TRAVEL AND EXPENSE MODULE APPROVER TRAINING

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.

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

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.

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

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.

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

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 AND EXPENSE MODULE APPROVER TRAINING

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.

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TRAVEL AND EXPENSE MODULE APPROVER TRAINING

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 AND EXPENSE MODULE APPROVER TRAINING

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.

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

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 AND EXPENSE MODULE APPROVER TRAINING

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

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

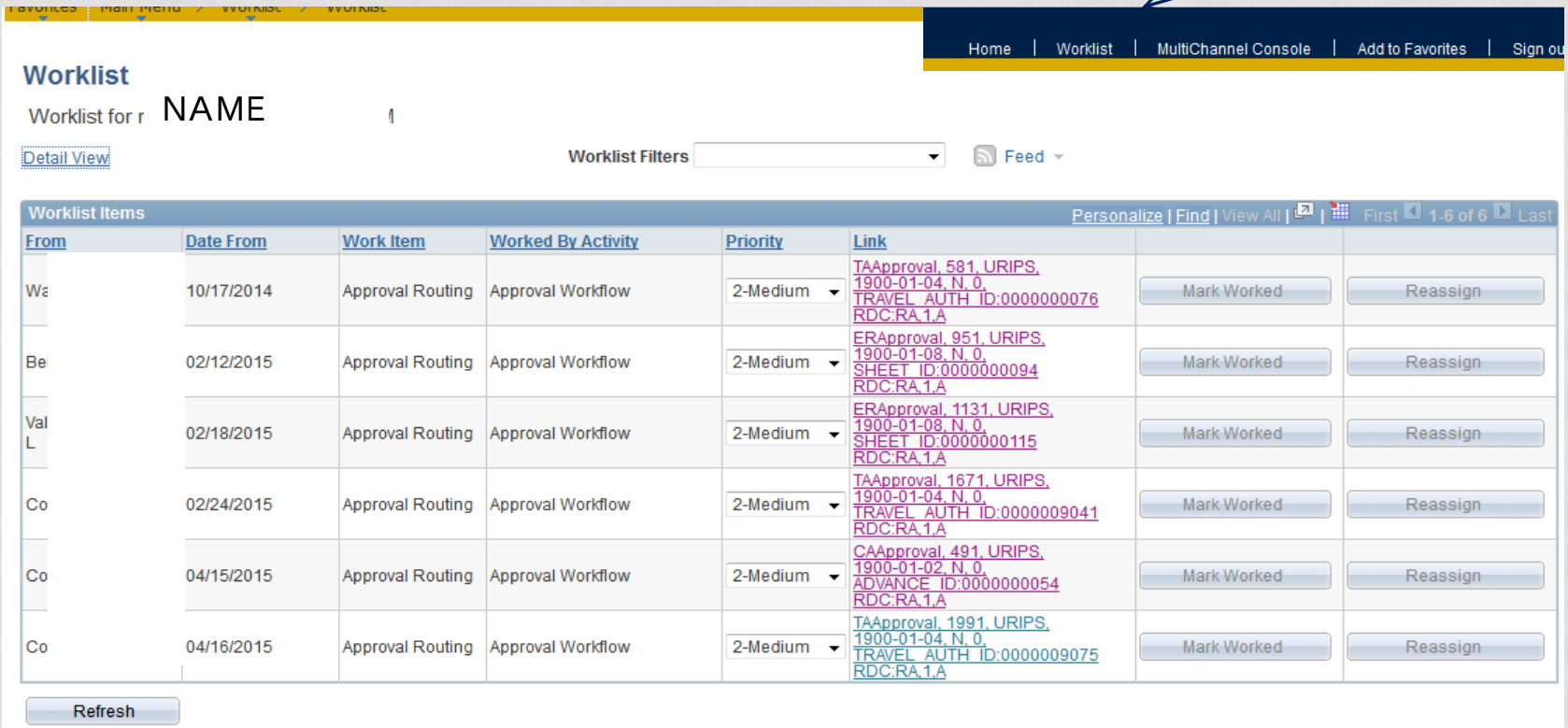
https://devec2.ucs.uri.edu:5201/psp/fswrk/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_TAUTH_APPR.GBL?Action=U&TRAVEL_AUTH_ID=0000009084&LINE_NBR=1

Click link below.
You will be prompted to login into Financials , if not already logged in and go to worklist.

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Travel Authorization Approval Worklist

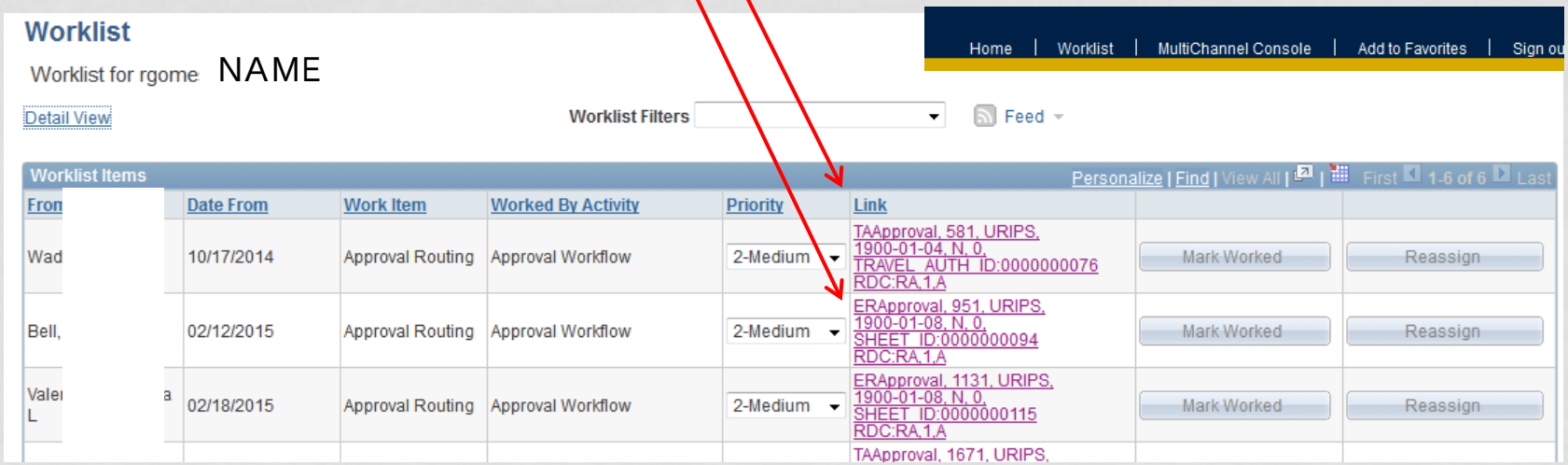
To Approve the TA, go to the Worklist by clicking the link in the top right corner of the Financials homepage.



TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Travel Authorization Approval

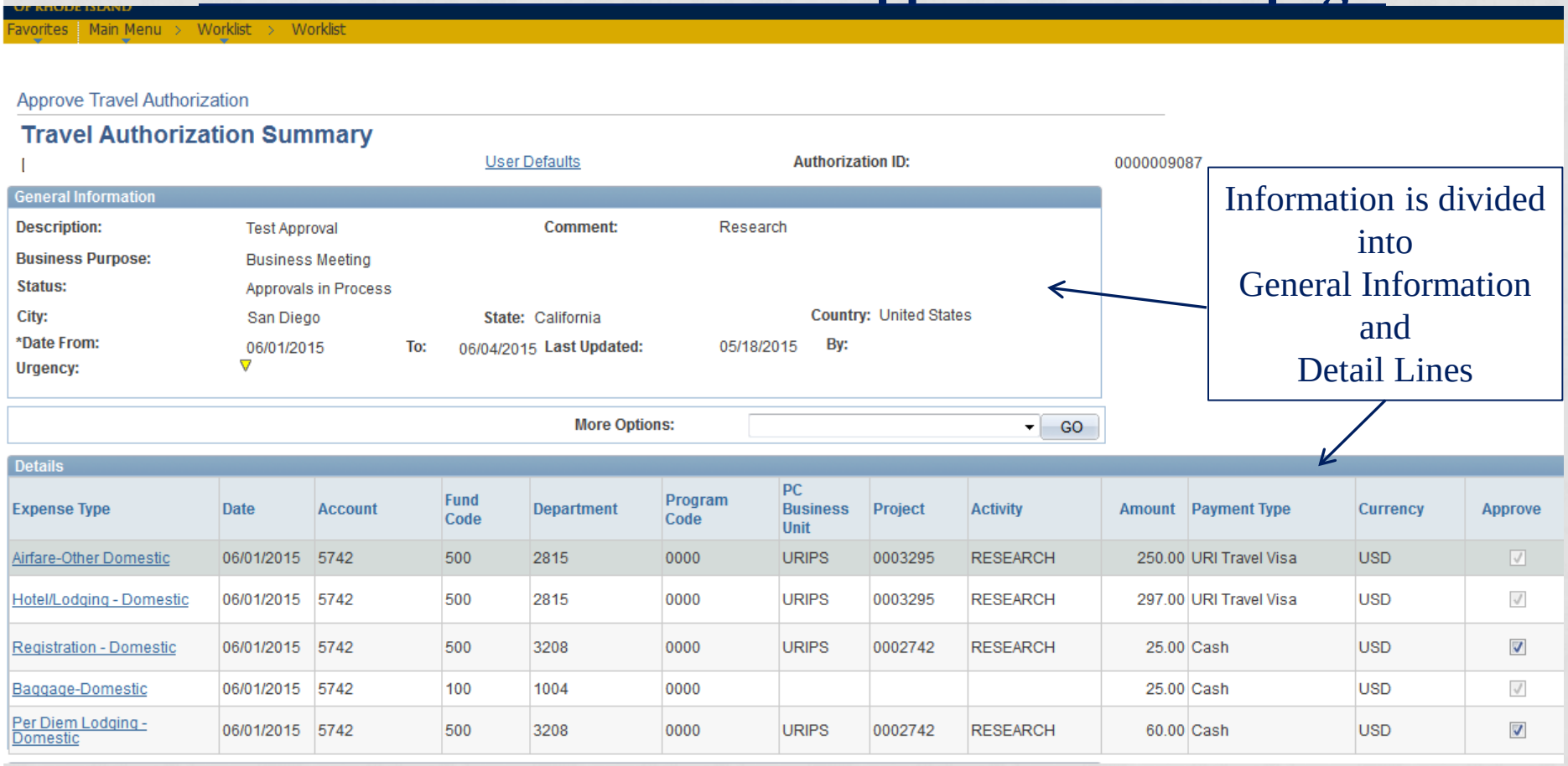
- To view a document on your Worklist, click on the Link.
- Travel Authorizations are designated by TAApproval
- Expense Reports are designated as ERApproval



TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Travel Authorization Approval View

Most information needed to approve is on this page.



Information is divided into General Information and Detail Lines

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Travel Authorization Approval

TA is broken down into two basic sections:

1. General Section – Traveler name, dates/times of travel, 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 AND EXPENSE MODULE APPROVER TRAINING

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.

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TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Approve Travel Authorization

Travel Authorization 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		
City:	San Diego	State: California	Country: United Sta
*Date From:	05/25/2015 To: 05/31/2015	Last Updated:	05/12/2015 By: NAME
Urgency:		Attachments (1)	

More Options:

Dates of Travel on this TA are 05/25/15-05/31/15. This TA must be fully approved 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.

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
Less Non-Approved:	0.00	USD
Total Authorized:	1,095.00	USD

Pending Actions Personalize | Find | 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)		

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Approve Travel Authorization

Travel Authorization 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				
City:	San Diego	**State:**	California	**Country:**	United States
***Date From:**	05/25/2015	**To:**	05/31/2015	**Last Updated:**	05/12/2015 **By:** NAME
Urgency:				Attachments (1)	

More Options: 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
Less Non-Approved:	0.00	USD
Total Authorized:	1,095.00	USD

Pending Actions — Personalize | Find | 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)		

Approvers need to review each travel authorization prior to approving. Close attention should be paid to the dates, the details and the chartfield string(s) being charged.

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Other Items to review include payment method and dollar amounts, for reasonableness. If an approver has any questions about the trip or the cost, he/she can send the TA back for clarification.

Approve Travel Authorization

Travel Authorization 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				
City:	San Diego	**State:**	California	**Country:**	United States
***Date From:**	05/25/2015	**To:**	05/31/2015	**Last Updated:**	05/12/2015 **By:** NAME
Urgency:				Attachments (1)	

More Options: 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
Less Non-Approved:	0.00 USD
Total Authorized:	1,095.00 USD

Pending Actions Personalize | Find | 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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TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Baggage-Domestic	06/01/2015	5742	100	1004	0000				25.00	Cash	USD
Per Diem Lodging - Domestic	06/01/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	60.00	Cash	USD

Totals

Total:	657.00 USD
Less Non-Approved:	0.00 USD
Total Authorized:	657.00 USD

Pending Actions Personalize | Find | First 1-3 of 3 Last

Profile	Name	Action	Date/Time
Travel Authorization Level 01	(Pooled)		
Travel Authorization Level 02	(Pooled)		
Travel Authorization Level 03	(Pooled)		

Action History Personalize | Find | First 1-4 of 4 Last

Profile	Name	Action	Date/Time
	C[redacted]	Submitted	05/18/2015 9:12:44AM
Supervisor And/Or Sig Auth.	G[redacted]	Approved	05/18/2015 9:14:48AM
Travel Authorization Level 01	Mi[redacted]	Approved	05/18/2015 9:23:45AM
Travel Authorization Level 01	Sp[redacted]	Approved	05/18/2015 9:26:39AM

Comments

Budget Status: Not Budget Checked

Approve | Send Back

Action History Workflow Information

Approvers' name will show here as report is approved.

Click to Approve or Send Back to traveler. If Sending back, a comment must be added, explaining why it is being sent back or what additional information the approver is requesting.

