

# 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

**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:		

**Attach/View Receipts**

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**.

# Travel Expense Reimbursement: Electronic Receipts (eReceipts)

**Enter Report Information**

LBNL Trip #: 000111502      Trip Type: ☐ Supp ER ☐ Prepay ER

Trip Name: test

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?

**File Attachment**

H:\MyDocs\TREX Electronic Receipts\TEST Walker

**Attached File**

Attached File
1 TEST_Walker_Multiple.pdf

**Return To Expense Report**

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)

Return To Expense Report

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

☐ 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:	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			

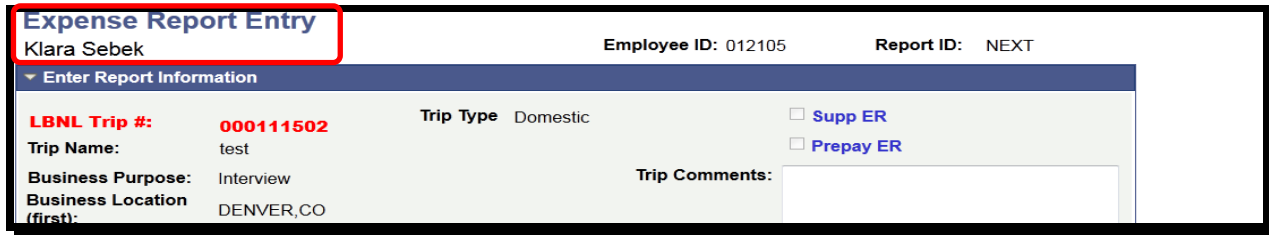
Save Attach/View Receipts Select Approver Finish and Submit View Expense Report View Trip Report



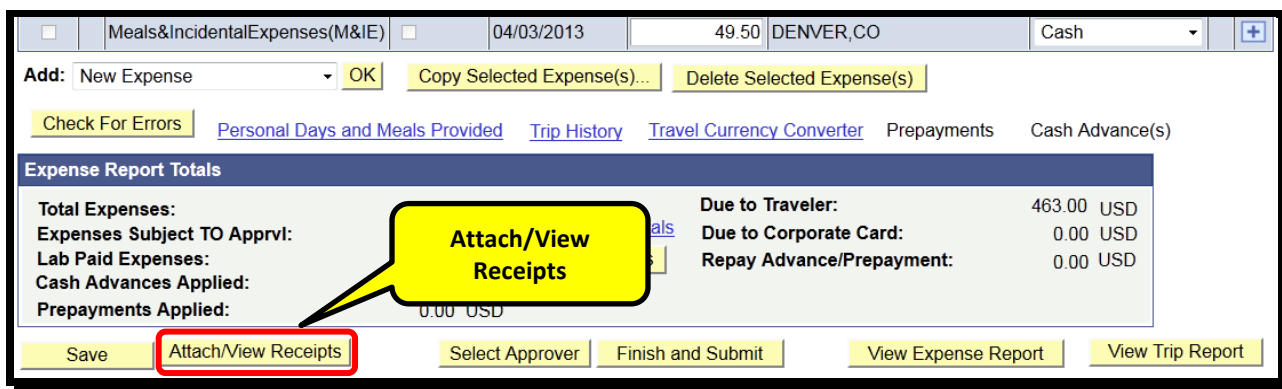
# Travel Expense Reimbursement: Electronic Receipts (eReceipts)

## Reviewing eReceipts attached to an Expense Report in TREX

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



The screenshot shows the 'Expense Report Entry' screen for user Klara Sebek. The 'Enter Report Information' section is highlighted with a red box. It contains fields for LBNL Trip # (000111502), Trip Name (test), Business Purpose (Interview), Business Location (DENVER, CO), Trip Type (Domestic), and Trip Comments. There are also checkboxes for 'Supp ER' and 'Prepay ER'. The Employee ID is 012105 and the Report ID is NEXT.



The screenshot shows the 'Expense Report Totals' screen. A yellow callout bubble points to the 'Attach/View Receipts' button, which is highlighted with a red box. The screen displays various expense details, including Total Expenses, Expenses Subject TO Apprvl, Lab Paid Expenses, Cash Advances Applied, Prepayments Applied, Due to Traveler, Due to Corporate Card, and Repay Advance/Prepayment. The 'Attach/View Receipts' button is located at the bottom left of the screen.

