



How to Link a Request to an Expense Report

Approved Requests must be linked to the Expense Report the associated trip expenses are being reported on as soon as possible. Expenses added to an Expense Report before the Request is added will not link to the Request.

- Log into the TTE System
- Open the Expense Report from **Open Reports** in the **Quick Task Bar**, from **Open Reports** from **My Tasks** or by clicking on the **Expense** tab and selecting the Expense Report from **Active Reports** or create a new Expense Report from the **Quick Task bar** or by clicking on the **Expense** tab and selecting the **+ Create New Expense Report** tile.

The screenshot shows the TTE System dashboard. The 'Expense' tab is selected and highlighted with a red box. In the 'Quick Task Bar', the '+ New' button is highlighted with a red box. Below this, there are four tiles: '07 Authorization Requests', '00 Available Expenses', '01 Open Reports' (highlighted with a red box), and '09 Cash Advances'. Under 'MY TASKS', there are three tiles: '16 Open Requests', '00 Available Expenses', and '01 Open Reports' (highlighted with a red box). The '01 Open Reports' tile shows a report for '01/05 Weekly Travel 12/15 to 12/31' with a value of '\$642.84'.

- For an existing Expense Report click on the Expense Report name to quickly open the Header.
- OR
- For a new Expense Report the Header will automatically open
 - Enter the required information

The screenshot shows the header of an Expense Report. The report name 'Weekly Travel 12/15 to 12/31' is highlighted with a red box. To the right of the name are 'Delete Report' and 'Submit Report' buttons. Below the name are navigation options: '+ New Expense', 'Details', 'Receipts', and 'Print / Email'. At the bottom, there is a table with columns for 'Date', 'Expense', 'Amount', and 'Requested'.

- Click on the **Add** button in the Requests section

Report header for: Weekly Travel 12/15 to 12/31

Previous Comment
Entered By Leslie Austin: Please enter reason for mileage being greater than entered on 12/22 and the reason for not booking the hotel through TTE

Report Date: 01/05/2015
 Report Name: Weekly Travel 12/15 to 12/31
 Trip Type: In-State Travel
 Policy: State of Georgia Expense

Trip Start Date: 12/15/2014
 Trip End Date: 12/31/2014
 Purpose of Trip: Normal Business Travel
 Comment:

Report Key: 70868
 Report Currency: US, Dollar
 Approval Status: Sent Back to Employee
 Payment Status: Not Paid

Vendor ID: 0000073362
 Special Activity:

Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
--------------------------	--------------	------------	-----------	---------------	-----------------	------------------

- A list of Requests displays
 - Click on checkbox next to the Request you want to link to the open Expense Report.
 - You can link more than one request to a single Expense Report
 - Be careful not to select a Request with a partial balance. Those items should be Closed/Inactivated (see How To documents)
 - Click on the **Add** button

Available Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Appro...	Amount Remai...
<input type="checkbox"/>	ABC Conference...	3MCM	No	\$470.00	\$470.00	\$380.00
<input checked="" type="checkbox"/>	ABC Software C...	3MKK	No	\$950.00	\$950.00	\$950.00
<input type="checkbox"/>	Annual License ...	3MKM	No	\$615.00	\$615.00	\$615.00
<input type="checkbox"/>	Conference 8/15...	3MDA	No	\$555.00	\$555.00	\$555.00
<input type="checkbox"/>	Normal Weekly ...	3MJX	No	\$335.00	\$335.00	\$335.00
<input type="checkbox"/>	Orlando COnfer...	3MAN	No	\$700.00	\$700.00	\$700.00
<input type="checkbox"/>	Savannah 3/3 to 6	3M4J	No	\$525.00	\$525.00	\$120.00
<input type="checkbox"/>	Savannah 7/10 t...	3MCF	No	\$665.00	\$665.00	\$665.00
<input type="checkbox"/>	Site Reviews 3/1...	3M4U	No	\$465.31	\$465.31	\$30.00
<input type="checkbox"/>	So GA Site Revi...	3MAK	No	\$150.00	\$150.00	\$150.00
<input type="checkbox"/>	South GA Visits ...	3MDD	No	\$390.00	\$390.00	\$390.00
<input type="checkbox"/>	State Convention...	3MKH	No	\$650.00	\$650.00	\$650.00
<input type="checkbox"/>	Training 11-1 to 6	3MJF	No	\$635.00	\$635.00	\$635.00
<input type="checkbox"/>	Virtualia 2/23 to 25	3M4H	No	\$252.00	\$252.00	\$252.00

- The Request will now be attached to the open Expense Report.
- Click **Save** to save the Header.

Report header for: Weekly Travel 12/15 to 12/31 □ ×

Previous Comment
Entered By Leslie Austin: Please enter reason for mileage being greater than entered on 12/22 and the reason for not booking the hotel through TTE

Report Date: 01/05/2015

Report Name: Weekly Travel 12/15 to 12/31

Trip Type: In-State Travel

Policy: State of Georgia Expense

Trip Start Date: 12/15/2014

Trip End Date: 12/31/2014

Purpose of Trip: Normal Business Travel

Comment:

Report Key: 70868

Report Currency: US, Dollar

Approval Status: Sent Back to Employee

Payment Status: Not Paid

Vendor ID: 0000073362

Special Activity:

Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/>	ABC Software Certification	3MKK	No	\$950.00	\$950.00	\$950.00

- The Request is now linked to the Expense Report “behind the scenes” and can be associated with **new expenses** added to the Expense Report.