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

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GETTING STARTED

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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

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- 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**

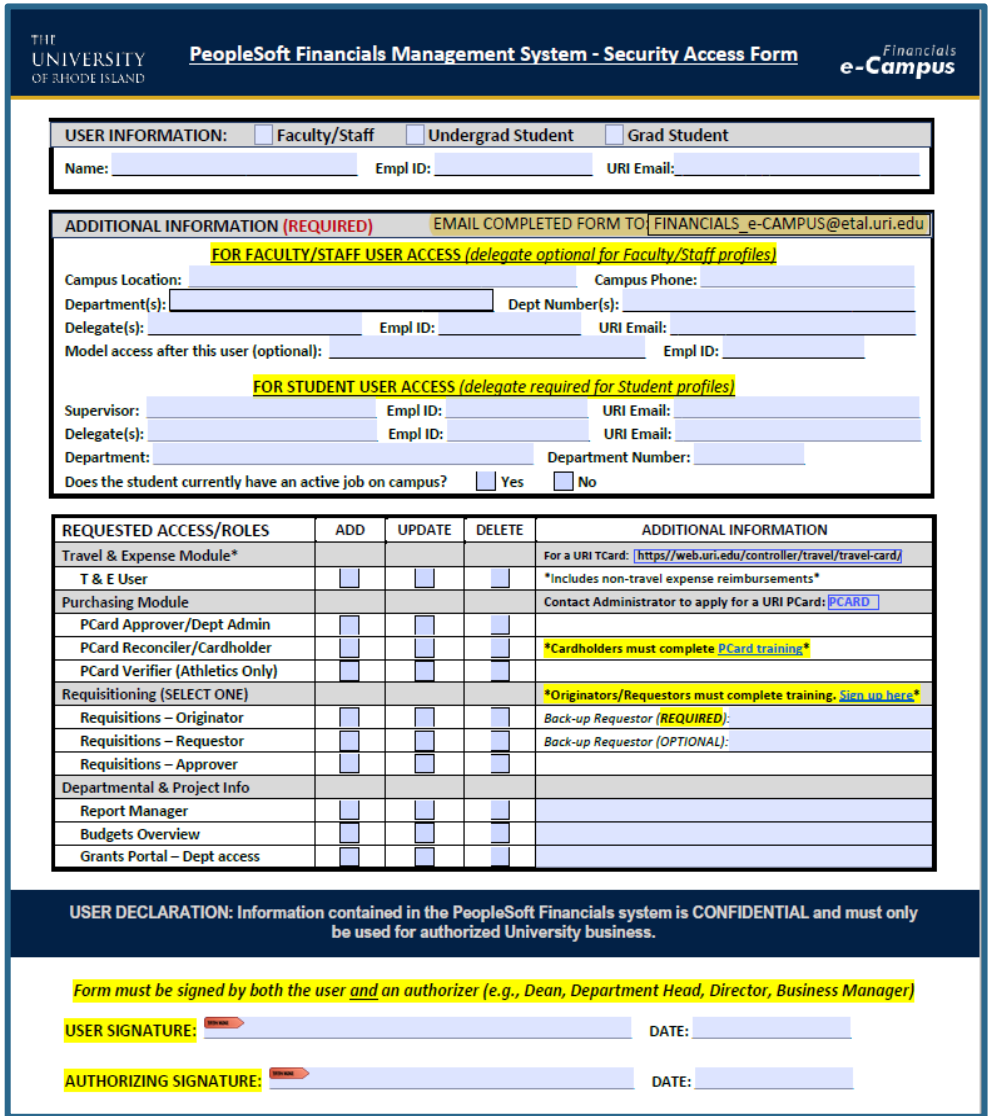
   Signatures must be handwritten, or a certificate-based digital ID in Adobe

   example:

   Lori Johnson Digitally signed by Lori Johnson Date: 2022.08.04 14:19:38 -04'00'

   DIGITAL SIGNATURE OF EMPLOYEE AND DATE

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



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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	☐	☐	☐	*Includes non-travel expense reimbursements*
Purchasing Module				Contact Administrator to apply for a URI PCard: PCARD
PCard Approver/Dept Admin	☐	☐	☐	
PCard Reconciler/Cardholder	☐	☐	☐	*Cardholders must complete PCard training*
PCard Verifier (Athletics Only)	☐	☐	☐	
Requisitioning (SELECT ONE)				*Originators/Requestors must complete training. Sign up here*
Requisitions – Originator	☐	☐	☐	*Back-up Requestor (REQUIRED):*
Requisitions – Requestor	☐	☐	☐	*Back-up Requestor (OPTIONAL):*
Requisitions – Approver	☐	☐	☐	
Departmental & Project Info				
Report Manager	☐	☐	☐	
Budgets Overview	☐	☐	☐	
Grants Portal – Dept access	☐	☐	☐	

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

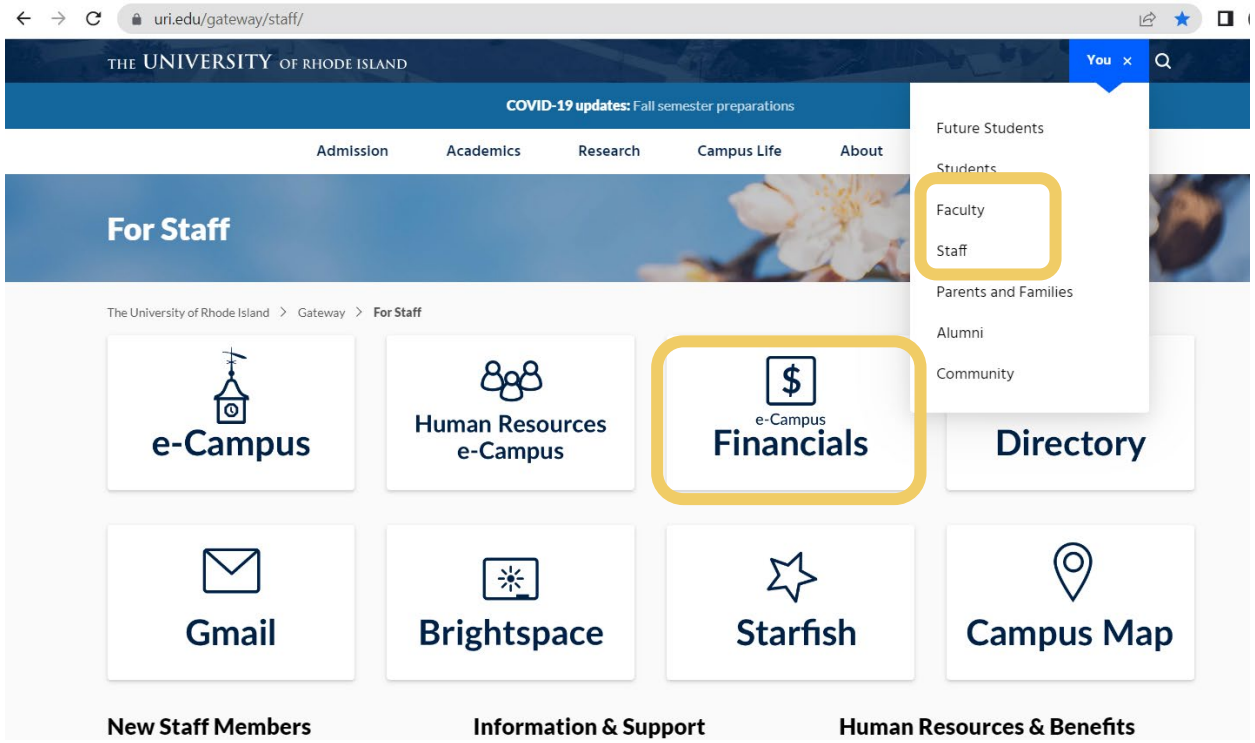
Form must be signed by both the user and an authorizer (e.g., Dean, Department Head, Director, Business Manager)

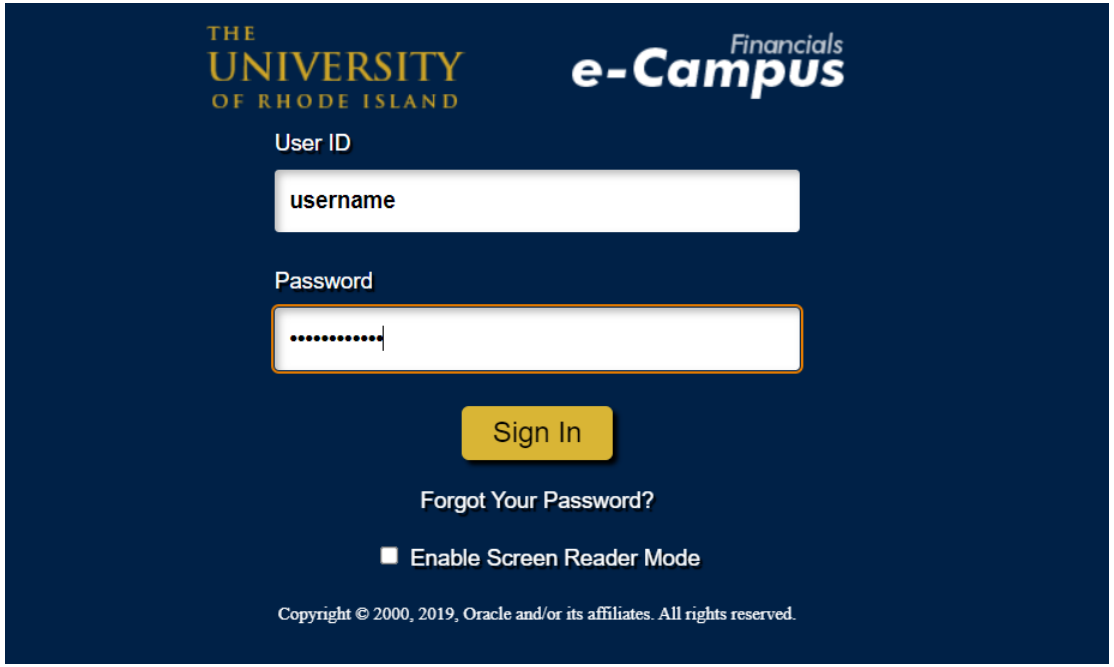
USER SIGNATURE: _____ DATE: _____

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*

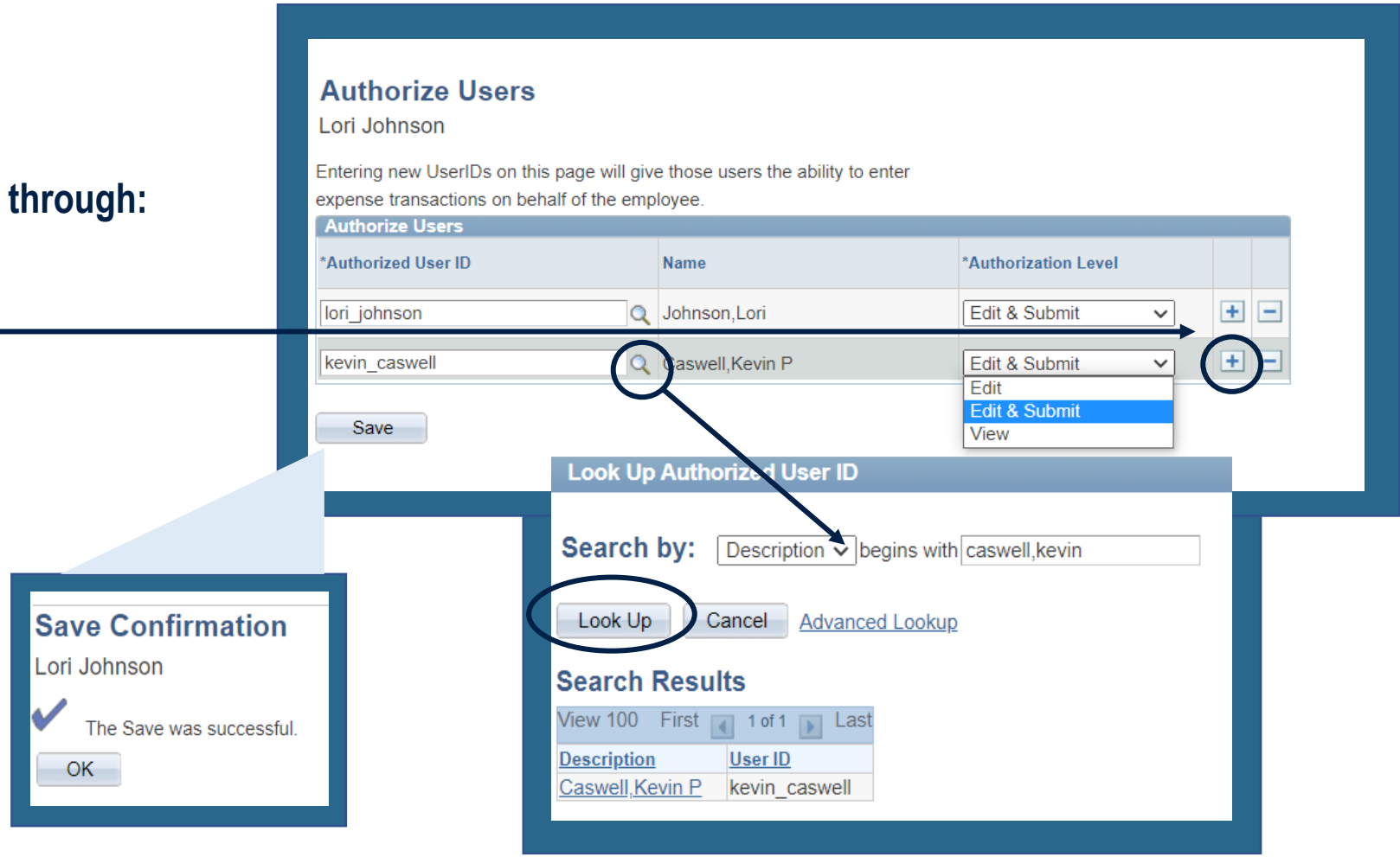
ADDING DELEGATES

Financials e-Campus

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."

