Travel and Expense Module
Reference Guide

In order to be reimbursed for travel expenses via the new online Travel and Expense Module, the traveler must submit a PRINTED copy of the Expense Report (ER) with the original travel receipts attached to the report. The report should be forwarded to the URI Travel Department, Carlotti Administration Building, Room 103. The receipts should also be submitted online by attaching them to the Expense Report. This is a requirement of our Auditors and we appreciate your cooperation.

The URI Travel Policy must be adhered to at all times. No travel reservations or charges should be incurred until the traveler has obtained an approved Travel Authorization with a valid budget status.

Travel and Expense Module is accessed via Financials Administration from e-Campus site.
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Reminder…
Navigation for creating travel authorizations, expense reports and cash advances in Financials is: **Employee Self Service** > Travel and Expense Center
Create a Travel Authorization (TA):

Note: Please be sure to have your trip itinerary planned out, including pricing and funding sources, prior to inputting your Travel Authorization online. This will make the process much smoother.

Navigation: **Employee Self-Service>Travel and Expense Center>Travel Authorization > Create> ADD**

- Choose the **Traveler** Empl ID (if not yourself) by clicking (magnifying glass). If you are preparing the document as a delegate for someone else, remove your employee id and click the magnifying glass. If the traveler you are looking for is not listed, the traveler needs to set you up as a delegate.

- **General Information**—Complete the general information about the trip;
  
  - **Description and Comments** fields are free form fields. Include description of travel and any information which may be helpful for an approver to be able to easily approve the travel.
  - **Business Purpose** should be chosen from drop down list.
  - **City** - Type in the city and click (magnifying glass) for the State. Advanced search by country is available by clicking Advanced Search the .
  - **Dates** cannot be in the past on a Travel Authorization.
- **Attachments** – Attach any information which will make the approval process easier (i.e., Conference Pamphlet/Itinerary)
- **Accounting Defaults** - This option is used to populate one chartfield string (CFS) on each line. It can be modified later on the line if needed.

**General Information View**

A chartfield string is needed on a Travel Authorization. If you do not know your chartfield string, contact your department fiscal person. Click Accounting Defaults to enter CFS.

**Accounting Defaults**

Every CFS has a Fund, Dept and Program. The Dept will populate based on your “home” department, but can be changed if necessary. If you are charging a Project, you need the Project number, the PC Bus Unit (which is always URIPS) and the Activity, (which is always Research). The remaining info is left blank. Click OK.

**Example CFS entry-(No Project)**
Travel Authorization
Detail line entry

- **Details:** Choose Expense Type; for each expense type (i.e., Domestic Trvl-Airfare, hotel, etc.) enter a separate line by clicking + at the end of the line. Expense Types are categorized by Domestic Trvl, Foreign Trvl, Athletics, or other and will populate the account code automatically (5742, 5745 etc.) based on this category.
  - If you are splitting an expense among 2 or more CFS, enter an additional line with the same expense type for each CFS being charged.
  - E.g. If your airfare is being charged to 5742-500-XXX1-0000-000XXXX and 5742-100-XXX1, two separate lines should be added/entered with the same expense type of Domestic Trvl-Airfare.
  - **Date** should be the first date of travel
  - **Amount** is the estimated amount of the travel expense type (e.g. airfare)
  - **Currency** is always USD on the travel authorization.
  - **Attachments**-not required on a travel authorization but helpful.
- **Payment Type**: Choose from the dropdown according to how you will be paying for each expense:
  - **Cash or Employees Personal Credit Card** is chosen when a traveler pays personally for an expense, and will be reimbursed.
  - **URI Employee Travel VISA credit card** refers to the individual credit card issued from URI in the Traveler’s name for use with all travel expenses.
  - **Paid by URI** is used if the payment will be paid by an Invoice Voucher, which is not common. Verify this payment type with the Travel Office.
  - **Personal Travel Owed URI** is chosen when the traveler is mixing business and personal travel and the net effect of all expenses is that the traveler owes URI money.
  - **Redistribution Travel Expense** is used when splitting a URI Employee Travel VISA credit card between two or more chartfield strings. (see Pg. 31)

**NOTE**: PCards should not be used to pay for any travel expenses.

- **Billing Type**: The billing type depends on the chartfield string Fund the travel is being charged to.
  - If the travel is being charged to **Fund 500**, the billing type is always **BILLABLE**.
  - All other funds have a billing type of **Internal**.

**Detail Lines View**-
- Click the Detail link at the end of each line to input additional required information.
- If a line needs to be charged to a different CFS from what was input in the Accounting Defaults page, it is entered via the Detail link.
  (Example of Registration of $200.00 to be split between 2 CFS)
  - Line 1 is charged to Fund 500; Billing Type = Billable
  - Lines 2 is charged to Fund 100; Billing Type=Internal

**To enter different CFS, click on Detail link at the end of the line.**
- Click Accounting Detail to enter a chartfield string by line.
- Enter any Required Information on this Detail page also.

For example, lodging requires the number of nights be entered on the Detail page and a per night amount. The system calculates the total lodging charge.

Example CFS entry for Fund 500 with Project. Click OK.

Click Return to Travel Authorization.
Complete the travel authorization by clicking the + at the end of the line to add lines as needed. Remember to Save for Later as you go along.

Once saved, you may get red flags which indicate errors exist. All red flags need to be cleared before submitting the travel authorization for approval.
To view errors, click on red flags, as shown below.
Explanation of error

In this case, the error is “Chartfield Contains No Signatories for Travel Authorization.” This indicates there are no approvers for travel authorizations on the chartfield entered. Contact your department fiscal person for assistance updating the Signature Authorization. The document cannot be submitted until the error is cleared.
**Common errors:**
- Fund code invalid for this Billing Type- (check Billing Type; Only Fund 500=Billable)
- Chartfield does not exist in Signature Authorization -URIPS/Fund/Dept/Program/Project; indicates an incorrect chartfield string entered.

