# PeopleSoft 9.2 Travel & Expense

Erin Fitzgerald Tiffany Barker Cook

#### Agenda

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



- 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 January 2019

## 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
  - < 7days Once
  - > 7 days Start of each new week
- Prepay expenses
- Travel log (<u>International Travel web page</u>)

# 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

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* UVM Reports	
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Employee Self-Service	
Manager Self-Service	
Supplier Contracts	
Customer Contracts	N
Suppliers	63
Purchasing	
eProcurement	
Services Procurement	
Grants	
Program Management	
Project Costing	
Lease Administration	
T&E Administration	
Travel Administration	
Billing	
Accounts Receivable	
Accounts Payable	
Financial Gateway	
Commitment Control	
General Ledger	
Real Time Bottom Line	
Set Up Financials/Supply Chain	
Enterprise Components	
Worklist	
Tree Manager	
Reporting Tools	
PeopleTools	
Tax Center	
Treasury Dashboards	
My Preferences	
My Dictionary	
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## 9.2 Travel Authorization Create/Modify (Details)

Modify Travel Authorization		🔚 Save for Later   🗟 Summary and Submit
Tiffany Barker Cook 👔		ActionsChoose an Action 🔹 GC
*Business Purpose Professional Development     *Description HEUG Conference  Comments International HEUG Conference  Projected Expenses ②  Expand All   Collapse All Add:	*US State/Country Italy *Begin Trip Date 09/30/2018 3 *End Trip Date 10/03/2018	Authorization ID 0000009002 Pending Totals (1 Line) 400.00 USD
*Date *Expense Type 09/30/2018 I Encumbrance-Foreign Trip ▼ *Billing Type UVM Intern: ▼ Accounting Details ?	Description *Payment Type Meals for HEUG Personal Credit Card	*Amount Currency • 400.00 USD

## 9.2 Travel Authorization Create/Modify (Summary and Submit)

Modify Travel Authorization		Save for Later   🙀 Travel Authorization Details
Tiffany Barker Cook		ActionsChoose an Action   GO
*Business Purpose Professional Development    *Description HEUG Conference	*US State/Country Italy *Begin Trip Date 09/30/2018 3 *End Trip Date 10/03/2018	Authorization ID 0000009002 Pending Created 09/12/2018 Tiffany Barker Cook Last Updated 09/12/2018 Tiffany Barker Cook
Totals 🕐 🖨 View Printable Version		Attachments (1)
Projected Expenses (1 Line) 400.00 USD	Denied Expenses 0.00 USD	
	Total Authorized Amount 400.00 USD	$\searrow$
I certify that the information provided above is an accurate estimate. Submit Travel Authorization	nate of travel-related costs that are to be incurred by	

## 9.2 Travel Authorization View (Refresh Approval)

Travel Authorization		Travel Authorization Details
Tiffany Barker Cook		ActionsChoose an Action   GO
Your travel authorization 0000009002 has been submitted for	approval.	
Business Purpose Professional Development	*US State/Country Italy	Authorization ID 000009002 Submission in Process
Description HEUG Conference	Begin Trip Date 09/30/2018 End Trip Date 10/03/2018	Created 09/12/2018 Tiffany Barker Cook
		Last Updated 09/12/2018 Tiffany Barker Cook
Totals ? 🗧 View Printable Version	⊘ Notes	Httachments (1)
Projected Expenses (1 Line) 400.00 USD	Denied Expenses 0.00 USD	
$\triangleright$	Total Authorized Amount 400.00 USD	
<ul> <li>I certify that the information provided above is an acc me.</li> <li>Submit Travel Authorization</li> </ul>	urate estimate of travel-related costs that are to be incurred by Submitted On 09/12/2018 Submitted By Tiffany	y Barker Cook
Refresh Approval Status		

💇 Return to Search 🛛 🖃 Notify

### 9.2 Travel Authorization View (Withdraw)

Travel Authorizati	ion		Travel Authorization Det
Tiffany Barker Co	ok		ActionsChoose an Action   GO
Business Pu	Irpose Professional Development	*US State/Country Italy	Authorization ID 0000009002 Submitted for Approval
Descr	ription HEUG Conference	Begin Trip Date 09/30/2018 End Trip Date 10/03/2018	Created 09/12/2018 Tiffany Barker Cook
			Last Updated 09/12/2018 Tiffany Barker Cook
Totals 👔	View Printable Version		Attachments (1)
Projected E	Expenses (1 Line) 400.00 USD	Denied Expenses 0.00 USD	
		Total Authorized Amount 400.00 USD	Ν
<ul> <li>I certify that the me.</li> <li>Submit Travel A</li> </ul>	e information provided above is an accurate es	stimate of travel-related costs that are to be incurred by horization Submitted On 09/12/2018 Submitted By Tiffa	ny Barker Cook
Approval History			
	Submitted Tiffany Barker Cook		Expense Manager (Pooled)
Action	Role	Name	Date/Time
Submitted	Employee	Tiffany Barker Cook	09/12/2018 2:30:50PM

