

Important!

***You must check-in to receive credit
in your training history***

Three ways for you to check-in:

- *Click link in Chat Box provided by facilitator*
- *Use QR code (open camera on your smart phone)*
- *Open your browser and type in the web address below*



<https://mytraining.utsa.edu/apps/checkin>

If you get an alert that you are not enrolled in the class, please let your facilitator know.

Enjoy your class!

Travel Reimbursement Process (PS 0310)

Disbursements & Travel Services

disbursements.travel@utsa.edu

(210) 458-4213 Main Line

(210) 458-4236 Fax Line

Summer 2022

Agenda

- 1. Introduction**
- 2. Objectives**
- 3. Travel Reimbursement Rules**
- 4. Travel Authorizations**
- 5. Expense Reports**
- 6. How to Modify an Expense Report**
- 7. Scanning Requirements**
- 8. Additional Resources**
- 9. Questions**

Learning Objectives

This course is designed to review the Travel Authorization and Travel Reimbursement sections of the [Financial Guidelines \(FG\)](#) and demonstrate how to manage the travel reimbursement processes within the Travel and Expenses (T&E) module.

After completing this class, you will be able to:

- Recognize and apply general travel rules and regulations
- Create and approve employee travel authorizations in PeopleSoft
- Create, certify and approve expense reports to settle employee travel and non-travel related expenses

Purpose

- UTSA will pay and/or reimburse travel costs incurred while traveling on official University business when it has been authorized.
- Travel reimbursement guideline is applicable to:
 - All employees
 - UTSA Students (study abroad, student teaching, internships, practicums, athletes, etc.)
 - Prospective employees (employment interviews)
 - Prospective students (recruitment visits)
 - Consultants (provide professional services)

Authority

- State of Texas Travel Regulations Act
- General Appropriations Act
- Rules and Regulations of UT System Board of Regents'
- State Comptroller of Public Accounts (Travel Act)
- Internal Revenue Service (IRC Rule 162 and various rules)
- U.S. General Services Administration (GSA)
- UT System wide requirements for use of the contracted travel and car rental agencies

Reimbursement Accountability

UTSA follows the IRS rules for an Accountable Plan which allows amounts paid to be non-taxable to the traveler. Amounts paid must meet below criteria:

- Authorized travel must have a business connection
- Travel expenditures must be substantiated and accounted for within 30 days after travel has been completed
- Any advance amount paid in excess must be returned to UTSA within 30 days after travel has been completed

[IRS - Publication 463 Accountable Plan](#)

Requirements

- Travel must be for official UTSA business
- Travel must be planned to achieve maximum savings and efficiency
- Travel must be the lowest cost to the State considering all relevant circumstances
- Funding must be available for estimated expenses
- Prior travel approval necessary (Travel Authorization)
- Reimbursable expenses (Expense Report): lodging, transportation, M&IE (meals and incidental expense), registration fees, incidentals while in travel status

Funding Sources

- 31xx - Designated Funds (for travel)
- 21xx - State Appropriated General Funds
- 51xx – 54xx- Grants & Contracts: requires Office of Post Award Administration (OPAA) approval
- 55xx - 56xx - Restricted Funds: No longer requires approval from Accounting

Types of Travel

- In-State – have account codes that begin with 621XX
- Out-of-State – have account codes that begin with 622XX
- Foreign/International – all expenses: use 62251

Account Codes:

Most Commonly Used Travel Account Codes			
In State - Employee			
62101	Travel	In-State	Public Transportation (airfare, bus/shuttle, taxi, subway, car rental, lyft, uber, etc.)
62102	Travel	In-State	Mileage
62105	Travel	In-State	Incidental Expenses (taxes, tips, gas, phone, wifi, etc.)
62106	Travel	In-State	Meals & Lodging Expenses (not to exceed GSA per diem rates)
62109	Travel	In-State	Parking Fees
Out of State - Employee			
62201	Travel	Out-of-State	Public Transportation (airfare, bus/shuttle, taxi, subway, car rental, lyft, uber, etc.)
62202	Travel	Out-of-State	Mileage
62205	Travel	Out-of-State	Incidental Expenses (taxes, tips, gas, phone, wifi, etc.)
62206	Travel	Out-of-State	Meals & Lodging Expenses (not to exceed GSA per diem rates)
62209	Travel	Out-of-State	Parking Fees
Foreign (All) Excludes Canada and Mexico			
62251	Travel	Foreign	All employee foreign travel expenses (airfare/transportation, lodging, meals, incidentals, etc.)
62305	Travel	Foreign	All student foreign travel expenses

Account Codes:

Non Employee / Participant Travel			
60101	Travel	Non-Empl/Participant	Non-Employee/Non-Student/Participant Travel (No 1099)
60102	Travel	Non-Empl/Participant	Non-Resident Alien-Non-Employee/Non-Student/Participant Travel
62304	Travel	Non-Empl/Participant	Student Travel-Non-Employee/Non-Participant Travel & Registration
62306	Travel	Non-Empl/Participant	Participant Travel Student Non Employee (Grants)
62402	Travel	Non-Empl/Participant	Prospective Employee/Recruitment of Prospective Graduate Students Travel
67617	Travel	Non-Empl/Participant	Recruitment of prospective students, excluding athletic / recruitment and graduate student recruitment
Miscellaneous Travel			
62450	Travel	All Domestic Travel	Apartment/House Rental
62451	Travel	All Domestic Travel	Travel Domestic
67625	Non Trvl		Educ Program Support (GRANTS) - used for student/participant local conference registration etc.

Account Codes:

Miscellaneous Accounts	
67645	Registration Fees - Employee Training
54450	Employee Moving Expense - Taxable (to Payroll)
62499	Employee Moving Expense - Non-Taxable Trvl Adjust for CNV
67623	Participant fees
64034	Only for rental vehicles (non-travel)
60106	Consultant Fee
60182	Lecturers and Honorariums
63006	Medical Supplies
67101	Membership Dues
63001	Consumable Non-Office Supplies
63003	Office/Computer Supplies
63141	Software
64101	Copying/Printing Expenses
63002	Postal Charges
60373	Freight Charges
63201	Subscriptions
63004	Food for Research Only
67605	Document Fees (present paper)

Requires a BEF	
67102	Social Club Dues
67106	Business Meetings/Official Occasions
67107	Student Official Occasions
67108	Plants/Flowers
67117	Meals/Refreshments/Expenses for Conferences, Workshops and Seminars

Travel Authorization (TA)

- The Travel Authorization (TA) is used to authorize travel for UTSA employees
- For Student Travel visit the [Student Travel Policy](#) page for information and requirements
- Non-employees who are traveling on UTSA business are not required to complete a TA, but must have a written agreement (such as a contract/PO) indicating that UTSA will reimburse or pay non-employee travel expenses

Travel Authorizations (cont'd)

- Must be final approved before incurring any of the travel expenses and before day one of travel
- **Cannot** create or approve after day one of travel in PeopleSoft
- Required for travel advances and travel reimbursements
- All estimated expenses must be encumbered and included regardless of method of payment (e.g., airfare, registration fees, lodging, car rental/mileage, meals, incidentals, etc.)

Meals & Incidentals (M&IE)

- UTSA adopted the GSA per diem reimbursement rates and are found on the GSA website
- Partial per diems are granted on first and last day of domestic travel
- Per diem includes incidental cost of \$5
- Per diems may be reduced by department
- Meal receipts required if per diem rates are exceeded (for domestic and foreign travel)

Reimbursement Rates (cont'd)

M&IE breakdown

M&IE Breakdown FY 2022

M&IE Total ¹	Continental Breakfast/ Breakfast ²	Lunch ²	Dinner ²	Incidental Expenses	First & Last Day of Travel ³
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$14	\$16	\$29	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50
\$79	\$18	\$20	\$36	\$5	\$59.25

Partial per diems (75% of full per diem) on first and last day of travel applicable to domestic travel

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

<https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>

Meal Per Diem Tips

- Allowable per diems are published on GSA website (M&IE and Lodging) for domestic and foreign travel
 - GSA incorporates:
 - U.S. Department of Defense rates for Alaska, Hawaii, U.S. Territories
 - U.S. Department of State rates for international travel
- Partial per diems for first and last day of travel applies to domestic travel
- Departments are allowed to reimburse at a lower rate than the published GSA per diem rates
 - *Note: Traveler must be notified in advance of travel*
- Departments may group per diem if travel completed in 6 days or more – otherwise itemize per diem per day if travel completed in 5 days or less

Lodging

- Lodging per diem rates may be found on GSA website
- Provide lodging rate increase justification if per diem is exceeded (notate on TA and Expense Report)
- Lodging expenses incurred the night before official business has started and the night after official business has ended is reimbursable
- Itemized lodging receipt is required as supporting documentation
- Departments may group lodging expenses if travel completed in 6 days or more – otherwise itemize lodging per night if travel completed in 5 days or less

Lodging (cont'd)

- The State Travel management Program (STMP) has contracted with online reservation provider Hotel Engine to offer booking in Texas and globally. Because booking through Hotel Engine is optional for Higher Education institutions, UTSA has opted out at this time. Travelers must continue to book hotels nearby business points. Travelers must always request government rate or State rates when available or lowest cost to the State.
- Shared lodging: each traveler is reimbursed for their share of the lodging expense
- Present Texas Hotel Occupancy Tax Exemption Certificate when checking in: <https://www.utsa.edu/financialaffairs/resources/forms/038.html>

Texas Hotel Occupancy Tax Exemption Certificate



Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

Name of exempt entity	Exempt entity status (Religious, charitable, educational, governmental)
Address of exempt organization (Street and number)	
City, State, ZIP code	

Guest certification: I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)	Hotel name
Guest signature	Date



Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- United States Federal Agencies or Foreign Diplomats.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.
- Texas State Government Officials and Employees.** (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.
- Charitable Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Educational Entities.** Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Religious Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Exempt by Other Federal or State Law.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

Permanent Resident Exemption (30 consecutive days): An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

Hotels should keep all records, including completed exemption certificates, for four years.

Do NOT send this form to the Comptroller of Public Accounts.

Lodging (cont'd)

Lodging rate increase justifications:

- Safe lodging not available for less than or equal to the maximum lodging reimbursement rate
- Conference Hotel
- Recommended Hotel
- Decreased total cost of travel (car rental, parking) when paying with Grant or State funds (21xx, 51xx & 54xx funds)
- Increase must be approved by supervisor and included on TA

Transportation

Traveling within Bexar County or Designated Headquarters:

- Travel Authorization (TA) is not required
- Mileage/Parking log for travel is required
 - Can be submitted to Fiscal Services to process reimbursement
 - Do not attach MapQuest printout
 - There is no cap on amount to reimburse

Transportation (cont'd)

Mileage paid for personal vehicle use while conducting official University business:

- Mileage Rate of 62.5 cents per mile (July 1 – December 31, 2022)
- Mileage Rate of 58.5 cents per mile (January 1 - June 30, 2022)
- Traveling to and from the airport
- Traveling **within** Bexar County or designated headquarters
- Traveling **outside** of Bexar County or designated headquarters
 - Must be authorized to travel / approved TA required

Transportation (cont'd)

Mileage reimbursement is not allowed while conducting official University business if the traveler:

- VP/Dean
- Base salary has been adjusted to include a car allowance
- Receives supplemental pay as a car allowance
- Use of car rental
- Between UTSA campuses unless repetitive business-related trips is approved by the appropriate VP or on a case-by-case basis.

