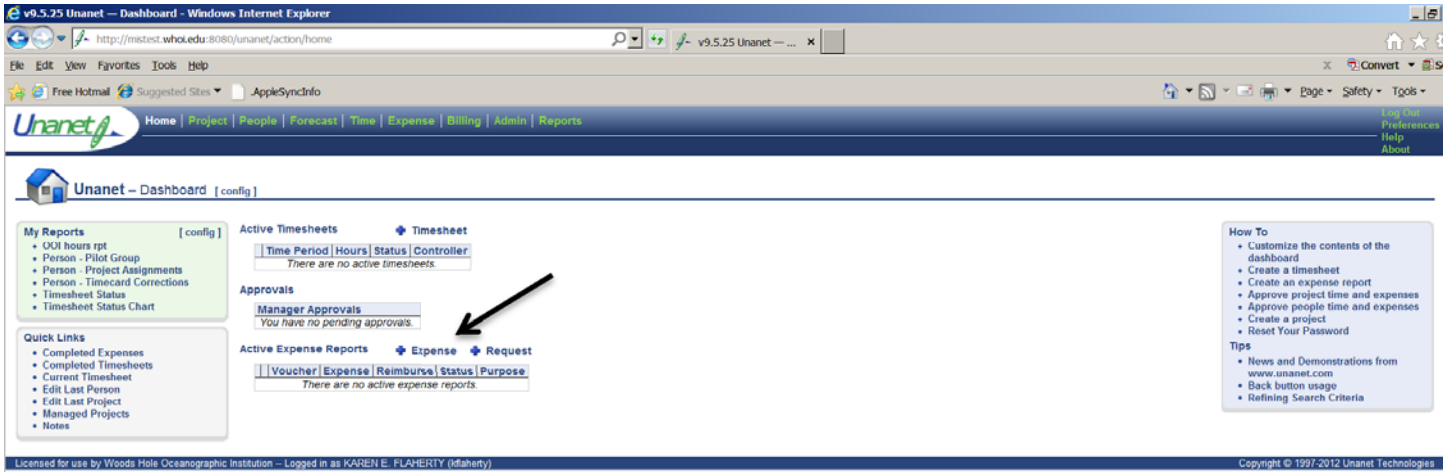
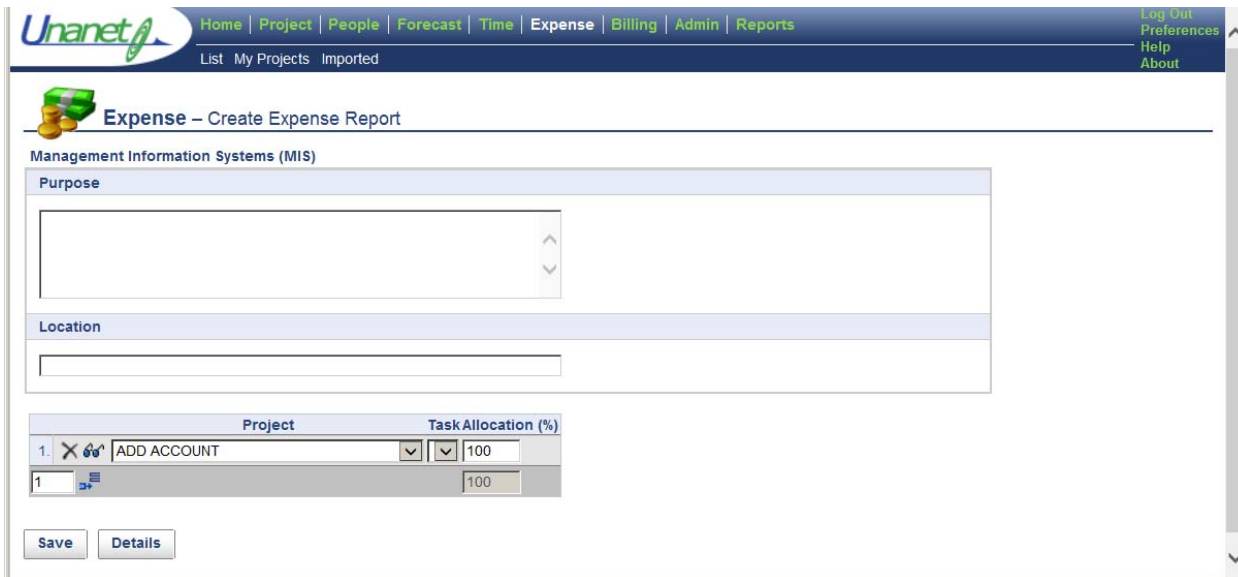


# Unanet – Expense Reimbursement



In order to enter an expense report, you simply click on the +Expense link. Prior to doing so, you will need an assignment to the project / cost center you plan on charging your reimbursement to – similar to charging time.

Once you click on the +Expense link an expense report will be created as follows:



## Purpose (required):

If you are filling out a request for payment (RFP), the purpose field would be a description of the items purchased. If this is a travel reimbursement (TEV), the purpose field would describe the purpose of your trip.

## Location (required):

For a RFP – the location field should contain the vendor or store where you purchased the items. For a TEV – the location field should indicate the location and dates of travel. Location will be extracted as part of the description of the item and will appear in the FSRs.

Project	Task Allocation (%)
1. X MIS 57170	100
1	100

The expense can be charged to multiple projects / cost centers as indicated in the project / allocation area. If you are charging your reimbursement to one cost center or project, you must find that account in the drop down list of accounts you have been assigned. To find the list of your assigned accounts, click on the drop down arrow as indicated. If you are unsure of the account to charge, choose "ADD ACCOUNT" - your department AP or other approver will have to choose an account to charge. Final processing CANNOT occur with 'ADD ACCOUNT' as a project.

Project	Task Allocation (%)
1. X ADD ACCOUNT	100
1	100

AOP&E 42023011  
 APO 57580  
 BIO 13020800  
 BIO 13020801  
 BIO 27005266  
 BIO 53010  
 FIN 57040  
 G&G 16485500  
 G&G 53030  
 MC&G 18020600  
 MC&G 53020  
 MC&G 85701700  
 MIS 57170  
 PO 10792705  
 PO 53050  
 PO 80206000  
 PO 85988100

Once you have found the correct account, highlight it and it will be brought back to the expense request. If you are charging multiple accounts, you must indicate the correct allocation as well.

Project	Task Allocation (%)
1. X MIS 57170	50
1	100

To add another line for additional accounts you may put the number of additional lines you need to add in the appropriate box, and click the arrow to add that number of rows to the expense request.

Project	Task Allocation (%)
1. X MIS 57170	50
3	100

Add a row

Project	Task Allocation (%)
1. X MIS 57170	50
2. X ADD ACCOUNT	0
3. X ADD ACCOUNT	0
4. X ADD ACCOUNT	0
3	50

As a result, 3 additional lines were added to allow you to designate how your request should be allocated. If you added too many lines, you can always delete a line after you are finished assigning which percentage should be charged to each account.

