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**TRAINING OBJECTIVES**

By the end of this training you should be able to:

- Explain a Travel Authorization and its purpose
- Complete a TA through submission
- Complete an Expense Report correctly
- Link Travel Authorizations to Expense Reports
- Explain how to attach Receipts for proof of travel
- Understand the travel process from Travel Authorization to submission of Expense Reports
PANTHERSOFT FINANCIALS TRAVEL & EXPENSES

Overview

Travel and Expense training module contains detailed instructions on how to assign a proxy, delegate an Alternate approver, and perform the following actions for Travel Authorization, Cash Advance and Expense Reports

Travel Authorization
- Create
- Modify
- View
- Delete
- Cancel
- Print

Cash Advance
- Create
- Modify
- View
- Delete
- Print

Expense Report
- Create
- Modify
- View
- Delete
- Print

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 delegates.
How to Assign a Proxy to create a Travel & Expense Transaction

This navigation gives you the ability to authorize users to access and report Expense information for you.

You will notice that you can only assign proxy's for yourself.

1. **Main Menu>Employee Self Service>Travel and Expense Center >User Preferences>Delegate Entry Authority**
2. Click the “+” to add a new row

3. If you don’t have the PID of the person that you want to delegate authority to, you can look it up by clicking on the magnifying glass
4. Input the desired PID and click “Save”

5. Click “OK”

6. Click “Home” link to return to the main page.

For example, if user A would like to create a TA, CA or ER for user B (Traveler). User B will need to make user A their proxy.
Reimbursement for Student Travel and Expenses

If a department wants to create a Travel Authorization or Expense report for a Student, the Student Information Form for Travel and Expense Reimbursement Form will need to be filled out. The form can be found in the Office of the Controller’s website and can be emailed to the Purchasing Services Department at vendors@fiu.edu.

[http://finance.fiu.edu/controller/Docs/StudentInformationForm_Travel_Expenses.pdf](http://finance.fiu.edu/controller/Docs/StudentInformationForm_Travel_Expenses.pdf)

### Student Information Form for Travel and Expense Reimbursement

*Use this form for Non-Employee FIU Students*

<table>
<thead>
<tr>
<th>Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panther ID:</td>
</tr>
<tr>
<td>GL Unit:</td>
</tr>
<tr>
<td>Department ID:</td>
</tr>
</tbody>
</table>

**Person Authorizing Travel (Supervisor)**

<table>
<thead>
<tr>
<th>Panther ID:</th>
<th>Name:</th>
</tr>
</thead>
</table>

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

- Account Type: [ ] Checking  [ ] Savings  [ ] Other
- Bank ID (Routing/Transit Number): Account Number:

Purchasing Services is responsible for setting-up students for travel and expenses in the Financial System and for keeping the forms for easy retrieval when the need arises. Once entered in Financials systems, the department can proceed to create Travel Authorization or Expense Report.
Reimbursement for Travel and Expenses for Non-Employee

A department may reimburse Travel and Expenses for Non-Employees such as visitors, candidates and other Non-University Personnel. A Reimbursement of Travel and Expenses for Non-Employees form must be completed.

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.


<table>
<thead>
<tr>
<th>PID / Vendor ID:</th>
<th>Payee Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Zip:</td>
<td></td>
</tr>
</tbody>
</table>

**Reimbursement of Travel Expenses for Non-Employees**
(Use this form for Visitors, Candidates and other Non University Personnel)

Date: ___________

**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: **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 ID’s, you must also populate the Organizational Department ID (Org. Dept. ID) field above.
Travel Authorizations

Creating Travel Authorization (TA)

1. **Main Menu>Employee Self Service>Travel and Expense Center>Travel Authorization>Create/Modify**
2. If you are creating this TA for yourself, the Empl ID automatically populates. Otherwise, fill in the Empl ID that you are creating this TA on behalf of.
3. Click “Add” button.

4. With the Quick Start drop down you can start your TA from a Blank Authorization form, a Template or from an Existing Authorization.

