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.

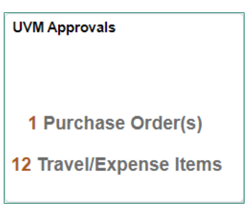
Before approving an expense report for a trip, ask the following questions:

- 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)?

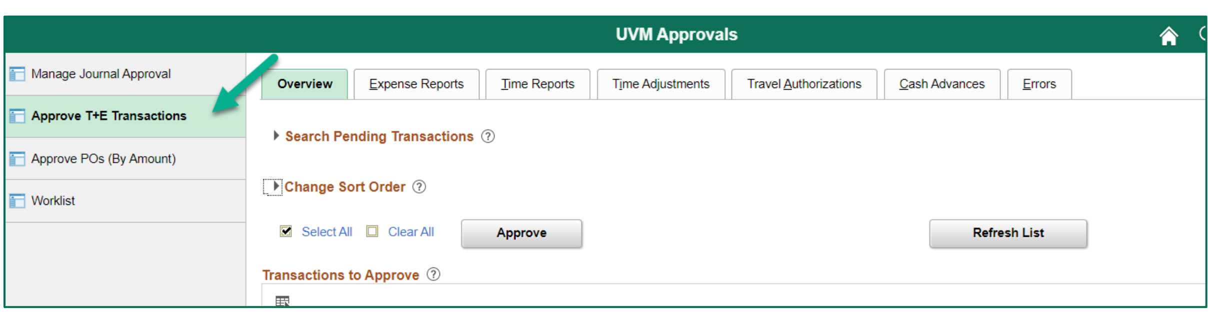
Approve Travel Authorizations

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.

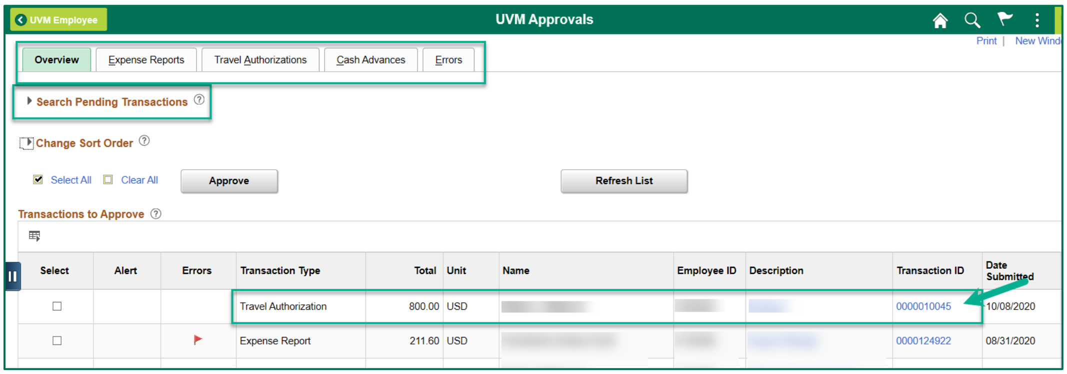


3. Select **Approve T&E Transactions** from the menu on the left.

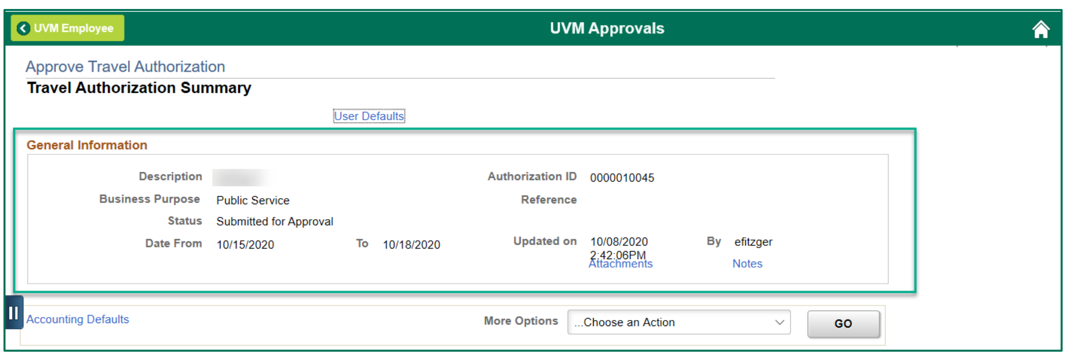


4. Select the Travel Authorization to approve from the table by clicking on the corresponding link.

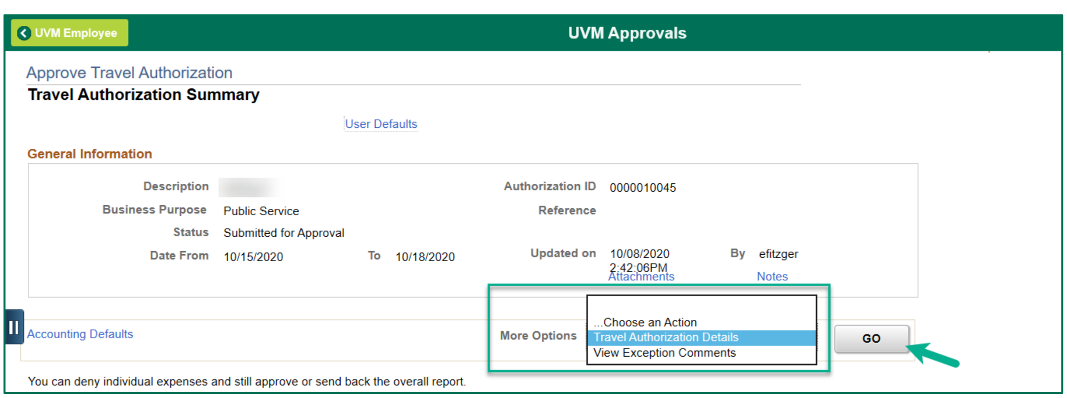
   Note: If there are numerous items in your Worklist, you can filter by clicking the appropriate tab or using **Search Pending Transactions**.



