Travel and Expense Training and Participation Manual 9.2
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Overview

This class will introduce you to the PeopleSoft Travel and Expense modules within the Financials system. You will learn how to create travel transactions, including but not limited to, creating, modifying and researching Travel Authorizations and Expense Reports, performing budget checks, approving, and conducting basic budget research within these modules.

The content is written for both travelers and their approvers and applies to FIU employees who handle their own Travel and Expense transactions, as well as their assigned proxies.

To take full advantage of the information covered in this manual, users should have completed PantherSoft Fundamentals as a prerequisite.
Learning Objectives

This manual will help users be able to:

- Complete a TA, ER, and CA through submission
- Assign a Proxy for and Delegate approvers
- Link Travel Authorizations to Expense Reports
- Discuss the travel process from Travel Authorization to submission of Expense Reports
- Interpret the budget implications when submitting both Travel Authorizations and Expense Reports
- Research budget exceptions
- Restate requirements for booking travel using business unit FIU02
**Terminology**

**Accounting Details** – area in which the Chartfield(s) associated with the transaction are entered.

**Activity Number** – Chartfield value that tracks revenues and expenses for a specific activity using a distinct fund, program code, site and department (organization) string.

**Benefit to FIU or Project** – free form text box found on the TA. It is a required field used to give greater detail of the travel and its purpose to the University.

**Budget Exception** – transactions that fail budget checking.

**Cash Advance (CA)** – Cash Advances help defray out of pocket cost when traveling outside the vicinity of the University. CA’s are classified as “Accounts Receivable” in the General Ledger.

**Chartfield** – Chartfield values represent individual account numbers, department codes, and so forth. At FIU, Activity numbers, Cost PIDs, and Projects are examples of Chartfields.

**Cost PID** – A chartfield that tracks revenues and expenses for a specific Faculty member. Entered in addition to the Activity Number.

**Distribution** - area in which Chartfield values are entered. These chartfields indicate where the expense will be encumbered and/or paid.

**Expense Report** – The document used to reimburse travelers for expenses incurred while on travel and to record expenses to ledgers.

**Header** – top level record with keys that uniquely identify a single transaction in an application. The header houses the: business purpose, destination, dates of travel, description, and Benefit to FIU or Project. The TA number also generates in this area.

**Lines** – mid level of travel transaction where expenses are entered. Information entered here must be distributed and accounted for.

**Non-vicinity** Travel – one-way travel over 50 miles from the traveler’s headquarters.

**Official Headquarters** – the University campus where the employee’s office is located; employee’s business address listed in HR. For example, MMC, PC411.

**Per Diem** – in lieu of claiming actual lodging or daily meal allowances, employees may claim the Flat Per Diem rate. It can be claimed when a traveler is unable to provide actual receipts for lodging. It cannot be claimed in conjunction with any actual lodging or meal claims for the same day.

**Project** – Chartfield value that tracks revenues and expenses for a specific Project using a distinct fund, program code, site and department (organization) string. Used when the cost is associated to a specific University Project.

**Proxy Access** – One employee can assign another employee authority to access and report expense information on their behalf. The employee who has been assigned is the **proxy**.

**Speedtype** – a chartfield combination. Speedtypes allow the user to enter a value that auto-populates the appropriate Department, Account, Fund, Program, Project or Activity number, and Code fields.
**Travel Authorization (TA)** – document used to request Travel. A travel authorization lists the estimates of the desired travel. TA’s are treated as an encumbrance in the General Ledger.

**Vicinity Travel** – one-way travel within 50 miles from the traveler’s headquarters
The Travel Process

All employees can create travel transactions for themselves upon hire or assign a proxy to create and submit on their behalf. Proxies should be assigned before creating any TA’s, ER’s, or CA’s on someone else’s behalf. To make travel arrangements on behalf of FIU business, a travel authorization must be submitted and approved in the Financials system. TAs can be created for employees of the University, non-employees, and students; specific instructions are found within this manual.

After the TA has been approved, a Cash Advance can be requested, if needed.

Upon completion of travel, an Expense Report should be completed and linked to the corresponding Travel Authorization. Not all business travel requires a TA or an ER. See specific travel transaction sections within the Travel Department’s Policy Manual.

Preparing to Create a Travel Authorization

A travel authorization is an “estimate” of what the employee’s costs may be for hotel, transportation, etc. After the TA is submitted and approved, the amount on the TA becomes an encumbrance on your budget, meaning the total amount on the TA is ‘set aside’ from the budget.

Before creating a Travel Authorization in the system, you will need the following:

- To be the Assigned Proxy for traveler
- The traveler’s Panther ID
- Trip dates and destination
- Estimated expenses
- Accounting Chartfields (If different than traveler’s default expense profile)
Assigning a Proxy

A proxy must be assigned if a traveler wants someone else to create and complete Travel Authorizations, Cash Advances, and Expense Reports on their behalf. A user can only assign proxies for themselves.

Proxies have to be set-up with an **Authorization Level** of Edit, Edit & Submit, or View. For full proxy access, choose Edit & Submit access.

Following the **Employee Self-Service** navigation:

1. **Main Menu>Employee Self Service>Travel and Expense Center>User Preferences>Delegate Entry Authority**

   Note: If the traveler would like to have more than one user as their proxy, click the “+” to add a new row and enter the Panther ID of the other proxy. *To find the Panther ID of your desired Proxy, please click the search glass. Search by description and enter the last name of the desired proxy.

2. Choose the Authorization Level.
3. Click **Save**.
4. Click **OK**.

### Authorize Users

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

<table>
<thead>
<tr>
<th>*Authorized User ID</th>
<th>Name</th>
<th>*Authorization Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1111111</td>
<td>Roary Panther</td>
<td>Edit &amp; Submit</td>
</tr>
<tr>
<td>2222222</td>
<td>Patty Panther</td>
<td>Edit &amp; Submit</td>
</tr>
</tbody>
</table>

[Save button highlighted]

### Copy From an Existing Travel Authorization

**From Date**: 09/15/2016  
**To**: 01/15/2017

<table>
<thead>
<tr>
<th>Description</th>
<th>Authorization ID</th>
<th>Date From</th>
<th>Date To</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAINING</td>
<td>0000116092</td>
<td>12/14/2016</td>
<td>12/21/2016</td>
<td>200.00</td>
<td>USD</td>
</tr>
<tr>
<td>Train</td>
<td>0000116091</td>
<td>12/20/2016</td>
<td>12/30/2016</td>
<td>300.00</td>
<td>USD</td>
</tr>
<tr>
<td>TRAINING</td>
<td>0000116090</td>
<td>12/14/2016</td>
<td>12/21/2016</td>
<td>300.00</td>
<td>USD</td>
</tr>
<tr>
<td>Training</td>
<td>0000116089</td>
<td>12/14/2016</td>
<td>12/21/2016</td>
<td>100.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

[Search button highlighted]
Travel Authorizations(TA’s) are the formal document needed to travel on behalf of FIU business. TA’s should be submitted through the Employee Self Service navigation and everyone, upon hire, has the access to create TA’s for themselves.

Creating a Travel Authorization

After you have gathered the necessary travel information, login to PantherSoft Financials following this navigation:

1. Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorization > Create/Modify

   Your Panther ID auto-populates the Empl ID field under the Add New Value tab. Otherwise, populate with the employee’s Panther ID for whom you are creating a new travel authorization. If you do not know the Panther ID, click the search glass and a list of travelers you are proxy for will appear.

2. Click Add.
Complete Header Details

Fill in required Header details under Create Travel Authorization.

3. **Business Purpose** – select the business purpose. If “other” is selected, an explanation should be provided in the “Benefit to FIU or Project” box.

4. **Description** - This field should serve as the TA Title. For example, Dr. Roary Panther’s Annual Research Conference

5. **Destination** – Enter the final travel destination. Click the search glass. Change the search by box to description and enter in the Country or the State in which the traveler is going. For example, if the traveler is going to Tampa, Florida, enter Florida.

6. **Date From/Date to** - enter the dates of travel. If the travel is going to be completed in one day, populate both fields with the same date.

7. **Benefit to FIU or Project** - Include the business purpose and its benefit to FIU, as well as the entire estimated cost of the trip. This includes any estimated and/or actual expenses prepaid by the University from a Departmental Travel Card and/or Purchase Orders (include any PO#’s) and a summary of the total TA lines. When all expenses are funded by another agency (non-FIU), include that information as well. This field can be completed any time before saving.
**Complete the Projected Expense Lines**

After completing Header details continue to fill in items under Projected Expenses. Amounts entered on these lines will be encumbered in the Chartfields entered.

When **all** expenses are funded by another agency, choose Incidentals for the Expense Type (Domestic or Foreign) in the amount of $10.

A small encumbrance is necessary to generate a unique Travel Authorization number.

