1. When I go to *Create* a Travel Authorization or Expense Report I get an error message stating “You are not authorized to access this component”.

   You are most likely using the wrong menu path in Financials e-Campus. The menu path should be **Employee Self Service**>Travel and Expense Center>Travel Authorization (or Expense Report)>Create. If you are using the correct menu path shown above but still do not have access, please contact the PS Financials Lab (x4-7048). There is most likely an issue with your security.

2. I received an email There are currently unassigned transactions in the URI My Wallet for *Cardholder Name* Emplid 10010xxxx. Please assign these transactions to a URI Expense Report as soon as possible”, You need to create an expense report and assign the wallet transaction to the expense report. The expense report will be completed when you complete your travel. You can save it in a pending status until then.

   **Menu Path:** **Employee Self Service**>Travel and Expense Center>Expense Report>Create

   • At your Empl ID box below (or search for the traveler’s Empl ID if you are the delegate), click Add

   **Important:** Verify the traveler’s home address is correct or reimbursement may be held up.
At the Quick Start Menu, Entries from My Wallet, click GO

   My Wallet View – Select the wallet transaction(s) to assign to the expense report as shown below and click DONE at the bottom of the page.
The wallet transaction is pulled to the line on the expense report.

- **Next** complete the General Information Section of the Expense Report including any required information indicated with *, such as Travel Dates and Times, Business Purpose and destination city.
- If all expenses will be charged to one chartfield string, input the chartfield string by clicking the Accounting Defaults link on the lower left corner below.
- On the detail line, enter Billing Type of Internal for all funds except 500. **Fund 500 billing type is Billable.** Click the Detail link at the end of the line and complete the required information on the detail link page.

**Details Page**

If splitting costs to more than one chartfield string, click Accounting Details at the bottom left corner of the page and enter the chartfield string being charged on each line. Click OK.
Chartfield String format is Account-Fund-Dept-Program (xxx-xxxx-xxxx).
Account will populate according to type of travel; Domestic is 5742; Foreign is 5745.
If charging Fund 500, for a project, include PC Bus Unit of URIPS, the Project ID which is 7 digits, and Activity of Research. Click OK; Then Return to Expense Report.

- Click SAVE For Later. You can come back and Modify the expense report later.
3. Some of the wallet transactions for my trip are not yet posted in my wallet when I go to create my expense report. What do I do?

You cannot submit an expense report until all the wallet transactions are in your wallet. You must pull any URI Employee Travel VISA transactions from the wallet into your expense report. You should NEVER add an expense type line and choose the Payment Type of URI Employee Travel VISA. If a transaction is not showing in your wallet, you must wait for it to post/populate your wallet before submitting an expense report.

4. I tried to save a Travel Authorization and get a message that “Chartfield does not exist in Signature Authorization – URIPS/Fund/Dept/Program/Project.”
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The chartfield string is most likely incorrect, such as an incorrect department. Please review the chartfield string for errors. If you believe the chartfield string is correct, please confirm that the Signature Authorization is setup and/or active.

5. I get a Red Flag on Accounting Details when I enter the chartfield string with a Fund 500 and a project.

The PS Bus Unit of URIPS and Activity of Research, as shown below, are required. Please enter and click OK.

6. I am a delegate for a student. I received an email instructing me to review and submit a travel document for a student but I don’t know how/where to do this.

Login and go to Employee Self Service>Travel and Expense Center>Travel Authorization (or Expense Report) and click Modify. Search for the student/traveler name. Once you find the report, review it and make any necessary corrections, submit the form. The form will not go through workflow for approval.

7. The expense type is incorrect on a transaction pulled from My Wallet. For example, the expense type is for lodging-domestic but it shows as taxi-domestic when I pulled it into my expense report. How do I fix this?

In order to correct the expense type, the transaction needs to be deleted from the expense report by selecting it and clicking Delete Selected, which will put it back in the wallet. Then click Expenses from Wallet (as shown below) and when in the wallet, correct the expense type to lodging-domestic. The transaction can then be selected and pulled into the expense report.
8. I am taking a trip that is fully paid by another organization but I still need an approved Travel Authorization to travel out of state as required by URI for insurance purposes. The cost to URI is Zero. How do I input the Travel Auth?

