EXPENSE REPORTS

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Overview

This user guide contains detailed instructions on how to complete and approve Travel and Expense forms/reports in PeopleSoft Financials. This document applies to UVM employees who handle their own Travel and Expense forms, as well as their delegates.

NOTE: Certain departments rely on the Disbursement Center for travel and expense processing. Please consult the Employee Reimbursement Process/Instructions for each department. Please email travel@uvm.edu if you have questions regarding the expense reporting process.

Responsibilities

- Itemized receipts are required. Original, scanned, or digital receipts are acceptable.
- If a Travel Authorization was created for the trip, create the Expense Report from the Travel Authorization. See the Travel Authorizations User Guide (PDF).
- If you obtained a Cash Advance and have excess cash, turn in the cash, and assign the Cash Advance to the Expense Report.
- Complete Expense Report within 60 days of returning from the trip.
- Route printed Expense Report and receipts to approver.
- Follow up to ensure timely approval.

Delegate Entry Authority to Other Users

Delegating Entry Authority enables an employee to authorize another employee to take action on PeopleSoft Travel and Expense forms on their behalf.

Be aware that colleges or departments within the University may have specific directives on this matter. Check with your departmental business manager if you have questions on Travel and Expenses for your area.

NOTE: Although a traveler may delegate authority to another user to enter Travel and Expense forms, the traveler is still responsible for understanding the Travel Policy, and for the accuracy, timeliness, and completion of their reports.

To set up a delegate for Travel and Expense forms:

1. Log in to PeopleSoft through the **Financials** login.
2. Click the **Expenses Tile** then the **Delegate Entry Authority** tile.

then


3. The **Authorize Users** page displays a list of users authorized to take action on your behalf in the PeopleSoft Travel and Expense module. If you have not authorized any delegates, the only User ID listed will be your own.
4. To add a delegate, click the **Add** **icon** to add a row.
5. Type in the user id of the person whom you are authorizing as a delegate. If you do not know their User ID, click the **Look Up** icon to search for it.
6. The User ID is equivalent to the UVM netID. The netID can be found in the [UVM Directory](). It is often, but not always, the first initial of a person's first name, followed by the first several letters of their last name.
7. If you are unable to find the User ID, click **Advanced Lookup**. The Description field contains the employee's name. Enter the person's name in this format: **first name%last name**. For example, **Rally%Cat**. Click **Search**. If there are multiple people with the same name and you are unsure of the correct User ID to select, check with the employee to confirm their PeopleSoft User ID.
8. Select the **Authorization Level** from the dropdown list. Assign your delegate **Edit**, **Edit & Submit**, or **View** access.
9. Click **Save**.
10. Repeat **Steps 4-9** to add more delegates if needed.

    To delete an authorized user, click the **delete** icon at the end of the appropriate line and the user will be removed from the list upon saving.

Create and Manage Expense Reports

Create an Expense Report from a Blank Form

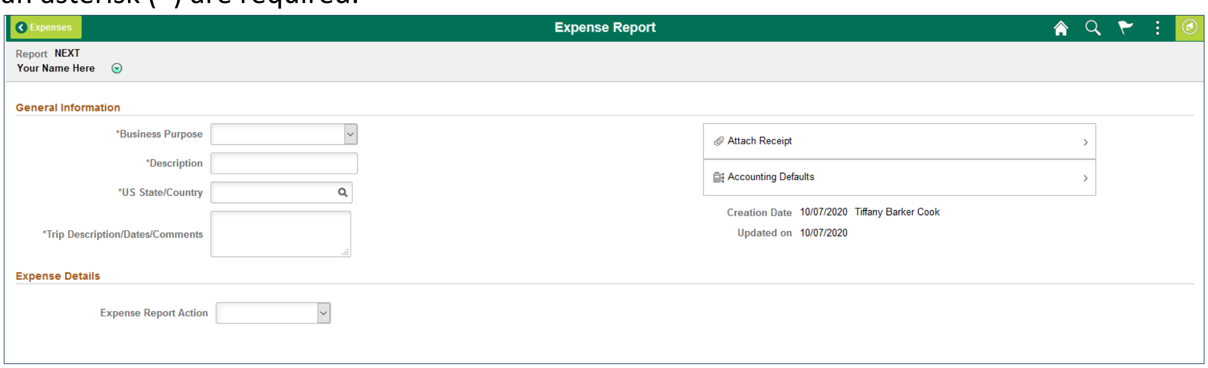
Use these instructions if you are not required to have an associated Travel Authorization.

If this Expense Report is related to a trip where a **Travel Authorization** was created, there **MUST** be a link to the original Travel Authorization. Follow the instructions for [Create an Expense Report from a Travel Authorization and Apply a Cash Advance](#).

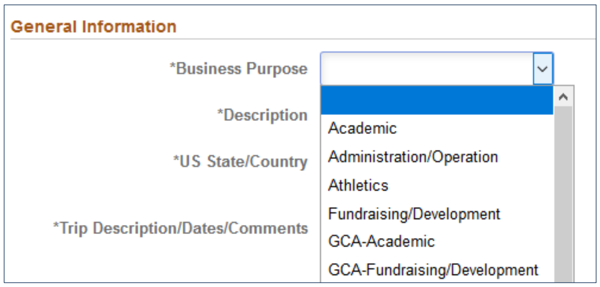
1. Log in to PeopleSoft through the [**Financials** login](#).
2. On the **UVM Employee Homepage** click on the **Expenses Tile** then the **Create Expense Report Tile.**

NOTE: If you are an authorized delegate entering an Expense Report on behalf of another employee, see [Creating an Expense Report for Another Employee](#).

3. If you are creating the Expense Report for yourself skip to **Step 4.** If entering the Expense Report as the authorized delegate of another employee click the **Action**  icon next to your name and select **Change Employee.** Click the **Empl ID** or **Name** of the person for whom you are entering the Expense Report. If you are a delegate for a large number of people you can also search by the Employee ID or Employee Name. The Employee Name will be displayed at the top left of the screen.
4. On the **Expense Report** screen, ensure the correct name is the upper left. Fields marked with an asterisk (*****) are required.



5. Click the **Business Purpose** dropdown list. Select the entry that most closely identifies the purpose of the trip.



6. In the **Description** field, type a short, meaningful description of the expense (e.g., 04-2018 Recruiting Trip to Boston), this description can be used when searching for previous expense reports.

7. Click in the **Trip Description/Dates/Comments** field and add the details of this expense.

   NOTE: If this expense report is for a trip, the actual destination(s) **MUST** be entered here. Enter travel dates, and other important details.

8. Click on the **Look Up** icon for the **US State/Country** field and select one of the following:

   a. **Country** – if for an international location

   b. **State** – if for a state other than Vermont

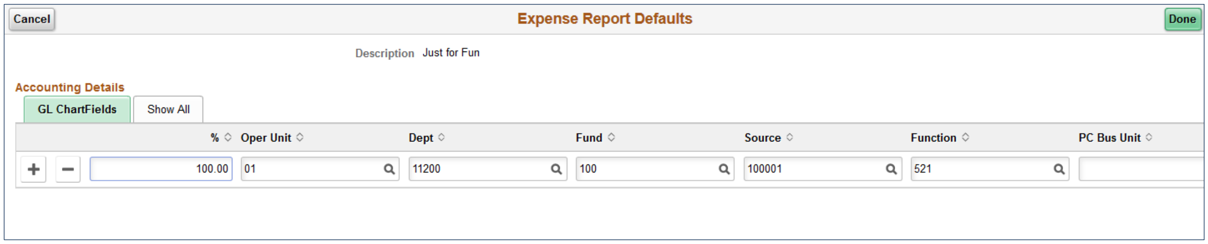
   c. **County** – if for a location in Vermont

   NOTE: If traveling to multiple destinations, select the first destination in the **US State / Country** field, and enter subsequent destination on the **Comments** field. If you are seeking reimbursement for expenses incurred locally, the location should be your county in Vermont.

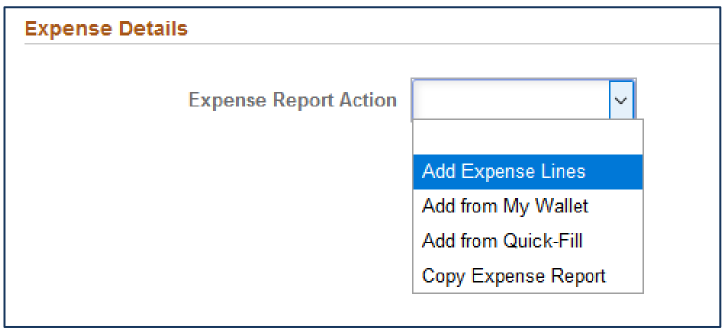
9. When using one or more chartstrings for the entire report, the accounting can be adjusted for the whole report at once, rather than making individual line adjustments.

   On the right side of the form, click **Accounting Defaults**. Make any chartstring edits, add a Chartfield line to split the expense if needed, then click **Done** to return to the Expense Report.

   NOTE: The Accounting Defaults can be changed after data entry is complete. The accounting details will be updated with the new chartstring information.

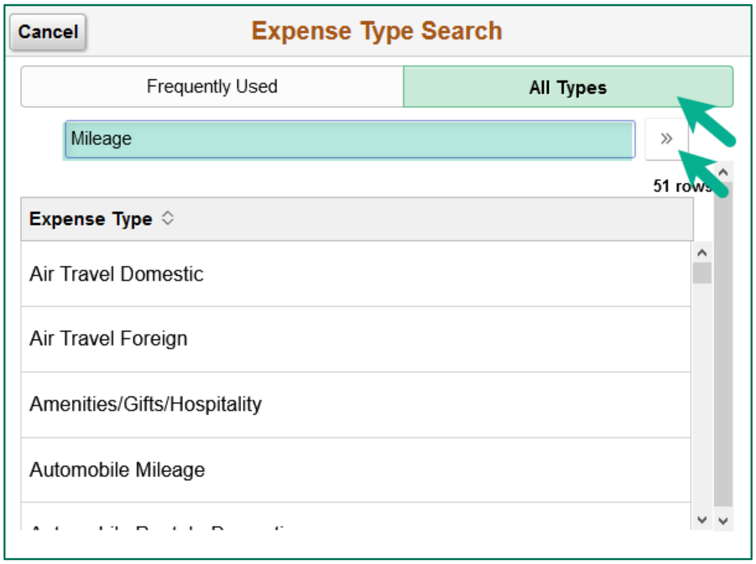


10. Click the **Expense Report Action** dropdown list. Select **Add Expense Linse**.



11. On the **Expense Entry** page, enter the date the expense was incurred, or select the date from the **Calendar**  icon.

12. Enter an **Expense Type** or click the **Look Up**  icon to find the appropriate expense type. Click on the **All Types** tab to view a list of all expense types or use the search box to search for key words such as “mileage”.



13. Enter details in the **Description** field. Expand this field if needed, by clicking and holding the lower right corner, then dragging it downward/to the right.

    NOTE: The fields displayed and required vary by expense type.

14. Fill out any required fields for the expense, denoted by an asterisk (*) next to the field label. For this example using automobile mileage, the number of miles and a description of the trip(s) must be entered. For other expense types, the number and nature of required fields will change.

15. Select how the expense was paid for from the **Payment** dropdown. Options are **Cash** or **Personal Credit Card**.

16. Enter the total amount in the **Amount** field.

17. The **Currency** will populate as **USD** and this field should remain unchanged. If necessary, convert foreign currencies into dollars, then complete this expense report in US dollars.

NOTE: The Disbursement Center uses the [OANDA Currency Converter] for currency conversion.

18. Leave the **Billing Type** set to the default value of **UVM Internal**, which is used for reimbursing UVM employees. (The other choice in the list, **UVM Billable**, is not used.)

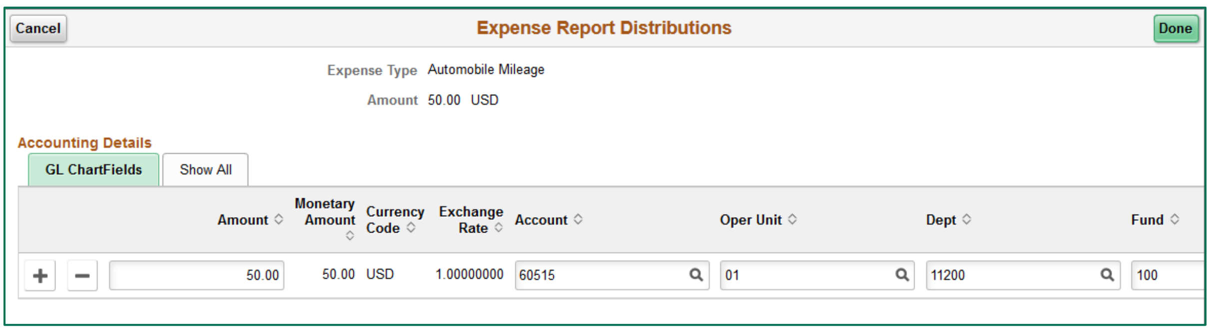
19. To view or modify the chartstring(s) for this expense line, or to split the expense between multiple chartstrings, click **Accounting** to open the Accounting Details.

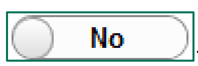
20. Enter the correct chartstring or click on the **Look Up** icon to search and select a chartfield(s) value.

21. To split this expense into two or more chartstrings, click the **Add**  icon to add pre-populated chartfield lines, which may then be adjusted as necessary. When all adjustments have been made click **Done** to return to the expense report.

NOTE*: If one expense needs to be charged to two or more departments, DO NOT split the expense in the accounting details. Each expense line can be approved by only one departmental approver, not by two or more.*

If applicable, enter each portion of the expense on a separate expense line. Only in this manner can the appropriate individuals approve their department's portion of the expense.

