

# **Travel and Expense Control System User's Guide**

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MIS Department*

*Version# 2 – November 7, 2006*

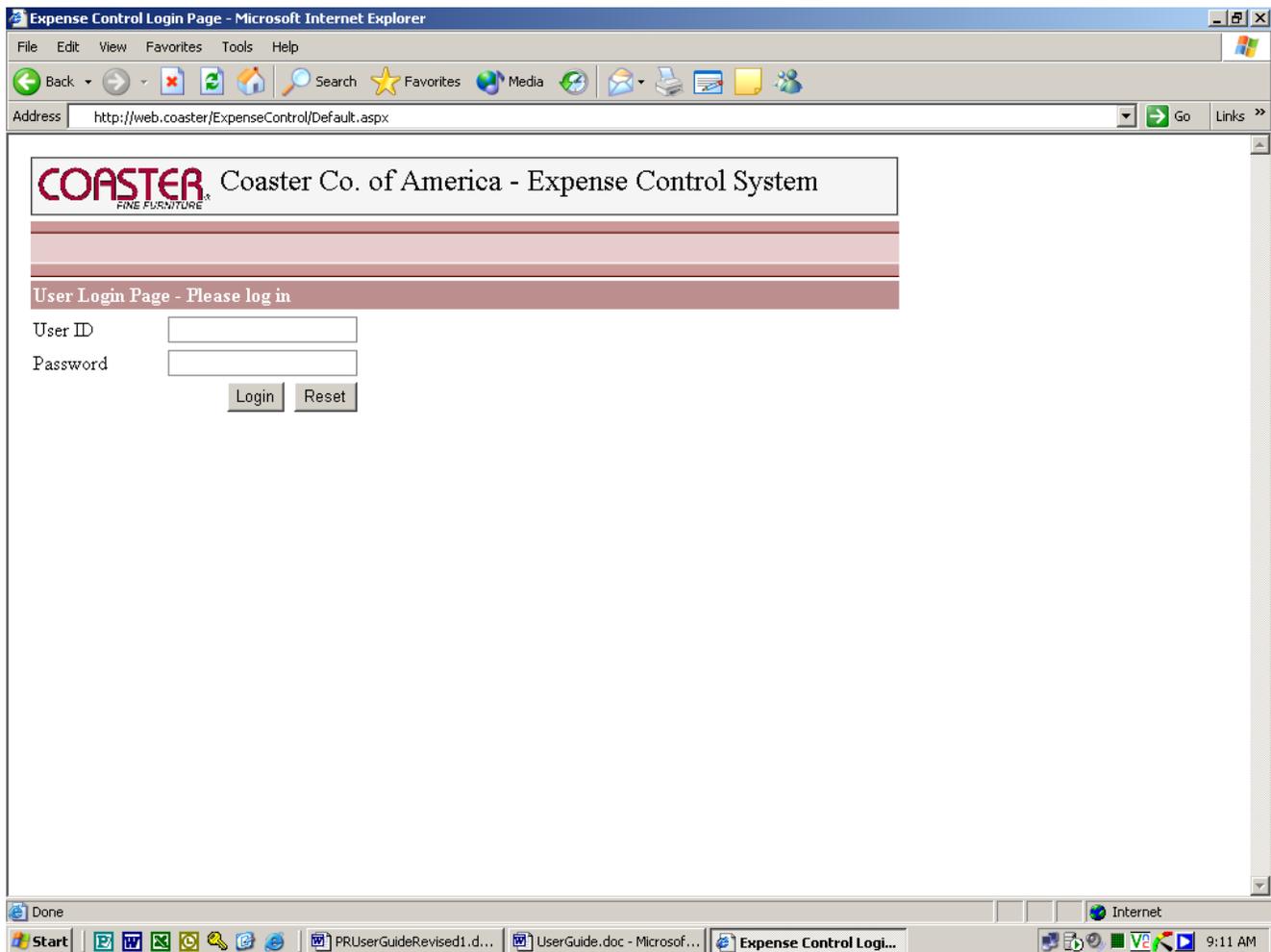
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# Travel and Expense Control System User's Guide

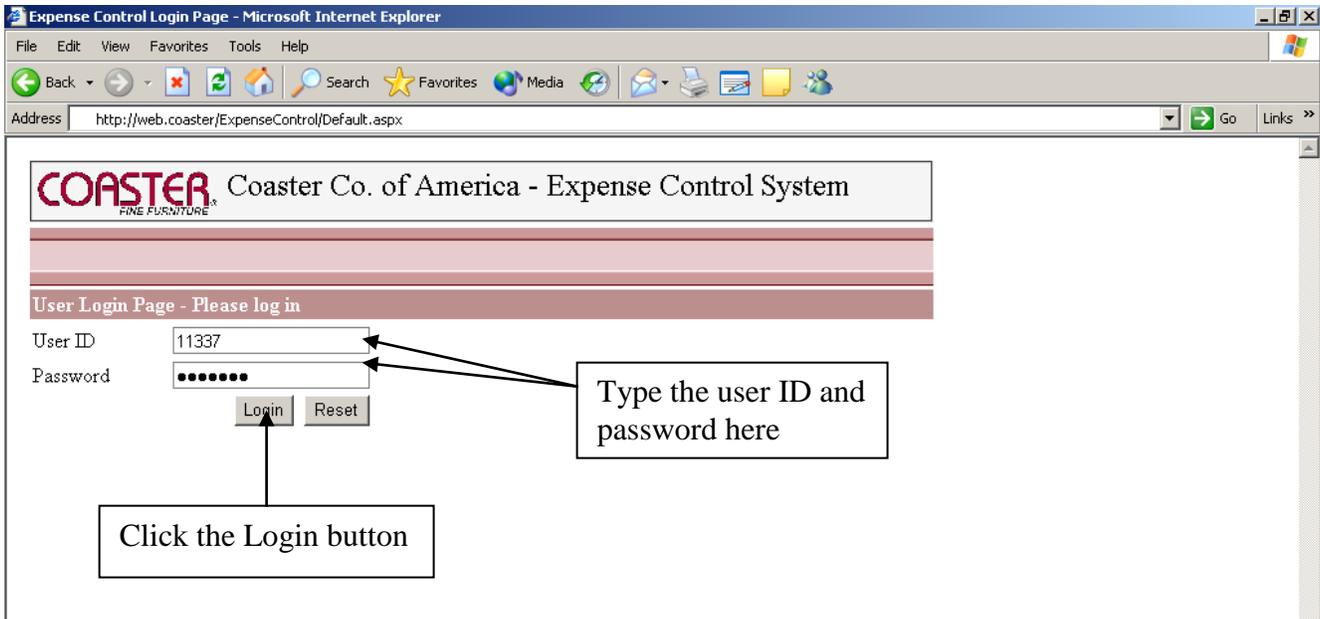
## Access to the Travel and Expense Control System

- 1) The system is a web-based application and can be accessed via any web browser that has Coaster's Intranet connection.
- 2) The web-site address of the system is: <http://web.coaster/ExpenseControl/Default.aspx>.
- 3) The user can type the web-site address in the web browser's address box and click the "Go" button. For convenience, the user can save the address in the "Favorites" folder.
- 4) If the user successfully accesses the system, the following login page will appear.

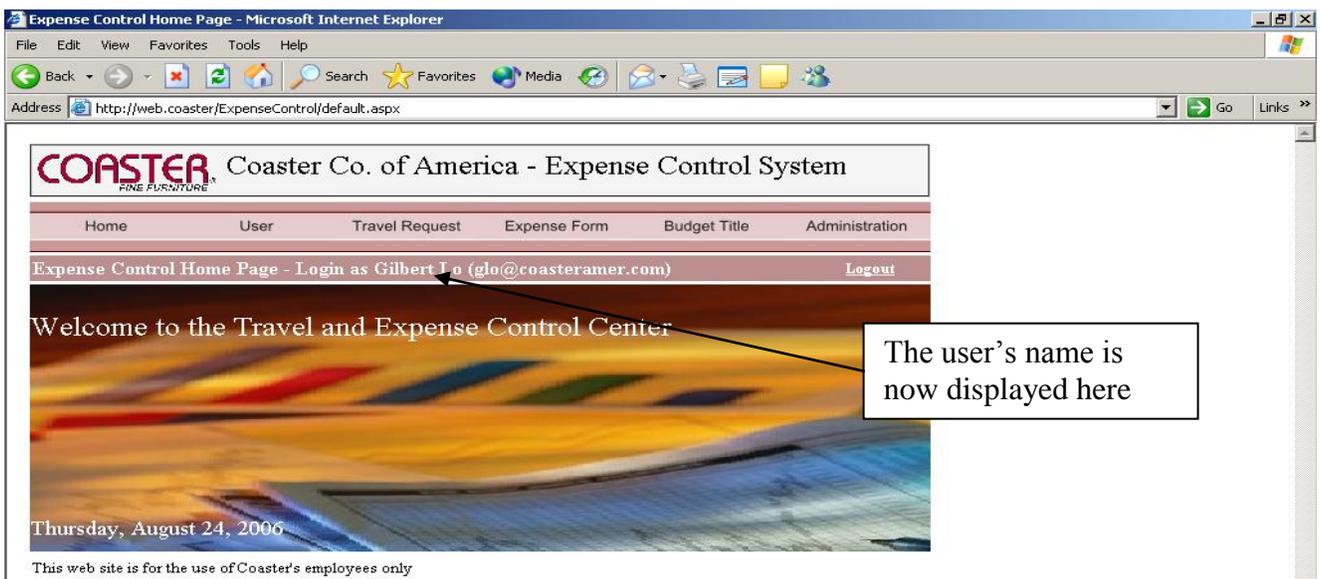


## Log into the System

- 1) Before using the system, all users must log into the system.
- 2) The User ID and Password will be assigned and provided by the Accounting department.
- 3) If the user has the valid user ID and password, he or she can type the ID number and password in the User ID and Password boxes and click the Login button.



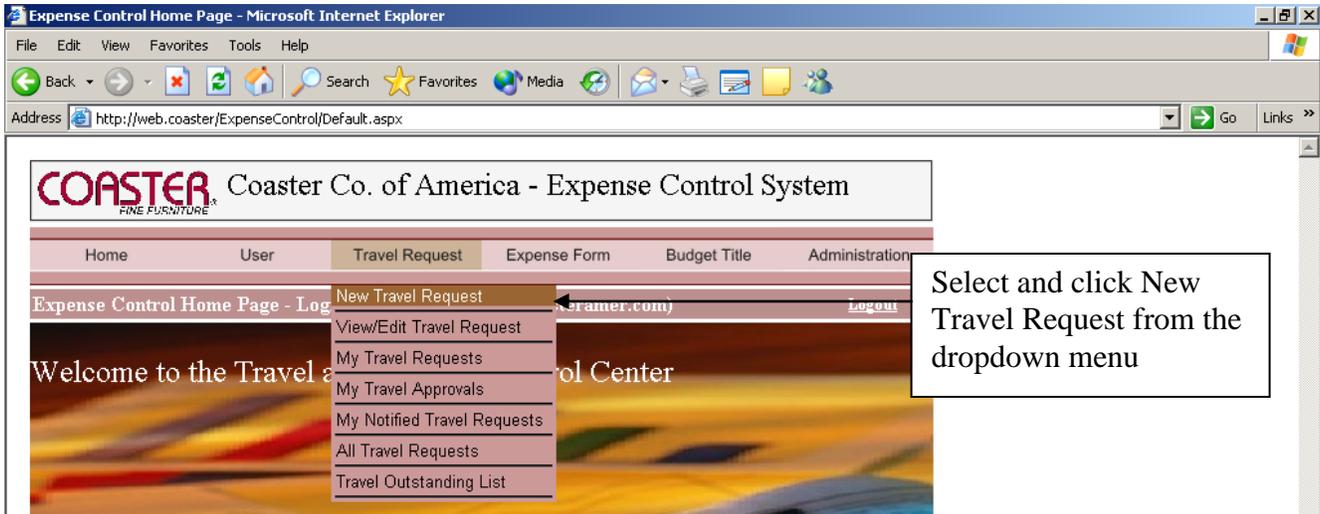
- 4) If the user successfully logs into the system, the name of the user will be displayed in the title bar as below.



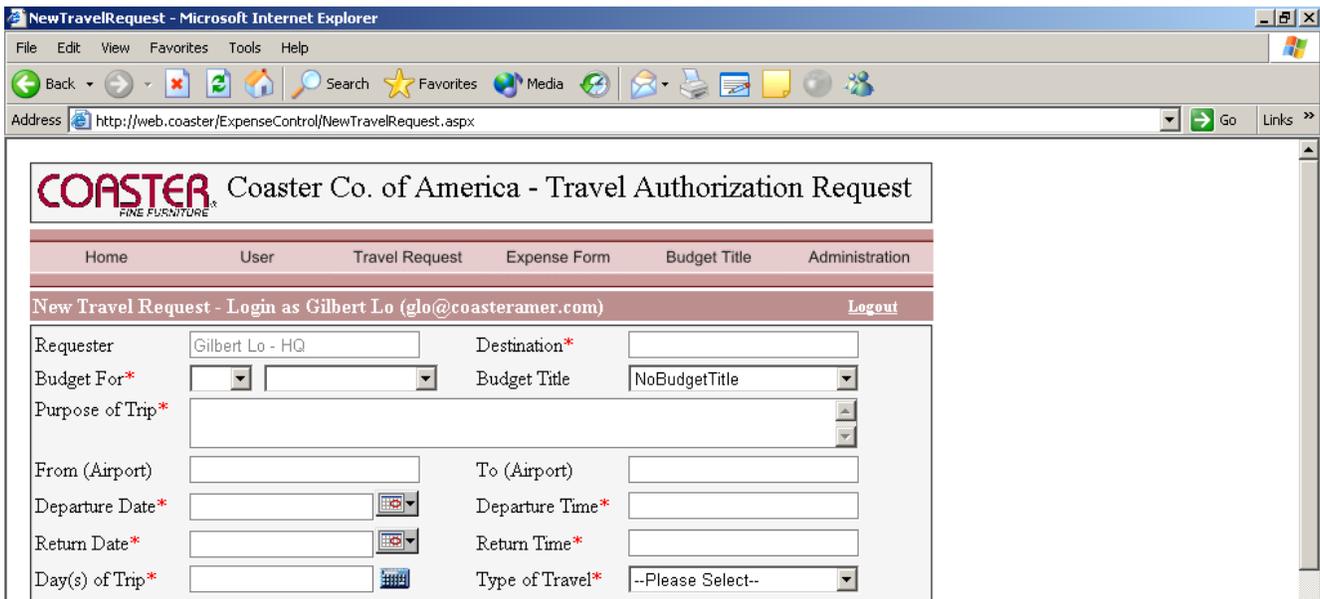
# Submit a Travel Authorization Request

## 1) Open a new travel request form

- a) Point to the Travel Request menu in the menu bar.
- b) Select and click New Travel Request in the dropdown menu.



- c) Then a new travel request form will be displayed as below.



## 2) Fill out the information in the travel request form

- a) The fields marked with an asterisk are the required fields. Input all the related information accordingly.

**COASTER** Coaster Co. of America - Travel Authorization Request  
FINE FURNITURE

Home User Travel Request Expense Form Budget Title Administration

New Travel Request - Login as Gilbert Lo (glo@coasteramer.com) Logout

Requester	Gilbert Lo - HQ	Destination*	Florida Branch
Budget For*	FL Warehouse	Budget Title	NoBudgetTitle
Purpose of Trip*	TWL *Go Live* Training		
From (Airport)	LAX	To (Airport)	FLL
Departure Date*	09-18-2006	Departure Time*	8:00AM
Return Date*	09-25-2006	Return Time*	6:00PM
Day(s) of Trip*		Type of Travel*	--Please Select--
Route Reference (If Any)			

**COASTER** Coaster Co. of America - Travel Authorization Request  
FINE FURNITURE

Home User Travel Request Expense Form Budget Title Administration

New Travel Request - Login as Gilbert Lo (glo@coasteramer.com) Logout

Requester	Gilbert Lo - HQ	Destination*	Florida Branch
Budget For*	FL Warehouse	Budget Title	NoBudgetTitle
Purpose of Trip*	TWL *Go Live* Training		
From (Airport)	LAX	To (Airport)	FLL
Departure Date*	09-18-2006	Departure Time*	8:00AM
Return Date*	09-25-2006	Return Time*	6:00PM
Day(s) of Trip*	8	Type of Travel*	Domestic/Regular
Route Reference (If Any)			

b) Provide the travel instruction and preference accordingly.

