

# Travel Expense Reimbursement: Electronic Receipts (eReceipts)

This quick reference guide is intended to be a tool to assist the Traveler in complying with Laboratory policy. Travelers should always consult the Laboratory Travel policy to gain a full understanding of the rules and requirements governing travel for a Department of Energy management and operating contractor.

## Purpose

The purpose of this document is to (1) guide travelers and traveler arrangers in the process to attach eReceipts to expense reports in the TREX system and (2) guide approvers in the process to access eReceipts during expense report approval.

## Procedure

All receipts required to substantiate a travel expense reimbursement request are required to be submitted electronically via the TREX system. The Laboratory no longer requires travelers to submit original paper receipts for their travel reimbursements. Paper receipts should not be sent to the Travel Office. Travelers should keep the original receipts until reimbursement has been received.

Travel expense report approvers have access to view and verify the attached receipts at the time of their approval in TREX.

## Receipt Attachment Requirements

- All receipts are to be attached by the traveler or travel arranger
- Only PDF attachments are accepted in TREX.

Paper Receipts	All paper receipts are to be scanned and attached to the expense report as a PDF file
Receipts Received Electronically	All receipts that are electronically received are to be converted to a PDF and attached to the expense report

Other formats such as, jpeg, Word doc., tif, Excel.....are not accepted formats in TREX.

- In accordance with LBNL Policy, Personally Identifiable Information (PII) may not be submitted electronically. [Personally Identifiable Information \(PII\)](#). Attachments containing this information must have all visible PII redacted/removed.

## Receipt Requirements

Receipts are always required for the following:

<a href="#">Airline Tickets</a> <i>Any \$ Amount</i>	<a href="#">Hotel/Lodging</a> <i>Any \$ Amount</i>	<a href="#">Event Registrations</a> <i>Any \$ Amount</i>	<a href="#">Car Rentals</a> <i>Any \$ Amount</i>	<a href="#">Expenses \$75 and over</a> <i>(excluding meals*)</i>
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**\*Receipts for meals are not required regardless of the dollar amount.**

## Receipt Attachment Best Practices

- Receipts should be on one PDF file, however if this is not practical, multiple pdf attachments are ok; provided they are named properly as indicated in the naming convention guidelines below.
- Suggested naming convention for receipts is as follows: Trip number, traveler's last name and first initial, report ID number and description, (i.e., 93758 Smith J 147781 Hotel).



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- Receipts should be attached in the following order – (1) airline tickets, (2) hotel/lodging, 3) event registration, (4) car rental, and (5) any additional receipts.
- All receipts should be scanned in the same direction.

## Procedure Steps

Procedures shown are for (1) attaching eReceipts, for travelers and travel arrangers, and (2) reviewing eReceipt attachments, for approvers. Appendix A also provides instructions for creating an expense report and attaching receipts.

## Attaching eReceipts to an Expense Report in TREX

1. On the Expense Report Entry screen, click the **Attach/View Receipts** button.

**Expense Report Entry**  
Klara Sebek Employee ID: 012105 Report ID: NEXT

▼ Enter Report Information

**LBNL Trip #:** 000111502 Trip Type Domestic  Supp ER  
Trip Name: test  Prepay ER  
Business Purpose: Interview Trip Comments:  
Business Location (first): DENVER, CO

Meals&IncidentalExpenses(M&IE) 04/03/2013 49.50 DENVER,CO Cash

Add: New Expense OK Copy Selected Expense(s)... Delete Selected Expense(s)

Check For Errors Personal Days and Meals Provided Trip History Travel Currency Converter Prepayments Cash Advance(s)

**Expense Report Totals**

Total Expenses:	Due to Traveler:	463.00 USD
Expenses Subject TO Apprvl:	Due to Corporate Card:	0.00 USD
Lab Paid Expenses:	Repay Advance/Prepayment:	0.00 USD
Cash Advances Applied:		
Prepayments Applied:		0.00 USD

Save Attach/View Receipts Select Approver Finish and Submit View Expense Report View Trip Report

2. On the next page click the **paper clip button**. Click the **Browse button**, and select the PDF file to be attached (*only PDF files can be used, no other formats are supported*), click **Upload**.

