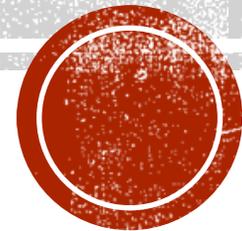


# TRAVEL & EXPENSE

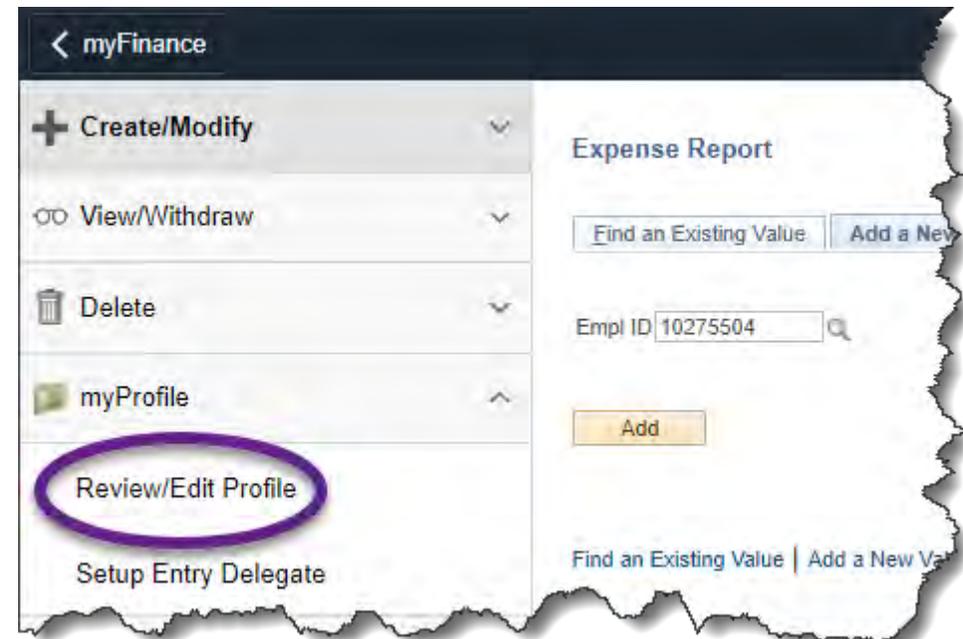
Tips & Tricks!



# HOW DO I UPDATE EMPLOYEE DEFAULT CHARTFIELD VALUES ON THE ER?

To change the values that populate into an ER, you have to update on the Profile directly.

- **HR Supervisor/ Fiscal Review**  
**Navigation:** Select T&E Tile> Choose Select Navigator> Manager Self Service> Employee Profile> View/Update Chart Field Values
- **Traveler Navigation:** Choose T&E Tile. Choose myProfile from the side navigation. Choose Review/ Edit Profile. Select Organizational Data tab. Enter the chartfield string and save.



# HOW DO I UPDATE THE MOCODE ON AN ER?

- Navigate to the first expense line on the ER and click on the arrow next to “Accounting Details.” This will open the detail for that expense line only.
- Enter the MoCode in the speedtype box *then push tab* to populate the rest of the chartfield string.
- Continue for all lines on the expenses report OR set the default accounting for the report at the Quick Start Menu

The screenshot shows the 'Expenses' form with the following details:

- Date:** 08/01/2021
- Expense Type:** Conference/Seminar Reg
- Description:** Add supporting details here
- Payment Type:** Cash/Check/Personal Ca
- Amount:** 125.00
- Currency:** USD
- Billing Type:** In State - Domestic
- Exchange Rate:** 1.00000000
- Base Currency Amount:** 125.00
- Default Rate:**
- Non-Reimbursable:**
- No Receipt:**

The 'Accounting Details' section is expanded, showing the 'General Ledger ChartFields' table:

Amount	SpeedType	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
125.00	DJK53	COLUM	125.00	USD	1.00000000	721000	0825	C1105109	0	0	COLUM	00



# HOW TO SET DEFAULT ACCOUNTING FOR REPORT?

- Choose a date, and expense type for the first line of the Expense Report
- Choose Default Accounting for Report from Top Actions/ Quick Start Menu
- Split funding available by % if needed

