



# 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](mailto: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

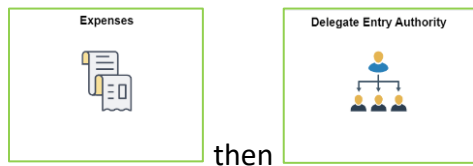
Delegating Entry Authority enables an employee to authorize another employee to take action on PeopleSoft Travel and Expense forms on their behalf.



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.



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

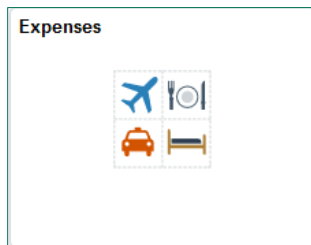
### Create an Expense Report from a Blank Form

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.

General Information

\*Business Purpose

\*Description

\*US State/Country

\*Trip Description/Dates/Comments

Academic


Administration/Operation

Athletics

Fundraising/Development

GCA-Academic

GCA-Fundraising/Development

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.




The screenshot shows the 'Expense Report Defaults' window. At the top, there are 'Cancel' and 'Done' buttons. Below them is a header bar with the title 'Expense Report Defaults'. Underneath is a section labeled 'Accounting Details' with two tabs: 'GL ChartFields' (selected) and 'Show All'. Below the tabs is a table with columns: '%', 'Oper Unit', 'Dept', 'Fund', 'Source', 'Function', and 'PC Bus Unit'. The table contains one row with the following values: '+', '-', '100.00', '01', '11200', '100', '100001', '521', and an empty field. Each value is in a separate input box with a search icon to its right.

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

The screenshot shows the 'Expense Details' window. It has a title bar with the text 'Expense Details'. Below the title bar is a label 'Expense Report Action' next to a dropdown menu. The dropdown menu is open, showing four options: 'Add Expense Lines' (highlighted in blue), 'Add from My Wallet', 'Add from Quick-Fill', and 'Copy Expense Report'.

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.

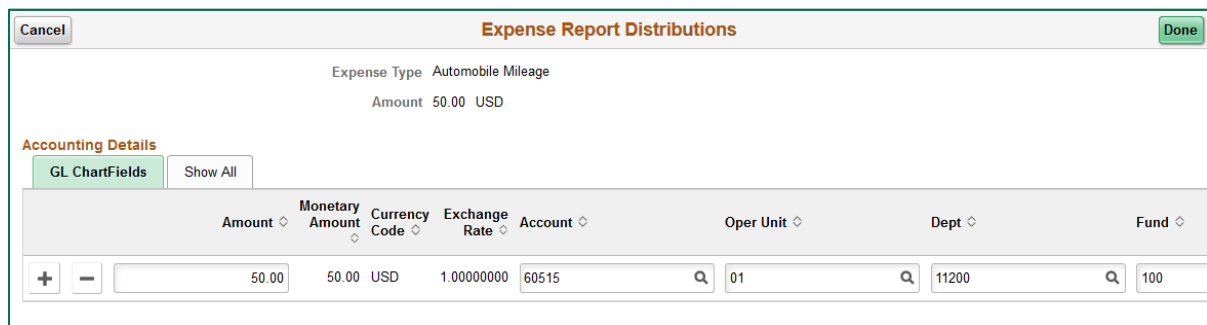




21. To split this expense into two or more chartstrings, click the **Add**  icon to add pre-populated chartfield lines, which may then be adjusted as necessary. When all adjustments have been made click **Done** to return to the expense report.

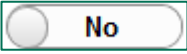
**NOTE:** *If one expense needs to be charged to two or more departments, DO NOT split the expense in the accounting details. Each expense line can be approved by only one departmental approver, not by two or more.*

*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.*



The screenshot shows the 'Expense Report Distributions' window. At the top, it says 'Expense Type Automobile Mileage' and 'Amount 50.00 USD'. Below this is the 'Accounting Details' section with a 'GL ChartFields' button and a 'Show All' button. The main area is a table with columns: Amount, Monetary Amount, Currency Code, Exchange Rate, Account, Oper Unit, Dept, and Fund. The first row has values: 50.00, 50.00, USD, 1.00000000, 60515, 01, 11200, and 100. There are plus and minus buttons to the left of the first row.

Amount	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Dept	Fund
50.00	50.00	USD	1.00000000	60515	01	11200	100

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.



**Exceptions**

Personal Expense ☐ No

No Receipt ☒ Yes

**Exception Comments**

Receipt Missing

No Comments >

Cancel

**Exception Comment**

Done

Date 10/07/2020

Expense Type Meals- Domestic Travel Daily

**Missing Receipt Exception**

Expense Amount 50.00 USD

Minimum Amount Required Receipt 0.01 USD

Expense Amount is over 0.01 USD and you do not have a receipt. Explain why.

Enter explanation regarding missing receipt here.

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.



The top screenshot shows the 'Expense Entry' form. On the left, the 'Just for Fun' checkbox is checked and highlighted with a green arrow. On the right, the 'Save' button is highlighted with a green arrow. The main form area shows details for a 'Meals- Domestic Travel Daily' expense for 10/07/2020, with a description 'Having too much fun' and an amount of 50.00 USD. The bottom screenshot shows the 'Expense Report' form. The 'Report' number '0000124981' is highlighted with a green box. The 'General Information' section shows 'Business Purpose' as 'Administration/Operation', 'Description' as 'Just for Fun', and 'US State/Country' as 'Alaska'. The 'Trip Description/Dates/Comments' field contains 'Visiting the great north'. The 'Attach Receipt' and 'Accounting Defaults' buttons are visible on the right.

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.

This screenshot shows the 'Expense Entry Errors' section of the 'Expense Entry' form. A red flag icon is next to the 'Air Travel Domestic' expense line, which is highlighted in green. The 'Expense Entry Errors' section lists the following errors: 'Missing Ticket Number'. The 'Air Travel Domestic' expense line shows a date of 10/07/2020, a description of 'Flying from here to there', and an amount of 500.00 USD. The 'Payment Details' section shows 'Payment' as 'Personal Credit Card' and 'Amount' as 500.00 USD. The 'Merchant' section shows 'Merchant' as 'Preferred' and 'Preferred Merchant' as 'Alaska Airlines'. The 'Additional Information' section shows 'Billing Type' as 'UVM Internal' and 'Ticket #' as a redacted field, highlighted with a green arrow.







