

# Mini-Manual

## TRAVEL AND EXPENSE CENTER REPORTS

**Note:** This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

If you have not used one of the new “Mini-Manuals” you may wish to consult the document [“Getting the Most Out of Mini-Manuals”](#) prior to using this document.

If you have questions about information in this mini-manual, or, if after reading the entire manual, you cannot find the information you need, please e-mail [psguides@uvm.edu](mailto:psguides@uvm.edu).

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(Click on topic headings to automatically jump to specific section.)

Use **Ctrl+Home** to come back to Table of Contents)

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### Quick Links

This section provides quick links to frequently used content and is not meant to replace the table of contents. Please review the entire document for additional content not listed here.

#### **What tasks need to be accomplished?**

[Delegate authority to someone else to create travel forms on my behalf](#)

[View the status of Travel and Expense forms](#)

#### **Travel Authorizations**

Create

- [For Yourself](#)
- [For Someone else](#)

[Cancel](#)

[Delete](#)

#### **Cash Advance**

Create

- [For Yourself](#)
- [For Someone else](#)
- [From a Travel Authorization](#)

[Cancel](#)

[Delete](#)

#### **Expense Report**

Create

- [For Yourself](#)
- [For Someone else](#)
- [From a Travel Authorization and Applying the Cash Advance](#)

[Cancel](#)

[Delete](#)

#### **Approvals**

[Approve a Travel Authorization](#)

[Approve a Cash Advance](#)

[Approve an Expense Report](#)

[Reassign to a Different Approver](#)

## Mini-Manual

### Background

This mini-manual contains detailed instructions on how to complete and approve Travel and Expense forms/reports. This content is written for both travelers and their approvers. This document applies to UVM employees who do handle their own Travel and Expense forms (as well as their delegates).

**Note:** Units served by the Administrative Business Services Center (ABSC), including but not limited to: the Division of Finance and Enterprise Services (DFES), departments that under the President's Office, the Provost Office, the VP for Legal Affairs and General Counsel, the VP of Research, and the VP of Enrollment Management. A complete list can be found at:

<http://www.uvm.edu/~adminbsc/?Page=depts.html>

These areas should contact [ABSC](#) for processes involved with travel and expense reporting.

### Delegate Entry Authority to Other Users

**Background:** Delegating Entry Authority is a feature of PeopleSoft which allows an employee to authorize someone else to enter Travel and Expense forms into PeopleSoft on their behalf. Be aware that colleges or departments within the University may have specific directives on this matter. Check with the departmental business manager.

**Note:** Even though an employee has delegated authority to another to enter Travel and Expense forms, s/he is still responsible for understanding the Travel Policy, and for the accuracy, timeliness, and completion of the reports.

1. Log in to PeopleSoft through the Financials Login. (<https://www.uvm.edu/~erp/portal/>).
2. Navigation: **Employee Self Service > Travel and Expense Center > Profiles and Preferences > Delegate Entry Authority**
3. A page will display showing a list of those authorized to create and/or modify expense forms (expense reports, travel authorizations and cash advances) for the employee. At a minimum, the employee **Name** and **User ID** should appear.

**Authorize Users**

Rodman Cory

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

Authorized User ID	Name		
<input type="text" value="rcory"/>	<input type="text" value="Cory,Rodman"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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4. Click the + (plus) sign to add a blank line.



5. Click the **Look Up** icon to search for the appropriate User ID.

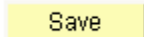


In this case, the User ID is equivalent to the UVM Net ID. If an individual's Net ID is unknown, the easiest place to find it may be at the bottom of their UVM Online Directory listing. It is often, but not always, the first initial of a person's first name, followed by the first several letters of their last name.

6. Enter the first couple letters of the individual's NetID and click on **Look Up**. Choose the **ID** of the person to be authorized by clicking on it within **the Search Results** table.

User ID	Description
---------	-------------

7. Click the **Save** button.



8. To add additional authorized users, repeat **Steps 7-9** as often as needed.

9. To delete an authorized user, simply click on the – (minus) sign at the end of their line and their name will be removed from the list.



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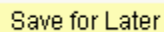
### Travel Authorization Information

#### Responsibilities

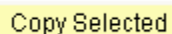
- The traveler or delegate is responsible for creating and submitting a Travel Authorization if obtaining a cash advance or if required by the department.
- The traveler or delegate is responsible for confirming that the chartstring on the Travel Authorization is correct, since this transaction will create an encumbrance on the chartstring used.
- The traveler or delegate is responsible for ensuring that the Travel Authorization is used when creating the corresponding Expense Report.
- The traveler or delegate is responsible for canceling or deleting unused Travel Authorizations by the end of the fiscal year if the Travel Authorization was not used, to clear the encumbrance from the chartstring.

#### Travel Authorization Tips & Reminders

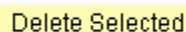
- Press the **Save for Later** button after entering each line.



- To duplicate selected lines on the Travel Authorization (for similar expenses to list on multiple days), click in the box to the left of the expense line(s) to copy in the column marked **Select**, then click on the **Copy Selected** button. (Choose whether to copy to one date or to a range of dates and whether to include weekends and/or holidays. When done, press the **OK** button.)



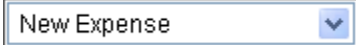
- To delete selected lines on the Travel Authorization, click in the box to the left of the expense line(s) in the column marked **Select**, and press the **Delete Selected** button.



- If additional expense lines are needed, click on the **+** (plus) sign at the end of the last expense line.



(Alternatively, ensure that **New Expense** is selected in the drop-down box underneath the last expense line, and then click the **Add** button.)



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### Create a Travel Authorization from a Blank Form

A Travel Authorization must be created in order to receive a cash advance. Also, particular departments may require a Travel Authorization for some or all travel. Be sure to check with the appropriate business manager.

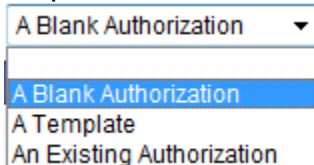
1. Log in to PeopleSoft through the **Financials Login** (<https://www.uvm.edu/~erp/portal/>).
2. Navigation: **Employee Self Service > Travel and Expense Center > Travel Authorization**
3. Click **Create**. (If an employee has been delegated entry authority for another individual, see [How to Create a Travel Authorization for Other Employees](#)).



4. Select **A Blank Authorization** in the **Quick Start** drop-down list.



Most often, **A Blank Authorization** is the default. The other choices in the Quick Start drop-down menu are:



5. Click **Go**. A new Travel Authorization from a blank form will open.
6. Type a short, meaningful description of the expense in the **\*Description** field (e.g., 2007-01 Recruiting Trip to Boston). This description is largely for personal benefit, as it will help to find this Travel Authorization in the future.



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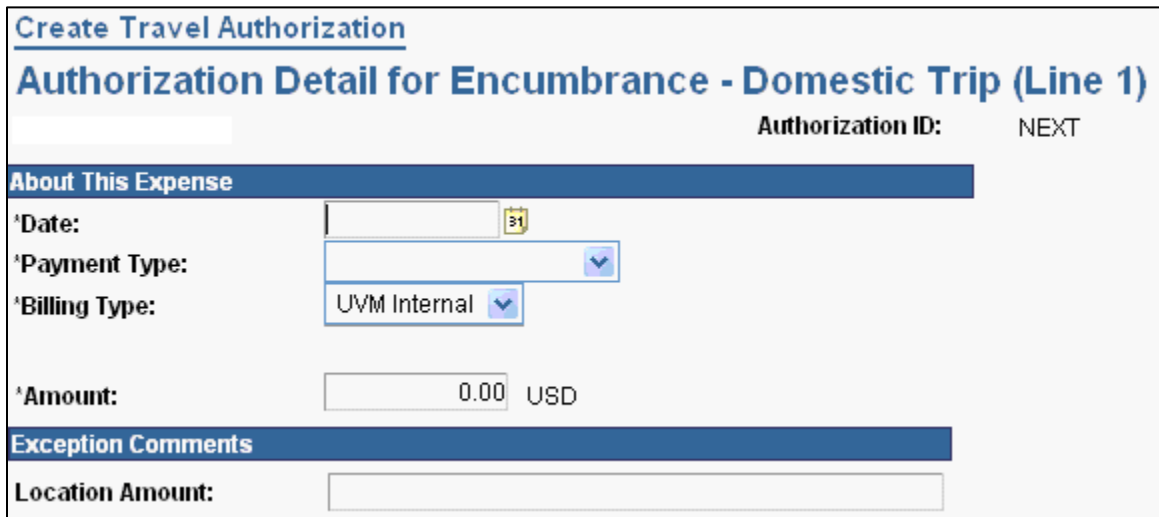
## Mini-Manual

Selecting and including all anticipated expenses together on one line will simplify the process. Some departments may require that anticipated expenditures are itemized on multiple lines. Ask the department business manager if uncertain.

- If anticipated expenditures must be itemized, select an appropriate expense type instead of one of the two Encumbrance choices above.
- Mileage rate calculations can change at any time, do not choose Mileage as an Expense Type for a Travel Authorization. If mileage is chosen, it will produce an error message preventing the form from being saved or submitted.

12. Click the **Detail** link at the far right of the row. The Authorization Detail page will open where all of the required information related to this particular expense line can be entered.


[\\*Detail](#)



**Create Travel Authorization**  
**Authorization Detail for Encumbrance - Domestic Trip (Line 1)**

Authorization ID: NEXT

**About This Expense**

'Date:  

'Payment Type:

'Billing Type: UVM Internal

'Amount:  0.00 USD

**Exception Comments**

Location Amount:

13. Enter the first day of the anticipated travel in the **Date** box, or choose the date by selecting the calendar icon.



14. Choose a **Payment Type** from the drop-down list. This entry represents how the expense is anticipated to be initially paid (credit card or cash).

[Personal Credit Card](#)

15. Leave the **Billing Type** as **UVM Internal**.

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16. Enter the anticipated amount (in US Dollars) in the **Amount** field

333.00	USD
--------	-----

17. The **Location Amount** field under the **Exceptions Comments** heading allows for an explanation of why a particular expense might be higher than is generally acceptable for this expense type.

Exception Comments	
<b>Location Amount:</b>	<input type="text"/>

18. Click the **Check Expense for Errors** button. (For instructions on itemized expenses read **Steps 31 through 38.**)

Check Expense For Errors

19. If there are errors or omissions, they will be flagged at the top of the screen and the lines or boxes in question will be highlighted.



▶ Location Amount -- You entered an amount over your authorized limit

20. Correct or complete the highlighted fields and click **Check Expense for Errors** until there are no longer any fields highlighted.

21. If a check for errors indicates an error in the chartstring, it means that the default chartstring attached to the Travel Authorization is not being recognized by PeopleSoft as being valid. Click on **Accounting Detail** and correct the problem. For guidance, speak with the departmental business manager for chartstrings related to operational expenses. For chartstrings related to grants, contact Sponsored Project Administration.

- When there is a problem with a chartstring, the Travel & Expense module only highlights the first field in the chartstring—the GL Unit (which should always read UVM01). This is not typically where the problem resides. Look for a problem further to the right with an incorrect field or an incomplete chartstring.

General Ledger ChartFields							
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Dept
19.58	UVM01	19.58	USD	1.00000000	60515		11000

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- Click on the **magnifying glass** icon beside the chart field(s) which must be changed, and select the correct value from the **Search Results** displayed. Adjust the entire chartstring as required. (If there is a problem, click on the **Restore Defaults** button which will restore the chartstring to the way it was before changes were made.)
- Never change the **Account** field. This automatically populates based on the Expense Type chosen.

**Note:** Valid chartstrings will at a minimum contain entries in the Operating Unit, Department, Fund, Source and Function fields. If there are no numbers for the Program, Purpose and Property fields, these fields must contain zeros. (Other fields not specifically mentioned here may be left blank, but these fields may not.)

22. If it is necessary to split this expense into two or more chartstrings, click the **Add Chartfield Line** button to add additional pre-populated lines which may then be adjusted if necessary.

Add ChartField Line

23. When adjusting the chartstring(s) is complete, click **OK** to return to the **Detail Page** for this expense line.

OK

24. Click the **Return to Travel Authorization Entry** link at the bottom of the screen.

[Return to Travel Authorization Entry](#)

25. If the **Travel Authorization** will include only one expense line, continue to **Step 30**.

26. If a department requires anticipated expenses to be itemized (rather than using one of the **Encumbrance** choices) the next several steps may be helpful. If it is necessary to add additional expenses to this Travel Authorization, do so by repeating **Steps 11-24**.

**Note:** When adding multiple expense lines, it is always a good idea to select the **Save for Later** button often.

Save for Later

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27. To duplicate selected lines on the Travel Authorization, (to list similar expenses on multiple days) click in the box to the left of the expense line(s) to be copied, in the column marked **Select** (doing this puts a checkmark in that box). Click on the **Copy Selected** button. (Choose whether to copy to one date or to a range of dates and whether to include weekends and/or holidays.) When finished, press the **OK** button.

Copy Selected

**Create Travel Authorization**

**Copy Selected Expenses**

Erin Fitzgerald Authorization ID: NEXT

You are about to copy the following expense line(s) into one or more new expense lines. Select 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 select 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.

Expense Type	Date	Amount	Currency
Encumbrance-Foreign Trip	02/01/2011	500.00	USD

**Copy Option**

Copy to One Date To Date:  31

Copy to Range of Dates From Date:  31  Include Weekends

To Date:  31  Include Holidays

28. If more expense lines are needed, click on the + (plus) sign at the end of the last expense line to add a new line(s). Ensure that “**New Expense**” is selected in the drop-down box underneath the last expense line, and then click the **Add** button.

New Expense ▼

29. To delete lines on the Travel Authorization, click in the box to the left of the expense line(s) that requires deletion, which is in the column marked **Select**, and press the **Delete Selected** button.

Delete Selected

30. Complete all required fields. Required fields are denoted by an asterisk at the beginning of the column headings and vary according to expense type.

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31. When all the expenses have been entered on the Travel Authorization, click the **Check for Errors** button on the main report screen in order to perform one final check. This will ensure that all required information has been submitted.
32. Click the **Save for Later** button which assigns a unique **Authorization ID** number to this Travel Authorization.

### Notes:

- A Cash Advance cannot be created until the Travel Authorization has been saved. Also, the **Authorization ID** number is needed in order to fill out the **Cash Advance**.
- To begin the creation of a Cash Advance at this time, click on the Create a Cash Advance hyperlink at the bottom of the page. When creating the Cash Advance from this point, it copies the Description and Business Purpose from the Travel Authorization. (See [Create a Cash Advance](#) for more information.)
- Travel Authorizations cannot be printed until they have been saved or submitted. After the Authorization has been saved, click the **Printable View** hyperlink and use your browser's **PRINT** button to print a copy.
- For additional information regarding printing Travel and Expense forms see the [PeopleSoft Tips Mini-Manual](#).

33. When the Travel authorization is complete, submit it for approval. Click **Submit**. The report is sent to the appropriate approver's workflow. Once a report is submitted, it is no longer accessible for editing.

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### Create Travel Authorizations for Other Employees


1. If assigned as a delegate for another employee, a Travel Authorization can be created for that individual. Complete Steps 1-5 above. When the **Create** link is selected (**Step 5**), a page will open requesting the Employee ID of the traveler.

**Note:** Delegating Entry Authority is a feature of PeopleSoft. Be aware that colleges or departments within the University may have their own directives on this matter. Check with the appropriate business manager.

2. Ensure that the **Add a New Value** tab is selected. Leave the **EmplID** box empty and click the **magnifying glass** icon. This will bring up a list of all employees that Travel Authorizations can be created for. Choose the appropriate **EmplID** from the search results table.



The screenshot shows a web form titled "Travel Authorization". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". Below the tabs is a search field labeled "EmplID:" with a magnifying glass icon to its right. Below the search field is a yellow "Add" button. At the bottom of the form, there are two blue links: "Find an Existing Value" and "Add a New Value".

