

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.

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 [REDACTED]

Employee Name: [REDACTED]
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.

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Worklist
Worklist for r NAME

[Detail View](#) Worklist Filters Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
Wa	10/17/2014	Approval Routing	Approval Workflow	2-Medium	TAApproval_581.URIPS, 1900-01-04, N, 0, TRAVEL_AUTH_ID:0000000076 RDC:RA,1A	Mark Worked	Reassign
Be	02/12/2015	Approval Routing	Approval Workflow	2-Medium	ERApproval_951.URIPS, 1900-01-08, N, 0, SHEET_ID:0000000094 RDC:RA,1A	Mark Worked	Reassign
Val L	02/18/2015	Approval Routing	Approval Workflow	2-Medium	ERApproval_1131.URIPS, 1900-01-08, N, 0, SHEET_ID:0000000115 RDC:RA,1A	Mark Worked	Reassign
Co	02/24/2015	Approval Routing	Approval Workflow	2-Medium	TAApproval_1671.URIPS, 1900-01-04, N, 0, TRAVEL_AUTH_ID:0000009041 RDC:RA,1A	Mark Worked	Reassign
Co	04/15/2015	Approval Routing	Approval Workflow	2-Medium	CAApproval_491.URIPS, 1900-01-02, N, 0, ADVANCE_ID:0000000054 RDC:RA,1A	Mark Worked	Reassign
Co	04/16/2015	Approval Routing	Approval Workflow	2-Medium	TAApproval_1991.URIPS, 1900-01-04, N, 0, TRAVEL_AUTH_ID:0000009075 RDC:RA,1A	Mark Worked	Reassign

Refresh

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 TAApapproval
- Expense Reports are designated as ERApapproval

Worklist
Worklist for rgome: NAME

[Detail View](#) Worklist Filters Feed ▾

Personalize | Find | View All | | First 1-6 of 6 Last

From	Date From	Work Item	Worked By Activity	Priority	Link		
Wad	10/17/2014	Approval Routing	Approval Workflow	2-Medium ▾	TAApapproval, 581, URIPS, 1900-01-04, N, 0, TRAVEL_AUTH ID:0000000076 RDC:RA,1,A	Mark Worked	Reassign
Bell,	02/12/2015	Approval Routing	Approval Workflow	2-Medium ▾	ERApapproval, 951, URIPS, 1900-01-08, N, 0, SHEET ID:0000000094 RDC:RA,1,A	Mark Worked	Reassign
Vale L	02/18/2015	Approval Routing	Approval Workflow	2-Medium ▾	ERApapproval, 1131, URIPS, 1900-01-08, N, 0, SHEET ID:0000000115 RDC:RA,1,A	Mark Worked	Reassign
					TAApapproval, 1671, URIPS,		

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Travel Authorization Approval View

Most information needed to approve is on this page.

Approve Travel Authorization

Travel Authorization Summary

[User Defaults](#)

Authorization ID:

0000009087

General Information

Description:	Test Approval	Comment:	Research
Business Purpose:	Business Meeting		
Status:	Approvals in Process		
City:	San Diego	State: California	Country: United States
*Date From:	06/01/2015	To: 06/04/2015	Last Updated: 05/18/2015
Urgency:	▼	By:	

Information is divided into General Information and Detail Lines

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	06/01/2015	5742	500	2815	0000	URIPS	0003295	RESEARCH	250.00	URI Travel Visa	USD	<input checked="" type="checkbox"/>
Hotel/Lodging - Domestic	06/01/2015	5742	500	2815	0000	URIPS	0003295	RESEARCH	297.00	URI Travel Visa	USD	<input checked="" type="checkbox"/>
Registration - Domestic	06/01/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	25.00	Cash	USD	<input checked="" type="checkbox"/>
Baggage-Domestic	06/01/2015	5742	100	1004	0000				25.00	Cash	USD	<input checked="" type="checkbox"/>
Per Diem Lodging - Domestic	06/01/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	60.00	Cash	USD	<input checked="" type="checkbox"/>

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.



