Introduction...........................................................................................................................................................2

Getting Started........................................................................................................................................................4
  PeopleSoft TEM Module Sign-in
  My System Profile
  Employee Profile

Delegate Entry Authority to Other Users...............................................................................................................5

Travel Authorization.......................................................................................................................................................6

Expense Reports:
  Travel Related..........................................................................................................................................................8
  Applying an Authorized T-Auth to an Expense Report.............................................................................................11
  Flexible Spending.................................................................................................................................................14

Quick Links.............................................................................................................................................................16
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.
PeopleSoft TEM Module Sign-In
Use your PeopleSoft User ID and Password to Sign in using the below link to the Travel and Expenses Employee Self-Service Portal  
https://dfs-fineapps.gafirst.usg.edu/psp/F89PRD/FINEAPPS/FINSS/?cmd=login&languageCd=ENG

1. Forgot your User ID or Password, click on the same-name link for assistance
2. Need to Register for your Account, click on the same-named link for assistance
3. NOTE: It may take up to 24 hours for your account to become active.

My System Profile
Purpose: Manage your TEM profile
Navigation: Main Menu, select My System Profile
   1. Can change password
   2. Add/update email address for TEM correspondence/notifications
   3. NOTE: Be sure to SAVE if any desired changes are made

Profiles and Preferences
Purpose: Manage your Chartfield Values
Navigation: Main Menu, select Employee Self-Service>Profiles and Preferences>Review/Edit Profile>Organizational Data Tab
   1. Confirm your Default Values with your Budget Manager
   2. Make necessary changes
   3. NOTE: Be sure to SAVE if any desired changes are made

EX: Your Chartfield should default in all travel and expense transactions; you will be able to adjust within each transaction, as necessary. Consult with your Budget Manager for correct Chartfield values.

<table>
<thead>
<tr>
<th>GL Unit</th>
<th>Fund</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>Bud Ref</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>71000</td>
<td>10000</td>
<td>16200</td>
<td>11000</td>
<td>'grant ID'</td>
<td>2014</td>
<td>6409302</td>
</tr>
</tbody>
</table>

Profiles and Preferences
Purpose: Manage your Bank Account
Navigation: Main Menu, select Employee Self-Service>Profiles and Preferences>Review/Edit Profile>Bank Accounts Tab
   1. Confirm Payment Method is ELECTRONIC FUNDS TRANSFER
   2. Be sure the SELECT TO RECEIVE REIMBURSEMENT BY CHECK box is DE-SELECTED
   3. Confirm your bank account is correct, as it is where TEM will direct your electronic payments
   4. NOTE: You must make bank account changes in ADP. All changes will feed from ADP to TEM, daily.
Delegate Entry Authority to Other Users

**Purpose:** Delegating Entry Authority is a feature of PeopleSoft which allows an employee to authorize someone else to enter TEM transactions on their behalf. Check with the departmental/budget manager for authorization to proceed.

**Note:** Even though an employee has delegated authority to another to enter Travel and Expense forms, s/he is still responsible for understanding the Travel Policy, and for the accuracy, timeliness, and completion of the reports.

1. **Complete the REQUEST TO DELEGATE AUTHORITY FORM**
2. Submit to Accounting Services – Expense Administrator
3. Allow up to 5 days - from when form is received by EX Admin – for activation of delegation
Travel Authorization

**Purpose:** Serves as written permission to travel for the performance of official duties for future dated specific trips (>50 miles from Home Campus or includes registration fees). TEM does not accommodate ‘standing’ paper prior approvals - **[YOU MUST MAINTAIN PAPER PRIOR APPROVALS FOR LOCAL TRAVEL AT THE DEPT LEVEL FOR RISK MANAGEMENT PURPOSES].**

**Must haves:**
- Trip Details - Future Start/End Dates; Location; Anticipated Expenses
- Separation of Employee and Non-Employee [student] Expense Type rows

**Navigation:** Main Menu, select Employee Self-Service> Travel Authorization> Create

From General Section
1. Enter Description* [include destination city, trip end date mmdd]
2. Select Business Purpose [use drop down box]
3. Select destination location/city [use magnifying glass]; Enter State Abbreviation and Search
4. *Add additional comments in Comment Box

