

Creating an Expense Report with PeopleSoft Travel & Expenses

Contents

Creating an Expense Report for Travel Reimbursement	1
Accessing Travel and Expenses.....	1
Entering an Expense Report	1
Entering Your Expenses in the Details Section	2
Hotel Reimbursement: Itemizing Your Hotel Bill.....	4
Per Diem Meals: Claiming Allowance and Adjusting for Meals Provided	8
Attaching Receipts.....	11
Faxing Receipts	11
Printing a Barcode Receipt	11
Emailing Receipts.....	12
Viewing Receipts	13
Tracking the Expense Report.....	13
Reference Materials and Training Aids	14

Creating an Expense Report for Travel Reimbursement

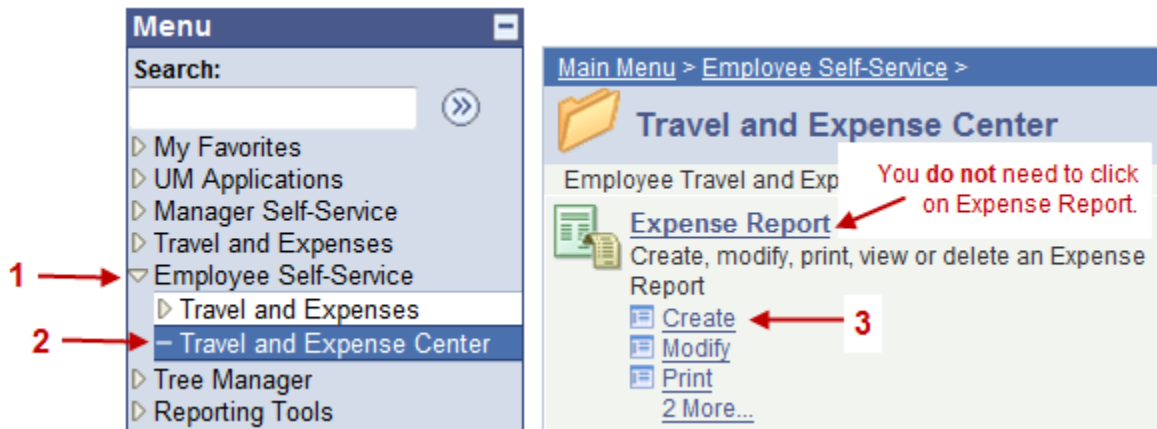
The following information is intended as a supplement to the material covered in the online *Travel and Expenses (T&E) – Traveler 9.0* tutorial. For information on accessing this tutorial and other online material, please see the Training Aids section on page 15.

Accessing Travel and Expenses

The expense report is available in the financials production system, FSPRD.


1. Login to FSPRD <https://fsprd.umsystem.edu/psp/prd/> (Link is also on MyHR login page.)
2. Open the **Expense Report Entry** page by clicking on the following menu items:


Employee Self-Service > Travel and Expense Center > Expense Report > Create



Entering an Expense Report

On the Expense Report Entry page, complete the following **General Information**


1. *Description* – enter a brief (up to 30 character) description of your travel.
2. *Business Purpose* – select a Business Purpose from the drop-down list.
3. *Default Location* – Enter the first few letters of the destination where you traveled, then click the lookup icon  to search for and select the location.
4. In the Comment box enter additional trip details including business purpose, event, and dates of travel.

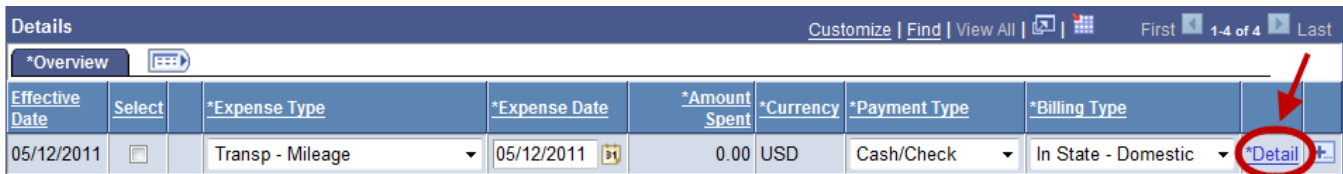
General Information	
*Description:	Budget Prep Meeting
*Business Purpose:	Meeting
Default Location:	COLUMBIA  MO USA
Comment:	Quarterly meeting May 12, 2011
Reference:	



Travel and Expenses: Expense Report (ER)

5. If you need to check or change any account information, click on the [Accounting Defaults](#) link, make your changes, and return to the Expense Report Entry page by clicking on the OK button. The accounting defaults will be applied to any expense lines you enter after making the change. If you enter expense lines before changing the accounting defaults, those lines will have the previous accounting defaults associated with their expense.

