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Chapter 1 – PeopleSoft Basics

This chapter discusses logging into PeopleSoft application and navigating to the Travel and Expenses menus.

Logging into PeopleSoft

PeopleSoft is an internet application accessed through the user’s web browser. Using the web address given by IT, users launch the sign-on screen shown below:

![PeopleSoft Sign-On Screen]

User ID’s and passwords are both case sensitive. Complete both fields and click [Sign In] for access to PeopleSoft. DO NOT click any of the language links.
Basic Navigation

Once inside PeopleSoft, users click on menu (portal) links to access the desired modules. The portal links are static on the left-hand side of the screen. There are 2 main menus used for end users. The first is Employee Self-Service. This link is used by department submitters to enter travel authorizations and expense reports. It’s also used to view, delete and print these reports.

The second menu group is Manager Self-Service. Department managers use this link to approve travel authorizations and expense reports routed for their approval. A user cannot enter and approve reports.

![Menu](image)

- indicates that menus exist below, and the portal can be expanded. Click on Employee Self-Service to expand the portal.
Expanded Employee Self-Service below:

Click on Travel and Expenses to expand again.

Employee Self-Service is now completely expanded. The blue hyperlinks indicate the lowest level of the menu group. Click on Travel & Expense Home to bring up the default home page.
Below is the UTMB Travel Web Page that is launched from within PeopleSoft Expenses. Use this link to review travel policies and procedures, print forms, mileage distance between cities, etc.
Below is the main Travel and Expenses home page. From here, both submitters and approvers can access their functional menus.

### Travel and Expense Home

- **Travel Authorization**: Use Travel Authorization if you need travel expense approval before taking a business trip.

- **Expense Report**: Need to be reimbursed for business expenses? You can create or review an Expense Report.

- **Other Expense Functions**: You can perform various expense functions – see what is in your wallet, create your own expense report template, inquire on a payment, or look for an old expense document.

**Travel Authorization**: Create/Update, View, Print and Delete Travel Authorizations

**Expense Report**: Create/Update, View, Print and Delete Expense Reports

**Other Expense Functions**: Employee Expense History and Employee Expense Payment
### Opening a New Window

Users often want to look up other information while staying on their current screen. PeopleSoft allows this by opening new windows inside a page using the **New Window** link located in the top right corner. Clicking this link will open a new browser session inside PeopleSoft so the user can navigate to other pages while staying on the current page.
Chapter 2 – Entering Travel Authorizations

This chapter discusses entering travel authorizations in Employee Self-Service.

**Travel Authorizations Overview**

Obtaining approval to travel is the first step in any business travel by a UTMB employee. UTMB policy states that the employee’s travel authorization must be completed and approved prior to a travel expense being incurred.

The departmental travel authorization submitter completes the authorization on behalf of an employee. In addition to online approval, in some cases department and UTMB policy require signature approval based on destinations In State, Out of State, or to a Foreign Country.
Below is an overview of the travel authorization process for UTMB.

Travel authorizations functionality includes:

- Enter a travel authorization from a blank authorization
- Copy an existing travel authorization to create a new one
- Enter a travel authorization with a single estimate for the cost of an entire trip
- Enter a detailed travel authorization
- Copy expense lines
- Change the default accounting
- Delete a travel authorization
When you enter a travel authorization, you can:

- Enter a detailed travel authorization with estimates for each expense. A detailed travel authorization is required if the traveler is requesting a travel cash advance.
- Enter the estimated cost for the entire trip

Entering a detailed travel authorization has the following advantages:

- The Approver is given the opportunity to approve or deny a specific travel expense
- After the trip the travel authorization can be copied into the travel expense report with expense type and cost estimates listed individually, saving time on the back end.

Entering the estimated cost for the entire trip has the following advantages:

- Time is saved on the front end
- Estimates are practical when specific requirements are not yet known.
Creating Travel Authorizations

On the Travel and Expense Home page, click on Travel Authorization.

Use Travel Authorization if you need travel expense approval before taking a business trip.

The Travel Authorization Home page displays:

<table>
<thead>
<tr>
<th>Create/Update</th>
<th>View</th>
<th>Delete</th>
<th>Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create/Update a Travel Authorization and submit it for approval or save for further work.</td>
<td>Check the status of an existing Travel Authorization request.</td>
<td>Remove a Travel Authorization from the expense system.</td>
<td>Print a hardcopy of a Travel Authorization.</td>
</tr>
</tbody>
</table>

To create a travel authorization, click on Create/Update.
The following Add/Search page appears:

**Travel Authorization**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

**Search by:**  
Travel Authorization ID  begins with

Search  Advanced Search

Hit Search to find an existing, pending travel authorization. Use the Advanced Search to search by employee name, EmplID and report status.

Click Add a New Value to create a new travel authorization for an employee.

The Add screen appears. The submitter’s employee ID always defaults into the EmplID field. To override, click for a list of employees. Only employees for whom the submitter is authorized will appear in the EmplID list.

Click Add to continue.
The submitter now has 2 options to create the travel authorization: Open a Blank, or Copy From an Existing Travel Authorization. A third option, Use a Template, is shown below but is not allowed for UTMB.

**Choose a Creation Method**

Jet Setter

- **Open a Blank Travel Auth**
- **Copy From Existing Travel Auth**
- **Use a Template**

Choose a method and click **Continue**. The **Travel Auth ID:** shows as NEXT. This will stay as NEXT until the travel authorization is saved. Once saved, the system assigns the next sequential, 10-digit travel authorization ID.

If the copy creation method was selected, a list of approved travel authorizations appear in the list for copying into the new report. Choose the desired travel authorization by clicking **Select** next to the description. Click on the description hyperlink to view the travel authorization.

**Copy From an Existing Travel Authorization**

Jet Setter

**From Date:** 04/30/2003  To: 08/30/2003

<table>
<thead>
<tr>
<th>Description</th>
<th>Business Purpose</th>
<th>Date From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip to San Antonio</td>
<td>Business Meeting</td>
<td>07/01/2003</td>
<td>07/03/2003</td>
</tr>
</tbody>
</table>

The submitter now proceeds to the General Information page.
The General Information page contains header information for the travel authorization.