# 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

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	Home   Worklist   Process Monitor   Report Manager   Add to Favorites   Sign out
The University of Vermont FSDEV - refreshed to Apr 30, 2018 0358AM from fsprd	Welcome to UVM, Tiffany Barker Cook
PeopleSoft Finance 9.2	All - Search >> Advanced Search
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* UVM Interfaces	
* UVM Modifications	
* UVM Reports	
* UVM System	
Employee Self-Service	
Manager Self-Service	
Supplier Contracts	
Customer Contracts	
Suppliers	
Purchasing	
eProcurement	
Services Procurement	2
Grants	3
Program Management	
Project Costing	
Lease Administration	
T&E Administration	
Travel Administration	
Billing	
Accounts Receivable	
Accounts Payable	
Financial Gateway	
Commitment Control	
General Ledger	
Real Time Bottom Line	
Set Up Financials/Supply Chain	
Enterprise Components	
Worklist	
Tree Manager	
Reporting Tools	
PeopleTools	
Tax Center	
Treasury Dashboards	
My Preferences	
My Dictionary	
My Feeds	

### 9.2 Cash Advance Create/Modify

#### Modify Cash Advance

**Tiffany Barker Cook** 

Save for Later

#### \*Business Purpose Professional Development ۳ Report 0000005881 Pending \*Advance Description HEUG Conference Travel Auth # 8804 \*Begin Trip Date 09/30/2018 31 Created 09/12/2018 Tiffany Barker Cook \*End Trip Date 10/03/2018 31 Last Updated 09/12/2018 Tiffany Barker Cook 📲 User Defaults P. Import ATM Advances Cash Advance 👔 View Printable Version Notes Attachments \*Amount Currency Description Apply Tax \*Source 400.00 USD + Direct Deposit ACH Cash for meals -۳ 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				
Business Purpose F	Professional Development	Report 0000	005881 Submissior	n in Process
Advance Description	IEUG Conference	Travel Auth # 8804		
*Begin Trip Date 0	9/30/2018	Post State Not A	pplied	
*End Trip Date 1	0/03/2018	Created 09/12	/2018 Tiffany Bark	ker Cook
		Last Updated 09/12	2/2018 Tiffany Barl	ker Cook
	Accounting Data 00/42/2040	💑 User D	Defaults	
Cash Advance 👔 🛛 🞒 Vie	w Printable Version	○ Notes		
*Source	Description	*Amount	Currency	Apply Tax
Direct Deposit ACH	Cash for meals	400.00	USD	
Totals				
Advance	Amount 400.00 USD			
I certify that the advance re	quested above will be used for authorized purposes of	niy.		
Submit Cash Advance	Su	bmitted On 09/12/2018		
	Su	bmitted By Tiffany Bark	er Cook	

Refresh Approval Status

## 9.2 Cash Advance View (Withdraw)

Prepay Auditor

(Pooled)

Payment

#### View Cash Advance

Submitted

Tiffany Barker Cook

#### Tiffany Barker Cook Business Purpose Professional Development Report 0000005881 Submitted for Approval Travel Auth # 8804 Advance Description HEUG Conference \*Begin Trip Date 09/30/2018 31 Post State Not Applied \*End Trip Date 10/03/2018 31 Created 09/12/2018 Tiffany Barker Cook Last Updated 09/12/2018 Tiffany Barker Cook Ser Defaults Accounting Date 09/12/2018 Cash Advance (2) Notes View Printable Version \*Source Description \*Amount Currency Apply Tax Direct Deposit ACH Cash for meals 400.00 USD 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 On 09/12/2018 Submitted By Tiffany Barker Cook Approval History

Expense Manager

(Pooled)

