

# **CREATING & SUBMITTING EXPENSE REPORTS**

Myrna Sta Ana  
*Accounts Payable*

# Certify Homepage

This is your **Homepage** in **Certify**.

- **My Certify Wallet** – all receipts and expenses reside here once you have added them into your **Certify account**.
- **My Expense Report** – is where you will start your new expense report when you have expenses in your wallet that you need to submit for approval and reimbursement.

The screenshot displays the Certify homepage interface. At the top, the browser address bar shows the URL <https://www.certify.com/Home2.aspx?reload=1>. The navigation bar includes the Certify logo, user information (Myrna Sta Ana), and links for My Account, Support, and Logout. A secondary navigation bar offers Home, Travel, Wallet, and Analytics. The main content area features four primary action cards: 'My Certify Wallet' (noted as empty), 'My Expense Reports' (with a 'New Expense Report' button and a list of report statuses), 'Add Receipts' (with mobile, email, and upload options), and 'Schedule Expense Reports' (with a 'ReportExecutive™ is off' notification). A sidebar on the left provides quick access to 'Add Receipts', 'My Certify Wallet', 'New Expense Report', 'Drafts', and 'Pending' reports. A right-hand sidebar contains 'What's New In Certify' and 'SpendSmart™' reviews.

# Certify Homepage

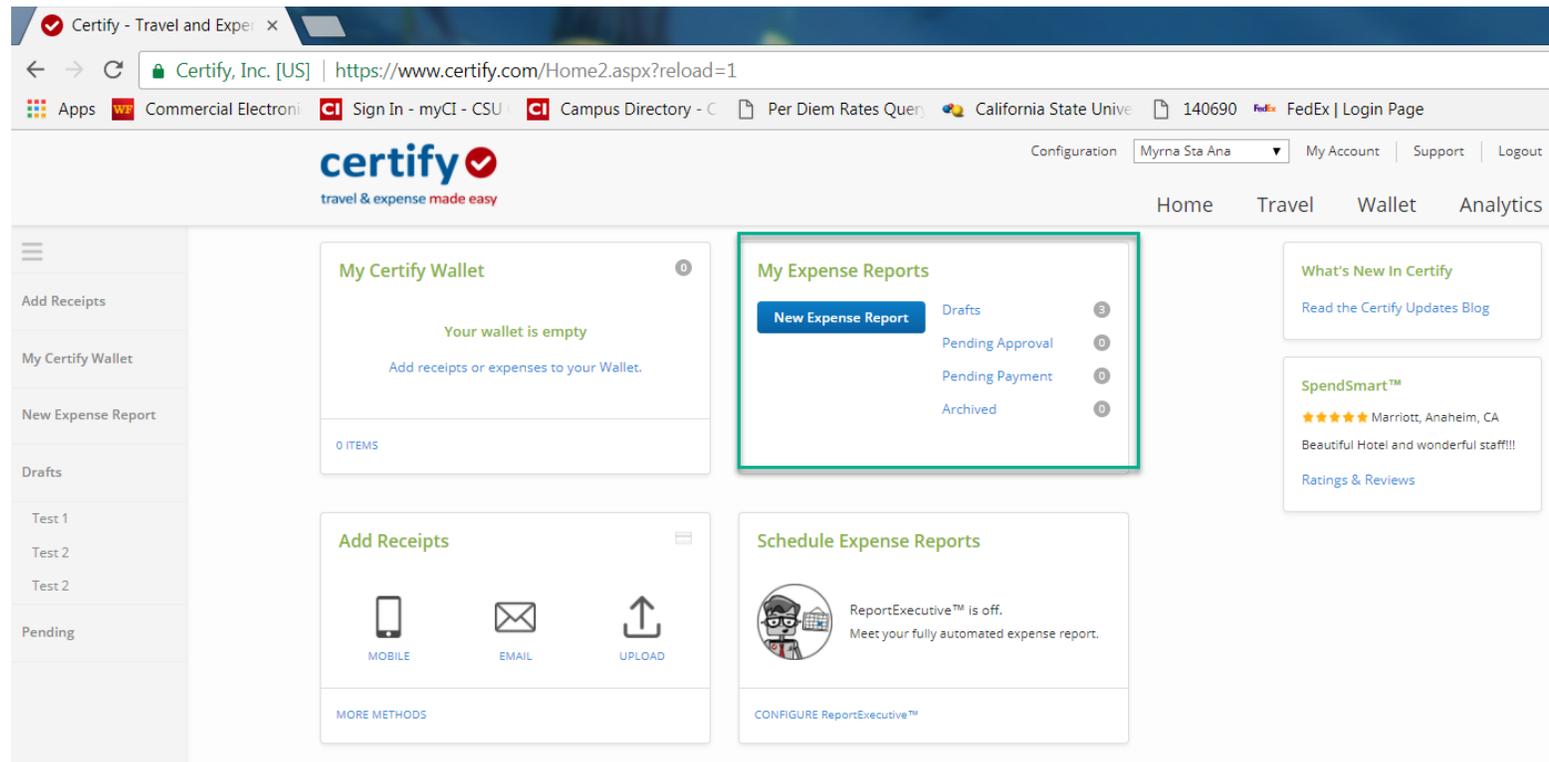
## Status of your expense reports

Draft – expenses in progress

Pending Approval – waiting approval from your Manager

Pending Payment – waiting approval from Accounts Payable

Archived – expenses that made it through the full approval process



The screenshot displays the Certify homepage interface. The browser address bar shows the URL <https://www.certify.com/Home2.aspx?reload=1>. The page features a navigation menu with links for Home, Travel, Wallet, and Analytics. The main content area is divided into several sections:

- My Certify Wallet:** A section indicating that the wallet is empty and providing a link to add receipts or expenses.
- My Expense Reports:** A section highlighted with a green box, containing a "New Expense Report" button and a list of report statuses: Drafts (3), Pending Approval (0), Pending Payment (0), and Archived (0).
- What's New In Certify:** A section with a link to "Read the Certify Updates Blog".
- SpendSmart™:** A section featuring a 5-star rating for a Marriott hotel in Anaheim, CA, with a link to "Ratings & Reviews".
- Add Receipts:** A section with icons for MOBILE, EMAIL, and UPLOAD, and a link to "MORE METHODS".
- Schedule Expense Reports:** A section with a "ReportExecutive™ is off." notification and a link to "CONFIGURE ReportExecutive™".

# Certify Homepage

**Add Receipts** – Three ways to add receipts into Certify

Mobile – download Certify App

Email – email your receipt to [receipts@certify.com](mailto:receipts@certify.com)

Upload – upload a picture of your receipt to your computer

The screenshot shows the Certify homepage in a web browser. The browser's address bar displays the URL <https://www.certify.com/Home2.aspx?reload=1>. The page features a navigation menu with options like Home, Travel, Wallet, and Analytics. The main content area includes several widgets: 'My Certify Wallet' (empty), 'My Expense Reports' (with a 'New Expense Report' button and counts for Drafts, Pending Approval, Pending Payment, and Archived), 'What's New In Certify' (with a link to the updates blog), 'SpendSmart™' (with a review for Marriott, Anaheim, CA), and 'Schedule Expense Reports' (with a 'ReportExecutive™ is off.' notification). The 'Add Receipts' widget is highlighted with a green box and contains three options: MOBILE, EMAIL, and UPLOAD, along with a 'MORE METHODS' link.

# Certify Homepage

**Schedule Expense Reports** – auto create an expense report.

The screenshot shows the Certify Inc. homepage in a web browser. The browser's address bar displays the URL <https://www.certify.com/Home2.aspx?reload=1>. The page features a navigation menu with links for Home, Travel, Wallet, and Analytics. The main content area is divided into several sections:

- My Certify Wallet:** A section indicating that the wallet is empty and providing instructions to add receipts or expenses.
- My Expense Reports:** A section with a "New Expense Report" button and a list of report statuses: Drafts (3), Pending Approval (0), Pending Payment (0), and Archived (0).
- What's New In Certify:** A section with a link to "Read the Certify Updates Blog".
- SpendSmart™:** A section featuring a review for a Marriott hotel in Anaheim, CA, with a 5-star rating and a link to "Ratings & Reviews".
- Add Receipts:** A section with icons for MOBILE, EMAIL, and UPLOAD, and a link to "MORE METHODS".
- Schedule Expense Reports:** A section highlighted with a green border, featuring a cartoon character icon and the text: "ReportExecutive™ is off. Meet your fully automated expense report." Below this is a link to "CONFIGURE ReportExecutive™".

# 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 805-437-8581.

The screenshot shows a web browser window with the URL <https://www.certify.com/MyAccount.aspx>. The page title is "My Account" and the logo for "certify" is visible. The page content is organized into 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
  - Certify Role: Employees
- Account Settings:**
  - Default Currency: United States Dollar
  - Use Multiple Currencies:
  - Use VAT/GST:
  - Use PST/QST:
  - Use HST:
  - Commute Distance: 0 Miles
  - Add Email Address:
  - Add Credit Card: Visa  Confirm
- Password Reset:**
  - Old Password:
  - New Password:
  - Confirm Password:
  - [Reset Security Questions](#)

At the bottom of the form, there are "Save" and "Reset" buttons. A green box highlights the main content area, and a red arrow points to the "My Account" link in the top navigation bar.

# Support

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** gives new users a place to learn the basics of Certify. Watch the videos and/or 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**

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

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

**Phone Support**

888-925-0510 Option 2  
24-hour live support Monday - Friday  
Support Code: CO-64904

[International Numbers](#)

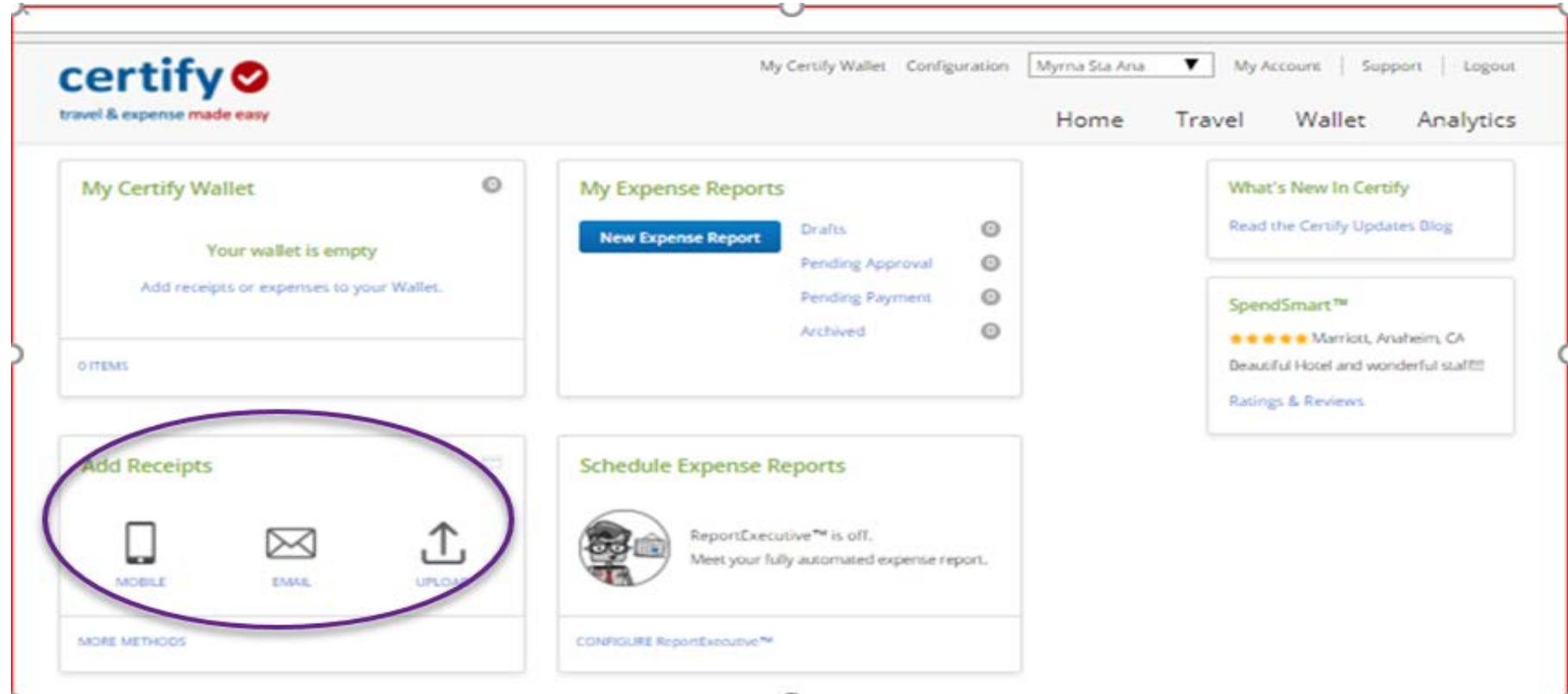
# Support

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

The screenshot displays the Certify Help Center interface. At the top, a blue banner contains the text "How can we help?" and a search bar with the placeholder "Enter a search term or keyword" and a magnifying glass icon. Below this, 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 categories. The "Popular Articles" section lists five items: "Creating a New Expense Report", "Creating a Mileage Expense", "Adding Receipts using Certify Mobile", "Uploading Receipts", and "Uber Receipt Integration". The "Product Updates" section lists four items: "Release Notes: February 2, 2018", "Release Notes: January 12, 2018", "Release Notes: December 22, 2017", and "Release Notes: December 8, 2017". At the bottom, there are three promotional tiles: "Sign Up For Live Training" with a "Register Now" button, "Watch Training Videos" with a "View Videos" button, and a "FEATURED VIDEO: CREATING REPORTS" tile with a "Create Reports" button.

