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

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Travel Card Service Account
Travlcrd@louisville.edu

Accounts Payable Service Account
acctspay@louisville.edu
Everyone needs one!

Everyone =

- Travelers
- Proxies
- Approvers

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

- Proxy
- Traveler
- HR Supervisor
- Expense Manager
- Travel Office

Needs to be here before 60 days
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:

Expense Report

- 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: begins with
- Report Description: begins with
- Name: begins with
- Empl ID: begins with
- Creation Date: =

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value
Creating a Masterpiece

Trip in general

Individual expense items
Creating a Masterpiece

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

Save twice!

Finally, submit!
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 \textit{OR}
- Airport parking \textit{OR}
- Mileage from home to Airport \textit{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

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

<table>
<thead>
<tr>
<th>Select</th>
<th>Logo</th>
<th>Date</th>
<th>Expense Type</th>
<th>Merchant</th>
<th>Amount</th>
<th>Currency</th>
<th>Non-Reimbursable</th>
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<td>08/25/2019</td>
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</table>

Done
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