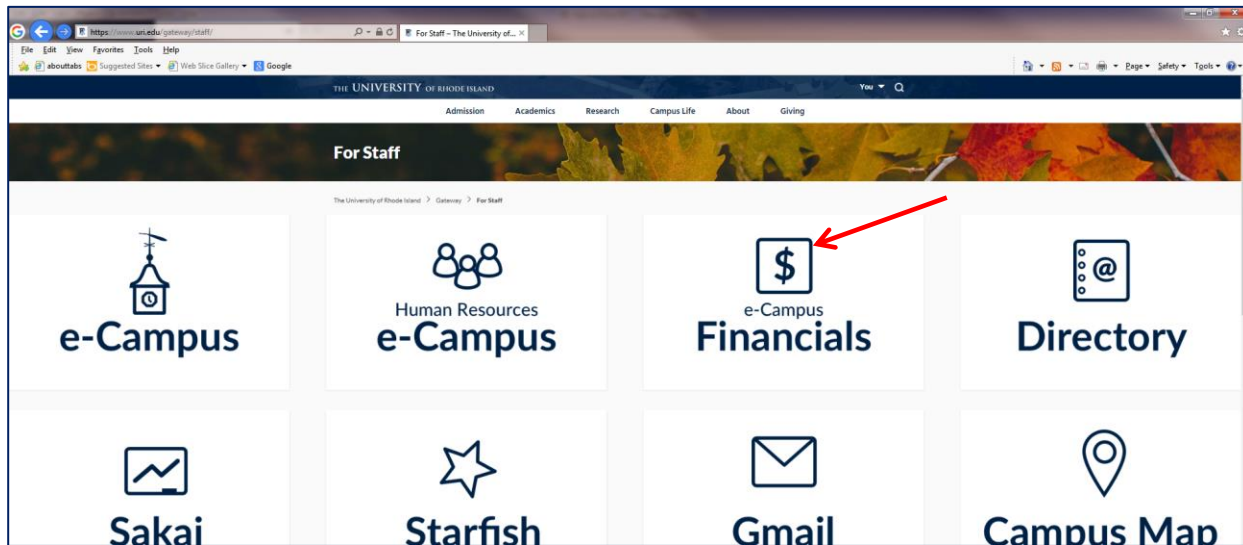


Travel and Expense Module Reference Guide

In order to be reimbursed for travel expenses via the online Travel and Expense Module, the traveler must submit a PRINTED copy of the Expense Report (ER) with the original travel receipts attached to the report. The report should be forwarded to the URI Travel Department, Carlotti Administration Building, Room 103. The receipts should also be submitted online by attaching them to the Expense Report. This is a requirement of our Auditors and we appreciate your cooperation.

The URI Travel Policy must be adhered to at all times. No travel reservations or charges should be incurred until the traveler has obtained an approved Travel Authorization with a valid budget status.

Travel and Expense Module is accessed via Financials e-Campus site on the Staff search page.



Click on Financials e-Campus and use your e-Campus credentials to login. You must be granted security access in order to access Financials. Contact the Financials Lab regarding access at x7048.

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Reminder...

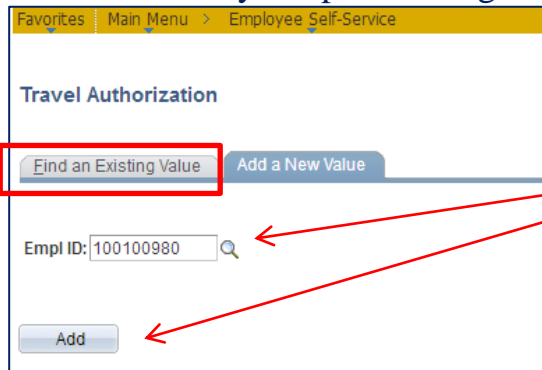
Navigation for creating travel authorizations, expense reports and cash advances in **Financials** is: **Employee Self Service**>Travel and Expenses>Travel Authorization, Expense Report or Cash Advance.

Create a Travel Authorization (TA):

Note: Please be sure to have your trip itinerary planned out, including pricing and funding sources, prior to inputting your Travel Authorization online. This will make the process much smoother.


Navigation: **Employee Self-Service**>**Travel and Expenses**>**Travel Authorization** > **Create/Modify**.

- To add a new TA, click  to find traveler name and click ADD.
- If modifying a previously created document, click **Find an Existing Value.**
- Choose the **Traveler** Empl ID (if not yourself) by clicking  (magnifying glass). **If you are preparing the document as a delegate** for someone else, click the magnifying glass. If the traveler you are looking for is not listed, the traveler needs to set you up as a delegate. The Financials Lab can also setup delegates if requested.




Travel Authorization

Find an Existing Value Add a New Value

Emp ID: 100100980 

Add

Choose traveler Empl ID by clicking on the  (magnifying glass)- if creating as a delegate for someone else. Click Add.



If modifying a previously created document, click **Find an Existing Value.**

General Information-The general information section should include **the traveler name at the top of the page.**

The screenshot shows the 'Create Travel Authorization' form in the e-Campus system. The form includes the following fields and sections:

- Business Purpose:** A dropdown menu with 'Conference/Workshop' selected. (Numbered 1.)
- Description:** A text field containing 'Field research'. (Numbered 3.)
- City:** A text field containing 'Dublin'. (Numbered 2.)
- Date From:** A date field containing '11/01/2018'. (Numbered 4.)
- Date To:** A date field containing '11/03/2018'. (Numbered 4.)
- Attachments:** A link labeled 'Attachments'. (Numbered 5.)
- Quick Start:** A dropdown menu with 'Populate From' selected. (Numbered 6.)
- Projected Expenses:** A section with a table for adding expense lines. The table has columns for Date, Expense Type, Description, Payment Type, Amount, and Currency. The current total is 0.00 USD.

A red box highlights the 'Completed General Trip Information' section, which includes the Business Purpose, City, Date From, Date To, and Attachments fields.

1. **Business Purpose** which best describes the reason for travel should be chosen from drop down list.
2. **City** - Type in the city and click  for the State. Advanced search by country is available by clicking Advanced Search on the  magnifying glass page.
3. **Description is a short** free form field. Include brief description of travel. Comments are on the “Summary and Submit” page (upper right corner), are referred to as Notes, and allow for lengthy comments/notes.
4. **Dates *cannot*** be in the past on a Travel Authorization. Enter future travel dates.
5. **Attachments** – Attach any information which will make the approval process easier (i.e., Conference Pamphlet)
6. **Quick Start**- Allows a traveler to copy a previously created TA in the current document. This menu changes to an “Actions” menu when the expense lines are added.

Projected Expenses/Lines

Projected Expenses/Lines consist of the trip expenses that will be incurred. Enter various expense types, such as airfare, lodging, per diem, based on estimates previously gathered. The expense types are further grouped as domestic, foreign or Athletics travel. The Travel Authorization (TA) is an estimate of the best information available at the time the TA is created. NOTE: “Save for Later” and “Summary and Submit” links are at the top of the page.