Entering Your Expenses in the Details Section

6. To get you started, four blank lines are displayed in the Details section Overview tab.
 - a) Select an *Expense Type* from the drop-down list.
 - b) In the *Expense Date* field, type the date the expense occurred or click the calendar icon  to select the date.
 - c) Enter the amount you spent for the expense in the *Amount Spent* field. For Transp-Mileage and Per Diem Meals, the amount is calculated for you based on detail you provide in step 6g.
 - a. If you used a type of currency other than USD, enter the currency code in the *Currency* field first, then go back and enter the foreign amount spent in the *Amount Spent* field.
 - d) Select a *Payment Type* from the drop-down list to indicate how you paid for the expense. Note: The Transp – Mileage expense type has a default Payment Type of Cash/Check.
 - e) Select a *Billing Type* from the drop-down list.
 - f) The example in the screen shot below shows completing steps 6a-6e above for a reimbursement of mileage. The next step is to click the [Detail](#) link to the far right of the expense line.



Effective Date	Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
05/12/2011	<input type="checkbox"/>	Transp - Mileage	05/12/2011 	0.00	USD	Cash/Check	In State - Domestic	Detail 

- g) On the Expense Detail page, each field preceded by an asterisk must be completed. Most values are populated from the previous (Entry) page. Complete the necessary information. If the accounting information for this expense is different than the default, you can change it for this item by clicking on the [Accounting Detail](#) link.

For the mileage example below, the number of miles and originating (starting) location need to be completed on the Detail page. The Destination Location was taken from the Default Location field in the General Details section on the Entry page. You can change the Destination location if necessary. In the example below, the Miles and Originating Location were completed on the Detail page. The Amount Spent was calculated based on the date of travel and number of Miles entered.

Travel and Expenses: Expense Report (ER)

Create Expense Report

Expense Detail for Transp - Mileage (Line 1)

Mary Brown Report ID: NEXT

About This Expense

*Expense Date: 05/12/2011

*Payment Type: Cash/Check No Receipt

*Billing Type: In State - Domestic Non-Reimbursable

*Miles: 250 x 0.4800

*Originating Location: SAINT LOUIS MO USA

*Destination Location: COLUMBIA MO USA

Description:

*Amount Spent: 120.00

*Currency: USD

*Exchange Rate: 1.00000000

Default Rate

Reimbursement Amt: 120.00 USD

[Accounting Detail](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

- h) Click the [Check Expense For Errors](#) button. Any errors will be explained in red at the top of the Details page. Make corrections if necessary, and once the corrections are made click the Check Expenses For Errors button again to confirm that there are no errors.
- i) Click the [Return to Expense Report](#) link to return to the Entry page.
7. Continue entering your expenses by repeating steps 6a-i.
8. If you need to add additional lines, be sure "New Expense" is displayed in the drop-down box located beneath your expenses, then click the [Add](#) button to the right of the drop-down box.
9. You can click the [Save For Later](#) button if you want to save your Expense Report while you are working on it and/or if you want to complete it and submit it on a later date. Your Expense Report is assigned a Report ID which is displayed in the top right-hand area of the Expense Report page. If you save and then navigate away from the ER entry page, you need to use the Modify page to make changes to the expense report and/or submit it. You would select the following menu choices to access the modify page:

Employee Self-Service > Travel and Expense Center > Expense Report > Modify.

Travel and Expenses: Expense Report (ER)

- When you have completed your Expense Report, click the **Submit** button. Your expense report is routed to the appropriate approver.

Note: Every hotel expense and every travel expense \$75 and greater requires a receipt. Also, if you are including any expense for a supply that was purchased **during** your trip, a receipt is required for that expense as well. See the Attaching Receipts topic for details on electronically attaching receipts to your Expense Report.

Hotel Reimbursement: Itemizing Your Hotel Bill

When you have a hotel expense, you must provide a breakdown of the expenses by using the Itemize Hotel Bill link on the expense detail page for the Hotel line. The Itemize Hotel Bill link invokes the hotel wizard and takes you through accounting for your hotel expenses.

