Creating an Expense Report with PeopleSoft Travel & Expenses

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Accessing Travel and Expenses

The expense report is available in the financials production system, FSPRD.

1. Login to FSPRD https://fsprd.umsystem.edu/psp/prd/ (Link is also on MyHR login page.)
2. Open the **Expense Report Entry** page by clicking on the following menu items:

   Employee Self-Service > Travel and Expense Center > Expense Report > Create

Creating an Expense Report

The following information is intended as a supplement to the material covered in the online *Travel and Expenses (T&E) – Traveler 9.0* tutorial. For information on accessing this tutorial and other online material, please see the Training Aids section on page 18.

Both travel related and non-travel related expense reimbursements are to be processed in the PeopleSoft Travel and Expense (T&E) Module. Some examples of non-travel related expenses are membership dues, cell phone expenses[1], supplies, and copies.

Entering an Expense Report for Travel Reimbursement

Entering an Expense Report for **Non-Travel** Reimbursement

[1] Use the "Usage Worksheet – Reimbursement to Employee" form on the Business Services website to record your cell phone usage details and attach the worksheet as a receipt with your expense report.

Entering an Expense Report for Travel Reimbursement

On the Expense Report Entry page, complete the following **General Information**

1. *Description* – enter a brief (up to 30 characters) description of your travel.
2. *Business Purpose* – select a Business Purpose from the drop-down list.
3. *Default Location* – Enter the first few letters of the destination where you traveled, then click the lookup icon to search for and select the location.
4. In the Comment box enter additional trip details including business purpose, event, and dates of travel.

5. If you need to check or change any account information, click on the Accounting Defaults link, make your changes, and return to the Expense Report Entry page by clicking on the OK button. The accounting defaults will be applied to all expense lines. If the accounting information for a specific expense is different than the default, you can change it for this item (see step 6g below).

Entering Your Expenses in the Details Section

6. To get you started, four blank lines are displayed in the Details section Overview tab.
   a) Select an *Expense Type* from the drop-down list.
   b) In the *Expense Date* field, type the date the expense occurred or click the calendar icon to select the date.
   c) Enter the amount you spent for the expense in the A*mount Spent* field. For Transp-Mileage and Per Diem Meals, the amount is calculated for you based on detail you provide in step 6g.
      a. If you used a type of currency other than USD, enter the currency code in the *Currency* field first, then go back and enter the foreign amount spent in the *Amount Spent* field.
   d) Select a *Payment Type* from the drop-down list to indicate how you paid for the expense. Note: The Transp – Mileage expense type has a default Payment Type of Cash/Check.
   e) Select a *Billing Type* from the drop-down list.

f) The example in the screen shot below shows completing steps 6a-6e above for a reimbursement of mileage. The next step is to click the Detail link to the far right of the expense line.

g) On the Expense Detail page, each field preceded by an asterisk must be completed. Most values are populated from the previous (Entry) page. Complete the necessary information. If the accounting information for this expense is different than the default, you can change it for this item by clicking on the Accounting Detail link.

For the mileage example below, the number of miles and originating (starting) location need to be completed on the Detail page. The Destination Location was taken from the Default Location field in the General Details section on the Entry page. You can change the Destination location if necessary. In the example below, the Miles and Originating Location were completed on the Detail page. The Amount Spent was calculated based on the date of travel and number of Miles entered.

h) Click the Check Expense For Errors button. Any errors will be explained in red at the top of the Details page. Make corrections if necessary, and once the corrections are made click the Check Expenses For Errors button again to confirm that there are no errors.

i) Click the Return to Expense Report link to return to the Entry page.

7. Continue entering your expenses by repeating steps 6a-i.
8. If you need to add additional lines, be sure "New Expense" is displayed in the drop-down box located beneath your expenses, then click the Add button to the right of the drop-down box.
9. You can click the Save For Later button if you want to save your Expense Report while you are working on it and/or if you want to complete it and submit it on a later date. Your Expense Report is assigned a 10-digit Report ID which is displayed in the top right-hand area of the Expense Report page. If you save and then navigate away from the ER entry page, you need to use the Modify page to make changes to the expense report and/or submit it. You would select the following menu choices to access the modify page:
   Employee Self-Service > Travel and Expense Center > Expense Report > Modify.
10. When you have completed your Expense Report, click the Submit button. Your expense report is routed to the appropriate approver.

Note: Every hotel expense and every travel expense $75 and greater requires a receipt. Also, if you are including any expense for a supply that was purchased ***during*** your trip, a receipt is required for that expense as well. See the Attaching Receipts topic for details on electronically attaching receipts to your Expense Report.

Hotel Reimbursement: Itemizing Your Hotel Bill

When you have a hotel expense, you must provide a breakdown of the expenses by using the Itemize Hotel Bill link on the expense detail page for the Hotel line. The Itemize Hotel Bill link invokes the hotel wizard and takes you through accounting for your hotel expenses.

