



---

# Channel Islands

CALIFORNIA STATE UNIVERSITY

Division of Business and Financial Affairs

## Certify Travel Program Process Guide

Basic User – Employee/Traveler

## Contents

Information.....	3
Timeline .....	3
Process .....	3
Log-in .....	3
Single Sign-on.....	4
My Account Details .....	4
Method of Adding Receipts to your Wallet.....	8
Uploading Receipts.....	8
Steps to upload receipt from your computer .....	8
Emailing Receipts.....	12
Adding Receipts using Certify Mobile .....	14
Reviewing Receipts & Expenses in Your Certify Wallet .....	24
Creating a New Expense Report .....	28
Expense Report Cleanup .....	32
Creating a Mileage Expense .....	35
One-Way and Round Trips.....	35
Segmented Trip – More than one destination to be added to the expense report .....	39
Reimbursable and Non-Reimbursable Status .....	41
Splitting an Expense .....	42
International Travel .....	46
Travel Authorization.....	46
Creating a Federal Per Diem Expense.....	49
Federal Per Diem for International Meals and Incidentals .....	53
Submitting an Expense Report .....	56
Printing an Expense Report.....	61
Reference .....	64
CI TRAVEL PROCEDURES AND REGULATIONS .....	64
Direct Deposit .....	64
Contact Information.....	64
Glossary.....	65

## Information

[Certify](#) is CSU Channel Islands new travel expense management system. The cloud based interface mobile application will allow employees to book travel, save and submit electronic receipts, complete expense reports, and receive reimbursement quickly.

A Basic User in **Certify** is defined as a user with the Employee role that creates and submits their own expense reports.

All Domestic and International travel will need to be submitted via the Certify System.

## Timeline

**Expense Report Reimbursement Request** must be submitted by the Employee for approval to their Manager no later than 60 days after the expenses were paid or incurred as stated on the CSU Channel Islands Travel Procedures and Regulations, item II-D, page 6.

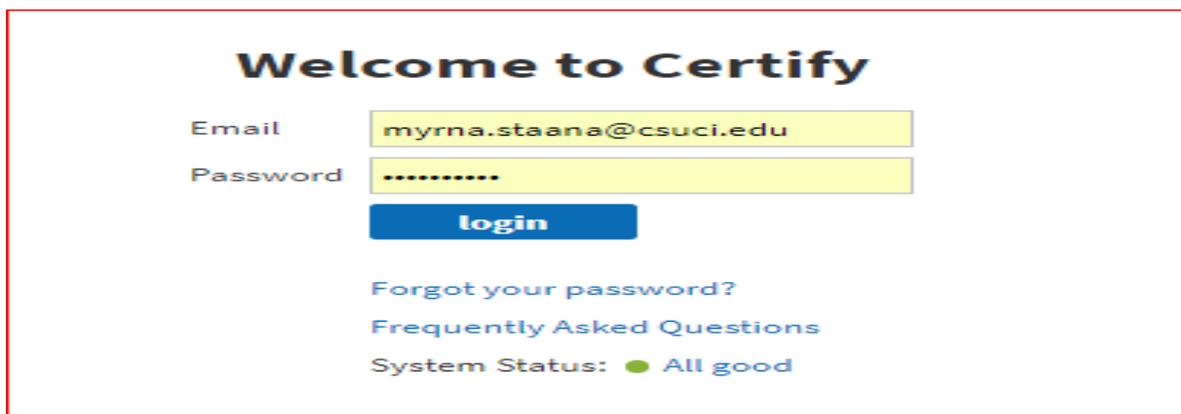
Manager should be timely in approving the expense report reimbursement or returning them to the Employee/Traveler for correction.

Approver may only approve expenses allocated to department which includes (fund/s) over which they have current delegated authority. After approval, the Manager must submit the Expense Report Reimbursement to Accounts Payable for payment processing.

## Process

### Log-in

Log into Certify: <https://www.certify.com/Login.aspx>



The screenshot shows the Certify login interface. At the top, it says "Welcome to Certify". Below that, there are two input fields: "Email" with the value "myrna.staana@csuci.edu" and "Password" with a masked password ".....". A blue "login" button is positioned below the password field. Underneath the button, there are three links: "Forgot your password?", "Frequently Asked Questions", and "System Status: ● All good".

## Single Sign-on

When using the following link, you will be prompted to use your CSUCI credentials to sign in.

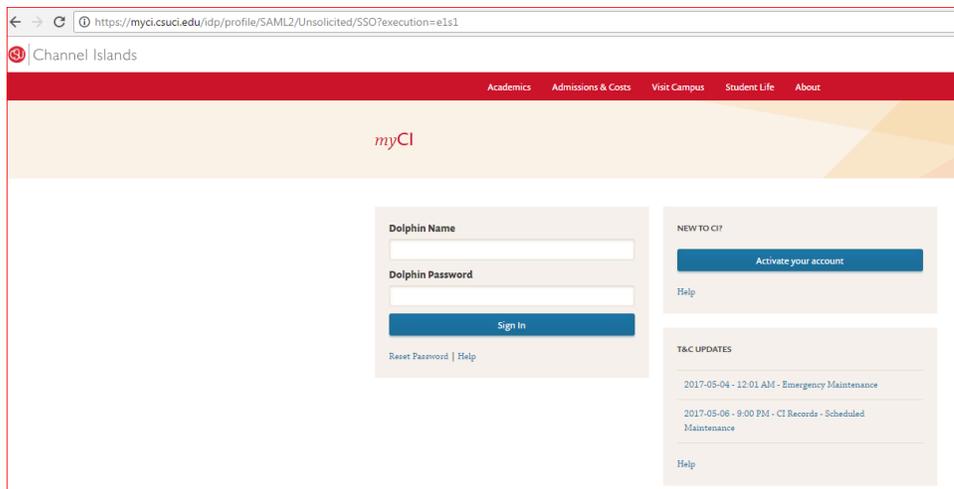
URL:

<https://myci.csuci.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https%3A%2F%2Fwww.certify.com>

Shorter version for your convenience is URL:

<http://go.csuci.edu/travel>

Enter your CSUCI email address and password, click Login.



The screenshot shows the myCI login page. The browser address bar displays the URL: <https://myci.csuci.edu/idp/profile/SAML2/Unsolicited/SSO?execution=e1s1>. The page header includes the Channel Islands logo and navigation links: Academics, Admissions & Costs, Visit Campus, Student Life, and About. The main content area features the myCI logo and a login form. The login form has two input fields: Dolphin Name and Dolphin Password, a Sign In button, and links for Reset Password and Help. To the right of the login form is a section for NEW TO CI? with an Activate your account button and a Help link. Below that is a section for T&C UPDATES with a list of updates and a Help link.

## My Account Details

Your **My Account** page in Certify contains account information specific to you. This contains your department, email address, vendor ID etc. While using Certify, there might be times when this information needs to be updated. This is managed internally by CI's Certify Booking Administrator Karina Cruz and you can contact her at: [karina.cruz@csuci.edu](mailto:karina.cruz@csuci.edu) 805-437-8581.

**Step 1:** On your homepage, click on **My Account**.

The screenshot shows the Certify website interface. The top navigation bar includes links for Home, Travel, Wallet, and Analytics. The 'My Account' link is highlighted with a green box. The main content area is titled 'My Account' and contains the following sections:

- User Information:** Name (Myrna Sta Ana), Email Address (myrna.staana@csuci.edu), Employee ID (000392731), Mobile Phone (123456759), Department (920101 - Fiscal Services (920101)), Vendor ID (0000005317), and Certify Role (Employees).
- Account Settings:** Default Currency (United States Dollar), Use Multiple Currencies (checked), Use VAT/GST (unchecked), Use PST/QST (unchecked), Use HST (unchecked), Commute Distance (0 Miles), and Add Email Address (input field).
- Password Reset:** Old Password, New Password, and Confirm Password input fields, along with a 'Reset Security Questions' link.
- Add Credit Card:** Visa dropdown menu, and Confirm input field.

At the bottom of the main content area, there are 'Save' and 'Reset' buttons.

**Step 2:** On your homepage, click on **Support**. On the lower left section of the **Support** page, you will find the contact information for CI's Certify Administrator. On the middle section, you will find **Certify Training Camp**. **Certify Training Camp** will allow New users start to learn the basics of Certify. Watch videos and attend a live training webinar.

## Support



### Browse Help Center

Learn to use Certify, and get answers to common questions



### Submit a Support Ticket

Get assistance from a member of our support team



### View Existing Requests

Check on the status of your existing support tickets

## Frequently Asked Questions

- [Lost Password Wizard](#)
- [Adding Receipts using Certify Mobile](#)
- [Managing Expenses in your Certify Wallet](#)
- [Using ReportExecutive](#)
- [Auto Expense Report Wizard](#)

[View more...](#)

## Certify Training Camp

New users start here to learn the basics of Certify



[Watch training videos](#)

[Attend a live training webinar](#)

[Go To Training Camp](#)

## Your System Administrator

Leslie Brotcke - 805-437-1631

Myrna Sta Ana - 805-437-8489

Accounts Payable mainline - (805) 437-3700

AP email address - [ciap@csuci.edu](mailto:ciap@csuci.edu)

## Phone Support

888-925-0510 Option 2

24-hour live support Monday - Friday

Support Code: CO-92051

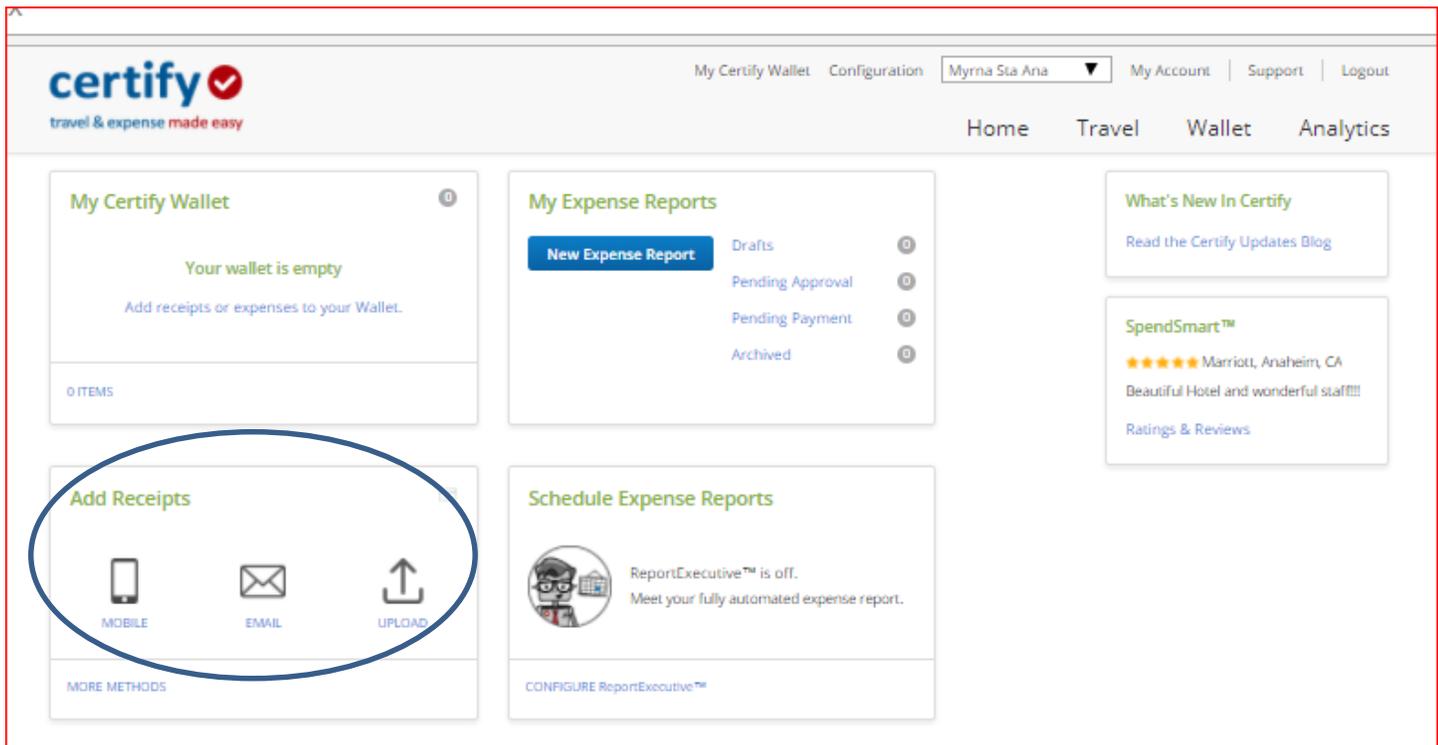
[International Numbers](#)

Click on **Browse Help Center**, under **How can we Help?** Enter a search term or keyword for help.