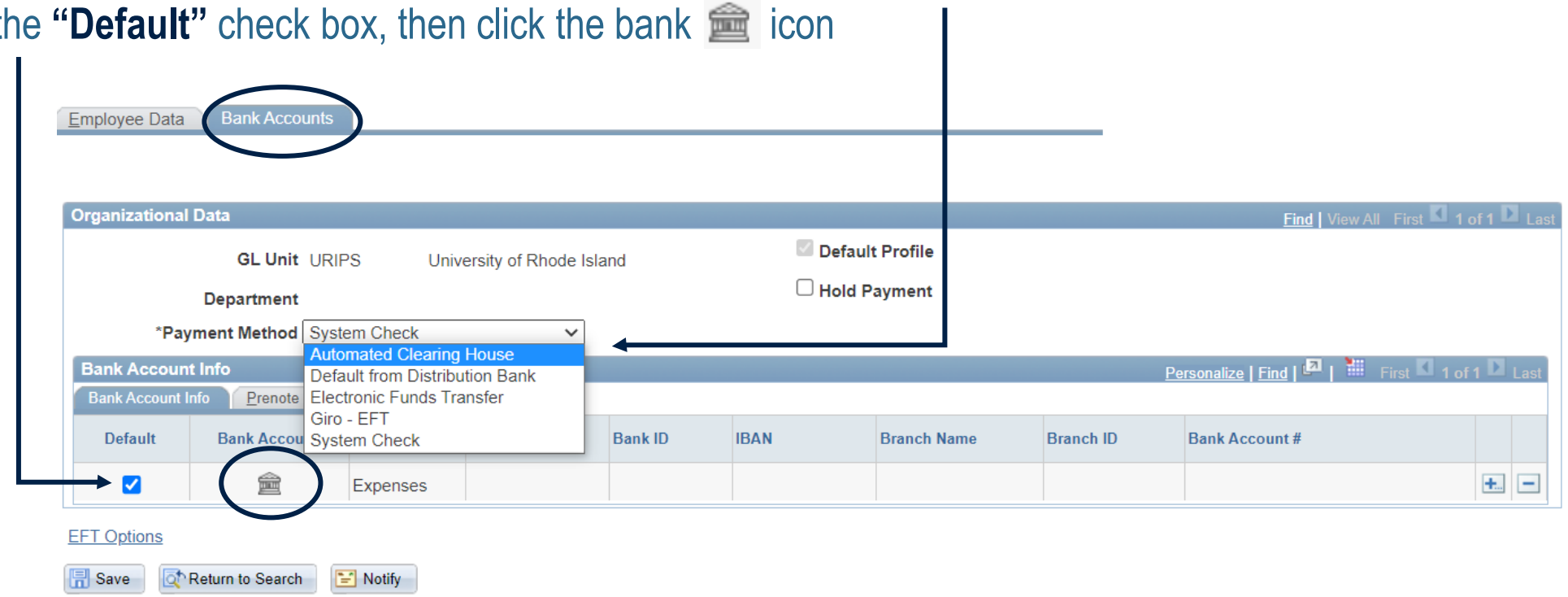


SETTING UP YOUR ACCOUNT: DIRECT DEPOSIT

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

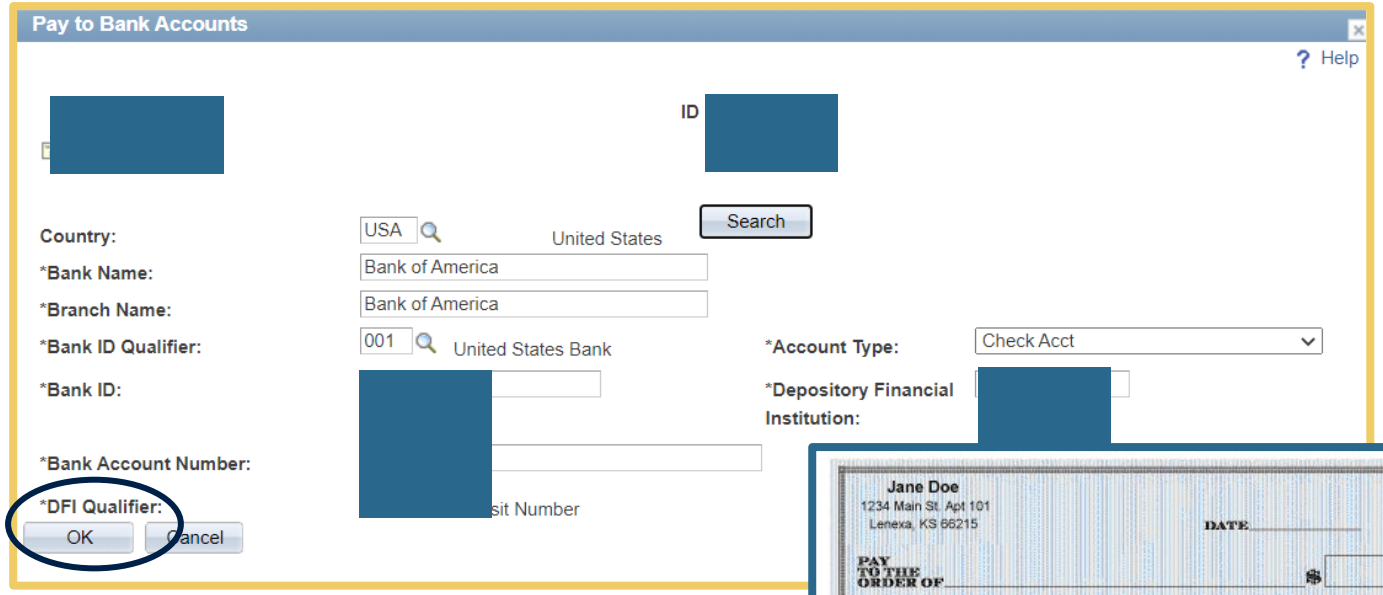


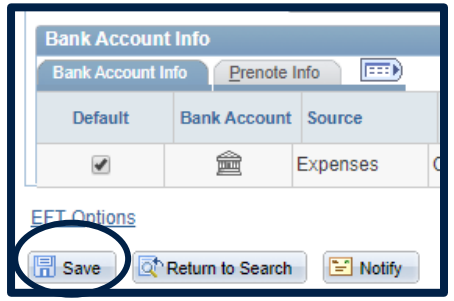
Financials e-Campus

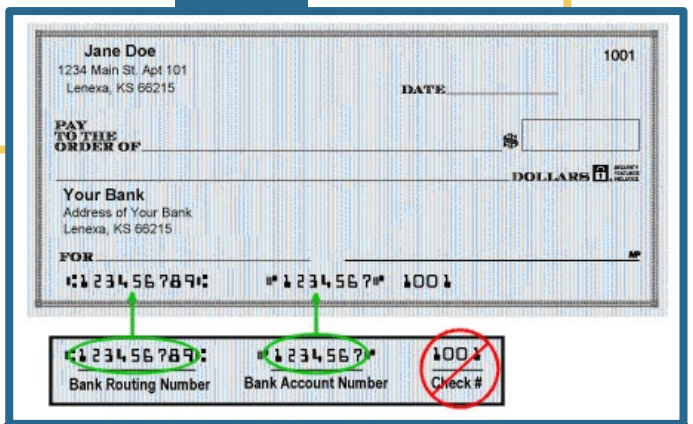
SETTING UP YOUR ACCOUNT: DIRECT DEPOSIT

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



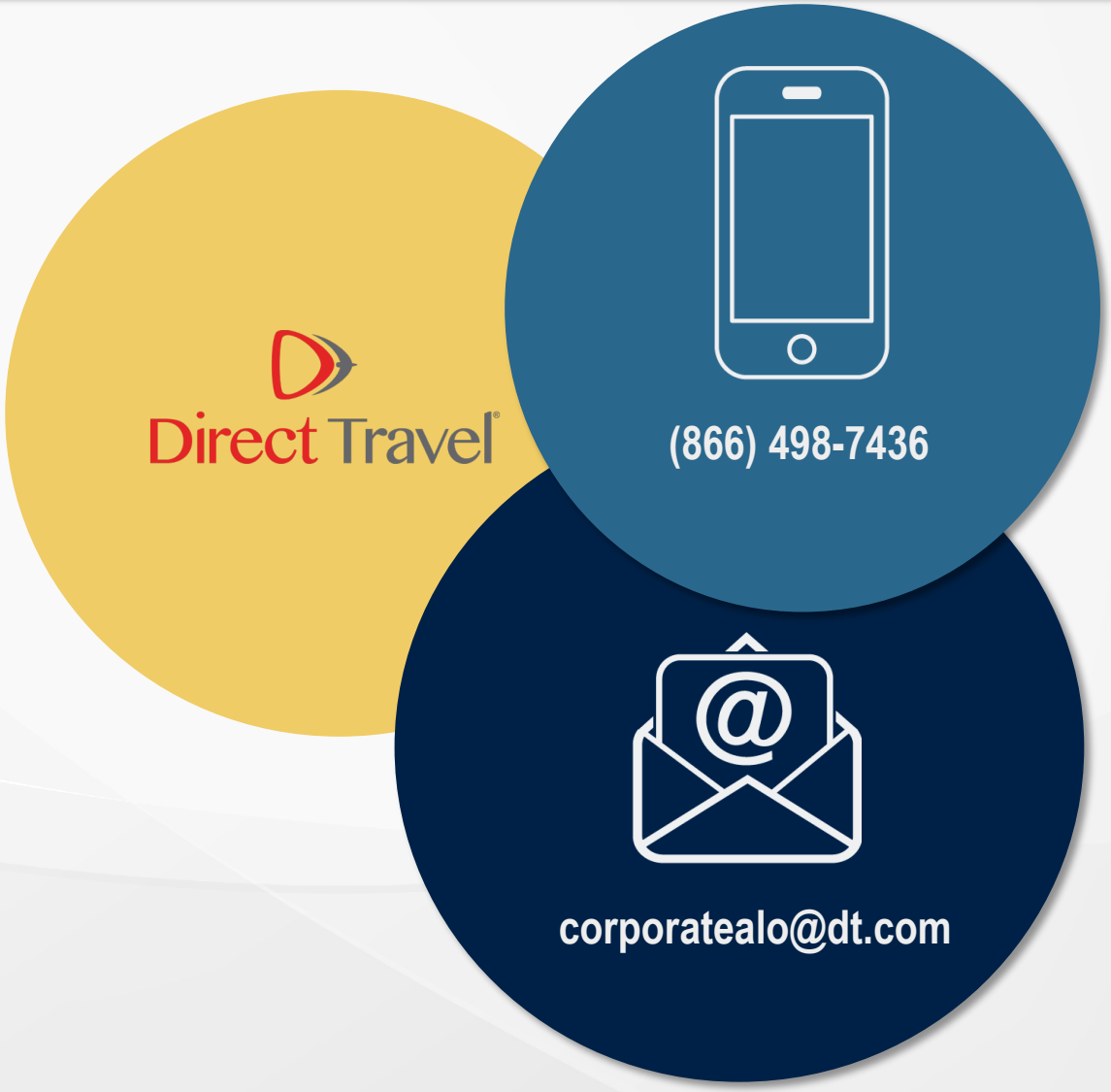




Your bank's routing number and your bank account number are noted on your personal checks

