

The Travel and Expense Module has been implemented in Financials as a means of streamlining the current business process. CELS is our Pilot Department.

You may have received an email notifying you there is a Travel Authorization or Expense Report on your worklist that requires your attention. This training explains the approval process.



The Travel and Expense Module provides online approval of Travel Authorizations (TA), which replace TARs and Expense Reports (ER), which replace TEVs. Each department will receive training and once the department is trained, the whole department will complete the Travel Authorization and Expense Report online. The paper TAR and TEV forms will no longer be used.

Approvals in the Travel and Expense Module are similar to online requisitions where approvers go to their worklist to approve travel documents online.



A Travel Authorization and Expense Report are input into the financials system by a traveler, or a delegate from their department, and submitted via workflow for approval.

The Travel and Expense workflow includes a new, **initial level** of approval referred to as Supervisor Approval. The Supervisor Approval is required prior to the travel document being forwarded for approval according to Signature Authorization.

A Supervisor is defined as the person within a department who approves online time cards for that employee.



After supervisors complete the initial online approval, the travel documents are forwarded via workflow based on Signature Authorization (according to the travel boxes checked), then Foundation approvers and Sponsored Projects approvers.

This document will demonstrate:

- Travel Authorization Approval (Slides 5-19)
 - Expense Report Approval (Slides 20-29)
 - Input information for additional reference



Travel Authorization (TA) Approval

- TA is completed online by either the traveler or an authorized delegate on behalf of the traveler.
 - TA is routed to a Supervisor's Worklist first, then remaining approvers per Signature Authorization.
- Once approved at all levels and budget checked with a valid status, the TA is encumbered.
- The traveler is notified via email of the approval and can then make travel arrangements.



Travel Authorization Approval Workflow/Levels of Approval

- 1. Supervisor (Department Approver)-NEW
- 2. Level 1 per Signature Authorization-Travel
- 3. Level 2 Final Approver-Signature Authorization
- 4. Sponsored Projects/Foundation



Travel Authorization Approval

Additional Changes to note:

- TA's *cannot be entered or approved* in the system with a travel date in the past.
- New URI Employee Travel VISA cards will be issued to pay for travel expenses.
- Once a traveler has a URI Travel VISA, he/she can no longer use a PCARD for travel charges.

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Travel Authorization Approval

• Once a TA is submitted by a traveler or a delegate, email notifications are sent to approvers in order. Supervisors are the first approvers. Once the supervisor approves, Level 1 approvers are notified to approve the TA, then Level 2 (Final Checkbox) approvers, then Sponsored Projects and Foundation.

 Each approver only needs to approve each document once. So if a supervisor is also a Level 1 approver on signature authorization, that person will only need to approve the TA at the supervisor level. The system will recognize that person as a Level 1 approver also and will automatically approve the TA at Level 1.



Travel Authorization Approval

Below is an example of the email notification to an approver requesting action:

Approval requested for travel authorization Trip to conduct research for Traveler Name

Sent: Tue 5/12/2015 12:25 PM

To: vbyrnes@mail.uri.edu

A travel authorization request has been submitted that requires your attention:

Added this line

Employee Name: Submission Date: 2015-05-12 Travel Auth Description:Trip to conduct research Travel Auth ID: 0000009084 Business Purpose: Research Reimbursement Amount: 1095.00 USD Click link below. You will be prompted to login into Financials, if not already logged in and go to worklist.

You can navigate directly to the page for more information by clicking the link below:

https://devec2.ucs.uri.edu:5201/psp/fswrk/EMPLOYEE/ERP/c/APPROVE EXPENSE TRANSACTIONS.EX TAUTH APPR.GBL? Action=U&TRAVEL AUTH ID=0000009084&LINE NBR=1



Travel Authorization Approval Worklist

To Approve the TA, go to the Worklist by clicking the link in the top right corner of the Financials homepage.

Worklist Worklist for r Detail View	NAME	1	Worklist Filters		Home W	/orklist	MultiChannel Console	Add to Favorites Sig	ign ou
Worklist Items						Personali	ze Find View All 🗖	📕 First 🗹 1-6 of 6 본 Li	ast
From	Date From	Work Item	Worked By Activity	Priority Link					
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Be	02/12/2015	Approval Routing	Approval Workflow	2-Medium ▼ ERAppro 1900-01 SHEET RDC:RA	<u>val, 951, URIPS,</u> -08, N, 0, ID:0000000094 _1,A		Mark Worked	Reassign	
Val L	02/18/2015	Approval Routing	Approval Workflow	2-Medium → ERAppro 1900-01: SHEET RDC:RA	<u>val, 1131, URIPS, -08, N, 0, ID:0000000115</u> ,1,A		Mark Worked	Reassign	
Co	02/24/2015	Approval Routing	Approval Workflow	2-Medium → TAApprov 1900-01: TRAVEL RDC:RA	val, <u>1671, URIPS,</u> -04, N, 0, AUTH ID:0000009 ,1,A	0041	Mark Worked	Reassign	
Co	04/15/2015	Approval Routing	Approval Workflow	2-Medium → CAAppro 1900-01: ADVANC RDC:RA	val, 491, URIPS, -02, N, 0, E ID:0000000054 ,1,A		Mark Worked	Reassign	
Co	04/16/2015	Approval Routing	Approval Workflow	2-Medium ▼ TAApprov 1900-01 TRAVEL RDC:RA	val, <u>1991, URIPS,</u> -04, N, 0, AUTH_ID:0000009 <u>,1,A</u>	0075	Mark Worked	Reassign	



