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.*

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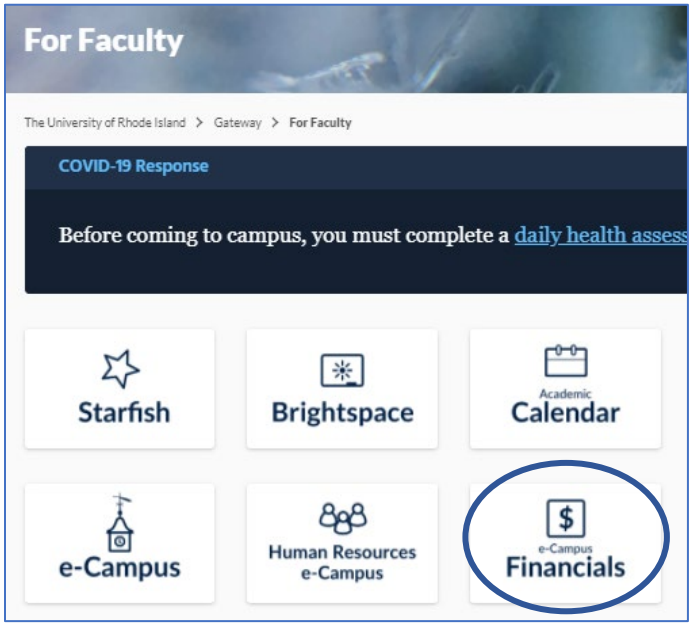
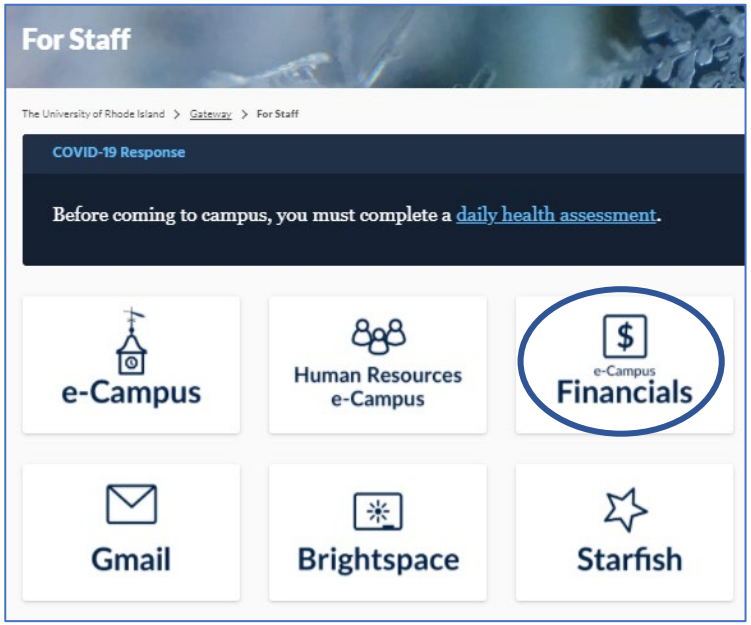
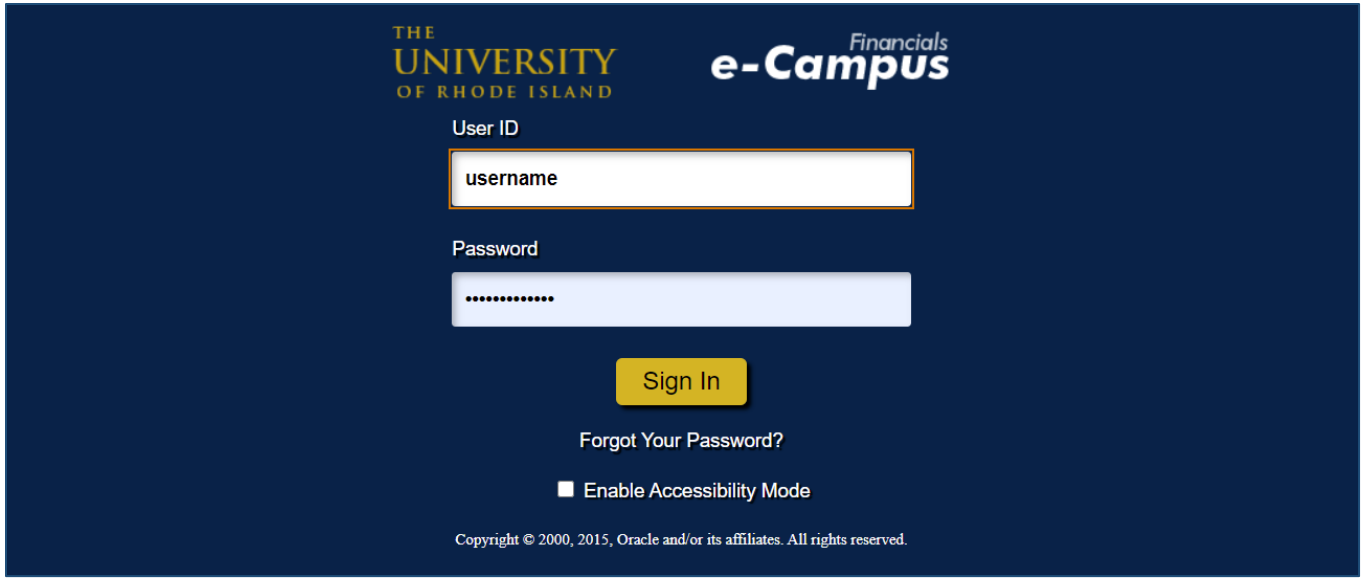
1. Accessing the PeopleSoft Expense Module on e-Campus Financials

