Creating a Travel Expense Report on the e-Campus Financial Management System

URI Office of the Controller
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IMPORTANT:

Prior to creating a travel expense report, be sure you have gathered the required information, including the correct chartfield string (funding source) to be used, and the expense backup documentation (e.g., store receipt, online order confirmation, paid invoice). Backup documentation must satisfy University requirements. If you're unsure if you have the appropriate documentation, or if you have general questions, please contact the Travel Office before submitting your expense report.

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1. Accessing the PeopleSoft Expense Module on e-Campus Financials

1. Navigate to the Faculty or Staff gateway page and click on e-Campus Financials

2. Enter your e-Campus username and password and click Sign In
2. Creating a New Travel Expense Report

a. Navigating within PeopleSoft

1. From the main menu, go to: Employee Self-Service ➔ Travel and Expenses ➔ Expense Reports ➔ Create/Modify

2. Under *Add a New Value*, enter the Employee ID number of the person who will be reimbursed, and click *Add*
b. Travel expense report header

1. Select report category from the *Business Purpose* drop-down menu
2. Enter the travel date(s)
3. Select “Travel/Expense For” by clicking the magnifying glass
4. Enter the “City” by clicking the magnifying glass, searching for the city, and clicking the correct *City, State* combination
c. Entering Expense Lines

1. Select the expense date using the calendar icon
2. Choose the correct expense type
3. Enter the details and purpose in the “Description” field
4. Select “Payment Type” and enter the transaction amount
   *note: if paid for by a URI Travel Credit Card, see next page
5. To add or delete an expense line, click the + or – icons on the right
d. Adding TCard expenses from My Wallet

1. Click on “My Wallet” under the expense report header to open the page of TCard transactions
2. Identify the transactions related to the trip

3. Change an inaccurate “Expense Type” description by clicking on the expense type link (e.g., Domestic Trvl-Other Expense) to open the Detail page

4. Select the correct expense type from the drop-down menu

5. Click “Return to My Wallet”

*Note: the expense type cannot be modified once added to the expense report*
6. Click the box in the “Select” column next to each related transaction line
7. Click “Done” to add the transactions to the expense report
e. Adding the accounting details

1. Click the arrow next to the expense line to open the Accounting Details fields. (Alternatively, the Expand All option opens details for all expenses)

2. Billing Type will be “Internal” for all funds except fund 500. For fund 500 chartfield strings, select “Billable”

3. Enter the chartfield string that will be used to fund each reimbursed expense – see note on chartfield strings on the right

Chartfield String Notes
- The Account field auto-populates based on the Expense Type
- For chartfield strings that do not have a specific project #, enter only the Fund–Dept–Program fields
- Chartfield strings that do have a project # require a PC Bus Unit and Activity. PC Bus Unit is always “URIPS,” and Activity is always “Research”
f. Attaching the required expense backup documentation

***Please note: Each expense requires backup documentation to be uploaded and attached to the report, such as store receipts or a paid invoice/order slip. Documentation must show the name on the expense report as the individual who made the purchase.***

1. Click the Attachments link in the report header to open the attachment manager
2. Click Add Attachment and choose the correct file from your computer
3. Repeat Step 2 until all necessary attachments are uploaded
   *It’s easiest to consolidate all documentation into one PDF to minimize the number of attachments*
4. Click Ok to return to the expense reimbursement report
3. Associating the Travel Authorization *(Saving, Modifying, and Submitting the Report)*

### a. Saving the expense report

1. Click *Save for Later* at the top right, above the expense report header

![Save for Later](image1)

2. Look for the *Save* confirmation in the top right corner

![Save Confirmation](image2)

3. Saving generates a Report ID, shown above *City/State*

![Report ID](image3)

### b. Modifying saved expense reimbursement reports

1. Follow the steps on Page 2 to navigate to the *Create/Modify* option

![Create/Modify](image4)

2. Click on *Find an Existing Value*

![Find an Existing Value](image5)

3. Enter the *Report ID, Name (First,Last – no space)*, or *Empl ID*  
   *Searching by Name or Empl ID will show all the user’s existing reports*

![Search Criteria](image6)

4. Click *Search*
c. Associating the travel authorization

1. Select “Associate Travel Authorization” from the Actions drop-down menu
2. Click “Go”

3. Select the corresponding Travel Authorization to return to the expense report

   Note: only approved TA’s will appear on this screen
d. Submitting the expense report

1. Click *Summary and Submit* in the top right corner

![Image of Summary and Submit button]

2. On the submission page, check the box certifying the report details

3. Click *Submit Expense Report*

![Image of Submit Expense Report page]
4. On the *Save Confirmation* page, click *Ok*

5. Submission is complete once you see the confirmation message in red text