THE UNIVERSITY OF RHODE ISLAND

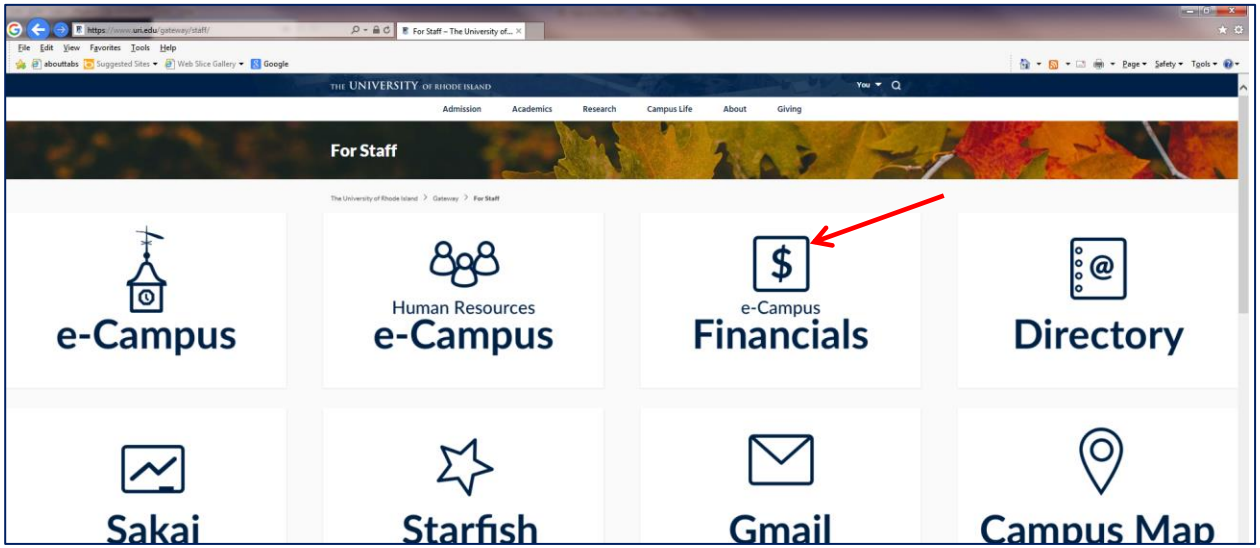
Travel and Expense Module

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.

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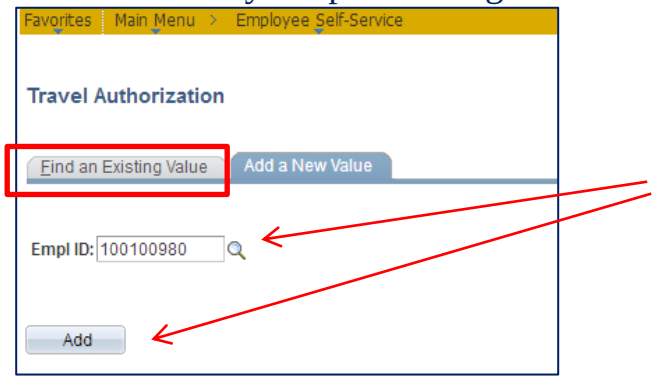
Create a Travel Authorization (TA):

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.



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.

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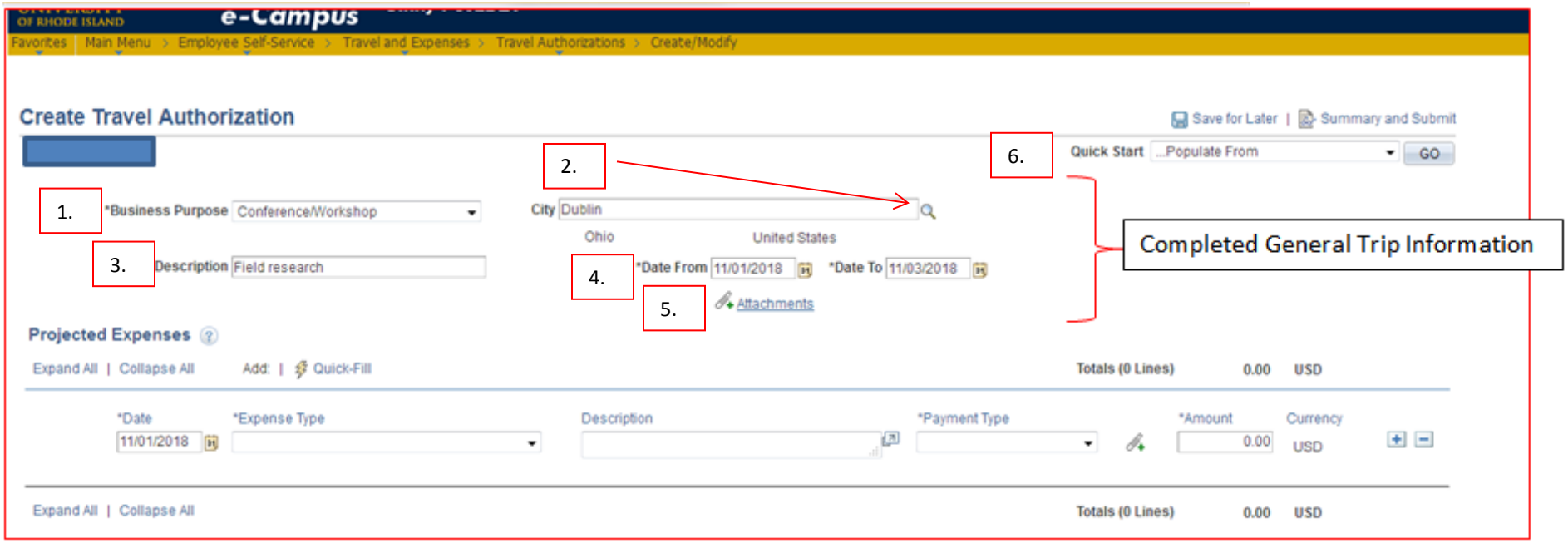
General Information-The general information section should include **the traveler name at the top of the page.**



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.

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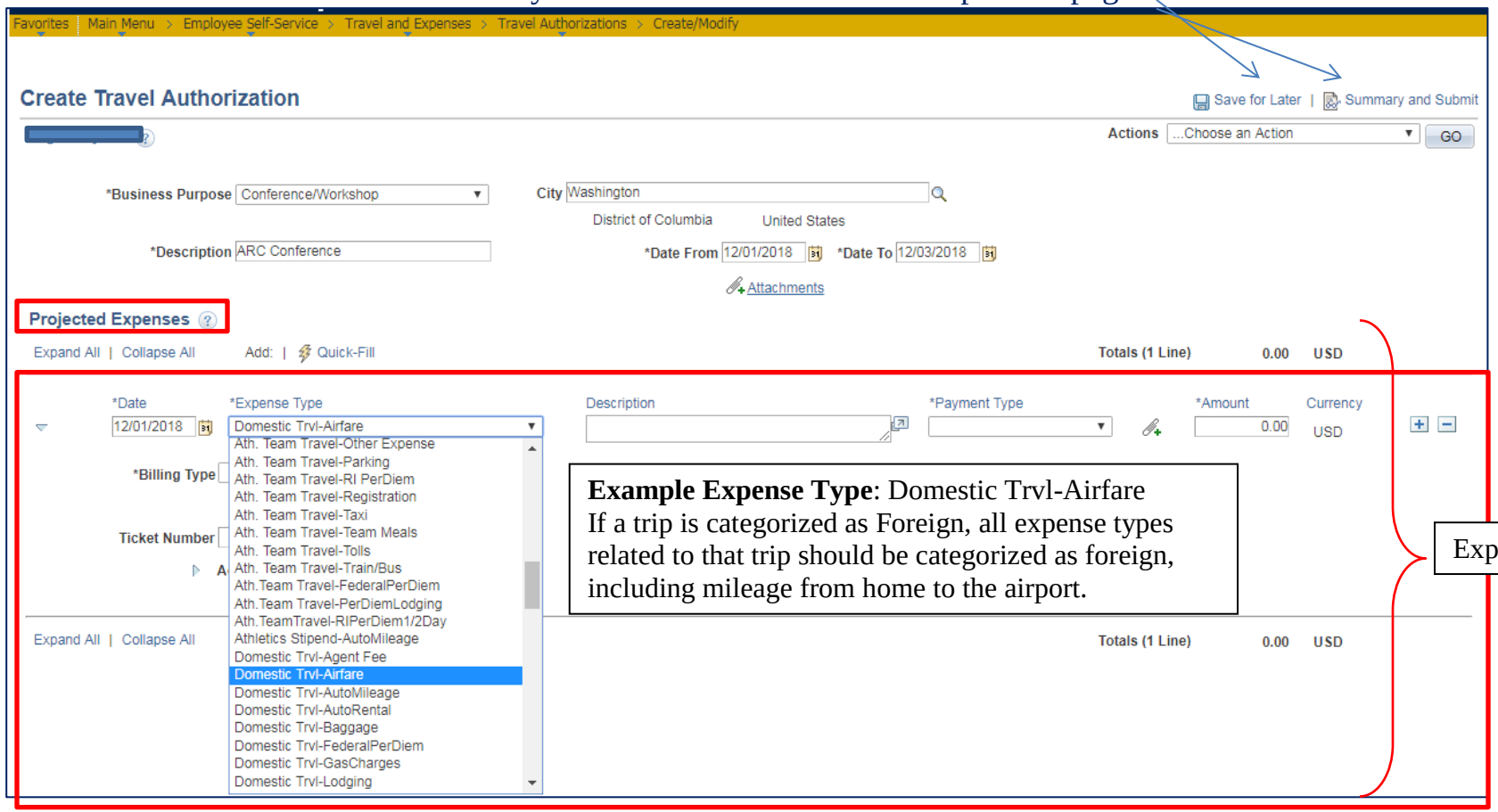
Projected Expenses/Lines

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.



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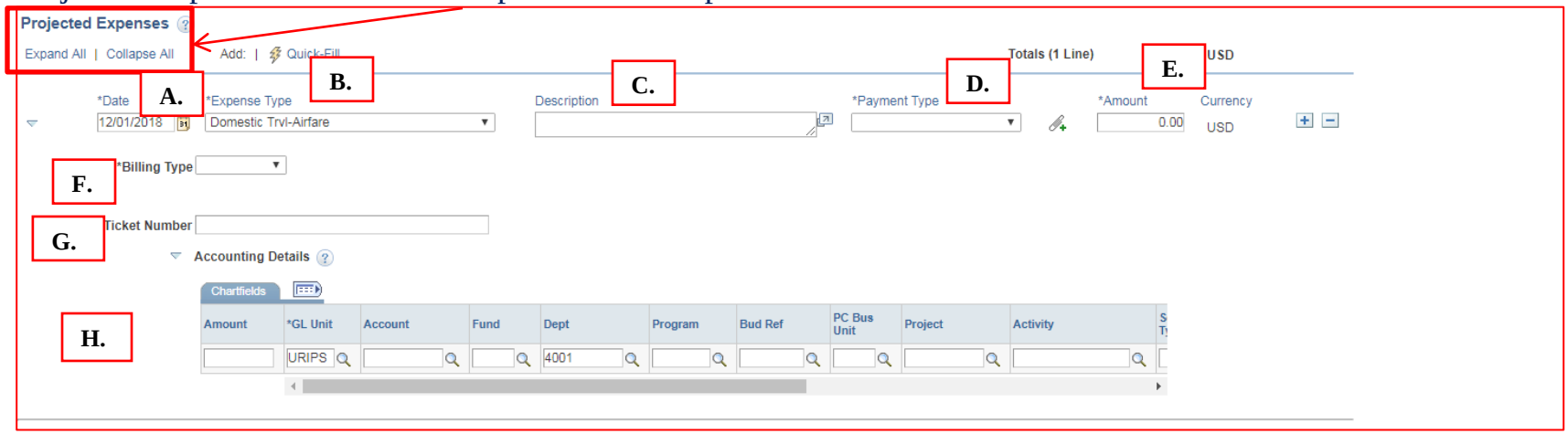
Projected Expenses/Lines-Click Expand All for expanded view.



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 form 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)

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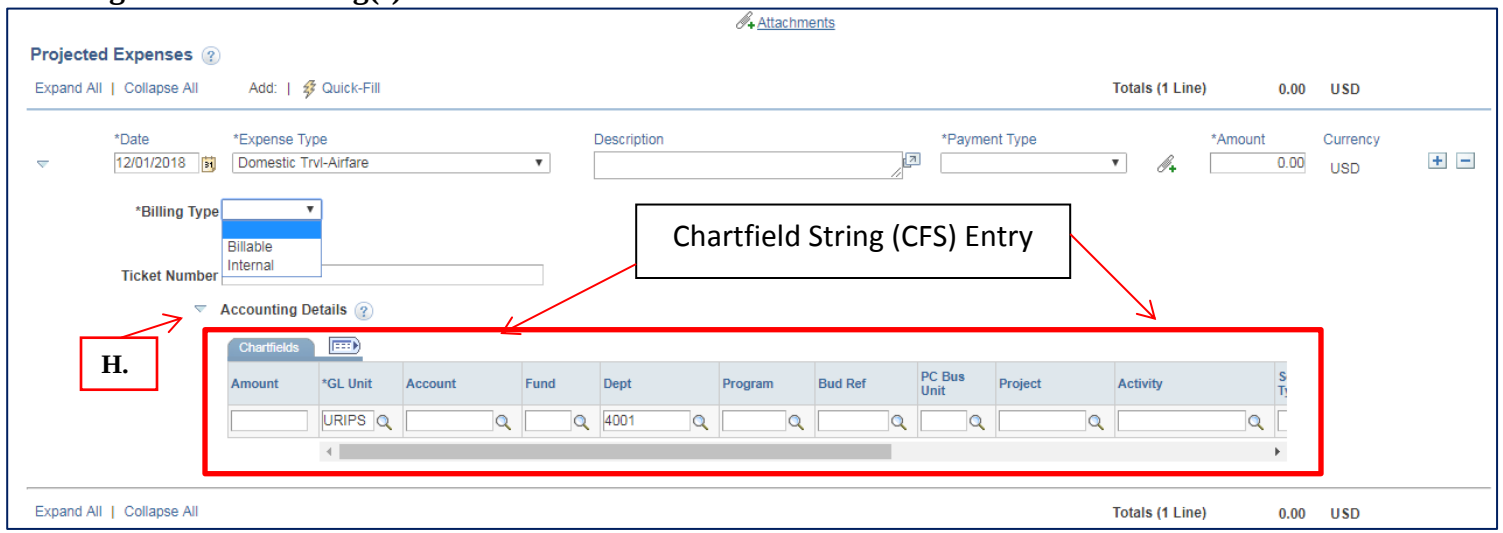
Entering Chartfield String(s)



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

- A chartfiled string is needed on a Travel Authorization in order to SAVE the document. If you do not know your chartifeld 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.***