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*

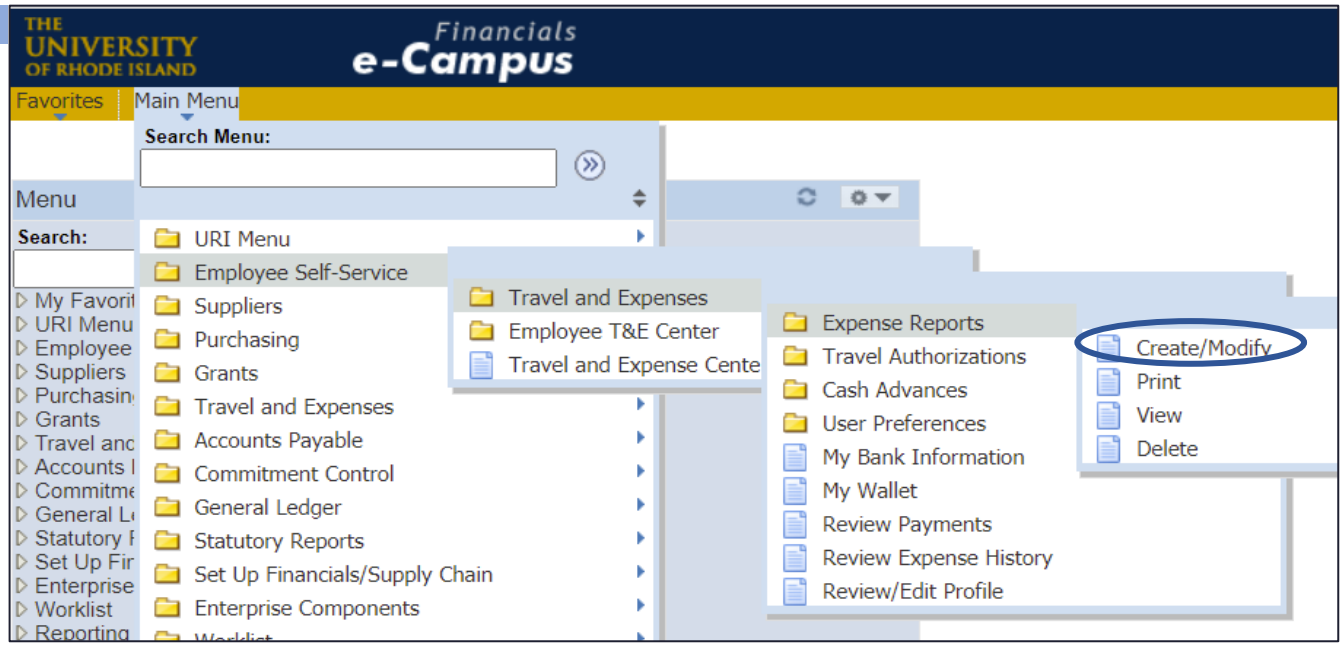


2. Creating a New Travel Expense Report

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*

1



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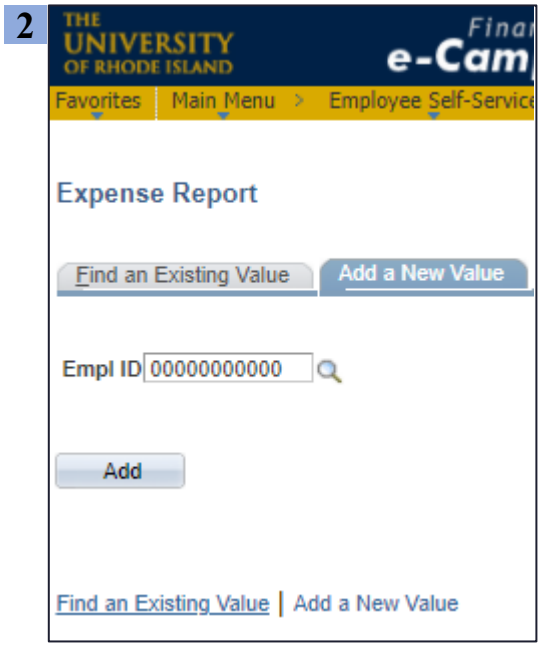


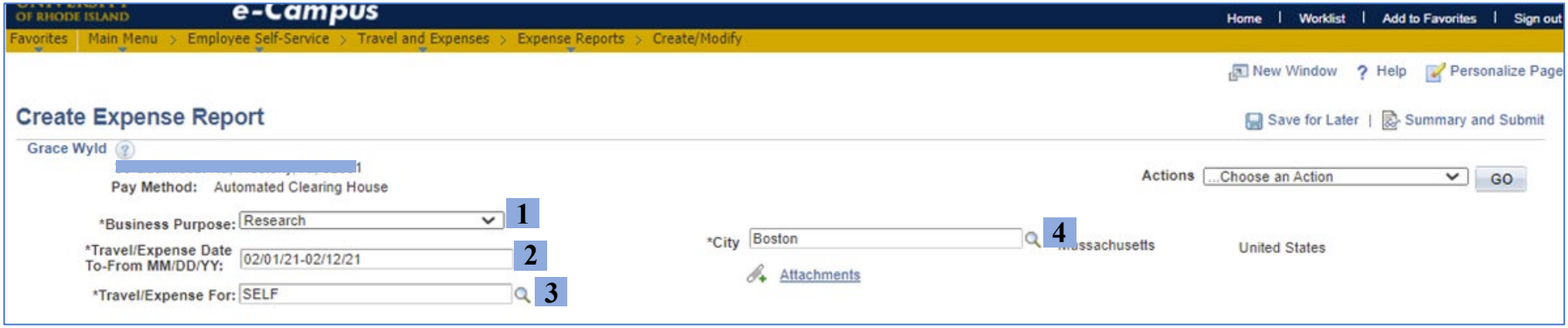
b. Travel expense report header

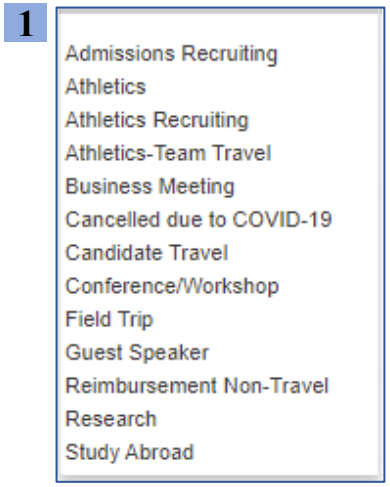
1. Select report category from the *Business Purpose* drop-down menu

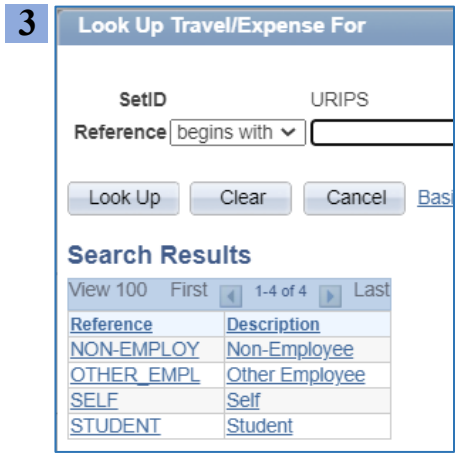
2. Enter the travel date(s)

