

EXPENSE REPORTS (TRAVEL)

UMass Presidents Office Website (Connect To)

<https://www.umassp.edu/connect>

- 1) Gather all receipts, Terra Dotta ID, and SpeedType
- 2) Finance Production
- 3) Employee Self Service
- 4) Expense Reports
- 5) Create/Modify
- 6) Add a New Value (confirm it is your employee #)
- 7) Business Purpose
- 8) Report Description
- 9) Terra Dotta ID
- 10) Date/Expense Type/Description/Payment Type/Amount/Billing Type
- 11) + for new expense lines
- 12) Save for Later
- 13) Attachments (attached scanned receipts)
- 14) Action/Default Accounting for Report.
- 15) Enter SpeedType (OK autofills rest of info, removes SpeedType)
- 16) Summary and Submit
- 17) View Printable Version
- 18) Print (for signatures)
- 19) Write down Report # (so you can get back in)
- 20) Return to Expense Report
- 21) Check Box
- 22) Submit Expense Report
- 23) Confirm (OK)