Travel and Expense
Training and Participation
Manual 9.2
Contents

Contents ........................................................................................................................................... 2
Overview ........................................................................................................................................ 4
Learning Objectives ....................................................................................................................... 5
Terminology .................................................................................................................................... 6
The Travel Process .......................................................................................................................... 8
Creating a Travel Authorization ....................................................................................................... 8
Assigning a Proxy ............................................................................................................................ 9
Using the Quick-Start Options ....................................................................................................... 11
Completing the Travel Authorization ............................................................................................. 12
Modify a Travel Authorization ...................................................................................................... 24
Deleting a Travel Authorization ...................................................................................................... 28
Canceling a Travel Authorization .................................................................................................. 29
Printing Travel Authorization ....................................................................................................... 30
Non-Employee Travel (Not Students) .......................................................................................... 33
How to Book Travel for Non-Employee ....................................................................................... 33
How to Claim Reimbursement for Non-Employees (Not Students) ............................................ 33
Student Travel ............................................................................................................................. 35
Travel Authorization Statuses ...................................................................................................... 37
Travel Authorization Approval Workflow ....................................................................................... 37
Cash Advances (CA) ..................................................................................................................... 38
Creating a Cash Advance ............................................................................................................. 38
View Cash Advances ................................................................................................................... 42
Modifying Cash Advances ........................................................................................................... 44
Withdrawing a Cash Advance ....................................................................................................... 47
Deleting Cash Advances ............................................................................................................... 48
Printing Cash Advances ............................................................................................................... 49
Cash Advance Statuses ............................................................................................................... 51
Cash Advance Workflow ............................................................................................................. 52
Expense Reports (ER) ................................................................................................................... 53
Creating an Expense Report (linked to a Travel Authorization) .................................................... 53
Creating Expense Reports (not linked to a Travel Authorization) ................................................ 58
Expensing Travel Card Purchases – My Wallet Transactions .............................................................. 67
Viewing Expense Reports .................................................................................................................. 68
Modifying Expense Reports .............................................................................................................. 70
Withdrawing an Expense Report ....................................................................................................... 72
Deleting Expense Reports .................................................................................................................. 74
Printing Expense Reports ................................................................................................................ 75
Expense Report Status ....................................................................................................................... 76
Expense Report Workflow .................................................................................................................. 77
Missing Receipts ................................................................................................................................ 78
Approving Transactions ..................................................................................................................... 80
How to Approve Transactions ........................................................................................................... 80
  Approving through the Financials System Navigation ................................................................... 80
  Approve via Email Link (body of the email below) ...................................................................... 83
  Approve via Worklist ..................................................................................................................... 87
  Other Approver Options ............................................................................................................... 89
Delegating Alternate Approvers ....................................................................................................... 90
  How to Delegate and Alternate Approver ..................................................................................... 91
Mobile Travel and Expense Approvals ........................................................................................... 92
MyFIU Employee Self Service .......................................................................................................... 96
Commitment Control in Expenses – Budget Checking ................................................................... 97
  Budget Checking Exceptions ......................................................................................................... 97
  Budget Exception Types ................................................................................................................ 99
Researching a Budget Exception on a Travel Authorization ............................................................ 100
Researching a Budget Exception on an Expense Report ................................................................. 102
Inquiring on a Budget ......................................................................................................................... 104
  Budget Overview Result ................................................................................................................. 106
Viewing Employee Expense Data ................................................................................................... 107
Viewing an Employee Expense Transaction History .................................................................... 107
Viewing Employee Expense Payment ............................................................................................ 108
Appendix ............................................................................................................................................... 109
Useful Queries .................................................................................................................................... 109
Important Travel Links ..................................................................................................................... 110
Overview

This class will introduce you to the PeopleSoft Travel/Expense, and Cash Advance modules. You will learn the basic functions of both modules including, but not limited to, creating, modifying and researching Travel Authorizations and Expense Reports, performing budget checks, approving, and conduct basic budget research within these modules.

Once you learn these basics, you will be able to submit Travel Authorizations, Cash Advances, and Expense Reports. Approvers will be able to approve transactions, and budget check.

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

To take full advantage of the information covered in this manual, users should have a basic understanding of navigating PeopleSoft Financials, distribution, and frequently used terms. Completion of Panthersoft Fundamentals is highly recommended.
Learning Objectives

By the end of this training users will be able to:

- Explain the business purpose of Travel Authorizations, Expense Reports, and Cash Advances
- Complete a TA, ER, and CA through submission
- Assign a Proxy for and Delegate approvers
- Link Travel Authorizations to Expense Reports
- Attach Receipts for proof of travel
- 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
Terminology

**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. The maximum allowed for a cash advance is 80% of the total out of pocket expenses as computed on the TA. Employees are allowed only 1 cash advance at a time and the maximum dollar amount is $25,000. CA’s are treated as an Accounts Receivable in the General Ledger.

