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Introduction

PeopleSoft Travel Expense Module [TEM] is the official means to request prior travel authorizations and expense reimbursements. TEM reports include:

Travel Authorizations [T-Auths]…

Non local trips that are 50 miles or more

NOTE: Local Trips = Campus2Campus and trips less than 50 miles from your Home Campus

Expense Reports…

Travel Related

Non Travel Related

This Quick Reference is designed to assist the Submitter with working with 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 Accounts Payable via interoffice mail.

- Your approved expense reimbursement requests will be reviewed and paid within 7 days business days from when Accounts Payable receives your printed expense report and supporting documentation.

NOTE: Accounts Payable will place expense reports on HOLD until the printed report is received for payment processing.

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

http://fprod-selfservice.gafirst.usg.edu

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.

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*.

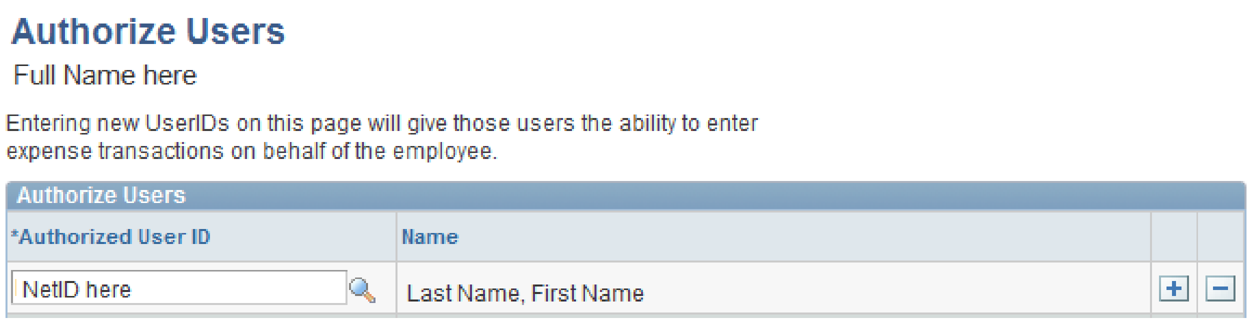
Delegate Entry Authority to Other Users

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.*

Navigation: Main Menu > Employee Self Service > Travel and Expense Center > Profiles and Preferences > Delegate Entry Authority

1. If you know the **Employee ID**, you can enter it directly into the search field and click the Search button.
2. If not, you can Search by last name. Using the drop down box, select Name.
3. Enter the desired last name
4. Click the Search button
5. Make desired selection
6. Click the Save button



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

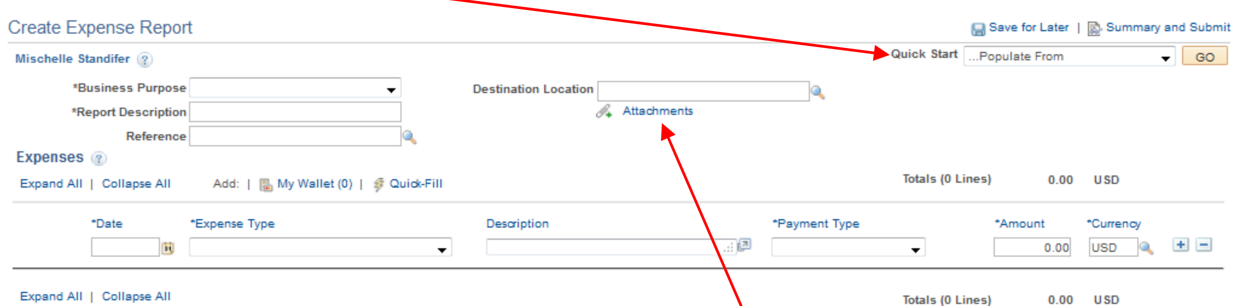
Purpose: Allows you to delete your report if it is in a 'Pending' status [you Saved for Later or it was SENT BACK to you].
Navigation: Main Menu, select Employee Self-Service> Expense Report>Delete

