Self Service
Employee Business Expenses

Contents

Introduction

You can enter your business expense reimbursement information using Self Service. This data is secured by your user ID and password. Your supervisor will use Self Service to approve the information you enter, and agency payroll staff will have the final review before processing the information.

You are not required to enter business expenses on these pages. You may continue to submit forms to the HR or payroll office in your agency. The records that you can view on the Business Expense pages will be ones that either you added, or your agency payroll office entered on your behalf as a result of a paper form that you submitted for processing. You will only be able to see expenses that have been entered with end dates after the date that your department was authorized to process business expenses in Self Service.

All requirements for receipts and documentation of business expenses apply to expenses entered in Self Service. Contact your agency HR/Payroll staff for instruction on how receipts and supporting documents are verified and maintained in your agency.

The Internal Revenue Service (IRS) requires employee business expenses to be submitted for reimbursement within "a reasonable period of time" - which is further defined as within 60 days after the expenses were paid or incurred. If not submitted within 60 days, the expense reimbursement is categorized as supplemental wages and becomes taxable for federal, state, FICA, and Medicare; and withholding tax must be taken.

These instructions are intended for use at the time expenses are being entered. It is recommended that the user print the instructions so that they are easily accessible while entry is being done in Self Service.

General Information and Deadlines

There are five pages inside the Self Service Business Expense tile:

- **Main**: This page defaults your personal and job information. You enter dates and expense descriptions on this page.
- **Mileage**: You enter mileage information such as trip miles, local miles, and rates if appropriate. Multiple destinations or vehicle types can be entered for the same day.
- **Meals and Lodging**: You enter meal and lodging expenses on this page. You can specify breakfast, lunch, and dinner separately, or "bunch" meal totals for the day.
- **Other Expenses**: All other expenses are entered on this page.
- **Advances**: You enter advance requests on this page.

Business expenses that have been entered, approved by your supervisor, and given final review and approval by agency staff no later than Thursday noon of the week you submit your time sheet, will be processed for the following payday.

Definitions

Expense Group ID
An **Expense Group ID** or **Expense ID** is a number used to identify a group of business expenses. It is assigned when a group of expenses is successfully saved for the first time. All rows in the expense group generally pertain to a particular event, trip, or project. When an expense group ID is assigned to a business expense advance, that unique number is used when the advance is settled, and expenses are entered. Related expenses are kept together in this way. Additional expense rows can be added to an expense group ID at any time.

Expense Status
Each business expense includes a processing status value that indicates the progress of the business expense from entry to payment.

STATUS VALUE	DEFINITION
New **New/Not Ready** **Errors** **Errors Exist**	Expenses in these statuses require additional approvals or further modification before being paid.
Ready	Expenses will be processed with the next pay calculation.
Processed	Expenses have either already been paid or have been processed and will be paid on the next paycheck.

IRS Mileage Rate
The standard **IRS mileage rate** is established and updated periodically by the Internal Revenue Service. It determines the taxable amount of a mileage reimbursement. Any portion of mileage reimbursed at a rate greater than the IRS rate is added to taxable grosses (federal, state, FICA, and

Medicare) and is subject to withholding. Mileage reimbursed at a rate equal to or less than the IRS rate is not taxable.

Most bargaining agreements and compensation plans reference the IRS mileage rate as the rate an employee is to be reimbursed when they are required to use his/her personal (privately owned) automobile to conduct state business. Therefore, the Self Service business expense process automatically calculates mileage using the IRS mileage rate in effect on the date of travel entered on the **Mileage** page. If mileage should be reimbursed at a rate other than the IRS rate, the applicable rate should be entered, and the system will recalculate.

Access Business Expense Information

To access Business Expense information, take the following steps.

ACTION	RESULT
1. Access the Self Service Web site https://mn.gov/selfservice.	**Self Service Portal** sign in page displays.
2. Sign in with your user ID and password. New employees obtain sign-in instructions from your Human Resources or Payroll office.	**Self Service Portal Homepage** displays.
3. On the Self Service Homepage, select the Self Service tile.	**Self Service Landing page** displays.
4. Select Business Expenses tile. The **Select Business Expense** page displays. You will be able to see all business expense groups (with at least one expense row) that have been entered (either by you, or agency staff on your behalf) with end dates since your department was authorized to process business expenses in Employee Self Service. You will also see (at the top of the **Select Business Expense** page) a row identified in the Description column as "New Expense." If you have more than one job record (Empl Rcd Nbr) with one or more departments using the business expense process in Employee Self Service, you will have a "New Expense" row for each record.	The **Select Business Expense** page allows you to view and modify previously entered expense groups or add a new expense group.

