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Travel Authorization & Expense Report Processing

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Create
Travel Authorization

Travel Authorization Workflow

Travel Authorization

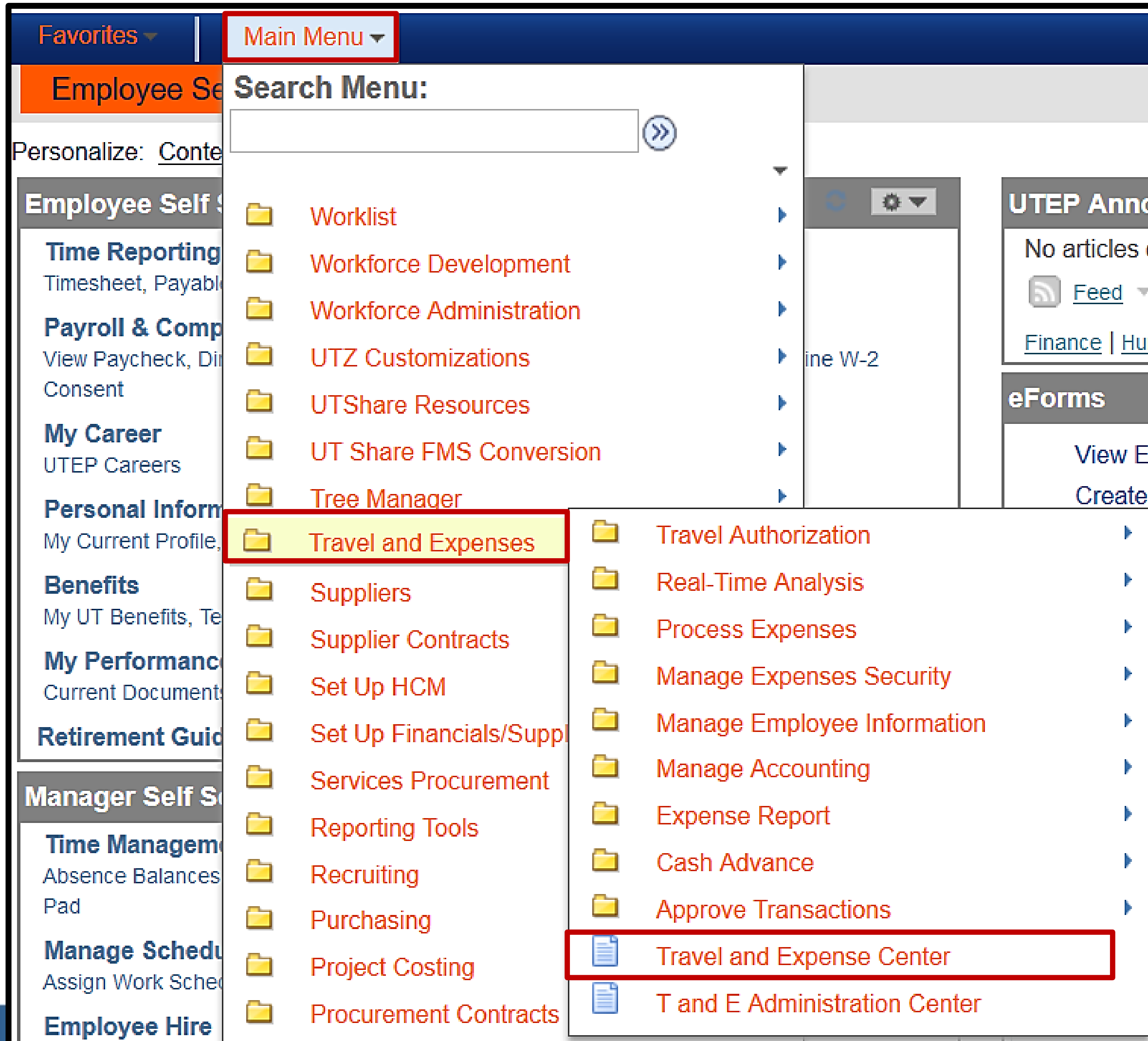
Creator
- Travel Authorization department initiator

Supervisor Approval
- The Reports To or Supervisor of the Traveler

Budget Authority
- Grants (PI) Approver
- Cost Center Approver
- Department Approver
- Capital Projects Approver

Navigate to Travel Authorization

Main Menu > Travel and Expenses > Travel and Expense Center



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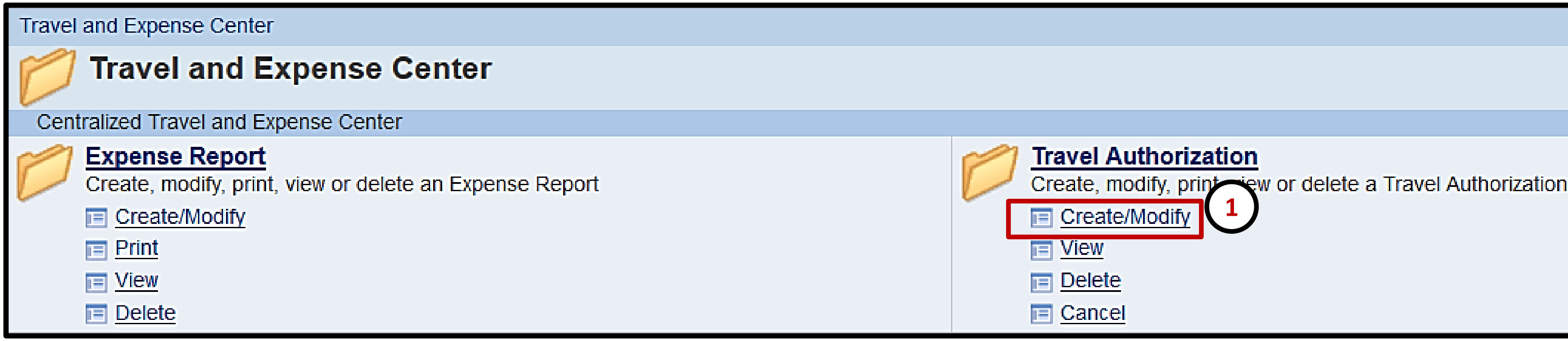
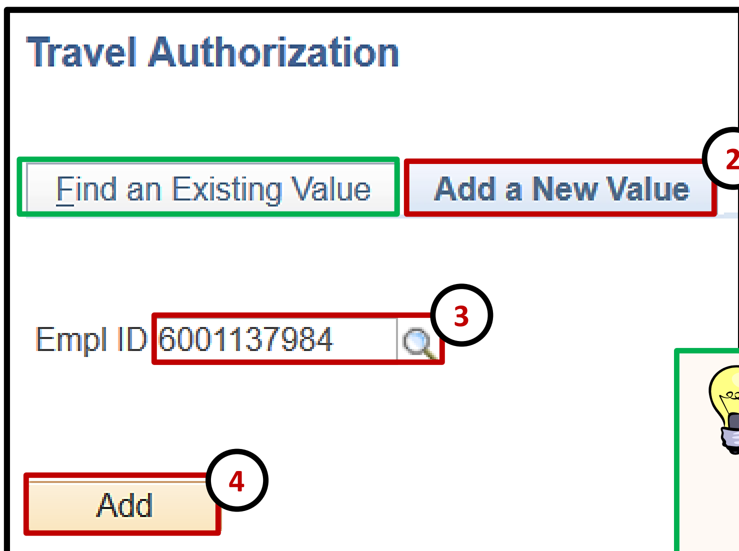
Create/Modify Travel Authorization



