

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

URI Office of the Controller

March 2021

IMPORTANT:

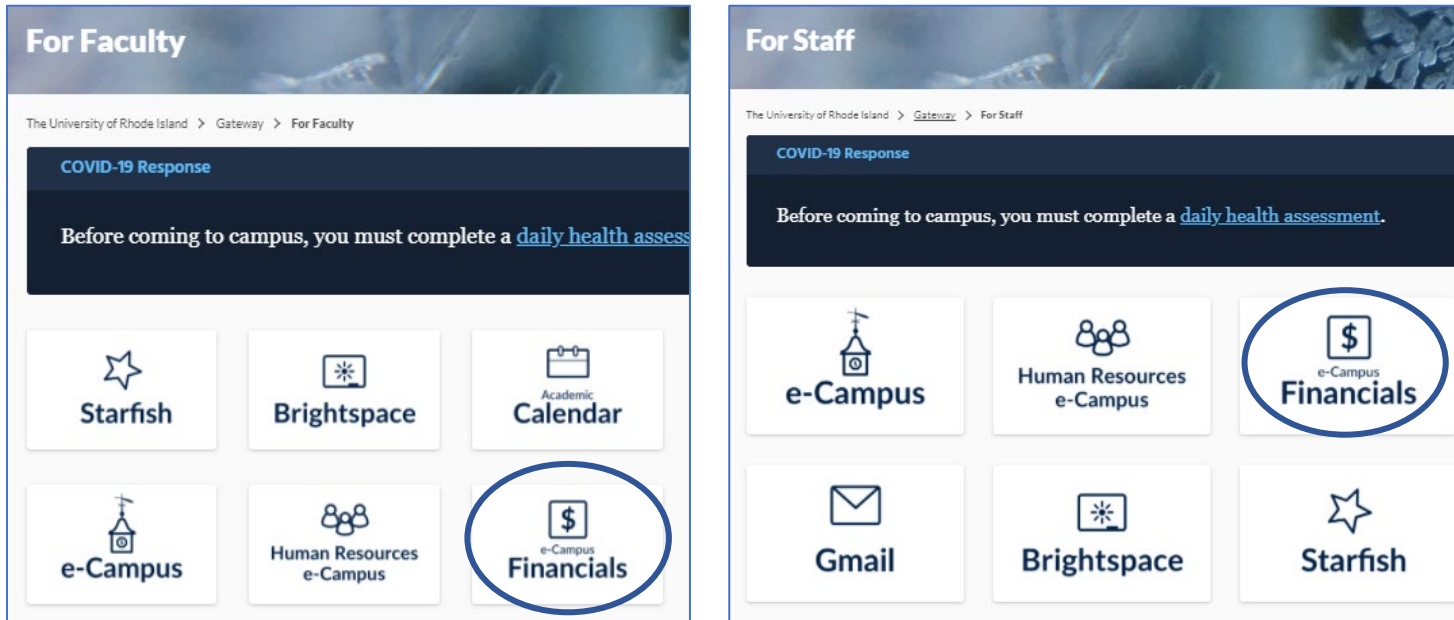
*Prior to creating a travel expense report, be sure you have gathered the required information, including the correct chartfield string (funding source) to be used, and the expense backup documentation (e.g., store receipt, online order confirmation, paid invoice). Backup documentation must satisfy University 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.*

Table of Contents

- [1. Accessing the PeopleSoft Expense Module on e-Campus Financials1](#)
- [2. Creating a New Travel Expense Reimbursement Report2](#)
 - [a. Navigating within PeopleSoft Expense Module2](#)
 - [b. Travel expense report header3](#)
 - [c. Entering expense lines4](#)
 - [d. Adding TCard transactions from My Wallet5](#)
 - [e. Adding the accounting details8](#)
 - [f. Attaching required expense backup documentation9](#)
- [3. Associating the Travel Authorization \(Saving, Modifying, and Submitting the Report\).....10](#)
 - [a. Saving the report10](#)
 - [b. Modifying the report10](#)
 - [c. Associating the TA11](#)
 - [d. Submitting the report12](#)