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 Cancel action

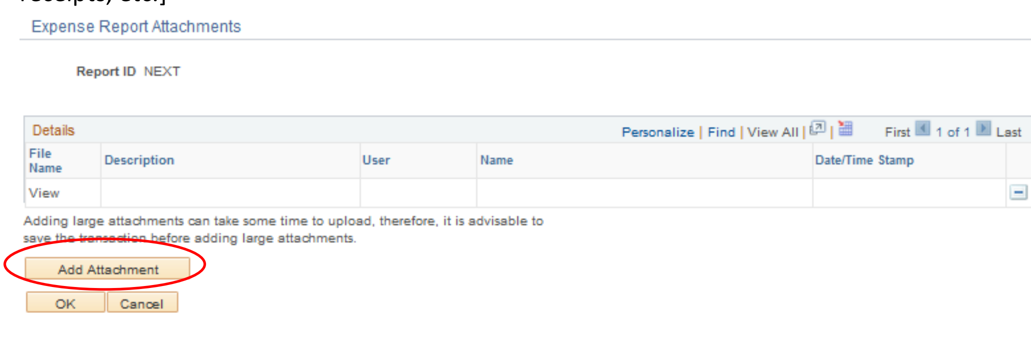
Create an Expense Report

1. Log into PeopleSoft Self Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **Employee Self-Service**
3. Select **Expense Report**
4. Select **Create/Modify**

   Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify
5. Click the **Add button**
6. Before you begin, please confirm that your Accounting Defaults are correct; edit and save if necessary. Use the **Quick Start** drop down menu and select 'Accounting Defaults'.



7.
8. Enter the **General Information** for the expense report:
   a. Select the appropriate **Business Purpose** from the drop down
   b. Enter a description in the **Report Description** field
   c. Enter/Select the **Destination Location**
9. If you have attachments for your expense report, select the **Attachments** link; otherwise skip to step #6.
   a. Select the **Add Attachment** button [i.e., local travel authorization, agenda, trips navigations, receipts, etc.]

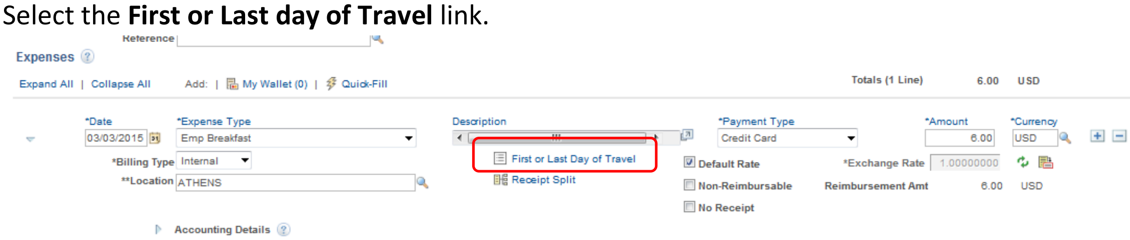


   b. Select the **Browse** button, search for your file and select it
   c. Select the **Upload** button
   d. The attachment appears in the Expense Report Attachments window
   e. Enter a description for the attachment in the **Description** field

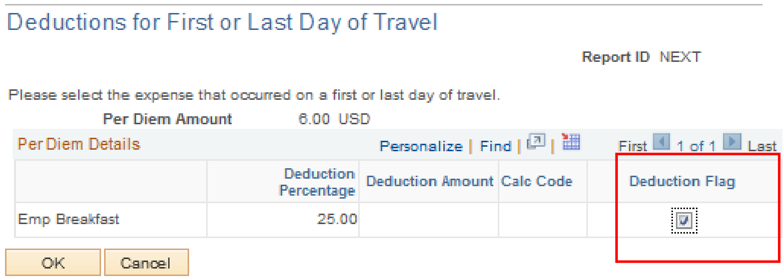
  f. Select the **OK** button
  g. Repeat steps for additional attachments

10. For each expense:
    a. Enter/select date in the **Expense Date** field
    b. In the **Expense Type** drop down, select the appropriate expense type
    c. Enter a **description** for the **Expense Type**; REQUIRED FOR MILEAGE [starting; visiting and ending locations]
    d. Update the **Payment Type** if needed; NOTE: Can choose 'credit card' for all credit types
    e. Enter the **amount** (if not automatically entered based on Expense Type)
11. For mileage continue. Otherwise skip to step #9.
    a. For the Expense Type, select the appropriate mileage type
    b. Enter/select the originating location
    c. The **Payment Type** should be **N/A (e.g. Mileage)**
    d. Select the **Reimbursable Miles** link (if the Mileage Details pop-up does not automatically display)
    e.
    f. In the Mileage Details pop-up, enter the total miles traveled that day
    g. Enter personal and/or commute miles

    h. Click **OK**
12. For meals on first and last day of travel, continue. Otherwise skip to step #10.
    a. Select the **First or Last day of Travel** link.