**Chartfield** – A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft Enterprise application. 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.

**Expense Report** – The document used to reimburse travelers for expenses incurred while on travel and to record expenses to ledgers. An expense report must be submitted and approved for employees to be reimbursed within 10 (ten) days after the completion of the trip or incurrence of the expense.

**Foreign Travel** – destinations outside the US and its territories.

**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. 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. An approved TA is a traveler’s permission to incur expenses and travel on behalf of the Florida International University. This includes FIU employees, FIU students, and others who undertake travel on behalf of the University. The TA is submitted prior to travel on official University business and must be fully approved prior to any reservations or registrations. 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**

In order to create a Travel Authorization, Expense Report, or a Cash Advance in our system, a user must have access to the Financial Systems and the 001 role assigned to them. Travelers with the role can create any travel transaction for themselves or assign a proxy to create and submit on their behalf. **Proxies have to be assigned before** creating any TA's, ER, or CA on someone else's behalf. A Travel Authorization must be completed and approved **before** either requesting a Cash Advance, or submitting an Expense Report.

If a cash advance is needed, that request can be made **after** the associated Travel Authorization has been approved. Cash advance requests can be made up to 30 days prior to the trip; however, monies will not be disbursed until 10 days prior to travel.

Upon completion of travel, an Expense Report should be completed. The Expense report documents the **actual monies** spent on the trip. Travelers should have receipts for expenses incurred on the trip as proof.

Travel Authorizations can be created for employees of the University, non-employees, and students.

---

**Creating 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; 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
- Speedtype or Project for accounting
Assigning a Proxy

Anyone with the 001 role and access to Financials can create TA’s for themselves. 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.

The action must be initiated through the **Employee Self-Service** navigation. This navigation is for employee travel transactions. (TA’s, Expense Reports, Cash Advances)

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

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 proxies.

*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. Click **Save**.

3. Click **OK**.
Using the Quick-Start Options

One of the first fields you come across is the **Quick Start** menu. The Quick Start drop down allows the user to choose to begin TA from a Blank Authorization form, a Template, or from an Existing Authorization.

**Blank Authorization** – TA is blank. Each required field must be populated manually.

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

**An Existing Authorization** – This functionality is similar to 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.

1. Enter date parameters, or erase both fields to search for all TAs created.
2. Click ‘select’ next to the TA you would like to copy.
Completing the Travel Authorization

After you have gathered the information, login to PeopleSoft 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. Otherwise, populate with the employee’s Panther ID for whom you are creating.

2. Click **Add**.

![Travel Authorization Form](image-url)
Note: **User Defaults** – shows the traveler’s default accounting, and HR information. (dept., accounting info, etc.)

The General Information section is referred to as the **Header** section of the document in PeopleSoft.

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

4. **Authorization ID** – will say NEXT until saved. Upon saving, a unique TA# will populate.

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

6. **Benefit to FIU or Project** - Includes the business purpose and its benefit to FIU, any estimated and/or actual expenses prepaid by the University (i.e. Dept. Travel Card and Purchase Requisitions), and a summary of the total TA costs.
7. **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 in the search box. Traveler is going to Beijing, China, enter China.

Note: Each destination has an expense location associated with it. Change the search by to “location” and enter the number.

![Search Results](image)

8. **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.
Next, enter the Distribution details. A distribution is how the cost of the line(s) will be distributed among Chartfield(s). (Activity Numbers, Project Numbers)

9. Click the **Accounting Defaults Link**. (displays the accounting defaults associated with that traveler. This is called the **Distribution**.)

The below screen appears. Complete according to the Chartfield you are using.

### Using an Activity Number

![Accounting Defaults: Using an Activity Number](image1)

### Using an Activity Number and Cost PID

![Accounting Defaults: Using an Activity Number and Cost PID](image2)

### Using a Project

![Accounting Defaults: Using a Project](image3)
If the accounting needs to be split amongst multiple Chartfields, click the **Add ChartField Line** button. The total percentage should equal 100%.

10. Click **OK** to go back to the main page.

**More Options:** Allows the user to view the Printable version of the doc, Create a cash advance, or view the Project Summary. Best used when user is finished populating the TA fields.
The Project Summary screen displays all lines that have been distributed to a Project.

### Travel Authorization

**Travel Authorization Project Summary**  
Roary Panther  
Authorization ID: 0000100145

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Project</th>
<th>Activity</th>
<th>Amount</th>
<th>Currency Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Meals</td>
<td>04/18/2016</td>
<td></td>
<td></td>
<td>144.00</td>
<td>USD</td>
</tr>
<tr>
<td>Domestic Incidents</td>
<td>04/18/2016</td>
<td></td>
<td></td>
<td>100.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

[Return to Travel Authorization Entry]
11. Complete the line.

