



# 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

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **User Preferences** > **Delegate Entry Authority**

### Authorize Users

Roary Panther

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID	Name		
1111111	Panther, Roary		

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

**Look Up Authorized User ID**

Search by: User ID begins with

[Advanced Lookup](#)

#### Search Results

Only the first 300 results of a possible 28030 can be displayed.

[View 100](#) First 1-300 of 300 Last

User ID	Description
<a href="#">0001020</a>	Camacho,Elma F
<a href="#">0001023</a>	Suarez,David E
<a href="#">0001037</a>	Fernandino,Maria V
<a href="#">0001040</a>	Hallowell,Jean Craig
<a href="#">0001054</a>	Dawson,Ellen Rebecca
<a href="#">0001060</a>	Madson,Rebecca C
<a href="#">0001062</a>	Maldonado,Gabriela Yermi
<a href="#">0001067</a>	Luque,Jeannette
<a href="#">0001069</a>	Lauzurique,Sonia Lina
<a href="#">0001072</a>	Plana,Jorge L
<a href="#">0001076</a>	Mercedes,Raymundo
<a href="#">0001105</a>	Daza,Maria M

4. Input the desired PID and click **“Save”**

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **User Preferences** > **Delegate Entry Authority**

### Authorize Users

Roary Panther

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

Authorize Users			
*Authorized User ID	Name		
1111111	Panther, Roary	+	-
2222222	Gold, Patty	+	-

**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](mailto:vendors@fiu.edu).

[http://finance.fiu.edu/controller/Docs/StudentInformationForm\\_Travel\\_Expenses.pdf](http://finance.fiu.edu/controller/Docs/StudentInformationForm_Travel_Expenses.pdf)



**FLORIDA  
INTERNATIONAL  
UNIVERSITY**

☐ 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>

 <b>FLORIDA INTERNATIONAL UNIVERSITY</b>		Travel Auth #: <input type="text"/>
		Expense Report #: <input type="text"/>
<b>Reimbursement of Travel Expenses for Non-Employees</b> (Use this form for Visitors, Candidates and other Non University Personnel)		
		Date: <input type="text"/>
PID / Vendor ID: <input type="text"/>	Payee Name: <input type="text"/>	
Address: <input type="text"/>		
City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>
Departmental Information <b>(Required)</b> :		
Activity Nbr. <input type="text"/>	Fund: <input type="text"/>	Site: <input type="text"/> Program: <input type="text"/> Dept: <input type="text"/>
Proj. ID: <input type="text"/>	Fund: <input type="text"/>	Site: <input type="text"/> Program: <input type="text"/> PC Busi. Unit: <input type="text"/> Activity: <input type="text"/>
<b>Notes:</b> You may use the following PeopleSoft Query to assist you in identifying the correct field combinations for the selected department or project; <i>FIU_GL_ACT_PROJ_LOOKUP</i> 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.

The screenshot shows the 'Travel Authorization' page with the breadcrumb trail: Favorites | Main Menu > Employee Self-Service > Travel and Expense Center > Travel Authorizations > Create/Modify. Below the breadcrumb, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Under 'Add a New Value', there is a text field for 'Empl ID:' with a search icon. Below this field, the 'Add' button is highlighted with a red rectangular box. At the bottom of the page, the same breadcrumb trail is repeated.

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

The screenshot shows the 'Create Travel Authorization' page. The breadcrumb trail is: Favorites | Main Menu > Employee Self-Service > Travel and Expense Center > Travel Authorizations > Create/Modify. The page title is 'Travel Authorization Entry'. Below the title, there is a 'Quick Start' dropdown menu with three options: 'A Blank Authorization' (selected), 'A Template', and 'An Existing Authorization'. The 'GO' button is next to the dropdown. Below the 'Quick Start' section, there is a 'General Information' section with fields for '\*Description', '\*Business Purpose', '\*Date From', '\*Date To', '\*Authorization ID', and '\*Benefit to FIU or Project'. Below this, there is an 'Accounting Defaults' section with a 'More Options' dropdown and a 'GO' button. Below the 'Accounting Defaults' section, there is a 'Details' table with columns: Select, \*Expense Type, \*Date, \*Amount, Currency, \*Payment Type, \*Billing Type, and a '+' icon. The table has four rows of data. Below the table, there are buttons: 'Copy Selected', 'Delete Selected', 'Check For Errors', 'New Expense' (dropdown), and 'Add'. Below these buttons, there is a 'Totals' section with a table showing 'Authorized Amount' as '0.00 USD'. Below the 'Totals' section, there are buttons: 'Save for Later', 'Submit', 'Create A Cash Advance', 'Project Summary', and 'View Printable Version'. At the bottom, there is a link: 'Return to Travel Authorizations'.

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%.

Create Travel Authorization

### Accounting Defaults

Roary Panther

Authorization ID NEXT

Accounting Summary															Set Personalizations   Find   First 1 of 1   Last	
%	*GL Unit	Dept	Site	Fund	Program	Activity Nbr	Cost PID	Bud Ref	Task	PC Bus Unit	Project	Activity	Affiliate	Fund Affil		
100.0	FIU01	111150000	01	210	61	1104120002										

Add ChartField Line

Load Defaults

OK

User Defaults

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.

Create Travel Authorization

### Travel Authorization Entry

Roary Panther

1111111

User Defaults

General Information	
*Description	People Soft Training
*Business Purpose	Training
Destination	California, San Francisco
*Date From	09/01/2014
*Date To	09/05/2014
Authorization ID	NEXT
*Benefit to FIU or Project	
<a href="#">Accounting Defaults</a>	
More Options	GO

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

Create Travel Authorization

### Travel Authorization Entry

Roary Panther

1111111

[User Defaults](#)

Quick Start

A Blank Authorization

GO

Out of Pocket  
University Credit Card

**General Information**

\*Description: People Soft Training      Authorization ID: NEXT

\*Business Purpose: Training      \*Benefit to FIU or Project: [Text Box]

Destination: California, San Francisco

\*Date From: 09/01/2014      \*Date To: 09/05/2014

**Accounting Defaults**      More Options: [Dropdown]      GO

**Details** ?      Personalize | Find | [Icons]      First 1-4 of 4 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
	DSO Business Meals					FIU Expense	+
	DSO Events						+
	DSO Flowers and Gifts						+
	Domestic Airfare						+
	Domestic Auto Rental						+
	Domestic Incidentals						+
	Domestic Lodging						+
	Domestic Meal-Entertainment						+
	Domestic Meals						+
	Domestic Mileage						+
	Domestic Registration						+
	Domestic Taxi/Train/Bus						+
	Foreign Airfare						+
	Foreign Auto Rental						+
	Foreign Incidentals						+
	Foreign Lodging						+
	Foreign Meal-Entertainment						+
	Foreign Meals						+
	Foreign Mileage						+
	Foreign Registration						+
	Foreign Taxi/Train/Bus						+
	Books & Educational Supplies						+
	Clothing and Uniforms						+
	Fees and Services						+
	Food						+
	Fuels and Gasoline						+
	Materials and Supplies						+
	Memberships and Fees						+
	Office Supplies						+

Copy Selected      Check For Errors      New Expense      Add

Totals      Amount: 0.00 USD      Update Totals

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

[Return to Travel A](#)

14. Click the **Detail** link

**Accounting Defaults**      More Options: [Dropdown]      GO

**Details** ?      Personalize | Find | [Icons]      First 1-4 of 4 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Airfare	09/01/2014	200.00	USD	University C	FIU Expense	<b>*Detail</b>
							+
							+
							+

Copy Selected      Delete Selected      Check For Errors      New Expense      Add

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

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expense Center](#) > [Travel Authorizations](#) > [Create/Modify](#)

Roary Panther  
[Create Travel Authorization](#)

**Authorization Detail for Domestic Airfare (Line 1)**

Authorization ID [NEXT](#)

About This Expense

\*Date 09/01/2014 [31]  
 \*Payment Type University Credit Card  
 \*Billing Type FIU Expense  
 Ticket Number  
 \*Merchant (Choose One)  
 Preferred  
 Non-preferred  
 \*Amount 200.00 USD

[Accounting Detail](#)  
[Check Expense For Errors](#)  
[Return to Travel Authorization Entry](#)

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

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expense Center](#) > [Travel Authorizations](#) > [Create/Modify](#)

**Travel Authorization Entry**

Roary Panther 1111111 [User Defaults](#)

General Information

\*Description People Soft Training  
 \*Business Purpose Training  
 Destination California, San Francisco  
 \*Date From 09/01/2014 [31] \*Date To 09/05/2014 [31]  
 Authorization ID 0000086951  
 \*Benefit to FIU or Project PSoft training Upgrade 9.2

[Accounting Defaults](#) More Options [GO]

Details ?

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Airfare	09/01/2014 [31]	200.00	USD	University C	FIU Expense	<a href="#">*Detail</a>

Copy Selected Delete Selected Check For Errors New Expense Add

Totals

Authorized Amount 200.00 USD

Update Totals

[Save for Later](#) Submit [Create A Cash Advance](#) [Project Summary](#) [View Printable Version](#)  
[Return to Travel Authorizations](#)

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**”

[Create Travel Authorization](#)

### Authorization Detail for Domestic Airfare (Line 1)

Roary Panther

Authorization ID 0000086951

Please enter or update the following information:

▶ **Merchant (Preferred or Non-Preferred)**

#### About This Expense

*Date	09/01/2014	
*Payment Type	University Credit Card	
*Billing Type	FIU Expense	
Ticket Number	123456	
*Merchant (Choose One)	Preferred	
Non-preferred	<div style="border: 2px solid red; height: 15px; width: 150px;"></div>	
*Amount	200.00	USD

[Accounting Detail](#)

[Check Expense For Errors](#)

[Return to Travel Authorization Entry](#)

19. Click “**Submit**”

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expense Center](#) > [Travel Authorizations](#) > [Create/Modify](#)

[Create Travel Authorization](#)

### Travel Authorization Entry

Roary Panther

1111111

[User Defaults](#)

<b>General Information</b>	
*Description	People Soft Training
*Business Purpose	Training
Destination	California, San Francisco
*Date From	09/01/2014
*Date To	09/05/2014
Authorization ID	0000086951
*Benefit to FIU or Project	PSoft training Upgrade 9.2

[Accounting Defaults](#)

More Options [GO](#)

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Airfare	09/01/2014	200.00	USD	University C	FIU Expense	<a href="#">*Detail</a>

[Copy Selected](#)

[Delete Selected](#)

[Check For Errors](#)

New Expense

[Add](#)

#### Totals

Authorized Amount 200.00 USD

[Update Totals](#)

[Save for Later](#)

[Submit](#)

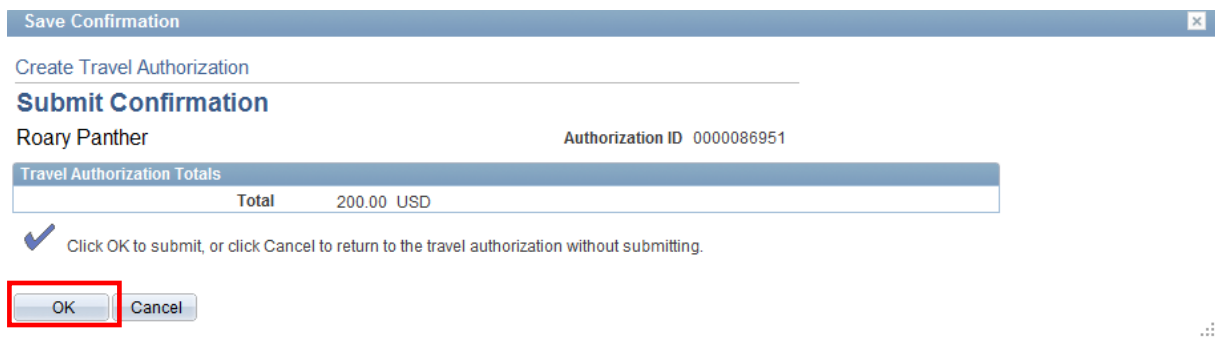
[Create A Cash Advance](#)