3. Click the **Add** button to create a new Travel Authorization.  

4. Proceed with **Step 4** in the [Create a Travel Authorization](#) section of this manual.

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### View the Status of a Travel Authorization

Navigation: **Employee Self Service > Travel and Expense Center > Travel Authorizations > View**

Search Results					
View All					
First 1 of 1 Last					
Authorization ID	Description	Name	Empl ID	Status	Creation Date
0000004350	test some more	Fitzgerald, Erin	0028138	Pending	01/21/2011

### Cancel an Approved Travel Authorization

The two most typical reasons for canceling a Travel Authorization are: 1.) the trip was canceled, or 2.) the expense report was created from a blank form or a template rather than from the travel authorization.

- To cancel a Travel Authorization, the report must be approved. It may be canceled either before or after the departure date—but only while it is in “Approved” status.
- The traveler or the traveler’s delegate(s) may cancel a Travel Authorization.

1. Log in to PeopleSoft through the **Financials Login** (<https://www.uvm.edu/~erp/portal/>).
2. Navigation: **Employee Self Service > Travel and Expense Center > Travel Authorization >**
3. Click the **Cancel** link.

**Cancel**

- **If you are the traveler**, the page that opens will be entitled: **Cancel Approved Travel Authorization**, and will list all of the travel authorizations which are in **Approved** status.

**Cancel Travel Authorization**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

---

EmplID:

Name:

Case Sensitive

[Basic Search](#)

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- If you are the person who has been delegated entry authority for another individual, the appropriate name will need to be selected from a list. (See the graphic below.)
- Click the **magnifying glass** icon to the right of the Employee ID field to bring up a table listing all those for whom entry authority is available. Choose the appropriate name from the list.
- Click the **Search** button to bring up all the Travel Authorizations under that employee's name which are in "Approved" status.

**Search**

4. Place a checkmark in the **Select** box beside the Travel Authorization(s) to cancel.

Travel and Expense						
Cancel Approved Travel Authorization						
Traveler's Name Here						
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	WBkball to Providence, RI	0000009876	11/22/2006	11/25/2006	1,000.00	USD

5. Press the **Cancel Selected Travel Authorization(s)** button. (Once the button has been clicked it cannot be changed.)

**Cancel Selected Travel Authorization(s)**

6. A confirmation that the selected Travel Authorization has been canceled will appear. **Note:** Although the Travel Authorization was canceled, the message will say **Save Confirmation**.



7. Click the **OK** button to confirm acknowledgment of the cancellation.

**OK**

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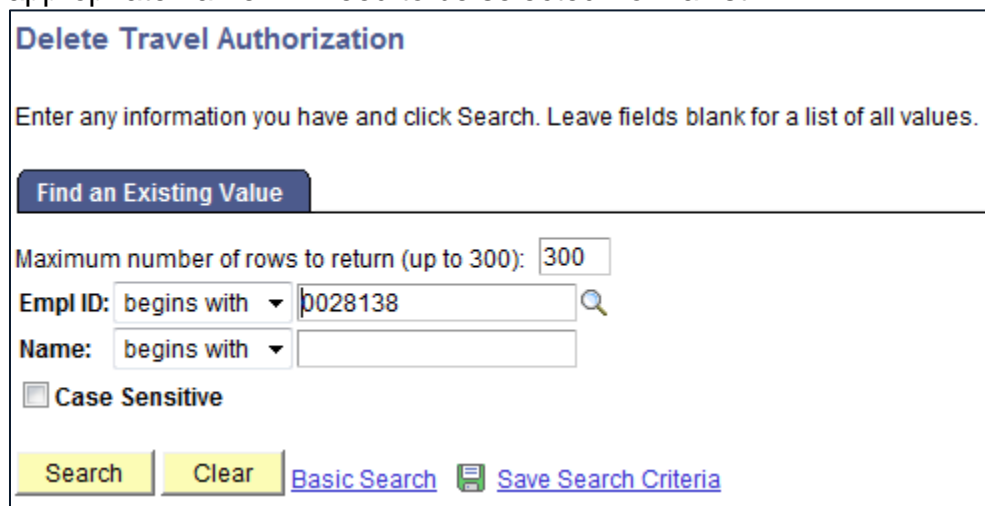
### Delete a Travel Authorization

In the following two situations, a Travel Authorization can be deleted:

- If it has been created but not yet submitted, *or*
- If it has been submitted and the approver has sent it back. In other words, if the creator has access to modify it, then they also have access to delete it

The traveler or the traveler's delegate can delete a Travel Authorization.

1. Log in to PeopleSoft through the **Financials Login** (<https://www.uvm.edu/~erp/portal/>).
2. Navigation: **Employee Self Service > Travel and Expense Center > Travel Authorization**
3. Click **Delete**.
  - **If the traveler**, the page that opens will be entitled: Delete Travel Authorization, and will list all of the travel authorizations which are in Denied status.
  - **If the person with delegated entry authority for another individual**, the appropriate name will need to be selected from a list.




- Click the **magnifying glass** icon to the right of the Employee ID field and bring up a table listing all those for whom entry authority is available. Choose the appropriate name from the list.
- Press the **Search** button to bring up all the Travel Authorizations under that employee's name which are in Denied status.

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- If entry authority has been delegated to someone for another individual, click **Delete**, which will open a page requesting the Employee ID of the traveler (see the graphic below). Click the **magnifying glass** icon to bring up a list of all employees for whom entry authority has been granted. Choose the appropriate **EmplID** from the search results table.


**Delete Travel Authorization**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**EmplID:** begins with  

**Name:** begins with

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

- A page will open showing the Travel Authorization(s) available for deletion (see the graphic below).
- Click the check box under **Select** for the Travel Authorization(s) to be deleted.

**Travel and Expense**

**Delete a Travel Authorization**

Your Name Here

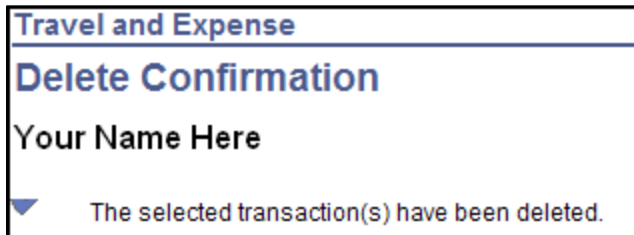
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Speaking Trip to No. Africa	0000098765	11/03/2006	11/05/2006	170.00	USD

- Click the **Delete Selected Authorizations** button. Once a Travel Authorization is deleted it cannot be reversed.

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8. A confirmation will appear stating the selected Travel Authorization has been deleted:



9. Click the **OK** button to confirm acknowledgment of the deletion.



## Cash Advance Information

### Responsibilities

- The Cash Advance process requires that the Travel Authorization be created first so that the information from the Travel Authorization may be entered onto the Cash Advance.
- It is recommended that the Authorization and Advance is submitted *at least two weeks prior* to the departure date. This will allow General Accounting and the department approvers enough time for normal processing, and it will also allow time in case problems arise. Please contact General Accounting immediately if approval is needed for special circumstances.
- The traveler or the delegate should check the status of the cash advance prior to arriving at the Cashier's Office in Waterman. If the status is **Approved by the Prepaid Auditor**, there will be a blue cash advance form in the cashier's office for the traveler. The traveler will only be issued an advance from this blue form.
- An approved Cash Advance will be available for pick up in the Cashier's Office five business days before the trip. Only the traveler can pick up the cash or traveler's checks. The traveler must present a valid UVM ID.
- Upon acceptance of the Cash Advance, the traveler will be responsible for the University's funds and is required to abide by all University travel policies and procedures.
- The traveler is personally responsible for the Cash Advance until the balance is either returned to the University, or the funds are fully accounted for via an Expense Report. The use of these funds must comply with the [Travel Policy](#). If appropriate documentation is not supplied to the University upon completion of the trip, the traveler will be responsible for reimbursing the University.

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- Travelers are responsible for the Cash Advance and subsequent Expense Report even if a delegate has entered the form on behalf of the traveler.

### Cash Advance Tips and Reminders

Delegating Entry Authority is a feature of PeopleSoft; however, it is recommended as a best business practice that employees enter their own expense forms. Be aware that colleges or departments within the University may have their own directives on this matter. Check with the departmental business manager.

- Submit Travel Authorization and Cash Advance forms *at least two weeks prior* to the departure date. This will allow General Accounting and the departmental approver adequate time for normal processing and additional time to submit in case problems arise. Contact [General Accounting](#) to get approval for special circumstances.
- The Cash Advance process requires that the Travel Authorization be created first to be able to use the Travel Authorization as a template to pre-populate the Cash Advance with necessary information.
- Workflow for the approval of Cash Advances is based on the default chartstring in the employee travel profile. The approver for that chartstring may reassign the cash advance from their own worklist to the worklist of an approver in another department if necessary. Here is the updated list of [approvers by department](#).
- If the amount of the Cash Advance needs to be changed, the original Cash Advance must be deleted before creating a new one. Contact [General Accounting](#) for assistance.
- Approvers must ensure that the Travel Authorization is completed correctly and approved before approving the Cash Advance.
- General Accounting will return a Cash Advance request that has not been completed properly. Although this may change in the future, there is currently no notification through PeopleSoft when a Cash Advance is sent back. Until a change can be made in the system, it is the responsibility of the traveler or his/her delegate to pro-actively check the status of the Cash Advance using the **View** function.

---

## Mini-Manual

- To understand why a Cash Advance request has been returned, navigate to it via **Employee Self-Service > Travel and Expense Center > Cash Advance > Modify**, then open the red hyperlink at the top of the form on the right. Read the whole message. Contact [General Accounting](#) with any questions regarding this message:

**Denied** [Trip dates have passed and an expense report has been subm](#)

View Approver Comments

Approver's Comments	
<b>Name:</b>	Guillette,Natalie
<b>Action:</b>	Denied
<b>Date/Time:</b>	11/09/2007 2:56:36PM
<b>Comment:</b>	Trip dates have passed and an expense report has been submitted for the actual expenses - Ok to Deny per Jane on 11.9.2007

- If the status of a Cash Advance is not **Approved by the Prepaid Auditor** and it has not been returned, it may be stuck in the workflow. Call [General Accounting](#) for assistance. A Footprint may need to be submitted.
- Cash Advances will not be issued based on the traveler's copy of the form. Travelers only need to print out and bring their copy of the cash advance form to the Cashier's Office when they are returning money after a trip is completed.

### Create a Cash Advance

In order to receive funds to travel, a Cash Advance needs to be created in PeopleSoft. The instructions below will detail this process.

**Note:** to create a Cash Advance, a **Travel Authorization form must first be completed**. See [Create a Travel Authorization](#) for instructions.

- Log in to PeopleSoft through the **Financials** Login (<https://www.uvm.edu/~erp/portal/>).
- Navigation: **Employee Self Service > Travel and Expense Center > Cash Advance**

## Mini-Manual

### 3. Click **Create**.

**Note:** If entry authority has been delegated to someone for another individual, see the section [Create a Cash Advance for Other Employees](#).

**Travel & Expenses - Cash Advance Report**

**Create Cash Advance Report**

Yuliya Cruz [User Defaults](#) Advance ID: NEXT

**General Information**

\*Description: 2010 - 01 Sustainability Conf TA# & Comments: TA#00000001506  
Sustainability Conference, Austin

\*Business Purpose: Research Begin Trip Date: 01/10/2010

[Import ATM Advances](#)

**Details** [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

*Source	Description	*Amount	Currency	Apply Tax		
Cash From Cashiers Office	Transportation, hotel, meals	750.00	USD	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

**Totals**

Advance Amount: 750.00 USD

[Update Totals](#)

4. Type a short, meaningful description of this Cash Advance in the **Description** field (e.g., 2010-01 Sustainability Conf). This description is helpful when trying to find this particular Cash Advance in the future.

\*Description:

5. Click the **Business Purpose** list. Select the entry in the list that most closely identifies the purpose of the trip.

\*Business Purpose:

6. In the **TA# & Comments** field, enter the **Travel Authorization ID Number** from the upper right corner of the Travel Authorization form.

**Note:** Also add a description including the purpose and destination of the trip under comments. (A Cash Advance cannot be created unless a valid Travel Authorization has already been created).

TA# & Comments:

## Mini-Manual

7. In the **Begin Trip Date** field, enter the **Departure Date** of the trip.  
**Note:** The Cash Advance request will be sent back if the **TA# & Comments** field and the **Begin Trip Date** field are not completed as required.

**Begin Trip Date:**

8. In the **Source** drop-down box, choose **Cash** to receive cash from the Cashier's Office.  
**Note:** Choose **System Check** only if located in an off-site office, e.g., an Extension office.

**\*Source**

9. In the **Description** field, indicate how the Cash Advance will be used (e.g., meals, taxi fare, etc.)

**Description**

10. In the **Amount** field, enter the amount of money in US dollars that is being requested.

**\*Amount**

Details		Customize	Find	First	1 of 1	Last
*Source	Description	*Amount	Currency	Apply Tax		
Cash From Cashiers Office ▾	Transportation, hotel, meals	750.00	USD	<input type="checkbox"/>	+	-
Totals						
Advance Amount:		750.00 USD				
						Update Totals
Save For Later		Submit				

11. Click on **Update Totals** to show the amount of the Cash Advance that is being requested.

**Update Totals**

12. To save this Cash Advance and return to it later; press the **Save for Later** button.

**Save For Later**

13. When finished, submit the Cash Advance. (Edits will not be allowed once submitted.)  
 Click the **Submit** button. The Cash Advance will be routed to the Approver and then to the Pre-Pay Auditor.  
**Note:** Make sure to submit the Travel Authorization as well by clicking the **Submit** button on the bottom of that form.

---

## Mini-Manual

14. Click **Sign Out** to leave PeopleSoft, or choose another option from the menu on the left to work on another task.




### Create a Cash Advance for Other Employees:

If assigned as a delegate for another employee, a Cash Advance can be created for that individual.

1. Complete **Steps 1 - 3** in [Create a Cash Advance](#). Click **Create (Step 3)** to open a page that requests the Employee ID of the traveler.



The screenshot shows a web form titled "Cash Advance". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being selected. Below the tabs is a text input field labeled "EmpID:" followed by a search icon. A yellow "Add" button is positioned below the input field. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

2. Ensure that the **Add a New Value** tab is selected. Leave the **EmpID** box empty and click the **Search** icon. This will bring up a list of employees. Choose the appropriate **EmpID** from the search results table.
3. Click the **Add** button to create a new Cash Advance form.  

4. Pick up the process with **Step 4** above.

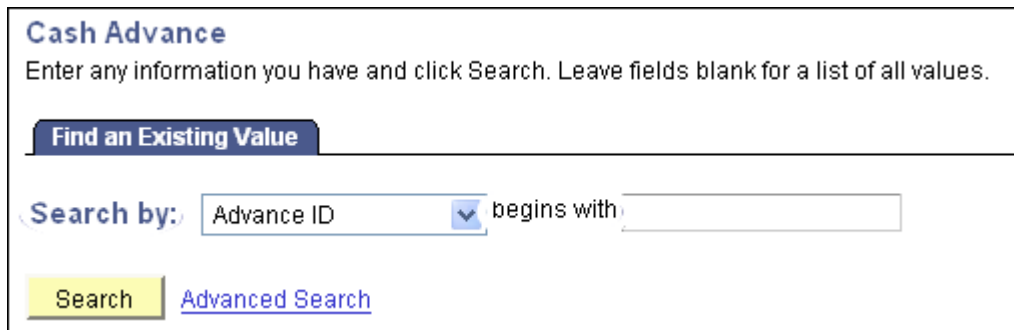
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## Mini-Manual

### View the Status of a Cash Advance (Traveler or Delegate)

To view the status of a Cash Advance which has been submitted, see [Viewing the Status of a Cash Advance \(Approver\)](#) section of this manual for approver instructions.

1. Log in to PeopleSoft through the **Financials** Login (<https://www.uvm.edu/~erp/portal/>).
2. Navigation: **Employee Self Service > Travel and Expense Center > Cash Advance > View**  
A page like the one below will open.