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.

**Expense Entry Errors**  
▶ Correct the following errors prior to submission:

- Combo error for fields OPERATING\_UNIT/ DEPTID in group OUDEPT.

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.



Total (4 Items) 560.00 USD

Select All

Quick-Fill

Copy

Delete

More

0 Selected

▼ Wednesday, October 07, 2020

☐

Air Travel Domestic  
Flying from here to there

500.00  
USD

☐

Meals- Domestic  
Travel Daily  
Having too much fun

50.00  
USD

▼ Tuesday, October 06, 2020

☐

Ground  
Transportation - Dom  
TEST

10.00  
USD

▼ Monday, October 05, 2020

☐

Hotel/Lodging  
Domestic

0.00  
USD

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** ☐ **No** switched to include weekends and/or holidays if needed.



When finished, click **Done**.

**Copy Expense**

To copy each selected expense just once, enter the same date for Date From and Date To. To copy each expense multiple times, enter a date range for Date From and Date to. Press Done to copy the selected expenses.

**Copy Option**

Date From: 10/07/2020




Date To: 10/07/2020

Include Weekends: ☐ No

Include Holidays: ☐ No

1 row

Expense Type	Date	Amount	Currency
Ground Transportation - Dom	10/06/2020	10.00	USD

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).

**Please certify that the information provided above is true and correct.**

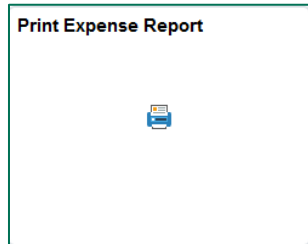
I certify that the information provided above is true and correct, that there are no alcohol expenses in / with any travel meals, and I did not pay for nor seek reimbursement for this expense by any other method. I certify that any international airfare was purchased in compliance with the Fly America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

**Submit** **Cancel**



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.

A screenshot of the PeopleSoft Expense Report form. The form has a green header bar with "Expenses" and "Expense Report" tabs. Below the header, there's a section for "Expense Report" with fields for "Description", "Report", "Pending", and "Employee ID". The main body of the form is a table with columns: "Date", "Description", "Expense Type", "Non-Reimbursable", "No Receipt", "Additional Information", "Receipt Required", "Payment Type", "Transaction Amt", "Merchant", "Exchange Rate", "Location", and "Amount". There are two rows of data: one for "Automobile Mileage" and one for "Hotel/Lodging Domestic". At the bottom, there's a summary section with "Employee Expenses", "Cash Advances Applied", "Non-Reimbursable Expenses", "Prepaid Expenses", "Amount Due to Supplier", and "Amount Due to Employee". A green arrow points to the "Print" link in the top right corner of the form.

## 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 Information** 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.

**Additional Information**

<b>Cash Advance</b> Outstanding Cash Advance	500.00 USD	>
<b>Travel Authorization</b> You have 1 approved Travel Authorization(s) that can be associated to this report.		>
View Analytics		>
Notes		>

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.

**Travel Authorization**

Associate Travel Authorization to Expense Report.

Action	Description	Authorization ID	Trip Date	Location	Amount
Associate	Mobile test	0000010065	11/15/2020	Chittenden County, VT	550.00 USD

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

**Additional Information**

<b>Cash Advance</b> Outstanding Cash Advance	500.00 USD	>
<b>Travel Authorization</b> 0000010065 is associated to this report.		>
View Analytics		>
Notes		>





## Applying 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.

**Additional Information**

**Cash Advance**  
Outstanding Cash Advance 500.00 USD >

**Travel Authorization**  
You have 1 approved Travel Authorization(s) that can be associated to this report. >

View Analytics >

Notes >

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

**Apply Cash Advance**

Total (6 Items) 172.50 USD

Due to Employee 172.50 USD

**Cash Advance Information**

Description	Advance ID	Advance Amount	Balance	Total Applied
2021 HUEG Conference	0000006196	500.00	500.00 USD	172.50 USD

Cancel Apply

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.



**Expense Report Summary**

Total (6 Items)	172.50 USD
Advance Applied	172.50 USD
Due to Employee	0.00 USD

**Additional Information**

**Cash Advance**

Applied Amount	172.50 USD	>
Outstanding Cash Advance	327.50 USD	

**Travel Authorization**

0000010065 is associated to this report.

View Analytics

Notes

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.

**Please certify that the information provided above is true and correct.**

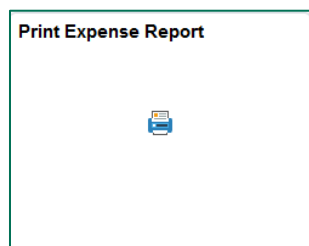
I certify that the information provided above is true and correct, that there are no alcohol expenses in / with any travel meals, and I did not pay for nor seek reimbursement for this expense by any other method. I certify that any international airfare was purchased in compliance with the Fly America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

Submit

Cancel

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.

**Expense Report**

Tiffany Barker Cook

Description: 2020 HEUG Conference  
Business Purpose: Administration/Operation

Report: 0000125012 Pending Employee ID: 0083811

Date	Expense Type	Non-Reimbursable	No Receipt Additional Information	Receipt Required	Payment Type	Transaction Amt Merchant	Exchange Rate Location	Amount
09/01/2020	Automobile Mileage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cash	0.58 USD	1.00000000	0.58 USD
Mileage from one end of my driveway to the other								
10/30/2020	Hotel/Lodging Domestic	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cash	500.00 USD	1.00000000	500.00 USD
Cost to stay in my own home								
Number of Nights: 5								
						Hotel de Cook		
Employee Expenses		500.58 USD	Non-Reimbursable Expenses		0.00 USD	Amount Due to Supplier		0.00 USD
Cash Advances Applied		0.00 USD	Prepaid Expenses		0.00 USD	Amount Due to Employee		500.58 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.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

## 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**

**General Info/Attachments**

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

Report: 0000124980 Pending  
Your Name Here: [icon]

**General Information**

\*Business Purpose: Administration/Operation

\*Description: Just for Fun

\*US State/Country: Franklin County, VT

\*Trip Description/Dates/Comments: Having some fun in the north.