**Expense Type** – choose what type of expenditure is being indicated on the line. A complete list of Expense Types can be found in the Appendix section of this manual.

**Date** – date expense should take place. For example, for airfare you would enter the date of departure.

**Amount** – amount of expenditure.

**Payment Type** - Out of Pocket vs University Credit Card.

*Out of Pocket* – expenses paid for by the traveler while on trip using their own money.

*University Credit Card* – expenses paid for the traveler using a University Credit Card.

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

After completing the line through Billing Type, click the **Detail** link.

The screen below appears after clicking **Details**.
Note: click Details on each expense line entered as the details screen differs per expense type.

12. **Date, Payment Type, Billing Type, and Amount** should pre-fill from the Line section of the TA.

13. Enter the provider of the service in the Non-Preferred field, as there are no selections for Preferred.

14. Click **Return to Travel Authorization Entry**
There's additional, optional functionality available to the user.

Copy Selected – Allows user to copy one expense line into another expense line. If the user has not checked for errors, user will get a message reminding them of such.

Click the Check for Errors button to proceed. Once the expense report has been checked for errors and any errors corrected, the line is available to copy. The below screen appears after clicking Copy Selected again.
First, choose either Copy to One Date or Copy to Range of Dates. Then click OK. Selecting Include Weekends and/or Include Holidays would populate all the days within the dates specified.

Delete Selected – Deletes the line selected.

Check for Errors – scans the entire document and information for any errors that would prevent the document from being saved or submitted. Should be done before copying any lines, saving, or submitting TA. The New Expense selection auto-populates next to ADD. The drop down also includes the choice Multiple Expenses.

Add – New Expense adds another blank line to the Expense Report.

Multiple Expenses brings up this selection screen. First, enter the date range you want applied to the lines being added to the report. Then choose the expense types and whether the expense is applicable to one day or all day.
15. Click **Check for Errors**.

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.
Update Totals – subtotals all lines.

16. Click **Submit**.
17. Click **OK** to confirm Submission.

Upon clicking **Save for Later** or **Submit** a Travel Authorization ID populates.
Create a Cash Advance – takes you away from the TA screen and opens up the Cash Advance screen. Cash Advances can only be requested after the TA has been approved.

Project Summary – sums up all costs for all distribution lines that include a Project.

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

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
3. Select Advance Search link
4. Fill in the TA # in the “begins with” field.

If you do not know the Authorization ID, simply click search. All Travel Authorizations you have created will appear.
5. Click the **Authorization ID** to view.
The below example is viewing an Unapproved TA.

View Travel Authorization

Travel Authorization Details
Roary Panther  1111111

General Information
Description: testingasdf
Business Purpose: Field Work
Status: Submitted for Approval
*Destination: Argentina, Other
Date From: 03/22/2016  Date To: 03/29/2016

Accounting Defaults

Details

<table>
<thead>
<tr>
<th>Details</th>
<th>Date</th>
<th>*Amount</th>
<th>Currency</th>
<th>*Payment Type</th>
<th>*Billing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Airfare</td>
<td>03/28/2016</td>
<td>300.00</td>
<td>USD</td>
<td>Out of Pocket</td>
<td>FIU Expense</td>
</tr>
<tr>
<td>Domestic Lodging</td>
<td>03/28/2016</td>
<td>70.00</td>
<td>USD</td>
<td>Out of Pocket</td>
<td>FIU Expense</td>
</tr>
</tbody>
</table>

Totals
Authorized Amount: 370.00 USD

Pending Actions

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Action</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Supervisor</td>
<td>Martin,Felida Ana</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expense Manager</td>
<td>(Pooled)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Action History

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Action</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Alfuras,Elizabeth Marie</td>
<td>Submitted</td>
<td>03/18/2016 2:25:57PM</td>
</tr>
</tbody>
</table>
Viewing an Approved TA – in viewing an Approved TA the user can see the Action History at the bottom of the page.
Deleting a Travel Authorization

A Travel Authorization can only be deleted when, the status is “Pending” and you have been made proxy for that traveler or you are the traveler.

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 be deleted.
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. Because the TA has been approved and budget checked, it must be canceled to release the encumbrance.

1. Main Menu>Employee Self Service>Travel and Expense Center>Travel Authorization>Cancel
2. Select Employee ID or Name of the traveler in order to look up the TA.
3. Click Search.