# Method of Adding Receipts to your Wallet

- **Uploading Receipts – directly to your computer**
- **Emailing Receipts – emailing receipts to receipts@certify.com**
- **Adding Receipts Using Certify Mobile – taking photo of receipt**

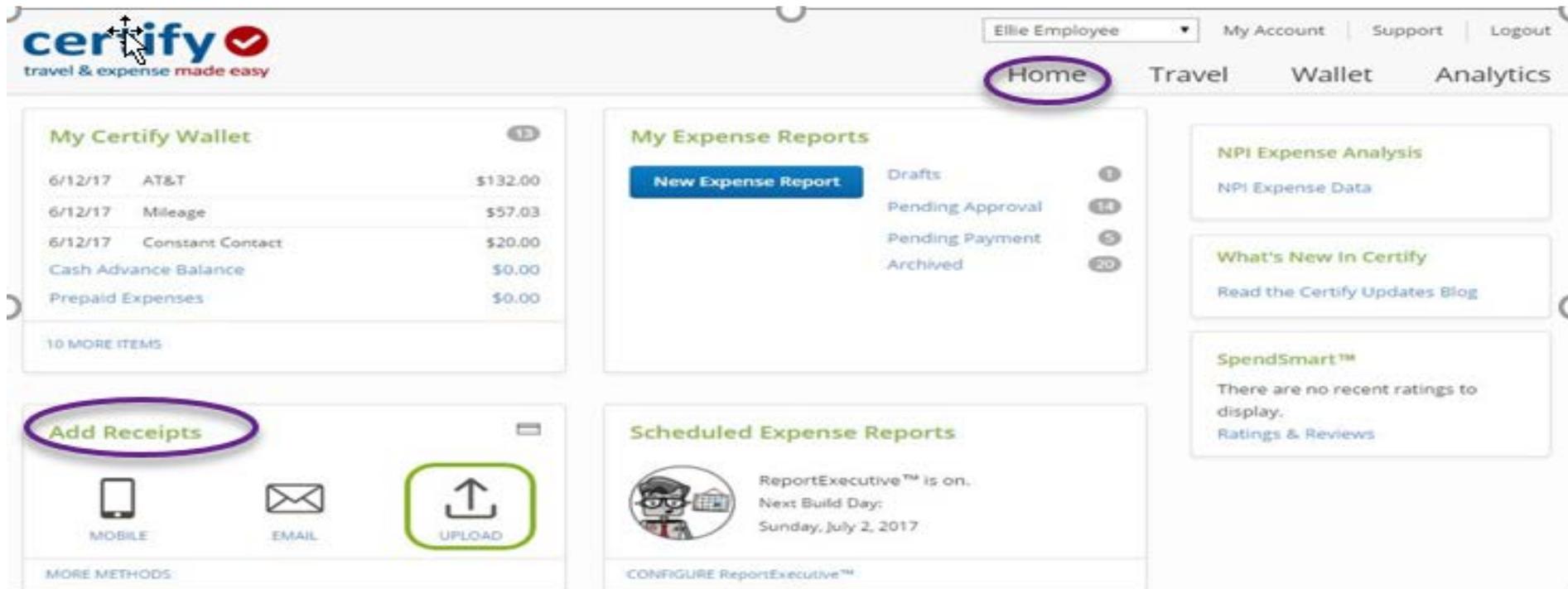


# Add Receipts - Upload

- **Uploading Receipts**

A quick and convenient method for adding receipt images to your **Certify Wallet** is to upload receipt image files from your computer. 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.

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



The screenshot displays the Certify account homepage. The top navigation bar includes the Certify logo, a user dropdown menu for 'Ellie Employee', and links for 'My Account', 'Support', and 'Logout'. Below the navigation bar, there are four main sections: 'My Certify Wallet' (showing a list of transactions), 'My Expense Reports' (with a 'New Expense Report' button and a list of report statuses), 'Add Receipts' (with three options: 'MOBILE', 'EMAIL', and 'UPLOAD', where 'UPLOAD' is highlighted with a green circle), and 'Scheduled Expense Reports' (showing a report for 'ReportExecutive™' on 'Sunday, July 2, 2017'). The 'Home' link in the top navigation bar is also circled in purple.

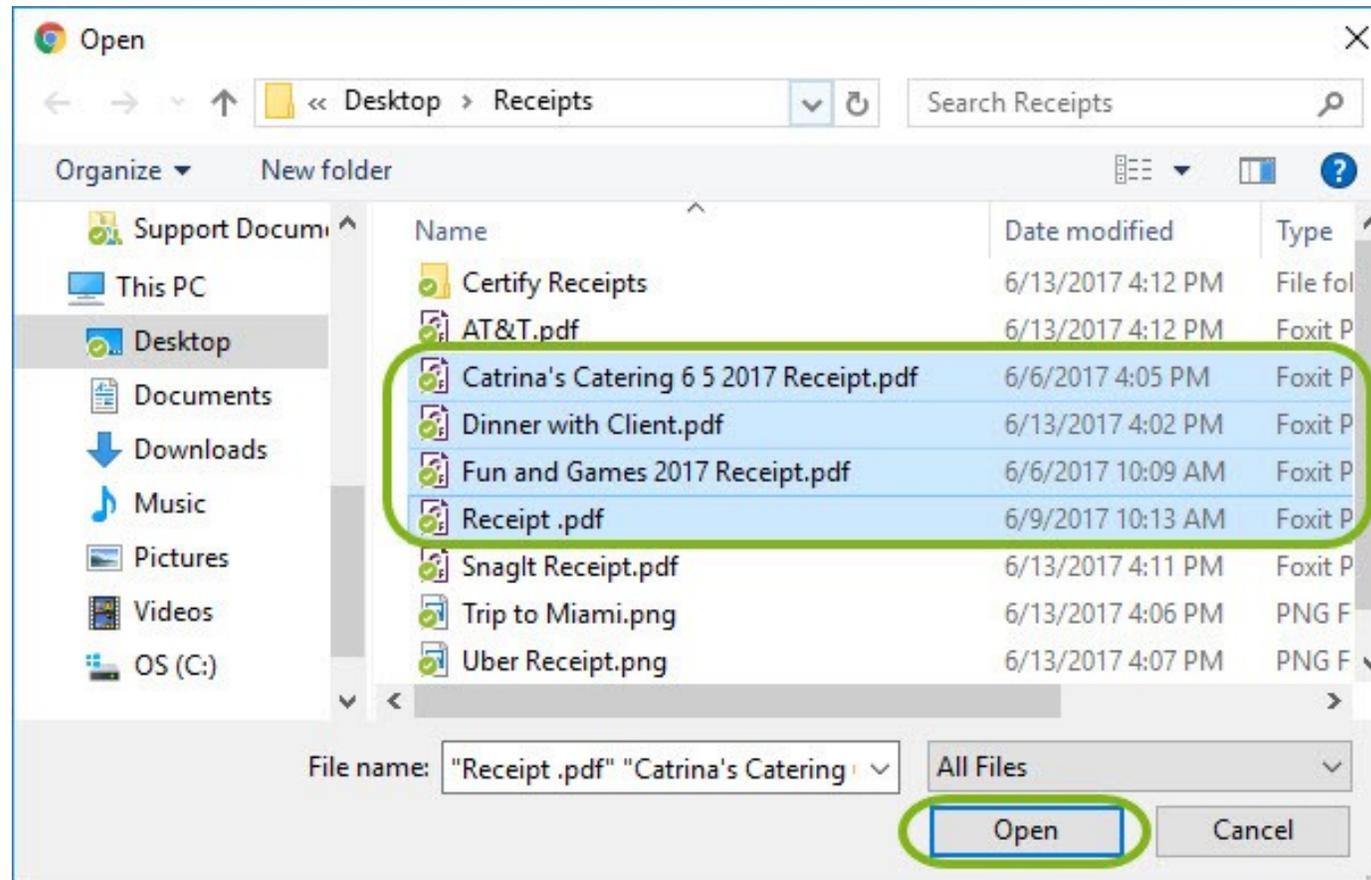
# Add Receipts - Upload

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

The screenshot displays the Certify web interface. At the top left is the Certify logo with the tagline "travel & expense made easy". The top right shows user information: "My Certify Wallet", "Ellie Employee", "My Account", "Support", and "Logout". Below this is a navigation menu with "Home", "Travel", "Wallet", and "Analytics". The main content area is titled "Add Receipts and Expenses" (circled in purple). It contains six cards: "Certify Mobile" (with app store links), "Email" (with email address and "Email your receipts to:" field), "Upload" (with "Choose Files" button circled in green and "Upload Files" button), "Receipt Integration" (with list of partners), "Fax" (with "Print a fax cover page" link), and "Credit Card Import" (with "You can link a card in My Account" and "You can also copy and paste expenses").

# Add Receipts - Upload

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



# Add Receipts - Upload

**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", a dropdown menu showing "Ellie Employee", and links for "My Account", "Support", and "Logout". Below this is a secondary navigation bar with "Home", "Travel", "Wallet", and "Analytics".

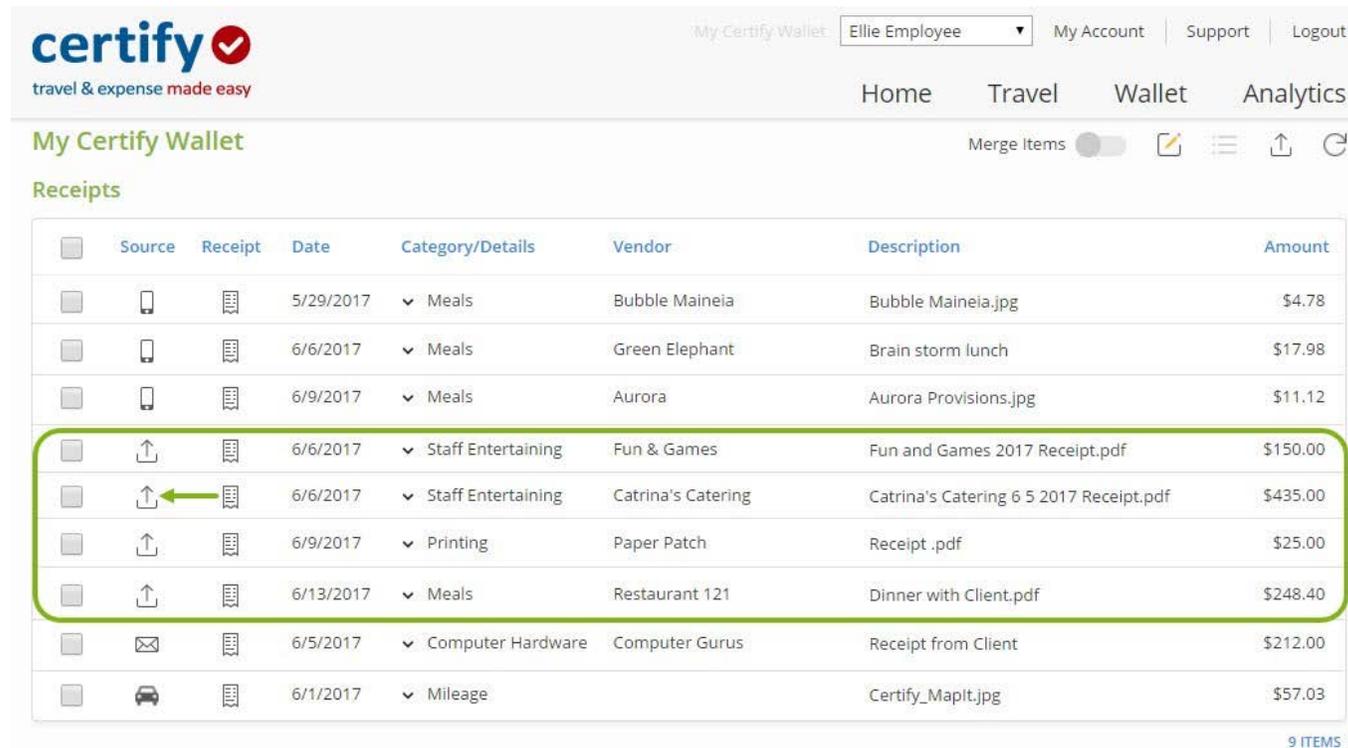
The main content area is titled "Add Receipts and Expenses" and contains three panels:

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

# Add Receipts - Upload

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

The **Upload** feature uses Receipt Parse, which scans the receipt image and can pre-populate the Vendor, Category/Details and Amount fields for you. If you need to make additions or edits to those fields, you can manually change them using the **Edit Item** button.



