Processing Travel Advances and Reimbursements

May 2014
Agenda

1. Introduction
2. Objectives
3. Travel Authorizations
4. Advances
5. Expense Reports
6. Printing Reports
Objective

- This course is designed to demonstrate how to manage the travel and expense reimbursement processes within the Travel and Expense module.

- The goal of this course is to provide information on how to process a/an:
  - Travel Authorization
  - Travel Advance
  - Expense Report
Business Process Impact (BPI)

An icon to highlight a change to current business process

Interim Processes (IP)

An icon to indicate an interim process during Go-Live

Look for these icons on slides throughout the course
<table>
<thead>
<tr>
<th>DEFINE</th>
<th>UTShare/PeopleSoft</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VE5</strong> - used to authorize travel</td>
<td><strong>Travel Authorization Entry</strong> – used to authorize travel</td>
</tr>
<tr>
<td><strong>VE6</strong> - used to modify a <strong>VE5</strong></td>
<td>No UTShare/PeopleSoft option after approval (will be a manual process)</td>
</tr>
</tbody>
</table>

**Modification:**
- The creator can modify a travel authorization that has been saved for later (not submitted)
- The approver can return the Travel Authorization to the creator to modify (before approval)
Travel Authorizations

✓ Must be final approved before day one of travel

✓ **Cannot** create or approve after day one of travel

✓ Required for travel advances and travel reimbursements

✓ Method of payment will be determined based on employee personal information setup in Employee Self Service
Travel Authorization

An employee can:

- Create a travel authorization based on information saved in the “User Default” tab
- Create a travel authorization from a prior trip
- Create a travel authorization from a template
- Save travel authorization for later
Travel Authorization Interim Process

- **May 2014**: Initial Go-Live
  - Core HCM & FMS Functionality
  - Hyperion Budgeting & Planning

- **Sept – Oct 2014**: Sequence 1
  - Workflow for:
    - Purchasing
    - Travel & Expense
    - Budget Transfers
    - Time & Labor and Absence (Pilot)
    - Accounts Payable

- **TBD Nov – Feb 2015**: Sequence 2
  - Remaining Workflow for:
    - Time & Labor and Absence (Remaining Depts)
Creating a Travel Authorization Interim Process

1. Create an electronic Travel Authorization (TA) in UTSA SharePoint

2. Populate the General Information and Details sections of the (TA)

3. Select **Submit** to route the TA for approval
   
   *The TA will route for approval based on the Supervisor and Cost Center information provided*

4. Once the Travel Authorization is approved by the Supervisor and Cost Center you may begin the process of entering the TA in UTShare/PeopleSoft
Travel Authorization Entry and Approval

Start

Identify Need → Create/Edit Travel Authorization

Add/Modify Detail Line → Is Travel Authorization Complete?

Yes → Ready to Submit Travel Authorization?

Yes → Submit Travel Authorization

No → Save for Later/Make Modifications

No → Ready for Approval

End
How to access UTShare/PeopleSoft

You can access the UTShare/PeopleSoft link through myUTSA dropdown menu.

You can also access the link adjacent to the Faculty/Staff Resources.
1. Type in UTSA

2. Click the Continue button
1. Enter your MyUTSA ID
2. Enter your passphrase
3. Click the Log In button
Travel & Expense Center – Interim Navigation

Navigation: Main Menu > Travel and Expenses > Travel and Expense Center
Travel & Expense Center – Portal Navigation

Accessed from the Home screen
Travel & Expense Center – Self Service Navigation

Main Menu > Self Service > Travel and Expense Center
Travel and Expense Center
Creating a Travel Authorization

Select **Create** from the Travel Authorization section of Travel & Expense Center Page

*Proxy View ONLY*

The user **Empl ID** will default. Only assigned proxies will appear from the search results
Creating a Travel Authorization

1. Enter **Description** of travel

2. Select **Business Purpose**

3. Search for destination (Default Location)

4. Select travel dates from and to (Date From & Date To)

5. Select **Benefit**

6. Select **Disposition of Duties**

Select **Accounting Defaults** to edit the default ChartField information
Detail of Accounting Defaults

**Note:** The Travel & Expense module does not use a SpeedChart.

In general a ChartField includes a GL Unit, Fund, Dept, Cost Center, and Function.

