Travel and Expense
In PeopleSoft

Planes, Trains and Automobiles
AGENDA

- PeopleSoft Travel Module
- Travel Authorization
- Cash Advance
- Expense Report
  - Business Meal Attendees
  - Hotel Wizard
- Receipt Requirements
- T&E Direct Deposit
- Travel Policy
- Approver Responsibilities
- Travel Resources
Do you ever get the feeling that we are really just herding cats?

Because anybody can herd cattle...
HR employee information is uploaded to the T&E module.

Selecting an expense type (hotel, car rental, etc.) automatically selects the account number.

Personal templates may be created (employee only).

Other individuals may be authorized to enter forms on your behalf.

The Chart String populates Expense Reports from the individual user profile.
Travel Authorization

- The Travel Authorization creates an encumbrance in the accounting system, and has a unique number assigned to it.
- Complete required fields, use Comment box for actual destination and trip details.
- Approval is electronic.
- All travel Cash Advances require a Travel Authorization. Use the ‘Create a Cash Advance’ hyperlink on the bottom of the TA.
- A trip can also be encumbered without a Cash Advance being issued.
- All trips outside of the United States and Canada require a Travel Authorization – for safety reasons.
- The encumbrance stays on the budget until an Expense Report is created from the Travel Authorization [and the Cash Advance is applied against the travel expenses].
On the Budget Reports:
What does the encumbrance look like?

<table>
<thead>
<tr>
<th>OU</th>
<th>Dept</th>
<th>Fund Source</th>
<th>Func</th>
<th>Prog</th>
<th>Purp</th>
<th>Ppty</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>52150</td>
<td>100 10001</td>
<td>201 0960</td>
<td>0905</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6050</td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>60500</td>
<td>Conference Registr Fee Dom</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>60502</td>
<td>Other Foreign Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Base Budget</th>
<th>Revised Budget</th>
<th>YTD Revenue</th>
<th>Period(s) Revenue</th>
<th>YTD Expense</th>
<th>Period(s) Expense</th>
<th>Pre-Encumbrance</th>
<th>Encumbrance</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>60500 Travel</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>25.00</td>
<td>0.00</td>
<td>0.00</td>
<td>200.00</td>
<td>-225.00</td>
</tr>
<tr>
<td>60502 Subtotal</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>25.00</td>
<td>0.00</td>
<td>0.00</td>
<td>200.00</td>
<td>-225.00</td>
</tr>
<tr>
<td>Chartstring SubTotal</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>25.00</td>
<td>0.00</td>
<td>0.00</td>
<td>200.00</td>
<td>-225.00</td>
</tr>
</tbody>
</table>

Report Total Revenues | 0.00 | 0.00 | 0.00 | 0.00 | 25.00 | 0.00 | 0.00 | 200.00 | -225.00 |
Report Total Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 25.00 | 0.00 | 0.00 | 200.00 | -225.00 |

*** NOTE: For FY10 and beyond, Budget, Encumbrance and Pre-Encumbrance amounts are as-of the selected fiscal year and through period. For years prior to FY10, the budget, encumbrance and pre-encumbrance numbers are as of the end of the selected year.
Cash Advance

- Must have **Travel Authorization** completed first, of equal or greater value.

- Must refer to the **Travel Authorization Number** in the TA# & Comments field on the Cash Advance form.

- Must have the **Beginning Trip Date** in the corresponding field on the Cash Advance form.

- Cash Advance has unique **Reference Number** assigned to it.

- **Approval** process is electronic.
Cash Advance

- Traveler determines amount of Cash Advance. Creates and submits a Cash Advance for approval.

- Determines type of Advance:
  - Cash
  - UVM checks - requires advanced planning.
  - Direct deposit – runs on the same cycle as checks.

- Not meant for pre-trip expenses.
Cash Advance

- Approved Cash Advances: Forms with full approvals are sent to the Cashiers Office five business days prior to the trip start date by the Disbursement Center.

- The traveler is responsible for checking the status of the Cash Advance to ensure it is ready at the Cashier’s Office for pick up (manual).