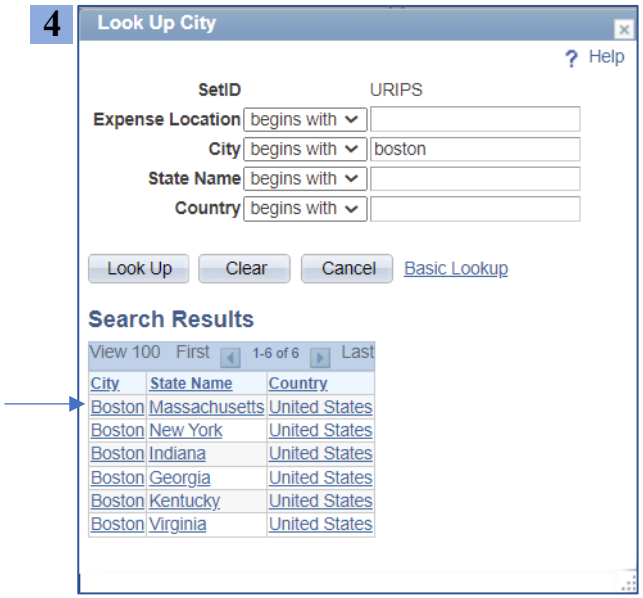
3. Select "Travel/Expense For" by clicking the magnifying glass

4. Enter the "City" by clicking the magnifying glass, searching for the city, and clicking the correct *City, State* combination