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**Enter Report Information**

LBNL Trip #: 000111502      Trip Type       Supp ER  
 Trip Name: test       Prepay ER  
 Business Purpose: Interview      Trip Comments:  
 Business Location (first):  
 Begin Date: 04/01/2013      End Date: 04/03/2013      Travel Auth ID: 000005344

Is this expense report being created to repay an advance or a prepayment WHEN A trip was NOT taken?

Attached File				
1				

Attach button



Supp ER  
 Prepay ER

Trip Comments:

013

Travel Auth ID:

prepayment WHEN A trip was NOT taken

Personalize | Find | View All | 1 of 1 | Last

**File Attachment**

H:\MyDocs\TREX Electronic Receipts\TEST Walker

Add another attachment

Delete attachment

View attachment

Attached File				
1 TEST_Walker_Multiple.pdf				

The name of the attached file will be displayed on row #1.

- Click the **icon with glasses** to view it. Please make sure that the receipt is captured in its **entirety and is legible**. If multiple receipts on one *PDF file*, make sure they are all **facing one direction (and not sideways)**.
- To delete an attachment click the **trash can icon**.
- To add another *PDF file*, first add another row by clicking the **plus icon**, and then repeat the upload step.



# Travel Expense Reimbursement: Electronic Receipts (eReceipts)

3. Once done attaching, click **Return to Expense Report**

Return To Expense Report

and **Save**.

<input type="checkbox"/>	Meals&IncidentalExpenses(M&IE)	<input type="checkbox"/>	04/03/2013	49.50	DENVER,CO	Cash	+
Add:	New Expense	OK	Copy Selected Expense(s)...	Delete Selected Expense(s)			
Check For Errors	Personal Days and Meals Provided	Trip History	Travel Currency Converter	Prepayments	Cash Advance(s)		
<b>Expense Report Totals</b>							
Total Expenses:	463.00	USD	<a href="#">Definition of Totals</a>	Due to Traveler:	463.00	USD	
Expenses Subject TO Apprvl:	0.00	USD	<a href="#">Update Totals</a>	Due to Corporate Card:	0.00	USD	
Lab Paid Expenses:	0.00	USD		Repay Advance/Prepayment:	0.00	USD	
Cash Advances Applied:	0.00	USD					
Prepayments Applied:	0.00	USD					
Save	Attach/View Receipts	Select Approver	Finish and Submit	View Expense Report	View Trip Report		

# Travel Expense Reimbursement: Electronic Receipts (eReceipts)

## Reviewing eReceipts attached to an Expense Report in TREX

1. On the Expense Report Entry screen, click the **Attach/View Receipts** button.

**Expense Report Entry**  
Klara Sebek Employee ID: 012105 Report ID: NEXT

**Enter Report Information**

**LBNL Trip #:** 000111502 **Trip Type:** Domestic  Supp ER  
**Trip Name:** test  Prepay ER  
**Business Purpose:** Interview **Trip Comments:**  
**Business Location (first):** DENVER,CO

Meals&IncidentalExpenses(M&IE) 04/03/2013 49.50 DENVER,CO Cash

Add: New Expense OK Copy Selected Expense(s)... Delete Selected Expense(s)

Check For Errors Personal Days and Meals Provided Trip History Travel Currency Converter Prepayments Cash Advance(s)

**Expense Report Totals**

Total Expenses:	Due to Traveler:	463.00 USD
Expenses Subject TO Apprvl:	Due to Corporate Card:	0.00 USD
Lab Paid Expenses:	Repay Advance/Prepayment:	0.00 USD
Cash Advances Applied:		
Prepayments Applied:		0.00 USD

Save Attach/View Receipts Select Approver Finish and Submit View Expense Report View Trip Report