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TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Baggage-Domestic	06/01/2015	5742	100	1004	0000				25.00	Cash	USD	☑
Per Diem Lodging - Domestic	06/01/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	60.00	Cash	USD	☑

Totals

Total:	657.00	USD
Less Non-Approved:	0.00	USD
Total Authorized:	657.00	USD

Pending Actions Personalize | Find |

Profile	Name	Action	Date/Time
Travel Authorization Level 01	(Pooled)		
Travel Authorization Level 02	(Pooled)		
Travel Authorization Level 03	(Pooled)		

Action History Personalize | Find |

Profile	Name	Action	Date/Time
	C[redacted]	Submitted	05/18/2015 9:
Supervisor And/Or Sig Auth.	G[redacted]	Approved	05/18/2015 9:
Travel Authorization Level 01	Mi[redacted]	Approved	05/18/2015 9:
Travel Authorization Level 01	Sp[redacted]	Approved	05/18/2015 9:

Comments

Budget Status: Not Budget Checked

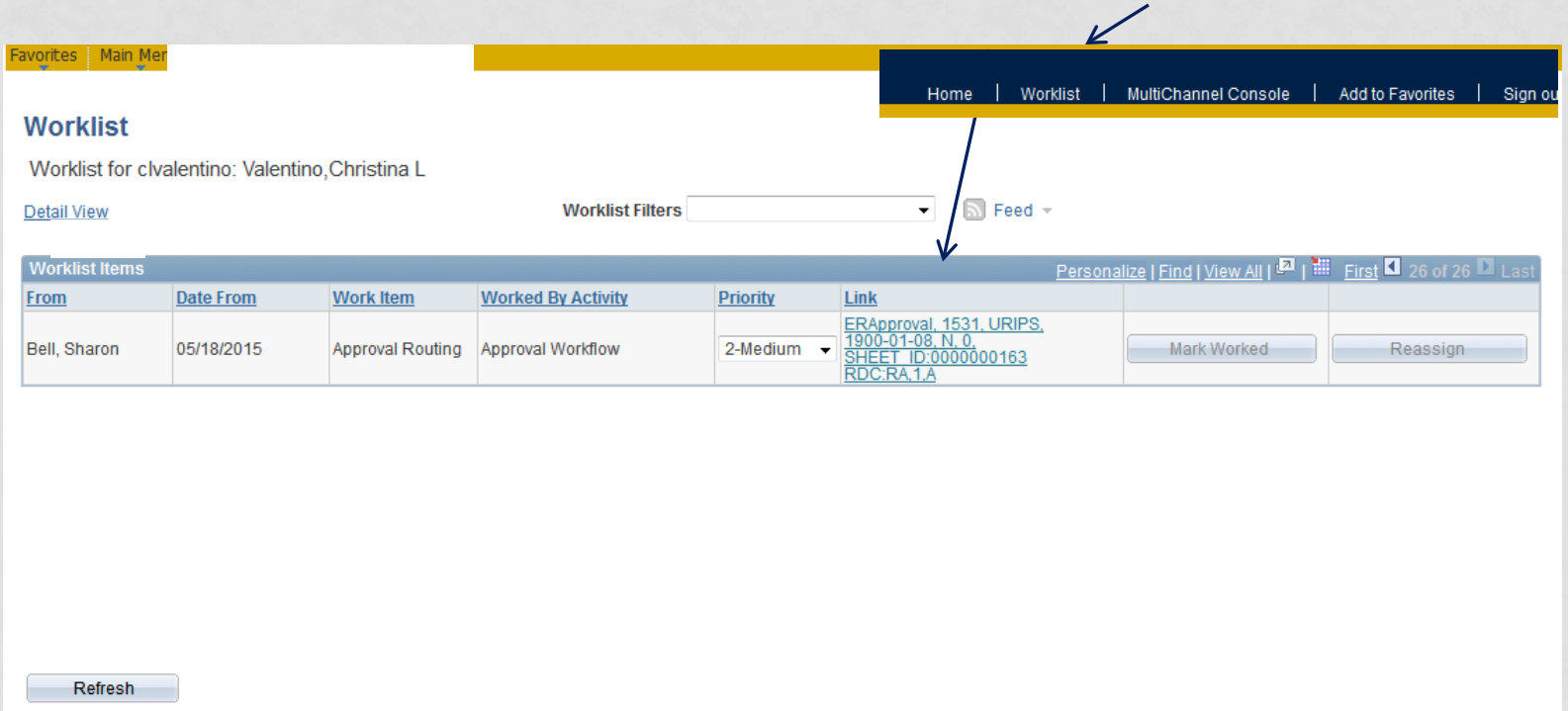
Approve | Send Back

Note: Travel Authorizations will no longer be forwarded to Accounting to be encumbered. Once fully approved online, and budget checked, the Travel Authorization will be encumbered. A notification will then be sent to the Traveler informing them the TA was Approved and they can make travel arrangements.

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.



TRAVEL AND EXPENSE MODULE APPROVER TRAINING

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 all levels of approval beginning with the Supervisor, Signature Authorization levels, Sponsored Projects and Foundation.

ER must be budget checked prior to approval.

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Approve Expense Report

Expense Report Summary

Name | User Defaults | **Report ID:** 0000000163

General Information

Report Description:	05/05/15 8:00AM-5/9/15 10:00PM	**Reference:**		**Employee Base:**	Office
Business Purpose:	Research	**Comment:**	Research		
Report Status:	Submitted for Approval				
Default Location:	San Diego				
		Created On:	05/18/2015	**By:**	Name
Accounting Date:	05/18/2015	**Last Updated:**	05/18/2015	**By:**	
Accounting Template:	STANDARD	**Travel Auth ID:**	0000009069		

Risk Details

Accounting Defaults | Apply Cash Advance(s) | **More Options:** GO

Receipt Information

Receipts Received

Expense Line Items

	Expense Type	Date	Account	Fund Code	Department	Program Code	PC Business Unit	Project	Activity	Reimburse Amt	Payment Type	Currency	Receipt Verified	Receipt Required
	Airfare/Agt Fee-Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	336.60	URI Travel Visa	USD	☐	☑
	Hotel/Lodging - Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	120.00	Emplyee's Personal Credit Card	USD	☐	☑
	Registration - Domestic	11/07/2014	5742	100	1004	0000				25.00	Cash	USD	☐	☑
	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		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	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.

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Approve Expense Report

Expense Report Summary

Name | User Defaults | **Report ID:** 0000000163

General Information

Report Description:	05/05/15 8:00AM-5/9/15 10:00PM	**Reference:**		**Employee Base:**	Office
Business Purpose:	Research	**Comment:**	Research		
Report Status:	Submitted for Approval				
Default Location:	San Diego				
		Created On:	05/18/2015	**By:**	Name
Accounting Date:	05/18/2015	**Last Updated:**	05/18/2015	**By:**	
Accounting Template:	STANDARD	**Travel Auth ID:**	0000009069		

Risk Details

Accounting Defaults | Apply Cash Advance(s) | **More Options:** GO

Receipt Information

Receipts Received

Expense Line Items

	Expense Type	Date	Account	Fund Code	Department	Program Code	PC Business Unit	Project	Activity	Reimburse Amt	Payment Type	Currency	Receipt Verified	Receipt Required
	Airfare/Agt Fee-Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	336.60	URI Travel Visa	USD	☐	☑
	Hotel/Lodging - Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	120.00	Emplyee's Personal Credit Card	USD	☐	☑
	Registration - Domestic	11/07/2014	5742	100	1004	0000				25.00	Cash	USD	☐	☑
	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		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

ER Approval Page

Approvers should confirm the CFS on the Expense Report with those on the Travel Authorization.

