



Deltek Expense Version 9.0.1.4

Non-Local Travel Instructions

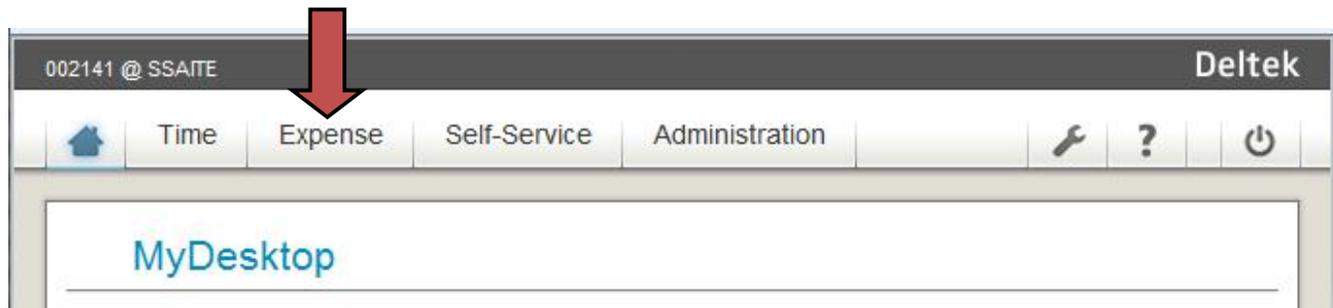


TABLE OF CONTENTS

1.	Getting Access to the Expense Module	3
2.	Accessing an Existing Expense Report	4-5
3.	Create New Expense Report	6
4.	Create New Expense Report – Purpose	7
5.	Create New Expense Report – Locations	8-9
6.	Create New Expense Report – Advances	10
7.	Create New Expense Report – Default Charges	11
8.	Expense Report Form	12
9.	Claimed Expenses – Adding Expenses	13
10.	Outstanding Expenses: Conference Registration	14
11.	Outstanding Expenses: Apply Conference Registration (If applicable)	15
12.	Claimed Expenses – Mileage	16
13.	Claimed Expenses – Parking/Tolls	17
14.	Claimed Expenses – Gas/Oil (For Rental Cars only)	18
15.	Claimed Expenses – Rental Car/Train	19
16.	Claimed Expenses – Taxi/Limo/Public Transportation	20
17.	Claimed Expenses – Airfare	21
18.	Claimed Expenses – Hotel	22-23
19.	Claimed Expenses – Hotel Tax (Contiguous US only)	25-26
20.	Claimed Expenses - Per Diem Meals & Incidentals	27-29
21.	Claimed Expenses – Conference Registration	30
22.	Claimed Expenses – Other Travel Cost	31
23.	Claimed Expenses – Entertainment-Unallowable (Not Applicable)	32
24.	Make Changes/Delete Expenses (Worksheet)	33
25.	Make Changes (Home Page)	34
26.	Submit Expense Report	35
27.	Enter Receipt Information	36
28.	Submit Supporting Documentation	37
29.	Check the Status of Your Expense Report	38
30.	Questions?	39
31.	For Managers	40-43

1. Getting Access to the Expense Module

Time & Expense: MyDesktop



- If you do not see Expense Report on the top menu, please contact the Payroll Help Queue to request access.
- Once access is granted, log back into Time & Expense. The Expense option will be available.

*Licenses for the Expense Module are limited and therefore rotated between employees who need to use it.

Kira.scheibelhut@ssaihq.com or Payroll_Help@ssaihq.com

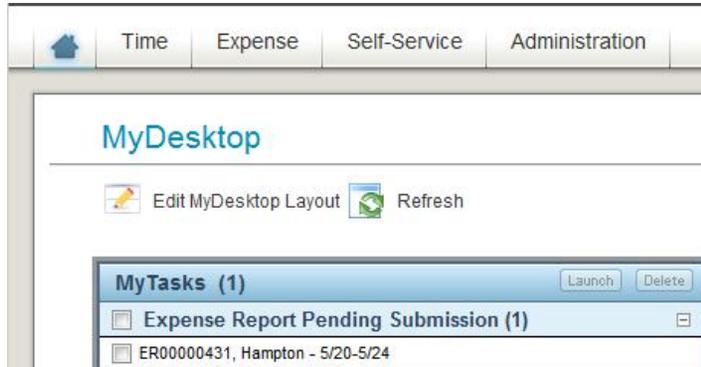
Backup:

jamie.kowalczyk@ssaihq.com

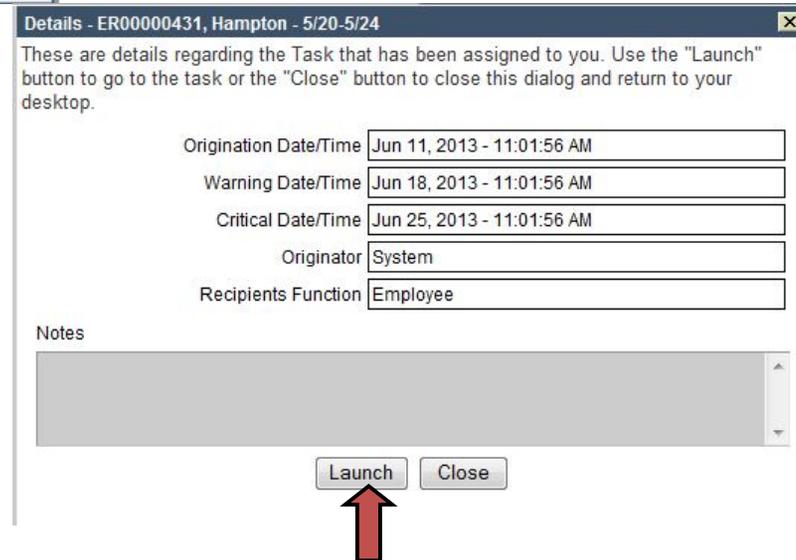
301-867-6309

2. Accessing an Existing Expense Report

- If an Expense Report has been created and not yet submitted...
- On the Deltek Home Page, it will be available under MyTasks



- Click the Expense Report you want to open.
- Click LAUNCH.

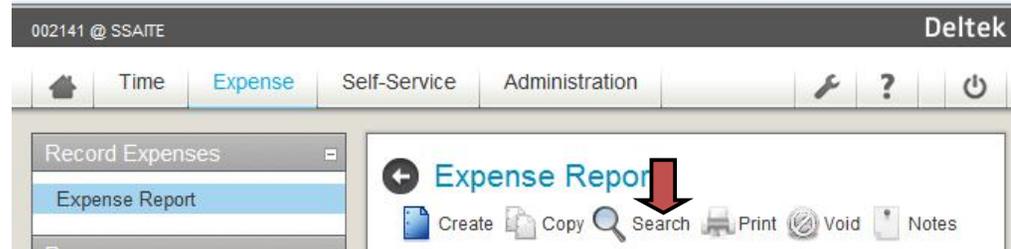


2. Accessing an Existing Expense Report – Con't

To search for an expense report....

Record Expenses: Expense Report

- Click SEARCH.



- Function: Self
- Click EXECUTE.
- Select the Expense Report, click OK.

Expense Report Search

Choose the expense report(s) that you wish to view or modify by selecting criteria below. Hit Execute when you are finished and those expense reports that meet the criteria will be displayed in the results set

Criteria

Function: Self (indicated by a red arrow)

Group: [Empty]

Type: All

Filter: Last Name

Filter Value: [Empty]

Special Filter: None

Start Date (MM/DD/YYYY): [Empty]

End Date (MM/DD/YYYY): [Empty]

Sort By: Employee Name

Status

<input checked="" type="checkbox"/> Draft	1
<input checked="" type="checkbox"/> Submitted	0
<input checked="" type="checkbox"/> Under Review	0
<input checked="" type="checkbox"/> Approved	0
<input checked="" type="checkbox"/> Rejected	0
<input checked="" type="checkbox"/> Processed	0
<input checked="" type="checkbox"/> Voided	0

Execute (indicated by a red arrow)