**General Information**

Jet Setter

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Trip to Austin</td>
</tr>
<tr>
<td>Date From</td>
<td>07/12/2003</td>
</tr>
<tr>
<td>Date To</td>
<td>07/14/2003</td>
</tr>
<tr>
<td>Business Purpose</td>
<td>Seminar</td>
</tr>
<tr>
<td>Default Location</td>
<td>Austin, TX</td>
</tr>
</tbody>
</table>

Continue

**Description:** a general description of the trip

**Date From/To:** the beginning and ending dates of the trip

**Business Purpose:** the reason for the trip. See below. Business Entertainment and Employee Functions should NOT be used for travel.
**Default Location:** pertains to the destination location of the trip. This location defaults to all the travel authorization lines added in the report. A location ‘Other’ is available for each state where a city is not defined. There is also a ‘Other, Foreign’ location for travel outside the United States.

PeopleSoft does partial searches on fields with a lookup, i.e. button. For example, to lookup a ‘other’ location for a state, type in the word ‘other’ and click the magnifying glass.

A list of all locations starting with the word ‘other’ appears as below:

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other, AK</td>
</tr>
<tr>
<td>Other, AL</td>
</tr>
<tr>
<td>Other, AR</td>
</tr>
<tr>
<td>Other, AZ</td>
</tr>
<tr>
<td>Other, CA</td>
</tr>
<tr>
<td>Other, CO</td>
</tr>
<tr>
<td>Other, CT</td>
</tr>
<tr>
<td>Other, DE</td>
</tr>
<tr>
<td>Other, FL</td>
</tr>
<tr>
<td>Other, Foreign</td>
</tr>
<tr>
<td>Other, GA</td>
</tr>
</tbody>
</table>
**Default Accounting for this Travel Authorization**: click this link to define the default speed chart(s)/chartfields for this travel authorization.

The submitter chooses the Speed Chart value from the dropdown list, or types the value in manually. Once the Speed Chart value is selected, the chartfield values will be populated, i.e. GL Unit, Sub-Fund, Fund, Dept, etc.

If the travel authorization is to be split between funds, the submitter can click to insert a new default accounting row for funding.

**NOTE**: Speed Chart values are NOT stored. They are only used to populate chartfields.

The submitter can split to more than 2 funds. However, the % column must always total to 100%. When finished, press to continue.
Once back on the General Information page, click the continue button.
When entering a travel authorization in PeopleSoft, the Expense Type drop-down list is used to select the type of expense. Examples for travel in Texas:

- Car Rental – In State Travel
- Meals – In State Travel
- Airfare – In State Travel
- Mileage – In State Travel
- Lodging Rate – In State Travel

If the detail expenses of a travel authorization are not known, the submitter can choose the ‘Travel Authorization Estimate’ expense type. This is a generic expense with an estimated dollar amount for travel costs. It can be used in combination with detail expenses where certain travel costs are known.

Once the expense type is selected, click Add.

For more information on expense types, go to Expense Types under Creating Expense Reports.

**SAVE YOUR WORK FREQUENTLY!**
The next page is the expense type detail page.

All fields with an * require a value. **Payment Type:** can be either of 2 values. The first is ‘Employee Paid’ which means the employee will be paying the trip out-of-pocket, and will be reimbursed after travel.

The second payment type is ‘Central Billing Account’ which relates to prepaid airfare. ‘Central Billing Account’ should ONLY be used if UTMB is purchasing the airfare on behalf of the employee.

Type in all fields including the Amount: and hit **Update**. The new item will appear in the total list in the top right corner.

To add another expense line, select the Expense Type and hit the add button. **Copy Current Expense** copies the expense item on the page as a new line item.
The **Accounting for this Expense** link allows the submitter to override the funding at the line level. Like the default accounting page mentioned earlier, choose the appropriate Speed Chart for changing the accounting chartfields. Also, the lines can be split or consolidated.

![Accounting Detail](image)

The ‘Next Expense’ and ‘Previous Expense’ allows the submitter to toggle between expense lines. If only 1 expense line exists, these buttons are not visible.

Once the accounting detail is complete, click the OK button to continue.
Once back on the main travel authorization page, click **Save For Later** to save the report. **SAVE YOUR WORK FREQUENTLY!**

### Travel Authorization Summary

<table>
<thead>
<tr>
<th>General Information</th>
<th>Travel Auth ID: 0000000043</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong> Trip to Austin</td>
<td></td>
</tr>
<tr>
<td><strong>Travel Date From:</strong> 07/12/2003 <strong>To:</strong> 07/14/2003</td>
<td></td>
</tr>
<tr>
<td><strong>Business Purpose:</strong> Seminar</td>
<td></td>
</tr>
</tbody>
</table>

#### Add Expense

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Merchant</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Authorization Estimate</td>
<td></td>
<td>200.00 USD</td>
<td></td>
</tr>
</tbody>
</table>

**Total Expenses:** 200.00 USD

#### Travel Authorization Status

<table>
<thead>
<tr>
<th>Routing</th>
<th>Name</th>
<th>Department</th>
<th>Approval Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originator</td>
<td>Originator, Seven</td>
<td></td>
<td>In Process</td>
<td>07/30/2003</td>
</tr>
<tr>
<td>Approver 1</td>
<td>Five, Approver</td>
<td>172200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approver 2</td>
<td>One, Approver</td>
<td>172200</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Go To:**
- Modify Report Information
- Create A Cash Advance
- View Travel Authorization Summary

Once saved, the **Travel Auth ID:** has an actual ID number. Also, the travel authorization is stamped with the required approvers at the bottom in the **Travel Authorization Status** section. Approvers are determined based on the departments charged in the report accounting lines. In the example above, only department 172200 is charged for travel. If other departments were charged, the approvers along with the department would appear in the status box.

Once the submitter completes the travel authorization, the report can be submitted for approval by clicking **Submit For Approval**. Once submitted, the travel authorization can only be viewed or approved, and cannot be modified.
The Create Cash Advance link is not active for department administrators. All cash advances are submitted to accounting for processing. If the submitter hits this link, a new window appears with the message, “You are not authorized for this page.”