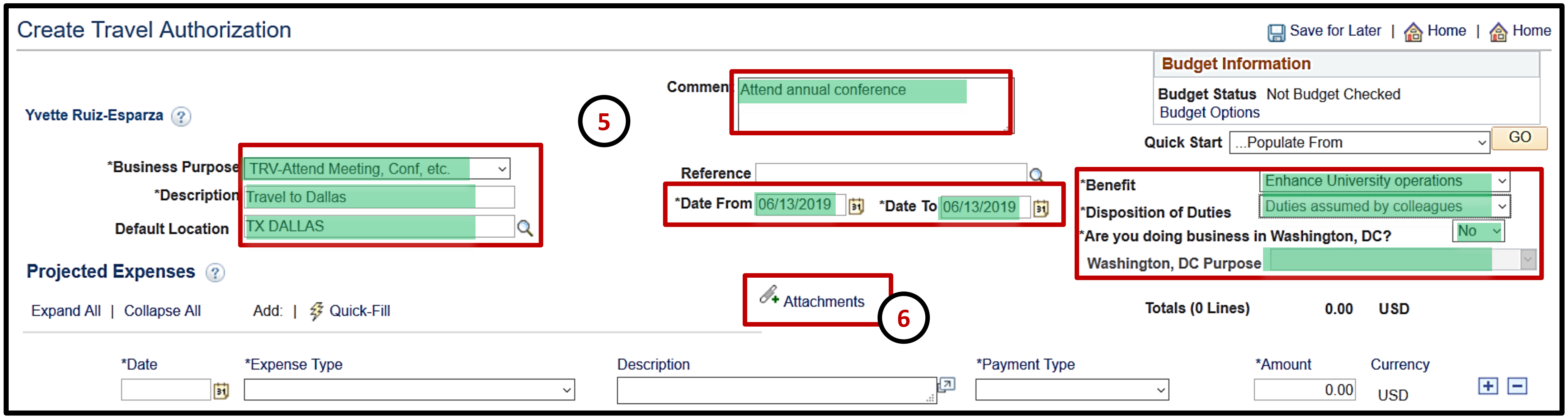


1. Click **Create/Modify** under **Travel Authorization**.
2. Click the **Add a New Value** tab.
3. Enter the traveling Employee's ID. Or use the magnifying glass to search for an employee
4. Click **Add** button to continue.

PeopleSoft Tips

- Search for existing travel authorizations by using the **Find an Existing Value** tab.
- In step 3, you can also use the magnifying class to Search by Name in the dropdown.
- Please remember save this page as a favorite by clicking the "**Add to My Links**" at the top of the page.

Enter General Travel Information

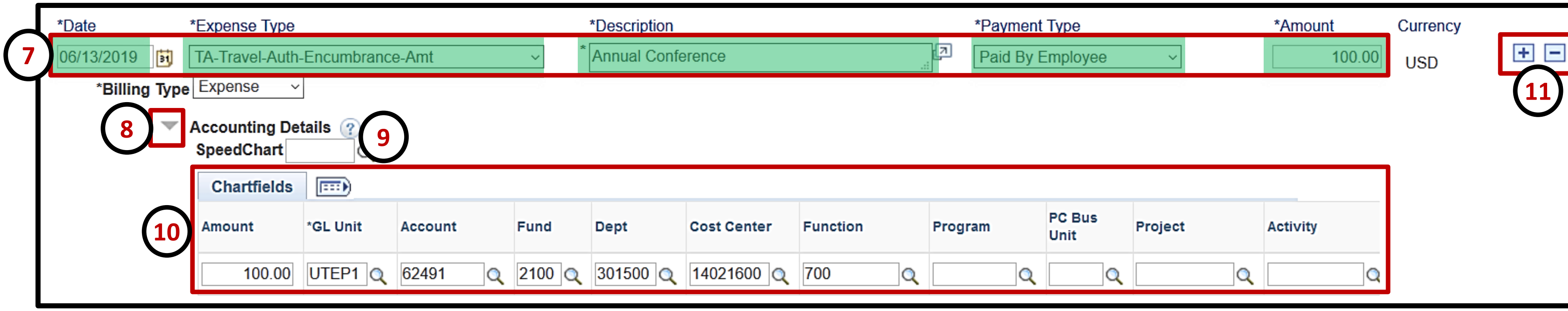


PeopleSoft Tips

- Travel Dates cannot be in the past.
- For domestic trips in step 5C, enter the state abbreviation (ie: TX) and scroll down to select your city.

5. Enter fields (green) under **Create Travel Authorization**.
   - **A. Business Purpose**- Use drop down menu to select
   - **B. Description** – Enter general description of travel
   - **C. Default location** - Use 🔍 to select location
   - **D. Comment**- Add notes or justification for trip
   - **E. Date from & Date to** - Enter travel dates
   - **F. Benefit** – Use drop down menu to select
   - **G. Disposition of duties** - Use drop down menu
   - **H. Washington D.C fields- required for travel to D.C.**
6. Use **+Attachments** link to add attachments

Enter Travel Authorization Lines

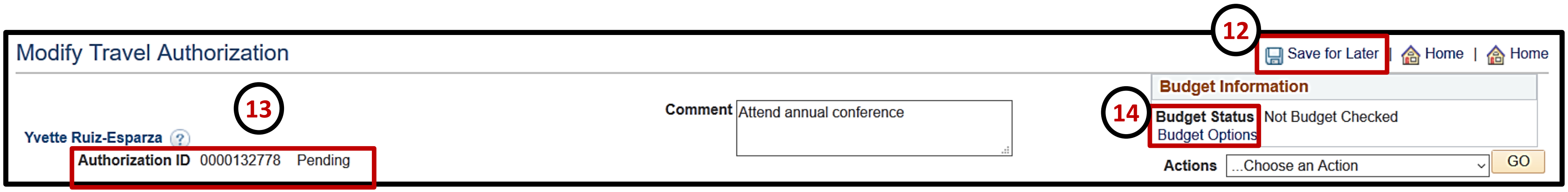


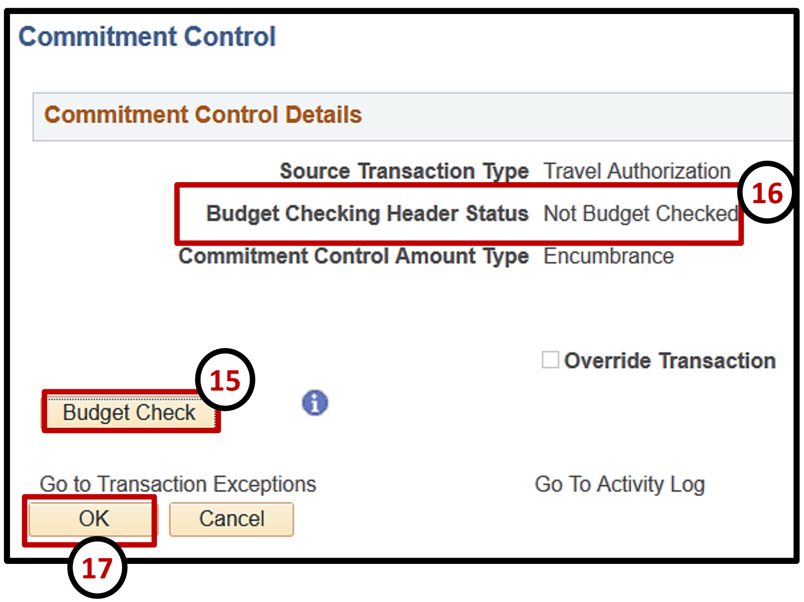
7. Enter first line of detail fields (highlighted in green)
   - A. **Date**- Enter travel start date
   - B. **Expense Type** – From dropdown select only "TA" expense types (there are only 2)
   - C. **Description** – Enter basic description for the individual line
   - D. **Payment Type** – Only select **Paid By Employee**
   - E. **Amount** – Enter travel authorization amount
8. Click "**Arrow**" to open Accounting Details and Chartfields.
9. Enter funding source in **SpeedChart** field. Then click "enter key" on keyboard.
10. Validate the **Chartfield** values populated from SpeedChart.
11. Click "**+/-**" buttons to add/delete lines. Go to the top of the page after entering all lines.

