Travel Talks

Wednesday 01/24/24

Travel Talks

Today's Agenda

Expense Profiles

Approval Roles

Expense Reports

-Travel Card and My Wallet

Q&A Session

This presentation will be recorded for future viewing

Travel Talks to continue **WEDNESDAYS @ 1:30**

Expense Reports

Controller's Office – Belknap Campus

2215 S Brook St

M – F 8am to 4:30pm

Joe Connelly – 852.8229
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Ferris Palmer – 852.8230
Ferris.Palmer@louisville.edu

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Jennifer.Pardon@louisville.edu

Travel Card Service Account
Travlcrd@louisville.edu

Accounts Payable Service Account
acctspay@louisville.edu

PeopleSoft Profiles

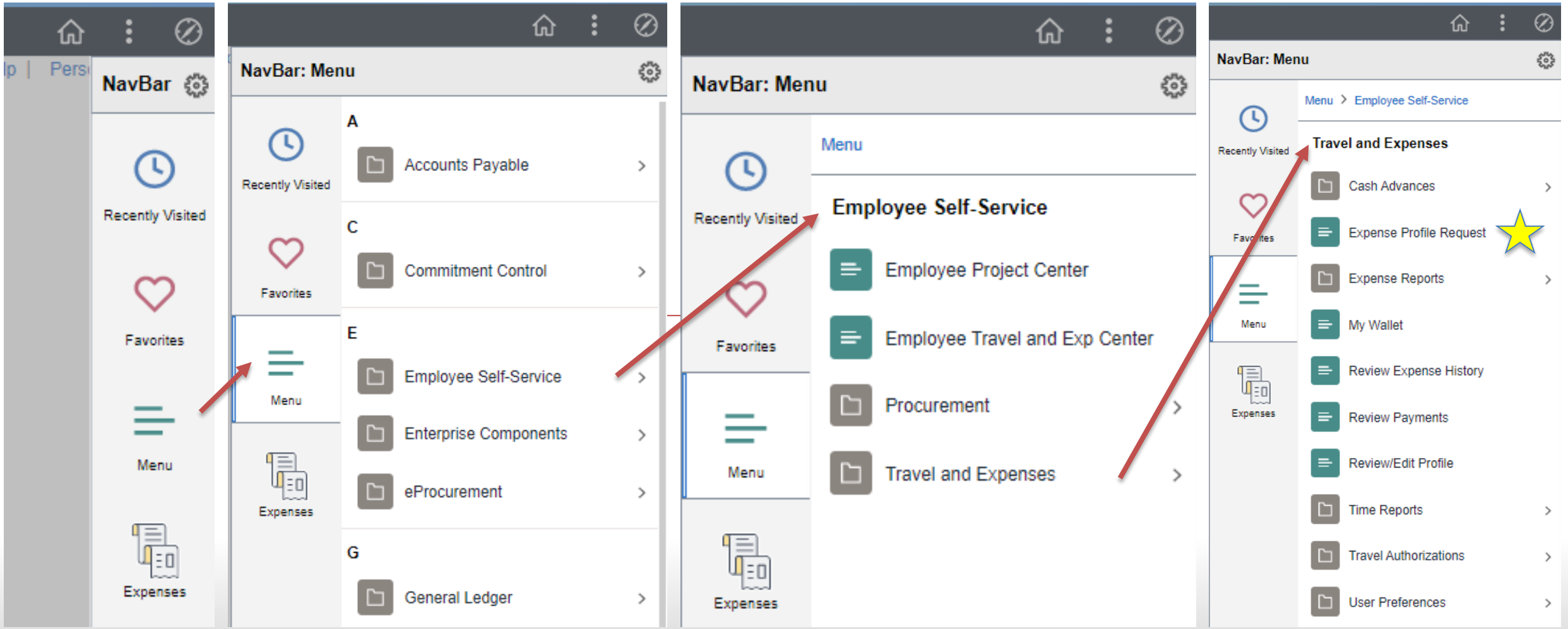
EVERYONE NEEDS ONE!