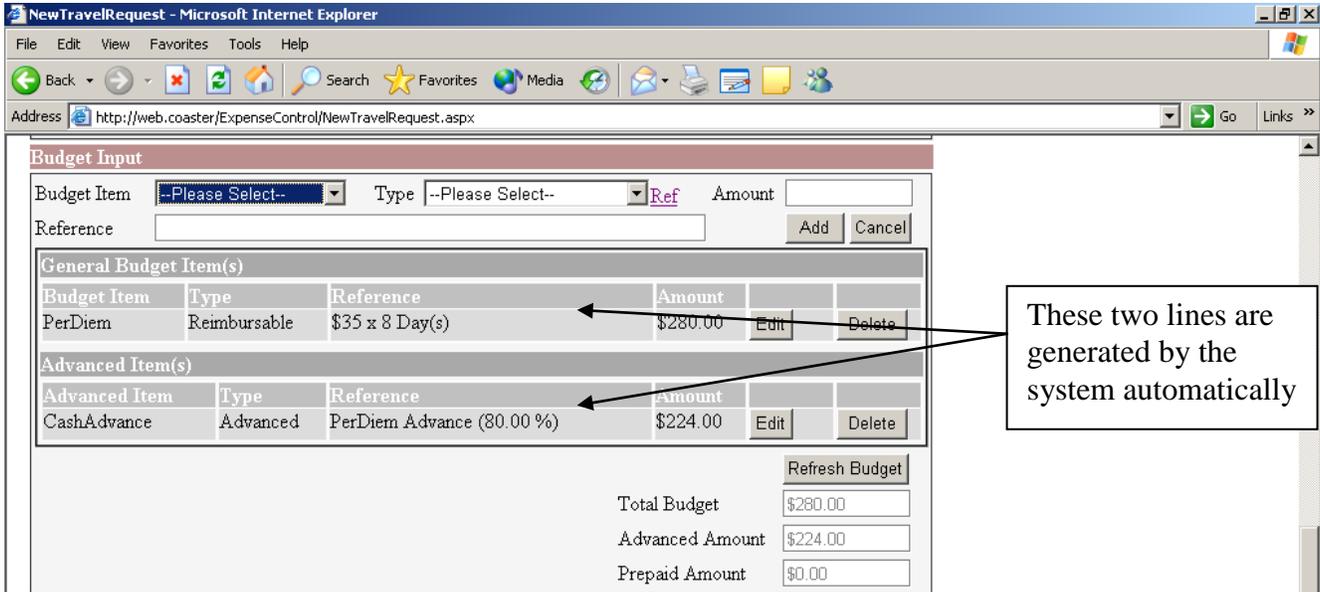
The screenshot shows a Microsoft Internet Explorer window titled 'NewTravelRequest - Microsoft Internet Explorer'. The address bar contains 'http://web.coaster/ExpenseControl/NewTravelRequest.aspx'. The main content area is titled 'Instruction and Preference' and contains the following form fields:

Air Ticket Requested	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Lodging Requested	<input checked="" type="radio"/> Yes <input type="radio"/> No	No. of Night(s)	<input type="text" value="7"/>
Car Rental Requested	<input checked="" type="radio"/> Yes <input type="radio"/> No	No. of Day(s)	<input type="text" value="7"/>
Advance Requested	<input checked="" type="radio"/> Yes <input type="radio"/> No	Pay Option	<input type="text" value="Mail"/>
Preference / Membership / Note (If Any)	<input type="text"/>		

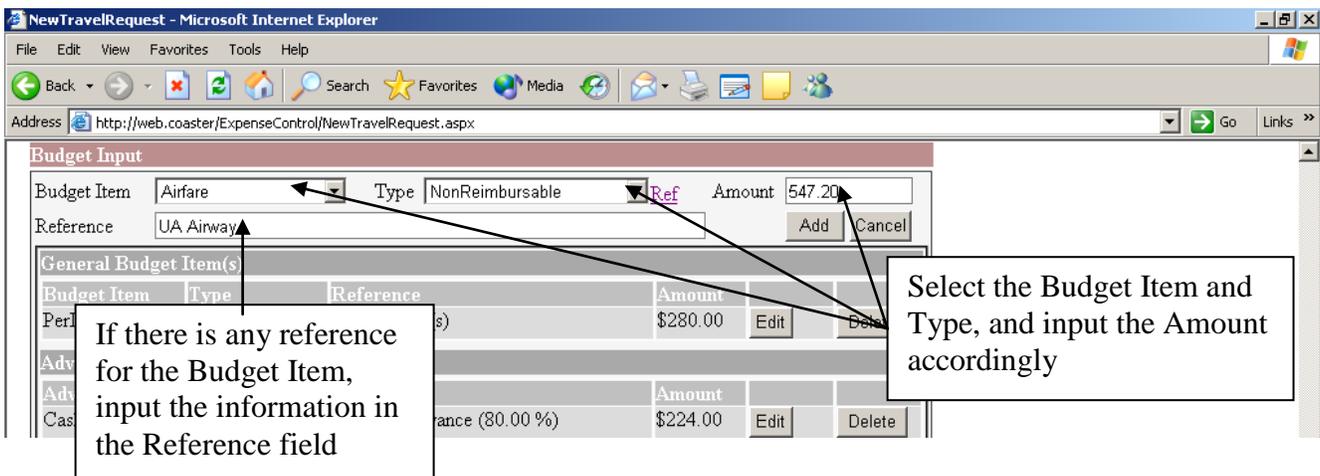
Annotations:

- A box on the right side of the form contains the text: "These two fields will become required fields while Lodging and Car Rental Requested are selected to 'Yes' respectively". Two arrows point from this box to the 'No. of Night(s)' and 'No. of Day(s)' input fields.
- A box at the bottom of the form contains the text: "This field is optional and the user's own travel preference can be preset in the system. The function will be introduced in the Setup User Travel Preference section". An arrow points from this box to the 'Preference / Membership / Note (If Any)' text area.

- c) For the budget item(s), the system will automatically generate the “Per Diem” line for the user. If the user selects the Advanced Requested to “Yes” in the Instruction and Preference section, the system will also generate the “Cash Advance” line for the “Per Diem” automatically.



- d) Then the user needs to input the other budget item(s) manually, if any. The following shows how to input a budget item line.



- e) For how to choose a correct budget type, click the Ref hyperlink and a pop-up window will show the explanation for all budget types.

**Budget Input**

Budget Item: Airfare    Type: NonReimbursable    [Ref](#)    Amount: 547.20

Reference: UA Airway    Add    Cancel

General Budget Item(s)					
Budget Item	Type	Reference	Amount	Edit	Delete
PerDiem	Reimbursable	\$35 x 8 Day(s)	\$280.00	Edit	Delete

Advanced Item(s)					
Advanced Item	Type	Reference	Amount	Edit	Delete
CashAdvance	Advanced	PerDiem Advance (80.00 %)	\$224.00	Edit	Delete

Click the Ref hyperlink and a pop-up window will show up

**REFERENCE FOR BUDGET TYPE**

Advanced	The advanced cash for the business trip.
Credit Card	The budget item that is paid by the company credit card.
Prepaid	The budget item that is prepaid by the employee and will be paid back to the employee before the trip.
Non-Reimbursable	The budget item that is paid by the company directly and will not be paid back to the employee.
Reimbursable	The budget item that is paid by the employee and will be paid back to the employee after the trip.

f) If everything is correct, click the Add button to add the budget item line.

Budget Input

Budget Item: Airfare Type: NonReimbursable Ref Amount: 547.20  
Reference: UA Airway Add Cancel

General Budget Item(s)					
Budget Item	Type	Reference	Amount	Edit	Delete
PerDiem	Reimbursable	\$35 x 8 Day(s)	\$280.00	Edit	Delete

Advanced Item(s)					
Advanced Item	Type	Reference	Amount	Edit	Delete
CashAdvance	Advanced	PerDiem Advance (80.00 %)	\$224.00	Edit	Delete

Click the Add button and the budget item line will be added to the budget list

Budget Input

Budget Item: --Please Select-- Type: --Please Select-- Ref Amount:   
Reference: Add Cancel

General Budget Item(s)					
Budget Item	Type	Reference	Amount	Edit	Delete
PerDiem	Reimbursable	\$35 x 8 Day(s)	\$280.00	Edit	Delete
Airfare	NonReimbursable	UA Airway	\$547.20	Edit	Delete

Advanced Item(s)					
Advanced Item	Type	Reference	Amount	Edit	Delete
CashAdvance	Advanced	PerDiem Advance (80.00 %)	\$224.00	Edit	Delete

Now the new budget item line is added to the list

- g) Continue to do the same procedure until all the related budget item(s) are added to the budget list. If there is any change for the budget items in the list, click the Edit button to show the item details in the input boxes and then click the Update button again after the change is finished.

**Budget Input**

Budget Item: CarRental Type: Reimbursable Ref Amount: 420.00  
 Reference:  Update Cancel

**General Budget Item(s)**

Budget Item	Type	Reference	Amount		
PerDiem	Reimbursable	\$35 x 8 Day(s)	\$280.00	Edit	Delete
Airfare	NonReimbursable	UA Airway	\$547.20	Edit	Delete
<b>CarRental</b>	<b>Reimbursable</b>		<b>\$420.00</b>	<b>Edit</b>	<b>Delete</b>
Lodging	NonReimbursable	Please book the hotel that close to the FL	\$560.00	Edit	Delete

Click the Edit button and the item details will show back in the input boxes

**Budget Input**

Budget Item: CarRental Type: Reimbursable Ref Amount: 420.00  
 Reference: Enterprise Preferred Update Cancel

**General Budget Item(s)**

Budget Item	Type	Reference	Amount		
PerDiem	Reimbursable	\$35 x 8 Day(s)	\$280.00	Edit	Delete
Airfare	NonReimbursable	UA Airway	\$547.20	Edit	Delete
<b>CarRental</b>	<b>Reimbursable</b>		<b>\$420.00</b>	<b>Edit</b>	<b>Delete</b>
Lodging	NonReimbursable	Please book the hotel that close to the FL warehouse	\$560.00	Edit	Delete

Modify any information as needed and click the Update button

**Budget Input**

Budget Item: --Please Select-- Type: --Please Select-- Ref Amount:   
 Reference:  Add Cancel

**General Budget Item(s)**

Budget Item	Type	Reference	Amount		
PerDiem	Reimbursable	\$35 x 8 Day(s)	\$280.00	Edit	Delete
Airfare	NonReimbursable	UA Airway	\$547.20	Edit	Delete
<b>CarRental</b>	<b>Reimbursable</b>	<b>Enterprise Preferred</b>	<b>\$420.00</b>	<b>Edit</b>	<b>Delete</b>
Lodging	NonReimbursable	Please book the hotel that close to the FL warehouse	\$560.00	Edit	Delete

The revised budget item now shows in the list again

h) When the inputs of budget items are completed, the Total Budget, Advanced and Prepaid Amount will show in the relative fields.

The screenshot shows a web browser window titled 'NewTravelRequest - Microsoft Internet Explorer'. The address bar shows 'http://web.coaster/ExpenseControl/NewTravelRequest.aspx'. The main content area is titled 'Budget Input' and contains the following elements:

**Budget Input Form:**

Budget Item:  Type:  Ref:  Amount:   
 Reference:  Add Cancel

**General Budget Item(s) Table:**

Budget Item	Type	Reference	Amount	Edit	Delete
PerDiem	Reimbursable	\$35 x 8 Day(s)	\$280.00	Edit	Delete
Airfare	NonReimbursable	UA Airway	\$547.20	Edit	Delete
CarRental	Reimbursable	Enterprise Preferred	\$420.00	Edit	Delete
Lodging	NonReimbursable	Please book the hotel that close to the FL warehouse	\$560.00	Edit	Delete

**Advanced Item(s) Table:**

Advanced Item	Type	Reference	Amount	Edit	Delete
CashAdvance	Advanced	PerDiem Advance (80.00 %)	\$224.00	Edit	Delete

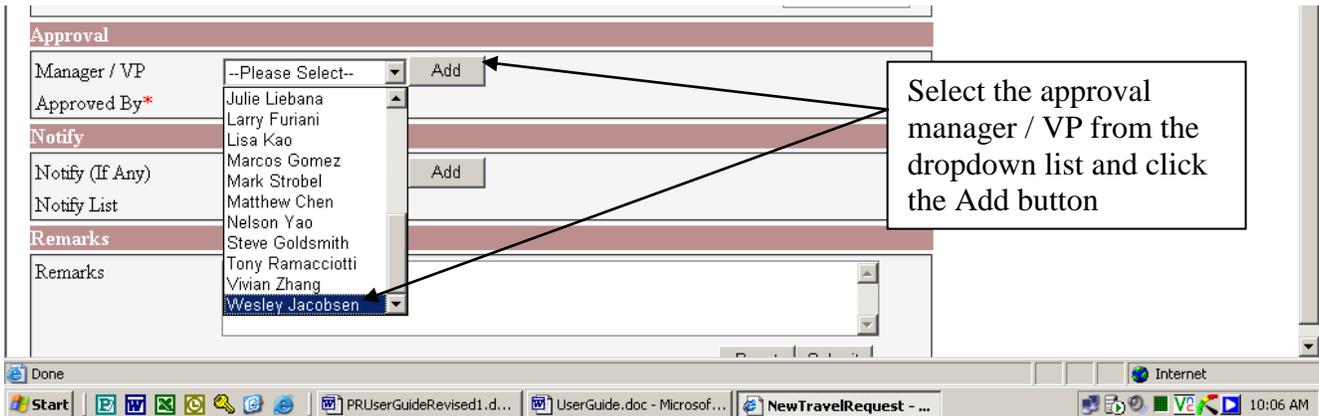
**Summary Fields:**

Refresh Budget

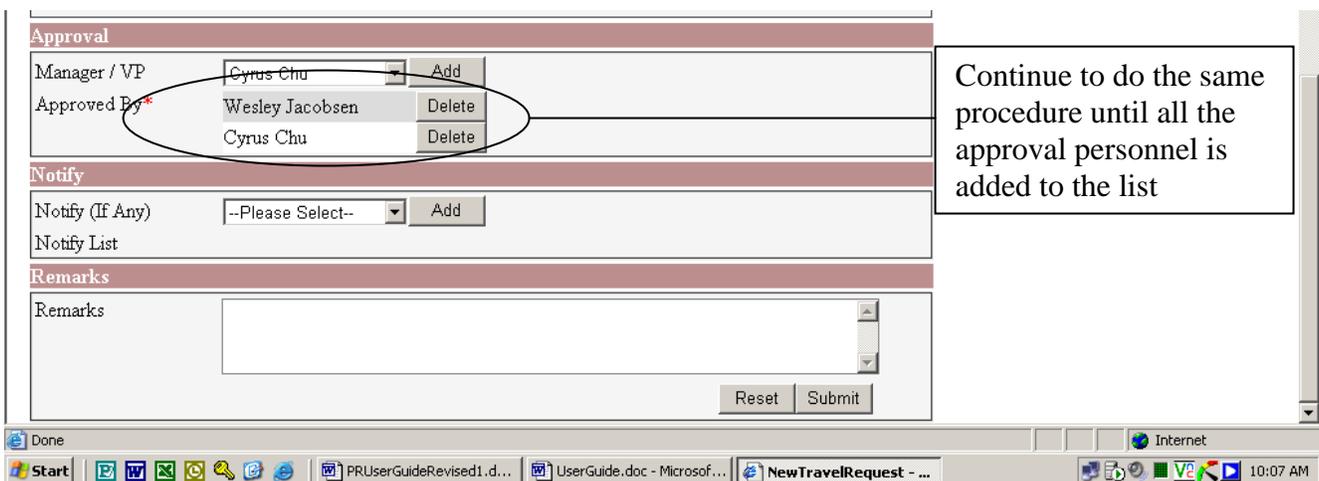
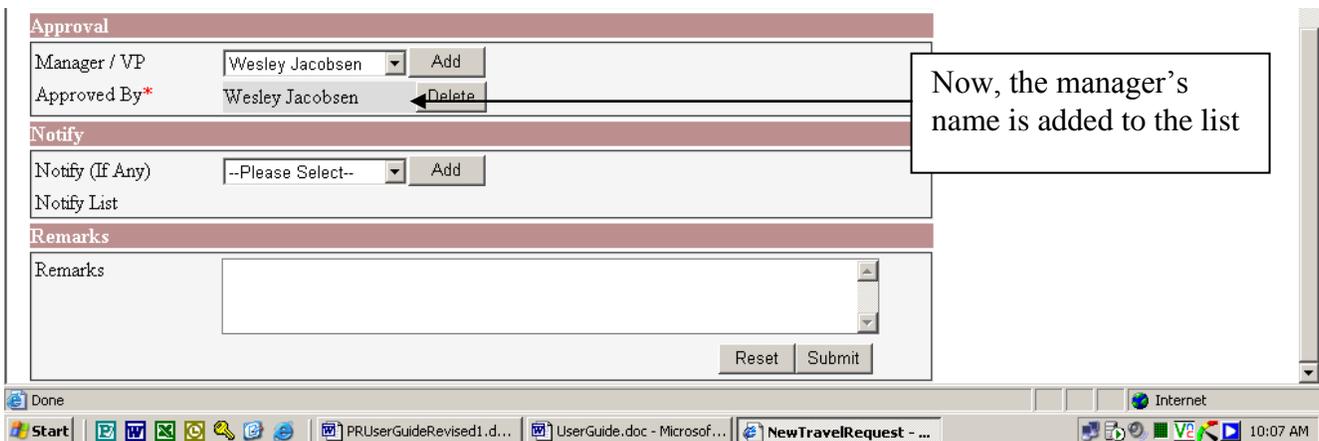
Total Budget   
 Advanced Amount   
 Prepaid Amount

A callout box with the text "The Total Budget, Advanced and Prepaid Amount will show here" points to the summary fields.

i) The next step is to select the relative approval manger and/or VP.



j) Now, the manager's name is added to the approval list. Continue to do the same procedure until all the approval personnel is added to the list.



