



Advanced Travel/Reimbursement Training



Agenda

Travel Authorizations (TA)

- ✓ Multiple Line TA's
- ✓ TA Queries (Foreign Codes, Workflow)

Expense Reports (ER)

- ✓ Associating TA's to ER's
- ✓ Reviewing Expense Types
- ✓ Using new functions & shortcuts
- ✓ Splitting lines
- ✓ Applying Cash Advances

Expense Reports (ER)

- ✓ Student travel & reimb
- ✓ ER Queries (Workflow)
- ✓ Grant processing tips

Travel Authorization Multiple Lines

Hector Amparan ?

*Business Purpose TRV-Attend Meeting, Conf, etc. ▾

*Description Las Vegas Conference

1 Default Location NV LAS VEGAS 🔍

1. The "Default Location" = the Destination
2. Use **ONLY** the following Expense Types:
 - a) TA-Travel Authorization Encumbrance
 - b) TA-Foreign Travel Auth Encumbrance
3. ****(New Process)****
 - a) If you have more than one funding source, you may enter **MULTIPLE** lines.
 - b) Enter additional funding source.

2

*Date 07/26/2019 📅

*Expense Type TA-Travel-Auth-Encumbrance-Amt ▾

*Description Conference funded by cost ce

*Billing Type Expense ▾

Accounting Details ?

SpeedChart 🔍

Chartfields 📄

Amount	*GL Unit	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project	Activity
100.00	UTEP1 🔍	62491 🔍	2100 🔍	301500 🔍	14021600 🔍	700 🔍				

3b

07/26/2019 📅

TA-Travel-Auth-Encumbrance-Amt ▾

Conference funded by cost center 2

Expense ▾

Accounting Details ?

SpeedChart 🔍

Chartfields 📄

Amount	*GL Unit	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project	Activity
100.00	UTEP1 🔍	62491 🔍	2100 🔍	301075 🔍	14021405 🔍	700 🔍				

3a

Paid By Employee ▾

100.00 USD

+ -

PeopleSoft Tips

- Do not encumber Airfare on Travel Authorization
- Please make sure your Travel Authorization is final approved before start of trip
- If traveling to a destination not listed above, select the closest city to the destination and add comment where the main destination is.

Expand All | Collapse

Default Location Code Query

➤ FMS Query Name: *UTZ_TE_EXP_LOCATIONS*

Location	Status	Descr	Short Desc	Cntry	St
ME026	A	ME ACAPULCO	ACAPULCO	MEX	
ME028	A	ME AGUAPRIETA	AGUAPRIETA	MEX	
ME030	A	ME AGUJITA	AGUJITA	MEX	
ME032	A	ME ALAMOS	ALAMOS	MEX	
ME034	A	ME APAN	APAN	MEX	
ME038	A	ME BATOPILAS	BATOPILAS	MEX	
ME040	A	ME BAHIA TORTUGAS	BAHIA TORTU	MEX	
ME042	A	ME CABOSANLUCAS	CABOSANLUC	MEX	
ME044	A	ME CANCUN	CANCUN	MEX	
ME046	A	ME CAMPECHE	CAMPECHE	MEX	
ME048	A	ME CERROPOTOSI	CERROPOTOS	MEX	
ME050	A	ME CHAPALA			
ME052	A	ME CHIAPAS			
ME054	A	ME CHIHUAHUA			



PeopleSoft Tips

- No prompts will be required
- Query will open directly in Excel
- Filter by Description or Country

Travel Authorization Workflow Query

UTZ_TA_WF_AUDIT_ALL_STG - Travel Auth Workflow Audit 1

GL Unit: 2

Datetime>: 31

3

4

A	C	F	H	I	L	N	P	R	S	W
Travel Auth ID	Process ID	Requestor Name	Approver Name	Step	Step Status	Stage	Dept	Cost Centr	Project	Initiator Name
7 0000050718	TAApapproval	Ruiz-Esparza, Yvette	8 Edgar Padilla	Department Approval	5a P	150	5b 301500	14021600	6	Avila, Olivia
0000052601	TAApapproval	Huerta, Jaime	Iris R Niestas	Supervisor Approval	P	110	301500	14021600		Smith, Chris