The **Select Business Expense** page includes a listing of all business expense groups, with at least one expense row, and with end dates since your department(s) was authorized to process business expenses in Self Service. As expense records are added, either by you in Self Service, or by agency staff using paper forms submitted by you, the business expense records that you can view will increase in number. Expense information is listed on the **Select Business Expense** page in chronological order, by end date, with the most recent dates appearing at the top of the list.

> Do *not* use the back and forward buttons on your browser; this could result in losing data you entered. Navigate using the Menu.

Enter Business Expense Reimbursements

The Business Expenses tile contains five pages: **Main**, **Mileage**, **Meals and Lodging, Other Expenses** and **Advances**. You can access any of the five pages by selecting the tabs at the top of the page or the links at the bottom of the page.

To enter business expense information, follow the instructions below.

ACTION	RESULT
1. On the **Select Business Expense** page, select the **[GO TO]** button on the row at the top of the list that is identified in the Description column as New Expense. If you have more than one current Empl Rcd Nbr, be certain to select the correct record.	The **Main** page (the first page of the Business Expenses tabs) displays. The following fields default with information based on your employee ID and record number: • **Name** • **ID** • **Empl Rcd#**
2. SEMA4 will assign a value in the **Expense Group ID** field when the business expense information is successfully saved for the first time.	
3. In the **Start Date** field, select the **[CHOOSE A DATE]** button and select a date or enter the first day that expenses were incurred, or the first day of the trip.	
4. In the **End Date** field, select the **[CHOOSE A DATE]** button and select a date or enter the last day expenses were incurred or the final day of the trip. **NOTE:** The end date must be the same as, or greater than, the start date. The time between the two dates cannot exceed one year.	The **Dept ID** and **Position** numbers and descriptions display after successfully entering the End Date and moving to the next field.

ACTION	RESULT
5. In the **In State/Out of State** field, select the **[COMBO BOX ARROW]** button and select the appropriate option.	
6. In the **Expense Description** field, enter a description for the expenses. The field allows up to 30 characters.	
7. The **Expense Status** field will display No Data Entered.	
8. SEMA4 will display the total dollar amount in the **Total Trip Expense** field for all rows within the expense group after they are marked Complete.	
9. If you have receipts to attach electronically, select the **[ADD RECEIPTS]** button. • Under the Receipts header, select the **[ADD]** button. • In the File Attachment pop-up box, select the **[BROWSE]** button. • In the Choose File to Upload window, locate the file you want to attach. • When the file/path name appears in the File Attachment pop-up box, select the **[UPLOAD]** button.	A message displays indicating the Add Attachment succeeded. Select the **[OK]** button. The **[ADD]** button has been replaced with the **[VIEW]** button.
10. The **Description** field displays to the right of the **[VIEW]** button on the row added for the receipt. This is a required field that must be completed with text further describing the receipt. The **Description** field must be completed before the record can be successfully saved.	

ACTION	RESULT
NOTE: • All receipts are added using the **[ADD RECEIPTS]** button on the Main page, regardless of which page in the tabs will be used to enter the business expense detail (earn code, amount, etc.). • Receipts can be added before entering expenses on the other pages of the tabs; however, to successfully save the Expense ID, at least one expense row must be added.	
11. To Add an additional receipt, select the **[ADD A NEW ROW]** button next to the **[VIEW]** button, and repeat steps 9 and 10 as many times as necessary.	
12. To view additional employee data, including salary authority, bargaining unit, and addresses, select the **[ADDITIONAL DATA]** link.	The **Additional Employee Data** page displays.
13. Select the Return **[RETURN]** button to return to the **Main** page.	The **Main** page displays.
14. The remaining three pages are: **Mileage** **Meals and Lodging** **Other Expenses** **Advances** They can be accessed in any order. Select the page tab for the type(s) of expenses you want to enter. If you do not have expenses to enter for a page, you do not need to access it. Continue with the instructions below. Each page has its own section of directions. You may skip sections for pages that do not apply to expenses you are entering.	You cannot successfully save information entered on the Main page until/unless business expense activity has been entered on at least one of the other tab pages.
15. Select the **Mileage** page.	
16. In the **Earnings Code** field, enter the earnings code or select the **[EARN CODE LOOKUP]** button and select a code from the list that displays.	