Create Travel Authorization

Save for Later | Summary and Submit

Actions ...Choose an Action GO

*Business Purpose: Conference/Workshop City: Washington
 District of Columbia United States

*Description: ARC Conference *Date From: 12/01/2018 *Date To: 12/03/2018

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/01/2018	Domestic Trvl-Airfare			0.00	USD
Totals (1 Line) 0.00 USD					
<p>Example Expense Type: Domestic Trvl-Airfare If a trip is categorized as Foreign, all expense types related to that trip should be categorized as foreign, including mileage from home to the airport.</p>					
Totals (1 Line) 0.00 USD					

Expense Lines

Projected Expenses/Lines-Click Expand All for expanded view.

The screenshot shows the 'Projected Expenses' interface. At the top, there are buttons for 'Expand All' and 'Collapse All', and a 'Quick-Fill' button. Below this is a form for adding a new expense line. The form includes fields for:

- A. Date:** 12/01/2018
- B. Expense Type:** Domestic Trvl-Airfare
- C. Description:** (empty)
- D. Payment Type:** (empty)
- E. Amount:** 0.00, **Currency:** USD
- F. Billing Type:** (empty)
- G. Ticket Number:** (empty)
- H. Accounting Details:** A table with columns: Amount, *GL Unit, Account, Fund, Dept, Program, Bud Ref, PC Bus Unit, Project, Activity, S, T.

A. Date: The date on the lines should be the first date of travel

B. Choose Expense Type; for each expense type (i.e., Domestic Trvl-Airfare, hotel, etc.) enter a separate line by clicking + at the end of the line. Expense Types are categorized by Domestic Trvl, Foreign Trvl, Athletics, or other and will populate the account code automatically (5742, 5745 etc.) based on this category.

- If you are splitting an expense among 2 or more CFS, **when creating the travel authorization**, enter an additional line with the same expense type for each CFS being charged. (See Expense Report Split Cost job aide for splitting costs on an expense report)

C. Description-not required for most expense types.

D. Payment Type: Choose from the dropdown according to how you will be paying for each expense:

- **Cash or Employees Personal Credit Card** is chosen when a traveler pays personally for an expense, and will be reimbursed. **Always use these for auto-mileage and per diem.**
- **URI Employee Travel VISA credit card** refers to the individual credit card issued from URI in the Traveler's name for use with all travel expenses, except mileage and per diem reimbursement.
- **Paid by URI** is used if the payment will be paid by an Invoice Voucher, which is not common. Do Not Use this payment type unless instructed to do so by the Travel Office.

D. Payment Types continued:

- **Personal Travel Owed URI** is chosen when the traveler is mixing business and personal travel and the net effect of all expenses is that the traveler owes URI money. See Travel website for additional rules and instructions if mixing personal and business travel. (<https://web.uri.edu/controller/travel/>) See Forms & Instructions-Combination of Personal Travel with Business Travel.
- **Redistribution Travel Expense** is used when splitting a URI Employee Travel VISA credit card between two or more chartfield strings. (see Pg. 31)

NOTE: PCards should not be used to pay for any travel expenses.

E. **Amount:** Enter estimated dollar amount based on quotes obtained. Some expense types, such as lodging, require you to enter additional information which will calculate the Amount on the line for you. For example, for lodging, enter the number of nights and the per night rate; for Auto Mileage, enter the odometer readings.

F. **Billing Type:** The billing type depends on the chartfield string or **Fund** the travel is being charged to.

- If the travel is being charged to **Fund 500**, the billing type is always **BILLABLE**. All other funds have a billing type of **Internal**. Once the billing type is entered, the Account in the CFS will populate.

G. **Ticket Number:** This is not required on the travel authorization.

Comments: The comments are located on the “Summary and Submit” screen and are referred to as Notes (see pg. 15 for graphic)

Entering Chartfield String(s)

The screenshot shows the 'Projected Expenses' form. At the top, there are fields for *Date (12/01/2018), *Expense Type (Domestic Trvl-Airfare), Description, *Payment Type, *Amount (0.00), and Currency (USD). Below these is a *Billing Type dropdown (Billable/Internal) and a Ticket Number field. The 'Accounting Details' section is expanded, showing a 'Chartfields' table. A red box highlights this table, and a callout box labeled 'Chartfield String (CFS) Entry' points to it. A red box labeled 'H.' points to the expansion triangle for 'Accounting Details'.

Amount	*GL Unit	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity	S	T
	URIPS			4001							

H. Accounting Details: Click the expansion triangle next for the Accounting Details link to enter a chartfield string to charge the expenses to.

- A chartfield string is needed on a Travel Authorization in order to SAVE the document. If you do not know your chartfield string, contact your department fiscal person.
- Every CFS must have an Account, Fund, Department and Program.
- The **Account** populates automatically based on the Expense Type chosen. For example domestic travel expense types populate the Account 5742, foreign travel populate Account 5745, and so forth.
- Fund is a 3 digit number and department and program area 4 digits. The Department will initially populate based on the traveler's "home" department, but can be changed if necessary.
- **If you are charging a Project**, you need the Project number, the PC Bus Unit (which is always **URIPS**) and the Activity, (which is always **Research**). The remaining info is left blank, including Bud Ref. Click OK. Project number is a 7 digit field.
- **Bud Ref, Source type, Category, Subcategory, Affiliate and Fund Affil fields are not required. Leave blank.**

Projected Expense Lines

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

Create Travel Authorization

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

Actions: ...Choose an Action

*Business Purpose: Conference/Workshop City: Washington
District of Columbia United States

*Description: ARC Conference *Date From: 12/01/2018 *Date To: 12/03/2018

[Attachments](#)

Projected Expenses Totals (1 Line) 0.00 USD

Expand All | Collapse All Add: | [Quick-Fill](#)

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency	
12/01/2018	Domestic Trvl-Airfare			0.00	USD	+ -
	Ath. Team Travel-Other Expense					
	Ath. Team Travel-Parking					
	Ath. Team Travel-RI PerDiem					
	Ath. Team Travel-Registration					
	Ath. Team Travel-Taxi					
	Ath. Team Travel-Team Meals					
	Ath. Team Travel-Tolls					
	Ath. Team Travel-Train/Bus					
	Ath. Team Travel-FederalPerDiem					
	Ath. Team Travel-PerDiemLodging					
	Ath. Team Travel-RI PerDiem 1/2 Day					
	Athletics Stipend-AutoMileage					
	Domestic Trvl-Agent Fee					
	Domestic Trvl-Airfare					
	Domestic Trvl-AutoMileage					
	Domestic Trvl-AutoRental					
	Domestic Trvl-Baggage					
	Domestic Trvl-FederalPerDiem					
	Domestic Trvl-GasCharges					
	Domestic Trvl-Lodging					
				Totals (1 Line)		0.00 USD

Expense Lines

- After entering one line of information, click “Save for Later” at the top to generate a Travel Authorization ID number.
- If there are errors, they will be denoted with a red flag after clicking Save for Later.

- To add additional lines, click the + at the end of the line as needed. Click – to delete.

Remember to “Save for Later” as you go along.

