

TRAVEL AND EXPENSE APPROVALS

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Overview

This user guide contains detailed instructions on how to approve Travel and Expense forms/reports.

Approver Responsibilities

Approvers must ensure that the **Travel Authorization** is completed correctly and approved before approving the **Travel Cash Advance**. It is very important to put the departure date of the trip in the **Begin Trip Date** field and the Travel Authorization number in the **Travel Auth ID** field. These fields are used on several central reports and must contain accurate data.

Before approving an expense report for a trip, ask the following questions:

- Is there an authorization for this trip?
- Was the expense report created from the authorization?
- Was there a cash advance for this trip?
- Was the cash advance applied to the expense report?
- Are all original, itemized receipts attached?
- Are expense lines charged to the correct chartstring(s)?

Approve Travel Authorizations

Travel and Expense reports need to be approved by a designated administrator. This document gives detailed instructions on the approval process in PeopleSoft.

- 1. Log in to PeopleSoft through the Financials login.
- 2. On the UVM Employee Homepage click on the UVM Approvals tile.



3. Select Approve T&E Transactions from the menu on the left.

	UVM Approvals	^ (
🔚 Manage Journal Approval	Overview Expense Reports Time Reports Time Adjustments Travel Authorizations Cash Advances Errors	
TApprove T+E Transactions	▶ Search Pending Transactions ⑦	
Approve POs (By Amount)	For a search remaining mansacuons U	
T Worklist	► Change Sort Order ⑦	
	Select All Clear All Approve Refresh List	
	Transactions to Approve ⑦	



4. Select the Travel Authorization to approve from the table by clicking on the corresponding link.

Note: If there are numerous items in your Worklist, you can filter by clicking the appropriate tab or using **Search Pending Transactions**.

OUVM Employe	e					UVM Approvals			^ (२ 🏲 🗄
Overview	Expense Re	ports Trav	el <u>A</u> uthorizations <u>C</u> ash A	Advances <u>E</u>	rrors					Print New Wind
Search Per	nding Transac	tions ⑦								
Change Sc	rt Order ⑦									
Select All	Clear All	Appr	ove			Refresh List				
Transactions t	o Approve 🕜									
■										
II Select	Alert	Errors	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted
			Travel Authorization	800.00	USD				0000010045	10/08/2020
		×.	Expense Report	211.60	USD				0000124922	08/31/2020

5. Review the Approve Travel Authorization – Travel Authorization Summary. The General Information section at the top of the page contains the Who, What, Where, and Why of this trip. Ensure that all the information listed there is correct.

JVM Employee	ployee UVM Approvals					
prove Travel Authorizati						
avel Authorization Sun	nmary					
	User Defaults					
neral Information						
Description		Authorization ID 0000010045				
Business Purpose	Public Service	Reference				
Status	Submitted for Approval					
Date From	10/15/2020 To 10/18/2020	Updated on 10/08/2020 By efitzge 2:42:06PM Attachments Notes	r			
ounting Defaults		More OptionsChoose an Action	GO			

 The authorization opens to Travel Authorization Summary page. Most information can be reviewed on this page. However, reviewing accounting lines requires going to the Travel Authorization Detail page. Select Travel Authorization Details from the More Options drop down box then click GO.

OUVM Employee		U	/M Approvals	
Approve Travel Authorizati Travel Authorization Sun				
	User Defaults			
General Information				
Description		Authorization	ID 0000010045	
Business Purpose	Public Service	Referen	ce	
Status	Submitted for Approval			
Date From	10/15/2020 To 10/18/2020	Updated	2:42:06PM	tzger tes
Accounting Defaults		More Options	Choose an Action Travel Authorization Details View Exception Comments	GO
You can deny individual expenses a	and still approve or send back the overall report.	-		



7. Locate the **Projected Expenses** section in the middle of the page. Click on the first **Arrow** icon to expand the details of the first expense. You can also expand <u>all</u> the expense lines by clicking the **Expand All** near the top of the expenses section.

