



Expense Report (ER) Procedure

[Navigation path to Expense Reports](#)

- 1) Log in to PeopleSoft using: <https://myportal.sdccd.edu>

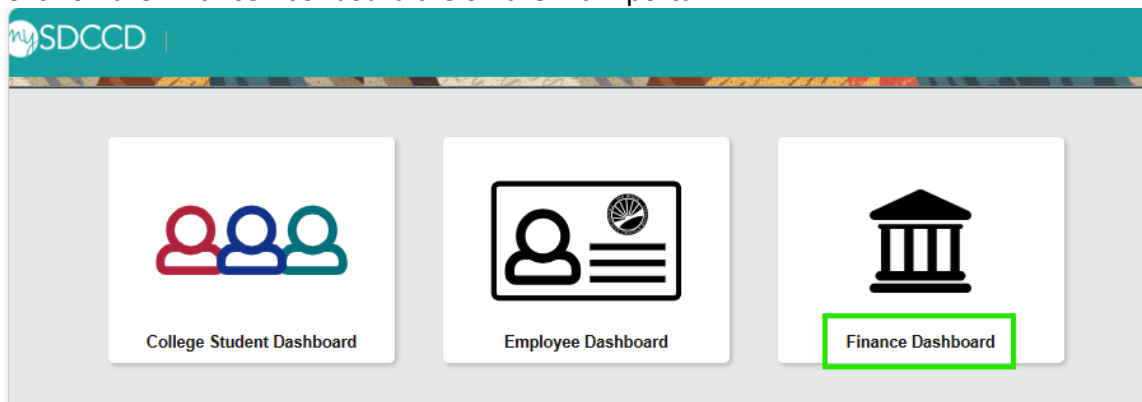
Enter password

Password

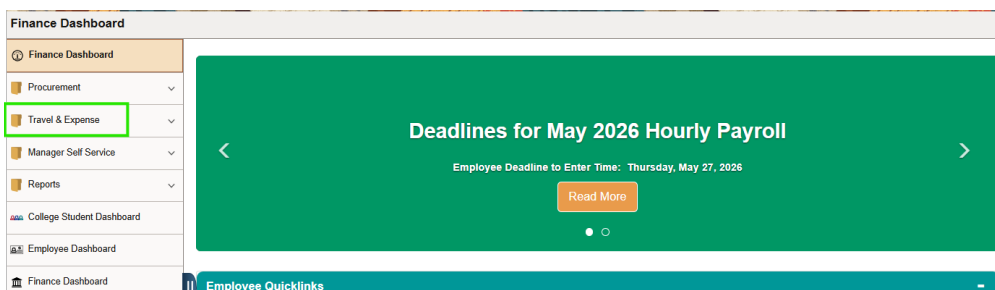
[Forgot my password](#)

Sign in

- 2) Click on the Finance Dashboard tile on the main portal



- 3) Click on Travel & Expense





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4) Click on Expense Report

Finance Dashboard

- ① Finance Dashboard
- Procurement
- Travel & Expense
- Travel Authorization
- Expense Report**
- Cash Advance
- Request a Payment
- Travel and Expense Center

Deadlines for May 2026 Monthly Payroll

Employee Deadline to Enter Time: Monday, May 19, 2026

[Read More](#)

Employee Quicklinks

5) Enter the traveler's employee ID and then click Add

Finance Dashboard

- ① Finance Dashboard
- Procurement
- Travel & Expense
- Travel Authorization
- Expense Report**
- Cash Advance
- Request a Payment
- Travel and Expense Center

Expense Report

Add a New Value [Find an Existing Value](#)

*Empl ID

[Add](#)

Setting up Expense Report

- 1) To close out an existing Travel Authorization (TA) with a status of "Approved," click on "a Travel Authorization" from the Quick Start menu

Finance Dashboard

Jasmine San Agustin

Save for Later | Summary and Submit

Quick Start

...Populate from

GO

...Populate from

a Travel Authorization

an Existing Mileage Report

Total 0.00 USD



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- 2) Click “Select” next to the TA to be closed

Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Travel Authorization Demo 2026	0000016323	05/25/2026	05/28/2026	2,313.17	USD

The ER is now populated with the same lines that are in the approved TA. At this point, click “Save for Later” to save your work and generate an ER Number:

***Note:** The attachments from the TA do not populate onto the ER.

- 3) If the actual expenses are the same as those projected on the TA, then it can be submitted after attaching the final receipts (excluding receipts for meals) as one PDF file:



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Check the certification box and then click “Submit Expense Report.”