Modify Travel Authorization

Authorization ID: 0000017652 Pending

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
11/01/2018	Domestic Trvl-Airfare		URI Employee Travel Vis:	240.00	USD
11/01/2018	Domestic Trvl-Lodging		URI Employee Travel Vis:	280.00	USD
11/01/2018	Domestic Trvl-RI PerDiem		Cash (Paid By Employee)	150.00	USD
11/01/2018	Domestic Trvl-Registration	Splitting cost to 2 CFSs	URI Employee Travel Vis:	100.00	USD
11/01/2018	Domestic Trvl-Registration		URI Employee Travel Vis:	100.00	USD

Totals (5 Lines) 870.00 USD

Note-Some Expense Types require additional information. Lodging requires the number of nights, and the per night charge when entering on a TA, to calculate the amount.

- To view errors, click Save for Later and any errors will be denoted with a red flag.
- Click “Expand All” to see details for a particular expense type/lines.
- A chartfield string needs to be entered on each line.

Modify Travel Authorization

Save for Later | Summary and Submit

Actions: Copy Authorization Lines [GO]

...Choose an Action
Copy Authorization Lines
 Create Cash Advance
 Default Accounting
 Project Summary
 User Defaults

*Business Purpose: Conference/Workshop
 City: Dublin, Ohio, United States
 *Description: Research weeds
 *Date From: 11/01/2018 *Date To: 11/03/2018

Projectied Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (6 Lines) 1,110.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency					
11/01/2018	Domestic Trvl-Airfare		URI Employee Travel Vis	240.00	USD					
	*Billing Type: Billable									
Ticket Number										
Accounting Details										
Amount	*GL Unit	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity	S
240.00	URIPS	5742	500	2013	0000		URIPS	0006659	RESEARCH	

11/01/2018 Domestic Trvl-RI PerDiem Cash (Paid By Employee) 150.00 USD

Actions menu options; Choose option and click GO.

- **Copy Authorization Lines** will copy an existing line on the travel authorization. A date must be entered.
- **Create Cash Advance** allows you to request a cash advance. You must include an approved TA to request a cash advance. Cash Advance is usually for international travel only.

Actions menu options continued:

- **Default Accounting** can be used to enter one chartfield string on every line. However, you must first enter one complete expense type line, including the chartfield string (CFS), and click “Save for Later” to be able to use the Default Accounting option. Enter the Fund, Department, and Program and if charging a project, the PC Business Unit (**URIPS**), Project number, and Activity (**Research**) and click Load Defaults. The CFS entered on the default accounting will then populate each additional line. Leave Bud Ref blank.

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expenses](#) > [Travel Authorizations](#) > [Create/Modify](#)

Create Travel Authorization

Accounting Defaults

Authorization ID 0000017656

Accounting Summary													Set Personalizations Find		First	1 of 1	Last
%	*GL Unit	Fund	Dept	Program	PC Bus Unit	Project	Activity	Source Type	Category	Bud Ref	Affiliate	Fund Affil					
100.00	URIPS	100	4001	0000													

- **Project Summary is not utilized.**
- **User Defaults** displays the traveler profile information.

Errors: Click on Red Flag to view error.

Modify Travel Authorization Save for Later | Summary and Submit

Actions: ...Choose an Action

*Business Purpose: Conference/Workshop City: Boston
 Massachusetts United States
 *Description: Travel *Date From: 01/01/2019 *Date To: 01/05/2019
 Authorization ID: 0000017656 Pending

Note: The document cannot be submitted until all errors are cleared.

Projected Expenses Totals (3 Lines) 100.00 USD

Expand All | Collapse All Add | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
01/01/2019	Domestic Trvl-Airfare		URI Employee Travel Vis:	100.00	USD
01/01/2019	Domestic Trvl-Baggage			0.00	USD

*Billing Type: Internal

Accounting Details

Amount	*GL Unit	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity	St Ty
	URIPS	5742	100	4001	0000					

Common errors:

- Billing Type-Billing Type must coordinate with Fund entered on CFS; Fund 500=Billable; all other Funds = Internal
- Chartfield does not exist in Signature Authorization -URIPS/Fund/Dept/Program/Project; indicates an incorrect chartfield string entered.
- Chartfield Contains No Signatories for Travel Authorization indicates there are no approvers for travel on the chartfield entered on Signature Authorization. Traveler cannot approve their own travel documents.

Submit Travel Authorization

- Click “Save for Later” to save. Note an Authorization ID is assigned when saved.
- Review all information for accuracy by clicking Expand All and click Accounting Details expansion.
- If no red flags, click “Summary and Submit” for approval, per below.

Modify Travel Authorization

Save for Later | Summary and Submit

Actions ...Choose an Action GO

*Business Purpose Conference/Workshop City Dublin
Ohio United States

*Description Research weeds *Date From 11/01/2018 *Date To 11/03/2018

Attachments

Authorization ID 0000017652 Pending

Once all red flags are cleared and document is saved, it can be submitted into workflow for approval. Clicking this link will not force the submittal. Traveler can still click back to this details page.

Projected Expenses
Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	Description	*Payment Type	Amount	Currency
11/01/2018	Domestic Trvl-Airfare		URI Employee Travel Vis:	240.00	USD
*Billing Type Billable					
Ticket Number					
Accounting Details					
11/01/2018	Domestic Trvl-RI PerDiem		Cash (Paid By Employee)	150.00	USD
11/01/2018	Domestic Trvl-Lodging		URI Employee Travel Vis:	280.00	USD
11/01/2018	Domestic Trvl-Registration	Splitting registration cost	URI Employee Travel Vis:	100.00	USD
11/01/2018	Domestic Trvl-Registration	splitting registration cost	URI Employee Travel Vis:	100.00	USD
Totals (5 Lines)				870.00	USD

Expand All | Collapse All

Summary and Submit Screen:

Modify Travel Authorization

Virginia Byrnes

*Business Purpose: Conference/Workshop

*Description: Research weeds

City: Dublin, Ohio

United States

*Date From: 11/01/2018

*Date To: 11/03/2018

Authorization ID: 0000017652 Pending

Actions: ...Choose an Action GO

Totals ?

Projected Expenses (5 Lines) 870.00 USD

Denied Expenses 0.00 USD

Total Authorized Amount 870.00 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

Click this link to go back to the details page.

Save for Later

Travel Authorization Details

Notes

Attachments

- To add a comment/note, click the “Notes” link shown above. Type note and click Add Notes to save note.
- Attachments, which may be helpful for an approver, can be attached above.
- Once document is saved with no errors, click new “certify” checkbox.
- Click Submit Travel Authorization; **Must click OK on the Submit Confirmation page to confirm submission.**

Document is now in workflow awaiting approval.

Travel Authorization Submission

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify > View

Travel Authorization

Travel Authorization Details

Actions ...Choose an Action

Your travel authorization 0000017652 has been submitted for approval.

Business Purpose	Conference/Workshop	City	Dublin	United States	
			Ohio		
Description	Research weeds	Date From	11/01/2018	Date To	11/03/2018

Authorization ID 0000017652 Submission in Process

Totals

Projected Expenses (5 Lines)	870.00 USD	Denied Expenses	0.00 USD
------------------------------	------------	-----------------	----------

Total Authorized Amount 870.00 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

- Once submitted, status changes from “Pending” to “Submission in Process”.
- Click Refresh Approval Status for additional added options.