WVM Employee	UVM Apr	provals		🎓 Q 🏲
				Print New Window Help Per
Travel Authorization			Return to Travel Authorization	on Summary
0			ActionsChoose a	an Action 🛛 🗸 🖌 GO
Business Purpose Fublic Service Description	"US State/Country Date Fron		18/2020 Reference	0045 Submitted for Approval
Projected Expenses ① Expand All Cotapse All			Totals (3 Lines)	800.00 USD
*Date *Expense Type 10/15/2020 III Air Travel Domestic · ·	*Description	*Payment Type *Amo Cash ~	500.00 USD + -	
II 10/15/2020 🔠 Automobile Rental - Domestic 🗸 *) Ø	Cash ~	100.00 USD + -	
▶ 10/15/2020 🖮 Meals- Foreign Travel Daily ×	<u>ن</u>	Cash ~	200.00 USD + -	
Expand All Collapse All			Totals (3 Lines)	800.00 USD

- 8. Look over the information on the **Detail** for each line to ensure accuracy. Make any adjustments or changes that are needed (or review these details and send the report back for corrections if preferred).
- **9.** To review the accounting details for that line click the **Arrow** icon by the Accounting Details. You can also expand all the expense and accounting lines by clicking the **Expand All** link near the top of the expenses section. Check to ensure that the chartstring is correct, or make changes as required.

O UVM Employee	UVM Appr	ovals	🏫 a
			Print New Window Help
Travel Authorization		D.	Return to Travel Authorization Summary
			ActionsChoose an Action V
Business Purpose Public Service Description Cogments	State/Country Date From		Authorization ID 0000010045 Submitted for Approval Reference
Projected Expenses ⑦ Expand All Collapse All			Totals (3 Lines) 800.00 USD
T0/15/2020 🖽 Air Travel Domestic		Payment Type *Amount Cash 500.00	Currency USD + -
*Billing Type UVM Interr ~ II Ticket Number @ Preferred O Non-Preferred Merchant United Airlines ~ > Accounting Details (?)			
Automobile Rental - Domestic	() Ø	Cash ~ 100.00	usd + -
> 10/15/2020 Meals- Foreign Travel Daily · ·		Cash ~ 200.00	usd + -
Expand All Collapse All			Totals (3 Lines) 800.00 USD

NOTE: The Approver should check the Accounting Detail for each line to ensure the accuracy of the authorization as a whole.



To change the chartstring for the entire report, you can select the **Accounting Defaults** hyperlink on the **Travel Authorization Summary** page. You can return to the **Travel Authorization Summary** page by clicking the **Return to Travel Authorization Summary** hyperlink or choosing **Travel Authorization Summary** from the **Actions** menu then click **GO**. If the expense report is split among several chartstrings it may be easier to send the report back to be corrected by the employee.

UVM Employee			UVM Approvals		
Approve Travel Authorization					
Travel Authorization Sum	imary				
	User	Defaults			
General Information					
Description			Authorization ID 0000010045		
Business Purpose	Public Service		Reference		
Status	Submitted for Approval				
Date From	10/15/2020 Tr	0 10/18/2020	Updated on 10/08/2020 2:42:06PM Attachments	By efitzger Notes	
	2				
Accounting Defaults			More Options Choose an Action	~	GO

10. To approve each line of the Expense Report, ensure that the Approve box is checked on the Travel Authorization Summary page. Alternatively, if this line of the Report will not be approved, ensure that the Approve box is not checked.

(The authorization as a whole can be approved and still leave individual expense lines unapproved. Pay careful attention to the **Totals** information to be certain that the financial breakdown reflects what was intended.)

UVM Employee									UVM A	pproru			
)etails												1-3	of 3 🖂
Expense Type	Date	PC Bus Unit	siness	Project	Activity	Amount	Curren	:y	Approve				
Air Travel Domestic		10/15/2020					500.00	USD					-
Automobile Rental - Domestic		10/15/2020					100.00	USD	[Out of Policy	~	-
Meals- Foreign Trave	el Daily	10/15/2020					200.00	USD					-
Fotals													
				als (3 Lines) m-Approved	800.00 USD 100.00 USD								
			Tota	I Authorized	700.00 USD	-							

11. Review the Budget Status at the bottom of the page. If the Budget Status is NOT Budget Checked, click the **Budget Options** link.



UVM Employee			UVM Approvals		
✓ Pending Actions ■ Q					
Role	Name	Action	Date/Time		
Expense Manager	(Pooled)				
Prepay Auditor	(Pooled)				
Action History					
III Q			€		
Role	Name	Action	Date/Time		
Employee		Submitted	10/08/2020 2:42:06PM		
▼ Comments					
			P		
Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink. Budget Status Not Budget Checked Budget Options					
Approve Send	Back Hold	Deny	Save Changes		
Return to Approval List	Previous in List		Travel Authorization Detail		
Notify					

NOTE: If budget checking is complete and valid, go to Step 16.

12. A new page will open titled **Commitment Control**. Click on the **Budget Check** button near the bottom of the page. The Budget Check will run.

