1. Create a New Expense Report

There are two ways to start a new expense report from the home page:

- Click **New** in the Quick Task Bar, then click **Start a Report**.
- Click **Expense** in the top menu bar, then click **Create New Report**.

2. Complete the Expense Report Header

The report header is the title page of your expense report. Complete all required fields marked in red (Figure 1):

- **Report Name** — Enter a name for the report (ex: ABC Conference).
- **Report Type** — Choose **Non-Travel** or **Travel**. If using UBF funds, you can create one report for both.
- **Funding Account Source** — Choose the correct funding source. This can be changed by cost approver later.
- **Report Purpose** — Choose the purpose of the report.
- **Business Purpose** — Enter the business reason for the report.
- **UB Affiliation** — This is populated from your Human Resources record.
- **Start and End Dates** — For travel, enter the dates of your trip. For non-travel, enter the date the expense was incurred.
- **Restricted Travel** — Indicate if you traveled to a travel warning area or not. For non-travel, select **Did not travel to warning areas**.
- **Approver, Funding Source, Entity** and **Account** — These fields are not required. Complete if you know the information, or leave these fields blank.
- **Comment** — Enter additional information about the business purpose, or notes about the expense report.
- **Starting and Destination Address/State/Zip** — For non-travel, enter your office address. Enter addresses in the following format:
  - 200 Crofts Hall, Buffalo, NY 14260
- **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, it will appear here. Click on the request and it will populate information on the Report Header.
- When done, click **Next**.

For travel and expense system support, email ubs-travel-expense-support@buffalo.edu