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!

https://bi.louisville.edu/reports/browse
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
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!
Bring up reports for that timeframe and make sure the expense is on the report.
Getting Messy
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.
The Reports!

Reports will follow the regular workflow process

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