Commitment	Control	×
		Help
Commitment Control Details		
Source Transaction Type	Travel Authorization	
Budget Checking Header Status	Not Budget Checked	
Commitment Control Amount Type	Encumbrance	
Commitment Control Tran ID	0007143698	
Commitment Control Tran Date	10/15/2020 Override Transaction	
Go to Transaction Exceptions	Go To Activity Log	

13. To approve this report, **Budget Status** must show an Approval Status of either **Valid** or **Warning**. If the Budget Status shows **Valid** or **Warning**, skip to **Step 16**.



14. If the **Budget Status** shows **Error**, it needs to be corrected in order to continue. A message will appear. Click **No** to dismiss, or click **Yes** to go to the Transaction Exception Panel.

The **Transaction Exception Panel** will open a table, which logs budget errors and warnings. Search for the Travel Authorization by number and click on the link. A page will open, which will explain why this Report failed budget checking.

NOTE: If there are no funds or insufficient funds associated with the chartstring(s), a budget transfer to fund the chartstring(s) may be needed before approving this report.



- **15.** Carefully review the authorization. When satisfied that the authorization is accurate and after the budget is checked with status **Valid** (or **Warning**) the authorization is ready to be approved.
- **16.** At this point, there are five options for this Authorization:

Approve	Approve the Authorization—whether all lines or only some of them—and the Authorization as a whole will move on for further review if needed ending at Disbursement Center where the Authorization will be reviewed for prepay audit.
Send Back	Send Back the Authorization for modification. It can be adjusted by the one seeking authorization or by anyone with entry authority delegated to them, but they WILL NOT automatically BE NOTIFIED. NOTE: Send Back and Deny require an explanation in the Comments field.
Hold	Hold the Authorization if not prepared to approve it. This may be a good idea if seeking to confirm details, however, NO ONE ELSE can open the authorization WHILE it is on Hold .
Deny	Deny the Authorization. If the Authorization is denied, it will be effectively Terminated and cannot ever be modified or resubmitted. Note: Send Back and Deny require an explanation in the Comments field.



Save Changes	Save Changes to the Authorization if not prepared to approve it. This may be a good idea if seeking to confirm details. This option is similar to Hold but other approvers will be able to open the authorization and make changes or approve.
--------------	--

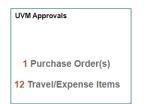
- **17.** To approve the Authorization, click the **Approve** button. A confirmation window will open.
- **18.** Click **OK** to acknowledge approval of this Travel Authorization.

			Save Confirmation				×
							Help
	el Authorizatio	n					
Submit Con	firmation						
			Authorization ID	0000010059			
Travel Authori	zation Totals						
	Total	2,000.00 USD			Total Authorized	2,000.00USD	
	Less Non- Approved	0.00 USD			Authorized		
This repor	t will be approved.						

Approve Travel Cash Advances

Travel and Expense documents need to be approved by a designated administrator. This document gives detailed instructions on the approval process in PeopleSoft.

- 1. Log in to PeopleSoft through the **<u>Financials</u>** login.
- 2. On the UVM Employee Homepage click on the UVM Approvals tile.



3. Select Approve T&E Transactions from the menu on the left.

	UVM Approvals	^ (
🔚 Manage Journal Approval	Overview Expense Reports Ime Reports Time Adjustments Travel Authorizations Cash Advances Errors	
Approve T+E Transactions	Search Pending Transactions ⑦	
Approve POs (By Amount)		
🔚 Worklist	Change Sort Order ③	
	Select All Clear All Approve Refresh List	
	Transactions to Approve ③	
	Select Transaction Type Total Unit Name Employee ID Description	Transacti



4. Select the Cash Advance to approve from the table by clicking on the corresponding link.

Note: If there are numerous items in your Worklist, you can filter by clicking the appropriate tab or using **Search Pending Transactions**.

				UVM Appi	ovals			ନ ସ୍	👻 : 🦉
Overview	Expense Reports	Time Reports	Time Adjustm	ents Travel Authorizations	Cash Advan	ces Errors		Pr	nt New Window
> Search P	ending Transactions ⑦]							
Change S	Sort Order ③								
Select /	All 🔲 Clear All 🛛 🖌	pprove				Refresh List			
Transactions	to Approve ⑦								
I									
Select	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status
	Expense Report	1038.51	USD			8/31/2020 mileage	0000124935	09/02/2020	Approvals in P
	Cash Advance	1500.00	USD			test	0000006198	10/15/2020	Approvals in P
	Expense Report		USD			July August Travel	0000124680	09/01/2020	

5. Review the **Approve Cash Advance.** This page contains the Who, What, Where, and Why of this trip. Ensure that all the information listed there is correct. Verify that the **Travel Auth Id** box is completed and the documented travel authorization has been approved and the amount of the travel authorization equals or exceeds the amount of the cash advance.

