Applying a Travel Authorization and a Cash Advance to an Expense Report in the Travel and Expense Module

1. Sign into **PeopleSoft HRMS Self Service** website.
2. Click the **Travel and Expense Home** link.
3. Click the **Employee Self Service** link.
4. Click the **Expense Report** link.
5. Click the **Create** link.
6. On the Expense Report Entry page, select **A Travel Authorization** in the **Quick Start** drop-down box.
7. Click the **Go** button.
8. If needed, change the Search dates and click the **Search** button.
9. To review the details for a Travel Authorization, click on the T**ravel Authorization Description** link.
10. To select the Travel Authorization to apply to the Expense Report, click the appropriate **Select** button.
11. On the Expense Report Entry page, verify that your Expense Report has been filled in and that the Travel Authorization ID you selected is listed in the General Information section.
12. Click the **Accounting Defaults** link.
13. Verify the **Chartfields**. Make any edits if necessary.
14. Click the **OK** button.
15. On each expense row, click the Detail link at the end of the row and enter the expense details that are required.
16. Click the **Check Expense for Errors** button.
17. If there are any errors, make the necessary corrections in the red fields and then click the **Check Expense for Errors** button again. Continue this step until all errors are gone.
18. Click the **Return to Expense Report** link.
19. Repeat steps 15 through 18 until you have entered the details for each Expense that was carried over from your Travel Authorization.
20. If you need to add additional expenses to your Expense Report, continue. Otherwise skip to step 32.
21. If there are no additional blank rows, click the Add a row (+) button at the end of the last row listed and indicate the number of rows you need to add and click OK. If there is blank row, continue.
22. In the first blank row of the **Details** section, select the appropriate **Expense Type** from the drop-down list.

23. In the **Date** field, enter the date you actually incurred the expense.
24. In the **Payment Type** field, select how you paid for the expense.
    a. If the Expense Type is mileage, choose “N/A (i.e., mileage)
25. Verify the **Billing Type** is Internal.
26. Click the **Detail** link at the end of the row.
27. Enter all necessary information.
28. Click the **Check Expense for Errors** button.
29. If there are any errors, make the necessary corrections in the red fields and then click the **Check Expense for Errors** button again. Continue this step until all errors are gone.
30. Click the **Return to Expense Report** link.
31. Repeat steps 21 – 30 for any additional expenses.
32. Click the **Apply Cash Advance(s)** link.
33. Click the **Advance ID Look up** button (magnifying glass) to pull up all outstanding Cash Advances.
34. Locate the Cash Advance you want to apply and click its **Advance ID** link.
35. If your Cash Advance is equal or less than the total of your actual expenses, skip to step #39. If your Cash Advance is more than the total of your actual expenses, continue.
36. In the **Total Applied** field, enter the amount of your Total Employee Expenses (reminder, you cannot apply a Cash Advance amount that is greater than the expenses you incurred for that trip).
37. Click the **Update Totals** field. You should now have a $0 amount for Total Due Employee.
38. Note the **Balance** from the Cash Advance. You will need to reimburse your institution this amount.
39. Click the **OK** button.
40. On the Expense Report page, click the **Check for Errors** button.
41. If there are any errors on the Expense Report, make the necessary corrections for those items flagged in red. Click the **Check for Errors** button again until all errors are gone.
42. Click the **Submit** button.
43. Click the **OK** button to confirm submission.
44. Once you are returned to the Expense Report page, note your Expense Report ID and click the **Printable View** link.
    a. The system will open a second window. Do not close this window.
    b. You will see the report process and go through some of the following stages: Queued, Processing, and Success. This process can take anywhere from 10 to 60 seconds.

c. Your Expense Report will be displayed in this window.
d. Use the Print icon to print a copy of your Expense Report.
e. Close the report window.

45. Click the **Home** link.