FLORIDA INTERNATIONAL UNIVERSITY

Travel & Expenses
User Manual
9.2

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TRAINING OBJECTIVES

By the end of this training you should be able to:

- Explain a Travel Authorization and its purpose
- Complete a TA through submission
- Complete an Expense Report correctly
- Link Travel Authorizations to Expense Reports
- Explain how to attach Receipts for proof of travel
- Understand the travel process from Travel Authorization to submission of Expense Reports

PANTHERSOFT FINANCIALS TRAVEL & EXPENSES

Overview

Travel and Expense training module contains detailed instructions on how to assign a proxy, delegate an Alternate approver, and perform the following actions for Travel Authorization, Cash Advance and Expense Reports

Travel Authorization
- Create
- Modify
- View
- Delete
- Cancel
- Print

Cash Advance
- Create
- Modify
- View
- Delete
- Print

Expense Report
- Create
- Modify
- View
- Delete
- Print

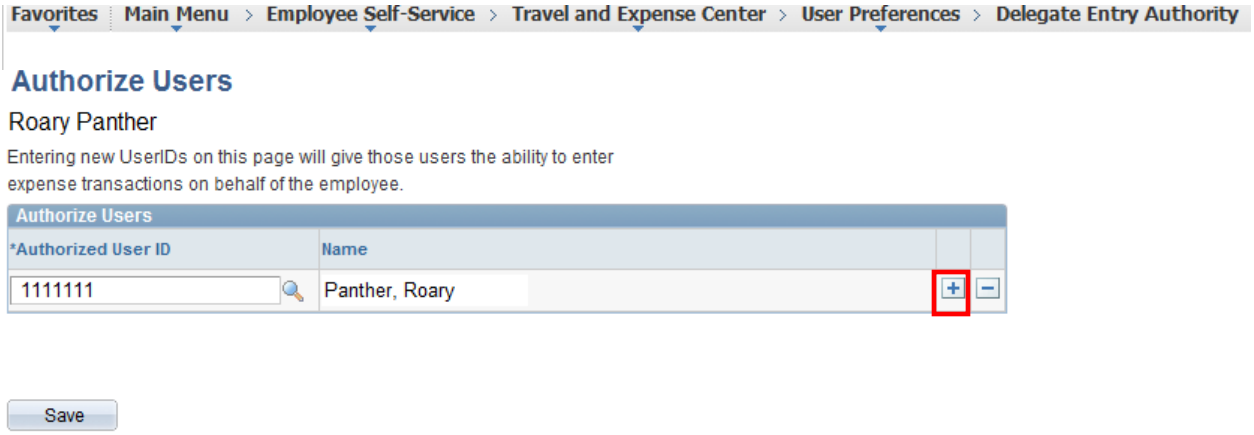
The content is written for both travelers and their approvers. The document applies to FIU employees who handle their own Travel and Expense forms, as well as their assigned delegates.

How to Assign a Proxy to create a Travel & Expense Transaction

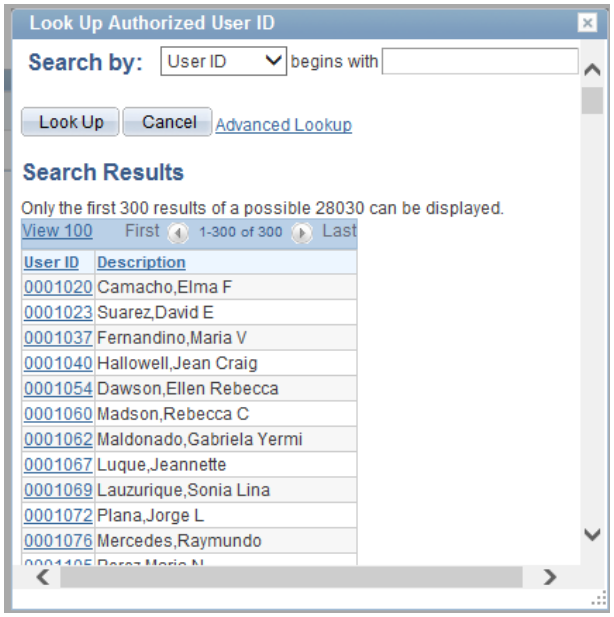
This navigation gives you the ability to authorize users to access and report Expense information for you.

You will notice that you can only assign proxy's for yourself.

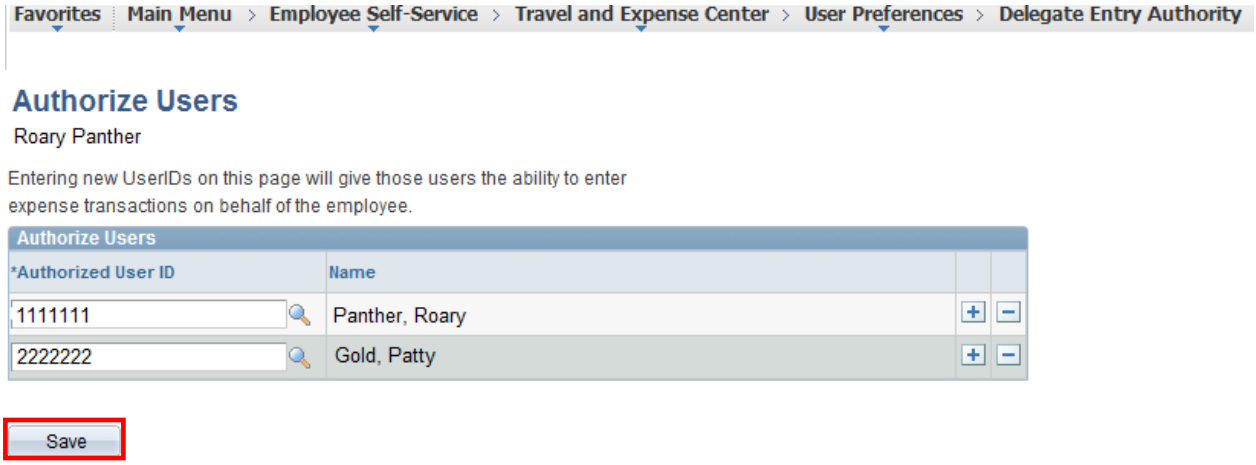
1. **Main Menu>Employee Self Service>Travel and Expense Center >User Preferences>Delegate Entry Authority**
2. Click the "+" to add a new row



3. If you don't have the PID of the person that you want to delegate authority to, you can look it up by clicking on the magnifying glass



4. Input the desired PID and click **"Save"**



5. Click **"OK"**

6. Click **"Home"** link to return to the main page.

For example, If user ***A*** would like to create a TA, CA or ER for user ***B*** (Traveler). User ***B*** will need to make user ***A*** their proxy.

Reimbursement for Student Travel and Expenses

If a department wants to create a Travel Authorization or Expense report for a Student, the Student Information Form for Travel and Expense Reimbursement Form will need to be filled out. The form can be found in the Office of the Controller's website and can be emailed to the Purchasing Services Department at vendors@fiu.edu.

http://finance.fiu.edu/controller/Docs/StudentInformationForm_Travel_Expenses.pdf

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Reset Form

New Update

Chartfield / Supervisor

Bank Information

Student Information Form for Travel and Expense Reimbursement

(Use this form for Non-Employee FIU Students)

Student Information

Panther ID: _____ Last Name: _____ First Name: _____

GL Unit: _____ Site: _____ Fund: _____ Program: _____ Budget Ref: _____

Department ID: _____ Activity Nbr: _____ Project: _____

Person Authorizing Travel (Supervisor)

Panther ID: _____ Name: _____

Bank Name: _____

Bank Account Information **(You must provide a copy of a voided check or savings deposit slip with this form)**

Account Type: Checking Savings Other _____

Bank ID (Routing/ Transit Number): _____ Account Number: _____

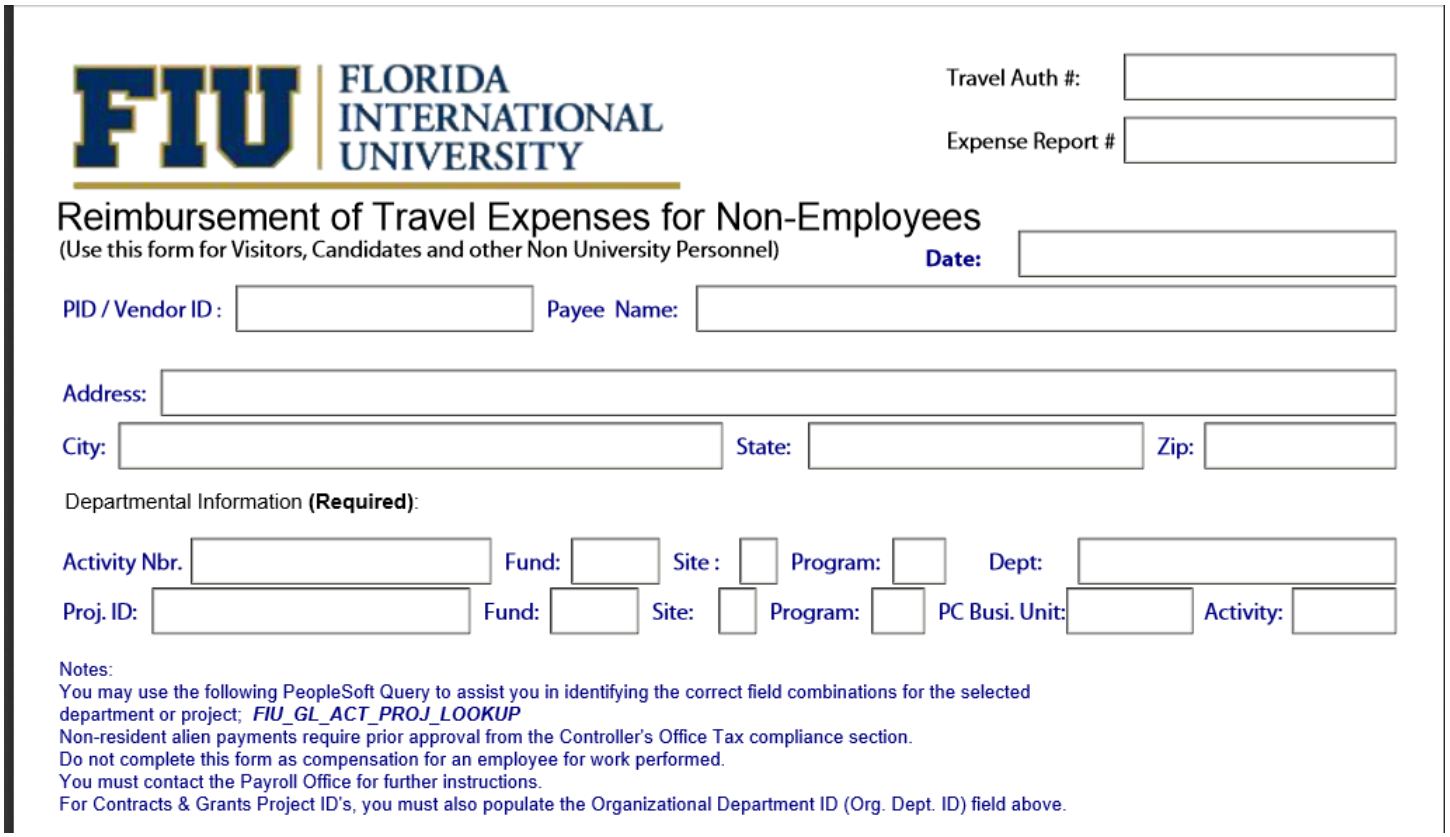
Purchasing Services is responsible for setting-up students for travel and expenses in the Financial System and for keeping the forms for easy retrieval when the need arises. Once entered in Financials systems, the department can proceed to create Travel Authorization or Expense Report.

Reimbursement for Travel and Expenses for Non-Employee

A department may reimburse Travel and Expenses for Non-Employees such visitors, candidates and other Non-University Personnel. A Reimbursement of Travel and Expenses for Non-Employees form must be completed.

The form can be found in the Office of the Controller's website and must be included with the supporting documentation of the expense report.

http://finance.fiu.edu/controller/Docs/ReimTravExp4NonEmpl.pdf



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Travel Auth #:

Expense Report #

Reimbursement of Travel Expenses for Non-Employees

(Use this form for Visitors, Candidates and other Non University Personnel)

Date:

PID / Vendor ID :

Payee Name:

Address:

City:

State:

Zip:

Departmental Information **(Required)**:

Activity Nbr.

Fund:

Site :

Program:

Dept:

Proj. ID:

Fund:

Site:

Program:

PC Busi. Unit:

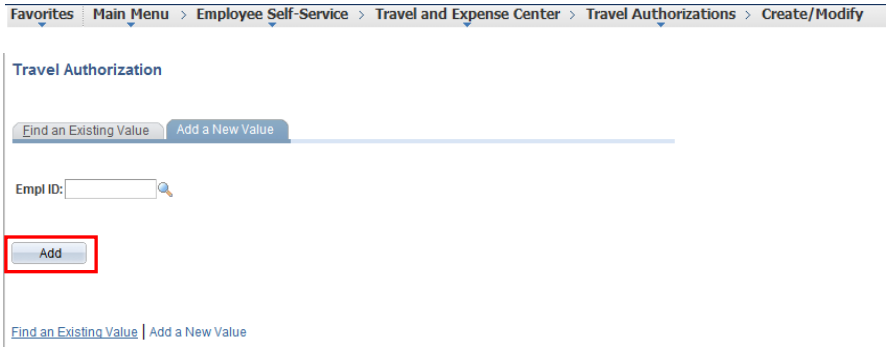
Activity:

Notes:
You may use the following PeopleSoft Query to assist you in identifying the correct field combinations for the selected department or project; ***FIU_GL_ACT_PROJ_LOOKUP***
Non-resident alien payments require prior approval from the Controller's Office Tax compliance section.
Do not complete this form as compensation for an employee for work performed.
You must contact the Payroll Office for further instructions.
For Contracts & Grants Project ID's, you must also populate the Organizational Department ID (Org. Dept. ID) field above.

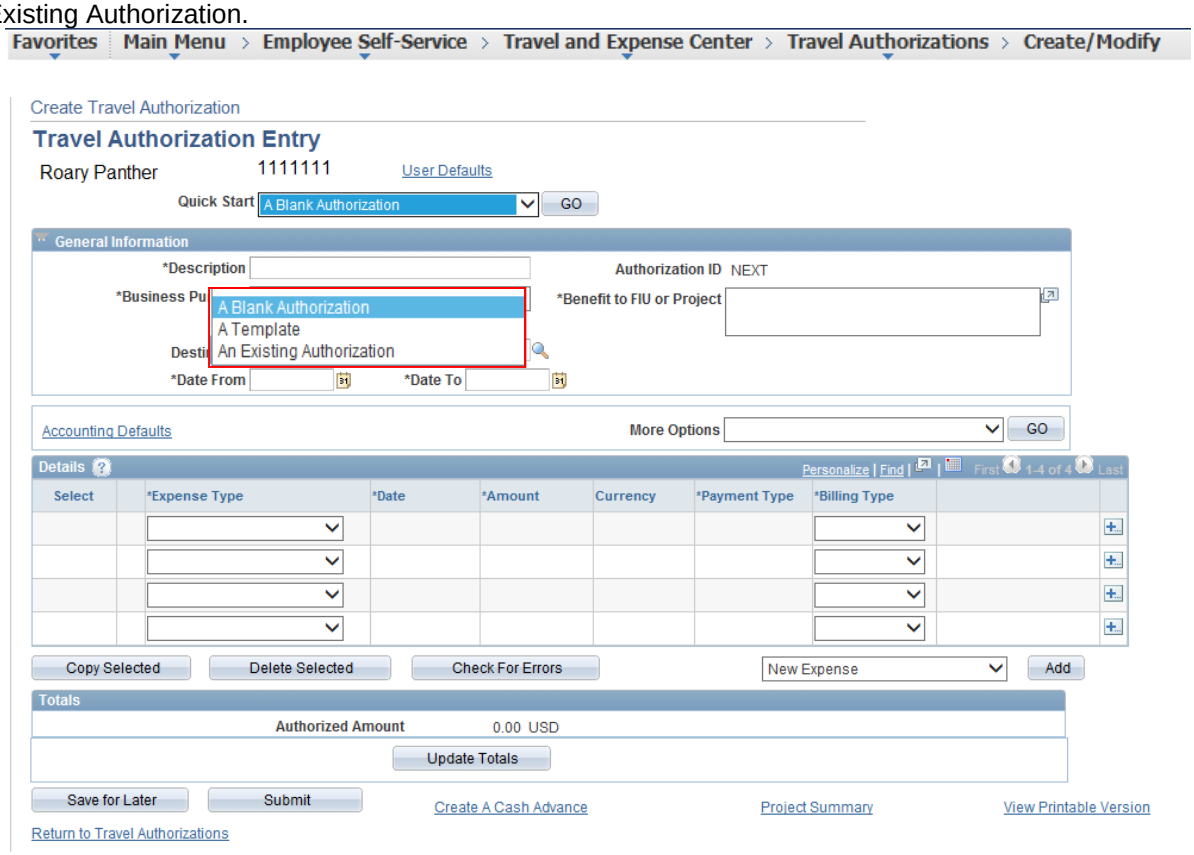
Travel Authorizations

Creating Travel Authorization (TA)

1. **Main Menu>Employee Self Service>Travel and Expense Center>Travel Authorization>Create/Modify**
2. If you are creating this TA for yourself, the Empl ID automatically populates. Otherwise, fill in the Empl ID that you are creating this TA on behalf of.
3. Click **"Add"** button.



4. With the Quick Start drop down you can start your TA from a Blank Authorization form, a Template or from an Existing Authorization.



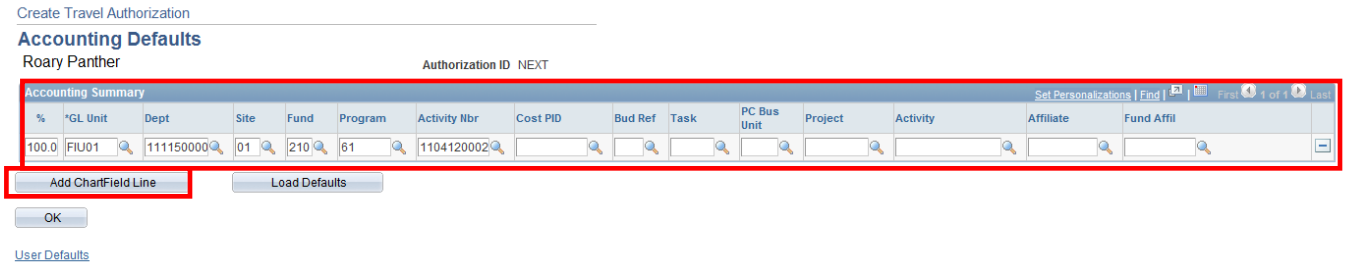
5. Enter the desired information into the **Description** field

6. Select the appropriate **Business Purpose**.
7. **Destination** is your destination location.
8. Enter the dates of travel. If it's one day, you must filled both fields with the same date.

9. Click the **Accounting Defaults** link. You will input the desired Accounting Defaults.

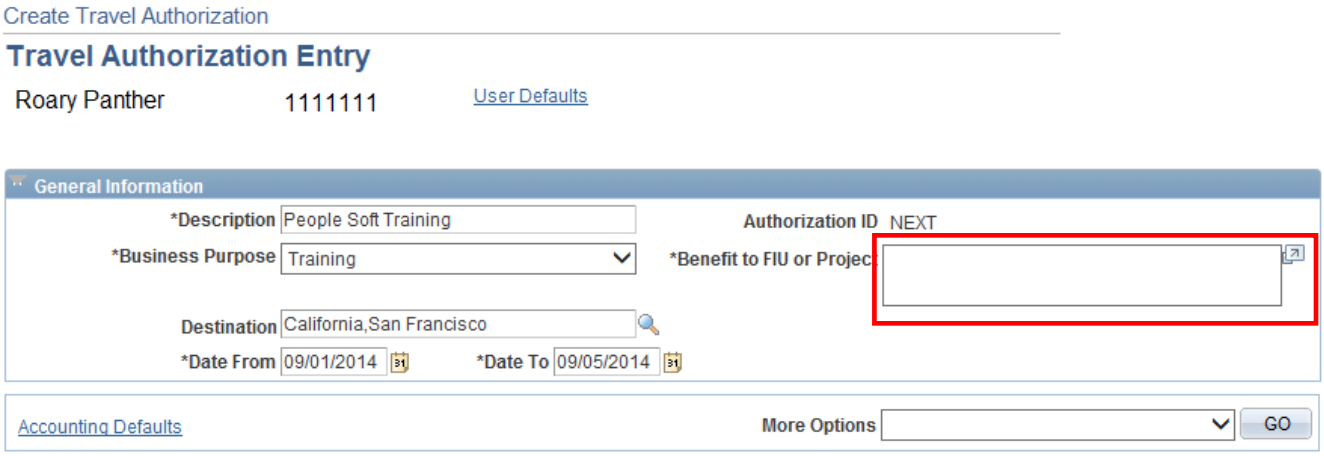
The **Accounting Defaults** information is set to the employee's default department. The following are optional fields to be filled in if applicable: Cost PID, Task or Budget Ref. If using a Project ID or Activity Nbr, fill out the appropriate Speedtype information.

10. Add additional lines if needed. Click **"Add ChartField Line"**. The total percentage should add up to 100%.

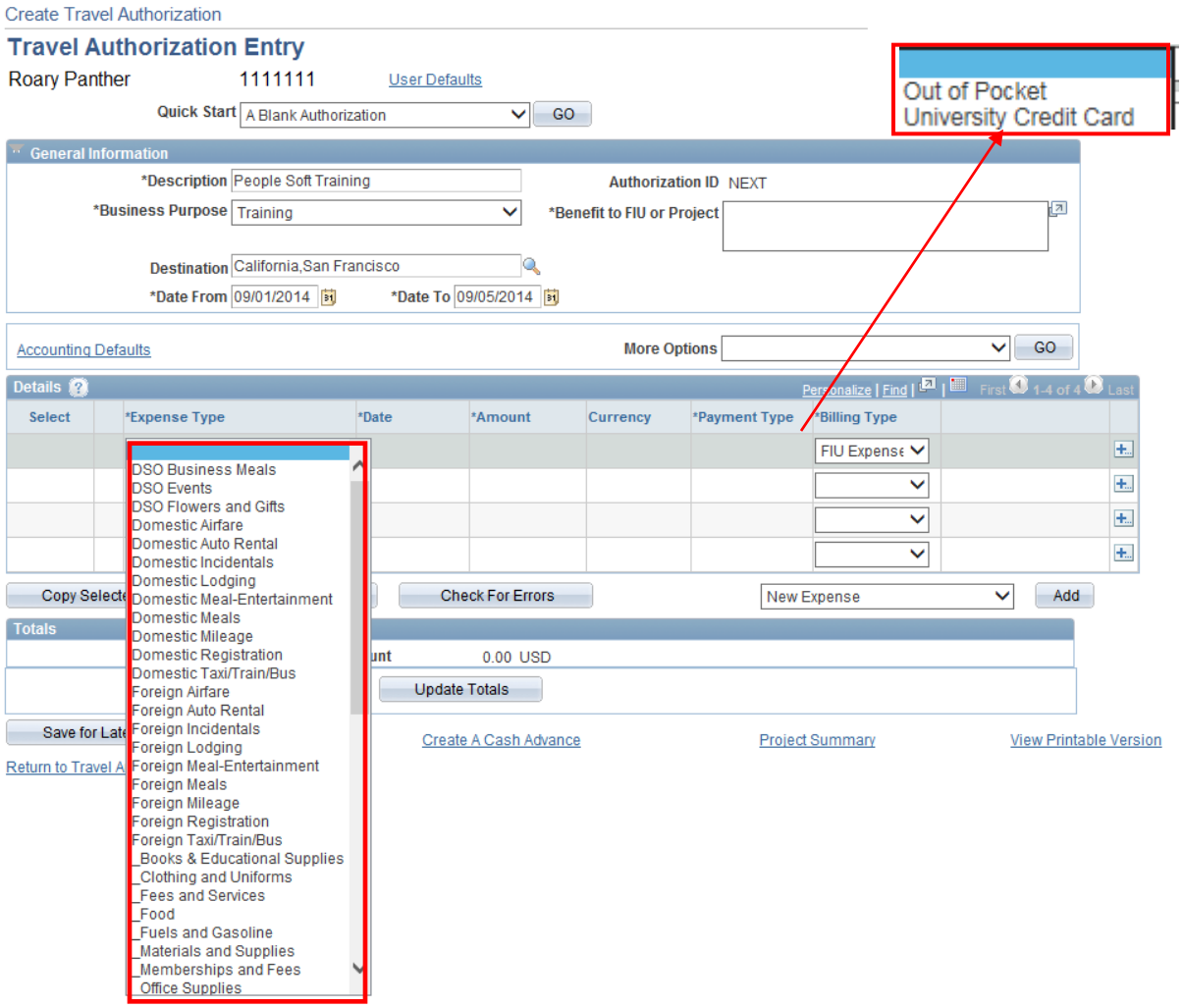


11. Click **"OK"** to go back to the main page.

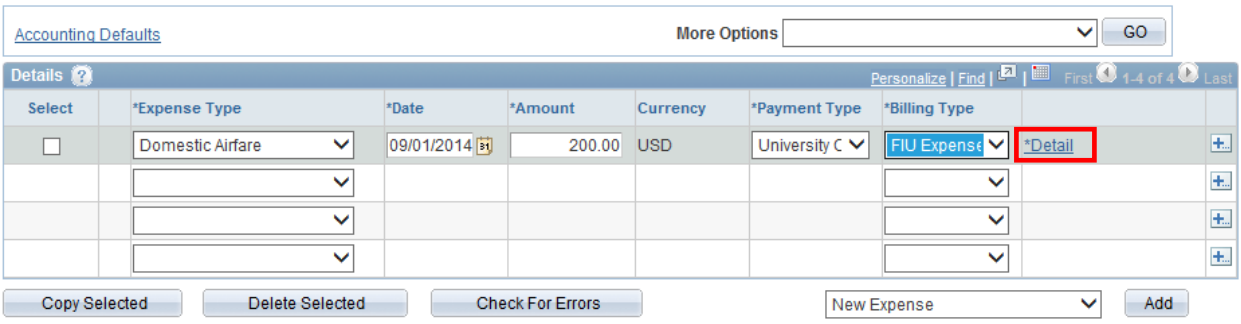
12. The Benefit to FIU or Project Box is used to give greater detail of the travel and it's purpose to the University. ***The estimated and/or actual expenses that are prepaid for by the University (i.e. Dept. Travel Card and Purchase Order) should be indicated in the comment section including the total expenses for the TA.***
    You ONLY list estimated out-of-pocket expenses in the Details section.



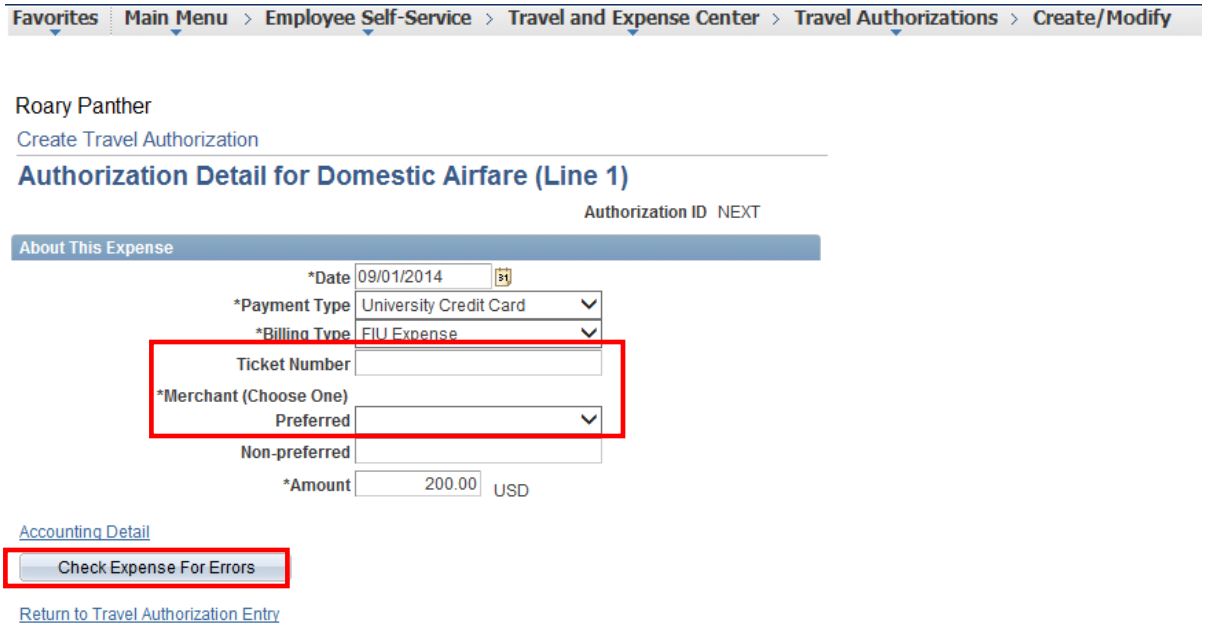
13. Select the appropriate Expense Type, Date, Amount, Currency, Payment Type & Billing Type is always **"FIU Expense".**



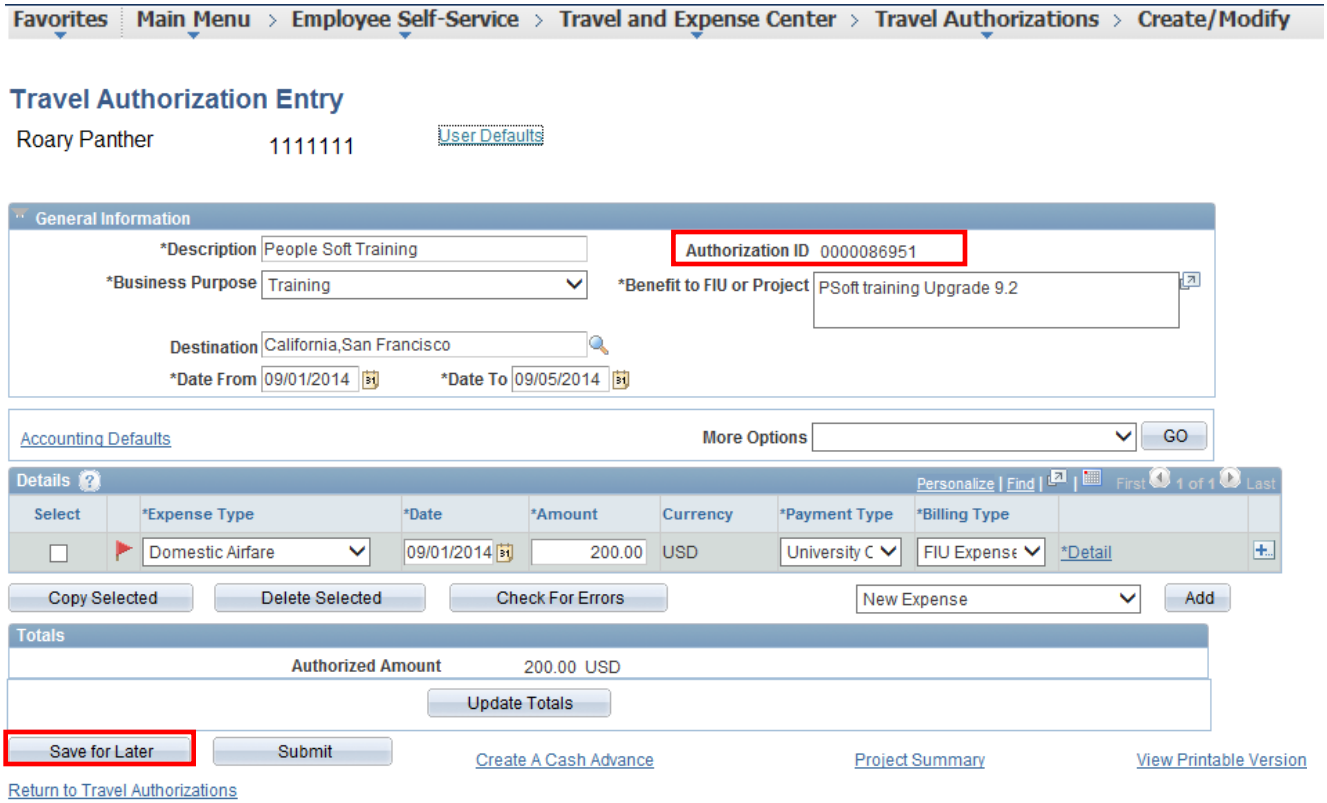
14. Click the **Detail** link



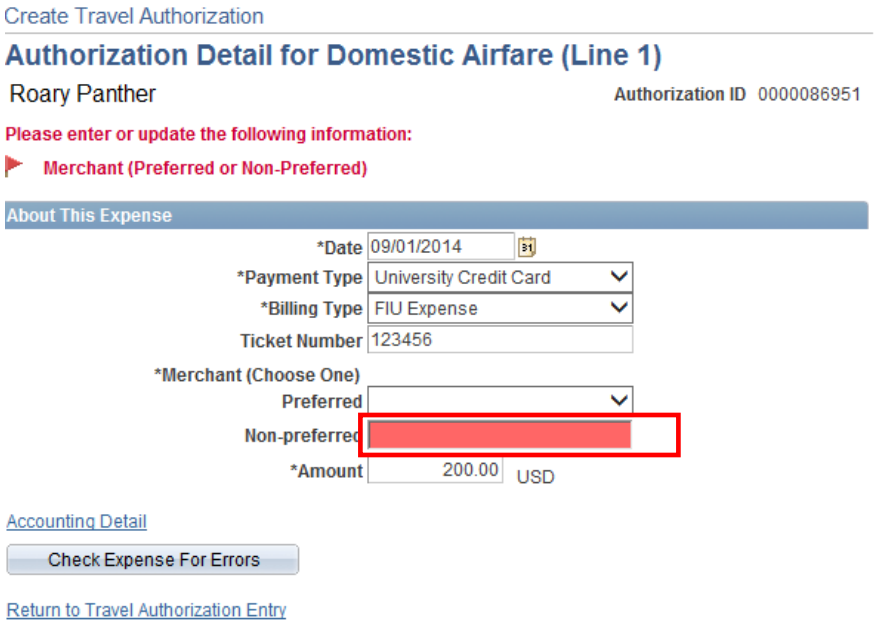
15. Fill out all the **Merchant** fields and click "Return to Travel Authorization Entry" link



