

A world map is visible in the background, rendered in a light gray color. The map is centered on the Atlantic Ocean, showing the continents of North America, South America, Europe, Africa, Asia, and Australia. The map is partially obscured by a dark blue horizontal band that contains the text.

THE
UNIVERSITY
OF RHODE ISLAND

TRAVEL TRAINING

September 2022

TRAVEL PROCESS OUTLINE

1. OVERVIEW OF TRAVEL TIMELINE

2. GETTING STARTED

- a. URI Travel Policy
- b. Travel & Expense Module on e-Campus Financials
- c. State-approved travel agency – Direct Travel/Concur Portal
- d. URI Travel Visa Credit Card

3. TRAVEL PROCESS

- a. Travel Authorizations
- b. Booking travel
- c. Expense Reports

4. ADDITIONAL INFORMATION

- a. Per Diem
- b. Combining business travel with personal travel
- c. Unallowable expenses
- d. Transportation, Travel & Expense Module

5. QUESTIONS



OVERVIEW OF TRAVEL TIMELINE



GETTING STARTED

- a. URI Travel Policy
- b. Travel & Expense Module on e-Campus Financials
 - Adding Delegates
 - Direct deposit set-up
- c. State-approved travel agency – Direct Travel/Concur Portal
- d. URI Travel Visa Credit Card



TRAVEL POLICY

- Posted on the **Controller's Office Travel page**: <https://web.uri.edu/controller/travel/>
- All URI travelers and their delegates arranging University-related travel must review the Travel Policy in full before beginning the travel process.
- **No travel reservations or charges should be incurred until the traveler has obtained an approved Travel Authorization with a valid budget status.**
- **URI Travel Policy & Non-Employee Travel:** Non-employees include students, guest speakers, or candidates, among others.

If a non-employee will book their own travel with intent to request reimbursement from URI, it is the responsibility of the department associated with the travel to alert them to the URI Travel Policy, as URI will not reimburse non-employee travelers for unallowable expenses. We recommend any University-financed, non-employee travel arrangements be made by a URI employee familiar with the travel policy and procedures.

ACCESSING TRAVEL & EXPENSE MODULE

FIRST TIME USERS – Registration and Setup

1. Download the [PeopleSoft Financials Access Form](#) on the Controller's Office website
2. Enter the **User Information** of the person to be reimbursed
3. Under "Travel and Expense Module," select "T&E User"
 - **Students: must include supervisor and delegate**
 - Supervisor = Student's professor
 - Delegate = Administrative person from department
4. Obtain the proper signatures and email the completed form to: **financials_e-campus@etal.uri.edu**

Signatures must be handwritten, or a certificate-based digital ID in Adobe

example:



5. Once approved, follow the steps on the next page to login to e-Campus Financials

THE UNIVERSITY OF RHODE ISLAND | PeopleSoft Financials Management System - Security Access Form | Financials e-Campus

USER INFORMATION: Faculty/Staff Undergrad Student Grad Student

Name: _____ Empl ID: _____ URI Email: _____

ADDITIONAL INFORMATION (REQUIRED) EMAIL COMPLETED FORM TO: FINANCIALS_e-CAMPUS@etal.uri.edu

FOR FACULTY/STAFF USER ACCESS (delegate optional for Faculty/Staff profiles)

Campus Location: _____ Campus Phone: _____
 Department(s): _____ Dept Number(s): _____
 Delegate(s): _____ Empl ID: _____ URI Email: _____
 Model access after this user (optional): _____ Empl ID: _____

FOR STUDENT USER ACCESS (delegate required for Student profiles)

Supervisor: _____ Empl ID: _____ URI Email: _____
 Delegate(s): _____ Empl ID: _____ URI Email: _____
 Department: _____ Department Number: _____
 Does the student currently have an active job on campus? Yes No

REQUESTED ACCESS/ROLES	ADD	UPDATE	DELETE	ADDITIONAL INFORMATION
Travel & Expense Module*				For a URI TCard: https://web.uri.edu/controller/travel/travel-card/
T & E User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Includes non-travel expense reimbursements*
Purchasing Module				Contact Administrator to apply for a URI PCard: PCARD
PCard Approver/Dept Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PCard Reconciler/Cardholder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Cardholders must complete PCard training*
PCard Verifier (Athletics Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requisitioning (SELECT ONE)				*Originators/Requestors must complete training. Sign up here *
Requisitions – Originator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Back-up Requestor (REQUIRED):
Requisitions – Requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Back-up Requestor (OPTIONAL):
Requisitions – Approver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Departmental & Project Info				
Report Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Budgets Overview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grants Portal – Dept access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

USER DECLARATION: Information contained in the PeopleSoft Financials system is CONFIDENTIAL and must only be used for authorized University business.