[HOP 4.28 Assignments UTSA Campuses and Associated Locations, or routine lunches within Bexar County.](#)

Transportation (cont'd)

Parking

- Reimbursable when attending meetings or training at off-site locations
- Event occurs within Bexar County or designated headquarters and no additional meal cost included otherwise submit a Business Expense Form (BEF)
- Can be reimbursed at Fiscal Services with an approved Mileage/Parking Log
- Requires original/electronic receipts

Transportation (cont'd)

- Mass Transit, Taxi or Limousine (include appropriate tips; attach receipts as supporting documentation)
- Bus
- Taxi
- Subway
- Train
- Other (ferry, water taxi, lyft, uber, etc.)

Transportation (cont'd)

UTSA **requires** the use of approved travel agencies:

- Corporate Travel Planners (CTP)

ut-ctp.com/utsa/

updated supplier ID for CTP effective 9/25/20 – please use: 0000113119

- Anthony Travel, Inc. (ATI)

utsystem.anthonytravel.com/

Note: Failure to comply with this requirement will result in non-compliance consequences

Transportation (cont'd)

Benefits in using State and UTSA vendors:

- Assistance with negotiating restriction waivers, priority wait listing, lower fares, locating lost baggage
- Void, refund and exchange tickets
- 24-hour emergency travel service
- Automatically enroll international travelers in [On Call International](#)

Transportation (cont'd)

Commercial Air

Travelers may use any airline, but are encouraged to take advantage of the additional UT System discounts negotiated with:

- Southwest (preferred vendor)
- American
- Delta
- United

Note: Use State Card to procure airfare funded with State or federal funds (effective 1/24/17 Texas Gov't Code 20.413)

Transportation (cont'd)

Rental Vehicles

- Travelers may select one of the following State Contracted Vendors: <https://www.utsa.edu/financialaffairs/dts/vendors.html>
 - Enterprise/National Holdings
 - Avis/Budget
 - Hertz

Travelers may complete the car rental reservations by directly contacting the approved car rental agency, making reservations online at the car rental agency website, or by using one of the approved travel agencies or Concur

Transportation (cont'd)

Reimbursable expenses may include:

- GPS Navigation System
- Gas fill-up service
- Insurance charges for non-State contracted rental only
- Additional driver charges: The additional driver must also be a UTSA employee and the reason for charge must be business related.

Note: Always present [Motor Vehicle Rental Exemption Certificate](#)

Motor Vehicle Rental Exemption Certificate

<https://www.utsa.edu/financialaffairs/resources/forms/084.html>

Form 14-305 (Back)
(Rev. 8-89/5)

MOTOR VEHICLE RENTAL EXEMPTION CERTIFICATE

THIS EXEMPTION CERTIFICATE IS NOT VALID FOR TAX-FREE REGISTRATION.
THIS EXEMPTION CERTIFICATE MUST BE ATTACHED TO THE RENTAL CONTRACT.

Make of vehicle		Motor or vehicle identification number	
Year model	Body style	License number	

The undersigned claims exemption from payment of motor vehicle gross rental receipts tax under the Taxes on Sale, Rental and Use of Motor Vehicle Law (TEX.TAX CODE ANN. ch. 152), on the rental of the above described motor vehicle from:

Vehicle owner
Address (Street & number)
City, state, ZIP code

Renter claims this exemption for the following reason:

- | | |
|---|--|
| <input checked="" type="checkbox"/> A public agency | <input type="checkbox"/> Rent for Re-rental |
| <input type="checkbox"/> A church or religious society
Vehicle rented meets the following requirements:
• designed to carry more than six (6) passengers
• primary use must be for providing transportation to and from church or religious services or meetings | <input type="checkbox"/> Farm or ranch use (farm trailer, semi-trailer, farm machinery)
Vehicle rented meets the following requirements:
• a trailer used primarily for farming and ranching
• a self-propelled motor vehicle must have been modified to perform some specialized farm/ranch related function other than transportation; such as applying or dispensing agricultural products, plant food materials or feed for livestock |
| <input type="checkbox"/> A residential child-care facility licensed under Chapter 42 of the Human Resources Code to care for both children who do not require specialized care <u>and</u> children who are emotionally disturbed. | |

I declare that the information contained in this document and any attachments is true and correct to the best of my knowledge and belief.

Exempt person or organization	The University of Texas at San Antonio
Authorized person sign here ▶	
Address (Street & number)	One UTSA Circle
City, state, ZIP code	San Antonio, TX 78249

NOTE: THIS FORM MAY BE REPRODUCED, BUT MUST BE SUBSTANTIALLY IN THE FORM SET OUT ABOVE. DO NOT SEND THE COMPLETED EXEMPTION CERTIFICATE TO THE COMPTROLLER OF PUBLIC ACCOUNTS.

Transportation (cont'd)

Tolls

- Reimbursable if paid by a UTSA employee on official UTSA business
- Receipts not required

Non-reimbursable charges for Rental of Vehicles:

- Failure to use the approved car rental agencies
- Expenses incurred for personal use
- Insurance charges (for State contracted rentals only)
- Additional driver costs (if not UTSA employee)

Exceptions

Notate in comments section of ER (Expense Report) the reason a UT System wide approved travel and/or car rental agency was not utilized:

- Contractor not available
- Contractor sold out

Exceptions authorized for Non-Use of Mandated Travel Agencies:

- Travel Paid by an outside entity
- Emergency situations (flood, hurricane, etc.)
- The contracted travel agency is unable to provide an airfare within \$100 of a lower fare available from an alternate travel provider, with apples-to-apples comparison (this exception requires advance approval of the Assistant VP, Supply Chain or Director of DTS)

Non-Compliance Consequences

All travelers are required to use the approved travel and car rental agencies. Failure to comply with this requirement will result in the following implications:

- 1st Violation: Management, including VP will be notified. Traveler and travel arranger will receive a reminder with copy of guideline. Attending a travel information session will be encouraged.
- 2nd Violation: Management, including VP will be notified. Traveler and travel arranger will receive second reminder. Prior to future travel, both traveler and travel arranger will be required to submit memo to VP explaining why approved agencies were not used.
- 3rd Violation: Management, including VP will be notified. Traveler will not be reimbursed for non-compliant trip expenses. Traveler will be suspended from future travel until allowed by the VP. Multiple infractions (three or more) of this policy will be handled by the appropriate VP consistent with progressive disciplinary process.

Registration Fees

- Reimbursement of conference, seminar, workshop, and training fees *after* completion of attendance
- Travel related registration must be associated with a TA (excludes registration for conferences within the employee's designated headquarters)
- Submit receipt as proof of payment
- Departments must use the One Card to pay for purchasing and travel-related expenses

Other Reimbursable Expenses

- Shipping charges
- Official business-related telephone call fees
- Baggage fees
- Internet usage fees
- Business supplies/materials

Note: Receipts must be attached to ER as supporting documentation.

Other Reimbursable Expenses (cont'd)

- Attendant care expenses for travel if such care is deemed medically necessary by a licensed physician: Applicable for travelers with disabilities
- Travel expenses for prospective employees/students and consultants
- Travel expenses for Athletic team and Student group travel

Washington DC Travel

- Report to the Office of State Federal Relations (OSFR):
 - If travel applies to activities that involve obtaining or spending federal funds or that impact federal policy
 - If travel is funded by State or grant funds (funds 21xx, 51xx, 52xx)
- Complete form:
https://gov.texas.gov/uploads/files/general/State_Funded_Travel_To_DC_Form_2015.pdf
- Submit/email to: OSFR@gov.texas.gov
- Attach form to electronic TA or Expense Report if TA was not approved timely.

State Funded Travel to DC form



Texas Office of State-Federal Relations (OSFR)

REPORT OF STATE AGENCY TRAVEL TO WASHINGTON, DC
Pursuant to Senate Bill 1, General Appropriations Act for 2010-2011
Article IX, Section 6.12(c):
(c) Under Subsection (b) the term "travel" is limited to only activities:
(1) involving obtaining or spending federal funds; or (2) impacting federal policies.

TRAVEL INFORMATION

Agency Name _____

Travelers' Names (including titles)

First Name	Last Name	Titles

Date Arriving in DC (MM/DD/YY) _____ Date Departing from DC (MM/DD/YY) _____

PERSON REPORTING TRAVEL AGENDA

Name _____

Title _____

Organization _____

Street Address _____

Address (cont.) _____

City _____

State _____

Zip _____

Work Phone _____

Email _____

CONGRESSIONAL/FEDERAL GOVERNMENT OFFICES TO BE VISITED

Date (MM/DD/YY)	Person to Visit	Organization to Visit

Purpose of Visit (i.e. meet & greet, meet about an issue, attend conference, etc.) _____

If the traveler will be giving testimony to Congressional Committee of Agency Rule-Making Authority, please provide OSFR with an advance copy of the testimony. Thank you.

Texas Office of State-Federal Relations
660 Pennsylvania Ave SE, Suite 203
Washington, DC 20003
Phone: (202) 638-3927

Please complete this form and email it to OSFR@gov.texas.gov

Washington DC Travel e-Notifications

- Automated e-notifications sent to travelers with Washington DC destination upon submission of a Travel Authorization in PeopleSoft.

Dear _____:

You are receiving this email because you recently requested approval to travel to Washington D.C. Because The University of Texas at San Antonio is a state agency, you must report Washington, D.C. travel to the **Office of State-Federal Relations (OSFR)**. Furthermore, if Washington, D.C. travel includes activities that involve obtaining or spending federal funds or that impact federal policy complete form **State-Funded Travel to DC** before your trip and email it to OSFR@gov.texas.gov . Attach proof of submitted form to Travel Authorization # _____ or to Expense Report upon settlement.

For more information about travel to Washington, D.C., please visit resources below.
Safe travels!

Spousal Travel

- Spousal travel only reimbursable when travel is deemed for a business purpose.
- Must be in accordance with UTS120 spousal policy
- UTS120 includes rules for travel for presidential spouse and other University employees.
- Prior written approval by the President is required.
- Spousal travel must also be in accordance with University travel guidelines. Includes completion of a TAF ahead of travel.

Foreign Travel

- Use OANDA's average conversion rates if exchange rate is not listed on receipt(s): oanda.com/currency/average
 - Do not attach OANDA printouts (state the conversion rate on the ER)
- UTSA Travel Policy: <https://global.utsa.edu/international-travel/>
- On Call International:
<https://www.myoncallportal.com/>
<https://www.utsystem.edu/offices/risk-management/call-international>

International Travel e-Notifications

- Automated e-notifications are generated to travelers for destination to a foreign country upon submission of a Travel Authorization in PeopleSoft.
 - Alerts travelers of requirements and restrictions and additional approvals to restricted regions
 - Provides information including what you can take with you, activities you may engage in, security best practices, and more.

Cancellation, Lost, Stolen or Fees Incurred due to Travel Changes

A traveler may be reimbursed for:

- Change in business needs
- Natural disaster
- Personal emergency or illness

Note: The creator must specify the reason for the cancellation in the comments section of the Expense Report and attach the receipt as proof that the cancellation charge has been paid.