A Grants & Projects ChartField includes a GL Unit, Fund, Dept, Function, PC Bus Unit, Project, & Activity

Combo Edit rules will not allow certain values in the ChartField String

The accounting defaults are a feed from the information set up in HCM

Wrong ChartField String combination will cause a “Combo Error”

To return to the Travel Authorization Entry page select OK
Creating a Travel Authorization

7. Select **Expense Type**

8. Select travel expense **Date**

9. Enter encumbrance **Amount**

10. Select **Payment Type** (use Paid by Employee only)

11. Select **Billing Type**

12. Select **Detail** to add more information about expense type
13. Select **Preferred** for preferred airline

14. Select **Accounting Detail** to update the ChartField information for a single expense type line item

15. Select **Check Expense for Errors**

16. Select **Return to Travel Authorization Entry** link to enter additional expenses
Creating a Travel Authorization

17. Select **Add** for “New Expense” or “Multiple Expenses”

18. Select **Copy Selected** to copy Expense Types

19. Select **Delete Selected** to delete Expense Types

20. Select **Check for Errors**

21. Select **Update Totals** after adding new expenses

22. Select **Save for Later** if additional edits are needed

23. Select **Submit** if no further edits are needed

24. Return to **Travel Center**
Check for Errors

1. Before submitting, select **Check For Errors**

2. If errors exist, a **red flag** will appear for each **Expense Type**

3. To view error detail, select **Detail** link or **red flag**
Correct Errors

After selecting the **Detail** link or red flag, a similar page will appear.

**Fixing an error:**

In this example, the **Merchant** field is missing.

To correct the error, you must select a preferred or non-preferred airline.

If using a Non-Preferred Merchant, you will need to enter **Exception Comments**.
Once the Travel Authorization (TA) is corrected, it is ready to “Submit” for approval

Submitting the TA routes it to supervisor for budget check and final approval

Selecting **Save for Later** and/or **Submit**, will auto generate the Authorization ID (RTA)

The Authorization ID is the Travel Authorization number (RTA) and replaces the TV12345678 number from DEFINE
Travel Authorization Status

1. Navigate to the Travel & Expense Center

2. Select Travel Authorization, select “3 More…”

3. Select “View”
Travel Authorization Status

1. Enter Travel Authorization ID (RTA) or use search criteria from the drop down list.

2. Select **Search**
   - View status of Travel Authorization
   - Select **Authorization ID** to view the **Action History** or detail section.
Travel Authorization Status

- View status of Travel Authorization
- Select **Authorization ID** to view the **Action History** or detail section

### Search Results

<table>
<thead>
<tr>
<th>Authorization ID</th>
<th>Authorization Name</th>
<th>Name</th>
<th>Empl ID</th>
<th>Status</th>
<th>Creation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000000030</td>
<td>Test travel workshop</td>
<td>Johnson, James H</td>
<td>1000003751</td>
<td>Approved</td>
<td>08/14/2013</td>
</tr>
<tr>
<td>00000000029</td>
<td>JW TEST</td>
<td>Dunlap-Teasley, Tanya</td>
<td>6001026959</td>
<td>Approved</td>
<td>08/14/2013</td>
</tr>
<tr>
<td>00000000028</td>
<td>TEST2</td>
<td>Compean, Nora V</td>
<td>6001024572</td>
<td>Closed</td>
<td>08/14/2013</td>
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<tr>
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<td>Compean, Nora V</td>
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<tr>
<td>00000000026</td>
<td>JW TEST</td>
<td>Dunlap-Teasley, Tanya</td>
<td>6001026959</td>
<td>Approved</td>
<td>08/13/2013</td>
</tr>
<tr>
<td>00000000025</td>
<td>Test TA Encumbrance</td>
<td>Mizell, Robert Brian</td>
<td>1000858461</td>
<td>Pending</td>
<td>08/13/2013</td>
</tr>
<tr>
<td>00000000024</td>
<td>JW</td>
<td>Dunlap-Teasley, Tanya</td>
<td>6001026959</td>
<td>Approved</td>
<td>08/13/2013</td>
</tr>
</tbody>
</table>
Travel Authorization Status

