The Travel and Expense Module has been implemented in Financials as a means of streamlining the current business process. CELS is our Pilot Department.

You may have received an email notifying you there is a Travel Authorization or Expense Report on your worklist that requires your attention. This training explains the approval process.
The Travel and Expense Module provides online approval of Travel Authorizations (TA), which replace TARs and Expense Reports (ER), which replace TEVs. Each department will receive training and once the department is trained, the whole department will complete the Travel Authorization and Expense Report online. The paper TAR and TEV forms will no longer be used.

Approvals in the Travel and Expense Module are similar to online requisitions where approvers go to their worklist to approve travel documents online.
A Travel Authorization and Expense Report are input into the financials system by a traveler, or a delegate from their department, and submitted via workflow for approval.

The Travel and Expense workflow includes a new, initial level of approval referred to as Supervisor Approval. The Supervisor Approval is required prior to the travel document being forwarded for approval according to Signature Authorization.

A Supervisor is defined as the person within a department who approves online time cards for that employee.
After supervisors complete the initial online approval, the travel documents are forwarded via workflow based on Signature Authorization (according to the travel boxes checked), then Foundation approvers and Sponsored Projects approvers.

This document will demonstrate:

- Travel Authorization Approval (Slides 5-19)
- Expense Report Approval (Slides 20-29)
- Input information for additional reference
TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Travel Authorization (TA) Approval

• TA is completed online by either the traveler or an authorized delegate on behalf of the traveler.

• TA is routed to a Supervisor’s Worklist first, then remaining approvers per Signature Authorization.

• Once approved at all levels and budget checked with a valid status, the TA is encumbered.

• The traveler is notified via email of the approval and can then make travel arrangements.
Travel Authorization Approval
Workflow/Levels of Approval

1. Supervisor (Department Approver)-NEW
2. Level 1 per Signature Authorization-Travel
3. Level 2 Final Approver-Signature Authorization
4. Sponsored Projects/Foundation
Travel Authorization Approval

Additional Changes to note:

• TA’s *cannot be entered or approved* in the system with a travel date in the past.

• New URI Employee Travel VISA cards will be issued to pay for travel expenses.

• Once a traveler has a URI Travel VISA, he/she can no longer use a PCARD for travel charges.
Travel Authorization Approval

- Once a TA is submitted by a traveler or a delegate, email notifications are sent to approvers in order. Supervisors are the first approvers. Once the supervisor approves, Level 1 approvers are notified to approve the TA, then Level 2 (Final Checkbox) approvers, then Sponsored Projects and Foundation.

- Each approver only needs to approve each document once. So if a supervisor is also a Level 1 approver on signature authorization, that person will only need to approve the TA at the supervisor level. The system will recognize that person as a Level 1 approver also and will automatically approve the TA at Level 1.
Travel Authorization Approval

Below is an example of the email notification to an approver requesting action:

```
Approval requested for travel authorization Trip to conduct research for [Traveler Name]

Sent: Tue 5/12/2015 12:25 PM
To: vbymes@mai.uri.edu

A travel authorization request has been submitted that requires your attention:

Employee Name: ...
Submission Date: 2015-05-12
Travel Auth Description: Trip to conduct research
Travel Auth ID: 0000009084
Business Purpose: Research
Reimbursement Amount: 1095.00 USD

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

```

Click link below. You will be prompted to login into Financials, if not already logged in and go to worklist.
Travel Authorization Approval Worklist

To Approve the TA, go to the Worklist by clicking the link in the top right corner of the Financials homepage.
Travel Authorization Approval

- To view a document on your Worklist, click on the Link.
- Travel Authorizations are designated by TAApproval.
- Expense Reports are designated as ERAApproval.
TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Travel Authorization Approval View
Most information needed to approve is on this page.

