PeopleSoft 9.2
Travel & Expense

Erin Fitzgerald
Tiffany Barker Cook
Agenda

• Policies
  • Reminders
• Travel Authorization
• Travel Cash Advance
• Expense Reports
• User Settings
  • Direct Deposit
• Review Payments
• Submission Process
  • Self-Service Customers
  • Full-Service Customers
• T&E Approval
Policies

• Travel
  • Last updated January 2014 (currently up for revision)

• Business Meal, Hospitality and Amenity
  • Last updated January 2014 (up for revision in the near future)

• Automobile Rental Operating Procedure
  • Last updated June 2013 (currently being updated)
Reminders

- No pre-trip expenses
- Submitted within 60 calendar days
  - 30 days for travel cash advances
- Eligible Travelers
- Documentation
  - Itemized receipts are required
    - Except travel meals
    - Travel log for developing countries
- Travel Meals
  - Overnight Stay
  - Domestic: Max $60/day actual expenses
  - International:
    - Max $75/day actual expenses
    - Max $90/day with receipts
- Business Meals
  - Business Purpose
  - Attendees
- Airfare
  - “basic economy” & economy/main cabin
  - Fly America Act (see SPA)
- Incidentals - $10/day
  - Gratuities
    - Housekeeping $2-$3/night
    - Bellhop $1-$2/bag
- Personal Expenses
- No Alcohol
“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.”
International Travel

• Travel Authorization
  • Required for international travel (outside US and Canada)
• International SOS
• Currency conversion
  • < 7 days – Once
  • > 7 days – Start of each new week
• Prepay expenses
• Travel log (Travel web page)
Travel Authorization

- Encumbrance
- Travel Cash Advance requirement
- Risk Management requirement (International)
- Completed in PeopleSoft (Self-Service customers)
  - Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorization > Create/Modify

- Required information
  - Business purpose
  - Begin/end trip dates
  - Destination
  - Valid chartstring
9.2 Travel Authorization
Create/Modify (Details)
9.2 Travel Authorization
Create/Modify (Summary and Submit)
9.2 Travel Authorization

View (Refresh Approval)

**Travel Authorization**

Tiffany Barker Cook

Your travel authorization 000009002 has been submitted for approval.

**Business Purpose:** Professional Development

**Description:** HEUG Conference

*US State/Country* Italy

**Begin Trip Date:** 09/30/2018

**End Trip Date:** 10/03/2018

**Authorization ID:** 000009002

**Status:** Submission in Process

**Created:** 09/12/2018

**Last Updated:** 09/12/2018

**Total Authorized Amount:** 400.00 USD

I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

Submit Travel Authorization

Refresh Approval Status

Submitted On: 09/12/2018 Submitted By: Tiffany Barker Cook
9.2 Travel Authorization View (Withdraw)
Travel Cash Advance

- No pre-trip expenses
- Completed in PeopleSoft (Self-Service customers)
  - Main Menu > Employee Self-Service > Travel and Expenses > Cash Advance > Create/Modify
- Cash or direct deposit
- Required Information
  - Travel authorization number
  - Business purpose
  - Location
  - Begin/end trip date
- 5 business days before trip
9.2 Cash Advance
Create/Modify

Modify Cash Advance

Tiffany Barker Cook

*Business Purpose: Professional Development
*Advance Description: HEUG Conference
*Begin Trip Date: 09/30/2018
*End Trip Date: 10/03/2018

Report: 0000005881 Pending
Travel Auth #: 8304

Created: 09/12/2018 Tiffany Barker Cook
Last Updated: 09/12/2018 Tiffany Barker Cook

User Defaults
Import ATM Advances

Cash Advance

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
<th>*Amount</th>
<th>Currency</th>
<th>Apply Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Deposit ACH</td>
<td>Cash for meals</td>
<td>400.00</td>
<td>USD</td>
<td></td>
</tr>
</tbody>
</table>

**Totals**

| Advance Amount | 400.00  | USD   |

I certify that the advance requested above will be used for authorized purposes only.

Submit Cash Advance
# 9.2 Cash Advance View (Refresh Approval)

### View Cash Advance

- **Tiffany Barker Cook**

<table>
<thead>
<tr>
<th>Business Purpose</th>
<th>Professional Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Description</td>
<td>HEUG Conference</td>
</tr>
<tr>
<td><em>Begin Trip Date</em></td>
<td>09/30/2018</td>
</tr>
<tr>
<td><em>End Trip Date</em></td>
<td>10/03/2018</td>
</tr>
</tbody>
</table>

- **Accounting Date**: 09/12/2018

### Cash Advance

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
<th>*Amount</th>
<th>Currency</th>
<th>Apply Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Deposit ACH</td>
<td>Cash for meals</td>
<td>400.00</td>
<td>USD</td>
<td>☐</td>
</tr>
</tbody>
</table>

- **Advance Amount**: 400.00 USD

---

I certify that the advance requested above will be used for authorized purposes only.