PeopleSoft Tips

- You may enter multiple lines for different funding sources.
- Billing Type field is always Expense.

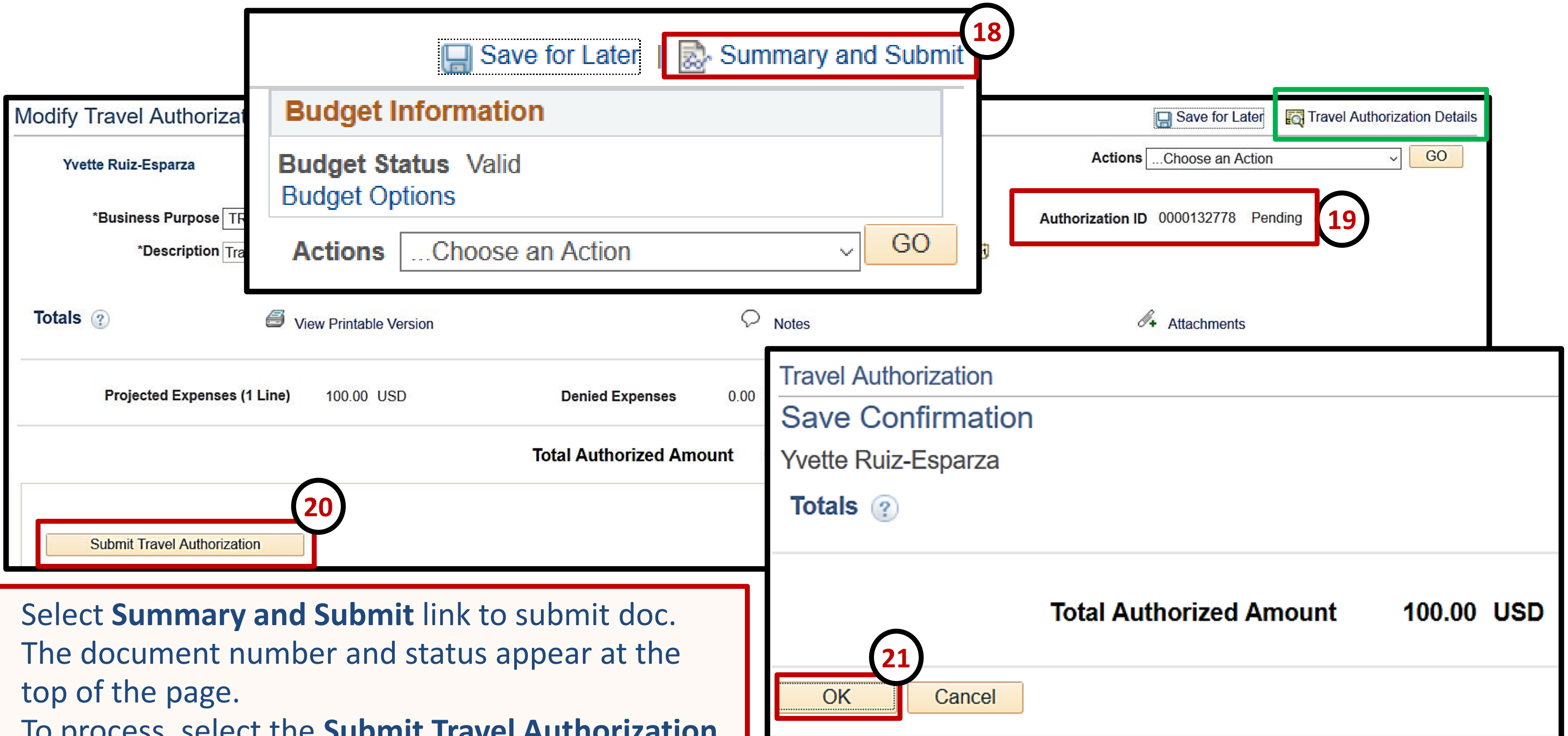
Save & Budget Check





12. To save document click **Save for Later** link.
13. The **Authorization ID** will appear below the name. This is the number provided to the Travel Agency.
14. Select **Budget Options** link to open budget check page.
15. Select **Budget Check** button.
16. Review the **Budget Checking Header Status**.
    a) Valid- Passed budget checking
    b) Error in Budget Check- Failed budget checking
17. Click **OK** to get back to the Travel Authorization page.