The View Travel Authorization Summary link transfers the submitter to a page containing all expense lines along with their funding codes. This gives a “big picture” view of the travel authorization without having to click to every expense line and accounting line.

**NOTE**: you MUST save the travel authorization before transferring to the summary page. Any unsaved changes will not appear on this page.

This page can be sorted by clicking on the column header for sorting. For example, to sort by expense type, click on the Expense Type header.

Also, the data can be exported to an Excel spreadsheet by clicking on ![Excel](excel.png)

Use the Customize link to hide and reorder columns. Hit the Return button to return to the main page.
Deleting Travel Authorizations

Submitters can delete pending travel authorizations that have not been submitted. Any travel authorizations that have been submitted, approved, held or denied cannot be deleted.

To delete, click [Delete] on the Travel Authorization Home page.

Select the Emplid for the employee’s travel authorization to delete and hit the search button. Any pending reports will appear for the employee. Check the appropriate travel authorization(s) for deleting, then hit the save button.

Delete a Travel Authorization

Jet Setter

<table>
<thead>
<tr>
<th>Delete?</th>
<th>Travel Auth ID</th>
<th>Travel Auth Name</th>
<th>Business Purpose</th>
<th>Date From</th>
<th>Date To</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>00000000043</td>
<td>Trip to Austin</td>
<td>Seminar</td>
<td>07/12/2003</td>
<td>07/14/2003</td>
</tr>
</tbody>
</table>

Save
Chapter 3 – Entering Expense Reports

This chapter discusses entering expense reports in Employee Self-Service.

Expense Reports Overview

Expense reports are submitted after travel has been completed. The expense report is used to charge departmental funds and reimburse the employee for expenses paid by the employee.

When submitting an expense report, list all expenses that were incurred, including airfare that was purchased using the departmental Central Billing Account (CBA).

There are two ways to complete an expense report: 1. Open a Blank Expense Report, or 2. Copy from a Travel Authorization. If an expense report is copied from a travel authorization using the Travel Authorization Estimate expense type, this line is deleted and the detail added for the actual costs. Otherwise, if the travel authorization contained detail expense lines, then the submitter only has to input additional field information.

Expense reports copied from travel authorizations automatically have the travel authorization ID attached for reference purposes. Accounting matches this travel authorization ID to the form received in the receipts envelope.

Note: A Travel Authorization can be used only once. Also, the travel authorization must be approved before it’s available to copy into an expense report.

A flowchart of the expense report process is below.
Creating Expense Reports

On the Travel and Expense Home page, click on "Create/Update" to create or update an Expense Report and submit it for approval or save for further work.

The Expense Report Home page displays:

<table>
<thead>
<tr>
<th>Create/Update</th>
<th>View</th>
<th>Delete</th>
<th>Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create/Update an Expense Report and submit it for approval or save for further work.</td>
<td>View Expense Reports that have already been submitted.</td>
<td>Remove an Expense Report from the expense system.</td>
<td>Print a hardcopy of an Expense Report.</td>
</tr>
</tbody>
</table>

To create an expense report, click on "Create/Update".
The following Add/Search page appears:

**Expense Report**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search by: Report ID begins with

Search  Advanced Search

Hit **Search** to find an existing, pending expense report. Use the **Advanced Search** to search by employee name, EmplID and report status.

Click **Add a New Value** to create a new expense report for an employee.

The Add screen appears. Click **EmplID** for a list of employees. Only employees for whom the submitter is authorized will appear in the EmplID list.

Click **Add** to continue.
The submitter now has 2 options to create the expense report: Open a Blank Expense Report, or Copy From Travel Authorization. The Copy From Existing Report and Use a Template are not available options for UTMB.

Choose a method and click Continue. The Report ID: shows as NEXT. This will stay as NEXT until the expense report is saved. Once saved, the system assigns the next sequential, 10-digit expense report ID.

If the Copy From Travel Authorization method is selected, a list of approved travel authorizations appear in the list for copying into the expense report. Choose the appropriate expense report by clicking Select next to the description. Click on the description hyperlink to view the travel authorization.

If a travel authorization shows where the select pushbutton is dimmed, this means that the travel authorization has already been copied into an expense report. A travel authorization can only be used once in an expense report.

The submitter now proceeds to the General Information page.
The General Information page contains the header information for the expense report. If copied from a travel authorization, all fields are populated automatically.

### General Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Description:</td>
<td>Trip to Austin</td>
</tr>
<tr>
<td>Business Purpose:</td>
<td>Seminar</td>
</tr>
<tr>
<td>Default Location:</td>
<td>Austin, TX</td>
</tr>
<tr>
<td>Travel Authorization ID:</td>
<td>00000000043</td>
</tr>
<tr>
<td>Comment:</td>
<td></td>
</tr>
</tbody>
</table>

**Go To:** [Default Accounting For This Expense Report](#)

* Required Field

**Description:** a general description of the trip

**Business Purpose:** the reason for the trip. See below. Business Entertainment and Employee Function should NOT be used for travel.

**Business Entertainment**
- Business Meeting
- Employee Functions
- Mileage Only
- Present Abstract, Paper, Lecture

**Required - Board/Committee Mtg**
- Required - Obtain CME credit

**Research Collaboration**
- Seminar
- Training
- User Conference
**Default Location:** pertains to the destination location of the trip. This location defaults to all the travel authorization lines added in the report.

There are 2 options for finding locations:

1. Type in partial spelling of the city, then click `🔍`.

   ![Default Location Input](image)

2. Click `🔍` to search by description.

   ![Look Up Default Location](image)

Change the Search By: field from Expense Location to Description, and type in the spelling of the city. Hit Look Up.

   ![Look Up Default Location](image)

**Travel Authorization ID:** field is read-only and cannot be changed.
The Default Accounting for this Expense Report link is used to define the default speed chart(s)/chartfields for the expense report. If defined on the travel authorization copied into the report, this data is populated automatically.

The submitter chooses the Speed Chart value from the dropdown list, or types the value in manually. Once the Speed Chart value is selected, the chartfield values are populated, i.e. GL Unit, Sub-Fund, Fund, Dept, etc.

If the expense report is to be split between funds, the submitter can click to insert a new default accounting row for funding.

