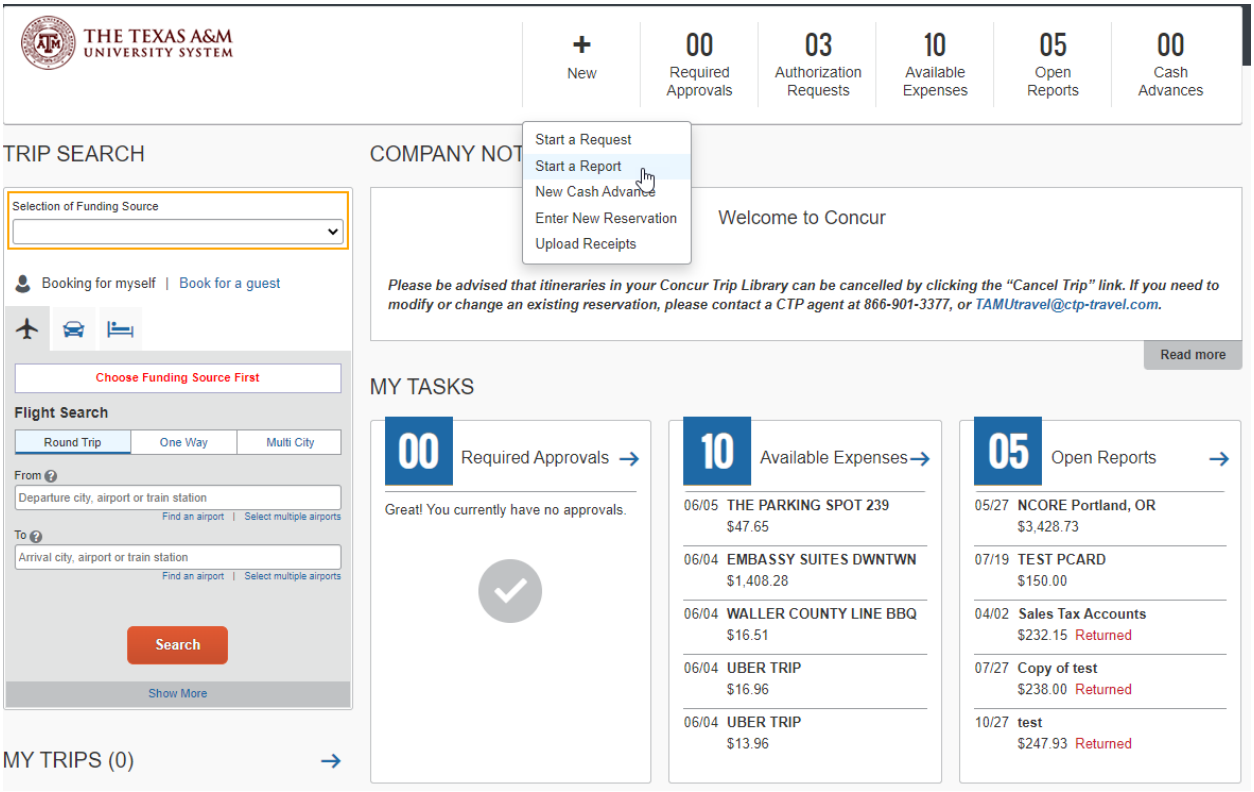
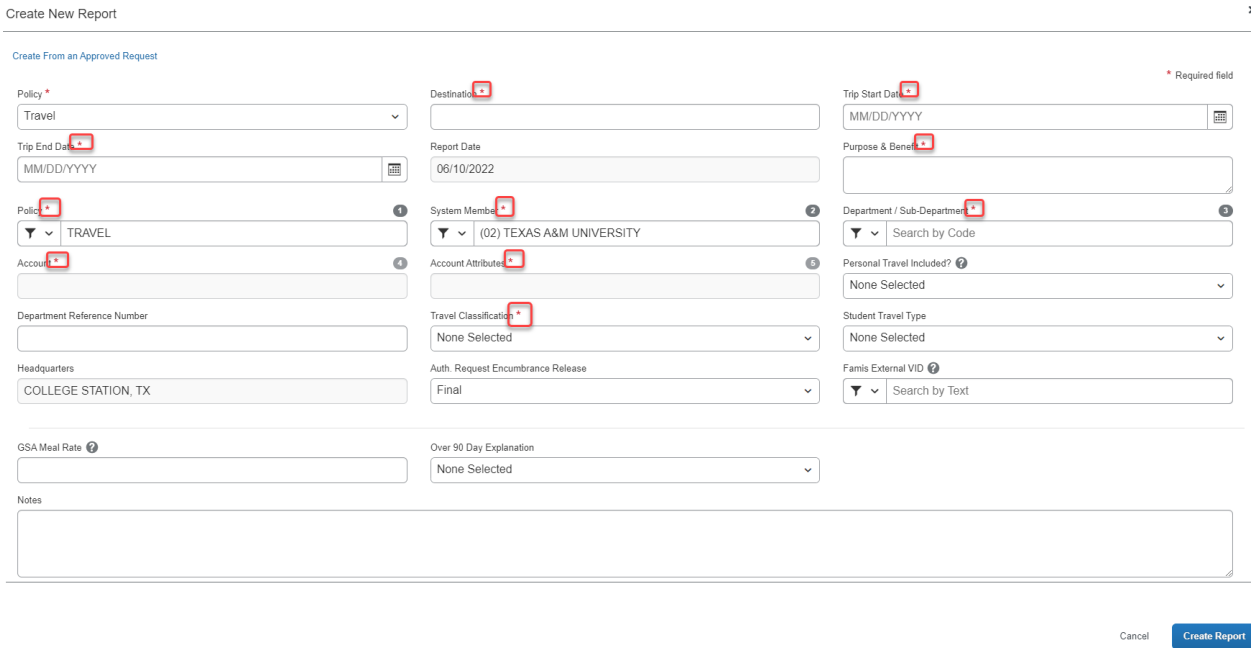
Create an Expense Report with No Approved Travel Request

