Complete the Expense Report Header
The report header is the title page of your expense report. Complete all required fields in red.

1. Create a New Expense Report
   - There are two ways to start a new expense report from the home page (Figure 1):
     1. In the top menu bar, click Expense.
     2. In the Quick Task bar click New, then click Start a Report.

Figure 1

2. Complete the Expense Report Header
The report header is the title page of your expense report. Complete all required fields in red (Figure 2):
For travel and expense system support, email ubs-travel-expense-support@buffalo.edu

Figure 2

- **Report Name** — enter a name for the report (example: ABC Conference).
- **Report Type** — select the correct report type:
  - Select Non-Travel for non-travel expenses.
  - Select Pre-Paid (airfare/hotel if required) to submit pre-paid airfare or hotel expenses for reimbursement.
  - Select Travel for travel expenses.
  - Select UBF funding can use one report for both if you are being reimbursed with UBF funds and have both travel and non-travel expenses.
- **Funding Account Source** — to the best of your knowledge, choose the funding source that will be used to reimburse the expenses on the report. This can be changed by the cost approver later.
- **Report Purpose** — choose the purpose of the report.
- **Business Purpose** — enter a description for the business reason of the report.
- **UB Affiliation** — this is populated from your Human Resources record.
- **Start and End Dates** — for travel reimbursements, enter the dates of your trip. For non-travel reimbursements, enter the date of purchase.
- **Restricted Travel** — for travel reimbursements, indicate if you traveled to a travel warning area or not. For non-travel reimbursements, select *Did not travel to warning areas*.
- **Approver, Funding Source, Entity and Account** — these fields are optional. Complete if you know the account information, or leave these fields blank.
- **Comment** — this field is optional. If necessary, enter additional information about the business purpose or notes about the report.
- **Starting and Destination Address, State, Zip** — for travel reimbursements, enter your starting and destination addresses. For non-travel reimbursements, enter your office address.
- **Start and End Time** — enter the time using the 12 hour clock format. (example: 8:00 AM)
- **Requests** — if you submitted a prior request for this expense report, you will see it listed. Click on the request and it will populate information on the report header.
- When finished, click Next.