- k) If there is any notify party, do the same procedure as selecting an approval manager / VP as mentioned above.

The screenshot shows the 'Approval' form with the following fields:

- Approval**
  - Manager / VP: Cyrus Chu (dropdown), Add button
  - Approved By\*: Wesley Jacobsen (text), Delete button
  - Cyrus Chu (text), Delete button
- Notify**
  - Notify (If Any): Nelson Yao (dropdown), Add button
  - Notify List: (empty)
- Remarks**
  - Remarks: (empty text area)

A dropdown menu is open for 'Notify (If Any)', showing a list of names: Marcela Araya, Marcos Gomez, Mark Strobel, Matthew Chen, Michael Weltz, Nelson Yao (highlighted), Norma Buhain, Pablo Guevara, Paul Caldarola, Reyna Hernandez, and Rosalind Aragon. A callout box points to the 'Add' button and the 'Nelson Yao' entry in the list.

The screenshot shows the 'Approval' form with the following fields:

- Approval**
  - Manager / VP: Cyrus Chu (dropdown), Add button
  - Approved By\*: Wesley Jacobsen (text), Delete button
  - Cyrus Chu (text), Delete button
- Notify**
  - Notify (If Any): Nelson Yao (dropdown), Add button
  - Notify List: Nelson Yao (text), Delete button
- Remarks**
  - Remarks: (empty text area)

A callout box points to the 'Nelson Yao' entry in the 'Notify List'.

- l) The Remarks field is optional, input the information in the field if any; otherwise, leaves it blank.

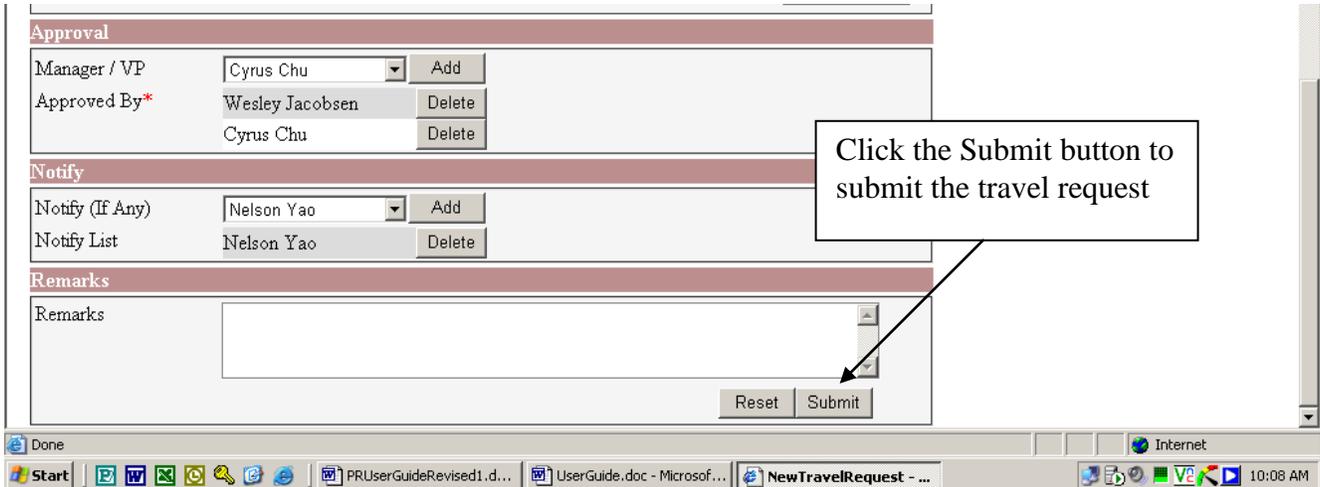
The screenshot shows the 'Approval' form with the following fields:

- Approval**
  - Manager / VP: Cyrus Chu (dropdown), Add button
  - Approved By\*: Wesley Jacobsen (text), Delete button
  - Cyrus Chu (text), Delete button
- Notify**
  - Notify (If Any): Nelson Yao (dropdown), Add button
  - Notify List: Nelson Yao (text), Delete button
- Remarks**
  - Remarks: (empty text area)

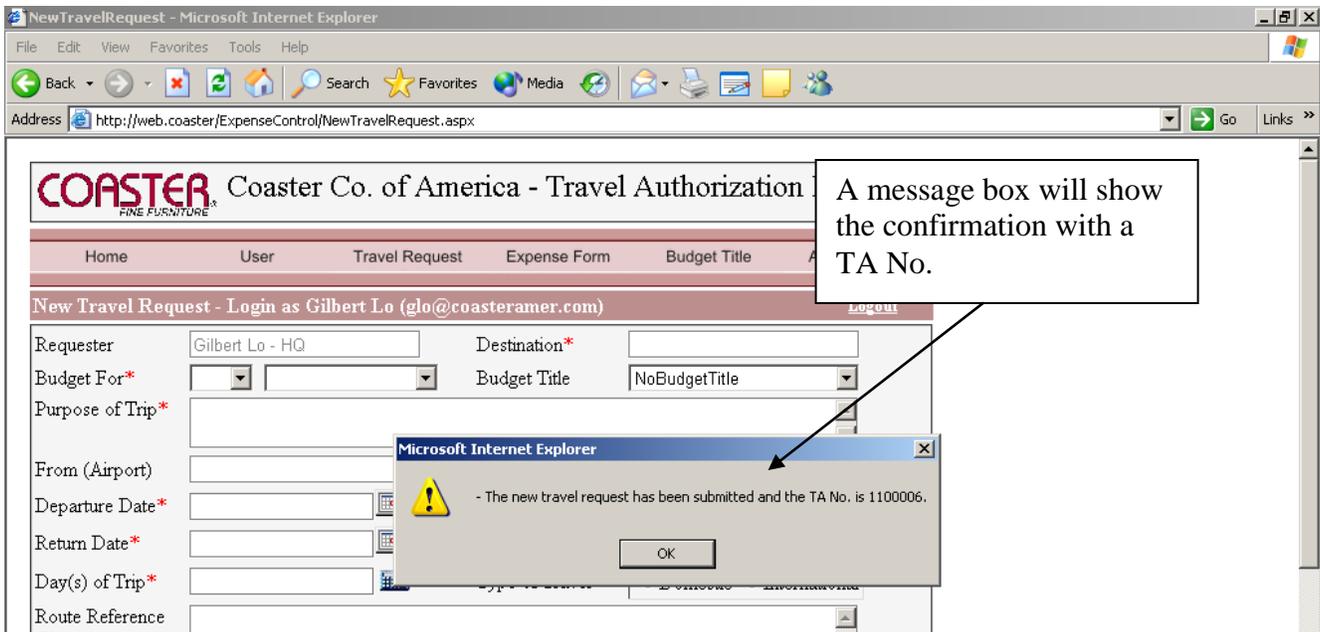
A callout box points to the 'Remarks' text area.

### 3) Submit the travel request form

a) Click the Submit button to submit the travel request.

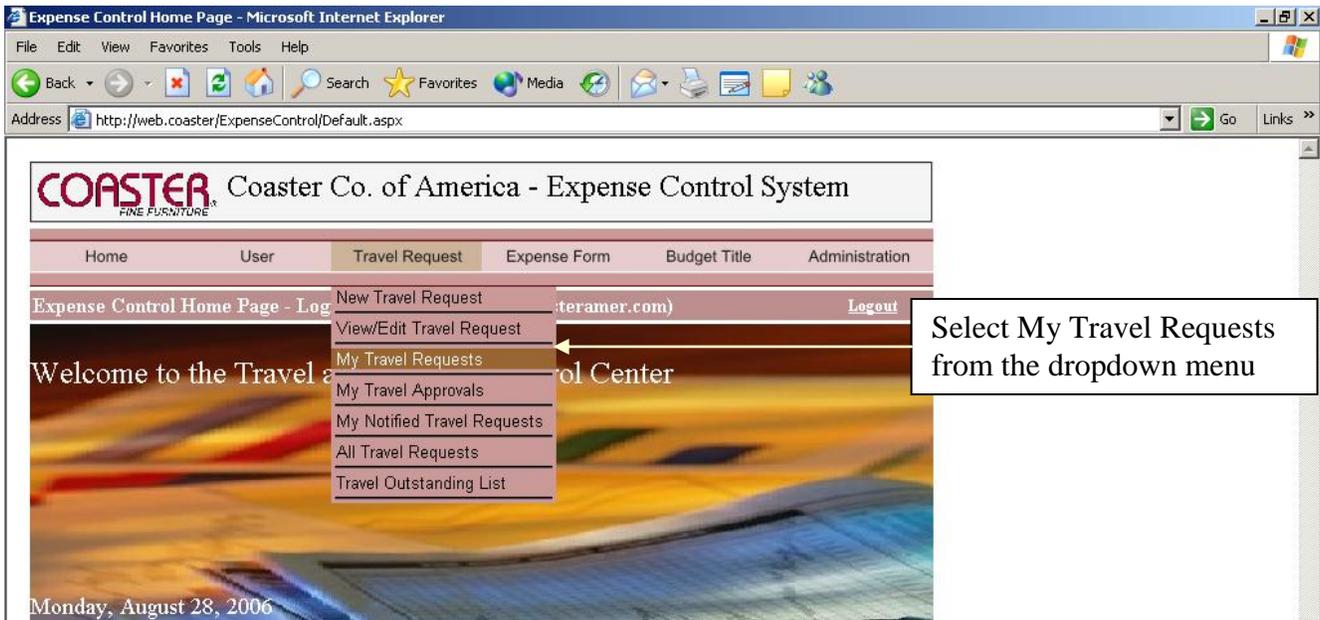


b) If the request form is successfully submitted, a message box will show the confirmation with a TA No. In addition, an email will be automatically sent to all related personnel.

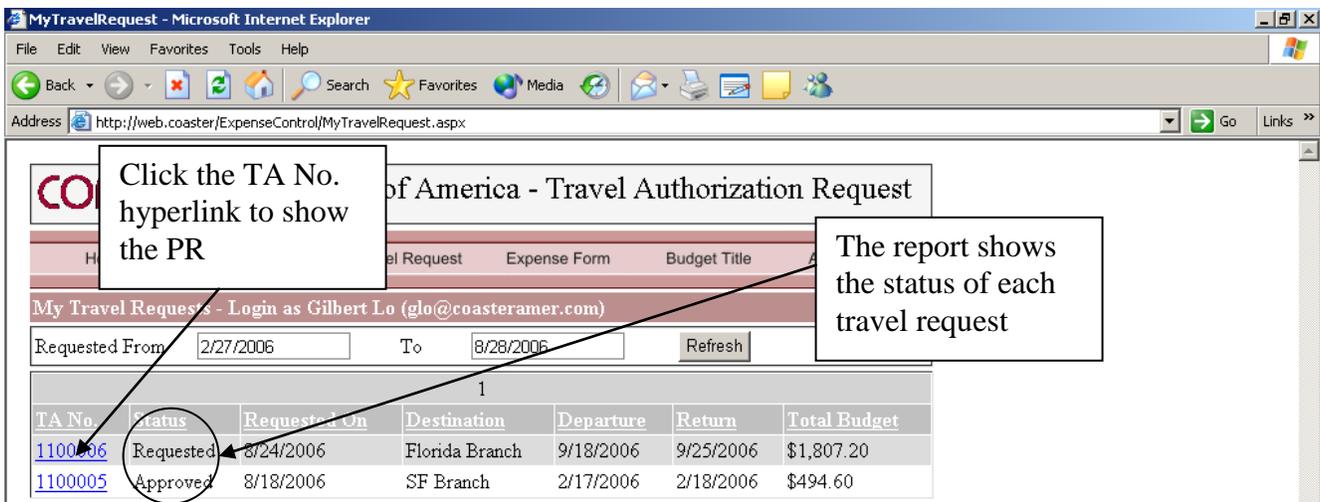


## Search a Travel Request

- 1) All users can search their travel request submission and check the status in a report. Point to the Travel Request in the menu bar and select My Travel Requests from the dropdown menu.

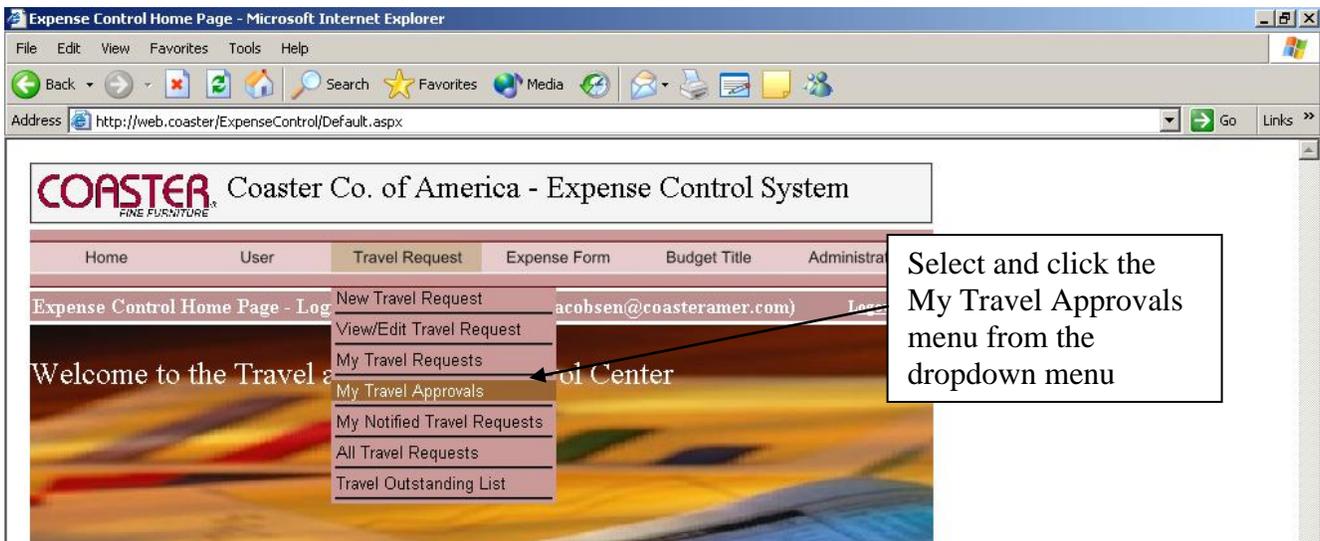


- 2) The report is now displayed and shows the status of each travel request. Click the TA No. hyperlink to show the related travel request.

