Create Expense Reports on Behalf of Others

In this guide you will learn how to create and submit an expense report for local travel when you have been granted permission to create expense reports on someone else's behalf. Mileage reimbursement will be made in accordance with procedures described in each of the union negotiated agreements. Additional guidance is communicated by the Office of Finance via email. For additional details, refer to the MCPS Financial Manual: Chapter 10, Employee Business Travel, and MCPS Regulation DIE-RA: Travel for Montgomery County Public Schools (MCPS) Purposes. Monthly mileage expense reports are due by the 10th of each month, and should include all business-related local mileage expenses incurred during the preceding month.

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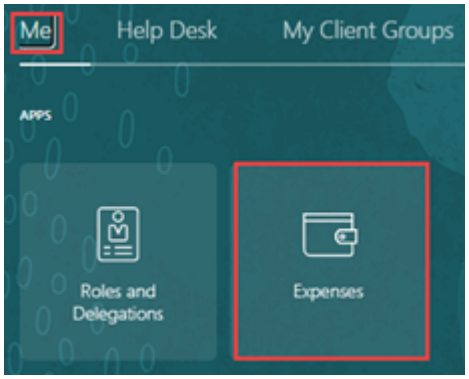
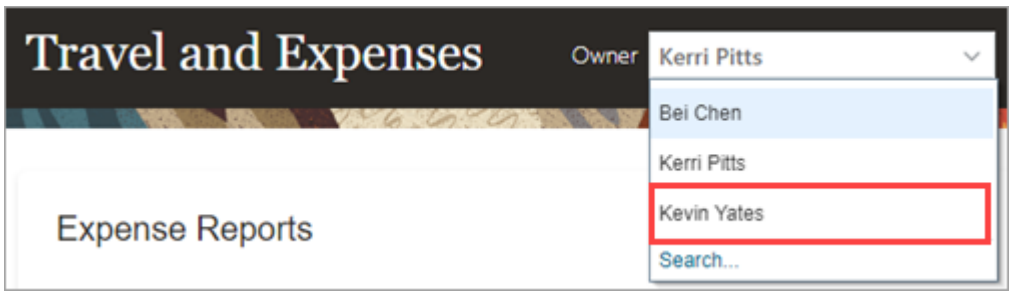
Directions

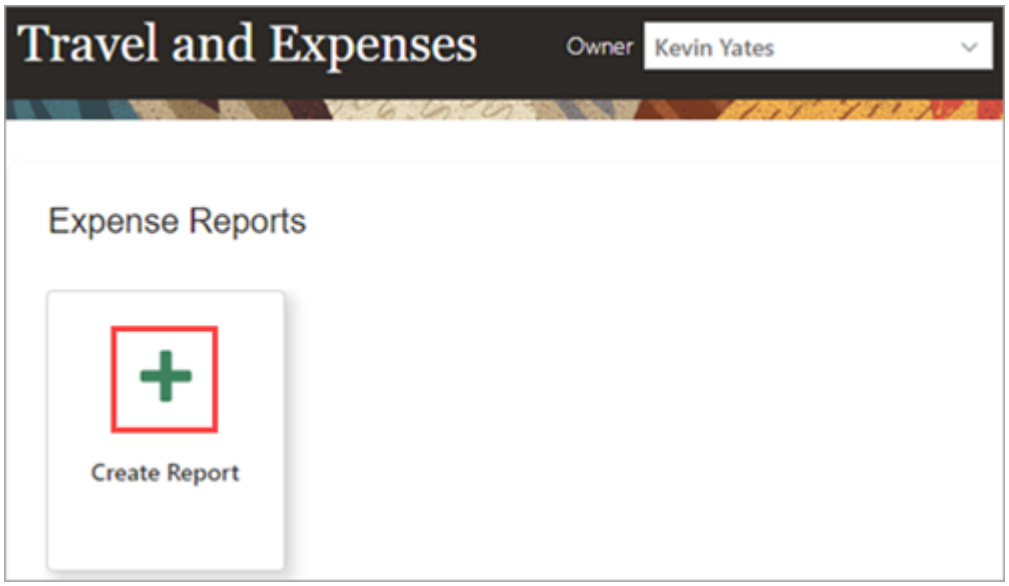
1. Scroll to the **Me** menu and select the **Expenses** tile.