		UVM Approv	als		Â	Q	🖌 : 🥥
					Print New Window	Help	Personalize Page A
Approve Cash Advanc	e						
				*Begin Trip Date	10/28/2020		
John Dorris				*End Trip Date	10/31/2020		
Business Pur	rpose Academic	Report	0000006198	Approvals in Process			
Advance Descri	ption	Reference					
*Accounting	Date 10/27/2020	Post State	Not Applied				
Accounting Tem	plate STANDARD Q	Created	10/15/2020				
n ő i	on the state	Last Updated	10/16/2020				
Risk Details	Travel Auth Id 10051	5ê	User Defaults				
Cash Advance ⑦	View Printable Version	○ Notes		∦ Atta	chments (1)		

6. Locate the Accounting Details section in the middle of the page. Click on the first Arrow icon to view the chartstring.

						UVM	Approv	als		^	Q
	Business Purpos	e Academic				Report 00000	06198 App	rovals in Process			
	Advance Descriptio	n test			Re	eference					
	*Accounting Dat	e 10/27/2020			Po	ost State Not Ap	plied				
,	Accounting Templa	STANDARD	Q			Created 10/15/	2020 Joh	n Dorris			
					Last	Updated 10/16/		y McCollough			
Risk Details		Travel Auth Id	10051			🋍 User D	efaults				
	a	View Printable \				Notes			ttachments (1)		
ash Advance		view Princable V	rension		~	NOLES		g At	ttachments (1)		
Accounti		cash			1,	500.00 USD					
ChartFie	elds III										
		Oper Unit	Dept	Fund	Fund Affil	Source	Function	Program	Purpc		
GL Unit	Account	Oper Unit									
GL Unit	Account 11420	01	11290	100		100001	521	0000	0000		



- 7. Check to ensure that the chartstring is correct, or make changes as required. The Account field defaults to 11420, this field cannot be changed, as it is the account used by the Disbursement Center to track cash advances.
- **8.** Carefully review the advance. When satisfied that the advance is accurate the advance is ready to be approved.
- **9.** At this point, there are five options for this Advance:

Approve	Approve the Advance—the Advance will move on to Disbursement Center where it will be reviewed for prepay audit. Once approved the cash will be available for pickup at the Cashier's Office or direct deposit will be issued for the Advance Amount no more than 5 business days prior to the start of the trip.
Send Back	Send Back the Advance for modification. It can be adjusted by the one seeking the advacne or by anyone with entry authority delegated to them, but they WILL NOT automatically BE NOTIFIED. NOTE: Send Back and Deny require an explanation in the Comments field.
Hold	Hold the Advance if not prepared to approve it. This may be a good idea if seeking to confirm details, however, NO ONE ELSE can open the advance WHILE it is on Hold .
Deny	Deny the Advance. If the Advance is denied, it will be effectively Terminated and cannot ever be modified or resubmitted. Note: Send Back and Deny require an explanation in the Comments field.
Save Changes	Save Changes to the Advance if not prepared to approve it. This may be a good idea if seeking to confirm details. This option is similar to Hold but other approvers will be able to open the advance and make changes or approve.

10. To approve the Advance, click the **Approve** button. A confirmation window will open.

11. Click **OK** to acknowledge approval of this Cash Advance.

	Save Confirmation	×
		Help
Travel & Expenses	- Cash Advance Report	
Submit Confirma	tion	
John Dorris	Advance ID 0000006198	
Totals		
	Advance Amount 1,500.00 USD	
✓ This report will be	approved.	
OKCan	el	
		_



Approve Travel and Expense Reports

Travel and Expense reports need to be approved by a designated administrator. This document gives detailed instructions on the approval process in PeopleSoft.

- 1. Log in to PeopleSoft through the **<u>Financials</u>** login.
- 2. On the UVM Employee Homepage click on the UVM Approvals tile.



