



Travel Talks

Wednesday 03/20/24



Travel Talks

Today's Agenda

My Wallet Clean-up

-BI

-PeopleSoft

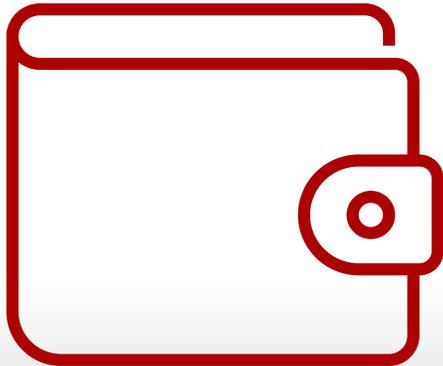
Making the reports! Or Not? **suspense**

Q&A Session

This presentation will be recorded for future viewing

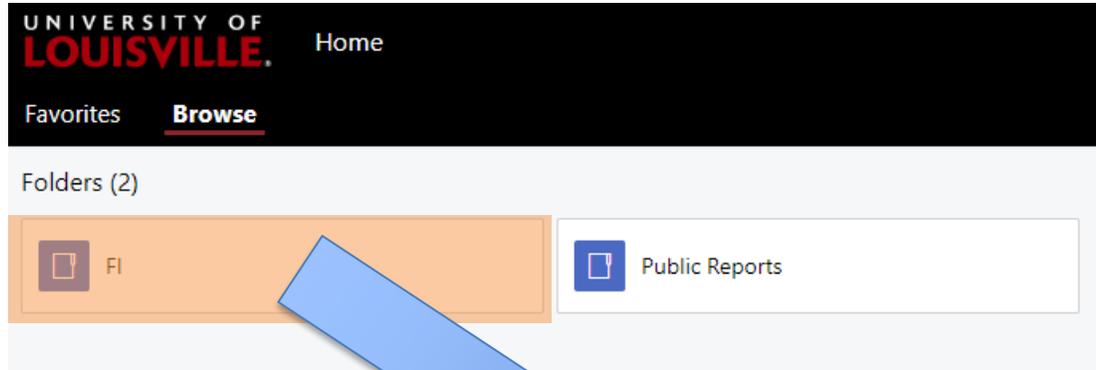
Travel Talks to continue **WEDNESDAYS @ 1:30**

My Wallet Clean-up!

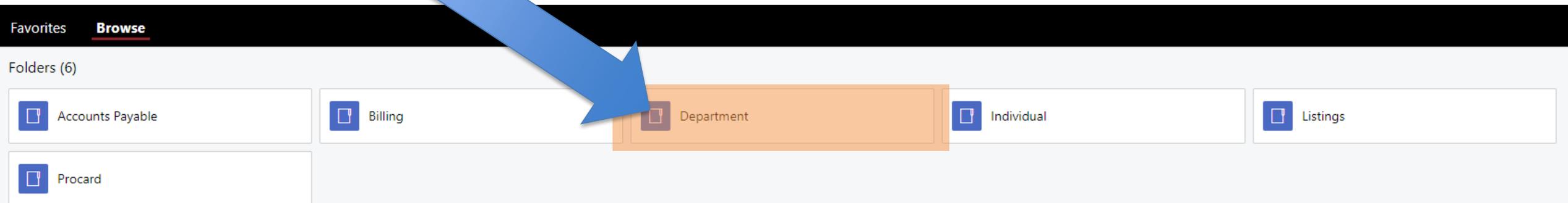




Let's get started!



<https://bi.louisville.edu/reports/browse>





Let's get started!

Navigation: Favorites | **Browse**

Folders (1)

- Effort Reports

Paginated Reports (10)

Budget_summary	Disbursement Detail	Financials Access - Expenses	Five Year Analysis	IT Billing Network Inventory
Ledger Detail	Pending Disbursement	RIF Detail	Sponsored Programs Management Report	Travel_Card_Transactions

Resources (2)

- FI Department Report Documentation June 9 2020.pdf



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





Let's get started!

