THE
UNIVERSITY
OF RHODE ISLAND

Financials
e-Campus

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

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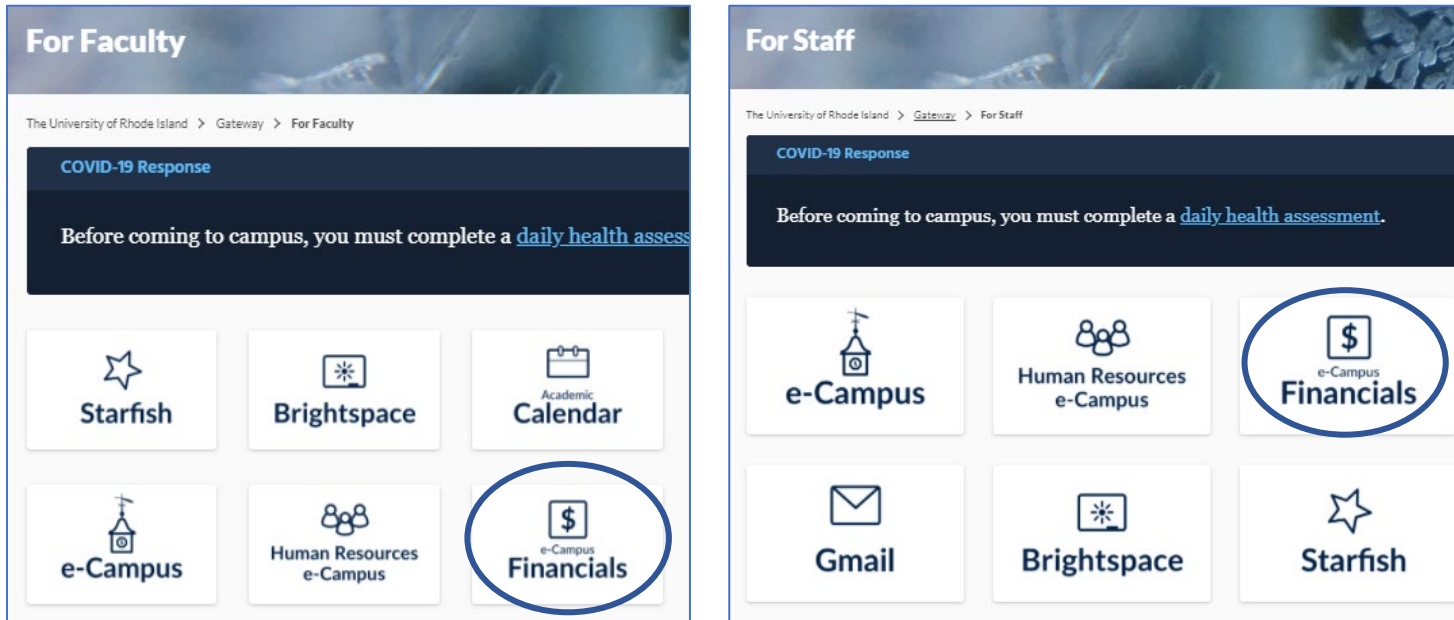*URI Office of the Controller*

