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
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 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
  • < 7 days – Once
  • > 7 days – Start of each new week
• Prepay expenses
• Travel log (International 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)
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)

**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

**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>

**Totals**

- **Advance Amount**: 400.00 USD

**Notes**

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

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

**Submitted By**: Tiffany Barker Cook

**Refresh Approval Status**
9.2 Cash Advance View (Withdraw)
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)
9.2 Expense Report
Create/Modify
(Summary and Submit Actions)
9.2 Expense Report
View (Refresh Approval)
9.2 Expense Report View (Withdraw)

Expense Report Details:
- **Report**: 000012299
- **Submitted for Approval**
- **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>
</tbody>
</table>

**Amount Due to Employee**: 550.00 USD

**Amount Due to Supplier**: 0.00 USD

Approval History:
- **Submitted**: Tiffany Barker Cook
- **Expense Manager (Pooled)**
- **Prepay Auditor (Pooled)**
- **Payment**
9.2 Expense Report

View (Withdraw/Refresh Approval)

View Expense Report

Tiffany Barker Cook

Your expense report 0000112299 has been withdrawn from the approver's queue.

Business Purpose: Professional Development
Description: HEUG Conference

Report: 0000112299
Submitted for Approval
Created: 09/12/2018
Tiffany Barker Cook
Last Updated: 09/12/2018
Tiffany Barker Cook
Post State: Not Applied
US State/Country: Italy

Employee Expenses (6 Lines)

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Advances</td>
<td>250.00 USD</td>
</tr>
<tr>
<td>Employee Expenses</td>
<td>800.00 USD</td>
</tr>
</tbody>
</table>

Non-Reimbursable Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepaid Expenses</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

Employee Credits

<table>
<thead>
<tr>
<th>Credits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<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. I have not allocated any 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 all 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.

Business Purpose: Professional Development
Description: HEUG Conference

Report: 0000112299
Submission in Process

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>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 travel meals, and I did not pay 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 airfare for items requires them to become property of UVM.

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

Refresh Approval Status
## 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>
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</table>

[Return]
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Expense Date</td>
<td>Expense Type</td>
<td>Description</td>
<td>Amount Spent</td>
<td>Currency</td>
<td>Payment Type</td>
<td>Description</td>
<td>Billing Type</td>
<td>Description</td>
<td>Non-Reimb</td>
<td>No Receipt</td>
<td>Location</td>
<td>Originating Location</td>
</tr>
<tr>
<td>2</td>
<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>N</td>
<td>N</td>
<td>italy</td>
<td></td>
</tr>
<tr>
<td>3</td>
<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>N</td>
<td>N</td>
<td>italy</td>
<td></td>
</tr>
<tr>
<td>4</td>
<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>N</td>
<td>N</td>
<td>italy</td>
<td></td>
</tr>
<tr>
<td>5</td>
<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>N</td>
<td>N</td>
<td>italy</td>
<td></td>
</tr>
<tr>
<td>6</td>
<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>N</td>
<td>N</td>
<td>italy</td>
<td></td>
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<tr>
<td>7</td>
<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>N</td>
<td>N</td>
<td>italy</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>O</th>
<th>P</th>
<th>Q</th>
<th>R</th>
<th>S</th>
<th>T</th>
<th>U</th>
<th>V</th>
<th>W</th>
<th>X</th>
<th>Y</th>
<th>Z</th>
<th>AA</th>
<th>AB</th>
<th>AC</th>
<th>AI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Merchant</td>
<td>Non Preferred Merchant</td>
<td>Ticket Number</td>
<td>Nbr of Nights</td>
<td>Transportation ID</td>
<td>Miles</td>
<td>Rate</td>
<td>Passengers</td>
<td>Originating Location</td>
<td>Amount Spent</td>
<td>Currency</td>
<td>Exchange Rate</td>
<td>DIRT</td>
<td>Reimburse Amt</td>
<td>Currency</td>
<td></td>
</tr>
<tr>
<td>Fancy, but not too fancy</td>
<td>United</td>
<td>123456789</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td>USD</td>
<td>1</td>
<td>Y</td>
<td>100</td>
<td>USD</td>
<td></td>
</tr>
<tr>
<td>Hilton</td>
<td>1</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
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<td></td>
</tr>
<tr>
<td>Hilton</td>
<td>1</td>
<td>100</td>
<td>100</td>
<td>100</td>
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<td>100</td>
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<td>100</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hilton</td>
<td>1</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
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<td>100</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9.2 Expense Report

Copy From an Existing
Copy from Existing Expense Report

<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>0000100884</td>
<td>HEUG Las Vegas</td>
<td>Administration/Operation</td>
<td>Paid</td>
<td>03/10/2017</td>
</tr>
</tbody>
</table>

Return
### 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>baggage fee</td>
<td>Personal Credit Card</td>
<td>25.00</td>
<td>USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>243 characters remaining</td>
<td></td>
<td></td>
<td></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></td>
<td></td>
<td>235 characters remaining</td>
<td></td>
<td></td>
<td></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></td>
<td></td>
<td>241 characters remaining</td>
<td></td>
<td></td>
<td></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>
<tr>
<td></td>
<td></td>
<td>235 characters remaining</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Action</th>
<th>Role</th>
<th>Name</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>Expense Manager</td>
<td>Lori Laquerre</td>
<td>03/10/2017 3:22:26PM</td>
</tr>
<tr>
<td>Approved</td>
<td>Prepay Auditor</td>
<td>Erin Fitzgerald</td>
<td>03/10/2017 8:28:57AM</td>
</tr>
<tr>
<td>Approved</td>
<td></td>
<td>Tiffany Barkar Cook</td>
<td>03/10/2017 12:57:00PM</td>
</tr>
</tbody>
</table>
# Comments

**View Expense Report**

**Tiffany Barker Cook**

**Business Purpose:** Professional Development  
**Description:** Alliance 2017 02.27-03.02.2017

**Totals**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses (13 Items)</td>
<td>$962.36</td>
</tr>
<tr>
<td>Cash Advances Applied</td>
<td>$0.00 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>

**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 conjunction with any travel meals, and that 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.

