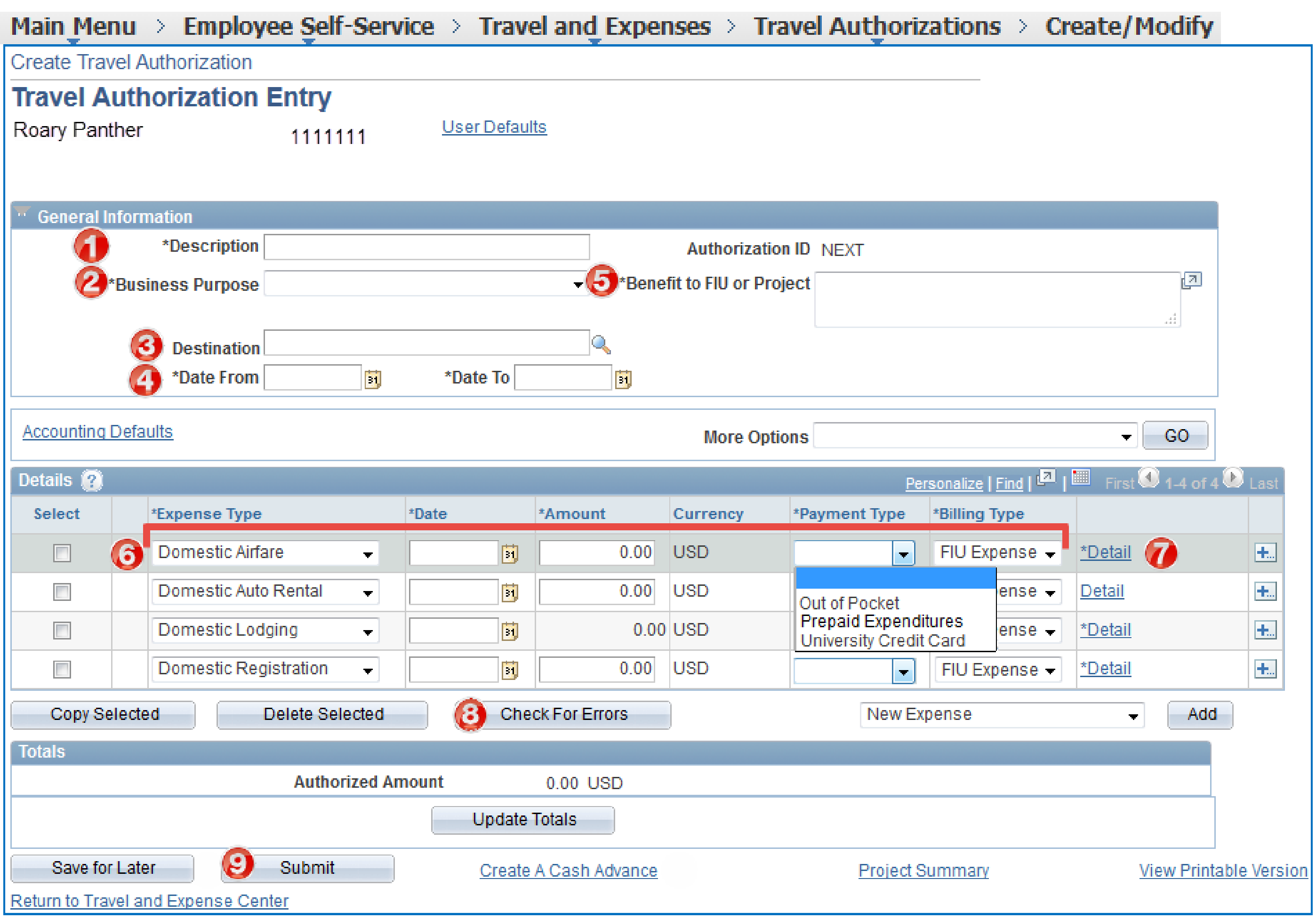
Financials Call Center
Phone: 305-348-7200
Website: http://finance.fiu.edu/controller
E-mail: controller@fiu.edu

Travel & Expense

9.2 PantherSoft Financials

The **Travel Authorization** is submitted prior to travel on official University business and must be fully approved prior to making any reservations or registrations. Please allow sufficient time to secure appropriate approvals. TA's are treated as an Encumbrance in the General Ledger.