3. Select Approve T&E Transactions from the menu on the left.

		UVI	M Approvals		^ (
🔚 Manage Journal Approval	Overview Expense Reports	[ime Reports] Time	Adjustments Travel Authorizations	Cash Advances Errors	
Approve T+E Transactions	Search Pending Transactions ⑦				
T Approve POs (By Amount)					
🔁 Worklist	Change Sort Order ⑦				
	Select All 🔲 Clear All 🔒	pprove		Refresh List	
	Transactions to Approve ⑦				
					
	II Select Transaction Type	Total Unit	t Name	Employee ID Description	Transactio

4. Select the Expense Report to approve from the table by clicking on the corresponding link.

Note: If there are numerous items in your Worklist, you can filter by clicking the appropriate tab or using **Search Pending Transactions**.

G UVM Er	nployee					UVM Approvals			^ C	<u> </u>
Overv	iew Expense F	Reports Tr	avel <u>A</u> uthorizations <u>C</u> ast	h Advances	rrors]				Print New Win
I Searce	ch Pending Transa	ctions ⑦				-				
Chan	ge Sort Order ⑦		·							
🗹 Se	elect All 🔲 Clear A	App	prove			Refresh Li	ist			
	ions to Approve(0								
B										Date
II Selec	ct Alert	Errors	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Submitted
	Δ		Expense Report	31.05	USD				0000124990	10/0 / 2020
			Expense Report	31.05	USD	100 C			0000124973	10/06/2020
			Expense Report	163.89	USD				0000124968	09/03/2020
			Expense Report	80.51	USD				: 0000124954	09/02/2020



- 5. Review the Approve Expense Report Expense Summary section at the top of the page to get a sense of the Who, What and Why of this Report. Ensure that all the information listed there is correct.
- 6. The Report opens in Expense Summary View. Most information can be reviewed on this page. However, reviewing accounting lines requires going to the Expense Detail View. Toggle back and forth between the two views by clicking on the Expense Details or Summary and Approve links at the top right corner of the page. (The directions below apply to working in the Details View.

C Overview	Approve Expense Report - Expense Sum	mary	🏫 🏲 :
		Print New Window	v Help Personali:
Approve Expense Report - Expense Summary			xpense Details
Employee Name		ActionsChoose an Action V	GO
Business Purpose Administration/Operation	Report 0000123456 Approvals in Process	Trip Descr/Dates/Comments	
Description USPS Stamps	Created 08/18/2020	stamps	
Reference	Last Updated 08/20/2020	- I I	
*Accounting Date 08/18/2020	Accounting Template STANDARD Q		
Budget Status Valid Budget Options	Budget Checking completed. Report is ready for Approval/Posting.		
	89 View Analytics	Notes / Attachments (3)	
Totals ⑦			
Employee Expenses (3 Lines) 37.40 USD	Non-Reimbursable Expenses 0.00 USD	Employee Credits 0.00 USD	
Cash Advances Applied 0.00 USD	Prepaid Expenses 0.00 USD	Supplier Credits 0.00 USD	
Amount Due to Employee	37.40 USD Amount Due to Supp	oller 0.00 USD	

7. Locate the **Expenses** section in the middle of the page. Click on the first **Arrow** icon to expand the details of the first expense. You can also expand <u>all</u> the expense lines by clicking the **Expand Lines** near the top of the expenses section.

	*Date	*Expense Type		*Description		*Amount *Currency		Receipt Required	Approve		
>	07/09/2020 📰	Office Supplies	~	stamps		15.40	USD	Q	Receipt Required		
				248 characters remaining							
	07/30/2020	Office Supplies	×	stamps	(F	11.00	USD	Q	Receipt Required		
	01001010	Childe Cappileo		248 characters remaining			000	-			
	08/18/2020	Office Supplies			Ø	11.00	USD		Receipt Required		

8. Look over the information on the Expense Detail for each line to ensure accuracy. Make any adjustments or changes that are needed (or review these details and send the report back for corrections if preferred).

Expenses (1)	in the constraint of the second of the secon
Expand Lines Collapse Lines Expand All Collapse All	Total 37.40 USD
"Oute "Expense Type "Description ▼ 07/08/2020 前 Office Supplies ♥ Samps 246 cheraders 246 cheraders 246 cheraders	Approx
Personal Credit Ced V Type *Billing Type *Metchaat D Perform US Perform	*Curcharge Rate 10000000 ♦ Ib Softwark Rate Bit Resource System Base Conversy Ansate 1 5 40 U/20
✓ Accounting Details ①	
ii; Q. Chartfields II>	
Amount "GL Unit	Monetary Amount Courseny Exchange Account Oper Unit Dept Fund Source Function PC Bus Unit Project Activity Program Pury
+ - 15.40 UVM01	



9. To review the accounting details for that line click the **Arrow** icon by the Accounting Details. You can also expand all the expense and accounting lines by clicking the **Expand All** link near the top of the expenses section. Check to ensure that the chartstring is correct, or make changes as required.