[Project Summary](#)

[View Printable Version](#)

[Return to Travel Authorizations](#)

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”**

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Travel Authorizations** > **Create/Modify**

**Travel Authorization**

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](#)

**Search Criteria**

**Search by:**  begins with

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

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

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

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Travel Authorizations** > **Create/Modify**

**Travel Authorization**

**Travel Authorization Entry**

Roary Panther 1111111 [User Defaults](#)

**Sent Back For Revision** By: Gold, Patty **Incorrect Speedtype**

**General Information**

\*Description: People Soft Training Authorization ID: 0000086951  
 \*Business Purpose: Training \*Benefit to FIU or Project: PSoft training Upgrade 9.2  
 Status: Pending  
 Destination: California, San Francisco Last Update Dttm: 09/26/2014 10:36:38AM By: 1619530  
 \*Date From: 09/01/2014 \*Date To: 09/05/2014

[Accounting Defaults](#) More Options

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	*Detail
<input type="checkbox"/>	Domestic Airfare	09/01/2014	200.00	USD	University C	FIU Expense	<a href="#">Detail</a>

**Totals**

Authorized Amount 200.00 USD

[Create A Cash Advance](#) [Project Summary](#) [View Printable Version](#)

**Action History**

Role	Name	Action	Date/Time
Employee	Panther, Roary	Submitted	09/26/2014 10:20:44AM
HR Supervisor	Gold, Patty	Sent Back For Revision	09/26/2014 10:36:38AM

[Return to Travel and Expense Center](#)



## 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.

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expense Center](#) > [Travel Authorizations](#) > [Delete](#)

[Travel and Expense](#)

### Delete a Travel Authorization

Roary Panther

Travel Authorizations						
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	People Soft Training	0000086951	09/01/2014	09/05/2014	200.00	USD
<a href="#">Delete Selected Authorization(s)</a>						

[Return to Travel Authorizations](#)

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

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expense Center](#) > [Travel Authorizations](#) > [Delete](#)

[Travel and Expense](#)

### Delete Confirmation

Roary Panther

✓ The selected transaction(s) have been deleted.

[OK](#)

## 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"**.

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expense Center](#) > [Travel Authorizations](#) > [Cancel](#)

### 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

Name: begins with

☐ Case Sensitive

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

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expense Center](#) > [Travel Authorizations](#) > [Cancel](#)

Travel and Expense

### Cancel Approved Travel Authorization

Roary Panther

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	TEST	0000086954	09/29/2014	09/30/2014	400.00	USD

[Return to Travel Authorizations](#)

[Cancel Selected Travel Authorization\(s\)](#)

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

Travel and Expense

### Save Confirmation

Roary Panther

The Save was successful.

[OK](#)

## 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.

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Travel Authorizations** > **Print**

**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

Limit the number of results to:

**Search** **Advanced**

Authorization ID  
Authorization ID  
Creation Date  
Description  
Empl ID  
Name  
Status

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

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Travel Authorizations** > **Print**

To print this report, please use your browser's print feature.

**PeopleSoft®**  
**Travel Authorization**

**Roary Panther**

Report Date 10/21/2014  
Report Time 9:05:54AM

Authorization ID 0000089143 Employee ID 1111111  
Description Training Status Approved  
Business Purpose Training  
Date From 10/01/2014 To 10/03/2014  
Comment Upgrade Training

Date	Expense Type	Merchant	Amount	Description
10/01/2014	Domestic Airfare	AMERICAN AIRLINES	300.00 USD	
10/01/2014	Domestic Meals		100.00 USD	California, Los Angeles
10/01/2014	Domestic Registration		150.00 USD	
			<b>Total</b>	550.00 USD
			<b>Non-Reimbursable Expenses</b>	0.00 USD
			<b>Total Authorized</b>	550.00 USD

I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

[Return to Travel Authorizations](#)

## 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.

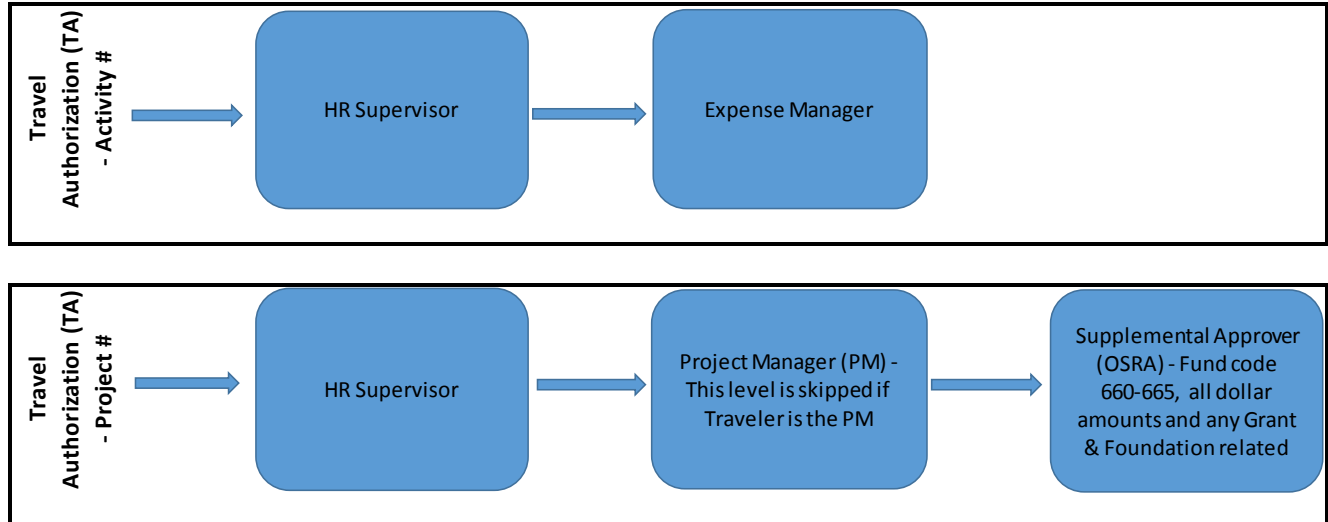
## Travel Authorization Workflow

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 <b>or Proxy</b>
Send Back	If Approver Sends Back the TA , the Traveler <b>or Proxy</b> will receive an email with comments, Traveler <b>or Proxy</b> can make changes to the TA and resubmit for approval (if needed)
Hold	If Approver puts the TA on hold, the Traveler <b>or Proxy</b> will receive an email notification with comments

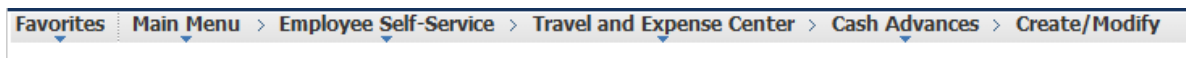
## Cash Advances

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.

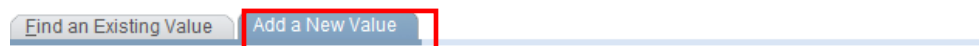
Cash Advances requests can be made up to 30 days prior to the trip. A Cash Advance is limited to 80% of the out-of-pocket expenses the traveler will incur.

## Creating Cash Advances

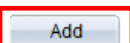
1. Follow this navigation: **Main Menu>Employee Self Service>Travel & Expense Center>Cash Advance>Create/Modify**
2. Your Employee ID will be automatically populated. Click **"Add"**.



### Cash Advance



Empl ID: 1111111



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



### Create Cash Advance

Save for Later

1111111 Roary Panther

\*Business Purpose

\*Advance Description

\*TAR #

[User Defaults](#)

[Import ATM Advances](#)

**Cash Advance** [View Printable Version](#) [Benefit to FIU or Project](#)

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”**

Expense Notes for Cash Advance

Add Notes

Notes	Name	Role	Action Date/Time
Dreamweaver Training	Roary Panther	Employee	10/07/2014 10:41:09AM

OK Cancel

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.”**

Favorites Main Menu > Employee Self-Service > Travel and Expense Center > Cash Advances > Create/Modify

### Create Cash Advance

1111111 Roary Panther

\*Business Purpose

\*Advance Description

\*TAR #

[User Defaults](#)

[Import ATM Advances](#)

Cash Advance [View Printable Version](#) [Benefit to FIU or Project](#)

*Source	Description	*Amount Currency	Apply Tax
Accounts Payable	<input type="text"/>	0.00 USD	<input type="checkbox"/>

Totals

Advance Amount 0.00 USD

☒ I certify the cash advance is accurate and in compliance with FIU policy.

Submit Cash Advance

10. Click **“OK”** to confirm submission.

Expense Report Submit Confirm
?

Create Cash Advance

### Submit Confirmation

Roary Panther

Totals	
Advance Amount	100.00 USD

OK
Cancel

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

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expense Center](#) > [Cash Advances](#) > [Create/Modify](#)

### View Cash Advance

1111111 Roary Panther
Home

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	100.00 USD	<input type="checkbox"/>
<b>Totals</b>			
	Advance Amount	100.00 USD	

☒ I certify the cash advance is accurate and in compliance with FIU policy.

Refresh Approval Status
Submit Cash Advance

[Return to Search](#)
[Notify](#)

13. You are now able to see approval workflow.

Approval History

Submitted  
Roary Panther

HR Supervisor  
Patty Gold

Prepay Auditor  
(Pooled)

Payment

Role	Name	Action	Date/Time
Employee	Panther, Roary	Submitted	10/07/2014 10:57:59AM

[Return to Search](#)
[Notify](#)



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.

Totals

Advance Amount

100.00 USD

☒ I certify the cash advance is accurate and in compliance with FIU policy.
 

Submit Cash Advance

Withdraw Cash Advance

Submitted On

10/07/2014

Submitted By

Roary Panther

Approval History

Role	Name	Action	Date/Time
Employee	Panther, Roary	Submitted	10/07/2014 10:57:59AM
Employee	Panther, Roary	Withdrawn	10/07/2014 11:09:26AM

Return to Search

Notify

## 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

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expense Center](#) > [Cash Advances](#) > [View](#)

### 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

Advance ID:	begins with ▼	NEXT
Advance Description:	begins with ▼	
Name:	begins with ▼	
Empl ID:	begins with ▼	
Advance Status:	= ▼	
Creation Date:	= ▼	
<input type="checkbox"/> Case Sensitive Limit the number of results to (up to 300):		
<input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a>		

Approvals in Process  
 Approved  
 Approved for Payment  
 Closed  
 Denied  
 Denied by Approver  
 Denied by Auditor  
 In Process  
 On Hold  
 On Hold, with Approver  
 On Hold, with Auditor  
 Paid  
 Past Due Balance  
 Pending  
 Reconciled  
 Reroute Transaction  
 Staged  
 Submission in Process  
 Submitted for Approval

No matching values were found.

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

[Favorites](#)
[Main Menu](#)
[Employee Self-Service](#)
[Travel and Expense Center](#)
[Cash Advances](#)
[View](#)

## View Cash Advance Home

1111111
Roary Panther

Business Purpose Training
Advance Description Dreamweaver Traing
Accounting Date 10/07/2014

Report 0000004714 Approvals in Process
TAR # 123456
Post State Not Applied
Created 10/07/2014 Roary Panther
Last Updated 10/07/2014 Patty Gold
[User Defaults](#)

Cash Advance
[View Printable Version](#)
[Benefit to FIU or Project](#)

*Source	Description	*Amount Currency	Apply Tax
Accounts Payable	Dreamweaver Training	100.00 USD	<input type="checkbox"/>
<b>Totals</b>			
Advance Amount		100.00 USD	

☒ I certify the cash advance is accurate and in compliance with FIU policy.