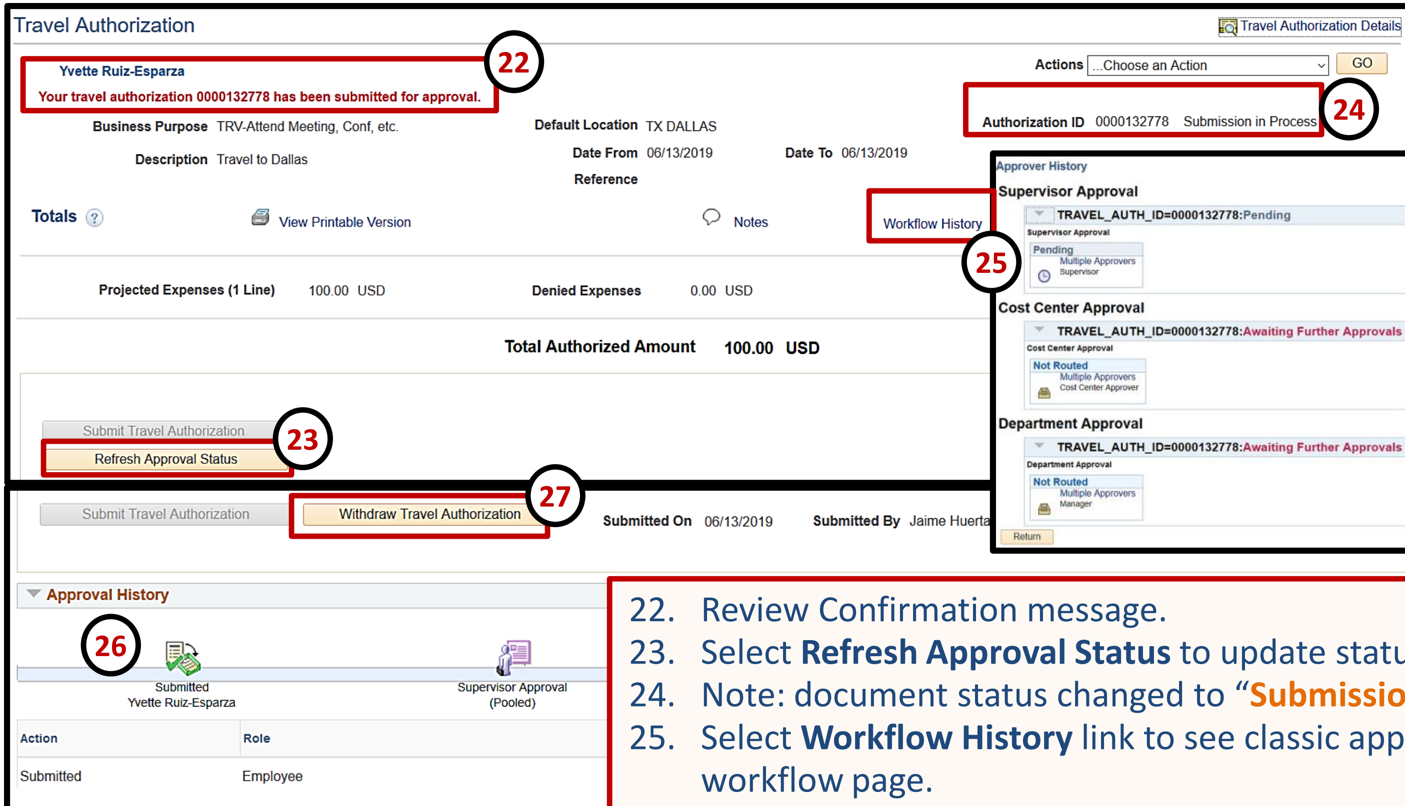
Submit and Confirm



18. Select **Summary and Submit** link to submit doc.
19. The document number and status appear at the top of the page.
20. To process, select the **Submit Travel Authorization** button
21. Click **OK** button to confirm.

PeopleSoft Tip:
Select the Travel Authorization Details link if you want to return to the travel entry page.

Review Status & Workflow



22. Review Confirmation message.
23. Select **Refresh Approval Status** to update status & workflow.
24. Note: document status changed to "**Submission in Process**".
25. Select **Workflow History** link to see classic approval workflow page.
26. The **Approval History** is also available to review workflow.
27. To recall document, select the **Withdraw Travel Authorization** button to return document to the Creator.
    a) Note: Withdraw is only available when the document is pending at the Supervisor Approval step

Create Expense Report

Expense Report Workflow

Expense Report

Creator
- Expense Report department initiator

Traveler

Employee Certification

Budget Authority
- Grants (PI)
- Cost Center
- Department
- Capital Project

Document Approver
- Travel Office
- Contracts & Grants Office

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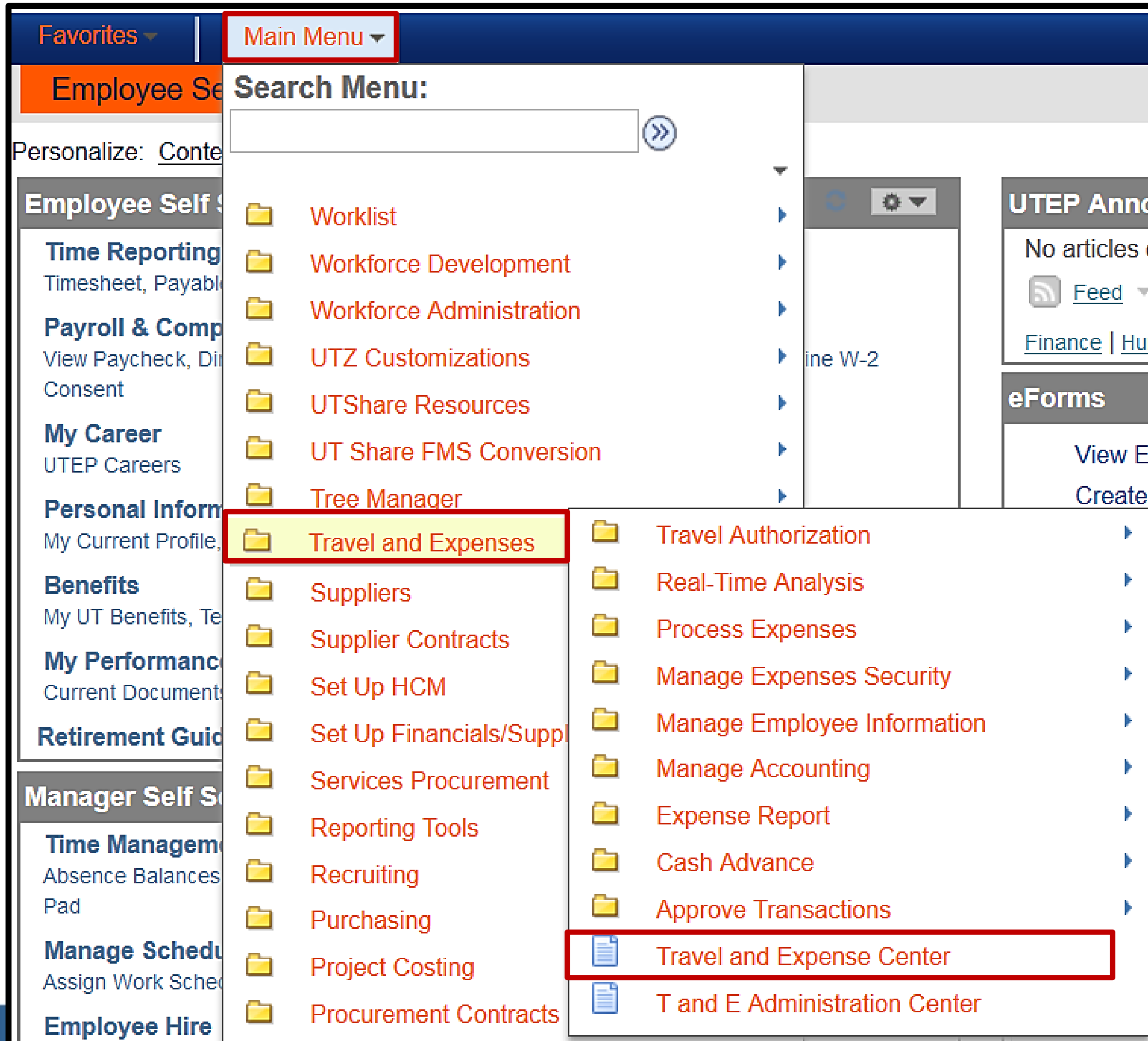
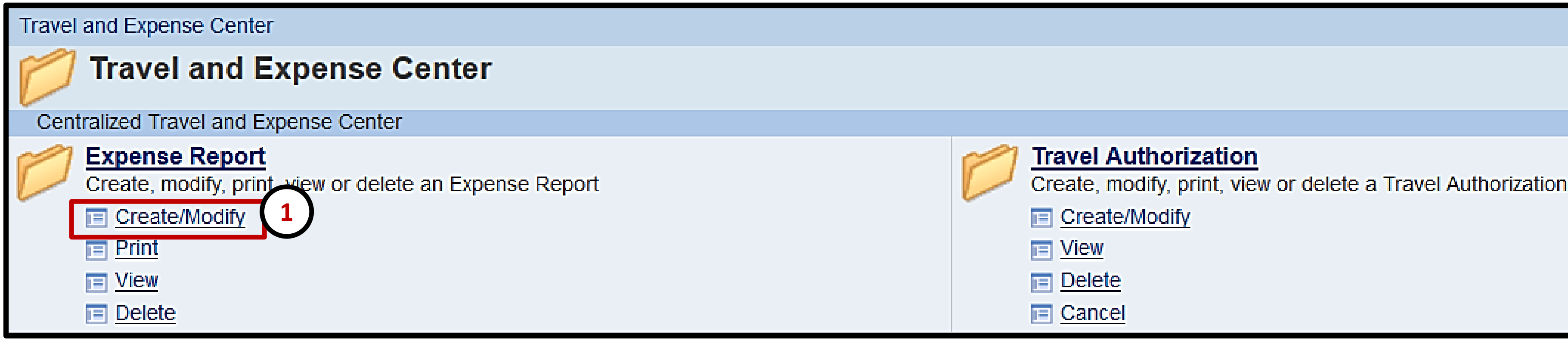
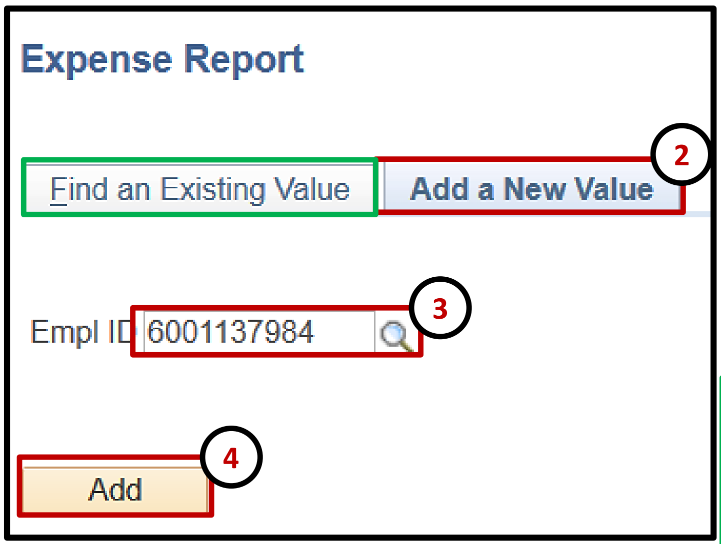
Navigate to Expense Reports