The screenshot shows the Certify Wallet interface. The top navigation bar includes the Certify logo, user information (Ellie Employee), and links for My Account, Support, and Logout. Below the navigation bar, there are tabs for Home, Travel, Wallet, and Analytics. The main content area is titled "My Certify Wallet" and "Receipts". A table lists receipts with columns for Source, Receipt, Date, Category/Details, Vendor, Description, and Amount. The 'Source' column contains icons for mobile, receipt, and upload. The 'Upload' icon is highlighted with a green box and a green arrow pointing to it.

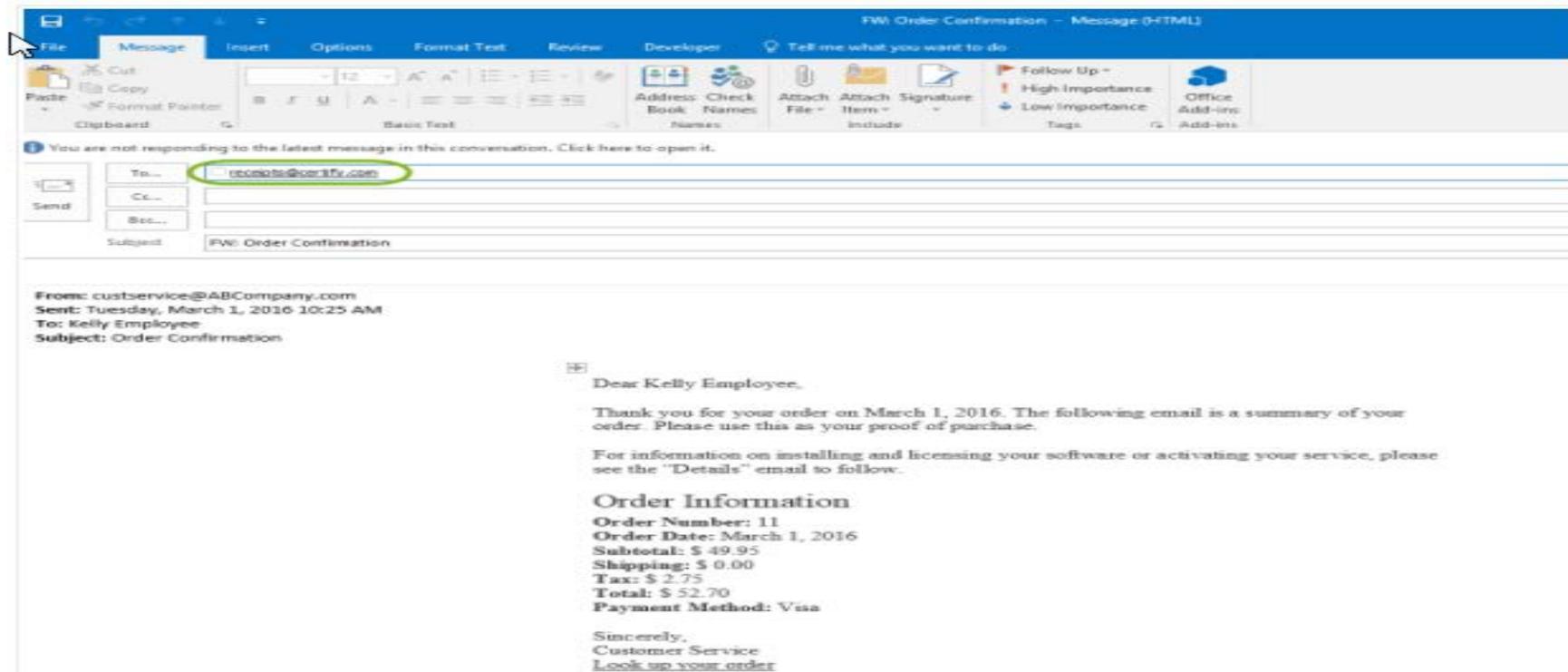
Source	Receipt	Date	Category/Details	Vendor	Description	Amount
📱	📄	5/29/2017	Meals	Bubble Maineia	Bubble Maineia.jpg	\$4.78
📱	📄	6/6/2017	Meals	Green Elephant	Brain storm lunch	\$17.98
📱	📄	6/9/2017	Meals	Aurora	Aurora Provisions.jpg	\$11.12
📄	📄	6/6/2017	Staff Entertaining	Fun & Games	Fun and Games 2017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

9 ITEMS

# Add Receipts – Emailing

- **Emailing Receipts**

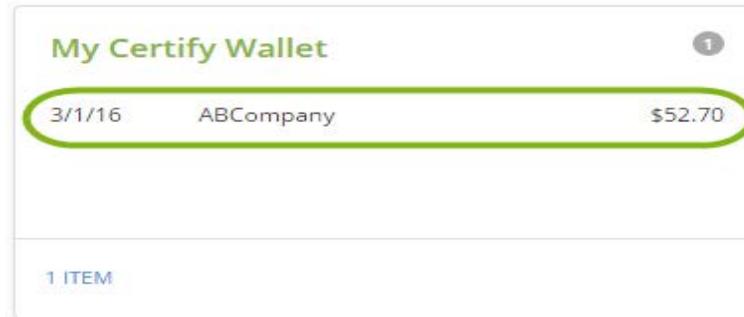
**Step 1:** Using your CI Email (not your personal email), in the To field, enter receipts@certify.com. Then in the subject line, enter the receipt name.



# Add Receipts - Emailing

**Step 2: Attaching 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.



**My Certify Wallet** 1

3/1/16    ABCCompany    \$52.70

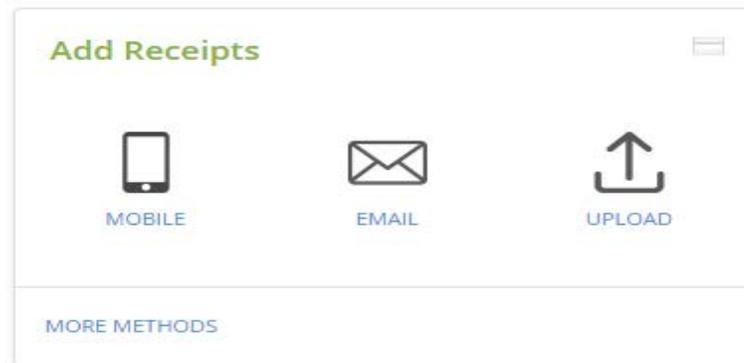
1 ITEM



**My Expense Reports**

[New Expense Report](#)

- Drafts 2
- Pending Approval 0
- Pending Payment 0
- Archived 22



**Add Receipts**

[MOBILE](#)    [EMAIL](#)    [UPLOAD](#)

[MORE METHODS](#)



**Scheduled Expense Reports**

 ReportExecutive™ is on.  
Next Build Day:  
Wednesday, November 9, 2016

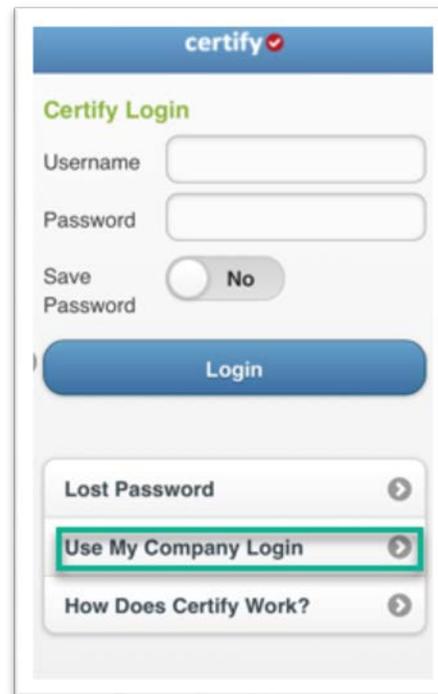
[CONFIGURE ReportExecutive™](#)

# Add Receipts – Certify Mobile

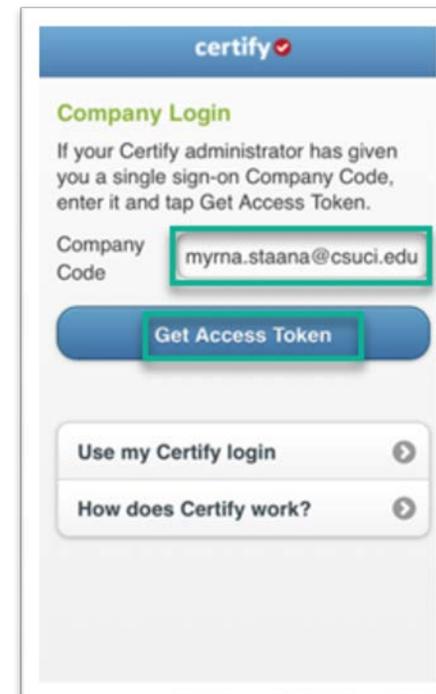
- **Adding Receipts using Certify Mobile**

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.

**Step 1:** Open the Certify Mobile app on your mobile device. Tap **Use My Company Login**. Type your **CI email address** under **Company Code**. Tap **Get Access Token**



The screenshot shows the 'Certify Login' screen. At the top is the 'certify' logo with a red checkmark. Below it is the title 'Certify Login'. There are input fields for 'Username' and 'Password', and a 'Save Password' toggle set to 'No'. A blue 'Login' button is at the bottom. Below the button are three links: 'Lost Password', 'Use My Company Login' (highlighted with a green box), and 'How Does Certify Work?'.



The screenshot shows the 'Company Login' screen. At the top is the 'certify' logo with a red checkmark. Below it is the title 'Company Login'. There is a paragraph of text: 'If your Certify administrator has given you a single sign-on Company Code, enter it and tap Get Access Token.' Below this is a 'Company Code' input field containing 'myrna.staana@csuci.edu' (highlighted with a green box). A blue 'Get Access Token' button is below the input field (also highlighted with a green box). At the bottom are two links: 'Use my Certify login' and 'How does Certify work?'.

# Add Receipts – Certify Mobile

**Step 2:** Sign-in to your CI login account. The next screen will bring you to your Certify mobile home screen.

Dolphin Name  
myrna.staana@csuci.edu

Dolphin Password  
●●●●●●●●

Sign In

Forgot Password? | Help

NEW TO CI?

Activate your account

Help

https://myci.csuci.edu/idp/profile/SAML...

certify

My Certify Wallet

Your wallet is empty

Add receipts or expenses to your Wallet.

