CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Creating Expense Reports

Note: This desk aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

TABLE OF CONTENTS

Overview 1
Creating Expense Reports 1
Revision History 5

Creating Expense Reports

Overview

This desk aid provides instructions for creating an expense report using the CAPPS Financials Travel and Expense (T&E) module. The expense report replaces the travel voucher.

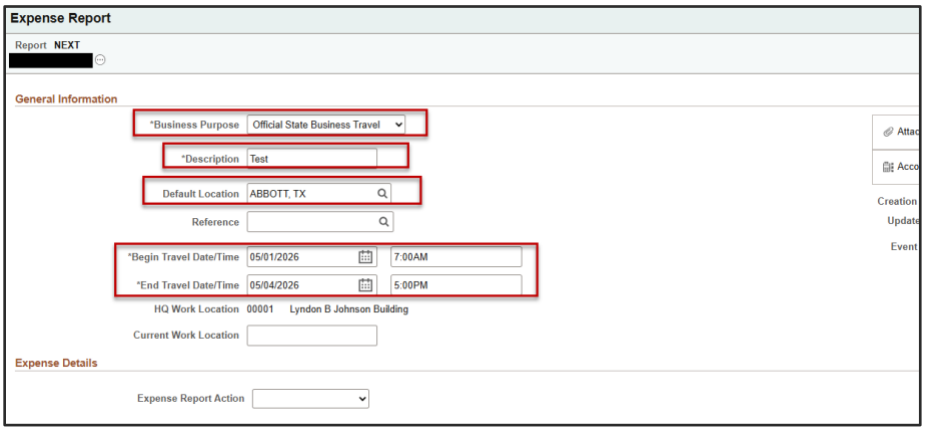
Note: The Record of Transportation and Duties Performed file is still required as an attachment and is available on the FMx Travel page.

Creating Expense Reports

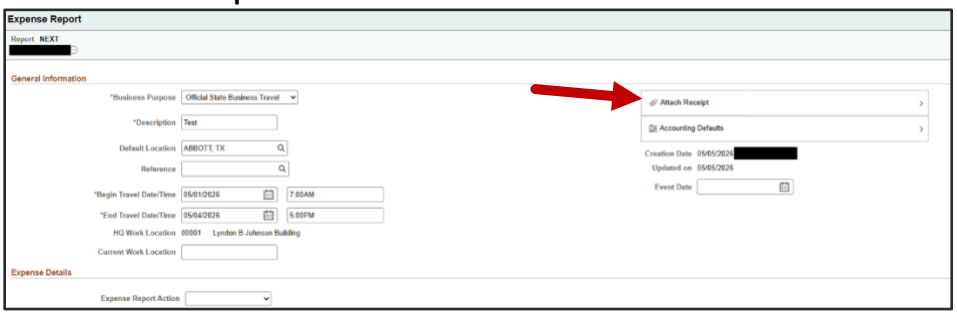
Navigation

Dashboard: Employee Self Service; **Tile**: My Travel and Expense; **Tile**: Create Expense Report

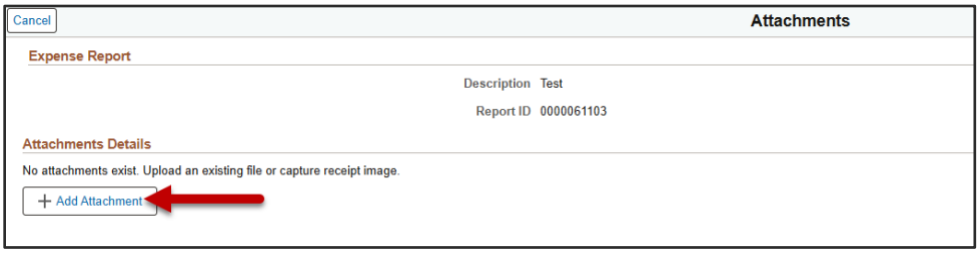
1. Enter values in the following fields on the *Expense Report* page in the *General Information* section:
   - BUSINESS PURPOSE – Select from the drop-down menu.
   - DESCRIPTION – Describe the business conducted.
   - DEFAULT LOCATION – Overnight lodging or the first duty point.
   - BEGIN TRAVEL DATE/TIME – Format MM/DD/YYYY, HH:MM AM/PM.
   - END TRAVEL DATE/TIME – Format MM/DD/YYYY, HH:MM AM/PM.