# 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

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Favorites	Main Menu -		
	* LIVM Interfaces		Home   Worklist   Process Monitor   Report Manager   Add to Favorites   Sign out
🛕 The	* UVM Modifications	JP - refreshed to Aug 09, 2018 0406AM from fsprd	Welcome to UVM. Tiffany Barker Cook
Poor	* UVM Reports		
LAR Peop	* UVM System		All - Search Advanced Search Q Last Search Results
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* UVM Interfaces			
* UVM Modification	Customer Contracts		
* UVM Reports	Employee Self-Service		
Employee Self-Ser	Enterprise Components		
Manager Self-Serv	eProcurement		
Supplier Contracts	Financial Gateway		
Customer Contract     Suppliers	General Ledger		
<ul> <li>Suppliers</li> <li>Purchasing</li> </ul>	Grants		
eProcurement	Lease Administration		
Services Procurem	Manager Self-Service		
▶ Grants	PeopleTools		
Program Managen	Program Management		
<ul> <li>Lease Administrati</li> </ul>	Project Costing		
▶ T&E Administration	Purchasing		
Travel Administrati	Real Time Bottom Line		
▶ Billing	Reporting Tools		
Accounts Receivant     Accounts Payable	Services Procurement		
Financial Gateway	Set Up Financials/Supply Chain		
Commitment Cont	Supplier Contracts		
General Ledger	Suppliers		
Real Time Bottom	T&E Administration		
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▶ Worklist	Tree Manager		
Tree Manager	Worklist		
Reporting Tools	My Dictionary		
People fools     Tax Center	📔 My Feeds		
Treasury Dashboa	My Preferences		
My Preferences	Tax Center		
My Dictionary	Treasury Dashboards		
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### 9.2 Expense Report Create/Modify (Create vs Modify)

iy Barker Cook 👔				
			ActionsChoose an Action	▼ GO
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*Report Description HEUG Conference	Attachments			
*Trip Description/Dates/Comments				
International HEUG Conference				
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Jify Expense Report         ny Barker Cook ?         *Business Purpose Professional Development *	Report 0000112299 Pending		Save for La	ater   🔜 Summary and
dify       Expense Report         iny Barker Cook (?)       *Business Purpose         *Business Purpose       Professional Development         *Report Description       HEUG Conference	Report 0000112299 Pending *US State/ Country Italy	Q	Save for La	ater   🔜 Summary and
dify       Expense Report         ny Barker Cook ②       *Business Purpose         *Business Purpose       Professional Development         *Report Description       HEUG Conference	Report 0000112299 Pending *US State/ Country Italy Authorization ID 000009002	Q	Save for La	ater   🔜 Summary and
dify       Expense Report         any Barker Cook @       *Business Purpose         *Business Purpose       Professional Development         *Report Description       HEUG Conference         *Trip Description/Dates/Comments	Report 0000112299 Pending *US State/ Country Italy Authorization ID 000009002	Q	Save for La	ater   🔜 Summary and
dify       Expense Report         any Barker Cook ②       *Business Purpose       Professional Development       •         *Report Description       HEUG Conference       *         *Trip Description/Dates/Comments       International HEUG Conference	Report 0000112299 Pending *US State/ Country Italy Authorization ID 000009002 Attachments	Q	Save for La	ater   🔜 Summary and
dify       Expense Report         any Barker Cook @       *Business Purpose         *Business Purpose       Professional Development         *Report Description       HEUG Conference         *Trip Description/Dates/Comments       International HEUG Conference	Report 0000112299 Pending *US State/ Country Italy Authorization ID 000009002 Attachments	Q	Save for La	ater   🔜 Summary and

### 9.2 Expense Report Create/Modify (Actions)

Create Expense Report			🔚 Save for Later   🔜 Summary and Submit	t
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		Quick Start	Populate From GO	
*Business Purpose	*IIS State/ Country		Deputche From	
		~	A Template	
*Report Description	🖉 🖡 Attachments		A Travel Authorization	
			An Existing Report	
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Modify Expanse Report			C Cove for Later 1 C Cummon and Cub	it
			Save for Later   🔊 Summary and Subi	mit
Tiffany Barker Cook (2)			,	,
		Actio	nsChoose an Action GO	
*Business Purpose Professional Development	Report 0000112299 Pending		Choose an Action	
*Report Description HEUG Conference	*US State/ Country Italy	Q	Adjustment Cash Advance	
	Authorization ID 000000000		Apply/View Cash Advance(s) Conv Expense Lines	
*Trin Deserietien/Deter/Comments			Default Accounting For Report	
International HELIC Conference	<i> →</i> Attachments		Expense Report Project Summary	
			User Defaults	