- Select an *Expense Type* of Hotel and complete the information on the expense line, entering the total amount of the hotel expense for which you need to be reimbursed in the *Amount Spent* field.
- Click on the [Detail](#) link to the far right of the Hotel expense line.

Effective Date	Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type	
06/01/2011	<input type="checkbox"/>	Transp - Car Rental	06/01/2011	159.97	USD	Credit/Debit Car	Out of State - Dome:	*Detail +
06/23/2011	<input type="checkbox"/>	Hotel	06/01/2011	390.00	USD	Credit/Debit Car	Out of State - Dome:	*Detail +

- On the Expense Detail page, each field preceded by an asterisk must be completed. Most values are populated from the previous (Entry) page. Complete the necessary information.
 - In the *Number of Nights* box enter the number of nights for which you need to be reimbursed.
 - For *Merchant* you can choose from a list of hotels by using the drop-down box for *Common*. If your hotel is not in the list, then enter the name of the hotel in the *Other* box.
 - Click the [Itemize Hotel Bill](#) link (located above the Check Expense for Errors button).

Expense Detail for Hotel (Line 2)

Mary Brown

About This Expense

*Expense Date: 06/01/2011
*Payment Type: Credit/Debit Card
*Billing Type: Out of State - Domestic

*Number of Nights: 2

*Merchant (Choose One)
Common: Marriott
Other:

Description:

*Amount Spent: 390.00
*Currency: USD
*Exchange Rate: 1.00000000
 Default Rate

Reimbursement Amt: 390.00 USD

[Accounting Detail](#)

[Receipt Split](#)

[Itemize Hotel Bill](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

Travel and Expenses: Expense Report (ER)

4. The Itemize Hotel Bill page displays your details from the previous page, plus a Your Hotel Bill area and a Charges Incurred on This Bill area. Scroll down to the Charges Incurred on This Bill area and place a check in the box next to the types of expenses reflected in your Amount Spent for the hotel. Note: Select "Room Charge" to enter room rate and room tax.

Itemize Hotel Bill

Mary Brown Report ID: NEXT

General Hotel Bill Information		Your Hotel Bill	
*Transaction Date:	06/01/2011 <input type="checkbox"/> Checkout Date	Total Bill	390.00 USD
*Payment Type:	Credit/Debit Card	Remaining:	390.00 USD
*Billing Type:	Out of State - Domestic		
*Number of Nights:	2		
*Merchant (Choose One)			
Preferred:	Marriott		
Non-preferred:			
Description:			
*Amount Spent:	390.00		
*Currency:	USD		
*Exchange Rate:	1.00000000		
	<input checked="" type="checkbox"/> Default Rate		
Reimbursement Amt:	390.00 USD		
	<input type="button" value="Calculate Amounts"/>		
	<input type="checkbox"/> Non-Reimbursable		
	<input type="checkbox"/> No Receipt		

Charges Incurred on This Bill

<input checked="" type="checkbox"/> Room Charge	<input checked="" type="checkbox"/> Parking
<input type="checkbox"/> Room Service	<input type="checkbox"/> Laundry
<input type="checkbox"/> Telephone	<input type="checkbox"/> Misc Charges


5. Click the button.

Travel and Expenses: Expense Report (ER)

6. You will receive a separate detail page for each charge that you need to detail. The screen shot below shows the page for Room Charge. Note that you include room tax on the same page with room rate. Enter the nightly *Room Rate* and nightly *Room Tax*.

Itemize Hotel Bill

Mary Brown Report ID: NEXT



Room Charge						
Transaction Date	Number of Nights	Room Rate	Room Tax	Currency	Non-Reimbursable	
06/01/2011	2	180	10	USD	<input type="checkbox"/>	-

[Add Room Charge](#)

Number of Nights: 2
Room Charge Total: 0.00 USD
Room Tax Total: 0.00 USD
Total Room Expense: 0.00 USD

[Previous](#) [Continue](#)

[Return To Expense Report](#)

Your Hotel Bill	
Total Bill	390.00 USD
Room Charge	0.00
Room Tax	0.00
Parking	0.00
<hr/>	
Remaining:	390.00 USD


7. Click the [Continue](#) button.

8. The next hotel expense screen appears. In this example it's the Parking expense. Note that the Your Hotel Bill area was updated to reflect the expenses your have already accounted for and shows the remaining expense. For this example, you would enter the *Amount* of the parking charge.