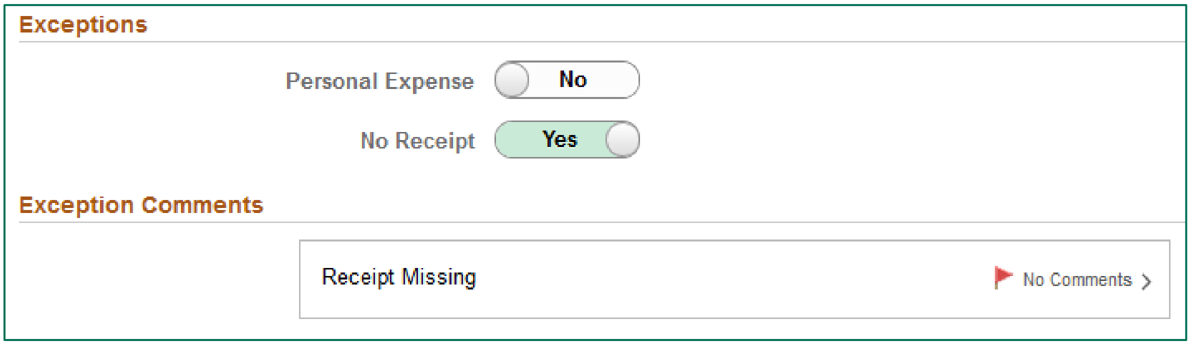


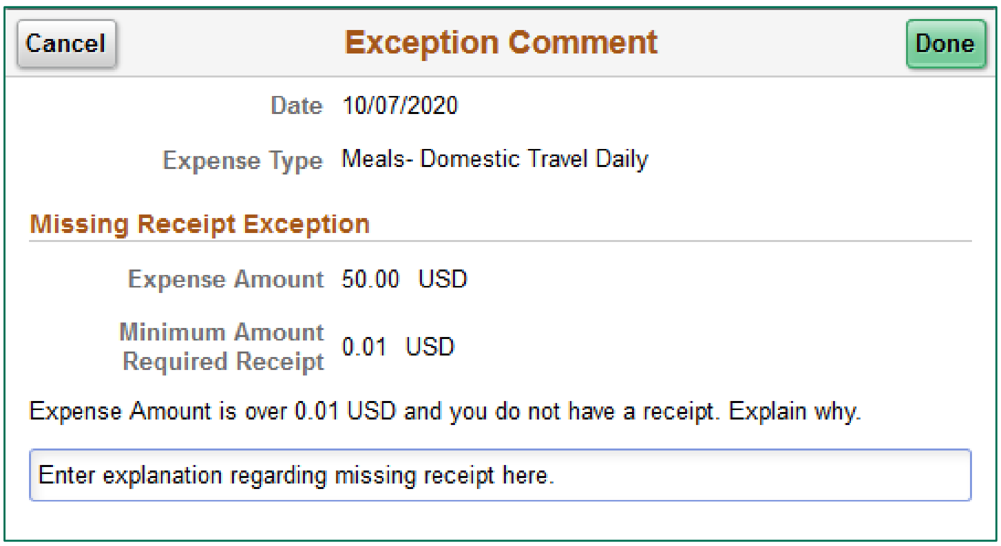
22. Click in the appropriate **toggle** 

to the right of **Personal Expense** or **No Receipt** if either of these conditions is true.

- If **No Receipt** is marked yes, an explanation *is required* in the **Exception Comments** section, which will display after the toggle is changed to yes. Click on the **missing receipt** box to open the comment window. Once you entered your comment click **Done** to return to the expense entry page.

Note: Although this example is using Domestic Travel Meals as the expense type, **No Receipt** does ***not*** need to be checked if a receipt would not be expected as in the case of domestic travel meals per the UVM Travel Policy. Verify all receipt requirements with your department administrator prior to traveling as departments may have stricter requirements than the travel policy.

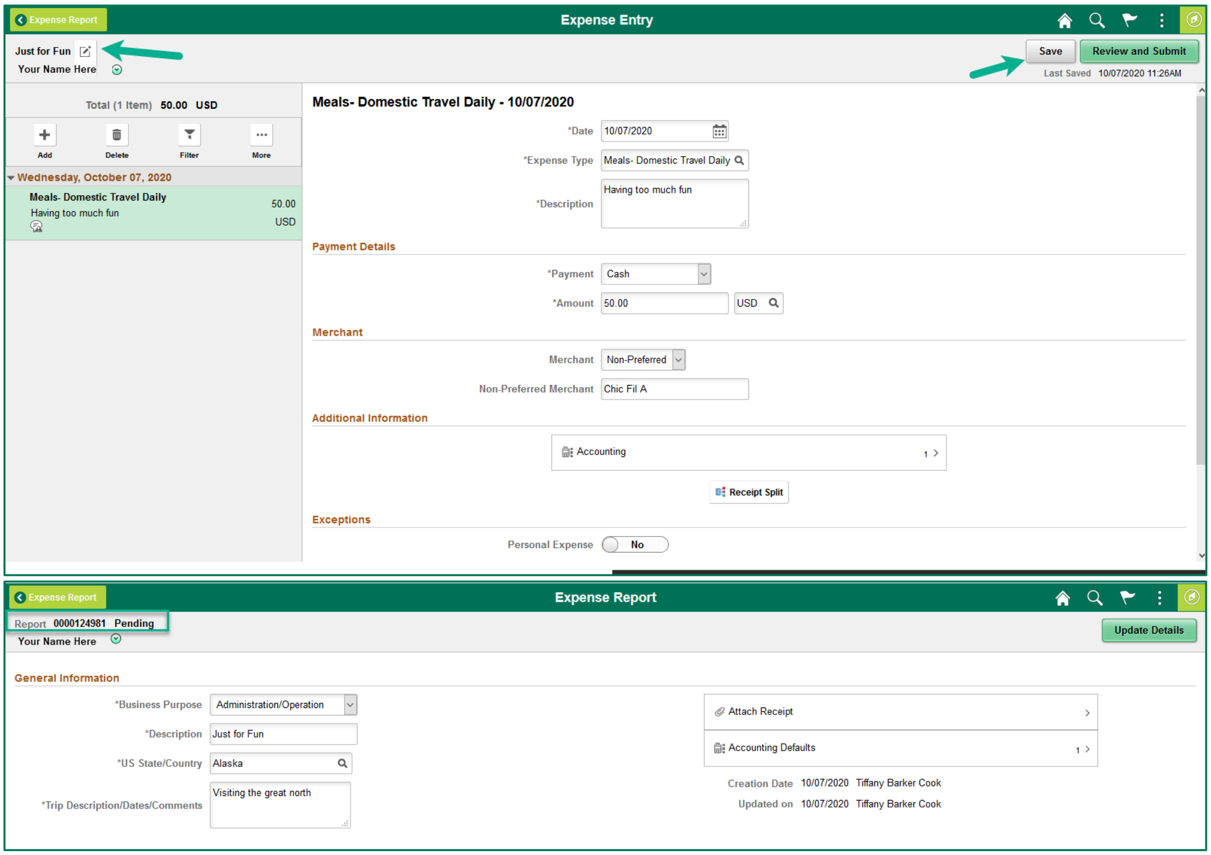


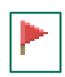


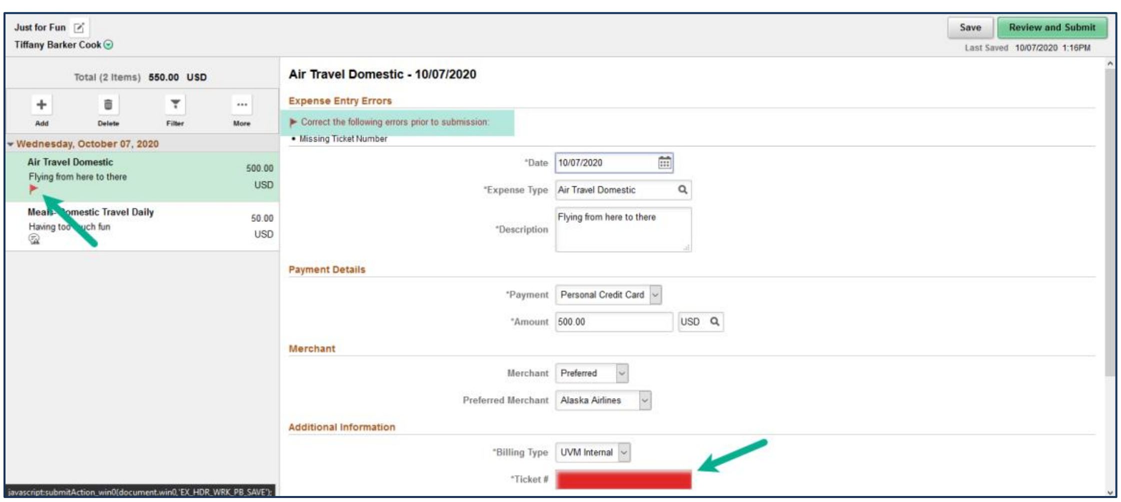
23. When the details are entered for this expense, click **Save**, in the upper right of the form. This checks the report for entry errors, field omissions, and chartstring validity.

The system will assign a unique Expense Report ID, in the **Report** field above your name on the expense report header page. The report will be in **Pending** status until submission. To view the expense report number you can return to the header page by clicking on the **General Information** icon in the top left next to the report description.

NOTE: Checking for Expense Errors does not check whether there are available funds in that budget.



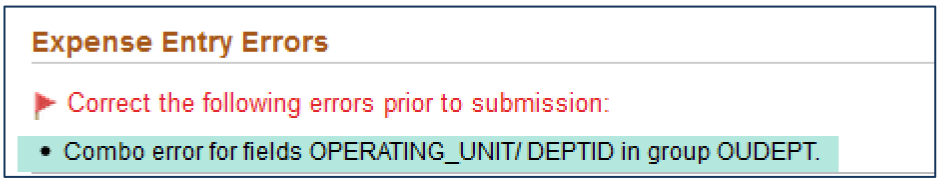
23. Any Expense Lines with errors will have a **red flag**  icon. Select that expense to open the details and review the error. The fields with errors or omissions will be highlighted **red**. Correct or complete the highlighted fields and click **Save**, until there are no longer any highlighted fields.



24. If the Expense Report Line Errors includes a Combo error for chartfields, the chartstring is not valid in PeopleSoft.

Click on **Accounting** to correct the issue. For guidance, speak with the appropriate business manager for chartstrings related to operational expenses, or with Sponsored Project Administration for grant-related chartstrings.

Note: The value in the **Account** field should never be changed. This automatically populates based on the Expense Type chosen.



25. Valid chartstrings will, at a minimum, contain entries in the Operating Unit, Department, Fund, Source, and Function fields. If there are no values for the Program, Purpose, and Property fields, these fields MUST contain the value **0000**. (Other fields not mentioned here, if not required by the chartstring, may be left blank.)

26. When chartstring issues have been corrected, click **Save** (see **Step 23** for location of the link if needed).

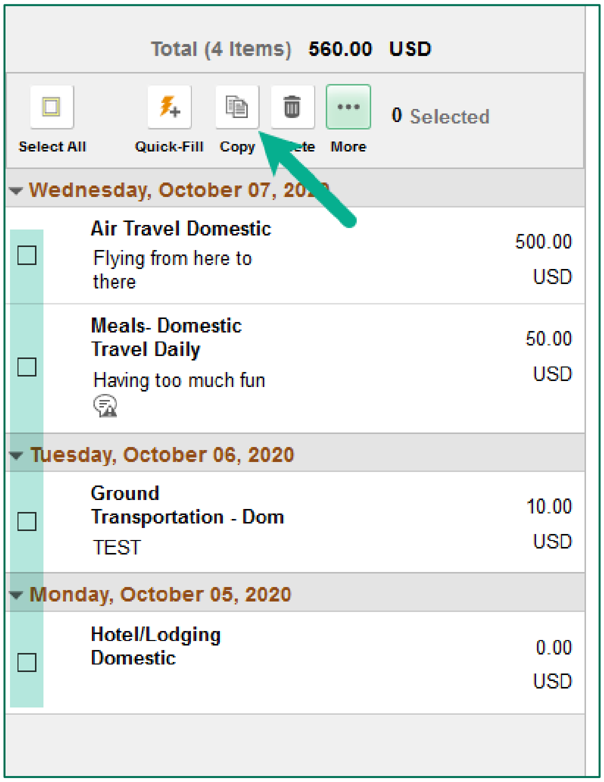
27. If errors are still present, repeat **Steps 23 – 26.**

28. To add an expense line, click the **Add** icon on the left side of the screen. Expenses are grouped by date and each date can be collapsed or expand as needed using the **Arrow** icon(to the left of the **Date**). Refer to **Step 30** to Copy Expense Lines.

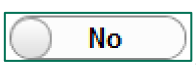
29. Click **Save** frequently, to ensure that the work is saved to the database.

- To itemize multiple expenses on hotel bills, see the Itemize Hotel Bill section of this document.
- Combine daily meal totals on one expense line per date.
- Provide adequate detail in the **Merchant (Non-Preferred)** and **Description** fields.

30. To duplicate any or all expense lines (e.g., the same expense types were incurred on multiple dates), click the **More** icon, select the expenses that you want to copy then click the **Copy** icon.

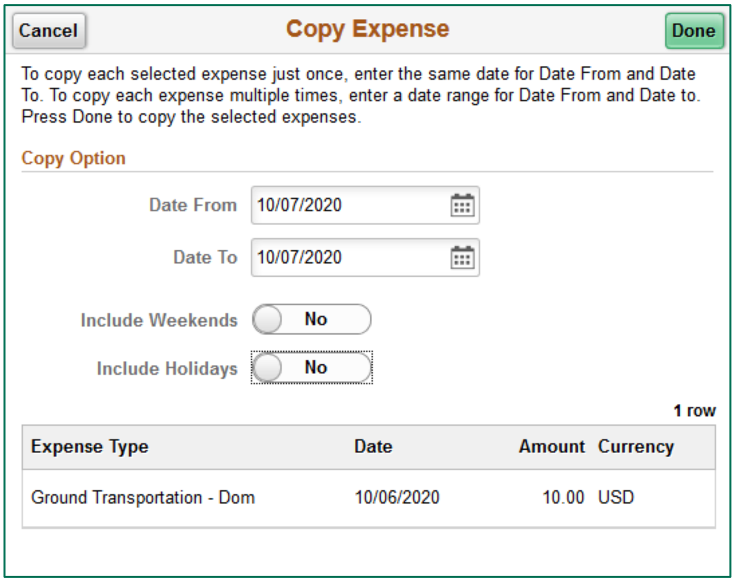


To copy to one day enter the same date in **Date From** and the **Date To** fields. To copy to a range of dates enter the desired date range if that option is selected.

Click the **Toggle** 

switched to include weekends and/or holidays if needed.

When finished, click **Done**.



31. To delete a single expense, select the expense then click the **Delete** icon on the right of the page. To delete multiple expenses click the **More** icon, select the expenses you wish to delete, then select the **Delete** icon.

32. When expense entry is complete, click **Save** to perform one final error check.

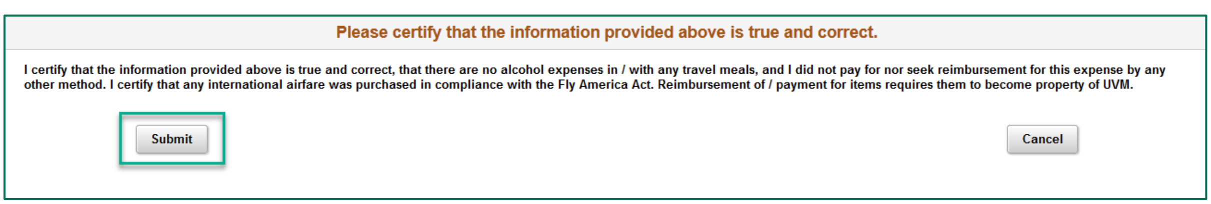
33. Repeat **Steps 23-26** to identify and resolve errors, if present. If no errors are found, proceed with **Step 34**.

34. If desired, **attach supporting documentation** such as scanned receipts, a copy of a conference agenda, etc. to the Expense Report. See the Attach Documents section for instructions.

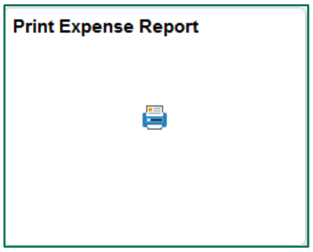
35. Click **Save**. Exit the report if you are not ready to submit it for approval. Return to it later to submit.

