EXPENSE REPORTS

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Overview

This user guide contains detailed instructions on how to complete and approve Travel and Expense forms/reports in PeopleSoft Financials. This document applies to UVM employees who handle their own Travel and Expense forms, as well as their delegates.

NOTE: Certain departments rely on the Disbursement Center for travel and expense processing. Please consult the Employee Reimbursement Process/Instructions for each department. Please email travel@uvm.edu if you have questions regarding the expense reporting process.

Responsibilities

- Itemized receipts are required. Original, scanned, or digital receipts are acceptable.
- If a Travel Authorization was created for the trip, create the Expense Report from the Travel Authorization. See the Travel Authorizations User Guide (PDF).
- If you obtained a Cash Advance and have excess cash, turn in the cash, and assign the Cash Advance to the Expense Report.
- Complete Expense Report within 20 days of returning from the trip.
- Route printed Expense Report and receipts to approver.
- Follow up to ensure timely approval.

Delegate Entry Authority to Other Users

Delegating Entry Authority enables an employee to authorize another employee to take action on PeopleSoft Travel and Expense forms on their behalf.

Be aware that colleges or departments within the University may have specific directives on this matter. Check with your departmental business manager if you have questions on Travel and Expenses for your area.

NOTE: Although a traveler may delegate authority to another user to enter Travel and Expense forms, the traveler is still responsible for understanding the Travel Policy, and for the accuracy, timeliness, and completion of their reports.

To set up a delegate for Travel and Expense forms:

1. Log in to PeopleSoft through the **Financials** login.
2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center**
3. In the **Profiles and Preferences** section, select **Delegate Entry Authority.**

4. The **Authorize Users** page displays a list of users authorized to take action on your behalf in the PeopleSoft Travel and Expense module. If you have not authorized any delegates, the only User ID listed will be your own.
5. To add a delegate, click the **plus sign (+)** to add a row.
6. Type in the user id of the person whom you are authorizing as a delegate. If you do not know their User ID, click the .
7. The User ID is equivalent to the UVM Net ID. The Net ID can be found in the UVM Online Directory. It is often, but not always, the first initial of a person's first name, followed by the first several letters of their last name.
8. If you are unable to find the User ID, click **Advanced Lookup**. The Description field contains the employee's name. Enter the person's name in this format: **first name%last name**. For example, **Rally%Cat**. Click **Look Up**. If there are multiple people with the same name and you are unsure of the correct User ID to select, check with your delegate to confirm their PeopleSoft User ID.
9. Select the **Authorization Level** from the dropdown list. Assign your delegate **Edit**, **Edit & Submit**, or **View** access.
10. Click **Save**.
11. Repeat **Steps 5-10** to add more delegates if needed.
12. To delete an authorized user, click the **–** at the end of the appropriate line and the user will be removed from the list upon saving.

Create and Manage Expense Reports

Create an Expense Report from a Blank Form

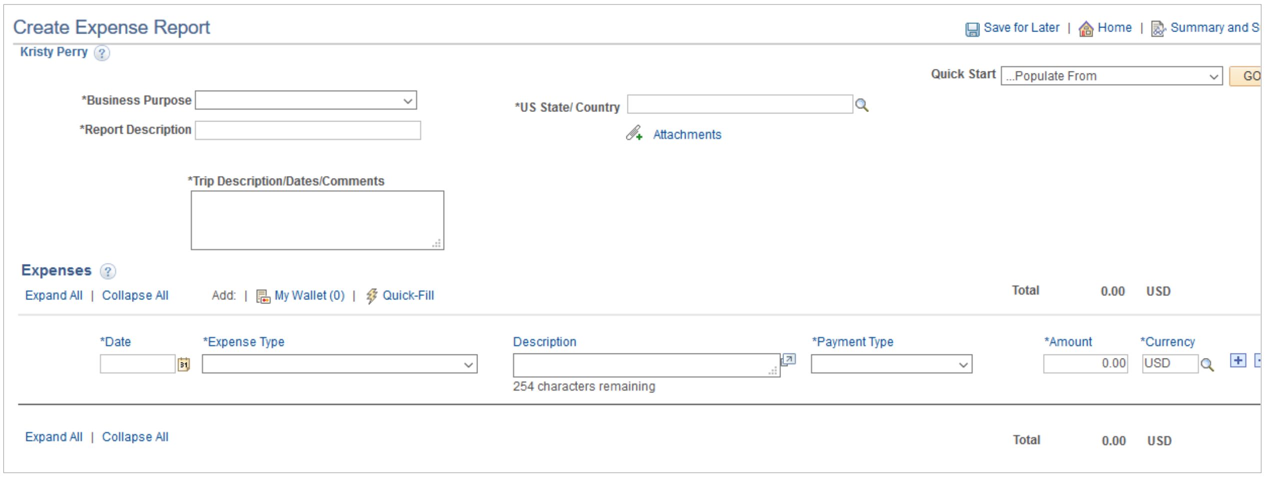
Use these instructions if you are not required to have an associated Travel Authorization.

If this Expense Report is related to a trip where a **Travel Authorization** was created, there **MUST** be a link to the original Travel Authorization. Follow the instructions for Create an Expense Report from a Travel Authorization and Apply a Cash Advance.

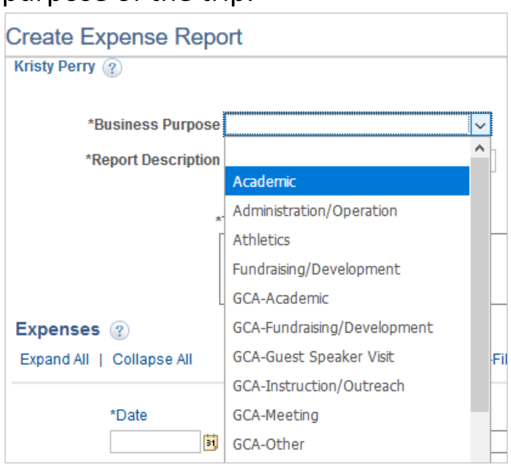
1. Log in to PeopleSoft through the **Financials** login.
2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center**
3. In the **Expense Reports** folder, click **Create/Modify**.

   NOTE: If you are an authorized delegate entering an Expense Report on behalf of another employee, see Creating an Expense Report for Another Employee.

4. On the **Add a New Value** tab of the **Expense Report** screen, ensure your Employee ID is visible in the **Empl ID** field and click **Add**.
5. The next screen will display **Create Expense Report** in the upper left. Fields marked with an asterisk (*****) are required.



6. Click the **Business Purpose** dropdown list. Select the entry that most closely identifies the purpose of the trip.



7. In the **Report Description** field, type a short, meaningful description of the expense (e.g., 04-2018 Recruiting Trip to Boston).

8. Click in the **Trip Description/Dates/Comments** field and add the details of this expense.

   NOTE: If this expense report is for a trip, the actual destination(s) **MUST** be entered here. Enter travel dates, and other important details.

9. Click on the **magnifying glass** icon for the **US State/Country** field and select one of the following:

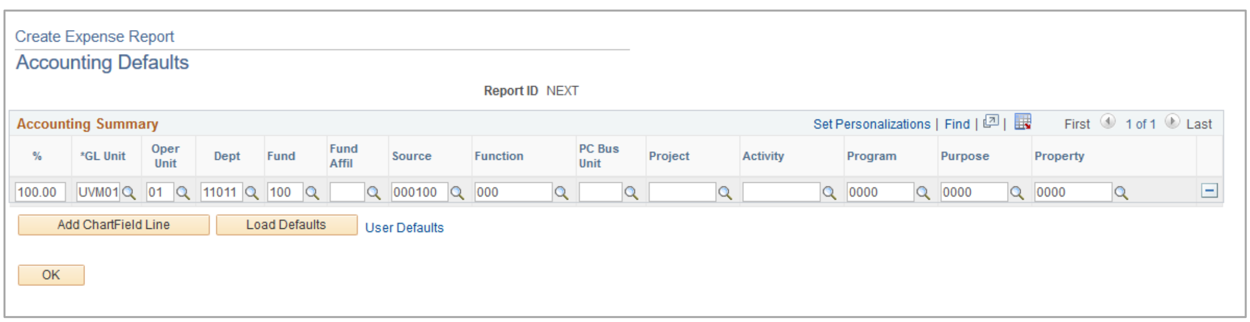
a. **Country** – if for an international location
b. **State** – if for a state other than Vermont
c. **County** – if for a location in Vermont

NOTE: If traveling to multiple destinations, select the first destination in the **US State / Country** field, and enter subsequent destination on the **Comments** field. If you are seeking reimbursement for expenses incurred locally, the location should be your county in Vermont.

10. When using one or more chartstrings for the entire report, the accounting can be adjusted for the whole report at once, rather than making individual line adjustments.

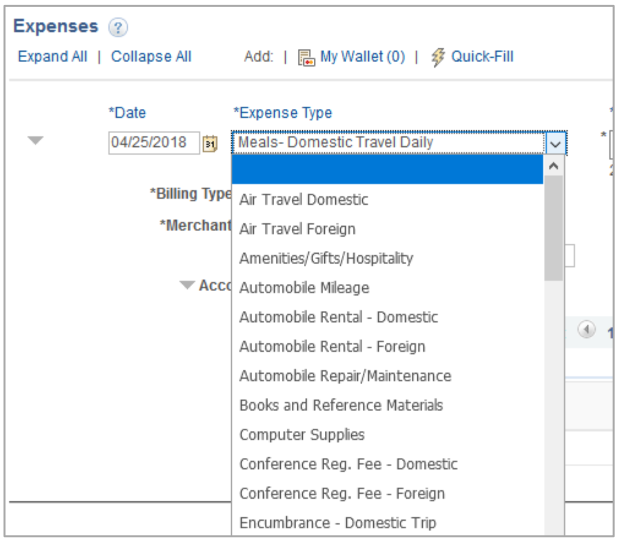
In the upper right corner of the form, click the **Actions** dropdown, click **Default Accounting For Report,** then click **GO**. Make any chartstring edits, add a Chartfield line to split the expense if needed, then click **OK** to return to the Expense Report. If you make changes here and wish to revert back to your default accounting, click **Load Defaults**.

NOTE: The Accounting Defaults can be changed after data entry is complete. The accounting details will be updated with the new chartstring information.



11. In the **Expenses** section, enter the date the expense was incurred, or select the date from the calendar icon.

12. Click the **Expense Type** dropdown to select the appropriate expense type from the list. Scroll down the list if the value you need is not visible.



13. Enter details in the **Description** field. Expand this field if needed, by clicking and holding the lower right corner, then dragging it downward/to the right.

NOTE: The fields displayed and required vary by expense type.

14. Select how the expense was paid for from the **Payment Type** dropdown. Options are **Cash** or **Personal Credit Card**.

15. Leave the **Billing Type** set to the default value of **UVM Internal**, which is used for reimbursing UVM employees. (The other choice in the list, **UVM Billable**, is not used.)

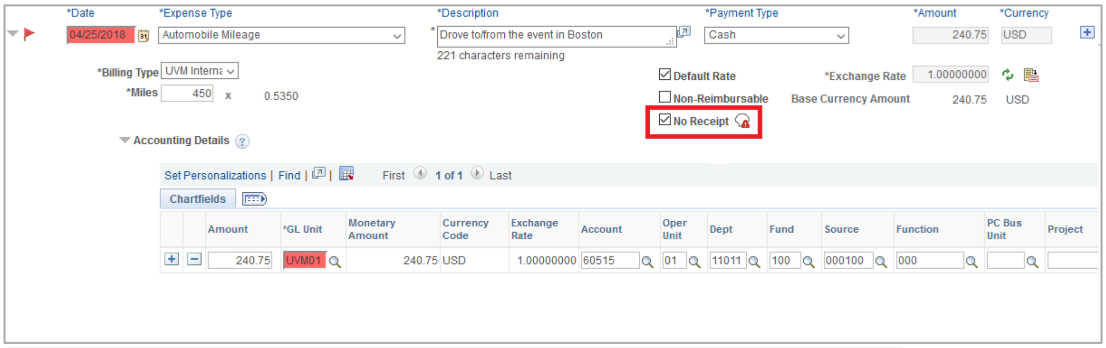
16. Fill out any required fields for the expense, denoted by * next to the field label. For this example using automobile mileage, the number of miles and a description of the trip(s) must be entered. For other expense types, the number and nature of required fields will change.

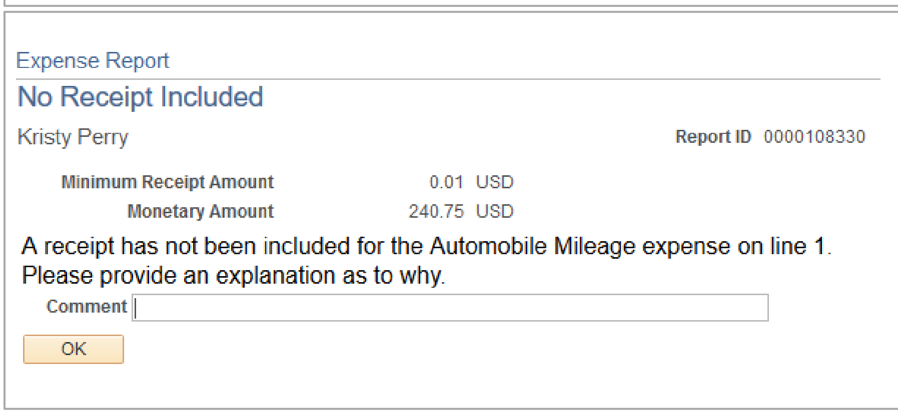
17. The **Currency** will populate as **US Dollar** and this field should remain unchanged. If necessary, convert foreign currencies into dollars, then complete this expense report in US dollars.

