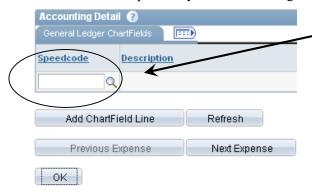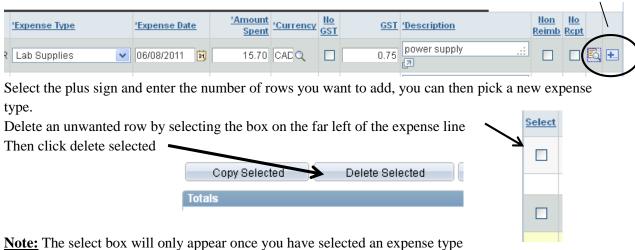# Quick Tips

Changing Speed Code

- To change the existing speed code for an expense click on the magnifying glass link on the far right of the expense line and it will take you to the screen below, fill in the speed code and then hit OK or Next Expense if you need to change multiple expense lines.

Changing Expense Type

- You can't change the expense type after the report has been saved you will need to add a new line

Select the plus sign and enter the number of rows you want to add, you can then pick a new expense type.
Delete an unwanted row by selecting the box on the far left of the expense line
Then click delete selected

Note: The select box will only appear once you have selected an expense type
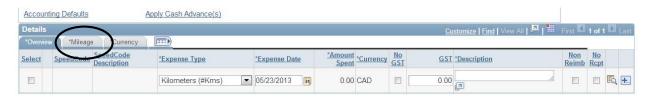
Foreign Currency

- You can enter most currencies by using the drop down list to auto-calculate. Use the actual date of the receipt, the value of the foreign currency and the type. PeopleSoft does the rest. Let us know if you have any difficulties with this function.
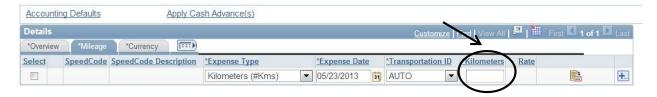
Mileage

- Please use the Kilometers(#kms) expense type. You can then use the "mileage" tab to enter the #kms you traveled. It will then auto-calculate for you. Leave the GST to auto-populate.
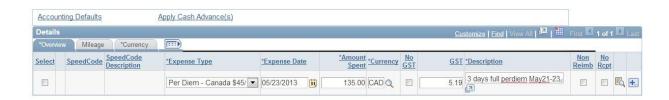
Step 1

Step 2

Combining Lines

It is advantageous to combine like expense types into a single line. Use the last date of the expense in your Expense Date field. For example, combine your per diems and note the details in the description.

TAP Airfare

TAP airfare has already been paid on your behalf. However, to better track costs for future reference, it would be a courtesy if you could enter the "Airfare" Expense Type, last date of travel, and the TAP# in the description field. **Be sure to click the Non-Reimbursement box.** If the TAP was the only expense, and no Travel Advance claimed, then it is not necessary to process a claim. Simply hand in your boarding passes to the EAS Office.