Information is divided into General Information and Detail Lines
Travel Authorization Approval

TA is broken down into two basic sections:

1. General Section – Traveler name, dates/times of travel, reason for travel, destination and comments.

2. Details – Expense types (i.e., airfare, hotel, etc.), payment method, chartfield string(s) charged and other detail information. If there is an expense type to be charged to more than one chartfield string, the expense type is entered twice on two separate lines.
Travel Authorization Approval

**Dates of travel are very important!**

- **If a TA is not approved at all levels by the first day of travel shown on the TA, it cannot be approved online.**
- If the traveler goes on travel without an approved TA, that person is not following the URI Travel Policy and may risk losing reimbursement for personal travel expenses incurred.
- Approvers need to be aware of Travel Authorizations on their worklist and be sure to check their worklists regularly.
- The email notifications are meant to be a reminder for approvers to check their worklist.
Dates of Travel on this TA are 05/25/15-05/31/15. This TA must be fully approved by May 25, 2015 or the traveler will not have authorization to travel. The status to the left shows Approvals in Process and the Pending Actions show that the TA has not been approved at all.
Approvers need to review each travel authorization prior to approving. Close attention should be paid to the dates, the details and the chartfield string(s) being charged.
Other Items to review include payment method and dollar amounts, for reasonableness. If an approver has any questions about the trip or the cost, he/she can send the TA back for clarification.
### TRAVEL AND EXPENSE MODULE

#### Approver Training

**Travel Authorization Approval**

- **Action History**

  - Name: Approver's name will show here as report is approved.

- **Workflow Information**

  - Click to Approve or Send Back to traveler. If sending back, a comment must be added, explaining why it is being sent back or what additional information the approver is requesting.

---

<table>
<thead>
<tr>
<th>Baggage - Domestic</th>
<th>09/01/2015</th>
<th>5742</th>
<th>100</th>
<th>1004</th>
<th>0000</th>
<th>25.00 Cash</th>
<th>USD</th>
<th>![Checkmark]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Diem Lodging - Domestic</td>
<td>09/01/2015</td>
<td>5742</td>
<td>500</td>
<td>3208</td>
<td>0000</td>
<td>URIPS 002742</td>
<td>RESEARCH</td>
<td>60.00 Cash</td>
</tr>
</tbody>
</table>

---

**Totals**

- **Total:** 657.00 USD
- **Less Non-Approved:** 0.00 USD
- **Total Authorized:** 657.00 USD

---

**Pending Actions**

- Travel Authorization Level 01: (Pooled)
- Travel Authorization Level 02: (Pooled)
- Travel Authorization Level 03: (Pooled)

---

**Action History**

- Name: [Details not shown]
- Action: Submitted
- Date/Time: 05/19/2015 9:12:44 AM
- Action: Approved
- Date/Time: 05/19/2015 9:14:48 AM
- Action: Approved
- Date/Time: 05/19/2015 9:23:45 AM
- Action: Approved
- Date/Time: 05/19/2015 9:26:39 AM

---

**Comments**

- Budget Status: Not Budget Checked

---

**Approve** ![Approve Button]

**Send Back** ![Send Back Button]
Note: Travel Authorizations will no longer be forwarded to Accounting to be encumbered. Once fully approved online, and budget checked, the Travel Authorization will be encumbered. A notification will then be sent to the Traveler informing them the TA was Approved and they can make travel arrangements.
Expense Report Approval

To Approve an Expense Report, go to Worklist and click the link denoted with ER Approval.
Expense Report (ER) Approval

Workflow/Levels of Approval for Expense Reports differs from Travel Authorizations:

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

If any of the above approvers send back the ER, it will go back to the traveler and then through all levels of approval beginning with the Supervisor, Signature Authorization levels, Sponsored Projects and Foundation.