> **NOTE:** The Disbursement Center uses the OANDA Currency Converter for currency conversion.

18. Click in the appropriate box to the right of Payment Type to place a checkmark beside **No Receipt** or **Non-Reimbursable** if either of these conditions is true.

If **No Receipt** is checked, an explanation *is required* in the **Exception Comments** bubble, which will display after saving in **Step 24**. Although this example is using Automobile Mileage as the expense type, **No Receipt** does ***not*** need to be checked if a receipt would not be expected as in the case of automobile mileage.

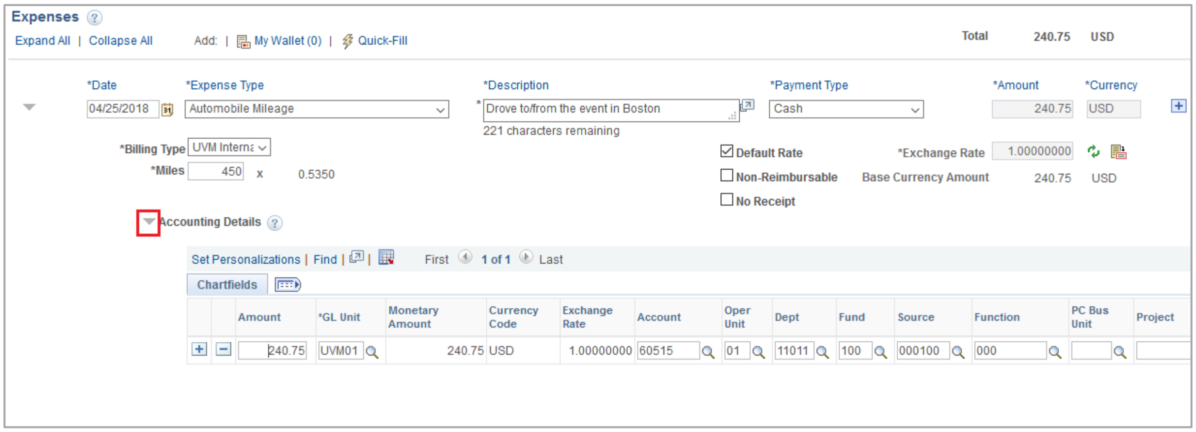




19. If the expense amount is higher than the allowable limit (e.g., went over on food allowance), an explanation **MUST** be included in the **Location Amount** field under the **Exception Comments** heading.

> **NOTE:** This does not guarantee that the expense amount will be approved, but it is needed to complete the report.

20. To view or modify the chartstring(s) for this expense line, or to split the expense between multiple chartstrings, click the ▸ to expand the **Accounting Details**.



21. Enter the correct chartstring or click on the **Look Up** icon to search and select a chartfield(s) value.

22. To split this expense into two or more chartstrings, click the **Add Chartfield Line** button to add pre-populated chartfield lines, which may then be adjusted as necessary.

> **NOTE*****: If one expense needs to be charged to two or more departments, DO NOT split the expense in the accounting details. Each expense line can be approved by only one departmental approver, not by two or more.***
>
> ***If applicable, enter each portion of the expense on a separate expense line. Only in this manner can the appropriate individuals approve their department's portion of the expense.***

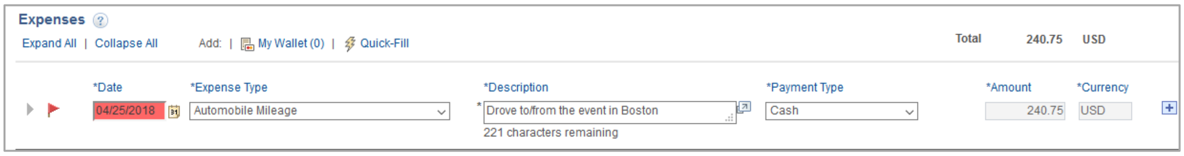
22. When the expense details are entered for this line, click **Save for Later**, in the upper right of the form. This checks the report for entry errors, field omissions, and chartstring validity.

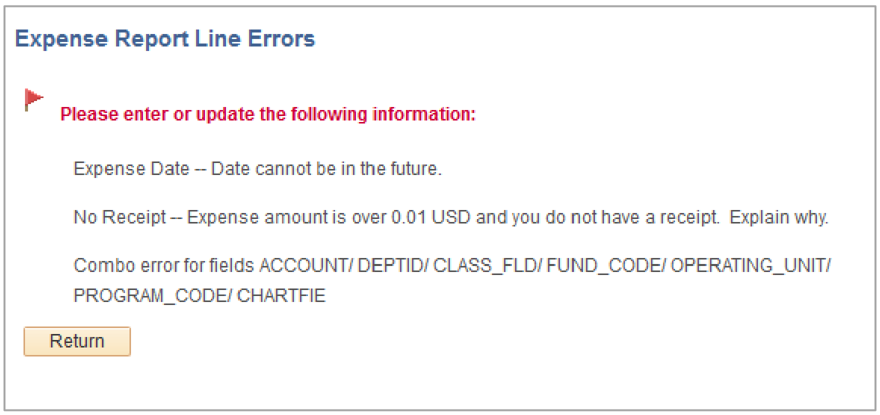
The system will assign a unique Expense Report ID, in the **Report** field above the US State/Country field. The report will be in **Pending** status until submission. After saving, the screen will now say Modify Expense Report (instead of Create).

> **NOTE:** Checking for Expense Errors does not check whether there are available funds in that budget.

23. Any fields with errors or omissions will be highlighted **red**. Correct or complete the highlighted fields and click **Save for Later**, until there are no longer any highlighted fields.

Click the red flag on an expense line for details on the errors.



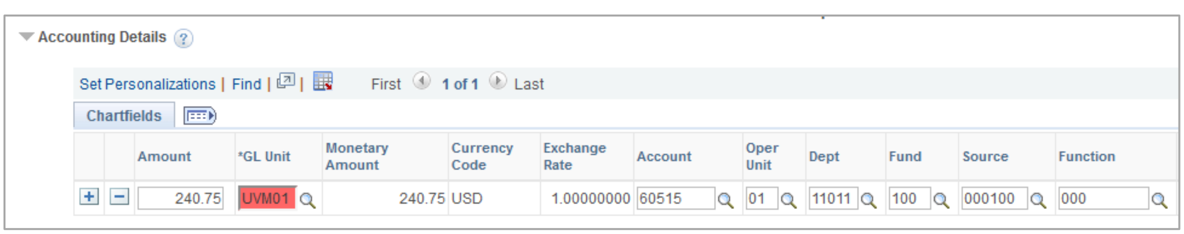


24. If the Expense Report Line Errors includes a Combo error for chartfields, the chartstring is not valid in PeopleSoft.

Expand **Accounting Details** to correct the issue. For guidance, speak with the appropriate business manager for chartstrings related to operational expenses, or with Sponsored Project Administration for grant-related chartstrings.

NOTE: When there is an error with a chartstring, PeopleSoft only highlights the first field in the chartstring, the **GL Unit** (which should always read UVM01). This is not typically where the problem resides. Look for a problem with an incorrect chartfield value or an incomplete chartstring.

The value in the **Account** field should never be changed. This automatically populates based on the Expense Type chosen.



25. Valid chartstrings will, at a minimum, contain entries in the Operating Unit, Department, Fund, Source, and Function fields. If there are no values for the Program, Purpose, and Property fields, these fields MUST contain the value **0000**. (Other fields not mentioned here, if not required by the chartstring, may be left blank.)

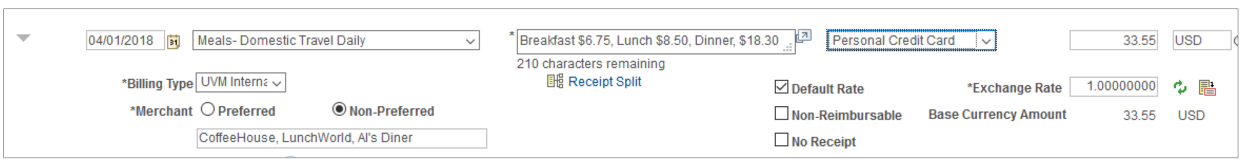
26. When chartstring issues have been corrected, click **Save for Later** (see Step 24 for location of the link if needed).

27. If errors are still present, repeat Steps 22 – 26.

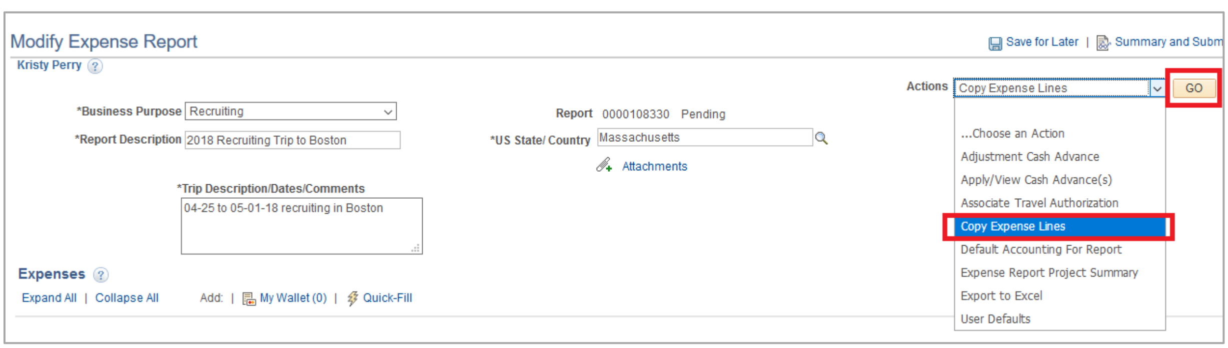
28. To add an expense line, click the **+** sign to the right of any expense line. Collapse or expand lines as needed using the ▸ (to the left of the **Date** field). Refer to **Step 30** to Copy Expense Lines.

29. Click **Save for Later** frequently, to ensure that the work is saved to the database.

- To itemize multiple expenses on hotel bills, see the [Hotel Wizard] section of this document.
- Combine daily meal totals on one expense line per date.
- Provide adequate detail in the **Merchant (Non-Preferred)** and **Description** fields.

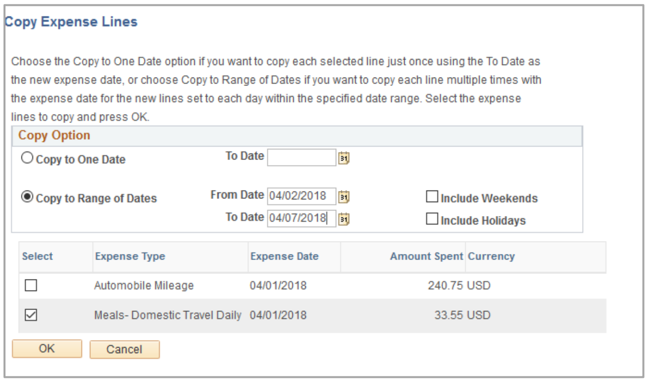


30. To duplicate any or all expense lines (e.g., the same expense types were incurred on multiple dates), click the **Actions** dropdown, select **Copy Expense Lines**, then click **GO**.



Click the radio button to **Copy to One Date**, or **Copy to Range of Dates**. Enter the desired date range if that option is selected.

Check the box(es) to include weekends and/or holidays if needed. When finished, click **OK**.



31. To delete an expense line, click the **–** to the right of the line.

32. When expense entry is complete, click **Save for Later** to perform one final error check.

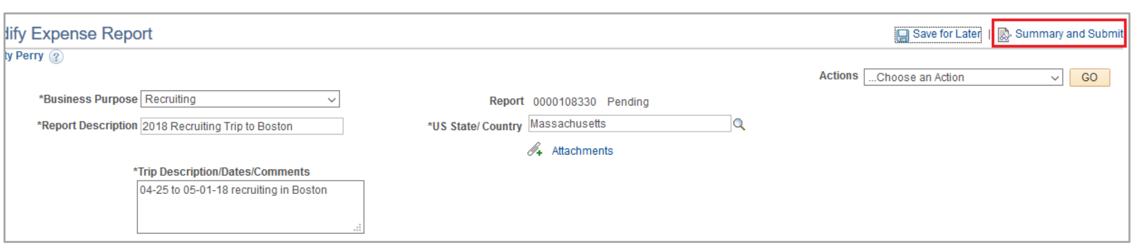
33. Repeat **Steps 22-26** to identify and resolve errors, if present. If no errors are found, proceed with **Step 34**.

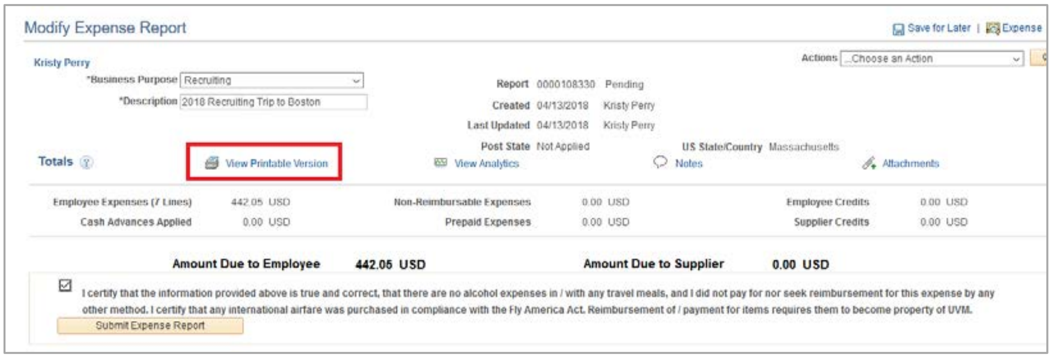
34. If desired, **attach supporting documentation** such as scanned receipts, a copy of a conference agenda, etc. to the Expense Report. See the Attach Documents section for instructions.