5. Enter the desired information into the **Description** field
6. Select the appropriate **Business Purpose**.
7. **Destination** is your destination location.
8. Enter the dates of travel. If it’s one day, you must fill both fields with the same date.
9. Click the **Accounting Defaults** link. You will input the desired Accounting Defaults.

The **Accounting Defaults** information is set to the employee’s default department. The following are optional fields to be filled in if applicable: Cost PID, Task or Budget Ref. If using a Project ID or Activity Nbr, fill out the appropriate Speedtype information.

10. Add additional lines if needed. Click “**Add ChartField Line**”. The total percentage should add up to 100%.

11. Click “**OK**” to go back to the main page.

12. The **Benefit to FIU or Project Box** is used to give greater detail of the travel and its purpose to the University. **The estimated and/or actual expenses that are prepaid for by the University (i.e. Dept. Travel Card and Purchase Order) should be indicated in the comment section including the total expenses for the TA.**
   You ONLY list estimated out-of-pocket expenses in the Details section.
13. Select the appropriate Expense Type, Date, Amount, Currency, Payment Type & Billing Type is always “FIU Expense”.

14. Click the Detail link
15. Fill out all the **Merchant** fields and click “Return to Travel Authorization Entry” link

16. Click “Save for Later”, you will receive a Travel Authorization ID
17. If you receive a flag error, Click on the flag and it will route you to the error.
18. Fill out the information needed and Click “Check Expense for Errors”

19. Click “Submit”
20. Click **"OK"**
Viewing and Modifying Travel Authorizations

1. **Main Menu>Employee Self Service>Travel and Expense Center>Travel Authorization>Create/Modify**
2. Click “Find an Existing Value” tab
3. Fill in the TA # in the field “begins with”
4. Click “Search”

5. You can review the TA or make modifications if necessary. You can only modify a TA if it’s in your queue.
Deleting Travel Authorizations

A TA can only be deleted when it is in Pending status.

1. **Main Menu>Employee Self Service>Travel and Expense Center>Travel Authorization>Delete**
2. You can only delete a TA for personnel that you are a proxy.
3. Select the desired TA to be deleted and click “Delete Selected Authorization” button.

   ![Delete selected TA]

   **Delete a Travel Authorization**
   Roary Panther

<table>
<thead>
<tr>
<th>Select</th>
<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>✔</td>
<td>People Soft Training</td>
<td>000000056951</td>
<td>09/01/2014</td>
<td>09/05/2014</td>
<td>200.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

   **Delete Confirmation**
   Roary Panther

   ![OK button]

   The selected transaction(s) have been deleted.

4. You will be prompted a confirmation message. Click “**OK**”. Click “**Home**” to go back to the main page.
Cancel Travel Authorizations

A TA can only be cancelled when it’s in Approved status and not associated to an Expense Report.

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. If you are the submitter
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 Travel Authorizations** link.
Printing Travel Authorization

1. **Main Menu>Employee Self Service>Travel and Expense Center>Travel Authorizations>Print**
2. The TA can be searched by any of the criteria listed in the drop down menu. Click “Search” button.

3. Select the desired TA to print and print using your browser’s features.
Travel Authorization Status

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 Workflow

Submitter>HR Supervisor>Expense Manager
**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>

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

An employee may receive funds up to 10 calendar days prior to the commencement of a trip by completing an online Cash Advance request. The request is approved by the employees HR supervisor as designated in the system. Cash Advances should be resolved within 10 days after the trip ends. If a traveler does not resolve the Cash Advance within thirty (30 days) the traveler may not be allowed another Cash Advance for 12 months. Only FIU employees may request a cash advance.

Cash Advances requests can be made up to 30 days prior to the trip. A Cash Advance is limited to 80% of the out-of-pocket expenses the traveler will incur.

Creating Cash Advances

1. Follow this navigation: Main Menu>Employee Self Service>Travel & Expense Center>Cash Advance>Create/Modify
2. Your Employee ID will be automatically populated. Click “Add”.
3. Fill out the Business Purpose, Advance Description, TAR #, Benefit to FIU or Project, and Import ATM Advances if needed.
4. Click Benefit to FIU or Project link and explain how FIU/Project benefits by the traveler attending the conference, meeting, etc. List all items prepaid by FIU (Purchase Order, ProCard) in this section.

