Travel and Expense Module

Training Presentation

Thank you for taking the Travel and Expense Module Training online. The Travel and Expense Module was implemented in Financials as a means of streamlining the processing of travel documents including the travel authorization, which replaces the current TAR and the expense report, which replaces the current TEV.

In the Travel and Expense Module, these documents are completed online by either the traveler, or a delegate authorized to enter documents on their behalf.
The Travel and Expense Module is accessed via e-Campus *Financials* and offers:

- Online preparation of travel authorizations (TAs) and expense reports (ERs)
- Online approval of the TA and ER via workflow
• Employees are eligible to obtain a new URI Employee Travel VISA Credit Card.
  • Travel expenses charged on an employee’s Travel VISA Credit Card must be accounted for on that employee’s expense report.
• The URI Travel VISA Credit Card can be used for all travel expenses, including airfare.
Training is broken down into these areas:

- General – Delegates and Direct Deposit setup for travel reimbursement (Slides 5-16)
- Travel Authorization Preparation (Slides 17-65)
- Expense Report Preparation (Slides 66-112)
Delegates

• A delegate is a person chosen by the traveler who is given authority to enter travel documents on behalf of the traveler.

• This person is usually a departmental administration person.
To authorize a delegate to enter travel documents on your behalf, in Financials, go to:

**Employee Self Service**>**Travel & Expenses**>**User Preferences**>**Delegate Entry Authority**

Click + to add a delegate. Enter the person’s User ID for Financials. An Advanced Search is also available where description=last name, first name.
Once you find your delegate’s name by clicking the search and adding them as an authorized user, verify the name and click SAVE.

Be sure both your name and the delegate’s name show as authorized users.
Training Overview

URI Controller’s Website - http://web.uri.edu/controller/

To view step by step reference guides on the Controller’s Website, click Departments, under Accounting click on Travel.

Or form the A-Z Directory click the Travel link.

The Travel and Expense Module Reference Guides are available there and include detail instructions for preparing travel documents and a table of contents for easier use.
Direct Deposit Information

To be reimbursed via Direct Deposit for travel expenses, you must enter your personal bank information in the Travel and Expense Module.

This *must be done* even if you are already being reimbursed via direct deposit from Accounts Payable.
Direct Deposit Information
To enter your direct deposit bank information for Travel and Expense reimbursement, go to Employee Self-Service>Travel & Expense>My Bank Information. Your individual profile screen shows up.
Click on Bank Account Tab to view Default Profile.
To setup direct deposit information, the payment method is Automated Clearing House or ACH.
To add direct deposit account, click default check box and then click Bank icon.
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• All * fields are required
• Please be sure to complete all the required information.
• Specific instructions can be found on the Travel page of the Controller’s Website.
The bank routing number and personal account number where the travel reimbursement will be deposited, can be found on your personal checks. All information should be verified by traveler.
The Controller’s Office is requesting all travelers complete the direct deposit setup as the method of reimbursement upon completion of this training.
Section 2

Travel Authorization Preparation
Entering a Travel Authorization

Navigation: In Financials, **Employee Self-Service** > Travel & Expense Center > Travel Authorization > Create

Prior to entering your travel authorization, be sure to have your trip details researched, including approximate costs and funding sources so that inputting the information will be easier.
Entry of the Travel Authorization will be broken down into two basic sections:

1. General Information (Header)

2. Detail Lines and Expense Types, including payment types and accounting details (Chartfield strings or CFS)
General Information

- Most TAs will start with “A Blank Authorization”.
- Description and comment fields are free form text fields used to give detailed information about your travel.
- The Controller’s Office strongly encourages the use of the comments section to explain trip details.
All * fields are required including the business purpose, destination and dates of travel.
If the city you are traveling to is not listed, there are options for “other”. You may also search by country or state by clicking Advanced Lookup.
Each Country recognized by the United Nations is listed, but remote cities/villages within those countries may not be included. Choose the country and “other” if the city/village is not listed, and put the actual city name in the comments.
Dates on Travel Authorization

“Date From and Date To” are the dates you leave for, and return from your trip.

