Travel and Expense

Approver Training

Today's Agenda

- Update Banking Information

- Review of transaction types

- Approving Travel Authorizations

- Approving Travel Advances

- Approving Expense Reports

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Benefits of the Travel and Expense Module

- This powerful, yet easy to use module dramatically reduces the amount of time and effort required to submit, approve, process, and pay expense reports.

- Encumbers the Travel Authorization on your budget.

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Approver

The **approver** is anyone who will approve expense transactions. In PeopleSoft, the approver is responsible for:

- Approving expense transactions (Travel Authorizations, Travel Advances, and Expense Reports).

It is important to note that level one and level two Approvers in Travel and Expense are the same as they are in the payment request workflow with the exception of having the ability to ad hoc. This function is not available in Travel and Expense. You can add additional approvers for Travel. However, they will also be included in the workflow for payment request.

Updating Banking Information

- First step to using the Travel and Expense module is entering bank account information.

- Entering banking information validates the traveler, allowing transactions to be completed on their behalf.

- Be sure banking information is correct and update when necessary.

- **ALL** payments will be made via direct deposit.

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Overview of Expense Transactions

- Travel Authorization (TA)

- Travel Advance

- Expense Report (TRV)

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Travel Authorization

- A travel authorization is an "estimate" of what the employee's costs may be for hotel, transportation, etc.

- Travel Authorizations are required for:
    – Expenses $5,000 or greater
    – All Foreign Travel
    – All Travel Advances

- After the TA is submitted, approved and budget checked, the amount on the TA becomes an encumbrance on your budget; the total amount on the TA is 'set aside' from the budget.

- The Travel Office performs final approval if created for the criteria stated above.

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Travel Advance

- To minimize the impact of business travel on employee personal finances, you can create a travel advance to pay for items such as hotel/lodging and meals.

- Travel Authorization is **required** for a Travel Advance.

- A Travel Advance can be created for 70% of total estimated expenses of Hotel/Lodging and Meals up to $3,000 without requiring pre-authorization from the Travel Office.

- Only one advance can be requested at a time and must be applied to an expense report or repaid.

- The Travel Office performs final approval.

Expense Report

- An Expense Report in PeopleSoft makes it easy to transform a handful of receipts into a final document for expense reimbursement.

- Create an Expense report:
  - by not associating a Travel Authorization (does not meet the requirements)
  - by associating a Travel Authorization (foreign or $5,000 and greater)
  - by associating a Travel Authorization and applying a Travel Advance (travel advance requested)

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Approver Responsibilities

- Traveler Name

- Attachments

- Notes

- Expense Lines and amounts

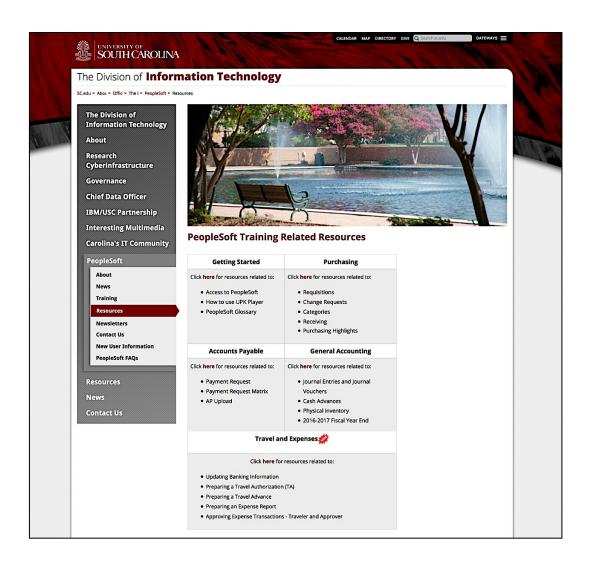- Accounting details

- Add appropriate comments if necessary

Roll Out Schedule by Operating Unit

Phase	Go Live Date	Operating Unit Description
Phase 1	February 5th, 2018	**Columbia Campus:** School of Medicine, Administration and Finance, Finance, Engineering-Computing **Other Campuses:** Aiken, Upstate
Phase 2	March 5th, 2018	All Other Columbia Departments (not in Phase 1, 3-5) **Other Campuses:** Lancaster, School of Medicine-Greenville, Salkehatchie, Sumter, Union
Phase 3	April 2nd, 2018	**Columbia Campus:** Athletics, Honors College, Public Health, Moore School of Business, Research, Mass Comm-Information Studies, International Programs
Phase 4	May 7th, 2018	**Columbia Campus:** Arts and Sciences, Enrollment Management Services
Phase 5	June 4th, 2018	**Columbia Campus:** Student Affairs, Pharmacy, Hospitality Retail Sports Management, Education, Social Work **Other Campuses:** Beaufort

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PeopleSoft Resource Page

Questions