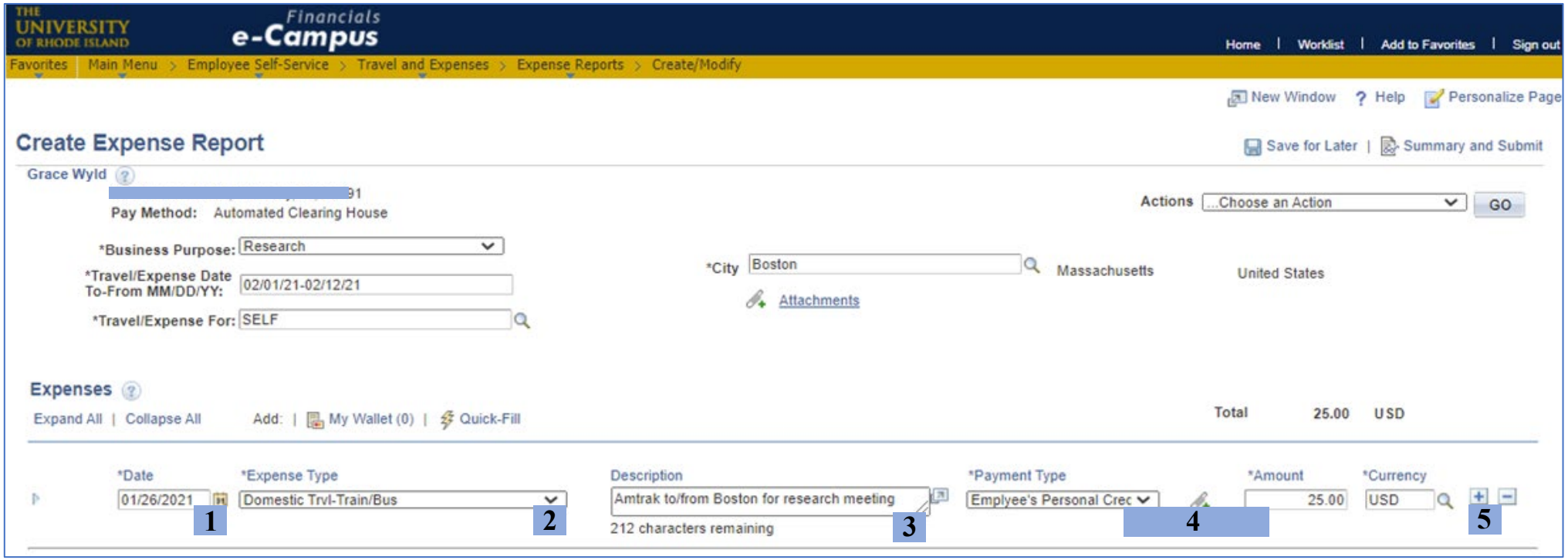


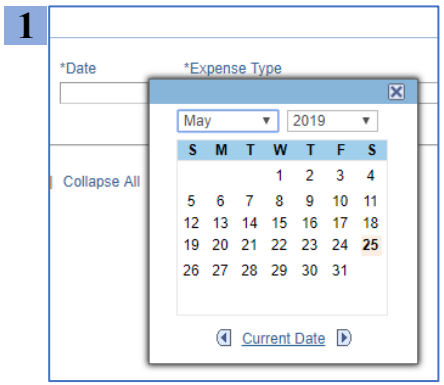


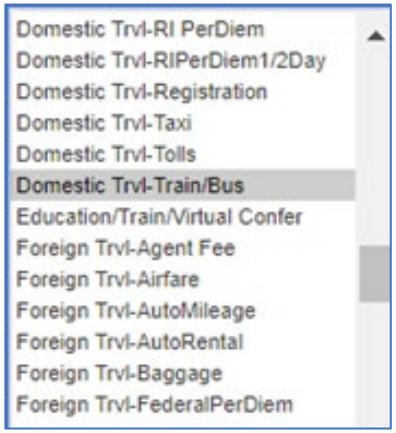


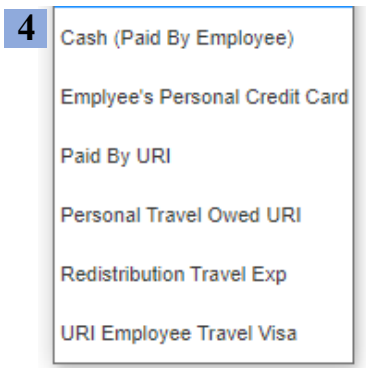
c. Entering Expense Lines

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



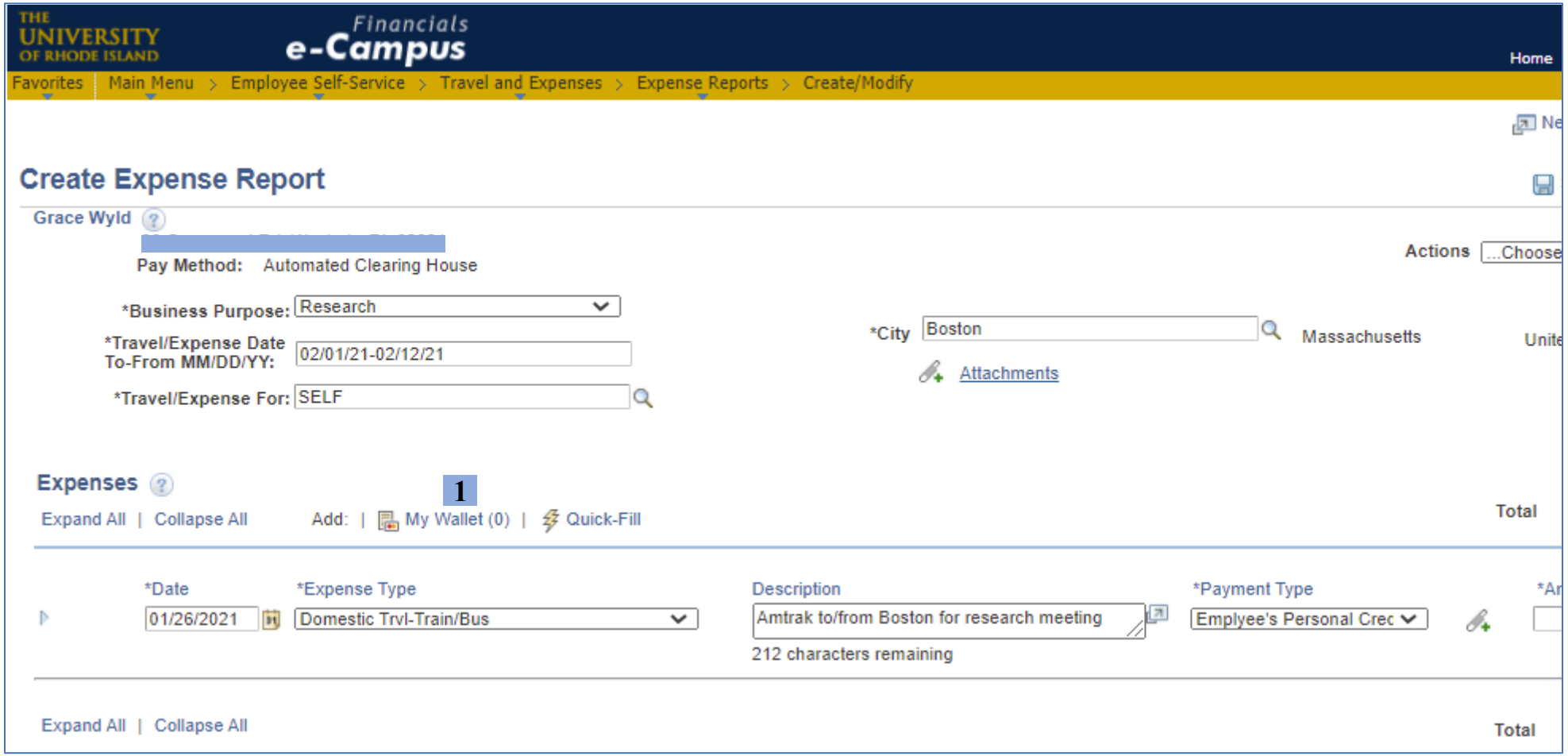






d. Adding TCard expenses from My Wallet

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



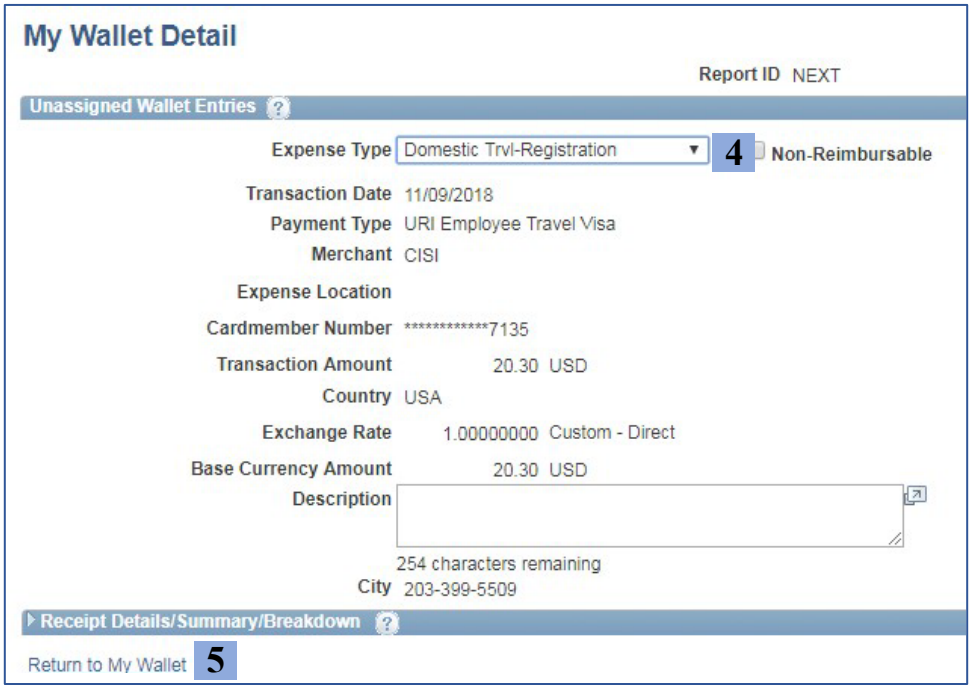
2. Identify the transactions related to the trip

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

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	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	

