



Ready Reference**Approvers**

Introduction.....	2
REVIEWING and APPROVING.....	4
Quick Links.....	6



Introduction

PeopleSoft Travel Expense Module is the official means to request prior travel authorizations and expense reimbursements. Scheduled for a July, 2013 kickoff, it will replace the current method to submit approved **Expense Reports** and **Travel Authorizations**.

Expense Reports...

Travel Related

Non Travel Related

Flex Spending



This Ready Reference is designed to assist the Submitter with completing Travel Authorizations and Expense Reports.

- You will have the responsibility to electronically submit your Travel Authorization and Expense Reimbursement transactions to your Budget Manager for review and approval.
- You may opt to delegate your responsibilities to someone else to perform your role.
- You will continue to forward your printed expense report and original receipts to Accounting Services.
 - Accounts Payable [All expense transactions except FSA]
 - General Accounting [Flex Spending]
- Your approved expense reimbursement requests will be reviewed and paid within 7 days business days from when Accounting Services receives your printed expense report and supported backup documentation.

NOTE: The Budget Office is no longer affiliated with the travel-related transactions. Approval of your Travel Authorization rests at Budget Manager Level and all reimbursements are reviewed, approved and paid by Accounting Services.



REVIEWING and APPROVING

There are three methods which can be used to review and approve expenses transactions: Email Notification, Worklist and the Summary Approvals page.

Each of these methods provides the approver with the same set of options: Approve Deny, Send Back, Hold, and Budget Check. The main difference is the navigation used to reach these approval options.

Summary Approvals Page through the Self-Service portal

Purpose: The Summary Approvals page is accessed through the Manager Self-Service link. By using the Summary Approvals page, an approver can process multiple transactions at one time.

Navigation: From the TEM Home page> **Manager Self-Service** link>

1. Click the Approve Transactions link.
2. Click the Approve Transactions link.
3. Note: There are seven tabs across the top of this menu which can limit your scope if you wish to focus on a particular type of transaction:
 - i. **Overview, Expense Reports**, Time Reports [not used], Time Adjustments [not used], **Travel Authorizations**, Cash Advances [not used], and **Errors**.
 - b. You can search for transactions in a pending approval status.
 - c. You can change the sort order of transactions and view them sequentially in the new order.
 - d. You can change the sort order of transactions and view them sequentially in the new order.
4. There are five main actions that can be completed on this page: **Approve Reviewed, Send Back, Hold**, and Budget Check.
5. There is a select checkbox next to each transaction which allows you to select multiple transactions (by enabling the checkbox for each line, and then perform one function (such as Send Back) for all selected transactions.
6. There is also a Select All button which will enable the checkbox for all transactions.
7. The convenience of using the summary approval page should not interfere with your responsibility to carefully review each transaction before performing an approval action.
8. To review the details of a transaction, click on an entry in the Description column.
9. Click an entry in the Description column.
10. When the transaction is displayed, you can review the details of the report to determine the appropriate action (e.g. approve, send back, deny, etc.).
 - a. For Send Back and Deny you will have to add a comment
11. Click the vertical scrollbar to navigate to the bottom of the page.
12. For Expense Reports and Travel Authorizations, there is a Detail button in the bottom right corner of the page which, if clicked, will display further details for the transaction, including the Accounting Defaults.



-
13. You are asked to provide an Approval Confirmation before the action is performed. Double check the type and number of transactions that you are approving before clicking the OK button.
 14. Click the OK button.
 15. Those items you approved have been routed to the next approver level and will no longer appear in your Summary Approvals page.



Quick Links

Travel Policy and Procedures Manual

http://depts.gpc.edu/~gpcbud/travel/GPC%20BPM_Chapter_4.0_Travel%203.1.13.pdf

PeopleSoft TEM Self-Service Portal

<https://dfs-fineapps.gafirst.usg.edu/psp/F89PRD/FINEAPPS/FINSS/?cmd=login&languageCd=ENG>