1. Select an *Expense Type* of Hotel and complete the information on the expense line, entering the total amount of the hotel expense for which you need to be reimbursed in the *Amount Spent* field.
2. Click on the Detail link to the far right of the Hotel expense line.

3. On the Expense Detail page, each field preceded by an asterisk must be completed. Most values are populated from the previous (Entry) page. Complete the necessary information.

a) In the *Number of Nights* box enter the number of nights for which you need to be reimbursed.

b) For *Merchant* you can choose from a list of hotels by using the drop-down box for *Common*. If your hotel is not in the list, then enter the name of the hotel in the *Other* box.

c) Click the Itemize Hotel Bill link (located above the Check Expense for Errors button).

4. The Itemize Hotel Bill page displays your details from the previous page, plus a Your Hotel Bill area and a Charges Incurred on This Bill area. Scroll down to the Charges Incurred on This Bill area and place a check in the box next to the types of expenses reflected in your Amount Spent for the hotel. Note: Select “Room Charge” to enter room rate and room tax.

5. Click the Continue button.

6. You will receive a separate detail page for each charge that you need to detail. The screen shot below shows the page for Room Charge. Note that you include room tax on the same page with room rate. Enter the nightly *Room Rate* and nightly *Room Tax*.

7. Click the Continue button.

8. The next hotel expense screen appears. In this example it's the Parking expense. Note that the Your Hotel Bill area was updated to reflect the expenses you have already accounted for and shows the remaining expense. For this example, you would enter the *Amount* of the parking charge.

9. Click the Continue button.
10. If there are no errors and the remaining balance is zero, then you will receive the following screen and you should click the Done button.

11. The Expense Report Entry page now shows separate expense lines for each hotel charge. The total amount of your reimbursement is being tallied in the Totals area.

Per Diem Meals: Claiming Allowance and Adjusting for Meals Provided

Per Diem Meal allowance is for overnight travel and is based on the number of hours in travel status. If a meal was provided, you are not eligible for reimbursement for that meal. The steps below show how you enter per diem allowance and how you can adjust your per diem amount.

1. When you select the Per Diem - Meals *Expense Type,* the *Amount Spent* is automatically populated with the per diem rate for 12 or more hours in travel status. You cannot overwrite the amount. To indicate time in travel and/or to make a meal adjustment, click on the Detail link to the far right of the Per Diem – Meals expense line.

2. On the Expense Detail for Per Diem – Meals page, enter the correct *Start Time* and *End Time* for your travel on that day. For example, if you were in travel status the entire day, you can accept the defaults of 12:00AM and 11:59PM. If you are claiming per diem for a day that you were not in travel status for the entire day (i.e. the days you left for and returned from your trip), then you must enter the appropriate *Start Time* and *End Time*. So if you left for your trip at 1:00PM, you would indicate a *Start Time* of 1:00PM and an *End Time* of 11:59PM
3. To deduct a meal, click the Per Diem Deductions link (just above the Check Expense For Errors button).

4. On the Per Diem Deductions page, check the box next to the meals that should not be reimbursed for that day. The screen shot below shows an example of excluding breakfast and lunch because they were included in a conference fee.

5. Click the OK button.

6. On the Expense Detail for Per Diem – Meals page, click the Refresh Per Diem Amounts button to recalculate the per diem amount.

7. The *Amount Spent* will recalculate. In this example 50% of the per diem was deducted (25% for breakfast and 25% for lunch).

8. Click the Return to Expense Report link to return to the Entry page.

Entering an Expense Report for Non-Travel Reimbursement

On the Expense Report Entry page, complete the following **General Information**

1. *Description* – enter a brief (up to 30 characters) description of your expense.
2. *Business Purpose* – From the drop-down list select **Non-Travel** for the Business Purpose.
3. *Comment* – Describe what is being reimbursed and business purpose for expense.

4. If you need to check or change any account information, click on the Accounting Defaults link, make your changes, and return to the Expense Report Entry page by clicking on the OK button. The accounting defaults will be applied to all expense lines. If the accounting information for a specific expense is different than the default, you can change it for this item (see step 5g below).