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



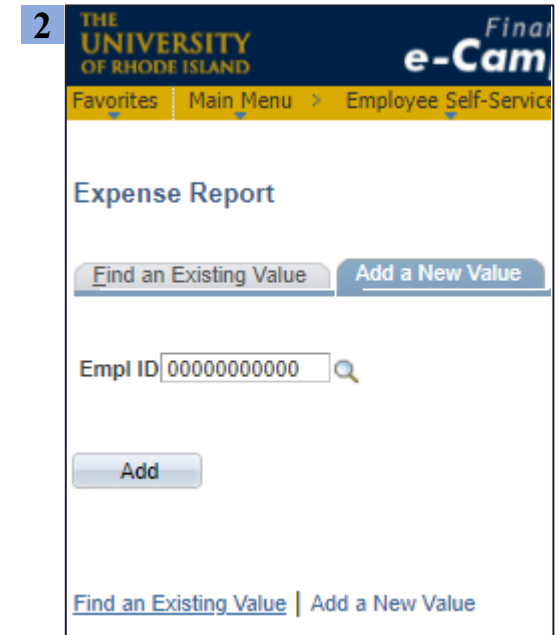
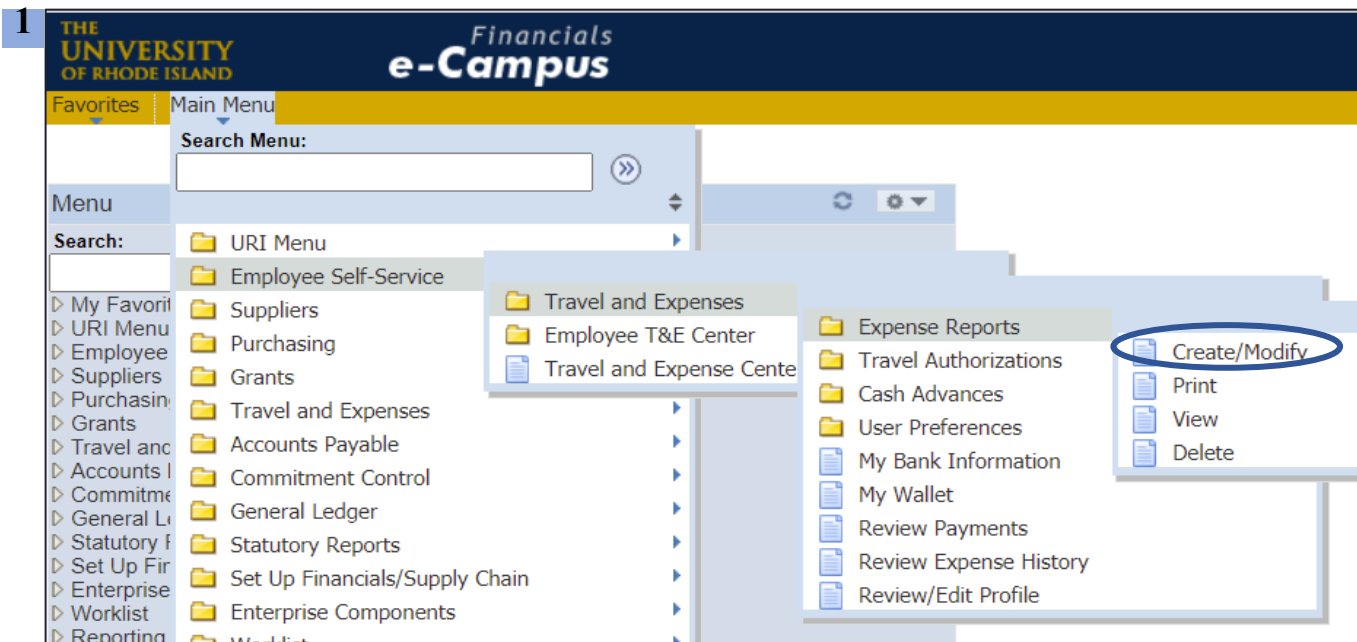
2. Enter your e-Campus username and password and click *Sign In*

The image shows the login page for e-Campus Financials. At the top left is the University of Rhode Island logo. To the right is the text "e-Campus Financials". Below the logo is the "User ID" label and a text input field containing "username". Below that is the "Password" label and a password input field with masked characters. A yellow "Sign In" button is centered below the input fields. Below the button are the links "Forgot Your Password?" and "Enable Accessibility Mode". At the bottom of the page is the copyright notice: "Copyright © 2000, 2015, Oracle and/or its affiliates. All rights reserved."