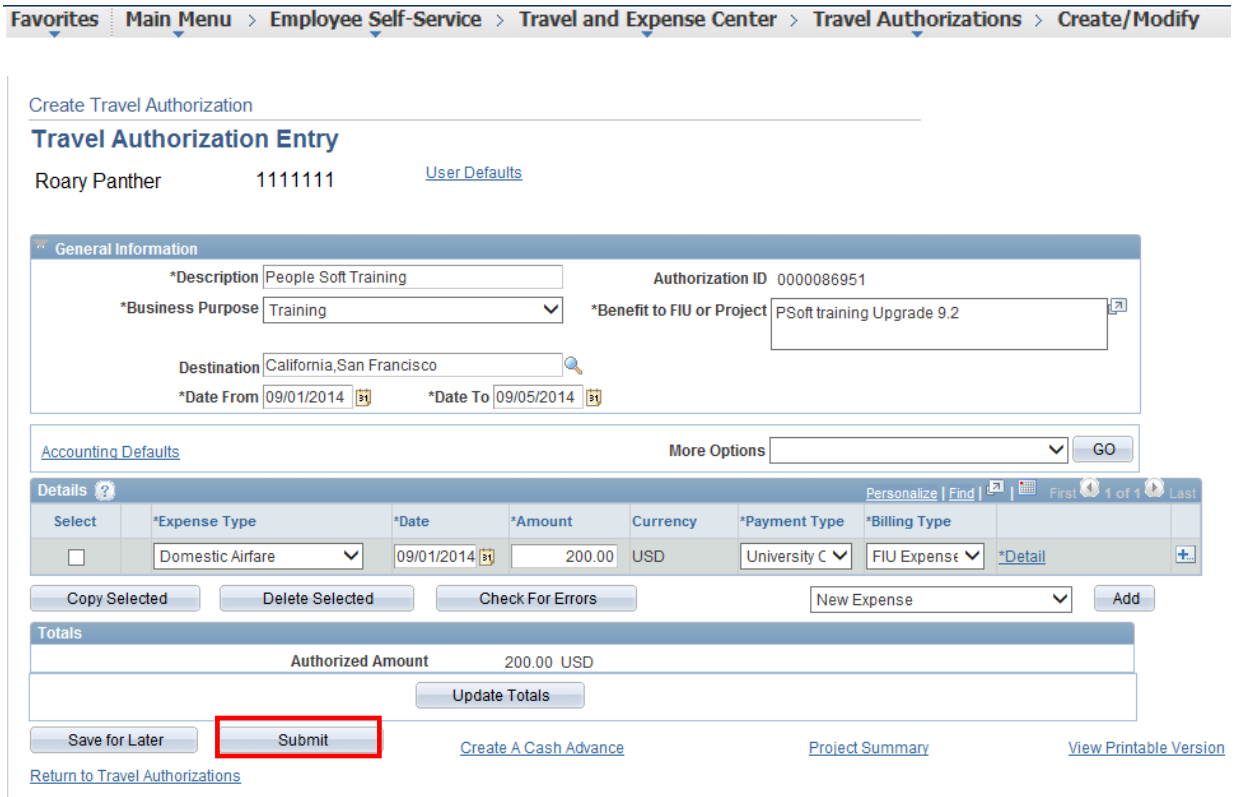
16. Click **"Save for Later"**, you will receive a Travel Authorization ID



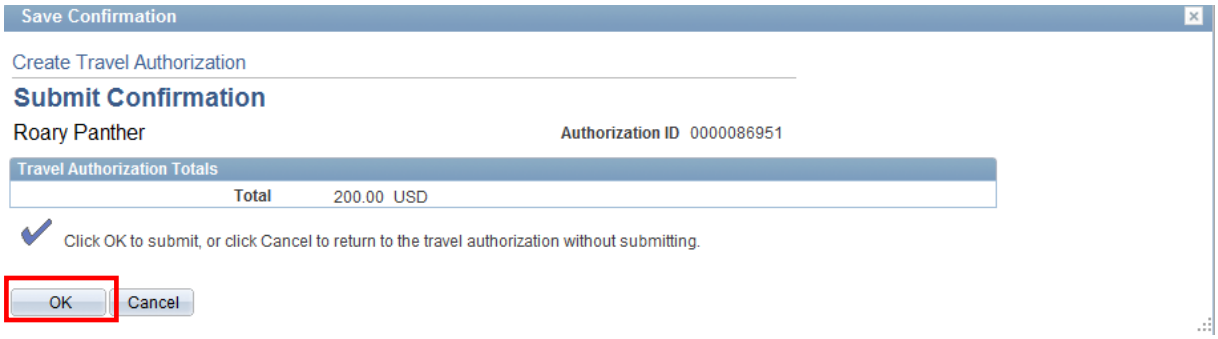
17. If you receive a flag error, Click on the flag and it will route you to the error.
18. Fill out the information needed and Click **" Check Expense for Errors"**



19. Click **"Submit"**

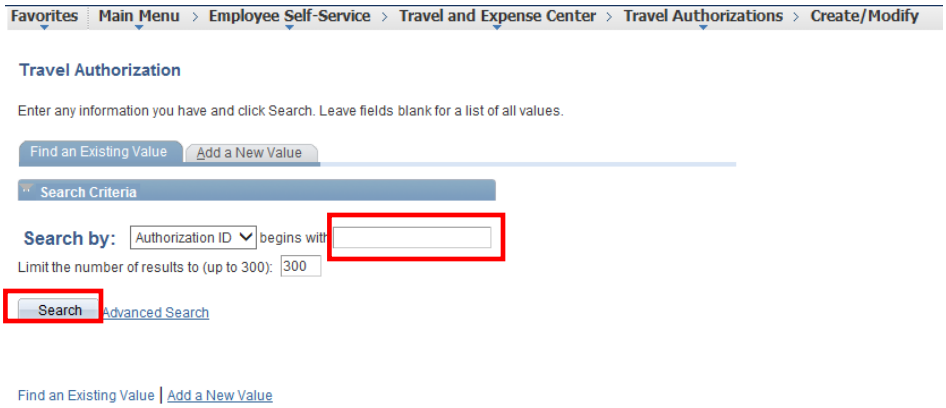


20. Click **"OK"**

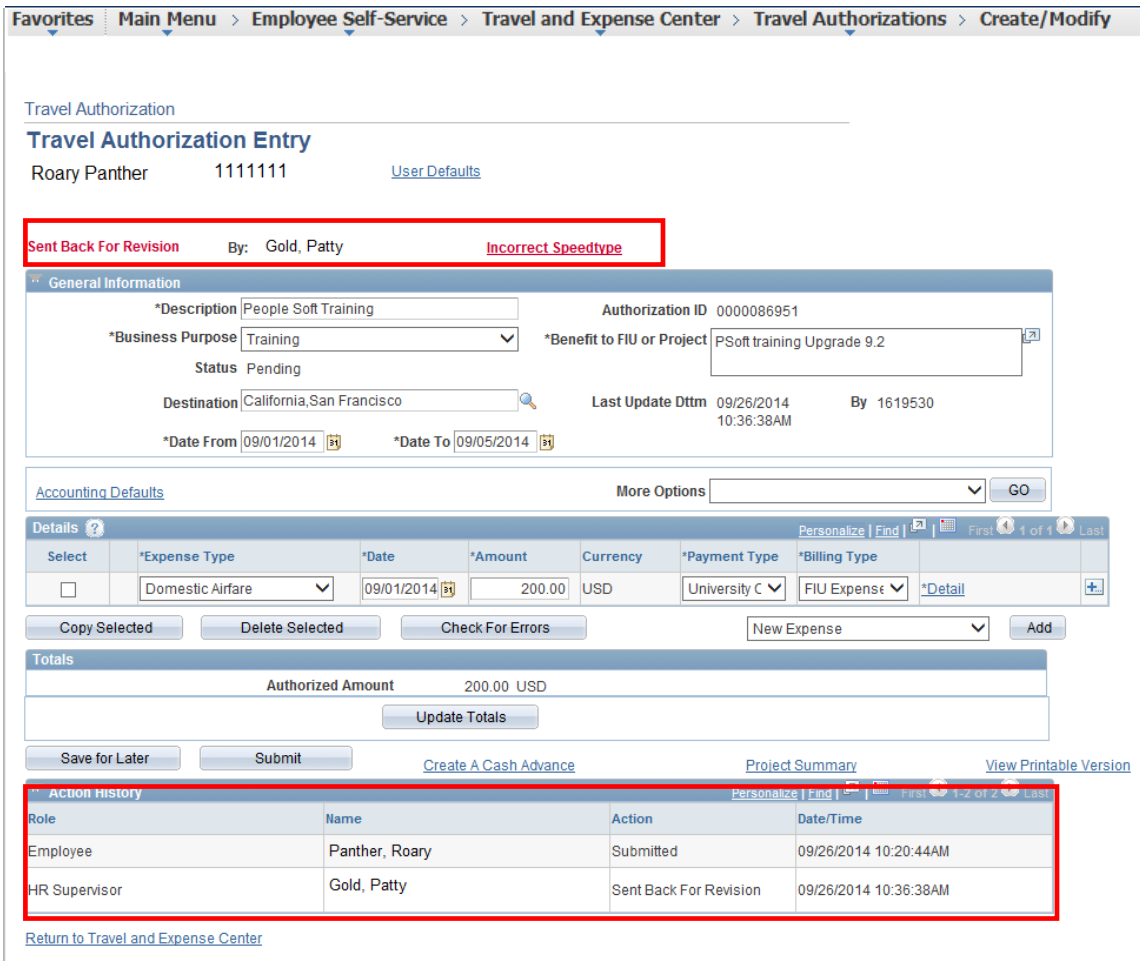

Save Confirmation
Create Travel Authorization
Submit Confirmation
Roary Panther
Authorization ID 0000086951
Travel Authorization Totals
Total 200.00 USD
Click OK to submit, or click Cancel to return to the travel authorization without submitting.
OK
Cancel

Viewing and Modifying Travel Authorizations

1. **Main Menu>Employee Self Service>Travel and Expense Center>Travel Authorization>Create/Modify**
2. Click **"Find an Existing Value"** tab
3. Fill in the TA # in the field "**begins with"**
4. Click **"Search"**



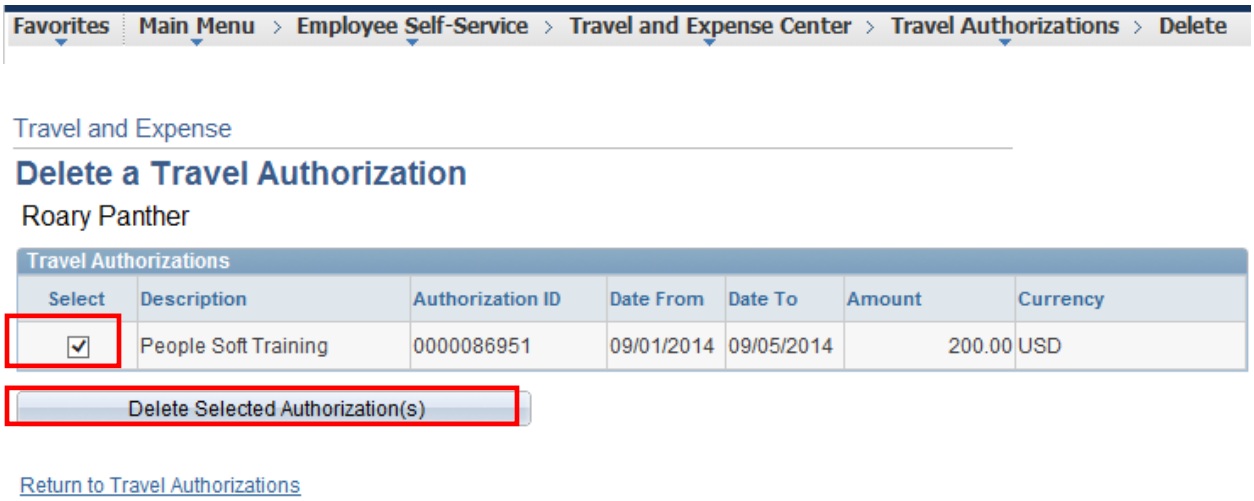
5. You can review the TA or make modifications if necessary. You can only modify a TA if it's in your queue.



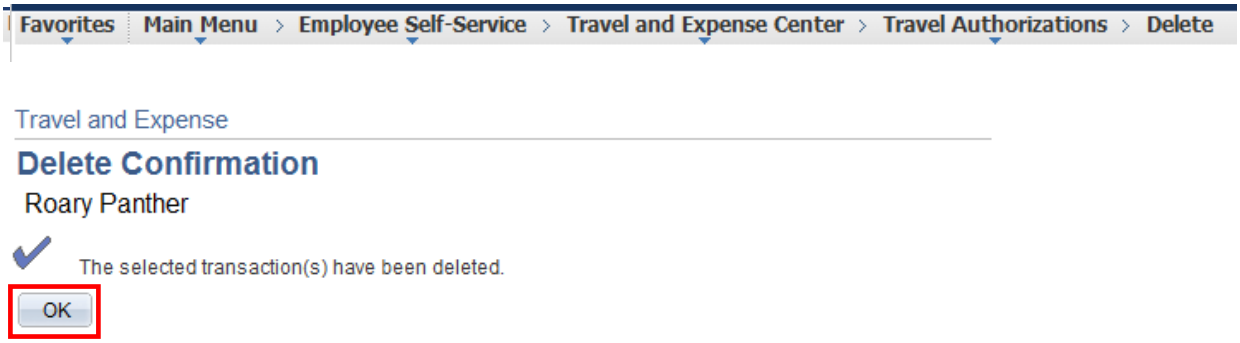
Deleting Travel Authorizations

A TA can only be deleted when it is in Pending status.

1. **Main Menu>Employee Self Service>Travel and Expense Center>Travel Authorization>Delete**
2. You can only delete a TA for personnel that you are a proxy.
3. Select the desired TA to be deleted and click **"Delete Selected Authorization"** button.



4. You will be prompted a confirmation message. Click **"OK".** Click **"Home"** to go back to the main page.

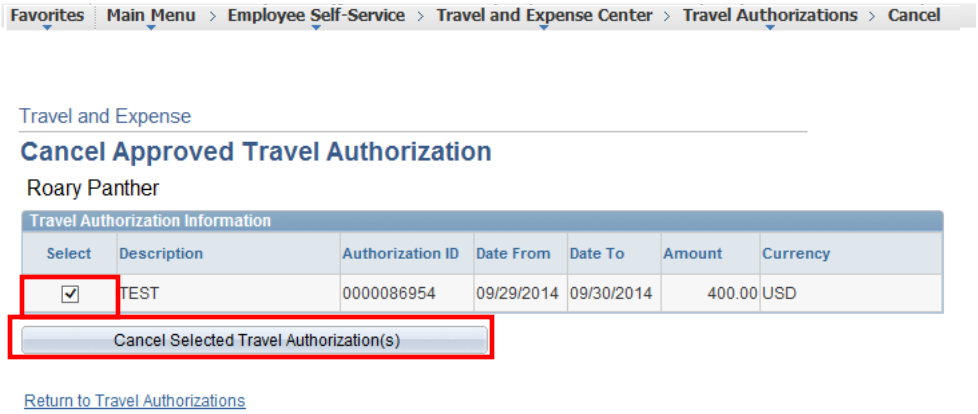


Cancel Travel Authorizations

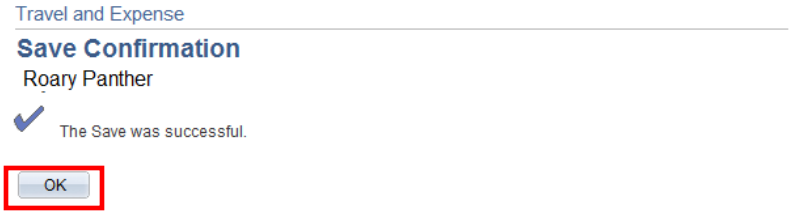
A TA can only be cancelled when it's in Approved status and not associated to an Expense Report.

1. **Main Menu>Employee Self Service>Travel and Expense Center>Travel Authorization>Cancel**
2. Select Employee ID or Name of the traveler in order to look up the TA. If you are the submitter
3. Click **"Search".**

4. Select the TA to be cancelled; then click **"Cancel Selected Travel Authorization"** button.

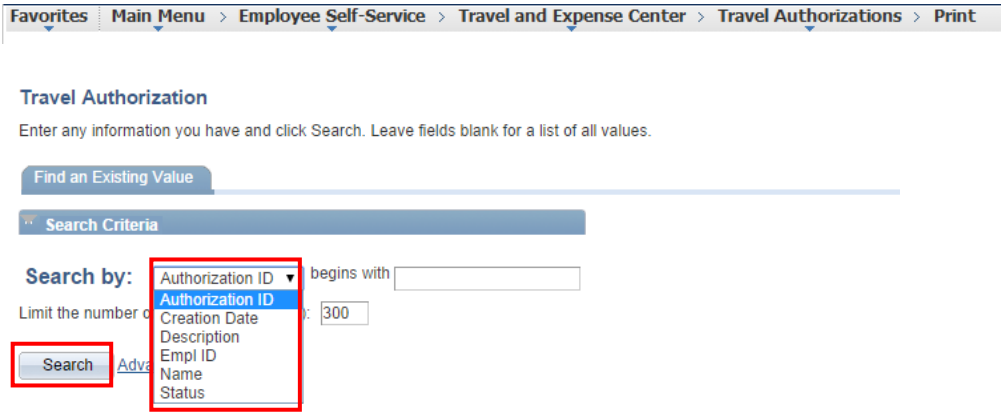


5. Click **"OK"** to confirm cancellation. Click "Home" to go back to the main page or Return Travel Authorizations link.

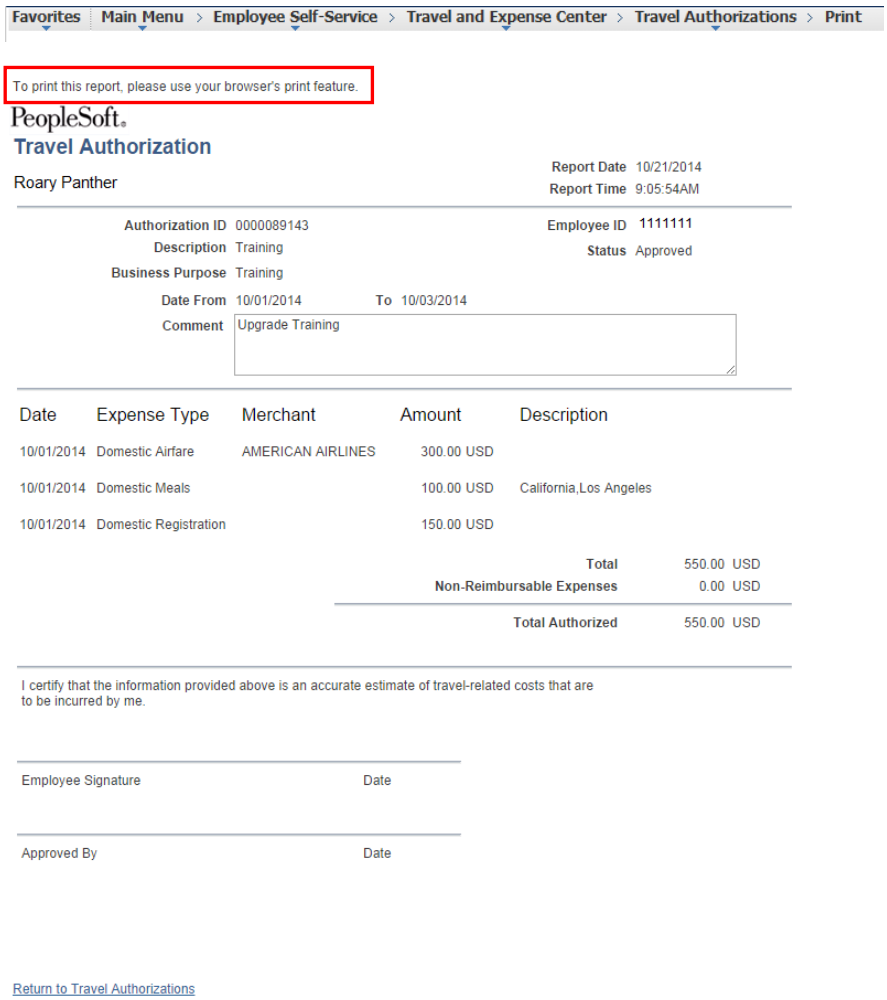


Printing Travel Authorization

1. **Main Menu>Employee Self Service>Travel and Expense Center>Travel Authorizations>Print**
2. The TA can be search by any of the criteria listed in the drop down menu. Click **"Search"** button.



3. Select the desired TA to print and print using your browser's feautures.



Travel Authorization Status

Pending: An employee has not submitted the Travel Authorization, or the approver or auditor denied and returned to the employee.

Submitted for Approval: The Travel Authorization is ready for approval or audit process.

Approvals in Process: If your organization uses an approver and auditor or multiple approvers, and the first approver has approved the Travel Authorization, Expenses changes the status to **Approvals in Process**.

Approved: The Travel Authorization is authorized.

Travel Authorization Workflow

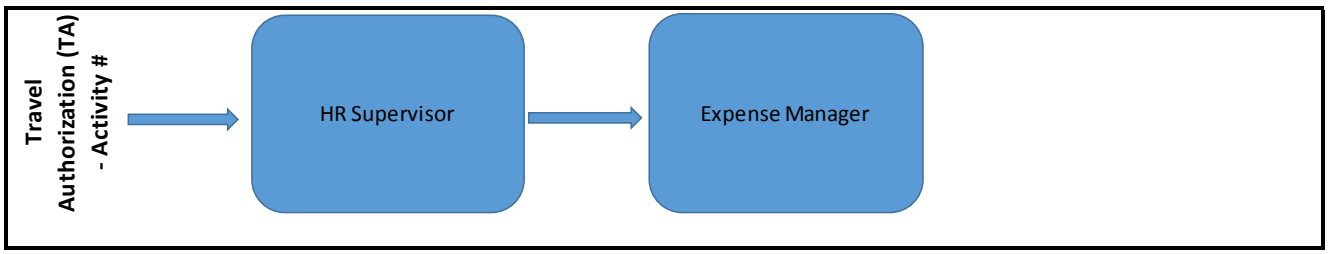
Submitter>HR Supervisor>Expense Manager

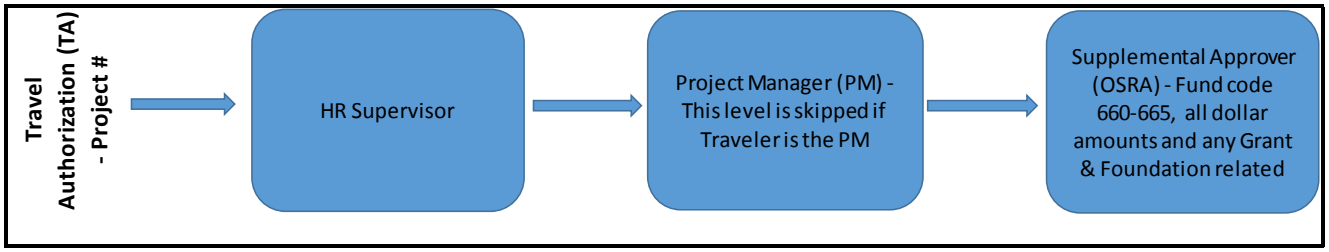
Project Summary

Action History — Personalize | Find | First 1-3 of 3 Last

Role	Name	Action	Date/Time
	Marcos,Jackelyn	Submitted	08/20/2014 2:41:24PM
HR Supervisor	Almirall,Jose	Approved	08/20/2014 2:55:24PM
Expense Manager	Chatfield,David	Approved	08/20/2014 5:34:46PM

FIU Travel Authorization (TA) Approval Workflow





TA Workflow Status	Description
Submitted	System has initiated the approval routing process and TA is waiting approval action; TA requires Budget Checking prior to Approval. Approver(s) receive email notification to Approve
Approve	TA is approved, Approver and Traveler/Proxy will be unable to make any further changes. Final Approval triggers an email notification to Traveler or Proxy
Send Back	If Approver Sends Back the TA , the Traveler or Proxy will receive an email with comments, Traveler or Proxy can make changes to the TA and resubmit for approval (if needed)
Hold	If Approver puts the TA on hold, the Traveler or Proxy will receive an email notification with comments

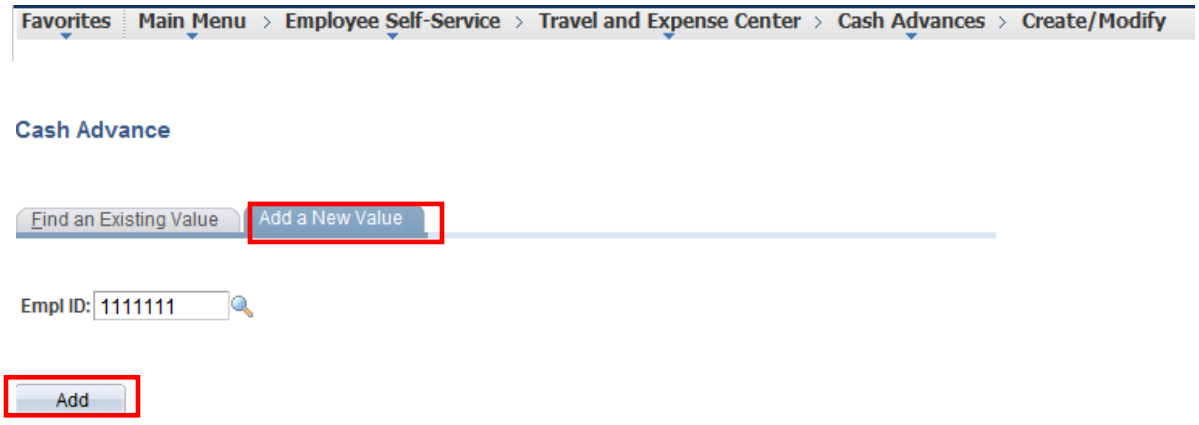
Cash Advances

An employee may receive funds up to 10 calendar days prior to the commencement of a trip by completing an online Cash Advance request. The request is approved by the employees HR supervisor as designated in the system. Cash Advances should be resolved within 10 days after the trip ends. If a traveler does not resolve the Cash Advance within thirty (30 days) the traveler may not be allowed another Cash Advance for 12 months. Only FIU employees may request a cash advance.

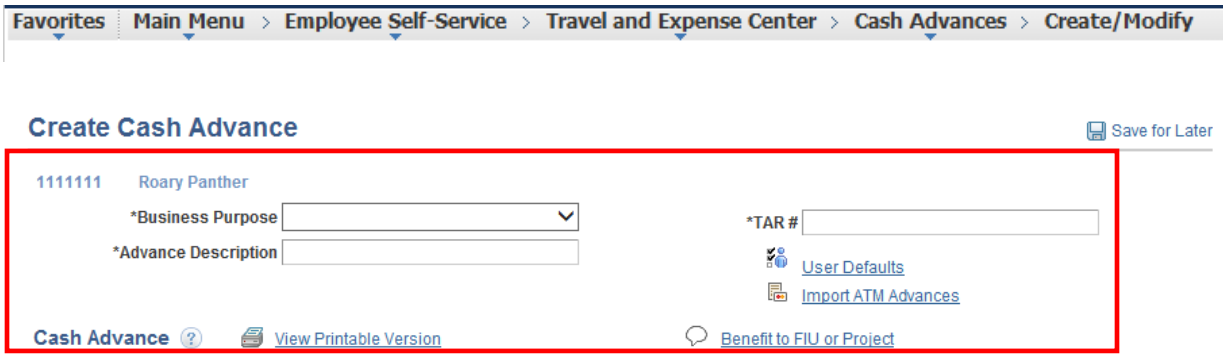
Cash Advances requests can be made up to 30 days prior to the trip. A Cash Advance is limited to 80% of the out-of pocket expenses the traveler will incur.

Creating Cash Advances

1. Follow this navigation: **Main Menu>Employee Self Service>Travel & Expense Center>Cash Advance>Create/Modify**
2. Your Employee ID will be automatically populated. Click **"Add"**.



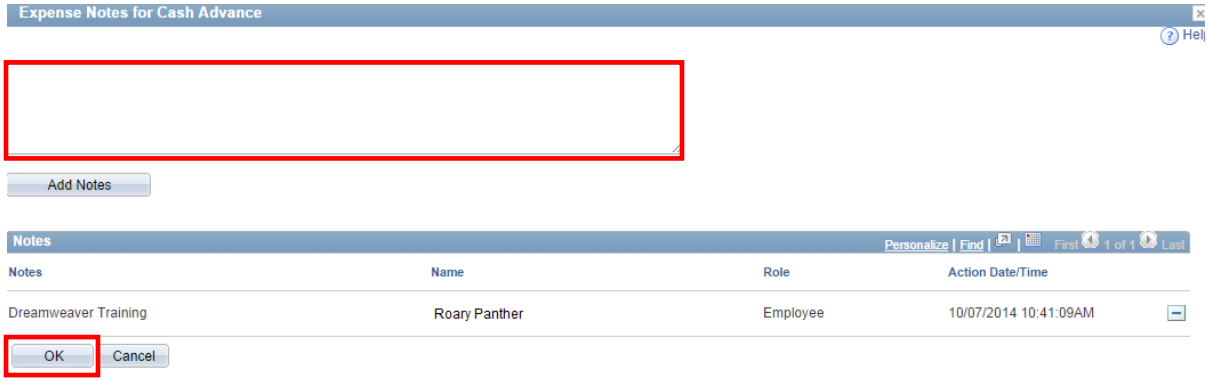
3. Fill out the **Business Purpose**, **Advance Description**, **TAR #, Benefit to FIU or Project**, and **Import ATM Advances** if needed.



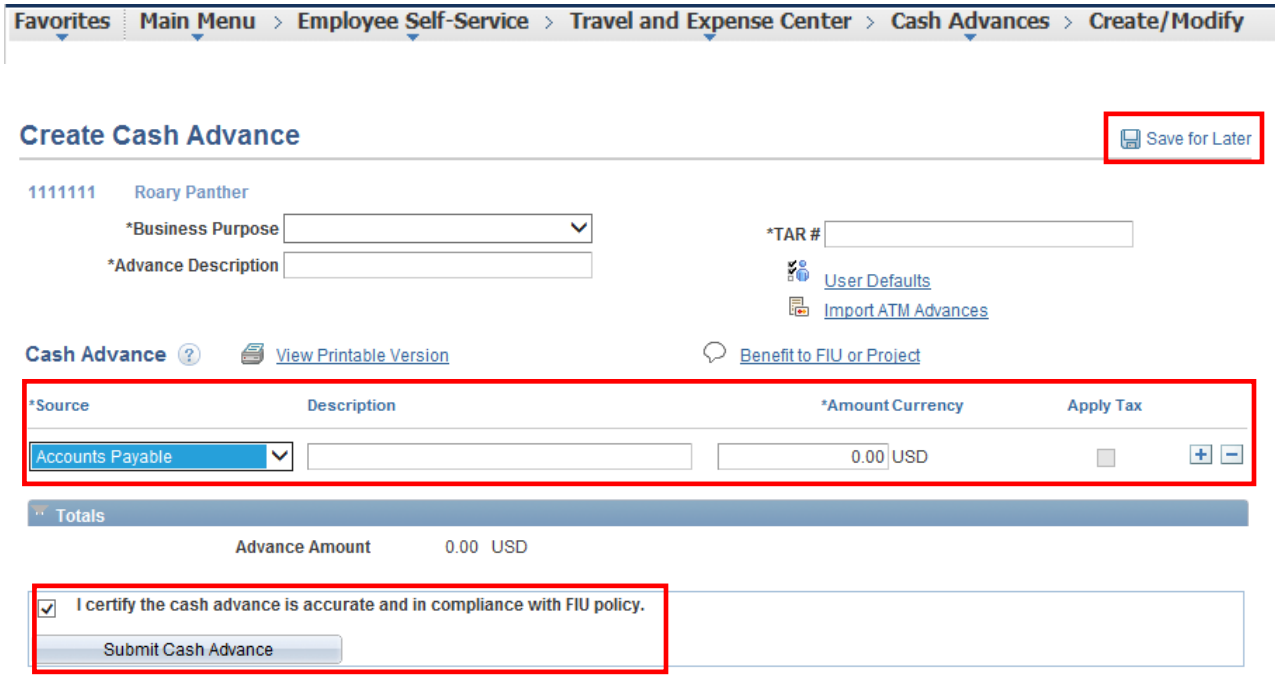
4. Click Benefit to FIU or Project link and explain how FIU/Project benefits by the traveler attending the conference, meeting, etc. List all items prepaid by FIU (Purchase Order, ProCard) in this section.

   Note: You cannot leave this field blank, otherwise you will not be able to submit the Cash Advance.

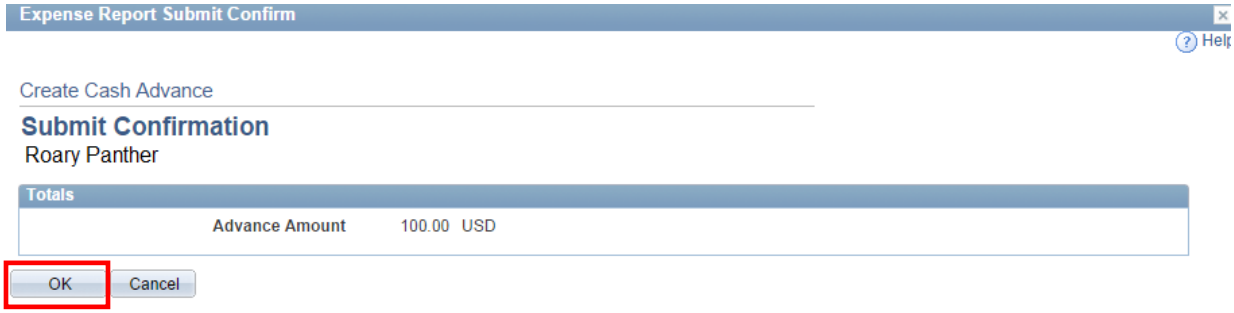
5. Click **"Add Notes"** button
6. Click **"OK"**



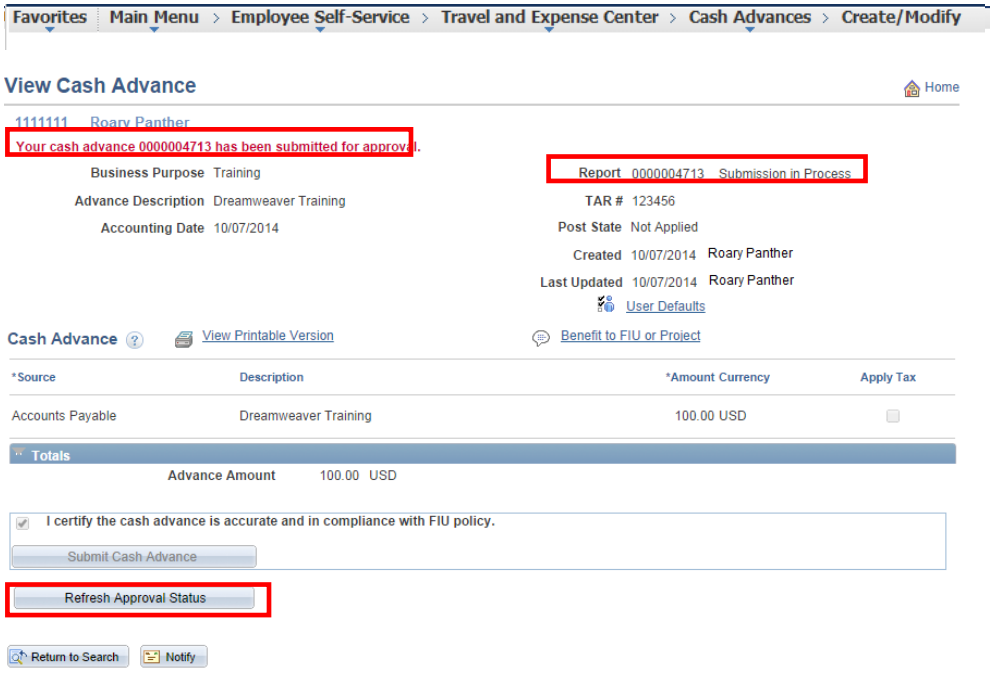
7. Source is always **Accounts Payable**, state the **Description** and fill out the **amount** field.
8. Click**" Save for Later"** or **"Submit"**.
9. In order to submit,you must select the **"I certify the cash advance is accurate and in compliance with FIU policy."**



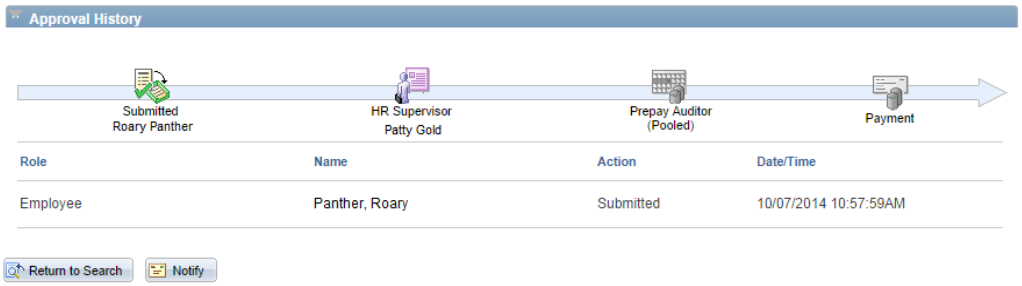
10. Click **"OK"** to confirm submission.



