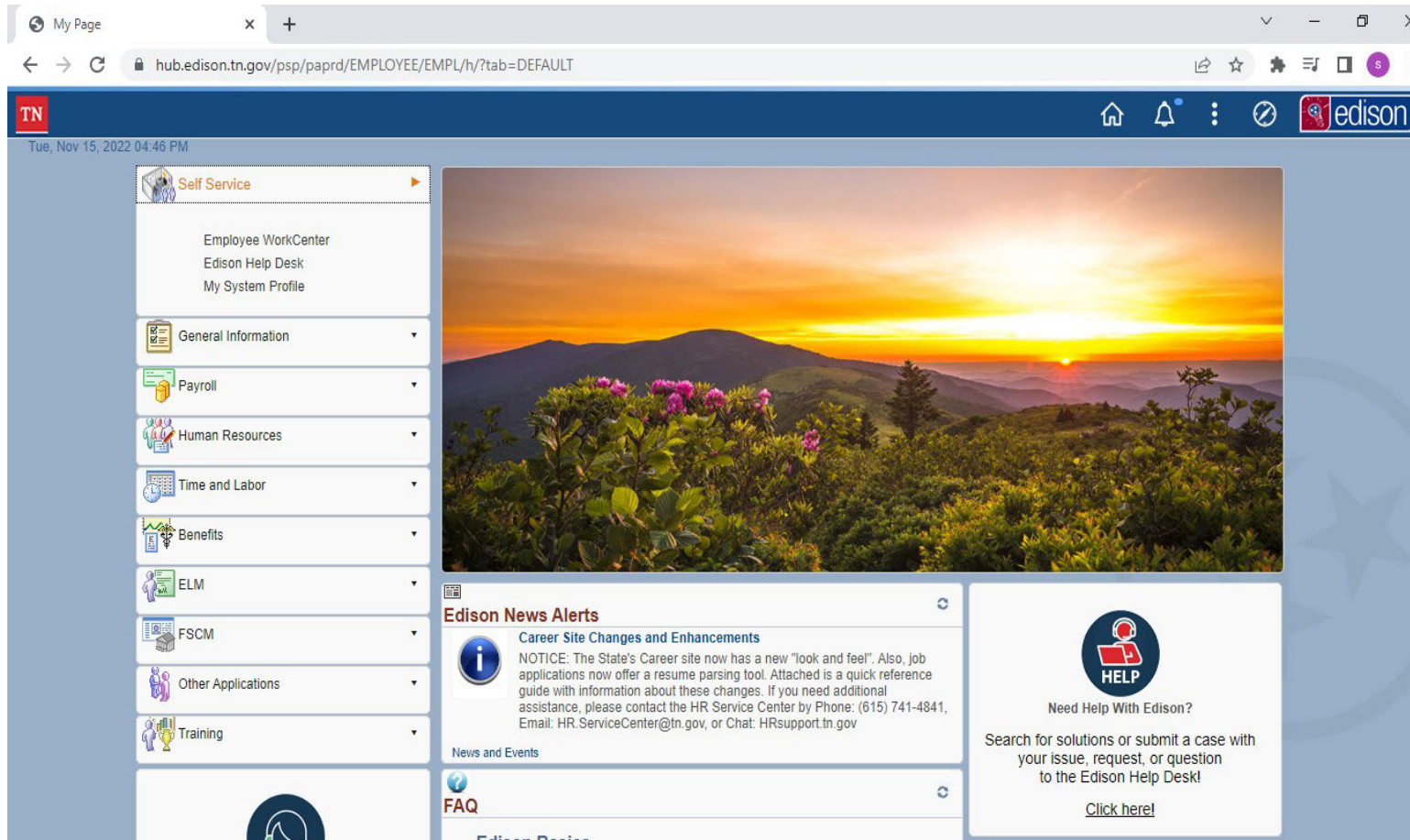