6

Done 7

e. Adding the accounting details

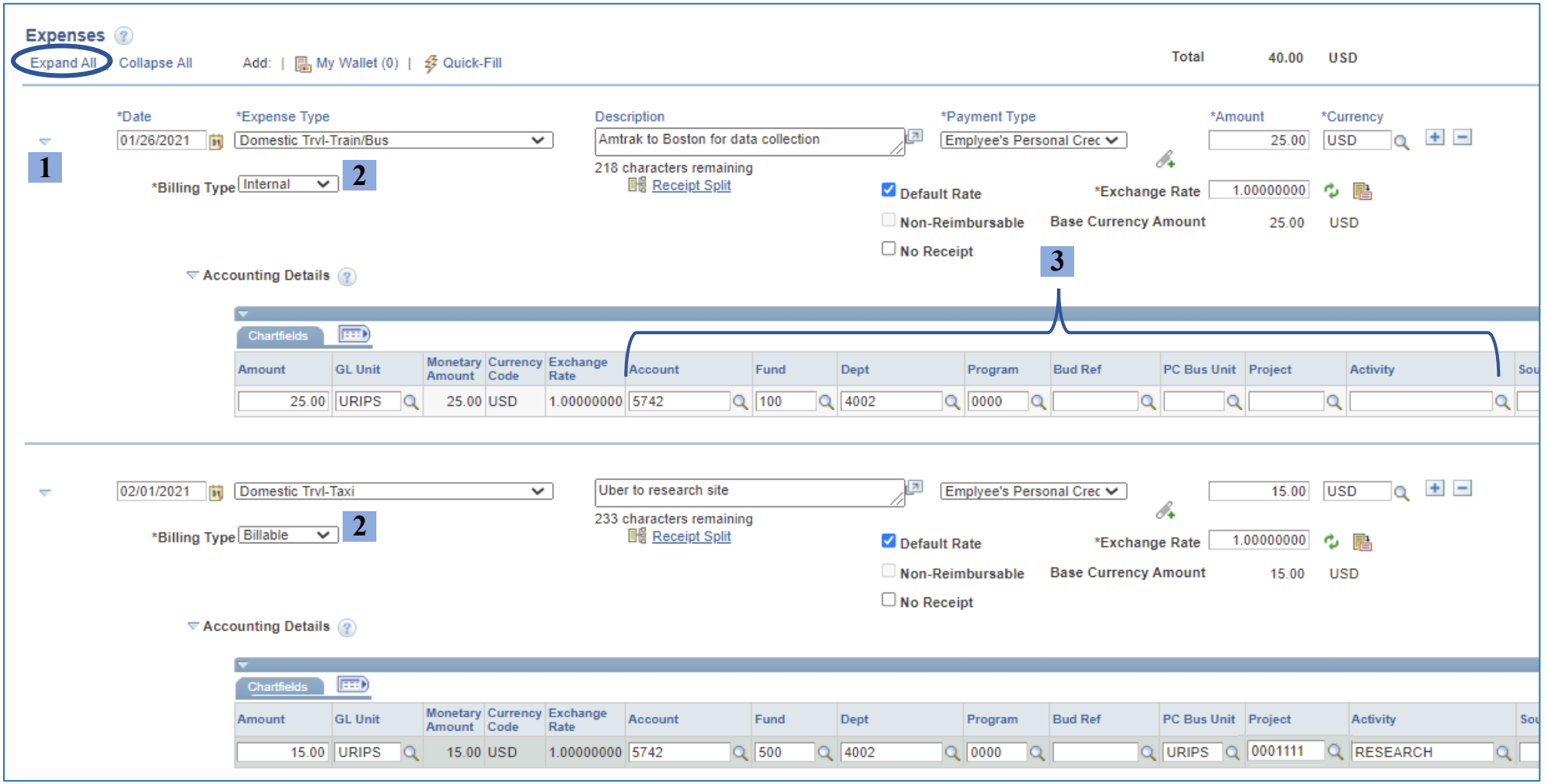
1. Click the arrow next to the expense line to open the Accounting Details fields. (Alternatively, the *Expand All* option opens details for all expenses)

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"



f. Attaching the required expense backup documentation

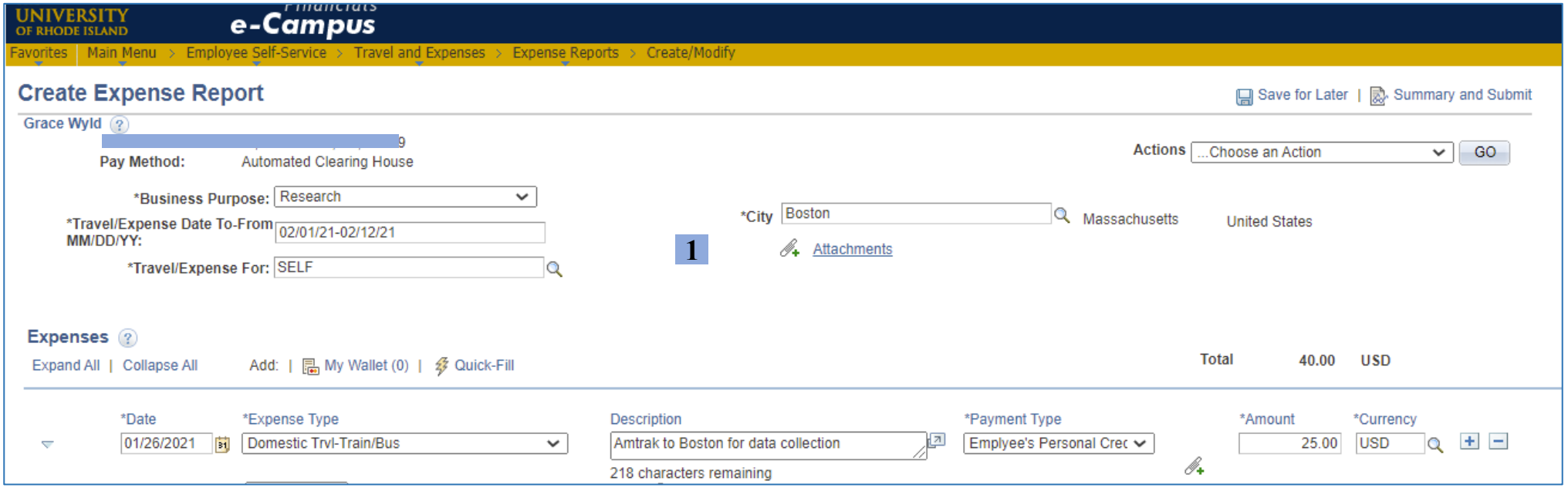
Please note:** Each expense requires backup documentation to be uploaded and attached to the report, such as store receipts or a **paid** invoice/order slip. Documentation **must** show the **name** on the expense report as the individual who made the purchase.*

