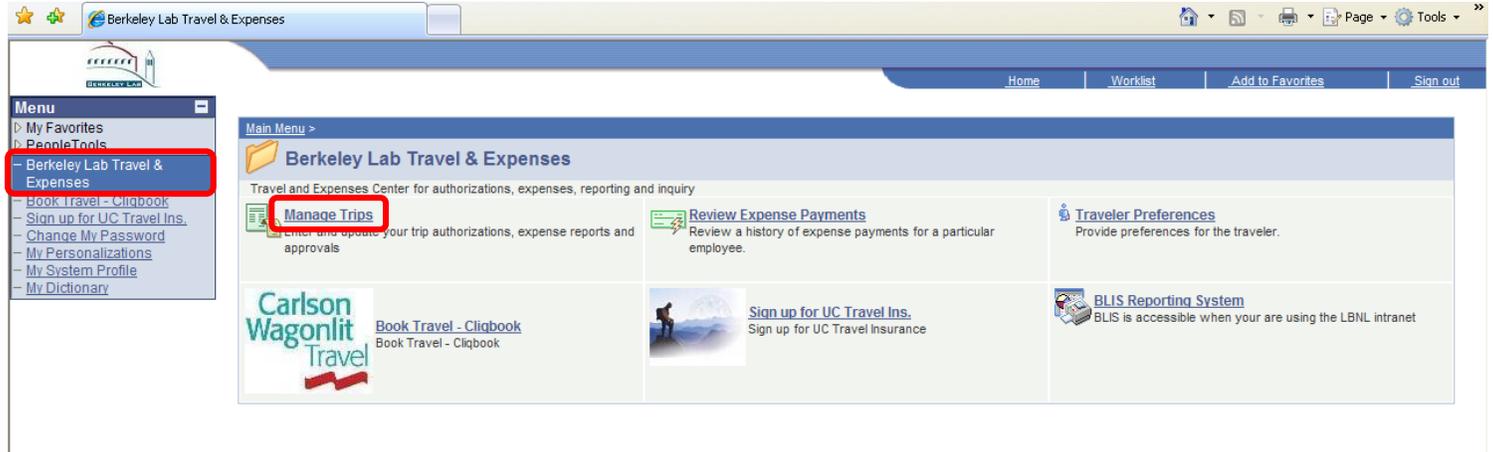


INSTRUCTIONS TO CERTIFY AN EXPENSE REPORT IN TREX WITHOUT THE EMAIL

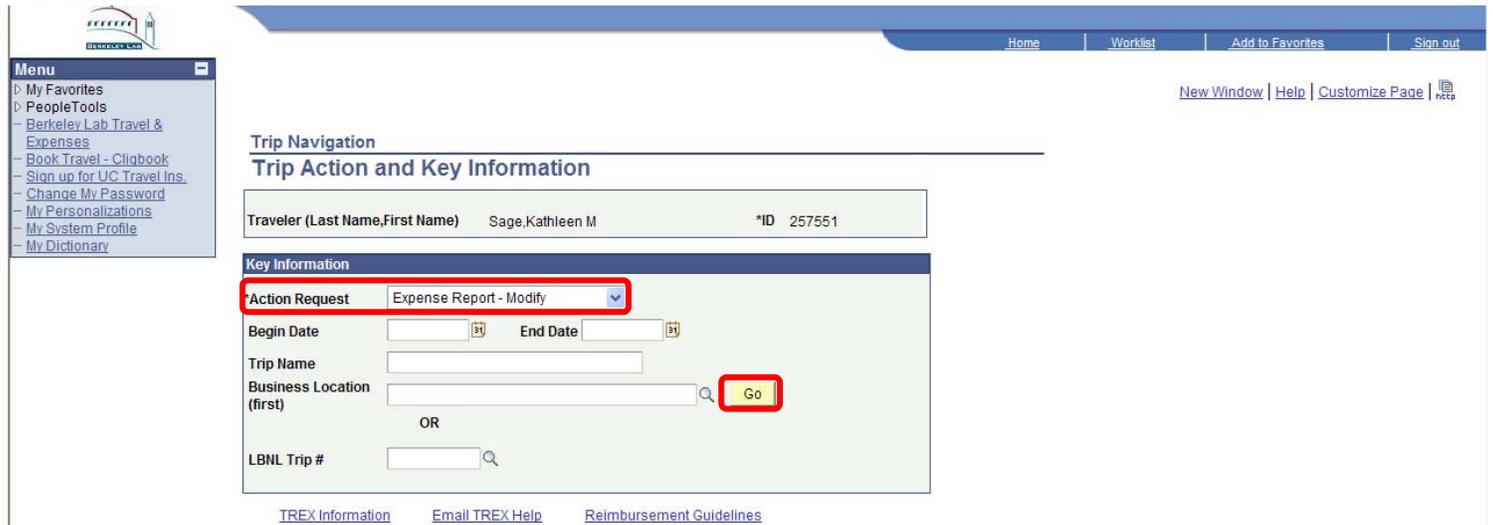
Sign into the Travel and Expense System (Trex) using this url: trex.lbl.gov (or just type `trex` in your browser)
Log in using your LDAP User ID and password (same as your LBL e-mail)