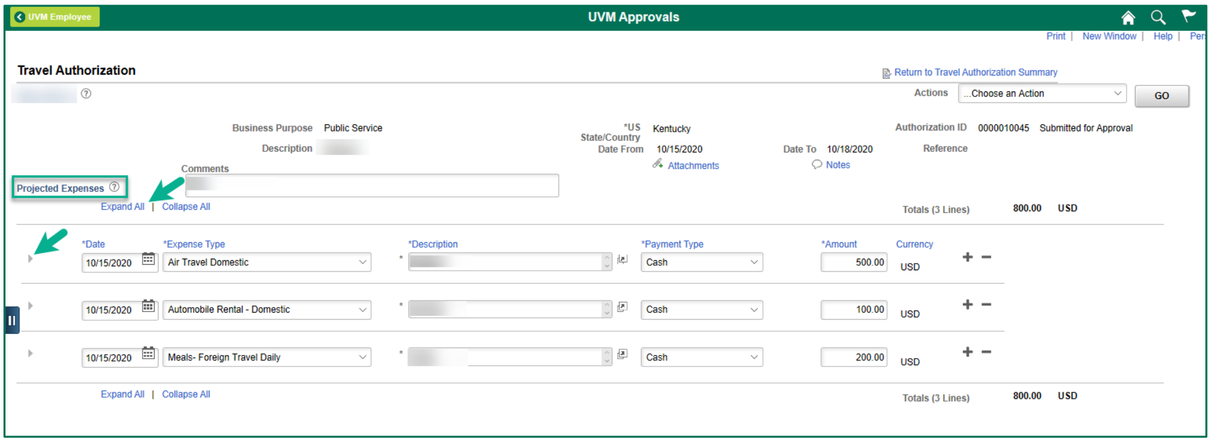
5. Review the **Approve Travel Authorization – Travel Authorization Summary.** The **General Information** section at the top of the page contains the Who, What, Where, and Why of this trip. Ensure that all the information listed there is correct.



6. 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.**

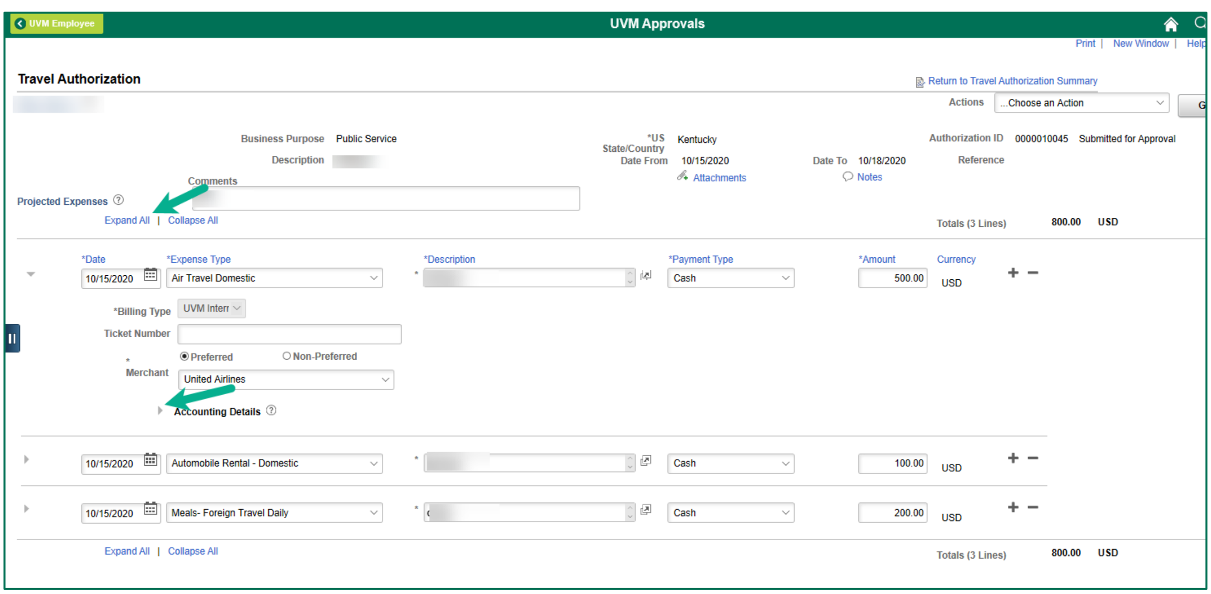


7. Locate the **Projected Expenses** section in the middle of the page. Click on the first **Arrow** icon to expand the details of the first expense. You can also expand all the expense lines by clicking the **Expand All** near the top of the expenses section.



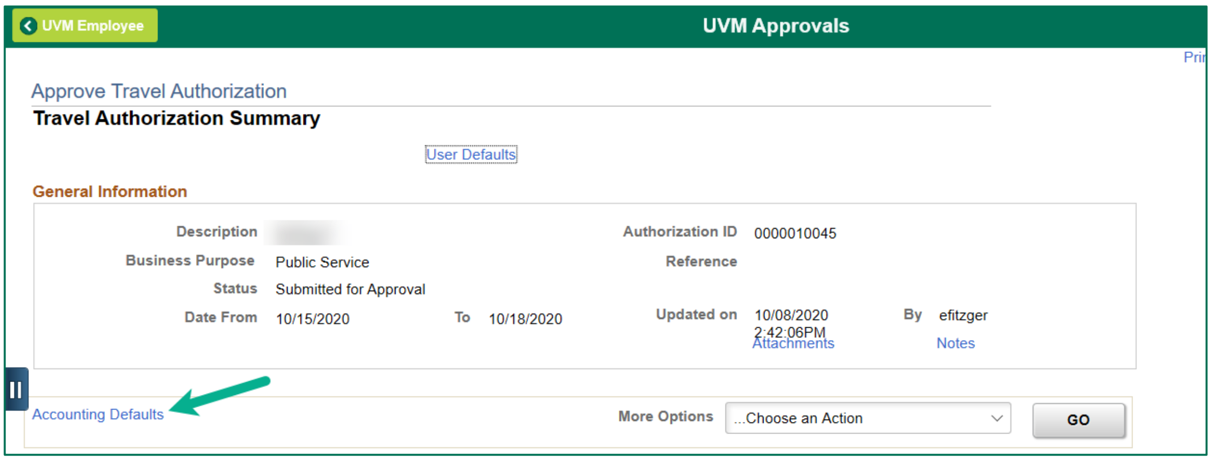
8. Look over the information on the **Detail** for each line to ensure accuracy. Make any adjustments or changes that are needed (or review these details and send the report back for corrections if preferred).

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.