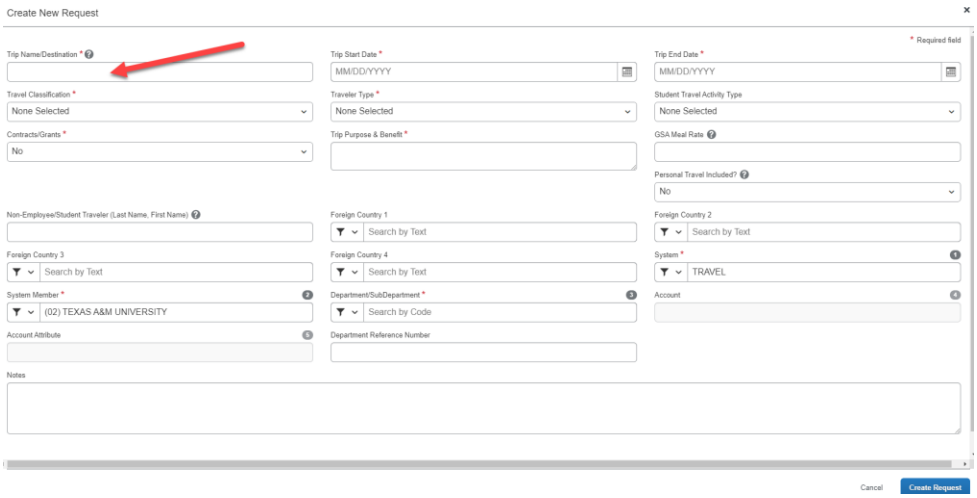
1. On the home page hover your cursor over the title labeled new. Click start a report. This will create a blank report header.



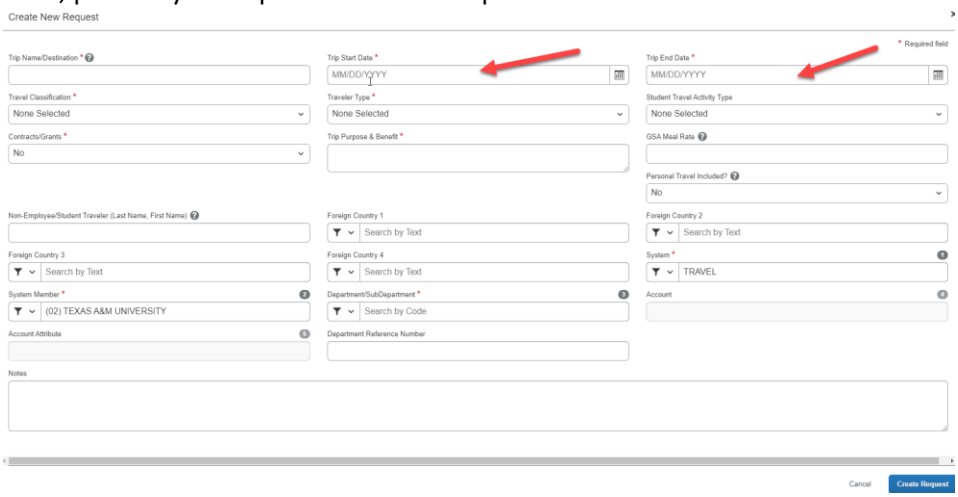
2. All required fields marked red must be populated to continue with report creation. The first red field is policy. This will default to Travel.



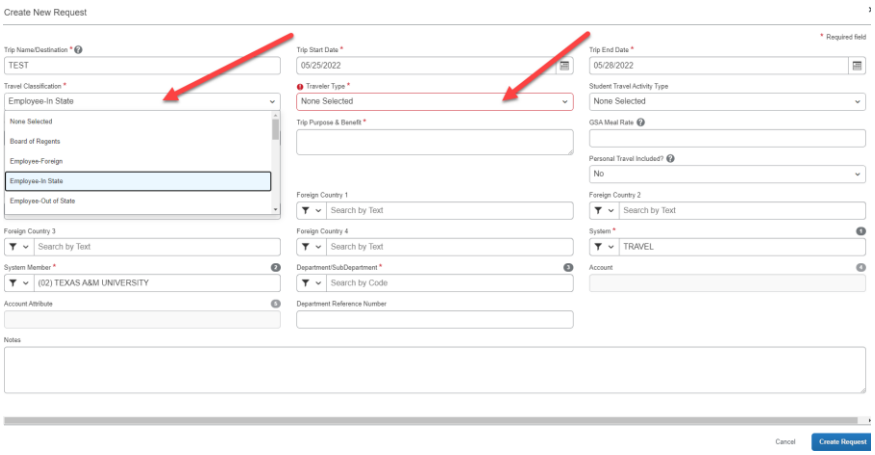
3. In the field labeled destination, provide the location where the trip will occur. Some users will also add a conference name or even dates in this field to help them identify their report in their list of reports.