1. Navigate to **FMS query view page** and enter query: **UTZ_TA_WF_AUDIT_ALL_STG**
2. Enter prompt fields:
 - a) **GL Unit:** always enter UTEP1
 - b) **Datetime>** select date to start from
3. Click **View Results** button
4. Output will export to an Excel file
5. **(REQUIRED);** Open file and set a Filter on row #2
 - a) **Column L (Step)-** select only "P"
 - b) **Column P (Dept)-** select your department
6. You can also filter by Cost Centr & Project
7. **Column A:** has the pending travel authorization ID's
8. **Column H & I:** show the pending approvers

Travel Authorization Summary

- Use only Expense Types starting with “**TA**”
- Must be fully approved before start of trip
- Do not include Airfare charges
- Do not include Travel Agency charges
- Enter Default Travel Location
- Student Information Form should include department and contact

Associate Travel Authorization- Step 1

Create Expense Report

Hector Amparan

Save for Later | Home | Home

*Business Purpose TRV-Attend Meeting, Conf, etc.

*Report Description Reimbursement Las Vegas Conf

Reference

Comment Reimbursement Las Vegas Conf

Default Location NV LAS VEGAS

Attachments

Budget Information

Budget Status Not Budget Checked

Budget Options

Actions ...Choose an Action GO

Last Updated 07/25/2019 12:29:23PM By

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 102.00 USD

*Date 07/26/2019

*Expense Type TR-Out of St-Lodging

Description Lodging Night 1

*Payment Type Paid By Employee

*Amount 102.00

Currency USD

*Billing Type Expense

*Location NV LAS VEGAS

*Merchant Preferred Non-Preferred

Accounting Details

SpeedChart

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account
102.00	UTE1	102.00	USD	1.00000000	6220

1. Enter all header information (in green).
2. Remember to add attachments.
3. Enter Expense Line fields (in green).
4. Click the dropdown arrow detail line information.
5. Some Expense Types will require additional information (in green).
6. Click the dropdown arrow to open Accounting Details and Chartfields.
7. Enter funding source in **SpeedChart** field. Then click the "enter key" on the keyboard to update.
8. Click the "+" button to add more lines. Expense Reports usually require entering multiple lines.

Associate Travel Authorization- Step 2

Budget Information

Budget Status Not Budget Checked
Budget Options

Actions

User Defaults 10

9 Associate Travel Authorization

...Choose an Action
Adjustment Cash Advance
Apply/View Cash Advance(s)
Copy Expense Lines
Default Accounting For Report
Expense Report Project Summary
Export to Excel
User Defaults

GO

9. From the Action dropdown box, select **Associate Travel Authorization**.
10. Click the **GO** button
11. Select correct TA from list to Associate.

 **PeopleSoft Tips**

Associating a Travel Authorization will:

- Disencumber funds from the Travel Authorization
- To search for available approved Travel Authorizations, enter travel dates in the "From" and "To" date fields.
- Remember to: **SAVE, BUDGET CHECK** and **SUBMIT** after Associating the Expense Report

Associate Travel Authorization

From Date 04/25/2019 11 To 08/25/2019 11 Search

Travel Authorizations

Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
				0.000	

Return

Reviewing Expense Types

- **TA (codes):** Use only for Travel Authorizations
- **NT (codes):** Use for non-travel reimbursements
- **TR Foreign (codes):** Use for Foreign travel
- **TR in State (codes):** Use for in-state travel
- **TR Out of State (codes):** Use for out of state travel
- **TR Stu/Non Employee (codes):** Use for student travel



PeopleSoft Tips

- **Please note: Alaska, Hawaii, Puerto Rico, Canada, Mexico and other U.S. possessions** are considered **OUT OF STATE** per state travel guidelines.