To VIEW the travel authorization for completion prior to submitting, click New Window on the top right to open/add a new tab/window in Financials.

This error relates to the lodging. Lodging must be entered by the number of nights and the amount/charge per night. Enter the number of nights staying in the hotel and the per night rate. It will calculate the total lodging. RI Per Diem is also entered by a per night rate.

- Click New Window to open a new tab/window in Financials.
From main menu, click Employee Self Service>Travel and Expense Center>Travel Authorization>VIEW.
At the Travel Authorization search page, leave Authorization ID blank; Click SEARCH.
Select the travel authorization from the list to View all information on one page.

Click here to Print TA

Pending Status=Not Submitted for approval

Verify CFSs are correct.
• Click on the Create tab to go back and Submit the document.
• Click Check for Errors.
• Click Save for Later to save. Note an Authorization ID is assigned when saved.
• If no red flags, Submit for approval, per below.

Once all red flags are cleared and document is saved, it can be submitted into workflow for approval. No changes can be made once submitted, unless approver sends the document back.
Submit Confirmation

On Submit Confirmation page, click Ok to confirm submission.

- Status is now Submitted for Approval; Pending Actions and Action History show below.
Review of Approval on Travel Authorization

Online Approval Workflow for Travel Authorization
Once the Travel Authorization is submitted, it will go to the following approvers:

- Supervisor (Departmental Time-card approver)
- Level 1 per Signature Authorization
- Level 2 per Signature Authorization (Final checkbox)
- Sponsored Projects/Foundation

- **To print** a copy of the Travel Authorization, click **View Printable TA** in the top right General Information section (see pg.2 above). The form will Queue and a PDF file will (slowly) open.
- **To check/view** the approval process, go to Employee Self-Service>Travel and Expense Center>Travel Authorization>View;( input Travel Auth ID # 9xxx or click Search)
- Near the bottom of the page, view **Action History** as shown on next page.

**Action History** shows those who have approved the TA.

**Pending Actions** shows the Levels of Approval that are still needed before fully approved.
Create Travel Authorization (TA) cont’d:

**NOTE:**
Travel expenses cannot be incurred/paid until the traveler receives an email stating the Travel Authorization is **fully approved with a budget status of valid.** (see below)

**Approved TA (Employee Self Serv>Travel and Expense Center>Travel Auth>View)**
Create an Expense Report (ER):

Navigation: Employee Self-Service > Travel and Expense Center > Expense Report > Create > ADD (NOTE: If ER was previously started, go to Expense Report > Modify)

- Choose the Traveler Empl ID (if not yourself) by clicking (magnifying glass). If you are preparing the document as a delegate for someone else, click the magnifying glass. If the traveler you are looking for is not listed, the traveler needs to set you up as a delegate.

To Assign My Wallet Transactions to an Expense Report:

If you received an email stating “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/modify an expense report and assign the wallet transaction to the expense report. The expense report will be saved and completed when you complete your travel.

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

- If the Expense Report was previously created, choose Modify to complete the report.
- At Empl ID box below, 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 or access at Expenses From My Wallet below and click Add.

2 Ways to Access the wallet:
- If creating ER, Entries from My Wallet; GO
- Expenses from My Wallet: Add
Create Expense Report (ER) cont’d-Wallet Transactions:

My Wallet View – Review the transactions and 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.

Once the wallet transaction is on the expense report, the expense type cannot be changed. If the expense type is not accurate, select the wallet transaction, click Delete Selected to put it back in the wallet, then go back to the wallet to modify the expense type.
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.

**Accounting Defaults**: Input the chartfield string the expenses will be charged to by clicking the Accounting Defaults link on the lower left corner below. All lines will be charged to this chartfield string by using Accounting Defaults. The chartfield string can be changed on the line if needed. If splitting costs to multiple CFSs, see Tip for Splitting Wallet charges on Pg. 33.

### Example chartfield string (CFS) with no Project:
- **Fund** = xxx
- **Dept** = 4001
- **Program** = 0000

### Example CFS entry for Fund 500 with Project:
- **PC Bus Unit** is always URIPS
- **Activity** is always Research
• **Attachments:** Scan all receipts and attach them in the General Information attachment link. 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.

Click **Save for Later**

- If there are no other wallet transactions to assign, and travel has not occurred, there is no other information to add to the expense report at this time. The report is saved in a pending status until the travel is completed.
- When travel is completed, the traveler will **Modify** the expense report to include the remaining wallet transactions as well as other expenses paid personally, to be reimbursed.
- See below if there are **Red** flags on the document.
**Red Flags**-Red Flags indicate errors which need to be corrected before submitting the expense report.

- Click on the flag for an explanation of the error.

This error message indicates a description is required for expense type Domestic Trvl-other. Enter a description of the charge and click Return to Expense Report.
Modifying the Expense Report: (If ER was submitted for approval, it cannot be modified.)

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

  At the search page, leave the Report ID blank to see all expense reports in Pending status available to modify, or enter a specific report ID. You may also search by name by clicking the drop down menu.

Expense Report to be Modified:

- Verify the CFS being charged in the Accounting Defaults (see Pg. 19 for instructions on entering CFS). Every line will initially be charged to this CFS. (See pg. 26 to enter a different CFS per line or pg. 31 to Split funding).
• To add wallet transactions, click New Expense drop down (shown below) to change to Expenses from My Wallet, then click Add.
• To add lines for non-wallet transactions, (transactions not charged to the URI Employee Travel VISA credit card) at New Expense click Add to add lines.

My Wallet View – Review the transactions and select the wallet transaction(s) to assign to the expense report as shown below and click DONE at the bottom of the page. Make sure the wallet transaction selected relate to the expense report being completed.

Review Expense Type for accuracy. To change the expense type, click on it and change it, if necessary. Once it is pulled to the expense report, it cannot be changed.

The wallet transaction is pulled to the line on the expense report.
To add lines for non-wallet transactions, (transactions not charged to the URI Employee Travel VISA credit card) next to New Expense click Add to add lines.