ACTION	RESULT
17. In the **Date** field, enter the date that the miles were driven, or select the **[CHOOSE A DATE]** button and select a date.	
18. In the **Description** field, you can enter up to 30 characters to further identify the expense. When entering mileage, the description should include the location departed from, arrived at, vehicle control number (if appropriate) and mode of transportation, if not an automobile. An example of a description for mileage might be: **St Paul-Bemidji – van-#23434545**	
19. In the **Trip Miles** field, enter the number of miles traveled from city to city.	The system will calculate mileage based on the IRS mileage reimbursement rate effective on the date of travel. It will display in the **Nontaxable Amount** field.
20. In the **Local Miles** field, enter the number of miles traveled locally between destinations within the city.	The system will add local miles to trip miles and calculate total mileage based on the IRS mileage reimbursement rate effective on the date of travel. It will display in the **Nontaxable Amount** field.

Action	Result
21. In the **Mileage rate** field enter the appropriate mileage rate *only* if the mileage reimbursement rate is *other than* the IRS mileage reimbursement rate effective on the date of travel. For example, you will enter a rate in this field if the vehicle was a specially equipped van or motorcycle, or if your bargaining unit reimbursement rate for mileage is something other than the standard IRS mileage reimbursement rate.	The system will add local miles to trip miles and calculate total mileage based on the **Mileage rate** entered. If the mileage rate entered is less than the IRS mileage reimbursement rate, the total will display in the **Nontaxable Amount** column. If the mileage rate entered is greater than the IRS mileage reimbursement rate, the total amount to be reimbursed will be split between two fields, the **Nontaxable Amount** column, and the **Taxable Amount** column. When the record is saved, an additional row is also added by the system that displays the taxable mileage earnings code and the taxable amount.
When the first row of mileage has been completed (earnings code, date, description, and system-calculated amount) the **[COPY DOWN]** button displays.	

ACTION	RESULT
22. Choose one of the following: • Select the **[ADD A NEW ROW]** button next to the Date field to add another row if you have mileage expenses to enter for other dates. • Select the **[ADD A NEW ROW]** button next to the Description field to add another row if you have miles to enter for the same date, but for other destinations or other vehicles. • Select the **[COPY DOWN]** button on the right side of the page to copy the data on the last description row (or set of rows) within the earnings code and insert a new row (or set of rows) where the date is incremented by one day. Make changes to the data on the new row, if needed. • If you need to delete a row, select the **[DELETE A ROW]** button and the **[OK]** button.	

ACTION	RESULT
23. After you have finished entering all mileage expenses, for all days, review all the rows for accuracy before marking them complete. To mark a business expense row complete, select the **[COMPLETE?]** check box. Or, to mark ALL rows on a page complete, select the **[CHECK COMPLETE ALL]** button. You are not required to save the information before moving to the next page, but you may choose to do so to avoid the risk of losing data if you should be interrupted and the Self Service application “times out.” To save your information, select the **[SAVE]** button.	The **[COMPLETE?]** check box will display a checkmark when the row has been marked complete. The total of rows marked complete displays in the **Total Trip Expense** field. Rows that have been marked Complete no longer display in detail but are collapsed. Once collapsed, select the **[EXPAND SECTION]** button on header rows to expand and display information beneath the header row. Select the **[COLLAPSE SECTION]** button to hide the information again. After selecting the **[SAVE]** button, the system will display an affirmation message asking that you indicate that the claim is just and correct. Selecting the **[YES]** button will attach your electronic signature to the record.
24. Select the **Meals and Lodging** page.	
25. In the **Earnings Code** field, enter the earnings code or select the **[LOOK UP]** button and select a code from the list that displays.	

<table>
<tr><th>ACTION</th><th>RESULT</th></tr>
<tr><td>26. In the Date field, enter the date that the expenses were incurred, or select the [CHOOSE A DATE] button and select a date.