2. Select view attachment.

Attached File	Pe	First	1 of 1	Last
1 TEST_Walker_Multiple.pdf				

View attachment

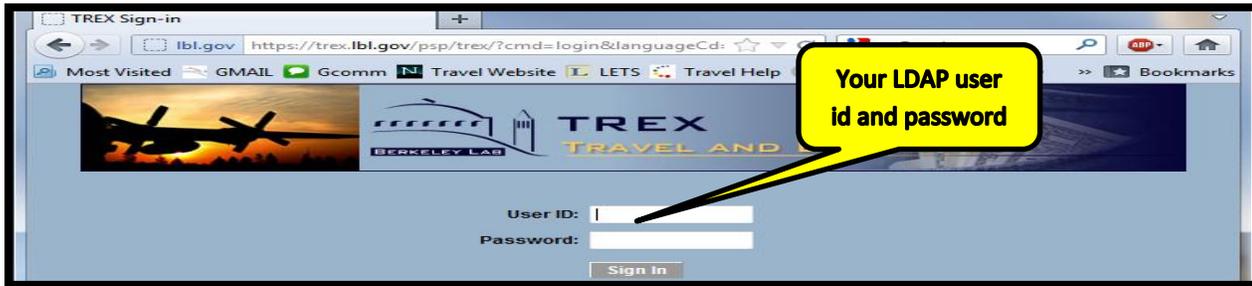
Return To Expense Report

The name of the attached file will be displayed on row #1.

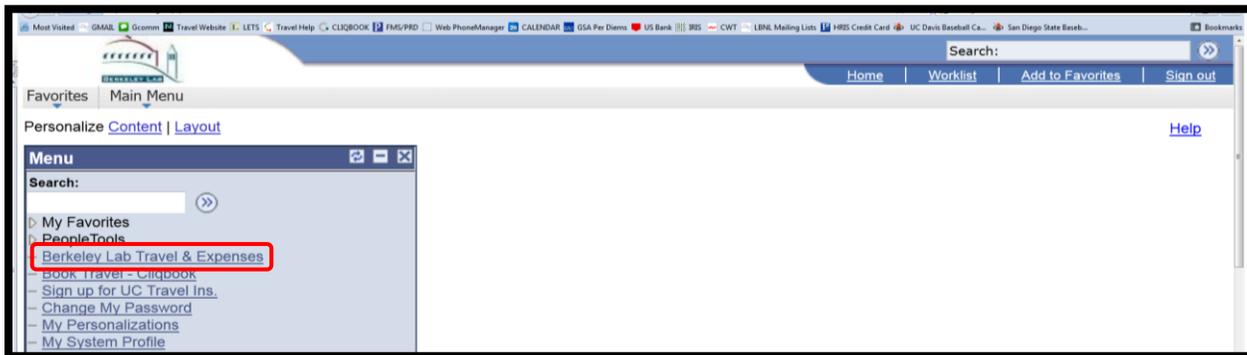
# Travel Expense Reimbursement: Electronic Receipts (eReceipts)

## Appendix A: Entering an Expense Report in TREX

1. Use <https://trex.lbl.gov> get to the TREX sign in page. Use your LDAP user name and password (same as for your LBL e-mail). Travel arrangers use [fms.lbl.gov](https://fms.lbl.gov).



2. From the **Main Menu**, click **Berkeley Lab Travel & Expenses**.



3. Click **Manage Trips**.



# Travel Expense Reimbursement: Electronic Receipts (eReceipts)

4. On the **Trip Action and Key Information** screen create new or modify existing expense report. Click **Go**.

**Trip Navigation**  
**Trip Action and Key Information**

\*Traveler (Last Name,First Name) Sebek, Klara \*ID 012105

**Key Information**

\*Action Request Expense Report - Create  
Begin Date 04/01/2013 End Date 04/10/2013  
Trip Name  
Business Location (first)  
Go

5. If creating a **new** Expense Report, on the **Trip Information** screen enter the **Trip Name**, **Business Purpose**, first **Business Location** and **Trip Description and Business Benefit**. Choose the trip type and click **Next**.

