

Using Expense Reports in the PeopleSoft Travel and Expense Module

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

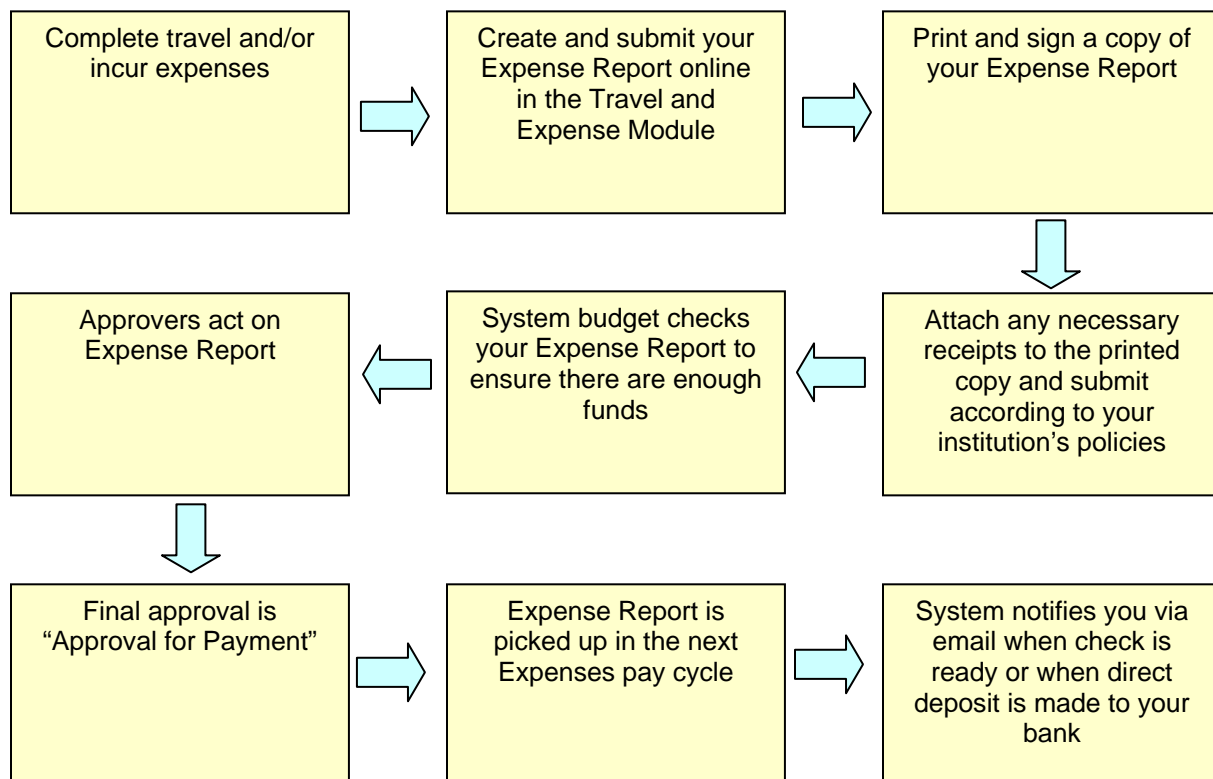
Expense Reports May Be Used For:

- Travel-Related Expenses
- Non-Travel Related Expenses
 - Supplies
 - 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:



Major Components of an Expense Report:

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

Expense Report Entry
Mary Jones User Defaults Report ID: NEXT

General Information

*Description: Attend Project Meeting Comment: Attended customer service project meeting in Augusta
 *Business Purpose: Attend Meetings Reference:
 Default Location: Augusta, GA

Accounting Defaults Apply Cash Advance(s) More Options: GO

Details Customize | Find | View All | First 1-5 of 5 Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Auto Mileage - Tier2	11/03/2008	38.48	USD	N/A (e.g. Mileag	Internal	*Detail +
<input type="checkbox"/>	Lunch	11/03/2008	7.00	USD	Cash	Internal	*Detail +
<input type="checkbox"/>	Lodging	11/03/2008	123.45	USD	American Expre	Internal	*Detail +
<input type="checkbox"/>	Dinner	11/03/2008	15.00	USD	American Expre	Internal	*Detail +

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	183.93 USD	Due Employee:	183.93 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals Update Totals

Save For Later Submit Printable View

Return to Employee Self-Service