2. If you have been selected as a Delegate for another user(s), you will see an **Owner** drop-down menu on your Travel and Expenses page.Select the name of a person from the list to begin working with their expenses, e.g., Kevin Yates. A confirmation pop-up will confirm you are managing expenses for someone else.



3. Click the large **+** sign in the **Create Report** block to begin creating an expense report.

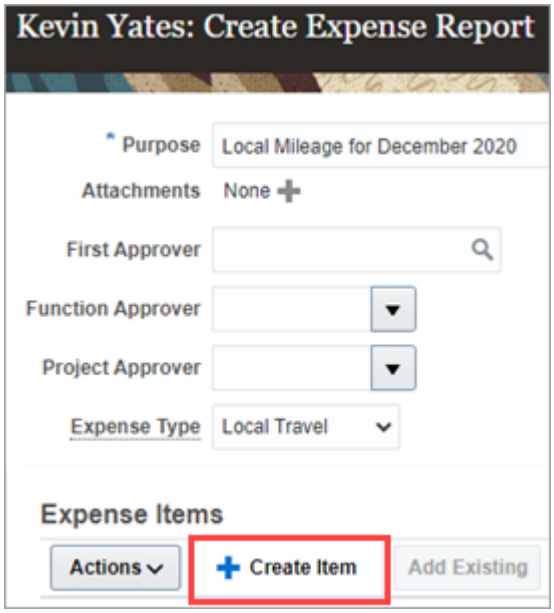


4. Click in the **Purpose** field and enter the appropriate purpose and month/year for the expense report, e.g., Local Mileage for December 2020.

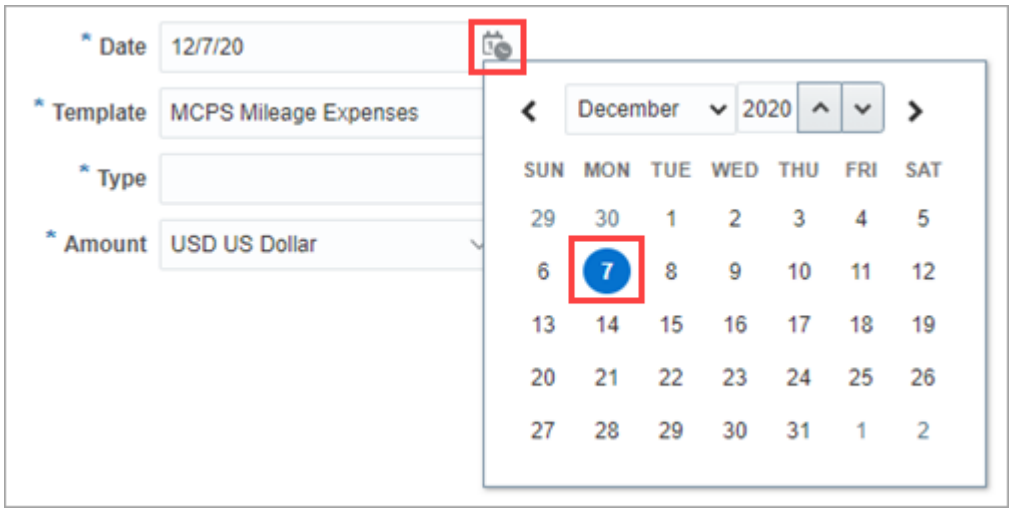
5. Click in the **First Approver** field and begin typing the name of the approver for the expense report. Select the appropriate name from the list of values. Alternatively, you can use the magnifying glass icon to search for the name. If you are not sure which name to select, confirm with the delegator.

Note: *If you are acting for the principal, leave this field blank.*

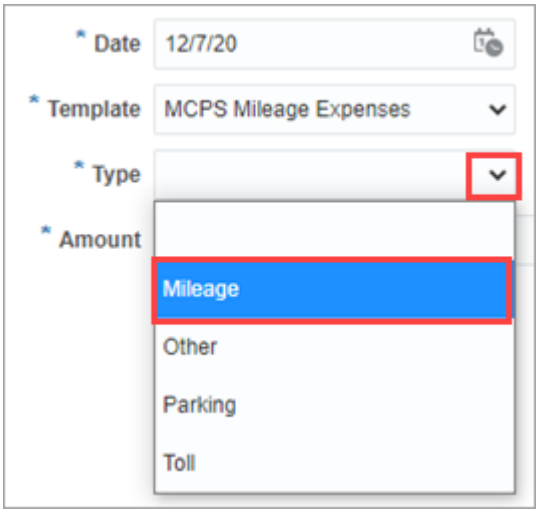
6. For this example, create a Local Travel Expense and leave the default for **Expense Type** as 'Local Travel'. Click the **+ Create Item** button to create an expense item for the report.