TRAVEL AUTHORIZATIONS

Travel Authorization Roles

- Creator
 - Creates TA in PeopleSoft
 - Budget checks
 - Submits TA
- Traveler's Supervisor Approval
 - Must approve when all expenses have been included
- Budgetary Approval (Cost Center/PI or Principal Investigator)
- Other Approvals (Grants/Project Manager if not PI/OPAA or Capital Projects) and TA will also route to Research Compliance for those traveling to foreign countries or high-risk areas
- No back office involvement

TA Navigation in PeopleSoft

Employee Self Service ▾

- Procurement Operations
- Project Mgmt, Billing & AR
- Asset Mgmt & Cap. Expenditures
- Accounts Payable
- Travel & Expense**

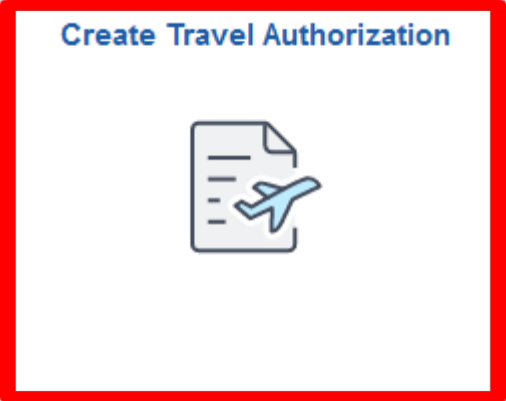
UTSA Search in Menu

Travel & Expense ▾ 8 of 8

- Financial Approvals**
390
- Create Travel Authorization** (highlighted)
- Create Cash Advance**
- Create Expense Report**
- Travel and Expense Center**
- View Travel Authorization**

Creating a Travel Authorization

Select Create Travel Authorization tile from the Travel & Expense Home Page



Travel Authorization

[Find an Existing Value](#) [Add a New Value](#)

Empl ID

[Find an Existing Value](#) | [Add a New Value](#)

***Traveler Empl ID is required**

Creating a Travel Authorization (cont'd)

1. Select **Business Purpose**
2. Enter **Description**
3. Select Search **Default Location**
4. Select travel dates from and to (**Date From & Date To**)
5. Select **Benefit**
6. Select **Disposition of Duties**

Create Travel Authorization
 Save for Later

Employee name

Comment

*Business Purpose 1

*Description 2

Default Location 3

Reference

4 *Date From *Date To

Projected Expenses ?

Expand All | Collapse All Add: Quick-Fill Attachments

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	USD

Expand All | Collapse All

Budget Information

Budget Status Not Budget Checked

Budget Options

Quick Start

*Benefit 5

*Disposition of Duties 6

*Are you doing business in Washington, DC?

Washington, DC Purpose

Totals (0 Lines) 0.00 USD

Totals (0 Lines) 0.00 USD

US UTSA Undisclosed Location

- Enhancement effective January 15, 2022
- Option applicable to researchers
- Can be used for domestic and foreign travel

Look Up Default Location ✕

Search by: begins with [Help](#)

[Advanced Lookup](#)

Search Results

View 100 First 1 of 1 Last

Description	Expense Location
US UTSA UNDISCLOSED	USUND

Default Location

Creating a Travel Authorization (cont'd)

7. Select expense **Date**
8. Select **Expense Type**
9. Enter a Description
10. Select **Payment Type**
(*always*) use *Paid by Employee*)
11. Enter the **Amount** to encumber

Create Travel Authorization

[Save for Later](#)

Employee name

Comment

Budget Information

Budget Status: Not Budget Checked

Budget Options

Quick Start: ...Populate From

*Business Purpose

*Description

Default Location

Reference

*Date From

*Benefit

Washington, DC?

Example: Attach copy of budget or pre-approval of excess lodging

Projected Expenses ?

Expand All | Collapse All

Add: Quick-Fill





Attachments

					Totals (0 Lines)	0.00	USD
7	8	9	10	11			
*Date	*Expense Type	Description	*Payment Type	*Amount	Currency		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	USD	<input type="button" value="+"/>	<input type="button" value="-"/>
					Totals (0 Lines)	0.00	USD

Expand All | Collapse All

Creating a Travel Authorization (cont'd)

12. Select **Accounting Detail** arrow to view the ChartField information for a single expense type line item
13. Enter the **SpeedChart** to update the accounting information for that line

	*Date	*Expense Type	Description
▼	10/17/2019 	TR-In State-Meal Per Diem ▼	
	*Billing Type	Expense ▼	
	*Location	TX Austin 	
	12 ▶	Accounting Details 	
		SpeedChart <input type="text"/> 	13

Creating a Travel Authorization (cont'd)

14. Select + to add additional rows

15. Select **Quick-Fill** to add expense types and/or a date range

16. Select **Save for Later** and the Authorization ID will appear

Create Travel Authorization Save for Later

Employee name _____

Comment

*Business Purpose

*Description

Default Location

Reference

*Date From *Date To

Projected Expenses ?

Expand All | Collapse All Add: **Quick-Fill** 15 Attachments

Budget Information

Budget Status Not Budget Checked

Budget Options

Actions ...Choose an Action

*Benefit

*Disposition of Duties

*Are you doing business in Washington, DC?

Washington, DC Purpose

Totals (1 Line) 61.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
10/17/2019	TR-In State-Meal Per Diem	<input type="text"/>	<input type="text"/>	61.00	USD

*Billing Type Expense

*Location TX Austin

Accounting Details ?

SpeedChart

Chartfields ...

Amount	*GL Unit	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project	Activity
61.00	UTSA1	62106	2100	BFA001	EGX007	700				

14

16

14

Default Accounting

Modify Travel Authorization

[Save for Later](#) | [Summary and Submit](#)

Employee name _____

Authorization ID 0000125296 Pending

*Business Purpose TRV-Attend Meeting, Conf, etc. ▼

*Description TRAVEL OUTSIDE OF THE BOX

Default Location TX Austin 🔍

Comment

Reference 🔍

*Date From 05/30/2019 📅 *Date To 05/30/2019 📅

Budget Information

Budget Status Valid

Budget Options

Actions **Default Accounting** ▼ **GO**

*Benefit Enhance University operations ▼

*Disposition of Duties Duties require travel ▼

*Are you doing business in Washington, DC? Yes ▼

Travel Authorization

Accounting Defaults

Authorization ID 0000125296

Speed Chart: 🔍

Accounting Summary

[Set Personalizations](#) | [Find](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

%	*GL Unit	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project	Activity	Affiliate	Fund Affil	
100.00	UTSA1 🔍	2100 🔍	BFA001 🔍	EGX007 🔍	700 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/>

[Add ChartField Line](#)

[Load Defaults](#)

[OK](#)

To return to the Travel Authorization Entry page select OK

User Defaults

Creating a Travel Authorization (cont'd)

17. Select **Budget Options**

18. Select **Budget Check**

19. Once the budget status is Valid, select **OK**

Request Approval for Travel Authorization

20. Select **Summary and Submit** which will auto generate the Authorization ID (TA #)

21. Select Submit Travel Authorization

22. Select OK

TIP:

The TA# is a required field and needed when booking travel in Concur (online booking tool).

This screenshot shows the 'Modify Travel Authorization' page. At the top right, there are two buttons: 'Summary and Submit' and a button with the number '20' inside a red box. Below these buttons is a 'Budget Information' section with 'Budget Status Valid' and 'Budget Options'. At the bottom right, there is an 'Actions' dropdown menu with '...Choose an Action' and a 'GO' button. The main content area includes a 'Comment' text box and 'Employee name' and 'Authorization ID 0000139328 Pending' labels.

This screenshot shows the 'Modify Travel Authorization' page with various fields filled out. At the bottom, there is a 'Submit Travel Authorization' button highlighted with a red box, with the number '21' next to it. The page displays 'Employee name', '*Business Purpose' (TRV-Attend Meeting, Conf. etc.), 'Default Location' (TX Austin), '*Description' (TRAVEL OUTSIDE OF THE BOX), '*Date From' (05/30/2019), '*Date To' (05/30/2019), and 'Reference'. A 'Totals' section shows 'Projected Expenses (1 Line) 300.00 USD' and 'Denied Expenses 0.00 USD', with a 'Total Authorized Amount 300.00 USD' at the bottom.

This screenshot shows the 'Travel Authorization Save Confirmation' page. At the bottom, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box, and the number '22' is next to it. The page displays 'Employee name' and a 'Totals' section showing 'Total Authorized Amount 300.00 USD'.

Request Approval for Travel Authorization

Notice the notification in **red** indicating that the TA has been submitted for approval

Travel Authorization

Employee name

Your travel authorization 0000139328 has been submitted for approval.

Business Purpose TRV-Lecture/Teach Course

Description TEST

TIP:

Select the **Refresh Approval Status** button to view the current approval stage and approval history

Submit Travel Authorization

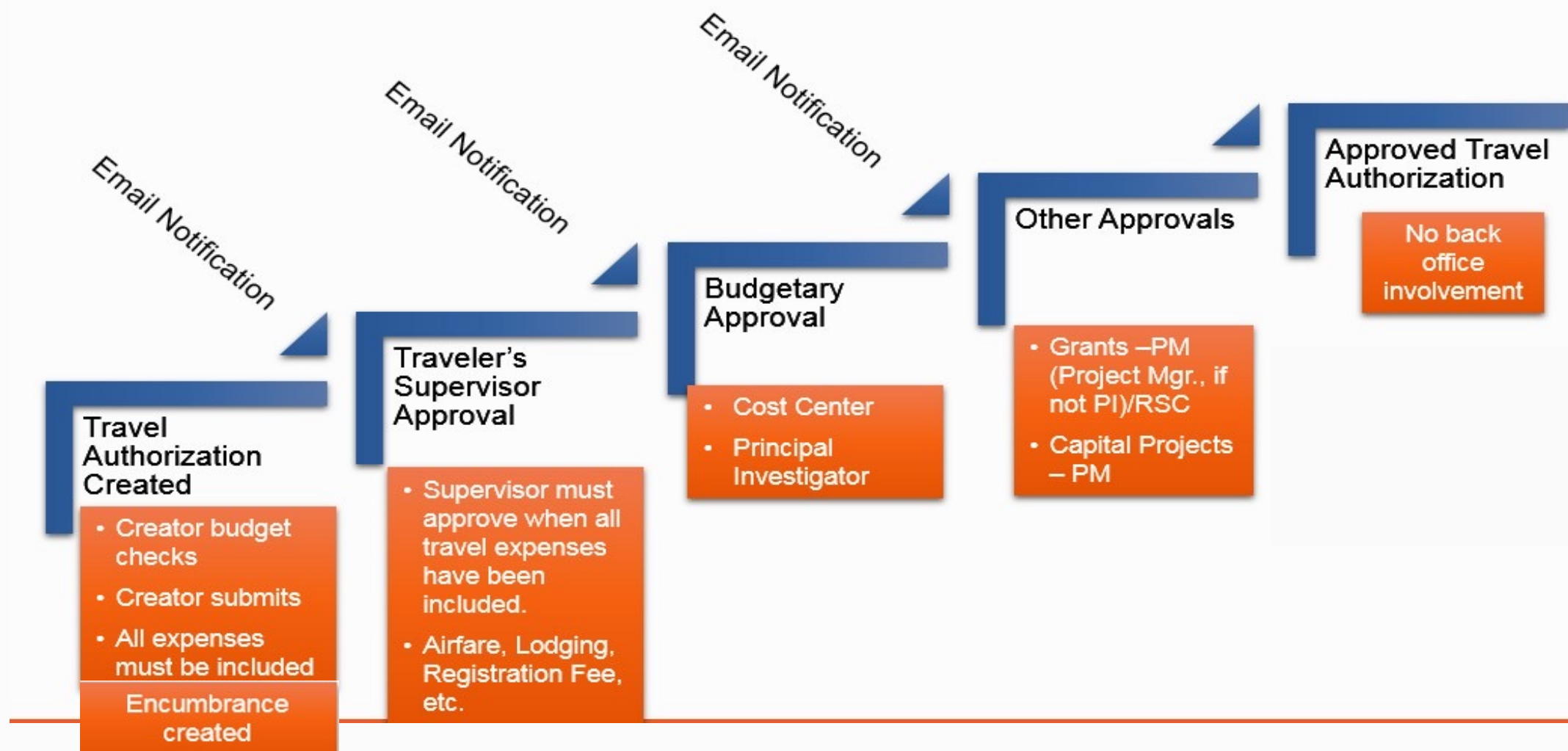
Refresh Approval Status

TIP:

Able to withdraw the Travel Authorization for modification by selecting the Withdraw Travel Authorization button

Withdraw Travel Authorization

Workflow – Travel Authorization



Approvers' TA Action Buttons

Approvers must review the TA before approving. The TA must list all travel expense types and include encumbrance estimates (e.g. airfare, lodging, registration fees, per diems, & incidentals).