Creation Date: 10/07/2020 Tiffany Barker Cook  
Updated on: 10/09/2020 Tiffany Barker Cook

**Attach Receipt** (highlighted with green arrow)

**Accounting Defaults**

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

**Attachments**

Expense Report

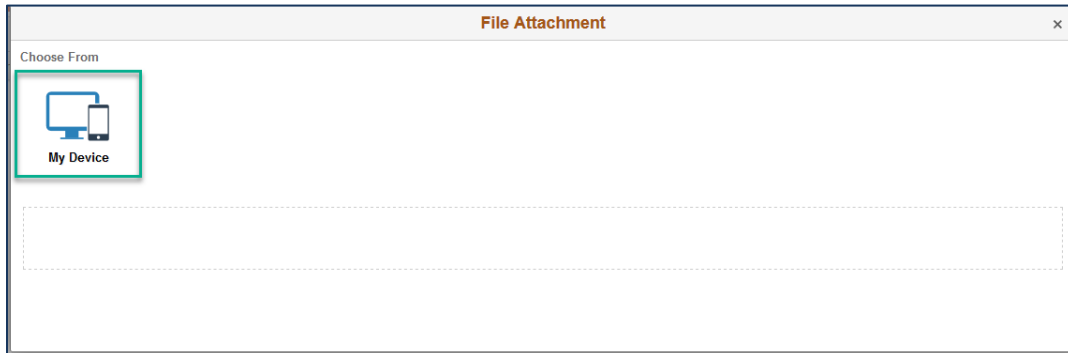
Description: Just for Fun  
Report ID: 0000124980

**Attachments Details**

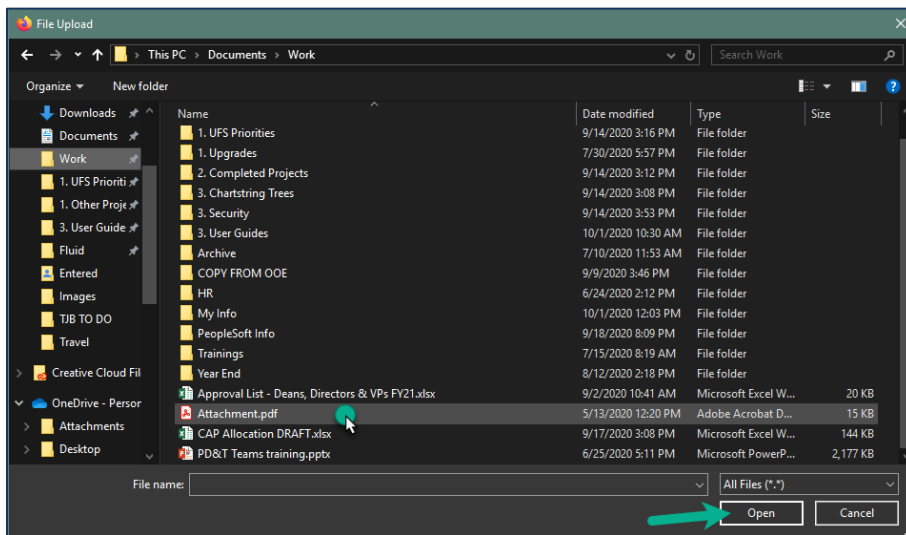
No attachments exist. Upload an existing file or capture receipt image.

**Add Attachment** (highlighted with green arrow)

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**.

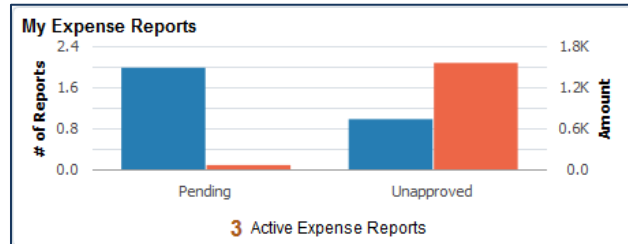
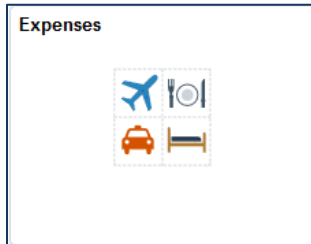
8. The counter next to **Attachments** has changed to (1). The document has been successfully attached to the Expense Report.

## 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.

**My Expense Reports**

Tiffany Barker Cook  
0083811  
Controllers Office

Returned: 0  
Not Submitted: 2  
**Awaiting Approval: 1**  
Pending Payment: 0  
View All: 3

**Awaiting Approval** 1 row

Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount
	Just for Fun	0000124981	Submitted for Approval	(Pooled)	Expense Manager	10/07/2020	1,570.00 USD

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

**Expense Summary**

Just for Fun  
Tiffany Barker Cook

**Expense Report Summary**

Total (5 Items)	1,570.00 USD
Due to Employee	1,570.00 USD

**Additional Information**

- View Analytics
- Notes

**Approval Status**

Report ID: 0000124981 Submitted for Approval

**Submitted**  
Tiffany Barker Cook  
Employee  
10/07/2020 3:24:28PM

**Pending Approval (Pooled)**  
Expense Manager

**Not Routed (Pooled)**  
Prepay Auditor

**Not Routed**  
Payment

View Details Withdraw  
Last Saved: 10/07/2020 3:24PM

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**.