Create Expense Report

Itemize Hotel Bill

Mary Brown Report ID: NEXT



Parking				
Date	Amount	Currency	Non-Reimbursable	
06/01/2011	10	USD	<input type="checkbox"/>	-

[Add Parking Charge](#)

Parking Total: 0.00 USD

[Previous](#) [Continue](#)

[Return To Expense Report](#)

Your Hotel Bill	
Total Bill	390.00 USD
Room Charge	360.00
Room Tax	20.00
Parking	0.00
<hr/>	
Remaining:	10.00 USD


Travel and Expenses: Expense Report (ER)

9. Click the Continue button.
10. If there are no errors and the remaining balance is zero, then you will receive the following screen and you should click the Done button.

Create Expense Report

Itemize Hotel Bill

Mary Brown Report ID: NEXT



Hotel Itemization - Finish!

Your Hotel Bill

Congratulations! You are done. If you need to make any adjustments, you may use 'Receipt Split' function to reconcile your bill later.

Total Bill	390.00 USD
Room Charge	360.00
Room Tax	20.00
Parking	10.00
Remaining:	0.00 USD

Previous
Done

11. The Expense Report Entry page now shows separate expense lines for each hotel charge. The total amount of your reimbursement is being tallied in the Totals area.

Details
Customize | Find | View All
First 1-6 of 6 Last

*Overview

Effective Date	Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
06/01/2011	<input type="checkbox"/>	Transp - Car Rental	06/01/2011	159.97	USD	Credit/Debit Car	Out of State - Dome:	*Detail	+
06/07/2011	<input type="checkbox"/>	Hotel - Room Rate	06/01/2011	180.00	USD	Credit/Debit Car	Out of State - Dome:	*Detail	+
06/07/2011	<input type="checkbox"/>	Hotel - Room Tax	06/01/2011	10.00	USD	Credit/Debit Car	Out of State - Dome:	*Detail	+
06/07/2011	<input type="checkbox"/>	Hotel - Room Rate	06/02/2011	180.00	USD	Credit/Debit Car	Out of State - Dome:	*Detail	+
06/07/2011	<input type="checkbox"/>	Hotel - Room Tax	06/02/2011	10.00	USD	Credit/Debit Car	Out of State - Dome:	*Detail	+
06/07/2011	<input type="checkbox"/>	Transp - Parking	06/01/2011	10.00	USD	Credit/Debit Car	Out of State - Dome:	*Detail	+

Copy Selected
Delete Selected
New Expense
Add
Check For Errors

Totals

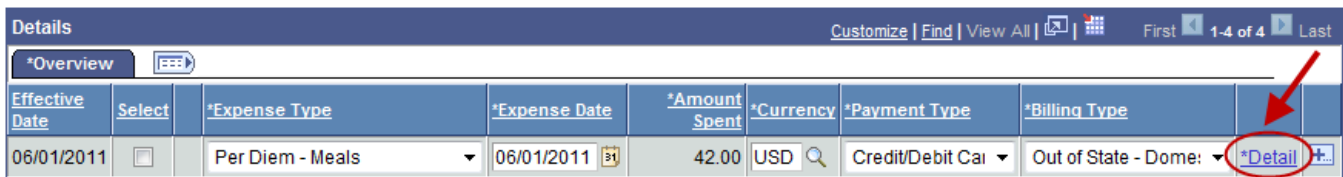
Employee Expenses:	549.97 USD	Due Employee:	549.97 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Travel and Expenses: Expense Report (ER)