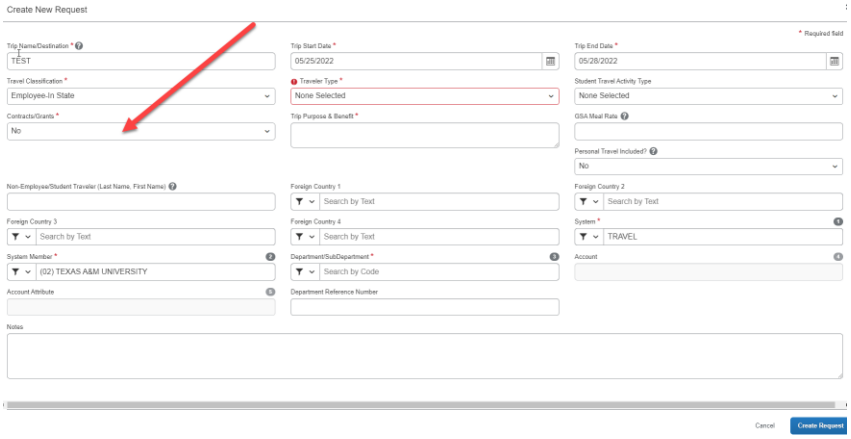
4. Next, provide your trip start date and trip end date.



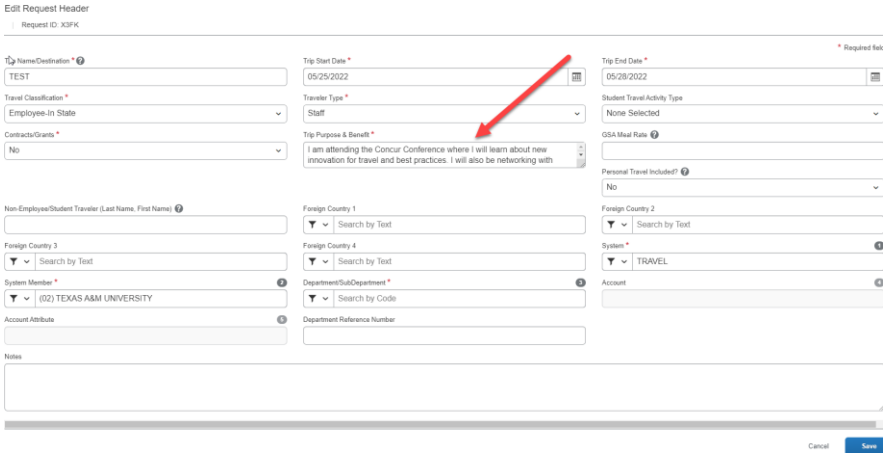
5. Use the travel classification field to indicate what type of travel this trip will be. Select the appropriate traveler type.



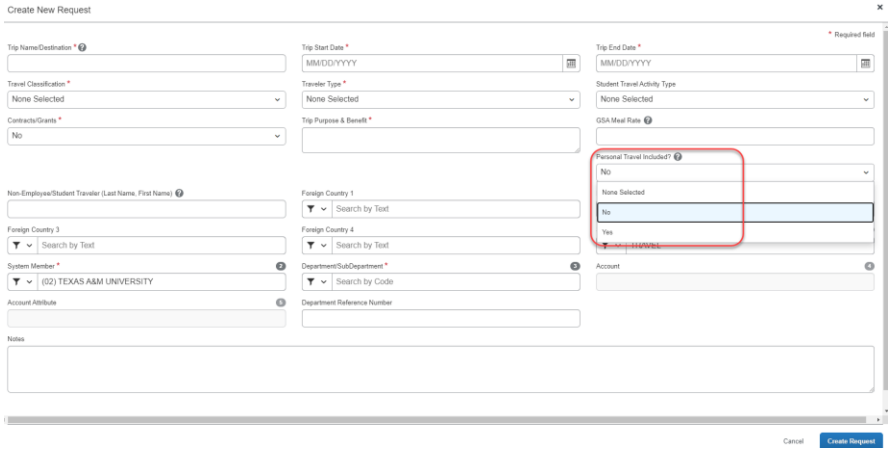
6. The contracts/ grants field will default to no, this field is only used by some agencies and universities. Inquire with your department's travel or business to verify if this field is used by your agency or university.



