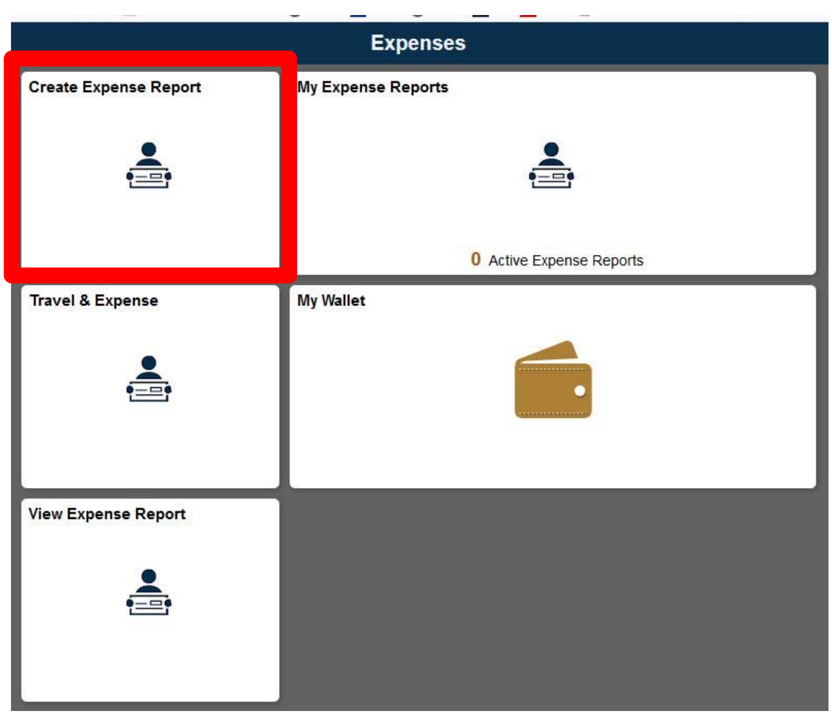
PeopleSoft - Creating a Travel & Expense Report

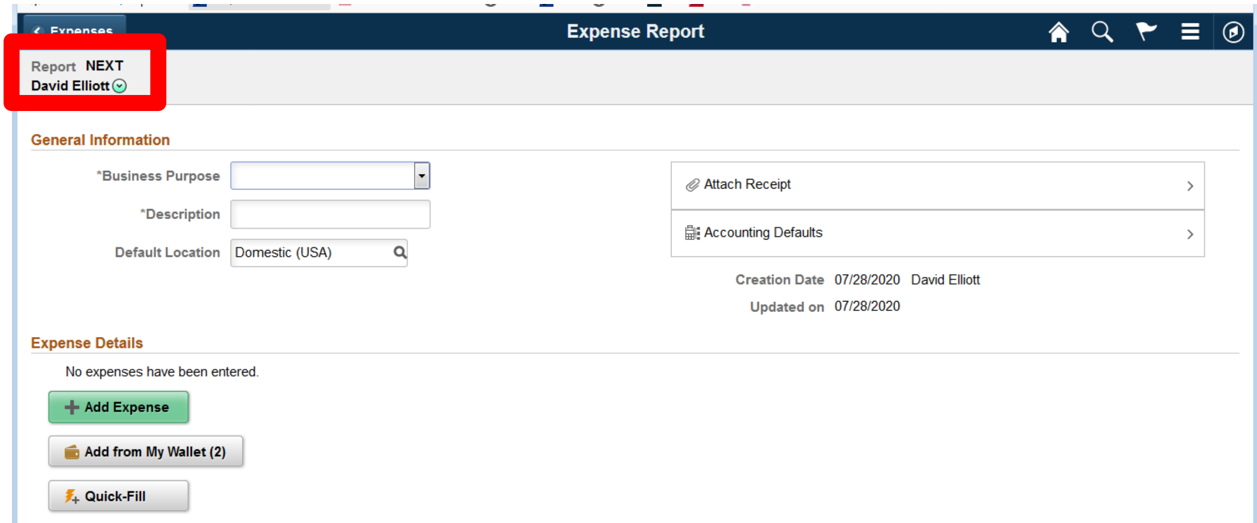
Concept

This business process explains how to create a travel request.