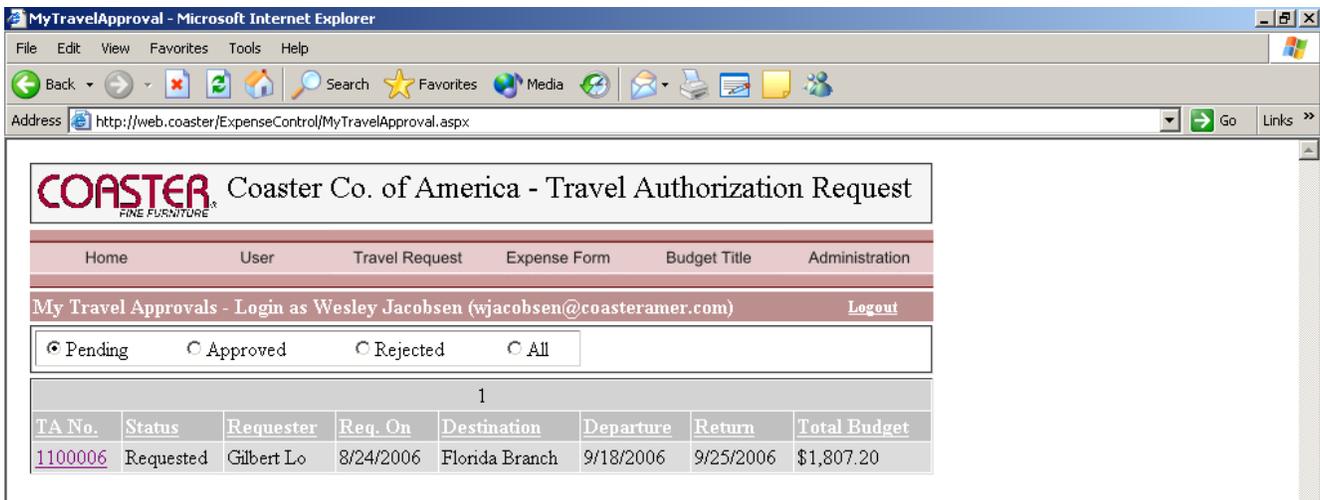


## Approve a Travel Request

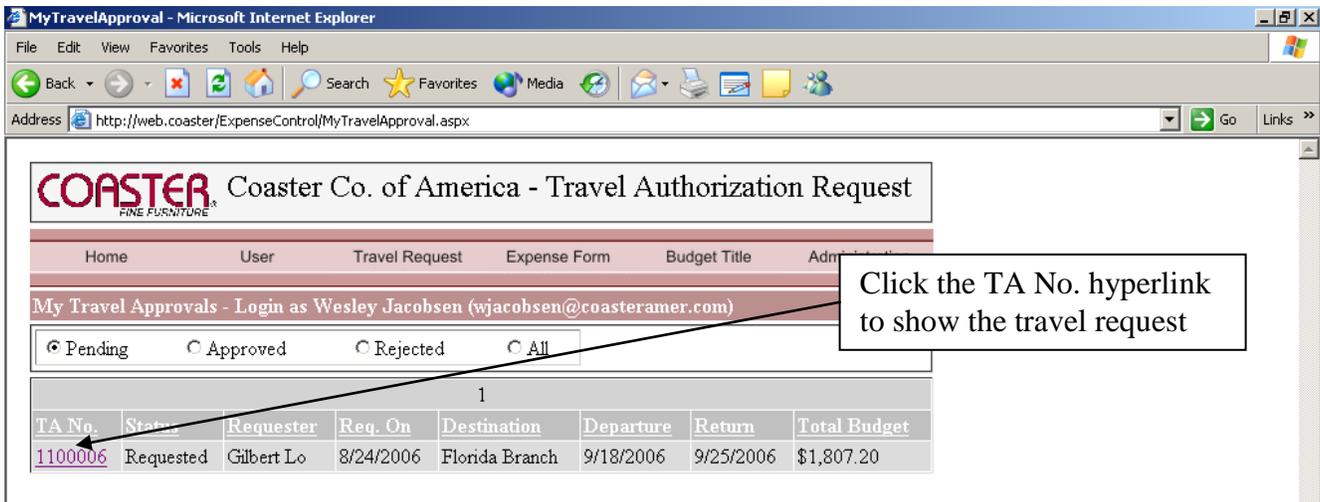
- 1) After the requester submits the travel request, the related approval manager(s) / VP(s) will receive a notification that requested for approval via email.
- 2) In order to approve the travel request, all the approval managers / VPs must use their own login to log into the system.
- 3) The approval manager / VP can check the pending travel requests by a report. To show the approval report, point to the Travel Request menu in the menu bar and then select and click My Travel Approvals in the dropdown menu.



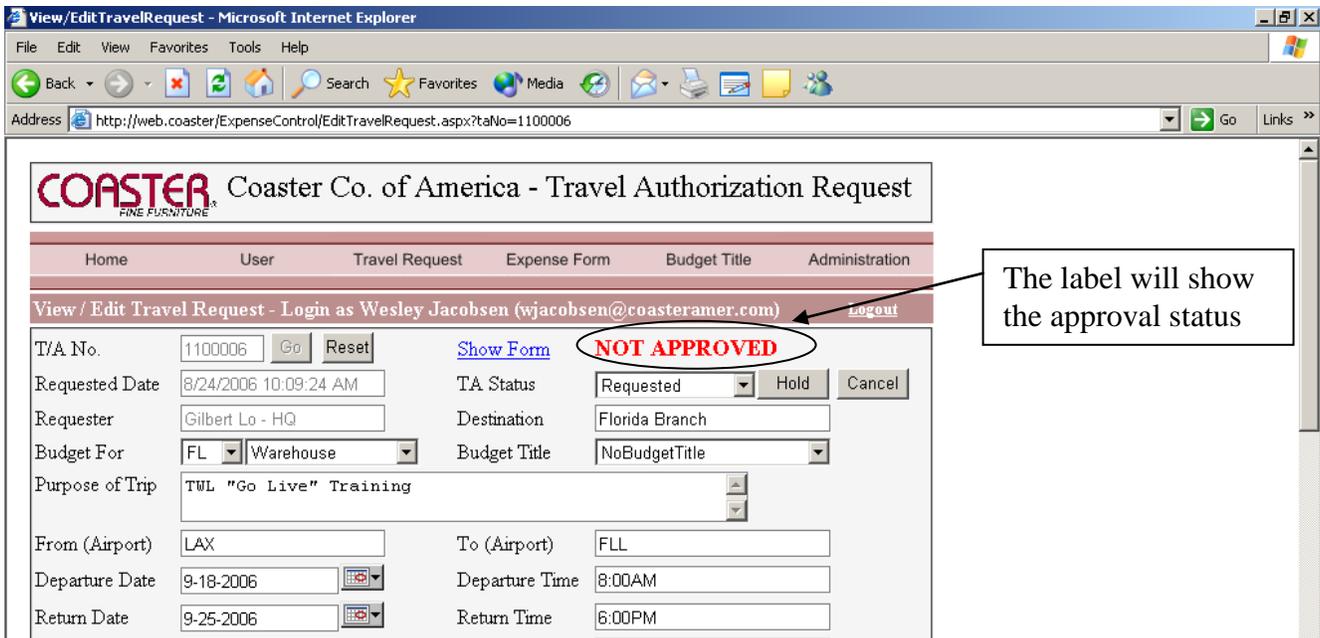
- 4) Then the report will be displayed as below.



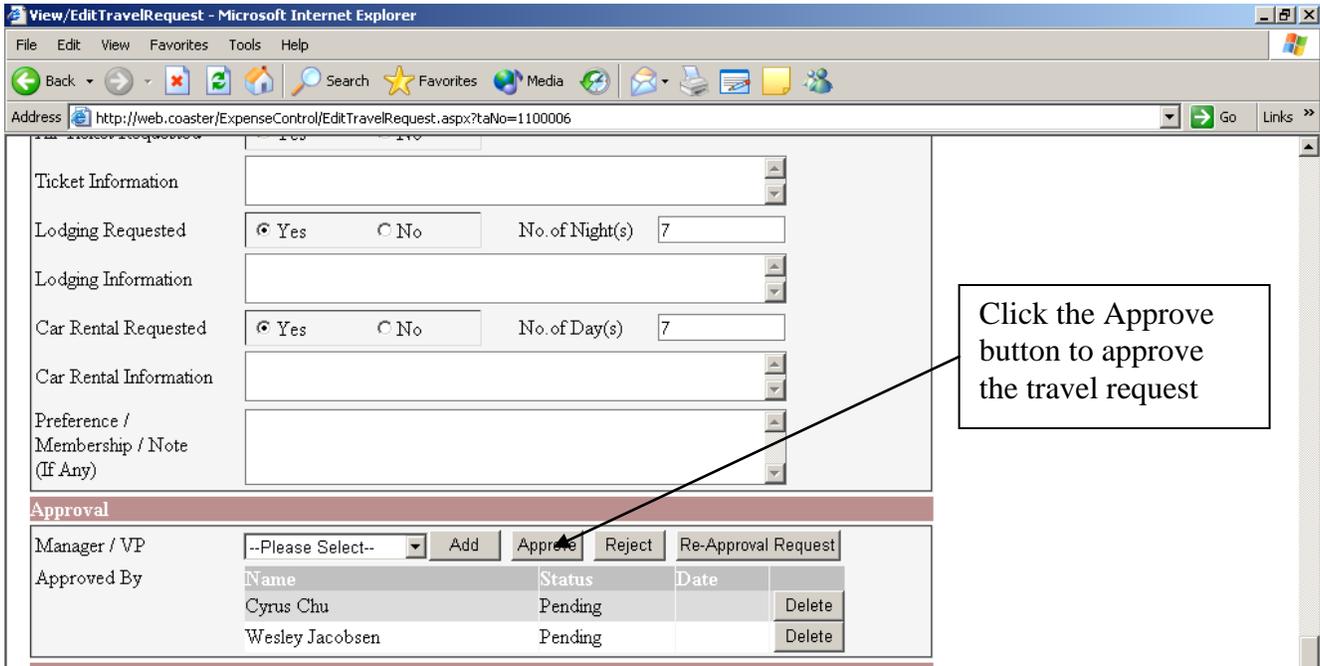
- 5) All the travel requests in the report are pending for approval and the approval manager / VP can select one of them to approve at a time by clicking the TA No. hyperlink.



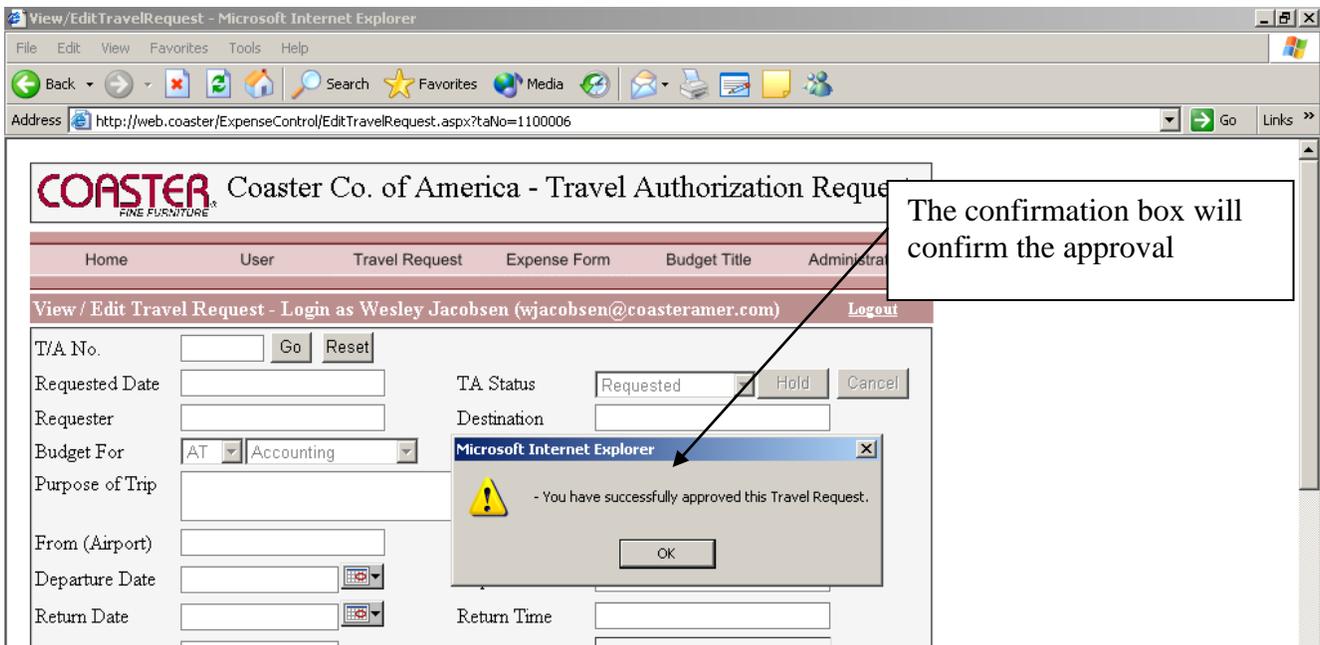
- 6) Once the hyperlink is clicked, the travel request will be displayed as below and there is a label showing that whether the request form has been fully approved or not.



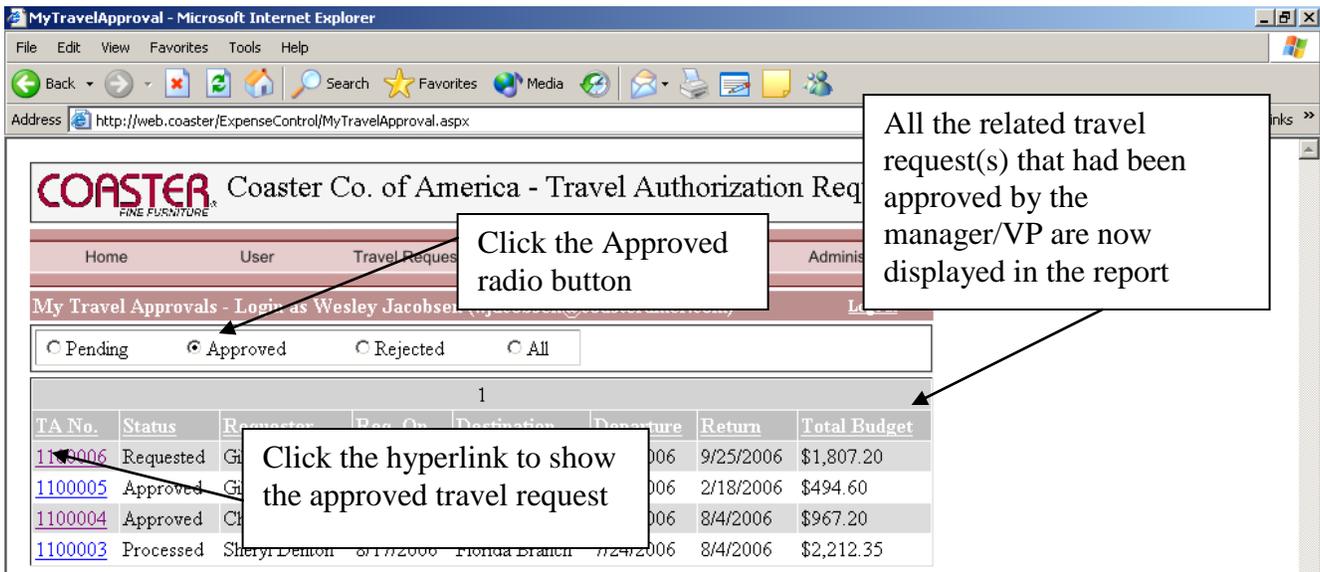
7) The approval manager / VP can scroll down the screen and check the details. If everything is correct, the approval manager / VP can click the Approve button in the Approval section to approve the travel request.