Jasmine San Agustin Save for Later Expense Details

Actions ...Choose an Action GO

*Business Purpose Professional Development Report 0000021035 Pending

*Description Travel Authorization Demo 2026

Reference

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (12 Lines)	2,313.17 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	500.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 1,813.17 USD Amount Due to Supplier 0.00 USD

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Click “OK” in the Expense Report Submit Confirm box

Expense Report Submit Confirm

Expense Report

Save Confirmation

Jasmine San Agustin

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (12 Lines)	2,213.17 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	500.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 1,713.17 USD Amount Due to Supplier 0.00 USD

OK Cancel

Jasmine San Agustin Expense Details

Actions ...Choose an Action GO

Your expense report 0000021035 has been submitted for approval.

Business Purpose Professional Development Report 0000021035 Submission in Process

Description Travel Authorization Demo 2026 Created 05/21/2026 Jasmine San Agustin

Reference Last Updated 05/22/2026 Jasmine San Agustin

Post State Not Applied

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (12 Lines)	2,213.17 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	500.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 1,713.17 USD Amount Due to Supplier 0.00 USD

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Refresh Approval Status

Return to Search Notify

***Tip:** Make note of your **Expense Report** number and download a copy of your report using the “**View Printable Version**” button

Congratulations! You’ve successfully submitted an Expense Report!



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If adjustments are needed, continue to the next page.



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Making Adjustments to the ER

To remove an expense from the ER, click the “-” button:

Jasmine San Agustin

Save for Later | Summary and Submit

Actions: ...Choose an Action GO

*Business Purpose: Professional Development
*Report Description: Travel Authorization Demo 2026
Reference: [Search]
Report: 0000021035 Pending
Default Location: OAKLAND
Authorization ID: 0000016323
Attachments

Expenses: Expand All | Collapse All Add: My Wallet (0)

Total: 2,313.17 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
05/25/2026	First/Last Day of Travel	First Day Travel meal per diem	Employee Paid	69.00	USD	+ -

224 characters remaining

*Billing Type: Internal District Expense
*Location: OAKLAND

Accounting Details

Receipt Split
Per Diem Deductions

Default Rate
Non-Reimbursable
No Receipt

*Exchange Rate: 1.00000000
Base Currency Amount: 69.00 USD

To add a new expense to the ER, click the “+” button:

Jasmine San Agustin

Save for Later | Summary and Submit

Actions: ...Choose an Action GO

*Business Purpose: Professional Development
*Report Description: Travel Authorization Demo 2026
Reference: [Search]
Report: 0000021035 Pending
Default Location: OAKLAND
Authorization ID: 0000016323
Attachments

Expenses: Expand All | Collapse All Add: My Wallet (0)

Total: 2,313.17 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
05/25/2026	First/Last Day of Travel	First Day Travel meal per diem	Employee Paid	69.00	USD	+ -

224 characters remaining

*Billing Type: Internal District Expense
*Location: OAKLAND

Accounting Details

Receipt Split
Per Diem Deductions

Default Rate
Non-Reimbursable
No Receipt

*Exchange Rate: 1.00000000
Base Currency Amount: 69.00 USD

If an adjustment needs to be made to an expense amount, delete the populated amount and type in the new amount:

Example: Before Adjustment:

05/25/2026 Miscellaneous

*Uber/Lyft/Parking Fees/Baggage Fees

Employee Paid

200.00 USD

219 characters remaining

*Billing Type: Internal District Expense

Accounting Details

Receipt Split

Default Rate
Non-Reimbursable
No Receipt

*Exchange Rate: 1.00000000
Base Currency Amount: 200.00 USD

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Product	Account	Oper Unit
200.00	DIS01	200.00	USD	1.00000000	1110	74200	672000	5361	



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After Adjustment:

05/25/2026 Miscellaneous * Uber/Lyft/Parking Fees/Baggage Fees Employee Paid 100.00 USD + -
219 characters remaining
Billing Type Internal District Expense Receipt Split
Default Rate
Non-Reimbursable
No Receipt
Exchange Rate 1.00000000
Base Currency Amount 100.00 USD

Accounting Details

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Product	Account	Oper Unit
100.00	DIS01	100.00	USD	1.00000000	1110	74200	672000	5361	

***Tip:** After every adjustment, click “Save for Later.”

***Note:** Adjustments to meal per diems should only be to **add** a new line for a new meal that was not provided by the conference **OR** to **remove** a meal that was provided by the conference. The amounts should not be adjusted because they are set by the [GSA](#).