Travel Authorization Approval

- To view a document on your Worklist, click on the Link.
- Travel Authorizations are designated by TAApproval
- Expense Reports are designated as ERApproval

Worklist Worklist for rgo Detail View	me NAME		Worklist Filters		Home Worklist	MultiChannel Console	Add to Favorites Sign ou
Worklist Items					Person	alize Find View All 💷	First 🗹 1-6 of 6 🕨 Last
Fron	Date From	Work Item	Worked By Activity	Priority	Link		
Wad	10/17/2014	Approval Routing	Approval Workflow	2-Medium 🗸	TAApproval, 581, URIPS, 1900-01-04, N, O, TRAVEL AUTH ID:0000000076 RDC:RA,1,A	Mark Worked	Reassign
Bell,	02/12/2015	Approval Routing	Approval Workflow	2-Medium 👻	ERApproval, 951, URIPS, 1900-01-08, N, 0, SHEET ID:0000000094 RDC:RA,1,A	Mark Worked	Reassign
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					TAApproval, 1671, URIPS,		



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TRAVEL AND EXPENSE MODULE APPROVER TRAINING

<u>Travel Authorization Approval View</u> <u>Most information needed to approve is on this page.</u>

avorites Main_Menu > Worklist > Worklist

Approve Travel Authorization

Travel Authorizat	tion Sum	mary	User Defaults Authorization ID:			000000908	37					
General Information										Informati	ion is di	vided
Description:	Test Appr	oval		Comment:	Resear	ch				mormut	into	viacu
Business Purpose:	Business	Meeting								IIIto		
Status:	Approvals	in Process						←		General	Informa	ation
City:	San Dieg	0	State:	California		Country	: United State	S		_	and	
*Date From:	06/01/201	15 To:	06/04/201	5 Last Updated:	05/18/2	015 By:				Det		
orgency:	v									Deta	all Lines	5
				More Option	IS:			▼ GO				
Details										K		
Expense Type	Date	Account	Fund Code	Department	Program Code	PC Business Unit	Project	Activity	Amount	Payment Type	Currency	Approve
Airfare-Other Domestic	06/01/2015	5742	500	2815	0000	URIPS	0003295	RESEARCH	250.00	URI Travel Visa	USD	V
<u>Hotel/Lodging - Domestic</u>	06/01/2015	5742	500	2815	0000	URIPS	0003295	RESEARCH	297.00	URI Travel Visa	USD	\checkmark
Registration - Domestic	06/01/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	25.00	Cash	USD	V
Baggage-Domestic	06/01/2015	5742	100	1004	0000				25.00	Cash	USD	\checkmark
<u>Per Diem Lodqinq -</u> Domestic	06/01/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	60.00	Cash	USD	



Travel Authorization Approval

TA is broken down into two basic sections:

1. General Section – Traveler name, <u>dates/times of travel</u>, reason for travel, destination and comments.

2. Details – Expense types (ie., airfare, hotel, etc.), payment method, chartfield string(s) charged and other detail information. If there is an expense type to be charged to more than one chartfield string, the expense type is entered twice on two separate lines.



Travel Authorization Approval

Dates of travel are very important!

- If a TA is not approved at all levels by the first day of travel shown on the TA, it cannot be approved online.
- If the traveler goes on travel without an approved TA, that person is not following the URI Travel Policy and may risk losing reimbursement for personal travel expenses incurred.
- Approvers need to be aware of Travel Authorizations on their worklist and be sure to **check their worklists regularly**.
- The email notifications are meant to be a reminder for approvers to check their worklist.



Approve Travel Authorization

Authorization Loval 0

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Travel Authoriza	tion Summary		
NAME		User Defaults	Authorization ID:
General Information			
Description:	Trip to conduct research	Comment:	Per Grant ocean research
Business Purpose:	Research		
Status:	Approvals in Process	<u> </u>	
City:	San Diego	State: California	Country: United Sta
*Date From:	05/25/2015 To:	05/31/2015 Last Updated:	05/12/2015 By:
Urgency:	\bigtriangledown		Attachments (1) NAME
		More Options:	

Dates of Travel on this TA are 05/25/15-05/31/15. This TA must be <u>fully approved</u> by May 25, 2015 or the traveler will not have authorization to travel. The status to the left shows Approvals in Process and the Pending Actions show that the TA has not been approved at all.

Expense Type	Date	Account	Fund Code	Department	Program Code	PC Business Unit	Project	Activity	Amount	Payment Type	Currency	Approve
<u>Airfare-Other Domestic</u>	05/25/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	399.00	URI Travel Visa	USD	V
Hotel/Lodging - Domestic	05/25/2015	5742	500	3208	0000	URIPS	8002742	RESEARCH	300.00	URI Travel Visa	USD	V
<u>Per Diem Lodqinq -</u> Domestic	05/25/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	336.00	Cash	USD	V
Taxi/Shutte - Domestic	05/25/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	60.00	Cash	USD	V
Totals												
Total:				1,095.00 USD								
Less Non-Approved:				0.00 USD								
Total Authorized:			K	1,095.00 USD								
Pending Actions					Pe	ersonalize Fir	<u>id</u> ^I III Fi	rst 🚺 1-3 of 3 🗅 La	st			
Profile		Name			Action		Date/Time					
Travel Authorization Level	01	(Pooled)										
Travel Authorization Level	03	(Pooled)										