35. Click **Save for Later**. Exit the report if you are not ready to submit it for approval. Return to it later to print and submit. If ready to submit, skip to **Step 36**.

NOTE: Expense reports cannot be printed until they have been saved or submitted.)

36. To print the report without submitting, click **Summary and Submit**, then click **View Printable Version**. For additional information regarding printing Travel and Expense forms, see the PeopleSoft Tips User Guide (PDF).





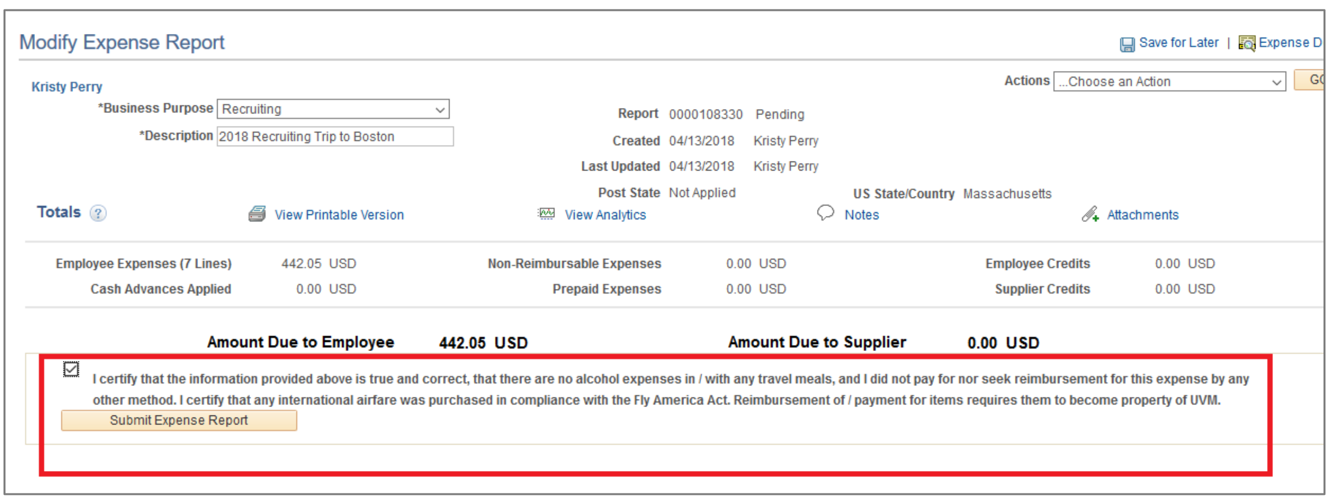
After printing, click **Return to Expense Report** at the bottom left of the screen if needed.

NOTE: See Modify an Expense Report section for instructions on finding and editing an existing Expense Report.

37. Upon completion, submit the Expense Report for approval. Click **Summary and Submit**.

a. Review the certification statement, and click the checkbox to certify. This will activate the **Submit Expense Report** button.

b. Click **Submit Expense Report** to route the Expense Report to approver(s).



Create an Expense Report for Another Employee

1. Complete **Steps 1 - 3** in Create an Expense Report from a Blank Form.
2. On the **Add a New Value** tab of the **Expense Report** screen, click the magnifying glass to display a pop-up box containing users for whom you have been authorized as a delegate.

3. Click the **Empl ID** or **Name** of the person for whom you are entering the Expense Report. Their Employee ID will be displayed in the **Empl ID** field.
4. Click **Add** to begin creating the Expense Report.
5. If creating an Expense Report with no associated Travel Authorization or Cash Advance, proceed from **Step 5** in Create an Expense Report from a Blank Report Form.

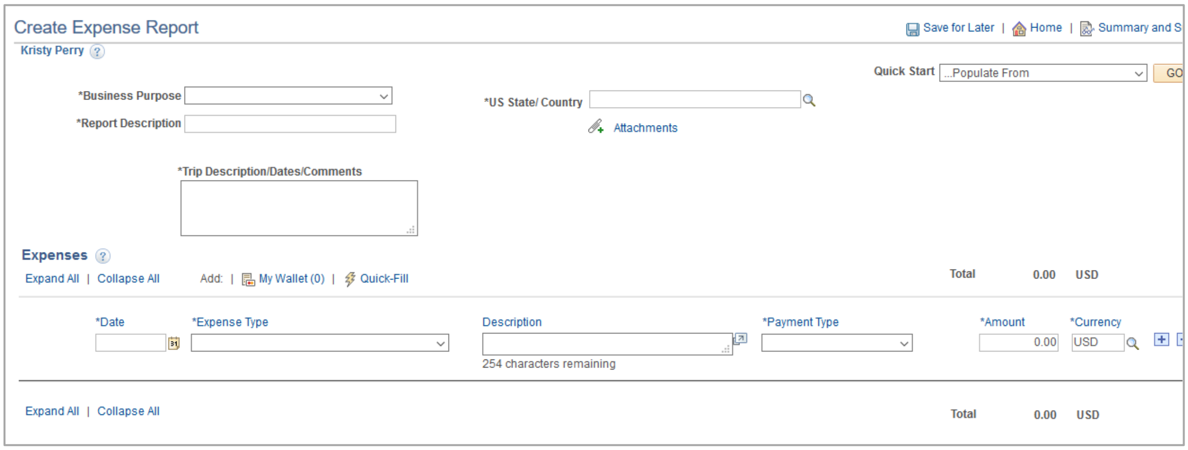
   If creating an Expense Report from a Travel Authorization (Apply a Cash Advance), proceed from **Step 6** in Create an Expense Report from a Travel Authorization (Apply a Cash Advance).

Create an Expense Report from a Travel Authorization (Apply a Cash Advance)

If a Travel Authorization is created for a trip, the Expense Report **MUST** be created FROM that Travel Authorization.

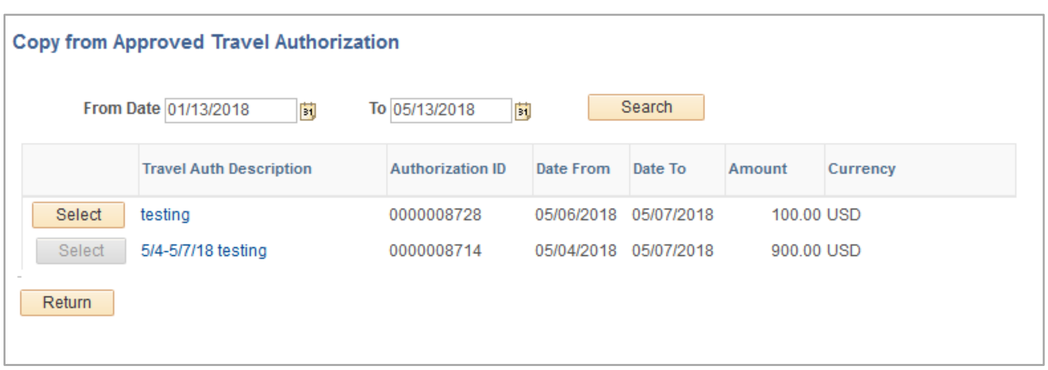
NOTE: Travel Authorizations cannot be linked afterwards to an existing Expense Report. These instructions also include how to apply a Cash Advance to the Expense Report that is linked from a Travel Authorization.

1. If entering the Expense Report as the authorized delegate of another employee, see Steps 1-4 in Create an Expense Report for Another Employee.
2. If entering the Expense Report for yourself, log in to PeopleSoft through the **Financials** login.
3. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center**
4. In the **Expense Reports** folder, click **Create/Modify**.
5. On the **Add a New Value** tab of the **Expense Report screen, ensure your Employee ID is** visible in the **Empl ID** field**,** and click **Add.**
6. The next screen will display **Create Expense Report** in the upper left. Fields marked with an asterisk (*****) are required.

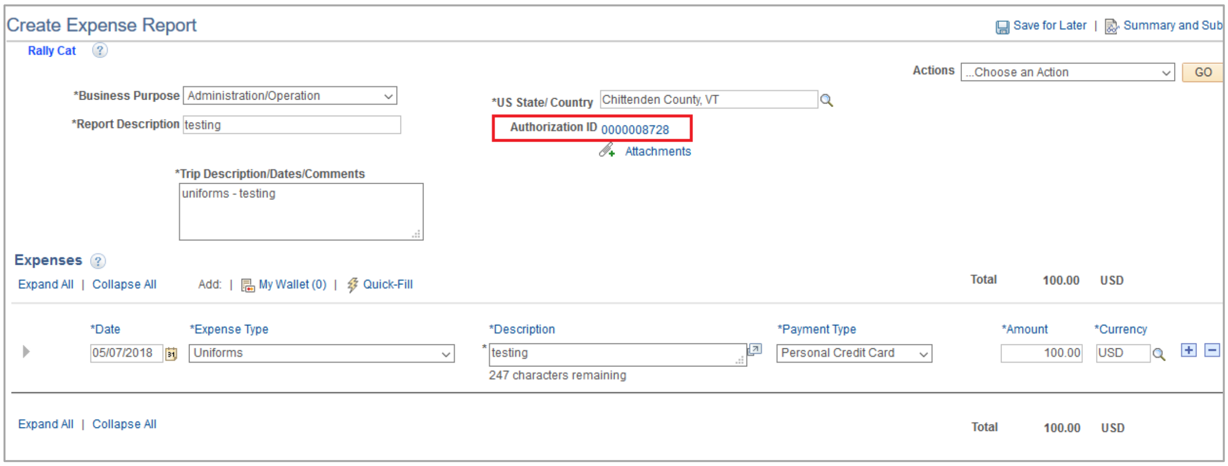


7. Click the Actions dropdown. Select **A Travel Authorization** and click **GO**.

8. If there is only one Travel Authorization available, an Expense Report form based on that Travel Authorization will open. Skip to **Step 13**.
9. If there are multiple Travel Authorizations available, click **Select** on the appropriate row of the **Copy from Approved Travel Authorization** screen. Skip to **Step 11** if selecting the Travel Authorization from the list displayed.



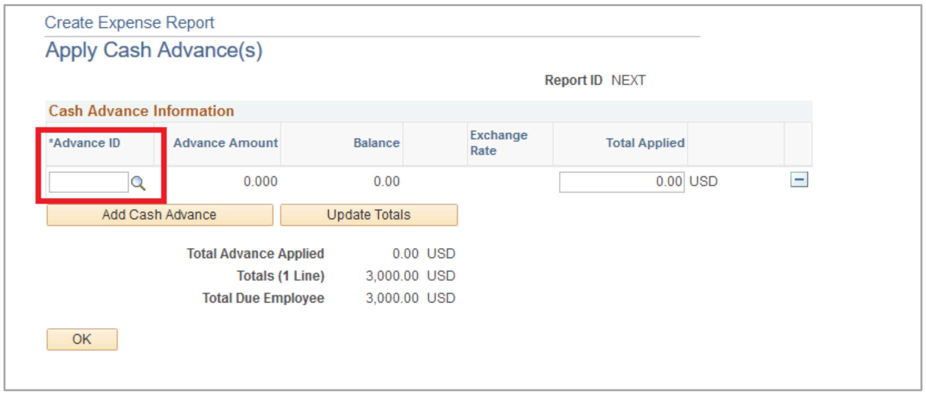
10. If you do not see the correct Travel Authorization in the list, modify the **From** and **To** dates accordingly, and click **Search**. Repeat **Steps 9-10** to select the correct Travel Authorization.
11. An Expense Report form based on this Travel Authorization will open. The Travel Authorization ID will be displayed, and details from the Travel Authorization will populate fields in the Expense Report header and Expenses section.



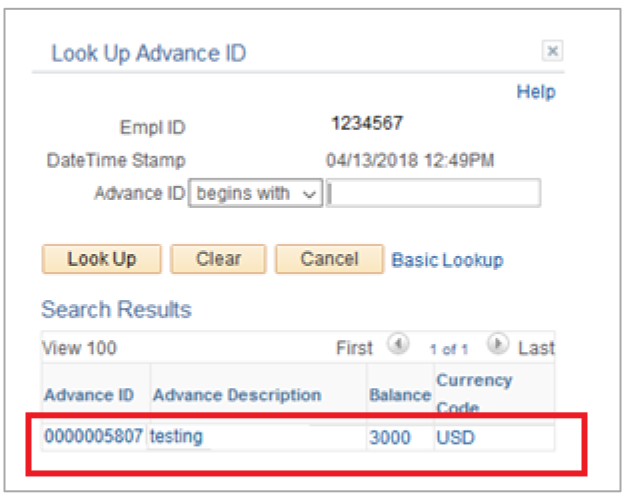
12. If there is no Cash Advance to apply, skip to **Step 17**.

    To apply the Cash Advance to this Expense Report, click the **Actions** dropdown in the top right corner, and select **Apply/View Cash Advance(s)**. Click **GO**.