**Cash Advance**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search by:**

[Advanced Search](#)

3. To see all cash advances simply click **Search**. If there is only one Cash Advance, that Cash Advance will open – skip to **Step 5**. If there are more than one Cash Advance, a **Search Results** table will open (see the graphic below), showing the following information:
  - **The Traveler's Employee ID #**
  - **Cash Advance ID Number**
  - **Cash Advance Description**
  - **Name of Traveler Receiving the Advance**
  - **The Status of the Cash Advance**
  - **The Date the Request was Submitted**

**Columns can be sorted** by clicking on the header for that column.

## Mini-Manual

**View the details** of any Advance by clicking on its blue hyperlink.

- If delegating, clicking on the **Search** button will bring up a list of all the cash advances created by, or for people, for whom entry authority has been allowed. If the list is too long, it can be shortened by searching for the appropriate Employee ID or on other pertinent information.

**Find an Existing Value**

Search by:  begins with

[Advanced Search](#)

**Search Results**

View All First 1-21 of 21 Last

EmpID	Advance ID	Advance Description	Name	Advance Status	Creation Date
<a href="#">0000000388</a>		VELCO Excavations, second crew		Submitted	10/13/2006
<a href="#">0000000371</a>		VELCO Excavations, Oct. 12-13		Staged	10/10/2006
<a href="#">0000000367</a>		VELCO Excavations, Oct. 16-20	Traveler's	Pending	10/10/2006
<a href="#">0000000310</a>		VELCO Excavations, Oct. 9-13	Name	Paid	10/02/2006
<a href="#">0000000270</a>		VELCO Excavations Oct. 2-5	Will	Reconciled	09/25/2006
<a href="#">0000000247</a>		VELCO Excavations, Sept. 25-29	Be	Reconciled	09/19/2006
<a href="#">0000000215</a>		VELCO Excavations, Sept. 18-22	Here	Reconciled	09/11/2006

3. Notice that the status of the Cash Advance will be indicated on the left of the page, near the top, under the heading **General Information**.

**Travel & Expenses - Cash Advance Report**

**View Cash Advance Report**

Traveler's Name Here [User Defaults](#) Advance ID: 0000009876

**General Information**

<b>Description:</b>	VELCO Excavations, Oct. 16-20	<b>Comment:</b>	VELCO Excavations
<b>Business Purpose:</b>	GCA-Other	<b>Reference:</b>	10/16/2006
<b>Status:</b>	Reconciled	<b>Post State:</b>	Posted
<b>Accounting Date:</b>	10/31/2006	<b>Last Updated:</b>	10/31/2006 By:

4. Definition of Terms Commonly Used Under **Status**:

**Pending** ..... Not Yet Submitted

**Submitted** ..... Awaiting Approval

**Approved** ..... OK'd by Departmental Approver

**In Process** ..... Approval by Multiple Departments in Process

**Denied\*** ..... Not Approved – no longer usable

## Mini-Manual

**Paid** ..... Money Disbursed or Ready for Disbursement

**Reconciled** ..... Cash Advance is Reconciled with Expense Report

*\* A Cash Advance which has been DENIED cannot be resubmitted—a brand new Advance would have to be created.*

5. Notice the **Action History** section at the bottom of the report. This section contains specific information related to the submission and approval of this Cash Advance.

Action History			
Profile	Name	Action	Date/Time
	Submitter's Name	Submitted	10/04/2006 8:26:33AM
Expense Manager	Approver's Name	Approved	10/04/2006 11:38:05AM
Prepay Auditor	Sharon Bergeron	Approved	10/04/2006 12:34:10PM

[Return to Cash Advance](#)

[Return to Search](#) [Notify](#)

### View the Status of a Cash Advance [Approvers Only]

To view the status of a Cash Advance which has been submitted, see the separate section called Viewing the Status of a Cash Advance for travelers and delegates in this manual.

1. Log in to PeopleSoft through the **Financials** Login (<https://www.uvm.edu/~erp/portal/>).
2. Navigation: **Travel and Expenses > Travel and Expense Center > Cash Advance > View**

A page like the one below will open.

**Cash Advance**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

---

**Search by:**

[Advanced Search](#)

## Mini-Manual

### 3. Here are some possible next steps:

- If the **Cash Advance ID** is known, type it into the **Begins with** field.
- If the Cash Advance ID is not known, change the **Search by** field to **EmplID** or **Name**, then type in the correct employee ID or name in the **Begins with** field. Click the **Search** button.

Search

Find an Existing Value

Search by:  begins with

Search [Advanced Search](#)

### Search Results

View All First ◀ 1-21 of 21 ▶ Last

EmplID	Advance ID	Advance Description	Name	Advance Status	Creation Date
	0000000388	VELCO Excavations, second crew		Submitted	10/13/2006
	0000000371	VELCO Excavations, Oct. 12-13	Traveler's Name	Staged	10/10/2006
	0000000367	VELCO Excavations, Oct. 16-20		Pending	10/10/2006
	0000000310	VELCO Excavations, Oct. 9-13	Will	Paid	10/02/2006
	0000000270	VELCO Excavations Oct. 2-5	Be	Reconciled	09/25/2006
	0000000247	VELCO Excavations, Sept. 25-29	Here	Reconciled	09/19/2006
	0000000215	VELCO Excavations, Sept. 18-22		Reconciled	09/11/2006

- If there is only one Cash Advance, that Advance will open for viewing. Skip to **Step 5**.
4. If there is more than one Cash Advance, a **Search Results** table will open (see the graphic below), showing the following information:
- **The Traveler's Employee ID #**
  - **Cash Advance ID Number**
  - **Cash Advance Description**
  - **Name of Traveler Receiving the Advance**
  - **The Status of the Cash Advance**
  - **The Date the Request was Submitted**

## Mini-Manual

### Notes:

- The column can be **sorted** by clicking on the header for that column.
  - To **View the details** of any Cash Advance, click on the blue hyperlink associated with that Advance.
5. Notice that the status of the Cash Advance will be indicated on the left of the page, near the top, under the heading **General Information**.

Travel & Expenses - Cash Advance Report  
**View Cash Advance Report**

Traveler's Name Here      [User Defaults](#)      Advance ID: 000009876

General Information			
<b>Description:</b>	VELCO Excavations, Oct. 16-20	<b>Comment:</b>	VELCO Excavations
<b>Business Purpose:</b>	GCA-Other	<b>Reference:</b>	10/16/2006
<b>Status:</b>	Reconciled	<b>Post State:</b>	Posted
<b>Accounting Date:</b>	10/31/2006	<b>Last Updated:</b>	10/31/2006 <b>By:</b>

6. Definition of Terms Commonly Used Under **Status**:

- Pending** ..... Not Yet Submitted
- Submitted** ..... Awaiting Approval
- Approved** ..... OK'd by Departmental Approver
- In Process** ..... Approval by Multiple Departments in Process
- Denied\*** ..... Not Approved – no longer usable
- Paid** ..... Money Disbursed or Ready for Disbursement
- Reconciled** ..... Cash Advance is Reconciled with Expense Report

\* A Cash Advance which has been DENIED cannot be resubmitted—a brand new Advance would have to be created.

## Mini-Manual

- Notice the **Action History** section at the bottom of the report. This section contains specific information related to the submission and approval of this Cash Advance.

Action History			
Profile	Name	Action	Date/Time
	Submitter's Name	Submitted	10/04/2006 8:26:33AM
Expense Manager	Approver's Name	Approved	10/04/2006 11:38:05AM
Prepay Auditor	Sharon Bergeron	Approved	10/04/2006 12:34:10PM

[Return to Cash Advance](#)  
[Return to Search](#) [Notify](#)

### Cancel an Approved Cash Advance

#### Notes:

- To cancel a Travel Authorization, the report must be approved. It may be canceled either before or after the departure date—but only while it is in “Approved” status.
- The traveler or the traveler’s delegate(s) may cancel a Travel Authorization.

- Log in to PeopleSoft through the **Financials Login** (<https://www.uvm.edu/~erp/portal/>).
- Navigation: **Employee Self Service > Travel and Expense Center > Travel Authorization**
- Click the **Cancel** link.

[Cancel](#)

**Cancel Cash Advance**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmpID:

Name:

Case Sensitive

[Basic Search](#)

- If you are the traveler**, the page that opens will be entitled: “Cancel Approved Travel Authorization,” and will list all of the travel authorizations which are in “Approved” status.

## Mini-Manual

- If you are the person who has been delegated entry authority for another individual, the appropriate name will need to be selected from a list. (See the graphic below.)
- Simply click the **magnifying glass** icon to the right of the Employee ID field and bring up a table listing all those for whom entry authority is available. Choose the appropriate name from the list.
- Click the **Search** button to bring up all the Travel Authorizations under that employee's name which are in "Approved" status.

Search

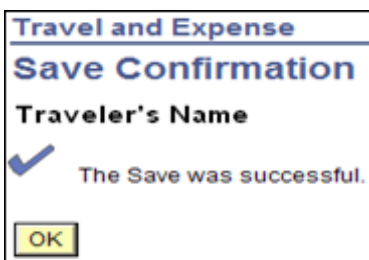
4. Place a checkmark in the **Select** box beside the Travel Authorization(s) to cancel.

Travel and Expense						
Cancel Approved Cash Advance						
Traveler's Name Here						
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	WBkball to Providence, RI	0000009876	11/22/2006	11/25/2006	1,000.00	USD

5. Click the **Cancel Selected Cash Advance(s)** button. (Once the button has been clicked it cannot be changed.)

Cancel Selected Cash Advance(s)

6. A confirmation that the selected Travel Authorization has been canceled will appear.  
**Note:** Although the Cash Advance was canceled, the message will say **Save Confirmation**.



7. Click the **OK** button to confirm acknowledgment of the cancellation.

OK

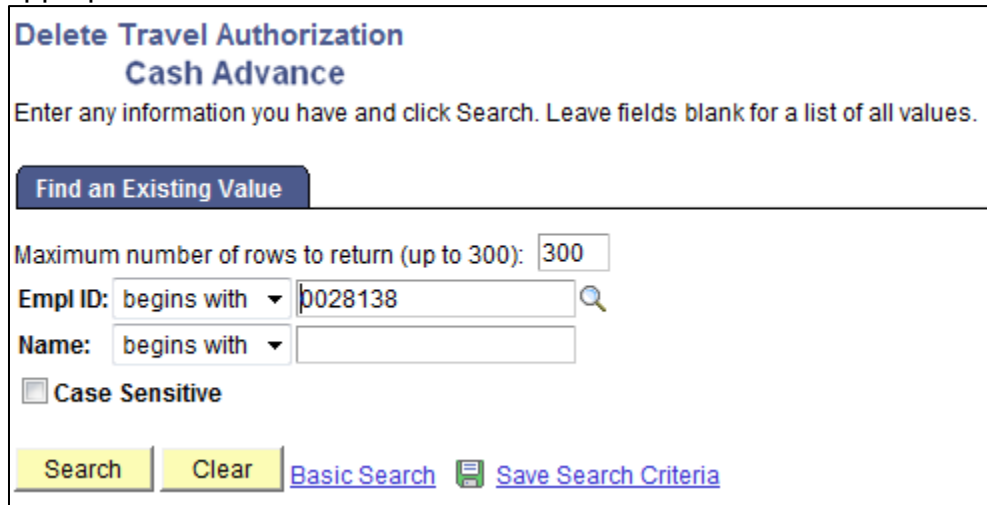
---

## Mini-Manual

### Delete a Cash Advance

The traveler or the traveler's delegate can delete a Cash Advance.

1. Log in to PeopleSoft through the **Financials Login** (<https://www.uvm.edu/~erp/portal/>).
2. Navigation: **Employee Self Service > Travel and Expense Center > Cash Advance**
3. Click **Delete**.
  - **If the traveler**, the page that opens will be entitled: "Delete Cash Advance," and will list all of the Cash Advances which are in "Denied" status.
  - **If the person who has been delegated entry authority for another individual**, choose the appropriate name will need to be selected from a list.
  - Click the **magnifying glass** icon to the right of the Employee ID field and bring up a table listing all those for whom entry authority is available. Choose the appropriate name from the list.



- Click the **Search** button to bring up all the Cash Advances under that employee's name which are in "Denied" status.

**Search**

## Mini-Manual

- If entry authority has been delegated to someone for another individual, click **Delete**, which will open a page requesting the Employee ID of the traveler. Click the **Search** icon to bring up a list of all employees for whom entry authority has been granted. Choose the appropriate **EmpIID** from the search results table.

**Delete Travel Authorization**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmpIID: begins with

Name: begins with

Case Sensitive

[Basic Search](#)

- A page will open showing the Travel Authorization(s) available for deletion (see the graphic below).
- Click the check box under **Select** for the Travel Authorization(s) to be deleted.

**Travel and Expense**

**Delete a Cash Advance**

Your Name Here

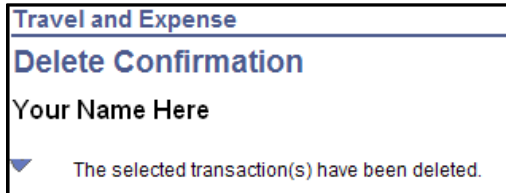
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Speaking Trip to No. Africa	0000098765	11/03/2006	11/05/2006	170.00	USD

- Click the **Delete Selected Cash Advance** button. Once a Cash Advance is deleted, it cannot be reversed.

---

## Mini-Manual

8. A confirmation will appear stating the selected Travel Authorization has been deleted:



9. Click the **OK** button to confirm acknowledgment of the deletion.



## Expense Report Information

### Responsibilities

- Original, itemized receipts are required.
- Create the Expense Report from the Travel Authorization, if a TA was initially created.
- Turn in excess cash; assign Cash Advance to expense report, if a Cash Advance was taken.
- Complete expense report within 20 days of return of trip.
- Route printed report and receipts to approver.
- Follow up to ensure approval and timeliness.

### Create an Expense Report from a Blank Report Form

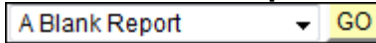
These instructions are designed for those who do NOT have a Travel Authorization.

**Note:** If this Expense Report is related to a trip where a **Travel Authorization** was created, there **MUST** be a link to the original Travel Authorization. Follow the instructions for [Create an Expense Report from a Travel Authorization and Apply a Cash Advance](#).

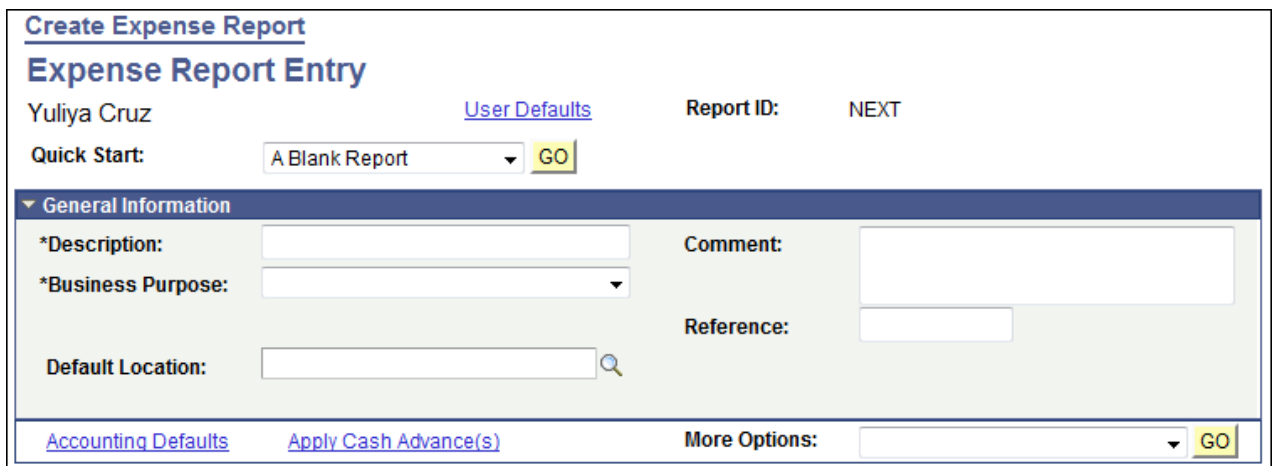
1. Log in to PeopleSoft through the **Financials Login** (<https://www.uvm.edu/~erp/portal/>).
2. Navigation: **Employee Self Service > Travel and Expense Center > Expense Report**
3. Click the **Create** link. (If entry authority has been delegated to someone for another individual, see [Creating an Expense Report for Another Employee](#) in this manual.)