Submitted Travel Authorization after page refresh

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify > View

Travel Authorization Travel Authorization Details

Business Purpose Conference/Workshop **City** Dublin, Ohio, United States
Description Research weeds **Date From** 11/01/2018 **Date To** 11/03/2018

Authorization ID 0000017652 **Submitted for Approval** 1.
Created 10/16/2018
Last Updated 10/29/2018

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

Projected Expenses (5 Lines) 870.00 USD **Denied Expenses** 0.00 USD

Total Authorized Amount 870.00 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

 2.
 Submitted On 10/29/2018 Submitted By Virginia Byrnes

Approval History

Submitted Virginia → HR Supervisor And/Or Sig Auth. David → Travel Authorization Level 01 (Pooled) → Travel Authorization Level 02 (Pooled) → Travel Authorization Level 03 (Pooled) → Travel Authorization Level 04 David

Action	Role	Name	Date/Time
Submitted	Employee	Virginia Byrnes	10/29/2018 1:58:33PM

1. Status of document is “Submitted for Approval”.
2. New option/function to Withdraw Travel Authorization from workflow. This is only allowed prior to the first approval. Click this to pull document out of approval process and put in “Pending” status which allows for modifications.

Fully Approved Travel Authorization-

Virg [redacted]

Business Purpose Conference/Workshop

Description Research weeds

Totals [View Printable Version](#)

Projected Expenses (5 Lines) 870.00 USD

Total Authorized Amount 870.00 USD

City Dublin, Ohio, United States

Date From 11/01/2018 **Date To** 11/03/2018

Notes

Actions ...Choose an Action GO

Authorization ID 0000017652 **Approved**

Created 10/16/2018 Virg [redacted]

Last Updated 10/29/2018 Da [redacted]

Attachments (1)

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

[Submit Travel Authorization](#) Submitted On 10/29/2018 Submitted By Virginia Byrnes

Approval History

Submitted
Virginia Byrnes

HR Supervisor And/Or Sig Auth.
David Hansen

Travel Authorization Level 01
Arthur Gold

Travel Authorization Level 02
Arthur Gold

Travel Authorization Level 03
Gary Haro

Travel Authorization Level 04
David Hansen

Action	Role	Name	Date/Time	Comments
Submitted	Employee	Virg [redacted]s	10/29/2018 1:58:33PM	
Approved	HR Supervisor And/Or Sig Auth.	David [redacted]	10/29/2018 2:35:07PM	
Auto Approved	Travel Authorization Level 01	David [redacted]	10/29/2018 2:35:08PM	
Auto Approved	Travel Authorization Level 02	Da [redacted]	10/29/2018 2:35:08PM	
Auto Approved	Travel Authorization Level 03	David [redacted]	10/29/2018 2:35:08PM	
Auto Approved	Travel Authorization Level 04	Da [redacted]	10/29/2018 2:35:08PM	
Approved	Travel Authorization Level 01	Arth [redacted]	10/29/2018 2:39:14PM	
Auto Approved	Travel Authorization Level 02	Arth [redacted]	10/29/2018 2:39:14PM	
Approved	Travel Authorization Level 03	Ga [redacted]	10/29/2018 3:04:09PM	
Auto Approved	Travel Authorization Level 04	Da [redacted]	10/29/2018 3:04:09PM	

Action History

Review of Approval of Travel Authorization

Online Approval Workflow for Travel Authorization

Once the Travel Authorization is submitted, it will go to the following approvers:

- Supervisor (Departmental Time- card approver)
- Level 1 per Signature Authorization(s) –If multiple CFSs, Pooled Approvers
- Level 2 per Signature Authorization (Final checkbox)-If multiple CFSs, Pooled Approvers
- Level 3 relates to Grant/Project approval per Sponsored Projects and/or Foundation Approval
- Level 4 is per NCAA Recruiting approvals

If there are no Level 2, 3 or 4 approvals required, the document auto-approves at those levels.

3. **To print** a copy of the Travel Authorization, go to **Employee Self Service, Travel and Expenses, Travel Authorization, VIEW**. The **View Printable Version** link is in the middle of the page. The form will Que and a PDF file will (slowly) open.
4. Near the bottom of the page, view the **Approval Timeline** and **Action History** which show the approval process through workflow, (see next page).
 - Approval Timeline shows an Approver name and green check mark once it is approved at a given level.
 - If an approval level indicates “Pooled” there are multiple approvers who can approve at that level but only one approval is required.

Approval of Travel authorization

If you received an email notifying you to approve a travel authorization, click on the Worklist link in the upper right corner of the page for a list of items which require your review and approval.

- Click Link shown below to view document

Home | Worklist | Add to Favorites | Sign out

New Window ? Help Personalize Page

Favorites | Main Menu > Worklist > Worklist

Worklist

Worklist for [redacted]

Detail View Worklist Filters [dropdown] Feed [dropdown]

From	Date From	Work Item	Worked By Activity	Priority	Link		
M [redacted]	12/01/2016	Approval Routing	Approval Workflow	2-Medium	ERApproval_15621.URIPS.1900-01-08.N.0.SHEET_ID:0000001064.RDC:RA.1.A.	Mark Worked	Reassign
S [redacted]	10/26/2018	Approval Routing	Approval Workflow	3-Low	ERApproval_184380.URIPS.1900-01-09.N.0.SHEET_ID:00000011505.RDC:RA.0.A.	Mark Worked	Reassign
T [redacted]	11/09/2018	Approval Routing	Approval Workflow	3-Low	ERApproval_184384.URIPS.1900-01-09.N.0.SHEET_ID:00000011510.RDC:RA.0.A.	Mark Worked	Reassign

Refresh

Approve Expense Report - Expense Summary

Approver Screen-Worklist View Summary and Submit Screen

Traveler Name

Expense Details

Business Purpose Conference/Workshop Report 0000011510 Approvals in Process

Description test cancel TA when ER in WF
 City
 Reference
 Created 11/09/2018 Vir
 Last Updated 11/09/2018 Ca
 Authorization ID 0000017581
 Accounting Template STANDARD
 *Accounting Date 11/09/2018
 Budget Status Valid Budget Options Budget Checking completed. Report is ready for Approval/Posting.

Click to view line details screen.

Totals

Urgency: View Analytics Notes Attach

Note Budget Status-If Error in budget status, cannot approve. Contact traveler to notify.

Review Totals

Employee Expenses (1 Line)	25.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits

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

Approval History



Action	Role	Name	Date/Time
Submitted	Employee	Vir	11/09/2018 1:52:36PM
Approved	HR Supervisor And/Or Sig Auth.	Ca	11/09/2018 3:03:03PM

Click Approve or Send Back after review. If sending back, must enter comment.

Comments

Approve Send Back Save Changes

Expense Line


Expense Details

Date	Expense Type	Description	PC Business Unit	Account	Fund Code	Department	Program Code	Project	Activity	Reimburse Amt	Currency
11/01/2018	Domestic Travel-Baggage			5742	100	2013	0000			25.00	USD

Below shows CFSs charged by line.