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:

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	<input checked="" type="checkbox"/>
Hotel/Lodging - Domestic	05/25/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	300.00	URI Travel Visa	USD	<input checked="" type="checkbox"/>
Per Diem Lodging - Domestic	05/25/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	336.00	Cash	USD	<input checked="" type="checkbox"/>
Taxi/Shuttle - Domestic	05/25/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	60.00	Cash	USD	<input checked="" type="checkbox"/>

Totals

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

Pending Actions

Profile	Name	Action	Date/Time
Travel Authorization Level 01	(Pooled)		
Travel Authorization Level 03	(Pooled)		
Travel Authorization Level 04	(Pooled)		

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.

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

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.

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	<input checked="" type="checkbox"/>
Hotel/Lodging - Domestic	05/25/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	300.00	URI Travel Visa	USD	<input checked="" type="checkbox"/>
Per Diem Lodging - Domestic	05/25/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	336.00	Cash	USD	<input checked="" type="checkbox"/>
Taxi/Shuttle - Domestic	05/25/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	60.00	Cash	USD	<input checked="" type="checkbox"/>

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

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	<input checked="" type="checkbox"/>
Hotel/Lodging - Domestic	05/25/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	300.00	URI Travel Visa	USD	<input checked="" type="checkbox"/>
Per Diem Lodging - Domestic	05/25/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	336.00	Cash	USD	<input checked="" type="checkbox"/>
Taxi/Shuttle - Domestic	05/25/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	60.00	Cash	USD	<input checked="" type="checkbox"/>

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

Baggage-Domestic	06/01/2015	5742	100	1004	0000				25.00	Cash	USD	<input checked="" type="checkbox"/>
Per Diem Lodging-Domestic	06/01/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH	60.00	Cash	USD	<input checked="" type="checkbox"/>

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

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

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

Comments
<input type="text"/>

Budget Status: Not Budget Checked

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.

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Baggage-Domestic	06/01/2015	5742	100	1004	0000					25.00	Cash	USD	<input checked="" type="checkbox"/>
Per Diem Lodging - Domestic	06/01/2015	5742	500	3208	0000	URIPS	0002742	RESEARCH		60.00	Cash	USD	<input checked="" type="checkbox"/>

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
	Ci	Submitted	05/18/2015 9
Supervisor And/Or Sig Auth.	Gi	Approved	05/18/2015 9
Travel Authorization Level 01	Mi	Approved	05/18/2015 9
Travel Authorization Level 01	Sp	Approved	05/18/2015 9

Comments
<div style="border: 1px solid #ccc; height: 40px;"></div>

Budget Status: Not Budget Checked

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.

Worklist for clvalentino: Valentino,Christina L

Worklist Filters Feed

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.RA.1.A	Mark Worked	Reassign

Refresh

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: 000000163

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		
Accounting Date:	05/18/2015	Created On:	05/18/2015
Accounting Template:	STANDARD	Last Updated:	05/18/2015
		By:	Name
		By:	By:
		Travel Auth ID:	0000009069

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.

[Accounting Defaults](#) More Options:

[Apply Cash Advance\(s\)](#)

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/Aqt Fee-Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	336.60	URI Travel Visa	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hotel/Lodging - Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	120.00	Employee's Personal Credit Card	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Registration - Domestic	11/07/2014	5742	100	1004	0000				25.00	Cash	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Airfare-Other Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	-75.00	Redistribution Travel Exp	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Airfare-Other Domestic	11/07/2014	5742	100	1004	0000				75.00	Redistribution Travel Exp	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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			

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Approve Expense Report

Expense Report Summary

Name

[User Defaults](#)

Report ID:

000000163

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			
Accounting Date:	05/18/2015	Created On:	05/18/2015	By: Name
Accounting Template:	STANDARD	Last Updated:	05/18/2015	By: <small>Accounting</small>
		Travel Auth ID:	<u>0000009069</u>	

[Risk Details](#)

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

Accounting Defaults

[Apply Cash Advance\(s\)](#) **More Options:**

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/Aqt Fee-Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	336.60	URI Travel Visa	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hotel/Lodging - Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	120.00	Employee's Personal Credit Card	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Registration - Domestic	11/07/2014	5742	100	1004	0000				25.00	Cash	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Airfare-Other Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	-75.00	Redistribution Travel Exp	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Airfare-Other Domestic	11/07/2014	5742	100	1004	0000				75.00	Redistribution Travel Exp	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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		