## Mini-Manual

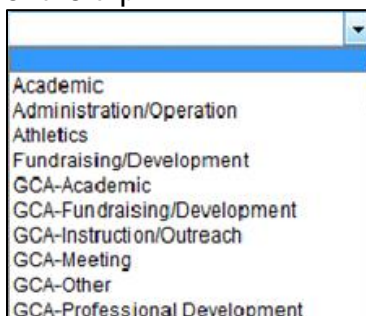
4. Select **A Blank Report** in the **Quick Start** drop-down list.



5. Click the **Go** button. A new expense report from a blank report form will open.

6. In the **Description** field, type a short, meaningful description of the expense (e.g., 2010-12 Recruiting Trip to Boston).
7. Click the **Business Purpose** list. Select the entry that most closely identifies the purpose of the trip.



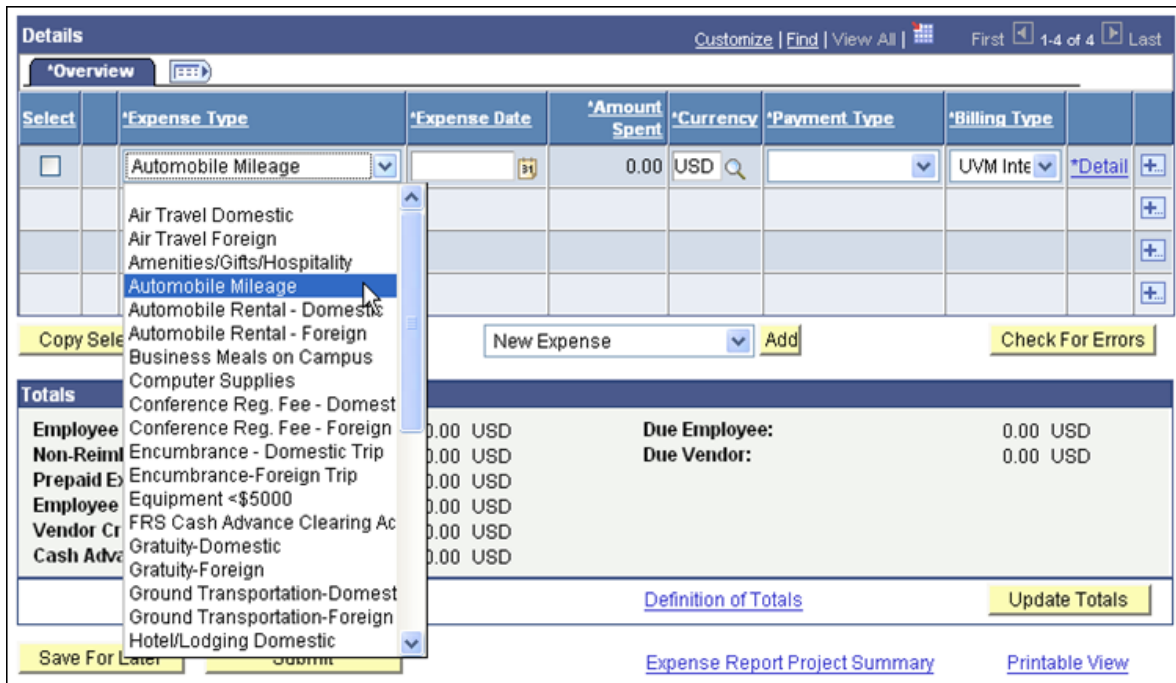
8. Click in the **Comment** field and describe the details of this expense. If this expense report is for a trip, the actual destination(s) **MUST** be entered here. Enter travel dates, and other important details.
9. Notice that the **Default Location** field is not required.

## Mini-Manual

10. When using one chartstring for the entire report, it can be adjusted for the report as a whole, rather than making the adjustments line-by-line. On the main page of the Expense Report, click on the **Accounting Defaults** hyperlink at the bottom left corner of the **General Information** box. Fill out the chartstring, and then click on **OK** to return to the main page.

**Note:** The Accounting Defaults can be changed after data entry has been completed; the detail lines will be updated with the new chartstring information

11. In the Details section, click on the arrow in the first drop-down box under **Expense Type** and select the appropriate expense type (e.g., automobile mileage) from the list provided.



The screenshot shows the 'Details' section of an expense report interface. At the top, there are navigation options: 'Customize', 'Find', 'View All', and 'First 1-4 of 4 Last'. Below this is a table with columns: 'Select', '\*Expense Type', '\*Expense Date', '\*Amount Spent', '\*Currency', '\*Payment Type', and '\*Billing Type'. The first row has a dropdown menu for '\*Expense Type' with 'Automobile Mileage' selected. Other options in the dropdown include Air Travel Domestic, Air Travel Foreign, Amenities/Gifts/Hospitality, Automobile Rental - Domestic, Automobile Rental - Foreign, Business Meals on Campus, Computer Supplies, Conference Reg. Fee - Domestic, Conference Reg. Fee - Foreign, Encumbrance - Domestic Trip, Encumbrance-Foreign Trip, Equipment <\$5000, FRS Cash Advance Clearing Ac, Gratuity-Domestic, Gratuity-Foreign, Ground Transportation-Domestic, Ground Transportation-Foreign, and Hotel/Lodging Domestic. Below the table, there are buttons for 'New Expense', 'Add', and 'Check For Errors'. A 'Totals' section shows 'Employee' and 'Non-Reim' with values of 0.00 USD, and 'Due Employee' and 'Due Vendor' also at 0.00 USD. At the bottom, there are links for 'Definition of Totals', 'Update Totals', 'Expense Report Project Summary', and 'Printable View'.

## Mini-Manual

12. Skip over the other columns in the table and click the **Detail** hyperlink on the far right. A page will open showing the **Expense Detail** for the particular expense line being entered.

**Note:** Every field marked with an asterisk is required.


[\\*Detail](#)

[Create Expense Report](#)

### Expense Detail for Automobile Mileage (Line 1)

Yuliya Cruz Report ID:

About This Expense

\*Expense Date:  


\*Payment Type:   No Receipt



\*Billing Type:   Non-Reimbursable

\*Miles:  x 0.5000

\*Description:

\*Amount Spent:

\*Currency:  

\*Exchange Rate:   

Default Rate

Reimbursement Amt:  USD

Exception Comments

Location Amount:

No Receipt:

[Accounting Detail](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

13. Click the **Calendar** icon beside the **Expense Date** field and select the date the expense was incurred.

**Note:** This cannot be a date in the future.

14. Select how the expense was paid from the drop-down menu under **Payment Type** (e.g., personal credit card or cash).

**Payment Type:**

## Mini-Manual

15. The **Billing Type** will auto-populate as **UVM Internal**, the correct choice for reimbursing a UVM employee. (The other choice, UVM Billable, is not being used.)

**Billing Type:**

16. Fill out the other required fields with an asterisk (\*) for this expense (e.g., for mileage the number of miles and a description of the trip[s], etc. must be entered). For other types of expenses the number and nature of required fields will change.

17. The **Currency** will populate as **US Dollar** and this field should remain unchanged. If necessary, convert foreign currencies into dollars, then complete this expense report in US dollars. (General Accounting uses the following web site for currency conversion: <http://www.oanda.com/currency/converter>)

USD 

18. Click in the appropriate box to the right of Payment Type to place a checkmark beside **No Receipt** or **Non-Reimbursable** if either of these conditions is true. If **No Receipt** is checked, an explanation *is required* in the **Exception Comments** field at the bottom of the page. (**No Receipt** does not need to be checked if a receipt would not be expected as in the case of automobile mileage.)

**No Receipt**

Exception Comments	
Location Amount:	<input type="text"/>
No Receipt:	<input type="text"/>

19. If the expense amount is higher than the allowable limit (e.g., went over on food allowance), an explanation **MUST** be included in the **Location Amount** field under the **Exception Comments** heading .

**Note:** This does not guarantee that the expense amount will be approved, but it is needed to complete the report.

**Exception Comments**

## Mini-Manual

20. If it is necessary to make adjustments to the default **chartstring**, in order for this line of the expense report to be charged correctly, click on the **Accounting Detail** link at the bottom of the page. A new page will open, showing the chartstring associated with this line of the report.

[Accounting Detail](#)

General Ledger ChartFields								
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Dept	Fund
52.00	UVM01	52.00	USD	1.00000000	60503	01	11000	200

[Add ChartField Line](#)    [Refresh](#)

22. Enter the correct chartstring or click on the **Look Up** icon beside the chart field(s) that must be changed, and select the correct value from the **Search Results** displayed. Adjust the entire chartstring as required. (See Step 27.)



23. If it is necessary to split this expense into two or more chartstrings, click the **Add Chartfield Line** button to add pre-populated chartfield lines, which may then be adjusted as necessary.

**Note:** If one expense will be charged to two or more departments, DO NOT split the expense. Instead, enter each part of the expense on a separate row on the front page of the report. Only in this manner can the appropriate individual approve each part of the expense. (Each row can only be approved, but a row can only be approved by one departmental approver, not by two or more.)

[Add ChartField Line](#)

24. When finished adjusting the chartstring(s), click on **OK** to return to the **Detail Page** for this expense line.

[OK](#)

25. When the Expense Detail for this line of the report is complete, click on the yellow **Check Expense For Errors** button. This button checks to make sure that a necessary field did not get omitted and that a valid chartstring was entered. (Checking for Expense Errors does not check whether there are available funds in that budget.)

[Check Expense For Errors](#)

## Mini-Manual

26. Any errors or omissions will be flagged and highlighted in red. Correct or complete the highlighted fields and click **Check Expense for Errors** until there are no longer any fields which are highlighted.



27. If the check for errors indicates an error with a chartstring, it means that PeopleSoft does not recognize it as valid. Clicking **Accounting Detail** is required to correct the problem. For guidance, speak with the appropriate business manager for chartstrings related to operational expenses, or with [Sponsored Project Administration](#) for grant-related chartstrings.

**Note:** When there is a problem with a chartstring, PeopleSoft only highlights the first field in the chartstring the **GL Unit** (which should always read UVM01). This is not typically where the problem resides. Look for a problem further to the right with an incorrect field or an incomplete chartstring. Also, never change the **Account** field. This automatically populates based on the Expense Type chosen.

General Ledger ChartFields							
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Dept
5.00	UVM01	5.00	USD	1.00000000	60515	01	11320

28. Valid chartstrings will, at a minimum, contain entries in the Operating Unit, Department, Fund, Source and Function fields. If there are no values for the Program, Purpose and Property fields, these fields **MUST** contain zeros. (Other fields not mentioned here, if not required by the chartstring, may be left blank.)

29. When the issues have been corrected, click the **Return to Expense Report** hyperlink at the bottom of the page.

[Return to Expense Report](#)

33. If more expense lines are needed, click on the + sign at the end of the last expense line to add a new line. (Alternatively, select **New Expense** from the drop-down underneath the last expense line and click the **Add** button.)



New Expense Add

30. Click the **Save for Later** button frequently to ensure that the work is being saved to the database.

## Mini-Manual

- For hotel and multiple charges on the hotel bill, see the [Hotel Wizard](#) section of this document.
- Meals can be combined on one expense line for the full day's meal. Provide adequate detail in the **Merchant**, **Non-preferred** and **Description** boxes.

About This Expense	
*Expense Date:	11/15/2010 <input type="text"/>
*Payment Type:	Cash <input type="text"/> <input type="checkbox"/> No Receipt
*Billing Type:	UVM Internal <input type="text"/> <input type="checkbox"/> Non-Reimbursable
*Merchant (Choose One)	
Preferred:	<input type="text"/>
Non-preferred:	Yogurt R Us, Burger Haven, Steakh
*Description:	Breakfast \$4.00, Lunch \$7.50, Dinner \$17.50
*Amount Spent:	29.00 <input type="text"/>

31. To duplicate particular lines on an expense report (e.g., there are similar expenses to list for multiple days), click in the box to the left of the expense line(s) to be copied, in the column marked **Select**. (This puts a checkmark in that box.) Then click the **Copy Selected** button. Choose whether to copy to one date, or a range of dates, and whether to include weekends and/or holidays. When finished, press the **OK** button.)

Copy Selected

34. To delete particular lines on the expense report, click in the box to the left of the expense line(s) to be deleted (under the column marked **Select**), then press the **Delete Selected** button.

Delete Selected

35. When all the expenses to be included on this expense report have been entered, click the **Check for Errors** button on the main report screen in order to perform one final check, ensuring that all the required information has been entered.

Check For Errors

36. Click the **Save for Later** button to edit this report or to print a copy of it again at a later time. (Expense reports cannot be printed until they have been either saved or submitted.)

Save For Later

## Mini-Manual

37. After the report has been saved, click on the **Printable View** hyperlink and use the browser's **PRINT** button to print a copy of this report.

**Note:** For additional information regarding printing Travel and Expense forms see the [PeopleSoft Tips Mini-Manual](#).

- To print a copy of this report after it has been submitted, navigate through **Employee Self Service > Travel and Expense CENTER > Expense Report > Print**, then use the browser Print button.
- A copy of the expense report **MUST** be printed. Attach the original, itemized receipts to it, and then forward the reports with the receipts to the appropriate departmental **Approver**. (After approving the report, the departmental approver will forward the receipts to General Accounting.)

[Printable View](#)

38. To save this Expense Report to be edited/submitted later, click the **Save for Later** button. Then the navigational menu or the **Sign Out** button can be used to move-on to another task. (See [Modify an Expense Report](#) in this manual if help is needed to open an existing report for changes to be made.)

When finished with the report, it needs to be **submitted for approval**. Click **Submit** to send the report into the corresponding approver's workflow.

**Note:** Be advised that when a report has been submitted, it is no longer accessible for editing.

[Submit](#)

### Create an Expense Reports for Someone Else:

1. Complete **Steps 1 - 3** in [Create an Expense Report](#).


- Click on **Create** (Step 3), to open a page that will request the Employee ID of the traveler.
- Ensure that the **Add a New Value** tab is selected. Leave the **EmplID** box empty and click the **Search** icon. Choose the appropriate **EmplID** from the search results table.



The screenshot shows a web interface with two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is active. Below the tabs is a search field labeled "EmplID:" with a search icon to its right. Below the search field is a yellow "Add" button. At the bottom of the interface, there are two links: "Find an Existing Value" and "Add a New Value".

---

## Mini-Manual

2. Click the **Add** button to create a new Expense Report.  

3. Pick up the process with **Step 4** above, located under, [Creating an Expense Report from a Blank Report Form.](#)

### Create an Expense Report from a Travel Authorization (Apply a Cash Advance)

If a Travel Authorization is created for a trip, the Expense Report **MUST** be created FROM that Travel Authorization. Follow the directions in this section to create an Expense Report from a Travel Authorization.

**Note:** Travel Authorizations cannot be linked afterwards to an existing Expense Report. These instructions also include how to apply a Cash Advance to the Expense Report that is linked from a Travel Authorization.


1. Log in to PeopleSoft through the **Financials Login** (<https://www.uvm.edu/~erp/portal/>).
2. Navigation: **Employee Self Service > Travel and Expense Center > Expense Report**
3. Click the **Create** link. (If entry authority has been delegated to someone for another individual, see **Step 53.**)

**Note:** The process for entering Travel and Expense Reports for someone else is exactly the same except the other employee's name must be chosen from a list. Here are the instructions to select another employee from the list.

- a. Complete **Steps 1-5** to create Travel and Expense Reports. On **Create** (Step 5), a page will open requesting the Employee ID of the traveler.

Ensure that the **Add a New Value** tab is selected. Leave the **EmplID** box empty and click the **Search** icon. This will bring up a list of all employees for whom you have authority to create Expense Reports. Choose the appropriate **EmplID** from the search results table.

## Mini-Manual



- b. Click the **Add** button to create a new Expense Report. Continue below.

**Add**

4. Select **A Travel Authorization** in the **Quick Start** drop-down list.



5. Click the **Go** button.

**Go**

6. If there is only one Travel Authorization pending, an Expense Report form based on that Travel Authorization will open. Skip to **Step 12**.

7. If there are multiple Travel Authorizations pending, a search dialogue will open to allow the proper Authorization to be chosen.



	Travel Auth Description	Travel Auth ID	Date From	Date To	Amount
<b>Select</b>	Upcoming Conference	0000001111	10/07/2006	10/13/2006	1,000.00

8. The Travel Authorization may already be listed in a table beneath the **Date** fields. If not, adjust the dates in the Search dialog box and click the **Search** button to find the Travel Authorization.