Create an Expense Report(ER):

Navigation: **Employee Self-Service>Travel and Expenses>Expense Report>Create/Modify>ADD** (NOTE: If ER was previously started/created, click the “Find an Existing” tab instead of Add a New Value)

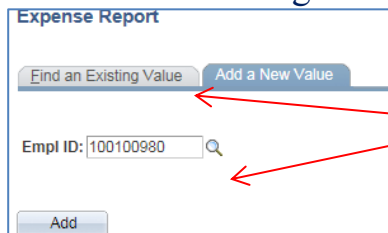
- The Employee ID of the person logged in will display. If you are preparing the expense report as a delegate for someone else, click the magnifying glass  to search for the traveler name. If the traveler you are looking for is not listed, the traveler needs to set you up as a delegate.


To Assign My Wallet Transactions to an Expense Report:

- Wallet Transactions are transactions charged to a URI Employee Travel Credit Card. **These transactions can only be assigned to an expense report in the cardholder’s name, even if the cardholder is not the traveler.**
- If you received an email stating “For fraud prevention purposes, the recent purchase made on the URI Employee Travel VISA credit card for “Cardholder Name” needs to be reviewed and assigned to an expense report” , you need to **create/modify an expense** report in the cardholder’s name, and assign the wallet transaction to the expense report. The expense report will be saved and completed when you complete your travel.

Menu Path: **Employee Self Service>Travel and Expenses>Expense Report>Create/Modify**

- At Empl ID box below, click Add to create a new expense report.
- Click “Find an Existing Value” to Modify a previously created report




Click the  to choose the Traveler’s Employee ID and click Add.
To search for an Expense Report previously created, click “Find an Existing Value.”

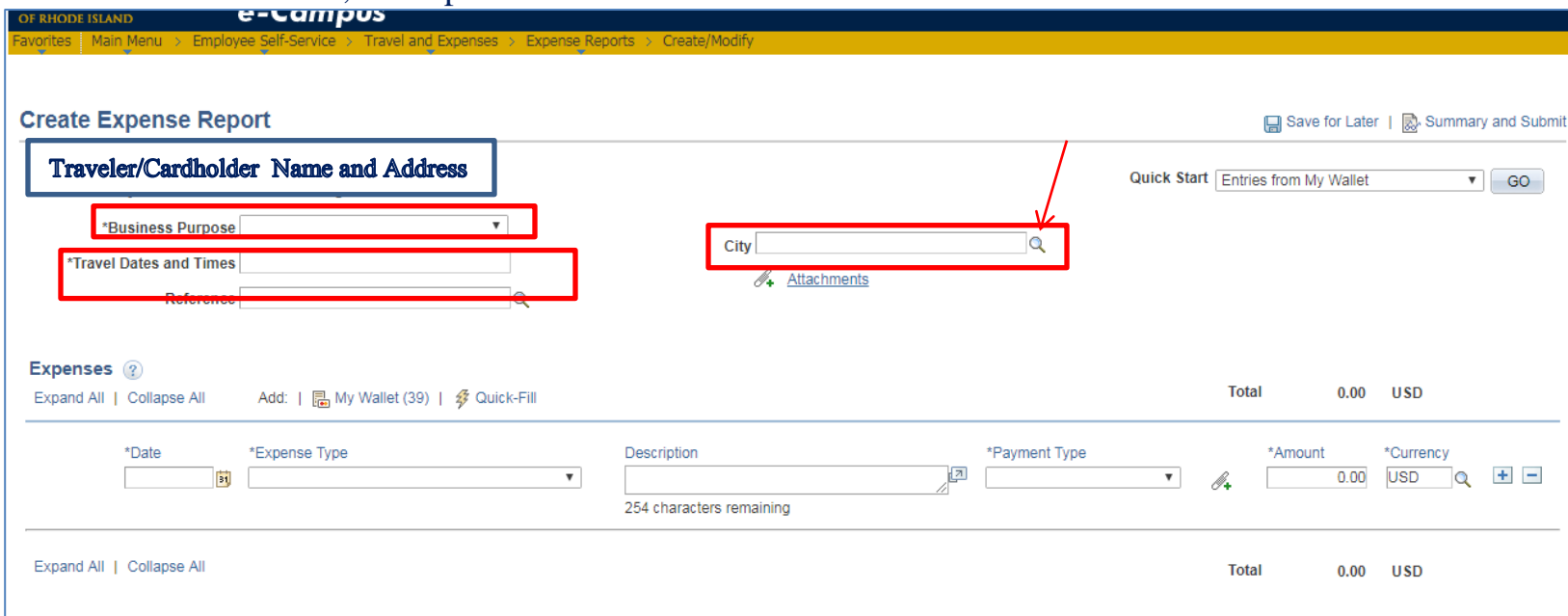
Important:

Verify the traveler’s home address is correct or reimbursement may be held up.

Create Expense Report (ER) cont'd-Wallet Transactions:

Blank Expense Report:

- Verify traveler or cardholder name and address
- Complete general trip information including **Business Purpose** (per drop down list) and destination **City-type** City and click  (magnifying glass)
- **Travel Dates and Times** is a free form field; First and last day of travel, **and time of day** are required for correct per diem verification; Example format should be 01/01/19 8:AM – 01/05/19 9PM



OF RHODE ISLAND e-campus

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

Create Expense Report

Save for Later | Summary and Submit


Traveler/Cardholder Name and Address

Quick Start: Entries from My Wallet [GO]

*Business Purpose [dropdown]

*Travel Dates and Times [text]

Reference [text]

City [text] 

[Attachments](#)

Expenses ?

Expand All | Collapse All Add: My Wallet (39) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
[text]	[dropdown]	[text]	[dropdown]	0.00	USD

254 characters remaining

Expand All | Collapse All

Total 0.00 USD

Wallet Transactions:

- Two ways to **access the wallet** to pull wallet transactions charged to the URI Employee Travel VISA credit card to an expense report.
 - Quick Start Menu-click Go
 - My Wallet link

Create Expense Report Save for Later Summary and Submit

Traveler/Cardholder Name and Address

*Business Purpose: Conference/Workshop

*Travel Dates and Times: 01/01/19 8AM-01/05/19 9PM

Reference:

City: Boston Massachusetts United States

[Attachments](#)

Expenses ?

Expand All | Collapse All Add: [My Wallet \(39\)](#) [Quick-Fill](#) Total 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	USD
				Total	0.00 USD

- Click either link shown above to go to the cardholder wallet.
- Once in the wallet, pull only the wallet transactions related to the trip/expense report being created to assign to this expense report. There may be many transactions in the wallet for various trips/expense reports, but we are only concerned with the charges related to this expense report/trip.

My Wallet View – Review the transactions and select only the wallet transaction(s) related to this trip/expense report to assign to the expense report.

1. If Expense Type description is not accurate, change the expense type description by clicking on the link (ie., Domestic Trvl-Other Expenses) and choose an accurate expense type description.
2. *Once the transaction is pulled to the expense report, it cannot be modified.*

UNIVERSITY OF RHODE ISLAND e-Campus

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

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.

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	578.30	USD	<input type="checkbox"/>
<input type="checkbox"/>		10/31/2018	Domestic Trvl-Airfare	DELTA AIR 0067286383291	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

Review Expense Type for accuracy.
To change the expense type, click on it and change it, if necessary. Once it is pulled to the expense report, it cannot be changed, unless it is deleted from the expense report, putting it back in the wallet, where it can be modified.