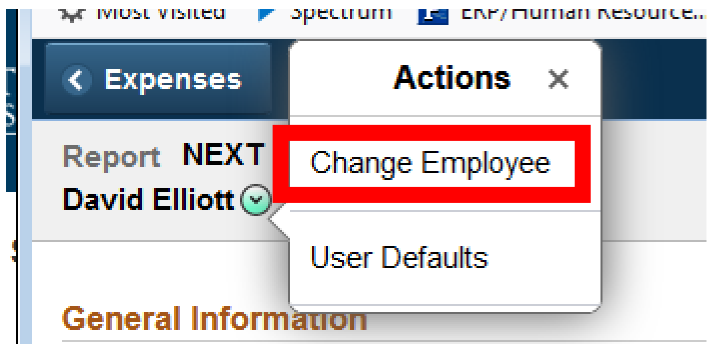
Procedure

Navigate to the Expenses tile and then the Create Expense Report tile

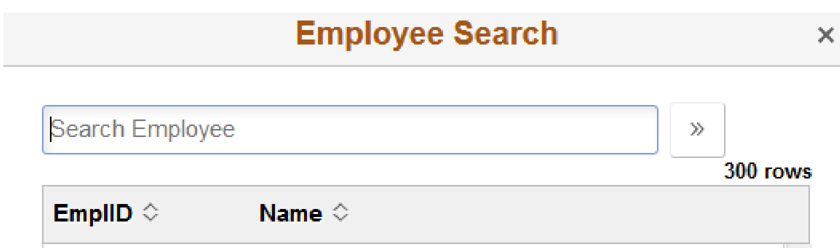


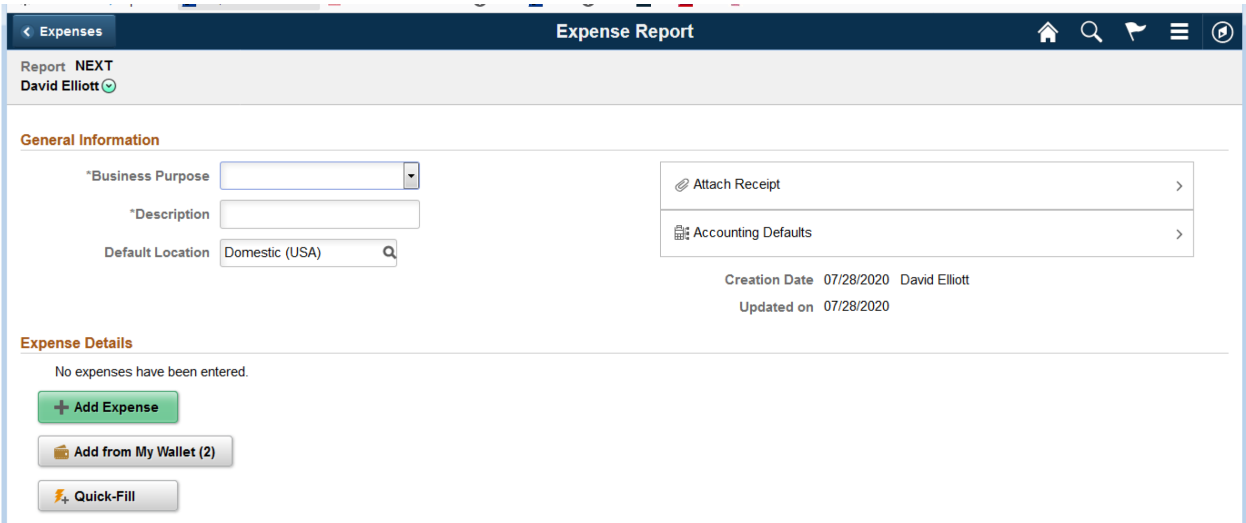


1. The main Expense Report Page Appears
2. To Change the individual for the report is to be paid. Select the Green Arrow Next to the name.



