PeopleSoft 9.2

Introduction to Travel and Expenses

The content of this presentation was the most up-to-date information available at the revision date. However, policies, procedures and guidelines may be updated during an academic year. Please refer to the University Policy website for the most current version of these policies, procedures and guidelines.

Revised 01/09/2020

GO WEST UWG

Learning Outcomes

- Understand the basics of the Travel & Expense module.
- Log in and access the travel and expense module.
- Understand the difference between a travel authorization and an expense report.
- Submit documents for prepaid airfare, lodging and registration fees.
- Submit documents for a cash advance.
- Create and submit a travel expense report for reimbursement
- View a travel expense report that has been previously submitted

Travel Authorization

- Official travel authorization form is recommended but not required except for:
  - Prepaid Airfare through West Georgia Travel
  - Prepaid Lodging
  - Lodging with 50 miles of work site or residence
  - Candidate travel
  - Student Group, Team Travel and Study Abroad Travel

Expense Reports

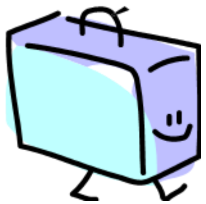
- Used to record and seek reimbursement for expenses incurred
- Can only be submitted for the current date or previous dates
- Can be used for an expense incurred while traveling on official business
- Can be used for reimbursing an employee for eligible non-travel related expenses such as office supplies not purchased by P-Card

Roles in Expense Transactions

- Travelers
- Approvers
- Administrators

Travelers

- Any employee who travels for institutional business and requires reimbursement
- Non-employee travel is still processed through AP



Approvers

- Review expense reports and cash advances
  - Approve
  - Send Back
  - Hold
  - Deny

Approval Levels

- Department Manager 1
- Department Manager 2 - optional
- Project/Grant Approver – only for grant accounts
- AP Auditor

How does the system know who to route transactions to for approval?

- System will route the transaction to the appropriate person based on:
  - Department ID
  - Project or Grant ID, if applicable

How many individuals will approve my expense report?

- Department Manager 1 and AP Auditor approval required.
- Department Manager 2 is optional but is being used by some departments.
- Project/Grant Manager approval required for all projects/grants.

How does an approver know a transaction is awaiting their approval?

- Once a transaction is “submitted”, it automatically begins the Workflow approval process
- Approvers are automatically notified by email
- As one approver completes action on a transaction, it moves to next approver, who is notified in the same way

What happens if an approver is on vacation?

- If an approver knows he/she will be out of the office, they can assign someone else to take care of their new, incoming Worklist items.
- If a transaction has been waiting in an approver's Worklist for more than eight days, notification will be sent to the Workflow Administrator. The Workflow Administrator will follow-up with the appropriate approver.

How will a traveler know he/she has been paid?

- Employees will receive an email when a transaction has been completely approved and also when a transaction has been paid
- Information is also available for viewing in the travel and expense portal

Expense Reports and Budget Checking

- Expense Reports must have a valid budget checking status prior to first approval.
- Batch budget checking will run several times during the day (9:00 am, 2:00 pm and 6:00 pm).

How are Cash Advances requested?

- Submit the UWG Travel Cash Advance Authorization Form to the Office of the Controller. Form located on the Travel Services website.
- Cash advance will be reviewed for approval by the Controller’s office.
- Cash Advance Administrator in the Controller’s office will enter cash advance request.
- Upon completion of travel, employee will need to apply the cash advance when preparing expense report.

Employee Individual Setup in Self-Service Portal

Register for Financials Self-Service

- www.usg.edu/gafirst-fin/
  - Register for My Account Button
  - GeorgiaFIRST Self Service button for data entry
- Send default chartstring information to Travel Manager (asaunder@westga.edu)

Authorize Expense Users/Delegate Entry Authority

- Employees can delegate entry authority to other employees
- To authorize a delegate, complete the Delegate Entry Authority Form on Controller's website.
- Actual traveler must submit report electronically
- Utilize GeorgiaFIRST Financials (Core User) access to enter as a delegate

Traveler Tasks in Expenses

Prepaid Airfare

- University has contract with West Georgia Travel for employees to obtain airfare and have it billed directly to the University.
- Submit completed and approved Travel Authorization Form to West Georgia Travel.
- West Georgia Travel will book flight and issue invoice to University.
- University will make payment on behalf of employee.
- Expense will be charged to department at time of payment; no other action is required by traveler.