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Approve Expense Report

Expense Report Summary

Name [User Defaults](#)

Report ID: 000000163

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

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

[Accounting Defaults](#) More Options:

[Apply Cash Advance\(s\)](#)

Receipt Information

Receipts Received

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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hotel/Lodging - Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	120.00	Employee's Personal Credit Card	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Registration - Domestic	11/07/2014	5742	100	1004	0000				25.00	Cash	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Airfare-Other Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	-75.00	Redistribution Travel Exp	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Airfare-Other Domestic	11/07/2014	5742	100	1004	0000				75.00	Redistribution Travel Exp	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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			



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			
Accounting Date:	05/18/2015	Created On:	05/18/2015	By: Name
Accounting Template:	STANDARD	Last Updated:	05/18/2015	By: <small>Accounting</small>
		Travel Auth ID:	0000009069	

[Risk Details](#)

[Accounting Defaults](#) **More Options:**

[Apply Cash Advance\(s\)](#)

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/Aqt Fee-Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	336.60	URI Travel Visa	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hotel/Lodging - Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	120.00	Employee's Personal Credit Card	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Registration - Domestic	11/07/2014	5742	100	1004	0000				25.00	Cash	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Airfare-Other Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	-75.00	Redistribution Travel Exp	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Airfare-Other Domestic	11/07/2014	5742	100	1004	0000				75.00	Redistribution Travel Exp	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Registration - Domestic	11/07/2014	5742	100	1004	0000				25.00	Cash	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Airfare-Other Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	-75.00	Redistribution Travel Exp	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Prepaid Expense
Airfare-Other Domestic	11/07/2014	5742	100	1004	0000				75.00	Redistribution Travel Exp	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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			

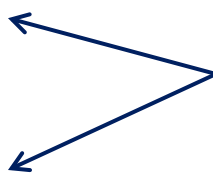
Pending Actions			
Profile	Name	Action	Date/Time
Supervisor And/Or Sig Auth.	Valentino, Christina		
Expense Report Level 01	(Pooled)		
Expense Report Level 03	(Pooled)		
Prepay Auditor	(Pooled)		
AP Manager	(Pooled)		

Action History				
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	
<input type="text"/>	

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

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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Registration - Domestic	11/07/2014	5742	100	1004	0000				25.00	Cash	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Airfare-Other Domestic	11/07/2014	5742	500	3208	0000	URIPS	0002742	RESEARCH	-75.00	Redistribution Travel Exp	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Prepaid Expense
Airfare-Other Domestic	11/07/2014	5742	100	1004	0000				75.00	Redistribution Travel Exp	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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			
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				
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	
<input type="text"/>	

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

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

Travel Authorization

Travel Authorization Entry

[User Defaults](#)
Authorization ID: 0000009072

General Information

*Description: HEUG Conference Comment: Attend Alliance Conference to learn T&E Module info and PS specialized training.

*Business Purpose: Other

Status: Pending Last Updated: 04/13/2015 By: [redacted]

City: Cranston State: Rhode Island Country: United States

*Date From: 04/13/2015 *Date To: 04/13/2015 [Attachments \(0\)](#)

Accounting Defaults More Options: [dropdown] GO

Details Personalize | Find | First 1-2 of 2 Last

Select	*Expense Type	*Date	*Amount	Currency	Attachments	*Payment Type	*Billing Type
<input type="checkbox"/>	Airfare-Other Athletics	04/13/2015	12.00	USD	Add	URI Travel Visa	Internal *Detail +
<input type="checkbox"/>	RI State Per Diem - Domes'	04/13/2015	30.00	USD	Add	Cash	Internal *Detail +

New Expense [dropdown] Add

Totals

Authorized Amount: 42.00 USD

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

Advance ID	Advance Status	Travel Authorization	Balance
0000000054	Submitted	0000000116	22.000

[Create A Cash Advance](#)

[Return to Travel Authorization](#)

General Information

Detail Information

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Travel Authorization Traveler Entry-Details Link

OF RHODE ISLAND

Favorites | Main Menu > Travel and Expenses

View Travel Authorization

Authorization Detail for Airfare-Other Athletics (Line 1)