Action History section
Take 5!
Employee Advance

• May be issued to faculty, staff and eligible student employees when determined the out-of-pocket costs will create a financial hardship to the employee

• A travel authorization must be in final approved status prior to submitting a travel advance request (TAR)
**BUSINESS PROCESSES**

<table>
<thead>
<tr>
<th>DEFINE</th>
<th>UTShare/PeopleSoft</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP2 - used to issue advances as followed:</td>
<td></td>
</tr>
<tr>
<td>• Participant</td>
<td><strong>Cash Advance</strong> – used to issue a Travel Advance (ACH) for Faculty/Staff travel only</td>
</tr>
<tr>
<td>• Travel Advance Faculty/Staff (ACH)</td>
<td></td>
</tr>
<tr>
<td>• Athletic/Group Advances</td>
<td></td>
</tr>
<tr>
<td>• Advances on Behalf of Students Traveling on Official UTSA Business</td>
<td></td>
</tr>
</tbody>
</table>

* Participant, Athletic/Group, and Advances on Behalf of Students Traveling on Official UTSA Business will be processed through the Accounts Payable module by the department.
Advance Processing

Employee Administrator/Proxy

Start

Identify Need

Does Travel Authorization exist?

Yes

Create Cash Advance

Enter related Travel Authorization ID as Reference No.

No

Create Travel Authorization

Ready to Submit Cash Authorization?

Yes

Submit Cash Advance Authorization

No

Save for Later/Make Modifications

Disbursement and Travel Services (DTS) Approval

Approved travel Authorization?

Yes

Ready for Approval?

No

End
Advance Process

• Complete the Travel Advance Request (TAR) form and obtain all required signatures

• Create and submit the Cash Advance in UTShare/PeopleSoft

• Send the completed TAR and Cash Advance along with any other required information to the Disbursements and Travel (DTS) office for approval at least 10-business days prior to the trip departure date

• Travel Advances will generally be paid to the traveler at least three days before the travel departure date
REMEmber: A Travel Advance should not be created until the Travel Authorization has been final approved.
Create an Advance

The user may enter or search for the Empl ID.

Only assigned proxies will appear from the search results.

Select Add.

* Note - Proxy view ONLY
Create an Advance Request

1. Enter “advance” for the **Description**
2. Select **Business Purpose**
3. Enter **Comment** to add additional information
4. Enter the approved Travel Authorization number (RTA) as the **Reference** (ex. 0000000079)
5. Attachments are optional
6. Select Payment as the **Source**
7. Enter **Description**
8. Enter **Amount** of advance request
9. + add lines; - delete lines

10. Select **Update Totals** to update the Advance Amount

11. Select **Save For Later** if not submitting

12. **Submit** for approval when complete

13. Select **Return to Travel and Expense Center** to exit

Selecting **Save for Later** and/or **Submit** will auto generate the **Advance ID**
How to Modify an Existing Advance
Modify an Existing Advance

- DTS may return documents for further corrections before final approval
- An Advance cannot be modified, corrected, edited or changed once approved

1. Navigate to the Travel & Expense Center
2. Select Modify from the CashAdvance section
1. Enter “Advance ID” or select a search criteria from the drop down list

2. Enter information for the search criteria selected

3. Select “Search”
   - You will then be able to select the Advance to modify
4. Select **Amount** field and modify the amount requested
5. Select **Update Totals** to update correction
6. Select **Save For Later** if making future modifications
7. Select **Submit** if ready to request approval
Expense Reports

• UTShare/PeopleSoft makes it easy to transform a handful of receipts into a final expense reimbursement.