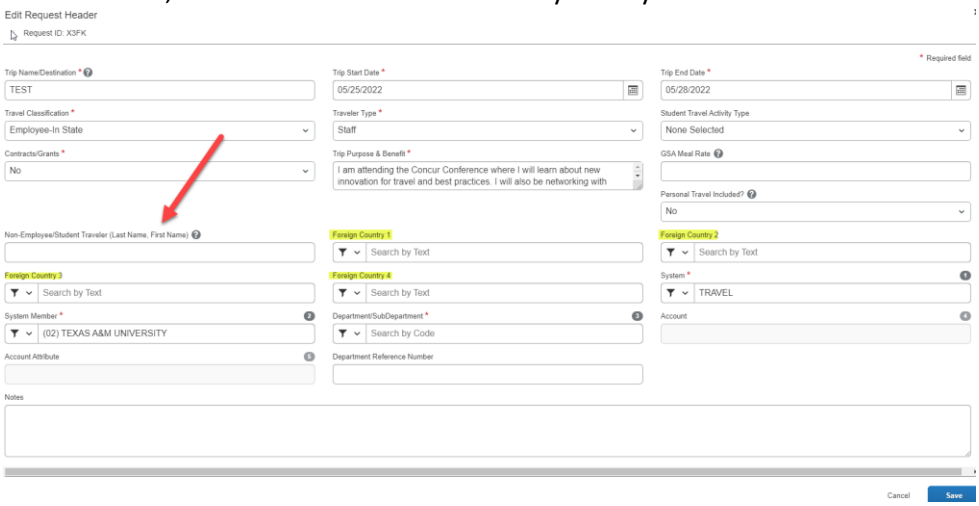
7. Next enter the purpose and benefit of the trip. This should contain a detailed description of why the trip will occur such as a description of research conducted, or the name of the conference being attended. There should also be a description of how the trip benefits your system, agency, or university. This field it limited to 500 characters.



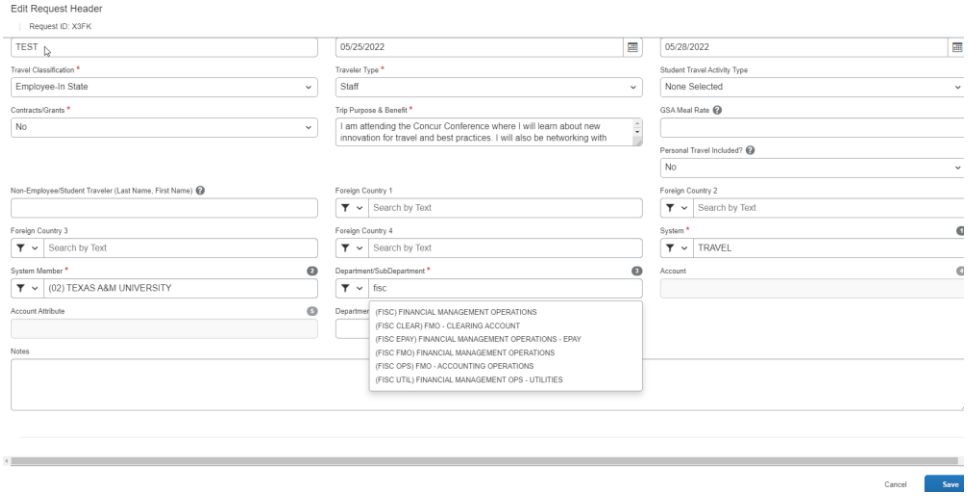
8. If personal travel is included, it may be marked yes, and you should provide a note indicating which days of the trip were personal.



9. If the report is for a non-employee or a student traveler enter their name in this field. The name should be entered last name first, first name. For domestic travel you may omit the field labeled Foreign Risk and Foreign Country.

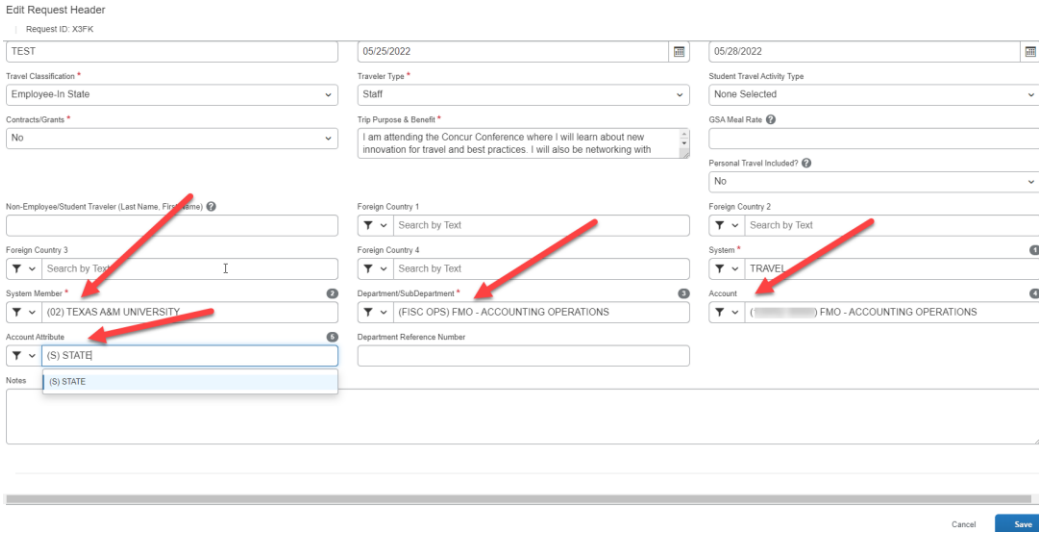


10. The next four required fields tell the system what account is paying for this travel. These lists are connected. Whatever value you choose in each list will filter and limit the values available to select in the subsequent lists. The values in the fields may be defaulted, if your travel will always be funded from the same account, please go to the expense information section in your profile settings and save your accounting information there. Once done, the system will automatically populate your account information each time you create an expense report, and you will not need to manually have to select each time.