Emplid Deptid Begin Date (MM/DD/YYYY) End Date [View Report](#)

Navigation: |< < 1 of 1 > >| Refresh ↻ Back ↵ Zoom: 100% Save 📄 Print 🖨️ Search 🔍 | → Link 🔗

EMPLID	NAME	EMP NOTIFY SW	LAST 4	TRANS DT	TRANS NBR	SHEET ID	SHEET NAME	STATUS	LINE NBR	EXPENSE TYPE	RECEIPT VERIFIED	AMOUNT	CITY	MERCH
		N	5338	2024-03-08	24207854069160701731722					0 REGISTR	N	745	206-2107751	SOUTHEF
		N	5338	2024-03-08	24207854069160701731797					0 REGISTR	N	745	206-2107751	SOUTHEF
		Y	5338	2019-08-16	24431069229978000043675	0000034501		PD	2	AIRFARE	Y	11.20	FORT WORTH	AMERICA
		Y	5338	2019-09-11	24692169254100660773935	0000034501		PD	4	LODGING	Y	531.84	CLEVELAND	RENAISS
		Y	5338	2019-08-14	24431069227978000048593	0000034501		PD	6	AIRFARE	Y	11.20	FORT WORTH	AMERICA
		Y	5338	2019-08-16	24431069229978000043592	0000034501		PD	1	AIRFARE	Y	11.20	FORT WORTH	AMERICA
		Y	5338	2019-10-17	24013399290002336425299	0000035990		PD	1	GASPKTL	Y	65	LOUISVILLE	06747-LC
		Y	5338	2019-09-24	24755429268152689629578	0000035990		PD	5	LODGING	Y	133.88	407-5037000	SURFSIDE
		Y	5338	2019-08-16	24692169228100993247808	0000035990		PD	4	REGISTR	Y	695	866-254-9187	GPJ*WOF
		Y	5338	2019-10-13	24639239287900014000838	0000035990		PD	3	GROUND	Y	22	407-2540215	MEARS T
		Y	5338	2019-10-11	24431069285978000042082	0000035990		PD	2	AIRFARE	Y	11.20	FORT WORTH	AMERICA
		Y	5338	2019-10-11	24431069285978001845277	0000038467		PD	4	AIRFARE	Y	37.49	FORT WORTH	AMERICA
		Y	5338	2019-10-13	24755429287732875700882	0000038467		PD	5	LODGING	Y	401.64	ORLANDO	SURFSIDE
		Y	5338	2019-10-09	24431069283978000051226	0000038467		PD	3	AIRFARE	Y	11.20	FORT WORTH	AMERICA
		Y	5338	2019-10-09	24431069283978000051218	0000038467		PD	2	AIRFARE	Y	11.20	FORT WORTH	AMERICA
		Y	5338	2019-10-09	24431069283978000051150	0000038467		PD	1	AIRFARE	Y	5.60	FORT WORTH	AMERICA
		Y	5338	2023-05-09	24377353130000000799735	0000053815		PD	1	FDINCD	Y	105.51	LOUISVILLE	THE OLD
		Y	5338	2023-07-25	24755423207172072893893	0000056450		PD	1	FDINCD	Y	90.32	LOUISVILLE	NEIGHBC

*This form can be exported for easier viewing



Let's get started!

Emplid Deptid Begin Date (MM/DD/YYYY) End Date [View Report](#)

Navigation icons: back, forward, refresh, zoom (100%), save, print, search, and link.