0 ITEMS

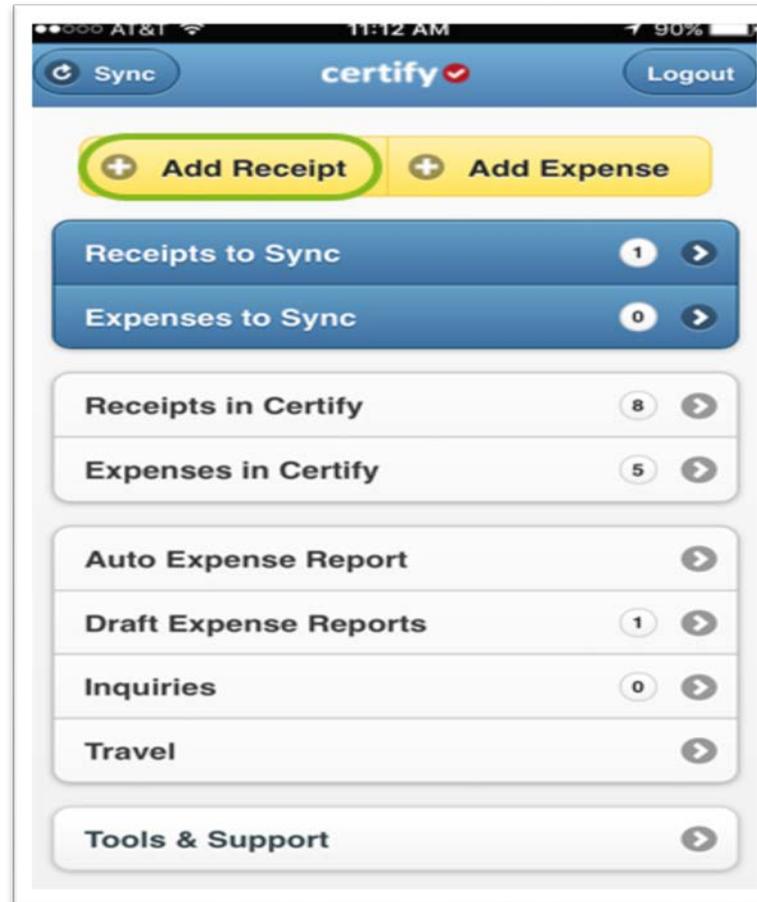
My Expense Reports

New Expense Report

https://www.certify.com/Home2.aspx

# Add Receipts –Certify Mobile

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



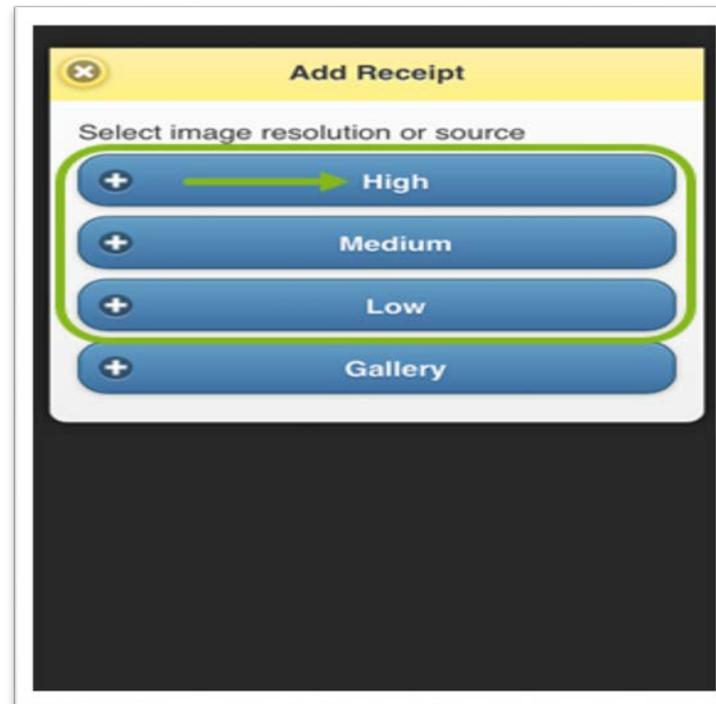
# Add Receipts –Certify Mobile

**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



# Add Receipts –Certify Mobile

**Step 4:** Open the camera screen. 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.



# Add Receipts –Certify Mobile

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



# Add Receipts –Certify Mobile

**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 mobile application. The form is titled 'Enter Expense' and has a blue header with 'Cancel' and 'Save' buttons. The 'AutoFill' button is highlighted in yellow. The form fields are as follows:

Field	Value
Receipt	[Receipt Image]
Date	Jun 9, 2017
Department	General & Admin
Category	Airfare
Amount	[Empty]
Carrier	[Empty]
From	[Empty]
To	[Empty]
Reason	[Empty]
Reimbursable	Yes
Billable	No

# Add Receipts –Certify Mobile

**Step 7a:** If needed, make edits to the expense data by tapping the field you want to edit, click **arrow (v)** by entering Category/Fund/Project etc. To finish tap **Done**.

Cancel certify Save

Enter Expense

Receipt  AutoFill

Date Feb 7, 2018

Department 920101 - Fiscal S

Category 606001 - Meals (In State)

Amount 34.55 USD

Business Unit

Fund search text

Program search text

Project

AT&T 2:25 PM 85%

Date Feb 7, 2018

Department 920101 - Fiscal S

Category 606001 - Meals (In State)

Amount 34.55 USD

Business Unit

Fund search text

Done

606001 - Lodging (In State)

606001 - Lodging Taxes and Fe...

606001 - Lodging with Friends (...)

606001 - Meals (In State)

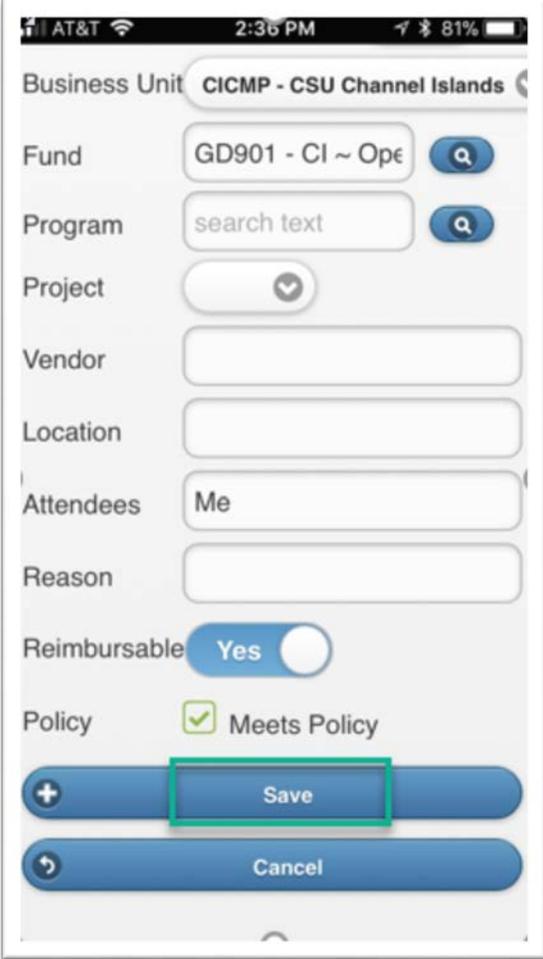
606001 - Mileage (In State)

606001 - Santa Rosa Transport

606001 - Shuttle (In State)

# Add Receipts –Certify Mobile

**Step 7b:** Tap **Save** to finish.



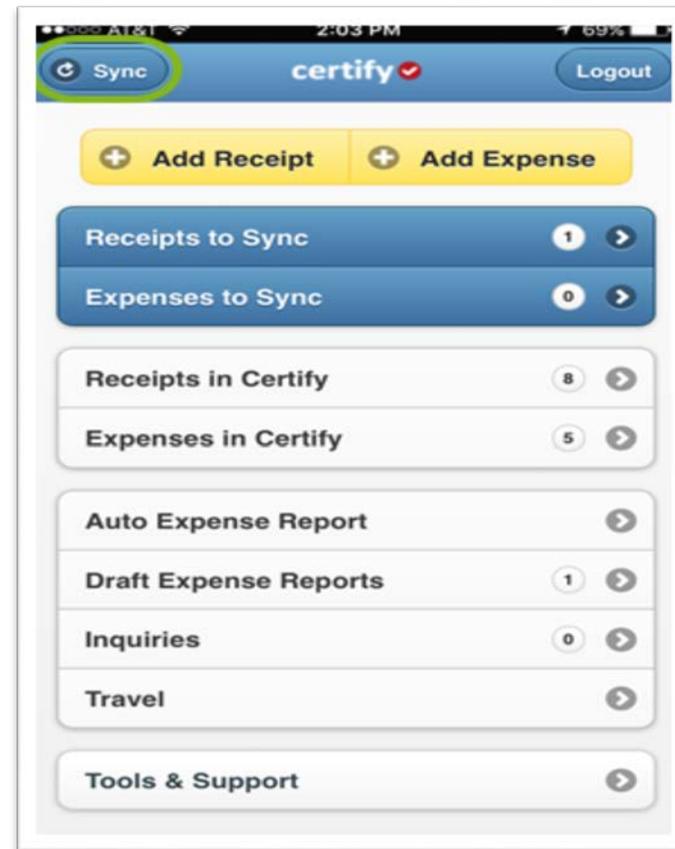
The screenshot shows a mobile application interface for adding receipts. The form includes the following fields and controls:

- Business Unit:** CICMP - CSU Channel Islands
- Fund:** GD901 - CI ~ Ope (with a search icon)
- Program:** search text (with a search icon)
- Project:** (with a dropdown arrow)
- Vendor:** (empty text field)
- Location:** (empty text field)
- Attendees:** Me
- Reason:** (empty text field)
- Reimbursable:** Yes (toggle switch)
- Policy:**  Meets Policy

At the bottom of the form, there are two blue buttons: a '+' button on the left and a 'Save' button in the center, which is highlighted with a green rectangular box. Below the 'Save' button is a 'Cancel' button with a back arrow icon.

# Add Receipts –Certify Mobile

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



# Certify Wallet

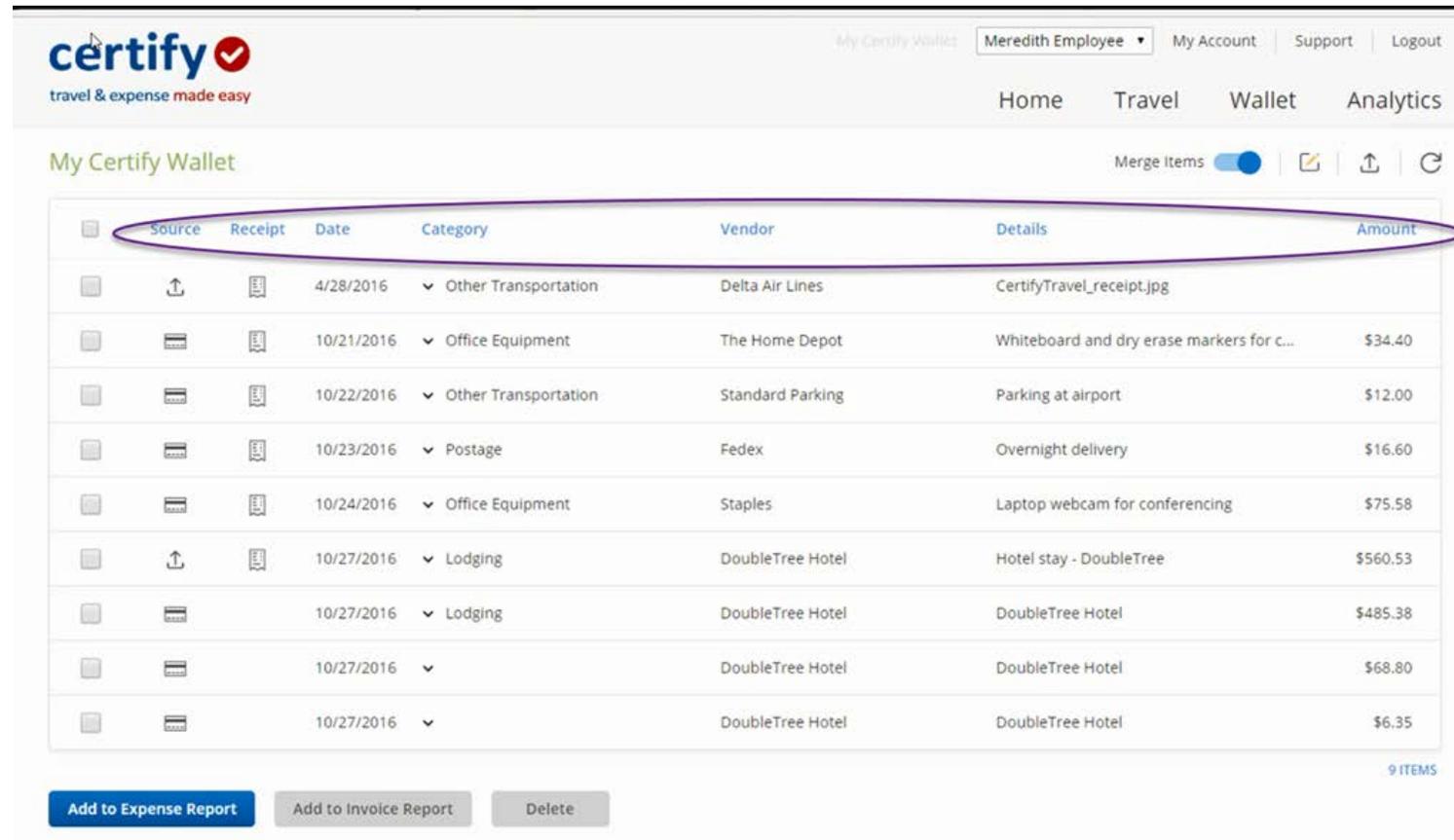
You can add and manage your receipts and expenses using the **Certify Wallet**. You can store your receipts and expenses **in My Certify Wallet** until you are ready to create your expense report. To view more items on your wallet select **More Items** under **My Certify Wallet**.

The screenshot displays the Certify Wallet interface. At the top, the Certify logo is on the left, and navigation links for 'My Certify Wallet', 'Meredith Employee', 'My Account', 'Support', and 'Logout' are on the right. Below this, there are tabs for 'Home', 'Travel', 'Wallet', and 'Analytics'. The main content area is divided into several sections:

- My Certify Wallet:** A table listing three expense items from DoubleTree Hotel on 10/27/16 with amounts of \$560.53, \$485.38, and \$68.80. A '6 MORE ITEMS' link is circled in purple at the bottom of the list.
- 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 (5).
- 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 'MORE METHODS' link at the bottom.
- Schedule Expense Reports:** A section with a character icon and text stating 'ReportExecutive™ is off. Meet your fully automated expense report.' with a 'CONFIGURE ReportExecutive™' link at the bottom.

