The University of Vermont

TRAVEL AND EXPENSE CENTER REPORTS USER GUIDE

Please note: This user guide is intended for online use, and has a number of embedded links. Printing of these documents is discouraged, as they are updated frequently and consume paper resources when printed.

For questions about this information, please email travel@uvm.edu.

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This section provides quick links to frequently used content and is not meant to replace the table of contents. Review the entire document for additional content not listed here.

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Background

This user guide contains detailed instructions on how to complete and approve Travel and Expense forms/reports. The content is written for both travelers and their approvers. This document applies to UVM employees who handle their own Travel and Expense forms, as well as their delegates.

NOTE: Departments previously served by the Administrative Business Services Center (ABSC) may still use the ABSC Expense Reimbursement Form but should now forward information to travel@uvm.edu. Instructions for the ABSC expense report process, and the expense report form itself, can be found here. Please contact travel@uvm.edu if you have questions regarding this expense reporting process.

Delegate Entry Authority to Other Users

Background: Delegating Entry Authority is a feature of PeopleSoft that allows an employee to authorize someone else to enter Travel and Expense forms into PeopleSoft on their behalf. Be aware that colleges or departments within the University may have specific directives on this matter. Check with the departmental business manager.

NOTE: Even though an employee has delegated authority to another to enter Travel and Expense forms, s/he is still responsible for understanding the Travel Policy, and for the accuracy, timeliness, and completion of the reports.

1. Log in to PeopleSoft through the **Financials** login. (https://www.uvm.edu/~erp/portal/).

2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center > Profiles and Preferences > Delegate Entry Authority.**

3. A page will display showing a list of those authorized to create and/or modify expense forms (expense reports, travel authorizations and cash advances) for the employee. At a minimum, the employee **Name** and **User ID** should appear.

Click the **+** (plus) sign to add a blank line.

4. Click the **Look Up** 🔍 icon to search for the appropriate User ID.

5. In this case, the User ID is equivalent to the UVM Net ID. If an individual's Net ID is unknown, the easiest place to find it may be at the bottom of their UVM Online Directory listing. 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.

6. Enter the first couple letters of the individual's NetID and click on **Look Up**. Choose the **ID** of the person to be authorized by clicking on it within **the Search Results** table.

7. Click the **Save** button.

8. To add additional authorized users, repeat **Steps 7-9** as often as needed.

9. To delete an authorized user, simply click on the **–** (minus) sign at the end of their line and their name will be removed from the list.

Travel Authorization Information

Responsibilities

*   The traveler or delegate is responsible for creating and submitting a Travel Authorization if obtaining a cash advance or if required by the department.

*   The traveler or delegate is responsible for confirming that the chartstring on the Travel Authorization is correct, since this transaction will create an encumbrance on the chartstring used.

*   The traveler or delegate is responsible for ensuring that the Travel Authorization is used when creating the corresponding Expense Report.

*   The traveler or delegate is responsible for canceling or deleting unused Travel Authorizations by the end of the fiscal year if the Travel Authorization was not used, to clear the encumbrance from the chartstring.

Travel Authorization Tips & Reminders

*   Click **Save for Later** button after entering each line.

*   To duplicate selected lines on the Travel Authorization (for similar expenses to list on multiple days), click in the box to the left of the expense line(s) to copy in the column marked **Select**, then click on the **Copy Selected** button.

    NOTE: Choose whether to copy to one date or to a range of dates and whether to include weekends and/or holidays. When done, click the **OK** button.

- To delete selected lines on the Travel Authorization, click in the box to the left of the expense line(s) in the column marked **Select**, and click the **Delete Selected** button.

- If additional expense lines are needed, click on the **+** (plus) sign at the end of the last expense line.

   NOTE: Alternatively, ensure that **New Expense** is selected in the drop-down box underneath the last expense line, and then click the **Add** button.

   New Expense
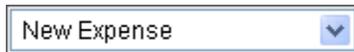
Create a Travel Authorization from a Blank Form

A Travel Authorization must be created in order to receive a cash advance. Also, particular departments may require a Travel Authorization for some or all travel. Be sure to check with the appropriate business manager.

1. Log in to PeopleSoft through the **Financials** login https://www.uvm.edu/~erp/portal/).

2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorization.**

3. Click **Create**.

   NOTE: If an employee has been delegated entry authority for another individual, see Create Travel Authorizations for Other Employees.

4. Select **A Blank Authorization** in the **Quick Start** drop-down list. **NOTE:** Most often, **A Blank Authorization** is the default.

   A Blank Authorization

   A Blank Authorization
   A Template
   An Existing Authorization
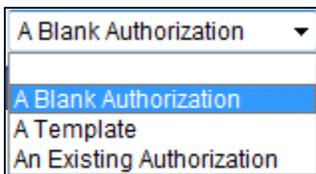
5. Click **Go.** A new Travel Authorization from a blank form will open.

6. Type a short, meaningful description of the expense in the ***Description** field (e.g., 2012-01 Recruiting Trip to Boston). This description is largely for personal benefit, as it will help to find this Travel Authorization in the future.

7. Click the **Business Purpose** drop-down list. Select the entry in the list that most closely identifies the purpose of the trip. See the graphic below.

Create Travel Authorization

Travel Authorization Entry

Full Name Here   User Defaults   Authorization ID: NEXT

Quick Start: A Blank Authorization   ▼   GO

▼ General Information

*Description: 2016 SCTEM Conf. 9/25-9/28   Description:

*Business Purpose: ▼

*US State / Country: 🔍   Attachments (0)

Academic
Administration/Operation
Athletics
Fundraising/Development
GCA-Academic
GCA-Fundraising/Development
GCA-Instruction/Outreach
GCA-Meeting
GCA-Other
GCA-Professional Development
GCA-Public Service
GCA-Recruiting
GCA-Research
GCA-Same-Day Travel
GCA-Training
GCA_Guest Speaker Visit
Guest Speaker Visit
Instruction/Outreach
Meeting

*Begin Trip Date: 📅

Accounting Defaults   More Options: ▼   GO

Details   Personalize | Find | 📄 | 🖼   First ◀ 1-4 of 4 ▶ Last

Select	*Expense Type		unt	Currency	*Payment Type	*Billing Type	
							➕
							➕
							➕
							➕

Copy Selected   D   ors   New Expense   ▼   Add

Totals

Authorized Amount: 0.00 USD

Update Totals

Save for Later   Submit   Create A Cash Advance   Project Summary   Printable View

Return to Travel and Expense Center

8. Click in the **Description** field and describe the particulars of this travel authorization. The actual destination(s) and dates of trip MUST be entered along with whatever other details seem pertinent.

9. Click on the **magnifying glass** icon for the **US State / Country** field and select one of the following:

- Country – if for an international location

- State – if for a state other than Vermont

- 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 **Expense Detail** pages.

10. Enter the beginning and end dates of the trip in the **Begin Trip Date** and the **End Trip Date** fields, or select the dates by clicking on the **Calendar** icons.

NOTE: These must be dates in the future.

*Begin Trip Date: 📅   *End Trip Date: 📅

11. Click the first drop-down box under **Expense Type** and select either **Encumbrance-Domestic Trip**, or **Encumbrance-Foreign Trip.**

   Selecting and including all anticipated expenses together on one line will simplify the travel authorization. Some departments may require that anticipated expenditures are itemized on multiple lines. Ask the department business manager if uncertain. If you know you are going to be seeking reimbursement for expenses upon your return it may simplify the expense report process by itemizing the travel authorization.

   - If anticipated expenditures must be itemized, select an appropriate expense type instead of one of the two Encumbrance choices above.

   - Mileage rate calculations can change at any time, do not choose Mileage as an Expense Type for a Travel Authorization. If mileage is chosen, it will produce an error message preventing the form from being saved or submitted. In lieu of mileage, choose Ground Transportation.

12. Click the **Detail** link at the far right of the row. The **Authorization Detail** page will open where all of the required information related to this particular expense line can be entered.

Create Travel Authorization

Authorization Detail for Encumbrance - Domestic Trip (Line 1)

Full Name Here   Authorization ID: NEXT

About This Expense

*Date:
*Payment Type:
*Billing Type: UVM Internal
*Amount: 0.00   USD

Accounting Detail

Check Expense For Errors

Return to Travel Authorization Entry

13. Enter the first day of the anticipated travel in the **Date** box, or choose the date by selecting the calendar icon.

14. Choose a **Payment Type** from the drop-down list. This entry represents how the expense is anticipated to be initially paid (credit card or cash).

15. Leave the **Billing Type** as **UVM Internal**.

16. Enter the anticipated amount (in US Dollars) in the **Amount** field

> 333.00 USD

17. Click the **Check Expense for Errors** button.

   NOTE: For instructions on itemized expenses read **Steps 31 through 38**.

18. If there are errors or omissions, they will be flagged at the top of the screen and the lines or boxes in question will be highlighted.

Please enter or update the following information:

▶ All transaction dates must be within the date range specified.

▶ Merchant (Preferred or Non-Preferred)

About This Expense

'Date:	04/01/2016
'Payment Type:	Cash
'Billing Type:	UVM Internal
'Merchant (Choose One):	
Preferred:	
Non-preferred:	
'Description:	Taxis
Amount:	200.00 USD

Accounting Detail

Check Expense For Errors

Return to Travel Authorization Entry

19. Correct or complete the highlighted fields and click **Check Expense for Errors** (repeat process until there are no longer any fields highlighted).

20. If a check for errors indicates an error in the chartstring, it means that the default chartstring attached to the Travel Authorization is not being recognized by PeopleSoft as being valid. Click on **Accounting Detail** and correct the problem. For guidance, speak with the departmental business manager for chartstrings related to operational expenses. For chartstrings related to grants, contact Sponsored Project Administration.

   • When there is a problem with a chartstring, the Travel & Expense module only highlights the first field in the chartstring—the GL Unit (which should always

read UVM01). This is not typically where the problem resides. Look for a problem further to the right with an incorrect field or an incomplete chartstring.

Amount	*GL Unit	Account	Oper Unit	Dept	Fund	Fund Affil	Source	Function
500.00	UVM01	60505	01	11:	Information Omited			05

Accounting Summary

- Click on the **magnifying glass** icon beside the chart field(s) which must be changed, and select the correct value from the **Search Results** displayed. Adjust the entire chartstring as required.

NOTE: If there is a problem, click the **Restore Defaults** button which will restore the chartstring to the way it was before changes were made.

- Never change the **Account** field. This automatically populates based on the Expense Type chosen.

NOTE: Valid chartstrings will at a minimum contain entries in the Operating Unit, Department, Fund, Source and Function fields. If there are no numbers for the Program, Purpose and Property fields, these fields must contain zeros. Other fields not specifically mentioned here may be left blank, but these fields may not.