Approve Travel Autho	rization			Approvers need to review each									
Travel Authoriz	ation Su	immary							travel	authorizat	ion pric	or to	
NAME			User	Defaults		Authorizatio	n ID:		0.000		n ottoret	0.10	
General Information									appro	ving. Close	e attenti	OII	
Description:	Trip	to conduct research	ı	Comment:	Pe	r Grant ocean r	research		should	l be paid to	o the da	tes, the	
Business Purpose:	Rese	earch							1 / 1	1.1		1	
Status:	Appr	ovals in Process							details	s and the c	nartfield	a	
City:	San	Diego	St	ate: California		Cou	ntry: United S	tates	string	tring(s) being charged.			
*Date From:	om: 05/25/2015 To: 05/31/2015 ast Updated: 05/12/2015 By: NAME					501115		inai Seu.					
Urgency:	V				Atta	criments (1)							
				More Opt	ions:			~	GO				
Details													
Expense Type	Date	Account	Fund Code	Department	Program Code	PC Business Unit	Project	Activity	Amount	Payment Type	Currency	Approve	
Airfare-Other Domestic	05/25/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	399.00	URI Travel Visa	USD		
Hotel/Lodging - Domestic	05/25/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	300.00	URI Travel Visa	USD		
Per Diem Lodging - Domestic	05/25/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	336.00	Cash	USD		
Taxi/Shutte - Domestic	05/25/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	60.00	Cash	USD		
Totals													
Total:				1,095.00 USD									
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Total Authorized: 1,095.00 USD													
✓ Pending Actions					Ī	Personalize Fi	ind 🗖 🛗 🛛	First 🗹 1-3 of 3 🛙	Last				
Profile Name				Action		Date/Time							
Travel Authorization Level 01 (Pooled)													
Travel Authorization Level 03 (Pooled)													
Travel Authorization Level 04 (Pooled)													



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									Other Items to review include
Approve Travel Autho	rization								novmont mathed and dollar
Travel Authoriz	ation S	Summary							payment method and donal
NAME			Use	er Defaults		Authorizatio	n ID:		amounts, for reasonableness. If
General Information									an approver has any questions abo
Description:	Tr	ip to conduct resear	ch	Comment:		Per Grant ocean r	esearch		an approver has any questions abo
Business Purpose:	R	esearch							the trip or the cost, he/she can send
Status:	Ap	provals in Process							the TA back for clarification
City:	S	an Diego	:	State: California		Cou	ntry: United	States	the Tri buck for charmenton.
*Date From: Urgency:	05 V	5/25/2015	To: 05/3	1/2015 Last Updat	ted:	05/12/2015 B Attachments (1)	^{y:} NAME		
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Details									
Expense Type	Date	Account	Fund Code	Department	Program Code	PC Business Unit	Project	Activity	Amount Payment Type Currency Approve
<u>Airfare-Other Domestic</u>	05/25/201	15 5742	500	3208	0000	URIPS	0002742	RESEARC	CH 399.00 URI Travel Visa USD 🔽
Hotel/Lodging - Domestic	05/25/201	15 5742	500	3208	0000	URIPS	0002742	RESEARC	CH 300.00 URI Travel Visa USD 🔽
<u>Per Diem Lodging -</u> Domestic	05/25/201	15 5742	500	3208	0000	URIPS	0002742	RESEARC	CH 336.00 Cash USD 🔽
Taxi/Shutte - Domestic	05/25/201	15 5742	500	3208	0000	URIPS	0002742	RESEARC	CH 60.00 Cash USD 🔽
Totals					_				
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Total Authorized:				1,095.00 USD					
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Profile		Name			Action		Date/Time		
Travel Authorization Level 01 (Pooled)									
Travel Authorization Level 03 (Pooled)									
ravel Authorization Level 04 (Pooled)									



TRAVEL AND EXPENSE MODULE APPROVER TRAINING







Baggage-Domestic 06/01/20	5 5742	100	1004	0000				25.00	Cash	USD	1
Per Diem Lodging - Domestic 06/01/20	5 5742	500	3208	0000	URIPS	0002742	RESEARCH	60.00	Cash	USD	
Totals									,		
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Total Authorized:		65	7.00 USD				note.	llave			111
				Perso	nalize I Find I	<u>1</u> 2	n	o long	ger be forw	arded	
Profile	Name			Action	Da	ite/Time	to Acc	ounti	ng to be en	cumber	ed.
Travel Authorization Level 01	(Pooled)						Once fully	y appr	oved onlin	e. and b	udget
Travel Authorization Level 02	(Pooled)						ahooko	d the	Trovol Au	thorizot	ion
Travel Authorization Level 03	(Pooled)						CHECKE	u, ше		11101 12ai	1011
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Profile	Name			Action	Date	e/Time	A notific	cation	will then b	be sent to	o the
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Supervisor And/Or Sig Auth.	G			Approved	05/1	8/2015 9:	Approv	ed and	d they can	make tr	avel
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TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Expense Report Approval

To Approve an Expense Report, go to Worklist and click the link denoted with ER Approval.