*In the above example, the traveler is documenting airfare. The line details will differ depending on the expense Type Chosen.

8. **Date** – date expense should be the first date of travel.

9. **Expense Type** – choose the appropriate expense type from the drop-down menu.

10. **Description** - fill in information related to the Expense Type.

11. **Payment Type** - List only the estimated out of pocket expenses for the traveler as actual Expense Types. Choose the drop down for Out of Pocket expenses.

   - **Out of Pocket** – expenses paid for by the traveler while on trip using their own money.
   - **University Credit Card** – do not use. Indicate these expenses in the Benefit to FIU field in the Header section.

12. **Amount** – amount of expenditure.

13. **Billing Type** – defaults to FIU expense.
Distribution

14. **Accounting Details** – the user’s default accounting details populate the fields. These fields can be changed. Always verify the entire chartfield string to make sure combination is correct. Do not combine business units on one travel authorization. Must be the same business unit across all the lines. (i.e. FIU01 & FIU02, FIU01 & FIU06) Complete a separate travel authorization for each business.

To distribute the costs amongst multiple Chartfield combinations, click the “+” button at the end of the Chartfield line.
15. After completing the Header and Expense Line information, Click **Save for Later** to save the information entered and generate a TA number.

**Errors** – If there are any errors with your transaction, the system will alert you. These errors prevent the document from being saved or submitted. Any errors found will be marked with a red flag. Click on the flag to view the error. Areas that need your attention will be highlighted in Red. All errors should be corrected before copying any lines, saving, or submitting TA.
16. Click **Summary and Submit** to complete the Travel Authorization process.

View Printable Version – allows user to view the printable version of a completed TA. Use the browser’s print features to initiate print.

Notes – allows the user to make any comments to support this documentation.

17. **Mark the box** certifying the Travel Authorization information and choose **Submit Travel Authorization**.

18. A new window will load with a **Submit Confirmation** that displays your Authorization ID and Totals. Click “**Ok**”
After submission, the **Refresh Approval Status** will appear. This allows the user to view the lifeline of the Travel Authorization.

19. Click the **Refresh Approval Status** button to view the lifeline of the authorization. The lifeline shows you where the transaction is in its life. In the below example, the transaction is with the HR Supervisor because that icon is illuminated.

You may also notice the **Withdraw Travel Authorization** button has appeared. Travel Authorizations can be withdrawn if they have not yet been approved.
Using the Quick-Fill for Expense Lines

Quick Fill Lines – Choose the travel date range to apply to the report, then choose the Expense Type and choose whether you want to add one instance of the expense type for one day or for a specific date range.
Using the Quick-Start Options

Quick Start menu options are available after starting a blank Travel Authorization. The Quick Start menu is no longer available after expense lines are created. The menu changes to the Actions menu.

Options include:

- **Template** – the option to Create from Template is not available.

- **An Existing Authorization** – This functionality is like the ‘Copy’ function. After clicking GO, user will be taken to another screen in which they can search for Travel Authorizations they have created previously.

Using the Actions Options

There are additional actions that can be taken while completing a travel authorization using the Actions Dropdown. More action functions appear after the first line of a TA is filled out. Actions under the dropdown include: Copy Authorization Lines, Create Cash Advance, Default Accounting, Project Summary, and User Defaults.
**Copy Authorization Lines** – Allows the user to copy each selected line just once using the To Date as the new expense date or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense Lines to copy and press OK.

**Create Cash Advance** - takes you away from the TA screen and opens the Cash Advance screen. This option cannot be used until the Travel Authorization has been approved. When chosen, the Cash Advance Header appears with information populated from the TA. The TA number does not populate; must be manually entered.
**Default Accounting** - Displays the accounting defaults associated with that traveler. Changes made on this screen only populate for new lines added. Load Defaults repopulates any blank chartfields associated with the user’s default information. Accounting for the transaction can be divided amongst multiple chartfields by selecting the **Add Chartfield Line** button. The amount column must equal 100% of the total indicated on the expense line.

**Project Summary** – if there are any expenses attributed to a Project, choosing this action illustrates which expenses have been attributed to Projects.

**User Defaults** – this screen generally leads to the user’s Travel profile but access to a user’s profile is based on Security.
Other Travel Authorization Options

Viewing a Travel Authorization

To view a Travel Authorization in the system a user must use the TA view navigation. User may want to view a travel authorization for its details, status, and accounting details. A user can also view the approval workflow of a travel authorization.

1. **Main Menu**→**Employee Self Service**→**Travel and Expenses**→**Travel Authorization**→**View**
2. Search for and select the TA number.

3. The TA opens for review. Click **Travel Authorization Details** to see expense line detail information. The approval workflow and history are also displayed for the travel authorization.
After clicking Travel Authorization Details, the below screen appears showing Expense Details associated with this TA. To review the accounting information associated with an expense, click on Accounting Details.
Modify a Travel Authorization

Modification of a TA can only be done when the TA is in your queue, meaning saved and not submitted. Status should be “Pending”. All fields entered are available for modification.

1. **Main Menu>Employee Self Service>Travel and Expense Center>Travel Authorization>Create/Modify**

2. **Click Find an Existing Value tab**

If you do not know the Authorization ID, simply click search. All Travel Authorizations you have created will appear.

3. **Fill in the TA # in the “begins with” field**

4. **Click the Authorization ID to view.**

<table>
<thead>
<tr>
<th>Authorization ID</th>
<th>Description</th>
<th>Status</th>
<th>Creation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000116098</td>
<td>Train</td>
<td>Roary Panther</td>
<td>Pending 12/15/2016</td>
</tr>
<tr>
<td>0000116099</td>
<td>Training</td>
<td>Roary Panther</td>
<td>Pending 12/14/2016</td>
</tr>
</tbody>
</table>
Deleting a Travel Authorization

A Travel Authorization can only be deleted when, the status is “Pending” by the traveler or the traveler’s proxy. If the TA has been approved and budget checked, it must be canceled, not deleted. Canceling the TA also releases the encumbrance.

1. Main Menu>Employee Self Service>Travel and Expense Center>Travel Authorization>Delete
2. Select the desired TA to delete.
3. Click Delete Selected Authorization button.

4. A confirmation message will appear. Click OK.
Canceling a Travel Authorization

A TA can only be cancelled when the status is “Approved” and the TA has not been linked to an Expense Report. Canceling a budget checked TA releases the encumbrance.

1. **Main Menu>Employee Self Service>Travel and Expense Center>Travel Authorization>Cancel**
2. Select Employee ID or Name of the traveler to look up the TA.
3. Click **Search**.
4. Select the TA to cancel, then click **Cancel Selected Travel Authorization** button.
5. Click **OK** to confirm cancellation.
Withdraw a Travel Authorization

The Withdraw button is available after a TA has been submitted. To view the button, refresh the screen or follow the navigation to View a Travel Authorization. Main Menu>Employee Self Service>Travel Authorizations>View
Printing Travel Authorization

1. **Main Menu>Employee Self Service>Travel and Expense Center>Travel Authorizations>Print**
2. Choose the criteria in which to search for the TA from the drop-down menu.
3. Click **Search** button.
4. Select the desired TA to print.

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

Find an Existing Value

Search Criteria

Search by: Authorization ID begins with
Limit the number of results to (up to 300): 300

Search Advanced Search

Search Results
300 of 3235 results are displayed.