Per Diem Meals: Claiming Allowance and Adjusting for Meals Provided

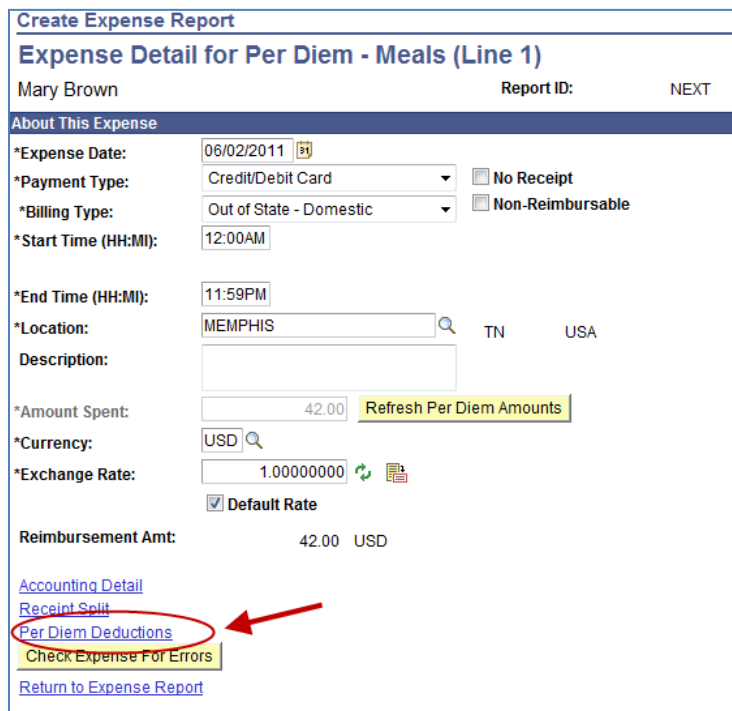
Per Diem Meal allowance is for overnight travel and is based on the number of hours in travel status. If a meal was provided, you are not eligible for reimbursement for that meal. The steps below show how you enter per diem allowance and how you can adjust your per diem amount.

1. When you select the Per Diem - Meals *Expense Type*, the *Amount Spent* is automatically populated with the per diem rate for 12 or more hours in travel status. You cannot overwrite the amount. To indicate time in travel and/or to make a meal adjustment, click on the [Detail](#) link to the far right of the Per Diem – Meals expense line.



Effective Date	Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
06/01/2011	<input type="checkbox"/>	Per Diem - Meals	06/01/2011	42.00	USD	Credit/Debit Car	Out of State - Dome	*Detail

2. On the Expense Detail for Per Diem – Meals page, enter the correct *Start Time* and *End Time* for your travel on that day. For example, if you were in travel status the entire day, you can accept the defaults of 12:00AM and 11:59PM. If you are claiming per diem for a day that you were not in travel status for the entire day (i.e. the days you left for and returned from your trip), then you must enter the appropriate *Start Time* and *End Time*. So if you left for your trip at 1:00PM, you would indicate at *Start Time* of 1:00PM and an *End Time* of 11:59PM
3. To deduct a meal, click the [Per Diem Deductions](#) link (just above the Check Expense For Errors button).



Create Expense Report
Expense Detail for Per Diem - Meals (Line 1)
Mary Brown Report ID: NEXT

About This Expense

*Expense Date: 06/02/2011
*Payment Type: Credit/Debit Card No Receipt
*Billing Type: Out of State - Domestic Non-Reimbursable
*Start Time (HH:MM): 12:00AM
*End Time (HH:MM): 11:59PM
*Location: MEMPHIS TN USA
Description:
*Amount Spent: 42.00 Refresh Per Diem Amounts
*Currency: USD
*Exchange Rate: 1.00000000 Default Rate
Reimbursement Amt: 42.00 USD

[Accounting Detail](#)
[Receipt Split](#)
[Per Diem Deductions](#)
[Check Expense For Errors](#)
[Return to Expense Report](#)

Travel and Expenses: Expense Report (ER)

- On the Per Diem Deductions page, check the box next to the meals that should not be reimbursed for that day. The screen shot below shows an example of excluding breakfast and lunch because they were included in a conference fee.

Create Expense Report

Per Diem Deductions

Report ID: NEXT

Please select all expenses that were paid by an establishment or an individual other than yourself.

Per Diem Amount: 0.00 USD

Expense Type	Deduction Percentage	Deduction Flag
Breakfast	25.00	<input checked="" type="checkbox"/>
Lunch	25.00	<input checked="" type="checkbox"/>
Dinner	50.00	<input type="checkbox"/>

OK Cancel

- Click the **OK** button.
- On the Expense Detail for Per Diem – Meals page, click the **Refresh Per Diem Amounts** button to recalculate the per diem amount.