Authorization ID: 0000009072

About This Expense

Date:	04/22/2015
Payment Type:	URI Travel Visa
*Billing Type:	Internal
*Merchant (Choose One):	
Preferred:	PanAm
Non-preferred:	

*Amount: 12.00 USD

Exception Comments

Non-Preferred Merchant:

[Accounting Detail](#)

Approve Authorization

[Return to Travel Authorization Details](#)

Detail
Information
Page

* Required Field

Accounting
Details -
Chartfield
String

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Travel Authorization Traveler Entry-Accounting Detail

View Travel Authorization

Accounting Detail

Name _____ Authorization ID: 0000009072

Accounting Detail
 CFS entry

This is the accounting detail for expense type Airfare-Other Athletics with a transaction date of 2015-04-22 in the amount of 12 USD.

Accounting Summary													Set Personalizations Find First 1 of 1 Last
Amount	*GL Unit	Account	Fund	Dept	Program	PC Bus Unit	Project	Activity	Source Type	Category	Bud Ref	Affiliate	Fund Affil
12.00	URIPS	5747	100	1004	0000								

OK

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

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

Submitted
Travel
Authorization
View

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		Employee's Personal Credit Card	Internal	*Detail
Per Diem Lodging - Domestic	05/26/2015	122.00	USD		Cash	Internal	*Detail
Taxi/Shuttle - 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



TRAVEL AND EXPENSE MODULE APPROVER TRAINING

[User Defaults](#)

Authorization ID:

000009090

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,Deborah	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.

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

	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

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
To: vbyrnes@mail.uri.edu
Cc:
Subject: URI Travel Authorization request for 165 USD has been approved.

Sent: Mon 5/18/2015 1:01 PM

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

Budget Status
Expense Report

Expense Report Entry

NAME [User Defaults](#) Report ID: 0000000163

General Information

*Travel Dates and Times: 05/05/15 8:00AM-5/9/15 10:00PM Comment: Research

*Business Purpose: Research

Status: Pending Reference: Attachments (0)

City: San Diego State: California Country: United States

Post State: Not Applied Budget Status: Not Budget Checked

Last Updated: 05/18/2015 By: **Authorization ID: 0000009069** Detach TA

Accounting Defaults [Apply Cash Advance\(s\)](#) More Options: GO

Details Personalize | Find | View All | First 1-5 of 5 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	Attachments	*Payment Type	*Billing Type	
<input type="checkbox"/>	Airfare/Agt Fee-Dome	11/07/2014	336.60	USD	Add	URI Travel Visa	Internal	Detail
<input type="checkbox"/>	Hotel/Lodging - Dome	11/07/2014	120.00	USD	Add	Employee's Perso	Internal	Detail
<input type="checkbox"/>	Registration - Domes	11/07/2014	25.00	USD	Add	Cash	Internal	Detail
<input type="checkbox"/>	Airfare-Other Domesti	11/07/2014	-75.00	USD	Add	Redistribution Tr	Internal	*Detail
<input type="checkbox"/>	Airfare-Other Domesti	11/07/2014	75.00	USD	Add	Redistribution Tr	Internal	*Detail

Copy Selected Delete Selected Check For Errors New Expense Add

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			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

General Information

Detail Information

Total Dollars Reimbursed

TRAVEL AND EXPENSE MODULE APPROVER TRAINING

Expense Report Approval

My Wallet Page

Favorites Main Menu > Employee Self-Service

Create Expense Report

My Wallet

Name _____ Report ID: _____ NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

Select	Logo	Date	Expense Type	Merchant	Amount	Currency	Personal Expense
<input checked="" type="checkbox"/>		11/12/2014	Airfare/Aqt Fee-Domestic	SOUTHWES 5262460471671	452.20	USD	<input type="checkbox"/>
<input type="checkbox"/>		11/07/2014	Airfare/Aqt Fee-Domestic	SOUTHWES 5262394003375	336.60	USD	<input type="checkbox"/>
<input type="checkbox"/>		11/07/2014	Airfare/Aqt Fee-Domestic	SOUTHWES 5262394003383	336.60	USD	<input type="checkbox"/>

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