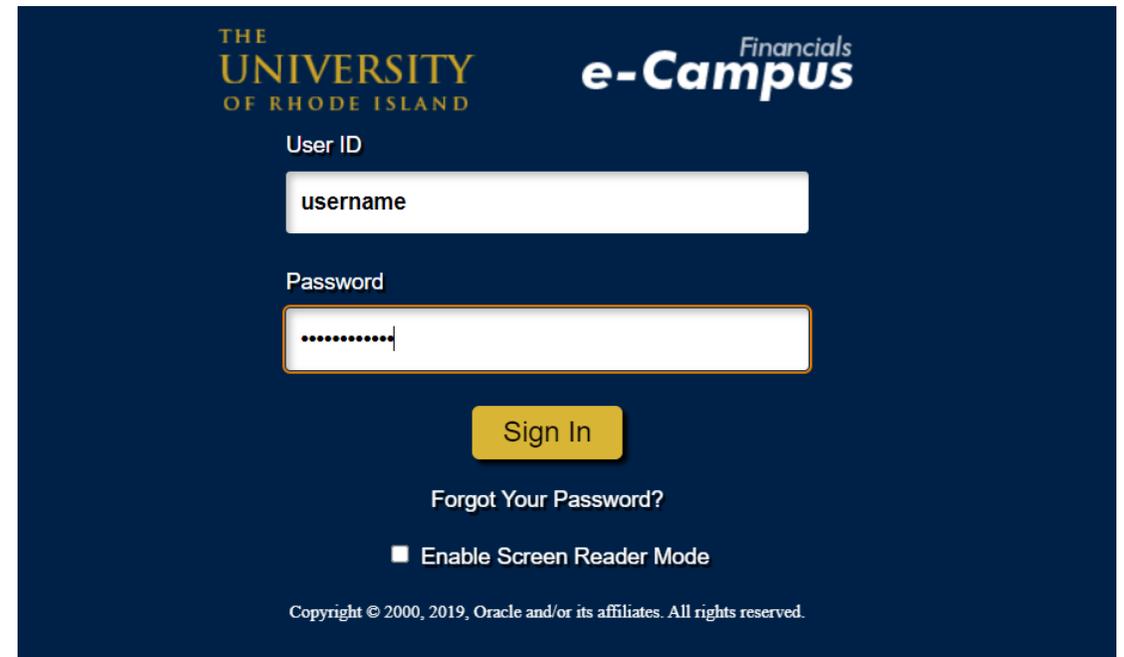
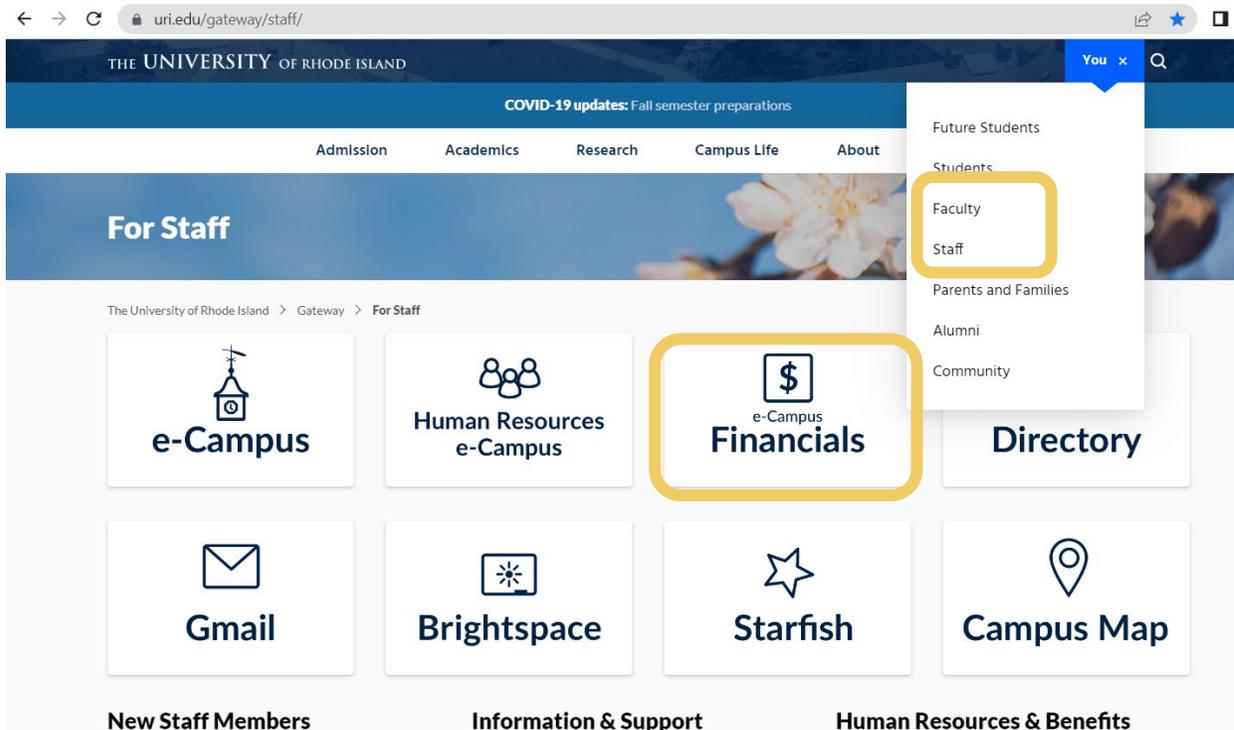
Form must be signed by both the user and an authorizer (e.g., Dean, Department Head, Director, Business Manager)

USER SIGNATURE: _____ DATE: _____

AUTHORIZING SIGNATURE: _____ DATE: _____

ACCESSING TRAVEL & EXPENSE MODULE

uri.edu



1 Navigate to URI's homepage > Faculty or Staff > e-Campus Financials

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

ADDING DELEGATES

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > User Preferences > Delegate Entry Authority

- Create and submit documents for travelers
- Can coordinate arrangements for traveler
- Traveler has ability to add/update Delegates through:
 - Financials Access Form
 - Financials
 - Request made with Travel Office
- All student travel goes through delegates

Click **+** to add a delegate. Click on the **🔍** to search by Description. Select Authorization level and click "Save."

Save Confirmation
Lori Johnson

✓ The Save was successful.

OK

Authorize Users
Lori Johnson

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID	Name	*Authorization Level		
lori_johnson	Johnson,Lori	Edit & Submit	+	-
kevin_caswell	Caswell,Kevin P	Edit & Submit	+	-

Save

Look Up Authorized User ID

Search by: Description begins with caswell,kevin

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1 of 1 Last

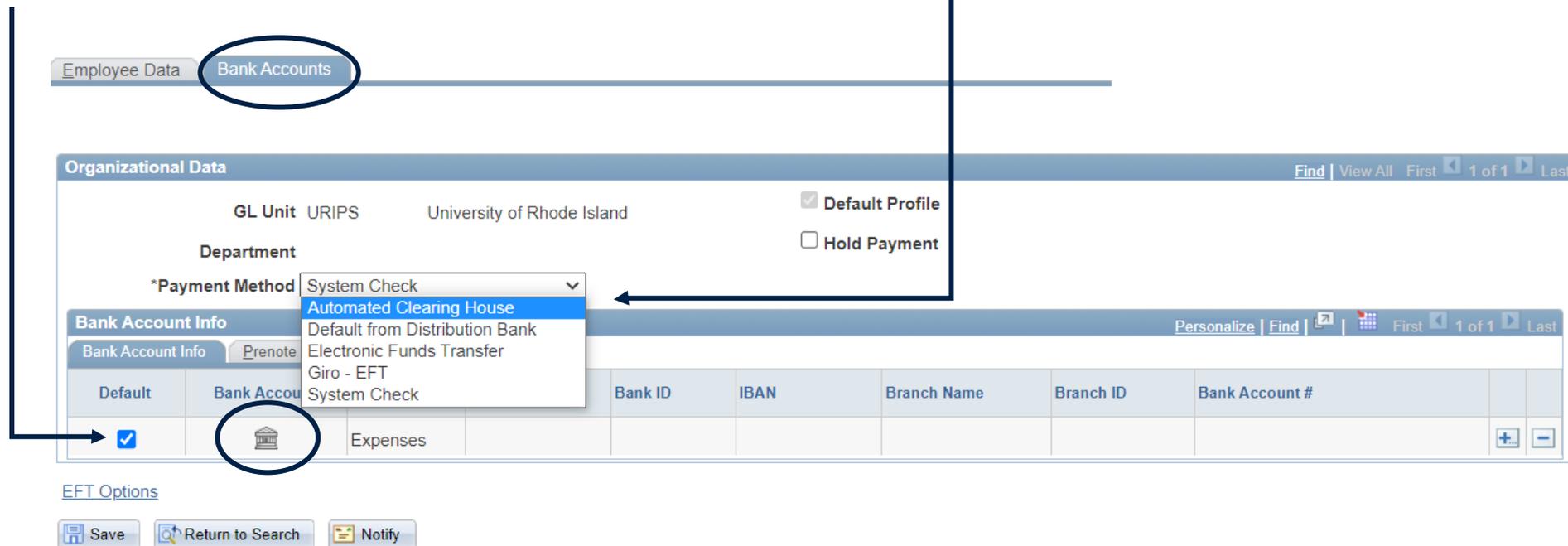
Description	User ID
Caswell,Kevin P	kevin_caswell

SETTING UP YOUR ACCOUNT: DIRECT DEPOSIT

Favorites | Main Menu > URI Menu > My Bank Information

To add direct deposit for travel expenses, enter your personal bank information in the T&E module. **This must be done even if you are already being reimbursed via direct deposit from Accounts Payable for payroll.**

1. Click “**Bank Accounts**”
2. Set the payment method to “**Automated Clearing House**” (ACH)
3. Click the “**Default**” check box, then click the bank  icon



The screenshot displays the 'Bank Accounts' setup interface. The 'Bank Accounts' tab is selected and circled. The 'Payment Method' dropdown is open, showing 'Automated Clearing House' selected. The 'Default' checkbox is checked and circled, and the bank icon is also circled. A table below shows a row for 'Expenses' with a bank icon in the 'Bank Account' column.