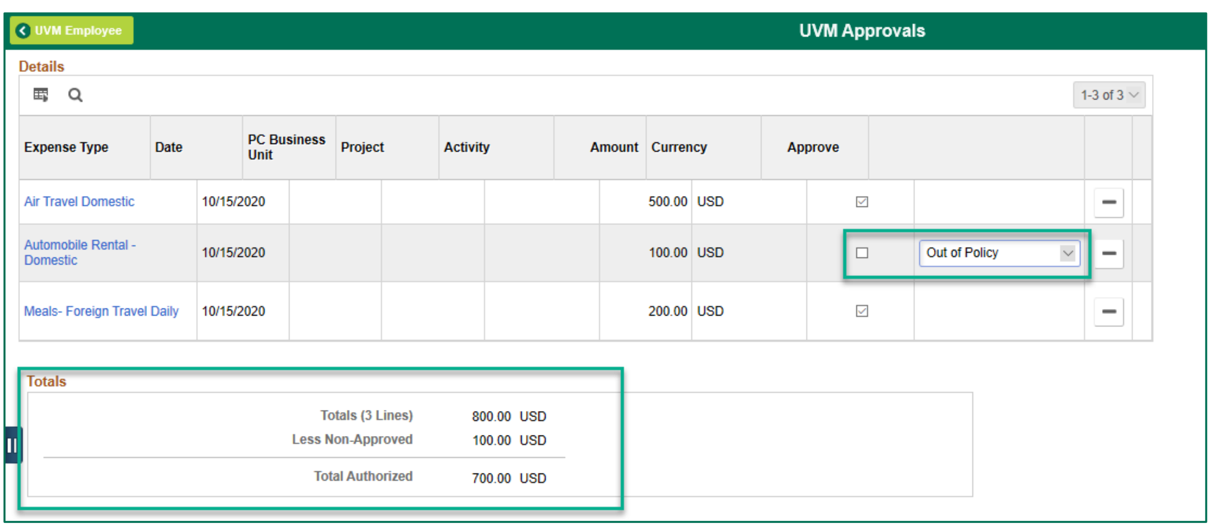
NOTE: The Approver should check the Accounting Detail for each line to ensure the accuracy of the authorization as a whole.

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.



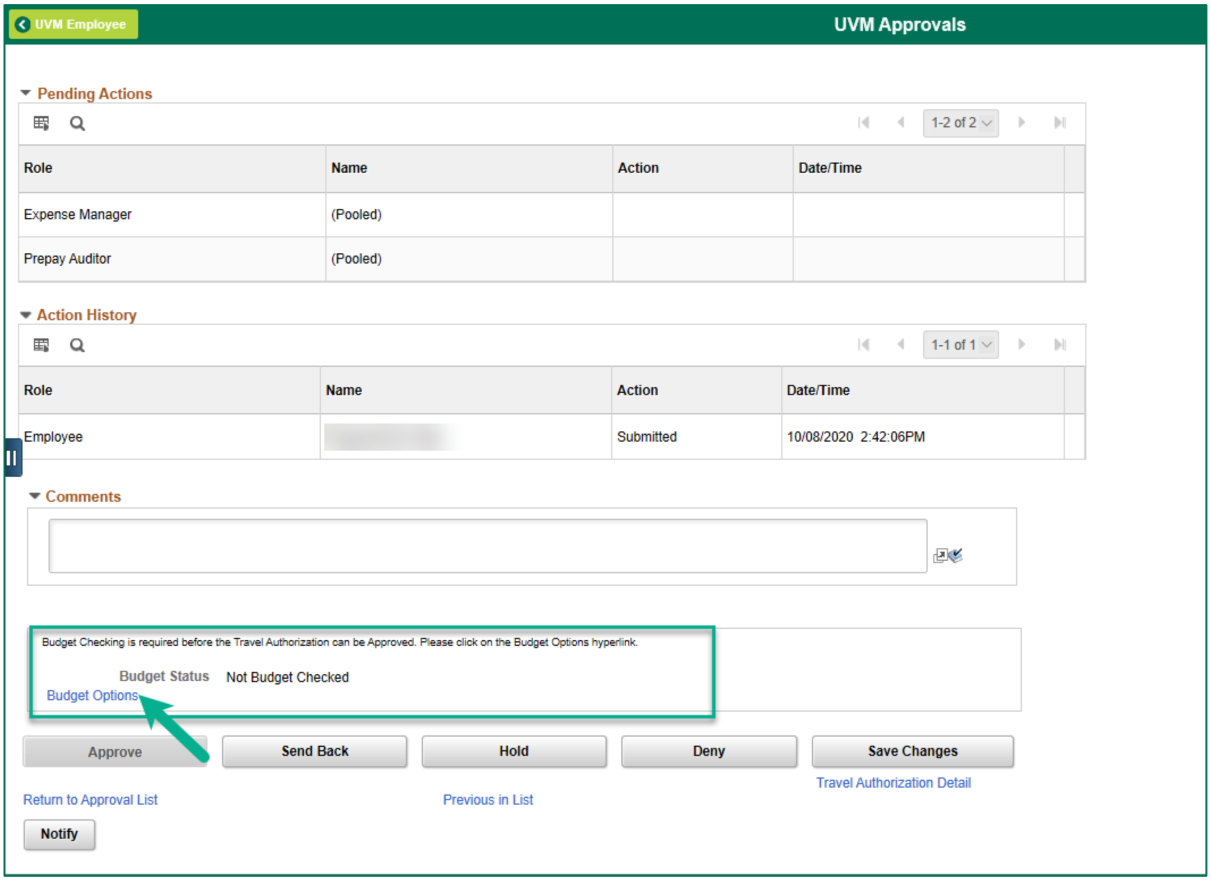
10. To approve each line of the Expense Report, ensure that the **Approve** box is checked on the **Travel Authorization Summary** page. Alternatively, if this line of the Report will not be approved, ensure that the **Approve** box is not checked.

(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.)

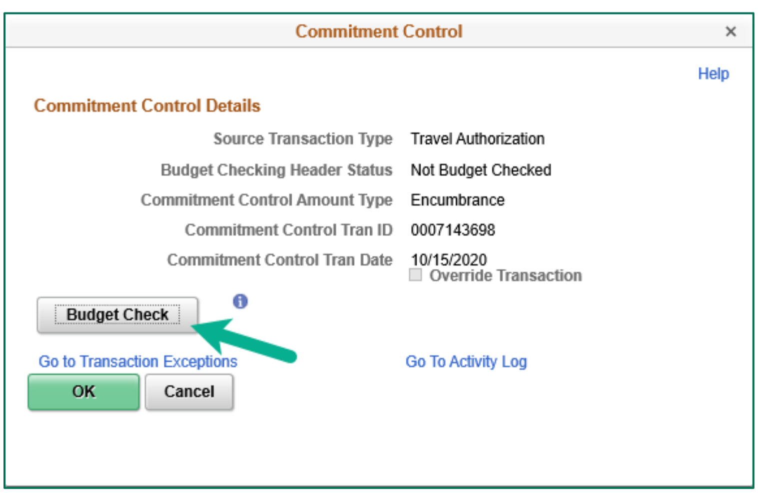


11. Review the Budget Status at the bottom of the page. If the Budget Status is NOT Budget Checked, click the **Budget Options** link.

