TRAVEL & EXPENSE

Tips & Tricks!

Travel and Expenses
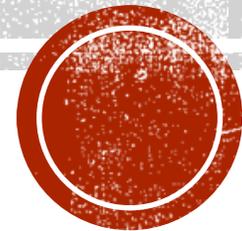
HOW DO I UPDATE EMPLOYEE DEFAULT CHARTFIELD VALUES ON THE ER?

To change the values that populate into an ER, you have to update on the Profile directly.

- **HR Supervisor/ Fiscal Review Navigation:** Select T&E Tile> Choose Select Navigator> Manager Self Service> Employee Profile> View/ Update Chart Field Values

- **Traveler Navigation:** Choose T&E Tile. Choose myProfile from the side navigation. Choose Review/ Edit Profile. Select Organizational Data tab. Enter the chartfield string and save.
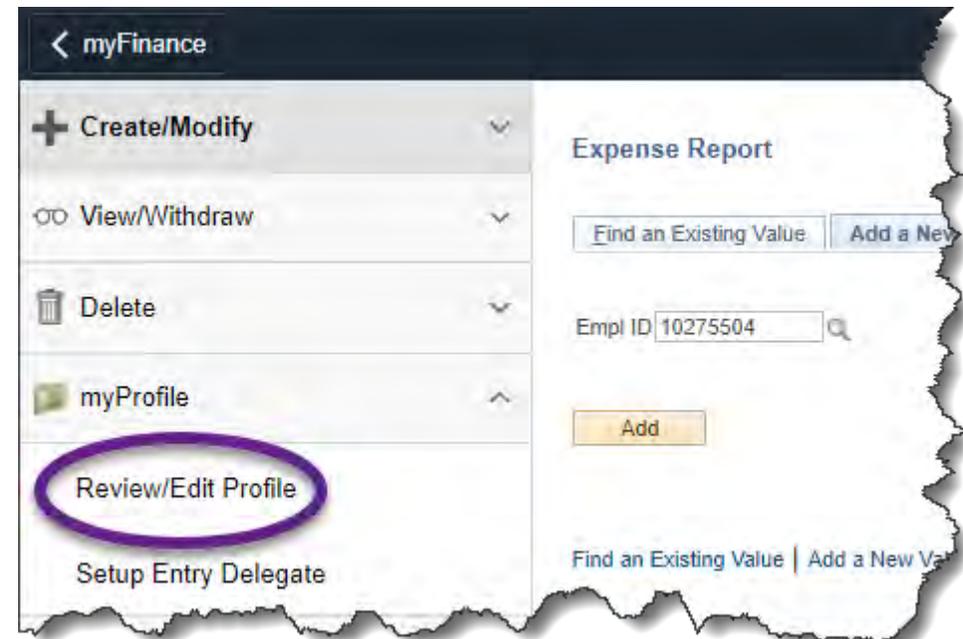
HOW DO I UPDATE THE MOCODE ON AN ER?

- Navigate to the first expense line on the ER and click on the arrow next to "Accounting Details." This will open the detail for that expense line only.

- Enter the MoCode in the speedtype box *then push tab* to populate the rest of the chartfield string.

- Continue for all lines on the expenses report OR set the default accounting for the report at the Quick Start Menu

HOW TO SET DEFAULT ACCOUNTING FOR REPORT?

- Choose a date, and expense type for the first line of the Expense Report

- Choose Default Accounting for Report from Top Actions/ Quick Start Menu

- Split funding available by % if needed

WHAT IS THE FASTEST WAY TO ADD EXPENSE LINES?

- Choose the Quick-Fill Lightening Bolt link

- Enter the dates ranges

- Choose the expenses that occurred on All Days

HOW DO I ENTER FOREIGN CURRENCY?

If your location is not in the list, add it
by completing the T&E Location Form!

OTHER ISSUES TO NOTE ON FOREIGN ER'S

- Credit card companies charge up to 3% on every foreign currency amount charged to a credit card.

- Total all such applicable amounts called foreign currency transaction fees, and reimburse as one "Miscellaneous Expense" line item by consolidating them together.

- You can also reimburse differences (adversely affecting the employee) between the charge on credit card and the conversion through our system as previously referenced above.

- Ensure additional detail is entered in the description box

- If the employee paid more than what is being awarded by selecting the currency with the spyglass enter the expense in USD and attach a redacted bank statement to show the discrepancy.

HOW DO I ENTER MEAL PER DIEM DECUCTIONS?

- Choose the meal per diem expense type

- Enter the location using the 🔍 tool. The location can be the default for the whole trip OR the final destination of the day.

- Deduct any meals provided by another person or entity.

HOW LONG WAS I IN TRAVEL STATUS?

- Meals on first and last days of overnight trip: The daily per diem amount to be reimbursed on trips with overnight travel will be determined by the number of hours in travel status for the day, as follows

Hours in Travel Status	Eligible Amount
Less than 8 hours	not eligible
At least 8 hours but less than 12 hours	50% of applicable per diem
12 hours or more	100% of applicable per diem

POLICY 22603

HOW DO I FIND WHERE MY ER IS IN WORKFLOW?