11. A Cash Advance ID has been populated on top right hand corner.
12. Click **"Refresh Approval Status"** button in order to see workflow.



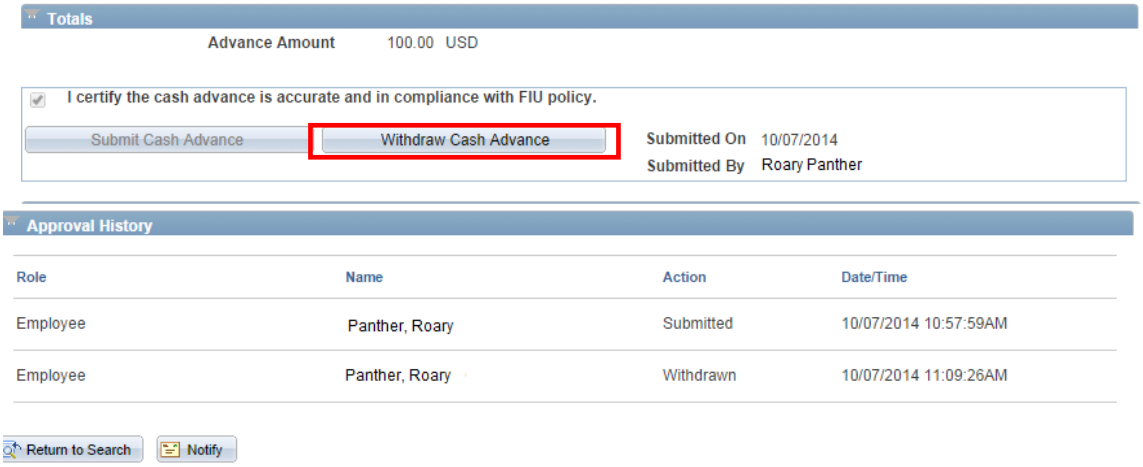
13. You are now able to see approval workflow.



14. If you would like to Withdraw your Cash Advance, you can as long as you are the submitter.

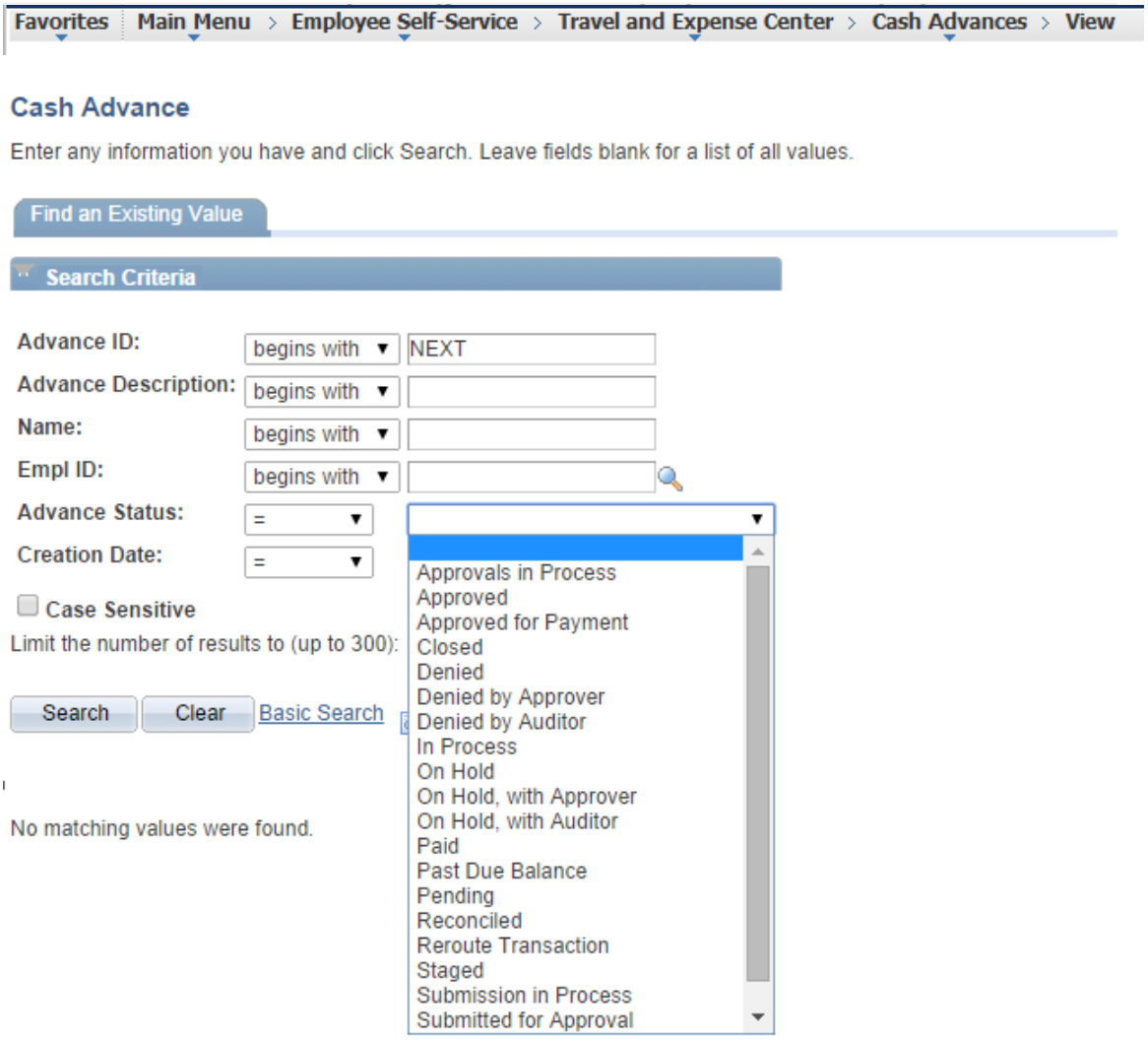
    Click **"Withdraw Cash Advance"** button.

    When a Cash Advance is withdrawn, it goes to **"Pending"** status.

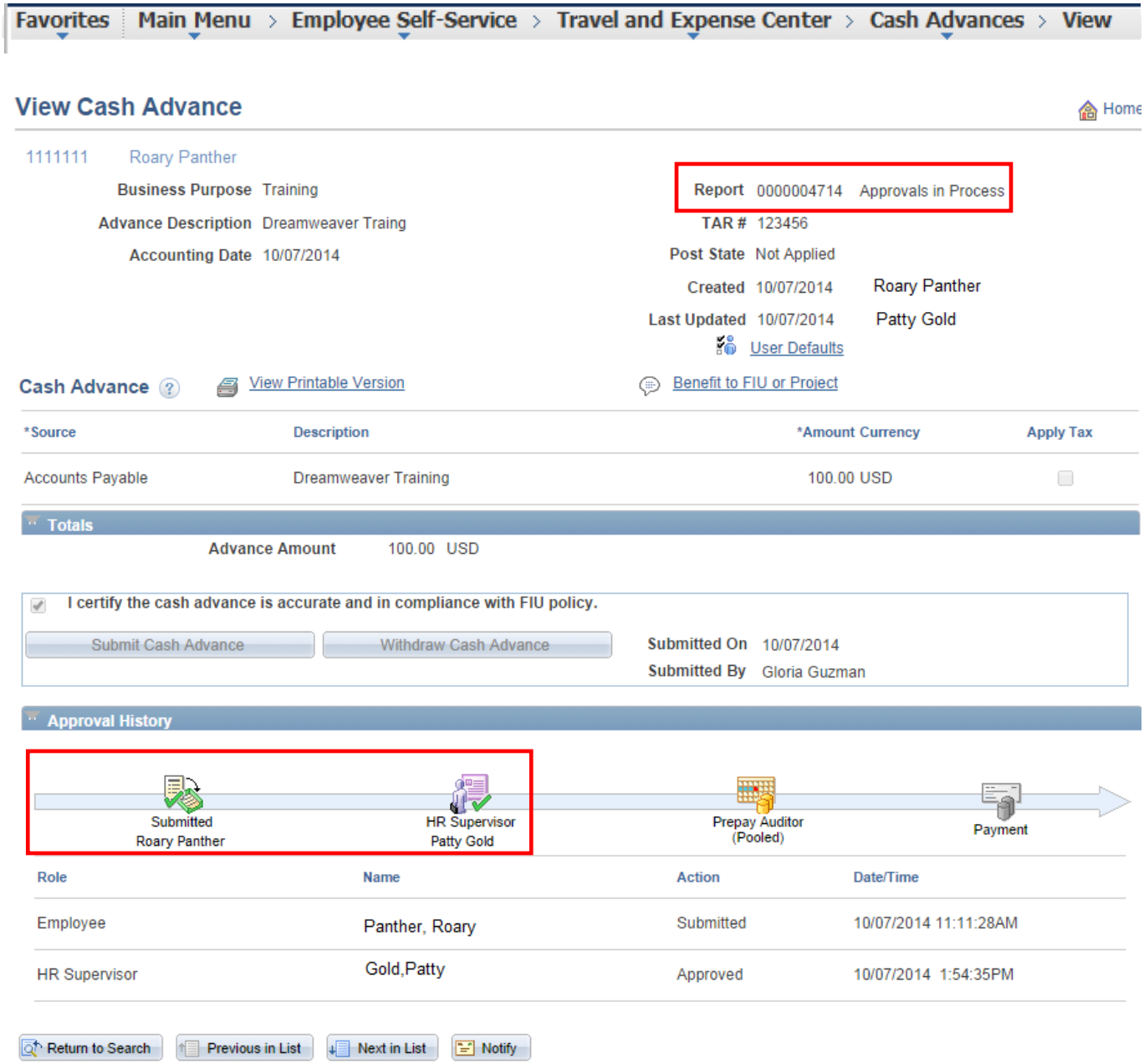


View Cash Advances

1. **Main Menu> Employee Self Service> Travel and Expense Center>Cash Advances>View**
2. You can search the Cash Advance by Description, Name, ID, Advance Status or Creation Date

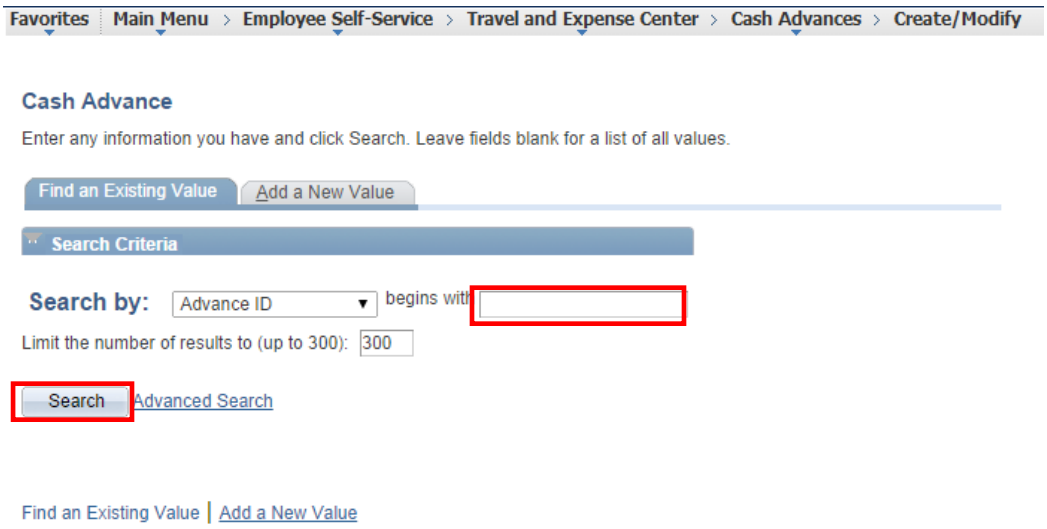


In this example, you can view a Cash Advance under Approvals in Process

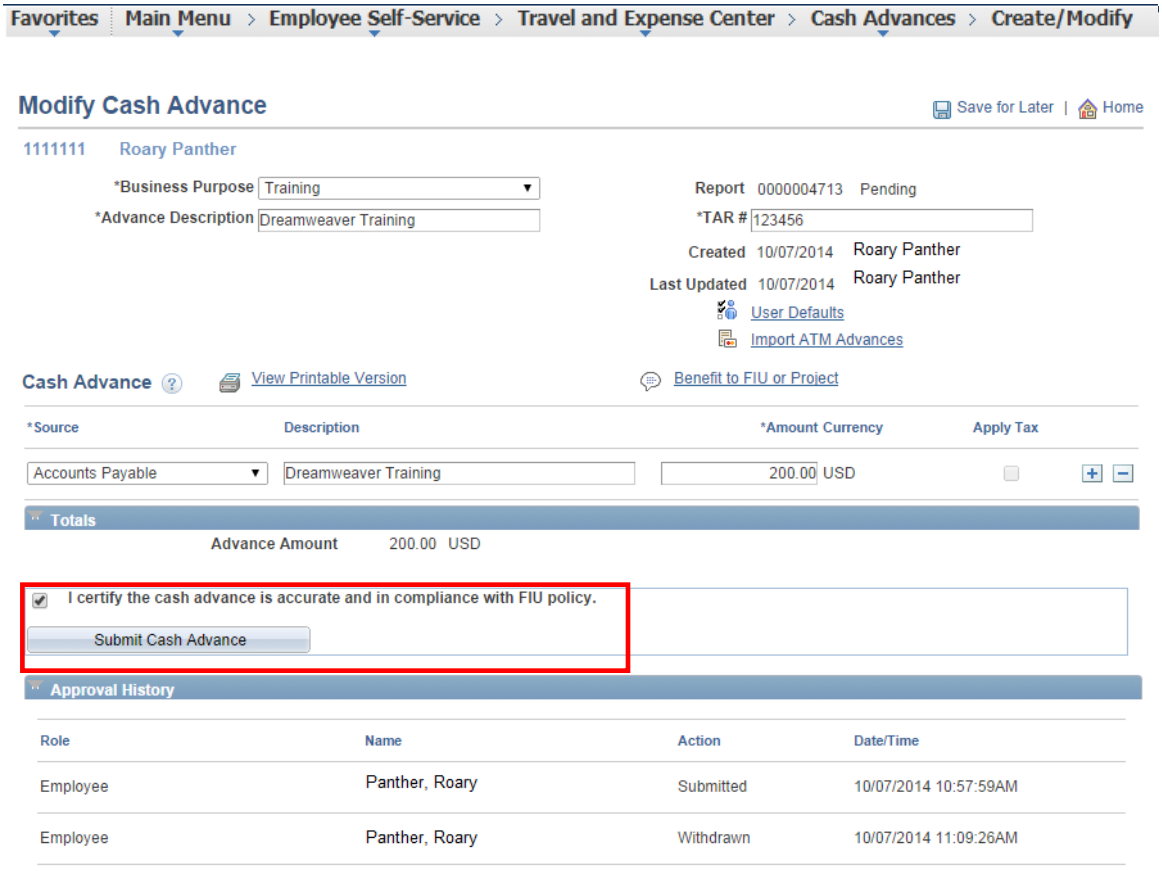


Modifying Cash Advances

1. **Main Menu> Employee Self Service> Travel and Expense Center>Cash Advance> Create/ Modify**
2. Search for the Cash Advance

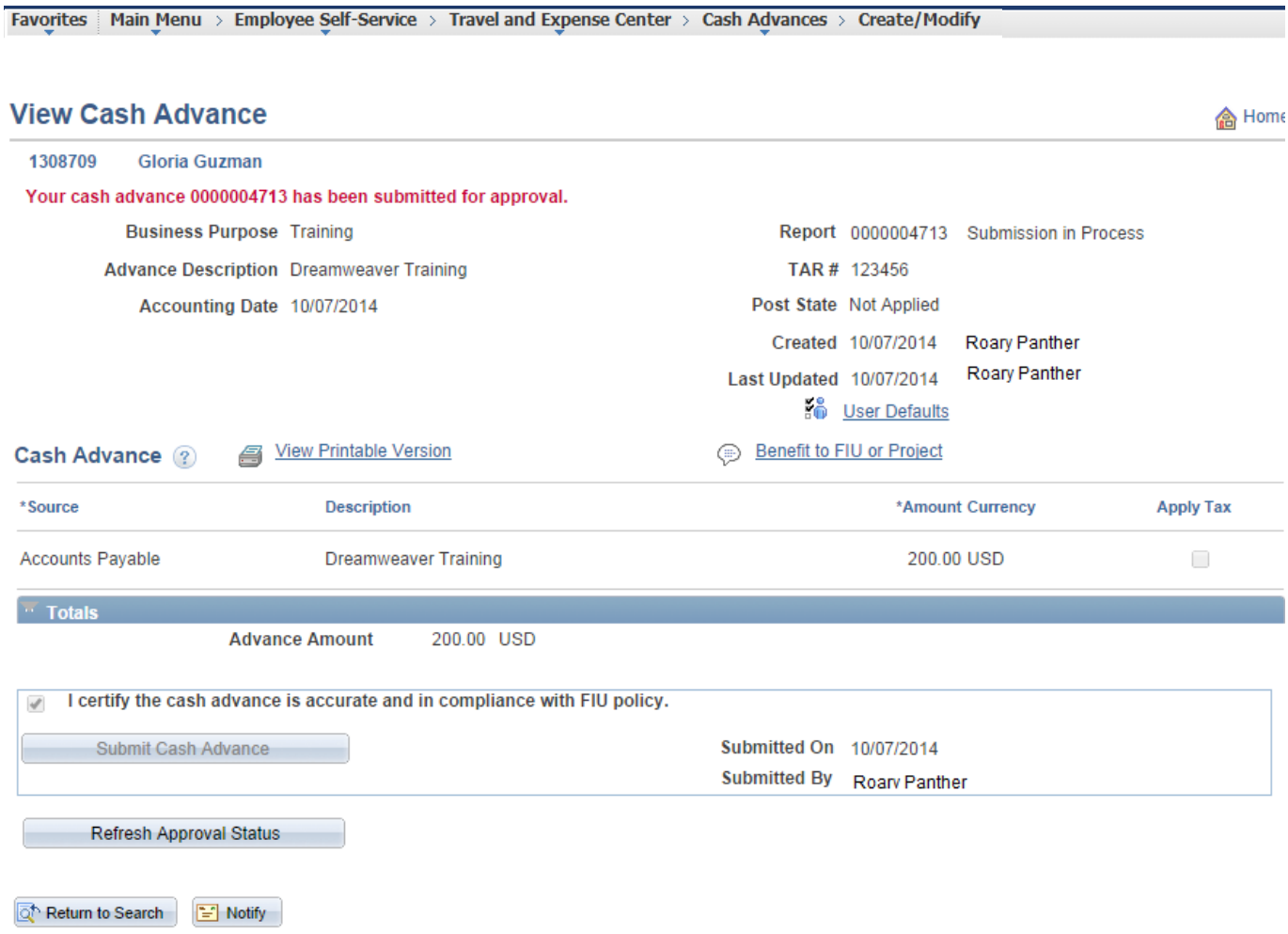


3. Enter the desired amount information into the Amount field if this is what you would like to modify.
4. Select the certification acknowledgement & Click "**Submit".**



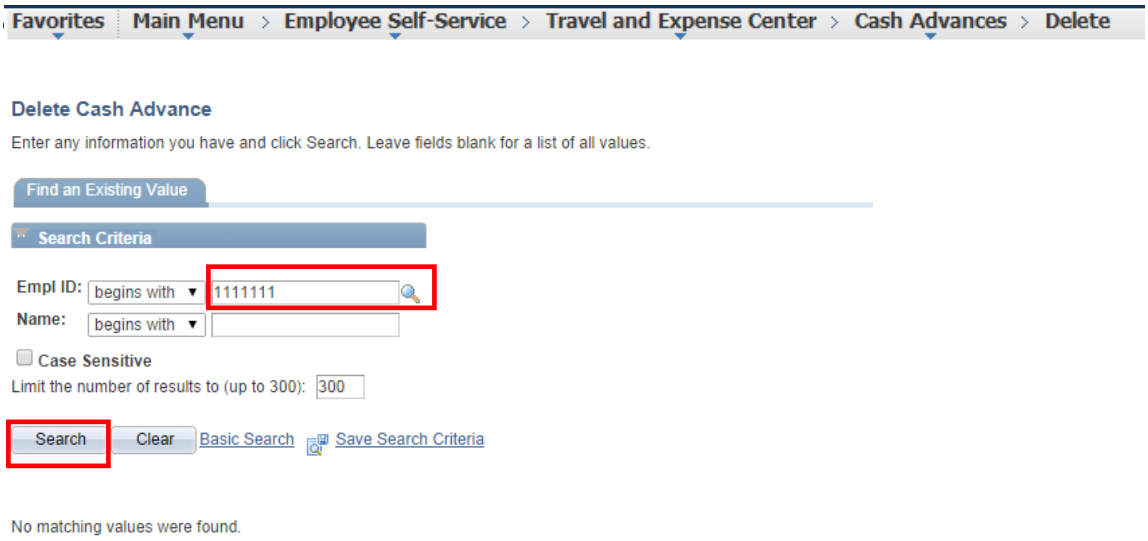
5. Click **"OK"**

Expense Report Submit Confirm
Help
Modify Cash Advance
Submit Confirmation
Roary Panther
Totals
Advance Amount 200.00 USD
OK
Cancel


Favorites Main Menu > Employee Self-Service > Travel and Expense Center > Cash Advances > Create/Modify
View Cash Advance
Home
1308709 Gloria Guzman
Your cash advance 0000004713 has been submitted for approval.
Business Purpose Training
Advance Description Dreamweaver Training
Accounting Date 10/07/2014
Report 0000004713 Submission in Process
TAR # 123456
Post State Not Applied
Created 10/07/2014 Roary Panther
Last Updated 10/07/2014 Roary Panther
User Defaults
Cash Advance
View Printable Version
Benefit to FIU or Project
*Source
Description
*Amount Currency
Apply Tax
Accounts Payable
Dreamweaver Training
200.00 USD
Totals
Advance Amount 200.00 USD
I certify the cash advance is accurate and in compliance with FIU policy.
Submit Cash Advance
Submitted On 10/07/2014
Submitted By Roary Panther
Refresh Approval Status
Return to Search
Notify

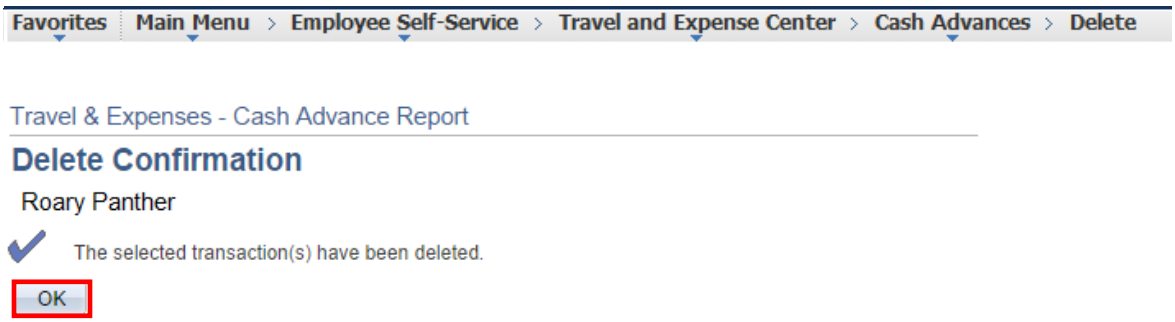
Deleting Cash Advances

1. **Main Menu>Employee Self Service>Travel and Expense Center>Cash Advance>Delete**
2. Search by **Employee ID** or **Name**



3. You will be prompted with the Cash Advance, Select and Click **"Delete Selected Advance(s)".**

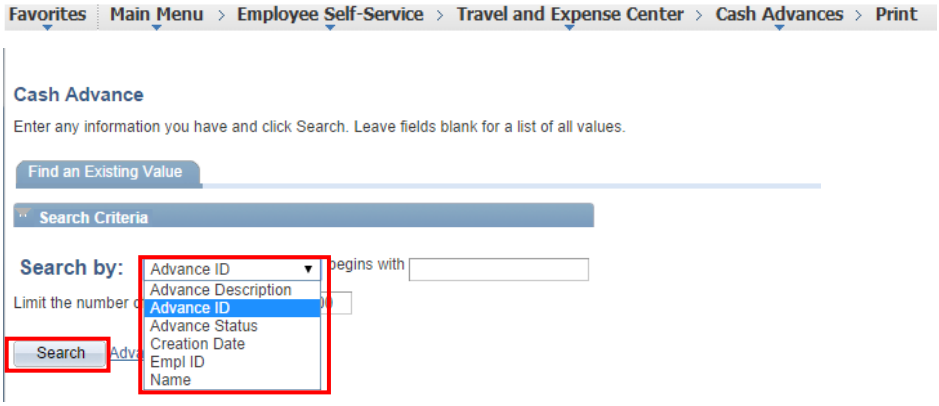
4. Click **"OK"** to confirm deletion.



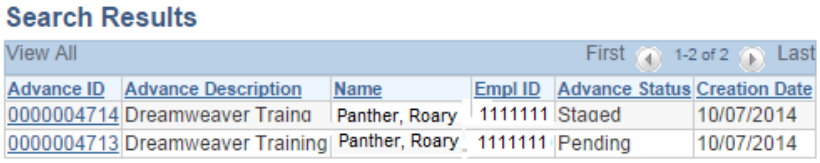
Note: Submitter can only delete Cash Advances that are in **"Pending"** status.

Printing Cash Advances

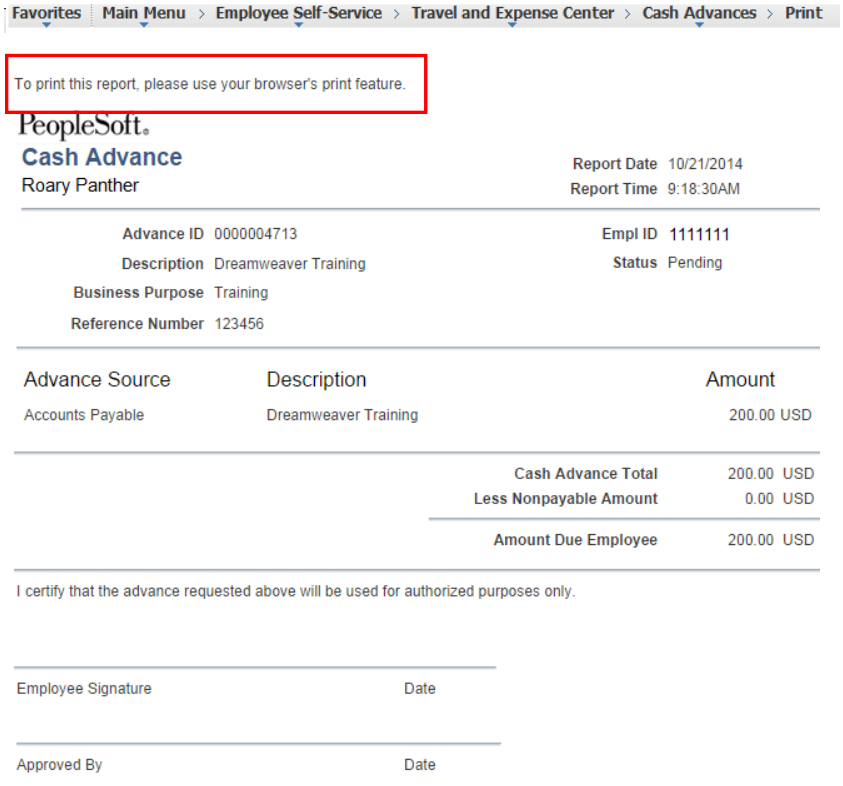
1. **Main Menu>Employee Self Service>Travel and Expense Center>Cash Advance>Print**
2. The TA can be search by any of the criteria listed in the drop down menu. Click **"Search"** button.



3. Select the desired Cash Advance



4. Select the desired TA to print and print using your browser's feautures.



Cash Advance Status

Pending: An employee has not submitted the cash advance, or the approver or auditor denied and returned the cash advance to the employee.

Submitted for Approval: The cash advance is ready for the approval or audit process.

Approvals in Process: If your organization uses an approver and auditor or multiple approvers, and the first approver has approved the cash advance, PeopleSoft Expenses changes the status to Approvals in Process.

Denied: The advance was not approved by the approver or auditor.

Approved for Payment: The advance is authorized for payment processing.

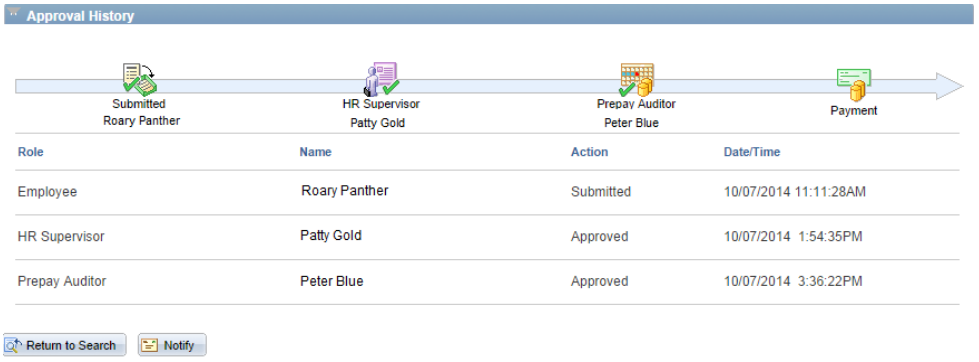
Staged: The cash advance is staged for payment.

Paid: Payment processing is complete.

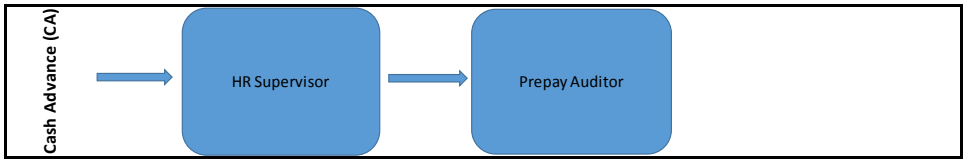
Reconciled: The cash advance is applied to an expense report, and the employee returned excess funds (if any).

Cash Advance Workflow

Submitter>HR Supervisor>Prepay Auditor



Cash Advance Approval Workflow



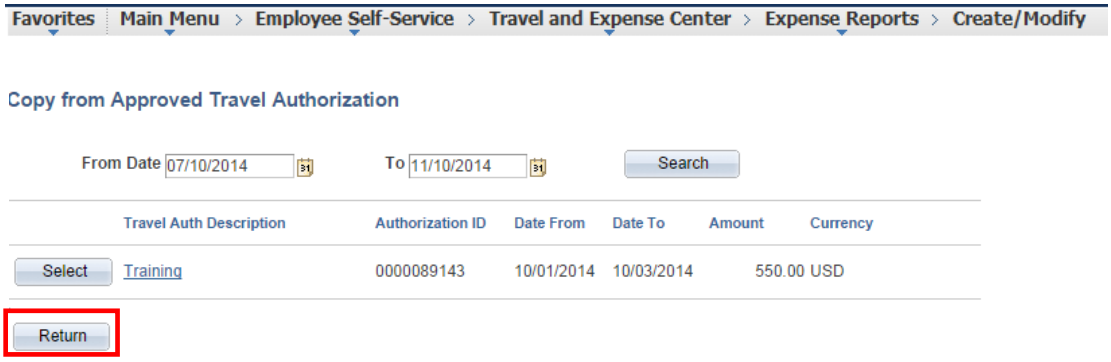
CA Workflow Status	Description
Submitted	System has initiated the approval routing process and CA is waiting approval action.
Approve	CA is approved, Approver and Traveler/Proxy will be unable to make any further changes. Final Approval triggers an email notification to Traveler or Proxy
Send Back	If Approver Sends Back the CA, the Traveler or Proxy will receive an email with comments, Traveler or Proxy can make changes to the CA and resubmit for approval (if needed)
Hold	If Approver puts the CA on hold, the Traveler or Proxy will receive an email notification with comments

Expense Reports

Creating Expense Reports, not linked to a TA

1. **Main Menu>Employee Self Service>Travel and Expense Center>Expense Report>Create/Modify**
   It automatically populates with your Id, **click "Add"**

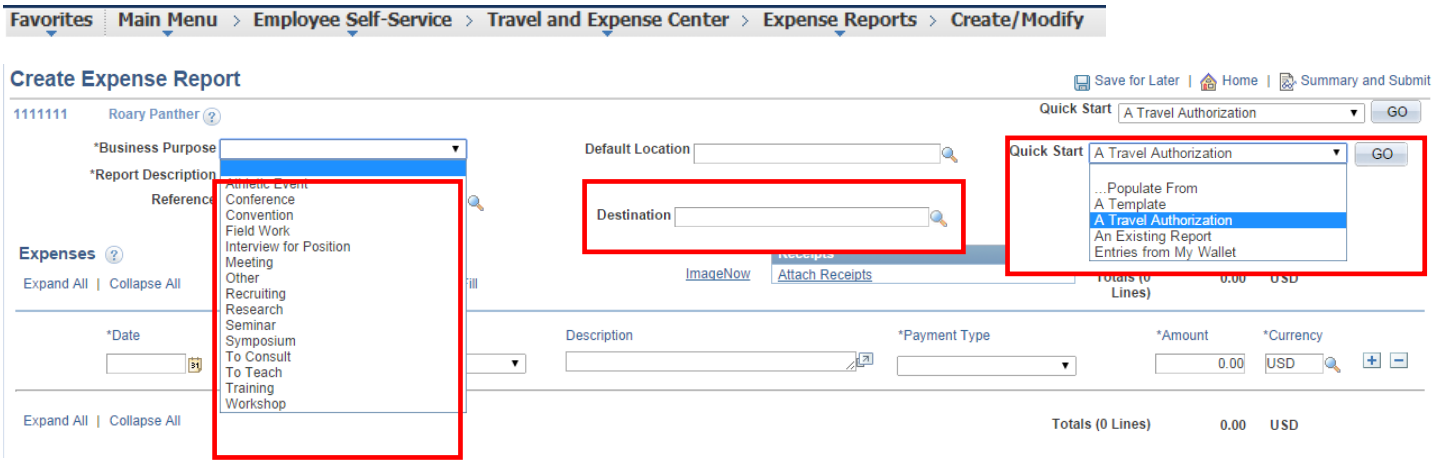
2. If you are not linking a TA to this Expense Report, click the **Return** button to be re-directed to the blank Expense Report page.