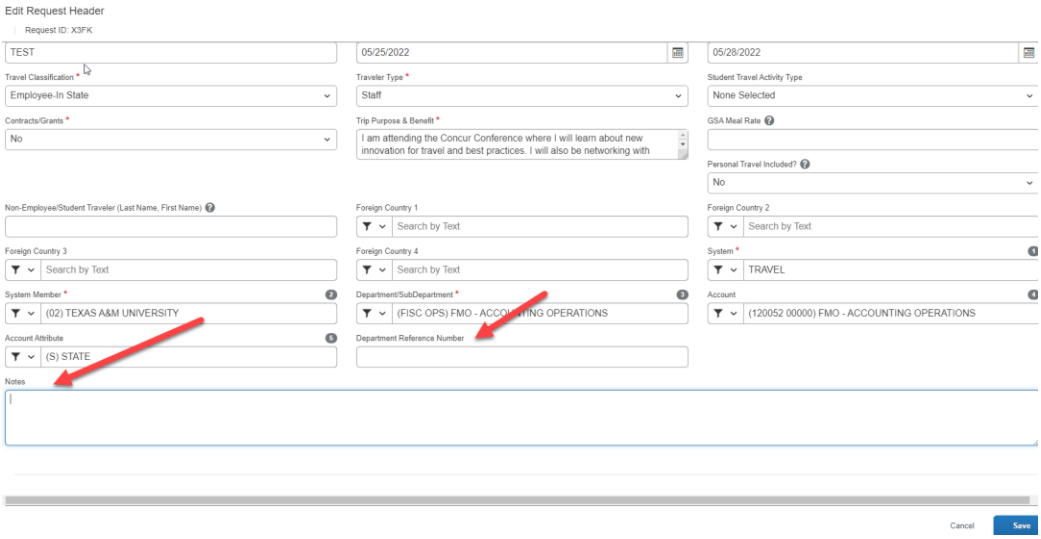
11. The first field to populate is system member. This should be the Texas A&M member that owns the account that is paying for your travel. The next field is the department and sub department where the account belongs. The next field is the account number, again as this series of fields is connected the account numbers displayed will only be accounts that belong with the department and sub departments that are specified in the previous field. The next field is labeled account attributes, there should only be one selection here based on the account

chosen on the previous field. The account tells the system which rules are set to apply such as state, local or SRS

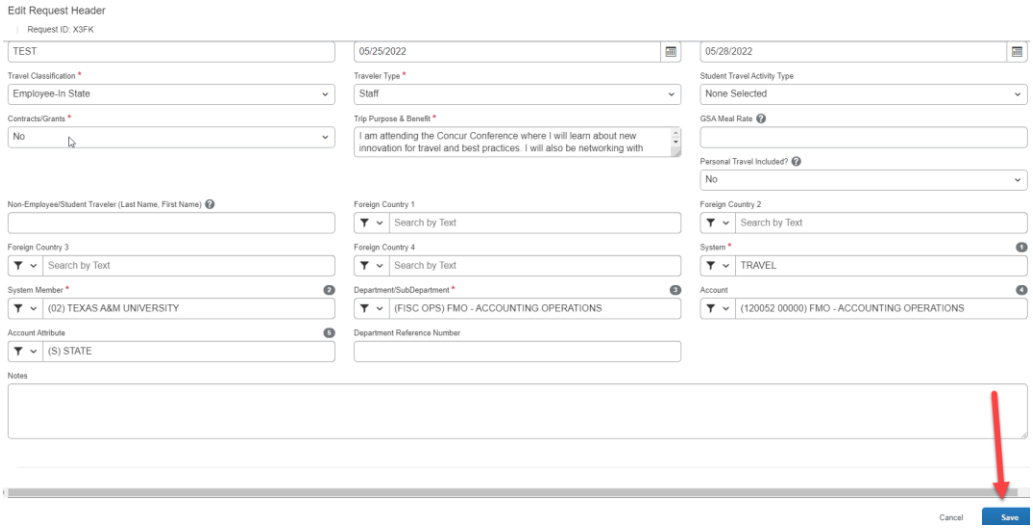


funds.

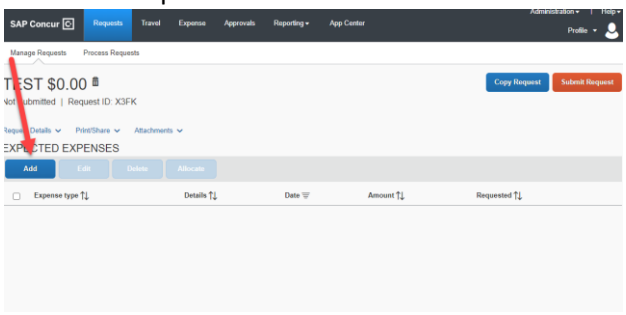
12. The department reference number field may be used to help your department track the report through other systems or processes that might be unique to your department. Check with your department's business staff regarding the use of this field. The notes field may be used to add any additional information you feel needs to be communicated on the report.