21. If it is necessary to split this expense into two or more chartstrings, click the **Add Chartfield Line** button to add additional pre-populated lines which may then be adjusted if necessary.

Restore Defaults

Accounting Summary

Amount	*GL Unit	Account	Oper Unit	Dept	Fund	Fund Affil	Source	Function	PC Bus Unit	Project	Activity	Program	Purpose	Property
200.00	UVM01	60505	01	11290	100		100001	521				0000	0000	0000
0.00	UVM01	60505	01	11290	100		100001	521				0000	0000	0000

Add ChartField Line

OK

22. When adjusting the chartstring(s) is complete, click **OK** to return to the **Detail Page** for this expense line.

23. Click **Return to Travel Authorization Entry** at the bottom of the screen.

24. If the **Travel Authorization** will include only one expense line, go to Step **30**.

25. If a department requires anticipated expenses to be itemized (rather than using one of the **Encumbrance** choices), the next several steps may be helpful. If it is necessary to add additional expenses to this Travel Authorization, do so by repeating **Steps 11-24**.

NOTE: When adding multiple expense lines, it is always a good idea to select the **Save for Later** button often.

26. To duplicate selected lines on the Travel Authorization, (to list similar expenses on multiple days) click in the box to the left of the expense line(s) to be copied, in the column marked **Select** (doing this puts a checkmark in that box). Click on the **Copy Selected** button. (Choose whether to copy to one date or to a range of dates and whether to include weekends and/or holidays.) When finished, click the **OK** button.

27. If more expense lines are needed, click on the **+** (plus) sign at the end of the last expense line to add a new line(s). Ensure that **New Expense** is selected in the drop-down box underneath the last expense line, and then click the **Add** button.

28. To delete lines on the Travel Authorization, click in the box to the left of the expense line(s) that requires deletion, which is in the column marked **Select**, and click the **Delete Selected** button.

29. Complete all required fields. Required fields are denoted by an asterisk at the beginning of the column headings and vary according to expense type.

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30. When all the expenses have been entered on the Travel Authorization, click the **Check for Errors** button on the main report screen in order to perform one final check. This will ensure that all required information has been submitted.

31. Click the **Save for Later** button which assigns a unique **Authorization ID** number to this Travel Authorization.

    NOTE: A Cash Advance cannot be created until the Travel Authorization has been saved. The **Authorization ID** number is needed in order to fill out the **Cash Advance**.

    To begin the creation of a Cash Advance at this time, click the **Create a Cash Advance** hyperlink at the bottom of the page. When creating the Cash Advance from this point, it copies the Description and Business Purpose from the Travel Authorization. See the Create a Cash Advance section for more information.

    Travel Authorizations cannot be printed until they have been saved or submitted. After the Authorization has been saved, click the **Printable View** hyperlink and use the browser's **PRINT** button to print a copy.

    For additional information regarding printing Travel and Expense forms see the PeopleSoft Tips User Guide.

32. When the Travel authorization is complete, submit it for approval. Click **Submit.**

33. When the **Submit Confirmation** page appears, click **OK**.

Create Travel Authorization

Submit Confirmation

Full Name Here   Authorization ID: 0000000000

Travel Authorization Totals

Total:	700.00 USD	Total Authorized:
Less Non-Approved:		

✔ Click OK to submit, or click Cancel to return to the travel authorization without submitting.

OK   Cancel

NOTE: The report is sent to the appropriate approver's workflow. Once a report is submitted, it is no longer accessible for editing.

Create Travel Authorizations for Other Employees

1. If assigned as a delegate for another employee, a Travel Authorization can be created for that individual. Complete Steps 1-5 above. When the **Create** link is selected (**Step 5**), a page will open requesting the Employee ID of the traveler.

   NOTE: Delegating Entry Authority is a feature of PeopleSoft. Be aware that colleges or departments within the University may have their own directives on this matter. Check with the appropriate business manager.

2. Ensure that the **Add a New Value** tab is selected. Leave the **EmplID** box empty and click the **magnifying glass** icon. This will bring up a list of all employees that Travel Authorizations can be created for. Choose the appropriate **EmplID** from the search results table.

Travel Authorization

Find an Existing Value | **Add a New Value**

Empl ID: [   ] 🔍

[Add]

Find an Existing Value | Add a New Value

3. Click the **Add** button to create a new Travel Authorization.

4. Proceed with **Step 4** in the Create a Travel Authorization section of this guide.

View the Status of a Travel Authorization

Navigation: **Employee Self Service >Travel and Expense Center >Travel Authorizations >View**

1. If you are a delegate or you have entered more than one travel authorization you will be prompted with search criteria. Here you can search by the Authorization ID, Description, Name, Employee ID, Status, or Creation Date. There is a **Basic Search** view and an **Advanced Search** view.

Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Authorization ID: begins with ▼ [   ]
Description: begins with ▼ [   ]
Name: begins with ▼ [   ]
Empl ID: begins with ▼ [   ] 🔍
Status: =   ▼ [▼]
Creation Date: =   ▼ [   ] 📅
☐ Case Sensitive

[Search] [Clear] Basic Search 📇 Save Search Criteria

Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: [Authorization ID ▼] begins with [   ]

[Search] Advanced Search

Cancel an Approved Travel Authorization

The two most typical reasons for canceling a Travel Authorization are:

1. The trip was canceled, or

2. The expense report was created from a blank form or a template rather than from the travel authorization.

   • To cancel a Travel Authorization, the report must be approved. It may be canceled either before or after the departure date, but only while it is in **Approved** status.

   • The traveler or the traveler's delegate(s) may cancel a Travel Authorization.

Instructions to Cancel an Approved Travel Authorization

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).

2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorization**.

3. Click the **Cancel** link.

   • **If the user is the traveler**, the page that opens will be entitled: **Cancel Approved Travel Authorization,** and will list all of the travel authorizations which are in **Approved** status.

Cancel Travel Authorization

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 ▼ 0000000 🔍
Name: begins with ▼ [   ]
☐ Case Sensitive

[Search] [Clear]   Basic Search 🔲 Save Search Criteria

   • **If the user is the person who has been delegated entry authority for another individual,** the appropriate name will need to be selected from a list.

   • Click the **magnifying glass** icon to the right of the Employee ID field to bring up a table listing all those for whom entry authority is available. Choose the appropriate name from the list.

   • Click the **Search** button to bring up all the Travel Authorizations under that employee's name which are in **Approved** status.

4. Place a checkmark in the **Select** box beside the Travel Authorization(s) to cancel.

Travel and Expense

Cancel Approved Travel Authorization

Traveler's Full Name Here

Travel Authorization Information

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
☑	Men's Lacrosse @ SUNY Albany	0000007673	04/09/2016	04/09/2016	500.00	USD
☐	Men's Lacrosse to Stony Brook	0000007667	04/02/2016	04/03/2016	600.00	USD

Cancel Selected Travel Authorization(s)

Return to Travel Authorization

5. Click the **Cancel Selected Travel Authorization(s)** button.

   NOTE: Once the button has been clicked it cannot be changed.

6. A confirmation that the selected Travel Authorization has been canceled will appear.

   NOTE: Although the Travel Authorization was canceled, the message will say **Save Confirmation**.

Travel and Expense

Save Confirmation

Traveler's Full Name

✔ The Save was successful.

OK

7. Click **OK** to confirm acknowledgment of the cancellation.

Delete a Travel Authorization

In the following two situations, a Travel Authorization can be deleted:

- If the Travel Authorization has been created but not yet submitted, or

- If the Travel Authorization has been submitted and the approver has sent it back. In other words, if the creator has access to modify it, then they also have access to delete it

The traveler or the traveler's delegate can delete a Travel Authorization.

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).
2. Navigation: **Employee Self Service > Travel and Expense Center > Travel Authorization**
3. Click **Delete**.
   - If the traveler, the page that opens will be entitled: Delete Travel Authorization, and will list all of the travel authorizations which are in Denied status.
   - If the person with delegated entry authority for another individual, the appropriate name will need to be selected from a list.

Delete Travel Authorization

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 ▼] [0000000] 🔍
Name: [begins with ▼] [   ]
☐ Case Sensitive

[Search]   [Clear]   Basic Search 🔲 Save Search Criteria

   - Click the **magnifying glass** icon to the right of the Employee ID field and bring up a table listing all those for whom entry authority is available. Choose the appropriate name from the list.
   - Click the **Search** button to bring up all the Travel Authorizations under that employee's name which are in Denied status.
4. If entry authority has been delegated to someone for another individual, click **Delete,** which will open a page requesting the **Employee ID** of the traveler (see the screen-shot below). Click the **magnifying glass** icon to bring up a list of all employees for

whom entry authority has been granted. Choose the appropriate **EmplID** from the search results table.

Delete Travel Authorization

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 ▼] [   ]
☐ Case Sensitive

[Search] [Clear]   Basic Search 🔳 Save Search Criteria

5. A page will open showing the Travel Authorization(s) available for deletion.

6. Click the check box under **Select** for the Travel Authorization(s) to be deleted.

Travel and Expense
Delete a Travel Authorization
Traveler's Full Name

Travel Authorizations

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
☑	43rd Napcrg Annual Meeting	0000007501	12/04/2015	12/07/2015	419.70	USD
☐	NAPCRG Annual Meeting	0000007499	12/04/2015	12/07/2015	360.00	USD

[Delete Selected Authorization(s)]

Return to Travel Authorization

7. Click the **Delete Selected Authorizations** button.

   NOTE: Once a Travel Authorization is deleted, it cannot be reversed.

A confirmation will appear stating the selected Travel Authorization has been deleted:

Travel and Expense

Delete Confirmation

Traveler's Full Name

✔   The selected transaction(s) have been deleted.

OK
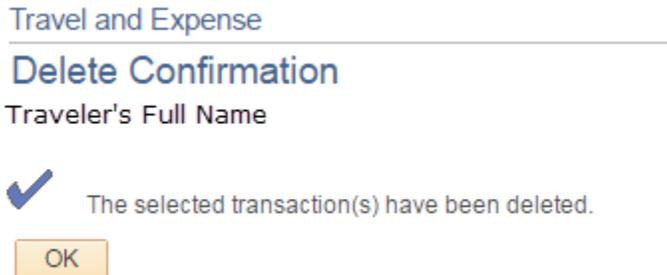
8. Click the **OK** button to confirm acknowledgment of the deletion.

Cash Advance Information

Responsibilities

- The Cash Advance process requires that the Travel Authorization be created first so that the information from the Travel Authorization may be entered onto the Cash Advance.

