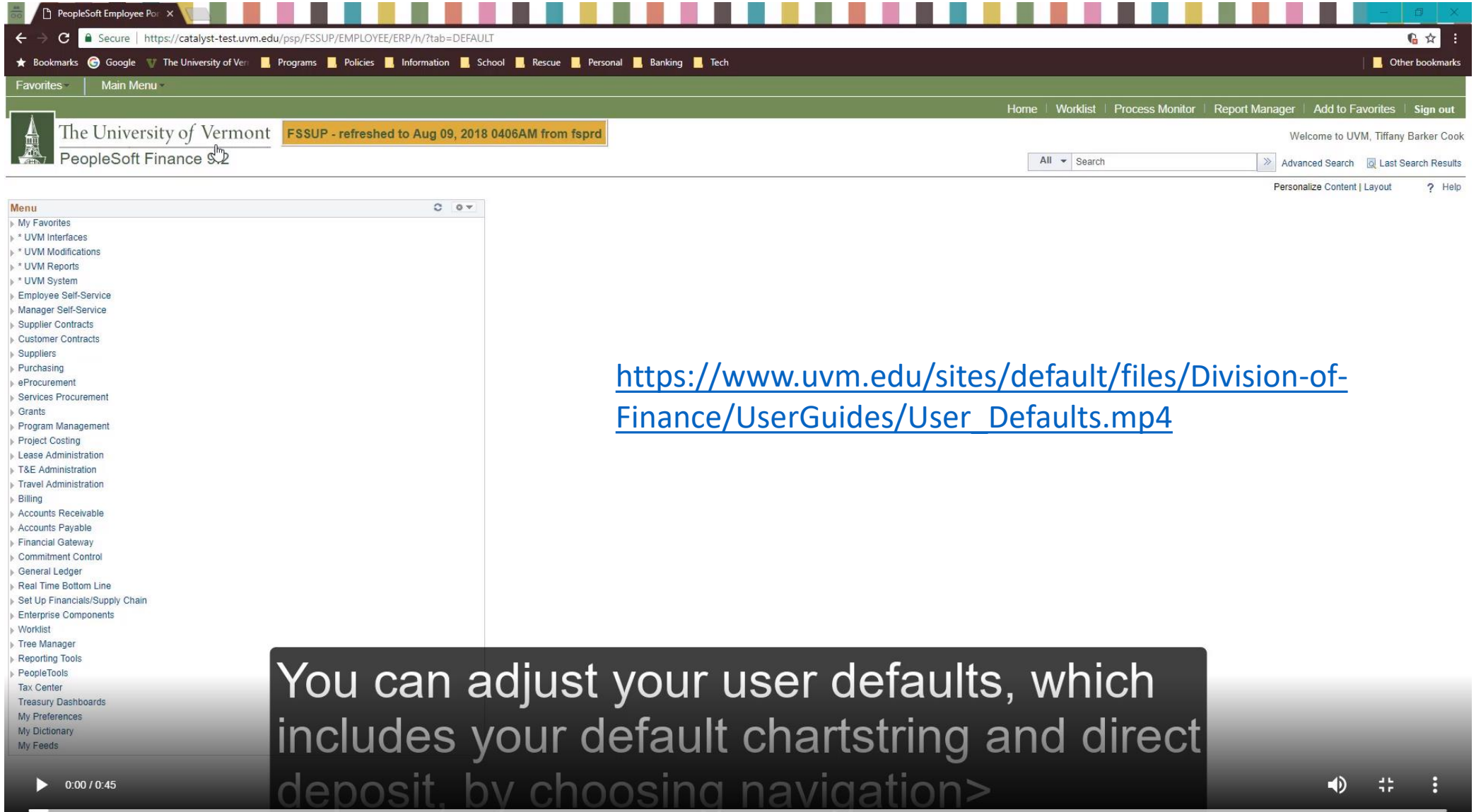# People Soft Travel and Expense Advanced Topics

Agenda

- User Defaults
- Public versus Private Templates
- Creating Documents from Templates
- Creating Documents from Previous Documents
- General Information Drop Down Menu
- Add New Expenses – Multiple Expenses
- Business Meal Attendees
- Hotel Wizard
- Accounting Defaults
- Moving Columns
- Adding Attachments
- Submit Electronically
- Where is the payment in process – view the payment