#### 9.2 Expense Report Create/Modify (Details)

Modify E>	kpense Repo	rt							📙 Save for Later	🛃 Summar	y and Submit
Tiffany Bark	er Cook 👔							Actions	Dhaana ay Astian		
*E	Business Purpose	Professional Developme	nt 🔻		Report 0000112299 Pendin	g		Actions(	Choose an Action	•	GO
*R	eport Description	HEUG Conference			*US State/ Country Italy		Q				
					Authorization ID 0000009002						
	×	rip Description/Dates/Conternational HEUG Confe	omments erence		<i>∂</i> Attachments						
Expenses Expand All	Collapse All	Add:   📑 My Wallet (	(0)   🗳 Quick-Fill					Тс	otal 800.00	USD	
	*Date	*Expense Type			*Description		*Payment Type		*Amount	*Currency	
-	08/01/2018	Meals - Business		•	* Dinner with colleagues	<u>ج</u> //	Personal Credit Card	•	100.00	USD 🔍	+ -
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F	08/02/2018	Hotel/Lodging Domestic	c	٣	* Hotel Wizard: Hotel/Lodging Domestic 218 characters remaining		Personal Credit Card	¥	100.00	USD	+ -

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

Modify Expense Report						📙 Save for Later	📷 Expense Detai
Tiffany Barker Cook					Actions Choose a	n Action	• GO
*Business Purpose F	Professional Development	▼ Report	0000112299	Pending			
*Description H	EUG Conference	Created	09/12/2018	Tiffany Barker Cook			
		Last Updated	09/12/2018	Tiffany Barker Cook			
		Post State	Not Applied	US State/Cou	ntry Italy		
Totals 👔	View Printable Version	Wiew Analytics		Notes	🖧 Att	achments	
Employee Expenses (6 Lines	s) 800.00 USD	Non-Reimbursable Expenses	0.0	0 USD	Employee Credits	0.00 USD	
Cash Advances Applie	d 250.00 USD	Prepaid Expenses	0.0	00 USD	Supplier Credits	0.00 USD	
An	nount Due to Employee	550.00 USD	A	mount Due to Supplier	0.00 USD		
I certify that the inform	nation provided above is true an	d correct, that there are no alcohol expe	nses in / with	any travel meals, and I did not	pay for nor seek reimbursement	for this expense t	у
any other method. I ce	ertify that any international airfar	re was purchased in compliance with the	Fly America /	Act. Reimbursement of / payme	nt for items requires them to be	come property of	UVM.
Submit Expense Rep	JOIL						

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

Modify Expense Report							🔚 Save for Later 🕴 📷 Exp	pense Detai
Tiffany Barker Cook					Ac	tionsChoose a	an Action	GO
*Business Purpose P	rofessional Development	Report	0000112299	Pending		Choose a	an Action	٩
*Description HE	EUG Conference	Created	09/12/2018	Tiffany Barker Cook		Adjustment Apply/View	Cash Advance	
		Last Updated	09/12/2018	Tiffany Barker Cook		Expense R	eport Project Summary	
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Employee Expenses (6 Lines)	800.00 USD	Non-Reimbursable Expenses	0.0	0 USD	Emplo	yee Credits	0.00 USD	
Cash Advances Applied	250.00 USD	Prepaid Expenses	0.0	0 USD	Supp	olier Credits	0.00 USD	
Am	ount Due to Employee	550.00 USD	Ar	nount Due to Supplier	0.00 U	SD		
I certify that the information of the informatio	ation provided above is true and tify that any international airfare	l correct, that there are no alcohol expe was purchased in compliance with the	nses in / with Fly America /	any travel meals, and I did not p Act. Reimbursement of / paymer	ay for nor see It for items rec	k reimbursement juires them to be	for this expense by come property of UVM.	

Submit Expense Report

### 9.2 Expense Report View (Refresh Approval)

<mark>View</mark> Expense Report							Expen:	se Detai
Tiffany Barker Cook Your expense report 0000112299 I	has been submitted for approva	d.			ActionsChoose	an Action	Ţ	GO
Business Purpose Pr	ofessional Development	Report	0000112299	Submission in Process				
Description H	EUG Conference	Created	09/12/2018	Tiffany Barker Cook				
		Last Updated	09/12/2018	Tiffany Barker Cook				
Totals 👔	View Printable Version	Post State	Not Applied	US State/Count	r <b>y</b> Italy			
Employee Expenses (6 Lines)	800.00 USD	Non-Reimbursable Expenses	0.0	) USD	Employee Credits	0.00 USD		
Cash Advances Applied	250.00 USD	Prepaid Expenses	0.00	) USD	Supplier Credits	0.00 USD		
Amo	ount Due to Employee	550.00 USD	An	nount Due to Supplier	0.00 USD			
I certify that the information any other method. I cert Submit Expense Report	ation provided above is true and tify that any international airfare ort	I correct, that there are no alcohol exper e was purchased in compliance with the Submitted On	ises in / with a Fly America A 09/12/2018	any travel meals, and I did not pa .ct. Reimbursement of / payment Submitted By Tiffany Barker	y for nor seek reimbursemen for items requires them to be Cook	t for this expense by come property of U	/ ∨M.	
Refresh Approval Stat	us							
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#### 9.2 Expense Report View (Withdraw)