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 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*
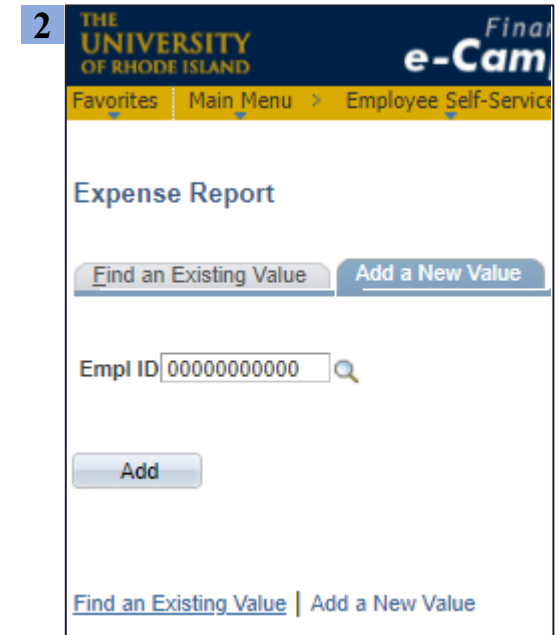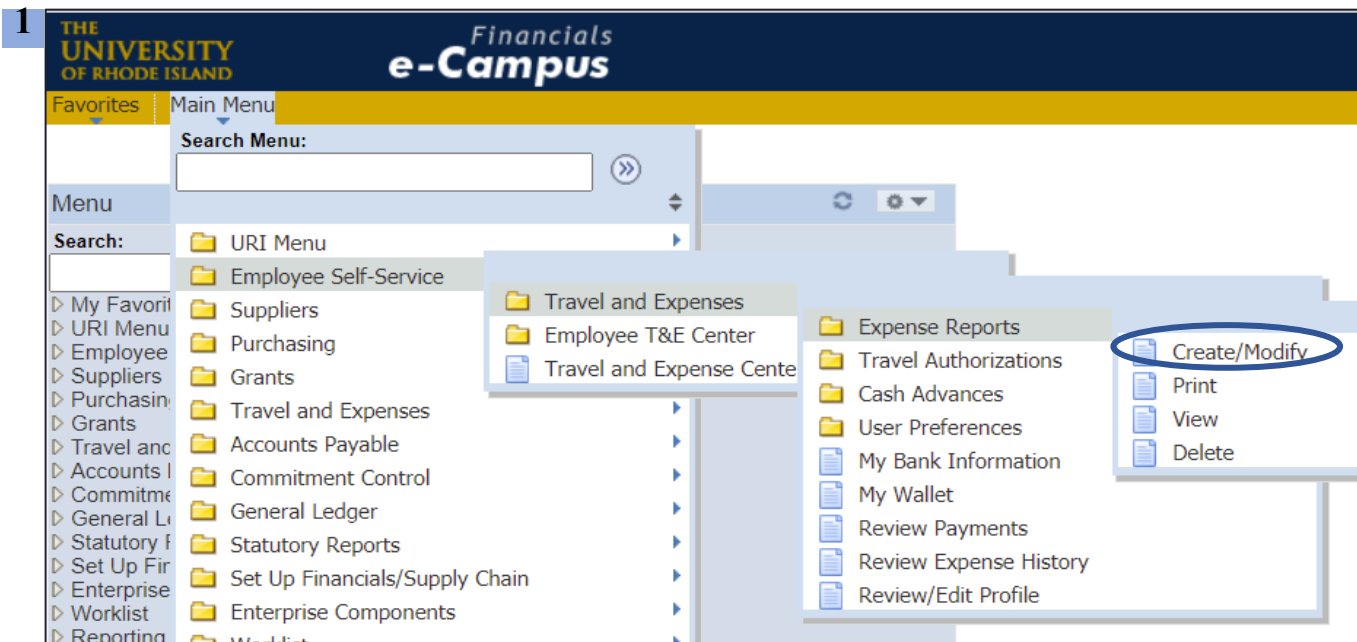
b. Travel expense report header

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

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

Save for Later | Summary and Submit

Grace Wyld (?)

...........91

Pay Method: Automated Clearing House

Actions [...Choose an Action] GO

*Business Purpose: Research

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

*City: Boston   Massachusetts   United States

*Travel/Expense For: SELF

Attachments

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	Emplyee's Personal Cred	25.00	USD	+ –
	1	**2**	212 characters remaining **3**	**4**			**5**

1

*Date	*Expense Type
	[X]

May ▼ 2019 ▼

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

◄ Current Date ►

2
- Domestic Trvl-RI PerDiem
- Domestic Trvl-RIPerDiem1/2Day
- Domestic Trvl-Registration
- Domestic Trvl-Taxi
- Domestic Trvl-Tolls
- Domestic Trvl-Train/Bus
- Education/Train/Virtual Confer
- Foreign Trvl-Agent Fee
- Foreign Trvl-Airfare
- Foreign Trvl-AutoMileage
- Foreign Trvl-AutoRental
- Foreign Trvl-Baggage
- Foreign Trvl-FederalPerDiem

4
- Cash (Paid By Employee)
- Emplyee's Personal Credit Card
- Paid By URI
- Personal Travel Owed URI
- Redistribution Travel Exp
- URI Employee Travel Visa