Travel and Expenses: Expense Report (ER)

Create Expense Report

Expense Detail for Per Diem - Meals (Line 1)

Mary Brown Report ID: NEXT

About This Expense

*Expense Date: 06/02/2011

*Payment Type: Credit/Debit Card No Receipt

*Billing Type: Out of State - Domestic Non-Reimbursable

*Start Time (HH:MI): 12:00AM

*End Time (HH:MI): 11:59PM

*Location: MEMPHIS TN USA

Description:

*Amount Spent: 0.00 **Refresh Per Diem Amounts**

*Currency: USD

*Exchange Rate: 1.00000000

Default Rate

Reimbursement Amt: 0.00 USD

[Accounting Detail](#)

[Receipt Split](#)

[Per Diem Deductions](#)

Check Expense For Errors

[Return to Expense Report](#)

7. The *Amount Spent* will recalculate. In this example 50% of the per diem was deducted (25% for breakfast and 25% for lunch).

*Amount Spent: 21.00 **Refresh Per Diem Amounts**

8. Click the [Return to Expense Report](#) link to return to the Entry page.

Attaching Receipts

Lodging receipts are required, regardless of the amount. Receipts are also required for expenses that are \$75 or more. In addition, if you are including any expense for a supply that was purchased **during** your trip, a receipt is required for that expense regardless of the amount.

Receipts are electronically associated with your Expense Report and are the official receipt record. The system that holds the receipt images is called WebNow. Your expense report will not route for approval until required receipts are attached. There are two ways to associate your receipt(s) with your expense report. You can fax them or email them as attachments.

Faxing Receipts

Before faxing your receipts, you need to print a barcode receipt to include as the first sheet you fax.

Printing a Barcode Receipt

1. Navigation: **Employee Self-Service > Travel and Expense Center > Print Reports > Print Expense Barcode Receipt**
2. Create a Run Control ID (*You only do this once. Each subsequent time that you print a barcode receipt you will hit Search on the "Find an Existing Value" tab and use the same run control id that you create below and then start with step "d".*)
 - a) Click on the **Add a New Value** tab.
 - b) Type a name for your *Run Control ID*. Suggested name: **ERPRINT**
 - c) Click **Add**.
 - d) Click the Look up icon to the right of the *Report ID* box to search for and select your Report ID or type the 10-digit ID in the box.
 - e) Click the **Run** button.
 - f) For *Server Name* select **PSUNX**.
 - g) For *Type* select **Window**.
 - h) For *Format* select **PDF**.
 - i) Click the OK button.

You will need to allow browser pop-ups for the Financials' site. You will receive a window indicating the report progress (Queued, Processing, and Success) and then you receive the barcode page.

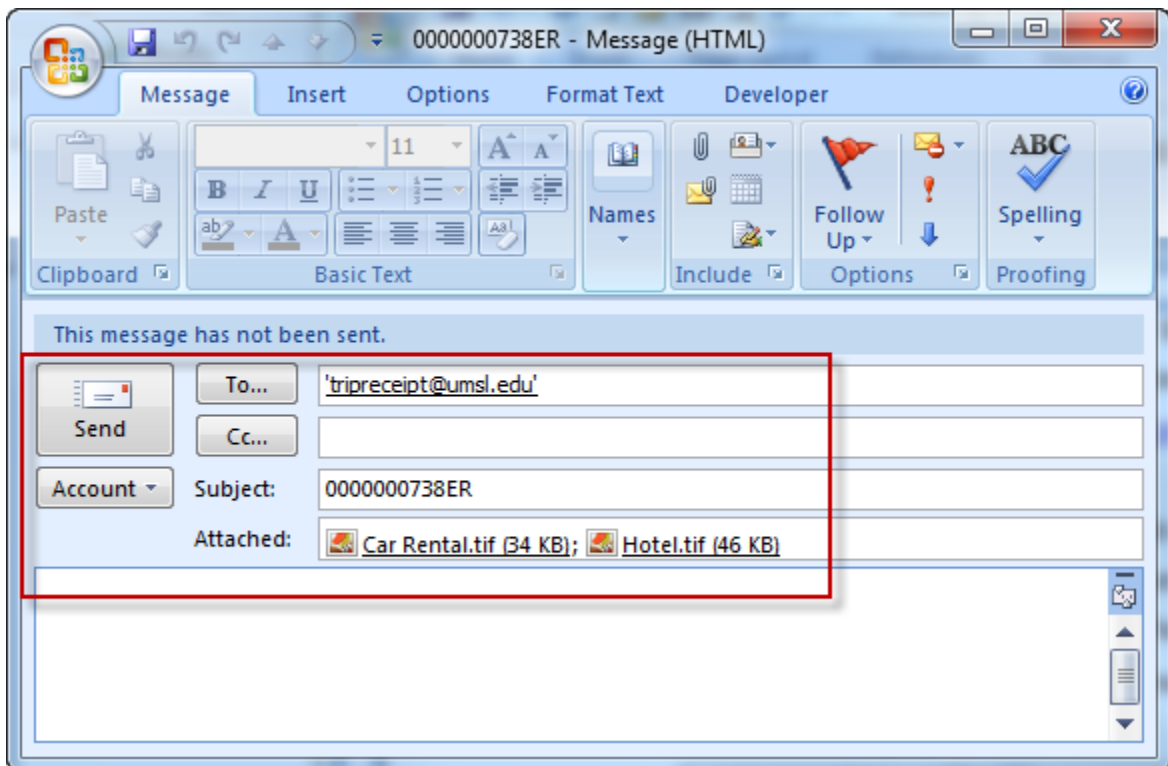
3. Print the barcode page and include it as the first (cover) page you fax with your receipts.
4. FAX number is **1-855-TRIPEXP** (1-855-874-7397).