Non-Travel Expense Types

Type	Expense Type Description	Comments	Combine
NT	Books & Reference Materials		No
NT	Business Meeting Expense	Requires Entertainment Exp Form	No
NT	Chemicals & Gases		No
NT	Consum Office/Cmptr Suppl		No
NT	Consum Supplies Non-Office		No
NT	Copying Services		No
NT	Fees-Other		No
NT	Food for Educ or Research	Requires Entertainment Exp Form	No
NT	Fuels & Lubricant-Other		No
NT	Hardware & Materials		No
NT	Medical Supplies		No
NT	Offic Occ/Conf/BusinessMtg	Requires Entertainment Exp Form	No
NT	Official Occasions	Requires Entertainment Exp Form	No
NT	Official Student Occasions	Requires Entertainment Exp Form	No
NT	Postal Service		No
NT	Printing Services		No
	Registration Fees- Employee	Registrations, seminars, memberships	No

Travel Guidelines

- Workshop/Seminars paid by UTEP: **1) Direct Pay Form** or **2) Pro Card**
- Workshop/Seminars pre-paid by Employee will not be reimbursed until after the trip
- State funds may not be used for entertainment expenditures
- **Create one line item per receipt total.**

Foreign Travel Expense Types

Type	Expense Type Description	Comments	Combine
TR	Foreign-Lodging	Need: 1) zero \$ balance 2) proof of payment	*No
TR	Foreign-Lodging-Tax		Yes
TR	Foreign-Meal Per Diem	No receipts. Includes taxes, tips...	*No
TR	Foreign-Meals Actuals	Receipts required; limited to meal per diem	*No
TR	Foreign-Mileage	Mileage log+Odometer read/or MapQuest	Yes
TR	Foreign-Parking		Yes
TR	Foreign-Rental Car	Use for foreign rental car	Yes
TR	Foreign-Student Travel	Use for student foreign travel	Yes
TR	Foreign-Transportation	Taxi, bus, train...	Yes
TR	Foreign-Travel Incidentals	Gas, Visa, baggage fees...	Yes
TR	Foreign-Trvl Apt/House Rent		Yes
	Registration Fees- Employee	Registrations, seminars, memberships	Yes



Travel Guidelines

- **Do not total Lodging and Meals**, must have a separate expense line item by day
- For longer trips, contact Travel or Contracts & Grants Office
- Foreign-Meal Per Diem already includes but not limited to the following incidentals: Telephone, Internet, Copy...
- For group travel, contact Travel or Contracts & Grants Office
- **Do not use State funds for Foreign travel**
- If you only have a **State** account, request a Transfer of Funds from the Budget Office
- *Note: If using Grant/Project funds, then trips to Canada and Mexico need to be classified as Foreign*

In State Travel Expense Types

Type	Expense Type Description	Comments	Combine
TR	In State-Lodging	Need: 1) zero \$ balance 2) proof of payment	*No
TR	In State-Lodging-Tax	Do not include TX state occupancy taxes	Yes
TR	In State-Meal Actuals	Receipts required; limited to meal per diem	*No
TR	In State-Meal Per Diem	No receipts required	*No
TR	In State-Mileage	Mileage log+Odometer read/or MapQuest	Yes
TR	In State-Parking		Yes
TR	In State-Rental Car	Use for In State rental car	Yes
TR	In State-Transportation	Taxi, bus, train...	Yes
TR	In State-Travel Incidentals	Resort fees, gas, internet, printing, postage...	Yes
	Registration Fees- Employee	Registrations, seminars, memberships	Yes



Travel Guidelines

- Do not total Lodging and Meals, must have a separate expense line item by day
- For longer trips, contact Travel or Contracts & Grants Office
- For group travel, contact Travel or Contracts & Grants Office
- Tips are **not** allowed on **State** or **Grant** funds
- Meal tips are allowed on non-state accounts if using meal actuals and are limited to the meal per diem
- Do not combine Actual and Per Diem meal expense types on the same expense report. You must select one method.