User Defaults

https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/User_Defaults.mp4

User Defaults

User Defaults – for me

Favorites ▾ | Main Menu ▾ > Employee Self-Service ▾ > User Defaults

The University of Vermont
PeopleSoft Finance 9.1

UVM User Defaults

UserId: efitzger   Erin Fitzgerald   Empl ID   0028138

General Preferences

Journal Source [DSB] 🔍   Default Projects Business Unit [   ] 🔍

▼ **Travel Default Chartstring and Direct Deposit Information**

OU	Dept	Fund	Source	Function	PC BU	Project	Activity	Program	Purpose	Property
01 🔍	11290 🔍	100 🔍	100001 🔍	521 🔍	🔍	🔍	🔍	0000 🔍	0000 🔍	0000 🔍

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)
1	☑	Payroll	■■■	■■■

PurCard Default Chartstring (if employee has PCard)   First ◄ 1-2 of 2 ► Last

Cardmember Number	Operating Unit	Department	Fund	Source	Function	PC Business Unit	Project	Activity	Program	Purpose	Property
1 **********631766	01 🔍	11290 🔍	100 🔍	100001 🔍	521 🔍	🔍	🔍	🔍	0000 🔍	0000 🔍	0000 🔍
2 **********631758	01 🔍	11290 🔍	100 🔍	100001 🔍	521 🔍	🔍	🔍	🔍	0000 🔍	0000 🔍	0000 🔍

Requisition Default Chartstring and Location

OU	Dept	Fund	Source	Function	PC BU	Project	Activity	Program	Purpose	Property
01 🔍	11290 🔍	100 🔍	100001 🔍	521 🔍	🔍	🔍	🔍	0000 🔍	0000 🔍	0000 🔍

Location [0000000201] 🔍   UVM Disbursement Center
19 Roosevelt Highway
Suite 120
Colchester   VT   05446

💾 Save   🔍 Return to Search   ↑ Previous in List   ↓ Next in List   📧 Notify

User Defaults – a delegate

User Defaults – a delegate

The University of Vermont
PeopleSoft Finance 9.1

UVM User Defaults

UserId: hleblanc   Holly LeBlanc   Empl ID   0031069

General Preferences

Journal Source [DSB] 🔍   Default Projects Business Unit [   ] 🔍

▼ **Travel Default Chartstring and Direct Deposit Information**

OU	Dept	Fund	Source	Function	PC BU	Project	Activity	Program	Purpose	Property
01	11290	100	100001	521				0000	0000	0000

PurCard Default Chartstring (if employee has PCard) | 🗗 📇   First ◀ 1 of 1 ▶ Last

1

💾 Save   🔍 Return to Search   ⬆ Previous in List   ⬇ Next in List   ✉ Notify

Public versus Private Templates

- Two types of template available in Peoplesoft
    - Public – everyone can see and use

Create Expense Report
Select a Template

Report ID NEXT

	Template	Description	Template Type
Select	MILEAGE	testing mileage	User Template
Select	EX-DOM	Domestic Expense Report	Public Template
Select	EXMILE	EXP Travel Mileage	Public Template
Select	EX_FOR	Foreign Expense Report	Public Template

Return to Expense Report Entry

Public versus Private Templates

- Public templates
  - Domestic Expense Report template has expense types for airfare, automobile rental, rental car gasoline, hotel/lodging, and meals.
  - Exp Travel Mileage template has an expense type for automobile mileage
  - Foreign Expense Report template has expense types for airfare, automobile rental, rental car gasoline, hotel/lodging, and meals.