# Certify Wallet

Once the “**More Items**” is selected all receipts and expenses that have been uploaded and sync to your wallet will be shown. The wallet includes the **Source, Receipt, Date, Category, Vendor, Details and Amount.**



The screenshot displays the Certify Wallet interface. At the top, the Certify logo is on the left, and user information (Meredith Employee) and navigation links (Home, Travel, Wallet, Analytics) are on the right. Below the header, there's a section titled "My Certify Wallet" with a "Merge Items" toggle and some utility icons. The main content is a table of expenses. A purple oval highlights the table's header row, which contains the following columns: Source, Receipt, Date, Category, Vendor, Details, and Amount. The table lists several transactions, including transportation, office equipment, parking, postage, and lodging.

Source	Receipt	Date	Category	Vendor	Details	Amount	
			4/28/2016	Other Transportation	Delta Air Lines	CertifyTravel_receipt.jpg	
			10/21/2016	Office Equipment	The Home Depot	Whiteboard and dry erase markers for c...	\$34.40
			10/22/2016	Other Transportation	Standard Parking	Parking at airport	\$12.00
			10/23/2016	Postage	Fedex	Overnight delivery	\$16.60
			10/24/2016	Office Equipment	Staples	Laptop webcam for conferencing	\$75.58
			10/27/2016	Lodging	DoubleTree Hotel	Hotel stay - DoubleTree	\$560.53
			10/27/2016	Lodging	DoubleTree Hotel	DoubleTree Hotel	\$485.38
			10/27/2016		DoubleTree Hotel	DoubleTree Hotel	\$68.80
			10/27/2016		DoubleTree Hotel	DoubleTree Hotel	\$6.35

9 ITEMS

Buttons: Add to Expense Report, Add to Invoice Report, Delete



# Certify Wallet

To delete receipts and expenses, select the item. Confirmation box will appear. Click **Yes** and then, click **Delete**.

The screenshot displays the Certify Wallet interface. At the top, the Certify logo and tagline "travel & expense made easy" are visible. The user is logged in as Meredith Employee. The main content area shows a table of expenses with columns for Source, Receipt, Date, Category, Vendor, Details, and Amount. One item, "Parking at airport" from Standard Parking on 10/22/2016, is selected, indicated by a checked checkbox. A confirmation dialog box is overlaid on the table, asking "Are you sure you want to delete the selected items?" with "Yes" and "No" buttons. The "Delete" button at the bottom of the interface is also highlighted.

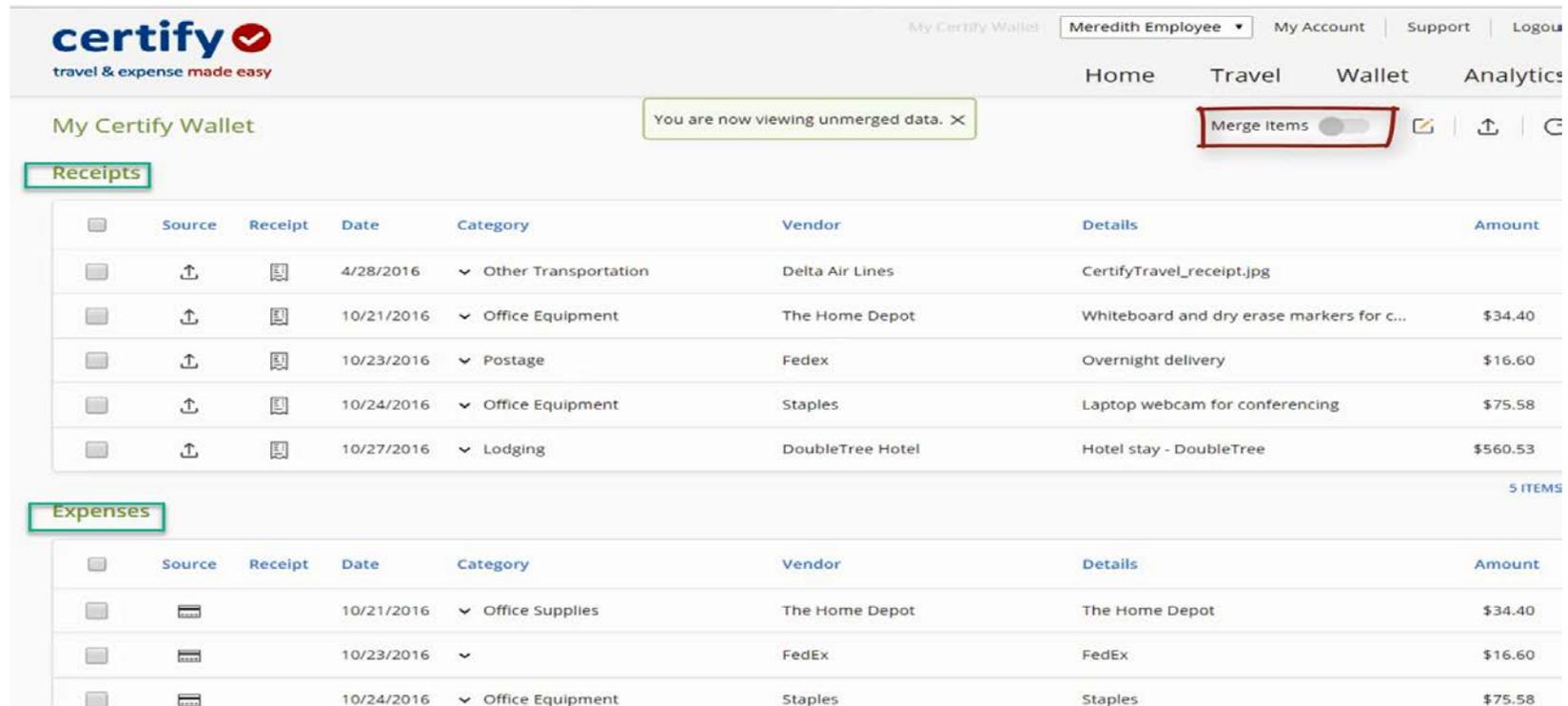
	Source	Receipt	Date	Category	Vendor	Details	Amount
<input type="checkbox"/>	↑	📄	4/28/2016	Other Transportation	Delta Air Lines	CertifyTravel_receipt.jpg	
<input type="checkbox"/>	📄	📄	10/21/2016	Office Equipment	The Home Depot	Whiteboard and dry erase markers for c...	\$34.40
<input checked="" type="checkbox"/>	📄	📄	10/22/2016	Other Transportation	Standard Parking	Parking at airport	\$12.00
<input type="checkbox"/>	📄	📄	10/23/2016	Postage		Overnight delivery	\$16.60
<input type="checkbox"/>	📄	📄	10/24/2016	Office Equipme		Laptop webcam for conferencing	\$75.58
<input type="checkbox"/>	↑	📄	10/27/2016	Lodging		Hotel stay - DoubleTree	\$560.53
<input type="checkbox"/>	📄		10/27/2016	Lodging		DoubleTree Hotel	\$485.38
<input type="checkbox"/>	📄		10/27/2016		DoubleTree Hotel	DoubleTree Hotel	\$68.80
<input type="checkbox"/>	📄		10/27/2016		DoubleTree Hotel	DoubleTree Hotel	\$6.35

9 ITEM

Buttons: Add to Expense Report, Add to Invoice Report, Delete

# Certify Wallet

The **Merge Items** is just a visual aid that categorizes receipts and expense together and/or separately. With **Merge off** (shown below) receipts and expenses are shown separately in your wallet. With **Merge on** receipts and expenses are listed in date order. Note: After using a receipt or expense in an expense report it will no longer appear in your **Certify Wallet**.



The screenshot displays the Certify Wallet interface. At the top, the Certify logo is on the left, and navigation links for 'My Certify Wallet', 'Meredith Employee', 'My Account', 'Support', and 'Logout' are on the right. Below the logo, there are links for 'Home', 'Travel', 'Wallet', and 'Analytics'. A notification box states 'You are now viewing unmerged data.' A red box highlights the 'Merge Items' toggle switch, which is currently turned off. Below this, there are two sections: 'Receipts' and 'Expenses', each with a table of items.

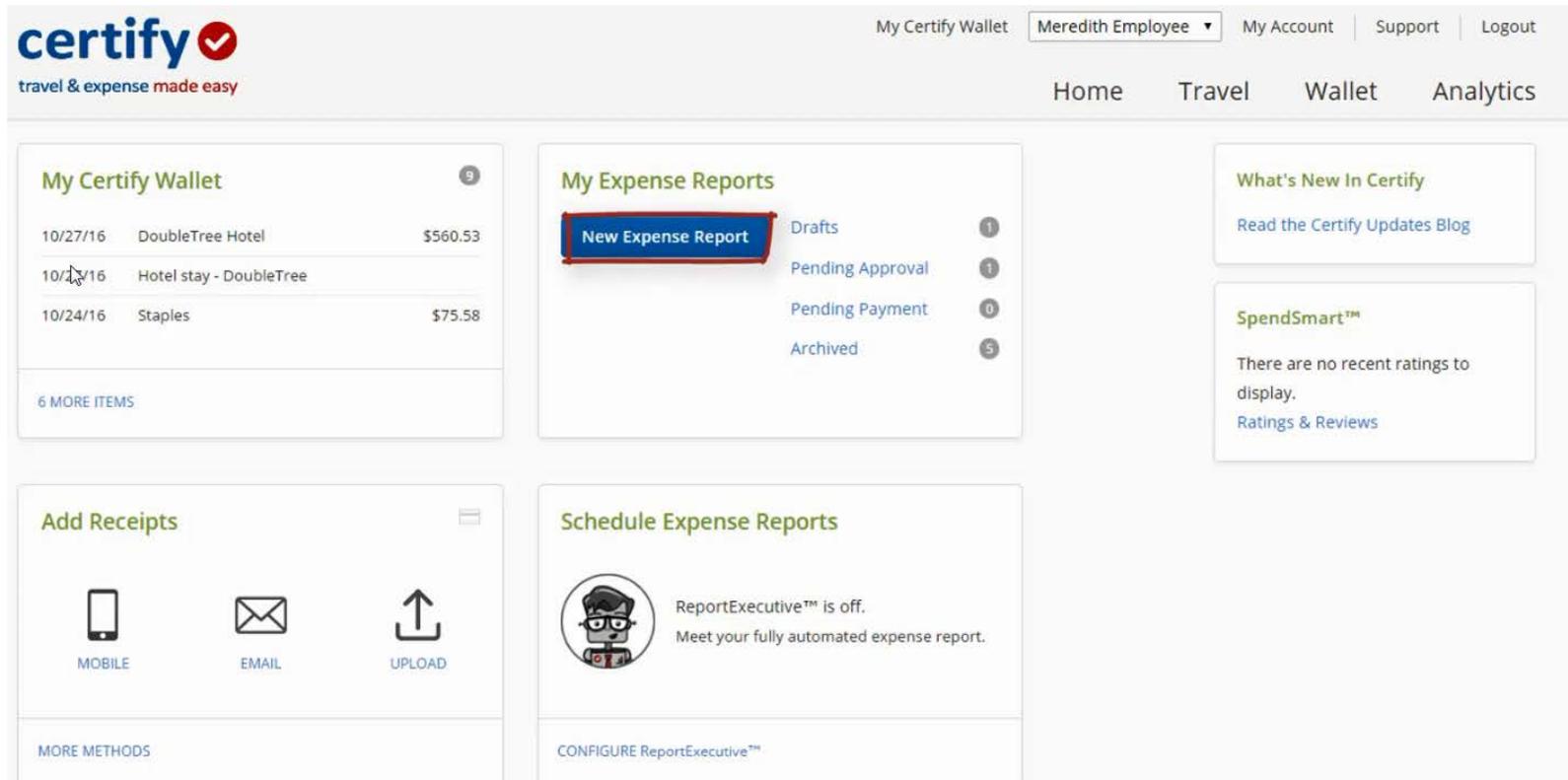
Source	Receipt	Date	Category	Vendor	Details	Amount
		4/28/2016	Other Transportation	Delta Air Lines	CertifyTravel_receipt.jpg	
		10/21/2016	Office Equipment	The Home Depot	Whiteboard and dry erase markers for c...	\$34.40
		10/23/2016	Postage	Fedex	Overnight delivery	\$16.60
		10/24/2016	Office Equipment	Staples	Laptop webcam for conferencing	\$75.58
		10/27/2016	Lodging	DoubleTree Hotel	Hotel stay - DoubleTree	\$560.53

5 ITEMS

Source	Receipt	Date	Category	Vendor	Details	Amount
		10/21/2016	Office Supplies	The Home Depot	The Home Depot	\$34.40
		10/23/2016		FedEx	FedEx	\$16.60
		10/24/2016	Office Equipment	Staples	Staples	\$75.58

# Create and Submit Expense Reports

Now that you have added receipts and expenses, you are ready to create and submit expense report for approval. To get started, on your browser. Type in <http://go.csuci.edu/travel> you will be prompted to use your CSUCI credentials to sign in to Certify. Under **My Expense Reports**, click **New Expense Report**



The screenshot displays the Certify user interface. At the top, the logo reads "certify travel & expense made easy". The user is logged in as "Meredith Employee". The main navigation includes "Home", "Travel", "Wallet", and "Analytics".