36. Upon completion, submit the Expense Report for approval. Click **Review and Submit**.

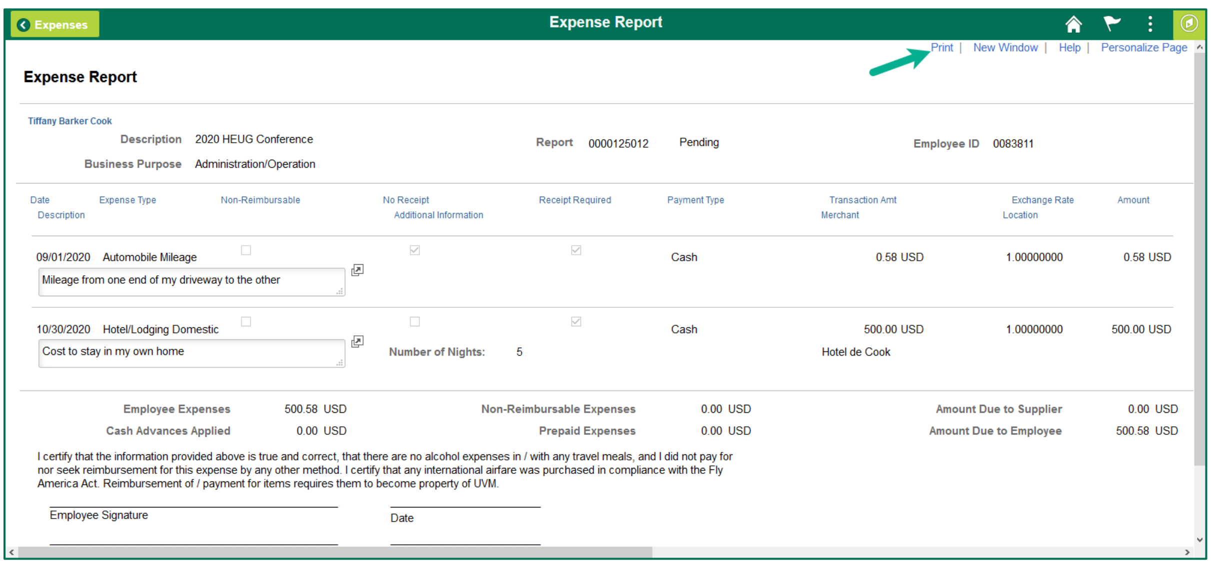
   a. Click the **Submit** button, review the certification statement, and click the **Submit** button to certify and to route the Expense Report to approver(s).



37. To print the report return to the **UVM Employee** homepage, click the **Expenses** tile then click the **Print Expense Report** tile.
    a. **NOTE:** Expense reports cannot be printed until they have been saved or submitted.



    b. Enter the expense report number then click **Search.**
    c. When the expense report opens click the **Print** hyperlink.



Create an Expense Report from a Travel Authorization

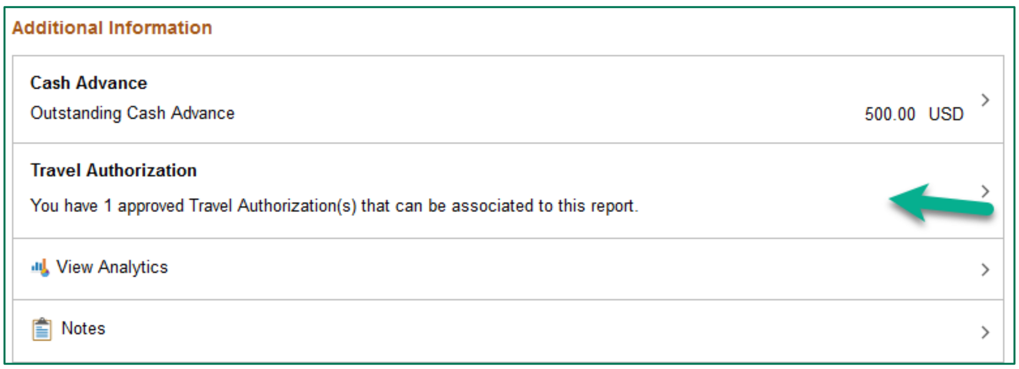
If a Travel Authorization is created for a trip, the Travel Authorization **MUST** be associated to the Expense Report.

NOTE: These instructions also include how to apply a Cash Advance to the Expense Report that is linked from a Travel Authorization.

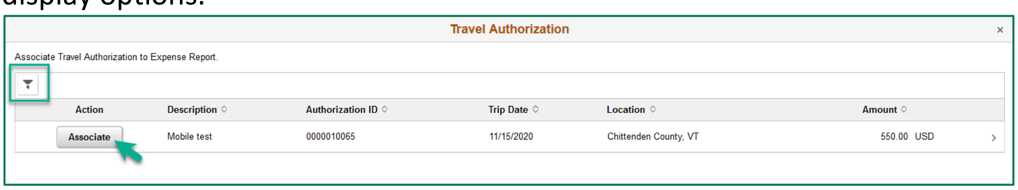
1. Complete steps 1-35 in Create an Expense Report from a Blank Form.

2. When you have completed entering all of your expenses and corrected any errors. Click **Review and Submit**.
3. The next screen will be the **Expense Summary** screen. In the **Additional Infromation** section there will be a field for any travel authorizations that are available to be associated to this expense report. Click on the travel authorization field.

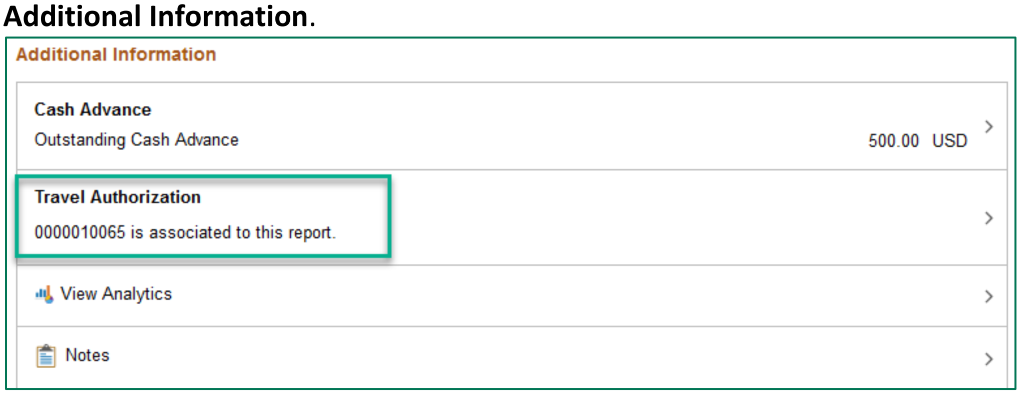
   Note: Expense lines created from a travel authorization cannot be modified. If you need to change the expense line then you will need to create a new line and delete the one created from the travel authorization. If you copy an expense line that was created from the travel authorization you will not be able to modify that line either.



4. Click the **Associate** button in front of the travel authorization you want to associate to this expense report.
   Note: If the Travel authorization is not displayed you can click the **Filter** icon to change the display options.



5. The travel authorization will now show as associated in the T**ravel Authorization** field of **Additional Information**.

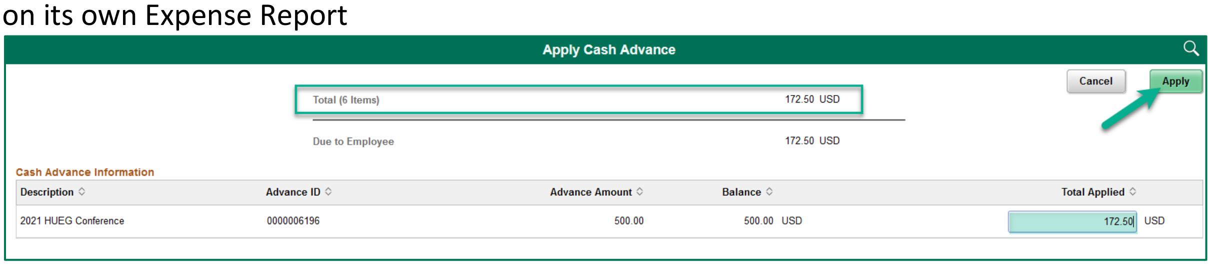


Appling a Cash Advance to an Expense Report

1. Once you have completed the steps about and applied your travel authorization you can now apply your cash advance.
2. In the **Additional Information,** section there will be a balance for any outstanding cash advances. Click on the cash advance field to view all open cash advances.

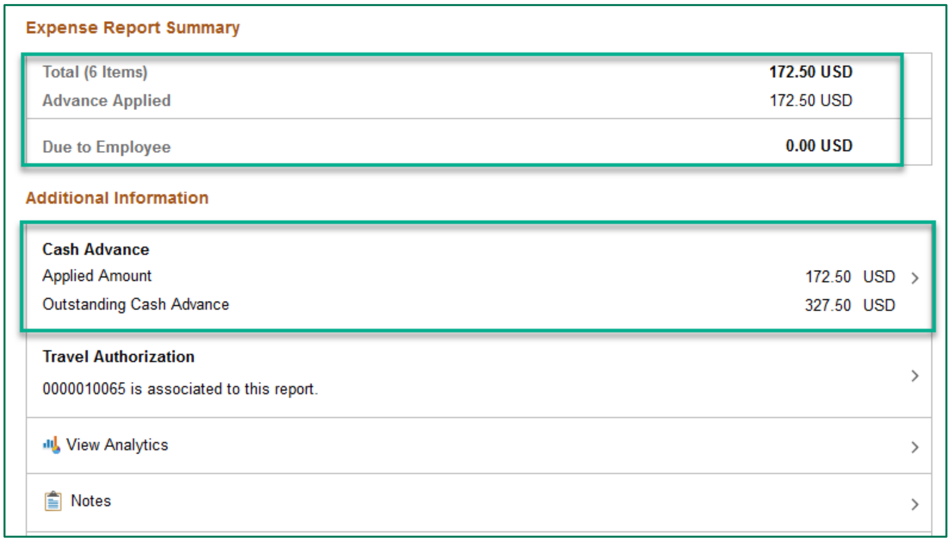
3. Enter the amount to be applied to the expense report in the **Total Applied** field. When done applying all balances from your outstanding cash advances click **Apply**.

   NOTE: You can not enter an amount to be applied greater than the total amount of expenses. Do not enter the full amount of the Cash Advance if returning excess funds to the University. UVM policy allows only one Cash Advance per trip. Each Cash Advance MUST be reconciled on its own Expense Report

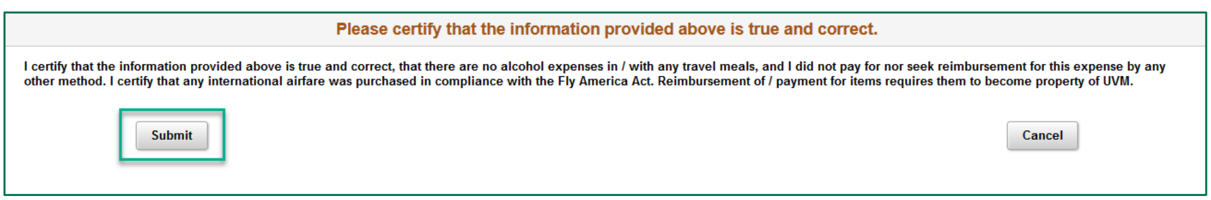


4. Review the updated balances on the expense report for accuracy. The **Expense Report Summary** will show and **Advance Applied** and the amount **Due to Employee** will be less the advance amount.

   The **Additional Information** will show the **Applied Amount** and an **Outstanding Cash Advance** amount for any open balances still open on paid cash advances.

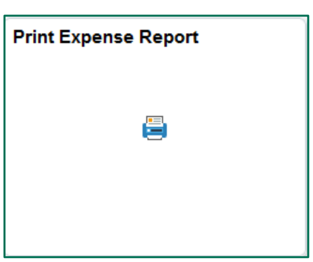


5. To submit the expense report click the **Submit** button, review the certification statement, and click the **Submit** button to certify and to route the Expense Report to approver(s).
   - **If the University owes money to the Employee**, The Disbursement Center will process a reimbursement once the expense report has been approved by the department and audited for compliance.
   - **If the Employee owes money to the University** (as in the case of a Cash Advance which was not entirely spent) the employee should take that money to the University Cashier's Office along with a copy of the Cash Advance.

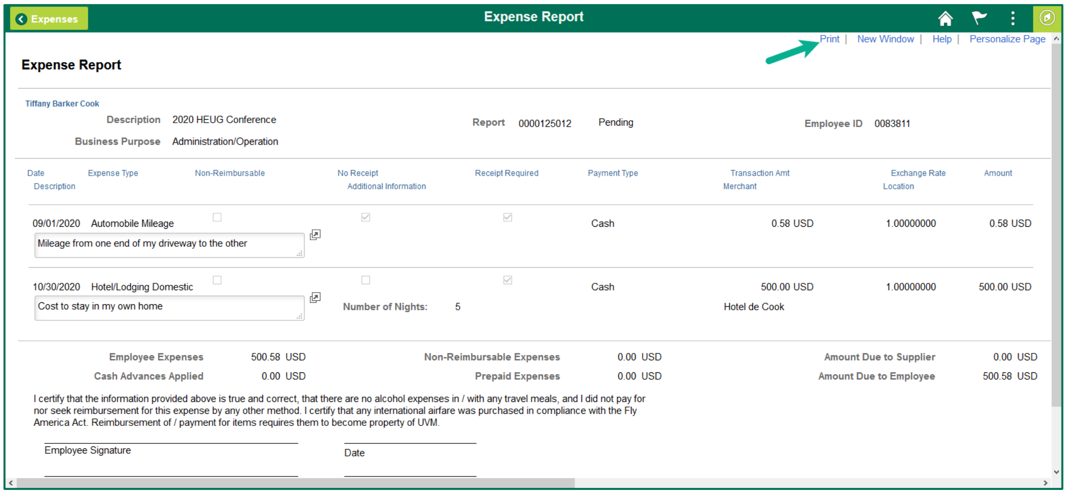


6. To print the report return to the **UVM Employee** homepage, click the **Expenses** tile then click the **Print Expense Report** tile.

   NOTE: Expense reports cannot be printed until they have been saved or submitted.



- Enter the expense report number then click **Search.**
- When the expense report opens click the **Print** hyperlink.

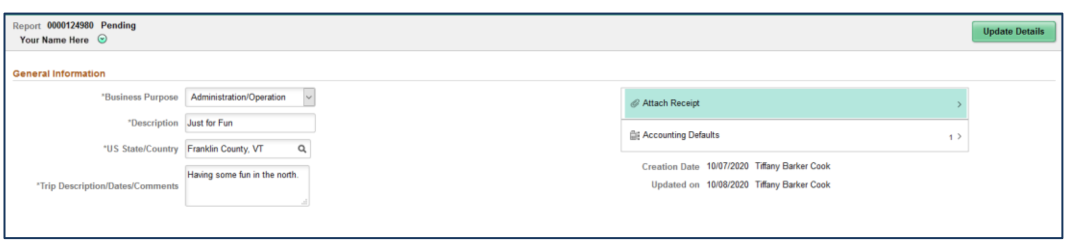


Attach Documents to an Expense Report

The Attachment functionality is useful for receipts, scanned conference agendas, and additional supporting documentation.