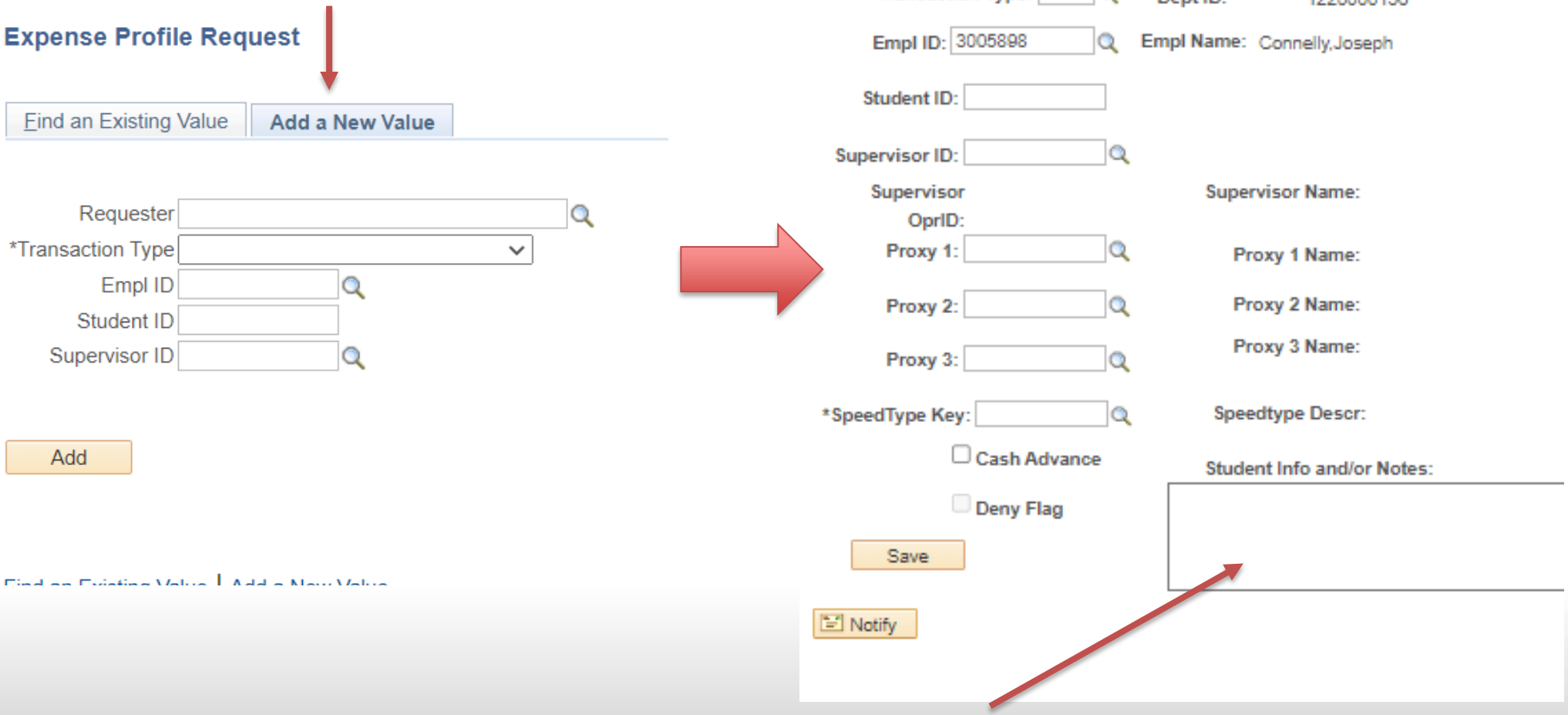
Everyone =

- Travelers
- Proxies
- Approvers

Expense Profile Request can only be submitted by someone who already has PeopleSoft access

NavBar > Menu > Employee Self-Service > Travel & Expense





Student profiles don't auto populate. Fill this section with name and home address

What about Students?

Cosmetic:

-S + Employee ID

Function:

- Not connected to Concur Profile

-Cannot book travel for themselves

-No access to submit T&E Report

Reimbursement:

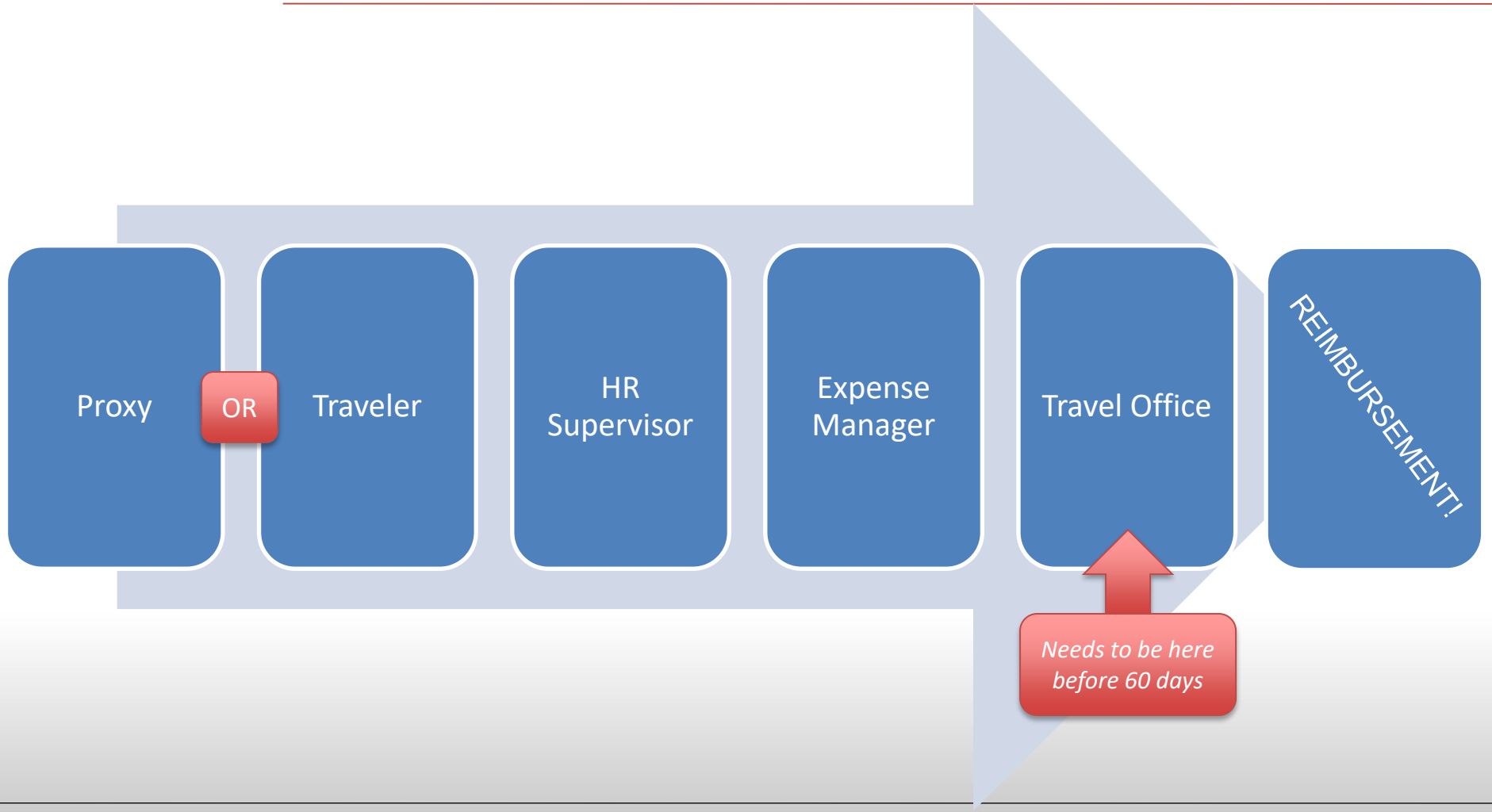
-By check, not through direct deposit

You have a PeopleSoft Profile!

Big whoop. So what?

EXPENSE REPORTS! That's what!

Expense Report Flow



The Power of Proxies

“I have THE [Proxy] POWER” – He-Man

Someone who can fill out a report on your behalf

- Anyone the department designates
- Business Ops

Proxy Powers:

- Create Expense Reports
- Attach receipts
- Assigns correct SpeedType
- Notifies the traveler
- *KNOWS TRAVEL POLICY!*

Traveler

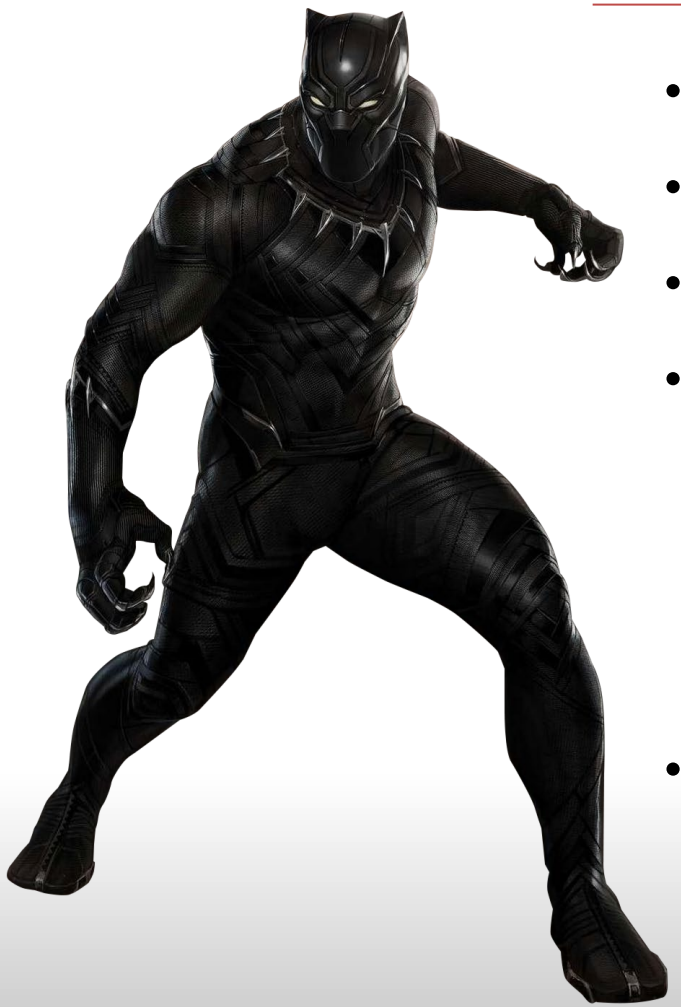
"With great ~~POWER~~ comes great RESPONSIBILITY"

TRAVEL

- Provides proxy with receipts and documentation
- Reviews entries for accuracy
- 60 days to submit to the report
  - Clock begins when the trips ends!
  - The submission must be free from errors
    - no missing documents, correct amounts, within policy guidelines, etc.
  - Must be to the Travel Office Approval phase before 60 days
- *KNOWS TRAVEL POLICY!*

SUPERvisor

Something fun and cool here, too.



- Designated on the traveler's profile
- Approves that employee traveled for business
- Reviews expense report for accuracy
- Cannot approve until budget check is complete
  - Can budget check manually
  - The system budget checks every 2 hours
  - Fails budget – check with the UBM/LFO to move funds or change speedtype
- Probably should *KNOW TRAVEL POLICY!*