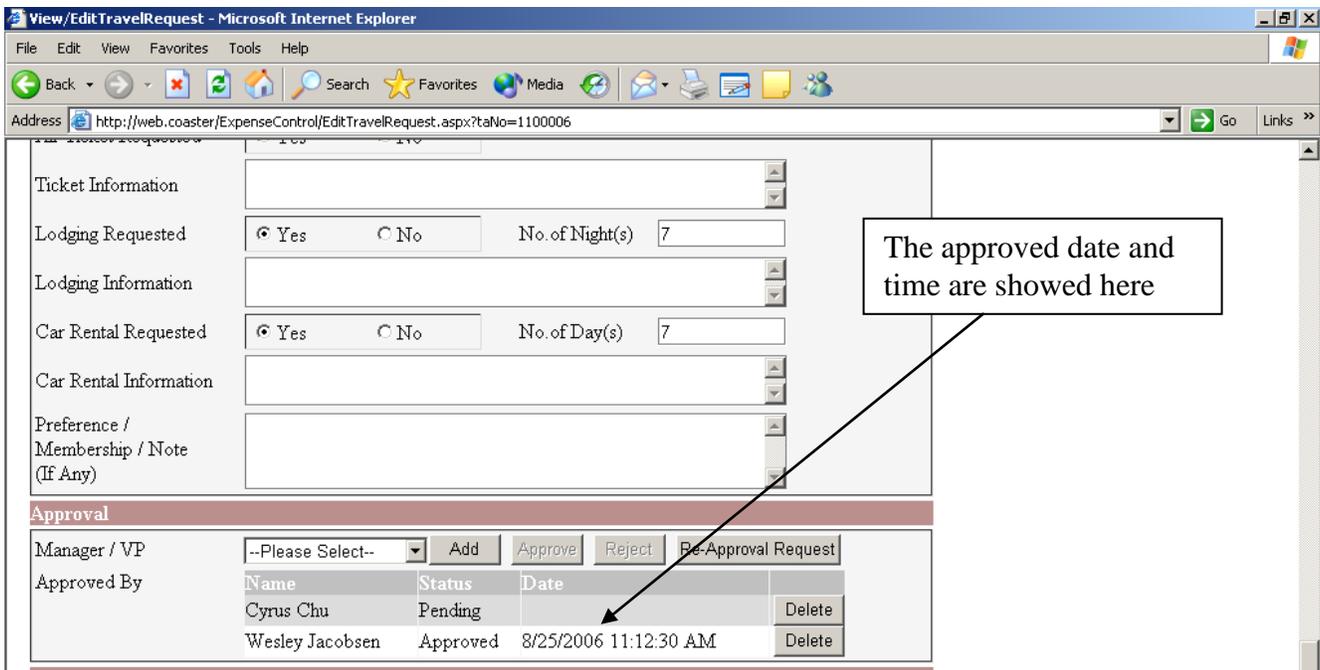
8) Once the Approve button is clicked, the confirmation box will be displayed.



- 9) If the approval manager/VP needs to check back the details of the approved travel request(s), he or she can use the My Travel Approvals report again.
- 10) Once the report shows up, click the Approved radio button and all approved travel request(s) will be displayed in a report. If the approval manager/VP needs to read the details of the approved travel request, click the TA No. hyperlink.

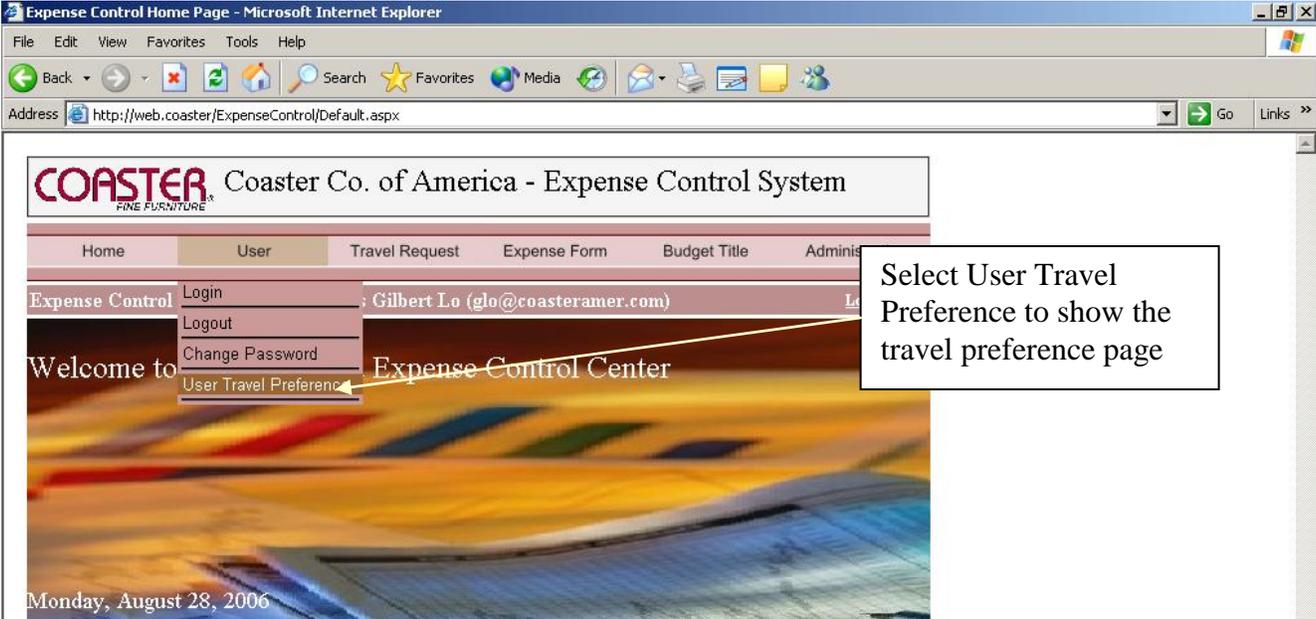


- 11) The approved travel request is now displayed and indicates the approved date and time.

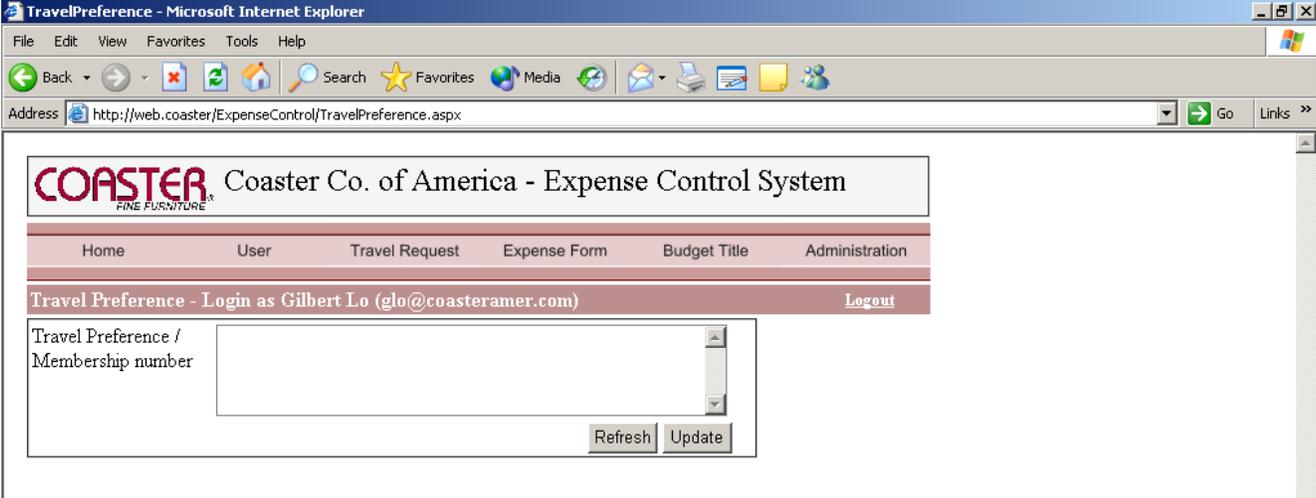


# Setup User Travel Preference

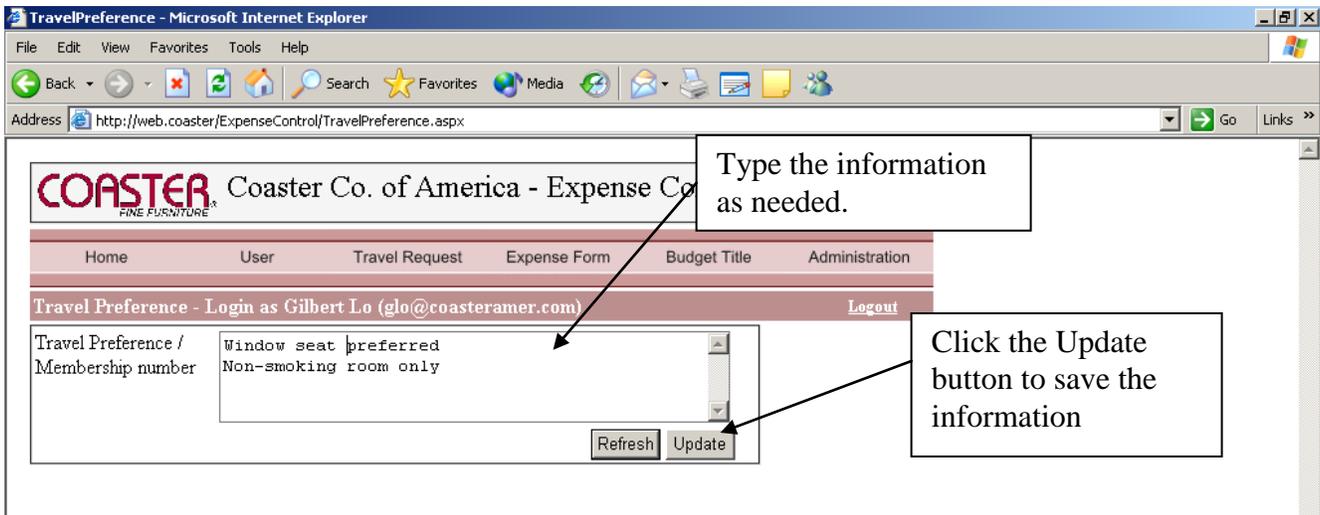
1) Each user may setup his or her travel preference by using the User Travel Preference page. To show the page, point to User and select User Travel Preference from the dropdown menu.



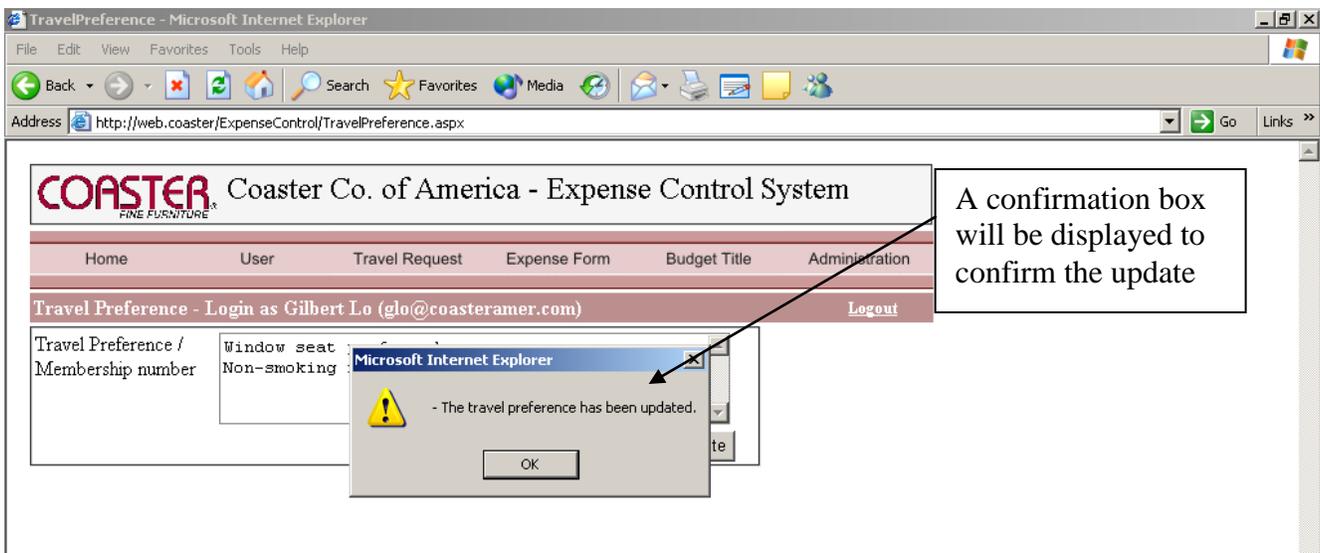
2) The User Travel Preference page is now displayed as below.



- 3) Type the information for the travel preference as needed and then click the Update button to save the information.



- 4) A confirmation box will be displayed to confirm the update.



- 5) After the travel preference is inputted and updated, the information will show in every new travel request form.

New Travel Request - Login as Gilbert Lo (glo@coasteramer.com) Logout

Requester: Gilbert Lo - HQ Destination\*: [ ]

Budget For\*: [ ] Budget Title: NoBudgetTitle

Purpose of Trip\*: [ ]

From (Airport): [ ] To (Airport): [ ]

Departure Date\*: [ ] Departure Time\*: [ ]

Return Date\*: [ ] Return Time\*: [ ]

Day(s) of Trip\*: [ ] Type of Travel\*: --Please--

Route Reference (If Any): [ ]

**Instruction and Preference**

Air Ticket Requested:  Yes  No

Lodging Requested:  Yes  No No. of Night(s): [ ]

Car Rental Requested:  Yes  No No. of Day(s): [ ]

Advance Requested:  Yes  No Pay Option: Mail

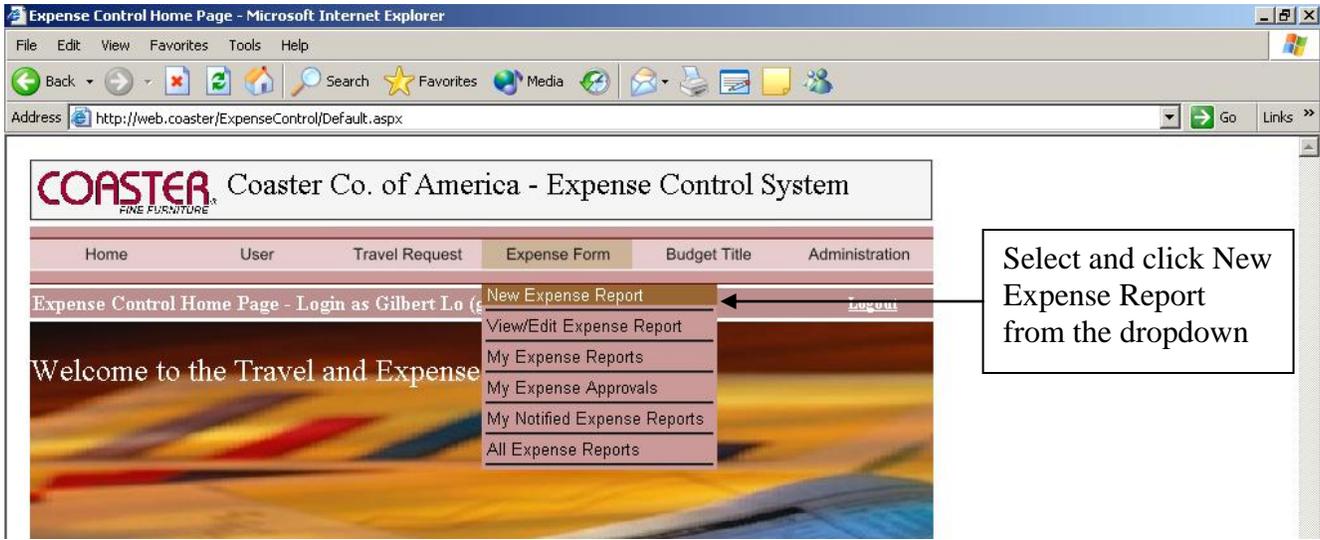
Preference / Membership / Note (If Any): Window seat preferred  
Non-smoking room only