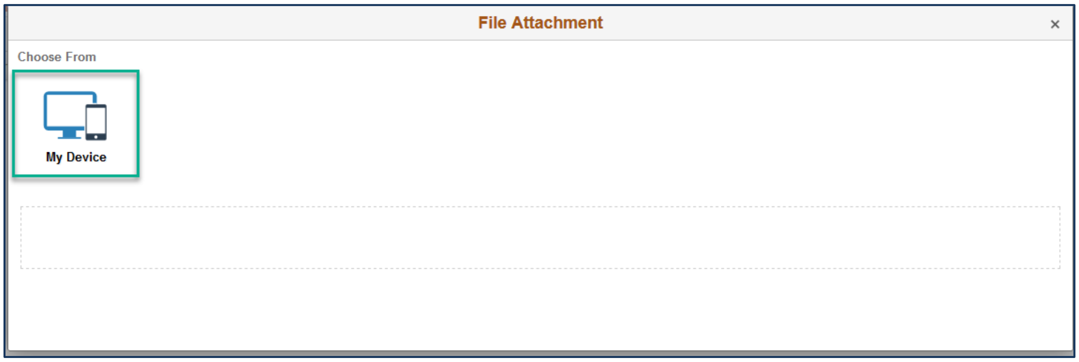
1. It is best practice to **Save** the expense report, so that a number is assigned, before a document is attached. Click the **General Information/Attachments** 

button icon to go to the Expense Report Header. Click **Attach Receipts**.

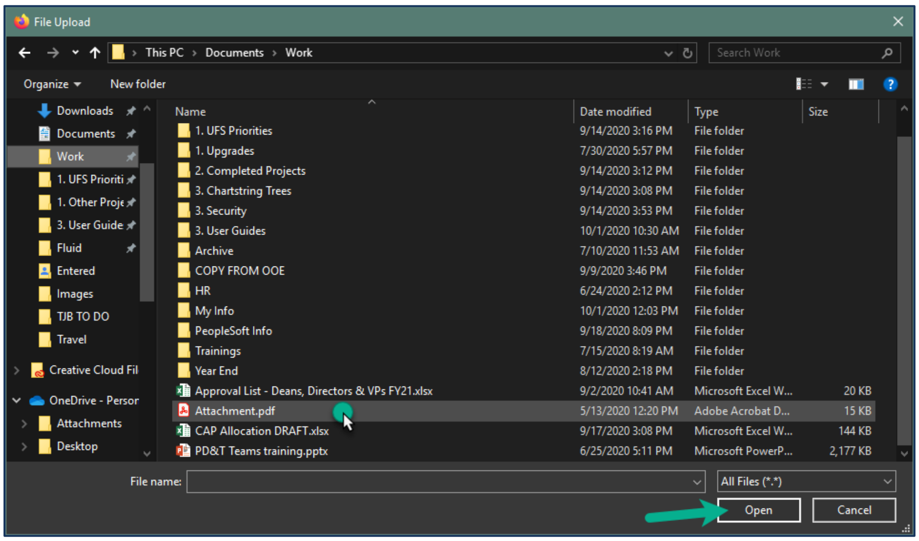


2. Press the **Add Attachment** button.

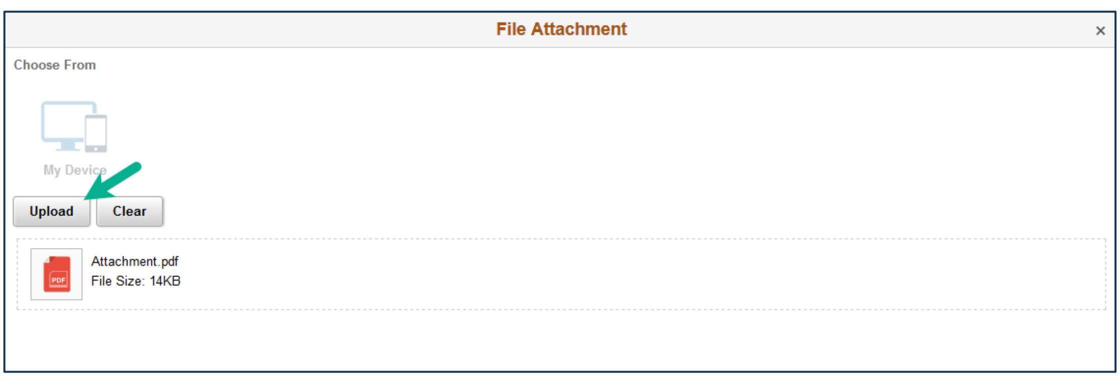
3. Click **My Device** to search for a file.



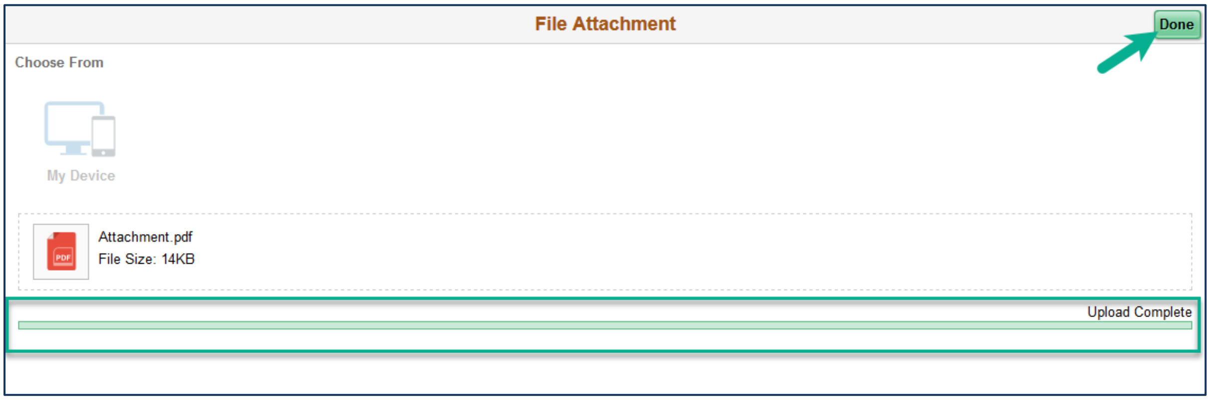
4. Navigate to the desired file. Click **Open**.



5. Click **Upload**.

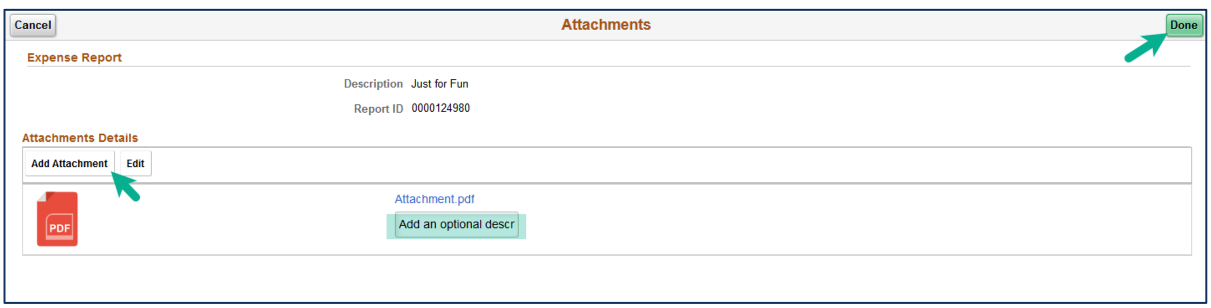


6. When the status bar show **Upload Complete** click the **Done** button.

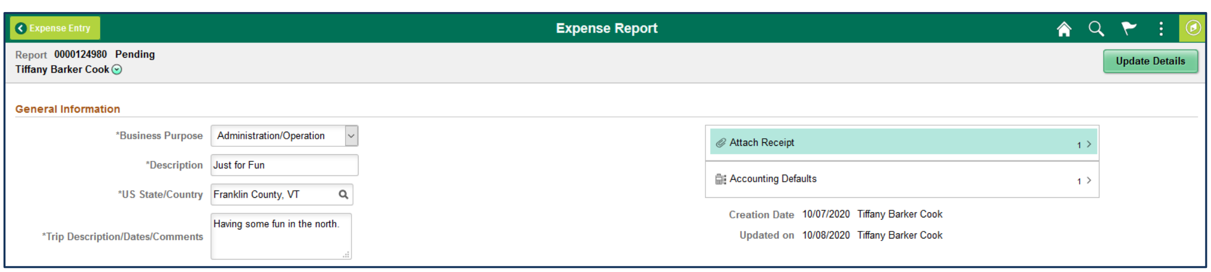


7. An additional description can be added to the details. **Add Attachment** if there are more documents to attach.

   Click **Done**.



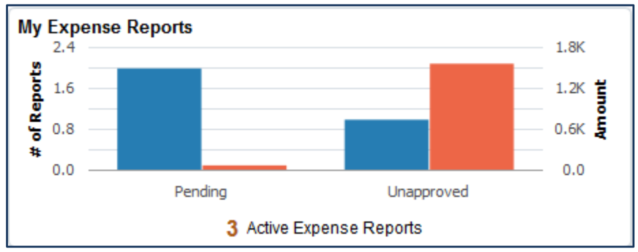
8. The counter next to **Attachments** has changed to (1). The document has been successfully attached to the Expense Report.



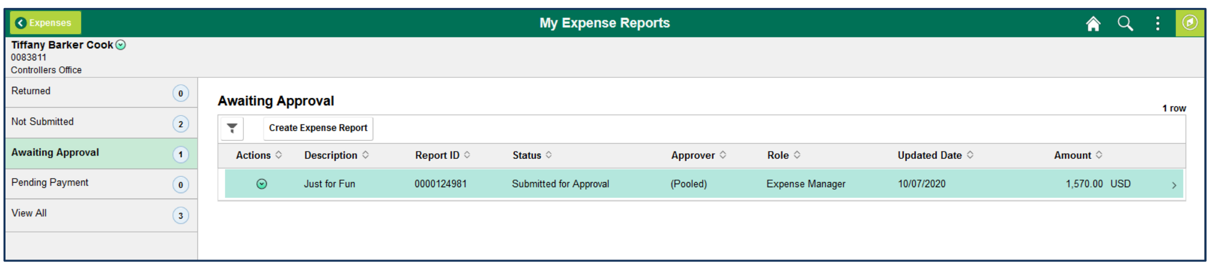
Withdraw an Expense Report

Expense reports that have been saved and submitted **but not yet approved** may be “withdrawn” by the Submitter in order to be modified and resubmitted for approval. (Once an expense report is approved, only the Prepay Auditor may modify it or send it back to the Submitter.)

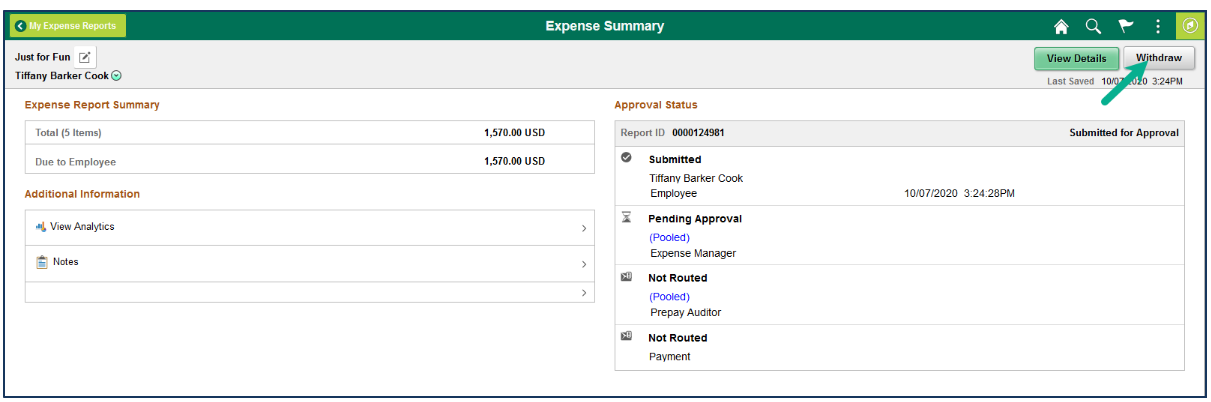
1. Log in to PeopleSoft through the **Financials** login.
2. Click on the **Expense** Tile on the UVM Employee Homepage. Then click the **My Expense Reports** Tile.



3. Select **Awaiting Approval** from the left menu bar to show all the expense reports that have been submitted but not approved.
4. Click on the expense report that you want to withdraw to open it.

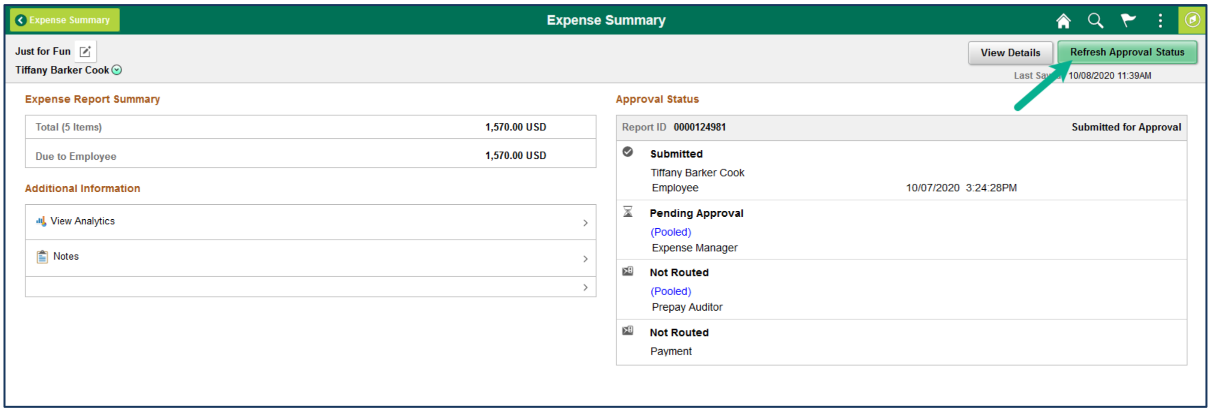


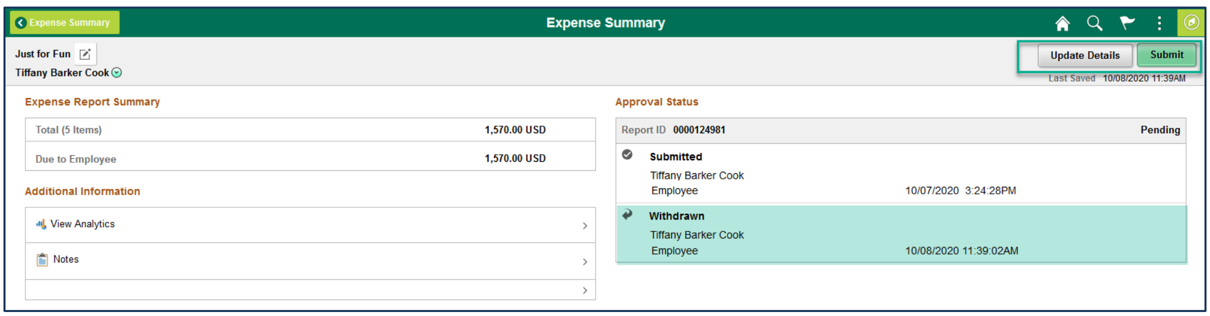
5. The **Expense Summary** page will open. Click the **Withdraw** button on the top right of the page.