NOTE: Speed Chart values are NOT stored. They are only used to populate chartfields.

The submitter can split to more than 2 funds. However, the % column must always total to 100%. When finished, press to continue.
Once back on the General Information page, click the continue button.
In the example above, the travel authorization contained the Travel Authorization Estimate expense type. Since expense reports are for actual expenses, this line should be deleted from the report. To delete an expense line, click on the line to delete.

SAVE YOUR WORK FREQUENTLY!
When entering an expense report, the Expense Type drop-down list is used to select the type of expense. Examples for travel in Texas:

- Car Rental – In State Travel
- Meals – In State Travel
- Airfare – In State Travel
- Mileage – In State Travel
- Lodging Rate – In State Travel

Once the expense type is selected, click [Add].

For more information on expense types, go to Expense Types under Creating Expense Reports.
The next page is the expense type detail page.

All fields with an * require a value. **Payment Type:** can be either of 2 values. The first is ‘Employee Paid’ which means the employee will be paying the trip out-of-pocket, and will be reimbursed after travel.

The second payment type is ‘Central Billing Account’ which relates to prepaid airfare. ‘Central Billing Account’ should ONLY be used if UTMB is purchasing the airfare on behalf of the employee. With prepaid expenses, the amounts are deducted from the Total Due to Employee because UTMB has already paid for the charge. Also, with prepaid airfare, the employee must include the last 4 digits of the department’s CBA card where the airfare was charged. See below.

Type in all fields including the **Amount Spent:** and hit **Update**. The new item will appear in the total list in the top right corner.
To add another expense line, select the Expense Type and hit the add button.

**Copy Current Expense** copies the expense item on the page as a new line item. The submitter is prompted for a date range to copy. PeopleSoft creates a new expense line for everyday contained in the date range. Type the dates in manually, or use the button to pull up the calendar.

If the range contains weekends or holidays, and those days should be added as expense lines, check on the Include Weekends and Include Holidays checkboxes. Otherwise, weekend and holiday will not be added as expense lines.
The Accounting for this Expense link allows the submitter to override the funding at the line level. Like the default accounting page mentioned earlier, choose the appropriate Speed Chart for changing the accounting chartfields. Also, the lines can be split or consolidated.

The 'Next Expense' and 'Previous Expense' allows the submitter to toggle between expense lines. If only 1 expense line exists, these buttons are not visible.

Once the accounting detail is complete, click the OK button to continue.
Once back on the main expense report page, click **Save For Later** to save the report.

**Expense Report Details**

<table>
<thead>
<tr>
<th>Report Description:</th>
<th>Trip to Austin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Purpose:</td>
<td>Seminar</td>
</tr>
<tr>
<td>Reference:</td>
<td></td>
</tr>
<tr>
<td>Employee Base:</td>
<td>Office</td>
</tr>
<tr>
<td>Budget Status:</td>
<td>N</td>
</tr>
</tbody>
</table>

**Expense Line Items**

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Merchant</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare - In State Travel</td>
<td>07/1/2003</td>
<td>American Airlines</td>
<td>100.00</td>
<td>USD</td>
</tr>
<tr>
<td>Lodging Rate - In State Travel</td>
<td>07/1/2003</td>
<td>Hampton Inn</td>
<td>50.00</td>
<td>USD</td>
</tr>
<tr>
<td>Car Rental - In State Travel</td>
<td>07/12/2003</td>
<td>Advantage Rent-A-Car</td>
<td>40.00</td>
<td>USD</td>
</tr>
<tr>
<td>Meals - In State Travel</td>
<td>07/12/2003</td>
<td></td>
<td>30.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Total Employee Expenses:**

220.00 USD

**Total Personal Expenses:**

0.00 USD

**Total Prepaid Expenses:**

100.00 USD

**Total Employee Credits:**

0.00 USD

**Total Vendor Credits:**

0.00 USD

**Total Cash Advances:**

0.00 USD

**Total Due Employee:**

120.00 USD

**Expense Report Status**

<table>
<thead>
<tr>
<th>Routing</th>
<th>Name</th>
<th>Department</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originator</td>
<td>Originator, Seven</td>
<td></td>
<td>In Process</td>
<td></td>
</tr>
<tr>
<td>Approver 1</td>
<td>Five Approver</td>
<td>172200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approver 2</td>
<td>One Approver</td>
<td>172200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Pay Auditor</td>
<td></td>
<td>143300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SAVE YOUR WORK FREQUENTLY!**
Once saved, the **Report ID:** has an actual ID number. Also, the expense report is stamped with the required approvers at the bottom in the **Expense Report Status** section. Approvers are determined based on the departments charged in the report accounting lines. In the example above, only department 172200 is charged for travel. If other departments are charged, the approvers along with their designated department would appear in the status box.

All expense reports are flagged for Pre-Pay Auditor, too. This sends the expense report for receipts verification and auditing.

Once the submitter completes the expense report, the report can be submitted for approval by clicking **Submit For Approval**. Once submitted, the expense report can only be viewed or approved, and cannot be modified.

The **View Expense Summary** link transfers the submitter to a page containing all expense lines along with their funding codes. This gives a “big picture” view of the expense report without having to click to every expense line and accounting line.

**NOTE:** you MUST save the expense report before transferring to the summary page. Any unsaved changes will not appear on this page.

This page can be sorted by clicking on the column header for sorting. For example, to sort by expense type, click on the **Expense Type** header.

Also, the data can be exported to an Excel spreadsheet by clicking on ![Excel](image)

Use the **Customize** link to hide and reorder columns. Hit the Return button to return to the main page.
Travel and Expense
End User Guide - UTMBG

Deleting Expense Reports

Submitters can delete pending expense reports that have not been submitted. Any expense reports that have been submitted, approved, held or denied cannot be deleted.

To delete, click on the Expense Report Home page.

Select the EmplID for the employee’s expense report to delete, and hit the search button. Any pending reports will appear for the employee. Check the appropriate expense report(s) for deleting, then hit the save button.

NOTE: if an expense report created from a travel authorization is deleted, that travel authorization is lost and cannot be applied to another expense report.