Prepaid Lodging

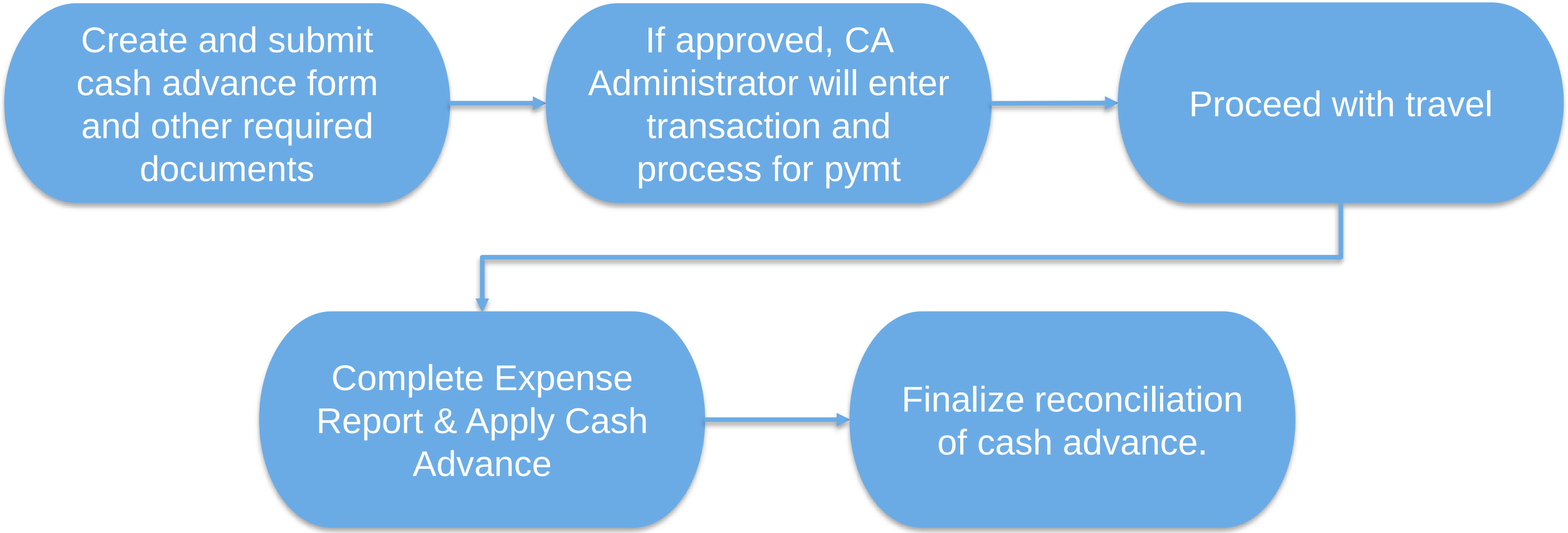
- Lodging facility must provide a “pro-forma” invoice
- Department must verify lodging facility is a valid vendor in PeopleSoft. If not, request Vendor Profile and W-9
- Submit Check Request
- Mark as “Special Handling” – check must be picked up by traveler from Cashier’s Office in Aycock Hall
- Include pro-forma lodging invoice
- Traveler must present a Ga Sales & Use Tax Exemption Certificate and Hotel/Motel Tax Exemption Certificate to in-state lodging facilities
- Pre-payment requests must be greater than $200
- Traveler is responsible for obtaining reimbursement (check made payable to UWG) from lodging facility should an overpayment occur

Prepaid Registration Fees

- University will prepay conference registration fees.
- Submit check request and conference registration forms to AP.
- University will make payment on behalf of employee.
- Expense will be charged to department at time of payment; no other action is required by traveler.

Cash Advance Life Cycle

*Minimum cash advance amount $200
**Current annual salary less than $50K



Cash Advance Life Cycle

- Once a Cash Advance is created and submitted, it starts the approval process through Workflow
- If approved, notification is via email
- Once travel is complete, you need to submit your Expense Report and apply your Cash Advance to it. This must be done within 10 days after return from trip.

Cash Advance Life Cycle

- Apply your Cash Advance to your Expense Report in all situations:
  - Cash Advance was equal to your incurred expenses and you do not owe anything to the institution and the institution does not need to reimburse you for additional expenses
  - Cash Advance was less than your actual expenses, the institution will reimburse you for the approved additional expenses.
  - Cash Advance was more than your incurred expenses, you need to pay the balance to the institution.

Cash Advance Life Cycle

- If you end up not taking your trip, you need to return the cash advance to the institution within 2 business days.

