Create and Submit an Expense Report for Non-local Travel

In this topic you will learn how to create and submit an expense report for non-local travel. Staff members who attend conferences or trainings are reimbursed for their travel expenses. Refer to the [MCPS Financial Manual](#): Chapter 10, Employee Business Travel, and [MCPS Regulation DIE-RA: Travel](#) for Montgomery County Public Schools (MCPS) Purpose.

**Image quality may vary across devices. If images are not clear, increase your viewing size.**

**Directions**

1. Complete Part I and the estimated cost in Part III of the [MCPS Form 281-1](#) prior to a virtual conference or in-person trip.

2. Send the form and documents that support the estimated cost to your principal/director and then to your associate superintendent for them to complete and sign Part II.

3. After the virtual conference or in-person trip, do **one** of the following:
   - Complete Part III of the same MCPS Form 281-1, sign at the bottom, and also obtain your associate superintendent’s approval/signature, sharing all original receipts and registration confirmation forms with your associate superintendent. After approval is entered on the form, send the form and all appropriate documentation (receipts, confirmed registration, etc.) to accountspayable@mcpsmd.org. **Do not submit the reimbursement request using the Hub in this case.**
   - OR …
   - Enter your expenses in the Hub, using the instructions that follow.

4. Scroll to the **Me** menu and select the **Expenses** tile.
5. Click on **Create Report** to create a new expense report..

6. Enter a **Purpose**, e.g., “Attend Annual Educators Conference.”

7. Click the + icon to add an attachment.
   **Note:** You must attach MCPS Form 281-1 to the request, with only Part I and Part II, and the Cost section of Part III of the form completed. Also attach any other required documentation to the request.

8. Select a Category for your attachment, e.g., “Miscellaneous.”
9. Add your associate superintendent’s name in the **First Approver** field (Last Name, First Name).  
   **Note:** *When submitting your reimbursement through the Hub, you do not need your associate superintendent’s signature in Part III, because they will approve via the Hub.*

10. Change the **Expense Type** to Non-Local Travel.

11. Enter the **Travel Funds Approved** amount.

12. Create your first expense item by clicking on the **Create Item** button.

13. Enter the **Date** of the expense, and change the **Template** to Non-Local Travel.
14. Select **Type** of expense (e.g., Registration).

![Select Type of Expense](image)

15. Enter the **Amount** of this expense item, and enter a **Reason for Expense**.

![Enter Amount and Reason](image)

16. Click the Field Help icon by the Account field and enter the account number provided by your principal/director from Part 2 of MCPS Form 281-1.

![Enter Account Number](image)

17. Once your correct account number is entered, select **Create Another** to create another expense item, or **Save and Close** when you are done.

![Create Another and Save and Close Options](image)
18. After you select **Save and Close**, your expense report displays with the items you added. **Note:** Add additional approvers in the **Function Approver** and/or **Project Approver** field if required by your financial specialist.

![Expense Report Interface](image)

19. Click **Submit** to submit your expense report for approval.

![Submit Button](image)

20. Click on the **Home** icon to return to the Hub homepage.

![Home Icon](image)

**Note:** Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.

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