Submit Expense Report

When all the expenses for an Expense Report are entered and saved with attached support documentation and receipts, click the Submit button.

If any errors exist, the Expense Detail page displays for you to correct the errors. After an Expense Report is successfully submitted, then it is not available to be modified.

The Expense Report is routed for approval first to your Supervisor and then other designated Approver/s.

All employees are responsible for ensuring that their Expense Reports are complete, accurate and adhere to the expense reimbursement requirements of CUNY, New York State and New York City. Expense Reports that do not comply with these requirements are returned to the employee to be modified to meet the requirements.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Employee Self-Service > Travel and Expense Center > Expense Report > Modify***.
3.	The **Expense Report** search page displays on the **Find an Existing Value** tab by default. Click the **Search** button.
4.	The **Search Results** display below. In the **Search Results** in the **Report ID** column, click the link of the Expense Report to be modified.
5.	For the selected Expense Report, the **Expense Report Entry** page displays. To validate the data, click the **Check For Errors** button. ***Note: When any of the Check for Errors, Save for Later or Submit buttons are clicked, then CUNYfirst:*** • ***Identifies any missing required fields, and*** • ***ChartField strings are checked to ensure that combination of values is valid. The User must confirm that the correct ChartField string is entered.*** ***Note: The User confirms that the correct ChartField is entered.***
6.	If there are errors, then the **Missing or Invalid Information** button displays on each line that contains an error. Click the **Missing or Invalid Information** button for an expense line.
7.	The **Expense Detail for [expense type]** page displays with an explanation of problems for every expense line. Correct each error as indicated. ***Note: When either the Check for Error, Save for Later or Expenses button is clicked, the messages and visual indicators disappear.*** ***Note: If any error remains, then you may Save for Later, but not Submit the Expense Report.***
8.	To confirm that all of the errors are corrected, click the **Check For Errors** button.

9.	Click the **Submit** button. ***Note: Click the Submit button when every expense is entered with an attached receipt at the Attachments link.***
10.	When the **Submit** button is selected, then the **Save Confirmation** page displays. Click the **OK** button. ***Note: Click the Cancel button to go back and modify the Expense Report as needed.*** ***Note: After an Expense Report is submitted for approval, or after the Expense Report is approved, the employee can view their Expense Report to see the Status is updated to Submitted for Approval. In the Pending Actions section, you may also verify that the Expense Report is routed to the Expense User's Supervisor for review and approval.***
	End of Procedure.