Navigation

- Berkeley Lab Travel and Expenses
 - Manage Trips



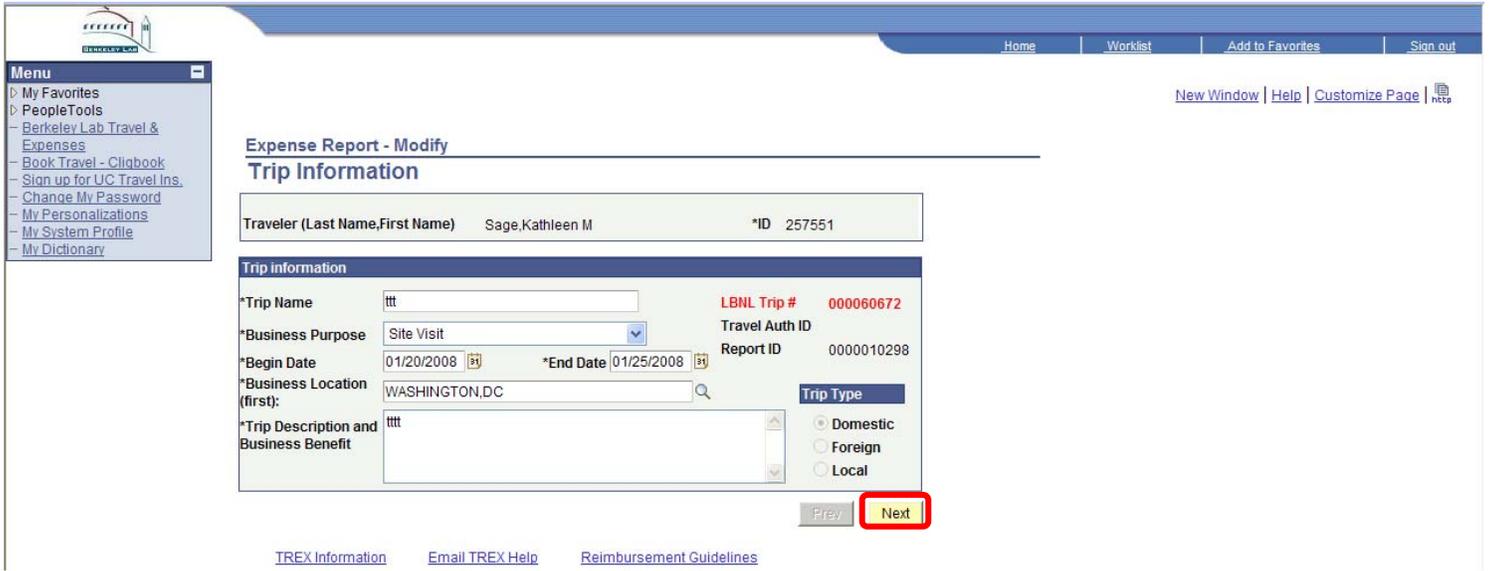
Select **Action Request – Expense Report – Modify**
Click **GO**



Select the Expense Report to be *Certified*, by clicking the *Select* box



Navigate through the screens reviewing that the information is correct and clicking the **Next** button



Expense Report - Modify
Trip Information

Traveler (Last Name,First Name) Sage,Kathleen M *ID 257551

Trip information

*Trip Name ttt LBNL Trip # 000060672
 *Business Purpose Site Visit Travel Auth ID
 *Begin Date 01/20/2008 *End Date 01/25/2008 Report ID 0000010298
 *Business Location WASHINGTON,DC Trip Type
 *Trip Description and Business Benefit ttt
 Domestic
 Foreign
 Local

Prev **Next**

[TREX Information](#) [Email TREX Help](#) [Reimbursement Guidelines](#)



