

Using Expense Reports in the PeopleSoft Travel and Expense Module

In PeopleSoft, Expense Reports are used to record and seek reimbursement for expenses incurred.

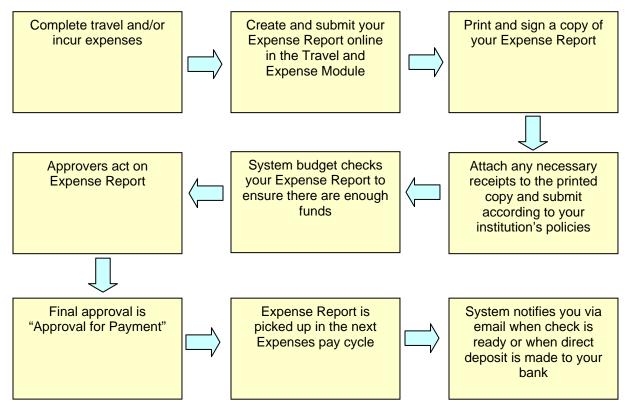
Expense Reports May Be Used For:

- Travel-Related Expenses
- Non-Travel Related Expenses
 - o Supplies
 - o DSL charges
 - Phone charges
- FSA Reimbursements

Expense Report Time Limits:

- Can only submit an Expense Report for current and past dates
- Remember to follow your institution's policies regarding timely submission of Expense Reports

Expense Report Path:



Handout #1 – Version 1 PSFIN8.9EX08-006 PSFIN V8.9 Training

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Major Components of an Expense Report:

- General Information
 - Description: Short explanation of your expense or trip
 - o Business Purpose: Select most appropriate reason for the expense report
 - Default Location: Indicate where you traveled
 - o Comment: Can include more information that allowed in the Description field
 - o Reference: Not in use
- Accounting Defaults
 - o Indicate where you want your expenses charged
 - o Fund, Department, Program, Class, and Project
- <u>Details</u>
 - o Specify the expenses you actually incurred
- <u>Totals</u>
 - Running total of anticipated expenses

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