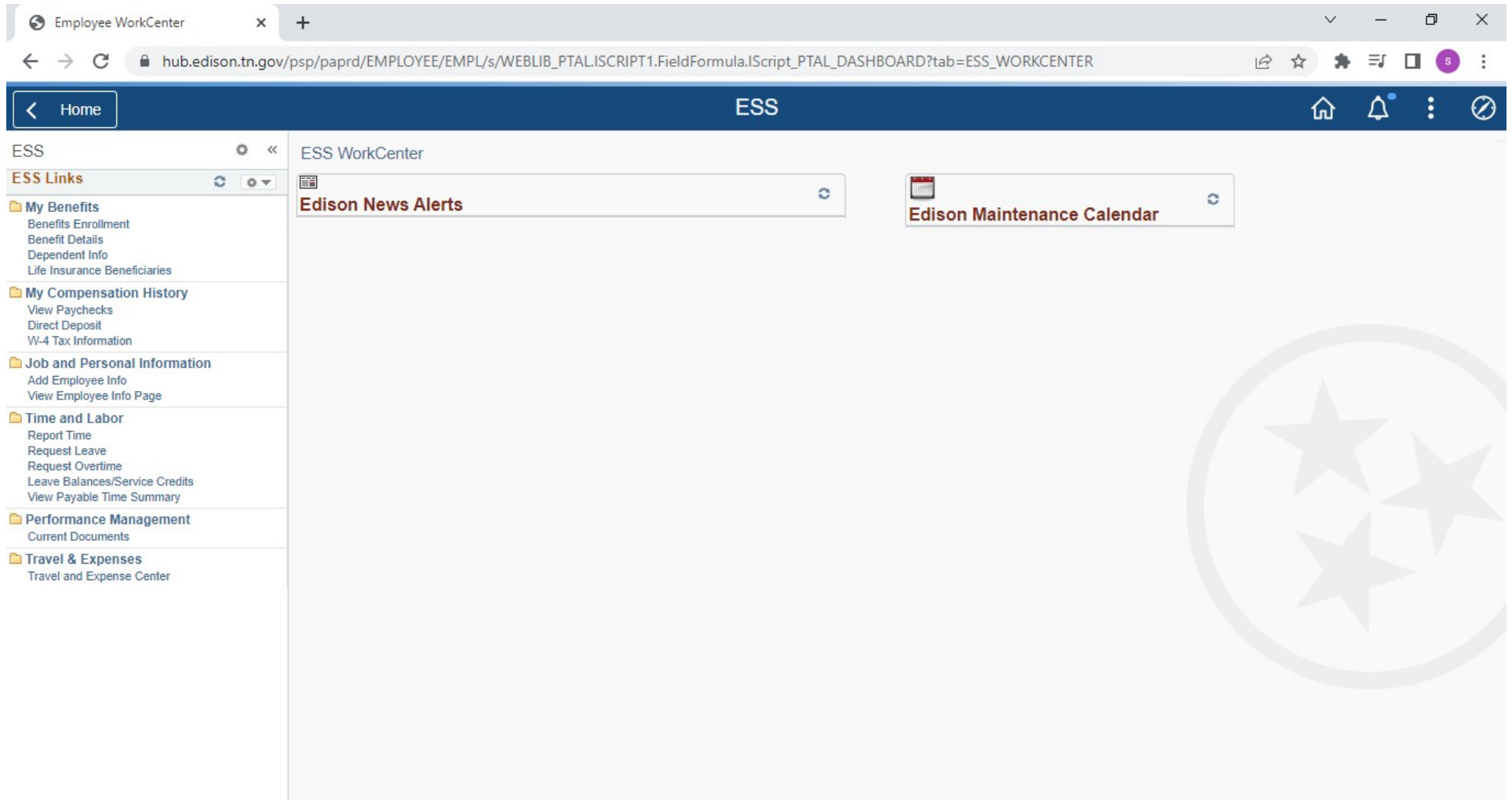