6. You can then click the **Refresh Approval Status** button to update the expense report status to be editable. The **View Details** button will change to **Update Details** and the **Refresh Approval Status** button will change to **Submit** when the expense report is available for edit.

   Additionally, the Approval Status will show a status of **Withdrawn.**



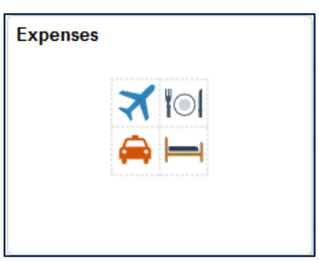


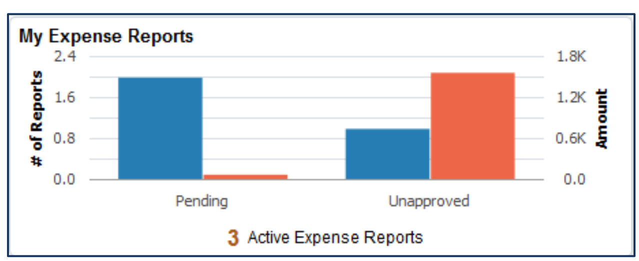
7. To modify the report, see the instructions below to [Modify an Expense Report](#).

Modify an Expense Report

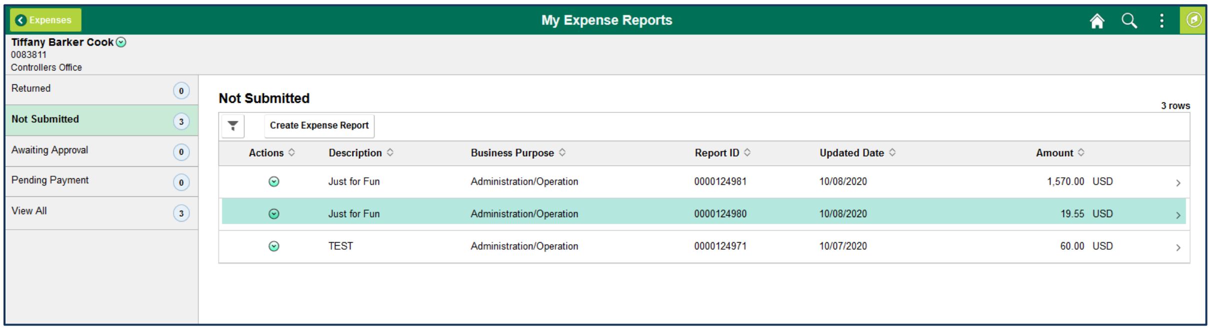
If an Expense Report has been either (1) created and saved, but not submitted, or (2) submitted but withdrawn before being approved, follow the instructions below to find it for modification and submission.

1. Log in to PeopleSoft through the [**Financials** login](#).
2. Click on the **Expense** Tile on the UVM Employee Homepage. Then click the **My Expense Reports** Tile.





3. Select **Not Submitted** from the left menu bar to show all the expense reports that are still pending.
4. Click on the expense report that you want to modify to open it.

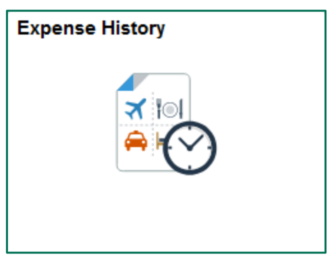


5. Modify the report (add, delete or modify expenses) as appropriate. Reference the **Steps 5-36** in Create an Expense Report from a Blank Form if needed, making sure to submit the report when complete.

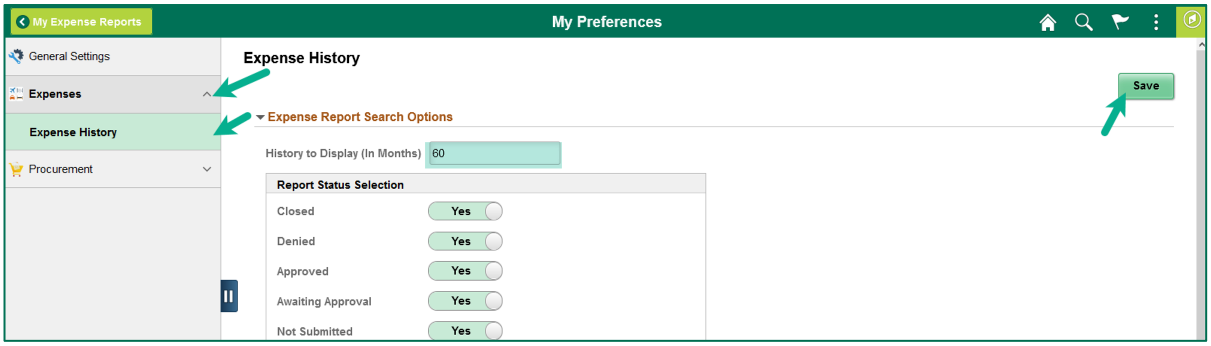
View an Expense Report

To view an Expense Report as a Traveler or Delegate:

1. Log in to PeopleSoft through the **Financials** login.
2. Click on the **Expense** Tile on the UVM Employee Homepage. Then click the **Expense History** Tile.

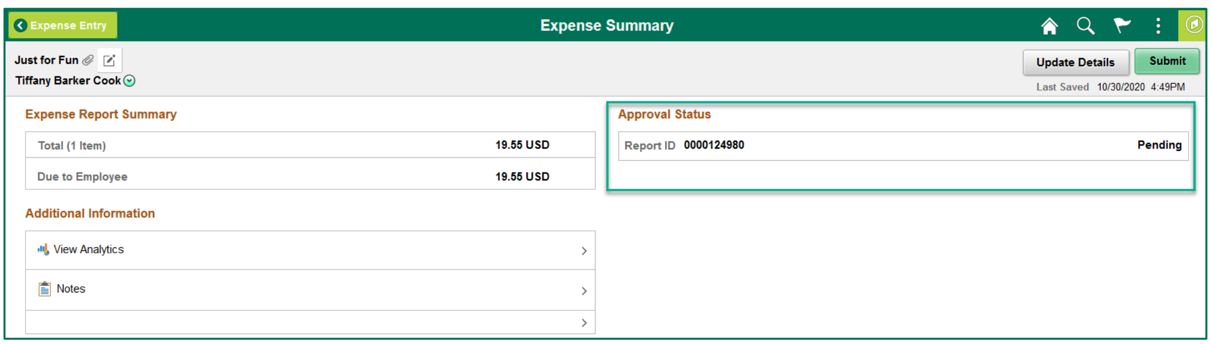


3. Select **Expense Report History** from the left menu bar to show all your expense reports. **Note:** The default settings in PeopleSoft is to only view 6 months of expense history. If the expense report you are looking for is greater than 6 months you can change your preference by clicking on the **Action** icon in the **Status Bar**, then selecting **My Preferences.**
   a. Select **Expenses** from the left menu bar then **Expense History.**
   b. In the **History to Display** field enter the number of months you wish to display.
   c. Click **Save.**



4. View the status of the report on the **Expense History** screen or on the **Summary** page of the expense report in the **Approval Status** section at the top right.

   The example below has a status of **Pending**, meaning that the report is awaiting completion/submission by the traveler or delegate.



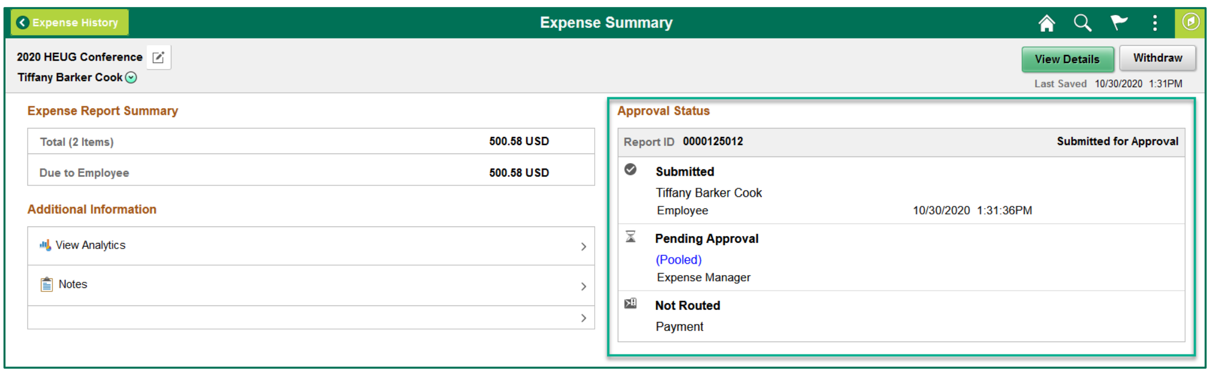
5. If a submitted report has not been approved and requires edits, it can be modified in one of three ways:
   a. If the Expense Report has not yet been approved, the Submitter can **Withdraw** it from Approval
   b. The Approver can modify the Expense Report
   c. The Approver can send it back to the Submitter for modification/resubmission

6. Expense Report status definitions:

Pending	Not yet submitted
Submitted for Approval	Awaiting approval
Approved	OK'd by Departmental Approver
In Process	Approval by Multiple Departments in process
Denied	Not approved - no longer usable
Staged	The payment is being generated.
Paid	Money disbursed, or ready for disbursement
Reconciled	Cash Advance is reconciled with Expense Report

A report which has been **Denied** cannot be resubmitted; a new report will have to be created.

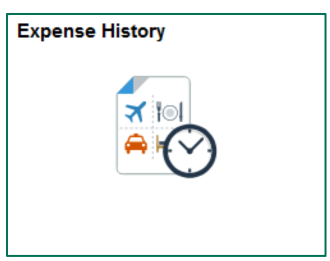
7. The **Approval Status** section report displays icons that represent where the Expense Report is in the approval process. The **Check** icon indicates that this stage of the process complete. The **Hourglass** icon indicates that the expense is at this stage in the process. The **Envelope/Caution** icon indicates that the expense report has not reached that stage I the process.



Delete an Expense Report

The traveler or the traveler's delegate can delete an Expense Report. **NOTE:** Once the Expense Report is deleted, it cannot be reversed.

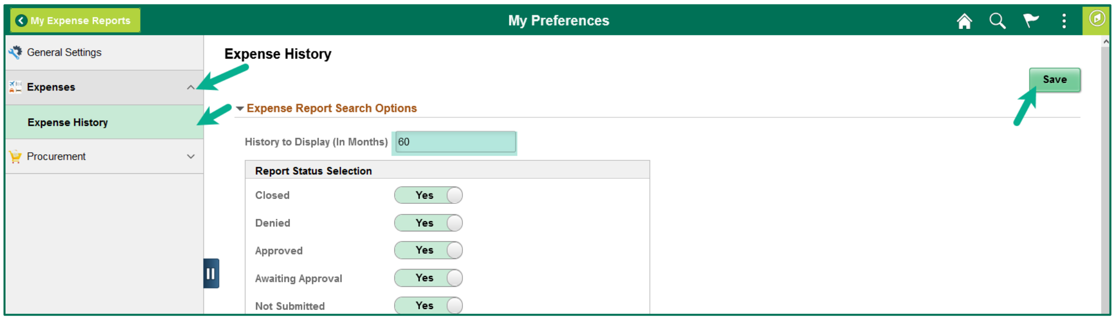
1. Log in to PeopleSoft through the **Financials** login.
2. Click on the **Expense** Tile on the UVM Employee Homepage. Then click the **Expense Histoty** Tile.



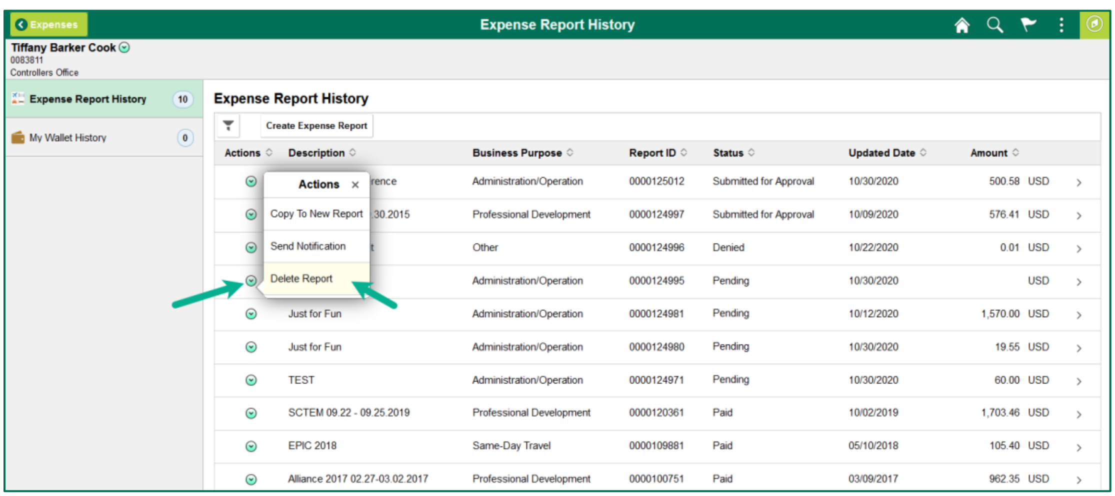
3. Select **Expense Report History** from the left menu bar to show all your expense reports.

Note: The default settings in PeopleSoft is to only view 6 months of expense history. If the expense report you are looking for is greater than 6 months you can change your preference by clicking on the **Action** icon in the **Status Bar**, then selecting **My Preferences.**

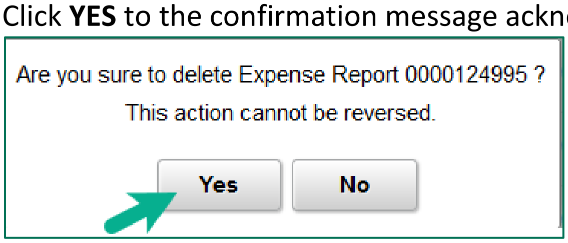
d. Select **Expenses** from the left menu bar then **Expense History.**
e. In the **History to Display** field enter the number of months you wish to display.
f. Click **Save.**



4. If you are a delegate, you can view the expense history of another employee by clicking the **Action** icon nest to your name the select **Change Employee.**
5. Only Pending or Denied expense reports can be deleted. View the status of the report on the **Expense History** screen or on the **Summary** page.
6. Click the **Action** icon in front of the expense report you want to delete and choose **Delete Report.**



7. Click **YES** to the confirmation message acknowledging the deletion.

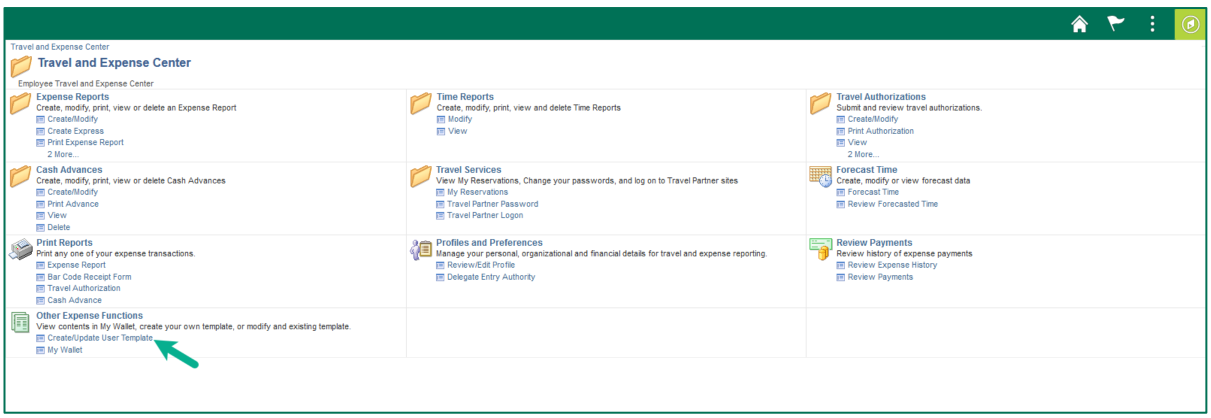


Advanced Topics

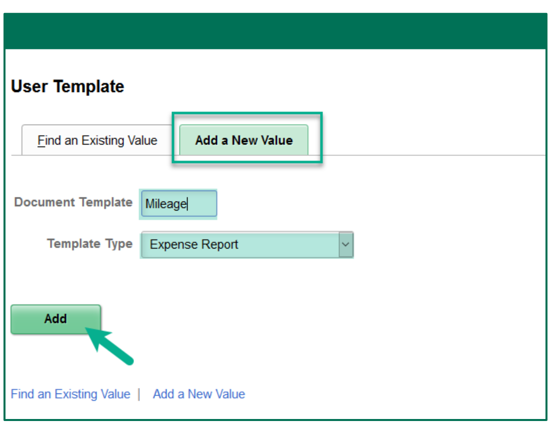
Create an Expense Report Template

An Expense Report Template is a helpful and efficient way to create similar Expense Reports in PeopleSoft. These instructions describe how to create a template that can be re-used as needed.