Note: You cannot leave this field blank, otherwise you will not be able to submit the Cash Advance.
5. Click “Add Notes” button
6. Click “OK”

7. Source is always Accounts Payable, state the Description and fill out the amount field.
8. Click “Save for Later” or “Submit”.
9. In order to submit, you must select the “I certify the cash advance is accurate and in compliance with FIU policy.”
10. Click “OK” to confirm submission.

11. A Cash Advance ID has been populated on top right hand corner.

12. Click “Refresh Approval Status” button in order to see workflow.

13. You are now able to see approval workflow.
14. If you would like to Withdraw your Cash Advance, you can as long as you are the submitter. Click “Withdraw Cash Advance” button.

When a Cash Advance is withdrawn, it goes to “Pending” status.
View Cash Advances

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

2. You can search the Cash Advance by Description, Name, ID, Advance Status or Creation Date
In this example, you can view a Cash Advance under Approvals in Process.
Modifying Cash Advances

1. **Main Menu** > **Employee Self Service** > **Travel and Expense Center** > **Cash Advance** > Create/Modify
2. Search for the Cash Advance
3. Enter the desired amount information into the Amount field if this is what you would like to modify.
4. Select the certification acknowledgement & Click “Submit”. 
5. Click “OK”
Deleting Cash Advances

1. Main Menu>Employee Self Service>Travel and Expense Center>Cash Advance>Delete
2. Search by Employee ID or Name

3. You will be prompted with the Cash Advance, Select and Click “Delete Selected Advance(s)”.

4. Click “OK” to confirm deletion.

Note: Submitter can only delete Cash Advances that are in “Pending” status.
Printing Cash Advances

1. **Main Menu>Employee Self Service>Travel and Expense Center>Cash Advance>Print**
2. The TA can be search by any of the criteria listed in the drop down menu. Click “Search” button.
3. Select the desired Cash Advance
4. Select the desired TA to print and print using your browser’s features.
Cash Advance Status

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).

Cash Advance Workflow

Submitter>HR Supervisor>Prepay Auditor

<table>
<thead>
<tr>
<th>Cash Advance (CA) Workflow</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td></td>
<td>System has initiated the approval routing process and CA is waiting approval action.</td>
</tr>
<tr>
<td>Approve</td>
<td></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></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></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

<table>
<thead>
<tr>
<th>Approval History</th>
<th>Role</th>
<th>Name</th>
<th>Action</th>
<th>DateTime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Employee</td>
<td>Roary Panther</td>
<td>Submitted</td>
<td>10/7/2014 11:11:28AM</td>
</tr>
<tr>
<td></td>
<td>HR Supervisor</td>
<td>Paty Gold</td>
<td>Approved</td>
<td>10/7/2014 1:54:35PM</td>
</tr>
<tr>
<td></td>
<td>Prepay Auditor</td>
<td>Peter Blue</td>
<td>Approved</td>
<td>10/7/2014 3:30:22PM</td>
</tr>
</tbody>
</table>

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Expense Reports

Creating Expense Reports, not linked to a TA

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.

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.

The Accounting Details information may or may not be the desired place where you wish to make this charge from. An employee may change the default accounting or add multiple Activity Nbrs and/or Projects per expense line. In addition, the following are optional fields, use if applicable: Cost PID, Task or Budget Ref. If using a Project ID or Activity Nbr, fill out the appropriate Speedtype information.
11. If you scroll the horizontal bar to the right, you have the option to add lines if necessary.

12. 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 marker.

13. Click ImageNow link to view & confirm all the receipts attachment
14. List all the expenses, then Click “Save for Later” link
   ✓ An Expense Report ID has been populated & status changes to “Pending”.
   ✓ If you any errors, you will be prompted with red flags on the lines with errors

15. Click on the red flag & it will route you to the error.

16. You will be prompted with details on the lines that need to be corrected. Click “Return”.

17. Click Summary and Submit link
18. Now the following links will display: View Printable Version, View Analytics, and Benefit to FIU or Project.