Default	Bank Account	Bank ID	IBAN	Branch Name	Branch ID	Bank Account #
<input checked="" type="checkbox"/>						

EFT Options

Save Return to Search Notify

SETTING UP YOUR ACCOUNT: DIRECT DEPOSIT

Favorites | Main Menu > URI Menu > My Bank Information

- All * fields are required
- Bank ID Qualifier is always “001”
- Enter your Bank’s Routing Number for both the “Bank ID” and “Depository Financial Institution” fields
- DFI Qualifier is always “001”
- Click “Ok” to return to the previous screen
- Be sure to click “Save” before exiting

Pay to Bank Accounts

Country: USA United States Search

*Bank Name: Bank of America

*Branch Name: Bank of America

*Bank ID Qualifier: 001 United States Bank

*Account Type: Check Acct

*Bank ID: [Redacted]

*Bank Account Number: [Redacted]

*Depository Financial Institution: [Redacted]

*DFI Qualifier: OK Cancel

Bank Account Info

Default	Bank Account	Source
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expenses

EFT Options

Save Return to Search Notify

Jane Doe
1234 Main St, Apt 101
Lenexa, KS 66215

DATE: _____

PAY TO THE ORDER OF: \$ _____

DOLLARS

Your Bank
Address of Your Bank
Lenexa, KS 66215

FOR: _____

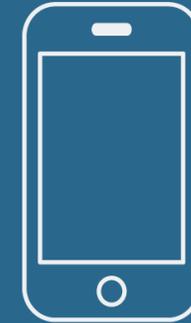
⑆ 23456789⑆ ⑆ 234567⑆ 1001

Bank Routing Number Bank Account Number Check #

Your bank's routing number and your bank account number are noted on your personal checks

STATE OF RI TRAVEL AGENCY – DIRECT TRAVEL/CONCUR

- Recommended to comply with URI Travel Policy
- Required for certain trips (see “Booking Travel” section of presentation)
- **Requires an APPROVED TA # and Department Code**
- Provide required quote comparisons for:
 1. Booking independently
 2. Combining personal travel with business travel