**Search**

## Mini-Manual

9. Find the appropriate Travel Authorization in the table. Click the **Select** button beside it.

Select

10. An Expense Report based on this Travel Authorization will open.

Create Expense Report

### Expense Report Entry

[User Defaults](#)      Report ID: NEXT

**General Information**

\*Description: Upcoming Conference      Comment: Conference in Orlando, FL for all up-and-comers.

\*Business Purpose: Professional Development      Reference:

Default Location:      Authorization ID: 0000001111

[Accounting Defaults](#)      [Apply Cash Advance\(s\)](#)      More Options:      GO

**Details**      Customize | Find | View All | First 1-4 of 4 Last

\*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Encumbrance - Domestic Tr	12/18/2006	1000.00	USD	Personal Credit	UVM Inte	Detail +

11. Notice that the **Default Location** field is not required.

12. To apply the Cash Advance to this Expense Report, click the Apply the Cash Advance link. (If there isn't a Cash Advance to apply, skip to **Step 17**)

13. If there is only one Cash Advance active in the system, PeopleSoft will bring up information related to that Cash Advance. If there is more than one Cash Advance active, click on the **Search** icon to bring up a list of the Advances. Choose the Cash Advance to apply from the Search Results table.

Search by: Advance ID begins with

Look Up      Cancel      [Advanced Lookup](#)



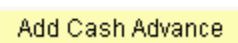
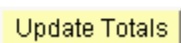
**Search Results**


View All      First 1 of 1 Last

Advance ID	Advance Description	Balance	Currency Code
0000000999	Upcoming Conference	950	USD

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14. A table containing several columns will open. An **Advance ID #** should populate in the first column and the total **Cash Advance Amount** in the second. Scroll to the right side of the table and enter **the amount of the Cash Advance** that was actually spent in the column marked **Total Applied**. (Do not enter the full amount of the Cash Advance if returning money to the University.)

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied		
0000000999 	950.00	75.00 USD	1.00000000	875.00 USD		
						

15. Press the **Update Totals** button. If returning money to the University, that amount should now show in the **Balance** column.
16. **PRINT** this page and bring it to the Cashier's Office. This page displays all the information the Cashiers will need to process these funds.
17. Press the **Okay** button to apply the Cash Advance and return to the main Expense Report page.
- 
18. If the Travel Authorization had only one expense line (**Encumbrance-Domestic** or **Encumbrance-Foreign**), then the Expense Report will open with only that one expense line.
- If that is the case, select the line by clicking in the checkbox in the column marked **Select** at the left of the first expense line. Then click on the **Delete Selected** button to remove the Encumbrance line. **Skip to Step 19.**
19. If the Travel Authorization had several expense lines (i.e., the expected expenses were itemized), these expenses need to be modified to match the actual expenses. To do so, click on the **Detail** link at the right of each expense line. Add expense lines as necessary
- Complete the expense report by following **Step 11** through the end of the [Creating an Expense Report](#) section of this manual.

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20. After finishing the edits of the expense lines and applying the Cash Advance, check the **Totals** box at the bottom of the main Expense Report page to ensure that the information has been entered correctly.

Totals			
Employee Expenses:	1,500.00 USD	Due Employee:	625.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	875.00 USD		
		<a href="#">Definition of Totals</a>	<a href="#">Update Totals</a>
<a href="#">Save For Later</a>		<a href="#">Submit</a>	
<a href="#">Expense Report Project Summary</a>			

21. Click the **Save for Later** button which will allow the report to be edited or printed at a later time. Expense reports cannot be printed until they have been either saved or submitted.
- After the report has been saved, click on the **Printable View** hyperlink and use the browser's PRINT button to print a copy of this report.  
[Printable View](#)
  - If a copy of this report is needed after it has been submitted, navigate through **Employee Self Service > Travel and Expense Center > Expense Report > Print**, then use the browser Print button.
22. Print out a copy of the expense report, attach the original, itemized receipts to it, and forward the report with the receipts attached to the appropriate department Approver.
- If the University owes money to the Employee**, the hard copy of the Expense Report with original, itemized receipts attached will be routed from the department approver to General Accounting. They audit and approve the expense report. The approved transaction will route to the payables module of PeopleSoft. Procurement Services will print and mail a check as reimbursement.
  - If the Employee owes money to the University** (as in the case of a Cash Advance which was not entirely spent) the employee should take that money to the University Cashier's Office along with a copy of the Cash Advance. A copy of the Expense Report should be forwarded to General Accounting after the Expense Report has been approved by the departmental Approver.
  - In either case, General Accounting gets all Expense Reports with the original, itemized receipts attached.

---

## Mini-Manual

23. To save this Expense Report to be edited and/or submitted later, ensure that it has been saved using the **Save for Later** button. The navigational menu can then be used or clicking on the **Sign Out** button will move on to another task. (See the section below on **Modify an Expense Report** if help is required for opening an existing report to make changes.)

24. When this report is complete, it can be submitted for approval. Click **Submit** to send this report into the approver's worklist. (Be advised that when a report is submitted, it is no longer accessible for editing.)

**Submit**

**Note:** UVM policy allows only one Cash Advance per trip. Each Cash Advance **MUST** be reconciled on its own Expense Report.

### Modify an Expense Report

An Expense Report was saved because it could not be completed. It now needs to be edited and submitted. Follow the instructions below to modify an expense report.

1. Log in to PeopleSoft through the **Financials Login** (<https://www.uvm.edu/~erp/portal/>).
2. Navigation: **Employee Self Service > Travel and Expense Center > Expense Report**
3. Click **Modify**.

**Modify**

#### Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New Value**

---

**Search by:**   begins with

**Search** | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

4. Choose the **Find an Existing Value** tab (default). Search by choosing a criterion from the drop-down list. Clicking the **Search** button to open a table showing a list of the Expense Reports eligible to be modified. (Once a Report has been submitted it can only be modified by the Approver unless they send it back.)

**Search**

## Mini-Manual

5. Choose the report to modify by clicking on the report number in the **Report ID** column. (The results may be sorted by clicking on one of the column headings: Report Description, Name, EmplID, Report Status or Creation Date.)
6. **Modify** the report (add, delete or modify expenses) as appropriate. (If necessary, use [Create an Expense Report](#) as a guide.)
7. To duplicate selected lines on the expense report, (i.e., similar expenses on multiple days) click in the box to the left of the expense line(s) to copy in the column marked **Select**, then click on the **Copy Selected** button. (Choose whether to copy to one date or to a range of dates and whether to include weekends and/or holidays. When finished, press the **OK** button.)

Copy Selected

8. To delete selected lines on the expense report, click in the box to the left of the expense line(s) in the column marked **Select**, and press the **Delete Selected** button.

Delete Selected

9. If more expense lines are needed, click on the **+** (plus) sign at the end of the last expense line to add a new line. (Alternatively, ensure that **New Expense** is selected in the drop-down box underneath the last expense line, and then click the **Add** button.)

New Expense

10. When all the expenses are entered to be included on this expense report, click on the **Check for Errors** button on the main report screen. Errors and omissions will be flagged and highlighted in red. All errors and omissions must be corrected to submit report.

Check For Errors

11. Click the **Save for Later** button in order to continue to edit this report, or to print a copy of it at a later time.

Save For Later

12. After the report has been saved, click on the **Printable View** hyperlink and use the browser PRINT button to print a copy of this report.

**Note:** For additional information regarding printing Travel and Expense forms see the [PeopleSoft Tips Mini-Manual](#).

Printable View

## Mini-Manual

**13. When the report is complete it needs to be submitted** for approval. Click the **Submit** button to send this report to the approver's worklist.

**Submit**

**14. Print** out a copy of the expense report, **attach the original, itemized receipts** to it, and forward the report with the receipts attached to the appropriate department's Approver

### View the Status of Expense Forms

An Expense Report has been submitted and now needs to be viewed. These instructions are for Travelers, Designates and Approvers

1. Log in to PeopleSoft through the **Financials Login** (<https://www.uvm.edu/~erp/portal/>).
2. Navigation: **Employee Self Service > Travel and Expense Center > Expense Report**
3. Click the **View** hyperlink.
4. Use the **Search** tools to find the report. Reports for individuals that have authorized entry will also be available for viewing as well. To **sort any column**, click on the header for that column. Select the appropriate report from the list.

Find an Existing Value					
Search by: <input type="text" value="EmpIID"/> <input type="button" value="v"/> begins with <input type="text"/>					
<input type="button" value="Search"/> <a href="#">Advanced Search</a>					
Search Results					
View All <span style="float: right;">First <input type="button" value="◀"/> 1-21 of 21 <input type="button" value="▶"/> Last</span>					
EmpIID	Advance ID	Advance Description	Name	Advance Status	Creation Date
	0000000388	VELCO Excavations, second crew		Submitted	10/13/2006
	0000000371	VELCO Excavations, Oct. 12-13	Traveler's Name Will Be Here	Staged	10/10/2006
	0000000367	VELCO Excavations, Oct. 16-20		Pending	10/10/2006
	0000000310	VELCO Excavations, Oct. 9-13		Paid	10/02/2006
	0000000270	VELCO Excavations Oct. 2-5		Reconciled	09/25/2006
	0000000247	VELCO Excavations, Sept. 25-29		Reconciled	09/19/2006
	0000000215	VELCO Excavations, Sept. 18-22		Reconciled	09/11/2006

## Mini-Manual

- The report will open in **View** mode and not for editing purposes. (Once a report has been submitted for modification. If a report has been submitted, but not yet approved, and needs to be modified there are two choices: the approver may choose to modify the report, or choose to send it back at which point it may be modified and resubmitted.)
- View the status of the report in the **General Information** box at the top.  
**Note:** The report information shown below has a status of **Staged**, meaning that the check is ready to be printed.

General Information	
<b>Description:</b>	<b>Comment:</b>
<b>Business Purpose:</b> Instruction/Outreach	
<b>Status:</b> Staged	<b>Reference:</b>
<b>Default Location:</b> BURLINGTON, Vermont	<b>Last Updated:</b>
<b>Post State:</b> Not Applied	

- Definition of Terms Commonly Used Under **Status:**

**Pending** ..... Not Yet Submitted

**Submitted** ..... Awaiting Approval

**Approved** ..... By Departmental Approver

**In Process** ..... Approval from Multiple Departments in Process

**Denied\*** ..... Not Approved (and Effectively Dead)

**Staged** ..... The Check Is Set Up to be Printed

**Paid** ..... Money Dispersed or Ready for Disbursement

**Reconciled** ..... Cash Advance is Reconciled with Expense Report

**Note:** \*A report which has been **Denied** cannot be resubmitted a new report will have to be created.

- Scroll down to the bottom of the screen to view the **Action History**. This will show highlights of the steps the report has taken in the approval process.

Action History			
Profile	Name	Action	Date/Time
	John Doe	Submitted	01/12/2007 3:09:53PM
Expense Manager	John Doe's Supervisor	Sent Back For Revision	01/16/2007 9:37:07AM
	John Doe	Resubmitted	01/19/2007 3:24:06PM
Expense Manager	John Doe's Supervisor	Approved	01/23/2007 1:44:19PM

---

## Mini-Manual

9. Notice in the above example that this report was submitted, sent back for changes, then resubmitted and finally approved.

### Cancel an Expense Report

- To cancel an Expense Report, it must be approved. It may be canceled either before or after the departure date—but only while it is in “Approved” status.
  - The traveler or the traveler’s delegate(s) may cancel an Expense Report.
1. Log in to PeopleSoft through the **Financials Login** (<https://www.uvm.edu/~erp/portal/>).
  2. Navigation: **Employee Self Service > Travel and Expense Center > Expense Report**
  3. Click the **Cancel** link.

#### Note:


- **If you are the traveler**, the page that opens will be entitled: “Cancel Approved Expense Report,” and will list all of the travel authorizations which are in “Approved” status.
- **If you are the person who has been delegated entry authority for another individual**, the appropriate name will need to be selected from a list.
- Click the **magnifying glass** icon to the right of the Employee ID field and bring up a table listing all those for whom entry authority is available. Choose the appropriate name from the list.

#### Cancel Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.


**Find an Existing Value**

---

EmpID:   

Name:

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

## Mini-Manual

- Click the **Search** button to bring up all the Expense Report under that employee's name which are in "Approved" status.

**Search**

- Place a checkmark in the **Select** box beside the Expense Report(s) to cancel.

Travel and Expense						
Cancel Approved Expense Report						
Traveler's Name Here						
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	WBkball to Providence, RI	0000009876	11/22/2006	11/25/2006	1,000.00	USD

- Press the **Cancel Selected Expense Report(s)** button. (Once the button has been clicked it cannot be changed.)

**Cancel Selected Expense Report(s)**

- A confirmation that the selected Expense Report has been canceled will appear. **Note:** Although the Travel Authorization was canceled, the message will say **Save Confirmation**.



- Click the **OK** button to confirm acknowledgment of the cancellation.

**OK**

### Delete an Expense Report

The traveler or the traveler's delegate can delete a Travel Authorization.

- Log in to PeopleSoft through the **Financials Login** (<https://www.uvm.edu/~erp/portal/>).
- Navigation: **Employee Self Service > Travel and Expense Center > Expense Report**

---

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### 3. Click **Delete**.


#### Note:

- **If the traveler**, the page that opens will be entitled: **Delete Expense Reports**, and will list all of the travel authorizations which are in **Denied** status.
- **If the person who has been delegated entry authority for another individual**, the appropriate name will need to be selected from a list.

Enter any information you have and click Search. Leave fields blank for a list of all values.


**Find an Existing Value**

Maximum number of rows to return (up to 300):

Empl ID: begins with  

Name: begins with

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

- Click the **magnifying glass** icon to the right of the Employee ID field and bring up a table listing all those for whom entry authority is available. Choose the appropriate name from the list.
- Click the **Search** button to bring up all the Travel Authorizations under that employee's name which are in "Denied" status.

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- If entry authority has been delegated to someone for another individual, click **Delete**, which will open a page requesting the Employee ID of the traveler (see the graphic below). Click the **Search** icon to bring up a list of all employees for whom entry authority has been granted. Choose the appropriate **EmpIID** from the search results table.

**Delete Expense Report**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmpIID:

Name:

Case Sensitive

[Basic Search](#)

- A page will open showing the Expense Report(s) available for deletion.

**Travel and Expense**

**Delete a Expense Report**

Your Name Here

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Speaking Trip to No. Africa	0000098765	11/03/2006	11/05/2006	170.00	USD

- Click the check box under **Select** for the Expense Report(s) to be deleted.

**Select**

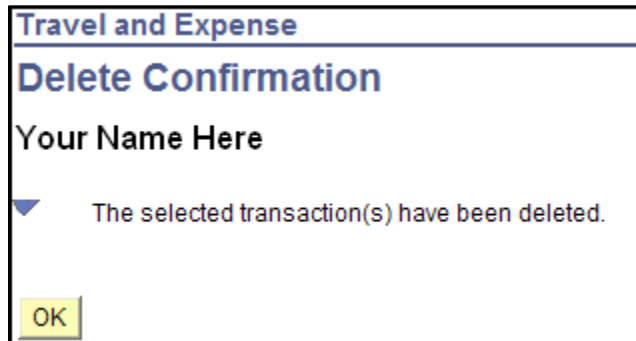
- Click the **Delete Selected Expense Report** button. Once the Expense Report is deleted, it cannot be reversed.

**Delete Selected Expense Report**

---

## Mini-Manual

8. A confirmation will appear stating the selected Travel Authorization has been deleted:



9. Click the **OK** button to confirm acknowledgment of the deletion.



## ADVANCED TOPICS

### Responsibilities of Approver

Approvers must ensure that the **Travel Authorization** is completed correctly and approved before approving the **Cash Advance**. It is very important to put the departure date of the trip in the **Begin Trip Date** field and the Travel Authorization number in the **TA# & Comments** field. These fields are used on several central reports and cannot remain blank.

Before approving an expense report for a trip, ask the following questions:

- Is there an authorization for this trip?
- Was the expense report created from the authorization?
- Was there a cash advance for this trip?
- Was the cash advance applied to the expense report using the hyperlink?
- Are all original, itemized receipts attached?
- Are expense lines charged to the correct chartstring?