Enhanced Data Link - Click on this link to view the passenger name, destination and other data related to this transaction.

Updating expense type description-My Wallet Detail screen

- Click on the expense type that accurately describes the charge, in this case, Domestic Trvl-Registration.
- A description may also be added on the wallet detail screen
- Click “Return to My Wallet” when finished updating.

OF RHODE ISLAND **e-Campus**

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

Create Expense Report

My Wallet Detail

Report ID NEXT

Unassigned Wallet Entries ?

Expense Type Domestic Trvl-Registration 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](#)

Assigning Wallet transactions to expense report:

3. Select transactions related to the expense report by checking box and clicking “Done” at the bottom of the screen.

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expenses](#) > [Expense Reports](#) > [Create/Modify](#)

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.

Unassigned Wallet Entries ?									
Select	Logo	Date	Expense Type	Merchant		Amount	Currency	Non-Reimbursable	
<input checked="" type="checkbox"/>		11/09/2018	Domestic Trvl-Registration	CISI		20.30	USD	<input type="checkbox"/>	
<input checked="" type="checkbox"/>		11/08/2018	Domestic Trvl-Taxi	HOTELS.COM153200510246		232.36	USD	<input type="checkbox"/>	
<input checked="" 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	AGENT FEE 8900747691011		30.00	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	AGENT FEE 8900747691010		30.00	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"/>		10/29/2018	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"/>	

The wallet transactions selected above will be pulled to the lines on the expense report.

OF RHODE ISLAND **e-campus**

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expenses](#) > [Expense Reports](#) > [Create/Modify](#)

Create Expense Report

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

Traveler Name and Address Actions: ...Choose an Action

*Business Purpose:

*Travel Dates and Times:

City: Massachusetts United States

Reference:

[Attachments](#)

Expenses
Total: 485.01 USD

Add:

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
11/08/2018	Domestic Trvl-Taxi		URI Employee Travel Vis:	232.35	USD

254 characters remaining

*Billing Type:

*Merchant: Preferred Non-Preferred

*Accounting Details:

*Exchange Rate: 1.00000000

*Base Currency Amount: 232.35 USD

Default Rate Non-Reimbursable No Receipt

Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity	Source Type	Category
232.35	URIPS	232.35	USD	1.00000000			2806							

Date, Expense Type, Payment Type, Amount and Merchant populate from the wallet.

1.

*Billing Type

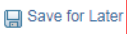
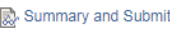
2.


Account, Fund, Dept, Program, PC Bus Unit, Project, Activity

1. The **Billing Type** is Billable if charging Fund 500 only; All other funds = Internal.
2. **Chartfield strings** under Accounting Details need to be entered for each transaction; Account will populate based on Billing Type; Fund, Department and Program are required fields. PC Bus Unit, Project and Activity are required if charging a project. PC Bus Unit is always URIPS, Project is 7 digits and Activity is always "Research". All other fields on that line under Accounting Details are blank.

Assigning Wallet Transactions

- Once the CFS is entered, click **Save for Later** located at the top of the page.
- A red flag indicates an error; click on the flag to view the error and make corrections.

Create Expense Report  

Kimberly Kaine 
 13 Paul Avenue, South Kingstown, RI, 02879
 Pay Method: Automated Clearing House




***Business Purpose** Conference/Workshop

***Travel Dates and Times** 01/001/19 8AM-01/05/19 9PM


Reference

City Boston Massachusetts United States

Report 0000012508 Pending **Actions** ...Choose an Action **GO**



Expenses 
 Expand All | Collapse All Add:  My Wallet (43) |  Quick-Fill **Total** 232.35 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
11/08/2018	Domestic Trvl-Taxi	<input type="text"/>	URI Employee Travel Vis	232.35	USD


254 characters remaining 

***Billing Type** Internal

***Merchant** Preferred Non-Preferred
 HOTELS.COM153200370836

***Exchange Rate** 1.00000000  

Default Rate Non-Reimbursable No Receipt

Accounting Details 

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity	Source Type	Category	Affiliate	Fu
232.35	URIPS	232.35	USD	1.00000000	5742	100	2806	0000								

Total 232.35 USD

NOTE: If all wallets related to this trip have been assigned to the expense report, there is no other action needed until travel is completed and the remaining expenses are incurred. Make a note of the expense report number, Save for Later and complete this expense report after travel is completed.

Modify or Complete Expense Report previously created

- To modify an expense report previously created, go to Employee Self Service, Travel and Expenses, Expense Report, Create/Modify. **Click the “Find an Existing” Tab**, then click SEARCH.

The screenshot shows the 'Expense Report' page with the breadcrumb trail: Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The 'Expense Report' title is displayed. Below the title are two tabs: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Under the 'Find an Existing Value' tab, there is a search field labeled 'Empl ID' containing the text '100100980' and a magnifying glass icon. Below the search field is an 'Add' button.

Must click “Find and Existing Value” to modify a previously created expense report.

The screenshot shows the 'Expense Report' search criteria page with the breadcrumb trail: Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The 'Expense Report' title is displayed. Below the title is the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Under the 'Find an Existing Value' tab, there is a 'Search Criteria' section with several search fields: 'Report ID' (begins with), 'Report Description' (begins with), 'Name' (begins with), 'Empl ID' (begins with), and 'Creation Date' (=). There is also a 'Case Sensitive' checkbox. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Once on the “Search” page, either enter the Report ID or click Search and all expense reports available for you to modify will come up in a list.

Complete previously created Expense Report continued

Once you select the expense report to modify, you can add wallet transactions, add lines for items the traveler paid personally and will be reimbursed for, associate a travel authorization and add attachments.

The screenshot shows the 'Modify Expense Report' page. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify'. The main heading is 'Modify Expense Report'. On the right, there are links for 'Save for Later' and 'Summary and Submit'. Below the heading, there is a 'Traveler Name and address' field. The 'Pay Method' is 'Automated Clearing House'. The 'Business Purpose' is 'Athletics-Team Travel'. The 'Travel Dates and Times' are '3/13/19-3/17/19'. The 'Reference' field is empty. The 'Budget Status' is 'Not Chk'd', highlighted with a red box labeled '1'. The 'City' is 'Brooklyn', and there is an 'Attachments' link highlighted with a red box labeled '4'. The 'Report' number is '0000012505' and its status is 'Pending'. The location is 'New York, United States'. On the right, there is an 'Actions' menu with a dropdown arrow and a 'GO' button, highlighted with a red box labeled '3'. Below this, there is a table of expenses. The table has columns for '*Date', '*Expense Type', 'Description', '*Payment Type', '*Amount', and '*Currency'. The first row shows a date of '11/15/2018', expense type of 'Domestic Trvl-Lodging', description of 'lodging for the Men's Basketball A10 tournament', payment type of 'URI Employee Travel Vis:', amount of '352.82', and currency of 'USD'. The total amount is '352.82 USD', highlighted with a red box labeled '2'. At the bottom, there are 'Expand All' and 'Collapse All' links.