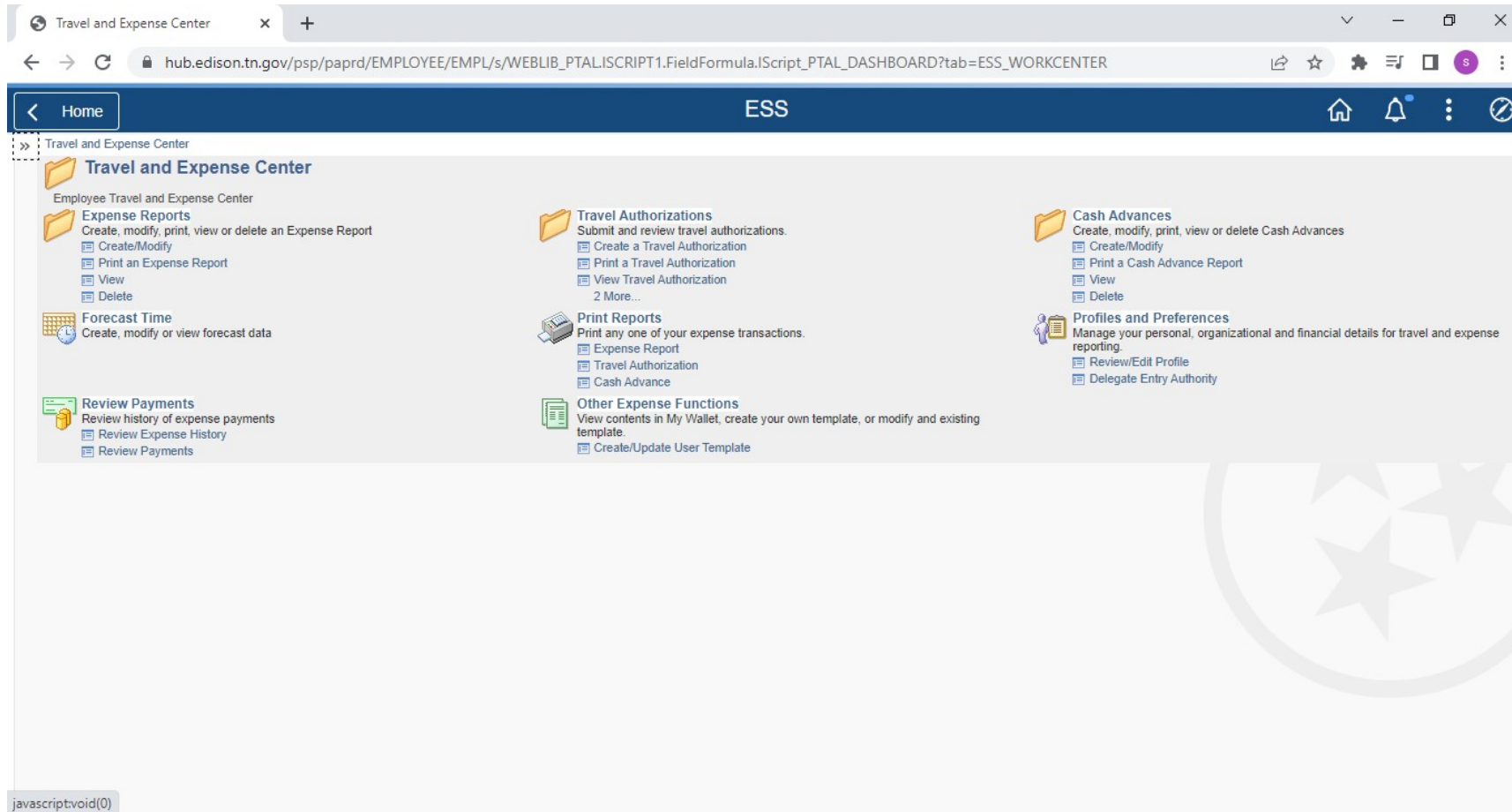
Step #1 (Starting at the Edison Home Page) – Select “Self Service” then “Employee WorkCenter.”