### Approve Travel and Expense Reports

Travel and Expense reports need to be approved by a designated administrator. This document gives detailed instructions on the approval process in PeopleSoft. [Click here to see a list of approvers.](#)

1. Log in to PeopleSoft through the **Financials Login** (<https://www.uvm.edu/~erp/portal/>).

## Mini-Manual

- Click on the **Worklist** link in the header at the upper corner of the screen.

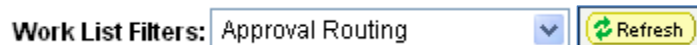


- Select the Expense Report to approve from the table by clicking on the blue corresponding link.

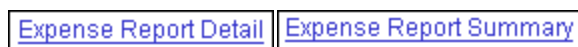
**Note:** Expense Reports start with **ER**, Travel Authorizations start with **TA** and Cash Advances start with **CA**.

Detail View		Work List Filters:			
From	Date From	Work Item	Worked By Activity	Priority	Link
Allowed to start app servers	08/21/2006	Approval Routing	Approval Workflow		<a href="#">ERApproval, SHEET_ID:0000000867, 11761</a>
Allowed to start app servers	09/06/2006	Approval Routing	Approval Workflow		<a href="#">ERApproval, SHEET_ID:0000001409, 16571</a>
Allowed to start app servers	09/06/2006	Approval Routing	Approval Workflow		<a href="#">ERApproval, SHEET_ID:0000001416, 16661</a>
Allowed to start app servers	09/08/2006	Approval Routing	Approval Workflow		<a href="#">ERApproval, SHEET_ID:0000001499, 17701</a>
Allowed to start app servers	09/11/2006	Approval Routing	Approval Workflow		<a href="#">ERApproval, SHEET_ID:0000001526, 18021</a>

- If there is a long list of Reports, sort them by Report type by using the **Work List Filters**. Choose **Approval Routing** from the dropdown list and click on the **Refresh** button at the bottom of the page.



- Check the **Report Information** section at the top of the page to get a sense of the Who, What and Why of this Report. Ensure that all the information listed there is correct.
- The Report opens in **Expense Summary View**. Most changes can be made in this view. However, **Add** expense lines requires going to the **Expense Detail View**. Toggle back and forth between the two views by clicking on the **Detail** or **Summary** links at the bottom of the page. (The directions below apply to working in the **Summary View**.)



## Mini-Manual

- Locate the **Expense Line Items** section in the middle of the page. Click on the first blue hyperlink under **Expense Types** the link will lead to the detail page of the first line of the expense report.

Expense Line Items								
Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve Expense	
<a href="#">Business Meals</a>	07/19/2006				145.18	USD	<input type="checkbox"/>	
<a href="#">Business Meals</a>	07/20/2006				342.51	USD	<input type="checkbox"/>	

- Look over the information on the **Expense Detail for Line 1** page to ensure accuracy. Make any adjustments or changes that are needed (or review these details and send the report back for corrections if preferred).

[Approve Expense Report](#)

### Expense Detail for Business Meals (Line 1)

Report ID: \_\_\_\_\_

**About This Expense**

'Expense Date: 09/01/2006 

'Payment Type: Personal Credit Card  No Receipt

'Billing Type: UVM Internal  Non-Reimbursable

'Merchant (Choose One)

Preferred: \_\_\_\_\_

Non-preferred: The Daily Grind

'Description: Top Secret Project

'Amount Spent: 123.45

'Currency: USD

'Exchange Rate: 1.00000000  

Default Rate

Reimbursement Amt: 123.45 USD

**Exception Comments**

Location Amount: \_\_\_\_\_

No Receipt: \_\_\_\_\_

[Accounting Detail](#)

- Click on the **Accounting Detail** link near the bottom of the page to show the chartstring for this particular expense line. Check to ensure that the chartstring is correct, or make changes as required.

**Note:** The Approver should check the Accounting Detail for each expense line to ensure the accuracy of the report as a whole.

[Accounting Detail](#)

## Mini-Manual

Helpful Hint: To change the chartstring for the entire report, it may be easier (depending on the length of the Report) to send it back and allow the Preparer to make the changes using the **Accounting Defaults** link. (The Preparer can set one default chartstring for the entire Report; the Approver cannot.)

[Approve Expense Report](#)  
**Accounting Detail**

**Report ID:**

This is the accounting detail for expense type Business Meals with a transaction date of 2006-09-01 in the amount of 123.45 USD.

[Restore Defaults](#)

General Ledger ChartFields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Dept	Fund
99.40	UVM01 <input type="button" value="Q"/>	99.40	USD	1.00000000	60553 <input type="button" value="Q"/>	01 <input type="button" value="Q"/>	55000 <input type="button" value="Q"/>	100 <input type="button" value="Q"/>
24.05	UVM01 <input type="button" value="Q"/>	24.05	USD	1.00000000	60553 <input type="button" value="Q"/>	01 <input type="button" value="Q"/>	55000 <input type="button" value="Q"/>	120 <input type="button" value="Q"/>

[Add ChartField Line](#)   [Refresh](#)

[OK](#)

9. If the chartstring (or chartstrings, if the expense is split between multiple chartstrings—as in the example above) is correct, click **OK** to return to the **Expense Line Detail** page.

10. To approve this line of the Expense Report, ensure that the **Approve Expense** box is checked. Alternatively, if this line of the Report will not be approved, ensure that the **Approve Expense** box is not checked.

(The Report as a whole can be approved and still leave individual expense lines unreimbursed. Pay careful attention to the **Expense Report Totals** information to be certain that the financial breakdown reflects what you intended.)

[Accounting Detail](#)  
[Add Additional Attendees](#)  
[Receipt Split](#)  
 **Approve Expense**  
[Check Expense For Errors](#)  
[Return to Expense Report](#)

---

## Mini-Manual

11. Click on **Return to Expense Report**.

[Return to Expense Report](#)

12. Repeat **Steps 6-12** for any remaining **Expense Line Items** on the main page.

13. Scroll to the bottom of the page to check the Budget Status. If Budget Checking is NOT complete, click the **Budget Options** link. (If budget checking is complete, go to **Step 19**.)

[Budget Options](#)

14. A page will open showing the **Commitment Control Details**. Click on the yellow **Budget Check** button near the bottom of the page. The Budget Check will run.

[Budget Check](#)

15. To approve this report, Budget Status must show an Approval Status of either **Valid** or **Warning**. If the Status shows **Valid**, skip to **Step 21**. If it shows **Warning**, proceed to **Step 20** and then on to **Step 21**.

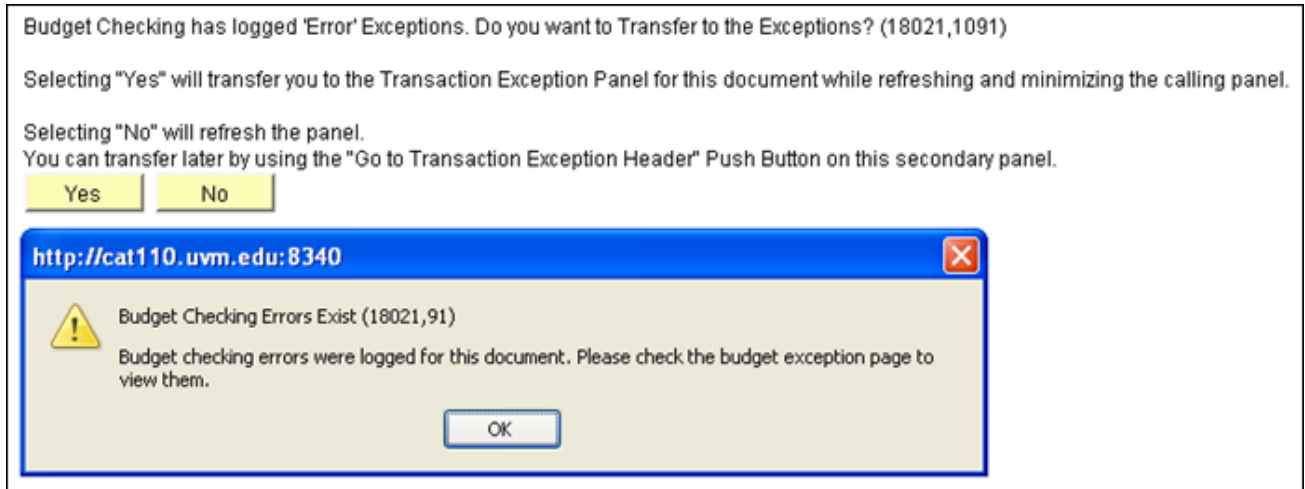
Budget Status: Valid      Budget Checking completed. Report is ready for Approval/Posting.  
[Budget Options](#)

16. If the **Budget Status** shows **Error**, it needs to be corrected in order to continue. A message will appear. Click **OK** to dismiss the blue box, and then click on **Yes** to go to the Transaction Exception Panel.

The **Transaction Exception Panel** will open a table, which logs Expense Report errors and warnings. Search for your Expense Report by number and click on the link. A page will open, which will explain why this Report failed budget checking.

## Mini-Manual

If there are no funds or insufficient funds associated with the chartstring(s), a budget transfer to fund the chartstring(s) may be needed before approving this report.



17. Carefully review the report and the receipts. When satisfied that the report is accurate and after the budget is checked with status **Valid** (or **Warning**) the report is ready to be approved.

18. At this point, there are four options for this Report:

<p>Approve</p>	<p><b>Approve</b> the Report—whether all lines or only some of them—and the Report as a whole will move on to General Accounting where a check will be cut for the <b>Total Due Employee</b>.</p>
<p>Send Back</p>	<p><b>Send Back</b> the Report for modification. It can be adjusted by the one seeking reimbursement or by anyone with entry authority delegated to them, but they <b>WILL NOT</b> automatically BE NOTIFIED. <b>Note: Send Back</b> and <b>Deny</b> require an explanation in the <b>Comments</b> field.</p>
<p>Save and Hold</p>	<p><b>Save and Hold</b> the Report if not prepared to approve it. This may be a good idea if seeking to confirm details or waiting for a receipt, however, <b>NO ONE ELSE</b> can open the report <b>WHILE</b> it is on <b>Hold</b>.</p>
<p>Deny</p>	<p><b>Deny</b> the Report. If the Report is denied, it will be effectively <b>Terminated</b> and cannot ever be modified or resubmitted. <b>Note: Send Back</b> and <b>Deny</b> require an explanation in the <b>Comments</b> field.</p>

## Mini-Manual

19. To approve the Report, click the **Approve** button. A confirmation dialog will open.

Approve

[Approve Expense Report](#)  
**Submit Confirmation**

Report ID:

Expense Report Totals			
Employee Expenses:	451.08	USD	
Non-Reimbursable Expenses:	0.00	USD	
Prepaid Expenses:	0.00	USD	
Employee Credits:	0.00	USD	
Vendor Credits:	0.00	USD	
Cash Advances Applied:	0.00	USD	
			Due Employee: 451.08 USD
			Due Vendor: 0.00 USD

[Definition of Totals](#)

This report will be approved.

20. Click **OK** to acknowledge approval of this Expense Report.

OK

21. Follow one of the following:

- **If the University owes money to the Employee**, route the hard copy of the Report with receipts attached to General Accounting. It will be prepared and a check mailed as reimbursement.
- **If the Employee owes money to the University** (as in the case of a Cash Advance which was not entirely spent), the employee should take that money along with a hard copy of their Cash Advance to the Cashier's Office.

**Note:** Hard copies of the Expense Report with receipts attached must still be routed to General Accounting.

## Mini-Manual

### Reassign Approvals for Travel and Expense

An Approver needs to reassign expense forms (expense reports, travel authorizations, cash advances) to another Approver so that they can approve them.

1. Log in to PeopleSoft through the **Financials** Login (<https://www.uvm.edu/~erp/portal/>).
2. Navigation: **Manager Self Service > Travel and Expense Center > Approvals > Reassign Approvals**
3. A page will open similar to the shown below. If there are expense forms awaiting approval, they will be listed. All of the forms listed for reassignment may be selected or just individual ones if preferred.

[Define Security](#)

### Reassign Work

Approver: Your Name Here

Reassign Work To:

[Select All](#)  [Deselect All](#) Reassign

Select	Transaction Type	Total Amount	Name	EmpID	Report ID	Submission Date	Role
<input type="checkbox"/>	Expense Report	33.820	Jim Rice	0030033	0000002510	10/11/2006	Department Manager
<input checked="" type="checkbox"/>	Expense Report	84.600	Fred Lynn	0084273	0000002519	10/11/2006	Department Manager
<input type="checkbox"/>	Travel Authorization	295.000	Dwight Evans	0052322	0000000462	10/11/2006	Department Manager

[Select All](#)  [Deselect All](#) Reassign

4. Choose the form(s) to be reassigned by placing a checkmark in the box(es) in the column at the far left end of the appropriate line(s). In the example above, only the second form, expense report 0000002519, is selected for reassignment.)

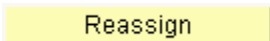


5. In the box marked **Reassign Work To**, enter the UVM NetID of the individual to be reassigned the expense form(s). Since it is possible to enter any valid UVM NetID in this box, be very careful to enter the net id of an individual who is authorized to approve expense forms.

Reassign Work To:

## Mini-Manual

- There is a list of [Travel and Expense Approvers](#) by name and by department number which can be found in the [PeopleSoft Mini-Manual](#) section of the Learning Services web site. If an expense form is reassigned to someone who does not have approval authority that expense form may be difficult to retrieve.
6. Press one of the yellow Reassign buttons. The approver will not be given a second opportunity to approve the change.



7. To need to assign another expense form(s) to a different approver, repeat **Steps 4-6**.

### Create an Expense Report Template; Use Template to Create an Expense

Expense reports are created frequently and a more efficient process is needed to create the reports in PeopleSoft. These detailed instructions provide the steps to create a template that can be re-used when needed.

1. Log in to PeopleSoft through the **Financials** Login (<https://www.uvm.edu/~erp/portal/>).
2. Navigation: **Employee Self Service > Travel and Expense Center > Other Expense Functions**
3. Click the **Other Expense Functions** link.



4. Click the **Create/Update User Template** link.



**User Template**

---

**Document Template:**

**Template Type:**

5. Select the **Add a New Value** tab.



## Mini-Manual

6. Type a name for this template in the **Document Template** box (not to exceed 8 characters). Keep it general, as this template will be used as a pattern.

7. Select **Expense Report** from the **Template Type** drop-down box.

**Template Type:**

8. Click the **Add** button to create a new expense report template.

**Add**

Modify a Template

**User Template**

Natalie Guillette

---

**General Information**

**User ID:** nguillet

**Template:** 3QFNDRS

**Template Type:** Expense Report

**\*Description:**

**Short Description:**

---

**\*Expense Type**

<input style="width: 95%;" type="text" value="Air Travel Domestic"/>	+	-
--	---	---

**Save**

## Mini-Manual

9. Type a brief description for this Template in the **Description** box.

**Description:**

**\*Expense Type**

- Air Travel Domestic
- Air Travel Domestic
- Air Travel Foreign
- Amenities/Gifts/Hospitality
- Automobile Mileage
- Automobile Rental - Domestic
- Automobile Rental - Foreign
- Business Meals on Campus
- Computer Supplies
- Conference Reg. Fee - Domestic
- Conference Reg. Fee - Foreign
- Encumbrance - Domestic Trip
- Encumbrance-Foreign Trip
- Equipment <\$5000
- FRS Cash Advance Clearing Acct
- Gratuify-Domestic
- Gratuify-Foreign
- Ground Transportation-Domestic
- Ground Transportation-Foreign
- Hotel/Lodging Domestic
- Hotel/Lodging Foreign

10. Choose an **Expense Type** from the drop-down box. This will add a line for this type of expense onto the Expense Template

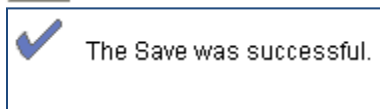
**\*Expense Type**

11. Click the **Save** button to save the work up to this point. (It's a good idea to save from time to time while working on it.)