**Expense Summary**

Just for Fun [X] View Details Refresh Approval Status  
Tiffany Barker Cook

**Expense Report Summary**

Total (5 Items)	1,570.00 USD
Due to Employee	1,570.00 USD

**Additional Information**

- [View Analytics](#)
- [Notes](#)

**Approval Status**

Report ID: 0000124981 Submitted for Approval

<b>Submitted</b>	Tiffany Barker Cook Employee	10/07/2020 3:24:28PM
<b>Pending Approval</b>	(Pooled) Expense Manager	
<b>Not Routed</b>	(Pooled) Prepay Auditor	
<b>Not Routed</b>	Payment	

**Expense Summary**

Just for Fun [X] Update Details Submit  
Tiffany Barker Cook

**Expense Report Summary**

Total (5 Items)	1,570.00 USD
Due to Employee	1,570.00 USD

**Additional Information**

- [View Analytics](#)
- [Notes](#)

**Approval Status**

Report ID: 0000124981 Pending

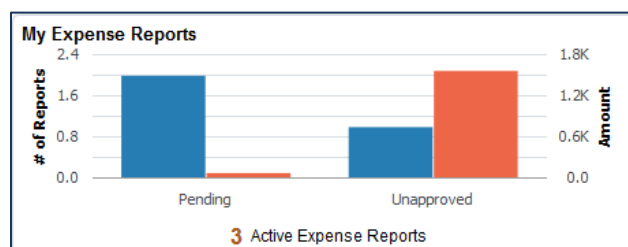
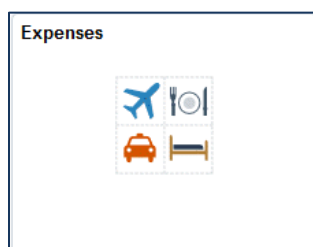
<b>Submitted</b>	Tiffany Barker Cook Employee	10/07/2020 3:24:28PM
<b>Withdrawn</b>	Tiffany Barker Cook Employee	10/08/2020 11:39:02AM

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.

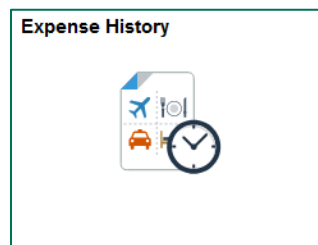
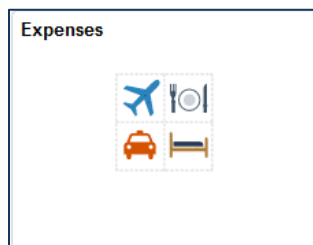
Actions	Description	Business Purpose	Report ID	Updated Date	Amount
	Just for Fun	Administration/Operation	0000124981	10/08/2020	1,570.00 USD
	Just for Fun	Administration/Operation	0000124980	10/08/2020	19.55 USD
	TEST	Administration/Operation	0000124971	10/07/2020	60.00 USD

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:
- If the Expense Report has not yet been approved, the Submitter can **Withdraw** it from Approval
  - The Approver can modify the Expense Report
  - The Approver can send it back to the Submitter for modification/resubmission

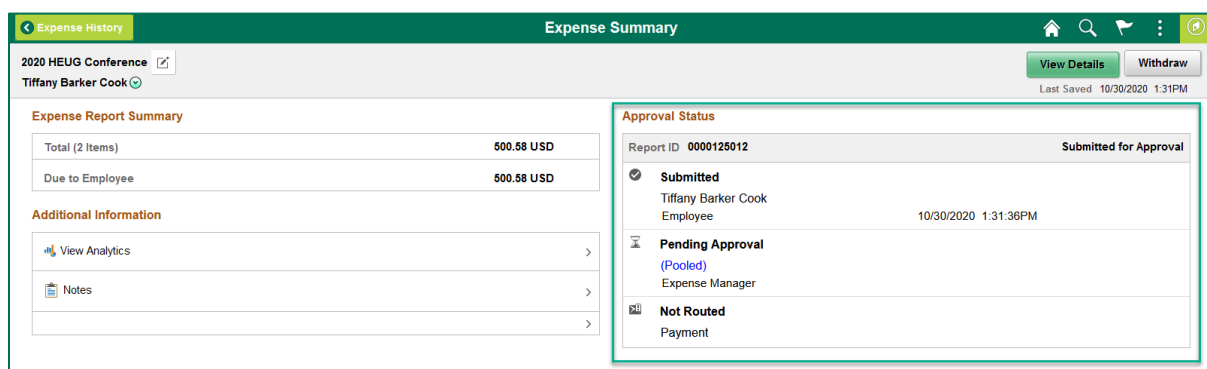
6. Expense Report status definitions:

<b>Pending</b>	Not yet submitted
<b>Submitted for Approval</b>	Awaiting approval
<b>Approved</b>	OK'd by Departmental Approver
<b>In Process</b>	Approval by Multiple Departments in process
<b>Denied</b>	Not approved - no longer usable
<b>Staged</b>	The payment is being generated.
<b>Paid</b>	Money disbursed, or ready for disbursement
<b>Reconciled</b>	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 in the process.



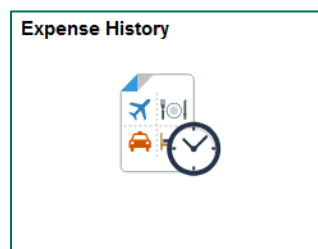
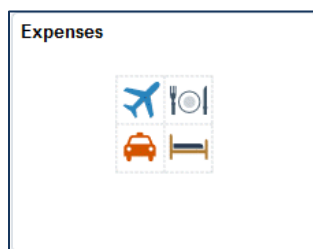
Expense Report Summary	
Total (2 Items)	500.58 USD
Due to Employee	500.58 USD

Approval Status	
Report ID 0000125012	Submitted for Approval
 <b>Submitted</b>	Tiffany Barker Cook Employee 10/30/2020 1:31:36PM
 <b>Pending Approval (Pooled)</b>	Expense Manager
 <b>Not Routed</b>	Payment


### 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 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**.



- 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**.

**My Expense Reports** **My Preferences**

General Settings

**Expenses**

**Expense History**

Procurement

**Expense History**

**Expense Report Search Options**

History to Display (In Months) 60

**Report Status Selection**

Closed Yes



Denied Yes

Approved Yes

Awaiting Approval Yes

Not Submitted Yes

Save

4. If you are a delegate, you can view the expense history of another employee by clicking the **Action**  icon next to your name to 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**.

