New York State Office of General Services
Business Services Center
Empire State Plaza
Albany, NY 12242
(Phone) 518-457-4272
(Fax) 518-486-9166

Getting Started With an Expense Report

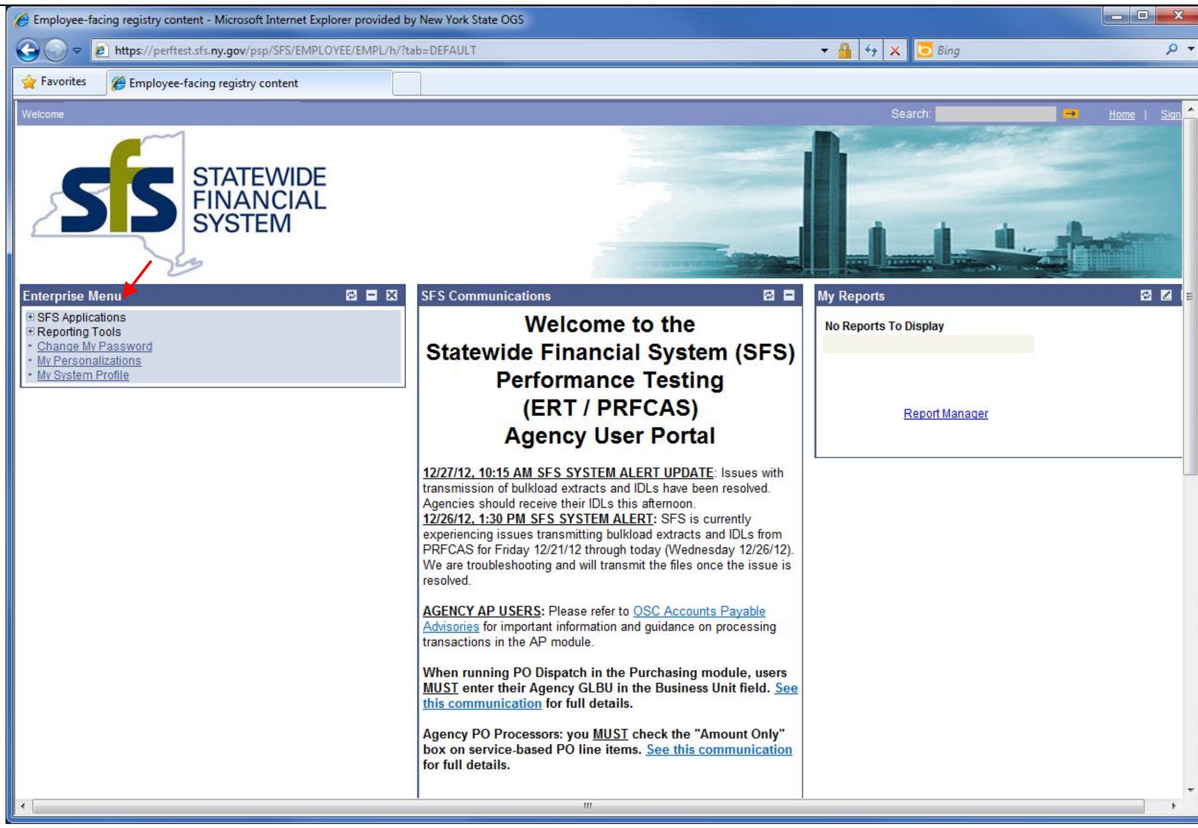
An Expense Report (ER) is a tool employees use to be reimbursed for travel or other out-of-pocket expenses and account for State travel card transactions. It is a recommended best practice to create, submit, and account for travel card transactions on an Expense Report in SFS within ten days of completed travel.