Expense Manager

"~~Mischief~~ Managed!" – Harry Potter

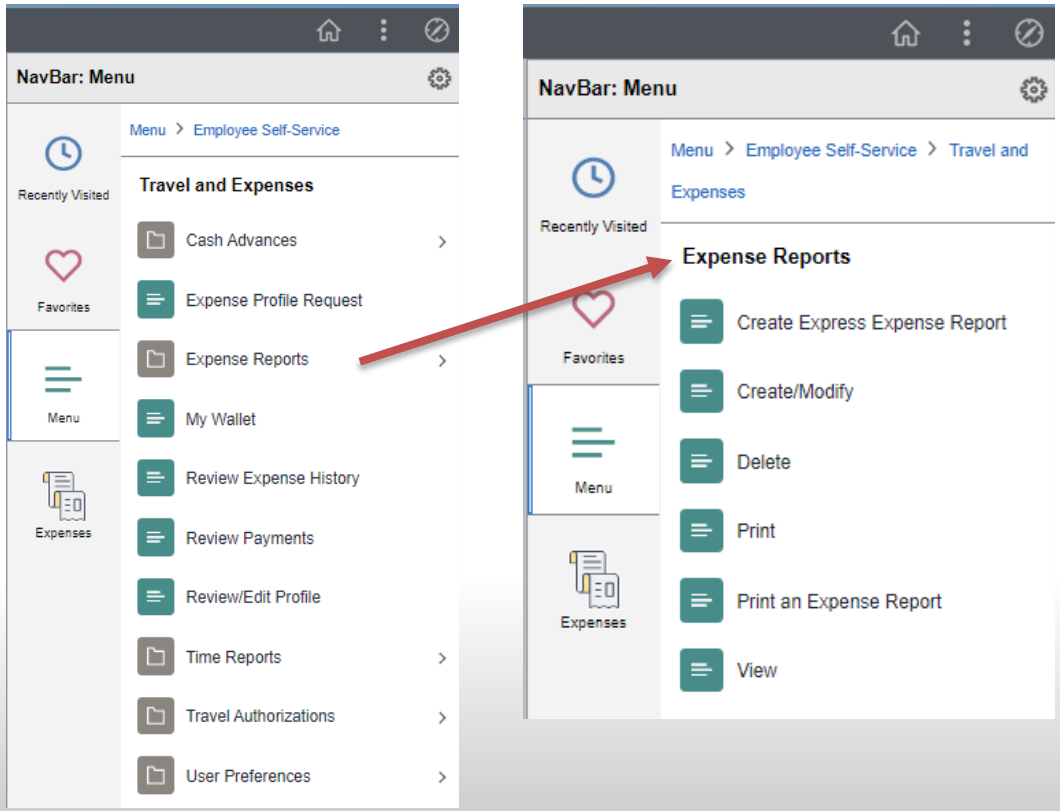
Expense

- Reviews all expenses and verifies the funding source
- Makes sure documentation is correct
- Can make changes to the Accounting Details
- The speedtype and department number determine who is notified to approve
  - Could be multiple expense managers for one report
- Should also *KNOW TRAVEL POLICY!*

Sooooo… About these reports…

Let's get down to brass tacks

NavBar > Menu > Employee Self-Service > Travel & Expense > Expense Reports

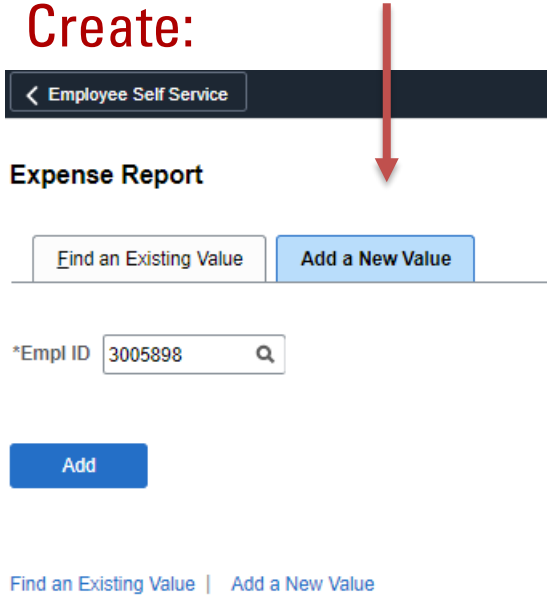


Most Useful Links:

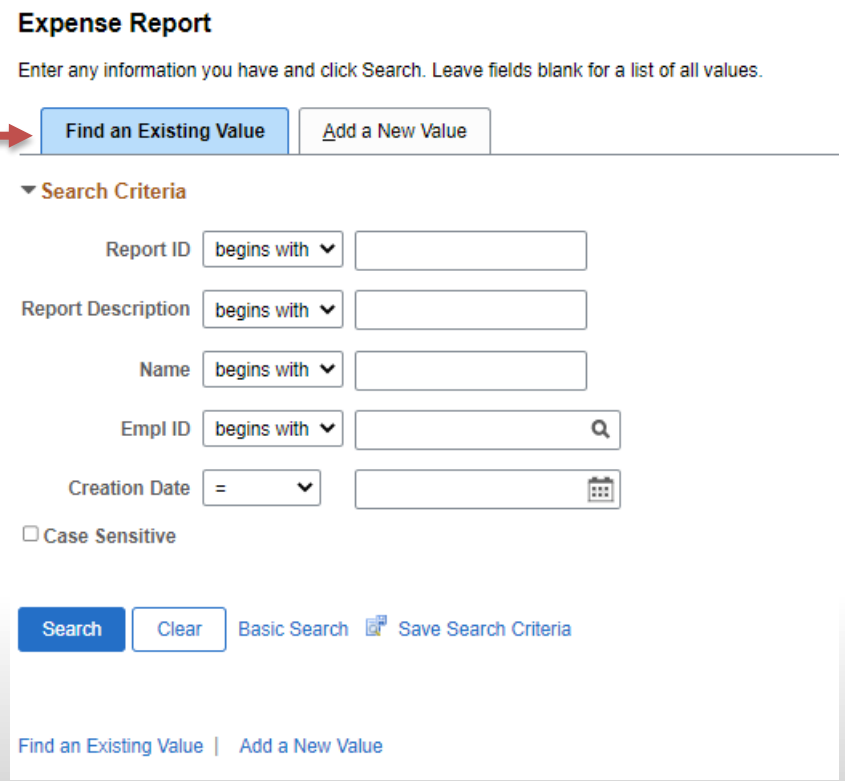
- *Create/Modify*
  - Make or change a new Expense Report
- *Delete*
  - Delete existing reports
- *View*
  - View existing reports

