GO.gov® Quick Reference Guide

Expense Reporting

This Quick Reference Guide (QRG) provides step-by-step instructions for creating, reviewing, updating, and submitting an expense report in GO.gov based on an approved travel request. It includes guidance on reviewing and updating travel allowances, itemizing lodging, uploading receipts, allocating expenses, and resolving submission errors to ensure accurate and compliant travel reimbursement.

Creating an Expense Report

1. Navigate to the Requests module through the left navigation menu or by using the **Authorization Requests** tile.
2. Locate your approved travel request. You can browse the list or use the search function.
3. Open the approved request.
4. Select **Create Expense Report**.

Note: Federal Travel Regulations require that expense reports be submitted within five working days from your return date.

Reviewing and Updating Travel Allowance

From the Expense Report:

1. Select **Travel Allowance**.
2. Select **Edit Travel Allowance**.
3. Review the itinerary to ensure it reflects the trip you actually took.
4. Select **Next**.
5. Select the checkboxes for any meals that should not be covered by your travel allowance. Exclude any meals that were provided at no cost to you. For example, if your conference provided lunch, those meals should not be included in your travel allowance.
6. Select **Finish** to save your changes and return to the expense report.

Note: GO.gov automatically copies the Travel Allowance from your approved travel request into the expense report. Review the imported information carefully and update it to reflect your completed travel before continuing.

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Expenses

Expenses may become available in GO.gov in several ways:

- **Credit Card:** Transactions from your designated credit card automatically appear as available expenses.
- **Manual Entry:** Expenses that are not available from another source may be entered manually.
- **E-Receipts:** If enabled, eligible receipts may automatically appear as available expenses. For step-by-step instructions on activating or opting-out of E-Receipts, refer to the GO.gov E-Receipts Quick Reference Guide.
- **ExpenseIt:** ExpenseIt allows you to capture receipts and convert them to expenses using the SAP Concur mobile app. After processing, these expenses appear as available expenses in GO.gov. For step-by-step instructions on using ExpenseIt, refer to the GO.gov ExpenseIT Quick Reference Guide.

Available expenses are expenses that have already been imported into GO.gov and are ready to be added to your expense report.

Adding Available Credit Card Expenses

From the Expense Report:

1. Select **Add Expense**.
2. Select **Select from Available Expenses** from the drop-down list. This will display the **Add Expense to Report** window.
3. Locate the expense in the list.
4. Select the checkbox next to each expense to be added.
5. Select **Add to Report**.

Creating an Expense Manually

If you have an expense that is not listed as an Available Expense, you can add it manually.

1. Select **Add Expense.**
2. Select **Manually Create Expense**.
3. Select the appropriate **Expense Type** from the list.
4. Complete all required fields.
5. Select **Save Expense.**

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Attaching a Receipt

From the Expense Report:

1. Locate the expense that requires a receipt.
2. Select the **Attach Receipt** icon. This will display the Attach Receipt window.
3. Select **Upload New Receipt**.
4. Locate and upload the receipt file from your computer.

Note: You can also ExpenseIt in the SAP Concur mobile app to capture and upload receipts. For step-by-step instructions on using ExpenseIt, refer to the GO.gov ExpenseIT Quick Reference Guide.

Completing a Missing Receipt Declaration

If a required receipt is unavailable:

1. Select **Manage Receipts**.
2. Select **Missing Receipt Declaration**.
3. Complete the required information.
4. Enter an explanation in the **Expense Comment** field. This is required.
5. **Save** the expense.

Allocating Expenses

From the Expense Report:

1. Locate the expense you want to allocate and select its check box.
2. Select **Allocate**.
3. Select **Add**.
4. Complete the required allocation fields.
5. Select **Save**.
6. On the Allocate screen, select **Save** again.
7. Verify the expense now displays as **Allocated** in the **Expense**s list.

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Updating Lodging Expense Details

From the Expense Report:

1. Select the **Lodging** expense.
2. Complete any required fields, including:
    a. **Expense Type**
    b. **Dates of Stay**
    c. **City of Purchase**
3. Select **Save Expense**.

Itemizing Lodging Expenses

From the Lodging expense window:

1. Add the receipt for your lodging.
    a. Select **Upload New Receipt**
    b. Select **Choose from Available Receipts**
2. Select the **Itemizations** tab.
3. Select the appropriate Recurrence option:
    a. Select **Same Daily Amount** if the room rate was the same for each night.
    b. Select **Different Daily Amount** if the room rate varied during your stay.
4. Enter the nightly room rates and taxes for your stay.
5. Verify that the entered itemizations match your receipt exactly and the remaining balance displays $0 with a green check mark.
6. Select **Save Itemization**.

Reviewing Alerts

Before submitting your expense report, review the report for alerts:

1. Review all alerts displayed for the report.
2. Distinguish between **Warnings** and **Hard Stop Errors**.
    a. **Warnings** provide helpful information or highlight items that should be reviewed before submission, but they do not prevent you from submitting your expense report.
    b. **Hard Stop Errors** must be corrected before the report can be submitted.
3. Select the **Warning** or **Hard Stop Error** icon.
4. Select the **View** link to navigate directly to the issue.
5. Correct the issue, if necessary.
6. Select **Save Expense**.

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Viewing the Approval Flow

From the Expense Report:

1. Select the **Report Details**.
2. Select **Report Timeline** from the drop-down list. This displays the Report Timeline window.
3. View the approval flow to see where the report has been and where it is going.
4. Select **Close** to close the Report Timeline window.

Printing, Saving, or Sharing an Expense Report

From the Expense Report:

1. Select **Print/Share**.
2. Select **GO.gov Expense Report Details.**
3. Select the checkboxes next to the information to be included in the printed report.
4. Select one of the following options:
    - Email
    - Save as PDF
    - Print
5. Select **Close** when finished.

Submitting an Expense Report

From the Expense Report:

1. Confirm that all information on the expense report is correct and that only warning alerts remain.
2. Select **Submit Report**. This will display the **Report Totals** window.
3. Verify the reimbursement amounts and report totals are correct.
4. Select **Submit Report**. This displays the **User Electronic Agreement** window.
5. Select **Accept & Continue**. This will display the **Report Status** window.
6. Select **Close** to close the window.

After your expense report is processed, GO.gov automatically de-obligates any unused travel funds. No action is required unless additional information is requested by your agency.

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