View E	Expense Report							👸 Expense Details
Tiffany	Barker Cook					ActionsCl	hoose an Action	▼ GO
	Business Purpose Pro	ofessional Development	Report	0000112299	Submitted for Approval			
	Description HE	UG Conference	Created	09/12/2018	Tiffany Barker Cook			
			Last Updated	09/12/2018	Tiffany Barker Cook			
Totals	5 ?	View Printable Version	Post State View Analytics	Not Applied	US State	Country Italy		
Em	ployee Expenses (6 Lines)	800.00 USD	Non-Reimbursable Expenses	0.00	USD	Employee Credit	ts 0.00 USD	
	Cash Advances Applied	250.00 USD	Prepaid Expenses	0.00	) USD	Supplier Credit	ts 0.00 USD	
	Amo	ount Due to Employee	550.00 USD	An	nount Due to Supplier	r 0.00 USD		
Ŷ	I certify that the informat any other method. I certi Submit Expense Repor	tion provided above is true and fy that any international airfare t Withdraw Exp	correct, that there are no alcohol expen was purchased in compliance with the ense Report Submitted On	ses in / with a Fly America A 09/12/2018	ny travel meals, and I did ct. Reimbursement of / pa Submitted By Tiffany	not pay for nor seek reimburs syment for items requires then Barker Cook	sement for this expense by n to become property of U	VM.
💌 Арј	proval History							
	Subm Tiffany Bar	itted ker Cook	Expense Manager (Pooled)		Pi	repay Auditor (Pooled)	Payment	

### 9.2 Expense Report View (Withdraw/Refresh Approval)

<mark>View</mark> Expense Report							Exper	nse Details
Tiffany Barker Cook					ActionsChoose a	n Action	¥	GO
Your expense report 0000112299 h	ias been withdrawn from the ap	prover's queue.						
Business Purpose Pro	ofessional Development	Report	0000112299	Submitted for Approval				
Description HE	EUG Conference	Created (	09/12/2018	Tiffany Barker Cook				
		Last Updated	09/12/2018	Tiffany Barker Cook				
Totals 🕐	View Printable Version	Post State N	Not Applied	US State/Count	r <b>y</b> Italy			
Employee Expenses (6 Lines)	800.00 USD	Non-Reimbursable Expenses	0.00	USD	Employee Credits	0.00 USD		
Cash Advances Applied	250.00 USD	Prepaid Expenses	0.00	USD	Supplier Credits	0.00 USD		
Amo	ount Due to Employee	550.00 USD	Am	ount Due to Supplier	0.00 USD			
I certify that the information of the informatio	tion provided above is true and ify that any international airfare rt Withdraw Exp	correct, Cat there are no alcohol expens was purchased in compliance with the F ense Report	es in / with a ly America A	ny travel meals, and I did not pa ct. Reimbursement of / payment	y for nor seek reimbursement for items requires them to be	for this expense come property of	by UVM.	

#### Refresh Approval Status

## 9.2 Expense Report View (Actions)

#### View Expense Report Expense Details GO ...Choose an Action Actions N. Tiffany Barker Cook Your expense report 0000112299 has been submitted for approval. ...Choose an Action Expense Report Project Summary Report 0000112299 Submission in Process Business Purpose Professional Development Export to Excel Description HEUG Conference Tiffany Barker Cook Created 09/12/2018 View Cash Advance Last Updated 09/12/2018 Tiffany Barker Cook Post State Not Applied US State/Country Italy Totals (?) View Printable Version We View Analytics (iii) Notes Employee Expenses (6 Lines) Non-Reimbursable Expenses Employee Credits 800.00 USD 0.00 USD 0.00 USD Cash Advances Applied 250.00 USD Prepaid Expenses 0.00 USD Supplier Credits 0.00 USD Amount Due to Employee Amount Due to Supplier 550.00 USD 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
Submitted On 09/12/2018
Submitted By Tiffany Barker Cook

Refresh Approval Status

💇 Return to Search 🔄 Notify

## 9.2 Expense Report Export to Excel

Export to Excel

#### **Expense Report**

Report 0000100884

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

				Personalize   Fir	nd   🖾   🔣 🛛 First	: 🕚 1-5 of 5 🕑 Last
Details 📧	•					
Expense Date	Expense Type	Description	Amount Spent	Currency	Payment Type	Description
02/26/2017	Air Travel Domestic	Air Travel Domestic	25.00	USD	Personal Credit Card	Personal Credit Card
02/27/2017	Meals- Domestic Travel Daily	Meals- Domestic Travel Daily	12.80	USD	Cash	Cash
03/02/2017	Meals- Domestic Travel Daily	Meals- Domestic Travel Daily	6.14	USD	Cash	Cash
03/02/2017	Gratuity-Domestic	Gratuity-Domestic	10.00	USD	Cash	Cash
03/02/2017	Gratuity-Domestic	Gratuity-Domestic	3.00	USD	Cash	Cash
		<				>

