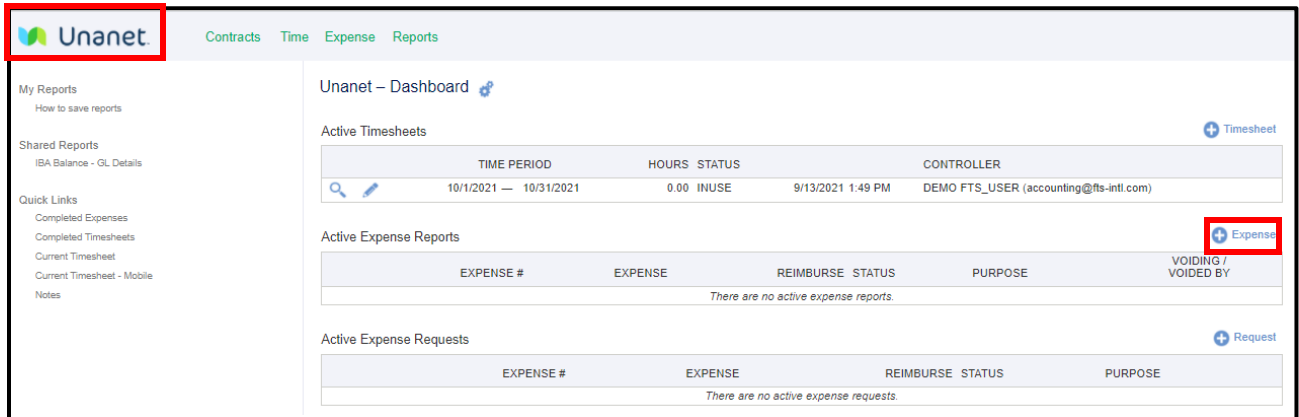


# Unanet – End-User Expense Report Training

## Creating an Expense Report

To create an expense report, click **+Expense** on the right side of your **Home Dashboard** in the **Active Expense Reports** section. You can return to your Home Dashboard at any time by clicking on Unanet logo at the upper left corner of the screen.



### Summary Screen

Please use the **Purpose** field to document the purpose of your trip or provide a brief summary of the expenses you are submitting. Please provide the city, state and/or country in which the expense was incurred in the **Location** field.

The screenshot shows the 'Expense – Create Expense Report' form for 'FTS International, LLC (I\_FTS)'. The form has several fields highlighted with red boxes: 'PURPOSE', 'LOCATION', 'PROJECT', 'TASK', and 'ALLOCATION (%)'. The 'PURPOSE' field contains the text 'Demo creating an expense report'. The 'LOCATION' field contains 'Dulles, VA'. The 'PROJECT' field is a dropdown menu with 'G&A General and Administrative' selected. The 'TASK' field is a dropdown menu with 'Corp' selected. The 'ALLOCATION (%)' field is a text input with '100' entered. At the bottom of the form, there are 'Save' and 'Details' buttons.

Select the appropriate **Project** and **Task** from the drop-down menu. You should have access to all assigned projects available for expense reimbursement. If you do not see the project/task you need, please reach out to your Contract Manager or Accounting.

If this expense report is for one project, **Allocation %** should be 100%. We anticipate most users will always use the 100% allocation method. In the rare circumstance you need to split your expenses between projects, please reach out to [Accounting@fts-intl.com](mailto:Accounting@fts-intl.com) for guidance.

## Creating an Expense Report


Once you complete the summary screen, select the **Details** button at the bottom of the page. The Expense Report Details screen is used to record the detailed expense items.

Expense – Expense Report Details for FTS\_USER, DEMO (199999)

FTS International, LLC (L\_FTS)  
Purpose: Demo creating an expense report  
Location: Dulles, VA

#	PROJECT	TASK	ALLOCATION	DEFAULT PROJECT TYPE
1.	G&A General and Administrative (NB)	Corp	100%	G&A

DATE	EXPENSE TYPE	AMOUNT (USD)	PAYMENT METHOD
1.		0.00	*Employee Paid

1 

Total Expenses: 0.00  
(-) Non Reimbursable: 0.00  
(-) Advances: 0.00  
Cash Returned: 0.00  
Total Reimbursement: 0.00

Wizard Summary

Comments

Save Submit Preview Allocate Purpose Threshold Attach

Select the **Add a row** icon to add more expense detail rows.