ER must be budget checked prior to approval.
TRAVEL AND EXPENSE MODULE
APPROVER TRAINING

ER Approval Page
Note: All Expense Reports should have a Travel Authorization ID associated with it as shown here. Click to view the TA online.
ER Approval Page

Approvers should confirm the CFS on the Expense Report with those on the Travel Authorization.
ER Approval Page

Approvers should also view the associated Travel Authorization to check for consistency and reasonableness of expenditures.
Once an approver has reviewed the report for accuracy and completeness, the form should either be approved or sent back for more information.
Expense Report Approval

Once approved or sent back, the pending actions and history will update.
If the Approve box below is grayed out, first confirm the budget status is valid. If the budget status is not checked, you will need to wait for the process to run. Budget checking runs every hour. If the budget status is Error, you will need to send the form back to the traveler and he/she will need to address the budget error.
Questions?

Questions related to approving a Travel Authorization or Expense Report can be directed to the one of the people below.

PeopleSoft Financials Support:
Shaune Hogan (shogan@uri.edu) x4417
Ginny Byrnes (vbyrnes@uri.edu) x4428

Travel Accounting Department:
Judy Moore (jhmoore@uri.edu) x4419
Helene Bucka (hbucka@uri.edu) x4425
Linda Lenz (llenz@uri.edu) x6927
The following slides show the input screens accessed by the Traveler or his/her delegate to create a Travel Authorization or Expense Report.

These screens are provided as additional information which may be useful in the approval process. They are provided for informational purposes only.
TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Travel Authorization

Traveler Entry Page-Example

- General Information
  - Description: HEUG Conference
  - Business Purpose: Other
  - Status: Pending
  - City: Cranston
  - Date From: 04/13/2015
- Detail Information
  - Expense Type: Airfare-Other Athletics
    - Date: 04/13/2015
    - Amount: $12.00 USD
    - Currency: USD
    - Payment Type: URI Travel VIs
    - Billing Type: Internal
  - Expense Type: RI State Per Diem - Domes
    - Date: 04/13/2015
    - Amount: $30.00 USD
    - Currency: USD
    - Payment Type: Cash
    - Billing Type: Internal

- Totals
  - Authorized Amount: $42.00 USD

- Cash Advances
  - Advance ID: 00000000054
    - Advance Status: Submitted
    - Travel Authorization: 00000000116
    - Balance: $22.00
TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Travel Authorization
Traveler Entry-Details Link

View Travel Authorization

Authorization Detail for Airfare-Other Athletics (Line 1)

Authorization ID: 0000009072

About This Expense
Date: 04/22/2015
Payment Type: URI Travel Visa
Billing Type: Internal

Merchant (Choose One):
Preferred: PanAm
Non-preferred:

Amount: 12.00 USD

Exception Comments

Non-Preferred Merchant:

Accounting Detail

* Required Field

Detail Information Page

Accounting Details - Chartfield String
TRAVEL AND EXPENSE MODULE
APPROVER TRAINING