NOTE: If lodging or meal expenses represent a total that includes amounts for multiple days (e.g., a hotel receipt showing an amount paid for a stay of three nights) you may choose one of the following:
Use one row (one date) to enter the total amount and indicate the explanation in the description field.
Use multiple rows (multiple dates) to enter the amounts broken down day-by-day.
Check with payroll/HR staff to determine how your agency prefers to handle these situations.</td><td></td></tr>
<tr><td>27. If the Earnings Code selected was for meals, the Meal Type field displays. Select the [COMBO BOX ARROW] button and select the appropriate value.</td><td></td></tr>
<tr><td>28. In the Description field, you can enter up to 30 characters to further identify the expense. When entering meals, the description should include departure and arrival times where necessary to establish eligibility for reimbursement. An example for a description for meals might be: Departed Home 5:45 a.m.</td><td></td></tr>
<tr><td>29. In the Amount field, enter the amount of the expense.</td><td>When the first row on the page has been completed (earnings code, date, description, and amount) the [COPY DOWN] button displays on the right side of the page. You may need to use the horizontal scroll bar to see it.</td></tr>
</table>

ACTION	RESULT
30. Choose one of the following: • Select the **[ADD A NEW ROW]** button next to the **Meal Type** field to add another meal type for the same date. • Select the **[ADD A NEW ROW]** button next to **Date** field to add another row if you have other expenses for this same earnings code, but for a different date. • Select the **[COPY DOWN]** button on the right side of the page to copy the data on the last description row (or set of rows) within the earnings code and insert a new row (or set of rows) where the date is incremented by one day. Make changes to data on the new row, if needed. • Select the **[ADD A NEW ROW]** button next to the **Earnings Code** field to add another expense row for a different earnings code if you have other meals and/or lodging expenses. • If you need to delete a row, select the **[DELETE A ROW]** button and the **[OK]** button.	
31. After you have finished entering all meals and lodging expenses, for all days, review all the rows for accuracy before marking them complete. To mark a business expense row complete, select the **[COMPLETE?]** check box. Or, to mark ALL rows on a page complete, select the **[CHECK COMPLETE ALL]** button. You are not required to save the information before moving to the next page, but you may choose to do so to avoid the risk of losing data if you should be interrupted and the Self Service Portal “times out.” To save your information, select the **[SAVE]** button.	The **[COMPLETE?]** check box will display a checkmark when the row has been marked complete. The total of rows marked complete displays in the **Total Trip Expense** field. After selecting the **[SAVE]** button, the system will display an affirmation message asking that you indicate that the claim is just and correct. Selecting the **[YES]** button will attach your electronic signature to the record.
32. Select the **Other Expenses** page.	

ACTION	RESULT
33. In the **Earnings Code** field, enter the earnings code or select the **[LOOK UP]** button and select a code from the list that displays.	
34. In the **Date** field, enter the date that the expenses were incurred, or select the **[CHOOSE A DATE]** button and select a date.	
35. In the **Description** field, you can enter up to 30 characters to further identify the expense.	This is an optional field.
36. In the **Amount** field, enter the amount of the expense.	
37. Select the **[ADD A NEW ROW]** button next to the **Description** field to add another expense for this same earn code and date. Select the **[ADD A NEW ROW]** button next to the **Date** field to add another expense row if you have expenses to enter for this same earnings code on a different day. Select the **[ADD A NEW ROW]** button next to the **Earnings Code** field to add another expense row for a different earnings code. Repeat steps 27-30 as necessary. If you need to delete a row, select the **[DELETE ROW]** button and the **[OK]** button.	
When all business expenses have been entered on all pages:	
38. After you have finished entering all other expenses, for all days, on all pages review all the rows for accuracy, and verify that all expense rows are marked complete. Select the **[COMPLETE?]** check box. Or, to mark ALL rows on a page complete, select the **[CHECK COMPLETE ALL]** button.	The **[COMPLETE?]** check box will display a check mark when the row has been marked complete. The total of rows marked complete displays in the **Total Trip Expense** field.

ACTION	RESULT
39. When all expenses have been entered and all rows have been marked Complete on all pages, select the **[SAVE]** button and then the **[YES]** button. **NOTE:** Your supervisor cannot review expenses for approval until ALL rows of information are marked complete. If there is a problem, question or documentation issue with a single row, and it has not been marked complete, you may choose to delete that row so the others can be approved, and insert the row at a later date when the issue has been resolved.	The system will display an affirmation message asking that you indicate that the claim is just and correct. Selecting the **[YES]** button will attach your electronic signature to the record.
40. Notify your supervisor that your expenses are ready to approve.	