Main Menu > Travel and Expenses > Travel and Expense Center



Create/Modify Expense Report





1. Click **Create/Modify** under Expense Report.
2. Click the **Add a New Value** tab.
3. Enter the Employee's **Empl ID**. Or use the magnifying glass to search for an employee
4. Click **Add** button to continue.

PeopleSoft Tips

- Search for existing Expense Reports by using the **Find an Existing Value** tab.
- In step 3, you can also use the magnifying class to Search by Name in the dropdown.
- Please remember save this page as a favorite by clicking the "**Add to My Links**" at the top of the page.

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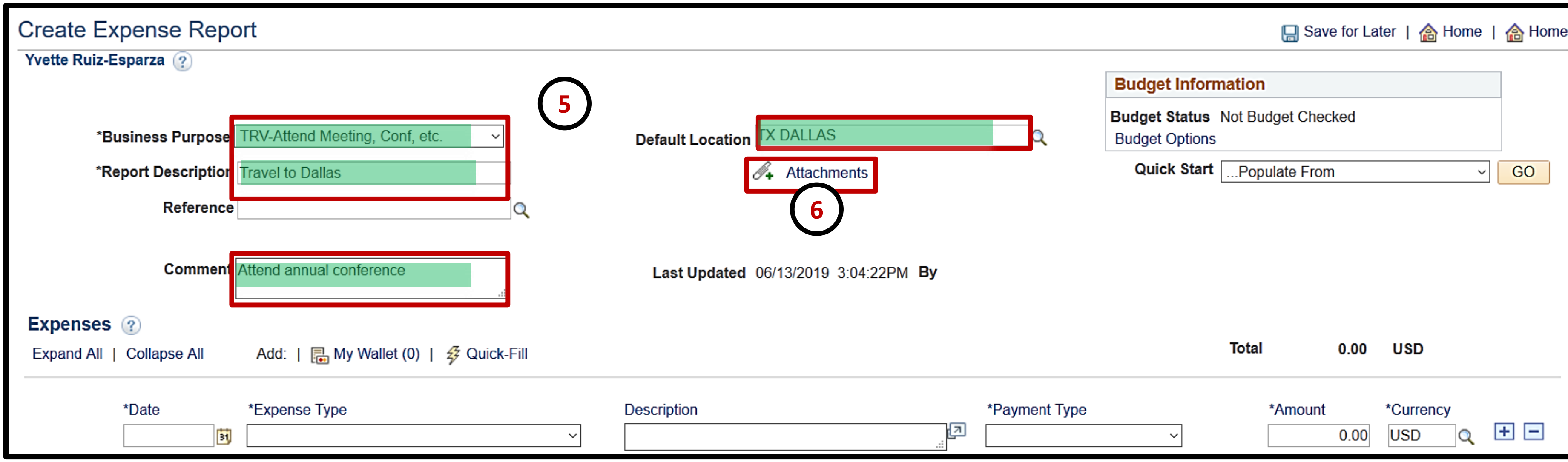
Enter Expense Report



5. Enter fields (in green) under **Create Expense Report**.
   - A. **Business Purpose**- Use drop down menu to select
   - B. **Report Description** – Enter general description
   - C. **Default location** - Use 🔍 to select location (*for Travel Reimbursement only*)
   - D. **Comment**- Add notes or Justification for reimbursement.
6. Use **+Attachments** link to add attachments

PeopleSoft Tips

There are two types of Expense Reports that can be created using this page:

1) Travel Reimbursement: Enter Business Purpose, Report Description, Comment, Default Location
2) Expense Reimbursement: Enter Business Purpose, Report Description, Comment