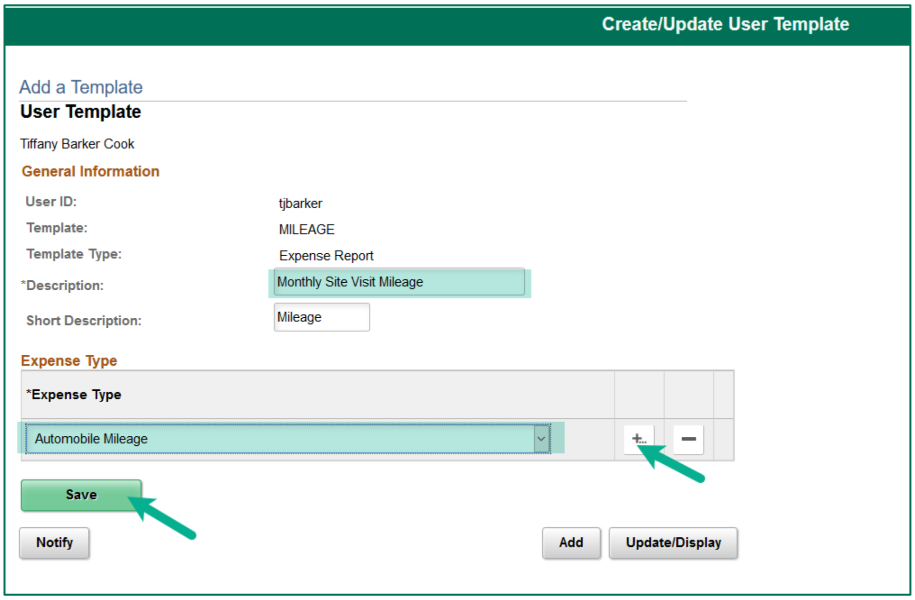
1. Log in to PeopleSoft through the **Financials** login.
2. Use the navigator to access the path **Employee Self Service > Travel and Expense Center**
3. Under **Other Expense Functions** click the **Create/Update User Template** link.



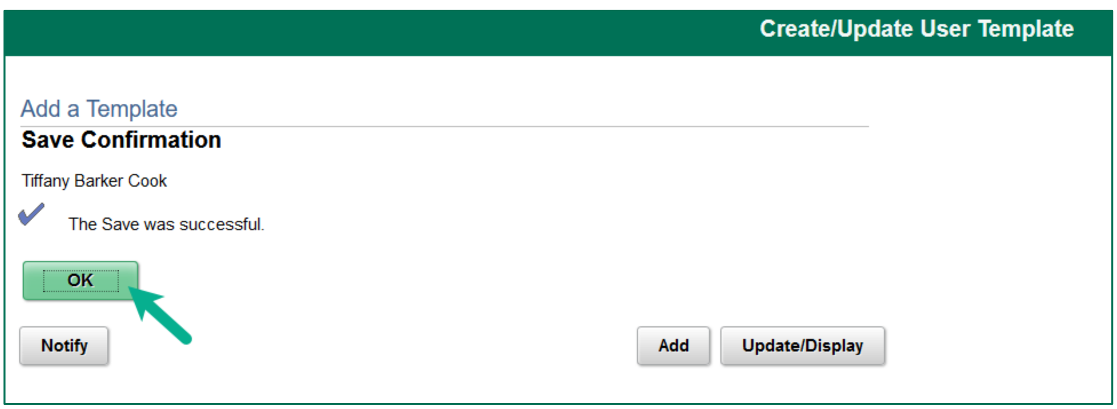
4. Click the **Add a New Value** tab.
5. Type a name (not to exceed 8 characters) for this template in the **Document Template** box. Keep it general, as this template will be used as a pattern.
6. Select **Expense Report** from the **Template Type** dropdown box.
7. Click **Add** to create a new expense report template.



8. Type a brief description for this Template in the **Description** box.
9. Choose an **Expense Type** from the dropdown box. This will add a line for this type of expense onto the Expense Template.
10. Click **Save** to save the work up to this point. (It's a good idea to save periodically.)



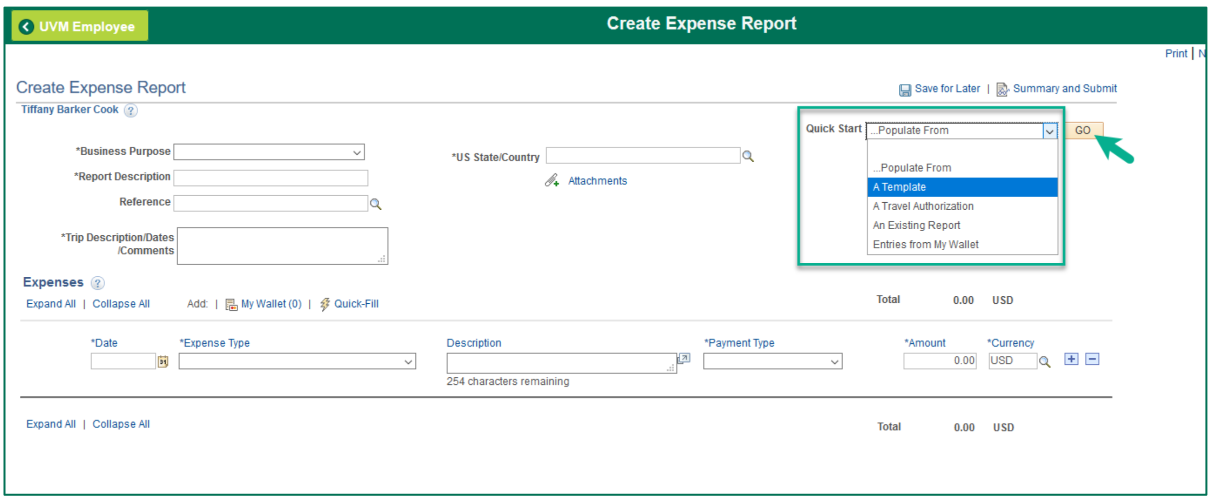
11. Click **OK** to acknowledge that the save was successful.



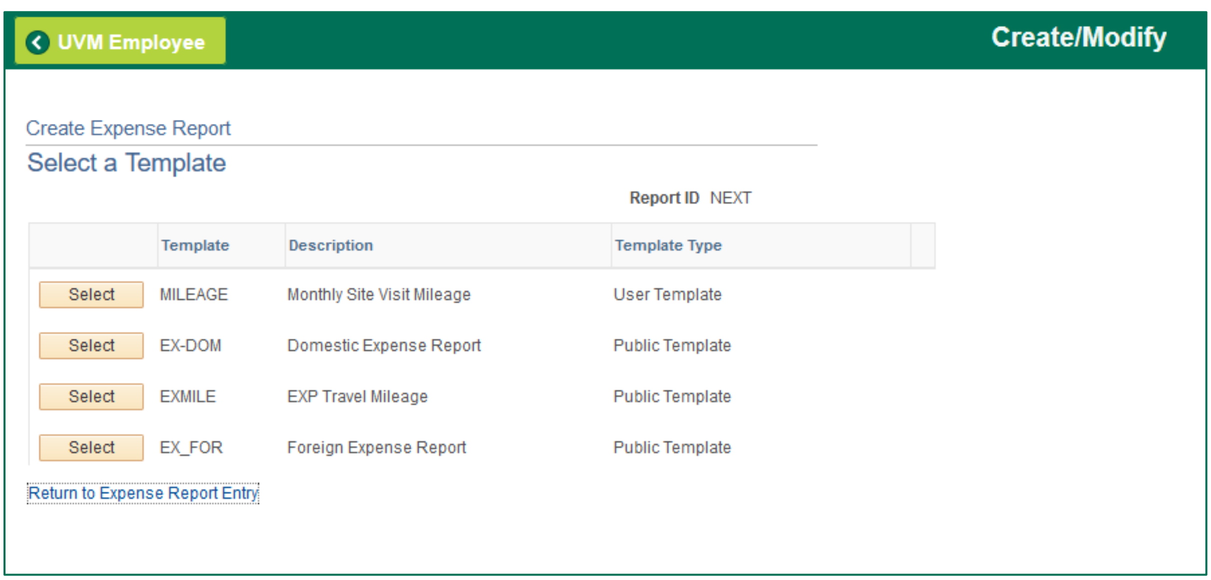
12. Click on the **+** sign at the end of the Expense Type line to add more lines. (Add as many lines as needed.) Choose an Expense Type for each of these lines.
13. When all of the desired expense lines have been added to the Template, click **Save**.
14. Click **OK** to acknowledge that the save was successful.
15. To update this template at any time, search for it at Step 7 by selecting the **Find an Existing Value** tab and clicking the **Search** button.

Create an Expense Report from a Template

1. To use this template as the basis for an Expense Report, you must create the expense report via the classic vie. Use the navigator to access the path **Employee Self Service > Travel and Expenses > Expense Report > Create/Modify**.
2. On the **Add a New Value** tab of the **Expense Report** screen, ensure your Employee ID is visible in the **Empl ID** field and click **Add**.
3. The next screen will display “Create Expense Report” in the upper left. In the **“Quick Start …Populate From”** box in the upper right, select **A Template**, and click **GO**.



4. Select the desired template from the search results table.



5. You will then be prompted to enter date ranges for each Expense Type in the template, which will populate your new Expense Report.

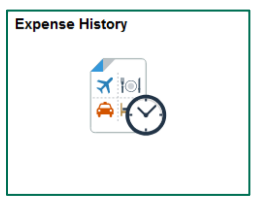
6. You can continue processing the expense report via the classic layout our you can save and pick up the report in the fluid layout from **Step 5** of Create an Expense Report from a Blank Form to complete the rest of the report.

Create an Expense Report from an Existing Expense Report

Use an existing or prior Expense Report to quickly create a similar Expense Report in PeopleSoft. There are two ways to copy an expense report from a previous version. With the first option you can only copy the entire expense report. The second option you can copy the entire report or choose to copy only certain expense lines.

Option 1:

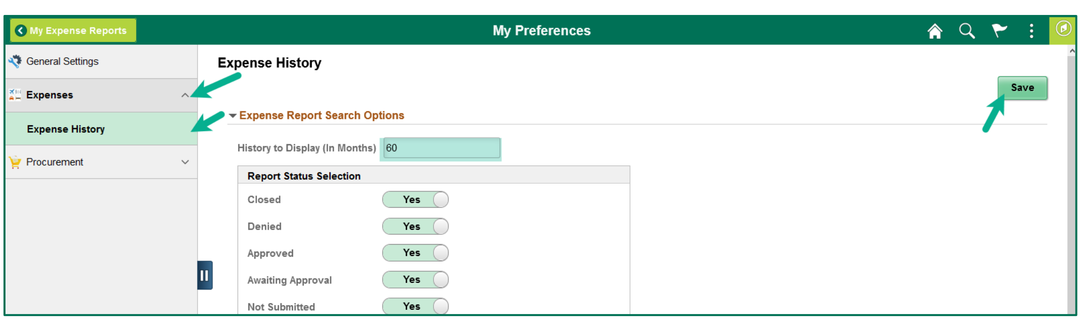
1. Log in to PeopleSoft through the **Financials** login.
2. Click on the **Expense** Tile on the UVM Employee Homepage. Then click the **Expense History** Tile.



3. Select **Expense Report History** from the left menu bar to show all your expense reports.

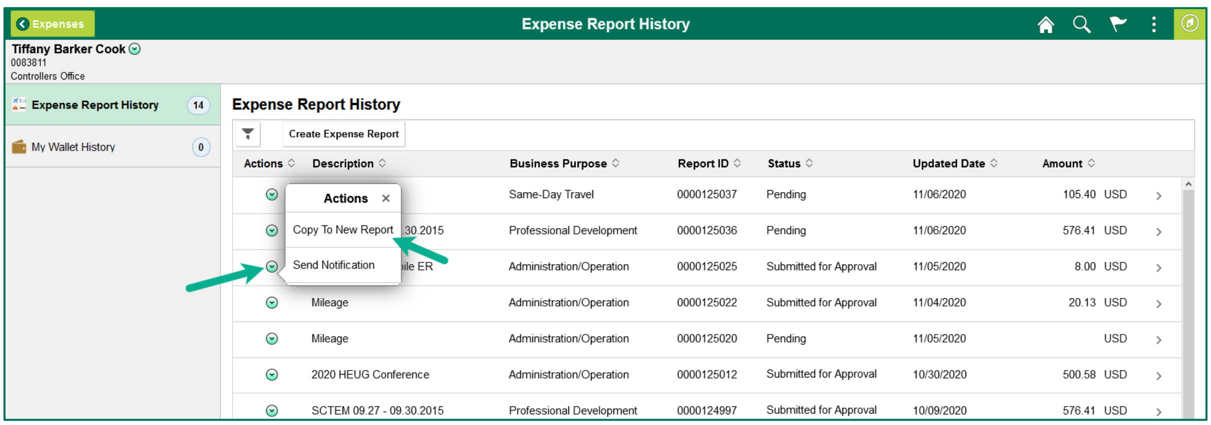
   Note: The default settings in PeopleSoft is to only view 6 months of expense history. If the expense report you are looking for is greater than 6 months you can change your preference by clicking on the **Action**  icon in the **Status Bar**, then selecting **My Preferences.**

   a. Select **Expenses** from the left menu bar then **Expense History.**
   b. In the **History to Display** field enter the number of months you wish to display.
   c. Click **Save.**



4. If you are creating the Expense Report for yourself skip to **Step 5.** If entering the Expense Report as the authorized delegate of another employee click the **Action** icon next to your name and select **Change Employee.** Click the **Empl ID** or **Name** of the person for whom you are entering the Expense Report. If you are a delegate for a large number of people you can also search by the Employee ID or Employee Name. The Employee Name will be displayed at the top left of the screen.