- Private – only user can see them
  - Add any expense types you may frequently use

Creating a Template

User Template

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

Document Template: ER

Template Type: Expense Report

Add

User Template

Erin Fitzgerald

General Information

User ID:	efitzger
Template:	ER
Template Type:	Expense Report
*Description:	
Short Description:	

Expense Type

*Expense Type

	⊞	⊟

Air Travel Domestic
Air Travel Foreign
Amenities/Gifts/Hospitality
Automobile Mileage
Automobile Rental - Domestic
Automobile Rental - Foreign
Automobile Repair/Maintenance
Books and Reference Materials
Computer Supplies
Conference Reg. Fee - Domestic
Conference Reg. Fee - Foreign
Encumbrance - Domestic Trip
Encumbrance-Foreign Trip
Entrance Fees - Ed. Purposes
Equipment <$5000
Gratuity-Domestic
Gratuity-Foreign
Ground Transportation - Dom
Ground Transportation - Foreig

Update/Display

Add a description
Add the expense types

Add a Template

User Template
Erin Fitzgerald

General Information	
User ID:	efitzger
Template:	ER
Template Type:	Expense Report
*Description:	Overnight Trip
Short Description:	Overnight

Expense Type		
*Expense Type		
Automobile Mileage	▼	+ −
Meals- Domestic Travel Daily	▼	+ −
Hotel/Lodging Domestic	▼	+ −

Save

Creating documents from templates

Create Expense Report   🖫 Save for Later | 📑 Summary and Submit

Erin Fitzgerald ⑦

	...Populate From
	A Template
	A Travel Authorization
	An Existing Report
	Entries from My Wallet

Quick Start   GO

*Business Purpose   Administration/Operation ⌄

*US State/Country   Chittenden County, VT 🔍

*Report Description

🖉₊ Attachments

Create Expense Report
Select a Template

Report ID   NEXT

	Template	Description	Template Type
Select	MILEAGE	testing mileage	User Template
Select	EX-DOM	Domestic Expense Report	Public Template
Select	EXMILE	EXP Travel Mileage	Public Template
Select	EX_FOR	Foreign Expense Report	Public Template

Return to Expense Report Entry

Enter the date range and select the expense types

Template EX-DOM   **Description** Domestic Expense Report

Date Range

From 11/15/2013   To 11/20/2013

Add Expense Types:

One Day	All Days	Expense Type
☑	☐	Air Travel Domestic
☐	☐	Automobile Rental - Domestic
☐	☐	Rental Car Gasoline - Domestic
☑	☐	Hotel/Lodging Domestic
☐	☑	Meals- Domestic Travel Daily

OK   Cancel

The new expense report contains all the lines with dates

Create Expense Report

Erin Fitzgerald ?

Save for Later | Summary and Submit

Actions [...Choose an Action ▼] [GO]

*Business Purpose [Administration/Operation ▼]   ***US State/Country** [Chittenden County, VT] 🔍

*Report Description [   ]

🖉 Attachments

*Trip Description/Dates/Comments

[   ]

Expenses ?

Expand All | Collapse All   Add: | 📇 My Wallet (0) | ⚡ Quick-Fill   Total   0.00   USD

	*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
▶	11/15/2013 📅	Air Travel Domestic ▼	[ ] 254 characters remaining	Cash ▼	0.00	USD 🔍	➕ ➖
▶	11/15/2013 📅	Hotel/Lodging Domestic ▼	[ ] 254 characters remaining	Cash ▼	0.00	USD 🔍	➕ ➖
▶	11/15/2013 📅	Meals- Domestic Travel Daily ▼	[ ] 254 characters remaining	Cash ▼	0.00	USD 🔍	➕ ➖
▶	11/16/2013 📅	Meals- Domestic Travel Daily ▼	[ ] 254 characters remaining	Cash ▼	0.00	USD 🔍	➕ ➖
▶	11/17/2013 📅	Meals- Domestic Travel Daily ▼	[ ] 254 characters remaining	Cash ▼	0.00	USD 🔍	➕ ➖
▶	11/18/2013 📅	Meals- Domestic Travel Daily ▼	[ ] 254 characters remaining	Cash ▼	0.00	USD 🔍	➕ ➖
▶	11/19/2013 📅	Meals- Domestic Travel Daily ▼	[ ] 254 characters remaining	Cash ▼	0.00	USD 🔍	➕ ➖
▶	11/20/2013 📅	Meals- Domestic Travel Daily ▼	[ ] 254 characters remaining	Cash ▼	0.00	USD 🔍	➕ ➖

Review/Edit Profile

https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/Review_Edit_Profile.mp4

Change User Defaults – Default Creation Method

- Expense Report: Copy From a Template
- Employee Self-Service, Travel and Expenses, Review/Edit Profile

| Employee Data | Organizational Data | User Defaults | Bank Accounts | Corporate Card Information |