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Approve Expense Report

Expense Report Summary

Name | User Defaults | **Report ID:** 0000000163

General Information

Report Description:	05/05/15 8:00AM-5/9/15 10:00PM	**Reference:**		**Employee Base:**	Office
Business Purpose:	Research	**Comment:**	Research		
Report Status:	Submitted for Approval				
Default Location:	San Diego				
		Created On:	05/18/2015	**By:**	Name
Accounting Date:	05/18/2015	**Last Updated:**	05/18/2015	**By:**	
Accounting Template:	STANDARD	**Travel Auth ID:**	0000009069		

Risk Details

Accounting Defaults | Apply Cash Advance(s) | **More Options:** GO

Receipt Information

Receipts Received

Expense Line Items

	Expense Type	Date	Account	Fund Code	Department	Program Code	PC Business Unit	Project	Activity	Reimburse Amt	Payment Type	Currency	Receipt Verified	Receipt Required
	Airfare/Agt Fee-Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	336.60	URI Travel Visa	USD		
	Hotel/Lodging - Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	120.00	Employee's Personal Credit Card	USD		
	Registration - Domestic	11/07/2014	5742	100	1004	0000				25.00	Cash	USD		
	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		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

ER Approval Page

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

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Approve Expense Report

Expense Report Summary

Name | User Defaults | Report ID: 0000000

General Information

Report Description:	05/05/15 8:00AM-5/9/15 10:00PM	**Reference:**		**Employee Base:**	Office
Business Purpose:	Research	**Comment:**	Research		
Report Status:	Submitted for Approval				
Default Location:	San Diego				
		Created On:	05/18/2015	**By:**	Name
Accounting Date:	05/18/2015	**Last Updated:**	05/18/2015	**By:**	
Accounting Template:	STANDARD	**Travel Auth ID:**	0000009069		

Risk Details

Accounting Defaults | Apply Cash Advance(s) | **More Options:** GO

Receipt Information

Receipts Received

Expense Line Items

	Expense Type	Date	Account	Fund Code	Department	Program Code	PC Business Unit	Project	Activity	Reimburse Amt	Payment Type	Currency	Receipt Verified	Receipt Required
	Airfare/Agt Fee-Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	336.60	URI Travel Visa	USD	☐	☑
	Hotel/Lodging - Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	120.00	Emplyee's Personal Credit Card	USD	☐	☑
	Registration - Domestic	11/07/2014	5742	100	1004	0000				25.00	Cash	USD	☐	☑
	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		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	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.

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Expense Report Approval

	Hotel/Lodging - Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	120.00	Employee's Personal Credit Card	USD	☐	☑	☑	
	Registration - Domestic	11/07/2014	5742	100	1004	0000				25.00	Cash	USD	☐	☑	☑	
	Airfare-Other Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	-75.00	Redistribution Travel Exp	USD	☐	☑	☑	Prepaid Expense
	Airfare-Other Domestic	11/07/2014	5742	100	1004	0000				75.00	Redistribution Travel Exp	USD	☐	☑	☑	Prepaid Expense

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		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Pending Actions — Personalize | Find | First 1-5 of 5 Last

Profile	Name	Action	Date/Time
Supervisor And/Or Sig Auth.	Valentino,Christina		
Expense Report Level 01	(Pooled)		
Expense Report Level 03	(Pooled)		
Prepay Auditor	(Pooled)		
AP Manager	(Pooled)		

Action History — Personalize | Find | First 1-3 of 3 Last

Profile	Name	Action	Date/Time	Comments
	Conn	Submitted	05/18/2015 2:18:06PM	
Supervisor And/Or Sig Auth.	Valent	Sent Back For Revision	05/18/2015 2:30:40PM	
	Conn	Resubmitted	05/18/2015 3:52:59PM	

Comments

Budget Status: Valid — **Budget Checking completed. Report is ready for Approval/Posting.**
Budget Options

Approve | Send Back | Save Changes

ER Approval Page
Once approved or sent back, the pending actions and history will update.

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Expense Report Approval

	Hotel/Lodging - Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	120.00	Employee's Personal Credit Card	USD	☐	☑	☑	
	Registration - Domestic	11/07/2014	5742	100	1004	0000				25.00	Cash	USD	☐	☑	☑	
	Airfare-Other Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	-75.00	Redistribution Travel Exp	USD	☐	☑	☑	Prepaid Expense
	Airfare-Other Domestic	11/07/2014	5742	100	1004	0000				75.00	Redistribution Travel Exp	USD	☐	☑	☑	Prepaid Expense

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		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Pending Actions — Personalize | Find | First 1-5 of 5 Last

Profile	Name	Action	Date/Time
Supervisor And/Or Sig Auth.	Valentino,Christina		
Expense Report Level 01	(Pooled)		
Expense Report Level 03	(Pooled)		
Prepay Auditor	(Pooled)		
AP Manager	(Pooled)		

Action History — Personalize | Find | First 1-3 of 3 Last

Profile	Name	Action	Date/Time	Comments
	Conn	Submitted	05/18/2015 2:18:06PM	
Supervisor And/Or Sig Auth.	Valent	Sent Back For Revision	05/18/2015 2:30:40PM	
	Conn	Resubmitted	05/18/2015 3:52:59PM	

Comments

Budget Status: Valid — **Budget Checking completed. Report is ready for Approval/Posting.**

Budget Options

Approve | Send Back | Save Changes

If the Approve box below is grayed out, first confirm the budget status is valid.
If the budget status is not checked, you will need to wait for the process to run. Budget checking runs every hour. If the budget status is Error, you will need to send the form back to the traveler and he/she will need to address the budget error.

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

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 (shogan@uri.edu) x4417
Ginny Byrnes (vbyrnes@uri.edu) x4428

Travel Accounting Department:

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

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

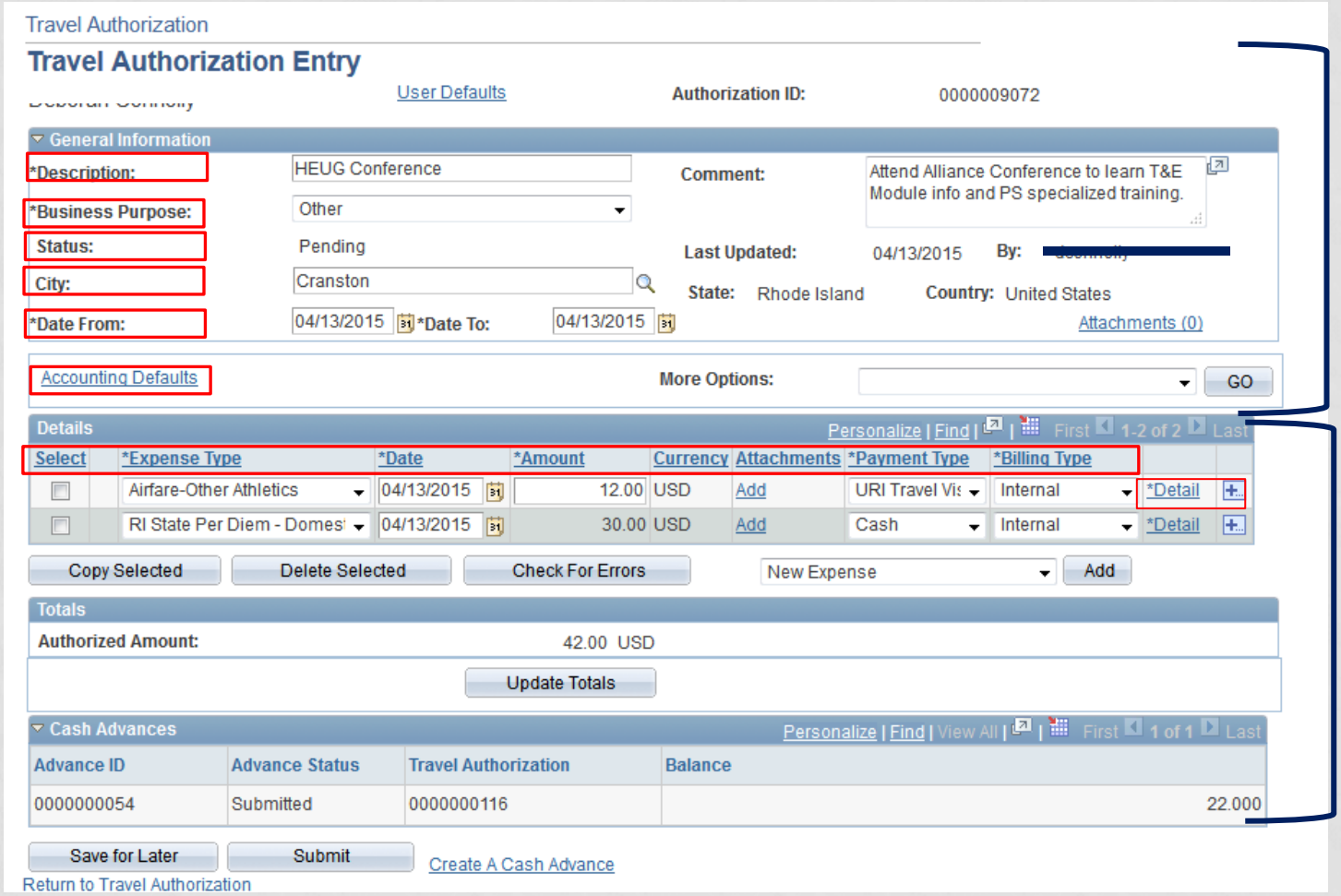
The following slides show the input screens accessed by the Traveler or his/her delegate to create a Travel Authorization or Expense Report.

