Travel and Expense Module
Instructions for In-State Auto-Mileage Reimbursement

In-state auto-mileage is reimbursed via the Travel and Expense Module in Financials e-Campus. This replaces the (paper) Mileage Reimbursement Form. The Travel and Expense Module is accessed via **Financials Administration** from e-Campus site.

- If you are a **new user** in Financials, you will need to login to Faculty/Staff e-Campus and change your password. This will create a User ID and password in Financials that mirror your User ID and password in e-Campus.
- You should then submit the PeopleSoft Financials Security Access Request Form. Copy the below link into your browser to access the form. Once the form is forwarded per the instructions on the form, you will be notified that you have access to Financials.
  

**A Travel Authorization is not required for in-state auto-mileage reimbursement. The traveler should create an Expense Report for in-state auto-mileage reimbursement.**
Navigation to *Create an Expense Report*: In Financials,

- **Employee Self Service** > Travel and Expense Center > Expense Report > Create

- Confirm the Empl ID is the traveler’s Empl ID and click “Add”.
- If creating a document as a delegate for someone else, remove the Employee ID and click the magnifying glass to choose the traveler, other than yourself. Click Add.
This will bring up the Create Expense Report page shown below.

The Expense Report is broken into the following sections:
1. General Information
2. Details – Detail lines for each day’s mileage
3. Total Section
4. Pending Action and Action History – refers to approval process

General Information:
- Travel dates and times for mileage refer to the time frame the mileage is being submitted, either monthly or bi-monthly. (E.g., January, 2017)
- Comments are helpful – for example reason for travel
- Business Purpose for mileage reimbursement would be General Travel
**General Information continued:**

- **City:** Usually refers to the traveler’s work city; Providence or Kingston campus. Type the city and click the magnifying glass to choose the state.

- **Accounting Defaults – Chartfield String** is entered here (see below)

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**Accounting Defaults** is where the chartfield string (CFS) is entered. The chartfield string is the departmental account the mileage is being charged to. Your department fiscal person should be able to provide this information to you. The format is Fund (3 digits)-Department(4 digits)-Program(4 digits); if there is a project (7 digits), you also need to enter a PC Bus Unit (always URIPS) and Activity (always Research).

**A chartfield string is required to be able to save the document.**

(See examples on next page)
If the mileage cost is being split among 2 (or more) chartfield strings, there are 2 options to split the mileage costs:

1. The chartfield string can be entered on each line by clicking the Detail link at the end of each line, then the Accounting Details link on the lower left corner of the details page.
2. The cost can be split in total among departments or CFSs. If using this method, this is the last step of creating the expense report, prior to submitting for approval. (See Pg. 13 for step by step instructions to complete this option)
Details Section:

- Add a line for each day of travel, as shown in Figure 1 below.
- Expense Type should be In State Auto-mileage, In State Tolls, etc.
- Expense Date is the day the mileage occurred.
- To calculate the Amount spent, click on the *Detail link at the end of each line. The odometer readings are entered and the mileage calculates based on these odometer entries. (see Figure 2)
- Payment Type is always Cash or Employee Personal Credit Card—which means the traveler will pay for their own gas/expenses and be reimbursed based on the mileage reimbursement rate. (currently $0.535)
- Billing Type is Billable for Fund 500; All other funds are Internal Billing Type
- Be sure to save as you go- Click SAVE for Later.
- There are also expense types of In State Registration, In State Parking, etc. Only In State expense types should be chosen for in-state travel reimbursement.