- It is recommended that the Authorization and Advance be submitted AT LEAST TWO WEEKS PRIOR to the departure date. This will allow the Disbursement Center and the department approvers enough time for normal processing, and it will also allow time in case problems arise. Contact the Disbursement Center immediately if approval is needed for special circumstances.

- The traveler or the delegate should check the status of the cash advance prior to arriving at the Cashier's Office in Waterman**.** If the status is **Approved by the Prepaid Auditor**, there will be a cash advance form in the cashier's office for the traveler. The traveler will only be issued an advance from this blue form.

- An approved Cash Advance will be available for pick up in the Cashier's Office five business days before the trip. Only the traveler can pick up the cash or traveler's checks. The traveler must present a valid UVM ID.

- Upon acceptance of the Cash Advance, the traveler will be responsible for the University's funds and is required to abide by all University travel policies and procedures.

- The traveler is personally responsible for the Cash Advance until the balance is either returned to the University, or the funds are fully accounted for via an Expense Report. The use of these funds must comply with the Travel Policy. If appropriate documentation is not supplied to the University upon completion of the trip, the traveler will be responsible for reimbursing the University.

- Travelers are responsible for the Cash Advance and subsequent Expense Report even if a delegate has entered the form on behalf of the traveler.

Cash Advance Tips and Reminders

Delegating Entry Authority is a feature of PeopleSoft; however, it is recommended as a best business practice that employees enter their own expense forms. Be aware that colleges or departments within the University may have their own directives on this matter. Check with the departmental business manager.

- Submit Travel Authorization and Cash Advance forms *at least two weeks prior* to the departure date. This will allow the Disbursement Center and the departmental approver adequate time for normal processing and additional time to submit in case problems arise. Contact the Disbursement Center to get approval for special circumstances.

- The Cash Advance process requires that the Travel Authorization be created first so that it can be used as a template to pre-populate the Cash Advance with necessary information.

- Workflow for the approval of Cash Advances is based on the default chartstring in the employee travel profile. The approver for that chartstring may reassign the cash advance from their own worklist to the worklist of an approver in another department if necessary.

- If the amount of the Cash Advance needs to be changed, the original Cash Advance must be deleted before creating a new one. Contact the Disbursement Center for assistance.

- Approvers must ensure that the Travel Authorization is completed correctly and approved before approving the Cash Advance**.**

- The Disbursement Center will return a Cash Advance request that has not been completed properly. Although this may change in the future, there is currently no notification through PeopleSoft when a Cash Advance is sent back. Until a change can be made in the system, it is the responsibility of the traveler or their delegate to proactively check the status of the Cash Advance using the **View** function.

- To understand why a Cash Advance request has been returned, navigate to it via **Employee Self-Service > Travel and Expense Center > Cash Advance > Modify**, then open the red hyperlink at the top of the form on the right. Read the whole message. Contact the Disbursement Center with any questions regarding this message:

Travel & Expenses - Cash Advance Report

View Cash Advance Report

| Full Name | | Advance ID: | 0000000000 | User Defaults |

Denied   By: Approver's Name   switched weeks for coverage-KP

View Approver Comments

Approver's Comments

Name: Approver's Name

Action: Denied

Date/Time: 01/05/2015 9:14:05AM

Comment: switched weeks for coverage-KP

Return

- If the status of a Cash Advance is not **Approved by the Prepaid Auditor** *and* it has not been returned, it may be stuck in the workflow. Contact the Disbursement Center for assistance. A Footprint may need to be submitted.

- Cash Advances will not be issued based on the traveler's copy of the form. Travelers only need to print out and bring their copy of the cash advance form to the Cashier's Office when they are returning money after a trip is completed.

Create a Cash Advance

In order to receive funds to travel, a Cash Advance needs to be created in PeopleSoft. The instructions below will detail this process.

NOTE: To create a Cash Advance, a **Travel Authorization form must first be completed**. See Create a Travel Authorization for instructions.

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).

2. Navigation: **Employee Self Service > Travel and Expense Center > Cash Advance**

3. Click **Create**.

NOTE: If entry authority has been delegated to someone for another individual, see the section Create a Cash Advance for Other Employees.

Travel & Expenses - Cash Advance Report

Create Cash Advance Report

| Full Name | Advance ID: | NEXT | User Defaults |

General Information

*Description:	2016 Travel Conference	Travel Auth#:	TA# 0000 Travel Conference Sydney, Australia, 3/23-3/25
*Business Purpose:	Professional Development ▼		
		*Begin Date	03/20/2016	Attachments (0)
		*End Trip Date	03/30/2016

Import ATM Advances

Details — Personalize | Find | | First ◀ 1 of 1 ▶ Last

| *Source | Description | *Amount | Currency | |
| Cash From Cashiers Office ▼ | Transportation and Meals | 100.00 | USD | + − |

Totals

Advance Amount: 0.00 USD

Update Totals

Save For Later   Submit

Return to Cash Advance

4. Type a short, meaningful description of this Cash Advance in the **Description** field (e.g., 2016 Travel Conference). This description is helpful when trying to find this particular Cash Advance in the future.

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

6. In the **Travel Auth#** field, enter the **Travel Authorization ID Number** from the upper right corner of the Travel Authorization form. Also add a description including the purpose, destination and dates of the trip.

NOTE: A Cash Advance cannot be created unless a valid Travel Authorization has already been created.

7. In the **Begin Date** field, enter the **Departure Date** of the trip.

8. In the **End Trip Date** field, enter the **Return Date** of the trip.

NOTE: The Cash Advance request will be sent back if the **TA# & Comments**, the **Begin Date**, and **End Trip Date** field are not completed as required.

9. In the **Source** drop-down box, choose **Cash, Direct Deposit,** or **System Check**

   NOTE: If you choose **Direct Deposit,** verify that you have elected to receive your travel and expense payments via direct deposit. The instructions for updating your payment method can be found here.

10. In the **Description** field, indicate how the Cash Advance will be used (e.g., meals, taxi fare, etc.)

11. In the **Amount** field, enter the amount of money in US dollars that is being requested.

   NOTE: The amount of your Cash Advance cannot be greater than the amount of your Travel Authorization.

Details		Personalize | Find | 🗗 | 🖫 First ◀ 1 of 1 ▶ Last
*Source	Description	*Amount Currency
Cash From Cashiers Office ▼	Transportation and Meals	100.00 USD ➕ ➖

Totals	
Advance Amount:	100.00 USD
	Update Totals

[Save For Later]   [Submit]

Return to Cash Advance

12. Click on **Update Totals** to show the amount of the Cash Advance being requested.

13. To save this Cash Advance and return to it later; click the **Save for Later** button.

14. When finished, submit the Cash Advance. (Edits will not be allowed once submitted.) Click the **Submit** button. The Cash Advance will be routed to the Approver and then to the Pre-Pay Auditor.

   NOTE: Make sure to submit the Travel Authorization as well by clicking the **Submit** button on the bottom of that form.

15. Click **Sign Out** to leave PeopleSoft, or choose another option from the menu on the left to work on another task.

Create a Cash Advance for Other Employees

If assigned as a delegate for another employee, a Cash Advance can be created for that individual.

1. Complete **Steps 1 - 3** in Create a Cash Advance. Click **Create** (**Step 3**) to open a page that requests the Employee ID of the traveler.

Cash Advance

Find an Existing Value | Add a New Value

Empl ID: [   ] 🔍

Add

Find an Existing Value | Add a New Value

2. Ensure that the **Add a New Value** tab is selected. Leave the **EmplID** box empty and click the **Search** icon. This will bring up a list of employees. Choose the appropriate **EmplID** from the search results table.

3. Click the **Add** button to create a new Cash Advance form.

4. Pick up the **Create a Cash Advance** process with **Step 4** above.

View the Status of a Cash Advance (Traveler or Delegate)

To view the status of a Cash Advance which has been submitted, see Viewing the Status of a Cash Advance (Approver) section of this guide for approver instructions.

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).

2. Navigation: **Employee Self Service > Travel and Expense Center > Cash Advance > View.**

   A page like the one below will open.

   Cash Advance

   Enter any information you have and click Search. Leave fields blank for a list of all values.

   | Find an Existing Value |

   ▼ **Search Criteria**

   Search by: Advance ID ▼ begins with [   ]

   [Search] Advanced Search

3. To see all cash advances, clear any search criteria that automatically populated then click **Search**. If there is only one Cash Advance, that Cash Advance will open – skip to **Step 5**. If there are more than one Cash Advance, a **Search Results** table will open (see the graphic below), showing the following information:

   - **Cash Advance ID Number**
   - **Cash Advance Description**
   - **Name of Traveler Receiving the Advance**
   - **The Traveler's Employee ID #**
   - **The Status of the Cash Advance**
   - **The Date the Request was Created**

   Columns can be sorted by clicking on the header for that column.

View the details of any Advance by clicking on its blue hyperlink.

- If a delegate, clicking on the **Search** button will bring up a list of all the cash advances created by, or for people, for whom entry authority has been allowed. If the list is too long, it can be shortened by searching for the appropriate Employee ID or on other pertinent information.

Search Results

View All   First ◄ 1-15 of 15 ► Last

Advance ID	Advance Description	Name	Empl ID	Advance Status	Creation Date
000000000	AMC Feb	Last, First	0000000	In Process	01/05/2016
000000000	AMC January	Last, First	0000000	Paid	01/05/2016
000000000	Support for AMC on December	Last, First	0000000	Paid	11/09/2015
000000000	Support AMC for November	Last, First	0000000	Paid	11/09/2015

4. Notice that the status of the Cash Advance will be indicated on the left of the page, near the top, under the heading **General Information**.

Travel & Expenses - Cash Advance Report
View Cash Advance Report

Full Name   Advance ID: 0000000000   User Defaults

▼ **General Information**

Description:	AMC Feb	Travel Auth#:	
Business Purpose:	Administration/Operation		
Status:	Approvals in Process	*Begin Date	01/31/2016
Accounting Date:	01/05/2016	*End Trip Date	02/05/2016
		Post State:	Not Applied
		Last Updated:	01/05/2016 By:

5. Definition of terms commonly used under **Status**:

Pending.................... Not Yet Submitted
Submitted .... Awaiting Approval
Approved .... OK'd by Departmental Approver
In Process................ Approval by Multiple Departments in Process
Denied* .... Not Approved – no longer usable
Paid .... Money Disbursed or Ready for Disbursement
Reconciled............... Cash Advance is Reconciled with Expense Report

NOTE: * A Cash Advance which has been DENIED cannot be resubmitted—a brand new Advance would have to be created.