If a Payment Type needs to be changed:

Example: If a payment type was initially “Cal Card,” but was actually paid by the employee, the payment type can be changed to “Employee Paid,” to ensure the employee is reimbursed for that expense.

Before Payment Type change:

05/25/2026 Meetings & Conferences * Registration Fees CalCard 500.00 USD + -
237 characters remaining
Billing Type Internal District Expense Receipt Split
Default Rate
Non-Reimbursable
No Receipt
Exchange Rate 1.00000000
Base Currency Amount 500.00 USD

Accounting Details

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Product	Account	Oper Unit
500.00	DIS01	500.00	USD	1.00000000	1110	74200	672000	5358	

After Payment Type change:

05/25/2026 Meetings & Conferences * Registration Fees Employee Paid 500.00 USD + -
237 characters remaining
Billing Type Internal District Expense Receipt Split
Default Rate
Non-Reimbursable
No Receipt
Exchange Rate 1.00000000
Base Currency Amount 500.00 USD

Accounting Details

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Product	Account	Oper Unit
500.00	DIS01	500.00	USD	1.00000000	1110	74200	672000	5358	

***Note:** Changes to payment types affect accounting entries

****Note:** If a payment type was initially “Prepaid Travel” or “Cal Card” and a prepayment or credit card payment was made, reference the FAQ at the end of this guide for directions.



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After adjustments have been made to the ER to match the attached receipts, the ER is now ready to be submitted:

- 1) Add all the attachments necessary to match the expenses (exclude meal receipts)
- 2) Click "Summary and Submit"

The screenshot shows the 'Expense Report' form for Jasmine San Agustin. The form includes fields for Business Purpose (Professional Development), Report Description (Travel Authorization Demo 2026), and Reference. The Report number is 0000021035, Pending. The Default Location is OAKLAND, and the Authorization ID is 0000016323. The Attachments section is highlighted with a red box. The Actions section has a dropdown menu set to 'Choose an Action' and a 'GO' button. The 'Summary and Submit' button is highlighted with a green box. The total amount is 2,313.17 USD.

- 3) Check the certification box
- 4) Click "Submit Expense Report"

The screenshot shows the 'Expense Report' form with the 'Totals' section expanded. The 'Totals' section shows the following amounts: Employee Expenses (12 Lines) 2,313.17 USD, Cash Advances Applied 0.00 USD, Non-Reimbursable Expenses 0.00 USD, Prepaid Expenses 500.00 USD, Employee Credits 0.00 USD, and Supplier Credits 0.00 USD. The 'Amount Due to Employee' is 1,813.17 USD, and the 'Amount Due to Supplier' is 0.00 USD. The 'Submit Expense Report' button is highlighted with a green box. The 'By checking this box, I certify the expenses submitted are accurate and comply with expense policy.' checkbox is also highlighted with a green box.

- 5) Click "OK" in the Expense Report Submit Confirm box

The screenshot shows the 'Expense Report Submit Confirm' dialog box. It includes the 'Expense Report' title, the user name 'Jasmine San Agustin', and the 'Totals' section. The 'Totals' section shows the same amounts as the previous screenshot. The 'Amount Due to Employee' is 1,713.17 USD, and the 'Amount Due to Supplier' is 0.00 USD. The 'OK' button is highlighted with a green box, and the 'Cancel' button is also visible.



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Congratulations! You've successfully submitted an Expense Report!

Jasmine San Agustin

Actions

...Choose an Action

GO

Your expense report 0000021035 has been submitted for approval.

Business PurposeProfessional Development

DescriptionTravel Authorization Demo 2026

Reference

Report0000021035Submission in Process

Created05/21/2026Jasmine San Agustin

Last Updated05/22/2026Jasmine San Agustin

Post StateNot Applied

Totals

View Printable Version

View Analytics

Notes

Employee Expenses (12 Lines)	2,213.17 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	500.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee1,713.17 USD

Amount Due to Supplier0.00 USD

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Refresh Approval Status

Return to Search

Notify

***Tip:** Make note of your **Expense Report** number and download a copy of your report using the **“View Printable Version”** button

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If, after clicking “Summary and Submit,” you are taken back to the main page, some corrections are needed.