- Enter Expense Date and Amount Spent for each transaction.
- Currency; When receipt(s) are in foreign currency, you may either enter the converted USD amount or, click on the Detail link at the end of the line to input the foreign amount and select the foreign currency from the drop down; the exchange rate must be entered on the Details page either in the description or under the exchange rate. Reference [http://www.oanda.com/currency/ converter/](http://www.oanda.com/currency/converter/) for rates. VISA foreign transactions from My Wallet charges are converted automatically.
- Payment Type; choose the payment type used to pay for the transaction.
  - Cash or Employees Personal Credit Card are chosen when a traveler pays personally for an expense, and will be reimbursed, such as RI per diem.
  - URI Employee Travel VISA credit card-all transactions paid on this card must be pulled from the wallet.
  - Paid by URI is used if the payment will be paid by an Invoice Voucher, which is not common. Verify this payment type with the Travel Office.
  - Personal Travel Owed URI is chosen when the traveler is mixing business and personal travel and the net effect of all expenses is that the traveler owes URI money.
  - Redistribution Travel Expense is used when splitting a URI Employee Travel VISA credit card between two or more chartfield strings. (see Pg. 33)

NOTE: PCards should not be used to pay for any travel expenses. If a charge is mistakenly paid on a PCARD, make a note of this in the comments only.
- **Billing Type**: The billing type depends on the Fund the travel is being charged to. If the travel is being charged to **Fund 500**, the billing type is always **BILLABLE**. **All other funds have a billing type of Internal.**

**Details link**: click the Detail link to enter additional required information and/or to enter a different chartfield string (CFS) to charge an expense on a specific line.

**Example of Details page for Baggage:**
- Enter any missing required information as denoted by *

To enter a CFS for a specific expense on the line, click the **Accounting Detail** link at the bottom left corner. This is needed if charging a specific expense line to a CFS other than the CFS entered in the Accounting Defaults in the General Information section.
Accounting Detail link

- The Account will populate according to type of travel; Domestic is 5742; Foreign is 5745.
- Enter the fund, department and program number of the CFS, **only if different than that populated in the Accounting Defaults**.
- 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 on lower left corner of Details page.

Click Return to Expense Report.
Associate Travel Authorization: **Last Step before submitting Expense Report**-

- Associate Travel Authorization by clicking **More Options**, Associate Travel Authorization. This is the last step after travel is completed and you are ready to submit the Expense Report. Once the Travel Authorization is associated to the Expense Report the Travel Authorization will unencumber.

**Associate Travel Authorization**

- Select Travel Authorization related to the Expense Report
  - If travel authorization is not shown, expand the dates and Search.
Totals Section of Expense Report

- **Totals**: amounts are updated as the expense report is created and saved. Review the Due Employee amount to be sure you are being accurately reimbursed for only those travel expenses you paid for personally, either with cash or your personal credit card.
- **Due Vendor** represents the amounts charged on the URI Travel VISA.

<table>
<thead>
<tr>
<th>Totals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses:</td>
<td>$6,852.69 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>$74.06 USD</td>
</tr>
<tr>
<td>Cash Advances Applied:</td>
<td>$0.00 USD</td>
</tr>
<tr>
<td>Due Employee:</td>
<td>$948.88 USD</td>
</tr>
<tr>
<td>Due Vendor:</td>
<td>$5,629.95 USD</td>
</tr>
</tbody>
</table>

To Print Travel Authorization or Expense Report:

- **Employee Self-Service>Travel Authorization (or Expense Report)>Create (or View if previously created)**
- Click on **View Printable TA (ER)** link in the top General Information section. The form will Que and a PDF file will (slowly) open.
- **Attach original receipts to printed Expense Report and submit to Accounting Office, Carlotti Administration Building, Room 103.**
Review Expense Report Checklist:
Tip-To see all information on one page, including CFS, go to Employee Self Service>Travel and Expense Center>Expense Report (2 More)>VIEW
1. All trip expenses pulled from wallet
2. All expenses paid personally included
3. All red flags cleared-click Check for Error and Save for Later
4. Receipts are attached (preferred in General Information section, not each line)
5. View Printable ER - printed copy with original receipts for Accounting
7. Comments added, if needed.

Save and Submit Expense Report.
Click Submit.
Click OK on the Save Confirmation/Submit page.

Status will update to Submission in Process.

The expense report can be viewed anytime in the approval process by going to Employee Self Service>Travel and Expense Center>Expense Report>(2 more) VIEW
Reminder:

- To split an expense type other than a My Wallet/VISA transaction, to more than one CFS, enter the same expense type on 2 or more lines as needed; update the Detail page with the required information which should be the same for each of these expense types; enter the different CFS on the Accounting Defaults page.

Splitting My Wallet Transaction: **See TIP for splitting wallet transactions (pg33)**

- First, on the Expense Report, pull/assign the transaction from “My Wallet” per instructions on pg. 7; the date, amount, currency and payment type will auto populate as well as much of the detail information related to that transaction/charge.
- Add 2 lines (or more if splitting the charge(s) to multiple CFS) by clicking + at end of line
- Line 1-Enter negative amount to be split/charged to the new CFS; The CFS entered on line 1(credit amount) must match the CFS on the Original Line where the wallet transaction is populated, on the Accounting Details screen.
- Payment Type on lines 1, 2, 3 etc must be Redistribution Travel Expense
- Click Details; a new window opens requiring a reason for the credit; enter reason (e.g. to split charge); another window opens with credit explanation; click Return
- Enter the information on the Details page which should be the same as the original line.
- The CFS for the credit line must match the Original line CFS in Accounting Details
- Line 2, (or more)-Enter positive amount with new CFS in Accounting Details;
• If splitting transaction to more than one CFS, the credit (line 1) and the new lines added (line 2, 3 etc.) must net to a total dollar amount of 0.

• Accounting Details: Original line CFS and 1st Line (credit) CFS must be the same. 2nd Line (or more) are the new CFS being charged.