Allow about 25 minutes for the receipts to be associated with your document.

Travel and Expenses: Expense Report (ER)

Emailing Receipts

1. Scan your receipts (or take a high quality photo of your receipts).
2. Email your receipt file(s) as indicated below:
 - a) Address the message to tripreceipt@umsl.edu.
 - b) The Subject needs to be in the format of <document#><document type> where document # is the 10-digit Report ID for your expense report and document type is “ER” (i.e. **0000000610ER**). Do not put spaces in the subject. The “ER” does not have to be uppercase.
 - c) Attach your receipt files to the email message
 - d) Send the message







Allow about 25 minutes for the receipts to be associated with your document.

Travel and Expenses: Expense Report (ER)

Viewing Receipts

Your receipts will stay associated with your expense report and you can view them anytime. The approver for expenses can view the receipts before they approve the expense report.

1. Navigation: **Employee Self-Service > Travel and Expense Center > Expense Report > View**.
If you have saved, but not submitted your expense report, you can also view the receipts from the **Expense Report > Modify** page.
2. Click the  button.
3. The login box for WebNow, which is the system that holds our electronic images, will open in a separate browser window. Enter your *User Name* (SSO ID) and *Password* and press the enter key or click the  button.
4. If there are receipts associated with this ER, the WebNow window will be displaying the first receipt page. If there are no receipts associated with this ER, The WebNow window will display the text “No documents found”.
5. Use options in the toolbar area to get a better view of the receipts. Click the fit width  and zoom in  icons to quickly expand the size of the receipt
6. The Thumbnails section shows a small image for each page of receipts. If there are multiple pages you can switch between them by double-clicking on the thumbnail image for the page you want to view. You can also scroll by clicking the right and left arrows.
7. When you are finished reviewing the receipts, you can close the WebNow window.

Tracking the Expense Report

You can refer to the information in the Pending Actions and Action History sections to track the progress of the ER.

The **Pending Actions** section displays information about who needs to approve the expense report.

The **Actions History** area displays the submittal and approval activities that have occurred including the name of the person who took action and the date of the action.

Pending Actions			
Profile	Name	Action	Date/Time
Fiscal Reviewer	(Pooled)		

Action History			
Profile	Name	Action	Date/Time
	Doe, Jane	Submitted	06/06/2011 3:25:13PM
Project Manager	Smith, Maureen	Approved	06/08/2011 2:17:28PM

Travel and Expenses: Expense Report (ER)

Reference Materials and Training Aids

You can access online self-paced tutorials, training guides and quick reference guides at the UM Travel and Expenses training website. **Copy and paste** this link into your web browser.

https://doit.missouri.edu/training/peoplesoft/financials/travel_and_expenses.html

You can access UMSL supplemental T&E materials at <http://www.umsi.edu/asp/ap.html>.

To access an online tutorial:

- A. From the website above, select *Travel and Expenses (T&E) – Traveler 9.0 Tutorial*
- B. Select a topic and start the tutorial
 1. Click on the plus sign to the left of the outline item to expand that section.
 2. Click on the plus sign next to a lesson to display the topics
 3. Select a topic by clicking on it to highlight it.
 4. Start the tutorial by clicking on the “Try It!” button.