**Expense Report - Create**  
**Trip Information**

Traveler (Last Name,First Name) Sebek, Klara \*ID 012105

**Trip information**

Trip Name test  
\*Business Purpose Interview  
\*Begin Date 04/01/2013 \*End Date 04/03/2013  
Business Location (first) DENVER, CO  
Trip Description and Business Benefit test  
LBNL Trip # 000111502  
Travel Auth ID 0000053448  
Report ID NEXT  
 One-Way Trip  
**Trip Type**  
 Domestic  
 Foreign  
 Local  
Is this expense report being created to repay an advance or a prepayment WHEN A trip was NOT taken?:   
Prev Next



# Travel Expense Reimbursement: Electronic Receipts (eReceipts)

6. On the **Trip Leg Information** screen enter the Project ID and the departure (your home) location. Click **Next**.

**Trip Leg Information**

Traveler Sebek,Klara 012105 Phone 510/486-7049 Mail Stop 971-TR HR Org CF  
 Arranger Phone Mail Stop HR Org  
 LBNL Trip # 000111502 Travel Auth ID 0000053448 Report ID NEXT Begin Date 04/01/2013 End Date 04/03/2013  
 Business Purpose Interview Trip Type Domestic

**Project Information**

Primary	Percentage Split	B +R Classification	Project Org	MARS Code
	100.00	YN0100000	CF	OPEXP

Foreign Travel Information

If the daily amount(s) are zero, check the box(s)  
 "Use Actual M&IE" +/or "Use Actual Lodging".

Departure Date	City	Arrival Date	Business City, State or City, Country	Number of Nights at Location	Number of Personal Days	Per Diem - M&IE	Comment for Lodging Overage
1 04/01/2013	BERKELEY,CA	04/01/2013	DENVER,CO	2			
2 04/03/2013	DENVER,CO	04/03/2013	BERKELEY,CA			86.00	

NOTE: To add a new row / business location, scroll to the right and click the plus (+) sign.

Travel Authorization Estimate

Prev Next

7. On the Expense Report Entry screen first click **Save** to obtain the **trip number** and **activate the Attach/View Receipts** button. Then proceed to enter any additional expenses by clicking the plus (+) sign to add rows, and choosing the **appropriate expense type** from the drop down menu (i.e. Airline Ticket), click **Save**.

Click Save to Obtain Trip Number and Activate Attach/View Rcpts Button

Save

Click Save to Activate

**Expense Report Entry**

Klara Sebek Employee ID: 012105 Report ID: NEXT

Enter Report Information

LBNL Trip #: 000111502 Trip Type Domestic  Supp ER  
 Trip Name: test  Prepay ER  
 Business Purpose: Interview Trip Comments:  
 Business Location (first): DENVER,CO



# Travel Expense Reimbursement: Electronic Receipts (eReceipts)

<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	04/02/2013	149.00	DENVER, CO	Cash	<input type="button" value="+"/>
<input type="checkbox"/>	Meals&IncidentalExpenses(M&IE)	<input type="checkbox"/>	04/02/2013	66.00	DENVER, CO	Cash	<input type="button" value="+"/>
<input type="checkbox"/>	Meals&IncidentalExpenses(M&IE)	<input type="checkbox"/>	04/03/2013	49.50	DENVER, CO	Cash	<input type="button" value="+"/>

Add:

[Personal Days and Meals Provided](#) [Trip History](#) [Travel Currency Converter](#) [Prepayments](#)

### Expense Report Totals

Total Expenses:	463.00 USD	Due to Traveler:	4.00 USD
Expenses Subject TO Apprvl:	0.00 USD	Due to Company:	0.00 USD
Lab Paid Expenses:	0.00 USD	Repay Advance:	0.00 USD
Cash Advances Applied:	0.00 USD		
Prepayments Applied:	0.00 USD		

**Annotations:**  
- Red box around the "+" button in the third row of the expense table.  
- Yellow callout: "Add new expense line" pointing to the "+" button.  
- Yellow callout: "Attach/View Receipts" pointing to the "Attach/View Receipts" button.  
- Red box around the "Attach/View Receipts" button.

8. Click the **Attach/View Receipts** button.

9. On the next screen, click the **paper clip button**. Click the **Browse** button, and select the PDF file to be attached (*only PDF files can be used, no other formats are supported*), click **Upload**.