Expense Report - Modify
Trip Leg Information

Traveler Sage,Kathleen M 257551 Phone 510/486-4275 Mail Stop 50B4230 HR Org CS
 Arranger Pecoraro,Aurora Phone 510/486-6439 Mail Stop 937R0500 HR Org CF
 LBNL Trip # 000060672 Travel Auth ID Report ID 0000010298 Begin Date 01/20/2008 End Date 01/25/2008
 Business Purpose Site Visit Trip Type Domestic

Project information Customize | Find | First 1 of 1 Last

| Project | Primary | Percentage Split | B+R Classification | Project Org | MARS Code | | |
|----------|-------------------------------------|------------------|--------------------|-------------|-----------|---|---|
| 1 300704 | <input checked="" type="checkbox"/> | 100.00 | YN0100000 | CF | OPEXP | + | - |

One-Way Trip [Get Per Diem Amounts](#)

Itinerary Legs Customize | Find | First

Primary information Host information

| | Departure Date | Departure City,State or City,Country | Arrival Date | Business City,State or City,Country | Number of Nights at Location | Number of Personal Days | Per Diem - M&IE | Per Diem - Lodging | Actual M&IE | Actual Lodging | Use Actual M&IE? | Use Actual Lodging? | Comment for Lodging |
|---|----------------|--------------------------------------|--------------|-------------------------------------|------------------------------|-------------------------|-----------------|--------------------|-------------|----------------|--------------------------|--------------------------|---------------------|
| 1 | 01/20/2008 | BERKELEY,CA | 01/20/2008 | WASHINGTON,DC | 5 | | 64.00 | 201.00 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 | 01/25/2008 | WASHINGTON,DC | 01/25/2008 | BERKELEY,CA | | | 64.00 | 201.00 | | | <input type="checkbox"/> | <input type="checkbox"/> | |

Save For Later Prev **Next**

From the Expense Report Entry screen the Traveler can Certify the Expense Report
 Scroll to the bottom



[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

Menu

- My Favorites
- PeopleTools
- Berkeley Lab Travel & Expenses
- Book Travel - Cligbook
- Sign up for UC Travel Ins.
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

[New Window](#) | [Help](#) | [Customize Page](#) | 

Expense Report

Expense Report Entry

Kathleen Sage Employee ID: 257551 Report ID: 0000010298

Enter Report Information

| | | | | | |
|----------------------------|--------------------------------|----------------|----------------------|---|-------------------------|
| Trip Name: | ttt | LBNL Trip #: | 000060672 | Trip Type | Domestic |
| Business Purpose: | Site Visit | Trip Comments: | <input type="text"/> | | |
| Business Location (first): | WASHINGTON,DC | | | | |
| Begin Date: | 01/20/2008 | End Date: | 01/25/2008 | <input type="checkbox"/> Supplemental Exp. Report | |
| Report Status: | Traveler Certification Pending | | | | |
| Created On: | 08/01/2008 | By: | APECORAR | Last Updated: | 08/01/2008 By: APECORAR |
| Post Status: | Not Applied | | | | |

Trip Description and Benefit

tttt

Project Information [Customize](#) | [Find](#) | First 1 of 1 Last

| Project | Primary | Percentage Split | B +R Classification | Project Org | MARS Code |
|----------|-------------------------------------|------------------|---------------------|-------------|-----------|
| 1 300704 | <input checked="" type="checkbox"/> | 100.00 | YN0100000 | CF | OPEXP |

Itinerary Legs [Customize](#) | [Find](#) | First 1-2 of 2 Last

| Primary information | Per-Diem Information | Host information | | | |
|---------------------|--|------------------|---------------------------------------|------------------------------|-------------------------|
| Departure Date | Departure City, State or City, Country | Arrival Date | Business City, State or City, Country | Number of Nights at Location | Number of Personal Days |
| 1 01/20/2008 | BERKELEY, CA | 01/20/2008 | WASHINGTON, DC | | 5 |
| 2 01/25/2008 | WASHINGTON, DC | 01/25/2008 | BERKELEY, CA | | |