• Billing Type: Original line and 1st line billing type must match and is determined by the fund. Line 2 billing type is dependent on the fund, 500=Billable, all other funds=Internal.

Splitting My Wallet/VISA transaction by funding/CFS

Details screen for credit (1st Line per above example)

Splitting My Wallet to multiple CFS continued:
The best way to split costs for a trip to two or more chartfield strings is to enter all the expense types line by line on one chartfield string using the Accounting Defaults. Once all expenses are entered, take the total expenses and divide them by 2. Add one negative line for half the total with the original chartfield string and one positive line for half the total to the new chartfield string using the redistribution Travel Expense for both payment types. The expense type for both line can be Other (Domestic) Travel.

Splitting My Wallet to multiple CFS continued:

TIP Example:
Once you have input all the expenses by line, and the payment methods used to pay for each, you can then split, or redistribute, a portion of the cost of the trip to another chartfield string. Per below, the total cost of the trip below is $2,038.50 and all expenses are input and charged against chartfield string 5742-100-2000-0000. (Figure 1) I want to now split, or redistribute, half the total cost of the trip, or $1,019.25 to chartfield string 5742-110-2000-0000. (Figure 2)
### Expense Report Entry

**Pay Method:** Automated Clearing House

**General Information**
- **Travel Dates and Times:** 1/13/17-1/19/2017
- **Business Purpose:** Conference/Workshop
- **Status:** Pending
- **City:** San Diego
- **State:** California
- **Country:** United States
- **Budget Status:** Not Budget Checked
- **Last Updated:** 09/13/2016

**Accounting Details**
- **Apply Cash Advance(s)**

**Details**

<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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Airfare - Domestic</td>
<td>08/11/2016</td>
<td>555.20 USD</td>
<td>USD</td>
<td>Add</td>
<td>URI Employee Travel Visa</td>
<td>Internal</td>
</tr>
<tr>
<td></td>
<td>Airfare - Domestic</td>
<td>08/11/2016</td>
<td>8.00 USD</td>
<td>USD</td>
<td>Add</td>
<td>URI Employee Travel Visa</td>
<td>Internal</td>
</tr>
<tr>
<td></td>
<td>Registration - Dom.</td>
<td>08/11/2016</td>
<td>600.00 USD</td>
<td>USD</td>
<td>Add</td>
<td>URI Employee Travel Visa</td>
<td>Internal</td>
</tr>
<tr>
<td></td>
<td>Lodging - Domestic</td>
<td>08/11/2016</td>
<td>755.30 USD</td>
<td>USD</td>
<td>Add</td>
<td>Employee's Personal</td>
<td>Internal</td>
</tr>
<tr>
<td></td>
<td>R/I PerDiem-Domestic</td>
<td>06/11/2016</td>
<td>120.00 USD</td>
<td>USD</td>
<td>Add</td>
<td>Cash (Paid By Emply.)</td>
<td>Internal</td>
</tr>
</tbody>
</table>

#### Totals
- **Employee Expenses:** 2,028.50 USD
- **Due Employee:** 875.30 USD
- **Due Vendor:** 1,163.20 USD
- **Non-Reimbursable Expenses:** 0.00 USD
- **Prepaid Expenses:** 0.00 USD
- **Employee Credits:** 0.00 USD
- **Vendor Credits:** 0.00 USD
- **Cash Advances Applied:** 0.00 USD

**Definition of Totals**

**Update Totals**
Splitting My Wallet to multiple CFS continued:

- The credit line above of -$1,019.25 is to deduct half of the total expenses of the trip charged to chartfield string 5742-100-2000-0000.
- The last line for $1,019.25 is splitting, or redistributing, half the cost of the trip to the chartfield string 5742-110-2000-0000.
Approval Workflow for Expense Report:

- Supervisor (Departmental Time-card approver)
- Prepay Audit Clerks (aka Travel Clerks)
- Travel Manager

- If ER is sent back, it will go back to the traveler and once it is re-submitted, through all levels of approval;
  - Supervisor (Departmental)
  - Level 1 per Signature Authorization
  - Level 2 per Signature Authorization (Final checkbox)
  - Sponsored Projects/Foundation
  - Prepay Audit Clerks
  - Travel Manager

Additional Instructions when cardholder is not the traveler:

- Wallet transactions can only be assigned to an expense report of the cardholder who paid for the transaction. Therefore if a cardholder paid for a travel expense for another person using his or her URI Employee Travel VISA credit card, the cardholder will have to create an expense report for that transaction in his/her name and pull the wallet transaction into his/her expense report. The traveler name and the traveler’s approved travel authorization number should be noted in the comments of the cardholder’s expense report.

- If Expense Report was not yet created, you will need to create the ER per above instructions, and pull wallet transactions into the Expense Report.

- If the Expense Report was previously created and you need to Modify it or add additional transactions/charges from your wallet, go to Employee Self Service>Travel and Expense Center>Expense Report>Modify; click search.
Traveler is NOT the cardholder:
- Cardholder creates expense report in his/her name and pulls wallet transaction(s) into expense report.
- Cardholder will enter the traveler name and approved travel authorization number in the comments section of his/her expense report.

Traveler is the cardholder:
- Traveler creates expense report in his/her name and pulls wallet transactions into expense report.
- Traveler will Associate Travel Authorization previously approved in his/her name with expense report after travel is completed and submit expense report for approval
  - See Associate Travel Authorization box below.
Delegate Authority:
To Delegate authority to another person to enter TA or ER on your behalf:

Navigation: Employee Self Service>Travel and Expenses>User Preferences>Delegate Entry Authority

- You will see your name (as traveler), click +; be sure to add a line and not write over the Traveler name. Otherwise the traveler will not have access to their travel documents.
- Enter the User ID of the person you want to setup as a delegate, or click the 🔍 to search by description, which is last name, first name
- Save
- Confirm both the traveler and the delegate(s) names show up on the page.