Enter each expense item as an individual row. The following fields are required:

- **DATE** – Enter the date the expense was incurred.
- **EXPENSE TYPE** – Select the type of expense incurred.
- **AMOUNT (USD)** – Based on the **EXPENSE TYPE** field, the **AMOUNT** field accepts either a dollar amount or requires you to complete an Expense Wizard data entry screen. When the wizard data entry screen is required, it will pop up automatically when the cursor is placed in the **AMOUNT** field. The wizard data entry screen collects the required and optional information

associated with the **EXPENSE TYPE**. Please see the Expense Wizard section below for further instructions.

- **PAYMENT METHOD** – This field will default to *\*Employee Paid*. You only need to change it if you are including an expense on your return that was paid directly by FTS; for these items, please select *\*Company Paid*.

The buttons at the bottom of the screen represent actions you can take to the expense report.

- **Save** – Save the expense report.
- **Submit** – Submit the expense report.
- **Preview** – Displays a red-only view of the expense report.
- **Allocate** – Allows the expense user to view the total cost of the expense report. (as mentioned previously, most users will only select 100% allocation and will not need to use this button)
- **Purpose** – Displays the expense summary screen.
- **Threshold** – N/A; we are not using this feature
- **Attach** – Select to attach receipts

## Expense Wizards

The following Expense Types are associated with Expense Wizards:

- **Air/Rail Fare**
- **Business Meals**
- **Local Mileage**
- **Lodging Per Diem**
- **Lodging - Actual**
- **MIE Per Diem**
- **Taxis/Tolls/Parking**

## Air/Rail Fare

**Expense Wizard – Air/Rail Fare**  
• Receipt is required.

Receipt Provided:	<input checked="" type="checkbox"/>
If Not Provided, Why:	<input type="text"/>
Vendor Name:	<input type="text" value="United Airlines"/>
Departed From:	<input type="text" value="IAD"/>
Arrived At:	<input type="text" value="LAX"/>
Departure Date:	<input type="text" value="9/27/2021"/> <small>12</small>
Return Date (if round trip):	<input type="text" value="9/29/2021"/> <small>12</small>
Ticket Number:	<input type="text"/>
Expense Amount:	<input type="text" value="750.00"/>
Currency Used:	<input type="text" value="USD - (US Dollar)"/>
Exchange Rate to USD:	<input type="text" value="1.000000"/>
USD Amount:	<input type="text" value="750.00"/>

Comments:

At a minimum, you must provide the following information for all Air/Rale Fare:

- Receipt Provided (required)
- Vendor Name
- Departed From
- Arrived At
- Departure Date
- Return Date
- Expense Amount

## Business Meals

**Expense Wizard – Business Meals**  
• Receipt is required.


Receipt Provided:	<input checked="" type="checkbox"/>
If Not Provided, Why:	<input type="text"/>
Vendor Name:	<input type="text" value="Sweetwater Tavern"/>
People:	<input type="text" value="John Fitzgerald&lt;br/&gt;Michael Bartholomew&lt;br/&gt;Michele Andrews"/>
Attendees:	<input type="text" value="3"/>
Total Amount:	<input type="text" value="60.00"/>
USD Amount to apply against your Daily Meals Cap:	<input type="text" value="20.00"/>
Currency Used:	<input type="text" value="USD - (US Dollar)"/>
Exchange Rate to USD:	<input type="text" value="1.000000"/>
USD Amount:	<input type="text" value="60.00"/>

Comments:

At a minimum, you must provide the following information for all Business Meals:

- Receipt Provided (required)
- Vendor Name
- People (provide names of attendees)
- Attendees (total number of attendees)
- Total Amount
- Comments (reason for Business Meal)

## Local Mileage

Expense Wizard – Local Mileage	
Date of Trip:	9/29/2021 
From Location:	Corporate HQS
Destination(s):	Customer Site
Total Miles:	50.0
USD Mileage Rate:	0.5600
USD Amount:	28.00
Comments:	Travel for customer meeting





At a minimum, you must provide the following information for all Local Mileage:

- Date of Trip
- From Location
- Destination(s)
- Total Miles
- Comments (reason for mileage)

## Lodging Per Diem


### Expense Wizard – Lodging Per Diem

- Receipt is required.