7. Click the **Calendar icon** and then use the **Calendar** to select the appropriate date of the expense item. Alternatively, you can manually enter the Date in the format *mm/dd/yyyy*.



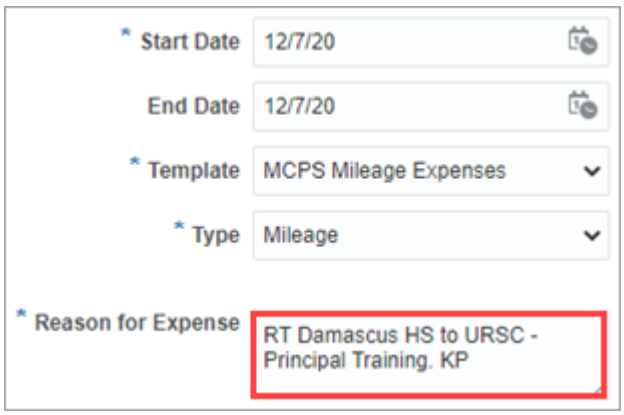
8. Click the **Type** drop-down menu to select the type of expense. For local mileage, choose the **Mileage** option.



Note: *If you are creating an expense report for reimbursement that is charged to a **capital project**, see the Expense Report for Capital Project (PATEO) Expenses support guide.*

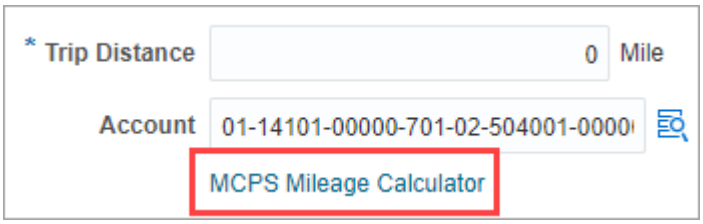
Note: *If your position is assigned to a program or grant, see the Expense Report for Function (Program) and Project Assigned Users support guide.*

9. Enter a description in the **Reason for Expense** field that describes the starting and the ending locations. Include if the trip was RT (Roundtrip) or OW (One-Way). Also, include the reason for the trip, i.e., RT Damascus HS to URSC - Principal Training.

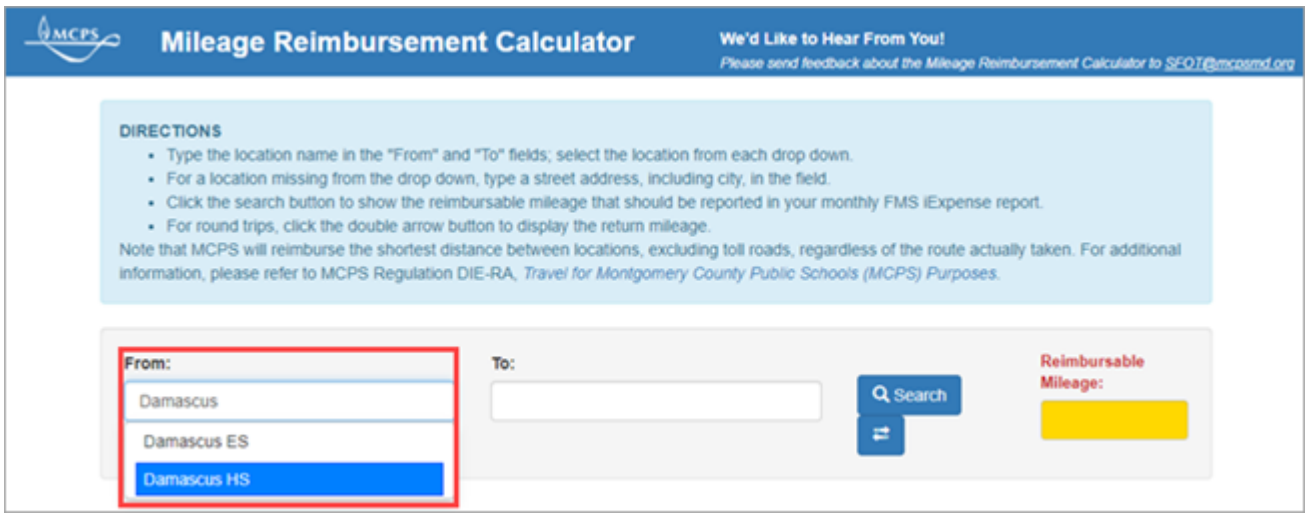


Note: *You may want to add your initials so that the delegator knows who entered the expense report on their behalf.*

