

B 3 How to Submit and Print Expenses

Access level: All users, except external users

Learn: How to print an overview of expenses from a chosen period.

In TimeLog Project it is possible to print a list of expenses. E.g. expenses that were paid with a private credit card and that should be repaid by the company. Print the expense and any vouchers belonging to the expense. The expense and the belonging vouchers can be sent to accounting for reimbursement.

When You Want to Print an Expense:

Figure 1: Main Menu -> Expense Report – Submit/print

- Select an *Employee*: e.g. yourself 1.
- Select a *Payment Method*: 2. Select *Employee Expenses* in order to see an overview of expenses that was paid by you.
- Select which *Period*: 3 that you want an overview of.
- TimeLog Project distinguishes between *Approved* and *Not Approved Records*, depending on whether management has approved the record or not 4. Select *All*, *Not Approved Records* or *Approved Records*.
- Check whether the list of records matches the expenses from the selected period 5. The list is divided in regular expenses, travel expenses and a total 6.
- [Print] the document 7 and if necessary sign it 8.

Look in ⇨B2 and ⇨B4 for instructions on how to create an expense

Tip: If your manager approves expenses in TimeLog Project as soon as they have been refunded, it will be possible to get an overview of any balance in your favor by selecting *Not Approved Records*.

Figure 1: Main Menu -> Expense Report – Submit/Print

Expenses (3) - Payment Method: Employee Expenses

Date	Expense no.	Supplier	Expense Type	Comment	GBP
01/08/2007	U.07.0002	Meyers Deli	Meals	Fortæring ifbm. kundebesøg	65.00
04/08/2007	U.07.0002	Taxi 4 x 35	Taxi	Taxi ifbm. konfiguration	120.00
07/08/2007	U.07.0001	Parking Copenhagen	Parking	Parkering ifbm. kundemøde	125.00
Sub-total					310.00

Travel Expenses - Mileage

Date	Expense no.	Destination	Travel Stages	Trip 1 - Trip 2	Dist	Rate	GBP
09/08/2007	U.07.0011	Anrond IT Århus	Fremtidens IT-Konsulenter A/S-Anrond IT Århus	(1250-1350)	100 km	3.35 GBP/km	335.00
Total, Mileage					100 km		335.00

Travel Expenses - Specified

Date	Expense no.	Destination	Expense Type	Comment	Amount	GBP
01/08/2007	U.07.0012	Anrond IT Århus	Meals	Morgenmad	GBP 79.00	79.00
Total, Expenses						79.00

Total

Type	Units	GBP
Expenses	3	310.00
Mileage	1	335.00
Specified	1	79.00
Total	5	724.00

10/03/2008

Peter White Page _____ Approved by _____