

Travel and Expense (T&E)

Tips & Tricks



Updating an Employees Default Chart field Values (only the Traveler, HR Supervisor or Fiscal Reviewer can complete this task)

- **HR Supervisor or Fiscal Reviewer Navigation:** Manager Self-Service > Employee Profile > View/Update Chart field Values
- **Traveler navigation:** Employee Self-Service>Travel and Expenses>Review/Edit Profile>Organizational Data, under the Default Chart Field Values Tab ensure the box titled “Default Profile” is checked, if so, change the Dept ID located under “Default Chartfield Values”. If the “Default Profile” box is not checked click on the arrow located to the top right until you find the box with the check mark and then enter your Chartfield. Be sure to click the save button.

How do I update the chartfield string on an Expense Report (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. From here you will need to
- Enter the MoCode in the SpeedType box then push tab to populate the rest of the chartfield string or
- You can enter the entire chartfield string if you have it
- Be sure to push the “Save for Later” button to save your updates.
- Continue the above steps until all lines on the ER have been adjusted

What is the difference between “Accounting Defaults” and “Accounting Details”?

- **Accounting Defaults:**
 - This information is automatically pulled into the ER from the Employee’s Profile (where the Human Resources Information is located, the account the employee is paid from.) There is no PS account listed here, when you enter the first expense line item and choose the billing type this will automatically set the PS account for that expense line.
- **Accounting Details:**
 - This information can be changed for each expense type line therefore; if an ER is sent back it is wise to adjust the chartfield’s by the Accounting Details and not the Accounting Default to ensure the update takes place.

What is the fastest way to enter expense lines into an ER?

- [Add Multiple Expense Lines](#) page 123 T&E Traveler Training Guide
- Select the Quick-Fill link to add multiple line items in one step.

The screenshot displays the 'Quick-Fill' interface within the University of Missouri System's Travel and Expenses system. The header includes navigation links: Favorites, Main Menu, Employee Self-Service, Travel and Expenses, Expense Reports, and Create/Modify. The University of Missouri System logo and campus locations (COLUMBIA, KANSAS CITY, ROLLA, ST. LOUIS) are visible. A search bar is present with a dropdown menu set to 'All' and a 'Search' button. The 'Quick-Fill' section contains instructions: 'Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.' Below this, a 'Date Range' section shows 'From 03/15/2015' and 'To 03/16/2015'. The 'Add Expense Types' section features a table with columns 'One Day', 'All Days', and 'Description'. The table lists various expense categories with checkboxes for selection.

One Day	All Days	Description
<input type="checkbox"/>	<input type="checkbox"/>	Business Comm - Internet
<input type="checkbox"/>	<input type="checkbox"/>	Business Comm - Phone
<input type="checkbox"/>	<input type="checkbox"/>	Business Svc - Copies
<input type="checkbox"/>	<input type="checkbox"/>	Business Svc - Fax
<input type="checkbox"/>	<input type="checkbox"/>	Business Svc - Postage
<input type="checkbox"/>	<input type="checkbox"/>	Exp Adj - External Agency
<input type="checkbox"/>	<input type="checkbox"/>	Exp Adj - Travel Allowance
<input type="checkbox"/>	<input type="checkbox"/>	Hotel
<input type="checkbox"/>	<input type="checkbox"/>	Hotel - Other Charges
<input type="checkbox"/>	<input type="checkbox"/>	Hotel - Room Rate

How do I enter a foreign currency expense?

- Check to see if the location traveled to “default location” has an expense location number listed in our system
- If not on list, request the location be added by contacting the [Finance Support Center Hotline](#) for your Campus 877-752-3334.
- After entering the location, enter expense type, select currency type by using the magnify glass, eg. EUR (Euro), ZAF (S African Rand). For additional, see page 84 of the T&E Traveler Training Guide
- Enter the expense type line item in the foreign currency (exception to this is per diem meals) and the system will make the automatic conversion to US Dollars.

Issues Related to Foreign Travel ERs

- 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.

How do I enter Foreign Meal Per Diems?

- For travel outside the fifty United States and the District of Columbia, reimbursement is allowed at a per diem rate prescribed by the U.S. Department of Defense "Per Diem, Travel and Transportation Allowance Committee." ([BPM 505](#)) Expense detail screen must reflect the location where the meal was purchased, then select "Refresh Per Diem Amounts."
- If meals are included in conference registrations, covered by other University payments, or paid by others, the traveler is responsible for making appropriate deductions to the per diem amount when submitting their reimbursement request ([BPM 505](#)).
- Multiple locations on the same day; include comments indicating start/stop time in each location for one day travel and claim either
 - ✓ *Per diem meal for one location that day (where most time spent) or*
 - ✓ *Per diem meal for each location and deduct meals not eaten in each of the*
 - ✓ *locations (will be flagged as duplicate entry)*
- Start and end times for each per diem meal location should reflect entire number of hours employee was in travel status, not just the time the employee was in the one location.