Erin Fitzgerald

Default Creation Method

	Copy From a Template
	Copy From a Travel Auth.
	Copy an Existing Report
*Expense Report	Open a Blank Report
*Time Report	Open a Blank Report
*Travel Authorization	Open a Blank Authorization

Expense Defaults

Report Description	Mileage to campus for meetings	Per Diem Range	
Business Purpose	Administration/Operation	Billing Type	UVM Internal
Originating Location	CHITT	Payment Type	CSH Cash
Expense Location	CHITT	Credit Card	
Transportation ID		Number of Nights	
Accounting Detail Default View	Collapsed		

Create an Expense Report

https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/Expense_Report.mp4

Creating documents from previous documents

Create Expense Report

Erin Fitzgerald ❓

...Populate From
A Template
A Travel Authorization
An Existing Report
Entries from My Wallet

Quick Start   GO

y and Submit

*Business Purpose [Administration/Operation ▾]   *US State/Country [Chittenden County, VT 🔍]

*Report Description [   ]   ✎₊ Attachments

Copy from Existing Expense Report

From Date [01/01/2016 📅]   To [04/01/2019 📅]   [Search]

Expense Reports

	Report ID	Description	Business Purpose	Status	Created
Select	0000116415	2019 HEUG Orlando	Administration/Operation	Submitted for Approval	03/23/2019
Select	0000109128	Mileage to campus for meetings	Administration/Operation	Paid	04/15/2018
Select	0000105832	Mileage to campus for meetings	Administration/Operation	Paid	10/28/2017
Select	0000105805	Mileage to campus for meetings	Administration/Operation	Paid	10/27/2017
Select	0000100884	2017 HEUG Las Vegas	Administration/Operation	Paid	03/10/2017
Select	0000093369	PeopleSoft HEUG	Professional Development	Paid	03/19/2016

[Return]

Change the dates and dollars, delete any unnecessary lines

Create Expense Report

Erin Fitzgerald ?

| | | | | Actions | ...Choose an Action | ▼ | GO |

*Business Purpose Administration/Operation ▼   *US State/Country Nevada 🔍

*Report Description 2017 HEUG Las Vegas   ✎. Attachments

*Trip Description/Dates/Comments

2017 PeopleSoft HEUG conference, 2/27/2017 -3/2/2017

Expenses ?

Expand All | Collapse All   Add: | 📇 My Wallet (0) | ⚡ Quick-Fill   Total   56.94   USD

	*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
▶	02/26/2017 📅	Air Travel Domestic ▼	* baggage fee 🔲 243 characters remaining	Personal Credit Card ▼	25.00	USD 🔍	➕ ➖
▶	02/27/2017 📅	Meals- Domestic Travel Daily ▼	* breakfast and lunch 🔲 235 characters remaining	Cash ▼	12.80	USD 🔍	➕ ➖
▶	03/02/2017 📅	Meals- Domestic Travel Daily ▼	* airport lunch 🔲 241 characters remaining	Cash ▼	6.14	USD 🔍	➕ ➖
▶	03/02/2017 📅	Gratuity-Domestic ▼	* hotel room gratuity 🔲 235 characters remaining	Cash ▼	10.00	USD 🔍	➕ ➖
▶	03/02/2017 📅	Gratuity-Domestic ▼	* shuttle driver gratuities, 2/26 and 3/2 🔲	Cash ▼	3.00	USD 🔍	➕ ➖

Expense Report Actions Drop Down Menu
- Apply or Adjust Cash Advance
- Attach a TA after the ER is started

Add New Expenses – Quick Fill

Create Expense Report

Erin Fitzgerald ⑦

*Business Purpose [Administration/Operation ⌄]

*US State/Country [Chittenden County, VT] 🔍

*Report Description [Mileage to campus for meetings]

✏️ Attachments

*Trip Description/Dates/Comments

[   ]

Expenses ⑦

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

Enter the date range

Quick-Fill

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

Date Range

From 03/02/2019 🗓   To 03/06/2019 🗓

Add Expense Types:

One Day	All Days	Expense Type
☐	☐	Air Travel Domestic
☐	☐	Air Travel Foreign
☐	☐	Amenities/Gifts/Hospitality
☐	☐	Automobile Mileage
☐	☐	Automobile Rental - Domestic
☐	☐	Automobile Rental - Foreign
☐	☐	Automobile Repair/Maintenance
☐	☐	Books and Reference Materials
☐	☐	Computer Supplies
☐	☐	Conference Reg. Fee - Domestic

OK   Cancel

Select the expense types

Quick-Fill

Help

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

Date Range

From 03/02/2019 📅   To 03/06/2019 📅

Add Expense Types:

One Day	All Days	Expense Type
☑	☐	Ground Transportation - Foreig
☐	☐	Hotel/Lodging Domestic
☐	☐	Hotel/Lodging Foreign
☐	☐	Instructional Supplies
☐	☐	Internet Services Charges
☐	☐	Lab/Research Supplies
☑	☐	Meals - Business
☐	☐	Meals - Hospitality
☐	☑	Meals- Domestic Travel Daily
☐	☐	Meals- Foreign Travel Daily

OK   Cancel

The expense report lines are added, based on the selection made.

Expenses ⓘ

Expand All | Collapse All   Add: | 🖳 My Wallet (0) | ⚡ Quick-Fill   Total   0.00   USD

	*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency		
▶	03/02/2019 📅	Ground Transportation - Foreig ▾	* [ ] ↗ 254 characters remaining	Cash ▾	0.00	USD 🔍	⊞	⊟
▶	03/02/2019 📅	Meals - Business ▾	* [ ] ↗ 254 characters remaining	Cash ▾	0.00	USD 🔍	⊞	⊟
▶	03/02/2019 📅	Meals- Domestic Travel Daily ▾	* [ ] ↗ 254 characters remaining	Cash ▾	0.00	USD 🔍	⊞	⊟
▶	03/03/2019 📅	Meals- Domestic Travel Daily ▾	* [ ] ↗ 254 characters remaining	Cash ▾	0.00	USD 🔍	⊞	⊟
▶	03/04/2019 📅	Meals- Domestic Travel Daily ▾	* [ ] ↗ 254 characters remaining	Cash ▾	0.00	USD 🔍	⊞	⊟
▶	03/05/2019 📅	Meals- Domestic Travel Daily ▾	* [ ] ↗ 254 characters remaining	Cash ▾	0.00	USD 🔍	⊞	⊟
▶	03/06/2019 📅	Meals- Domestic Travel Daily ▾	* [ ] ↗ 254 characters remaining	Cash ▾	0.00	USD 🔍	⊞	⊟

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.

Business Meal Attendees

| 11/20/2013 📅 | Meals - Business ▾ | *Meeting of the temperance League 🔲 | Cash ▾ | 150.00 × | USD 🔍 | ➕ ➖ |

222 characters remaining

*Billing Type UVM Internal ▾

🗂 Receipt Split

☑ Default Rate   *Exchange Rate 1.00000000 ♻ 📑

*Location Nevada 🔍

👥 **Attendees**

☐ Non-Reimbursable   Base Currency Amount   50.00   USD

*Merchant ○ Preferred   ◉ Non-Preferred

☐ No Receipt

Dog Team Tavern

▶ Accounting Details ❓

Attendees   ✕

Help

Expense Report

Attendees

Erin Fitzgerald   Report ID 0000116422

Attendees are required for the Meals - Business expense on line 8. Please list the attendees associated with this expense.

Name	Company	Title		
Fitzgerald,Erin Mary	University of Vermont		➕	➖

OK

Business Meal Attendees

Attendees   ×

Expense Report

Attendees

Erin Fitzgerald   Report ID 0000116422

Attendees are required for the Meals - Business expense on line 8. Please list the attendees associated with this expense.

Name	Company	Title		
Fitzgerald,Erin Mary	University of Vermont	Director	+	−
Anthony, Susan B	Women's Temperance Union	President	+	−
Nation, Carrie	US Temperance League	Vice Chair ×	+	−

OK

Hotel Wizard

❖ 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.

