PeopleSoft Travel and Expenses Panel Discussion

Panel Members:
Daphne Burch – Armstrong State University
Penny Beverly – Gordon State College
Kate Smith – Information Technology Services
Celeste Wade – Clayton State University
Release 5.20 Resolved Known Issues

- KI9.2-21_EX – Accounting Details Covered by Scroll Bar
- KI9.2-36_EX – Cancel TAuths Retaining Old Accounting Date
- KI9.2-42_EX – Comments Not Displaying on Expense Report Sent Back by Approver
New with Release 5.20

• Travel Authorization entry
  – Now like Expense Report entry
Old Travel Authorization Entry

![Travel Authorization Entry Image]

**General Information**
- **Description**: Georgia Summit Conference
- **Business Purpose**: Attend Conference
- **Destination Location**: AUGUSTA
- **Date From**: 08/14/2016
- **Date To**: 09/16/2016

**Accounting Defaults**

<table>
<thead>
<tr>
<th>Details</th>
<th>Expense Type</th>
<th>Date</th>
<th>Amount</th>
<th>Currency</th>
<th>Payment Type</th>
<th>Billing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emp Mileage</td>
<td>09/14/2016</td>
<td>32.40 USD</td>
<td>N/A (e.g., Mile)</td>
<td>Internal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emp Lunch</td>
<td>09/14/2016</td>
<td>9.00 USD</td>
<td>Cash</td>
<td>Internal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emp Lodging</td>
<td>09/14/2016</td>
<td>129.00 USD</td>
<td>Credit Card</td>
<td>Internal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals**
- **Authorized Amount**: 170.40 USD

**Actions**
- Save for Later
- Submit
- Create A Cash Advance
- View Printable Version
New Travel Authorization Entry
New Travel Authorization Summary and Submit page (before submission)
New Travel Authorization Summary and Submit page (after submission)
Questions?