Travel Authorization & Expense Report Processing
Agenda

Create Travel Authorization

Create Expense Reports

Reviewing Budget Checking Errors
Travel Authorization Workflow

Creator
- Travel Authorization initiator

Supervisor
- Reports To of Traveler

Budget Authority
- Grants (PI) Approver
- Cost Center
- Department Approver
- Capital Projects Approver
Navigate to Travel Authorization

1. On Employee Self Service home page click on the **Travel Expense** home page.
Navigate to Travel Authorization

2. Click on the “Create Travel Authorization”
Create Travel Authorization

1. Click Create 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 glass to Search by Name in the dropdown.
5. Enter fields (green) under Create Travel Authorization.
   A. **Business Purpose** - Use drop down menu to select option
   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 option Disposition of duties
   - Use drop down menu
   G. **Washington D.C fields** required for travel to D.C.

6. Use **+Attachments** link to upload attachments

**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.
Enter Travel Information 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 “Down 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.
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 travel authorization.
19. The Travel Authorization ID 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.
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 workflow page. The **Approval History** is also available to review workflow.
26. 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.
Questions?
Create Expense Report
Expense Report Workflow

Creator
- Expense Report initiator

Traveler
- Employee Certification

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

Document Approver
- Travel Office
- Contracts & Grants Office
Navigate to Expense Reports

1. On Employee Self Service home page click on the **Travel Expense** home page
2. Click on the “Create Expense Report”
Create Expense Report – Travel Reimbursement

1. Click **Create Expense Report**.
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 Expense Reports by using the **Find an Existing Value** tab.
- In step 3, you can also use the magnifying glass to Search by Name in the dropdown.
5. Enter fields (green) under Create Travel Authorization.
   A. Business Purpose- Use drop down menu to select option
   B. Report Description – Enter general description of travel
   C. Default location – Use (ONLY Travel Reimbursement)
   D. Comment- Add notes or justification for trip
6. Use +Attachments link to upload attachments
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.
13. To save document click Save for Later link.
14. The Report # will appear above Default Location.
15. Select Budget Options link to open budget check page.
16. Select Budget Check button.
17. Review the Budget Checking Header Status.
18. Click OK to get back to the Travel Authorization page
19. Please review the note below. Select Associate Travel Authorization and click GO button.

PeopleSoft Note:
Only Travel Reimbursements need to be Associated to a Travel Authorization. Regular employee Expense Reimbursements do not require Association. Skip to Non-Travel Expense Reports for additional information.
20. The document number and document status appear at the top of the page.

21. To process, select the Submit Expense Report button.

22. Click OK button to confirm.

PeopleSoft Tip:
Select the Expense Details link if you want to return to the expense report entry page.
1. Click Create Expense Report.
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 Expense Reports by using the Find an Existing Value tab.
- In step 3, you can also use the magnifying glass to Search by Name in the dropdown.
5. Enter fields (green) under Create Travel Authorization.
   A. Business Purpose - Use drop down menu to select option
   B. Report Description – Enter general description of travel
   C. Default location – Use to select location (ONLY Travel Reimbursement)
   D. Comment - Add notes or justification for trip

6. Use +Attachments link to upload attachments
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.
13. To save document click **Save for Later** link.
14. The **Report #** will appear above Default Location.

**PeopleSoft Note:**
Only **Travel Reimbursements** need to be **Associated** to a Travel Authorization. Regular employee **Expense Reimbursements** do not require Association.
15. Select Budget Options link to open budget check page.
16. Select Budget Check button to start budget checking process.
17. Review the Budget Checking Header Status.
   a) Valid- Passed budget checking
   b) Error in Budget Check- Failed budget checking
18. Click OK to get back to Expense Report Authorization page.
19. Select Summary and Submit link to submit document.
20. The document number and document status appear at the top of the page.
21. To process, select the Submit Expense Report button.
22. Click OK button to confirm.

PeopleSoft Tip:
Select the Expense Details link if you want to return to the expense report entry page.
23. Review Confirmation message.
24. Select **Refresh Approval Status** to update status & workflow.
25. Note: document status changed to “**Submission in Process**”.
26. Select **Workflow History** link to see classic approval workflow page.
27. The **Approval History** is also available to review workflow.
28. 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
Modify/Cancel Documents

- Returning documents
  - SEND BACK button used by Approvers or
  - Submit Help Desk (helpdesk@utep.edu) ticket

- Correcting documents
  - Modifying page in Travel Authorization & Expense Report before submitting
    - ESS Landing Page > Travel & Expense > (Travel Authorization or Expense Report) > Create

- Canceling/Deleting documents
  - TERMINATE button used by Approvers or
  - Submit Help Desk (helpdesk@utep.edu) ticket
Questions?
Reviewing Budget Checking Errors
Review Budget Errors

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.

PeopleSoft Tip
All “Exceptions” need to be corrected by the Creator before the document can be submitted for approval.
# Common Error Messages

<table>
<thead>
<tr>
<th>Error Type</th>
<th>Document Message</th>
<th>Error</th>
<th>Error Description</th>
<th>Solutions/Actions</th>
</tr>
</thead>
</table>
| **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. | 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?
Thank you!