The screenshot shows the 'Create Expense Report' interface. At the top right, there are links for 'Save for Later' and 'Summary and Submit'. The form includes fields for '\*Business Purpose', '\*Report Description', and 'Default Location'. An 'Attachments' icon is also present. The 'Expenses' section shows a table with columns for '\*Date', '\*Expense Type', '\*Description', '\*Payment Type', '\*Amount', and '\*Currency'. The first row contains the values: '06/01/2021', 'Conference/Seminar Reg', 'Add supporting details here', 'Cash/Check/Personal Cs', '125.00', and 'USD'. A dropdown menu labeled 'Actions' is open, showing options like 'Adjustment Cash Advance', 'Apply/View Cash Advance(s)', 'Associate Travel Authorization', 'Copy Expense Lines', 'Default Accounting For Report' (highlighted), 'Expense Report Project Summary', and 'Export to Excel'. Below the menu, a summary row shows 'Total 125.00 USD'. A 'GO' button is located to the right of the 'Actions' dropdown.



# WHAT IS THE FASTEST WAY TO ADD EXPENSE LINES?

- Choose the Quick-Fill Lightning Bolt link
- Enter the dates ranges
- Choose the expenses that occurred on All Days

The screenshot shows the 'Quick-Fill' dialog box in a software application. The dialog box is titled 'Quick-Fill' and contains a 'Date Range' section with 'From' and 'To' date pickers. Below this is a table for 'Add Expense Types' with columns for 'One Day' and 'All Days' checkboxes and a 'Description' column. The 'Meal - Per Diem' row is highlighted, and its 'All Days' checkbox is checked. The background shows a blurred 'Expenses' form with a 'Quick-Fill' link circled in purple.

One Day	All Days	Description
<input type="checkbox"/>	<input type="checkbox"/>	Marketing/Promotion
<input type="checkbox"/>	<input type="checkbox"/>	Meal - Business
<input type="checkbox"/>	<input type="checkbox"/>	Meal - Extended Work Day
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal - Per Diem
<input type="checkbox"/>	<input type="checkbox"/>	Med Supply Non-chargeable
<input type="checkbox"/>	<input type="checkbox"/>	Meeting Expense
<input type="checkbox"/>	<input type="checkbox"/>	Moving Expenses
<input type="checkbox"/>	<input type="checkbox"/>	Software
<input type="checkbox"/>	<input type="checkbox"/>	Supplies - Acad/Research Lab
<input type="checkbox"/>	<input type="checkbox"/>	Supplies - Hardware and Tools



# HOW DO I ENTER FOREIGN CURRENCY?

The screenshot shows an expense entry form with the following fields and values:

- \*Date: 06/08/2021
- \*Expense Type: Meal - Business
- \*Description: (empty)
- \*Payment Type: Cash/Check/Personal C
- \*Amount: 125.00
- \*Currency: USD (circled in purple)
- \*Billing Type: Non-Travel
- \*Exchange Rate: 1.00000000
- Base Currency Amount: 125.00 USD

The 'Look Up Currency' dialog box is open, showing search criteria and a list of results:

Currency Code: begins with [ ]  
Description: begins with [ ]

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results: View 100, First, 1-206 of 206, Last

Currency Code	Description
ADP	Andorran Peseta
AED	United Arab Emirates Dirham
AFN	Afghani
ALL	Lek
AMD	Armenian Dram
ANG	Netherlands Antilles Guilder
AOA	Kwanza
ARS	Argentine Peso
ATS	Schilling
AUD	Australian Dollar
AWG	Aruban Guilder
AZN	Azerbaijani Manat
BAM	Convertible Marks
BBD	Barbados Dollar
BDT	Taka
BEF	Belgian Franc

If your location is not in the list, add it by completing the T&E Location Form!



