Employee Online Expense Report
Fast Start Instructions

Access and Login

1. Open your web browser and access http://expenses.jetaviation.com

   Select **Expense Report** to start the application

2. Login: enter your Jet Aviation e-mail address

   Password: Enter your Password

   [First time Users: enter the password "WELCOME". A prompt will request you to create a new password. Please note that login and password may differ from your email account]

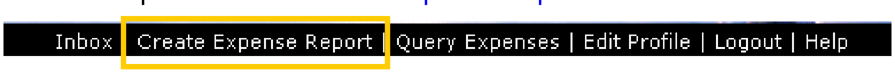
   After successful login, you will see your inbox:

Figure 1 - Expenses Inbox

Creating an Expense Report

3. Create your Expense report:

   From the top menu click "Create Expense Report"



3.1 Complete the Trip Header

1. Travel Type (select from drop down that best answers the reason for the expense)
2. Trip Type (either 'trip' or 'non trip')

Once these two fields are filled in, other fields become active and change in appearance from gray to white for you to begin entering information to finish your trip header.

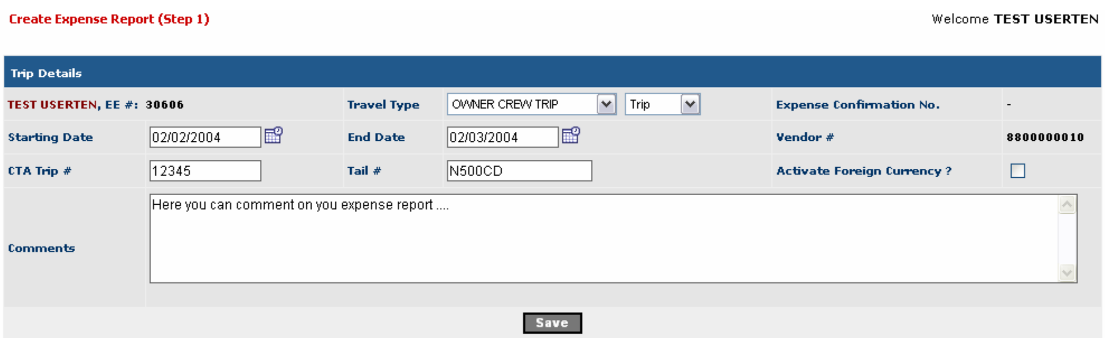


Figure 2 - Trip Header

3. Start date
4. End date
5. Activate Foreign Currency? → Select if you need to enter expenses other then US Dollars
6. CTA trip # - field is activated to enter CTA Trip Number or a Jet Professionals search number
7. Tail # - Tail number of the plane
8. Trip header comments – Space where you can enter additional data

Save Click Save to save the trip header. Next you will need to start adding your expenses either by location (for crew trip related travel) or by day (crew non-trip, maintenance or corporate travel)

3.2 **Add your expenses** by clicking the 'Add expense' link **Add Expense**

Each day or location is entered on a separate screen. Click Save after entering each day or location—you'll be taken back to the trip header screen. Just continue to add expenses by clicking on "Add Expense"

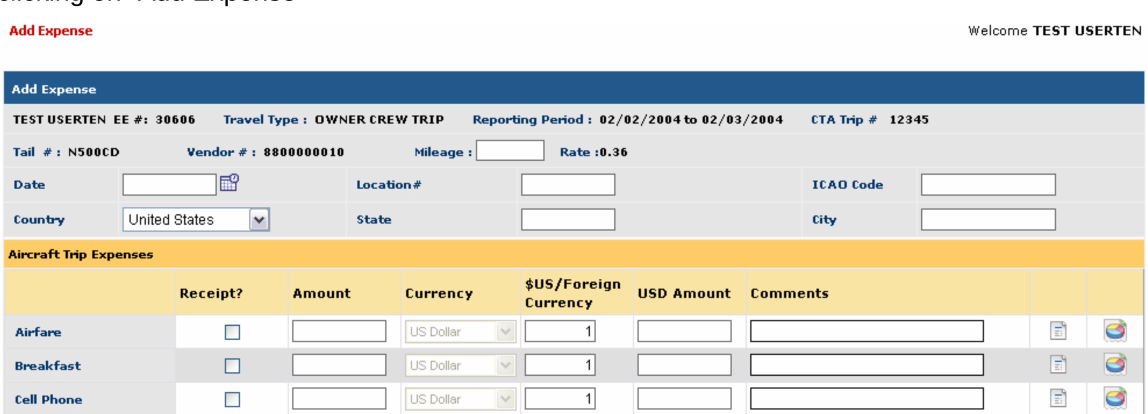


Figure 3 - Adding Expenses

You will need to fill in every mandatory field before saving. If information is incorrect or missing, you will see a red error message on top of the screen and a red asterisk * near the field with the incorrect or missing information. Verify all necessary information is complete by hitting your Enter key to make the missing data message disappear.