❖ Works for domestic hotels only – due to restriction of account

Expenses ⓘ

Expand All | Collapse All   Add: | 🖥 My Wallet (0) | ⚡ Quick-Fill   **Total**   750.00   **USD**

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency

▼   10/01/2019 📅   Hotel/Lodging Domestic ▾   * | Las Vegas Flamingo ↗   Cash ▾   750.00   USD 🔍

                                     236 characters remaining

*Billing Type   UVM Internal ▾   🖥 Receipt Split   ☑ Default Rate   *Exchange Rate   1.00000000   🔄 🖥

*Number of Nights [ ]   🏢 **Itemize Hotel Bill**   ☐ Non-Reimbursable   Base Currency Amount   750.00   USD

*Merchant ◯ Preferred   ⦿ Non-Preferred   ☐ No Receipt

                [ ]

▶ Accounting Details ⓘ

Click on the **Detail** link to fill in the required fields for this expense.

Create Expense Report

Itemize Hotel Bill

Report ID NEXT

Room Charge

Your Hotel Bill (?)

Details

Transaction Date	Number of Nights	Room Rate	Currency	Non-Reimbursable	
10/01/2019 📅	2	275.00	USD	☐	⊟

Add Room Charge

Total Bill	750.00 USD
Room Charge	0.00
Room Service	0.00
Parking	0.00
Remaining	750.00 USD

Number of Nights	2
Room Charge Total	0.00 USD
Total Room Expense	0.00 USD

Previous   Continue

Return To Expense Report

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**.

Create Expense Report

Itemize Hotel Bill

Report ID   NEXT

Room Service

Date	Meal Type	Amount	Currency	Non-Reimbursable	
10/01/2019 🗓	Trv.Meal ▾	50.00	USD	☐	⊟
10/02/2019 🗓	Trv.Meal ▾	50.00	USD	☐	⊟

Add Room Service Charge

Room Service Total   100.00   USD

Your Hotel Bill ⍰

Total Bill	750.00 USD
Room Charge	550.00
Room Service	100.00
Parking	0.00
Remaining	100.00 USD

Previous   Continue

Under **Room Service**, enter a Date, Meal Type and Dollar Amount, then click **Continue**.

Create Expense Report

Itemize Hotel Bill

Report ID NEXT

Parking					
Details					
Date	Amount	Currency	Non-Reimbursable		
10/02/2019 📅	100.00	USD	☐		−

Add Parking Charge

Parking Total   100.00 USD

Previous   Continue

Your Hotel Bill ❓	
Total Bill	750.00 USD
Room Charge	550.00
Room Service	100.00
Parking	100.00
Remaining	0.00 USD

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.

Create Expense Report

Itemize Hotel Bill

Report ID NEXT

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.		Total Bill	750.00 USD
		Room Charge	550.00
		Room Service	100.00
		Parking	100.00
		Remaining	0.00 USD

Previous	Done

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.

	*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
▶	10/01/2019	Hotel/Lodging Domestic	Hotel Wizard: Hotel/Lodging Domestic 218 characters remaining	Personal Credit Card	275.00	USD	+ −
▶	10/02/2019	Hotel/Lodging Domestic	Hotel Wizard: Hotel/Lodging Domestic 218 characters remaining	Personal Credit Card	275.00	USD	+ −
▶	10/01/2019	Meals- Domestic Travel Daily	Hotel Wizard: Meals- Domestic Travel Daily 212 characters remaining	Personal Credit Card	50.00	USD	+ −
▶	10/02/2019	Meals- Domestic Travel Daily	Hotel Wizard: Meals- Domestic Travel Daily 212 characters remaining	Personal Credit Card	50.00	USD	+ −
▶	10/02/2019	Parking & Toll Fees	Hotel Wizard: Parking & Toll Fees 221 characters remaining	Personal Credit Card	100.00	USD	+ −

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

Accounting Defaults

Accounting Defaults, continued

Create Expense Report
Accounting Defaults

Report ID 0000116423

Accounting Summary   Set Personalizations | Find | 🗗 | 📊   First ◀ 1 of 1 ▶ Last

%	*GL Unit	Oper Unit	Dept	Fund	Fund Affil	Source	Function	PC Bus Unit	Project	Activity	Program	Purpose	Property	Affiliate	
100.00	UVM01 🔍	01 🔍	11220 🔍	100 🔍	🔍	100001 🔍	521 🔍	🔍	🔍	🔍	0000 🔍	0000 🔍	0000 🔍	🔍	⊟

| Add ChartField Line | | Load Defaults | | User Defaults |

| OK |

Accounting Defaults, continued

Moving columns – Personalize link

Moving columns – Personalize link

Moving columns – Personalize link

Any time there is a Personalize link, the column order can be changed: travel and expenses, journals, requisitions….