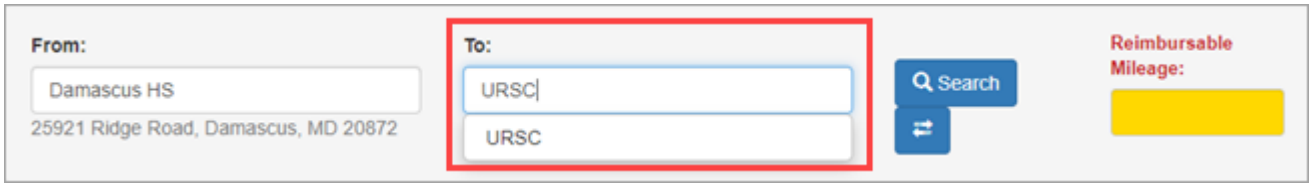
10. Click the **MCPS Mileage Calculator** to determine the trip distance. **Note**: *A new tab will open*.



11. Type the starting point of travel into the **From:** field. Then, select the appropriate location from the list.



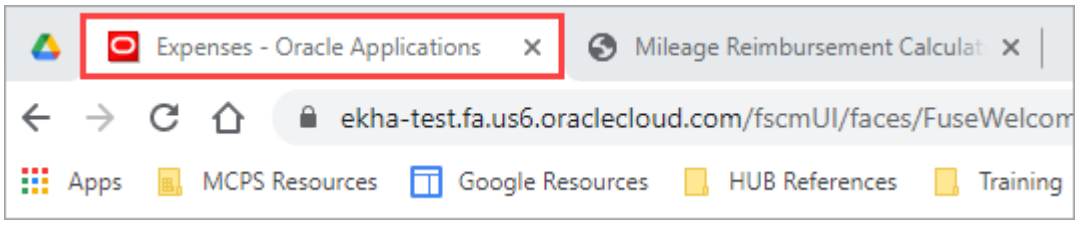
12. Type the ending point of travel into the **To:** field. Then, select the appropriate location from the list.



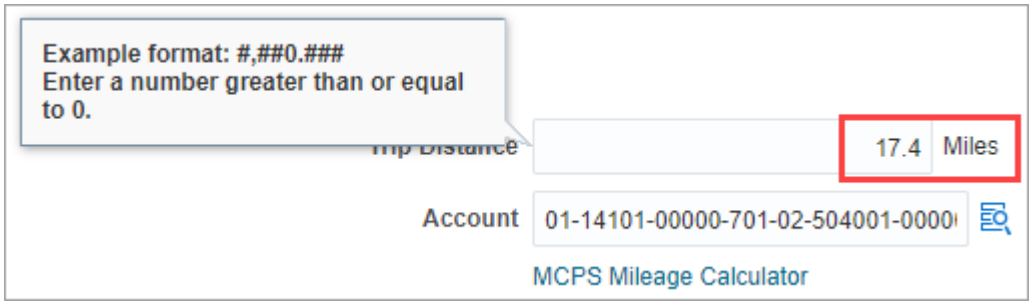
13. Click the **Search** button.

14. Make note of the Reimbursable Mileage distance. If this is a round-trip. use the reverse arrows to get the exact mileage of the return trip and add the two numbers together. (Simply doubling the initial number may result in an inaccurate calculation.) **Note**: *Use the actual trip distance, do not round.*