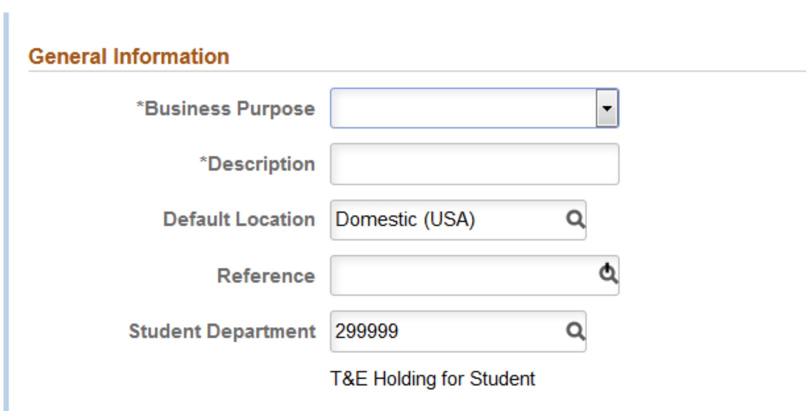
3. Select the new individual by name or EMPLID



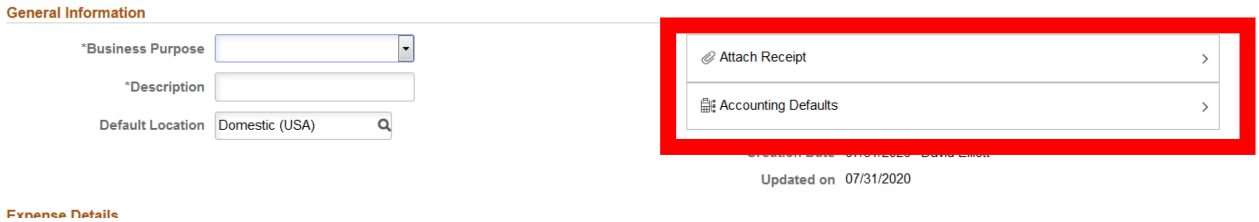


4. To get started, click the **Business Purpose** list to choose the option that fits the travel reimbursement.
    a. Athletic Department Travel - To be used by the Athletics Department
    b. Conference or Seminar - Travel type Development/Finance - Travel type Field Research - Travel type
    c. Non-Travel - For employees or students, a different expense type menu will generate if selected
    d. Other Travel - For business purposes not found in menu. Please specify in description field
    e. Recruiting - Travel type
    f. Speaker/Lecturer - Travel type

5. Type your name and type of event in 20 characters or less (e.g.: D Moore ATD CONF) in the **Description** field. This description will show on the speedtype income and expense statement.
6. The **Default Location** is Domestic USA. If a different default location is needed, click the Magnifying Glass next to the Default Location box. Three options will appear. Besides Domestic (USA), you may select Local (within 50 miles) and INTL for International Travel.