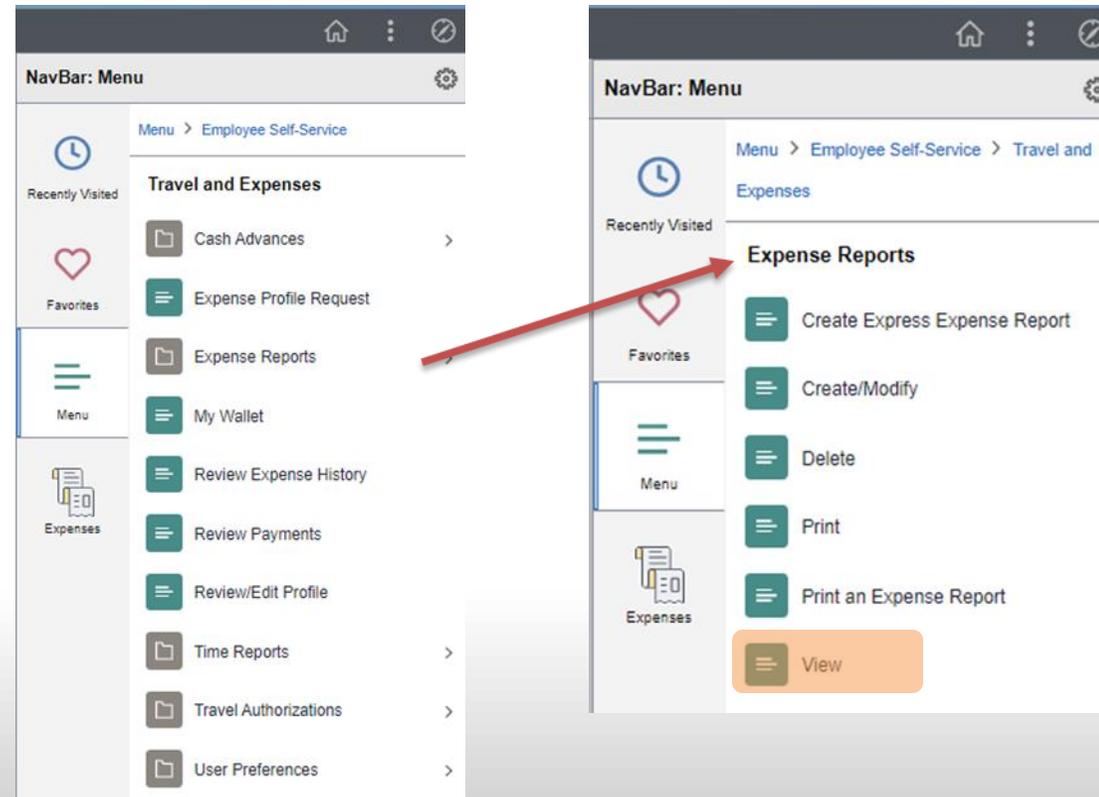
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		N	5338	2024-03-08	24207854069160701731722				0	REGISTR	N	745.206	2107751	SOUTH
		N	5338	2024-03-08	24207854069160701731797				0	REGISTR	N	745.206	2107751	SOUTH
		Y	5338	2019-09-11	24692169254100660773935	0000034501		PD	4	LODGING	Y	531.84	CLEVELAND	RENAI
		Y	5338	2019-08-16	24431069229978000043675	0000034501		PD	2	AIRFARE	Y	11.20	FORT WORTH	AMERI
		Y	5338	2019-08-16	24431069229978000043592	0000034501		PD	1	AIRFARE	Y	11.20	FORT WORTH	AMERI
		Y	5338	2019-08-14	24431069227978000048593	0000034501		PD	6	AIRFARE	Y	11.20	FORT WORTH	AMERI
		Y	5338	2019-10-11	24431069285978000042082	0000035990		PD	2	AIRFARE	Y	11.20	FORT WORTH	AMERI
		Y	5338	2019-10-13	24639239287900014000838	0000035990		PD	3	GROUND	Y	22	407-2540215	MEAR:
		Y	5338	2019-08-16	24692169228100993247808	0000035990		PD	4	REGISTR	Y	695	866-254-9187	GPJ*W
		Y	5338	2019-09-24	24755429268152689629578	0000035990		PD	5	LODGING	Y	133.88	407-5037000	SURFS
		Y	5338	2019-10-17	24013399290002336425299	0000035990		PD	1	GASPKTL	Y	65	LOUISVILLE	06747
		Y	5338	2019-10-11	24431069285978001845277	0000038467		PD	4	AIRFARE	Y	37.49	FORT WORTH	AMERI
		Y	5338	2019-10-13	24755429287732875700882	0000038467		PD	5	LODGING	Y	401.64	ORLANDO	SURFS
		Y	5338	2019-10-09	24431069283978000051218	0000038467		PD	2	AIRFARE	Y	11.20	FORT WORTH	AMERI
		Y	5338	2019-10-09	24431069283978000051226	0000038467		PD	3	AIRFARE	Y	11.20	FORT WORTH	AMERI
		Y	5338	2019-10-09	24431069283978000051150	0000038467		PD	1	AIRFARE	Y	5.60	FORT WORTH	AMERI
		Y	8933	2022-11-12	24692162316106194734575	0000049884		PD	9	LODGING	Y	748.72	SAVANNAH	MARR
		Y	8933	2022-11-11	24034542316001344261951	0000049884		PD	8	GASPKTL	Y	30	LOUISVILLE	06747
		Y	8933	2022-09-30	24717052274872743521136	0000049884		PD	11	AIRFARE	Y	404.35	NOTRE DAME	DELTA
		Y	8933	2022-09-30	24717052274582740659579	0000049884		PD	10	AIRFARE	Y	9	ANTHONY TRAVE	AGENT
		Y	8933	2022-10-07	24717052281582810826539	0000049884		PD	12	AIRFARE	Y	15	ANTHONY TRAVE	AGENT
		Y	8933	2022-10-07	24717052286582860750881	0000049884		PD	13	AIRFARE	Y	16.11	NOTRE DAME	DELTA
		Y	5338	2023-05-09	2437735313000000799735	0000053815		PD	1	FDINCD	Y	105.51	LOUISVILLE	THE O
		Y	8933	2023-02-06	24717053038580380956441	0000053932		PD	3	AIRFARE	Y	9	ANTHONY TRAVE	AGENT
		Y	8933	2023-04-22	24692163116103169455427	0000053932		PD	2	LODGING	Y	987.59	TAMPA	MARR
		Y	8933	2023-02-06	24692163038106800802787	0000053932		PD	1	AIRFARE	Y	323.95	800-435-9792	SOUTH
		Y	8933	2023-02-06	24717053038580380960567	0000053932		PD	4	AIRFARE	Y	10	ANTHONY TRAVE	AGENT
		Y	5338	2023-07-25	24755423207172072893893	0000056450		PD	1	FDINCD	Y	90.32	LOUISVILLE	NEIGH
		Y	8933	2023-08-30	24040833242900016473071	0000057346		PD	1	OTHRBSM	Y	95.80	LOUISVILLE	BIG BA