3. From the **Quick Start** drop down menu, you can Select to Create the Expense Report from a **Template**, a **Travel Authorization**, **An Existing Report**, or **Entries from My Wallet**.

   Note: Entries from My Wallet will only export credit card entries from the Travel & Entertainment card.

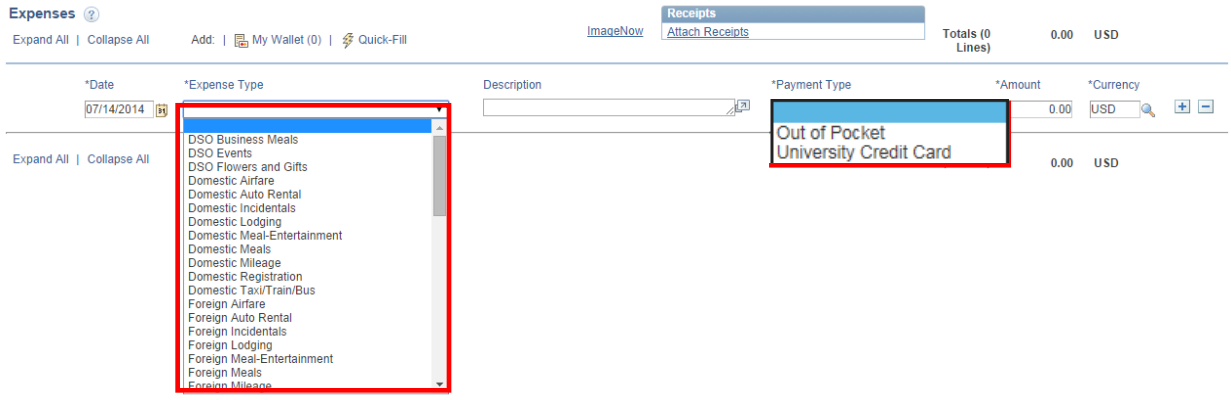
4. In the **Business Purpose** field, Click on the drop down menu & you can choose from the following highlighted menu options.



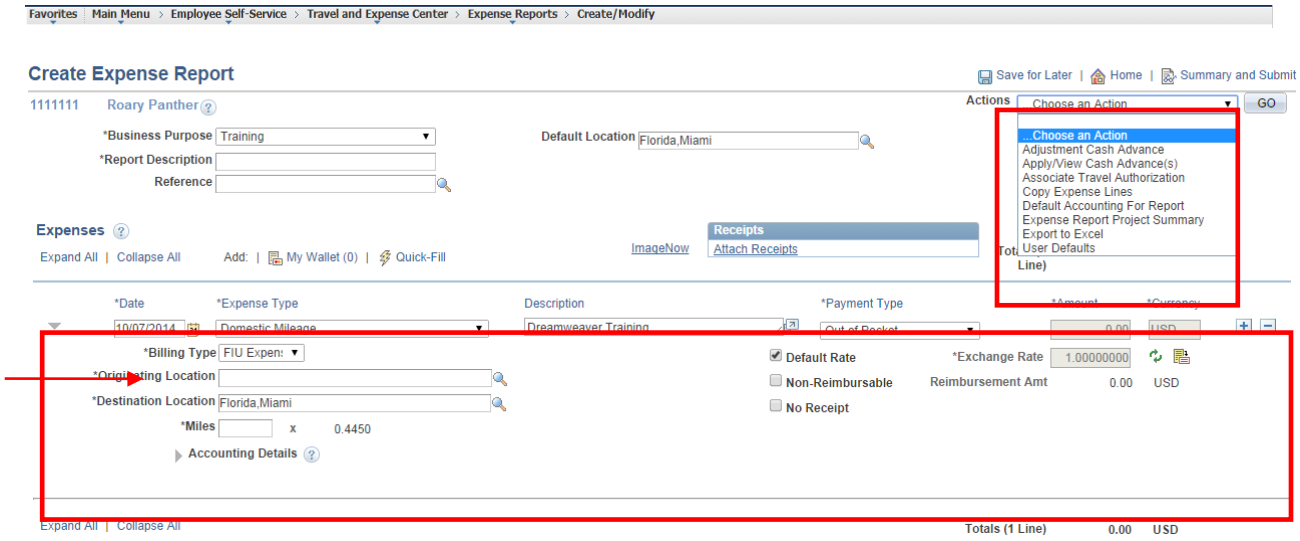
5. Fill out the appropriate **Report Description**
6. You can look up your **Destination** by clicking on the magnifying glass.

7. Select the appropriate **Expense Type** from the drop down menu.

8. Fill out the **Date, Description, Payment Type, & Amount.**

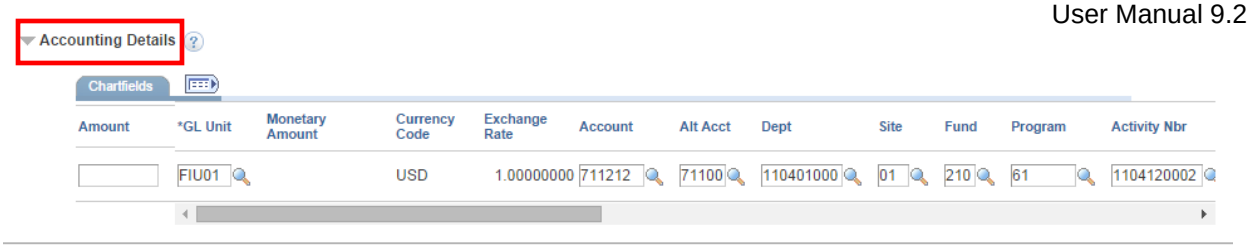


9. After an **Expense Type** line is completed, the **Actions** drop down menu will appear as well as other detail lines related to the expense. **Billing Type** is always FIU Expense.

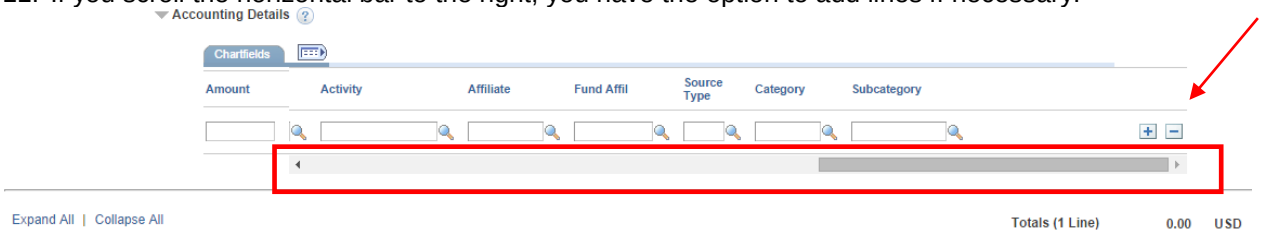


10. Click the **Default Accounting for Report** from the drop down menu.

The **Accounting Details** information may or may not be the desired place where you wish to make this charge from. An employee may change the default accounting or add multiple Activity Nbrs and/or Projects per expense line. In addition, the following are optional fields, use if applicable: Cost PID, Task or Budget Ref. If using a Project ID or Activity Nbr, fill out the appropriate Speedtype information.

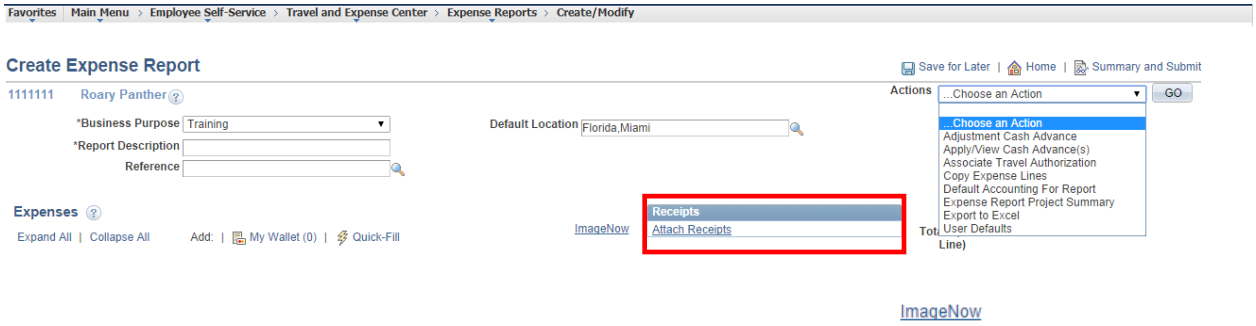


11. If you scroll the horizontal bar to the right, you have the option to add lines if necessary.



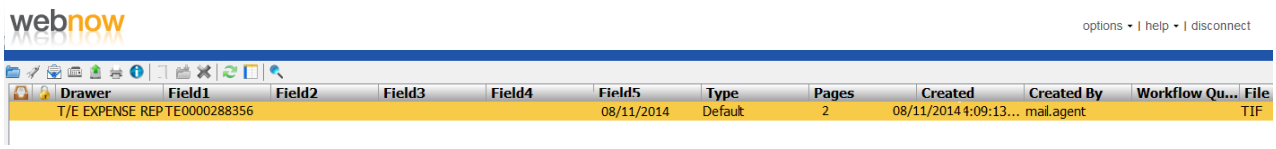
12. Click **"Attach Receipts"** link. Scan & upload the signed Expense Report, agendas if required, and all receipts pertaining to the trip.

    Please assure that all scanned receipts that contain bar code are all crossed out with a marker.



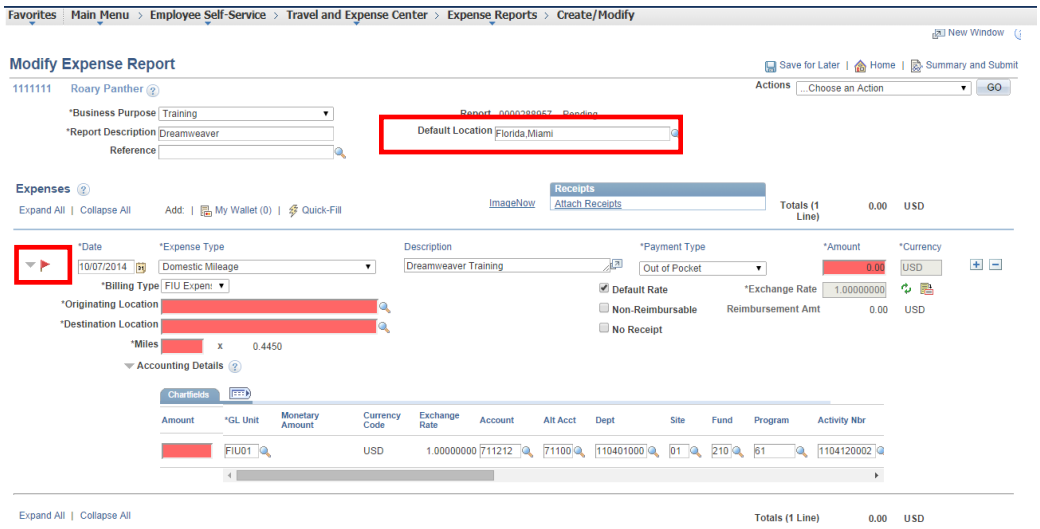
ImageNow

13. Click **ImageNow** link to view & confirm all the receipts attachment

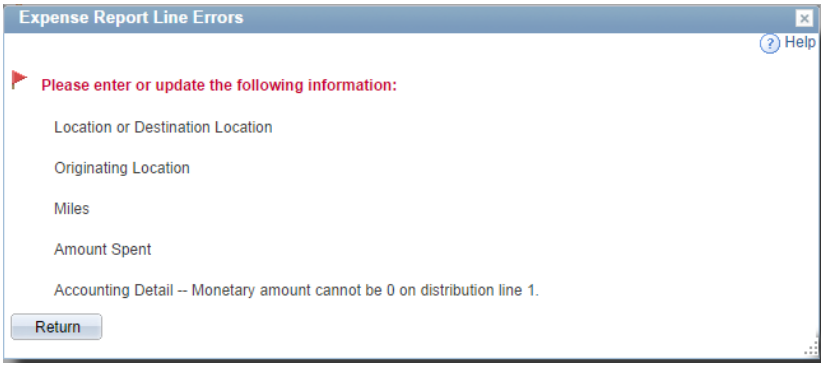


14. List all the expenses, then Click **"Save for Later"** link
    - ✓ An Expense Report ID has been populated & status changes to **"Pending".**
    - ✓ If you any errors, you will be prompted with red flags on the lines with errors

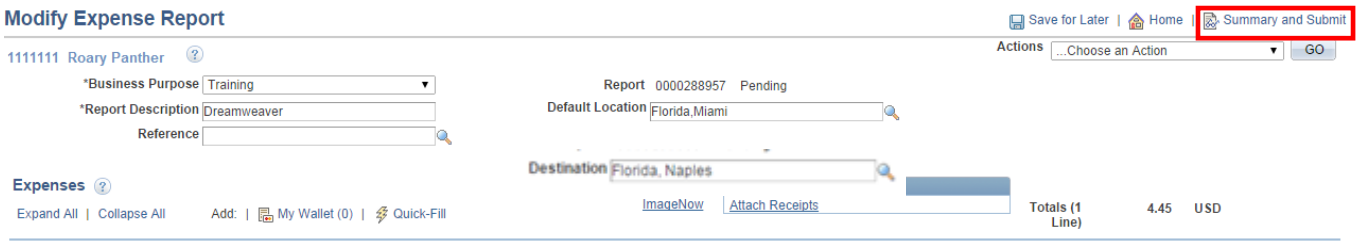
15. Click on the red flag & it will route you to the error.



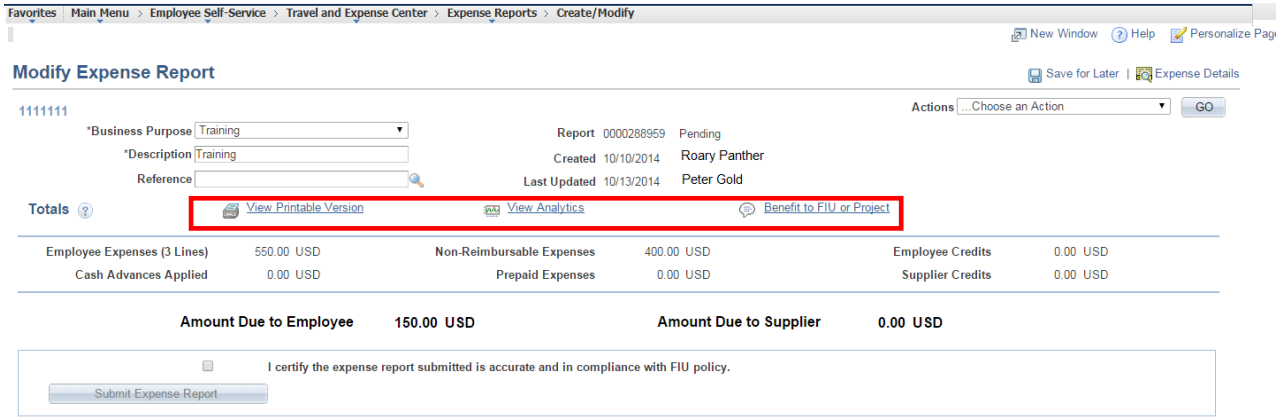
16. You will be prompted with details on the lines that need to be corrected. Click **"Return"**.



17. Click Summary and Submit link

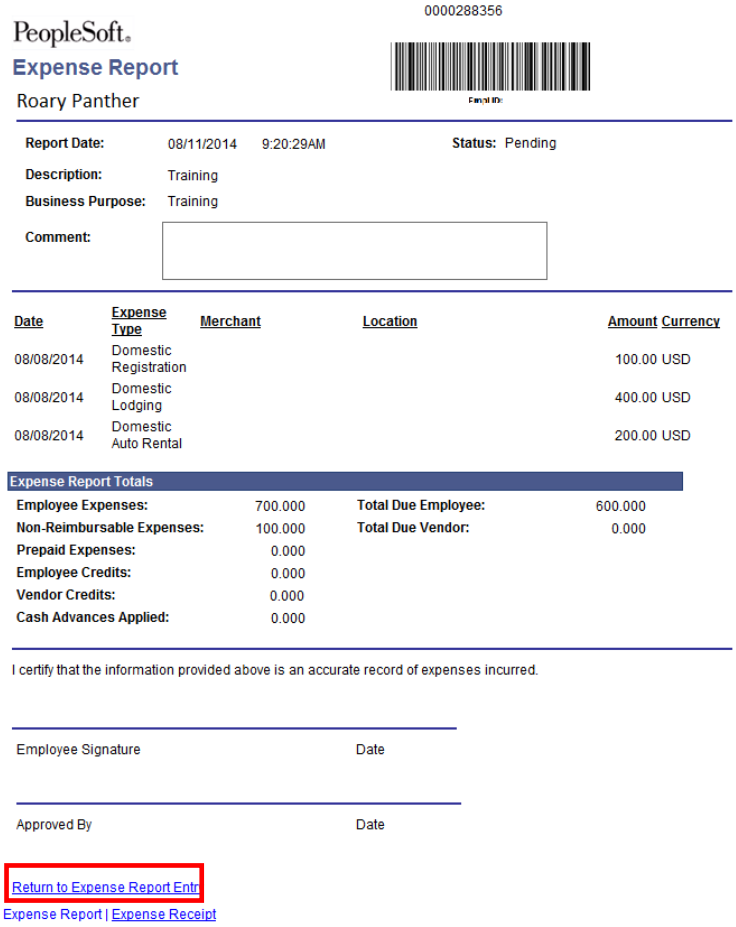


18. Now the following links will display: View Printable Version,View Analytics, and Benefit to FIU or Project.



19. Click View Printable Version link in order to print the Expense Report Bar code. This document needs to be signed by the traveler.

20. Click on Return to Expense Report Entry link



0000288356

PeopleSoft.

Expense Report

Roary Panther

Report Date:	08/11/2014	9:20:29AM	**Status:** Pending
Description:	Training		
Business Purpose:	Training		
Comment:			

Date	Expense Type	Merchant	Location	Amount	Currency
08/08/2014	Domestic Registration			100.00	USD
08/08/2014	Domestic Lodging			400.00	USD
08/08/2014	Domestic Auto Rental			200.00	USD

Expense Report Totals

Employee Expenses:	700.000	**Total Due Employee:**	600.000
Non-Reimbursable Expenses:	100.000	**Total Due Vendor:**	0.000
Prepaid Expenses:	0.000		
Employee Credits:	0.000		
Vendor Credits:	0.000		
Cash Advances Applied:	0.000		

I certify that the information provided above is an accurate record of expenses incurred.

Employee Signature Date

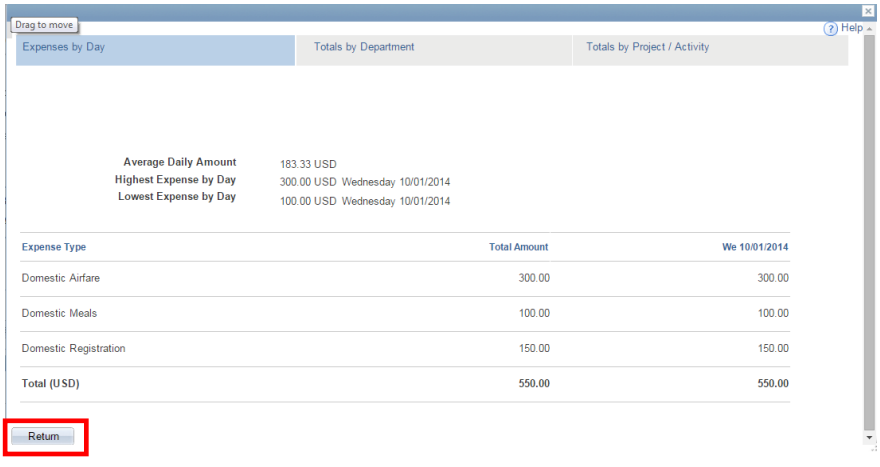
Approved By Date

Return to Expense Report Entr

Expense Report | Expense Receipt

21. Click Summary and Submit link

22. Click on View Analytics link if you want to view expenses by day, totals by departments and totals by project and activity. Click **"Return"**.



Drag to move

Help

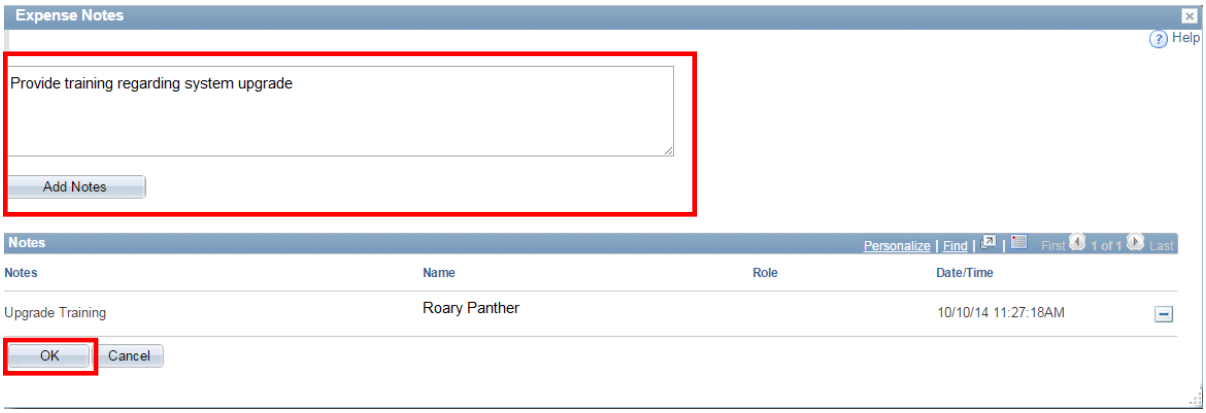
Expenses by Day | Totals by Department | Totals by Project / Activity

Average Daily Amount	183.33 USD
Highest Expense by Day	300.00 USD Wednesday 10/01/2014
Lowest Expense by Day	100.00 USD Wednesday 10/01/2014

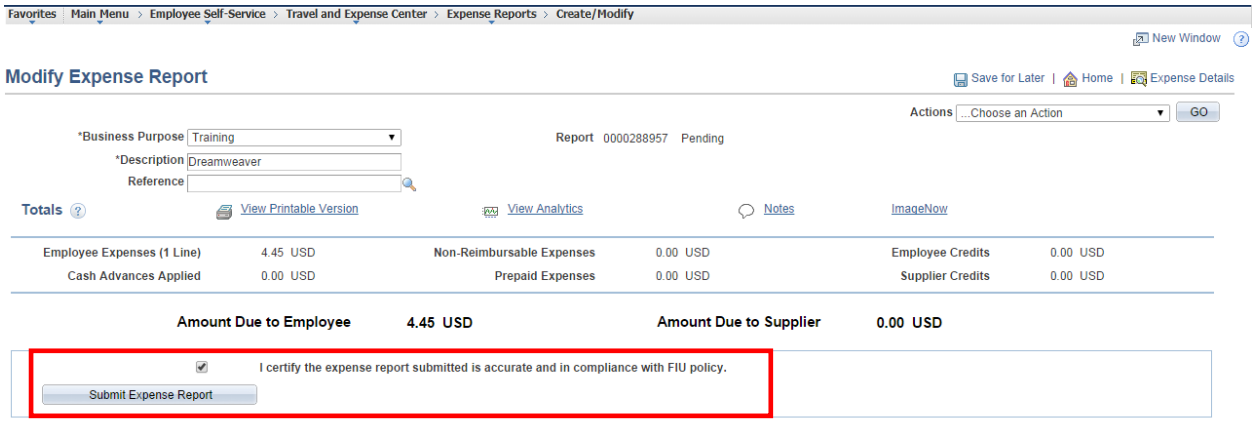
Expense Type	Total Amount	We 10/01/2014
Domestic Airfare	300.00	300.00
Domestic Meals	100.00	100.00
Domestic Registration	150.00	150.00
Total (USD)	550.00	550.00

Return

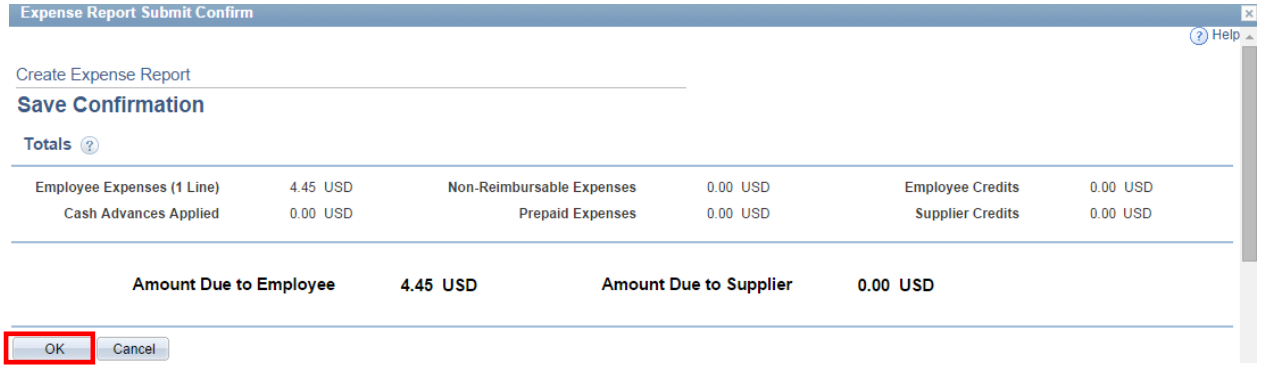
23. Click on Benefit to FIU or Project link in order to provide your comments on how this activity benefits FIU. This is a required field. Click **"Add Notes"**. Click "**OK".**



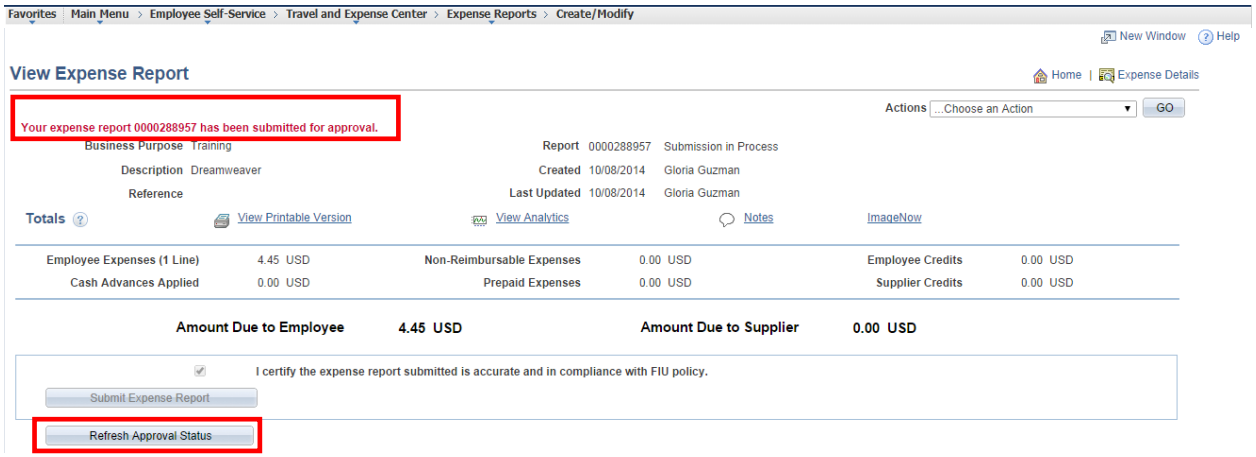
24. Review the Expense Report. Click the certify box & Click **"Submit Expense Report "**button.



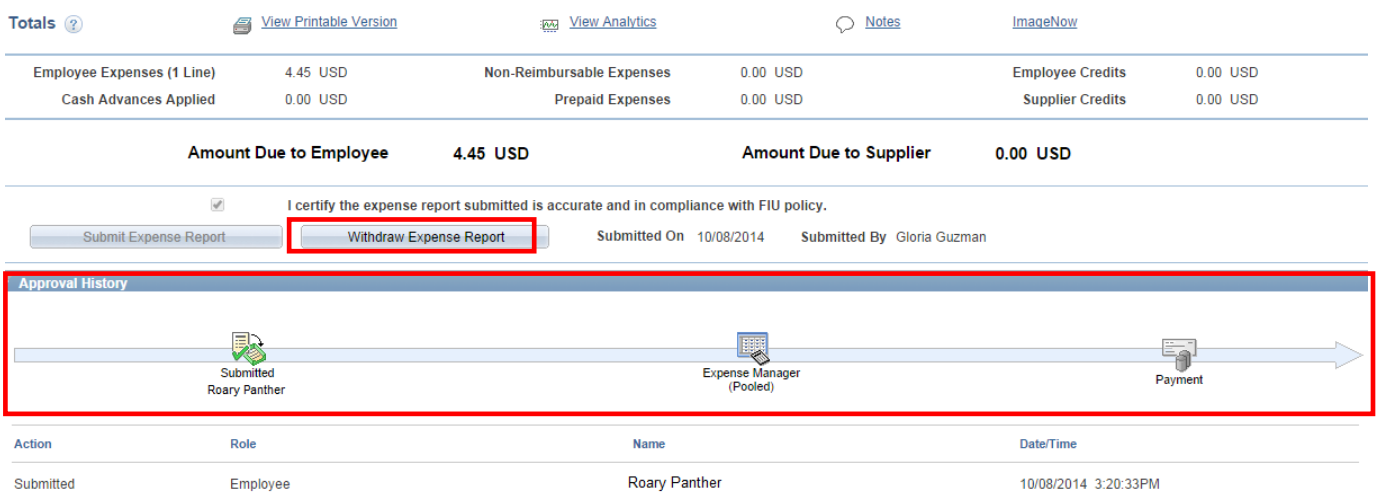
25. Click **"OK"** to confirm submission.

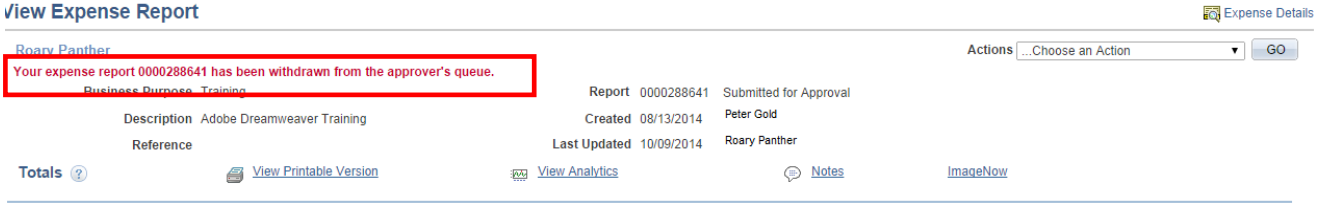


26. The expense report has been submitted. Now you can view Approval Workflow by clicking **"Refresh Approval Status".**



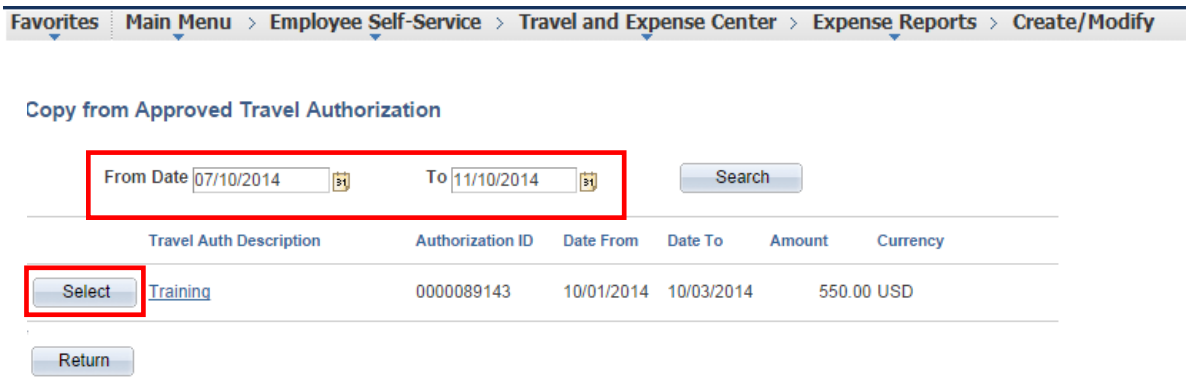
27. You also have the ability to Withdraw the Expense Report.