The screenshot displays the Help Center interface with a blue header. A search bar is highlighted with a purple oval, containing the text "How can we help?" and "Enter a search term or keyword". Below the search bar, the "Browse Support Topics" section features three main categories: "Creating & Submitting Reports" (with a pencil icon), "Approving & Processing Reports" (with a checklist icon), and "Configuring Company Settings" (with a slider icon). A button labeled "New to Certify? Get started now" is positioned below these topics. The "Popular Articles" section lists six items, including "Creating a New Expense Report" and "Creating a Mileage Expense". The "Product Updates" section lists four items, including "Release Notes: February 2, 2018" and "Release Notes: January 12, 2018". At the bottom, there are three promotional boxes: "Sign Up For Live Training" with a "Register Now" button, "Watch Training Videos" with a "More Videos" button, and a "FEATURED VIDEO: CREATING REPORTS" with a video player thumbnail.

## Method of Adding Receipts to your Wallet

- Uploading Receipts
- Emailing Receipts
- Adding Receipts Using Certify Mobile



### Uploading Receipts

Uploading receipt images from your computer is a quick and convenient method for adding receipts to your **My Certify Wallet**. Image uploads can be up to 10 MB in size. You can choose to upload one at a time, or add multiple receipt images at once.

### Steps to upload receipt from your computer

**Step 1:** On your account homepage, under **Add Receipts**, click **Upload**.

The dashboard features the Certify logo and navigation links for Home, Travel, Wallet, and Analytics. The user is logged in as 'Ellie Employee'. The main content area includes:

- My Certify Wallet:** A table listing transactions:
 

6/12/17	AT&T	\$132.00
6/12/17	Mileage	\$57.03
6/12/17	Constant Contact	\$20.00
Cash Advance Balance		\$0.00
Prepaid Expenses		\$0.00
- My Expense Reports:** A 'New Expense Report' button and a list of report statuses: Drafts (1), Pending Approval (14), Pending Payment (5), and Archived (20).
- Add Receipts:** Options for MOBILE, EMAIL, and UPLOAD (highlighted with a green circle).
- Scheduled Expense Reports:** A notification for ReportExecutive™ with a 'Next Build Day' of Sunday, July 2, 2017.
- Sidebars:** 'NPI Expense Analysis' with 'NPI Expense Data', 'What's New In Certify' with 'Read the Certify Updates Blog', and 'SpendSmart™' with a message about no recent ratings.

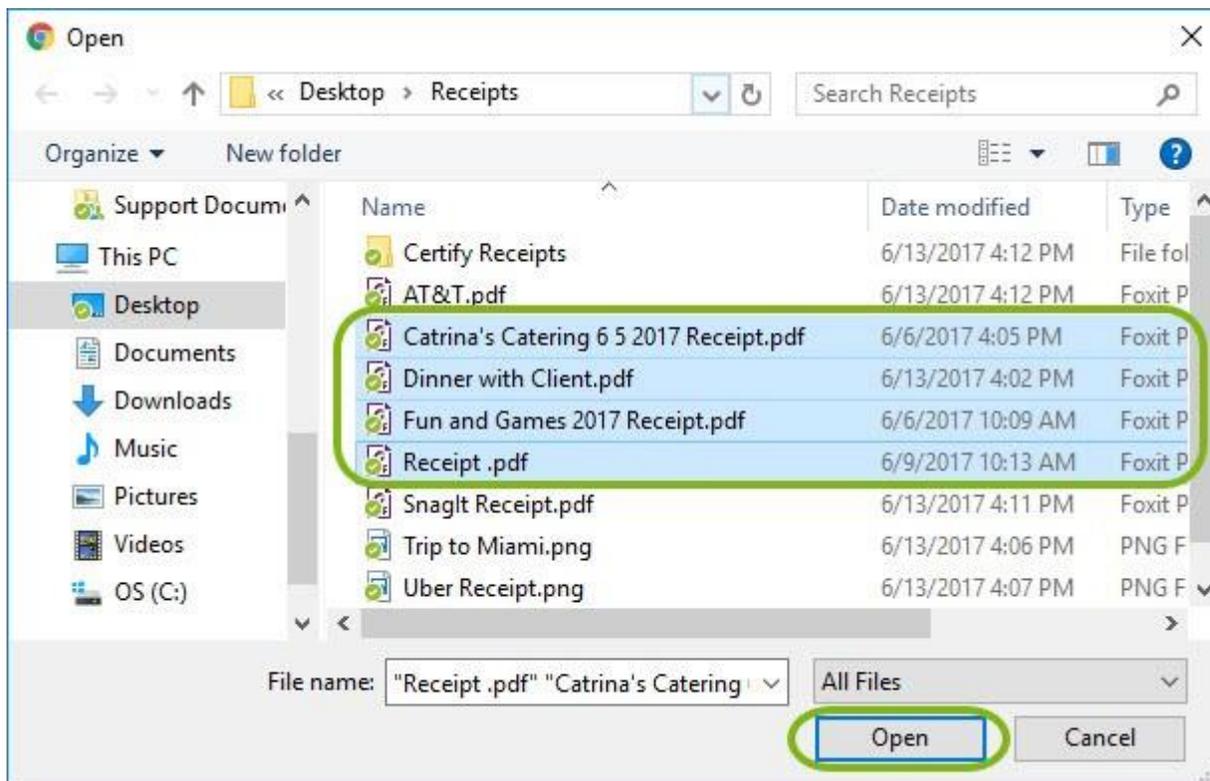
**Step 2: On the Add Receipts and Expenses page, select Choose Files.**

The 'Add Receipts and Expenses' page provides several methods for adding receipts:

- Certify Mobile:** Instructions to download the app from the App Store, Microsoft, Google Play, or Amazon.
- Email:** Instructions to email receipts to `receipts@certify.com` from the address `EllieEmployee0001@gmail.com`.
- Upload:** A section where the 'Choose Files' button is highlighted with a green circle, indicating the next step in the process.
- Receipt Integration:** Information about integration partners like Certify Travel, Uber, SpotHero, and TripCase.
- Fax:** Instructions to include fax numbers on the cover page and a link to 'Print a fax cover page'.
- Credit Card Import:** Instructions to link a card in the My Account or to copy and paste expenses.

**Step 3:** Select the receipt images from your computer. Click **Open** once you have selected all the receipt images you want to upload.

**Best Practice:** Windows users can select multiple images at once by pressing the CTRL key and selecting each file.



**Step 4:** The number of receipt images selected is indicated next to **Choose Files**. Click **Upload Files** to add the receipt images to your **My Certify Wallet**.

The screenshot shows the Certify web interface. At the top left is the Certify logo with the tagline "travel & expense made easy". To the right of the logo is a navigation bar with "My Certify Wallet" (with a dropdown menu showing "Ellie Employee"), "My Account", "Support", and "Logout". Below this is a secondary navigation bar with "Home", "Travel", "Wallet", and "Analytics". The main content area is titled "Add Receipts and Expenses" and contains three cards:

- Certify Mobile:** A card with a mobile phone icon and a question mark. It says "Certify Mobile allows you to easily manage your Certify Wallet on the go." Below this are four app store icons: "Download on the App Store", "Get it from Microsoft", "GET IT ON Google Play", and "Available at amazon".
- Email:** A card with an envelope icon and a question mark. It says "Just send the email from EllieEmployee0001@gmail.com and receipts will be added to your wallet." Below this is the text "Email your receipts to:" followed by a text input field containing "receipts@certify.com".
- Upload:** A card with an upload icon and a question mark. It says "Browse to select receipt images to upload to your Certify Wallet." Below this is a "Choose Files" button with "4 files" next to it. A green arrow points to the "4 files" text. Below the "Choose Files" button is a blue "Upload Files" button, which is circled in green.

The receipts have now been added to your **My Certify Wallet**. Uploaded receipts display the **Upload** icon in the **Source** column.

The **Upload** feature uses **ReceiptParse**, which scans the receipt image and can **pre-populate** the **Vendor**, **Category/Details** and **Amount** fields for you in the actual expense report. If you need to make additions or edits to those fields, you can manually change them using the **Edit Item** button (see pencil).

**certify**  
travel & expense made easy

My Certify Wallet Ellie Employee My Account Support Logout

Home Travel Wallet Analytics

My Certify Wallet Merge Items

**Receipts**

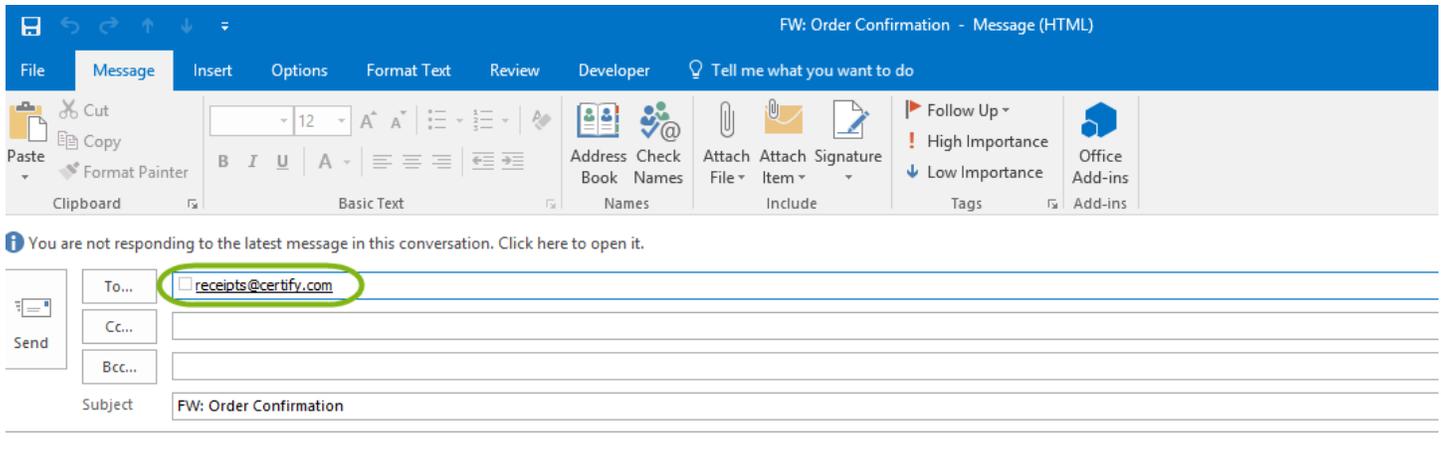
<input type="checkbox"/>	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input type="checkbox"/>	📱	📄	5/29/2017	Meals	Bubble Maineia	Bubble Maineia.jpg	\$4.78
<input type="checkbox"/>	📱	📄	6/6/2017	Meals	Green Elephant	Brain storm lunch	\$17.98
<input type="checkbox"/>	📱	📄	6/9/2017	Meals	Aurora	Aurora Provisions.jpg	\$11.12
<input type="checkbox"/>	📄	📄	6/6/2017	Staff Entertaining	Fun & Games	Fun and Games 2017 Receipt.pdf	\$150.00
<input type="checkbox"/>	📄	📄	6/6/2017	Staff Entertaining	Catrina's Catering	Catrina's Catering 6 5 2017 Receipt.pdf	\$435.00
<input type="checkbox"/>	📄	📄	6/9/2017	Printing	Paper Patch	Receipt .pdf	\$25.00
<input type="checkbox"/>	📄	📄	6/13/2017	Meals	Restaurant 121	Dinner with Client.pdf	\$248.40
<input type="checkbox"/>	✉	📄	6/5/2017	Computer Hardware	Computer Gurus	Receipt from Client	\$212.00
<input type="checkbox"/>	🚗	📄	6/1/2017	Mileage		Certify_Mapit.jpg	\$57.03

9 ITEMS

### Emailing Receipts

Email is a quick and convenient method for adding receipts and expenses to your Certify Wallet. Email your receipt attachments to [receipts@Certify.com](mailto:receipts@Certify.com). The receipts or expense data will be automatically parsed and be added to your Certify Wallet. Certify Wallet knows to parse and add receipts to your Certify Wallet based on your CSUCI email address that is set up in My Account. That email address is set up by the Certify Administrator. You can then email receipts from your computer's email service, or from a mobile device with email capabilities. If you are sending receipts from alternate email addresses, you may **Add an Additional Email Address** to your Certify account. Below are the steps to email receipts and expenses to your Certify Wallet.

