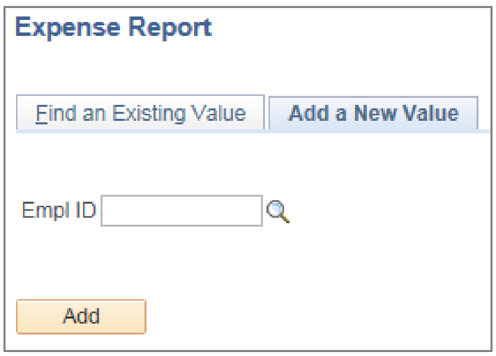
Travel and Expense-**Expense Report**

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 An Expense Report can be created, printed, submitted for approval, viewed (withdrawn) and deleted.

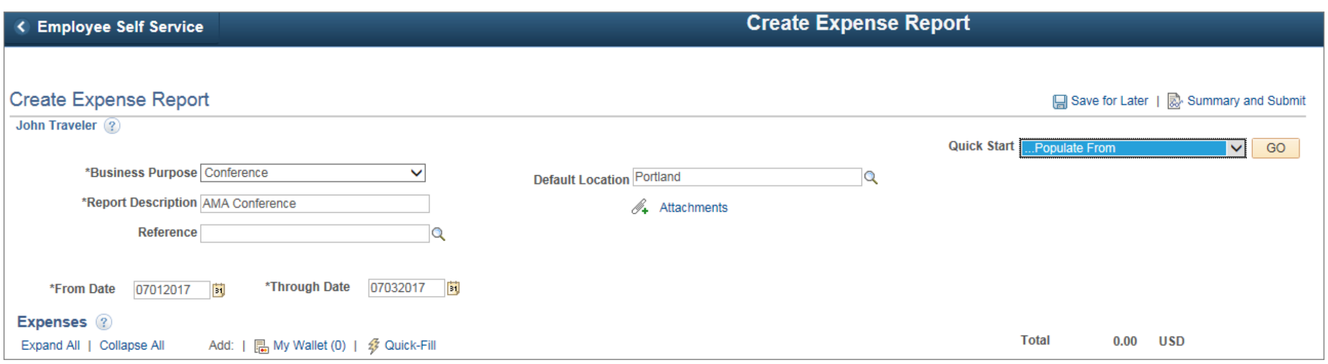
Expense Report Creation

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**



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

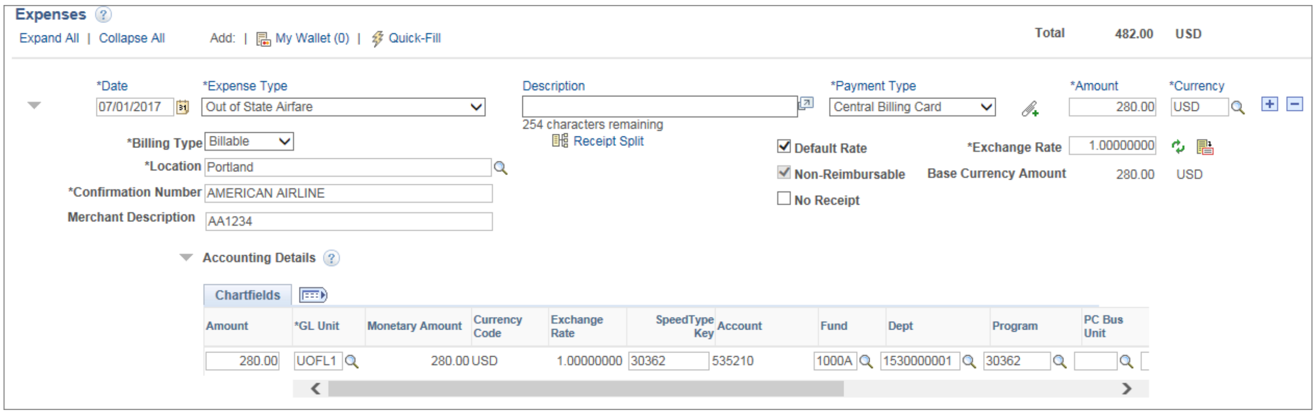
Tip: Proxies can select the magnifying glass icon to view those employees for who they have been granted access to per the department Business/Expense Manager or Lead Fiscal Officer.



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.

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.

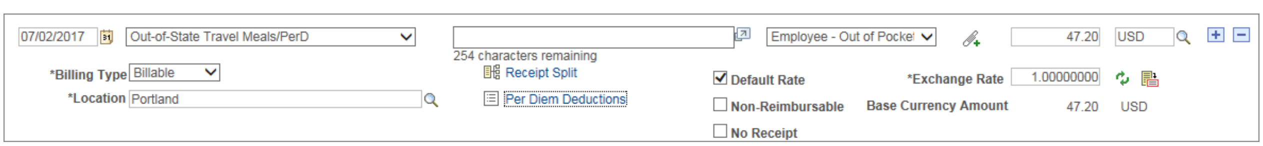
Tip: Standard templates have been created for In State, Out of State, Coach and Prospect travel, grouping commonly used Expense Types to provide efficient data entry. To populate the Expense Report select a template, enter date range of trip and select Expense Type for one or all days, then select OK.



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.



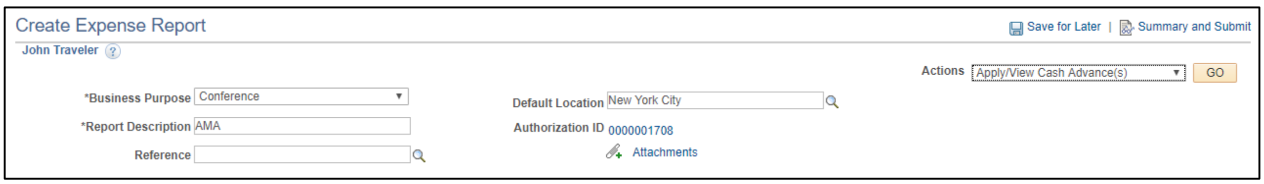
Lines that include Expense Types for Per Diem will have a link to Per Diem Deductions which allows the deduction of a meal decreasing the overall reimbursable amount by a specific percentage, 20% for breakfast, 30% for lunch and 50% for dinner.