Receipt Provided:	<input checked="" type="checkbox"/>
If Not Provided, Why:	<input type="text"/>
Vendor Name:	Marriott
Check In Date:	9/27/2021 
Nights Charged:	2
Country/State:	CALIFORNIA 
City/County:	LOS ANGELES 
USD Per Diem Allowance:	182.00
Daily Room Rate:	182.00
Daily Room Tax:	22.00
Total Amount:	408.00
Rate Overage:	0.00
Tax Overage:	0.00
Total Overage:	0.00
Reimbursable Amount:	408.00
Currency Used:	USD - (US Dollar) 
Exchange Rate to USD:	1.000000
USD Amount:	408.00

Comments:

At a minimum, you must provide the following information for all Lodging Per Diem:

- Receipt Provided (required)
- Vendor Name
- Check In Date
- Nights Charged
- Country/State (select from drop down)
- City/County (select from drop down by retrieving options using blue circle/arrow)  
City/County:  
- City is based off lodging zip code
- Daily Room Rate (if your contract allows for per diem, enter the per diem rate shown in the USD Per Diem Allowance field; if your contract requires actuals, select the Lodging – Actuals Expense Type instead)
- Daily Room Tax

## Lodging – Actuals

### Expense Wizard – Lodging - Actuals

- Receipt is required.

Receipt Provided:	<input checked="" type="checkbox"/>
If Not Provided, Why:	<input type="text"/>
Vendor Name:	<input type="text" value="Marriott"/>
Expense Amount:	<input type="text" value="408.00"/>
Currency Used:	<input type="text" value="USD - (US Dollar)"/>
Exchange Rate to USD:	<input type="text" value="1.000000"/>
USD Amount:	<input type="text" value="408.00"/>

Comments:

At a minimum, you must provide the following information for all Lodging - Actuals:

- Receipt Provided (required)
- Vendor Name
- Expense Amount (this is the total charge for the stay, including taxes)

## MIE Per Diem




### Expense Wizard – MIE Per Diem

Date:	<input type="text" value="9/29/2021"/>
Country/State:	<input type="text" value="CALIFORNIA"/>
City/County:	<input type="text" value="LOS ANGELES"/>
USD Per Diem Allowance:	<input type="text" value="66.00"/>
Travel Day:	First Day: <input checked="" type="checkbox"/> Last Day: <input type="checkbox"/>
Meals Provided:	Breakfast: <input type="checkbox"/> Lunch: <input type="checkbox"/> Dinner: <input type="checkbox"/>
USD Amount:	<input type="text" value="49.50"/>

Comments:

At a minimum, you must provide the following information for all MIE Per Diem:

- Date
- Country/State (select from drop down)
- City/County (select from drop down by retrieving options using blue circle/arrow)
- City is based off lodging zip code
- Travel Day (select First Day for your first day of travel and Last Day for your last day of travel; each day of travel will require a separate MIE Per Diem line; you can use the Copy button (red box below) to copy detail expense rows rather than using the wizard for each day)

	DATE	EXPENSE TYPE	AMOUNT (USD)
	1. 9/27/2021	MIE Per Diem	49.50
	2. 9/28/2021	MIE Per Diem	66.00
	3. 9/29/2021	MIE Per Diem	49.50

## Taxis/Tolls/Parking

### Expense Wizard – Taxi/Tolls/Parking

• Receipt is required.

