports before they are submitted
- Check for notifications regarding submitted expense reports.

5	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. 
6	If preparing for someone else, chose 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.

7

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

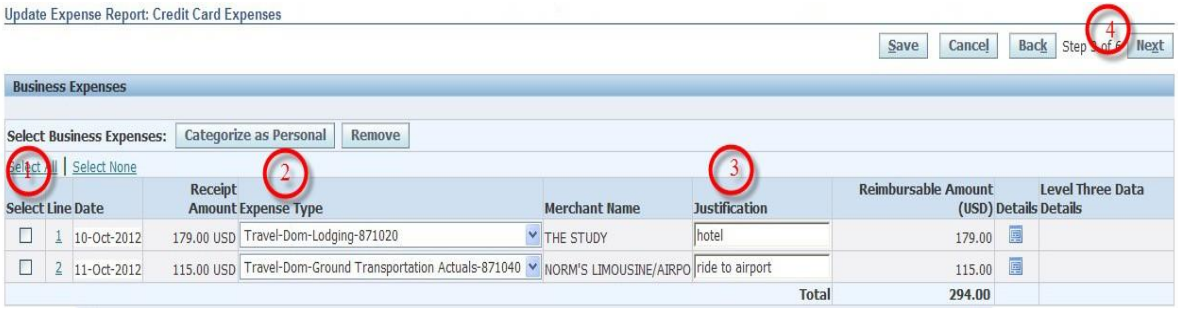
8

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.

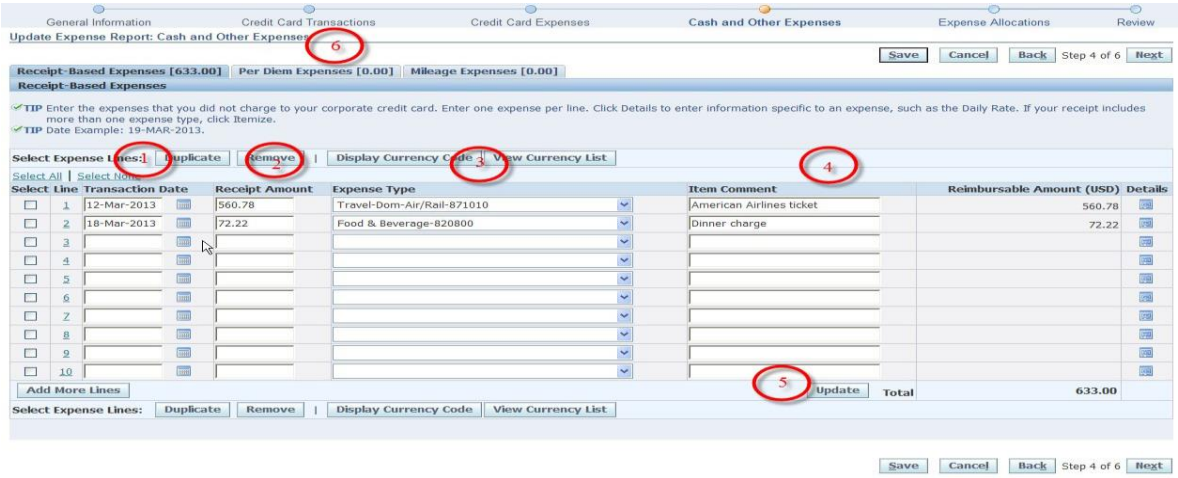


After clicking **Next**, the *Receipt-Based Expenses tab* displays.

9

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.