Save

12. Click the **OK** button to acknowledge that the save was successful.

OK



13. Click on the **+ sign** at the end of the Expense line to add more lines. (Add as many lines as needed.) Choose an Expense Type for each of these lines.



14. When all of the expense lines have been added to the Template, press the **Save** button.

Save

## Mini-Manual

15. Click the **OK** button to acknowledge that the save was successful.



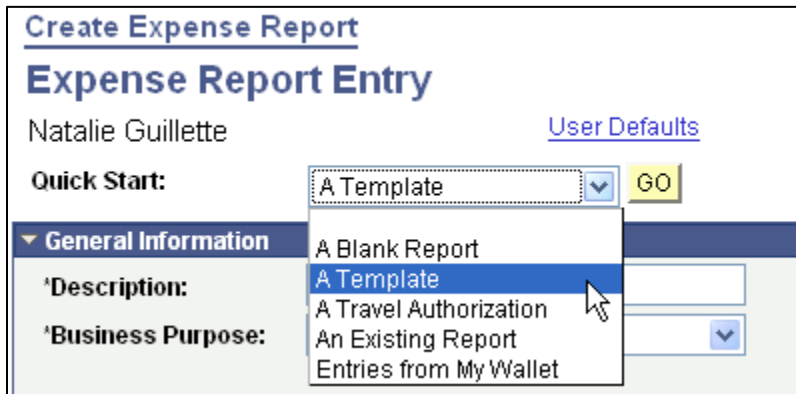
16. To update this template at any time, search for it at Step 6 by selecting the **Find an Existing Value** tab and clicking the **Search** button.





17. To use this template as the basis for an Expense Report, navigate to **Employee Self Service > Travel and Expense Center > Expense Report > Create**.

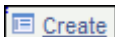
In the Quick Start drop-down box, select **A Template**. Click on **Go**, and then select the template to use from the search results table displaying all the Expense Report templates which have been created.



### Create an Expense Report from an Existing Expense Report

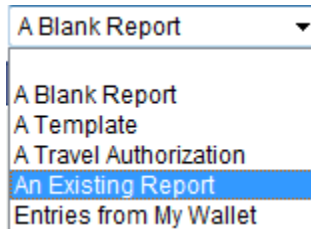
A helpful and more efficient process to create similar Expense Reports in PeopleSoft is to create a one from an Expense Report.

1. Log in to PeopleSoft through the **Financials** Login (<https://www.uvm.edu/~erp/portal/>).
2. Navigation: **Employee Self Service > Travel and Expense Center > Expense Report**
3. Click on the **Create** link. (If entry authority has been delegated to someone for another individual, see **Step 53**.)



## Mini-Manual

4. Select “An Existing Travel Report” in the **Quick Start** drop-down list.



A Blank Report ▼  
A Blank Report  
A Template  
A Travel Authorization  
**An Existing Report**  
Entries from My Wallet

5. Click the **Go** button.



Go

6. A screen populated with prior expense reports will open. Press the Select button to choose the report.



**Create Expense Report**

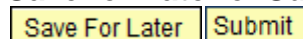
**Copy From an Existing Expense Report**

Erin Fitzgerald Report ID: NEXT

From Date: 11/11/2009  To: 02/11/2011

	Report ID	Description	Business Purpose	Status	Created
<input type="button" value="Select"/>	<a href="#">0000047108</a>	testing	Fundraising/Development	In Process	02/09/2011
<input type="button" value="Select"/>	<a href="#">0000047106</a>	testing chart fields	Recruiting	Pending	01/24/2011
<input type="button" value="Select"/>	<a href="#">0000038839</a>	PeopleSoft Higher Ed Users Grp	Training	Paid	03/09/2010

7. The information from the prior report will populate on the new report, including old dates and dollar amounts.
8. Update as necessary, including any information on the Details hyperlink and Accounting Detail hyperlink.
9. **Save for Later** or **Submit**. An Expense Report number will be assigned.



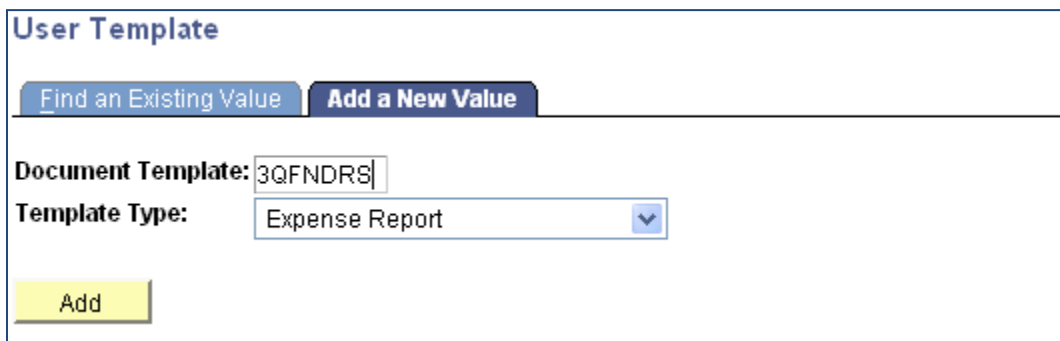
---

## Mini-Manual

### Create an Expense Report Template

A helpful and more efficient process to create similar Expense Reports in PeopleSoft is to use Expense Report Templates. Follow these detailed instructions to create a template to re-use when needed.

1. Log in to PeopleSoft through the **Financials Login** (<https://www.uvm.edu/~erp/portal/>).
2. Navigate to: **Employee Self Service > Travel and Expense Center > Other Expense Functions**.
3. Click **Create/Update User Template**.



The screenshot shows a web form titled "User Template". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". Below the tabs, there are two input fields: "Document Template:" with the text "3QFNDRS" and "Template Type:" with a dropdown menu showing "Expense Report". At the bottom left of the form is a yellow "Add" button.

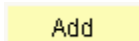
4. Select the **Add a New Value** tab.
5. Type a name for this template in the **Document Template** box (not to exceed eight characters).



6. Select **Expense Report** from the **Template Type** drop-down box.



7. Click the **Add** button to create a new expense report template.



## Mini-Manual

8. Type a brief description for this Template in the **Description** box.

**\*Description:**

Modify a Template  
**User Template**  
Your Name here

---

**General Information**

**User ID:** Your NetID here  
**Template:** 3QFNDRS  
**Template Type:** Expense Report  
**\*Description:**   
**Short Description:**

---

**\*Expense Type**

<input style="width: 95%;" type="text" value="Air Travel Domestic"/>	▼	+	-
--	---	---	---

9. Choose an **Expense Type** from the drop-down box. This will add a line for this type of expense onto the Expense Template.

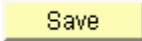
**\*Expense Type**

**\*Expense Type**

<input style="width: 95%;" type="text" value="Air Travel Domestic"/>	▼
<ul style="list-style-type: none"> <li>Air Travel Domestic</li> <li>Air Travel Foreign</li> <li>Amenities/Gifts/Hospitality</li> <li><b>Automobile Mileage</b></li> <li>Automobile Rental - Domestic</li> <li>Automobile Rental - Foreign</li> <li>Business Meals on Campus</li> <li>Computer Supplies</li> <li>Conference Reg. Fee - Domestic</li> <li>Conference Reg. Fee - Foreign</li> <li>Encumbrance - Domestic Trip</li> <li>Encumbrance-Foreign Trip</li> <li>Equipment &lt;\$5000</li> <li>FRS Cash Advance Clearing Acct</li> <li>Gratuify-Domestic</li> <li>Gratuify-Foreign</li> <li>Ground Transportation-Domestic</li> <li>Ground Transportation-Foreign</li> <li>Hotel/Lodging Domestic</li> <li>Hotel/Lodging Foreign</li> </ul>	

## Mini-Manual

10. Click the **Save** button to save up to this point.

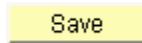


11. Click **OK**.

12. Click on the **+ plus** sign at the end of the Expense line to add more lines. (Add as many lines as needed.) Choose an Expense Type for each of these lines.

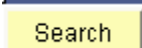


13. Once all requested expense lines are added to the Template, press the **Save** button.



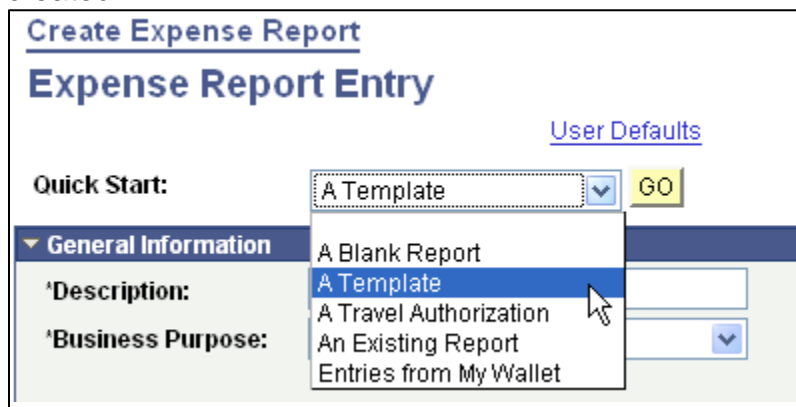
14. Click **OK**.

15. To update this template at any time, search for it at **Step 6** by selecting the **Find an Existing Value** tab and clicking the **Search** button.



16. To use this template as the basis for an Expense Report, navigate to **Employee Self Service > Travel and Expense Center > Expense Report > Create**.

17. In the Quick Start drop-down box, select **A Template**. Click on **Go**, and select the template to use from the search results table displaying all the Expense Report templates created.



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## Mini-Manual

### International Travel

Every effort should be made to prepay foreign expenses with a purchasing card and purchase orders. It is advisable to prepay expenditures to reduce the need for carrying large amounts of cash.

- All amounts entered in PeopleSoft must be entered in US Dollars. Although some drop-down choices for other currencies can be seen, UVM is not using that functionality. If using a personal credit card, the credit card statement will show the charges in US Dollars. If expenses were paid using cash and need to be converted to a different currency, there is a link to a currency converter on the UVM [Travel Information website](#).
- For a trip lasting seven days or less, obtaining a currency conversion rate needs to be done only once. For trips lasting longer than seven days, obtain a currency conversion rate at the start of each new week of travel.

### Hotel Wizard

PeopleSoft contains functionality to easily distribute multiple costs on a hotel bill to the correct expense types and accounts. The following example illustrates the Hotel Wizard, and itemizing the hotel room, parking, and room service meals.

1. Select the **Expense Type** of Hotel/Lodging (foreign or domestic).
2. Press the **Details** hyperlink. The Authorization Detail for Hotel/Lodging window will open.
3. Enter the following information:
  - **Date**
  - **Payment Type**
  - **Number of Nights**
  - **Merchant**
  - **Description**
  - **Amount Spent**

# Mini-Manual

4. Select the **Itemize Hotel Bill** hyperlink.

[Create Expense Report](#)

**Expense Detail for Hotel/Lodging Domestic (Line 1)**

Erin Fitzgerald Report ID:

**About This Expense**

\*Expense Date: 05/15/2010

\*Payment Type: Personal Credit Card   No Receipt

\*Billing Type: UVM Internal   Non-Reimbursable

\*Number of Nights: 4

\*Merchant (Choose One)

Preferred: Marriott

Non-preferred:

\*Description: 4 night stay plus room service and parking

\*Amount Spent: 500.00

\*Currency: USD

\*Exchange Rate: 1.00000000   Default Rate

Reimbursement Amt: 500.00 USD

**Exception Comments**

Location Amount:

No Receipt:

[Accounting Detail](#)

[Receipt Split](#)

[Itemize Hotel Bill](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)


## Mini-Manual

- The Itemize Hotel Bill screen is displayed. In the **Charges Incurred on This Bill**, check the appropriate boxes. Press the **Continue** button.

Note: Notice that “Your Hotel Bill” will keep a running total.

### Itemize Hotel Bill

Erin Fitzgerald Report ID: NEXT



General Hotel Bill Information	Your Hotel Bill														
<p><b>*Transaction Date:</b> 05/15/2010 <input type="checkbox"/> <b>Checkout Date</b></p> <p><b>*Payment Type:</b> Personal Credit Card</p> <p><b>*Billing Type:</b> UVM Internal</p> <p><b>*Number of Nights:</b> 4</p> <p><b>*Merchant (Choose One)</b></p> <p style="margin-left: 20px;"><b>Preferred:</b> Marriott</p> <p style="margin-left: 20px;"><b>Non-preferred:</b> <input type="text"/></p> <p><b>*Description:</b> 4 night stay plus room service and parking</p> <p><b>*Amount Spent:</b> 500.00</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Total Bill</td><td style="text-align: right;">500.00 USD</td></tr> <tr><td>Room Charge</td><td style="text-align: right;">0.00</td></tr> <tr><td>Room Tax</td><td style="text-align: right;">0.00</td></tr> <tr><td>Room Service</td><td style="text-align: right;">0.00</td></tr> <tr><td>Parking</td><td style="text-align: right;">0.00</td></tr> <tr><td>Miscellaneous</td><td style="text-align: right;">0.00</td></tr> <tr style="border-top: 1px solid black;"><td>Remaining:</td><td style="text-align: right;">500.00 USD</td></tr> </table>	Total Bill	500.00 USD	Room Charge	0.00	Room Tax	0.00	Room Service	0.00	Parking	0.00	Miscellaneous	0.00	Remaining:	500.00 USD
Total Bill	500.00 USD														
Room Charge	0.00														
Room Tax	0.00														
Room Service	0.00														
Parking	0.00														
Miscellaneous	0.00														
Remaining:	500.00 USD														

### Charges Incurred on This Bill

<input checked="" type="checkbox"/> Room Charge	<input checked="" type="checkbox"/> Parking
<input checked="" type="checkbox"/> Room Service	<input type="checkbox"/> Laundry
<input type="checkbox"/> Telephone	<input checked="" type="checkbox"/> Misc Charges

Continue

- Enter the nightly Room Rate. Press the enter button, and the Your Hotel Bill total will update. Press the **Continue** button.

Room Charge						Your Hotel Bill	
Transaction Date	Number of Nights	Room Rate	Currency	Non-Reimbursable			
05/15/2010 <input type="checkbox"/>	4	100.00	USD	<input type="checkbox"/>	-	Total Bill	500.00 USD
<span style="background-color: yellow; padding: 2px 10px;">Add Room Charge</span>						Room Charge	400.00
<p><b>Number of Nights:</b> 4</p> <p><b>Room Charge Total:</b> 400.00 USD</p> <p><b>Total Room Expense:</b> 400.00 USD</p>						Room Service	0.00
<span style="background-color: yellow; padding: 2px 10px;">Previous</span> <span style="background-color: yellow; padding: 2px 10px; margin-left: 20px;">Continue</span>						Parking	0.00
						Miscellaneous	0.00
						Remaining:	100.00 USD

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- Enter the Meal Type and Amount. Press the Enter button, and “Your Hotel Bill” will be updated. Press the **Continue** button.

Room Service						Your Hotel Bill	
Date	Meal Type	Amount	Currency	Non-Reimbursable			
05/15/2010	Trv.Meals	25.00	USD	<input type="checkbox"/>			
Add Room Service Charge							
Room Service Total:		25.00	USD				
						Total Bill	500.00 USD
						Room Charge	400.00
						Room Service	25.00
						Parking	0.00
						Miscellaneous	0.00
						Remaining:	75.00 USD
Previous						Continue	

- Enter the Parking Amount. Press the Enter button, and “Your Hotel Bill” will be updated. Press the **Continue** button.

Parking					Your Hotel Bill		
Date	Amount	Currency	Non-Reimbursable				
05/15/2010	40.00	USD	<input type="checkbox"/>				
Add Parking Charge							
Parking Total:		40.00	USD				
					Total Bill	500.00 USD	
					Room Charge	400.00	
					Room Service	25.00	
					Parking	40.00	
					Miscellaneous	0.00	
					Remaining:	35.00 USD	
Previous					Continue		

- Enter the Misc Charges by selecting an Expense Type from the drop down list. Enter the Amount. Notice that “Your Hotel Bill” will be updated. Press the **Continue** button.