Post Travel Actions

Demonstration

- Create an Expense Report

Create an Expense Report

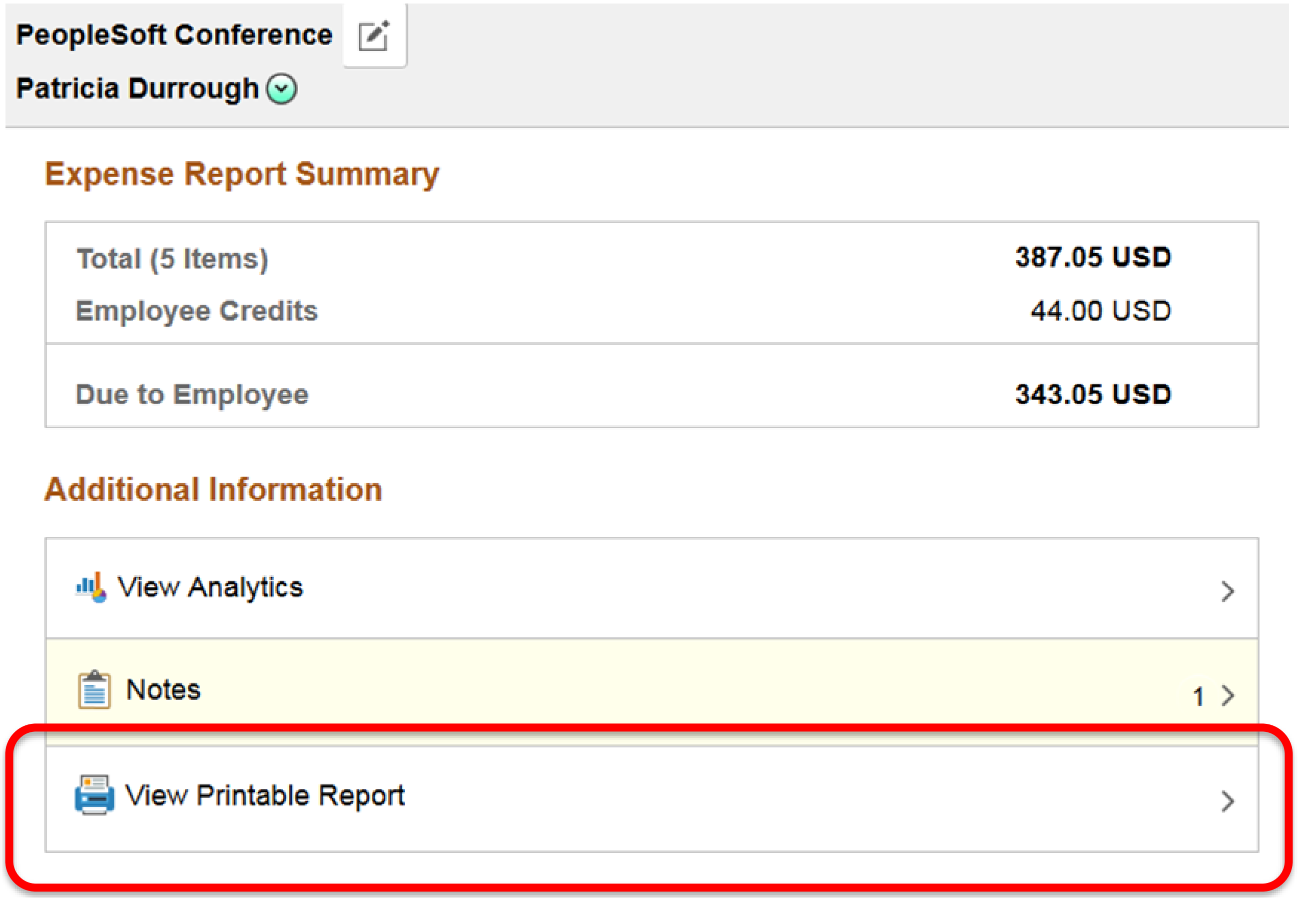
- Submit report within 45 days of travel
- Attach all receipts, conference agenda and other supporting documentation electronically to report
- Submit report electronically for approval

Print an Expense Report

- Can print it when it is initially created using the View Printable Version link.
- Can print Expense Reports that were previously created/submitted through the Expense Report History tile