Main Menu > Employee Self-Service > Travel and Expense Center



1 — Enter a Description for the travel

2 — Select the Business Purpose

3 — Search for the Destination using Description

4 — Enter the travel dates

5 — Enter a description of Benefit to FIU or Project
Also note all expenses that FIU is covering

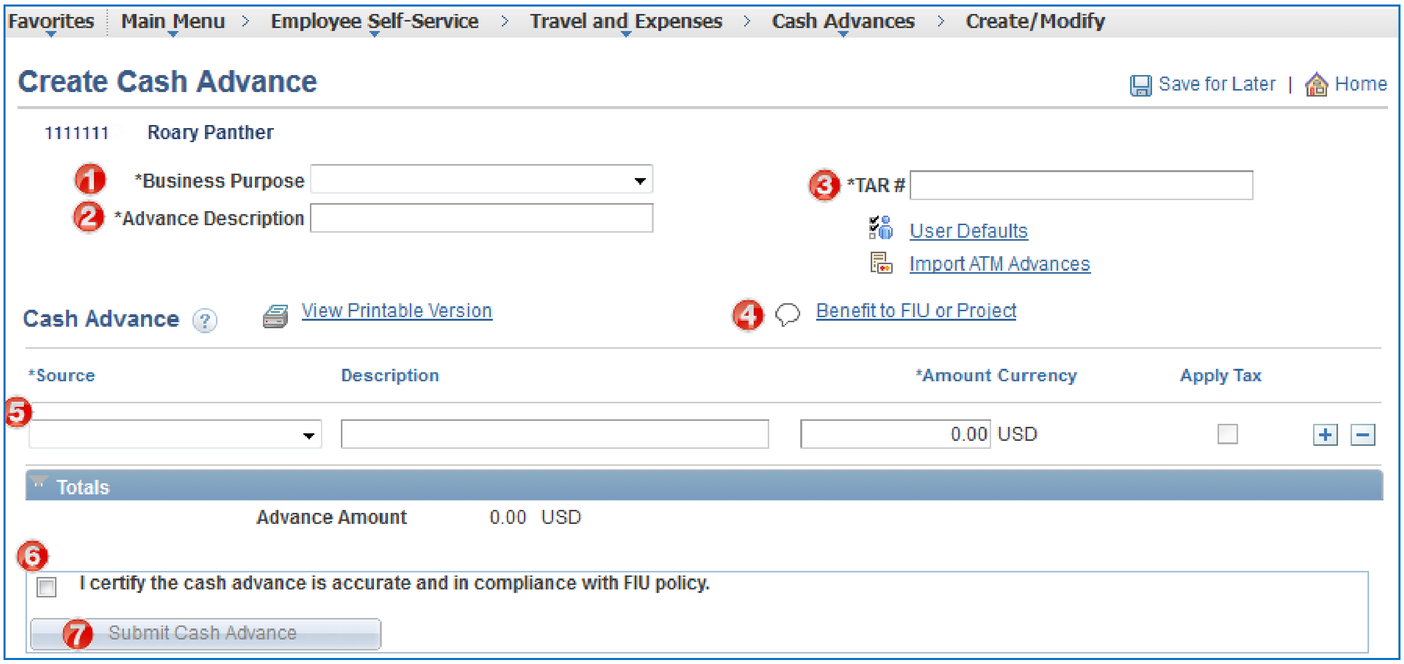
6 — Complete each line with the Expense Type, Amount, etc.

