Travel and Expense Reimbursement

Completing the Expense Report Header

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 brief identifier 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 later be changed by Cost Approver.
   - **Report Purpose** — Choose the purpose of the report.
   - **Business Purpose** — Enter the 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