- **Approve** – Moves the TA to next workflow stage
- **Deny** – requires the TA be re-entered
- **Send Back** – Sends the TA back to the Creator
- **Hold** – Holds the TA in its current status

Approvers' Access Methods

- Approvers can access the Travel Authorization through the following:
 - *E-NOTIFICATION (recommended method)*
 - *APPROVALS TILE*
 - *NOTIFICATIONS / ACTIONS BELL*

Access Method: Emailed Notifications

Approvers can access the TA through the received *e-notification (recommended)*. Emails will be generated with a direct access link. (Logging into PS required).

Approval requested for travel authorization TASSCUBO Conference for Employee name

W Workflow@utsystem.edu
Wed 6/2/2021 3:43 PM

To: Employee email address

****EXTERNAL MAIL****
This email originated outside of The University of Texas System Administration.
Please exercise caution when clicking on links or opening attachments.

A travel authorization request has been submitted that requires your attention:

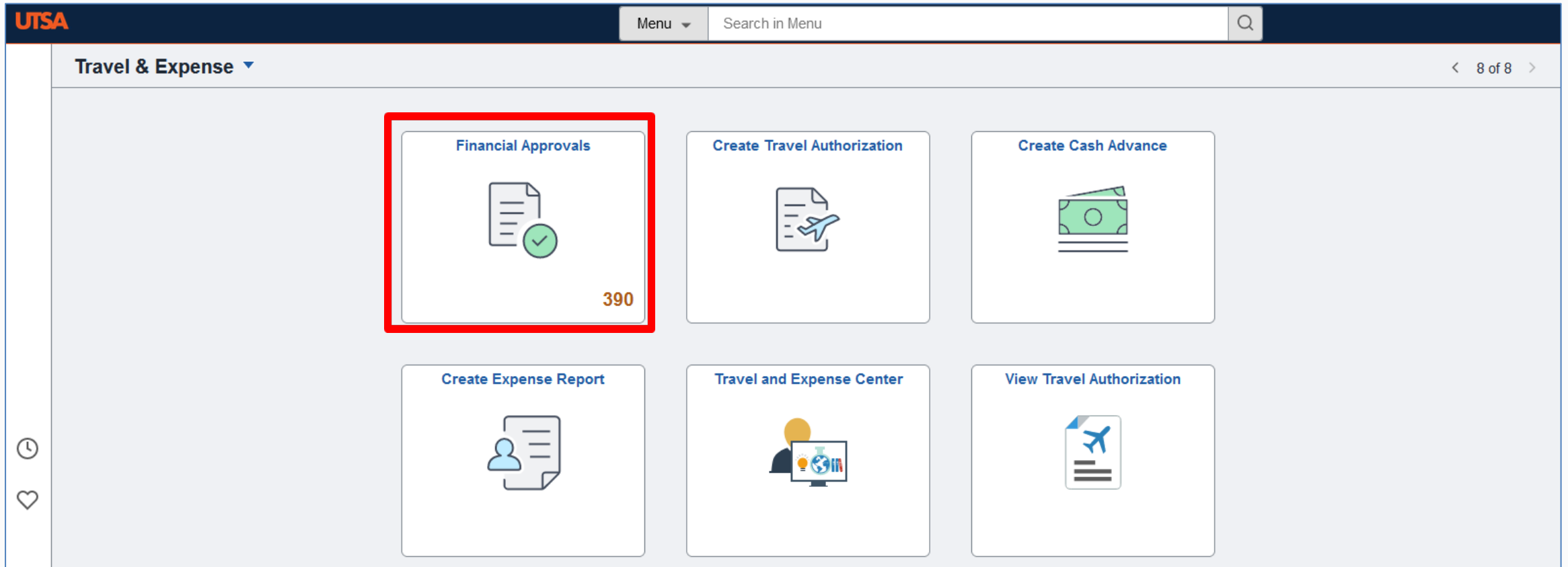
Employee ID: Employee ID number
Employee Name: Employee name
Submission Date: 2021-06-02
Travel Auth Description:TASSCUBO Conference
Travel Auth ID: 0000155289
Business Purpose: TRV-Attend Meeting, Conf, etc.
Reimbursement Amount: 1975.00 USD
Entered by: Employee ID# - Employee Name
Updated by: Employee ID# - Employee Name

You can navigate directly to the page for more information by clicking the link below:

https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzaih-uat.utshare.utsystem.edu%2Fpsp%2FZAIHUAT%2FEMPLOYEE%2FERP%2Fc%2FAPPROVE_EXPENSE_TRANSACTIONS.EX_TAUTH_APPR.GBL%3FAction%3DU%26TRAVEL_AUTH_ID%3D0000155289&data=04%7C01%7CTestUTShare%40utsystemadmin.onmicrosoft.com%7Ce4ec4051c91a4ef128d108d92607165f%7C61399d5f249c44d0b271adc287f323ff%7C0%7C0%7C637582634164527350%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6k1haWwiLCJXVCi6Mn0%3D%7C1000&sd=Ienra7X%2BfIAYNozoIVizI7xB5%2FrMy7CvhR3qbjVnpX8%3D&reserved=0

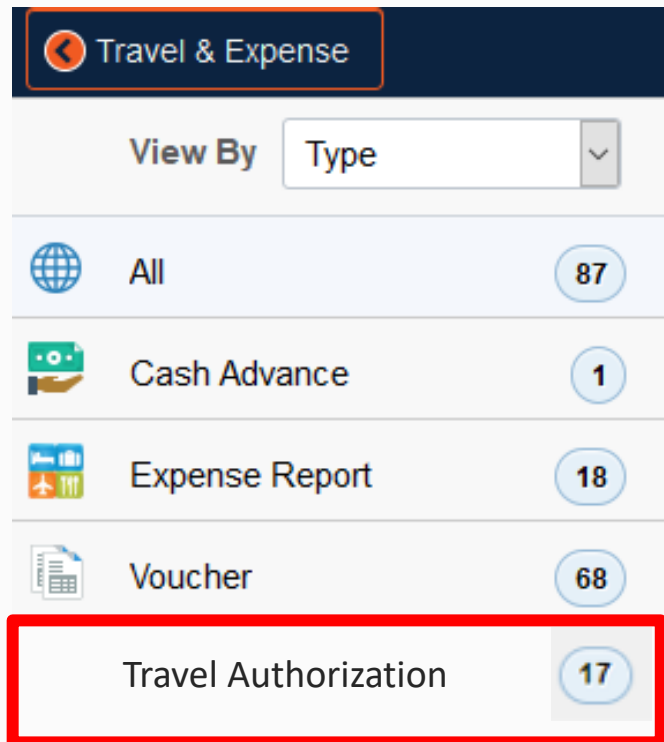
Access Method: Approvals Tile





The approvals tile is accessible through your Employee Self-Service/Home Page or the Travel & Expense Home Page



Access Method: Approvals Tile

Select Travel Authorizations from the View By column



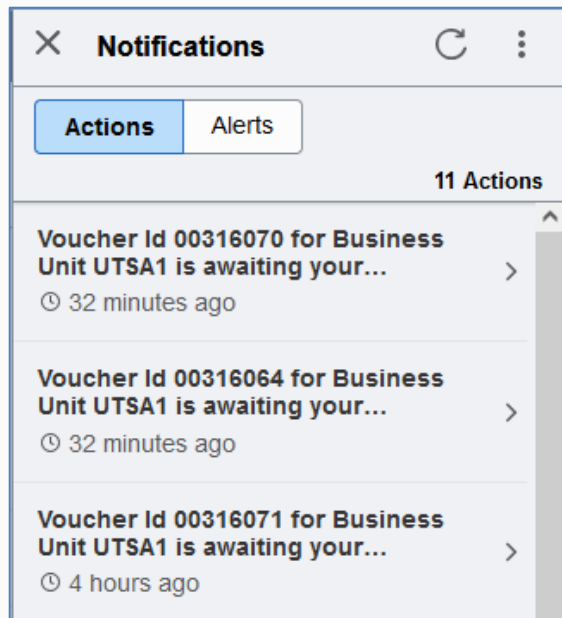
Travel & Expense	
View By	Type
	All 87
	Cash Advance 1
	Expense Report 18
	Voucher 68
	Travel Authorization 17

Access Method: Notification / Actions Bell

- Select the **Notification/Actions Bell** (upper right-hand corner of landing page)

