



# Travel Talks

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Wednesday 01/24/24



# Travel Talks

## Today's Agenda

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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

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## Controller's Office – Belknap Campus

2215 S Brook St

M – F 8am to 4:30pm

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Joe Connelly – 852.8229

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Ferris Palmer – 852.8230

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Travel Card Service Account

[Travlcrd@louisville.edu](mailto:Travlcrd@louisville.edu)

Accounts Payable Service Account

[acctspay@louisville.edu](mailto:acctspay@louisville.edu)



# PeopleSoft Profiles

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**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

The image displays four sequential screenshots of a mobile application interface, illustrating the navigation path from the NavBar to the Travel & Expense section. Red arrows indicate the sequence of clicks.

- Screenshot 1:** Shows the NavBar with four main categories: Recently Visited, Favorites, Menu, and Expenses. The 'Menu' icon is highlighted with a red arrow.
- Screenshot 2:** Shows the 'NavBar: Menu' screen with a list of categories. The 'Menu' icon is highlighted with a red arrow.
- Screenshot 3:** Shows the 'Menu' screen with a list of options. The 'Employee Self-Service' option is highlighted with a red arrow.
- Screenshot 4:** Shows the 'Employee Self-Service' screen with a list of options. The 'Travel and Expenses' option is highlighted with a red arrow. A yellow star is placed next to the 'Expense Profile Request' option.

## Expense Profile Request

### Expense Profile Request

Find an Existing Value

Add a New Value

Requester

\*Transaction Type

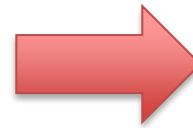
Empl ID

Student ID

Supervisor ID

Add

Find an Existing Value | Add a New Value



Requester: J0CONN06

\*Transaction Type: ADD Dept ID: 1220000156

Empl ID: 3005898 Empl Name: Connelly, Joseph

Student ID:

Supervisor ID:

Supervisor Name:

OprID:

Proxy 1:

Proxy 1 Name:

Proxy 2:

Proxy 2 Name:

Proxy 3:

Proxy 3 Name:

\*SpeedType Key:

Speedtype Descr:

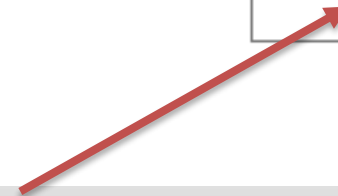
Cash Advance

Deny Flag

Student Info and/or Notes:

Save

Notify



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

# What about Students?

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## 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





