Travel Talks

Wednesday 03/20/24

Today's Agenda

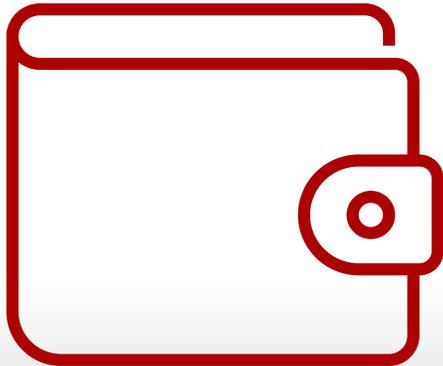My Wallet Clean-up

-BI

-PeopleSoft

Making the reports! Or Not? *suspense*

Q&A Session

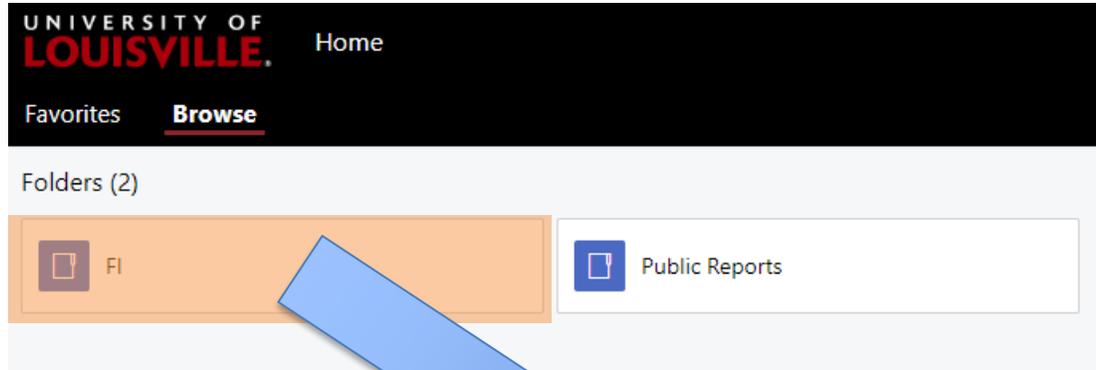*This presentation will be recorded for future viewing*

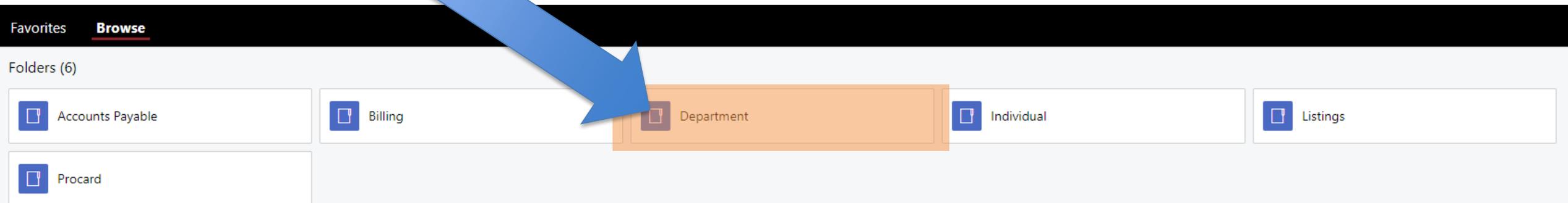Travel Talks to continue **WEDNESDAYS @ 1:30**

My Wallet Clean-up!

Let's get started!

Let's get started!

Let's get started!

Emplid: use for an individual's transaction information

Deptid: can pull information from the whole department
    -Separated by SheetID then Date
    -Use full department number or first 4 digits

FILL FIELD → **PRESS ENTER** → **CLICK VIEW REPORT**

Let's get started!

*This form can be exported for easier viewing

Let's get started!

NOW WHAT!?

Audit the ==Expense Reports==, that's what!