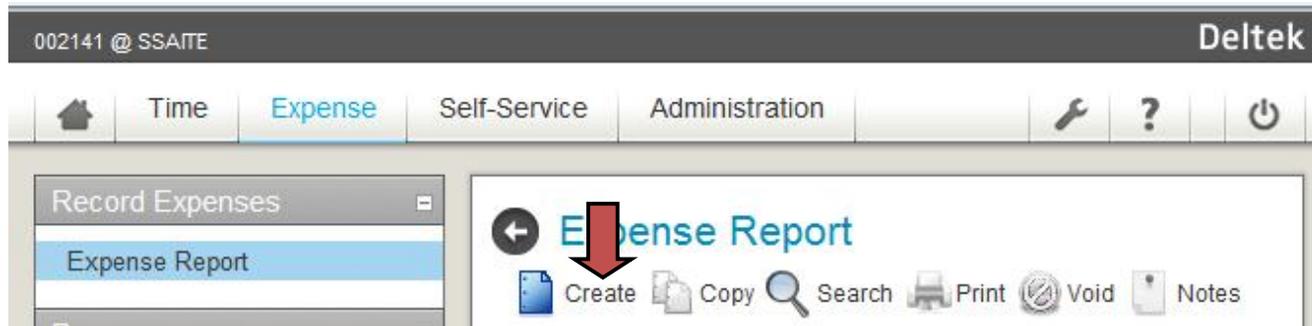
Results

	Expense Report	Employee Name	Status
<input checked="" type="checkbox"/>	ER00000429 - Test - 5/22-5/29	Kowalczyk, Jamie A. (002141)	Draft

(indicated by a red arrow)

3. Create New Expense Report

Record Expenses: Expense Report



- Click CREATE to begin your expense report.

4. Create New Expense Report – Purpose

Create New Expense Report

Purpose
Locations
Default Charges

Please provide background information about the expense report.

Expense Report Date*

Employee*

Expense Report Type*

Short Description*

From (MM/DD/YYYY)* First Day of Trip

To (MM/DD/YYYY)* Last Day of Trip

Purpose*

City - mm/dd-mm/dd*



- **Expense Report Date:** Today's Date
- **Employee:** You
- **Expense Report Type:** Travel
- **Short Description:** Travel destination (where work is performed) & dates of travel.
- **From:** 1st day of travel. Check box for First Day of Trip.
- **To:** Last day of travel. Check box for Last Day of Trip.
- **Purpose:** Enter the purpose of your trip.
- **City-mm/dd-mm/dd:** Travel destination & dates of travel. (same as the Short Description).
- ***IMPORTANT:** Please be accurate. This description will be used in SSAI's accounting system and appear on project reporting.
-
- *NOTE: If the text is too long for the input field, certain abbreviations are acceptable
- Examples: Travel dates are in the same month: City-mm/dd-dd (Hampton-12/10-12)
- Travel day/month is only 1 digit: City- m/d-m/d (Hampton-5/3-5/9)
- Abbreviate city, use state name, or remove dash between city & dates, if necessary.
- *****HELPFUL TIP:** Copy the text in this field, you will need to enter it each time you add an expense to your report.
- Click CONTINUE.

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5. Create New Expense Report – Locations

***Tip:** If you have already saved the location, click the drop-down menu and select the location.

OR

Add New Location.

Description: City you traveled to.

- **Comments:** Optional

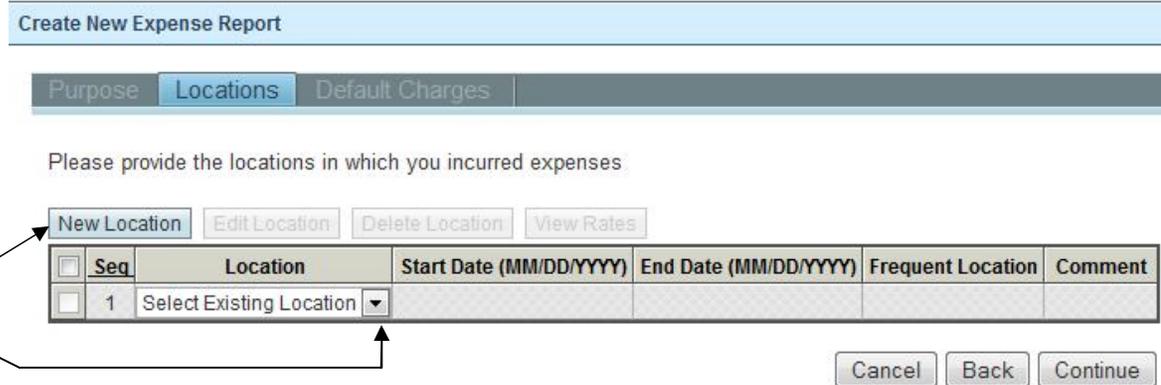
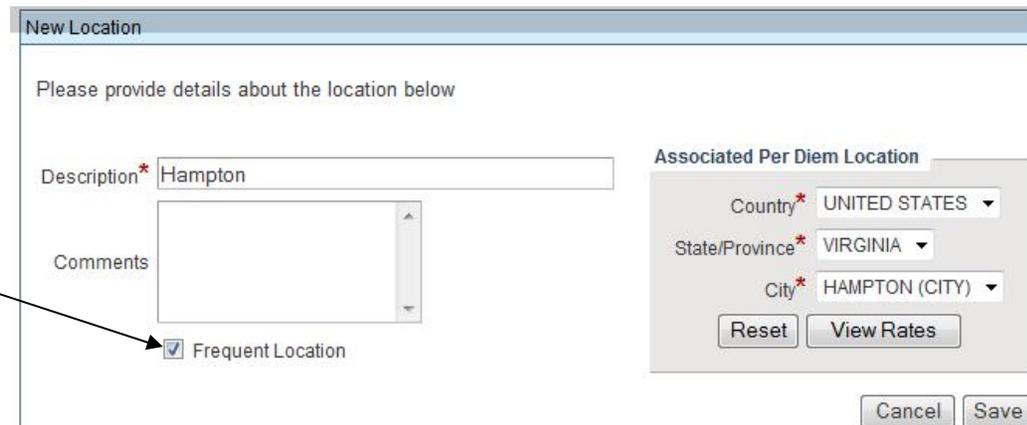
***Tip:** Select Frequent Location to save location for use in future Expense Reports.

- Enter Country, State, and City details.

***NOTE:** For help determining location, visit these sites:

US (CONUS): <http://www.gsa.gov/portal/category/21287>
 Foreign (OCONUS): <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
 Or use a search engine to find the county of a particular city.

- Click VIEW RATES to check the Per Diem rates for your location.
- Click SAVE.

5. Create New Expense Report – Locations - Con't

- Once Location is entered, Click CONTINUE.

Create New Expense Report

Purpose
Locations
Default Charges

Please provide the locations in which you incurred expenses

New Location
Edit Location
Delete Location
View Rates

<input type="checkbox"/>	Seq	Location	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Frequent Location	Comment
<input type="checkbox"/>	1	Hampton	05/20/2013	05/24/2013	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	2	Select Existing Location				

Cancel
Back
Continue



***Multiple Locations:** (See example below)

When traveling to 2 or more locations...

- Add all of the locations by clicking NEW LOCATION.
- Next, on the Locations screen below, enter the multiple locations and corresponding dates.
- Later, when adding Lodging and Per Diem, you will be able to select these different locations.