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



DIRECT TRAVEL – CONCUR ONLINE BOOKING PORTAL

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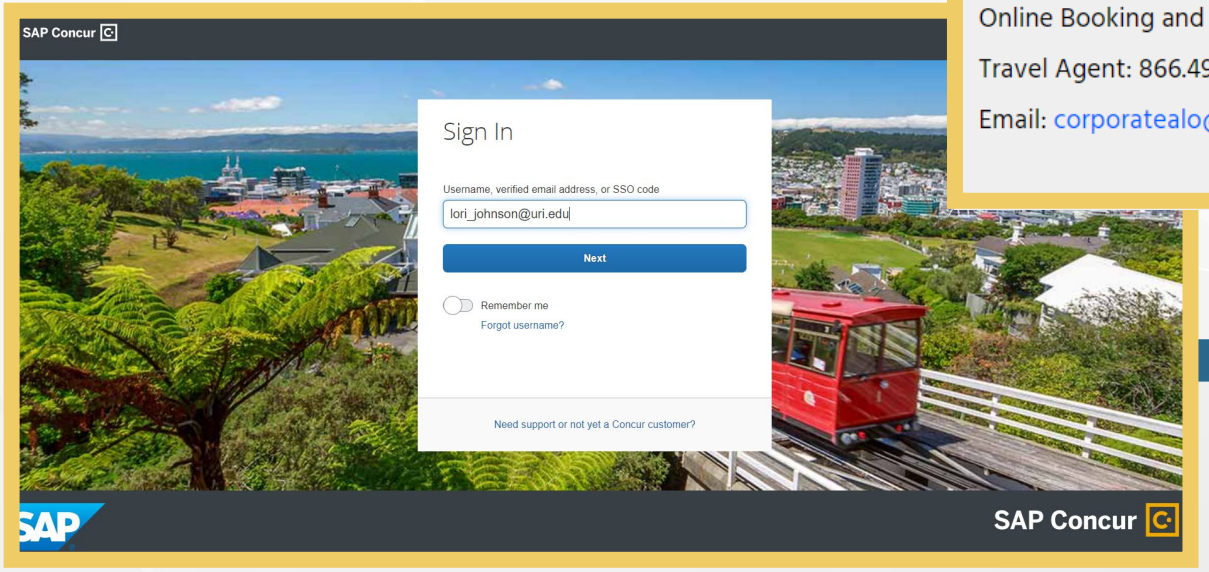
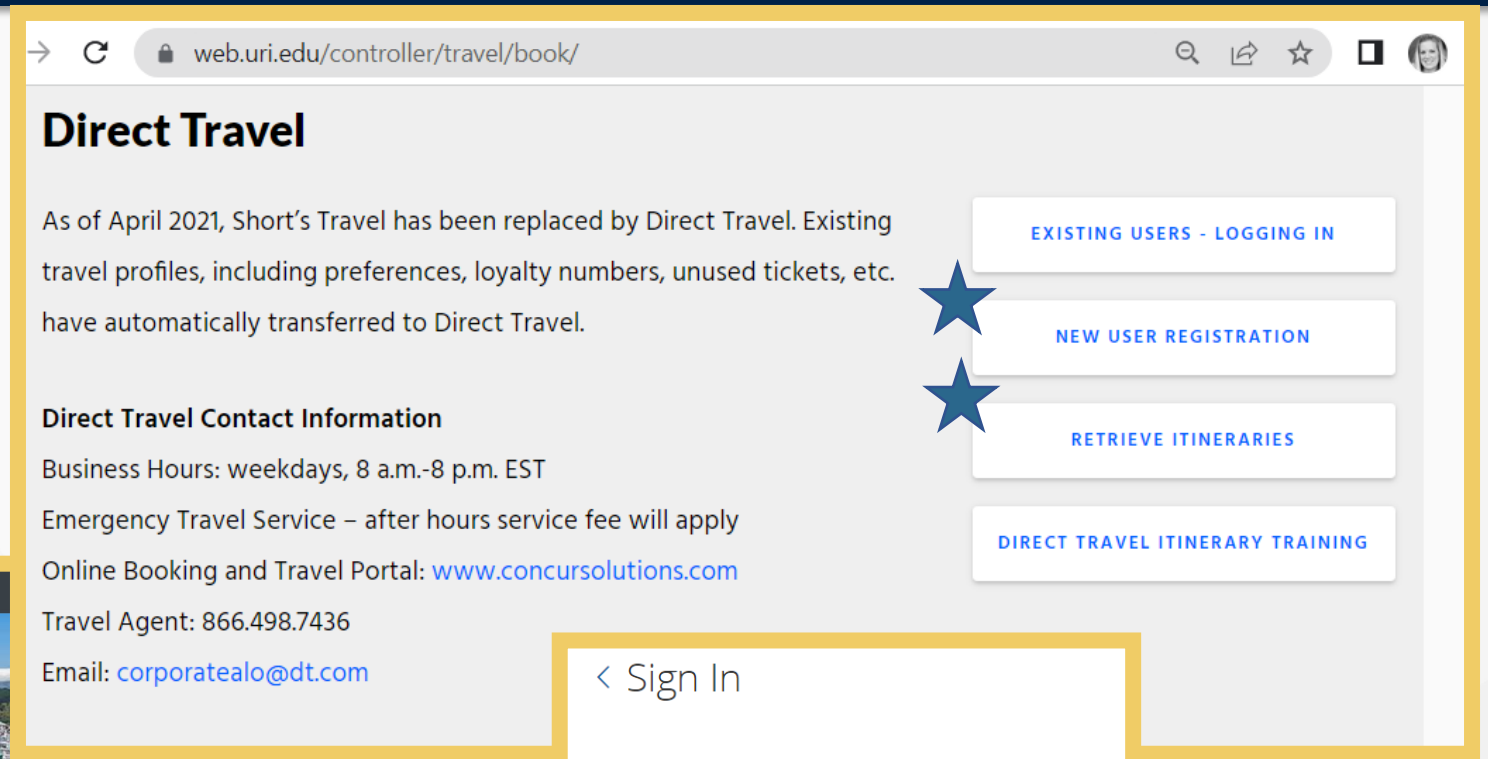
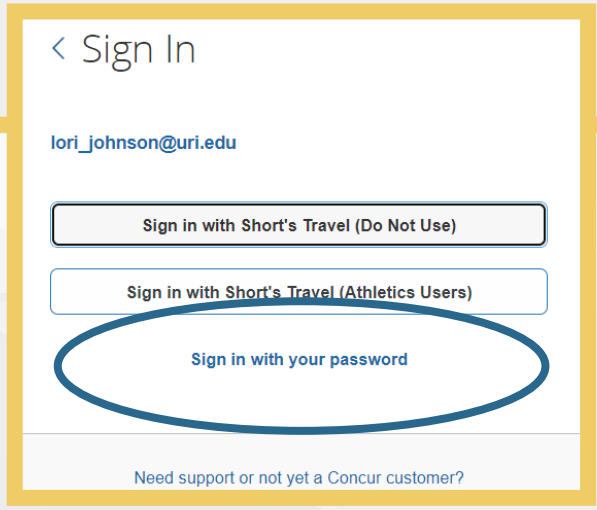
- **https://web.uri.edu/controller/travel/book/**
  - **Register** for Concur account
  - **Manage** user profile and preferences
  - **Retrieve Itineraries**
  - Note: When signing in, choose **"Sign in with your password"**







TRAVEL VISA CREDIT CARD (TCard)

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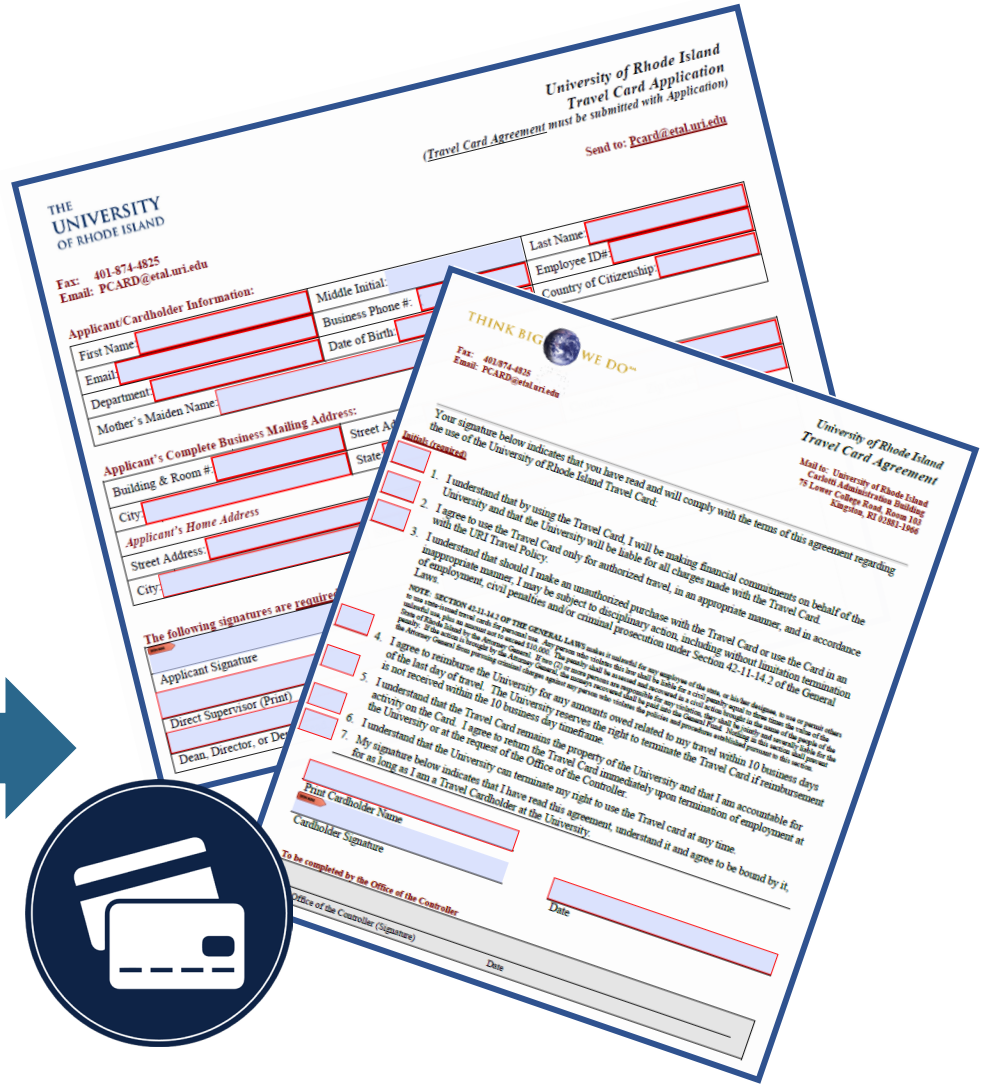
- Allows **Employees** to charge travel expenses directly to a funding source, rather than paying out-of-pocket from personal funds.
- TCard transactions automatically load into the e-Campus Financials **"Wallet"** and must be added to an Expense Report as soon as they post to avoid daily email reminders

BEST FOR	REQUIRES	LIMITS
Employees booking travel 2+ times per semester	**Training and short test on Brightspace**	**$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

THE UNIVERSITY OF RHODE ISLAND

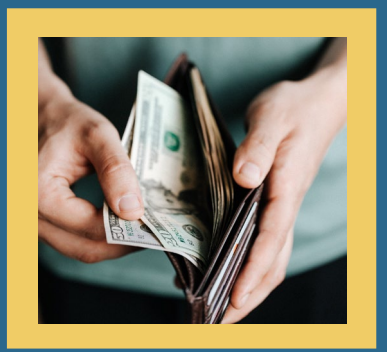
a. Travel Authorizations
b. Booking Travel
c. Expense Reports