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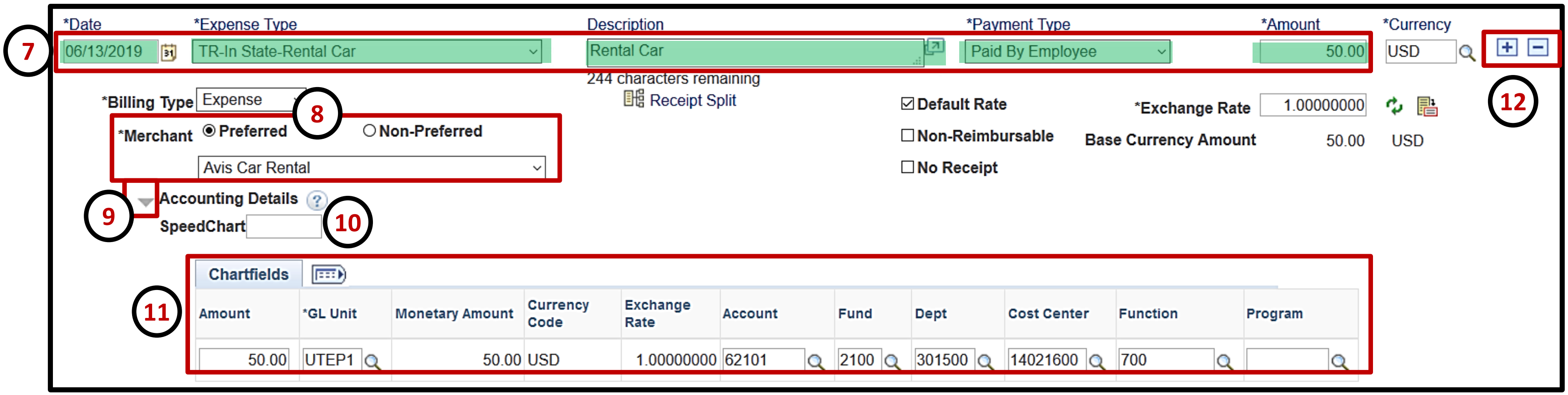
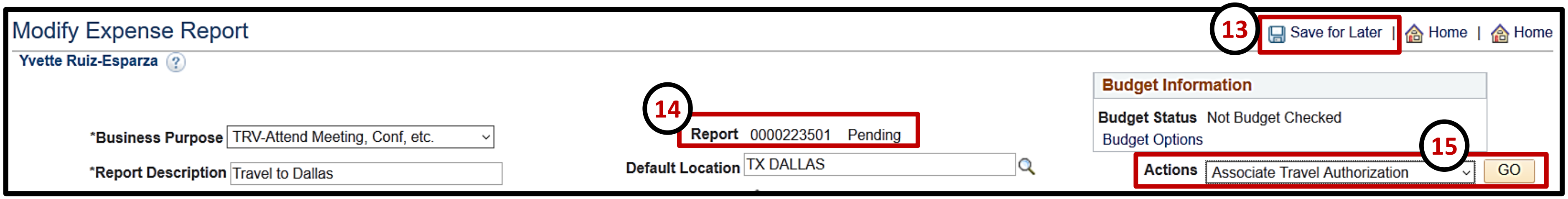
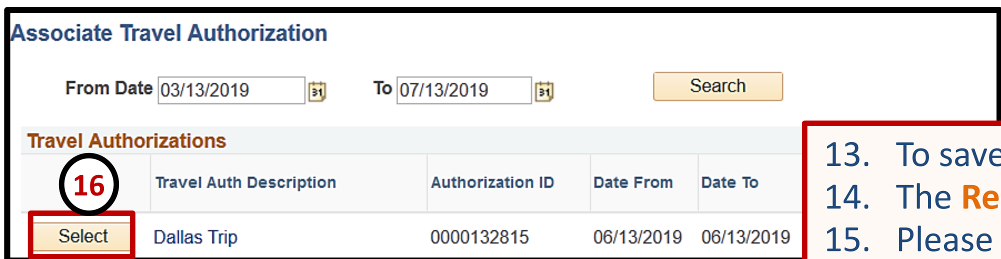
Enter Expense Report Lines

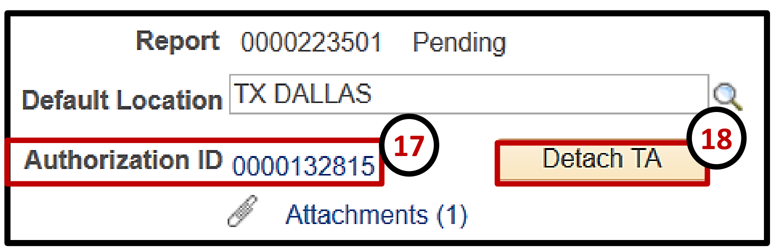


7. Enter the first line of detail fields (highlighted in green)
   - **A.** **Date**- Enter travel start date
   - **B.** **Expense Type** – From dropdown select appropriate expense type for line item
   - **C.** **Description** – Enter basic description for line
   - **D.** **Payment Type** – Only select “Paid By Employee”
   - **E.** **Amount** – Enter expense line amount
8. Some Expense Types will require additional information. Enter information requested.
9. Click “**Arrow**” to open Accounting Details and Chartfields.
10. Enter funding source in **SpeedChart** field. Then click “enter key” on keyboard.
11. Validate the **Chartfield** values populated from SpeedChart.
12. Click “**+/-**” buttons to add/delete lines. Expense Reports usually require entering multiple lines. Remember to click the “**+**” button. Go to the top of the page after entering all lines.

Save and Associate



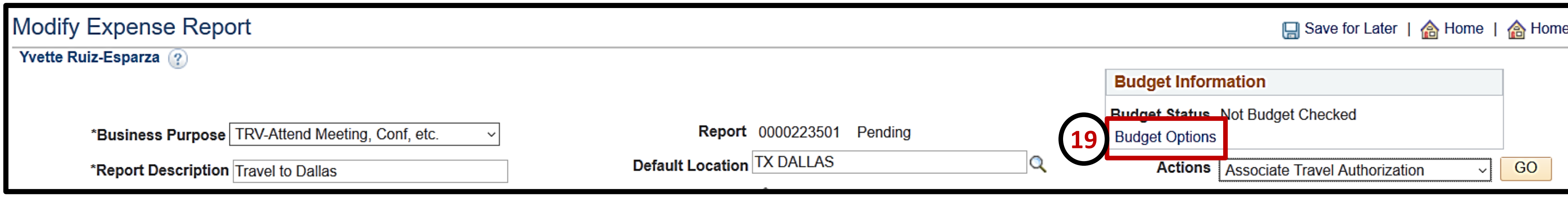


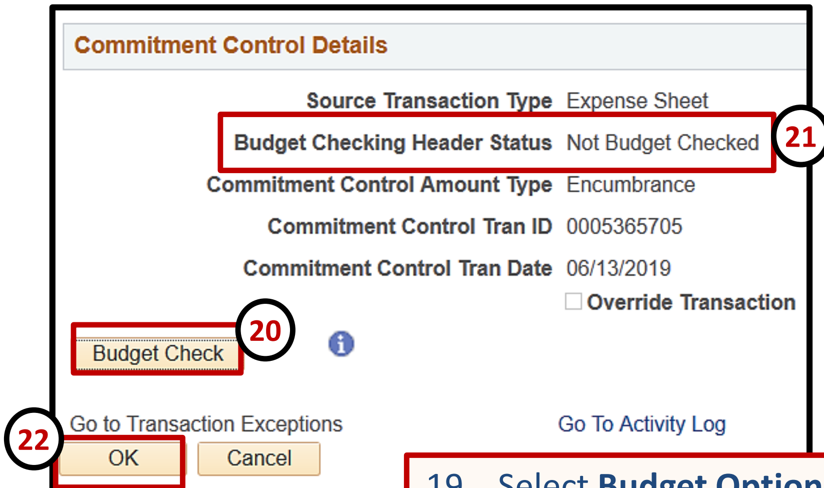


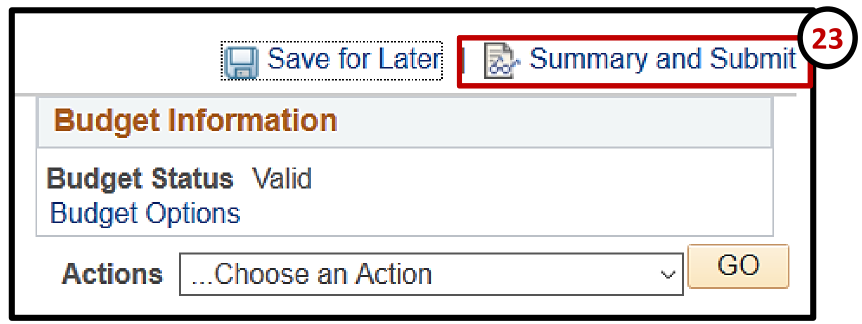
13. To save document click **Save for Later** link.
14. The **Report #** will appear above Default Location.
15. Please review the note below.
    Select **Associate Travel Authorization** and click **GO** button.
16. Select corresponding TA to Associate.
17. Verify correct Travel Authorization # has has been linked.
18. If incorrect, you can use **Detach TA** button to remove TA.
    Then start the Association process again.