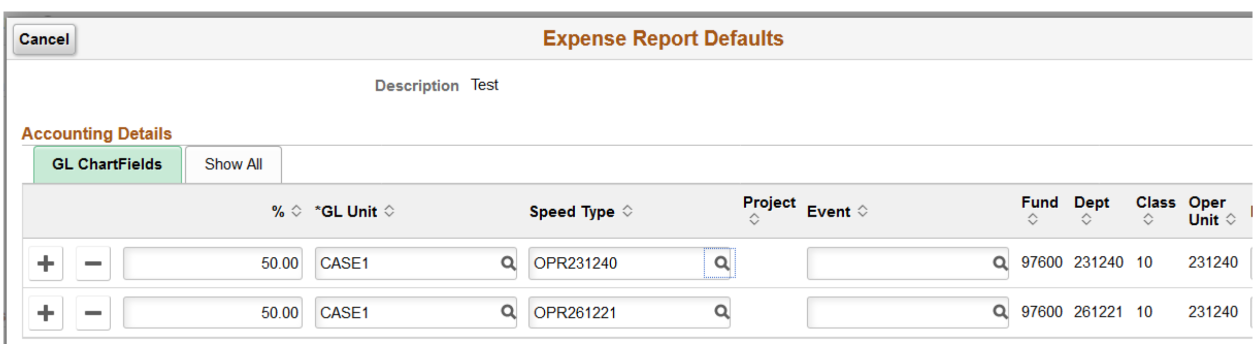


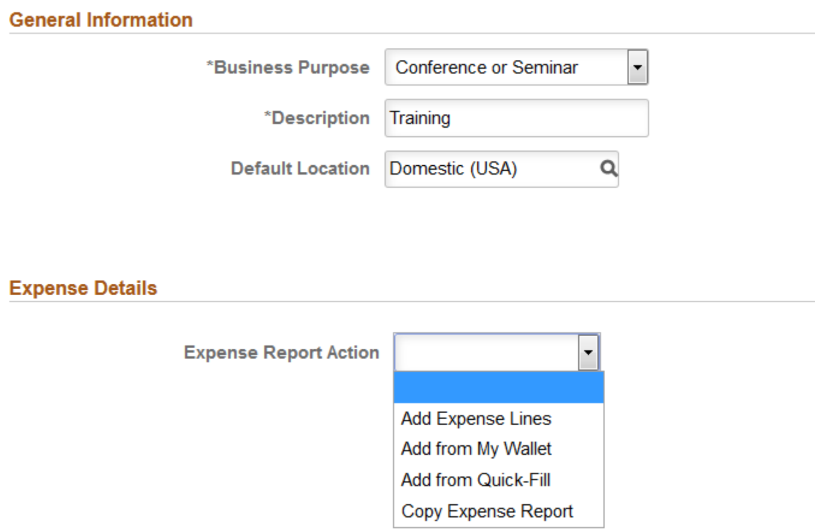
7. If entering for a report for a student, update the reference field for the check to be mailed or picked up at the cashier's office. If a student has a job on campus and has direct deposit setup that will override this setup.
8. If entering a report for a student, update the Student Department from the default department of 299999 to the department that will be approving the report.



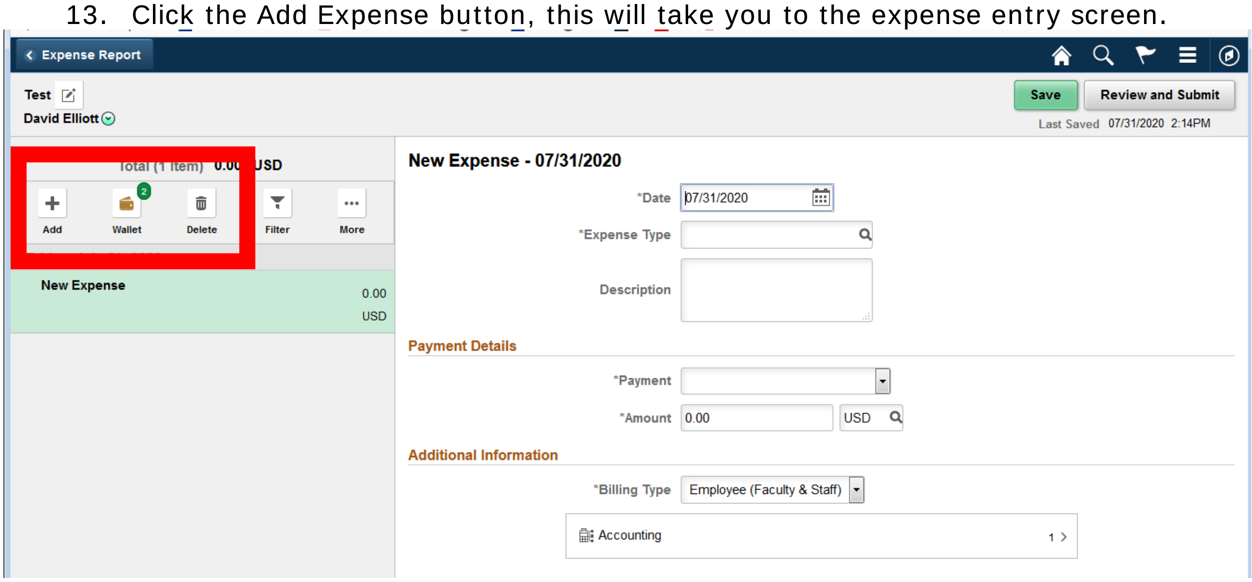
9. Attach all receipts using the Attach Receipt link.

10. Click the Add Attachment button to attach files. Files should be kept to a minimum to increase speed of approval.
11. To set the default accounting for the report select the Accounting Defaults link. You can enter multiple speedtypes with a percentage for distribution. These accounting defaults will be copied to all lines that are entered for the report.

