Welcome to Travel & Expense Training

Presented by
Financial Systems and Support Services

Office of the Controller
CONTROLLER@FIU.EDU, 305-348-7200
TRAVEL AND REIMBURSEMENT PROCESS

- All employees can create TA’s for themselves or assign a proxy to create and submit on their behalf.

- To make travel arrangements on behalf of FIU business, a travel authorization (TA) must be submitted and approved through the Financials system.
TRAVEL AND REIMBURSEMENT PROCESS

• Upon completion of travel, an expense report must be completed, including supporting documentation, to reimburse the traveler for any out-of-pocket expenses, *if applicable.*
OBJECTIVES

By the end of this presentation, you will be able to:

- Complete a Travel Authorization, Expense Report, and Cash Advance through submission
- Explain the Proxy process
- Recognize terminology associated with Travel and Expense transactions
- Apply the travel or reimbursement process for students and non-employees within Panthersoft
**TERMINOLOGY**

**Accounting Details** – area in which the chartfield(s) associated with the transaction are entered. Also known as “distribution”

**Benefit to FIU** – field on Travel & Expense in which the business purpose of travel, all pre-paid expenses, and estimated costs of travel are listed by user.

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

Cash Advance (CA) – a request for a check to be issued to the traveler prior to travel. The maximum allowed for a cash advance is 80% of the expected out of pocket expenses indicated on an approved TA, not to exceed $5000.00

Distribution – how the costs will be distributed from the chartfields entered in the Accounting Details section.

Expense Report (ER) – The document used to reimburse travelers for expenses incurred while on travel and to record expenses to ledgers.
TERMINOLOGY

Foreign Travel – Travel to foreign countries and non U.S. possessions and territories.

Non-Vicinity Travel – One-way travel over 50 miles from the traveler’s official headquarters.

Official Headquarters – The University campus where the employee’s office is located.
TERMINOLOGY

**Per Diem** – A subsistence allowance that a traveler is authorized to receive when traveling on official University business.

**Proxy Access** – when one employee has been given authority by another to submit/view and/or edit on their behalf. The employee who has been assigned is the **proxy for the traveler**.

**Travel Authorization (TA)** – The formal document to secure approval to travel on behalf of the University. TA’s are also Encumbrances in the General Ledger.
TERMINOLOGY

**User Defaults** – the default Accounting Details information associated with traveler. Derived from employee’s department information.

**Vicinity Travel** – One-way travel within 50 miles from the traveler’s official headquarters.
ASSIGN A PROXY

Assigning a Proxy has to be done before any employee can make travel arrangements on behalf of another employee.

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

2. Enter the Authorized User ID of the Proxy

3. Choose the Authorization Level (suggested is edit and submit)
The **Header Area** is located atop the transaction. The area that houses the Business Purpose, Destination, Dates of travel, Description, and Benefit to FIU or Project. Once saved, this is also the area in which the TA number will generate.

The next section houses the **Lines**. The “lines” have the details of the transaction. In this case, the actual travel expense types. Any actions performed in this area are referred to being done at the “line level”.

**Distribution** applies to *distributing* the costs. It refers to the Chartfield/Accounting used on the transaction.
CREATE A TRAVEL AUTHORIZATION (TA)

Navigate to: Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorizations > Create/Modify

- Click Add, to create a new TA. Enter the employee ID of the *traveler* in the Empl ID box.
- Click the Find an Existing Value to lookup a saved TA and modify
CREATE A TRAVEL AUTHORIZATION (TA)

- Enter the information in the Header for the intended travel
- Complete information in the projected expense lines for any expected out of pocket expenses.
  - When choosing Expense Type, notice how fields may change
WHAT GOES IN THE BENEFIT TO FIU BOX

1. The FIU Business reason for travel.
2. List the estimated and/or actual expenses that are paid for using the Pro Card or Purchase Order.
3. When all the expenses are being funded by another agency (non-FIU), include that info in the box.
4. Include the total estimate of the travel expenses, no matter method of payment.