Enter Direct Deposit Information:

**NOTE:** All employees using the Travel and Expense Module must enter their banking information per the below instructions to be reimbursed via Direct Deposit, even if you are currently being reimbursed for travel via direct deposit. The traveler is responsible for accuracy of information. This only needs to be done once per the following instructions:

- Employee Self Service>Travel and Expenses>My Bank Information
- Click Bank Account Tab
- Change Payment Method from System Check to Automated Clearing House (ACH)
- Check Default box and click Bank Account Icon 🛒
- Bank Name and Branch are the same (bank name)
- Bank ID **Qualifier is always = 001**: (US Bank)
- Enter Account type (Savings or Checking) and Acct number **(Double Check for Accuracy as this information is not subject to prenote verification)**

Direct Deposit Information continued:
- Bank ID and Depository Financial Institution are your Bank Routing Number
• Bank Account Number is your personal checking or savings account number
• **DFI Qualifier is always = 01;** Click OK, then **SAVE**

**Please review the above information for accuracy to insure monies being reimbursed are deposited into the correct account.**
Direct Deposit Information continued:
Personal Bank Account Information for direct deposit reimbursement

View a Travel Authorization:

Go to Employee Self Service>Travel and Expense Center>Travel Authorization>3 More Options>View (View a Travel Authorization)
Under Authorization ID: enter the Travel Auth number (e.g. 0000009019)
If you do not know the Authorization ID, make sure the Authorization ID field is blank and click SEARCH.
Any Travel Authorizations for yourself or those you are a delegate for will be listed. Choose the Travel Authorization you are searching for.

View an Expense Report:

Go to Employee Self Service>Travel and Expense Center>Expense Report>2 More… (Options)>View (View an Expense Report)
Under Report ID: enter the Expense Report number (e.g. 0000000119)
If you do not know the Report ID, make sure the Report ID field is blank and click SEARCH.
Any Expense Reports for yourself or those you are a delegate for will be listed. Choose the Expense Report you are searching for.
Create a Cash Advance:

In order to be able to create and apply for a cash advance, you must first have an approved Travel Authorization in the Travel Module. You will also be required to show a need as to why you would need a cash advance while on travel, usually granted for foreign travel to remote areas where credit cards are not accepted.

Go To:
Employee Self Service>Travel and Expense Center>Cash Advance >Create (Cash Advance)

Once on the Create Cash Advance page, click the Travel Authorization search to find the travel authorization you will be requesting the cash advance for, as shown below.
Create Cash Advance continued:

A list of approved Travel Authorization will come up for you to choose/select from. If you have multiple approved Travel Authorizations, you will need to know which TA number to select.

Select the Travel Authorization by clicking on the TA Number.
Once you select the Travel Authorization associated with your cash advance request, you can complete the Description, Comments and Business Purpose. Please explain why you will need a cash advance.

Details

Under the Details section, the source type is Check. Description is cash advance and the amount is the amount you are requesting to be advanced. This amount cannot exceed the dollar amount on the travel authorization.

Once completed, click Save for Later. Make a note of the Advance ID shown in the header.

You may then click Submit. The form will route in workflow to your Departmental Supervisor, then to the Accounting/Travel Office for review and processing. If more information is needed, you will be notified or the Cash Advance will be sent back with a request for more information.
Apply a Cash Advance Received to an Expense Report (After travel is completed):

If you received a cash advance for travel expenses, you will need to apply this advance to your expense report when you return from your trip.

To Apply the cash advance to an expense report:

- Create your Expense Report. (See Pg. 8 for instructions)
- Input all the expenses related to the trip, such as airfare, agent fee, lodging, ground transportation, per diem, etc.
- If you paid any trip expenses with cash, the payment type is Cash (paid By Employee), even if this cash payment was from the cash advance. The payment types should be the actual payments types you use (i.e. Employee’s Personal Credit Card, URI Employee Travel VISA, etc.)
- Once all the expenses related to the trip are entered on the Expense Report, including the details and the chartfield strings, review the Expense Report and the Due Employee Total at the bottom of the page, as shown on the example Expense Report below.
- The Total Due Employee is made up of all the expenses the employee paid personally with cash or his/her personal credit card.
- This total should be the amount of the cash advance to apply to the expense report, so the Due Employee is either -0-, or the total of the cash advance is applied and the employee is due monies over the amount of the cash advance.
When the cash advance is applied, only the portion paid by the employee will be applied to the cash advance. This will bring the total Due Employee at the bottom of the report to -0-. The difference between the amount of the cash advance and the amount applied/spent by the employee is the amount the employee owes URI.

If the total cash advance was entirely spent and the employee is due monies, the whole advance amount should be applied to the expense report.

Please see example below:
Apply Cash Advance to Expense Report continued:

Example:
- Travel Authorization Approved for total of $300 for trip to Gambia
- Cash Advance was requested and approved for $250
- Traveler went on the trip and personally spent $225 in cash
- The Total Applied on the Cash Advance, as shown below, is $225.00

A check should be submitted for the Total Due Company with the expense report submission. The check should be payable to URI and forwarded to Carlotti Administration Bldg, Rm 103: Attn. Travel.
**Student Travel**

There are basically two ways to handle student travel in the Travel and Expense Module. Both will require the student to have access to Financials. This is because if the student will be reimbursed for any travel expenses, he/she will need to input a travel document. Therefore, the first step is to submit the PS Financials Request for Security Access Form found on the Controller’s Website (See Forms Tab on the Website). The last section of this document includes instructions on gaining access to Financials for all new users.