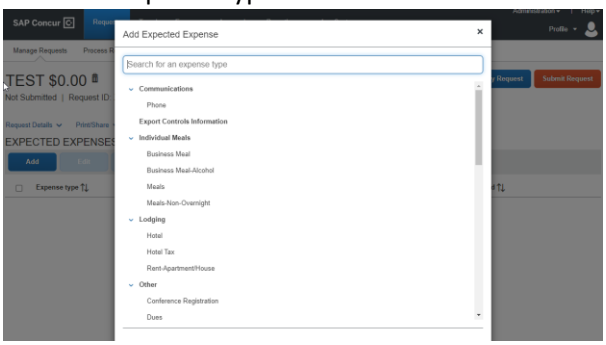
13. Once the required fields on the expense header have been populated, click save. At this point you have the option to submit the report into routing for approval.



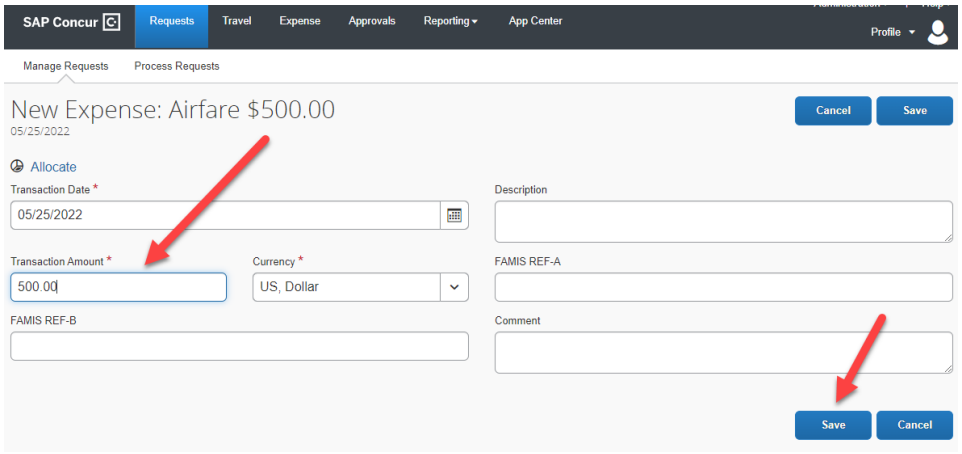
14. You may also add estimated expenses and additional routing steps. After you save the request header, the next tab you can opt to complete is the expense tab. This tab can be used to enter estimated expenses for you trip.



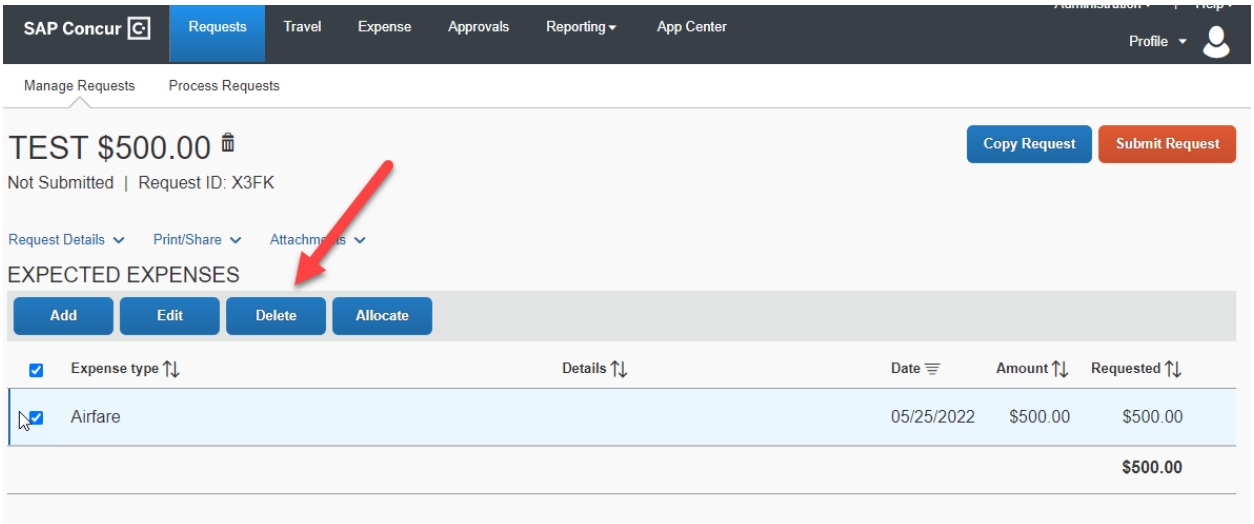
Select an expense type.



