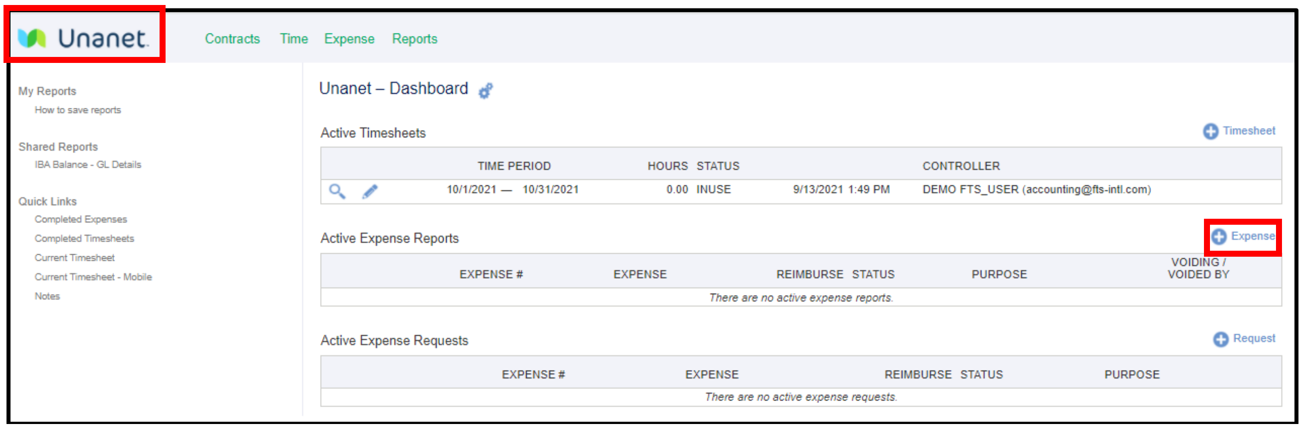
Unanet – End-User Expense Report Training

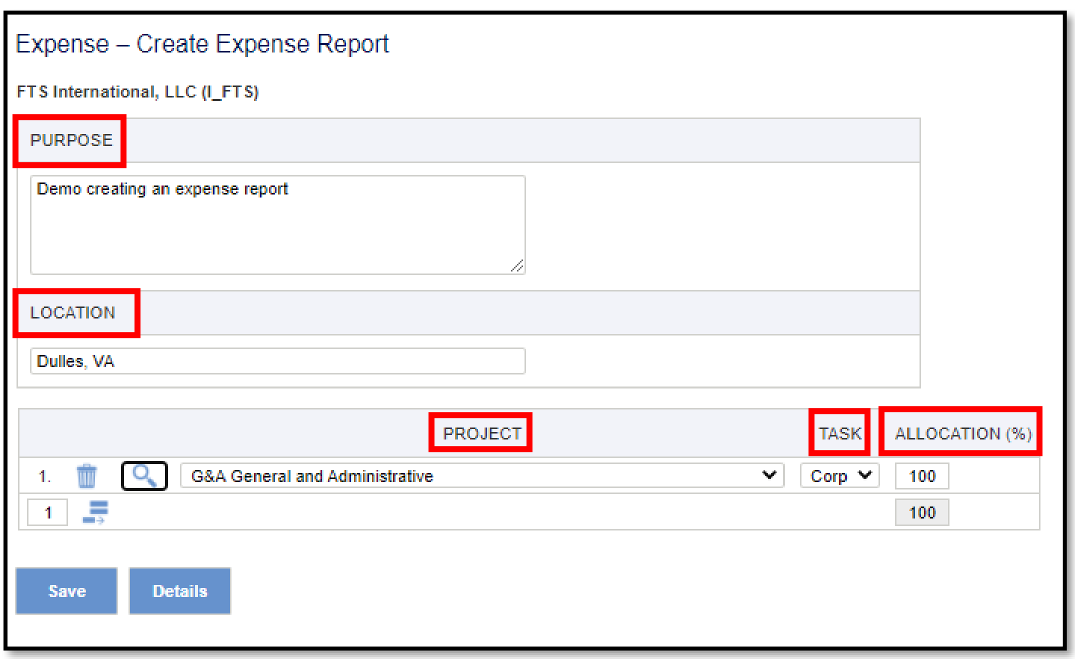
Creating an Expense Report

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.

