COLLIN COLLEGE | Administrative Services

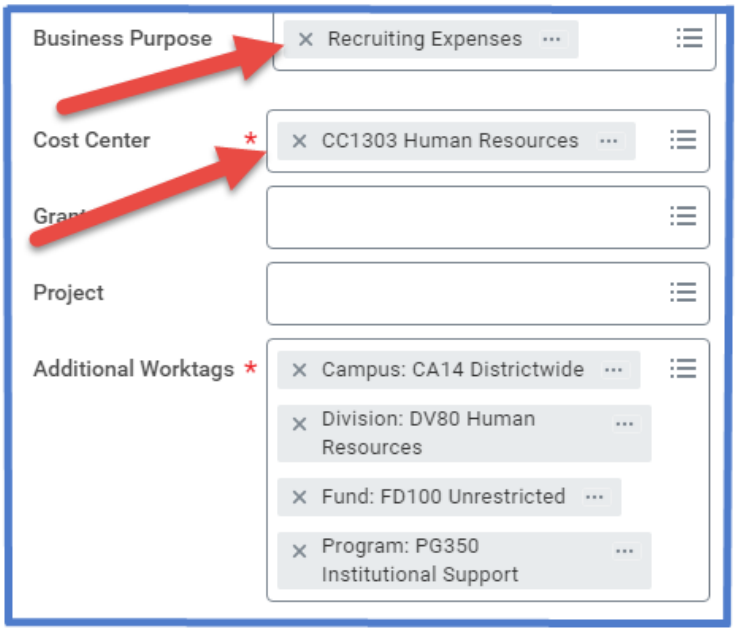
EXPENSE REPORT
Recruiting

Recruiting expenses include:

- **New Hire Interview expenses**
- **Fingerprinting**
- **Background checks**

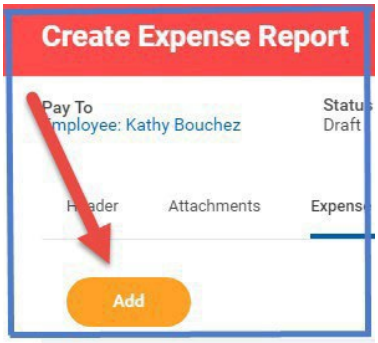
1. Type **Create Expense Report** into search bar.
2. Click on the Create Expense Task.
3. Complete the following:
   - Creation Options – Select Create New Expense Report.

   - Memo – add description of reimbursement with Month and Year.
   - Company – Auto-populates.
   - Expense Report Date – Auto-populates to current date.
   - Business Purpose – Select Recruiting Expenses from drop down menu.
   - Cost Center – Change to CC1303 Human Resources
   - Additional Worktags – Auto-populates based off of Cost Center. DO NOT CHANGE.

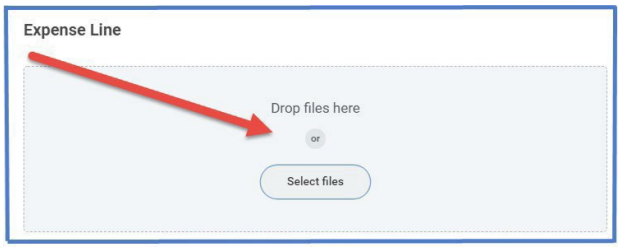


4. Click Ok.

5. Click on the ADD button located in the upper left-hand corner.



6. Attach Fingerprinting Receipt - Under Expense Line is a gray box that states Drop files here or select files.



7. Complete the following:

   - Uncheck the Paid with Corporate Card box.
   - Date – Enter add of receipt.
   - Expense Item – Type Fingerprinting into box and hit enter.
   - Quantity – 1
   - Per Unit Amount – Enter amount of Fingerprinting receipt.
   - Total Amount – Auto-populates
   - Cost Center – Auto-populates to CC1303 Human Resources from entry on Header.
   - Additional Worktags – Auto-populates from Cost Center.
     DO NOT CHANGE.

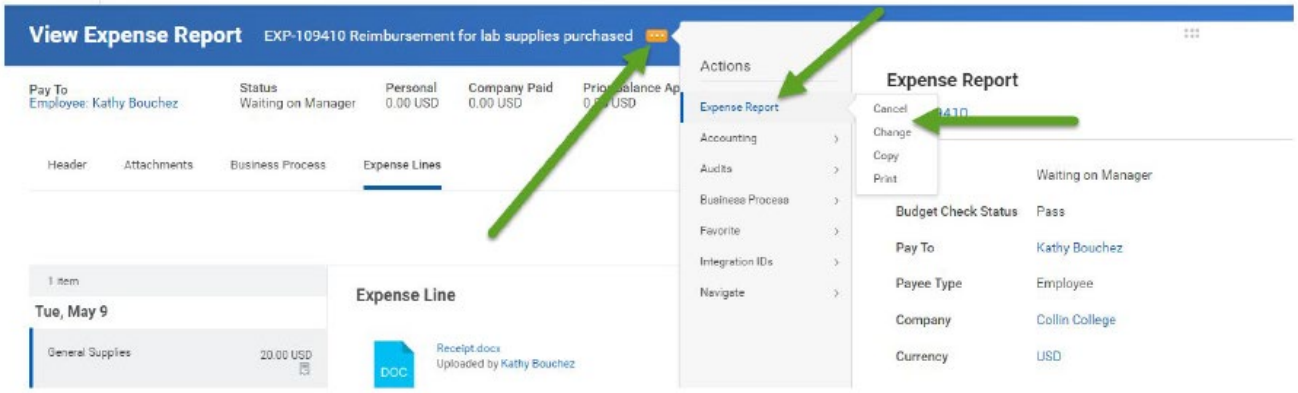
8. Click the Submit button located in the bottom left hand corner.

Note -- A notification box pops up showing the Expense Report has been submitted. Report will go through budget check and then on to approver.

To find the Expense Report number (Example – EXP-100029), can be found on the blue bar located at the top of the screen.

To determine the **status of the Expense Report**, enter the EXP number into the search bar and open up the report. Click on the Process History. This shows who needs to approve, who has approved, and any notes the approver wrote regarding the report.

To **Change or Cancel an Expense Report**:
1. Open up report.
2. Click on the action items (box with three dots). This brings up a menu.
3. Hover over the words Expense Report. This brings up another menu.
4. Click on the word change or cancel depending on what needs to be done.



- If making changes to the report – make changes then click the orange submit button. Report will go back through approvals.
- If canceling the report – make sure to hit the orange OK button or the report will not be canceled.