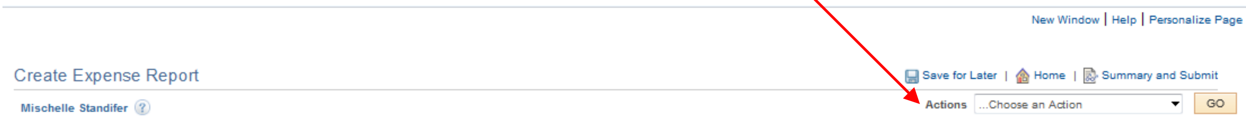
    b. Check the **Deduction** flag



c. Click **OK**

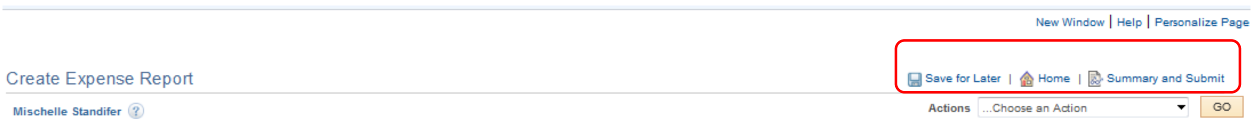
d. The per diem amount will have been deducted by 25% to meet the state requirement of 75% reimbursement

13. **To <u>copy</u> expense lines**, select **Copy Expense Lines** from the Actions drop down menu; otherwise go to step #11. NOTE: The 'Actions drop down menu' is located at the upper right top of the report.

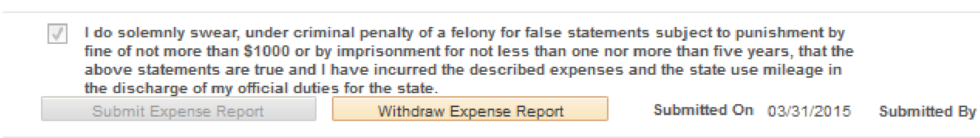


14.
    a. Click **GO**
    b. In the **Copy Expense Lines** window, you can either copy the expense line to a single date or a range of dates. You also have the option to include weekends or holidays
    c. Enter a date in the **To Date** field
    d. Check to box to select the expense line you wish to copy
    e. Click **OK**

15. To save the expense report for later, select the **Save for Later** button.



16.
17. Click the **Summary and Submit** link
18. To submit the Expense Report for approval, you must first check the verification checkbox indicating the travel was for official business.
19. After checking the verification selection the **Submit Expense Report** button becomes enabled. Click the **Submit Expense Report** button to submit the Expense Report for approval
20. After confirming the submission. You may 'refresh' the page.
21. You should see a button to 'withdraw' your report [if you realize you submitted prematurely].



22. Click the Withdraw Report button – This is a temporary option. This allows you to modify and submit again.

Congratulations! You have just created an expense report.

The following discusses how other options available with an expense report.

View Expense Report

1. Access PSFIN Self-Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Expense Report**
5. Select **View**
6. Enter the **Expense Report ID** and click **Search** or click **Search** (with the ID field blank) display all Expense Reports
7. Select the **Expense Report ID** link to view the transaction
8. The Expense Report is displayed in a read-only format
9. To view the specifics of a particular expense line, select the **Expand Section** arrow on the appropriate line. You can also select the **Expand All** link to expand all lines
10. The **Approval History** section displays the approval levels and names of the approvers (if not pooled) which are still required for the transaction
11. The **Action History** section displays any actions that have been taken on the transaction

Modify Expense Report

1. Access PSFIN Self-Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Expense Report**
5. Select **Create/Modify**
6. On the **Find an Existing Value** tab, enter the **Expense Report ID** and click **Search** or click **Search** (with the ID field blank) to display all Expense Reports available for modification.
7. Select the **Expense Report ID** link to modify it.
8. Modify the Expense Report in the same fashion as you created it.