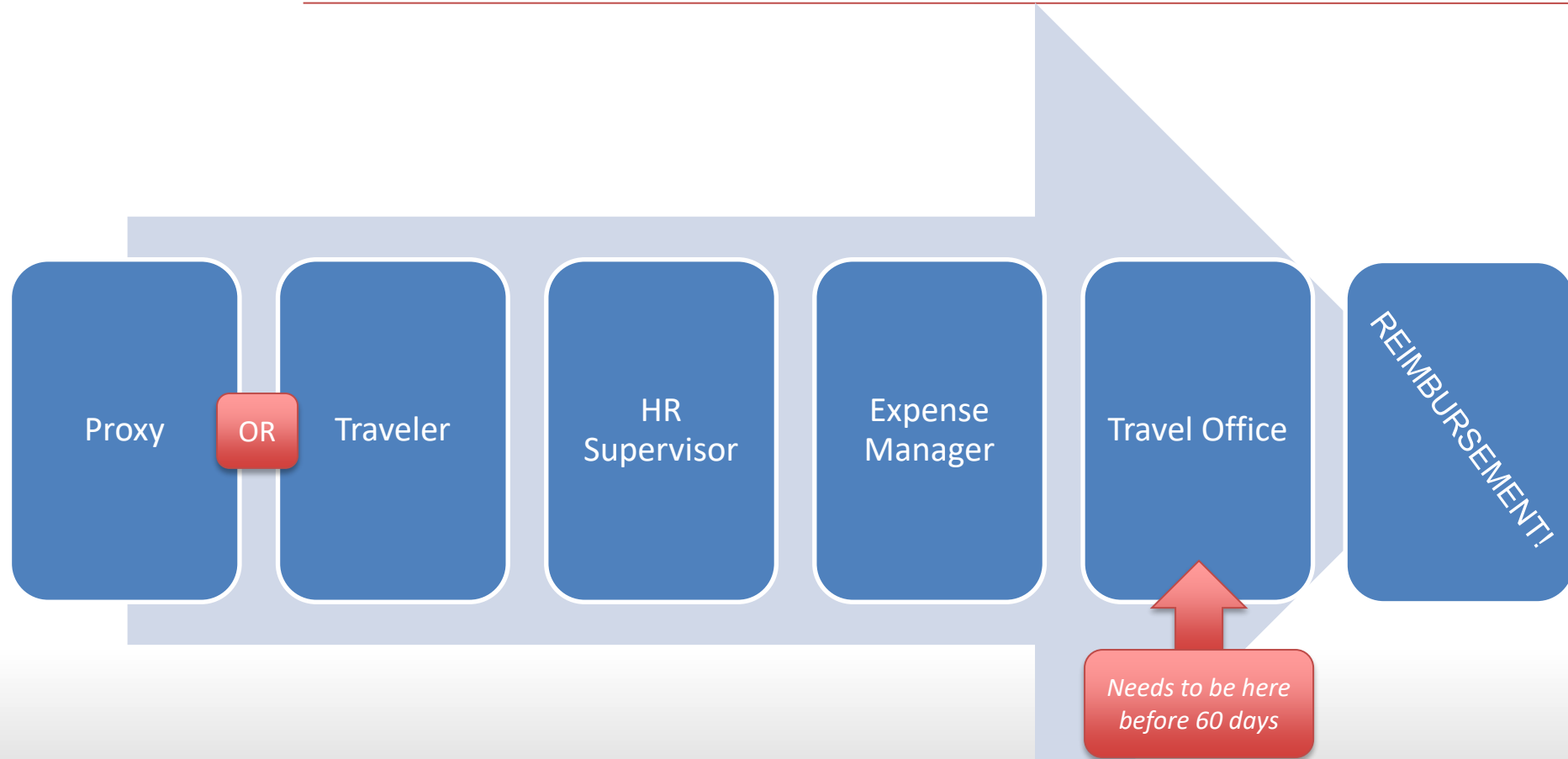
# You have a PeopleSoft Profile!

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Big whoop. So what?

# EXPENSE REPORTS! That's what!

## Expense Report Flow



# The Power of Proxies

“I have THE [Proxy] POWER” – He-Man

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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”

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## 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.

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- 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

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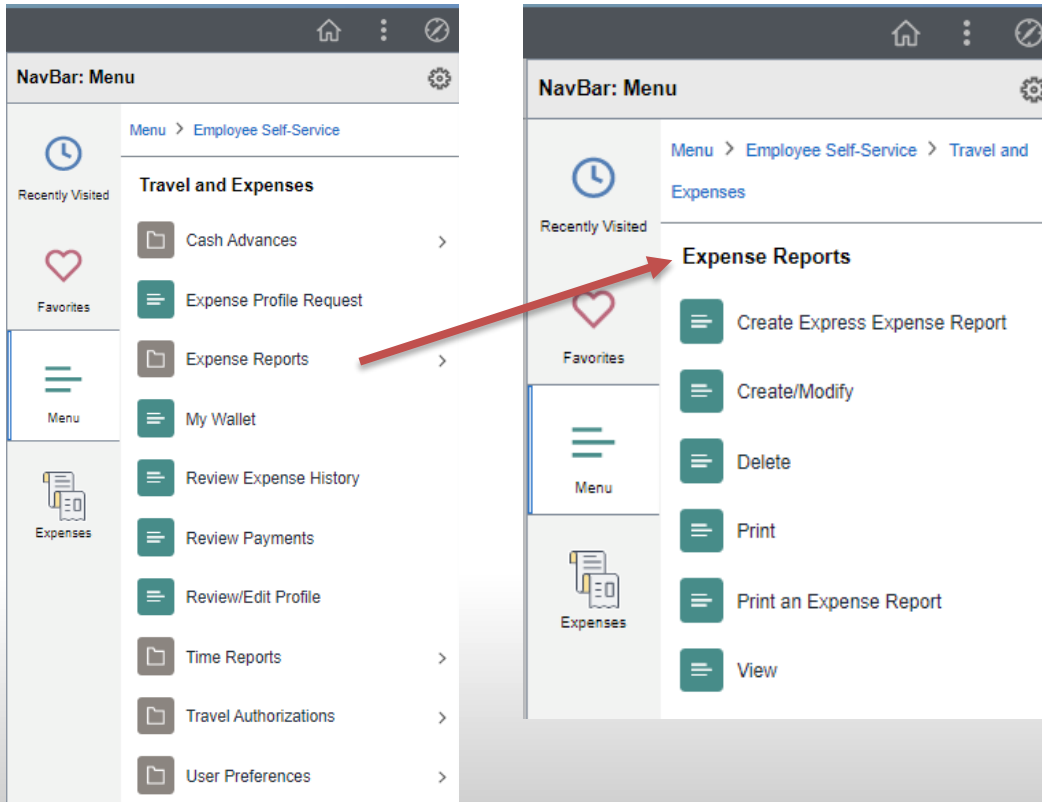