**Expenses** **Expense Report History**

Tiffany Barker Cook 0083811 Controllers Office

**Expense Report History**

Create Expense Report

Actions	Description	Business Purpose	Report ID	Status	Updated Date	Amount
	Expense	Administration/Operation	0000125012	Submitted for Approval	10/30/2020	500.58 USD
	Copy To New Report	Professional Development	0000124997	Submitted for Approval	10/09/2020	576.41 USD
	Send Notification	Other	0000124996	Denied	10/22/2020	0.01 USD
	Delete Report	Administration/Operation	0000124995	Pending	10/30/2020	USD
	Just for Fun	Administration/Operation	0000124981	Pending	10/12/2020	1,570.00 USD
	Just for Fun	Administration/Operation	0000124980	Pending	10/30/2020	19.55 USD
	TEST	Administration/Operation	0000124971	Pending	10/30/2020	60.00 USD
	SCTEM 09.22 - 09.25.2019	Professional Development	0000120361	Paid	10/02/2019	1,703.46 USD
	EPIC 2018	Same-Day Travel	0000109881	Paid	05/10/2018	105.40 USD
	Alliance 2017 02.27-03.02.2017	Professional Development	0000100751	Paid	03/09/2017	962.35 USD

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

Are you sure to delete Expense Report 0000124995 ?

This action cannot be reversed.


Yes No

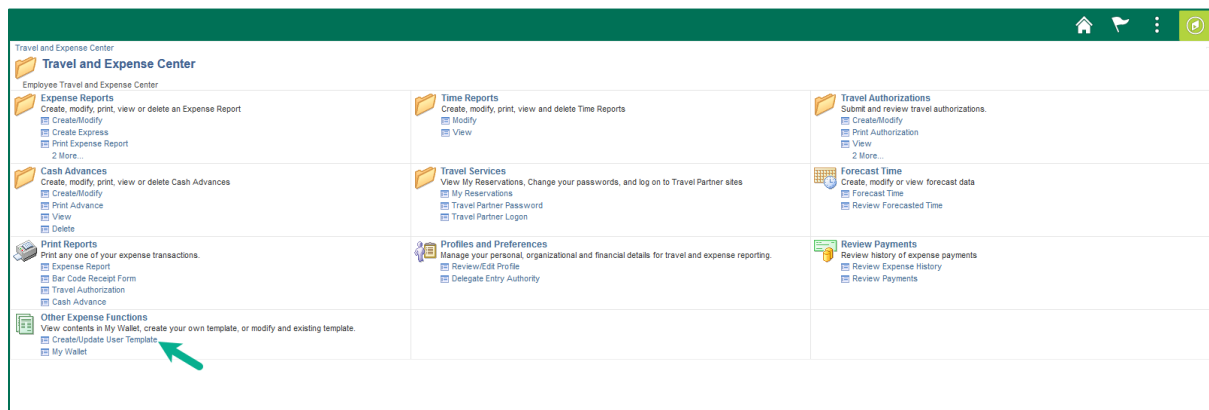


## Advanced Topics

### 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.)

**Create/Update User Template**

[Add a Template](#)

**User Template**

Tiffany Barker Cook

**General Information**

User ID: tjbarker  
Template: MILEAGE  
Template Type: Expense Report  
\*Description: Monthly Site Visit Mileage  
Short Description: Mileage

**Expense Type**

\*Expense Type  
Automobile Mileage

**Save** **Notify** **Add** **Update/Display**

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

**Create/Update User Template**

[Add a Template](#)

**Save Confirmation**

Tiffany Barker Cook


✓ The Save was successful.

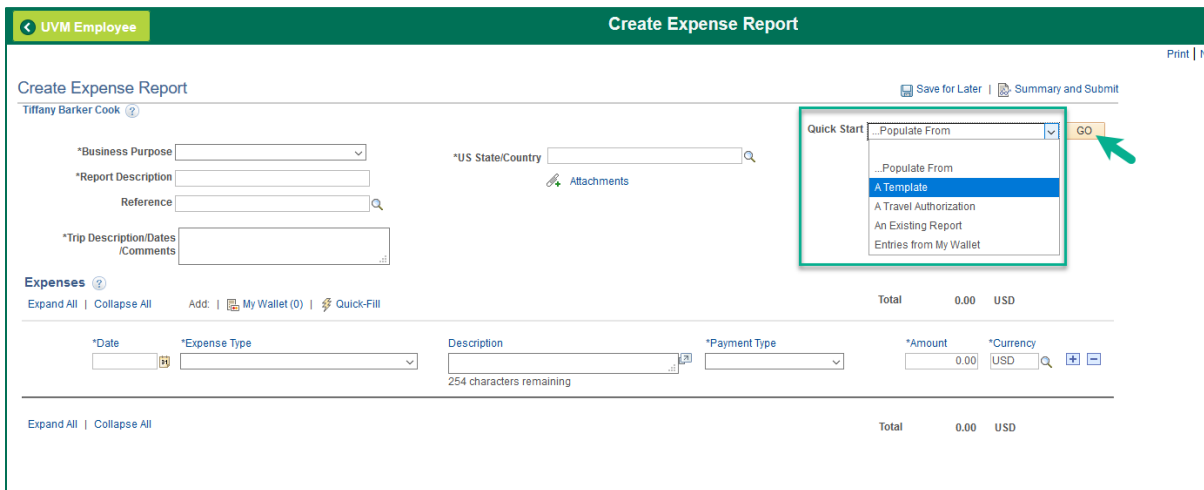
**OK** **Notify** **Add** **Update/Display**

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.



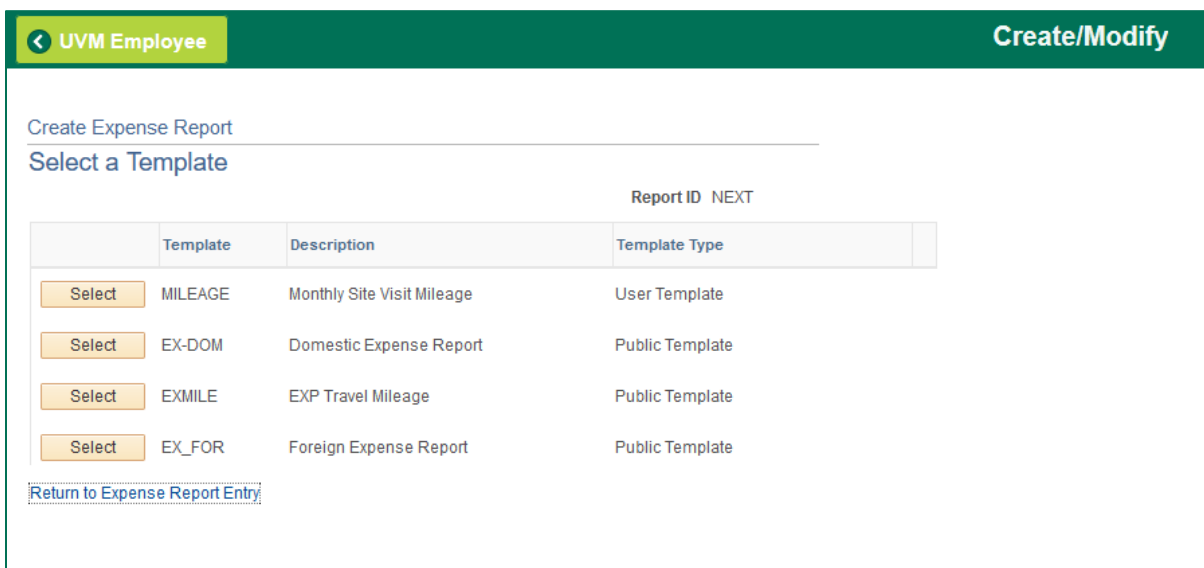
## Create an Expense Report from a Template

