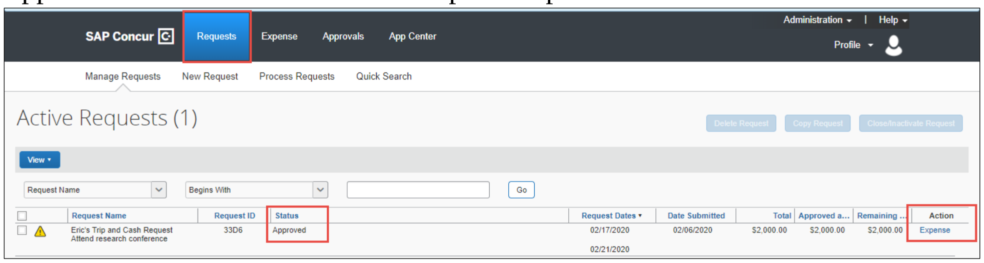
If you were required to submit a Pre-Trip Request, you will need to attach the approved Request to an Expense Report in order to be reimbursed for expenses. If you submitted a Travel/Cash Advance, you will need to attach the approved Request to an Expense Report in order to reconcile the advance.

Attaching a Request to an Expense Report

When reconciling a Request in an Expense Report, you can either create the Expense Report from the Request or you can create an Expense Report first and then import the Request into the Expense Report.

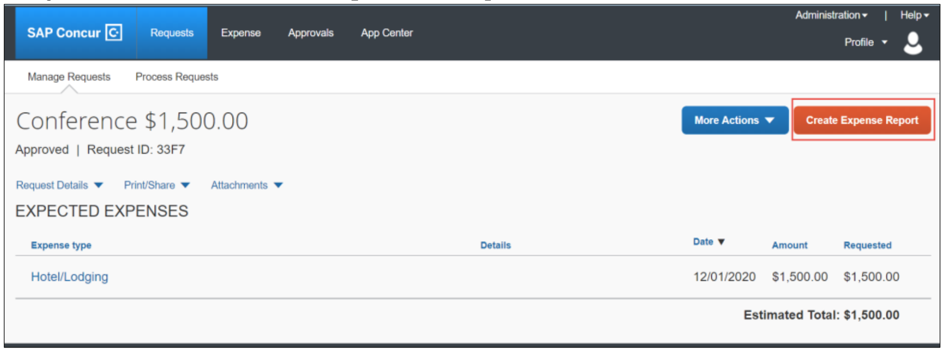
Creating an Expense Report from a Request

1. Click the **Requests** tab. The list of Active Requests appears. The Status of the Request you are reconciling must be Approved in order to attach it to an expense report.

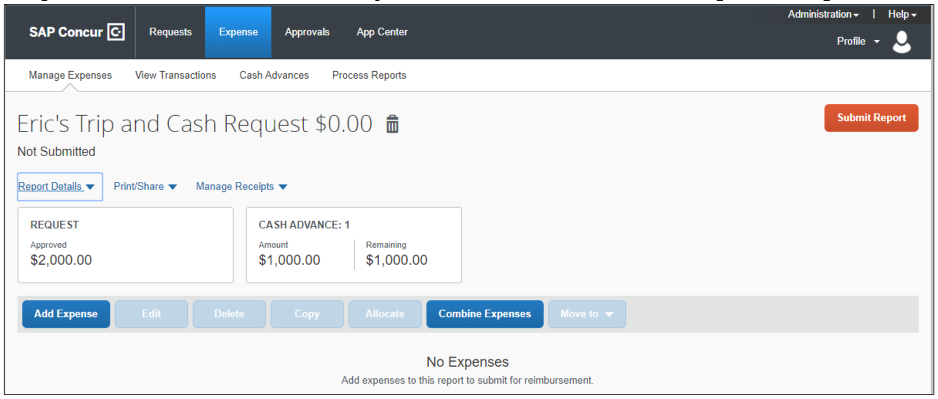


2. Click **Expense** from the **Action** column.

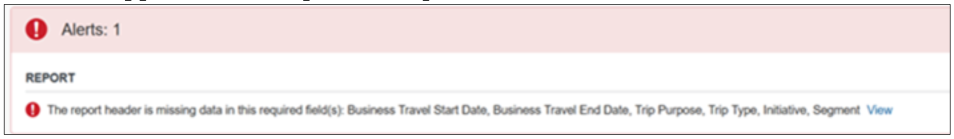
   Or, you can click the row to open the Request and click the **Create Expense Report** button.



   Request details are automatically associated with the new Expense Report.