7 — Click Detail and enter Merchant and Accounting Detail

8 — Check For Errors

9 — Save For Later or Submit

The **Cash Advance** is created after the Travel Authorization is fully approved. The request should be submitted up to 30 days prior to the trip. Cash Advances cannot exceed **80%** of the total out of pocket expenses as computed on the Travel Authorization. Cash Advances are treated as an Accounts Receivable in the General Ledger. The funds will be direct deposited into the traveler's account approximately 10 days prior to travel. Please allow sufficient time to secure appropriate approvals.



1 — Select the Business Purpose

2 — Enter a Description for the cash advance

3 — Enter the Travel Authorization number

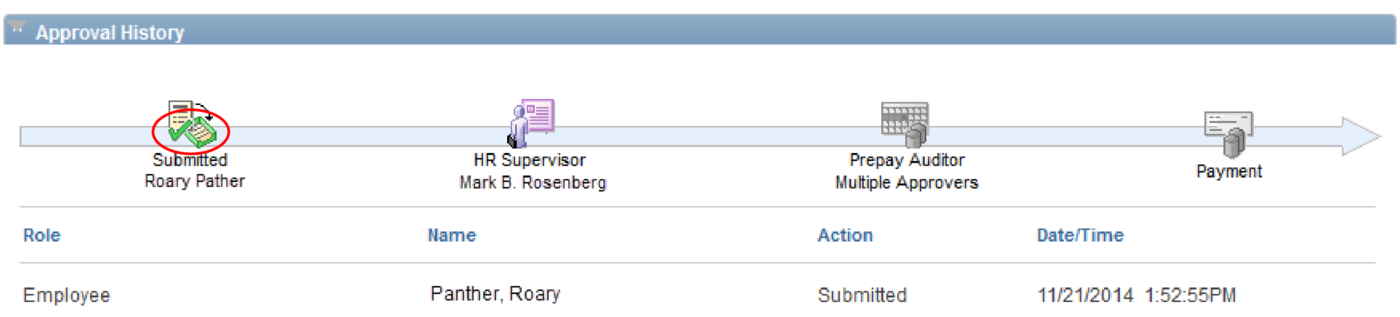
4 — Enter a description of Benefit to FIU or Project

5— Select the Source, Accounts Payable, Description and Amount

6—Check the box to certify the advance submitted is accurate and complies with university policy

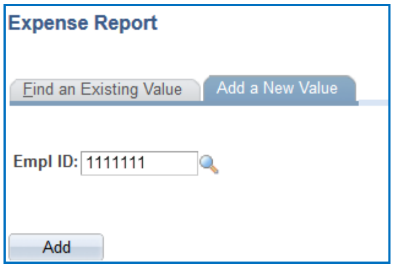
7—Submit Cash Advance

Once the **Cash Advance** is submitted you can click on Refresh Approval Status button to see where it is in the approval process. The green check mark indicates approval.