2. Select view attachment.



The screenshot shows the 'View attachment' screen. A yellow callout bubble points to the 'View attachment' button, which is highlighted with a red box. The screen displays a table with one row containing the file name '1 TEST\_Walker\_Multiple.pdf'. The 'View attachment' button is located at the bottom right of the screen.

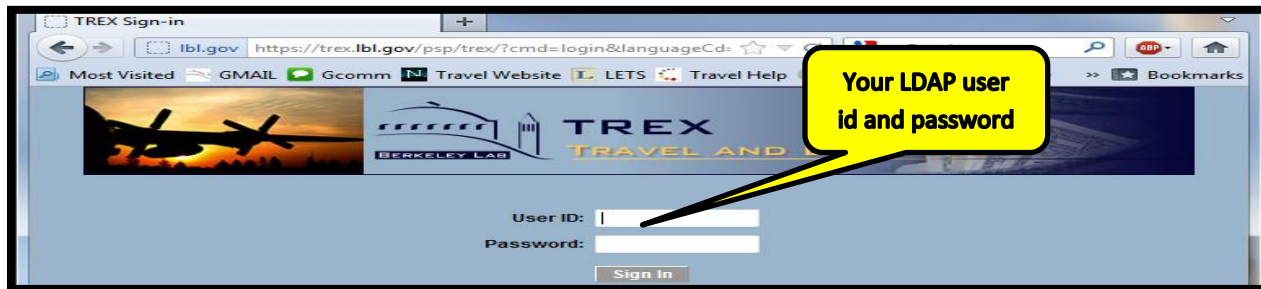
[Return To Expense Report](#)

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

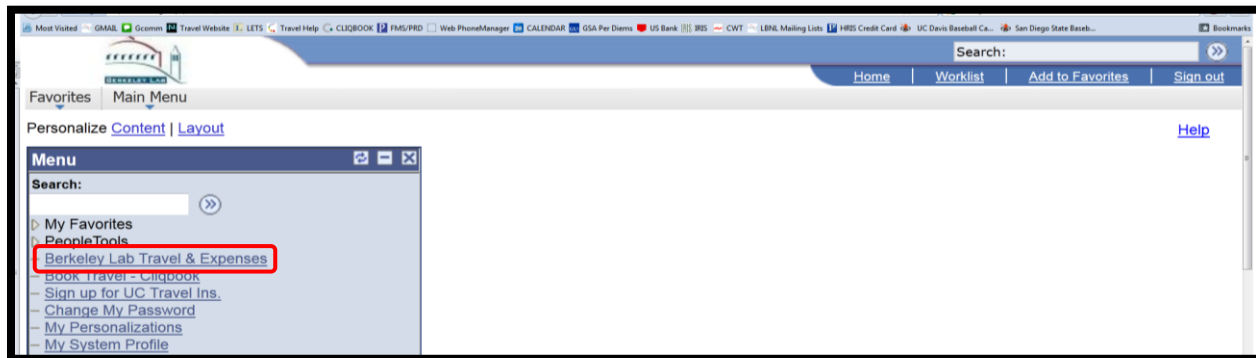
# Travel Expense Reimbursement: Electronic Receipts (eReceipts)

## Appendix A: Entering an Expense Report in TREX

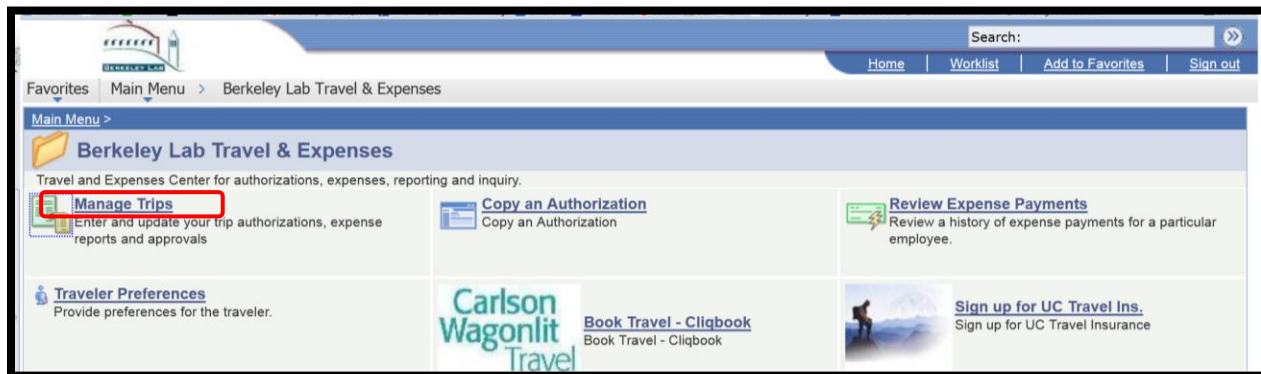
1. Use <https://trex.lbl.gov> get to the TREX sign in page. Use your LDAP user name and password (same as for your LBL e-mail). Travel arrangers use [fms.lbl.gov](https://fms.lbl.gov).