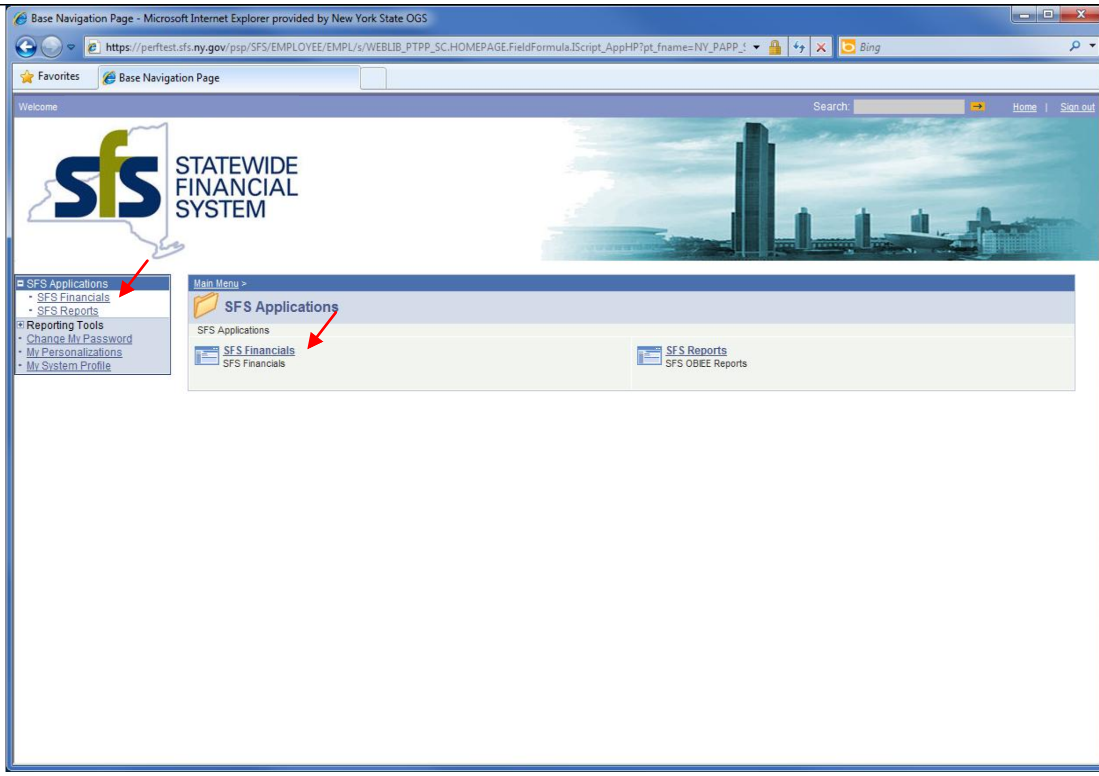
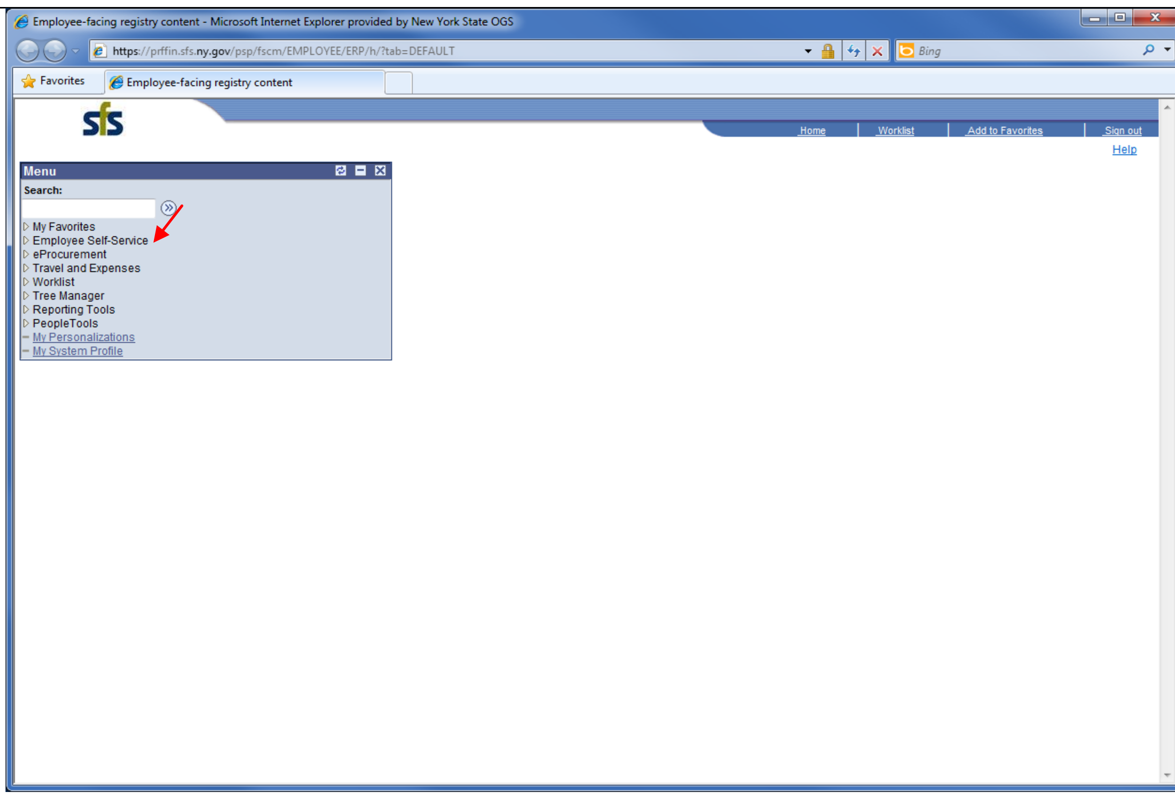
To begin submitting an Expense Report you should access the Expense Report Entry page. Four different options are available to create an Expense Report. This module will explain how to get to the Expense Report Entry page and, once you are there, how to pick the Expense Report option that best works for your situation.

