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

URI Office of the Controller
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IMPORTANT:

Prior to creating an electronic expense reimbursement 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 Grace Wyld before submitting your expense reimbursement report.

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1. Download the *PS Financials Request for Security Access* form on the [Controller’s Office](#) website

2. Enter the *User Information* of the person to be reimbursed


   *Student users must provide a supervisor and delegate on the form. The supervisor should be the student’s professor, and the delegate should be an administrative person from within the department*

4. Obtain the proper signatures and email the completed form to: [financials_e-campus@etal.uri.edu](mailto:financials_e-campus@etal.uri.edu)

   **Signatures must be handwritten, or a certificate-based digital ID in Adobe (pictured below)**

5. Once approved, follow the steps on the next page to log into PeopleSoft on e-Campus Financials
b. Existing Users - Logging into PeopleSoft 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 Non-Travel Expense Reimbursement 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. Expense reimbursement report header

1. Select “Reimbursement Non-Travel” from the *Business Purpose* drop-down menu

2. Enter the expense date(s)

3. Select “Travel/Expense For” by clicking the magnifying glass
   *Note: the *Travel/Expense For* box will always be “Self” for non-travel expense reimbursement reports, as the report will be in the name of the individual who made the purchase

4. Enter the “City” by clicking the magnifying glass, searching for the city, and selecting the correct *City, State* combination
c. Entering Expense Lines

1. Select the expense date using the calendar icon
2. Choose the correct “REIMB NON-TRVL” expense type
3. Enter the item purchased and purpose in the “Description” field
4. Select “Payment Type” and enter the transaction amount
   **For reimbursements, choose only “Cash (Paid by Employee)” or “Employee’s Personal Credit Card”**
5. To add or delete an expense line, click the + or – icons on the right
d. 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”
e. 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. Saving, Modifying, and Submitting the Non-Travel Expense Reimbursement Report

a. Saving expense reimbursement reports

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

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

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

b. Modifying saved expense reimbursement reports

1. Follow the steps on Page 7 to navigate to the *Create/Modify* option

2. Click on *Find an Existing Value*

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*

4. Click *Search*
c. Submitting expense reimbursement reports

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

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

3. Click *Submit Expense Report*
4. On the Save Confirmation page, click Ok

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