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**.

The screenshot shows the 'Trip Leg Information' screen. A red box highlights the 'Trip Leg Information' tab. A yellow callout bubble points to the 'Departure City, State or Country' field, containing 'BERKELEY,CA'. Another yellow callout bubble points to the 'Arrival City, State or Country' field, containing 'BERKELEY,CA'. A red box highlights the 'Next' button at the bottom right. The screen displays various fields for traveler information, project information, and a table for trip legs.

Departure Date	Departure City, State or Country	Arrival Date	Arrival City, State or Country	Number of Nights at Location	Number of Personal Days	Per Diem - M&IE
04/01/2013	BERKELEY,CA	04/01/2013	DENVER,CO	2		
04/03/2013	DENVER,CO	04/03/2013	BERKELEY,CA			66.00

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**.

The screenshot shows the 'Expense Report Entry' screen. A red box highlights the 'Save' button. A yellow callout bubble points to the 'Save' button with the text 'Click Save to Activate'. Another yellow callout bubble points to the 'Save' button with the text 'Click Save to Obtain Trip Number and Activate Attach/View Rcpts Button'.

The screenshot shows the 'Expense Report Entry' screen. The 'Expense Report Entry' tab is highlighted. The screen displays fields for traveler information, project information, and a table for trip legs.

Departure Date	Departure City, State or Country	Arrival Date	Arrival City, State or Country	Number of Nights at Location	Number of Personal Days	Per Diem - M&IE
04/01/2013	BERKELEY,CA	04/01/2013	DENVER,CO	2		
04/03/2013	DENVER,CO	04/03/2013	BERKELEY,CA			66.00



# Travel Expense Reimbursement: Electronic Receipts (eReceipts)

The screenshot displays the 'Expense Report Totals' section of a travel expense reimbursement system. It includes a table of expense lines with columns for item type, date, amount, location, and currency. Below the table are buttons for 'Add: New Expense', 'Copy Selected Expense(s)...', and 'Delete Selected Expense(s)'. A yellow callout bubble points to a '+' button in the table, labeled 'Add new expense line'. Another yellow callout bubble points to the 'Attach/View Receipts' button, labeled 'Attach/View Receipts'. The bottom of the screen shows buttons for 'Save', 'Attach/View Receipts', 'Select Approver', 'Finish and Submit', 'View Expense Report', and 'View Trip Report'.

<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: 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

**Expense Report Totals**

Total Expenses: 463.00 USD Due to Traveler: 463.00 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

Definition of Totals Update Totals

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

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**.

The screenshot shows the 'Expense Report Entry' screen for Klara Sebek. It displays trip details such as LBNL Trip #, Trip Name, Business Purpose, Business Location, Begin Date, End Date, and Travel Auth ID. There are checkboxes for 'Supp ER' and 'Prepay ER'. A yellow callout bubble points to a paper clip icon in the 'Attached File' table, labeled 'Attach button'. The table has columns for 'Attached File' and '1 of 1 Last'.

