TO CREATE AN EXPENSE REPORT FOR ENTERTAINMENT EXPENSE

1. Go to https://financials.onesource.uga.edu and login using your MyID and Arch Pass (or Duo)

2. Click on the "Expenses" tile

3. Click on "Create Expense Report"

4. For the "Business Purpose," choose "Non Travel Reimbursement" from the dropdown

5. "Description" would be "meal with faculty candidate" or "meal with invited guest speaker" (whatever applies)

6. Ignore "Travel To" and "Reference"

7. "Accounting Tag" is **19270UGARF**

8. Do NOT attach your receipt on this Header page. Click on the green button that says "Add Expense"

9. On this page (New Expense), enter the date that is on your receipt

10. For Expense Type, click on the magnifying glass and choose expense type "E-Entertainment" (you may have to go to the "All Types" tab and use the outer scroll down to get to that option)

11. Enter a description (please include the name of the faculty candidate or speaker) and amount of the receipt.

12. Under "Non-Preferred Merchant," type in the name of the restaurant

13. Under "Expense Location," start typing "GEORGIA" and it should bring up a menu of entries. Choose "GEORGIA US, Athens-Clarke County"

14. Click on "Attach Receipt" and upload your scanned receipt (pdf format is preferable)

15. Click on "Add Additional Attendees" and list out who was there and what amount of the bill should be charged to each person. (If you had only 2 people, split the charge in half and allocate half to each person. If you had 3 people, divide the total by three and allocate that amount to each person. And so on...) The names should be entered last name first. Click the green button in the top right hand corner that says "Done" when you are done entering the information.

16. Click on "Accounting." When you entered the Accounting Tag on the Header page, it should have populated the funding information, but you will need to type "2019" (or current fiscal year)

in the "Bud Ref" field. Click the green button in the top right hand corner that says "Done" when you are done entering the information.

17. When you are finished entering all this information, click on the green box "Save" at the top right, then "Review and Submit." You will get a pop-up box asking if all the charges are valid UGA charges and if you are entitled to them. When you agree (or submit, I don't remember what it says here), your completed form will come to me for approval.

Thanks!