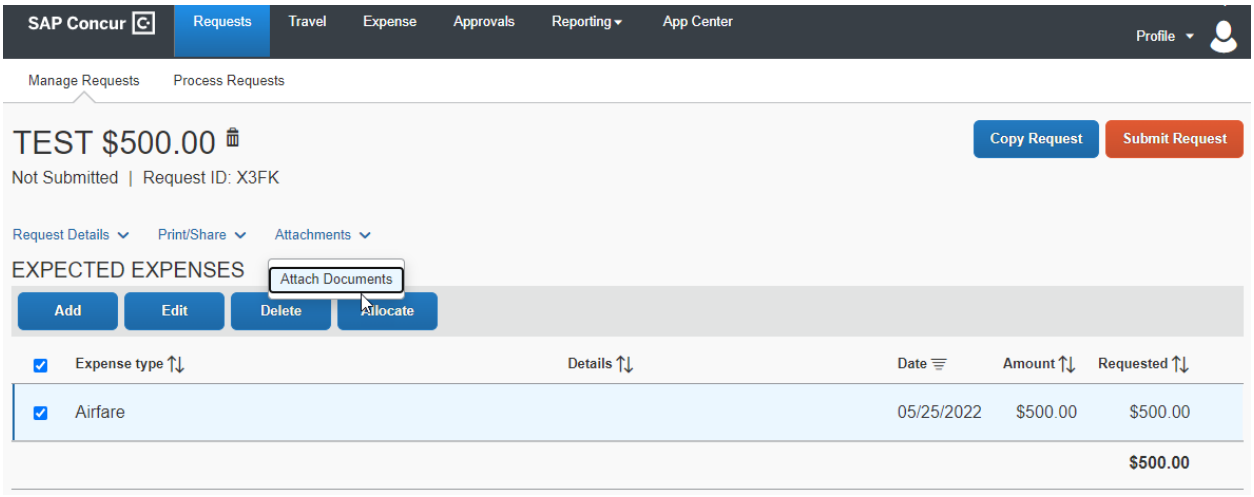
15. Enter the estimated amount of the expense. Click save. If an account number is entered on the request header and an amount is estimated for the expenses, then the funds will be encumbered in FAMIS once the request completes routing.



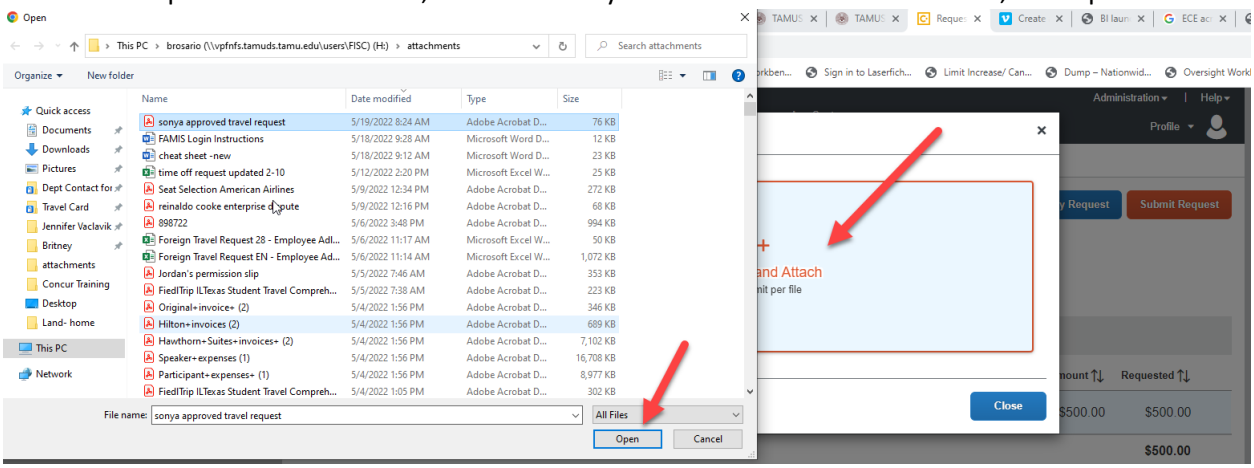
16. If an estimated expense is entered in error, you can select the expense entry and then click delete. Click yes to confirm.



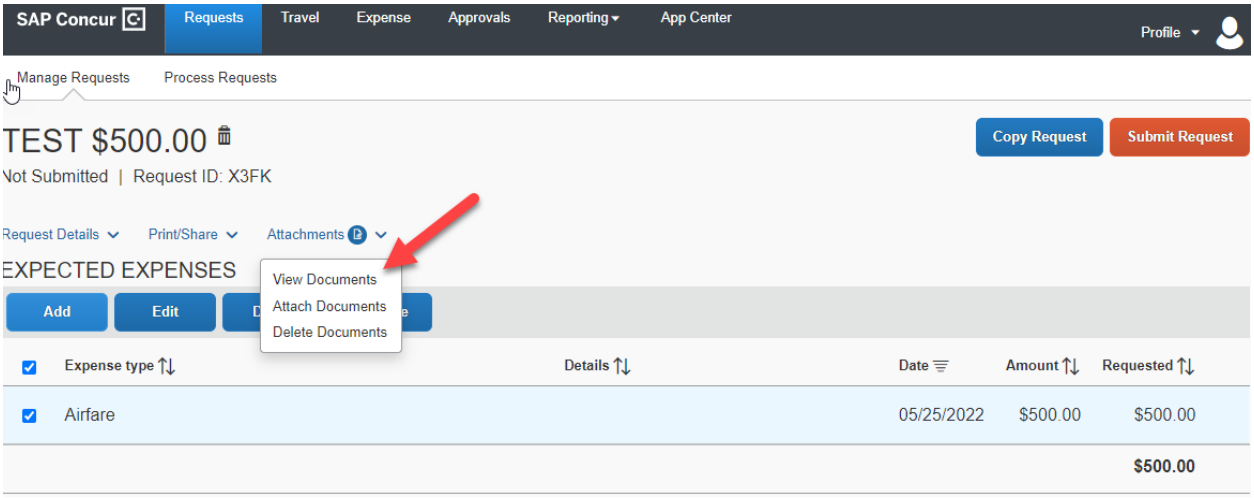
17. If you have any attachments to include, you may do so at any time after the request header has been saved. To include an attachment, click the attachments button. Select attach documents.