- **Submitted On**: 09/12/2018
- **Submitted By**: Tiffany Barker Cook

---

[View Printable Version]

[Refresh Approval Status]

[View]
9.2 Cash Advance View (Withdraw)

<table>
<thead>
<tr>
<th>Business Purpose</th>
<th>Advance Description</th>
<th>Source</th>
<th>Description</th>
<th>Amount</th>
<th>Currency</th>
<th>Apply Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEUG Conference</td>
<td></td>
<td>Direct Deposit ACH</td>
<td>Cash for meals</td>
<td>400.00</td>
<td>USD</td>
<td></td>
</tr>
</tbody>
</table>

**Totals**

- **Advance Amount**: 400.00 USD

I certify that the advance requested above will be used for authorized purposes only.

[Submit Cash Advance]

[Withdraw Cash Advance]

**Submitted By**: Tiffany Barker Cook

**Submitted On**: 09/12/2018

**Approval History**

[Submitted]

[Expense Manager (Pooled)]

[Prepay Auditor (Pooled)]

[Payment]
Expense Report

• Completed in PeopleSoft (*Self-service customers*)
  • Main Menu > Employee Self-Service > Travel and Expenses > Expense Report > Create/Modify

• Required information
  • Documentation (per policy)
  • Employee signature (delegate entry)

• Apply/associate travel authorization and travel cash advance

• Approval based on department
  • Reassign reports for supervisor
9.2 Expense Report
Create/Modify (Create vs Modify)
9.2 Expense Report
Create/Modify (Actions)
9.2 Expense Report
Create/Modify (Details)
### 9.2 Expense Report
Create/Modify (Summary and Submit)

**Modify Expense Report**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses</td>
<td>800.00 USD</td>
</tr>
<tr>
<td>Cash Advances</td>
<td>250.00 USD</td>
</tr>
<tr>
<td>Non-Reimbursable</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Employee Credits</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Supplier Credits</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

**Amount Due to Employee**: 550.00 USD
**Amount Due to Supplier**: 0.00 USD

I certify that the information provided above is true and correct, that there are no alcohol expenses in or with any travel meals, and I did not pay for nor seek reimbursement for this expense by any other method. I certify that any international airfare was purchased in compliance with the Fly America Act. Reimbursement of payment for items requires them to become property of UVM.

Submit Expense Report
9.2 Expense Report
Create/Modify
(Summary and Submit Actions)

Modify Expense Report

Tiffany Barker Cook
*Business Purpose: Professional Development
*Description: HEUG Conference

Report: 0000/12299
Pending
Created: 09/12/2018
Tiffany Barker Cook
Last Updated: 09/12/2018
Tiffany Barker Cook
Post State: Not Applied
US State/Country: Italy

Totals

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses (6 Lines)</td>
<td>850.00 USD</td>
</tr>
<tr>
<td>Non-Reimbursable Expenses</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Propaid Expenses</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Cash Advances Applied</td>
<td>250.00 USD</td>
</tr>
</tbody>
</table>

| Amount Due to Employee | 550.00 USD |
| Amount Due to Supplier | 0.00 USD |

I certify that the information provided above is true and correct, that there are no alcohol expenses in / with any travel meals, and I did not pay for nor seek reimbursement for this expense by any other method. I certify that any international airfare was purchased in compliance with the Fly America Act. Reimbursement of / payment for items requires them to become property of UVM.

Submit Expense Report
9.2 Expense Report

View (Refresh Approval)

<table>
<thead>
<tr>
<th>Business Purpose</th>
<th>Non-Reimbursable Expenses</th>
<th>Employee Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Development</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>HEUG Conference</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Totals</th>
<th>View Printable Version</th>
<th>View Analytics</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses (5 Lines)</td>
<td>800.00 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Advances Applied</td>
<td>250.00 USD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Amount Due to Employee:** 550.00 USD

**Amount Due to Supplier:** 0.00 USD

I certify that the information provided above is true and correct, that there are no alcohol expenses in/with any travel meals, and I did not pay for or seek reimbursement for this expense by any other method. I certify that any international airfare was purchased in compliance with the Fly America Act. Reimbursement for/ if payment for items requires them to become property of UVM.