**Expense Report Entry**

Klara Sebek Employee ID: 012105 Report ID: NEXT

Enter Report Information

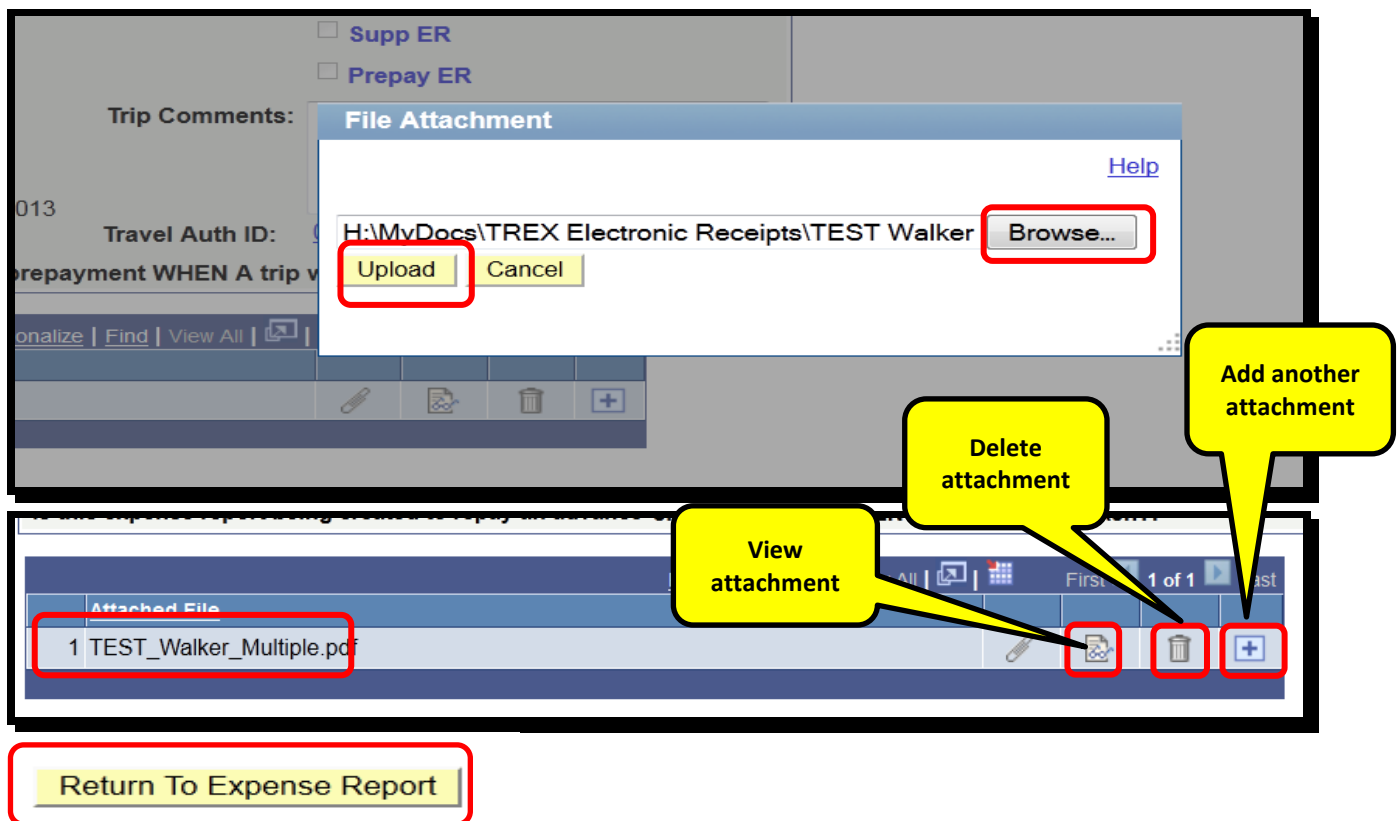
LBNL Trip #: 000111502 Trip Type: ☐ Supp ER ☐ Prepay ER  
Trip Name: test  
Business Purpose: Interview Trip Comments:  
Business Location (first):  
Begin Date: 04/01/2013 End Date: 04/03/2013  
Travel Auth ID: 0000053

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

Personalize Find View All 1 of 1 Last

Attached File
1

# 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).

Expense Report Totals		Due to Traveler:	
Total Expenses:	463.00 USD	Due to Traveler:	463.00 USD
Expenses Subject TO Apprvl:	0.00 USD	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		

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

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.

The screenshot shows the 'Expense Report Totals' section. At the top, there are links: 'Personal Days and Meals Provided', 'Trip History' (highlighted with a red box), 'Travel Currency Converter', and 'Prepayments'. Below these links is a table with the following data:

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

A yellow callout bubble with the text 'Trip History' points to the 'Trip History' link.

The screenshot shows the 'Trip Event History' page. At the top, there is a red box with the text 'LBNL Trip # 000109853'. Below this is a section titled 'Cash Advance Event History' with a table that has one row and one column. Below this is a section titled 'Expense Report Event History' with a table that has three rows and five columns. A yellow callout bubble with the text 'Trip History' points to the 'Expense Report Event History' table.

Report ID	Event	User ID	Name	DateTime 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	Paid	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