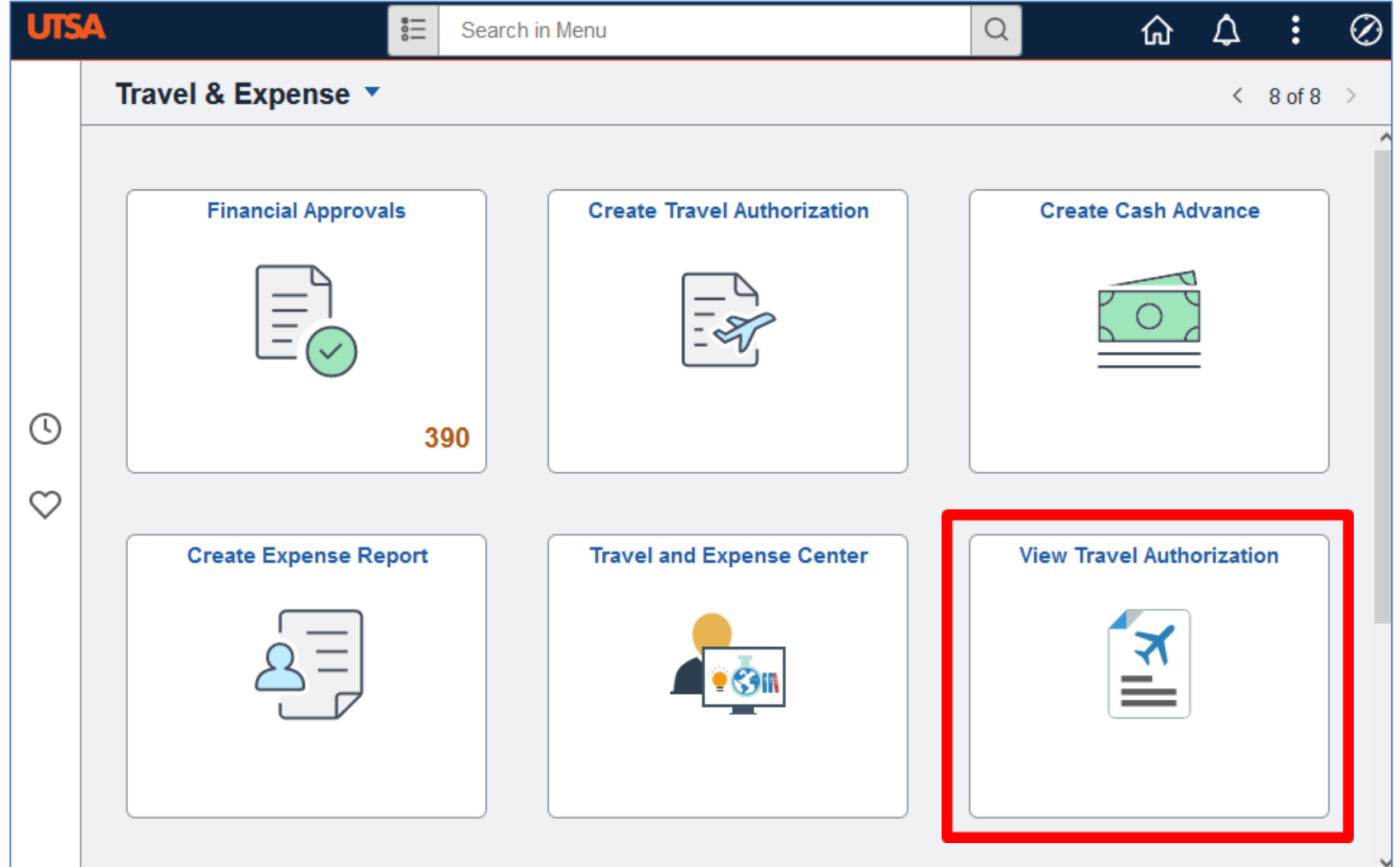
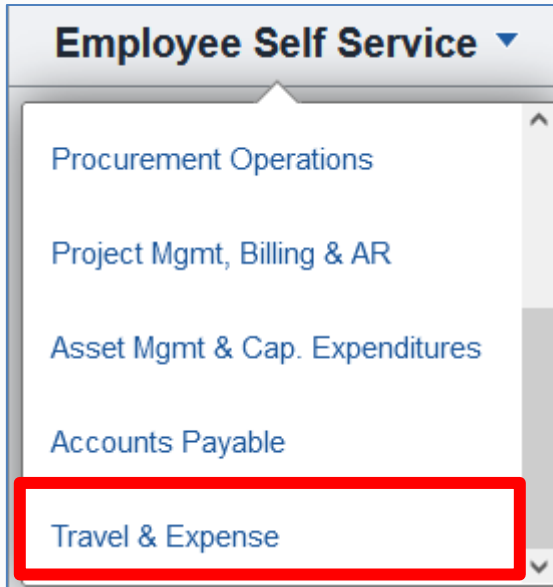


- Select the TA to approve from list of transactions



Travel Authorization Status

Navigate to Travel & Expense Home Page and then click on View Travel Authorization tile



Travel Authorization Status (cont'd)

Enter the Travel Authorization ID or use the search criteria from the drop-down list

Select **Search**

The screenshot shows a web interface for searching Travel Authorizations. At the top, there is a navigation bar with a back arrow and the text "Travel & Expense". Below this, the heading "Travel Authorization" is displayed. A sub-heading "Find an Existing Value" is present. The main section is titled "Search Criteria" and contains a "Search by:" label followed by a dropdown menu. The dropdown menu is open, showing a list of search criteria: "Authorization ID", "Authorization Name", "Creation Date", "Empl ID", "Name", and "Status". The "Authorization ID" option is selected. To the right of the dropdown menu is a text input field labeled "begins with". Below the dropdown menu is a "Search" button.

Travel Authorization Status (cont'd)

- View Status column

OR

- Select an **Authorization ID** from the list to view the **Approval History**

Search Results

View All	First 1-30 of 30 Last				
Authorization ID	Authorization Name	Name	Empl ID	Status	Creation Date
0000000030	Test travel workshop	Employee Name	1000003751	Approved	08/14/2013
0000000029	JW TEST	Employee Name	6001026959	Approved	08/14/2013
0000000028	TEST2	Employee Name	6001024572	Closed	08/14/2013
0000000027	test	Employee Name	6001024572	Closed	08/14/2013
0000000026	JW TEST	Employee Name	6001026959	Approved	08/13/2013
0000000025	Test TA Encumbrance	Employee Name	1000858461	Pending	08/13/2013
0000000024	JW	Employee Name	6001026959	Approved	08/13/2013

Travel Authorization Status (cont'd)

Status Column:

In Process – pending workflow

Submitted – pending workflow

Approved – okay to travel or book travel

Denied – denied by an approver

Closed – TA was either associated with an Expense Report, or manually closed

Travel Authorization Workflow Information

Select the Authorization ID to view and scroll to the bottom of the page to view the **Pending Actions** or **Action History**. This example shows all approvals have been obtained (see green checkmark).

▼ **Approval History**

The approval history is visualized as a horizontal timeline with three main stages: Submitted (Kelly Wiley-Rock), Supervisor Approval (Nora Compean), and Cost Center Approval (Annette Rabago). A large blue arrow points from left to right across the top of the table, indicating the flow of the process.

Action	Role	Name	Date/Time	Comments
Submitted	Renee Canete		04/29/2019 3:44:09PM	
Approved	Supervisor Approval	Nora Compean	04/29/2019 4:40:50PM	
Auto Approved	Cost Center Approval	Diana Macias-Ollervidez	04/29/2019 4:41:02PM	
Auto Approved	Cost Center Approval	Annette Rabago	04/29/2019 4:41:08PM	

Travel Authorization

- Travel funded by state or federal funds, where lodging exceeds the GSA rate, must be indicated as such in the TA by notating pre-authorization in the COMMENT field
- All travel expenses must be listed and encumbered on TA regardless of method of payment (e.g. airfare, registration fees, lodging, car rental/mileage, meals, incidentals, etc.)
- Supervisor must approve TA authorizing all travel-related costs
- Pay for registration fees (local or travel-related) using a One Card

Travel Authorization Form

- When is a TAF ([Travel Authorization Form](#)) required?
 - Travel Authorization was not electronically approved in PeopleSoft (PS) before first day of travel (DTS will be tracking occurrences to move towards minimizing them) attach TAF to ER
 - Change of travel dates is 7 days or greater
 - (Significant) change to destination
 - Add a missing expense item/change encumbrance
 - Change funding source
- Send email to DTS inbox (disbursements.travel@utsa.edu) with the TAF form (include TA#, EID, name of traveler, destination and trip dates)

Travel Authorization Cancellation/Deletion

- To *cancel* an **approved** TA, department must first ensure to disassociate the approved TA from the Expense Report in *pending status*; provide both document numbers to DTS so that they can be closed out and deleted in PS
- To *delete* an **unapproved** TA, ensure to first WITHDRAW or SEND BACK if pending workflow
- Send email to DTS inbox (disbursements.travel@utsa.edu) to cancel travel (include TA# and name of traveler)



How to Create an Expense Report

Types of Expense Reports

- Expense Reports are processed to reimburse **employees** for “travel” and/or “non-travel” expenses (i.e. business meals, office supplies, etc.).
- Options available when creating an ER using **Quick Start**:
 - If reimbursing *travel expenses* (“populate from TA to ER; select “A Travel Authorization;” click GO)
 - If reimbursing *non-travel expenses* (no need to select an option)
 - If creating a new ER from an existing ER (populate from “An Existing Report;” click GO)
 - If reimbursing for recurring monthly expenses (populate from a template by selecting “A template;” click GO)
 - **DO NOT USE OPTION:** “Entries from My Wallet”

Navigation to Create an Expense Report

Employee Self Service ▾

- Procurement Operations
- Project Mgmt, Billing & AR
- Asset Mgmt & Cap. Expenditures
- Accounts Payable
- Travel & Expense**

UTSA Search in Menu

Travel & Expense ▾ 8 of 8

- Financial Approvals**
390
- Create Travel Authorization**
- Create Cash Advance**
- Create Expense Report**
- Travel and Expense Center**
- View Travel Authorization**

Creating an Expense Report

Select Create Expense Report tile from the Travel & Expense Home Page



Expense Report

[Find an Existing Value](#) [Add a New Value](#)

Empl ID

[Find an Existing Value](#) | [Add a New Value](#)

***Payee Empl ID is required**

Create an Expense Report (cont'd)

Steps 1-3 are only applicable to *travel* reimbursements

1. Select **A Travel Authorization** from the Quick Start menu
2. Select **GO**

The screenshot shows the 'Create Expense Report' interface. At the top right, there is a 'Save for Later' icon. The form is divided into several sections:

- Employee name**: A label above the main form area.
- *Business Purpose**: A dropdown menu.
- *Report Description**: A text input field.
- Reference**: A text input field with a search icon.
- Comment**: A larger text input area.
- Default Location**: A text input field with a search icon.
- Budget Information**: A section containing 'Budget Status: Not Chk'd' and 'Budget Options'.
- Quick Start**: A dropdown menu with options: '...Populate From', 'A Template', 'A Travel Authorization' (highlighted in blue), 'An Existing Report', and 'Entries from My Wallet'. A red box with the number '1' is next to this menu.
- GO**: A yellow button next to the Quick Start dropdown. A red box with the number '2' is next to this button.
- Expenses**: A section with a help icon, 'Expand All | Collapse All' links, and 'Add: | My Wallet (0) | Quick-Fill' options.
- Expense Entry Form**: Fields for '*Date' (with a calendar icon), '*Expense Type' (dropdown), 'Description' (with a search icon and '254 characters remaining' text), '*Payment Type' (dropdown), '*Amount' (input with '0.00'), and '*Currency' (input with 'USD' and '+' '-' buttons).
- Total**: A summary row showing 'Total 0.00 USD'.

A green box highlights the 'Quick Start' dropdown menu with the text: 'Quick Start: Allows you to create an Expense Report from one of the listed drop-down options'. A green arrow points from this box to the 'Quick Start' dropdown.