Expenses	0				2					
Expand Line	s Collapse Lines	Expand All Collapse All						Total	37.40	USD
¥		ixpense Type Office Supplies	*Description * stamps 248 characters remaining	۲. 	*Amount 15.40	*Currency USD Q	C Receipt Required	Approve		
	*Payment Type *Billing Type *Merchant	Personal Credit Card V UVM Inter O Preferred © Non-Pr US Postal Service	eferred	*Exchange Rate Base Currency Amount	1.0000000		Default Rate	🔀 Receipt Split		
	Acc	ounting Details 🛞								

NOTE: The Approver should check the Accounting Detail for each expense line to ensure the accuracy of the report as a whole.

To change the chartstring for the entire report, you can select **Default Accounting For Report** from the **Actions** drop down at the top right of the page and click **Go**. If the expense report is split among several chartstrings it may be easier to send the report back to be corrected by the employee.

C Overview	Approve Ex	xpense Report - Expense Details	
Approve Expense Report - Expense Details		ActionsChoose an Action GO	
Business Purpose Administration/Operation Description USPS Stamps Reference *Accounting Date	Report 000124872 Approvals in Process Created 08/18/2020 Last Updated 08/20/2020 Accounting Template STANDARD	Trip Descr/Dates/Comments stamps Adjustment Cash Advance Apply/Yew Cash Advance(s) Default Acounting For Report Expense Report Project Summary	
Expenses ⑦ Expand Lines Collapse Lines Expand All Collapse All	88 View Analytics	Notes Export to Excel User Defaults View Exception Comments Total 37.40 USD	

- **10.** If the chartstring (or chartstrings, if the expense is split between multiple chartstrings) and expenses are correct, return to the summary and approval page by clicking the **Summary and Approve** hyperlink.
- 11. To approve each line of the Expense Report, ensure that the Approve box is checked on the Expense Summary page. Alternatively, if a line of the Report will not be approved, ensure that the Approve box is not checked.

(The Report as a whole can be approved and still leave individual expense lines unreimbursed. Pay careful attention to the **Totals** information to be certain that the financial breakdown reflects what was intended.)



PeopleSoft Financials User Guide: Travel & Expense Approvals

otals (?)					eport - Expense Summa			<u>^</u>
ais (y								
Employe	ee Expenses (3 Lines)	37.40 USD	Non-Reimburs	able Expenses	0.00 USD	Emple	yee Credits	0.00 USD
	ish Advances Applied	0.00 USD		paid Expenses	0.00 USD		plier Credits	0.00 USD
							_	
	Amount	Due to Employee	37.40 USD		Amount Due to Supplier	0.00 US	U	
Approval Hi	istory							
comments								
					0.01			
Appro	Send B	ack	Hold	Deny	Save Changes			
		ack	Hold	Deny	Save Changes			
		ack	Hold	Deny	Save Changes			📰 Expense Details
Expense Lir	1e ⑦	ack	Hold	Deny	Save Changes			
Appro Expense Lire pense Line 再 Q	1e ⑦	ack	Hold	Deny	Save Changes			The second secon
xpense Lir Dense Line	1e ⑦	ack	20.0		Save Changes	Reimburse Amt	Currency	
xpense Lir Dense Line	ne ⑦ Items		PC Bu	siness Project		Reimburse Amt 15.40		1-3 of 3 🗸
xpense Line	te ⑦ Items Expense Type	Descriptio	n PC Bu Unit	siness Project	Activity		USD	1-3 of 3 v

12. Review the Budget Status at the top of the page. If the Budget Status is NOT Budget Checked, click the **Budget Options** hyperlink.

NOTE: If budget checking is complete and valid, go to **Step 16**.