4. Select the TA to be cancelled; then click Cancel Selected Travel Authorization button.
5. Click **OK** to confirm cancellation. Click **Home** to go back to the main page or **Return to Travel Authorizations** link.

---

**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.
5. Print using your browser’s features.
# Travel Authorization

**Roary Panther**

**Report Date:** 10/21/2014  
**Report Time:** 9:05:54 AM

**Authorization ID:** 000000143  
**Description:** Training  
**Employee ID:** 1111111  
**Status:** Approved

**Business Purpose:** Training

**Date From:** 10/01/2014  
**To:** 10/03/2014

**Comment:** Upgrade Training

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Merchant</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01/2014</td>
<td>Domestic Airfare</td>
<td>AMERICAN AIRLINES</td>
<td>300.00 USD</td>
<td>California Los Angeles</td>
</tr>
<tr>
<td>10/01/2014</td>
<td>Domestic Meals</td>
<td></td>
<td>100.00 USD</td>
<td></td>
</tr>
<tr>
<td>10/01/2014</td>
<td>Domestic Registration</td>
<td></td>
<td>150.00 USD</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 550.00 USD  
**Non-Reimbursable Expenses:** 0.00 USD  
**Total Authorized:** 550.00 USD

I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

**Employee Signature**  
**Date**

**Approved By**  
**Date**

[Return to Travel Authorizations]
A department may reimburse Travel and Expenses for expenses incurred by visitors, candidates, and other Non-University Personnel after the trip has been completed. Below are the steps.

### How to Book Travel for Non-Employee

In order to book travel for a non-employee, 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.

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

An expense report should be completed and linked to the original TA. In order 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 in 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.
4. Complete the Reimbursement of Travel Expenses for Non-Employees form and include it when scanning supporting documents for submission.


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 signed by approver
   c. Any receipts, agendas, boarding passes, etc.
8. Fax the documentation to 305-348-1355
   OR
9. Upload your scanned documents via the Attach Receipts link.
10. If you have scanned and uploaded, upon completion the Image Now link appears.
11. Click Image Now and verify images.
12. Click Summary and Submit.
Reimbursement of Travel Expenses for Non-Employees

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

<table>
<thead>
<tr>
<th>PID / Vendor ID:</th>
<th>Payee Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
</tbody>
</table>

**Departmental Information (Required):**

<table>
<thead>
<tr>
<th>Activity Nbr:</th>
<th>Fund:</th>
<th>Site:</th>
<th>Program:</th>
<th>Dept:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proj. ID:</td>
<td>Fund:</td>
<td>Site:</td>
<td>Program:</td>
<td>PC Busi. Unit:</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: FII_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.

<table>
<thead>
<tr>
<th>Person Preparing this form:</th>
<th>Panther ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name:</td>
<td>Location (CSC-310):</td>
</tr>
<tr>
<td>Department Phone Number:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

**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 of Expense, Hotel or Carrier Name, Etc.)</th>
<th>AMOUNT</th>
</tr>
</thead>
</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): Panther ID: Title: 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: 305.348.2161 Fax: 305.348.1909 http://finance.fiu.edu/controller/index.html
In order to create a Travel Authorization for a student, the student has to become ‘active’ within Financials. All persons with a Panther ID are in the Peoplesoft system, but only employees are active in Financials. Completing the Student Information Form for Travel and Expense, and sending it to vendors@fiu.edu, initiates the process of making the student active in Financials.

1. Go to this web address and look for the Student Information Form for Travel and Expense Reimbursement Form.  
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)
7. After completing the form, email it to vendors@fiu.edu.
8. An email notification is sent when the student has been made active and the desired 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.
**Travel Authorization Statuses**

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

**Submitted for Approval:** The Travel Authorization is ready for 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 Travel Authorization, Expenses changes the status to **Approvals in Process**.

**Approved:** The Travel Authorization is authorized.

**Travel Authorization Approval Workflow**

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.

---

**FIU Travel Authorization (TA) Approval Workflow**

<table>
<thead>
<tr>
<th>TA Workflow Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>System has initiated the approval routing process and TA is waiting approval action; TA requires Budget Checking prior to Approval. Approver(s) receive email notification to Approve</td>
</tr>
<tr>
<td>Approve</td>
<td>TA 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 TA, the Traveler or Proxy will receive an email with comments, Traveler or Proxy can make changes to the TA and resubmit for approval (if needed)</td>
</tr>
<tr>
<td>Hold</td>
<td>If Approver puts the TA on hold, the Traveler or Proxy will receive an email notification with comments</td>
</tr>
</tbody>
</table>

---

**Expense Manager**

HR Supervisor

Expense Manager

Project Manager (PM) - This level is skipped if Traveler is the PM

Supplemental Approver (OSRA) - Fund code 660-665, all dollar amounts and any Grant & Foundation related
Cash Advances (CA)