13. On the **Apply Cash Advance(s)** screen, click the magnifying glass to get to the **Look Up Advance ID** pop-up box.

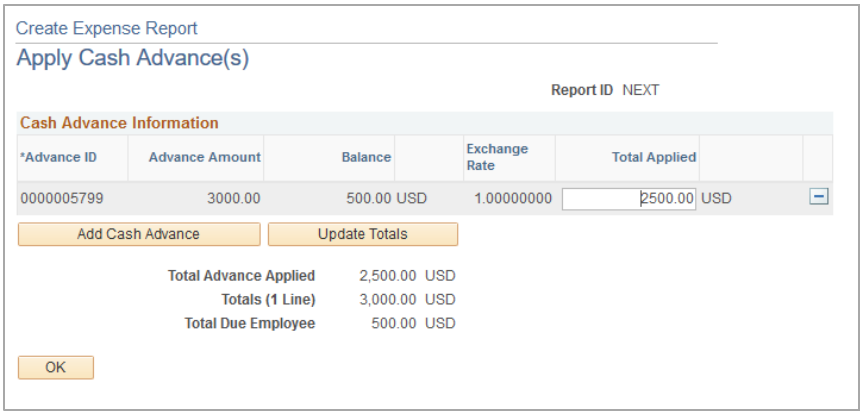


14. Click a data element in the row displaying the correct **Advance ID**. **NOTE:** Do not enter the full amount of the Cash Advance if returning excess funds to the University.



15. Review the **Advance Amount**, then enter the amount to apply to this Expense Report in the **Total Applied** column. Click **Update Totals**. If returning excess funds to the University, that amount should now display in the **Balance** column.

16. **PRINT** this page and bring it to Treasury Services. This page displays all the information the Treasury staff will need to process these funds.



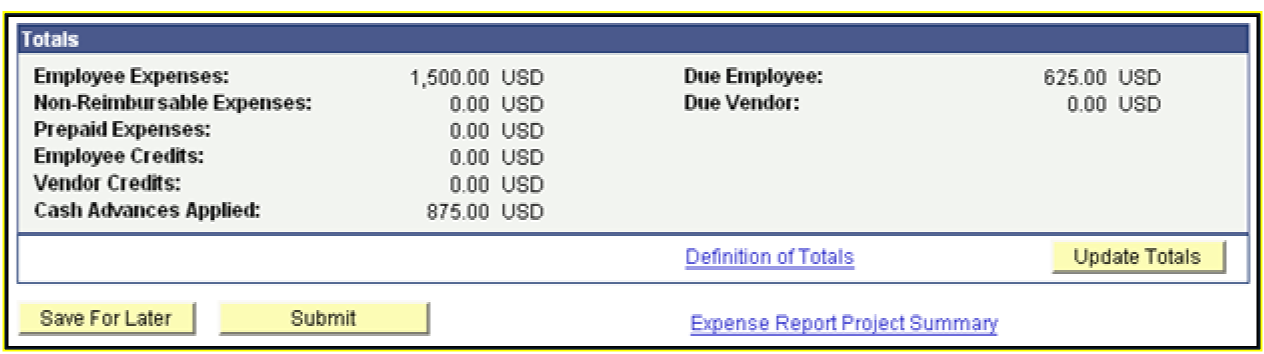
17. Click **OK** to apply the Cash Advance and return to the Create Expense Report page.

18. If the Travel Authorization had only one expense line (**Encumbrance-Domestic** or **Encumbrance-Foreign**), then the Expense Report will open with only that one expense line. Delete the line by clicking the minus sign (-) at the right of the line.

If the Travel Authorization was created with itemized expense lines, proceed to Step 19.

19. The itemized expense lines need to be modified to match the actual expenses incurred. Complete the expense report by following **Steps 10-36** in Create an Expense Report from a Blank Form.

20. After finishing the edits of the expense lines and applying the Cash Advance, check the **Totals** box at the bottom of the main Expense Report page to ensure that the information has been entered correctly.



21. Click the **Save for Later** button which will allow the report to be edited or printed at a later time. Expense reports cannot be printed until they have been either saved or submitted.

- After the report has been saved, click on the **Printable View** hyperlink and use the browser's PRINT button to print a copy of this report.
- If a copy of this report is needed after it has been submitted, navigate through **Employee Self Service > Travel and Expense Center > Expense Report > Print**, then use the browser Print button.

22. Print out a copy of the expense report, attach the original, itemized receipts to it, and forward the report with the receipts attached to the appropriate department Approver.

- **If the University owes money to the Employee**, the hard copy of the Expense Report with original, itemized receipts attached will be routed from the department approver to General Accounting. They audit and approve the expense report. The approved transaction will route to the payables module of PeopleSoft. The Disbursement Center will print and mail a check as reimbursement.
- **If the Employee owes money to the University** (as in the case of a Cash Advance which was not entirely spent) the employee should take that money to the University Cashier's Office along with a copy of the Cash Advance. A copy of the Expense Report should be forwarded to Disbursement Center after the Expense Report has been approved by the departmental Approver.
- In either case, the Disbursement Center gets all Expense Reports with the original, itemized receipts attached.

23. To save this Expense Report to be edited and/or submitted later, ensure that it has been saved using the **Save for Later** button. The navigational menu can then be used or clicking on the **Sign Out** button will move on to another task. (See the section below on **Modify an Expense Report** if help is required for opening an existing report to make changes.)

24. When this report is complete, it can be submitted for approval. Click **Submit** to send this report into the approver's worklist.

NOTE: UVM policy allows only one Cash Advance per trip. Each Cash Advance MUST be reconciled on its own Expense Report.

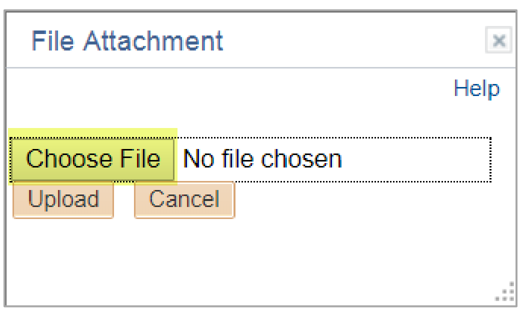
Attach Documents to an Expense Report

The Attachment functionality is useful for receipts, scanned conference agendas, and additional supporting documentation.

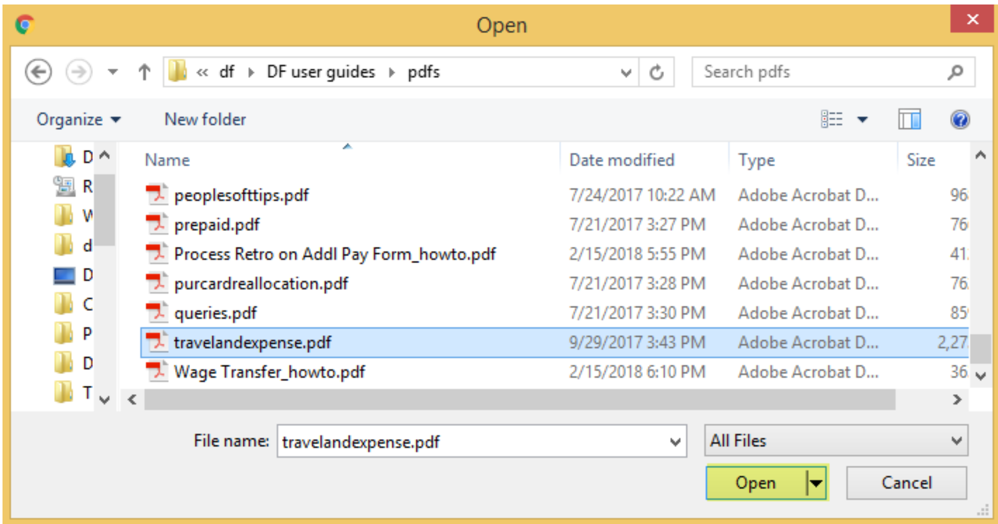
1. It is best practice to **Save for Later** on the expense report, so that a number is assigned, before a document is attached. Click **Attachments**.

2. Press the **Add Attachment** button.

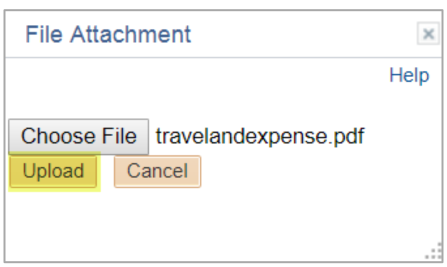
3. Click **Choose File** to search for a file.



4. Navigate to the desired file. Click **Open**.

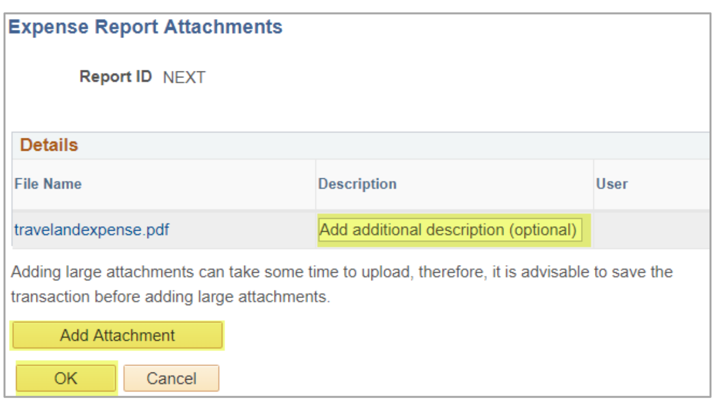


5. Click **Upload**.



6. An additional description can be added to the details. **Add Attachment** if there are more documents to attach.

   Click **OK**.

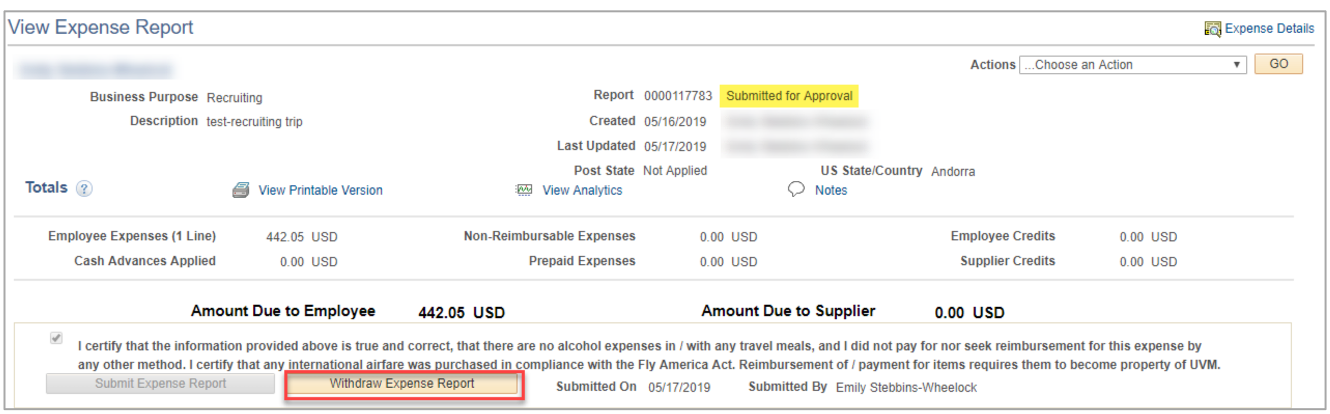


7. The counter next to **Attachments** has changed to (1). The document has been successfully attached to the Expense Report.

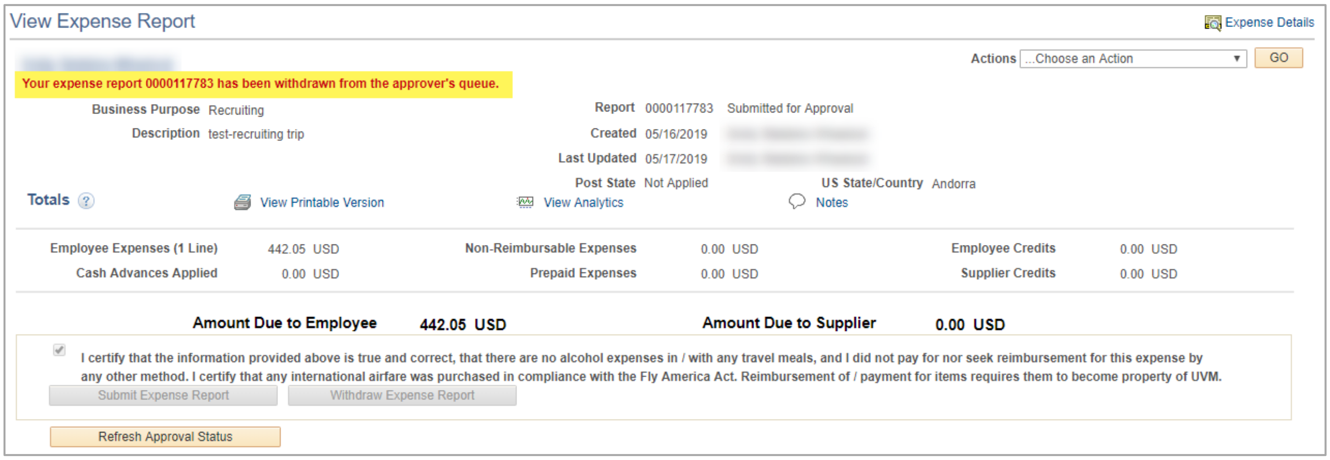
Withdraw an Expense Report

Expense reports that have been saved and submitted **but not yet approved** may be “withdrawn” by the Submitter in order to be modified and resubmitted for approval. (Once an expense report is approved, only the Prepay Auditor may modify it or send it back to the Submitter.)

1. Log in to PeopleSoft through the [**Financials** login].
2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center**
3. In the **Expense Reports** folder, click **View**.
4. Enter search criteria in the available fields if needed. Click **Search** to return a list of Expense Reports that are eligible to view.
5. In the **Search Results**, click a report in the list to view the details.
6. If the report has a status of “Submitted for Approval,” the **Withdraw Expense Report** button will be active/available. Click **Withdraw Expense** Report to withdraw it from approval.



7. A message that the expense report has been withdrawn from the approver’s queue will appear.



8. To modify the report, see the instructions below to Modify an Expense Report. (The **View Expense Report** screen does not allow editing.)