**Step 1:** Create a new email using your campus email service. In the **To** field, enter **receipts@certify.com**. In the **Subject** line, enter the receipt name. Alternatively, if a vendor has emailed you a receipt, you can forward the emailed receipt to **receipts@certify.com**.



**From:** custservice@ABCCompany.com  
**Sent:** Tuesday, March 1, 2016 10:25 AM  
**To:** Kelly Employee  
**Subject:** Order Confirmation



Dear Kelly Employee,

Thank you for your order on March 1, 2016. The following email is a summary of your order. Please use this as your proof of purchase.

For information on installing and licensing your software or activating your service, please see the "Details" email to follow.

**Order Information**

**Order Number:** 11  
**Order Date:** March 1, 2016  
**Subtotal:** \$ 49.95  
**Shipping:** \$ 0.00  
**Tax:** \$ 2.75  
**Total:** \$ 52.70  
**Payment Method:** Visa

Sincerely,  
 Customer Service  
[Look up your order](#)

**Step 2:** Attach your receipts to the email. Any number of receipts may be attached, however, the total size of the email (including any text and signatures) must be under 4 MB. Certify will accept all popular image file types such as jpg, gif, bmp, pdf, tiff, etc. Click **Send**.

When Certify receives the email with your receipt or expense data, the data is automatically parsed and added to your Certify Wallet. If you would like to review the

receipts or expenses that were added to your Certify Wallet, log into your Certify account to view your **Wallet**.

The screenshot displays the Certify user interface with four main sections:

- My Certify Wallet:** Shows a balance of \$52.70 for ABCCompany on 3/1/16. A green circle highlights the date, company name, and amount. Below it, it indicates "1 ITEM".
- My Expense Reports:** Features a "New Expense Report" button and a list of report statuses: Drafts (2), Pending Approval (0), Pending Payment (0), and Archived (22).
- Add Receipts:** Offers three methods: MOBILE (with a smartphone icon), EMAIL (with an envelope icon), and UPLOAD (with an upload arrow icon). A "MORE METHODS" link is at the bottom.
- Scheduled Expense Reports:** Shows a status for ReportExecutive™ as "on" with a "Next Build Day" of Wednesday, November 9, 2016. A "CONFIGURE ReportExecutive™" link is at the bottom.

### ***Adding Receipts using Certify Mobile***

You can use the Certify Mobile app to easily upload receipts to your My Certify Wallet from your mobile device. The Certify Mobile app works with most devices including Windows Phone, Android, BlackBerry and iPhone. Below are the steps how to add receipts in the **Certify Mobile** app and sync them to your **My Certify Wallet**.

**Step 1:** Open the **Certify Mobile** app on your mobile device. Log in with your Certify **Username** and **Password**. Your username and password for Certify Mobile are the same as your login credentials you use to log into [www.certify.com](http://www.certify.com).

The image shows a mobile application interface for 'certify'. At the top is a blue header with the 'certify' logo and a red checkmark. Below the header is the title 'Certify Login' in green. The main form area is enclosed in a light green rounded rectangle and contains the following elements: a 'Username' field with the text 'ellieemployee0001@gmail.com', a 'Password' field with 12 black dots, a 'Save Password' toggle switch set to 'Yes', and a blue 'Login' button. Below the form are three menu items: 'Lost Password', 'Use My Company Login', and 'How Does Certify Work?', each with a right-pointing arrow. At the bottom of the screen is a small copyright notice: '© Copyright Certify, Inc., Build 1.0.59'.

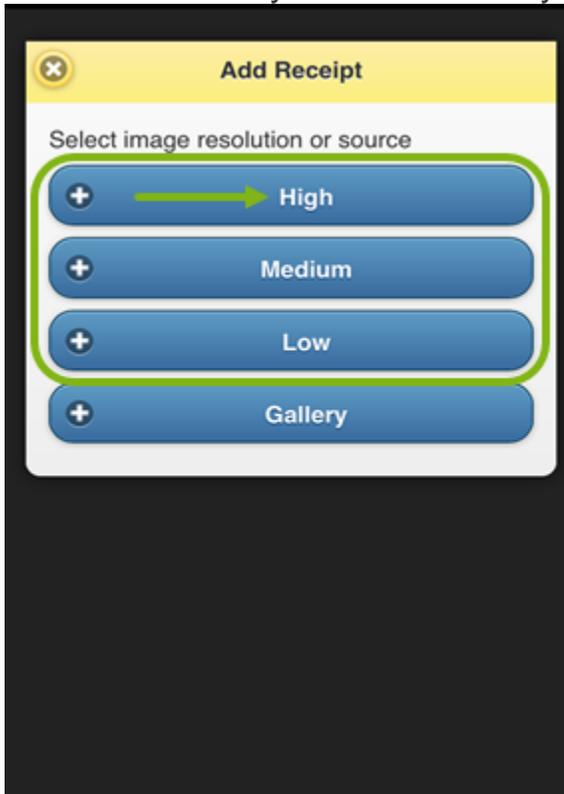
**Step 2:** On your **Certify Mobile** home screen, tap **Add Receipt**.



**Step 3:** Select a photo resolution to open the camera screen on your mobile device. Photo resolution options include:

- **High / Medium** – Recommended
- **Low** – Use only if your device is short on storage
- **Gallery** – Use to add a receipt image from your mobile device’s photo gallery

*Please Note:* To add *multiple* receipts at a time to your **Certify Wallet**, use the Upload or Email options available in your online Certify account at [www.certify.com](http://www.certify.com).



**Step 4:** The camera screen opens. Hold your camera 6 to 12 inches away and focus the camera screen on your receipt. Make sure the receipt fills the screen. Once the receipt looks clear and centered, tap the **Photo** button to capture the receipt image.



**Step 5:** On the next screen, tap **Use Photo** to save the receipt image.



**Step 6:** On the next screen, tap **AutoFill** to scan the receipt image and populate the expense detail fields.

The screenshot shows the 'Enter Expense' form in the certify app. The form is titled 'Enter Expense' and has a blue header with 'Cancel', 'certify', and 'Save' buttons. The form fields are as follows:

- Receipt:** A receipt image is shown, and a yellow 'AutoFill' button is highlighted next to it.
- Date:** Jun 9, 2017
- Department:** General & Admin
- Category:** Airfare
- Amount:** (empty field) USD
- Carrier:** (empty field)
- From:** (empty field)
- To:** (empty field)
- Reason:** (empty field)
- Reimbursable:** Yes (toggle switch)
- Billable:** No (toggle switch)

**Step 7:** If needed, make edits to the expense data by tapping the field you want to edit, entering the data, and tapping **Done** to save your edits.

Department: General & Admin

Category: Meals

Amount: 11.12 USD

Vendor: Aurora

Location: Portland, ME

Attendees: Self

Reason:

Reimbursable: Yes

Done

**Step 7:** Tap **Save** to save the receipt information.

The screenshot shows a mobile application interface for saving receipt information. The form contains the following fields and options:

- Date: Jun 9, 2017
- Department: General & Admin
- Category: Meals
- Amount: 11.12 USD
- Vendor: Aurora
- Location: Portland, ME
- Attendees: Self
- Reason: (empty field)
- Reimbursable: Yes (toggle)
- Billable: No (toggle)
- Policy: Meets Policy (checked)

At the bottom of the form, there are two buttons: a blue "Save" button with a plus sign icon, which is highlighted with a green circle, and a blue "Cancel" button with a back arrow icon.

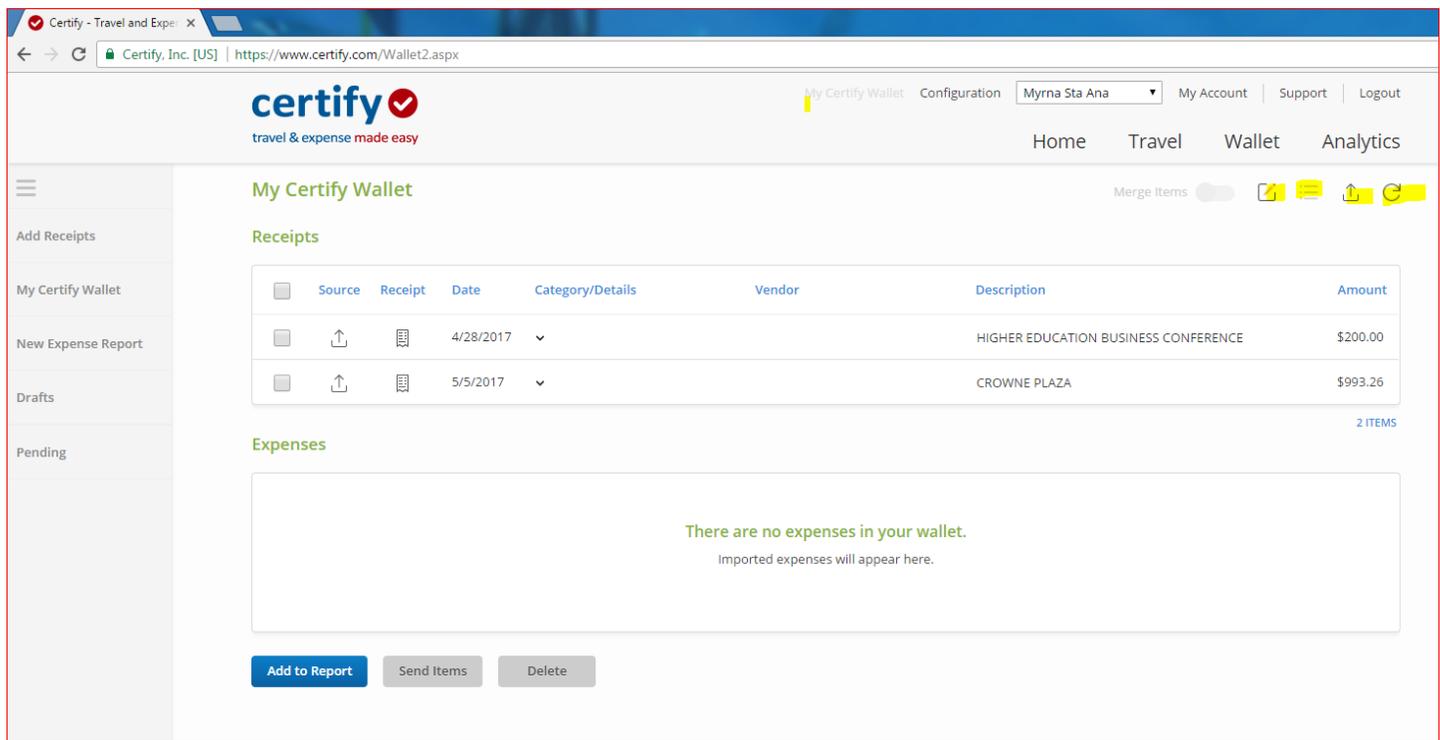
**Step 8:** On your **Certify Mobile** home screen, tap **Sync** to upload the receipt and add it to your **My Certify Wallet**.