Step #2 (Under the ESS Links) – Select “Travel and Expense Center.”



Step #3 (Travel and Expense Center) – Select “Create/Modify” under Expense Reports.






Step #4 – From the “Expense Report” page, click on the “Add a New Value” tab; enter the Employee ID of the individual whose report you are entering (Note: Your own Employee ID should self-populate; however, you will need to change the Employee ID if you are entering an expense report as a proxy); and click “Add.”

Create/Modify

hub.edison.tn.gov/psp/paprd/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE_FUNCTIONS.TE_EXPENSE_SHEET.GBL?psInkid=EP_TE_EXPENSE_SHTEMP&cmd=uninav...

< Home


Expense Report



Expense Report

Find an Existing Value

Add a New Value

*Empl ID 

Add

Find an Existing Value | Add a New Value

Step #5 – From the “Create Expense Report” page, select “Conference” from the Business Purpose dropdown and type “FALL 2023 TN JUDICIAL CONF” in the Report Description field.

Create Expense Report

Save for Later

Home

Summary and Submit

Quick Start

...Populate From

GO

*Business Purpose

Conference

*Report Description

FALL 2023 TN JUDICIAL CONF

Reference

Destination

Attachments

Expenses

Expand All

Collapse All

Quick-Fill

*Date

*Expense Type

Description

*Payment Type

*Amount

*Currency

254 characters remaining

Expand All

Collapse All

Total

0.00

USD

Step #6a – For the first line, enter the type of expense you have (Point-to-Point Mileage and/or In- State Meals and Incidental). The following steps address point-to-point mileage:

Personalize Page

Create Expense Report

Save for Later | Home | Summary and Submit

Actions

Choose an Action

Go

*Business Purpose

Conference

*Report Description

FALL 2023 TN JUDICIAL CONF

Reference

Destination

Attachments

Expenses

Expand All | Collapse All | Quick-Fill

Date

09/11/2023

Expense Type

In State Point to Point Miles

Description

Payment Type

Amount

0.00

Currency

USD

Billing Type

Standard

Miles x

0.6550

Accounting Details

Default Rate

Non-Reimbursable

No Receipt

Exchange Rate

1.00000000

Base Currency Amount

0.00

Expand All | Collapse All

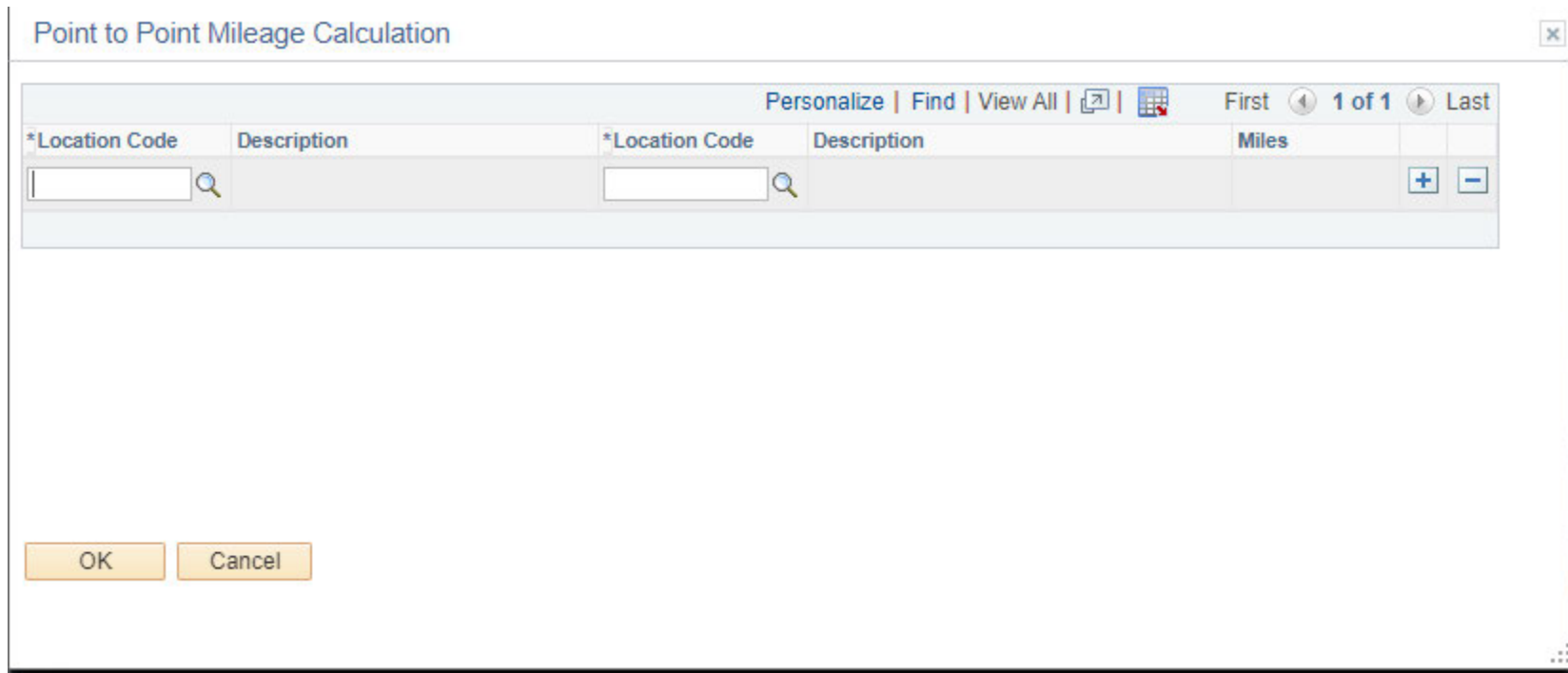
Total

0.00

 USD

Page 6 of 20

Step #6b – As shown on the previous step, select “In State Point to Point miles” from the Expense Type dropdown; select “Cash” from the Payment Type dropdown; then click on the “Calculate Mileage Rate” icon (i.e., the green arrows) to the right of “0.655” by the “Miles” field to select your to/from location(s). The popup window below should appear.



The image shows a "Point to Point Mileage Calculation" popup window. At the top, there is a title bar with a close button. Below the title bar is a menu bar with options: "Personalize", "Find", "View All", and icons for a list, a grid, and a print function. To the right of the menu bar are navigation controls: "First", "1 of 1", and "Last". The main area of the window contains a table with the following headers: "*Location Code", "Description", "*Location Code", "Description", and "Miles". There are two rows in the table, each with input fields for the location codes and descriptions, and a "Miles" column with "+" and "-" buttons. At the bottom of the window are "OK" and "Cancel" buttons.

*Location Code	Description	*Location Code	Description	Miles
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step #6c – As shown on the previous step, click on the Magnifying Glass icon next to the Location Code field to find your starting point. The popup window below should appear; select “contains” from the Description dropdown and type in the name of the departure location (e.g., “Clarksville”). Select the City/County/State combination that corresponds with your starting location. This is your “starting location.”