There are two types of student travel; Travel with a Professor/URI Employee and Travel without a Professor/URI Employee. Below are the methods of reporting travel for both the students and the professor:

<table>
<thead>
<tr>
<th>Documents:</th>
<th>Travel Authorization</th>
<th>Expense Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Travel options for Student traveling with Professor:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student:</td>
<td>Not required if listed on Prof’s Travel Authorization and student will not be reimbursed.</td>
<td>YES - Create ER in student’s name for travel expenses to be reimbursed to the student directly (i.e., per diem) Student to reference Professor’s TA in comments only of his/her ER.</td>
</tr>
<tr>
<td>Professor:</td>
<td>YES - include all expenses for Prof and the student in total. Include student’s name(s) in comments or attach additional information.</td>
<td>YES</td>
</tr>
</tbody>
</table>

**Travel options for Student traveling without Professor:**

| Student:         | YES - Include all expenses associated with the trip; regardless of payment method. | YES for only the expenses being reimbursed directly to the Student; |
| Professor:       |                                                                                       |                                                     |
Travel options for Student traveling without Professor continued:

<table>
<thead>
<tr>
<th>Document:</th>
<th>Travel Authorization</th>
<th>Expense Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor:</td>
<td>Not required</td>
<td>YES-Expense Report will be created in Professor’s name for only those expenses the Professor paid for using his/her URI Employee Travel VISA on behalf of the student. Professor includes student TA # in comments.</td>
</tr>
</tbody>
</table>

Important items to note:

**Student Travel – “Not to Exceed”**
- Expense Types were created to accommodate student travel based on a fixed dollar amount of travel expenses paid by the University on behalf of the student. The expense types are *Not To Exceed-Domestic, Not To Exceed-Foreign, etc*. If student travel is limited to a fixed dollar amount, be sure to create a Travel Authorization for the student and *use only the Not To Exceed expense type*. The same is true for the expense report. Create the expense report for the student using the Not to Exceed expense types and *Associate the student travel authorization showing the Not To Exceed expense type with the student expense report.*
- The expense report submitted by the student should only include the travel up to the amount of the travel being paid by the University, or *the Not To Exceed* amount.
**T&E - Student Role:**

**Important Note:** Both graduate and undergraduate students are given a student travel role which requires the student’s delegate to review their travel documents and actually submit travel documents on behalf of the student. Students are given access to Financials to create travel authorizations and expense reports, and save them. However, when the student clicks “submit”, an email notification is sent to the delegate notifying them the student submitted a travel document which requires their review. The student delegate must go in and review the student travel document and actually submit the form for the student.

**Student Delegate Action Required:** The student delegate will need to go to Employee Self Service>Travel and Expense Center>Travel Authorization (or Expense Report) and modify the travel document. If the document needs to be modified, the delegate can make the necessary corrections and click submit. If the form requires no corrections, the delegate can simply click submit the document. The form will not be submitted for approval until the delegate clicks submit. The document is not accessed via the delegate’s worklist.

**Instructions for obtaining access to e-Campus Financials:**

**First,** for anyone new to Financials, student or employee, there is a new procedure for obtaining a User ID and password in Financials. The new process is to login to e-Campus (either Faculty & Staff e-Campus or Student e-Campus) and from the main menu, go to the Change Password option, and change their password in e-Campus. This will create a User ID and password in Financials that will mirror the credentials in e-Campus. This change is campus wide and is not related to the Travel and Expense Module. Please see below illustration provided for review.

**Next,** please submit the PS Financials Request for Security Access Form found on the Controller’s Website (See Forms Tab on the Website) and check the T&E user box. For student access, a supervisor and a delegate must be provided on the form. The supervisor would be the student’s professor and the delegate is an administrative person from within the department.

Please forward the PS Financials Security Access Request Form to the Financials Lab. To gain access to the Travel and Expense Module, check the T & E User box. Note this step/form is only required for people who do not currently have access to Financials.
Instructions for obtaining access to e-Campus Financials continued:

Faculty/Staff or Student e-Campus:

Using URI Employee Travel VISA to pay for travel of another:

In the case of a department who has employee(s) who may only travel once every couple of years, the department may opt to have an administrative person have a URI Employee Travel VISA credit card, in the administrative person’s name, which can be used to pay for travel expenses, such as registrations and airfare, for infrequent travelers. The Controller’s Office prefers each traveler have a URI Employee Travel VISA credit card in their own name, but realizes there is a need to allow cardholder’s to pay for other travelers who travel infrequently. In these circumstances, the following guidelines are provided.

Possible Scenarios where an administrative or other department cardholder uses his/her URI Employee Travel VISA credit card is to pay for travel expenses of an infrequent traveler in their department:

- Infrequent Traveler driving to an in-state conference - Traveler has a registration paid for by a departmental cardholder on that person’s URI Employee Travel VISA credit card, and will not be reimbursed for any other travel related charges.
  - Traveler will not need to submit a travel authorization or an expense report. A travel authorization is not required for in-state travel. Only the cardholder who actually paid for the registration will submit an expense report to process the wallet transaction paid for on his/her URI Employee Travel VISA and note the traveler’s name in the comments.
Using URI Employee Travel VISA to pay for travel of another continued:

- Infrequent traveler flying to out-of-state conference – Traveler has airfare and registration paid for by departmental cardholder on that person’s URI Employee Travel VISA credit card. Traveler pays for all other travel expenses personally and will be reimbursed by URI.
  - Traveler will submit a travel authorization (TA) in his/her name and include all expenses related to the trip, including detail expense lines for airfare and registration, being paid for on departmental person’s URI Employee Travel VISA. Traveler will add a note in the comments of the TA to identify the cardholder name actually charging the airfare and registration to their URI Employee VISA card.
  - Traveler will submit an expense report for only the travel related charges he/she paid for personally and is due reimbursement from URI. Traveler will add a comment only stating that the airfare and registration were paid for on cardholder’s departmental travel VISA card. Traveler should not have separate line items for any expenses paid for on someone else’s URI Travel VISA card, in this case airfare and registration. Traveler should click the Associate Travel Authorization link on the expense report to associate his/her travel authorization with his expense report in the system.

- Infrequent traveler flying to out-of-state conference continued:
  - The departmental cardholder (who paid for the airfare and registration) will create an expense report and pull the wallet transactions for the airfare and registration into his/her expense report. The cardholder should add a comment to the ER explaining the charges are for (traveler name) and include the traveler’s travel authorization number. No other expenses should be included on the expense report.