**Accounting Defaults**
1. Confirm where you are encumbering the anticipated expenses for this T-Auth

From Expense/Details Section
1. Choose an Expense Type [Expenses should be entered for each day, each meal]
2. Payment Method [anticipated you will use; if GPC will prepay lodging, air, etc. or Advance for Student meals, choose Pre-Pay Method; **If GPC will pay for registration, choose Check Method.**]
3. Billing Type should always read ‘Internal’
4. Click the Details link to enter required specific details.
5. At the bottom of the Authorization Detail for Lodging page, Click Check ‘Expense for Errors’ button [double-click on any red flag and it will take you to missing/invalid data that requires your corrective action]. **NOTE:** Report will not SAVE or SUBMIT with identified errors.
6. Click ‘Expense for Errors’ button and when there are no errors indicated,
7. Click the Return to Authorization Entry Link
8. Continue to add as many Expense Types necessary and remember each Expense Type will require Details. [Lodging, Meals, etc.]
9. After all Authorization Expense Types are entered, you can Check the entire T-Auth for Errors – see button at bottom of T-Auth Entry page. Once error-free,
10. Click the SAVE FOR LATER or SUBMIT at bottom of T-Auth page.
11. **NOTE: Your report is assigned its unique Report ID number. Until your report is submitted, you will be able to modify it. The T-Auth will not flow to your Approver until you ‘submit.’**

**TIPS:**
- For multiple same Expense Types, select the Expense Type row and click on the COPY SELECTED button. Follow the prompts to add number of rows/days you want to copy in the expense report. Once rows are copied, simply, click on the DETAILS link to make necessary edits
- Take advantage of ‘magnifying glasses’ and ‘drop down boxes’
- Filter as needed when searching
REMINDERS:
✓ SAVE your work periodically as the system logs off if there is prolonged inactivity
✓ TEM does not accommodate ‘standing’ paper prior approvals - [YOU MUST MAINTAIN PAPER PRIOR APPROVALS FOR LOCAL TRAVEL AT THE DEPT LEVEL FOR RISK MANAGEMENT PURPOSES].
✓ Separate Employee and Non-Employee [student] Expense Type rows
✓ Remember to include all anticipated expenses as this
✓ T-Auth will reserve funds once your trip is approved
✓ Cancel or Delete T-Auth if a trip is canceled; this releases any reserved funds
✓ An approved T-Auth should be copied into an expense report after the trip is completed to release reserved funds and to avoid creating an expense report from scratch

VIEW
Purpose: Allows you to view your report and see where it rests throughout the entire Workflow.
Navigation: Main Menu, select Employee Self-Service> Travel Authorization>View/Print
1. If you know the T-Auth Report Id, enter it in and click the Search button – OR
2. Leave the ‘begins with’ field blank, and click the Search button.
3. All your reports will be shown
4. Click the Report ID number link for the desired report
5. Notice the report status [pending, submitted, etc.]
6. Scroll down the Action History for completed action

MODIFY
Purpose: Allows you to modify your report if it is in a ‘Pending’ status [you Saved for Later or it was SENT BACK to you].
Navigation: Main Menu, select Employee Self-Service> Expense Report>Modify
1. If you know the Expense Report Id, enter it in and click the Search button – OR
2. Leave the ‘begins with’ field blank, and click the Search button.
3. All your reports will be shown
4. Click the Report ID number for the desired report
5. Make desired change
6. SAVE for LATER or SUBMIT

DELETE
Purpose: Allows you to delete your report if it is in a ‘Pending’ status [you Saved for Later or it was SENT BACK to you].
Navigation: Main Menu, select Employee Self-Service> Expense Report>Delete
1. If you know the Expense Report Id, enter it in and click the Search button – OR
2. Leave the ‘begins with’ field blank, and click the Search button
3. All your reports will be shown
4. Click the Report ID number for the desired report
5. Click the ‘Delete’ button
6. Confirm or Delete action
Expense Reports

LOCAL TRAVEL

Purpose: Records expenses incurred while traveling on official business, eligible non-travel related expenses and Flex Spending reimbursements. NOTE: Creating a ‘blank expense report’ should only be used for local travel [campus2campus, trips <50miles from Home Campus, trip does not involve registration fee. 

NOTE: See Applying a T-Auth to and Expense Report for Specific Trips for Specific Trips, page11

Navigation: Main Menu, select Employee Self-Service> Expense Report>Create

CREATE

General Information Section
1. Enter Description* [include end date of coverage]
2. Select Business Purpose [use drop down box]
3. Select Default Location [use magnifying glass] Ex. For Dunwoody, GA, Search by EXPENSE LOCATION and type in GA, then click the LOOK UP button; Scroll until you will see results that should include Dunwoody, GA, and click on the Location.
4. *Add additional comments in the Comment Box

Accounting Defaults
1. Confirm where you are charging your expenses to for this expense report

Details
1. Each line is tied to an Expense Type, the date you incurred the expense and the amount
2. Select appropriate Expense Type [use drop down box] that enables all other items on the line
3. Tab, add date of the this expense
4. Tab, payment type used
5. Tab, and notice the default billing type is ‘Internal’
6. Tab, and click on Details link; this is where specifics relating to this expense type are recorded

Example: For Expense Type ‘Mileage,’ you will need to record your odometer readings for the trip from your ACTUAL origination [in this case Residence to 123 Main Street, Dunwoody, GA]; your COMMUTE miles [normal miles driven to /from Home Campus]; any personal miles [if applicable]. TEM will compute total business miles and reimbursement using the built in mileage rate.