19. Click View Printable Version link in order to print the Expense Report Bar code. This document needs to be signed by the traveler.

20. Click on Return to Expense Report Entry link
21. Click Summary and Submit link

22. Click on View Analytics link if you want to view expenses by day, totals by departments and totals by project and activity. Click “Return”.

23. 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”.

25. Click “OK” to confirm submission.
26. The expense report has been submitted. Now you can view Approval Workflow by clicking “Refresh Approval Status”.

27. You also have the ability to Withdraw the Expense Report.
Creating Expense Reports linked to a TA

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.

   ![Image of Travel Authorization with date range and select button highlighted]

2. When you link the TA, the Expense Report Prepopulates for you.
   - TA associated appears as a link
   - Assure that University Credit Card purchases have the **Non-Reimbursable** check box selected
   - In order to attach receipts, you must **Save for Later** the Expense Report first

   ![Image of Expense Report with TA associated and Non-Reimbursable check box highlighted]
3. After you've saved, you have now created an Expense Report ID and if you have any errors, they will be flagged immediately.

4. When you click on the flag, it explains the error. Click “Return” button.

5. Now you can attach receipts by clicking on the link.

Note: In order to attach receipts, you must “Save for Later”. Otherwise, the following message will display:
6. Click **ImageNow** link to view & confirm all the receipts attachment.

7. Click **Summary and Submit** link.

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

9. Review the expense report. Click the certify box & Click **“Submit Expense Report”** button.

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

12. You also have the ability to Withdraw the Expense Report
Viewing Expense Reports

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
Modifying Expense Reports

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. Make any necessary revisions & click “Summary and Submit”

5. After all changes have been made, click on the check box and click the “Submit Expense Report” button
6. Click ‘OK’

<table>
<thead>
<tr>
<th>Expense Report Submit Confirm</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Expenses (1 Line):</strong> 21.36 USD</td>
</tr>
<tr>
<td><strong>Cash Advances Applied:</strong> 0.00 USD</td>
</tr>
<tr>
<td><strong>Non-Reimbursable Expenses:</strong> 0.00 USD</td>
</tr>
<tr>
<td><strong>Prepaid Expenses:</strong> 0.00 USD</td>
</tr>
<tr>
<td><strong>Employee Credits:</strong> 0.00 USD</td>
</tr>
<tr>
<td><strong>Supplier Credits:</strong> 0.00 USD</td>
</tr>
<tr>
<td><strong>Amount Due to Employee:</strong> 21.36 USD</td>
</tr>
<tr>
<td><strong>Amount Due to Supplier:</strong> 0.00 USD</td>
</tr>
</tbody>
</table>

7. You can also Withdraw the Expense Report at this point.

---

View Expense Report

Roary Panther

Your expense report 0003288544 has been withdrawn from the approver’s queue.

<table>
<thead>
<tr>
<th>Totals</th>
<th>View Printable Version</th>
<th>View Analytics</th>
<th>Notes</th>
<th>ImageNow</th>
</tr>
</thead>
</table>

---

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Deleting Expense Reports

An Expense Report cannot be deleted if it’s in Approved for Payment status.

1. **Main Menu** > **Employee Self Service** > **Travel and Expense Center** > **Expense Report** > **Delete**
2. All the Expense Reports in your queue will appear. Select the appropriate one to be deleted.
3. Click “**Delete Selected Report**” button.

4. You will be prompted with a confirmation deletion message. Click “**OK**”.

5. 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. The ER can be search by any of the 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 Search](image)

![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 a transactions 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.

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

Expense Report Workflow

Submitter>Expense Manager>Prepay Auditor
### FIU Expense Report (ER) Approval Workflow

<table>
<thead>
<tr>
<th>Expense Report Workflow 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/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>
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</tbody>
</table>
Manager Self Service

Approving Travel Authorizations

1. **Main Menu>Manager Self Service>Travel & Expense Center>Approvals>Approve Transactions**

2. You can view the Urgency levels for the Expense Reports, Travel Authorizations, and Cash Advances

   **Note**: Urgency settings enable approvers to determine which expense transaction need immediate attention. The urgency level is triggered by the number of outstanding days.

