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 4/24/2017
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
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 Escalator (in the Controller’s office). The Escalator 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 Self-Service 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

- Link is on Faculty/Staff webpage and on the Travel webpage
- Click on “Register for my Account” and proceed with the registration process.
Demonstration

• Review Contents of Employee’s Profile & Settings
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.
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

Create and submit cash advance form and other required documents → If approved, CA Administrator will enter transaction and process for pymt → Proceed with travel

Complete Expense Report & Apply Cash Advance → Finalize reconciliation of cash advance.
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
Different Methods for Creating an Expense Report

- Blank report
- Create by copying an existing Expense Report
Demonstration

- Create an Expense Report from a Blank Report
Create an Expense Report from a Blank Report - Recap

- Enter/verify general information
- Fill in each expense row and its details
- Print expense report, sign, attach all receipts and other supporting documentation.
- Send to Controller’s Office
Create an Expense Report by Copying an Existing Report

- You can reduce data entry time by changing only minor details to a previous report
- Select ‘An Existing Report’ from the Quick Start drop-down box
- Update the new Expense Report with the correct travel dates, expenses, locations, and amounts
- Do not copy in a report from a previous fiscal year
Print an Expense Report

• Can print it when you create it using the View Printable Version link.
• Can print Expense Reports that were previously created/submitted by going into the View/Print link.
Apply a Cash Advance to an Expense Report

- Follow same procedure as just discussed for creating an Expense Report from a blank report.
- Select the Apply/View Cash Advance from the Actions Dropdown to apply to the Expense Report
Instructions on Training Webpage

- Additional instructions and job aids can be found on the training webpage at www.westga.edu/training
- Click on Course Descriptions
- Click on Travel and Expense Module for Travelers
- Instructional Videos are available through DevelopWest
Other Miscellaneous Topics
Create an Expense Report for Supplies

- Choose the Expense Type ‘Supplies (no Pcard)
- All other steps in creating the expense report are the same
- Should not be used for reimbursement of supplies requiring special approvals (i.e. chemicals, IT/AV, etc.)
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
- Use the View/Print option
- Approval History will show 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

Approval History

<table>
<thead>
<tr>
<th>Action</th>
<th>Role</th>
<th>Name</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Employee</td>
<td>Patricia Durrough</td>
<td>03/06/2017 11:52:25AM</td>
</tr>
<tr>
<td>1st Level Finance Dept Manager James Sutherland</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP Payment Approval - Rcpt Ver (Pooled)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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??