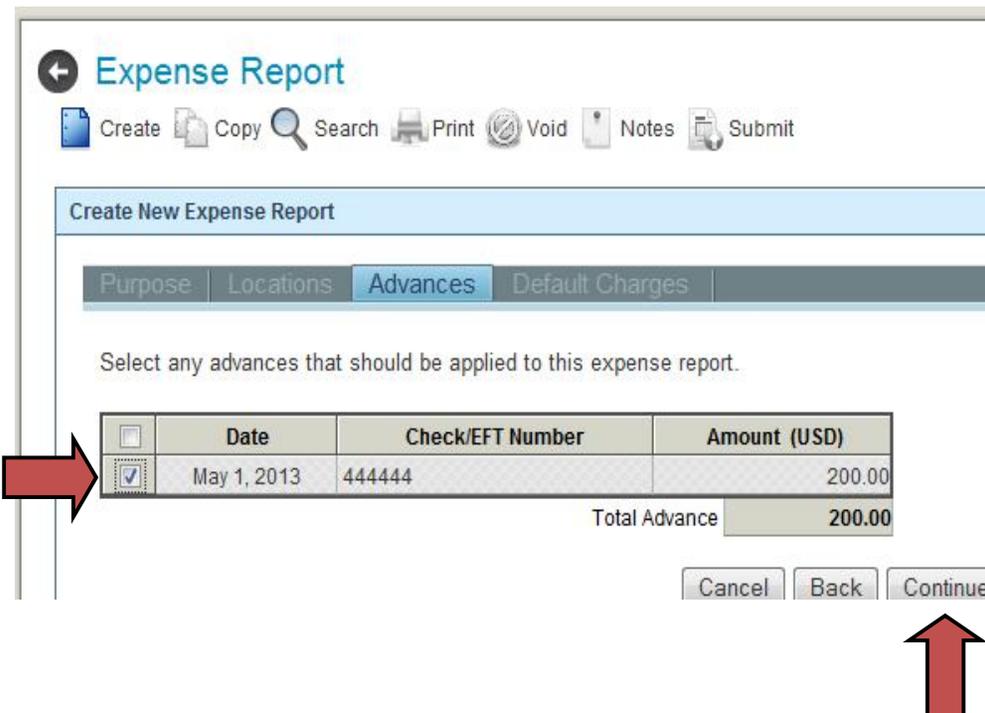
Purpose
Locations
Default Charges

Please provide the locations in which you incurred expenses

New Location
Edit Location
Delete Location
View Rates

<input type="checkbox"/>	Seq	Location	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Frequent Location	Comment
<input type="checkbox"/>	1	Hampton	05/20/2013	05/22/2013	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	2	Orlando	05/23/2013	05/24/2013	<input type="checkbox"/>	
<input type="checkbox"/>	3	Select Existing Location				

6. Create New Expense Report – Advances



Expense Report

Create Copy Search Print Void Notes Submit

Create New Expense Report

Purpose Locations **Advances** Default Charges

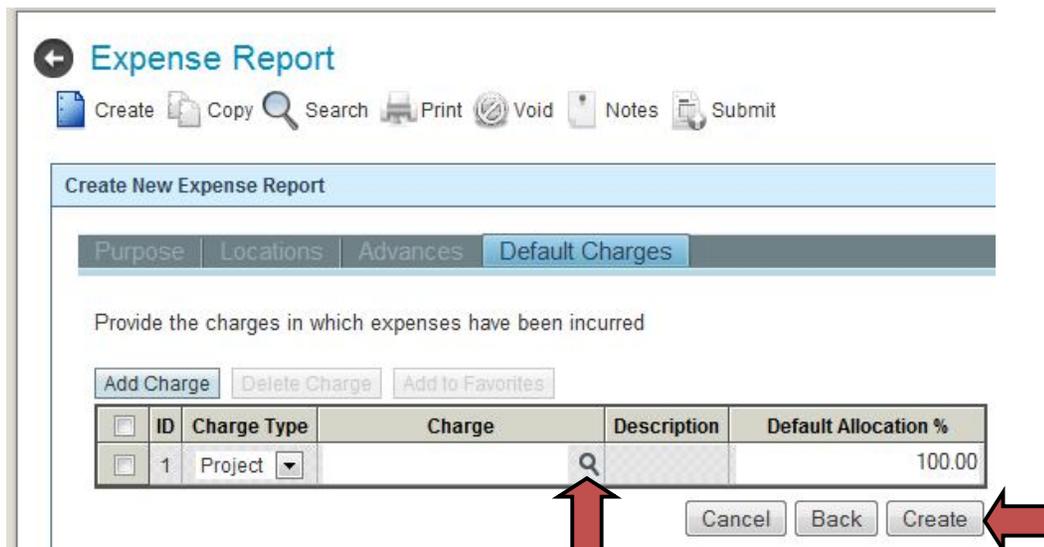
Select any advances that should be applied to this expense report.

<input type="checkbox"/>	Date	Check/EFT Number	Amount (USD)
<input checked="" type="checkbox"/>	May 1, 2013	444444	200.00
Total Advance			200.00

Cancel Back Continue

- If you received an advance for this trip, select the box to apply the advance.
- If you have no outstanding advances, this screen will not appear.
- Click CONTINUE.

7. Create New Expense Report – Default Charges



Expense Report

Create Copy Search Print Void Notes Submit

Create New Expense Report

Purpose Locations Advances **Default Charges**

Provide the charges in which expenses have been incurred

Add Charge Delete Charge Add to Favorites

<input type="checkbox"/>	ID	Charge Type	Charge	Description	Default Allocation %
<input type="checkbox"/>	1	Project	<input type="text"/>	<input type="text"/>	100.00

Cancel Back Create

- Click , select the charge code that your expenses will be charged to. Click ADD TO EXPENSE REPORT.
- Default Allocation = 100%:
*NOTE: For multiple charge numbers, click Add Charge, select the codes and enter % to equal 100%.
- Click CREATE. Your expense report will now be saved. The report status is DRAFT. If you close it, you will be able to access it later.

***NOTE: If you close the report before clicking CREATE, you will have to restart from the beginning.**

8. Expense Report Form

←

Expense Report

Create
 Copy
 Search
 Print
 Void
 Notes
 Submit

ID - ER00000431 Hampton - 5/20-5/24 / Kowalczyk, Jamie A. (002141)	Status: Draft +
Background	+
Claimed Expenses	+
Supporting Schedules	+
Workflow Status	+

- **ID:** System-generated Expense Report #, Description and Employee.
- **Background:** Information you have already entered: Purpose, Locations, Advances, Default Charges
*Note: To edit the information you entered, click Background, make changes and save.
- **Claimed Expenses:** Enter your expenses.
- **Supporting Schedules:** Shows the Charge Code Distribution, Voucher Distribution (how it will post to SSAI's accounting system), and Advances that have been applied to the expense report.
- **Workflow Status:** Shows the approval chain and receipt tracking for the expense report.

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10. Outstanding Expenses: Conference Registration

Claimed Expenses

Add Expense - Mileage \ Mileage

Outstanding Expenses
Details
Amount
Charge Allocations

You have the following outstanding expenses. If you want to claim one on this expense report, please select it below

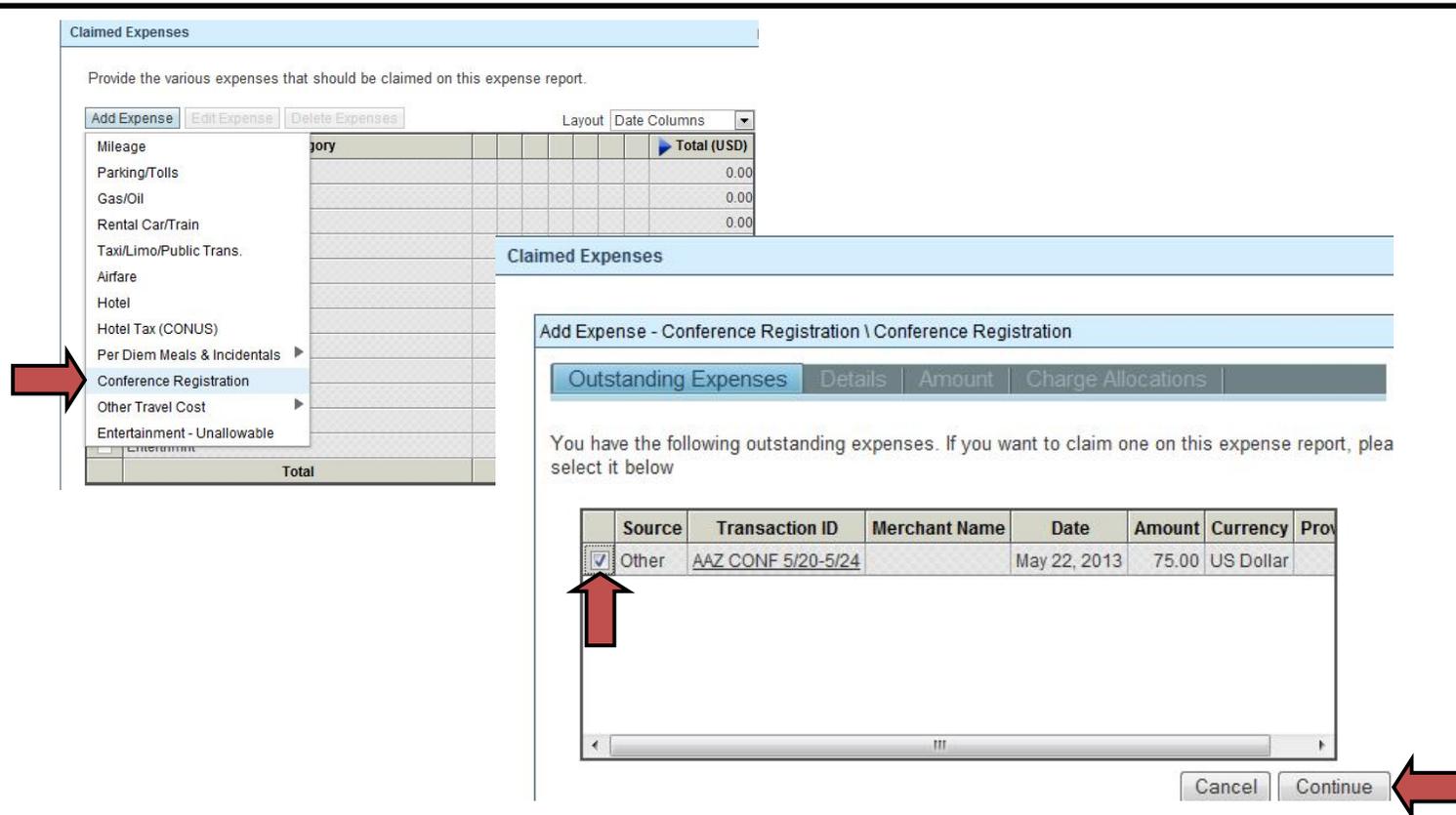
	Source	Transaction ID	Merchant Name	Date	Amount	Currency	Prov
<input type="checkbox"/>	Other	AAZ CONF 5/20-5/24		May 22, 2013	75.00	US Dollar	