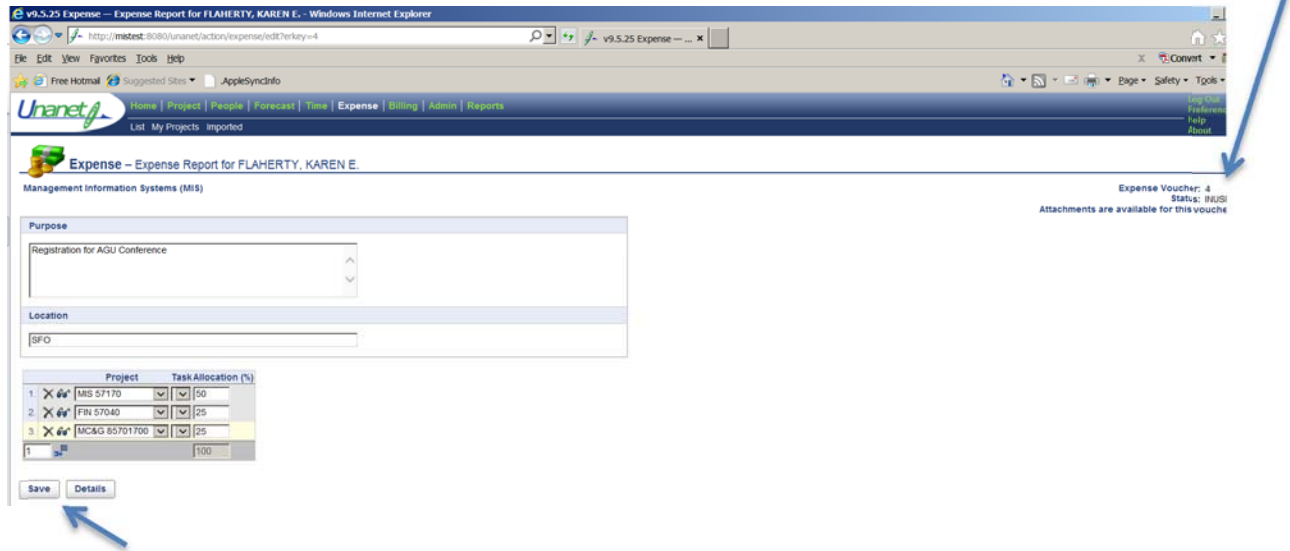
Project	Task Allocation (%)
1. X MIS 57170	50
2. X PROC 57040	25
3. X MC&G 85701700	25
X ADD ACCOUNT	0
3	100

Delete row

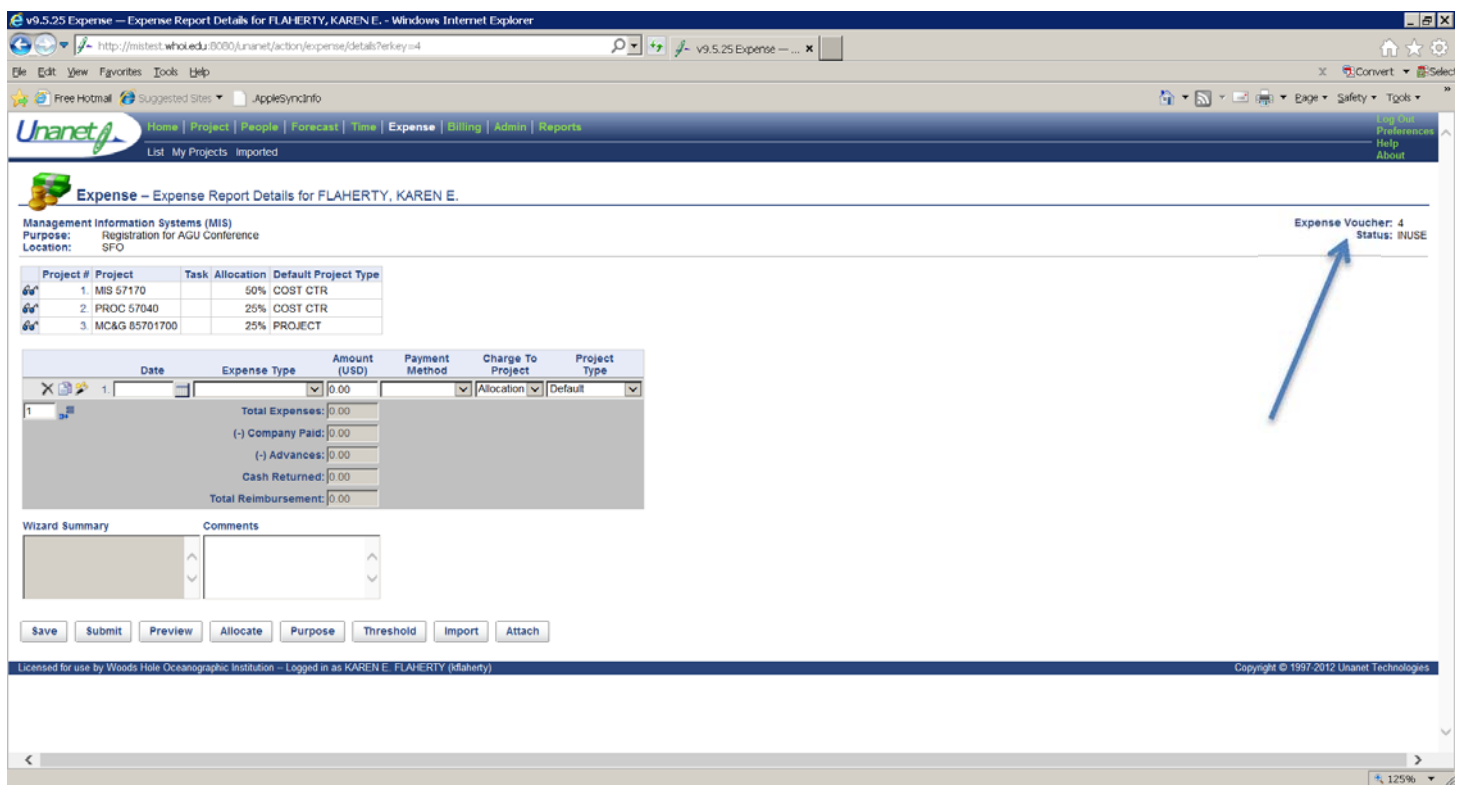
Save Details

Clicking on the X will delete the row.

Once you have finished filling out the purpose, location and accounts, click the Save button. A voucher number is assigned once you save the request and a status of 'INUSE' is set.



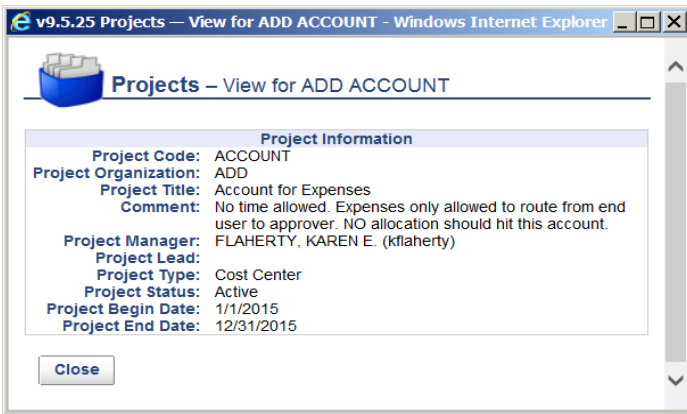
Once you have saved the request, you can enter additional information by clicking the Details button. The following page appears:



As you can see, Purpose, Location and Account allocation have all been brought forward to the details section of your report. You may also notice the expense voucher number (4) has also been assigned and is noted in the upper right hand corner of the screen.