Favorites Main M	er									
					Home Wor	klist	MultiChannel Console	Add to	Favorites	Sign ou
Worklist										
Worklist for cl	valentino: Valentino	o,Christina L								
Detail View			Worklist Filters		🔹 🔊 Feed 🗸					
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From	Date From	Work Item	Worked By Activity	Priority	Link					
Bell, Sharon	05/18/2015	Approval Routing	Approval Workflow	2-Medium 👻	ERApproval, 1531, URIPS, 1900-01-08, N, 0, SHEET ID:0000000163 RDC:RA1A		Mark Worked		Reassign	

Refresh



Expense Report (ER) Approval

Workflow/Levels of Approval for Expense Reports differs from Travel Authorizations:

- 1. Supervisor (Department Approver)
- 2. Prepay Audit Clerks (aka Travel Clerks)
- 3. Travel Managers Approved for Payment

If any of the above approvers send back the ER, it will go back to the traveler and then through <u>all levels</u> of approval beginning with the Supervisor, Signature Authorization levels, Sponsored Projects and Foundation. <u>ER must be budget checked prior to approval</u>.



TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Approve Expense Report

Expense Line Items 😰

Vendor Credits:

Cash Advances Applied:

Expense Report Summary

ame	User Default:	<u>s</u>	Report ID:			0000000163
🔻 General Information 👔						
Report Description:	05/05/15 8:00AM-5/9/15 10:00PM	Reference:	E	mployee B	ase: Office	
Business Purpose:	Research	Comment:	Research			
Report Status:	Submitted for Approval					ר ו
Default Location:	San Diego					
Accounting Date:	05/18/2015	Created On: Last Updated:	05/18/2015 05/18/2015	By: By:	Name]
Accounting Template:	STANDARD	Travel Auth ID:	<u>0000009069</u>	·	←	
<u>Risk Details</u>						
Accounting Defaults		More Options:			▼ GO	
	Apply Cash Advance(s)					
Receipt Information						
Receipts Received						

0.00 USD

0.00 USD

ER Approval Page Note: All Expense Reports should have a **Travel Authorization ID** associated with it as shown here. Click to view the TA online.

Fund Program PC Business Reimburse Receipt Receipt Date Project **Payment Type** Expense Type Account Department Activity Currency Code Code Unit Amt Verified Required Airfare/Agt Fee-Domestic 11/07/2014 5742 URIPS 0002742 RESEARCH 336.60 URI Travel Visa USD \bigcirc 500 3208 0000 Emplyee's Personal Credit Hotel/Lodging - Domestic 11/07/2014 5742 500 3208 0000 URIPS 0002742 RESEARCH 120.00 USD 1 Card Registration - Domestic 11/07/2014 5742 100 1004 0000 25.00 Cash USD 1 Airfare-Other Domestic 11/07/2014 5742 500 3208 0000 URIPS 0002742 RESEARCH -75.00 Redistribution Travel Exp USD Airfare-Other Domestic 11/07/2014 5742 100 1004 0000 75.00 Redistribution Travel Exp USD **Expense Report Totals Employee Expenses:** 481.60 USD Due Employee: 145.00 USD Non-Reimbursable Expenses: 0.00 USD Due Vendor: 336.60 USD Prepaid Expenses: 0.00 USD Definition of Totals **Employee Credits:** 0.00 USD



TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Approve Expense Report

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Expense Report Summary

ame				Usi	er Detaults		кероп	CID:		00000001	63				
✓ Gi Reg Bus Reg Def	eneral Information (2) bort Description: siness Purpose: bort Status: ault Location: counting Date: counting Template: <u>Risk Details</u>	05/0 Res Subi San 05/1 STAI	5/15 8:00AM-5 earch mitted for Appr Diego 8/2015 NDARD	/9/15 10:00 oval)PM	Reference: Comment: Created On: Last Updated: Travel Auth ID:	Resea 05/18/2 05/18/2 000000	Employ rch 2015 E 2015 E 9069	ee Base: 0 By: Name By:	ffice	<u>ER App</u> Approvers a the CFS of Report wit Travel A	should should n the E h those uthoriz	Page confi Expent e on t cation	irm se he	
Ac	counting Defaults		Apply Ca	ash Advanc	<u>e(s)</u>	More Options:			•	GO					
Rec	eipt Information														
	Receipts Received														
Exp	ense Line Items 👔							4	-						
	Expense Type	Date	Account	Fund Code	Department	Program Code	PC Business Unit	Project	Activity	Reimburse Amt	Payment Type	Currency	Receipt Verified	Receipt Required	
®	<u>Airfare/Aqt Fee-Domestic</u>	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	336.60	URI Travel Visa	USD		\checkmark	
	Hotel/Lodging - Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	120.00	Emplyee's Personal Credit Card	USD		\checkmark	
	Registration - Domestic	11/07/2014	5742	100	1004	0000				25.00	Cash	USD		\checkmark	
	Airfare-Other Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	-75.00	Redistribution Travel Exp	USD		\checkmark	
	Airfare-Other Domestic	11/07/2014	5742	100	1004	0000				75.00	Redistribution Travel Exp	USD		V	
Exp	ense Report Totals														
Em Nor Pre Em Ver Cas	ployee Expenses: n-Reimbursable Expenses: paid Expenses: ployee Credits: idor Credits: sh Advances Applied:		481.6 0.0 0.0 0.0 0.0 0.0	0 USD 0 USD 0 USD 0 USD 0 USD 0 USD		Due Employee: Due Vendor: Definition of Tota	ls	145.00 USD 336.60 USD							



TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Approve Expense Report

Expense Line Items 😰

Vendor Credits:

Cash Advances Applied:

0.00 USD

0.00 USD

Expense Report Summary

Name	<u>User Default</u>	<u>s</u>	Report ID:	000000	00163
🗢 General Information 👔					
Report Description:	05/05/15 8:00AM-5/9/15 10:00PM	Reference:	Em	ployee Base: Office	ED Ann
Business Purpose:	Research	Comment:	Research		<u>EK App</u>
Report Status:	Submitted for Approval				Annrovers
Default Location:	San Diego				
Accounting Date:	05/18/2015	Created On: Last Updated:	05/18/2015 05/18/2015	By: Name	view the ass
Accounting Template:	STANDARD	Travel Auth ID:	000009069]	Authorizat
Risk Details					for consi
Accounting Defaults		More Options:		- GO	reasona
Descript Information	Apply Cash Advance(s)				avnan
Receipt mormation					experi

ER Approval Page Approvers should also view the associated Travel Authorization to check for consistency and reasonableness of expenditures.

	Expense Type	Date	Account	Fund Code	Department	Program Code	PC Business Unit	Project	Activity	Reimburse Amt	Payment Type	Currency	Receipt Verified	Receipt Required	
®	Airfare/Aqt Fee-Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	336.60	URI Travel Visa	USD		\checkmark	
	<u>Hotel/Lodqing - Domestic</u>	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	120.00	Emplyee's Personal Credit Card	USD		\checkmark	
	Registration - Domestic	11/07/2014	5742	100	1004	0000				25.00	Cash	USD		\checkmark	
	<u>Airfare-Other Domestic</u>	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	-75.00	Redistribution Travel Exp	USD		\checkmark	
	<u>Airfare-Other Domestic</u>	11/07/2014	5742	100	1004	0000			K	75.00	Redistribution Travel Exp	USD		V	
Expense Report Totals															
Employee Expenses: Non-Reimbursable Expenses: Prepaid Expenses: Employee Credits:		:	481.6 0.0 0.0 0.0	0 USD 0 USD 0 USD 0 USD	Du Du De	e Employee: e Vendor: finition of Tota	ls	145.00 USD 336.60 USD							



TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Approve Expense Report

Expanse Line Itome

Vendor Credits:

Cash Advances Applied:

Expense Report Summary

ame	<u>User Defaults</u>	<u>8</u>	Report ID:			00000
General Information (2)						
Report Description:	05/05/15 8:00AM-5/9/15 10:00PM	Reference:		Employee E	Base:	Office
Business Purpose:	Research	Comment:	Research			
Report Status:	Submitted for Approval					
Default Location:	San Diego					
Accounting Date:	05/18/2015	Created On: Last Updated:	05/18/2015 05/18/2015	By: By:	Name	1
Accounting Template:	STANDARD	Travel Auth ID:	0000009069			
<u>Risk Details</u>						
Accounting Defaults		More Options:			•	GO
	Apply Cash Advance(s)					
Receipt Information						
Receipts Received						

0.00 USD

0.00 USD

ER Approval Page Once an approver has reviewed the report for accuracy and completeness, the form should either be approved or sent back for more information.

	E	xpense Type	Date	Account	Fund Code	Department	Program Code	PC Business Unit	Project	Activity	Reimburse Amt	Payment Type	Currency	Receipt Verified	Receipt Required	
<	® 4	hirfare/Aqt Fee-Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	336.60	URI Travel Visa	USD		\checkmark	
	Ŀ	<u> Hotel/Lodging - Domestic</u>	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	120.00	Emplyee's Personal Credit Card	USD		\checkmark	
	E	Registration - Domestic	11/07/2014	5742	100	1004	0000				25.00	Cash	USD		\checkmark	
	A	<u> Airfare-Other Domestic</u>	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	-75.00	Redistribution Travel Exp	USD		\checkmark	
	A	<u> Airfare-Other Domestic</u>	11/07/2014	5742	100	1004	0000				75.00	Redistribution Travel Exp	USD		\checkmark	
E	Expense Report Totals															
E I F	Employee Expenses: Non-Reimbursable Expenses: Prepaid Expenses: Employee Credits:		:	481.6 0.0 0.0	50 USD 00 USD 00 USD 00 USD	Du Du De	e Employee: e Vendor: finition of Tota	ls	145.00 USD 336.60 USD							



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TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Expense Report Approval