Out of State Travel Expense Types

Type	Expense Type Description	Comments	Combine
TR	Out of St-Airfare	Paid by employee	Yes
TR	Out of St-Lodging	Need: 1) zero \$ balance 2) proof of payment	*No
TR	Out of St-Lodging-Tax		Yes
TR	Out of St-Meal Actuals	Receipts required; limited to meal per diem	*No
TR	Out of St-Meals Per Diem	No receipts required. Includes tips & taxes	*No
TR	Out of St-Mileage	Mileage log+Odometer read/or MapQuest	Yes
TR	Out of St-Parking		Yes
TR	General-Rental Car	Use for out of state rental car	Yes
TR	Out of St-Transportation	Taxi, bus, train...	Yes
TR	Out of St-Travel Incidental	Resort fees, gas, internet, printing, postage...	Yes
	Registration Fees- Employee	Registrations, seminars, memberships	Yes



Travel Guidelines

- **Do not total Lodging and Meals**, must have a separate expense line item by day
- For group travel, contact Travel or Contracts & Grants Office
- Tips are **not** allowed on **State** or **Grant** funds
- Meal tips are allowed on Non-State accounts if using meal actuals and are limited to meal per diem
- Do not combine Actual and Per Diem meal expense types on the same expense report. You must select one method.
- Use **Out of State** Expense Type codes for travel to: **Alaska, Hawaii, Puerto Rico, Canada, and Mexico, plus all U.S. Possessions.**
 - **Note: if using Grant/Project funds then trips to Canada and Mexico need to be classified as Foreign.**

Student Expense Types

Type	Expense Type Description	Comments	Combine
TR	Stu/Non Empl-Lodging	Need: 1) zero \$ balance 2) proof of payment	*No
TR	Stu/Non Empl-Lodging-Tax		Yes
TR	Stu/Non Empl-Meals-Actuals	Receipts required; limited to meal per diem	*No
TR	Stu/Non Empl-Meals Per Diem	No receipts required	*No
TR	Stu/Non Empl-Mileage	Mileage log+Odometer read/or MapQuest	Yes
TR	Stu/Non Empl-Parking		Yes
TR	General-Rental Car	Use for rental car	Yes
TR	Stu/Non Empl-Transportation	Taxi, bus, train...	Yes
TR	Stu/Non Empl-Trvl Incidntls	Resort fees, gas, internet, printing, postage...	Yes
TR	Student Groups-Meals	Requires Entertainment Exp form	Yes
	Registration Fees- Employee	Registrations, seminars, memberships	Yes



Travel Guidelines

- Do not total **Lodging and Meals**, must have a separate expense line item by day
- For group travel, contact Travel or Contracts & Grants Office
- Tips are **not** allowed on **State** or **Grant** funds
- Meal tips are allowed on Non-State accounts if using meal actuals and are limited to meal per diem
- Do not combine Actual and Per Diem meal expense types on the same expense report. You must select one method.
- Do not use **State** funds for **Student** travel

Student Travel & Reimbursements

❑ UTEP STUDENT ONLY

- 1) Not employed at UTEP
- 2) Verify student exists in travel, if not create a **Student Reimbursement Information Form (SIRF)**
- 3) Fax or e-mail SIRF to Accounts Payable (accountspayable@utep.edu), attachment must be password protected
- 4) Use **“STU/Non Empl”** expense types
- 5) A **Travel Authorization** will route directly to Budget Authority
- 6) An **Expense Report** will route directly to Budget Authority

❑ UTEP STUDENT/EMPLOYEE

- 1) Use **“STU/Non Empl”** expense types
- 2) A **Travel Authorization** will route to the **“REPORTS TO”** of the student. If the reports to is vacant, submit a help desk ticket.
- 3) An **Expense Report** will route to the Student to Certify expenses. The PeopleSoft Office runs a process to move these forward.
- 4) All documents will then route to the Budget Authority.