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

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Travel Authorization

Traveler Entry Page-Example



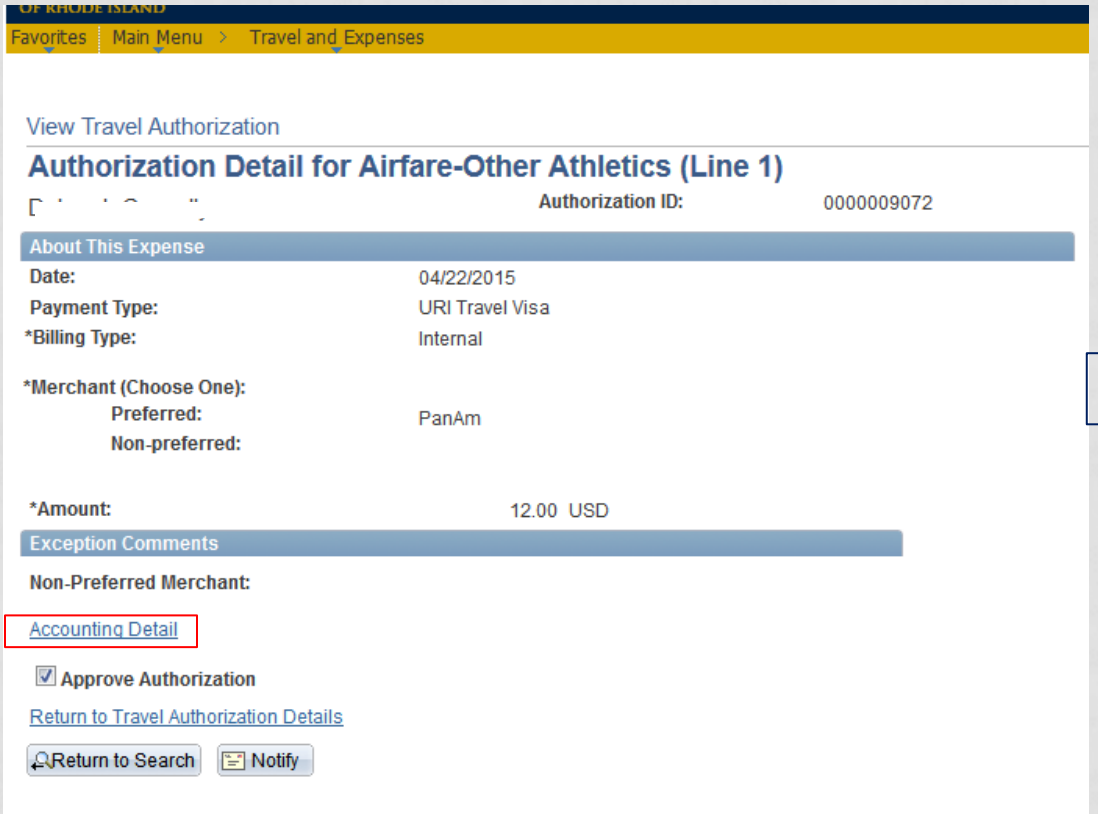
General Information

Detail Information

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Travel Authorization

Traveler Entry-Details Link



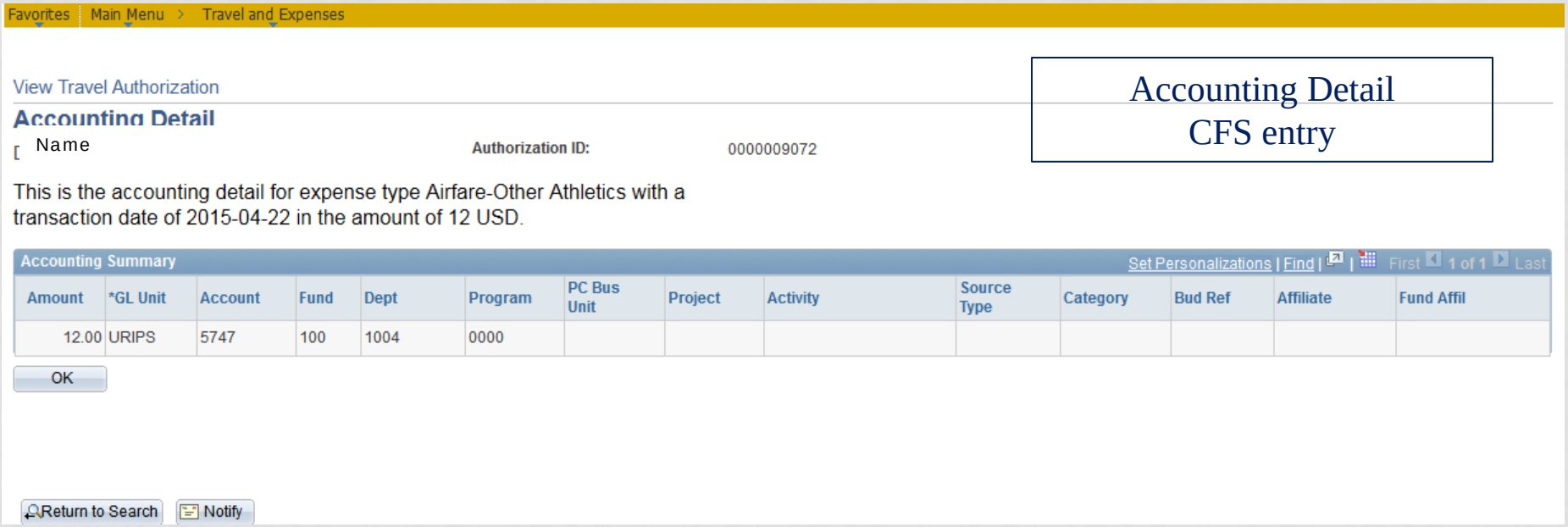
Detail Information Page

* Required Field

Accounting Details - Chartfield String

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

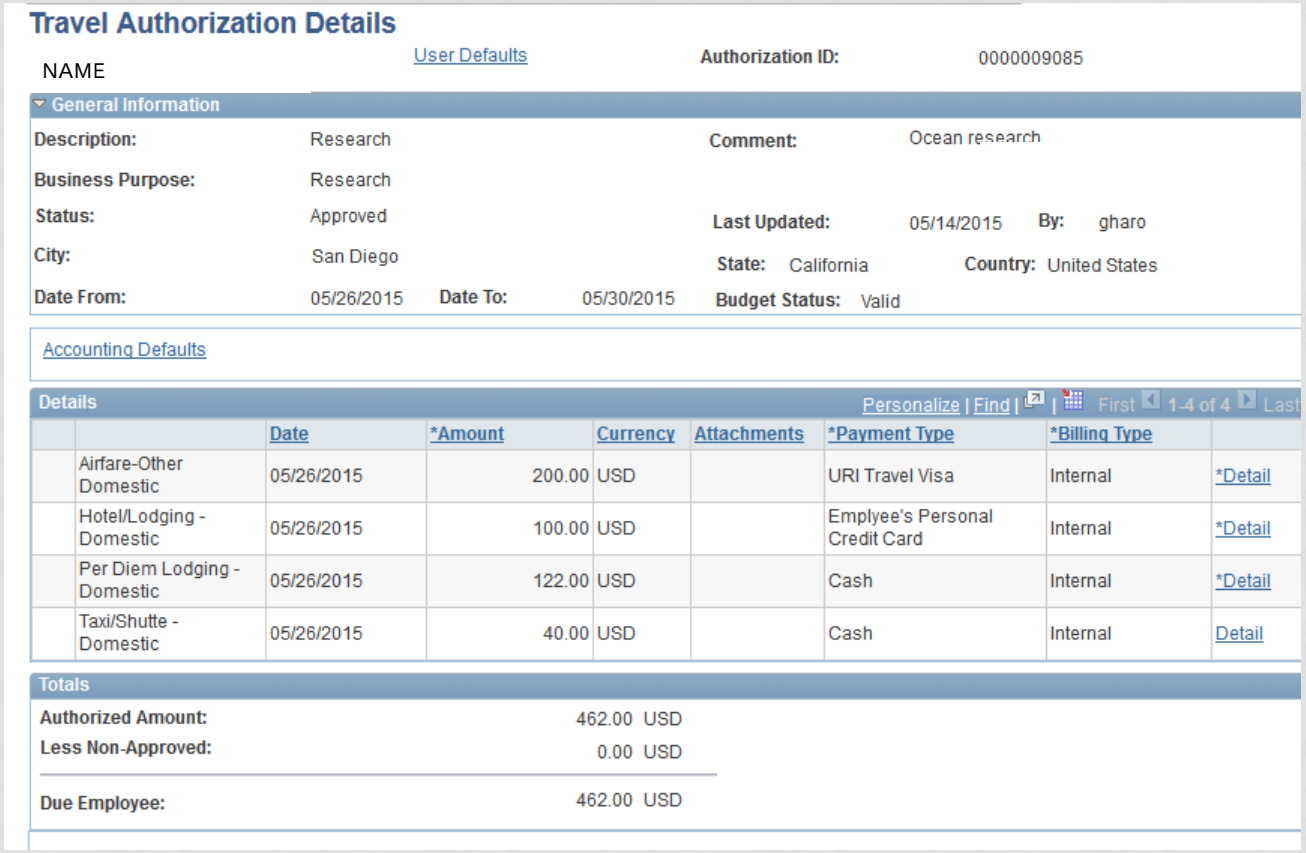
Travel Authorization
Traveler Entry-Accounting Detail



Accounting Detail
CFS entry

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

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



Travel Authorization Details

NAME

User Defaults

Authorization ID: 0000009085

General Information

Description:	Research	Comment:	Ocean research
Business Purpose:	Research		
Status:	Approved	Last Updated:	05/14/2015 By: gharo
City:	San Diego	State: California	Country: United States
Date From:	05/26/2015	Date To: 05/30/2015	Budget Status: Valid

Accounting Defaults

Details — Personalize | Find | First 1-4 of 4 Last

	Date	*Amount	Currency	Attachments	*Payment Type	*Billing Type	
Airfare-Other Domestic	05/26/2015	200.00	USD		URI Travel Visa	Internal	*Detail