Print an Expense Report

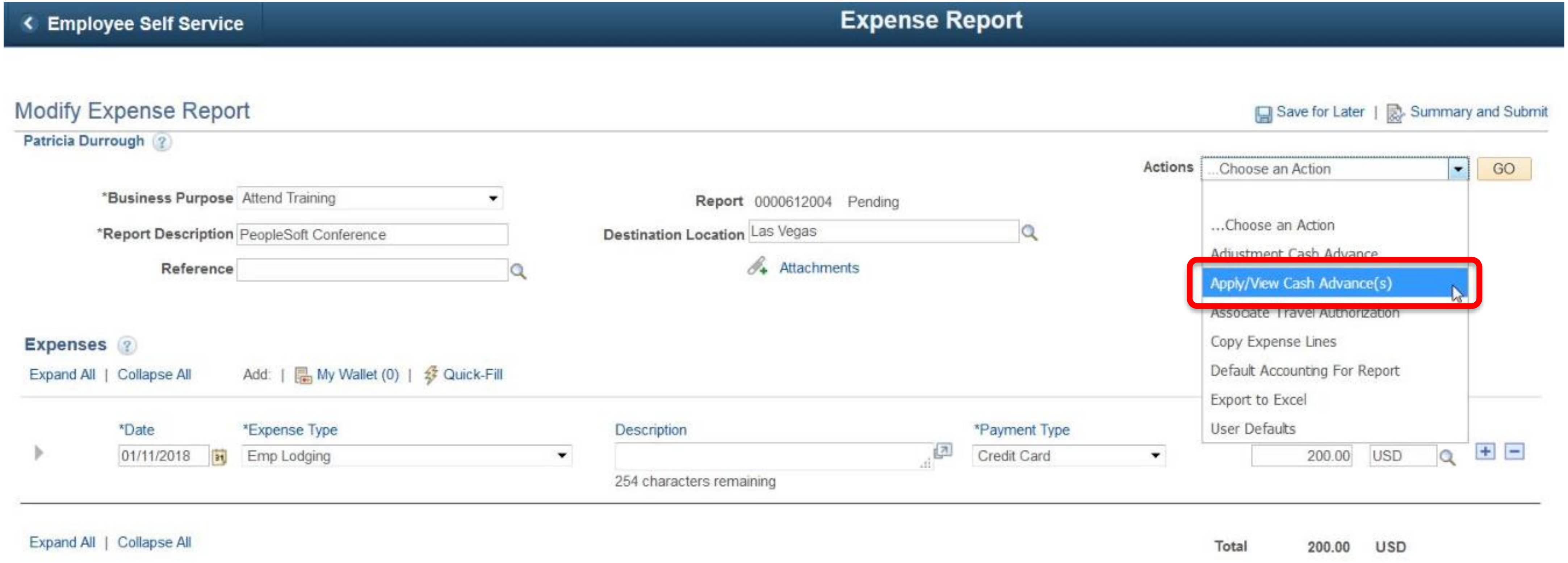
- Found on Review and Submit page



Apply a Cash Advance to an Expense Report

- Create an Expense Report
- Navigate to the classic view to apply the cash advance
  - NavBar >Navigator > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify
  - Once you access and open your report, you will select the Apply/View Cash Advance link in the Actions dropdown

Apply a Cash Advance



Instructions on Training Webpage

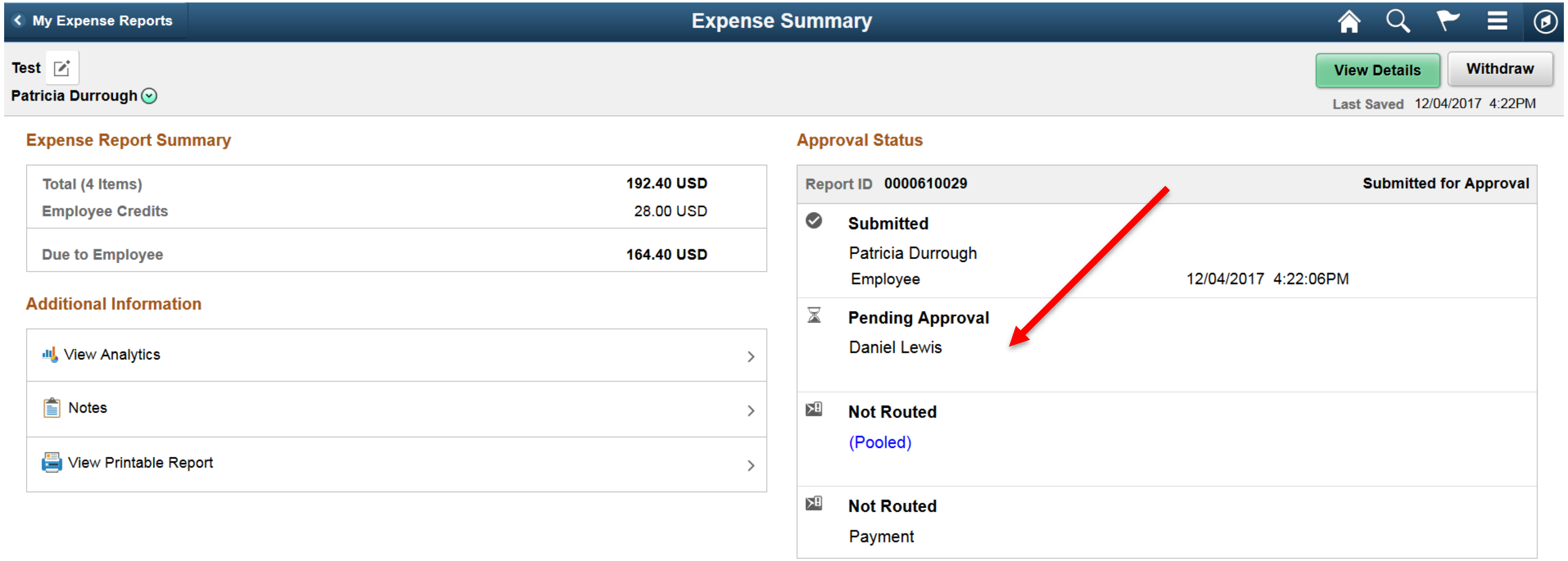
- Additional instructions and job aids can be found on the CBE training webpage
- Click on Training
- Course Descriptions
- Under PeopleSoft Financials, click on Travel and Expense Module for Travelers