Cancel
Continue

- If you have already been reimbursed for Conference Registration or it has been pre-paid by SSAI, but have not entered it on a Travel Expense Report, this screen will appear showing your outstanding expenses. This will appear each time you add an expense.
- If the Conference Registration does not apply to this trip, click CANCEL, and continue entering your expenses.
- If the Conference Registration does apply to this trip, click CANCEL, return to the Claimed Expenses and ADD Conference Registration. (see next page)

****NOTE:** If you have been reimbursed for a conference fee by submitting a voucher or trip request, it was posted to an advance account. The expense will be charged to your project after the travel has taken place and the expense was entered on the travel expense report as Company Paid.

11. Outstanding Expenses: Apply Conference Registration (If applicable)



Claimed Expenses

Provide the various expenses that should be claimed on this expense report.

Layout Date Columns

Category	Amount	Total (USD)
Mileage		
Parking/Tolls		0.00
Gas/Oil		0.00
Rental Car/Train		0.00
Taxi/Limo/Public Trans.		
Airfare		
Hotel		
Hotel Tax (CONUS)		
Per Diem Meals & Incidentals		
Conference Registration		
Other Travel Cost		
Entertainment - Unallowable		
Entertainment		
Total		

Claimed Expenses

Add Expense - Conference Registration \ Conference Registration

Outstanding Expenses Details Amount Charge Allocations

You have the following outstanding expenses. If you want to claim one on this expense report, please select it below

	Source	Transaction ID	Merchant Name	Date	Amount	Currency	Prov
<input checked="" type="checkbox"/>	Other	AAZ CONF 5/20-5/24		May 22, 2013	75.00	US Dollar	

Cancel Continue

- Click ADD EXPENSE, click Conference Registration.
- Check box to apply, click CONTINUE.
- Paste City-Dates, click CONTINUE.
- Review expense, click CONTINUE. Verify charge code, click CONTINUE. Click SAVE.



12. Claimed Expenses – Mileage (If Applicable)

Add Expense - Mileage \ Mileage

Details Amount Charge Allocations

Please provide detail information about the Other expense.

Expense Date (MM/DD/YYYY)*	05/20/2013	City - mm/dd-mm/dd*	Hampton - 5/20-5/24
Number of Miles*	191	Short Description*	Hampton - 5/20-5/24
[-] Personal Miles	0.00	Comments	
Total	191.00		
Rate Per Miles (USD)	0.565		

Cancel Continue

- Click , select date of expense.
- Enter # of POV miles.
- Rate Per Mile is automatically set.
- Paste City-Dates, comments are optional for this expense, click CONTINUE.
- Review expense, click CONTINUE. Verify charge code, click SAVE.

13. Claimed Expenses – Parking/Tolls (If Applicable)

Add Expense - Parking/Tolls \ Parking/Tolls

Details | Amount | Charge Allocations

Please provide detail information about the Other expense.

Expense Date (MM/DD/YYYY)*  Short Description*
 City - mm/dd-mm/dd* Comments

Add Expense - Parking/Tolls \ Parking/Tolls

Details | Amount | Charge Allocations

Please enter the amount incurred for this expense

Payment Method* 

Expense Incurred (USD)	<input type="text" value="4.00"/>	Ceiling (USD)	<input type="text" value=""/>
[-] Personal (USD)	<input type="text" value="0.00"/>	[+] Adjustment (USD)	<input type="text" value="0.00"/>
[-] Non-Reimbursable (USD)	<input type="text" value="0.00"/>	Adjusted Ceiling (USD)	<input type="text" value="0.00"/>
Reimbursable Expense (USD)	<input type="text" value="4.00"/>	Over Ceiling (USD)	<input type="text" value="0.00"/>

- Click , select date of expense.
- Paste City-Dates, comments are optional for this expense, click CONTINUE.
- Enter Payment Method, Employee Paid is the default.
- Enter Expense Incurred (subtract Personal amount if applicable), Click CONTINUE.
- Verify charge code, click SAVE.

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14. Claimed Expenses – Gas/Oil (For Rental Cars only)

Add Expense - Gas/Oil \ Gas/Oil

Details | Amount | Charge Allocations

Please provide detail information about the Other expense.

Expense Date (MM/DD/YYYY)* 

City - mm/dd-mm/dd*

Short Description*

Comments

Add Expense - Gas/Oil \ Gas/Oil

Details | Amount | Charge Allocations

Please enter the amount incurred for this expense

Payment Method*

Expense Incurred (USD)	<input type="text" value="15.55"/>	Ceiling (USD)	<input type="text"/>
[-] Personal (USD)	<input type="text" value="0.00"/>	[+] Adjustment (USD)	<input type="text" value="0.00"/>
[-] Non-Reimbursable (USD)	<input type="text" value="0.00"/>	Adjusted Ceiling (USD)	<input type="text" value="0.00"/>
Reimbursable Expense (USD)	<input type="text" value="15.55"/>	Over Ceiling (USD)	<input type="text" value="0.00"/>

- Click , select date of expense.
- Paste City-Dates, comments are optional for this expense, click CONTINUE.
- Enter Payment Method, Employee Paid is the default.
- Enter Expense Incurred (subtract Personal amount if applicable), Click CONTINUE.
- Verify charge code, click SAVE.

15. Claimed Expenses – Rental Car/Train (If Applicable)

Add Expense - Rental Car/Train \ Rental Car/Train

Details | Amount | Charge Allocations

Please provide detail information for the car rental expense you are claiming

Expense Date (MM/DD/YYYY)*  Start Date (MM/DD/YYYY)* 

City - mm/dd-mm/dd* End Date (MM/DD/YYYY)* 

Number of Days* Late Return

Short Description*

Comments

Add Expense - Rental Car/Train \ Rental Car/Train

Details | Amount | Charge Allocations

Please enter the amount incurred for this expense

Payment Method*

Expense Incurred (USD)	<input type="text" value="165.19"/>	Ceiling (USD)	<input type="text"/>
[-] Personal (USD)	<input type="text" value="0.00"/>	[+] Adjustment (USD)	<input type="text" value="0.00"/>
[-] Non-Reimbursable (USD)	<input type="text" value="0.00"/>	Adjusted Ceiling (USD)	<input type="text" value="0.00"/>
Reimbursable Expense (USD)	<input type="text" value="0.00"/>	Over Ceiling (USD)	<input type="text" value="0.00"/>

- Click , select date of expense.
- Paste City-Dates, enter Start & End Dates. Enter date range of rental car. Comments are optional. Click CONTINUE.
- Enter Payment Method, Employee Paid is the default.
- Enter Expense Incurred (subtract Personal amount if applicable), Click CONTINUE.
- Verify charge code, click SAVE.

**NOTE: On the Expense Report worksheet, the cost is allocated by day, using the date range entered for the expense.

16. Claimed Expenses – Taxi/Limo/Public Transportation (If Applicable)

Add Expense - Taxi/Limo/Public Trans. \ Taxi/Limo/Public Trans.

Details
Amount
Charge Allocations

Please provide detail information about the Other expense.