Before requesting a cash advance, 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 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.
3. **Business Purpose** – Choose appropriately from the drop-down menu.
4. **Advance Description** – brief statement regarding what the cash advance is for.
5. **TAR #** – Approved Travel Authorization Number

![Create Cash Advance](image)

**User Defaults link** – allows you to see defaults associated with the traveler’s profile, like department ID.

**Import ATM Advances link** – not used by FIU

**View Printable Version link** – 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.**

![Expense Notes for Cash Advance](image)

7. Click **Add Notes**.

8. Click **OK**.
9. 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. Click **Save for Later** OR
13. Select the “**I certify the cash advance is accurate and in compliance with FIU policy.**”
14. Once selected, click **Submit Cash Advance**.
15. Click **OK** to confirm submission.

If the submitter would like to see the workflow, click **Refresh Approval Status** to see approval workflow.
View Cash Advances

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 including the approval history.
Modifying Cash Advances

In order 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 Interface](Image)

**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>0000004714</td>
<td>Dreamweaver Training</td>
<td>Panther, Roary</td>
<td>1111111</td>
<td>Staged</td>
<td>10/07/2014</td>
</tr>
<tr>
<td>0000004713</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.
Withdrawing 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. Search by **Employee ID** or **Name**

   ![Delete Cash Advance screenshot]

3. Select and Click **Delete Selected Advance(s)**.

   ![Delete Cash Advance Report screenshot]

4. Click **OK** to confirm deletion.

   ![Delete Confirmation screenshot]
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 the desired CA to print. Print the document using your browser’s features.
To print this report, please use your browser’s print feature.

## PeopleSoft

### Cash Advance

**Roary Panther**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>$200.00 USD</td>
</tr>
<tr>
<td>Dreamweaver Training</td>
<td></td>
</tr>
</tbody>
</table>

**Advance ID**: 0000004713  
**Empl ID**: 1111111  
**Status**: Pending

**Report Date**: 10/21/2014  
**Report Time**: 9:18:30AM

---

### Notes

I certify that the advance requested above will be used for authorized purposes only.

---

**Employee Signature**  
**Date**

---

**Approved By**  
**Date**
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.

**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.

**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

## Cash Advance Approval Workflow

<table>
<thead>
<tr>
<th>CA Workflow 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>

![Cash Advance Approval Workflow Diagram](image-url)
Expense Reports (ER)

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, it gives you the option to link it to the Expense Report. Assure the date range is correct when searching for a Travel Authorization, click the Select button.

2. When you link the TA, the Expense Report populates with the line items that were entered on the TA. The associated Travel Authorization appears as a link.
3. Double-check that all University Credit Card purchases have the Non-Reimbursable check box selected.
4. Click **Save for Later**.

After you’ve saved, you have now created an Expense Report ID and 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. When you click on the flag, it explains the error.
5. Click **Return** button.

6. Click **Save**.

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.

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

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

11. Click **Summary and Submit** link.
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
13. Click **OK** to confirm submission.

![Create Expense Report](Image)

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

![View Expense Report](Image)
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

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.

3. From the Quick Start drop down menu, you can Select to Create the Expense Report from a Template, a Travel Authorization, An Existing Report, or Entries from My Wallet.

   Note: Entries from My Wallet will only export credit card entries from the Travel & Entertainment card.
4. In the **Business Purpose** field, Click on the drop down menu & you can choose from the following highlighted menu options.

5. Fill out the appropriate **Report Description**

6. You can look up your **Destination** by clicking on the magnifying glass.

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

8. Fill out the **Date, Description, Payment Type, & Amount.**

9. After an **Expense Type** line is completed, the **Actions** drop down menu will appear as well as other detail lines related to the expense. **Billing Type** is always FIU Expense.
10. Click the **Default Accounting for Report** from the drop down menu. These fields can be modified.

11. If you scroll the horizontal bar to the right, you have the option to add lines if necessary.
12. Complete the Expense Line.

13. Click **Save for Later** link. 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.

14. 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**.
15. Click **Summary and Submit** link

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

17. Click View Printable Version link in order to print the Expense Report Bar code. This document needs to be signed by the traveler.
18. Click on **Return to Expense Report Entry** link

19. Click **Attach Receipts** link. 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.
20. Click **ImageNow** link to view & confirm all the receipts attachment

Close window when done reviewing attachments.

21. 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**.

22. Click on **Benefit to FIU or Project** link in order to provide your comments on how this activity benefits FIU. This is a required field. Click **Add Notes**. Click **OK**.
23. Review the Expense Report. Click the certify box & Click **Submit Expense Report** button.