Submitted On: 09/12/2018
Submitted By: Tiffany Barker Cook
### 9.2 Expense Report

**View (Withdraw)**

**View Expense Report**

<table>
<thead>
<tr>
<th>Tiffany Barker Cook</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Purpose</strong></td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Report</strong></th>
<th>0000112299</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submitted for Approval</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Created</strong></td>
<td>09/12/2018</td>
</tr>
<tr>
<td><strong>Last Updated</strong></td>
<td>09/12/2018</td>
</tr>
<tr>
<td><strong>Post State</strong></td>
<td>Not Applied</td>
</tr>
<tr>
<td><strong>US State/Country</strong></td>
<td>Italy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Totals</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses (6 Lines)</td>
<td>800.00 USD</td>
</tr>
<tr>
<td>Cash Advances Applied</td>
<td>250.00 USD</td>
</tr>
<tr>
<td>Non-Reimbursable Expenses</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>0.00 USD</td>
</tr>
<tr>
<td><strong>Employee Credits</strong></td>
<td>0.00 USD</td>
</tr>
<tr>
<td><strong>Supplier Credits</strong></td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

**Amount Due to Employee** | 550.00 USD  **Amount Due to Supplier** | 0.00 USD

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**Approval History**

- **Submitted** | Tiffany Barker Cook
- **Expense Manager (Pooled)**
- **Prepay Auditor (Pooled)**
- **Payment**
9.2 Expense Report
View (Withdraw/Refresh Approval)

### Expense Report Details

**Business Purpose**: Professional Development
**Description**: HEUG Conference

**Report**: 0000112299
**Submitted for Approval**: Tiffany Barker Cook
**Created**: 09/12/2018
**Last Updated**: 09/12/2018

**Post State**: Not Applied
**US State/Country**: Italy

### Totals

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses (6 Lines)</td>
<td>800.00 USD</td>
</tr>
<tr>
<td>Cash Advances Applied</td>
<td>250.00 USD</td>
</tr>
<tr>
<td>Non-Reimbursable Expenses</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Employee Credits</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Supplier Credits</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

**Amount Due to Employee**: 550.00 USD
**Amount Due to Supplier**: 0.00 USD

I certify that the information provided above is true and correct. That there are no alcohol expenses in any travel meals, and I did not pay for nor seek reimbursement for this expense by any other method. I certify that any international airfare was purchased in compliance with the Fly America Act. Reimbursement of payment for items requires them to become property of UVM.

[Submit Expense Report]
[Withdraw Expense Report]

[Refresh Approval Status]
### 9.2 Expense Report View (Actions)

**View Expense Report**

- **Tiffany Barker Cook**
- **Your expense report 0000112299 has been submitted for approval.**

#### Totals

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses (6 Lines)</td>
<td>800.00 USD</td>
</tr>
<tr>
<td>Cash Advances Applied</td>
<td>250.00 USD</td>
</tr>
<tr>
<td>Non-Reimbursable Expenses</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

#### Amounts

- **Amount Due to Employee**: 550.00 USD
- **Amount Due to Supplier**: 0.00 USD

**Certification**:

I certify that the information provided above is true and correct, that there are no alcohol expenses in / with any travel meals, and I did not pay for nor seek reimbursement for this expense by any other method. I certify that any international airline was purchased in compliance with the Fly America Act. Reimbursement of / payment for items requires them to become property of UVM.

**Submitted On**: 09/12/2018  
**Submitted By**: Tiffany Barker Cook
### 9.2 Expense Report

**Export to Excel**

**Expense Report**

To export to Excel, press the spreadsheet icon. You can adjust the layout via the Personalize link.

<table>
<thead>
<tr>
<th>Expense Date</th>
<th>Expense Type</th>
<th>Description</th>
<th>Amount Spent</th>
<th>Currency</th>
<th>Payment Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/26/2017</td>
<td>Air Travel Domestic</td>
<td>Air Travel Domestic</td>
<td>25.00 USD</td>
<td>USD</td>
<td>Personal Credit Card</td>
<td>Personal Credit Card</td>
</tr>
<tr>
<td>02/27/2017</td>
<td>Meals- Domestic Travel Daily</td>
<td>Meals- Domestic Travel Daily</td>
<td>12.80 USD</td>
<td>USD</td>
<td>Cash</td>
<td>Cash</td>
</tr>
<tr>
<td>03/02/2017</td>
<td>Meals- Domestic Travel Daily</td>
<td>Meals- Domestic Travel Daily</td>
<td>6.14 USD</td>
<td>USD</td>
<td>Cash</td>
<td>Cash</td>
</tr>
<tr>
<td>03/02/2017</td>
<td>Gratuity-Domestic</td>
<td>Gratuity-Domestic</td>
<td>10.00 USD</td>
<td>USD</td>
<td>Cash</td>
<td>Cash</td>
</tr>
<tr>
<td>03/02/2017</td>
<td>Gratuity-Domestic</td>
<td>Gratuity-Domestic</td>
<td>3.00 USD</td>
<td>USD</td>
<td>Cash</td>
<td>Cash</td>
</tr>
</tbody>
</table>