THESE DATES MAY NOT BE IN THE PAST
Dates on Travel Authorization

Travel authorizations must be prepared well in advance of travel to allow for the form to go through workflow and be fully approved prior to making any travel arrangements.
Accounting Defaults
The Accounting Defaults can be used if the total trip cost will be charged to one CFS.
Attachments

• Attachments can be scanned and added to the TA.
• Attach items to justify the reason for travel if required by your department, or to assist the approval process. (Eg. Copy of Conference literature)
2nd Section Travel Authorization - Detail Lines

A detail line is added for each transaction incurred on the trip. Each transaction is referred to as an expense type, which are broken down according to domestic, foreign, Athletics and other travel.
Chartfield String (CFS)
The URI chartfield string format is
Account-Fund-Department-Program-Project
(5xxx-xxx-xxxx-xxxx-xxxxxxx)
Each detail line is assigned an accounting detail or chartfield string.
By choosing the appropriate Expense Type, the account number will populate automatically according to the expense type chosen. For example, Airfare - Domestic will populate expense account 5742 on the Accounting Details page.
• The date on the line should be the date you will be leaving for your trip and should match “Date From” in the General Information.
• Enter the expected amount of the expense type per quotes received or research you have done.
• Currency should always be in US Dollars and will default to USD.
Payment Types

Payment Types are the way you intend to pay for your transactions and may vary depending on the transaction. Below is the list of Payment Types:
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Payment Types

• Cash, check and Employee’s Personal Credit Card are Payment Types used when you would pay personally and seek reimbursement.

• Prepaid Travel Expense Payment Type would be chosen if the University pays for a transaction prior to travel. This is not usually done. You will not be reimbursed for prepaid travel.
Payment Types

• URI Employee Travel VISA payment type is the new VISA credit card for employees who travel.

• All transactions charged on this VISA will show up in the traveler’s “My Wallet”, which we will cover when we prepare the expense report.

• The URI Travel VISA bill is paid by the University and would not be reimbursable.
Travelers who obtain a URI Travel VISA Credit Card will need to monitor and reconcile their transactions.

All types of travel expenses should be charged to your URI Travel VISA, including airfare. This will replace the PCARD for travel expenses, except food which is not allowed on the URI Travel VISA (or PCARD).

When the URI Travel VISA credit card is issued it will be added to your profile on the State Travel Agency Website (currently Short’s Travel).
• When booking travel with Short’s, the traveler should insure the airfare is charged to his or her URI Employee Travel VISA Credit Card.

• The traveler will no longer be allowed to charge airfare on the URI General Travel Account on file with Short’s.
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Billing Type
Billing Type is dependent on Fund.
All Fund 500 expenses require a billing type of Billable.
All other funds will have a billing type of Internal.
Expense Type Details

Each expense type/line on the travel authorization has a Details link at the end of the line, which requires specific information related to that expense type.

Click on the Details Link.
Details Page

- The details required vary depending on the expense type.
- The Date, Payment Type and Billing Type will populate the details page from information entered on the line details section of the travel authorization Entry page.
- Additional detail information on the Details page will vary according to the expense type. Airfare, mileage, and hotel/lodging each have different detail information required based on these expense types.
- All * fields are required.
Details-Airfare

Example:

Airfare will require a Preferred Merchant to be entered, which is the State Travel Agency, currently Shorts Travel.

Click dropdown to choose State Travel Agent as Preferred Merchant.
If you are not using the State Travel Agent, you must enter a merchant in Non-preferred Merchant field, attach quotes and provide an Exception Comment in the Non-Preferred Merchant field.
(Refer to Travel Policy regarding the State Travel Agent)

After entering the required detail information, click Accounting Details to enter the CFS.
Details-Hotel

Hotel/Lodging is entered by the number of nights and the per night rate on the details page.
Details Page – Accounting Detail Link

The link for the Accounting Detail, or chartfield string, is at the bottom left corner of every Details page.
Accounting Details

- The chartfield string can be entered or changed here for each line.
- If only one funding source/chartfield string is being charged for the entire trip, it can be entered on the Accounting Default link on the General Information section of the form.
Multiple Funding Sources

If travel is being split to more than one funding source, a separate expense line, with the same expense type, would be needed for each funding source or chartfield string (CFS).

Example of Airfare split 50/50 between Fund 500 and Fund 100.
• Splitting charges of an expense type between 2 or more chartfield strings means adding 2 (or more) lines of the same expense type. Therefore you could have two of the same expense types, with the same details, but different Accounting Details (CFS).

