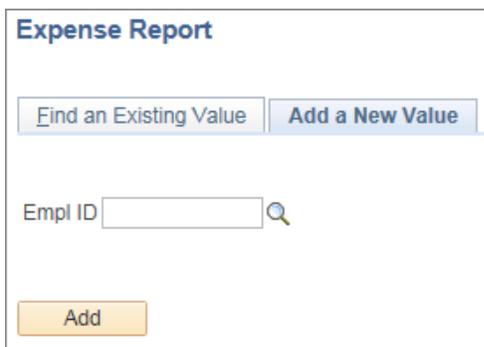


Travel and Expense-Expense Report

The Expense Report captures travel and other reimbursable expenses submitted by active employees or students and records those expenses that were paid on their behalf (i.e. Central Billing Card, University Paid-PO, and Procard). An Expense Report can be created, printed, submitted for approval, viewed (withdrawn) and deleted.

Expense Report Creation

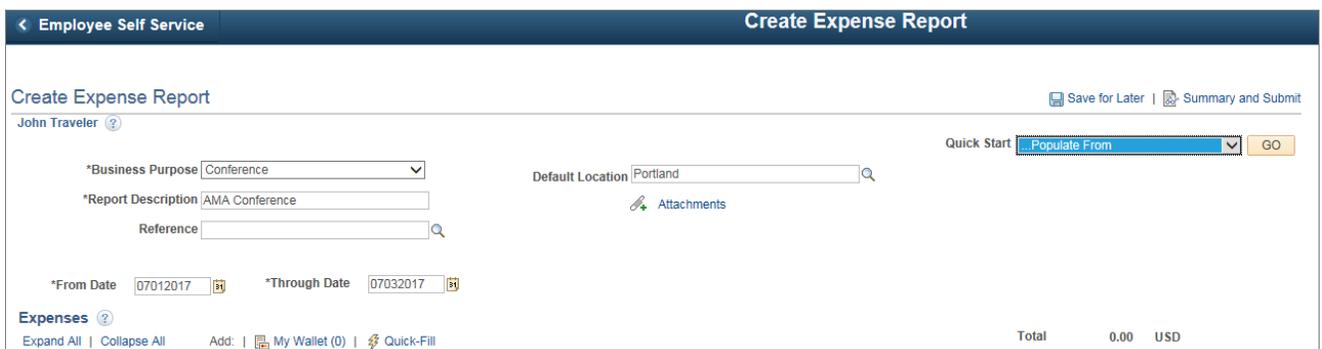
There are a couple of options for creating an Expense Report. The Employee Self Service Home page is available for employees who enter their own travel or reimbursements. The Employee Self-Service Travel and Expense Center is another option for employees or proxies but the most commonly used option to enter travel and reimbursements is to navigate to **NavBar > Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify**



The image shows a form titled "Expense Report". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these buttons is a text input field labeled "Empl ID" with a magnifying glass icon to its right. At the bottom of the form is a yellow "Add" button.

Step 1. Enter the Empl Id of the person for whom the Expense Report is being created. Then select **Add**.

Tip: Proxies can select the magnifying glass icon to view those employees for who they have been granted access to per the department Business/Expense Manager or Lead Fiscal Officer.



The image shows the "Create Expense Report" form in the Employee Self Service system. The form is titled "Create Expense Report" and includes the following fields and options:

- Business Purpose:** A dropdown menu with "Conference" selected.
- Report Description:** A text input field with "AMA Conference" entered.
- Reference:** A text input field with a magnifying glass icon.
- Default Location:** A text input field with "Portland" entered and a magnifying glass icon.
- Attachments:** A link with a plus icon and the text "Attachments".
- From Date:** A date input field with "07/01/2017" and a calendar icon.
- Through Date:** A date input field with "07/03/2017" and a calendar icon.
- Quick Start:** A dropdown menu with "Populate From" selected and a "GO" button.
- Expenses:** A section with a question mark icon, containing "Expand All", "Collapse All", "Add: | My Wallet (0) | Quick-Fill", and "Total 0.00 USD".
- Navigation:** "Save for Later" and "Summary and Submit" links.
- User:** "John Traveler" with a question mark icon.

Step 2. Enter the Business Purpose, Report Description, Reference (Cash Advance ID Number if applicable), Default Location (leave default location blank if traveling to multiple destinations). If your destination City does not appear, you must choose "Other" as the Expense Location.

Travel and Expense-Expense Report

Step 3. Populating the Expense Report - the Expense Report may be populated by using one of the options in the Quick Start menu (Template or Travel Authorization if applicable) or continuing on by entering the detail line information manually.

Tip: Standard templates have been created for In State, Out of State, Coach and Prospect travel, grouping commonly used Expense Types to provide efficient data entry. To populate the Expense Report select a template, enter date range of trip and select Expense Type for one or all days, then select OK.

The screenshot shows the 'Expenses' interface with a total of 482.00 USD. A detailed entry is shown for 07/01/2017, Expense Type 'Out of State Airfare', Description '254 characters remaining', Payment Type 'Central Billing Card', Amount 280.00 USD. The entry is marked as 'Default Rate' and 'Non-Reimbursable'. The Accounting Details section shows a table with columns: Amount, *GL Unit, Monetary Amount, Currency Code, Exchange Rate, SpeedType, Account, Fund, Dept, Program, and PC Bus Unit. The row for this entry shows: 280.00, UOFL1, 280.00 USD, 1.00000000, 30362, 535210, 1000A, 1530000001, 30362, and an empty PC Bus Unit field.

Select the **Expand All** link to view the Accounting Details as Expense Type lines are added. Speedtypes will generally default from the employee/student profile but maybe updated in the Accounting Details section as needed. Expense Types are categories of spend which are associated to specific general ledger account numbers.