24. Click **OK** to confirm submission.

25. 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.
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 Expense Reports

Users may want to view Expense Reports to review Chartfield information, dates, etc.

1. **Main Menu> Employee Self Service>Travel and Expense Center>Expense Report>View**
2. You can search the Report ID by either of the following choices on the drop down menu

3. You can view Workflow as well as status.
4. Click **Expense Details** link

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Description</th>
<th>Payment Type</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01/14</td>
<td>Domestic Air</td>
<td></td>
<td>University Card</td>
<td>600.00</td>
<td>USD</td>
</tr>
<tr>
<td>10/01/14</td>
<td>Domestic Meal</td>
<td></td>
<td>University Card</td>
<td>100.00</td>
<td>USD</td>
</tr>
<tr>
<td>10/01/14</td>
<td>Domestic Reg</td>
<td>TRAINING REGISTRATION</td>
<td>Out of Pocket</td>
<td>100.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

Totals (2 lines): $800.00 USD
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](image)

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

![Modify Expense Report](image)
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 > 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**

4. Click on **Withdraw Expense Report**
You should see a message confirming Expense Report has been withdrawn.
Deletting 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.

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

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.

3. Select the desired Expense Report and print using your browser’s features.
## 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 a transaction has 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.
Expense Report Workflow

**FIU Expense Report (ER) Approval Workflow**

1. **Expense Report (ER) - Activity #**
   - Expense Manager
   - Prepay Auditor (if expenses are reimbursable)

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

### Expense Report Workflow Status and Description

<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 ER is waiting approval action and requires Budget Checking prior to Approval. Approver(s) receive email notification to Approve.</td>
</tr>
<tr>
<td>Approve</td>
<td>ER is approved, Approver and Traveler or 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 ER, the Traveler or Proxy will receive an email with comments, Traveler or Proxy can make changes to the ER and resubmit for approval (if needed).</td>
</tr>
<tr>
<td>Hold</td>
<td>If Approver puts the ER on hold, the Traveler or Proxy will receive an email notification with comments.</td>
</tr>
</tbody>
</table>
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.

The form can be found here: http://finance.fiu.edu/controller/Docs/TRAVEL_LOSTRECEIPT_FORM.pdf

Preview of form on next Page.
FLORIDA INTERNATIONAL UNIVERSITY CONTROLLER’S OFFICE

Certification Statement for
Lost Receipt(s)

Payee Name: ___________________________  Panther ID#: ___________________________

Department Name/Business Unit: ___________________________

Receipt Amount: ___________________________

Date of Expense: ___________________________

Type of Expense (i.e. hotel, taxi, etc): ___________________________

Reason receipt is lost: ___________________________

________________________

I hereby certify that the original receipt is lost and that if it’s, will not be submitted for reimbursement or payment through any other source.

In the event a hotel receipt is lost and the hotel cannot provide a duplicate, the traveler shall provide an additional memo certifying that the receipt was lost. The additional memo must include detailed hotel charges (room rate, taxes, etc), the dates and location of travel, the name of the hotel, the city, and state or country in which the traveler stayed.

In the event an airfare receipt is lost and the airline cannot provide a duplicate, the traveler shall provide an additional memo certifying that the receipt was lost. The additional memo must include detailed airfare charges (departure and arrival dates roundtrip, class of travel (economy), origin and destination, carrier name, flight #, and ticket #).

I understand that as a result of frequent use of this document for lost receipts, the Travel Dept. of the FIU Controller’s office may refuse payment of future reimbursements without actual receipts.

________________________

Signature of Payee

________________________

Business Unit Approver

________________________

Date

Version 4  03/18/16
Approving Transactions

Approvers have several ways they can approve Travel and Expense transactions. They can navigate through the Financials system, approve via the link in the approval email, or from their worklist within PeopleSoft.

Approver are also responsible for performing the Budget Check prior to approving.

How to Approve Transactions

The approver receives an email informing them that there is a travel authorization or an expense report in need of their attention. Once the Approver receives the email, they can choose to approve via any of the three choices. The approver does not have to wait for the email. An approver can see all transactions available to approve via the Financials System Navigation.

Approving through the Financials System Navigation

1. **Main Menu>Manager Self-Service>Travel and Expense Center>Approvals>Approve Transactions.** Click on the link found under Transaction ID.

   ![Image of table showing transactions](image)

   - **Expense Report** 692.00 USD: Forlong Maria 1390824 - Biology Graduate Recruitment (Transaction ID: 0000150677, Date Submitted: 02/29/2016, Status: Submitted for Approval, Role: Department Manager, Date Approved: 02/29/2016)
   - **Travel Authorization** 558.00 USD: Forlong Maria 1390824 - Training Conference (Transaction ID: 0000107614, Date Submitted: 03/03/2016, Status: Submitted for Approval, Role: HR Supervisor, Date Approved: 03/03/2016)

2. After clicking the **Transaction ID** link a summary of the transaction will appear. Toward the bottom of the page, the approver must perform the Budget Check. This option is not available to the Submitter. Click on **Budget Options** link.
3. Click the **Budget Check** button. On this same screen you can see the budget check status.