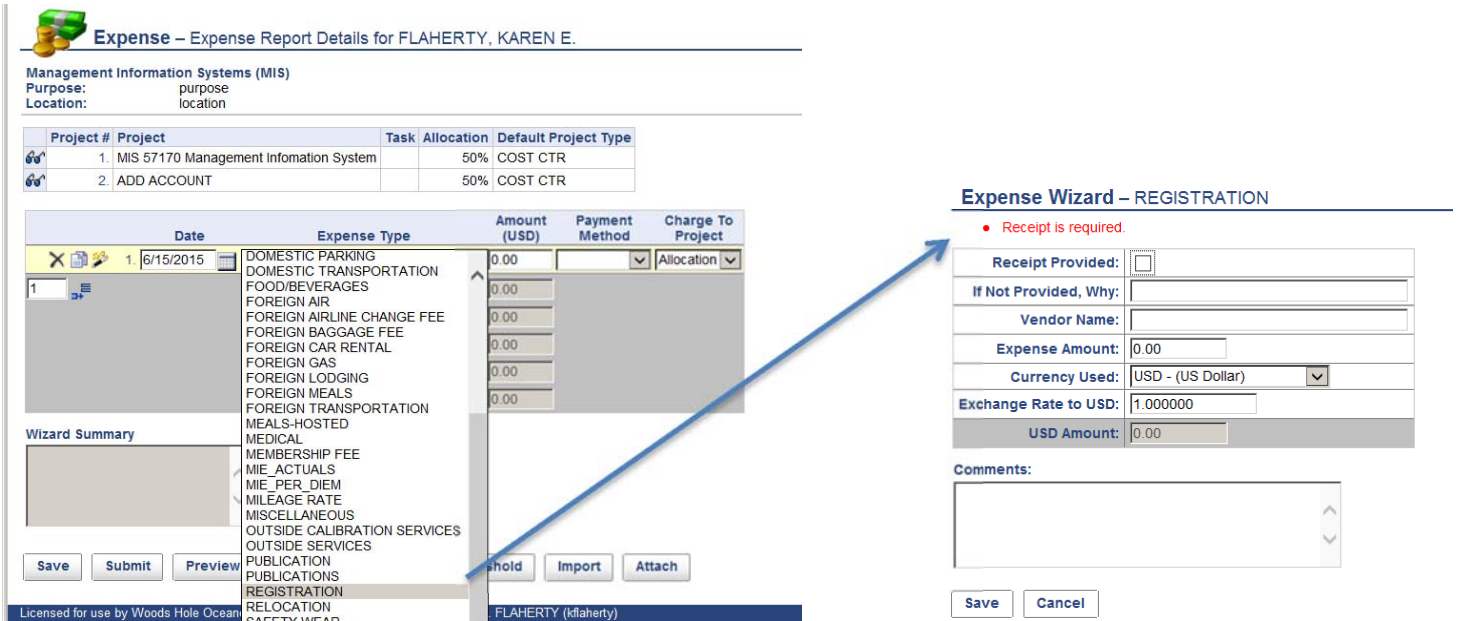
Entering detail for your reimbursement is the next step in completing your request.

First field is self-explanatory: Date – should reflect **date of travel or date of purchase**. This date should be within the period of performance of your selected project. Otherwise, the system will give you an error when the request is saved. If you are unsure of the valid dates for the account, simply click on the eyeglasses next to the account in question and a quick view of the account will be presented.



Once you're done looking at the account synopsis, simply close the window by clicking the Close button.

After the date has been entered, you must choose an **expense type**. There is a list of valid options to choose from:



Choose your expense type by highlighting the appropriate line. Once you click into the Amount field, a wizard will appear. The wizard will typically appear if a receipt is required; otherwise you can simply add the expense amount and continue along.

As indicated in red – **a receipt is required** for registration. You must attach a receipt for this expense (either scanning or uploading a picture, etc.). By checking the **'receipt provided'** box, you are indicating that you have the receipt and will attach it to the request. If you do not have a receipt, you must document why there is no receipt. This will then be approved by a manager as part of the approval process. Original receipts must be retained for 1 year for audit purposes.

**Vendor Name:** can be filled out but is not required.

**Expense Amount:** is required and should be the amount you are requesting for reimbursement.

**Currency Used:** will default to USD. Not used at this time.

**Exchange Rate to USD:** not used at this time.

**Comments:** may be entered if you wish to provide additional information.

Click the Save button to save this line to your request.

Expense – Expense Report Details for FLAHERTY, KAREN E.

Management Information Systems (MIS)  
 Purpose: Registration for AGU Conference  
 Location: SFO

Expense Voucher: 4  
 Status: INUSE

Project #	Project	Task	Allocation	Default Project Type
1.	MIS 57170		50%	COST CTR
2.	PROC 57040		25%	COST CTR
3.	MO&G 85701700		25%	PROJECT

Date	Expense Type	Amount (USD)	Payment Method	Charge To Project
1/15/2015	REGISTRATION	750.00	Company Paid	Allocation
Total Expenses:		750.00	Corp. Card	
(-) Company Paid:		0.00	Employee	
(-) Advances:		0.00		
Cash Returned:		0.00		
Total Reimbursement:		750.00		

Wizard Summary  
 Vendor: American Geophysical Union  
 Receipt Provided

Comments  
 Upcoming Conference in San Francisco

Buttons: Save, Submit, Preview, Allocate, Purpose, Threshold, Import, Attach

Once you return to the request, you can see the Wizard Summary includes information regarding the data input into the wizard. Any comment you entered will be reflected on the request.

**Payment Method:** Two valid choices are Corp Card and Employee. If you charged this expense to your credit card (Visa) and you want reimbursement sent to JPMC then you would choose Corp Card. If the reimbursement should be paid directly to you, choose employee.

Expense – Expense Report Details for FLAHERTY, KAREN E.

Management Information Systems (MIS)  
 Purpose: Registration for AGU conference  
 Location: SFO 6/15/15 to 6/21/15

Project #	Project	Task	Allocation	Default Project Type
1.	MIS 57170 Management Information System		50%	COST CTR
2.	FIN 57040 Procurement Office		25%	COST CTR
3.	PO 85988100 INDIAN OCEAN TRACERS & CARBONO		25%	PROJECT

Date	Expense Type	Amount (USD)	Payment Method	Charge To Project
6/15/2015	REGISTRATION	750.00	Corp. Card	Allocation
Total Expenses:		750.00		1.
(-) Company Paid:		0.00		2.
(-) Advances:		0.00		3.
Cash Returned:		0.00		
Total Reimbursement:		750.00		

Wizard Summary  
 Vendor: American Geophysical Union  
 Receipt Provided

Comments

Buttons: Save, Submit, Preview, Allocate, Purpose, Threshold, Import, Attach

**Charge to Project:** Since this request has multiple accounts, you may allocate this charge according to the breakdown provided or to one account. If this expense is to be charged to 57040 (in this example) then you would choose number 2 since it is the second account in your list. If the registration fee is to be allocated to all three accounts, you would choose 'Allocation' and the expense will be allocated to all three accounts indicated (50% to 57170, 25% to 57040, 25% to 85988100).

	Date	Expense Type	Amount (USD)	Payment Method	Charge To Project
1	2/10/2015	REGISTRATION	750.00	Employee	3.
Total Expenses:			750.00		
(-) Company Paid:			0.00		
(-) Advances:			0.00		
Cash Returned:			0.00		
Total Reimbursement:			750.00		

To add another line onto your reimbursement request, you can enter the number of lines you'd like to add and click the 'add rows' button. As lines are added, the total reimbursement amount will calculate for you. Once saved, the report will be sorted by transaction date.

	Date	Expense Type	Amount (USD)	Payment Method	Charge To Project
1	12/10/2014	REGISTRATION	750.00	Employee	3.
2	12/10/2014	PARKING	150.00	Corp. Card	Allocation
3	12/10/2014	MILEAGE	85.50	Employee	Allocation
4	1/8/2015	MISCELLANEOUS	44.94	Corp. Card	2.
5	1/8/2015	TAX	2.81	Corp. Card	2.
6	1/21/2015	MIE_ACTUALS	22.86	Corp. Card	1.
Total Expenses:			1056.11		
(-) Company Paid:			0.00		
(-) Advances:			0.00		
Cash Returned:			0.00		
Total Reimbursement:			1056.11		

Be sure to include any MA sales tax on a separate line. This will be applied to cost center 90000 and is done during export.