(866) 498-7436

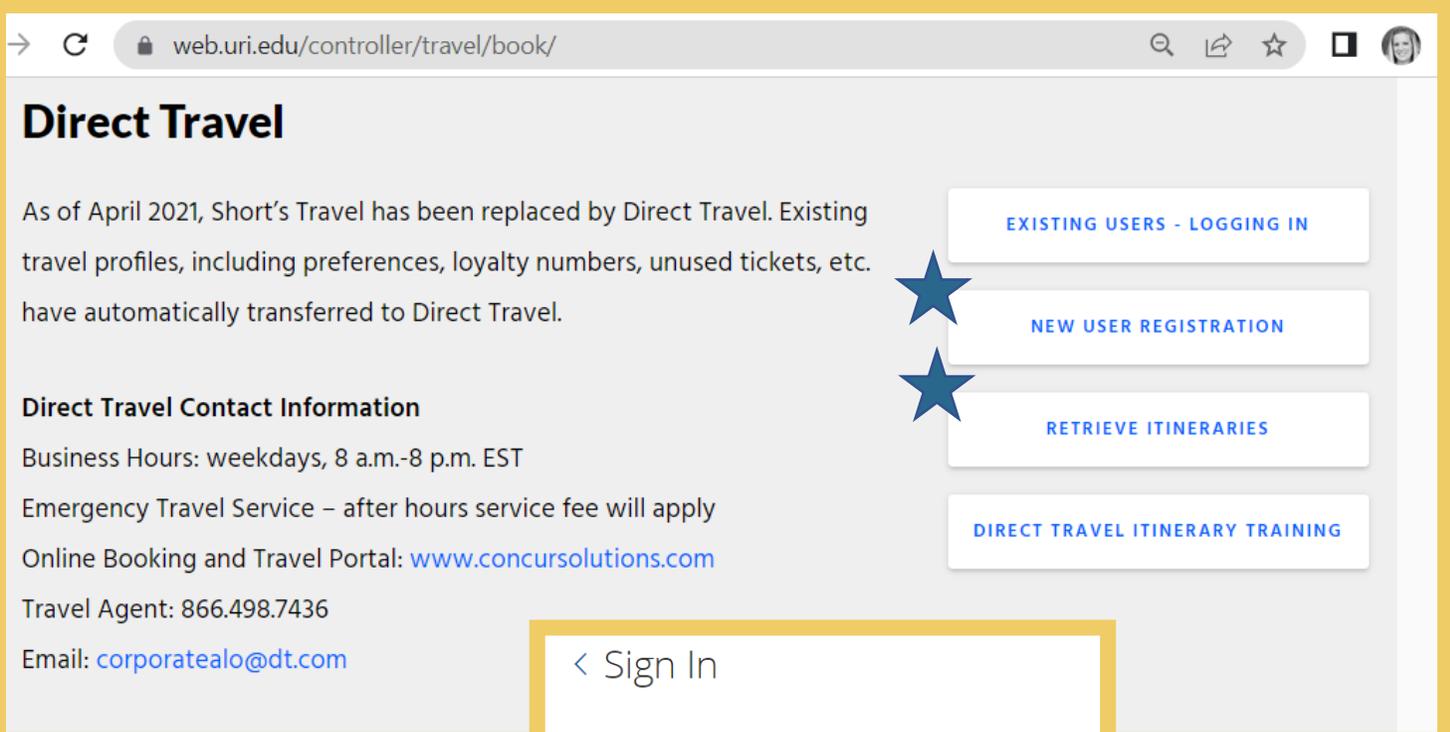


corporatealo@dt.com

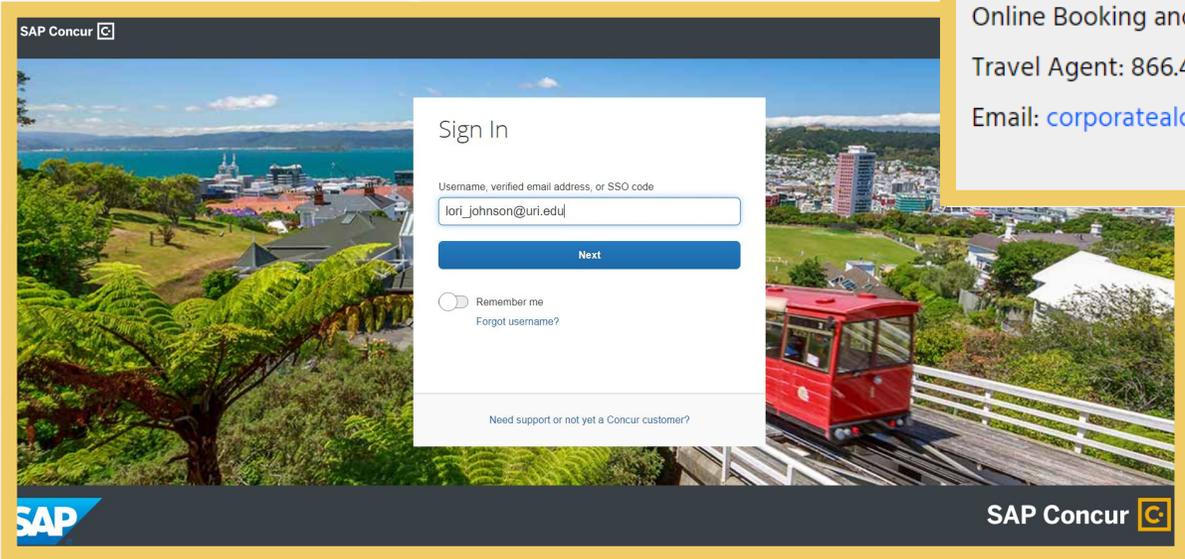
DIRECT TRAVEL – CONCUR ONLINE BOOKING PORTAL

- <https://web.uri.edu/controller/travel/book/>

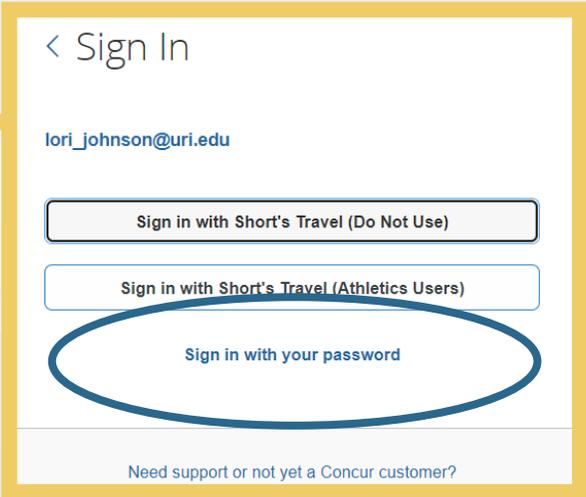
- Register for Concur account
- Manage user profile and preferences
- Retrieve Itineraries
- Note: When signing in, choose “Sign in with your password”



The screenshot shows the Direct Travel portal homepage. At the top, the URL is web.uri.edu/controller/travel/book/. The main heading is "Direct Travel". Below this, a message states: "As of April 2021, Short's Travel has been replaced by Direct Travel. Existing travel profiles, including preferences, loyalty numbers, unused tickets, etc. have automatically transferred to Direct Travel." To the right of this message are four buttons: "EXISTING USERS - LOGGING IN", "NEW USER REGISTRATION", "RETRIEVE ITINERARIES", and "DIRECT TRAVEL ITINERARY TRAINING". Two blue stars are placed to the left of the first two buttons. Below the message is the "Direct Travel Contact Information" section, which includes: "Business Hours: weekdays, 8 a.m.-8 p.m. EST", "Emergency Travel Service – after hours service fee will apply", "Online Booking and Travel Portal: www.concursolutions.com", "Travel Agent: 866.498.7436", and "Email: corporatealo@dt.com".



The screenshot shows the SAP Concur Sign In page. The background features a scenic view of a coastal town. The sign-in form includes a text input field for "Username, verified email address, or SSO code" containing the email lori_johnson@uri.edu. Below the input field is a blue "Next" button. There is also a "Remember me" checkbox with the text "Forgot username?" below it. At the bottom of the form, it says "Need support or not yet a Concur customer?". The SAP Concur logo is visible in the bottom left and right corners.



The screenshot shows the Direct Travel Sign In page. The heading is "< Sign In". Below the heading is the email address lori_johnson@uri.edu. There are three buttons: "Sign in with Short's Travel (Do Not Use)", "Sign in with Short's Travel (Athletics Users)", and "Sign in with your password". The "Sign in with your password" button is circled in blue. At the bottom, it says "Need support or not yet a Concur customer?".

TRAVEL VISA CREDIT CARD (TCard)

- Allows **Employees** to charge travel expenses directly to a funding source, rather than paying out-of-pocket from personal funds.
- TCard transactions automatically load into the e-Campus Financials **“Wallet”** and must be added to an Expense Report as soon as they post to avoid daily email reminders