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Al	Al $\checkmark$ : $\times \checkmark f_x$ Expense Date													
	А	В	С	D	E	F	G	Н	I	J	K	L	М	N
1	Expense Date	Expense Type	Description	Amount Spent	Currency	Payment Type	Description	Billing Type	Description	Description	Non-Reimb	No Receipt	Location	<b>Originating Location</b>
2	8/1/2018	Meals - Business	Meals - Business	100	USD	Personal Credit Card	Personal Credit Card	UVM Internal	UVM Internal	Dinner with colleagues	N	Ν	Italy	
3	8/1/2018	Air Travel Foreign	Air Travel Foreign	300	USD	Personal Credit Card	Personal Credit Card	UVM Internal	UVM Internal	Airfare BTV to Italy	N	Ν		
4	8/1/2018	Hotel/Lodging Domestic	Hotel/Lodging Domestic	100	USD	Personal Credit Card	Personal Credit Card	UVM Internal	UVM Internal	Hotel Wizard: Hotel/Lodging Domestic	N	N	Italy	
5	8/2/2018	Hotel/Lodging Domestic	Hotel/Lodging Domestic	100	USD	Personal Credit Card	Personal Credit Card	UVM Internal	UVM Internal	Hotel Wizard: Hotel/Lodging Domestic	N	N	Italy	
6	8/3/2018	Hotel/Lodging Domestic	Hotel/Lodging Domestic	100	USD	Personal Credit Card	Personal Credit Card	UVM Internal	UVM Internal	Hotel Wizard: Hotel/Lodging Domestic	N	N	Italy	
7	8/4/2018	Hotel/Lodging Domestic	Hotel/Lodging Domestic	100	USD	Personal Credit Card	Personal Credit Card	UVM Internal	UVM Internal	Hotel Wizard: Hotel/Lodging Domestic	N	Ν	Italy	
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viruses. Unless you need	l to edit, it's safer to stay in Pro	tected View.	Enable Editing												
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Preferred Merchant	Non-Preferred Merchant	Ticket Number	Nbr of Nights	Transportation ID	Miles	Rate	Passengers	<b>Originating Location</b>	Amount Spent	Currency	Exchange Rate	Dflt	<b>Reimburse Amt</b>	Currency	
	Fancy, but not too fancy								100	USD	1	Y	100	USD	
	United	12354654							300	USD	1	Y	300	USD	
Hilton			1						100	USD	1	Y	100	USD	
Hilton			1						100	USD	1	Y	100	USD	
Hilton			1						100	USD	1	Y	100	USD	
Hilton			1						100	USD	1	Y	100	USD	

### 9.2 Expense Report Copy From an Existing



#### Copy from Existing Expense Report

From Date 02/05/2017 To 05/05/2018 Search													
Expense Reports													
	Report ID	Description	Business Purpose	Status	Created								
Select	0000108305	5 Mileage to campus for meetings	Administration/Operation	Pending	03/19/2018								
Select	0000105832	2 Mileage to campus for meetings	Administration/Operation	Paid	10/28/2017								
Select	0000105805	5 Mileage to campus for meetings	Administration/Operation	Paid	10/27/2017								
Select	0000100884	12017 HEUG Las Vegas	Administration/Operation	Paid	03/10/2017								

Return

Create	Expense Rep	ort						Save for Later	🛃 Summar	y and Submit
Erin Fitz	gerald ?									
	*Business Purpose *Report Description	Administration/Operation		*US State/ Country Nevada		Q	Actions	Choose an Action	~	GO
	*	Trip Description/Dates/Comments 2017 PeopleSoft HEUG conference, 2/27/2017 -3/2/2017								
Expense Expand	ses 👔 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	2	Personal Credit Card	~	25.00	USD	+ -
•	02/27/2017 🛐	Meals- Domestic Travel Daily	~	* breakfast and lunch 235 characters remaining	<u>[</u> 7]	Cash	~	12.80	USD	+ =
•	03/02/2017	Meals- Domestic Travel Daily	~	* airport lunch 241 characters remaining	[7]	Cash	~	6.14	USD	+ -
Þ	03/02/2017	Gratuity-Domestic	~	* hotel room gratuity 235 characters remaining	2	Cash	~	10.00	USD Q	+ -