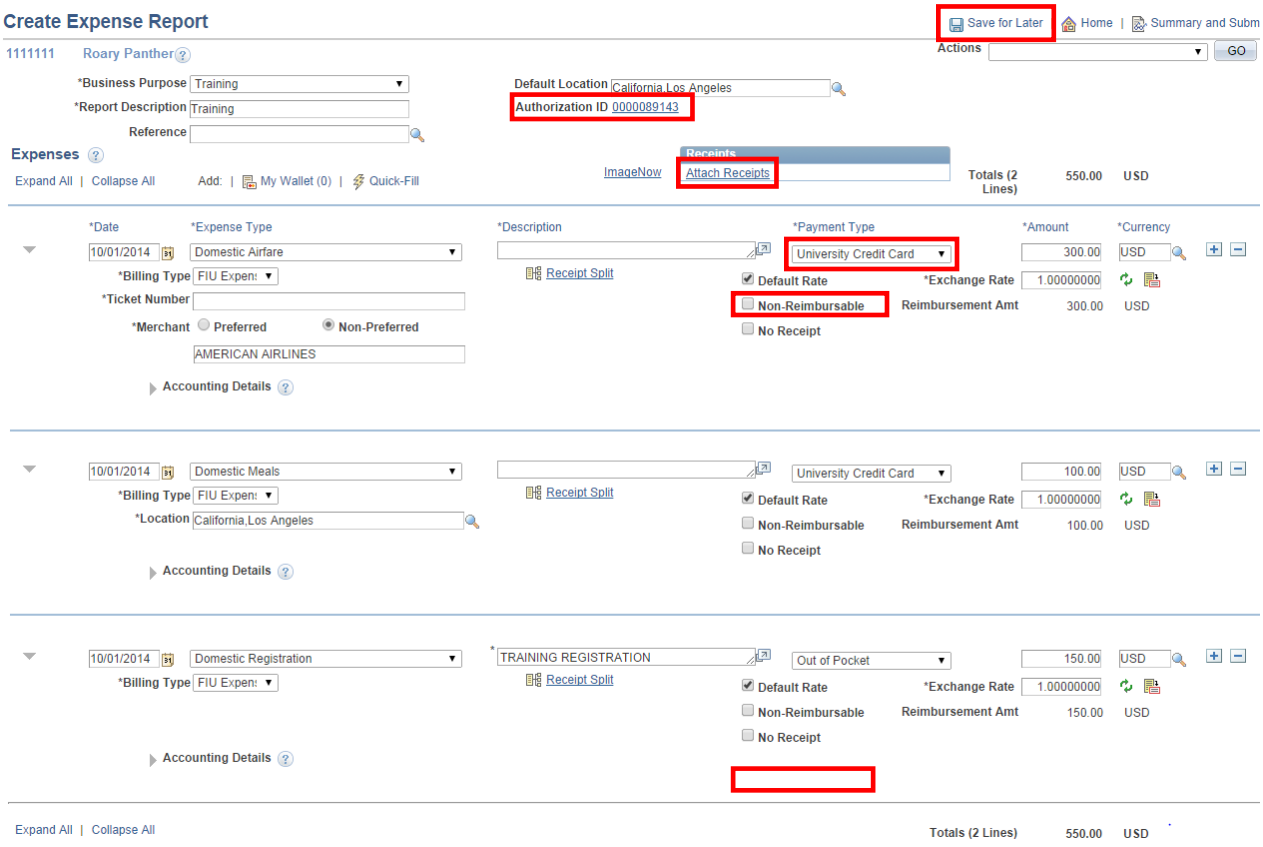
Creating Expense Reports linked to a TA

1. If you have created a TA and it has been approved, it gives you the option to link it to the Expense Report. Assure the date range is correct when searching for a Travel Authorization, click the **Select** button.

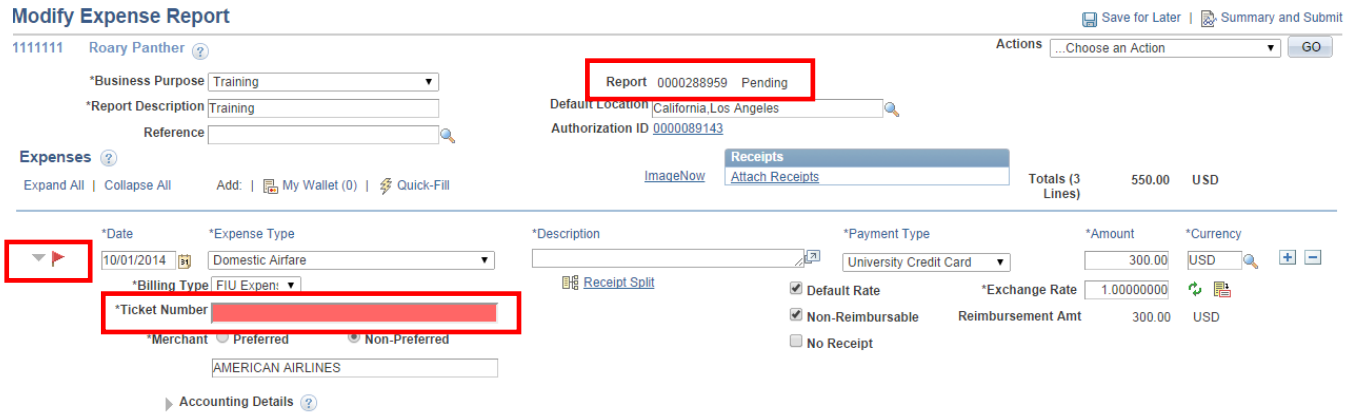


2. When you link the TA, the Expense Report Prepopulates for you.

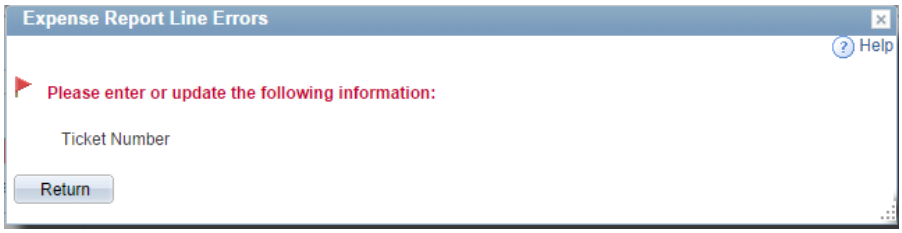
   - ✓ TA associated appears as a link
   - ✓ Assure that University Credit Card purchases have the **Non-Reimbursable** check box selected
   - ✓ In order to attach receipts, you must **Save for Later** the Expense Report first



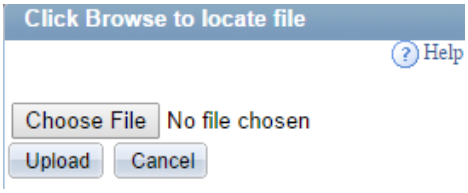
3. After you've saved, you have now created an Expense Report ID and if you have any errors, they will be flagged immediately.



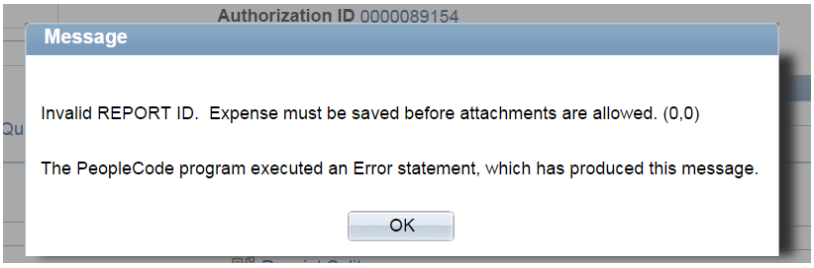
4. When you click on the flag, it explains the error. Click **"Return"** button.



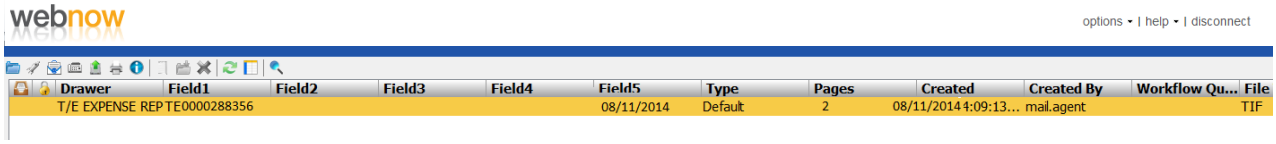
5. Now you can attach receipts by clicking on the link.



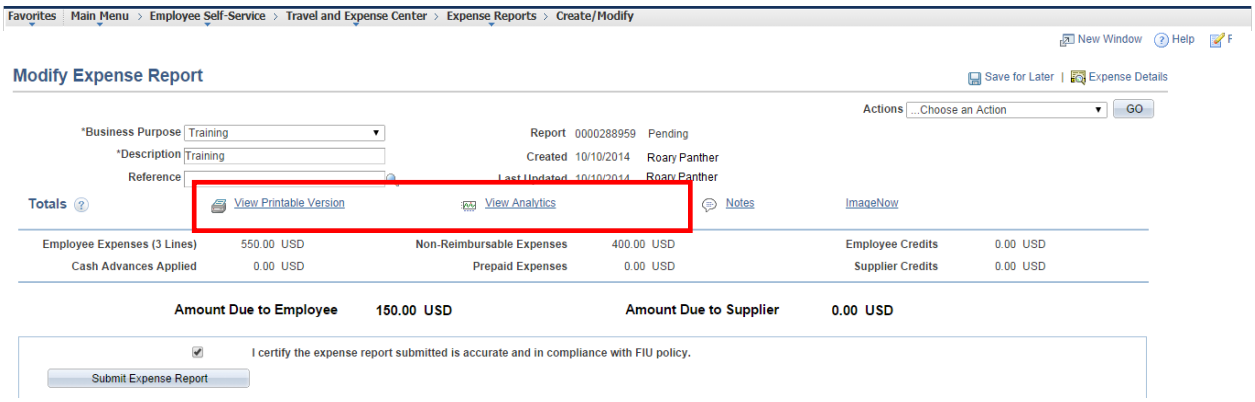
Note: In order to attach receipts, you must **"Save for Later".** Otherwise, the following message will display:



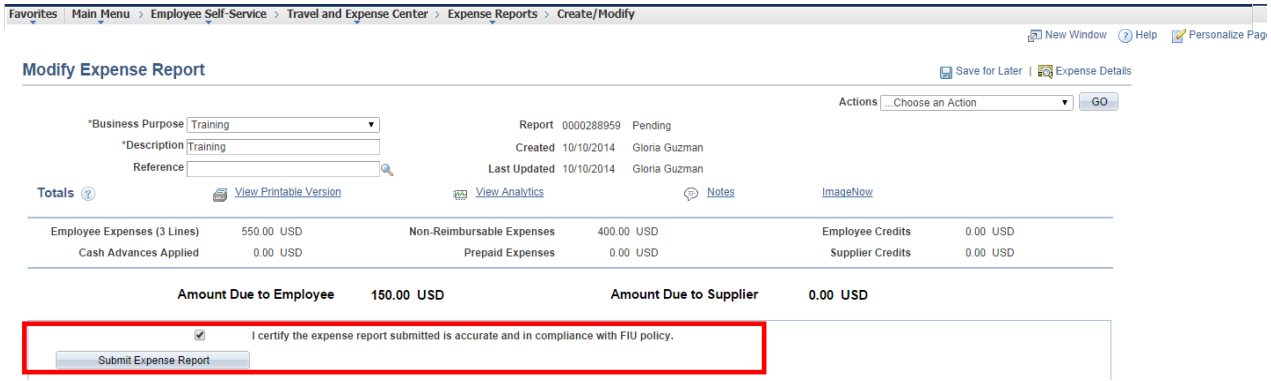
6. Click **ImageNow** link to view & confirm all the receipts attachment



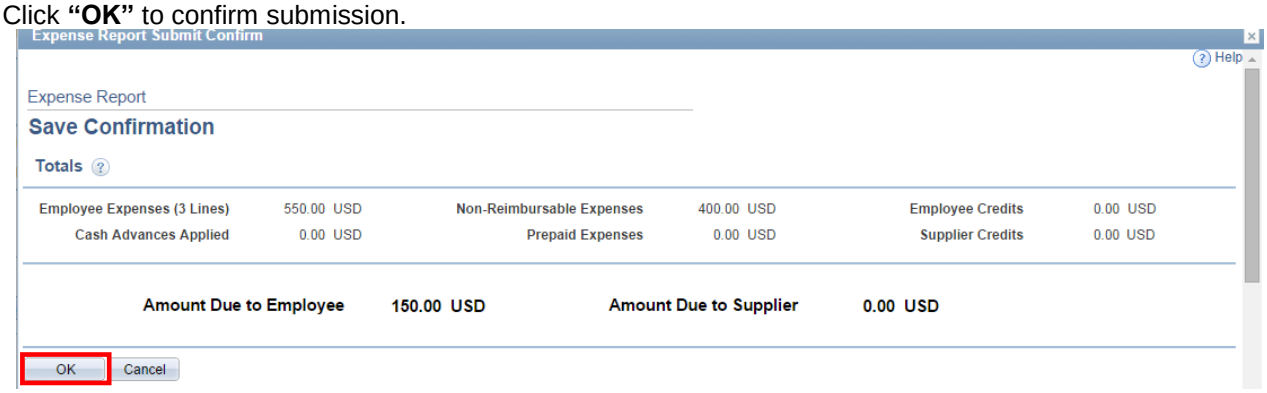
7. Click Summary and Submit link
8. Now the following links will display: View Printable Version,View Analytics, and Benefit to FIU or Project. Use these links accordingly.



9. Review the expense report. Click the certify box & Click **"Submit Expense Report "**button.

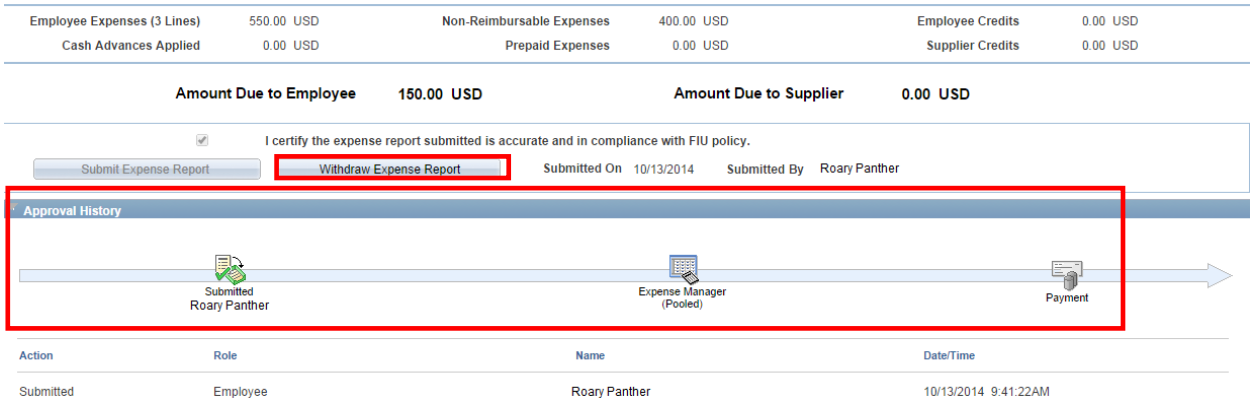


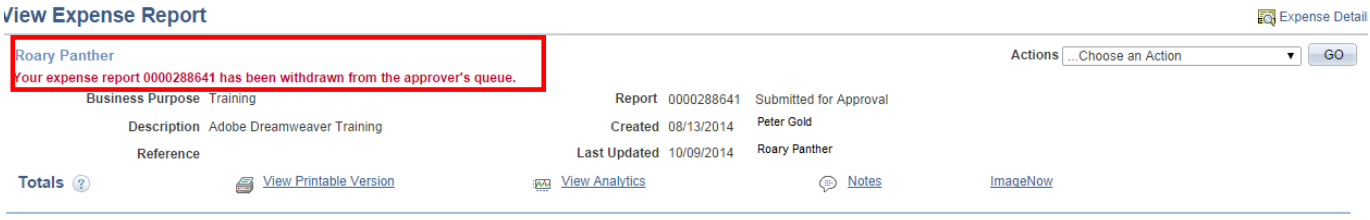
10. Click **"OK"** to confirm submission.



11. The expense report has been submitted. Now you can view Approval Workflow by clicking **"Refresh Approval Status".**

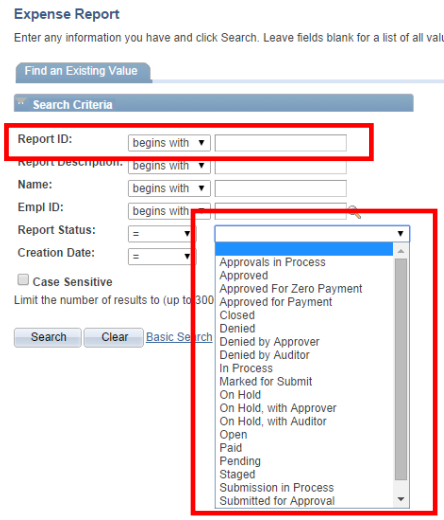
12. You also have the ability to **Withdraw the Expense Report**



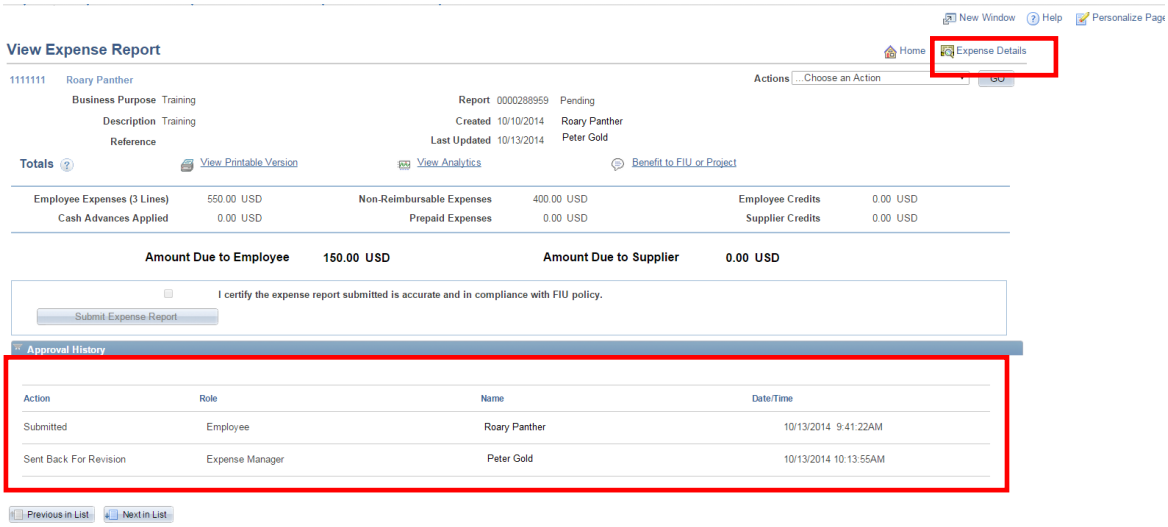


Viewing Expense Reports

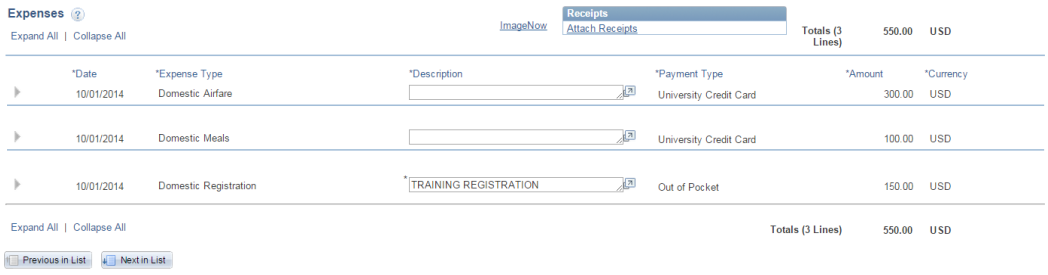
1. **Main Menu> Employee Self Service>Travel and Expense Center>Expense Report>View**
2. You can search the Report ID by either of the following choices on the drop down menu



3. You can view Workflow as well as status.

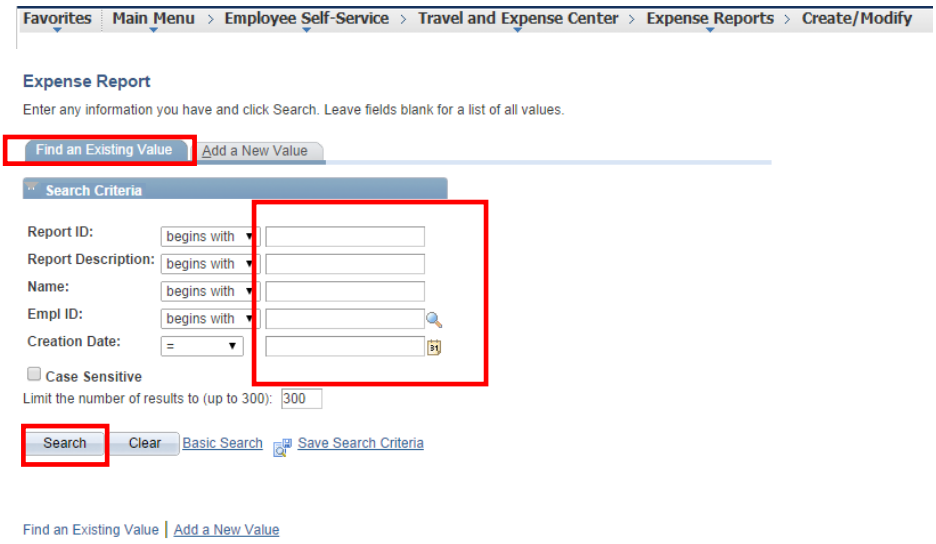


4. Click Expense Details link

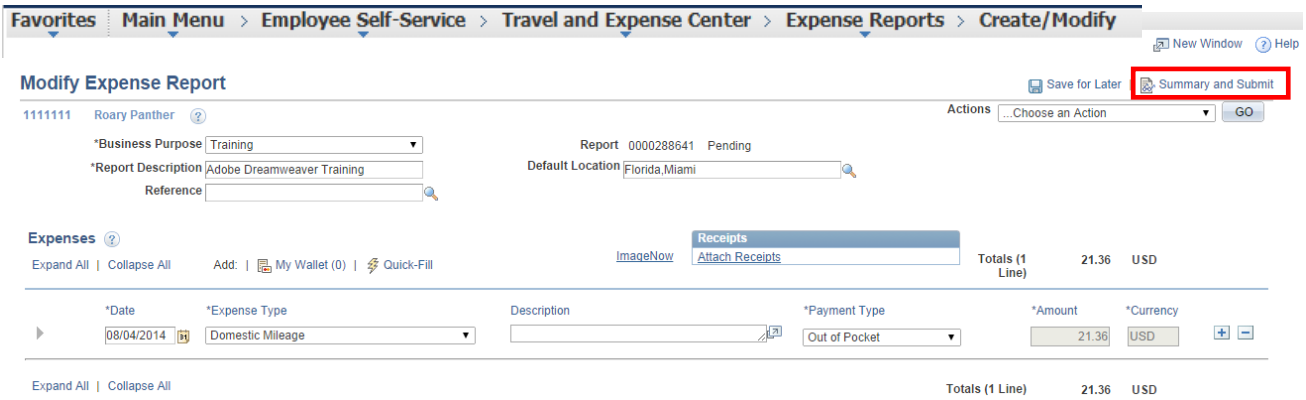


Modifying Expense Reports

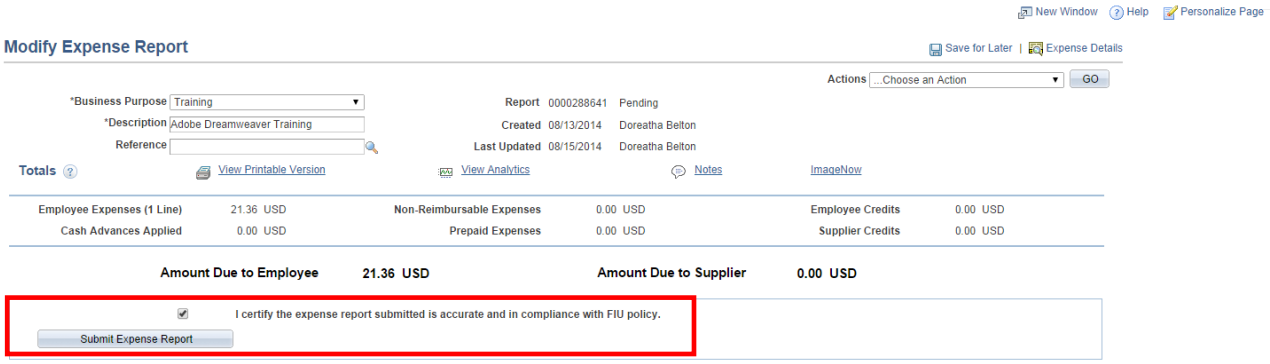
1. **Main Menu> Employee Self Service>Travel and Expense Center>Expense Report>Create/Modify**
2. Click "**Find an Existing Value"** tab and you can search the expense report by any of the listed criteria
3. Click **"Search"**



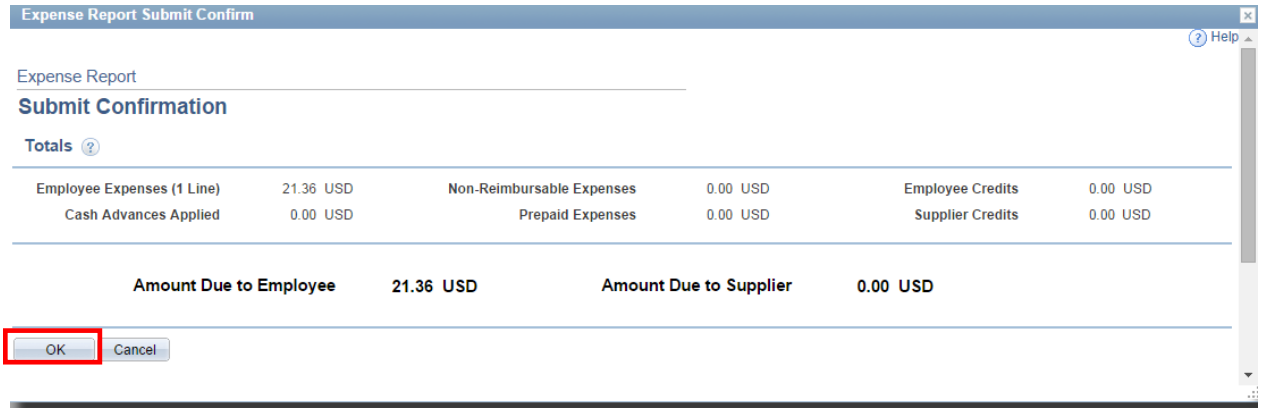
4. Make any necessary revisions & click **"Summary and Submit"**



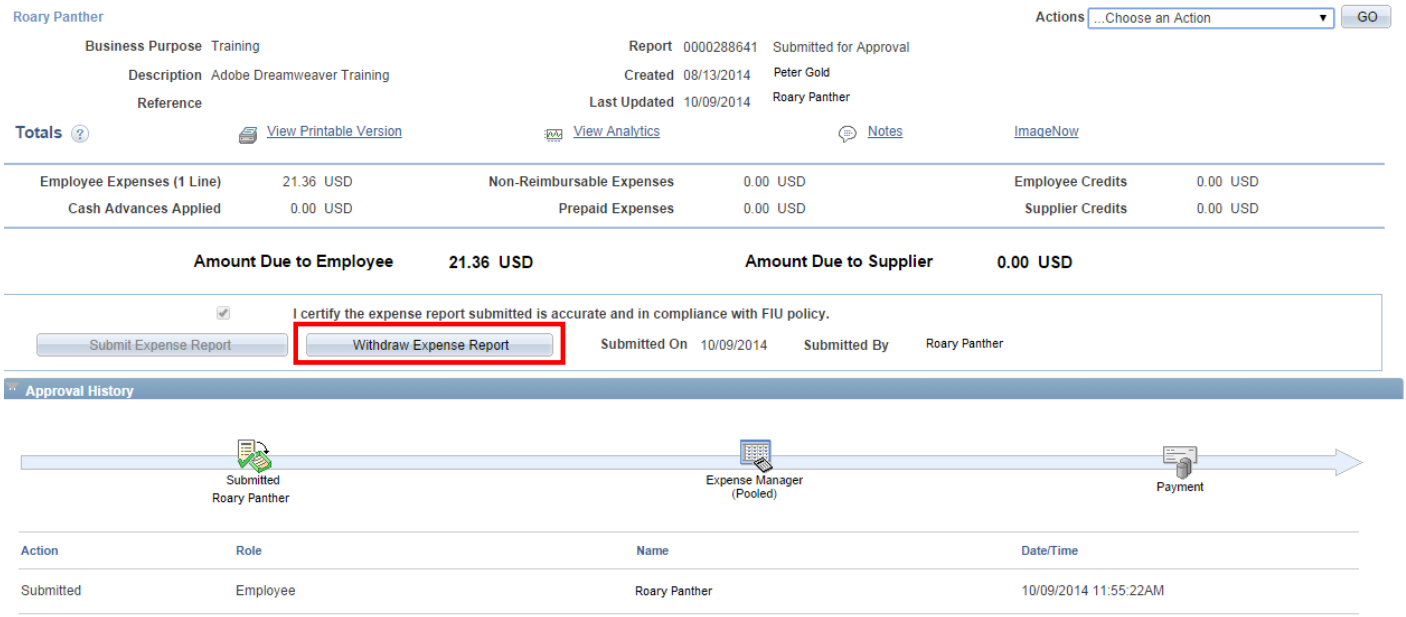
5. After all changes have been made, click on the check box and click the **"Submit Expense Report"** button

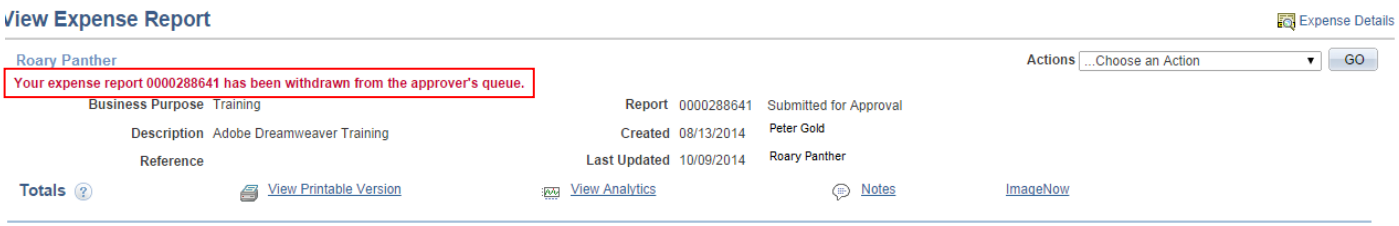


6. Click **"OK"**



7. You can also Withdraw the Expense Report at this point.

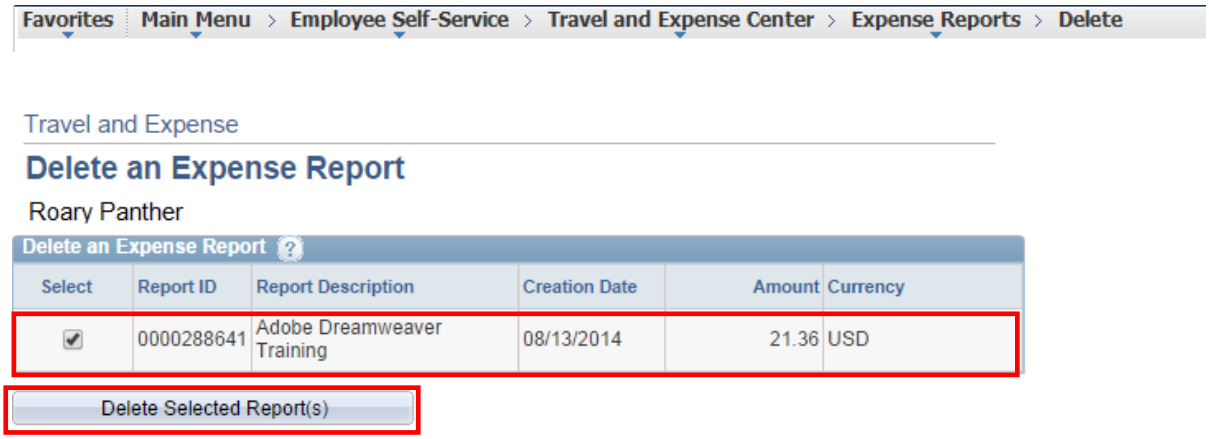




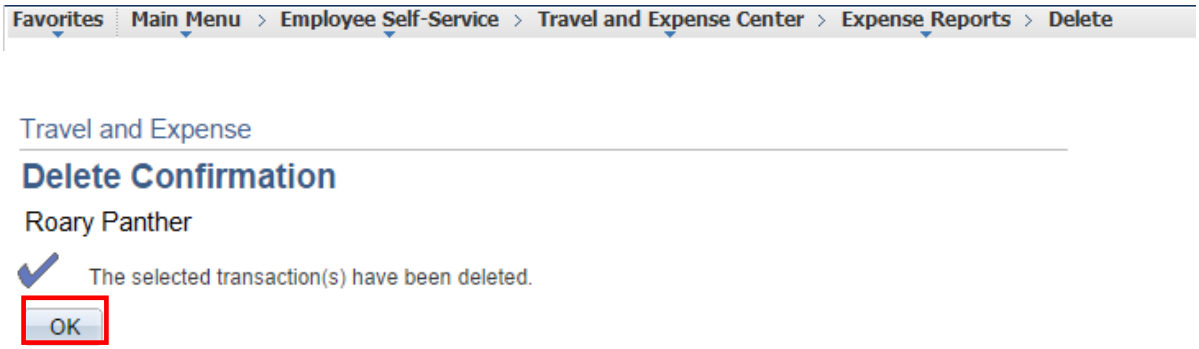
Deleting Expense Reports

An Expense Report cannot be deleted if it's in Approved for Payment status.

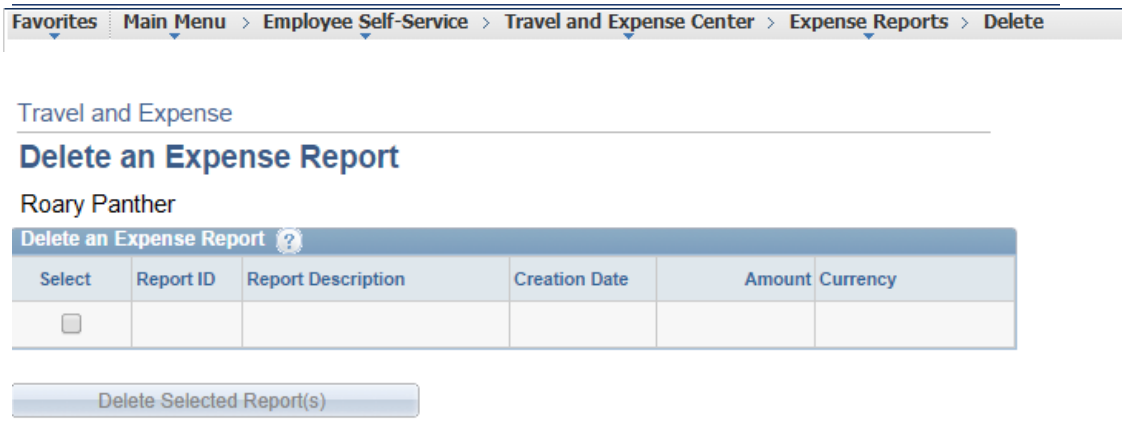
1. **Main Menu> Employee Self Service>Travel and Expense Center>Expense Report>Delete**
2. All the Expense Reports in your queue will appear. Select the appropriate one to be deleted.
3. Click **"Delete Selected Report"** button.