View All

<table>
<thead>
<tr>
<th>Authorization ID</th>
<th>Description</th>
<th>Name</th>
<th>Empl ID</th>
<th>Status</th>
<th>Creation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000197514</td>
<td>test for training</td>
<td>Roary Panther</td>
<td>111111</td>
<td>Submitted</td>
<td>03/07/2016</td>
</tr>
<tr>
<td>0000197513</td>
<td>trip to Alabama for conference</td>
<td>Roary Panther</td>
<td>111111</td>
<td>Submitted</td>
<td>03/07/2016</td>
</tr>
<tr>
<td>0000197512</td>
<td>Training Conference</td>
<td>Roary Panther</td>
<td>111111</td>
<td>Submitted</td>
<td>03/03/2016</td>
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<tr>
<td>0000197511</td>
<td>Training Conference</td>
<td>Roary Panther</td>
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<td>Approved</td>
<td>03/03/2016</td>
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<tr>
<td>0000197510</td>
<td>Purchasing Conference</td>
<td>Roary Panther</td>
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<td>Approved</td>
<td>03/03/2016</td>
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<tr>
<td>0000197509</td>
<td>SNIP: Society for Neuroimmune</td>
<td>Roary Panther</td>
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<td>Submitted</td>
<td>03/01/2016</td>
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<tr>
<td>0000197449</td>
<td>BIO RUGS Seminar Speaker</td>
<td>Roary Panther</td>
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<td>0000197413</td>
<td>Michigan Science Teachers Asso</td>
<td>Roary Panther</td>
<td>111111</td>
<td>Approved</td>
<td>02/26/2016</td>
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<tr>
<td>0000197402</td>
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<td>111111</td>
<td>Approved</td>
<td>02/26/2016</td>
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<td>Approved</td>
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<td>Trip to Oasis, Big Cypress</td>
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<td>111111</td>
<td>Approved</td>
<td>02/25/2016</td>
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<td>111111</td>
<td>Pending</td>
<td>02/23/2016</td>
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<td>0000197240</td>
<td>FKNMS Discovery Saturdays</td>
<td>Roary Panther</td>
<td>111111</td>
<td>Approved</td>
<td>02/23/2016</td>
</tr>
</tbody>
</table>
```
5. Print using your browser’s features.
Travel Authorization Statuses

**Pending:** User has not submitted the TA, withdrew the TA, or the approver/auditor sent back the TA

**Submission in Process:** A Travel Authorization has been submitted and is being routed.

**Submitted for Approval:** User has completed a TA and submitted it for approval

**Approvals in Process:** One of the approvers has approved and TA is moving along workflow.

**Approved:** TA has been approved. Approver and traveler/proxy will be unable to make any changes.

**Hold:** Approver places the TA on hold.

**Closed:** TA is cancelled by the user or systematically when ER is linked and paid
Student Travel

All employees and students are in the PantherSoft system, but only those profiles that are marked for travel can enter travel transactions in the system or have someone submit on their behalf. This is automatically done for employees upon hire, but not for students.

To create a Travel Authorization for a student, the student’s profile must be marked for travel within Financials. Submitting the Student Information Form for Travel and Expense initiates that process.

Below is the complete list of procedures for deeming a student an employee within Financials

1. The Student Information Form for Travel and Expense Form is located on the Office of the Controller website:
2. Enter the student’s information.
3. Enter the Chartfield (Accounting Information) associated with the student’s travel.
4. Provide the Panther ID and name of Supervisor.
5. Enter the banking account information and attach check or savings deposit slip for direct deposit.
6. Make sure to enter the desired proxy’s name and PID. (who will be completing the TA/ER on behalf of the student). There can be more than one example
7. After completing the form, email it to vendors@fiu.edu.
8. An email notification is sent after the profile has been completed and the named employee has been named proxy.

Purchasing Services is responsible for setting-up students for travel and expenses in the Financial System and for keeping the forms for easy retrieval. Once entered in Financials systems, the department can proceed to create a Travel Authorization or Expense Report as normal.
This is an example of the Student Information Form for Travel and Expense Reimbursement.

### Student Information Form for Travel and Expense Reimbursement
(Use this form for Non-Employee FIU Students)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Information</td>
<td></td>
</tr>
<tr>
<td>Panther ID</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>GL Unit:</td>
<td></td>
</tr>
<tr>
<td>Site:</td>
<td></td>
</tr>
<tr>
<td>Funds:</td>
<td></td>
</tr>
<tr>
<td>Programs:</td>
<td></td>
</tr>
<tr>
<td>Budget Ref:</td>
<td></td>
</tr>
<tr>
<td>Department ID:</td>
<td></td>
</tr>
<tr>
<td>Activity #:</td>
<td></td>
</tr>
<tr>
<td>Project:</td>
<td></td>
</tr>
</tbody>
</table>

### Person Authorizing Travel (Supervisor)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panther ID</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Bank Name:</td>
<td></td>
</tr>
</tbody>
</table>

### Bank Account Information (You must provide a copy of a voided check or savings deposit slip with this form)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account type:</td>
<td></td>
</tr>
<tr>
<td>Checking</td>
<td></td>
</tr>
<tr>
<td>Savings</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Bank ID (Routing/Transit Number):</td>
<td></td>
</tr>
<tr>
<td>Account Number:</td>
<td></td>
</tr>
</tbody>
</table>

### Request For Proxy

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PID of Proxy</td>
<td></td>
</tr>
<tr>
<td>Name of Proxy</td>
<td></td>
</tr>
</tbody>
</table>

### Approval

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by Business Unit Approver</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Panther ID:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

Office of the Controller
11200 S.W. Bulevard Meddota A. Mailto, C/SIC 410 Miami, FL 33199
Tel: 305-348-2281 http://financials.fiu.edu/controller/index.html
Please send the completed form to vendors@fiu.edu for processing.
Workflow is the route your document takes after submission. The workflow of the TA is first determined by the accounting Chartfields chosen, Project vs. Activity. Travel Authorizations involving an Activity Number have two levels of approval, whereas Travel Authorizations involving Project numbers have three levels of approval. The first approver in both cases is always the HR supervisor.

![Travel Authorization Approval Workflow Diagram](image-url)
Cash Advances (CA)

Cash advances are helpful in defraying out of pocket expenses. There must be an approved TA in place before a Cash Advance can be requested. They can be requested after Travel Authorization has been approved. Cash Advances may only be requested by FIU employees that are traveling on behalf of FIU. Cash advances may be requested at the time of creation and the Travel Authorization associated with the trip must be approved. Cash advance requests can be made up to 30 days prior to the trip, however the disbursement of cash occurs 10 days prior to the departure date indicated on the associated TA.

Up to 80% of the traveler’s estimated out-of-pocket expenses (not to exceed $5000) can be requested as a Cash Advance.

Creating a Cash Advance

1. Follow this navigation: Main Menu>Employee Self Service>Travel & Expense Center>Cash Advance>Create/Modify
2. Your Panther ID automatically populates. Click Add. Use search glass to select if creating for Proxy.

   ![Cash Advance Form]

Complete Header Details

3. Business Purpose – Choose appropriately from the drop-down menu.
4. Advance Description – brief statement regarding what the cash advance is for.
5. **TAR #** – Type in an approved Travel Authorization Number. The lookup glass is not functional.

![Create Cash Advance](image)

- **User Defaults** – allows you to see defaults associated with the traveler’s profile, like department ID.
- **Import ATM Advances** – not used by FIU
- **View Printable Version** – allows user to see how CA would look if printed.

6. Click the **Benefit to FIU or Project** link. Explain in the text box how FIU/Project benefits from the traveler attending the conference, meeting, etc. List all items prepaid by FIU (Purchase Order, ProCard) in this section, and the total amount of the TA. **This is a mandatory field.**

7. Click **Add Notes**.
8. Click **OK**.

![Expense Notes for Cash Advance](image)

**Complete Cash Advance Details**

9. Continue by filling out the line, source is always **Accounts Payable**.
10. Enter the **Description**.
11. Fill out the **amount** in US Dollars.

**NOTE:** Apply Tax is always greyed out. Not used at FIU. For additional lines, click the “+” sign.
12. Select the “I certify the cash advance is accurate and in compliance with FIU policy.”
13. Once selected, click **Submit Cash Advance**.
14. Click **OK** to confirm submission.

15. A Cash Advance ID will populate next to **Report** with status **Submission in Process**.
PeopleSoft provides a functionality that allows the user to view the CA without modifying. Users can use this function to view distribution details, review dates and amounts entered, Header information, etc.