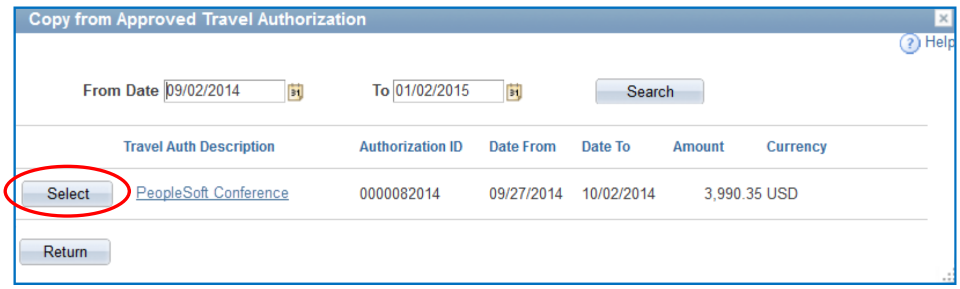


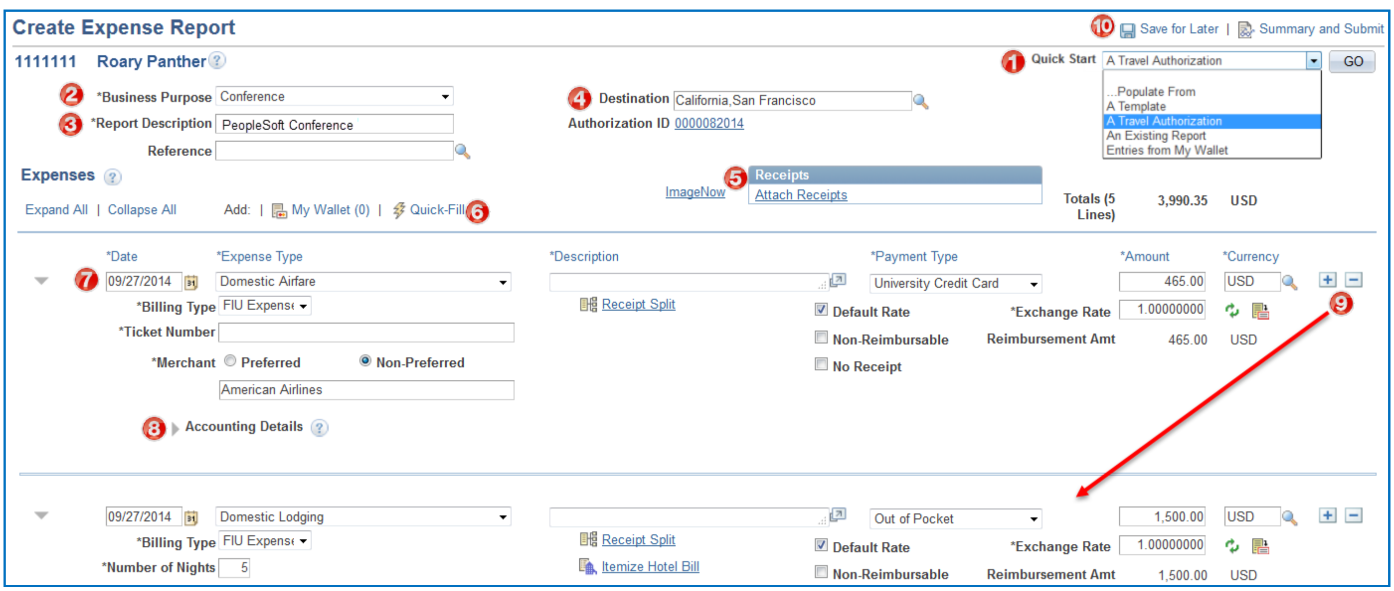
The **Expense Report** is created after the travel has been completed. It should be submitted within 5 days and no later than 30 days after the completion of the travel. In preparation for completing the Expense Report have the Panther ID Number for the traveler, receipts, agendas for Conferences, Conventions, Workshops or Seminars, Travel Authorization Number & Cash Advance Number (if it applies), Correct Speedtype, Departmental and FIU Travel Card charges - all information to avoid a supplemental Expense Report if at all possible. Additional documents may be required by the Travel Department.

If there is an approved Travel Authorization to associate the Expense Report, search for it beginning with the traveler's Panther ID.



Find the Travel Authorization using the date range fields. Then click the Select button.





1—If you did not search for the TA originally, use Quick Start to associate the Expense Report to a TA. Many of the fields will be filled in with the information from the TA.

2—Select the Business Purpose

3—Provide a Report Description

4— The Default Location is the travelers' destination. Search for the Destination using Description

5—Attached all receipts—either scanned into ImageNow or from your computer

6—Quick-Fill can be used to add all the expense types for the Expense Report, rather than add them one line at a time.

7—Complete each line with the Expense Type, Amount, etc.

8—Click to expand the Accounting Details and verify the expense is being charged to the correct account

9—Use the plus button (+) to add more lines to enter additional expenses.