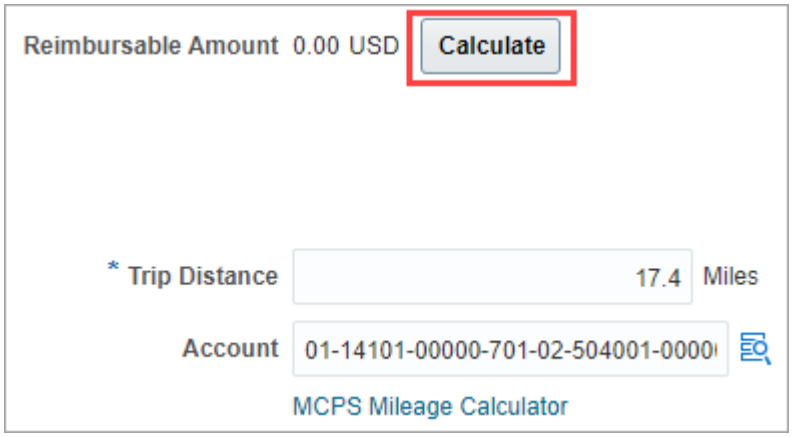
15. Navigate back to the MCPS Business Hub tab - **Expenses - Oracle Applications**.



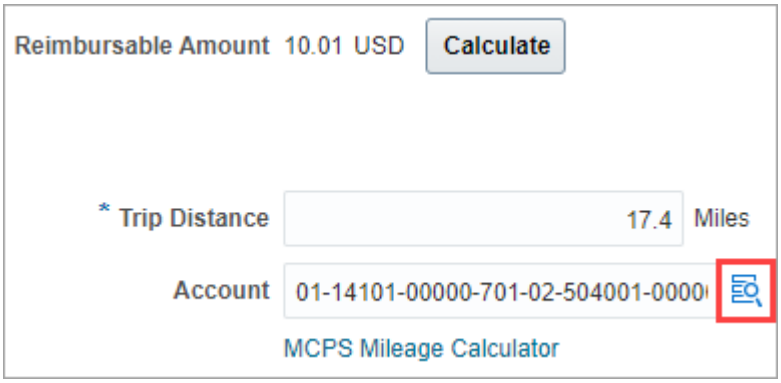
16. Enter the total **Trip Distance** number. **Note**: *Use the actual trip distance number, do not round*.