To access the Expense Report Entry page from the SFS home page start by clicking SFS Applications.

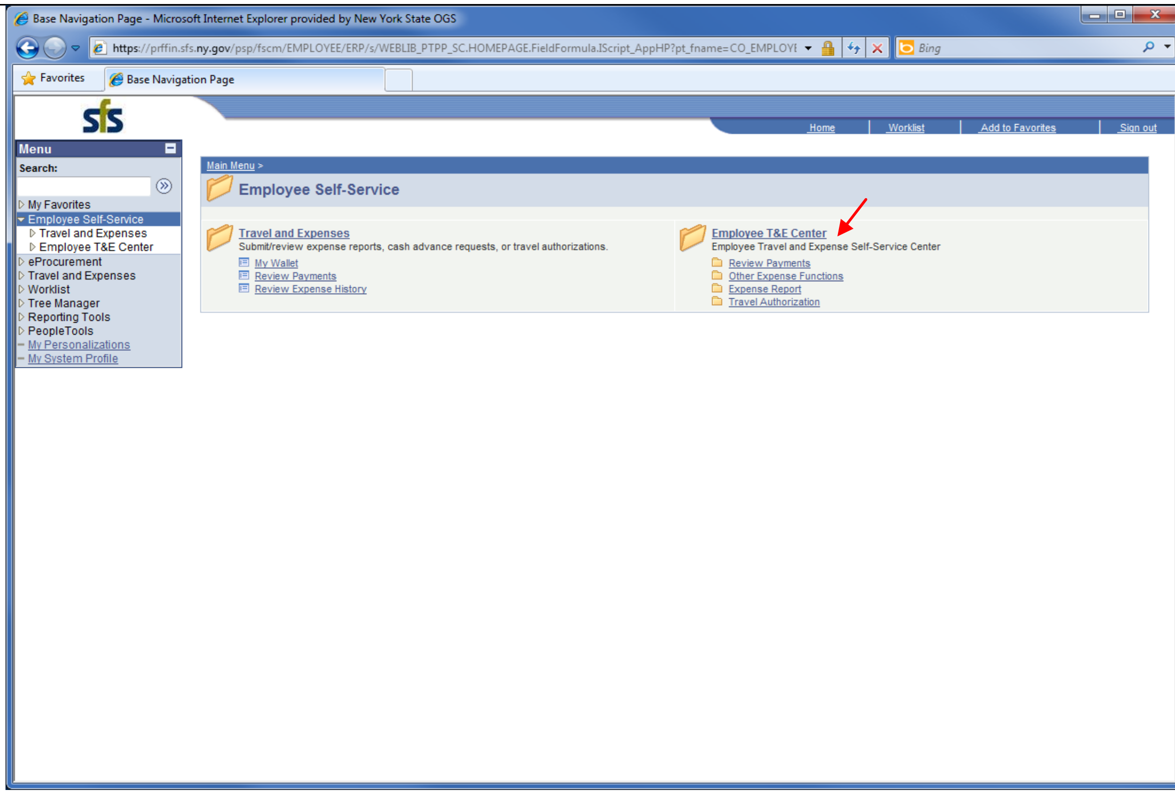
NOTE : All items marked with an * must be completed.