Submit Cash Advance
Withdraw Cash Advance
Submitted On 10/07/2014
Submitted By Gloria Guzman

### Approval History

Submitted Roary Panther
HR Supervisor Patty Gold
Prepay Auditor (Pooled)
Payment

Role	Name	Action	Date/Time
Employee	Panther, Roary	Submitted	10/07/2014 11:11:28AM
HR Supervisor	Gold,Patty	Approved	10/07/2014 1:54:35PM

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

## Modifying Cash Advances

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

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expense Center](#) > [Cash Advances](#) > [Create/Modify](#)

### Cash Advance

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](#)

#### Search Criteria

**Search by:**  begins with

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

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

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"**.

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expense Center](#) > [Cash Advances](#) > [Create/Modify](#)

### Modify Cash Advance

[Save for Later](#) | [Home](#)

1111111 Roary Panther

\*Business Purpose

\*Advance Description

Report 0000004713 Pending

\*TAR #

Created 10/07/2014 Roary Panther

Last Updated 10/07/2014 Roary Panther

[User Defaults](#)

[Import ATM Advances](#)

#### Cash Advance

[View Printable Version](#)

[Benefit to FIU or Project](#)

*Source	Description	*Amount Currency	Apply Tax
<input type="text" value="Accounts Payable"/>	<input type="text" value="Dreamweaver Training"/>	<input type="text" value="200.00"/> USD	<input type="checkbox"/>

Totals	
Advance Amount	200.00 USD

☒ I certify the cash advance is accurate and in compliance with FIU policy.

#### Approval History

Role	Name	Action	Date/Time
Employee	Panther, Roary	Submitted	10/07/2014 10:57:59AM
Employee	Panther, Roary	Withdrawn	10/07/2014 11:09:26AM

- 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	<input type="checkbox"/>

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**

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Cash Advances** > **Delete**

**Delete 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**

Empl ID: begins with

Name: begins with

☐ Case Sensitive

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

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

No matching values were found.

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

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Cash Advances** > **Delete**

Travel & Expenses - Cash Advance Report

**Delete Cash Advance Report**

Gloria Guzman

Cash Advance Information					
Select	Advance ID	Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000004715	Dreamweaver Training	10/07/2014	200.00	USD

**Delete Selected Advance(s)**

[Return to Travel and Expense Center](#)

4. Click **“OK”** to confirm deletion.

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Cash Advances** > **Delete**

Travel & Expenses - Cash Advance Report

**Delete Confirmation**

Roary Panther

The selected transaction(s) have been deleted.

**OK**

**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.

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Cash Advances** > **Print**

**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  
 Advance Description  
 Advance ID  
 Advance Status  
 Creation Date  
 Empl ID  
 Name
  begins with

Limit the number of results to

Search Advanced Search

3. Select the desired Cash Advance

### Search Results

View All First 1-2 of 2 Last

Advance ID	Advance Description	Name	Empl ID	Advance Status	Creation Date
<a href="#">0000004714</a>	Dreamweaver Traina	Panther, Roary	1111111	Staged	10/07/2014
<a href="#">0000004713</a>	Dreamweaver Training	Panther, Roary	1111111	Pending	10/07/2014

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

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Cash Advances** > **Print**

To print this report, please use your browser's print feature.

**PeopleSoft®**  
**Cash Advance**  
Roary Panther

Report Date 10/21/2014  
Report Time 9:18:30AM

---

Advance ID 0000004713      Empl ID 1111111  
Description Dreamweaver Training      Status Pending  
Business Purpose Training  
Reference Number 123456

---

Advance Source	Description	Amount
Accounts Payable	Dreamweaver Training	200.00 USD

---

Cash Advance Total	200.00 USD
Less Nonpayable Amount	0.00 USD
<b>Amount Due Employee</b>	<b>200.00 USD</b>

---

I certify that the advance requested above will be used for authorized purposes only.

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Approved By      Date

## 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.

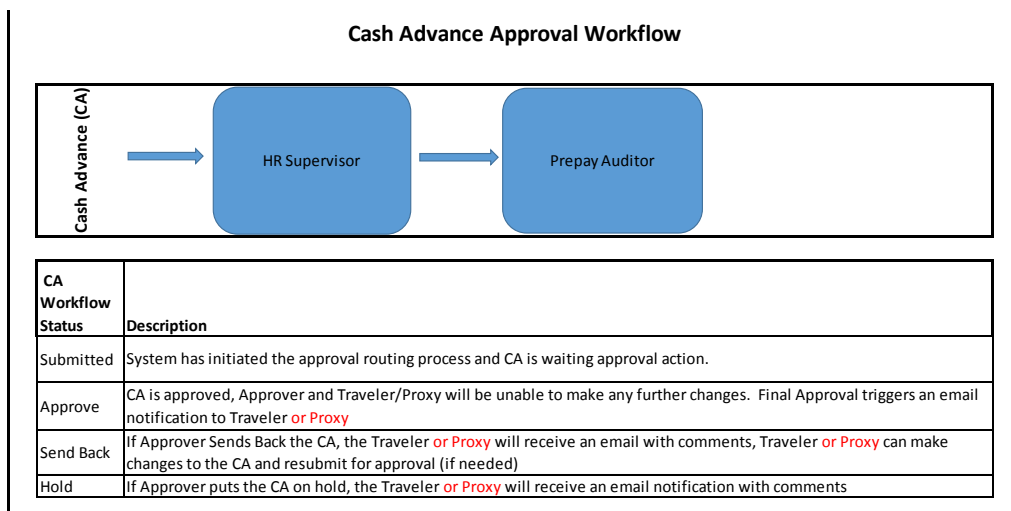
**Reconciled:** The cash advance is applied to an expense report, and the employee returned excess funds (if any).

## Cash Advance Workflow

Submitter>HR Supervisor>Prepay Auditor

Approval History			
Role	Name	Action	Date/Time
Employee	Roary Panther	Submitted	10/07/2014 11:11:28AM
HR Supervisor	Patty Gold	Approved	10/07/2014 1:54:35PM
Prepay Auditor	Peter Blue	Approved	10/07/2014 3:36:22PM

[Return to Search](#)
[Notify](#)





## 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.

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Expense Reports** > **Create/Modify**

Copy from Approved Travel Authorization

From Date  To

Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select <a href="#">Training</a>	0000089143	10/01/2014	10/03/2014	550.00	USD

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.

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Expense Reports** > **Create/Modify**

**Create Expense Report**

1111111 Roary Panther ?

Quick Start

Quick Start

\*Business Purpose

\*Report Description

Reference

Expenses ?

Expand All | Collapse All

\*Date

Expand All | Collapse All

Default Location

Destination

ImageNow

Totals (0 Lines) 0.00 USD

Description	*Payment Type	*Amount	*Currency
<input type="text" value=""/>	<input type="text" value=""/>	0.00	USD

Totals (0 Lines) 0.00 USD

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.**

The screenshot shows the 'Expenses' form with the following details:

- Expenses** (header)
- Expand All | Collapse All** (links)
- Add:** My Wallet (0) | Quick-Fill (button)
- ImageNow** (button)
- Receipts** (button)
- Totals (0 Lines):** 0.00 USD
- \*Date:** 07/14/2014
- \*Expense Type:** A dropdown menu is open, showing a list of expense types including DSO Business Meals, DSO Events, DSO Flowers and Gifts, Domestic Airfare, Domestic Auto Rental, Domestic Incidentals, Domestic Lodging, Domestic Meal-Entertainment, Domestic Meals, Domestic Mileage, Domestic Registration, Domestic Taxi/Train/Bus, Foreign Airfare, Foreign Auto Rental, Foreign Incidentals, Foreign Lodging, Foreign Meal-Entertainment, Foreign Meals, and Foreign Mileage.
- Description:** (empty field)
- \*Payment Type:** Out of Pocket University Credit Card
- \*Amount:** 0.00
- \*Currency:** USD

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.

The screenshot shows the 'Create Expense Report' form with the following details:

- Favorites | Main Menu | Employee Self-Service | Travel and Expense Center | Expense Reports | Create/Modify** (breadcrumb)
- Create Expense Report** (header)
- 1111111 Roary Panther** (user info)
- Save for Later | Home | Summary and Submit** (links)
- Actions:** Choose an Action (dropdown menu) | GO (button)
- \*Business Purpose:** Training
- \*Report Description:** (empty field)
- Reference:** (empty field)
- Default Location:** Florida, Miami
- Expenses** (header)
- Expand All | Collapse All** (links)
- Add:** My Wallet (0) | Quick-Fill (button)
- ImageNow** (button)
- Receipts** (button)
- Totals (1 Line):** 0.00 USD
- \*Date:** 10/07/2014
- \*Expense Type:** Domestic Mileage
- Description:** Dreamweaver Training
- \*Payment Type:** Out of Pocket
- \*Amount:** 0.00
- \*Currency:** USD
- \*Billing Type:** FIU Expense
- \*Originating Location:** (empty field)
- \*Destination Location:** Florida, Miami
- \*Miles:** 0.4450
- Accounting Details** (button)
- \*Exchange Rate:** 1.00000000
- Reimbursement Amt:** 0.00
- USD** (currency)

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.

Accounting Details ?

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Alt Acct	Dept	Site	Fund	Program	Activity Nbr
	FIU01		USD	1.00000000	711212	71100	110401000	01	210	61	1104120002

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

Accounting Details ?

Chartfields

Amount	Activity	Affiliate	Fund Affil	Source Type	Category	Subcategory

Expand All | Collapse All

Totals (1 Line) 0.00 USD

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.

Favorites Main Menu > Employee Self-Service > Travel and Expense Center > Expense Reports > Create/Modify

Create Expense Report

1111111 Roary Panther ?

\*Business Purpose Training

\*Report Description

Reference

Default Location Florida, Miami

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

ImageNow

Receipts

Attach Receipts

Actions

...Choose an Action

GO

...Choose an Action

Adjustment Cash Advance

Apply/View Cash Advance(s)

Associate Travel Authorization

Copy Expense Lines

Default Accounting For Report

Expense Report Project Summary

Export to Excel

User Defaults

Total (Line)

ImageNow

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

webnow

options • I help • I disconnect

Drawer	Field1	Field2	Field3	Field4	Field5	Type	Pages	Created	Created By	Workflow Qu...	File
T/E EXPENSE REP	TE0000288356				08/11/2014	Default	2	08/11/2014 4:09:13...	mail.agent		TIF

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.

**Modify Expense Report**

1111111 Roary Panther

\*Business Purpose: Training

\*Report Description: Dreamweaver

Reference:

Report: 0000388957 Pending

Default Location: Florida, Miami

Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

ImageNow | Attach Receipts

Totals (1 Line): 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/07/2014	Domestic Mileage	Dreamweaver Training	Out of Pocket	0.00	USD

\*Billing Type: FIU Expense

\*Originating Location:

\*Destination Location:

\*Miles: x 0.4450

Accounting Details

Chartfield	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Alt Acct	Dept	Site	Fund	Program	Activity Nbr
FIU01				USD	1.00000000	711212	71100	110401000	01	210	61	1104120002

Expand All | Collapse All

Totals (1 Line): 0.00 USD

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

**Expense Report Line Errors**

Please enter or update the following information:

- Location or Destination Location
- Originating Location
- Miles
- Amount Spent
- Accounting Detail -- Monetary amount cannot be 0 on distribution line 1.

Return

17. Click Summary and Submit link

**Modify Expense Report**

1111111 Roary Panther

\*Business Purpose: Training

\*Report Description: Dreamweaver

Reference:

Report: 0000288957 Pending

Default Location: Florida, Miami

Destination: Florida, Naples

ImageNow | Attach Receipts

Totals (1 Line): 4.45 USD

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Save for Later | Home | **Summary and Submit**

Actions: Choose an Action GO

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

1111111

\*Business Purpose: Training

\*Description: Training

Reference:

Report: 0000268959 Pending

Created: 10/10/2014 Roary Panther

Last Updated: 10/13/2014 Peter Gold

**Totals**

Employee Expenses (3 Lines)	550.00 USD	Non-Reimbursable Expenses	400.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>		<b>150.00 USD</b>		<b>Amount Due to Supplier</b>	
				<b>0.00 USD</b>	

I certify the expense report submitted is accurate and in compliance with FIU policy.