17. Click the **Calculate** button. The reimbursable amount will appear next to the **Calculate** button.

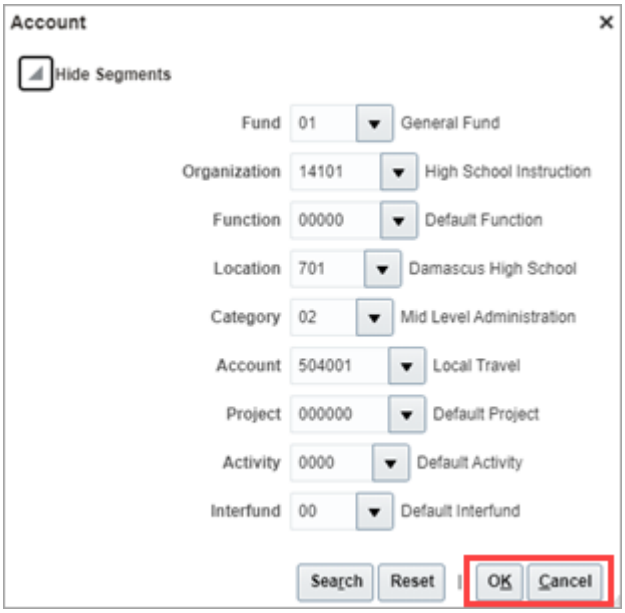


18. Click the **Field Help** icon beside the Account String to review correct accounting for the expense item.



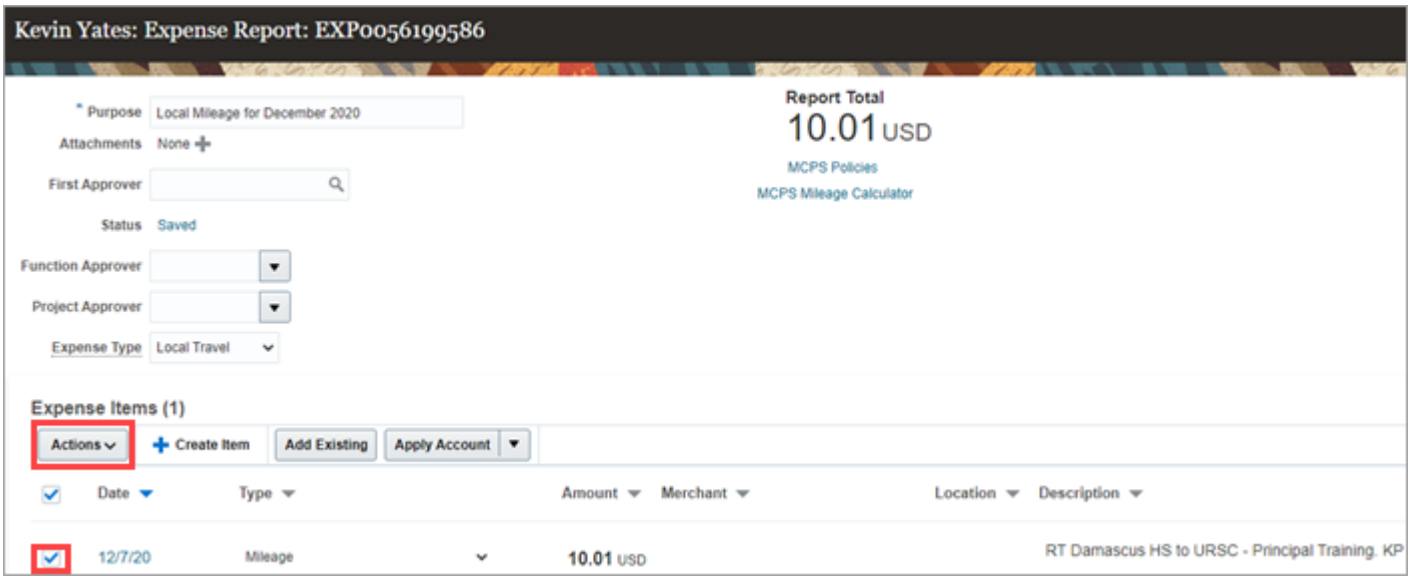
Note: *The Account String default is based on your login credentials and in most cases should not be changed. Employees in **ESOL**, **Title I**, and **Thomas Edison High School of Technology** school-based positions must adjust the organization number in the account string prior to submitting their reimbursement requests. Please refer to the MCPS Financial Manual: Chapter 10, Employee Business Travel for the list of appropriate school-based mileage accounts.*

19. Review the Account String and make changes only if instructed to do so by your supervisor or fiscal manager. If changes were made, click the **OK** button, if not press the **Cancel** button.

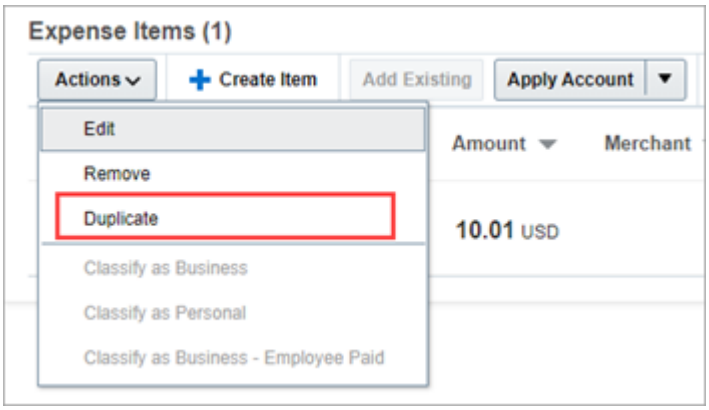


20. Click the **Save and Close** button to return to the expense report view. Optionally, click **Create Another** to add another expense item to the report.

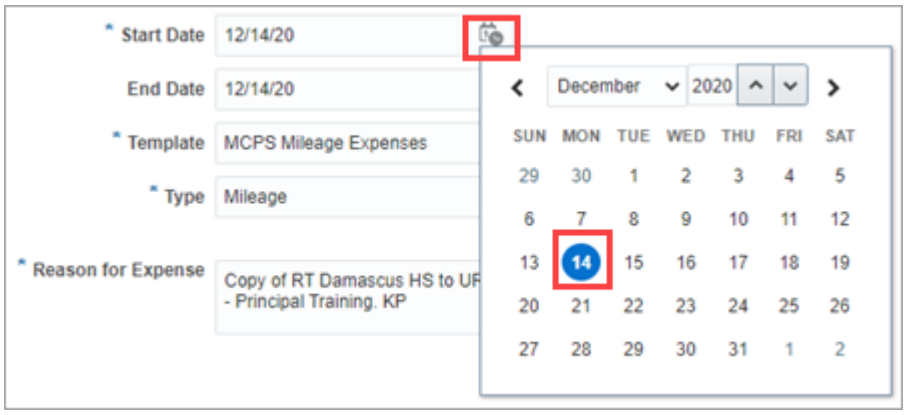
21. Alternatively, you may duplicate an expense item. Begin by checking the box by the item that you want to duplicate. Then, click the **Actions** drop-down menu.