The "My Expense Reports" section is highlighted with a red box and contains the following items:

- New Expense Report** (highlighted with a red box)
- Drafts (1)
- Pending Approval (1)
- Pending Payment (0)
- Archived (5)

The "My Certify Wallet" section shows a list of transactions:

Date	Description	Amount
10/27/16	DoubleTree Hotel	\$560.53
10/27/16	Hotel stay - DoubleTree	
10/24/16	Staples	\$75.58

Below the list is a link for "6 MORE ITEMS".

The "Add Receipts" section offers three methods: MOBILE, EMAIL, and UPLOAD. A "MORE METHODS" link is at the bottom.

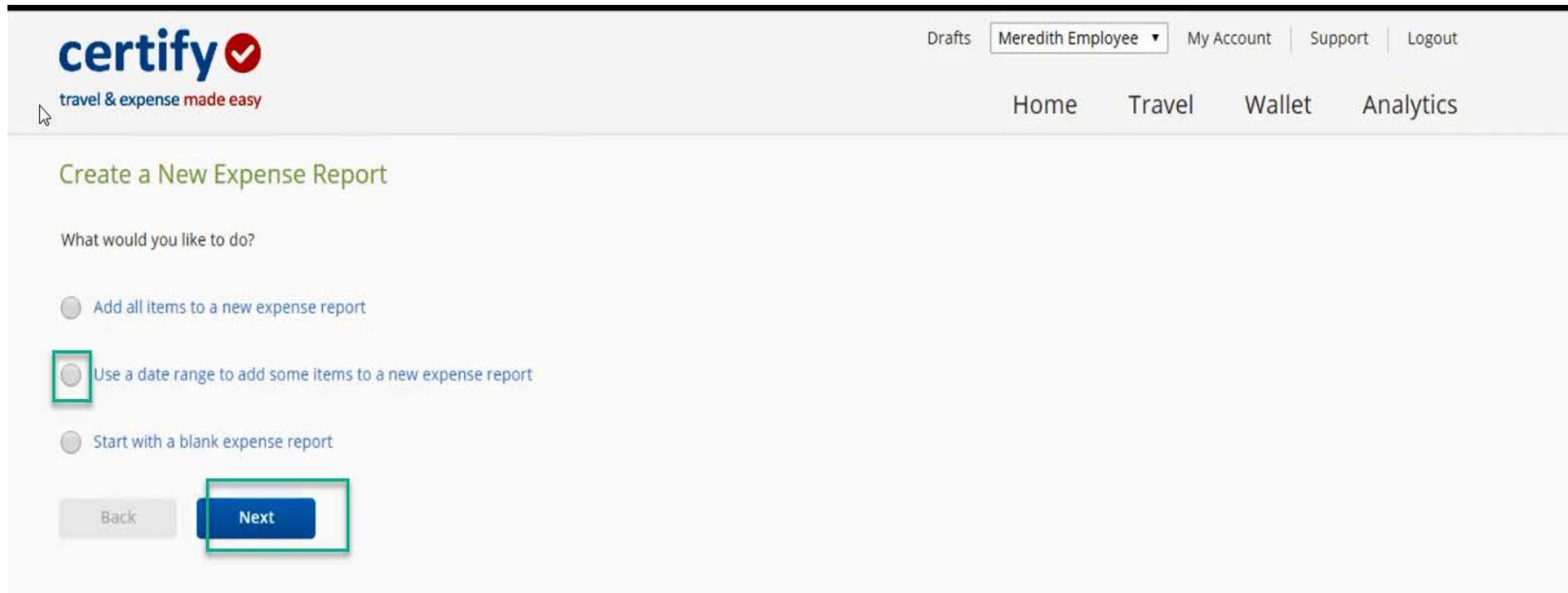
The "Schedule Expense Reports" section features a character icon and the text: "ReportExecutive™ is off. Meet your fully automated expense report." A "CONFIGURE ReportExecutive™" link is at the bottom.

On the right side, there are two informational boxes: "What's New In Certify" with a link to "Read the Certify Updates Blog", and "SpendSmart™" with the message "There are no recent ratings to display." and a link to "Ratings & Reviews".

# Create and Submit Expense Reports

Select the item that you would like to do and then click **Next**.

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



The screenshot shows the Certify web application interface for creating a new expense report. The header includes the Certify logo with the tagline "travel & expense made easy" and navigation links for Drafts, Meredith Employee (with a dropdown arrow), My Account, Support, and Logout. Below the header are navigation tabs for Home, Travel, Wallet, and Analytics. The main content area is titled "Create a New Expense Report" and asks "What would you like to do?". There are three radio button options: "Add all items to a new expense report", "Use a date range to add some items to a new expense report" (which is selected and highlighted with a green box), and "Start with a blank expense report". At the bottom, there are "Back" and "Next" buttons, with the "Next" button highlighted by a green box.

# Create and Submit Expense Reports

- Since “Use a date range to add some items to a new expense report” was selected, enter the details of the expense report in the fields provided. Click **next**
- Expense Report Name = TEC–mm/dd/yy
- Start date and End date = 1/31/2018 and 2/2/2018
- Description = CSU Workshop, San Diego CA

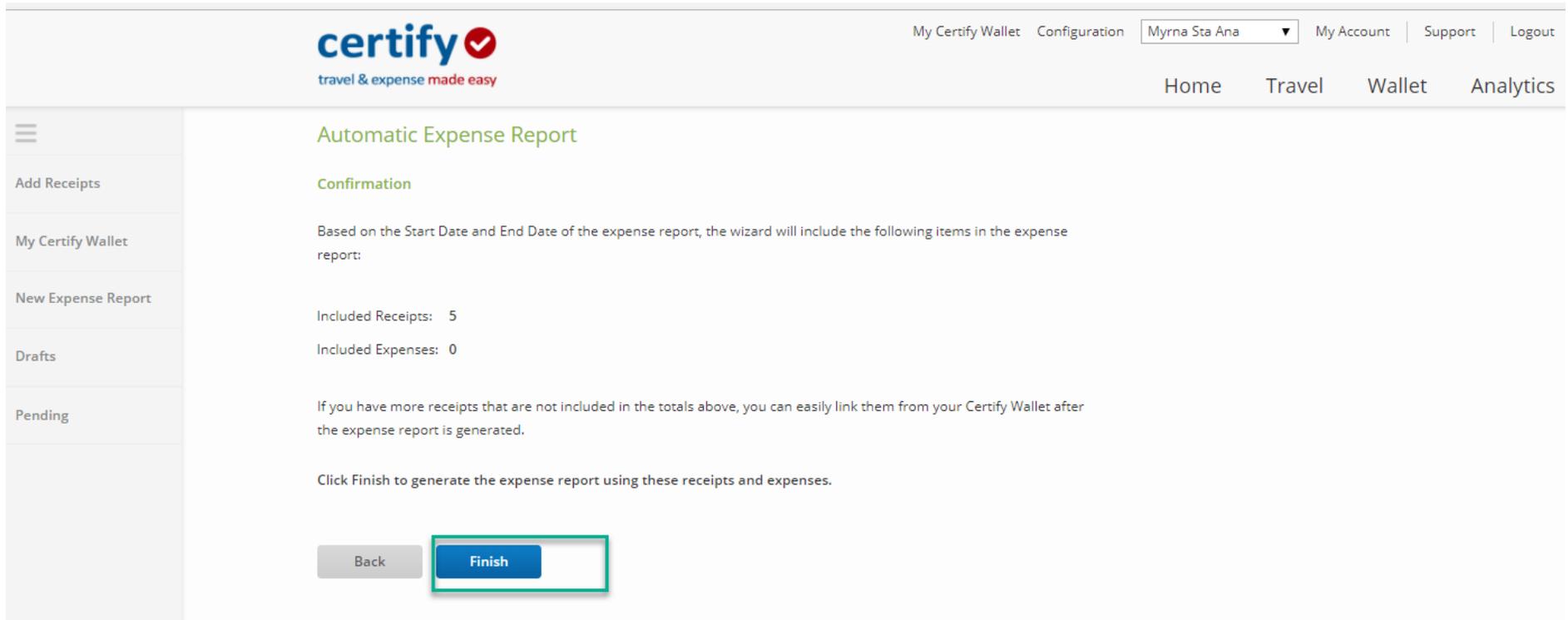
The screenshot shows the 'Create a New Expense Report' form in the Certify application. The form is titled 'Create a New Expense Report' and includes the instruction 'Enter expense report information'. The fields are as follows:

- Expense Report Name: TEC 1/31/2018 - 2/2/2018
- Billable to Client:
- Start Date: 1/31/2018
- End Date: 2/2/2018
- Description: CSU Workshop, San Diego CA

The 'Next' button is highlighted with a red box, and red arrows point to the input fields for the Expense Report Name, Start Date, End Date, and Description.

# Create and Submit Expense Reports

Click **Finish** to create the expense report



The screenshot displays the Certify web application interface. At the top, the Certify logo is on the left, and navigation links for 'My Certify Wallet', 'Configuration', 'Myrna Sta Ana' (with a dropdown arrow), 'My Account', 'Support', and 'Logout' are on the right. Below this, a secondary navigation bar includes 'Home', 'Travel', 'Wallet', and 'Analytics'. A left sidebar contains a menu with options: 'Add Receipts', 'My Certify Wallet', 'New Expense Report', 'Drafts', and 'Pending'. The main content area is titled 'Automatic Expense Report' and includes a 'Confirmation' section. It states: 'Based on the Start Date and End Date of the expense report, the wizard will include the following items in the expense report:'. Below this, it lists 'Included Receipts: 5' and 'Included Expenses: 0'. A paragraph follows: '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.' At the bottom, it says 'Click Finish to generate the expense report using these receipts and expenses.' Two buttons are visible: a grey 'Back' button and a blue 'Finish' button, which is highlighted with a red rectangular box.

**certify**  
travel & expense made easy

My Certify Wallet | Configuration | Myrna Sta Ana | My Account | Support | Logout

Home | Travel | Wallet | Analytics

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: 0

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.

Back Finish

# Create and Submit Expense Reports

All receipts and expenses in your wallet will be added to your expense report.

The screenshot displays the Certify web application interface for creating and submitting an expense report. The top navigation bar includes the Certify logo, user information (Myrna Sta Ana), and links for My Certify Wallet, Configuration, My Account, Support, and Logout. The main navigation menu includes Home, Travel, Wallet, and Analytics. The 'Expense Report' section shows the report name 'TEC 1/31/2018 - 2/2/2018' and dates '1/31/2018 - 2/2/2018'. A 'Submit for Approval' button is visible. The 'Expenses' table lists five entries with columns for Expense, Date, Department, Category, Details, Amount, Reim., Reim. Amount, Billable, Receipt, and Reason. The 'Add Expense' form below includes fields for Date, Department, Category, Reason, Reimbursable, Billable, and Receipt, with a 'Save' button. The 'My Certify Wallet' section shows a table with one entry: 'Certify Test1.pdf' for \$388.40.

**Expenses**

Expense	Date	Department	Category	Details	Amount	Reim.	Reim. Amount	Billable	Receipt	Reason
	2/1/2018	920101 - Fiscal Services	Unknown		0.00	Yes	0.00	No		
	2/1/2018	920101 - Fiscal Services	Unknown		0.00	Yes	0.00	No		
	2/1/2018	920101 - Fiscal Services	606001 - Taxi, Tools, Parking ...		34.55	Yes	34.55	No		
	2/1/2018	920101 - Fiscal Services	Unknown		0.00	Yes	0.00	No		
	2/1/2018	920101 - Fiscal Services	606001 - Mileage ( In State)		190.86	Yes	190.86	No		

Total Non-Reimbursable: \$0.00  
Total Reimbursable: \$225.41

**Add Expense**

Date:   
Department: 920101 - Fiscal Services  
Category:   
Reason:   
Reimbursable:  I paid for this, please reimburse me.  
Billable:   
Receipt:

**My Certify Wallet**

Date	Category	Description	Amount
2/6/18	606001 - Lodgi...	Certify Test1.pdf	\$388.40

# Create and Submit Expense Reports

Expenses with a **Red Flag** are items that need attention. Click the **Cleanup Wizard** to edit those expenses.