---

**Approval History**

<table>
<thead>
<tr>
<th>Action</th>
<th>Role</th>
<th>Name</th>
<th>Date/Time</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Tiffany Barker Cook</td>
<td></td>
<td>03/06/2017 12:29:37PM</td>
<td></td>
</tr>
<tr>
<td>Sent Back For Revision</td>
<td>Expense Manager</td>
<td>Erin Fitzgerald</td>
<td>03/06/2017 2:33:04PM</td>
<td></td>
</tr>
<tr>
<td>Resubmitted</td>
<td>Tiffany Barker Cook</td>
<td></td>
<td>03/06/2017 2:42:13PM</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>Expense Manager</td>
<td>Erin Fitzgerald</td>
<td>03/06/2017 4:30:43PM</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>Prepay Auditor</td>
<td>Lisa Keefe</td>
<td>03/08/2017 8:42:42AM</td>
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<td>Date</td>
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<td>Description</td>
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<td>Amount</td>
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<td>9/6/2016</td>
<td>Meals - Business</td>
<td>Dinner with colleagues</td>
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<td>100.00</td>
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<tr>
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<td>Hotel Wizard Hotel/Lodging Domestic</td>
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<tr>
<td>9/6/2016</td>
<td>Hotel/Lodging Domestic</td>
<td>Hotel Wizard Hotel/Lodging Domestic</td>
<td>Personal Credit Card</td>
<td>100.00</td>
</tr>
</tbody>
</table>
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 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
- Accounting Detail Default View: Collapsed
- Per Diem Range
- Billing Type: UVM Internal
- Payment Type
- Credit Card
- Number of Nights
- Number of Nights

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

Project Defaults for Expenses
- Project Defaults for Expenses
  - Enabled
  - PC Business Unit
  - 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)
Regular Worklist
Approving

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

- My Favorites
  - 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
  - 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

View Expense Report Approval video tutorial (MP4)
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

<table>
<thead>
<tr>
<th>Expense Report ID Like(%)</th>
<th>%</th>
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<tbody>
<tr>
<td>EmpId Like(%)</td>
<td>%</td>
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<tr>
<td>Creation Dt From</td>
<td>04/01/2018</td>
</tr>
<tr>
<td>Creation Dt To</td>
<td>01/31/2019</td>
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<tr>
<td>OU Like(%)</td>
<td>%</td>
</tr>
<tr>
<td>Dept Like(%)</td>
<td>%</td>
</tr>
<tr>
<td>Source Like(%)</td>
<td>%</td>
</tr>
<tr>
<td>Project Like(%)</td>
<td>%</td>
</tr>
<tr>
<td>Program Like(%)</td>
<td>%</td>
</tr>
<tr>
<td>Merchant (%)</td>
<td>%</td>
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<tr>
<td>Preferred Merchant (%)</td>
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</table>

Download results in: Excel Spreadsheet, CSV Text File, XML File (14 kb)

### View All

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<thead>
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<th>ID</th>
<th>Status</th>
<th>Created</th>
<th>Date</th>
<th>Name</th>
<th>Line</th>
<th>Description</th>
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<th>Distribution ULI</th>
<th>Account</th>
<th>Descr</th>
<th>Oper Unit</th>
<th>Dept</th>
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<th>Source</th>
<th>Function</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Purpose</th>
<th>Property</th>
<th>Amount</th>
<th>Deny</th>
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<td>04/26/2018</td>
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<td>RT - asst controller interview</td>
<td>1 00515</td>
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<td>01</td>
<td>11290</td>
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<td>100001</td>
<td>521</td>
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</table>
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.

Find an Existing Value

Search Criteria

- Empl ID begins with: 0028138
- Payment Reference begins with: 
- SetID: SHARE
- Bank Code begins with: 
- Bank Account begins with: 
- Payment Number begins with: 

- Case Sensitive

Search Results

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Name</th>
<th>Payment Reference</th>
<th>SetID</th>
<th>Bank Code</th>
<th>Bank Account</th>
<th>Payment Number</th>
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<tr>
<td>0028138</td>
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<td>0006164</td>
<td>SHARE</td>
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<td>SHARE</td>
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<td>BN08</td>
<td>0004450059</td>
<td>02/09/2018</td>
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</table>
### Employee Payment History

**Erin Fitzgerald**

**Payment Information**

- **Payment Date**: 04/27/2018
- **Payment Status**: Paid
- **Payment Amount**: 21.96 USD
- **Payment Reference**: 0005164

**Payee Address**

### Payments

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<td>04/15/2018</td>
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<td>USD</td>
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[Return to Review Payments](#)
Helpful Links

- Travel Policy
- Automobile Rental
- Business Meals

- PeopleSoft User Guides
  - https://www.uvm.edu/finance/user-guides
- Travel Webpage
  - https://www.uvm.edu/finance/travel
Questions?