To Exit

ACTION	RESULT
1. If you want to return to the Select Business Expense page, select the **[RETURN TO SELECT BUSINESS EXPENSE]** button.	The **Select Business Expense** page displays.
2. To return to the **Self Service Landing** page: • Select the **[HOME]** button in the upper-right corner of the page. • - AND – • On the menu, select the Self Service tile. • To exit Self Service, select the **[SIGN OUT]** link in the upper-left corner of the page.	**Self Service Homepage** displays. **Self Service Landing page** displays. **Self Service Portal** sign in page displays.

Enter Business Expense Advance Request

The Business Expenses tile contains five pages: **Main**, **Mileage**, **Meals and Lodging, Other Expenses** and **Advances**. Only the **Main and Advance** pages are used when requesting a business expense advance for business travel or other business expenses that will occur in the future.

Remember:

- You may have only one outstanding business expense advance at a time.
- You must settle advances within **five** days of the date you return from traveling.

To enter a request for a business expense advance, follow the instructions below.

ACTION	RESULT
1. On the **Select Business Expense** page, select the **[GO TO]** button on the row at the top of the list that is identified in the Description column as New Expense - Employee Active. If you have multiple current Employment Rcd Nbrs, be certain to select the correct record.	The **Main** page (the first page of the Business Expenses tabs) displays. The following fields default with information based on your employee ID and record number: • **Name** • **ID** • **Empl Rcd#**
2. SEMA4 will assign a value to the **Expense Group ID** field when the business expense advance information is successfully saved.	
3. In the **Start Date** field, enter the first day that you expect to incur expenses or the first day of the trip.	
4. In the **End Date** field, enter the last day you expect to incur expenses, or the final day of the trip. **NOTE:** The end date must be the same as, or greater than, the start date. The time between the two dates cannot exceed one year.	The **Dept ID** and **Position** numbers and descriptions display after successfully entering the End Date and moving to the next field.
5. In the **In State/Out of State** field, select the **[COMBO BOX ARROW]** button and select the appropriate option.	
6. In the **Expense Description** field, enter a description for the expenses. The field allows up to 30 characters.	
7. The **Expense Status** field will display No Data Entered.	

ACTION	RESULT
8. SEMA4 will display the total dollar amount of the advance request in the **Total Trip Expense** field for all rows within the expense group *after* they are marked Complete.	
9. To view additional employee data, including salary authority, bargaining unit, and addresses, select the **[ADDITIONAL DATA]** link.	The **Additional Employee Data** page displays
10. Select the **[RETURN]** button to return to the **Main** page.	The **Main** page displays.
11. Select the **Advances** page.	
12. In the Earnings Code field, enter the earnings code or select the **[EARN CODE LOOK UP]** button and select a code from the list that displays.	
13. In the **Description** field, you can enter up to 30 characters to further identify the expenses.	
14. In the **Amount** field, enter the total amount of the advance request, including all categories of expenses.	
15. Select the **[COMPLETE?]** check box.	The **[COMPLETE?]** check box will display a checkmark when the row has been marked complete. The total of rows marked complete displays in the **Total Trip Expense** field.
15. Select the **[SAVE]** button and then the **[YES]** button, to save the Advance row. After expenses have been incurred, and you are settling the advance, you will use the same Expense Group ID to enter actual expenses.	This assigns an Expense Group ID. The system will display an affirmation message asking that you indicate that the claim is just and correct. Selecting the **[YES]** button will attach your electronic signature to the record.

To Exit

Action	Result
1. If you want to return to the **Select Business Expense** page, select the **[RETURN TO SELECT BUSINESS EXPENSE]** button.	The **Select Business Expense** page displays.
2. To return to the **Self Service Landing** page: • Select the **[HOME]** button in the upper-right corner of the page. • - AND – • On the menu, select the Self Service tile. • To exit Self Service, select the **[SIGN OUT]** link in the upper-left corner of the page.	**Self Service Homepage** displays. **Self Service Landing page** displays. **Self Service Portal** sign in page displays.

Enter Business Expense Advance Settlement

The Business Expense tile contains five pages: **Main**, **Mileage**, **Meals and Lodging**, **Other Expenses**, and **Advances**. You used the **Main** and **Advance** pages when you requested a business expense advance for business travel or other business expenses. You will use the remaining pages, **Mileage**, **Meals and Lodging** and **Other Expenses** to settle the advance now that expenses have been incurred.

Remember:

- You may have only one outstanding business expense advance at a time.
- You must settle advances within **five** days of the date you return from traveling.