The screenshot displays the Certify expense report interface. At the top, the Certify logo and navigation links are visible. The main section is titled "Expense Report" and shows the report name "TEC 1/31/2018 - 2/2/2018" and dates "1/31/2018 - 2/2/2018". A "Submit for Approval" button is present. Below this is a table of expenses with columns for Expense, Date, Department, Category, Details, Amount, Reim., Reim. Amount, Billable, Receipt, and Reason. The table contains five rows of expense data. The first, second, and fourth rows have a red flag icon in the Details column, while the third and fifth rows have a green checkmark. A "Cleanup Wizard" button is highlighted with a red box in the top right navigation area. Below the table, there are sections for "Add Expense" and "My Certify Wallet".

Expense	Date	Department	Category	Details	Amount	Reim.	Reim. Amount	Billable	Receipt	Reason
	2/1/2018	920101 - Fiscal Services	Unknown		0.00	Yes	0.00	No		
	2/1/2018	920101 - Fiscal Services	Unknown		0.00	Yes	0.00	No		
	2/1/2018	920101 - Fiscal Services	606001 - Taxi, Tools, Parking ...		34.55	Yes	34.55	No		
	2/1/2018	920101 - Fiscal Services	Unknown		0.00	Yes	0.00	No		
	2/1/2018	920101 - Fiscal Services	606001 - Mileage ( In State)		190.86	Yes	190.86	No		

Total Non-Reimbursable: \$0.00  
Total Reimbursable: \$225.41

**Add Expense**

Date:   
Department: 920101 - Fiscal Services  
Category:   
Reason:   
Reimbursable: I paid for this, please reimburse me.  
Billable:   
Receipt:

**My Certify Wallet**

Date	Category	Description	Amount
2/6/18	606001 - Lodgi...	Certify Test1.pdf	\$388.40

# Create and Submit Expense Reports

Once the **Cleanup Wizard** is selected follow the instructions in Red and clear all Red items. Click **Finish** when done.

The screenshot shows the 'Expense Report Cleanup' wizard in the Certify system. The interface includes a top navigation bar with the Certify logo and user information. A sidebar on the left contains navigation options like 'Add Receipts', 'My Certify Wallet', and 'New Expense Report'. The main content area is titled 'Expense Report Cleanup' and shows 'Current Step: 1 - 2 - 3 - 4'. The 'Expense Details' section contains several input fields with red error messages: 'You must select an Expense Category.', 'You must enter a Vendor.', and 'You must enter a Location.'. The fields include Date (2/1/2018), Department (920101 - Fiscal Services), Category (dropdown), Amount (0.00), Vendor (text), Location (text), Reason (text), Reimbursable (dropdown), Billable (checkbox), and Skip (checkbox). The 'Finish' button at the bottom is highlighted with a green box. To the right, the 'Receipt Image' section shows a scanned receipt with the handwritten text 'Test Receipt'.

# Create and Submit Expense Reports

To **Edit** an expense, click on the edit icon (pencil) next to the expense line .

The screenshot displays the Certify web application interface for managing expense reports. At the top, the user is logged in as Meredith Employee. The main section is titled "My Expense Report" for the month of October 2016, covering the period from 10/1/2016 to 10/31/2016. A "Submit for Approval" button is visible. Below this is a table of expenses with columns for Expense, Date, Department, Category, Details, Amount, Reim., Billable, Receipt, and Reason. The first row is circled, highlighting the edit icon (pencil) next to the date 10/4/2016. A summary table at the bottom right shows totals for non-reimbursable, personal, reimbursable, and total expenses.

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/4/2016	General & Admin	Other Transportation		25.00	Yes	No		
	10/21/2016	General & Admin	Office Equipment		34.40	No	No		
	10/22/2016	General & Admin	Other Transportation		12.00	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	\$682.51
Total Personal	\$0.00
Total Reimbursable	\$25.00
Total Expenses	\$707.51

**Add Expense**

Date:

Department:

Category:

Reason:

**My Certify Wallet**

Merge Items:

-   10/21/16 Whiteboard and dry ...
-   10/22/16 Parking at airport
-   10/24/16 Laptop webcam for ...

# Create and Submit Expense Reports

For **Other Actions**, like **Splitting** or **Deleting** an expense, click the arrow on the **Other Actions** (<).

The screenshot displays the Certify web application interface for managing expense reports. At the top, the Certify logo and tagline "travel & expense made easy" are visible. The user is logged in as Meredith Employee. The main heading is "My Expense Report" for October 2016, with dates from 10/1/2016 to 10/31/2016. A "Submit for Approval" button is present. Below this is a table of expenses with columns for Expense, Date, Department, Category, Details, Amount, Reim., Billable, Receipt, and Reason. A red circle highlights the left arrow icon in the "Other Actions" column for the first expense. A dropdown menu is open, showing options: Delete Expense, Send to Wallet, Split Expense, Copy Expense, and Add Bank Fee. To the right of the table is a summary table with rows for Total Non-Reimbursable, Total Personal, Total Reimbursable, and Total Expenses, with corresponding amounts.

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
<input checked="" type="checkbox"/> <input type="button" value="&gt;"/>	10/4/2016	General & Admin	Other Transportation	<input checked="" type="checkbox"/> <input type="button" value="&gt;"/>	25.00	Yes	No	<input type="button" value="Receipt"/>	
<input checked="" type="checkbox"/> <input type="button" value="&gt;"/>	10/21/2016	General & Admin	Office Equipment	<input checked="" type="checkbox"/> <input type="button" value="&gt;"/>	34.40	No	No	<input type="button" value="Receipt"/>	<input type="button" value="&gt;"/>
<input checked="" type="checkbox"/> <input type="button" value="&gt;"/>	10/22/2016	General & Admin	Other Transportation	<input checked="" type="checkbox"/> <input type="button" value="&gt;"/>	12.00	No	No	<input type="button" value="Receipt"/>	<input type="button" value="&gt;"/>
<input checked="" type="checkbox"/> <input type="button" value="&gt;"/>	10/24/2016	General & Admin	Office Equipment	<input checked="" type="checkbox"/> <input type="button" value="&gt;"/>	75.58	No	No	<input type="button" value="Receipt"/>	<input type="button" value="&gt;"/>
<input checked="" type="checkbox"/> <input type="button" value="&lt;"/>			Lodging	<input checked="" type="checkbox"/> <input type="button" value="&gt;"/>	560.53	No	No	<input type="button" value="Receipt"/>	<input type="button" value="&gt;"/>

Total Non-Reimbursable	\$682.51
Total Personal	\$0.00
Total Reimbursable	\$25.00
Total Expenses	\$707.51

# Create and Submit Expense Reports

Splitting the expense will allow you to create extra expense lines with one receipt.

The screenshot displays the Certify expense management interface. At the top, the logo "certify" is visible with the tagline "travel & expense made easy". The user is logged in as "Meredith Employee". The main heading is "My Expense Report" for "October 2016", with dates "10/1/2016 - 10/31/2016". A "Submit for Approval" button is present. Below this is a table of expenses:

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
<input checked="" type="checkbox"/>	10/4/2016	General & Admin	Other Transportation	<input checked="" type="checkbox"/>	25.00	Yes	No	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	10/21/2016	General & Admin	Office Equipment	<input checked="" type="checkbox"/>	34.40	No	No	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/22/2016	General & Admin	Other Transportation	<input checked="" type="checkbox"/>	12.00	No	No	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/24/2016	General & Admin	Office Equipment	<input checked="" type="checkbox"/>	75.58	No	No	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>			Lodging	<input checked="" type="checkbox"/>	560.53	No	No	<input type="checkbox"/>	<input type="checkbox"/>

A context menu is open over the "Lodging" expense line, with the "Split Expense" option highlighted by a red circle. The menu includes options: "Delete Expense", "Send to Wallet", "Split Expense", "Copy Expense", and "Add Bank Fee".

Summary statistics for the report:

- Total Non-Reimbursable: \$682.51
- Total Personal: \$0.00
- Total Reimbursable: \$25.00
- Total Expenses: \$707.51

At the bottom, there are sections for "Add Expense" (with fields for Date, Department, Category, Reason) and "My Certify Wallet" (listing items like "Whiteboard and dry ..." and "Parking at airport" with "Add" buttons).

# Create and Submit Expense Reports

## Example: Splitting Expense

**certify**  
travel & expense made easy

Drafts Configuration Myrna Sta Ana My Account Support Logout

Home Travel Wallet Analytics

### Split Expense

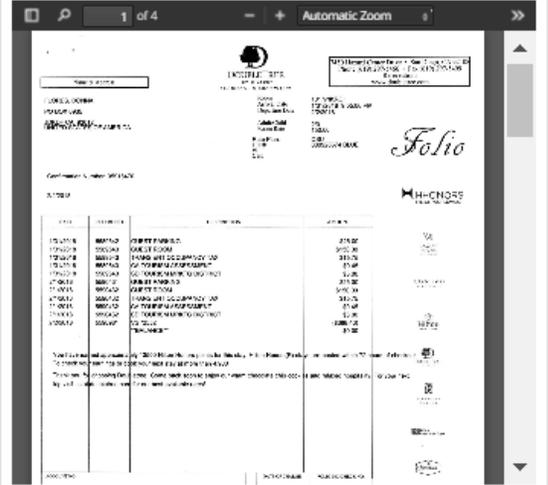
Enter an itemized amount that is included in this expense.

Expense Amount \$300.00  
Reimbursable Amount \$300.00  
Expense Category 606001 - Lodging ( In State)

#### Itemized Expense

Date: 2/6/2018  
Department: 920101 - Fiscal Services  
Category: 606001 - Lodging ( In State)  
Amount: 0.00 United States Dollars  
Business Unit: CICMP - CSU Channel Islands  
Fund: GD901 - CI - Operating  
Program:  
Project:  
Hotel: DOUBLE TREE  
Location: SAN DIEGO, CA  
Check-in: 1/31/2018  
Check-out: 2/2/2018  
Reason: LODGING  
Reimbursable: I paid for this, please reimburse me.

#### Receipt Image



Receipt: Certify Test1.pdf  
Relationship: Link expenses

Save Split Again Cancel

# Create and Submit Expense Reports

## Example: Splitting Expense

The screenshot displays the Certify expense report interface. At the top, the logo reads "certify travel & expense made easy". Navigation links include Drafts, Configuration, Myrna Sta Ana, My Account, Support, Logout, Home, Travel, Wallet, and Analytics. A "Per Diem Wizard" and "Print Report" link are also visible. A "Submit for Approval" button is present in the top right.

The main section is titled "Expense Report" and shows a report named "Test 2" with dates from 2/1/2018 to 2/3/2018. Below this is a table of expenses:

Date	Department	Category	Amount	Reimbursable	Non-Reimbursable	Other
2/6/2018	920101 - Fiscal Services	606001 - Lodging ( In State)	0.00	Yes	0.00	No
1/31/2018	920101 - Fiscal Services	606001 - Taxi, Tools, Parking ...	25.00	Yes	25.00	No
2/1/2018	920101 - Fiscal Services	606001 - Taxi, Tools, Parking ...	25.00	Yes	25.00	No
2/6/2018	920101 - Fiscal Services	606001 - Lodging ( In State)	300.00	Yes	300.00	No
2/6/2018	920101 - Fiscal Services	606001 - Lodging Taxes and Fee...	38.40	Yes	38.40	No

Summary totals at the bottom of the table:  
Total Non-Reimbursable: \$0.00  
Total Reimbursable: \$388.40  
Total Expenses: \$388.40

The "Edit Expense" form is shown below the table, with the following fields:  
Date: 2/6/2018  
Department: 920101 - Fiscal Services  
Category: 606001 - Lodging ( In State)  
Amount: 0.00 United States Dollars  
Business Unit: CICMP - CSU Channel Islands  
Fund: GD901 - CI - Operating  
Program: [Empty]  
Project: [Empty]  
Hotel: DOUBLE TREE  
Location: SAN DIEGO, CA  
Check-in: 1/31/2018  
Check-out: 2/2/2018  
Reason: LODGING  
Reimbursable: I paid for this, please reimburse me.  
Receipt: [Change]

The "Receipt Image" section shows a scanned receipt with a context menu open, displaying options like Presentation Mode, Open, Print, Download, Go to First Page, Go to Last Page, Rotate Clockwise, Rotate Counterclockwise, Text Selection Tool, Hand Tool, and Document Properties...

# Create and Submit Expense Reports

To **Add Expense**, select Add on the receipts that you want to create an Expense for in **My Certify Wallet** and a new expense will appear.

The image shows two side-by-side panels from a software interface. The left panel is titled "Add Expense" and contains the following fields and controls:

- Date: A date picker field.
- Department: A dropdown menu with "General & Admin" selected.
- Category: A dropdown menu.
- Reason: A text input field.
- Reimbursable: A dropdown menu with "I paid for this, please reimburse me." selected.
- Billable: A checkbox that is currently unchecked.
- Receipt: A button labeled "Change".
- At the bottom: Two buttons, "Save" (in blue) and "Cancel" (in grey).