Look Up Location Code

Location Code begins with

Description contains CLARKSVILLE

Look Up Clear Cancel Basic Lookup



Search Results

View 100 First 1-15 of 15 Last

Location Code	Description
41916	Clarksville ALBANY, NEW YORK
26456	Clarksville CALHOUN, FLORIDA
30889	Clarksville CLARK, INDIANA
46596	Clarksville CLINTON, OHIO
21516	Clarksville EL DORADO, CALIFORNIA
50306	Clarksville GREENE, PENNSYLVANIA
50307	Clarksville Hill WASHINGTON, PENNSYLVANIA
35246	Clarksville IONIA, MICHIGAN
2822	Clarksville JOHNSON, ARKANSAS
9423	Clarksville MECKLENBURG, VIRGINIA
456	Clarksville MONTGOMERY, TENNESSEE
4581	Clarksville PIKE, MISSOURI
55815	Clarksville RED RIVER, TEXAS
25695	Clarksville SUSSEX, DELAWARE
45630	W Clarksville ALLEGANY, NEW YORK

Step #6d – The option for a second “Location Code” will appear. This should be your ending (arrival) location. Follow the instructions shown for the previous step to select your arrival location. For same day (ONLY) round trip mileage (i.e., traveling to and from a location or multiple locations in the same day), click on the “+” icon sign at the end of the line and a second line should appear as shown below. You’ll enter the location codes (reverse of initial or to another destination, etc.) and this will represent your total or round-trip mileage for that day. If travel started/ended on different days, you’ll enter the corresponding starting & ending locations and the corresponding date of travel.

Point to Point Mileage Calculation

Personalize | Find | View All |  

First 1 of 1 Last

*Location Code	Description	*Location Code	Description	Miles		
456	Clarksville MONTGOMERY, TENNESSEE	59302	Montgomery Bell State Park DICKSON, TENNESSEE	41.00	+	-

OK

Cancel

Step #7a – Select the Insert Line icon (i.e., the “+” icon on the right side) if you need to enter a per diem amount for meals and incidentals expenses; select the applicable date from the Date field; select “In State Meals and Incidentals” from the Expense Type dropdown; select “Cash” from the payment type dropdown; click on the Magnifying Glass icon by Location field, lookup the location for Montgomery Bell State Park similar to looking up a location for mileage (i.e., TNMBE for Montgomery Bell State Mark by entering “Montgomery Bell” in the Description field with the dropdown set to “contains”), and select accordingly.

The screenshot shows the 'Create Expense Report' web application. A 'Look Up' modal is open in the center, displaying search results for 'montgomery bell'. The modal has a 'SetID' and 'SHARE' section at the top. Below that, it shows the search criteria: 'Expense Location' set to 'begins with' and 'Description' set to 'contains' with the value 'montgomery bell'. There are buttons for 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup'. The search results section shows 'View 100' items, 'First' and 'Last' navigation, and a table with two columns: 'Expense Location' and 'Description'. The table contains one entry: 'TNMBE' for 'Montgomery Bell State Park'. In the background, the 'Create Expense Report' form is visible. It includes fields for 'Business Purpose' (set to 'Conference'), 'Report Description' (set to 'FALL 2023 TN JUDICIAL CONF'), and 'Reference'. The 'Expenses' section is expanded, showing a table with columns for 'Date', 'Expense Type', and 'Description'. The 'Date' is set to '09/11/2023', and the 'Expense Type' is set to 'In State Meal and Incidentals'. The 'Location' field is empty, and a magnifying glass icon is next to it. The 'Billing Type' is set to 'Standard'. The 'Accounting Details' section is collapsed. The bottom of the page shows 'Expand All' and 'Collapse All' links.

Create Expense Report

*Business Purpose Conference

*Report Description FALL 2023 TN JUDICIAL CONF

Reference

Expenses

Expand All Collapse All Quick-Fill

*Date 09/11/2023

*Expense Type In State Meal and Incidentals

Description

*Billing Type Standard

*Location

Accounting Details

Look Up

SetID SHARE

Expense Location begins with

Description contains montgomery bell

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Expense Location	Description
TNMBE	Montgomery Bell State Park

Summary and Submit

GO

Personalize Page

2/21/2024

Step #7b – The amount is automatically calculated for the full-day rate of \$59.00/day. You must enter the amount you are approved for on that day if it is less than \$59.00. (Note: The first and last day of travel are 75% of the full-day rate). See chart on Page 18; this chart lists the individual costs of each meal for both full-day and the first/last day of travel.