Hotel/Lodging - Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	120.0	D Emplyee's Personal Credit Card	USD			V	V		
Registration - Domestic	11/07/2014	5742	100	1004	0000				25.0	0 Cash	USD			V	V		
Airfare-Other Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	-75.0	0 Redistribution Travel Exp	USD			V	1	Prepaid (Expens
Airfare-Other Domestic	11/07/2014	5742	100	1004	0000				75.0	0 Redistribution Travel Exp	USD			V	1	Prepaid I	Expens
Expense Report Totals Employee Expenses: Non-Reimbursable Expenses: Prepaid Expenses: Employee Credits: Vendor Credits: Cash Advances Applied: Profile Supervisor And/Or Sig Auth. Expense Report Level 01 Expense Report Level 03 Prepay Auditor AP Manager		481.1 0.0 0.0 0.0 0.0 Valentino (Pooled) (Pooled) (Pooled)	50 USD 00 USD 00 USD 00 USD 00 USD 00 USD ,Christina		Due Employee: Due Vendor: Definition of Tota	<u>Personaliz</u>	145.00 USD 336.60 USD 2 Eind ⁴² ¹ Date/Tim	i First 【 1-5 of 5 e	Last	€	>	ER Ond so pe	Ap ce ent nd	oprov appr baci ing a	v <u>al Pa</u> oved oved k, the actior	ige or	
Action History		. ,				Personalize	e Eind 🗖 🕌	First 1 -3 of 3	Last			an	aı	listo	ry wi	11	
Profile	N	lame Conne		Ac Su	tion bmitted	Date/Tim 05/18/20	ie 15 2:18:06PM	Commer	its				U	ıpdat	te.		
Supervisor And/Or Sig Auth.	V.	alent		Se Re	nt Back For Revis	sion 05/18/20	15 2:30:40PM 15 3:52:59PM	Ð									
Comments Budget Status: Valid Budget Options	comments udget Status: Valid Budget Checking completed. Report is ready for Approval/Posting. udget Options																
Approve		Send Back							Save Chan	ges							



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TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Expense Report Approval

Hotel/Lodging - Domesti	c 11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	120.00	Emplyee's Personal Credit Card	USD		\checkmark	\checkmark	
Registration - Domestic	11/07/2014	5742	100	1004	0000				25.00) Cash	USD		\checkmark		
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Airfare-Other Domestic	11/07/2014	5742	100	1004	0000				75.00	0 Redistribution Travel Exp	USD		V	1	Prepaid Expense
Expense Report Totals														1	
Employee Expenses: Non-Reimbursable Expense Prepaid Expenses: Employee Credits: Vendor Credits: Cash Advances Applied:	s:	481. 0. 0. 0. 0.	60 USD 00 USD 00 USD 00 USD 00 USD 00 USD		Due Employee: Due Vendor: Definition of Tota	als	145.00 USD 336.60 USD			If the graye	App ed out	rove l , first	oox b	oelow firm	is the
Pending Actions						<u>Personal</u>	ize Find 🗖 🕌	First 🗹 1-5 of 5	Last	h	idaat	atotu		bilo	
Profile		Name			Action	ı	Date/Tim	e			lugei	Status	5 15 V	anu.	
Supervisor And/Or Sig Auth.		Valentino	,Christina							If the bu	dget a	status	is no	ot che	ecked,
Expense Report Level 01		(Pooled)						/				.		4 f	41a a
Expense Report Level 03		(Pooled)								you v	viii ne	eed to	wai	tIor	the
Prepay Auditor		(Pooled)								process	to ru	n Ru	idoet	chec	king
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✓ Comments										and he	/she v	vill no	eed t	o add	iress
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Budget Status: Va Budget Options	lid		Budget Ch	ecking comple	ed. Report is rea	dy for Approv	val/Posting.								
Approve		Send Back							Save Chan	des					



Questions?

Questions related to approving a Travel Authorization or Expense Report can be directed to the one of the people below. **PeopleSoft Financials Support:**

> Shaune Hogan (<u>shogan@uri.edu</u>) x4417 Ginny Byrnes (<u>vbyrnes@uri.edu</u>) x4428

Travel Accounting Department:

Judy Moore (jhmoore@uri.edu) x4419 Helene Bucka (hbucka@uri.edu) x4425 Linda Lenz (llenz@uri.edu) x6927



The following slides show the input screens accessed by the Traveler or his/her delegate to <u>create</u> a Travel Authorization or Expense Report.

These screens are provided as additional information which may be useful in the approval process. They are provided for informational purposes only.





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TRAVEL AND EXPENSE MODULE APPROVER TRAINING

<u>Travel Authorization</u> Traveler Entry-Details Link

Favorites Main Menu > Travelan	d Evnansas		
	u LAPENSES		
View Travel Authorization			Detail
Authorization Detail for	or Airfare-Other Athletics (Line	1)	Information
C' 'A ",	Authorization ID:	000009072	Page
About This Expense			1 age
Date:	04/22/2015		
Payment Type:	URI Travel Visa		
*Billing Type:	Internal		
*Merchant (Choose One): Preferred: Non-preferred:	PanAm		* Required Field
*Amount:	12.00 USD		
Exception Comments			
Non-Preferred Merchant:			Accounting
Accounting Detail			Details -
Approve Authorization			Chartfield
Return to Travel Authorization Detai	ls		Chartheiu
Return to Search			String



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<u>Travel Authorization</u> Traveler Entry-Accounting Detail

Favorites Ma	rites Main Menu > Travel and Expenses												
View Travel	w Travel Authorization										counti	ng Detai	1
Account	Authorization ID: 000009072										CFS e	entry	
This is the transaction	accounti n date of 2	ng detail fo 2015-04-22	r expen ? in the	se type Air amount of 1	are-Other A 2 USD.	Athletics wit	ha			Cot D	are opalizations	- L Find I 🛛 L	
Amount	*GL Unit	Account	Fund	Dept	Program	PC Bus	Project	Activity	Source	Category	Bud Ref	Affiliate	Fund Affil
12.00	URIPS	5747	100	1004	0000	Unit			1100				
ок						1					1		