2. Select **Attach Receipt**.

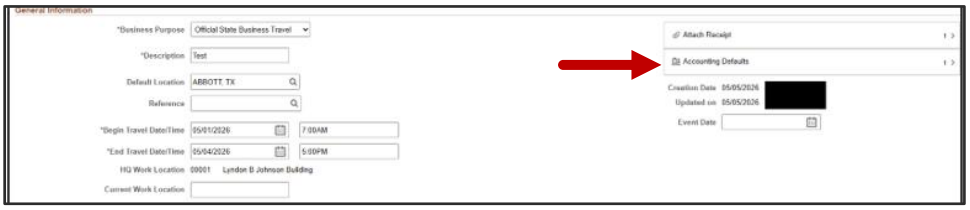


3. Select **Add Attachment**.



4. Add documents (e.g., Record of Transportation and Duties Performed, receipts or other supporting documentation).

5. Select ACCOUNTING DEFAULTS.



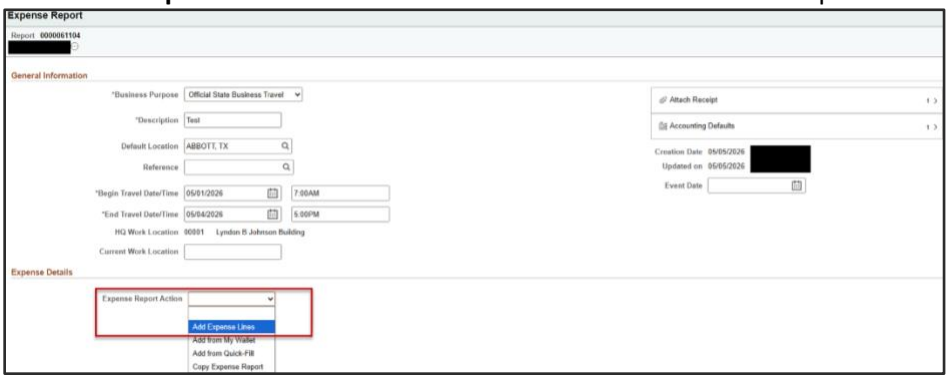
6. Validate the *GL ChartFields* data in the *Accounting Details* section.



7. Update values (optional).

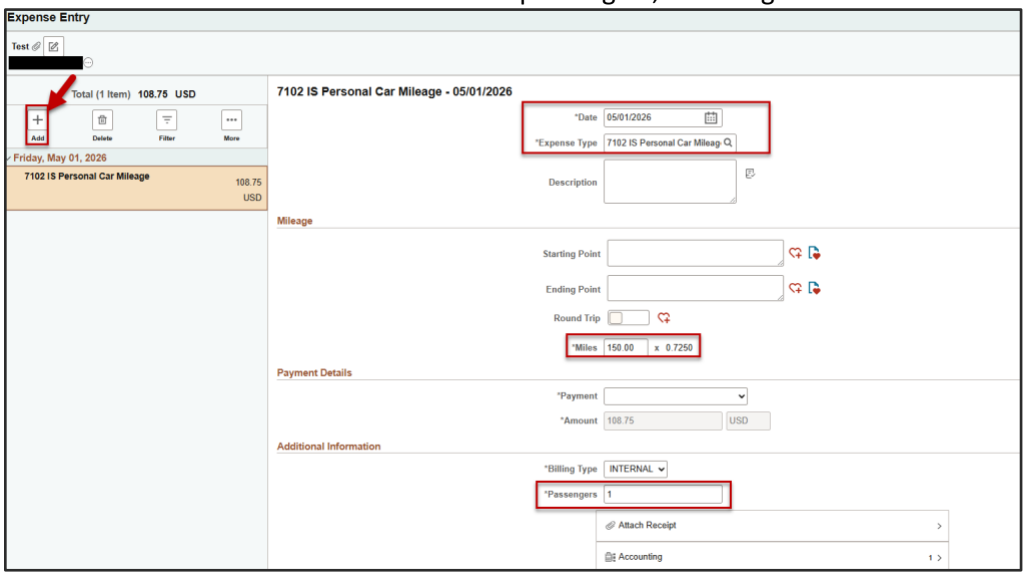
8. Select **Done**.

