

Begin by going to [Aggie Travel](#) .

Choose “Create New Report” from the Expense tab area.

1) Fill in Report Header

a) Fill in required fields in header



Create a New Expense Report

Report Header

Report Key User ID Event/Trip Type Event/Trip Name

Event/Trip Purpose Business Purpose Event/Trip Start Date Event/Trip End Date

Spouse/Partner Expenses Included for Reimbursement? Preparer Email Reimbursement Method

Comment Related Report 1 Related Report 2 Related Report 3

Fill in:

1. Event/Trip Type
 - a. Selecting a travel option will add a box for destination. Choose the one correct for the trip.
2. Event/Trip Name
3. Event/Trip Purpose
 - a. Select “Workshop, Seminar, and Training when teaching.
4. Business Purpose
 - a. Where, when, class name and what. (Instructing UC Davis Extension class)
5. Start / End Date
6. Preparer Email
7. Reimbursement Method if not pre-set

b) Click “Next” to begin entering expenses.



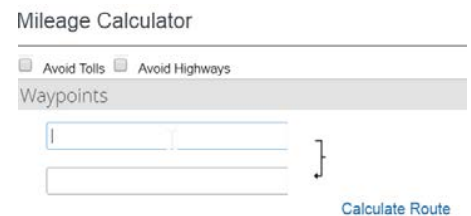
c) For more information on the filling in the report header go to:

i) <https://extension.ucdavis.edu/sites/default/files/reportheader.pdf>

2) Select expense type “Mileage – Google Maps

a) A vehicle must already be registered in your profile to use this expense type. To find out more about how to register your car go to:

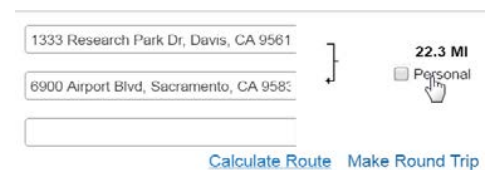
<https://extension.ucdavis.edu/sites/default/files/personalcarregistration.pdf>



3) Enter departure address and arrival address

a) Click “Calculate Route”

b) You can choose to make it roundtrip or add another address and then calculate the route again.



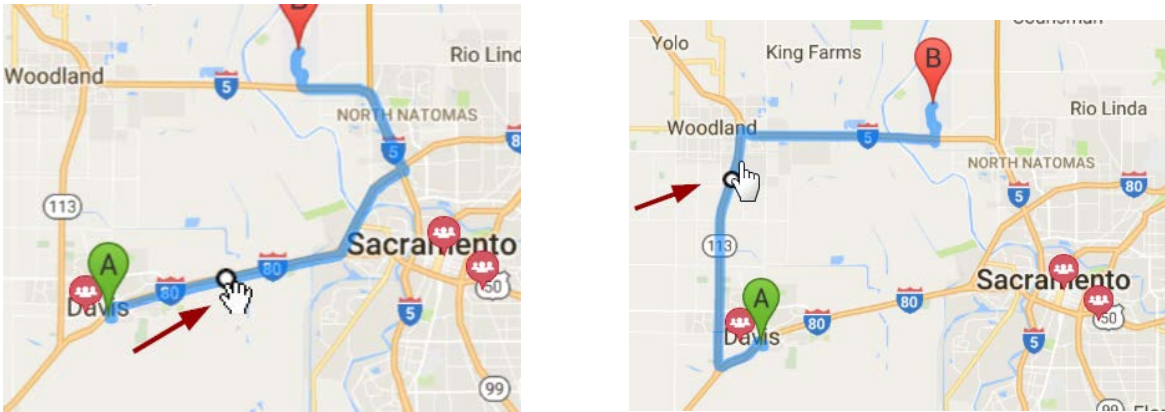
c) For some routes there can be more than one option. Click on the one that matches the route taken. In this example the shortest route is not the fastest route. The system will automatically select the quickest route. Adjust as needed.

Directions

Suggested routes:

- I-80 E **22.3 mi.** About 25 mins
- CA-113 N and I-5 S **24.0 mi.** About 28 mins
- Co Rd 102 and I-5 S **19.4 mi.** About 30 mins

d) If the route taken is not listed in the suggested routes you can make adjustments by dragging the blue route line within the map.



We understand alternate routes may be needed to save you time. However, if you are looking at something that drastically deviates from the shortest route please reach out to your program contact for approval.

4) Once the route is entered and the total mileage is listed click the “Add Mileage to Expense”.

5) This will take you back to the expense screen to complete the required information.

a) Transaction Date

- b) Check box for “Vehicle Used has Liability Insurance”.
- c) Click “Save”

You have now successfully entered your mileage expense into the Aggie Travel system. To complete the report you need to add the accounting.

- 6) Allocate the expense with accounts provided by your program contact.
 - a) Click the box next to the mileage expense if there is only one expense in the report or under “Expenses” click the box that check marks all the expenses if there are more than one.