Expense Date (MM/DD/YYYY)*  Short Description*

City - mm/dd-mm/dd*

Comments

Add Expense - Taxi/Limo/Public Trans. \ Taxi/Limo/Public Trans.

Details
Amount
Charge Allocations

Please enter the amount incurred for this expense

Payment Method*	<input type="text" value="Employee Paid"/>		
Expense Incurred (USD)	<input type="text" value="4.00"/>	Ceiling (USD)	<input type="text" value=""/>
[-] Personal (USD)	<input type="text" value="0.00"/>	[+] Adjustment (USD)	<input type="text" value="0.00"/>
[-] Non-Reimbursable (USD)	<input type="text" value="0.00"/>	Adjusted Ceiling (USD)	<input type="text" value="0.00"/>
Reimbursable Expense (USD)	<input type="text" value="0.00"/>	Over Ceiling (USD)	<input type="text" value="0.00"/>

- Click , select date of expense.
- Paste City-Dates, comments are optional for this expense, click CONTINUE.
- Enter Payment Method, Employee Paid is the default.
- Enter Expense Incurred (subtract Personal amount if applicable), Click CONTINUE.
- Verify charge code, click SAVE.

17. Claimed Expenses – Airfare (If Applicable)

Add Expense - Airfare \ Airfare

Details
Amount
Charge Allocations

Please provide detail information for the transportation expense you are claiming

Expense Date (MM/DD/YYYY)*  Departure Date (MM/DD/YYYY)* 

Short Description* Return Date (MM/DD/YYYY)* 

Comments

City - mm/dd-mm/dd*

Add Expense - Airfare \ Airfare

Details
Amount
Charge Allocations

Please enter the amount incurred for this expense

Payment Method* ▼

Expense Incurred (USD)

[+] Personal (USD)

[-] Non-Reimbursable (USD)

Reimbursable Expense (USD)

Ceiling (USD)

[+] Adjustment (USD)

Adjusted Ceiling (USD)

Over Ceiling (USD)

- Click , select date of expense. (Must be within the dates of travel)

- Paste City-Dates. Departure & Return dates default from Expense Report Home Page, edit if necessary.
- Comments are optional for this expense, click CONTINUE.
- Enter Payment Method, Company Paid is the default.
- Enter Expense Incurred (**Include Airfare + Agency Fee**), Click CONTINUE.
- Verify charge code, click SAVE.

****NOTE:** If your airfare was purchased by SSAI, it was posted to an advance account. The expense will be charged to your project after the travel has taken place and the expense was entered on the travel expense report as Company Paid. Please include the Agency Fee in the airfare cost when adding it to your report.



18. Claimed Expenses – Hotel (If Applicable)

Add Expense - Hotel \ Hotel

Details Amount Charge Allocations

Please provide detail information for the lodging expense you are claiming

Location Hampton View Per Diem

Expense Date (MM/DD/YYYY)* 05/24/2013

City - mm/dd-mm/dd* Hampton - 5/20-5/24

Payment Method* Employee Paid

Expense Incurred (USD) 308.00

Short Description* Hampton - 5/20-5/24

Comments

Check-in Date (MM/DD/YYYY)* 05/20/2013

Check-out Date (MM/DD/YYYY)* 05/24/2013

Number of Nights* 4

Late Check Out

Conference

Late Check Out: Adds 1 more Night

Conference: N/A

In this Example:

	5/20	5/21	5/22	5/23	Total by expense
Rate	77.00	77.00	77.00	77.00	308.00
Tax	10.01	10.01	10.01	10.01	40.04
Total per day	87.01	87.01	87.01	87.01	348.04

- Select Location (defaults from Home Page), edit if necessary. The ceiling amount for lodging rate is determined using this location.
- Click , select date of expense. Paste City-Dates.
- Enter Payment Method, Employee Paid is the default.
- **Expense Incurred: Total of Room Rate only. DO NOT INCLUDE TAX.**
- Check-in & Check-out Dates. Make sure the # of nights is correct.
- Comments are required if you are over Per Diem Lodging rate. Click CONTINUE.

*TIP: For Multiple Locations, enter Hotel for one location with corresponding dates, Save. Then enter Hotel for the next location with those dates.

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18. Claimed Expenses – Hotel (If Applicable) – Con't

Expense Incurred (USD)	<input type="text" value="308.00"/>	Ceiling (USD)	<input type="text" value="308.00"/>	<input type="button" value="Recalculate"/>
[-] Personal (USD)	<input type="text" value="0.00"/>	Over Ceiling (USD)	<input type="text" value="0.00"/>	
[-] Non-Reimbursable (USD)	<input type="text" value="0.00"/>	[+] Adjustment (USD)	<input type="text" value="0.00"/>	
Reimbursable Expense (USD)	<input type="text" value="308.00"/>	Adjusted Ceiling (USD)	<input type="text" value="308.00"/>	

Room Rates

Enter the amount spent for each night of the Lodging expense. To copy one night to the next, check the checkbox and press the "Copy to Next Night" button. To copy one night to the remaining nights, check the checkbox and press the "Copy to Remaining Nights" button.

DO NOT USE!

	Date	Room Rate	Tax Rate	Personal	Total Room/Tax
<input checked="" type="checkbox"/>	May 20, 2013	77.00	0.00	<input type="checkbox"/>	77.00
<input type="checkbox"/>	May 21, 2013	77.00	0.00	<input type="checkbox"/>	77.00
<input type="checkbox"/>	May 22, 2013	77.00	0.00	<input type="checkbox"/>	77.00
<input type="checkbox"/>	May 23, 2013	77.00	0.00	<input type="checkbox"/>	77.00
	Total	308.00	0.00		308.00

- Enter Room Rate for each night. **DO NOT ENTER TAX RATE ON THIS SCREEN!**
 - **Daily Tax Rate: DO NOT USE!** For US 48 states, enter tax under Hotel Tax screen. For foreign travel & Alaska/Hawaii, enter Hotel & Tax on this screen.
 - If you take personal leave while on travel, check for the personal box for the corresponding nights.
- *TIP: If the rate was the same each night, check the box next to the 1st night and click Copy to Remaining Nights.
- **NOTE: This means that for foreign travel, Alaska & Hawaii, you do not have to enter hotel and hotel tax separately.
- The Ceiling amount is based on your location and # of nights. If you are over the Ceiling, an explanation is required.
 - Click CONTINUE, verify charge code, click SAVE.

*TIP: If you had different room rates and/or hotels, you can enter the different rates for each night on this screen.

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18. Claimed Expenses – Hotel (If Applicable) – Con't

INDIRECT PROJECT – HOTEL COSTS OVER CEILING

- For Hotel costs Over Per Diem being charged to Indirect Projects, you must enter the Organization for **BOTH** Under Ceiling and Over Ceiling amounts.
 - Expense portion defaults to Under Ceiling, use lookup to enter Org ID.
 - Next, change Expense Portion to Over Ceiling, use lookup to enter Org ID.

Add Expense - Hotel \ Hotel

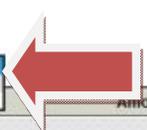
Details | Amount | **Charge Allocations**

Review and update the charge allocation information

Allocate By: Percentage

Expense Portion: **Under Ceiling** (dropdown menu open showing Under Ceiling, Over Ceiling, Unallowable)

ID	Amount (USD)	Charge Type	Project	Description	Account	Organization
1	100.00	Hotel G&A	GANDA.14	G&A -Other Indirect Costs	807-005-140	




- Click Save.



19. Claimed Expenses – Hotel Tax (Contiguous US only)

Add Expense - Hotel Tax (CONUS) \ Hotel Tax (CONUS)

Details | Amount | Charge Allocations

Please provide detail information for the lodging expense you are claiming

Expense Date (MM/DD/YYYY)*

City - mm/dd-mm/dd*

Payment Method*

Expense Incurred (USD)

Short Description*

Comments

Check-in Date (MM/DD/YYYY)*

Check-out Date (MM/DD/YYYY)*

Number of Nights* Late Check Out

In this Example:

	5/20	5/21	5/22	5/23	Total by expense
Rate	77.00	77.00	77.00	77.00	308.00
Tax	10.01	10.01	10.01	10.01	40.04
Total per day	87.01	87.01	87.01	87.01	348.04

- Click , select date of expense. Paste City-Dates.
- Enter Payment Method, Employee Paid is the default.
- **Expense Incurred: Total of Hotel Taxes for stay.**
- Check-in & Check-out Dates. Make sure the # of nights is correct. Click CONTINUE.