Modify an Expense Report

If an Expense Report has been either (1) created and saved, but not submitted, or (2) submitted but withdrawn before being approved, follow the instructions below to find it for modification and submission.

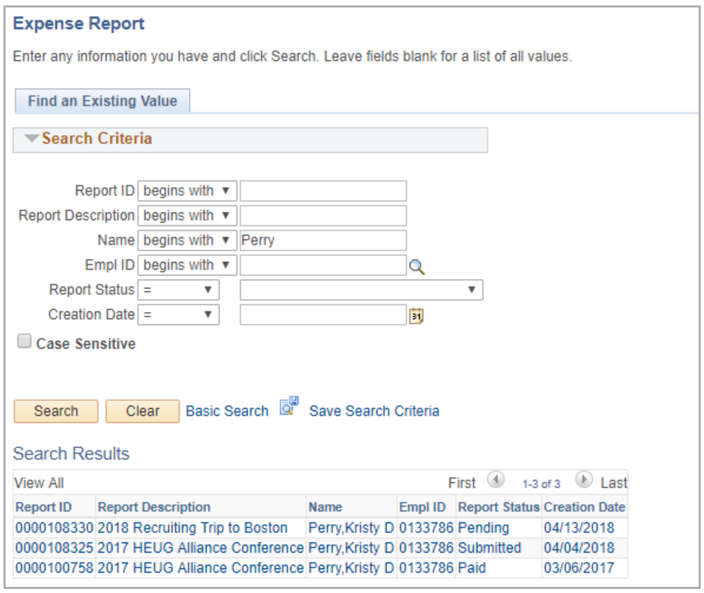
1. Log in to PeopleSoft through the **Financials** login.
2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center**
3. In the **Expense Reports** folder, click **Create/Modify**.
4. Click the **Find an Existing Value** tab. Enter search criteria in the available fields if needed. Click **Search** to return a list of Expense Reports that are eligible for modification.
5. Click the **Report ID** of the report you wish to modify.
6. **Modify** the report (add, delete or modify expenses) as appropriate. Reference the **Steps 5-36** in Create an Expense Report from a Blank Form if needed, making sure to submit and print the report when complete.

View an Expense Report

To view an Expense Report as a Traveler or Delegate:

1. Log in to PeopleSoft through the **Financials** login.
2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center**

3. In the **Expense Reports** folder, click **View**.
4. Enter search criteria in the available fields if needed. Click **Search** to return a list of Expense Reports that are eligible to view.
5. In the **Search Results**, click the column header of any column you wish to sort by. Click a report in the list to view the details.



6. The **View Expense Report** screen does not allow editing.

   If a submitted report has not been approved and requires edits, it can be modified in one of three ways:

   a. If the Expense Report has not yet been approved, the Submitter can **Withdraw** it from Approval
   b. The Approver can modify the Expense Report
   c. The Approver can send it back to the Submitter for modification/resubmission

7. View the status of the report in the **General Information** box at the top.

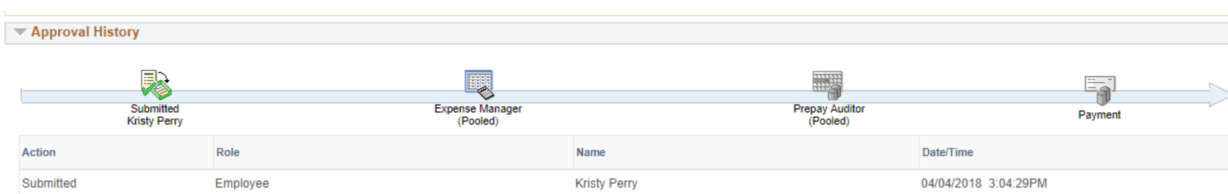
   The example below has a status of **Pending**, meaning that the report is awaiting completion/submission by the traveler or delegate.

8. Expense Report status definitions:

Pending	Not yet submitted
Submitted for Approval	Awaiting approval
Approved	OK'd by Departmental Approver
In Process	Approval by Multiple Departments in process
Denied	Not approved - no longer usable
Staged	The payment is being generated.
Paid	Money disbursed, or ready for disbursement
Reconciled	Cash Advance is reconciled with Expense Report

A report which has been **Denied** cannot be resubmitted; a new report will have to be created.

9. The **Approval History** section at the bottom of the report displays icons that represent where the Cash Advance is in the approval process. If an icon is gray (inactive), then the form has not reached that stage. If the icon is colored (active), and does not have a green check, then this is the next stage in the process. If the icon is colored (active) and has a green check, the stage has been approved.

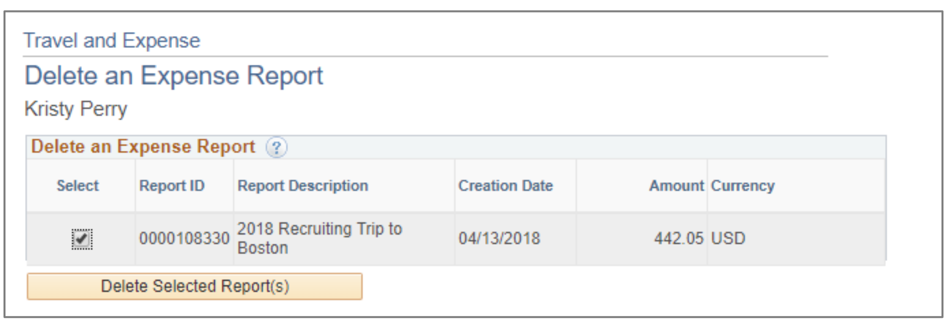


Delete an Expense Report

The traveler or the traveler's delegate can delete an Expense Report. **NOTE:** Once the Expense Report is deleted, it cannot be reversed.

1. Log in to PeopleSoft through the **Financials** login.
2. Navigation: **Employee Self Service > Travel and Expense Center**
3. In the **Expense Reports** folder, click **Delete**.
4. Click the **Search** button to bring up all the Expense Reports under that employee's name which are in **Denied** status.
5. If the user is the **traveler**, the **Delete an Expense Report** page opens, with a list of the Expense Reports eligible for deletion. Skip to **Step 6**.

   If the user is the authorized as a delegate for other employees, the traveler's name will need to be selected on the **Delete Expense Report** page.
6. If you are deleting one of your own Expense Reports, search by your Employee ID, which will be the default value in the **Empl ID** field. To select another employee for whom an Expense Report is being deleted, click **Clear**, and then click **Search**. Click the appropriate name from the list. Alternatively, you can use the **magnifying glass** to look up and select an employee.
7. On the **Delete an Expense Report** page, click the checkbox in the **Select** column next to the Expense Report(s) to delete. Click **Delete Selected Report(s)**.



8. Click **OK** to the confirmation message acknowledging the deletion.

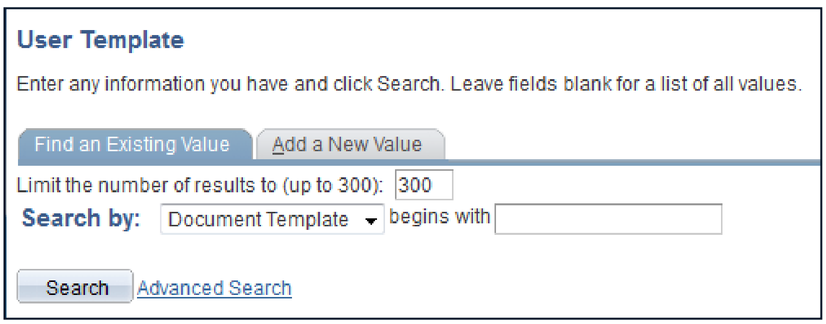
Advanced Topics

THIS SECTION REFERENCES PEOPLESOFT 9.1 and is in the process of being updated.

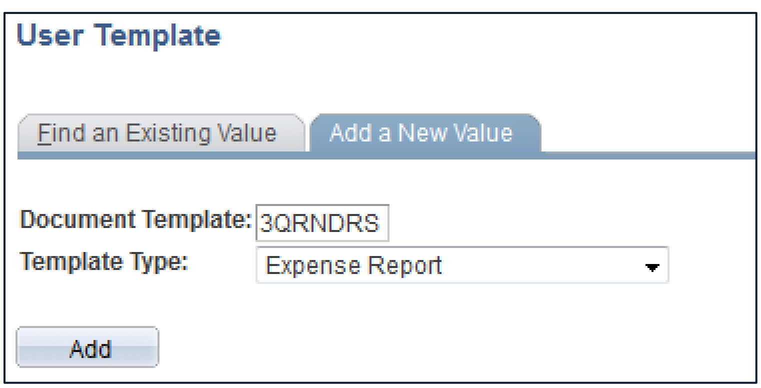
Expense Report Templates

Expense reports are created frequently and a more efficient process is needed to create the reports in PeopleSoft. These detailed instructions provide the steps to create a template that can be re-used when needed.

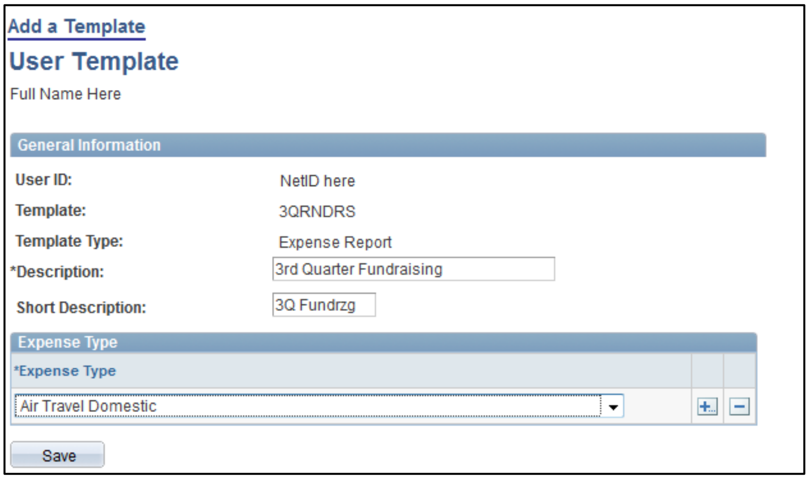
1. Log in to PeopleSoft through the **Financials** login.
2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center > Other Expense Functions**.
3. Click the **Create/Update User Template** link.



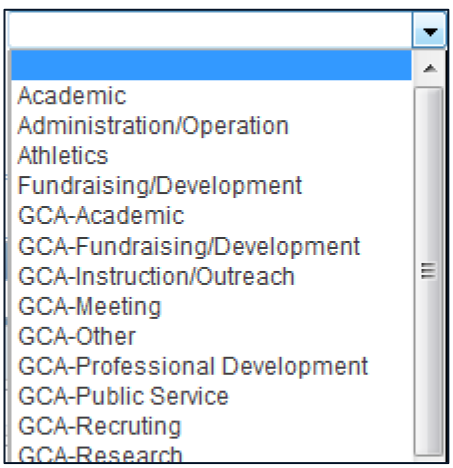
4. Select the **Add a New Value** tab.
5. Type a name for this template in the **Document Template** box (not to exceed 8 characters). Keep it general, as this template will be used as a pattern.
6. Select **Expense Report** from the **Template Type** drop-down box.



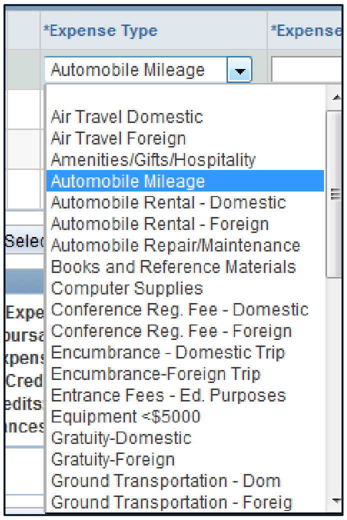
7. Click the **Add** button to create a new expense report template.



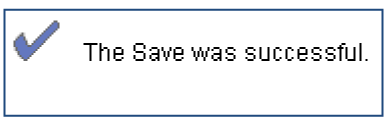
8. Type a brief description for this Template in the **Description** box.



9. Choose an **Expense Type** from the drop-down box. This will add a line for this type of expense onto the Expense Template.



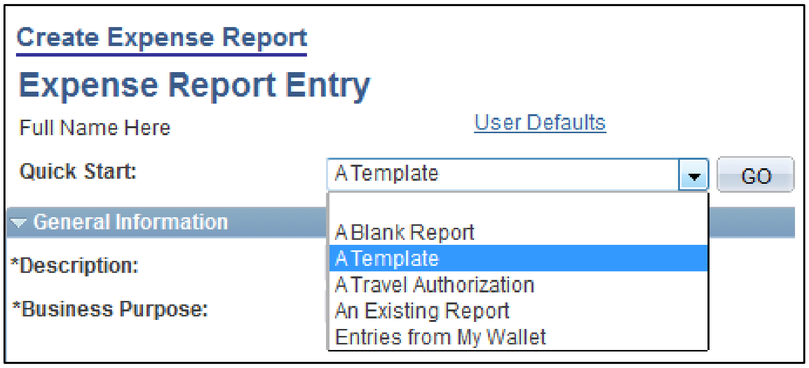
10. Click the **Save** button to save the work up to this point. (It's a good idea to save from time to time while working on it.)
11. Click the **OK** button to acknowledge that the save was successful.



12. Click on the **+ sign** at the end of the Expense line to add more lines. (Add as many lines as needed.) Choose an Expense Type for each of these lines.
13. When all of the expense lines have been added to the Template click the **Save** button.
14. Click the **OK** button to acknowledge that the save was successful.
15. To update this template at any time, search for it at Step 6 by selecting the **Find an Existing Value** tab and clicking the **Search** button.