[Links to related documents]
BENEFIT TO FIU EXAMPLES

Expenses paid by Pro Card, and OOP

Example: Attending the Annual USA Accounting Conference. Dept. Travel card will pay for the airfare ($300), lodging ($600), and Registration $(250), Total estimate trip cost is $1358 (line items totaled $208)
BENEFIT TO FIU EXAMPLES

Incidentals only TA Expenses paid by Pro Card, PO

Example: Attending the annual credit card workshop. All meals are included. Dept. travel card will pay for Airfare ($400), and registration ($1200), a PO will pay for lodging for 5 travelers @$1000 each ($5000.00) total estimate trip cost is $2650. ($2650 includes the traveler’s portion of the $5000= $1000, and there’s a TA line for $50)
BENEFIT TO FIU EXAMPLES

All expenses are funded by another agency

Example: Attend Annual Controller’s Meeting. All expenses will be paid by the hosting agency.
(1 line item for incidentals for $10 (must have encumbrance and submitted/approved TA to travel).
Must have an encumbrance to generate a TA number.
COMPLETE EXPENSE LINE ON TA

- List only the estimated out-of-pocket expenses for the traveler as actual Expense Types.
- If ALL expenses for the travel are expected to be paid through a Departmental Procurement Card or Purchase Order, use one line marked Domestic Incidentals and the amount should be $10.
- A TA cannot have zero expenses.
- Save for Later or Save and Submit to route the TA for approval.
APPROVALS AND TA WORKFLOW

• Determined by the Chartfields chosen.

• HR Supervisor is always the first approver in the workflow, as the employee’s department manager should always be aware and authorize for their employee to travel on behalf of business.

• The TA then routes to the approvers for the Chartfields entered. Expense and/or Project Managers.
FIU Travel Authorization (TA) Approval Workflow

1. Travel Authorization (TA) - Activity #
   - HR Supervisor
   - Expense Manager

2. Travel Authorization (TA) - Project #
   - HR Supervisor
   - 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
STUDENT TRAVEL

Before a student can travel on behalf of FIU business, the Student Information for Travel and Reimbursement form must be completed.

The form is then sent to vendors@fiu.edu for further processing.
STUDENT INFORMATION FORM

Located on Controller Website:
http://finance.fiu.edu/controller > Forms > Travel Services
STUDENT TRAVEL PROCESS

1. Form completed accurately and sent to vendors@fiu.edu
2. Vendors receives and reviews form.
3. Student’s Panthersoft profile is configured for business travel.
4. Vendors notifies contact when profile is configured and proxy has been assigned.
NON-FIU TRAVELER (NON-EMPLOYEE)

The process for creating a TA for a non-employee is the same as creating for an employee as the TA needs to be in an FIU employee’s name.

Where the travel process differs for non-employees is on the Expense Report side.
TA REVIEW

- Everyone has access to create TA’s for themselves upon hire. In order to book for someone else, the traveler has to make you proxy in the system.
- Always use the Employee Self Service Navigation
- An approved TA is needed to book travel on behalf of FIU
- Make sure your Benefit to FIU information is correct.
- Verify your entire Chartfield String.
- Save will generate a TA #, Summary and Submit initiates workflow
- Workflow is determined by ChartField string and always includes the HR supervisor
CASH ADVANCE

- Cash Advances help defray out of pocket costs when traveling. In order to request a cash advance in the system an approved TA must be in the system.
- The maximum allowed for a cash advance is 80% of the expected out of pocket expenses not to exceed $5000.00.
- An employee is only allowed one (1) cash advance at a time.
- The earliest the CA will be approved is ten (10) days from the date of departure indicated on the TA.
- When traveler returns, the Cash Advance must be indicated on the Expense Report.
CREATE A CASH ADVANCE

Navigate to Main Menu> Employee Self-Service > Travel and Expense Center> Cash Advance > Create/Modify.

• Enter the Header information for the Cash Advance
• The lookup glass does not help search/select TA#. TA# must be manually entered in the TAR# field.
• Click the Benefit to FIU link to complete.
CASH ADVANCE REVIEW

• There must be an approved TA in place before requesting a CA.
• The CA cannot exceed more than 80% of the out of pocket expenses indicated on the TA, not to exceed $5000.00.
• The lookup glass does not help search/select TA #. TA# must be manually entered in the TAR# field.
• Click the Benefit to FIU link to complete.
CREATE AN EXPENSE REPORT

**Navigate to:** Main Menu> Employee Self-Service> Travel and Expense Center> Expense Report> Create/Modify

Verify the Distribution details when linking a TA to an ER.
EXPENSE REPORTS

Out of Pocket
Select “out of pocket” when monies indicated on the line were spent by the traveler (of their own money) for an approved business purpose.

