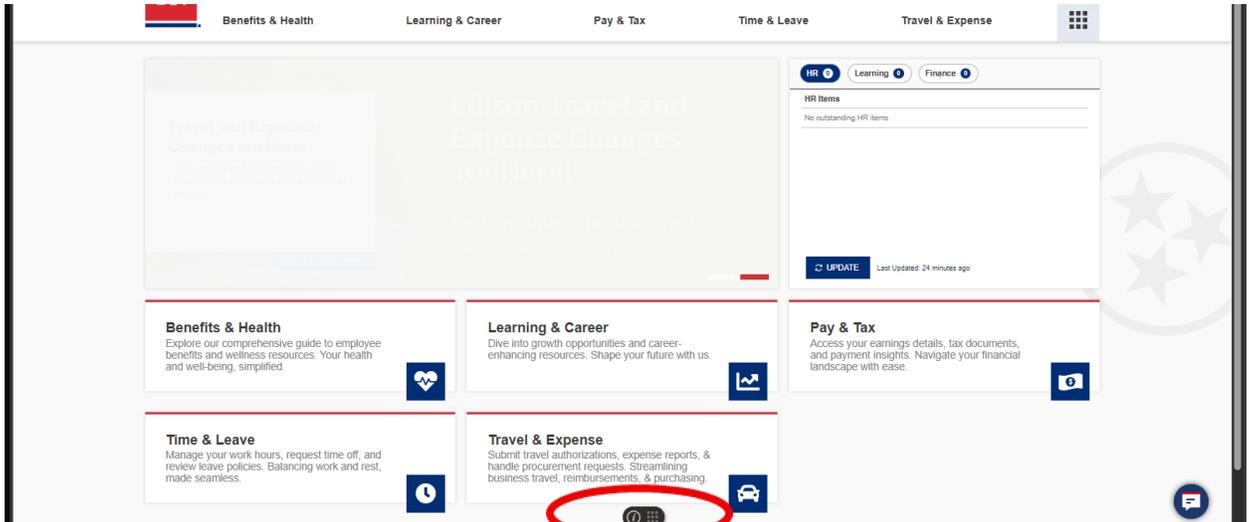


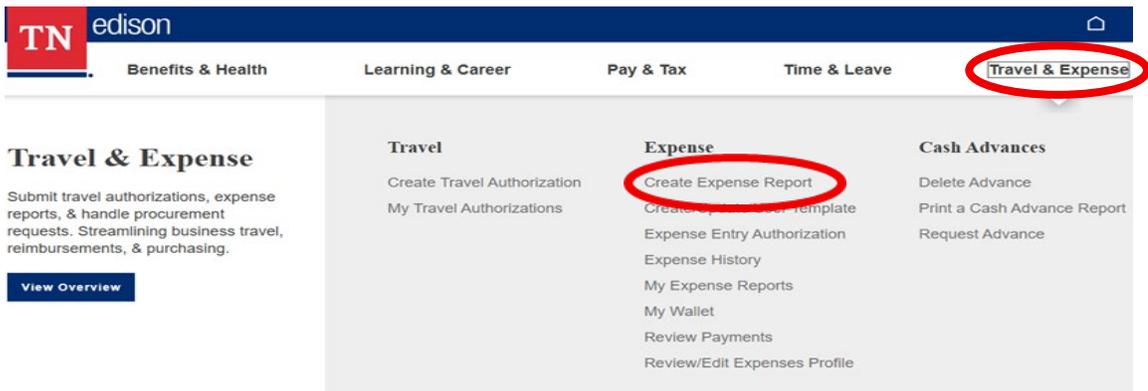
# Edison Expense Report Guide

- Go to <https://hub.edison.tn.gov> 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.



**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”



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

- 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)
- Skip the reference box and enter your travel dates (from is the first day while to is the last day of travel).

**General Information**

\*Business Purpose  ⓘ

\*Description

Destination

Reference

\*Date From  ⓘ

\*Date To  ⓘ

**Expense Details**

Expense Report Action

Lookup

Search Criteria

Search Results

End Location	Description
KYFRC	Franklin Cross Roads HARDIN
INFRA	Franklin JOHNSON
39832	Franklin Lakes BERGEN
NCFRA	Franklin MACON
MAFRN	Franklin NORFOLK
KYFRK	Franklin SIMPSON
INFRA	Franklin WILLIAMSON

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

Total (1 Item) 0.00 USD

+ Add   - Delete   ▾ Filter   ⋮ More

▼ Wednesday, May 28, 2025

<b>New Expense</b>	0.00
	USD

**New Expense - 05/28/2025**

\*Date  ⓘ

\*Expense Type  ⓘ

Description

**Payment Details**

\*Payment

\*Amount  USD

**Additional Information**

\*Billing Type  ⓘ

- 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.

The screenshot shows a form with the following sections and fields:

- Date:** 05/29/2025
- \*Expense Type:** In State Point to Point Miles
- Description:** Chattanooga to Franklin
- Mileage:** Calculate Mileage button; Miles Calculated 0.00; \*Miles input field x 0.7000
- Payment Details:** \*Payment: Cash; \*Amount: 0.00 USD
- Additional Information:** \*Billing Type: Standard; Originating Location: Chattanooga HAMILTON; End Location: Franklin WILLIAMSON
- Account:** Account selection button

- 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 [accountspayable@tncourts.gov](mailto:accountspayable@tncourts.gov) for further information and assistance.