NOW WHAT!?

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

Trusty Rusty PeopleSoft!!

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



Report Audit

Find an Existing Value

▼ Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Report Status =

Creation Date =

Case Sensitive

Basic Search

Insert Employee ID and hit search!

Basic Search

Search Results

View All 1-15 of 15

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000060966	PNC Banking Conference			Paid	03/05/2024
0000056450	Supplier lunch			Paid	08/25/2023
0000053815	Business Lunch - 2 new ee's			Paid	05/09/2023
0000039809	Adobe Acrobat Software Purchas			Paid	06/02/2020
0000038467	WorkDay Rising & other AA flig			Paid	02/14/2020
0000035990	Work Day Rising			Paid	11/08/2019
0000034501	PNC Travel & Pro-Card Forum			Paid	09/20/2019
0000032807	U of L Employment Law Conferen			Paid	07/09/2019
0000023521	APA Conference			Paid	06/15/2018
0000019000	APP2P Conference			Paid	12/06/2017
0000009505	APP2P Conference			Paid	12/05/2016
0000007570	Mary's Expenses - Glacier conf			Paid	10/07/2016
0000006708	Business Meals			Paid	08/30/2016
0000004190	APP2P Conference & Expo			Paid	05/31/2016
0000003531	ACC Fiscal Officers Conference			Paid	05/06/2016

Report Audit

View Expense Report

[Summary](#)

Business Purpose Meeting
 Report Description Supplier lunch
 Reference UOFL1

Report 000056450 Paid
[Attachments \(1\)](#)

Actions ...Choose an Action GO

[Notes](#)

*From Date *Through Date

Expenses

[Expand All](#) | [Collapse All](#)

Total 90.32 USD

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

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
07/25/2023	Non-Per Diem	129 characters remaining	Visa Corporate Travel Card	90.32	USD
Billing Type Billable		<input type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt		Exchange Rate	1.00000000
Location Louisville				Base Currency Amount	90.32 USD
Merchant <input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred		Neighborhood Services Omni Hotel			

[Chartfields](#)

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Dept	Program	PC Bus Unit	Pr
90.32	UOFL1	90.32	USD	1.00000000	01053	559000	1000A	1220000156	01053		

[Expand All](#) | [Collapse All](#)

Total 90.32 USD

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Getting Messy

EMPLID	NAME	EMP LAST	TRANS DT	TRANS NBR	SHEET ID	SHEET NAME
		NC 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!