4. You will prompted with a confirmation deletion message. Click **"OK".**

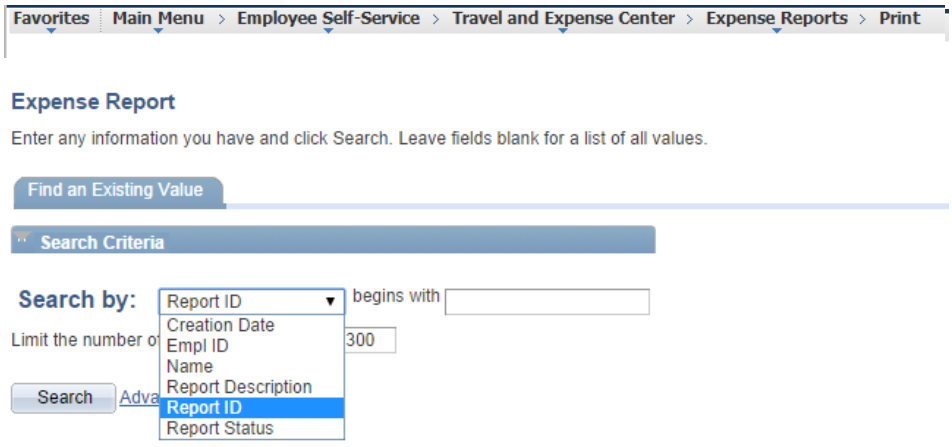


5. Click **"Return to Expense Report"** link to go back to the Travel and Expense Center Menu

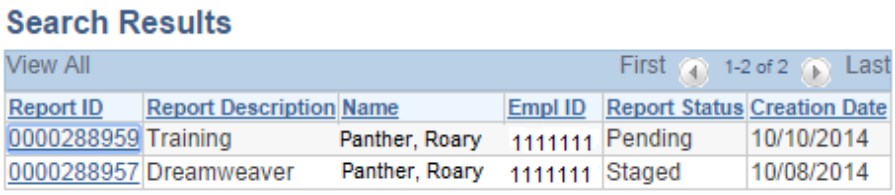


Printing Expense Reports

1. **Main Menu> Employee Self Service>Travel and Expense Center>Expense Report>Print**
2. The ER can be search by any of the criteria listed in the drop down menu. Click **"Search"** button.



3. Select the desired Expense Report and print using your browser's feautures.



Expense Report Status

Pending: An employee has not submitted the expense report, or the approver or auditor denied and returned the expense report to the employee. This is the default status for a newly created expense report.

Submitted for Approval: The Expense Report is ready for approval or audit process.

Approvals in Process: Depending on your approval and audit requirements, after anyone on the approval list has approved or held the expense report, the status changes to *Approvals in Process.* There may also be situations where a transactions has been approved for payment but not yet approved for billing. In these instances, the approver may see the status *Pending Billing Approval.*

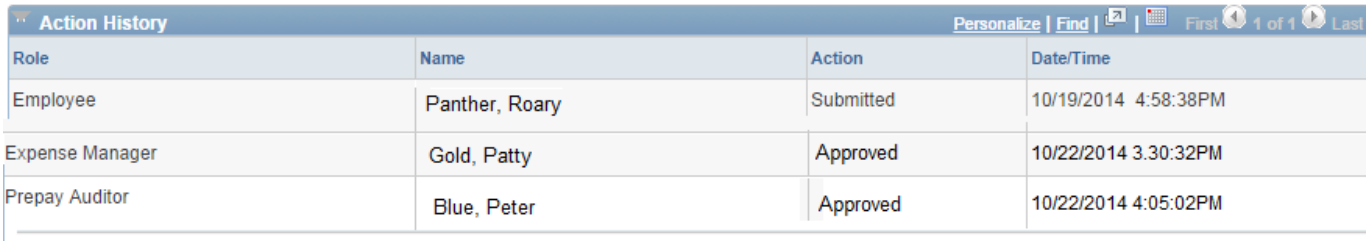
Approved for Payment: The expense report is authorized for payment processing.

Staged: The expense report is staged for payment.

Paid: The employee has been issued a reimbursement.

Expense Report Workflow

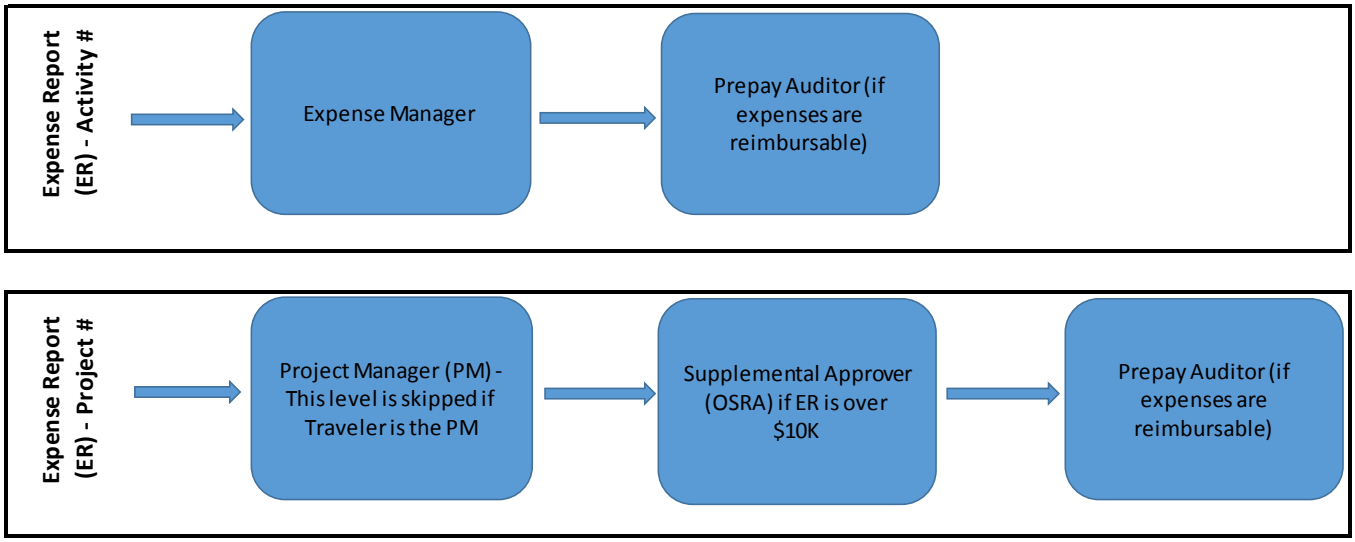
Submitter>Expense Manager>Prepay Auditor



Action History — Personalize | Find | First 1 of 1 Last

Role	Name	Action	Date/Time
Employee	Panther, Roary	Submitted	10/19/2014 4:58:38PM
Expense Manager	Gold, Patty	Approved	10/22/2014 3.30:32PM
Prepay Auditor	Blue, Peter	Approved	10/22/2014 4:05:02PM

FIU Expense Report (ER) Approval Workflow



Expense Report Workflow Status	Description
Submitted	System has initiated the approval routing process and ER is waiting approval action and requires Budget Checking prior to Approval. Approver(s) receive email notification to Approve
Approve	ER is approved, Approver and Traveler/Proxy will be unable to make any further changes. Final Approval triggers an email notification to Traveler or Proxy
Send Back	If Approver Sends Back the ER, the Traveler or Proxy will receive an email with comments, Traveler or Proxy can make changes to the ER and resubmit for approval (if needed)
Hold	If Approver puts the ER on hold, the Traveler or Proxy will receive an email notification with comments

Manager Self Service

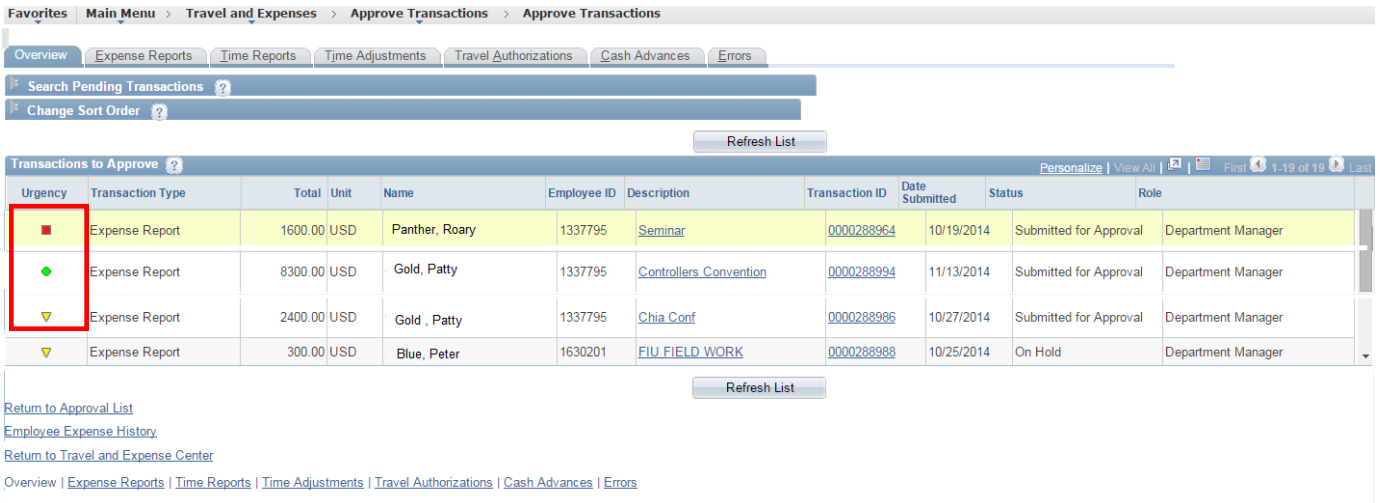
Approving Travel Authorizations

1. **Main Menu>Manager Self Service>Travel & Expense Center>Approvals>Approve Transactions**
2. You can view the Urgency levels for the Expense Reports, Travel Authorizations, and Cash Advances

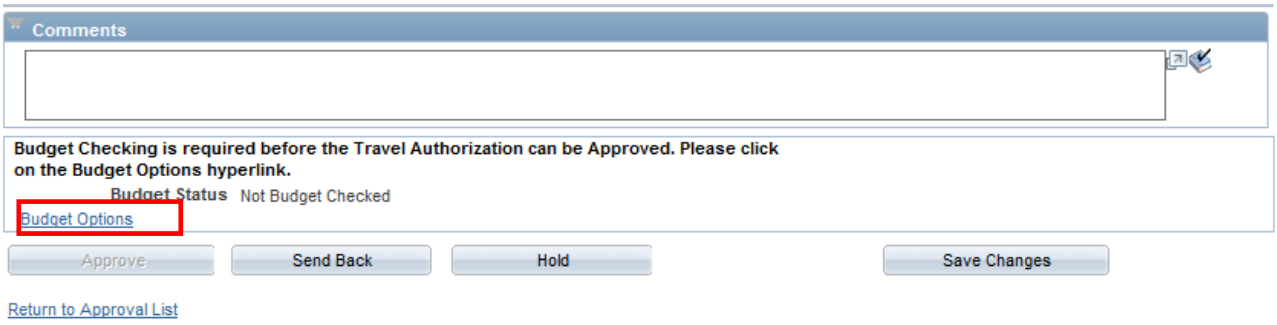
   Note: Urgency settings enable approvers to determine which expense transaction need immediate attention. The urgency level is triggered by the number of outstanding days.

   High - Red Square, Medium - Yellow Triangle, Low – Green Circle

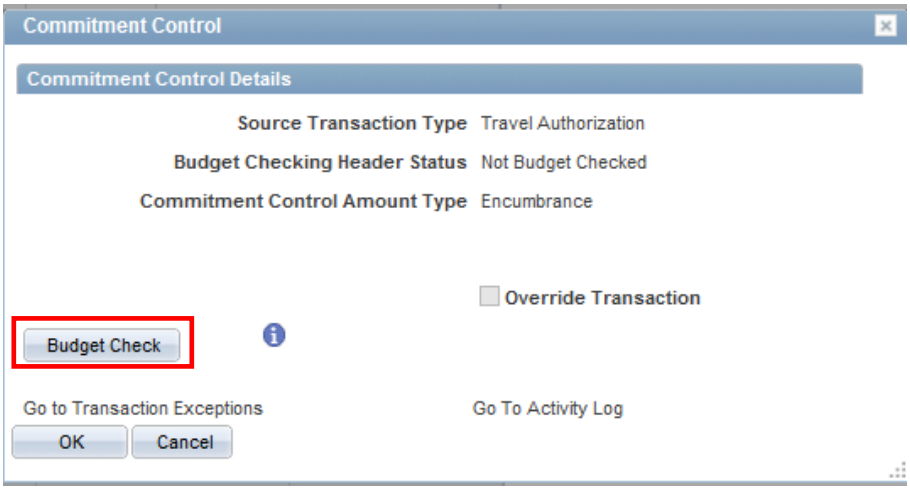
3. Click on the transaction type ID link in order to review



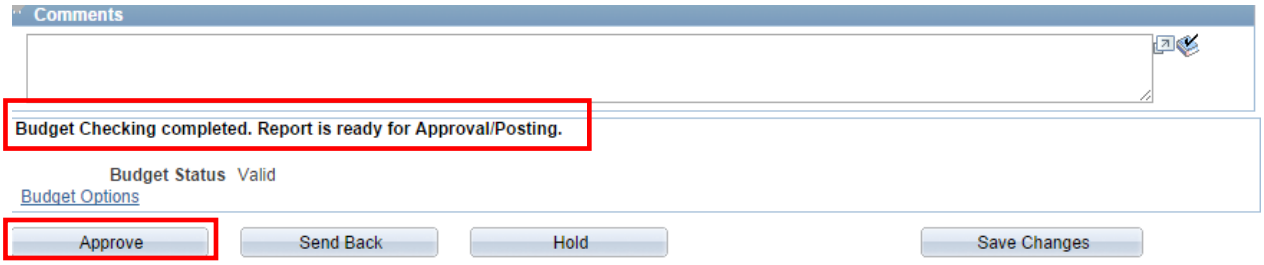
4. In order to approve, Budget Check is needed. Click on Budget Options link.



5. Click the **"Budget Check"** button

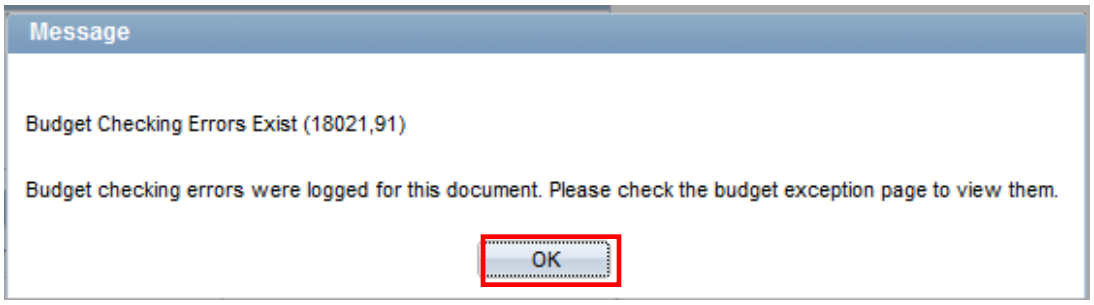


6. If the Budget is valid , you will get this prompt. Now the Approve button will be active.
7. Click **"Approve"** button.

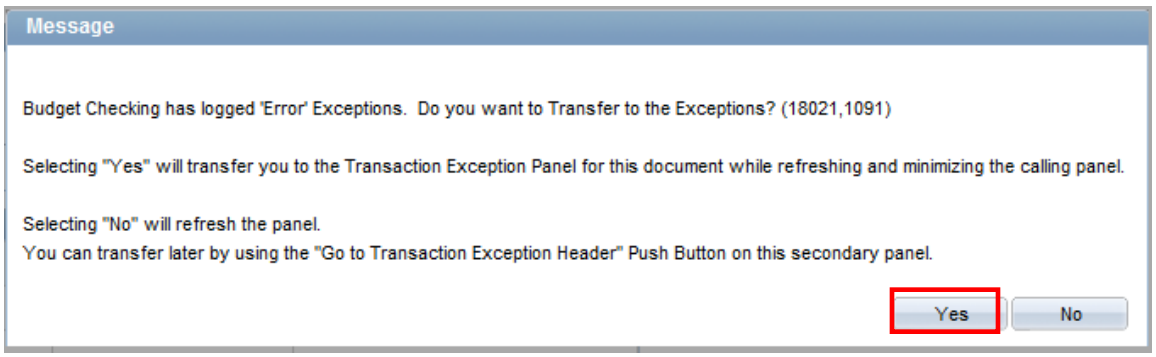


8. Click **"OK"** to confirm approval

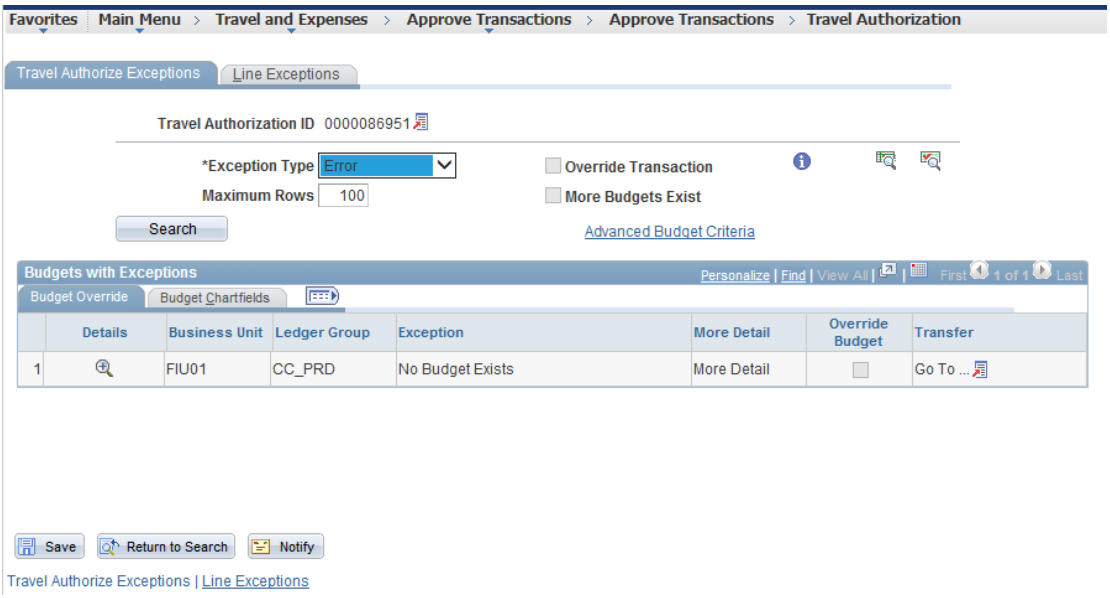
9. If a Budget Error exists, you will prompted with this message. Click **"OK".**



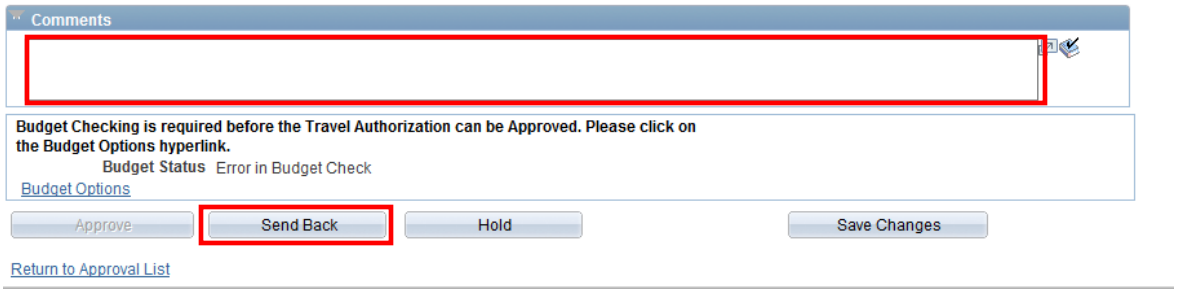
10. In order to be routed to the Transaction Exception page, Click **"Yes".**



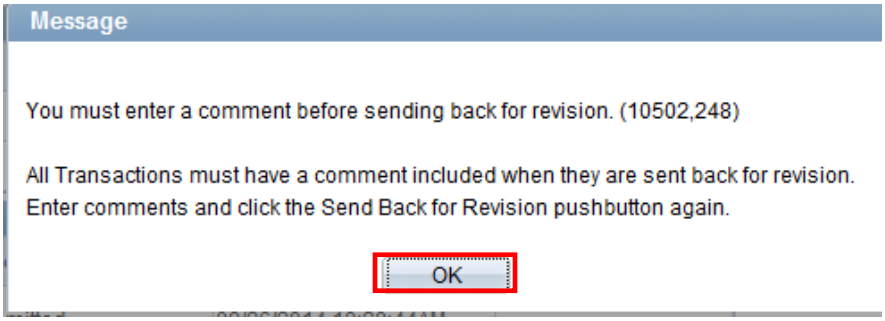
11. If a budget exception error exists, the approver in queue may send back the Travel Authorization for revision.



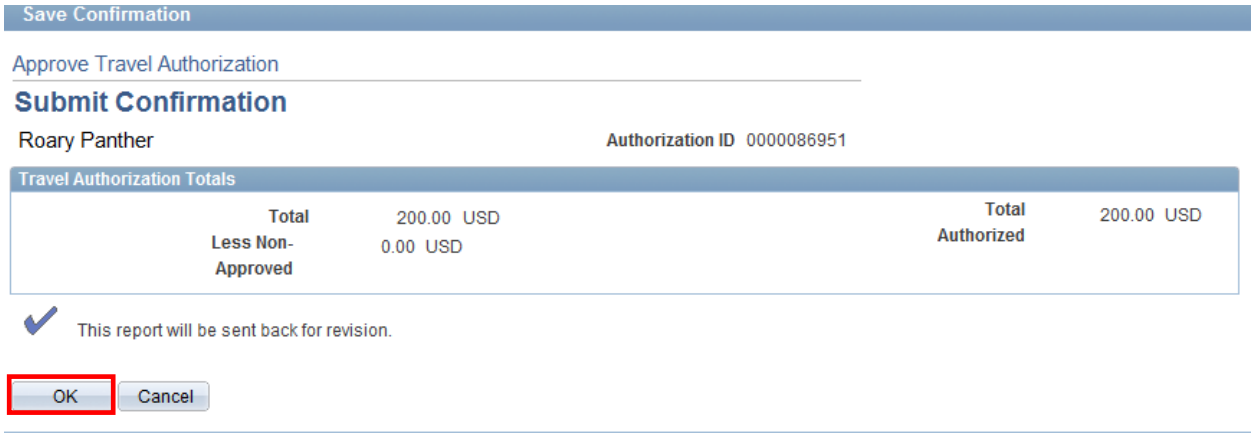
12. In order to Send Back, approver must navigate again to the Approve Transactions page and Click **"Send Back"** button.



13. To Send Back, a comment is required. Otherwise, the following message will appear.

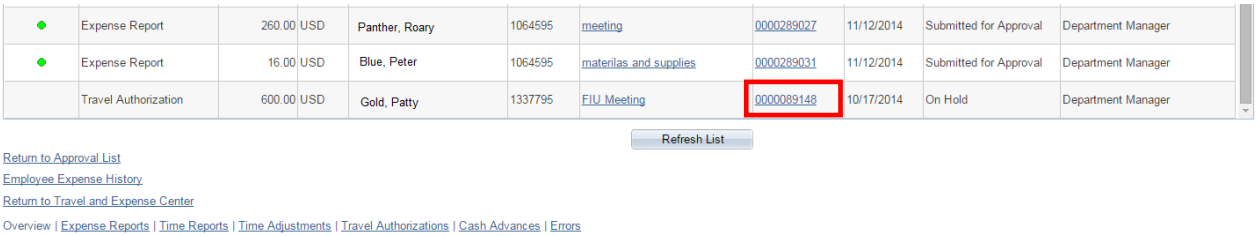


14. Click **"OK".** Now the TA will be sent back to the submitter.



Sending Back a Travel Authorization

1. **Main Menu>Manager Self Service>Travel & Expense Center>Approvals>Approve Transactions**
2. Click on the Travel Authorization ID to review

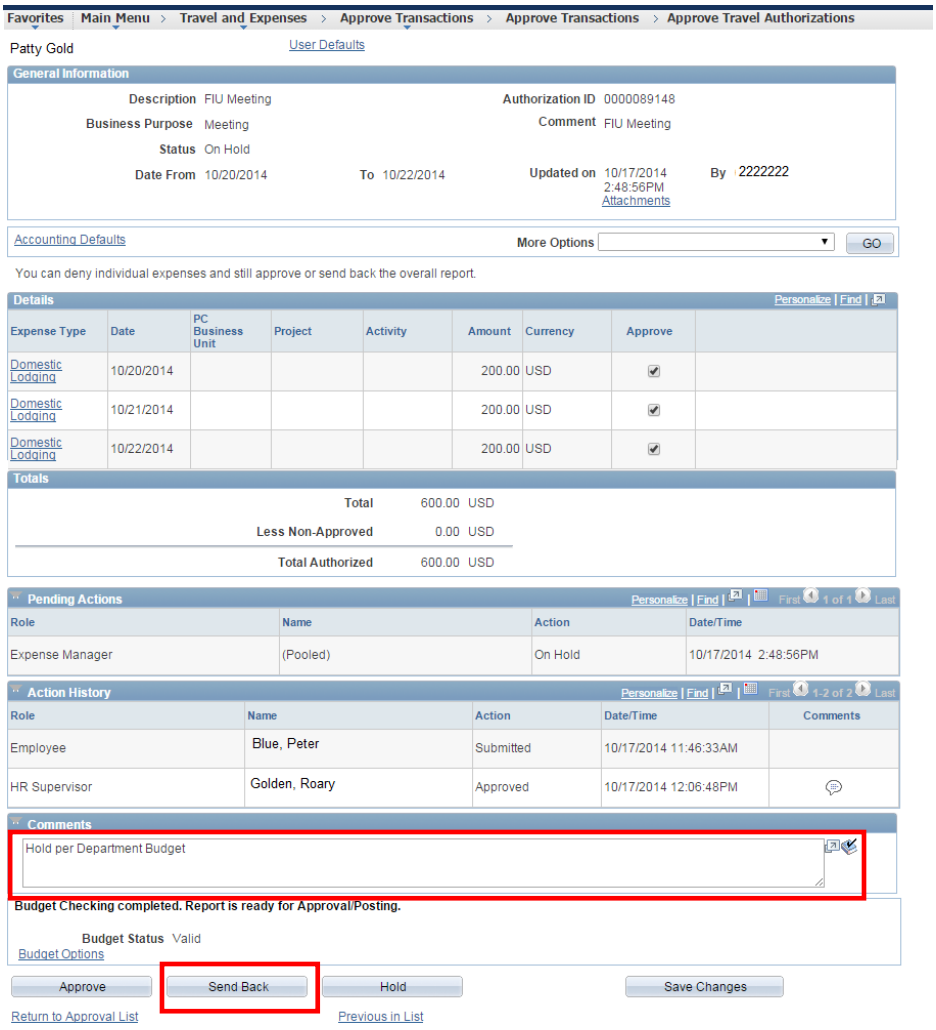


●	Expense Report	260.00	USD	Panther, Roary	1064595	meeting	0000289027	11/12/2014	Submitted for Approval	Department Manager
●	Expense Report	16.00	USD	Blue, Peter	1064595	materilas and supplies	0000289031	11/12/2014	Submitted for Approval	Department Manager
	Travel Authorization	600.00	USD	Gold, Patty	1337795	FIU Meeting	0000089148	10/17/2014	On Hold	Department Manager

Refresh List

Return to Approval List
Employee Expense History
Return to Travel and Expense Center
Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

3. A comment must be inserted before sending back the TA. Click **"Send Back"** button.



Favorites | Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions > Approve Travel Authorizations

Patty Gold — User Defaults

General Information

Description FIU Meeting — Authorization ID 0000089148
Business Purpose Meeting — Comment FIU Meeting
Status On Hold
Date From 10/20/2014 — To 10/22/2014 — Updated on 10/17/2014 2:48:56PM — By 2222222
Attachments

Accounting Defaults — More Options — GO

You can deny individual expenses and still approve or send back the overall report.

Details — Personalize | Find

Expense Type	Date	PC Business Unit	Project	Activity	Amount	Currency	Approve
Domestic Lodging	10/20/2014				200.00	USD	☑
Domestic Lodging	10/21/2014				200.00	USD	☑
Domestic Lodging	10/22/2014				200.00	USD	☑

Totals

Total	600.00	USD
Less Non-Approved	0.00	USD
Total Authorized	600.00	USD

Pending Actions — Personalize | Find | First 1 of 1 Last

Role	Name	Action	Date/Time
Expense Manager	(Pooled)	On Hold	10/17/2014 2:48:56PM

Action History — Personalize | Find | First 1-2 of 2 Last

Role	Name	Action	Date/Time	Comments
Employee	Blue, Peter	Submitted	10/17/2014 11:46:33AM	
HR Supervisor	Golden, Roary	Approved	10/17/2014 12:06:48PM	

Comments

Hold per Department Budget

Budget Checking completed. Report is ready for Approval/Posting.

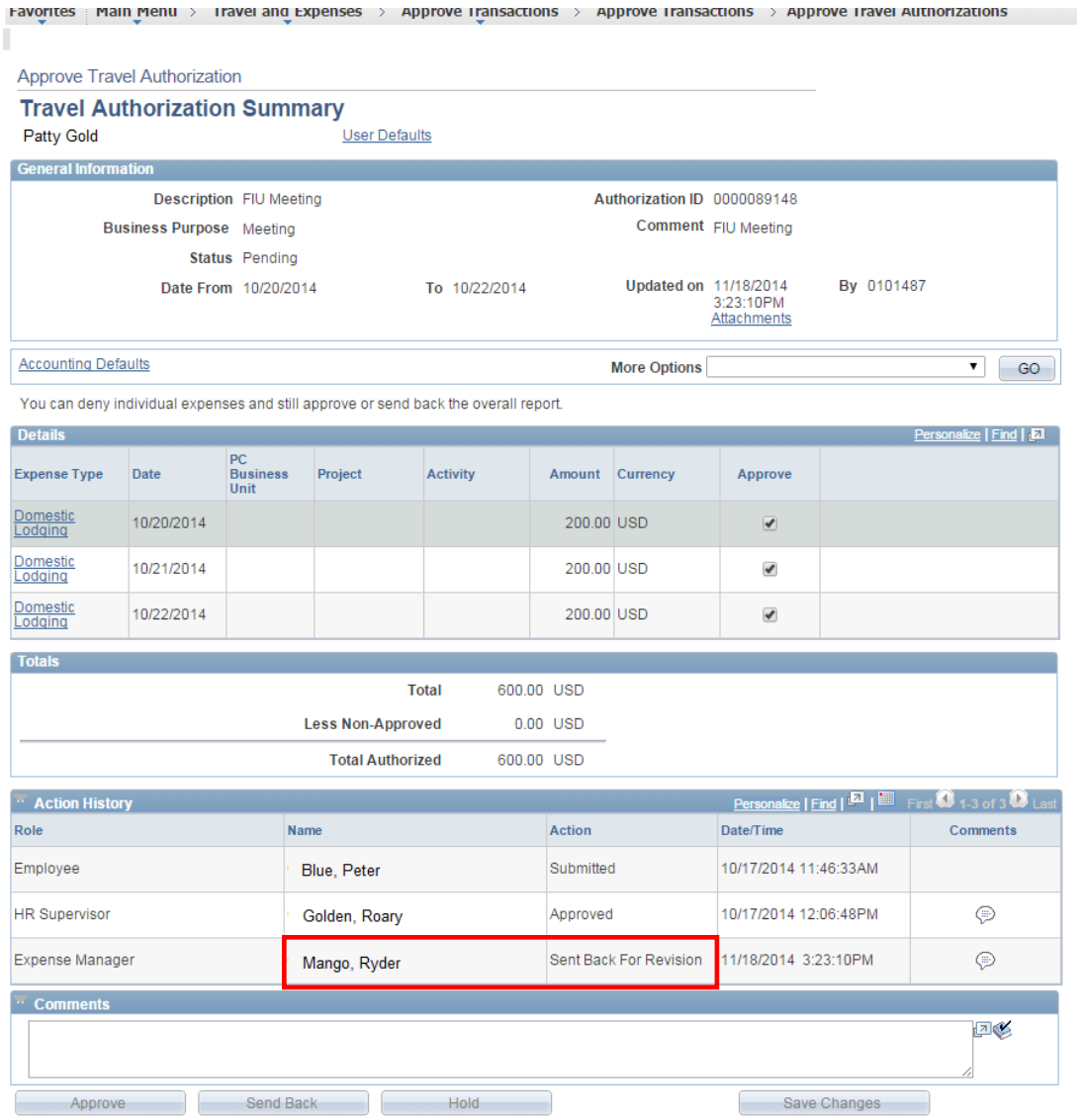
Budget Status Valid
Budget Options

Approve | Send Back | Hold | Save Changes

Return to Approval List | Previous in List

4. Click **"OK".**

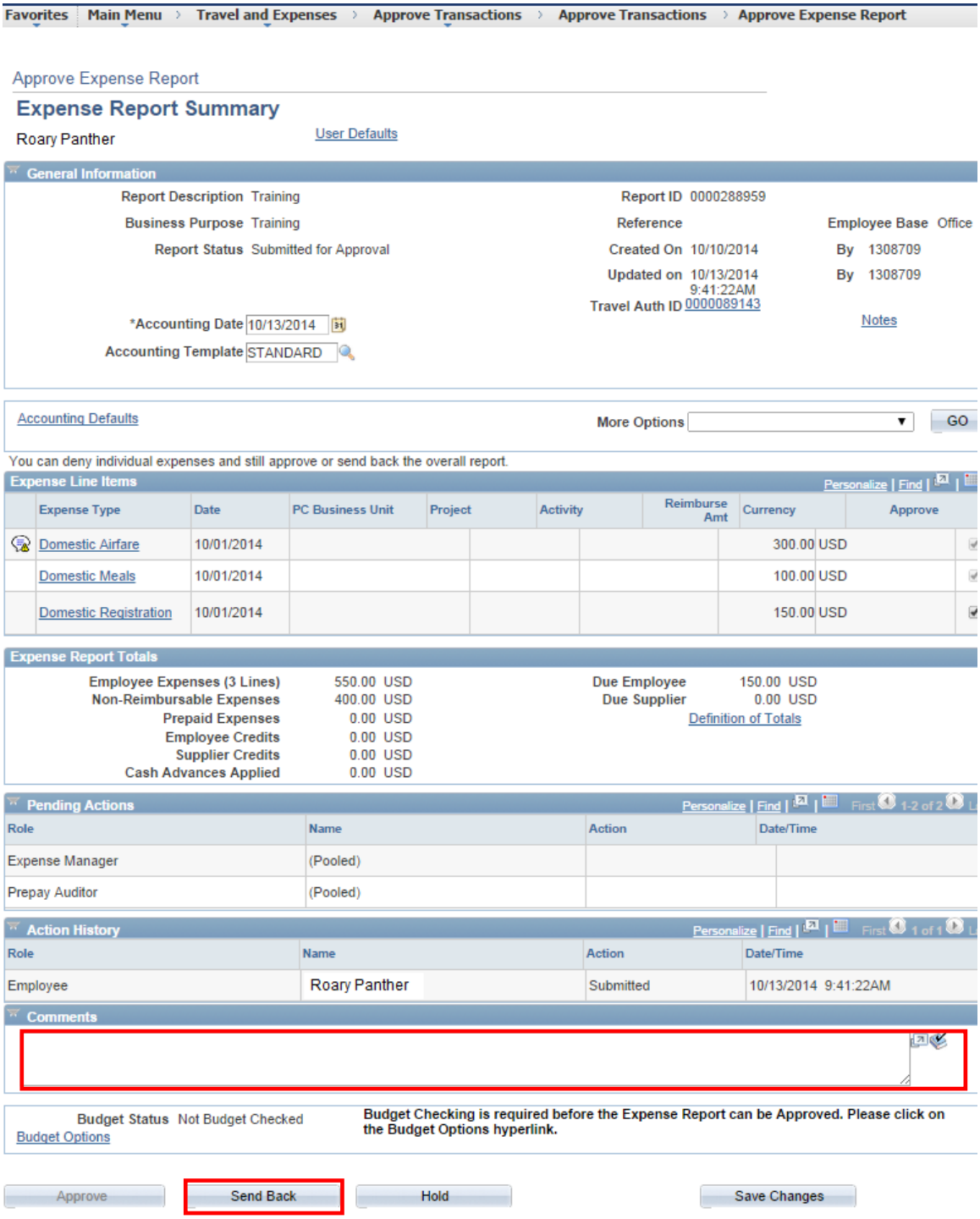
Save Confirmation
Help
Approve Travel Authorization
Submit Confirmation
Patty Gold
Authorization ID 0000089148
Travel Authorization Totals
Total 600.00 USD
Less Non-Approved 0.00 USD
Total Authorized 600.00 USD
This report will be sent back for revision.
OK
Cancel


