Step	What to Do	Notes
12.	Select the answer to the "Are you attending Conference" question: ¾ Select Yes ¾ **Notice the Blue highlighted message that appears below the question**	
13.	Will there be personal time during this trip? ¾ If your travel event includes both personal and business travel select the check box next to the "Will there be personal time during this trip" question. ¾ When selected, the Personal Time Start Date and Personal Time End Date fields will appear. For this scenario, leave the checkbox unchecked	

Step	What to Do	Notes
16.		

Step	What to Do	Notes
20.	Business Purpose: ¾ The Business Purpose will default from the report header ¾ This value can be modified ¾ For this scenario, we will use the	

Step

Step	What to Do	Notes

Step	What to Do	Notes
32.		

Step	What to Do	Notes
38.	Add Banner Activity and/or Location: ¾ If your department uses the Banner Activity or Location fields, select the check box ¾ If your department does not use the Banner Activity or Location fields, leave this box unchecked ¾ For this scenario, leave the box unchecked	
39.	Funding ¾ The funding will default into the form from the previous expense ¾ If a different value is required, delete the current value ¾ Begin typing in the Search for Funding box to locate and select the appropriate funding for the Expense Type. ¾ As you begin typing, the system will display results that contain the value entered. ¾ For this scenario, enter your Fund, Org or Department Name and click on the appropriate value from the displayed results if not already populated.	**Use the scroll bar to see additional matches
40.	-- Select -- ¾ Once a funding value has been selected, the –Select– field will display. ¾ Click in the field to view the drop down list of available values ¾	

Step	What to Do	Notes
42.	The per diem entries will be added to the right side of the screen ¾ Click the arrows to expand each entry and view the deductible meal section.	

43. Deductibles
   ¾ Selecting the check box next to a meal
       will indicate it w it w BT /TT0 1 290.1bvbvl s
           will indils

Step	What to Do	Notes
45.	The two meal per diem expenses have been added to the report and are displayed in the expense list on the left side of the screen	
46.	Review the information presented on the left side of the screen ¾ Ensure all expense types have been added to the report ¾ Take note of the Expense Report ID (if needed) ¾ Verify the Total Pay Me Amount is correct ¾ Note: The amounts associated with pcard transactions will not be included in the Total Pay Me amount field. When finished, click the submit button	
47.	The Submit Confirmation screen will display on the right side of the screen. ¾ Review the report summary	

Step	What to Do	Notes
53.	The report details will be displayed on the right side of the screen. Four options will be displayed along the top of the report: ¾ Open ¾ PDF ¾ Tracking ¾ Recall **If you do not see all of the options select the three dots on the left**	

Step	What to Do	Notes
56.		

Step	What to Do	Notes
59.	Log out by clicking the user icon in the uppe[r] right hand corner of the screen and selecting Logout	