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

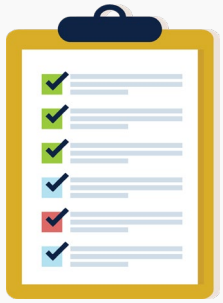
- All employee and student out-of-state travel
- Non-employee travel if charged to TCard
- In-state travel only if renting a vehicle (in-state vehicle rental broadly prohibited)
- Third party funding: create TA for $0.01 and contact Travel Office to close

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

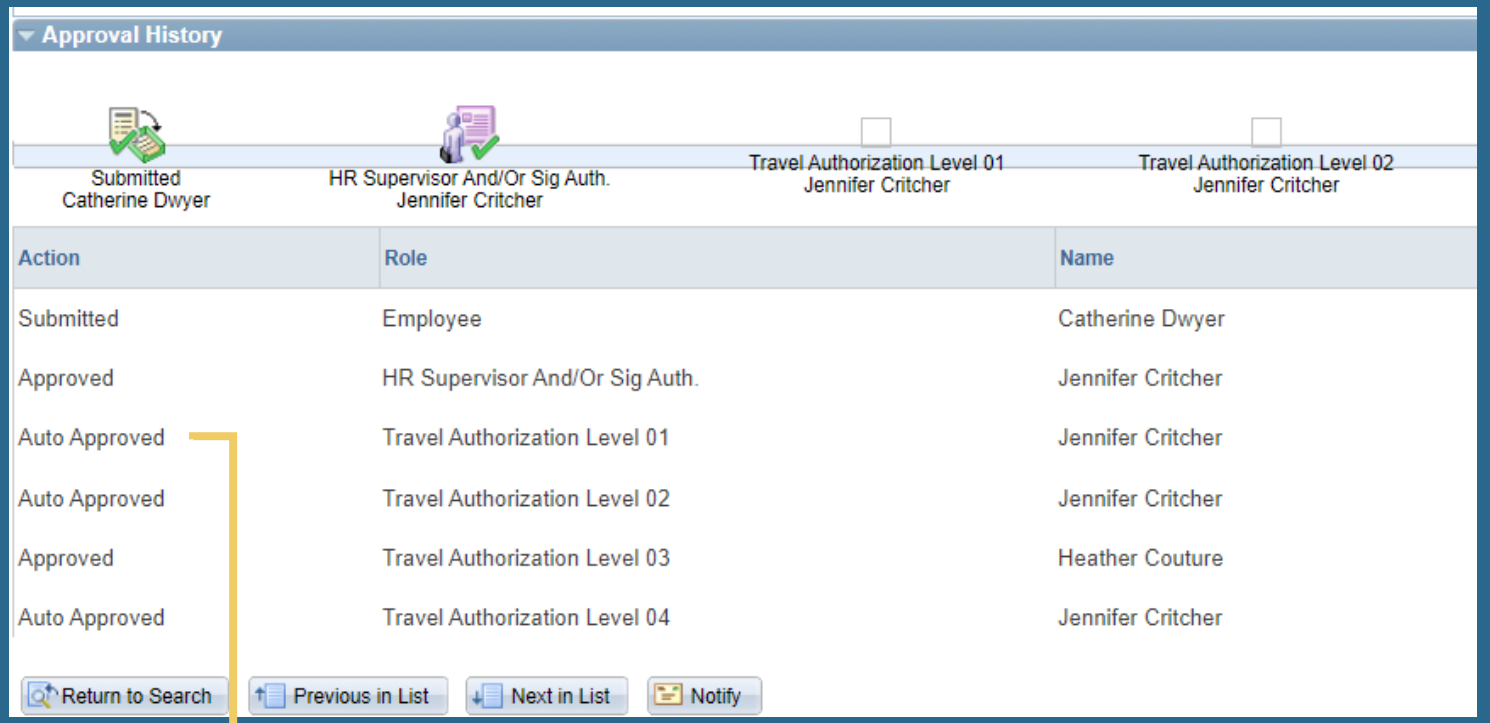
Decide the payment method for each expense

- **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.

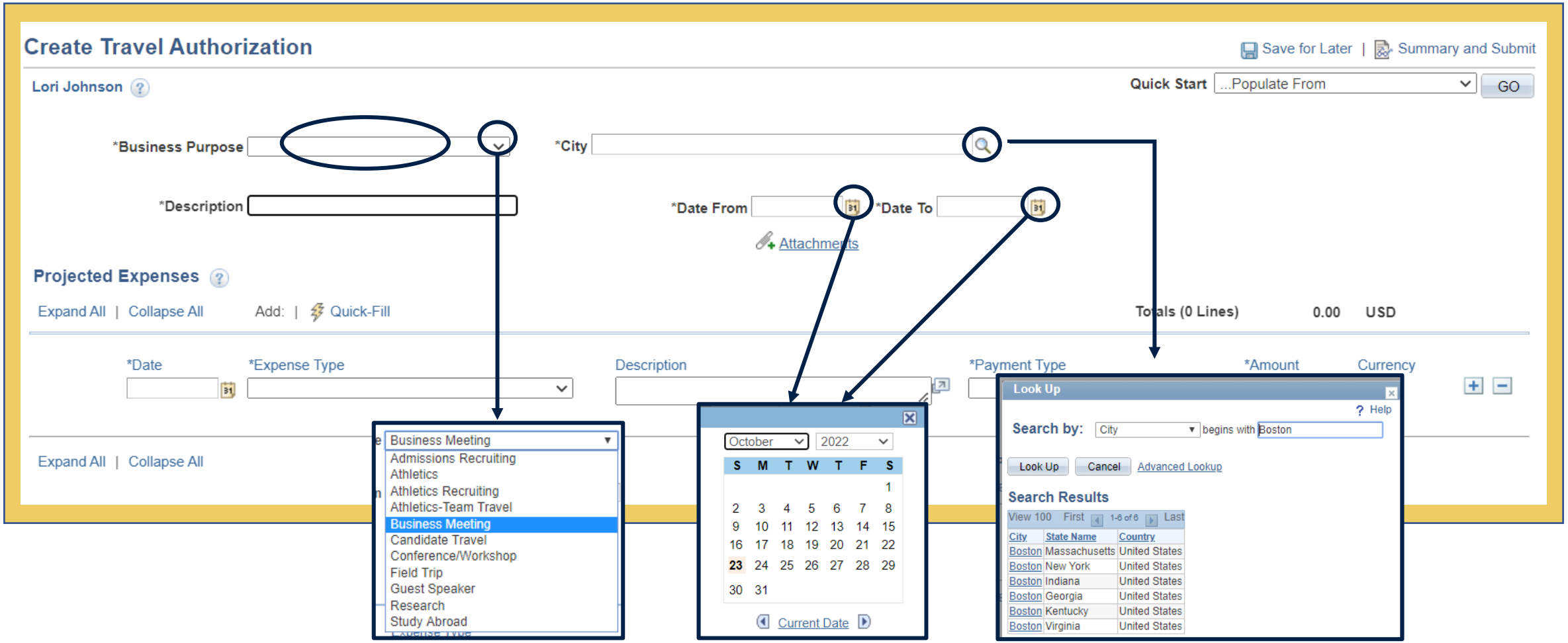
1. **HR Supervisor** (Department approver)
2. **Level 1 Approver** per Chartfield String Authorization
3. **Level 2 (Final) Approver** per Signature Authorization
4. **Sponsored Projects Approver and/or Foundation Approver**



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

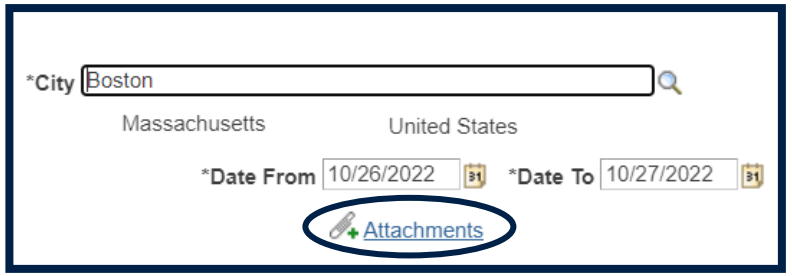
TRAVEL AUTHORIZATIONS

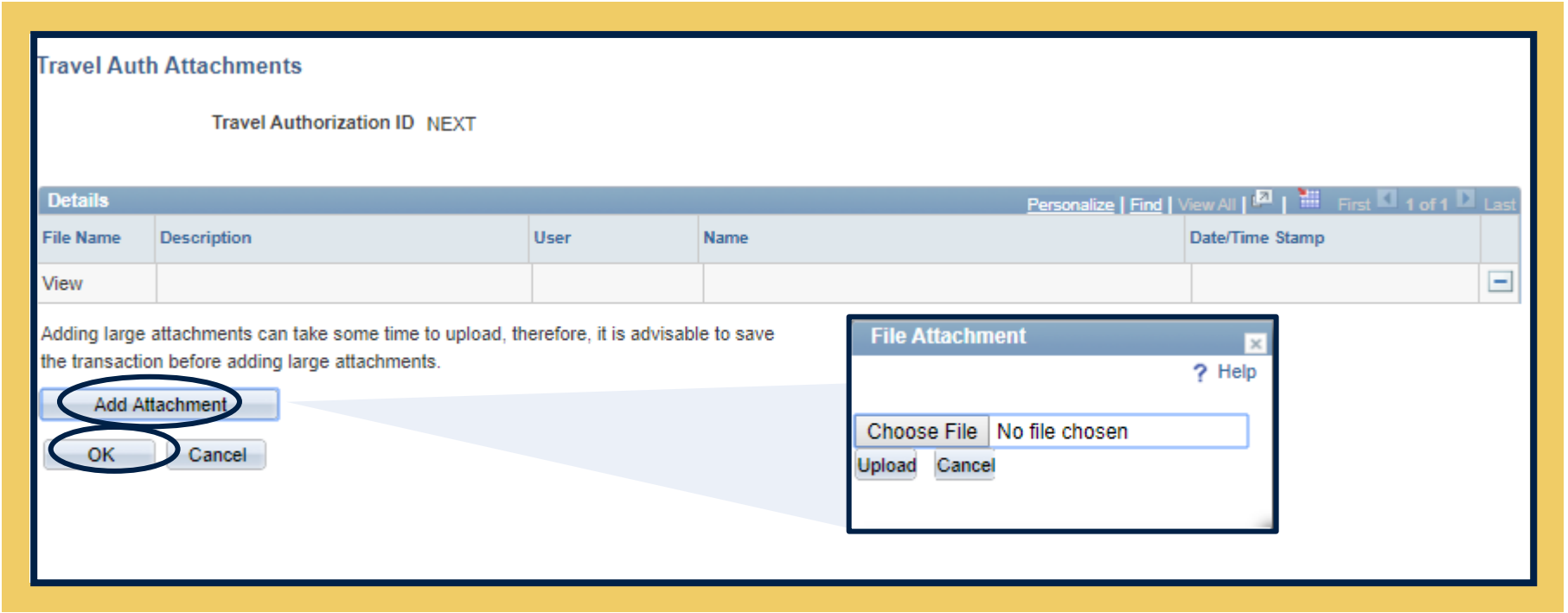
- Use the icons next to the **“Business Purpose” “City”** and **“Date”** fields to open selection menus/boxes
- **Description fields are free form text fields** used to give detailed information about your travel