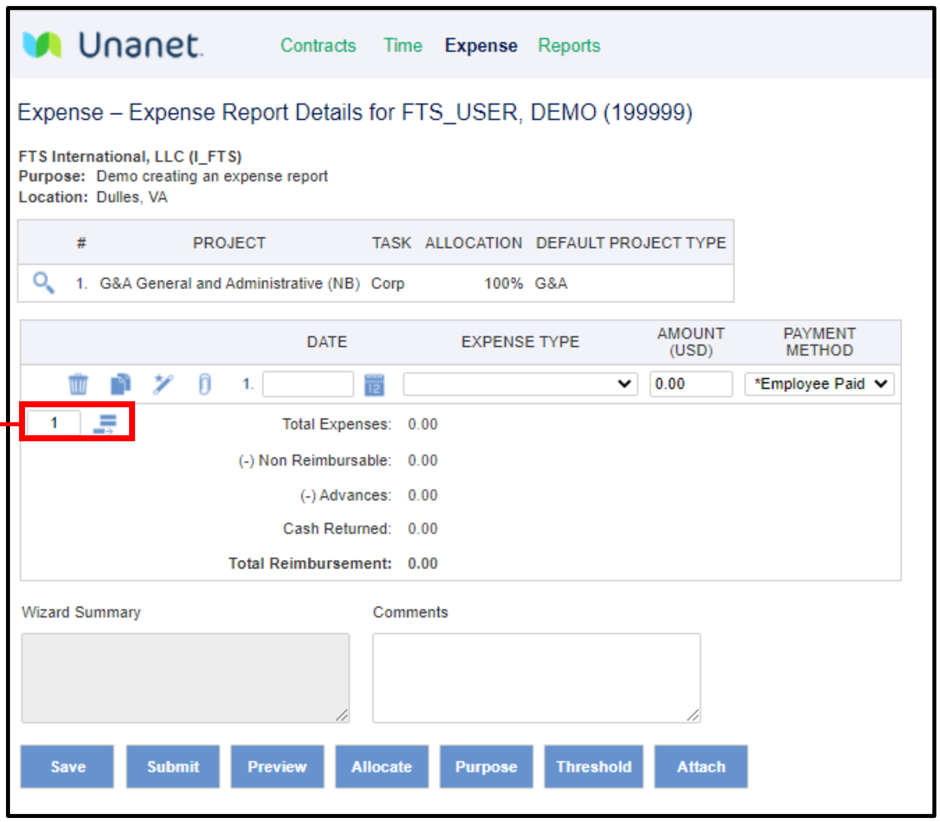


Select the appropriate **Project** and **Task** from the drop-down menu. You should have access to all assigned projects available for expense reimbursement. If you do not see the project/task you need, please reach out to your Contract Manager or Accounting.

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 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.



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.

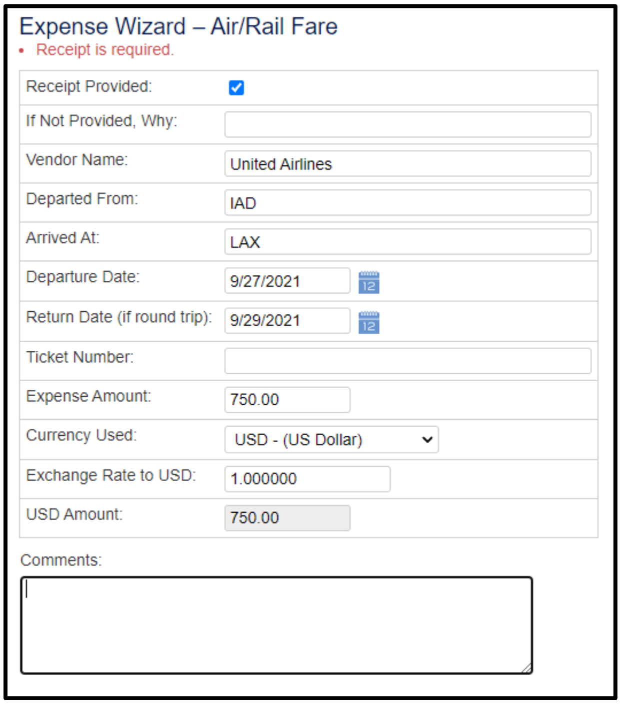
- **Save** – Save the expense report.
- **Submit** – Submit the expense report.
- **Preview** – Displays a red-only view of the expense report.
- **Allocate –** Allows the expense user to view the total cost of the expense report. (as mentioned previously, most users will only select 100% allocation 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.