****NOTE:** For travel outside of the contiguous US, include taxes in the Hotel expense line of the worksheet. This means that for foreign travel and Alaska/Hawaii, you do not have to enter hotel tax on this screen.

19. Claimed Expenses – Hotel Tax (Contiguous US only) – Con't

Add Expense - Hotel Tax (CONUS) \ Hotel Tax (CONUS)

Details | **Amount** | Charge Allocations

Please enter the amount incurred for this expense

Expense Incurred (USD) Ceiling (USD)

[-] Personal (USD) Over Ceiling (USD)

[-] Non-Reimbursable (USD) [+] Adjustment (USD)

Reimbursable Expense (USD) Adjusted Ceiling (USD)

Room Rates

Enter the amount spent for each night of the Lodging expense. To copy one night to the next, check the checkbox and press the "Copy to Next Night" button. To copy one night to remaining nights, check the checkbox and press the "Copy to Remaining Nights" button.

DO NOT USE!

	Date	Room Rate	Tax Rate	Personal	Total Room/Tax
<input checked="" type="checkbox"/>	May 20, 2013	0.00	10.01	<input type="checkbox"/>	10.01
<input type="checkbox"/>	May 21, 2013	0.00	10.01	<input type="checkbox"/>	10.01
<input type="checkbox"/>	May 22, 2013	0.00	10.01	<input type="checkbox"/>	10.01
<input type="checkbox"/>	May 23, 2013	0.00	10.01	<input type="checkbox"/>	10.01
	Total	0.00	40.04		40.04

- Enter Tax Rate for each night. **DO NOT ENTER ROOM RATE ON THIS SCREEN!**
- **Daily Room Rate: DO NOT USE on this screen!**
- Click CONTINUE, verify charge code, click SAVE.

*TIP: If the Tax Rate was the same each night, check the box next to the 1st night and click Copy to Remaining Nights.

*TIP: If you had different room rates and/or hotels, you can enter the different rates for each night on this screen.

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20. Claimed Expenses - Per Diem Meals & Incidentals

- If your Travel Expenses are being charged to a Direct Project, you will receive Per Diem reimbursement based on the GSA/DOD per diem rate for your temporary duty (TDY) location.
- If your Travel Expenses are being charged to an Indirect Project, you must keep and submit your Per Diem/Incidentals receipts and you will be reimbursed based on actual amounts.

- Click ADD EXPENSE
- Click PER DIEM MEALS & INCIDENTALS
- **Direct Projects:** Select Per Diem Meals & Incidentals.
- **Indirect Projects:** Select Per Diem - Actual Expense.

*Indirect projects are: GANDA, BANDP, IRAND

ID - ER00000431 Hampton - 5/20-5/24 / Kowalczyk, Jamie A.

	Mon May 20, 2013	Tu May 21
Mileage		
Parking/Tolls	107.92	
Gas/Oil	4.00	
Rental Car/Train		
Taxi/Limo/Public Trans.	41.30	
Airfare		
Hotel	434.00	
Hotel Tax (CONUS)	77.00	
Per Diem Meals & Incidentals	<input type="button" value="Per Diem - Actual Expense"/> <input type="button" value="Per Diem Meals & Incidentals"/>	
Conference Registration		
Other Travel Cost		
Entertainment - Unallowable		

Indirect Projects
Direct Projects

20. Claimed Expenses - Per Diem Meals & Incidentals – Con't

Add Expense - Per Diem Meals & Incidentals \ Per Diem Meals & Incidentals

Details | Meal Details | Amount | Charge Allocations

Please provide detail information regarding the multi day Meal expense

Location Hampton

Start Date (MM/DD/YYYY)* 05/20/2013 First Day of Trip

End Date (MM/DD/YYYY)* 05/24/2013 Last Day of Trip

Number of Days* 5

Short Description* Hampton - 5/20-5/24

City - mm/dd-mm/dd* Hampton - 5/20-5/24

Comments Breakfast provided by Hotel 5/21-5/24

- Select Location (defaults from Home Page), edit if necessary. The per diem rate is determined using this location.
- Click , select start & end dates. Paste City-Dates.
- Comments: **Comments are required** when full Per Diem & Incidentals are not claimed. Click CONTINUE.

****TIP:** For trips with multiple locations, ADD Per Diem and enter Start & End dates for that specific location. Enter Location details, select meals, save. ADD Per Diem again, choosing dates for the next location with new location details and continue on with the same process.

****NOTE:** For 1 day travel, total travel time must be 12 hours or more in order to claim Per Diem. Example: An employee leaves his/her home in MD at 7 AM, travels to Hampton and back to MD, returning home at 6 PM the same day. This employee is not eligible to claim per diem.



20. Claimed Expenses - Per Diem Meals & Incidentals – Con't

Add Expense - Per Diem Meals & Incidentals \ Per Diem Meals & Incidentals

Details Meal Details Amount Charge Allocations

Please identify any meals that you are claiming by checking the checkbox

Select All

	Date	Breakfast	Lunch	Dinner	Incidentals	Personal	
<input checked="" type="checkbox"/>	May 20, 2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		0.00
<input type="checkbox"/>	May 21, 2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		0.00
<input type="checkbox"/>	May 22, 2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		0.00
<input type="checkbox"/>	May 23, 2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		0.00
<input type="checkbox"/>	May 24, 2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		0.00

- To claim full per diem, select the upper left box. This will select all meals & incidentals.
- Then, unselect the boxes for unclaimed meals/incidentals. In this example, breakfast was provided on May 21-May 24, so the employee is not claiming those meals. **Comments are required** for unclaimed meals/incidentals. Please return to the previous screen and enter comments if you have not done so.
- Click CONTINUE. Verify charge code, click SAVE.

****TIP:** If you take a vacation day while on travel, check the personal box in the row for that day. This will unselect all the meals/incidentals for that day. You are not eligible to claim per diem on vacation days.

****NOTE:** Per GSA regulations, if total travel is greater than 12 hours, Per Diem on the first and last day of travel is 75%. This will automatically calculate.

EXAMPLE:

In this example, Per Diem for the location is \$46 day. The first & last days automatically calculate at 75%, which is \$34.50.

<input type="checkbox"/>	Category	Mon May 20, 2013	Tue May 21, 2013	Wed May 22, 2013	Thu May 23, 2013	Fri May 24, 2013	Total (USD)
<input type="checkbox"/>	Per Diem	34.50	46.00	46.00	46.00	34.50	207.00

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21. Claimed Expenses – Conference Registration (If Applicable)

Add Expense - Conference Registration \ Conference Registration

Details
Amount
Charge Allocations

Please provide detail information about the Other expense.

Expense Date (MM/DD/YYYY)*

City - mm/dd-mm/dd*

Short Description*

Comments

Add Expense - Conference Registration \ Conference Registration

Details
Amount
Charge Allocations

Please enter the amount incurred for this expense

Payment Method*

Expense Incurred (USD)	<input type="text" value="75.00"/>	
[-] Personal (USD)	<input type="text" value="0.00"/>	
[-] Non-Reimbursable (USD)	<input type="text" value="0.00"/>	
Reimbursable Expense (USD)	<input type="text" value="75.00"/>	

Ceiling (USD)	<input type="text"/>	
[+] Adjustment (USD)	<input type="text" value="0.00"/>	
Adjusted Ceiling (USD)	<input type="text" value="0.00"/>	
Over Ceiling (USD)	<input type="text" value="0.00"/>	

****NOTE:** Do Not enter Abstract Submission Fees on this line. You must enter Abstract Fees under OTHER TRAVEL COST, then select Abstract Submission Fees.

- Click , select date of expense.
- Paste City-Dates, comments are optional for this expense, click CONTINUE.
- Enter Payment Method, Employee Paid is the default.
- Enter Expense Incurred (subtract Personal amount if applicable), Click CONTINUE.
- Verify charge code, click SAVE.

****NOTE:** You may have already entered this expense at the beginning of your report if it was prepaid by SSAI, or you have already been reimbursed for it. (See Apply Conference Registration page)



22. Claimed Expenses – Other Travel Cost (If Applicable)

- Click Other Travel Cost, select the applicable expense type.

Abstract Submission Fee: If you have already been reimbursed for this expense, do not add it to your report.)

Baggage Fees: Airline luggage fees.