## Expense Report Entry

Klara Sebek Employee ID: 012105 Report ID: NEXT

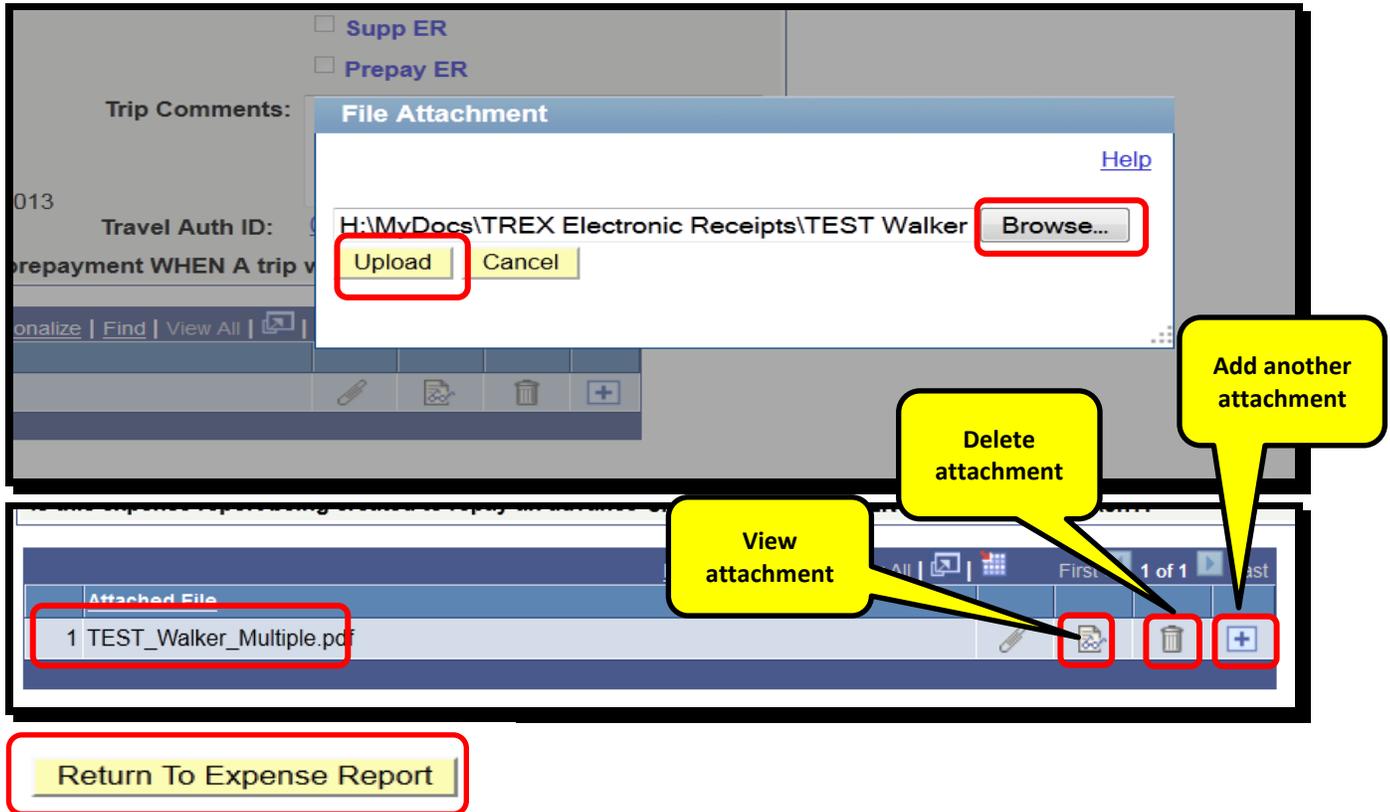
**Enter Report Information**

LBNL Trip #:	000111502	Trip Type	<input type="checkbox"/> Supp ER
Trip Name:	test		<input type="checkbox"/> Prepay ER
Business Purpose:	Interview	Trip Comments:	
Business Location (first):			
Begin Date:	04/01/2013	End Date:	04/03/2013
		Travel Auth ID:	0000053