NOTE: Save periodically as SFS times out after 20 minutes.

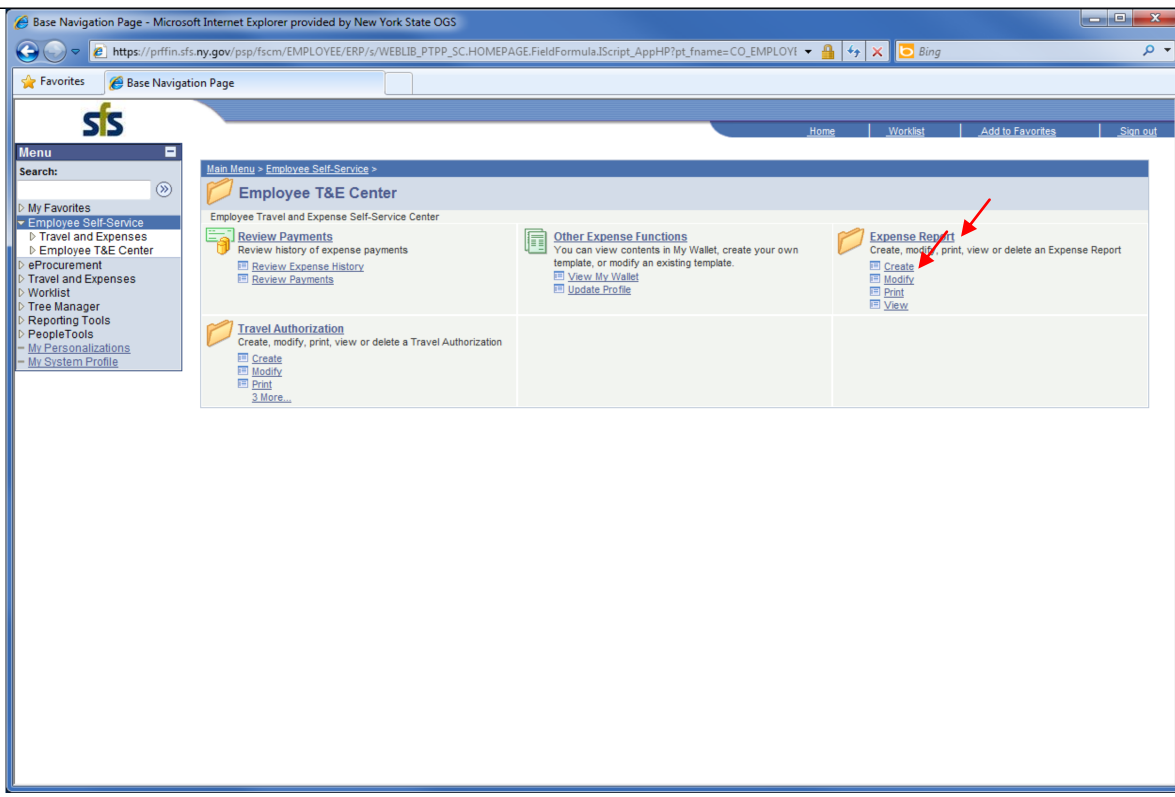


Click SFS Financials (either location).	
Next, Click Employee Self-Service.	