If the Budget is valid, you will see the below message in bold on your screen. The Approve button will then become active.

4. Click **Approve**.

5. Click **OK** to confirm approval
## Approve Travel Authorization

### Submit Confirmation

**Roary Panther**  
Authorization ID: 0000089144

<table>
<thead>
<tr>
<th>Travel Authorization Totals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>1,750.00 USD</td>
</tr>
<tr>
<td>Less Non. Approved</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Authorized</td>
<td>1,750.00 USD</td>
</tr>
</tbody>
</table>

This report will be approved.

[OK] [Cancel]
Approve via Email Link (body of the email below)

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: 1390824  
Employee Name: Forlong,Maria  
Submission Date: 2016-03-03  
Travel Auth Description: Training Conference  
Travel Auth ID: 0000107612  
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.

![Budget Options Screen](image1.png)

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

![Commitment Control Screen](image2.png)

If the Budget is valid, you will see the below message in bold on your screen. The Approve button will then become active.

5. Click **Approve**.

![Approval Message Screen](image3.png)

6. Click **OK** to confirm approval.
Approve via Worklist

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

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.

Budget Checking is required before the Travel Authorization can be approved. Please click on the Budget Options hyperlink.

Budget Status: Not Budget Checked

Budget Options

Approve
Send Back
Hold
Save Changes

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

If the Budget is valid, you will see the below message in bold on your screen. The Approve button will then become active.

5. Click **Approve**.

6. Click **OK** to confirm approval.
Other Approver Options

The Approver has more options available once in the transaction.

Options

Send Back – return transaction to submitter. Comment must be entered before sending back.

Deny – denies the transaction. Comment is mandatory. (only available for TAs)

Hold – holds transaction in approver’s queue.
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 name of the alternate approver. Panthersoft manually reroutes all travel transactions that were in queue before the reroute was requested.

Please include the original approver and the desired approver on the email.
How to Delegate and Alternate Approver

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**
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** below.

![myFIU](image)

2. Logon using your Panther ID and AD password.

![Logon using your Panther ID and AD password.](image)
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.

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

5. Click on **Financials Approvals**.

6. The list of all transactions that are pending approval are displayed.
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.
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.
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** for access to View pages and Create/Modify pages.

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

   ![Travel Authorization Diagram](image)

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

   ![Cash Advance Diagram](image)

   c. **Expense Report > View Expense Report > Create / Modify Expense Report**

   ![Expense Report Diagram](image)
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. The encumbrance is then released when the expense is recorded and the Expense Report is paid. 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, insufficient funds, or closed budget. If an expense transaction fails budget checking, or if a warning condition exist, the budget processor marks the transaction as an error or warning exception. These exceptions can be viewed on the budget exception pages via the Travel and Expense Center navigation.

**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 with this message. Click **OK**.

2. In order to be routed to the Transaction Exception page, click **Yes**.
View the exception status in the Exception field.
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

When experiencing a budget error, you can research what may be causing the error. Some of these errors can be easily fixed by the user or their Budget/Expense Manager. If a user cannot fix the budget exception, it may be due to Security and roles.

1. **Main Menu> Travel and Expenses > Manage Accounting> Travel Auth Budget Exceptions**
2. Enter your **Travel Authorization ID** in the Travel Authorization
3. Click **Search** button.

4. The Exception Type will display the status. The Error message will display in the Budgets with exceptions section.
5. Choose the **Line Exception** tab
6. Choose the **Line Chartfields** tab. This displays the lines with budget exception.
Researhing a Budget Exception on an Expense Report

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.
Inquiring on a Budget

To inquire on available funds for a particular budget, follow the navigation below:

1. Navigation: Main Menu>Commitment Control > Review Budget Activities > Budget Overview

2. Verify that Ledger Group is set as “CC_DEP”.

3. Verify that Budget Periods are set to the current fiscal year.

4. Verify that Budget Status are all checked.

5. Insert the Activity Nbr that you wish to search for and click Search.
All of the budget lines that meet your search criteria will be returned.

If you are searching for a Project ID, change the Ledger Group to “CC_PG” and insert the Project Id in the pertaining field. Procure to Pay Office of the Controller.

6. Select the specific budget you wish to view by clicking on it. The selected budget line criteria will be shown at the top of the Budget Details page.