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To View Travel Authorization, go to Employee Self Service>Travel and Expense Center>View Travel Authorization

Travel Authorizatio	n Details			Submitted
NAME	<u>User Defaults</u>	Authorization ID:	000009085	Treasel
General Information				Iravel
Description:	Research	Comment:	Ocean research	
Business Purpose:	Research			Authorization
Status:	Approved	Last Updated:	05/14/2015 By: gharo	X 78
City:	San Diego	State: California	Country: United States	View
Date From:	05/26/2015 Date To: (5/30/2015 Budget Status: Va	lid	

Accounting Defaults

Deta	ails					Personalize Find 🖪	🛗 🛛 First 🗹 1-4 o	f 4 🖸 Last
		Date	*Amount	Currency	Attachments	*Payment Type	*Billing Type	
	Airfare-Other Domestic	05/26/2015	200.00	USD		URI Travel Visa	Internal	<u>*Detail</u>
	Hotel/Lodging - Domestic	05/26/2015	100.00	USD		Emplyee's Personal Credit Card	Internal	<u>*Detail</u>
	Per Diem Lodging - Domestic	05/26/2015	122.00	USD		Cash	Internal	<u>*Detail</u>
	Taxi/Shutte - Domestic	05/26/2015	40.00	USD		Cash	Internal	<u>Detail</u>
Tota	ils							
Aut	horized Amount:		46	62.00 USD				
Les	s Non-Approved:			0.00 USD				
Due	Employee:		46	62.00 USD				

E ISLA	TR.	AVEL	ANI) E	XPE	INSE I	MOD	ULE	
WE	DO	AP	'PRO'	VE	R TT	KAINI	NG		
8	C	!	User Defaults		Authorization	ID: 00	00009090		
	General Information								
	Description:	Test Approval			Comment:	Research b	iomes		
	Business Purpose:	Business Me	eting						
	Status:	Approved			Last Update	d: 05/18/2015	By: gharo		
	City:	San Diego	_		State: Ca	lifornia Coui	ntry: United States		0
	Date From:	06/01/2015	Date To: 0	6/04/2015	Budget Stat	us: Not Budget Chec	ked		Once approved,
	Accounting Defaults								status 1s updated.
	Details					Personalize Fin	d 🗖 🛗 First 🗖 1-	3 of 3 D Last	
		Date	*Amount	<u>Currency</u>	Attachments	*Payment Type	*Billing Type		
	Registration - Domestic	06/01/2015	100.00	USD		URI Travel Visa	Internal	<u>Detail</u>	
	Baggage-Domest	ic 06/01/2015	25.00	USD		Cash	Internal	Detail	
	Meal Per Diem Non-RI Domestic	06/01/2015	40.00	USD		Cash	Internal	<u>*Detail</u>	
	Totals								
	Authorized Amount:		16	5.00 USD					
	Less Non-Approved:			0.00 USD					
	Due Employee:		16	5.00 USD					
	Cash Advances					Personalize Find Vie	w All I 💷 I 🛗 🛛 First 🛙	1 of 1 D Last	
	Advance ID	Advance Status	Travel Authorization		Balance				
	000000054	Submitted	000000116					22.000	
							Printabl	e View	
	Action History					<u>Personalize</u>	Find 🗖 🛗 First 🕻	1-4 of 4 🖸 Last	
	Profile		Name		A	ction	Date/Time		
			Connolly, Deboral		S	ubmitted	05/18/2015 12:34:38	PM	
	Supervisor And/Or Sig A	uth.	Gomes,Roxanne		A	pproved	05/18/2015 12:36:04	PM	
	Travel Authorization Leve	el 01	Specker, Jennifer		A	pproved	05/18/2015 12:36:52	PM	
	Travel Authorization Leve	el 03	Haro,Gary		A	pproved	05/18/2015 12:41:08	PM	



View Travel Authorizat	tion							
Travel Authoriz	ation Details	Liser Defaults		Authorization	ID: 00	0000000		
Name		<u>Oser Delauits</u>		Autionzation	10. 00	00009090		
Description: Business Purpose: Status:	Test Approva Business Me Approved	l eting		Comment: Last Update	Research d: 05/18/2015	oiomes 5 By: Name		Budget checking runs every hour.
City: Date From: Accounting Defaults	San Diego 06/01/2015	Date To: 0	16/04/2015	State: Ca Budget Stat	lifornia Cou tus: Valid	ntry: United States		Once approved and budget checked, the
Details			-		<u>Personalize Fin</u>	d 🖓 🛗 First 🛙 1-3	of 3 🕨 La	TA Is eliculture electric
Registration - Domestic Baggage-Domestic Meal Per Diem	Date 06/01/2015 06/01/2015 06/01/2015	<u>*Amount</u> 100.00 25.00 40.00	USD USD USD	Attachments	<u>*Payment Type</u> URI Travel Visa Cash Cash	*Billing Type Internal Internal Internal	Detail Detail *Detail	is in budget error, the traveler is notified via
Totals		1	5.00 USD					Email.
Less Non-Approved:			0.00 USD				L	
Due Employee:		11	65.00 USD					
✓ Cash Advances	Advance Status	Traval Authorization		Dalance	<u>Personalize Find Vie</u>	w All 🖓 🛗 🛛 First 🗹	1 of 1 🔼 L	ast
000000054	Submitted	0000000116		Dalance			22.0	000

Printable View



Travel Authorization Approval

Once fully approved and budget check is valid, an email is sent to the traveler.

