Travel and Expense Module Summary

The Travel and Expense Module is being implemented in Financials and provides online creation of travel authorizations, which replace TARs, and expense reports, which replace TEVs. A delegate may be authorized by a traveler to enter travel documents on his/her behalf. The module also provides online approval of travel documents. Employees who travel are encouraged to apply for a new URI Employee Travel VISA credit card to be used for all travel related expenses, including airfare. Access to Financials Administration is also required with the travel module.

Changes to highlight:

- There is a new, first level of approval for the travel module referred to as Supervisor Approval. This is defined as the person who approves the traveler’s time card in e-Campus. This is usually a departmental person.
- Signature authorization is also incorporated in the approval workflow, as well as Sponsored Projects and Foundation. If the supervisor approver also has signature authorization, the document will auto-approve at the signature authorization level. An approver only has to approve a document once.
- Travel Authorizations, once entered, must be fully approved online, with a valid budget status, by 11:59PM on the first date of travel or they will not be approved. The module does not allow approval of travel authorizations after the first date of travel has passed. Once fully approved online, travel authorizations are encumbered.
- Expense Reports are created by the traveler and/or cardholder prior to travel, when using the URI Employee Travel VISA credit card. This is so transactions charged to the credit card are assigned to an expense report when charged, which confirms that the transactions are valid and not fraudulent. The expense report stays in a pending status until the travel is completed, at which time all transactions are added to the expense report, and the report is submitted for approval.
- Email notifications are sent to alert approvers when there are documents that require their approval, to notify travelers that a URI Employee VISA credit card transaction is in their “Wallet” and to notify travelers that their travel authorization has been approved.
- Travelers are required to submit paper expense reports with original receipts attached in addition to submitting the electronic form with receipts attached online. This is a requirement of our auditors, as well as adhering to the URI Travel Policy.
- Expense reports with an approved travel authorization associated in the online module will not fail budget checking for insufficient budgeted funds, even if the expense report total exceeds the travel authorization. Approvers should be aware of their funds when approving expense reports that exceed the dollar amount encumbered on the travel authorization.

Various trainings are being offered as follows:

- If applying for a URI Employee Travel VISA credit card, required training must be completed on Sakai. A short, 10 question true/false quiz follows this training.
- The Controller’s Website contains a link to the Travel and Expense Module page which provides aides including a reference guide, (http://web.uri.edu/controller/files/Travel-and-Expense-Module-Reference-Guide-1016.pdf), FAQs, and other instructions and forms.
- Hands on assistance creating travel documents in the Surge Computer Lab (Rm 202) on Tuesday and Wednesday afternoon from 2-4:00. Please contact vbyrnes@uri.edu or shogan@edu.uri if you would like to meet here for hands on training.
- Departmental classroom training is available upon request.