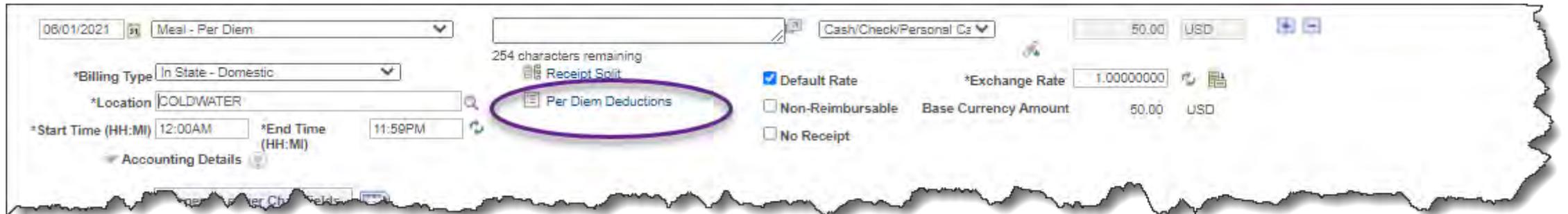
# OTHER ISSUES TO NOTE ON FOREIGN ER'S

- Credit card companies charge up to 3% on every foreign currency amount charged to a credit card.
- Total all such applicable amounts called foreign currency transaction fees, and reimburse as one “Miscellaneous Expense” line item by consolidating them together.
- You can also reimburse differences (adversely affecting the employee) between the charge on credit card and the conversion through our system as previously referenced above.
- Ensure additional detail is entered in the description box
- If the employee paid more than what is being awarded by selecting the currency with the spyglass enter the expense in USD and attach a redacted bank statement to show the discrepancy.



# HOW DO I ENTER MEAL PER DIEM DECUCTIONS?

- Choose the meal per diem expense type
- Enter the location using the  tool. The location can be the default for the whole trip OR the final destination of the day.
- Deduct any meals provided by another person or entity.



06/01/2021 Meal - Per Diem 50.00 USD

\*Billing Type: In State - Domestic

\*Location: COLDWATER

\*Start Time (HH:MI): 12:00AM \*End Time (HH:MI): 11:59PM

254 characters remaining

Receipt Split

**Per Diem Deductions**

Default Rate  Non-Reimbursable  No Receipt

\*Exchange Rate: 1.00000000 Base Currency Amount: 50.00 USD

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

Per Diem Amount 0.00 USD

Per Diem Details				
Personalize   Find     First 1-3 of 3 Last				
	Deduction Percentage	Deduction Amount	Calc Code	Deduction Flag
Breakfast	25.00			<input checked="" type="checkbox"/>
Lunch	25.00			<input type="checkbox"/>



# HOW LONG WAS I IN TRAVEL STATUS?

- Meals on first and last days of overnight trip: The daily per diem amount to be reimbursed on trips with overnight travel will be determined by the number of hours in travel status for the day, as follows

Hours in Travel Status	Eligible Amount
Less than 8 hours	not eligible
At least 8 hours but less than 12 hours	50% of applicable per diem
12 hours or more	100% of applicable per diem

[POLICY 22603](#)



# HOW DO I FIND WHERE MY ER IS IN WORKFLOW?

- Select T&E Tile and the View/Withdraw folder> Choose Expense Report. Clear the report ID and leave box blank, and hit search. This will show a list of your Expense reports along with the report status.
- Open the ER in question. The bottom of the Er will show the process through approvals.

Approval History



The timeline shows three steps: Submitted (Michelle Haddock), Fiscal Reviewer (Tracy Greenup), and Payment. Each step is represented by a document icon with a checkmark, connected by a blue arrow pointing right.

Action	Role	Name	Date/Time
Submitted	Employee	Michelle Haddock	10/29/2019 7:22:06AM
Approved	Fiscal Reviewer	Tracy Greenup	10/29/2019 7:56:25AM



Use FIN Authorization in Web apps to determine what remaining approvers are needed based off the MoCodes used in the Report. Approvers that have already approved will be shown above!



# ER STATUS IN PEOPLESOFT

- **Pending** – ER is awaiting submission by the traveler/entry delegate before it will route through the electronic approval process. The ER is available to be withdrawn by the traveler/entry delegate in this stage.
- **Submitted for Approval** – ER has been submitted and is routing through the electronic approval process. ER is awaiting an action by the Project Manager, Fiscal Reviewer or PrePay Audit.
- **Approvals In Process** – ER has been submitted and at least one approval completed however; there are additional approvals still needed. Approver must send back if needed.
- **Approved for Payment** – All required approvals for the ER have been received and the ER is scheduled to pay overnight. ER cannot be sent back for correction.
  - ER can be closed and the employee will need to start the ER process over, contact [APSS](#) to close.
- **Staged** – ER was submitted past 90 day accountable plan rule, will remain in this status until employee's next pay cycle. IRS requires reimbursement past 90 days (taxable compensation) to be done at the same time the employee is paid. The taxes will be taken out of the employee's next pay check on the same day they receive the reimbursement for the ER.
- **Paid** – ER has paid. Unable to make corrections or add attachments