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**.



The screenshot shows the 'Create Expense Report' interface. At the top, there's a green header with 'UVM Employee' and 'Create Expense Report'. Below the header, there's a 'Create Expense Report' section with fields for 'Business Purpose', 'Report Description', 'Reference', and 'Trip Description/Dates/Comments'. To the right, there's a 'Quick Start ...Populate From' dropdown menu that is open, showing a list of options: 'Populate From', 'A Template', 'A Travel Authorization', 'An Existing Report', and 'Entries from My Wallet'. A green arrow points to the 'GO' button next to the dropdown. Below the dropdown, there's a table with columns for 'Date', 'Expense Type', 'Description', 'Payment Type', 'Amount', and 'Currency'. The table is currently empty, and the total amount is 0.00 USD.

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



The screenshot shows the 'Create/Modify' interface. At the top, there's a green header with 'UVM Employee' and 'Create/Modify'. Below the header, there's a 'Create Expense Report' section with the title 'Select a Template'. Below the title, there's a table with columns: 'Template', 'Description', and 'Template Type'. The table contains four rows of templates:

Template	Description	Template Type
Select MILEAGE	Monthly Site Visit Mileage	User Template
Select EX-DOM	Domestic Expense Report	Public Template
Select EXMILE	EXP Travel Mileage	Public Template
Select EX_FOR	Foreign Expense Report	Public Template

At the bottom of the table, there's a link: [Return to Expense Report Entry](#).



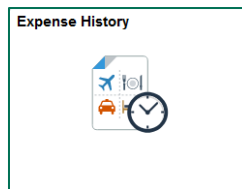
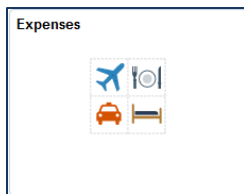
5. You will then be prompted to enter date ranges for each Expense Type in the template, which will populate your new Expense Report.
6. You can continue processing the expense report via the classic layout or you can save and pick up the report in the fluid layout from **Step 5** of [Create an Expense 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.

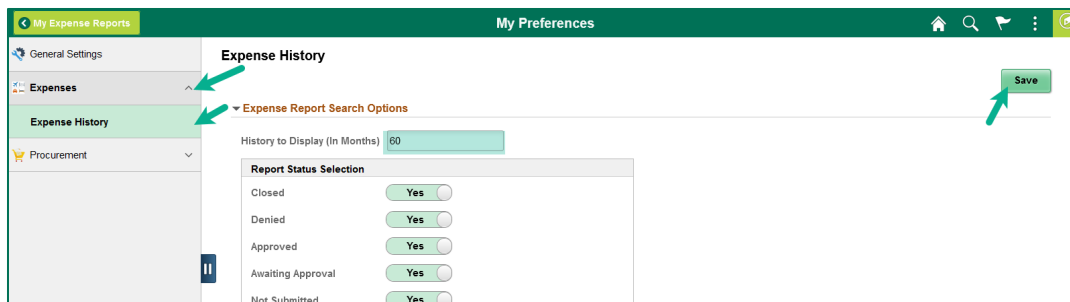


3. Select **Expense Report History** from the left menu bar to show all your expense reports.



**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

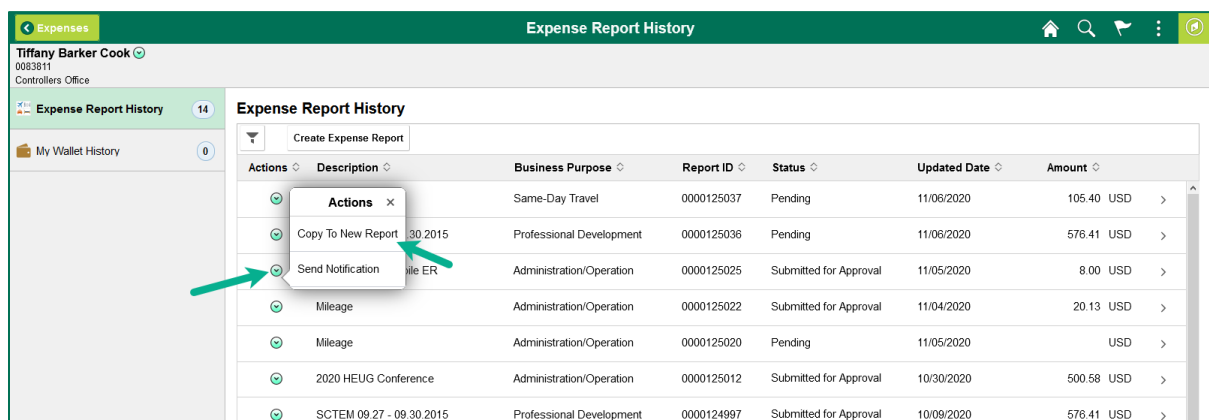
by clicking on the **Action** icon in the **Status Bar**, then selecting **My Preferences**.

- 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**.





