Processing Travel Advances and Reimbursements

January 2015
Agenda

1. Introduction
2. Objectives
3. Travel Authorizations
4. Advances
5. Expense Reports
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Agenda

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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
Interim Process (IP)

An icon to indicate an interim process during Go-Live

Look for this icon on slides throughout the course
Travel Authorizations (TA)

- Must be final approved before 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 cannot:

- Submit or Approve a Travel Authorization after day one of travel
- Recall a Travel Authorization
- Make modifications to a Travel Authorization once in approved status. Modifications can be made by Disbursements and Travel Services (DTS) upon receipt of an approved Travel Authorization Form (TAF)
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
Creating a Travel Authorization Interim Process

1. Navigate to Interim Workflow Solutions https://interim.utsa.edu/sites/PeopleSoft/SitePages/Home.aspx
2. Select Review/Submit Travel Authorization Request
3. Select Add document
4. Populate the Submitter, Traveler & General Information sections
5. Populate the Details section with the estimated cost of travel.
6. Populate the budgetary Authority - Accounting Summary section
7. Submit the SharePoint TA for approval *The TA will route for approval based on Supervisor/Delegate and Cost Center/Project ID description populated
8. Once approved the TA can be entered 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

Travel Authorization Workflow or Routing

Ready for Approval

End
Navigation – 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 > Employee Self Service > 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 the **Accounting Defaults** link to edit the default ChartField information.
Detail of Accounting Defaults

**Note:** The Travel & Expense module does not use a Speed Chart*

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

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

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

Wrong ChartField String combination will cause a “Combo Error”

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

To return to the Travel Authorization Entry page select OK

Information is unknown
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

Example: Attach approved SharePoint Travel Authorization (slide 11)
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** or (+) for additional expense type rows

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

2. If errors exist, a **red flag** will appear for each expense type where the error occurs

3. To view error detail, select the **Detail** link or **red flag**
Correcting 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 error you must select a preferred or non-preferred airline

If using a Non-Preferred Merchant you will need to enter **Exception Comments**
Request Approval for Travel Authorization

- Once the Travel Authorization (TA) is corrected, it is ready to “Submit” for approval.

- Submit routes the TA to the supervisor for budget check and approval.

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

The Authorization ID is the Travel Authorization number.
1. Navigate to the Travel & Expense Center

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

3. Select “View”
1. Enter Authorization ID or use search criteria from the drop down list
2. Select **Search**
Travel Authorization Status

- View the Status column

Or

- Select **Authorization ID**
  - to view the **Action History**

<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>
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<td>Johnson, James H</td>
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</tr>
<tr>
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<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

- Pending – Saved for later/not submitted
- Submitted – Submitted for approval
- Approved – Approved for travel
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)
Advance Processing

1. Start
   - Identify Need
     - Create Travel Authorization
2. Does Travel Authorization exist?
   - Yes
     - Create Cash Advance
       - Enter related Travel Authorization ID as Reference No.
     - Ready to Submit Cash Authorization?
       - No
         - Save for Later/Make Modifications
       - Yes
         - Submit Cash Advance Authorization
3. Disbursement and Travel Services (DTS) Approval
   - Ready for Approval?
     - Yes
       - End
Advance Process

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

• Create and submit a Cash Advance in UTShare/PeopleSoft

* Participant, Athletic/Group, and Advances on Behalf of Students should be processed as a Non-P.O. Voucher, through the Accounts Payable module, by the department.

• 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
Advance Navigation

**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 **Description**
2. Select **Business Purpose**
3. Enter **Comment** to add additional information
4. Enter the approved Travel Authorization number as the **Reference** (ex. 0000000079)
5. Attachments are optional
6. Select **Payment** as the **Source**
7. Enter **Description**
8. Enter **Amount** of advance request
Create an Advance Request (cont’d)

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**
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 Cash Advance section
How to Modify an Advance

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 approval.

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

- User will route all required documentation to DTS for final approval.
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

**Quick Start**: Allows you to create an Expense Report from one of the listed drop down options
How to Create a Travel Expense Report (cont’d)

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**
How to Create a Travel Expense Report (cont’d)

If an error occurs, the error field will turn red and a summary of the error will appear at the top of the page.
How to Create a Travel Expense Report (cont’d)

Correct all errors and select Return to Expense Report
How to Apply a Cash Advance to an 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

The Total Advance Applied should be less than or equal to the Total Employee Expenses
How to Apply an Advance to a Travel Expense Report
How to Create a Travel Expense Report (cont’d)

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)

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

The **Report ID** is the Expense Report number or Voucher ID.

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**.
Modify an Expense Report
Modify an Expense Report

<table>
<thead>
<tr>
<th>Travel and Expense Center</th>
<th>Time Report</th>
<th>Travel Authorization</th>
<th>Print Reports</th>
<th>Other Expense Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expense Report</strong></td>
<td>Create</td>
<td>Create</td>
<td>Expense Report</td>
<td>Create Update User Template</td>
</tr>
<tr>
<td>Create</td>
<td>Modify</td>
<td>Modify</td>
<td>Bar Code Receipt Form</td>
<td>My Wallet</td>
</tr>
<tr>
<td>Print</td>
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<td>Print</td>
<td>Travel Authorization</td>
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<td>Cash Advance</td>
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<td><strong>Cash Advance</strong></td>
<td>Create</td>
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<td>Create</td>
<td>Modify</td>
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<td>Print</td>
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<td><strong>Profiles and Preferences</strong></td>
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<tr>
<td>Manage your personal, organizational and financial details for travel</td>
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<td>and expense reporting.</td>
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<td>Review/Edit Profile</td>
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<tr>
<td>Delegate Entry Authority</td>
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</table>
Modify an Expense Report (cont’d)

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

2. Select and search by **Report ID**, **Name** or **Employee ID** *
Modify an Expense Report (cont’d)

Search Results are displayed by Report ID
Modify an Expense Report (cont’d)

The expense report is now ready to modify.
Print Reports
Navigating to Print Reports

- Click on "Travel and Expense Center" in the navigation bar.
- Select the "Print Reports" option to view your expense transactions.
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>
Print Reports Search and Selection

1. Select the search criteria from the Search by drop down list

2. Select Report ID to print
Print Reports

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
Your Single Point of Contact (SPOC)

The PSSC is ready for your UTShare/PeopleSoft questions! 3 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
3) Email the PSSC: spoc@utsa.edu

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
Questions
Thank You!