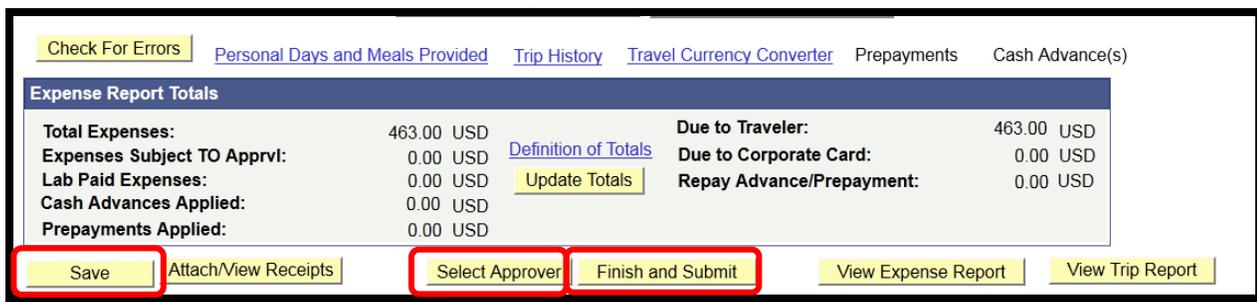
Is this expense report being created to repay an advance or a prepayment WHEN A trip was NOT

**Annotations:**  
- Yellow callout: "Attach button" pointing to the paper clip icon in the bottom right of the form.  
- Red box around the paper clip icon.

# Travel Expense Reimbursement: Electronic Receipts (eReceipts)



10. The name of the attached file will be displayed on row #1.
  - a. Click the **icon with glasses** to view it. Please make sure that the receipt is captured in its **entirety and is legible**. If multiple receipts on one *PDF file*, make sure they are all **facing one direction (and not sideways)**.
  - b. To delete an attachment click the **trash can icon**.
  - c. To add another *PDF file*, first add another row by clicking the **plus icon**, and then repeat step #9. Once done attaching click **Return to Expense Report** and **Save**.
  
11. Once all expenses are entered and receipts attached, **select an approver** and **finish and submit** the Expense Report for division approval. Once the Expense Report is submitted for approval it becomes locked and no attachments can be added or edited (they can be viewed).



Travel arrangers will submit the Expense Report for certification by traveler.

# Travel Expense Reimbursement: Electronic Receipts (eReceipts)

12. Once the Expense Report is division approved it is ready for the Travel Office. To monitor the progress through the workflow click on the **Trip History** link in the Expense Report. **Note:** the system will stamp “Receipts Received” in the trip history each time a file is attached.

Personal Days and Meals Provided | **Trip History** | Travel Currency Converter | Prepayments

Expense Report Totals	
Total Expenses:	893.00 USD
Expenses Subject TO Apprvl:	0.00 USD
Lab Paid Expenses:	0.00 USD
Cash Advances Applied:	0.00 USD
Prepayments Applied:	0.00 USD

**Trip Event History**

LBNL Trip # 000109853

Cash Advance Event History	
Advance ID	Event
1	

Expense Report Event History				
Report ID	Event	User ID	Name	Date Time Stamp
1 0000159894	Created	KSEBEK	Sebek, Klara	03/25/2013 3:37PM
2 0000159894	Receipt Received	KSEBEK	Sebek, Klara	03/25/2013 3:37PM
3 0000159894	Submitted	KSEBEK	Sebek, Klara	03/25/2013 3:38PM

13. Once the Travel Office Approves for Payment, the Trip History will reflect the status change. The system sends an e-mail notification each time the status of the Expense Report is changed.

0000159875	Approved for Payment	EWALKER	Walker, Elijah	12/17/2012 4:22PM
0000159875	Staged for payment processing	SYSTEM		01/02/2013 2:41PM
0000159875	<b>Paid</b>	SYSTEM		01/02/2013 4:58PM

14. To complete the entire process electronically, please sign up for the Travel Electronic Payment by filing out the form in this link: <http://travel.lbl.gov/assets/docs/travel/forms/DirectDepositForm.PDF>

**Questions?** E-mail [TravelHelp@lbl.gov](mailto:TravelHelp@lbl.gov) or call 486-4500