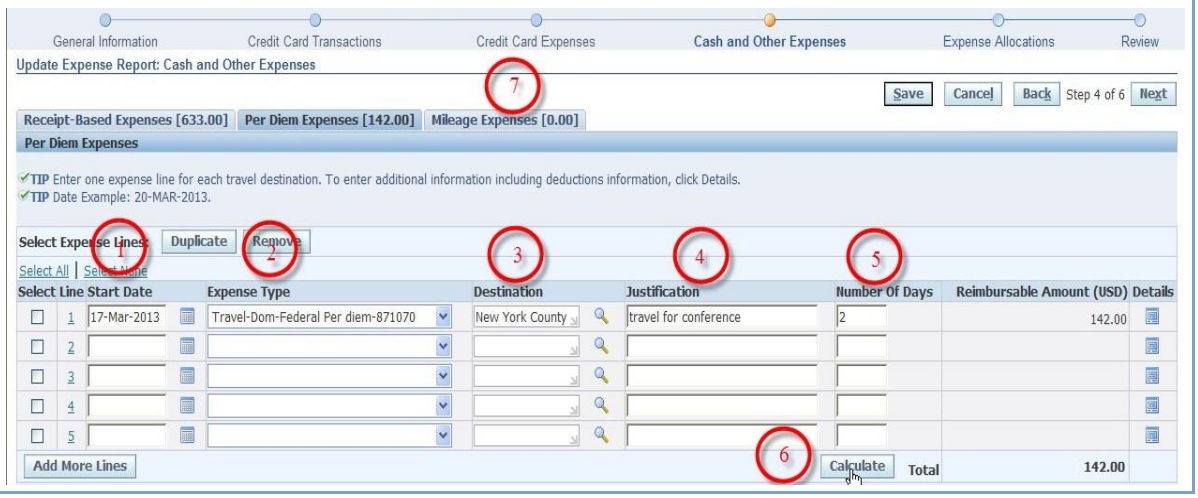


Note: If you enter the Expense Type, **Meals**, you will need to click the **Details** icon for the line item in order to enter the names of all attendees.

10

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.



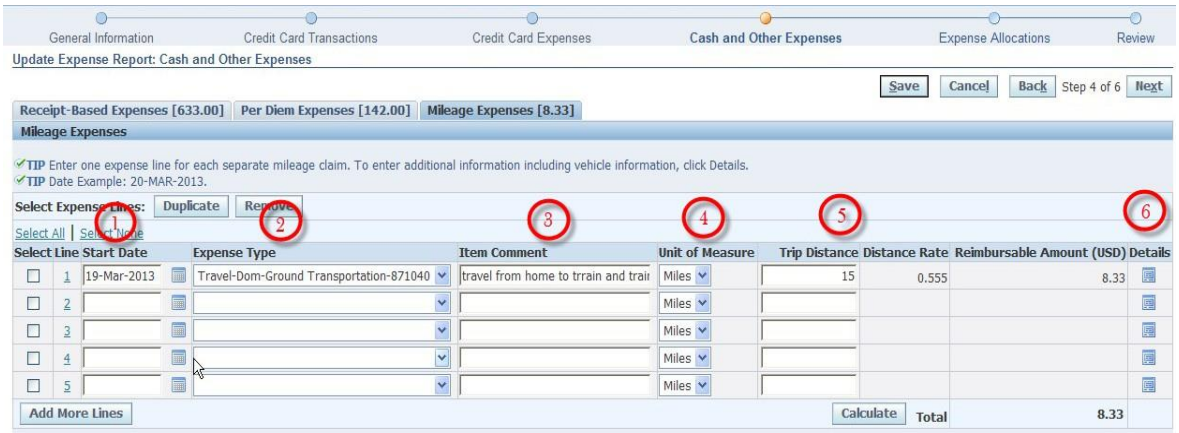
10.b Specify your destination:

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

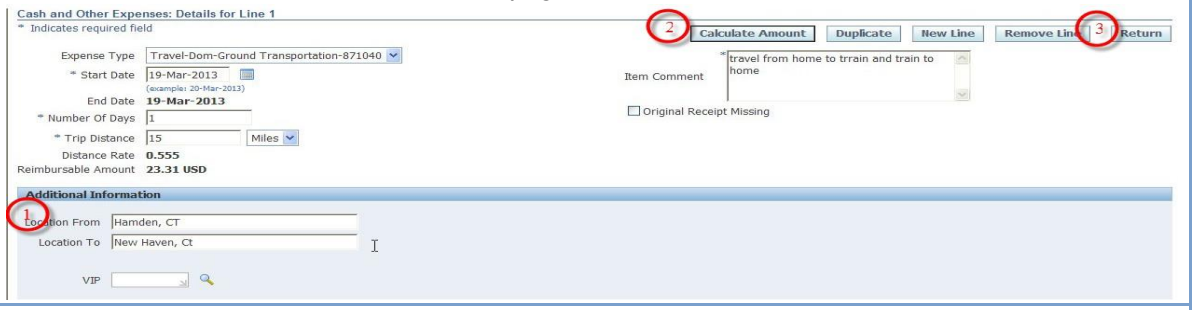
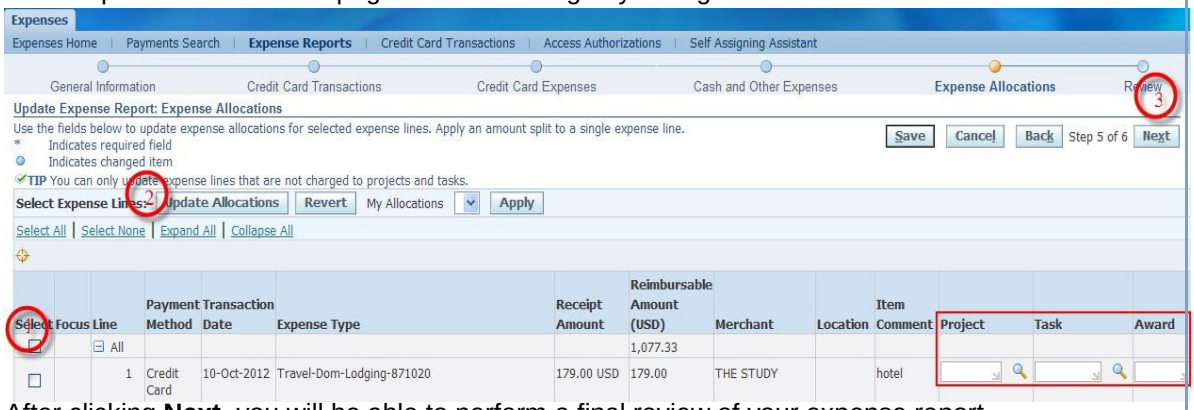
Note: Spell out the Destination. Acronyms and abbreviations are not recognized.

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.

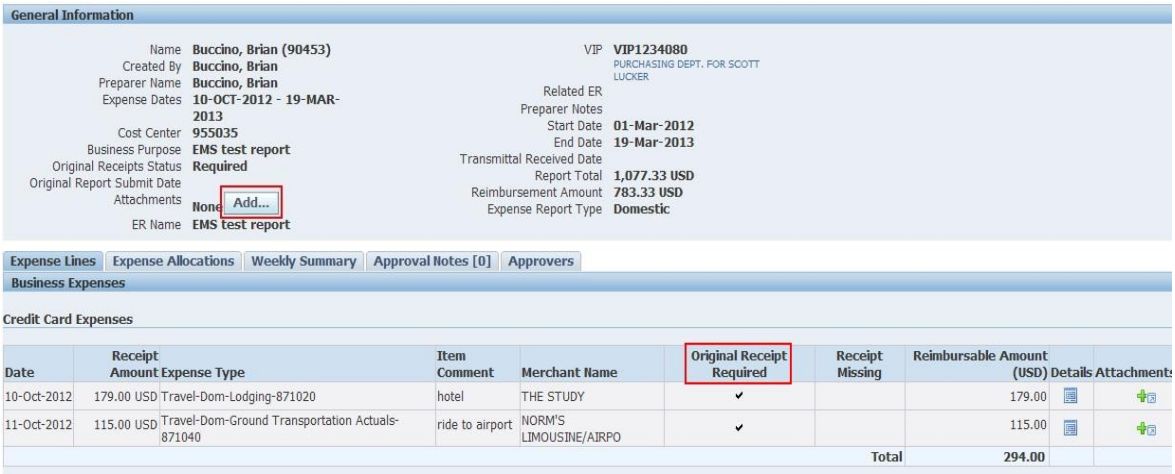
12	Enter required additional information 1. Enter **Location From** and **Location To**. 2. Click **Calculate Amount**. 3. Click **Return** to return to the main page. 
13	Your Reimbursable Amount displays. Click **Next** to move to the next step.  After clicking **Next**, you will be able to update your PTAEO.
14	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.

15

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.