<table>
<thead>
<tr>
<th>Delete?</th>
<th>Report ID</th>
<th>Report Description</th>
<th>Creation Date</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>0000000131</td>
<td>Trip to Dallas</td>
<td>07/31/2003</td>
<td>25.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

Save
Expense Types

Expense Types are used in travel authorizations and expense reports to identify the type of travel costs for a trip. Each expense type requires different information based on predefined rules. For example, airfare requires airline ticket number, whereas mileage requires total number of miles traveled.

Below are the Expense Type Categories. Most of the categories have expense types for In-State, Out-of-State and Foreign travel.

<table>
<thead>
<tr>
<th>Expense Type Category</th>
<th>Required Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>Ticket number (no spaces or dashes), merchant, originating/destination city. Where prepaid airfare is charged, the last 4 digits of department’s CBA, too.</td>
</tr>
<tr>
<td>Amtrak</td>
<td></td>
</tr>
<tr>
<td>Business Entertainment</td>
<td>Location, Description</td>
</tr>
<tr>
<td>Car Rental</td>
<td>Number of Days, merchant, location</td>
</tr>
<tr>
<td>Employee Function</td>
<td>Location, Description</td>
</tr>
<tr>
<td>Incidental Expense</td>
<td>Description</td>
</tr>
<tr>
<td>Lodging Rate</td>
<td>Number of nights (1 per day), merchant, location</td>
</tr>
<tr>
<td>Lodging Tax</td>
<td>Description</td>
</tr>
<tr>
<td>MSRDP – Function &gt; $2500</td>
<td>Location, Description (used for employee parties on grants where cost exceeds $2500)</td>
</tr>
<tr>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>Miles, Originating/Destination city</td>
</tr>
<tr>
<td>Parking</td>
<td></td>
</tr>
<tr>
<td>Public Transportation</td>
<td></td>
</tr>
<tr>
<td>Registration – Employee Paid</td>
<td>Description</td>
</tr>
<tr>
<td>Travel Authorization Estimate*</td>
<td>Location, Description</td>
</tr>
</tbody>
</table>

* Only used for Travel Authorizations
Chapter 4 – Approving Transactions

Manager Self-Service is used to approve travel authorizations and expense reports. Approvers are department managers/approvers whose departments are charged in a report.

The options for approving reports are:

- Approve
- Approve but deny certain lines
- Hold
- Deny
- Deny – Return to Employee

UTMB’s approval process only requires 1 approver for a department to approve a report. So, if Manager A and Manager B are both listed as approvers on a report for department 172000, only 1 of the 2 is required to approve. The other approver will disappear from the report once the report is approved.

The approval process applies to both travel authorizations and expense reports. This section applies interchangeably to both reports.
Access the Manager Approval Home page to approve reports.

Path: Manager Self-Service > Travel and Expenses > Manager Approval

Travel and Expense
Manager Approval

If you are a manager who needs to approve an expense document, click the appropriate selection.

Travel Authorization  Expense Report
The sheet below will be used to demonstrate all approval options:

<table>
<thead>
<tr>
<th>Deny</th>
<th>Reason</th>
<th>Expense Type</th>
<th>Date</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Airfare - In State Travel</td>
<td>07/12/2003</td>
<td>100.00</td>
<td>USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lodging Rate - In State</td>
<td>07/12/2003</td>
<td>50.00</td>
<td>USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Travel</td>
<td></td>
<td>40.00</td>
<td>USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meals - In State Travel</td>
<td>07/12/2003</td>
<td>30.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

Total Employee Expenses: 220.00 USD
Total Personal Expenses: 0.00 USD
Total Prepaid Expenses: 100.00 USD
Total Employee Credits: 0.00 USD
Total Vendor Credits: 0.00 USD
Total Cash Advances: 0.00 USD

Total Due Employee: 120.00 USD

Originator: Originator, Seven
Approver 1: Five, Approver
Approver 2: One, Approver

Name: One, Approver
Comment:

Go To: View Report Information, View Expense Summary, View Exception Comments
In this sheet, there are 2 approvers for department 172200, Approver Five and Approver One. Either approver can approve this sheet. In this example, Approver One has opened the report to review and approve.

There are 2 tools available to approvers for reviewing reports for approval. The first is View Exception Comments. This link will show approvers any exceptions in the report. Exceptions are:

- **Non-State Contracts** – employee used a non-state contract merchant for travel

- **Duplicates exists** – an expense line has the same expense type, date and dollar amount of another expense line, either in the same report or another report.

The second option is the View Travel Authorization Summary and View Expense Summary links. These links transfers the approver to the summary page containing the expense lines with descriptions and funding codes. Approvers can view all related expense details on this page without having to drilldown to several pages.
**Approve**

If all expense lines for the approver’s department are correct, the report is ready to approve. To approve a report, click [Approve].

In the example used in the section, Approver One approves the report. The other approver, Approver Five, disappears because only 1 department approver is required.

Since there is only 1 department charged in this report, once approved, the report status goes to ‘**Approved**’. In the case where the approvers from other departments are left to approve the report, the report status goes to ‘**Partial Approval**’.

---

**Jet Setter**

<table>
<thead>
<tr>
<th>General Information</th>
<th>Report ID: 0000000130</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Description:</td>
<td>Trip to Austin</td>
</tr>
<tr>
<td>Business Purpose:</td>
<td>Seminar</td>
</tr>
<tr>
<td>Reference:</td>
<td></td>
</tr>
<tr>
<td>Status:</td>
<td>Approved</td>
</tr>
<tr>
<td>Employee Base:</td>
<td>Office</td>
</tr>
<tr>
<td>Budget Status:</td>
<td>N</td>
</tr>
</tbody>
</table>

---

**Expense Report Status**

<table>
<thead>
<tr>
<th>Routing</th>
<th>Name</th>
<th>Department</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originator</td>
<td>Originator,Seven</td>
<td>Submitted</td>
<td>07/25/2003</td>
<td></td>
</tr>
<tr>
<td>Approver 2</td>
<td>One,Approver</td>
<td>172200</td>
<td>Approved</td>
<td>08/34/2003</td>
</tr>
<tr>
<td>Pre-Pay Auditor</td>
<td>One,Approver</td>
<td>143300</td>
<td>Approved</td>
<td>08/34/2003</td>
</tr>
</tbody>
</table>

Notice above that the other approver for department 172200 has disappeared, and the status for Approver 2 – One, Approver is ‘**Approved**’. The system date stamps the report for when it is approved.