9. Select **Add Expense Lines** from the EXPENSE REPORT ACTION drop-down menu.



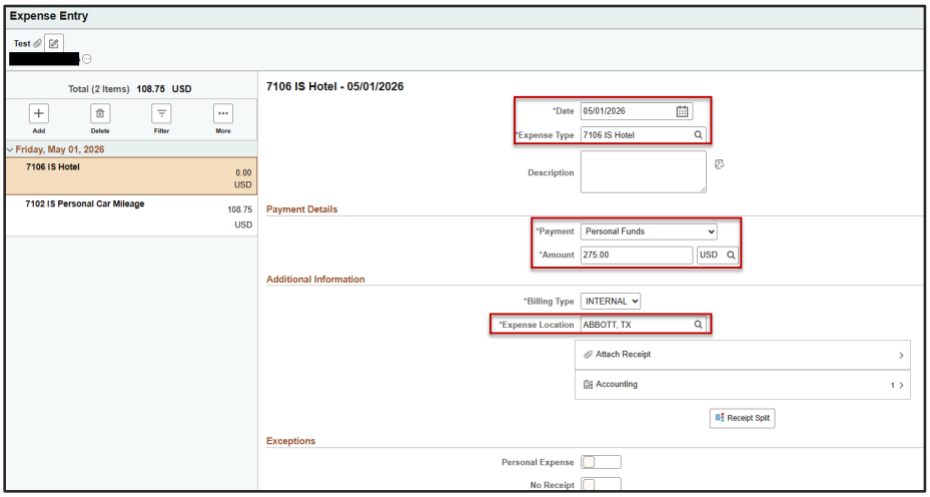
The *Expense Entry* page displays.

10. Enter the following values for the expense. The values use personal car mileage as an example:
    - DATE – Format MM/DD/YYYY.
    - EXPENSE TYPE – Search using the magnifying glass icon. For example, 7102 IS Personal Car Mileage.
    - PASSENGERS – Enter the total number of passengers, including the driver.

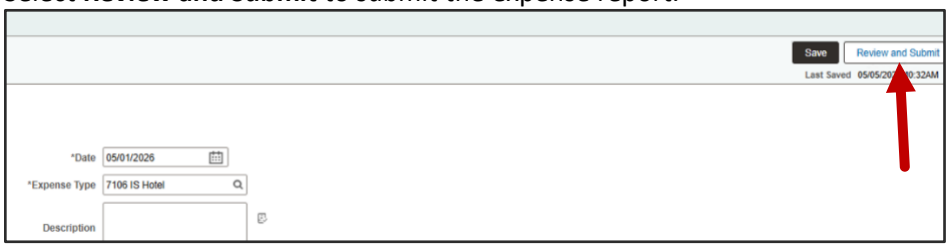


Note: A daily breakdown is required for lodging and meals. All other expense types can be cumulative single entries.

11. Select the **ADD** (+) icon to add additional expense lines (optional).
12. Enter the following values for the second expense. The values use hotel expenses as an example:
    - DATE – Format MM/DD/YYYY.
    - EXPENSE TYPE – Search using the magnifying glass icon. For example, 7106 IS Hotel.
    - PAYMENT – Select from the drop-down menu.
    - AMOUNT – Enter the numeric value and USD.
    - EXPENSE LOCATION – Search using the magnifying glass icon.
      If you obtain lodging at more than one duty point, add an expense location for each lodging date and meal.