Hotel/Lodging - Domestic	05/26/2015	100.00	USD		Emplyee's Personal Credit Card	Internal	*Detail
Per Diem Lodging - Domestic	05/26/2015	122.00	USD		Cash	Internal	*Detail
Taxi/Shutte - Domestic	05/26/2015	40.00	USD		Cash	Internal	Detail

Totals

Authorized Amount:	462.00 USD
Less Non-Approved:	0.00 USD
Due Employee:	462.00 USD

Submitted Travel Authorization View

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

User Defaults **Authorization ID:** 0000009090

General Information

Description:	Test Approval	**Comment:**	Research biomes
Business Purpose:	Business Meeting		
Status:	Approved	**Last Updated:**	05/18/2015 **By:** gharo
City:	San Diego	**State:**	California **Country:** United States
Date From:	06/01/2015 **Date To:** 06/04/2015	**Budget Status:**	Not Budget Checked

Accounting Defaults

Details Personalize | Find | First 1-3 of 3 Last

	Date	*Amount	Currency	Attachments	*Payment Type	*Billing Type	
Registration - Domestic	06/01/2015	100.00	USD		URI Travel Visa	Internal	Detail
Baggage-Domestic	06/01/2015	25.00	USD		Cash	Internal	Detail
Meal Per Diem Non-RI Domestic	06/01/2015	40.00	USD		Cash	Internal	*Detail

Totals

Authorized Amount:	165.00 USD
Less Non-Approved:	0.00 USD
Due Employee:	165.00 USD

Cash Advances Personalize | Find | View All | First 1 of 1 Last

Advance ID	Advance Status	Travel Authorization	Balance
0000000054	Submitted	0000000116	22.000