For each line of the Expense Report the Date, Expense Type, Payment Type, and Amount are required. Other fields that may be required based on the Expense Type are: Description, Location (if not the default location), Confirmation Number (Airlines), Merchant Description, and Mileage. To add or delete lines to the Expense Report select the   signs at the right of the line. Select the attachments icon  to add supporting documentation or receipts as required.

The **Payment Types** of Central Billing Card, University Paid (Procurement Card or Purchase Order), Wex Virtual Card or Pay Only will populate a check in the **Non-Reimbursable** check box.

The screenshot shows a detailed entry for 07/02/2017, Expense Type 'Out-of-State Travel Meals/PerD', Description '254 characters remaining', Payment Type 'Employee - Out of Pocket', Amount 47.20 USD. The entry is marked as 'Default Rate' and 'Non-Reimbursable'. A link for 'Per Diem Deductions' is visible below the description field.

Lines that include Expense Types for Per Diem will have a link to Per Diem Deductions which allows the deduction of a meal decreasing the overall reimbursable amount by a specific percentage, 20% for breakfast, 30% for lunch and 50% for dinner.

Travel and Expense-Expense Report

Travel Authorization (if applicable)

Note: If the traveler has previously completed a Travel Authorization for this trip select 'A Travel Authorization' from the Quick Start menu and then GO. A list of available Travel Authorizations will be displayed. Select the Travel Authorization for the current Expense Report if applicable and the Travel Authorization will populate the Expense Report.

Cash Advance Application (if applicable)

Actions Menu

The screenshot shows the 'Create Expense Report' form. At the top right, there are links for 'Save for Later' and 'Summary and Submit'. Below the user name 'John Traveler', there are several input fields: '*Business Purpose' (set to 'Conference'), '*Report Description' (set to 'AMA'), and 'Reference'. On the right side, there are fields for 'Default Location' (set to 'New York City'), 'Authorization ID' (set to '0000001708'), and an 'Attachments' icon. The 'Actions' menu is open, showing 'Apply/View Cash Advance(s)' and a 'GO' button.

The Actions menu allows the user to apply a previously created **Cash Advance** to the Expense Report or to copy specific Expense Lines in the Expense Report. Choose an Action Item and select GO to populate the Expense Report.

The screenshot shows the 'Apply Cash Advance(s)' dialog box. It displays 'Report ID 0000017618'. Below this is a table titled 'Cash Advance Information' with the following data:

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0000000765	250.00	0.00 USD	1.00000000	247.00 USD

Below the table are two buttons: 'Add Cash Advance' and 'Update Totals'. At the bottom, there is a summary table:

Total Advance Applied	250.00 USD
Totals (4 Lines)	247.00 USD
Total Due Company	3.00 USD

An 'OK' button is located at the bottom left of the dialog box.

Select Cash Advance to apply to the Expense Report and adjust Total Applied amount as needed, then select **OK**.

If the total Cash Advance amount is greater than the total due to the employee then adjust the **Total Applied** amount to equal the total due employee. Any remaining Cash Advance/balances due to the University, should be processed as a deposit using usual department procedures to account 155120 and the program/speedtype used to issue the Cash Advance. The transmittal referencing the deposit should be attached to the Expense Report.

The Accounts Payable office will reconcile the Cash Advance and post the final entries as they process the Expense Report.

Travel and Expense-Expense Report

Step 4. Notification (if applicable)

If a **Proxy** is creating the Expense Report on behalf of the employee, they will need to click the **“Notify”** button at the bottom of the page to notify the employee to submit the Expense Report. The notification will contain a link. The employee selects the link to sign into PeopleSoft Financials, reviews and submits the Expense Report.

Workflow Notification

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details	Lookup Recipient
To: john.traveler@louisville.edu	Delivery Options
CC:	<input type="checkbox"/> RichText
BCC:	
Priority: <input type="button" value="v"/>	
Subject: <Expense Report 0000012512t>	
Template: Workflow Notification	
Priority: %NotificationPriority	
Date Sent: 2017-07-28	
Message: John, Please sign in to the Financial system and submit your Expense Report. You should receive a confirmation.	

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

Step 5. Submitting the Expense Report

By checking the box and selecting **“Submit Expense Report”** the employee certifies that the expenses submitted are accurate and comply the University’s expense policy.

Note: A proxy may submit the Expense Report on behalf of a student. Notifications pertaining to the Expense Report will be sent to the proxy.

Employee Expenses (6 Lines)	177.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	177.00 USD	Amount Due to Supplier	0.00 USD		

By checking this box, I submit these expenses on behalf of the traveler for reimbursement.

The employee will receive a confirmation email upon submission of the Expense Report, and the Expense Report will be routed to the employee’s department-defined HR Supervisor and Department Expense Manager/Chartfield Approver for approval. Those Expense Reports for student or student international Expense Types will be routed to the Financial Aid office for review prior to their supervisor. A second notification will be send to the employee upon final approval. In addition, a **Payment Advice** notification will be sent to the employee upon the generation of payment.

Travel and Expense-Expense Report

Common Expense Report Errors to Note:

- Saving the data and not correcting those lines that have Red Flags.
- Invalid or missing chartfields i.e. program, project id, or department id.
- Missing comments to each Expense line where the date of trip is over 60 days old.
- Missing documentation or an attachment that includes the personal credit card number of the traveler attached to the Expense Report. (The #1 reason why Expense Reports are returned to the employee.)
- Non-reimbursable flag not being checked for Payment Types of Central Billing Card, University Paid (Procurement Card or Purchase Order), Wex Virtual Card or Pay Only.