Note that the page also shows One,Approver as the name next to the Pre-Pay Auditor **Routing** line. Even though the name of the approver currently in the report shows next to the Pre-Pay Auditor, he is not actually stamped as the auditor since the **Status** field for the auditor is blank and has no date. The system will ultimately stamp the user logged in as the auditor who approves the expense report in pre-pay audit mode, along with the appropriate status and date.
Approve – deny certain lines

In some cases a report may contain a certain line(s) that are not allowed. However, the remaining report is correct. Approvers have the option of denying these invalid lines but approving the remaining expense lines.

To accomplish this scenario, the approver will indicate which line(s) to deny and the reason for denying. In the example, the approver decides that the car rental expense item is not reimbursable, but the other charges are legitimate. The approver denies the car rental expense line as below with reason ‘Not Reimbursable’.

<table>
<thead>
<tr>
<th>Expense Line Items</th>
<th>Customize</th>
<th>Find</th>
<th>Expense Type</th>
<th>Date</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deny</td>
<td></td>
<td></td>
<td>Airfare - In State Travel</td>
<td>07/12/2003</td>
<td>100.00</td>
<td>USD</td>
</tr>
<tr>
<td>Deny</td>
<td></td>
<td></td>
<td>Lodging Rate - In State Travel</td>
<td>07/12/2003</td>
<td>50.00</td>
<td>USD</td>
</tr>
<tr>
<td>☑</td>
<td>Not Reim</td>
<td></td>
<td>Car Rental - In State Travel</td>
<td>07/12/2003</td>
<td>40.00</td>
<td>USD</td>
</tr>
<tr>
<td>Deny</td>
<td></td>
<td></td>
<td>Meals - In State Travel</td>
<td>07/12/2003</td>
<td>30.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

Once the line(s) are denied, the approver will approve the remaining report. Click to approve the report. DO NOT HIT TO LINE ITEM DENY AN EXPENSE LINE ON A REPORT!

Total Employee Expenses: 220.00 USD
Total Personal Expenses: 40.00 USD
Total Prepaid Expenses: 100.00 USD
Total Employee Credits: 0.00 USD
Total Vendor Credits: 0.00 USD
Total Cash Advances: 0.00 USD
Total Due Employee: 80.00 USD

<table>
<thead>
<tr>
<th>Routing</th>
<th>Name</th>
<th>Department</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originatr</td>
<td>Originator,Travel</td>
<td></td>
<td>Submitted</td>
<td>07/31/2003</td>
</tr>
<tr>
<td>Approver 2</td>
<td>One,Approver</td>
<td>172200</td>
<td>Approved</td>
<td>07/31/2003</td>
</tr>
</tbody>
</table>

By denying the $40.00 car rental expense, but approving the overall report, the approver has decreased the Total Due Employee by $40. Any denied line items appear in the Total Personal Expenses. As with a regular approval, the remaining approver for the department disappears, and the status is marked ‘Approved’ for Approver One.
**Hold**

Often, approvers may need to research an employee’s report. Rather than leaving the report un-worked in their approval list, approvers can put the report on-hold. Holding a report does not prevent other approvers from approving their piece, but it does prevent the overall report from being approved. Once the approver has verified the expenses, he can remove the report from hold status by approving or denying the report.

To put a report on hold, click **Hold**. It is also a good idea, although not required, to type comments into the **Comment** field as to why the report is being held.

The report status is ‘**Hold by Approver**’, and the approver status is ‘Hold’ next to **Approve 2 – One, Approver**. Although Approver 1 – Approver Five could open the report and approve, the overall report cannot be approved until Approver One releases it.
Deny

Denying a report prevents the report from going any further in the business process. Approvers denying indicate that the report is not authorized and should not be processed. A denied report will remain in the approvers approval list indefinitely.

To deny a report, the approver must input comments as to why the report is being denied. Then, turn off the Return to Employee Upon Denial and click Deny. The overall report status is ‘Denied by Approver’, and the Approver 2 status is ‘Denied’.

If a report is denied, the approver must send a notification of the denial to the originator. See section Email Notifications on how to send emails through PeopleSoft.

If the report later becomes valid, the denying approver can open the report and subsequently approve for processing.
The previous section discussed completely denying a report. Another more flexible option is to deny the report back to the originator. This action resets the report status to pending so that the originator can reopen the report and make corrections. This is useful for instances where the expense lines are charged to the wrong department/fund. Since approvers cannot change reports, this option allows the originator to make corrections and resubmit for approval.

To deny and return a report to the originator, do the following:

1. Type comments into the Comments box as to why the report is being returned. These comments will be included in the email notification (discussed later) to the originator.

2. Make sure the **Return to Employee Upon Denial** box is checked.

3. Click **Deny** to deny and return the report.

The report is now available to the originator. See section Email Notifications on how to send emails through PeopleSoft.
Email Notifications

Approvers have the functionality to send emails through the Manager Approval pages. These notifications contain information relevant to the particular report the approver is working. In cases where a report is denied or returned, an email notification is required so that the originator, and ultimately the employee, is informed.

To execute a notification, the approver must first deny or return a report. **DO NOT** perform the notification first because the comments information will not be captured in the email.

Sending notifications:

1. Deny or Return the report.
2. At the bottom of the approval page, click Notify. The notification page appears.

![Send Notification](image)
3. The notification page automatically populates the expense report ID, employee ID and comments as to why the expense report is being denied. Additional comments can be added in the Message field. Priority is optional.

4. Now, the manager/approver only needs to complete the To: field for the originator’s email address. The email address can be typed manually, i.e. JoSubmit@utmb.edu, or, the user can use the Lookup Recipient link to find the originator’s name.

5. If the Lookup Recipient link is used, the following page appears. Here the user looks up the originator by name. For example, type in Originator and hit the search button. Next, check the To checkbox next to the desired person’s name. Multiple recipients can be added. Hit the Add to Recipient List button to add the person(s) to the distribution list. When finished, hit the OK button.
6. The recipient(s) are now displayed on the notification page. Hit **OK** to send the email.