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.

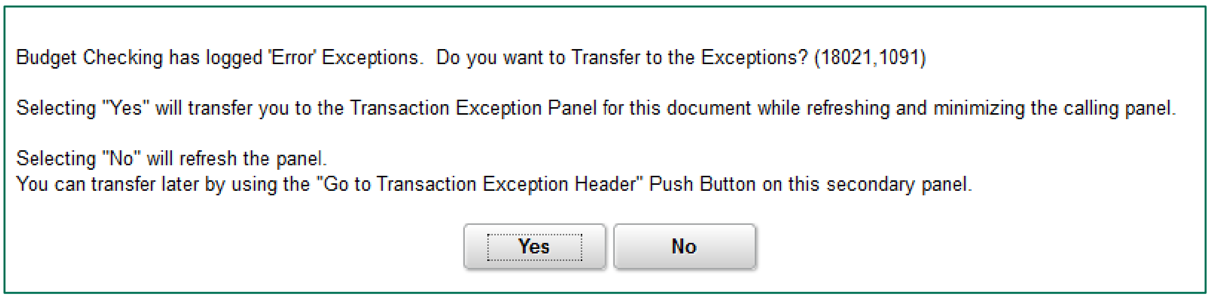


13. To approve this report, **Budget Status** must show an Approval Status of either **Valid** or **Warning**. If the Budget Status shows **Valid** or **Warning**, skip to **Step 16**.

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.

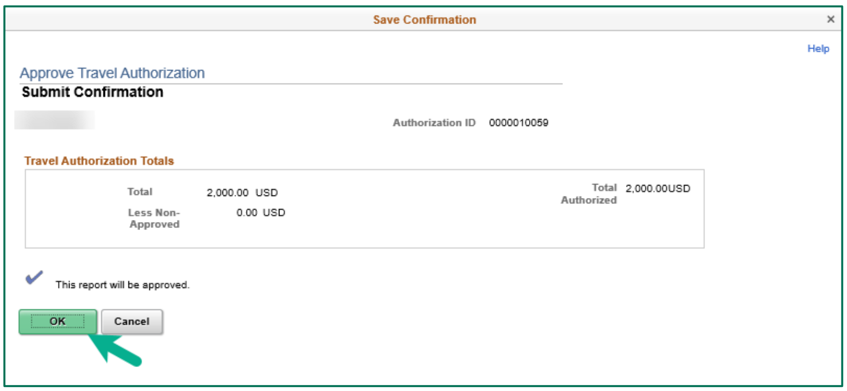
16. At this point, there are five options for this Authorization:

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** 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.

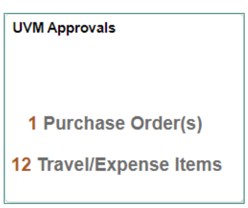
18. Click **OK** to acknowledge approval of this Travel Authorization.



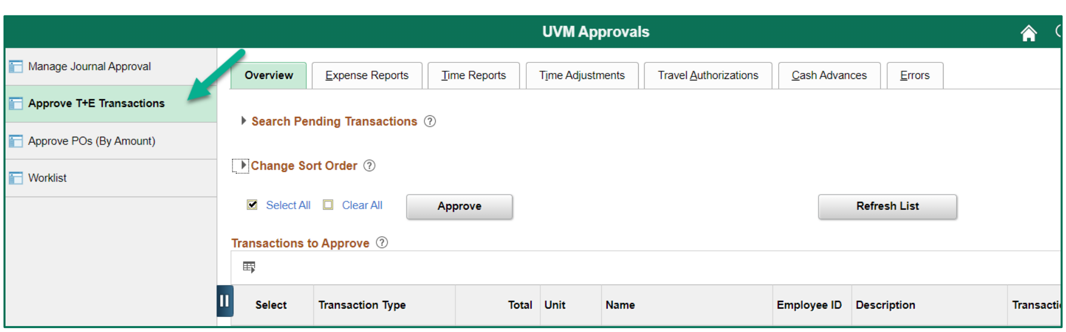
Approve Travel Cash Advances

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 [Financials]() login.
2. On the **UVM Employee Homepage** click on the **UVM Approvals** tile.