d. Adding TCard expenses from My Wallet

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

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
☐	🔲	11/09/2018	Domestic Trvl-Other Expense **3**	CISI		20.30	USD	☐
☐	🔲	11/08/2018	Domestic Trvl-Taxi	HOTELS.COM153200510246		232.36	USD	☐
☐	🔲	11/08/2018	Domestic Trvl-Taxi	HOTELS.COM153200370836		232.35	USD	☐
☐	🔲	11/02/2018	Domestic Trvl-Other Expense	SQ *LUCKY 2 LIMOUSI		1,449.00	USD	☐
☐	🔲	10/31/2018	Domestic Trvl-Airfare	EVA AIR 6957286383292	Enhanced Data	578.30	USD	☐
☐	🔲	10/31/2018	Domestic Trvl-Airfare	DELTA AIR 0067286383291	Enhanced Data	774.90	USD	☐
☐	🔲	10/31/2018	Domestic Trvl-Airfare	AGENT FEE 8900747691010		30.00	USD	☐
☐	🔲	10/31/2018	Domestic Trvl-Airfare	AGENT FEE 8900747691011		30.00	USD	☐
☐	🔲	10/29/2018	Domestic Trvl-Other Expense	INTERNATIONAL TRANSACTION		3.82	USD	☐
☐	🔲	10/29/2018	Domestic Trvl-Lodging	HOLIDAY INN CHIANGMAI		254.67	USD	☐

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

My Wallet Detail

Report ID NEXT

Unassigned Wallet Entries ?

Expense Type [Domestic Trvl-Registration ▼] **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
☐	VISA	11/09/2018	Domestic Trvl-Other Expense	CISI		20.30	USD	☐
☐	VISA	11/08/2018	Domestic Trvl-Taxi	HOTELS.COM153200510246		232.36	USD	☐
☐	VISA	11/08/2018	Domestic Trvl-Taxi	HOTELS.COM153200370836		232.35	USD	☐
☐	VISA	11/02/2018	Domestic Trvl-Other Expense	SQ *LUCKY 2 LIMOUSI		1,449.00	USD	☐
☐	VISA	10/31/2018	Domestic Trvl-Airfare	EVA AIR 6957286383292	Enhanced Data	578.30	USD	☐
☐	VISA	10/31/2018	Domestic Trvl-Airfare	DELTA AIR 0067286383291	Enhanced Data	774.90	USD	☐
☐	VISA	10/31/2018	Domestic Trvl-Airfare	AGENT FEE 8900747691010		30.00	USD	☐
☐	VISA	10/31/2018	Domestic Trvl-Airfare	AGENT FEE 8900747691011		30.00	USD	☐
☐	VISA	10/29/2018	Domestic Trvl-Other Expense	INTERNATIONAL TRANSACTION		3.82	USD	☐
☐	VISA	10/29/2018	Domestic Trvl-Lodging	HOLIDAY INN CHIANGMAI		254.67	USD	☐

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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

First expense line:

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

218 characters remaining

*Billing Type Internal

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

▽ Accounting Details

Chartfields

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

Second expense line:

02/01/2021	Domestic Trvl-Taxi	Uber to research site	Emplyee's Personal Crec	15.00	USD

233 characters remaining

*Billing Type Billable

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

▽ Accounting Details

Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity	Sou
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   Financials

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

Create Expense Report
Save for Later | Summary and Submit

Grace Wyld (?)
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Pay Method: Automated Clearing House

Actions [...Choose an Action ▼] [GO]

*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

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	Emplyee's Personal Crec ▼	25.00	USD
		218 characters remaining			

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

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 2 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. 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

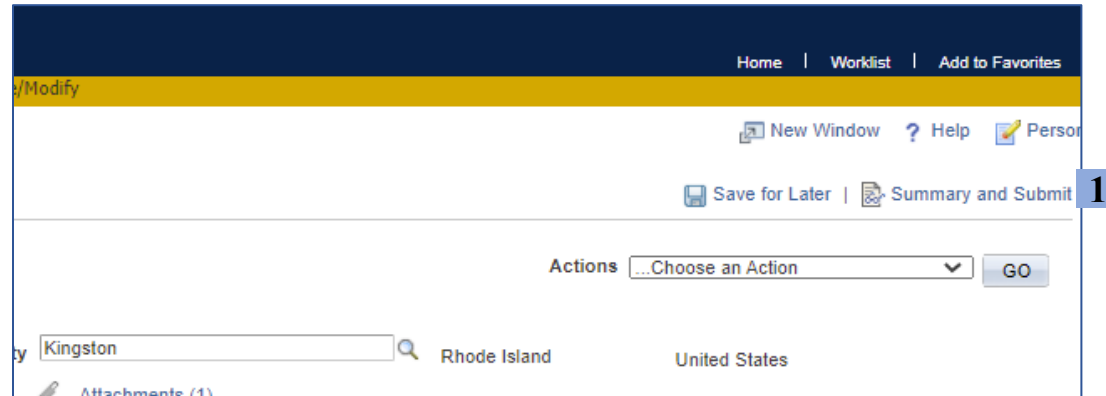*Note*: only approved TA's will appear on this screen

d. Submitting the expense report

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

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*

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 [OK] [Cancel]

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 [...Choose an Action ∨] [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   Amount Due to Supplier