A Travel Authorization needs to be entered to approve the travel. The General Information needs to be completed and a comment should be included stating the cost to URI is zero. One detail line with an expense type of “Other-domestic or foreign” needs to be added with a dollar amount of $0.01 and a departmental chartfield string. Save and submit the travel authorization for approval. Be sure the travel authorization is approved online.

After travel is completed, it can then be cancelled. **To cancel the travel authorization** and clear the $0.01 encumbrance, go to Employee Self Service>Travel and Expense Center>Travel Authorization>Cancel. Click Search to find the travel authorization. Select the correct document and click Cancel Selected Travel Authorization. The document will remain visible in the Travel and Expense Module as proof of approved travel.

9. What are the various statuses of Travel Documents and what do they mean?

To View the status of a Travel Document, go to Employee Self Service>Travel and Expense Center, click View (Travel Authorization or Expense Report). In the General Information heading, on the left side is the Status. Below is a list of the various statuses:

**Pending**  
Not submitted, still available to traveler/delegate to modify
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Submitted Submitted by traveler/delegate to Supervisor for approval

Approvals In Process Approved by Supervisor but not fully approved by all workflow approvers per Signature Authorization and Travel Office.

Approved Refers to Travel Authorizations that are fully approved by all approvers in workflow; OK to make travel arrangements.

Approved for Payment Refers to Expense Reports that are approved by Accounting and will be reimbursed at the next check run.

Staged Similar to Approved for Payment, refers to Expense Reports that were approved by Accounting previously, and will be reimbursed at the next check run.

Closed Travel Authorizations that are closed, unencumbered and fully processed.

Submission in Process This status usually indicates a problem. Please notify the Financials Lab at x4-7048.

10. I input an Expense Report and received an error message of Fund Code invalid for this billing type. What does this mean?

The Billing Type chosen is incorrect according to the fund type in the chartfield string in the accounting details.
Billing Type for Fund 500 is always Billable.
Billing Type for all other funds is Internal

11. I input an Expense Report and received an error message of “Payment Type – not valid for this transaction”.

The Payment Type of URI Employee Travel VISA cannot be chosen as a payment type. All transactions paid using a URI Employee Travel VISA must be populated by pulling the transaction from the wallet. If the transaction does not show in the wallet, you must wait for it to populate the wallet and then you can complete the expense report. Some transactions may take a few days to show up in the wallet.

12. I am trying to print the Expense Report to submit to Accounting but when I print the View Printable ER button on the page, it just keeps spinning and nothing happens.

It is possible that you have left the City, State and Country blank. Please populate the location and try again.
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13. I inadvertently used my PCARD to pay for a registration for my recent trip. How do I account for this on my Expense Report?

PCARD transactions cannot be included as a line item on an Expense Report in the Travel Module. A transaction paid for on a PCARD in error for travel should be included in the comments section only on the Expense Report. Please be sure to use your URI Employee Travel VISA to pay for all travel related expenses.

14. I have an approved Travel Authorization in the Travel Module for an upcoming trip. However, my funding sources/chartfield strings have changed from what was included/approved on the Travel Authorization. What do I do?

There are 2 options available; If you do not need to change/correct the encumbrance prior to travel, you may submit the Expense Report with the new/correct funding sources/chartfield strings. When the travel office audits the Expense Report, they will note the funding changed and send it back through workflow for approval according to the funding on the Expense Report.

If you need to change/show the encumbrance for the new/correct funding, you will need to input a new Travel Authorization and in the comments, refer to the previously approved Travel Authorization stating that the funding has now changed. You will then need to forward a request to the Travel Office to cancel the original Travel Authorization.

15. Why do some of my reports not include expense reports that are in the process of being approved in travel and expense?

When an expense report is submitted for approval, it is budget checked, prior to approval. This is because once an expense report is fully approved, the report cannot be modified, if needed. Therefore, if the expense report is fully approved, and then goes into budget error, the funding cannot be modified and resubmitted for approval.

When the expense report is budget checked, it will unencumber any travel authorization that is associated and record the expense report in the expenses column in budgets overview/commitment control. It is still not final at this point and is not recorded in the actuals ledger because it is not finalized and fully approved. Therefore, the expenses column in commitment control will not match reports that are generated from the actuals ledger.