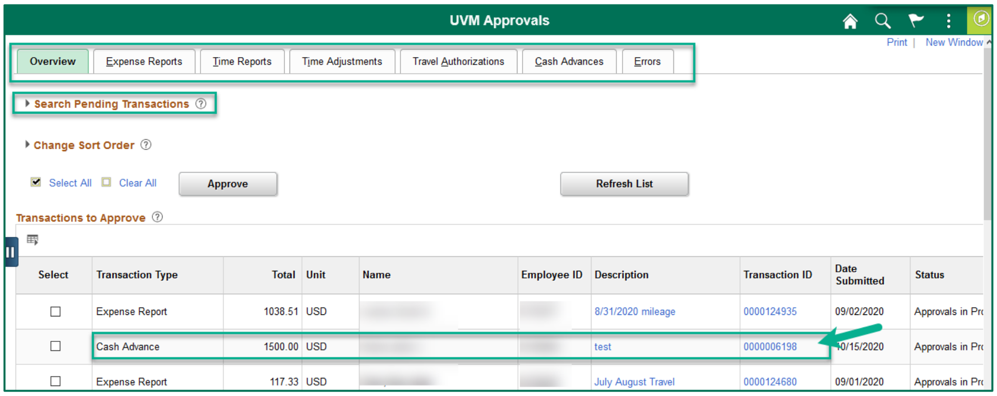


3. Select **Approve T&E Transactions** from the menu on the left.

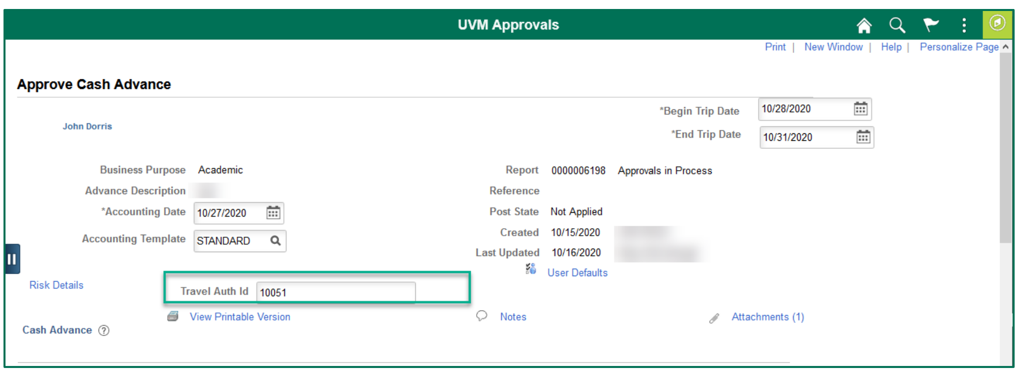


4. Select the Cash Advance to approve from the table by clicking on the corresponding link.

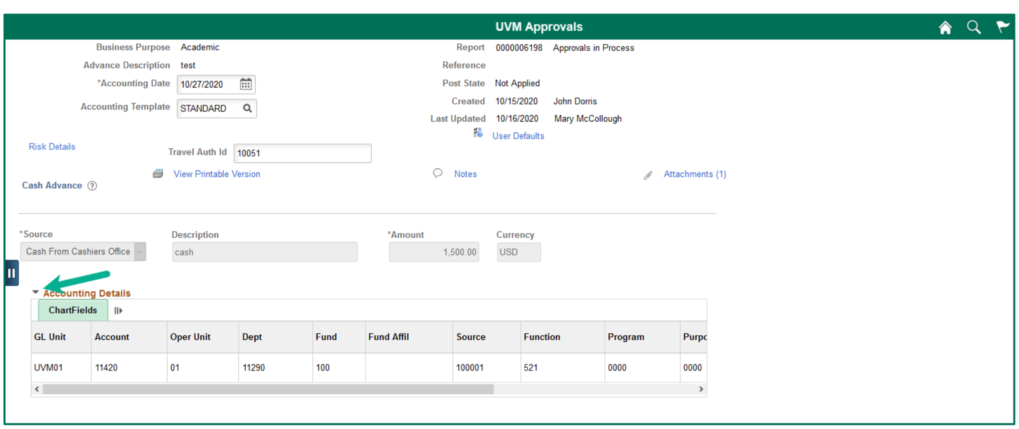
   Note: If there are numerous items in your Worklist, you can filter by clicking the appropriate tab or using **Search Pending Transactions**.



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.



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



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.

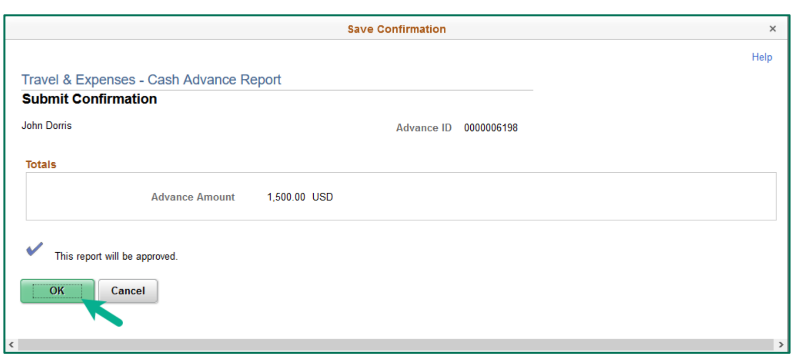
8. Carefully review the advance. When satisfied that the advance is accurate the advance is ready to be approved.

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.

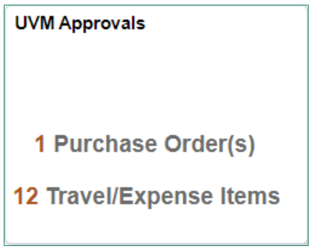
11. Click **OK** to acknowledge approval of this Cash Advance.



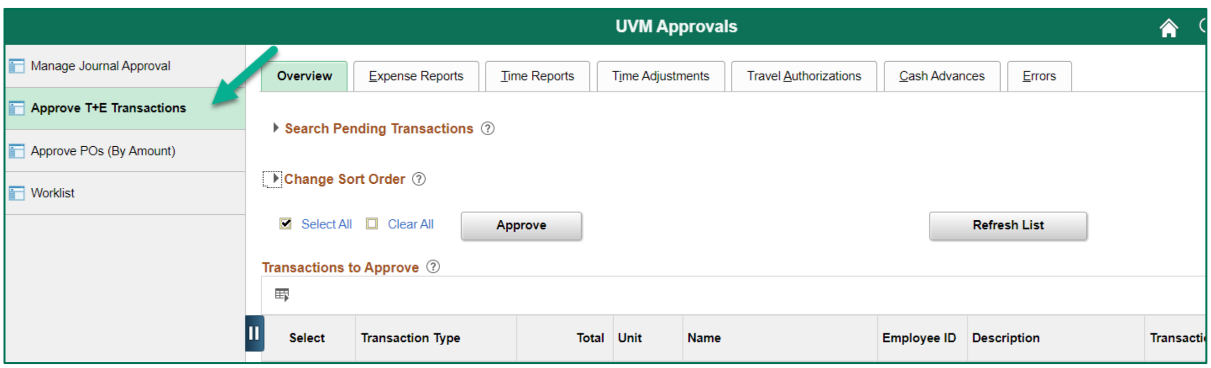
Approve Travel and Expense Reports

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 [Financials]() login.
2. On the **UVM Employee Homepage** click on the **UVM Approvals** tile.