[View Printable Version](#) [View Analytics](#) [Benefit to FIU or Project](#)

[Submit Expense Report](#)

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

PeopleSoft®

Expense Report

Roary Panther

0000288356



Event ID:

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 Entry](#)  
[Expense Report](#) | [Expense Receipt](#)

- Click [Summary and Submit](#) link
- Click on [View Analytics](#) link if you want to view expenses by day, totals by departments and totals by project and activity. Click **"Return"**.

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		
<a href="#">Return</a>				

- 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"**.

**Expense Notes**

Provide training regarding system upgrade

Add Notes

**Notes**

Notes	Name	Role	Date/Time
Upgrade Training	Roary Panther		10/10/14 11:27:18AM

OK Cancel

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

Favorites Main Menu Employee Self-Service Travel and Expense Center Expense Reports Create/Modify

Modify Expense Report

\*Business Purpose: Training Report: 0000288957 Pending

\*Description: Dreamweaver

Reference:

View Printable Version View Analytics Notes ImageNow

Totals	Employee Expenses (1 Line)	4.45 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	

Amount Due to Employee 4.45 USD Amount Due to Supplier 0.00 USD

☒ I certify the expense report submitted is accurate and in compliance with FIU policy.

Submit Expense Report

25. Click “OK” to confirm submission.

**Expense Report Submit Confirm**

Create Expense Report

Save Confirmation

Totals

Employee Expenses (1 Line)	4.45 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 4.45 USD Amount Due to Supplier 0.00 USD

OK Cancel

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

Favorites | Main Menu > Employee Self-Service > Travel and Expense Center > Expense Reports > Create/Modify

New Window ? Help

### View Expense Report

Home | Expense Details

Your expense report 0000288957 has been submitted for approval.

Actions: ...Choose an Action GO

Business Purpose: Training  
Report: 0000288957 Submission in Process  
Description: Dreamweaver  
Created: 10/08/2014 Gloria Guzman  
Reference  
Last Updated: 10/08/2014 Gloria Guzman

Totals ? [View Printable Version](#) [View Analytics](#) [Notes](#) [ImageNow](#)

Employee Expenses (1 Line)	4.45 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>		<b>4.45 USD</b>	<b>Amount Due to Supplier</b>		<b>0.00 USD</b>

☒ I certify the expense report submitted is accurate and in compliance with FIU policy.

[Submit Expense Report](#)

[Refresh Approval Status](#)

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

Totals ? [View Printable Version](#) [View Analytics](#) [Notes](#) [ImageNow](#)

Employee Expenses (1 Line)	4.45 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>		<b>4.45 USD</b>	<b>Amount Due to Supplier</b>		<b>0.00 USD</b>

☒ I certify the expense report submitted is accurate and in compliance with FIU policy.

[Submit Expense Report](#) [Withdraw Expense Report](#) Submitted On 10/08/2014 Submitted By Gloria Guzman

### Approval History

Submitted Roary Panther → Expense Manager (Pooled) → Payment

Action	Role	Name	Date/Time
Submitted	Employee	Roary Panther	10/08/2014 3:20:33PM

### View Expense Report

Expense Details

Roary Panther

Your expense report 0000288641 has been withdrawn from the approver's queue.

Business Purpose: Training  
Report: 0000288641 Submitted for Approval  
Description: Adobe Dreamweaver Training  
Created: 08/13/2014 Peter Gold  
Reference  
Last Updated: 10/09/2014 Roary Panther

Totals ? [View Printable Version](#) [View Analytics](#) [Notes](#) [ImageNow](#)

Actions: ...Choose an Action GO



## 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.

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Expense Reports** > **Create/Modify**

**Copy from Approved Travel Authorization**

From Date: 07/10/2014 To: 11/10/2014

Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="button" value="Select"/> Training	0000089143	10/01/2014	10/03/2014	550.00	USD

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

**Create Expense Report**  Home | Summary and Subm

1111111 Roary Panther

\*Business Purpose: Training  
\*Report Description: Training  
Reference:

Default Location: California, Los Angeles  
Authorization ID: 0000089143

**Expenses**   Totals (2 Lines) 550.00 USD

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/01/2014	Domestic Airfare	<input type="text"/>	University Credit Card	300.00	USD
*Billing Type: FIU Expen		<input type="button" value="Receipt Split"/>	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate: 1.00000000	
*Ticket Number: <input type="text"/>			<input checked="" type="checkbox"/> Non-Reimbursable	Reimbursement Amt: 300.00	USD
*Merchant: Preferred <input checked="" type="radio"/> Non-Preferred <input type="radio"/>			<input type="checkbox"/> No Receipt		
AMERICAN AIRLINES					
Accounting Details					
10/01/2014	Domestic Meals	<input type="text"/>	University Credit Card	100.00	USD
*Billing Type: FIU Expen		<input type="button" value="Receipt Split"/>	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate: 1.00000000	
*Location: California, Los Angeles			<input type="checkbox"/> Non-Reimbursable	Reimbursement Amt: 100.00	USD
			<input type="checkbox"/> No Receipt		
Accounting Details					
10/01/2014	Domestic Registration	TRAINING REGISTRATION	Out of Pocket	150.00	USD
*Billing Type: FIU Expen		<input type="button" value="Receipt Split"/>	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate: 1.00000000	
			<input type="checkbox"/> Non-Reimbursable	Reimbursement Amt: 150.00	USD
			<input type="checkbox"/> No Receipt		
Accounting Details					
Totals (2 Lines) 550.00 USD					

Expand All | Collapse All

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

**Modify Expense Report** Save for Later Summary and Submit

1111111 Roary Panther Actions Choose an Action GO

\*Business Purpose: Training  
\*Report Description: Training  
Reference:

**Report** 0000288959 Pending  
Default Location: California Los Angeles  
Authorization ID 0000089143

**Expenses** Expand All Collapse All Add My Wallet (0) Quick-Fill

**Receipts**  
ImageNow Attach Receipts

Totals (3 Lines) 550.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/01/2014	Domestic Airfare		University Credit Card	300.00	USD
<p>*Billing Type: FIU Expense</p> <p>*Ticket Number: <input type="text"/></p> <p>*Merchant: <input type="text"/> AMERICAN AIRLINES</p> <p>Accounting Details</p>					

\*Exchange Rate: 1.00000000  
\*Non-Reimbursable: ☒  
Reimbursement Amt: 300.00 USD

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

**Expense Report Line Errors** Help

Please enter or update the following information:

Ticket Number

Return

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

**Click Browse to locate file** Help

Choose File No file chosen

Upload Cancel

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

Authorization ID 0000089154

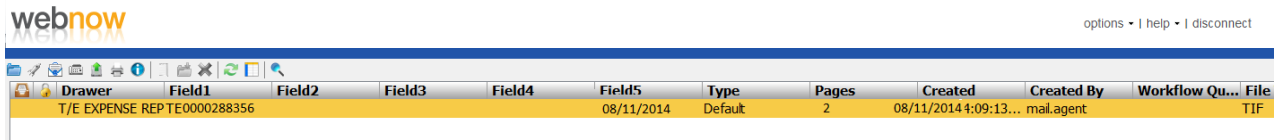
**Message**

Invalid REPORT ID. Expense must be saved before attachments are allowed. (0,0)

The PeopleCode program executed an Error statement, which has produced this message.

OK

6. Click **ImageNow** link to view & confirm all the receipts attachment [ImageNow](#)



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.

Modify Expense Report

\*Business Purpose: Training  
\*Description: Training  
Reference: [Search]

Report: 0000288959 Pending  
Created: 10/10/2014 Roary Panther  
Last Updated: 10/10/2014 Roary Panther

Totals ?

Employee Expenses (3 Lines)	550.00 USD	Non-Reimbursable Expenses	400.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>		<b>150.00 USD</b>		<b>Amount Due to Supplier</b>	
				<b>0.00 USD</b>	

☒ I certify the expense report submitted is accurate and in compliance with FIU policy.

[View Printable Version](#) [View Analytics](#) [Notes](#) [ImageNow](#)

[Submit Expense Report](#)

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

Modify Expense Report

\*Business Purpose: Training  
\*Description: Training  
Reference: [Search]

Report: 0000288959 Pending  
Created: 10/10/2014 Gloria Guzman  
Last Updated: 10/10/2014 Gloria Guzman

Totals ?

Employee Expenses (3 Lines)	550.00 USD	Non-Reimbursable Expenses	400.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>		<b>150.00 USD</b>		<b>Amount Due to Supplier</b>	
				<b>0.00 USD</b>	

☒ I certify the expense report submitted is accurate and in compliance with FIU policy.

[View Printable Version](#) [View Analytics](#) [Notes](#) [ImageNow](#)

[Submit Expense Report](#)

10. Click **“OK”** to confirm submission.

Expense Report Submit Confirm

Expense Report

**Save Confirmation**

Totals ?

Employee Expenses (3 Lines)	550.00 USD	Non-Reimbursable Expenses	400.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>		<b>150.00 USD</b>		<b>Amount Due to Supplier</b>	
				<b>0.00 USD</b>	

[OK](#) [Cancel](#)

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

**View Expense Report** Expense Details

Actions ...Choose an Action GO

**Your expense report 0000288959 has been submitted for approval.**

Business Purpose Training Report 0000288959 Submission in Process

Description Training Created 10/10/2014 Roary Panther

Reference Last Updated 10/13/2014 Roary Panther

Totals ? [View Printable Version](#) [View Analytics](#) [Notes](#) [ImageNow](#)

Employee Expenses (3 Lines)	550.00 USD	Non-Reimbursable Expenses	400.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 150.00 USD Amount Due to Supplier 0.00 USD

☒ I certify the expense report submitted is accurate and in compliance with FIU policy.

[Submit Expense Report](#)

[Refresh Approval Status](#)

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

Employee Expenses (3 Lines)	550.00 USD	Non-Reimbursable Expenses	400.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 150.00 USD Amount Due to Supplier 0.00 USD

☒ I certify the expense report submitted is accurate and in compliance with FIU policy.

[Submit Expense Report](#) [Withdraw Expense Report](#) Submitted On 10/13/2014 Submitted By Roary Panther

**Approval History**

Submitted Roary Panther Expense Manager (Pooled) Payment

Action	Role	Name	Date/Time
Submitted	Employee	Roary Panther	10/13/2014 9:41:22AM

**View Expense Report** Expense Detail

Actions ...Choose an Action GO

**Roary Panther**

**Your expense report 0000288641 has been withdrawn from the approver's queue.**

Business Purpose Training Report 0000288641 Submitted for Approval

Description Adobe Dreamweaver Training Created 08/13/2014 Peter Gold

Reference Last Updated 10/09/2014 Roary Panther

Totals ? [View Printable Version](#) [View Analytics](#) [Notes](#) [ImageNow](#)

## 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

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

[Find an Existing Value](#)

**Search Criteria**

Report ID:

Report Description:

Name:

Empl ID:

Report Status:

Creation Date:

☐ Case Sensitive

Limit the number of results to (up to 300)

[Basic Search](#)

**Report Status Options:**

- Approvals in Process
- Approved
- Approved For Zero Payment
- Approved for Payment
- Closed
- Denied
- Denied by Approver
- Denied by Auditor
- In Process
- Marked for Submit
- On Hold
- On Hold, with Approver
- On Hold, with Auditor
- Open
- Paid
- Pending
- Staged
- Submission in Process
- Submitted for Approval

3. You can view Workflow as well as status.

**View Expense Report**

1111111 Roary Panther [Home](#) [Expense Details](#) [New Window](#) [Help](#) [Personalize Page](#)

Business Purpose Training Report 000028959 Pending  
Description Training Created 10/10/2014 Roary Panther  
Reference Last Updated 10/13/2014 Peter Gold

[Totals](#) [View Printable Version](#) [View Analytics](#) [Benefit to FIU or Project](#)

Employee Expenses (3 Lines)	550.00 USD	Non-Reimbursable Expenses	400.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee 150.00 USD** **Amount Due to Supplier 0.00 USD**

☐ I certify the expense report submitted is accurate and in compliance with FIU policy.