• Be sure to check the Accounting Details and update the chartfield strings to split the costs.
Accounting Details - Chartfield String

Additional Information for Fund 500

Note the PC Bus Unit (URIPS) and Activity (Research) are required when using a project (Fund 500). AN Type will populate with ACT.
Per Diem Expense Types

• Per Diem rates other than RI State Per Diem still need to be researched and entered on the TA as a per day amount.

(URI Controller’s Website/Policies & Procedures/Travel Link)

• Separate expense types are setup for various per diem expenses such as Federal per diem, a full day RI State per diem ($30/day) or a half day RI State per diem ($15/day).
Once the full trip details are entered in the TA, Click the “Save for Later” button. The Authorization ID will be assigned. Click “Check for Errors”.

<table>
<thead>
<tr>
<th>Select</th>
<th>Expense Type</th>
<th>Date</th>
<th>Amount</th>
<th>Currency</th>
<th>Attachments</th>
<th>Payment Type</th>
<th>Billing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Airfare - Domestic</td>
<td>03/09/2016</td>
<td>550.00</td>
<td>USD</td>
<td>Add</td>
<td>URI Travel Visa</td>
<td>Internal</td>
</tr>
<tr>
<td></td>
<td>Lodging - Domestic</td>
<td>03/09/2016</td>
<td>750.00</td>
<td>USD</td>
<td>Add</td>
<td>URI Travel Visa</td>
<td>Internal</td>
</tr>
<tr>
<td></td>
<td>Registration - Domestic</td>
<td>03/09/2016</td>
<td>785.00</td>
<td>USD</td>
<td>Add</td>
<td>URI Travel Visa</td>
<td>Internal</td>
</tr>
<tr>
<td></td>
<td>RI PerDiem-Domestic</td>
<td>03/09/2016</td>
<td>120.00</td>
<td>USD</td>
<td>Add</td>
<td>Cash</td>
<td>Internal</td>
</tr>
<tr>
<td></td>
<td>AutoMileage-Domestic</td>
<td>03/09/2016</td>
<td>3.45</td>
<td>USD</td>
<td>Add</td>
<td>Cash</td>
<td>Internal</td>
</tr>
</tbody>
</table>

Authorized Amount: 2,208.45 USD
Errors are denoted with a red flag and can be viewed by clicking on the flag.
See error explanation-”Date cannot be in the past”. Correct the error and Save again. Common errors are chartfield string combo edit and missing non-preferred merchant information.
Once all errors are corrected and the report is saved, click the Submit button to send the TA through workflow for approval.
Click OK on the submit confirmation page. Make a note of the Authorization ID Number, which currently begins with 9xxx.
Once the TA is submitted, notifications will be emailed to the approvers advising them there is a travel authorization that needs their approval.
Once the TA is approved with a valid budget status, a notification will be emailed to the traveler advising them they can now make travel arrangements.

**No travel expenses can be incurred until the travel authorization is fully approved online with a valid budget status.**

The following URI Travel Authorization request has been approved, you may now make any necessary travel arrangements. Please remember to follow the URI Travel Policy when making travel arrangements. If further assistance is needed please contact the URI Travel Office.

- **Employee ID:** 100195182
- **Employee Name:** [Redacted]
- **Submission Date:** 2015-06-12
- **Travel Auth Description:** Test Roll of TA when Associate
- **Travel Auth ID:** 0000009097
- **Business Purpose:** Conference/Workshop
- **Total Amount:** 180 USD
- **Reimbursement Amount:** 180 USD

You can navigate directly to the page for more information by clicking the link below:

Send Back Option

• If the approver needs more information, he or she can send the TA back with an explanation. The traveler will get a notification stating the request has been sent back.

• The traveler, or delegate, will have to modify the travel authorization.

• Once it is corrected the TA can be re-submitted for approval. The TA will go through all levels of approval again.
Example of a TA that was sent back, with the approver’s explanation for sending back.