Receipt Provided:	<input checked="" type="checkbox"/>
If Not Provided, Why:	<input type="text"/>
Vendor Name:	<input type="text" value="Uber"/>
Expense Amount:	<input type="text" value="30.00"/>
Currency Used:	<input type="text" value="USD - (US Dollar)"/>
Exchange Rate to USD:	<input type="text" value="1.000000"/>
USD Amount:	<input type="text" value="30.00"/>

Comments:













At a minimum, you must provide the following information for all Taxis/Tolls/parking:

- Receipt Provided (although receipts are only required for expenses > \$75, we request you provide them whenever possible)
- Vendor Name
- Expense Amount
- Comments (please specify whether the expense was for a taxi, tolls, or parking)

## Expense Report Attachments

You can attach receipts associated with an individual line item or the entire expense report.


For any expense line requiring receipts, you must attach the associated receipt using the paper clip symbol to the left of the date field.

	DATE	EXPENSE TYPE	AMOUNT (USD)	PAYMENT METHOD
   	1. 9/27/2021	MIE Per Diem	49.50	*Employee Paid
   	2. 9/28/2021	MIE Per Diem	66.00	*Employee Paid
   	3. 9/29/2021	Taxi/Tolls/Parking	30.00	*Employee Paid

Once you select the paper clip, you will have an opportunity to **Choose Files** and save the receipts to the Expense Report.

### Receipts available in this report


SELECT TO ATTACH RECEIPTS TO LINE

	<input type="button" value="Choose Files"/>	No file chosen
---	---	----------------

Cancel



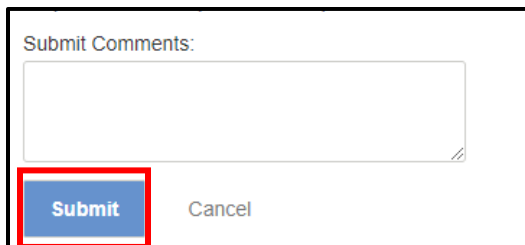
For those documents associated with the entire expense report, use the **Attach** button at the bottom of the screen.



The screenshot shows a 'Wizard Summary' interface. On the left, there is a greyed-out text area. On the right, there is a 'Comments' text box. Below these elements is a row of seven blue buttons: 'Save', 'Submit', 'Preview', 'Allocate', 'Purpose', 'Threshold', and 'Attach'. The 'Attach' button is highlighted with a red rectangular border.

## Saving and Submitting an Expense Report

Once you have entered all pertinent information, select **Save**. Prior to submitting your expense report, please review for accuracy and completeness. Click **Submit** to move the expense report into the approval stage. A text box is available for you to enter optional comments prior to submitting.



The screenshot shows a 'Submit Comments' dialog box. It features a text input field for comments. Below the input field are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a red rectangular border.

## Additional Methods to Create an Expense Report

In addition to creating an expense report on your Home Dashboard, you can navigate to **Expense > Dashboard** or **Expense > List** and click **+Expense** (upper right corner above **Active Expense Reports** grid).

The screenshot shows the Unanet main navigation menu. The 'Expense' menu item is highlighted with a red box. A dropdown menu is open under 'Expense', with the 'Dashboard' option highlighted in green. The 'Reports' menu item is also visible.

The screenshot shows the 'Expense - Dashboard' page. The '+ Expense' button in the top right corner is highlighted with a red box. Below the button is a table header for 'Active Expense Reports' with columns: EXPENSE #, EXPENSE, REIMBURSE STATUS, PURPOSE, and VOIDING / VOIDED BY. The table content is empty, displaying the message 'There are no active expense reports.'

**OR**

The screenshot shows the Unanet main navigation menu. The 'Expense' menu item is highlighted with a red box. A dropdown menu is open under 'Expense', with the 'List' option highlighted in green. The 'Reports' menu item is also visible.

The screenshot shows the 'Expense - List' page. The '+ Expense' button in the top right corner is highlighted with a red box. Below the button is a table header for 'Active Expense Reports' with columns: EXPENSE #, EXPENSE, REIMBURSE STATUS, PURPOSE, and VOIDING / VOIDED BY. The table content is empty, displaying the message 'There are no active expense reports.'