**Approval History**

Action	Role	Name	Date/Time
Submitted	Employee	Roary Panther	10/13/2014 9:41:22AM
Sent Back For Revision	Expense Manager	Peter Gold	10/13/2014 10:13:55AM

[Previous in List](#) [Next in List](#)

4. Click **Expense Details** link

**Expenses** [Expand All](#) [Collapse All](#) [ImageNow](#) [Receipts](#) [Attach Receipts](#) **Totals (3 Lines)** 550.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/01/2014	Domestic Airfare		University Credit Card	300.00	USD
10/01/2014	Domestic Meals		University Credit Card	100.00	USD
10/01/2014	Domestic Registration	TRAINING REGISTRATION	Out of Pocket	150.00	USD

**Totals (3 Lines)** 550.00 USD

[Previous in List](#) [Next in List](#)

## 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”**

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Expense Reports** > **Create/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**

**Search Criteria**

Report ID:  begins with

Report Description:  begins with

Name:  begins with

Empl ID:  begins with

Creation Date:  =

☐ Case Sensitive

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

**Search** | **Clear** | **Basic Search** | **Save Search Criteria**

[Find an Existing Value](#) | [Add a New Value](#)

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

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Expense Reports** > **Create/Modify**

**Modify Expense Report**

**1111111** | **Roary Panther** | **Actions** | **Save for Later** | **Summary and Submit** | **GO**

\*Business Purpose:  Training

\*Report Description:  Adobe Dreamweaver Training

Reference:

Report: 0000288641 Pending

Default Location:  Florida, Miami

**Expenses** | **Receipts**

Expand All | Collapse All | Add:  My Wallet (0) |  Quick-Fill

**Totals (1 Line)** | 21.36 | USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
08/04/2014	Domestic Mileage		Out of Pocket	21.36	USD

**Totals (1 Line)** | 21.36 | USD

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

**Modify Expense Report**

**1111111** | **Roary Panther** | **Actions** | **Save for Later** | **Expense Details** | **GO**

\*Business Purpose:  Training

\*Description:  Adobe Dreamweaver Training

Reference:

Report: 0000288641 Pending

Created: 08/13/2014 Doreatha Belton

Last Updated: 08/15/2014 Doreatha Belton

**Totals** | **View Printable Version** | **View Analytics** | **Notes** | **ImageNow**

Employee Expenses (1 Line)	21.36 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee** | 21.36 USD | **Amount Due to Supplier** | 0.00 USD

☒ I certify the expense report submitted is accurate and in compliance with FIU policy.

**Submit Expense Report**

6. Click "OK"

Expense Report Submit Confirm

? Help

Expense Report

Submit Confirmation

Totals

Employee Expenses (1 Line)	21.36 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 21.36 USD
Amount Due to Supplier 0.00 USD

OK Cancel

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

Roary Panther

Business Purpose Training

Description Adobe Dreamweaver Training

Reference

Report 0000288641 Submitted for Approval

Created 08/13/2014 Peter Gold

Last Updated 10/09/2014 Roary Panther

Actions ...Choose an Action GO

Totals

Employee Expenses (1 Line)	21.36 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 21.36 USD
Amount Due to Supplier 0.00 USD

☒ I certify the expense report submitted is accurate and in compliance with FIU policy.

Submit Expense Report
Withdraw Expense Report

Submitted On 10/09/2014 Submitted By Roary Panther

Approval History

Submitted Roary Panther
Expense Manager (Pooled)
Payment

Action	Role	Name	Date/Time
Submitted	Employee	Roary Panther	10/09/2014 11:55:22AM

View Expense Report

Expense Details

Roary Panther

Your expense report 0000288641 has been withdrawn from the approver's queue.

Business Purpose Training

Description Adobe Dreamweaver Training

Reference

Report 0000288641 Submitted for Approval

Created 08/13/2014 Peter Gold

Last Updated 10/09/2014 Roary Panther

Actions ...Choose an Action GO

Totals

Employee Expenses (1 Line)	21.36 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

## 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.

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Expense Reports** > **Delete**

Travel and Expense

### Delete an Expense Report

Roary Panther

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000288641	Adobe Dreamweaver Training	08/13/2014	21.36	USD

**Delete Selected Report(s)**

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

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Expense Reports** > **Delete**

Travel and Expense

### Delete Confirmation

Roary Panther

✓ The selected transaction(s) have been deleted.

**OK**

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

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Expense Reports** > **Delete**

Travel and Expense

### Delete an Expense Report

Roary Panther

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="checkbox"/>					

**Delete Selected Report(s)**



## 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.

**Favorites** **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Expense Reports** > **Print**

**Expense Report**

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:** Report ID begins with

Limit the number of results to:

**Search** **Advanced**

- Report ID
- Creation Date
- Empl ID
- Name
- Report Description
- Report ID
- Report Status

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

### Search Results

View All					
			First 1-2 of 2 Last		
Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000288959	Training	Panther, Roary	1111111	Pending	10/10/2014
0000288957	Dreamweaver	Panther, Roary	1111111	Staged	10/08/2014

## 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.

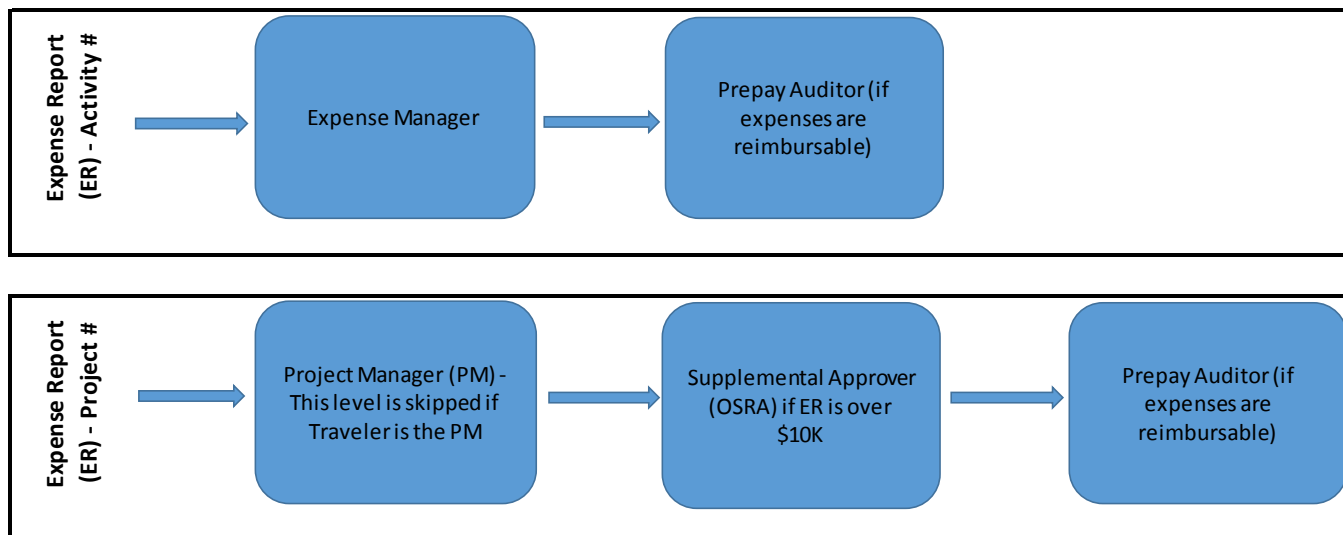
**Paid:** The employee has been issued a reimbursement.

## 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 <b>or Proxy</b>
Send Back	If Approver Sends Back the ER, the Traveler <b>or Proxy</b> will receive an email with comments, Traveler <b>or Proxy</b> can make changes to the ER and resubmit for approval (if needed)
Hold	If Approver puts the ER on hold, the Traveler <b>or Proxy</b> 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

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

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions ?

Change Sort Order ?

Refresh List

Urgency	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
■	Expense Report	1600.00	USD	Panther, Roary	1337795	Seminar	0000288964	10/19/2014	Submitted for Approval	Department Manager
●	Expense Report	8300.00	USD	Gold, Patty	1337795	Controllers Convention	0000288994	11/13/2014	Submitted for Approval	Department Manager
▼	Expense Report	2400.00	USD	Gold, Patty	1337795	Chia Conf	0000288986	10/27/2014	Submitted for Approval	Department Manager
▼	Expense Report	300.00	USD	Blue, Peter	1630201	FIU FIELD WORK	0000288988	10/25/2014	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](#)

4. In order to approve, Budget Check is needed. Click on [Budget Options](#) link.

**Comments**

Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink.

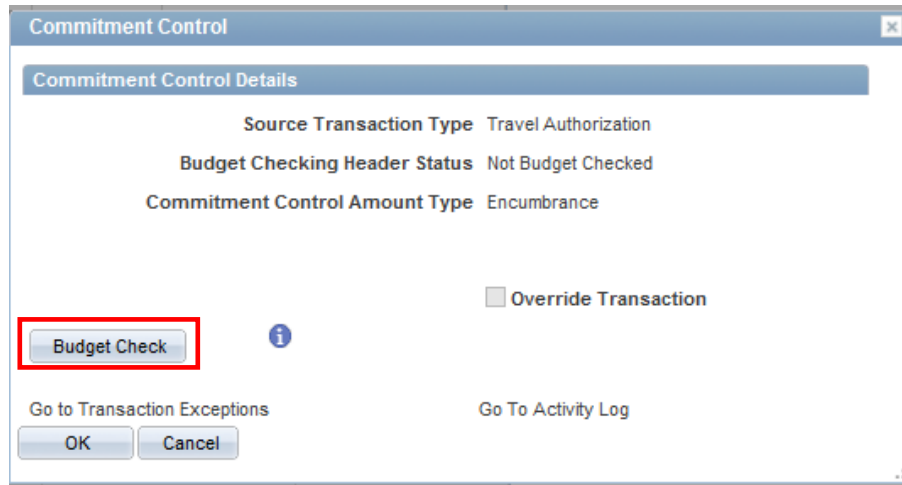
Budget Status Not Budget Checked

[Budget Options](#)

Approve Send Back Hold Save Changes

[Return to Approval List](#)

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

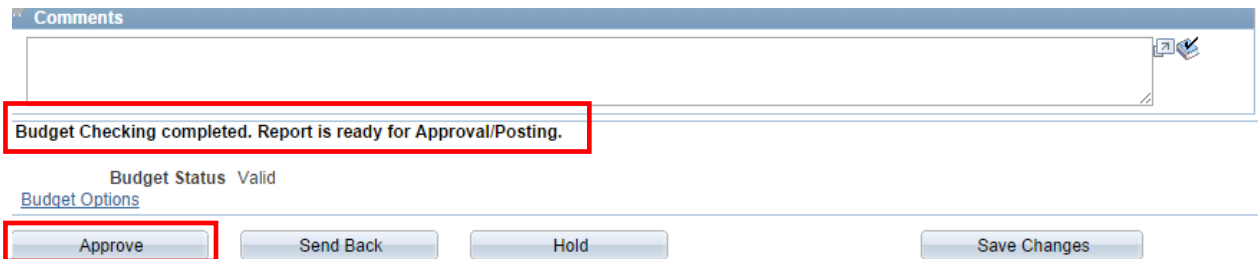


The "Commitment Control" dialog box displays the following details:

- Source Transaction Type: Travel Authorization
- Budget Checking Header Status: Not Budget Checked
- Commitment Control Amount Type: Encumbrance
- ☐ Override Transaction

The **"Budget Check"** button is highlighted with a red box. Below it are buttons for "Go to Transaction Exceptions", "OK", "Cancel", and "Go To Activity Log".

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



The "Comments" dialog box shows a message box that says: **Budget Checking completed. Report is ready for Approval/Posting.** Below this, the "Budget Status" is "Valid" and "Budget Options" are visible. The **"Approve"** button is highlighted with a red box. Other buttons include "Send Back", "Hold", and "Save Changes".