<table>
<thead>
<tr>
<th>Select</th>
<th>Issue</th>
<th>*Expense Type</th>
<th>*Date</th>
<th>*Amount</th>
<th>Currency</th>
<th>Attachments</th>
<th>*Payment Type</th>
<th>*Billing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Out of Policy</td>
<td>Airfare - Other Athletics</td>
<td>04/22/2015</td>
<td>12.00</td>
<td>USD</td>
<td>Add</td>
<td>URI Travel Vc</td>
<td>Internal</td>
</tr>
<tr>
<td></td>
<td>Out of Policy</td>
<td>RI State Per Diem - Dorm 1</td>
<td>04/22/2015</td>
<td>30.00</td>
<td>USD</td>
<td>Add</td>
<td>Cash</td>
<td>Internal</td>
</tr>
</tbody>
</table>

**Totals**

- Authorized Amount: 42.00 USD

**Cash Advances**

<table>
<thead>
<tr>
<th>Advance ID</th>
<th>Advance Status</th>
<th>Travel Authorization</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000000054</td>
<td>Submitted</td>
<td>00000000110</td>
<td>22,000</td>
</tr>
</tbody>
</table>

**Action History**

<table>
<thead>
<tr>
<th>Profile</th>
<th>Name</th>
<th>Action</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Submitted</td>
<td>04/20/2015 1:56:18PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sent Back For Revision</td>
<td>04/20/2015 4:32:05PM</td>
</tr>
</tbody>
</table>

Return to Travel and Expense Center
Note: Status is Approved and Budget Status is Valid. Travel arrangements cannot be booked until the status is Approved and the budget status is VALID.
Travel Authorization-Action History

Action History displays the flow of the document through the approval process. This can be viewed anytime from Employee Self Service>Travel and Expense Center> under Travel Authorization, click VIEW.
Travel Authorization (TA)

To Print the TA, go to Main Menu> Employee Self Service>Travel and Expense Center>Travel Authorization>View Travel Authorization
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Example of Printable Travel Authorization
Travel Authorization Approval Level Workflow

Levels of Approval

1. Supervisor (Department Approver)
2. Level 1 per Signature Authorization
3. Level 2 Final Approver-Signature Authorization
4. Grants/Foundation

Once approved, the TA is budget checked and encumbered.
Supervisor

- Supervisor is a new level of approval in Travel and Expense. Supervisor is the person within the traveler’s department who approves the traveler’s time card in e-Campus.

- There is no back-up for this person. However the supervisor can reassign approver duties if he/she will be out for an extended period of time.

- This reassignment process is covered in the Travel and Expense Module Approver Reference Guide online.
Travel Authorization Approval
Levels of Approval-Signature Authorization

Employee 1 below has Level 1 Signature Authorization only, because the Level 2 “Final Review” box is not checked.

Level 1 Approval

- 1 College Requisition
- 2 Invoice Voucher
- 3 Travel Authorization Request

Level 2 Approval

- 4 Travel Expense Voucher
- 5 Purchase Order Receiving Rpt
- 6 Biweekly Payroll Attendance
Travel Authorization Approval Level Workflow

- Sponsored Projects and Foundation approve the travel authorization for all Fund 500 and 401, respectively at Level 3.

- If a Supervisor is also a Level 1 approver per signature authorization, that person will only be required to approve the document once, at the Supervisor level. The form will not require additional approval at Level 1.
Section 3

Expense Report Preparation
Expense Report (ER)

The expense report (ER) replaces the Travel Expense Voucher (TEV) in Travel and Expenses.

Training will be broken into 3 sections:

• General Information
• Details – Expense Types and “My Wallet” transactions
• Totals – including Employee Reimbursement
Navigation to Create an Expense Report: In Financials, **Employee Self Service** > Travel and Expense Center > Expense Report > Create
New URI Employee Travel VISA Credit Card

All employees traveling on University business are encouraged to apply for a new URI Employee Travel VISA Credit Card.

This card will replace the PCARD for all travel expenses and can be used for airfare, baggage fees, taxis/Uber, and other allowable travel expenses. Food cannot be charged on this card.
The URI Travel VISA Credit Card will be added to your profile on the State Travel Agency Website, Short’s Travel. Travelers should confirm their URI Employee Travel VISA is their default payment on the State Travel Agency. Once you apply for, and receive the URI Travel VISA Credit Card, your airfare should no longer be charged to the University Account at Short’s.

- The URI Travel VISA Credit Card bill is paid by the University and would not be reimbursable.
• All transactions charged on the URI Travel VISA Credit Card will populate in the traveler’s “My Wallet”.