NOTE: Summary Entry Option for In-State Auto-Mileage

If the traveler keeps a daily, detailed log of his/her mileage, including destinations and odometer readings, this document can be attached as the source document which will include all the details of the in-state auto-mileage reimbursement only. In this case, the traveler may enter the mileage online in a summary format, using one expense line, rather than re-creating the existing log. The log must be legible and totaled to agree to the summary entered. Following is the format/information required:

- A comment must be added to explain that all the required information is included on the attached detailed log. The log should have an entry for each trip/day, and include odometer readings and locations/destinations.
- The attached log must include the total miles to be reimbursed at the bottom.
- At least one line must be entered to summarize the log information. The odometer readings entered on the line should have the ending odometer reading on the log as the ending odometer reading. The beginning odometer reading should be backed into based on the ending odometer reading, less the total miles to be reimbursed.
- The Automobile make/model, registration and insurance information must be entered on the details for the line.
- If more than one automobile is used per form/log, separate lines must be entered for each automobile.
If you have questions regarding submitting a summarized expense report for in-state auto-mileage reimbursement, please call the Accounting/Travel Department or Lisa Richard.

Example of Monthly Expense Report and Totals Section

If entering a summary expense report and attaching a detailed log, please attach the log here.

Click the Detail link at the end of the line to input odometer readings which calculate Amount Spent, and/or to enter a different chartfield string by line. See Figure 2 below.

Totals Section
The left side updates trip totals when saved. Due Employee is amount the employee will be reimbursed. Due Vendor is the amount paid on URI Employee Travel VISA credit card, which will usually be -0- for in-state mileage.
Details continued - Auto Mileage-In State

- Enter Odometer Start and Odometer end
- Car Registration, Make/Model/Year, Auto Ins Carrier and Auto Policy Exp. Date only need to be entered once, on the first line. This is assuming you are using the same car all month. If a different car is used, you would need to enter the information on that line also, one time.
- The Amount will calculate based on the start and end odometer reading
- Originating location and Destination City must be entered here. You may enter Kingston for both and use the Description field for details; eg. Kingston to Providence, Warwick and back to Kingston.
  - It is best to type the city in the location field, then click the magnifying glass to choose the state.
- To enter chartfield strings by line, (i.e., different chartfield strings for each line) click the Accounting Detail link shown below.
- Once information is entered, click Return to Expense Report and add lines as needed.

All required information denoted with a * needs to be entered in order to save the information. Please see below example in Figure 2.
Example of Expense Detail page for Auto Mileage-in state

Complete all required information.
**Detail Lines:**

- To Add lines, click the + at the end of the line, or click New Expense, then ADD.
- Once all lines are added, click Check for Errors.
- Correct Errors and Save again. Some common errors include:
  - **Combo error for fields Fund_Code/Account/Project_ID in group**… refers to an incorrect CFS or an input error on the CFS. Make correction, Save for Later, and click Check for Errors again.
  - **Fund Code invalid for this Billing Type**-Refers to the Billing Type of Billable, which is used for Fund 500 only, or Internal for all other funds.
  - **Chartfield Contains No Signatories for Expense Report** - Refers to the Signature Authorization for the chartfield string being used. There are no approvers on the travel documents for that chartfield string. The Signature Authorization needs to be update; contact your department fiscal person.

- To delete a line, select the line, then click Delete Selected, as shown below.
- Once all lines and details are completed, Save for Later and click View Printable ER to review all the information for accuracy, including the chartfield string(s) being charged. (See Figure 3 example on Pg.12)
- After reviewing, if no changes are needed, you may click Submit to submit to workflow for approval.
- Prior to clicking Submit, be sure to VIEW the expense report for accuracy. Either click the View Printable ER link or go to Employee Self Service>Travel and Expense Center>Expense Report (2 more) VIEW to verify the information entered is accurate.
- You can also View the expense report anytime to see where it is in the approval process, per below. The pending actions section, under the Totals, shows the level(s) of approval to be completed. The action history shows who submitted the report and which approvals have been completed.
Expense Report Example Entry

To enter odometer readings and automobile information, click the Detail link.

Options to add a line.
Approval Process Review - Pending Actions and Action History

Note:
If the report status is Pending, it has not been submitted for approval and would not have the Pending Actions or the Action History showing.