Click on the red flags to read the error message(s). Correct the error(s) and proceed to “Summary and Submit.”

Example of a date error flag:

Jasmine San Agustin

Save for Later | Summary and Submit

Actions: ...Choose an Action GO

*Business Purpose: Professional Development
*Report Description: Travel Authorization Demo 2026
Reference: [Search]

Report: 0000021035 Pending
Default Location: OAKLAND
Authorization ID: 0000016323
Attachments

Expenses

Expand All | Collapse All Add: My Wallet (0)

Total: 2,213.17 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
05/25/2026	First/Last Day of Travel	First Day Travel meal per diem	Employee Paid	69.00	USD
224 characters remaining					
*Billing Type: Internal District Expense		Receipt Split Per Diem Deductions	☒ Default Rate ☐ Non-Reimbursable ☐ No Receipt	*Exchange Rate: 1.00000000 Base Currency Amount: 69.00	USD
*Location: OAKLAND					
Accounting Details					
05/26/2026	Full Per Diem Rate All Meals	Full Day of Meals Per Diem	Employee Paid	92.00	USD
228 characters remaining					
*Billing Type: Internal District Expense		Receipt Split Per Diem Deductions	☒ Default Rate ☐ Non-Reimbursable ☐ No Receipt	*Exchange Rate: 1.00000000 Base Currency Amount: 92.00	USD
*Location: OAKLAND					
Accounting Details					
05/27/2026	Dinner	Dinner-5/27/26	Employee Paid	38.00	USD
240 characters remaining					
*Billing Type: Internal District Expense		Receipt Split Per Diem Deductions	☒ Default Rate ☐ Non-Reimbursable ☐ No Receipt	*Exchange Rate: 1.00000000 Base Currency Amount: 38.00	USD
*Location: OAKLAND					
Accounting Details					
05/27/2026	Daily Incidentals Rate	Daily Incidental-5/27/26	Employee Paid	5.00	USD
230 characters remaining					
*Billing Type: Internal District Expense		Receipt Split Per Diem Deductions	☒ Default Rate ☐ Non-Reimbursable ☐ No Receipt	*Exchange Rate: 1.00000000 Base Currency Amount: 5.00	USD
*Location: OAKLAND					
Accounting Details					



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A screenshot of a web application window titled "Expense Report Line Errors". The window has a close button (X) in the top right corner. Inside the window, there is a red error message icon (a triangle) and a text box with a green border. The text inside the text box reads: "Please enter or update the following information:" followed by "Expense Date -- Date cannot be in the future." Below the text box, there is a button labeled "Return".

Expense Report Line Errors

Please enter or update the following information:

Expense Date -- Date cannot be in the future.

[Return](#)

After making corrections, repeat the steps on page 7 to submit the ER.



Expense Report Frequently Asked Questions:

Q: What if some of my expenses changed? Can I adjust, or do I have to submit a new TA to show the correct amounts?

A: Adjusting expense amounts is allowable. If expenses have increased relative to the TA projection, supporting receipts for the increased expenses are required as attachments. Submitting a new TA is not necessary.

***Note:** A TA only projects expenses; an ER records actual expenses. So, adjustments to amounts are normal.

Q: What if I forgot to add an expense to my TA?

A: Additional expense lines that were not on the TA can be added to the ER. Receipts for additional expenses must be included as attachments. *See page 6 of this guide on how to add new expense lines.*

Q: What if I need to remove an expense from my ER that was originally included in my TA?

A: Removal of expense lines that were originally on the TA is allowable.

See page 6 of this guide on how to add new expense lines.



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Q: What if the total cost on the Expense Report is greater than what was on the Travel Authorization?

A: When the ER is submitted for approval, it will go through the entire approval flow for review.

Approval Flow Stages:

General Fund Unrestricted Fund Numbers (if the fund numbers on your GL string are between 1100-1199):

Budget Manager > Travel Liaison > Business Office (if at a campus) > Executive Approver

General Fund Restricted Fund Numbers (if the fund numbers on your GL string are between 1200 and above):

Budget Manager > Travel Liaison > Business Office (if at a campus) > Grants and Contracts or Special Funds > Vice President (if at a campus) > Executive Approver

****Tip:** To find out which queue an expense report is in, contact your campus or division Travel Liaison.*

Q: What if a travel authorization was not submitted before I traveled?