*Please Note:* If you find you uploaded a receipt in error, you can easily delete it. See [Deleting Receipts Using Certify Mobile](#).



If you have **ReportExecutive** enabled, receipts in your **My Certify Wallet** are automatically added to an expense report for you. Alternatively, you can use the **Certify Mobile Auto Expense Report Wizard** to create an expense report on your mobile device.

The receipt(s) will now be available in **My Certify Wallet**.



The screenshot shows the Certify Wallet interface. The top navigation bar includes 'My Certify Wallet', 'Configuration', 'Myrna Sta Ana' (user name), 'My Account', 'Support', and 'Logout'. Below this, there are tabs for 'Home', 'Travel', 'Wallet', and 'Analytics'. The main content area is titled 'My Certify Wallet' and features a 'Merge Items' toggle and several utility icons. Under the 'Receipts' section, there is a table with the following data:

Source	Receipt	Date	Category/Details	Vendor	Description	Amount
		4/28/2017			HIGHER EDUCATION BUSINESS CONFERENCE	\$200.00
		5/5/2017			CROWNE PLAZA	\$993.26

Below the receipts table, there is a section for 'Expenses' which contains a message: 'There are no expenses in your wallet. Imported expenses will appear here.' At the bottom of the interface, there are three buttons: 'Add to Report', 'Send Items', and 'Delete'.

## Reviewing Receipts & Expenses in Your Certify Wallet

The **Certify Wallet** is where all captured receipts and imported credit card expenses are stored before they are added to an expense report. Below are the steps that show you how to review the items in your **Certify Wallet**.

On your account homepage, select **More Items** under **My Certify Wallet**.

The screenshot shows the Certify web application interface. At the top left is the Certify logo with the tagline "travel & expense made easy". To the right of the logo, there are navigation links: "My Certify Wallet", "Kelly Employee" (dropdown), "My Account", "Support", and "Logout". Below these are "Home", "Travel", "Wallet", and "Analytics" tabs. The main content area is divided into several sections:

- My Certify Wallet:** A table with 3 columns: Date, Vendor, and Amount. It lists three transactions: 12/24/16 Staples for \$75.58, 12/24/16 Staples for \$75.58, and 12/23/16 Fedex for \$16.60. A "6 MORE ITEMS" link is at the bottom.
- My Expense Reports:** A section with a "New Expense Report" button and a list of report statuses with counts: Drafts (2), Pending Approval (1), Pending Payment (0), and Archived (44).
- What's New In Certify:** A section with a link to "Read the Certify Updates Blog".
- SpendSmart™:** A section stating "There are no recent ratings to display." with a link to "Ratings & Reviews".
- Add Receipts:** A section with three icons: MOBILE, EMAIL, and UPLOAD. A "MORE METHODS" link is at the bottom.
- Schedule Expense Reports:** A section with a cartoon character icon and text: "ReportExecutive™ is off. Meet your fully automated expense report." with a "CONFIGURE ReportExecutive™" link.

Within the Wallet, you have several options:

**Viewing Receipts** - View a specific receipt image by clicking the view (document) icon next in the Receipt column.

**Changing a Name** - Change the name of an item by clicking the edit (pencil) icon next to the **Merge** button, entering the new name in the field provided, and clicking the save (disk) icon to save your changes.

**Deleting an Item**- Delete an item by selecting the receipt or expense, and click **Delete** at the bottom.

**Please note: If an item is deleted, it cannot be recovered.**

**Please Note: Karina Cruz in Purchasing is the Certify Administrator can make imported credit card expenses read-only, meaning that you will not be able to edit or delete them.**

**Edit Details** - To make edits to the actual details, such as Vendor Name, Date, or Expense Category, open the little arrow in the Category/Details button to show the individual edit button.

The screenshot shows the 'My Certify Wallet' interface. At the top, there is a navigation bar with the Certify logo, user information (Kelly Employee), and links for My Account, Support, and Logout. Below this is a secondary navigation bar with Home, Travel, Wallet, and Analytics. The main content area is titled 'My Certify Wallet' and features a 'Merge Items' toggle and several icons. A table lists expenses with columns for Source, Receipt, Date, Category/Details, Vendor, Description, and Amount. Each row has a checkbox in the Source column and a dropdown arrow in the Category/Details column. At the bottom, there are three buttons: 'Add to Report', 'Send Items', and 'Delete'. The 'Add to Report' button is highlighted with a green circle.

Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input type="checkbox"/>		12/21/2016	Office Equipment	The Home Depot	Whiteboard and dry erase markers for ...	\$34.40
<input type="checkbox"/>		12/22/2016	Other Transportation	Standard Parking	Parking at airport	\$12.00
<input type="checkbox"/>		12/23/2016	Postage	Fedex	Overnight delivery	\$16.60
<input type="checkbox"/>		12/24/2016	Office Equipment	Staples	Laptop webcam for conferencing	\$75.58
<input type="checkbox"/>		4/28/2016	Airfare	Delta Air Lines	CertifyTravel_receipt.jpg	

5 ITEMS

**Add to Report** - Add receipt and expenses to an expense report by selecting the checkbox next to each item you want to add, and then selecting **Add to Report** at the bottom of the page.

**View Full Image, Zoom, and Rotate** - View the full receipt image in a new browser window by clicking the document icon in the **Receipt** column; you can then **Zoom In**, **Zoom Out**, or **Rotate** the receipt image.

## Receipt Image



**Edit Description** - Edit the description for the item.

**Detailed View** - Expand all available details for all items in the Wallet.

**Upload Receipts** - Click the upload icon in the upper right-hand corner to access all methods to add more receipts to your wallet.

**Refresh** - Use the refresh icon in the upper right-hand corner to refresh your wallet.

**Merge** - This optional view combines receipts and expenses in your Wallet together into one section. It will merge matching receipts and credit card expenses.

My Certify Wallet

Merge Items     

Receipts

<input type="checkbox"/>	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input type="checkbox"/>			4/28/2016	▼ Airfare	Delta Air Lines	CertifyTravel_receipt.jpg	
<input type="checkbox"/>			12/21/2016	▼ Office Equipment	The Home Depot	Whiteboard and dry erase markers for ...	\$34.40
<input type="checkbox"/>			12/22/2016	▼ Other Transportation	Standard Parking	Parking at airport	\$12.00
<input type="checkbox"/>			12/23/2016	▼ Postage	Fedex	Overnight delivery	\$16.60
<input type="checkbox"/>			12/24/2016	▼ Office Equipment	Staples	Laptop webcam for conferencing	\$75.58

5 ITEMS

Expenses

<input type="checkbox"/>	Source	Receipt	Date	Category	Vendor	Details	Amount
<input type="checkbox"/>			12/21/2016	▼ Office Supplies	The Home Depot	The Home Depot	\$34.40
<input type="checkbox"/>			12/22/2016	▼ Other Transportation	Standard Parking	Standard Parking	\$12.00
<input type="checkbox"/>			12/23/2016	▼	FedEx	FedEx	\$16.60
<input type="checkbox"/>			12/24/2016	▼ Office Equipment	Staples	Staples	\$75.58

4 ITEMS

[Add to Report](#) [Send Items](#) [Delete](#)

## Creating a New Expense Report

The New Expense Report button will allow you to create an expense report anytime, on-demand. It automatically retrieves receipts and expenses from your Certify Wallet and adds them to a new or existing expense report, linking the receipts and expenses with matching dates and amounts. Below are the steps that shows you how to **Create a New Expense Report**.

**Step 1: Add receipts and expenses to your Certify Wallet.**



Drafts Kelly Employee My Account Support Logout

Home Travel Wallet Analytics

**My Certify Wallet** 12

11/11/16	Staples webcam.jpg	
10/27/16		\$560.53
10/27/16	DoubleTree Hotel	\$560.53

[9 MORE ITEMS](#)

**My Expense Reports**

[New Expense Report](#)

- Drafts 1
- Pending Approval 0
- Pending Payment 0
- Archived 84

**What's New In Certify**

[Read the Certify Updates Blog](#)

**SpendSmart™**

There are no recent ratings to display.

[Ratings & Reviews](#)

**Add Receipts**

MOBILE EMAIL UPLOAD

[MORE METHODS](#)

**Schedule Expense Reports**

ReportExecutive™ is off.  
Meet your fully automated expense report.

[CONFIGURE ReportExecutive™](#)

## Step 2: Select New Expense Report



Drafts Kelly Employee My Account Support Logout

Home Travel Wallet Analytics

**My Certify Wallet** 12

11/11/16	Staples webcam.jpg	
10/27/16		\$560.53
10/27/16	DoubleTree Hotel	\$560.53

[9 MORE ITEMS](#)

**My Expense Reports**

[New Expense Report](#)

- Drafts 1
- Pending Approval 0
- Pending Payment 0
- Archived 84

**What's New In Certify**

[Read the Certify Updates Blog](#)

**SpendSmart™**

There are no recent ratings to display.

[Ratings & Reviews](#)

**Add Receipts**

MOBILE EMAIL UPLOAD

[MORE METHODS](#)

**Schedule Expense Reports**

ReportExecutive™ is off.  
Meet your fully automated expense report.

[CONFIGURE ReportExecutive™](#)

**Step 3:** Select one of the options provided. After selecting an option, click **Next**.

### Create a New Expense Report

What would you like to do?

- Add all items to a new expense report
- Use a date range to add some items to a new expense report
- Start with a blank expense report

Back

Next

**Step 4:** On the next page, complete all of the bold fields. Click **Next**.

### Create a New Expense Report

Enter expense report information

<b>Expense Report Name</b>	<input type="text" value="October 2016"/>
<b>Billable to Client</b>	<input type="checkbox"/>
<b>Start Date</b>	<input type="text" value="10/1/2016"/> 
<b>End Date</b>	<input type="text" value="10/31/2016"/> 
<b>Description</b>	<input type="text"/>

Back

Next

**Step 5:** The confirmation screen displays the number of receipts and expenses that are within the date range you provided in **Step 4**. Click **Next** to create the expense report.

## Automatic Expense Report

### Confirmation

Based on the Start Date and End Date of the expense report, the wizard will include the following items in the expense report:

Included Receipts: 5

Included Expenses: 5

If you have more receipts that are not included in the totals above, you can easily link them from your Certify Wallet after the expense report is generated.

Click **Finish** to generate the expense report using these receipts and expenses.



**Step 6:** On the **My Expense Report** page, review the expense report. Use the **Link Receipts Wizard**, **Clean Up Wizard**, or add other expenses as needed. When finished, select **Submit for Approval** to complete the submission process.

My Expense Report

[Link Receipts](#) | [Cleanup Wizard](#) | [Print Report](#)

Report Name    October 2016  
 Dates                    10/1/2016 - 10/31/2016

[Submit for Approval](#)

Expenses



Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/11/2016	General & Admin	Other Transportation		25.00	Yes	No		
	10/21/2016	General & Admin	Office Supplies		34.40	No	No		
	10/22/2016	General & Admin	Other Transportation		12.00	No	No		
	10/23/2016	General & Admin	Miscellaneous		16.60	No	No		
	10/24/2016	General & Admin	Office Equipment		75.58	No	No		
	10/27/2016	General & Admin	Lodging		560.53	No	No		

Total Non-Reimbursable    \$699.11  
 Total Personal                \$0.00  
 Total Reimbursable         \$25.00  
 Total Expenses                \$724.11

## Expense Report Cleanup

Certify's **Cleanup Wizard** is a simple tool that allows you to review and edit all expenses that **Need Attention**. Below are the steps that shows you how to use the **Cleanup Wizard** tool.