5. Click the **Action** icon next to the expense report you want to copy and select **Copy to New Report.**



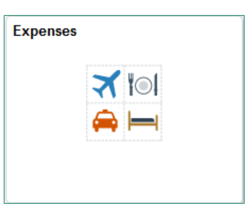
6. The create expense report screen will appear with your copied expense report. PeopleSoft automatically saves the copy generating an expense report number.

7. Update the new report as necessary, including any information on the Expense Entry page, Accounting Details, and attachments.

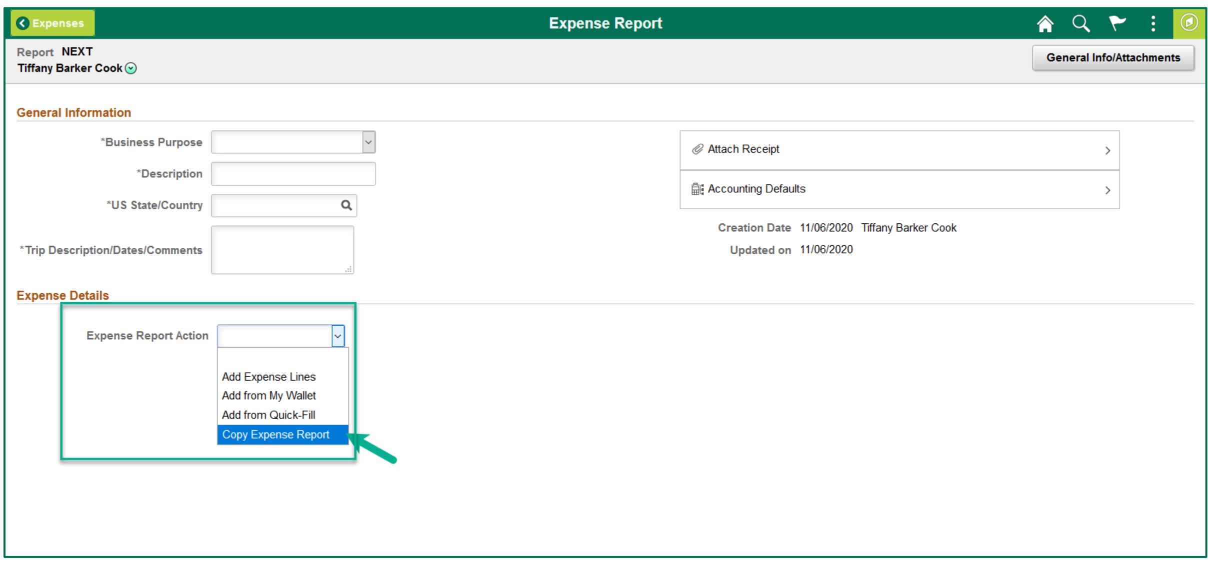
8. Click **Save for Later** or **Summary and Submit**.

Option 2:

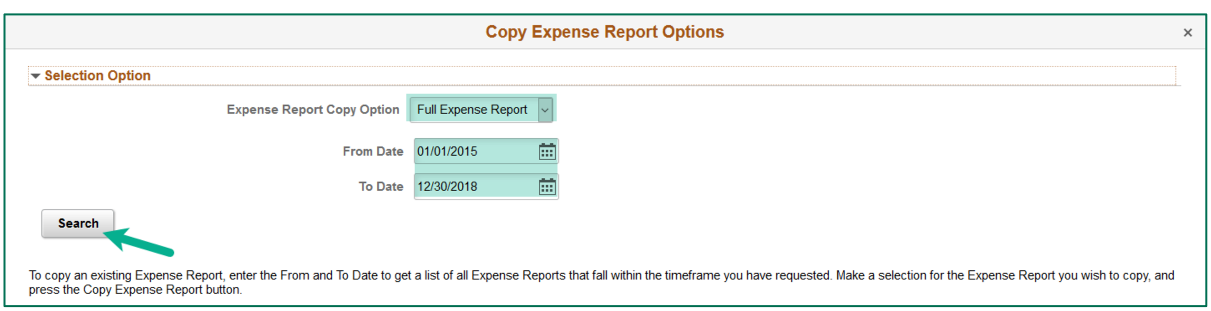
1. Log in to PeopleSoft through the **Financials** login.
2. On the **UVM Employee Homepage** click on the **Expenses Tile** then the **Create Expense Report Tile.**

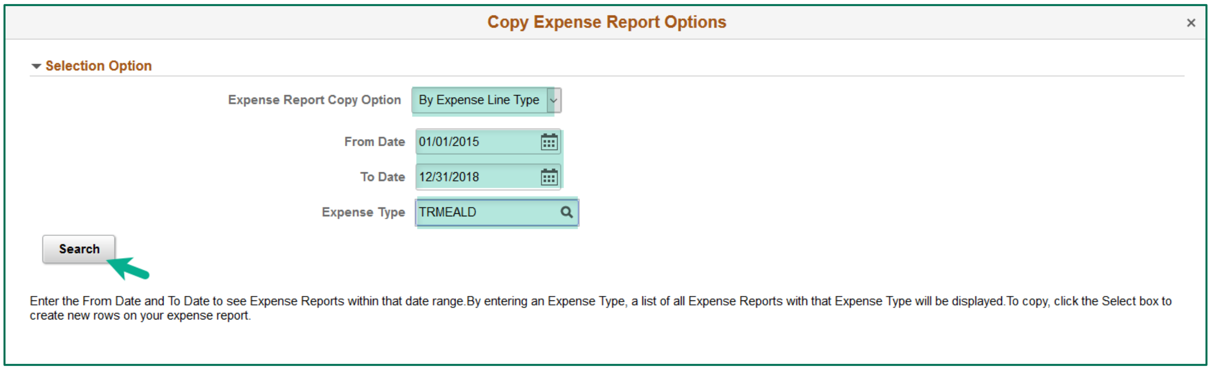


3. If you are creating the Expense Report for yourself skip to **Step 4.** If entering the Expense Report as the authorized delegate of another employee click the **Action** icon next to your name and select **Change Employee.** Click the **Empl ID** or **Name** of the person for whom you are entering the Expense Report. If you are a delegate for a large number of people you can also search by the Employee ID or Employee Name. The Employee Name will be displayed at the top left of the screen.
4. On the **Expense Report** screen, select **Copy Expense Report** from the **Expense Report Action** dropdown box.

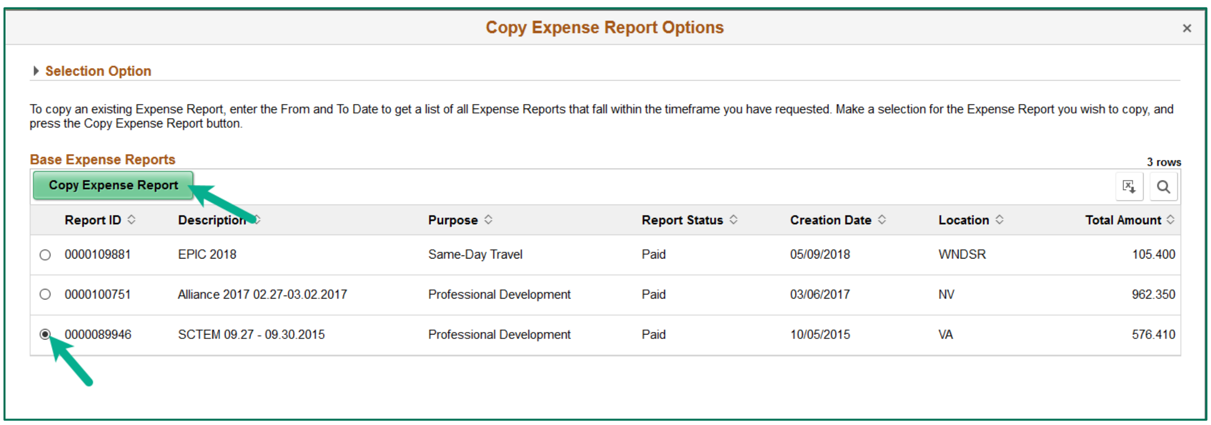


5. A new screen will appear where you can choose to copy a **Full Expense Report** or **By Expense Line Type.** You can change the date range to narrow down the search results for a previous expense report. If you choose to copy by Expense Line Type search criteria will appear to choose the expense type.

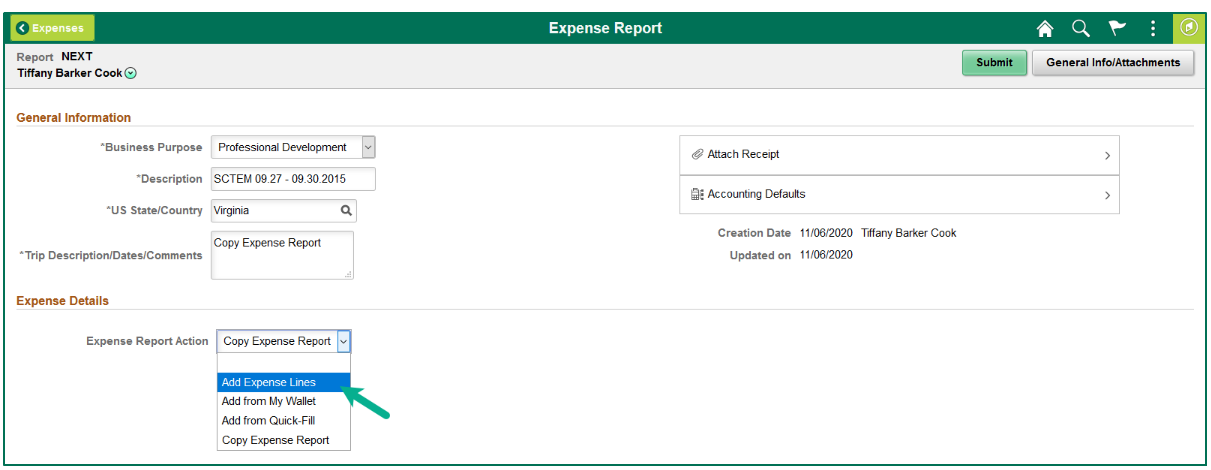




6. When you have completed the search criteria click **Search.**
7. Click the radial button next to the Report ID that you want to copy and select **Copy Expense Report.**



8. Any fields that are required but were not auto generated from the previous expense report will be highlighted in Red. Once all fields on the Expense Report **General Information** section are complete choose **Add Expense Lines** from the **Expense Report Action** dropdown box.



9. Your expense report will be saved, creating an expense report number.
10. Update the new report as necessary, including any information on the Expense Entry page, Accounting Details, and attachments.
11. Click **Save for Later** or **Summary and Submit**.

International Travel & Currency Conversion

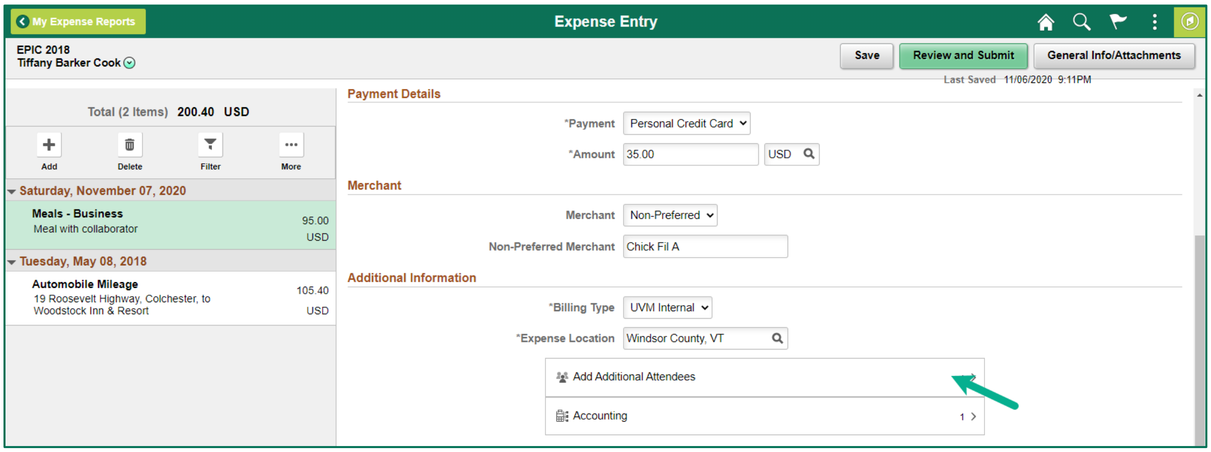
Every effort should be made to prepay foreign expenses with a purchasing card or purchase orders in order to reduce the need for carrying large amounts of cash.

- All amounts entered in PeopleSoft must be entered in US Dollars. Although some dropdown choices for other currencies can be seen, UVM is not using that functionality. If using a personal credit card, the credit card statement will show the charges in US Dollars.
- If expenses were paid using cash and need to be converted to a different currency, use an online currency converter. For a trip lasting seven days or fewer, obtaining a currency conversion rate needs to be done only once. For trips lasting longer than seven days, obtain a currency conversion rate at the start of each new week of travel.

Business Meal Attendees

The **Attendees** functionality allows users to list Business Meal attendees in PeopleSoft, to fulfill the requirements of the IRS Accountable Plan Rules.

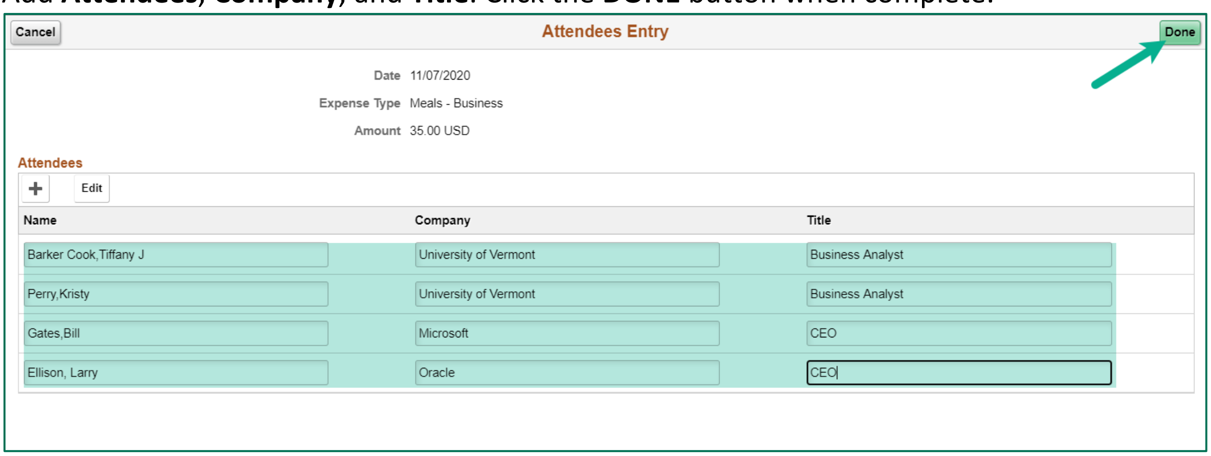
1. Within an Expense Report, select the **Expense Type** of **“Meals – Business**.**”**
2. The expense line will expand down to show detail fields for Business Meals. Enter the following information:
   - **Description**
   - **Payment Type**
   - **Amount Spent**
   - **Merchant**
   - **Location**
3. Click **Add Additional Attendees** .