6. Notice that the **Pending Actions** and **Action History** sections at the bottom of the report contain specific information related to the submission and approval of this Cash Advance.

▼ Pending Actions		Personalize	Find	🗗	🖩	First ◀ 1 of 1 ▶ Last
Profile	**Name**	**Action**	**Date/Time**
Prepay Auditor	(Pooled)		

▼ Action History		Personalize	Find	🗗	🖩	First ◀ 1-2 of 2 ▶ Last
Profile	**Name**	**Action**	**Date/Time**
	Submitter's Name	Submitted	01/05/2016 9:10:22AM
Expense Manager	Approver's Name	Approved	01/05/2016 9:56:23AM

Return to Cash Advance

[🔍 Return to Search] [↑▤ Previous in List] [↓▤ Next in List] [✉ Notify]

View the Status of a Cash Advance [Approvers Only]

To view the status of a Cash Advance which has been submitted, see the separate section called Viewing the Status of a Cash Advance for travelers and delegates in this guide.

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).

2. Navigate to: **T & E Administration > Travel and Expense Center > Cash Advance > View.**

    A page like the one below will open.

Cash Advance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: [Advance ID ▾] begins with [_____]

[Search] Advanced Search

3. Here are some possible next steps:

- If the **Cash Advance ID** is known, type it into the **Begins with** field.

- If the Cash Advance ID is not known, change the **Search by** field to **EmplId** or **Name**, then type in the correct employee ID or name in the **Begins with** field. Click the **Search** button.

Search Results

View All				First ◀ 1-15 of 15 ▶ Last	
Advance ID	Advance Description	Name	Empl ID	Advance Status	Creation Date
000000000	AMC Feb	Last, First	0000000	In Process	01/05/2016
000000000	AMC January	Last, First	0000000	Paid	01/05/2016
000000000	Support for AMC on December	Last, First	0000000	Paid	11/09/2015
000000000	Support AMC for November	Last, First	0000000	Paid	11/09/2015

- If there is only one Cash Advance, that Advance will open for viewing. If this is the case, skip to **Step 5**.

4. If there is more than one Cash Advance, a **Search Results** table will open (like the example on page 27), showing the following information:

- **Cash Advance ID Number**

- **Cash Advance Description**

- **Name of Traveler Receiving the Advance**

- **The Traveler's Employee ID #**

- **The Status of the Cash Advance**

- **The Date the Request was Created**

NOTE: The column can be **sorted** by clicking on the header for that column. To view details of any Cash Advance, click on the **blue hyperlink** for that Advance.

5. Notice that the status of the Cash Advance will be indicated on the left of the page, near the top, under the heading **General Information**.

Definition of terms commonly used under **Status**:

Pending.......................................Not Yet Submitted

Submitted .... Awaiting Approval

Approval in Process .... OK'd by Departmental Approver

Denied*......................................Not Approved – no longer usable

Staged .... Payment Scheduled for next check run

Paid .... Money Disbursed or Ready for Disbursement

Reconciled...................................Cash Advance is Reconciled with Expense Report

NOTE: * A Cash Advance which has been DENIED cannot be resubmitted—a brand new Advance would have to be created.

6. Notice that the **Pending Actions** and **Action History** sections at the bottom of the report contain specific information related to the submission and approval of this Cash Advance.

Delete a Cash Advance

The traveler or the traveler's delegate can delete a Cash Advance.

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).

2. Navigation: **Employee Self Service > Travel and Expense Center > Cash Advance**

3. Click **Delete**.

4. As the traveler, the page that opens will be entitled: **Delete Cash Advance**, and will list all the Cash Advances which are available to be deleted.

5. As the person has been delegated entry authority for another individual, a page will open requesting the Employee ID of the traveler.

   - Click the **magnifying glass** icon to the right of the Employee ID field to bring up a table listing all those for whom entry authority is available. Choose the appropriate name from the list.

6. Click the **Search** button to bring up all the Cash Advances under that employee's name that are available to be deleted.

7. Click the check box under **Select** for the Cash Advance(s) to be deleted.

8. Click the **Delete Selected Cash Advance** button.

   NOTE: Once a Cash Advance is deleted, it cannot be reversed.

9. A confirmation will appear stating the selected Cash Advance has been deleted:

Travel and Expense
Delete Confirmation
Your Name Here

▼   The selected transaction(s) have been deleted.

10. Click the **OK** button to confirm acknowledgment of the deletion.

Expense Report Information

Responsibilities

- Original, itemized receipts are required.

- Create the Expense Report from the Travel Authorization, if a TA was initially created.

- Turn in excess cash; assign Cash Advance to expense report, if a Cash Advance was taken.

- Complete expense report within 20 days of return of trip.

- Route printed report and receipts to approver.

- Follow up to ensure approval and timeliness.

Create an Expense Report from a Blank Report Form

These instructions are designed for those who do NOT have a Travel Authorization.

NOTE: 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 (https://www.uvm.edu/~erp/portal/).

2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center > Expense Report**.

3. Click the **Create** link.

   NOTE: If entry authority has been delegated to someone for another individual, see Creating an Expense Report for Another Employee section in this guide.

4. Select **A Blank Report** in the **Quick Start** drop-down list.

   A Blank Report   ▼

5. Click the **Go** button. A new expense report from a blank report form will open.

6. In the **Description** field, type a short, meaningful description of the expense (e.g., 2010-12 Recruiting Trip to Boston).

7. Click the **Business Purpose** list. Select the entry that most closely identifies the purpose of the trip.
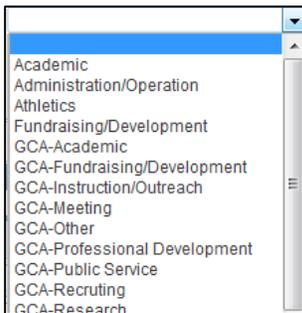
8. Click in the **Comment** field and describe the details of this expense.

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

9. Click on the **magnifying glass** 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 **Expense Detail** pages. If you are seeking reimbursement for expenses incurred locally, the location should be your county in Vermont.

10. When using one chartstring for the entire report, it can be adjusted for the report as a whole, rather than making the adjustments line-by-line. On the main page of the Expense Report, click on the **Accounting Defaults** hyperlink at the bottom left corner of the **General Information** box. Fill out the chartstring, and then click on **OK** to return to the main page.

   NOTE: The Accounting Defaults can be changed after data entry has been completed; the detail lines will be updated with the new chartstring information

11. In the Details section, click on the arrow in the first drop-down box under **Expense Type** and select the appropriate expense type (e.g., automobile mileage) from the list provided.

12. Skip over the other columns in the table and click the **Detail** hyperlink on the far right. A page will open showing the **Expense Detail** for the particular expense line being entered.

NOTE: Fields marked with an asterisk are required.

13. Click the **Calendar** icon beside the **Expense Date** field and select the date the expense was incurred.

    NOTE: This cannot be a date in the future.

14. Select how the expense was paid from the drop-down menu under **Payment Type** (e.g., personal credit card or cash).

15. The **Billing Type** will auto-populate as **UVM Internal**, the correct choice for reimbursing a UVM employee.

    NOTE: The other choice, UVM Billable, is not being used.

16. Fill out the other required fields with an asterisk (*) for this expense (e.g., for mileage the number of miles and a description of the trip[s], etc. must be entered). For other types of expenses the number and nature of required fields will change.

17. The **Currency** will populate as **US Dollar** 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 following web site for currency conversion: http://www.oanda.com/currency/converter)

18. Click in the appropriate box to the right of Payment Type to place a checkmark beside **No Receipt** or **Non-Reimbursable** if either of these conditions is true. If **No Receipt** is checked, an explanation *is required* in the **Exception Comments** field at the bottom of the page. (**No Receipt** does not need to be checked if a receipt would not be expected as in the case of automobile mileage.)

Exception Comments	
Location Amount:	
No Receipt:	

19. If the expense amount is higher than the allowable limit (e.g., went over on food allowance), an explanation **MUST** be included in the **Location Amount** field under the **Exception Comments** heading.

    NOTE: This does not guarantee that the expense amount will be approved, but it is needed to complete the report.

20. If it is necessary to make adjustments to the default **chartstring** in order for this line of the expense report to be charged correctly, click on the **Accounting Detail** link at the bottom of the page. A new page will open, showing the chartstring associated with this line of the report.

Accounting Summary

Amount	*GL Unit	Account	Oper Unit	Dept	Fund	Fund Affil	Source	Function
50.00	UVM01	60505	01	11:	Information Omited			05

22. Enter the correct chartstring or click on the **Look Up** 🔍 icon beside the chart field(s) that must be changed, and select the correct value from the **Search Results** displayed. Adjust the entire chartstring as required, see Step **27**.

23. If it is necessary to split this expense into two or more chartstrings, click the **Add Chartfield Line** button to add pre-populated chartfield lines, which may then be adjusted as necessary.

    NOTE: If one expense will be charged to two or more departments, DO NOT split the expense. Instead, enter each part of the expense on a separate row on the front page of the report. Only in this manner can the appropriate individual approve each part of the expense.

    NOTE: Each row can only be approved, but a row can only be approved by one departmental approver, not by two or more.

24. When finished adjusting the chartstring(s), click on **OK** to return to the **Detail Page** for this expense line.

25. When the Expense Detail for this line of the report is complete, click on the yellow **Check Expense For Errors** button. This button checks to make sure that a necessary field did not get omitted and that a valid chartstring was entered.

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

26. Any errors or omissions will be flagged and highlighted in red. Correct or complete the highlighted fields and click **Check Expense for Errors** until there are no longer any fields which are highlighted.

27. If the check for errors indicates an error with a chartstring, it means that PeopleSoft does not recognize it as valid. Clicking **Accounting Detail** is required to correct the problem. For guidance, speak with the appropriate business manager for chartstrings related to operational expenses, or with Sponsored Project Administration for grant-related chartstrings.

    NOTE: When there is a problem with a chartstring, PeopleSoft only highlights the first field in the chartstring the **GL Unit** (which should always read UVM01). This is not typically where the problem resides. Look for a problem further to the right with an incorrect field or an incomplete chartstring. Also, never change the **Account** field. This automatically populates based on the Expense Type chosen.

28. 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 zeros. (Other fields not mentioned here, if not required by the chartstring, may be left blank.)

29. When the issues have been corrected, click the **Return to Expense Report** hyperlink at the bottom of the page.

30. If more expense lines are needed, click on the **+** sign at the end of the last expense line to add a new line.

    NOTE: Alternatively, select **New Expense** from the drop-down underneath the last expense line and click the **Add** button.)

31. Click the **Save for Later** button frequently to ensure that the work is being saved to the database.

    • For hotel and multiple charges on the hotel bill, see the Hotel Wizard section of this document.