Travel Authorization (if applicable)

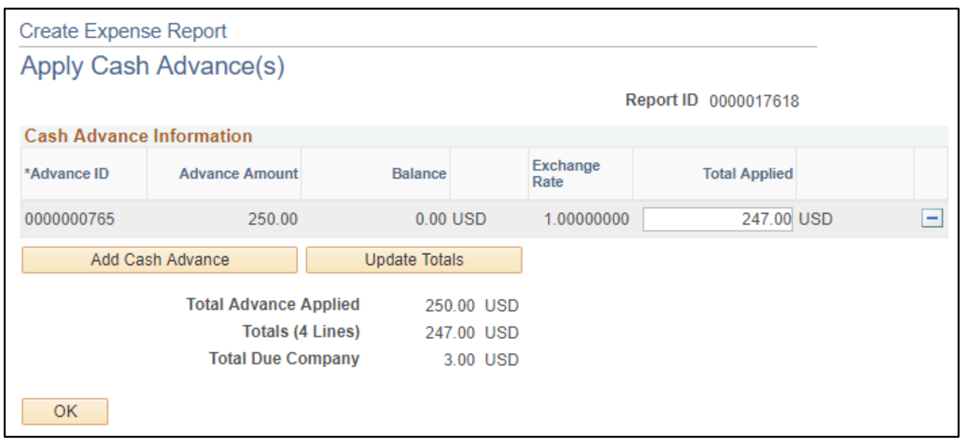
Note: If the traveler has previously completed a Travel Authorization for this trip select 'A Travel Authorization' from the Quick Start menu and then GO. A list of available Travel Authorizations will be displayed. Select the Travel Authorization for the current Expense Report if applicable and the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

Cash Advance Application (if applicable)

Actions Menu



The 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.



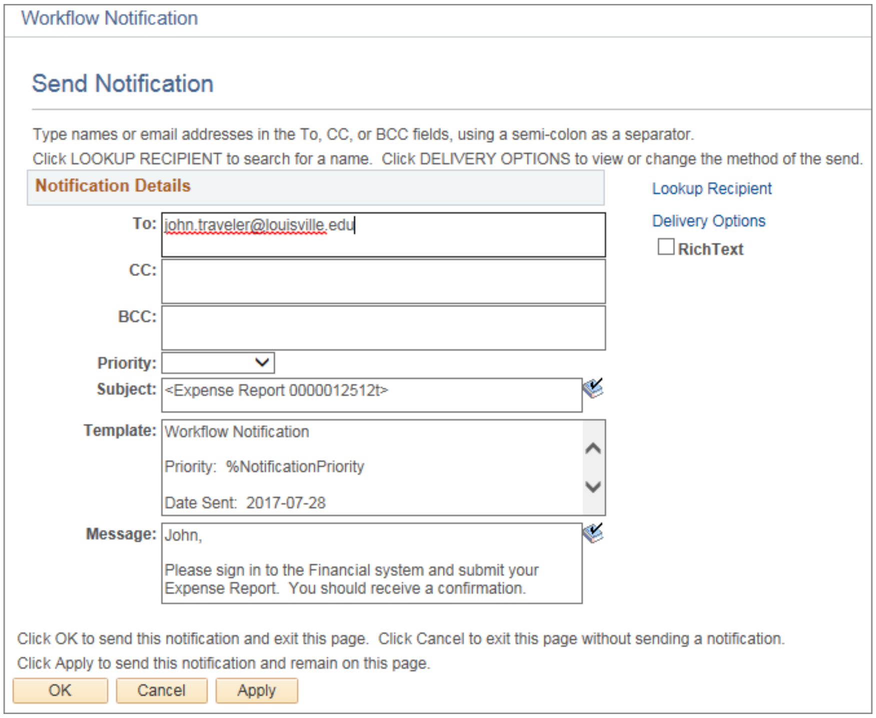
Select Cash Advance to apply to the Expense Report and adjust Total Applied amount as needed, then select **OK**.

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.

<u>Step 4.</u> Notification (if applicable)

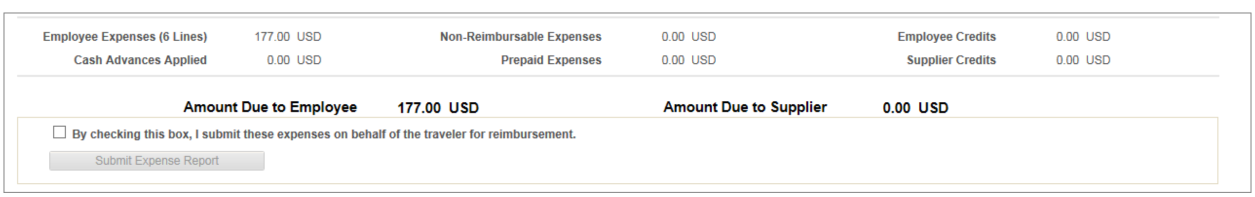
If a **Proxy** is creating the Expense Report on behalf of the employee, they will need to click the **"Notify"** button at the bottom of the page to notify the employee to submit the Expense Report. The notification will contain a link. The employee selects the link to sign into PeopleSoft Financials,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



<u>Step 5.</u> 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.

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



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.

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.