Approval Levels are as follows:
HR Supervisor – Travelers timecard approver.
Expense Report Level 01 - Signature Authorization approvers with travel boxes checked.
Expense Report Level 02 - Signature Authorization approvers with travel boxes checked and Final Review.
Expense Report Level 03 – Sponsored Projects approvers for Fund 500; Foundation approvers for Fund 401.
Expense Report Level 04 – Athletics NCAA Compliance
PrePay Auditor – Accounting Travel Clerks
AP Manager – Accounting Accounts Payable Manager

No Approvals have occurred in this case. Approvers are notified via email that they have a document to approve. The approvals will then occur in the order listed.
Splitting the Total Cost of a Mileage Report to Two (or more) Chartfield Strings:

To split the cost of an in-state auto-mileage report in total, versus entering a different Chartfield string on each line, the following steps can be followed:

1. Complete all the general information section and use the *Accounting Defaults* option link to enter one default chartfield string. All lines will initially have this chartfield string/funding assigned.
2. Include a line for each day of mileage to be reimbursed, if not using the summary option, as you would normally record the mileage. The chartfield string will default per the Accounting Defaults chartfield string assigned in step one. Click *Save for Later* often.
3. Complete the various details pages as required, including odometer readings.
4. Once all lines are added, view the total section of the expense report. Click *Save for Later*.
5. Calculate the amount of mileage, in total, that will be split among the chartfield strings/funding sources. For example, if the total mileage reimbursement is $80.00 and you want to split or redistribute 50% to another chartfield string, you will be redistributing $40.00. In the example below, the Total Expenses/mileage reimbursement is $96.32, therefore 50% is $48.16, which is the amount to be split/redistributed to another chartfield string. Review the Totals Section for the total amount of the mileage reimbursement, as shown below.
Splitting the Total Cost to Two (or more) chartfield strings continued:

6. To split the funding 50/50, among two chartfield strings, add two lines (click +).
7. The first line will be a credit line, for 50% of the total. The below expense report total mileage is $96.32. Therefore, 50% of the total, or $48.16 will be redistributed to another chartfield sting/funding source from what was entered in the Accounting Defaults. Use the expense type of Other in-state as the expense type. Enter the last date of the period you are reporting for the date on the line.

8. Enter a credit amount of 50% to split the cost 50/50, or enter the dollar amount to charge to the alternate funding sources/chartfield sting(s). In this example, we are splitting the cost 50/50 so the credit amount is (-$48.16). When entering a credit line, the system will require a Credit Reference, as shown below. The Credit Reference can be “to split cost”. Click OK, then Return on the following screen.
This credit line will be charged to the Accounting Default chartfield string, which is the chartfield string used for all the previous lines entered, reducing the amount being charged to that account by 50%. The Payment Type is *Redistribution Travel Expense*.

9. On the last line, enter the expense type Other In-state, the last date of the report again, and dollar amount to charge the alternate funding source(s)/chartfield string(s). In this example, the amount of $48.16. The Payment Type is *Redistribution Travel Expense* here also. These lines must net to $0.00.

10. You must click the Detail link at the end of this line to enter the alternate funding source(s)/chartfield string(s) this will be charged to. *This chartfield string will differ from all the other chartfield strings entered.*
Example of lines added to redistribute funding sources/chartfield strings:

To redistribute funding sources/chartfield strings:

11. Once on the Details page, click the Accounting Detail link shown below to enter the alternate funding source/chartfield string to charge.

Include new CFS on this line, by clicking Details, then Accounting Detail.
Change the chartfield string on the Accounting Detail page below to the alternate funding source/chartfield string being charged. In this example, the $48.16 will be changed/updated to a different department from what was used in the Accounting Default chartfield string.
Once new chartfield string is entered, click OK, then Return to Expense Report on the details page.
12. Click Save for Later.
Prior to clicking Submit, **be sure to VIEW the expense report for accuracy.** Either click the View Printable ER link or go to Employee Self Service>Travel and Expense Center>Expense Report (2 more) **VIEW** (shown below) to verify the information entered is accurate.

Default CFS charged

New CFS

Total Employee Expenses remain unchanged, $96.32.