**Step 1:** On your account homepage, under **My Expense Reports**, select **Drafts**.



Drafts Kelly Employee My Account Support Logout

Home Travel Wallet Analytics

**My Certify Wallet** 11

11/11/16	Office Equipment	
10/27/16	DoubleTree Hotel	\$560.53
10/27/16	DoubleTree Hotel	\$485.38

8 MORE ITEMS

**My Expense Reports**

[New Expense Report](#) **Drafts** 1

- Pending Approval 0
- Pending Payment 0
- Archived 84

**What's New In Certify**

[Read the Certify Updates Blog](#)

**SpendSmart™**

There are no recent ratings to display.

[Ratings & Reviews](#)

**Add Receipts**

MOBILE EMAIL UPLOAD

MORE METHODS

**Schedule Expense Reports**

ReportExecutive™ is off.  
Meet your fully automated expense report.

CONFIGURE ReportExecutive™

**Step 2:** Select the **Name** of the expense report you want to open.

My Expense Reports

Drafts | Pending Approval | Pending Payment | Archived

**Drafts**

Actions	Name	End Date	Reimbursable	Non-Reim.	Total
	ReportExecutive - 10/1/2016 - 10/15/2016...	10/15/2016	\$429.91	\$0.00	\$429.91
		Totals	\$429.91	\$0.00	\$429.91

**Step 3:** Each expense that **Needs Attention** will have a small red flag next to the expense line in the **Expense** column. This signifies that the expense is missing some required fields or information which needs to be reviewed. Select **Cleanup Wizard**.

My Expense Report

Cleanup Wizard

Print Report

Report Name ReportExecutive - 10/1/2016 - 10/15/2016

Dates 10/1/2016 - 10/15/2016

Submit for Approval

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/1/2016	General & Admin	Mileage	<input checked="" type="checkbox"/>	119.84	Yes	No		
	10/3/2016	General & Admin	Lodging	<input checked="" type="checkbox"/>	191.96	Yes	No		
	10/4/2016	General & Admin	Meals - Large Group	<input checked="" type="checkbox"/>	93.11	Yes	No		
	10/11/2016	General & Admin	Other Transportation	<input checked="" type="checkbox"/>	25.00	Yes	No		
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$429.91				
Total Expenses					\$429.91				

**Step 4:** A red message and a corresponding red outline will notify you which expense fields need to be reviewed and edited. If there is no red text or outline, verify that the expense data is correct. If there is another expense for review, click **Next**. To save your changes and close with wizard, click **Finish**.

Expense Report Cleanup

ReportExecutive - 10/1/2016 - 10/15/2016

Start Date: 10/1/2016 End Date: 10/15/2016

Current Step: 1

Receipt Image

Expense Details

You must enter a Vendor.  
You must enter a Location.

Date: 10/11/2016

Department: General & Admin

Category: Other Transportation

Amount: 25.00 United States Dollars

Vendor:

Location:

Reason:

Reimbursable: I paid for this, please reimburse me.

Billable:

Skip:  Skip this expense

Back Next **Finish**

**Step 5:** Once all of the expenses that **Need Attention** have been reviewed and edited, and the small red flags have been removed, select **Submit for Approval**.

*Please Note:* If expense report has a red message when submitted to the approver, the approver will then send an inquiry to the traveler as to why it was not completed. This could delay approval and then possibly payment.

My Expense Report

[Print Report](#)

Report Name ReportExecutive - 10/1/2016 - 10/15/2016  
 Dates 10/1/2016 - 10/15/2016

**Submit for Approval**

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/1/2016	General & Admin	Mileage		119.84	Yes	No		
	10/3/2016	General & Admin	Lodging		191.96	Yes	No		
	10/4/2016	General & Admin	Meals - Large Group		93.11	Yes	No		
	10/11/2016	General & Admin	Other Transportation		25.00	Yes	No		
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$429.91				
Total Expenses					\$429.91				

### Creating a Mileage Expense

Certify allows you to enter mileage for a personal vehicle driven for university business. The IRS sets annual allowable rates for standard business mileage. Below are the steps that shows you how to create a one-way or segmented mileage expense using the **Add Expense** function within an existing draft expense report.

#### *One-Way and Round Trips*

**Step 1:** On your account homepage, under **My Expense Reports**, select **Drafts**.

**Step 2:** Under **My Expense Reports**, click the **Name** of the expense report you want to open.

### My Expense Reports

Drafts | Pending Approval | Pending Payment | Archived

Drafts					
Actions	Name	End Date	Reimbursable	Non-Reim.	Total
	<a href="#">ReportExecutive - 10/1/2016 - 10/15/2016...</a>	10/15/2016	\$413.48	\$0.00	\$413.48
	<b>October 2016</b>	10/31/2016	\$25.00	\$699.11	\$724.11
<b>Totals</b>			<b>\$438.48</b>	<b>\$699.11</b>	<b>\$1,137.59</b>

**Step 3:** In the **Add Expense** box below the expense report, enter the expense information and select the appropriate mileage expense **Category**.

My Expense Report

Print Report

Report Name October 2016

Submit for Approval

Dates 10/1/2016 - 10/31/2016

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/11/2016	General & Admin	Other Transportation	<input checked="" type="checkbox"/>	25.00	Yes	No		
	10/21/2016	General & Admin	Office Supplies	<input checked="" type="checkbox"/>	34.40	No	No		
	10/24/2016	General & Admin	Office Equipment	<input checked="" type="checkbox"/>	75.58	No	No		
	10/27/2016	General & Admin	Lodging	<input checked="" type="checkbox"/>	560.53	No	No		

Total Non-Reimbursable \$670.51  
 Total Personal \$0.00  
 Total Reimbursable \$25.00  
 Total Expenses \$695.51

**Add Expense**

Date

Department

Category

Reason

Reimbursable

Billable

Receipt

**My Certify Wallet**

<input type="button" value="Add"/>		4/28/16	
<input type="button" value="Add"/>		10/22/16	\$12.00
<input type="button" value="Add"/>		10/22/16	
<input type="button" value="Add"/>		10/23/16	\$16.60
<input type="button" value="Add"/>		10/23/16	

**Step 4:** When a mileage expense **Category** is selected, additional information is required. Enter the departure location in the **From** field, and the destination location in the **To** field. Select **Map It!** to have the mileage automatically calculated for you. Additionally, MapQuest will create a mileage map to use as a receipt when **Map It!** is selected. Click the checkbox for **Round Trip** to calculate a two-way distance. When all mileage information has been entered, click **Save**.

### Add Expense

Date:

Department:

Category:

From:

To:

Miles:  [MapIt!](#)

Round Trip:

Reason:

Reimbursable:

Billable:

Receipt:

### Receipt Image

**Step 5:** The reimbursable amount will be automatically calculated based mileage rate stated on the CI Travel Policy. To view the rate applied to your mileage expense, click the arrow (>) in the **Details** column for the mileage expense line.

My Expense Report

[Print Report](#)

Report Name: October 2016  
 Dates: 10/1/2016 - 10/31/2016

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/11/2016	General & Admin	Other Transportation		25.00	Yes	No		
	10/21/2016	General & Admin	Office Supplies		34.40	No	No		
	10/24/2016	General & Admin	Office Equipment		75.58	No	No		
	10/27/2016	General & Admin	Lodging		560.53	No	No		
	10/30/2016	General & Admin	Mileage						

**Expenses**

Total Non-Reimbursabl	
Total Person	
Total Reimbursabl	
Total Expense	

**Details**

Meets policy.  
 From Portland, ME to (BOS) Logan International (Round Trip)  
 211 Miles @ 0.54 USD

**Segmented Trip – More than one destination to be added to the expense report**

**Step 1:** In the **Add Expense** box below the expense report, enter the expense information and select the appropriate mileage expense **Category**.

My Expense Report

[Print Report](#)

Report Name    October 2016  
 Dates            10/1/2016 - 10/31/2016

[Submit for Approval](#)

**Expenses**

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/11/2016	General & Admin	Other Transportation		25.00	Yes	No		
	10/21/2016	General & Admin	Office Supplies		34.40	No	No		
	10/24/2016	General & Admin	Office Equipment		75.58	No	No		
	10/27/2016	General & Admin	Lodging		560.53	No	No		
<b>Total Non-Reimbursable</b>					<b>\$670.51</b>				
<b>Total Personal</b>					<b>\$0.00</b>				
<b>Total Reimbursable</b>					<b>\$25.00</b>				
<b>Total Expenses</b>					<b>\$695.51</b>				

**Add Expense**

Date:

Department:

Category:

Reason:

Reimbursable:

Billable:

Receipt:

**My Certify Wallet**

<input type="button" value="Add"/>			4/28/16	
<input type="button" value="Add"/>			10/22/16	\$12.00
<input type="button" value="Add"/>			10/22/16	
<input type="button" value="Add"/>			10/23/16	\$16.60
<input type="button" value="Add"/>			10/23/16	

**Step 2:** When a mileage expense **Category** is selected, additional information is required. Enter the departure location in the **From** field, and the destination location in the **To** field. Select **Map it!** to have the mileage automatically calculated for you. Enter all remaining information in the fields provided, deselect **Round Trip**, and select **Add Segment** for a multi-stop trip.

### Edit Expense

Date:

Department:

Category:

From:

To:

Miles:  [MapIt!](#)

Round Trip:  [Add Segment](#)

Reason:

Reimbursable:

Billable:

Receipt:

### Receipt Image

One-Way Distance: 105.5 mi

**Step 3:** The first segment of the trip will be added to the expense report and the expense information for the next segment of your trip will be partially completed in the **Add Expense** box. Enter the destination in the **To** field, select **Map It!**, and edit other details as needed. Select **Add Segment** to add another segment to your trip or click **Save** to complete the trip.

My Expense Report

Print Report

Report Name October 2016  
 Dates 10/1/2016 - 10/31/2016

Submit for Approval

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/11/2016	General & Admin	Other Transportation		25.00	Yes	No		
	10/21/2016	General & Admin	Office Supplies		34.40	No	No		
	10/24/2016	General & Admin	Office Equipment		75.58	No	No		
	10/27/2016	General & Admin	Lodging		560.53	No	No		
	10/30/2016	General & Admin	Mileage						

Total Non-Reimbursable  
 Total Personal  
 Total Reimbursable  
 Total Expense

Details

Meets policy.  
 From Portland, ME to (BOS) Logan International (One Way)  
 105.5 Miles @ 0.54 USD

Add Expense

Date: 10/30/2016

Department: General & Admin

Category: Mileage

From: (BOS) Logan International

To:

Miles:  MapIt

Round Trip:  Add Segment

Reason: Trip to airport for west coast conference.

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt:

My Certify Wallet

Merge Items

<input type="button" value="Add"/>		4/28/16	Other Transportati...	Delta Air Lines	
<input type="button" value="Add"/>		10/22/16	Other Transportati...	Standard Parking	\$12.00
<input type="button" value="Add"/>		10/22/16		Parking at airport	
<input type="button" value="Add"/>		10/23/16	Miscellaneous	Fedex	\$16.60
<input type="button" value="Add"/>		10/23/16		Overnight delivery	

## Reimbursable and Non-Reimbursable Status

**Reimbursable** - An expense should be classified as reimbursable if it is something a user paid out of pocket and needs to be reimbursed by the campus; any expenses charged to a campus credit card should be classified as reimbursable

**Non-Reimbursable** - An expense is classified as non-reimbursable if the user does not expect to be reimbursed; anything charged on a campus credit card should be classified as non-reimbursable

### Edit Expense

Date	<input type="text" value="10/3/2016"/> 
Department	<input type="text" value="General &amp; Admin"/> ▼
Category	<input type="text" value="Coffee, Tea, Snacks"/> ▼
Amount	<input type="text" value="5.82"/> <input type="text" value="United States Dollars"/> ▼
Vendor	<input type="text" value="Starbucks"/>
Location	<input type="text" value="Portland, ME"/>
Attendees	<input type="text" value="me"/>
Reason	<input type="text" value="Needed coffee"/>
Reimbursable	<input type="text" value=""/> ▼ 
Billable	<input type="text" value="I paid for this, please reimburse me."/> <input type="text" value="The company paid, do not reimburse me."/>
Receipt	<input type="button" value="Change"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Click on the dropdown under **Reimbursable** and note whether it is “reimbursable” or “non-reimbursable”. Then click **Save**.

