How to run the Travel Expense Reports

The TU_BC_DAT_Travel_Exp_Report_Completed will show you travel related expense reports that posted to your budget. The TU_BC_DAT_Travel_Exp_Report_Pending will show your pending travel related expense reports that have not yet posted.

Navigate to Tools, and select the tile for Reports and Analytics TU STRATUS Good morning, Brian Starkloff! < Expenses Procurement My Enterprise Tools Configuration Others QUICK ACTIONS APPS History (**\$**) C, = Ŋ.

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Custom	- 1	U_BC_DAT_Invoice_Expense_List Last Modified 7/15/22 4:49 PM Owner Gina Peach Open_Edit More ▼
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Accounts Receivable		
Budget Summary Reports		
Fund Balance Reports		
Transaction Details Report		

Here select the report you want to run by clicking on Open



Follow the prompts;

The default date range is set for the current fiscal year. It can be changed to another date.

Type in your cost center. If you want to run multiple cost centers, separate them with a semi-colon(;)

The other boxes are optional.

Click OK.

• TU_BC_DAT_Travel_Exp_Report_Completed



The report will populate:

Here you will see all types of travel related fields that are a part of your travel expense reports

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Balancing Segment Code	Balancing Segment Description	Cost Center Code	Cost Center Description	Account Code	Account Description	Expense Template	Report Status	Report Number	Employee Number	Employee Name	Manager Name	Report Created By	Purpose	Report Date	Report Creation Date	Report Submission Date	Final Approval Date	Payment Date	Start Date
003	State- Support- CLA	12530	Languages Literature and Cultures	604005	Travel-Out of State	Out of State Travel	Paid	EXP000036295323	0747926	Reaves, Alisha	Pampinella, Margherita	Alisha Reaves	AFLS 2022 Conference Registration Fee	7/18/2022	7/19/2022 8:08:54 PM	7/27/2022	8/1/2022	8/3/2022	7/18/2022
003	State- Support- CLA	12530	Languages Literature and Cultures	604005	Travel-Out of State	Out of State Travel	Paid	EXP000036629837	0591995	del Pozo, Diego	Pampinella, Margherita	Diego del Pozo	Estreno Conference Munster Germany	7/26/2022	7/26/2022 4:30:21 PM	7/26/2022	8/1/2022	8/3/2022	6/22/2022
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003	State-	12530	Languages	604005	Travel-Out	Out of	Paid	EXP000036629837	0591995	del Pozo,	Pampinella,	Diego	Estreno	7/26/2022	7/26/2022	7/26/2022	8/1/2022	8/3/2022	6/23/2022

Scroll to the right to see more data

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End Date	Expense Type	Reimbursable Amount	Merchant Name	Additional Information	Trip Distance	Distance Unit	Trip Name	Air Miles Travelled	Arrival City	Arrival Date Time	Departure City	DepartureDate	Flight Number	Hotel State	Return Date
7/18/2022	Registration Fees	78.0	Association for French Language Studies												
6/22/2022	Lunch	28.5	Airport Restaurant												
6/25/2022	Dinner	68.4	Airport Restaurant												
6/25/2022	Lunch	28.5	Airport Restaurant												
6/23/2022	Breakfast	7.0	H4 Hotel												
6/24/2022	Breakfast	7.0	H4 Hotel												
6/25/2022	Breakfast	7.0	H4 Hotel												
6/22/2022	Daily Charge	127.1	H4 Hotel Munster City Centre												
6/23/2022	Daily	127.1	H4 Hotel												

The system will only display up to 500 rows online, starting with a batch of 30. To truly see all records you need to export to excel.

At the bottom left of the page you have the option to Export. If you want to export to Excel, select Export, Formatted, Excel.

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Here is the export to excel. You can turn on the filter feature here to review data

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To exit the report, click on the Catalog option in the blue ribbon

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Catalog will take you back to the main menu where you can run another report or exit out by closing the tab.