Internet: FOR BUSINESS PURPOSES ONLY. **Comments are required.**

ODC: Work material purchases. *This expense type should rarely be used. If you are unsure which expense type to use, please consult jamie.kowalczyk@ssaihq.com or 301-867-6309. **Comments are required.**

Other: **Comments are required.**

ID - ER0000431 Hampton - 5/20-5/24 / Kowalczyk, Jamie A. (
	May 21, 2013
Mileage	
Parking/Tolls	107.92
Gas/Oil	4.00
Rental Car/Train	
Taxi/Limo/Public Trans.	41.30
Airfare	41.30
Hotel	434.00
Hotel Tax (CONUS)	77.00
Per Diem Meals & Incidentals	77.00
Conference Registration	10.01
	10.01
	34.50
	46.00
Other Travel Cost	
Entertainment - Unallowable	
<input type="checkbox"/> Entertainmnt	

- Abstract Submission Fee
- Baggage Fees
- Internet - *Comments required*
- ODC
- Other - *Comments required*

Add Expense - Other Travel Cost \ Internet - *Comments required*

Details Amount Charge Allocations

Please provide detail information about the Other expense.

Expense Date (MM/DD/YYYY)*

City - mm/dd-mm/dd*

Short Description*

Comments

- Click , select date of expense.
- Paste City-Dates, enter Comments, click CONTINUE.
- Enter Payment Method, Employee Paid is the default. Enter Expense Incurred (subtract Personal amount if applicable), Click CONTINUE.
- Verify charge code, click SAVE.



23. Claimed Expenses – Entertainment-Unallowable (Not Applicable)

- Do not use this expense category.

24. Make Changes/Delete Expenses (Worksheet)

ID - ER00000431 Hampton - 5/20-5/24 / Kowalczyk, Jamie A. (002141) Status: Dra

Provide the various expenses that should be claimed on this expense report.

Layout Date Columns ▾

<input type="checkbox"/>	Category	Mon May 20, 2013	Tue May 21, 2013	Wed May 22, 2013	Thu May 23, 2013	Fri May 24, 2013	Total (USD)
<input checked="" type="checkbox"/>	Mileage	107.92				107.92	215.84
<input type="checkbox"/>	Park/Tolls	4.00					4.00
<input type="checkbox"/>	Gas/Oil					15.55	15.55
<input type="checkbox"/>	Car/Train	41.30	41.30	41.30	41.29		165.19

Delete Expenses

Select the expenses you wish to delete and then press 'Delete'

<input type="checkbox"/>	ID	Expense Type	Amount	Currency	Description
<input checked="" type="checkbox"/>	2	Mileage	107.92	USD	Hampton - 5/20-5/24
<input type="checkbox"/>	3	Mileage	107.92	USD	Hampton - 5/20-5/24

- Check Box next to the Expense you want to edit/delete.
- Click EDIT EXPENSE or DELETE EXPENSE.
- Select the expense, then update or delete the expense and re-save.

***NOTE:** If you have made a mistake, you can correct it. You don't have to VOID the Expense Report and start over.

25. Make Changes (Home Page)

➔ **Expense Report**

Create Copy Search Print Void Notes Submit

ID - ER00000431 Hampton - 5/20-5/24 / Kowalczyk, Jamie A. (002141)	Status: Draft
Background	
Claimed Expenses	
Supporting Schedules	
Workflow Status	

➔

ID - ER00000431 Hampton - 5/20-5/24 / Kowalczyk, Jamie A. Sta

Background

Purpose Locations Advances Default Charges

Please provide background information about the expense report.

Expense Report Date* 06/11/2013

Short Description* Hampton - 5/20-5/24

From (MM/DD/YYYY)* 05/20/2013 First Day of Trip

To (MM/DD/YYYY)* 05/24/2013 Last Day of Trip

Purpose* Traveled to Hampton, VA for meetings.

City - mm/dd-mm/dd* Hampton - 5/20-5/24

Reset Update

- Click BACKGROUND.
- Click PURPOSE, LOCATIONS, ADVANCES, or DEFAULT CHARGES.
- If necessary, you can make changes and click UPDATE to save.

***NOTE:** If you have made a mistake, you can correct it. You don't have to VOID the Expense Report and start over.

26. Submit Expense Report

 **Expense Report**

 Create  Copy  Search  Print  Void  Notes  Submit



ID - ER00000435 Hampton - 5/20-5/24 / Kowalczyk, Jamie A. (002141)	Status: Draft 
Background	
Claimed Expenses	
Supporting Schedules	
Workflow Status	

- When you are done entering your expenses, verify that the totals are correct. Make changes if necessary.
- To submit your Expense Report, Click  Submit .

27. Enter Receipt Information

Authenticate Signature

By signing this expense report you are certifying that the expenses charged are correct.

Have Receipt	Missing Receipt	Exp ID	Category/Expense Type	Amount	Currency	Explanation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Hotel/Hotel	308.00	USD	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Hotel Tax/Hotel Tax (CONUS)	40.04	USD	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	Park/Tolls/Parking/Tolls	5.00	USD	Did not get receipt. OK-less than \$10]
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Conf. Fees/Conference Registration	75.00	USD	



Enter Password*



Print Receipt Traveler X

Do you wish to print the Receipt Traveler at this time?



- Check the boxes to show if you have the expense receipts.
- If you check Receipt Missing, Explanation is required.

****NOTE:** Original receipts are required for all expenditures except:

- Tolls less than \$5.00 one way
- Taxi fare under \$10.00
- Enter Password. Click SUBMIT.
- Click YES to print the Receipt Traveler. The report status is now SUBMITTED.
- The Travel Administrator for your project will be notified that your expense report has been submitted.



28. Submit Supporting Documentation

- Submit supporting documents:
 1. Receipt Traveler (Printed from Time & Expense)
 2. Original Receipts
 3. Completed Trip Report & Travel Request.

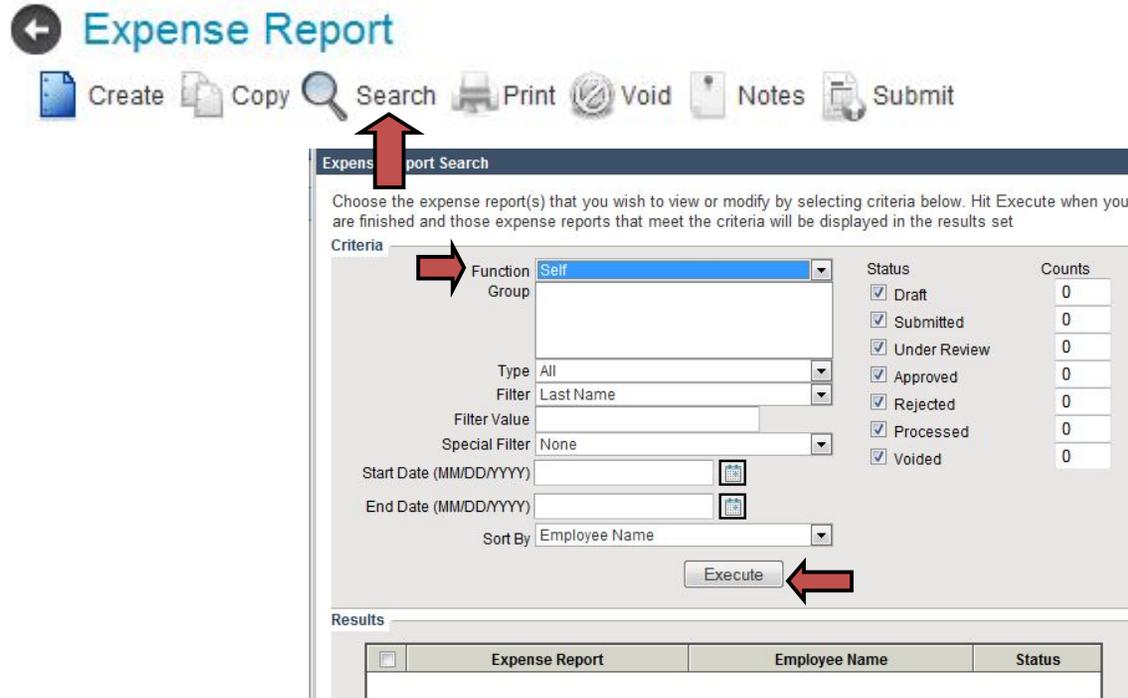
****For Direct Projects:** Turn documents in to your Travel Administrator

****For Indirect Projects:** Turn documents in to the AP department.

- The Travel Administrator will review your Expense Report and supporting documents and scan your receipts into T&E.
- Once the Travel Admin approves your Expense Report, your Supervisor will be notified.
- The status is now UNDER REVIEW.
- After the Supervisor approves, the Project Manager will be notified for final approval.
- Once the Project Manager approves, the status is now APPROVED.