- Reviews all expenses and verifies the funding source
- Makes sure documentation is correct
- Can make changes to the Accounting Details
- The speedtype and department number determine who is notified to approve
  - Could be multiple expense managers for one report
- Should also [KNOW TRAVEL POLICY!](#)

# 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:

[← Employee Self Service](#)

**Expense Report**

[Find an Existing Value](#)
[Add a New Value](#)

\*Empl ID

[Find an Existing Value](#) | [Add a New Value](#)

Modify:

**Expense Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

▼ Search Criteria

Report ID

Report Description

Name

Empl ID

Creation Date

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)



# Creating a Masterpiece

### Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Joseph TRAVEL ?

\*Business Purpose

\*Report Description

Reference

\*From Date

\*Through Date

Default Location

[Attachments](#)

Quick Start

← Trip in general

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Expenses ?

Expand All | Collapse All    Add: | My Wallet (0) | Quick-Fill

| *Date <input type="text"/> | *Expense Type <input type="text"/> | Description <input type="text"/> | *Payment Type <input type="text"/> | *Amount <input type="text" value="0.00"/> | *Currency <input type="text" value="USD"/> |
|----------------------------|------------------------------------|----------------------------------|------------------------------------|---|--|
|                            |                                    | 254 characters remaining         |                                    |   | + -  |
|                            |                                    |                                  |                                    |   | Total 0.00 USD                             |

Expand All | Collapse All

Individual expense items →

# Creating a Masterpiece

## Create Expense Report

Joseph TRAVEL ?

\*Business Purpose

\*Report Description

Reference

\*From Date

\*Through Date

Default Location

Attachments

Actions ...Choose an Action

Save for Later

Summary and Submit

GO

Finally, submit!

### Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 0.00 USD

\*Date  \*Expense Type Domestic Airfare

Description

\*Payment Type

\*Amount 0.00 \*Currency USD

254 characters remaining

Receipt Split

\*Billing Type Billable

\*Location

\*Merchant  Preferred  Non-Preferred

- Default Rate
- Non-Reimbursable
- No Receipt

\*Exchange Rate 1.00000000  
Base Currency Amount 0.00 USD

Accounting Details ?

***\*\*Any expense over \$30 needs a receipt\*\****

Total 0.00 USD

Expand All | Collapse All

Save

Notify

Save twice!