   High - Red Square, Medium - Yellow Triangle, Low – Green Circle

3. Click on the transaction type ID link in order to review

4. In order to approve, Budget Check is needed. Click on **Budget Options** link.
5. Click the "Budget Check" button

6. If the Budget is valid, you will get this prompt. Now the Approve button will be active.
7. Click "Approve" button.

8. Click "OK" to confirm approval
9. If a Budget Error exists, you will prompted with this message. Click “OK”.

![Message](image)

10. In order to be routed to the Transaction Exception page, Click “Yes”.

![Message](image)

11. If a budget exception error exists, the approver in queue may send back the Travel Authorization for revision.

![Screen Shot](image)
12. In order to Send Back, approver must navigate again to the Approve Transactions page and Click “Send Back” button.

13. To Send Back, a comment is required. Otherwise, the following message will appear.

14. Click “OK”. Now the TA will be sent back to the submitter.
1. Main Menu>Manager Self Service>Travel & Expense Center>Approvals>Approve Transactions
2. Click on the Travel Authorization ID to review

3. A comment must be inserted before sending back the TA. Click “Send Back” button.
4. Click “OK”.

![Travel Authorization Summary](image)

<table>
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<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Project</th>
<th>Activity</th>
<th>Amount</th>
<th>Currency</th>
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</table>

**Action History**

- **Employee**: Blue, Peter
  - Submitted: 10/17/2014 11:46:33 AM
- **HR Supervisor**: Golden, Roary
  - Approved: 10/17/2014 12:00:45 PM
- **Expense Manager**: Mango, Ryder
  - Sent Back For Revision: 10/18/2014 3:23:18 PM
Sending Back Expense Reports

1. **Main Menu>Manager Self Service>Travel & Expense Center>Approvals>Approve Transactions**
2. Click on the Expense Report ID link in order to review
3. In this case, if you wanted to send back the ER for the submitter to modify it. Click “Send Back” button.
4. In order to send it back, you must leave a comment, otherwise you get prompted this message.

![Message]

5. You will be prompted with a confirmation message of your sending back for revision.
6. Click "OK"

![Save Confirmation]

7. Then you will be routed to the main approvals page.
Approving Expense Reports

1. **Main Menu>Manager Self Service>Travel & Expense Center>Approve Transactions**

2. Click on the Expense Report ID link in order to review.

3. Budget Check must be done prior to approval. Click **Budget Options** link.
4. Click on **Budget Check** button

5. Click “**OK**”

6. Click “**Approve**” button.

7. Click “**OK**”.
Approving / Sending Back Cash Advances

1. Main Menu > Manager Self Service > Travel & Expense Center > Approve Transactions
2. Click on the Cash Advance ID link in order to review
3. If you are sending back this Cash Advance for revision, Click “Send Back” button
4. You must leave a comment prior to sending it back or you will be prompted with this message.

![Comment_Entry](image)

5. Insert your comment, Click “Send Back” button, Click “OK” to confirm sending back for revision.

![Submit_Confirmation](image)

6. If you are approving this Cash Advance, Click “Approve” button.

![Approve_Button](image)

7. Click “OK” to confirm approval.

![Confirm_Approval](image)

Then you will be routed to the main approvals page.
Delegating an Alternate Approver

Transaction will start rerouting to the selected alternate approver from the set date range in the General information. Any transaction prior to delegating will not be routed to the delegated approver. Contact FSSS Call Center or email controller@fiu.edu with the transactions number (TA, CA, ER) and Panther ID and name of the new delegated alternate approver for rerouting.

1. **Main Menu> My System Profile**
2. Fill out the Alternate User ID along with the range of dates that they will be approving workflow
3. Click “Save”
Understanding Approver Types

Expense Manager
A department or expenses manager is authorized to approve some or all expense transactions. You can use the Expense Manager role instead of using a HR Supervisor or you can use the role in conjunction with the HR Supervisor for approvals of transactions meeting defined conditions, such as report total amount. You define these approvers through an approver list in PeopleSoft Expenses.