    • Meals can be combined on one expense line for the full day's meal. Provide adequate detail in the **Merchant**, **Non-preferred** and **Description** boxes.

32. To duplicate particular lines on an expense report (e.g., there are similar expenses to list for multiple days), click in the box to the left of the expense line(s) to be copied, in the column marked **Select.** This puts a checkmark in that box. Then click the **Copy Selected** button. Choose whether to copy to one date, or a range of dates, and whether to include weekends and/or holidays. When finished, click the **OK** button.

33. To delete particular lines on the expense report, click in the box to the left of the expense line(s) to be deleted (under the column marked **Select)**, then click the **Delete Selected** button.

34. When all the expenses to be included on this expense report have been entered, click the **Check for Errors** button on the main report screen in order to perform one final check, ensuring that all the required information has been entered.

35. Click the **Save for Later** button to edit this report or to print a copy of it again at a later time.

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

36. After the report has been saved, click on the **Printable View** hyperlink and use the browser's **PRINT** button to print a copy of this report.

    NOTE: For additional information regarding printing Travel and Expense forms, see the PeopleSoft Tips User Guide.

38. To print a copy of this report after it has been submitted, navigate through **Employee Self Service > Travel and Expense CENTER > Expense Report > Print**, then use the browser Print button.

    NOTE: A copy of the expense report MUST be printed. Attach the original, itemized receipts to it, and then forward the reports with the receipts to the appropriate departmental **Approver.** After approving the report, the departmental approver will forward the receipts to the Disbursement Center.

39. To save this Expense Report to be edited/submitted later, click the **Save for Later** button. Then the navigational menu or the **Sign Out** button can be used to move-on to another task.

    NOTE: See Modify an Expense Report in this guide if help is needed to open an existing report for changes to be made.

40. When finished with the report, it needs to be **submitted for approva**l. Click **Submit** to send the report into the corresponding approver's workflow.

    NOTE: Be advised that when a report has been submitted, it is no longer accessible for editing.

Create an Expense Report for Someone Else

1. Complete **Steps 1 - 3** in Create an Expense Report.

    - Click on **Create** (Step 3), to open a page that will request the Employee ID of the traveler.

- Ensure that the **Add a New Value** tab is selected. Leave the **EmplID** box empty and click the **Search** icon. Choose the appropriate **EmplID** from the search results table.

2. Click the **Add** button to create a new Expense Report.

3. Pick up the process with **Step 4** under <u>Creating an Expense Report from a Blank Report Form.</u>

Create an Expense Report from a Travel Authorization (Apply a Cash Advance)

If a Travel Authorization is created for a trip, the Expense Report **MUST** be created FROM that Travel Authorization. Follow the directions in this section to create an Expense Report from a Travel Authorization.

NOTE: Travel Authorizations cannot be linked afterwards to an existing Expense Report. These instructions also include how to apply a Cash Advance to the Expense Report that is linked from a Travel Authorization.

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).

2. Navigate to: **Main Menu > Employee Self Service** > **Travel and Expense Center > Expense Report.**

3. Click the **Create** link. If entry authority has been delegated to someone for another individual, see **Step 53**.

    NOTE: The process for entering Travel and Expense Reports for someone else is exactly the same except the other employee's name must be chosen from a list. Here are the instructions to select another employee from the list.

    a. Complete **Steps 1-5** to create Travel and Expense Reports. On **Create** (Step 5), a page will open requesting the Employee ID of the traveler.

       Ensure that the **Add a New Value** tab is selected. Leave the **EmplID** box empty and click the **Search** icon. This will bring up a list of all employees for whom user has authority to create Expense Reports. Choose the appropriate **EmplID** from the search results table.

Find an Existing Value | **Add a New Value**

EmplID: [   ] 🔍

b. Click the **Add** button to create a new Expense Report. Continue below.

4. Select **A Travel Authorization** in the **Quick Start** drop-down list.

Quick Start: [An Existing Authorization ▼] [GO]

5. Click the **Go** button.

6. If there is only one Travel Authorization pending, an Expense Report form based on that Travel Authorization will open. Skip to **Step 12**.

7. If there are multiple Travel Authorizations pending, a search dialogue will open to allow the proper Authorization to be chosen.

8. The Travel Authorization may already be listed in a table beneath the **Date** fields. If not, adjust the dates in the Search dialog box and click the **Search** button to find the Travel Authorization.

9. Find the appropriate Travel Authorization in the table. Click the **Select** button beside it.

10. An Expense Report based on this Travel Authorization will open.

11. Notice that the **Default Location** field is not required.

12. To apply the Cash Advance to this Expense Report, click the Apply the Cash Advance link. (If there isn't a Cash Advance to apply, skip to **Step 17**)

13. If there is only one Cash Advance active in the system, PeopleSoft will bring up information related to that Cash Advance. If there is more than one Cash Advance active, click on the **Search** icon to bring up a list of the Advances. Choose the Cash Advance to apply from the Search Results table.

Search by: **Advance ID** begins with [   ]

[Look Up] [Cancel] Advanced Lookup

Search Results

View All			First ◄ 1 of 1 ► Last
Advance ID	**Advance Description**	**Balance**	**Currency Code**
0000000999	Upcoming Conference	950	USD

14. A table containing several columns will open. An **Advance ID #** should populate in the first column and the total **Cash Advance Amount** in the second. Scroll to the right side of the table and enter **the amount of the Cash Advance** that was actually spent in the column marked **Total Applied**.

    NOTE: Do not enter the full amount of the Cash Advance if returning money to the University.

*Advance ID	Advance Amount	Balance		Exchange Rate	Total Applied		
0000000999 🔍	950.00	75.00	USD	1.00000000	875.00	USD	⊟

[Add Cash Advance]   [Update Totals]

15. Click the **Update Totals** button. If returning money to the University, that amount should now show in the **Balance** column.

16. **PRINT** this page and bring it to the Cashier's Office. This page displays all the information the Cashiers will need to process these funds.

17. Click the **Okay** button to apply the Cash Advance and return to the main Expense Report page.

18. If the Travel Authorization had only one expense line (**Encumbrance-Domestic** or **Encumbrance-Foreign**), then the Expense Report will open with only that one expense line.

    • If that is the case, select the line by clicking in the checkbox in the column marked **Select** at the left of the first expense line. Then click on the **Delete Selected** button to remove the Encumbrance line. **Skip to Step 19.**

19. If the Travel Authorization had several expense lines (i.e., the expected expenses were itemized), these expenses need to be modified to match the actual expenses. To do so, click on the **Detail** link at the right of each expense line. Add expense lines as necessary

    • Complete the expense report by following **Step 11** through the end of the Creating an Expense Report section of this guide.

20. After finishing the edits of the expense lines and applying the Cash Advance, check the **Totals** box at the bottom of the main Expense Report page to ensure that the information has been entered correctly.

Totals			
Employee Expenses:	1,500.00 USD	Due Employee:	625.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	875.00 USD		
		Definition of Totals	Update Totals
Save For Later	Submit	Expense Report Project Summary	

21. Click the **Save for Later** button which will allow the report to be edited or printed at a later time. Expense reports cannot be printed until they have been either saved or submitted.

   - After the report has been saved, click on the **Printable View** hyperlink and use the browser's PRINT button to print a copy of this report.

   - If a copy of this report is needed after it has been submitted, navigate through **Employee Self Service > Travel and Expense Center > Expense Report > Print**, then use the browser Print button.

22. Print out a copy of the expense report, attach the original, itemized receipts to it, and forward the report with the receipts attached to the appropriate department Approver.

   - **If the University owes money to the Employee**, the hard copy of the Expense Report with original, itemized receipts attached will be routed from the department approver to General Accounting. They audit and approve the expense report. The approved transaction will route to the payables module of PeopleSoft. The Disbursement Center will print and mail a check as reimbursement.

   - **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. A copy of the Expense Report should be forwarded to Disbursement Center after the Expense Report has been approved by the departmental Approver.

   - In either case, the Disbursement Center gets all Expense Reports with the original, itemized receipts attached.

23. To save this Expense Report to be edited and/or submitted later, ensure that it has been saved using the **Save for Later** button. The navigational menu can then be used or clicking on the **Sign Out** button will move on to another task. (See the section

below on **Modify an Expense Report** if help is required for opening an existing report to make changes.)

24. When this report is complete, it can be submitted for approval. Click **Submit** to send this report into the approver's worklist. (Be advised that when a report is submitted, it is no longer accessible for editing.)

    NOTE: UVM policy allows only one Cash Advance per trip. Each Cash Advance MUST be reconciled on its own Expense Report.

Modify an Expense Report

An Expense Report was saved because it could not be completed. It now needs to be edited and submitted. Follow the instructions below to modify an expense report.

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).

2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center > Expense Report.**

3. Click **Modify**.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

Limit the number of results to (up to 300): 300

Search by: Report ID ⏷ begins with _____

[Search] Advanced Search

4. Choose the **Find an Existing Value** tab (default). Search by choosing a criterion from the drop-down list. Clicking the **Search** button to open a table showing a list of the Expense Reports eligible to be modified.

    NOTE: Once a Report has been submitted it can only be modified by the Approver unless they send it back.

5. Choose the report to modify by clicking on the report number in the **Report ID** column. (The results may be sorted by clicking on one of the column headings: Report Description, Name, EmplID, Report Status or Creation Date.)

6. **Modify** the report (add, delete or modify expenses) as appropriate. (If necessary, use Create an Expense Report as a guide.)

7. To duplicate selected lines on the expense report, (i.e., similar expenses on multiple days) click in the box to the left of the expense line(s) to copy in the column marked **Select**, then click on the **Copy Selected** button. Choose whether to copy to one date or to a range of dates and whether to include weekends and/or holidays. When finished, click the **OK** button.

8. To delete selected lines on the expense report, click in the box to the left of the expense line(s) in the column marked **Select**, and click the **Delete Selected** button.

9. If more expense lines are needed, click on the **+** (plus) sign at the end of the last expense line to add a new line.

    NOTE: Alternatively, ensure that **New Expense** is selected in the drop-down box underneath the last expense line, and then click the **Add** button.

New Expense

10. When all the expenses are entered to be included on this expense report, click on the **Check for Errors** button on the main report screen. Errors and omissions will be flagged and highlighted in red. All errors and omissions must be corrected to submit report.

11. Click the **Save for Later** button in order to continue to edit this report, or to print a copy of it later.

12. After the report has been saved, click on the **Printable View** hyperlink and use the browser PRINT button to print a copy of this report.