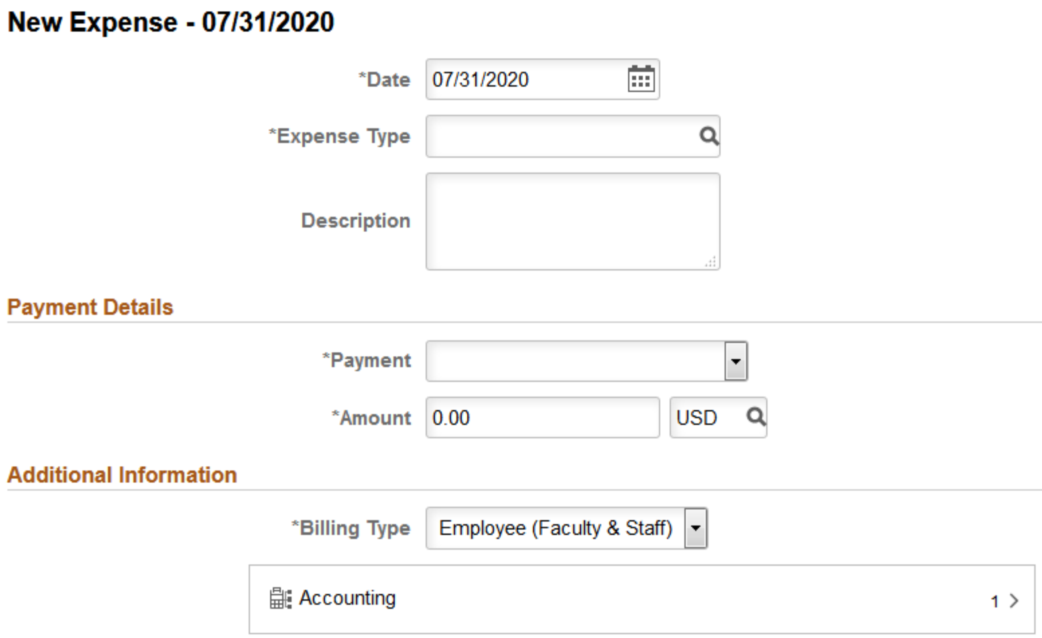




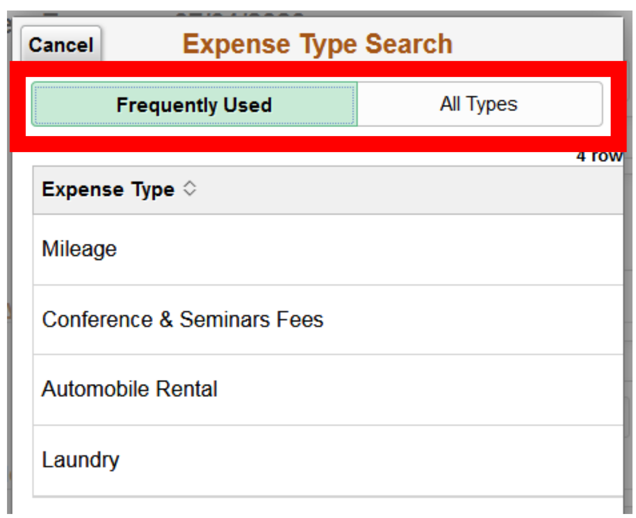
12. Each expense can be added now from a different source
    a. Add Expense Lines - Most Used Option. Allows a user to add expense lines to the report.
    b. Add from My Wallet - Allows a user to add expenses from My Wallet for users that have a AMEX Travel and Expense card.
    c. Add from Quick-Fill – Allows a user to add expenses from a Quick-Fill template
    d. Copy Expense Report - Allows a user to copy expenses from an existing report.
13. Click the Add Expense button, this will take you to the expense entry screen.



14. The screen will create the 1st entry by default.
15. Each additional expense can be by selecting the Add icon.
16. For individuals with an American Express T&E card those transactions can be added by using the Wallet Icon
17. Transactions can be deleted by using the Delete Icon



18. Enter the date of the transactions, cannot be more than 1 year old.
19. Select the Expense Type



20. The users Frequently Used Items show initially. To see all selections, select All Types.
21. Expense types are determined by the type of report (Travel vs. Non-Travel).