[Return](#)
<table>
<thead>
<tr>
<th>Expense Date</th>
<th>Expense Type</th>
<th>Description</th>
<th>Amount Spent</th>
<th>Currency</th>
<th>Payment Type</th>
<th>Description</th>
<th>Billing Type</th>
<th>Description</th>
<th>Location</th>
<th>Originating Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/1/2018</td>
<td>Meals - Business</td>
<td>Meals - Business</td>
<td>100</td>
<td>USD</td>
<td>Personal Credit Card</td>
<td>Personal Credit Card</td>
<td>UVM Internal</td>
<td>UVM Internal</td>
<td>Dinner with colleagues</td>
<td>N</td>
</tr>
<tr>
<td>8/1/2018</td>
<td>Air Travel Foreign</td>
<td>Air Travel Foreign</td>
<td>300</td>
<td>USD</td>
<td>Personal Credit Card</td>
<td>Personal Credit Card</td>
<td>UVM Internal</td>
<td>UVM Internal</td>
<td>Airfare BTV to Italy</td>
<td>N</td>
</tr>
<tr>
<td>8/2/2018</td>
<td>Hotel/Lodging Domestic</td>
<td>Hotel/Lodging Domestic</td>
<td>100</td>
<td>USD</td>
<td>Personal Credit Card</td>
<td>Personal Credit Card</td>
<td>UVM Internal</td>
<td>UVM Internal</td>
<td>Hotel Wizard: Hotel/Lodging Domestic</td>
<td>N</td>
</tr>
<tr>
<td>8/3/2018</td>
<td>Hotel/Lodging Domestic</td>
<td>Hotel/Lodging Domestic</td>
<td>100</td>
<td>USD</td>
<td>Personal Credit Card</td>
<td>Personal Credit Card</td>
<td>UVM Internal</td>
<td>UVM Internal</td>
<td>Hotel Wizard: Hotel/Lodging Domestic</td>
<td>N</td>
</tr>
<tr>
<td>8/4/2018</td>
<td>Hotel/Lodging Domestic</td>
<td>Hotel/Lodging Domestic</td>
<td>100</td>
<td>USD</td>
<td>Personal Credit Card</td>
<td>Personal Credit Card</td>
<td>UVM Internal</td>
<td>UVM Internal</td>
<td>Hotel Wizard: Hotel/Lodging Domestic</td>
<td>N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred Merchant</th>
<th>Non Preferred Merchant</th>
<th>Ticket Number</th>
<th>Nbr of Nights</th>
<th>Transportation ID</th>
<th>Miles</th>
<th>Rate</th>
<th>Passengers</th>
<th>Originating Location</th>
<th>Amount Spent</th>
<th>Currency</th>
<th>Exchange Rate</th>
<th>Reimburse Amt</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fancy, but not too fancy</td>
<td>United</td>
<td>12354564</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100 USD</td>
<td>USD</td>
<td>1 Y</td>
<td>100 USD</td>
<td></td>
</tr>
<tr>
<td>Hilton</td>
<td>1</td>
<td>100 USD</td>
<td>1 Y</td>
<td>100 USD</td>
<td>100 USD</td>
<td>100 USD</td>
<td>100 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9.2 Expense Report
Copy From an Existing
### Expense Reports

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Description</th>
<th>Business Purpose</th>
<th>Status</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000108305</td>
<td>Mileage to campus for meetings</td>
<td>Administration/Operation</td>
<td>Pending</td>
<td>03/19/2018</td>
</tr>
<tr>
<td>0000105832</td>
<td>Mileage to campus for meetings</td>
<td>Administration/Operation</td>
<td>Paid</td>
<td>10/28/2017</td>
</tr>
<tr>
<td>0000105805</td>
<td>Mileage to campus for meetings</td>
<td>Administration/Operation</td>
<td>Paid</td>
<td>10/27/2017</td>
</tr>
<tr>
<td>0000100984</td>
<td>2017 HEUG Las Vegas</td>
<td>Administration/Operation</td>
<td>Paid</td>
<td>03/10/2017</td>
</tr>
</tbody>
</table>
## Create Expense Report