Create an Expense Report (cont'd)

3. Select the Travel Authorization to settle

Copy from Approved Travel Authorization

From Date To

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="button" value="Select"/>	TEST OUT OF STATE	0000125269	05/17/2019	05/19/2019	797.00	USD
<input type="button" value="Select"/>	TEST IN STATE TRAVEL	0000125268	05/17/2019	05/19/2019	915.50	USD
<input type="button" value="Select"/>	TEST OUT OF STATE	0000125267	05/17/2019	05/19/2019	797.00	USD
<input type="button" value="Select"/>	TEST IN STATE TRAVEL	0000125266	05/17/2019	05/19/2019	915.50	USD
<input type="button" value="Select"/>	TEST	0000125244	05/13/2019	05/13/2019	177.00	USD
<input type="button" value="Select"/>	TEST	0000125243	05/13/2019	05/13/2019	169.00	USD
<input type="button" value="Select"/>	TEST	0000125232	05/10/2019	05/10/2019	169.00	USD
<input type="button" value="Select"/>	TEST	0000125229	05/10/2019	05/10/2019	177.00	USD

Create a Travel Expense Report (cont'd)

4. Add **Reference** (e.g. TAF, TA#)
5. Add **Comments**
6. Include **Attachments** of support documentation (e.g. airfare, lodging, parking, incidentals and other required receipts)

Create Expense Report Save for Later

Employee name

*Business Purpose

*Report Description

Reference **4**

Comment **5**

Default Location **6**

Attachments

Budget Information

Budget Status Not Budget Checked

Budget Options

Quick Start **GO**

Last Updated 10/18/2019 8:53:06AM By

Create a Travel Expense Report (cont'd)

- 7. Select **Default Accounting for Report** to change the ChartField information for all expense lines
- 8. Select the expense date *(should be within travel period)*
- 9. Select **Expense Type**
- 10. Enter the expense **Description**
- 11. Select **Payment Type** *(Always select Paid by Employee)*
- 12. Enter **Amount Spent**

Create Expense Report Save for Later

Employee name

*Business Purpose TRV-Present Orig Resrch Paper Default Location TX Austin

*Report Description TRAVEL FAR FAR AWAY Attachments

Reference 0000012345

Comment ADD TRIP COMMENTS HERE Last Updated 10/18/2019 9:06:40AM By

Budget Information

Budget Status Not Budget Checked

Budget Options

Actions Default Accounting For Report **7** GO

Expenses ?

Expand All | Collapse All Add: My Wallet (0) | Quick-Fill

				Total	61.00	USD
*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency	
8 10/18/2019	9 TR-In State-Meal Per Diem	10 meals	11 Paid By Employee	12 61.00	USD	

249 characters remaining

*Billing Type Expense Receipt Split

*Location TX Austin Per Diem Deductions

Accounting Details ?

SpeedChart

Default Rate *Exchange Rate 1.00000000

Non-Reimbursable Base Currency Amount 61.00 USD

No Receipt

Apply a Cash Advance to a Travel Expense Report

Select **Apply/View Cash Advance(s)** from the Actions dropdown menu and select GO

Create Expense Report Save for Later | Home | Home

Employee name

*Business Purpose TRV-Present Orig Resrch Paper

*Report Description TEST OUT OF STATE

Reference

Comment

Default Location CA LOS ANGELES

Authorization ID 0000125269

Attachments

Last Updated 05/17/2019 1:12:18PM By 6001027643

Budget Information

Budget Status Not Budget Checked

Budget Options

Actions **Apply/View Cash Advance(s)** GO

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 797.00 USD

Apply a Cash Advance to a Travel Expense Report

Enter, Search or Select the Advance ID to apply

Select **OK**

The Advance is now applied to the Expense Report

Create Expense Report

Apply Cash Advance(s) Report ID NEXT

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied			
<input type="text" value=""/>	0.000	0.00		<input type="text" value="0.00"/>	USD		

Total Advance Applied 0.00 USD
Totals (4 Lines) 797.00 USD
Total Due Employee 797.00 USD

Apply a Cash Advance to a Travel Expense Report

The **Total Applied** should be less than or equal to the **Total Due Employee**

Create Expense Report

Apply Cash Advance(s) Report ID NEXT

Cash Advance Information					
*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied	
0000008331	5.00	0.00 USD	1.00000000	5.00 USD	<input type="button" value="-"/>

Total Advance Applied	5.00 USD
Totals (4 Lines)	797.00 USD
Total Due Employee	792.00 USD

Create a Travel Expense Report (cont'd)

Select **Save for Later**

Selecting **Save for Later** will auto generate the **Report ID**

The **Report ID** is the Expense Report number

Create Expense Report Save for Later

Employee name

*Business Purpose

*Report Description

Reference

Comment

Default Location

[Attachments](#)

Budget Information

Budget Status Not Budget Checked

Budget Options

Actions

Last Updated 10/18/2019 9:06:40AM By

Expenses [?](#)

[Expand All](#) | [Collapse All](#) | Add: [My Wallet \(0\)](#) | [Quick-Fill](#)

Total 61.00 USD

Create a Travel Expense Report (cont'd)

13. Select the **Budget Options** link

14. Select **Budget Check**

15. Select **OK** (once the **Budget Checking Header Status** is Valid)

Modify Expense Report

Save for Later | Home | Home

Employee name

*Business Purpose: TRV-Present Orig Resrch Paper

*Report Description: TEST OUT OF STATE

Reference: [Search]

Comment: [Text Area]

Report: 0000210861 Pending

Default Location: CA LOS ANGELES

Authorization ID: 0000125269

Attachments

Last Updated: 05/31/2019 11:34:15AM By: 6001018830

Expenses [?] Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total: 797.00 USD

Budget Information

Budget Status: Not Budget Checked

[Budget Options](#)

Actions: ...Choose an Action GO

Commitment Control

Commitment Control Details

Source Transaction Type: Expense Sheet

Budget Checking Header Status: Not Budget Checked

Commitment Control Amount Type: Encumbrance

Override Transaction

Budget Check 14

Go to Transaction Exceptions

OK Cancel

Commitment Control

Commitment Control Details

Source Transaction Type: Expense Sheet

Budget Checking Header Status: Valid

Commitment Control Amount Type: Encumbrance

Commitment Control Tran ID: 0005136895

Commitment Control Tran Date: 05/31/2019

Override Transaction

Budget Check

OK 15

Go to Transaction Exceptions

OK Cancel

How to Create a Travel Expense Report (cont'd)

16. Select **Summary and Submit** link

17. Select **Submit Expense Report**

18. Select **OK**

Modify Expense Report 16 [Summary and Submit](#)

Employee name

*Business Purpose TRV-Present Orig Resrch Paper

*Report Description TRAVEL FAR FAR AWAY

Reference 0000012345

Post State Not Applied

Comment ADD TRIP COMMENTS HERE

Report 0000234549 Pending

Default Location TX Austin

Attachments

Last Updated 10/18/2019 9:24:33AM By 6001018830

Budget Information

Budget Status Valid

Budget Options

Actions ...Choose an Action GO

Modify Expense Report

Employee name

*Business Purpose TRV-Present Orig Resrch Paper

*Description TEST OUT OF STATE

Reference

Totals View Printable Version

Employee Expenses (4 Lines)	797.00 USD	Non-Reimbur
Cash Advances Applied	5.00 USD	

Amount Due to Employee 792.00 USD

Warning

Outstanding Cash Advance Balance 1,047.77 USD

There are available Cash Advances that can be applied to this expense report. Select the Outstanding Cash Advances link to Apply or View Cash Advances to this ex

Submit Expense Report 17

Expense Report

Submit Confirmation

Employee name

Totals ?

Employee Expenses (1 Line)	61.00 USD	Non-Reimbur
Cash Advances Applied	0.00 USD	Pr

Amount Due to Employee 61.00 USD

OK 18

How to Create a Travel Expense Report (cont'd)

Routing of document:

Document will first route to traveler, employee or proxy for certification once the ER has been successfully “*submitted*” by the creator.

Employee/proxy will receive an e-notification that includes link with direct access to document.

Add an Ad hoc Approver to the Workflow Path

Click on Workflow History Link.

Approve Expense Report - Expense Summary

Employee name Actions


Business Purpose NT-Other (Specify) **Report** 0000201203 Approvals in Process
Description Meeting Registration **Created** 12/06/2018 Paulo Villarreal
Reference **Last Updated** 03/12/2019 Thad Bartlett
Budget Status Valid [Budget Options](#) Budget Checking completed. Report is ready for Approval/Posting.

Totals ? **Urgency:** ■ [View Analytics](#) **Workflow History** Workflow History [Notes](#) [Attachments \(1\)](#)

Employee Expenses (1 Line)	179.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 179.00 USD **Amount Due to Supplier** 0.00 USD

▼ **Approval History**



A horizontal timeline arrow pointing right, showing the progression of the approval process. Three steps are marked with icons and text: 1. 'Submitted Jason Yaeger' (document icon), 2. 'Travel Approval (Pooled)' (calendar icon), and 3. 'Payment' (payment icon).

Action	Role	Name	Date/Time	Comments
--------	------	------	-----------	----------

Add an Ad hoc Approver to the Workflow Path

Click on “+” sign under history workflow of an Expense Report (use “Approver” navigation)

Approver History

Employee Certification

▼ SHEET_ID=0000201203; Approved **+ Start New Path**

Employee Certification

Approved

✓ Employee name
Reviewer
12/08/18 - 1:47 PM Employee name

Cost Center Approval

▼ SHEET_ID=0000201203; Approved **+ Start New Path**

Cost Center Approval

Approved

✓ Employee name
Cost Center Approver
12/19/18 - 10:05 AM

Travel Approval

▼ SHEET_ID=0000201203; Pending **Request Information** **+ Start New Path**

Travel Approval

Pending


🕒 Multiple Approvers
UTZ_WF_ER_AP_BU_APPR **+ Start New Path**

Add an Ad hoc Approver to the Workflow Path

- An approver can “ad hoc” another approver as either “Reviewer” or “Approver”
- Key in Employee ID or use Search Feature
- “Reviewer” option → viewing
- “Approver” option → requires action
- Click “Insert” button