**Main Menu> Employee Self Service> Travel and Expense Center>Cash Advances>View**

1. You can search the Cash Advance by Description, Name, ID, Advance Status or Creation Date
The Cash Advance appears on the screen

View Cash Advance

Business Purpose: Training
Advance Description: TRAIN
Accounting Date: 12/15/2016

Report: 0000000000545 Submission in Process
TAR #: 000118090 Not Applied
Post State: Not Applied
Created: 12/15/2016
Last Updated: 12/15/2016

Cash Advance

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
<th>*Amount</th>
<th>Currency</th>
<th>Apply Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td></td>
<td>100.00</td>
<td>USD</td>
<td></td>
</tr>
</tbody>
</table>

Totals

| Advance Amount | 100.00 USD |

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

Submit Cash Advance

Refresh Approval Status

Return to Search

Notify
Modifying Cash Advances

To modify a Cash Advance, **after it has been submitted for Approval**, the Cash Advance must first be withdrawn. Once approved, a cash advance cannot be modified. If the Cash Advance has been saved but not submitted for approval, user can modify any entered fields.

1. **Main Menu> Employee Self Service> Travel and Expense Center>Cash Advance> Create/ Modify**
2. Search for the Cash Advance.
3. Click on the desired Advance ID link.

![Cash Advance Search](attachment:image)

**Cash Advance**

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**

**Search by:**
- Advance ID
- Advance Description
- Advance Status
- Creation Date
- Empl ID
- Name

Enter the number of results to display:**

**Search Results**

<table>
<thead>
<tr>
<th>Advance ID</th>
<th>Advance Description</th>
<th>Name</th>
<th>Empl ID</th>
<th>Advance Status</th>
<th>Creation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000004714</td>
<td>Dreamweaver Training</td>
<td>Panther, Roary</td>
<td>1111111</td>
<td>Staged</td>
<td>10/07/2014</td>
</tr>
<tr>
<td>00000004713</td>
<td>Dreamweaver Training</td>
<td>Panther, Roary</td>
<td>1111111</td>
<td>Pending</td>
<td>10/07/2014</td>
</tr>
</tbody>
</table>
4. Select the “I certify…” box

5. Select **Submit Cash Advance**

6. Click **OK.**
You will see the below confirmation screen, including a Cash Advance number.

![View Cash Advance screen]

Your cash advance 0000005647 has been submitted for approval.
Withdrawning a Cash Advance

Cash Advances can be withdrawn if they have not been approved. You can only withdraw a cash advance you have submitted.

1. Follow the navigation **Main Menu>Employee Self Service>Travel and Expense Center>Cash Advances>Create/Modify**.
2. Enter the Cash Advance ID.

3. Select the desired Cash Advance link.

4. Click **Withdraw Cash Advance** button.

When a Cash Advance is withdrawn, it goes to **Pending** status.
Deleting Cash Advances

Cash Advances can only be deleted by the user that submitted them, and they must be in Pending status.

1. Main Menu>Employee Self Service>Travel and Expense Center>Cash Advance>Delete
2. Select and Click Delete Selected Advance(s).

3. Click OK to confirm deletion.

Printing Cash Advances

1. Main Menu>Employee Self Service>Travel and Expense Center>Cash Advance>Print
2. Search for the using any of the criteria listed in the drop-down menu.
3. Click **Search** button.

4. Select the desired Cash Advance

5. Select **View Printable Version** link. Print the document using your browser’s features.
This is an example of the Printable Version for a Cash Advance.

![Cash Advance Example](image-url)
Cash Advance Statuses

**Pending:** An employee has not submitted the cash advance, or the approver or auditor denied and returned the cash advance to the employee.

**Submission in Process**

**Submitted for Approval:** The cash advance is ready for the approval or audit process.

**Approvals in Process:** If your organization uses an approver and auditor or multiple approvers, and the first approver has approved the cash advance, PeopleSoft Expenses changes the status to Approvals in Process.

**Hold:**

**Denied:** The advance was not approved by the approver or auditor.

**Approved for Payment:** The advance is authorized for payment processing.

**Staged:** The cash advance is staged for payment.

**Paid:** Payment processing is complete.

**Reconciled:** The cash advance is applied to an expense report, and the employee returned excess funds (if any).

**Deleted:** Cash advance has been deleted by submitter.

**Withdrawn:** Cash advance has been withdrawn from the approval queue. Withdrawing a Cash Advance places it back in the submitter’s queue in “Pending” status.
Cash Advance Workflow

Linking Cash Advance to Expense Report

When a traveler receives a Cash Advance for the University, the Cash Advance must be accounted for on the Expense Report. If the traveler, used more than the cash advance than only the difference should be reimbursed to the traveler. If the traveler used less than the cash advance, then the traveler needs to reimburse the University for monies dispersed but not spent.

1. **Main Menu>Employee Self Service>Travel and Expense Center>Expense Report>Create/Modify**

2. Go to the Actions drop-down menu and choose **Apply/View Cash Advance(s)** then click on **GO**.

3. Enter in the Cash Advance ID or use the search glass to find the Cash Advance. Then click **OK**.

![Image of Cash Advance Approval Workflow]

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>System has initiated the approval routing process and CA is waiting approval action.</td>
</tr>
<tr>
<td>Approve</td>
<td>CA is approved, Approver and Traveler/Proxy will be unable to make any further changes. Final Approval triggers an email notification to Traveler or Proxy</td>
</tr>
<tr>
<td>Send Back</td>
<td>If Approver Sends Back the CA, the Traveler or Proxy will receive an email with comments, Traveler or Proxy can make changes to the CA and resubmit for approval (if needed)</td>
</tr>
<tr>
<td>Hold</td>
<td>If Approver puts the CA on hold, the Traveler or Proxy will receive an email notification with comments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Role</th>
<th>Approval Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepay</td>
<td>Auditor</td>
</tr>
<tr>
<td>HR</td>
<td>Supervisor</td>
</tr>
</tbody>
</table>
Expense Reports (ER)

An Expense Report is an official documentation of out-of-pocket expenses incurred by employees/students traveling on behalf of FIU business. It also serves the purpose of documenting expenses whether reimbursable or not (ex. Prepaid expenses). The only expenses that do not need an Expense Report are those funded entirely by a non-FIU entity.

Before creating an Expense Report for Travel, make sure the following are in hand:

- Panther ID of traveler
- Receipts associated with travel
- Agendas for conferences, conventions, seminars, etc.
- TA number and/or CA number (if applicable)
- Distribution Information

Creating an Expense Report (linked to a Travel Authorization)

1. If you have created a TA and it has been approved, there is an option to link it to the Expense Report. Assure the date range is correct when searching for a Travel Authorization. Click the Select button for the TA that is to be linked to the Expense Report.

   **Note for expenses funded by another agency (non-FIU):** When all expenses are funded by another agency (non-FIU), the expense type on the travel authorization is set to “Incidental” (domestic or foreign) and the amount entered should be $10. A small encumbrance amount is necessary to generate a unique Travel Authorization number. Once the trip has concluded, the travel authorization needs to be canceled to release the encumbrance from the TA. An Expense Report is **not** required.
2. When you link the TA, the Expense Report populates with the header information and expense lines that were entered on the TA. The associated Travel Authorization appears as a link.

3. All expenses incurred by FIU must be accounted for on an expense report. Items that have been pre-paid, such as credit card or purchase order charges, should have the Non-Reimbursable check box selected.

4. Click Save for Later.

After you've saved, a new Expense Report ID will generate or if you have any errors, they will be flagged immediately. If necessary, complete the highlighted fields or click the red flag to view the error.

Note: If you attempt to attach receipts, before clicking Save for Later, the following message will display:
Correct any errors that may have generated. Areas that are highlighted in red need your attention. Click on a red flag of a line for an explanation of the error, then click return.

5. Click **Return** button.

6. Click **Save for Later**.

7. Now you can attach receipts by clicking on the link. (after scanning to self, and saving attachment)

8. Click **Browse** to attach scanned file. System only allows PDF files to be uploaded.
9. Click Upload. If your receipts upload properly you will receive this message.

![Image Now](image_now_message.png)

10. Click **Image Now** link to view & confirm all the receipts attachment.

![Image Now](image_now_file.png)

Image now file opens in a new window. When done verifying, close the window.

11. Click **Summary and Submit** link.

![Summary and Submit](summary_submit_button.png)

Now the following links will display: View Printable Version, View Analytics, and Benefit to FIU or Project. Use these links if needed.
12. Review the expense report. Click the certify box & Click **Submit Expense Report** button.
1. Click **OK** to confirm submission.

