# Entering a Travel and Expense Report

Navigate to the Compass Travel and Expense Center using the following steps:

1. Launch your Internet browser session (i.e., Start, Programs, and Internet Explorer).
2. Navigate to: [https://compass-login.emory.edu](https://compass-login.emory.edu)
3. Enter your login credentials.
4. Using the left-hand navigator, select:

   **Employee Self-Service > Travel and Expense Center>Expense Report> Create**

## Table of Steps

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| Step 1 | Get Organized | ✓ Compile all receipts  
✓ Organize chronologically  
✓ Scan Receipts  
✓ Review departmental and university Expense policies & procedures  
✓ Know Date/Location/Purpose of trip or reimbursement/Smartkey |
| Step 2 |  | ✓ Enhanced upfront messaging (dynamic messaging providing timely information)  
✓ Links to HELP system |
| Step 3 |  | ✓ Enter Description  
✓ Select business purpose  
✓ Enter destination (airport code)  
✓ Enter date range  
✓ Link to HELP system  
✓ Set Accounting Defaults (optional) |
| Step 4 |  | ✓ Select amounts from My Wallet (as appropriate)  
✓ Choose Expense type, if used personal funds  
✓ Enter date and amount, if used personal funds  
✓ Click Details Link to enter accounting distribution -SmartKey |
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| Step 5 | ![Expense Detail](image) | ✓ Verify Expense specific information  
✓ Verify Date  
✓ Enter Description  
✓ Verify dollar amount  
✓ Enter Accounting Detail - SmartKey  
✓ Check for Errors or omissions  
✓ Return to main Expense Report |
| Step 6 | ![Expense Report/Accounting Summary](image) | ✓ Verify totals accuracy  
✓ *Verify accounting distributions*  
(*Available after report is saved) |
| Step 7 | ![Foreign National](image) | ✓ Reimbursement to Foreign National?  
✓ Reminder checklist (dynamic messaging providing timely information) |
| Step 8 | ![Attachment](image) | ✓ Save your entry  
✓ Attach then view previously scanned receipts*  
(*Available after report is saved) |
| Step 9 | ![Approve Expense Report](image) | ✓ Submit for approval and payment  
✓ Verify approval path |
| Step 10 | ![Report](image) | ✓ Verify approval path |

**Additional resources:**
- Finance website: [www.finance.emory.edu](http://www.finance.emory.edu)
- Procurement and Payment Services Customer Care  
  - 404-727-5400  
  - actspay@emory.edu
- Sign up for Training: [www.emory.edu/elms-training/](http://www.emory.edu/elms-training/)
- Compass Online Reference Guide: [www.compass.emory.edu](http://www.compass.emory.edu)