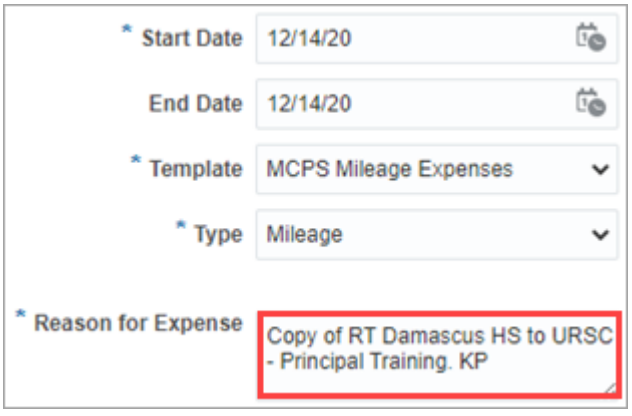
22. Select **Duplicate** from the Actions pull-down menu..



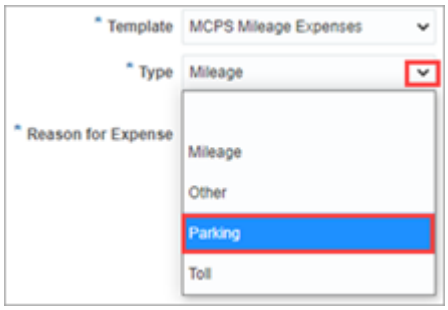
23. Modify the **Start Date** by clicking on the **Calendar** icon and selecting the date the expense occurred.



24. **Reason for Expense** will copy from the duplicated entry. If necessary, edit the text in this field. Click **Save and Close**.

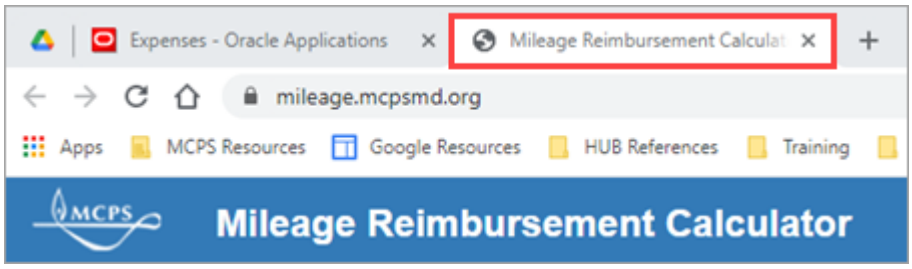


25. To add another expense item, click on **+Create Item**. If you are adding a local travel expense other than mileage (e.g., Parking), select the option from the **Type** pull down menu.

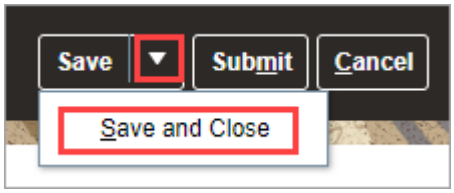


Note: *All entries in this field other than Mileage require the employee to attach a receipt.*

26. If you are entering mileage again, select Mileage as your expense **Type** and return to the **Mileage Reimbursement Calculator** tab on your browser, or click the **Mileage Calculator** link again.



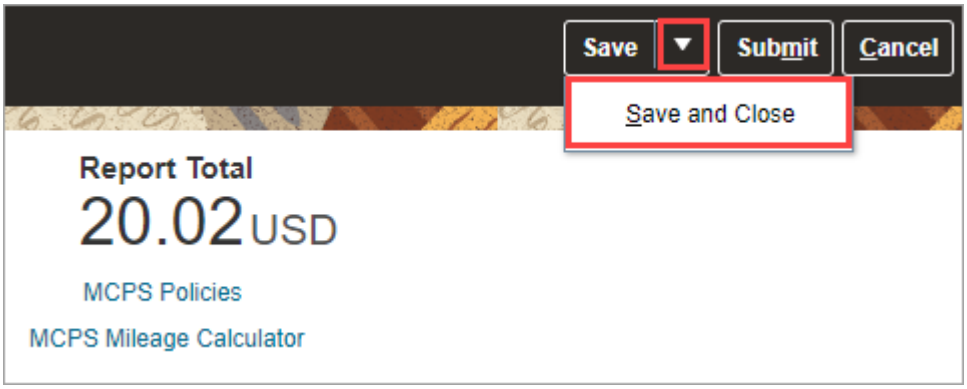
27. Repeat steps 11-17 to calculate the **Trip Distance** and **Reimbursable Amount** for this expense item. Click **+ Create Item** to enter more expense items for the report. When you are finished entering items, click on **Save and Close** to return to the Expense Reports screen.