7. Select Originating Location [use lookup button] or use proper format City, GA
8. At the bottom of the Expense for Mileage page
9. Click Check ‘Expense For Errors’ button [double-click on any red flag and it will take you to missing/invalid data that requires your corrective action]. NOTE: Report will not SAVE with errors.
10. Click ‘Expense For Errors’ button and when there are no errors indicated,
11. Click the Return to Expense Link
12. Continue to add as many Expense Types necessary and remember each Expense Type will require Details. [Lodging, Meals, etc.]
13. After all Expense Types are entered, you can SAVE FOR LATER or SUBMIT. NOTE: Your report is assigned its unique Report ID number.
14. Click on the Printable View link near the bottom of the page to print the Expense Report
15. Attach all required documentation and submit to your Budget Manager
16. Budget Manager/Approver will forward to Accounts Payable

TIPS:
- For multiple same Expense Types, select the Expense Type row and click on the COPY SELECTED button. Follow the prompts to add number of rows/days you want to copy in the expense report. Once rows are copied, simply, click on the DETAILS link to make necessary edits
- Take advantage of ‘magnifying glasses’ and ‘drop down boxes’
- Filter as needed when searching

REMINDERS:
- If your Expense Report is for local travel, attach a copy of your ‘paper Standing Prior Approval’
- If your Expense Report is for a specific trip, the approved T-Auth must be copied into an expense report after the trip is completed to release the reserved funds and to avoid creating an expense report from scratch
- SAVE your work periodically as the system logs off if there is prolonged inactivity
- Print your Expense Report by clicking the Printable View icon at the bottom of the report page
- Print your Expense Report, attached appropriate receipts, trip navigations [if necessary], submit to Budget Manager [who will forward to Accounts Payable]
- If your Expense Report is for local travel – you do not need to attach trip navigations for Campus2Campus trips; adjust your odometer according to the Predetermined reimbursable miles per the Travel Policy and Procedures
- For overnight trips, traveler will receive 75% of allowable per diem on day of departure and return.
- For non-overnight trips, travelers will receive 75% of the allowable per diem if travel is more than 50 miles from home, and are away for more than (12) hours
- For first day and last day of trip; you will need to enter Start and End Times for Meal Expense Types
- You must use your ACTUAL originating and destination locations
- You must record your Commute miles if you originated/returned - from/to your Residence during a normal work week.
- Saving your report will remain in your possession until you actually SUBMIT.
- You will be able to make changes to saved/pending reports.
- Submitting your report forwards your report to the Approver for the DEPT ID the report is charging - if it successfully Budget Checked.
- You must submit your Expense Report within 30 days of the completion of the trip.
- If your Expense Report is for multiple Campus2Campus trips, you must submit your Expense Report within 30 days of the completion of the oldest trip.
- Track your report at any time by Viewing
- Track your payments at any time by Viewing

VIEW
Purpose: Allows you to view your report and see where it rests throughout the entire Workflow.
Navigation: Main Menu, select Employee Self-Service> Expense Report>View/Print
1. If you know the Expense Report Id, enter it in and click the Search button – OR
2. Leave the ‘begins with’ field blank, and click the Search button.
3. All your reports will be shown
4. Click the Report ID number for the desired report
5. Notice the report status [pending, submitted, paid, etc]
6. Scroll down the Action History for completed action

**MODIFY**

**Purpose:** Allows you to modify your report if it is in a ‘Pending’ status [you Saved for Later or it was SENT BACK to you].

**Navigation:** Main Menu, select Employee Self-Service> Expense Report>Modify

7. If you know the Expense Report Id, enter it in and click the Search button – OR
8. Leave the ‘begins with’ field blank, and click the Search button.
9. All your reports will be shown
10. Click the Report ID number for the desired report
11. Make desired change
12. SAVE for LATER or SUBMIT

**DELETE**

**Purpose:** Allows you to delete your report if it is in a ‘Pending’ status [you Saved for Later or it was SENT BACK to you].