Create an Expense Report from a Template

1. To use this template as the basis for an Expense Report, navigate to **Employee Self Service > Travel and Expense Center > Expense Report > Create**.
2. In the Quick Start drop-down box, select **A Template**. Click on **Go**, and then select the template to use from the search results table displaying all the Expense Report templates which have been created.

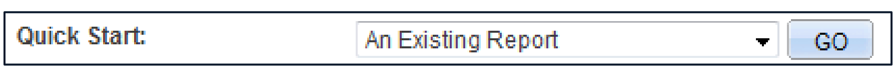


Create an Expense Report from an Existing Expense Report

A helpful and more efficient process to create similar Expense Reports in PeopleSoft is to create a one from an Expense Report.

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).
2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center > Expense Report**
3. Click on the **Create** link.

   NOTE: If entry authority has been delegated to someone for another individual, see **Step 53**.
4. Select **An Existing Travel Report** in the **Quick Start** drop-down list.



5. Click the **Go** button.
6. A screen populated with prior expense reports will open. Click the Select button to choose the report.

	Report ID	Description	Business Purpose	Status	Created
Select	0000057148	Test for Manuals	Recruiting	Pending	02/15/2012
Select	0000055883	Women of Color Leadership Retr	Professional Development	Paid	11/15/2011
Select	0000050890	05-06-11 Workstudy Lunch Reimb	Administration/Operation	Paid	05/17/2011

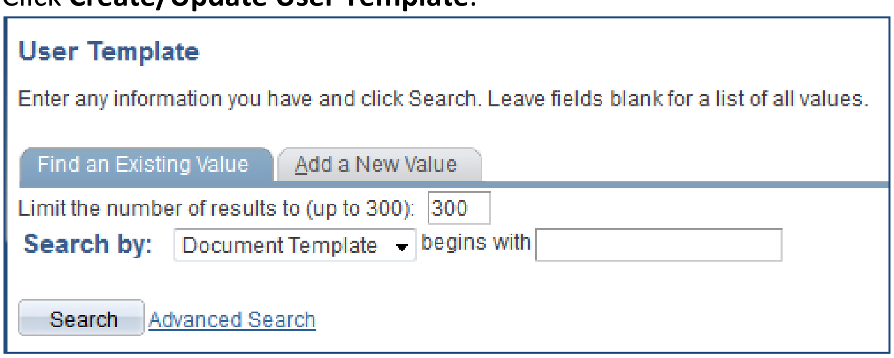
7. The information from the prior report will populate on the new report, including old dates and dollar amounts.
8. Update as necessary, including any information on the Details hyperlink and Accounting Detail hyperlink.

   Save for Later or **Submit**. An Expense Report number will be assigned.

Create an Expense Report Template

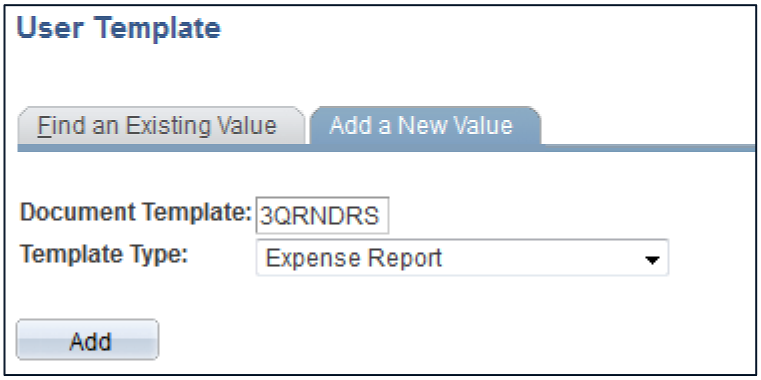
A helpful and more efficient process to create similar Expense Reports in PeopleSoft is to use Expense Report Templates. Follow these detailed instructions to create a template to re-use when needed.

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).
2. Navigate to: **Employee Self Service > Travel and Expense Center > Other Expense Functions**.
3. Click **Create/Update User Template**.

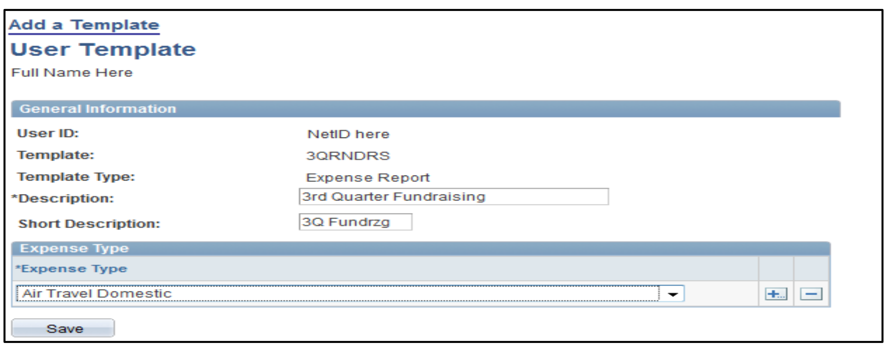


4. Select the **Add a New Value** tab.

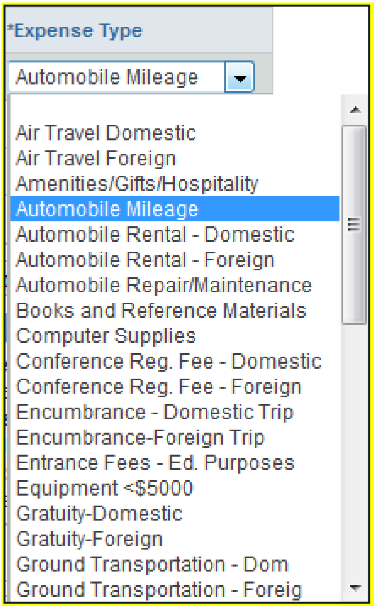
5. Type a name for this template in the **Document Template** box (not to exceed eight characters).



6. Select **Expense Report** from the **Template Type** drop-down box.
7. Click the **Add** button to create a new expense report template.
8. Type a brief description for this Template in the **Description** box.

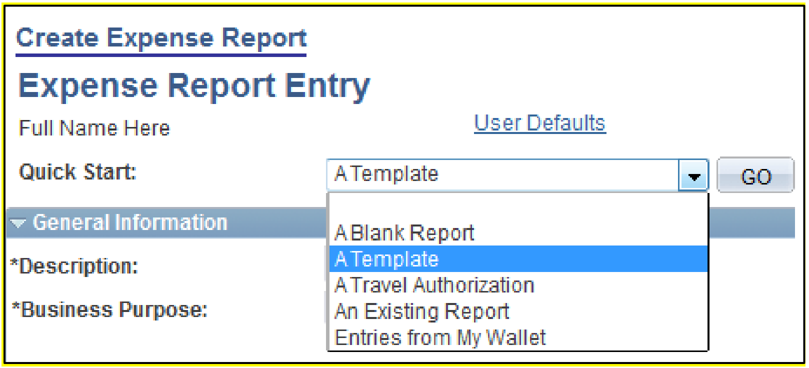


9. Choose an **Expense Type** from the drop-down box. This will add a line for this type of expense onto the Expense Template.



10. Click the **Save** button to save up to this point.
11. Click **OK**.
12. Click on the **+ plus** sign at the end of the Expense line to add more lines. (Add as many lines as needed.) Choose an Expense Type for each of these lines.
13. Once all requested expense lines are added to the Template, click the **Save** button.
14. Click **OK**.
15. To update this template at any time, search for it at **Step 6** by selecting the **Find** an **Existing Value** tab and clicking the **Search** button.
16. To use this template as the basis for an Expense Report, navigate to **Employee Self Service > Travel and Expense Center > Expense Report > Create**.

17. In the Quick Start drop-down box, select **A Template**. Click on **Go**, and select the template to use from the search results table displaying all the Expense Report templates created.



International Travel

Every effort should be made to prepay foreign expenses with a purchasing card and purchase orders. It is advisable to prepay expenditures to reduce the need for carrying large amounts of cash.

- All amounts entered in PeopleSoft must be entered in US Dollars. Although some drop-down choices for other currencies can be seen, UVM is not using that functionality. If using a personal credit card, the credit card statement will show the charges in US Dollars. If expenses were paid using cash and need to be converted to a different currency, there is a link to a currency converter on the UVM Travel Information website.
- For a trip lasting seven days or fewer, obtaining a currency conversion rate needs to be done only once. For trips lasting longer than seven days, obtain a currency conversion rate at the start of each new week of travel.

Hotel Wizard

PeopleSoft contains functionality to easily distribute multiple costs on a hotel bill to the correct expense types and accounts. The following example illustrates the Hotel Wizard, and itemizing the hotel room, parking, and room service meals.

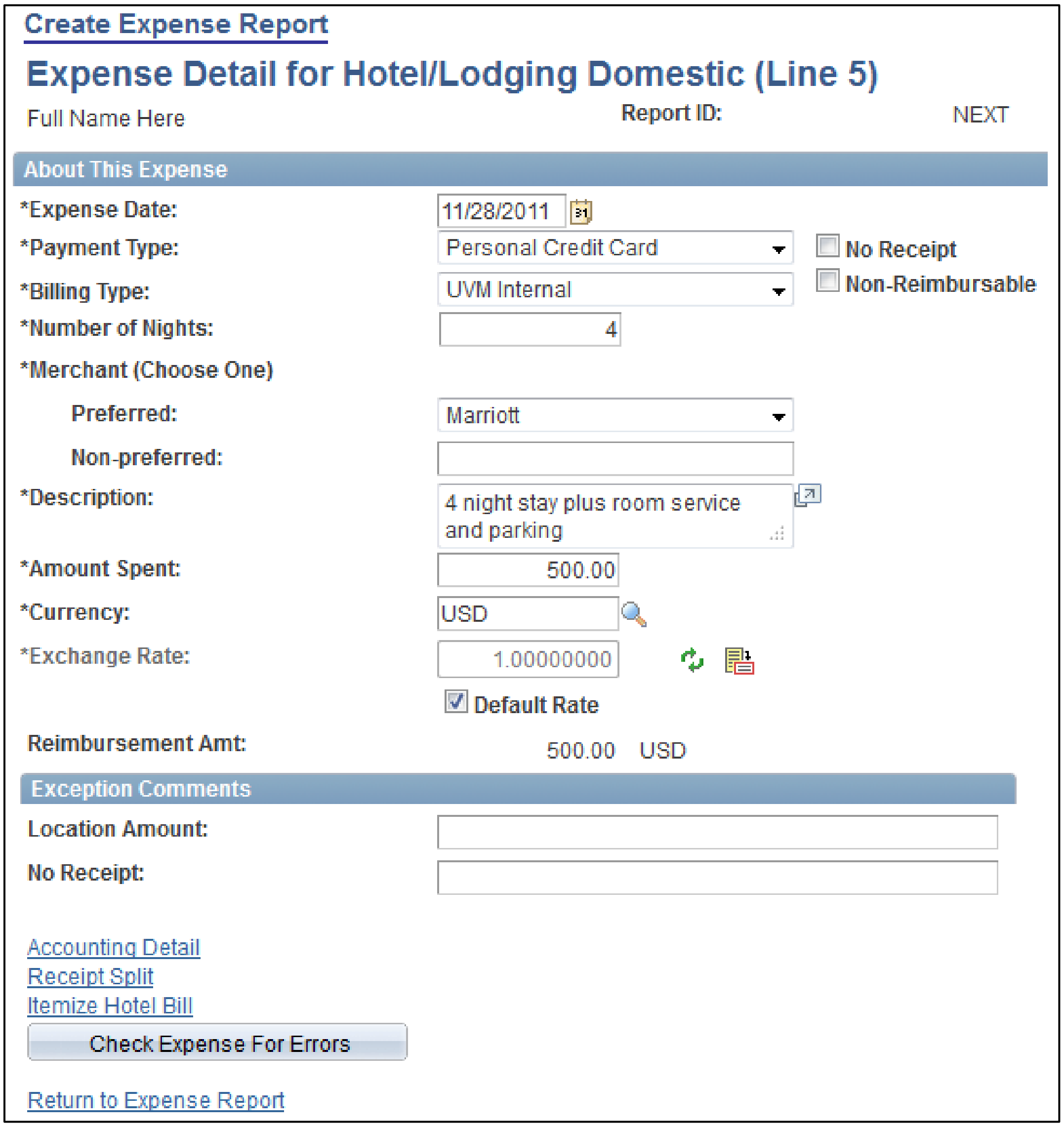
1. Select the **Expense Type** of Hotel/Lodging (foreign or domestic).
2. Click the **Details** hyperlink. The Authorization Detail for Hotel/Lodging window will open.
3. Enter the following information:
   a) **Date**
   b) **Payment Type**
   c) **Number of Nights**