Add

Update/Display

# Creating a Masterpiece

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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

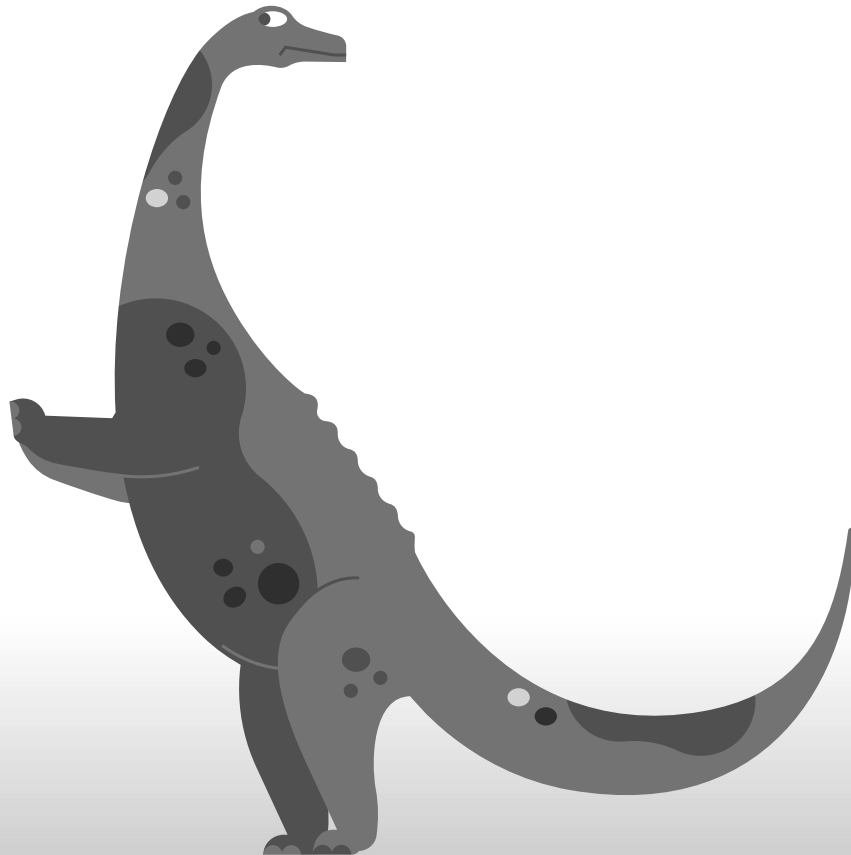
Ex. \$850 hotel room, department only approves \$500 reimbursement.  
 \$500 to employee out of pocket, \$350 to pay only

# Creating a Masterpiece

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MOST IMPORTANTLY!

You  
Can't  
Overexplain



# Expense Reports Shmexpense Shreports

## Things to Remember!

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- *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!

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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!](#)

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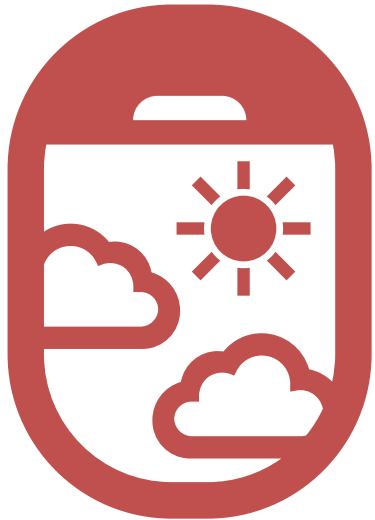


## *Key Things:*

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

# Airport Reimbursement

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## *What UofL will Reimburse:*

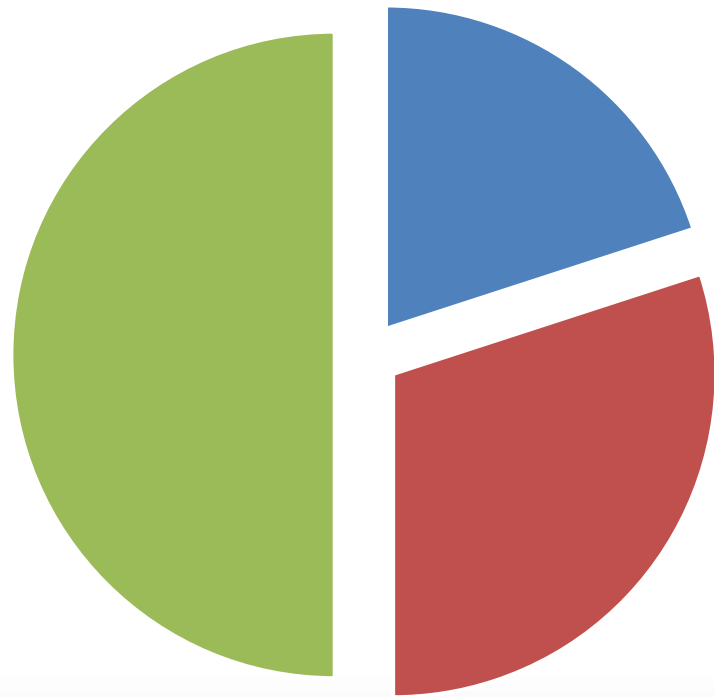
- Taxi/Ride Share charges from home to Airport *OR*
- Airport parking *OR*
- Mileage from home to Airport *if you are being dropped off by a friend or family member*