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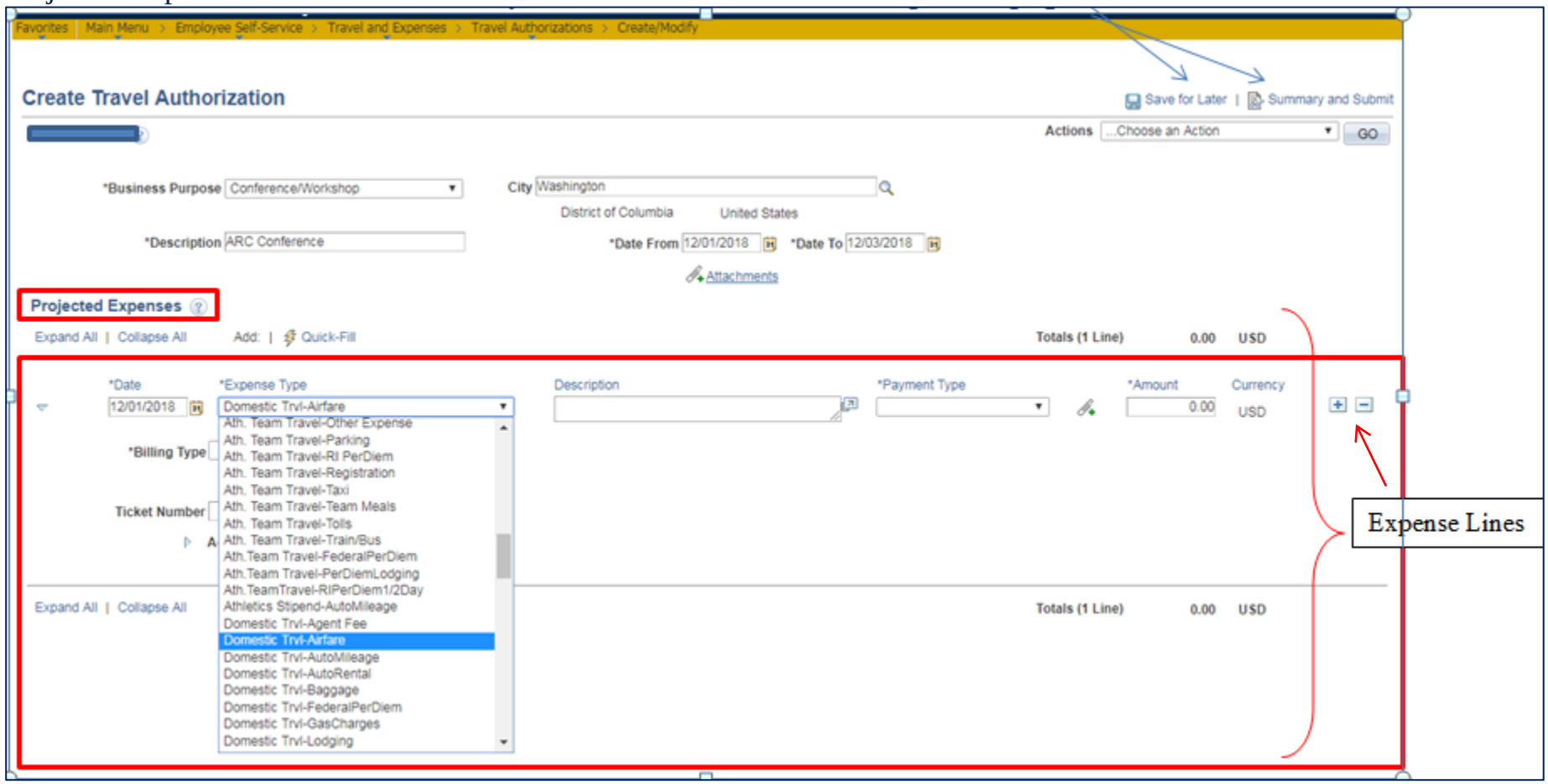
Projected Expense Lines



- 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.

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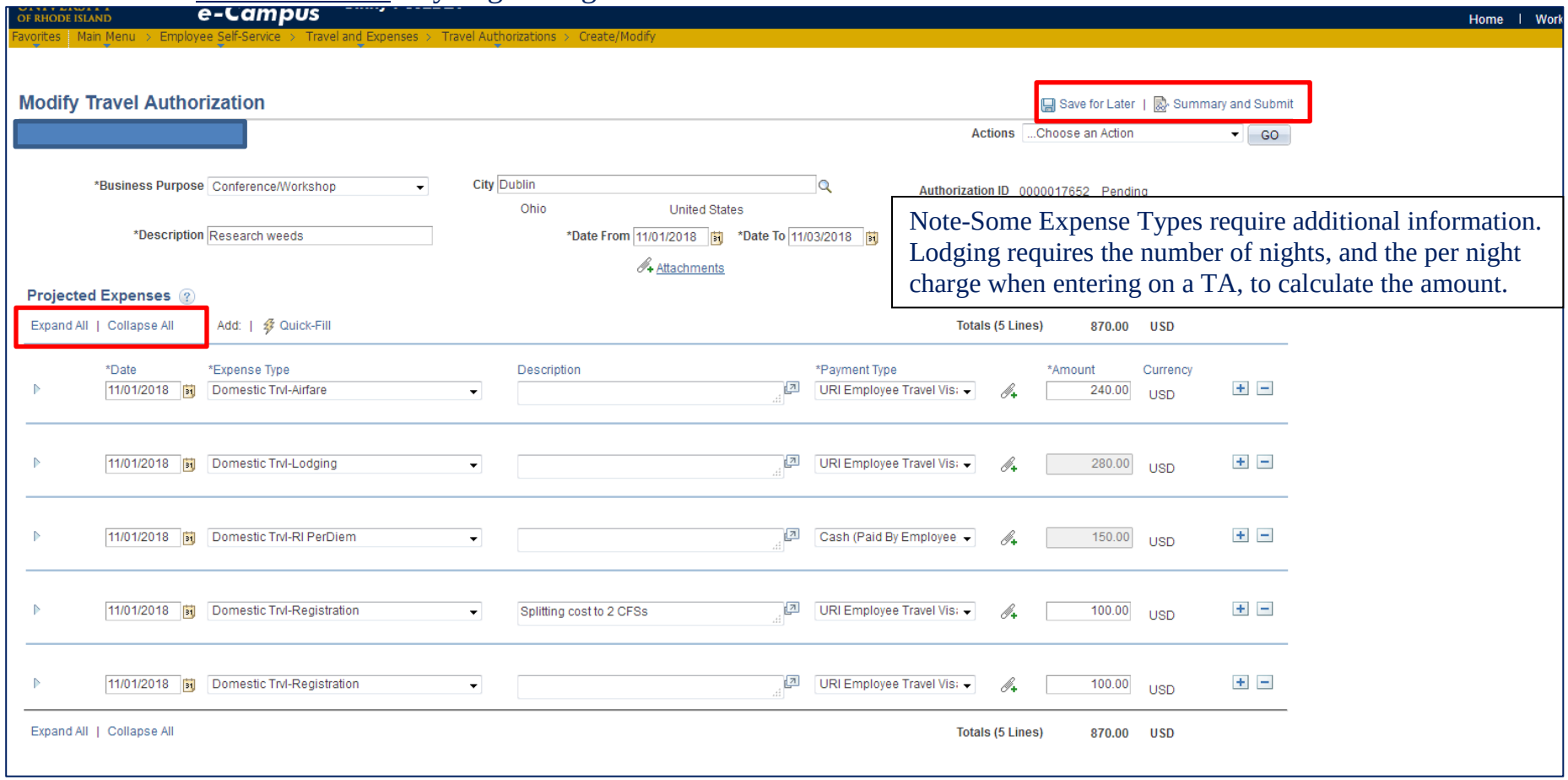
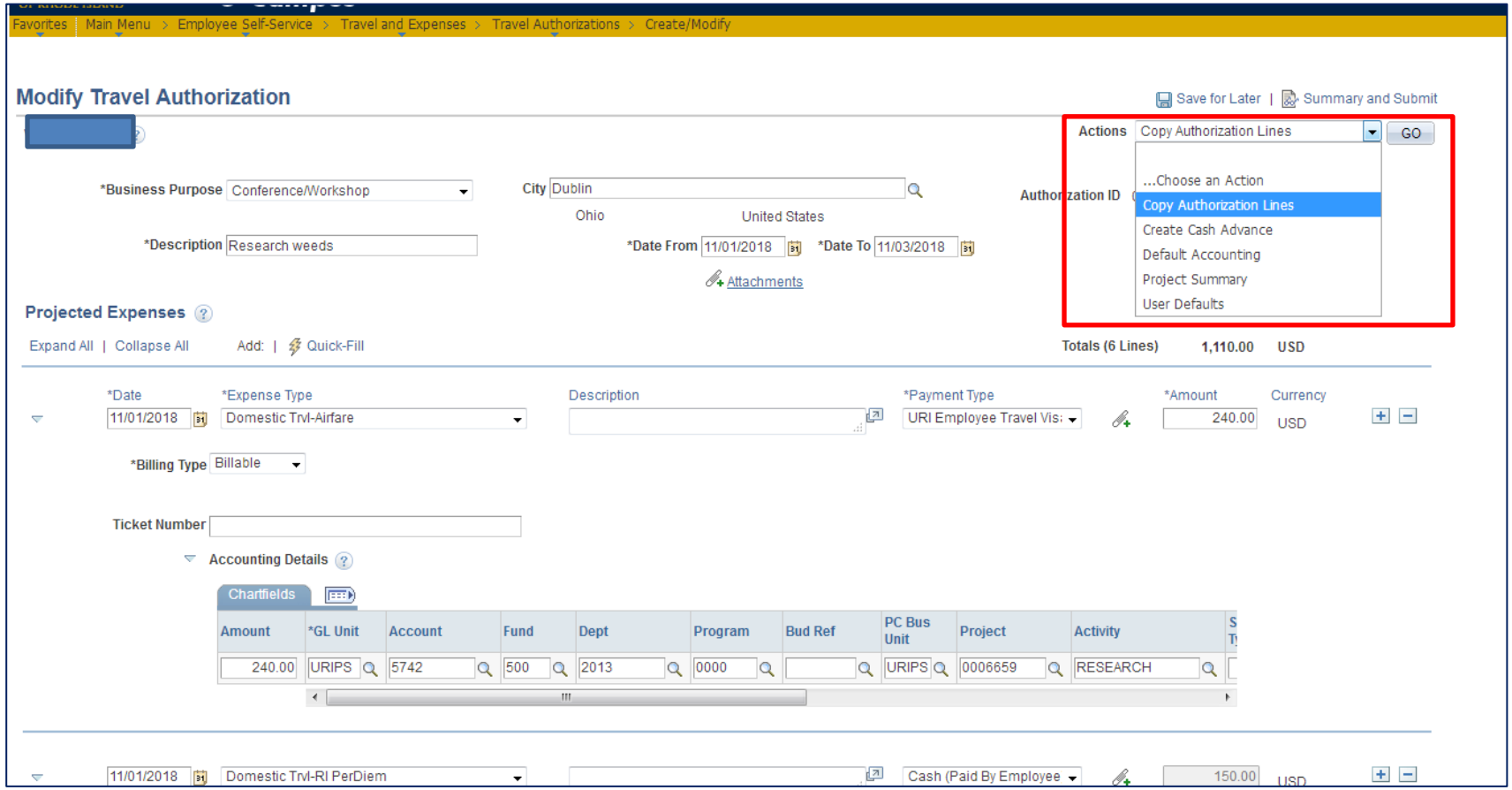
- **To add additional lines**, click the + at the end of the line as needed. Click – to delete.

Remember to "Save for Later" as you go along.



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.



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.

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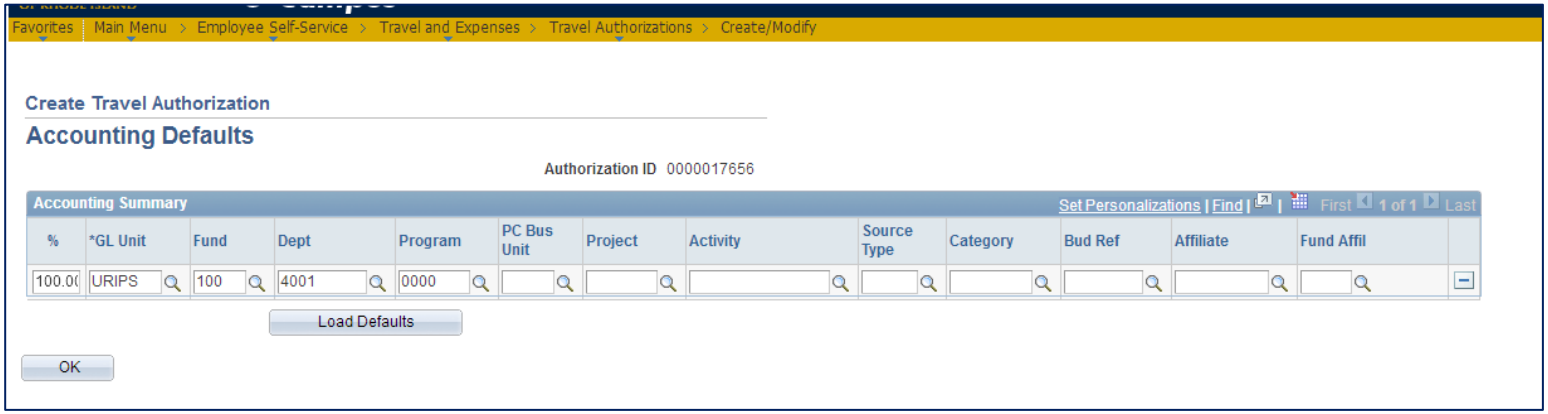
Actions menu options continued:

- **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.



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

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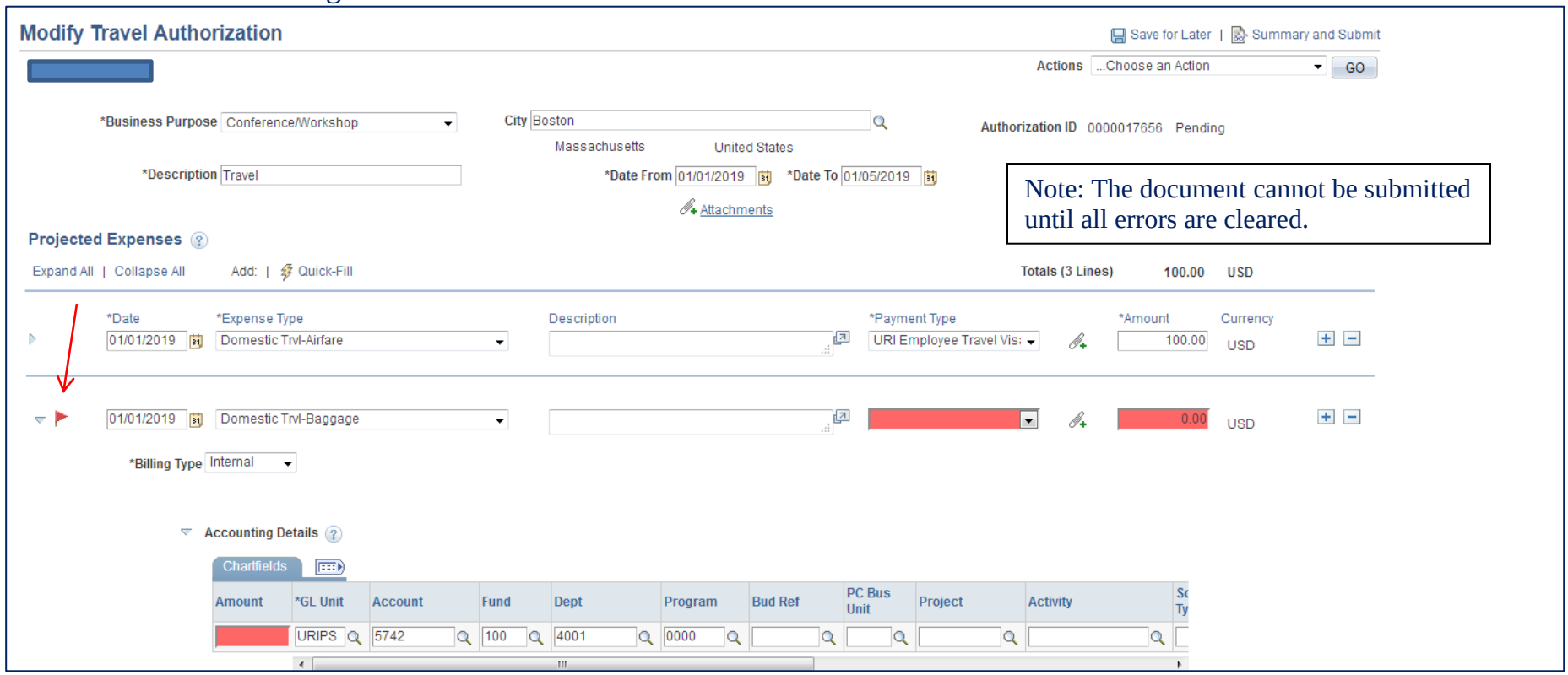
Errors: Click on Red Flag to view error.