### Splitting an Expense

Some expenses may need to be split into two or more categories, departments, or projects. For example, a lodging fee may also include meals or parking expenses. Below are the steps that shows you how to use the **Split Expense** function in Certify.

**Step 1:** On your account homepage, select **Drafts**.

The screenshot shows the Certify account homepage. At the top left is the Certify logo with the tagline "travel & expense made easy". On the right, there are navigation links for "Drafts", "Kelly Employee" (dropdown), "My Account", "Support", and "Logout". Below these are "Home", "Travel", "Wallet", and "Analytics".

The main content area is divided into several sections:

- My Certify Wallet:** Lists recent transactions:
 

11/11/16	Office Equipment	
10/27/16	DoubleTree Hotel	\$560.53
10/27/16	DoubleTree Hotel	\$485.38
- My Expense Reports:** Features a "New Expense Report" button and a list of report statuses:
  - Drafts (1) - highlighted with a green circle
  - Pending Approval (0)
  - Pending Payment (0)
  - Archived (84)
- What's New In Certify:** Includes a link to "Read the Certify Updates Blog".
- SpendSmart™:** States "There are no recent ratings to display." with a link to "Ratings & Reviews".
- Add Receipts:** Offers options for MOBILE, EMAIL, and UPLOAD.
- Schedule Expense Reports:** Features a "ReportExecutive™ is off." notification and a "CONFIGURE ReportExecutive™" link.

**Step 2:** Select the **Name** of the expense report you want to open.

The screenshot shows the "My Expense Reports" page. At the top, there are navigation links for "Drafts", "Kelly Employee" (dropdown), "My Account", "Support", and "Logout". Below these are "Home", "Travel", "Wallet", and "Analytics".

The page title is "My Expense Reports". Below the title are filters for "Drafts", "Pending Approval", "Pending Payment", and "Archived".

The main content is a table titled "Drafts":

Actions	Name	End Date	Reimbursable	Non-Reim.	Total
🔗 ✖	ReportExecutive - 10/1/2016 - 10/15/2016...	10/15/2016	\$410.73	\$0.00	\$410.73
	Totals		\$410.73	\$0.00	\$410.73

The "Name" column in the table is highlighted with a green circle.

**Step 3:** Click the arrow (>) next to the expense you would like to split. This will open the **Other Actions** menu. In the **Other Actions** menu, select **Split Expense**.

My Expense Report

[Print Report](#)

Report Name ReportExecutive - 10/1/2016 - 10/15/2016

[Submit for Approval](#)

Dates 10/1/2016 - 10/15/2016

**Expenses**

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/1/2016	General & Admin	Mileage	<input checked="" type="checkbox"/>	119.84	Yes	No		
			Lodging	<input checked="" type="checkbox"/>	191.96	Yes	No		
			Coffee, Tea, Snacks	<input checked="" type="checkbox"/>	5.82	Yes	No		
			Meals - Large Group	<input checked="" type="checkbox"/>	93.11	Yes	No		
<b>Total Non-Reimbursable</b>					<b>\$0.00</b>				
<b>Total Personal</b>					<b>\$0.00</b>				
<b>Total Reimbursable</b>					<b>\$410.73</b>				
<b>Total Expenses</b>					<b>\$410.73</b>				

**Other Actions** ×

[Delete Expense](#) [Send to Wallet](#)

[Split Expense](#) [Copy Expense](#)

[Add Bank Fee](#) [Add Image](#)

**Step 4:** On the next page, enter the **Amount** you would like to split. The split amount will be subtracted from the full, original expense amount. You can also make edits to the other expense fields as needed.

### Itemized Expense

Date: 10/3/2016

Department: General & Admin

Category: Coffee, Tea, Snacks

Amount: 2.50 United States Dollars

Vendor: Marriott Market Pantry

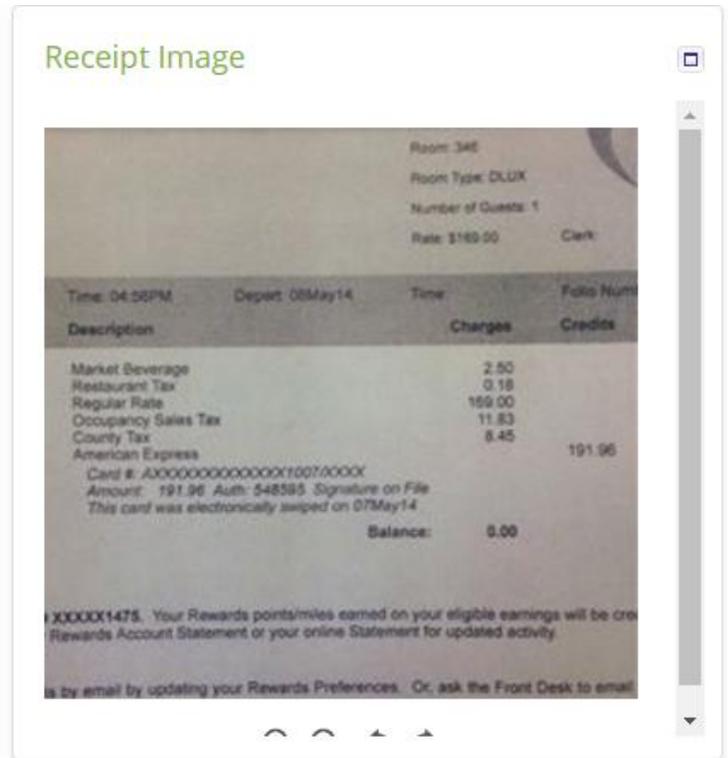
Location: TAMPA Westshore Airport

Attendees: Me

Reason: Water

Reimbursable: I paid for this, please reimburse me.

Billable:



Receipt: Hotel stay - Courtyard

Relationship: Link expenses >>

The receipt image attached to the original expense will also be attached to all of the split expenses. If you would like a different receipt image to be attached to a split expense, click the green checkmark under the **Receipt** column. A dropdown menu will open where you can select a different receipt image to attach to the split expense. Click **Split Again** to continue splitting the current expense. When you have completed splitting the expense, click **Save**.

**Step 5:** On the next page, you will see that the original expense and the split expense(s) will be linked together by a dotted line under the **Expense** column in the expense report.

My Expense Report

Print Report

Report Name ReportExecutive - 10/1/2016 - 10/15/2016

Submit for Approval

Dates 10/1/2016 - 10/15/2016

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/1/2016	General & Admin	Mileage	<input checked="" type="checkbox"/>	119.84	Yes	No		
	10/3/2016	General & Admin	Lodging	<input checked="" type="checkbox"/>	189.46	Yes	No		
	10/3/2016	General & Admin	Coffee, Tea, Snacks	<input checked="" type="checkbox"/>	2.50	Yes	No		
	10/3/2016	General & Admin	Coffee, Tea, Snacks	<input checked="" type="checkbox"/>	5.82	Yes	No		
	10/4/2016	General & Admin	Meals - Large Group	<input checked="" type="checkbox"/>	93.11	Yes	No		
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$410.73				
Total Expenses					\$410.73				

## International Travel

Employees planning to travel to foreign destinations must request and obtain approval from CSU Channel Islands President or her designee prior to making any travel arrangements. No exceptions will be made. International travelers should contact the campus Risk Management Office for guidance and insurance coverage at least thirty (30) days prior to departure. International travel to areas on the current State Department’s Travel Warning list or those deemed high hazard risk requires advanced approval from the President (RM2014-01). The President must obtain advanced authorization from the CSU Chancellor for international travel to high hazard countries. Travel to international destinations considered a “War Risk” must be submitted to the Chancellor’s office for approval after campus approvals are obtained.

## Travel Authorization

A Travel Authorization is only required for international and international group travel. The Travel Authorization form approves an employee or other traveler to make purchases on behalf of CSUCI prior to and during the travel period. In the case of employees, it also documents that they are on official business for insurance purposes. The Travel Authorization documents that the traveler will be reimbursed for actual out-of-pocket expenses in compliance with the limits set by the CSUCI travel procedures or any additional restrictions set by the traveler’s department. The Travel Authorization form is also required to obtain bookings for airfare and rental car using Certify.

The completed and approved Travel Authorization form needs to be uploaded/attached to Certify when claiming reimbursement. Per CSU procedure/regulations, this original form must be sent to Accounts Payable Office prior to receiving reimbursement payment.





### International Travel Authorization

Employee  
  Student  
  Student Assistant  
  Volunteer

---

Full Name of Traveler: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: 05/30/2017

Prepared by & Ext. (if other than the traveler): \_\_\_\_\_

---

Select Travel Type:  
  International  
  International Group

---

Travel Departure Date: \_\_\_\_\_ Business Purpose: \_\_\_\_\_

Travel Return Date: \_\_\_\_\_ Travel Details: \_\_\_\_\_

Will any personal days be taken during this travel?  
  Yes  
  No  
 Dates/Detail: \_\_\_\_\_

Does the traveler have a completed [CA STD 261](#) for the current year? (Dept. retains originals, email copy to Risk Management each yr.)  
  Yes  
  No

---

**Approved Travel Methods & Estimated Expenses:**

Travel expenses can be prepaid through campus accounts. Registration prepayment: CI Check Request or Pro Card.

**Campus Accounts:** Flights - [CI TRAVEL STORE](#) (CIT# needed), Rental Car - [Enterprise, National, Zip Car](#) (Use of Contracted vendors required for Rental Cars)  
 Local Shuttle - [RoadRunner Shuttle](#).

Travel Method Costs	Amount	
Airfare Cost ("Coach Class")		International Travel : Lodging, Meals & Incidentals are limited to the per diem set by <a href="#">U.S. DTMO</a> .
Rental Car Cost		
Shuttle Cost		
Mileage, Round Trip (in miles)		
Registration/Training Fee Cost		
Misc./Other Cost-Tolls, Parking, etc.		

	Per Diem Maximum	# of Days	Total
Lodging			
Meals			
Incidentals			

*International Travel - please see page 2 of this form. The Foreign Travel Insurance Request form has been provided as a convenience. Copies of this authorization and the following page will be submitted to Risk Management. Please see instructions for more details.*

**Comments / Supervisor Restrictions:**

Estimated Trip Cost : \_\_\_\_\_

"Not to Exceed" budget restriction (if applicable): \_\_\_\_\_

Total Trip Cost with "not to exceed" applied: \_\_\_\_\_

---

**Source of Funding:**

Account	Fund	Department	Program	Class	Project	Amount

---

I HEREBY CERTIFY the above travel is necessary to conduct official business on behalf of CSU Channel Islands and agree to submit my Travel Expense claim within 30 days from the return date. In driving a vehicle for official state business I have complied with all policies regarding driving on University business and have completed defensive driving training. APPROVAL: I am authorized to approve this travel authorization, as it serves a CI business purpose, and I certify that adequate funds are available.