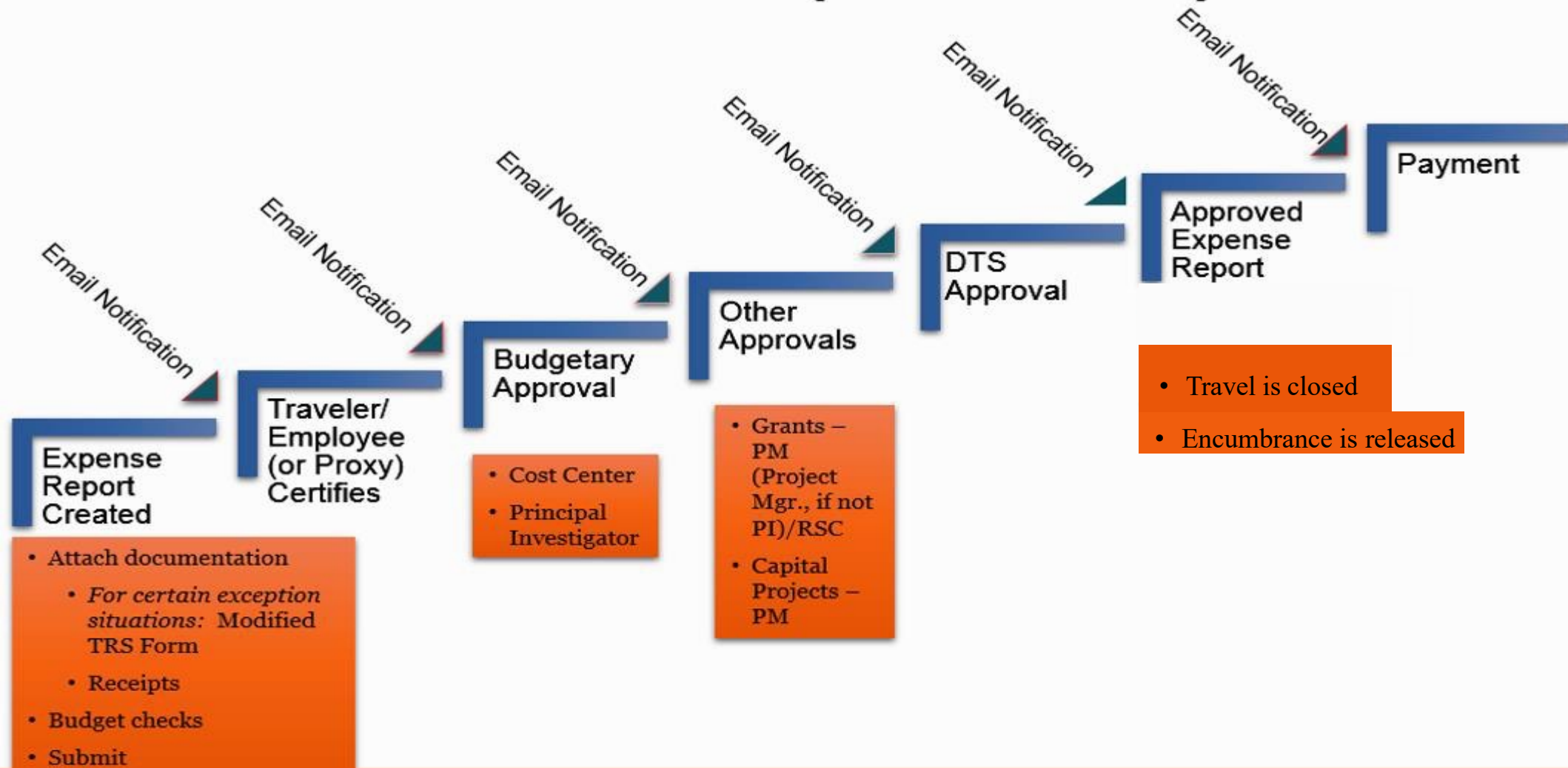
Start new approval path

Choose an approver or reviewer to insert

User ID: 

Insert as: Approver
 Reviewer

Workflow – Expense Report



Approvals/Certification

- Traveler or Employee must certify
 - Traveler/Employee will have the option to delegate the certification of expenses in PS to another departmental employee (complete *Travel and Expense Workflow Delegation Form* and submit to BIS/UTS)
 - If traveler/employee decides to delegate the certification of expenses, the TRS form is required and must be signed by the employee (each trip)
- Budgetary Approval(s)
 - Cost Center/Project IDs (Grants and Capital)
 - OPAA (Office of Post Award Administration) (51xx – 54xx funding sources)
- Supervisor approval (TRS form) is required if trip expenses are more than 10% or \$250 of the Travel Authorization amount, whichever is higher

Travel Reimbursement Settlement Form

<https://www.utsa.edu/financialaffairs/resources/forms/075.html>

UTSA Financial Affairs

Travel Reimbursement Settlement (TRS)

Instructions: Complete this form if the traveler has delegated the electronic certification of expenses in PeopleSoft or if travel expenses are greater than 10% or \$250.00 of the total authorized travel. For more information, see the [Travel Reimbursement](#) Guideline.

Section 1 - Traveler		
Prepared by:	Department Name:	Phone/Ext:
Traveler/Payee Name:	Type of Traveler:	Faculty/Staff
Section 2 - Trip Information		
Travel Authorization ID:	Trip Departure Date:	Trip Return Date:
Business Purpose:	Comments:	
Destination City:	State:	Country:
Does lodging exceed the GSA rate?	If yes, please explain:	
Is travel on State Funds?		
Section 3 - Expenses		
Registration:	Airfare:	
Meals:	Lodging:	
Car Rental:	Other (baggage fees, parking, taxi, incidental, etc.):	
Mileage:	Miles Traveled	0
	Mileage Amount	\$ 0.00
Expenses Grand Total:		\$ 0.00
Note: Method of payment will default to the individual's preferred payment selection in Employee Self Service (ESS) in UTShare PeopleSoft.		

UTSA Financial Affairs

Section 4 - Certification

I certify that all expenses included in this request are true and correct and were incurred for the benefit of UTSA or respective funding agency, in connection with official UTSA duties and not for personal use, in accordance with UTSA guidelines. I also certify that the expenses have been paid by me and are not more than the allowable GSA or department authorized (lower) rates.

Responsible Parties	Signature	Date
Traveler/Payee:		

A supervisor signature is required if travel expenses were not on the travel authorization and exceed 10% or \$250 of the total authorized travel.

Responsible Parties	Signature	Date
Supervisor Name:		
Supervisor Title:		

*Note: Chartfield information loaded into PeopleSoft

Submission Instructions:

Once signature approvals are obtained Travel Reimbursement Settlement form must be attached to the Expense Report request in UTShare/PeopleSoft.

Certification of Expenses

Expense Report Employee Certification:

I certify that the expenses are just, true and correct and were incurred by me while on University business on dates shown on supporting documentation. I also certify that expenses claimed as reimbursable were not for personal use/gain or considered as an unallowable expense according to the disbursing UT University guidelines or respective funding agency. In the event of an overpayment, or if payment is received from another source for any portion of the expenses claimed, I assume responsibility for repaying the disbursing UT Institution immediately.

Approvers' Access Methods

- Approvers can access the Expense Reports through the following:
 - *E-NOTIFICATION (recommended method)*
 - *FINANCIAL APPROVALS TILE*
 - *NOTIFICATIONS / ACTIONS BELL*

Access Method: E-notifications

- An e-notification will be sent to **traveler or proxy** to certify expenses, and then to all other **budgetary approvers within the workflow path** when document is ready to be approved. Email includes link. (*Recommended access method*).

Approval is Requested for Expense Report 0000269642 for Employee name

Workflow@utsystem.edu
Wed 6/9/2021 10:30 AM

To: Employee email address

****EXTERNAL MAIL****
This email originated outside of The University of Texas System Administration.
Please exercise caution when clicking on links or opening attachments.

An expense report has been submitted that requires your action:

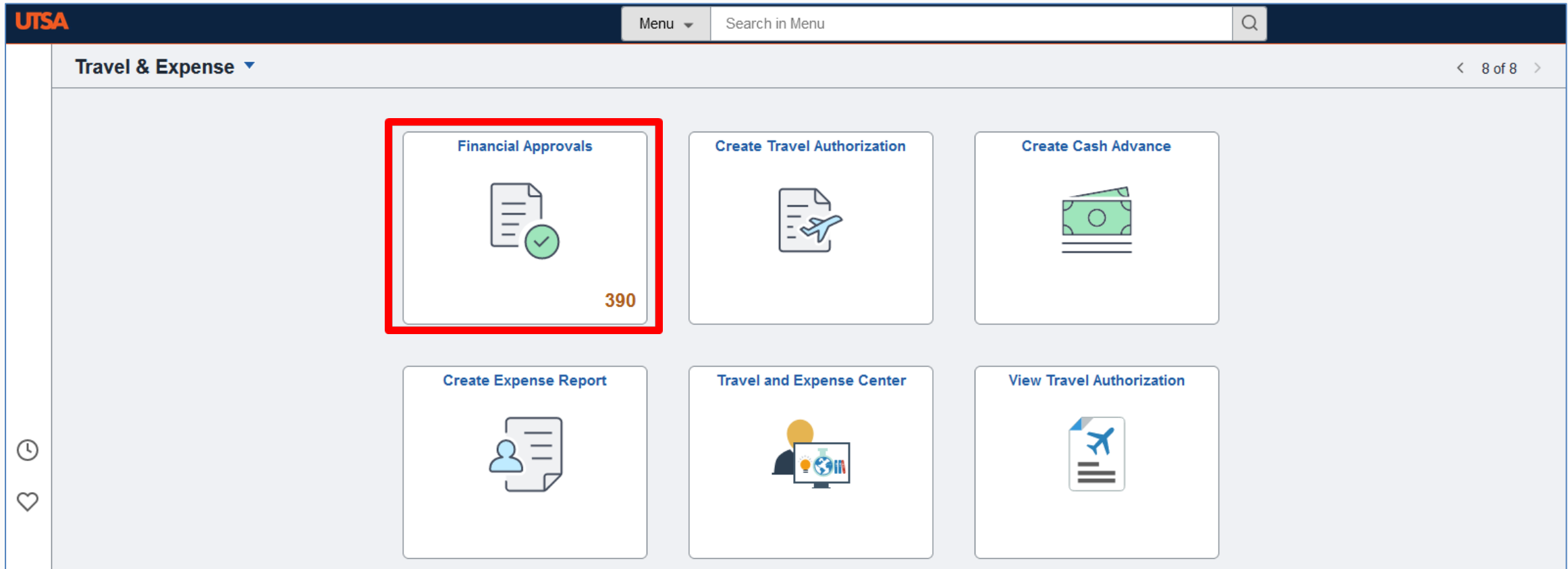
Employee ID:	Employee ID number
Employee Name:	Employee name
Submission Date:	2021-06-09
Report Description:	TEST
Report ID:	0000269642
Business Purpose:	TRV-Perform Research Activity
Total Amount:	13.20 USD
Reimbursement Amount:	12.70 USD
Entered By:	Employee ID# - Employee Name
Updated By:	Employee ID# - Employee Name

You can navigate directly to the approval page by clicking the link below:

https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuat.utsystem.edu%2F%2F%2FZAIHUAT%2FEMPLOYEE%2FERP%2Fc%2FAPPROVE_EXPENSE_TRANSACTIONS_EX_SHEET_APPR_GBL%3FAction%3DU%26SHEET_ID%3D0000269642%26ProcessID%3DERApproval&data=04%7C01%7CTestUTShare%40utsystemadmin.onmicrosoft.com%7C6d35000a5eec44d7874008d92b5b91bb%7C61399d5f249c44d0b271adc287f323ff%7C0%7C0%7C637588494553308038%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCjoiV2luZlIiLCJBTil6lk1haWw%3D%7C1000&data=sKnG%2Fp9l3lWBxWeRHOnKGymwfDyZmzz8nNvrlOOuo4A%3D&reserved=0

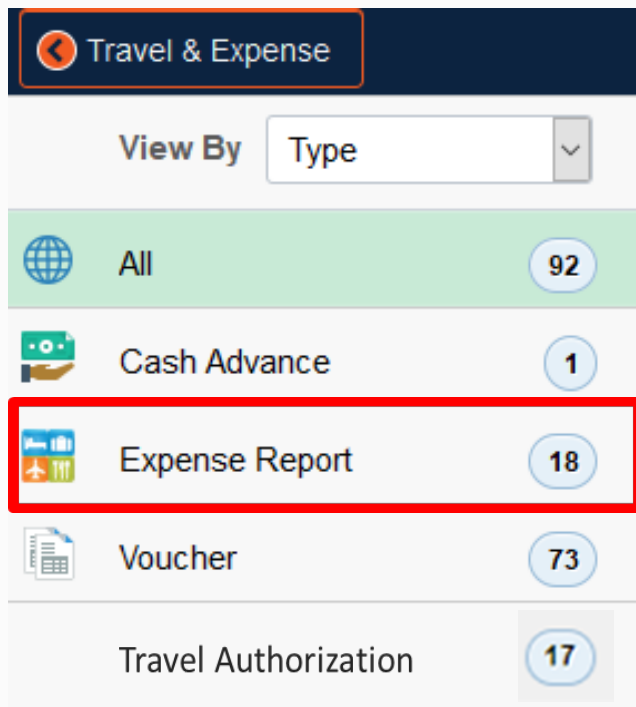
Access Method: Approvals Tile

The approvals tile is accessible through your Employee Self-Service/Home Page or the Travel & Expense Home Page