Printable View

Action History Personalize | Find | First 1-4 of 4 Last

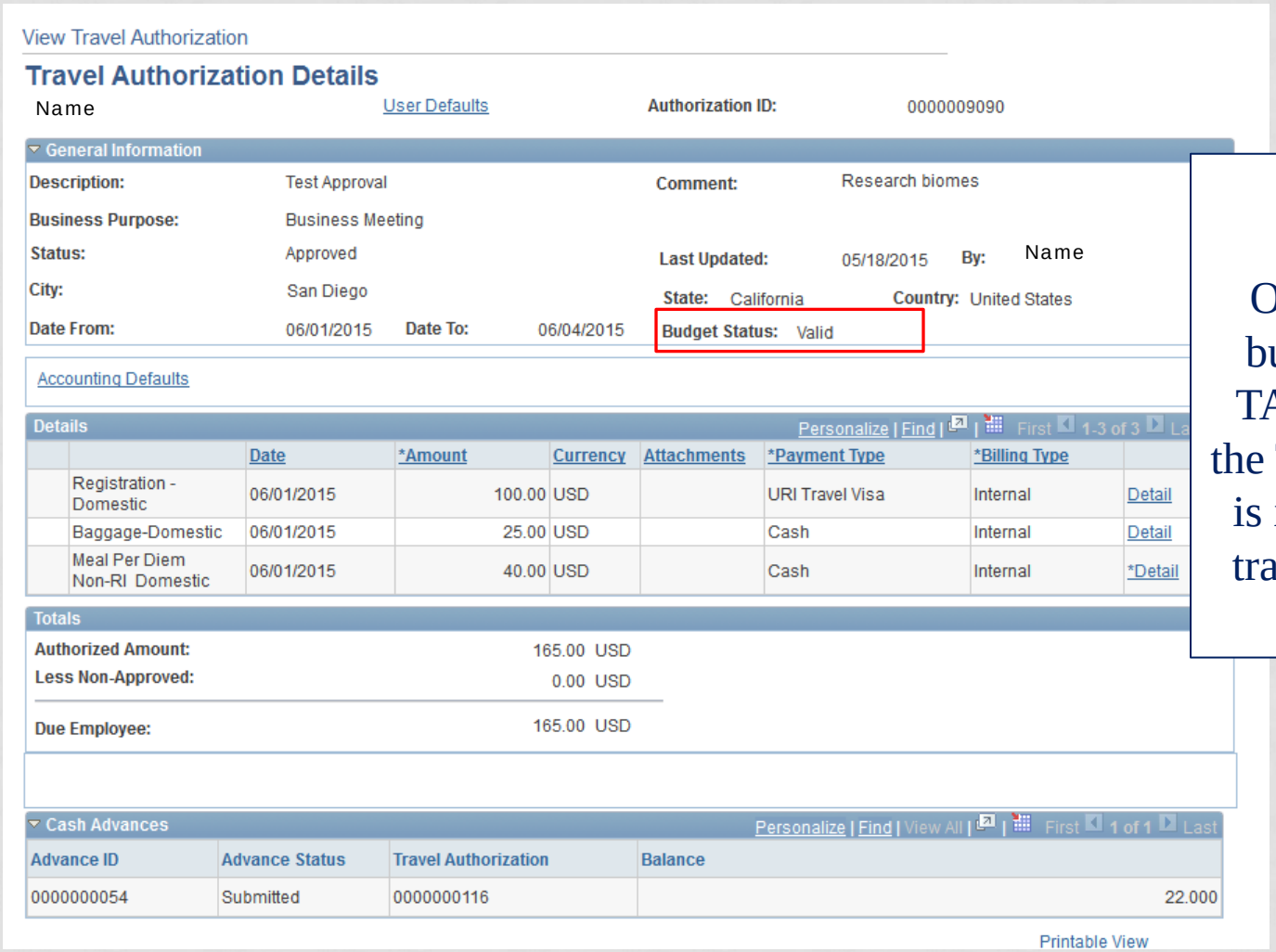
Profile	Name	Action	Date/Time
	Connolly,Deboral	Submitted	05/18/2015 12:34:38PM
Supervisor And/Or Sig Auth.	Gomes,Roxanne	Approved	05/18/2015 12:36:04PM
Travel Authorization Level 01	Specker,Jennifer	Approved	05/18/2015 12:36:52PM
Travel Authorization Level 03	Haro,Gary	Approved	05/18/2015 12:41:08PM

Once approved, status is updated.

THE UNIVERSITY OF RHODE ISLAND

THINK BIG WE DO

TRAVEL AND EXPENSE MODULE APPROVER TRAINING



View Travel Authorization

Travel Authorization Details

Name | User Defaults | **Authorization ID:** 0000009090

General Information

Description:	Test Approval	**Comment:**	Research biomes
Business Purpose:	Business Meeting		
Status:	Approved	**Last Updated:** 05/18/2015	**By:** Name
City:	San Diego	**State:** California	**Country:** United States
Date From:	06/01/2015 **Date To:** 06/04/2015	**Budget Status:** Valid	

Accounting Defaults

Details — Personalize | Find | First 1-3 of 3 La

	Date	*Amount	Currency	Attachments	*Payment Type	*Billing Type	
Registration - Domestic	06/01/2015	100.00	USD		URI Travel Visa	Internal	Detail
Baggage-Domestic	06/01/2015	25.00	USD		Cash	Internal	Detail
Meal Per Diem Non-RI Domestic	06/01/2015	40.00	USD		Cash	Internal	*Detail

Totals

Authorized Amount:	165.00 USD
Less Non-Approved:	0.00 USD
Due Employee:	165.00 USD

Cash Advances — Personalize | Find | View All | First 1 of 1 Last

Advance ID	Advance Status	Travel Authorization	Balance
0000000054	Submitted	0000000116	22.000

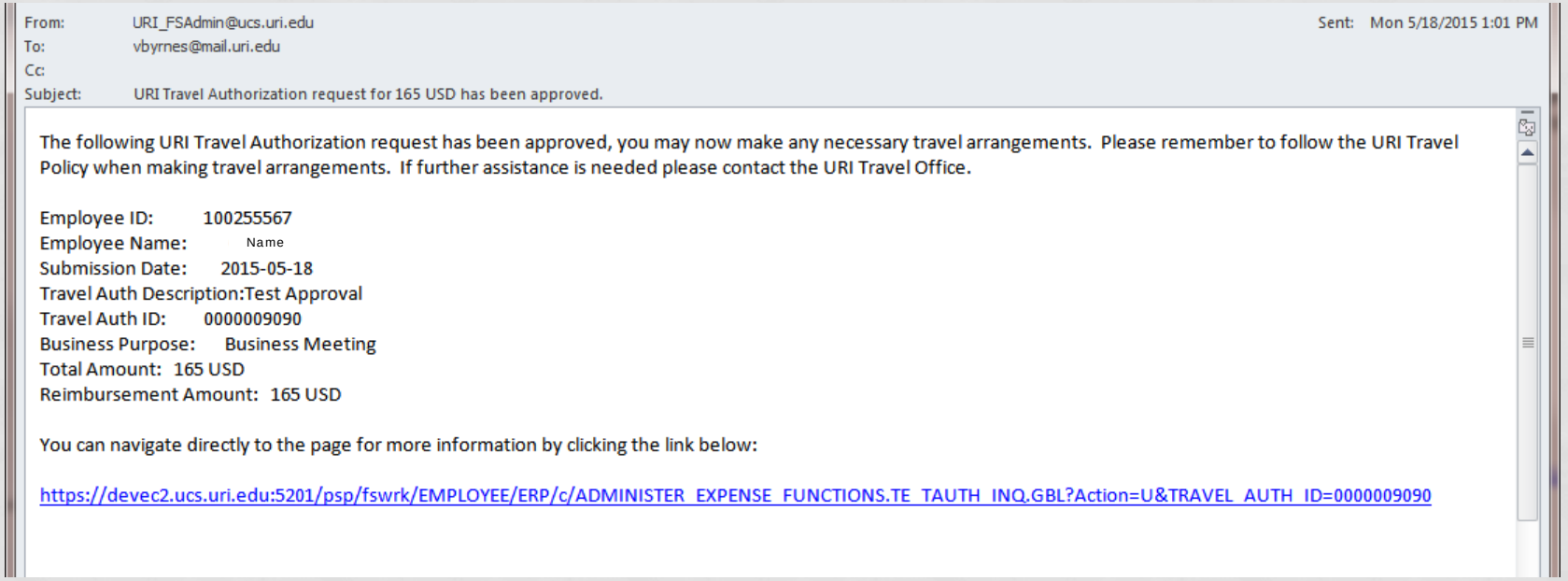
Printable View

Budget checking runs every hour. Once approved and budget checked, the TA is encumbered. If the Travel Authorization is in budget error, the traveler is notified via Email.