	Print Name of Approver	Approver's Signature	Date
	Print Name of Approver	Approver's Signature	Date
	Print Name of Approver	Approver's Signature	Date
	Print Name of Approver	Approver's Signature	Date

Traveler's Signature \_\_\_\_\_ Date \_\_\_\_\_

**All travel outside of the United States (International) must be approved in advance by the CI President.**

International Travel Approved: \_\_\_\_\_ Approval Date: \_\_\_\_\_

International Travel pertaining to Lodging, Meals and Incidentals are limited to the per diem set by the U.S. Defense Travel Management Office (DTMO)

www.defensetravel.dod.mil/pdcgi/pd-rates/opdrates5.cgi

PUBLICATION DATE (MM DD YY): 06 01 17

COUNTRY/STATE: CANADA

NOTES

- The Flat Rate Per Diem policy is effective for all travel over 30 days to one location that began, or amendments issued, on or after November 1, 2014. The following flat rate per diem rates are to be used for long term TDY same location, use the 75% rate and when TDY length is over 180 days use the 55% rate. This flat rate applies beginning the day after the traveler arrives at the flat rate per diem location. For more information on the Flat Rate <http://www.defensetravel.dod.mil/site/news.cfm?ID=29>.
- Use the OTHER rate if neither the CITY, PLACE, ISLAND, nor MILITARY INSTALLATION is listed.
- For other allowances that are based on per diem rates (e.g., TLE, TLA, TQSE, TQSA), use the Maximum Per Diem Rates Table (do not click on box "TDY 31-180 days (75%)/over 180 Days (55%)".
- When Government meals are directed, the appropriate Government meal rate, as prescribed in Appendix A, is applicable, rather than the 55% or 75% M&IE.
- The locality per diem rate applies at each location when the TDY length is 30 days or less.

Locality	Seasons (Beg-End)	Full Locality Rate 100% TDY length is 30 days or less			75% Flat Rate TDY length is 31 - 180 days			55% Flat Rate TDY length is 181 days+			Effective Date
		Lodging	M&IE	Maximum Per Diem	Lodging	M&IE	Flat Rate Per Diem	Lodging	M&IE	Flat Rate Per Diem	
BANFF	01/01-12/31	279	82	361	209.25	61.50	270.75	153.45	45.10	198.55	04/01/2017
CALGARY	01/01-12/31	237	118	355	177.75	88.50	266.25	130.35	64.90	195.25	06/01/2017
DARTMOUTH	01/01-12/31	176	132	308	132.00	99.00	231.00	96.80	72.60	169.40	06/01/2017
EAST YORK	01/01-12/31	170	112	282	127.50	84.00	211.50	93.50	61.60	155.10	06/01/2017
EDMONTON	01/01-12/31	169	71	240	126.75	53.25	180.00	92.95	39.05	132.00	04/01/2017
ETOBICOKE	01/01-12/31	170	112	282	127.50	84.00	211.50	93.50	61.60	155.10	06/01/2017
FORT MCMURRAY, ALBERTA	01/01-12/31	210	92	302	157.50	69.00	226.50	115.50	50.60	166.10	01/01/2008
FREDERICTON	01/01-12/31	169	115	284	126.75	86.25	213.00	92.95	63.25	156.20	06/01/2017
GANDER, NEWFOUNDLAND	01/01-12/31	152	108	260	114.00	81.00	195.00	83.60	59.40	143.00	06/01/2017
GOOSE BAY	01/01-12/31	157	107	264	117.75	80.25	198.00	86.35	58.85	145.20	06/01/2017
HALIFAX	01/01-12/31	176	132	308	132.00	99.00	231.00	96.80	72.60	169.40	06/01/2017
KELOWNA	01/01-12/31	180	124	304	135.00	93.00	228.00	99.00	68.20	167.20	06/01/2017
LONDON, ONTARIO	01/01-12/31	115	94	209	86.25	70.50	156.75	63.25	51.70	114.95	08/01/2010
MISSISSAUGA	01/01-12/31	94	64	158	70.50	48.00	118.50	51.70	35.20	86.90	04/01/2017
MONCTON	01/01-12/31	143	109	252	107.25	81.75	189.00	78.65	59.95	138.60	06/01/2017
MONTREAL	01/01-12/31	170	107	277	127.50	80.25	207.75	93.50	58.85	152.35	06/01/2017
NANOOSE BAY	01/01-12/31	100	93	193	75.00	69.75	144.75	55.00	51.15	106.15	04/01/2017
NORTH YORK	01/01-12/31	170	112	282	127.50	84.00	211.50	93.50	61.60	155.10	06/01/2017
NORTHWEST TERRITORIES	01/01-12/31	108	61	169	81.00	45.75	126.75	59.40	33.55	92.95	04/01/2017
OTTAWA	01/01-12/31	198	108	306	148.50	81.00	229.50	108.90	59.40	168.30	06/01/2017
PRINCE EDWARD ISLAND	01/01-12/31	185	114	299	138.75	85.50	224.25	101.75	62.70	164.45	06/01/2017
QUEBEC	01/01-12/31	220	124	344	165.00	93.00	258.00	121.00	68.20	189.20	06/01/2017
REGINA, SASKATCHEWAN	01/01-12/31	192	91	283	144.00	68.25	212.25	105.60	50.05	155.65	01/01/2008
RICHMOND	01/01-12/31	201	119	320	150.75	89.25	240.00	110.55	65.45	176.00	06/01/2017

## Creating a Federal Per Diem Expense

Certify has integrated the Federal Per Diem rate. Below are the steps that shows you how to create expense using the Federal Per Diem rate for international travel.

**Step 1:** On your account homepage, create a new expense report or open an existing **Draft** expense report.

The screenshot shows the Certify user interface. At the top left is the Certify logo with the tagline "travel & expense made easy". On the top right, there is a user profile dropdown for "Meredith Employee" and links for "My Account", "Support", and "Logout". Below this is a navigation bar with "Home", "Travel", "Wallet", and "Analytics".

The main content area is divided into several sections:

- My Certify Wallet:** A table showing recent transactions:
 

10/27/16	DoubleTree Hotel	\$560.53
10/27/16	DoubleTree Hotel	\$485.38
10/27/16	DoubleTree Hotel	\$68.80

 A link for "6 MORE ITEMS" is at the bottom.
- My Expense Reports:** A section with a "New Expense Report" button and a list of report statuses:
  - Drafts (1) - This item is circled in green in the image.
  - Pending Approval (1)
  - Pending Payment (0)
  - Archived (14)
- What's New In Certify:** A section with a link to "Read the Certify Updates Blog".
- SpendSmart™:** A section stating "There are no recent ratings to display." with a link to "Ratings & Reviews".
- Add Receipts:** A section with icons for "MOBILE", "EMAIL", and "UPLOAD", and a link for "MORE METHODS".
- Schedule Expense Reports:** A section with a robot icon and text: "ReportExecutive™ is off. Meet your fully automated expense report." with a link for "CONFIGURE ReportExecutive™".

**Step 2:** In the **Add Expense** box, select a 606002 – (Lodging International) **Category** from the dropdown menu.

**Add Expense**

Date

Department

Category  ▼

Destination

Business Unit  ▼

Fund

Program

Project  ▼

Hotel

Location

Check-in

Check-out

Reason

Reimbursable  ▼

Receipt

**Step 3:** Start typing in the **Destination** field until a list of search results are displayed; select the **Destination** from the search results list. If your destination is not displayed in the list, select **Unlisted**.

### Add Expense

Date	<input type="text" value="1/2/2018"/>		
Department	<input type="text" value="920101 - Fiscal Services"/>		
Category	<input type="text" value="606002 - Lodging (International)"/>		
Destination	<input type="text" value="ITALY - Florence"/>		
Business Unit	<input type="text"/>		
Fund	<input type="text"/>		
Program	<input type="text"/>		
Project	<input type="text"/>		
Hotel	<input type="text"/>		
Location	<input type="text"/>		
Check-in	<input type="text" value="1/1/2018"/>		
Check-out	<input type="text" value="1/2/2018"/>		
Reason	<input style="height: 20px;" type="text"/>		
Reimbursable	<input type="text" value="I paid for this, please reimburse me."/>		
Receipt	<input type="button" value="Select"/>		
		<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

**Step 4:** Enter the remaining expense details. When all details have been entered and then click **Save**.

### Add Expense

Date	1/2/2018 
Department	920101 - Fiscal Services
Category	606002 - Lodging (International) ▼
Destination	ITALY - Florence
Business Unit	CICMP - CSU Channel Islands ▼
Fund	GD901 - CI ~ Operating
Program	
Project	▼
Hotel	Hilton
Location	ITALY
Check-in	1/1/2018 
Check-out	1/2/2018 
Reason	travel
Reimbursable	I paid for this, please reimburse me. ▼
Receipt	Select

**Step 5:** The reimbursable amount will be automatically calculated based on the destination selected per the Federal Per Diem rate.

Expenses											
Expense	Date	Department	Category	Details	Amount	Reim.	Reim. Amount	Billable	Receipt	Reason	
	1/1/2018	920101 - Fiscal Services	606002 - Meals and Incidentals...		219.00	Yes	219.00	No			
	1/1/2018	920101 - Fiscal Services	606002 - Meals and Incidentals...		138.00	Yes	138.00	No			
	1/1/2018	920101 - Fiscal Services	606002 - Lodging (Internationa...		532.00	Yes	532.00	No			
	1/1/2018	920101 - Fiscal Services	606002 - Mileage (Out of State...		53.74	Yes	53.74	No			
	1/1/2018	920101 - Fiscal Services	660003 - Other Supplies and Se...		7.99 USD	Yes	7.99 USD	No			
	1/2/2018	920101 - Fiscal Services	606002 - Lodging (Internationa...				5.00	No			
	1/2/2018	920101 - Fiscal Services	606002 - Meals and Incidentals...				3.00	No			
Total Non-Reimbursat											
Total Reimbursat											

**Details**

Meets policy.

Destination: ITALY - Florence

Rate: 2 nights @ \$293.00

Location: ITALY

Hotel Name: Hilton

## Federal Per Diem for International Meals and Incidentals

**Step 1:** On your account homepage, create a new expense report or open an existing **Draft** expense report.

The screenshot shows the Certify user interface. At the top, there is a navigation bar with the Certify logo and the tagline "travel & expense made easy". On the right side of the navigation bar, there are links for "Meredith Employee", "My Account", "Support", and "Logout". Below the navigation bar, there are four main sections:

- My Certify Wallet:** A list of transactions with columns for date, description, and amount. It shows three transactions from 10/27/16 at DoubleTree Hotel with amounts of \$560.53, \$485.38, and \$68.80. A link for "6 MORE ITEMS" is at the bottom.
- My Expense Reports:** A section with a "New Expense Report" button and a list of report statuses: "Drafts" (1), "Pending Approval" (1), "Pending Payment" (0), and "Archived" (14). The "Drafts" item is circled in green.
- What's New In Certify:** A section with a link to "Read the Certify Updates Blog".
- SpendSmart™:** A section with the text "There are no recent ratings to display." and a link to "Ratings & Reviews".

Below these sections, there are two more sections:

- Add Receipts:** A section with three icons: "MOBILE", "EMAIL", and "UPLOAD". A link for "MORE METHODS" is at the bottom.
- Schedule Expense Reports:** A section with a cartoon character icon and the text "ReportExecutive™ is off. Meet your fully automated expense report." A link for "CONFIGURE ReportExecutive™" is at the bottom.

**Step 2:** In the **Add Expense** box, select a 606002 – (Meals and Incidentals International) **Category** from the dropdown menu.

### Add Expense

Date  

Department

Category  ▼

Destination

Travel Day

Business Unit  ▼

Fund

Program

Project  ▼

Location

Reason

Reimbursable  ▼

Receipt

**Step 3:** Enter the remaining expense details. Click the **Travel Day** checkbox if you are reporting meal expenses for a day you traveled. This checkbox will only be available for certain Federal Per Diem meals and incidentals expense categories. If not, leave **Travel Day** blank. When all details have been entered, click **Save**.