- Infrequent traveler, and cardholder/traveler with URI Employee Travel VISA credit card, attending out-of-state conference together.
  - Both travelers will create a travel authorization for approval to travel.
  - The infrequent traveler will include all travel expenses he/she will pay for personally on separate lines in the travel authorization. Any expenses paid for by the cardholder/traveler on behalf of the infrequent traveler should be noted in the comments only on the infrequent traveler’s TA, along with the name of the cardholder. For example, if the airfare is paid for by the cardholder/traveler, comment should state “Airfare for $xx will be paid for on (cardholder name) URI Travel VISA.
Using URI Employee Travel VISA to pay for travel of another continued:

- Cardholder/Traveler should create his/her travel authorization and include all their travel related expenses on separate lines, and those expenses the cardholder is charging for the infrequent traveler. In this example where the airfare for both the traveler and the cardholder/traveler will be paid for using the cardholder/traveler URI Travel VISA, there would be 2 expense lines for airfare. The infrequent traveler name should be included in the details for the airfare expense line for that person.
- Both travelers will submit an expense report.
- The infrequent traveler will include all travel expenses he/she paid for personally on separate lines on the expense report. Any expenses paid for by the cardholder/traveler on behalf of the infrequent traveler should be noted in the comments only on the infrequent traveler’s expense report, along with the name of the cardholder. For example, if the airfare is paid for by the cardholder/traveler, the comment should state “Airfare for $xx was paid for on (cardholder name) URI Travel VISA.

Infrequent traveler and cardholder/traveler attending out-of-state conference continued:

- Cardholder/Traveler should create his/her expense report and pull all wallet transactions for the infrequent traveler and for him/herself. Each wallet transaction should be identified as either the cardholder/traveler expense or the infrequent traveler charge. In this example where the airfare for both the traveler and the cardholder/traveler is paid on the cardholder/traveler URI Travel VISA, there would be 2 wallet transactions for airfare. The infrequent traveler name should be included in the details for the airfare expense line for that person. The cardholder/traveler should include any expenses paid personally on his/her expense report also.
Approving Travel Documents

If you are an approver for travel documents, you may receive email notifications that there is a travel authorization or an expense report on your worklist that requires your attention. The email notifications come into your email from the person who previously approved the document. Below is an example of an email sent to approvers notifying that person there is an expense report that requires their attention:

Example Email Notification:

An expense report has been submitted that requires your action:

- Employee ID: 100
- Employee Name:
- Submission Date: 2016-11-14
- Report Description: 11/9/16-11/9/16, 6:00AM-6:45PM
- Report ID: 0006000985
- Business Purpose: Conference/Workshop
- Total Amount: 47.80 USD
- Reimbursement Amount: 47.80 USD

You can navigate directly to the approval page by clicking the link below:


- Traveler’s name shows on the left with some trip details.
- Click on link below and it will prompt you to login to Financials, then bring you to the document to review.

Worklist – Also accessed at top right side of Financials homepage
Approving Travel Documents continued:

**Worklist**

![Worklist Image]

**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.

**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 send back the ER, it will go back through all levels of approval, which are the same as above for the travel authorization, beginning with the Traveler.

**NOTE:** Approvers cannot make any changes to travel authorizations or expense reports.
Approving Travel Documents continued:

Travel Authorization Approval:

Approvers should review trip details, amounts and chartfield strings before approving travel authorization.

Trip Details and comments.

Detail Lines and chartfield strings.

Pending Actions Approvals in Process

Action History Prior Approvers

After reviewing document, either add comment and send back or approve.
Approving Travel Documents continued:

### Expense Report Approval Page

Approvers should review full trip details, chartfield strings, amounts and either Approver or Send Back for revision.

#### Trip Details - Dates and Destination

- **Dates and Destination**

#### Expense Types/Lines

- **Expense Types/Lines including chartfield strings and attachments for review.**

#### Trip Totals

- **Trip Totals**

#### Pending Actions

- **Pending Actions**

#### Action History or Prior Approvals and comments.

- **Action History or Prior Approvals and comments.**

#### Comments

- **Comments** A comment is required if sending document back.

#### Click Approve or add comment and Send Back.

- **Click Approve or add comment and Send Back.**
Approving Travel Documents continued:

Note:

Expense Reports are budget checked prior to approval. Budget checking runs every 5 minutes once the expense report is submitted into workflow.

Error when Approving:

As an approver, if you are not able to approve an expense report, the document may not have been budget checked yet, or there could be a budget error. If the expense report was just submitted and budget checking has not run, please wait for the budget checking process to run before trying to approve. If you have waited an hour and are still not able to approve, or receive the following message, please notify the traveler or the Financials Lab (x4-7048).

You are not authorized to run process type Application Engine and process name FS_BP. (65,8)

Preparing expense reports - Business travel mixed with Personal travel:

Please Note: A traveler should take precaution to separate business travel from personal travel. If traveling on URI Business and using a URI Employee Travel VISA credit card to pay for your travel expenses, it is best to pay separately for the personal portion of the trip whenever possible. For example, if extending a stay in a hotel for personal travel, have the hotel close out the folio related to the business travel and use a personal credit card for the additional, personal portion of the stay.

In some cases, it is not possible to separate the payment for business use from personal use. Please be sure to follow the URI Travel Policy regarding obtaining the proper quotes to separate the costs for business versus personal travel.

Below are various scenarios regarding business travel mixed with personal travel when it is not possible to separate the payment method.
Business Travel mixed with Personal Travel continued:

Steps to reporting business and personal travel:
- The first step to reporting travel when business is mixed with personal travel is to put together all the trip costs and receipts.
- Next, breakdown the total cost for only the business portion of the trip. Note the payment type for each business transaction. For example, were the payments on a personal credit card, cash or were they paid on the URI Employee Travel VISA Credit Card.
- Now calculate the portion of the trip attributable to personal travel which was paid for by URI.
- Exclude any transactions related to personal travel that were paid personally.

Once all this information is ready, input of the form will be easier, as follows in the examples below.