Other Miscellaneous Topics

View an Expense Report's Pending Actions and Action History

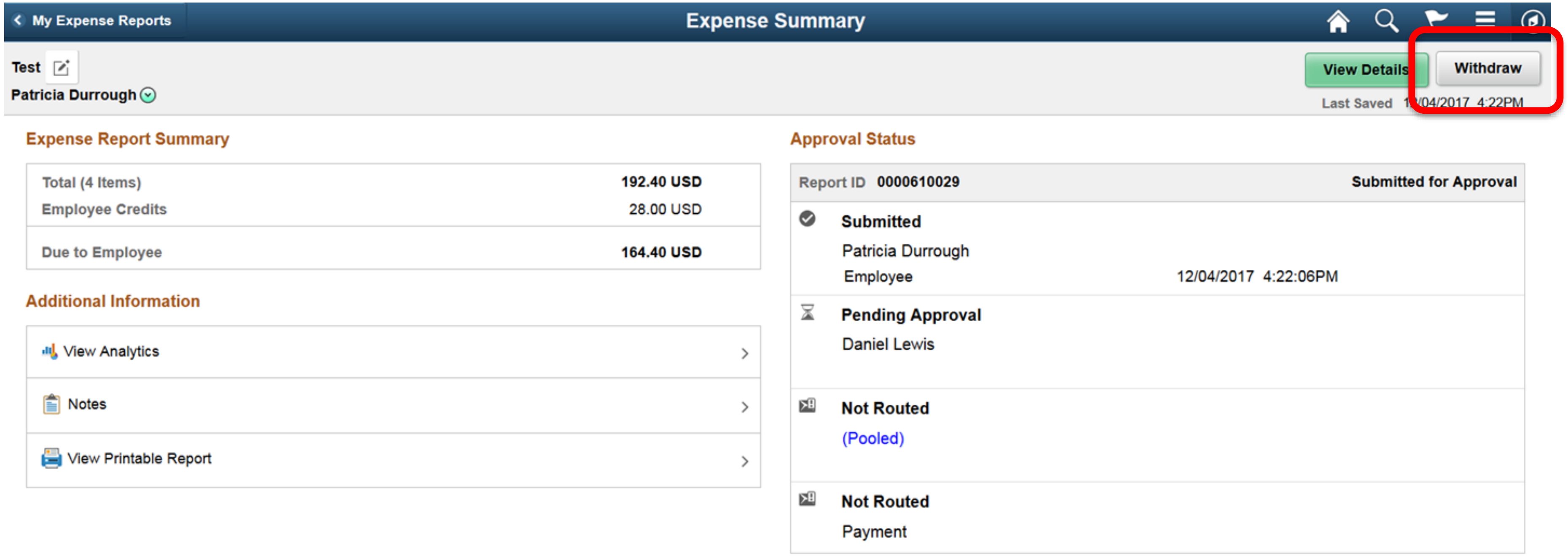
- Can view an Expense Report you previously submitted to see where it is in the approval process
  - Click on My Expense Reports tile
  - Select Awaiting Approval
  - Click on any expense report to open it.
  - Click on the Review and Submit button to view the lifecycle of the expense report and what actions have already taken place on the expense report.

View an Expense Report's Pending Actions and Action History



Withdraw Expense Report

- After submission, the traveler will have a short amount of time to immediately Withdraw the Expense Report. If the withdrawal option is not available to the traveler, the approver can still send it back to the traveler for correction.



Questions??