Approve Expenses (2 Lines) Total © Employee Expenses (2 Lines) Approve Expenses (2	Overview			Approve I	Expense R	eport - Expense Summ	ary					â	۲ -	
Actions: Actions: Choose an Action © Business Purpose AdministrationOperation Report 000124872 Approvals in Plocess Trip Description USPS Stamps Created 001702202 Katherine Vesely Stamps Stamps Stamps Created 001702202 Katherine Vesely Stamps Stamp Stamp										Print 1	lew Window	Help	Personal	ize F
Busines Furty oscillations Administration/Operation Report 00001128/22 Approvals in Process Tip Description Busines Furty oscillation USPS Stamps Created 001128/22 Astherine Vesaly Accounting Data 001202/2020 Nameri Velocit MacCaustand Accounting Template STANDARD Accounting Template Dudget Decking completed. Budget Status Value Budget Decking completed. Notes Astachments (3)	Approve Expense Repo	rt - Expense Summa	ary								icij Ex	pense Det	ails	
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Approve Send Back Hold Deny Save Changes	Approve	Send Back	Hold	Deny		Save Changes								

13. A new page will open titled **Commitment Control**. Click on the **Budget Check** button near the bottom of the page. The Budget Check will run.

Commitment	Control	×
		Help
Commitment Control Details		
Source Transaction Type	Expense Sheet	
Budget Checking Header Status	Not Budget Checked	
Commitment Control Amount Type	Encumbrance	
Commitment Control Tran ID	0007125639	
Commitment Control Tran Date	08/18/2020 Override Transaction	
Budget Check		
Go to Transaction Exceptions OK Cancel	Go To Activity Log	



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- 14. To approve this report, **Budget Status** must show an Approval Status of either **Valid** or **Warning**. If the Budget Status shows **Valid** or **Warning**, skip to **Step 16**.
- **15.** If the **Budget Status** shows **Error**, it needs to be corrected in order to continue. A message will appear. Click **No** to dismiss, or click **Yes** to go to the Transaction Exception Panel.

The **Transaction Exception Panel** will open a table, which logs budget errors and warnings. Search for the Expense Report by number and click on the link. A page will open, which will explain why this Report failed budget checking.

NOTE: If there are no funds or insufficient funds associated with the chartstring(s), a budget transfer to fund the chartstring(s) may be needed before approving this report.

Budget Checking has logged 'Error' Exceptions. Do you want to Transfer to the Exceptions? (18021,1091)
Selecting "Yes" will transfer you to the Transaction Exception Panel for this document while refreshing and minimizing the calling panel.
Selecting "No" will refresh the panel. You can transfer later by using the "Go to Transaction Exception Header" Push Button on this secondary panel.
Yes No

- **16.** Carefully review the report and the receipts. When satisfied that the report is accurate and after the budget is checked with status **Valid** (or **Warning**) the report is ready to be approved.
- **17.** At this point, there are five options for this Report:

Approve	Approve the Report—whether all lines or only some of them—and the Report as a whole will move on to Disbursement Center where the report will be reviewed for prepay audit. Then a check or direct deposit will be issued for the Amount Due to Employee .
Send Back	Send Back the Report for modification. It can be adjusted by the one seeking reimbursement or by anyone with entry authority delegated to them, but they WILL NOT automatically BE NOTIFIED. NOTE: Send Back and Deny require an explanation in the Comments field.
Hold	Hold the Report if not prepared to approve it. This may be a good idea if seeking to confirm details or waiting for a receipt, however, NO ONE ELSE can open the report WHILE it is on Hold .
Deny	Deny the Report. If the Report is denied, it will be effectively Terminated and cannot ever be modified or resubmitted. Note: Send Back and Deny require an explanation in the Comments field.



Save Changes	Save Changes to the report if not prepared to approve it. This may be a good idea if seeking to confirm details or waiting for a receipt. This option is similar to Hold but other approvers will be able to open the report and make changes or approve.
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- **18.** To approve the Report, click the **Approve** button. A confirmation window will open.
- **19.** Click **OK** to acknowledge approval of this Expense Report.

		Save	e Confirmation				
pprove Expense Report							
ubmit Confirmation							
		Report I	D 0000124872				
Totals ⑦							
Employee Expenses (3 Lines)	37.40 USD	Non-Reimbursable	Expenses	15.40 USD	Employee Credits	0.00 USD	
Cash Advances Applied	0.00 USD	Prepaid	I Expenses	0.00 USD	Supplier Credits	0.00 USD	
Non-Approved Expenses	15.40 USD						
Amount Due	to Employee	22.00 USD	Amount	Due to Supplier	0.00 USD		
This report will be approved, but so Only approved expenses will be rein		ve been denied.					
OK Cancel							

20. Follow the process for submitting documentation to the Disbursement Center:

- If the documentation was attached in PeopleSoft, email <u>travel@uvm.edu</u> that the expense report has been approved.
- If the documentation is saved electronically, email <u>travel@uvm.edu</u> that the expense report has been approved and attach the documentation.
- If the documentation is a hardcopy, send it via campus mail to the Disbursement Center at 23 Mansfield Avenue.