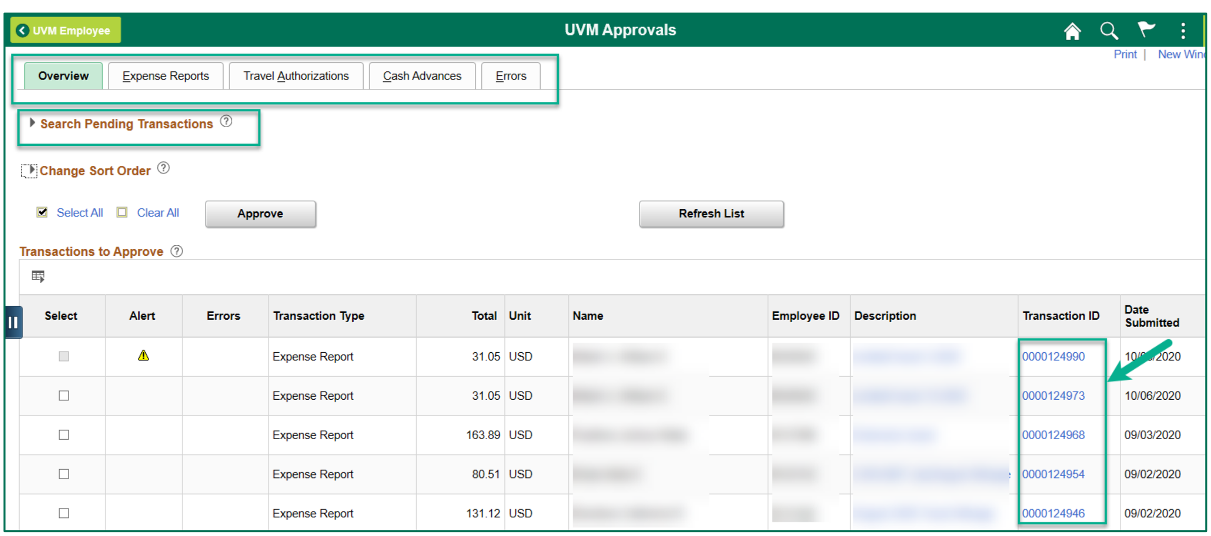


3. Select **Approve T&E Transactions** from the menu on the left.



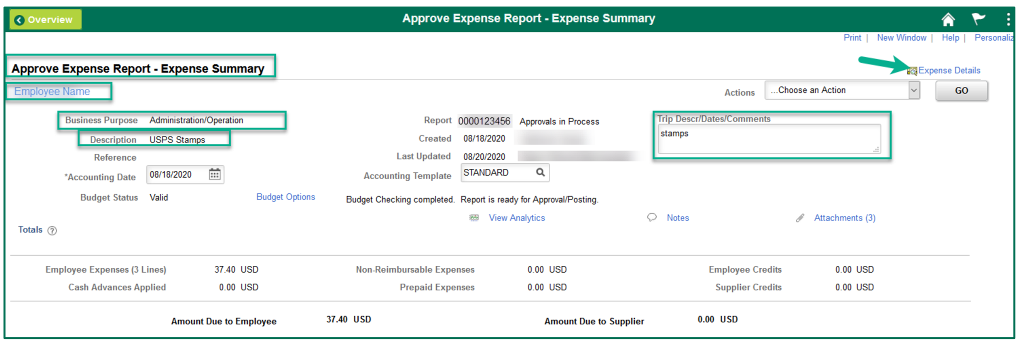
4. Select the Expense Report to approve from the table by clicking on the corresponding link.

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

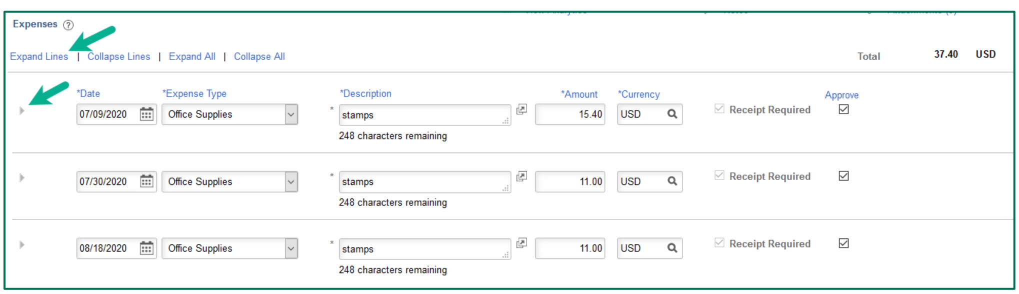


5. Review the **Approve Expense Report – Expense Summary** section at the top of the page to get a sense of the Who, What and Why of this Report. Ensure that all the information listed there is correct.

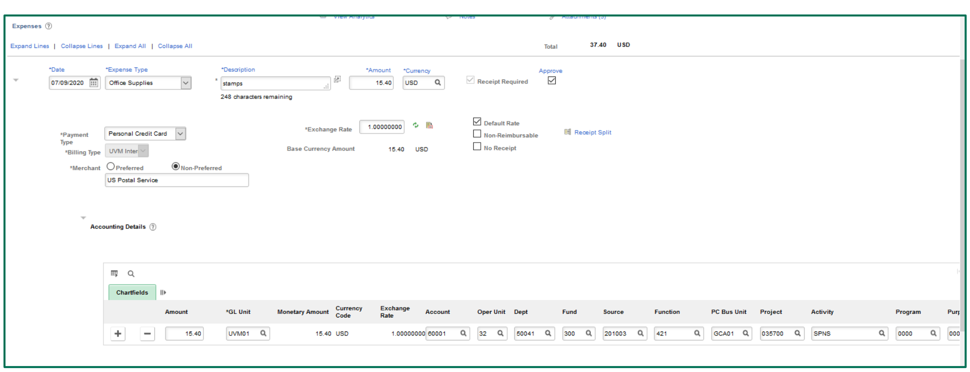
6. The Report opens in **Expense Summary View**. Most information can be reviewed on this page. However, **reviewing accounting** lines requires going to the **Expense Detail View**. Toggle back and forth between the two views by clicking on the **Expense Details** or **Summary and Approve** links at the top right corner of the page. (The directions below apply to working in the **Details View**.



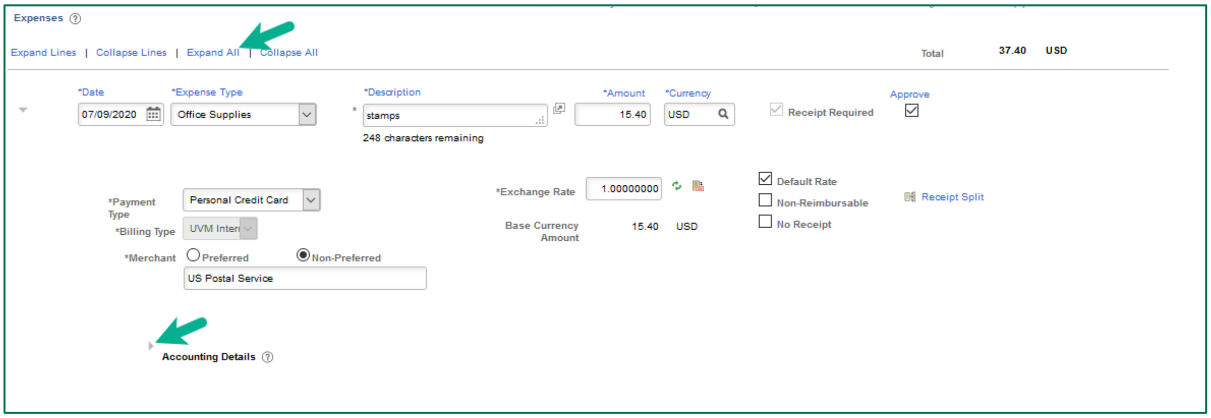
7. Locate the **Expenses** section in the middle of the page. Click on the first **Arrow** icon to expand the details of the first expense. You can also expand all the expense lines by clicking the **Expand Lines** near the top of the expenses section.