d) **Merchant**

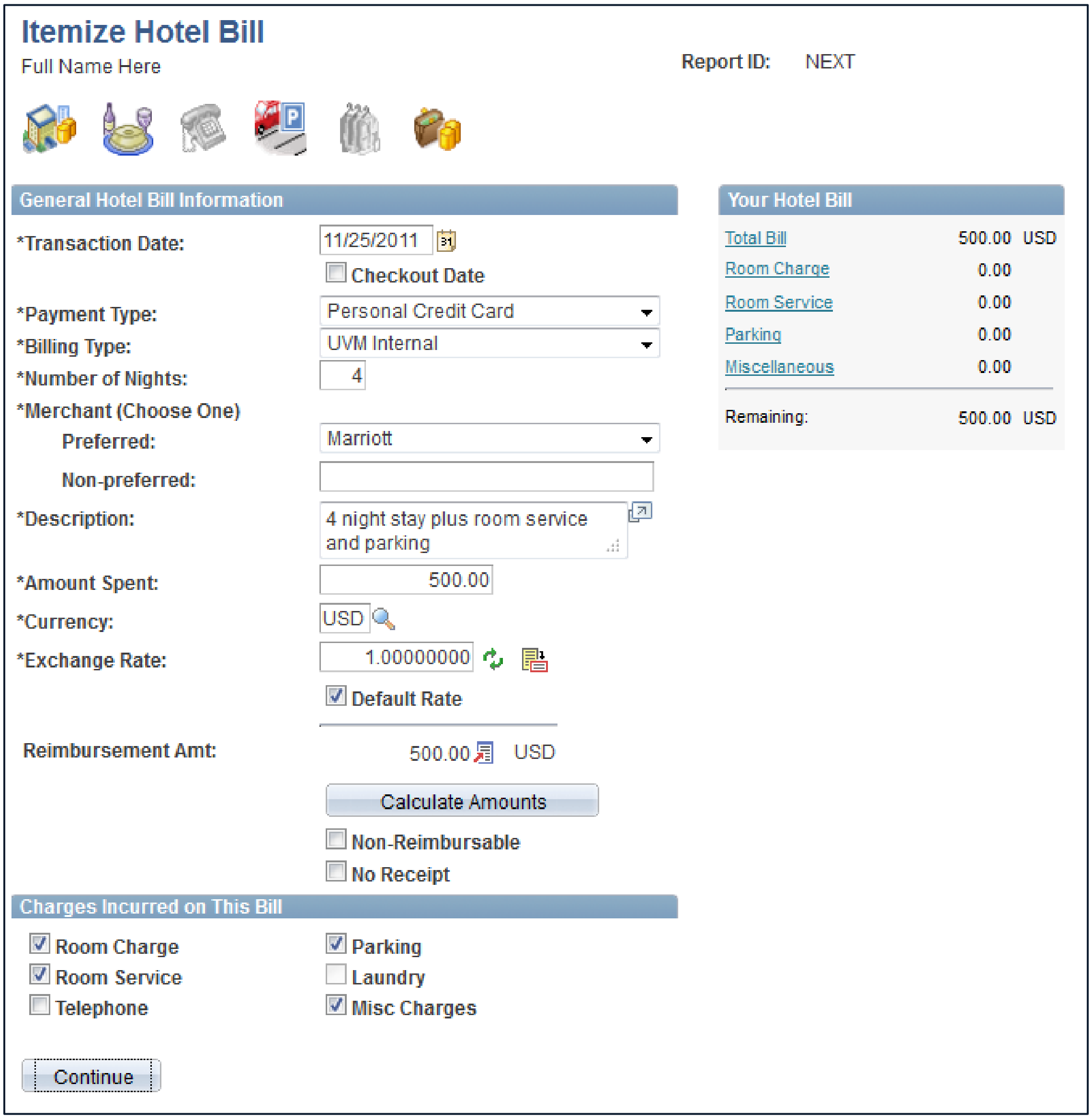
e) **Description**

f) **Amount Spent**

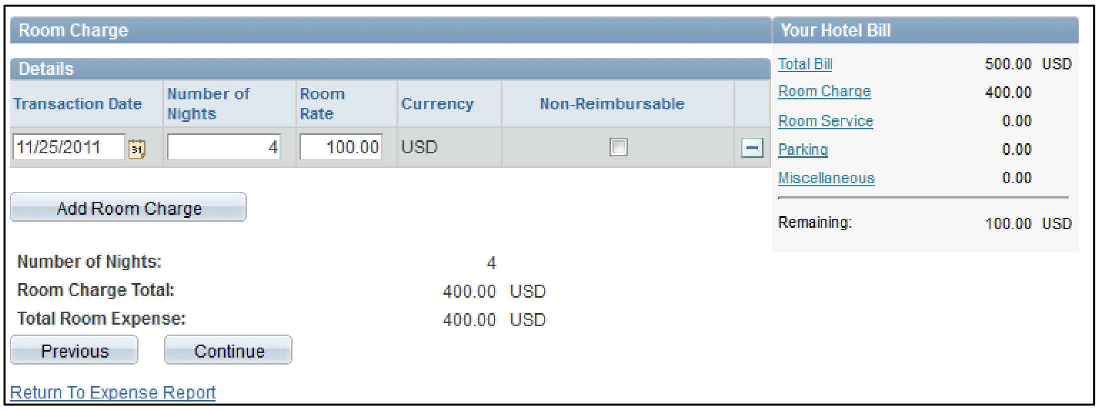
4. Select the **Itemize Hotel Bill** hyperlink.



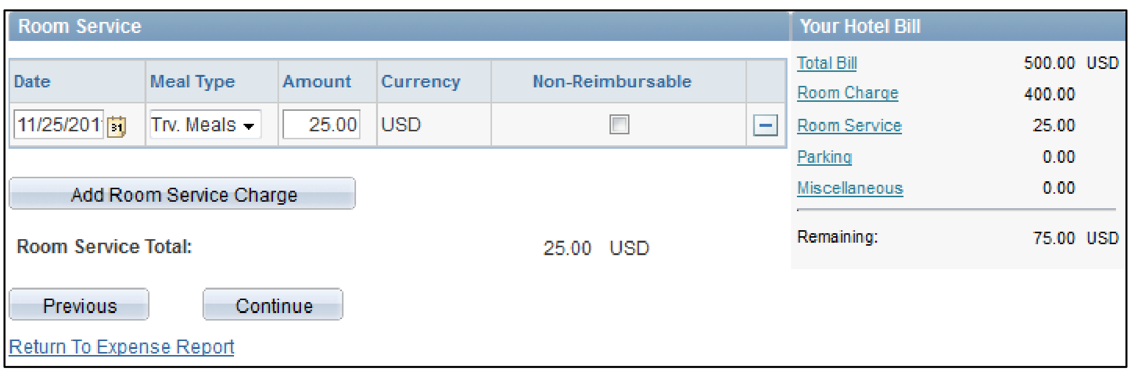
5. The Itemize Hotel Bill screen is displayed. In the **Charges Incurred on This Bill**, check the appropriate boxes. Click the **Continue** button. Notice that **Your Hotel Bill** will keep a running total.



6. Enter the nightly Room Rate. Click the enter button, and the **Your Hotel Bill** total will update. Click the **Continue** button.

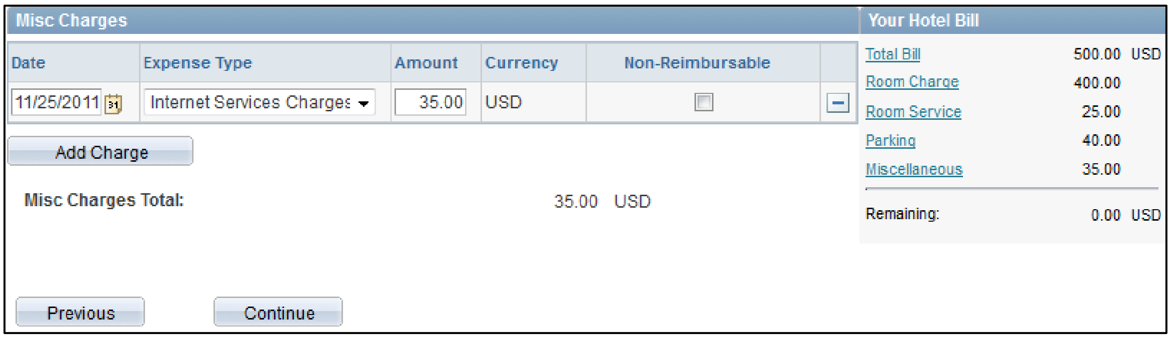


7. Enter the Meal Type and Amount. Click the Enter button, and **Your Hotel Bill** will be updated. Click the **Continue** button.



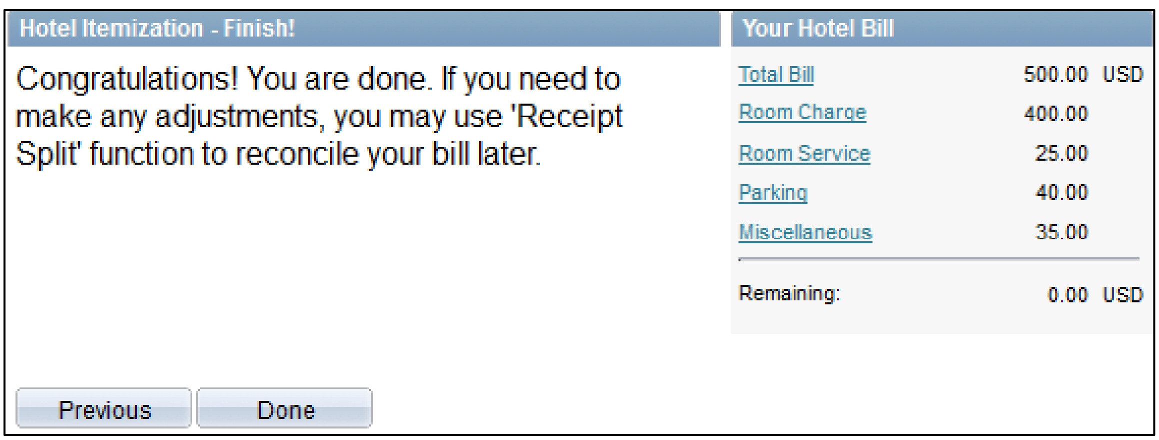
8. Enter the Parking Amount. Click the Enter button, and **Your Hotel Bill** will be updated. Click the **Continue** button.

9. Enter the Misc Charges by selecting an Expense Type from the drop down list. Enter the Amount. Notice that **Your Hotel Bill** will be updated. Click the **Continue** button.



10. The Hotel Wizard will confirm completion.

    NOTE: If the Hotel Wizard is completed with a balance remaining, an error message will be displayed. **The bill of $XXX does not match what was entered, $YYY.** Click **Previous** to change it or click **Done** and use the **Split** function to change it later.

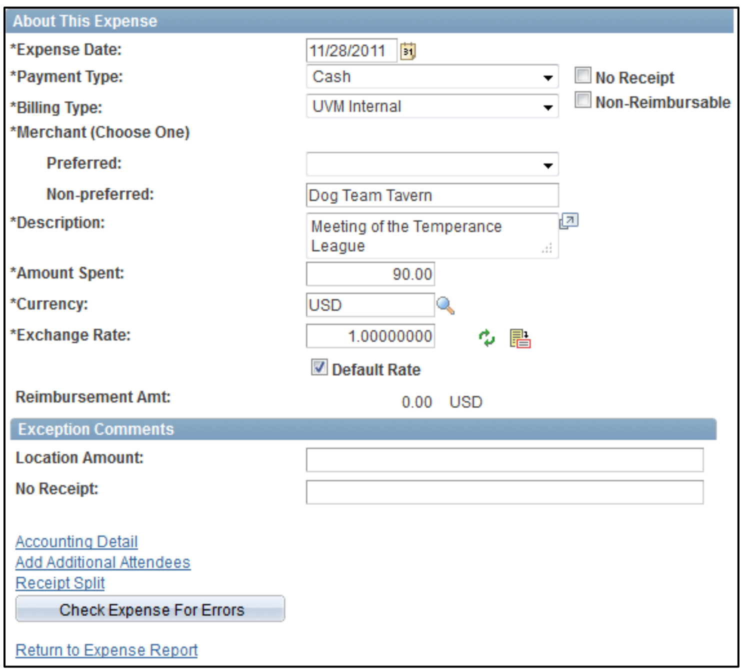


11. In the **Details** section, note that Expense Type lines are created for each night of lodging, meals, parking, and internet services.
12. Continue to edit the expense report as needed.
13. Choose **Save for Later** or **Submit**.

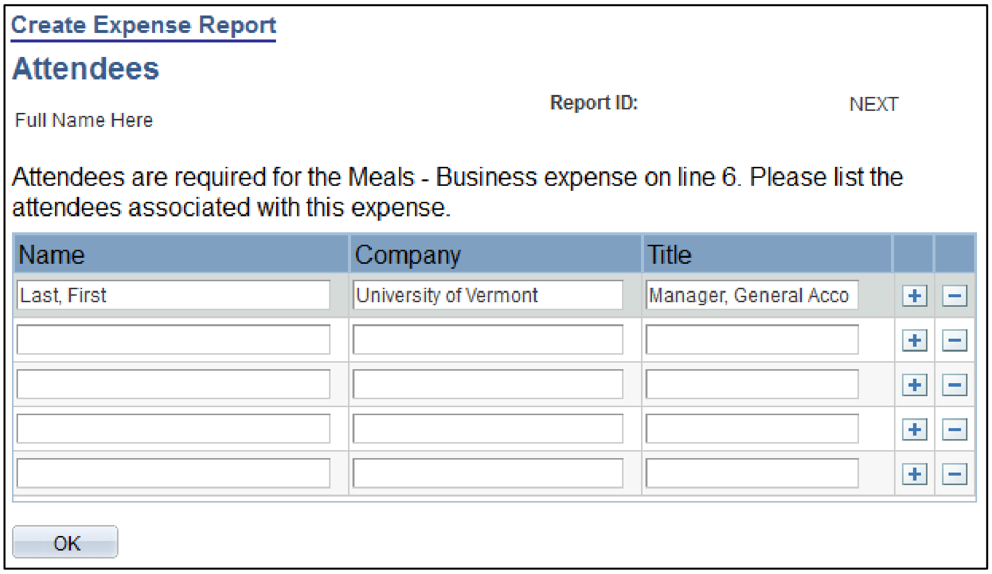
Business Meal Attendees

List Business Meal Attendees in PeopleSoft, to fulfill the requirements of the IRS Accountable Plan Rules. The following example illustrates the Add Additional Attendees functionality.

