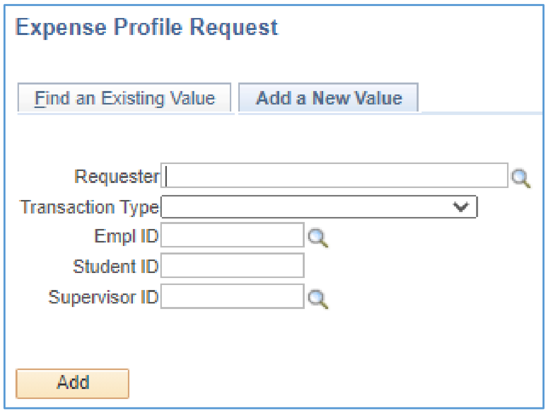
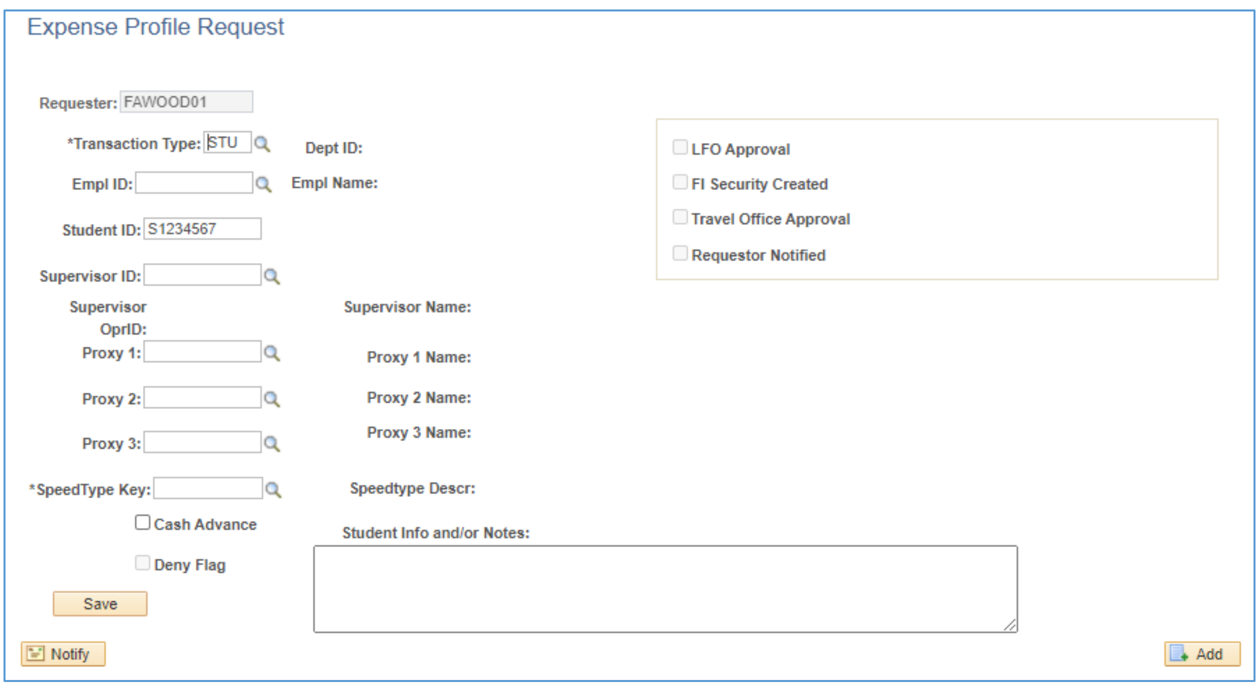
Expenses Profile Request

Log into the Financial System.

Navigate to Navigator > Employee Self-Service > Travel and Expenses > Expense Profile Request

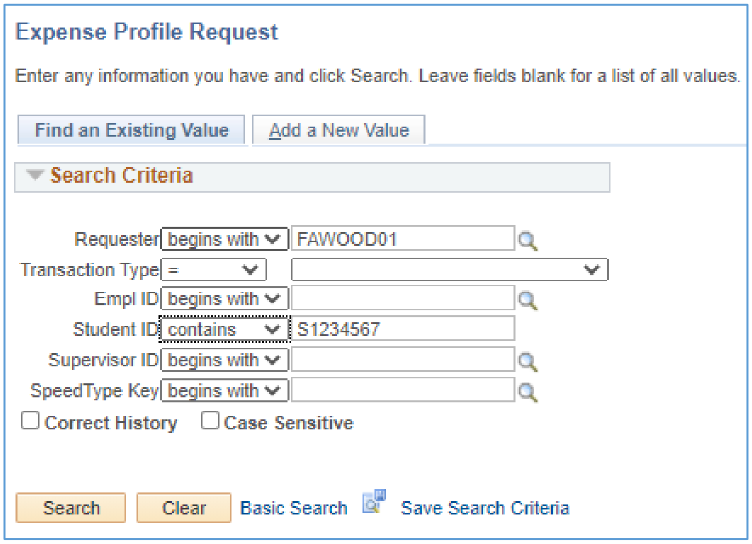


Select "Add a New Value" and a Transaction Type to request a new profile or modify of an existing profile for an employee or to add a student. **Note: New field for Student ID**. The Student Expense Profiles are set up with a prefix of 'S'.



For Student Profile Request enter the name and address in the Student Info Notes section.

Select "Find an Existing Value" to view the existing Expense Profile defaults or history of Expense Profile Requests. Remove the Requester ID and enter the Empl ID or Student ID to search.



A few items to note:

- The appropriate approval checkboxes will be displayed in order: LFO first, FI Security Role second and Travel Office third. An approval request notification, with a URL link, will be sent to the appropriate approvers every time the Expenses Profile Request is saved. Example: LFO checks approval box and saves, a notification is sent to FI Security. The Requestor Notified box will be updated when the final notification of approval is sent to the Requestor.   **Note: A time date stamp has been added for each level of approval.**

- If the Dept ID field does not automatically populate, as in adding a student, the department associated to the SpeedType will be used to route the request to the LFO for approval.

- Access to the deny process is available to the LFO only.   An email of denial is sent to the Requester. After the transaction is denied, no one can update the transaction. The "Deny Flag" is visible on the Find Existing Value page.

- If any changes need to be made to the request, prior to the final approval, the LFO must be notified to uncheck the LFO Approval box. Unchecking the LFO Approval box automatically unchecks all of the other approval boxes. The fields will then be available for the Requestor to update the request. The process will start from the beginning with the LFO receiving an approval request notification.