- Select T&E Tile and the View/Withdraw folder> Choose Expense Report. Clear the report ID and leave box blank, and hit search. This will show a list of your Expense reports along with the report status.

- Open the ER in question. The bottom of the Er will show the process through approvals.

Use FIN Authorization in Web apps to determine what remaining approvers are needed based off the MoCodes used in the Report. Approvers that have already approved will be shown above!

ER STATUS IN PEOPLESOFT

- **Pending** – ER is awaiting submission by the traveler/entry delegate before it will route through the electronic approval process. The ER is available to be withdrawn by the traveler/entry delegate in this stage.

- **Submitted for Approval** – ER has been submitted and is routing through the electronic approval process. ER is awaiting an action by the Project Manager, Fiscal Reviewer or PrePay Audit.

- **Approvals In Process** – ER has been submitted and at least one approval completed however; there are additional approvals still needed. Approver must send back if needed.

- **Approved for Payment** – All required approvals for the ER have been received and the ER is scheduled to pay overnight. ER cannot be sent back for correction.
  - ER can be closed and the employee will need to start the ER process over, contact **APSS** to close.

- **Staged** – ER was submitted past 90 day accountable plan rule, will remain in this status until employee's next pay cycle. IRS requires reimbursement past 90 days (taxable compensation) to be done at the same time the employee is paid. The taxes will be taken out of the employee's next pay check on the same day they receive the reimbursement for the ER.

- **Paid** – ER has paid. Unable to make corrections or add attachments

WHAT INFORMATION CAN I SEE IN WEBAPPS?

OTHER USEFUL REPORTING?

Navigation

- FSPRD > Query
- CEX_UOC_POSTED_BY_EE_HOME_DEPT
- Prompt CSD & Accounting Dates

	VCVP	CSD	Home Dept	Sub Department	Empl Name	Empl ID	ER #	ER Descr	ER Purpose	ER Comment	ER Line	ER Expense Type
1	CPVST	CENGR	CDEANENG		Tiger, Truman	123456780	000321123	$6,889.01 Total Oct-Nov 2017	One Card Purchase		1	Equip - Non-Cap/Fabricated

UOC Merchant	ER PS Account	ER Fund	ER Dept	ER Program	ER Project	ER Class	UOC Trans Date	UOC Amount
TEST EQUIPMENT DEPOT	730500	0000	C1930007	0	00	EM029	10/26/2017	2644.000

ER Line Descr	ER Entered By	ER Last Updated By	ER Posted Date
Items to construct Lab equipment	TIGERT	GIBSONDM	01/17/2018

PENDING ER'S 60 DAY PIVOT GRID

- Shows the Wallet Charge of all employees you delegate for.

- Shows the ER created for each charge, or is blank if charge has not been pulled from the wallet!

Cardholder/Traveler	Empl ID	Last 4 of CC	Trans Date	My Wallet	Merchant	Trans Amt	Currenc	Amount	Currenc	Report ID	Report Descr	ER Exp Typ	ER Line Sta	ER Line Descr	One Card Trans	One Card Tr
Ang,Mark Joseph	1111111111	4314	1/24/2018	BUSMEAL	PIZZA HUT 472700047274	75.000	USD	75.000	USD						4314180128-2	Unassigned
Ang,Mark Joseph	1111111111	4314	1/24/2018	BUSMEAL	PIZZA HUT 472700047274	75.920	USD	75.920	USD						4314180128-1	Unassigned
Ang,Mark Joseph	1111111111	4314	1/25/2018	SUPOTHR	PRICE CHOPPER #105	8.890	USD	8.890	USD						4314180128-3	Unassigned
Simone, Sarah Lou	2222222222	6220	1/3/2018	SUPOTHR	DOLLARTREE	25.000	USD	25.000	USD	0000378985	Reconcile 1/22/18-1/26/18	SUPOTHR	Paid	Supplies for college	6220180104-1	Assigned
Simone, Sarah Lou	2222222222	6220	1/8/2018	SUPOTHR	SAMSCLUB #8293	19.980	USD	19.980	USD	0000378985	Reconcile 1/22/18-1/26/19	SUPOTHR	Paid	Snacks for junior col	6220180109-3	Assigned
Simone, Sarah Lou	2222222222	6220	1/3/2018	SUPOTHR	WAL-MART #1014	26.740	USD	26.740	USD	0000380821	Reconcile 1/22/18-1/26/20	SUPOTHR	Pending	Supplies for Bulletin	6220180104-2	Assigned
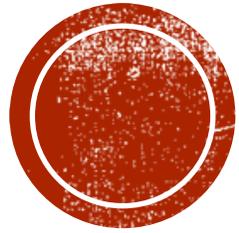
RESOURCES

Travel And Expense Policies

Training Materials