The process for settling an advance has two parts. First, actual trip expenses are entered for payment. Secondly, the dollar amount of the advance is recaptured. You will enter the actual expenses, and your agency payroll staff will enter the recapture when they process the final approval.

- If the total amount of the advance is **equal to** the total amount of the expenses, there will be no effect on your paycheck.
- If expenses **exceed** the amount of the advance, you will receive the difference on the next paycheck.
- If expenses are **less than** the amount of the advance, the difference will be deducted from the next paycheck.

To enter business expense advance settlement information, follow the instructions below.

ACTION	RESULT
1. On the **Select Business Expense** page, select the **[GO TO]** button on the row of the Expense Group ID that represents the advance that you received. Always settle the advance by entering expenses on the same expense group ID that was created when the advance was paid.	The **Main** page (the first page of the Business Expenses tabs) displays.
2. The **Total Trip Expense** field will display the amount of the advance.	
3. You will enter expenses on the following pages: **Mileage** **Meals and Lodging** **Other Expenses** The pages can be accessed in any order. Select the page tab for the type(s) of expenses you want to enter. If you do not have expenses to enter for a page, you do not need to access it. You will enter expenses according to the **Enter Business Expenses Reimbursements** instructions in this document beginning on page 5, step 9. Each expense page has its own section of directions. You may skip sections for pages that do not apply to expenses you are entering.	
Your agency payroll staff will enter the advance recapture prior to final approval and processing of these expenses. When the recapture amount is entered, the advance will be settled, and the **Total Trip Expense** field will display the actual total dollars spent for this expense group ID.	

To Exit

Action	Result
1. If you want to return to the **Select Business Expense** page, select the **[RETURN TO SELECT BUSINESS EXPENSE]** button.	The **Select Business Expense** page displays.
3. To return to the **Self Service Landing** page: • Select the **[HOME]** button in the upper-right corner of the page. • - AND – • On the menu, select the Self Service tile. • To exit Self Service, select the **[SIGN OUT]** link in the upper-left corner of the page.	**Self Service Homepage** displays. **Self Service Landing page** displays. **Self Service Portal** sign in page displays.

Problems and Solutions

Use the following guide to resolve problems. For additional help, contact your agency HR/Payroll office.

Problem	Solution
I received an error message that a value is invalid or does not match one of the allowable values.	The earnings code is typed incorrectly or is one that security does not allow. Be certain you made the correct selection in the **In State/Out of State** field. Only the earnings codes corresponding to the travel destination (in or out of the State of Minnesota) are available in the drop down box. Select the **[EARN CODE LOOK UP]** button to look up the code.
I checked the **[COMPLETE?]** check box but now I need to make a change and I can't type in the fields of the business expense pages.	• Clear the **[COMPLETE?]** check box and you will be able to make changes. When you're done, check the **[COMPLETE?]** check box. Remember to save the changes on the page, and to select Yes. • Check with your supervisor. If your business expense was already approved, your supervisor must withdraw the approval before you can uncheck the **[COMPLETE?]** check box to give you access.
The **Total Trip Expense** field is blank, but I have entered several rows of expenses.	SEMA4 will display the expense total in the **Total Trip Expense** field for all rows within the expense group only ***after*** they are marked complete.

PROBLEM	**SOLUTION**
The **Total Trip Expense** field does not add up to the total of all the expense rows that were entered.	Since the **Total Trip Expense** field amount includes only rows marked **[COMPLETE?],** review the expenses to make certain that all rows are marked with a check in the **[COMPLETE?]** check box.
The address that appears as my home address when I select **[ADDITIONAL DATA]** link is incorrect.	You need to update your address using the About me tile on the **Self Service Landing page**. After your agency staff approves the change, the new address will display.
I attached a receipt electronically in error, and now I can't delete it.	Once a receipt has been added, and your agency payroll staff has approved any of the expenses on the Expense ID, an attached receipt cannot be deleted.
Mileage is not calculating at the correct rate.	SEMA4 calculates mileage using the standard IRS rate in effect on the date the miles are recorded. If the reimbursement rate should be something other than the standard IRS rate on that date, the reimbursement rate can be overridden and calculated with a different per mile amount by entering that amount in the **Mileage rate** field.
I can't delete a row that appears on the **Mileage** page with earnings code MIT (or MOT).	Rows with MIT (Mileage Taxable Instate) or MOT (Mileage Taxable Outstate) earnings codes were generated by SEMA4 as a result of entering a mileage reimbursement rate that is more than the IRS rate and therefore is taxable. You cannot delete these rows. However, if that row is an error and the mileage rate should not be more than the IRS rate, select the **[UNCHECK COMPLETED ALL]** button. Delete the **Mileage rate** for all rows that list a **Taxable Amount**. The mileage rate will default to the IRS rate. Select the **[CHECK COMPLETE ALL]** button. The MIT or MOT row will remain, but the **Amount** value will now be blank.
When I select the **[COPY DOWN]** button the date is not incremented on the inserted row.	The date will never increment beyond the trip end date. If the date on the copied row is the trip end date, then the new inserted row will also have the trip end date on it.
I would like to use the copy down function, but the **[COPY DOWN]** button no longer displays.	The **[COPY DOWN]** button disappears from a row when it is marked complete. Therefore, to copy a completed row you must first uncheck the **[COMPLETE?]** box. Once the **[COMPLETE?]** box is unchecked, you may need to make a change or add a row before the **[COPY DOWN]** button displays again. Also, you can never use the copy down function on a row that has been processed.