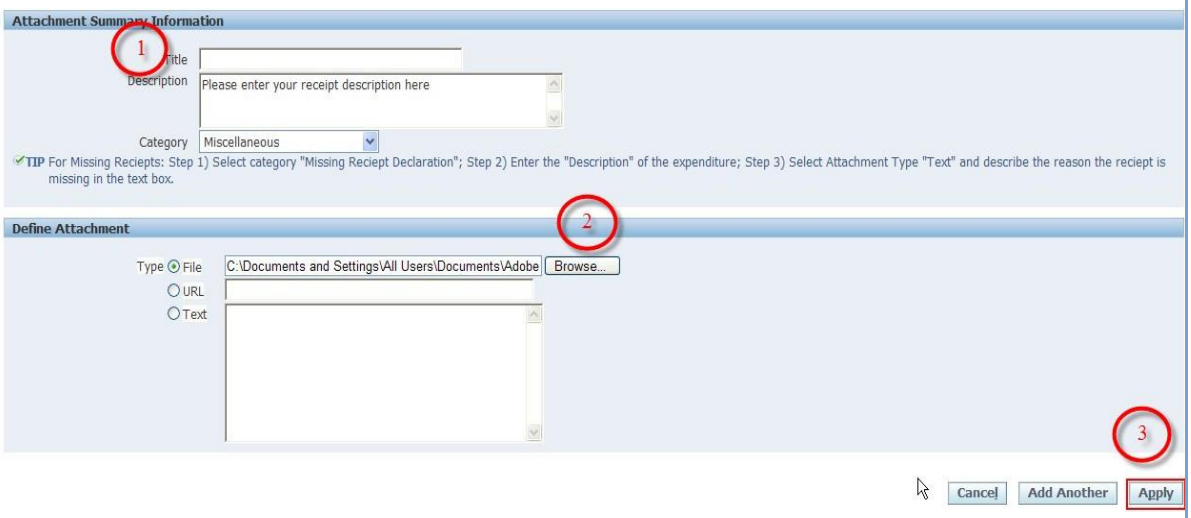


After clicking the **Attachments** icon, the *Attachment Summary Information page* displays.

16

Attach your receipt(s) under the *Attachment Summary Information page*.

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.

17 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

Date	Receipt Amount	Expense Type	Item Comment	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
12-Mar-2013	560.78 USD	Travel-Dom-Air/Rail-871010	American Airlines ticket		✔		560.78		
18-Mar-2013	72.22 USD	Food & Beverage-820800	Dinner charge				72.22		
						Total	633.00		

Per Diem Expenses

Start Date	End Date	Number Of Days	Expense Type	Item Comment	Destination	Reimbursable Amount (USD)	Details	Attachments
17-Mar-2013	18-Mar-2013	2	Travel-Dom-Federal Per diem-871070	travel for conference	New York County	142.00		
					Total	142.00		

Mileage Expenses

Start Date	End Date	Expense Type	Item Comment	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
19-Mar-2013	19-Mar-2013	Travel-Dom-Ground Transportation-871040	travel from home to trrain and train to home	15(Miles)	0.555			8.33		
							Total	8.33		

Corporate Card Business Expenses	294.00
Cash and Other Business Expenses	783.33
Expense Report Total	**1,077.33 USD**
Corporate Card Business Expenses	294.00
Corporate Card Personal Expenses	0.00
Corporate Card Itemized Personal Expenses	0.00
Company Paying to Credit Card Issuer	**294.00 USD**
Cash and Other Business Expenses	783.33
Corporate Card Personal Expenses	0.00
Corporate Card Itemized Personal Expenses	0.00
Reimbursement to You	**783.33 USD**

Save | Cancel | Back | Step 6 of 6 | Submit

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.

Expense Report ER2272565

Return | Create New Expense Report | Printable Page

2272565

Submission Instructions

If you have manually attached scanned images of all your receipts and required backup documentation you are not required to print and fax this form.

To submit your receipts via fax, please fax to 1-(203)-436-9750 (or 6-9750) for internal machines.This sheet must be used to fax or scan in required receipts and other important attachments such as itineraries, conference schedules, missing receipts forms, exceptions approvals

Type of Questions	Who to Contact	Contact Information
Log-in Password System Functionality	ITS Help Desk	**Hours:** Monday - Friday 7:00 AM - 9:00 PM **Phone:** 203.432.9000 **Email:** helpdesk@yale.edu
P-T-A-E-O VIP	Yale Shared Services	**Hours:** Monday - Friday 8:00 AM - 5:00 PM **Phone:** 203-432-5394 **Email:** yss.ems@yale.edu
Policy & Procedure Deployment Transition from Concur to EMS iExpense New access requests	E-Commerce	**Scott Lucker, Associate Director E-Commerce** 203.436.4184 scott.lucker@yale.edu **Kathy Chambers, Manager, E-Commerce** 203.432.9977 Katherine.chambers@yale.edu