Favorites Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions > Approve Travel Authorizations
Approve Travel Authorization
Travel Authorization Summary
Patty Gold
User Defaults
General Information
Description FIU Meeting
Business Purpose Meeting
Status Pending
Date From 10/20/2014
To 10/22/2014
Authorization ID 0000089148
Comment FIU Meeting
Updated on 11/18/2014 3:23:10PM
By 0101487
Attachments
Accounting Defaults
More Options
GO
You can deny individual expenses and still approve or send back the overall report.
Details
Personalize | Find
Expense Type | Date | PC Business Unit | Project | Activity | Amount | Currency | Approve
Domestic Lodging | 10/20/2014 | 200.00 USD
Domestic Lodging | 10/21/2014 | 200.00 USD
Domestic Lodging | 10/22/2014 | 200.00 USD
Totals
Total 600.00 USD
Less Non-Approved 0.00 USD
Total Authorized 600.00 USD
Action History
Personalize | Find
Role | Name | Action | Date/Time | Comments
Employee | Blue, Peter | Submitted | 10/17/2014 11:46:33AM
HR Supervisor | Golden, Roary | Approved | 10/17/2014 12:06:48PM
Expense Manager | Mango, Ryder | Sent Back For Revision | 11/18/2014 3:23:10PM
Comments
Approve
Send Back
Hold
Save Changes

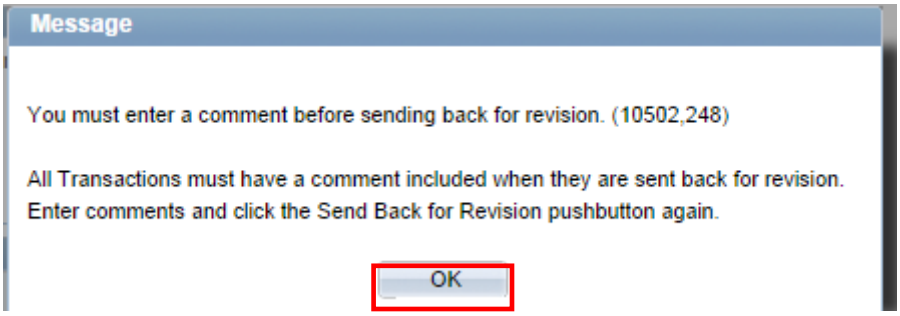
Sending Back Expense Reports

1. **Main Menu>Manager Self Service>Travel & Expense Center>Approvals>Approve Transactions**
2. Click on the Expense Report ID link in order to review

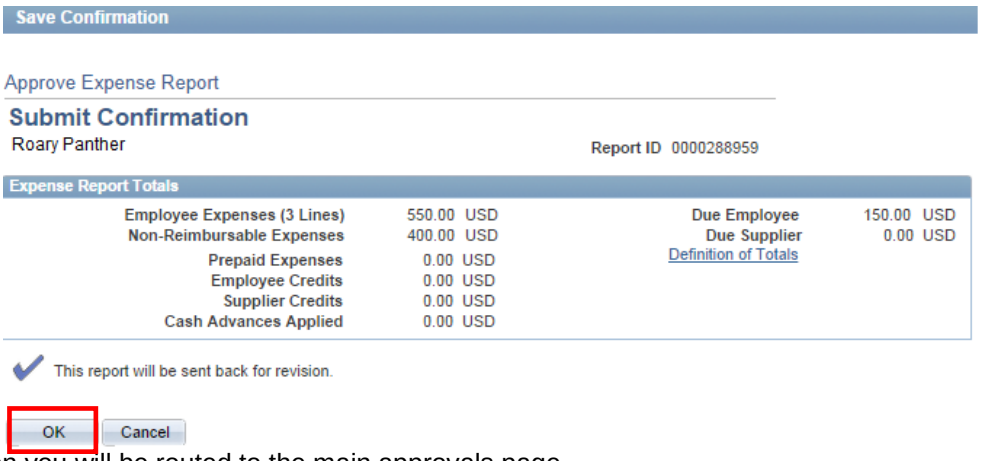
3. In this case, if you wanted to send back the ER for the submitter to modify it. Click "**Send Back"** button.



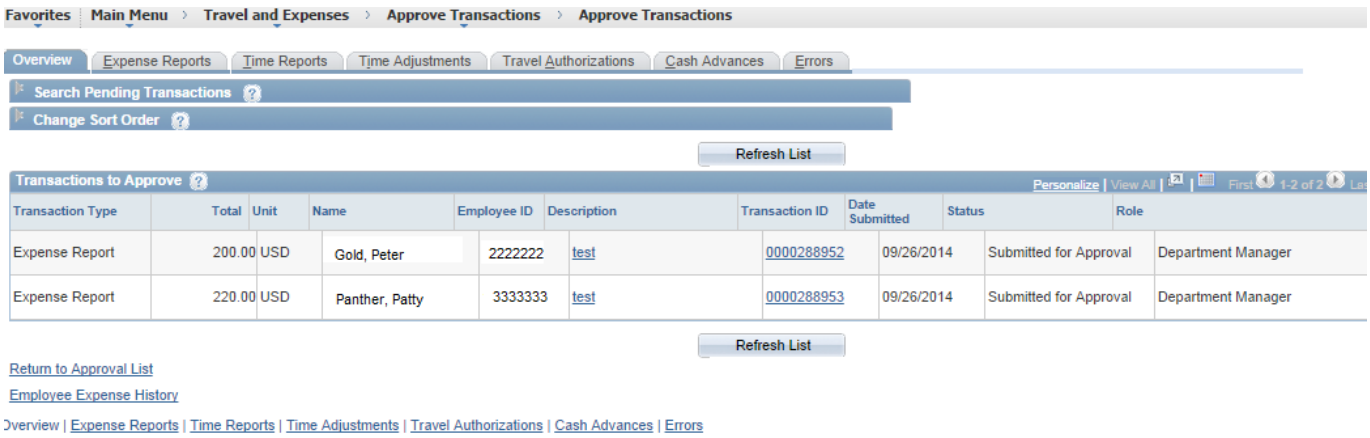
4. In order to send it back, you must leave a comment, otherwise you get prompted this message.



5. You will be prompted with a confirmation message of your sending back for revision.
6. Click **"OK"**

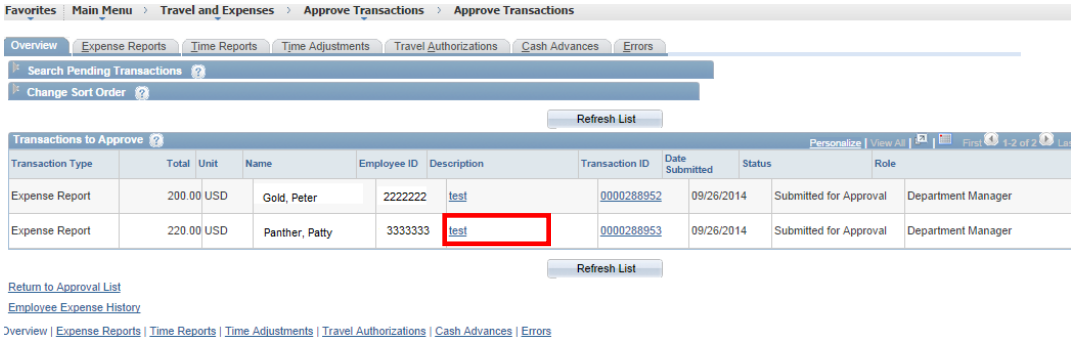


7. Then you will be routed to the main approvals page.

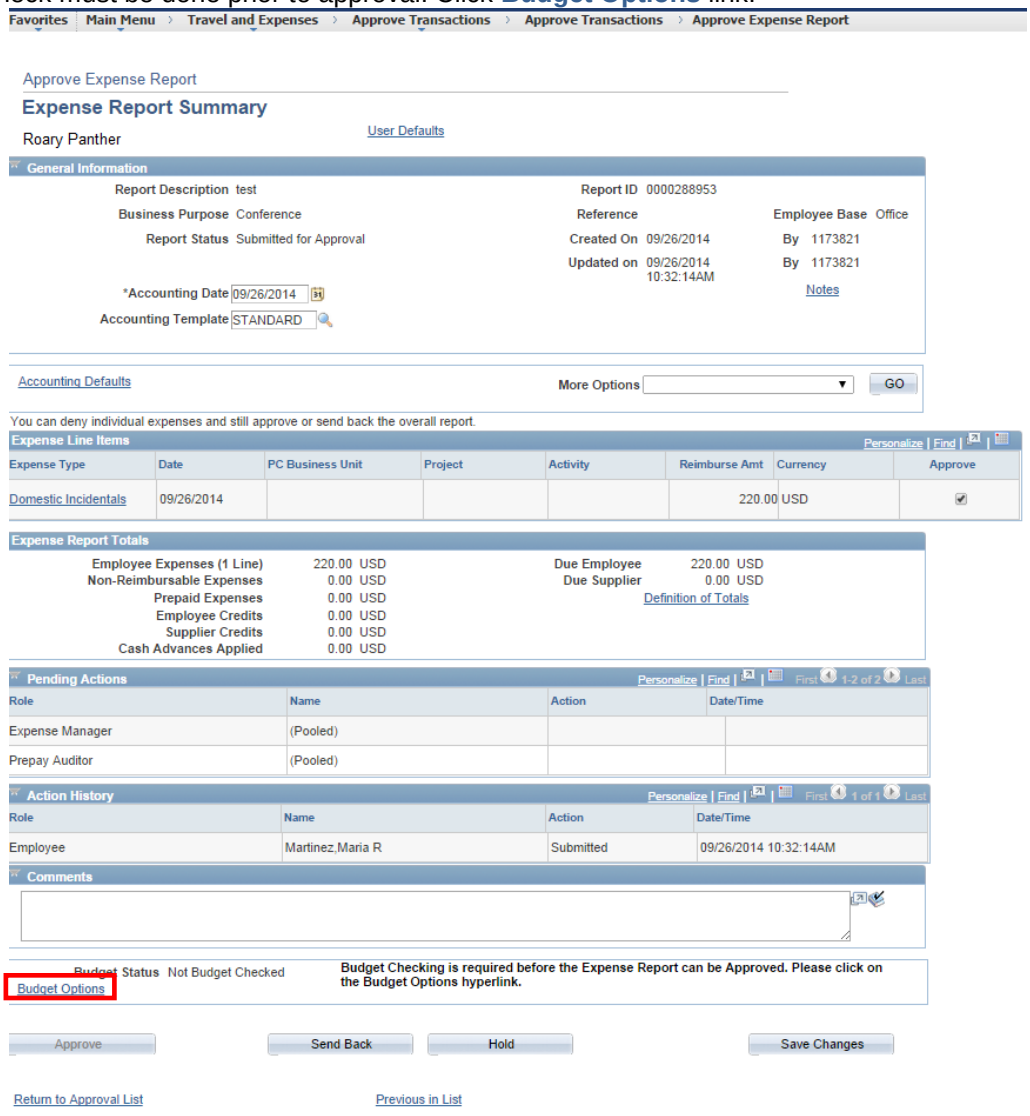


Approving Expense Reports

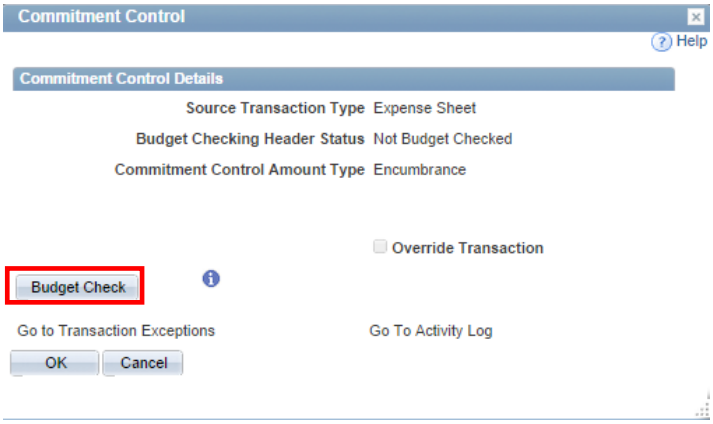
1. **Main Menu>Manager Self Service>Travel & Expense Center>Approve Transactions**
2. Click on the Expense Report ID link in order to review.



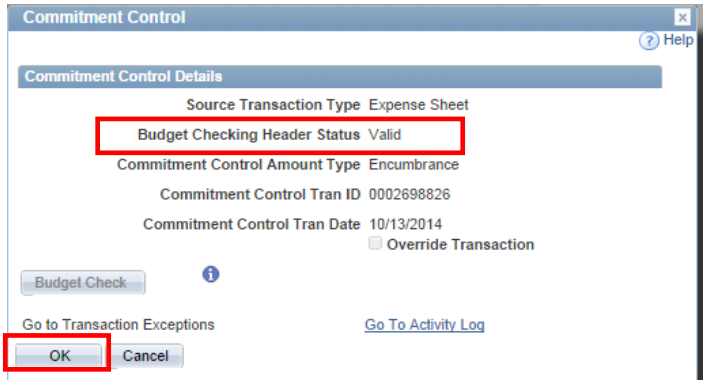
3. Budget Check must be done prior to approval. Click **Budget Options** link.



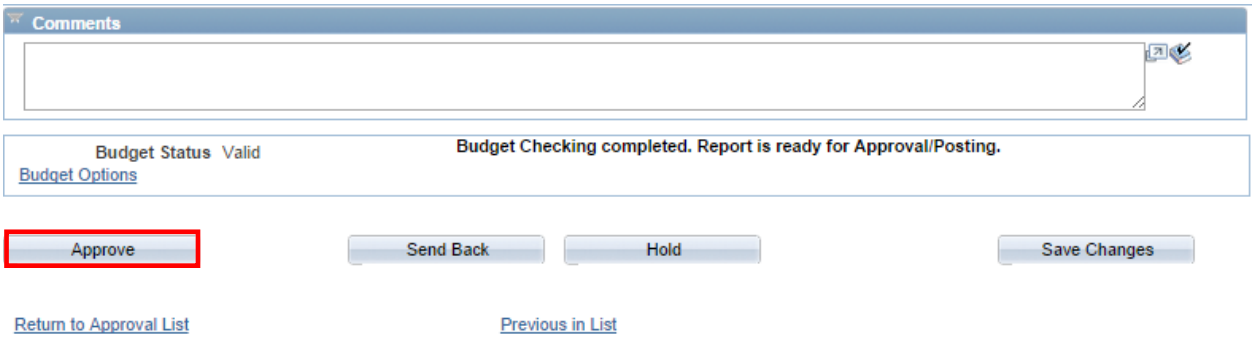
4. Click on **Budget Check** button



5. Click **"OK"**



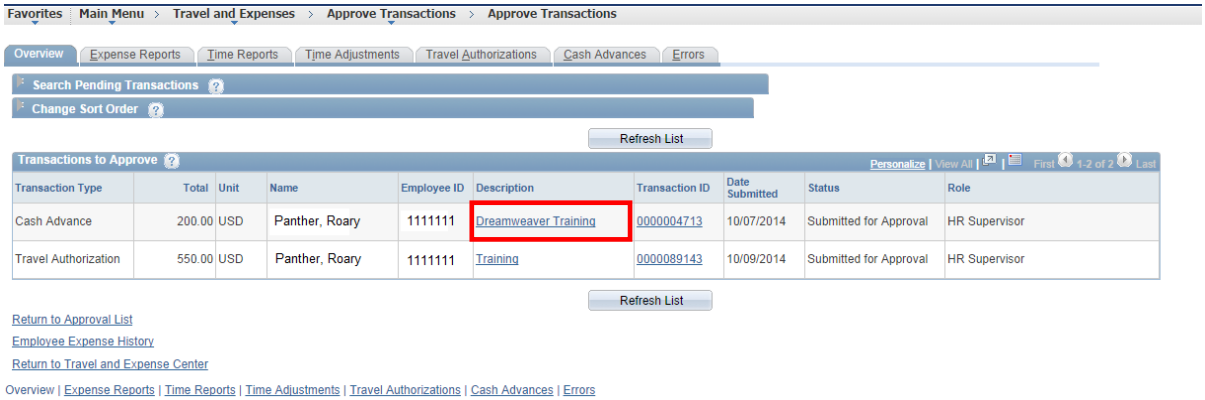
6. Click **"Approve"** button.



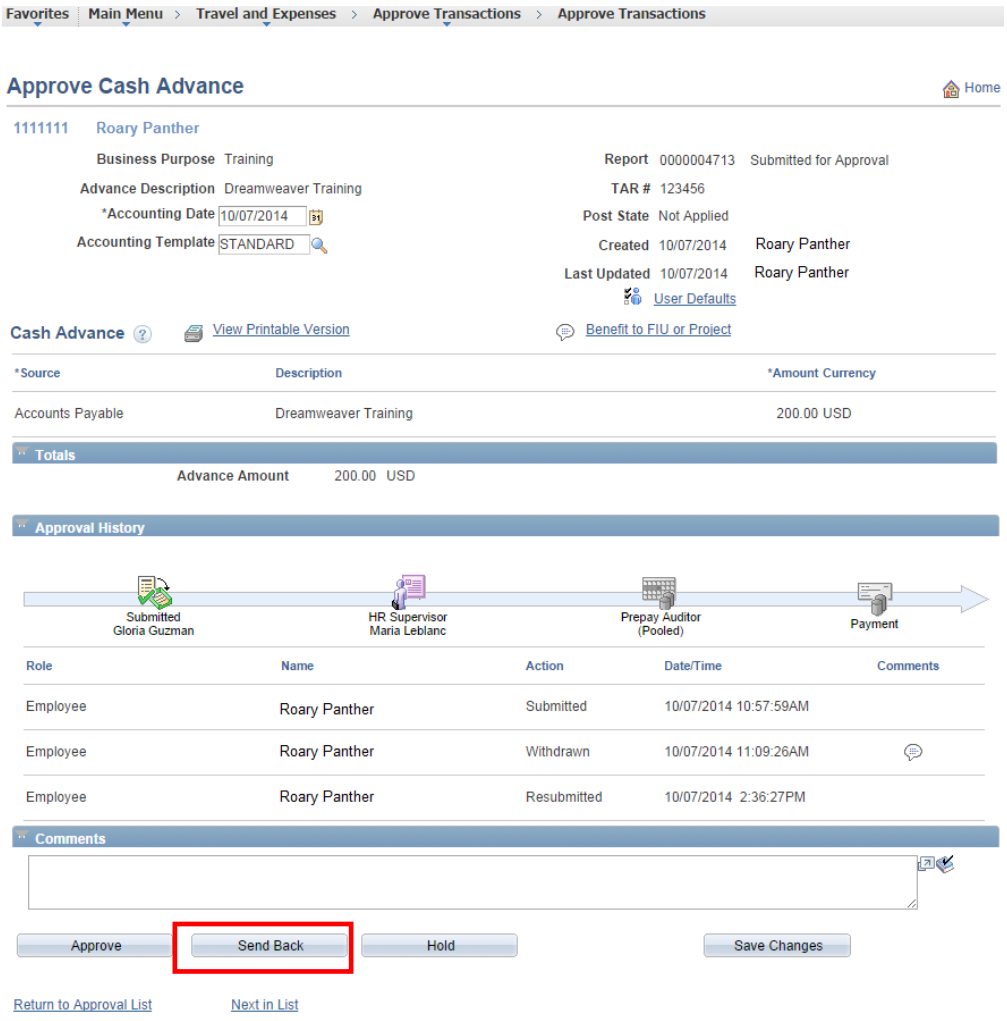
7. Click **"OK".**

Approving /Sending Back Cash Advances

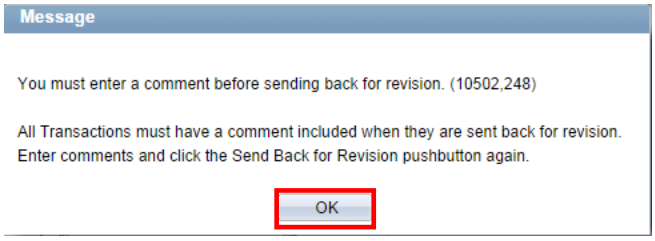
1. **Main Menu>Manager Self Service>Travel & Expense Center>Approve Transactions**
2. Click on the Cash Advance ID link in order to review



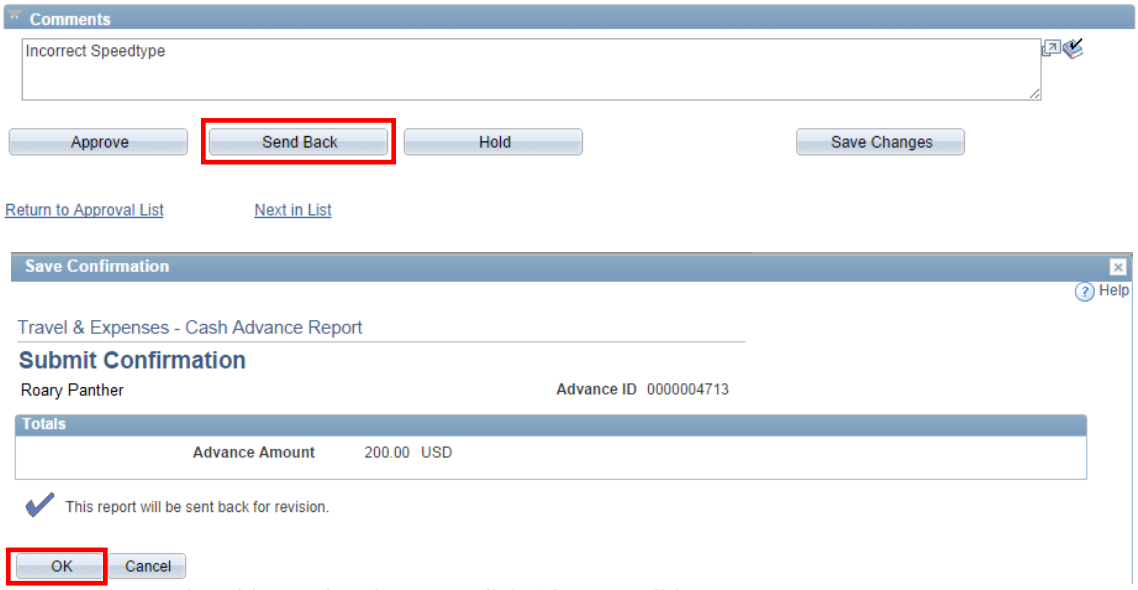
3. If you are sending back this Cash Advance for revision, Click **"Send Back"** button



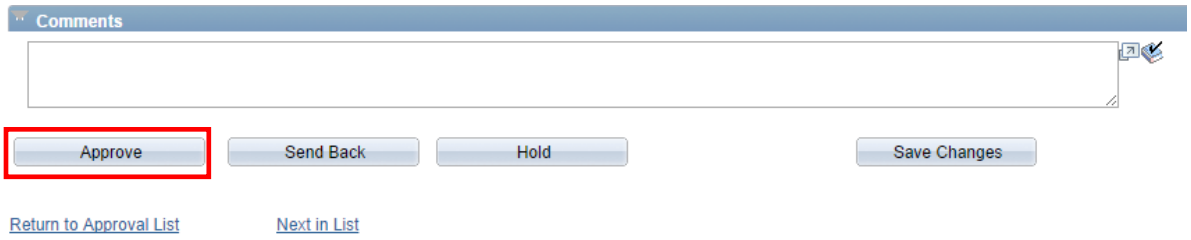
4. You must leave a comment prior to sending it back or you will prompted with this message.



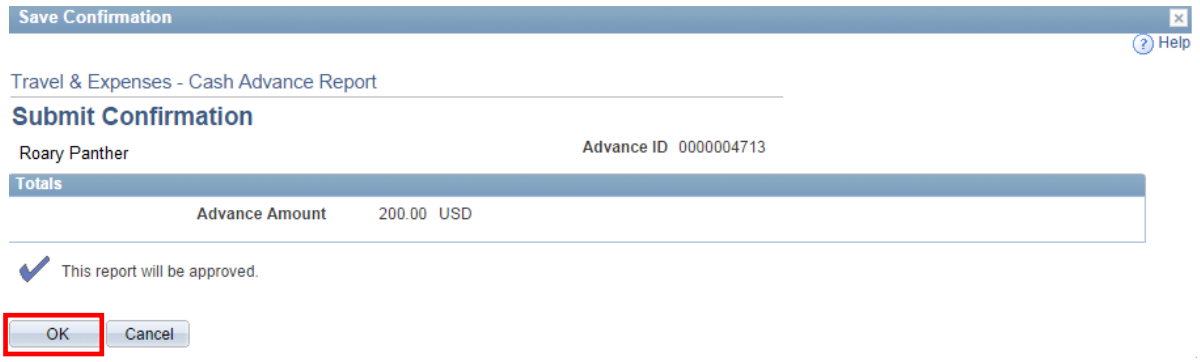
5. Insert your comment, Click **"Send Back"** button, Click **"OK"** to confirm sending back for revision



6. If you are approving this Cash Advance, Click **"Approve"** button.



7. Click **"OK"** to confirm approval.

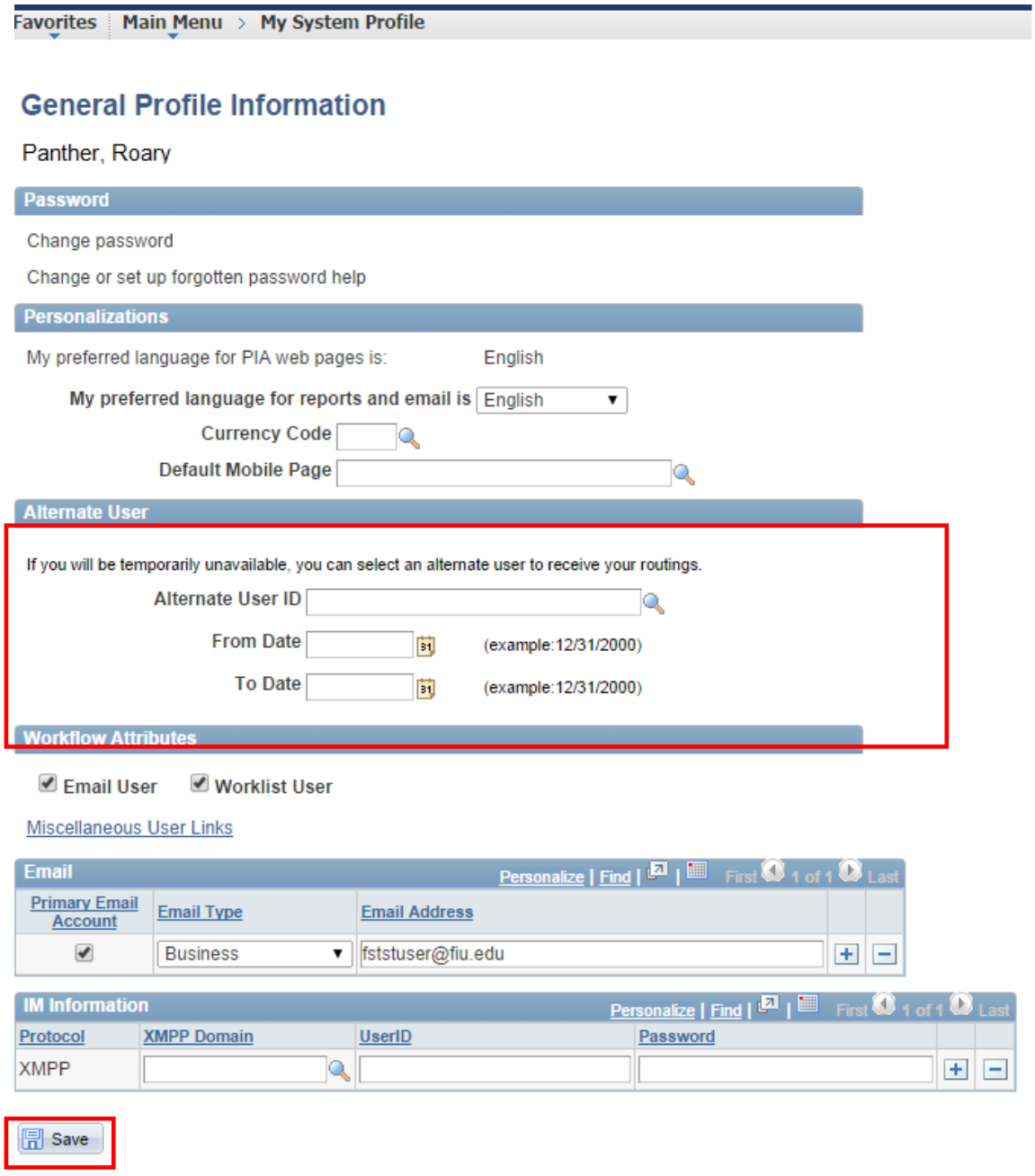


Then you will be routed to the main approvals page.

Delegating an Alternate Approver

Transaction will start rerouting to the selected alternate approver from the set date range in the General information. Any transaction prior to delegating will not be routed to the delegated approver.
Contact FSSS Call Center or email controller@fiu.edu with the transactions number (TA, CA, ER) and Panther ID and name of the new delegated alternate approver for rerouting.

1. **Main Menu> My System Profile**
2. Fill out the **Alternate User ID** along with the range of dates that they will be approving workflow
3. Click **"Save"**



Understanding Approver Types

Expense Manager
A department or expenses manager is authorized to approve some or all expense transactions. You can use the Expense Manager role instead of using a HR Supervisor or you can use the role in conjunction with the HR Supervisor for approvals of transactions meeting defined conditions, such as report total amount. You define these approvers through an approver list in PeopleSoft Expenses.

HR Supervisor
This role is the supervisor to whom the employee, contractor, or consultant directly reports to, and is defined in the employee's user profile.

Project Manager
The person designated for project time and expense approvals may be the project manager as defined in PeopleSoft Project Costing, or the supervisor as an option in the product.

Project Supplemental Approver
A supplemental or conditional approver for project-related expense transactions. Use this approver type instead of project manager approvals, or in conjunction with project manager approvals for project-related transactions that meet defined conditions, such as report total amount or reports with billable project hours.
You define these approvers through an approver list.

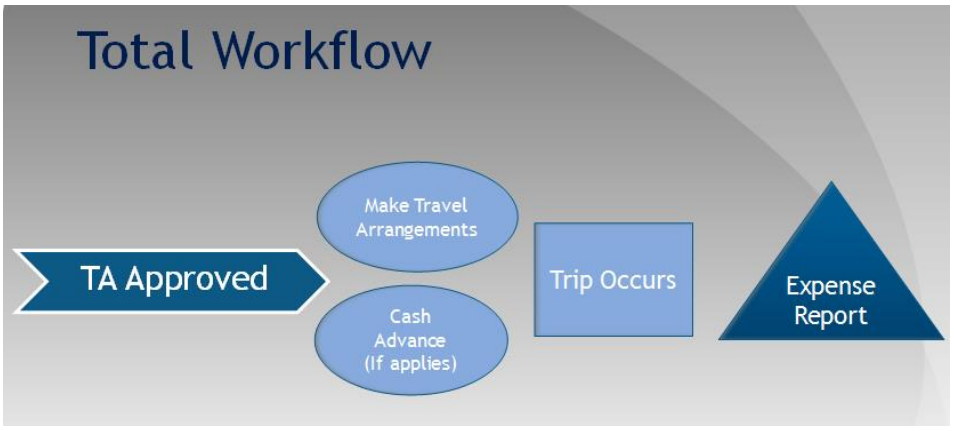
Prepayment Auditor
This approver type supports an auditor process prior to payment processing for review and approvals.