****NOTE:** Your Expense Report may be rejected at any point during the approval process. You will receive notification and be asked to correct and re-sign your Expense Report.

29. Check the Status of Your Expense Report



Expense Report

Create Copy Search Print Void Notes Submit

Expense Report Search

Choose the expense report(s) that you wish to view or modify by selecting criteria below. Hit Execute when you are finished and those expense reports that meet the criteria will be displayed in the results set

Criteria

Function Group: Self

Type: All

Filter: Last Name

Filter Value:

Special Filter: None

Start Date (MM/DD/YYYY):

End Date (MM/DD/YYYY):

Sort By: Employee Name

Status

Status	Counts
<input checked="" type="checkbox"/> Draft	0
<input checked="" type="checkbox"/> Submitted	0
<input checked="" type="checkbox"/> Under Review	0
<input checked="" type="checkbox"/> Approved	0
<input checked="" type="checkbox"/> Rejected	0
<input checked="" type="checkbox"/> Processed	0
<input checked="" type="checkbox"/> Voided	0

Execute

Results

Expense Report	Employee Name	Status

- From the Expense Report page, Click SEARCH.
- Function: Select SELF. Click EXECUTE.
- This will show all of your Expense Reports and their Statuses.
- Select the Expense Report you wish open. Click OK.



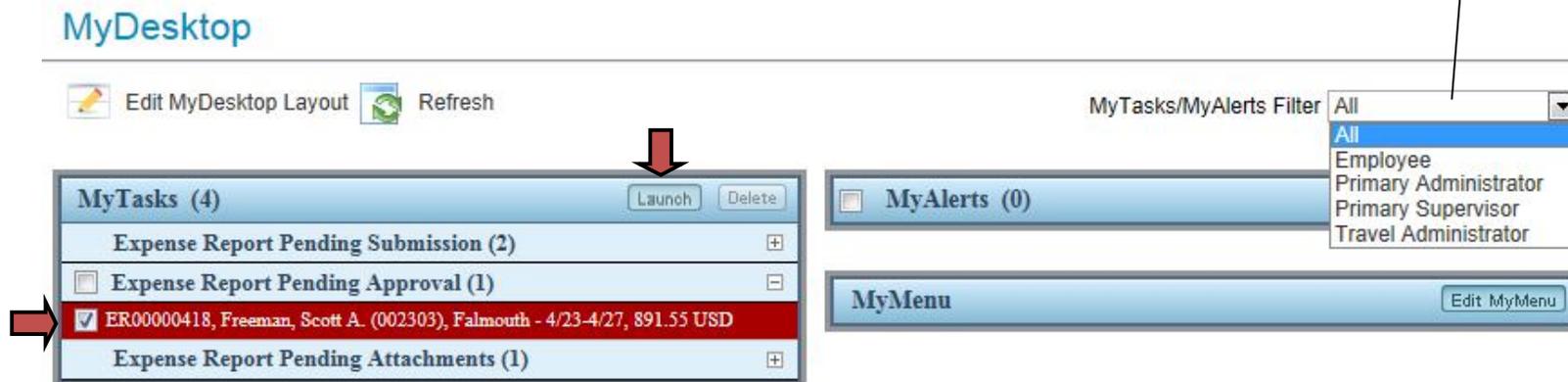
30. Questions?

- For questions regarding expenses, please contact your Travel Administrator.
- For access, please contact Kira Scheibelhut at Kira.scheibelhut@ssaihq.com or the Payroll Help Queue at payroll_help@ssaihq.com
- For questions regarding site functionality contact Jamie Kowalczyk.
jamie.kowalczyk@ssaihq.com
301-867-6309

31. For Managers

- When Expense Reports are ready for your approval, you will receive an email notification.
- It will also show on your MyDesktop in Deltek under MyTasks.

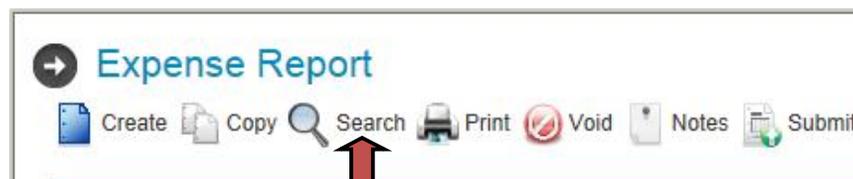
***Tip:** You can filter your Tasks by your functional role.



- Select the Expense Report and click LAUNCH.

OR

- You can also find an Expense Report by clicking SEARCH.



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31. For Managers – Con't

Expense Report

 Create
  Copy
  Search
  Print
  Void
  Notes
  Submit

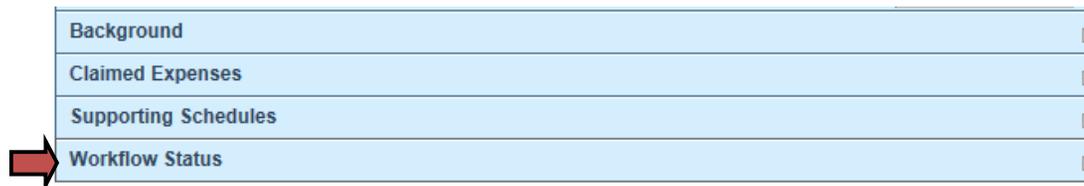
ID - ER00000435 Hampton - 5/20-5/24 / Kowalczyk, Jamie A. (002141)	Status: Submitted
Background	
Claimed Expenses	
Supporting Schedules	
Workflow Status	

- Review Background, Claimed Expenses, and Supporting Schedules
- Supporting Schedules -> Charge Distribution -> **Verify that Project ID is correct.**

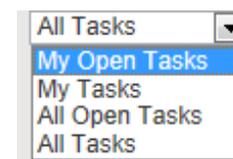
Supporting Schedules			
Charge Distribution	Voucher Distribution	Advance	Company Paid
↓			
Allocation ID	Project ID	Description	
1	GANDA.14	G&A -Other Indirect Costs	

31. For Managers – Con't

- Click Workflow Status



Primary Role	Task	Task Item	Expense/Charge	Amount	Currency	Rule	Status	Action
Employee	Create	Overall ER	N/A	N/A	N/A	Required	✓	
Employee	Submit	Overall ER	N/A	N/A	N/A	Required	✓	
Travel Administrator	Attach	Expense Receipt(s)	Airfare/Airfare	383.80	USD	Required	✓	
Travel Administrator	Attach	Expense Receipt(s)	Hotel/Hotel	267.00	USD	Required	✓	
Travel Administrator	Attach	Expense Receipt(s)	Hotel Tax (CONUS)/Hotel Tax (CONUS)	25.89	USD	Required	✓	
Travel Administrator	Attach	Expense Receipt(s)	Other Travel Cost/Baggage Fees	25.00	USD	Required	✓	
Travel Administrator	Approve	Overall ER	N/A	N/A	N/A	Required	✓	
Primary Supervisor	Approve	Overall ER	N/A	N/A	N/A	Required	🕒	
Project Manager	Approve	Overall ER	N/A	N/A	N/A	Required	🕒	
Expense Administrator	Record	Expense Receipt(s)	Airfare/Airfare	383.80	USD	Required	🕒	
Expense Administrator	Record	Expense Receipt(s)	Hotel/Hotel	267.00	USD	Required	🕒	
Expense Administrator	Record	Expense Receipt(s)	Hotel Tax (CONUS)/Hotel Tax (CONUS)	25.89	USD	Required	🕒	
Expense Administrator	Record	Expense Receipt(s)	Other Travel Cost/Baggage Fees	25.00	USD	Required	🕒	



***Tip:** You can filter your Tasks.

- Click to view receipts and backup documents.
- Click to Approve or click to Reject the expense report.



31. For Managers – Con't

For Direct Projects:

1. If you are the **Supervisor** of the traveler, but not the Project Manager (PM) of the contract charged...
 - You will only approve as Supervisor. The PM will then be notified for final approval.

2. If you are both the **Supervisor** of the traveler & the **Project Manager** of the contract charged...
 - You must approve as both roles.