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

e-Campus Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

New Window ? Help Personalize Page

Create Expense Report

Save for Later | Summary and Submit

Grace Wyld ?

Pay Method: Automated Clearing House

Actions ...Choose an Action GO

*Business Purpose: Research **1**

*Travel/Expense Date To-From MM/DD/YY: 02/01/21-02/12/21 **2**

*Travel/Expense For: SELF **3**

*City Boston **4** Massachusetts United States

Attachments

1

- Admissions Recruiting
- Athletics
- Athletics Recruiting
- Athletics-Team Travel
- Business Meeting
- Cancelled due to COVID-19
- Candidate Travel
- Conference/Workshop
- Field Trip
- Guest Speaker
- Reimbursement Non-Travel
- Research
- Study Abroad

3

Look Up Travel/Expense For

SetID URIPS

Reference begins with

Look Up Clear Cancel Bas

Search Results

View 100 First 1-4 of 4 Last

Reference	Description
NON-EMPLOY	Non-Employee
OTHER_EMPL	Other Employee
SELF	Self
STUDENT	Student

4

Look Up City

SetID URIPS

Expense Location begins with

City begins with boston

State Name begins with

Country begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-6 of 6 Last

City	State Name	Country
Boston	Massachusetts	United States
Boston	New York	United States
Boston	Indiana	United States
Boston	Georgia	United States
Boston	Kentucky	United States
Boston	Virginia	United States

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

THE UNIVERSITY OF RHODE ISLAND Financials e-Campus

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

New Window | Help | Personalize Page

Create Expense Report

Grace Wyld ?

Pay Method: Automated Clearing House

*Business Purpose: Research

*Travel/Expense Date To-From MM/DD/YY: 02/01/21-02/12/21

*Travel/Expense For: SELF

*City: Boston Massachusetts United States

Attachments

Actions: ...Choose an Action GO

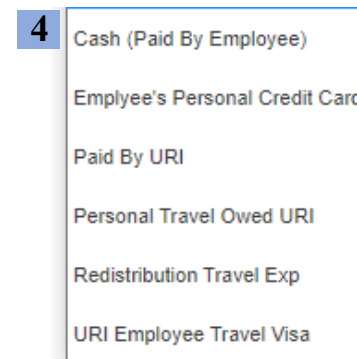
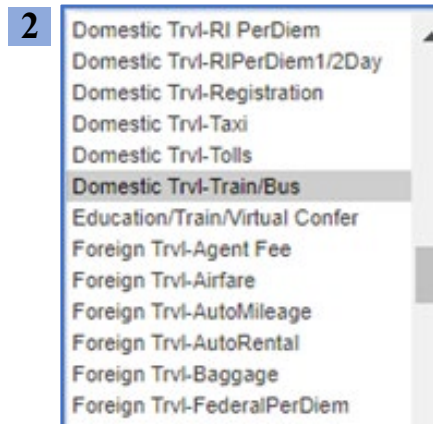
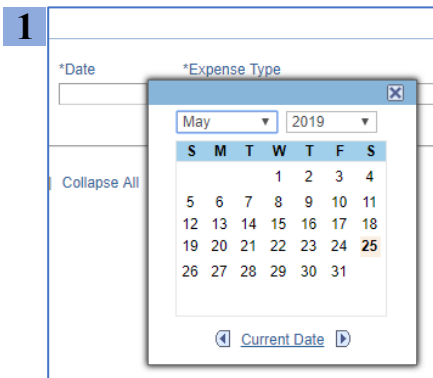
Save for Later | Summary and Submit

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 25.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
01/26/2021	Domestic Trvl-Train/Bus	Amtrak to/from Boston for research meeting 212 characters remaining	Employee's Personal Crec	25.00	USD



d. Adding TCard expenses from My Wallet

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

THE UNIVERSITY OF RHODE ISLAND Financials **e-Campus** Home

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Create Expense Report

Grace Wyld

Pay Method: Automated Clearing House Actions ...Choose

*Business Purpose:

*Travel/Expense Date To-From MM/DD/YY: *City: Massachusetts United States

*Travel/Expense For: [Attachments](#)