BEST FOR

Employees booking travel
2+ times per semester

REQUIRES

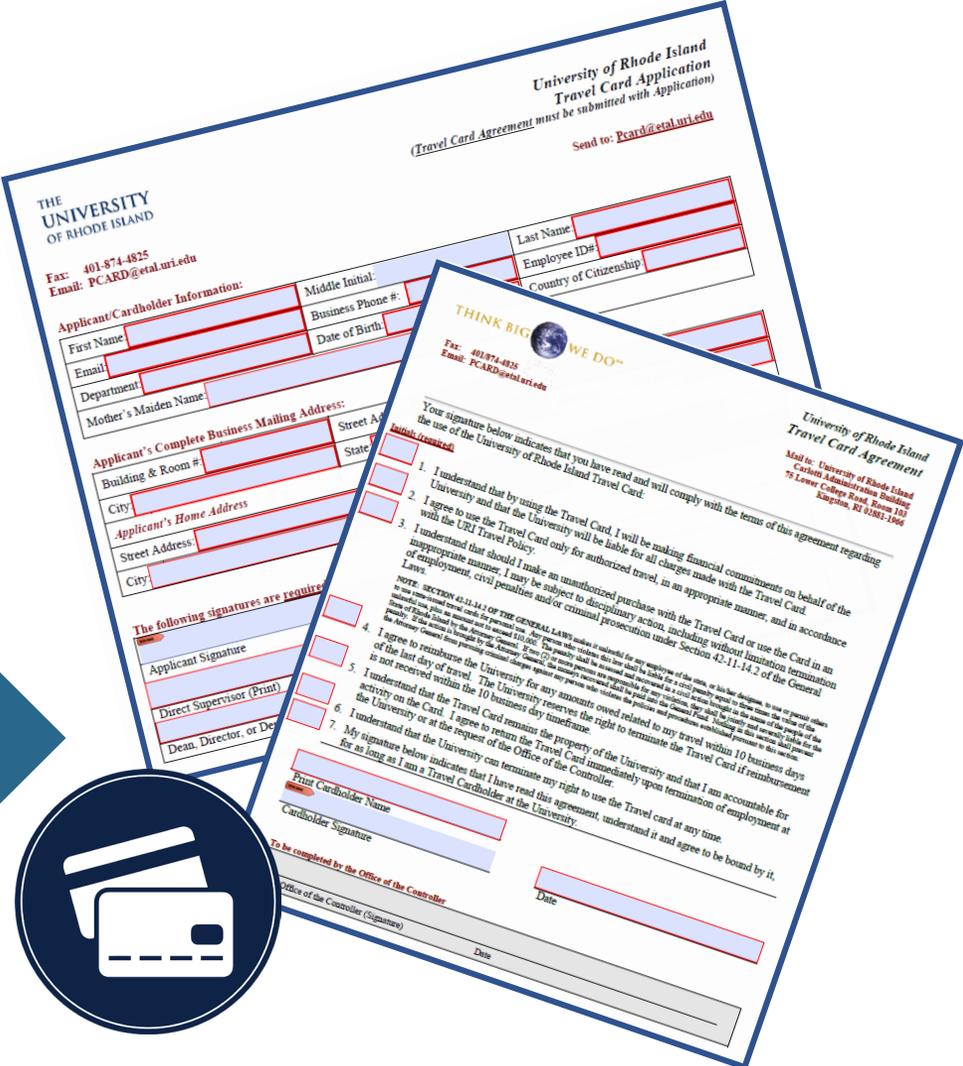
Training and short
test on Brightspace

LIMITS

\$2k per transaction,
\$5k per billing cycle

Application Process

- Complete **URI Travel Card Application** and the **Travel Card Agreement** found on the Controller’s Office website: <https://web.uri.edu/controller/travel/getting-started/>
- Complete mandatory training and short test on Brightspace



TRAVEL PROCESS

- a. Travel Authorizations
- b. Booking Travel
- c. Expense Reports



TRAVEL AUTHORIZATIONS: Purpose



**Permission to
be away from
campus**



**Encumber
("reserve") funding**



**Secure funding
approval**



**No approved TA:
Traveler bears
financial
responsibility**

TRAVEL AUTHORIZATIONS: Policy

All employee and student out-of-state travel

Non-employee travel if charged to TCard

In-state travel only if renting a vehicle (in-state vehicle rental broadly prohibited)

Third party funding: create TA for \$0.01 and contact Travel Office to close

TRAVEL AUTHORIZATIONS: Preparing

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



Identify the funding source (Chartfield string)



Determine destination & approximate travel dates



Prepare documentation for business purpose of travel



Gather cost estimates for anticipated expenses



Decide the payment method for each expense

- **Cash or Employee's Personal Credit Card** - Payment Types used when you would pay personally and seek reimbursement.
- **Paid By URI** – For Accounting Office only, do not use.
- **Personal Travel Owed URI** – Only used on ER if money owed to URI (ex. Accidental charge)
- **Redistribution** – Only used on ER to split TCard expense between funding sources
- **URI Employee Travel Visa** – charges on TCard

TRAVEL AUTHORIZATIONS: Approval Flow

Submit your Travel Authorization (TA) at least 2 weeks before your trip to allow time for the approval process and to encumber funds.

1. **HR Supervisor** (Department approver)
2. **Level 1 Approver** per Chartfield String Authorization
3. **Level 2 (Final) Approver** per Signature Authorization
4. **Sponsored Projects Approver and/or Foundation Approver**

Approval History

Action	Role	Name
Submitted	Employee	Catherine Dwyer
Approved	HR Supervisor And/Or Sig Auth.	Jennifer Critcher
Auto Approved	Travel Authorization Level 01	Jennifer Critcher
Auto Approved	Travel Authorization Level 02	Jennifer Critcher
Approved	Travel Authorization Level 03	Heather Couture
Auto Approved	Travel Authorization Level 04	Jennifer Critcher

Return to Search | Previous in List | Next in List | Notify

NOTE: Approvers with Signature Authorization only approve once and then the system will auto-approve

TRAVEL AUTHORIZATIONS

- Use the icons next to the “Business Purpose” “City” and “Date” fields to open selection menus/boxes
- Description fields are free form text fields used to give detailed information about your travel

Create Travel Authorization Save for Later | Summary and Submit

Lori Johnson Quick Start ...Populate From

*Business Purpose *City

*Description *Date From *Date To

[Attachments](#)

Projected Expenses Totals (0 Lines) 0.00 USD

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
<input type="text"/> <input type="button" value="📅"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Business Purpose

- Business Meeting
- Admissions Recruiting
- Athletics
- Athletics Recruiting
- Athletics-Team Travel
- Business Meeting
- Candidate Travel
- Conference/Workshop
- Field Trip
- Guest Speaker
- Research
- Study Abroad

Date Selection

October 2022

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

Current Date

Look Up

Search by: City begins with Boston

Search Results

View 100 First 1-6 of 6 Last

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

TRAVEL AUTHORIZATIONS: Attachments

- Click **“Attachments”** under the date field to add files to document the details or justification for the trip
- On the next screen, click **“Add Attachment”**, choose the file from your computer and click **“Upload”**
- When you’re done, click **“Ok”** to return to the Travel Authorization details page.

*City

Massachusetts United States

*Date From *Date To

Travel Auth Attachments

Travel Authorization ID NEXT

Details				
File Name	Description	User	Name	Date/Time Stamp
View				

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

File Attachment

No file chosen

Travel Authorizations: Projected Expenses

- Select the date by clicking the calendar page icon 
- Select the “Expense Type,” “Payment Type,” and “Billing Type” from the corresponding drop-down menus (Note: “Billing Type” will always be *Internal* except for Fund 500)
 - Selecting an “Expense Type” will automatically populate the correct “Account” number in the CFS
- Add justification for the expense in the Description box
- Click the arrow next to “Accounting Details” to enter the funding CFS

*Expense Type

- Domestic Trvl-Parking
- Domestic Trvl-AutoRental
- Domestic Trvl-Baggage
- Domestic Trvl-FederalPerDiem
- Domestic Trvl-GasCharges
- Domestic Trvl-Lodging
- Domestic Trvl-Other Expense
- Domestic Trvl-Parking**
- Domestic Trvl-PerDiemLodging

*Payment Type

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

*Billing Type

- Internal
- Billable
- Internal**

Projected Expenses ?

Expand All | Collapse All Add: | Quick-Fill

Totals (1 Line) 25.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
10/26/2022	Domestic Trvl-Parking	Parking at hotel for meeting	Cash (Paid By Employee)	25.00	USD

*Billing Type: Internal

Accounting Details ?

Chartfields

Amount	*GL Unit	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activit
25.00	URIPS	5742	100	4002	0000				

Expand All | Collapse All

Totals (1 Line) 25.00 USD

Travel Authorizations: Accounting Details

- The **Chartfield String (“CFS”)** can be entered or changed here for each line.
- If only one funding source/CFS is being charged for the entire trip, it can be entered on the **“Default Accounting”** option in the **“Actions”** menu

Create Travel Authorization

Lori Johnson ?

*Business Purpose: Business Meeting *City: Boston
Virginia United States

*Description: Vendor Meeting *Date From: 10/26/2022 *Date To: 10/27/2022

Attachments

Save for Later | Summary and Submit

Actions: ...Choose an Action GO

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

Projected Expenses ?

Expand All | Collapse All Add: | Quick-Fill

Totals (1 Line) 20.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
10/26/2022	Domestic Trvl-Parking	Garage parking	Cash (Paid By Employee)	20.00	USD

*Billing Type: Internal

Accounting Details ?

Chartfields	Amount	*GL Unit	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activit
	20.00	URIPS	5742	100	4002	0000				

Expand All | Collapse All

Totals (1 Line) 20.00 USD

After entering one line, “Save for Later” to generate a TA ID #.