TRAVEL AUTHORIZATIONS: Attachments

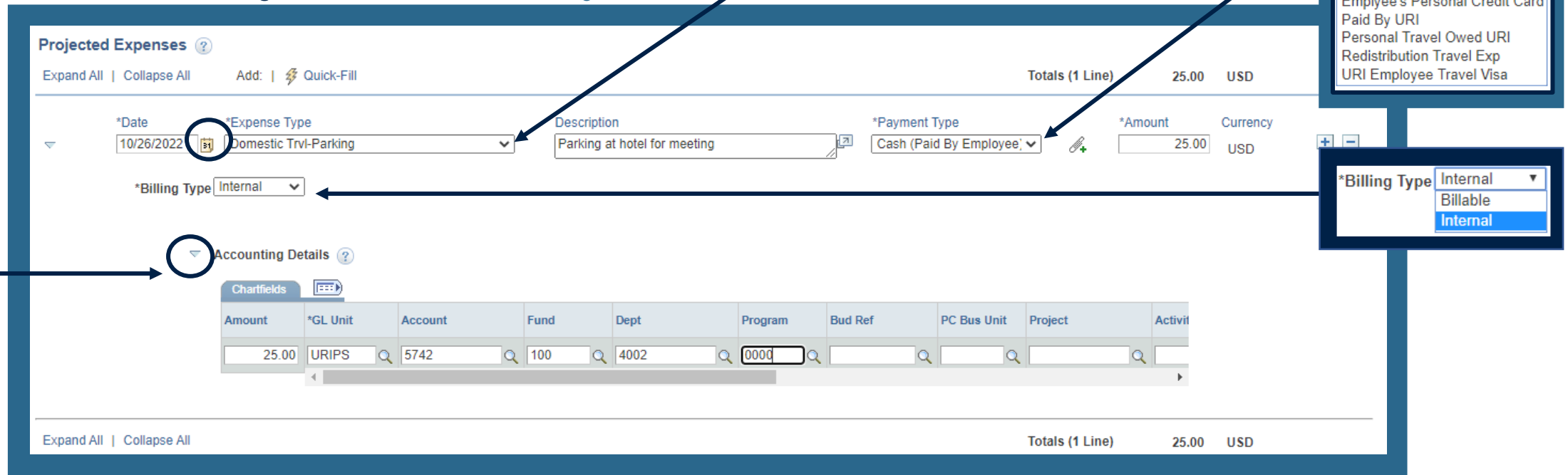
- Click **"Attachments"** under the date field to add files to document the details or justification for the trip
- On the next screen, click **"Add Attachment"**, choose the file from your computer and click **"Upload"**
- When you're done, click **"Ok"** to return to the Travel Authorization details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

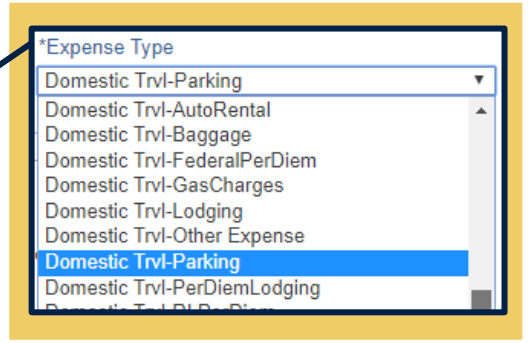


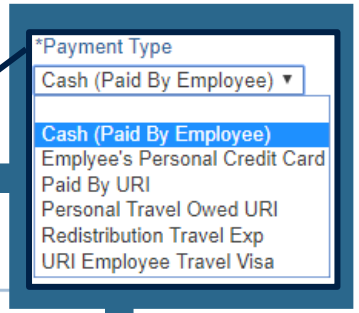


Travel Authorizations: Projected Expenses

- 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

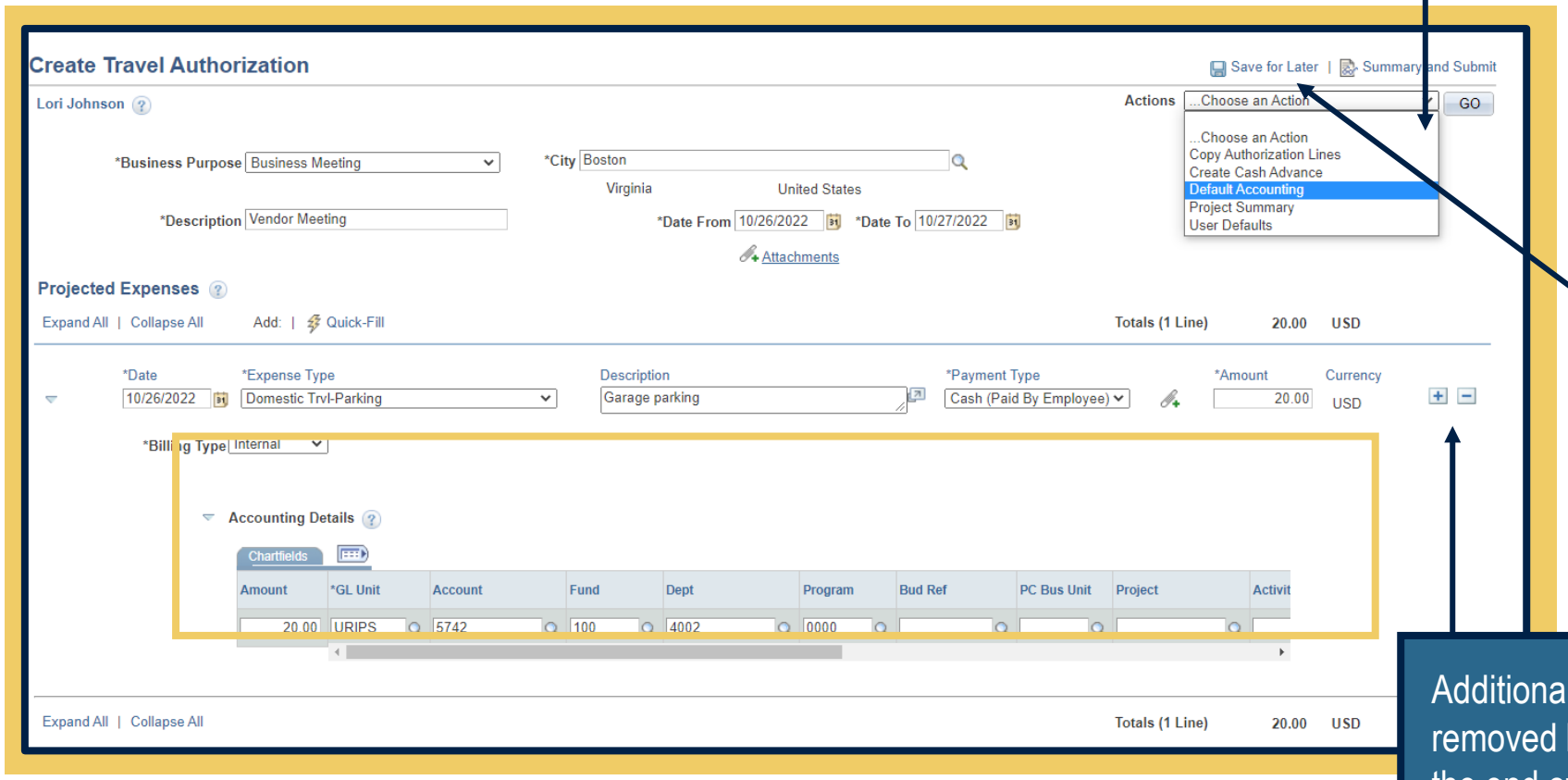






Travel Authorizations: Accounting Details

- 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



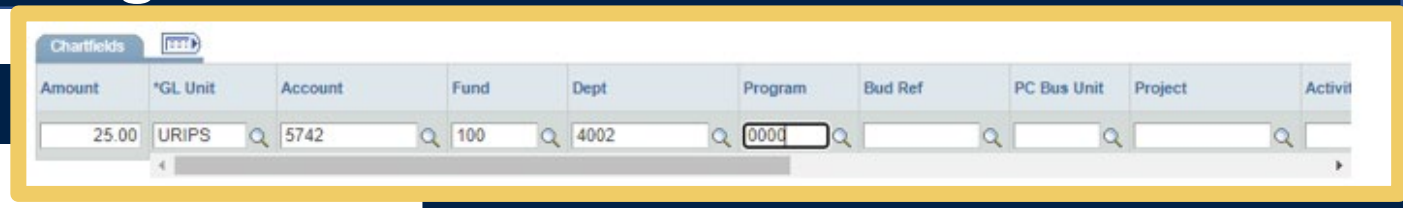
After entering one line, "Save for Later" to generate a TA ID #.

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

Travel Authorizations: Accounting Details

Financials e-Campus

Click the expansion triangle to enter CFS



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

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

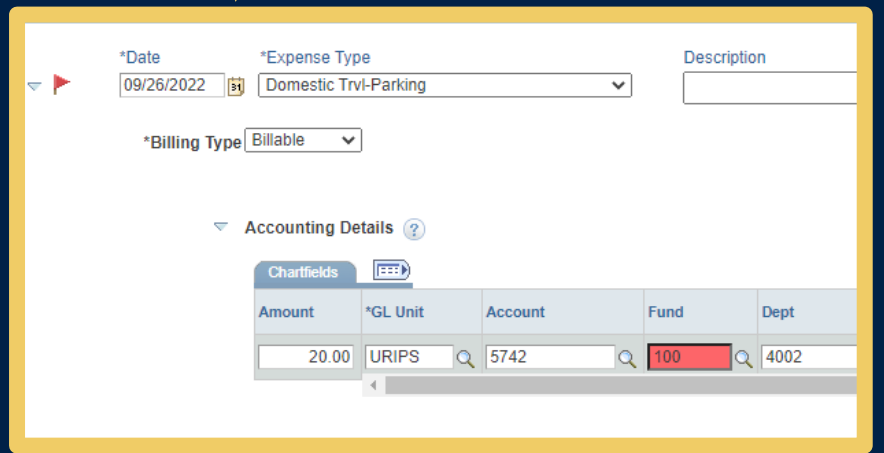
Activity Always RESEARCH

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"



Travel Authorizations: FAQs

Financials e-Campus

Edit TA?

YES	Pending and not yet submitted
YES	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
YES	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 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

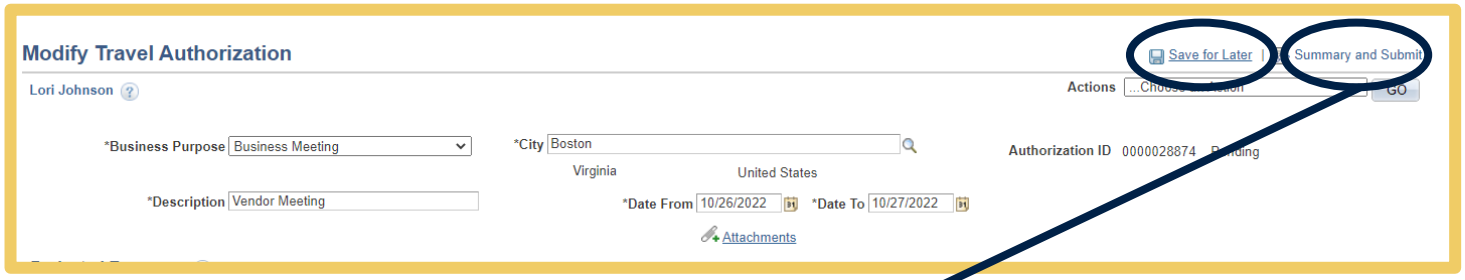
Virtual Conference?

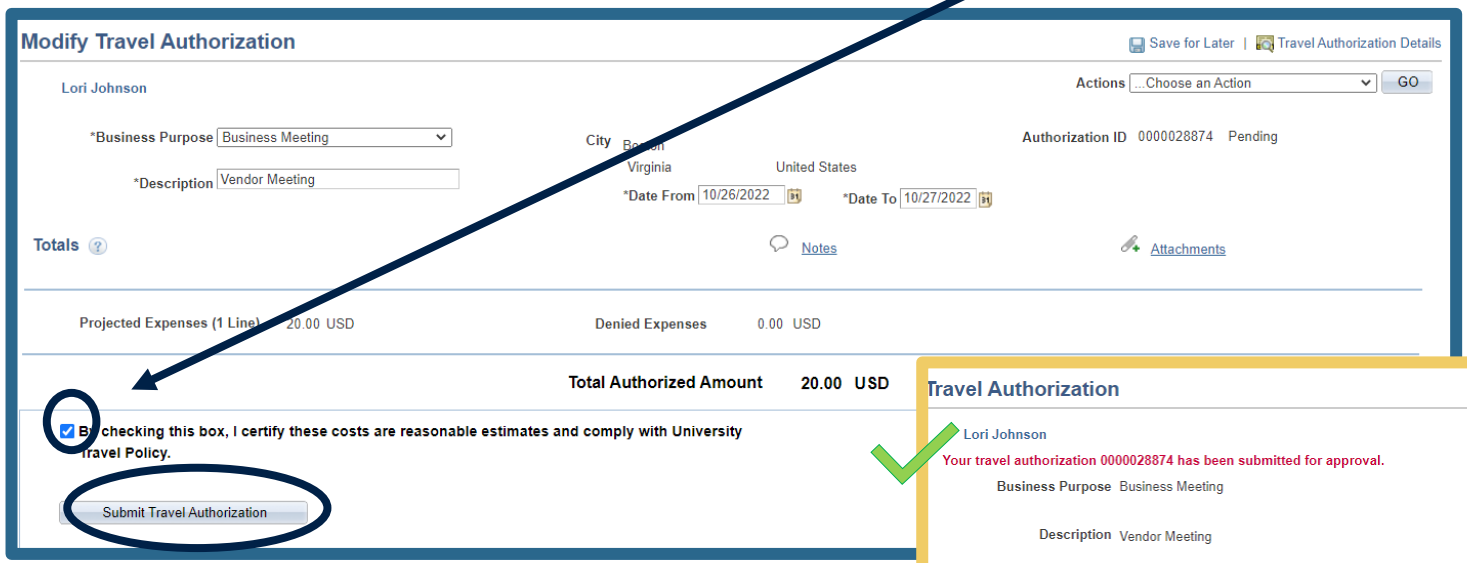
No TA is required

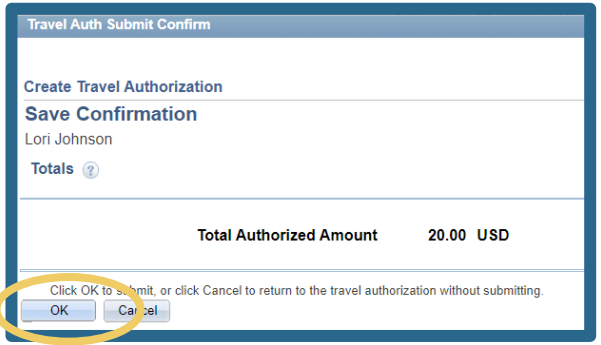
Ticket # on TA?

