

Expenses Profile Request

Log into the Financial System.

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

Expense Profile Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Requester: begins with ▼ FAWOOD01 🔍

Transaction Type: = ▼ [dropdown] ▼

Empl ID: begins with ▼ [input] 🔍

Supervisor ID: begins with ▼ [input] 🔍

SpeedType Key: begins with ▼ [input] 🔍

Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Select “Add a New Value” to request a new profile or modify of an existing profile for an employee or to add a student.

Expense Profile Request

Requestor: FAWOOD01

*Transaction Type: [ADD](#) 🔍

Dept ID: [input]

Empl ID: [input] 🔍

Empl Name: [input]

Supervisor ID: [input] 🔍

Supervisor Name: [input]

Supervisor OprID: [input]

Proxy 1: [input] 🔍

Proxy 1 Name: [input]

Proxy 2: [input] 🔍

Proxy 2 Name: [input]

Proxy 3: [input] 🔍

Proxy 3 Name: [input]

*SpeedType Key: [input] 🔍

Speedtype Descr: [input]

Cash Advance

Deny Flag

LFO Approval

FI Security Role Created

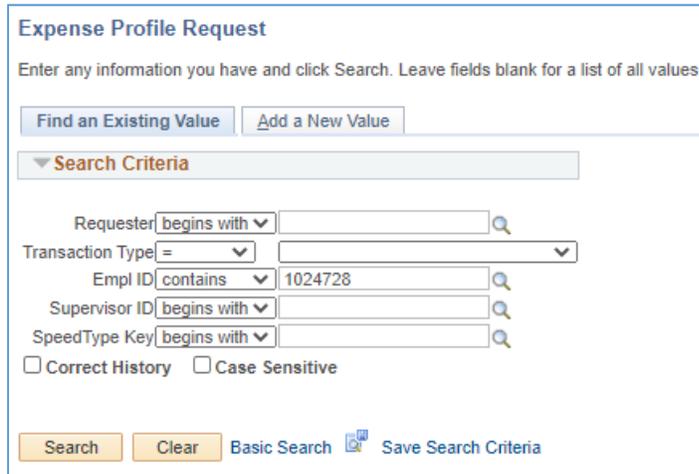
Travel Office Approval

Requestor Notified

Student Info and/or Notes: [text area]

[Save](#) [Notify](#)

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 to search.



The image shows a web form titled "Expense Profile Request". At the top, it says "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are two buttons: "Find an Existing Value" and "Add a New Value". A section titled "Search Criteria" contains several search fields: "Requester" (dropdown: "begins with", text input), "Transaction Type" (dropdown: "=", dropdown menu), "Empl ID" (dropdown: "contains", text input: "1024728"), "Supervisor ID" (dropdown: "begins with", text input), and "SpeedType Key" (dropdown: "begins with", text input). There are also two checkboxes: "Correct History" and "Case Sensitive". At the bottom are buttons for "Search", "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria".

A few items to note:

- The appropriate approval checkboxes will come up 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.
- 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 Requestor. 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.