- Bring a copy of the Cash Advance form and valid UVM ID.
Travel Expense Report

- Requires electronic approvals, after the report and itemized receipts are carefully reviewed.
- Approver is based on department number.
- Requires traveler’s signature on Expense Report if entered by someone other than the traveler.
- Requires paper or electronic report with itemized receipts be submitted to the Disbursement Center, for auditing and filing.
- If you are an approver, and your supervisor submitted an Expense Report, it must be reassigned to their supervisor.
- If there are multiple departments on an Expense Report, it will route for approval by all departments.
Travel Expense Report

Meals - domestic:

- The University reimburses actual meal expenditures incurred.
- The actual cost by day must be entered on the Expense Report.
- Upper Limit of $60 per day - can be subject to departmental/grant restrictions. This is NOT a fixed per diem.
- The $60 amount includes gratuity for the meals.
- Gratuity is calculated on the pre-tax amount.
Travel Expense Report

Meals - foreign:

- The University reimburses actual meal expenditures incurred.
- The actual cost must be entered on the Expense Report.
- Upper Limit of $90 per day - can be subject to departmental/grant restrictions. This is NOT a fixed per diem.
- The $90 amount includes gratuity for the meals.
- Gratuity is calculated on the pre-tax amount.
- Effective December 11, 2012
Travel Expense Report

Meals:

- You must bundle the day’s total meals under one expense line. Use the Details link to record the individual amounts in the Comment box.

- A meal while in ‘travel status’ is NOT necessarily a Business Meal!! Read the Business Meals Policy very carefully.

- No overnight stay – no travel meal – per IRS regulations.
Travel Expense Report

Business Meals

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.
Business Meal Attendees

About This Expense
*Expense Date: 11/15/2010
*Payment Type: Cash
*Billing Type: UVM Internal
*Merchant (Choose One)
  Preferred: 
  Non-preferred: Dog Team Tavern
*Description: Meeting of the Temperance League
*Amount Spent: 90.00
*Currency: USD
*Exchange Rate: 1.00000000

Reimbursement Amt: 90.00 USD

Exception Comments
Location Amount: 
No Receipt: 

Accounting Detail
Add Additional Attendees
Receipt Split
Check Expense For Errors
Return to Expense Report
### Business Meal Attendees

#### Attendees

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitzgerald, Erin</td>
<td>University of Vermont</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anthony, Susan B</td>
<td>Woman's Temperance Union</td>
<td>President</td>
</tr>
<tr>
<td>Nation, Carrie</td>
<td>US Temperance League</td>
<td>Vice Chair</td>
</tr>
</tbody>
</table>

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

- PeopleSoft facilitates the itemization of a hotel bill: room, parking, room services, etc.

- Stepping through the Hotel Wizard will create the correct lines on the Expense Report, using the correct accounts.

- For domestic lodging only
1.) Enter each expense for this report by choosing it from the drop-down menu under Expense Type.

2.) Click on the **Detail** link to fill in the required fields for this expense.
Which fields must be completed for each transaction varies by expense type. (For example, **Hotel** expense must include the number of nights and **Airfare** must include the ticket number.)

<table>
<thead>
<tr>
<th>Field</th>
<th>Example Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Date</td>
<td>05/04/2006</td>
</tr>
<tr>
<td>Payment Type</td>
<td>Personal Credit Card</td>
</tr>
<tr>
<td>Billing Type</td>
<td>UVM Internal</td>
</tr>
<tr>
<td>Number of Nights</td>
<td>2</td>
</tr>
<tr>
<td>Merchant (Choose One)</td>
<td>Embassay Suites Hotel</td>
</tr>
<tr>
<td>Description</td>
<td>2-Night Stay</td>
</tr>
<tr>
<td>Amount Spent</td>
<td>198.00</td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Exchange Rate</td>
<td>1.00000000</td>
</tr>
</tbody>
</table>

