



Electronic Workflow For Travel and Expense

Begins today, Tuesday, November 1 2016

How does electronic workflow affect me?

- Routing of paper documents, Travel Reimbursement Settlement Form (TRS) and/or use of SharePoint is no longer required.
 - Eliminates SharePoint Travel Authorization Form
 - Eliminates Travel Reimbursement Settlement Form (TRS) except as noted below
- Approvals and documentation review are done in UTShare/PeopleSoft (PS)
- All supporting documents are scanned and attached
- Status of expense reports can be tracked in PeopleSoft to determine where it is in the process

Who is affected?

- All employees who travel or seek to be reimbursed for travel and non-travel-related expenses
- Creators (individuals who create travel authorization, expense reports and cash advances)
- Supervisors (individuals who authorize direct reports to travel or authorize cash advances)
- Approvers (budgetary approvers)
- Research Service Centers

How will Travel Authorizations, Expense Reports and Cash Advances be approved?

Approvals will route electronically in UTShare/PeopleSoft to supervisors and the designated approvers based on the type of document:

Travel Authorizations:

- Travel Authorization routes to supervisors
 - Supervisors are required to approve Travel Authorizations
- Cost Center/Project IDs (Grant & Capital) – Budgetary Approvers (including PI's and RSC's)

Expense Reports:

- Traveler/Employee must certify
 - Traveler/Employee will have the option to delegate the certification of expenses in PS to another departmental employee
 - If traveler/employee decides to delegate the certification of expenses, the TRS form is required and must be signed by the employee (each trip)
- Approvals will route electronically to the designated approvers based on:
 - Cost center/project IDs (grant & capital)
 - Research Service Centers (RSC)
- Supervisor approval is only required if trip expenses are more than 10% or \$250 higher than the travel authorization amount

Cash Advances

- Employee must electronically certify promissory note
- Requires traveler/employee's supervisor's approval
- Approvals will route electronically to the designated approvers based on:
 - Cost center/project IDs (grant & capital)
 - Research Service Centers

Is anything else changing?

Yes, in addition to the implementation of workflow, we have updated our guidelines regarding the timely submission of expense reports. Effective November 1, the new deadlines are:

- 30 days from travel end (or expense occurrence) – DTS' recommended departmental submission date
- 60 days from travel end – Considered past due; will be reimbursed with notification to department that item was past due
- 120 days from travel end – Will be reimbursed **but** trip total will be considered taxable income to employee

Will training classes be offered?

- **Yes**, there will be **two** types of training classes:
 - **Online training – Now available (geared towards those who are doing electronic certifications/authorizations)**
 - Travel Authorization Workflow (PS0307)
 - Expense Report Workflow (PS0308)
 - **In-person training (geared towards document creators)**
 - Travel Advance Process (PS309)
 - Travel Reimbursement Process (PS0310)
 - [Training & Development Website](#)

Who should I contact for additional questions?

- **DTS Contact Information:**
 - Send email to DTS at: disbursements.travel@utsa.edu
 - Main line ext. 4213
 - [DTS Contacts](#)