PROBLEM	SOLUTION
There is no field specified for indicating the time of departure and arrival like there was on the paper SEMA4 Employee Expense Report form.	Enter the departure and arrival times in the **Description** field on the **Meals and Lodging** page.
There is no field specified for indicating my 1-Way Commute Miles like there was on the paper SEMA4 Employee Expense Report form.	Enter the 1-Way Commute Miles in the **Description** field on the **Mileage** page.
There is no field specified for indicating a vehicle control number like there was on the paper SEMA4 Employee Expense Report form.	Enter the vehicle control number in the **Description** field on the **Mileage** page.
I cannot see the information entered on the body of the business expense pages.	Select the **[EXPAND SECTION]** arrow on header rows to expand and display information beneath the header row. Select the **[COLLAPSE SECTION]** arrow to hide the information again.
Do I need to select the **[SAVE]** button on every page?	Selecting the **[SAVE]** button on any single page in the Business Expenses tile will save the information on all five pages. You are not required to save the information on a page before moving to the next page. But you may choose to do so to avoid the risk of losing data if you should be interrupted and the Self Service application "times out." After selecting the **[SAVE]** button, the system will display an affirmation message asking that you indicate that the claim is just and correct. Selecting the **[YES]** button will attach your electronic signature.
It doesn't appear that my supervisor has approved my business expense entries.	Only expense group IDs that have ALL rows marked Complete will be reviewed by managers/supervisors for approval. If there is a problem, question or documentation issue with a single row, and it has not been marked complete, you may choose to delete that row so the others can be approved, and insert the row at a later date when the issue has been resolved.

PROBLEM	SOLUTION
I forgot to include an expense (or I was underpaid for a trip) that I have already entered, my supervisor has already approved, and has been processed.	You may add additional expense rows to a processed expense group ID at any time.
My expenses were inadvertently overpaid.	You will need to contact your payroll staff and explain the overpayment. They will need to enter the changes to fix the overpayment.
I was unable to enter additional rows to an expense group that was marked complete and approved – but was not yet processed.	You can only add an additional row to an unprocessed expense group if the earnings code on the new row does not duplicate those rows already entered and marked approved. If you have additional expenses to add to a row with an earnings code already marked complete and approved, you must change the amount on the existing row. To change the amount, you must first have your supervisor uncheck the **[APPROVED?]** check box. Then you must uncheck the **[COMPLETE?]** check box to make the modification. After you have made the change, you will need to check the **[COMPLETE?]** check box again and save the row(s) before your supervisor can check the **[APPROVED?]** check box. If all existing rows on an expense group have been processed, you can add additional rows with any earnings code.
There is an expense row that I did not enter, with earnings code, BTX, on a processed business expense record. How did it get there, and what is it for?	The Internal Revenue Service (IRS) requires that if an employee does not submit expenses for reimbursement within 60 days after the expenses were paid or incurred, the reimbursement is categorized as supplemental wages, becomes taxable and withholding tax must be taken. If a reimbursement is taxable because it was not submitted within 60 days of incurring the expense, an expense row with the non-paying earn code, BTX, is added. This BTX row is created during the final agency staff approval process, and it will display on the **Other Expenses** page when the approval process is complete. The BTX amount is not included in the **Total Trip Expense** field.