

## CUNYfirst Travel & Expense Workshop

### What is Travel & Expense?

The CUNYfirst Travel and Expense Center is a self-service module that allows end users to submit travel authorizations and expense reports for reimbursement.

### How to Run the Budget Query

1. Log in to CUNYfirst and navigate to Financials Supply Chain > Reporting Tools > Query > Query Viewer.
2. Enter “BKL\_OTPS” for the Tax Levy Budget Query or “BUD\_OVER” for the Non-Tax Levy Budget Query in the “Begins With” field and click “Search.”
3. Locate the OTPS Budget Overview query (BKL\_OTPS\_BUDGET\_VER\_1\_3) or the Budget Overview Lookup NTL query (BUD\_OVERVIEW\_NTLS) in the search results. Favorite this query for future use by clicking “Favorite.” *(Please note: Popup blockers must be disabled to properly view query results.)*
4. On the next screen enter the following information...  
*...for the OTPS Budget Overview Query:*
  - Budget Period: current fiscal year in four-digit format
  - Department: five-digit CUNYfirst department code
  - Program: five-digit CUNYfirst program code, or 99999*...for the Budget Overview Lookup NTL Query:*
  - Budget Period: current fiscal year in four-digit format
  - Business Unit: BKL55 for Non-Tax or BKL04 for Child Care
  - Department: five-digit CUNYfirst department code
5. Click “View Results.”

### Contacts

**Accounts Payable (EXT 5421)**

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**Fiscal and Business Services Center (FBSC) (EXT 5241)**

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**CUNYfirst Travel Authorizations & Expense Reports (EXT 5116)**

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### How to Create a Travel Authorization

1. Log in to CUNYfirst and navigate to: Financials Supply Chain > Employee Self-Service > Travel and Expense Center > Travel Authorization > Create.
2. If submitting a Travel Authorization as a proxy, select the Employee ID of the traveling faculty or staff member using the search tool. Otherwise, proceed to Step 4.
3. Select Business Unit: Tax Levy (BKL01), Non-Tax (BKL55), or Early Childhood (BKL04)
4. In the General Information section, values must be entered in the following fields: Description, Comment, Business Purpose, Default Location, Date From, and Date To.
5. If charging another department’s budget, click the “Accounting Defaults” link to modify the chartfield string for each expense line of the Travel Authorization.
6. For each expense line, complete the Expense Type, Date, Amount, Payment Type, and Billing Type fields. Each meal must be entered on a separate expense line.
7. Click the “Detail” link located to the right of the expense line to display the Authorization Detail page for the Expense Type. The fields that must be completed will vary depending on the expense type selected.
8. To modify the accounting values for an individual expense line, click the Accounting Details link. Click “OK” to return to the previous screen.
9. Click “Add a Row” to enter additional expense lines.
10. Click the “Attachments” link in the General Information section near the top of the page to attach any related paperwork (completed Authorization to Travel Form, trip itineraries, conference registrations, airline and/or hotel reservations). When the upload is complete click the yellow “OK” button.
11. To validate the data, click the “Check for Errors” button. Correct each error as indicated.
12. Click “Submit” to begin the approval process, or click “Save for Later” to save the Travel Authorization and come back to it later.

## How to Create an Expense Report

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1. Log in to CUNYfirst and navigate to: Financials Supply Chain > Employee Self-Service > Travel and Expense Center > Expense Report > Create.
2. If submitting an Expense Report as a proxy, select the Employee ID of the faculty or staff member to be reimbursed using the search tool. Otherwise, proceed to Step 4.
3. If the expenses are not travel related (or if a Travel Authorization was not completed in CUNYfirst beforehand), continue to Step 5.
4. On the Create Expense Report Entry page, click the “Quick Start” dropdown. To copy a Travel Authorization into the Expense Report, select “A Travel Authorization” from the dropdown list and click the yellow “GO” button. On the Populate From A Travel Authorization page, click the “Select” button next to the Travel Authorization to be copied.
5. In the General Information section, values must be entered in the following fields: Description, Comment, Business Purpose, and Default Location. When populating from a Travel Authorization, these fields will be pre-populated with the values entered previously in the Travel Authorization.
6. If applicable, select Business Unit: Tax Levy (BKL01), Non-Tax (BKL55), or Early Childhood (BKL04)
7. Click “Expense Location Details” and fill in all fields, then click “OK”.
8. If charging another department’s budget, click the Accounting Defaults link to modify the chartfield string to be applied to each expense line of the expense report. Click “OK” to return to the previous screen.
9. On the Expense Report Entry page, for each expense line, complete the Expense Type, Date, Amount, Payment Type, and Billing Type fields. Each meal must be entered on a separate expense line.\*
10. Click the “Attachments” link in the General Information section near the top of the page to attach all receipts and the completed New York State Travel Voucher form. When the upload is complete click the yellow “OK” button.
11. To validate the data, click the “Check for Errors” button. Correct each error as indicated.
12. Click “Submit” to begin the approval process, then click “OK” on the following page. Click “Save for Later” to come back to it at a later time.

*\*If Adding Travel Card Charges, refer to the MyWallet section.*

## My Wallet (Tax Levy Only)

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Travel Card transactions from Citibank are loaded into the Travel and Expense module of CUNYfirst and are available to end users via the “My Wallet” function of expense report creation.

Travel card reconciliation must be completed within 14 calendar days after completion of the trip. (CUNYfirst expense report must be submitted listing Travel Card charges from My Wallet and any employee paid expenses).

- 9a. Select “*Entries from My Wallet*” from the QuickStart dropdown menu at the top of the page. Travel Card expenses should never be added manually—they *must only come from My Wallet*.
- 9b. On the My Wallet page, find the Travel Card charges you wish to add to the expense report. The Expense Types of all charges will say “*VISA Transactions*” by default. These will need to be changed to a more specific expense type description. To do so, click on the “*VISA Transactions*” hyperlink in the Expense Type column. Any charges added to an expense report with an expense type of “*VISA Transactions*” will need to be deleted and entered again.
- 9c. On the My Wallet Detail page, select the appropriate expense type from the Expense Type dropdown menu at the top of the page, then click “*Return to My Wallet*.” Repeat, as necessary, for any remaining charges you wish to add to the expense report.
- 9d. When charges are ready to be added to the expense report, use the checkboxes on the left to select the charges, then click “Done” at the bottom of the screen. This brings the charges to the expense report.

## Don’t Forget!

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When submitting an expense report, do not select and link your travel authorization to your expense report in CUNYfirst if you are adding or removing expense lines.

**For personal credit/debit card reimbursements:** Attach a copy of a statement, redacting all personal identifying information (e.g., credit card number, statement balance) and any unrelated charges. Attach any approvals for per diem overages or car rental.

**For Tax-Levy Travel Cards:** Submit all original itemized receipts for Travel Card reconciliation and/or reimbursement purposes to the Office of Accounts Payable.