1. To **add wallet transactions**, click on the My Wallet link. Remember to update the expense type while in the wallet (per pg. 26-27).
2. To **add a line for expenses paid personally**, such as RI Per Diem expense, click the + at the end of the line, select the expense type, enter payment type of Cash or Employee's personal credit card, amount, billing type and CFS. To delete a line, click the – at the end of the line. *If a wallet transaction is deleted, it goes back into the wallet.*
3. To Associate the Travel Authorization with this expense report, click on the Actions menu and select Associate Travel Authorization. Click Go. A list of approved TAs appears; select the TA related to this expense report.
4. To add receipts/attachments, scan all receipts related to trip and click the Attachments link. All receipts can be attached in one file in this Attachments link.

Example of Per Diem and Mileage to Airport lines-Traveler always pays for food and is reimbursed.

*Date: 11/15/2018 | *Expense Type: Domestic Trvl-Lodging | Description: lodging for the Men's Basketball A10 tournament | *Payment Type: URI Employee Travel Vis: | *Amount: 352.82 | *Currency: USD

*Date: 11/15/2018 | *Expense Type: Domestic Trvl-RI PerDiem | Description: | *Payment Type: Cash (Paid By Employee): | *Amount: 150.00 | *Currency: USD

*Billing Type: Internal | 254 characters remaining | Default Rate | *Exchange Rate: 1.00000000 | Non-Reimbursable | Base Currency Amount: 150.00 | USD | No Receipt

Per Diem Expense- at \$50 per full day of travel.

Accounting Details

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity	Source Type	Category	Aff
150.00	URIPS	150.00	USD	1.00000000	5742	100	5020	0000							

*Date: 11/15/2018 | *Expense Type: Domestic Trvl-AutoMileage | Description: | *Payment Type: Cash (Paid By Employee): | *Amount: 5.45 | *Currency: USD

*Billing Type: Internal | 254 characters remaining | Default Rate | *Exchange Rate: 1.00000000 | Non-Reimbursable | Base Currency Amount: 5.45 | USD | No Receipt

*Originating Location: Cranston | Rhode Island | United States

*Destination City: Warwick | Rhode Island | United States

*Miles: 10 x 0.5450

Mileage to airport reimbursed to traveler. Enter odometer fields and it automatically calculates miles and amount.

Type city and click magnifying glass.

Odometer Start: 22568 | Odometer End: 22578
 Car Registration #: YY222 | Make/Model/Year: 2018 BMW 528I
 Auto Ins. Carrier: AMICA | Auto Policy Exp. Date: 12/01/2019

Accounting Details

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity	Source Type	Category	Subc
5.45	URIPS	5.45	USD	1.00000000	5742	100	5020	0000							

Expand All | Collapse All

Total 508.27 USD

Complete previously created Expense Report continued Review Expense Report

- Make sure all expenses are included on the expense report both from the wallet and those paid personally.
- Attach all receipts and review totals.
- Associate approved travel authorization.
- Once all expenses are added, Save for Later. Correct any errors denoted with a red flag. If error is “combo edit” or “no signatories exist”, review CFS entered and make corrections. See example CFS for project below.
- Click on the Summary and Submit link to submit for approval (upper right corner).

Modify Expense Report Save for Later | Summary and Submit

Traveler Name and Address

Pay Method: Automated Clearing House
 Report: 0000012508 Pending
 *Business Purpose: Conference/Workshop
 City: Gloucester Point Virginia United States
 *Travel Dates and Times: 11/11/18 @ 9:00AM - 11/13/18 @ 11:45PM
 Reference:
 Budget Status: Not Chk'd

Expenses Total 358.10 USD

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

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/30/2018	Domestic Trvl-Airfare	Tal Ben-Horin R/T airfare to VIMS Workshop. No TA to associate with this CFS. See Tels. 138 characters remaining	URI Employee Travel Visa	350.10	USD

*Billing Type: Billable

*Ticket Number: 0017286383161
 *Merchant: Preferred Non-Preferred AMERICAN AIR0017286383161
 Accounting Details

*Exchange Rate: 1.00000000
 Base Currency Amount: 350.10 USD

Example CFS entry for Fund 500 with Project: Billable type is Billable; PC Bus Unit is always URIPS; Activity is always Research. Bud Ref is blank. Remaining fields are blank.

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity	Source Type	Category	Affil
350.10	URIPS	350.10	USD	1.00000000	5742	500	2012	0000		URIPS	0005638	RESEARCH			

Submit Expense Report

- Click the **Summary and Submit** link to submit in workflow for approval.

Modify Expense Report

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

Traveler Name and Address

Actions ...Choose an Action GO

Pay Method: Automated Clearing House
***Business Purpose:** Conference/Workshop
***Travel Dates and Times:** 11/11/18 @ 9:00AM - 11/13/18 @ 11:45P
Reference:
Budget Status: Not Chk'd

Report: 0000012508 Pending
City: Gloucester Point
 Virginia United States
[Attachments](#)

Expenses ?

Expand All | Collapse All Add: |

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/30/2018	Domestic Trvl-Airfare	Tal Ben-Horin R/T airfare to VIMS Workshop. No TA to associate with this CR. See Telle. 138 characters remaining	URI Employee Travel Vis:	350.10	USD
*Billing Type: Billable		<input type="button" value="Receipt Split"/> <input type="button" value="Credit Card Selection"/>	<input type="checkbox"/> Default Rate *Exchange Rate: 1.00000000 <input type="checkbox"/> Non-Reimbursable Base Currency Amount: 350.10 USD <input type="checkbox"/> No Receipt		
*Ticket Number: 0017286383161 Virginia United States					
*Merchant: Preferred <input type="radio"/> Non-Preferred <input checked="" type="radio"/> AMERICAN AIR0017286383161					
Accounting Details ?					

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity	Source Type	Category
350.10	URIPS	350.10	USD	1.00000000	5742	500	2012	0000		URIPS	0005638	RESEARCH		

Submit Expense Report

Prior to submitting for approval:

1. Review totals. To modify lines, click the Expense Details box at the top right.
2. Add Comments/Notes which will be helpful to approvers, such as if the expense report includes wallet transactions for a traveler other than the cardholder (ie. professor and student traveled and professor paid for student on his/her URI Employee Travel VISA credit card)
3. The “Certify” box must be checked in order to activate the “Submit Expense Report” link. When ready to submit, Click Save for Later, check the box, then click Submit Expense Report. Confirm Submission –click OK.

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

Modify Expense Report

Save for Later | Expense Details

Actions: ...Choose an Action

Business Purpose:
Report: 0000012508 Pending

*Description:
Created: 11/19/2018 Katherine Favreau

Reference:
Last Updated: 11/19/2018 Katherine Favreau

Budget Status: Not Chk'd
 Post State: Not Applied
2

[View Analytics](#)
[Notes](#)
[Attachments](#)

Employee Expenses (2 Lines)	358.10 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
3	Amount Due to Employee	0.00 USD	1	Amount Due to Supplier	358.10 USD

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

Submit confirmation – Click OK

Expense Report

[Submit Confirmation](#)

Traveler Name

Totals ?

Employee Expenses (1 Line)	15.00 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 15.00 USD Amount Due to Supplier 0.00 USD

Click OK to submit, or click Cancel to return to the travel authorization without submitting.

- Refresh page once submitted

Traveler Name

Actions ...Choose an Action

Your expense report 0000010009 has been submitted for approval.

