

# 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.

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Create Travel Authorization

### Travel Authorization Entry

Roary Panther 1111111 [User Defaults](#)

**General Information**

1 \*Description  Authorization ID NEXT

2 \*Business Purpose  5 \*Benefit to FIU or Project

3 Destination

4 \*Date From  \*Date To

Accounting Defaults More Options

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	6 Domestic Airfare	<input type="text"/>	0.00	USD	<input type="text"/>	FIU Expense	*Detail 7 <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Auto Rental	<input type="text"/>	0.00	USD	<input type="text"/>	ense	Detail <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Lodging	<input type="text"/>	0.00	USD	<input type="text"/>	ense	*Detail <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Registration	<input type="text"/>	0.00	USD	<input type="text"/>	FIU Expense	*Detail <input type="button" value="+"/>

**Totals**

Authorized Amount 0.00 USD

[Create A Cash Advance](#) [Project Summary](#) [View Printable Version](#)

[Return to Travel and Expense Center](#)

- |  |  |
|--|--|
| <p>1 — Enter a Description for the travel</p> <p>2 — Select the Business Purpose</p> <p>3 — Search for the Destination using Description</p> <p>4 — Enter the travel dates</p> <p>5 — Enter a description of Benefit to FIU or Project<br/>Also note all expenses that FIU is covering</p> | <p>6 — Complete each line with the Expense Type, Amount, etc.</p> <p>7 — Click Detail and enter Merchant and Accounting Detail</p> <p>8 — Check For Errors</p> <p>9 — Save For Later or Submit</p> |
|--|--|



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.

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify

### Create Cash Advance

1111111 Roary Panther Save for Later | Home

1 \*Business Purpose 
3 \*TAR #

2 \*Advance Description 
[User Defaults](#)  
[Import ATM Advances](#)

**Cash Advance** ? [View Printable Version](#)
4 [Benefit to FIU or Project](#)

*Source	Description	*Amount	Currency	Apply Tax
<span>5</span> <input type="text"/>	<input type="text"/>	0.00	USD	<input type="checkbox"/>
<b>Totals</b>				
	Advance Amount	0.00	USD	

6  I certify the cash advance is accurate and in compliance with FIU policy.

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- 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.

**Approval History**

Role	Name	Action	Date/Time
Employee	Panther, Roary	Submitted	11/21/2014 1:52:55PM



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.

The 'Expense Report' form has two tabs: 'Find an Existing Value' and 'Add a New Value'. Under the 'Find an Existing Value' tab, there is a text input field labeled 'Empl ID:' containing the value '1111111'. Below the input field is a magnifying glass icon. At the bottom of the form is an 'Add' button.

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

The 'Copy from Approved Travel Authorization' window shows search criteria: 'From Date' 09/02/2014 and 'To' 01/02/2015. A 'Search' button is present. Below is a table with columns: 'Travel Auth Description', 'Authorization ID', 'Date From', 'Date To', 'Amount', and 'Currency'. One row is visible: 'PeopleSoft Conference', '0000082014', '09/27/2014', '10/02/2014', '3,990.35 USD'. A red circle highlights the 'Select' button in the first column of this row. A 'Return' button is at the bottom.

The 'Create Expense Report' form for user '1111111 Roary Panther' contains several numbered callouts:
 

- 1: 'Quick Start' dropdown menu.
- 2: '\*Business Purpose' dropdown menu set to 'Conference'.
- 3: '\*Report Description' text field containing 'PeopleSoft Conference'.
- 4: '\*Destination' text field containing 'California, San Francisco'.
- 5: 'Receipts' section with 'Attach Receipts' button.
- 6: 'Quick-Fill' button.
- 7: '\*Date' dropdown menu set to '09/27/2014'.
- 8: 'Accounting Details' section.
- 9: Plus (+) button to add a new expense line.

 The form also shows a 'Totals (5 Lines)' summary with an amount of 3,990.35 USD. Expense lines include 'Domestic Airfare' (465.00 USD) and 'Domestic Lodging' (1,500.00 USD).

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



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.

**Expenses** ? 6  
 Expand All | Collapse All    Add: | My Wallet (0) | Quick-Fill

**Quick-Fill** ? Help

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

**Date Range**  
 From: 10/14/2014 ? To: 10/19/2014 ?

**Add Expense Types:**

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	Domestic Airfare
<input type="checkbox"/>	<input type="checkbox"/>	Domestic Auto Rental
<input type="checkbox"/>	<input type="checkbox"/>	Domestic Incidentals
<input type="checkbox"/>	<input type="checkbox"/>	Domestic Lodging
<input type="checkbox"/>	<input type="checkbox"/>	Domestic Meals
<input type="checkbox"/>	<input type="checkbox"/>	Domestic Mileage
<input type="checkbox"/>	<input type="checkbox"/>	Domestic Registration
<input type="checkbox"/>	<input type="checkbox"/>	Foreign Airfare
<input type="checkbox"/>	<input type="checkbox"/>	Foreign Auto Rental
<input type="checkbox"/>	<input type="checkbox"/>	Foreign Incidentals

OK    Cancel

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

**Modify Expense Report**

Save for Later | Expense Details

**\*Business Purpose** Conference    **Report** 0000606060 Pending    **Actions** ...Choose an Action GO

**\*Description** PeopleSoft Conference

**Reference**

**Totals** ? View Printable Version    View Analytics    1 Benefit to FIU or Project

Employee Expenses (2 Lines)	7,000.00 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
<b>Amount Due to Employee</b> 7,000.00 USD		<b>Amount Due to Supplier</b>		0.00 USD	

2  I certify the expense report submitted is accurate and in compliance with FIU policy.

3 Submit Expense Report

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.***