Creating a Masterpiece

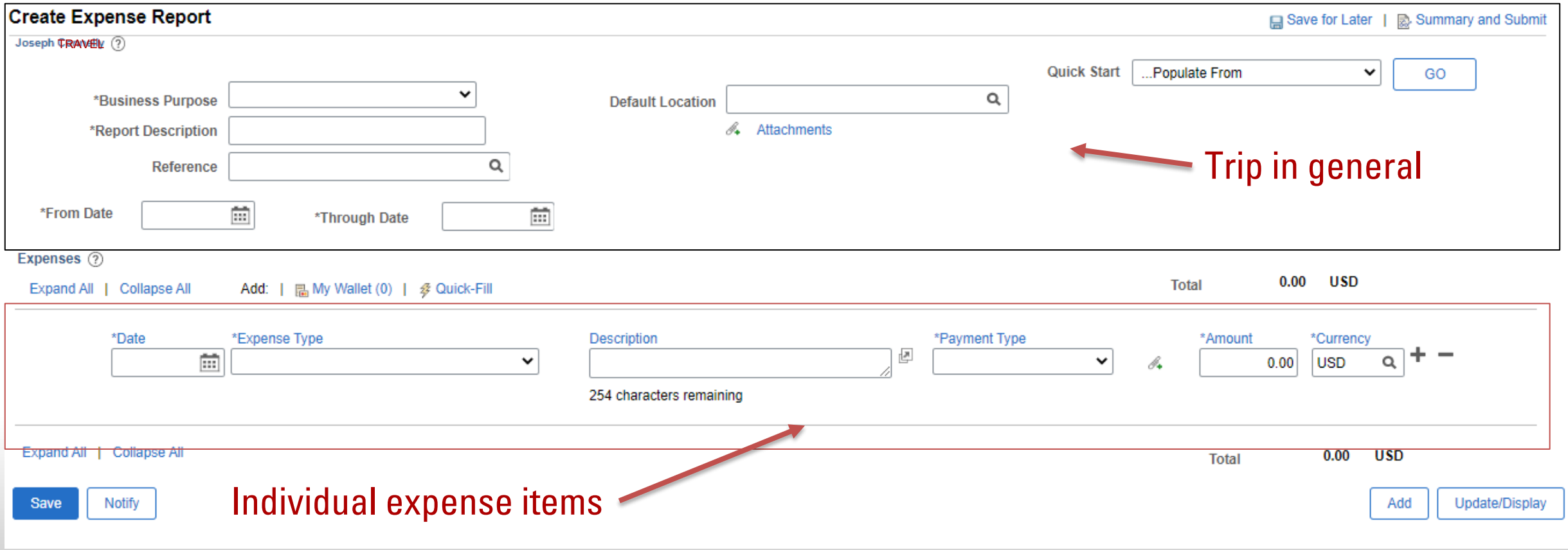
Create:



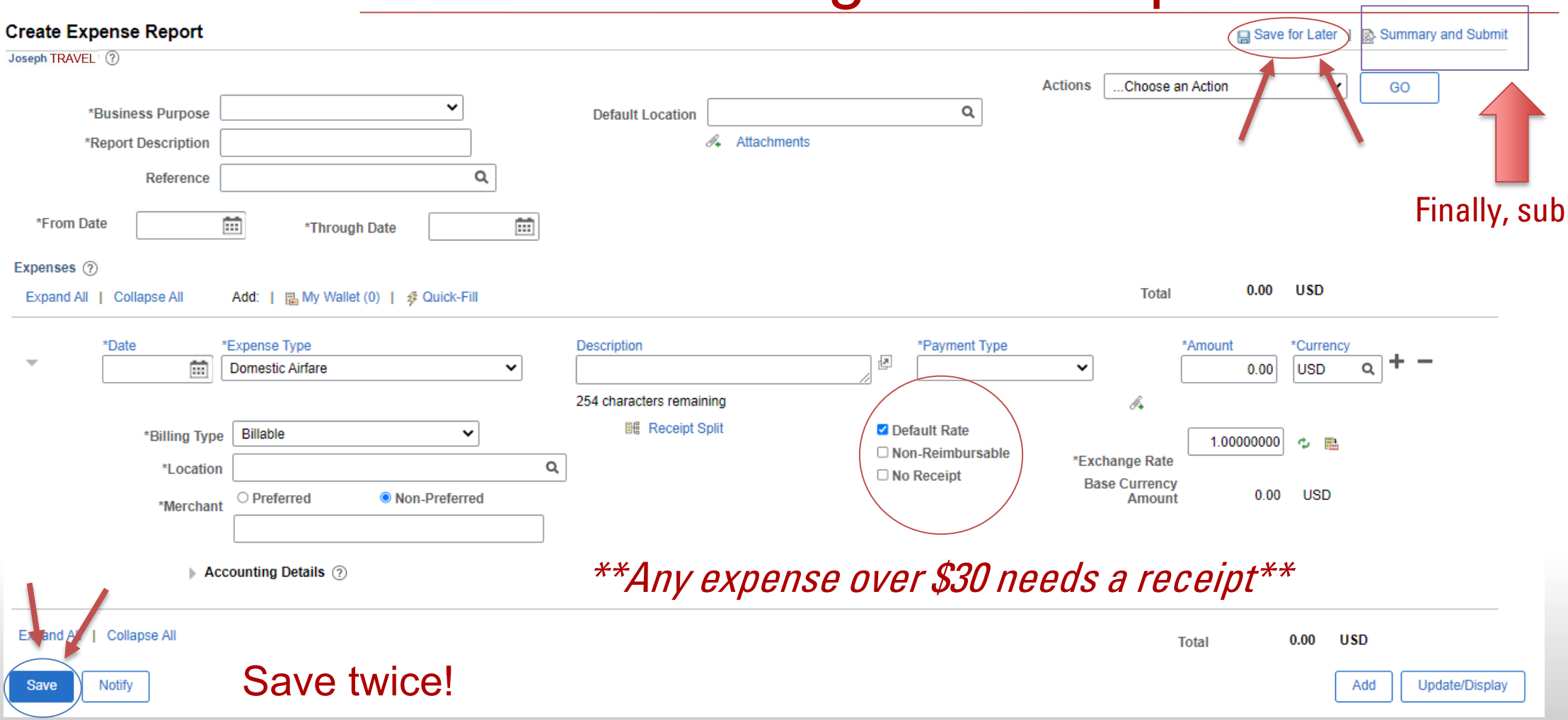
Modify:



Creating a Masterpiece



Creating a Masterpiece



Save twice!

Creating a Masterpiece

Expense Type & Billing Type determine the account code

Payment Types –

Employee Out-of-Pocket – Reimbursement owed to employee

Central Billing – Airfare booked through Anthony Travel/Concur

University Paid – Department ProCard

Visa Corporate Travel Card – Personal Travel Card

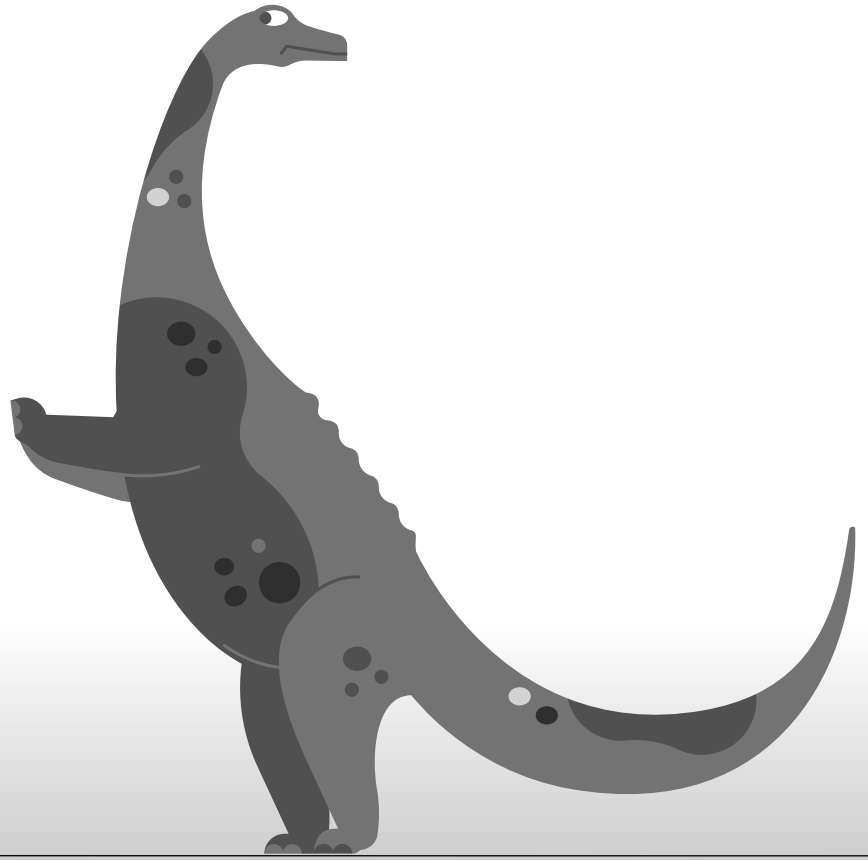
Pay Only – Not seeking reimbursement

Ex. $850 hotel room, department only approves $500 reimbursement.
$500 to employee out of pocket, $350 to pay only

Creating a Masterpiece

MOST IMPORTANTLY!

You Can't Overexplain



Expense Reports Shmexpense Shreports

Things to Remember!

- *Receipts, Receipts, Receipts!*
- Hotel Folio! They don't always slide those under the doors anymore
  - What we need: Receipt with $0 balance in traveler's name
- *Receipts, Receipts!*
- Going to a conference? Keep the itinerary, a pamphlet, or something similar
- *Receipts!*
- Know what's allowed and Non-allowed
- Did I mention receipts?

SEND IT BACK!

Your expense report can be sent back from anyone along the way

Reasons for being sent back:

- Incorrect Speedtype
- Duplicate values
- Receipt and report item don't match
- Provost Approval not attached
- Missing receipts

ONLY THE TRAVELER CAN MAKE CHANGES TO THE REPORT

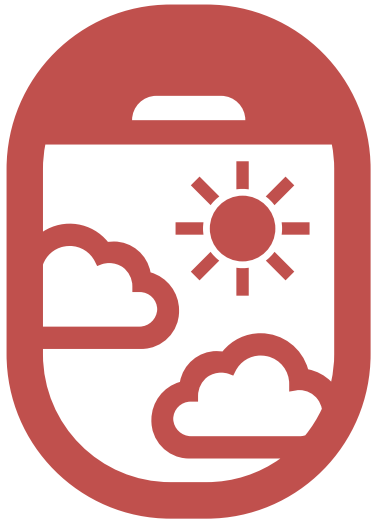
What's Not Allowed

Here's the list!

Key Things:

- Hotel Incidentals
- Rental Car/Airplane Upgrades
- Uber/Taxi to *personal meals*
- Early Bird Check-in fees

Airport Reimbursement



What UofL will Reimburse:

- Taxi/Ride Share charges from home to Airport ***OR***
- Airport parking ***OR***
- Mileage from home to Airport *if you are being dropped off by a friend or family member*

Meals

Gotta have my charts!