After the travel preference is inputted and updated, the information will show in every new travel request form

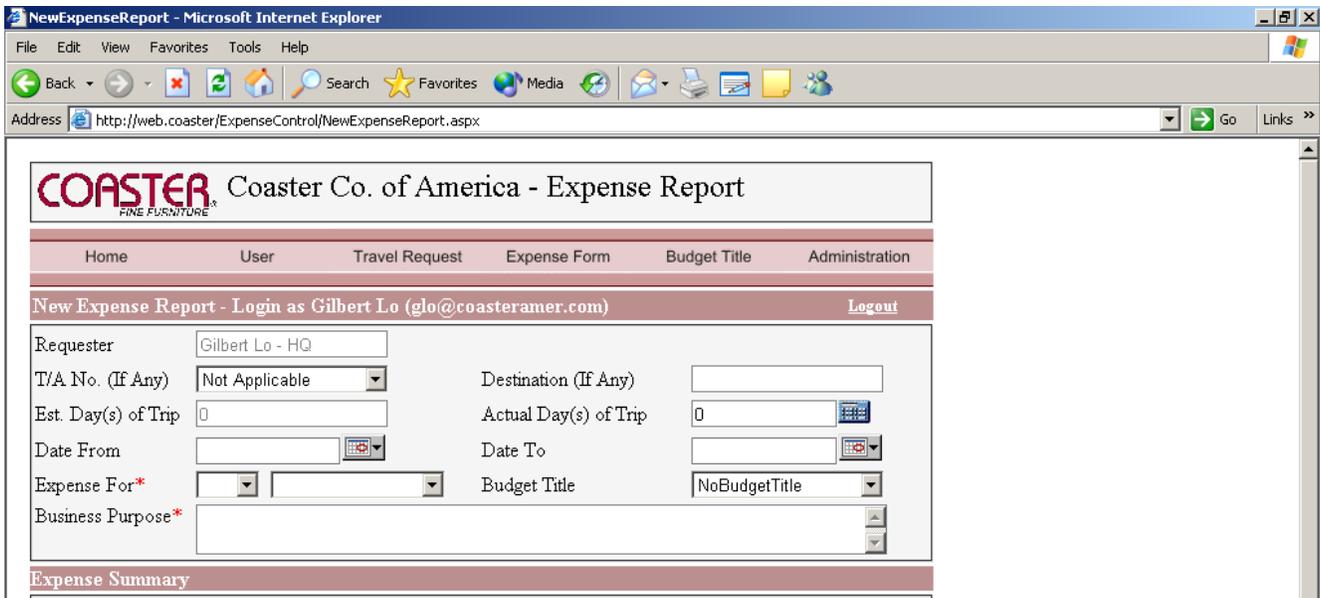
# Submit an Expense Report

## 1) Open a new expense report form

- d) Point to the Expense Form menu in the menu bar.
- e) Select and click New Expense Report in the dropdown menu.



- f) Then a new expense report form will be displayed as below.



## 2) Fill out the information in the expense report form

- m) The fields marked with an asterisk are the required fields. Input all the related information accordingly.

**COASTER** Coaster Co. of America - Expense Report  
FINE FURNITURE

Home User Travel Request Expense Form Budget Title Administration

New Expense Report - Login as Gilbert Lo (glo@coasteramer.com) Logout

Requester: Gilbert Lo - HQ

T/A No. (If Any): Not Applicable

Destination (If Any):

Est. Day(s) of Trip: 0

Actual Day(s) of Trip: 0

Date From:

Date To:

Expense For\*:

Budget Title: NoBudgetTitle

Business Purpose\*:

Input all the related information accordingly. The fields marked with an asterisk are the required fields.

- n) If the expense report is related to the travel authorization request, select the TA No. from the TA No. dropdown list.

**COASTER** Coaster Co. of America - Expense Report  
FINE FURNITURE

Home User Travel Request Expense Form Budget Title Administration

New Expense Report - Login as Gilbert Lo (glo@coasteramer.com) Logout

Requester: Gilbert Lo - HQ

T/A No. (If Any): Not Applicable

Destination (If Any):

Est. Day(s) of Trip: 1100006

Actual Day(s) of Trip: 0

Date From:

Date To:

Expense For\*:

Budget Title: NoBudgetTitle

Business Purpose\*:

Select the related TA No. from the TA No. dropdown list

- o) Once the TA No. has been selected, the related information will be copied from the travel request to the expense report. Modify the information if needed.

**COASTER** Coaster Co. of America - Expense Report

Home User Travel Request Expense Form Budget Title Administration

New Expense Report - Login as Gilbert Lo (glo@coasteramer.com) Logout

Requester: Gilbert Lo - HQ

T/A No. (If Any): 1100006 Destination (If Any): Florida Branch

Est. Day(s) of Trip: 8 Actual Day(s) of Trip: 8

Date From: 9-18-2006 Date To: 9-25-2006

Expense For\*: FL Warehouse Budget Title: NoBudgetTitle

Business Purpose\*: TWL "Go Live" Training

- p) For the expense item(s), the system will automatically copy all the budget items from the travel request to the expense report when the TA No. is selected as above. Check each item and modify it as needed. To modify the expense item, click the Edit button to show the item details in the input boxes and then click the Update button again after the change is finished.

**Expense Summary**

Total Expenses	\$1,807.20	Balance Due	\$476.00
Advanced	\$224.00	Prepaid	\$0.00
Orig. Travel Budget	\$1,807.20	T/A Paid Amount	\$0.00
Pay Option	Mail		

**Expense Input**

Date: 8-24-2006 Item: CarRental Type: Reimbursable

Mileage (Auto only): Receipt:  Yes  No Amount: 420.00

Reference: Enterprise Preferred Update Cancel

**General Expense Item(s)**

Date	Item	Type	Reference	Receipt	Amount	Edit	Delete
8/24/2006	Airfare	NonReimbursable	UA Airway	No	\$547.20	Edit	Delete
8/24/2006	CarRental	Reimbursable	Enterprise Preferred	No	\$420.00	Edit	Delete
8/24/2006	Lodging	NonReimbursable	Please book the hotel that close to the FL warehouse	No	\$560.00	Edit	Delete
8/24/2006	PerDiem	Reimbursable	\$35 x 8 Day(s)	No	\$280.00	Edit	Delete

NewExpenseReport - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://web.coaster/ExpenseControl/NewExpenseReport.aspx

**Expense Input**

Date: 8-24-2006 Item: CarRental Type: Reimbursable Ref

Mileage (Auto only): Receipt:  Yes  No Amount: 435.25

Reference: Enterprise Preferred Update Cancel

**General Expense Item(s)**

Date	Item	Type	Reference	Receipt	Amount		
8/24/2006	Airfare	NonReimbursable	UA Airway	No	\$547.20	Edit	Delete
8/24/2006	CarRental	Reimbursable	Enterprise Preferred	No	\$420.00	Edit	Delete
8/24/2006	Lodging	NonReimbursable	Please book the hotel that close to	No	\$560.00	Edit	Delete

Modify the information as needed and click the Update button to save the change

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Address http://web.coaster/ExpenseControl/NewExpenseReport.aspx

**Expense Input**

Date: 8-24-2006 Item: --Please Select-- Type: --Please Select-- Ref

Mileage (Auto only): Receipt:  Yes  No Amount:

Reference: Add Cancel

**General Expense Item(s)**

Date	Item	Type	Reference	Receipt	Amount		
8/24/2006	Airfare	NonReimbursable	UA Airway	No	\$547.20	Edit	Delete
8/24/2006	CarRental	Reimbursable	Enterprise Preferred	No	\$435.25	Edit	Delete
8/24/2006	Lodging	NonReimbursable	Please book the hotel that close to the	No	\$560.00	Edit	Delete

The expense item is now updated and shows back in the expense list

q) Then the user needs to input the other expense item(s) manually, if any. The following shows how to input an expense item line.

**Expense Summary**

Total Expense: Input a date  
 Advanced: Select the Expense Item and Type  
 Orig. Travel Budget: \$1,822.45  
 T/A Paid Amount: \$0.00  
 Pay Option: Mail

**Expense Input**

Date: 09-21-2006 Item: Entertainment Type: Reimbursable Ref

Mileage (Auto only): Receipt:  Yes  No Amount: 85.00

Reference: Dinner with warehouse manager Add Cancel

**General Expense Item(s)**

Reference	Receipt	Amount		
Airwa			Edit	Delete
erprise			Edit	Delete
se bo			Edit	Delete
wareh			Edit	Delete
x 8 D			Edit	Delete

If there is any reference for the Budget Item, input the information in the Reference field

If there is a receipt for the expense, select "Yes"; otherwise, select "No"

Input an amount

- r) For how to choose a correct expense type, click the Ref hyperlink and a pop-up window will show the explanation for all expense types.

**Expense Input**

Date: 09-21-2006 Item: Entertainment Type: Reimbursable [Ref](#)

Mileage (Auto only): Receipt:  Yes  No Amount: 85.00

Reference: Dinner with warehouse manager Add Cancel

General Expense Item(s)							
Date	Item	Type	Reference	Receipt	Amount	Edit	Delete
8/24/2006	Airfare	NonReimbursable	UA Airway	No	\$547.20	Edit	Delete
8/24/2006	CarRental	Reimbursable	Enterprise Preferred	No	\$435.25	Edit	Delete
8/24/2006	Lodging	NonReimbursable	Please book the hotel that close to the FL warehouse	No	\$560.00	Edit	Delete
8/24/2006	PerDiem	Reimbursable	\$35 x 8 Day(s)	No	\$280.00	Edit	Delete

Advanced Item(s)							
Date	Item	Type	Reference	Receipt	Amount	Edit	Delete
8/24/2006	CashAdvance	Advanced	PerDiem Advance (80.00 %)	No	\$224.00	Edit	Delete

**REFERENCE FOR EXPENSE TYPE**

Advanced	The advanced cash for the business purpose that has been paid to the employee.
Credit Card	The expense item that is paid by the company credit card.
Prepaid	The expense item that is prepaid by the employee and has been paid back to the employee before the trip.
Non-Reimbursable	The expense item that is paid by the company directly and will not be paid back to the employee.
Reimbursable	The expense item that is paid by the employee and will be paid back to the employee after the expense report has been approved.

s) If everything is correct, click the Add button to add the expense item line.

**Expense Summary**

Total Expenses	\$1,822.45	Balance Due	\$491.25
Advanced	\$224.00	Prepaid	\$0.00
Orig. Travel Budget	\$1,822.45	T/A Paid Amount	\$0.00
Pay Option	Mail		

**Expense Input**

Date: 09-21-2006    Item: Entertainment    Type: Reimbursable    Ref: [Ref](#)  
 Mileage (Auto only):    Receipt:  Yes    Amount: 85.00  
 Reference: Dinner with warehouse manager    Add    Cancel

**General Expense Item(s)**

Date	Item	Type	Reference	Receipt	Amount	Edit	Delete
8/24/2006	Airfare	NonReimbursable	UA Airway	No	\$547.20	Edit	Delete
8/24/2006	CarRental	Reimbursable	Enterprise Preferred	No	\$435.25	Edit	Delete
8/24/2006	Lodging	NonReimbursable	Please book the hotel that close to the FL warehouse	No	\$560.00	Edit	Delete
8/24/2006	PerDiem	Reimbursable	\$35 x 8 Day(s)	No	\$280.00	Edit	Delete

Click the Add button and the expense item line will be added to the expense list

**Expense Input**

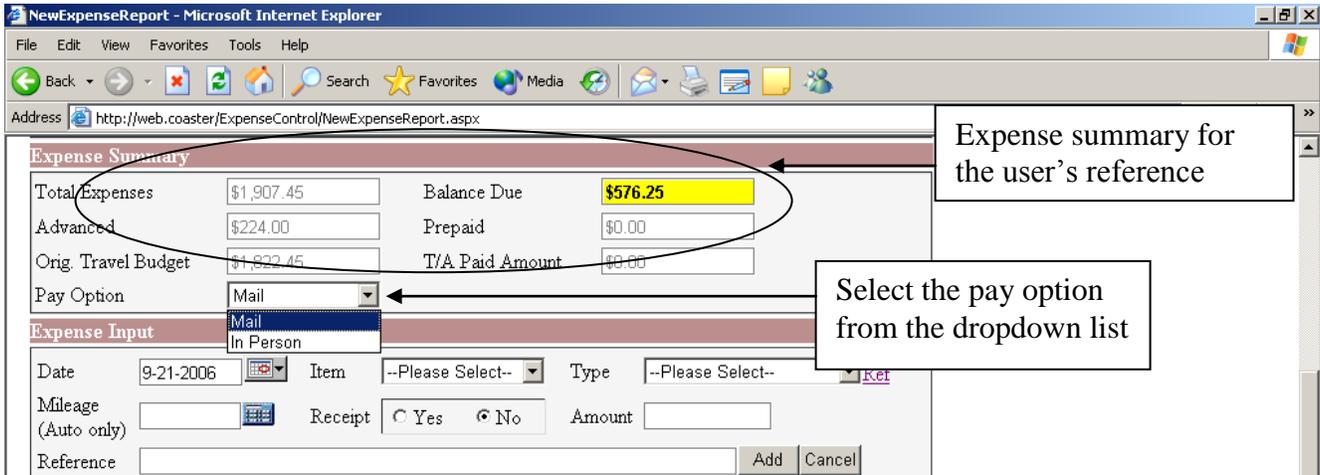
Date: 9-21-2006    Item: --Please Select--    Type: --Please Select--    Ref: [Ref](#)  
 Mileage (Auto only):    Receipt:  Yes    Amount:      
 Reference:    Add    Cancel

**General Expense Item(s)**

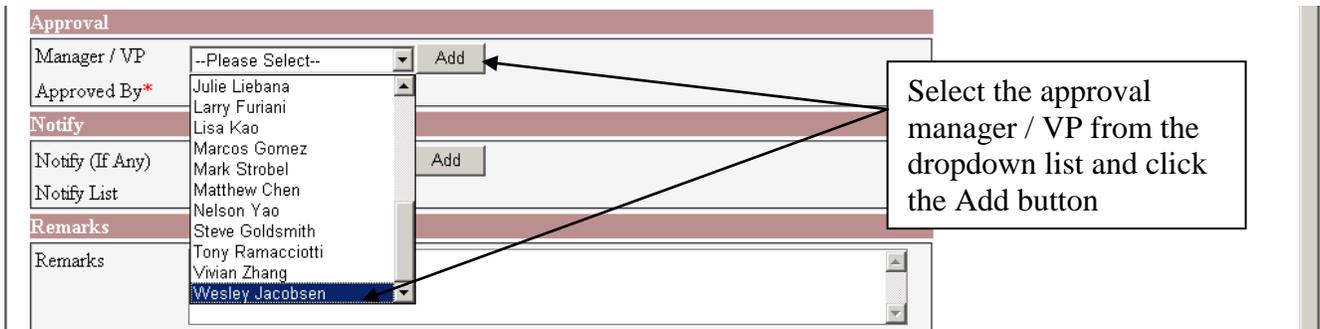
Date	Item	Type	Reference	Receipt	Amount	Edit	Delete
8/24/2006	Airfare	NonReimbursable	UA Airway	No	\$547.20	Edit	Delete
8/24/2006	CarRental	Reimbursable	Enterprise Preferred	No	\$435.25	Edit	Delete
8/24/2006	Lodging	NonReimbursable	Please book the hotel that close to the FL warehouse	No	\$560.00	Edit	Delete
8/24/2006	PerDiem	Reimbursable	\$35 x 8 Day(s)	No	\$280.00	Edit	Delete
9/21/2006	Entertainment	Reimbursable	Dinner with warehouse manager	Yes	\$85.00	Edit	Delete

Now the new expense item line is added to the list

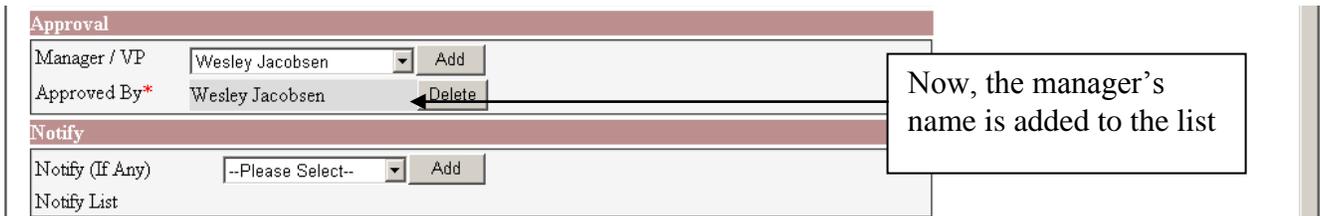
- t) Continue to do the same procedure until all the related expense item(s) are added to the expense list. When the inputs of expense items are completed, in the Expense Summary section, it will show the total expense, balance due and etc. for the user's reference. In addition, the user can choose the pay option from the dropdown list.