10— Save For Later or Summary and Submit

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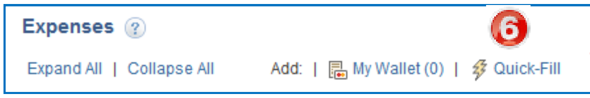
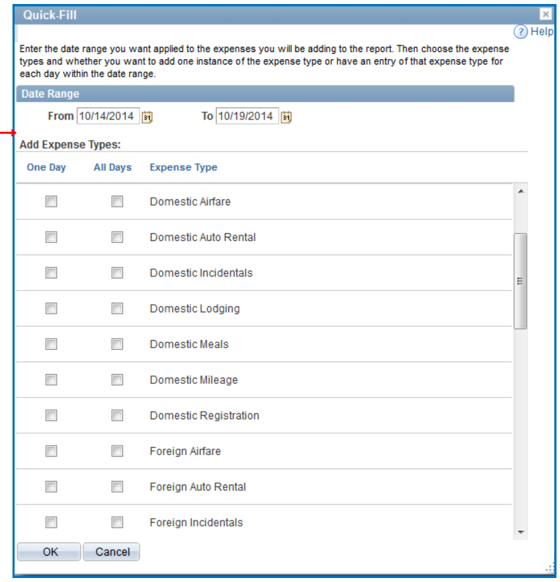
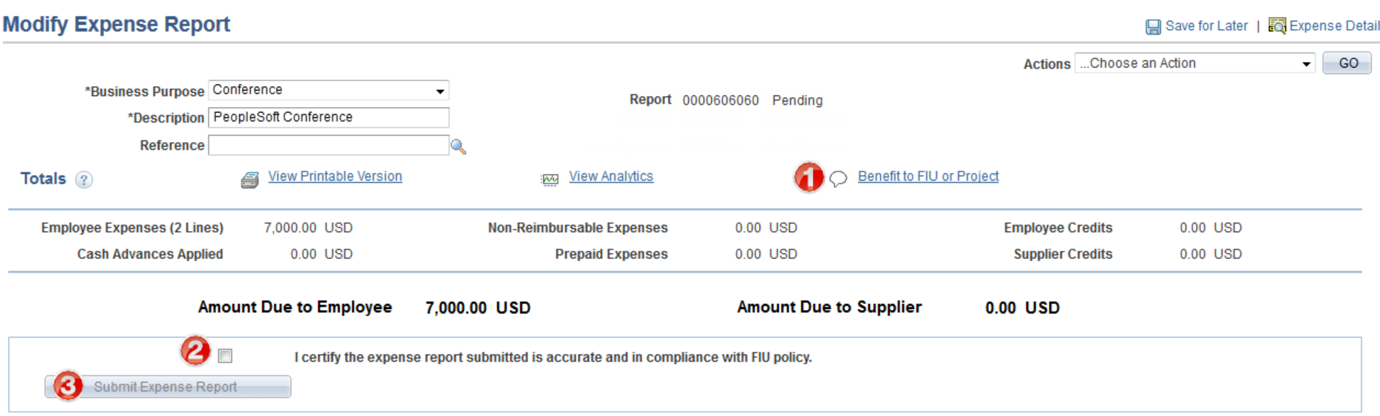
If you are filling out an Expense Report line by line and not associating it to a Travel Authorization, use the Quick Fill to select expense types to add to the report. Check the box to determine whether to add one instance of the expense type or have an entry of that expense type for each day within a date range.





After hitting the Summary and Submit button Summary and Submit Page 2 of the **Expense Report** is displayed.



1—Enter a description of Benefit to FIU or Project

NOTE— at this point Save your Expense report. Click View Printable Version and print a copy of the bar-coded page that has spaces for the traveler's signature and the manager's signature for approval. This signed document needs to be attached to the Expense Report before moving on to steps 2 & 3 to submit.

2— Check the box to certify the expense report submitted is accurate and complies with expense policy

3— Before Submit Expense Report, print a copy of the signature/bar code page for the traveler to sign.

This is an outline of the Travel and Expense process. To understand the full process, users should attending training and refer to the Travel and Other Expenses manual.

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