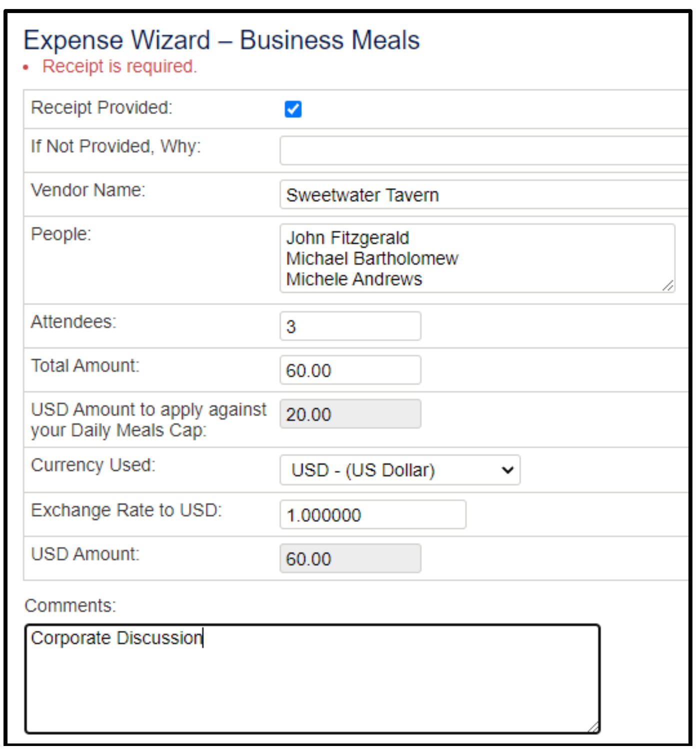
Receipt Provided:	☑
If Not Provided, Why:	
Vendor Name:	United Airlines
Departed From:	IAD
Arrived At:	LAX
Departure Date:	9/27/2021
Return Date (if round trip):	9/29/2021
Ticket Number:	
Expense Amount:	750.00
Currency Used:	USD - (US Dollar)
Exchange Rate to USD:	1.000000
USD Amount:	750.00

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:	☑
If Not Provided, Why:	
Vendor Name:	Sweetwater Tavern
People:	John Fitzgerald Michael Bartholomew Michele Andrews
Attendees:	3
Total Amount:	60.00
USD Amount to apply against your Daily Meals Cap:	20.00
Currency Used:	USD - (US Dollar)
Exchange Rate to USD:	1.000000
USD Amount:	60.00

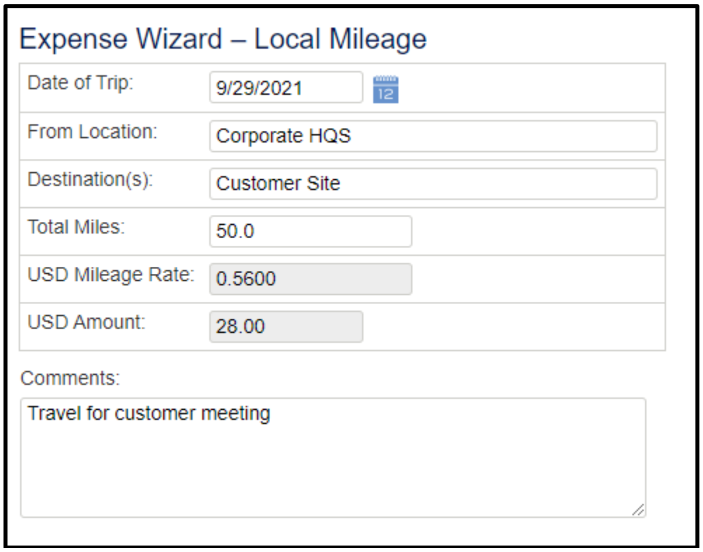
Comments:

Corporate Discussion

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

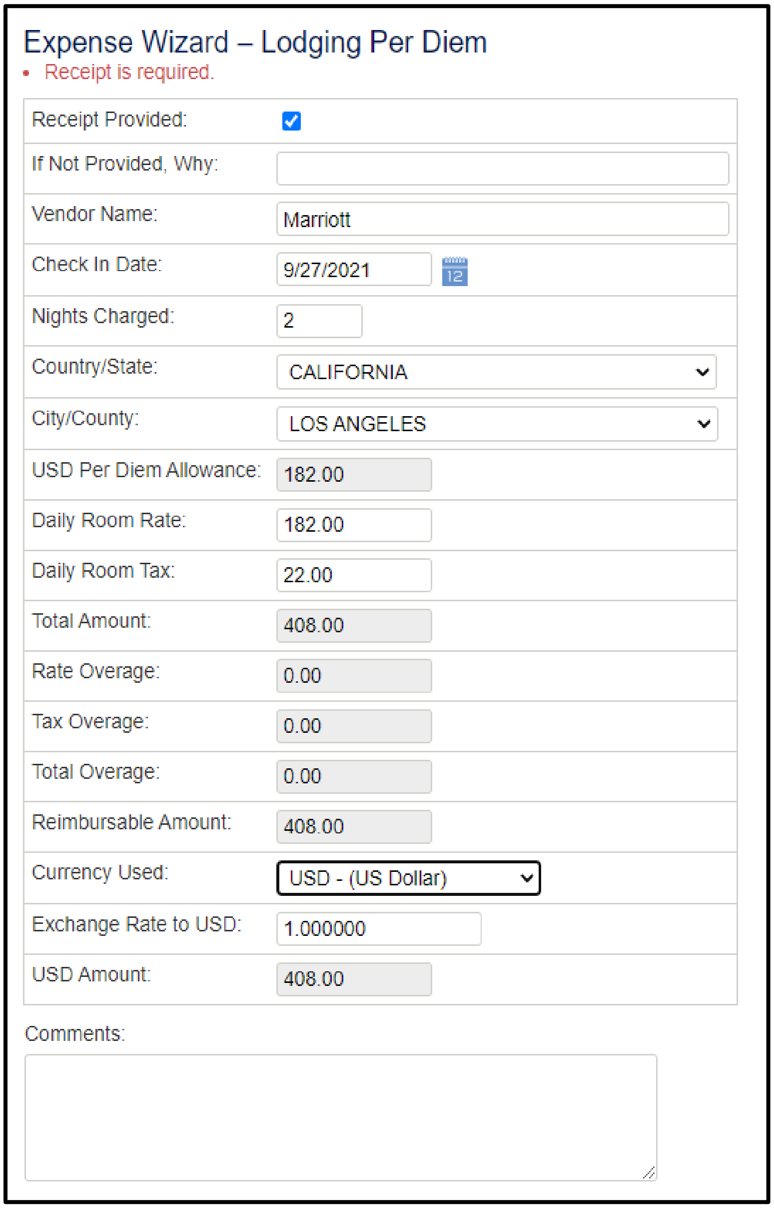
Comments:

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

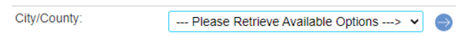
- Receipt is required.