Travel Authorization
Traveler Entry-Accounting Detail

Accounting Detail
CFS entry

```
<table>
<thead>
<tr>
<th>Accounting Summary</th>
<th>Source Type</th>
<th>Category</th>
<th>Bud Ref</th>
<th>Affiliate</th>
<th>Fund Aff</th>
<th>Amount</th>
<th>GL Unit</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>PC Base Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Source Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.00 Airfare-Other Athletics</td>
<td>0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5747</td>
<td>100</td>
<td>1004</td>
<td>0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

This is the accounting detail for expense type Airfare-Other Athletics with a transaction date of 2015-04-22 in the amount of 12 USD.
To View Travel Authorization, go to Employee Self Service>Travel and Expense Center>View Travel Authorization
Once approved, status is updated.
Budget checking runs every hour. Once approved and budget checked, the TA is encumbered. If the Travel Authorization is in budget error, the traveler is notified via Email.
Travel Authorization Approval

Once fully approved and budget check is valid, an email is sent to the traveler.

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: 100255567
Employee Name: Name
Submission Date: 2015-05-18
Travel Auth Description: Test Approval
Travel Auth ID: 000009090
Business Purpose: Business Meeting
Total Amount: 165 USD
Reimbursement Amount: 165 USD

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

Expense Report (ER)

Changes to Note:

• The ER is first created when URI Travel Card transactions are loaded into “My Wallet” but will not be completed until after the travel has taken place.
• As travel arrangements are made, the charges will continually be pulled into the ER.
• The travel authorization is associated with an ER for reference but is not “system audited”.
• Charges assigned to more than one chartfield string are split on two lines, meaning the same expense type will show up two or more times.
### Create Expense Report Page

#### General Information
- **Travel Dates and Times:** 05/06/15 to 05/10/15
- **Business Purpose:** Research
- **Status:** Pending
- **City:** San Diego
- **Postal State:** Not Applied
- **Comment:** Research
- **Reference:**
- **Budget Status:** Not Budget Checked
- **Last Updated:** 05/18/2015
- **By:**
- **Authorization ID:** 0000000000

#### Detail Information

<table>
<thead>
<tr>
<th>Select</th>
<th>Expense Type</th>
<th>Expense Date</th>
<th>Amount Spent</th>
<th>Currency</th>
<th>Attachments</th>
<th>Payment Type</th>
<th>Billing Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Airfare/Acc Fee-Dome</td>
<td>11/07/2014</td>
<td>336.60</td>
<td>USD</td>
<td>Add</td>
<td>URI Travel Visa</td>
<td>Internal</td>
<td>Detail</td>
</tr>
<tr>
<td>✔</td>
<td>Hotel/Lodging - Dome</td>
<td>11/07/2014</td>
<td>120.00</td>
<td>USD</td>
<td>Add</td>
<td>Employee's Pers</td>
<td>Internal</td>
<td>Detail</td>
</tr>
<tr>
<td>✔</td>
<td>Registration - Dome</td>
<td>11/07/2014</td>
<td>25.00</td>
<td>USD</td>
<td>Add</td>
<td>Cash</td>
<td>Internal</td>
<td>Detail</td>
</tr>
<tr>
<td>✔</td>
<td>Airfare-Other Domest</td>
<td>11/07/2014</td>
<td>-75.00</td>
<td>USD</td>
<td>Add</td>
<td>Redistribution Tr</td>
<td>Internal</td>
<td>Detail</td>
</tr>
<tr>
<td>✔</td>
<td>Airfare-Other Domest</td>
<td>11/07/2014</td>
<td>75.00</td>
<td>USD</td>
<td>Add</td>
<td>Redistribution Tr</td>
<td>Internal</td>
<td>Detail</td>
</tr>
</tbody>
</table>

#### Total Dollars Reimbursed

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses</td>
<td>481.00 USD</td>
</tr>
<tr>
<td>Non-Reimbursable Expenses</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Employee Credits</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Vendor Credits</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Cash Advances Applied</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>
### TRAVEL AND EXPENSE MODULE APPROVER TRAINING

#### Expense Report Approval

##### My Wallet Page

Transactions charged to URI Travel VISA are loaded into the traveler’s “My Wallet” and selected for an expense report here. The only change allowed on this page is to choose a different expense type.

<table>
<thead>
<tr>
<th>Select</th>
<th>Logo</th>
<th>Date</th>
<th>Expense Type</th>
<th>Merchant</th>
<th>Amount</th>
<th>Currency</th>
<th>Personal Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td></td>
<td>11/12/2014</td>
<td>Airfare/Acct Fee-Domestic</td>
<td>SOUTHWES 5262480471671</td>
<td>452.20</td>
<td>USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11/07/2014</td>
<td>Airfare/Acct Fee-Domestic</td>
<td>SOUTHWES 5262394003375</td>
<td>336.50</td>
<td>USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11/07/2014</td>
<td>Airfare/Acct Fee-Domestic</td>
<td>SOUTHWES 5262394003383</td>
<td>330.00</td>
<td>USD</td>
<td></td>
</tr>
</tbody>
</table>
This concludes the training for approvals.

Please contact the Travel Department with any questions.

Shaune Hogan 4-4417
Ginny Byrnes 4-4428
Judy Moore 4-4419