Wizard Summary

Comments

If you have similar lines on your expense report, you can click on the 'copy' feature to copy one line to another.

Save Submit Preview Allocate Purpose Threshold Import Attach

Once your expense report is complete, you are ready to 'submit'. Clicking on the submit button will forward your request to the appropriate approver for review. Other options follow:

**Save:** Will save your expense request for editing/submission at a later date.

**Submit:** Completes your entry and routes expense request for approval.

**Preview:** Allows you to see the expense request in compact format.

**Allocate:** If there are multiple projects on your expense, this option will show you how much of each expense has been allocated to each project or cost center.

**Purpose:** Will bring you back to the 'purpose' page where you entered your purpose, location/dates, and project numbers. If you need to change the purpose, location/dates or accounting, you would need to edit those fields on the purpose page.

**Threshold:** We are not limiting expense types to a certain dollar amount. If we were using this option, you would see what the allowable amount was for each expense type.

**Import:** Will bring you to imported expenses from JPMC (covered in detail on page 12).

**Attach:** Clicking this button walks you through attaching receipts (covered in detail on page 11).

## SUBMITTING YOUR REQUEST

Once you click on the submit button the 'stored procedure' will check to make sure receipts (if required) are attached.

Expense - Expense Report Details for FLAHERTY, KAREN E.

Management Information Systems (MIS)  
Purpose: Travel to meet with DBA  
Location: Wisconsin  
Expense Voucher: 119  
Status: INUSE

Project #	Project	Task	Allocation	Default Project Type
1	MIS 57170 Management Information System		100%	COST CTR

Date	Expense Type	Amount (USD)	Payment Method
3/2/2015	DOMESTIC AIR	650.00	Corp. Card
3/2/2015	DOMESTIC PARKING	150.00	Corp. Card
3/2/2015	MIE_ACTUALS	570.00	Employee

Total Expenses: 1370.00  
(-) Company Paid: 0.00  
(-) Advances: 0.00  
Cash Returned: 0.00  
Total Reimbursement: 1370.00

Wizard Summary      Comments

Save   Submit   Preview   Allocate   Purpose   Threshold   Import   Attach

If you have forgotten to attach a receipt, you will be prompted to do so.

Expense - Expense Report Details for FLAHERTY, KAREN E. (kflaherty)

Your expense report **CANNOT** be submitted.

Receipts are required for this expense report. Please attach receipt(s).

Edit

You can 'edit' the request and go back to attach your receipts.

Once you've successfully 'submitted' your request – a summary will appear as follows:

Expense - Expense Report Details for FLAHERTY, KAREN E. (kflaherty)

Management Information Systems (MIS)  
Purpose: Travel to meet with DBA  
Location: Wisconsin  
Expense Voucher: 119  
Status: SUBMITTED  
Attachments are available for this voucher

Project #	Project	Task	Allocation	Default Project Type
1	MIS 57170 Management Information System		100%	COST CTR

Date	Expense Type	Amount (USD)	Payment Method	Project Type	Comments
3/2/2015	DOMESTIC AIR	\$650.00	Corp. Card	COST CTR	Vendor: Delta Receipt Provided Departure: BOS Arrival: WIS Departure Date: 2/23/2015 Return Date: 2/25/2015 Ticket Number: 654357654
3/2/2015	DOMESTIC PARKING	\$150.00	Corp. Card	COST CTR	Vendor: Logan Airport Receipt Provided
3/2/2015	MIE_ACTUALS	\$570.00	Employee	COST CTR	Vendor: Multiple Receipt Not Provided. Not exceeding allowable expense 10 days per diem

Total Expenses: \$1,370.00 USD  
(-) Company Paid: 0.00 USD  
(-) Advances: 0.00 USD  
Cash Returned: 0.00 USD  
Total Reimbursement: \$1,370.00 USD

Approval History

By (For)	Role	Project	Status	Comments
KAREN E. FLAHERTY	Expense User		INUSE	4/6/2015 12:02 PM
KAREN E. FLAHERTY	Expense User		SUBMITTED	6/19/2015 12:14 PM

Attachments

File Name	Created
CC Bagel.JPG	6/19/2015 12:14 PM

Edit   Allocate   Copy To Report   Copy To Request

Status has changed from 'INUSE' to 'SUBMITTED'. The approval process has now been initiated. This does not mean that you cannot 'edit' your request. You can click on the 'edit' button should you need to change your request in any way. You can also edit the request from your dashboard.

## EDITING YOUR REQUEST

You can save/edit the request as much as you'd like. The request will stay on your expense dashboard until you submit it. The status will indicate whether the request is still 'in use' or has been 'submitted'.



Expense – Dashboard [config]

My Reports [config]  
• How to save reports

Quick Reports  
• Assignments  
• Detail Report

Active Expense Reports + Expense + Request

	Voucher	Expense	Reimburse	Status	Purpose	
	7	\$60.00	\$60.00	SUBMITTED	1/23/2015 12:51 PM	Book purchased for VBScript
	4	\$1,056.11	\$1,056.11	INUSE	1/21/2015 9:00 AM	Registration for AGU Conference

To edit the request, simply click on the pencil. To view without editing, click on the eyeglasses.

Once the request has been approved, it will no longer appear on your active expense report list. It will move to the completed expense reports queue.



Unanet | Home | Project | People | Forecast | Time | Expense | Billing | Admin | Reports

List My Projects Imported

Expense – List

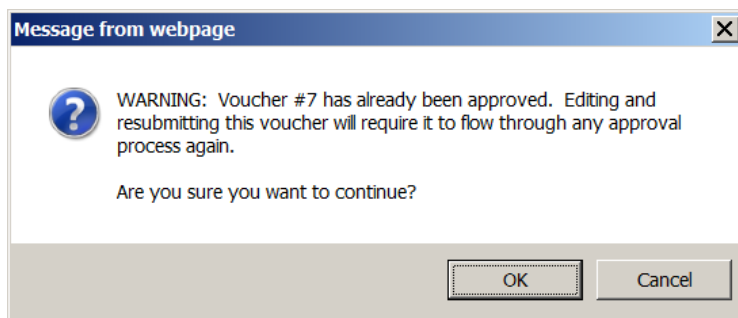
Active Expense Reports + Expense + Request

Voucher	Expense	Reimburse	Status	Purpose		
	4	\$1,056.11	\$1,056.11	INUSE	1/21/2015 9:00 AM	Registration for AGU Conference

Completed Expense Reports

Voucher	Expense	Reimburse	Status	Purpose		
	7	\$60.00	\$60.00	COMPLETED	1/23/2015 12:56 PM	Book purchased for VBScript
	1	\$1,289.60	\$1,289.60	COMPLETED	1/13/2015 3:02 PM	Reimb for book

You may still look at it and edit it at this point because it has not been extracted for payment. If you choose to edit the request after it has been approved, it must go back through the approval process. Clicking on the pencil will give the following warning:



Message from webpage

WARNING: Voucher #7 has already been approved. Editing and resubmitting this voucher will require it to flow through any approval process again.

Are you sure you want to continue?

OK Cancel

Clicking on OK – will allow you to begin your edits. Once you click OK even if you decide not to edit the request, it will still need to be reapproved.

After edits are made, remember to submit the request again.



If you chose to view your expense report, and you have clicked on the eyeglasses, you will be brought into view the expense. Viewing does not require the expense be rerouted through the approval process.