• The “My Wallet” in Financials is where all the URI Travel VISA Credit Card charges are loaded daily. When a charge is made using the VISA, it will post to the wallet in approximately 3-5 days.
“My Wallet” Transactions on the URI Travel VISA

• *All valid “My Wallet” transactions must be assigned to an expense report when the credit card transactions are charged and populate to the wallet.*

• To assign the transactions to an ER, the traveler must create an ER and pull the transactions from the “My Wallet” page to the expense report (ER).

• To create the expense report, go to **Employee Self Service**>Travel and Expense Center>Expense Report
On the “Create an Expense Report” page, “My Wallet” transactions can be accessed from 2 places.
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Expense Report (ER)

“My Wallet” Transactions on the URI Travel VISA

• When a travel transaction is charged to the URI travel VISA card, an email notification is sent to the traveler to notify the traveler of the wallet charge.

• The credit card transaction must be assigned to an ER within 7-10 days from the time the credit card charge is loaded into the “My Wallet” page.
Expense Report (ER)

“My Wallet” Transactions on the URI Travel VISA

• Transactions must be assigned to an expense report as soon as possible because the University only has 60 days to report fraudulent activity.

• If wallet transactions are not assigned to an expense report by a traveler in a timely manner, the University has no way of knowing if those transactions are valid or fraudulent.

• Careful attention should be paid to wallet notification email.
My Wallet Page

“My Wallet” page lists all URI Employee Travel VISA credit card transactions not yet pulled into an expense report. Click the link to view the transaction details.

If the expense type for a transaction needs to be changed, it must be changed on the “My Wallet” page. Once the transaction is pulled to ER, expense type cannot be modified.
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“My Wallet” Detail
View credit card details and Update Expense Type
Choose the correct expense type from the list that best describes the transaction. The expense type will determine the account the travel will be charged to. (eg. 5742 is domestic travel). No other fields can be updated here. Click Return to Wallet.
Once the Expense Type is updated, select the “My Wallet” transaction to add to your expense report, scroll to the bottom of the page and click Done.
The transaction(s) will now populate from the wallet into the detail line(s) on the expense report. The expense type cannot be changed here.

Click details, and then accounting details to update CFS if necessary.
The details information carries over from the “My Wallet” details. Complete any missing * fields.

Note: When an airfare expense is charged to the URI Employee Travel VISA, the merchant populated is the Airline, not the State Travel Agent. Therefore, if the transaction was purchased via the State Travel Agent, enter this on the Non-preferred Merchant line as required.

Click accounting details to update CFS if necessary.
Once the credit card transaction(s) related to this trip are brought into the expense report, the general information can be completed, if it has not already been input.
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General Information

• Complete as much detail as possible, *including comments*.
• Dates and time of travel are required to calculate per diem.
• Business purpose should match what was entered on the TA.
• Receipts are required and can be attached together in the header.
Once General Information is entered and “My Wallet” transactions are pulled, click Check for Errors and Save for Later.
Complete Expense Report
Additional expenses can be added in the details section of the ER either before, during, or after the trip is completed, including any additional URI Employee Travel VISA credit card transactions pulled from the wallet.
To add more credit card transactions, click the drop down and choose “Expenses from My Wallet”. It may take several days for all credit card charges to show up in your wallet. All wallet charges related to the trip must be pulled to the expense report before submitting the report.
• Complete the required information on each line for the expense types.
• Credit card transactions will auto-populate most information in the details section.
• Enter amount—some expense types require the amount to be calculated from detail expense type information.
• Enter Payment Type and Billing Type; Billable for Fund 500, Internal for all other funds.
Note: The Expense Detail page must be fully completed. Be sure to complete all the required (*) fields.

E.g.: Expense Detail: For mileage, the number of miles calculates based on the odometer start and end readings entered. The “Amount Spent” is calculated automatically and will carry back to the front page.

Click the Accounting Detail link to enter the chartfield string.
Accounting Detail
The account populates based on the expense type category of domestic, foreign, etc. (e.g. domestic travel=5742)
Splitting Expenses to Multiple CFS

To split an expense type between two different CFS, which do **NOT** have a Payment Type of URI Employee Travel VISA, the expense must be entered on two separate lines, as shown in the Registration expense below. Next Click on the Detail link and then the Accounting Detail link to enter different CFS.