Additional lines can be added or removed by clicking the + or – at the end of the line.

Travel Authorizations: Accounting Details

Click the expansion  triangle to enter CFS

If you do not know your CFS, contact your department fiscal person

Amount	*GL Unit	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activi
25.00	URIPS	5742	100	4002	0000				

Every CFS must have the following:

- Account** Populates automatically based on Expense Type chosen (ex. Domestic Travel Expense Type populates the Account 5742. Foreign Travel populates Account 5745.)
- Fund** 3 digit number
- Dept.** 4 digit number that will automatically populate based on the traveler’s “home” department, but can be changed if needed
- Program** 4 digit number

Charging a Project (Fund 500) - Account, Fund, Dept., Program and ADD the following:

- PC Bus Unit** Always URIPS
- Project** 7 digit number
- Activity** Always RESEARCH

Note: Bud Ref, Source Type, Category, Subcategory, Affiliate and Fund Affil. fields are not required.

Common Errors – denoted by 

Chartfield does not exist in Signature Authorization – indicates an incorrect CFS entered

Billing Type – must coordinate with Fund entered on CFS (Fund 500 = “Billable” and all others are “Internal”)

*Date: 09/26/2022 | *Expense Type: Domestic Trvl-Parking | Description: []

*Billing Type: Billable

Accounting Details

Amount	*GL Unit	Account	Fund	Dept
20.00	URIPS	5742	100	4002

Travel Authorizations: FAQs

Edit TA?

- | | | |
|------------|---|---|
| YES | } | Pending and not yet submitted |
| | | Submitted and waiting approval (can be sent back for revision or withdrawn to revise) |
| NO | | Submitted and fully approved |

Canceling a TA?

- | | | |
|------------|---|--|
| YES | } | Approved, but not yet associated to an ER |
| | | Approved and associated to an ER, it must be sent back first and detached before it can be cancelled |
| NO | | Associated TA to a pending ER, not submitted |

Delete TA?

- | | |
|------------|--|
| YES | Pending and not yet submitted |
| NO | Submitted but not approved <ol style="list-style-type: none"> 1. Withdraw TA 2. Delete |

Whose name on TA?

- One TA per traveler (can reference other travelers in notes)
- Ideally, in the name of the person using the TCard

Virtual Conference?

No TA is required

Ticket # on TA?

Not required

Travel Authorizations: Submitting

Modify Travel Authorization

Lori Johnson

Actions

*Business Purpose *City Authorization ID 0000028874 Pending

Virginia United States

*Description *Date From *Date To

[Attachments](#)

Modify Travel Authorization

Lori Johnson

Actions

*Business Purpose City Authorization ID 0000028874 Pending

Virginia United States

*Description *Date From *Date To

Totals [Attachments](#)

Projected Expenses (1 Line)	20.00 USD	Denied Expenses	0.00 USD
Total Authorized Amount		20.00 USD	

By checking this box, I certify these costs are reasonable estimates and comply with University Travel Policy.

Travel Auth Submit Confirm

Create Travel Authorization

Save Confirmation

Lori Johnson

Totals

Total Authorized Amount	20.00 USD
-------------------------	-----------

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

Travel Authorization

Lori Johnson

Actions

Your travel authorization 0000028874 has been submitted for approval.

Business Purpose City Authorization ID 0000028874 Submission in Process

Virginia United States

Description Date From Date To

Totals

Projected Expenses (1 Line)	20.00 USD	Denied Expenses	0.00 USD
Total Authorized Amount		20.00 USD	

By checking this box, I certify these costs are reasonable estimates and comply with University Travel Policy.

1. Double check the details, expenses, and funding, then click **“Save for Later”**. This will assign an ID number to the TA
2. Click **“Summary and Submit,”** to open the submission page
3. Check the box to certify the information entered is correct and press **“Submit Travel Authorization”**
4. You must click **“OK”** on the next page to submit the TA
5. The TA is submitted when you see the **red confirmation text**

BOOKING TRAVEL: Funding Guidelines

DOMESTIC TRAVEL



FUND: 110, 500, 401
may book independently

FUND: 100 & all other
must use Direct Travel *

INTERNATIONAL TRAVEL



All funds book through Direct Travel
- No exceptions -

Sponsored projects must comply
with Fly America Act

EXCEPTIONS

***DOMESTIC TRAVEL:** “100 & All Other” may book independently if cost is significantly lower than Direct Travel

- Quote comparison required
- Same itinerary retrieved on day of booking

THIRD PARTY PAYER: When a third party will reimburse for trip expenses:

- Reimburse employee: any travel agency/booking platform
- Reimburse URI directly: employee must use Direct Travel

TRAVEL ARRANGEMENTS



Rhode Island

T. F. Green International Airport



- Follow guidelines specific to funding source
- Overnight accommodations: > 55 miles away only
- **Must book lowest rates/fares**
- Rental cars – use URI contracted agencies or lowest-cost alternative when preferred agencies unavailable
 - **Do not pay for insurance on domestic travel** – included in National/Enterprise contracts or provided by Office of Risk Management
 - **Do not pay for any additional add-ons or upgrades**
- Airport parking: only **Garage C (Red Beam Garage)** and **Economy Lot E** allowed

Airport Parking for T F Green
Red Beam Garage C

Rates starting at
\$9.95
per day
Plus Taxes and Fees

Red Beam Garage C Best Price

LOT
E

\$17/day*
*Book online + save!

Lowest Cost
24 Hour Shuttle

\$12
per day
w/coupon

Expense Reports

- **Created when first expense incurred**
 - E.g., booking airfare a month in advance
- **Reconcile TCard transactions – pull expenses from “My Wallet”**
 - When a charge is made using the VISA, it will post to the wallet in approximately 3-5 days.
- **All expenses require backup documentation**
 - I.e., Itemized receipts, Folios, Google Maps routes
- **Must have TA associated with it**
- **Highly recommend travelers set up Direct Deposit**
- **Submit expenses for reimbursement once travel is finalized and all wallet transactions have posted**

Expense Report

THE UNIVERSITY OF RHODE ISLAND
THINK BIG WE DO

Date:	ER#:	ER Status:
9/7/2022	0000029512	Pending
Department:	Entered By:	Budget Status:
4002	lori_johnson	Not Chk'd

Traveler: Johnson,Lori Employee ID: 100727155
Address: Default Payment Method: Check

USA
Travel Authorization #: Business Purpose: Business Meeting
Business Purpose: Business Meeting
Travel Dates: 07/26/22-07/27/22
Destination: Boston St: MA Country: USA
Cash Advance #: Cash Advance Status:
Attachments: N
Comments:

Line-Dist	Expense Type	Location	Number	Amount
Date	Description/Merchant		of Nights	Payment Type
1-1	Domestic Trvl-Parking		0	\$20.00
7/26/22	Garage/			Cash (Paid By Employee)
			Total:	\$20.00

Expense Reports: Create

- Enter your Employee ID number or the ID of the traveler if you're working as a delegate for someone else
- Click "Add" to generate a blank ER form
- Enter the heading information to match what was approved on the TA