Job Code	Description	Empl Class
10070	Undergraduate Assistant I	STU
10072	Undergraduate Assistant II	STU
10071	Masters Assistant	STU
S0001	UTEP Sponsored	STU
10095	Undergrad Research Assistant	STU
CL-STP	Casual Labor- STU P	STU
CL-SGA	Casual Labor- SGA	STU
10067	Student Ambassador- Coeng	STU
10090	Masters Research Assistant	GRA
10091	PhD Research Assistant	GRA
10063	Masters Teaching Assistant	GTA
10065	Masters Assistant Instructor	GTA
10064	PhD Teaching Assistant	GTA
10062	PhD Assistant Instructor	GTA
10061	Undergrad Teaching Assistant	GTA
10066	Work Study Student Employee	WS
10077	Work Study Student Employee	WS



PeopleSoft Tip

- If you use any of the Job Codes in the table above, use the **“STU/Non Empl”** expense types

Using New Functions & Shortcuts

➤ Copy Expense Lines

- Duplicate Expense Type lines.
- Will update entire line fields.
- Will **not** require additional field entries

➤ Quick Fill

- Select the Expense Type lines duplicate.
- Will **not** update entire line fields.
- Will require additional field entries.

➤ Splitting lines

- Split funding sources in Expense Type section on the main page.

Copy Expense Lines

Create Expense Report

Hector Amparan ?

Save for Later | Home | Home

*Business Purpose TRV-Attend Meeting, Conf, etc.

Default Location NV LAS VEGAS

*Report Description Reimbursement Las Vegas Conf

Attachments

Reference

Comment Reimbursement Las Vegas Conf

Last Updated 07/25/2019 12:29:23PM By

Budget Information

Budget Status Not Budget Checked

Budget Options

Actions

- ...Choose an Action
- ...Choose an Action
- Adjustment Cash Advance
- Apply/View Cash Advance(s)
- Associate Travel Authorization
- Copy Expense Lines**
- Default Accounting For Report
- Expense Report Project Summary
- Export to Excel
- User Defaults

2

GO

1

Copy Expense Lines

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

Copy Option

Copy to One Date

3

To Date

Copy to Range of Dates

From Date 07/23/2019

To Date 07/24/2019

Include

Include

Select

4

Expense Type

Expense Date

Amount Spent Cur

TR-Out of St-Lodging

07/22/2019

102.00 USD

OK

5

Cancel

1. From the **Actions** dropdown arrow, select **Copy Expense Lines**.
2. Click the **GO** button.
3. Select a **Copy Option**. Enter date(s):
 - a) **Copy to One Date**
 - b) **Copy to Range of Dates**
4. Select Expense Type lines to copy.
5. Click the **OK** button to continue.

Copy Expense Lines

6a

07/23/2019 TR-Out of St-Lodging Lodging Night 1 Paid By Employee 102.00 USD

*Billing Type Expense
*Location NV LAS VEGAS
*Merchant Preferred Non-Preferred

Accounting Details
SpeedChart

Chartfields

239 characters remaining
Receipt Split
Per Diem Deductions

7

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Cost Center	Function	Program
102.00	UTEF1	102.00	USD	1.00000000	62206	2100	301500	14021600	700	

6. Notice that duplicate Expense Lines were created with different dates.
 - a) Lodging for 7/23/19
 - b) Lodging for 7/24/19
7. Notice that the Funding Source was also copied into each expense line.

6b

07/24/2019 TR-Out of St-Lodging Lodging Night 1 Paid By Employee 102.00 USD

*Billing Type Expense
*Location NV LAS VEGAS
*Merchant Preferred Non-Preferred

Accounting Details
SpeedChart

Chartfields

239 characters remaining
Receipt Split

7

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Cost Center	Function	Program
102.00	UTEF1	102.00	USD	1.00000000	62206	2100	301500	14021600	700	

PeopleSoft Tips

- The Copy Expense Lines feature is beneficial when entering Expense Types that require multiple lines with the same detail information like Lodging and Meals.
- Only the date was automatically changed.