**Navigation:** Main Menu, select Employee Self-Service> Expense Report>Delete

7. If you know the Expense Report Id, enter it in and click the Search button – OR
8. Leave the ‘begins with’ field blank, and click the Search button
9. All your reports will be shown
10. Click the Report ID number for the desired report
11. Click the ‘Delete’ button
12. Confirm or Cancel action
Expense Reports

Apply a T-Auth to an Expense Report

SPECIFIC TRIP TRAVEL

**Purpose:** Create an Expense Report from an approved Travel Authorization. Expense Reports are used to record and seek reimbursement for expenses incurred while traveling on official business. It is very important that you use the approved T-Auth to create your expense report as it releases the reserved funds.

**NOTE:** When you create an Expense Report, you can start with a blank expense report, copy from a Travel Authorization. The T-Auth must be approved before it is available to be applied to an expense statement.

**CREATE**

1. Click the **Quick Start** list
2. Click the **A Travel Authorization** list item
3. Click the GO button
4. The Date fields near the top of the page are pre-populated with a range based on the current date. To expand this selection, enter dates in the From Date and To fields which will return your desired results.
5. If you wish to view the details of a travel authorization before attaching it to your expense report you can click the blue text in the Travel Auth Description column
6. Click the **Select** button next to the authorization you want to apply to an expense report

You may adjust the amounts of any of the expense lines to correctly reflect your exact expenses. Also, you may add additional lines if you incurred an expense which was not on your original travel authorization

It is critical that you **do not delete** lines from an expense report that is created from a T-Auth. Instead of deleting a line, add another row to the bottom of the expense report and enter a credit amount which will offset the initial estimated expense line.

You should update the information for each row on the expense report as applicable, such as odometer readings, airline ticket numbers, start/end times for the first and last days of trip, etc. Ex for time adjustments:

7. Click the **Detail** link at the end of the first row – first day
8. Enter "5:30AM" in the Start Time (HH:MI) field.
9. Enter "9:00PM" in the End Time (HH:MI) field.
10. Click the scrollbar to navigate to the bottom of the page.
11. Click the Return to Expense Report link.
12. Repeat 7-11 for the last day of the trip
13. Once all lines are adjusted to actual, you may need to add a row for an expense that was not included on the T-Auth.
   a. In the Expense Report, click on the + plus link at the end of the last row
b. Select the number of rows to add and proceed with adding necessary Expense Types and related Details.

14. If you do not need an expense line copied from the T-Auth:

*It is critical that you do not delete lines from an expense report that is created from a T-Auth. Instead of deleting a line, add another row to the bottom of the expense report and enter a credit - amount which will offset the initial estimated expense line.*

15. To view the default chartstring for this transaction, click the Accounting Defaults link.
16. Click the scrollbar to navigate to the bottom of the page.
17. Click the Check For Errors button.
18. Save for Later or Submit your report; Submitting will forward to your Dept Approver.
19. Click the Printable View link near the bottom right of the page.
20. Print the expense and attach supportive documentation/receipts.
21. Send to your Dept Approver who will forward to AP.

**REMINDERS:**

- ✓ SAVE your work periodically as the system logs off if there is prolonged inactivity.
- ✓ Print your Expense Report by clicking the Printable View icon at the bottom of the report page.
- ✓ Print your Expense Report, attached appropriate receipts, trip navigations [if necessary], submit to Budget Manager [who will forward to Accounts Payable].
- ✓ For overnight trips, traveler will receive 75% of allowable per diem on day of departure and return.
- ✓ For non-overnight trips, travelers will receive 75% of the allowable per diem if travel is more than 50 miles from home, and are away for more than (12) hours.
- ✓ For first day and last day of trip; you will need to enter Start and End Times for Meal Expense Types.
- ✓ You must use your ACTUAL originating and destination locations.
- ✓ You must record your Commute miles if you originated/returned - from/to your Residence during a normal work week.
- ✓ Saving your report will remain in your possession until you actually SUBMIT.
- ✓ You will be able to make changes to saved/pending reports.
- ✓ Submitting your report forwards your report to the Approver for the DEPT ID the report is charging - if it successfully Budget Checked.
- ✓ You must submit your Expense Report within 30 days of the completion of the trip.
- ✓ Track your report at any time by Viewing.
- ✓ Track your payments at any time by Viewing.

**VIEW**

**Purpose:** Allows you to view your report and see where it rests throughout the entire Workflow.

**Navigation:** Main Menu, select Employee Self-Service> Expense Report>View/Print

- 7. If you know the Expense Report Id, enter it in and click the Search button – OR
- 8. Leave the ‘begins with’ field blank, and click the Search button.
- 9. All your reports will be shown.
- 10. Click the Report ID number for the desired report.
- 11. Notice the report status [pending, submitted, paid, etc].
- 12. Scroll down the Action History for completed action.
MODIFY

**Purpose:** Allows you to modify your report if it is in a ‘Pending’ status [you Saved for Later or it was SENT BACK to you].