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

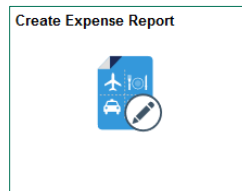
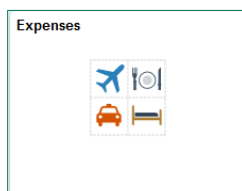


Actions	Description	Business Purpose	Report ID	Status	Updated Date	Amount
	Same-Day Travel		0000125037	Pending	11/06/2020	105.40 USD
	Copy To New Report 30.2015	Professional Development	0000125036	Pending	11/06/2020	576.41 USD
	Send Notification	Administration/Operation	0000125025	Submitted for Approval	11/05/2020	8.00 USD
	Mileage	Administration/Operation	0000125022	Submitted for Approval	11/04/2020	20.13 USD
	Mileage	Administration/Operation	0000125020	Pending	11/05/2020	USD
	2020 HEUG Conference	Administration/Operation	0000125012	Submitted for Approval	10/30/2020	500.58 USD
	SCTEM 09.27 - 09.30.2015	Professional Development	0000124997	Submitted for Approval	10/09/2020	576.41 USD

- The create expense report screen will appear with your copied expense report. PeopleSoft automatically saves the copy generating an expense report number.
- Update the new report as necessary, including any information on the Expense Entry page, Accounting Details, and attachments.
- Click **Save for Later** or **Summary and Submit**.


### Option 2:

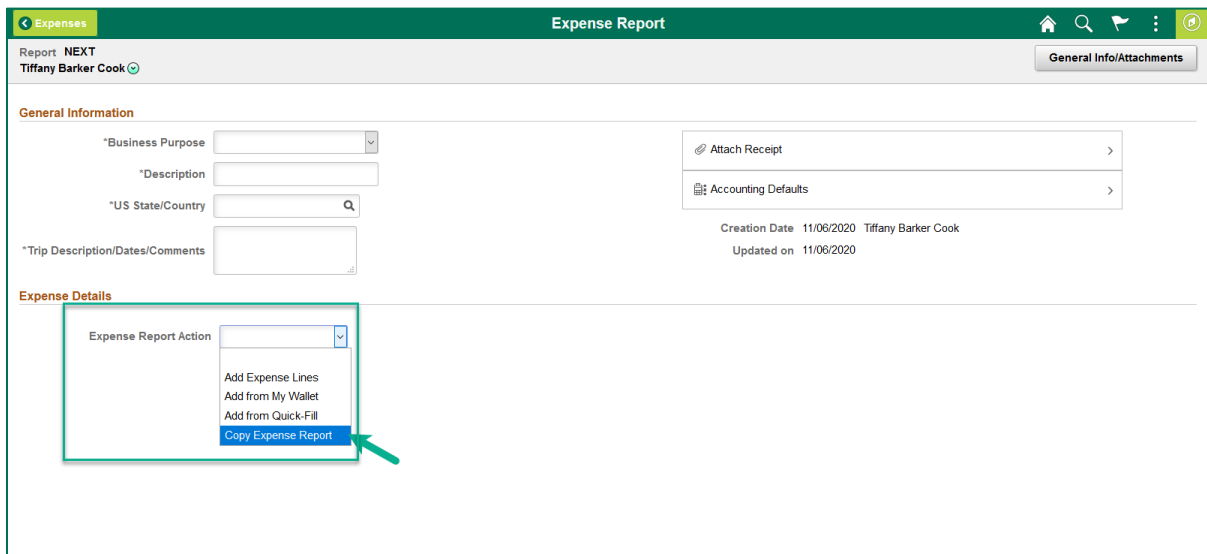
- Log in to PeopleSoft through the [Financials login](#).
- On the **UVM Employee Homepage** click on the **Expenses Tile** then the **Create Expense Report Tile**.





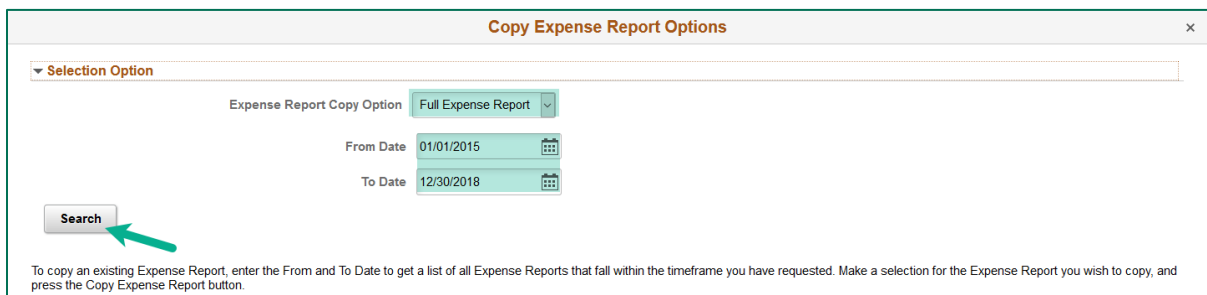


3. If you are creating the Expense Report for yourself skip to **Step 4**. If entering the Expense Report as the authorized delegate of another employee click the **Action**  icon next to your name and select **Change Employee**. Click the **Empl ID** or **Name** of the person for whom you are entering 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.



The screenshot shows the 'Expense Report' screen. At the top, there's a header with 'Expenses' and 'Expense Report'. Below the header, there's a section for 'General Information' with fields for 'Business Purpose', 'Description', 'US State/Country', and 'Trip Description/Dates/Comments'. To the right of these fields are buttons for 'Attach Receipt' and 'Accounting Defaults'. Below the 'General Information' section is the 'Expense Details' section. In the 'Expense Details' section, the 'Expense Report Action' dropdown menu is open, showing options: 'Add Expense Lines', 'Add from My Wallet', 'Add from Quick-Fill', and 'Copy Expense Report'. A green arrow points to the 'Copy Expense Report' option.

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.



The screenshot shows the 'Copy Expense Report Options' screen. It has a title bar with 'Copy Expense Report Options' and a close button. Below the title bar is a section for 'Selection Option'. Under 'Selection Option', there's a label 'Expense Report Copy Option' and a dropdown menu set to 'Full Expense Report'. Below this are two date pickers: 'From Date' set to '01/01/2015' and 'To Date' set to '12/30/2018'. At the bottom left is a 'Search' button. A green arrow points to the 'Search' button. Below the 'Search' button is a note: 'To copy an existing Expense Report, enter the From and To Date to get a list of all Expense Reports that fall within the timeframe you have requested. Make a selection for the Expense Report you wish to copy, and press the Copy Expense Report button.'