• UTShare/PeopleSoft Expense Report features allow you to:
  - Apply advances to expense reports
  - Copy multiple expense lines on an expense report
  - Create user templates
  - Split expenses
Create an Expense Report Interim Process

- User will complete an Expense Report in UTSA SharePoint to obtain all required approvals

- User will complete and submit an Expense Report in UTShare/PeopleSoft

- User will route all required documentation to DTS for approval
Expense Report Entry and Approval

Employee Administrator/Proxy

1. Identify Need
2. Create/Edit Expense Report
   - Add/Modify Detail line
   - Enter Account Detail/Speed Type
   - Is Expense Report Complete?

   - Ready to Submit Expense Report?
     - Yes: Submit Expense Report
     - No: Save for Later/Make Modifications

   - Department, Cost Center, Grants & Capital Projects

Budgetary Authority Approval

Disbursement and Travel Services (DTS) Approval

Final Approval

End
Navigation to Create an Expense Report

- **Expense Report**
  - Create
  - Modify
  - Print
  - 2 More...

- **Time Report**
  - Create
  - Modify
  - Print
  - 2 More...

- **Cash Advance**
  - Create
  - Modify
  - Print
  - 2 More...

- **Forecast Time**
  - Create
  - Modify
  - View forecast data

- **Review Payments**
  - Review Payments
  - Review Payroll Payments

- **Other Expense Functions**
  - View My Wallet
  - Create/Update User Template
How to Create a Travel Expense Report

1. Select **Add a New Value**
   *(tab should default)*

2. Enter **Employee ID** or search for Employee

3. Select **Add**
4. Select **A Travel Authorization** from the Quick Start menu

5. Select **GO**

6. Select the Travel Authorization to settle
7. **Type Comments** (if any)

8. **Type Reference** (travel authorization number ex. 0000000068)
9. Select Expense Type from dropdown list

10. Select Date travel expense incurred (should be within travel period dates)

11. Enter Amount Spent

12. Select Payment Type from dropdown list*

13. Select Billing Type = Expense

14. Select Detail (include additional information about expense type)

15. Select Check For Errors
If an error occurs, the error field will turn red and a summary of the error will appear at the top of the page.
Correct all errors and select Return to Expense Report
How to Apply an Advance to a Travel Expense Report

- Select **Apply Cash Advance(s)** link
- Enter or Search for **Advance ID** to apply
How to Apply an Advance to a Travel Expense Report

• Select **Advance ID** to apply
• Select **OK**

The Advance is now applied to the Expense Report.
How to Apply an Advance to a Travel Expense Report

[Image of an expense report interface]

- Description: Travel to Conference
- Business Purpose: TRV-Attend Meeting, Conf, etc.
- Default Location: SE COLUMBIA
- Reference: Attachments (0)
- Authorization ID: 0000000037

**General Information**
- Expense Report Entry
- Randy Rusten

**Details**
- *Expense Type*:
  - TR-in State-Airfare: 02/03/2014
  - TR-in State-Lodging: 02/03/2014
  - TR-in State-Rental Car: 02/03/2014
  - TR-in State-Lodging: 02/04/2014
  - TR-in State-Lodging: 02/05/2014
  - TR-in State-Lodging: 02/07/2014
  - TR-in State-Lodging: 02/08/2014
  - TR-out of St-Meals Pen: 02/03/2014
  - TR-out of St-Meals Pen: 02/04/2014

**Totals**
- Employee Expenses: 1,515.00 USD
- Non-Reimbursable Expenses: 0.00 USD
- Prepaid Expenses: 0.00 USD
- Employee Credits: 0.00 USD
- Vendor Credits: 0.00 USD
- Cash Advances Applied: 500.00 USD

**Due**
- Employee: 1,015.00 USD
- Vendor: 0.00 USD

**Options**
- Save For Later
- Submit

[Link: Expense Report Project Summary]
Select **Accounting Defaults** to change the ChartField information.