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

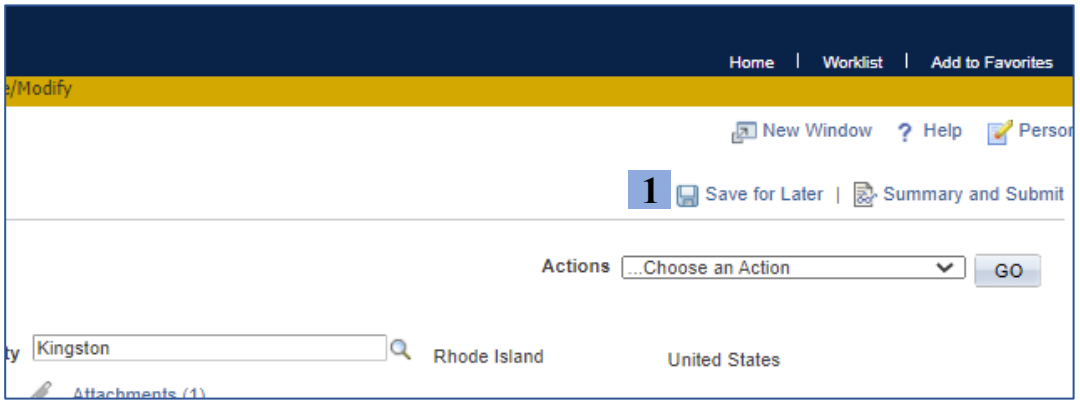
4. Click *Ok* to return to the expense reimbursement report



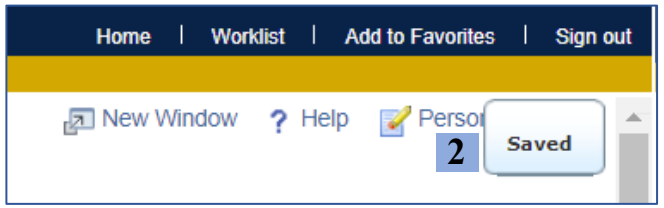
3. Associating the Travel Authorization *(Saving, Modifying, and Submitting the Report)*

a. Saving the expense report

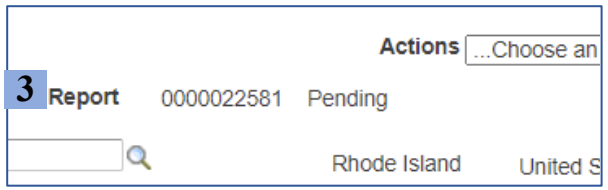
1. Click *Save for Later* at the top right, above the expense report header



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



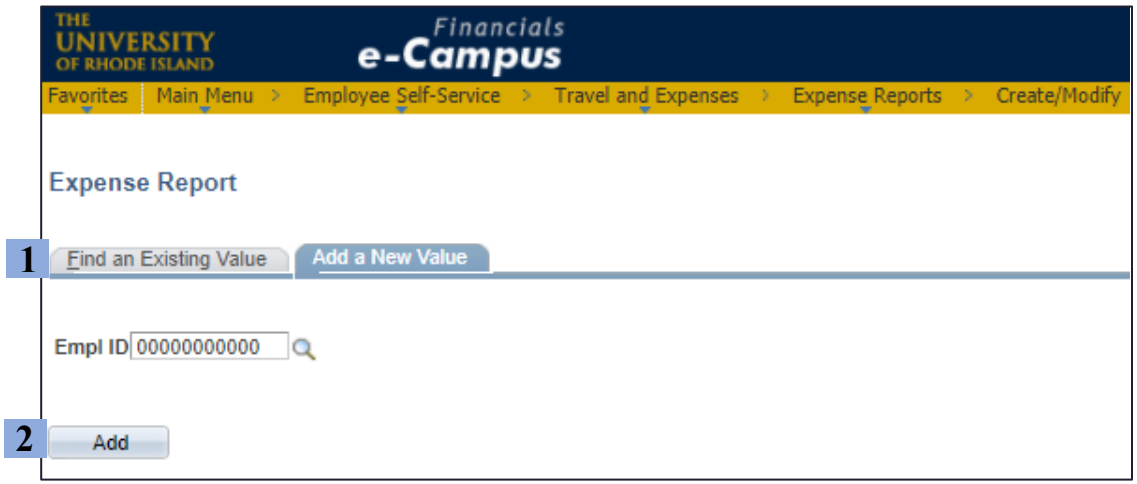
3. Saving generates a Report ID, shown above *City/State*



b. Modifying saved expense reimbursement reports

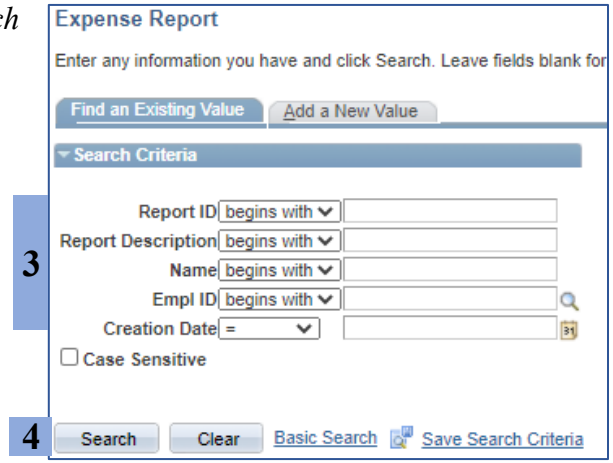
1. Follow the steps on Page 2 to navigate to the *Create/Modify* option