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Travel Authorization Approval

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



From: URI_FSAdmin@ucs.uri.edu
Sent: Mon 5/18/2015 1:01 PM
To: vbyrnes@mail.uri.edu
Cc:
Subject: URI Travel Authorization request for 165 USD has been approved.

The following URI Travel Authorization request has been approved, you may now make any necessary travel arrangements. Please remember to follow the URI Travel Policy when making travel arrangements. If further assistance is needed please contact the URI Travel Office.

Employee ID: 100255567
Employee Name: Name
Submission Date: 2015-05-18
Travel Auth Description:Test Approval
Travel Auth ID: 0000009090
Business Purpose: Business Meeting
Total Amount: 165 USD
Reimbursement Amount: 165 USD

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/ADMINISTER_EXPENSE_FUNCTIONS.TE_TAUTH_INQ.GBL?Action=U&TRAVEL_AUTH_ID=0000009090

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

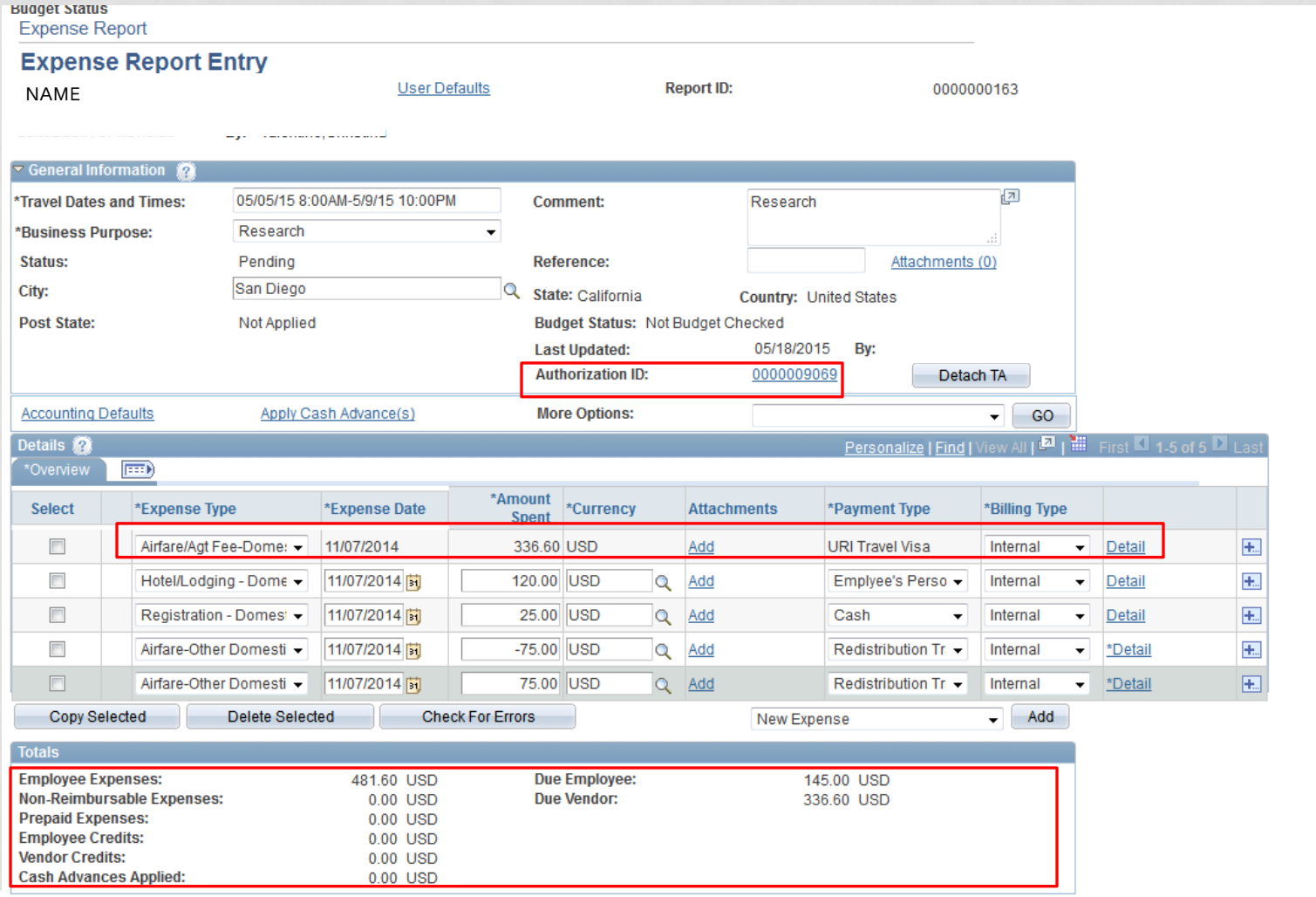
Expense Report (ER)

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.

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Create Expense Report Page



General Information

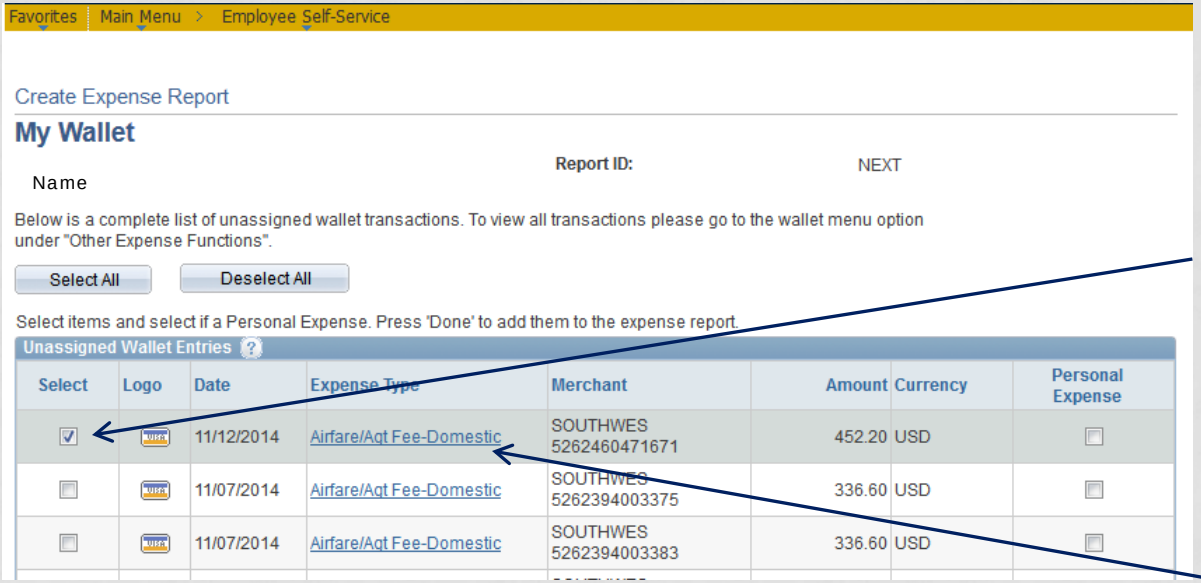
Detail Information

Total Dollars Reimbursed

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Expense Report Approval

My Wallet Page



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.

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

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