Expense Report

Find an Existing Value | Add a New Value

Empl ID

Modify Expense Report Save for Later | Summary and Submit

Lori Johnson

Pay Method: System Check Actions: ...Choose an Action

*Business Purpose:

*Travel/Expense Date To-From: MM/DD/YY

*Travel/Expense For:

Report: 0000029510 Pending *City: Indiana United States

Expenses

Expand All | Collapse All Add: | |

	Total	20.00	USD
--	--------------	-------	-----

Expense Reports: Create

Can be used for Employee, Contractor's Personal Credit Card, Personal Travel Owed URI

- Add expenses using the process outlined for TA's
- Give as much detail as possible:

Expenses ?						Total	20.00	USD
Expand All Collapse All								
*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency			
07/26/2022	Domestic Trvl-Parking	Garage 248 characters remaining	Cash (Paid By Employee)	20.00	USD			

- **Business purpose** should match what was entered on the TA
- **Receipts are required** – attach receipts using the link in the header, or by expense with the paperclip icon
- If expenses were incurred on behalf of another traveler, include their name, TA#, and trip details
- **Dates and departure/return times are required** to calculate per diem. Include Itinerary for documentation.

Expenses charged to a URI Travel Visa Credit Card (TCard)

- Charges to a TCard are loaded into the MyWallet section of the e-Campus Travel Module
- MyWallet can be accessed using the link on the ER header, or through the "Quick Start" menu

Create Expense Report Save for Later | Summary and Submit

Pay Method: Automated Clearing House

*Business Purpose: Business Meeting

*Travel/Expense Date To-From MM/DD/YY: 07/26/22-07/27/22

*Travel/Expense For: SELF

*City: Boston Massachusetts United States

Attachments

Quick Start: Entries from My Wallet GO

Expenses ?

Expand All | Collapse All Add: My Wallet (29) | Quick-Fill

Total 0.00 USD

Expense Reports: Create

URI TCard: MyWallet Transactions

- Charges to a TCard are loaded into the **MyWallet** section of the e-Campus Travel Module
- Add the transactions related to the trip by clicking the box under “**Select,**” and then clicking “**Done**”
- NOTE: Check the “**Expense Type**” description – if it’s not accurate, change it by clicking the link (next slide)
- Once the transaction is pulled to the expense report, it cannot be modified

Create Expense Report

My Wallet

Below is a complete list of unassigned wallet transactions. To view all transactions, click the 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 report.

Unassigned Wallet Entries ?				
Select	Logo	Date	Expense Type	
<input type="checkbox"/>		08/17/2022	Domestic Trvl-Other Expense	
<input type="checkbox"/>		08/17/2022	Domestic Trvl-Other Expense	
<input type="checkbox"/>		08/17/2022	Domestic Trvl-Other Expense	
<input type="checkbox"/>		08/17/2022	Domestic Trvl-Other Expense	
<input type="checkbox"/>		08/16/2022	Domestic Trvl-Other Expense	
<input type="checkbox"/>		08/04/2022	Domestic Trvl-Other Expense	
<input type="checkbox"/>		08/04/2022	Domestic Trvl-Other Expense	
<input type="checkbox"/>		08/04/2022	Domestic Trvl-Other Expense	
<input type="checkbox"/>		07/28/2022	Domestic Trvl-Other Expense	
<input type="checkbox"/>		07/28/2022	Domestic Trvl-Other Expense	
<input type="checkbox"/>		07/28/2022	Domestic Trvl-Other Expense	

Done

Expense Reports: Create

URI TCard: Changing the transaction "Expense Type"

- Click the link under "Expense Type" to open the transaction detail page

Select	Logo	Date	Expense Type	Merchant	Amount	Currency	Non-Reimbursable
<input type="checkbox"/>		07/28/2022	Domestic Trvl-Other Expense	NACAC	240.00	USD	<input type="checkbox"/>

- Select the appropriate expense type from the drop down that accurately describes the charge
- A **description** may also be added on the wallet detail screen
- Click "Return to My Wallet" when finished updating.

Create Expense Report

My Wallet Detail Report ID NEXT

Unassigned Wallet Entries ?

Expense Type Domestic Trvl-Other Expense Non-Reimbursable

Transaction Date 07/28/2022

Payment Type URI Employee Travel Visa

Merchant NACAC

Expense Location

Cardmember Number *****9169

Transaction Amount 240.00 USD

Country USA

Exchange Rate 1.00000000 Custom - Direct

Base Currency Amount 240.00 USD

Description

City 254 characters remaining

703-836-2222

Receipt Details/Summary/Breakdown ?

[Return to My Wallet](#)

Expense Reports: Associating the TA

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

Modify Expense Report Save for Later | Summary and S

Lori Johnson ?

Pay Method: System Check

*Business Purpose: Business Meeting

*Travel/Expense Date To-From: 07/26/22-07/27/22

MM/DD/YY:

*Travel/Expense For: SELF

Report 0000029512 Pending

*City Boston Massachusetts

Attachments

Actions: ...Choose an Action

- ...Choose an Action
- Apply/View Cash Advance(s)
- Associate Travel Authorization**
- Copy Expense Lines
- Expense Report Project Summary
- Export to Excel
- User Defaults

Expenses ?

The TA must be associated with the ER in order to release the funds that were previously encumbered

- Check the expense details for accuracy, including the CFS under “Accounting Details”
- Click “Save for Later” and make note of the ER “Report ID”

MODIFY/VIEW EXPENSE REPORT

- Navigate back to the “Create/Modify” page
- Search for the ER using the Report ID, traveler’s name, or Empl ID Number
- Double check the ER number, and click into the report

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Creation Date =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Expense Reports: Submitting

1

Actions ...Choose an Action

Pending

Massachusetts United States

2 **Modify Expense Report**

Lori Johnson Actions ...Choose an Action

*Business Purpose Business Meeting Report 0000029512 Pending

*Description 07/26/22-07/27/22 Created 09/06/2022 Lori Johnson

*Reference SELF Last Updated 09/06/2022 Lori Johnson

Budget Status Not Chk'd Post State Not Applied

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

Employee Expenses (1 Line)	20.00 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 20.00 USD

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

3 **Expense Report Submit Confirmation**

Lori Johnson

Totals [View Analytics](#)

Employee Expenses (1 Line)	20.00 USD	Non-Reim	
Cash Advances Applied	0.00 USD		

Amount Due to Employee 20.00 USD

Did you associate your Travel Authorization if applicable? If not click cancel to

4 **View Expense Report** [Expense Details](#)

Lori Johnson Actions ...Choose an Action

Your expense report 0000029512 has been submitted for approval.