Adding Attachments

There is an Attachments hyperlink on the expense report, General Information section:

Expense Report Attachments

Report ID NEXT

Details

Personalize | Find | View All | 🔗 | 🔲   First ◀ **1 of 1** ▶ Last

File Name	Description	User	Name	Date/Time Stamp	
View					➖

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK   Cancel

File Attachment   ✖

Help

[   ] **Browse...**

Upload   Cancel

📁 Tech
📁 Travel
📁 Vehicle
📁 Year End
📁 DOCS
📁 email_signature_GA_files
📁 Erins computer
📁 ERP
📁 General Accounting

📊 Flyamerica_UVM.pptx	3/16/2017 1:11 PM	Microsoft PowerP
📊 Flyamerica_UVM_033117.pptx	3/31/2017 8:38 AM	Microsoft PowerP
📄 Fly America Act plan_051717.docx	6/14/2017 11:38 AM	Microsoft Word D
📕 Best-Practices-for-International-Group-T...	6/28/2017 3:19 PM	Adobe Acrobat D
📕 A-Holistic-View-in-Travel-Risk-Manage...	6/28/2017 3:23 PM	Adobe Acrobat D
📕 Gonzaga Intl Trvl handbook.pdf	6/30/2017 10:35 AM	Adobe Acrobat D
📕 Gonzaga Emergency Communctn plan.pdf	6/30/2017 10:35 AM	Adobe Acrobat D
📕 Gonzaga Faculty led handbook.pdf	6/30/2017 10:36 AM	Adobe Acrobat D
📕 Concur Travel Risk Management in High...	7/31/2017 4:37 PM	Adobe Acrobat D

File name: [▾]   All Files (*.*) [▾]

Open ▾   Cancel

File Attachment

Help

H:\Disburse Center\Travel\intl travel\Flyamerica_UVM_ | Browse...

Upload   Cancel

Details

File Name	Description	Us
Flyamerica_UVM_033117.pptx	additional description ✕	

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK   Cancel

Create Expense Report

Erin Fitzgerald ⑦

*Business Purpose | Administration/Operation ▾

*Report Description | Mileage to campus for meetings

*US State/Country | Chittenden County, VT | 🔍

📎 Attachments (1)

Submit Electronically

Electronic submission of expense reports that are submitted and approved:

A. Expense report entered by employee, no required receipts:
- Use the notify button on the expense report screen, to travel@uvm.edu, telling the Travel team in the Disbursement Center that expense report xxxxxx is submitted and approved.

B. Expense report entered by employee, required receipts:
- Email travel@uvm.edu with a copy of the expense report AND
- Email scanned images of the required receipts; OR
- Attach scanned images of the required receipts to the expense report in PeopleSoft.

Submit Electronically, continued

C. Expense report entered by delegate, printed expense report signed by traveler, no required receipts:
- Email travel@uvm.edu with a copy of the expense report, signed by the traveler.

D. Expense report entered by delegate, printed expense report signed by traveler, required receipts:
- Email travel@uvm.edu with a copy of the expense report, signed by the traveler, AND
- Email scanned images of the required receipts; OR
- Attach scanned images of the required receipts to the expense report in PeopleSoft.

E. Service previously provided by ABSC – submit request to travel@uvm.edu, or via hardcopy through campus mail.

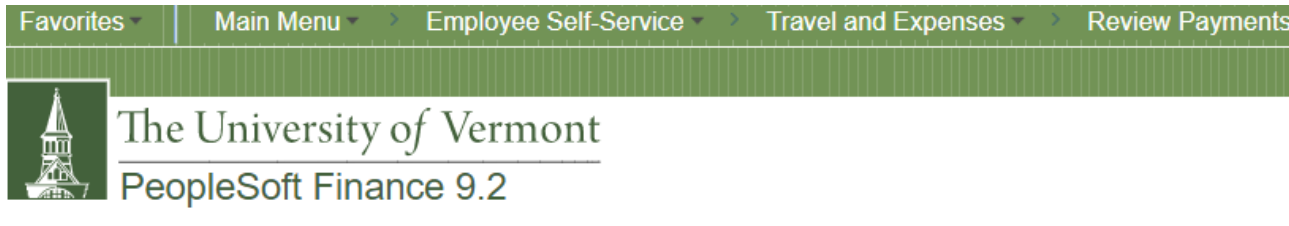# Where is the expense report?