Per diem changes per location based on government rates.

Breakfast – 20%

depart by 6:30 am / return after 9:00 am

Lunch – 30%

depart by 11:00 am / return after 2:00 pm

Dinner – 50%

depart by 5:00 pm / return after 7:00 pm

International Travel

- Provost Approval Needed!
  - “Your request has been approved by the Provost”
- Travel Authorization
  - Provides an estimation of costs
  - Proxies can submit on behalf of traveler
  - The TA will route to the International Center. If approved, the traveler will receive further instructions
- Cash Advance
  - The Travel Authorization and Cash Advance must be approved by department before Accounts Payable will approve for payment
    - Do not wait until the week before travel to submit
  - Any unused amounts should be repaid to the department
    - Deposit grid must be attached to the expense report

Travel Card!

- Individual cards for business travel- these are not department issued cards
- Must be a full-time employee to be eligible
- Must have an active expense profile, complete **Blackboard** training and a fully signed application
- All transactions will route through the T&E system
- Allocation is completed when an expense report is processed
    - Transaction must be imported NOT manually entered
- Please send requests for cards to travlcrd@louisville.edu

Card Basics

- $5,000.00 per month limits and $2500.00 per transaction
- Controlled by Merchant Codes
- Automatic renewal after 3 years
- All purchases must comply with the current travel policy
- Includes obtaining FULL international travel approval prior to purchases
- Cardholders will receive a monthly statement
- These can be sent to a proxy or supervisor upon request
- Cardholder will receive system notifications for unapplied transactions
- The cardholder must
- Verify transactions
- Reports any issues to Accounts Payable Office
- Retains receipts

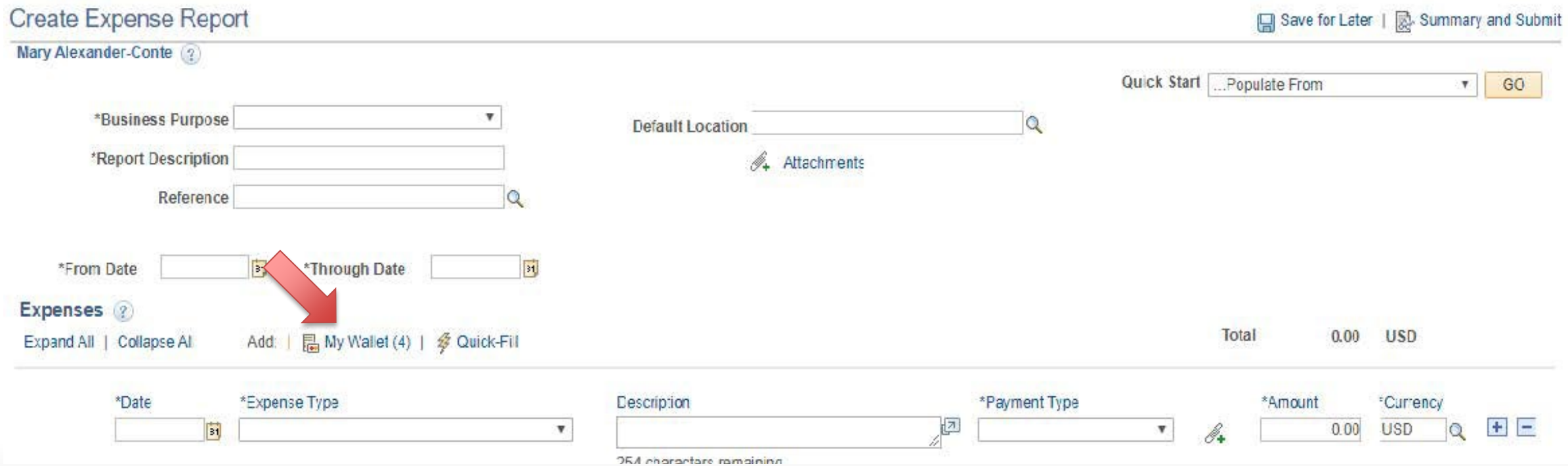
Suggested Uses

- Airfare
- Lodging
- Car rental-Enterprise/National
- Gas for rental
- Taxis – to required events
- Parking
- Tolls
- Registrations
- Business Meals
- Travel related COVID testing

