Travel & Expenses : https://fsprd.umsystem.edu/psp/prd/
Business Policies (Travel 500) http://www.umsystem.edu/ums/rules/bpm/bpm500
Office of Finance Travel Information http://www.umsl.edu/~finance/trv-info.htm

UMSL Travel & Expense – Create an Expense Report
Quick Reference Guide
PeopleSoft Expense Module 9.0; June 21, 2011

A. Access Travel & Expenses (also available from the MyHR login page)

1. URL: https://fsprd.umsystem.edu/psp/prd/
2. Navigation: **Employee Self-Service > Travel and Expense Center > Expense Report > Create** **(note: Select "View" to see an ER you saved or submitted)**

B. Complete an Expense Report

Note: An Asterisk (*) donates a required field

Step 1 Complete General Information Section

a. *Description - 30 characters; enter meaningful information
b. *Business Purpose - choose from dropdown menu
c. Default Location (location you traveled to; determines per diem rates domestic vs. foreign; enter here or on each expense line detail page)
d. Comment (include dates of travel and any additional information)
e. Click on Accounting Defaults link (verify proper account information)

Step 2 Enter Expense Lines

a. Detail section Overview tab includes most required information.
   1) *Expense Type – choose from the dropdown menu
   2) *Expense Date – date expense incurred
   3) *Currency – change if needed.
   4) *Amount Spent – amount to be reimbursed
   5) *Payment Type – choose from the dropdown menu
   6) *Billing Type – choose from the dropdown menu
   7) Click the *Detail link to the right of the expense line

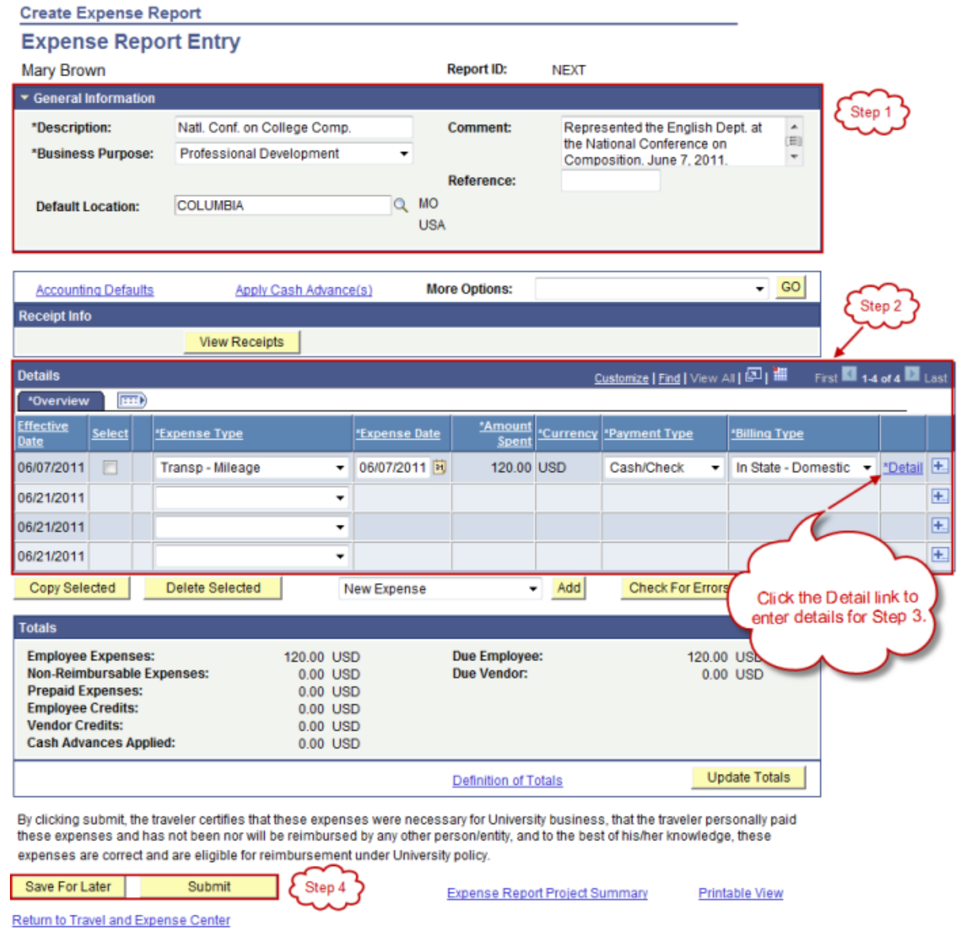
Step 3 On the Expense Detail page, complete required fields. For per diem meals be sure to change start and end times for your travel day if not in travel status for 24 hours on that day. For hotel expenses, click the Itemize Hotel Bill link.

Step 4 Submit or Save Expense Report

1. Save for Later – allows for editing before final submit if necessary.
2. Submit – Final step in process; Initiates an email to the approver(s).

Step 5 Attach Required Receipts (see page 2 for instructions)

SAMPLE EXPENSE REPORT ENTRY SCREEN



Viewing Receipts - Your receipts will stay associated with your expense report and you can view them anytime.

1. Navigation: **Employee Self-Service > Travel and Expense Center > Expense Report > View (or Modify)**
2. Click the View Receipts button.
3. Log in to WebNow, with your *User Name* (SSO ID) and *Password*).
4. 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
5. If there are multiple pages, click on additional pages in the Thumbnails section to view them.
6. When you are finished reviewing the receipts, you can close the WebNow window.

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

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.

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 capital.
   c) Attach your receipt files to the email message
   d) Send the message