The next step is to select the relative approval manager and/or VP. Select the approval manager / VP from the dropdown list and click the Add button.



- u) Now, the manager's name is added to the approval list. Continue to do the same procedure until all the approval personnel is added to the list.



v) Continue to do the same procedure until all the approval personnel is added to the list.

Advanced Item(s)							
Date	Item	Type	Reference	Receipt	Amount		
8/24/2006	CashAdvance	Advanced	PerDiem Advance (80.00 %)	No	\$224.00	Edit	Delete

**Approval**

Manager / VP:

Approved By\*:

Wesley Jacobsen	<input type="button" value="Delete"/>
Cyrus Chu	<input type="button" value="Delete"/>

**Notify**

Notify (If Any):

Continue to do the same procedure until all the approval personnel is added to the list

w) If there is any notify party, do the same procedure as selecting an approval manager / VP as mentioned above.

**Approval**

Manager / VP:

Approved By\*:

Wesley Jacobsen	<input type="button" value="Delete"/>
Cyrus Chu	<input type="button" value="Delete"/>

**Notify**

Notify (If Any):

Notify List:

- Lupe Aguirre
- Marcela Araya
- Marcos Gomez
- Mark Strobel
- Matthew Chen
- Michael Weltz
- Nelson Yao**
- Norma Buhain
- Pablo Guevara
- Paul Caldarola
- Reyna Hernandez

**Remarks**

Remarks:

Select the notify person from the dropdown list and click the Add button

**Approval**

Manager / VP:

Approved By\*:

Wesley Jacobsen	<input type="button" value="Delete"/>
Cyrus Chu	<input type="button" value="Delete"/>

**Notify**

Notify (If Any):

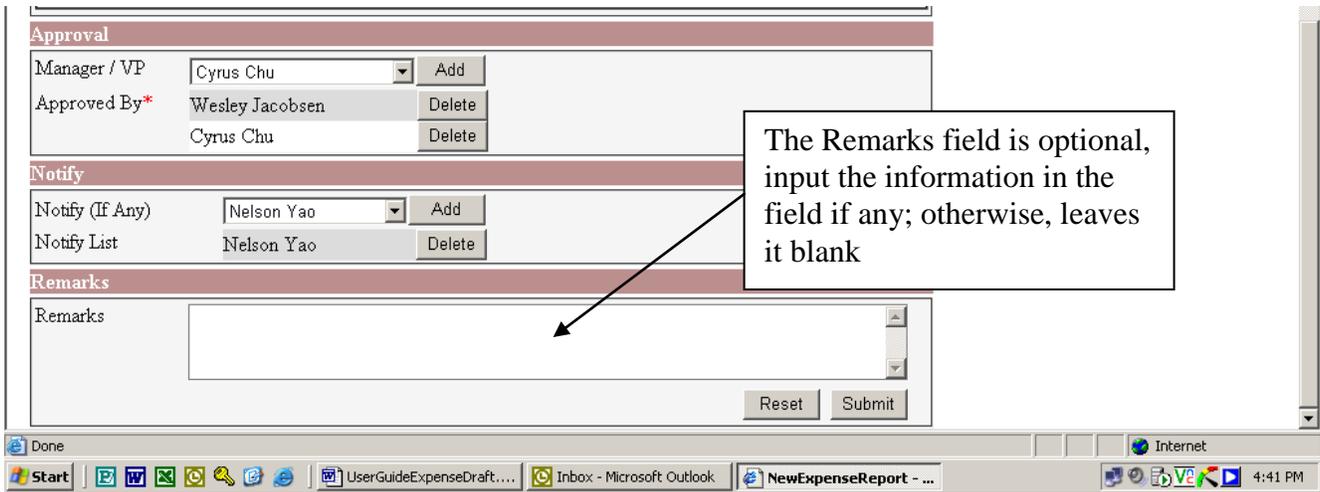
Notify List:

**Remarks**

Remarks:

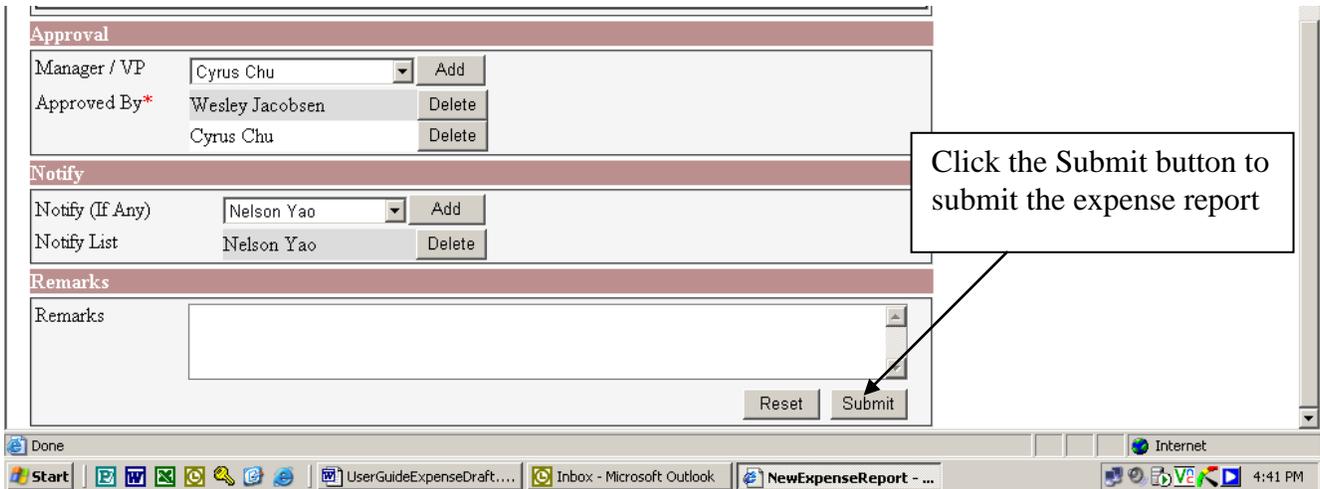
Now, the name is added to the notify list

- x) The Remarks field is optional, input the information in the field if any; otherwise, leaves it blank.

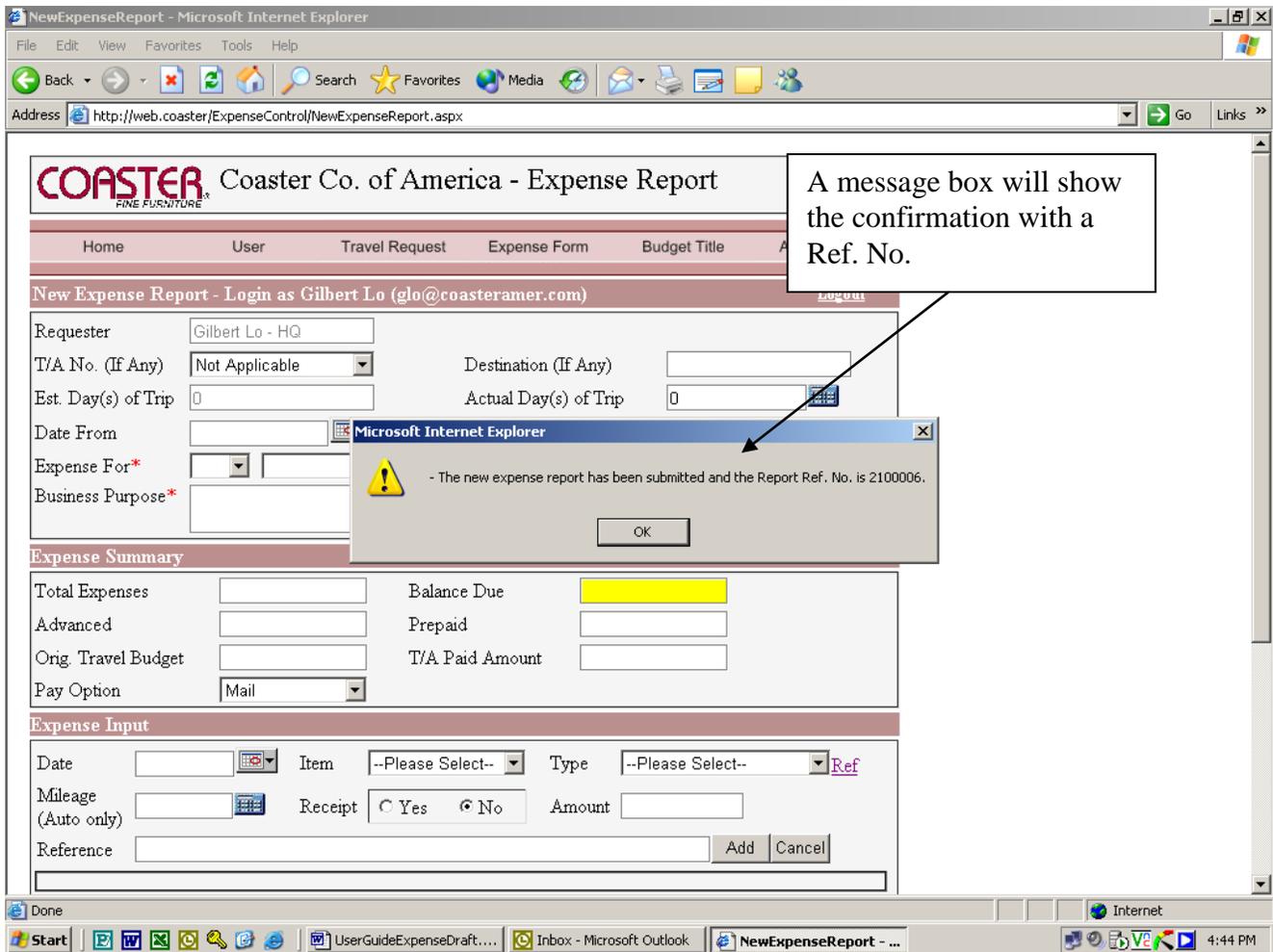


### 3) Submit the expense report form

- c) Click the Submit button to submit the expense report.

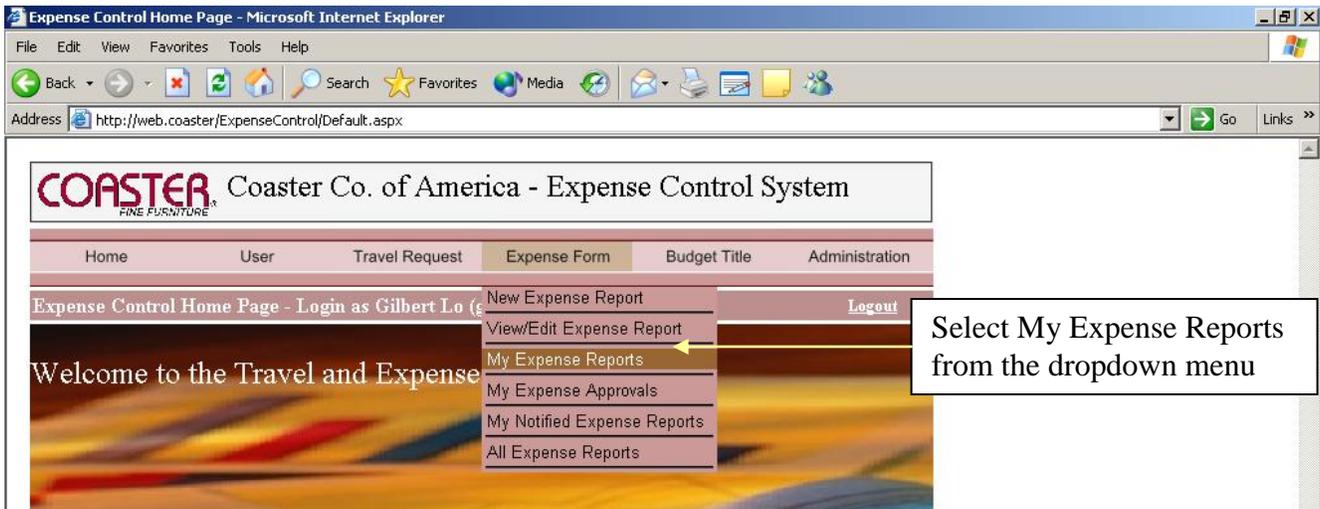


- d) If the expense report form is successfully submitted, a message box will show the confirmation with a Ref. No. In addition, an email will be automatically sent to all related personnel.



## Search an Expense Report

- 3) All users can search their expense report submission and check the status in a report. Point to the Expense Form in the menu bar and select My Expense Reports from the dropdown menu.



- 4) The summary report is now displayed and shows the status of each expense report. Click the Report No. hyperlink to show the related expense report.