HR Supervisor
This role is the supervisor to whom the employee, contractor, or consultant directly reports to, and is defined in the employee’s user profile.

Project Manager
The person designated for project time and expense approvals may be the project manager as defined in PeopleSoft Project Costing, or the supervisor as an option in the product.

Project Supplemental Approver
A supplemental or conditional approver for project-related expense transactions. Use this approver type instead of project manager approvals, or in conjunction with project manager approvals for project-related transactions that meet defined conditions, such as report total amount or reports with billable project hours. You define these approvers through an approver list.

Prepayment Auditor
This approver type supports an auditor process prior to payment processing for review and approvals.

Travel and Expense General Approval Workflow

Travel Authorization
No Projects: HR Supervisor > Expense Manager
Projects: HR Supervisor > Expense Manager > Project Manager> Supplemental Approver

Expense Report
No Projects: Expense Manager > Prepay Auditor
Projects: Project Manager> Supplemental Approver (over $10k)>Prepay Auditor

Cash Advances
HR Supervisor > Prepay Auditor

Total Workflow

- TA Approved
- Cash Advance (if applies)
- Trip Occurs
- Expense Report

Make Travel Arrangements
Viewing an Employee Expense Data

This section discusses how to:
• View employee expense transaction history.
• View employee payment history.

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

3. Enter the date range and Click on “Search” button

![Employee Expense History Form](image)

- **Search by:** Employee ID
- **Limit the number of results to:** up to 300
- **Enter the date range: From Date 01/01/2013 to Through Date 10/09/2014**
- **Transaction Type:** All
- **Expense History Table:**
  - Type: View
  - ID: 
  - Description: 
  - Status: 
  - From Date: 
  - Through Date: 
  - Submitted Amount: 0.000
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.

**Employee Expense Payments**

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

- **Search Criteria**
  - **Empl ID:** begins with
  - **Name:** begins with
  - **Payment Reference:** begins with
  - **SetId:**
  - **Bank Code:** begins with
  - **Bank Account:** begins with
  - **Payment Number:** begins with

- **Case Sensitive**
- Limit the number of results to (up to 300): **300**

[Search] [Clear] [Basic Search] [Save Search Criteria]

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

![Payment Information Page](image-url)
Commitment Control in Expenses

PantherSoft Commitment Control provides a mechanism for organizations to track or control expenditures and Revenues against budget ledgers. When approving travel authorizations and expense reports, click the Budget Options link to access the Commitment Control page, where you initiate the budget checking process.
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. They may fail because:

- The chartfields in the accounting distributions are incorrect.
- There are insufficient funds to support the expense.
- The budget is permanently or temporarily closed.

You may view these exceptions to determine the cause of the failure through the Travel Authorization or Expense Report when Budget status “Error”.

How to view a Budget Exception on a Travel Authorization

15. From the Travel Authorization, click Budget Options link.

16. Click Budget Check button.
17. If the Budget Checking Header Status goes to Error, click Go to Transaction Exceptions link.
Another way to view Budget Exception on a Travel Authorization

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

4. The **Exception Type** will display the status. The Error message will display in the **Budgets with exceptions** section.

5. The **Line Exception tab > Line Chartfields** will display the lines with chartfields information with budget exception.
How to view 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 with chartfields information with budget exception.
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 or download the FIU Mobile app from the App Store. Click on **myFIU** below.

![FIU Mobile App](image)

2. Logon using your AD credentials

![Logon Screen](image)

3. If you are 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 Tab](image)
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.
MyFIU Employee Self Service

A user can create a Travel Authorization, Cash Advance and Expense Report through myFIU.edu

1. Click on the Employee tab
2. Main Menu > Financials Self Service > Employee Self Service > Travel and Expenses to contain existing View pages and new 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
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 - People that you are a proxy of
## Expense Types in Travel & Expense

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