Select **Submit** or **Save for Later**

Selecting **Save for Later** and/or **Submit** will automatically generate the **Report ID**.

The **Report ID** is the Expense Report number or Voucher ID.
How to Create a Business Related Expense Report

1. Default selection from the Quick Start menu will be **A Blank Report**

2. Enter **Description** for expense

3. Select a **Business Purpose** from the dropdown list

4. Search for **Default Location/Destination**, if applicable

5. Type **Comments** (if applicable)

6. Type **Reference** (if applicable)
How to Create a Business Related Expense Report (cont’d)

7. Select Expense Type from dropdown list

8. Select Expense Date

9. Enter Amount Spent

10. Select Payment Type from dropdown list

11. Select Billing Type = Expense

12. Select green arrow = Detail (include additional information about expense type)

13. Check for Errors
How to Create a Business Related Expense Report (cont’d)

If expense ChartField requires changing, then select Accounting Defaults.

Select OK to return to the Create Expense Report page.

Select Submit or Save for Later.

Selecting Save for Later and/or Submit will auto generate the Report ID.

The Report ID is the Expense Report number or Voucher ID.
How to Modify an Expense Report
How to Modify an Expense Report
How to Modify an Expense Report (cont’d)

1. Select tab **Find an Existing Value**

2. Select and search by **Report ID**, **Name** or **Employee ID** *
Search Results are displayed by Report ID
The expense report is now ready to modify.
How to Print Reports
Navigate to Print Reports
Print Reports Selection

Select report type to print

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Report</td>
<td>Requests process to create printed copy of expense report</td>
</tr>
<tr>
<td>Travel Authorization</td>
<td>Creates travel authorization report</td>
</tr>
<tr>
<td>Bar Code Receipt Form</td>
<td>Print a bar code receipt form.</td>
</tr>
<tr>
<td>Cash Advance</td>
<td>Creates &amp; prints cash advance report</td>
</tr>
</tbody>
</table>
1. Select the search criteria from the **Search by** drop down list

2. Select **Report ID** to print
Print report from your web browser printing options
Additional Resources

Disbursements and Travel Services (DTS) website:
http://utsa.edu/financialaffairs/dts/

Related Courses offered by DTS:

• Business-Related Hospitality & Entertainment
  • Travel Advance Process
  • Travel Reimbursement Process
  • Non P.O. Voucher Process

Additional Resources
http://www.utsa.edu/utshare/Training/References/
http://hrsupport.utsa.edu/support
Contact Us – Reaching the PSSC

Your Single Point of Contact (SPOC)

The PSSC is ready for your UTShare/PeopleSoft questions! 2 ways to contact us:

1) Telephone: 210-458-SPOC (458-7762)

2) Go to UTShare Website: www.utsa.edu/utshare, link to the SPOC icon for the UTShare/PeopleSoft ticketing system

Questions raised now through post-go live helps PSSC establish a comprehensive knowledge base and appropriate Service Levels!

For any policy or business process related questions, please contact the Human Resources, Finance or Purchasing departments.
Rules and Regulations

• Financial Management Operational Guidelines (FMOG): http://utsa.edu/financialaffairs/opguidelines/

• Travel Reimbursement Guideline: http://www.utsa.edu/financialaffairs/opguidelines/0109.html

• Travel Advance Guideline: http://utsa.edu/financialaffairs/opguidelines/2.9.2.html

• Hospitality and Entertainment Guideline: http://utsa.edu/financialaffairs/opguidelines/2.6.4.html

• Non-Payroll Disbursements/Memberships: http://utsa.edu/financialaffairs/opguidelines/0101.html
Summary

• Purpose and Objectives
• Crosswalks/Business Process Charts
• UTShare/PeopleSoft Navigation
• Process a Travel Authorization
  – Interim Process
• Apply Employee and Travel Advances
• Create and Modify an Expense Report
  – Interim Process
• Print Reports
Questions
Thank You!