# Meals

**Gotta have my charts!**

Per diem changes per location based on [government rates](#).



■ Breakfast ■ Lunch ■ Dinner

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

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- 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!

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- 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](mailto:travlcrd@louisville.edu)

# Card Basics

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- \$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

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- 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

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- 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

## Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Mary Alexander-Conte [?](#)

Quick Start

\*Business Purpose

Default Location

\*Report Description

Attachments

Reference

\*From Date  \*Through Date

### Expenses [?](#)

Expand All | Collapse All | Add: My Wallet (4) | Quick-Fill

Total 0.00 USD

| *Date                | *Expense Type        | Description          | *Payment Type        | *Amount | *Currency |
|----------------------|----------------------|----------------------|----------------------|---------|-----------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00    | USD       |

254 characters remaining

# Expense Reports with Travel Card

Create Expense Report

## My Wallet

Report ID NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

Select All

Deselect All

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

### Unassigned Wallet Entries ?

| Select                   | Logo | Date       | Expense Type  | Merchant                    | Amount | Currency | Non-Reimbursable                    |
|--------------------------|------|------------|---------------|-----------------------------|--------|----------|-------------------------------------|
| <input type="checkbox"/> |      | 08/25/2019 | Hotel/Lodging | HAMPTON INN<br>LOUVILDT1201 | 104.61 | USD      | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> |      | 08/20/2019 | Air Travel    | SOUTHWES<br>5262111135785   | 245.98 | USD      | <input type="checkbox"/>            |
| <input type="checkbox"/> |      | 08/20/2019 | Air Travel    | SOUTHWES<br>5262111133519   | 106.98 | USD      | <input type="checkbox"/>            |
| <input type="checkbox"/> |      | 08/20/2019 | Air Travel    | AGENT FEE<br>8900771935702  | 9.00   | USD      | <input type="checkbox"/>            |
| <input type="checkbox"/> |      | 08/20/2019 | Air Travel    | AGENT FEE<br>8900771935707  | 9.00   | USD      | <input type="checkbox"/>            |

Done

Save

Notify

Add

Update/Display



# Expense Reports with Travel Card

Expenses ?

Expand All | Collapse All

Add: | My Wallet (1) | Quick-Fill

Total 337.81 USD

\*Date: 05/17/2023

\*Expense Type: Air Travel

Description:  (254 characters remaining)

\*Payment Type: Visa Corporate Travel C

\*Amount: 337.81

\*Currency: USD

\*Billing Type: Domestic Travel

\*Location:

\*Merchant:  Preferred  Non-Preferred

AMERICAN AIR0017969752711

Default Rate  
 Non-Reimbursable  
 No Receipt

\*Exchange Rate: 1.00000000

Base Currency Amount: 337.81 USD

Accounting Details ?

Chartfields

| Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | SpeedType Key | Account | Fund  | Dept | Program | PC Bus |
|--------|----------|-----------------|---------------|---------------|---------------|---------|-------|------|---------|--------|
| 337.81 | UOFL1    | 337.81          | USD           | 1.00000000    |               | 535210  | 1000A |      |         |        |

# Travel Card and Anthony Travel

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- 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

A 3D-rendered background consisting of a dense field of dark grey question marks. One question mark in the center-right is highlighted in a bright orange color, standing out from the others.

QUESTIONS

COMMENTS

CONCERNS