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 approver their own travel documents.

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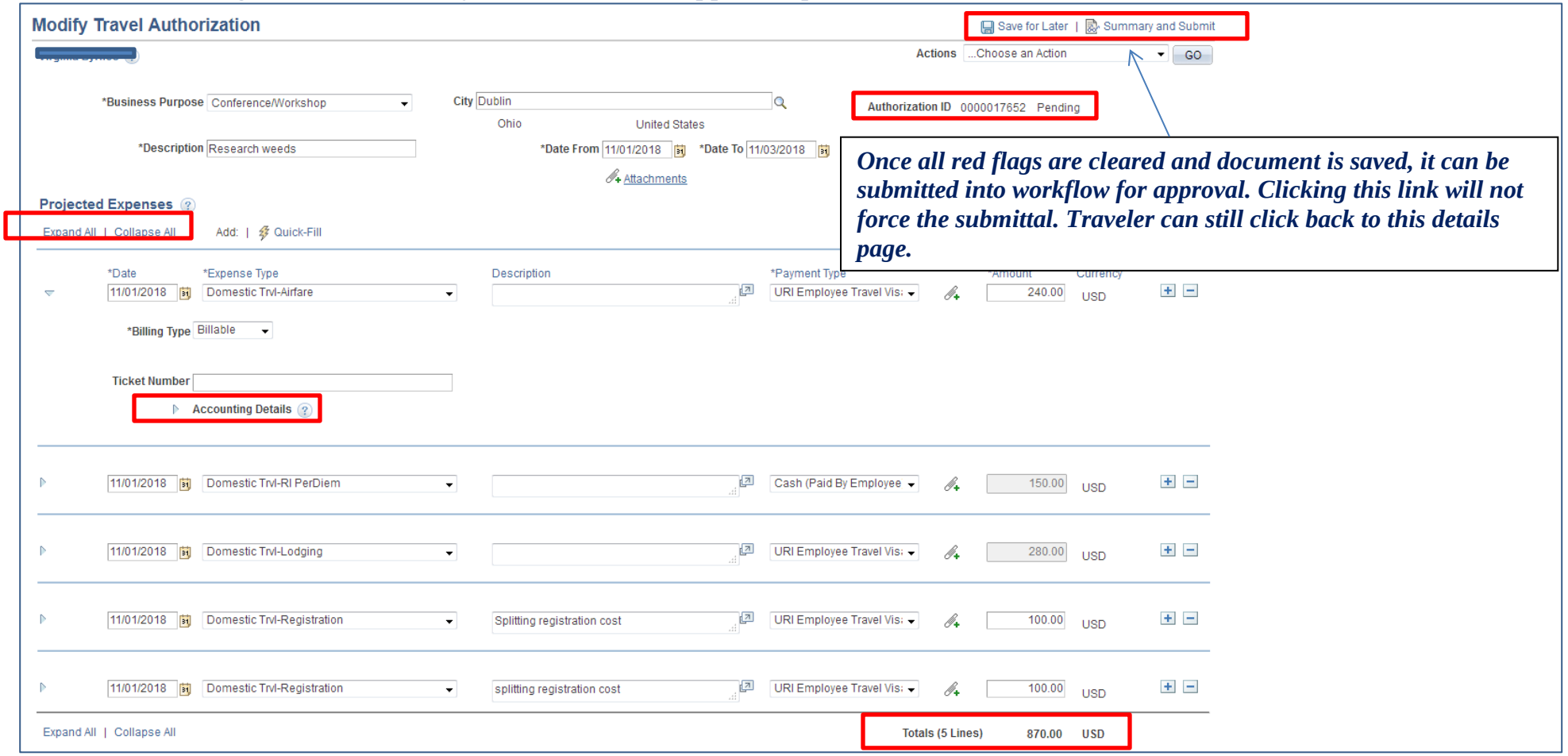
Submit Travel Authorization

- 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.



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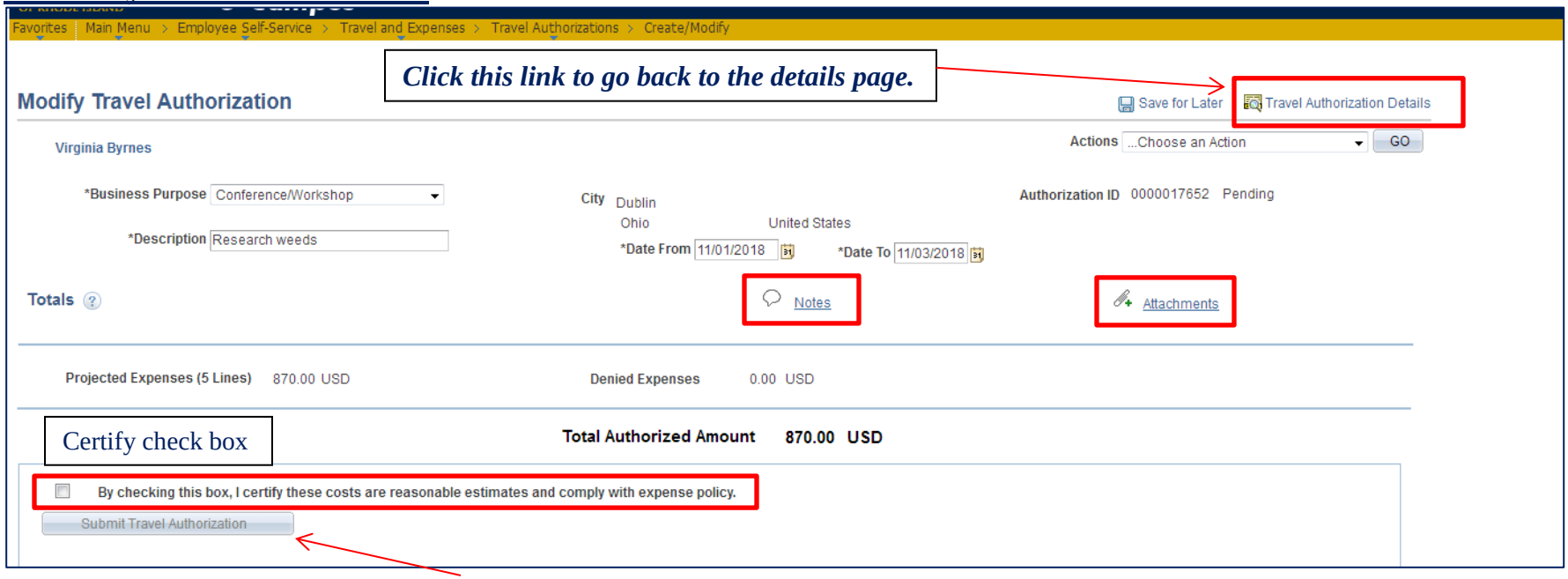
Summary and Submit Screen:



- 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.

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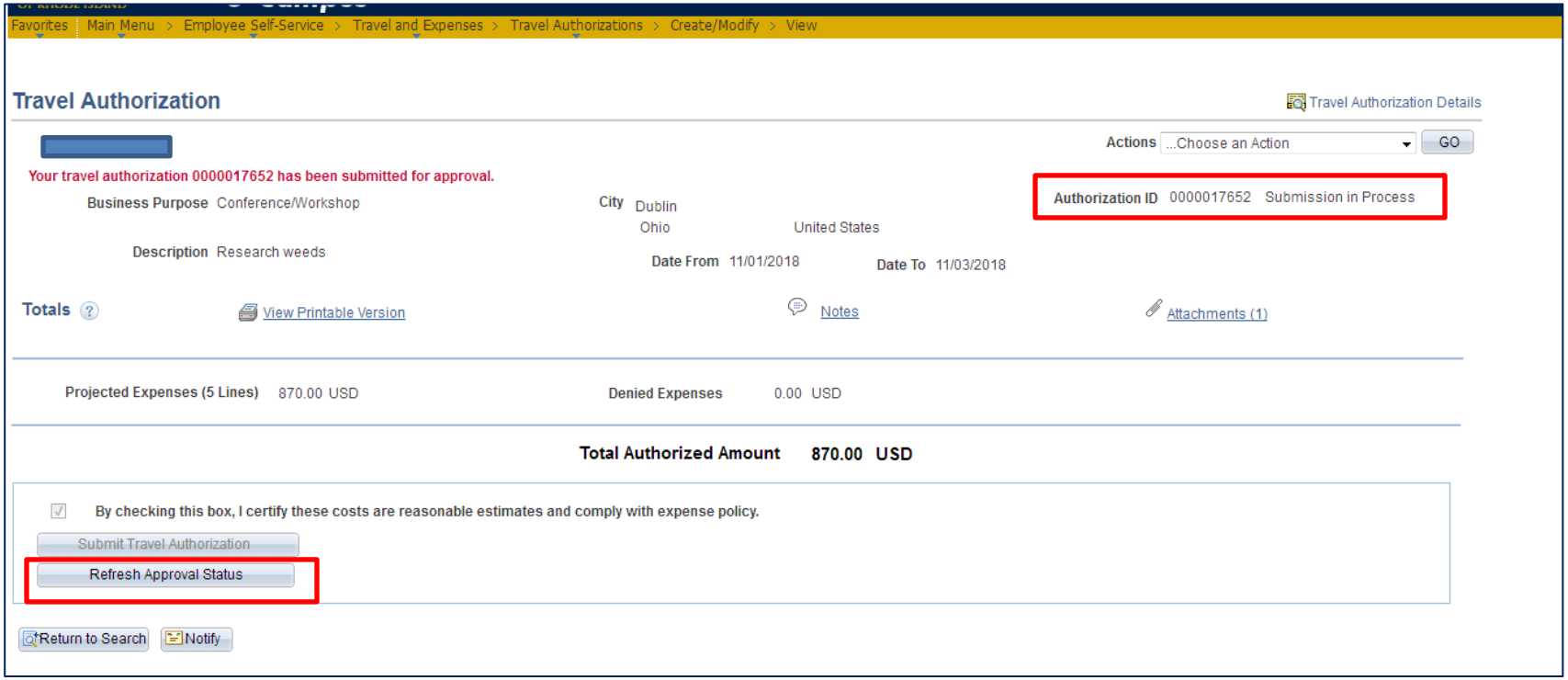
Travel Authorization Submission



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

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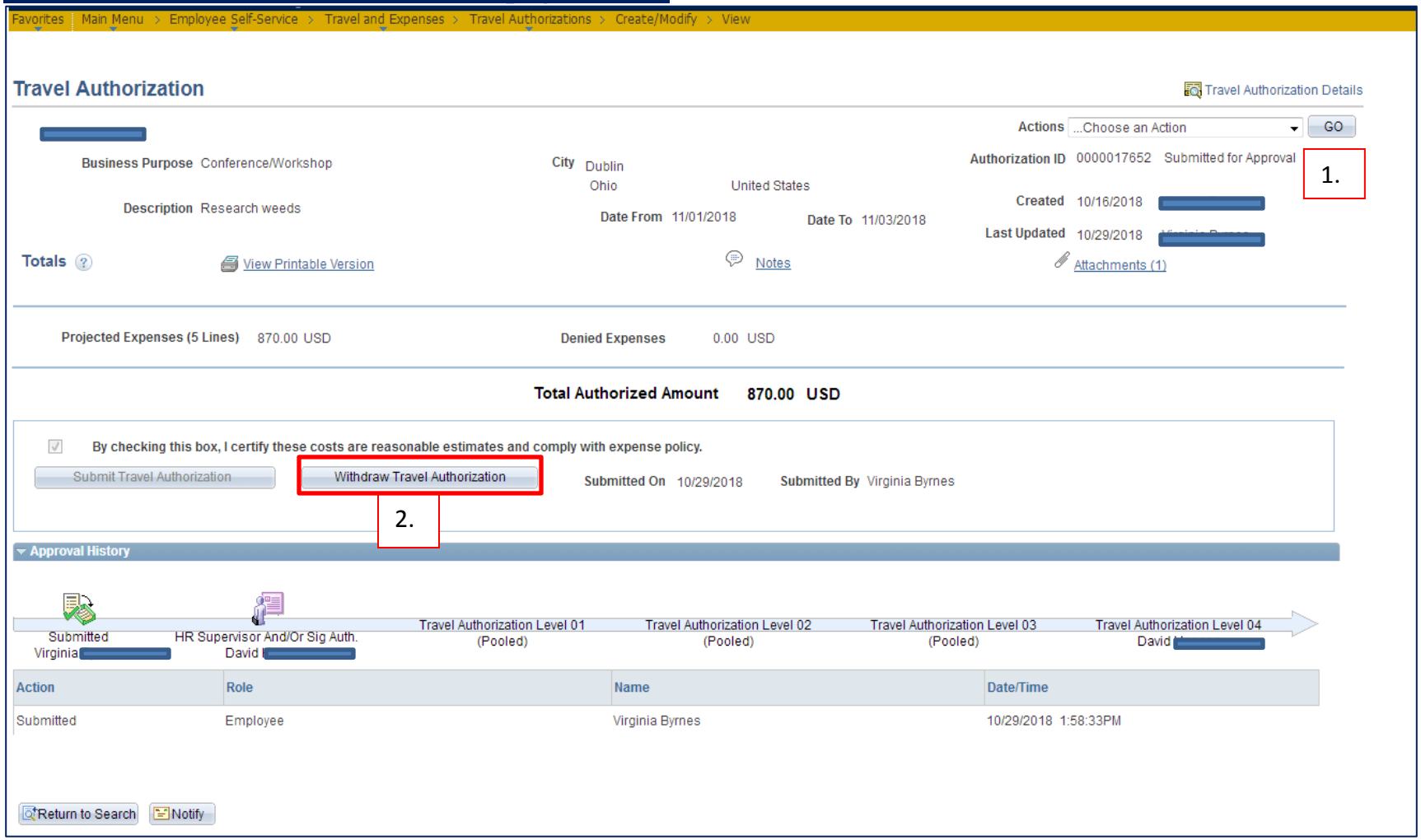
Submitted Travel Authorization after page refresh



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.