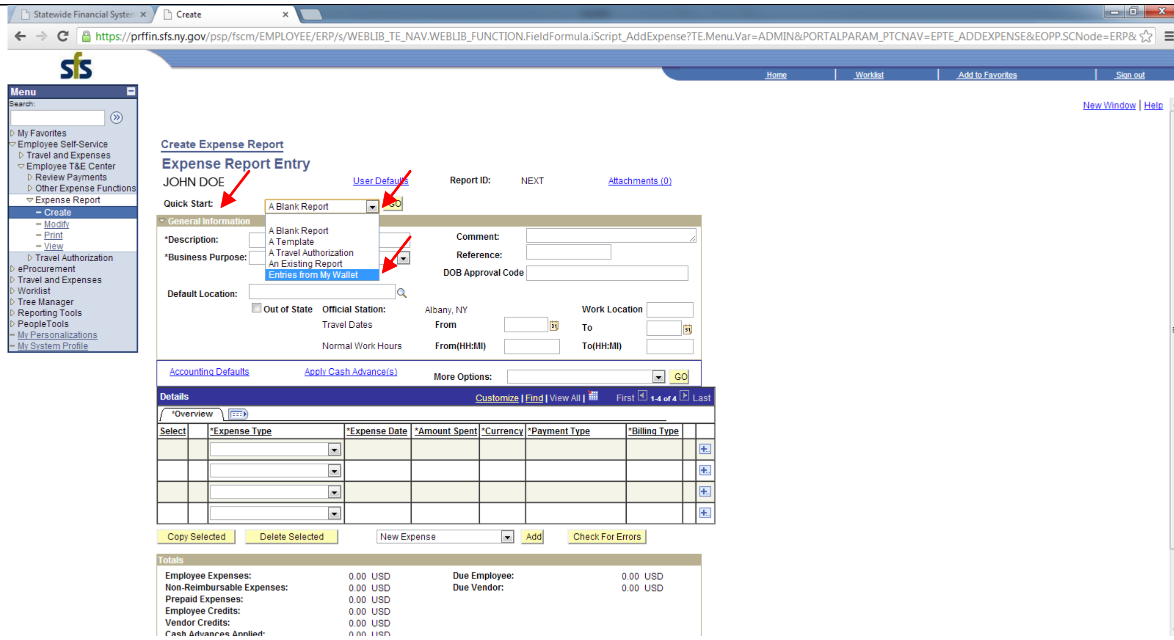
Click Employee T&E Center.



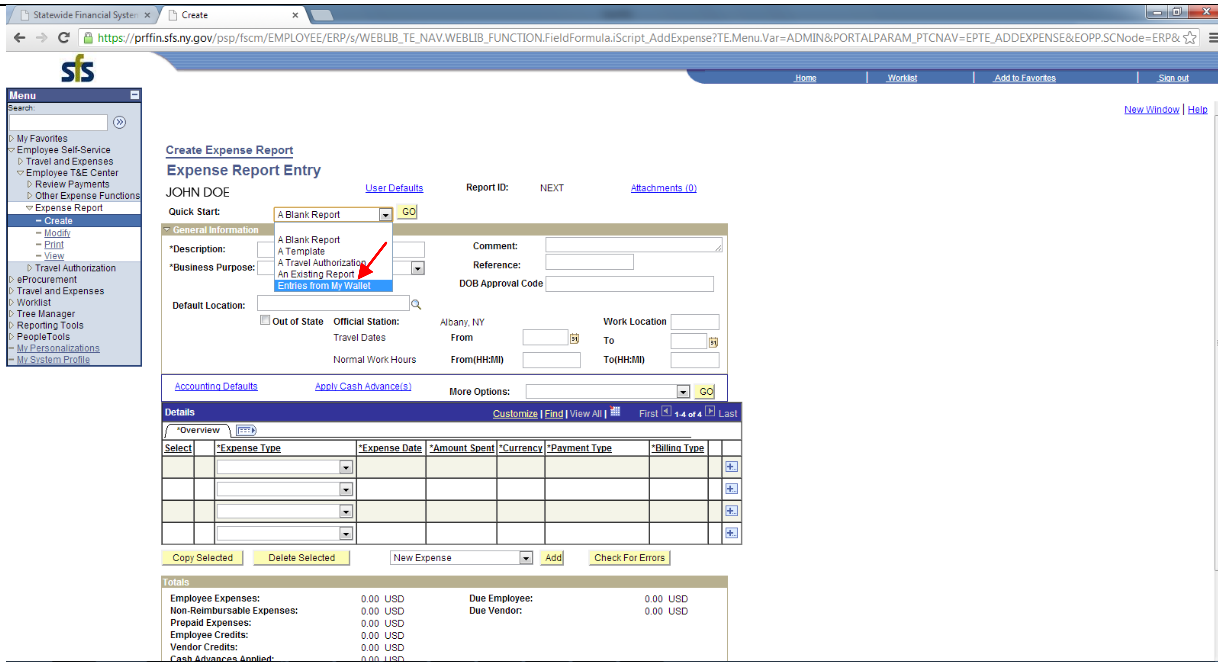
Under Expense Report click Create.