Report status =

- Pending – never submitted or sent back
- In process – Approvals in Process – in prepay auditor worklist
- Submitted – Submitted for Approval - in department approver worklist
- Staged – will be paid by Disbursement Center, the next time checks are produced
- Paid
- Denied – by either department approver or prepay auditor (cannot be resubmitted)

Ways to find payment information

- T&E Employee Expense Payments – by payment (check or direct deposit)
- T&E Employee Expense History – by expense report
- Accounts Payable

T&E Employee Expense Payments – by payment (check or direct deposit)

Navigation:
- Employee Self Service, Travel and Expenses, Review Payments

OR

- T&E Administration, Travel and Expense Center, Review Payments, Review Payments

Drill to detail

Employee Expense Payment

Employee Payment History
Erin Fitzgerald

Payment Information

Payment Date 05/03/2019	**Payment Amount** 37.81 USD
Payment Status Paid	**Payment Reference** 0009091

Payee Address

Payments

Type	ID	Description	Status	Created	Amount	Currency	
Expense Report	0000116415	2019 HEUG Orlando	Paid	03/23/2019	37.81	USD	

Save   Return to Search   Previous in List   Next in List

yment Date 05/03/2019   **Payment Amount**   37.81 USD

ment Status Paid   Payment Reference 0009091

D	**Description**	Stat
000116415	2019 HEUG Orlando	Pai

Return to Search   Previous in

Payee Address Information   ✕

Help

Employee Payment History

Mailing Address

Country USA United States

Address 1 Disbursement Center

Address 2 23 Mansfield Avenue

Address 3

City

County   **Postal**

State

OK   Cancel

To update the address:

Addresses are fed from Human Resources

- Only Home and Mail addresses can be updates via HR Self Services
- To update work address, contact your department HR administrator to submit an ePar, when an employee changes department. Otherwise, email payroll@uvm.edu

- Employees do not receive reimbursement for commute from home to campus.
- If an employee works from home, they should not have a campus address.

Employee Expense History – by report number

Navigation:

Employee Self Services, Travel and Expenses, Review Payments, Review Expense History

- Clicking on ID (ER #) brings you to the expense report
- Clicking on the Status brings you to the Review Payments page

View Payments through Accounts Payable

View Payments through Accounts Payable - select vendor – alpha by first name

Look Up From Supplier Name 1

Search by: Supplier Name begins with [erin]

[Look Up] [Cancel] Advanced Lookup

Search Results

View 100 First ◄ 1-47 of 47 ► Last

Supplier Name
Erin Affronti
Erin Alberghini
Erin Argentieri
Erin Baker
Erin Bruhns
Erin Buckwalter
Erin Cain
Erin Clark
Erin Corbiere
Erin Craw
Erin Creley
Erin Crosby
Erin Cullen
Erin DeVries
Erin Dickinson
Erin Dobbin
Erin Fitzgerald

View Payments through Accounts Payable

Source - EXPN = T&E module

Payment Reference ID = check number

Reconciliation Status =
- Unreconciled – not cashed
- Reconciled – cashed

Reconcile Date = date
UVM's bank processed cashed check

Other Travel Resources

- UVM Travel Policy
- Travel Web Site
- Travel FAQs
- International Travel FAQs
- Travel PeopleSoft User Guides, includes videos
- T&E Direct Deposit
- PeopleSoft Online User Guides
- Monthly Financial 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

❖ Procedures regarding electronic submission
    https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/emplreimbursementdcfs.pdf

❖ Receipt requirements:
    https://www.uvm.edu/finance/employee-reimbursement

❖ Adding attachments to an expense report:
    https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/attachments.pdf

❖ The Travel web site has been updated. Please visit:
    https://www.uvm.edu/finance/travel

Questions?