Personalize Page

Create Expense Report

Save for Later | Home | Summary and Submit

Actions Choose an Action GO

*Business Purpose Conference

*Report Description FALL 2023 TN JUDICIAL CONF

Reference

Destination

Attachments

Expenses

Expand All | Collapse All | Quick-Fill

*Date 09/11/2023

*Expense Type In State Meal and Incidentals

*Billing Type Standard

*Location Montgomery Bell State Park

Description

254 characters remaining

Receipt Split

Per Diem Deductions

*Payment Type Cash

☒ Default Rate

☐ Non-Reimbursable

☐ No Receipt

*Amount 59.00

*Exchange Rate 1.00000000

Base Currency Amount 59.00

*Currency USD

Accounting Details

09/11/2023

0.00

USD

254 characters remaining

Expand All | Collapse All

Total 59.00 USD

Page 11 of 20

Step #9a – After ALL expenses have been entered, under the Actions dropdown menu, choose “Default Accounting for Report” and select “Go”

Create/Modify x +

hub.edison.tn.gov/psp/paprd/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE_FUNCTIONS.TE_EXPENSE_SHEET.GBL?pslnid=EP_TE_EXPENSE_SHTEMP&cmd=uninav&Rnode=ERP&uninavpath=Root%7bPORTAL_ROOT_OBJECT%7d.Employee%20Self-...

Create Expense Report

Save for Later | Home | Summary and Submit

Create Expense Report

*Business Purpose: Conference

*Report Description: JUNE 2023 TN JUDICIAL CONF

Reference:

Destination:

Attachments:

Actions: Default Accounting For Report GO

...Choose an Action
Adjustment Cash Advance
Apply/View Cash Advance(s)
Associate Travel Authorization
Copy Expense Lines
Default Accounting For Report
Expense Report Project Summary
Export to Excel
User Defaults

Expenses

Expand All | Collapse All | Quick-Fill

*Date: 06/13/2023

*Expense Type: In State Meal and Incidentals

Description:

*Payment Type:

*Amount: 64.00

*Currency: USD

*Billing Type: Standard

*Location: Knoxville Knox

254 characters remaining

Receipt Split

Per Diem Deductions

Default Rate

Non-Reimbursable

No Receipt

*Exchange Rate: 1.00000000

Base Currency Amount: 64.00 USD

Accounting Details

Expand All | Collapse All

Total: 64.00 USD

Step #9b – The Accounting Defaults screen will appear. Please enter the following information:
Fund: “11000”; Dept: “3021800000”; Location CF: “19000”; Program: “180200”
Once all fields have been updated accordingly as shown below, select “OK”

Create Expense Report

Accounting Defaults

Report ID NEXT

Accounting Summary

Set PersonalizationsFindFindFirst1 of 1Last

%	*GL Unit	Fund	Dept	Location CF	Program	User Code - CF 1	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affil	Bonds
100.00	30227	11000	3021800000	19000	180200										

Add ChartField Line

Load Defaults

User Defaults

OK

Step #10 – Select “Summary and Submit” in the top right corner then the following page will appear. Lastly, check the box to certify the expense claim and select “Submit Expense Report” to submit the expense claim.

Create Expense Report

Save for Later | Home | Expense Details

Actions

Choose an Action

GO

*Business Purpose

Conference

*Description

Fall TJC Conference

Reference

Totals

View Printable Version

View Analytics

Destination Notes

Attachments

Employee Expenses (1 Line)	0.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee

0.00 USD

Amount Due to Supplier

0.00 USD

☒

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Please note the following:

- The amounts entered for “In State Meals and Incidentals” should correspond to the meals that were NOT provided at the conference.
- A completed, signed Expense Report form must be attached to the claim in Edison if a proxy (i.e., Judicial Assistant) is entering the claim on your behalf.
- Select “CASH” for the payment type on ALL lines.
- As you enter each expense line, it is recommended that you select “SAVE for Later” so that Edison does not time out on you.
- You can only modify and/or delete an expense report if you withdraw it from the approval work-flow FIRST.
- The travel and expense form can be found on the agency’s website (Judicial Resources – Judicial Forms & Documents)
- A separate set of instructions detailing the process of setting up a designated individual as a proxy will also be provided.
- Please contact Accounts Payable at AccountsPayable@tncourts.gov for any issues with entering expense reports.