If you have a **Hotel Bill** that includes room charges, room service (meals), parking, or other services, you can easily sort these on your Expense Report by choosing the **Itemize Hotel Bill** link on your expense detail page.
The **Itemize Hotel Bill** link will open a listing to allow you to choose types of charges which were incurred on your hotel bill. Simply check the appropriate expense types from your bill, then click **Continue**.
PeopleSoft will ask for the amounts that make up each of the lines you have selected:

- Room Charge
- Room Service (meals)
- Parking
Once you’ve entered an amount for the **Room Charge**, click **Continue**. This will bring you to the next item: **Room Service**.
Under **Room Service**, enter a Date, Meal Type and Dollar Amount, then click **Continue**.

Notice that the software keeps a running total of your hotel bill on the right hand side of the page.
Continue entering detail in this way until you have accounted for all hotel expenses. When you are finished, the system will congratulate you.

Your Hotel Bill is in balance and you can return to the Expense Report by clicking the Done button.
Once the Hotel Bill is itemized, the expense lines will be populated in your Expense Report for you.

To add more expense lines, click on the + button on the right or the **Add** button under **New Expense**.
Travel Expense Report

Mileage Reimbursement - for use of personal vehicles on University business - $0.54/mile

NO: first class, business class, extra leg room.... air tickets

NO: alcohol – when deducting alcohol from a trip, also deduct the corresponding tax and tip.

NO: movies at the hotel

NO: reimbursement for travel expenses before the trip has occurred.

NO: purchasing card transactions
Travel Expense Report

- Travel Expense Report must be submitted within 60 calendar days after return from a trip.
  - Effective December 11, 2012
  - Sponsored projects are closed thirty days after the end date of the grant. Plan accordingly for expense reports that will be charged to those projects.
  - At fiscal year end, it is extremely important to charge the correct fiscal year. One cannot choose to charge the incorrect fiscal year simply because there is a 60 day window.

- Cash Advances outstanding more than 30 days may be deducted from employee’s paycheck.

- PeopleSoft can only release a Cash Advance liability when the Expense Report is created from the Travel Authorization.

Use Mini Manual!
Travel Expense Report

Itemized receipts required for:

Everything except travel meals

Review the Policies!
UVM Travel Policy

- All travelers, delegates, and approvers are responsible for understanding and complying with the Travel Policy.

- [Travel Policy](#)
Travel Policy Reminders

- No travel expenses will be reimbursed before the trip has occurred.
- A request for reimbursement of travel expenses must be submitted within sixty calendar days.
- Eligible Travelers
- Transportation
- Lodging
- Travel Meals
- Other Personal Expenses
Receipt Requirements

- Itemized receipts are required for all expenses incurred by the traveler while on UVM travel status – except travel meals.
- If attending a conference, attach the conference brochure, agenda summary, etc.
- Lost Receipts: 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.
  - This applies regardless of method of purchase, i.e. cash, purchasing card, personal credit card, etc.
- If the traveler chooses not to submit a receipt, the expense amount will be deducted from the total reimbursement.
- If traveling in a developing country where itemized receipts may not be readily available, maintain a log during the trip to record all expenses.
  - Provide documentation to verify destination and dates of trip (airline receipts, for example).
- Tips for bellman, chambermaids, etc. do not require receipts.
Anyone traveling outside of the United States or Canada must complete a Travel Authorization form in PeopleSoft.

The University has a contract with a company called International SOS to provide worldwide assistance and evacuation services for all study, working, research and travel abroad participants. The SOS network of multilingual specialists operates 24 hours a day, 365 days.

Currency conversion: 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.

Carrying cash abroad: every effort should be made to prepay foreign expenses with purchasing card and purchase orders, to avoid carrying large amounts of cash.

Other international travel expenses: expenses related to passports are the responsibility of the traveler and are not allowable by the University. In some cases, visas, medical examinations and/or immunizations may be reimbursable if related to job assignment.
Travel Meal Receipts

The receipt requirement for employee travel meals:

- The University will reimburse the actual expense up to $60.00 per day for domestic meals and actual expense up to $75.00 per day (IRS limit) for international meals without receipts.

