

## Introduction to PeopleSoft Travel and Expense Module

The Travel and Expense Module in PeopleSoft is the primary means for reimbursing employees for travel and other expenses.



*OLD WAY = Filling out paper forms*



*NEW WAY = Create and submit online*

### Benefits of using the Travel and Expense Module:

- Employees can track expense transaction status online
- Approvals are maintained online and can be reviewed throughout the process
- Automation of meal allowance amounts by location
- Email notifications of approvals
- Personal information changes in HRMS feed into the Travel and Expense module
- No duplication of data entry
- Real time budget checking to determine if enough funds are in the budget
- Increases compliance to travel regulations
- Correct account numbers are tied into expense types, alleviating need to key in specific account numbers for reimbursement

#### **Expense Report**

*Used to record and seek reimbursement for expenses incurred*

#### **Travel Authorization**

*Written permission to travel for the performance of official duties that is obtained prior to travel*

#### **Cash Advance**

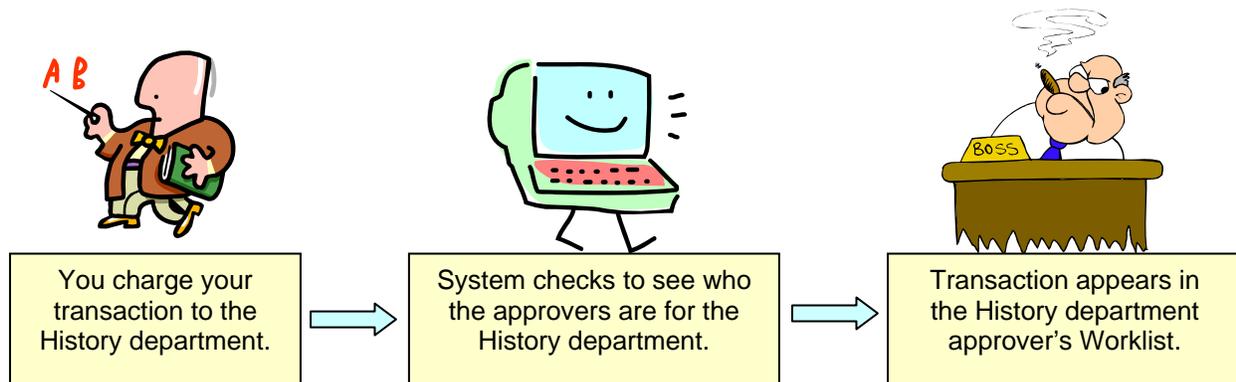
*Used to minimize the impact of business travel on an employee's personal finances*

### Expense Transaction Components:

- Expense Type: Auto mileage, Breakfast, Dinner, Lodging, Gas, Supplies, etc.
- Location: City, ST
- Business Purpose: Attend training, attend meeting, recruitment, etc.
- Accounting Defaults: Unit, fund, department, program, class, and project
- Expense Date: Date you incurred the expense
- Meal Per Diem Amounts: Based on location
- Merchant: "Hilton"

**Workflow:** What the Travel and Expense module uses to moves an expense transaction online from the employee to the appropriate approvers.

When you charge an expense transaction to a particular department in your Accounting Defaults, the system looks to see who the approvers are for that department and automatically routes the transaction to them.



### Your Responsibilities:

- Register for HRMS Self Service if you haven't already done so
- Set yourself up in the Travel and Expense module
- Learn the specific procedures your institution uses in the Travel and Expense module
- Learn how to enter expense transactions into the Travel and Expense module
- Know the travel policies of your institution, which include statewide travel policies
- If you are an approver, learn what your responsibilities are, as well as how to use your Worklist