Business Purpose Conference/Workshop Report 0000010009 Submission in Process

Description 10/05/2018 - 10/10/2018 Created 07/02/2018 Pa [REDACTED]

Reference Last Updated 11/20/2018 Vi [REDACTED]

Budget Status Not Chk'd Post State Not Applied

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

Employee Expenses (3 Lines)	1,000.00 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 150.00 USD Amount Due to Supplier 850.00 USD

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

New Functionality:

- If a traveler or a delegate realizes the expense report needs to be modified after it was submitted, it can be withdrawn from workflow. Click “Withdraw Expense Report”. Once the expense report is approved by the first approver, the HR Supervisor, it cannot be withdrawn from workflow.

View Expense Report Expense Details

Business Purpose Research Report 0000010108 Submitted for Approval
Description 09/05/2018 8:00-09/07/2018 9PM Created 09/25/2018
Reference Last Updated 09/25/2018
Budget Status Error Post State Not Applied

Totals [View Printable Version](#) [View Analytics](#) [Notes](#)

Employee Expenses (5 Lines)	588.51 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 560.00 USD **Amount Due to Supplier 28.51 USD**

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

Submitted On 09/25/2018 Submitted By Kimberly Smith

Approval History

Submitted (K) → HR Supervisor And/Or Sig Auth. (J) → Prepay Auditor → AP Manager (Pooled) → Payment

Action	Role	Name	Date/Time
Submitted	Employee	K	09/25/2018 3:08:52PM

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Approval History

- The Approval History section of the expense report displays the approval process.

Employee Expenses (11 Lines)	1,646.20 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	369.11 USD	Amount Due to Supplier	1,277.09 USD
-------------------------------	-------------------	-------------------------------	---------------------

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

Submit Expense Report Withdraw Expense Report Submitted On 11/05/2018 Submitted By Aisling Caffrey

Approval pending

Approval History **Approval completed**

Action	Role	Name	Date/Time	Comments
Submitted	Employee	Aisling Caffrey	10/12/2018 12:11:31PM	
Sent Back For Revision	HR Supervisor And/Or Sig Auth.	Marilyn Barbour	10/12/2018 12:25:06PM	
Resubmitted	Employee	Aisling Caffrey	11/05/2018 4:31:36PM	
Approved	HR Supervisor And/Or Sig Auth.	Marilyn Barbour	11/07/2018 10:49:55AM	
Auto Approved	Expense Report Level 01	Marilyn Barbour	11/07/2018 10:49:55AM	
Auto Approved	Expense Report Level 02	Marilyn Barbour	11/07/2018 10:49:55AM	
Auto Approved	Expense Report Level 03	Marilyn Barbour	11/07/2018 10:49:55AM	
Auto Approved	Expense Report Level 04	Marilyn Barbour	11/07/2018 10:49:55AM	

Return to Search Notify

- If an **approver name** shows in the timeline, that level is approved. This will also show in the details history approval process. If the level indicates “Pooled”, there are multiple approvers available to approve the document.

Example of How to Split trip cost to multiple funds/CFS on Expense Report

Create Expense Report

Traveler Name and Address

Pay Method: Automated Clearing House

*Business Purpose: Conference/Workshop

*Travel Dates and Times: 09/01/18 8AM-09/03/2018 10PM

Reference

Save for Later | Home | Summary and Submit

Actions: ...Choose an Action GO

City: Washington District of Columbia United States

Attachments

Expenses

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

Line	*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
Line 1	09/01/2018	Domestic Trvl-Airfare	254 characters remaining	Cash (Paid By Employee)	300.00	USD
Line 2	09/01/2018	Domestic Trvl-Lodging	254 characters remaining	Employee's Personal Cred	300.00	USD
Line 3	09/01/2018	Domestic Trvl-RI PerDiem	254 characters remaining	Cash (Paid By Employee)	150.00	USD
Line 4	09/01/2018	Domestic Trvl-Other Expense	* To Split cost 241 characters remaining	Redistribution Travel Exp	-300.00	USD
Line 5	09/01/2018	Domestic Trvl-Other Expense	* To Split 246 characters remaining	Redistribution Travel Exp	300.00	USD

Total 750.00 USD

Expand All | Collapse All

Total 750.00 USD

Net \$0

These lines charged to CFS 100-4001-0000. All trip expenses, \$750.00.

This line credits/reduces CFS 100-4001-0000.

This line charges new CFS 100-4002-0000.

Steps:

1. Create Expense Report and enter the same chartfield string (CFS) on all lines. Click Expand All to enter the CFS by line.
2. Add all expenses for the trip to the expense report, including charges from the wallet and any expenses paid personally to be reimbursed to the traveler. Click Save for Later (top of page). Once all expense lines are added and all are charged to one CFS, review the total trip cost at the bottom of the page. (eg. \$750.00 all charged to one CFS, for example 100-4001-0000)
3. Next add 2 lines by clicking the + at the end of the line; One line will be a credit to reduce the amount being charged to the CFS input on each line, as shown by the 4th line above. The expense type should be Domestic Trvl-Other Expense (-\$300.00). The payment type should be Redistribution Travel Expense. When you add a credit line, the system asks for a reason, you may enter "to split funding"; on the next screen, enter OK. (see example on next page)

4. The next line will be the same dollar amount as the credit line, except not negative, assuming you are only distributing costs to one other CFS. The payment type is Redistribution Travel Expense; Expand the Accounting Details link and enter the new CFS you want to charge a portion of the travel cost to. (See the next page below to view the CFS for this example.)
5. **The credit of (\$300.00) on Line 4 and the new expense of \$300.00 on Line 5 net to \$0.00. The total expenses should not change, in this case \$750.00.**
6. Click Save for Later. Confirm the expense report is correct. To Submit the expense report, at the top of the page click **Summary and Submit**. Click the certify box, then the Submit link. On the next page, click OK to confirm the submission.

Line 4 Expanded

09/01/2018 Domestic Trvl-Other Expense

*Billing Type Internal

Accounting Details

*To Split cost

241 characters remaining

Receipt Split

Credit Comment

Redistribution Travel Exp

-300.00 USD

Exchange Rate 1.00000000

Base Currency Amount -300.00 USD

Default Rate checked

Non-Reimbursable unchecked

No Receipt unchecked

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity	Source Type	Category	Affiliate	Fund Affil
-300.00	URIPS	-300.00	USD	1.00000000	5742	100	4001	0000								

Credit Original CFS all lines were charged to (-\$300.00 to 100-4001-000)

Line 5 Expanded

09/01/2018 Domestic Trvl-Other Expense

*Billing Type Internal

Accounting Details

*To Split

246 characters remaining

Receipt Split

Redistribution Travel Exp

300.00 USD

Exchange Rate 1.00000000

Base Currency Amount 300.00 USD

Default Rate checked

Non-Reimbursable unchecked

No Receipt unchecked

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity	Source Type	Category	Affiliate	Fund Affil
300.00	URIPS	300.00	USD	1.00000000	5742	100	4002	0000								

Enter new line of \$300.00 to new CFS to split cost (\$300.00 to 100-4002-000)

Expand All | Collapse All

Total 750.00 USD

Total trip cost should be the same as before the split.

Example of lines 4 and 5 after split, showing CFS

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