Expenses

Expand All | Collapse All Add: My Wallet (0) | Quick-Fill Total

*Date	*Expense Type	Description	*Payment Type	*Ar
<input type="text" value="01/26/2021"/>	<input type="text" value="Domestic Trvl-Train/Bus"/>	<input type="text" value="Amtrak to/from Boston for research meeting"/> 212 characters remaining	<input type="text" value="Employee's Personal Crec"/>	<input type="text"/>

Expand All | Collapse All Total

Create Expense Report

My Wallet

Report ID NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

Select	Logo	Date	Expense Type	Merchant	Amount	Currency	Non-Reimbursable
<input type="checkbox"/>		11/09/2018	Domestic Trvl-Other Expense 3	CISI	20.30	USD	<input type="checkbox"/>
<input type="checkbox"/>		11/08/2018	Domestic Trvl-Taxi	HOTELS.COM153200510246	232.36	USD	<input type="checkbox"/>
<input type="checkbox"/>		11/08/2018	Domestic Trvl-Taxi	HOTELS.COM153200370836	232.35	USD	<input type="checkbox"/>
<input type="checkbox"/>		11/02/2018	Domestic Trvl-Other Expense	SQ *LUCKY 2 LIMOUSI	1,449.00	USD	<input type="checkbox"/>
<input type="checkbox"/>		10/31/2018	Domestic Trvl-Airfare	EVA AIR 6957286383292 Enhanced Data	578.30	USD	<input type="checkbox"/>
<input type="checkbox"/>		10/31/2018	Domestic Trvl-Airfare	DELTA AIR 0067286383291 Enhanced Data	774.90	USD	<input type="checkbox"/>
<input type="checkbox"/>		10/31/2018	Domestic Trvl-Airfare	AGENT FEE 8900747691010	30.00	USD	<input type="checkbox"/>
<input type="checkbox"/>		10/31/2018	Domestic Trvl-Airfare	AGENT FEE 8900747691011	30.00	USD	<input type="checkbox"/>
<input type="checkbox"/>		10/29/2018	Domestic Trvl-Other Expense	INTERNATIONAL TRANSACTION	3.82	USD	<input type="checkbox"/>
<input type="checkbox"/>		10/29/2018	Domestic Trvl-Lodging	HOLIDAY INN CHIANGMAI	254.67	USD	<input type="checkbox"/>

- Identify the transactions related to the trip
- Change an inaccurate "Expense Type" description by clicking on the expense type link (e.g., [Domestic Trvl-Other Expense](#)) to open the *Detail* page
- Select the correct expense type from the drop-down menu
- Click "Return to My Wallet"

Note: the expense type cannot be modified once added to the expense report

My Wallet Detail

Report ID NEXT

Unassigned Wallet Entries ?

Expense Type **4** Non-Reimbursable

Transaction Date 11/09/2018

Payment Type URI Employee Travel Visa

Merchant CISI

Expense Location

Cardmember Number *****7135

Transaction Amount 20.30 USD

Country USA

Exchange Rate 1.00000000 Custom - Direct

Base Currency Amount 20.30 USD

Description

254 characters remaining

City 203-399-5509

[Receipt Details/Summary/Breakdown](#) ?

[Return to My Wallet](#) **5**

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

Create Expense Report

My Wallet


Report ID [NEXT](#)

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

[Select All](#) [Deselect All](#)

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

Unassigned Wallet Entries [?](#)

Select	Logo	Date	Expense Type	Merchant		Amount	Currency	Non-Reimbursable
<input type="checkbox"/>		11/09/2018	Domestic Trvl-Other Expense	CISI		20.30	USD	<input type="checkbox"/>
<input type="checkbox"/>		11/08/2018	Domestic Trvl-Taxi	HOTELS.COM153200510246		232.36	USD	<input type="checkbox"/>
<input type="checkbox"/>		11/08/2018	Domestic Trvl-Taxi	HOTELS.COM153200370836		232.35	USD	<input type="checkbox"/>
<input type="checkbox"/>		11/02/2018	Domestic Trvl-Other Expense	SQ *LUCKY 2 LIMOUSI		1,449.00	USD	<input type="checkbox"/>
<input type="checkbox"/>		10/31/2018	Domestic Trvl-Airfare	EVA AIR 6957286383292	Enhanced Data	578.30	USD	<input type="checkbox"/>
<input type="checkbox"/>		10/31/2018	Domestic Trvl-Airfare	DELTA AIR 0067286383291	Enhanced Data	774.90	USD	<input type="checkbox"/>
<input type="checkbox"/>		10/31/2018	Domestic Trvl-Airfare	AGENT FEE 8900747691010		30.00	USD	<input type="checkbox"/>
<input type="checkbox"/>		10/31/2018	Domestic Trvl-Airfare	AGENT FEE 8900747691011		30.00	USD	<input type="checkbox"/>
<input type="checkbox"/>		10/29/2018	Domestic Trvl-Other Expense	INTERNATIONAL TRANSACTION		3.82	USD	<input type="checkbox"/>
<input type="checkbox"/>		10/29/2018	Domestic Trvl-Lodging	HOLIDAY INN CHIANGMAI		254.67	USD	<input type="checkbox"/>