From: To:	URI_FSAdmin@ucs.uri.edu Sent: vbyrnes@mail.uri.edu	Mon 5/18/2015 1:01 F	PM
Cc: Subject:	LIRE Travel Authorization request for 165 LISD has been approved.		
The follow Policy whe	ving URI Travel Authorization request has been approved, you may now make any necessary travel arrangements. Please remember to follow the en making travel arrangements. If further assistance is needed please contact the URI Travel Office.	URI Travel	
Employee	ID: 100255567		
Submissio	e Name: Name In Date: 2015-05-18		
Travel Aut	th Description:Test Approval		
Business F	th ID: 0000009090 Purpose: Business Meeting		≡
Reimburs	ement Amount: 165 USD		
You can na	avigate directly to the page for more information by clicking the link below:		
https://de	evec2.ucs.uri.edu:5201/psp/fswrk/EMPLOYEE/ERP/c/ADMINISTER EXPENSE FUNCTIONS.TE TAUTH INQ.GBL?Action=U&TRAVEL AUTH ID=000	0009090	



Expense Report (ER)

Changes to Note:

- The ER is first created when URI Travel Card transactions are loaded into "My Wallet" but will not be completed until after the travel has taken place.
- As travel arrangements are made, the charges will continually be pulled into the ER.
- The travel authorization is associated with an ER for reference but is not "system audited".
- Charges assigned to more than one chartfield string are split on two lines, meaning the same expense type will show up two or more times.



Create Expense Report Page

Expens	e Report E	Intry									
NAME	-	-	User D	<u>efaults</u>	R	eport ID:	00000	00163			
z Gonoral Inf	ormation (0)	_,	-,								
*Travel Dates	and Times:	05/05/15 8:0	0AM-5/9/15 10:00P	A Cor	nment:	Researc	h	2			General
*Ducinace Durpace		Research			inite it.	Researc					Ueneral
Statuo		Ponding		Pof	aranca:		Attachmonte				Information
Status:		San Diego									momunon
		Jan Diego		Sta	te: California	Country:	United States				
Post State:		Not Applied		Buc	dget Status: Not I	Budget Checked	15 Du				
				Las	st Updated:	00/18/20	069 Deta	ch TA			
				Au		000000	Deta				
Accounting D)efaults	Apply Ca	ish Advance(s)	Mo	ore Options:			GO			
Details 🕐							Personalize Find	View All 🗖 🕌	🛛 First 🗹 1-5 of	5 🕨 Last	
*Overview											Detail
Select	*Expense Ty	ре	*Expense Date	*Amount Spent	*Currency	Attachments	*Payment Type	*Billing Type			Detall
	Airfare/Agt F	ee-Dome: 👻	11/07/2014	336.60	USD	Add	URI Travel Visa	Internal 👻	Detail		Information
	Hotel/Lodgi	ng - Dome 👻	11/07/2014	120.00	USD	Add	Emplyee's Perso 👻	Internal -	Detail	+	
	Registration	n - Domesi 👻	11/07/2014 🛐	25.00	USD	Add	Cash 👻	Internal -	Detail		
	Airfare-Othe	er Domesti 👻	11/07/2014	-75.00		Add	Redistribution Tr 👻	Internal -	*Detail		
	Airfare-Othe	er Domesti 👻	11/07/2014 🛐	75.00		Add	Redistribution Tr 👻	Internal -	<u>*Detail</u>		
Copy Se	lected	Delete Select	ed Che	ck For Errors		New Ex	pense	- Add			Total
Totals											Dollars
Employee Expenses:			481.60 USD	Due Employee:		145.00 USD					Donais
Non-Reimbursable Expenses:		:	0.00 USD	Due	e Vendor:	336.60 USD					Reimbursec
Prepaid Expenses: Employee Credits:			0.00 USD 0.00 USD								
Vendor Credits:			0.00 USD								
ash Advanc	Cash Advances Applied		0.00 USD								



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Expense Report Approval

My Wallet Page

vorites M	lain Menu	> Employee	Self-Service			
reate Ex	oense R	eport				
/ly Wall	et					
Name				Report ID:	NEXT	
elow is a c nder "Othei	omplete li Expense	st of unassigne Functions".	ed wallet transactions. To view	all transactions please go to	the wallet menu option	
Select A	ll	Deselect	AII			
elect items	and sele	ct if a Personal	Expense. Press 'Done' to add	them to the expense report.		
Unassigne	d Wallet E	intries 🕐				
Select	Logo	Date	Expense Type	Merchant	Amount Currency	Personal Expense
☑ ◄		11/12/2014	Airfare/Agt Fee-Domestic	SOUTHWES 5262460471671	452.20 USD	
		11/07/2014	Airfare/Aqt Fee-Domestic	SOUTHWES 5262394003375	336.60 USD	
		11/07/2014	Airfare/Aqt Fee-Domestic	SOUTHWES 5262394003383	336.60 USD	

Transactions charged to URI Travel VISA are loaded into the traveler's "My Wallet" and selected for an expense report here. The only change allowed on this page is to choose a different expense type.



This concludes the training for approvals.

Please contact the Travel Department with any questions.

Shaune Hogan 4-4417 Ginny Byrnes 4-4428 Judy Moore 4-4419