Receipt Provided:	☑
If Not Provided, Why:	
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:

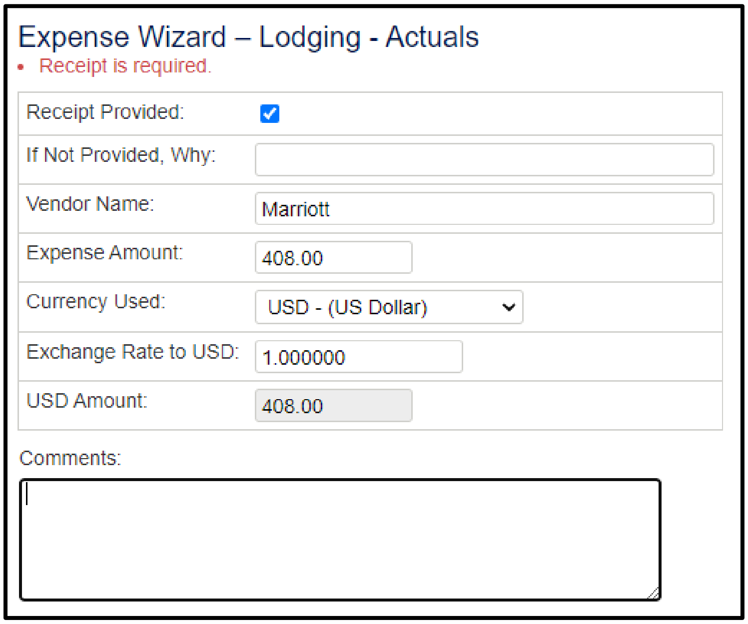
At a minimum, you must provide the following information for all Lodging Per Diem:

- 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 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

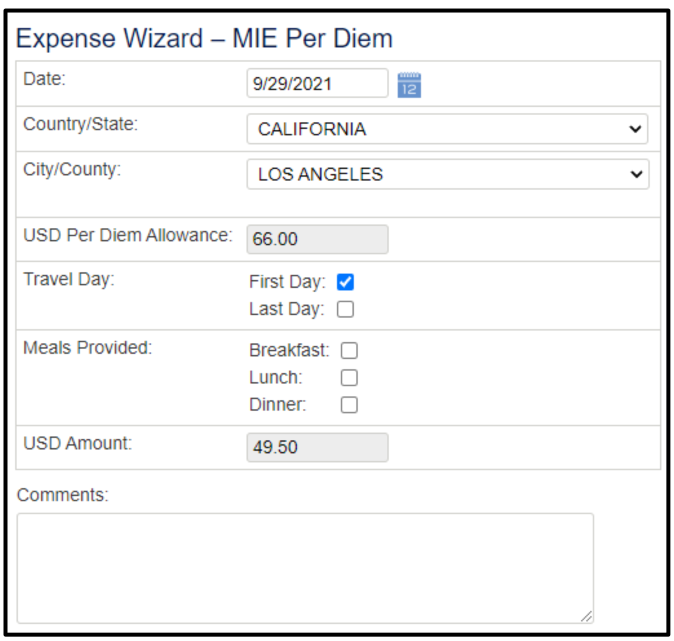
Lodging – Actuals



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

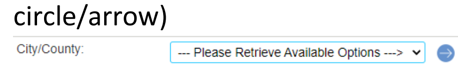
- Receipt Provided (required)
- Vendor Name
- Expense Amount (this is the total charge for the stay, including taxes)

MIE Per Diem

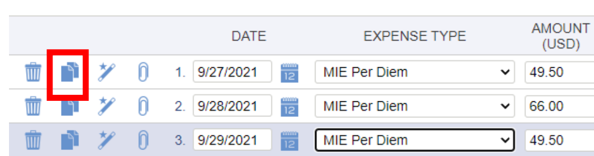


At a minimum, you must provide the following information for all MIE Per Diem:

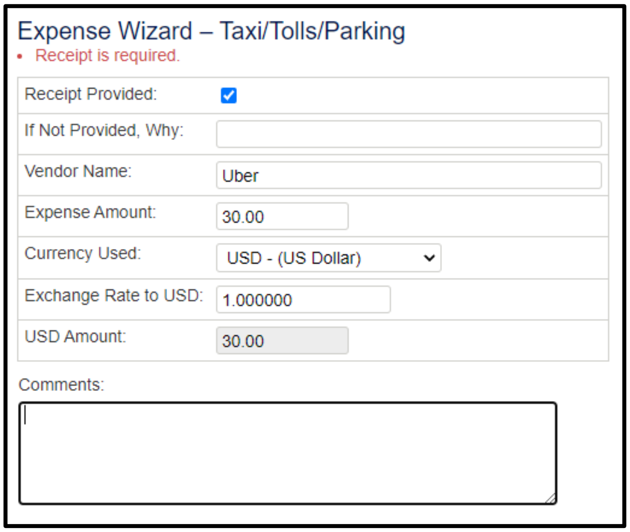
- Date
- Country/State (select from drop down)
- City/County (select from drop down by retrieving options using blue circle/arrow)



- 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)



Taxis/Tolls/Parking



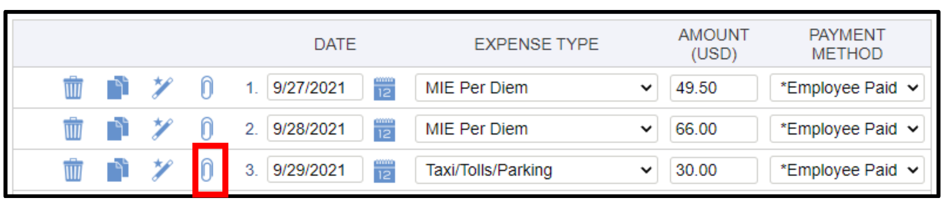
At a minimum, you must provide the following information for all Taxis/Tolls/parking:

- 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.

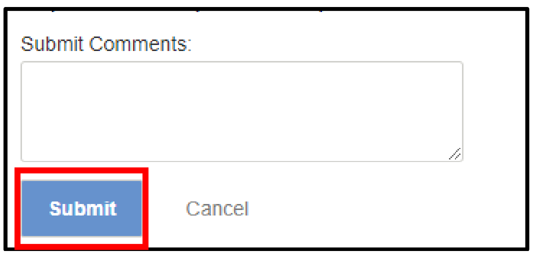


Once you select the paper clip, you will have an opportunity to **Choose Files** and save the receipts to the Expense Report.

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

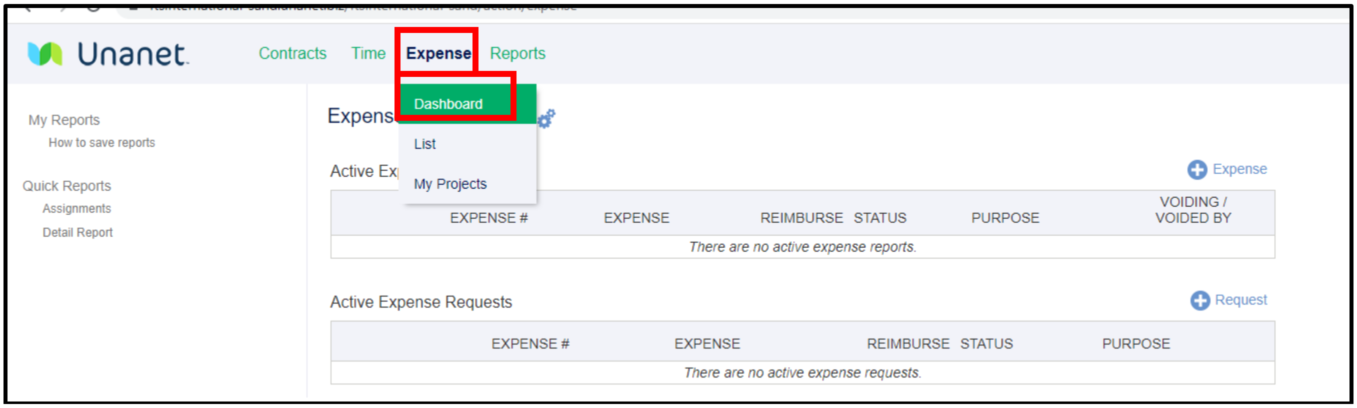
Saving and Submitting an Expense Report

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.



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).



OR