The right panel is titled "My Certify Wallet" and features a "Merge Items" toggle switch (currently off) and two icons (upload and refresh). Below this is a list of items:

- A red box highlights a blue "Add" button next to an upload icon.
- To the right of the icon is the date "11/4/16".
- To the right of the date is the filename "National Rental.pdf".

# Create and Submit Expense Reports

Use the edit button (Pencil) to enter a new detail to go with the expense.

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
 	10/4/2016	General & Admin	Other Transportation	 	25.00	Yes	No		
 	10/21/2016	General & Admin	Office Equipment	 	34.40	No	No		
 	10/22/2016	General & Admin	Other Transportation	 	12.00	No	No		
 	10/24/2016	General & Admin	Office Equipment	 	75.58	No	No		
 	10/27/2016	General & Admin	Lodging	 	560.53	No	No		
 	11/4/2016	General & Admin	Unknown	 	0.00	Yes	No		

**Total Non-Reimbursable** \$682.51  
**Total Personal** \$0.00  
**Total Reimbursable** \$25.00  
**Total Expenses** \$707.51

### Add Expense

Date

Department

Category

Reason

Reimbursable

Billable

Receipt

### My Certify Wallet

Merge Items

# Create and Submit Expense Reports

Complete the fields on the Edit Expense screen, click Save.

### Edit Expense

Date: 11/4/2016

Department: General & Admin

Category: Rental Car

Amount: 143.42

Company: National Car Rental

Location: Boston, MA

Pick-up: 11/2/2016

Drop-off: 11/4/2016

Reason:

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt:

### Receipt Image



Rental Agreement # 1334  
Invoice # f12c

**National**

Renter Information		Trip Information	
Renter Name	Employee	Pickup	Thu, Aug 20 2015 07:28 PM
Renter Address	Employee Address	Return	Fri, Aug 21 2015 12:00 AM
			BOSTON LOGAN INTL. AIRPT (BOS)
			35 NEWARK AIRPORT BLDG 25
			NEWARK, NJ 07114-3107
			15 TRANSPORTATION WAY
			EAST BOSTON, MA 02208-2022
			US

Rental Charges		
Rental Rate	1 day at \$104.00 / day	\$104.00
Add-Ons	Total Pass Device (\$3.95 / day)	\$3.95
Mileage	Unlimited Mileage	Included
Taxes and Fees	Domestic Security Fee 5.00/day	\$5.00
	Airport Access Fee 12 Flat (12.00%)	\$13.01
	Transportation Facility Charge	\$2.50
	Concession Recovery Fee Surcharge	\$0.50
	Vehicle License Fee Reconv .50/day	\$0.50
	Sales Tax (7.50%)	\$8.34
	Vehicle Rental Tax (0.00%)	\$0.42
<b>Total</b>		<b>\$143.42</b>
(Subject to audit)		
Amount charged on Aug 21 2015 to American Express		(\$143.42)
<b>Amount Due</b>		<b>(\$0.00)</b>

**Vehicle Information**

AVALON  
License # 1334  
State/Province RI  
Vehicle Class Driven Premium 24 Door Car Auto A/C  
Vehicle Class Chg'd INTERMEDIATE 24 DOOR ALTIMATIC A/C  
Odometer Mileage/Kilometers  
Starting: 5203.0 Ending: 5421.0  
Total: 228.0

Thank you for renting with National Car Rental.

# Create and Submit Expense Reports

When edits are completed, click **Submit for Approval** on the upper right side.

The screenshot shows the Certify web interface for creating and submitting an expense report. The header includes the Certify logo and navigation links for Drafts, Meredith Employee, My Account, Support, and Logout. The main navigation bar contains Home, Travel, Wallet, and Analytics. The current page is titled "My Expense Report" and includes links for Cleanup Wizard and Print Report.

The report details are as follows:

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

A blue button labeled "Submit for Approval" is highlighted with a red box in the upper right corner of the report details section.

The "Expenses" section contains a table with the following data:

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
<input type="checkbox"/>	10/4/2016	General & Admin	Other Transportation	<input checked="" type="checkbox"/>	25.00	Yes	No	<input type="checkbox"/>	
<input type="checkbox"/>	10/21/2016	General & Admin	Office Equipment	<input checked="" type="checkbox"/>	34.40	No	No	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10/22/2016	General & Admin	Other Transportation	<input checked="" type="checkbox"/>	12.00	No	No	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10/24/2016	General & Admin	Office Equipment	<input checked="" type="checkbox"/>	75.58	No	No	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10/27/2016	General & Admin	Lodging	<input checked="" type="checkbox"/>	560.53	No	No	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	11/4/2016	General & Admin	Rental Car	<input checked="" type="checkbox"/>	143.42	Yes	No	<input type="checkbox"/>	

Summary Totals:

- Total Non-Reimbursable: \$682.51
- Total Personal: \$0.00
- Total Reimbursable: \$168.42
- Total Expenses: \$850.93

The bottom of the interface features an "Add Expense" form with fields for Date, Department (set to General & Admin), and Category. To the right is the "My Certify Wallet" section with a "Merge Items" toggle and navigation icons.

# Create and Submit Expense Reports

Click **Yes** to confirm that the expense is true and accurate.

The screenshot displays the Certify web application interface for creating and submitting an expense report. The user is logged in as Meredith Employee. The main heading is "My Expense Report" for October 2016, covering the period from 10/1/2016 to 10/31/2016. A "Submit for Approval" button is visible. Below this, a table lists several expenses with columns for Expense, Date, Department, Category, Amount, Reim., Billable, Receipt, and Reason. A confirmation dialog box is overlaid on the table, asking the user to certify the report and confirm submission. The dialog has "Yes" and "No" buttons. At the bottom of the screen, there are sections for "Add Expense" (with date and department fields) and "My Certify Wallet" (with a "Merge Items" toggle and refresh icons).

**certify**  
travel & expense made easy

Drafts Meredith Employee My Account Support Logout

Home Travel Wallet Analytics

My Expense Report 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
<input checked="" type="checkbox"/>	10/4/2016	General & Admin	Other Tra		0	Yes	No		
<input checked="" type="checkbox"/>	10/21/2016	General & Admin	Office Eq		0	No	No		<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/22/2016	General & Admin	Other Tra		0	No	No		<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/24/2016	General & Admin	Office Eq		8	No	No		<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/27/2016	General & Admin	Lodging		3	No	No		<input type="checkbox"/>
<input checked="" type="checkbox"/>	11/4/2016	General & Admin	Rental Ca		2	Yes	No		

Total Expenses \$850.93

Add Expense

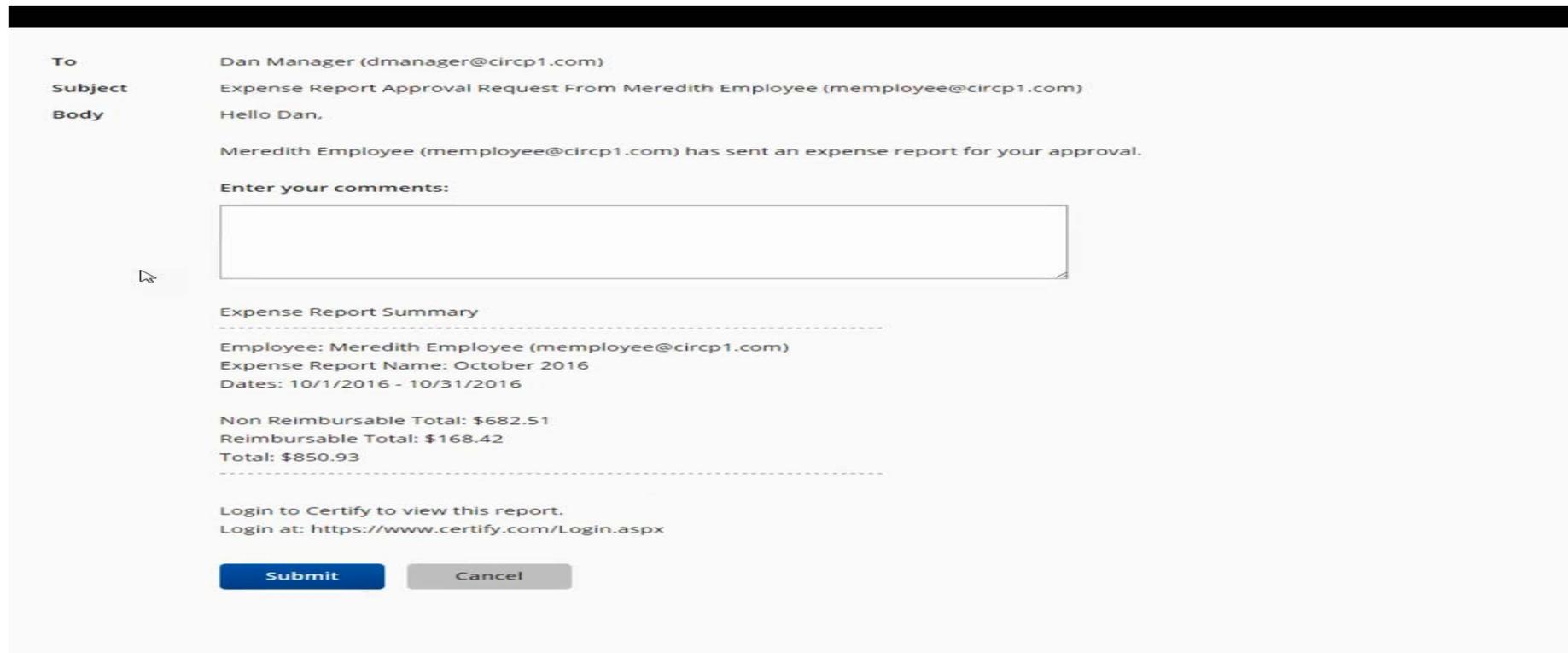
Date

Department General & Admin

My Certify Wallet Merge Items

# Create and Submit Expense Reports

Your expenses should be routed to the person who has Signature Authority to approve your expense report. This person may or may not be your direct Manager. If you are seeing the wrong person in the preview email, please contact Karina Cruz at [karina.cruz@csuci.edu](mailto:karina.cruz@csuci.edu) 805-437-8581 to update your account set up **prior** to clicking the **Submit** button. In addition, you can add a comment in the comment box and then click submit to complete the submission process.



The screenshot shows an email interface with the following details:

- To:** Dan Manager (dmanager@circp1.com)
- Subject:** Expense Report Approval Request From Meredith Employee (memmployee@circp1.com)
- Body:** Hello Dan,  
Meredith Employee (memmployee@circp1.com) has sent an expense report for your approval.

Below the body text is a section titled "Enter your comments:" with a large empty text box for input.

Below the comment box is a section titled "Expense Report Summary" separated by a dashed line. The summary includes:

- Employee: Meredith Employee (memmployee@circp1.com)
- Expense Report Name: October 2016
- Dates: 10/1/2016 - 10/31/2016
- Non Reimbursable Total: \$682.51
- Reimbursable Total: \$168.42
- Total: \$850.93

Below the summary is another dashed line, followed by the text: "Login to Certify to view this report. Login at: <https://www.certify.com/Login.aspx>"

At the bottom of the form are two buttons: a blue "Submit" button and a grey "Cancel" button.

# Create and Submit Expense Reports

Expense Report status update can be found under your **My Account Homepage** under **My Expense Reports – Pending Approval**.

The screenshot displays the Certify user interface. At the top left is the Certify logo with the tagline "travel & expense made easy". The top right navigation bar includes "Drafts", "Meredith Employee" (with a dropdown arrow), "My Account" (highlighted with a red box), "Support", and "Logout". Below this is a secondary navigation bar with "Home" (highlighted with a red box), "Travel", "Wallet", and "Analytics".

The main content area is divided into several sections:

- My Certify Wallet:** A card indicating "Your wallet is empty" and "Add receipts or expenses to your Wallet." with "0 ITEMS" at the bottom.
- My Expense Reports:** A central card highlighted with a red border. It features a "New Expense Report" button and a list of report statuses: "Drafts" (1), "Pending Approval" (2, highlighted with a red box), "Pending Payment" (0), and "Archived" (5).
- What's New In Certify:** A card with a link to "Read the Certify Updates Blog".
- SpendSmart™:** A card stating "There are no recent ratings to display." with a link to "Ratings & Reviews".
- Add Receipts:** A card with icons for "MOBILE", "EMAIL", and "UPLOAD", and a "MORE METHODS" link.
- Schedule Expense Reports:** A card featuring a cartoon character icon, the text "ReportExecutive™ is off. Meet your fully automated expense report.", and a "CONFIGURE ReportExecutive™" link.

# Timeline

Expense Report Reimbursement Request must be submitted by the Traveler for approval to their **Manager who has Signature Authority** 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 Traveler for correction.

Approvers 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.

# 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 getting 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