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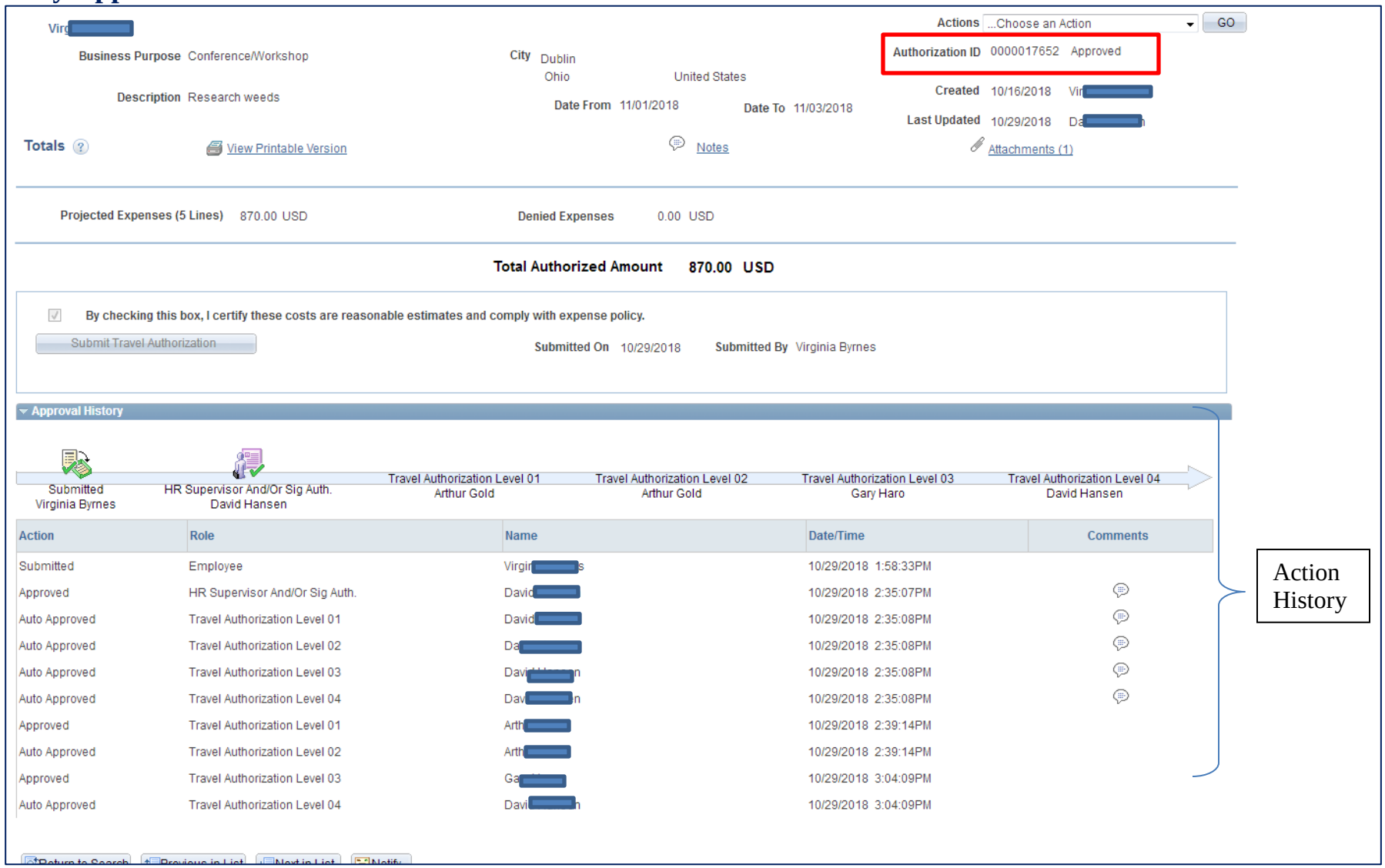
Fully Approved Travel Authorization-



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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.

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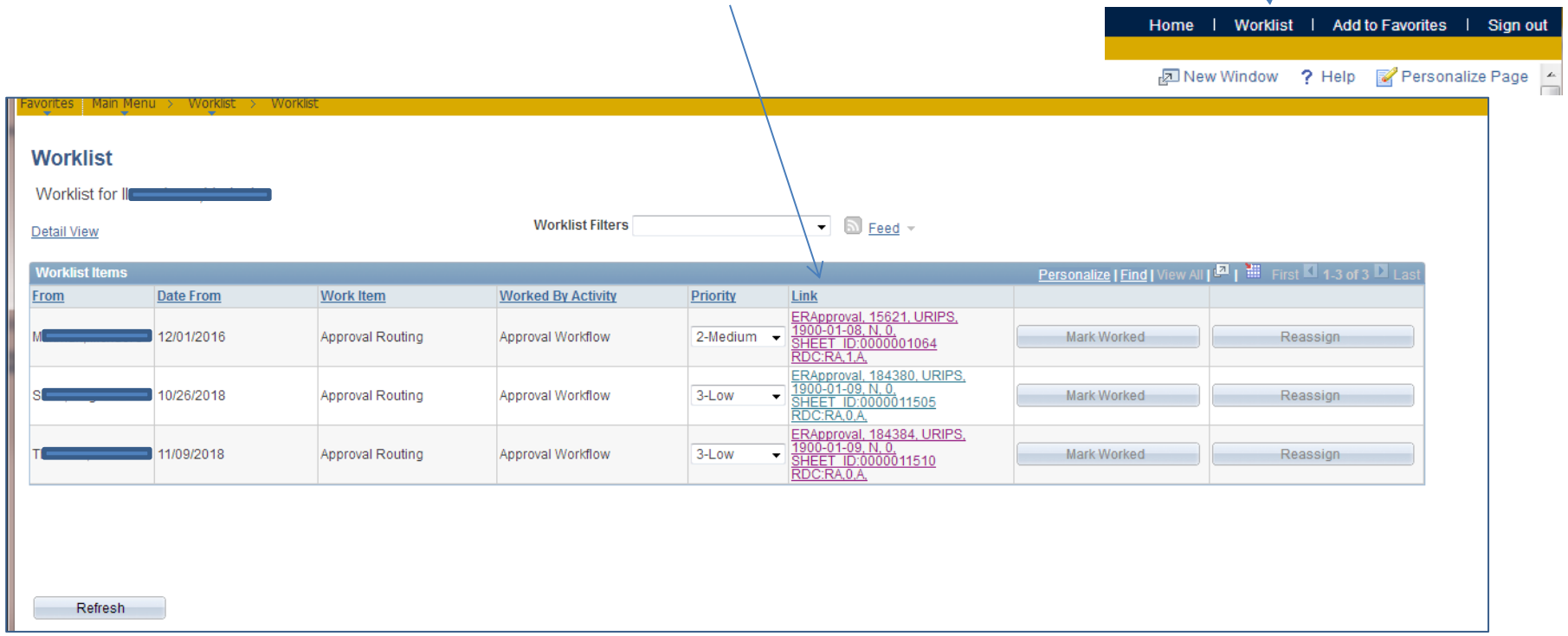
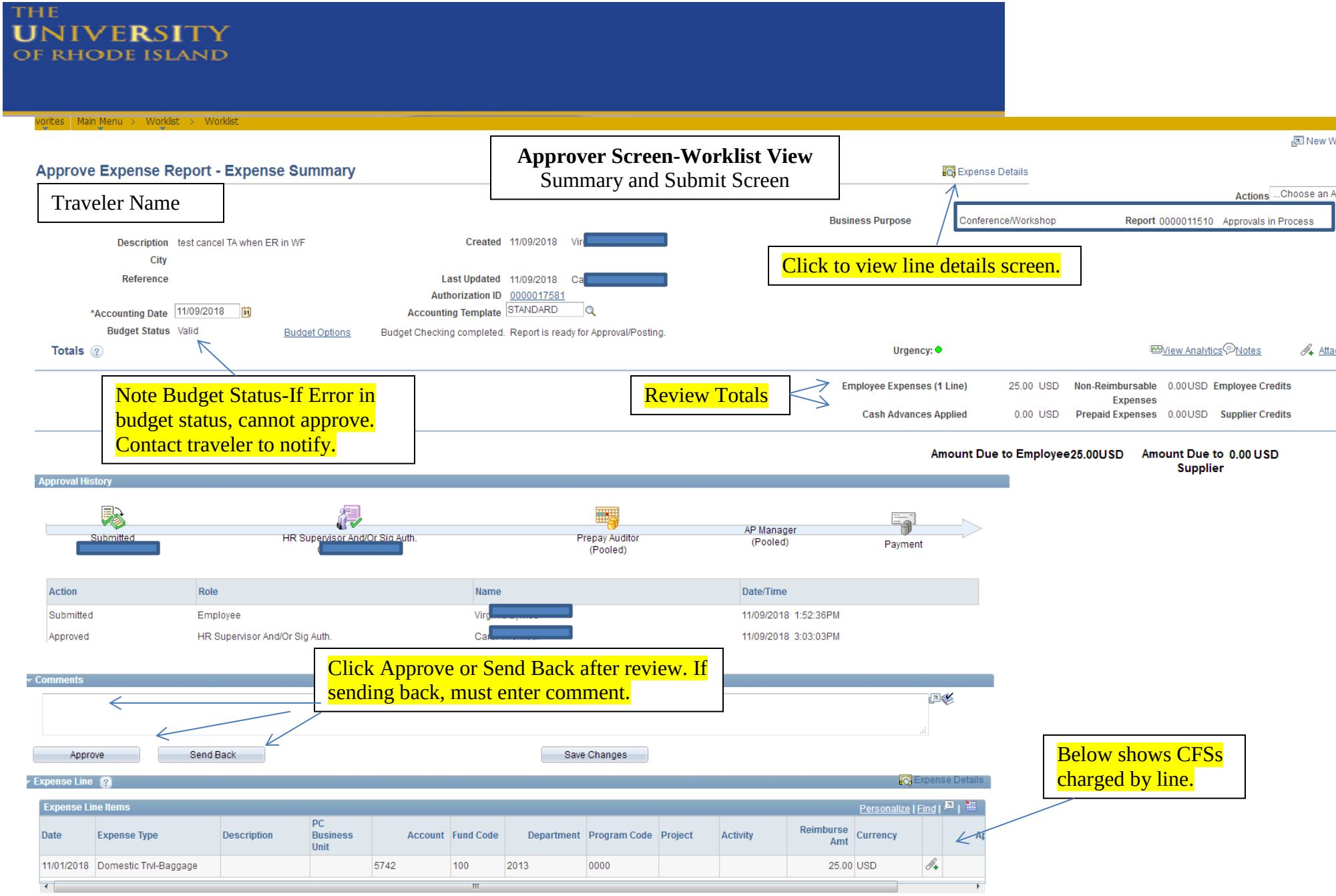
Approval of Travel authorization

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

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Approver Screen-Worklist View
Summary and Submit Screen
Approve Expense Report - Expense Summary
Traveler Name
Expense Details
Business Purpose
Conference/Workshop
Report 0000011510 Approvals in Process
Click to view line details screen.
Description test cancel TA when ER in WF
City
Reference
Created 11/09/2018
Last Updated 11/09/2018
Authorization ID 0000017581
*Accounting Date 11/09/2018
Accounting Template STANDARD
Budget Status Valid
Budget Options
Budget Checking completed. Report is ready for Approval/Posting.
Totals
Urgency:
View Analytics
Notes
Note Budget Status-If Error in budget status, cannot approve. Contact traveler to notify.
Review Totals
Employee Expenses (1 Line) 25.00 USD
Cash Advances Applied 0.00 USD
Non-Reimbursable Expenses 0.00 USD
Prepaid Expenses 0.00 USD
Employee Credits
Supplier Credits
Amount Due to Employee 25.00 USD
Amount Due to Supplier 0.00 USD
Approval History
Submitted
HR Supervisor And/Or Sig Auth.
Prepay Auditor (Pooled)
AP Manager (Pooled)
Payment
Action
Role
Name
Date/Time
Submitted
Employee
11/09/2018 1:52:36PM
Approved
HR Supervisor And/Or Sig Auth.
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
Expense Line Items
Personalize | Find
Date
Expense Type
Description
PC Business Unit
Account
Fund Code
Department
Program Code
Project
Activity
Reimburse Amt
Currency
11/01/2018
Domestic Trvl-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)

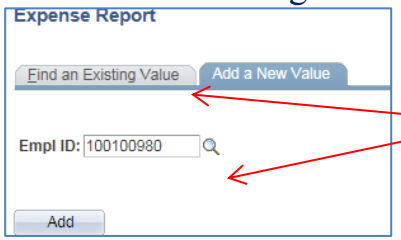
- The Employee ID of the person logged in will display. If you are preparing the expense report as a delegate for someone else, click the magnifying glass to search for the traveler name. If the traveler you are looking for is not listed, the traveler needs to set you up as a delegate.

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.

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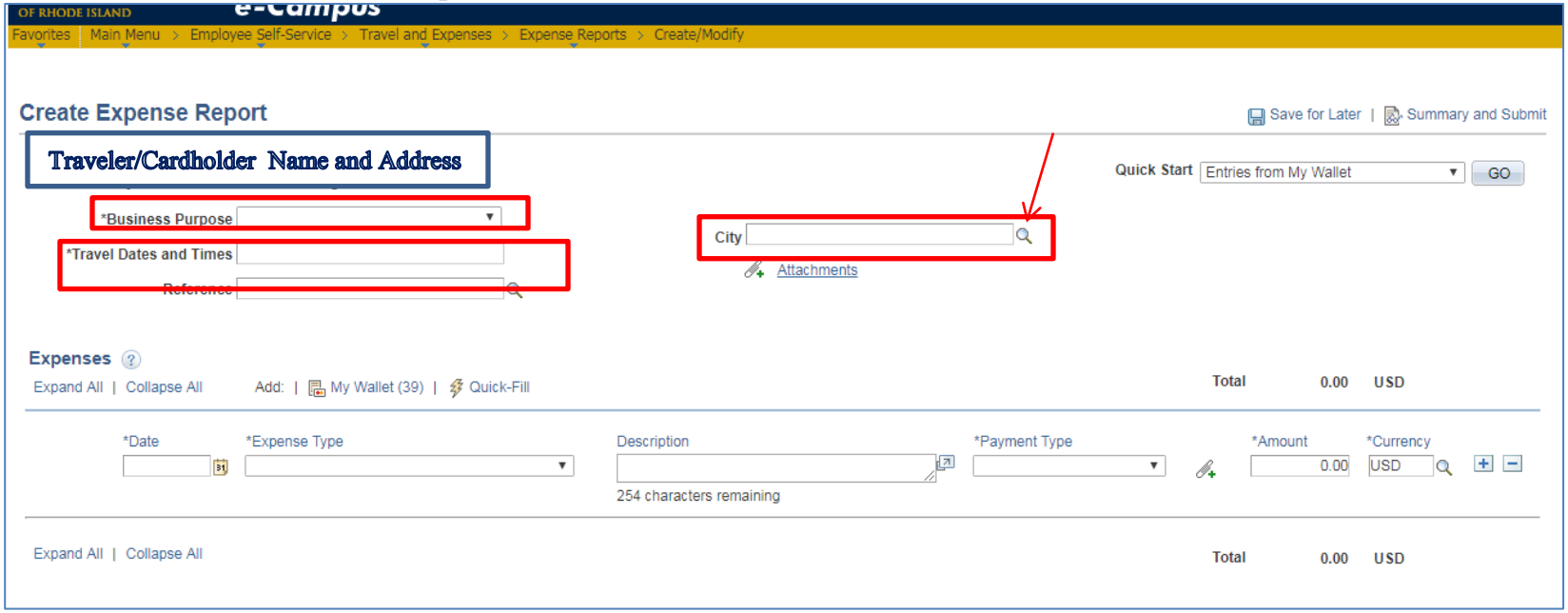
Create Expense Report (ER) cont'd-Wallet Transactions:

Blank Expense Report:

- Verify traveler or cardholder name and address
- Complete general trip information including **Business Purpose** (per drop down list) and destination C**ity**-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



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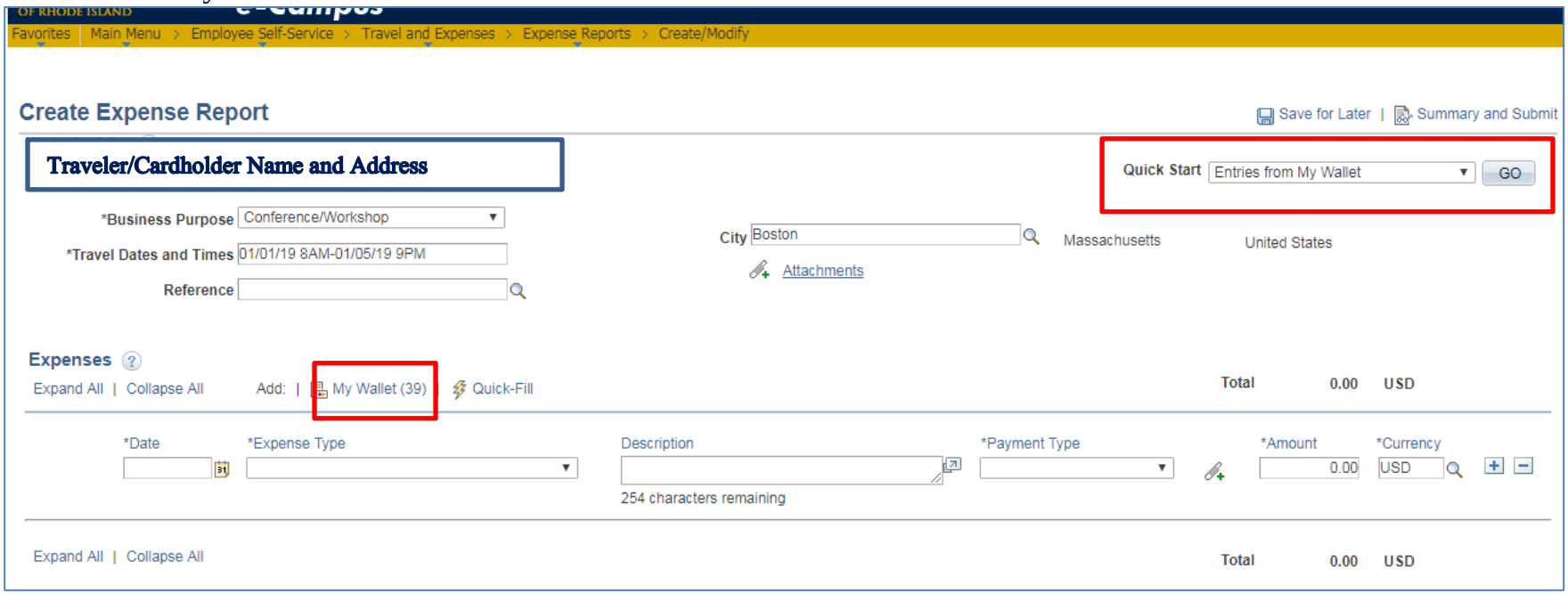
Wallet Transactions:

- 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



- 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.

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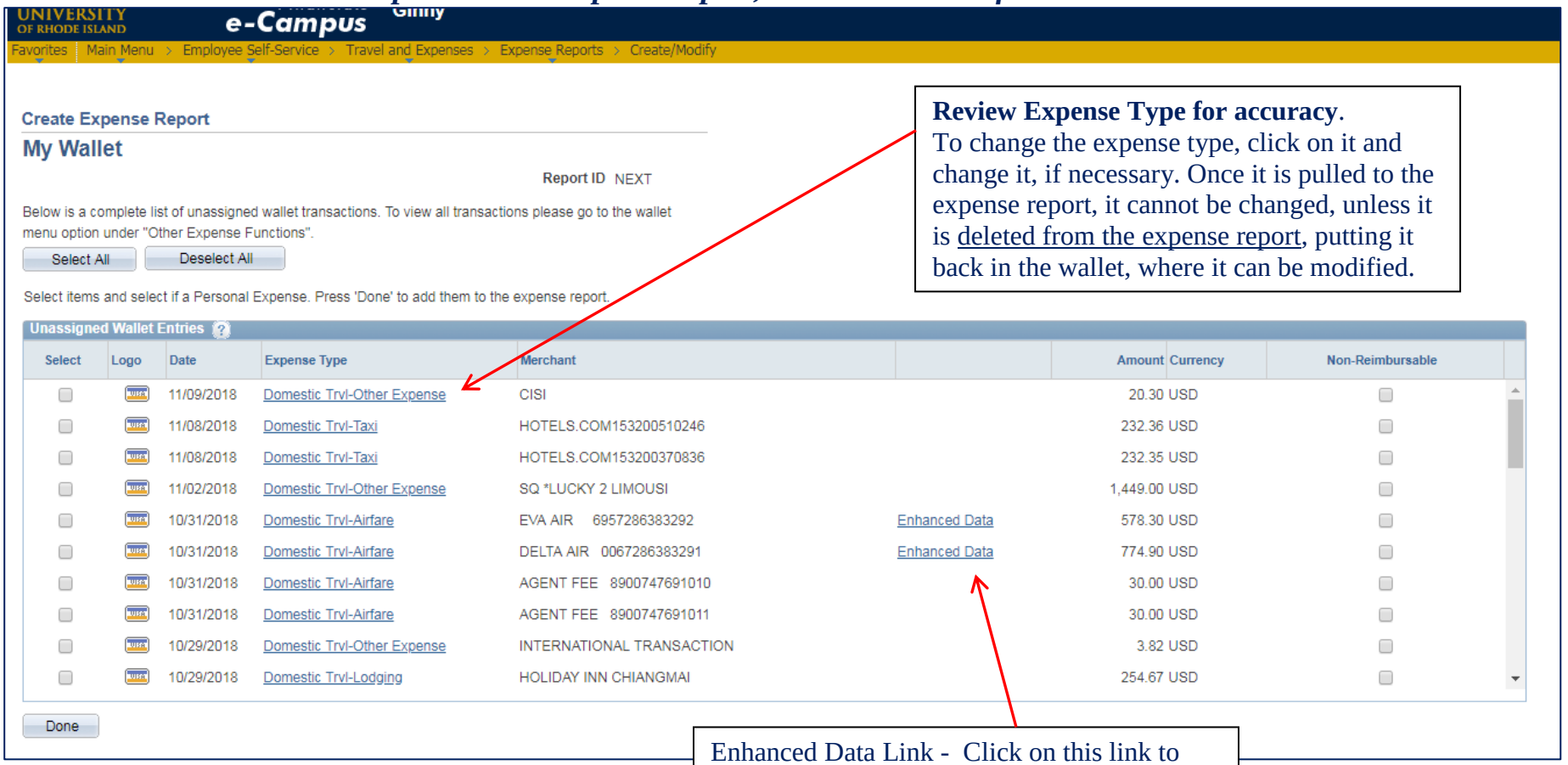
<u>My Wallet View</u> – Review the transactions and select only the wallet transaction(s) related to this trip/expense report to assign to the expense report.

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***.



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 <u>deleted from the expense report</u>, 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.

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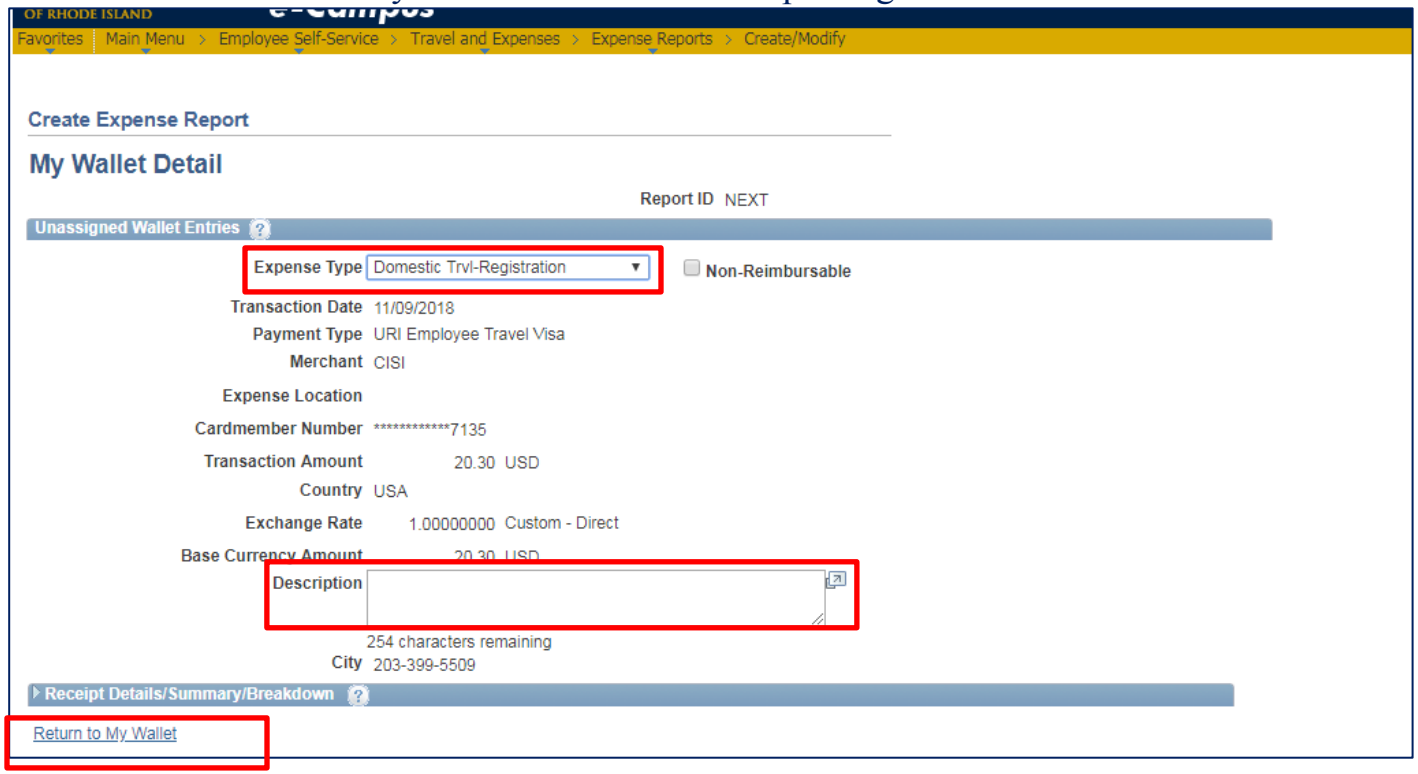
Updating expense type description-My Wallet Detail screen

- 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.



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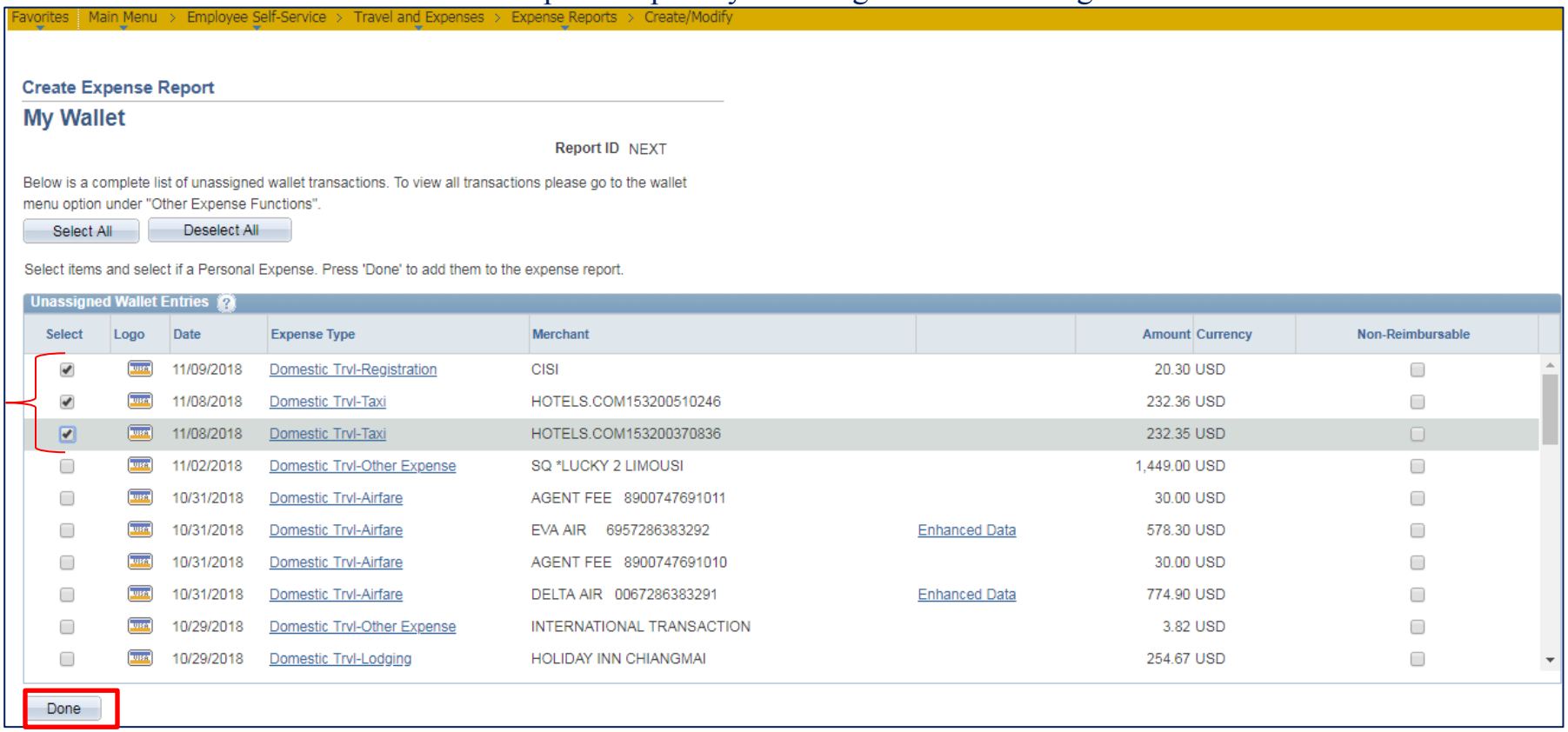
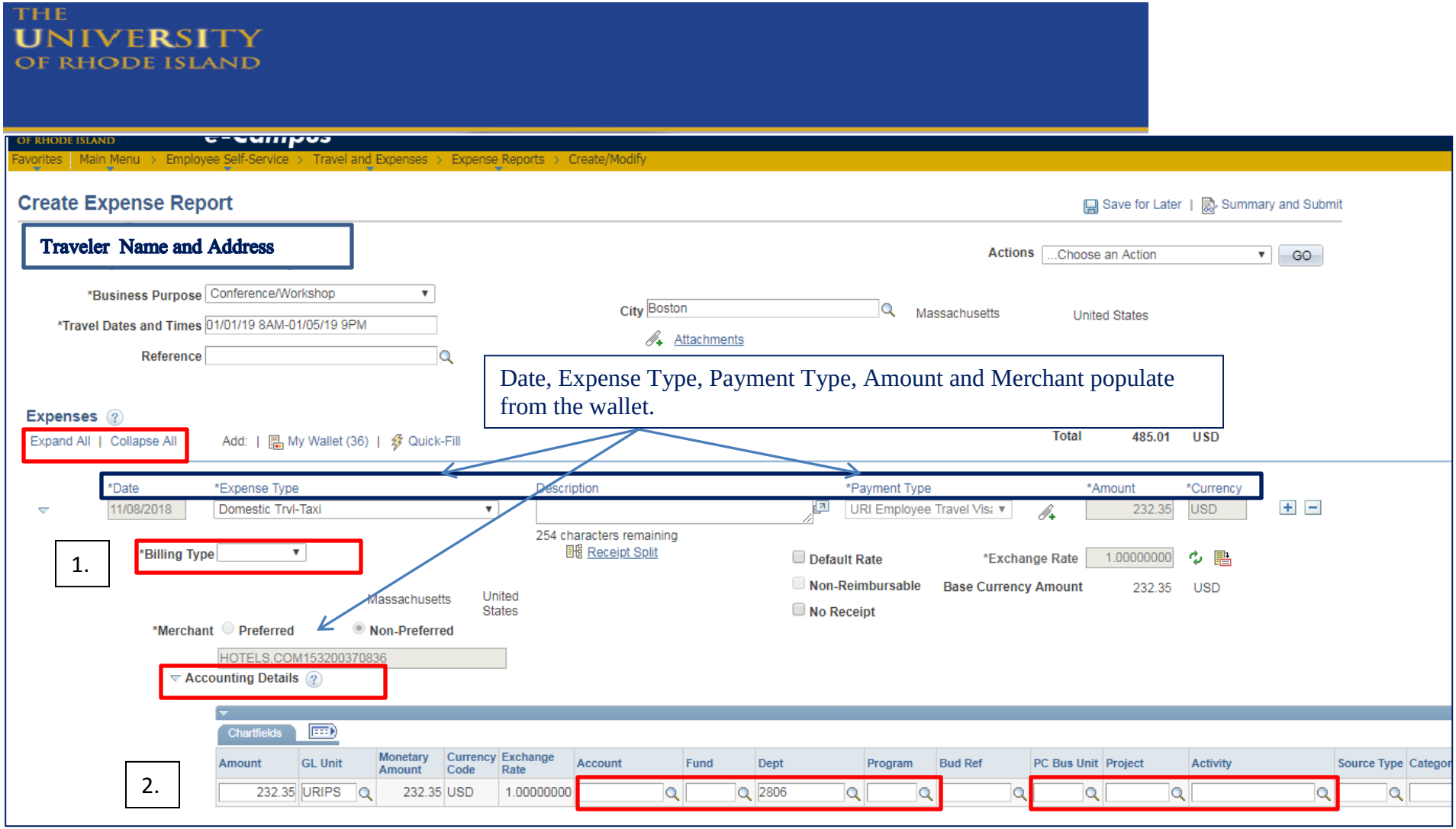
Assigning Wallet transactions to expense report:

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



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



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.

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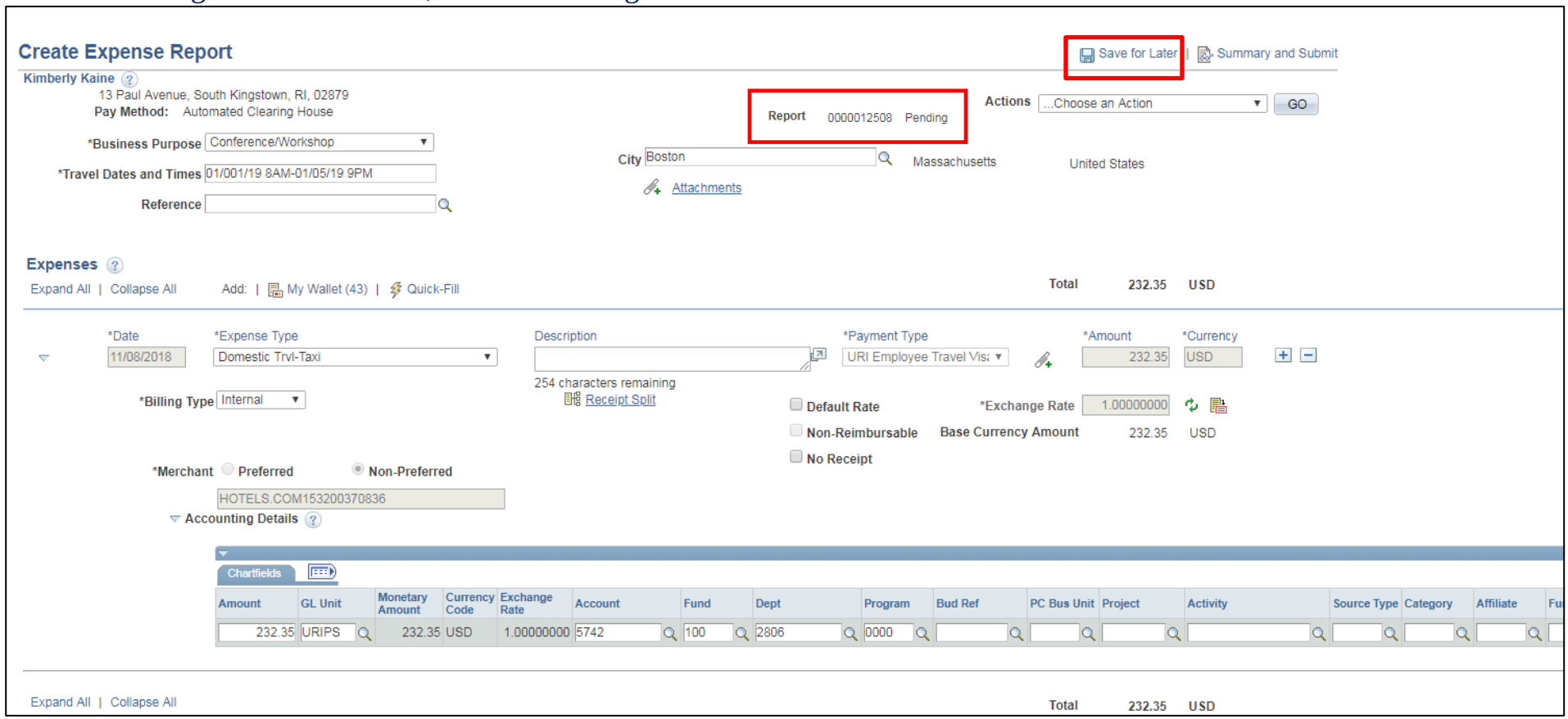
Assigning Wallet Transactions

- 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.



***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.**

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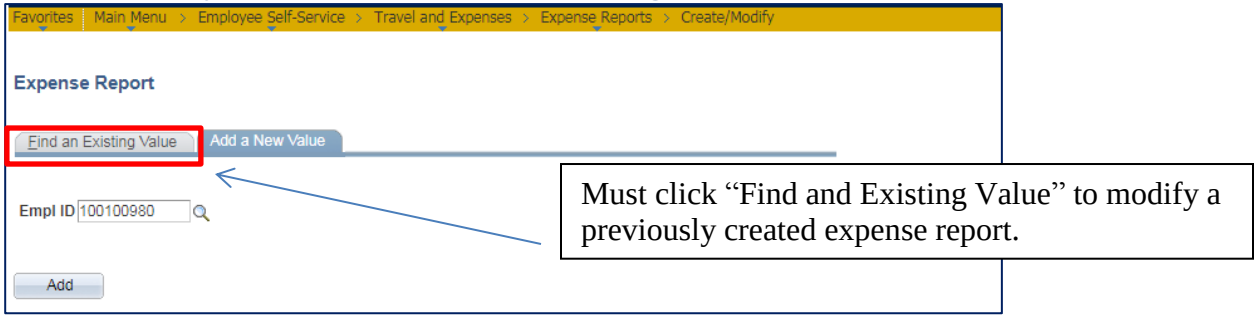
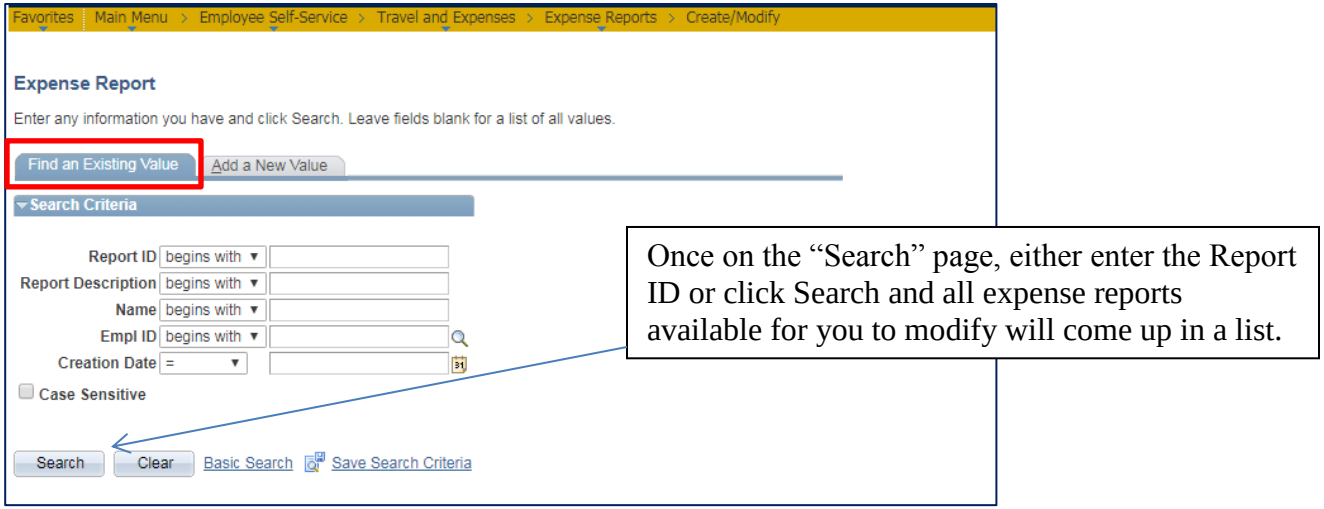
Modify or Complete Expense Report previously created

- 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.





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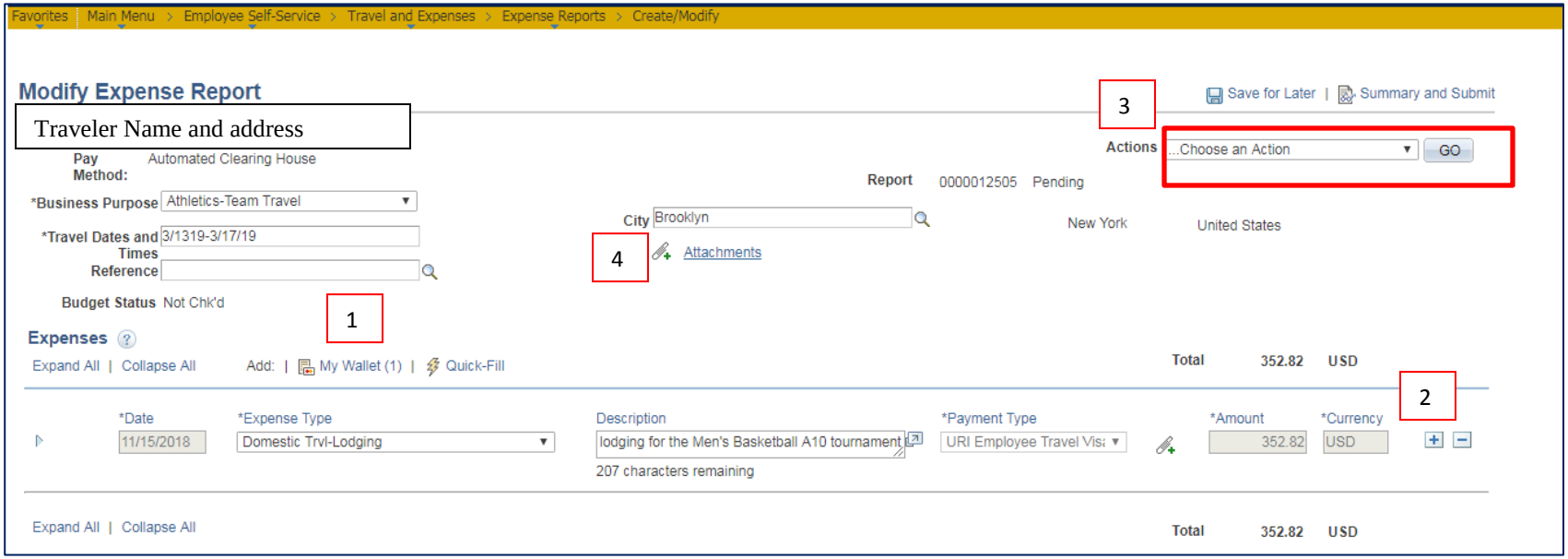
Complete previously created Expense Report continued

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.



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.

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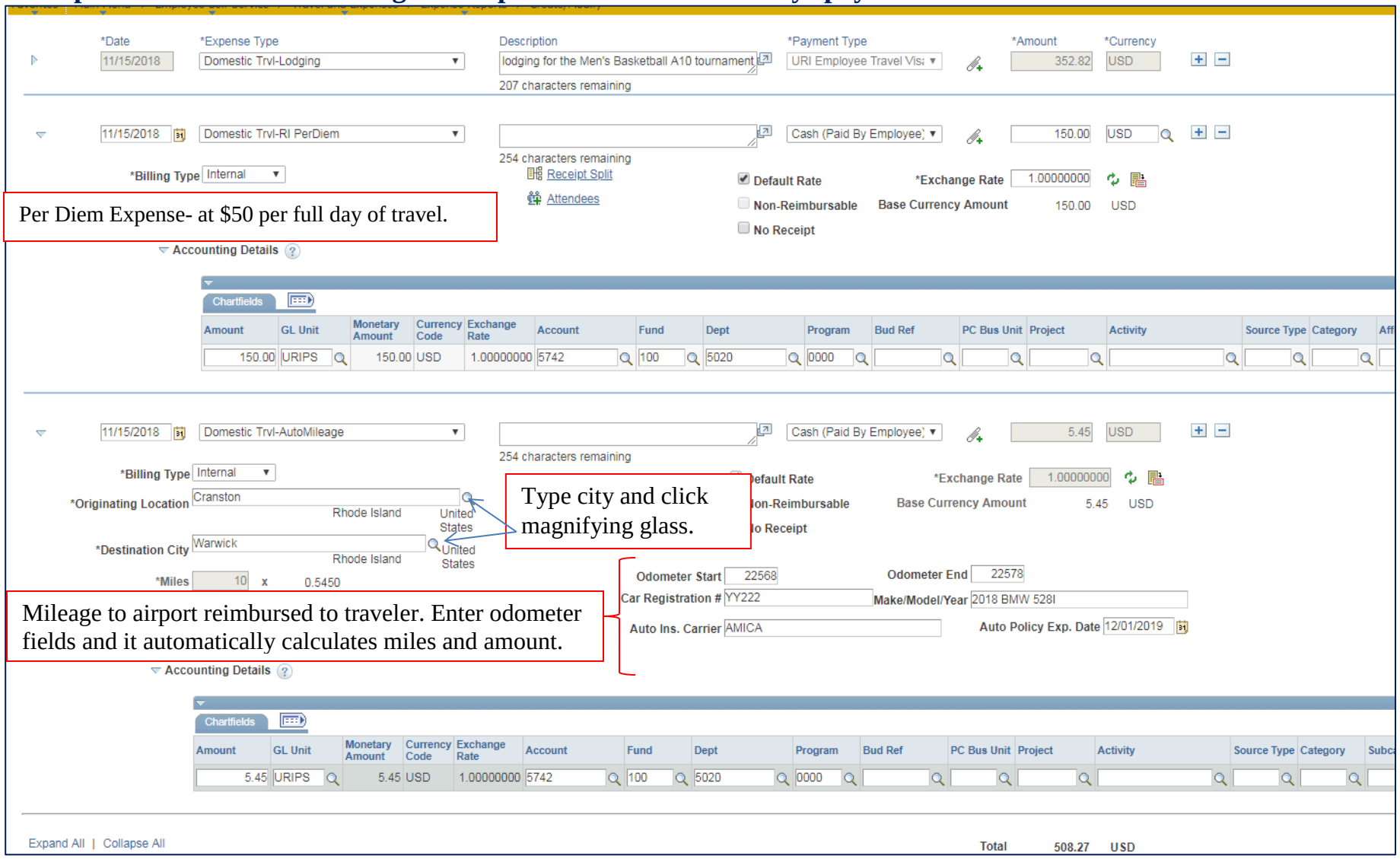
Example of Per Diem and Mileage to Airport lines-Traveler always pays for food and is reimbursed.