PeopleSoft Note:
Only **Travel Reimbursements** need to be **Associated** to a Travel Authorization. Continue with step #'s 15-18.
Regular employee **Expense Reimbursements** do not require Association. Skip to step #19 on the next page.

Budget Check & Submit

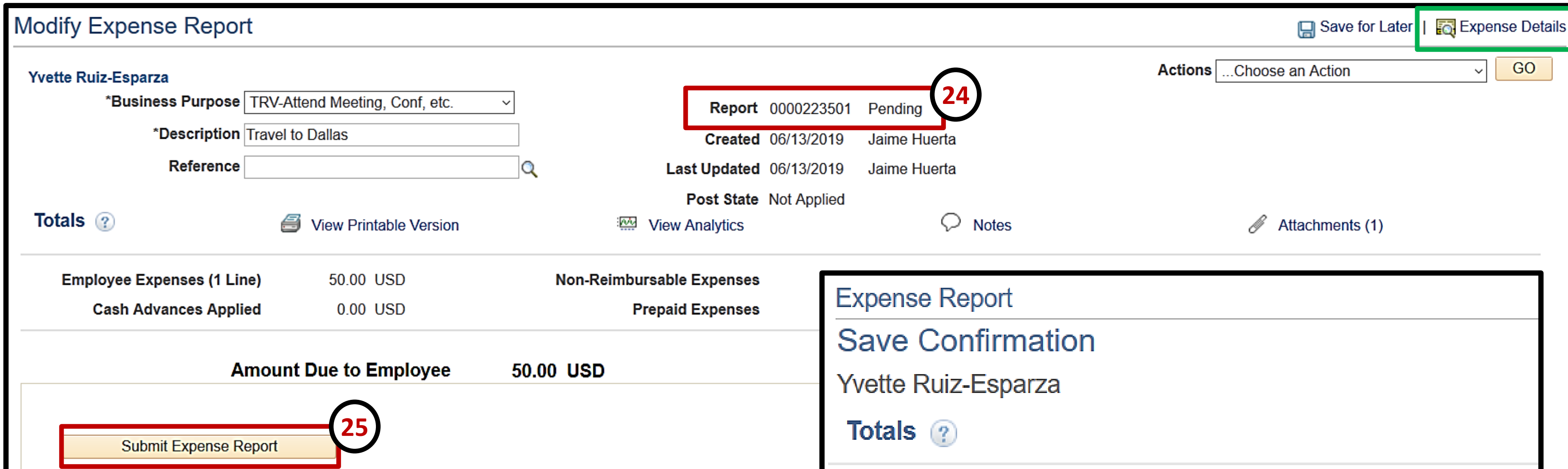


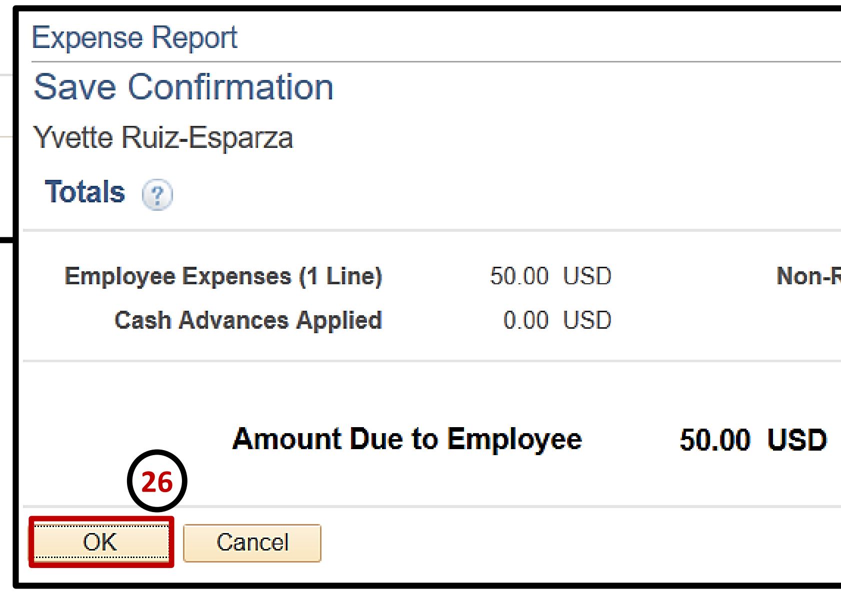




19. Select **Budget Options** link to open budget check page.
20. Select **Budget Check** button to start budget checking process.
21. Review the **Budget Checking Header Status**.
    a) Valid- Passed budget checking
    b) Error in Budget Check- Failed budget checking
22. Click **OK** to get back to Expense Report Authorization page.
23. Select **Summary and Submit** link to submit document.