    NOTE: For additional information regarding printing Travel and Expense forms see the PeopleSoft Tips User Guide.

13. **When the report is complete it needs to be submitted** for approval. Click the **Submit** button to send this report to the approver's worklist.

14. **Print** out a copy of the expense report, **attach the original, itemized receipts** to it, and forward the report with the receipts attached to the appropriate department's Approver

View the Status of Expense Forms

An Expense Report has been submitted and now needs to be viewed. These instructions are for Travelers, Designates and Approvers

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).

2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center > Expense Report**

3.

4. Click the **View** hyperlink.

5. Use the **Search** tools to find the report. Reports for individuals that have authorized entry will also be available for viewing as well. To **sort any column,** click on the header for that column. Select the appropriate report from the list.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Add a New Value

Limit the number of results to (up to 300): 300

Search by: Report ID ▾ begins with [   ]

Search   Advanced Search

Search Results

View All			First ◄ 1-2 of 2 ► Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000057149	test 2	Mer info Omited	223	Pending	02/15/2012
0000057148	Test for Manuals	Mer	223	Pending	02/15/2012

6. The report will open in **View** mode and not for editing purposes.

NOTE: Once a report has been submitted for modification. If a report has been submitted, but not yet approved, and needs to be modified there are two choices: the approver may choose to modify the report, or choose to send it back at which point it may be modified and resubmitted.)

7. View the status of the report in the **General Information** box at the top.

Note: The report information shown below has a status of **Staged**, meaning that the check is ready to be printed.

▾ General Information				
Description:	VELCO Excavations, second crew	Comment:		
Business Purpose:	Instruction/Outreach			
Status:	Pending	Reference:		
Default Location:		Last Updated:	02/15/2012	By:
Post State:	Not Applied			

8. Definition of Terms Commonly Used Under **Status**:

    Pending............................ Not Yet Submitted

    Submitted .... Awaiting Approval

    Approved......................... By Departmental Approver

    In Process………. .... Approval from Multiple Departments in Process

    Denied*........................... Not Approved (and Effectively Dead)

    Staged............................. The Check Is Set Up to be Printed

    Paid .... Money Dispersed or Ready for Disbursement

    Reconciled....................... Cash Advance is Reconciled with Expense Report

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

9. Scroll down to the bottom of the screen to view the **Action History**. This will show highlights of the steps the report has taken in the approval process.

▾ Action History		Customize | Find | 🗗 🏢 First ◁ **1 of 1** ▷	
Profile	**Name**	**Action**	**Date/Time**
	Submitter's Name	Submitted	02/15/2012 3:34:51PM
Expense Manager	Approver's Name	Approved	02/15/2012 4:30:15PM
Prepay Auditor	Sharon Bergeron	Approved	02/16/2012 9:15:05AM

10. Notice in the above example that this report was submitted, sent back for changes, then resubmitted and finally approved.

Cancel an Expense Report

To cancel an Expense Report, it must be approved. It may be canceled either before or after the departure date—but only while it is in **Approved** status.

NOTE: The traveler or the traveler's delegate(s) may cancel an Expense Report.

1. Log in to PeopleSoft through the **Financials** login https://www.uvm.edu/~erp/portal/).

2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center > Expense Report.**

3. Click the **Cancel** link.

    NOTE: If user is the traveler, the page that opens will be entitled: **Cancel Approved Expense Report**, and will list all of the travel authorizations which are in **Approved** status.

If user is the person who has been delegated entry authority for another individual, the appropriate name will need to be selected from a list.

- Click the **magnifying glass** icon to the right of the Employee ID field and bring up a table listing all those for whom entry authority is available. Choose the appropriate name from the list.

- Click the **Search** button to bring up all the Expense Report under that employee's name which are in **Approved** status.

-

Cancel Tra Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with ⌄ 0543210

Name: begins with ⌄

☐ Case Sensitive

4. Place a checkmark in the **Select** box beside the Expense Report(s) to cancel.

Travel and Expense

Cancel Approved Expense Report

Traveler's Name Here

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
☑	WBkball to Providence, RI	0000009876	11/22/2006	11/25/2006	1,000.00	USD

5. Click the **Cancel Selected Expense Report(s)** button.

   NOTE: Once the button has been clicked it cannot be changed.

6. A confirmation that the selected Expense Report has been canceled will appear.

   NOTE: Although the Travel Authorization was canceled, the message will say **Save Confirmation**.

Travel and Expense

Save Confirmation

Traveler's Name

✔   The Save was successful.
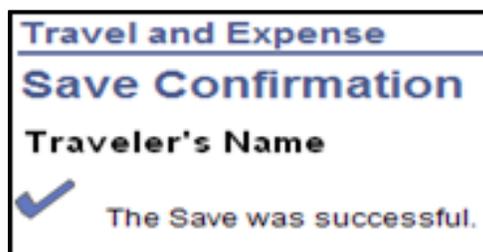
7. Click the **OK** button to confirm acknowledgment of the cancellation.

Delete an Expense Report

The traveler or the traveler's delegate can delete a Travel Authorization.

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).

2. Navigation: **Employee Self Service > Travel and Expense Center > Expense Report**.

3. Click **Delete**.

   NOTE: **If user is the traveler**, the page that opens will be entitled: **Delete Expense Reports**, and will list all of the travel authorizations which are in **Denied** status.

   If the person who has been delegated entry authority for another individual, the appropriate name will need to be selected from a list.

   - Click the **magnifying glass** icon to the right of the Employee ID field and bring up a table listing all those for whom entry authority is available. Choose the appropriate name from the list.

   - Click the **Search** button to bring up all the Expense Reports under that employee's name which are in **Denied** status.

4. If entry authority has been delegated to someone for another individual, click **Delete,** which will open a page requesting the **Employee ID** of the traveler (see screenshot below). Click the **Search** icon to bring up a list of all employees for whom entry authority has been granted. Choose the appropriate **EmplID** from the results table.

5. A page will open showing the Expense Report(s) available for deletion.

Travel and Expense

Delete an Expense Report

Full Name Here

| Delete an Expense Report					
Select	Report ID	Report Description	Creation Date	Amount	Currency
☑	0000057148	VELCO Excavations, second	02/15/2012	29.00	USD

Delete Selected Report(s)

Return to Expense Report

6. Click the check box under **Select** for the Expense Report(s) to be deleted.

7. Click the **Delete Selected Expense Report** button.

   NOTE: Once the Expense Report is deleted, it cannot be reversed.

8. A confirmation will appear about the deletion of the selected Expense Report.

   Travel and Expense
   Delete Confirmation
   Full Name Here

   ✔   The selected transaction(s) have been deleted.

   [OK]
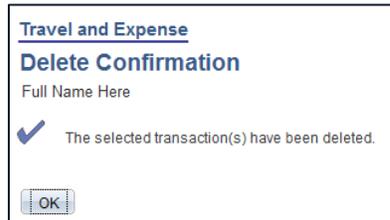
9. Click the **OK** button to confirm acknowledgment of the deletion.

Advanced Topics

Responsibilities of Approver

Approvers must ensure that the **Travel Authorization** is completed correctly and approved before approving the **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 **TA# & Comments** field. These fields are used on several central reports and cannot remain blank.

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 using the hyperlink?
- Are all original, itemized receipts attached?
- Are expense lines charged to the correct chartstring?

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. Click here to see a list of approvers.

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).

2. Click on the **Worklist** link in the header at the upper corner of the screen.

Home | Worklist | Add to Favorites | Sign out

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

   NOTE: Expense Reports start with **ER**, Travel Authorizations start with **TA** and Cash Advances start with **CA**.

   If there is a long list of Reports, sort them by Report type by using the **Work List Filters**. Choose **Approval Routing** from the dropdown list and click on the **Refresh** button at the bottom of the page.

Work List Filters:	Approval Routing ▼	🔄 Refresh

Detail View				Work List Filters:	▼

Worklist   Customize |

From	Date From	Work Item	Worked By Activity	Priority	Link
Allowed to start app servers	08/21/2006	Approval Routing	Approval Workflow	▼	ERApproval, SHEET_ID:0000000867, 11761
Allowed to start app servers	09/06/2006	Approval Routing	Approval Workflow	▼	ERApproval, SHEET_ID:0000001409, 16571
Allowed to start app servers	09/06/2006	Approval Routing	Approval Workflow	▼	ERApproval, SHEET_ID:0000001416, 16661
Allowed to start app servers	09/08/2006	Approval Routing	Approval Workflow	▼	ERApproval, SHEET_ID:0000001499, 17701
Allowed to start app servers	09/11/2006	Approval Routing	Approval Workflow	▼	ERApproval, SHEET_ID:0000001526, 18021

4. Check the **Report Information** 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.

5. The Report opens in **Expense Summary View**. Most changes can be made in this view. However, **Add** expense lines requires going to the **Expense Detail View**. Toggle back and forth between the two views by clicking on the **Detail** or **Summary** links at the bottom of the page. (The directions below apply to working in the **Summary View**.

6. Locate the **Expense Line Items** section in the middle of the page. Click on the first blue hyperlink under **Expense Types** the link will lead to the detail page of the first line of the expense report.

Expense Line Items									Customize | Find |
Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve Expense		
Business Meals	07/19/2006				145.18	USD	☐		⊟
Business Meals	07/20/2006				342.51	USD	☐		⊟

7. Look over the information on the **Expense Detail for Line 1** page to ensure accuracy. Make any adjustments or changes that are needed (or review these details and send the report back for corrections if preferred).

Create Expense Report

Expense Detail for Automobile Mileage (Line 1)

Full Name Here   Report ID: NEXT

About This Expense

*Expense Date:	09/15/2011 📅
*Payment Type:	Personal Credit Card ▼ ☐ No Receipt
*Billing Type:	UVM Internal ▼ ☐ Non-Reimbursab
*Miles:	45 x 0.5500
*Description:	Travel to and from NEA Conference.
*Amount Spent:	20.00
*Currency:	USD
*Exchange Rate:	1.00000000 ♻ 📑
	☑ Default Rate
Reimbursement Amt:	0.00 USD

Exception Comments

Location Amount:	
No Receipt:	

Accounting Detail

Check Expense For Errors

Return to Expense Report

Click on the **Accounting Detail** link near the bottom of the page to show the chartstring for this particular expense line. 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, it may be easier (depending on the length of the Report) to send it back and allow the Preparer to make the changes using the **Accounting Defaults** link. The Preparer can set one default chartstring for the entire Report; the Approver cannot.

8. If the chartstring (or chartstrings, if the expense is split between multiple chartstrings— as in the example above) is correct, click **OK** to return to the **Expense Line Detail** page.