Mileage –	traveled in personal car
Date –	Date of trip
Location # –	Number of Location (e.g. 0 departure airport, 1 first arrival etc.), only required for Owner Crew and Aircraft expenses
Country –	where trip expenses occurred
State –	where trip occurred (only required for USA)
City –	where trip occurred
ICAO code –	Four character airport code e.g., KTEB – Teterboro

3.3 Every travel type will define what expense types you will be able to add to an expense report. Just fill in all expenses for each day, line by line:

	Receipt?	Amount	Currency	$US/Foreign Currency	USD Amount	Comments		
Airfare	☑	450	US Dollar	1	450.00	Ticket CO1234 EWR - DAL		

Enter amounts and check the receipt flag if you have a printed receipt.

3.4 Enter a brief description or clarification in the Comments field. It is important to remember that the approvers cannot edit or add any information to your report; if the data is wrong or misunderstood, the report will be rejected for your correction. Additional information can be entered in the Business Purpose screen described below. *[Note: If you work as a crew member on a client aircraft, the comment field may show up on the client's statement, so be careful about your wording!]*

3.5 Receipt check box -- If the receipt check box is not checked and you have entered an amount the system will prompt you to enter in some explanation in the comments field especially for special expense types like MISC – miscellaneous among other criteria.

3.4.1 You are required to submit physical original receipts. Please use the special light blue envelopes provided for this purpose.

3.4.2 The Employee Handbook states receipts are required and are needed for future IRS audits. Please keep copies of all receipts in case the envelopes get lost in the mail

3.6 Special Icons:

- The Cost Allocation icon should only be used when a corporate employee or maintenance coordinator is submitting expenses. Its function is to allocate costs across multiple company codes, cost centers or a combination of both, or allocate across company codes, tail numbers or a combination of both.

- Use the Business Purpose icon to include additional information: purpose of expense, multiplier or comments. The fields are not required except under certain instances dictated by Jet. For instance, management will check the multiplier when the car rental expense is used. For this expense type you are allowed to enter in the full amount under one day but you must enter the total amount of days in the multiplier field so management can determine the per day cost.

·3.6 When you are done with the expenses for one day or location, click Save to return to the travel header

3.7 Once you have added all locations or days you may choose to save the report for further editing at a later time or submit your report for approval by your manager by clicking on Submit in the trip header

Submitting an Expense Report for approval and payment

4.1 Unless you submit an expense report right while entering the report into the system, you will need to retreive your un-submitted report using the "Query Expenses" function:

You can select a list of trips by clicking on Execute. After listing the trips in "Query expenses" click on the confirmation number to select the trip you want to submit for approval. Hit edit to change to the edit mode of the trip. You will return to the familiar trip header

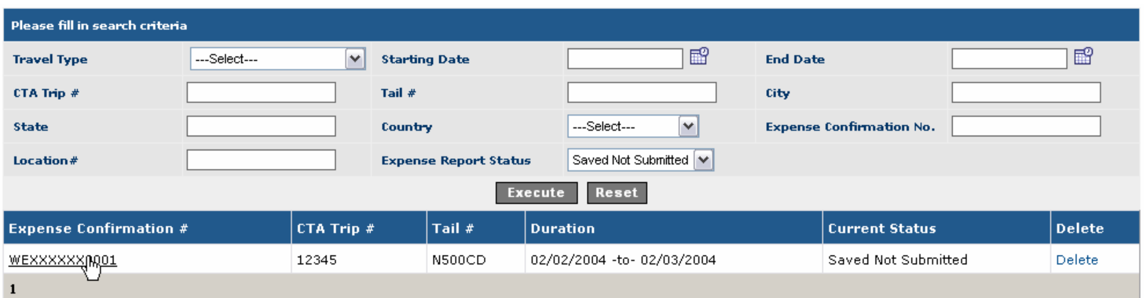


Figure 4 - Selecting your trips using "Query Expenses"

4.1 After clicking on the confirmation number, you will see a summary of your expense report. Select Edit to return to the already familiar edit screen described in section 3.

4.2 Click on the Submit button in the trip header to submit your report for approval by your manager(s)

4.3. After the manager approves/rejects the expenses the employee will receive a message in their inbox that he/she can then select and either review the report or edit for re-submittal if rejected.

4.4. The system will keep you up-to-date on any changes of the report. You will be notified by email about approvals, rejections and payments.