TRANS DT	TRANS NBR	SHEET ID	SHEET NAME	STATUS	LINE	EXPENSE	RECEI	AMO	CITY
2022-04-13	24717052104581041028324				0	AIRFARE	N		9 ANTHONY TRAVE
2022-04-13	24943002104344901080955				0	AIRFARE	N	329.2	FORT WORTH
2022-04-14	24755422105171058819802				0	LODGING	N	135.66	847-6923000
2022-05-16	24943002137978001703825				0	AIRFARE	N	40	FORT WORTH
2022-05-16	24943002137978001703817				0	AIRFARE	N	30	FORT WORTH
2022-05-18	24943002139978001885570				0	AIRFARE	N	30	FORT WORTH
2022-05-18	24943002139978001885588				0	AIRFARE	N	40	FORT WORTH

Actions

Notes

Total 779.76 USD

*Payment Type *Amount *Currency

05/17/2022	Domestic Airfare	American Airlines Roundtrip Bag Fees	237 characters remaining	Visa Corporate Travel Card	338.20	USD
05/17/2022	Domestic Bag Fees Airline	Hampton Inn	243 characters remaining	Visa Corporate Travel Card	140.00	USD
05/17/2022	Domestic Hotel	Lunch and Dinner	238 characters remaining	Employee - Out of Pocket	63.20	USD
05/18/2022	Domestic Travel Meals/PerD	Dinner	248 characters remaining	Employee - Out of Pocket	39.50	USD
05/19/2022	Domestic Travel Meals/PerD	Lunch and Dinner	238 characters remaining	Employee - Out of Pocket	63.20	USD
					Total	779.76 USD

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

View Expense Report

Sent Back For Revision By: [Redacted]

Business Purpose: Other Report: 0000057400 Pending

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																														
<table border="1"> <thead> <tr> <th>*Date</th> <th>*Expense Type</th> <th>*Description</th> <th>*Payment Type</th> <th>*Amount</th> <th>*Currency</th> </tr> </thead> <tbody> <tr> <td>05/03/2022</td> <td>Non-Per Diem</td> <td>My Wallet Clean-Up ER46152 228 characters remaining</td> <td>Visa Corporate Travel Card</td> <td>29.44</td> <td>USD</td> </tr> <tr> <td>05/24/2022</td> <td>Non-Per Diem</td> <td>My Wallet Clean-Up ER46152 228 characters remaining</td> <td>Visa Corporate Travel Card</td> <td>25.63</td> <td>USD</td> </tr> <tr> <td>05/09/2022</td> <td>Miscellaneous Expense</td> <td>My Wallet Clean-Up ER46152 228 characters remaining</td> <td>Visa Corporate Travel Card</td> <td>21.00</td> <td>EUR</td> </tr> <tr> <td>05/21/2022</td> <td>Non-Per Diem</td> <td>My Wallet Clean-Up ER46152 228 characters remaining</td> <td>Visa Corporate Travel Card</td> <td>25.00</td> <td>EUR</td> </tr> </tbody> </table>	*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	05/03/2022	Non-Per Diem	My Wallet Clean-Up ER46152 228 characters remaining	Visa Corporate Travel Card	29.44	USD	05/24/2022	Non-Per Diem	My Wallet Clean-Up ER46152 228 characters remaining	Visa Corporate Travel Card	25.63	USD	05/09/2022	Miscellaneous Expense	My Wallet Clean-Up ER46152 228 characters remaining	Visa Corporate Travel Card	21.00	EUR	05/21/2022	Non-Per Diem	My Wallet Clean-Up ER46152 228 characters remaining	Visa Corporate Travel Card	25.00	EUR			
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05/21/2022	Non-Per Diem	My Wallet Clean-Up ER46152 228 characters remaining	Visa Corporate Travel Card	25.00	EUR																												

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

The Reports!

Reports will follow the regular workflow process



The background of the central image is a dense field of 3D question marks. Most are dark grey or black, but one in the center-right is a bright orange. The text is overlaid on the left side of this image.

QUESTIONS

COMMENTS

CONCERNS