- Those who wish to be reimbursed up to the UVM $90 cap for international travel meals will have to provide all receipts.
Incidentals

The University will reimburse up to $10.00 per day for incidental expenses without receipts such as gratuities for taxi, bellhop, and housekeeping.

- Housekeeping is typically $2 - $3 per night
- Bellhop is typically $1 - $2 per bag
Direct Deposit

- Direct deposit is available for travel and expense reimbursement.
- Banking information is fed from HR Payroll to the T&E module.
- In the T&E module, each employee must select direct deposit for themselves.
Purchasing Card

- Airfare, rental car and hotel are charged to a diversion account.
  - Charges appear on cardholder statement as memo items, not part of the statement total.
  - Charges will not reduce your cycle credit limit.

- Should NOT be included on the Travel Expense Report or it will double charge your budget.

- Do not put any PurCard charges on the PeopleSoft Expense Report!
Approver Responsibilities

- Compliance with UVM’s Travel Policy
- Is there a Travel Authorization for this trip?
  - Was the Expense Report created from the Travel Authorization?
- Was there a Cash Advance for this trip?
  - Was the Cash Advance applied to the Expense Report using the hyperlink?
- Are all necessary itemized receipts attached?
- Are expense lines charged to the correct chartstring?
- Taxes - no VT sales tax or city tax
- Anything that looks funny
Approver Responsibilities

- Ensure all travel forms are complete in Approval Worklist:
  - Cash Advances,
  - Travel Authorizations, and
  - Expense Reports.

- Expense Reports require budget checking before approving.

- Approvers should review alert buttons. When report is open, click on alert button on the expense line for explanation and respond accordingly.

- Use the Close Out Report - Section 4C includes all of the Travel Authorizations that are not complete which default to the chart string selected to produce the report.

- At the end of each month, your work list should only have the most recent submittals. All prior reports should be approved, sent back or denied.
Non-Employee Travel

- Reimbursed on Check Request Form.
- Requires itemized receipts.
- Processed through Disbursement Center.
Additional Training Opportunities

Individual Help Sessions

- Any time you need one-on-one assistance for ANY PeopleSoft travel and expense related training and/or use.
  - March 7, 2017

- When the Expense Report is significantly large enough to bundle similar expenses.

- Your first time using the Travel & Expense module in PeopleSoft.

For more information on Individual Learning Opportunities:

http://www.uvm.edu/develop/?Page=skills/openlabs.html
Additional Training Opportunities

Advanced Travel Topics
- Wednesday, December 7, 2016
- Thursday, February 16, 2017
- hands-on in a PeopleSoft training environment
Travel Manual

Use the Travel Manual for the following:

- New users
- When creating a Travel Authorization.
- When the travel Authorization is created, to create a Cash Advance.
- To find out the status of the Cash Advance - that is, if it is fully approved to pick up the funds.
- To cancel an approved Travel Authorization.
- To delete a Travel Authorization.
- To create an Expense Report from an existing Travel Authorization, and apply the Cash Advance if applicable.
- To determine the status of an Expense Report payment.
Queries and Report

- **UV_EX_RPT_LISTING** - Expense Report Details
  - Lists expense report lines with chart strings

- **UV_EXPENSE_PROFILE_BY_DEPT** - Look up exp profiles by dept
  - Lists all employees within a department with chart string values

- **UV_EXPENSE_EMPS_FOR_DELEGATE** - Expense EE's Delegated to User
  - Lists employees who have authorized user to a netID

- Close Out Report
Other Travel Resources

- UVM Travel Policy
- Travel Web Site
- Travel FAQs
- International Travel FAQs
- Travel PeopleSoft Manual
- T&E Direct Deposit
- PeopleSoft Online Instruction
- Monthly Business Processes
- travel@uvm.edu

- Business Meals & Amenity Policy
- Business Meals Policy FAQs
- Risk Management Web Site
- Risk Management’s Travel Safety Guidelines
- Travel Accident Insurance
Questions?