Eg. Total Registration Cost is $350, split on 2 CFS. Payment Type is **not** URI Travel VISA.
Splitting a URI Employee Travel VISA credit card transaction between two or more chartfield strings (CFS) is a 3 step process:

1. Pull the URI Travel VISA credit card transaction into the expense report from the wallet. Complete the Details and Accounting Details (CFS). This the original line.

2. Next you must deduct, or credit the total amount you want to redistribute to a different CFS from the original line. The Accounting Details (CFS) for this credit should match the Accounting Details (CFS) on the original line. The payment type for this line must be Redistribution Travel Expense.

3. Add the line(s) you want to split the charge to and update the Accounting Details to the new CFS. The Payment Type should be Redistribution Travel Expense here also.
Splitting URI Travel VISA Credit Card Charge

- Original line is pulled from wallet and accounting details (CFS) is assigned.

- The 1st line is a negative, or credit amount to deduct the portion of the amount being split/redistributed to the new department/CFS, from the original CFS charged to on the Original Line. Enter the negative amount. Choose the Redistribution Travel Expense as the Payment Type.
When a negative/credit amount is entered, a credit reference is required to explain the credit. Complete the Credit Reference explanation; *To split a URI Travel VISA Charge.*

Click OK
Another Credit Information dialogue box appears. This box is a warning and example. The example wording provided is not applicable as it relates to the URI Travel VISA payment type. Click Return to get to the Details page.
The CFS for the 1st line, which is the negative (credit) line must be the same as the CFS on the Original URI Travel VISA transaction. Verify that these CFSs match. Click OK.
The 2\textsuperscript{nd} line added to split the transaction to, should be a positive amount being charged to the new chartfield string. The amount will be the same amount as the 1\textsuperscript{st} line, unless splitting the charge to more than one CFS. This amount will be charged to a different CFS from the Original line and the 1\textsuperscript{st} (credit) line. Click the Detail link to enter the required details and the new CFS via Accounting Detail.
Examples of Split Wallet Transactions

The credit amount on the 1\textsuperscript{st} line and the new 2\textsuperscript{nd} line, (or more if needed) \textit{must net to 0} as shown in both examples below. Lines with payment types of Redistribution Travel must always net to 0.

<table>
<thead>
<tr>
<th>Original Line</th>
<th>1\textsuperscript{st} Line</th>
<th>2\textsuperscript{nd} Line</th>
<th>3\textsuperscript{rd} Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare - Domestic</td>
<td>08/17/2015</td>
<td>365.00 USD</td>
<td>Add</td>
</tr>
<tr>
<td>Airfare - Domestic</td>
<td>08/17/2015</td>
<td>-200.00 USD</td>
<td>Q</td>
</tr>
<tr>
<td>Airfare - Domestic</td>
<td>08/17/2015</td>
<td>150.00 USD</td>
<td>Add</td>
</tr>
<tr>
<td>Airfare - Domestic</td>
<td>08/17/2015</td>
<td>50.00 USD</td>
<td>Add</td>
</tr>
</tbody>
</table>

Original CFS CFS=Original CFS New CFS

Example 2

<table>
<thead>
<tr>
<th>Original Line</th>
<th>1\textsuperscript{st} Line</th>
<th>2\textsuperscript{nd} Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Acct Fee-Dome</td>
<td>11/12/2014</td>
<td>452.20 USD</td>
</tr>
<tr>
<td>Airfare/Acct Fee-Dome</td>
<td>11/12/2014</td>
<td>-100.00 USD</td>
</tr>
<tr>
<td>Airfare/Acct Fee-Dome</td>
<td>11/12/2014</td>
<td>100.00 USD</td>
</tr>
</tbody>
</table>

Original CFS CFS=Original CFS New CFS
TIP: Shortcut for splitting Trip costs among different funds:
Once all the expenses are entered by line, you can then split, or redistribute, a portion of the cost of the total trip. Per below, the total cost of the trip is $2,038.50 and all expenses are input and charged against one chartfield string.
TIP: Shortcut continued…

To split, or redistribute, half the total cost of the trip, or $1,019.25 to a different chartfield string, two lines are added as shown below…(Figure 2)
The (1st) credit line of -$1,019.25 is to deduct half of the total expenses of the trip charged to the original chartfield string. The last line for $1,019.25 is to split, or redistribute half the cost of the trip to the new chartfield string. (Figure 2)
The expense type used to redistribute half of the total cost of the trip is Other-Domestic. The expense will show up in one lump sum on the new chartfield string being charged. The details expense types will not show on the new CFS when using this shortcut, unless viewed on the report in total.
Totals Review

Once all expense lines are complete, review the totals section for accuracy.