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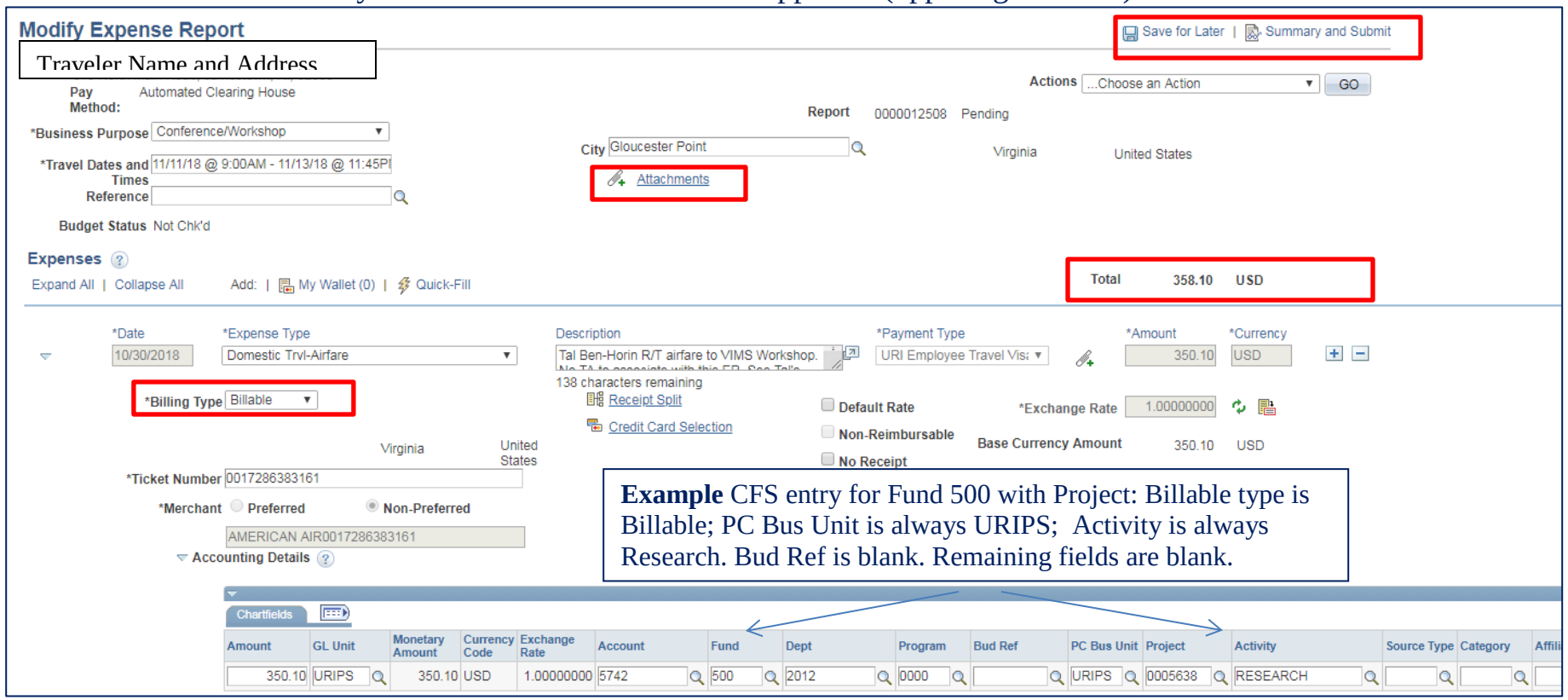
Complete previously created Expense Report continued

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).



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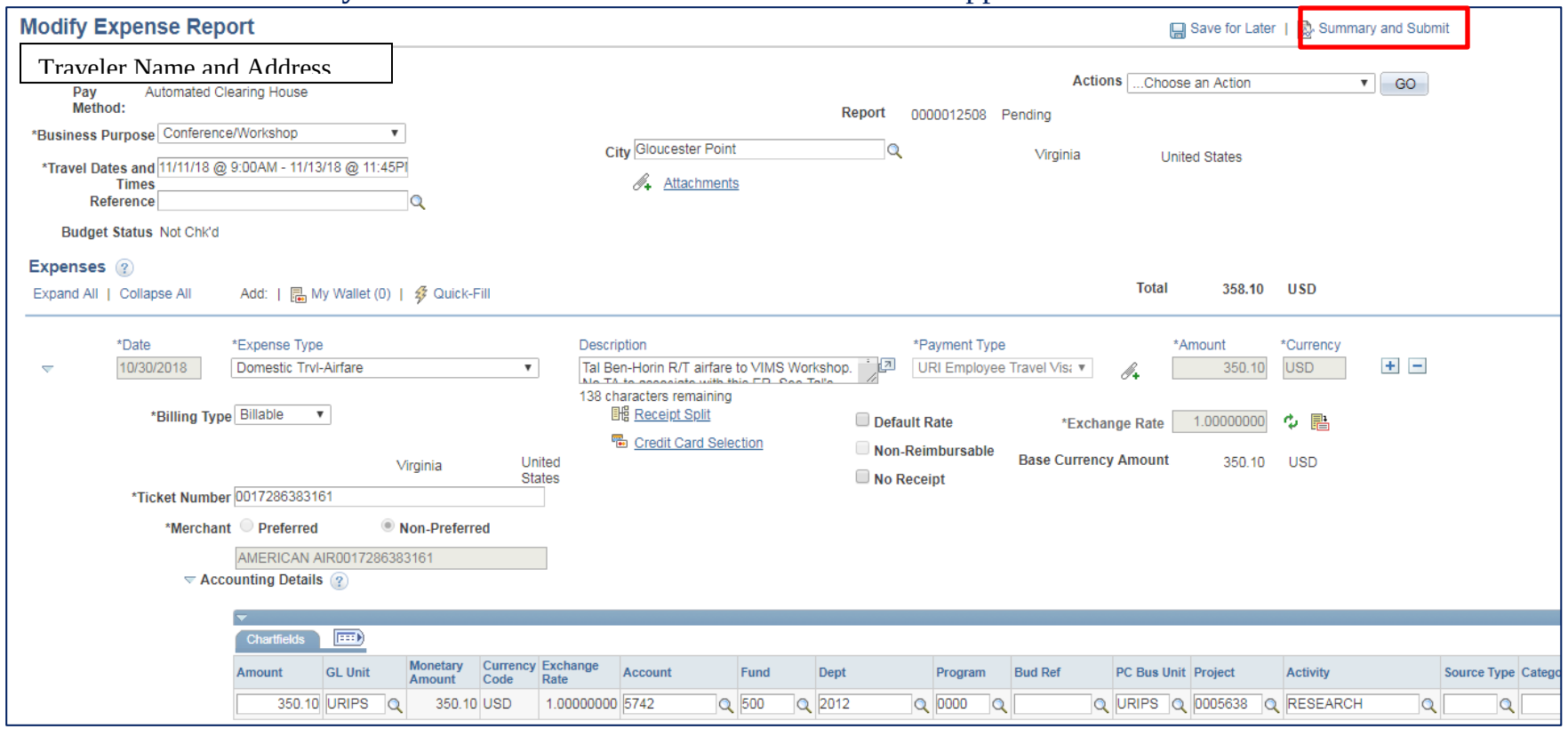
Submit Expense Report

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



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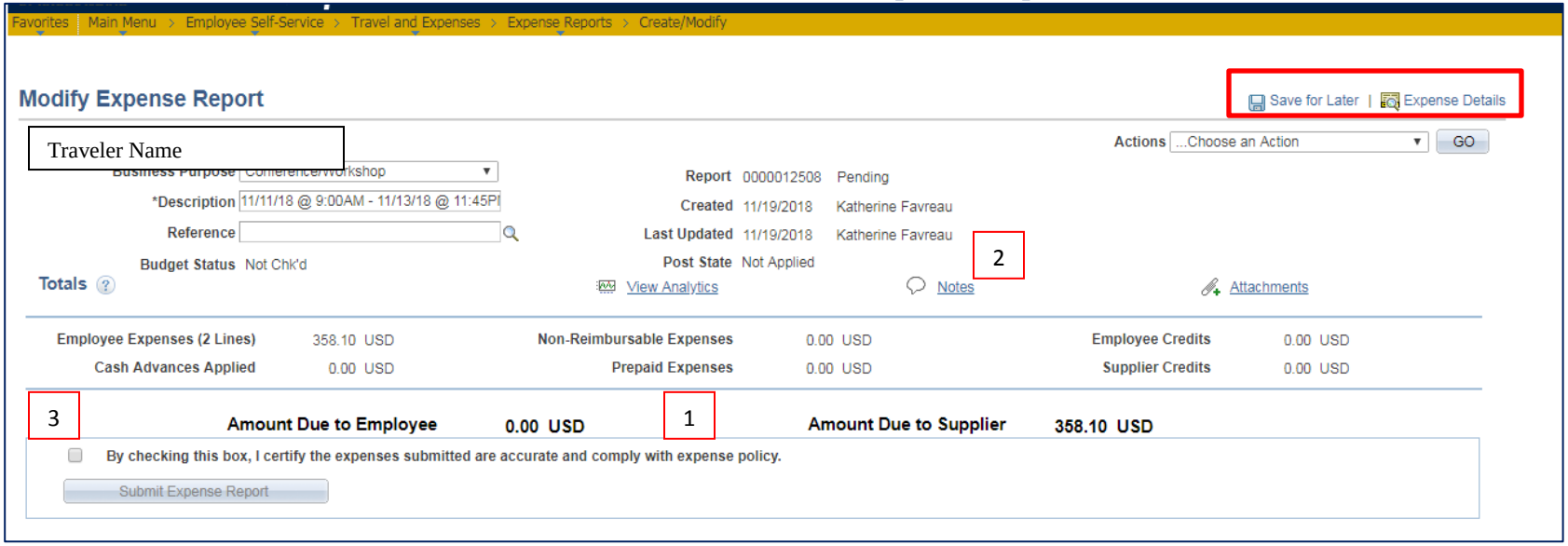
Submit Expense Report

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.



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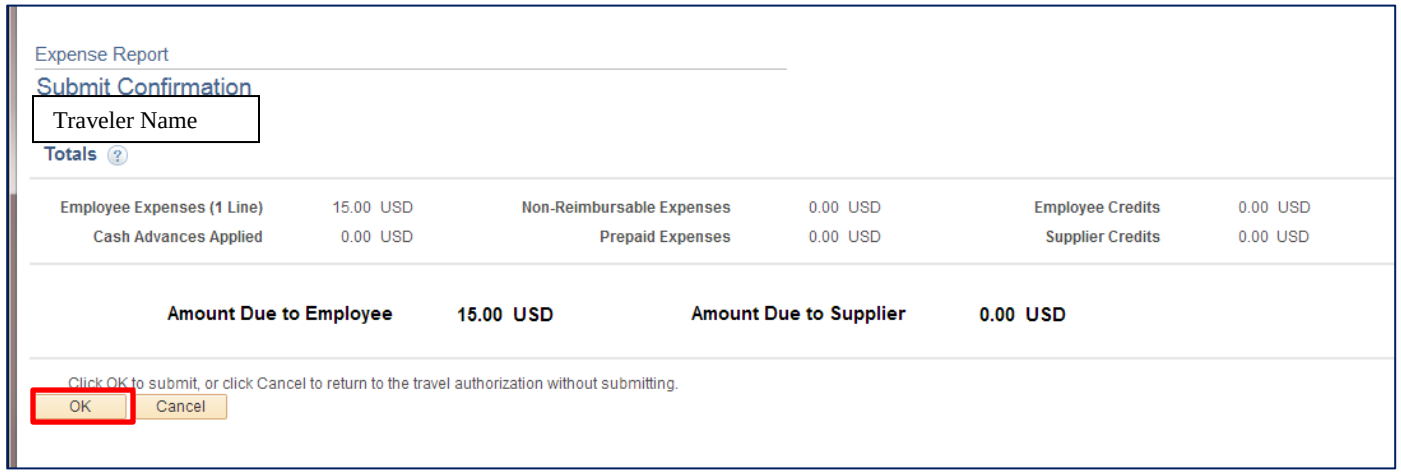
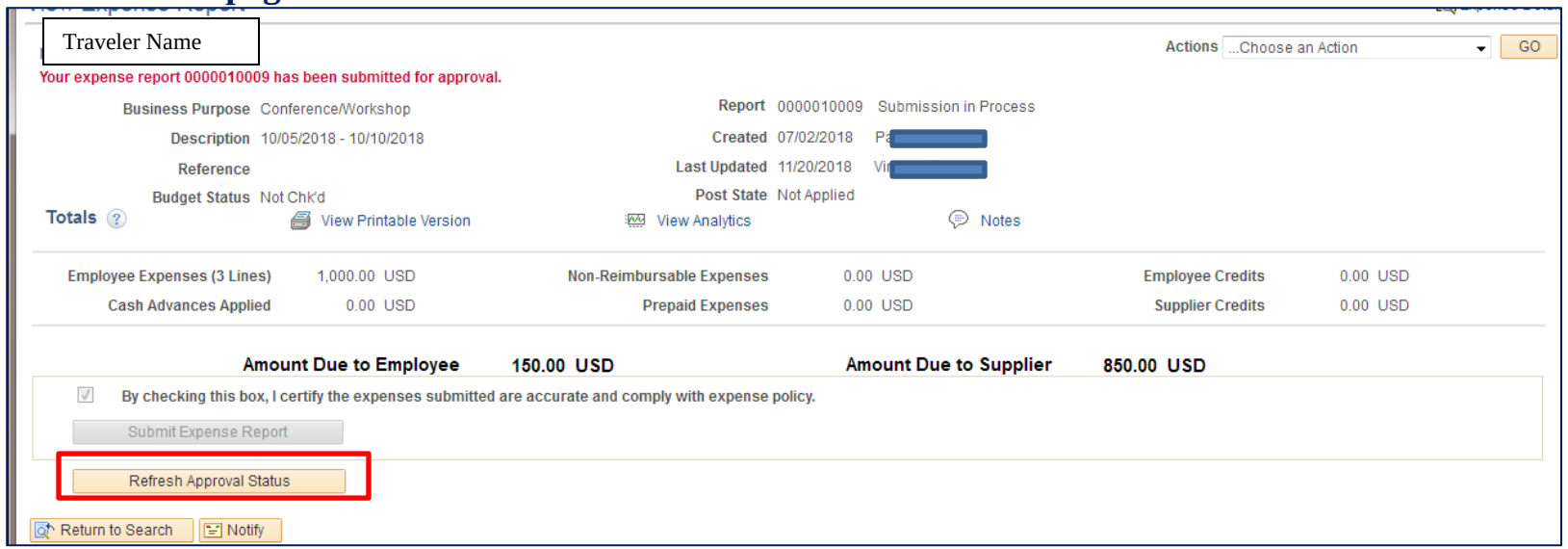
Submit confirmation – Click OK



