Travel & Expense Web Entry Form Instructions

The purpose of this form is to have a centralized process for all business travel and non-travel business reimbursement requests for all Provost Division employees & students. It is also used for all pre-trip travel authorizations for international travel. When this form is completed, it will be emailed to assigned proxies for entry into PeopleSoft for the request to be completed. Below are instructions for the fields on the form.

**Type of Request**

- Reimbursement Request
- Pre-Trip Travel Authorization

**Type of Request** – Select the type of request you are making. A “Reimbursement Request” is used for all post-trip expense reimbursements and non-travel reimbursements. It is the most frequently used type of request. The “Pre-Trip Travel Authorization” would be used for approval to travel internationally. A cash advance is also available through this type of request for international or student group travel, although it is not required. If you opt for a cash advance, you will be asked to specify the amount requested. Please note that only an amount **up to** the anticipated employee *out-of-pocket* expenses can be requested.

**Traveler Employee ID**

Requires 7-digit U of L employee identification number of individual for whom request is being made.

**Report Prepared Date**

This date will auto populate when the form is opened. This date should not be changed.

**Traveler First Name**

Enter individual’s first name.

**Business Purpose**

This is a drop down menu for the request purpose. Select the most appropriate item based on purpose of request, or if your business purpose does not fit into one of the designated items, select “other”.

**Traveler Last Name**

**Traveler Email**
**Traveler Last Name** – Enter the individual’s last name.

**Traveler Email** – This should be a University-provided email address.

**Travel Location** – Enter location of event (limit answer to 30 characters). Complete this only for single destination travel (e.g. travel to Indianapolis, IN and back). For multi-destination trips, please leave blank and enter the destination on each expense line. Please leave blank for non-travel reimbursement requests.

**Report Description** – The report description should be listed as “Last name, First name, Travel location, date(s) of travel or expense” e.g. Jones, Susie, Indianapolis, 10/11/15 – 10/12/15. This information is utilized for reporting and reconciliation purposes.

**Departure Date & Time**

03-11-2016 08:00am

**Return Date & Time**

03-18-2016 05:00pm

**Departure and Return Date & Time** – Entry of date and time of travel are very important for the processing of per diem allowances. (Do not use military time - use Eastern Standard Time when making entries.) Please leave blank for non-travel reimbursements.

**Prepared by**

Last Name, First

**Preparer email**

Preparer by – Name of person completing form. If you are creating for yourself, enter your name here. Use formal name as on file with the University.

**Preparer email** – Preparer should enter his/her University email here. This will allow a copy of the information submitted to be emailed directly to them from the system.
Backup documentation attached *

Yes

**Backup Documentation Attached** – This is a required Yes/No field that has a two-fold purpose. First, it will let the proxy know that information is attached regarding the request. Secondly, this is a helpful reminder to the individual to attach the necessary documentation to the request. When attaching documentation, it is not necessary to send the entire conference brochures, etc. Please only send information relevant to this request. (E.g. conference agenda with dates and times, meals provided, transportation provided.) Receipts for all expenses greater than $30 must be attached for travel (except per diem and mileage). Receipts must be attached to non-travel reimbursement requests for all dollar amounts.

**EXPENSE DETAIL** (section)

In this section you may need to process multiple transactions for each transaction date as each item MUST be entered individually. **All expenses relating to the trip must be entered on this request form, regardless of form of payment – not just the items to be reimbursed.**

**Add Transaction & Copy Transaction** – These links are set up at the bottom of each Expense Detail section to provide the option of either adding a new transaction or copying and editing an additional transaction. The copy option can be used for multiple days of hotel stay (will only need to change the date field if the rate was the same each day), meal reimbursement (will only have to select the eligible meals), etc.

**Date**

Date – Record the date of the transaction for the expense. For travel, this date must fall within the trip departure and return dates (except for airline tickets and registrations).
Payment Type

Payment Type – This selection provides a drop-down with 4 payment type options. Select appropriately based on type/description below:

- **Central Billing Card** – Should be used for airline tickets or hotel stays purchased via PanAm Travel or the Southwest Swabiz site.
- **Employee Out-of-Pocket** – Should be used when the employee paid out-of-pocket for taxi, meals, tips, (dues, cell phones, memberships, business entertainment, etc. for non-travel).
- **Employee Paid but Not Reimbursed** - Should be used for Pay Only requests when a traveler will not be reimbursed the full amount of the trip.
- **University Paid** – Should be used for expenses that were paid via University procurement card or PO.

Expense Type

Expense Type - There are currently 70+ Expense Type selections to choose from in the drop-down menu. Each item that is selected is designed to populate only the required fields that relate to it.

The required fields will appear based on each Expense Type selection you choose. The following will assist you with those fields should they be required.

**Meals for Reimbursement**

☐ Breakfast ☐ Lunch ☐ Dinner

**Meals for Reimbursement** (Per Diem) – *One entry per day for any eligible meals.* (The copy option can be used for multiple days of meals.) Mark the appropriate meal for which you are requesting per diem reimbursement. If your request is for a meal(s) on a trip related to a conference, a copy of the conference agenda must be attached, and the meal should not have been included in the registration fee. Please do not use this expense type for business entertainment – please select the appropriate expense type accordingly.
Description – Please explain the expense. This field is only required for expense categories that are not self-explanatory (e.g. miscellaneous categories). Please also provide details in this field if you need to split an expense into multiple lines for multiple funding sources.

Speed Type

Speed Type – Funding source for Provost Division employees & students for recording a reimbursement of business-related travel and non-travel expenses in PeopleSoft. If an expense needs to be charged to multiple speed types, please enter multiple expense line for that expense.

Amount of Expense (2 decimal places)

Amount of Expense – Record the amount for this transaction. (e.g. $5.42, $16.00)

Location of Travel

Location of Travel – This is only required if you are traveling to multiple locations. Leave blank for non-travel reimbursements.
Merchant Description - Please record the merchant name. (e.g. Marriott, Enterprise Car Rental, Delta Air Lines)
(No information is required in this field when reimbursement is for mileage or per diem meals.)

Mileage for Reimbursement

**Mileage for Reimbursement** – Record number of miles to/from business location by day. The mileage rate is based on federal government guidelines and is revised annually. It is important for all Provost Division employees & students to process mileage reimbursements on a monthly basis for mileage-only claims (at least every 30 days).

**Supporting Files/Images**
Receipts, Conference agenda, Rental Car documentation, Air Travel Documentation, Gas Receipts, etc.

Must be scanned individually:
- Conference agenda
- Gas Receipts
- Parking Receipt...(Scanned by transaction when entered)

**Scanning of Files** – All supporting documentation/receipts are to be scanned into one PDF file and attached. Multiple attachments are not supported. Please attach documentation for any travel expense $30 or greater (and always required for hotel charges). Please attach documentation for non-travel reimbursements for any amount.

*For international travel authorizations, please scan in all out-of-country approval forms so they can be routed to the International Center for approval.
Department – This selection provides a drop down listing that includes a choice for all Provost Departments. Some areas are grouped together for simplicity. A selection must be made based on individual’s department. Once selected, an automatic email notice of the transaction will be sent to the individual’s department reconciler. The reconciler will use this information as support for the transaction.