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



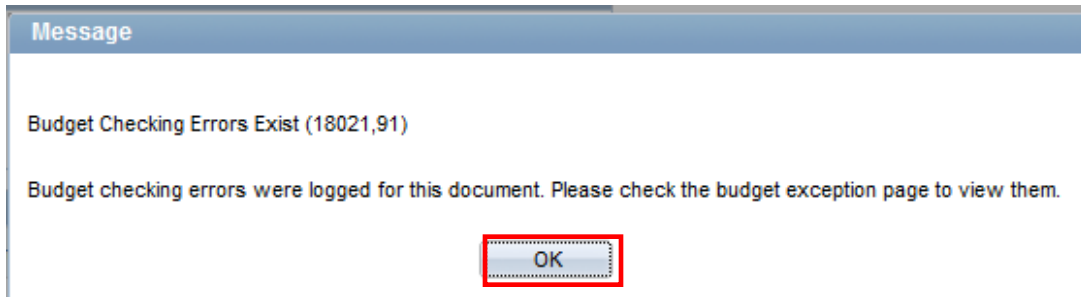
The "Save Confirmation" dialog box displays the following information:

- Approve Travel Authorization
- Submit Confirmation**
- Emily Gonzalez
- Authorization ID 0000089144

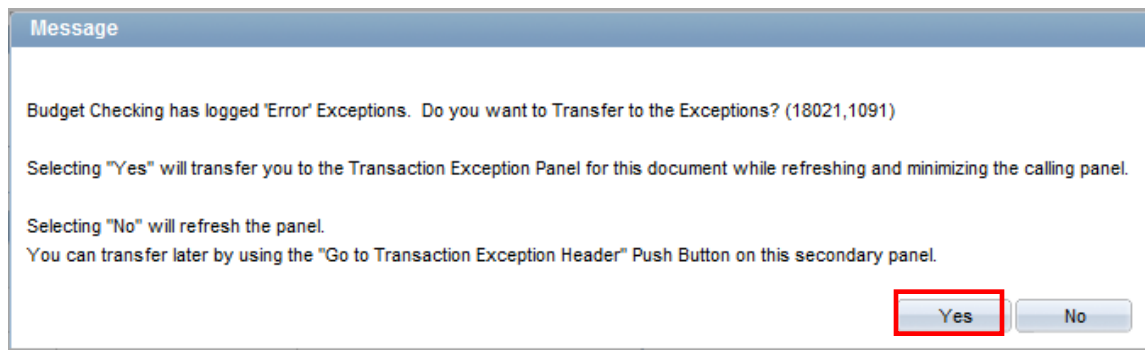
Travel Authorization Totals			
Total	1,750.00	USD	Total 1,750.00USD
Less Non-Approved	0.00	USD	Authorized

Below the table, a checkmark icon and the text "This report will be approved." are displayed. The **"OK"** button is highlighted with a red box. A "Cancel" button is also present.

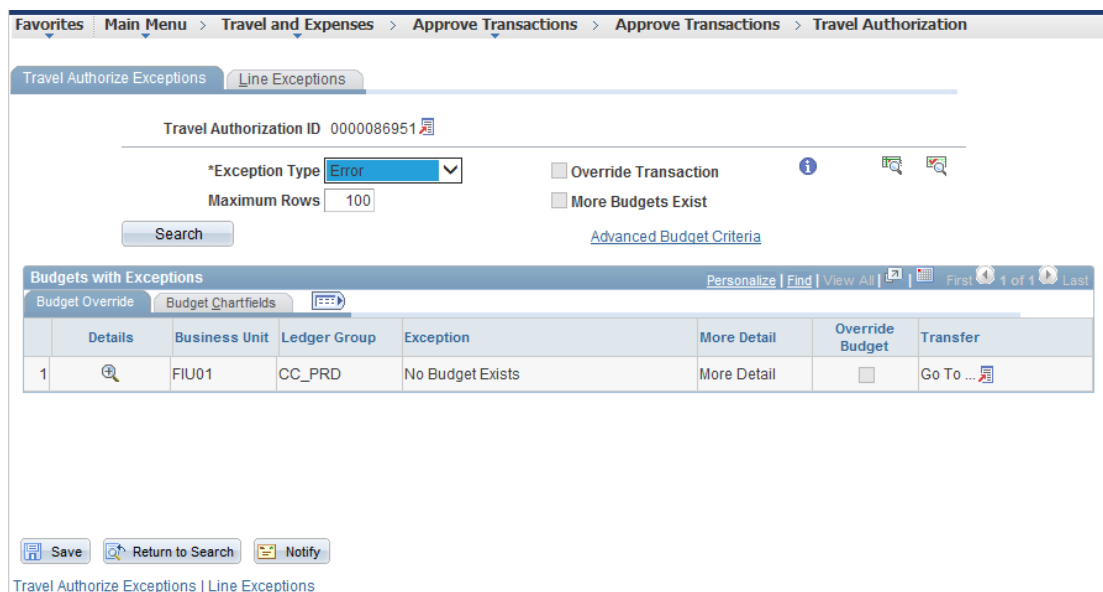
9. If a Budget Error exists, you will prompted with this message. Click **“OK”**.



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.

Comments

Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink.  
Budget Status Error in Budget Check  
[Budget Options](#)

[Approve](#) **Send Back** [Hold](#) [Save Changes](#)

[Return to Approval List](#)

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

Message

You must enter a comment before sending back for revision. (10502,248)

All Transactions must have a comment included when they are sent back for revision.  
Enter comments and click the Send Back for Revision pushbutton again.

**OK**

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

Save Confirmation

[Approve Travel Authorization](#)

**Submit Confirmation**

Roary Panther Authorization ID 0000086951

Travel Authorization Totals					
Total	200.00	USD	Total	200.00	USD
Less Non-Approved	0.00	USD	Authorized		

✓ This report will be sent back for revision.

**OK** [Cancel](#)

## 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
<a href="#">Domestic Lodging</a>	10/20/2014				200.00	USD	<input checked="" type="checkbox"/>
<a href="#">Domestic Lodging</a>	10/21/2014				200.00	USD	<input checked="" type="checkbox"/>
<a href="#">Domestic Lodging</a>	10/22/2014				200.00	USD	<input checked="" type="checkbox"/>

**Totals**

Total	600.00 USD
Less Non-Approved	0.00 USD
<b>Total Authorized</b>	<b>600.00 USD</b>

**Pending Actions**
[Personalize](#)
[Find](#)

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

**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	

**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](#)



Save Confirmation

?

Help

Approve Travel Authorization

Submit Confirmation

Patty Gold

Authorization ID 0000089148

Travel Authorization Totals

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

✓

This report will be sent back for revision.

OK

Cancel

Revised 10/20/2015 Version 3

## 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.

[Favorites](#) | [Main Menu](#) > [Travel and Expenses](#) > [Approve Transactions](#) > [Approve Transactions](#) > [Approve Expense Report](#)

[Approve Expense Report](#)

### Expense Report Summary

Roary Panther [User Defaults](#)

General Information			
Report Description	Training	Report ID	0000288959
Business Purpose	Training	Reference	
Report Status	Submitted for Approval	Created On	10/10/2014
		Updated on	10/13/2014 9:41:22AM
		Travel Auth ID	0000089143
*Accounting Date	10/13/2014		
Accounting Template	STANDARD		
		Employee Base	Office
		By	1308709
		By	1308709

[Notes](#)

[Accounting Defaults](#) More Options

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

Expense Line Items								<a href="#">Personalize</a>	<a href="#">Find</a>	<input type="text"/>	<input type="button" value="GO"/>
Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve				
<a href="#">Domestic Airfare</a>	10/01/2014					300.00 USD	<input checked="" type="checkbox"/>				
<a href="#">Domestic Meals</a>	10/01/2014					100.00 USD	<input checked="" type="checkbox"/>				
<a href="#">Domestic Registration</a>	10/01/2014					150.00 USD	<input checked="" type="checkbox"/>				

Expense Report Totals			
Employee Expenses (3 Lines)	550.00 USD	Due Employee	150.00 USD
Non-Reimbursable Expenses	400.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD		
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

[Definition of Totals](#)

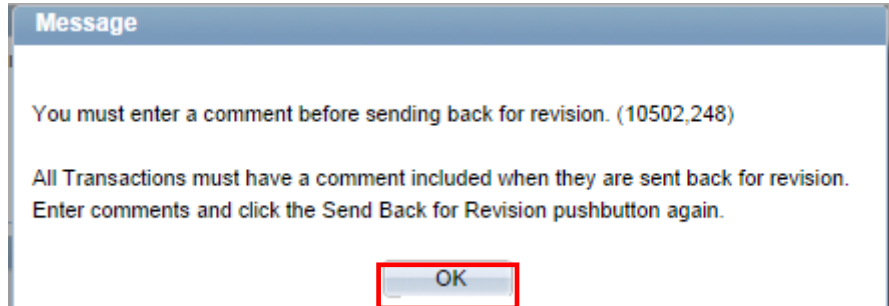
Pending Actions				<a href="#">Personalize</a>	<a href="#">Find</a>	<input type="text"/>	<input type="button" value="GO"/>	First	1-2 of 2	<input type="button" value="Next"/>
Role	Name	Action	Date/Time							
Expense Manager	(Pooled)									
Prepay Auditor	(Pooled)									

Action History				<a href="#">Personalize</a>	<a href="#">Find</a>	<input type="text"/>	<input type="button" value="GO"/>	First	1 of 1	<input type="button" value="Next"/>
Role	Name	Action	Date/Time							
Employee	Roary Panther	Submitted	10/13/2014 9:41:22AM							

Comments		<a href="#">Personalize</a>	<a href="#">Find</a>	<input type="text"/>	<input type="button" value="GO"/>

Budget Status Not Budget Checked [Budget Options](#) Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

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



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

**Save Confirmation**

Approve Expense Report

**Submit Confirmation**

Roary Panther Report ID 0000288959

Expense Report Totals			
Employee Expenses (3 Lines)	550.00	USD	Due Employee 150.00 USD
Non-Reimbursable Expenses	400.00	USD	Due Supplier 0.00 USD
Prepaid Expenses	0.00	USD	<a href="#">Definition of Totals</a>
Employee Credits	0.00	USD	
Supplier Credits	0.00	USD	
Cash Advances Applied	0.00	USD	

☒ This report will be sent back for revision.

**OK**

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

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

**Overview** | **Expense Reports** | **Time Reports** | **Time Adjustments** | **Travel Authorizations** | **Cash Advances** | **Errors**

?

?