Total Trip Cost

Amount to be reimbursed.

Due Vendor is total on the URI Travel VISA.
Associate Travel Authorization

Just before submitting an expense report, a travel authorization should be associated with the ER. Under More Options, choose **Associate Travel Authorization**. Every ER submitted for out of state travel should have an associated TA in order to be in compliance with the URI Travel Policy.
Associate Travel Authorization

The “Associate a Travel Authorization” page lists all current TAs available to associate with an ER. Choose the TA related to the ER being completed and Select it. This is the **LAST step** prior to submitting the ER, after the travel has occurred.
Once the expense report is completed, reviewed, checked for errors, and saved, it can be submitted. Be sure all credit card charges for the trip are pulled from the wallet to the expense report before submitting. Highlighted fields are areas commonly missed.
Submit Confirmation Page

Click OK

<table>
<thead>
<tr>
<th>Expense Report Totals</th>
<th>Report ID:</th>
<th>00000000154</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Expenses:</strong></td>
<td>913.14 USD</td>
<td>335.04 USD</td>
</tr>
<tr>
<td><strong>Non-Reimbursable Expenses:</strong></td>
<td>0.00 USD</td>
<td>452.20 USD</td>
</tr>
<tr>
<td><strong>Prepaid Expenses:</strong></td>
<td>125.00 USD</td>
<td></td>
</tr>
<tr>
<td><strong>Employee Credits:</strong></td>
<td>0.00 USD</td>
<td></td>
</tr>
<tr>
<td><strong>Vendor Credits:</strong></td>
<td>0.00 USD</td>
<td></td>
</tr>
<tr>
<td><strong>Cash Advances Applied:</strong></td>
<td>0.00 USD</td>
<td></td>
</tr>
</tbody>
</table>

- Click OK to submit, or click Cancel to return to the expense report without submitting.
Once submitted, the status becomes “Submission in Process”, and the Budget Status is “Not Budget Checked”. No changes can be made at this point.
Paper Copy Requirement

Once the expense report is completed, a paper copy must be printed and submitted to the Accounting Office with the original receipts attached.

To Print the report, go to Employee Self Service>Travel and Expense Center>Expense Report>View; Click
Submit this report with original travel receipts to Carlotti Administration Bldg, Room 103.
Expense Report Approval Level Workflow

Levels of Approval

1. Supervisor (Department Approver)
2. Prepay Audit Clerks (aka Travel Clerks)
3. Travel Managers – Approved for Payment

If any of the above approvers sends back the ER, it will go back through all levels of approval beginning with the Traveler.
Expense Report Approval Level Workflow

If the ER is sent back to the traveler to be modified, once resubmitted, the Workflow is as follows:

1. Supervisor (Departmental Approver)
2. Level 1 Approver per Signature Authorization
3. Level 2 (Final) Approver per Signature Authorization
4. Sponsored Projects and/or Foundation
5. Prepay Audit Clerks (aka Travel Clerks)
6. Travel Managers

Reimbursement occurs when the University runs the weekly payment process, usually on Mondays unless there is a holiday.
Auto Mileage-Allowance

- Auto mileage reimbursement can also be completed online.

- The auto mileage-allowance expense type is only used for the reimbursement of in-state auto mileage.

- A separate line should be entered on the expense report for each day’s miles. A travel authorization is not required for instate auto mileage.
Thank you for completing the online training for the Travel and Expense Module. Please complete the 10 question true/false quiz by clicking Test and Quizzes in the margin on the left.

The Controller’s Website – Travel Page contains user guides available for review which include a table of contents for easier reference once a traveler is ready to complete their online travel documents.
Thank You!

URI Controller’s Website - http://web.uri.edu/controller/

Please contact the Controller’s Office with any questions at anytime when you are ready to begin using the Travel and Expense Module.

Contact Information:  Shaune Hogan  shogan@uri.edu  x4417
Judy Moore  jhmoore@uri.edu  x4419
Ginny Byrnes  vbyrnes@uri.edu  x4428