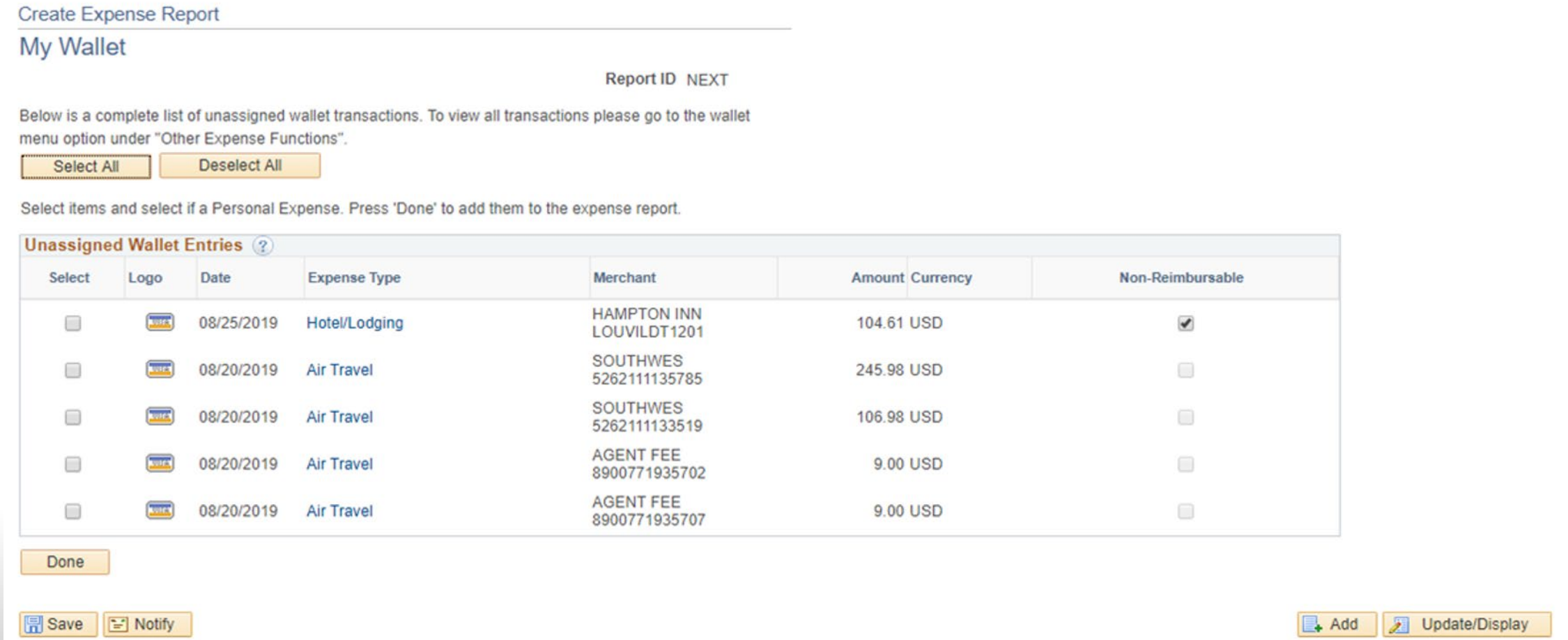
Expense Reports with Travel Card

- My Wallet is a function of PeopleSoft where travel card transactions are housed
- Card transactions will appear in My Wallet- typically within five days
- System notifications sent after 30 days
- Expense report is created by the traveler or the traveler's proxy.
- Card transactions are pulled in the report from My Wallet and should NOT be entered manually
- The traveler's default speedtype will populate
- Open accounting details to change

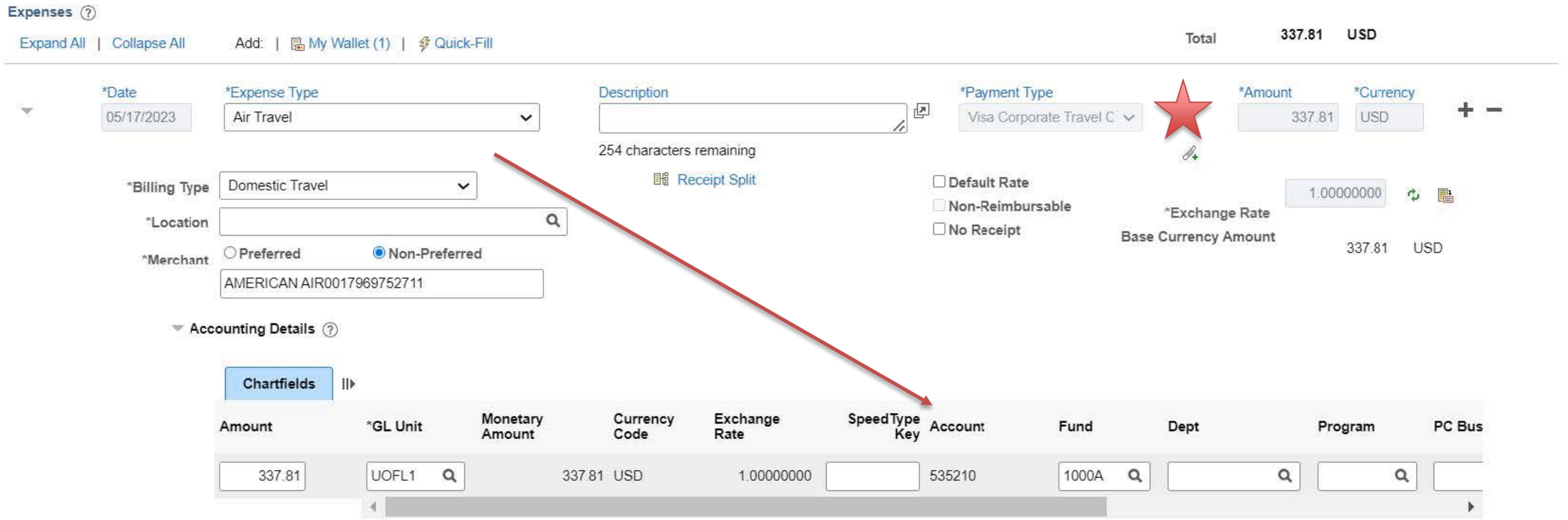
Expense Reports with Travel Card



Expense Reports with Travel Card



Expense Reports with Travel Card



Travel Card and Anthony Travel

- The travel card will be added to the cardholder's Concur profile by the Accounts Payable Office
- The card will become the default method of payment when booking travel Anthony service fees will go on the card
- Include fees on any documentation given to proxies to enter your expense reports
- Invoices can be obtained on the Concur homepage under Company Notes

QUESTIONS
COMMENTS
CONCERNS