```
Create Expense Report
Save Confirmation

Totals

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses (1 Line)</td>
<td>300.00 USD</td>
</tr>
<tr>
<td>Cash Advances Applied</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Non-Reimbursable Expenses</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Employee Credits</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Supplier Credits</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

Amount Due to Employee       300.00 USD
Amount Due to Supplier        0.00 USD

OK  Cancel
```

2. The expense report has been submitted. Now you can view Approval Workflow by clicking **Refresh Approval Status**.

```
Business Purpose: Training
Description: Training
Reference: Training

Amount Due to Employee: 300.00 USD
Amount Due to Supplier: 0.00 USD

Roary Panther,
Your expense report 0000330056 has been submitted for approval.

Report: 0000330056 · Submission in Process

Created: 12/20/2016 · Last Updated: 12/20/2016

Actions

View Printable Version
View Analytics
Benefits to FIU or Project

Employee Expenses (1 Line) 300.00 USD
Cash Advances Applied 0.00 USD
Non-Reimbursable Expenses 0.00 USD
Prepaid Expenses 0.00 USD
Employee Credits 0.00 USD
Supplier Credits 0.00 USD

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

Submit Expense Report

Refresh Approval Status
```
Creating Expense Reports (not linked to a Travel Authorization)

1. **Main Menu>Employee Self Service>Travel and Expense Center>Expense Report>Create/Modify**
   It automatically populates with your Id, click Add

![Expense Report](image1)

2. If you are **not linking a TA** to this Expense Report, click the **Return** button to be re-directed to the Blank Expense Report page.

   If employee **has no existing TAs**, simply click **Return** to be taken to the blank expense report.

![Copy from Approved Travel Authorization](image2)
3. From the **Quick Start** drop down menu, you can Select to Create the Expense Report from a **Template**, a **Travel Authorization**, a **Travel Authorization**, or **Entries from My Wallet**.

   Note: Entries from My Wallet will only export credit card entries from the Travel & Entertainment card.

![](image1)

4. In the **Business Purpose** field, Click on the drop-down menu & you can choose from the following Menu options.

![](image2)

5. Enter the appropriate **Report Description**.

![](image3)
6. Enter your Default Location by clicking on the magnifying glass.

7. Select the appropriate Expense Type from the drop-down menu.

8. Enter the Date, Description, Payment Type, & Amount.
9. After an Expense Type line is completed, the Actions drop down menu will appear on the top right corner, as well as other detail lines related to the expense.

10. Billing Type is always FIU Expense.

11. Click the Accounting Details drop down arrow to expand accounting line details.

These fields can be modified.
12. If you scroll the horizontal bar to the right, you have the option to add lines if necessary.

13. Complete the Expense Line.

14. Click **Save for Later** link on the top right corner of the page. An Expense Report ID will appear & status changes to **Pending**. If you have any errors, you will be prompted with red flags on the lines with errors.

15. If errors appear click on the red flag & it will route you to the error. Fields with error will also appear in red. Correct any errors and Save again. You will be prompted with details on the lines that need to be corrected. Click **Return**.
16. When ready to submit, click the **Summary and Submit** link.

17. Now the following links will display: **View Printable Version**, **View Analytics**, and **Benefit to FIU or Project**.

18. To submit Expense Report or save for later, Click on **Benefit to FIU or Project** link to provide your comments on how this activity benefits FIU. This is a required field. Click **Add Notes**. Click **OK**.
19. To **View Printable Version** click on the link. To print the Expense Report with Bar code, click **View Printable Version** link on the top right. This document needs to be signed by the traveler.

20. Exit out of the printable version then click on **Return to Expense Report Entry** link to return to the submission page.
21. Click **Attach Receipts** link to scan & upload the signed Expense Report, agendas if required, and all receipts pertaining to the trip.

Please assure that all scanned receipts that contain bar code are all crossed out with a black marker.

22. Click **ImageNow** link next to Attach Receipts to view & confirm all the receipts attached.

Close window when done reviewing attachments.

23. Click **Summary and Submit** link.

*Click on **View Analytics** link if you want to view expenses by day, totals by departments and totals by project and activity. Click **Return**.
Review the Expense Report. Click the certify box & Click Submit Expense Report button.

24. Click OK to confirm submission.
The expense report has been submitted. Now you can view Approval Workflow by clicking **Refresh Approval Status**.

**Note:** You also have the ability to Withdraw the Expense Report.
Linking Cash Advance to Expense Report

When a traveler receives a Cash Advance for the University, the Cash Advance must be accounted for on the Expense Report. If the traveler, used more than the cash advance than only the difference should be reimbursed to the traveler. If the traveler used less than the cash advance, then the traveler needs to reimburse the University for monies dispersed but not spent.

4. **Main Menu>Employee Self Service>Travel and Expense Center>Expense Report>Create/Modify**

5. Go to the Actions drop-down menu and choose **Apply/View Cash Advance(s)** then click on **GO**.

6. Enter in the Cash Advance ID or use the search glass to find the Cash Advance. Then click **OK**.
Create Expense Report

**Mervyl Nelligan**

<table>
<thead>
<tr>
<th>Business Purpose</th>
<th>Athletics Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Team_NonRes.WA.5-11-7</td>
</tr>
<tr>
<td>Reference</td>
<td></td>
</tr>
</tbody>
</table>

**Totals**

<table>
<thead>
<tr>
<th>Employee Expenses (4 Lines)</th>
<th>28,678.00 USD</th>
<th>Non-Reimbursable Expenses</th>
<th>0.00 USD</th>
<th>Employee Credits</th>
<th>0.00 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Advances Applied</td>
<td>7,900.00 USD</td>
<td>Prepaid Expenses</td>
<td>0.00 USD</td>
<td>Supplier Credits</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

**Amount Due to Employee**: 21,178.00 USD

**Amount Due to Supplier**: 0.00 USD

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

Submit Expense Report
Expensing Travel Card Purchases – My Wallet Transactions

Some travelers carry an FIU Travel card with them to use when traveling for business. Those expenditures must be listed on the Expense Report. Each expense report has functionality to download these charges directly to the expense report. “My Wallet” a list of charges that has accrued on the T&E card. These charges will come over to the Expense Report as “University Credit Card”. Charges are available for download on the 1st of the month and should be reconciled by the 10th of each month. When these charges populate ensure they are automatically marked non-reimbursable.

My Wallet entries are specific to the user. Screenshots not available. Please contact Credit Card solutions if you have specific Credit Card questions on use and reconciliation policy.
Viewing an Expense Report

An expense report may be viewed to review Chartfields used, dates, amounts, etc.

1. **Main Menu>Employee Self Service>Travel and Expense Center>Expense Reports>View**
2. Enter the Expense Report ID. If you do not recall the Report ID, click Search to see all Expense Reports you’ve generated.

Since Expense Report numbers are unique, when entering the number, the system takes you directly to the report.
3. Click on Expense Details in the top right corner

This is an example of an Expense Report Summary page that has not been approved.
This is an example of an Expense Report’s Expense Details page that has been Paid. Important on this screen is a link to the linked TA. Clicking on the link and following the directions in the TA View section will allow user to drill down the TA without having to navigate again.

4. Click Summary to return.
Modifying Expense Reports

Any non-approved Expense Report can be modified. All entered fields can be modified.

1. **Main Menu> Employee Self Service>Travel and Expense Center>Expense Report>Create/Modify**
2. Click **Find an Existing Value** tab and you can search the expense report by any of the listed criteria
3. Click **Search**

![Expense Report Search and Modify Interface]

4. Make any necessary revisions & click **Summary and Submit**.

![Expense Report Form Modified]
5. After all changes have been made, check the “I certify….” box.
6. Click the Submit Expense Report button.

7. Click OK.
Withdrawing an Expense Report

1. Main Menu > Employee Self Service > Travel and Expense Center > Expense Report > view
2. Enter your Report ID or you can search the expense report by any of the listed criteria.
3. Click Search.
4. Click on **Withdraw Expense Report**.

You should see a message confirming Expense Report has been withdrawn.
Deleting Expense Reports

An Expense Report cannot be deleted if it has been approved.  **Main Menu> Employee Self Service>Travel and Expense Center>Expense Report>Delete**

1. All the Expense Reports in your queue will appear. Select the appropriate one to be deleted.
2. Click **Delete Selected Report** button.

![Delete an Expense Report](image)

3. You will be prompted with a confirmation deletion message. Click **OK**.

![Delete Confirmation](image)

4. Click **Return to Expense Report** link to go back to the Travel and Expense Center Menu.
Printing Expense Reports

1. **Main Menu> Employee Self Service>Travel and Expense Center>Expense Report>Print**
2. Expense reports can be found by using any of the search criteria listed in the drop-down menu. Click **Search** button.

   ![Expense Report Search Criteria](image)

3. Select the desired Expense Report and print using your browser’s features.

   ![Search Results](image)
Expense Report Status