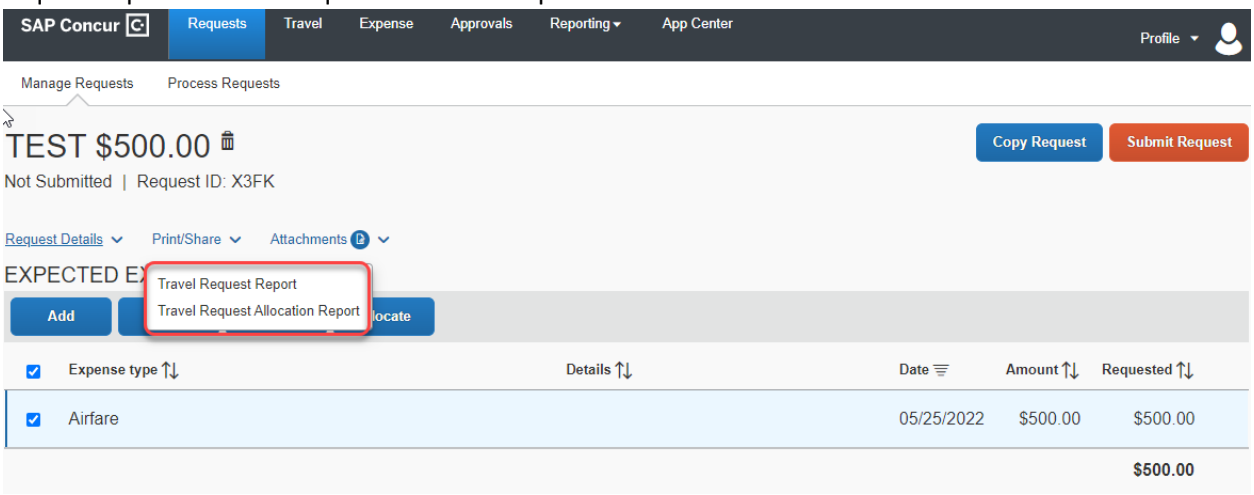
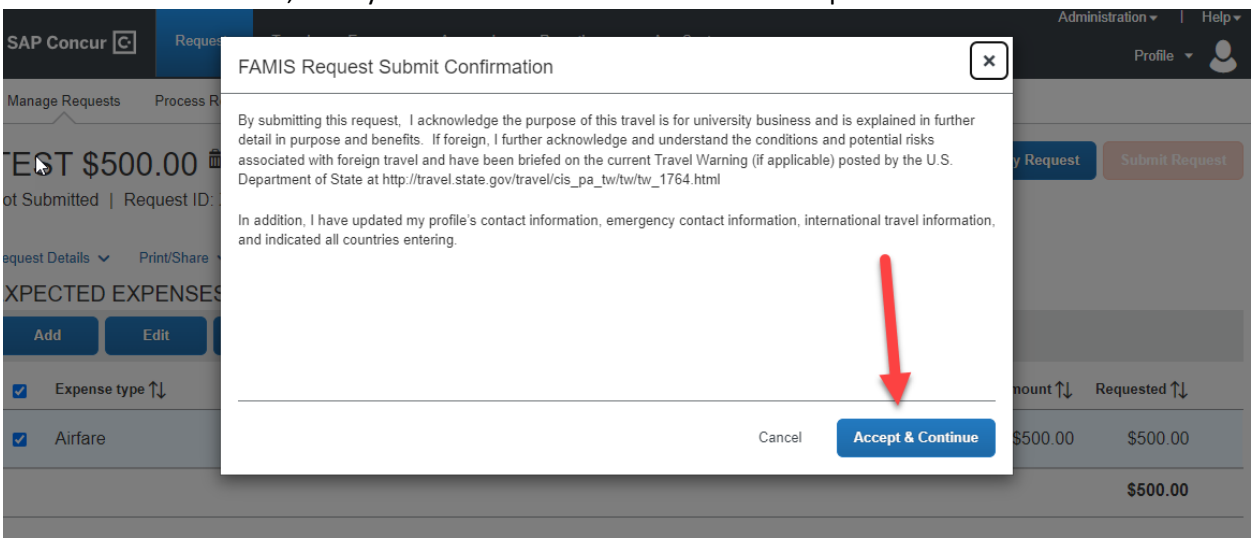
18. Click on the Upload and Attach box, locate the file you wish to attach. Select the file, click open



19. To view the attachment, click the attachments button. Then click view documents



20. If you wish to print your request, you have the option to do so. Select the print/ Share button. Select travel request report or travel request allocation report.



21. After all information has been entered and reviewed click submit request. Review the FAMIS Request Submit confirmation statement, once you have read the statement click accept and submit or cancel.