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

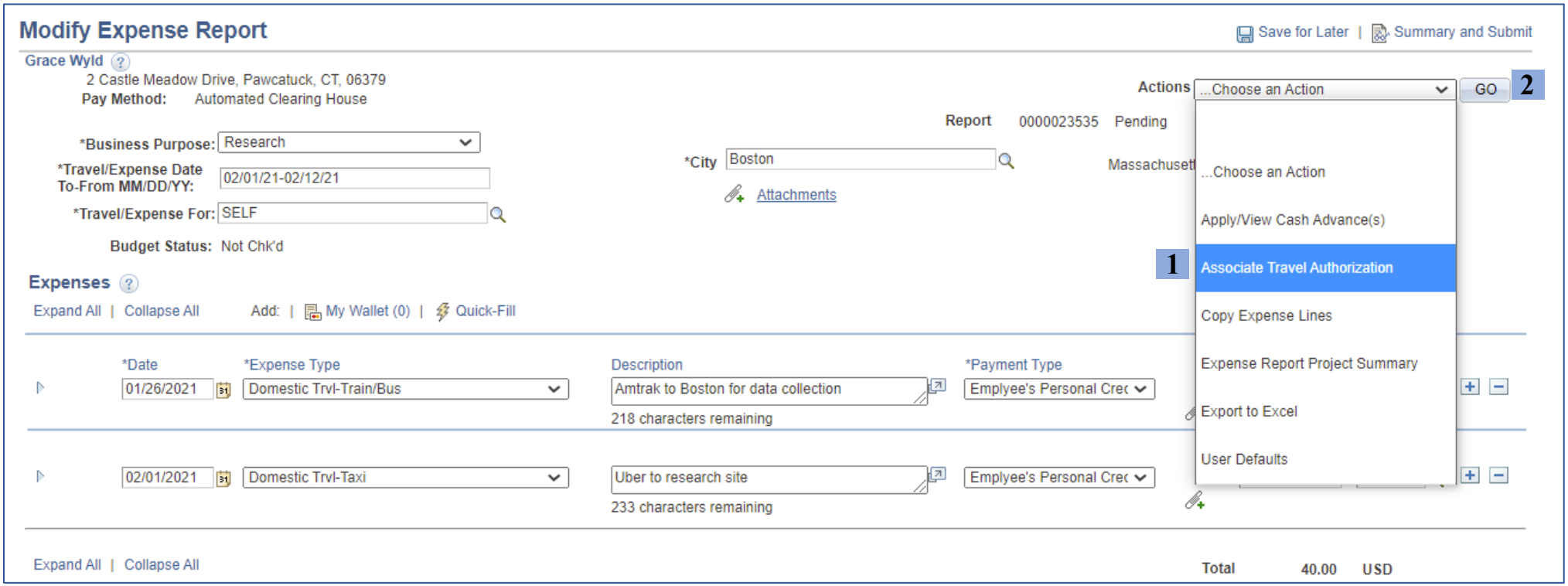
4. Click *Search*



c. Associating the travel authorization

1. Select "Associate Travel Authorization" from the *Actions* drop-down menu

2. Click "Go"

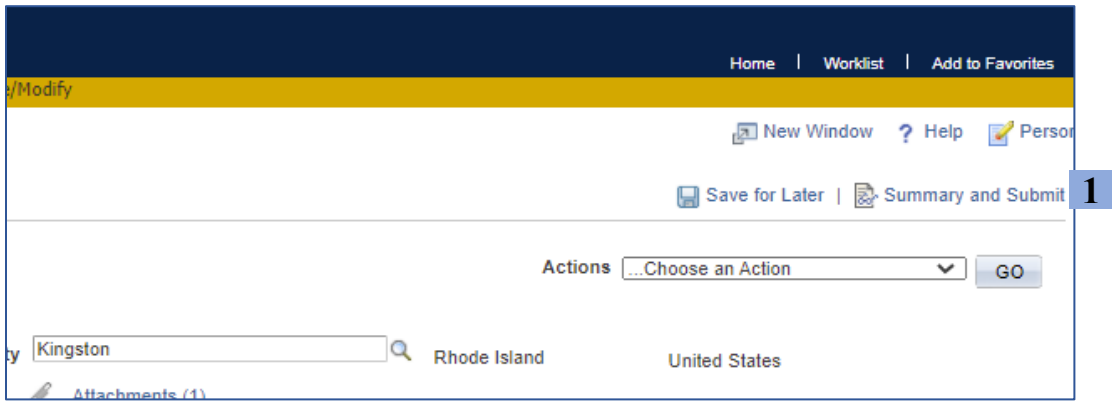


3. Select the corresponding Travel Authorization to return to the expense report

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