28. Attachments are required for expenses other than mileage. Attach receipts before you submit your report. To add an attachment to the Expense Report, first click on the **Local Mileage for December 2020** Expense report tile which has not been submitted, then click on the **+** sign in the Attachments line under the Purpose field.

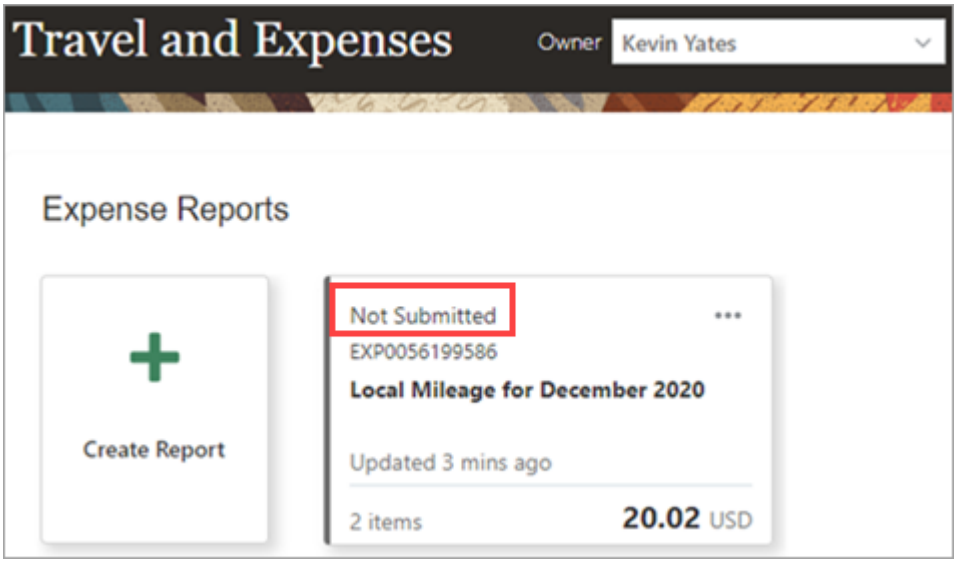
Note: *For help accessing your expense reports, see the support guide, "View and Edit an Expense Report."*

29. When all expense items have been added to the monthly mileage report, and the report is ready for the delegator to review, click the drop-down menu to **Save and Close** the report. Contact the delegator to alert them that the report is ready to be submitted.

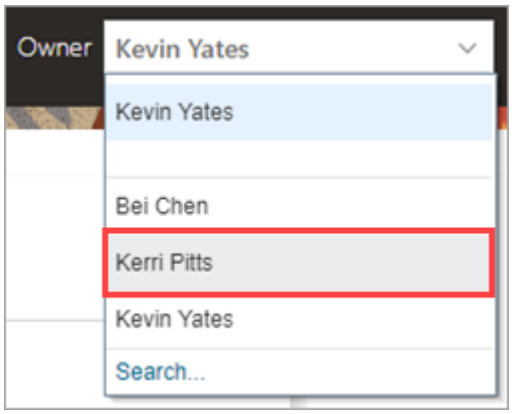


Note: *As a delegate, you should not **Submit** a report on behalf of another user.*

30. The saved expense report will show as a pending expense report tile on the Travel and Expenses screen with a status **Not Submitted**. It is now ready for the delegator to review and **Submit** when they navigate to their own Travel and Expenses page.



31. When you have completed all of your tasks on behalf of the user for whom you are a delegate, you can click on the drop-down **Owner** menu to return to your own Travel and Expenses page.



32. Click on the **Home** icon to return to the home page.

Note: *Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.*

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