**Send Notification**

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click **LOOKUP RECIPIENT** to search for a name. Click **DELIVERY OPTIONS** to view or change the method of the send.

**Notification Details**

<table>
<thead>
<tr>
<th>To:</th>
<th>Orignator,Travel/EXERS1</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC:</td>
<td></td>
</tr>
<tr>
<td>BCC:</td>
<td></td>
</tr>
</tbody>
</table>

**Priority:**

**Subject:** Expense Report 0000000130 Notification

**Template Text:** Expense Report Name: Trip to Austin

**Comments:** Car rental not allowed

**Message:**

Click **OK** to send this notification and exit this page. Click **Cancel** to exit this page without sending a notification. Click **Apply** to send this notification and remain on this page.
Chapter 5 – Inquiring on Transactions

Viewing Travel Authorizations & Expense Reports

Submitters and Managers can view reports for their employees in any status. Viewing travel authorizations and expense reports is a read-only display. The reports cannot be modified and/or approved when viewing.

To view reports, go to either the Travel Authorization Home page or Expense Report Home page, and click
Users hit the **Search** button for a list of all expense reports. Since the volume of reports can be significant, the **Advanced Search** feature is used to filter the search by defined criteria, i.e. employee ID, employee name and sheet status. In the example below, employee ID ‘9990’ is used to search all expense reports created for this employee. Select the desired expense report ID to open the report.
Viewing expense report – Part 1

### Expense Report Details

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Merchant</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare - In State Travel</td>
<td>07/12/2003</td>
<td>American Airlines</td>
<td>100.00</td>
<td>USD</td>
</tr>
<tr>
<td>Lodging Rate - In State</td>
<td>07/12/2003</td>
<td>Hampton Inn</td>
<td>50.00</td>
<td>USD</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car Rental - In State Travel</td>
<td>07/12/2003</td>
<td>Advantage Rent-A-Car</td>
<td>40.00</td>
<td>USD</td>
</tr>
<tr>
<td>Meals - In State Travel</td>
<td>07/12/2003</td>
<td></td>
<td>30.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Total Employee Expenses:** 220.00 USD  
**Total Prepaid Expenses:** 100.00 USD  
**Total Due Employee:** 120.00 USD

In the report above, the expense report status is ‘Approved’, and the budget status is ‘N – Not Budget Checked’.

Each expense type in the report is listed in blue. By clicking on each expense type, the user drills-down to the expense detail. Depending on the expense type, the detail shows transaction dates, amounts, description, location, ticket number for airfare and number of nights/days for hotel and rental car.

The totals section shows the total expenses itemized in the report, offset by any prepaid airfare or cash advances. The **Total Due Employee** represents the amount of payment that will be remitted to the employee as reimbursable. Click [Explanation of Totals](#) for more detailed information.
Viewing expense report part II

The bottom section of the expense report shows originator and approval information. Originator is the person who created and submitted the report. Approvers are listed with their corresponding department. Once the approver processes the report, the resulting status is displayed along with a date stamp. In the expense report above, the approver approved the report on 8/4/2003.

Note that the page also shows One,Approver as the name next to the Pre-Pay Auditor Routing line. Even though the name of the approver currently in the report shows next to the Pre-Pay Auditor, he is not actually stamped as the auditor since the Status field for the auditor is blank and has no date. The system will ultimately stamp the user logged in as the auditor who approves the expense report in pre-pay audit mode, along with the appropriate status and date.

The View Expense Summary link gives the user a single view of the expense lines along with their chartfield string. The data can be resorted by clicking on the column heading of the field for reordering. The data can also be exported to an Excel spreadsheet by clicking on . Hit the return button to return to the expense detail page.
The **View Report Information** link transfers to the general report page. This page displays the business purpose in addition to the Travel Authorization ID if the report was copied from a travel authorization. Post Status indicates whether the Post Liabilities program has been executed. Hit the continue button to transfer back to the details page.

### General Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jet Setter</td>
<td>Trip to Austin</td>
</tr>
<tr>
<td>Report ID:</td>
<td>0000000130</td>
</tr>
<tr>
<td>*Report Description:</td>
<td>Trip to New York</td>
</tr>
<tr>
<td>*Business Purpose:</td>
<td>Seminar</td>
</tr>
<tr>
<td>Default Location:</td>
<td>Austin, TX</td>
</tr>
<tr>
<td>Reference:</td>
<td></td>
</tr>
<tr>
<td>Travel Authorization ID:</td>
<td>0000000043</td>
</tr>
<tr>
<td>Status:</td>
<td>Pending</td>
</tr>
<tr>
<td>Post Status:</td>
<td>Not Applied</td>
</tr>
<tr>
<td>Created On:</td>
<td>07/30/2003</td>
</tr>
<tr>
<td>Last Updated:</td>
<td>07/31/2003</td>
</tr>
<tr>
<td>Accounting Date:</td>
<td>07/31/2003</td>
</tr>
<tr>
<td>*Accounting Template:</td>
<td>STANDARD</td>
</tr>
<tr>
<td>Comment:</td>
<td></td>
</tr>
</tbody>
</table>
Travel Authorization Statuses

The report status indicates where a travel authorization is in the business process. It’s located in the top portion of the main travel authorization page. In the example below, the travel authorization status is ‘Pending’, meaning it has not been submitted for approval, or has been denied and returned to the originator for corrections.

<table>
<thead>
<tr>
<th>Description:</th>
<th>Trip to Austin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Date From:</td>
<td>07/12/2003 To: 07/14/2003</td>
</tr>
<tr>
<td>Business Purpose:</td>
<td>Seminar</td>
</tr>
<tr>
<td>Status:</td>
<td>Pending</td>
</tr>
</tbody>
</table>

**Report Status**

- Pending – TA has been created but not submitted for approval
- Submitted – TA has been submitted for approval
- Partial Approval – at least 1 but not all department approvers listed on the TA have approved the report
- Approved – all department approvers have approved the TA
- Denied by Approver – the TA has been denied by an approver
- Hold by Approver – the TA has been put on-hold by an approver
Expense Report Statuses

The sheet status indicates where an expense report is in the business process. The budget status indicates whether or not the report has been budget checked, and, if so, if it passed or failed budget checking. In the example below, the status is ‘Paid’, meaning the reimbursement was made to the employee. The Budget Status is ‘V’ for valid budget.