- **Refresh page once submitted**



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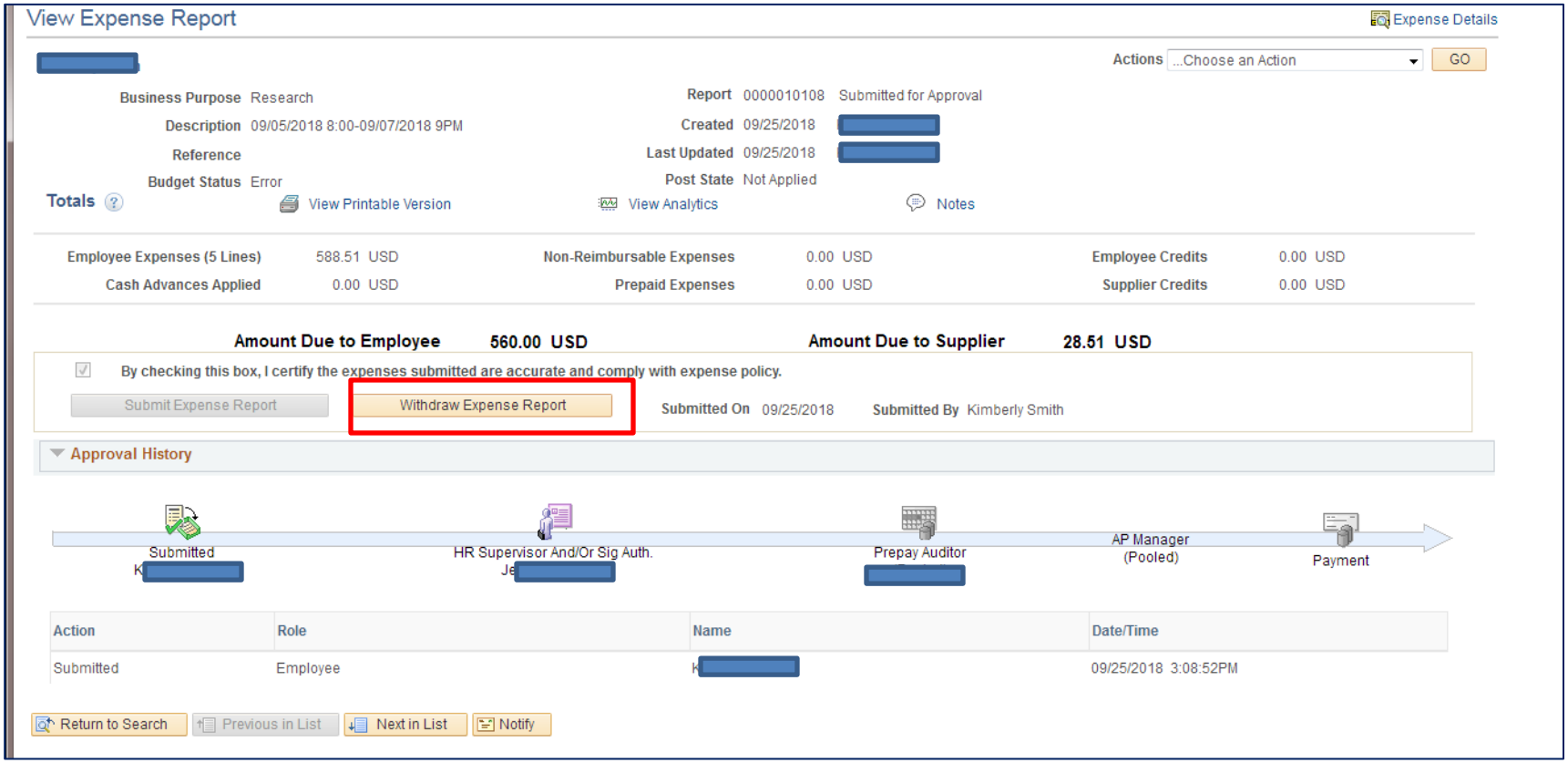
New Functionality:

- 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.



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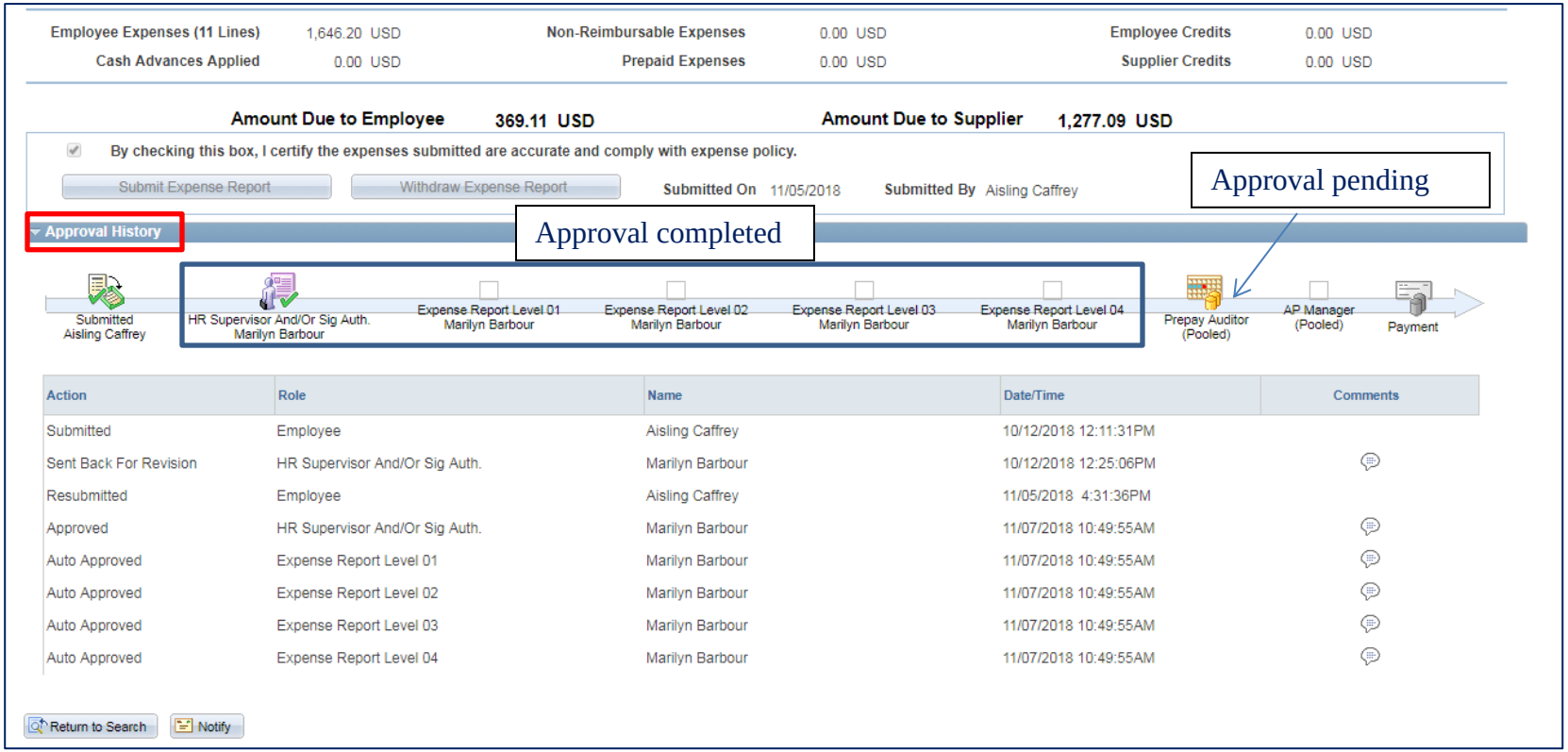
Approval History

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



- 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.

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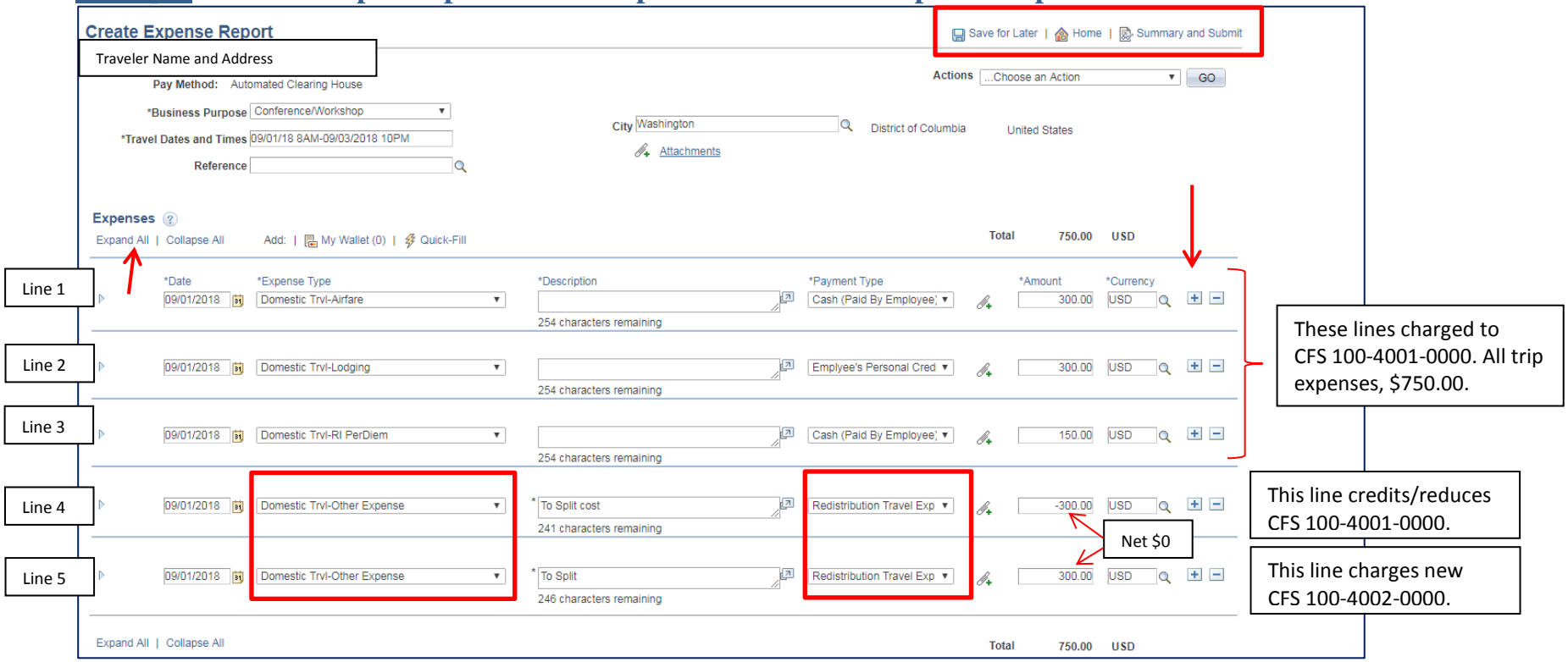
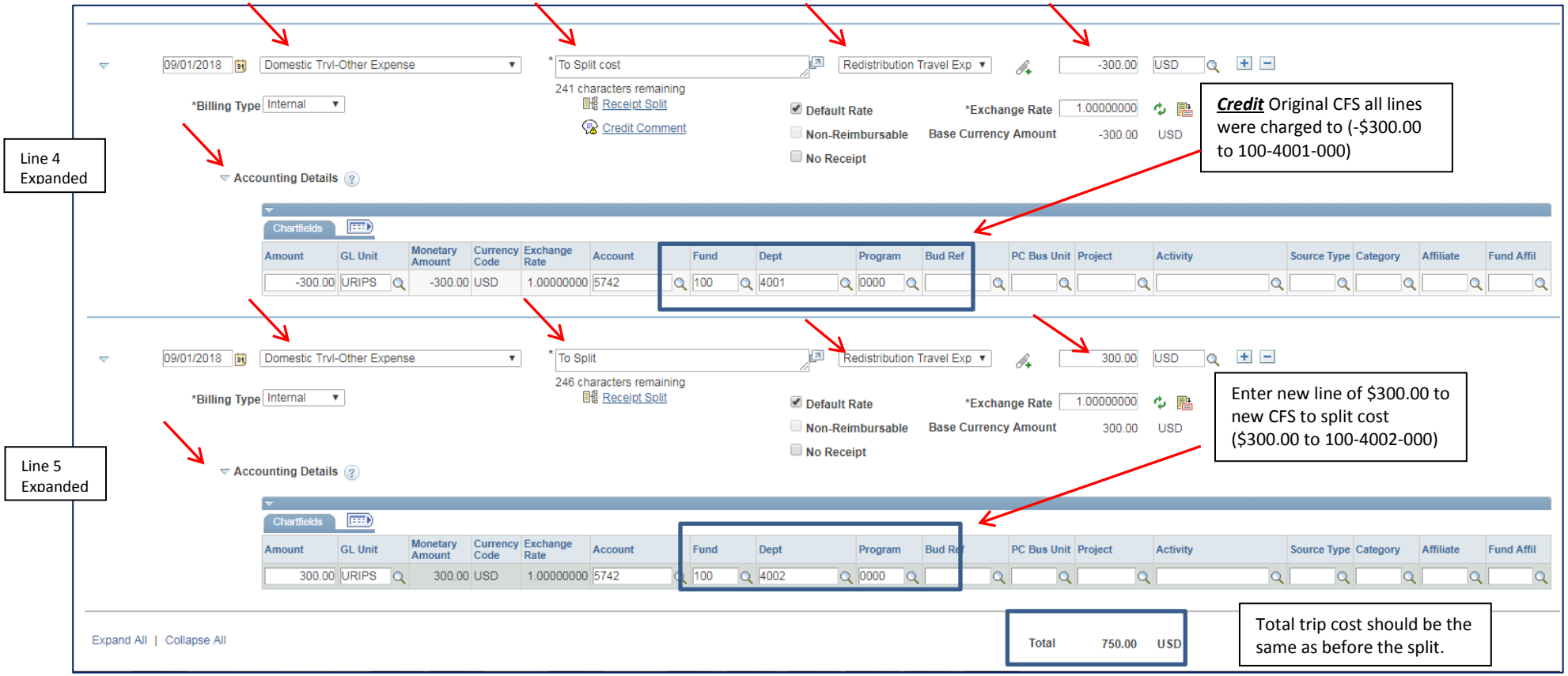
Example of How to Split trip cost to multiple funds/CFS on Expense Report



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.



Expamle of lines 4 and 5 after split, showing CFS