Quick Fill Link

Create Expense Report

Save for Later | Home | Home

Hector Amparan ?

*Business Purpose TRV-Attend Meeting, Conf, etc.

*Report Description Las Vegas conference

Reference

Comment Reimbursement Las Vegas Conf

Default Location NV LAS VEGAS

Budget Information

Budget Status Not Budget Checked
Budget Options

Expenses ?

Expand All | Collapse All

Add: | My Wallet (0)

Quick-Fill

1

Quick-Fill

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

2

Date Range

From 07/23/2019 To 07/24/2019

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	TR-In State-Travel Incidentals
<input type="checkbox"/>	<input type="checkbox"/>	TR-Official Occ/Conf/Busi Mtg
<input type="checkbox"/>	<input type="checkbox"/>	TR-Official Student Occasion
<input type="checkbox"/>	<input type="checkbox"/>	TR-Out of St-Airfare
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TR-Out of St-Lodging
<input type="checkbox"/>	<input type="checkbox"/>	TR-Out of St-Lodging - Tax
<input type="checkbox"/>	<input type="checkbox"/>	TR-Out of St-Meal Actuals
<input type="checkbox"/>	<input type="checkbox"/>	TR-Out of St-Meals Per Diem
<input type="checkbox"/>	<input type="checkbox"/>	TR-Out of St-Mileage

3

1. Locate and click the **Quick Fill** link.
2. Enter **Date Range** you want applied to the expenses you will be adding to the report.
3. Then select Expense Type(s) for each day within the date range:
 1. One Day
 2. All Days

Splitting Expense Type Lines

Create Expense Report

Save for Later | Home | Home

Hector Amparan ?

*Business Purpose TRV-Attend Meeting, Conf, etc.

Default Location NV LAS VEGAS

Budget Information

Budget Status Not Budget Checked

Budget Options

*Report Description Reimbursement Las Vegas Conf

Attachments

Actions Copy Expense Lines GO

Reference

Comment Reimbursement Las Vegas Conf

Last Updated 07/25/2019 12:29:23PM By

1. Click "+" sign to add additional rows.

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 102.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
07/22/2019	TR-Out of St-Lodging	Lodging Night 1	Paid By Employee	102.00	USD

1

*Billing Type Expense

239 characters remaining

Default Rate

*Exchange Rate 1.00000000

*Location NV LAS VEGAS

Receipt Split

Non-Reimbursable

Base Currency Amount 102.00 USD

*Merchant Preferred Non-Preferred

Per Diem Deductions

No Receipt

Accounting Details ?

SpeedChart

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Cost Center	Function	Program
102.00	UTEP1	102.00	USD	1.00000000	62206	2100	301500	14021600	700	

Splitting Expense Type Lines

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill Total 102.00 USD

2a *Date: 07/22/2019 *Expense Type: TR-Out of St-Lodging Description: Lodging CC Split 1 *Payment Type: Paid By Employee **4a** *Amount: 51.00 *Currency: USD

*Billing Type: Expense *Location: NV LAS VEGAS *Merchant: Preferred (Luxor) *Exchange Rate: 1.00000000

3a Accounting Details: SpeedChart

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Cost Center	Function	Program
51.00	UTEP1	51.00	USD	1.00000000	62206	2100	301500	14021600	700	

2(a)(b). Enter separate lines to split the transaction
 3(a)(b). Enter **Speed Chart** for each split line.
 4(a)(b). Enter split amount for each line.