**Pending:** An employee has not submitted the expense report, or the approver or auditor denied and returned the expense report to the employee. This is the default status for a newly created expense report.

**Submitted for Approval:** The Expense Report is ready for approval or audit process.

**Approvals in Process:** Depending on your approval and audit requirements, after anyone on the approval list has approved or held the expense report, the status changes to Approvals in Process. There may also be situations where transactions have been approved for payment but not yet approved for billing. In these instances, the approver may see the status Pending Billing Approval.

**Approved for Payment:** The expense report is authorized for payment processing.

**Staged:** The expense report is staged for payment. Completely approved and will be paid in next pay cycle.

**Paid:** The employee has been issued a reimbursement.

**Hold:** Approver places the expense report on hold

**Closed:** Expense report is closed by the user or Travel department
Expense Report Workflow

FIU Expense Report (ER) Approval Workflow

Expense Report (ER) - Activity #

1. Expense Report
2. Expense Manager
3. Prepay Auditor (if expenses are reimbursable)

Expense Report (ER) - Project #

1. Expense Report
2. Project Manager (PM) - This level is skipped if Traveler is the PM
3. Supplemental Approver (OSRA) if ER is over $10K
4. Prepay Auditor (if expenses are reimbursable)
Missing Receipts

Receipts are required for reimbursable expenses. It is the responsibility of the traveler to collect receipts and attach those receipts to the Expense Report. In the case that a traveler does not have or has misplaced a receipt, a “Lost Receipt Form” needs to be completed.

**Note from Travel:** Read this form in its entirety. This form cannot be used frequently and is only accepted after traveler has tried to obtain a duplicate receipt from the merchant.

The form can be found here: [http://finance.fiu.edu/controller/Docs/TRAVEL_LOSTRECEIPT_FORM.pdf](http://finance.fiu.edu/controller/Docs/TRAVEL_LOSTRECEIPT_FORM.pdf)
Non-Employee Travel (Not Students)

Departments may often have non-employees/students traveling on behalf of FIU business. These could include, but are not limited to, candidates for positions, lecturers, guest speakers, etc.

A Travel Authorization is completed in an FIU employee’s name and submitted as normal. In the Benefit to FIU box, enter the Non-Employee’s information and the business purpose behind their travel. The TA is then submitted and routed normally. Where the process differs is on the Expense reimbursement side.

How to Claim Reimbursement for Non-Employees (Not Students)

An expense report should be completed and linked to the original TA. To process the reimbursement for the non-employee, the Reimbursement of Travel Expenses for Non-Employees Form must be completed (example on next page). The form can be found on the Office of the Controller’s website and must be included with the supporting documentation of the expense report.

1. The employee making the arrangements creates the Travel Authorization in their name on behalf of the non-employee.
2. Upon completion of the trip, an Expense Report linked to the Travel Authorization must be completed.
3. Expense report is completed in the same name as the TA and all expenses on the Expense Report are marked non-reimbursable. If not marked, monies will be paid to employee on Expense Report.
5. Print the completed expense report. Make sure barcode is visible.
6. Named employee signs the Expense Report
7. Assemble your packet for submission. Include, in this order:
   a. Signed Expense Report
   b. Reimbursement of Travel Expenses for Non-Employees Form signed by approver
   c. Any receipts, agendas, flight itineraries, etc.
8. Upload your scanned documents via the Attach Receipts link on the Create Expense Report page or fax the documentation to 305-348-1355.
9. If you have scanned and uploaded, upon completion the Image Now link appears.
10. Click Image Now and verify images.
11. Click Summary and Submit.
Reimbursement of Travel Expenses for Non-Employees

(Use this form for Visitors, Candidates and other Non University Personnel)

**Reimbursement of Travel Expenses for Non-Employees**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>PID / Vendor ID:</td>
<td></td>
</tr>
<tr>
<td>Payee Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>Zip:</td>
<td></td>
</tr>
<tr>
<td>Departmental Information (Required):</td>
<td></td>
</tr>
<tr>
<td>Activity Nbr:</td>
<td></td>
</tr>
<tr>
<td>Fund:</td>
<td></td>
</tr>
<tr>
<td>Site:</td>
<td></td>
</tr>
<tr>
<td>Program:</td>
<td></td>
</tr>
<tr>
<td>Dept:</td>
<td></td>
</tr>
<tr>
<td>Proj. ID:</td>
<td></td>
</tr>
<tr>
<td>Fund:</td>
<td></td>
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<td>Site:</td>
<td></td>
</tr>
<tr>
<td>Program:</td>
<td></td>
</tr>
<tr>
<td>PC Busi. Unit:</td>
<td></td>
</tr>
<tr>
<td>Activity:</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- You may use the following PeopleSoft Query to assist you in identifying the correct field combinations for the selected department or project: **FIU_GL_ACT_PROJ_LOOKUP**
- Non-resident alien payments require prior approval from the Controller’s Office Tax compliance section.
- Do not complete this form as compensation for an employee for work performed.
- You must contact the Payroll Office for further instructions.
- For Contracts & Grants Project IDs, you must also populate the Organizational Department ID (Org. Dept. ID) field above.

**Departmental Contact Information (Required):**
- **Special Mailing Instructions (Optional):**
  - Call the Departmental Contact for check pickup.
  - Person Preparing this form: [Name]
  - Department Name: [Name]
  - Department Phone Number: [Number]
  - Location (CSC-310): [Location]
  - Fax: [Number]

**Required Justification**

Statement of purpose or benefit expected to be derived to serve the interest of Florida International University:

<table>
<thead>
<tr>
<th>ACCOUNT - DESCRIPTION</th>
<th>EXPENSE DESCRIPTION (Type, Hotel or Carrier Name, Etc.)</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**APPROVALS:** I do solemnly swear (or affirm) that the amounts scheduled above are just and true in all respects and were expended by the individual named for University purposes and that payment therefore has not been received.

Approved By (Signature): [Signature]

Panther ID: [ID]

Title: [Title]

Date: [Date]

This person must be authorized to sign via PantherSoft Workflow Authorization on record.

Office of the Controller
11200 S.W. 8th St. University Park, CSC-310 Miami, FL 33199
Tel: 305.348.2101 Fax: 305.348.1909 http://finance.fiu.edu/controller/index.html

Print Form
Approving Transactions

After submission, Travel & Expense documents enter an approval workflow that involve approvers such as HR Supervisors, Expense Managers, Project Manager, or Supplemental Approvers. This is determined systematically and may be unique to each travel document.

Each approver involved will receive an email, informing them that there is a document pending their review. Approvers may elect to click the direct link within those emails or navigate through PantherSoft Financials.

They can navigate through the Financials system, approve via the link in the approval email, or from their worklist within PeopleSoft. Approvers are also responsible for performing the Budget Check prior to approving.

Approving through the Financials System Navigation

1. Navigate to **Main Menu > Manager Self-Service > Travel and Expense Center** and select the **Approve Transactions** link found under **Approvals**.

2. Click the **Transaction ID** link associated to the Travel & Expense document pending your review.
3. A **Summary** page will appear, allowing the approver to review the document details.

![Travel Authorization Summary](image)

4. Prior to approving, HR Supervisors and Expenses/Project Managers will be required to run a Budget Check for certain types of travel documents as follows:

   **Travel Authorizations** must be Budget Checked by the HR Supervisor.

   **Expense Reports** must be Budget Checked by the Expense/Project Manager.

   a. To run the Budget Check, approvers must click the **Budget Options** link.

![Budget Options](image)

NOTE: For Expense Reports, the **Budget Options** link appears at the top of the **Summary** page.
b. Click the **Budget Check** button on the **Commitment Control** page.

To further approve the transaction, the **Budget Check Header Status** must show as **Valid**.
5. Approver may now select an action with any of the available buttons.

Available actions include:

**Approve**: Approves the transaction for the approver’s role (i.e. HR Supervisor, Expense Manager, etc.) and moves the transaction to the next step in the approval workflow.

**Send Back**: Returns the transaction to the submitter. Comments must be entered.

**Hold**: Holds the transaction in the approver’s queue.

---

**Approve via Email Link**

Approvers receive an email containing the below message and a link to approve the specific TA or ER.

**Email Subject: Approval Requested…**

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

- **Employee ID**: 1111111
- **Employee Name**: Roary Panther
- **Submission Date**: 2016-03-03
- **Travel Description**: Training Conference
- **Travel Auth ID**: 00000107612
- **Business Purpose**: Conference
- **Reimbursement Amount**: 558.00 USD

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

1. After clicking the approval link, you are routed to the Financials login page. Login.

2. The link lands you on the transaction in need of your approval.
3. Click on **Budget Options** link.

4. Click the **Budget Check** button. On this same screen you can see the budget check status.

5. If the Budget is valid, the Approve button will be active. Click **Approve**.
6. Click **OK** to confirm approval.

![Approve Expense Report](image)

**Approve via Worklist**

1. Click Worklist in the top right corner of PeopleSoft.

![Financials System Worklist](image)

2. A list of transactions awaiting your approval appears. Click on the Link of the transaction.