This is the **Expense Report Entry** page, it is used to create and submit travel expenses. Depending on the type of expense report you want to create, choose an option from the **Quick Start** list. The option you choose will begin the expense report process.



You may notice there are 5 options for creating an expense report, however, you should only use 4 of these (see below).



(1) A Blank Report allows you to create an expense report from scratch; you will most likely use this option for new travel expenses you have not previously entered in SFS and have not charged on your travel card.

(2) A Travel Authorization allows you to retrieve a travel authorization that was previously approved. You can pull the approved authorization into the expense report once you have completed the travel. This allows you to start with the approved expenses and will likely save you time since you are not creating your expense report from scratch. From here, you can modify the expenses to reflect your actual expenses made during the trip. You can also pull necessary expenses from your wallet.

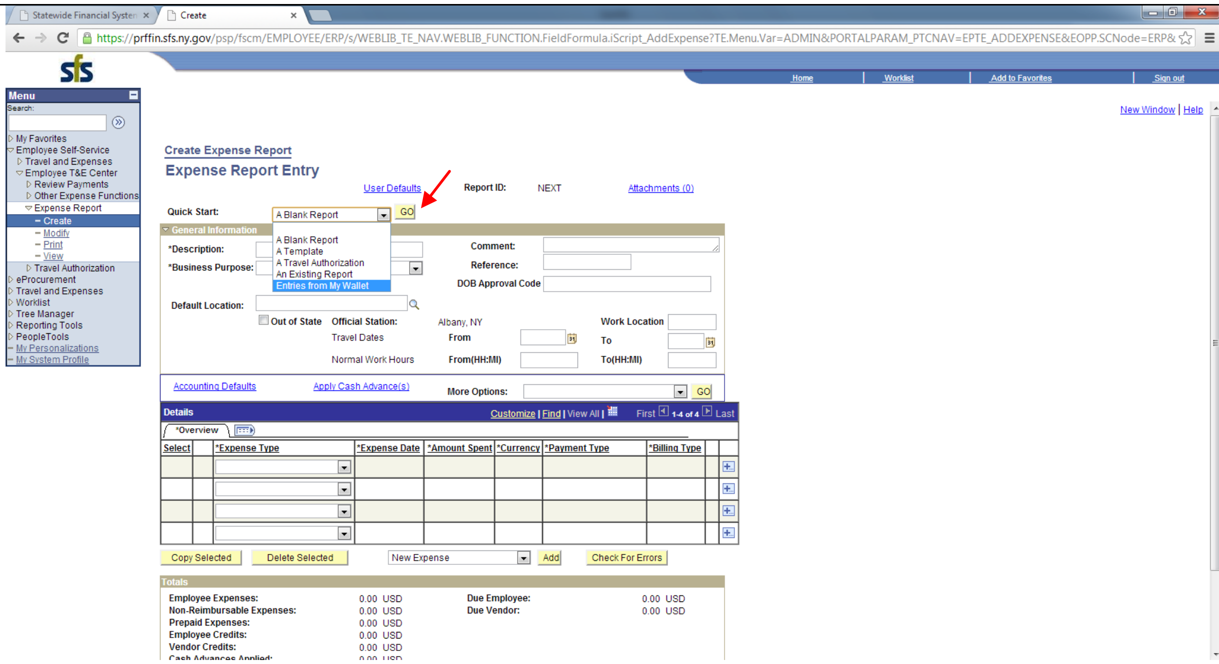
(3) An Existing Report allows you to use a report you have previously created in SFS. You will most likely use this if you repeat the same type of travel and / or have similar expenses and want to copy the expense report you have previously created. **Be sure to change your dates and any other changes to reflect the current travel.**

(4) The **Entries from my Wallet** report is used to select transactions paid for on your Travel card (t-card) and apply them to the expense report as necessary. You will only use this option if you have t-card expenses.

(5) Do **NOT** use the **Template** option.

Once you have selected the expense report option appropriate for your situation, click the **Go** button to start your expense report.

For details on how to correctly submit an expense report, see the "*Creating an Expense Report in SFS Using a Blank Report*" or "*Creating an Expense Report in SFS Using My Wallet*" modules.



Congratulations! You have successfully completed the “Getting Started with an Expense Report” module