- b) Select “Allocate”
- c) The account to use will be listed next to the name of the program representative you are working with for this specific class.
 - i) Go to: <https://extension.ucdavis.edu/instructors/travel/accounts>
If you do not see your program representative’s name on the list, contact that person for the account to use.
- d) Enter Chart/Account – Extension Chart number is “3”.

i) Should look like “3/ACADONE” as an example.

Allocations for Report: Test - Aggie Travel

Expense List

Date	Expense T...	Group	Amount
07/01/2017	Mileage...		\$16.59

Allocations

Total: \$16.59 Allocated: \$16.59 (100%) Remaining: \$0.00 (0%)

Allocate By: Percentage

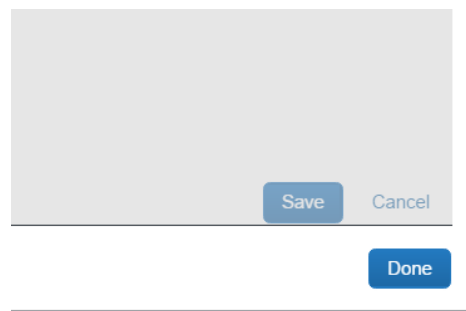
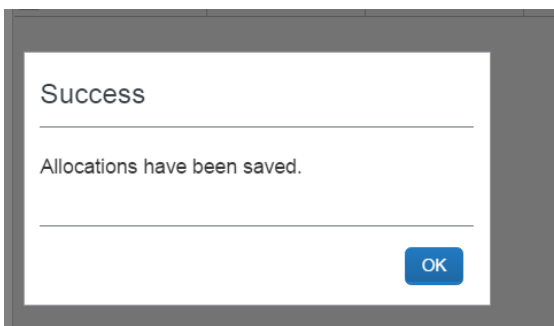
Chart/Account: 3/ACADONE

Type to search by:

- (Code) Test
- (X) (TRADY-CROOM) COURSE ROOM RENTAL
- (X) (TRADY) Custom Training & Services Daily Rate
- (X) (CFJ513-SMEAL) STUDENT MEALS
- (X) (AGOPEN-SMFCJ) STUDENT MISCELLANEOUS
- (X) (UOPEN-SMEAL) STUDENT MEALS
- 3/ACADONE | ACADEMY INSTRUCTOR TRAVEL ACCOUNT

Save Cancel

- As you type the list will narrow down to matches until only the correct one is listed at the bottom.
- Click on the account name
- No other fields need to be fill in at this time.
- Select Save
- Click “OK” and then “Done”
 - This will return you to the main report page.
 - Unclick the box to deselect all the expenses.



7) Complete the report by selecting “Submit Report”

The screenshot shows the 'LG Aggie Travel Test' expense report interface. At the top right, there are two buttons: 'Delete Report' and 'Submit Report'. A red arrow points to the 'Submit Report' button. Below the main report area, there is a 'New Expense' modal window. The modal has an 'Expense Type' input field and a list of expense types. Under 'Recently Used Expense Types', there are: Airfare, Entertainment Meal, Over 10 Guests, Car Rental, and Ground Transportation. Under 'All Expense Types', there is a section for '01-Travel Expenses' which includes Airfare, Airfare, Additional Fees, and Car Rental. The main report area shows a table with one expense: '03/04/2017 Mileage - Google Maps \$24.08 \$24.08'. At the bottom, it shows 'TOTAL AMOUNT \$24.08' and 'TOTAL REQUESTED \$24.08'.

- a) Final Review is to certify the amounts and claims are true and for UC Davis business.
- b) Select “Accept & Submit”

The screenshot shows a 'Final Review' dialog box. It has a title bar with a close button (X). The main content is a 'User Electronic Agreement' section. The text reads: 'By submitting this report, I certify that the amounts claimed are a true statement of the expenses incurred for official University business, travel, or entertainment and that the original of all required receipts has been submitted, whether scanned or faxed.' At the bottom right, there are two buttons: 'Accept & Submit' and 'Cancel'.

- c) The message “Report Successfully Submitted” will appear. Close this window by clicking the upper right hand “X” or the “Close” button on the bottom right. On the expense report home page you will see the report listed and showing “Submitted”.

The screenshot shows two parts of the interface. On the left is a 'Report Successfully Submitted' message box with a close button (X) circled in red. The message content is: 'LG Aggie Travel Test Sent to: Fiscal Officer Review Expense Report'. Below this is a summary table:

Report Total :	\$24.08
Less Personal Amount :	\$0.00
Amount Claimed :	\$24.08
Amount Rejected :	\$0.00

Below the table are sections for 'Company Disbursements' and 'Employee Disbursements':

Amount Due Employee :	\$24.08
Total Paid By Company :	\$24.08
Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

At the bottom right of the message box, a 'Close' button is circled in red. On the right side of the screenshot is a 'SUBMITTED' notification box with a green header and the date '05/10/2017'. The box contains the text: 'LG Aggie Travel Test \$24.08 Fiscal Officer Review'.