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).

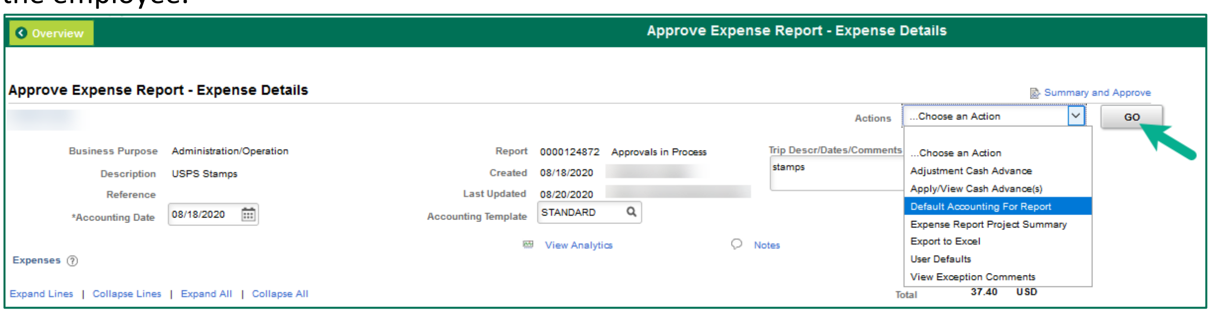


9. To review the accounting details for that line click the **Arrow** icon by the Accounting Details. You can also expand all the expense and accounting lines by clicking the **Expand All** link near the top of the expenses section. Check to ensure that the chartstring is correct, or make changes as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



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

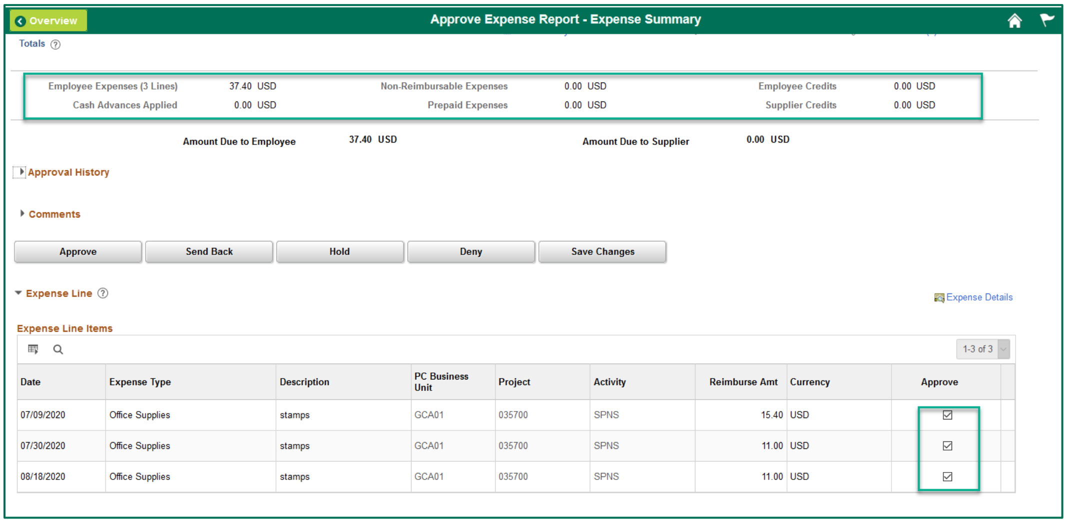
To change the chartstring for the entire report, you can select **Default Accounting For Report** from the **Actions** drop down at the top right of the page and click **Go**. If the expense report is split among several chartstrings it may be easier to send the report back to be corrected by the employee.



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**.**

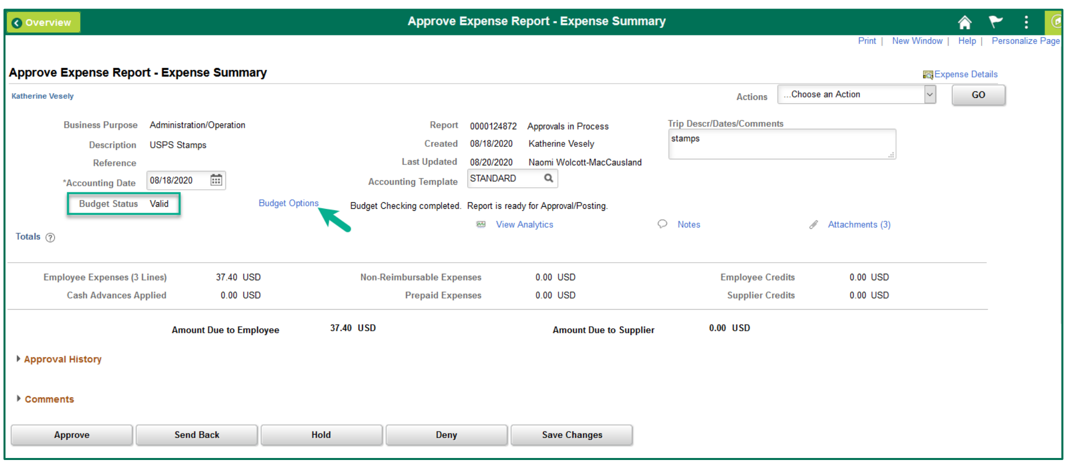
11. To approve each line of the Expense Report, ensure that the **Approve** box is checked on the **Expense Summary** page. Alternatively, if a line of the Report will not be approved, ensure that the **Approve** box is not checked.

    (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.)

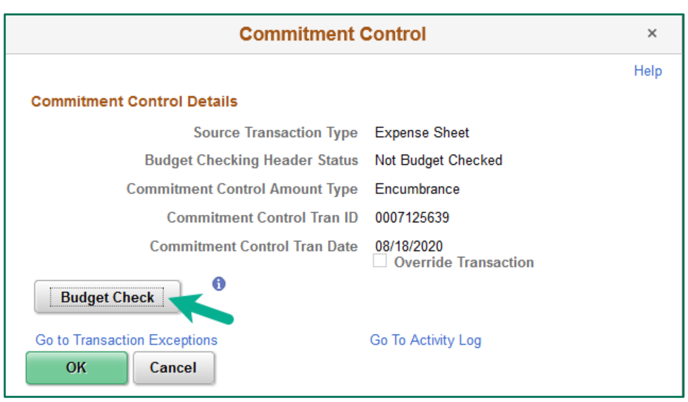


12. Review the Budget Status at the top of the page. If the Budget Status is NOT Budget Checked, click the **Budget Options** hyperlink.