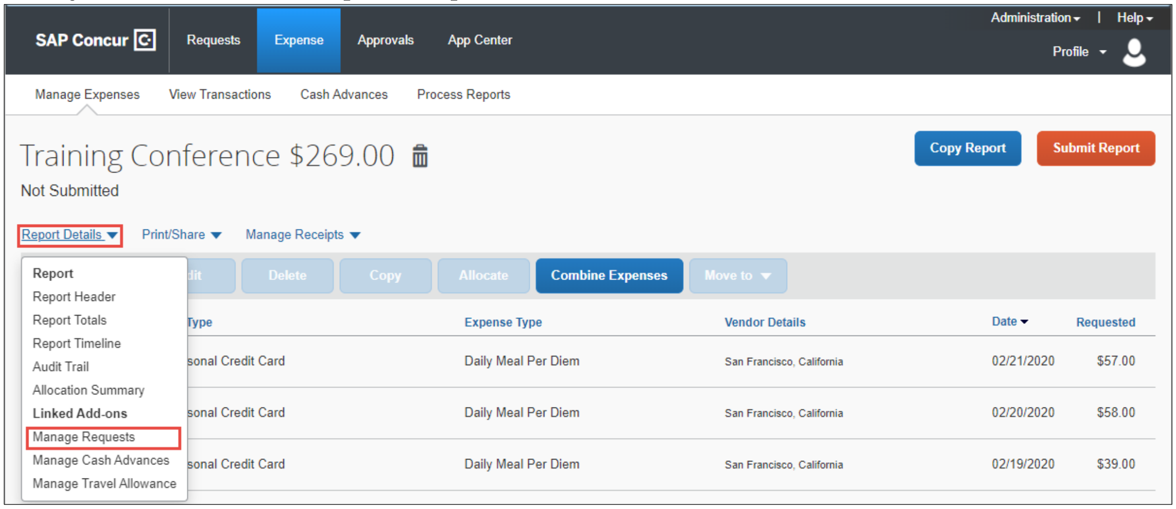


3. Click **Report Details** and select **Report Details** to enter any missing information indicated in the missing field(s) alert that appears at the top of the report.

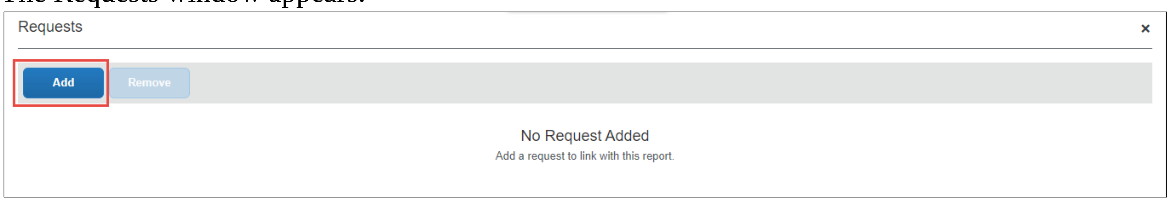


Importing a Request into an Expense Report

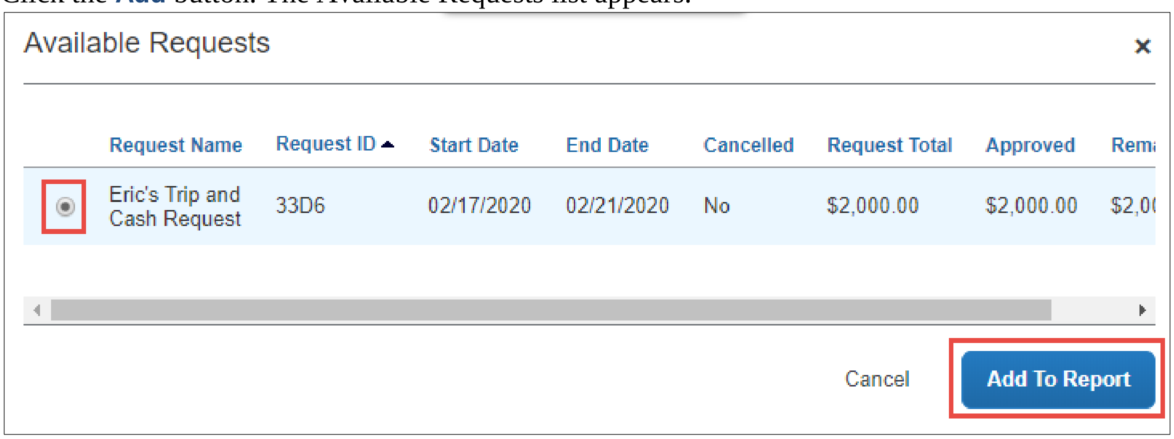
1. After you have created an Expense Report, click **Report Details** and select **Manage Requests**.



The Requests window appears.



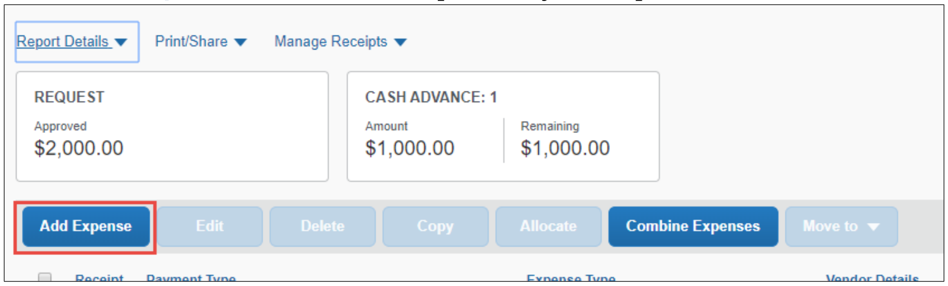
2. Click the **Add** button. The Available Requests list appears.