Print Expense Report

1. Access PSFIN Self-Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Expense Report**
5. Select **Print**
6. Enter the **Expense Report ID** and click **Search** or click **Search** (with the ID field blank) to display all Expense Reports
7. Select the **Expense Report ID** link to view the transaction
8. A read-only view of the Expense Report is displayed
9. Select the **Print Expense Report** link
10. A new window/tab will automatically open which will display the printed expense report. Note that this may take several minutes

11. Use the print function on your browser to print the report after it displays
12. When you have finished viewing and/or printing the report, close the report window to return to the Expense Report view page

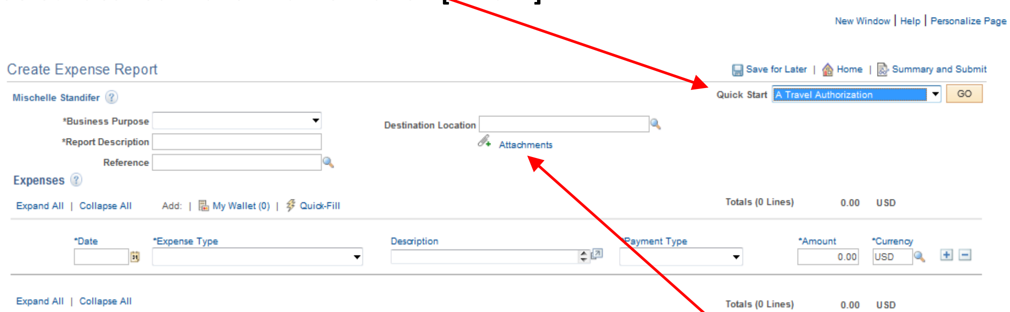
Delete Expense Report

1. Access PSFIN Self-Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Expense Report**
5. Select **Delete**
6. Enter the **Expense Report ID** or click **Search** and locate the expense report needing to be deleted
7. Put a checkmark in the appropriate box to select the expense report you wish to delete
8. Select the **Delete Selected Report(s)** button
9. The Delete Confirmation message is displayed

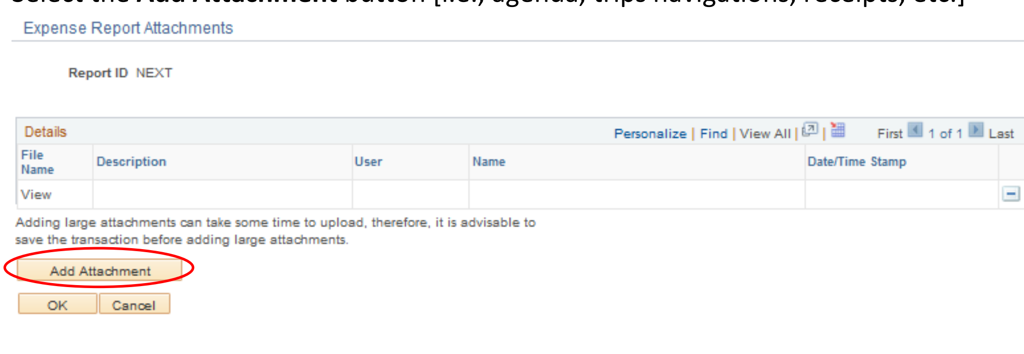
Associate a Travel Authorization to an Expense Report

1. Log into PeopleSoft Self Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **Employee Self-Service**
3. Select **Expense Report**
4. Select **Create/Modify**

   Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify
5. Click the **Add button**
6. **Use the Quick Start drop down menu and choose 'Travel Authorization'**
7. **Click GO**
8. **Select desired Travel Authorization [T-Auth]**



9. **Allow TEM to create your expense report and make necessary modifications**
10. If you have attachments for your expense report, select the **Attachments** link; otherwise skip to step #11.
    a. Select the **Add Attachment** button [i.e., agenda, trips navigations, receipts, etc.]



    b. Select the **Browse** button, search for your file and select it
    c. Select the **Upload** button
    d. The attachment appears in the Expense Report Attachments window
    e. Enter a description for the attachment in the **Description** field
    f. Select the **OK** button
    g. Repeat steps for additional attachments
11. For each expense:
    a. Enter/select date in the **Expense Date** field

b. In the **Expense Type** drop down, select the appropriate expense type

c. Enter a **description** for the **Expense Type**; REQUIRED FOR MILEAGE [starting; visiting and ending locations]

d. Update the **Payment Type** if needed; NOTE: Can choose 'credit card' for all credit types

e. Enter the **amount** (if not automatically entered based on Expense Type)