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



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.



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.

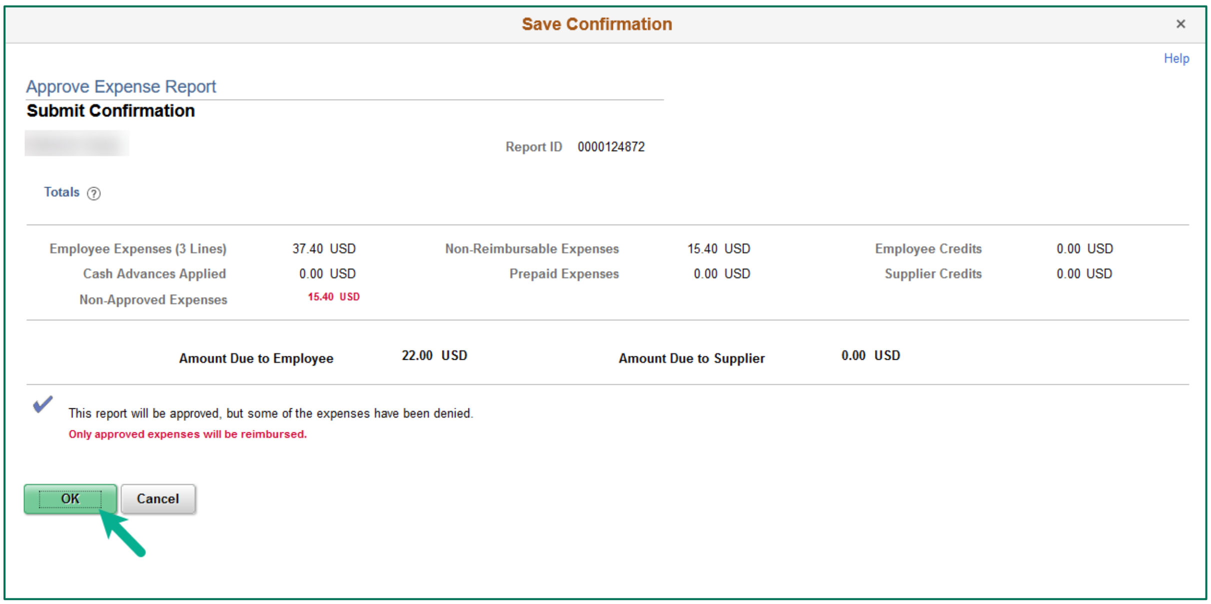
17. At this point, there are five options for this Report:

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** 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.

18. To approve the Report, click the **Approve** button. A confirmation window will open.

19. Click **OK** to acknowledge approval of this Expense Report.



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

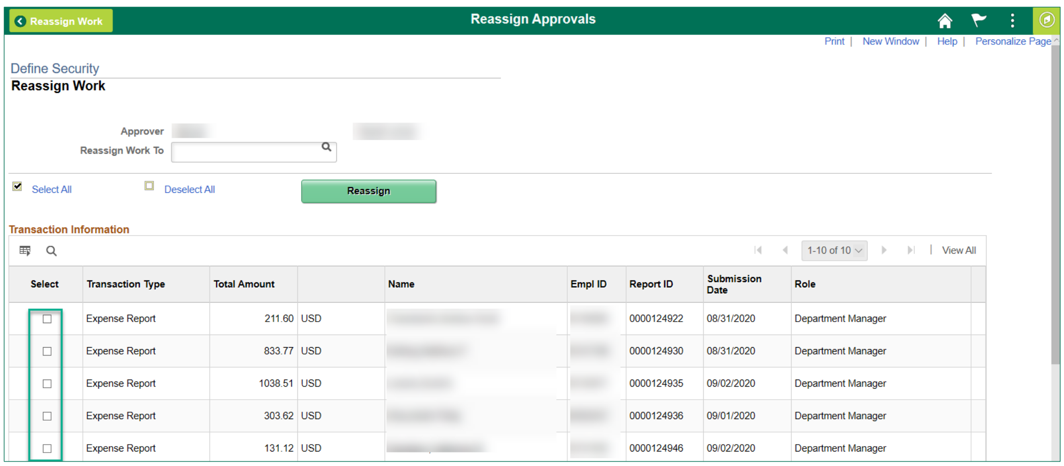
- **If the documentation was attached in PeopleSoft**, email travel@uvm.edu that the expense report has been approved.
- **If the documentation is saved electronically,** email travel@uvm.edu that the expense report has been approved and attach the documentation.
- **If the documentation is a hardcopy,** 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

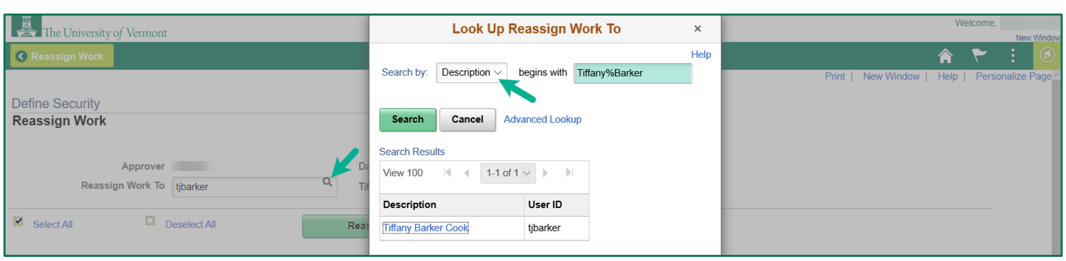
An Approver needs to reassign expense forms (expense reports, travel authorizations, cash advances) to another Approver so that they can approve them.

1. Log in to PeopleSoft through the **Financials** login.
2. Use the navigator 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.



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.



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 Travel Policy 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 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 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 Footprints.

Resources

- Travel Authorizations User Guide (PDF)
- 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)
- Professional Development & Training Classes

Training

- Professional Development & Training Classes

Relevant UVM Departments

- Travel
- Purchasing Services
- Sponsored Project Administration

Related Policies & Procedures

- Automobile Rental (PDF)
- Business Meal, Hospitality, and Amenity (PDF)
- Travel Accident Insurance (PDF)
- Travel (PDF)

Suggestions? Updates?

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