[Done](#) **7**

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”

Expenses ?

Expand All Collapse All Add: | My Wallet (0) | Quick-Fill

Total 40.00 USD

*Date: 01/26/2021 *Expense Type: Domestic Trvl-Train/Bus Description: Amtrak to Boston for data collection *Payment Type: Employee's Personal Crec *Amount: 25.00 *Currency: USD

*Billing Type: Internal

Default Rate *Exchange Rate: 1.00000000
 Non-Reimbursable Base Currency Amount: 25.00 USD
 No Receipt

Accounting Details

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity
25.00	URIPS	25.00	USD	1.00000000	5742	100	4002	0000				

*Date: 02/01/2021 *Expense Type: Domestic Trvl-Taxi Description: Uber to research site *Payment Type: Employee's Personal Crec *Amount: 15.00 *Currency: USD

*Billing Type: Billable

Default Rate *Exchange Rate: 1.00000000
 Non-Reimbursable Base Currency Amount: 15.00 USD
 No Receipt

Accounting Details

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity
15.00	URIPS	15.00	USD	1.00000000	5742	500	4002	0000		URIPS	0001111	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

UNIVERSITY OF RHODE ISLAND e-Campus

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Create Expense Report

Grace Wyld ? 9 Save for Later | Summary and Submit

Pay Method: Automated Clearing House Actions ...Choose an Action GO

*Business Purpose: Research

*Travel/Expense Date To-From 02/01/21-02/12/21 MM/DD/YY:

*Travel/Expense For: SELF

*City Boston Massachusetts United States

1 + Attachments

Expenses ?

Expand All | Collapse All Add: My Wallet (0) | Quick-Fill Total 40.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
01/26/2021	Domestic Trvl-Train/Bus	Amtrak to Boston for data collection 218 characters remaining	Employee's Personal Crec	25.00	USD

Details Personalize | Find | View All | First | 1 of 1 | Last

File Name	Description	User	Name	Date/Time Stamp
View				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

2-3 Add Attachment

4 OK Cancel

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

Home | Worklist | Add to Favorites

New Window ? Help Person

1 Save for Later | Summary and Submit

Actions ...Choose an Action GO

Kingston Rhode Island United States

Attachments (1)

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

Home | Worklist | Add to Favorites | Sign out

New Window ? Help Person

2 Saved

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

Actions ...Choose an

3 Report 0000022581 Pending

Rhode Island United S

b. Modifying saved expense reimbursement reports

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

2. Click on *Find an Existing Value*

THE UNIVERSITY OF RHODE ISLAND Financials e-Campus

Favorites Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Expense Report

1 Find an Existing Value Add a New Value

Empl ID 00000000000

2 Add

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*

Expense Report

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value Add a New Value

3 Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Creation Date =

Case Sensitive

4 Search Clear Basic Search Save Search Criteria

c. Associating the travel authorization

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

Modify Expense Report

[Save for Later](#) | [Summary and Submit](#)

Grace Wyld ?
 2 Castle Meadow Drive, Pawcatuck, CT, 06379
 Pay Method: Automated Clearing House

Report 0000023535 Pending

*Business Purpose: Research

*Travel/Expense Date To-From MM/DD/YY: 02/01/21-02/12/21

*Travel/Expense For: SELF

Budget Status: Not Chk'd

*City Boston Massachusetts

Actions ...Choose an Action GO **2**

...Choose an Action

Apply/View Cash Advance(s)

1 Associate Travel Authorization

Copy Expense Lines

Expense Report Project Summary

Export to Excel

User Defaults

[Attachments](#)

Expenses ?