Business Purpose Business Meeting Report 0000029512 Submission in Process

Description 07/26/22-07/27/22 Created 09/06/2022 Lori Johnson

Reference SELF Last Updated 09/07/2022 Lori Johnson

Budget Status Not Chk'd Post State Not Applied

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

Employee Expenses (1 Line)	20.00 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 20.00 USD **Amount Due to Supplier 0.00 USD**

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

[Return to Search](#) [Notify](#)

- 1 Click on "Summary and Submit"
- 2 Check the box certifying the expenses and details are accurate, and click "Submit Expense Report"
- 3 Click "Ok" on the "Submit Confirmation" page
- 4 Your report has been submitted when you see the red confirmation text

Expense Reports: Printing

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > View

1. Navigate to the “View” page and search by Report ID, name, or Employee ID

Expense Report
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Report Status =

Creation Date =

Case Sensitive

2. Click “View Printable Version”

View Expense Report

Lori Johnson

Business Purpose Business Meeting

Description 07/26/22-07/27/22

Reference SELF

Budget Status Not Chk'd

Totals ? [View Printable Version](#)

3. A new tab will open to generate a PDF of the ER

4. The ER will be “Queued” before the PDF opens

5. Use the printer icon to print a copy of the PDF

View

appfsprod.ecampus.uri.edu/p

Office 365 Office of the Contr... Gmail

Success
Preparing output for viewing

Process Name: EXX4500 EXX4500

Process Instance: 11206684 Process Type:

EXX4500 (5).pdf

Expense Report

THE UNIVERSITY OF RHODE ISLAND
THINK BIG WE DO

Date:	ER#:	ER Status:
9/7/2022	0000029512	Pending
Department:	Entered By:	Budget Status:
4002	lori_johnson	Not Chk'd

Traveler: Johnson, Lori Employee ID: 100727155
Address: Default Payment Method: Check

Travel Authorization #:
Business Purpose: Business Meeting
Travel Dates: 07/26/22-07/27/22
Destination: Boston St: MA Country: USA
Cash Advance #: Cash Advance Status:
Attachments: N
Comments:

Line-Dist	Expense Type	Location	Number	Amount
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ADDITIONAL INFORMATION

- a. Per Diem
- b. Combining business travel with personal travel
- c. Unallowable expenses
- d. Transportation
- e. Favorite Navigations



PER DIEM

Travelers may claim per diem to cover food and incidentals (such as cash tips) while away for overnight travel.

In the case of overnight flights, the departure day is considered the last day of travel.

RATES VARY BY FUND

Fund	DOMESTIC TRAVEL Rates (M & IE)	FOREIGN TRAVEL Rates (M & IE)
100	State of RI ¹	US DOS ³
110 & 500	GSA ²	US DOS ³
401	State of RI ¹ or Receipts	US DOS ³ or Receipts
All other	State of RI ¹	US DOS ³

CLAIMING FIRST/LAST DAY PER DIEM

STATE OF RHODE ISLAND		FEDERAL (GSA AND US DOS)	
Day 1: Depart	Claim	Day 1: Depart	Claim
Before 12:00 PM	100% of rate	Before 8:00 AM	100% of rate
After 12:00 PM	50% of rate	After 8:00 AM	75% of rate
Last Day: Return	Claim	Last Day: Return	Claim
Before 12:00 PM	50% of rate	Before 5:00 PM	75% of rate
After 12:00 PM	100% of rate	After 5:00 PM	100% of rate

¹ The State of RI sets a flat rate each year, currently \$50/day

² The U.S. General Services Administration (GSA) rates are determined by destination city, posted on the GSA website

³ The U.S. Department of State (US DOS) rates are determined by destination country and city, posted on the US DOS website

COMBINING BUSINESS TRAVEL WITH PERSONAL TRAVEL



- Must not result in additional cost to URI
- Requires written price quote comparison from Direct Travel at time of booking
- Personal cost deducted from reimbursable amount or paid back to URI (TCard)
- Book travel out-of-pocket to avoid owing money to URI
- Include personal travel dates on TA
- Exclude personal travel costs on TA

EXAMPLE Conference in Paris - starts Sun, 10/3, 5 PM, ends Wed, 10/6, 11:30 AM

Business Only

Sun AM 10/3: Arrive Paris

Wed PM 10/6: Flight, Paris to PVD

Hotel: 3 nights

Airfare: \$600 → TA amount = \$600

Hotel: \$600 → TA amount = \$600

TA Dates → 10/3-10/6

Business + Personal

Sun AM 10/3: Arrive Paris

Sat PM 10/9: Flight, Paris to PVD

Hotel: 6 nights

Airfare: \$800 → TA amount = \$600

Hotel: \$1200 → TA amount = \$600

TA Dates → 10/3-10/9

UNALLOWABLE EXPENSES (Not substitute for Travel Policy)

Unallowable expenses paid for:

- with personal cash/credit card – will not be reimbursed
- on URI TCard – will require cardholder to reimburse URI

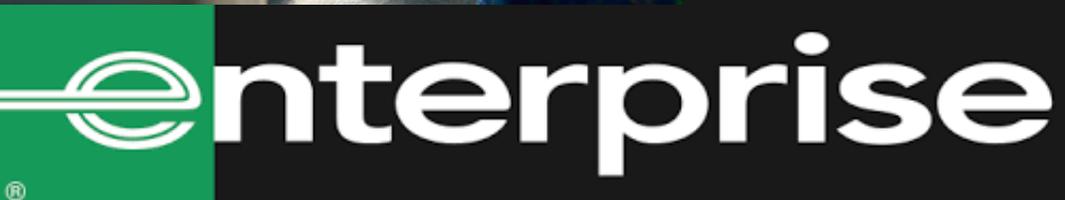
- **Trip insurance**
- **Transportation:** upgrades to class or seat (e.g. extra leg room), in-flight services, extra baggage
- **Rental cars:** insurance (domestic), class upgrades, prepaid fuel, add-ons such as GPS
- **Accommodations:** room upgrades, additional guests, room service
- **Restaurants & Dining:** alcohol – Note: food/dining generally not allowed on ER as food is covered with per diem
- **Conferences:** any costs other than registration fee (e.g. extra activities, special meals)



TRANSPORTATION (most cost-efficient means of travel)



THE UNIVERSITY OF RHODE ISLAND



TRANSPORTATION (most cost-efficient means of travel)

<https://web.uri.edu/controller/travel/vehicle-rental>

Retain itemized car rental receipt even if it will be direct billed

Insurance

Agreements include full collision damage waiver and liability coverage up to \$300,000 which pertains to third party claims.

International travel: you must purchase the collision damage waiver and liability insurance in the minimum amount offered by the rental agency. The University's auto policy does not extend coverage to non-U.S. territories.

Non-Preferred Car Rental Agency for Domestic Travel

- Request a Certificate of Insurance through University Risk Management
- Must be made at least four days prior to traveling
- Insurance certificate will be emailed to you, that you will print and bring to the rental agency

Preferred Car Rental Agencies



Corporate account code: **XZ49287**



TRAVEL & EXPENSE MODULE

NAVIGATION PATHS

Add Delegates

Main Menu > Employee Self-Service > Travel and Expenses > User Preferences > Delegate Entry Authority

Travel Authorizations

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

Expense Reports

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

Add Bank Information

Main Menu > Employee Self-Service > Travel and Expenses > My Bank Information

View TCard Wallet

Main Menu > Employee Self-Service > Travel and Expenses > My Wallet

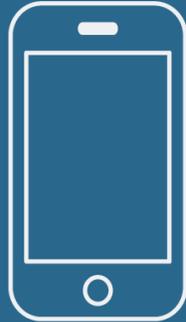
View my Worklist

Favorites | Main Menu > Worklist > Worklist

QUESTIONS



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