Access Method: Approvals Tile

Select Expense Report from the View By column



Travel & Expense

View By Type

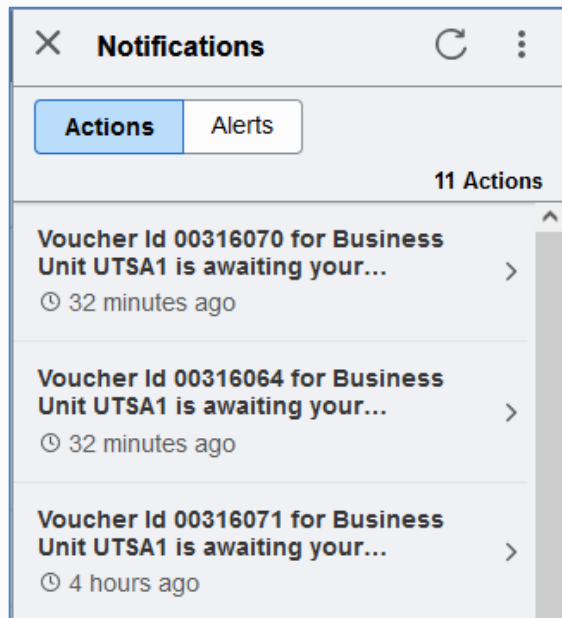
All	92
Cash Advance	1
Expense Report	18
Voucher	73
Travel Authorization	17

Access Method: Notification / Actions Bell

- Select the **Notification/Actions Bell** (upper right-hand corner of landing page)



- Select the Expense Report to approve from list of transactions



Action buttons for Approvers

- **Traveler/proxy and budgetary approvers must review and ensure supporting documentation has been attached to PS before certifying or approving document.**
 - **Approve** – Moves document to next workflow stage
 - **Reviewed** – Used only by the Traveler (or their proxy) to certify their expense report
 - **Send Back** – Sends the document back to the Creator
 - **Terminate** – requires the document to be re-entered
 - **Hold** – Holds the document in its current status

Expense Reports - Late Submissions

- If an Expense Report is submitted **120 days or more** after the travel date:
 - Expense will be reimbursed
 - The full amount of trip or non-travel related expenses will be processed as taxable income to the employee
 - Once taxation has occurred, it will not be reversed
 - Exceptions will only be granted for the “rare” case when an individual was not reasonably able to submit the Expense Report (e.g. extended illness)
 - Department turnover in administrative staff will not be approved as an exception
 - If the employee has a reasonable explanation for the past due submission, an exception may only be granted by the Assistant VP for Supply Chain or designee





How to Modify (Create/Modify) an Expense Report

(Use option if document is “**Sent Back**” or in “**Pending**” status)

Navigation in PeopleSoft

Employee Self Service ▾

- Procurement Operations
- Project Mgmt, Billing & AR
- Asset Mgmt & Cap. Expenditures
- Accounts Payable
- Travel & Expense**

UTSA Search in Menu

Travel & Expense ▾ 8 of 8

- Financial Approvals**
390
- Create Travel Authorization**
- Create Cash Advance**
- Create Expense Report**
- Travel and Expense Center**
- View Travel Authorization**

How to Modify an Expense Report

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Report Status =

Creation Date =

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Find an Existing Value | Add a New Value

Select Find an Existing Value

Enter the **Report ID** number or use the **Search Criteria**

How to Modify an Expense Report (cont'd)

The expense report is ready to modify or correct.

Budget Check as applicable

Submit ER after necessary corrections completed. ER will reroute to traveler/proxy for certification and then budgetary approval.

Timely Submission of Expense Reports (ER)

- Submit/settle ER 30 days from travel end date (or expense occurrence)
- If ER is submitted 60 days from travel end – considered past due; will be reimbursed with notification to department that item was considered past due
- If ER is submitted 120 days from travel end – will be reimbursed but **entire trip** will be considered taxable income to employee

T&E e-Notification Reminders

- Automated e-notification reminders are generated for all outstanding documents that require “certification or approval” action at 7, 14, 30, 60 and 90 days after submission date
 - Applicable to Travel Authorizations, Expense Reports, Cash Advances, Journal Vouchers and AP vouchers

Expense Report FAQ's

- Process Expense Report or Non-PO Voucher as applicable
- Reimbursement will be processed within 10 business days upon receiving a complete and *correct* Expense Report that includes all supporting documentation
- Reimbursement payment method:
 - Will default according to HCM preferences in employee profile

Expense Report FAQ's

If returning excess travel advance funds to UTSA:

- Complete deposit transmittal form and submit to Fiscal Services
<https://www.utsa.edu/financialaffairs/resources/forms/012.html>
- Include name of traveler
- Include departmental Speed Type/Cost Center
- Include description field: e.g. 1234 (travel Advance ID number)
- Include account code: **11650**

Note: Please contact DTS for additional information on populating this form

Cash Advances Processed Via Non PO FAQ's

- Typically issued to student athletic teams
 - Non PO vouchers issued to coaches
 - Clearing account code used: **11704**
 - Method of payment: CHECK
 - Check sent to Fiscal Services for cash pick up
 - Any excess cash requires to be deposited at Fiscal Services and coded to **11704**
 - Department submits required supporting documentation to disbursements.travel@utsa.edu (reference TA#, Non PO #, employee name, expense and deposit receipts)

Deposit Transmittal Form

<https://www.utsa.edu/financialaffairs/resources/forms/012.html>

DEPOSIT TRANSMITTAL FORM

- Return unused funds to Fiscal Services by completing a Deposit Transmittal Form within 30 days of return of trip
- Include CA #, employee name and use account code 11650
- Include NonPO#, employee name and use account code 11704
- Send copy of deposit receipt to DTS as part of the settlement documentation to reconcile open cash advance
- Attach copy of deposit receipt and apply CA# to the Expense Report as part of settlement documentation to reconcile open cash advance

UTSA Financial Affairs

Deposit Transmittal

Used by departments and divisions when submitting cash, check and/or credit card deposits to Fiscal Services.

Instructions: Complete and sign this form for Credit Card deposits originating from a department-owned credit card terminal or online processor. The Deposit Transmittal form must include the settlement printouts that equal the sum of all credit card deposits submitted. All grants should be deposited into the 11702 Account.

Department Name:		Date:	
Phone Number:		Total dollar amount of Checks:	
		Total dollar amount of Cash:	
		Total dollar amount of Credit Cards:	
Description of Deposit (limited to 30 characters)	Account	Speed Type (Cost Center or Project ID)	Amount
\$ 0.00		If not zero, amounts are out of balance. Total Amount to be charged: \$ 0.00	

***Note:** If department wishes to charge the cardholder for the credit card discount fee of 2.25%, this must be added as a separate line item, however, the credit card should be charged only once for the cumulative balance of the payment plus the fee. If the department wishes to NOT charge the discount fee to the cardholder, they may charge it to their M&O account, see addendum for examples.

By signing below, I certify the information listed above is accurate and appropriate. *Print or type name into field.

Responsible Parties	Signature	Date
1. Prepared By:		
2. Supervisor Name:		

Expense Report Workflow Status Queries

Expense Report Workflow Status Query:

- **UTS_EXP_PND_STAT_WF_PRMPT_MOD** Departments must review open encumbrance Travel Authorizations for department travelers.
- Queries are available in production:
 - By Cost Center: **UTS_TE_TAUTH_OPEN_ENC_BY_CC**
 - By Department: **UTS_TE_TAUTH_OPEN_ENC_BY_DEPT**
 - By Project ID: **UTS_TE_TAUTH_OPEN_ENC_BY_PROJ**

Navigation to queries: Log in to PS; Go to Navigator; then navigate to Financials/Reporting Tools/Query/Query Viewer

Scanning Requirements

Scanning Requirements

- Scan Supporting Documentation:
 - Retain original copies at the department level for twelve months (12) months
 - Scanned documents are the “official” University record to support any University audits and Public Information Requests – Open Records Request

Scanning Requirements (cont'd)

- Specific Scanning Requirements:
 - Layout of all scanned documents must be in upright position/portrait (scan landscape, if applicable)
 - Scanned document images must be legible
 - Supporting documentation with multiple pages must be scanned in sequential or consecutive order
 - Supporting documentation must be individually scanned and attached by type of document (i.e. invoice, service agreement, Travel Reimbursement Settlement Form, Business Expense Form)
 - Limit individual scanned files to less than 40 pages
 - If support docs exceed the number or pages per file, use “part 1”, “part 2,” in naming convention.
 - Receipts or other supporting documentation less than 8 ½ x 11 or letter size must be taped down to an 8 ½ x 11 sheet

Scanning Requirements (cont'd)

- Types of T&E supporting documentation:
 - TRS form plus receipts
 - Business Expense Form (BEF) plus receipts
 - Include official and important documentation to substantiate payment
 - Exclude all non-essentials or excess of documents that do not support the payment (i.e. lengthy emails, duplicate copies, MapQuest printouts, etc.)
 - Retain non-essentials or excess documents for your records and future reference

Scanning Requirements (cont'd)

- Naming Conventions:
 - Rename scanned supporting documentation file with the following naming conventions applicable to Travel Authorizations (attach pre-approvals), Expense Reports and Cash Advances
 - **UTSA_EX** followed by the type of document to identify all UTSA documents
 - Include a brief description and date to better identify documents
 - Naming conventions help the approver see what is in each attachment
 - Examples of Naming Conventions (limit 20 characters)
 - Expense Reports:
 - » **UTSA_EX_BEF_MaryG.**
 - » **UTSA_EX_TRS_M.Morgan**
 - » **UTSA_EX_TAR_MinnieM**
 - » **UTSA_EX_Preapproval**
 - » **UTSA_EX_TAF**
 - » **UTSA_EX_StudentRTA**

Additional Resources

[Disbursements and Travel Services \(DTS\)](#)

[Related Courses offered by DTS:](#)

- Business-Related Hospitality & Entertainment (AM553)
- PaymentWorks Vendor Onboarding Process (AM0591)
 - Processing of Non-P.O. Vouchers (PS203.04)
- CTP: Concur Online Reservation Tool and Travel Arrangers/Guest Travel (AM0686)
 - On Demand - Cash Advance Process (PS309)
 - On Demand - One Card Reconciliation and Payment Process (AM0590)

Operational Guidelines

[Financial Guidelines \(FG\)](#)

[Travel Reimbursement Guideline](#)

[Travel Advance Guideline](#)

[Hospitality and Entertainment Guideline](#)

[One Card Program Guideline](#)

[Clickwrap Agreements Guideline](#)

QUESTIONS



Thank you!

The University of Texas at San Antonio

UTSA Financial Affairs

Your partner for successful solutions

Office of Financial Affairs

Thank you for attending class

Please complete the electronic evaluation form

Go to:

<https://mytraining.utsa.edu/apps/evaluations>

- Click 'Load classes' (orange tab)
- Click the name of the class you took today
- Click 'Start Evaluation'
- Click 'Give Feedback'
- IMPORTANT '1' is LOW and '7' is HIGH



Please add your comments in the open comment box at the end