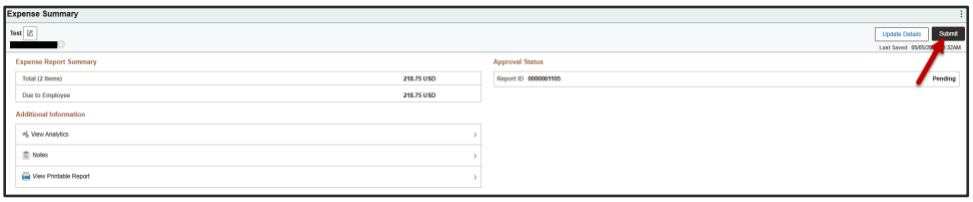


13. Select **Save** to enter more expenses later.
    – or –
    Select **Review and Submit** to submit the expense report.



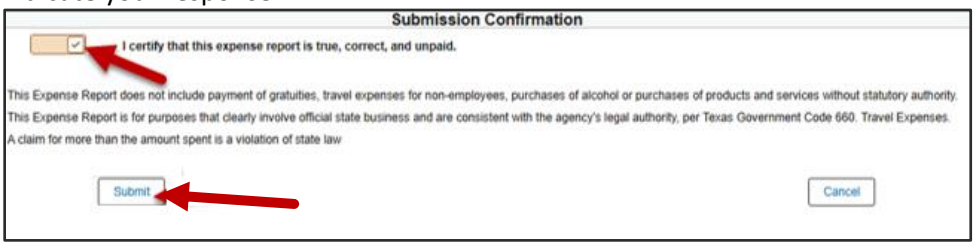
14. Review the information.

15. Select **Submit**.



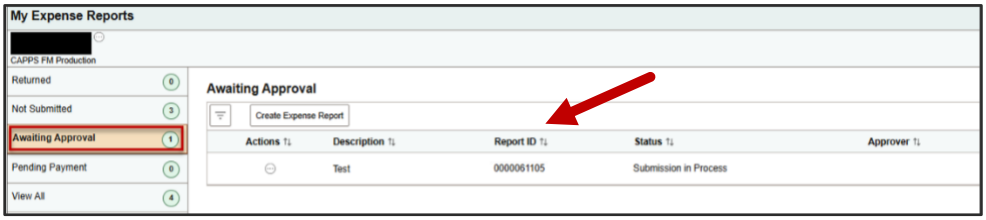
The *Submission Confirmation* window displays.

16. Toggle the icon next to the statement, "I certify that this expense report is true, correct, and unpaid," to indicate your response.

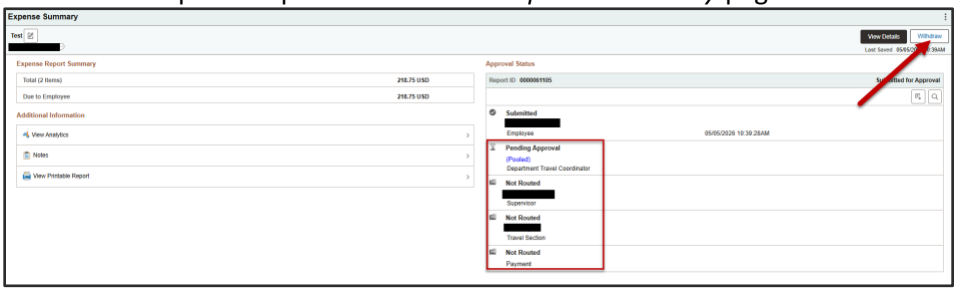


17. Select **Submit**.
    The *My Expense Reports* window displays the expense report status.

18. Select the `REPORT ID` number to display the approval status.



19. Confirm the expense report status on the *Expense Summary* page.



20. Select **Withdraw** to update the expense report and edit the details (optional).

Revision History

Date	Description of Change	Changed By
May 19, 2026	Initial document creation	M. Apolonio
Oct. 20, 2026	Minor revisions	M. Apolonio