



Create and Submit an Expense Report for Non-local Travel

Alpha On

In this topic you will learn how to create and submit an expense report for non-local travel. Staff members who attend conferences or trainings are reimbursed for their travel expenses. Refer to the [MCPS Financial Manual](#): Chapter 10, Employee Business Travel, and [MCPS Regulation DIE-RA: Travel](#) for Montgomery County Public Schools (MCPS) Purpose.

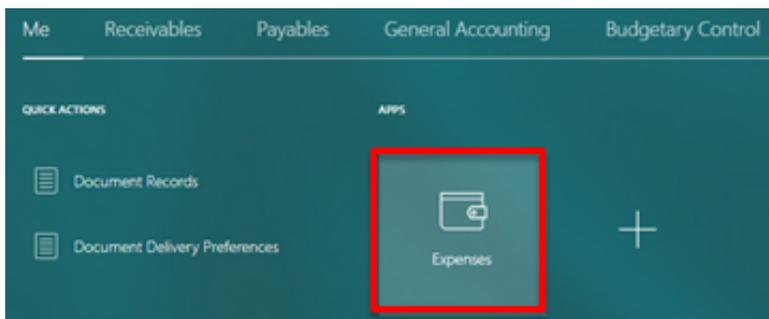
Image quality may vary across devices. If images are not clear, increase your viewing size.

Directions

1. Complete Part I and the estimated cost in Part III of the [MCPS Form 281-1](#) prior to a virtual conference or in-person trip.
2. Send the form and documents that support the estimated cost to your principal/director and then to your associate superintendent for them to complete and sign Part II.
3. After the virtual conference or in-person trip, do **one** of the following:
 - Complete Part III of the same MCPS Form 281-1, sign at the bottom, and also obtain your associate superintendent's approval/signature, sharing all original receipts and registration confirmation forms with your associate superintendent. After approval is entered on the form, send the form and all appropriate documentation (receipts, confirmed registration, etc.) to accountspayable@mcpsmd.org. **Do not submit the reimbursement request using the Hub in this case.**

OR ...

 - Enter your expenses in the Hub, using the instructions that follow.
4. Scroll to the **Me** menu and select the **Expenses** tile.





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5. Click on **Create Report** to create a new expense report..

Travel and Expenses

Expense Reports

Not Submitted
EXP0055057762
February-21 Mileage
Updated 7 days ago
2 items **11.76 USD**

Available Expense Items (1)

Actions ▾ + Create Item

6. Enter a **Purpose**, e.g., “Attend Annual Educators Conference.”

Create Expense Report

* Purpose Attend Annual Educators Conference

Report Total
0.00 USD

Attachments None +

7. Click the + icon to add an attachment.

Note: You must attach MCPS Form 281-1 to the request, with only Part I and Part II, and the Cost section of Part III of the form completed. Also attach any other required documentation to the request.

Create Expense Report

* Purpose Attend Annual Educators Conference

Report Total
0.00 USD

Attachments None +

First Approver [Search]

MCPS Policies
MCPS Mileage Calculator

8. Select a Category for your attachment, e.g., “Miscellaneous.”

Attachments

Actions ▾ View ▾ + X

Type	Category	* File
File ▾	Receipts ▾	Ch
	Miscellaneous	
	Missing Receipts Declar	
	Receipts	
	Travel Itinerary	

Rows Selected 1



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9. Add your associate superintendent's name in the **First Approver** field (Last Name, First Name).

Note: When submitting your reimbursement through the Hub, you do not need your associate superintendent's signature in Part III, because they will approve via the Hub.

* Purpose Attend Annual Educators Conference
Attachments Registration Receipt (1 more...) +
First Approver Cevenini, Peter

10. Change the **Expense Type** to Non-Local Travel.

Function Approver
Project Approver
Expense Type Local Travel
Local Travel
Non Local Travel
Other
Actions + Create Item

11. Enter the **Travel Funds Approved** amount.

Project Approver
Expense Type Non Local Travel
Travel Funds Approved (\$) 1,200

12. Create your first expense item by clicking on the **Create Item** button.

Expense Items
Actions + Create Item Add Existing Apply Account

13. Enter the **Date** of the expense, and change the **Template** to Non-Local Travel.

Create Expense Item ?
* Date 1/7/21
* Template MCPS Non Local Travel
* Type



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14. Select **Type** of expense (e.g., Registration).

* Type
* Amount
Reimbursable Amount

- Cash Advance
- Common Carrier
- Lodging
- Other
- Privately Owned Vehicle/Mileage
- Registration**
- Subsistence

15. Enter the **Amount** of this expense item, and enter a **Reason for Expense**.

* Type Registration
* Amount USD US Dollar 550.00
Reimbursable Amount 550.00 USD
* Reason for Expense Registration fee for Educators Conference

16. Click the Field Help icon by the Account field and **enter the account number provided by your principal/director from Part 2 of MCPS Form 281-1**.

* Reason for Expense Registration fee for Educators Conference
Account 01-43801-00000-000-01-504002-0000
MCPS Mileage Calculator

17. Once your correct account number is entered, select **Create Another** to create another expense item, or **Save and Close** when you are done.

Create Another Save and Close Cancel



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18. After you select **Save and Close**, your expense report displays with the items you added.
Note: Add additional approvers in the **Function Approver** and/or **Project Approver** field if required by your financial specialist.

Expense Report: EXP0050091124

Save Submit Cancel

* Purpose Attend Annual Educators Conference

Report Total 550.00 USD

Attachments Registration Receipt (1 more...) +

MCPS Policies

MCPS Mileage Calculator

First Approver Cevenini, Peter

Status Saved

Function Approver

Project Approver

Expense Type Non Local Travel

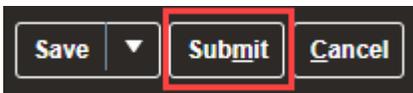
Travel Funds Approved (\$) 1200

Expense Items (1)

Actions + Create Item Add Existing Apply Account

Date	Type	Amount	Merchant	Location	Description
1/7/21	Registration	550.00 USD			Registration fee for Educators Conference

19. Click **Submit** to submit your expense report for approval.



20. Click on the **Home** icon to return to the Hub homepage.



Note: Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.