**Copy Expense Report Options**

▼ Selection Option

Expense Report Copy Option: By Expense Line Type

From Date: 01/01/2015

To Date: 12/31/2018

Expense Type: TRMEALD

**Search**

Enter the From Date and To Date to see Expense Reports within that date range. By entering an Expense Type, a list of all Expense Reports with that Expense Type will be displayed. To copy, click the Select box to create new rows on your expense report.

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

**Copy Expense Report Options**

► Selection Option

To copy an existing Expense Report, enter the From and To Date to get a list of all Expense Reports that fall within the timeframe you have requested. Make a selection for the Expense Report you wish to copy, and press the Copy Expense Report button.

**Base Expense Reports** 3 rows

**Copy Expense Report**

Report ID	Description	Purpose	Report Status	Creation Date	Location	Total Amount
0000109881	EPIC 2018	Same-Day Travel	Paid	05/09/2018	WNDSR	105.400
0000100751	Alliance 2017 02-27-03.02.2017	Professional Development	Paid	03/06/2017	NV	962.350
0000089946	SCTEM 09-27 - 09-30-2015	Professional Development	Paid	10/05/2015	VA	576.410

- 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.

**Expenses** Expense Report

Report: NEXT  
Tiffany Barker Cook

**General Information**

\*Business Purpose: Professional Development

\*Description: SCTEM 09-27 - 09-30-2015

\*US State/Country: Virginia

\*Trip Description/Dates/Comments: Copy Expense Report

Attach Receipt

Accounting Defaults

Creation Date: 11/06/2020 Tiffany Barker Cook  
Updated on: 11/06/2020

**Expense Details**

Expense Report Action: Copy Expense Report

Add Expense Lines

Add from My Wallet

Add from Quick-Fill

Copy Expense Report



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**.

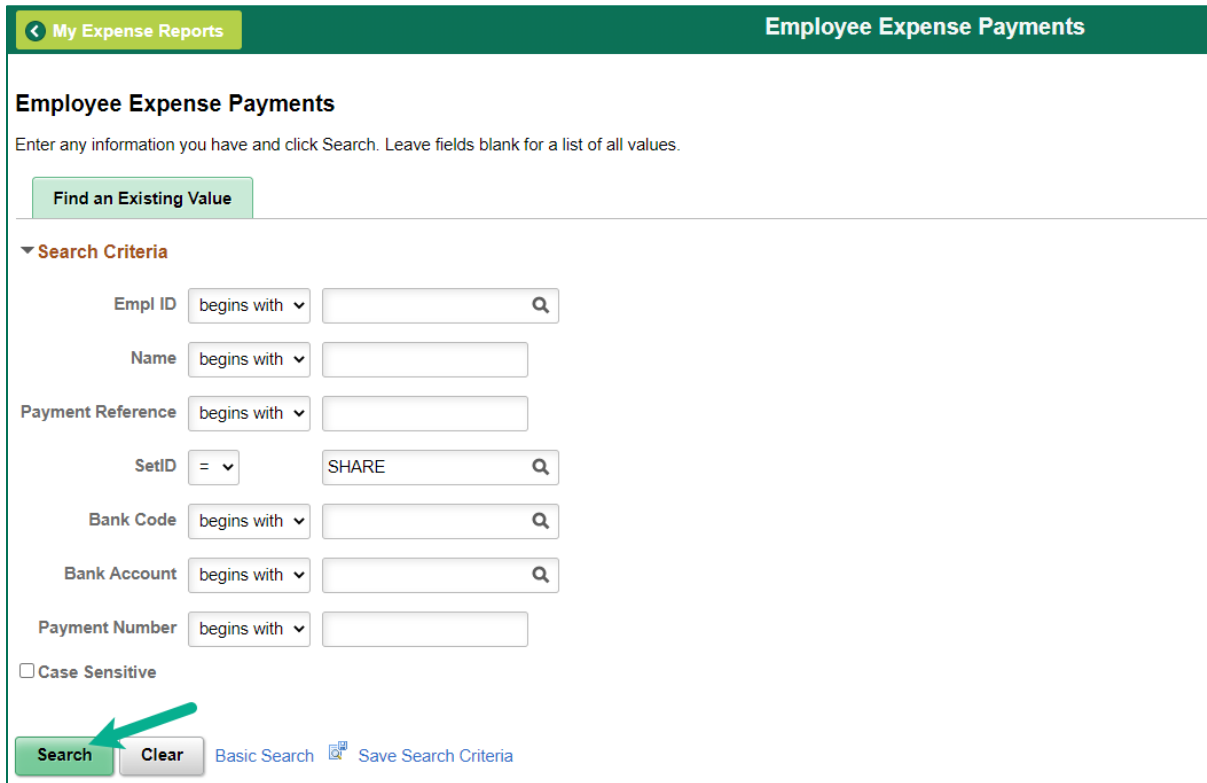
## Review Expense Report Payment Information

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.



**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

Name begins with

Payment Reference begins with

SetID =

Bank Code begins with

Bank Account begins with

Payment Number begins with

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

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.



- 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

[My Expense Reports](#) **Employee Payment History**

Employee Expense Payment

**Employee Payment History**

**Payment Information**

Payment Date 03/10/2017 Payment Amount 962.35 USD  
Payment Status Paid Payment Reference 0003008  
[Payee Address](#)

**Payments**

Type	ID	Description	Status	Created	Amount	Currency
Expense Report	0000100751	Alliance 2017 02.27-03.02.2017	Paid	03/06/2017	962.35	USD

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)

### Example of System Check

[My Expense Reports](#) **Employee Payment History**

Employee Expense Payment

**Employee Payment History**

**Payment Information**

Check Date 02/29/2008 Payment Amount 107.30 USD  
Payment Status Paid Check Number 1072227  
[Payee Address](#)

**Payments**

Type	ID	Description	Status	Created	Amount	Currency
Expense Report	0000017649	Oaxaca Semester Abroad Expense	Paid	02/25/2008	107.30	USD

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)

- 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](mailto:PS9-1Upgrade@uvm.edu).