3. The transaction appears on the screen. Perform the budget check and approve. Click on **Budget Options** link.
4. Click the **Budget Check** button. On this same screen you can see the budget check status.

5. Click **Approve**.

If the Budget is valid, you will see the below message in bold on your screen. The Approve button will then become active.
6. Click OK to confirm approval
Mobile Travel and Expense Approvals

Travel and Expense transactions that are **Budget Checked**, could be approved via mobile device by downloading the FIU mobile app from the App Store or accessing my.fiu.edu from your mobile device.

1. Log on using your mobile device to [my.fiu.edu](http://my.fiu.edu) or download the FIU Mobile app from the App Store. Click on [myFIU](http://myFIU) below.

![myFIU](image1)

2. Logon using your Panther ID and AD password.

![Logon using Panther ID and AD password](image2)
3. If you are a student, your student information folder is displayed by default. Click on the button on the top right of the screen to view the tabs.

![Student and Employee Tabs]

4. Click on the **Employee** tab and find the Approvals link.

![Employee Center and Approvals]

5. Click on **Financials Approvals**

6. The list of all transactions that are pending approval are displayed.

![Financial Approvals List]
7. If you collapse the Expense Report section, you will see all the different transactions types you have to approve.

8. Click the transaction you are going to approve. Below is an example of the Expense Report approval screen.

![Expense Report Approval Screen](image)
Note: Only budget-checked transactions are available for approvals.

9. From this screen you can Approve the transaction, Send Back if you do not agree with the charges, Hold or Save Changes.

10. If the transaction is being sent back, you must enter a comment.
Delegating Alternate Approvers

An approver can delegate another employee who has the same approval authority as they do within Financials, to approve transactions in their absence. The transaction will start rerouting to the selected alternate approver from the set date range in the General information. Any transaction that was in the approval process prior to delegating will not route to the delegated approver.

If you would like to reroute a TA, ER, or CA that is currently sitting with an approver, send an email to controller@fiu.edu with the document number (TA, CA, ER), and copy both the original approver and alternate approver. Financial System and Support Services team members manually reroute all travel transactions that were in queue before the reroute was requested.

If an approver would like to delegate authority to someone else, below are the steps.

1. **Main Menu> My System Profile**
2. Enter the **Alternate User ID**. Use the search glass to select the user.
3. Enter date range of delegation.
4. Click **Save**
A user can create a Travel Authorization, Cash Advance and Expense Report through myFIU.edu. The navigation is different but steps to completing the document do not differ.

1. Click on the Employee tab
2. Main Menu > Financials Self Service > Employee Self Service > Travel and Expenses > Travel Authorization > Create/Modify Travel Auth for access to View pages and Create/Modify pages.

a. Travel Authorization > View Travel Authorization > Create / Modify Travel Auth

b. Cash Advance > View Cash Advance > Create / Modify Cash Advance

c. Expense Report > View Expense Report > Create / Modify Expense Report
Commitment Control is an optional feature of the PeopleSoft (or PantherSoft) Financials system that enables the university to control expenditures actively against predefined, authorized budgets. In particular, Commitment Control enables the following:

- Create and maintain control budgets.
- Check actual transactions against control budgets.
- Check imminent future financial obligations (pre-encumbrances and encumbrances) against control budgets.
- Check recognized revenue against revenue estimate budgets.

When a transaction exceeds the available budget amount, the system either stops the transaction and issues an error notice or passes the transaction with a warning notice.

This diagram provides a simplified view of Commitment Control budget-checking of source transactions showing warning and error exception handling through the update of Commitment Control ledgers.
The Budget Check process verifies that funds are available in the budget for anticipated travel expenses. This process allows the user to reserve funds by generating a Travel Authorization, which creates an encumbrance. After the TA is linked to an Expense Report, and the Expense Report is paid, the encumbrance is then released. Only approvers can budget check online through the approval page(s) via the Manager Self-Service navigation.

Expense transactions may fail budget checking for a variety of reasons such as chartfield/speedtype account errors, exceeding budget tolerance, or no budget exists just to name a few. If an expense transaction fails budget checking, or if a warning condition exists, the budget processor marks the transaction as an error or warning exception.

Budget Overview is a good place to review budget, encumbrance, and/or expenses. It also allows you to look at your account balances at different levels (parent department, department, activity number, fund etc.).

### Retrieving Accurate Balances for Travel

Budgetary Controls were implemented on July 3, 2017 to control spending at FIU. Commitment Control has different ledgers for projects and departmental activities (including departmental cost share). Sponsored Research and Construction projects are controlled using the CC_PRP and CC_PG ledgers, while departmental activities are controlled using the CC_PRD ledger. The Office of Research and Economic Development (ORED) and Facilities Management have separate processes to control their respective areas.

The funds in PantherSoft Financials which are controlled in the CC_PRD ledger, are not all controlled at the same budget level. Budget level is the combinations of Chartfields used by the system to calculate the total available balance.

To retrieve accurate balances, go to the [Retrieving Account Balances Grid](#) located in the back of this manual, find the fund(s) used in the transaction. Scroll over to the Budget Overview CC_PRD/CC_DEP column and enter the values associated with that fund into your Budget Overview search parameters.

In the below example our Fund is 211, and the search parameters needed for the Budget Overview are the Department and Fund because this particular fund is controlled at the Department and Fund level.

1. **Main Menu>Commitment Control>Review Budget Activities>Budget Overview**
2. If this is your first time creating this inquiry, Click **Add a New Value** Tab to name the inquiry.
   a. Use Find an Existing Value to retrieve a saved value
3. In the **Inquiry Name** field, do not include spaces, you may use underscore_
4. Click **Add**
Budgets Overview

Find an Existing Value  Add a New Value

Inquiry Name: 1104120004

Add

Find an Existing Value  Add a New Value
5. Fill out the **Description** field with a brief description of this search.
6. Choose the **Ledger Group** accordingly.
   a. Use CC_DEP for department level info, CC_PRD for Parent Department
7. Ledger Group should populate along with Calendar ID
8. Enter nothing on the first line under Budget Criteria. (see tip on next page)
9. Enter the budget period in the **From Budget Period** and **To Budget Period** fields on the second line under Budget Criteria.
10. Check off the Include Adjustment period box
11. Enter both the **Chartfield From** Value field and **Chartfield To** field and use the fields needed based on the **Retrieving Account Balances Grid**.
12. Click Save to save the search parameters
13. Click Search.

**TIP!**

If the first box, on the first line, under budget criteria is selected, the system will bring back budget info for multiple budget years. To tailor your results, make sure first box is unchecked, and insert the fiscal year in the From and To fields on the second line only.
Budget Checking Exceptions

Budget checking exceptions are transactions that fail budget-checking validations. These exceptions may be errors or warnings. **Errors** prevent the system from recording the transaction; **warnings** allow the system to record the transaction but inform you of the exception conditions.

Expense transactions may fail budget checking for a variety of reasons and they may fail against one or more budget ledgers.

You may view these exceptions to determine the cause of the failure on page 96.

1. If a Budget Error exists, you will see this message at the time of budget checking. Click **OK**.

2. Click **Yes** to be routed to the Transaction Exception page.

View the exception status in the Exception field.
### Travel Authorization

**Exception Type:** Error

**Maximum Rows:** 100

#### Budgets with Exceptions

<table>
<thead>
<tr>
<th>#</th>
<th>Details</th>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Exception</th>
<th>More Detail</th>
<th>Override Budget</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FIU1</td>
<td>CC_PRD</td>
<td></td>
<td>No Budget Exists</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Save**  **Return to Search**  **Notify**

Travel Authorize Exceptions | Line Exceptions
Budget Exception Types

Exceeds Control Budget

- Sufficient funding is not available to allow a transaction to post to KK (Commitment Control)
- Most Common Corrective Actions:
  - Budget transfer – performed by an Expense Manager.
  - Change Chartfield strings to charge another cost center

No Budget Exists

- Chartfield/Budget Year combination does not exist in KK (Commitment Control)
  - Example: you are trying to charge your travel account and within your budget there is no account for “travel”.
- Most Common Corrective Actions:
  - Budget adjustment to include new combination
  - Change Chartfield strings to charge another cost center

Exceeds Non-Control Budget

- Chartfield combination is under-funded on a ledger set to track
- Users typically get these errors on Revenue Estimate and Organization ledger groups
- Most Common Corrective Actions:
  - This is a warning and requires no corrective action.

Budget Is Closed

- This error most likely occurs on a project/grant definition when spending occurs outside the sponsor’s start and end dates.
- Most Common Corrective Actions:
  - Change ending date of project and run Project Sync
  - Charge to another Chartfield string

Budget Date Out of Bounds

- A budget is still open, but the budget date is outside of the ending date of the budget attributes or ledger control Chartfield definition.
- Most Common Corrective Actions:
  - Change the ending date of project and run Project Sync
  - Charge to another Chartfield String

Exceeds Budget Tolerance

- The amount of the line is greater than the amount available in the corresponding budget line.
- Most Common Corrective Actions:
  - Budget transfer
  - Charge to another Chartfield string
Budget Definition Not Found

- Budget not defined for chartfield account string
- Budget Manager defines budget within PantherSoft

Reseaching a Budget Exception on a Travel Authorization

Budget Managers are notified every morning if a Travel and Expense transaction has failed Budget Checking. Also, approvers are notified at the actual point of Budget checking. Researching the exception can be done in different ways.

Once a transaction falls into either “Exceeds Budget Tolerance” and/or “No Budget Exists” an email is sent to the Budget Manager for the department. (Email Sample)

The email includes a link that provides more information regarding the budget error. By clicking the link in the email, user is directed to the Budget Exception page. Example is on the following page.

When experiencing a budget error, you can manually research what may be causing the error.

Main Menu> Travel and Expenses > Manage Accounting> Travel Auth Budget Exceptions

1. Enter your Travel Authorization ID in the Travel Authorization
2. Click Search button.
3. The Exception Type will display the status. The Error message will display in the Budgets with exceptions section. When clicking the link from the email, user is directed to here.
4. Choose the **Line Exception** tab

5. Choose the **Line Chartfields** tab. This displays the lines with budget exception.
Researching a Budget Exception on an Expense Report

Below are the steps to research a Budget Exception manually. An email notification is generated to the Budget Manager if an Expense Report experiences an “Exceeds Budget Tolerance” or “No Budget Exists” error.

1. **Main Menu>Travel and Expenses > Manage Accounting> Expense Rpt Budget Exceptions.**
2. Enter Report ID.
3. Click **Search** button.

4. The Exception Type will display the status.
5. The **Line Exception** tab > **Line Chartfields** will display the lines containing the chartfields information that have the budget exception.
Viewing Employee Expense Data

PeopleSoft allows a user to view employee expense data. Viewing employee expense data allows for supervisors to see how much an employee has been expensed. This functionality can be used if an employee is missing payment for verification.

Viewing an Employee Expense Transaction History

1. **Main Menu>Travel & Expense> Process Expenses > Review Payments> Employee Expense History**
2. Enter Employee ID and Click **Search** button

![Employee Expense History Search Form]

3. Enter the date range and Click on the **Search** button.

![Expense Dates and History Table]

<table>
<thead>
<tr>
<th>Type</th>
<th>ID</th>
<th>Description</th>
<th>Status</th>
<th>From Date</th>
<th>Through Date</th>
<th>Submitted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.000</td>
</tr>
</tbody>
</table>
Viewing Employee Expense Payment

1. **Main Menu>Employee Self Service > Travel and Expense Center > Review Payments**
2. Enter Employee ID, SetID and Click **Search** button.

3. **Select the** payment to review from the search results.
4. The Payment Information page with details will appear.
Useful Queries

- EXC8500 - Travel Authorization Info
- EXC5500 - Cash Advance Info
- EXC4500 - Expense Report Info
- FIU_DEPT_APPROVERS_BY_DEPT - FIU Dept. Approvers by Dept
- FIU_FSSS_SUPERVISOR_LOOKUP - Lookup HR supervisor of traveler
- FIU_FSSS_TA_QUEUE - Travel Authorization Queue
- FIU_FSSS_ER_QUEUE - Expense Report Queue
- FIU_FSSS_ASSOCIATED_TRAVELAUTH - Is TA linked to ER?
- FIU_EXP_RPT_APPROVAL_HISTORY - Approval history for Exp Report
- FIU_FSSS_PROXY_PROMPT – view who you are proxy for
- FIU_FSSS_ASSOCIATED_TRAVELAUTH – provides Expense Report number associated with TA.
  Must know TA #.

Travel Transaction Statuses

<table>
<thead>
<tr>
<th>Travel Authorizations</th>
<th>Expense Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLS – Closed</td>
<td>PD – Paid</td>
</tr>
<tr>
<td>PND – Pending</td>
<td>APY – Approved for Payment</td>
</tr>
<tr>
<td>CLS – closed</td>
<td>PND – Pending</td>
</tr>
<tr>
<td>PAR – Approvals in Process</td>
<td>HLD – Hold</td>
</tr>
<tr>
<td>SFA – Submission in Process</td>
<td>STG – staged, after approved for payment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Advances</th>
</tr>
</thead>
<tbody>
<tr>
<td>APY - Approved for Payment</td>
</tr>
<tr>
<td>CLS – Closed</td>
</tr>
<tr>
<td>PAR – Approvals in Process</td>
</tr>
<tr>
<td>PND – Pending</td>
</tr>
<tr>
<td>STG - Staged</td>
</tr>
<tr>
<td>SUB - Submitted for Approval</td>
</tr>
<tr>
<td>PND - Pending</td>
</tr>
<tr>
<td>PD - Paid</td>
</tr>
<tr>
<td>RCN - Reconciled</td>
</tr>
</tbody>
</table>
Important Travel Links

Travel and Other Expenses Manual


FIU Preferred Travel Partners

https://shop.fiu.edu/retail-services/preferred-travel-partners/index.html

General Services Administration

http://www.gsa.gov/portal/content/104877

Defense Travel Management Office

http://www.defensetravel.dod.mil/site/perdiemCalc.cfm

Department of State

http://aoprals.state.gov/web920/per_diem.asp

Mapquest

http://www.mapquest.com/directions

Money Exchange Information

http://www.oanda.com/currency/converter/

Enterprise Rent a Car Instructions


Fly America Act

http://www.gsa.gov/portal/content/103191
Notifications

No Budget Exists Notification

Thu 7/6/2017 10:14 AM
fin-panthersoft@fiu.edu
No Budget Exists for Department ID: 238000000

To: Office of the Controller

Transaction Type: Travel Authorization
Fund Code: 335
Activity Nbr: 2380030039

Please click the following link to obtain more information regarding this budget error:

https://myfs.fiu.edu/jsp/fscm/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTROL.XXX?ID.GLH?
&BUSINESS_UNIT=FIU01&LEDGER_GROUP=CC_PRD&ACCOUNT=000000&DEPTID=238000000&BUSINESS_UNIT_PC=&PROJECT_ID=&ACTIVITY_ID=&RESOURCE_TYPE=&BUDGET_PERIOD=2018&STATISTICS_CODER=OPERATING_UNIT=&PRODUCT=&FUND_CODE=335&CLASS_FLG=&PROGRAM_CODE=&BUDGET_REF=&AFFILIATE=&AFFILIATE_INTRA1=&AFFILIATE_INTRA2=&CHARTFIELD1=2380030039&CHARTFIELD2=&CHARTFIELD3=
Exceeds Budget Tolerance Notification

Thu 7/6/2017 9:01 AM
fin-panthersoft@fiu.edu

To: Office of the Controller

Exceeds Budget Tolerance for Department ID: 202050000

A transaction could not be processed since its amount exceeds the total available balance. As the Budget Approver for this department, your immediate attention is required to clear this exception error.

To assist with understanding more about this budget exception error, please run the mValen EX report which will provide you the following information:

a. Total amount in exception error
b. Total budget balance
c. Transaction types and IDs
d. Expense Managers for the transaction
e. Chartfield string information

The following options are available to resolve this exception:

a. Verify the Chartfield values for this transaction are correct. If incorrect, request that the Expense Manager(s) update the Chartfield values in the distribution lines and check budget to verify the transaction passes budget check.

b. Review the expenses to determine if any past transactions incorrectly posted to the department ID, activity number or project, resulting in insufficient available balance for this transaction. If so, please submit an ID Transfer to the Controller’s Office to reclassify expenses to the appropriate funding source or submit a Payroll Transfer to reclassify payroll expenses.

c. Enter a budget transfer request to increase the available budget in this department ID, activity number or project.

d. If there is insufficient budget for this transaction, request from the Expense Manager(s) to deny and close this requisition or travel authorization request

Please click the following link to obtain more information regarding this budget error:

https://mvfs.fiu.edu/pag/form/employee/erp/v/MANAGE_COMMITMENT_CONTROL_XX_XCP_0D_GBL?
&BUSINESS UNIT=FUND&LEADER GROUP=CC PRO&ACCOUNT=000000&DEPTID=202050000&BUSINESS UNIT PC=PROJECT ID=ACTIVITY ID=RESOURCE TYPE=BUDGET PERIOD=2018&STATISTICS CO
RE=OPERATING UNIT=PRODUCT=PRODUCT CODE=CLASS FLD=PROGRAM CODE=RESOURCE ID=APPROVED=%APPROVE INTAKE=%APPROVE INTROD%=CHARTFIELD ID=202050000%CHARTFIELD ID=CHARTFIELD
## Retrieving Accurate Balances – KK Grid

<table>
<thead>
<tr>
<th>Fund</th>
<th>Activity Nbr</th>
<th>Controlled at</th>
<th>Budget Overview CC_PRD/CC_DEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>210, 211, 220, 230, 231, 240, 241, 451, 452, 454, 461</td>
<td>--</td>
<td><strong>X</strong></td>
<td>Department ID and Fund Code</td>
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<tr>
<td>471, 472</td>
<td>1233000065, 1233000070, 1233000071, 1233000072, 1233000075, 1233000079</td>
<td><strong>NOT CONTROLLED, TRACKED WITHOUT BUDGET. PASS-THROUGHS</strong></td>
<td>Department ID, Activity Number, and Fund Code</td>
</tr>
<tr>
<td>215, 216</td>
<td>--</td>
<td><strong>X</strong></td>
<td>Project ID, Department ID, and Fund Code</td>
</tr>
<tr>
<td>431</td>
<td>--</td>
<td><strong>X</strong></td>
<td>Fund Code</td>
</tr>
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<td>331</td>
<td>1000130002, 1057030001, 1245030003, 1235530001, 1100130004, 1433130002, 1103130001, 1104130002, 1002030001, 1104130003, 1440030001, 1560030001, 1030030001, 1113230001, 1101030002, 1003230001</td>
<td><strong>X</strong></td>
<td>Budgetary Account, Activity Number, Department ID, and Fund Code</td>
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