Remember to scroll on the Horizontal bar to view all fields relating to the search.
Budget Overview Result

This is an inquiry page that shows the amount of available, pre-encumbered, encumbered and expended funds. From this page you can drill down to view budget journal lines, ledger entries, source transactions activities, budget exceptions, associated budgets, parent-child relationships, and budget activities.

**Budget:** Total approved budget amount.

**Expense:** The total amount expended (via the Expense Report) for the given budget line.

**Encumbrance:** The total amount of funds encumbered by the Travel Authorization that have not yet been vouchered. This is configured for tracking only and will not reduce the available funds.
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]

3. Enter the date range and Click on Search button

![Expense Dates]

![Expense History]
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 #.
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
<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Description</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSOMEAL</td>
<td>DSO Business Meals</td>
<td>711203</td>
</tr>
<tr>
<td>DSOEVNT</td>
<td>DSO Events</td>
<td>711602</td>
</tr>
<tr>
<td>DSOGIFT</td>
<td>DSO Flowers and Gifts</td>
<td>711603</td>
</tr>
<tr>
<td>DOM_AIR</td>
<td>Domestic Airfare</td>
<td>711213</td>
</tr>
<tr>
<td>DOM_AUT</td>
<td>Domestic Auto Rental</td>
<td>711214</td>
</tr>
<tr>
<td>DOM_INC</td>
<td>Domestic Incidentals</td>
<td>711216</td>
</tr>
<tr>
<td>DOM_LOD</td>
<td>Domestic Lodging</td>
<td>711211</td>
</tr>
<tr>
<td>DOM_MLS</td>
<td>Domestic Meals</td>
<td>711211</td>
</tr>
<tr>
<td>DOM_MIL</td>
<td>Domestic Mileage</td>
<td>711212</td>
</tr>
<tr>
<td>DOM_REG</td>
<td>Domestic Registration</td>
<td>711215</td>
</tr>
<tr>
<td>DOM_INC</td>
<td>Domestic Incidentals</td>
<td>711216</td>
</tr>
<tr>
<td>FOR_AIR</td>
<td>Foreign Airfare</td>
<td>711233</td>
</tr>
<tr>
<td>FOR_AUT</td>
<td>Foreign Auto Rental</td>
<td>711234</td>
</tr>
<tr>
<td>FOR_INC</td>
<td>Foreign Incidentals</td>
<td>711236</td>
</tr>
<tr>
<td>FOR_LOD</td>
<td>Foreign Lodging</td>
<td>711231</td>
</tr>
<tr>
<td>FOR_MLS</td>
<td>Foreign Meals</td>
<td>711231</td>
</tr>
<tr>
<td>FOR_MLS</td>
<td>Foreign Meals</td>
<td>711231</td>
</tr>
<tr>
<td>FOR_MIL</td>
<td>Foreign Mileage</td>
<td>711232</td>
</tr>
<tr>
<td>FOR_REG</td>
<td>Foreign Registration</td>
<td>711235</td>
</tr>
<tr>
<td>FOR_INC</td>
<td>Foreign Incidentals</td>
<td>711236</td>
</tr>
<tr>
<td>MBRFEES</td>
<td>_Memberships and Fees</td>
<td>711454</td>
</tr>
<tr>
<td>AIRFRTT</td>
<td>__Team Airfare</td>
<td>711253</td>
</tr>
<tr>
<td>AIRFRTT</td>
<td>__Team Airfare</td>
<td>711253</td>
</tr>
<tr>
<td>TTCRREN</td>
<td>__Team Car Rental</td>
<td>711254</td>
</tr>
<tr>
<td>TTCRREN</td>
<td>__Team Car Rental</td>
<td>711254</td>
</tr>
<tr>
<td>TTINCEX</td>
<td>__Team Incidental Expense</td>
<td>711256</td>
</tr>
<tr>
<td>TTINCEX</td>
<td>__Team Incidental Expense</td>
<td>711256</td>
</tr>
<tr>
<td>MILEATT</td>
<td>__Team Mileage</td>
<td>711252</td>
</tr>
<tr>
<td>PRDIEMT</td>
<td>__Team Per Diem</td>
<td>711251</td>
</tr>
<tr>
<td>PRDIEMT</td>
<td>__Team Per Diem</td>
<td>711251</td>
</tr>
<tr>
<td>TTREGFE</td>
<td>__Team Registration Fee</td>
<td>711255</td>
</tr>
<tr>
<td>ATRCAIR</td>
<td>__Ath Recruit Airfare</td>
<td>711273</td>
</tr>
<tr>
<td>ATRCREG</td>
<td>__Ath Recruit Reg Fee</td>
<td>711275</td>
</tr>
</tbody>
</table>