Misc Charges						Your Hotel Bill	
Date	Expense Type	Amount	Currency	Non-Reimbursable			
05/15/2010	Internet Services Charges	35.00	USD	<input type="checkbox"/>			
Add Charge							
Misc Charges Total:		35.00	USD				
						Total Bill	500.00 USD
						Room Charge	400.00
						Room Service	25.00
						Parking	40.00
						Miscellaneous	35.00
						Remaining:	0.00 USD
Previous						Continue	

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10. The Hotel Wizard will confirm completion.

Hotel Itemization - Finish!	Your Hotel Bill
Congratulations! You are done. If you need to make any adjustments, you may use 'Receipt Split' function to reconcile your bill later.	<a href="#">Total Bill</a> 500.00 USD
	<a href="#">Room Charge</a> 400.00
	<a href="#">Room Service</a> 25.00
	<a href="#">Parking</a> 40.00
	<a href="#">Miscellaneous</a> 35.00
	Remaining: 0.00 USD
<a href="#">Previous</a> <a href="#">Done</a>	

**Note:** If the Hotel Wizard is completed with a balance remaining, an error message will be displayed. **Your bill of \$XXX does not match what you entered, \$YYY.** Click **Previous** to change it or click **Done** and use the **Split** function to change it later.”

11. In the **Details** section, note that Expense Type lines are created for each night of lodging, meals, parking, and internet services.

12. Continue to edit the expense report as needed.

13. Choose **Save for Later** or **Submit**.

### Business Meal Attendees

PeopleSoft contains functionality to easily add additional attendees at a business meal, which fulfills the requirements of the IRS Accountable Plan Rules. The following example illustrates the Add Additional Attendees functionality.




1. Select the Expense Type of Business Meals.
2. Press the Details hyperlink. The Authorization Detail for Hotel/Lodging window will open.

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3. Enter the following information:

- Date
- Payment Type
- Merchant
- Description
- Amount Spent

4. Select the Add Additional Attendees hyperlink. The Attendees screen will be displayed.

About This Expense	
*Expense Date:	11/15/2010 
*Payment Type:	Cash <input type="button" value="v"/> <input type="checkbox"/> No Receipt
*Billing Type:	UVM Internal <input type="button" value="v"/> <input type="checkbox"/> Non-Reimbursable
*Merchant (Choose One)	
Preferred:	<input type="button" value="v"/>
Non-preferred:	Dog Team Tavern
*Description:	Meeting of the Temperance League
*Amount Spent:	90.00
*Currency:	USD
*Exchange Rate:	1.00000000  
	<input checked="" type="checkbox"/> Default Rate
Reimbursement Amt:	90.00 USD
Exception Comments	
Location Amount:	<input type="text"/>
No Receipt:	<input type="text"/>
<a href="#">Accounting Detail</a> <a href="#">Add Additional Attendees</a> <a href="#">Receipt Split</a> <input type="button" value="Check Expense For Errors"/> <a href="#">Return to Expense Report</a>	

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- The name of the employee receiving the expense reimbursement is the first name displayed. Enter the Title of the employee. Press the **+** button to add more lines.

**Attendees**

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Attendees are required for the Meals - Business expense on line 1. Please list the attendees associated with this expense.

Name	Company	Title		
Fitzgerald,Erin	University of Vermont		+	-
			+	-
			+	-
			+	-
			+	-

OK

- Add attendees, Company/University, and Title. Press the **OK** button when complete.

Attendees are required for the Meals - Business expense on line 1. Please list the attendees associated with this expense.

Name	Company	Title		
Fitzgerald,Erin	University of Vermont	Manager, General Accour	+	-
Anthony,Susan B	Woman's Temperance Union	President	+	-
Nation,Carrie	US Temperance League	Vice Chair	+	-

OK

- Complete the Expense Report as necessary.

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### Review Payment Information (for Expense Reports)

An Expense Report has been submitted and needs to be viewed to find the details related to the payment check number, date paid, amount of payment, etc. Follow the instructions in this section to view payment information for an Expense Report.


1. Log in to PeopleSoft through the **Financials Login** (<https://www.uvm.edu/~erp/portal/>).
2. Navigate to: **Employee Self Service > Travel and Expense Center > Review Payments > Review Payments.**
3. Click on the **Search** button.

**Employee Expense Payments**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**EmplID:** begins with    
**Name:** begins with   
**Payment Reference:** begins with   
**SetID:** = ▼    
**Bank Code:** begins with    
**Bank Account:** begins with    
**Payment Number:** begins with

Case Sensitive

Search Clear [Basic Search](#)  [Save Search Criteria](#)

4. This will pull up a table listing all payments made as a result of Expense Reports created.

Search Results									
View All							First	◀ 1-4 of 4 ▶	Last
EmplID	Name	Payment Number	SetID	Bank Code	Bank Account	Creation Date	Payment Reference		
0011223	...	000006367	SHARE	FI001	BN08	09/28/2006	1006264		
0011223	name blocked out	000005077	SHARE	FI001	BN08	09/15/2006	1004974		
0011223	...	000004527	SHARE	FI001	BN08	09/11/2006	1004424		
0011223	...	000000512	SHARE	FI001	BN08	07/19/2006	1000409		

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- Select the desired payment from the list. A page will open showing the detail of the particular payment chosen.

### Employee Payment History

Payment Info

**Check Number:** 1006264  
**Bank Code:** TD Banknorth  
**Bank Account:** Accounts Payable  
**Payment Amount:** 194.02 USD  
**Pay Status:** Paid **Status:** Posted  
**Payment Method:** Check **Check Date:** 09/28/2006

[Payee Address](#)

[Customize](#) | [Find](#) | First 1 of 1 Last

Type	ID	Descr	Status	Created	Amount
Expense Report	<a href="#">000000</a>	Travel to Conference	Paid	09/20/2006	194.02 USD

Save | Return to Search | Previous in List | Next in List

- Payment Information includes the pertinent details surrounding this particular payment: the amount, date, and check number, etc. (**Note:** Sometimes multiple expense reports may be paid on one check.)
- From the Payment Detail page the next payment in the list, or the previous payment in the list, can be viewed. Another option is **Return to the Search**.

## New Policy Changes Regarding Travel Expenses

The newly revised [Travel Policy](#), which went into effect on July 1, 2011, has some significant changes to the policy. Along with these changes, General Accounting and Procurement Services have increased their internal controls and audit efforts on expense reports and PurCard journals. Many individuals may only associate the travel policy with submitting travel expense reports, however all methods of payment for travel expenses **MUST** follow this policy, including UVM PurCard.

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### New Changes:

All original itemized receipts are required as supporting documentation for all purchases made. This pertains especially to all meal receipts - travel meals or business meals. Procurement's audit process must be in compliance with the IRS Accountable Plan Rules. These include: a clear business purpose, destination, and dates of travel.

If a receipt is lost, misplaced, or damaged beyond legibility, the traveler is responsible for contacting the vendor and requesting a copy of the receipt. If the cardholder does not present an acceptable receipt with their PurCard journal, the following action(s) will apply:

Personal reimbursement from the employee to UVM will be required within 15 days. If multiple occurrences take place or if reimbursement is not met within the deadline:

- Employee supervisor will be notified
- Employee noted on audit report
- Payroll deduction for outstanding reimbursement
- MCC code turned off for specific purchases and/or card terminated

### Hardcopy of PurCard Journals and deadlines to send to Procurement:

Day 1 - PurCard Journals ready to campus (journals dated the 1<sup>st</sup> of each month)

Day 21-23 - PurCard Reallocation due in PeopleSoft

Day 45 - PurCard Journal Hardcopies/receipts due in Procurement Services

Day 50 – Email reminder sent out to cardholder- hardcopy of journal is missing

Day 55 - Follow-up phone call – if hardcopy is not received, card will be suspended in 5 days

Day 60 - PurCard is “suspended”.

Please share this information with your department members before their next travel date or use their PurCard for any new purchases. These requirements and deadlines are in effect and will be the cardholders' responsibility to follow.

For questions, email [purcard@uvm.edu](mailto:purcard@uvm.edu)

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### Frequently Asked Questions

#### Travel and Expense Forms

##### How do I get reimbursed for work/travel related expenses?

All reimbursable expenses incurred by employees must be submitted through the Travel and Expense Center in PeopleSoft. If you are trying to reimburse someone who is not a UVM employee, see [the matrix](#) the University's Procurement Services web site for direction as to how to proceed.

##### How do I know which form to use?

There are three main forms in the Travel and Expense Center:

1. **Travel Authorization:** required to receive a cash advance. (Some departments require a Travel Authorization prior to travel, even if a cash advance is not needed—ask the business manager if unsure.)
2. **Cash Advance:** required if traveling and need to take University money along for planned expenses.
3. **Expense Report:** required when there are expenses (travel or non-travel related) for which reimbursement is being requested.

##### What if I don't seem to have access to Travel and Expense forms?

All University employees should have access to create Travel and Expense forms. Please follow the instructions carefully, and ensure that the navigation is done precisely. In this area it is particularly easy to think that the right spot in the menu has been clicked, when it actually has not been. Navigating to **Employee Self Service > Travel and Expense Center > Expense Report > Create** is required. If access cannot be granted, a [Footprint](#) should be submitted.

#### Travel Authorizations

##### Why must one cancel a Travel Authorization which will not be used?

As soon as it is budget-checked, a Travel Authorization places an encumbrance against the budget which must somehow be removed. Typically it is removed when the Travel Authorization is used as the basis for creating an expense report—*however, when the typical process is not followed* (an expense report is not created from the Travel Authorization, or

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the trip is canceled), the Travel Authorization must be removed from the system in order to remove the encumbrance from the budget.

### Can a Travel Authorization be cancelled BEFORE it has been approved?

No, before it has been approved, a Travel Authorization cannot be canceled, but it can be deleted by the traveler or the traveler's delegate. See the **Deleting a Travel Authorization** section in this manual.

#### Notes:

- If a Travel Authorization was canceled due to the trip not taken, and there is an **approved** Cash Advance, then the **Cash Advance** needs to be either **canceled** (if funds were not received) or **reconciled** (if funds were received - either by applying the funds to an expense report, or by returning them to the Cashier's Office).
- **Also:** Approved Cash Advances may only be **canceled** by General Accounting. Contact them to cancel the Cash Advance if the money was not picked up. If the money was picked up, return the full amount to the Cashier's Office and General Accounting will then **reconcile** the Cash Advance.
- The Travel Authorization will still need to be canceled.

### Can the Approver delete a Travel Authorization?

No, but s/he has two choices:

- a. The approver can effectively close out a Travel Authorization by denying it. Open the Travel Authorization from the worklist and use the **Deny** button at the bottom of the page.
- b. The approver can return the Travel Authorization to the traveler so that the traveler or traveler's delegate can delete it. Open the Travel Authorization from the worklist and use the **Send Back** button at the bottom of the page. Using the Send Back button will NOT send a notification to the traveler or delegate who entered the report. The traveler or delegate will have to navigate through Employee Self Service.

### Why is it necessary to delete or deny a Travel Authorization which will not be used?

As soon as it is budget-checked, a Travel Authorization places an encumbrance against the budget which must somehow be removed. Typically, it is removed when the Travel Authorization is used as the basis for creating an expense report. However, when this process is not followed (an expense report is not created from the Travel Authorization), the Travel Authorization must be removed from the system in order to remove the encumbrance from the budget.

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### Can a Travel Authorization be deleted AFTER it has been approved?

No, after it has been approved, a Travel Authorization cannot be deleted, but it can be canceled. See the section entitled “Canceling a Travel Authorization” in this manual.

- The workflow for the approval of Travel Authorizations (like expense reports) is based on the department(s) being used in the chartstring. For example, if someone is traveling on another department’s budget, that department’s approver must approve their Travel Authorization.

### Do I need a Travel Authorization?

A travel authorization is needed if a department requires it, or if planning to request a cash advance.

### What if I create a Travel Authorization and decide not to use it?

A Travel Authorization creates a pre-encumbrance against the budget, which must be removed. (It is normally removed through the creation of an expense report.) In the case where a travel authorization is not used, it must be deleted by the creator prior to approval, or canceled by a system administrator after it has been approved. See [Cancel an Approved Travel Authorization](#) for more information. Need help cancelling an approved travel authorization? E-mail General Accounting or submit a [Footprint](#) ticket.

## Cash Advance

### How do I get a cash advance for travel?

A Travel Authorization and a Cash Advance must be filled out—and both forms must be approved in the system—before being eligible to access a cash advance. Completing these forms should be done well ahead of the departure date, and notify the appropriate approver that they are in the system awaiting approval.

### Where and when do I pick up my cash advance?

If on campus, the cash must be picked up in the Cashier’s Office in Waterman. It will be available five business days prior to the departure date. Bring a printed copy of the Cash Advance form, along with a valid form of personal identification. If located off-campus, the option to have the check mailed is available (ensure that there is sufficient time for processing and mailing).

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### What if there is money left over from the cash advance?

After returning from the trip, create an expense report from the Travel Authorization that was used (see the section above in this Mini Manual). In the process of creating an expense report, the opportunity to apply the cash advance will be available. Be very careful to apply only the amount that was spent. While creating an expense report, print the detail page that was used to actually apply the cash advance (the page is titled: Apply Cash Advance(s)). Take this page, along with the funds that are being returned, to the Cashier's Office. The page that is required to be printed displays all of the information that the cashiers will need in order to properly process these funds.

## Expense Reports

### What do I do when I have expenses related to multiple budgets?

Each line of the expense report may be divided among multiple chartstrings (by percentage), or billed to a unique chartstring as required.

### Where does my expense form go after I submit it?

In the Travel and Expense Center, expense forms are automatically routed to departmental approvers. Most departments have two approvers, either of whom may normally approve an expense form. If the expense form uses chartstrings from two or more departments, then an approver from each department will need to approve the expense line(s) associated with that department. The form will not be fully approved until all expense lines have been approved by the appropriate approvers. (If one department SENDS BACK your expense forms for changes, then all departments must again approve their lines—even if they approved them previously.) [Departmental approvers](#).

### What should I do with receipts?

All receipts should be attached to a printed, signed copy of the expense report and forwarded to the appropriate departmental approver(s). After the expense report has been approved, the departmental approver(s) should forward the printed copy of the expense report with receipts attached to General Accounting for payment.

### What if I'm missing a required receipt?

On the Expense Detail page you will need to check the box marked **No Receipt**, then give an explanation below the Exception Comments heading, in the text box marked **No Receipt**. (It is not required for categories like "mileage," where no receipt is expected.) It is the responsibility of the approver to accept or reject the reason entered for not submitting a receipt.

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### What is the difference between “Business Meals” and “Travel Meals”?

Travel Meals are meals eaten when traveling. Business Meals, is a formal category of expense in which a group of individuals go out to dinner for a specific business purpose for instance, as part of a job interview. If the expense category **Business Meals** is used, all the individuals who took part in the meal must be identified, along with their relationship to the University, and the business purpose for the meal.

### How should "Travel Meals" be reported?

Travel meals should be reported by the day. In other words, report breakfast, lunch and dinner on one line on the expense report. Itemize the amount for each meal on the Detail page for that line.

### What is a “Preferred Merchant”? What is a “Non-Preferred Merchant”?

The terms **Preferred** and **Non-preferred** are misleading. In the Travel and Expense Center, a preferred merchant is one whose name appears on a drop-down list as opposed to a merchant whose name must be entered into the system. Include a merchant (required) for each expense line either choose a preferred merchant from the drop-down list, or enter an appropriate name in the non-preferred field.

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### Helpful Links

Here are links to register for related classes, policies, and other resources:

- [How to Pay for Various Types of Purchases](#)
- [Open Lab Schedule](#)
- [PeopleSoft Class Descriptions](#)
- [PeopleSoft Mini- Manuals](#)
- [Travel and Expense Approvers \(pdf\)](#)

### Relevant UVM Departments

- [General Accounting](#)
- [Financial Reporting and Accounting Services](#)
- [Procurement Services](#)
- [Sponsored Project Administration](#)

### Related Policy

- [Automobile Rental](#)
- [Business Meals and Amenity](#)
- [Petty Cash](#)
- [Purchasing Airfare with a PurCard](#)
- [Travel Accident Insurance](#)
- [Travel Policies and Procedures](#)

**Suggestions? Updates?** Please send an e-mail to [psguides@uvm.edu](mailto:psguides@uvm.edu)

This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.