Expand All | Collapse All Add: [My Wallet \(0\)](#) | [Quick-Fill](#)

*Date	*Expense Type	Description	*Payment Type
01/26/2021	Domestic Trvl-Train/Bus	Amtrak to Boston for data collection 218 characters remaining	Employee's Personal Crec
02/01/2021	Domestic Trvl-Taxi	Uber to research site 233 characters remaining	Employee's Personal Crec

Total 40.00 USD

Expand All | Collapse All

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

Note: only approved TA's will appear on this screen

Associate Travel Authorization

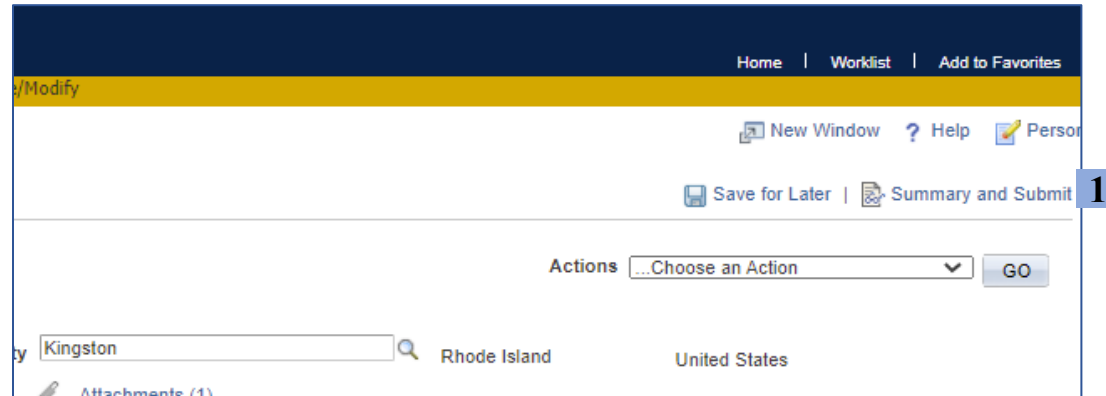
From Date 01/1/2021 To 07/18/2021 Search

Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Data Collection – Boston	0000012236	02/01/2021	02/12/2021	40.00	USD

Return

d. Submitting the expense report

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*

THE UNIVERSITY OF RHODE ISLAND Financials e-Campus

Home | Worklist | Add to Favorites

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

New Window ? Help Per

Modify Expense Report

Save for Later | Expense Detail

Grace Wyld Actions ...Choose an Action GO

*Business Purpose Reimbursement Non-Travel Report 0000022578 Pending

*Description 02/01/21-02/12/21

*Reference SELF

Totals ? View Printable Version View Analytics Notes Attachments (1)

Employee Expenses (2 Lines)	25.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee 25.00 USD		Amount Due to Supplier 0.00 USD			

2 By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

3

4. On the *Save Confirmation* page, click *Ok*

THE UNIVERSITY OF RHODE ISLAND Financials **e-Campus** Home

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Create Expense Report

Save Confirmation

Grace Wyld

Totals ?

Employee Expenses (2 Lines)	25.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee **25.00 USD** **Amount Due to Supplier** **0.00 USD**

Did you associate your Travel Authorization if applicable? If not click cancel to return to the ER and select Associate Travel Authorization under the Actions drop down menu. Then you may submit.

4

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

THE UNIVERSITY OF RHODE ISLAND Financials **e-Campus** Home | Worklist | Add to Favorites

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

New Window ? Help Person

View Expense Report Expense Details

Grace Wyld Actions GO

5 **Your expense report 0000022578 has been submitted for approval.**

Business Purpose Reimbursement Non-Travel Report 0000022578 Submission in Process

Description 02/01/21-02/12/21 Created 03/02/2021 Grace Wyld

Reference SELF Last Updated 03/02/2021 Grace Wyld

Budget Status Not Chk'd Post State Not Applied

Totals ? [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments \(1\)](#)

Employee Expenses (2 Lines)	25.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee **25.00 USD** **Amount Due to Supplier** **0.00 USD**