

in the Vendor

Returned	Submitted Last 90 Days	Draft
0	1	1

- field. Select the appropriate candidate record.  
If the candidate is not listed, scroll to the top of the list and click Vendor Not Found.
- x Address not correct: If a candidate record was selected in the vendor field, and the address displayed is correct, leave this check box blank. If the address displayed is incorrect, select this check box.
  - x Candidate Information: Enter the name, street address, city, state, and zip code of the candidate.
  - x WSU Position Number / Position Title: Enter the position number and position title as listed on the search documentation
  - x Division Routing: Select the appropriate division routing – if you are not a part of Academic Affairs or Student Affairs, select None.
  - x Department: Select the appropriate department from the dropdown list. If the appropriate department is not listed, select Department Not Listed.
  - x Will there be personal time during this trip: Leave the box blank if there will not be personal

time included in this travel event. Select the check box if there will be personal time included in this travel event and enter the appropriate dates in the Personal Time Start/End Date fields. This field is not typically used for Candidate travel.

3. Click Save at the top right side of the screen to continue.

## Add Expenses

4. Select the specific expense tile you want to add to the Expense Report



5. Complete the expense form and click Save at the top right-hand side of the screen to continue.

- x Date: Enter the actual date of the expense which can typically be found on the receipt. The date on each expense form must be within the date range entered on the expense report header in the Departure Date and Return Date fields.
- x Spent: Enter the actual amount spent for this expense type.
- x Business Purpose: The business purpose will default with the information entered on the Expense Header but can be modified (as needed) on any of the expense forms. Once