# 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

			-,	
Approval History				
	Submitted Richard Cate		Payment	
Action	Role	Name	Date/Time	
Submitted		Lori Laquerre	03/10/2017 3:22:26PM	
Approved	Expense Manager	Erin Fitzgerald	03/13/2017 8:28:57AM	
Approved	Prepay Auditor	Tiffany Barker Cook	03/16/2017 12:57:00PM	

# Comments

iew Expense Report					🛃 Expense Deta
Tiffany Barker Cook				ActionsCho	oose an Action 🔹 😡
Business Purpose Pr	ofessional Development	Report 000010	0751 Paid		
Description All	iance 2017 02.27-03.02.2017	Created 03/06/2	017 Tiffany Barker Cook		
		Last Updated 03/09/2	017 Lisa Keefe		
		Post State Posted	USS	state/Country Nevada	
Totals (2)	View Printable Version	View Analytics	(P) Notes	6	Attachments (1)
Employee Expenses (13 Lines)	962.35 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Ame	ount Due to Employee	000.25 1150	Amount Due to Supr	alier 0.00 USD	
Approval History	r multitur LAp	Submitted On 03/06/2	1017 Submitted By		
	Tiffar	Submitted ny Barker Cook		Paymen	t
Action	Role	Name		Date/Time	Comments
Submitted		Tiffany Barker Cook		03/06/2017 12:29:37PM	
Sent Back For Revision	Expense Manager	Erin Fitzgerald		03/06/2017 2:33:04PM	P
Resubmitted		Tiffany Barker Cook		03/06/2017 2:42:13PM	
Approved	Expense Manager	Erin Fitzgerald		03/06/2017 4:36:43PM	
Approved	Prepay Auditor	Lisa Keefe		03/09/2017 8:42:42AM	

# Personalize Page

OK Cancel Copy Settings	
Page Personalization	All - Search >> Advanced Search @ Last Search Results
Put this page in front (the current tab) when I come into this component. ✓ Save tabbing order personalized below.	Print   New Window   Help   Personalize Page
To define new tabbing order, select Clear Tabbing Order, then click items to include in desired sequence. This new Tab order setting may be overridden by the people code command SetCursorpos(). To rearrange tabbing order, select Remove from order, Move up in order, or Move down in order, then click appropriate items to rearrange.	
Clear Tabbing Order Restore Default	
🔍 Include In Tabbing Order 💿 Remove From Order 🔍 Move Up In Order 🔍 Move Down In Order	
Create Express Expense Report	🔲 Save for Later   📄 Summary and Submit
Tiffany Barker Cook ?	Actions <sup>51</sup> Choose an Action 53 GO
*Business Purpose 55 *US State/ Country	× Q
*Report Description 56 54 83 Attachments	
*Trip Description/Dates/Comments	
Expenses (?) Expand All   Collapse All Add:   🕞 My Wallet (0)   🖸 Quick-Fill	Total 0.00 USD
26     27     Expense Type     78       98     99     99     99       *Billing Type     109	79 Payment Type         89 Amount         81 Currency           103         104         105         2

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Favorites	Main Men	u - · · Employee Self-Service -	<ul> <li>Travel a</li> </ul>	nd Expenses • > Expense Reports •	Create	/Modify							
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	The Univers	sity of Vermont FSS	UP - refres	hed to Aug 09, 2018 0406AM from	fsprd								Welcome to UVM, Tiffany Barker Co
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Modify	Expense Repo	ort					1	) Save for Later	🗟 Summar	and Submit			
Tiffany Ba	rker Cook 👔							J	. 100				
							ActionsChoo	e an Action	۳	GO			
	*Business Purpose	Professional Development		Report 0000112299 Pendin	g								
	*Report Description	HEUG Conference		*US State/ Country Italy		Q							
	*T	Frip Description/Dates/Comments		Autorization ib 0000009002									
		International HEUG Conference											
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## 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

Userl	d: efitzger		E	rin Fitzgera	ıld 🔶		Empl ID	0028138				
Gene	eral Prefere	ences										
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Favorites Main Menu	
	Home   Worklist   Process Monitor   Report Manager   Add to Favorites   Sign out
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PeopleSoft Finance 9.2	All 🔻 Search 📄 Advanced Search 🧔 Last Search Results
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Menu	0 0 -
My Favorites	
* UVM Interfaces	
* UVM Modifications	
* UVM Reports	
* UVM System	
Employee Self-Service	
Manager Self-Service	N
Supplier Contracts	2
Customer Contracts	
Suppliers	
Purchasing	
eProcurement	
Services Procurement	
Grants	
Program Management	
Project Costing	
Lease Administration	
T&E Administration	
Travel Administration	
Billing	
Accounts Receivable	
Accounts Payable	
Financial Gateway	
Commitment Control	
General Ledger	
Real Time Bottom Line	
Set Up Financials/Supply Chain	
Enterprise Components	
Worklist	
Tree Manager	
Reporting Tools	
PeopleTools	
Tax Center	
Treasury Dashboards	
My Preferences	
My Dictionary	
My Feeds	