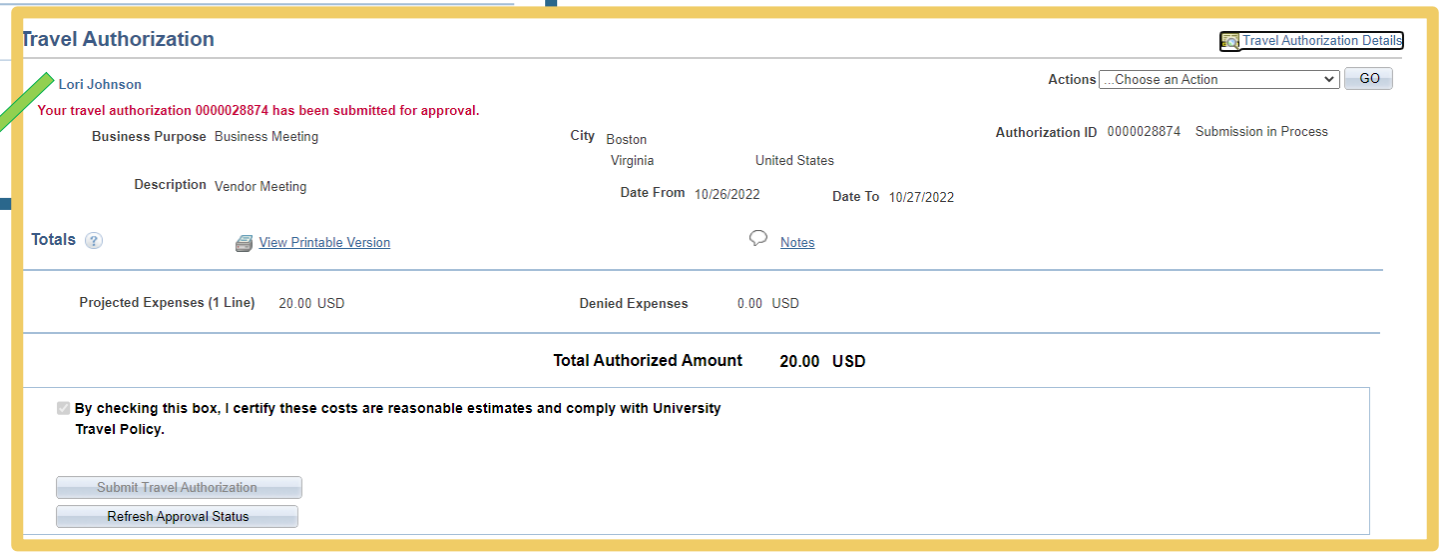
Not required

Travel Authorizations: Submitting









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

THE UNIVERSITY OF RHODE ISLAND

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

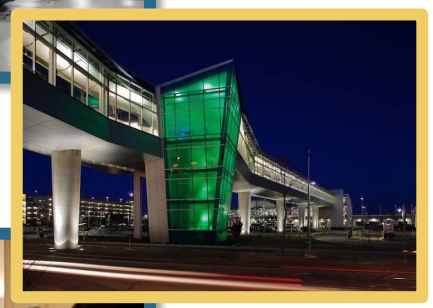
THIRD PARTY PAYER: When a third party will reimburse for trip expenses:

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

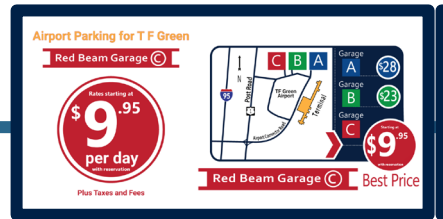
TRAVEL ARRANGEMENTS

THE UNIVERSITY OF RHODE ISLAND

Rhode Island
T. F. Green International Airport



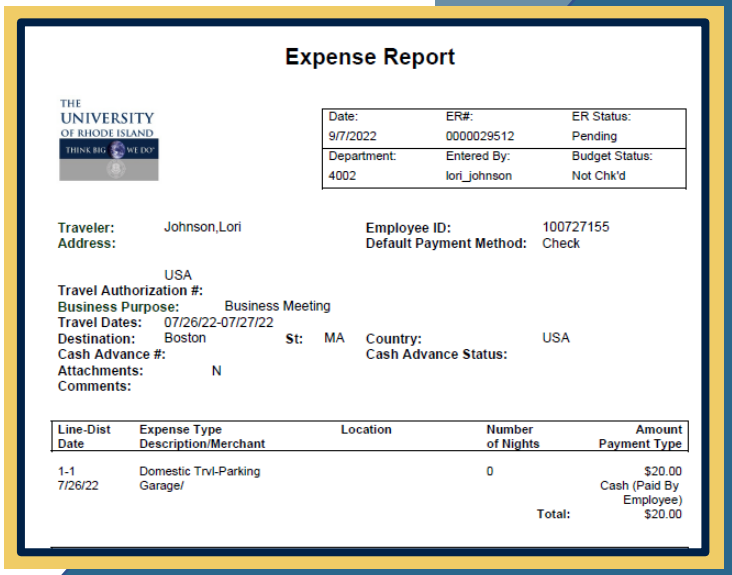
- Follow guidelines specific to funding source
- Overnight accommodations: > 55 miles away only
- **Must book lowest rates/fares**
- Rental cars – use URI contracted agencies or lowest-cost alternative when preferred agencies unavailable
  - **Do not pay for insurance on domestic travel** – included 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**



Expense Reports

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

- **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

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

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

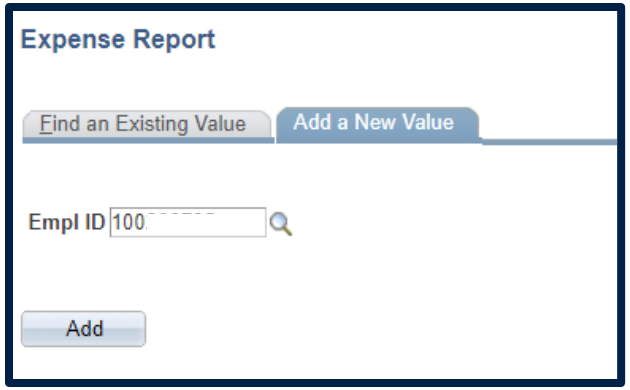
Line-Dist Date	Expense Type Description/Merchant	Location	Number of Nights	Amount Payment Type
1-1 7/26/22	Domestic Trvl-Parking Garage/		0	$20.00 Cash (Paid By Employee)
			Total:	$20.00