Enter Expense Lines [Customize](#) | [Find](#) | First 1-21 of 21 Last

| Select | Expense Type | Receipt Required | Expense Date | *Amount Spent | Location | *Payment Type |
|--------------------------|---------------------------------|-------------------------------------|--------------|---------------|---------------|-------------------|
| <input type="checkbox"/> | Lodging | <input checked="" type="checkbox"/> | 01/20/2008 | 201.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Meals&IncidentalExpenses (M&IE) | <input type="checkbox"/> | 01/20/2008 | 48.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Lodging | <input checked="" type="checkbox"/> | 01/21/2008 | 201.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Meals&IncidentalExpenses (M&IE) | <input type="checkbox"/> | 01/21/2008 | 64.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Lodging | <input type="checkbox"/> | 01/22/2008 | 0.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Meals&IncidentalExpenses (M&IE) | <input type="checkbox"/> | 01/22/2008 | 0.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Lodging | <input checked="" type="checkbox"/> | 01/23/2008 | 201.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Meals&IncidentalExpenses (M&IE) | <input type="checkbox"/> | 01/23/2008 | 64.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Lodging | <input checked="" type="checkbox"/> | 01/24/2008 | 201.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Meals&IncidentalExpenses (M&IE) | <input type="checkbox"/> | 01/24/2008 | 34.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Meals&IncidentalExpenses (M&IE) | <input type="checkbox"/> | 01/25/2008 | 48.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Airfare: Lab-Purchased | <input checked="" type="checkbox"/> | 01/20/2008 | 650.00 | WASHINGTON,DC | Lab Travel Agency |
| <input type="checkbox"/> | Gas for a Rental or Govt C | <input type="checkbox"/> | 01/20/2008 | 10.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Gas for a Rental or Govt C | <input type="checkbox"/> | 01/21/2008 | 10.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Gas for a Rental or Govt C | <input type="checkbox"/> | 01/22/2008 | 10.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Gas for a Rental or Govt C | <input type="checkbox"/> | 01/23/2008 | 10.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Gas for a Rental or Govt C | <input type="checkbox"/> | 01/24/2008 | 10.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Gas for a Rental or Govt C | <input type="checkbox"/> | 01/25/2008 | 10.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Parking / Tolls | <input type="checkbox"/> | 01/22/2008 | 10.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Laundry/Dry Cleaning(Dor | <input type="checkbox"/> | 01/25/2008 | 20.00 | WASHINGTON,DC | Cash |
| <input type="checkbox"/> | Other Transportation | <input type="checkbox"/> | 01/20/2008 | 10.00 | WASHINGTON,DC | Cash |

Click the **Printable View**, and there click in 'File' and 'Print' to print the report to send to the Travel Office with the original receipts

Click the **Certify and Submit** button

The screenshot shows the 'Expense Report Totals' section with the following data:

| | | | |
|----------------------------|--------------|--------------------------------------|--------------|
| Employee Expenses: | 1,812.00 USD | Due Employee: | 1,162.00 USD |
| Non-Reimbursable Expenses: | 0.00 USD | Due Vendor: | 0.00 USD |
| Prepaid Expenses: | 650.00 USD | Definition of Totals | |
| Cash Advances Applied: | 0.00 USD | Update Totals | |

Below the totals, the 'Certify And Submit' button is highlighted with a red box. Other buttons include 'Save For Later', 'Select Approver', and 'Printable View' (also highlighted with a red box).

The 'Current Approval Status' table shows:

| Routing | Name | Status | Date |
|---------------------|--------------------|-----------|------|
| Originator | Pecoraro, Aurora | Submitted | |
| Division Approver 1 | Axthelm, Charles A | | |
| Pre-Pay Auditor | | | |

The 'Approval Detail' section shows the name 'Axthelm, Charles A' and a comment field.

Make sure you go through the next page and Click OK in the Certification page

The screenshot shows the 'Submit Confirmation' page for Kathleen Sage. The 'Expense Report Totals' section is identical to the previous screenshot:

| | | | |
|----------------------------|--------------|--------------------------------------|--------------|
| Employee Expenses: | 1,812.00 USD | Due Employee: | 1,162.00 USD |
| Non-Reimbursable Expenses: | 0.00 USD | Due Vendor: | 0.00 USD |
| Prepaid Expenses: | 650.00 USD | Definition of Totals | |
| Cash Advances Applied: | 0.00 USD | | |

Below the totals, there is a note: "Click OK to submit, or click Cancel to return to the expense report without submitting."

The 'Note' section contains a certification statement:

By clicking the OK button below, I am certifying that:

- * This is an accurate report of travel expenses incurred to accomplish official Laboratory business on the dates indicated.
- * All required receipts have been submitted to the Travel Office.
- * I have not received reimbursement from another source(s) for any expenses claimed.
- * In the event of overpayment or if payment is received from another source(s) for any portion of the expenses claimed, I assume responsibility for repaying the Laboratory in full for those expenses.
- * The expenses being claimed are allowable under Contract 31 and in compliance with LBNL Travel policy.

The 'OK' button is highlighted with a red box.

Once you Certify the Expense Report goes to the Division Approver.