Expense Types

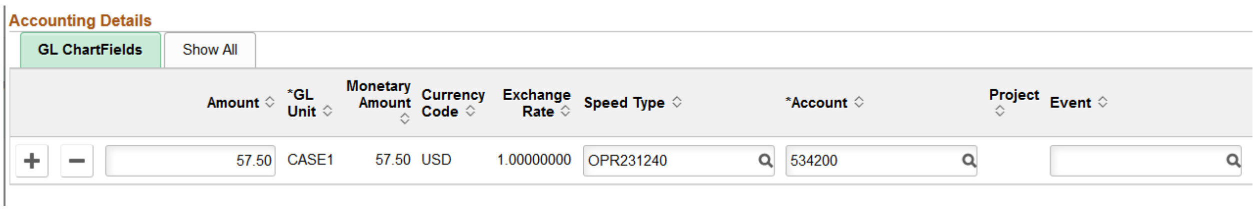
Expense Type	Type of Report	Comments
Air CFO-Approved BizClass fare	Travel	Business class travel that requires approval from the CFO
Air Travel	Travel	Air Travel, ticket number required
Airline Baggage	Travel	Baggage fees
Airline Change Fee	Travel	Airline Ticket change fees authorized by department
Alumni Events	Non-Travel	Non-Travel Expense
Ancillary Airline Fee	Travel	Airline fees for internet, expedited boarding, legroom (Airline food fee should be listed as food)
Athletic Dept Meal Allowance	Travel	
Automobile Rental	Travel	All policy-permitted Car Rental Charges
Books, Subscriptions & Perdcls	Non-Travel	Non-Travel Expense
Business Supplies on Travel	Travel	Business items purchased while on trip
Conference & Seminars Fees	Both	Registration related to administrative charges, session fees
Dues & Membership Fees	Non-Travel	Non-Travel Expense
Food - Alcohol Only	Non-Travel	Non-Travel Expense
Food Purchases	Non-Travel	Non-Travel Expense
Gratuities / Tips	Travel	Gratuities and Tips
Groceries on Travel	Travel	Groceries
Hotel / Lodging	Travel	Can be broken down in detail beyond room/tax
INS Fees, Visas	Non-Travel	Non-Travel Expense
Intercity Bus Service	Travel	Local public transportation
Internet / Telephone Charges	Travel	Internet and phone charges
Laundry	Travel	Laundry
Licenses and Inspection Fees	Non-Travel	Non-Travel Expense
Meal - Alcohol Only	Travel	All permitted alcohol charges; use food/alcohol for large event alcohol expenses only
Meal - Breakfast Actual	Travel	Detailed receipt-based for meals over allowance amounts
Meal - Dinner Actual	Travel	Detailed receipt-based for meals over allowance amounts
Meal - Lunch Actual	Travel	Detailed receipt-based for meals over allowance amounts
Meal Allowance - All Meals	Travel	$48 per day (eliminates the need to list each allowance meal separately)
Meal Allowance - Breakfast	Travel	$10 breakfast allowance
Meal Allowance – Dinner	Travel	$26 dinner allowance

Meal Allowance - Lunch	Travel	$12 lunch allowance
Meal with Guest(s)	Both	Detailed meal receipt-based for traveler-hosted meals
Mileage	Travel	For personal vehicle use; Automatically updated semi-annually (July 1st and January 1st). Mileage will auto calculated when miles are entered.
Moving / Living Expense	Non-Travel	Non-Travel Expense
Moving Expenses - Labs	Non-Travel	Non-Travel Expense
Other Non-Travel	Non-Travel	Non-Travel Expense
Other Travel Expense	Travel	Items not included in the menu
Parking / Tolls	Both	Receipt-based parking and toll charges
Postage (Dept)	Non-Travel	Postage
Public Transportation	Travel	Intra-city public transport - no receipt needed
Recruiting/Faculty Recruiting	Non-Travel	Non-Travel Expense
Rental Car Fuel	Travel	Fuel for rental cars only
Student Awards / Prizes	Non-Travel	Awards for Students Only
Student Org Activity (AGY only	Both	Student organization expenses that are charged to AGY speedtypese
Taxi / Shuttle / Other	Travel	Taxi, Shuttle, and Limo services
Team Meal (Athletics Only)	Travel	Athletic department Meals
Telephone Charges	Non-Travel	Telephone charges
Train Travel	Travel	Train Travel
Travel Agency Fees	Travel	Travel Agency Fees