### Erin Fitzgerald

**Business Purpose**: Administration/Operation

**Report Description**: 2017 HEUG Las Vegas

**US State/Country**: Nevada

**Trip Description/Dates/Comments**: 2017 PeopleSoft HEUG conference, 2/27/2017 - 3/2/2017

### Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Description</th>
<th>Payment Type</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/26/2017</td>
<td>Air Travel Domestic</td>
<td>baggie fee</td>
<td>Personal Credit Card</td>
<td>25.00</td>
<td>USD</td>
</tr>
<tr>
<td>02/27/2017</td>
<td>Meals- Domestic Travel Daily</td>
<td>breakfast and lunch</td>
<td>Cash</td>
<td>12.80</td>
<td>USD</td>
</tr>
<tr>
<td>03/02/2017</td>
<td>Meals- Domestic Travel Daily</td>
<td>airport lunch</td>
<td>Cash</td>
<td>6.14</td>
<td>USD</td>
</tr>
<tr>
<td>03/02/2017</td>
<td>Gratuity-Domestic</td>
<td>hotel room gratuity</td>
<td>Cash</td>
<td>10.00</td>
<td>USD</td>
</tr>
</tbody>
</table>
New ER Train Tracks

- For newly created expense reports, there are stops on the train tracks.
- Multiple approvers

- One approver and no Prepay Audit
Old ER Train Tracks

- Submitted and Payment
- Action history
Comments

View Expense Report

Tiffany Barker Cook

Business Purpose: Professional Development
Description: Alliance 2017 02-27-03.02.2017

Report: 0000106754
Paid: 03/05/2017
Created: 03/05/2017
Last Updated: 03/05/2017
Lisa Keefe
Post State/Country: Nevada

Totals

Employee Expenses (1 Items) 962.35 USD
Cash Advances Applied 0.00 USD
Prepaid Expenses 0.00 USD
Non-Reimbursable Expenses 0.00 USD
Prepaid Expenses 0.00 USD
Employee Credits 0.00 USD
Supplier Credits 0.00 USD

Amount Due to Employee 962.36 USD
Amount Due to Supplier 0.00 USD

I certify that the information provided above is true and correct, that there are no alcohol expenses in / with any travel meals, and I did not pay for nor seek reimbursement for this expense by any other method. I certify that any international airline was purchased in compliance with the Fly America Act. Reimbursement of payment for items requires them to become property of UVM.

Submitted On: 03/05/2017
Submitted By:

Approval History

Submitted
Tiffany Barker Cook

Action
Submitted
Sent Back For Revision Expense Manager
Resubmitted
Approved
Approved
Prepay Auditor

Role
Tiffany Barker Cook
Erin Fitzgerald
Tiffany Barker Cook
Erin Fitzgerald
Lisa Keefe

Name

Date/Time
03/05/2017 12:29:37PM
03/05/2017 2:33:04PM
03/05/2017 2:42:13PM
03/05/2017 4:30:43PM
03/05/2017 8:42:42AM

Comments
Personalize Page

Create Express Expense Report

Tiffany Barker Cook

*Business Purpose

*Report Description

*Trip Description/Dates/Comments

Expenses

Date

Expense Type

Description

Payment Type

Amount

Currency

*Billing Type/DVM Internal

Total 0.00 USD
Modify Expense Report

Tiffany Barker Cook

Business Purpose: Professional Development

Report Description: HEUG Conference

Trip Description/Dates/Comments: International HEUG Conference

Date | Expense Type | Description | Payment Type | Amount | Currency
--- | --- | --- | --- | --- | ---
06/01/2018 | Meals - Business | Dinner with colleagues | Personal Credit Card | 100.00 | USD
06/01/2018 | Air Travel Foreign | Airfare SFO to Italy | Personal Credit Card | 300.00 | USD
06/01/2018 | Hotel/Lodging Domestic | Hotel Wizard Hotel/Lodging Domestic | Personal Credit Card | 100.00 | USD
06/08/2018 | Hotel/Lodging Domestic | Hotel Wizard Hotel/Lodging Domestic | Personal Credit Card | 100.00 | USD
06/09/2018 | Hotel/Lodging Domestic | Hotel Wizard Hotel/Lodging Domestic | Personal Credit Card | 100.00 | USD
06/10/2018 | Hotel/Lodging Domestic | Hotel Wizard Hotel/Lodging Domestic | Personal Credit Card | 100.00 | USD

