To get started on creating an expense report for reimbursement, log into MySLU and click on the Suitcase Cliqbook & Concur Expense icon in your TOOL tab.
To start a new expense report or view a list of your other expense reports, click on the Expense tab.
To start a new expense report, click New Expense Report link.
The first screen you will see is the Header Page. Choose Non-Travel in the Policy drop down.

<table>
<thead>
<tr>
<th>Policy</th>
<th>Trip ID</th>
<th>Report Date</th>
<th>Business Purpose</th>
<th>Commitment Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Travel</td>
<td></td>
<td>09/30/2010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To start a new expense report for Non-Travel (expenses that would have previously been submitted on a BEEF or SP), choose Non-Travel in the Policy drop down.
After choosing Non-Travel as the policy on the Report Header:

The header contains not only the basic report information, but also your BANNER ID, and your default ORGANIZATION and FUND. If expenses are not reallocated later in the report, the expense for this report will be charged to these defaults.

**Commitment Office** - This choice is important because it dictates which Commitment Office your report will route to for approval and payment.

- Medical Center Finance Office - choose if your expense report is sent to the Medical Center Finance Office for approval
- Financial Commitment-Non Grant - choose when your expense report is charged to your department and is sent to the Financial Commitment Office
- Financial Commitment-Sponsored Programs - choose when your expense report is sent to the Financial Commitment Office and the expenses will be charged to grant funds (Ex: funds beginning with a 3)
Once the header information has been entered and Next has been clicked, you will be ready to start entering expenses.

Start by choosing an expense type from the list on the right.
Once you have chosen an expense type, you will need to enter information pertaining to this expense.
When all information has been entered, click Save to proceed with report.
Continue adding expenses to report. If an exception has been generated, it must be looked at and resolved if necessary. A yellow exception may just be information about policy. A RED exception MUST be resolved before the report can be submitted.
Once all expenses have been entered, receipts need to be attached to the report. To see what receipts are required, click on the Receipts button and click on Receipts Required. The pop up box will contain a list of receipts that should be attached.

To attach receipts click on the Receipts button and choose Attach Receipt Images.

You can attach receipts by scanning and attaching OR by printing a fax cover page and faxing in with your receipts.

To fax in receipts – Click on Print button on right of screen and choose SLU Fax Receipt Cover Page

To scan and attach receipts – Click Receipts button on right of screen and choose Attach Receipt Images (please note you will need to scan first). Browse for your receipts – Click Attach – and then Done

You can check to see if your receipts are loaded by clicking the Receipts button and selecting Check Receipts.
Once receipts are attached the SLU Detailed Report can be printed out or viewed to see where all expenses will be allocated to. On the right hand side of the screen, click the Print button and choose SLU Detailed Report.

Remember, you will always want to make sure that the check box in the upper left corner by show allocations is selected, if it’s not line item detail that has been entered will not show.
The SLU Detail report also contains report total information.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Location</th>
<th>Expense Type</th>
<th>Amount</th>
<th>Allocation</th>
<th>Reimbursement Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/09/09</td>
<td>Meals (self)</td>
<td>San Francisco</td>
<td>Cash</td>
<td>22.71</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>09/09/09</td>
<td>Meals (self)</td>
<td>San Francisco</td>
<td>Cash</td>
<td>23.53</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>09/09/09</td>
<td>Meals (self)</td>
<td>San Francisco</td>
<td>Cash</td>
<td>22.28</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>09/09/09</td>
<td>Taxi/Metro</td>
<td>St Louis</td>
<td>Cash</td>
<td>44.00</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Note: The sum of allocation amounts may not exactly match the expense amount due to rounding.
If you have selected the correct expense type, account code will be correct in Banner after upload.

### Report Total
- Report Total: 1,356.38
- Personal Expenses: 0.00
- Total Amount Claimed: 1,356.38
- Amount Approved: 1,341.05

### Company Disbursements
- Amount Due Employee: 1,341.05
- Amount Due Company: 1,341.05
- Total Paid By Company: 1,341.05

### Employee Disbursements
- Amount Due Company: 0.00
- Amount Due Company Card From Employee: 0.00
- Total Paid By Employee: 0.00

Once expense entries have been double checked and receipts have been attached, the report is ready to submit for approval and reimbursement. Click the Submit Report button in the upper right of the screen.

The system may ask if you are ready to submit, click Yes. Once you have submitted your report, a pop-up with your report summary information will appear. This summary will tell you what your report total is, what your reimbursement amount is and the amount that will be paid to your Corporate American Express card (if applicable).

You will receive e-mail updates as the status of your report changes (approved – ready for payment etc).