Travel and Expense General Approval Workflow

Travel Authorization
No Projects: HR Supervisor > Expense Manager
Projects: HR Supervisor > Expense Manager > Project Manager> Supplemental Approver

Expense Report
No Projects: Expense Manager > Prepay Auditor
Projects: Project Manager> Supplemental Approver (over $10k)>Prepay Auditor

Cash Advances
HR Supervisor > Prepay Auditor



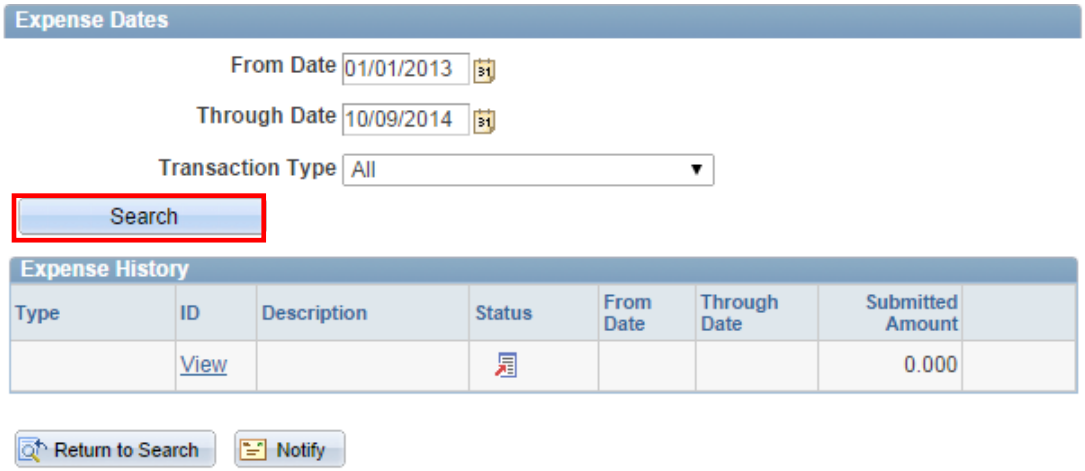
Viewing an Employee Expense Data

This section discusses how to:
• View employee expense transaction history.
• View employee payment history.

Viewing an Employee Expense Transaction History

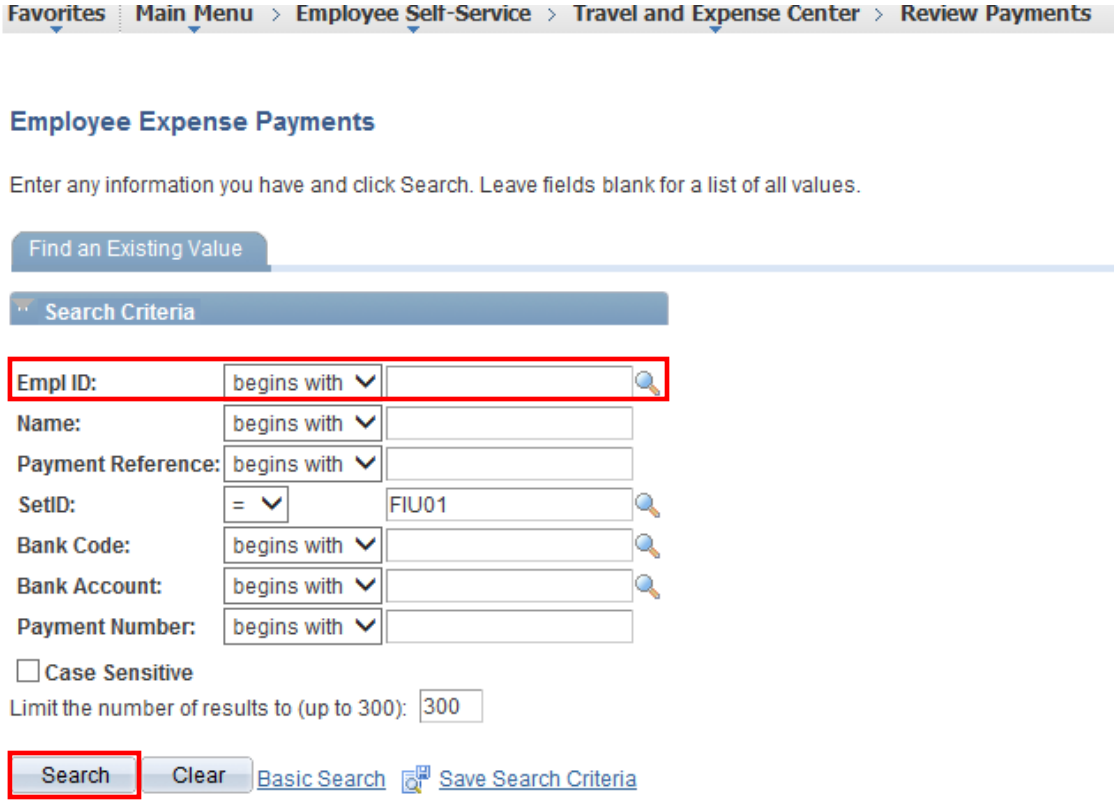
1. **Main Menu>Travel & Expense> Process Expenses > Review Payments> Employee Expense History**
2. Enter Employee ID and Click "**Search"** button

3. Enter the date range and Click on **"Search"** button

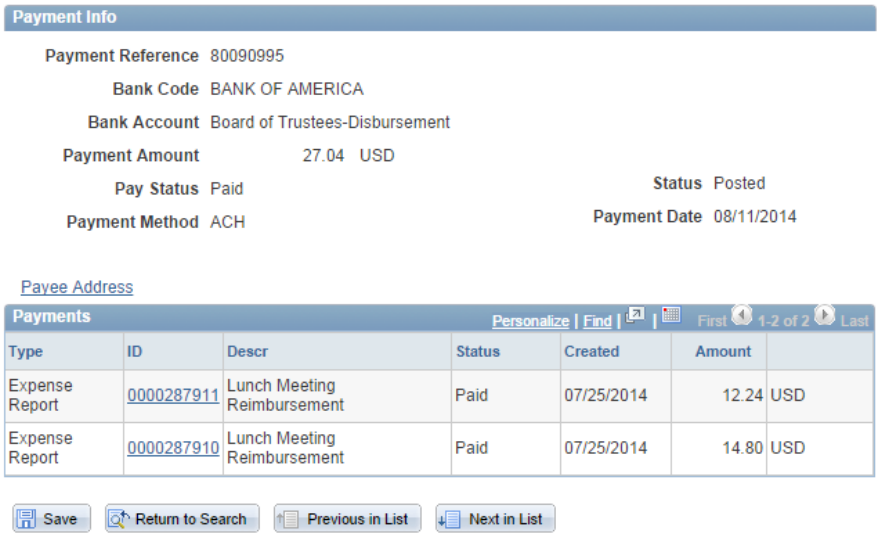


Viewing Employee Expense Payment

1. **Main Menu>Employee Self Service > Travel and Expense Center > Review Payments**
2. Enter Employee ID, SetID and Click **Search** button.

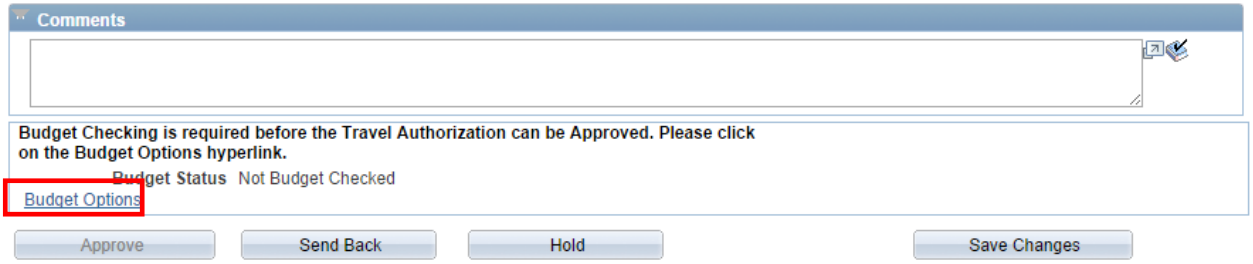


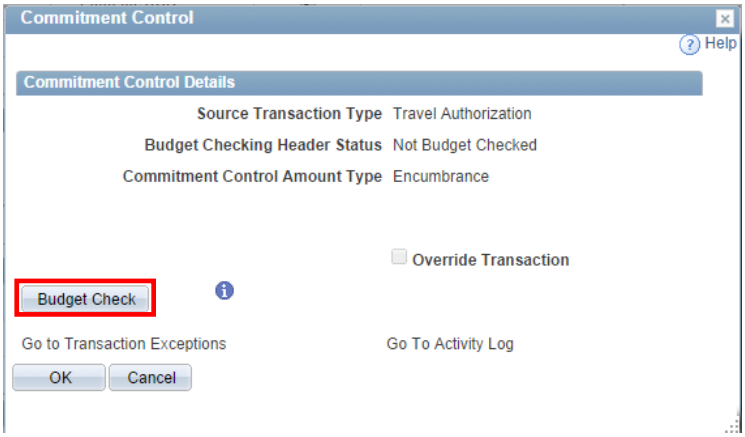
3. Select the payment to review from the search results.
4. The Payment Information page with details will appear.

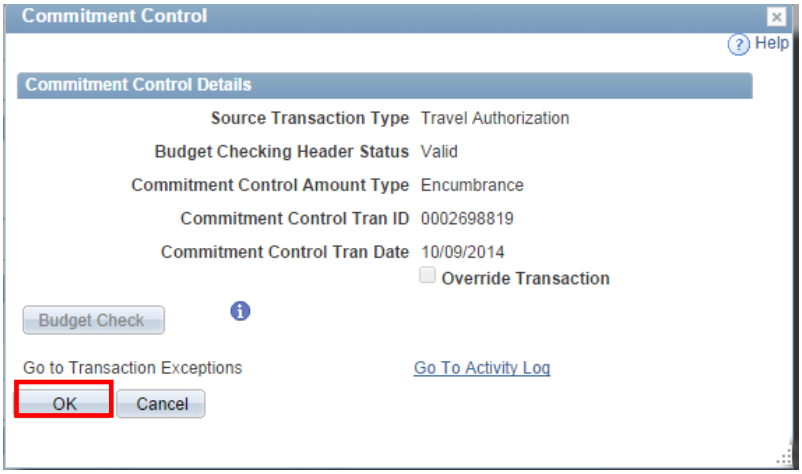


Commitment Control in Expenses

PantherSoft Commitment Control provides a mechanism for organizations to track or control expenditures and Revenues against budget ledgers. When approving travel authorizations and expense reports, click the Budget Options link to access the Commitment Control page, where you initiate the budget checking process.







Budget Checking Exceptions

Budget checking exceptions are transactions that fail budget checking validations. These exceptions may be errors or warnings. Errors prevent the system from recording the transaction; warnings allow the system to record the transaction but inform you of the exception conditions.

Expense transactions may fail budget checking for a variety of reasons and they may fail against one or more budget ledgers. They may fail because:

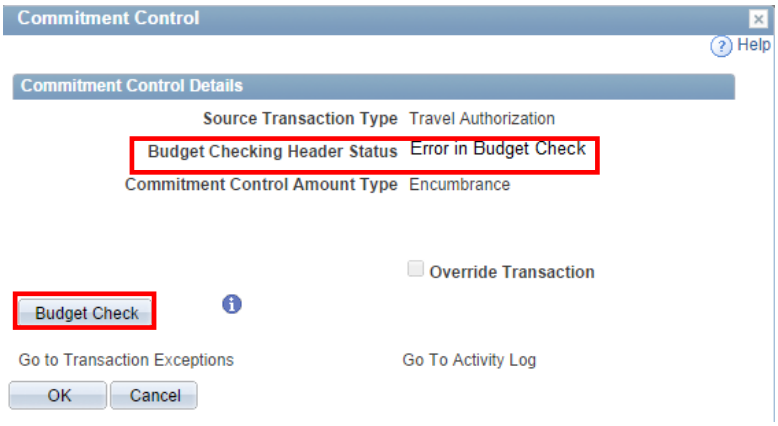
- The chartfields in the accounting distributions are incorrect.
- There are insufficient funds to support the expense.
- The budget is permanently or temporarily closed.

You may view these exceptions to determine the cause of the failure through the Travel Authorization or Expense Report when Budget status “Error”.

How to view a Budget Exception on a Travel Authorization

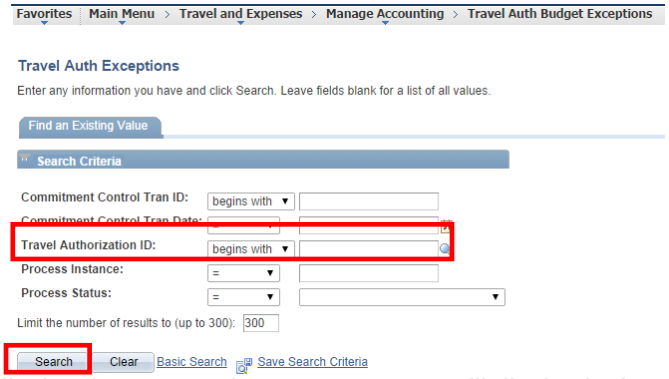
15. From the Travel Authorization ,Click **Budget Options** link.

16. Click **Budget Check** button.
17. If the **Budget Checking Header Status** goes to Error, click Go to Transaction Exceptions link.

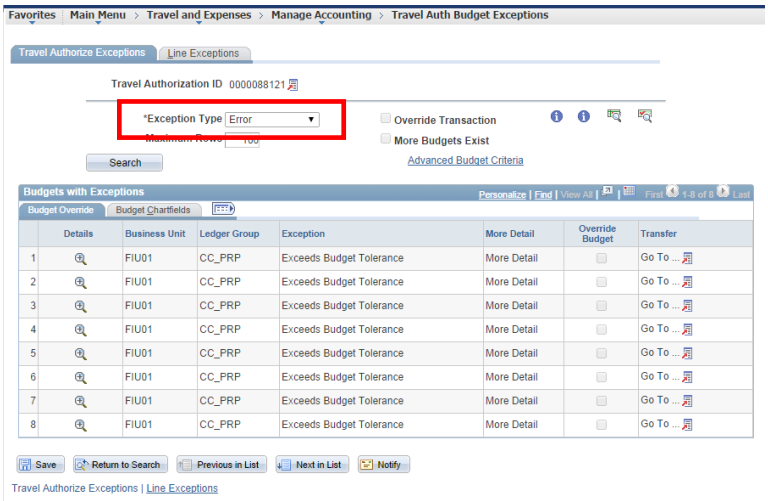


Another way to view Budget Exception on a Travel Authorization

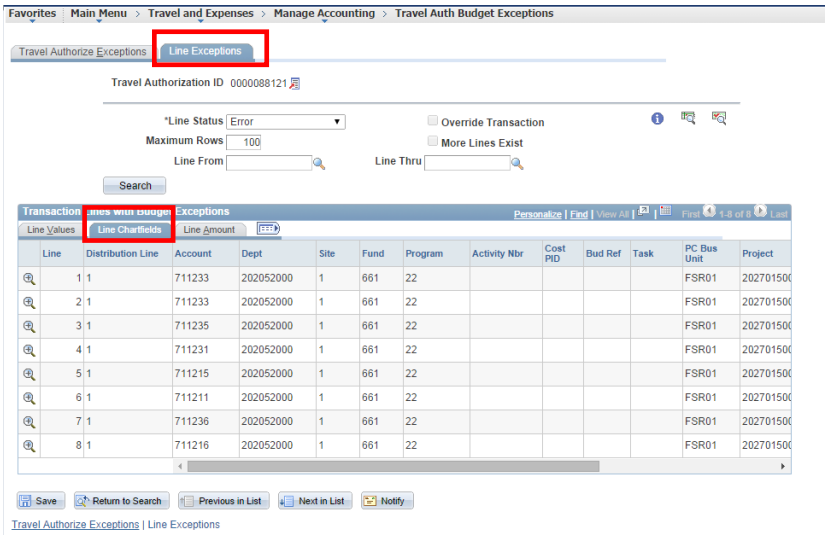
1. **Main Menu> Travel and Expenses > Manage Accounting> Travel Auth Budget Exceptions**
2. Enter your **Travel Authorization ID**
3. Click **"Search"** button.



4. The Exception Type will display the status. The Error message will display in the Budgets with exceptions section.

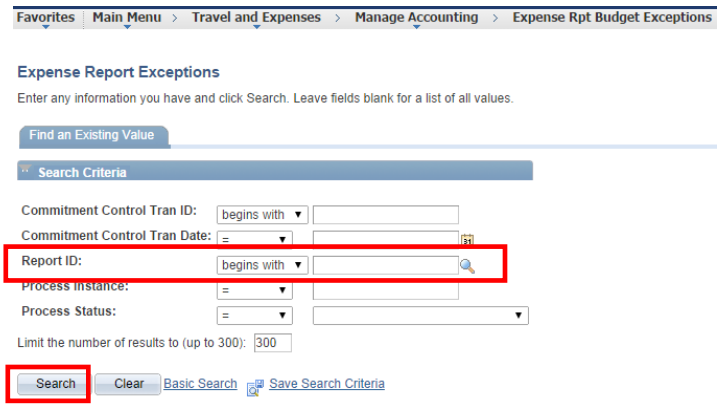


5. The **Line Exception tab>Line Chartfields** will display the lines with chartfields information with budget exception.

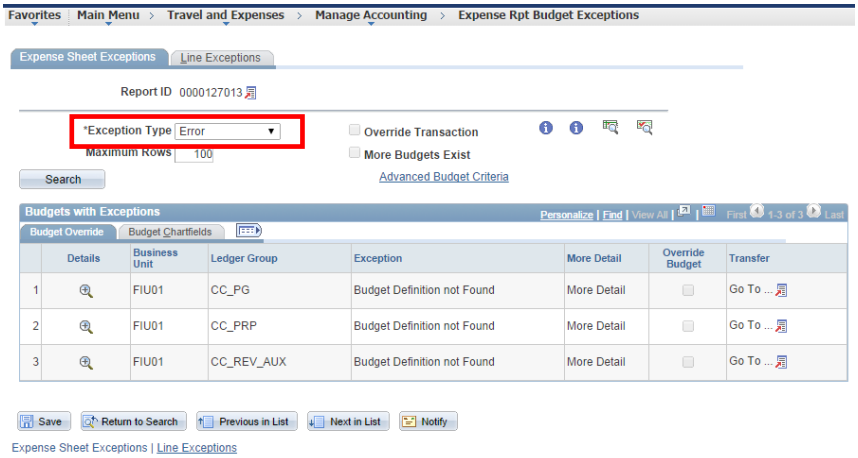


How to view Budget Exception on an Expense Report

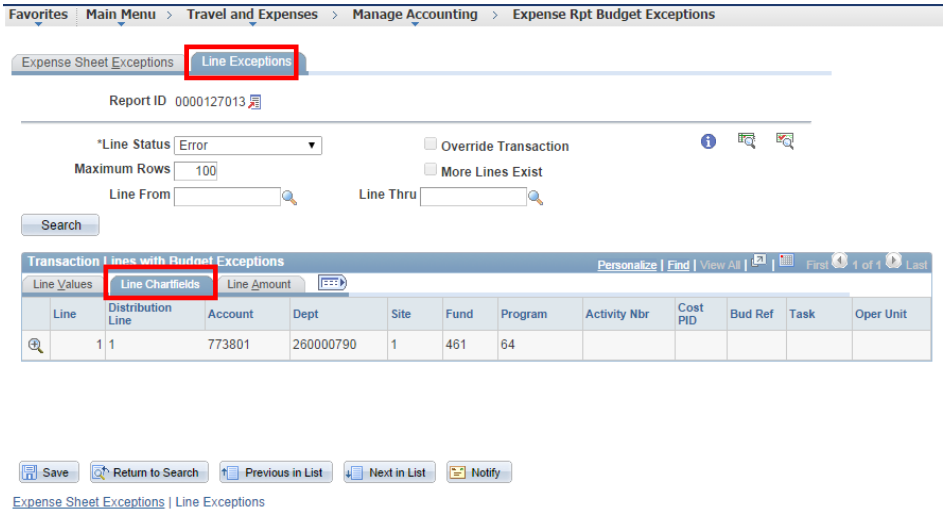
1. **Main Menu>Travel and Expenses > Manage Accounting> Expense Rpt Budget Exceptions**
2. Enter **Report ID**
3. Click **"Search"** button.



4. The Exception Type will display the status.



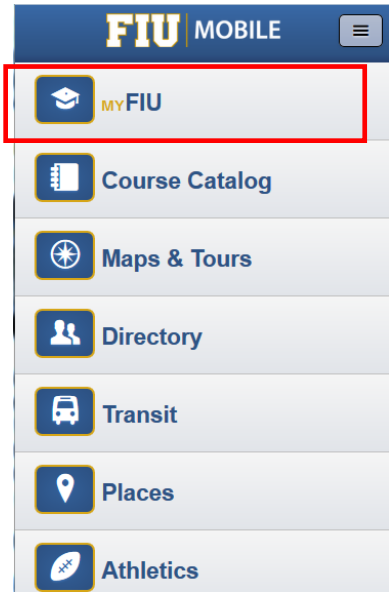
5. The **Line Exception tab>Line Chartfields** will display the lines with chartfields information with budget exception.



Mobile Travel and Expense Approvals

Travel and Expense transactions that are **Budget Checked**, could be approved via mobile device by downloading the FIU mobile app from the App Store or accessing my.fiu.edu from your mobile device

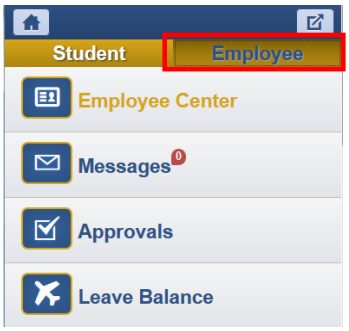
1. Log on using your mobile device to my.fiu.edu or download the FIU Mobile app from the App Store. Click on **myFIU** below.



2. Logon using your AD credentials

3. If you are student, your student information folder is displayed by default. Click on the button on the top right of the screen to view the tabs

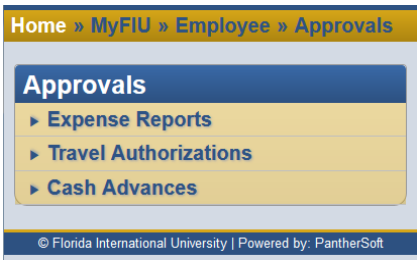
4. Click on the **Employee** tab and find the Approvals link



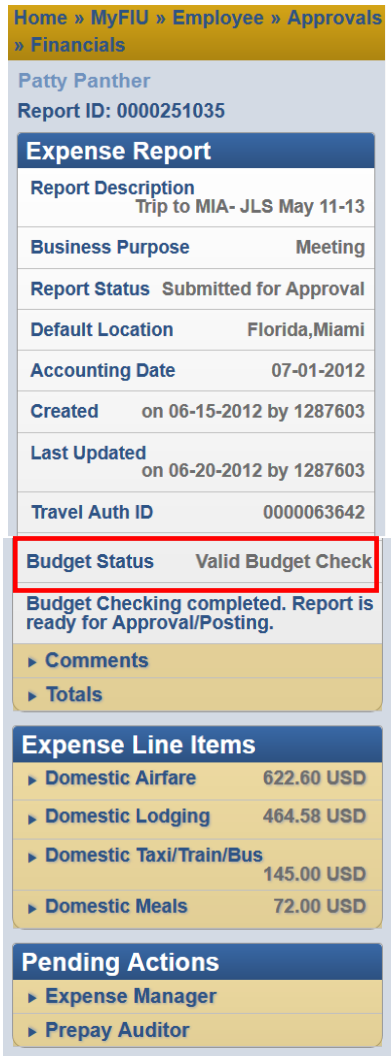
5. Click on **Financials Approvals**

6. The list of all transactions that are pending approval are displayed.

7. If you collapse the Expense Report section you will see all the different transactions types you have to approve.



8. Click the transaction you are going to approve. Below is an example of the Expense Report approval screen.



Note: Only budget-checked transactions are available for approvals.

9. From this screen you can **Approve** the transaction, **Send Back** if you do not agree with the charges, **Hold** or **Save Changes**.

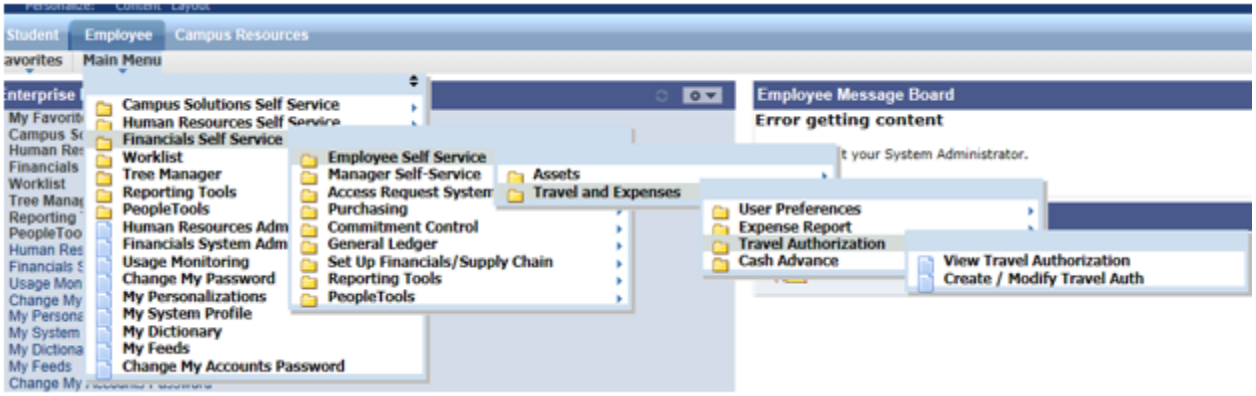
10. If the transaction is being sent back, you must enter a **comment**.

MyFIU Employee Self Service

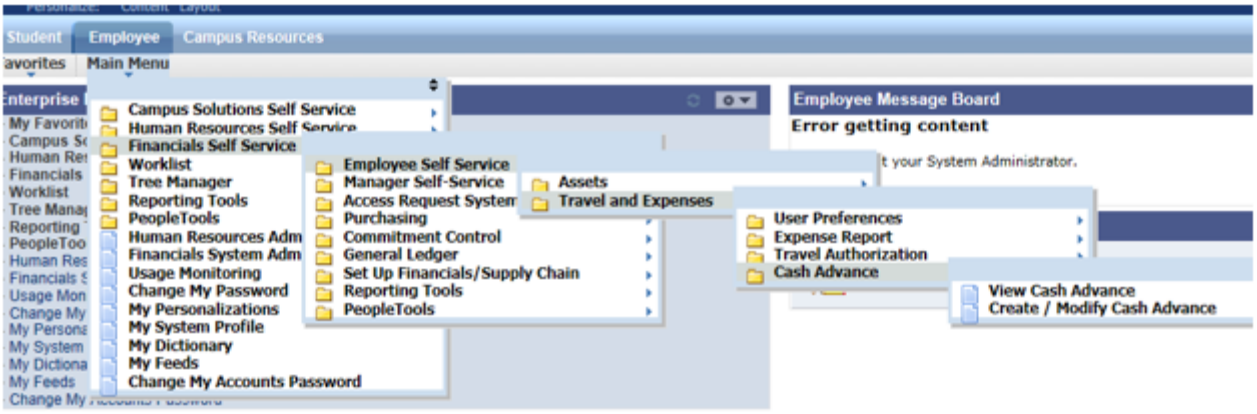
A user can create a Travel Authorization, Cash Advance and Expense Report through myFIU.edu

1. Click on the Employee tab
2. Main Menu > Financials Self Service > Employee Self Service >Travel and Expenses to contain existing View pages and new Create/Modify pages:

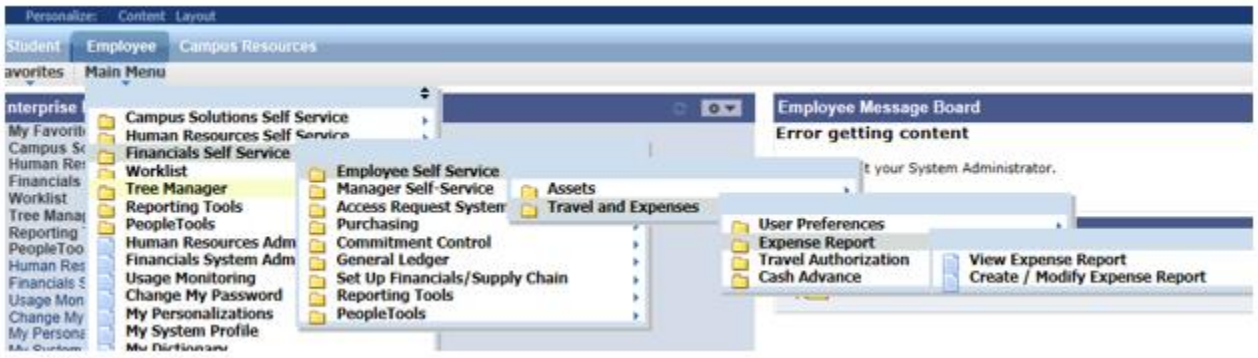
   a. Travel Authorization > View Travel Authorization >Create / Modify Travel Auth



   b. Cash Advance > View Cash Advance > Create / Modify Cash Advance



   c. Expense Report > View Expense Report > Create / Modify Expense Report



Useful Queries

- ✓ EXC8500 - Travel Authorization Info
- ✓ EXC5500 - Cash Advance Info
- ✓ EXC4500 - Expense Report Info
- ✓ FIU_DEPT_APPROVERS_BY_DEPT - FIU Dept. Approvers by Dept
- ✓ FIU_FSSS_SUPERVISOR_LOOKUP - Lookup HR supervisor of traveler
- ✓ FIU_FSSS_TA_QUEUE - Travel Authorization Queue
- ✓ FIU_FSSS_ER_QUEUE - Expense Report Queue
- ✓ FIU_FSSS_ASSOCIATED_TRAVELAUTH - Is TA linked to ER?
- ✓ FIU_EXP_RPT_APPROVAL_HISTORY - Approval history for Exp Report
- ✓ FIU_FSSS_PROXY_PROMPT - People that you are a proxy of

Expense Types in Travel & Expense

Exp. Type Fin 9.0	Descr	Account		Exp. Type Fin 9.2	Descr	Account
DSOMEAL	DSO Business Meals	711203		DSOMEAL	DSO Business Meals	711203
DSOEVNT	DSO Events	711602		DSOEVNT	DSO Events	711602
DSOGIFT	DSO Flowers and Gifts	711603		DSOGIFT	DSO Flowers and Gifts	711603
DOM_AIR	Domestic Airfare	711213		DOM_AIR	Domestic Airfare	711213
DOM_AUT	Domestic Auto Rental	711214		DOM_AUT	Domestic Auto Rental	711214
DOM_INC	Domestic Incidentals	711216		DOM_INC	Domestic Incidentals	711216
DOM_LOD	Domestic Lodging	711211		DOM_LOD	Domestic Lodging	711211
DOM_ENT	Domestic Meal-Entertainment	711216		DOM_MLS	Domestic Meals	711211
DOM_MLS	Domestic Meals	711211		DOM_MLS	Domestic Meals	711211
DOM_MIL	Domestic Mileage	711212		DOM_MIL	Domestic Mileage	711212
DOM_REG	Domestic Registration	711215		DOM_REG	Domestic Registration	711215
DOMTAXI	Domestic Taxi/Train/Bus	711216		DOM_INC	Domestic Incidentals	711216
FOR_AIR	Foreign Airfare	711233		FOR_AIR	Foreign Airfare	711233
FOR_AUT	Foreign Auto Rental	711234		FOR_AUT	Foreign Auto Rental	711234
FOR_INC	Foreign Incidentals	711236		FOR_INC	Foreign Incidentals	711236
FOR_LOD	Foreign Lodging	711231		FOR_LOD	Foreign Lodging	711231
FOR_ENT	Foreign Meal-Entertainment	711236		FOR_MLS	Foreign Meals	711231
FOR_MLS	Foreign Meals	711231		FOR_MLS	Foreign Meals	711231
FOR_MIL	Foreign Mileage	711232		FOR_MIL	Foreign Mileage	711232
FOR_REG	Foreign Registration	711235		FOR_REG	Foreign Registration	711235
FORTAXI	Foreign Taxi/Train/Bus	711236		FOR_INC	Foreign Incidentals	711236
MBRFEES	_Memberships and Fees	711454		MBRFEES	_Memberships and Fees	711454
ATAIRIS	_Team Airfare In State	711253		AIRFRTT	__Team Airfare	711253
ATAIROS	_Team Airfare Out State	711263		AIRFRTT	__Team Airfare	711253
ATCARIS	_Team Car Rental In State	711254		TTCRREN	__Team Car Rental	711254
ATCAROS	_Team Car Rental Out State	711264		TTCRREN	__Team Car Rental	711254
ATINCIS	_Team Incidentals In State	711256		TTINCEX	__Team Incidental Expense	711256
ATINCOS	_Team Incidentals Out State	711266		TTINCEX	__Team Incidental Expense	711256
ATMILIS	_Team Mileage In State	711252		MILEATT	__Team Mileage	711252
ATPDMIS	_Team Per Diem In State	711251		PRDIEMT	__Team Per Diem	711251
ATPDMOS	_Team Per Diem Out State	711261		PRDIEMT	__Team Per Diem	711251
ATREGIS	_Team Registration In State	711255		TTREGFE	__Team Registration Fee	711255
ARAIRFR	__Ath Recr Air Foreign	711293		ATRCAIR	___Ath Recruit Airfare	711273

Exp. Type Fin 9.0	Descr	Account		Exp. Type Fin 9.2	Descr	Account
ARAIROS	__Ath Recr Air Out State	711283		ATRCAIR	___Ath Recruit Airfare	711273
ARCARFR	__Ath Recr Car Foreign	711294		ATRCCRR	___Ath Recruit Car Ren	711274
ARAIRIS	__Ath Recr Air In State	711273		ATRCAIR	___Ath Recruit Airfare	711273
ARCARIS	__Ath Recr Car In State	711274		ATRCCRR	___Ath Recruit Car Ren	711274
ARCAROS	__Ath Recr Car Out State	711284		ATRCCRR	___Ath Recruit Car Ren	711274
ARINCFR	__Ath Recr Incid Foreign	711296		ATRCINC	___Ath Recruit Inciden	711276
ARINCIS	__Ath Recr Incid In State	711276		ATRCINC	___Ath Recruit Inciden	711276
ARINCOS	__Ath Recr Incid Out State	711286		ATRCINC	___Ath Recruit Inciden	711276
ARMILFR	__Ath Recr Mileage Foreign	711292		ATREMIL	___Ath Recruit Mileage	711272
ARMILIS	__Ath Recr Mileage In State	711272		ATREMIL	___Ath Recruit Mileage	711272
ARMILOS	__Ath Recr Mileage Out State	711282		ATREMIL	___Ath Recruit Mileage	711272
ARPDFOR	__Ath Recr Per Diem Foreign	711291		ATHPRDM	___Ath Recruit Pr Diem	711271
ARPDIN	__Ath Recr Per Diem In State	711271		ATHPRDM	___Ath Recruit Pr Diem	711271
ARPDOUT	__Ath Recr Per Diem Out State	711281		ATHPRDM	___Ath Recruit Pr Diem	711271
ARREGIS	__Ath Recr Reg Fee In State	711275		ATRCREG	___Ath Recruit Reg Fee	711275
ARREGOS	__Ath Recr Reg Fee Out State	711285		ATRCREG	___Ath Recruit Reg Fee	711275