9. To approve this line of the Expense Report, ensure that the **Approve Expense** box is checked. Alternatively, if this line of the Report will not be approved, ensure that the **Approve Expense** box is not checked.

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

10. Click on **Return to Expense Report**.

11. Repeat **Steps 6-11** for any remaining **Expense Line Items** on the main page.

12. Scroll to the bottom of the page to check the Budget Status. If Budget Checking is NOT complete, click the **Budget Options** link.

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

13. A page will open showing the **Commitment Control Details**. Click on the yellow **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**.

NOTE: If the Status shows **Valid**, skip to **Step 19**. If it shows **Warning**, proceed to **Step 20** and then on to **Step 21**.

15. If the **Budget Status** shows **Error**, it needs to be corrected in order to continue. A message will appear. Click **OK** to dismiss the blue box, and then click on **Yes** to go to the Transaction Exception Panel.

The **Transaction Exception Panel** will open a table, which logs Expense Report 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.
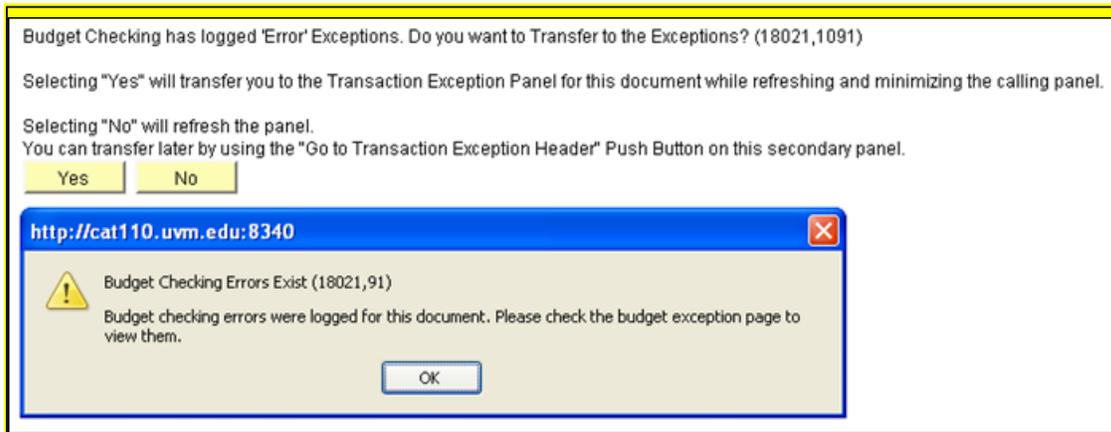
16. Carefully review the report and the receipts. When satisfied that the report is accurate and after the budget is checked with status **Valid** (or **Warning**) the report is ready to be approved.

17. At this point, there are four 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 a check will be cut for the **Total Due 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.

Save and Hold	**Save and 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.

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

Approve Expense Report
Submit Confirmation

Report ID:

Expense Report Totals

Employee Expenses:	451.08 USD	Due Employee:	451.08 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

✓ This report will be approved.

19. Click **OK** to acknowledge approval of this Expense Report.
20. **Follow one of the following:**

   - **If the University owes money to the Employee**, route the hard copy of the Report with receipts attached to General Accounting. It will be prepared and a check mailed as reimbursement.

   - **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 Cashier's Office.

   NOTE: Hard copies of the Expense Report with receipts attached must still be routed to General Accounting.

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 (https://www.uvm.edu/~erp/portal/).

2. Navigate to: **Main Menu > Manager Self Service > Travel and Expense Center > Approvals > 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). In the example above, only the second form, expense report 0000002519, is selected for reassignment.

5. In the box marked **Reassign Work To**, enter the UVM NetID of the individual to be reassigned the expense form(s). Since it is possible to enter any valid UVM NetID in this box, be very careful to enter the net id of an individual who is authorized to approve expense forms.

NOTE: There is a list of Travel and Expense Approvers by name and by department number which can be found in the PeopleSoft Tips User Guide section of the Learning Services web site. 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 blue Reassign buttons. The approver will not be given a second opportunity to approve the change.

7. To need to assign another expense form(s) to a different approver, repeat **Steps 4-6**.

Create an Expense Report Template; Use Template to Create an Expense

Expense reports are created frequently and a more efficient process is needed to create the reports in PeopleSoft. These detailed instructions provide the steps to create a template that can be re-used when needed.

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).

2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center > Other Expense Functions**.

3. Click the **Create/Update User Template** link.

4. Select the **Add a New Value** tab.

5. Type a name for this template in the **Document Template** box (not to exceed 8 characters). Keep it general, as this template will be used as a pattern.

6. Select **Expense Report** from the **Template Type** drop-down box.

7. Click the **Add** button 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 drop-down box. This will add a line for this type of expense onto the Expense Template.

10. Click the **Save** button to save the work up to this point. (It's a good idea to save from time to time while working on it.)

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

The Save was successful.

12. Click on the **+ sign** at the end of the Expense 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 expense lines have been added to the Template click the **Save** button.

14. Click the **OK** button to acknowledge that the save was successful.

15. To update this template at any time, search for it at Step 6 by selecting the **Find an Existing Value** tab and clicking the **Search** button.

16. To use this template as the basis for an Expense Report, navigate to **Employee Self Service > Travel and Expense Center > Expense Report > Create**.

17. In the Quick Start drop-down box, select **A Template**. Click on **Go**, and then select the template to use from the search results table displaying all the Expense Report templates which have been created.

Create an Expense Report from an Existing Expense Report

A helpful and more efficient process to create similar Expense Reports in PeopleSoft is to create a one from an Expense Report.

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).

2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center > Expense Report**

3. Click on the **Create** link.

   NOTE: If entry authority has been delegated to someone for another individual, see **Step 53**.

4. Select **An Existing Travel Report** in the **Quick Start** drop-down list.

5. Click the **Go** button.

6. A screen populated with prior expense reports will open. Click the Select button to choose the report.

7. The information from the prior report will populate on the new report, including old dates and dollar amounts.

8. Update as necessary, including any information on the Details hyperlink and Accounting Detail hyperlink.

   Save for Later or **Submit**. An Expense Report number will be assigned.

Create an Expense Report Template

A helpful and more efficient process to create similar Expense Reports in PeopleSoft is to use Expense Report Templates. Follow these detailed instructions to create a template to re-use when needed.

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).

2. Navigate to: **Employee Self Service > Travel and Expense Center > Other Expense Functions**.

3. Click **Create/Update User Template**.

4. Select the **Add a New Value** tab.

5. Type a name for this template in the **Document Template** box (not to exceed eight characters).

6. Select **Expense Report** from the **Template Type** drop-down box.

7. Click the **Add** button 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 drop-down box. This will add a line for this type of expense onto the Expense Template.

10. Click the **Save** button to save up to this point.

11. Click **OK**.

12. Click on the **+ plus** sign at the end of the Expense line to add more lines. (Add as many lines as needed.) Choose an Expense Type for each of these lines.

13. Once all requested expense lines are added to the Template, click the **Save** button.

14. Click **OK**.

15. To update this template at any time, search for it at **Step 6** by selecting the **Find** an **Existing Value** tab and clicking the **Search** button.

16. To use this template as the basis for an Expense Report, navigate to **Employee Self Service > Travel and Expense Center > Expense Report > Create**.

17. In the Quick Start drop-down box, select **A Template**. Click on **Go**, and select the template to use from the search results table displaying all the Expense Report templates created.

International Travel

Every effort should be made to prepay foreign expenses with a purchasing card and purchase orders. It is advisable to prepay expenditures to reduce the need for carrying large amounts of cash.

- All amounts entered in PeopleSoft must be entered in US Dollars. Although some drop-down 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, there is a link to a currency converter on the UVM Travel Information website.

- For a trip lasting seven days or less, 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.

Hotel Wizard

PeopleSoft contains functionality to easily distribute multiple costs on a hotel bill to the correct expense types and accounts. The following example illustrates the Hotel Wizard, and itemizing the hotel room, parking, and room service meals.

1. Select the **Expense Type** of Hotel/Lodging (foreign or domestic).

2. Click the **Details** hyperlink. The Authorization Detail for Hotel/Lodging window will open.

3. Enter the following information:

   a) **Date**

   b) **Payment Type**

c) **Number of Nights**

d) **Merchant**

e) **Description**

f) **Amount Spent**

4. Select the **Itemize Hotel Bill** hyperlink.

Create Expense Report

Expense Detail for Hotel/Lodging Domestic (Line 5)

Full Name Here   Report ID: NEXT

About This Expense	
*Expense Date:	11/28/2011
*Payment Type:	Personal Credit Card ▼ ☐ No Receipt
*Billing Type:	UVM Internal ▼ ☐ Non-Reimbursable
*Number of Nights:	4
*Merchant (Choose One)	
Preferred:	Marriott ▼
Non-preferred:	
*Description:	4 night stay plus room service and parking
*Amount Spent:	500.00
*Currency:	USD 🔍
*Exchange Rate:	1.00000000
	☑ Default Rate
Reimbursement Amt:	500.00 USD

Exception Comments

Location Amount:

No Receipt:

Accounting Detail
Receipt Split
Itemize Hotel Bill

Check Expense For Errors

Return to Expense Report

5. The Itemize Hotel Bill screen is displayed. In the **Charges Incurred on This Bill**, check the appropriate boxes. Click the **Continue** button. Notice that **Your Hotel Bill** will keep a running total.

6. Enter the nightly Room Rate. Click the enter button, and the **Your Hotel Bill** total will update. Click the **Continue** button.

Room Charge						Your Hotel Bill	
Details						Total Bill	500.00 USD
Transaction Date	Number of Nights	Room Rate	Currency	Non-Reimbursable		Room Charge	400.00
						Room Service	0.00
11/25/2011	4	100.00	USD	☐	−	Parking	0.00
						Miscellaneous	0.00
Add Room Charge						Remaining:	100.00 USD

Number of Nights: 4
Room Charge Total: 400.00 USD
Total Room Expense: 400.00 USD

Previous   Continue

Return To Expense Report

7. Enter the Meal Type and Amount. Click the Enter button, and **Your Hotel Bill** will be updated. Click the **Continue** button.

Room Service						Your Hotel Bill	
Date	Meal Type	Amount	Currency	Non-Reimbursable		Total Bill	500.00 USD
						Room Charge	400.00
11/25/201	Trv. Meals ▾	25.00	USD	☐	−	Room Service	25.00
						Parking	0.00
Add Room Service Charge						Miscellaneous	0.00
						Remaining:	75.00 USD

Room Service Total: 25.00 USD

Previous   Continue

Return To Expense Report

8. Enter the Parking Amount. Click the Enter button, and **Your Hotel Bill** will be updated. Click the **Continue** button.