4. The **Attendees** screen will be displayed. The name of the employee receiving the expense reimbursement is the first name displayed. Enter the **Title** of the employee.

5. Click the **+** button to add more lines.

6. Add **Attendees**, **Company**, and **Title**. Click the **DONE** button when complete.



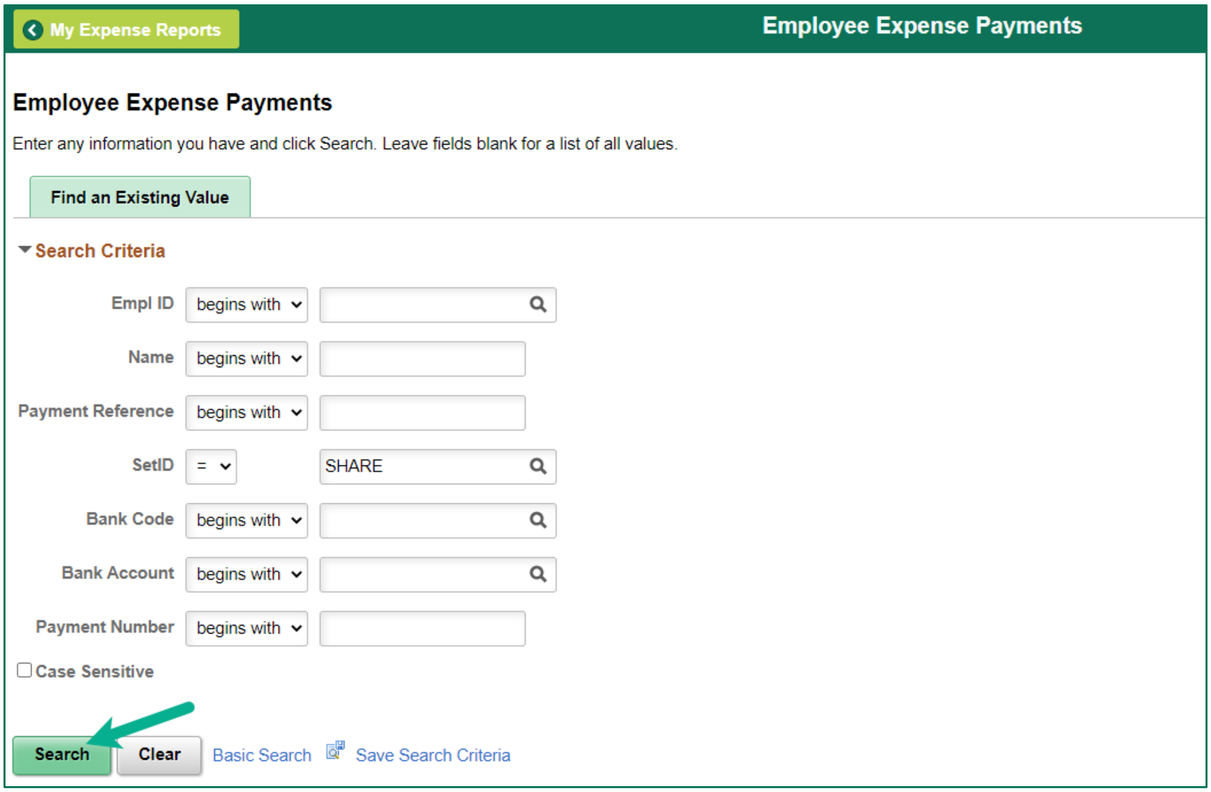
7. Complete the Expense Report as necessary; click **Save for Later** or **Submit**.

Review Expense Report Payment Information

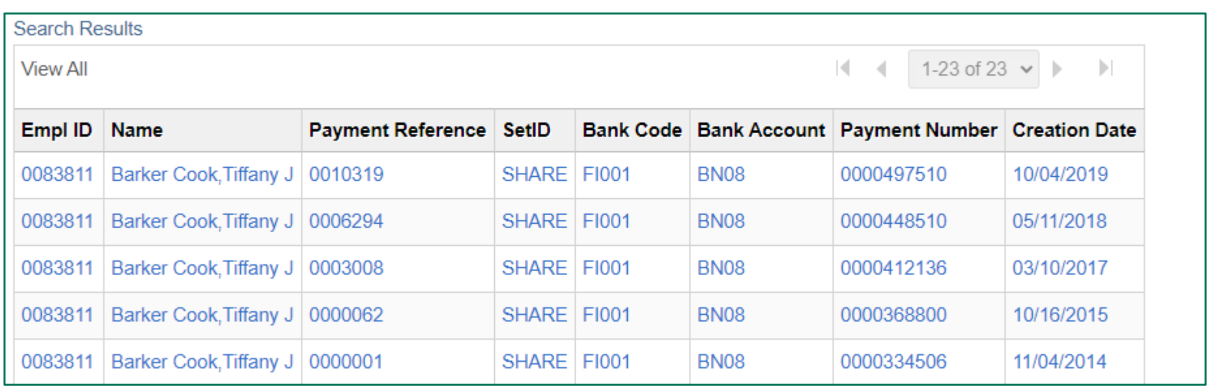
This section describes how to view a submitted an Expense Report to find details related to the payment check number, date paid, amount of payment, etc.

1. Log in to PeopleSoft through the **Financials** login.

2. Use the navigator to access the path **Employee Self Service > Travel and Expenses > Review Payments**
3. Click the **Search** button.



4. A table listing all payments made as a result of Expense Reports created will appear. If you are a delegate for other employees, payments to those individuals will be included in the search results. You can narrow the search results by adding search criteria.


Search Results

View All 1-23 of 23

Empl ID	Name	Payment Reference	SetID	Bank Code	Bank Account	Payment Number	Creation Date
0083811	Barker Cook,Tiffany J	0010319	SHARE	FI001	BN08	0000497510	10/04/2019
0083811	Barker Cook,Tiffany J	0006294	SHARE	FI001	BN08	0000448510	05/11/2018
0083811	Barker Cook,Tiffany J	0003008	SHARE	FI001	BN08	0000412136	03/10/2017
0083811	Barker Cook,Tiffany J	0000062	SHARE	FI001	BN08	0000368800	10/16/2015
0083811	Barker Cook,Tiffany J	0000001	SHARE	FI001	BN08	0000334506	11/04/2014

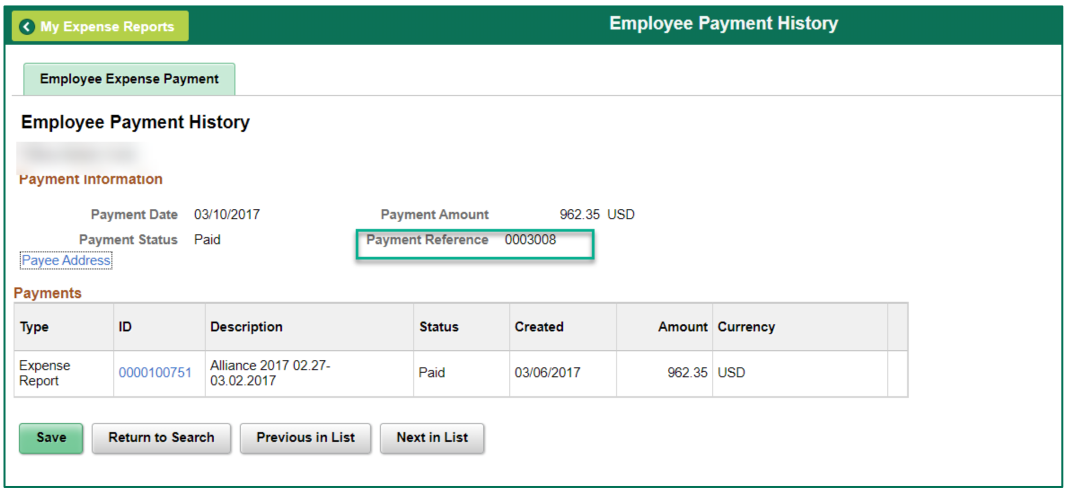
5. Select the desired payment from the list by clicking any hyperlink in the row.

6. The Employee Payment History page will open showing the detail of the particular payment chosen: amount, date, payment reference/check number, etc.

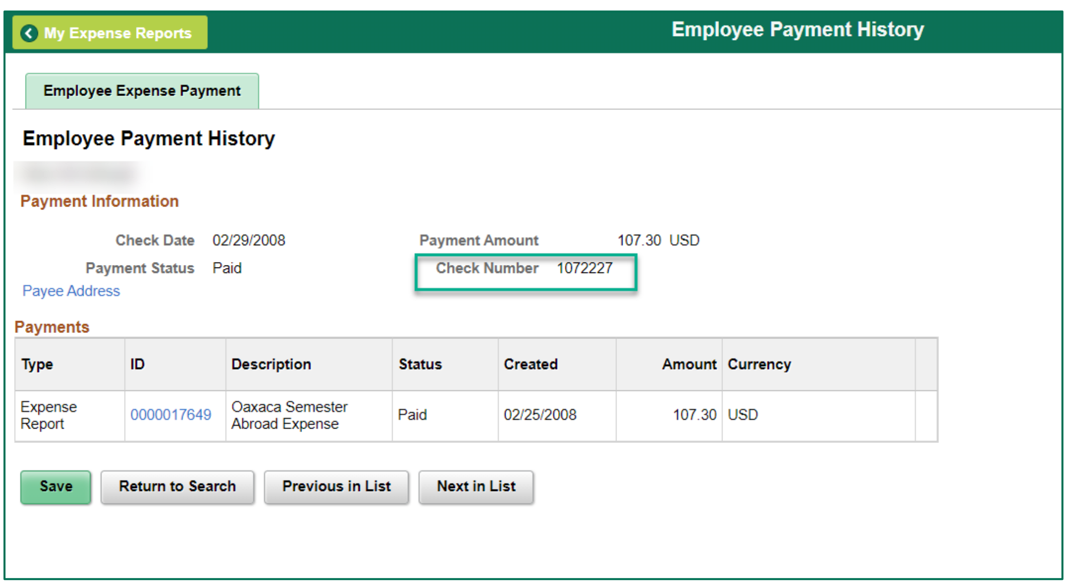
   NOTE: Sometimes multiple expense reports may be paid on one check.

   NOTE: A payment reference number refers to a payment processed via direct deposit whereas a check number refers to a physical check.

   Example of Direct Deposit



   Example of System Check



7. Click the **Previous in List** or **Next in List** button on the **Employee Payment History** page to view the next payment or previous payment in the list, or click **Return to Search**.

Travel Policy

UVM's Travel Policy (PDF) outlines internal controls and audit procedures on expense reports and PurCard journals. Many individuals may only associate the Travel Policy with submitting travel & expense reports, but all methods of payment for travel expenses MUST follow this policy, including UVM PurCard.

Share this information with other department members before their next travel date or use their PurCard for any new purchases. These requirements and deadlines will be the cardholders' responsibility to follow.

Frequently Asked Questions

Travel and Expense Forms

How do I get reimbursed for work/travel-related expenses?

All reimbursable expenses incurred by employees must be submitted through the Travel and Expense Center in PeopleSoft. If trying to reimburse someone who is not a UVM employee, see the Purchasing & Payment Methods Reference Guide (PDF) for guidance.

How do I know which form to use?

There are three main forms in the Travel and Expense Center:

1) **Travel Authorization:** required to receive a cash advance, or when travelling internationally outside the United States or Canada. **NOTE:** Some departments require a Travel Authorization prior to travel, even if a cash advance is not needed—ask a business manager in the department if unsure.
2) **Cash Advance:** required if traveling and need to take University money along for planned expenses.
3) **Expense Report**: required when there are expenses (travel or non-travel related) for which reimbursement is being requested.

What if I don't seem to have access to Travel and Expense forms?

All University employees are granted access to create Travel and Expense forms. Follow the instructions carefully, and ensure that the navigation is done precisely. In this area it is particularly easy to think that the right spot in the menu has been clicked, when it actually has not been. Navigating to **Employee Self Service > Travel and Expense Center > Expense Report > Create** is required**.** If access cannot be granted, a Footprint should be submitted.

Expense Reports

What do I do when I have expenses related to multiple budgets?

Each line of the expense report may be divided among multiple chartstrings (by percentage), or billed to a unique chartstring as required.

Where does my expense form go after I submit it?

In the Travel and Expense Center, expense forms are automatically routed to departmental approvers. Most departments have two approvers, either of whom may normally approve an expense form. If the expense form uses chartstrings from two or more departments, then an approver from each department will need to approve the expense line(s) associated with that department. The form will not be fully approved until all expense lines have been approved by the appropriate approvers. **NOTE:** If one department SENDS BACK the expense forms for changes, then all departments must again approve their lines—even if they approved them previously.

What should I do with receipts?

All receipts should be attached to a printed, signed copy of the expense report and forwarded to the appropriate departmental approver(s). After the expense report has been approved, the departmental approver(s) should forward the printed copy of the expense report with receipts attached to the Disbursement Center for payment.

What if I'm missing a required receipt?

On the Expense Detail page the box marked **No Receipt** must be checked, then give an explanation below the Exception Comments heading, in the text box marked **No Receipt**.

NOTE: It is not required for categories like **Mileage**, where no receipt is expected. It is the responsibility of the approver to accept or reject the reason entered for not submitting a receipt.

What is the difference between Business Meals and Travel Meals?

Travel Meals are meals eaten when traveling. Business Meals is a formal category of expense in which a group of individuals go out to dinner for a specific business purpose for instance, as part of a job interview. If the expense category **Business Meals** is used, all the individuals who took part in the meal must be identified, along with their relationship to the University, and the business purpose for the meal.

How should Travel Meals be reported?

Travel meals should be reported by the day. In other words, report breakfast, lunch, and dinner for a single day on one line on the expense report. Itemize the amount for each meal on the Detail page for that line.

What is a Preferred Merchant? What is a Non-Preferred Merchant?

The terms **Preferred** and **Non-preferred** are misleading. In the Travel and Expense Center, a preferred merchant is one whose name appears on a dropdown list as opposed to a merchant whose name must be entered into the system. Include a merchant (required) for each expense line either choose a preferred merchant from the dropdown list, or enter an appropriate name in the non-preferred field.

Resources/Help

Help/Footprints

If you have questions about information in this document, or, if after reading it, you cannot find the information you need, please submit a PeopleSoft help desk ticket in Footprints.

Resources & User Guides

- Travel Authorizations User Guide (PDF)
- Cash Advances User Guide (PDF)
- Travel Approvals User Guide (PDF)
- Purchasing & Payment Methods Reference Guide (PDF)
- Petty Cash (PDF)

Training

- UFS Roadshow Training Topics (PDF)
- Professional Development & Training Classes

Related Policies & Procedures

- Automobile Rental (PDF)
- Business Meals, Hospitality, and Amenity (PDF)

- Travel Accident Insurance (PDF)
- Travel (PDF)

Relevant UVM Departments

- Disbursement Center

Suggestions? Updates?

Send an email to PS9-1Upgrade@uvm.edu.