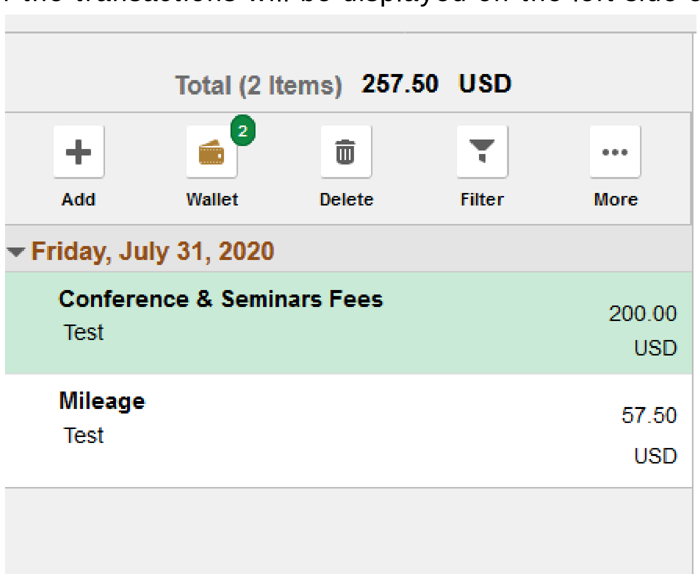
22. Enter expense details in the **Description** field. For example, if the expense is air travel related, enter origin and destination information (CLE to BWI).
23. Click on **Payment Type** to select how expense was paid. There are three options to choose from
    a. **Personal Out of Pocket**: Use for personal credit card or cash
    b. **Pre-Paid (CWRU)**: Pre-populated from preferred travel agency data only. Check non- reimbursable expense in detail in each expense line to note other pre-paid expenses associated with trip such as p-card use
    c. **T&E Card (CWRU)**: American Express T&E Card (pre-populates expense lines via My Wallet)
24. Enter the monetary amount for the expense in the **Amount** box.
25. The currency will default to USD (US Dollars). If you need to use another currency, click on the magnifying glass icon to search for and select appropriate currency to use.
26. Choose the **Billing Type** from the list. There are two to choose from: **Employee** (Faculty & Staff) and **Student**.

27. To update Accounting information for the expense click Accounting Link

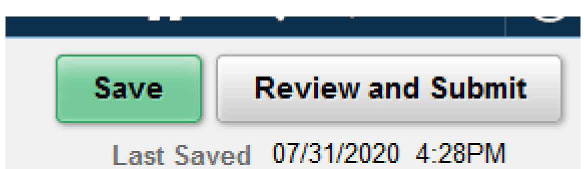
28. If the Accounting Defaults were populated they will appear. If not they must be populated.
29. Enter the amount and speedtype(s) for the expense type. If the transactions needs to be split multiples speedtypes can be entered. The event code can also be entered.



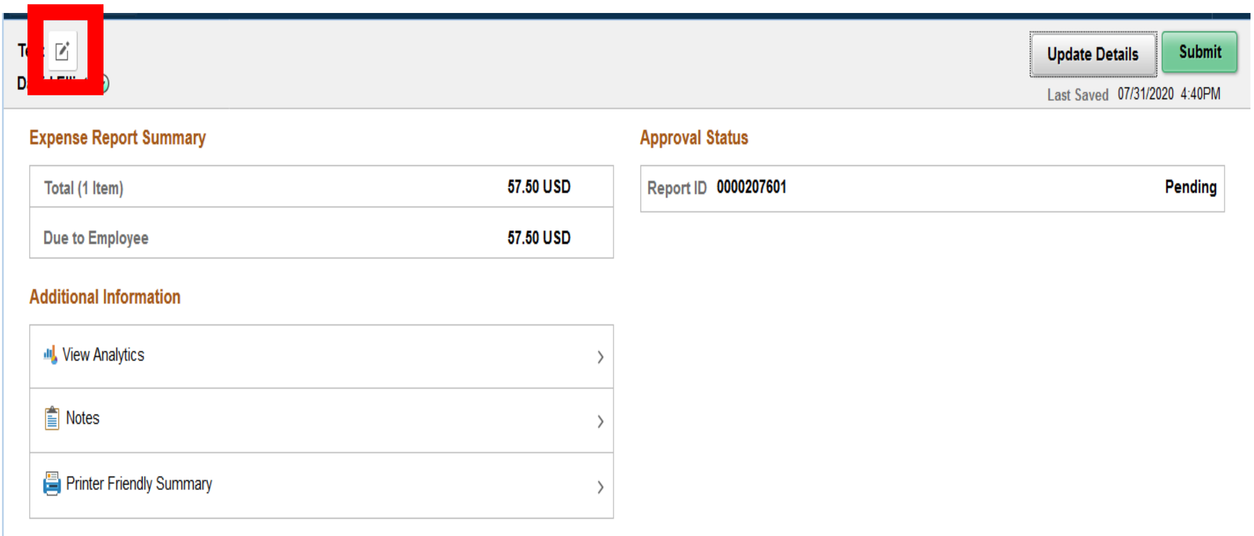
30. Select Done
31. Additional Expenses can be added by selecting the Add button
32. A summary of the transactions will be displayed on the left side of the screen.