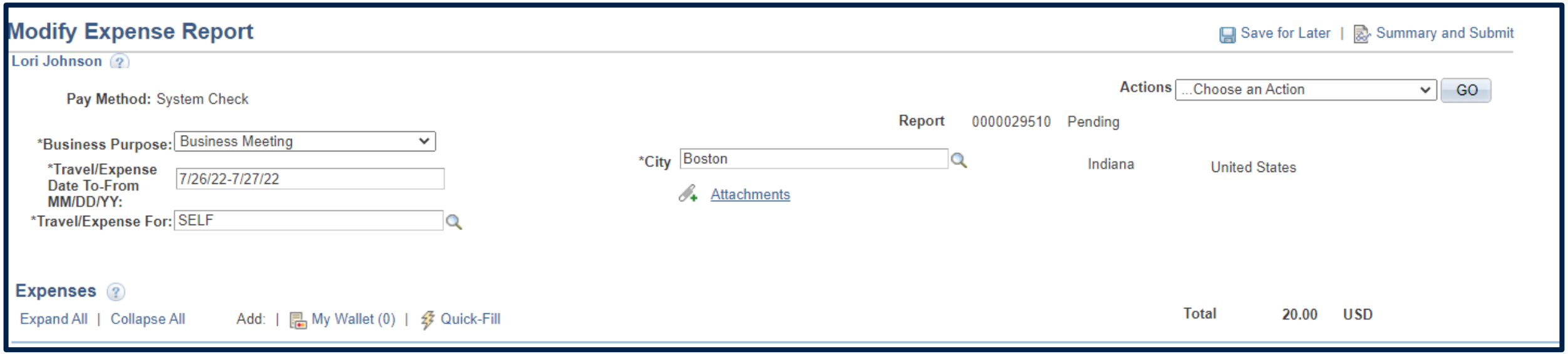
Expense Reports: Create

Financials e-Campus

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

- 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

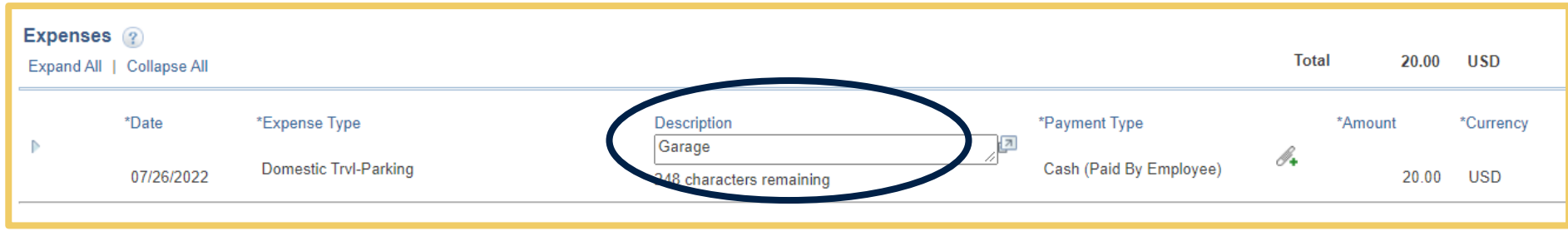




Expense Reports: Create

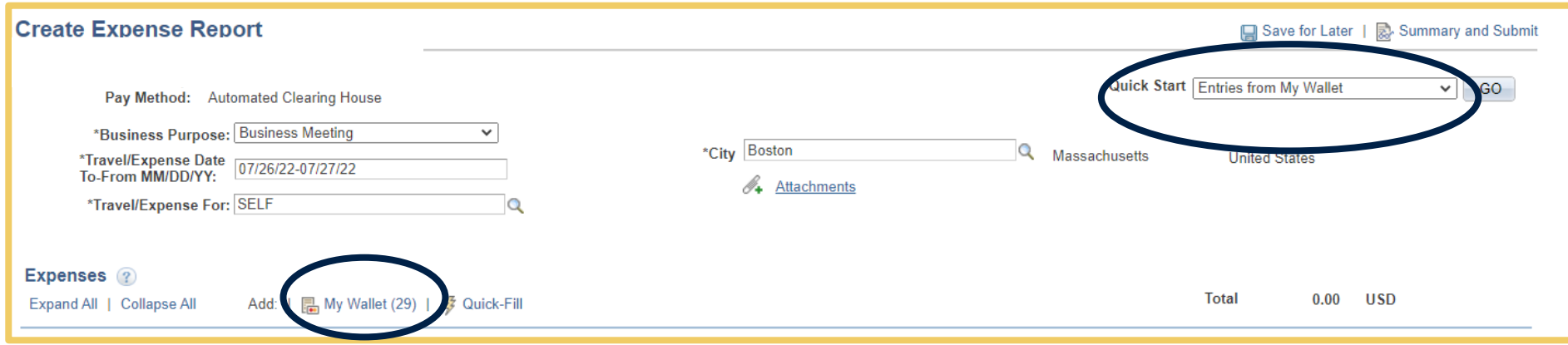
Financials e-Campus

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

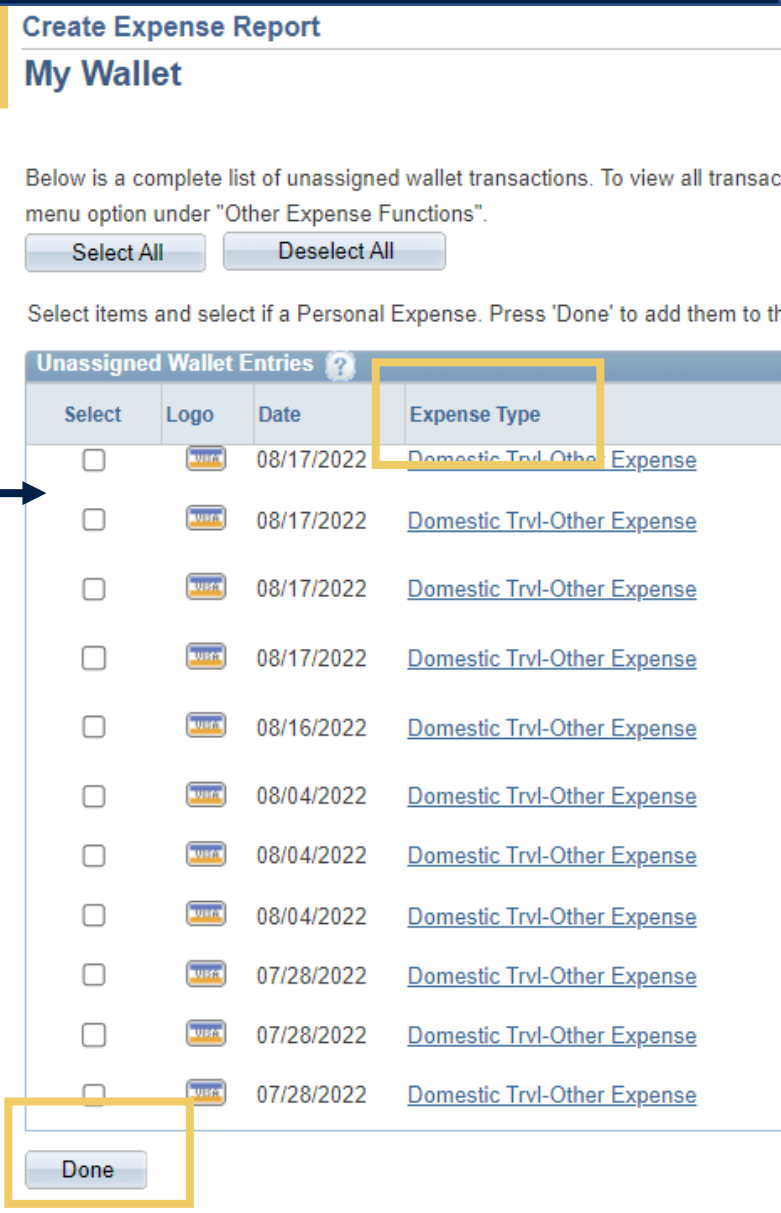
- Charges to a TCard are loaded into the MyWallet section of the e-Campus Travel Module
- MyWallet can be accessed using the link on the ER header, or through the "Quick Start" menu



Expense Reports: Create

URI TCard: MyWallet Transactions

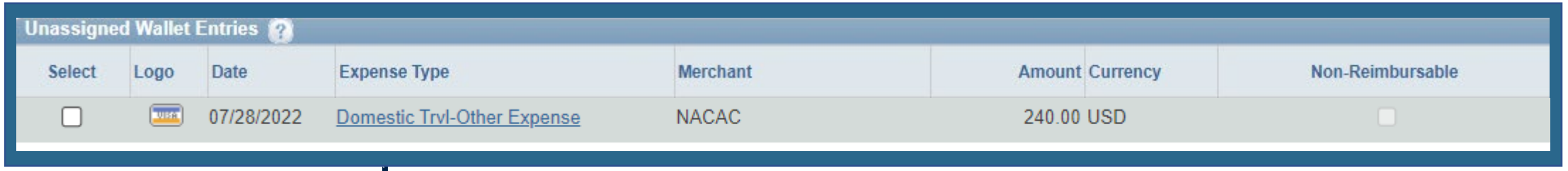
- Charges to a TCard are loaded into the **MyWallet** section of the e-Campus Travel Module
- Add the transactions related to the trip by clicking the box under **"Select,"** and then clicking **"Done"**
- *NOTE:* **Check the "Expense Type" description** – if it's not accurate, change it by clicking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



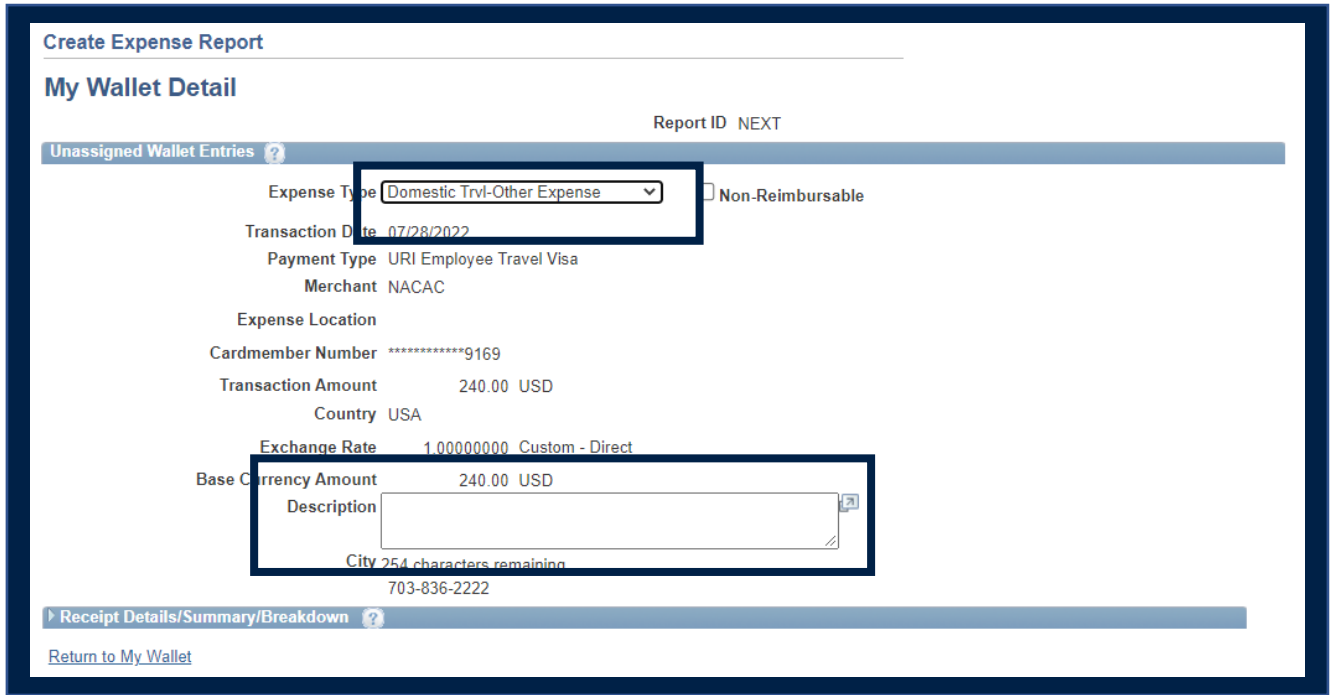
Expense Reports: Create

URI TCard: Changing the transaction "Expense Type"

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



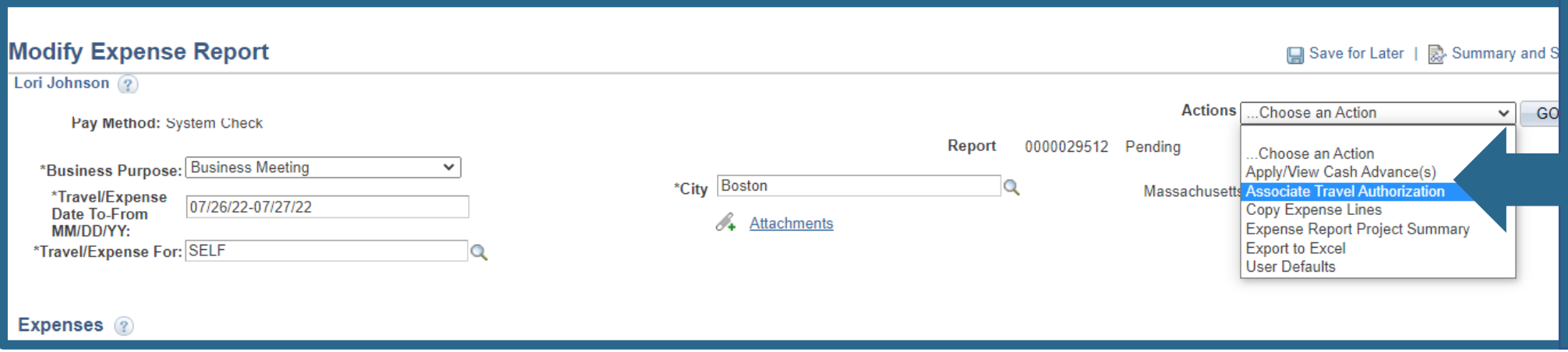
- **Select the appropriate expense type** from the drop down that accurately describes the charge
- A **description** may also be added on the wallet detail screen
- Click **"Return to My Wallet"** when finished updating.



Expense Reports: Associating the TA

Financials e-Campus

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

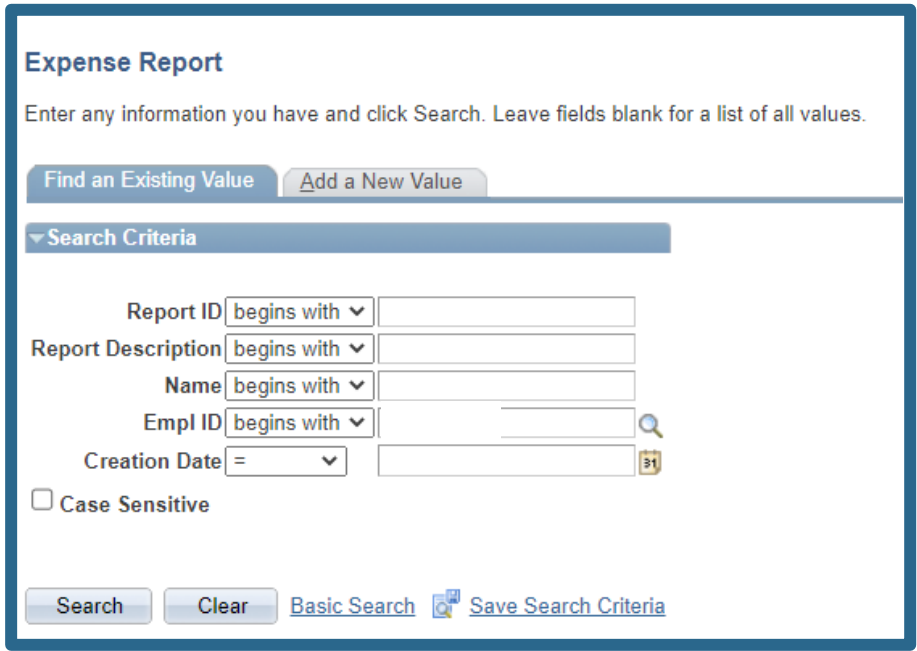


The TA must be associated with the ER in order to release the funds that were previously encumbered

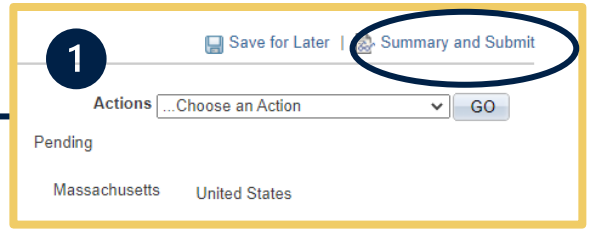
- Check the expense details for accuracy, including the CFS under **"Accounting Details"**
- Click **"Save for Later"** and make note of the **ER "Report ID"**