2b *Date: 07/22/2019 *Expense Type: TR-Out of St-Lodging Description: Lodging CC Split 2 *Payment Type: Paid By Employee **4b** *Amount: 51.00 *Currency: USD

*Billing Type: Expense *Location: NV LAS VEGAS *Merchant: Preferred *Exchange Rate: 1.00000000

3b Accounting Details: SpeedChart

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Cost Center	Function	Program
51.00	UTEP1	51.00	USD	1.00000000	62206	2100	301075	14021405	700	

Travel/Reimbursement Topics

- ❖ **Apply Cash Advance**
- ❖ **Expense Report Workflow Query**
- ❖ **Other Reimbursement Tips**
- ❖ **Other Grant Tips**

Apply Cash Advances

Create Expense Report

Hector Amparan

*Business Purpose: TRV-Attend Meeting, Conf, etc. | Default Location: NV LAS VEGAS

*Report Description: Reimbursement Las Vegas Conf

Reference: | Comment: Reimbursement Las Vegas Conf

Last Updated: 07/25/2019 12:29:23PM By

Budget Information: Budget Status: Not Budget Checked

Actions: Copy Expense Lines, ...Choose an Action, Adjustment Cash Advance, **Apply/View Cash Advance(s)**, Associate Travel Authorization, Copy Expense Lines, Default Accounting For Report, Expense Report Project Summary, Export to Excel, User Defaults

GO

Expenses: Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Amount	*Currency
07/23/201		Create Expense Report		
		Apply Cash Advance(s)		
Cash Advance Information				
*Advance ID	Advance Amount	Balance	Exchange Rate	
<input type="text"/>	0.000	0.00		
Add Cash Advance		Update Totals		
Total Advance Applied		0.00	USD	
Totals (1 Line)		102.00	USD	
Total Due Employee		102.00	USD	
OK				

1. From the **Actions** dropdown arrow, select **Apply/View Cash Advance(s)**
2. Click the **GO** button.
3. Enter a cash **Advance ID** or use magnifying glass to look up available cash advances.
4. Click the **Add Cash Advance** button to apply cash advance to the Expense Report.
5. Click the **Update Totals** button.
6. Click **OK** button to complete.

Expense Report Workflow Query

UTZ_EX_WF_AUDIT_ALL_STG - Expense Workflow Audit 1

GL Unit: 2

Datetime>: 31

3

4

Process ID	Requestor Name	Report ID	Approver Name	Step	Step Status	Stage	Dept	Cost Centr	Project	Initiator Name	Status
ERApproval	Kreig, David	7	Dusty Garcia	Department Approval	5a	120	5b	30659199		Paul, Sam	5c
ERApproval	Aspen, Ed	0000088188	Dusty Garcia	Department Approval	Pending	120	208000	29266898		Paul, Sam	PAR
ERApproval	Hawm, David	0000092646	Dusty Garcia	Department Approval	Pending	120	208000	29266297		Paul, Sam	PAR

1. Navigate to **FMS query view page** and enter query: **UTZ_EX_WF_AUDIT_ALL_STG**
2. Enter prompts:
 - a) **GL Unit:** always enter UTEP1
 - b) **Datetime>** select date to start from
3. Click **View Results** button
4. Output will export to an Excel file
5. **(REQUIRED)**; Open file and set a Filter on row #2
 - a) **Column L (Step)**- select only "P"
 - b) **Column Q (Dept)**- select your department
 - c) **Column Y (Status)**- select **PAR** and **SUB**
6. You can also filter by Cost Centr or Project
7. **Column F:** has the pending Expense Report ID's
8. **Column H & I:** show the pending approvers

Expense Report Tips

- Select “**Associate Travel Authorization**” option to **Associate** Travel Authorization
- Documents with **missing** attachments **will be returned**
- Upload reimbursement receipts**
 - ✓ Flight itinerary
 - ✓ Hotel receipt showing method of payment and traveler
 - ✓ Registration receipt showing method of payment and traveler
 - ✓ Constructive Airfare quote (if needed)
 - ✓ Transportation receipts
- Use the **XE.COM** for converting foreign travel receipts
- Use correct Expense Type codes**
 - **NT**= Non Travel reimbursements
 - **TR Foreign**= Travel foreign
 - **TR in State**= Travel in-state
 - **TR Out of St**= Travel out of state (Mexico, Canada, Puerto Rico...)
 - **TR Stu/Non Empl**= Travel student