MyExpenseReport - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://web.coaster/ExpenseControl/MyExpenseReport.aspx>

COASTER FINE FURNITURE Coaster Co. of America - Expense Report

Home User Travel Request Expense Form Budget Title Administration

My Expense Reports - Login as Gilbert Lo (glo@coasteramer.com) Logout

Requested From  To  Refresh

Report No.	Status	Requested On	Total Expense	Balance Due
<a href="#">2100006</a>	Requested	8/28/2006	\$1,907.45	\$576.25
<a href="#">2100004</a>	Requested	8/18/2006	\$590.37	\$590.37

Click the Report No. hyperlink to show the expense report

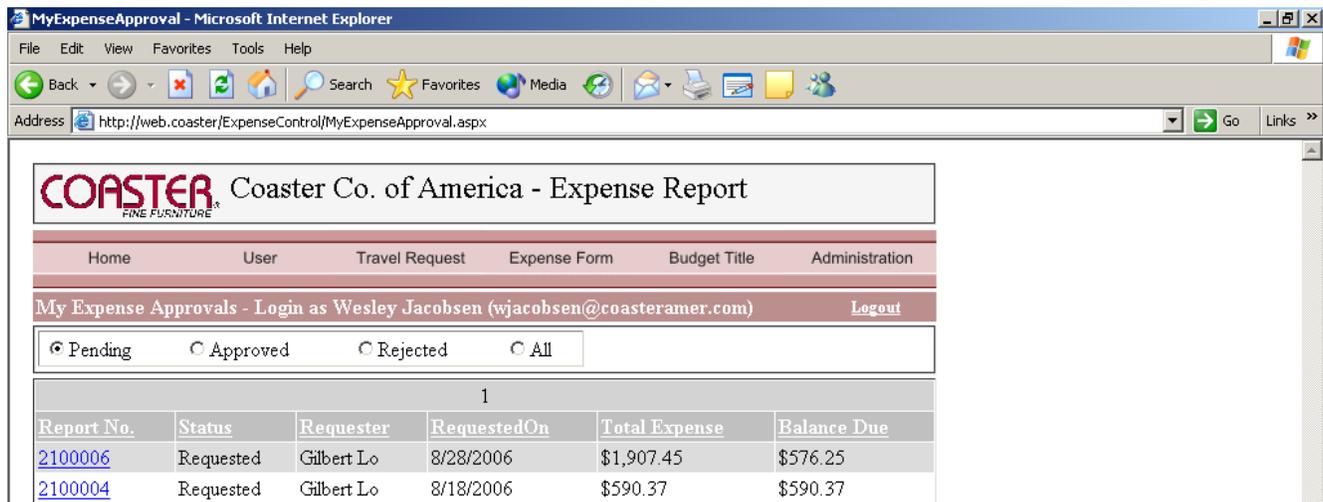
The summary report shows the status of each expense report

## Approve an Expense Report

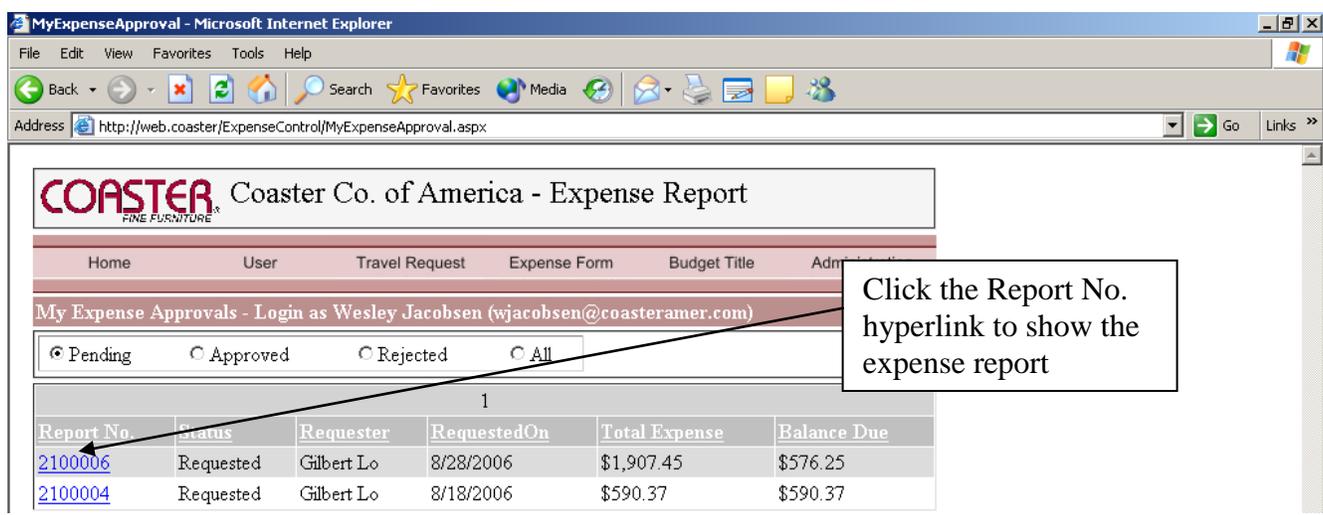
- 12) After the requester submits the expense report, the related approval manager(s) / VP(s) will receive a notification that requested for approval via email.
- 13) In order to approve the expense report, all the approval managers / VPs must use their own login to log into the system.
- 14) The approval manager / VP can check the pending expense report by a summary report. To show the approval report, point to the Expense Form menu in the menu bar and then select and click My Expense Approvals in the dropdown menu.



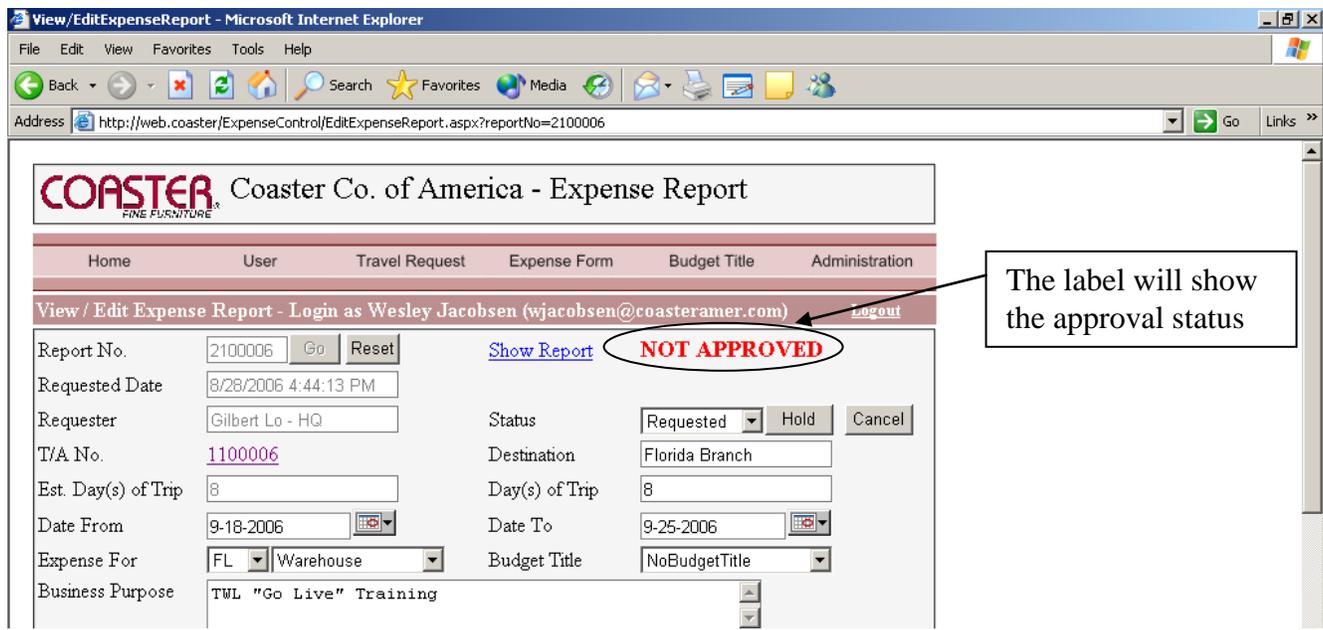
- 15) Then the summary report will be displayed as below.



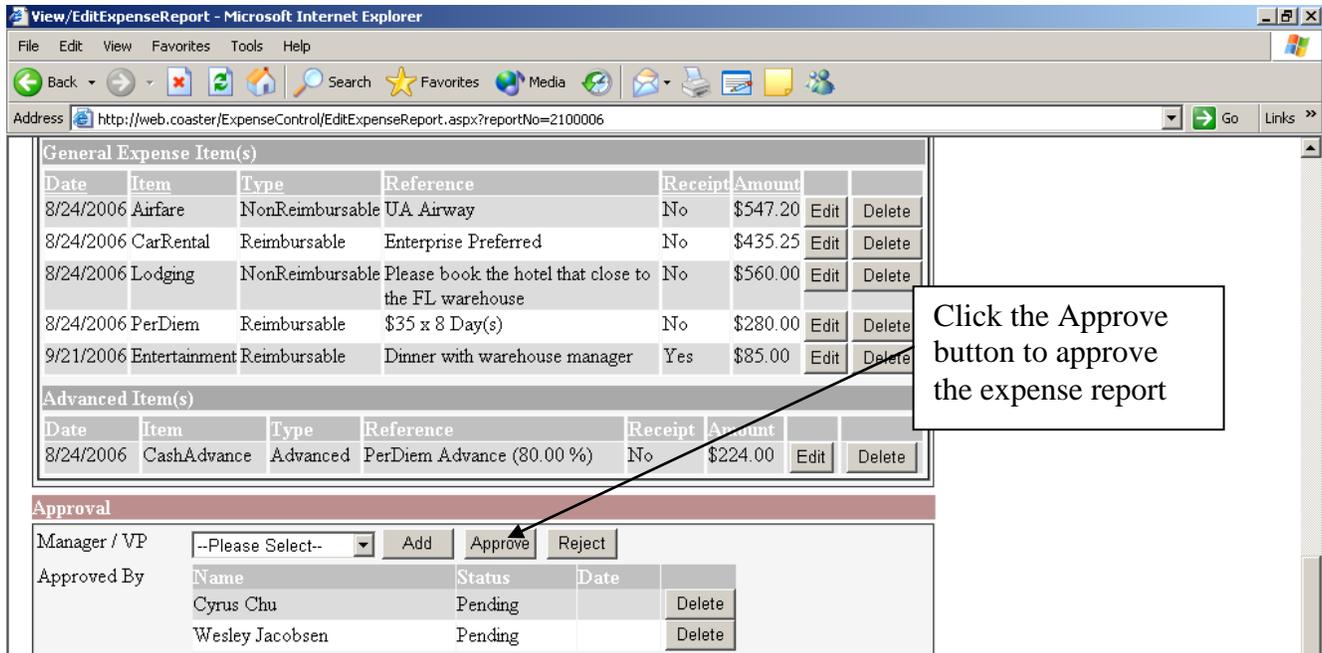
16) All the expense reports in the summary report are pending for approval and the approval manager / VP can select one of them to approve at a time by clicking the Report No. hyperlink.



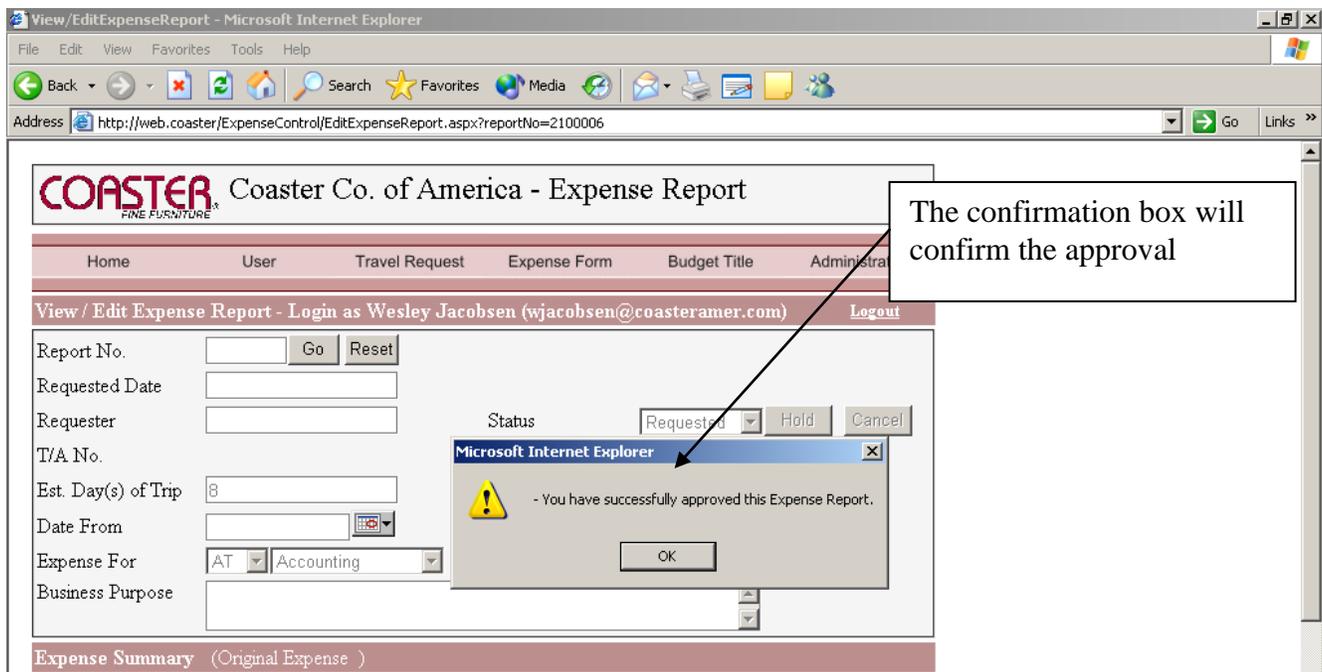
17) Once the hyperlink is clicked, the expense report will be displayed as below and there is a label showing that whether the expense report has been fully approved or not.



18) The approval manager / VP can scroll down the screen and check the details. If everything is correct, the approval manager / VP can click the Approve button in the Approval section to approve the expense report.



19) Once the Approve button is clicked, the confirmation box will be displayed.



20) If the approval manager/VP needs to check back the details of the approved expense report(s), he or she can use the My Expense Approvals report again.

21) Once the summary report shows up, click the Approved radio button and all approved expense report(s) will be displayed in a list. If the approval manager/VP needs to read the details of the approved expense report, click the Report No. hyperlink.

Click the Approved radio button

All the related expense report(s) that had been approved by the manager/VP are now displayed in the list

Click the hyperlink to show the approved expense report

Report No.	Status	Requester	Requested On	Total Expense	Balance Due
<a href="#">2100006</a>	Requested			7.45	\$576.25
<a href="#">2100003</a>	Confirmed			2.35	\$84.00
<a href="#">2100002</a>	Approved			2.35	\$1,665.15

22) The approved expense report is now displayed and indicates the approved date and time.

The approved date and time are showed here

Date	Item	Type	Reference	Receipt	Amount	Edit	Delete
8/24/2006	Airfare	NonReimbursable	UA Airway	No	\$547.20	Edit	Delete
8/24/2006	Car Rental	Reimbursable	Enterprise Preferred	No	\$435.25	Edit	Delete
8/24/2006	Lodging	NonReimbursable	Please book the hotel that close to the FL warehouse	No	\$560.00	Edit	Delete
8/24/2006	PerDiem	Reimbursable	\$35 x 8 Day(s)	No	\$280.00	Edit	Delete
9/21/2006	Entertainment	Reimbursable	Dinner with warehouse manager	Yes	\$85.00	Edit	Delete

Date	Item	Type	Reference	Receipt	Amount	Edit	Delete
8/24/2006	Cash Advance	Advanced	PerDiem Advance (80.00 %)	No	\$224.00	Edit	Delete

Name	Status	Date	Delete
Cyrus Chu	Pending		Delete
Wesley Jacobsen	Approved	8/28/2006 5:04:38 PM	Delete

1. ) Negative Amount not allow

a) Allow multiple “Budget Item” to add on Travel Request and Expense Request

**Budget Input**

Budget Item: --Please Select-- Type: --Please Select-- Amount:

Reference:

**General Budget Item(s)**

Budget Item	Type	Reference	Amount		
PerDiem	Reimbursable	\$25 x 15 Day(s)	375.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Airfare	CreditCard	test	-500.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Airfare	CreditCard	test4	1000.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

**Advance Item(s)**

Advance Item	Type	Reference	Amount		
CashAdvance	Advance	PerDiem Advance (8.00 %)	30.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

2. Budget Summary – Advance Ratio:

- a. No on Advance Req– disable or Zero on Advance ratio-
- b. Yes – default as setup in the profile and/or allow to change.

**Budget Summary** (Original Entered Budget \$875.00)

Advance Requested:  Yes  No Advance Ratio:

Total Budget:  Advance:

Payable Amount:  Check Status:

3. Add one more field to Admin Setting (Linda Mendez):

- a. Manager name should automatically insert base upon setting under Travel request and Expense report

**Administration Setting - Login as Charlie Ngo (c**

Administrator Name	Catherina(#1372) or Ellain
Administrator Email	cngo@coasterusa.com
Re-Approval Ratio For Expense	0.1
Advanced Ratio	.8
International Rate	35
Domestic / Regular Rate	35
High Point Rate	25
Tupelo Rate	25
Las Vegas Rate	25
Mileage Rate	0.565
Manager's approve	Linda Mendez

- b. Having 2 managers' approval only when **Las Vegas and HighPointShow** is selected

Approval					
Manager / VP	--Please Select--	<input type="button" value="Add"/>	<input type="button" value="Approve"/>	<input type="button" value="Reject"/>	<input type="button" value="Re-Approval Request"/>
Approved By	<b>Name</b>	<b>Status</b>	<b>Date</b>	<input type="button" value="Delete"/>	
	Linda Mendez	Pending		<input type="button" value="Delete"/>	
	Charlie Ngo	Pending		<input type="button" value="Delete"/>	

4. **Type of Travel** request now show up in Expense Report:

Type of Travel	<input type="button" value="Business Purpose"/> <input type="button" value="Expense Summary"/>
	<div style="border: 1px solid black; padding: 5px;">             International              Domestic/Regular              HighPointShow              LasVegasShow              TupeloShow           </div>
Total Expenses	\$4,472.02
Balance	

5. Any update to Travel request or Expense report, user, manager and administrator will get notify via email.