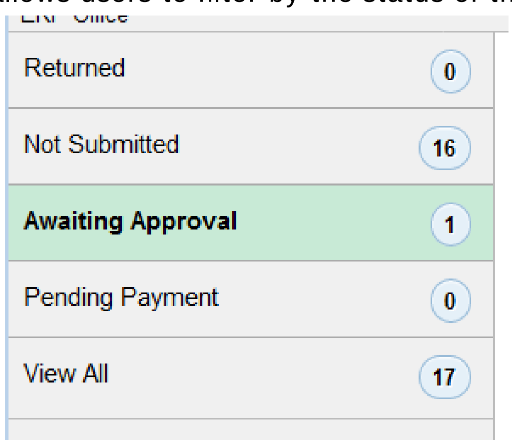
33. When done entering expenses you can Save and then proceed to the summary screen.



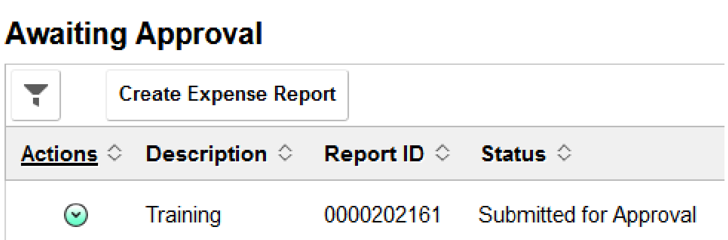
34. The screen has several options



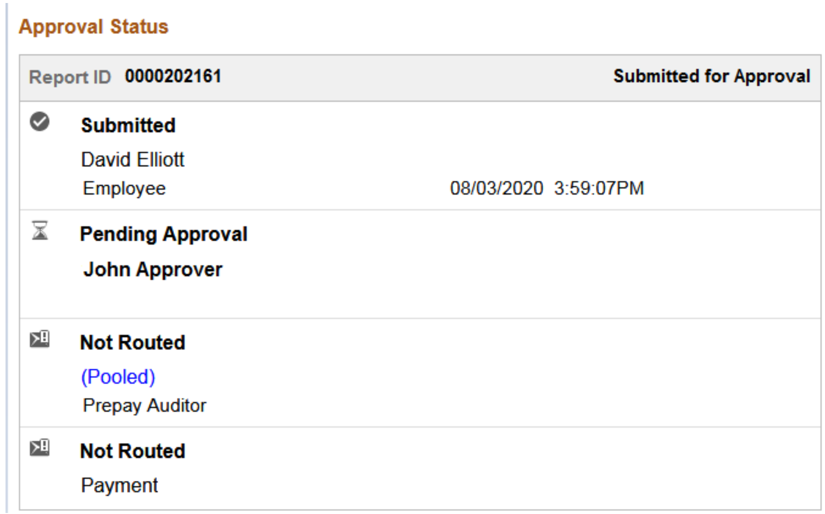
35. To update the attachment Select the Pencil Icon by the report number
36. To return to the expense details Select the **Update Details** button
37. To add notes for approvers to review select the **Notes** line
38. To obtain a printer friendly PDF select the **Printer Friendly Summary** line.
39. When completed select the **Submit** button to submit the report for approval.
40. The Submission Confirmation box will appear, select Submit if ready
41. You will be returned to the **My Expenses Summary Screen**
42. The Summary screen shows reports that are associated with you.
43. The left side menu allows users to filter by the status of the report.



44. To view the report that was just created click on the report.



45. The summary screen will show the status of the report including the approval workflow.



46. You can view the details by clicking on the details button. You can also withdraw the report to modify it from this screen as well.

47. The printer friendly report is also available.