Expense Report Details for FLAHERTY, KAREN E. (kflaherty)

Management Information Systems (MIS)

Purpose: Travel to meet with DBA  
Location: Wisconsin

Expense Voucher: 77  
Status: INUSE  
Attachments are available for this voucher

Project #	Project	Task	Allocation	Default Project Type
1	MS 57170		100%	COST CTR

Date	Expense Type	Amount (USD)	Payment Method	Project Type	Comments
3/2/2015	AIR	\$650.00	Corp. Card	Default	Vendor: Delta Receipt Provided: Departure: BOS Arrival: WIS Departure Date: 2/25/2015 Return Date: 2/25/2015 Ticket Number: 654357954
3/2/2015	PARKING	\$150.00	Corp. Card	Default	Vendor: Logan Airport Receipt Provided
3/2/2015	ME_ACTUALS	\$225.00	Employee	Default	Vendor: Multiple Receipt Not Provided: Not exceeding allowable expense
Total Expenses:		\$1,025.00	USD		
(-) Company Paid:		\$0.00	USD		
(-) Advances:		\$0.00	USD		
Cash Returned:		\$0.00	USD		
Total Reimbursement:		\$1,025.00	USD		

Approval History

By (For)	Role	Project	Status	Comments
KAREN E. FLAHERTY	Expense User		INUSE	3/25/2015 12:01 PM
KAREN E. FLAHERTY	Expense User		SUBMITTED	3/25/2015 12:04 PM
KAREN E. FLAHERTY	Expense User		INUSE	3/25/2015 12:05 PM
KAREN E. FLAHERTY	Expense User		SUBMITTED	3/25/2015 12:05 PM
NANCY PACHECO	Administrator		INUSE	3/26/2015 1:52 PM
NANCY PACHECO (KAREN E. FLAHERTY)	Administrator		INUSE	3/26/2015 1:52 PM
NANCY PACHECO (KAREN E. FLAHERTY)	Administrator		INUSE	3/26/2015 1:52 PM
NANCY PACHECO (KAREN E. FLAHERTY)	Administrator		INUSE	3/26/2015 1:54 PM
NANCY PACHECO (KAREN E. FLAHERTY)	Administrator		SUBMITTED	3/26/2015 1:54 PM
NANCY PACHECO	Project Approver MS 57170		APPROVING	3/26/2015 1:54 PM Submitter is Approver -- automatically approved
NANCY PACHECO	Manager		APPROVING	3/26/2015 1:54 PM Submitter is Approver -- automatically approved
NANCY PACHECO	Manager		COMPLETED	3/26/2015 1:54 PM
KAREN E. FLAHERTY	Expense User		INUSE	3/31/2015 2:52 PM

Attachments

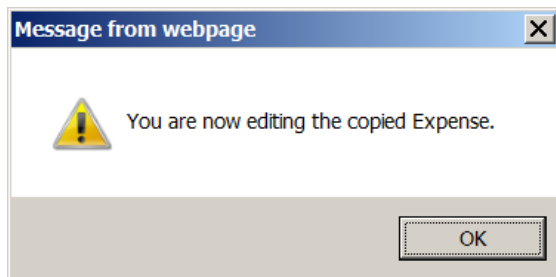
File Name	Created
MG_1515.JPG	4/6/2015 9:14 AM

Edit Allocate Copy To Report Copy To Request

From here, you are able to see the entire report including approval history and attachments. You can see when the expense report was submitted, approved, completed, etc. You can also view attachments by clicking on the paperclip next to the attachments you wish to view.

You can still edit the voucher from here by clicking the 'edit' button on the bottom of the screen. If the expense had already been extracted, the edit button would not be present. Again, clicking on the edit button at this point will require the expense report to be routed through the approval process.

Other actions you can perform are – creating another report from a copy of this one. This can be helpful if you submit the same expense report over and over again. This feature will not copy 'imported' expenses. Once you click on 'copy to report' a notification that you are editing the 'copied' report will appear:



Clicking OK will allow you to begin editing your copied expense report.

## EXPENSE DASHBOARD

When you click on the Expense tab at the top of your browser window, the following 'dashboard' appears:

Expense – Dashboard [config]

My Reports [config]  
• How to save reports

Quick Reports  
• Assignments  
• Detail Report

Active Expense Reports

	Voucher	Expense	Reimburse	Status	Purpose
	101	\$809.86	\$809.86	INUSE	4/1/2015 1:28 PM test
	96	\$156.75	\$156.75	SUBMITTED	4/6/2015 9:11 AM miles
	93	\$57.00	\$57.00	INUSE	3/30/2015 5:51 PM meals
	92	\$970.61	\$970.61	APPROVING	4/6/2015 9:16 AM Registration for AGU Conference
	90	\$690.00	\$690.00	INUSE	3/30/2015 4:52 PM Travel to San Francisco
	77	\$1,025.00	\$1,025.00	INUSE	3/31/2015 2:52 PM Travel to meet with DBA
	12	\$150.00	\$150.00	DISAPPROVED	4/6/2015 9:15 AM Conference
	4	\$1,245.61	\$1,245.61	INUSE	3/30/2015 5:20 PM Registration for AGU Conference

Licensed for use by Woods Hole Oceanographic Institution – Logged in as KAREN E. FLAHERTY (kflaherty)

By default, you only see the 'active' expense reports. To see completed expenses, click on the word 'List'. Your dashboard will then show both active and completed expense reports.

Expense – List

Active Expense Reports

	Voucher	Expense	Reimburse	Status	Purpose
	101	\$809.86	\$809.86	INUSE	4/1/2015 1:28 PM test
	96	\$156.75	\$156.75	SUBMITTED	4/6/2015 9:11 AM miles
	93	\$57.00	\$57.00	INUSE	3/30/2015 5:51 PM meals
	92	\$970.61	\$970.61	APPROVING	4/6/2015 9:16 AM Registration for AGU Conference
	90	\$690.00	\$690.00	INUSE	3/30/2015 4:52 PM Travel to San Francisco
	77	\$1,025.00	\$1,025.00	INUSE	3/31/2015 2:52 PM Travel to meet with DBA
	12	\$150.00	\$150.00	DISAPPROVED	4/6/2015 9:15 AM Conference
	4	\$1,245.61	\$1,245.61	INUSE	3/30/2015 5:20 PM Registration for AGU Conference

Completed Expense Reports

	Voucher	Expense	Reimburse	Status	Purpose
	79	\$36.75	\$36.75	COMPLETED	3/30/2015 10:47 AM test
	76	\$0.00	\$0.00	COMPLETED	4/6/2015 10:52 AM Correcting Entry
	62	\$500.00	\$500.00	EXTRACTED	3/25/2015 9:23 AM test
	15	\$2,000.00	\$2,000.00	EXTRACTED	3/25/2015 9:23 AM trip
	14	\$245.00	\$245.00	EXTRACTED	3/25/2015 9:23 AM testing multi project expense
	1	\$1,289.60	\$1,289.60	EXTRACTED	3/25/2015 9:23 AM Reimb for book

**Eyeglasses** – allow viewing of expense report.  
**Pencil** – allows editing of completed or in use reports.  
**X** – delete  
**Paperclip** - attachment

### Status:

**INUSE** – Has not been submitted for approval - still in 'entry' mode.

**SUBMITTED** – Report has been submitted for approval.

**APPROVING** – In the process of being approved. May have been approved by manager and waiting approval for project use outside of your department. Once approved, you will receive an email notification. Notifications are controlled in user preferences in your profile.

**DISAPPROVED** – Rejected by someone in the approval process. Should contain comments indicating reason. You will receive an email notification that status is disapproved.

**COMPLETED** – All approval routing is complete and expense report is waiting to be 'extracted'.

**EXTRACTED** – Expense has been exported from Unanet into OneSolution and will be paid. Any expense that has been extracted is no longer editable.