Transactions to Approve ?									
Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
Expense Report	200.00	USD	Gold, Peter	2222222	test	0000288952	09/26/2014	Submitted for Approval	Department Manager
Expense Report	220.00	USD	Panther, Patty	3333333	test	0000288953	09/26/2014	Submitted for Approval	Department Manager

[Return to Approval List](#)  
[Employee Expense History](#)

Overview | [Expense Reports](#) | [Time Reports](#) | [Time Adjustments](#) | [Travel Authorizations](#) | [Cash Advances](#) | [Errors](#)

## 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.

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

**Overview** | **Expense Reports** | **Time Reports** | **Time Adjustments** | **Travel Authorizations** | **Cash Advances** | **Errors**

**Search Pending Transactions** ?

**Change Sort Order** ?

**Transactions to Approve** ? [Refresh List](#)

Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
Expense Report	200.00	USD	Gold, Peter	2222222	<a href="#">test</a>	0000288952	09/26/2014	Submitted for Approval	Department Manager
Expense Report	220.00	USD	Panther, Patty	3333333	<a href="#">test</a>	0000288953	09/26/2014	Submitted for Approval	Department Manager

[Return to Approval List](#)  
[Employee Expense History](#)

**Favorites** | **Main Menu** > **Travel and Expenses** | **Time Reports** | **Time Adjustments** | **Travel Authorizations** | **Cash Advances** | **Errors**

3. **Budget Check must be done prior to approval. Click [Budget Options](#) link.**

**Favorites** | **Main Menu** > **Travel and Expenses** > **Approve Transactions** > **Approve Transactions** > **Approve Expense Report**

**Approve Expense Report**

**Expense Report Summary**

Roary Panther [User Defaults](#)

**General Information**

Report Description	test	Report ID	0000288953
Business Purpose	Conference	Reference	
Report Status	Submitted for Approval	Employee Base	Office
		Created On	09/26/2014
		By	1173821
		Updated on	09/26/2014 10:32:14AM
		By	1173821
*Accounting Date	09/26/2014		<a href="#">Notes</a>
Accounting Template	STANDARD		

[Accounting Defaults](#) [More Options](#) [GO](#)

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

**Expense Line Items**

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Domestic Incidentals	09/26/2014				220.00	USD	<input checked="" type="checkbox"/>

**Expense Report Totals**

Employee Expenses (1 Line)	220.00	USD	Due Employee	220.00	USD
Non-Reimbursable Expenses	0.00	USD	Due Supplier	0.00	USD
Prepaid Expenses	0.00	USD	<a href="#">Definition of Totals</a>		
Employee Credits	0.00	USD			
Supplier Credits	0.00	USD			
Cash Advances Applied	0.00	USD			

**Pending Actions**

Role	Name	Action	Date/Time
Expense Manager	(Pooled)		
Prepay Auditor	(Pooled)		

**Action History**

Role	Name	Action	Date/Time
Employee	Martinez, Maria R	Submitted	09/26/2014 10:32:14AM

**Comments**

[Budget Options](#) [Budget Status](#) Not Budget Checked

**Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.**

[Approve](#) [Send Back](#) [Hold](#) [Save Changes](#)

[Return to Approval List](#) [Previous in List](#)

4. Click on **Budget Check** button

**Commitment Control**

[? Help](#)

**Commitment Control Details**

Source Transaction Type Expense Sheet

Budget Checking Header Status Not Budget Checked

Commitment Control Amount Type Encumbrance

☐ Override Transaction

**Budget Check** [i](#)

Go to Transaction Exceptions Go To Activity Log

OK Cancel

5. Click **“OK”**

**Commitment Control**

[? Help](#)

**Commitment Control Details**

Source Transaction Type Expense Sheet

**Budget Checking Header Status Valid**

Commitment Control Amount Type Encumbrance

Commitment Control Tran ID 0002698826

Commitment Control Tran Date 10/13/2014

☐ Override Transaction

Budget Check [i](#)

Go to Transaction Exceptions [Go To Activity Log](#)

**OK** Cancel

6. Click **“Approve”** button.

**Comments**

[? Help](#)

Budget Status Valid

[Budget Options](#)

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

**Approve** Send Back Hold Save Changes

[Return to Approval List](#) [Previous in List](#)

7. Click **“OK”**.

**Save Confirmation**

Approve Expense Report

**Submit Confirmation**

Roary Panther Report ID 0000288953

Expense Report Totals			
Employee Expenses (1 Line)	220.00	USD	Due Employee 220.00 USD
Non-Reimbursable Expenses	0.00	USD	Due Supplier 0.00 USD
Prepaid Expenses	0.00	USD	<a href="#">Definition of Totals</a>
Employee Credits	0.00	USD	
Supplier Credits	0.00	USD	
Cash Advances Applied	0.00	USD	

☒ This report will be approved.

**OK** Cancel

## 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

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

Overview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions ?  
Change Sort Order ?

Refresh List

Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
Cash Advance	200.00	USD	Panther, Roary	111111	<u>Dreamweaver Training</u>	<u>0000004713</u>	10/07/2014	Submitted for Approval	HR Supervisor
Travel Authorization	550.00	USD	Panther, Roary	111111	Training	0000089143	10/09/2014	Submitted for Approval	HR Supervisor

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

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

### Approve Cash Advance

1111111 Roary Panther

Business Purpose Training Report 0000004713 Submitted for Approval  
 Advance Description Dreamweaver Training TAR # 123456  
 \*Accounting Date 10/07/2014 Post State Not Applied  
 Accounting Template STANDARD 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
Accounts Payable	Dreamweaver Training	200.00 USD
<b>Totals</b>		
Advance Amount	200.00	USD

#### Approval History

Submitted Gloria Guzman HR Supervisor Maria Leblanc Prepay Auditor (Pooled) Payment

Role	Name	Action	Date/Time	Comments
Employee	Roary Panther	Submitted	10/07/2014 10:57:59AM	
Employee	Roary Panther	Withdrawn	10/07/2014 11:09:26AM	
Employee	Roary Panther	Resubmitted	10/07/2014 2:36:27PM	

#### Comments

[Return to Approval List](#) [Next in List](#)

Approve **Send Back** Hold Save Changes

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

**Message**

You must enter a comment before sending back for revision. (10502,248)

All Transactions must have a comment included when they are sent back for revision.  
Enter comments and click the Send Back for Revision pushbutton again.

**OK**

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

**Comments**

Incorrect Speedtype

[Return to Approval List](#)
[Next in List](#)

**Save Confirmation**

Travel & Expenses - Cash Advance Report

**Submit Confirmation**

Roary Panther Advance ID 0000004713

Totals	
Advance Amount	200.00 USD

✓ This report will be sent back for revision.

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

**Comments**

[Return to Approval List](#)
[Next in List](#)

7. Click **“OK”** to confirm approval.

**Save Confirmation**

Travel & Expenses - Cash Advance Report

**Submit Confirmation**

Roary Panther Advance ID 0000004713

Totals	
Advance Amount	200.00 USD

✓ This report will be approved.

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](mailto: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"**

**Favorites** | **Main Menu** > **My System Profile**

### General Profile Information

Panther, Roary

**Password**

Change password

Change or set up forgotten password help

**Personalizations**

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English ▼

Currency Code

Default Mobile Page

**Alternate User**

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

From Date  (example: 12/31/2000)

To Date  (example: 12/31/2000)

**Workflow Attributes**

☒ Email User ☒ Worklist User

[Miscellaneous User Links](#)

Email				Personalize	Find	First	1 of 1	Last
Primary Email Account	Email Type	Email Address						
<input checked="" type="checkbox"/>	Business ▼	fststuser@fiu.edu	+	-				

IM Information				Personalize	Find	First	1 of 1	Last
Protocol	XMPP Domain	UserID	Password					
XMPP	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-			

**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

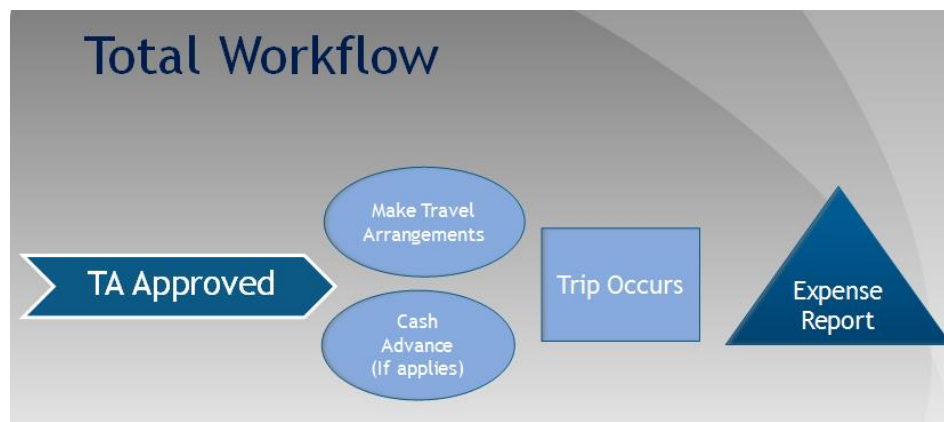
### Expense Report

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

**Favorites** | **Main Menu** > **Travel and Expenses** > **Process Expenses** > **Review Payments** > **Employee Expense History**

**Employee Expense History**

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:** Employee ID ▼ begins with

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

**Search** [Advanced Search](#)

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

**Expense Dates**

**From Date**

**Through Date**

**Transaction Type** All ▼

**Search**

Expense History							
Type	ID	Description	Status	From Date	Through Date	Submitted Amount	
	<a href="#">View</a>					0.000	

**Return to Search** **Notify**

## 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.

**Favorites** | **Main Menu** > **Employee Self-Service** > **Travel and Expense Center** > **Review Payments**

### Employee Expense Payments

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

Find an Existing Value

**Search Criteria**

<b>Empl ID:</b>	begins with ▼	<input type="text"/>	
<b>Name:</b>	begins with ▼	<input type="text"/>	
<b>Payment Reference:</b>	begins with ▼	<input type="text"/>	
<b>SetID:</b>	= ▼	FIU01	
<b>Bank Code:</b>	begins with ▼	<input type="text"/>	
<b>Bank Account:</b>	begins with ▼	<input type="text"/>	
<b>Payment Number:</b>	begins with ▼	<input type="text"/>	

☐ Case Sensitive

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

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

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

**Payment Info**

Payment Reference 80090995

Bank Code BANK OF AMERICA

Bank Account Board of Trustees-Disbursement

Payment Amount 27.04 USD

Pay Status Paid

Payment Method ACH

Status Posted

Payment Date 08/11/2014

[Payee Address](#)

Payments						Personalize   Find         First 1-2 of 2 Last
Type	ID	Descr	Status	Created	Amount	
Expense Report	<a href="#">0000287911</a>	Lunch Meeting Reimbursement	Paid	07/25/2014	12.24 USD	
Expense Report	<a href="#">0000287910</a>	Lunch Meeting Reimbursement	Paid	07/25/2014	14.80 USD	

Save Return to Search Previous in List Next in List

## 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.

**Comments**

Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink.

Budget Status Not Budget Checked

[Budget Options](#)

Approve Send Back Hold Save Changes

**Commitment Control**

Commitment Control Details

Source Transaction Type Travel Authorization

Budget Checking Header Status Not Budget Checked

Commitment Control Amount Type Encumbrance

☐ Override Transaction

**Budget Check** ⓘ

Go to Transaction Exceptions Go To Activity Log

OK Cancel

**Commitment Control**

Commitment Control Details

Source Transaction Type Travel Authorization

Budget Checking Header Status Valid

Commitment Control Amount Type Encumbrance

Commitment Control Tran ID 0002698819

Commitment Control Tran Date 10/09/2014

☐ Override Transaction

Budget Check ⓘ

Go to Transaction Exceptions [Go To Activity Log](#)

**OK** Cancel

## 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.

Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink.

Budget Status Not Budget Checked

[Budget Options](#)

Approve
Send Back
Hold
Save Changes

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

**Commitment Control**

[Help](#)

**Commitment Control Details**

Source Transaction Type Travel Authorization

**Budget Checking Header Status Error in Budget Check**

Commitment Control Amount Type Encumbrance

☐ Override Transaction

**Budget Check**

i

Go to Transaction Exceptions
Go To Activity Log

OK
Cancel

## 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.

Travel Auth Budget Exceptions

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

Find an Existing Value

Search Criteria

Commitment Control Tran ID: begins with

Commitment Control Tran Date: begins with

Travel Authorization ID: begins with

Process Instance: =

Process Status: =

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

Search Clear Basic Search Save Search Criteria

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

Travel Auth Budget Exceptions

Travel Authorize Exceptions Line Exceptions

Travel Authorization ID: 0000088121

\*Exception Type: Error

Override Transaction

More Budgets Exist

Advanced Budget Criteria

Budgets with Exceptions

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	FIU01	CC_PRP	Exceeds Budget Tolerance	More Detail		Go To ...
2	FIU01	CC_PRP	Exceeds Budget Tolerance	More Detail		Go To ...
3	FIU01	CC_PRP	Exceeds Budget Tolerance	More Detail		Go To ...
4	FIU01	CC_PRP	Exceeds Budget Tolerance	More Detail		Go To ...
5	FIU01	CC_PRP	Exceeds Budget Tolerance	More Detail		Go To ...
6	FIU01	CC_PRP	Exceeds Budget Tolerance	More Detail		Go To ...
7	FIU01	CC_PRP	Exceeds Budget Tolerance	More Detail		Go To ...
8	FIU01	CC_PRP	Exceeds Budget Tolerance	More Detail		Go To ...