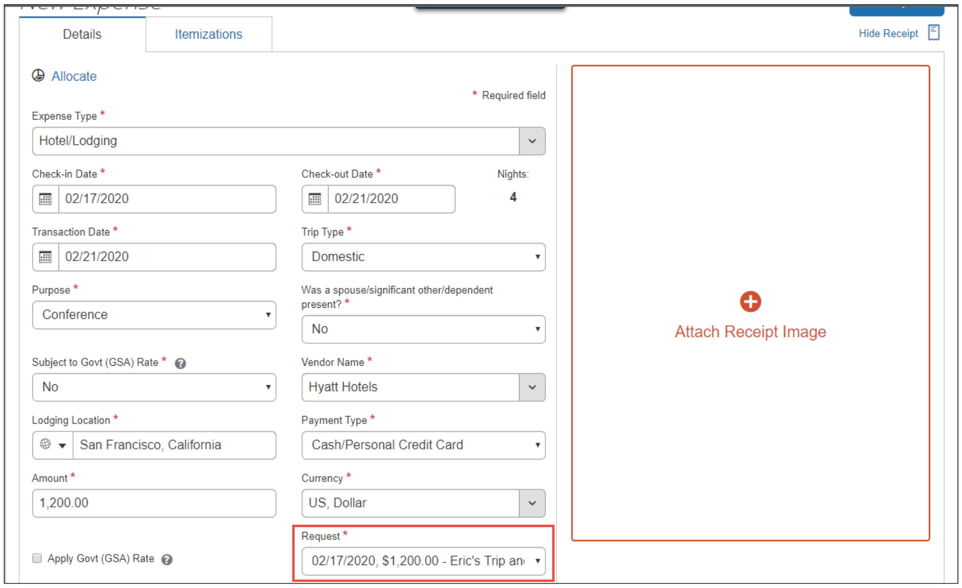
3. Select the **Request** to be added and click **Add to Report**.

Adding Expense Items to the Expense Report

1. Click **Add Expense** to add a new Expense to your Report.



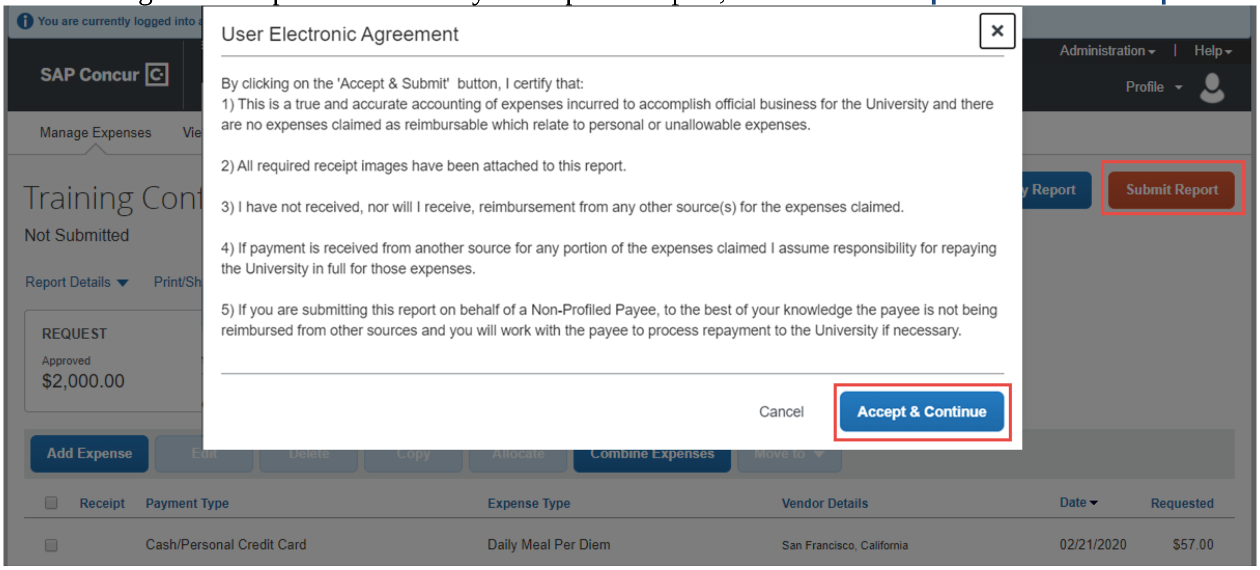
When you enter Expense Types that match with the items in your **Request**, the Request field displays the matching information.



2. Complete the required Expense details and click **Save Expense.** Continue adding Expenses as needed.

Submitting the Expense Report

1. After adding all the Expense Items into your Expense Report, click **Submit Report** and then **Accept & Continue**.



The Report Totals appears.

If you received a Cash Advance and did not use all of the funds, the amount you need to pay back to the University is indicated in Employee Pays.

2. Click **Submit Report**.

Getting Help

Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com