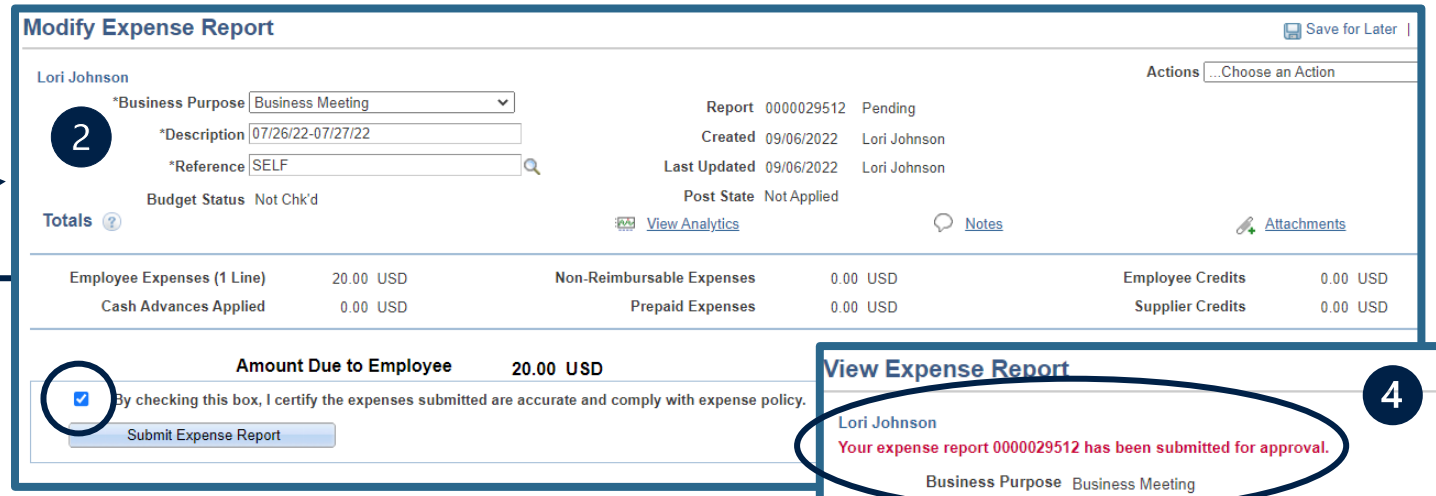
MODIFY/VIEW EXPENSE REPORT

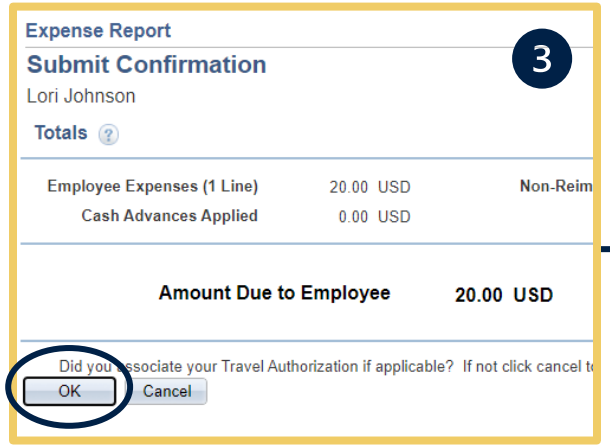
- Navigate back to the "Create/Modify" page
- Search for the ER using the Report ID, traveler's name, or Empl ID Number
- Double check the ER number, and click into the report

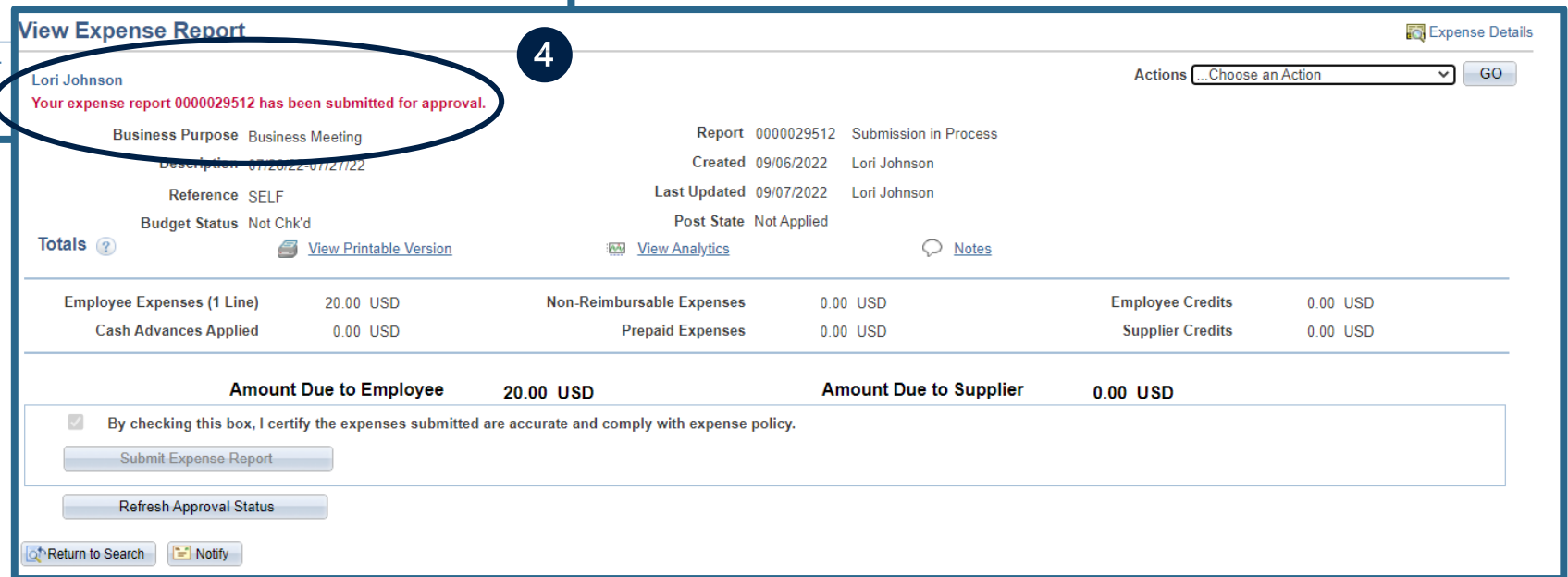


Expense Reports: Submitting









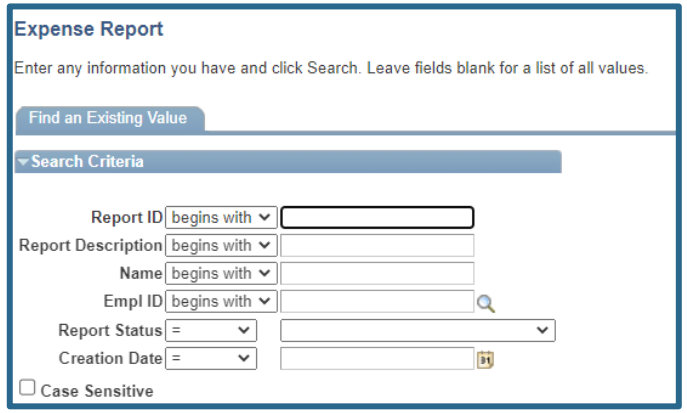
1. **Click on "Summary and Submit"**
2. **Check the box** certifying the expenses and details are accurate, and click **"Submit Expense Report"**
3. Click **"Ok"** on the **"Submit Confirmation"** page
4. Your report has been submitted when you see the red confirmation text

Expense Reports: Printing

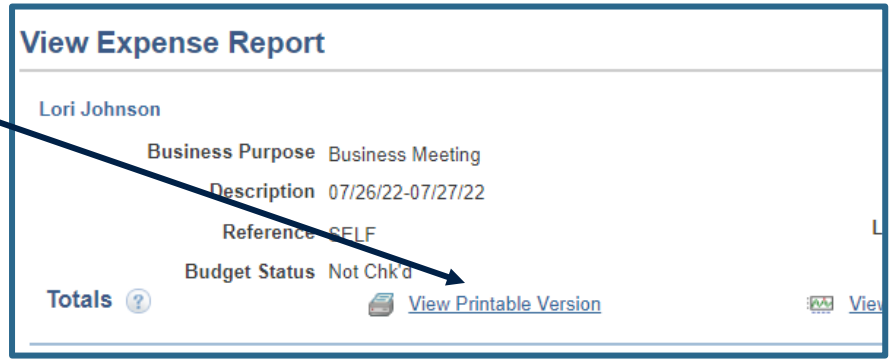
Financials e-Campus

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**



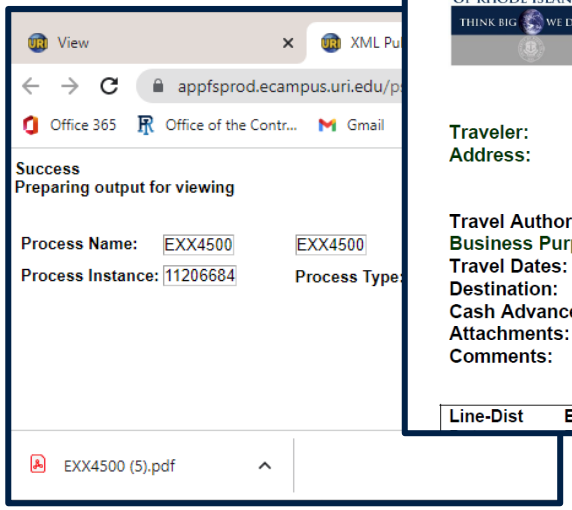
2. Click **"View Printable Version"**

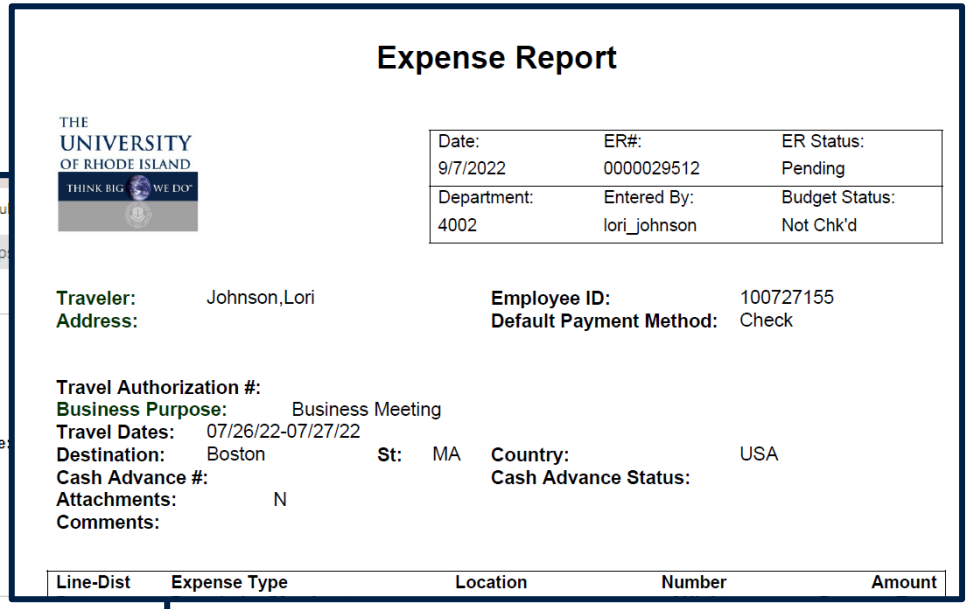


3. A new tab will open to generate a **PDF** of the ER

4. The ER will be **"Queued"** before the PDF opens

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





ADDITIONAL INFORMATION

THE UNIVERSITY OF RHODE ISLAND

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

PER DIEM

THE UNIVERSITY OF RHODE ISLAND

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

	DOMESTIC TRAVEL	FOREIGN TRAVEL
Fund	Rates (M & IE)	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

THE UNIVERSITY OF RHODE ISLAND

- 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)

THE UNIVERSITY OF RHODE ISLAND

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

National Car Rental

enterprise

TRANSPORTATION (most cost-efficient means of travel)

THE UNIVERSITY OF RHODE ISLAND

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

enterprise

Corporate account code: **XZ49287**

National Car Rental

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

THE UNIVERSITY OF RHODE ISLAND

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