<table>
<thead>
<tr>
<th>Expense Report Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frank Peltier</td>
</tr>
<tr>
<td>Report ID: 0000000123</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Description: Austin User Conference</td>
</tr>
<tr>
<td>Business Purpose: User Conference</td>
</tr>
<tr>
<td>Reference:</td>
</tr>
<tr>
<td>Status: Paid</td>
</tr>
<tr>
<td>Employee Base: Office</td>
</tr>
<tr>
<td>Budget Status: V</td>
</tr>
</tbody>
</table>

**Sheet Status**

- Pending – expense report has been created but not submitted for approval
- Submitted – expense report has been submitted for approval
- Partial Approval – at least 1 but not all department approvers listed on the expense report have approved the report
- Approved – all department approvers have approved the report, but it still requires pre-pay audit approval
- Denied by Approver – the report has been denied by an approver
- Denied by Auditor – the report has been denied in pre or post-pay audit
- Hold by Approver – the report has been put on-hold by an approver
- Hold by Auditor – the report has been put on-hold in pre or post-pay audit
- Approved for Payment – the report is ready to pay
- Staged – the report has been staged for AP for payment
- Closed – the report has been closed and the liability entry reversed
- Paid – the total due to the employee has been paid
Budget Status

- N – the report has not been budget checked
- V – the report has been budget checked and is valid
- E – the report failed budget check and must be corrected
Other Expense Functions

Below is a screen shot of the Other Expense Functions home page. From here, the user can review an employee’s expense history, Employee Expense History, and payments, Employee Expense Payment.

Icons that do not have a hyperlink, like My Wallet, are not used by UTMB and are inactive. The exception is the Employee Profile link. Users do not have security for this function. An authorized error message appears when this link is clicked.
Review Payments

PeopleSoft allows users to review employee payment history under Employee Self-Service. A submitter and manager can view any employee’s payment history for whom they have access by department.

Path: Employee Self-Service > Travel and Expenses > Employee Payment History

Employee Payment History

<table>
<thead>
<tr>
<th>Payment Information</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Date:</td>
<td>07/17/2003</td>
<td>Payment Amount:</td>
<td>600.00 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Status:</td>
<td>Paid</td>
<td>Payment Reference:</td>
<td>000002</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payments</th>
<th>Type</th>
<th>ID</th>
<th>Description</th>
<th>Status Created</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Expense Report</td>
<td>0000000104</td>
<td>Trip to San Antonio</td>
<td>Paid</td>
<td>07/08/2003</td>
<td>600.00 USD</td>
</tr>
</tbody>
</table>

All expense reports and cash advances for an employee contained in a payment are listed on the page. Users can drilldown to the report by clicking on the report ID link. The status indicates where the report is in the business process. A ‘Paid’ status means the employee was reimbursed for the report.

In the example above, expense report 0000000104 was paid for $600 through Payment Reference 000002. The payment reference is the ID created in AP for paying the report(s). A Payment Reference can contain more than 1 expense report and/or cash advance.
**Review Expense History**

Like employee payments, employee expense history is accessible through Employee Self-Service and secured by department. Users can search by dates and transaction types, i.e. expense report, cash advance or travel authorization.

*Path: Employee Self-Service > Travel and Expenses > Review Expense History*

### Employee Expense History

<table>
<thead>
<tr>
<th>Expense Dates</th>
<th>From Date:</th>
<th>Through Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Type:</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Search</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>ID</th>
<th>Descr</th>
<th>Status</th>
<th>From Date</th>
<th>Thru Date</th>
<th>Submitted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Advance</td>
<td>0000000018</td>
<td>Advance - Houston trip</td>
<td>Paid</td>
<td>07/08/2003</td>
<td>07/08/2003</td>
<td>700.00 USD</td>
</tr>
<tr>
<td>Expense Report</td>
<td>0000300104</td>
<td>Trip to San Antonio</td>
<td>Paid</td>
<td>07/01/2003</td>
<td>07/01/2003</td>
<td>600.00 USD</td>
</tr>
<tr>
<td>Travel Authorization</td>
<td>0000300039</td>
<td>Trip to San Antonio</td>
<td>Approved</td>
<td>07/01/2003</td>
<td>07/03/2003</td>
<td>600.00 USD</td>
</tr>
</tbody>
</table>

Users can drilldown to the actual report by clicking on the report ID link, **EXCEPT FOR** cash advances. Users do not have access to cash advances in Employee Self-Service.

The links under the **Status** column allow users to drilldown to the **Review Payments** page for payment information.
Chapter 6 – Printing Reports

Printing travel authorizations and expense reports are both printed from Employee Self-Service using the web browser. From either home page, click the search button. A list of all reports for the employee appears. Choose the desired report. An internet message will appear. Click the OK button to continue.
Below is a sample expense report. Use the print functions in the web browser to print.

**NOTE:** do not click in the portal area to the left before printing. Doing so will print only the portal section. Click back on the report page area to print the report.

### Expense Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Merchant</th>
<th>Location</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/12/2003</td>
<td>Airfare - In State Travel</td>
<td>American Airlines</td>
<td>Austin, TX</td>
<td>100.00</td>
<td>USD</td>
</tr>
<tr>
<td>07/12/2003</td>
<td>Lodging Rate - In State Travel</td>
<td>Hampton Inn</td>
<td>Austin, TX</td>
<td>50.00</td>
<td>USD</td>
</tr>
<tr>
<td>07/12/2003</td>
<td>Car Rental - In State Travel</td>
<td>Advantage Rent-A-Car</td>
<td></td>
<td>40.00</td>
<td>USD</td>
</tr>
<tr>
<td>07/12/2003</td>
<td>Meals - In State Travel</td>
<td></td>
<td></td>
<td>30.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Total Due Employee:** 120.00 USD

I certify that the information provided above is an accurate record of expenses incurred.

---

**Employee Signature**

**Date**

---

**Approved By**

**Date**

---

6-2 09/15/2003