**Navigation:** Main Menu, select Employee Self-Service> Expense Report>Modify
- 13. If you know the Expense Report Id, enter it in and click the Search button – OR
- 14. Leave the ‘begins with’ field blank, and click the Search button.
- 15. All your reports will be shown
- 16. Click the Report ID number for the desired report
- 17. Make desired change
- 18. SAVE for LATER or SUBMIT

DELETE

**Purpose:** Allows you to delete your report if it is in a ‘Pending’ status [you Saved for Later or it was SENT BACK to you].

**Navigation:** Main Menu, select Employee Self-Service> Expense Report>Delete
- 13. If you know the Expense Report Id, enter it in and click the Search button – OR
- 14. Leave the ‘begins with’ field blank, and click the Search button
- 15. All your reports will be shown
- 16. Click the Report ID number for the desired report
- 17. Click the ‘Delete’ button
- 18. Confirm or Cancel action
Flexible Spending Account Expense Report

**Purpose:** Request reimbursement for personal Dependent and Medical Flexible Spending Account participants.

**Navigation:** Main Menu, select Employee Self-Service> Expense Report>Create

### CREATE

**General Information Section**

1. Enter Description* [include end date of coverage]
2. Select Business Purpose [use drop down box and click FSA EXPENSE]
3. *Add additional comments in the Comment Box
4. Details
5. Each line is tied to an Expense Type, the date you incurred the expense and the amount
6. Select appropriate Expense Type [use drop down box and click the appropriate FSA TYPE]
7. **NOTE:** There should be a separate Expense Type for both FSA Dependent Care and FSA Medical Care by calendar year. Make sure you select the correct Expense Type based on the correct calendar year and type of expense. You will need an Expense Type row for each, if submitting multiples in one report.
8. Tab, add date of the the expense
9. Tab, enter the total amount of reimbursement requested
10. Tab, select payment type used
11. Tab, and notice the default billing type is ‘Internal’
12. Tab, and click on Details link; this is where specifics relating to this expense type are recorded
13. Enter Description for this Expense Type
14. Click the Accounting Detail Link at bottom of page. It should default to the appropriate account.
15. Click OK button
16. Click the Return to Expense Report link
17. Click for Errors button
18. Save for Later or Submit
19. Click the vertical scrollbar to navigate to the bottom of the page
20. Click the Printable View Link to print your expense report
21. Attach required backup documentation being sure to affix receipts securely on 8x10 sheet paper
22. Submit directly to Accounting Services, Attn: Yolanda Norman

**TIPS:**

- Take advantage of ‘magnifying glasses’ and ‘drop down boxes’
- Filter as needed when searching

**REMINDERS:**

- SAVE your work periodically as the system logs off if there is prolonged inactivity
- Print your Expense Report by clicking the Printable View icon at the bottom of the report page
- Print your Expense Report, attached appropriate receipts and submit directly to Accounting Services, Attn: Yolanda Norman

### VIEW

**Purpose:** Allows you to view your report and see where it rests throughout the entire Workflow.

**Navigation:** Main Menu, select Employee Self-Service> Expense Report>View/Print
13. If you know the Expense Report Id, enter it in and click the Search button – OR
14. Leave the ‘begins with’ field blank, and click the Search button.
15. All your reports will be shown
16. Click the Report ID number for the desired report
17. Notice the report status [pending, submitted, paid, etc.]
18. Scroll down the Action History for completed action

MODIFY

Purpose: Allows you to modify your report if it is in a ‘Pending’ status [you Saved for Later or it was SENT BACK to you].
Navigation: Main Menu, select Employee Self-Service> Expense Report>Modify
19. If you know the Expense Report Id, enter it in and click the Search button – OR
20. Leave the ‘begins with’ field blank, and click the Search button.
21. All your reports will be shown
22. Click the Report ID number for the desired report
23. Make desired change
24. SAVE for LATER or SUBMIT

DELETE

Purpose: Allows you to delete your report if it is in a ‘Pending’ status [you Saved for Later or it was SENT BACK to you].
Navigation: Main Menu, select Employee Self-Service> Expense Report>Delete
19. If you know the Expense Report Id, enter it in and click the Search button – OR
20. Leave the ‘begins with’ field blank, and click the Search button
21. All your reports will be shown
22. Click the Report ID number for the desired report
23. Click the ‘Delete’ button
24. Confirm or Cancel action
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