## ATTACHMENTS – ADDING RECEIPTS

Receipts must be scanned for all reimbursements. Original receipts will be kept in the department for 1 year after image to permit periodic validation by auditors. For this request, there are receipts that need to be attached. Prior to attaching any receipts, you can take a picture, scan, or photocopy receipts and download them to your local drive. You can combine receipts to attach a single document or attach multiple files. If you do not have a receipt, a reason **MUST** be provided. You do not have to fill out a missing receipt affidavit. To attach receipts to your request, simply click the 'attach' button on the bottom of the screen:

**Expense – Expense Report Details for FLAHERTY, KAREN E.**

Management Information Systems (MIS)  
Purpose: Registration for AGU Conference  
Location: SFO

Project #	Project	Task	Allocation	Default Project Type
1.	MIS 57170		50%	COST CTR
2.	PROC 57040		25%	COST CTR
3.	MC&G 85701700		25%	PROJECT

Date	Expense Type	Amount (USD)	Payment Method	Charge To Project	Project Type
12/10/2014	REGISTRATION	750.00	Employee	3.	PROJECT
12/10/2014	PARKING	150.00	Corp. Card	Allocation	Default
12/10/2014	MILEAGE	85.50	Employee	Allocation	Default
1/8/2015	MISCELLANEOUS	44.94	Corp. Card	2.	COST CTR
1/8/2015	TAX	2.81	Corp. Card	2.	COST CTR
1/21/2015	MIE_ACTUALS	22.86	Corp. Card	1.	COST CTR

<b>Total Expenses:</b>	1056.11
<b>(-) Company Paid:</b>	0.00
<b>(-) Advances:</b>	0.00
<b>Cash Returned:</b>	0.00
<b>Total Reimbursement:</b>	1056.11

Wizard Summary      Comments

Save   Submit   Preview   Allocate   Purpose   Threshold   Import   Attach

The following screen will appear:

**Expense – Manage Expense Report Attachments for FLAHERTY, KAREN E. (kflaherty)**

Management Information Systems (MIS)  
Purpose: Registration for AGU Conference  
Location: SFO

Expense Voucher: 4  
Status: INUSE

Attachments:

File Name
Walmart.JPG

Save   Cancel

To find the receipt on your local drive you click the browse button, find the receipt, click open to return to the Unanet screen and click save.

**Expense – Manage Expense Report Attachments for FLAHERTY, KAREN E. (kflaherty)**

Management Information Systems (MIS)  
Purpose: Registration for AGU Conference  
Location: SFO

Expense Voucher: 4  
Status: INUSE

Attachments:

File Name
Walmart.JPG
C:\Users\kflaherty\Desktop\CC Bagel.JPG

Save   Cancel

Clicking the save button will add the receipt to your request. You can repeat this process for all receipts.

## IMPORTING CREDIT CARD EXPENSES TO YOUR REIMBURSEMENT REQUEST

If your expenses have been imported, you should be able to bring them onto your reimbursement request easily. Once you have created the report and you are in the details section, simply click on the Import button on the bottom of the screen as follows:

**Expense – Expense Report Details for FLAHERTY, KAREN E.**

Management Information Systems (MIS)  
 Purpose: Test  
 Location: Import

Project #	Project	Task	Allocation	Default Project Type
1.	MIS 57170		100%	COST CTR

Date	Expense Type	Amount (USD)	Payment Method
1.		0.00	

<b>Total Expenses:</b>	0.00
<b>(-) Company Paid:</b>	0.00
<b>(-) Advances:</b>	0.00
<b>Cash Returned:</b>	0.00
<b>Total Reimbursement:</b>	0.00

Wizard Summary      Comments

Save   Submit   Preview   Allocate   Purpose   Threshold   **Import**   Attach

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Any expenses that have been imported from JPMC should appear, and you simply click the expense you'd like to import to your request and assign the expense type. All other information has been imported from JPMC.

**Expense – Import Expenses for FLAHERTY, KAREN E. (kflaherty)**

Management Information Systems (MIS)  
 Purpose: Test  
 Location: Import

Import	Delete	Imported Expense Date	Imported Expense Type	Source	Imported Vendor	Imported Amount
<input type="checkbox"/>	<input type="checkbox"/>	1/5/2015		Visa(...6789)	Northwest Airlines	\$35.00
<input type="checkbox"/>	<input type="checkbox"/>	1/5/2015		Visa(...6789)	Northwest Airlines	\$690.00
<input type="checkbox"/>	<input type="checkbox"/>	1/6/2015		Visa(...6789)	Park and Fly	\$150.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/8/2015		Visa(...6789)	Wai Mart	\$47.75
<input type="checkbox"/>	<input type="checkbox"/>	1/9/2015		Visa(...6789)	Auto Car Rental	\$125.00
<input type="checkbox"/>	<input type="checkbox"/>	1/10/2015		Visa(...6789)	Marriott	\$150.00
<input type="checkbox"/>	<input type="checkbox"/>	1/11/2015		Visa(...6789)	Marriott	\$150.00
<input type="checkbox"/>	<input type="checkbox"/>	1/12/2015		Visa(...6789)	Tips and Tolls	\$17.00
<input type="checkbox"/>	<input type="checkbox"/>	1/14/2015		Visa(...6789)	Dunkin Donuts	\$13.00
<input type="checkbox"/>	<input type="checkbox"/>	1/15/2015		Visa(...6789)	Sunoco	\$34.50
<input type="checkbox"/>	<input type="checkbox"/>	1/17/2015		Visa(...6789)	Dell	\$1,500.00
<input type="checkbox"/>	<input type="checkbox"/>	1/18/2015		Visa(...6789)	Laundry	\$32.30
<input type="checkbox"/>	<input type="checkbox"/>	1/21/2015		Visa(...6789)	Cape Cod Bagel	\$22.86
<input type="checkbox"/>	<input type="checkbox"/>	1/21/2015		Visa(...6789)	Meals and More	\$35.60
<input type="checkbox"/>	<input type="checkbox"/>	1/22/2015		Visa(...6789)	Exxon Mobile	\$30.00
<input type="checkbox"/>	<input type="checkbox"/>	1/22/2015		Visa(...6789)	JP Morgan Late Fee	\$36.75

Save   Cancel

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Make sure the import box is checked, and that the expense type is assigned. You must select an expense type for any expense you wish to import. Click on the arrow to see valid expense types. Multiple expenses can be imported simultaneously.

Once you have chosen the correct expense type click the save button.

Once you hit the save button, your expense will be imported to your request:

**Expense – Expense Report Details for FLAHERTY, KAREN E.**

Management Information Systems (MIS)  
 Purpose: Test  
 Location: Import

Project #	Project	Task	Allocation	Default Project Type
1	MIS 57170		100%	COST CTR

Date	Expense Type	Amount (USD)	Payment Method
1/1/2015	SUPPLIES	47.75	Corp. Card

Summary:

- Total Expenses: 47.75
- (-) Company Paid: 0.00
- (-) Advances: 0.00
- Cash Returned: 0.00
- Total Reimbursement: 47.75

Wizard Summary | Comments

Buttons: Save, Submit, Preview, Allocate, Purpose, Threshold, Import, Attach

Once you have imported the expense, it will be removed from your list of available imports. If, for some reason you have imported an expense to a request, and that request is subsequently deleted, that expense will be available for import to another request.

If you have used the import utility and additional information is required on that imported expense, an error will appear requesting additional details are input prior to submission. For example, if you are importing an 'AIR' expense and you have highlighted the expense and identified the expense type, once you hit the save button and bring that expense over to your request, the system will require additional information (departure location, arrival location, departure date, etc.) and will require you to input those details.

