Edison Expense Report Guide

- Go to <u>https://hub.edison.tn.gov</u> and log on
- For a step-by-step guide through this process, you can look for the Help Center widget upon accessing your homepage on Edison. Please find the icon circled in the screenshot below.

Benefits & Health	Learning & Career	Pay & Tax	Time & Leave	Travel & Expense		
				Learning () Finance ()		
			HR Items No outstanding	HR items		
			C UPDATE	E Last Updated: 24 minutes ago		
Benefits & Health Explore our comprehensive guide to employee benefits and wellness resources. Your health and well-being, simplified.	Dive into gro enhancing ro	J & Career with opportunities and career- esources. Shape your future with us.	Pay & Access ye and paym landscape	Tax urr earnings details, tax documents, ent insights. Navigate your financial with ease.	0	
Time & Leave Manage your work hours, request time off, and review leave policies. Balancing work and rest, made seamless.	Submit travel & Submit trave handle proc business tra	Expense el authorizations, expense reports, & urement requests. Streamlining wel, reimbursements, & purchasing.	A			

To further assist you, you may also follow the instructions below.

1. From the main task bar - select "Travel & Expense" and then "Create Expense Report"

TN				
Benefits & Health	Learning & Career	Pay & Tax	Time & Leave	Travel & Expense
Fravel & Exnense	Travel	Expense		Cash Advances
Submit travel authorizations, expense reports, & handle procurement requests. Streamlining business travel, reimbursements, & purchasing.	Create Travel Authorization My Travel Authorizations	Create Expe	ense Report	Delete Advance Print a Cash Advance Repor
		Expense En Expense His	try Authorization story	Request Advance
View Overview		My Expense My Wallet	Reports	
		Review Payr	ments	
		Review/Edit	Expenses Profile	

- 2. Choose the business purpose from the drop-down menu (Ex: Conference)
- 3. Add the appropriate description (EX: 2025 Annual TJC)

- 4. For the destination, select the look up icon which will open a new window. Select the Search Criteria and enter Franklin under description and hit search. Choose the appropriate code (EX: Franklin Williamson / TNFRK)
- 5. Skip the reference box and enter your travel dates (from is the first day while to is the last day of travel).

General Information					
*Rusiness Rusness			Cancel	Lookup	
Dusiness Purpose	Conterence	<u> </u>	> Search Criteria		
*Description	XXXXX		Search Results		7 rows
		1	End Location 1	Description 11	
Destination	۹		KYFRC	Franklin Cross Roads HARDIN	
Peferance			INFRA	Franklin JOHNSON	
Reference		4	39832	Franklin Lakes BERGEN	
*Date From	04/14/2025		NCFRA	Franklin MACON	
			MAFRN	Franklin NORFOLK	
*Date To	04/17/2025		KYFRK	Port SINDON	
		•	TNERK	Franklin WILLIAMSON	
Expense Details					
Expense Report Action	~			_	
				0	

- 6. Choose the expense report action from the drop-down menu (Add Expense)
- 7. A new page will auto populate where you will enter each expense item.

	Total (1 Item)	0.00 USD		New Expense - 05/28/2025
+		T	•••	*Date 05/28/2025
∧dd √Wednesday,	Delete May 28, 2025	Filter	More	*Expense Type
New Expen	ISE		0.00 USD	Description
				Payment Details
				*Payment 🗸
				*Amount 0.00 USD Q
				Additional Information
				*Billing Type Standard ~

8. Select the Date (EX: first day of travel)

- 9. Enter the Expense Type (EX: In State Point to Point Miles or In State Meal and Incidentals).
 - a. **IN STATE POINT TO POINT MILES:** For the description enter the starting location and the ending location (EX: Chattanooga to Franklin). Next, select cash under payment, and then enter the originating location and end location utilizing the look up icon. Once they are chosen click the Calculate Mileage button and Edison will calculate this for you.

*Date	05/29/2025
*Expense Type	In State Point to Point Miles Q
Description	Chattanooga to Franklin
Mileage	
	Calculate Mileage
Miles Calculated	0.00
*Miles	x 0.7000
Payment Details	
*Payment	Cash 🗸
*Amount	0.00 USD
Additional Information	
*Billing Type	Standard V
Originating Location	Chattanooga HAMILTON Q
End Location	Franklin WILLIAMSON Q
	Accour ()
Exceptions	

- a. **IN STATE MEAL AND INCIDENTALS:** For the description enter if it is a travel or full day, select cash under payment, and ensure the amount is right by adding up your total utilizing the example expense claim.
- 10. You will repeat this step for each day of travel until all expenses are listed on the left side of the claim.

Reminders:

- 1. Do not change Accounting defaults information under each expense.
- 2. The expense claim form provided by the AOC **MUST** be attached **IF** you are submitting the expense report as a proxy.
- 3. Additionally, if you are submitting as a proxy, the expenses submitted in Edison must match the expense claim form.
- 4. All physical expense claims that are attached inside Edison **MUST** be signed by the employee requesting reimbursement.
- 5. Travel day rates are 75% of the full per diem amount and should be utilized on the days you travel to/from the conference. Full days should be used for any time period that you stay overnight at the conference location.
- 6. Be sure to reduce any meals that are provided to you during the conference to stay compliant with the AOC travel regulations.
- 7. Per diem is NOT reimbursable for anyone who does not stay overnight.
- 8. You can always contact <u>accountspayable@tncourts.gov</u> for further information and assistance.