# WHAT INFORMATION CAN I SEE IN WEBAPPS?



University of Missouri System

COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Administrative Web Applications

- ✓ FIN Search Options
  - ✓ Expense Reports
  - ✓ Travel Expense Summary by Employee
- ✓ FIN Financial Reports- AP and T&E Monitoring 1
- ✓ FIN Financial Reports – AP and T&E Monitoring 2



# OTHER USEFUL REPORTING?

## Navigation

- FSPRD > Query
- CEX\_UOC\_POSTED\_BY\_EE\_HOME\_DEPT
- Prompt CSD & Accounting Dates

VCVP	CSD	Home Dept	Sub Department	Empl Name	Empl ID	ER #	ER Descr	ER Purpose	ER Comment	ER Line	ER Expense Type
1	CPVST	CENGR	CDEANENG	Tiger, Truman	123456780	000321123	\$6,889.01 Total Oct-Nov 2017	One Card Purchase		1	Equip - Non-Cap/Fabricated

UOC Merchant	ER PS Account	ER Fund	ER Dept	ER Program	ER Project	ER Class	UOC Trans Date	UOC Amount
TEST EQUIPMENT DEPOT	730500	0000	C1930007	0	00	EM029	10/26/2017	2644.000

ER Line Descr	ER Entered By	ER Last Updated By	ER Posted Date
Items to construct Lab equipment	TIGERT	3IBSONDM	01/17/2018



# PENDING ER'S 60 DAY PIVOT GRID

[Favorites](#) | [Main Menu](#) | [Travel and Expenses](#) | [Expenses WorkCenter](#)



**University of Missouri System**  
 COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Expenses WorkCenter

[Links](#) | [My Work](#) | [Rprtng](#) | [Instr.](#)

[Queries](#)

▾ Pivot Grids

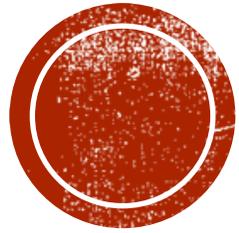
📄 One Card 60dy Rev (Entry Del)

View Grid  
 Export Data (Blanks)  
 Chart Options (Blanks)  
 Save

- Shows the Wallet Charge of all employees you delegate for.
- Shows the ER created for each charge, or is blank if charge has not been pulled from the wallet!

Cardholder/Traveler	Empl ID	Last 4 of CC	Trans Date	My Wallet	Merchant	Trans Amt	Currenc	Amount	Currenc	Report ID	Report Descr	ER Exp Typ	ER Line Sta	ER Line Descr	One Card Trans	One Card Tr
Ang, Mark Joseph	1111111111	4314	1/24/2018	BUSMEAL	PIZZA HUT 472700047274	75.000	USD	75.000	USD						4314180128-2	Unassigned
Ang, Mark Joseph	1111111111	4314	1/24/2018	BUSMEAL	PIZZA HUT 472700047274	75.920	USD	75.920	USD						4314180128-1	Unassigned
Ang, Mark Joseph	1111111111	4314	1/25/2018	SUPOTHR	PRICE CHOPPER #105	8.890	USD	8.890	USD						4314180128-3	Unassigned
Simone, Sarah Lou	2222222222	6220	1/3/2018	SUPOTHR	DOLLARTREE	25.000	USD	25.000	USD	0000378985	Reconcile 1/22/18-1/26/18	SUPOTHR	Paid	Supplies for college	6220180104-1	Assigned
Simone, Sarah Lou	2222222222	6220	1/8/2018	SUPOTHR	SAMSLUB #8293	19.980	USD	19.980	USD	0000378985	Reconcile 1/22/18-1/26/19	SUPOTHR	Paid	Snacks for junior coll	6220180109-3	Assigned
Simone, Sarah Lou	2222222222	6220	1/3/2018	SUPOTHR	WAL-MART #1014	26.740	USD	26.740	USD	0000380821	Reconcile 1/22/18-1/26/20	SUPOTHR	Pending	Supplies for Bulletin	6220180104-2	Assigned





# RESOURCES

[Travel And Expense Policies](#)

[Training Materials](#)