**Expense – Import Expenses for FLAHERTY, KAREN E. (kflaherty)**

Management Information Systems (MIS)  
 Purpose: Travel to San Francisco  
 Location: SFO  
 Expense Voucher: 90  
 Status: INUSE

Import	Delete	Imported Expense Date	Imported Expense Type	Source	Imported Vendor	Imported Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/5/2015	AIR	Visa (.6799)	Northwest Airlines	\$690.00

When returning to the expense report you will receive the following error (wizard details must be provided):

**Expense – Expense Report Details for FLAHERTY, KAREN E.**

Management Information Systems (MIS)  
 Purpose: Travel to San Francisco  
 Location: SFO

Project #	Project	Task	Allocation	Default Project Type
1	MIS 57170		100%	COST CTR

The following errors were detected. This expense report cannot be submitted until they have been corrected.  
 Wizard details must be provided for the following expense details:  
 1/5/2015 AIR

Date	Expense Type	Amount (USD)	Payment Method	Project Type
1/5/2015	AIR	690.00	Corp. Card	COST CTR

Summary:

- Total Expenses: 690.00
- (-) Company Paid: 0.00
- (-) Advances: 0.00
- Cash Returned: 0.00
- Total Reimbursement: 690.00

Buttons: Save, Submit, Preview, Allocate, Purpose, Threshold, Import, Attach

To correct these errors, you can click on the wizard icon and fill in the required information. Once you click on the 'wand', the wizard screen will appear as follows:

v9.5.25 Expense Wizard – AIR - Windows Internet Explorer

### Expense Wizard – AIR

- Receipt is required.

Receipt Provided:	<input checked="" type="checkbox"/>
If Not Provided, Why:	
Vendor Name:	Northwest Airlines
Departed From:	BOS
Arrived At:	SFO
Departure Date:	1/5/2015
Return Date (if round trip):	
Ticket Number:	
Expense Amount:	690.00
Currency Used:	USD - (US Dollar)
Exchange Rate to USD:	1.000000
USD Amount:	690.00

Comments:

Imported Expense Date: 2015-01-05  
 Imported Amount: 690.000  
 Imported Vendor: Northwest Airlines

Save Cancel


← Please make sure receipts are attached.

Departed From: Required  
 Arrived At: Required  
 Departure Date: Required

Vendor Name and Expense Amount have been imported from JPMC.

Once you have filled in the required information you can hit the save button and move on to your next line item on the expense report. You may also notice that on imported expenses, if there is a receipt required, that box is already checked. **It is your responsibility to attach any receipts that are required. Original receipts must be kept for 1 year for audit purposes.**

If you have sent payment to JPMC directly, you can delete the imported expense from your list of expenses. Identify the expense by checking the delete box, and hit the save button.

 Expense – Import Expenses for FLAHERTY, KAREN E. (kflaherty)

Management Information Systems (MIS)  
 Purpose: test  
 Location: test

Import	Delete	Imported Expense Date	Imported Expense Type	Source	Imported Vendor	Imported Amount
<input type="checkbox"/>	<input type="checkbox"/>	1/5/2015		Visa(...6789)	Northwest Airlines	\$35.00
<input type="checkbox"/>	<input type="checkbox"/>	1/5/2015		Visa(...6789)	Northwest Airlines	\$690.00
<input type="checkbox"/>	<input type="checkbox"/>	1/6/2015		Visa(...6789)	Park and Fly	\$150.00
<input type="checkbox"/>	<input type="checkbox"/>	1/8/2015		Visa(...6789)	Wal Mart	\$47.75
<input type="checkbox"/>	<input type="checkbox"/>	1/9/2015		Visa(...6789)	Avis Car Rental	\$125.00
<input type="checkbox"/>	<input type="checkbox"/>	1/10/2015		Visa(...6789)	Marriott	\$150.00
<input type="checkbox"/>	<input type="checkbox"/>	1/11/2015		Visa(...6789)	Marriott	\$150.00
<input type="checkbox"/>	<input type="checkbox"/>	1/12/2015		Visa(...6789)	Tips and Tolls	\$17.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1/14/2015		Visa(...6789)	Dunkin Donuts	\$13.00
<input type="checkbox"/>	<input type="checkbox"/>	1/15/2015		Visa(...6789)	Sunoco	\$34.50
<input type="checkbox"/>	<input type="checkbox"/>	1/17/2015		Visa(...6789)	Dell	\$1,500.00
<input type="checkbox"/>	<input type="checkbox"/>	1/18/2015		Visa(...6789)	Laundry	\$32.30
<input type="checkbox"/>	<input type="checkbox"/>	1/21/2015		Visa(...6789)	Cape Cod Bagel	\$22.86
<input type="checkbox"/>	<input type="checkbox"/>	1/21/2015		Visa(...6789)	Meals and More	\$35.60
<input type="checkbox"/>	<input type="checkbox"/>	1/22/2015		Visa(...6789)	Exxon Mobile	\$30.00
<input type="checkbox"/>	<input type="checkbox"/>	1/22/2015		Visa(...6789)	JP Morgan Late Fee	\$36.75

Save Cancel

You will be returned to your expense report upon hitting the save button.

## APPROVALS

If you have any expenses to approve, you should receive an email indicating that you have approvals waiting. Email notification are controlled in your profile, and as long as these are checked, emails will be sent letting you know to take action. When using expenses, approvals have been set up at the person level (similar to timecards) and the project level. When approving an expense reimbursement, you should review/approve manager approvals first which will remove any duplicate project approvals. If project approvals exist after all manager approvals are complete, then the expense has been submitted by another department or area. If you have been set up as a primary approver, your dashboard will indicate that you have both manager approvals and project approvals:

### Approvals

Manager Approvals			Project Approvals		
	Time	Expense		Time	Expense
Primary Approvals		1	Primary Approvals		1
Alternate Approvals	2				

To review the expense, simply click on the 'primary approvals' under manager approvals. This will bring you into the following area:

The screenshot shows the Unanet web application interface. The browser address bar indicates the URL is <http://mistest:8080/unanet/action/people/approvals/primary>. The page title is "People - Approvals". The navigation menu includes "Home", "Project", "People", "Forecast", "Time", "Expense", "Billing", "Admin", and "Reports". The main content area shows a tree view with "Manager Approvals" expanded to "Primary Approvals" and "Expense". A table lists the following data:

Person	Voucher	Type	Expense	Purpose
FLAHERTY, KAREN E. (kflaherty)	4	Expense	\$1,331.11	Registration for AGU Conference
FLAHERTY, KAREN E. (kflaherty)	77	Expense	\$1,110.50	Travel to meet with DBA

Below the table, there is a section for "Manager Alternate Approvals". The footer of the page states: "Licensed for use by Woods Hole Oceanographic Institution -- Logged in as NANCY PACHECO (npacheco)".

If there are multiple vouchers waiting your approval, they will all be listed here. To view the voucher, click on the 'glasses'. You can also see that for voucher 4 listed above, that there is an attachment – these should be the receipts that were attached to the request. As part of the approval, you should be verifying that receipts are attached and that the receipts are for the correct expense.