### Add Expense

Date: 1/2/2018

Department: 920101 - Fiscal Services

Category: 606002 - Meals and Incidentals (International)

Destination: ITALY - Florence

Travel Day:

Business Unit: CICMP - CSU Channel Islands

Fund: GD901 - CI ~ Operating

Program:

Project:

Location: ITALY

Reason: travel

Reimbursable: I paid for this, please reimburse me.

Receipt:

**Step 4:** The reimbursable amount will be automatically calculated based on the destination selected and the Federal Per Diem rate reimbursement.

		1/1/2018	920101 - Fiscal Services	606002 - Mileage (Out of State...			53.74	Yes	53.74	No
		1/1/2018	920101 - Fiscal Services	660003 - Other Supplies and Se...			7.99 USD	Yes	7.99 USD	No
		1/2/2018	920101 - Fiscal Services	606002 - Lodging (Internationa...			586.00	Yes	586.00	No
		1/2/2018	920101 - Fiscal Services	606002 - Meals and Incidentals...					3.00	No

Total Non-Reimbursable:   
 Total Reimbursable:

**Details**

Meets policy.

Destination: ITALY - Florence

Rate: \$138.00

Location: ITALY

Attendees: Me

My

## Submitting an Expense Report

After creating and editing a new expense report, it will need to be submitted for approval. Below are the steps that shows you how to submit an expense report for approval.

**Step 1:** Start with your expense report open, or, select **Drafts** on your account home page.

The screenshot shows the Certify web application interface. At the top, there is a navigation bar with the Certify logo, user information (My Certify Wallet, Kelly Employee), and links for My Account, Support, and Logout. Below the navigation bar are tabs for Home, Travel, Wallet, and Analytics. The main content area is divided into several sections:

- My Certify Wallet:** A list of transactions with columns for date, description, and amount. It shows three entries for DoubleTree Hotel on 8/27/17 with amounts of \$485.38, \$68.80, and \$6.35.
- My Reports:** A central section with buttons for 'New Expense Report', 'New Invoice Report', and a list of report statuses: 'Drafts' (1), 'Pending Approval' (5), 'Pending Payment' (0), and 'Archived' (90). The 'Drafts' button is highlighted with a green circle.
- Inquiries:** A section with a red notification badge showing '2'.
- What's New In Certify:** A section with a link to 'Read the Certify Updates Blog'.
- SpendSmart™:** A section with the text 'There are no recent ratings to display.' and a link to 'Ratings & Reviews'.
- Add Receipts or Invoices:** A section with icons for MOBILE, EMAIL, and UPLOAD, and a link to 'MORE METHODS'.
- Schedule Expense Reports:** A section with a cartoon character icon and the text 'ReportExecutive™ is off. Meet your fully automated expense report.' and a link to 'CONFIGURE ReportExecutive™'.

**Step 2:** Select the **Name** of the expense report you want to open.

### My Reports

[Drafts](#) | [Pending Approval](#) | [Pending Payment](#) | [Archived](#)

Drafts					
Actions	Name	End Date	Reimbursable	Non-Reim.	Total
	October 2017	10/9/2017	\$226.36	\$0.00	\$226.36
Totals			\$226.36	\$0.00	\$226.36

**Step 3:** After your final review and edits, click **Submit for Approval** in the upper right-hand corner.

Expense Report

[Print Report](#)

Report Name October 2017  
 Dates 10/1/2017 - 10/9/2017

[Submit for Approval](#)

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/3/2017	General & Admin	Lodging		191.96	Yes	No		
	10/8/2017	General & Admin	Office Equipment		34.40	Yes	No		
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$226.36				
Total Expenses					\$226.36				

**Step 4:** Click **Yes** in the next window.

**Confirmation** ✕

I Certify this expense report is true and accurate.

Are you sure you want to submit this expense report?

---

Yes

No

**Step 5:** Dependent on your department's workflow configuration, you will do one of the following:

- **Step 5a: View and Submit Expense Report for Approval** – you will view the approver that has been pre-assigned, and who will receive your expense report next

## Submit Expense Report for Approval

This is a preview of the message that will be used to submit the expense report. You may add your own comments if you like.

**To** Jon Manager (jmanager@circp1.com)  
**Subject** Expense Report Approval Request From Kelly Employee (kemployee@circp1.com)  
**Body** Hello Jon,  
  
Kelly Employee (kemployee@circp1.com) has sent an expense report for your approval.

Enter your comments:

Expense Report Summary

Employee: Kelly Employee (kemployee@circp1.com)  
Expense Report Name: October 2017  
Dates: 10/1/2017 - 10/9/2017

Non Reimbursable Total: \$0.00  
Reimbursable Total: \$226.36  
Total: \$226.36

Login to Certify to view this report.  
Login at: <https://www.certify.com/Login.aspx>

Submit

Cancel

**OR:**

- **Step 5b: Enter** the approver by clicking in the search box. Click **Next**.

## Submit Expense Report for Approval

Select a manager, executive or accountant from your organization. Managers and executives can approve expense reports and then forward them to accountants for reimbursement and processing.

Select an Approver   [Show All Approvers](#)

[Back](#)

[Next](#)

**Step 6:** Enter any extra comments, and click **Submit**.

## Submit Expense Report for Approval

This is a preview of the message that will be used to submit the expense report. You may add your own comments if you like.

**To** Jon Manager (jmanager@circp1.com)  
**Subject** Expense Report Approval Request From Kelly Employee (kemployee@circp1.com)  
**Body** Hello Jon,

Kelly Employee (kemployee@circp1.com) has sent an expense report for your approval.

Enter your comments:

Sorry a little late!

Expense Report Summary

Employee: Kelly Employee (kemployee@circp1.com)  
Expense Report Name: October 2017  
Dates: 10/1/2017 - 10/9/2017

Non Reimbursable Total: \$0.00  
Reimbursable Total: \$226.36  
Total: \$226.36

Login to Certify to view this report.  
Login at: <https://www.certify.com/Login.aspx>

Submit

Cancel

You will find expense report workflow updates within the **Pending Approval** section of your **My Reports** box.

The screenshot shows the Certify user interface. At the top left is the Certify logo with the tagline "travel & expense made easy". To the right of the logo, there is a navigation bar with "Pending Approval", a dropdown menu for "Kelly Employee", and links for "My Account", "Support", and "Logout". Below this is a secondary navigation bar with "Home", "Travel", "Wallet", and "Analytics".

The main content area is divided into several sections:

- My Certify Wallet**: A table with 7 items. The first three items are from DoubleTree Hotel with amounts of \$485.38, \$68.80, and \$6.35. A link for "4 MORE ITEMS" is at the bottom.
- My Reports**: A section with a "New Expense Report" button and a list of report statuses: "Drafts" (0), "Pending Approval" (6, highlighted with a green circle), "Pending Payment" (0), and "Archived" (90). A "New Invoice Report" button is also present.
- Inquiries**: A section with a red notification badge showing the number "2".
- What's New In Certify**: A section with a link to "Read the Certify Updates Blog".
- SpendSmart™**: A section with the text "There are no recent ratings to display." and a link for "Ratings & Reviews".
- Add Receipts or Invoices**: A section with three icons: "MOBILE", "EMAIL", and "UPLOAD", and a link for "MORE METHODS".
- Schedule Expense Reports**: A section with a cartoon character icon, the text "ReportExecutive™ is off. Meet your fully automated expense report.", and a link for "CONFIGURE ReportExecutive™".

## Printing an Expense Report

Certify provides a printer-friendly version of your expense reports should you prefer to keep hard copies. Below are the steps that shows you how to use the **Print Report** feature.

**Step 1:** On your account homepage, select the option under **My Expense Reports** that contains the expense report.



Kelly Employee My Account Support Logout

Home Travel Wallet Analytics

**My Certify Wallet** 0

Your wallet is empty

Add receipts or expenses to your Wallet.

0 ITEMS

**My Expense Reports**

[New Expense Report](#)

- Drafts 0
- Pending Approval 1
- Pending Payment 0
- Archived 84**

**What's New In Certify**

[Read the Certify Updates Blog](#)

**SpendSmart™**

There are no recent ratings to display.

[Ratings & Reviews](#)

**Add Receipts**

MOBILE EMAIL UPLOAD

MORE METHODS

**Schedule Expense Reports**

ReportExecutive™ is off.  
Meet your fully automated expense report.

CONFIGURE ReportExecutive™

**Step 2:** Click the **Name** of the expense report you would like to print.



Kelly Employee My Account Support Logout

Home Travel Wallet Analytics

My Expense Reports

Drafts Pending Approval Pending Payment Archived

**Archived**

View	Name	End Date	Reimbursable	Non-Reim.	Total
	<b>October 2016</b>	10/31/2016	\$25.00	\$684.62	\$709.62
	Cash Advance Request	10/28/2016	\$100.00	\$0.00	\$100.00
	Money Return - 10/28/2016	10/28/2016	\$0.00	\$0.00	\$0.00
	Expenses - 10/1/2016 - 10/27/2016	10/27/2016	\$138.94	\$683.81	\$822.75
	Expenses - 10/3/2016 - 10/27/2016	10/27/2016	\$140.34	\$683.98	\$824.32

**Step 3:** Select **Print Report**, located below the **Summary** section. If the expense report is currently located in your **Drafts** folder, the **Print Report** option will be located below **Submit for Approval** link.

## My Expense Report

<b>Status</b>	Completed	<b>Approval History</b>		
<b>Department</b>	General & Admin (01)	11/8/2016	Submitted	<a href="#">Kelly Employee</a>
<b>Summary</b>	Kelly Employee	11/9/2016	Approved	<a href="#">Dan Manager</a>
	October 2016	11/9/2016	Approved	<a href="#">Annie Accountant</a>
	10/1/2016 - 10/31/2016	11/8/2016	Processed	<a href="#">Annie Accountant</a>
		11/8/2016	Approval Code: 93	
	<a href="#">Print Report</a>			<a href="#">Send Email to All</a>
				<a href="#">Full Approval History</a>

**Step 4:** You may now print the report using the browser print functionality. Click the checkboxes to **Include receipt images** and/or **Include analysis chart**. Additionally, you may select the options **Export to Excel** or **View as PDF**.

**Please Note:** *If the expense report contains PDF images, we recommend printing from the **View as PDF** option.*

- Include receipt images
- Include analysis chart

Export to Excel  
View as PDF  
Print Receipts

### Employee Information

Name	Kelly Employee	E-mail	kemployee@circp1.com
Company	CIRCP1	Employee ID	221

### Approval History

11/8/2016 Submitted Kelly Employee  
 11/9/2016 Approved Dan Manager  
 11/9/2016 Approved Annie Accountant  
 11/8/2016 Processed Annie Accountant  
 11/8/2016 Approval Code: 93

### Statement Information

Expense Report Name	October 2016	Start Date	10/1/2016
Client Billable Status	Billable Items: 0	End Date	10/31/2016
Department	General & Admin	Status	Completed
Description			

## Reference

### **CI TRAVEL PROCEDURES AND REGULATIONS**

<https://www.csuci.edu/financial-services/documents/accounting/ci-travel-procedures-regulations-jan-2018.pdf>

### **Direct Deposit**

Direct deposit is the fastest and most convenient way of being reimbursed. Please contact [karina.cruz@csuci.edu](mailto:karina.cruz@csuci.edu) to enroll in direct deposit for travel reimbursement.

Note: Travel expense reimbursement direct deposit is not Direct Deposit for Payroll.

### **Contact Information**

Booking – Karina Cruz – [karina.cruz@csuci.edu](mailto:karina.cruz@csuci.edu) 805-437-8581

Expense Reimbursement - [CIAP@csuci.edu](mailto:CIAP@csuci.edu) 805-437-3700

## Glossary

**Submitter** – Refers to Employee submitting an expense report.

**Approver** – Refers to Manager, which have current delegated authority to approve the travel reimbursement expenses.

**Accounts Payable** – Refers to an Accounting Staff whom reviews/audits/approves and disapproves expense reimbursement requests.