Non-Reimbursable
Select non-reimbursable when:
- the expense has been paid by: University Credit Card or PO
- the expense was incurred but not due to the named employee (non-FIU employee Expense Reports: candidates, speakers, etc.)
EXPENSE REPORTS

- Review and Update Expense Lines
- Click Summary and Submit
- Complete Benefits to FIU or Project
- Save for Later
- View Printable Version-Print Expense Report with Barcode
- Sign Expense Report
SUPPORTING DOCUMENTATION

The signed Expense Report, any documents that support the expenses listed, or lends definition to the “benefit” or “business purpose” are part of the supporting documents. Examples of such: meal receipts, conference agendas, etc. It can also include the Reimbursement of Non-Employee form.

*How to Assemble Supporting Documentation*

In one file: Signed Expense Report, Non-Employee Reimbursement form (if applicable), all other supporting documentation (receipts, etc), scan into one file that can be attached.
How to put together a Travel Packet
NON-EMPLOYEE REIMBURSEMENT

- When creating travel for a non-FIU employee, the TA needs to be created in an FIU employee’s name.
- FIU employee needs to obtain information from the non-FIU employee in order to complete the Reimbursement of Travel Expenses for Non-Employees form found on the Controller’s website.
- When expenses are incurred, non-FIU employee needs to provide supporting documentation to be reimbursed.
- The Reimbursement of Travel Expenses for Non-Employees Form needs to be submitted as part of the supporting documentation with the Expense Report. It should be the second page right behind the signed Expense Report.
- This form is the **paying document** to the non employee.
NON-EMPLOYEE REIMBURSEMENT

Reimbursement of Travel Expenses for Non-Employees

<table>
<thead>
<tr>
<th>PON # / Vendor ID:</th>
<th>Name:</th>
<th>Dates:</th>
</tr>
</thead>
</table>

Address: 
City: 
State: 
Zip: 

Departmental Information (Required):
Activity #: 
Fund: 
Site: 
Program: 
Dept: 

Notes:
You may use the following PeopleSoft Query to assist you in identifying the correct fund combinations for the selected department or project: 

Non-resident alien payments require prior approval from the Controller’s Office. Tax compliance section.

For Contracts & Grants Project IDs, you must also provide the Organizational Department ID (Org. Dept. ID) field above.

Departmental Contact Information (Required):
Person Preparing this Form: 
Department Name: 
Department Phone Number: 

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

<table>
<thead>
<tr>
<th>ACCOUNT DESCRIPTION</th>
<th>EXPENSE DESCRIPTION</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): 
Tenant ID: 
Title: 
Date: 

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

Located on Controller Website:
http://finance.fiu.edu/controller > Forms > Travel Services
EXPENSE REPORTS

• Click Expense Details
• Attach Receipts and Documentation
• Summary and Submit, Certify and then Submit
REIMBURSEMENT UNDER FIU02 (FOUNDATION)

Is expense allowed by FIU Foundation policy?
- Yes
- No

Is Expense fulfilling funding source (project) Restrictions?
- Yes
- No

Is project cash available?
- Yes
- No

STOP
EXPENSE REPORTS REVIEW

- Always use the Employee Self Service navigation
- If completing for someone else, make sure you are proxy for that traveler
- If linking to TA, verify Distribution lines
- Benefit to FIU does not automatically populate. Manual entry required.
- To aid in releasing the encumbrance, always link your TA to your ER if applicable
- Make sure your supporting documentation is legible.
## HELP AND RESOURCES – TRAVEL CONTACTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inez Stokes</td>
<td>Travel Manager</td>
<td>305-348-2543</td>
</tr>
<tr>
<td>Sandra Ocampo</td>
<td>B, E, K, N, S, U</td>
<td>305-348-4041</td>
</tr>
<tr>
<td>Yaniz Gallimore</td>
<td>C, H, L, O, Q, V</td>
<td>305-348-2663</td>
</tr>
<tr>
<td>Alejandra Blanco</td>
<td>D, G, I, P, T, W, Z</td>
<td>305-348-1141</td>
</tr>
<tr>
<td>Fernanda Oliveira</td>
<td>A, F, J, M, R, X, Y</td>
<td>305-348-2438</td>
</tr>
</tbody>
</table>

Contact by the last name of the traveler
Financial Systems and Support Services

Help Desk – Call 7-7200
Email: controller@fiu.edu
Visit: http://finance.fiu.edu/controller