### User Preferences – Delegate Entry

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Program Management		
Project Costing		
Lease Administration		
T&E Administration		
Travel Administration		
Billing		
Accounts Receivable		
Accounts Payable		
Financial Gateway		
Commitment Control		
General Ledger		
Real Time Bottom Line		
Set Up Financials/Supply Chain		
Enterprise Components		
Worklist		
Tree Manager		
Reporting Tools		
PeopleTools		
Tax Center		
Treasury Dashboards		
My Preferences		
My Dictionary		
My Feeds		

# Review/Edit Profile

Employee Data	Organizational Data	User Defaults	Bank Accounts	Corporate Ca	rd Information		
Tiffany Barke	er Cook						
Default Creation	on Method						
	*Expense Repor	t Open a Blank Re	eport	•			
	*Time Repor	t Open a Blank Re	eport	T			
	*Travel Authorization	Open a Blank Au	uthorization	•			
Expense Defau	ılts						
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	Business Purpose			Ŧ	Billing Typ	e UVM Internal	•
	Originating Location			Q	Payment Typ	e 🔍	
	Expense Location			Q	Credit Car	d	Ŧ
	Transportation ID		Q		Number of Night	ts	
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Favorites Main Menu	
	Home   Worklist   Process Monitor   Report Manager   Add to Favorites   Sign out
The University of Vermont FSSUP - refreshed to Aug 09, 2018 0406AM from fsprd	Welcome to UVM, Tiffany Barker Cook
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Menu	0 0 -
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▶ * UVM Interfaces	
▶ * UVM Modifications	
▶ * UVM Reports	
▶ * UVM System	
Employee Self-Service	
Manager Self-Service	
Supplier Contracts	
Customer Contracts	
▶ Suppliers	
Purchasing	
▶ eProcurement	
Services Procurement	
▶ Grants	
Program Management	
Project Costing	
Lease Administration	
▶ T&E Administration	
Travel Administration	
Billing	
Accounts Receivable	
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## Submission Process

#### **Self-Service Customers**

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

#### **Full-Service Customers**

- Send request to <u>travel@uvm.edu</u>
  - If entered in PeopleSoft notify <u>travel@uvm.edu</u> 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

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		658.50	USD	Valid	Lord, Jennifer	0019077	dafsdfasd	(	0000108319	04/02/2018	Submitted for Approval	Department Manager
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	Â	47.08	USD	Error in Budget Check	Trigg,Sophia A.	0122174	2-15-2018 Trip to Barre (VHS)	C	0000108021	02/16/2018	Submitted for Approval	Department Manager

# Regular Worklist



# Approving

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

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PeopleSoft Finance 9.2	All 👻 Search 🔊 Advanced Search 🧔 Last Search Results
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View Expense Report Approval video tutorial (MP4)

#### Menu

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# Reviewing Chartstrings

#### Query UV\_EX\_RPT\_LISTING – Expense Report Details to view chartstrings of all lines of an expense report

#### UV\_EX\_RPT\_LISTING - Expense Report Details



#### Download to Excel if necessary

#### UV\_EX\_RPT\_LISTING - Expense Report Details



Reviewing Payment & Check Information

Review payment information for:

- yourself
- anyone who has delegated entry authority to you



#### Employee Expense Payments

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

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#### Search Results

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0028138	Fitzgerald,Erin Mary	0005509	SHARE	FI001	BN08	000044	0059	02/09/2	018

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Save 🐼 Return to Search

# Helpful Links

- Travel Policy
  - <u>https://www.uvm.edu/sites/default/f</u> <u>iles/UVM-Policies/policies/travel.pdf</u>
- Automobile Rental
  - <u>https://www.uvm.edu/sites/default/f</u> <u>iles/UVM-</u> <u>Policies/policies/autorent.pdf</u>
- Business Meals
  - <u>https://www.uvm.edu/sites/default/f</u> <u>iles/UVM-</u> <u>Policies/policies/businessmeals.pdf</u>

- PeopleSoft User Guides
  - <u>https://www.uvm.edu/finance/user-guides</u>
- Travel Webpage
  - <u>https://www.uvm.edu/finance/travel</u>

# **Questions?**