NOTE: 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 along with a hard copy of their Cash Advance to the Treasury Services Office.

Reassign Approvals for Travel and Expense

An Approver needs to reassign expense forms (expense reports, travel authorizations, cash advances) to another Approver so that they can approve them.



- 1. Log in to PeopleSoft through the Financials login.
- 2. Use the navigator is to access the path: Manager Self Service > Travel and Expenses > Reassign Approvals.
- **3.** A page will open similar to the one shown below. If there are expense forms awaiting approval, they will be listed. All of the forms listed for reassignment may be selected or just individual ones if preferred.

	n Work			Reassign	Approvals			^	۲ :
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eassign	Work								
	Approver Reassign Work To		Q						
	Neassign WORK 10								
Select All	I Deselo	ect All	Reass	ian					
			Treasa						
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ansaction I ⊞, Q	Information						14	 I-10 of 10 ✓ I I View 	N All
	Information Transaction Type	Total Amount		Name	Empl ID	Report ID	Submission Date	 1-10 of 10 ∨ ▶ ▶ View Role 	v All
≣; Q		Total Amount 211.60	USD	Name	Empl ID	Report ID 0000124922	Submission		v All
≕ Q Select	Transaction Type			Name	Empl ID		Submission Date	Role	v All
Select	Transaction Type Expense Report	211.60	USD	Name	Empl ID	0000124922	Submission Date 08/31/2020	Role Department Manager	v All
Select	Transaction Type Expense Report Expense Report	211.60 833.77	USD USD	Name	Empl ID	0000124922	Submission Date 08/31/2020 08/31/2020	Role Department Manager Department Manager	VAII

- **4.** Choose the form(s) to be reassigned by placing a checkmark in the box(es) in the column at the far left end of the appropriate line(s).
- 5. In the box marked Reassign Work To, enter the UVM netID of the individual to be reassigned

the expense form(s). If you do not know the netID you can click the **Look up** icon and change the **Search by** to description to search by the individual's name. Since it is possible to enter any valid UVM netID in this box, be very careful to enter the netID of an individual who is authorized to approve expense forms.

NOTE: If an expense form is reassigned to someone who does not have approval authority that expense form may be difficult to retrieve.

The University of Vermont		Look Up R	eassign Work To ×		Welcome, New Window
Reassign Work		Search by: Description ~	Help begins with Tiffany%Barker	p	🎦 : 🌱 A
Defec Generity		Search by. Description V	Degins with Timany%Barker	1	Print New Window Help Personalize Page ^
Define Security Reassign Work		Search Cancel Adv	vanced Lookup	1	
Approver Reassign Work To tjbarker		Search Results View 100			
	_	Description	User ID	1	
Select All Deselect All	Reas	Tiffany Barker Cook	tjbarker	1	

- **6.** Click one of the Reassign buttons. You will not be given a second opportunity to approve the change.
- 7. If you need to reassign another expense form(s) to a different approver, repeat Steps 4-6.



Travel Policy

The <u>Travel Policy</u> outlines increased internal controls and audit efforts on expense reports and PurCard journals. Many individuals may only associate the travel policy with submitting travel expense reports, however 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 are in effect and will be the cardholders' responsibility to follow.

Frequently Asked Questions

Travel and Expense Forms

How do I know which form to use?

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

1. Travel Authorization: required for international travel and to receive a cash advance.

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 Expenses > Expense Report > Create/Modify** is required. If access cannot be granted, a <u>Footprint</u> 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 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 drop-down 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 drop-down 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 <u>Footprints</u>.

Resources

- <u>Travel Authorizations User Guide (PDF)</u>
- Cash Advances User Guide (PDF)
- Expense Reports User Guide (PDF)
- Petty Cash User Guide (PDF)
- How to Pay for Various Types of Purchases
- UFS Roadshow Training Topics (PDF)
- <u>Professional Development & Training Classes</u>

Training

Professional Development & Training Classes

Relevant UVM Departments

- <u>Travel</u>
- Purchasing Services
- <u>Sponsored Project Administration</u>

Related Policies & Procedures

- Automobile Rental (PDF)
- <u>Business Meal, Hospitality, and Amenity (PDF)</u>
- <u>Travel Accident Insurance (PDF)</u>
- Travel (PDF)



Suggestions? Updates?

Send an email to <u>PS9-1Upgrade@uvm.edu</u>.