Total: 800.00 USD
User Defaults, Preferences, & Profile

- **User Defaults**
  - Default chartstring
  - Direct Deposit
  - Main Menu > Employee Self-Service > User Defaults

- **Preferences**
  - Create/Update templates *(Advanced)*
  - Delegate Entry Authority
  - Main Menu > Employee Self-Service > Travel and Expenses > User Preferences

- **Review/Edit Profile**
  - Edit
    - User Defaults
      - Default creation methods
      - Expense defaults
  - Review
    - Employee Information
    - Default Chartstring
    - Bank accounts
User Defaults

General Preferences
- User Id: fitzger
- Empl ID: 0028138

Travel Defaults
- Chartstring and Direct Deposit Information
- Do you want Direct Deposit or a Check?: Direct Deposit

Bank Account Information
- Default Account
- Account Source
- External Bank ID (last 4 digits)
- Bank Account # (last 4 digits)

PurCard Defaults
- Chartstring (if employee has PCard)

Requisition Defaults
- Chartstring and Location
- Location: 0000000201
  - UVM Disbursement Center
  - 19 Roosevelt Highway
  - Suite 120
  - Colchester
  - VT 05446
User Preferences – Delegate Entry
Review/Edit Profile

Tiffany Barker Cook

Default Creation Method
- Expense Report: Open a Blank Report
- Time Report: Open a Blank Report
- Travel Authorization: Open a Blank Authorization

Expense Defaults
- Report Description
- Business Purpose
- Originating Location
- Expense Location
- Transportation ID
- Per Diem Range
- Billing Type: UVM Internal
- Payment Type
- Credit Card
- Number of Nights

Expense Type Defaults
- Expense Type
- Payment Type
- Billing Type

Project Defaults for Expenses
- Project
- Description
- Activity
- Description
- Percentage
Submission Process

Self-Service Customers

- Enter/Submit in PeopleSoft
  - Attach documentation to expense report
- Notify approver (and travel@uvm.edu)
- Notify travel@uvm.edu
  - Email
  - PeopleSoft notification button
  - Campus mail

Full-Service Customers

- Send request to travel@uvm.edu
- If entered in PeopleSoft notify travel@uvm.edu to obtain approval continue processing

NOTIFY TRAVEL@UVM.EDU
Travel and Expense Approval

Self-Service Customers
(or full-service customers and are interested in approving in PeopleSoft)
# T&E Approval Worklist

Main Menu > Manager Self Service > Travel and Expense Center > Approve Transactions > Approve Transactions

## Transactions to Approve

<table>
<thead>
<tr>
<th>Select</th>
<th>Alert</th>
<th>Total Amount</th>
<th>Curr</th>
<th>Budget Status</th>
<th>Name</th>
<th>Employee ID</th>
<th>Description</th>
<th>Transaction ID</th>
<th>Date Submitted</th>
<th>Status</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>658.50 USD</td>
<td></td>
<td>Valid</td>
<td>Lord, Jennifer</td>
<td>0019077</td>
<td>dafsdfsad</td>
<td>0000106319</td>
<td>04/02/2018</td>
<td>Submitted for Approval</td>
<td>Department Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4144.62 USD</td>
<td></td>
<td>Valid</td>
<td>Blom, Deborah</td>
<td>0091390</td>
<td>10/27-11/19 Bolivia Research</td>
<td>0000106013</td>
<td>03/02/2018</td>
<td>Submitted for Approval</td>
<td>Department Manager</td>
</tr>
<tr>
<td></td>
<td>✔</td>
<td>47.08 USD</td>
<td></td>
<td>Error in Budget Check</td>
<td>Trigg, Sophia A.</td>
<td>0122174</td>
<td>2-15-2018 Trip to Barre (YHS)</td>
<td>0000106021</td>
<td>02/16/2018</td>
<td>Submitted for Approval</td>
<td>Department Manager</td>
</tr>
</tbody>
</table>
Regular Worklist
Approving

- Budget checking
- Making changes
  - Amount
  - Chartstring
  - Deny a single line
- View approved transactions
Helpful Links

- Travel Policy
- Automobile Rental
- Business Meals
- PeopleSoft User Guides
  - https://www.uvm.edu/finance/tools-resources/user-guides
- Travel Webpage
Questions?