Parking					Your Hotel Bill	
Details					Total Bill	500.00 USD
Date	Amount	Currency	Non-Reimbursable		Room Charge	400.00
					Room Service	25.00
11/25/2011	40.00	USD	☐	−	Parking	40.00
					Miscellaneous	0.00
Add Parking Charge					Remaining:	35.00 USD

Parking Total: 40.00 USD

Previous   Continue

9. Enter the Misc Charges by selecting an Expense Type from the drop down list. Enter the Amount. Notice that **Your Hotel Bill** will be updated. Click the **Continue** button.

10. The Hotel Wizard will confirm completion.

    NOTE: If the Hotel Wizard is completed with a balance remaining, an error message will be displayed. **The bill of $XXX does not match what was entered, $YYY.** Click **Previous** to change it or click **Done** and use the **Split** function to change it later.

11. In the **Details** section, note that Expense Type lines are created for each night of lodging, meals, parking, and internet services.

12. Continue to edit the expense report as needed.

13. Choose **Save for Later** or **Submit**.

Business Meal Attendees

PeopleSoft contains functionality to easily add additional attendees at a business meal, which fulfills the requirements of the IRS Accountable Plan Rules. The following example illustrates the Add Additional Attendees functionality.

1. Select the **Expense Type** of **Business Meals**.

2. Click the **Details** hyperlink. The Authorization Detail for Hotel/Lodging window will open.

3. Enter the following information:
   - **Date**
   - **Payment Type**
   - **Merchant**
   - **Description**

   - **Amount Spent**

4. Select the **Add Additional Attendees** hyperlink. The **Attendees** screen will be displayed.

About This Expense	
*Expense Date:	11/28/2011
*Payment Type:	Cash ☐ No Receipt
*Billing Type:	UVM Internal ☐ Non-Reimbursable
*Merchant (Choose One)	
Preferred:	
Non-preferred:	Dog Team Tavern
*Description:	Meeting of the Temperance League
*Amount Spent:	90.00
*Currency:	USD
*Exchange Rate:	1.00000000
	☑ Default Rate
Reimbursement Amt:	0.00 USD

Exception Comments	
Location Amount:	
No Receipt:	

Accounting Detail
Add Additional Attendees
Receipt Split

Check Expense For Errors

Return to Expense Report

5. The name of the employee receiving the expense reimbursement is the first name displayed. Enter the **Title** of the employee. Click the **+** button to add more lines.

6. Add **Attendees**, **Company/University**, and **Title**. Click the **OK** button when complete.

7. Complete the Expense Report as necessary.

Review Payment Information (for Expense Reports)

An Expense Report has been submitted and needs to be viewed to find the details related to the payment check number, date paid, amount of payment, etc. Follow the instructions in this section to view payment information for an Expense Report.

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).

2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center > Review Payments > Review Payments**.

3. Click on 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

Limit the number of results to (up to 300): 300

Empl ID:	begins with ▼	
Name:	begins with ▼	
Payment Reference:	begins with ▼	
SetID:	= ▼	SHARE
Bank Code:	begins with ▼	
Bank Account:	begins with ▼	
Payment Number:	begins with ▼	

☐ Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

4. This will pull up a table listing all payments made as a result of Expense Reports created.

Search Results

View All   First ◀ 1-3 of 3 ▶ Last

Empl ID	Name	Payment Reference	SetID	Bank Code	Bank Account	Payment Number	Creation Date
0073223		a 1220263	SHARE	FI001	BN08	0000220406	11/18/2011
0073223	info Omited	a 1203698	SHARE	FI001	BN08	0000203839	06/17/2011
0073223		a 1158425	SHARE	FI001	BN08	0000158552	04/23/2010

5. Select the desired payment from the list. A page will open showing the detail of the particular payment chosen.

Employee Expense Payment

Employee Payment History
Full Name Here

Payment Information

Check Date:	06/17/2011	Payment Amount:	22.44 USD
Payment Status:	Paid	Check Number:	1203698

Payee Address

Payments

Type	ID	Description	Status	Created	Amount	Currency
Expense Report	00000!	Travel to Conference	Paid	05/17/2011	22.44	USD

Return to Travel and Expense Center

Save   Return to Search   Previous in List   Next in List

6. Payment Information includes the pertinent details surrounding this particular payment: the amount, date, and check number, etc.

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

7. From the **Payment Detail** page the next payment in the list, or the previous payment in the list, can be viewed. Another option is **Return to the Search**.

New Policy Changes Regarding Travel Expenses

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.

All **original itemized receipts** are required as supporting documentation for all purchases made. This pertains especially to all meal receipts - travel meals or business meals. The

Disbursement Center's audit process must be in compliance with the IRS Accountable Plan Rules. These include: a clear business purpose, destination, and dates of travel.

If a receipt is lost, misplaced, or damaged beyond legibility, the traveler is responsible for contacting the vendor and requesting a copy of the receipt. If the cardholder does not present an acceptable receipt with their PurCard journal, the following action(s) will apply:

Personal reimbursement from the employee to UVM will be required within 15 days.

NOTE: If multiple occurrences take place or if reimbursement is not met within the deadline:

- Employee supervisor will be notified

- Employee noted on audit report

- Payroll deduction for outstanding reimbursement

- MCC code turned off for specific purchases and/or card terminated

Hardcopy of PurCard Journals and deadlines to send to the Disbursement Center:

Day 1 - PurCard Journals ready to campus (journals dated the 1st of each month)

Day 21-23 - PurCard Reallocation due in PeopleSoft

Day 45 - PurCard Journal Hardcopies/receipts due **in** Disbursement Center

Day 50 - Email reminder sent out to cardholder- hardcopy of journal is missing

Day 55 - Follow-up phone call and if hardcopy is not received, card will be suspended in 5 days

Day 60 - PurCard is **suspended**

For questions, email purcard@uvm.edu

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 matrix on the University's Purchasing Services web site for direction as to how to proceed.

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.

   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 should have 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.

Travel Authorizations

Why must one cancel a Travel Authorization which will not be used?

As soon as it is budget-checked, a Travel Authorization places an encumbrance against the budget which must somehow be removed. Typically it is removed when the Travel Authorization is used as the basis for creating an expense report.

NOTE: However, when the typical process is not followed (an expense report is not created from the Travel Authorization, or the trip is canceled), the Travel Authorization must be removed from the system in order to remove the encumbrance from the budget.

Can a Travel Authorization be cancelled BEFORE it has been approved?

No, before it has been approved, a Travel Authorization cannot be canceled, but it can be deleted by the traveler or the traveler's delegate. See the section [Delete a Travel Authorization](#) of this guide.

NOTE: If a Travel Authorization was canceled due to the trip not taken, and there is an **approved** Cash Advance, then the **Cash Advance** needs to be either **canceled** (if funds were not received) or **reconciled** (if funds were received - either by applying the funds to an expense report, or by returning them to the Cashier's Office).

Approved Cash Advances may only be **canceled** by the Disbursement Center. Contact them to cancel the Cash Advance if the money was not picked up. If the money was picked up, return the full amount to the Cashier's Office and the Disbursement Center will then **reconcile** the Cash Advance.

The Travel Authorization will still need to be canceled.

Can the Approver delete a Travel Authorization?

No, but they have two choices:

a. The approver can effectively close out a Travel Authorization by denying it. Open the Travel Authorization from the worklist and use the **Deny** button at the bottom of the page.

b. The approver can return the Travel Authorization to the traveler so that the traveler or traveler's delegate can delete it. Open the Travel Authorization from the worklist and use the **Send Back** button at the bottom of the page. Using the Send Back button will NOT send a notification to the traveler or delegate who entered the report. The traveler or delegate will have to navigate through Employee Self Service.

Why is it necessary to delete or deny a Travel Authorization which will not be used?

As soon as it is budget-checked, a Travel Authorization places an encumbrance against the budget which must somehow be removed. Typically, it is removed when the Travel Authorization is used as the basis for creating an expense report. However, when this process is not followed (an expense report is not created from the Travel Authorization), the Travel Authorization must be removed from the system in order to remove the encumbrance from the budget.

Can a Travel Authorization be deleted AFTER it has been approved?

No, after it has been approved, a Travel Authorization cannot be deleted, but it can be canceled. See the section entitled <u>Cancel an Approved Travel Authorization</u> in this guide.

NOTE: The workflow for the approval of Travel Authorizations (like expense reports) is based on the department(s) being used in the chartstring. For example, if someone is traveling on another department's budget, that department's approver must approve their Travel Authorization.

Do I need a Travel Authorization?

A travel authorization is needed if a department requires it, or if planning to request a cash advance.

What if I create a Travel Authorization and decide not to use it?

A Travel Authorization creates an encumbrance against the budget, which must be removed. (It is normally removed through the creation of an expense report.) In the case

where a travel authorization is not used, it must be deleted by the creator prior to approval, or canceled by the Disbursement Center travel team after it has been approved. See Cancel an Approved Travel Authorization for more information. See Cancel an Approved Travel Authorization for more information, email the Disbursement Center or submit a Footprint ticket.

Cash Advance

How do I get a cash advance for travel?

A Travel Authorization and a Cash Advance must be filled out (and both forms must be approved in the system) before being eligible to access a cash advance. Completing these forms should be done well ahead of the departure date, and notify the appropriate approver that they are in the system awaiting approval.

Where and when do I pick up my cash advance?

If on campus, the cash must be picked up in the Cashier's Office in Waterman. It will be available five business days prior to the departure date. Bring a printed copy of the Cash Advance form, along with a valid form of personal identification.

NOTE: If located off-campus, the option to have the check mailed is available (ensure that there is sufficient time for processing and mailing).

What if there is money left over from the cash advance?

After returning from the trip, create an expense report from the Travel Authorization that was used (see the section above in this guide). In the process of creating an expense report, the opportunity to apply the cash advance will be available. Be very careful to apply only the amount that was spent. While creating an expense report, print the detail page that was used to actually apply the cash advance (the page is titled: Apply Cash Advance(s)). Take this page, along with the funds that are being returned, to the Cashier's Office. The page that is required to be printed displays all of the information that the cashiers will need in order to properly process these funds.

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

Helpful Links

- How to Pay for Various Types of Purchases
- UFS Roadshow Topics (PDF)
- Professional Development & Training Classes
- Finance-related User Guides

Relevant UVM Departments

- Travel
- Purchasing Services
- Sponsored Project Administration

Related Policies

- Automobile Rental
- Business Meals and Amenity
- Petty Cash
- Travel Accident Insurance
- Travel Policy

Suggestions? Updates? Email to travel@uvm.edu