How can I find out where my ER is at in the workflow process?

- Travelers and travel entry delegates can check the status of ER's in PeopleSoft T&E by navigating to: Main Menu > Employee Self-Service > Travel and Expense Center > Expense Reports > View then click the yellow "Search" button. This will return a list of ER's created and provide the report status of each. You can click on the "Report Status" column to sort by the status.
- Open the ER and scroll to the bottom; if submitted you will see a row titled "Approval History". If so, look at the action row(s) below it to determine where the ER is at:
- Program Manager/Principal Investigator will have the name of the person who the ER routed to, if a Grant is charged the PI is always the first stop for the ER approval and his/her name will appear on the status bar.
- Fiscal Reviewer (Pooled) you will need to see who is authorized to approve in T&E on the Dept ID that was charged to the ER
- PrePay Auditor (Pooled) your ER has routed to APSS for additional review. It may take an additional 5 days before your ER will move to another status or could be sent back to you for additional information before payment is made.

ER Status in PeopleSoft T&E

(as we know them)

- **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.
 - To submit the ER, the traveler/entry delegate must be in the create/modify screen
- **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.
 - The traveler/entry delegate can view the ER and see the Approval History/Pending Actions in the View mode to see where he ER is at in the process (see page 9 of this guide).
- **Approvals In Process** – ER has been submitted and at least one approval completed however; there are additional approvals still 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 60 day accountable plan rule, will remain in this status until employee's next pay cycle. IRS requires reimbursement past 60 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 types of information can I obtain from WebApps with regards to ER'S?

- HR Supervisor Report
 - All HR Supervisors receive an automated email report each month to let them know of direct reports, if any, who had travel approved for payment during the prior month. This information may be reviewed via a web application called Travel Report – HR Supervisor. If there has been no activity, it will be indicated on the report.
- Unpaid ERs/Approver Report
 - Provides the ability to view unpaid Ers by DeptID, DeptNode, or Approver.
- Business Purpose/Expense Type/Billing Type
 - Provides the ability to view Travel Expenses by Business Purpose, Expense Type, or Billing Type
- Travel Summary by Employee is available in PS Search Options. This search option allows you to see a list of ER's by employee.
 - Once you have entered the employee name or emplid, you will get a list of all ERs for the employee. The ER number will be a hyperlink to allow you to view the ER, **IF** you have the proper security access. You may only view the ER if you are the traveler, the HR Supervisor for the traveler, or you have signature authority or view sensitive data access for the deptid or dept node being charged.
- ER is available in PS Search Options. This search option allows you to see the ER, it's comments, the date it was created, the business purpose, payment date and amount as well as the payment ID, and entire chartfield string charged.
 - Once you have entered the ER number you will be allowed to view the ER, **IF** you have the proper security access. You may only view the ER if you are the traveler, HR Supervisor for the traveler, or you have signature authority or view sensitive data access for the deptid or dept node being charged.

10/19/2015

Where can I direct questions regarding the T&E system?

- The Finance Support Center is available Monday – Friday from 7:30 a.m. to 5:00 p.m. to answer any of your questions by phone or email related to the Finance Function. Their areas of expertise include, but are not limited to Procurement, accounting and budgeting and the related systems of Peoplesoft, Web Applications, and Hyperion. By utilizing the Support Center, you receive the assistance you need an help identify enhancements and training opportunities.



Finance Support Center

Contact Information

- [Email us](#)
- **Hospital and Clinics:**
884-1234
- **Missouri S&T Campus:**
341-4266 or 877-752-1117
(after hrs)
- **UMKC Campus:**
235-1371
- **UMSL Campus:**
516-5366
- **UMSYS, UOEXT, MU Campuses:**
882-3201
- **Toll Free All Campuses:**
877-752-3334

Helpful Links and Contact Information

- [Accounts Payable Shared Services](#)
 - Direct link to what T&E is about, when to use and how it works
- [Business Policy Manual – Travel](#)
 - Direct link to policies surrounding travel
- [Finance Support Center](#)
 - Direct link to the Finance Support Center and how to contact them
 - Questions concerning accounting, budgeting and the related systems of PeopleSoft, Web Applications, and Hyperion should be directed here.
- [Travel & Expense System FAQ's](#)
- [Travel & Expense System Helpful Links and Documents](#)
- [Travel & Expense System Training](#)
 - Provides a direct link to training information on T&E