Save Return to Search Previous in List Next in List Notify

Travel Authorize Exceptions | Line Exceptions

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

Travel Auth Budget Exceptions

Travel Authorize Exceptions Line Exceptions

Travel Authorization ID: 0000088121

\*Line Status: Error

Maximum Rows: 100

Line From: Line Thru:

Search

Transaction Line Values Line Chartfields Line Amount

Line	Distribution Line	Account	Dept	Site	Fund	Program	Activity Nbr	Cost PID	Bud Ref	Task	PC Bus Unit	Project
1	1	711233	202052000	1	661	22					FSR01	20270150K
2	1	711233	202052000	1	661	22					FSR01	20270150K
3	1	711235	202052000	1	661	22					FSR01	20270150K
4	1	711231	202052000	1	661	22					FSR01	20270150K
5	1	711215	202052000	1	661	22					FSR01	20270150K
6	1	711211	202052000	1	661	22					FSR01	20270150K
7	1	711236	202052000	1	661	22					FSR01	20270150K
8	1	711216	202052000	1	661	22					FSR01	20270150K

Save Return to Search Previous in List Next in List Notify

Travel Authorize Exceptions | Line Exceptions

## 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.

Favorites Main Menu > Travel and Expenses > Manage Accounting > Expense Rpt Budget Exceptions

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

Find an Existing Value

**Search Criteria**

Commitment Control Tran ID: begins with

Commitment Control Tran Date: =

**Report ID:** begins with

Process Instance: =

Process Status: =

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

**Search** Clear Basic Search Save Search Criteria

4. The Exception Type will display the status.

Favorites Main Menu > Travel and Expenses > Manage Accounting > Expense Rpt Budget Exceptions

Expense Sheet Exceptions Line Exceptions

Report ID 0000127013

\*Exception Type Error  ☐ Override Transaction

Maximum Rows  ☐ More Budgets Exist [Advanced Budget Criteria](#)

**Search**

**Budgets with Exceptions** Personalize Find View All First 1-3 of 3 Last

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		FIU01	CC_PG	Budget Definition not Found	More Detail	<input type="checkbox"/>	Go To
2		FIU01	CC_PRP	Budget Definition not Found	More Detail	<input type="checkbox"/>	Go To
3		FIU01	CC_REV_AUX	Budget Definition not Found	More Detail	<input type="checkbox"/>	Go To

Save Return to Search Previous in List Next in List Notify

Expense Sheet Exceptions | Line Exceptions

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

Favorites Main Menu > Travel and Expenses > Manage Accounting > Expense Rpt Budget Exceptions

Expense Sheet Exceptions **Line Exceptions**

Report ID 0000127013

\*Line Status Error  ☐ Override Transaction

Maximum Rows  ☐ More Lines Exist

Line From  Line Thru

**Search**

**Transaction Lines with Budget Exceptions** Personalize Find View All First 1 of 1 Last

Line Values **Line Chartfields** Line Amount

Line	Distribution Line	Account	Dept	Site	Fund	Program	Activity Nbr	Cost PID	Bud Ref	Task	Oper Unit
	1 1	773801	260000790	1	461	64					

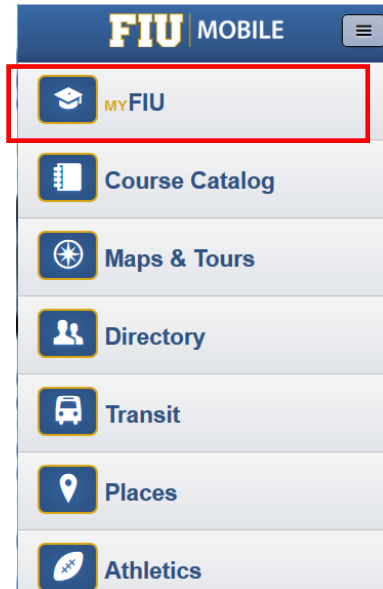
Save Return to Search Previous in List Next in List Notify

Expense Sheet Exceptions | Line Exceptions

## 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

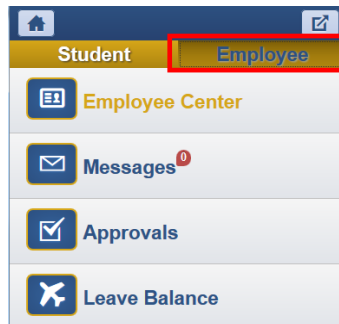


3. If you are student, your student information folder is displayed by default. Click on the button on the top right of the screen to view the tabs





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



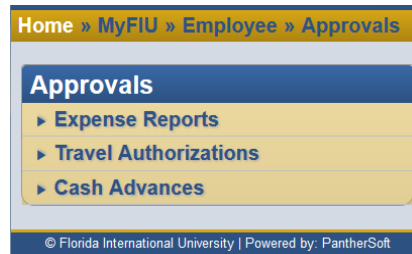
5. Click on **Financials Approvals**



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

Home » MyFIU » Employee » Approvals			
Approvals			
▼ Expense Reports			
Trip to San Juan, Puerto Rico		1,575.94 USD	>
Sagar,Vidya			
South Miami Project		170.46 USD	>
Cosme,Miladie			
South Miami Project		58.74 USD	>
Watkins,Shebahham June Deborah			
South Miami Project		39.16 USD	>
Conde,Claire Maud			

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.

Home » MyFIU » Employee » Approvals  
» Financials

Patty Panther  
Report ID: 0000251035

**Expense Report**

Report Description	Trip to MIA- JLS May 11-13
Business Purpose	Meeting
Report Status	Submitted for Approval
Default Location	Florida,Miami
Accounting Date	07-01-2012
Created	on 06-15-2012 by 1287603
Last Updated	on 06-20-2012 by 1287603
Travel Auth ID	0000063642
Budget Status	Valid Budget Check

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

► Comments  
► Totals

**Expense Line Items**

► Domestic Airfare	622.60 USD
► Domestic Lodging	464.58 USD
► Domestic Taxi/Train/Bus	145.00 USD
► Domestic Meals	72.00 USD

**Pending Actions**

► Expense Manager  
► Prepay Auditor

**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**.

The screenshot displays a web interface for managing transactions. At the top, there is a blue header bar with the text "Action History". Below this, a yellow bar contains a right-pointing triangle icon, the text "Roary Panther", and the word "Submitted". Underneath the yellow bar is another blue header bar labeled "Comments". Below the "Comments" header is a large, empty white rectangular box with a thin black border and a small grid icon in the bottom right corner. At the bottom of the interface, there are four blue buttons with white text, stacked vertically: "Approve", "Send Back", "Hold", and "Save Changes".

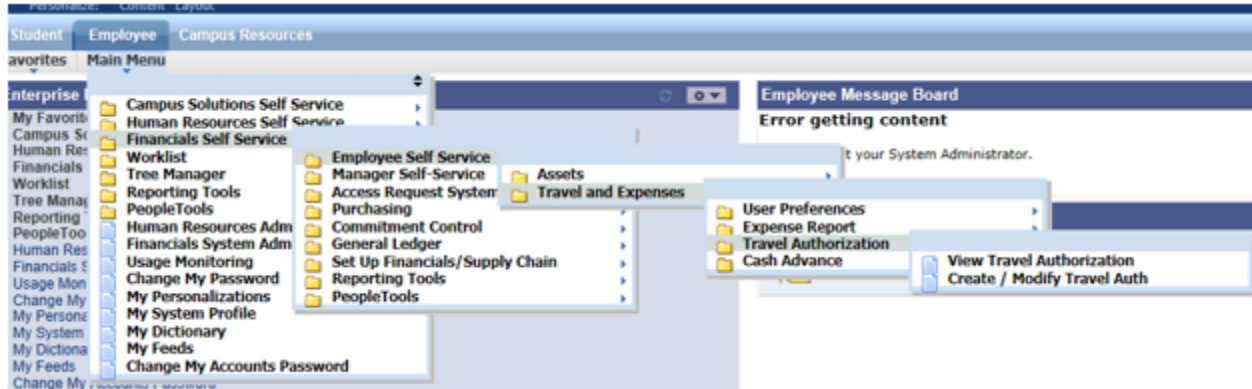
10. If the transaction is being sent back, you must enter a **comment**.

## MyFIU Employee Self Service

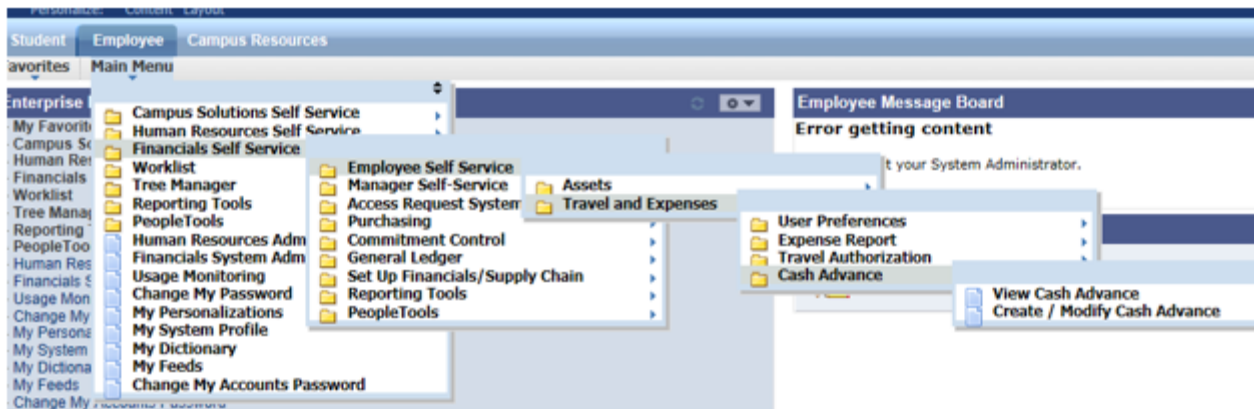
A user can create a Travel Authorization, Cash Advance and Expense Report through myFIU.edu

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:

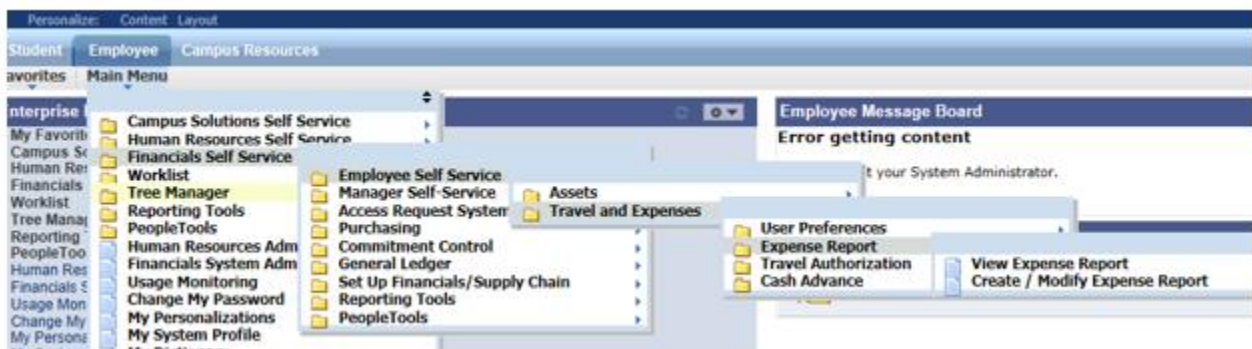
- a. Travel Authorization > View Travel Authorization > Create / Modify Travel Auth



- 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 &amp; 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	ATRCARR	__Ath Recruit Car Ren	711274
ARAIROS	__Ath Recr Air In State	711273	ATRCAIR	__Ath Recruit Airfare	711273
ARCARIS	__Ath Recr Car In State	711274	ATRCARR	__Ath Recruit Car Ren	711274
ARCAROS	__Ath Recr Car Out State	711284	ATRCARR	__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