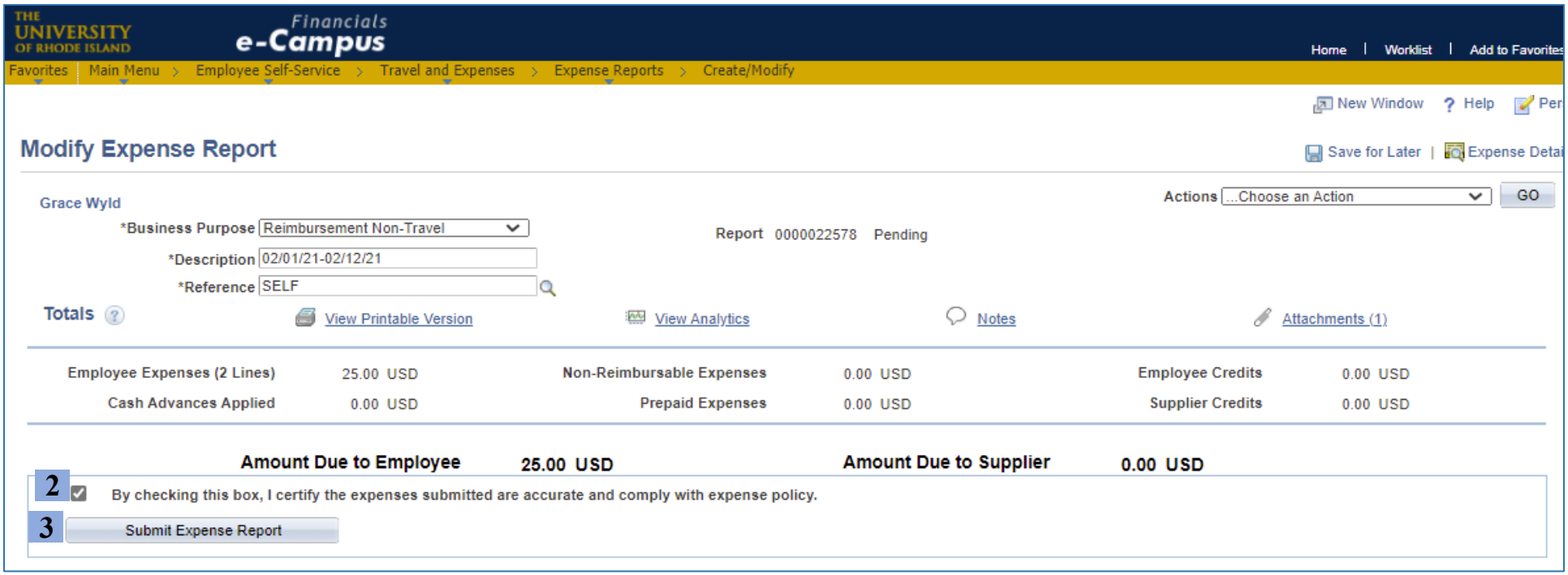
d. Submitting the expense report

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

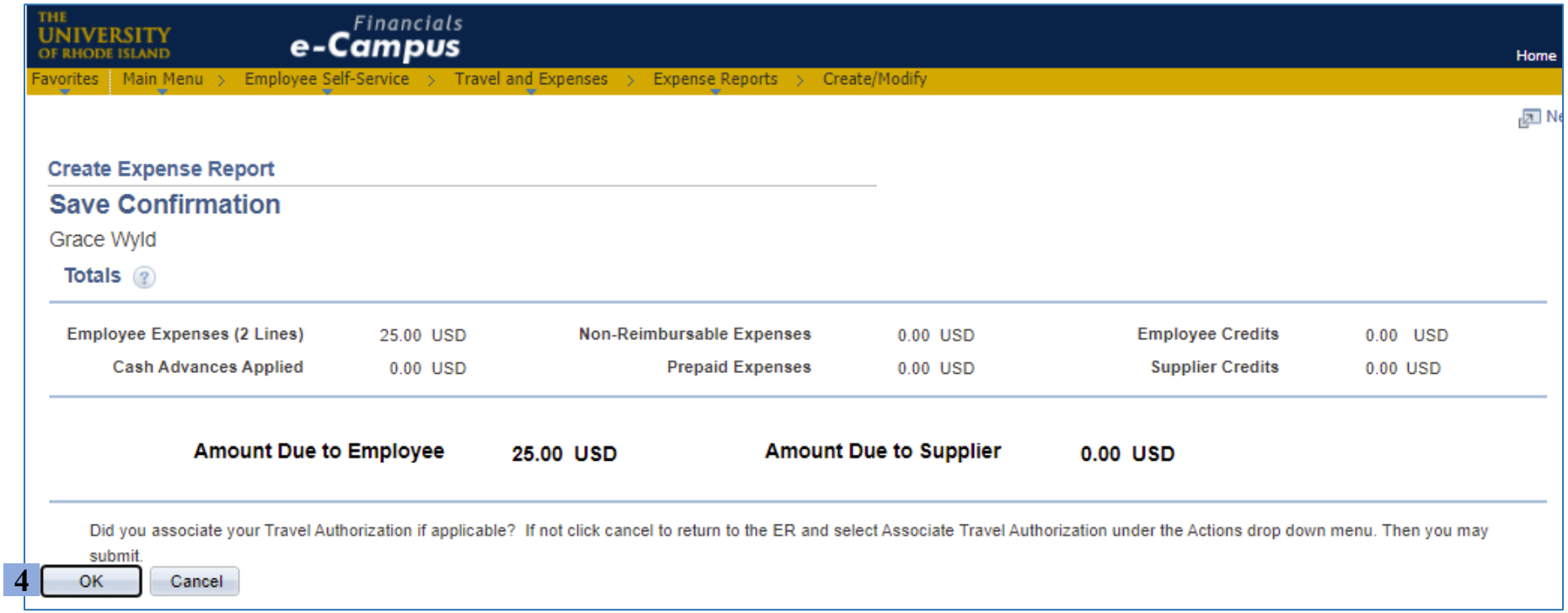
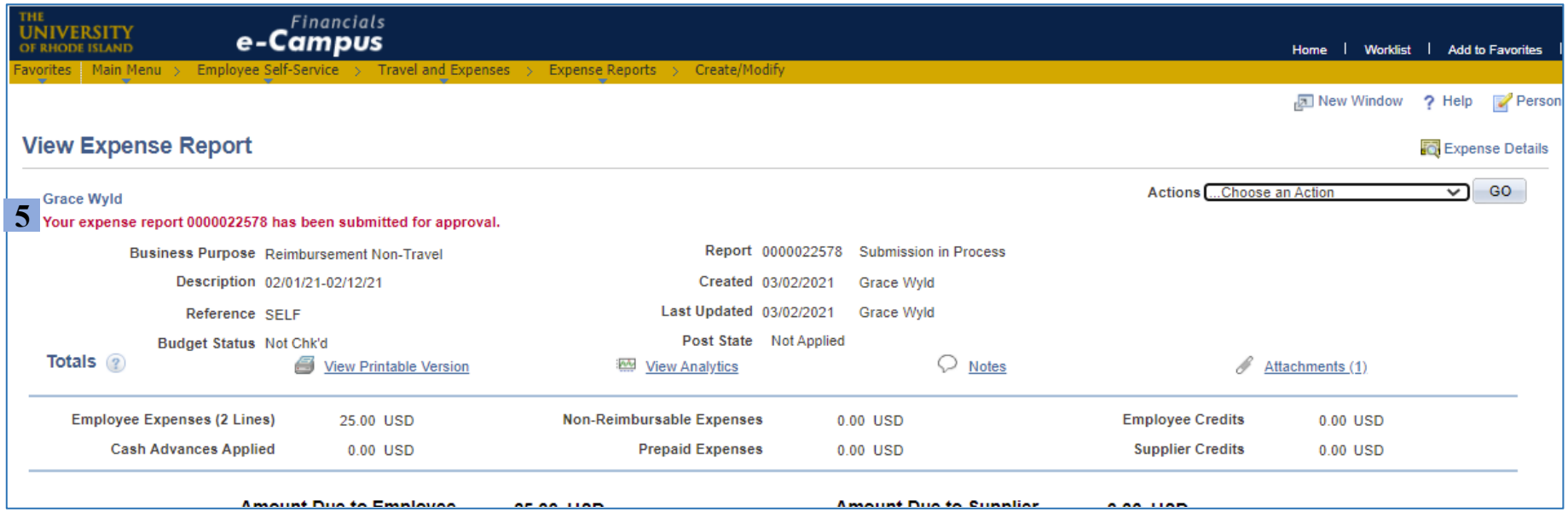


2. On the submission page, check the box certifying the report details

3. Click *Submit Expense Report*



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



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