Trusty Rusty PeopleSoft!!

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

Report Audit

Insert Employee ID and hit search!

Report Audit

Bring up reports for that timeframe and make sure the expense is on the report

Getting Messy

EMPLID	NAME	EMP	LAST	TRANS DT	TRANS NBR	SHEET ID	SHEET NAME
		N	4				
		Y	1533	2022-04-13	24717052104581041028324		
		Y	1533	2022-04-13	24943002104344901080955		
		Y	1533	2022-04-14	24755422105171058819802		
		Y	1533	2022-05-16	24943002137978001703825		
		Y	1533	2022-05-16	24943002137978001703817		
		Y	1533	2022-05-18	24943002139978001885570		
		Y	1533	2022-05-18	24943002139978001885588		
		Y	1533	2022-05-19	24755422140171406679996		
		Y	1533	2022-07-21	24692162203100625576966	0000049816	
		Y	1533	2022-07-21	24717052203582030946336	0000049816	
		Y	1533	2022-09-01	24692162245106581114452	0000049816	
		Y	1533	2022-09-01	24692162245106581114445	0000049816	
		Y	1533	2022-09-01	24692162245106581114437	0000049816	
		Y	1533	2022-09-01	24692162245106581114429	0000049816	
		Y	1533	2022-09-21	24755422265162651944044	0000049816	
		Y	1533	2022-11-02	24692162307109623893773	0000052240	

Search Results

View All   1-13 of 13

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000060575				Paid	02/20/2024
0000057096				Paid	09/28/2023
0000053926				Paid	05/15/2023
0000052240				Paid	03/16/2023
0000049816				Paid	11/16/2022
0000046258				Paid	06/06/2022
0000044640				Paid	03/28/2022
0000042172				Paid	09/23/2021
0000029823				Paid	03/20/2019
0000027465				Paid	11/28/2018
0000020818				Paid	03/12/2018
0000011954				Paid	03/20/2017
0000002636				Paid	04/11/2016

What's Next?

Two possible outcomes:

Expense is already on a report!

-Send email to Travel@louisville.edu including:

- -Employee ID
- -Expense Report the expense is on
- -Expense in question

-We will walk you through the next steps

Expense is not on a report, yet

-Create an Expense Report for those expenses

-Keep expenses grouped by trip

-Description: Wallet Clean-up

-Set From and Through dates to encompass expenses

-Submit report!

Expense already Expensed!

Email to Travel@Louisville.edu:

Subject: Travel Card Clean-up
   -Employee ID
   -Expense Report 46258
   -$135.66 on 04/14/2022

Expense *NOT* Expensed!

Create an Expense Report using MyWallet to populate

There will be an error to add a comment to the expenses that are over 60 days

View Expense Report

Sent Back For Revision

By:

Report 0000057400 Pending

Actions ...Choose an Action

Notes

Business Purpose   Other
Report Description   My Wallet Clean-Up ER46152
Reference

*From Date   05/03/2022   *Through Date   05/29/2022

Expenses ?

Expand All | Collapse All

Total   0.00   USD

	*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
▶			My Wallet Clean-Up ER46152			
	05/03/2022	Non-Per Diem	228 characters remaining	Visa Corporate Travel Card	29.44	USD
▶			My Wallet Clean-Up ER46152			
	05/24/2022	Non-Per Diem	228 characters remaining	Visa Corporate Travel Card	25.63	USD
▶			My Wallet Clean-Up ER46152			
	05/09/2022	Miscellaneous Expense	228 characters remaining	Visa Corporate Travel Card	21.00	EUR
▶			My Wallet Clean-Up ER46152			
	05/21/2022	Non-Per Diem	228 characters remaining	Visa Corporate Travel Card	25.00	EUR

The Reports!

Reports will follow the regular workflow process

Proxy **OR** Traveler | HR Supervisor | Expense Manager | Travel Office | Expensed!

QUESTIONS

COMMENTS

CONCERNS