**Example 1:**
Business trip – Conference October 1-4, 20xx; Extended trip until Oct. 6th for personal travel. All funding is on one CFS (5742-100-4002-0000)

**Airfare** $600.00 *(quote for business portion was $400; personal travel =$200; Pd using URI EE Travel VISA)*

**Hotel** $500.00 (Total 5 nights, $300 business ($500x3/5); $200 personal ($500x2/5); pd w/ URI EE Travel VISA)

**Per Diem** $ 90.00  (All business related-pd cash)

**Taxi** $ 50.00  (All business related-pd using URI Employee Travel  VISA)

Exclude any payments paid personally for personal travel.

**Summary of Travel:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Trip Cost for Business Travel</td>
<td>$840.00</td>
</tr>
<tr>
<td>Total portion pd by URI for Personal Travel</td>
<td>$400.00</td>
</tr>
<tr>
<td>Total pd by Traveler for Business Travel</td>
<td>$  90.00</td>
</tr>
</tbody>
</table>

The net of the above is monies owed URI of $310.00 ($400.00 pd by URI for personal travel, less $90.00 pd by traveler for business travel).

The first step is to input all the travel expenses and the payment type, without regard to how much is due the traveler or URI. See Figure 1 below..
Business Travel mixed with Personal Travel continued:

- Once all transactions are entered with the payment types as shown above, we now can evaluate the **steps needed to adjust the expense** report to show the employee owes URI $310.00.

- Note that in the above example, “Due Employee” = $90. This amount should be -0- as we know that the employee actually owes URI $310.00.

- To get the “Due Employee” to = -0-, enter a credit line of (−$90.00) with the payment type of **cash**. The CFS associated with this entry should be the same CFS for all the entries, 5742-100-4002-0000.

- Next we need to enter the amount owed URI for the amount “prepaid” by URI for the employee’s personal travel. The traveler owes URI $310.00.

- Enter an expense type of Other-domestic with a credit amount (−$310.00). The payment type should be **Personal Travel Owed URI**. The CFS for the (−$310.00) is the same CFS as the rest of the travel, 5742-100-4002-0000. (Figure 2)
Business Travel mixed with Personal Travel continued:

Example 1 continued:

- The expense report is now correct. The credit of (-$400.00) on lines 5 and 6 reduces the total trip cost charged to the CFS, making the total travel charged to the CFS $840.00. (Total of Amount Spent column=$840.00)
- The total “Due Employee” is -0-.
- The “Prepaid Expenses” amount represents the amount the employee owes URI, or (-$310.00). Note this shows as a credit amount in prepaid expense and not a “Due company” total on the expense report.
- The traveler should submit the expense report with receipts attached and a check in the amount of $310.00 payable to URI.
**Business Travel mixed with Personal Travel continued:**

**Example 2:**
Business trip – Conference October 1-5, 20xx; Extended trip until Oct. 6th for personal travel. All funding is on one CFS (5742-100-4002-0000)

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>$500.00</td>
<td>(quote for business portion was $400; personal travel = $100; pd. using URI EE Travel VISA)</td>
</tr>
<tr>
<td>Hotel</td>
<td>$400.00</td>
<td>($300.00 business; $100.00 personal; pd. using URI EE Travel VISA)</td>
</tr>
<tr>
<td>Per Diem</td>
<td>$150.00</td>
<td>(All business related-pd Cash)</td>
</tr>
<tr>
<td>Taxi</td>
<td>$100.00</td>
<td>(All business-pd Cash)</td>
</tr>
</tbody>
</table>

Exclude any payments paid personally for personal travel.

**Summary of Travel:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Trip Cost for Business Travel only</td>
<td>$950.00</td>
</tr>
<tr>
<td>Total portion pd by URI for Personal Travel</td>
<td>$200.00</td>
</tr>
<tr>
<td>Total pd by Traveler for Business Travel</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

The net of the above is monies owed the employee/traveler of $50 ($200 paid by URI for personal travel, less $250 paid by traveler for business travel).

The first step is to input all the travel expenses and the payment type, without regard to how much is due the traveler or URI. (Figure 3 below).
Business Travel mixed with Personal Travel continued:

Once all transactions are entered with the payment types as shown above, we now can evaluate the **steps needed to adjust the expense** report to show the URI owes the employee $50.00.

- Note that in the above example, “Due Employee” = $250.00. This amount should be $50.00 as we know that URI actually owes the employee $50.00.
- To get the “Due Employee” to = $50.00, enter a credit line of (-$200.00) with the payment type of **cash**. The CFS associated with this entry should be the same CFS for all the entries, 5742-100-4002-0000. (Figure 4 below)
Business Travel mixed with Personal Travel continued:

The expense report is now correct. The credit of (-$200.00) on line 5 has been credited to the CFS, making the total travel charged to the CFS $950.00. (Total of Amount Spent column=$950.00)

- The total “Due Employee” is $50.00.
- The “Employee Credits” amount represents the amount paid by URI for the personal travel, $200.00.
- The traveler will be reimbursed $50.00
The expense report can *never show* “Due Company” *as the net amount*. It is always “Due Employee” of either $-0-”, or a dollar amount. Any monies owed URI should show in “Prepaid Expenses” as a credit amount.
Cancel Approved Travel Authorization

To cancel an approved travel authorization, you must either be the traveler or the traveler’s delegate. Canceled travel authorizations remain visible in Financials. Canceling the travel authorization clears the encumbered balance.

To cancel a travel authorization:
Employee Self Service>Travel and Expense Center>Travel Authorizations>Cancel

The Traveler’s employee id will populate the search box; if you are a delegate canceling the travel authorization, remove your employee id and click Search.

A list of employees with approved travel authorizations for whom you are a delegate will show. Choose the employee whose travel authorization you need to cancel and click Search.
Once on the Cancel Approved Travel Authorization page, confirm the travel authorization you want to cancel, check the box to Select it, and click Cancel Selected Travel Authorization. The process will run and will clear the encumbrance.