1. Select the **Expense Type** of **Business Meals**.
2. Click the **Details** hyperlink. The Authorization Detail for Hotel/Lodging window will open.
3. Enter the following information:
   - **Date**
   - **Payment Type**
   - **Merchant**
   - **Description**
   - **Amount Spent**
4. Select the **Add Additional Attendees** hyperlink. The **Attendees** screen will be displayed.



5. The name of the employee receiving the expense reimbursement is the first name displayed. Enter the **Title** of the employee. Click the **+** button to add more lines.



Create Expense Report

Attendees

Full Name Here

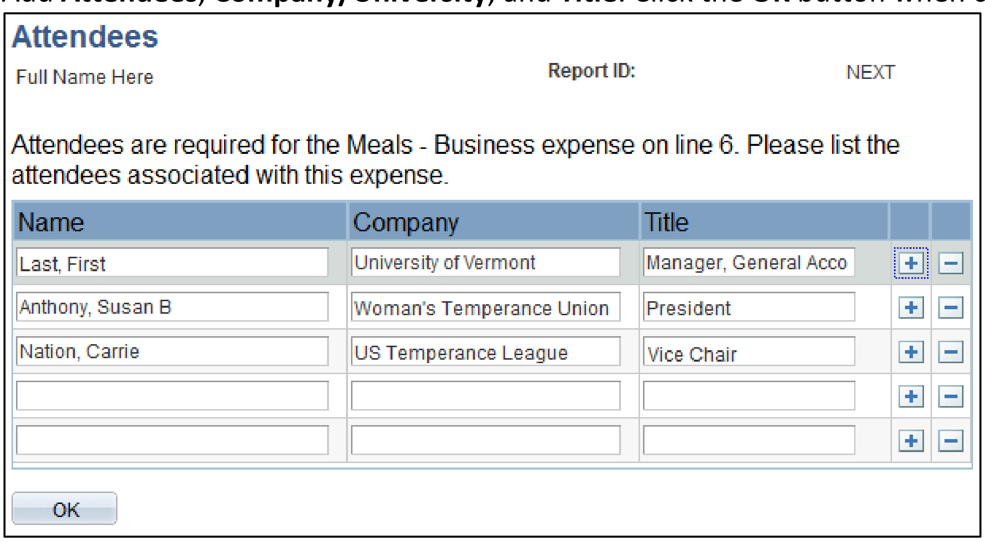
Report ID: NEXT

Attendees are required for the Meals - Business expense on line 6. Please list the attendees associated with this expense.

Name	Company	Title
Last, First	University of Vermont	Manager, General Acco

OK

6. Add **Attendees**, **Company/University**, and **Title**. Click the **OK** button when complete.



Attendees

Full Name Here

Report ID: NEXT

Attendees are required for the Meals - Business expense on line 6. Please list the attendees associated with this expense.

Name	Company	Title
Last, First	University of Vermont	Manager, General Acco
Anthony, Susan B	Woman's Temperance Union	President
Nation, Carrie	US Temperance League	Vice Chair

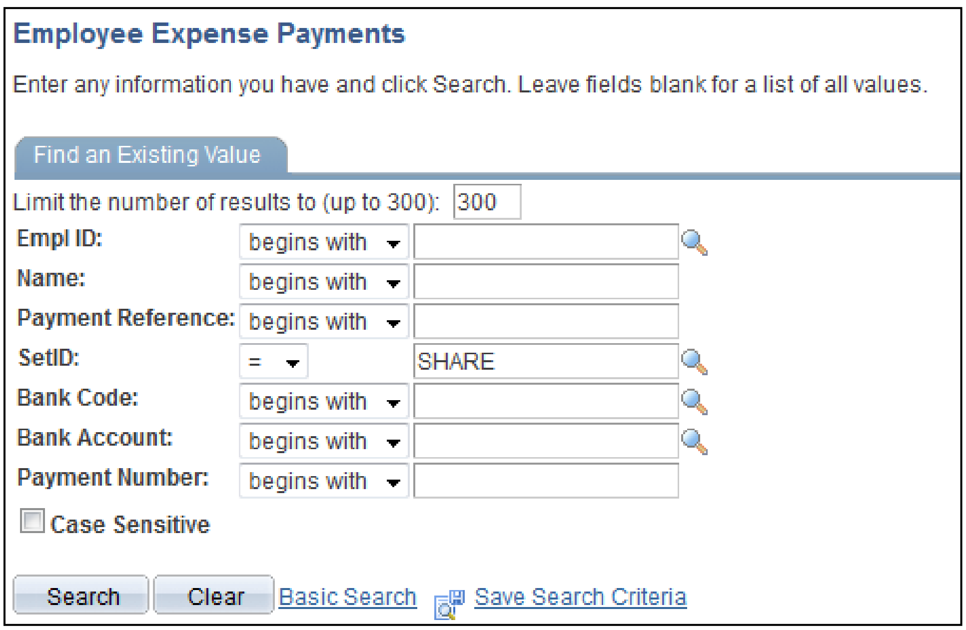
OK

7. Complete the Expense Report as necessary.

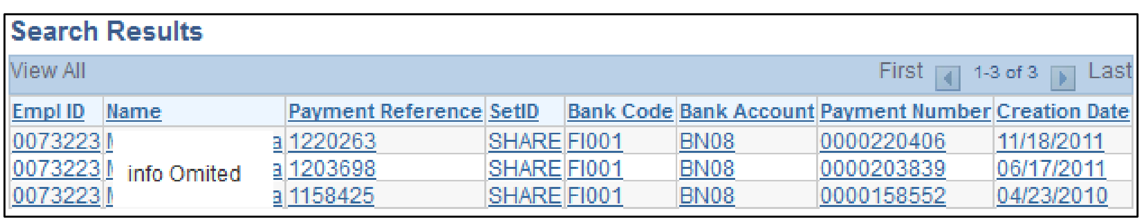
Review Expense Report Payment Information

An Expense Report has been submitted and needs to be viewed to find the details related to the payment check number, date paid, amount of payment, etc. Follow the instructions in this section to view payment information for an Expense Report.

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).
2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center > Review Payments > Review Payments**.
3. Click on the **Search** button.



4. This will pull up a table listing all payments made as a result of Expense Reports created.

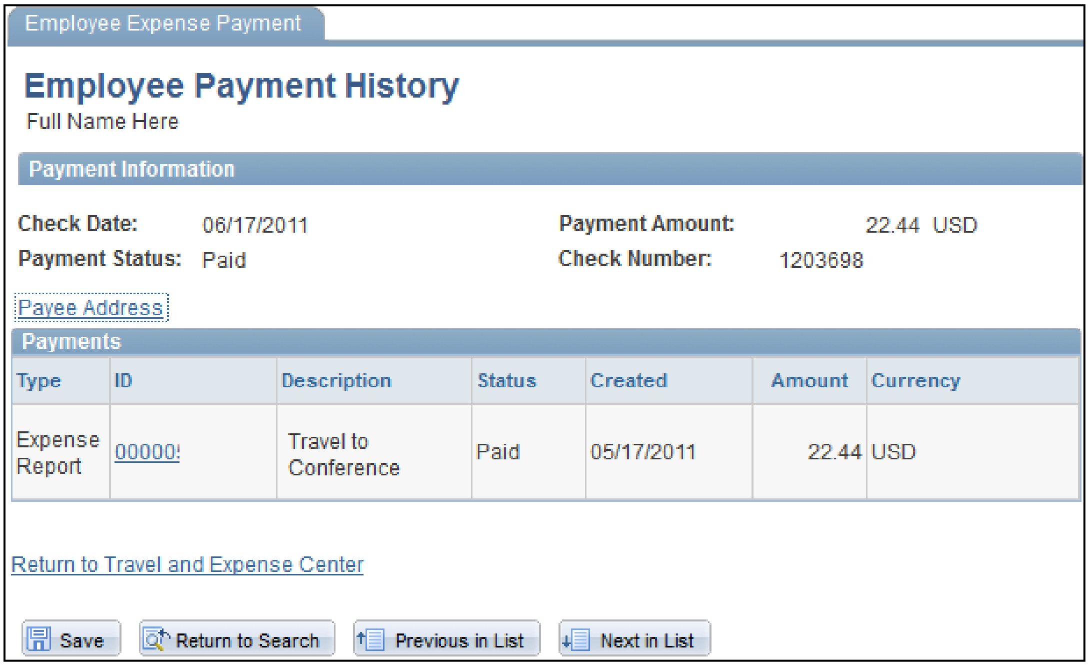


Search Results

View All — First 1-3 of 3 Last

Empl ID	Name	Payment Reference	SetID	Bank Code	Bank Account	Payment Number	Creation Date
0073223	info Omited	1220263	SHARE	FI001	BN08	0000220406	11/18/2011
0073223		1203698	SHARE	FI001	BN08	0000203839	06/17/2011
0073223		1158425	SHARE	FI001	BN08	0000158552	04/23/2010

5. Select the desired payment from the list. A page will open showing the detail of the particular payment chosen.



6. Payment Information includes the pertinent details surrounding this particular payment: the amount, date, and check number, etc.

   NOTE: Sometimes multiple expense reports may be paid on one check.

7. From the **Payment Detail** page the next payment in the list, or the previous payment in the list, can be viewed. Another option is **Return to the Search**.

Travel Policy

UVM's Travel Policy (PDF) outlines internal controls and audit procedures on expense reports and PurCard journals. Many individuals may only associate the Travel Policy with submitting travel & expense reports, but all methods of payment for travel expenses MUST follow this policy, including UVM PurCard.

Share this information with other department members before their next travel date or use their PurCard for any new purchases. These requirements and deadlines will be the cardholders' responsibility to follow.

Frequently Asked Questions

Travel and Expense Forms

How do I get reimbursed for work/travel-related expenses?

All reimbursable expenses incurred by employees must be submitted through the Travel and Expense Center in PeopleSoft. If trying to reimburse someone who is not a UVM employee, see the Purchasing & Payment Methods Reference Guide (PDF) for guidance.

How do I know which form to use?

There are three main forms in the Travel and Expense Center:

1) **Travel Authorization:** required to receive a cash advance, or when travelling internationally outside the United States or Canada. **NOTE:** Some departments require a Travel Authorization prior to travel, even if a cash advance is not needed—ask a business manager in the department if unsure.
2) **Cash Advance:** required if traveling and need to take University money along for planned expenses.
3) **Expense Report**: required when there are expenses (travel or non-travel related) for which reimbursement is being requested.

What if I don't seem to have access to Travel and Expense forms?

All University employees are granted access to create Travel and Expense forms. Follow the instructions carefully, and ensure that the navigation is done precisely. In this area it is particularly easy to think that the right spot in the menu has been clicked, when it actually has not been. Navigating to **Employee Self Service > Travel and Expense Center > Expense Report > Create** is required**.** If access cannot be granted, a Footprint should be submitted.

Expense Reports

What do I do when I have expenses related to multiple budgets?

Each line of the expense report may be divided among multiple chartstrings (by percentage), or billed to a unique chartstring as required.

Where does my expense form go after I submit it?

In the Travel and Expense Center, expense forms are automatically routed to departmental approvers. Most departments have two approvers, either of whom may normally approve an expense form. If the expense form uses chartstrings from two or more departments, then an approver from each department will need to approve the expense line(s) associated with that department. The form will not be fully approved until all expense lines have been approved by the appropriate approvers. **NOTE:** If one department SENDS BACK the expense forms for changes, then all departments must again approve their lines—even if they approved them previously.

What should I do with receipts?

All receipts should be attached to a printed, signed copy of the expense report and forwarded to the appropriate departmental approver(s). After the expense report has been approved, the departmental approver(s) should forward the printed copy of the expense report with receipts attached to the Disbursement Center for payment.

What if I'm missing a required receipt?

On the Expense Detail page the box marked **No Receipt** must be checked, then give an explanation below the Exception Comments heading, in the text box marked **No Receipt**.

NOTE: It is not required for categories like **Mileage**, where no receipt is expected. It is the responsibility of the approver to accept or reject the reason entered for not submitting a receipt.

What is the difference between Business Meals and Travel Meals?

Travel Meals are meals eaten when traveling. Business Meals is a formal category of expense in which a group of individuals go out to dinner for a specific business purpose for instance, as part of a job interview. If the expense category **Business Meals** is used, all the individuals who took part in the meal must be identified, along with their relationship to the University, and the business purpose for the meal.

How should Travel Meals be reported?

Travel meals should be reported by the day. In other words, report breakfast, lunch, and dinner for a single day on one line on the expense report. Itemize the amount for each meal on the Detail page for that line.

What is a Preferred Merchant? What is a Non-Preferred Merchant?

The terms **Preferred** and **Non-preferred** are misleading. In the Travel and Expense Center, a preferred merchant is one whose name appears on a dropdown list as opposed to a merchant whose name must be entered into the system. Include a merchant (required) for each expense line either choose a preferred merchant from the dropdown list, or enter an appropriate name in the non-preferred field.

Resources/Help

Help

For questions about this information, please email travel@uvm.edu.

Training

- UFS Roadshow Training Topics (PDF)
- Professional Development & Training Classes

Resources & User Guides

- Travel Authorizations User Guide (PDF)
- Cash Advances User Guide (PDF)
- Travel Approvals User Guide (PDF)
- Purchasing & Payment Methods Reference Guide (PDF)
- Petty Cash (PDF)

Related Policies & Procedures

- Automobile Rental (PDF)
- Business Meals and Amenity (PDF)
- Travel Accident Insurance (PDF)
- Travel (PDF)