**Approve Expense – Expense Report Details for FLAHERTY, KAREN E. (kflaherty)** Print Friendly

Management Information Systems (MIS)  
 Purpose: Registration for AGU Conference  
 Location: SFO Expense Voucher: 4  
 Status: SUBMITTED  
 Attachments are available for this voucher

Project #	Project	Task	Allocation	Default Project Type
1.	MIS 57170		50%	COST CTR
2.	FIN 57040		25%	COST CTR
3.	MC&G 85701700		25%	PROJECT

Date	Expense Type	Amount (USD)	Payment Method	Charge To Project	Project Type	Comments
12/10/2014	REGISTRATION	\$750.00	Employee	Project #3	PROJECT	Vendor: AGU Receipt Provided
12/10/2014	PARKING	\$150.00	Corp. Card	Allocation	Default	Vendor: Park-N-Fly Receipt Provided
12/10/2014	MILEAGE	\$85.50	Employee	Allocation	Default	
1/2/2015	REGISTRATION	\$275.00	Corp. Card	Allocation	COST CTR	Vendor: Registration Imported Expense Date: 2015-01-02 Imported Amount: 275.000 Imported Vendor: Registration
1/8/2015	MISCELLANEOUS	\$44.94	Corp. Card	Project #2	COST CTR	Vendor: Walmart Receipt Provided Misc Supplies
1/8/2015	TAX	\$2.81	Corp. Card	Project #2	COST CTR	Tax on misc supplies purchase @ Walmart
1/21/2015	MIE_ACTUALS	\$22.86	Corp. Card	Project #1	COST CTR	Vendor: CC Bagel Receipt Provided Lunch with potential employee
<b>Total Expenses:</b>		\$1,331.11	USD			
(-) Company Paid:		\$0.00	USD			
(-) Advances:		\$0.00	USD			
Cash Returned:		\$0.00	USD			
<b>Total Reimbursement:</b>		\$1,331.11	USD			

**Approval History**

By (For)	Role	Project	Status	Comments
KAREN E. FLAHERTY	Expense User	INUSE	1/21/2015 9:00 AM	
KAREN E. FLAHERTY	Expense User		SUBMITTED 3/25/2015 12:49 PM	

**Attachments**

< Queue Edit Allocate Threshold Approve Approve > Disapprove Skip >

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From here, you can see the whole voucher including allocations, approval history, and attachments. After review, you can approve, disapprove, go back to the queue, skip, edit, etc. Should edits be required, the manager has that capability. If the manager disapproves the expense, the end user will see the status on their dashboard. Disapproval comments are required and should reflect the reason for rejecting the expense. If the manager has edited the voucher instead of disapproving it, that status would also be reflected on the end user's dashboard as follows:

Unanet | Home | Project | People | Forecast | Time | Expense | Billing | Admin | Reports

**Unanet – Dashboard** [config]

**My Reports** [config]

- OOI hours rpt
- Person - Pilot Group
- Person - Project Assignments
- Person - Timecard Corrections
- Timesheet Status
- Timesheet Status Chart

**Quick Links**

- Completed Expenses
- Completed Timesheets
- Current Timesheet
- Edit Last Person
- Edit Last Project
- Managed Projects
- Notes

**Active Timesheets** + Timesheet

Time Period | Hours | Status | Controller

There are no active timesheets.

**Approvals**

Manager Approvals You have no pending approvals.

Project Approvals You have no pending approvals.

**Active Expense Reports** + Expense + Request

	Voucher	Expense	Reimburse	Status		Purpose
	77	\$1,110.50	\$1,110.50	COMPLETED	3/26/2015 1:54 PM	Travel to meet with DBA
	60	\$0.00	\$0.00	INUSE	3/6/2015 10:14 AM	test multi dept
	59	\$10,000.00	\$10,000.00	INUSE	3/6/2015 9:46 AM	hi jcd
	57	\$1,000.00	\$1,000.00	APPROVING	3/6/2015 9:01 AM	TEST BUDGET
	13	\$0.00	\$0.00	INUSE	1/30/2015 2:39 PM	AGU conference in San Fran
	12	\$0.00	\$0.00	INUSE	1/30/2015 10:32 AM	Conference
	7	\$60.00	\$60.00	DISAPPROVED	3/26/2015 1:57 PM	Book purchased for VBScript
	4	\$1,331.11	\$1,331.11	SUBMITTED	3/25/2015 12:49 PM	Registration for AGU Conference

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The green checkmark next to voucher 77 indicated that the manager has edited the voucher and is available for review by the end user. This step is not required in order for the voucher to be extracted and paid, it is for review only. This voucher will remain on the dashboard until it has been reviewed. Once it has been reviewed, it will move the 'completed' voucher section. You can also see that voucher number 7 has been disapproved and upon opening that voucher, the end user can see the reason why it was rejected as comments are required when disapproving an expense. Comments can be viewed under 'approval history'.



## EXPENSE TYPE DEFINITION

Expense Type	Description	Object Code	Receipt Required
BOOKS	Books/Publications	5220	Y
CALIBRATION	Calibration	5392	Y
CELL-PHONE	Cellular Telephone	5360	Y
COMMUNICATION	Communication - Phone, Cell Phone, Internet Fees, Sat Phone	5360	Y
COMPUTER SOFTWARE	Computer Software	5211	Y
COMPUTER SUPPLIES	Computer Supplies	5212	Y
CRUISE SUPPLIES	Cruise Supplies	5213	Y
DOM AIR	Airfare	5170	Y
DOM AIRLINE CHANGE FEE	Airline Change Fee	5170	Y
DOM BAG FEE	Baggage Fee	5170	Y
DOM CAR RENTAL	Car Rental	5170	Y
DOM GAS	Vehicle Gasoline	5170	N
DOM LODGING	Lodging	5170	Y
DOM MEALS (Number Days * \$57.00)	Number Days * \$57.00	5170	N
DOM PARKING	Parking	5170	Y
DOM TRANSPORTATION	Bus/Train/Taxi	5170	N
FGN AIR	Airfare Foreign Travel	5180	Y
FGN AIRLINE CHANGE FEE	Airline Change Fee for Foreign Travel	5180	N
FGN BAG FEE	Baggage Fee for Foreign Travel	5180	Y
FGN CAR RENTAL	Car Rental Foreign Travel	5180	Y
FGN GAS	Vehicle Gasoline Foreign Travel	5180	N
FGN LODGING	Foreign Lodging	5180	Y
FGN MEALS		5180	N
FGN TRANSPORTATION	Bus / Train / Taxi Foreign Travel	5180	N
FOOD/BEVERAGES	Food/Beverages	5280	Y
MEALS-HOSTED	Meals - Hosted	5290	Y
MEDICAL	Medical	5350	Y
MEMBERSHIP FEE	Membership	5200	Y
	Actual Meals / Incidentals Require a Receipt. If using for Per Diem please indicate number of days and total amount. No receipt required if claiming per diem.	5170	Y
MIE_ACTUALS	Meals and Incidental Expense (MIE) Per Diem	5170	N
MIE_PER_DIEM	Mileage	5170	N
MILEAGE RATE	Miscellaneous	5410	Y
MISCELLANEOUS	Outside Calibration Services	5319	Y
OUTSIDE CALIBRATION SERVICES	Outside Services	5310	Y
OUTSIDE SERVICES	Publication Costs	5550	Y
PUBLICATION	Registration	5170	Y
REGISTRATION	Relocation	5161	Y
RELOCATION	Repairs/Maintenance	5330	Y
REPAIRS	Safety Wear	5230	Y
SAFETY WEAR	Training	5171	Y
SEMINAR/TRAINING	Shipping/Postage	5370	Y
SHIPPING/POSTAGE	Supply expense	5210	Y
SUPPLIES	Tax - will be charged to 90000	2111	N
TAX (MA SALES TAX 90000)	Tolls	5170	N
TOLLS			

**NOTE:** For TEV reimbursements receipts are required for anything over \$75.00  
For REP reimbursements receipts are required for all purchases regardless of dollar amount.

The Missing Receipt Affidavit is no longer required when requesting reimbursement through the Unanet system. The system contains a "wizard" function used for all items requiring receipts. If "no receipt provided" is checked off in the "wizard" then a detailed explanation must be entered. When reimbursement is NOT processed using Unanet and no receipt is available, the Missing Receipt Affidavit MUST be filled out and attached to your request.