

Business Requirements

This procedure is intended to provide guidance and direction for setting up in PeopleSoft Financial non-employee students registered at Florida International University who need to travel or incur expenses on behalf of the University in accordance with applicable University guidelines and procedures.

1. Stakeholders & Business Units

University Community, Office of the Controller.

2. Purpose and Care - Student Travel and Expense Reimbursement

Non- employee students registered at Florida International University must be setup in the PeopleSoft Financial System in order for their travel or expenses or both to be approved and reimbursed.

The **Student information Form for Travel and Expense Reimbursement** form is for the sole purpose of collecting data that will be used to setup the student in the Financial System.

3. Process

A. Business Process

If it is determined that a student needs to be setup in the Financial System, the following steps should be used:

1. The **Department** will complete a **Student information Form for Travel and Expense Reimbursement** and fax it or mail it to **Purchasing Services** for entry into the Financial System.
2. Once entered, the **Department** should be able to enter a Travel Authorization (TA) or an Expense Report (ER) for the student in the same manner as they are done for employees. Please see [Travel Manual](#) for specific instructions on T&E Reimbursement.

B. Responsibility for Setting up the Students in the Financial System

Purchasing Services is responsible for setting-up students for travel and expenses in the Financial System and for keeping the forms for easy retrieval when the need arise.

Purchasing Services must follow the following procedures when entering the forms in the system:

1. Should ensure that the information provided in the form is accurate.
2. Purchasing Services should have a turn-around processing time of at most 48 hours.

4. Acronyms Used

- TA – Travel Authorization
- ER – Expense Report
- OOTC: Office of the Controller

5. Forms & Related Policies

Forms can be obtained by going to the OOTC websites at <http://finance.fiu.edu/controller/index.html>

- Student Information Form for Travel and Expense Reimbursement Form
- Student Information Form for Travel and Expense Reimbursement Instruction Sheet