HELPFUL FAQs

- The following are a list of frequently used Location Codes (in-state point to point mileage)
 - 456 – Clarksville MONTGOMERY, TENNESSEE
 - 1611 – Nashville DAVIDSON, TENNESEE
 - 424 – Chattanooga HAMILTON, TENNESSEE
 - 1257 – Knoxville KNOX, TENNESSEE
 - 1184 – Jackson MADISON, TENNESSEE
 - 844 – Franklin WILLIAMSON, TENNESSEE
 - 1306 – Lawrenceburg LAWRENCE, TENNESSEE
 - 59306 – Johnson City WASHINGTON, TENNESSEE
 - 1476 – Memphis SHELBY, TENNESSEE
 - 1596 – Murfreesboro RUTHERFORD, TENNESSEE
 - 502 – Columbia MAURY, TENNESSEE
 - 516 – Cookeville PUTNAM, TENNESSEE
 - 1313 – Lebanon WILSON, TENNESSEE
 - 2052 – Sevierville SEVIER, TENNESSEE
 - 638 – Dickson DICKSON, TENNESSEE
 - 958 – Greeneville GREENE, TENNESSEE
 - 1243 – Kingston ROANE, TENNESSEE

HELPFUL FAQs (cont.)

- The following are a list of frequently used Location Codes (In State Meals and Incidentals)
 - TNCLA – Clarksville MONTGOMERY
 - TNNAS – Nashville DAVIDSON
 - TNCHA – Chattanooga HAMILTON
 - TNKNO – Knoxville KNOX
 - TNJAC – Jackson MADISON
 - TNBRE – Franklin WILLIAMSON
 - TNLAW – Lawrenceburg LAWRENCE
 - TNJOH – Johnson Cty CARTER/SULLIVAN/WA
 - TNMEM – Memphis SHELBY
 - TNMUR – Murfreesboro RUTHERFORD
 - TNCLM – Columbia MAURY
 - TNCOO – Cookeville PUTNAM
 - TNLEB – Lebanon WILSON
 - TNSEV – Sevierville SEVIER
 - TNDIC – Dickson DICKSON
 - TNGRE – Greeneville GREENE
 - TNKIN – Kingston ROANE

HELPFUL FAQs (cont.)

The following table shows the break-down for the amount allotted for each meal on full days of travel, as well as, first/last days of travel:

	M&I Full Rate (\$59.00)	M&I 75% Rate (\$44.25)
Breakfast	\$13.00	\$9.75
Lunch	\$15.00	\$11.25
Dinner	\$26.00	\$19.50
Incidentals	\$5.00	\$3.75

HELPFUL FAQs (cont.)

Follow the following steps to modify and/or delete your expense report:

- From Edison Home Screen
 - Self Service (TOP L hand corner)
 - Employee WorkCenter
 - Travel and Expense Center (on the Left)
 - Under “Expense Reports”, select either:
 - Delete.
- If selected, at the next screen, check the expense report that you want to delete

Travel and Expense

Delete an Expense Report

Delete an Expense Report ?

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0002264309	Fall TJC Conference	09/29/2023	36.03	USD

Delete Selected Report(s)

[Return to Travel and Expense Center](#)

- Create/Modify
 - If selected, at the next screen, select “Find an Existing Value” and enter Report ID
 - The expense report that you want to modify should auto-populate
 - Make any necessary modifications to it and resubmit it for processing.