Grant Travel Tips

- Need to include transportation method:**
 - Airfare, attach formal receipt including method of payment and traveler information
 - Other methods, enter notes in “Comments” section
- Associate Travel Authorization to the Expense Report
- Request approval from the department head/designee for not using the contracted travel agency. Attach approval to the expense report.
- Attach all pertinent receipts to Expense Report
- Expense Reports with **missing** receipts **will be returned**

Grant Group Travel of 20+

- 1) The **PI** can create a Group Travel Memo instead of creating individual Travel Authorizations & APS forms for groups of 20 or more.
- 2) Group Travel Memo **must** include:
 - ✓ *Complete list of Travelers on body of memo*
 - ✓ *Destination*
 - ✓ *Purpose of trip*
 - ✓ *Benefit to the grant*
- 3) Memo and travel receipts for each individual must be attached to the PI's Expense Report.

Grant Account Processing

PEOPLESOFT Business Affairs 1

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Resources

Campus Resources

- [Chartfield Structure](#)
- [Cost Center Expense to Budget Account Crosswalk](#)
- [Department Codes](#)
- [Finance Chartfields](#)
- [Grant KK Expense Tree](#)** 1

1. Listing of Grant accounts located in PeopleSoft.
2. When creating Expense Reimbursement, check to see where Budgeted Funds are available and select appropriate "G" account.
3. Review and select the correct Expense account.

Account	Description
G6010	Faculty Salaries L6
G6020	Faculty Salaries Summer L6
G6030	Staff Salaries L6
G6040	Student Salaries L6
G6050	Fringe Benefits L6
G6060	Construction L6
G6070	Equipment Fabrication L6
G6080	Equipment Capital L6
G6090	Curation L6
G6100	Consultants L6
G6110	Office Services L6
G6120	Administrative Expenses L6
G6125	STEM Tuition L6
G6130	Mileage Expenses L6
G6140	Other Direct Costs L6
G6145	Workshop-Seminar Costs L6
G6150	Rentals & Leases L6
G6160	Rental Equipment L6
G6170	Travel - Domestic L6
G6180	Travel - Foreign L6
G6190	Participant Expenses L6
G6200	Participant Travel L6
G6205	Participant Stipend L6
G6210	Scholarships & Fellowships L6
G6220	Tuition & Fees (Stud Supp) L6
G6230	SUBK < \$25K L6
G6240	SUBK > \$25K L6
G6250	F&A L6

3

Expense Acct	Budget Acct	Expense Account Description
60101	G6170	Trvl Non Employee
60102	G6170	Trav Nonres Alien Nemp
62101	G6170	Trvl In St Public Trans
62102	G6170	Trvl In St Milage
62103	G6170	Travel In St Flat Per Diem
62104	G6170	Trvl In St Overnight
62105	G6170	Trvl In St Incidental
62106	G6170	Trvl In St Meals_Lodging
62107	G6170	Travel In St Partial Per Diem
62109	G6170	Trvl In St Parking
62110	G6170	Travel In St Twin Engine
62111	G6170	Travel In St Turbine
62201	G6170	Trvl Out St Public Trans
62202	G6170	Trvl Out St Milage
62203	G6170	Travel Out St Flat Per Diem
62204	G6170	Trvl Out St Overnight
62205	G6170	Trvl Out St Incidental
62206	G6170	Trvl Out St Meals-Lodg PerDiem
62207	G6170	Travel Out St No Overnight
62208	G6170	Trvl Out St Meals-Actuals
62209	G6170	Trvl Out St Parking
62304	G6170	Trvl Student Non Empl
62402	G6170	Trvl Prospective Emp
62491	G6170	Trvl Domestic
62499	G6170	Trvl Adjust for CNV
67646	G6170	Registration Fee-Travel Grants

Questions?