A: If a travel authorization was not submitted before an employee travels, the employee must submit an independent expense report with attachments for all expenses (excluding meals).

Q: What if a Payment Type was changed on an expense report?

A:

- 1) If the expense type changes from "Prepaid" to "Employee Paid," and a payment request was submitted and paid, then the original prepaid expense must stay on the expense report, but its amount must be negative. For example, if the prepaid expense on the TA was \$100 but the employee paid it out of pocket, then on the expense report, that expense will remain, and its amount will change to -\$100. Then, an additional expense line for the out-of-pocket expense must be added, and its expense type should be "Employee Paid."



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- 2) If the expense type changes from “Employee Paid” to “Prepaid,” and a payment request was submitted and paid, then that change can be made without additional steps. If a payment request was not submitted to generate a check payment to the vendor, the employee must submit a payment request using the same GL used in the expense report.
- 3) If a payment type was changed from “Employee Paid” to “CalCard,” then the employee must provide General Accounting with the GL that they used on their expense report so it can be charged to pay the CalCard for the expense(s).
- 4) If the expense was changed from “CalCard” to “Employee Paid,” and a CalCard payment was **not** made, then that change can be made without additional steps.

Q: What if a Cash Advance is tied to my travel?

A: If a cash advance is associated with this travel, then any reimbursements should be applied towards the outstanding cash advance. When submitting the expense report, employees with outstanding cash advances will see a message indicating the amount they owe. The system will ask the employee if they would like to apply any reimbursement towards the cash advance. That is the opportunity to clear some of the cash advance.

Q: What if the only expense I have is mileage?

A: A “Mileage-Only” expense report can be submitted. Mileage-only expense reports can be submitted if an employee incurs multiple District-to-District travel. The mileage-only expense report does not need a travel authorization.

*Business Purpose

*Report Description

Reference

Accreditation

Governance / Administration

Mileage Reimbursement - ONLY

Professional Development

Student Activities

Expenses

Expand All | Collapse All

Quick Start

...Populate from

GO

Default Location

Attachments

*Date

*Expense Type

Description

*Payment Type

*Amount

*Currency

0.00

USD

+

-

254 characters remaining

Expand All | Collapse All

Total

0.00

USD



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Sources:

U.S. General Services Administration Meal Per Diem Breakdown:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

U.S. General Services Administration Update on IRS Mileage Rate:

<https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates/private-owned-vehicle-pov-mileage-reimbursement>

Administrative Procedure (AP) 7400-Travel

<https://go.boarddocs.com/ca/sdccd/Board.nsf/goto?open&id=AQ5LYG58C0E4#>

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FEATURED MEETINGS POLICIES LIBRARY

Search Active Policies

Book: **SDCCD Administrative Procedures**

Book: SDCCD Administrative Procedures

Section: Chapter 7 - Human Resources

Title: Travel

Code: AP 7400

Status: Active

Adopted: September 22, 2009

Last Revised: November 13, 2023

AP 7400 Travel

Office(s) of Primary Responsibility:
Executive Business Officer
Vice Presidents of Administrative Services

Purpose/Scope

The purpose of this procedure is to implement provisions of Board Policy 6310 Travel, and to specify the general procedures and methods for implementing a travel program for District faculty, staff, board members, student representatives, and other District-affiliated persons.

This procedure is established consistent with the District Travel Policy of the Board of Trustees and applicable guidelines and regulations issued by the state and federal governments, including laws hereinafter enacted.

All travel activities addressed by this procedure will be consistent with and appropriate to the needs of the programs, purposes, and/or personnel of the District.

Definition and Approval of Off-Campus Travel

For purposes of this procedure, off-site travel shall be defined as including international, regional, state or sectional meetings whose principal business includes institutional, professional and/or instructional activities. It also includes attendance at seminars, workshops and training sessions conducted by other agencies

AP 7340 Leaves

AP 7341 Sabbaticals

AP 7342 Holidays

AP 7345 Catastrophic Leave Program

AP 7346 Employees Called to Military Duty

AP 7347 Paid Family Leave

AP 7370 Political activity

AP 7380 Retiree Health Benefits: Academic Employees

AP 7381 Health and Welfare Benefits

AP 7400 Travel