12. For mileage continue. Otherwise skip to step #9.
    a. For the Expense Type, select the appropriate mileage type
    b. Enter/select the originating location
    c. The **Payment Type** should be **N/A (e.g. Mileage)**
    d. Select the **Reimbursable Miles** link (if the Mileage Details pop-up does not automatically display)
    e. In the Mileage Details pop-up, enter the total miles traveled that day
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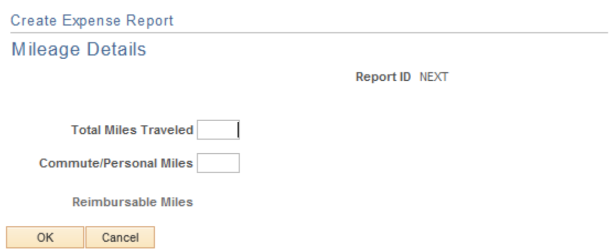
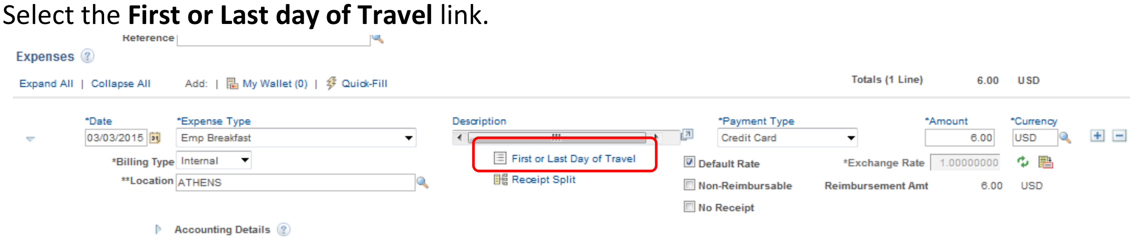
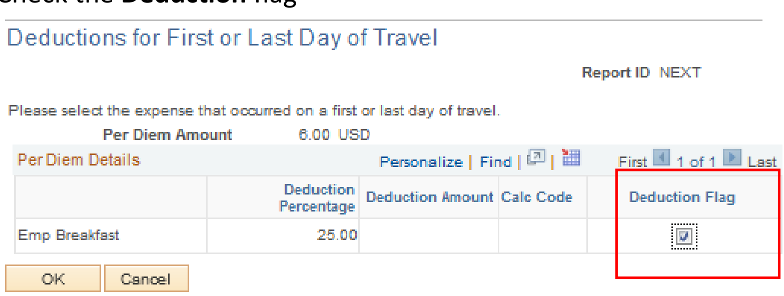


    g. Click **OK**

13. For meals on first and last day of travel, continue. Otherwise skip to step #10.
    a. Select the **First or Last day of Travel** link.



    b. Check the **Deduction** flag



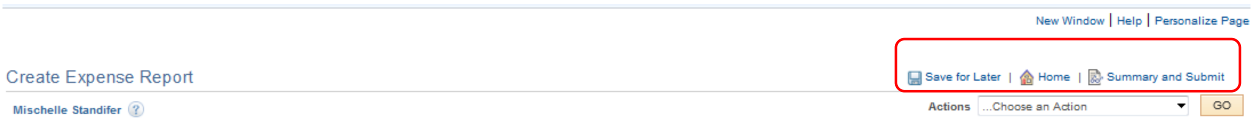
    c. Click **OK**

14. The per diem amount will have been deducted by 25% to meet the state requirement of 75% reimbursement

15. **To copy expense lines**, select **Copy Expense Lines** from the Actions drop down menu; otherwise go to step #16. NOTE: The 'Actions drop down menu' is located at the upper right top of the report.

    a. Click **GO**
    b. In the **Copy Expense Lines** window, you can either copy the expense line to a single date or a range of dates. You also have the option to include weekends or holidays
    c. Enter a date in the **To Date** field
    d. Check to box to select the expense line you wish to copy
    e. Click **OK**

16. To save the expense report for later, select the **Save for Later** button.



17. Click the **Summary and Submit** link
18. To submit the Expense Report for approval, you must first check the verification checkbox indicating the travel was for official business.
19. After checking the verification selection the **Submit Expense Report** button becomes enabled. Click the **Submit Expense Report** button to submit the Expense Report for approval
20. After confirming the submission. You may 'refresh' the page.
21. You should see a button to 'withdraw' your report [if you realize you submitted prematurely].
22. Click the Withdraw Report button – This is a temporary option. This allows you to modify and submit again.

Congratulations! You have just associated/linked your T-Auth to your Expense Report.

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
http://fprod-selfservice.gafirst.usg.edu