Submit & Confirm

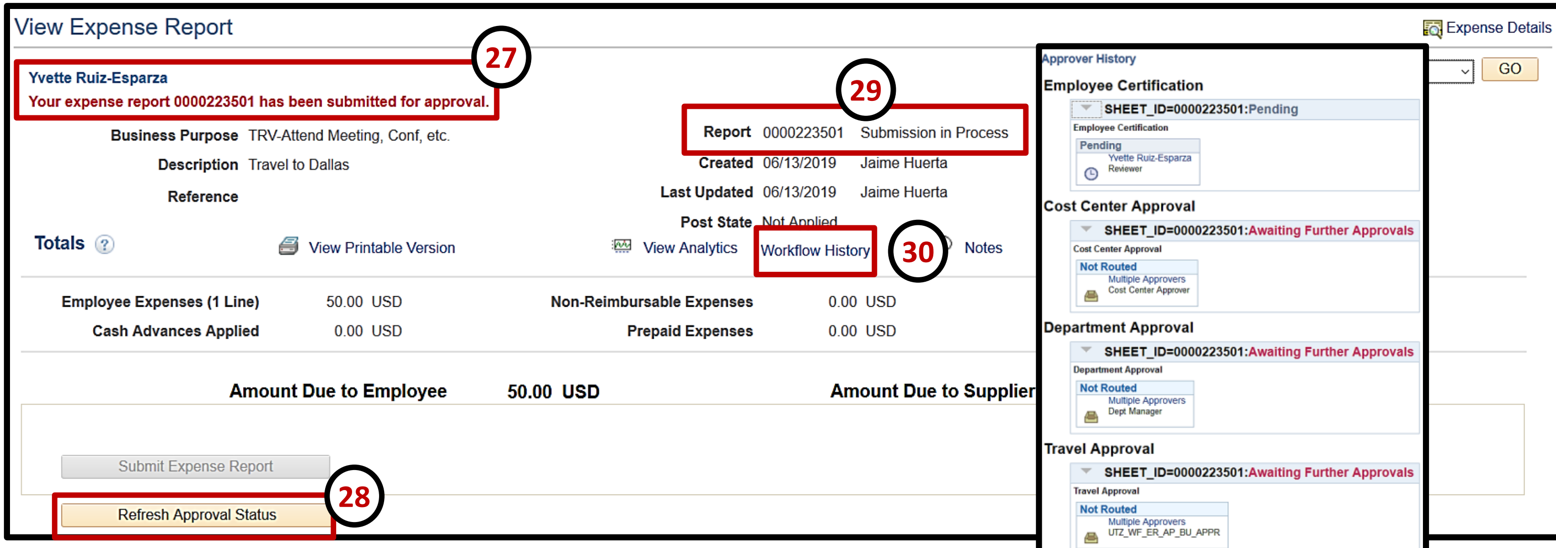


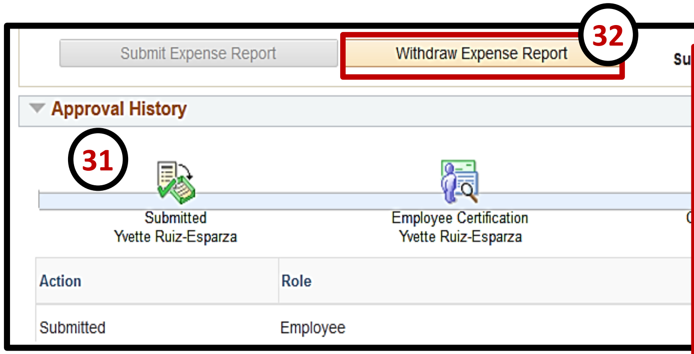


24. The document number and document status appear at the top of the page.
25. To process, select the **Submit Expense Report** button.
26. Click **OK** button to confirm.

PeopleSoft Tip:
Select the Expense Details link if you want to return to the expense report entry page.

Review Status & Workflow





27. Review Confirmation message.
28. Select **Refresh Approval Status** to update status & workflow.
29. Note: document status changed to “**Submission in Process**”.
30. Select **Workflow History** link to see classic approval workflow page.
31. The **Approval History** is also available to review workflow.
32. To recall document, select the **Withdraw Expense Report** button to return document to the Creator.
    a) Note: Withdraw is only available when the document is pending at the Employee Certification Approval step

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Modify/Cancel Documents

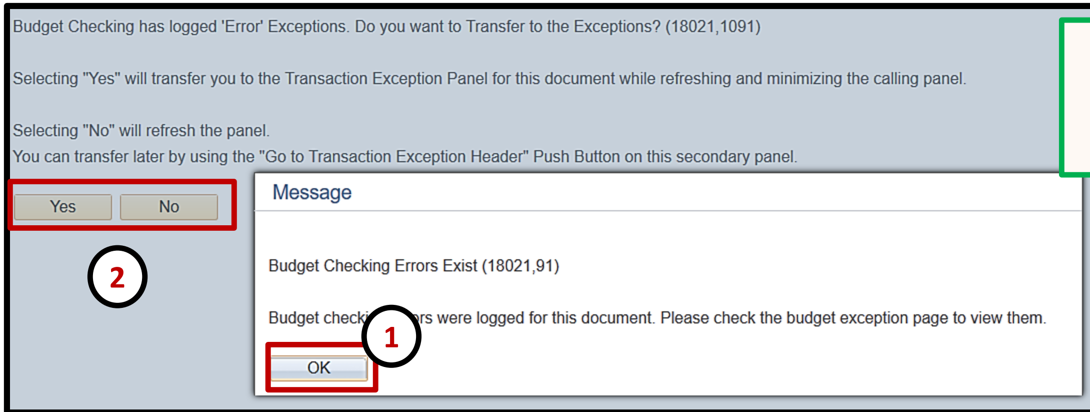
- **Returning documents**
  - **SEND BACK** button used by Approvers **or**
  - Submit **Help Desk** ticket

- **Correcting documents**
  - **Modify** page in Travel Authorization & Expense Report
    - ***Main Menu> Travel and Expenses> Travel and Expense Center> (Travel Authorization or Expense Report)> Modify***

- **Canceling/Deleting documents**
  - **TERMINATE** button used by Approvers **or**
  - Submit **Help Desk** ticket

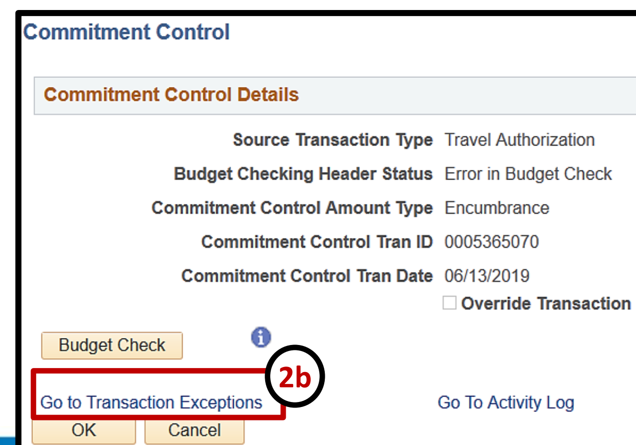
Reviewing Budget Checking Errors

Review Budget Errors



PeopleSoft Tip
All **"Exceptions"** need to be corrected by the Creator before the document can be submitted for approval.

1. If you receive a "**Budget Checking Error**" message. Click the **OK** button to continue.
2. Identify the actual error by selecting either **Yes** or **No**.
   a) **Yes**- will take you to the page with where the actual error message appears.
   b) **No**- takes you back to the Budget Checking page. There you can click the "**Go to Transaction Exceptions**" link to go get to error message page.



Common Error Messages

Error Type	Document Message	Error	Error Description	Solutions/Actions
Budget	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	Exceeds Budget Tolerance	Transaction exceeds available budget	1) Verify speedchart & re-budget check 2) Verify speedchart funds in Budget Overview 3) Use another speedchart & re-budget check 4) If insufficient funds; request Budget Transfer from Budget Office or Contracts & Grants for grants. (use Budget Transfer Request Form)
Budget	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	No Budget Exists	Chartfield combination does not exist for budget row. One of the chart fields does not match the valid string.	1) Verify speedchart & re-budget check 2) Verify speedchart funds in Budget Overview 3) Use another speedchart & re-budget check 4) Submit Help Desk ticket. Cost Center & Project issues reviewed by Budget Office or Contracts & Grants (use Budget Transfer Request Form)
Budget	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	Budget Date out of Bounds	Budget date on transaction is not within project Effective date. (Error only impacts grant/project)	1) Review effective dates for project. a) If Service dates are within effective dates; then re-budget check b) If Service dates outside effective dates; use another funding source. c) Notify Contracts & Grants of service date issues 2) Verify speedchart & re-budget check 3) Use another speedchart & re-budget check
Chart Field	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	Required key CF is blank (CF= Chartfield)	A required chartfield is missing.	1) Use conversion tool to find missing chartfields for speedchart and additional lines, & re-budget check. a) Cost Center field + Fund, Function, Dept b) Project field + Fund, Function, Dept, PC Busn Unit, Activity 2) Verify speedchart & re-budget check 3) Use another speedchart & re-budget check
Chart Field	At least 1 Distribution is missing an Account Value. (7030,691). At least 1 distribution is missing an Account Value. This must be corrected before this voucher can be saved.	Missing Account Value	Missing Account number in the Distribution lines section.	1) The Account portion of the Chart field was not entered. Go to the Distribution lines section and search Account field using magnifying glass.
Chart Field	Invalid value- press the prompt button or hyperlink for a list of valid values (15,11). The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink	Invalid Value	One of the chartfields contain an invalid value.	1) Use conversion tool to verify chartfields for speedchart and additional lines, & re-budget check. 2) Verify speedchart funds in Budget Overview 3) Use another speedchart & re-budget check

Questions?