Entering Your Expenses in the Details Section

5. To get you started, four blank lines are displayed in the Details section Overview tab.
   a) Select an *Expense Type* from the drop-down list. Pick the expense type that most closely describes your non-travel expense (Supplies, Business Comm –Phone, etc.)
   b) In the *Expense Date* field, type the date the expense occurred or click the calendar icon to select the date.
   c) Enter the amount you spent for the expense in the A*mount Spent* field.
   d) Select a *Payment Type* from the drop-down list to indicate how you paid for the expense.
   e) Select **In State - Domestic** for *Billing Type* from the drop-down list.
   f) The example in the screen shot below shows completing steps 5a-e above for a reimbursement for supplies. The next step is to click the *Detail link to the far right of the expense line.

g) On the Expense Detail page, each field preceded by an asterisk must be completed. Most values are populated from the previous (Entry) page. Complete the **Description** field. If the accounting information for this expense is different than the default, you can change it for this item by clicking on the Accounting Detail link.

h) Click the Check Expense For Errors button. Any errors will be explained in red at the top of the Details page. Make corrections if necessary, and once the corrections are made click the Check Expenses For Errors button again to confirm that there are no errors.

i) Click the Return to Expense Report link to return to the Entry page.

6. Continue entering your expenses by repeating steps 5a-i.
7. If you need to add additional lines, be sure “New Expense” is displayed in the drop-down box located beneath your expenses then click the Add button to the right of the drop-down box.

8. You can click the Save For Later button if you want to save your Expense Report while you are working on it and/or if you want to complete it and submit it on a later date. Your Expense Report is assigned a 10-digit Report ID which is displayed in the top right-hand area of the Expense Report page. If you save and then navigate away from the ER entry page, you need to use the Modify page to make changes to the expense report and/or submit it. You would select the following menu choices to access the modify page:
   Employee Self-Service > Travel and Expense Center > Expense Report > Modify.
9. When you have completed your Expense Report, click the Submit button. Your expense report is routed to the appropriate approver.

Attaching Receipts

Travel Receipts: Lodging receipts are required, regardless of the amount. Receipts are also required for expenses that are $75 or more. In addition, if you are including any expense for a supply that was purchased ***during*** your trip, a receipt is required for that expense regardless of the amount.
Non-Travel Receipts: Receipts are required for all non-travel expenses.

Receipts are electronically associated with your Expense Report and are the official receipt record. The system that holds the receipt images is called WebNow. Your expense report will not route for approval until required receipts are attached. To associate receipts with your Expense Report, you need to **email** them as described below.

1. Scan your receipts (or take a high quality photo of your receipts).
2. Email your receipt file(s):
   a) Address the message to tripreceipt@umsl.edu.
   b) The Subject needs to be in the format of <document#><document type> where document # is the 10-digit Report ID for your expense report and document type is "ER" (i.e. **0000000610ER**). Do not put spaces in the subject. The "ER" does not have to be uppercase.
   c) Attach your receipt files to the email message. If there is information in the body of the email, then it will show as a receipt page. For example, if you have an email that serves as your air fare receipt, you can open that email and complete the "To" and "Subject" fields as described in a & b above. In addition, you can attach additional files to the email.
   d) Send the message

Allow about 25 minutes for the receipts to be associated with your document.

Viewing Receipts

Your receipts will stay associated with your expense report and you can view them anytime. The approver for expenses can view the receipts before they approve the expense report.

1. Navigation: **Employee Self-Service > Travel and Expense Center > Expense Report > View**. If you have saved, but not submitted your expense report, you can also view the receipts from the Expense Report > Modify page.
2. Click the [View Receipts] button.
3. The login box for WebNow, which is the system that holds our electronic images, will open in a separate browser window. Enter your *User Name* (SSO ID) and *Password* and press the enter key or click the [Connect] button.
4. If there are receipts associated with this ER, the WebNow window will be displaying the first receipt page. If there are no receipts associated with this ER, The WebNow window will display the text "No documents found".
5. Use options in the toolbar area to get a better view of the receipts. Click the fit width and zoom in icons to quickly expand the size of the receipt
6. The Thumbnails section shows a small image for each page of receipts. If there are multiple pages you can switch between them by double-clicking on the thumbnail image for the page you want to view. You can also scroll by clicking the right and left arrows.
7. When you are finished reviewing the receipts, you can close the WebNow window.

Tracking the Expense Report

You can refer to the information in the Pending Actions and Action History sections to track the progress of the ER.

The **Pending Actions** section displays information about who needs to approve the expense report.

The **Action History** area displays the submittal and approval activities that have occurred including the name of the person who took action and the date of the action.

Reference Materials and Training Aids

You can access online self-paced tutorials, training guides and quick reference guides at the UM Travel and Expenses training website. **Copy and paste** this link into your web browser.
https://doit.missouri.edu/training/peoplesoft/financials/travel_and_expenses.html

You can access UMSL supplemental T&E materials at
http://www.umsl.edu/asp/Finance/accounts%20payable.html

To access an online tutorial:

A. From the website above, select *Travel and Expenses (T&E) – Traveler 9.0 Tutorial*
B. Select a topic and start the tutorial
   1. Click on the plus sign to the left of the outline item to expand that section.
   2. Click on the plus sign next to a lesson to display the topics
   3. Select a topic by clicking on it to highlight it.
   4. Start the tutorial by clicking on the "Try It!" button.