Travel & Expense Module

Q: How do you change the funding on a specific expense type on the expense report (i.e., airline is being paid by another department/account)?
A: Click on the icon for “Accounting Detail” on the specific Expense Type (i.e., airfare) to change the funding for a single item.

Q: Since the Travel Authorization does not show Registration Expenses, how does paid Registration tie into Travel and Expense?
A: There is an expense type: Registration, Employee Paid. You should use this item if the traveler pays conference fees on-site. If paying conference fees in advance, you will create a non-PO voucher. If you need to capture the total expenses for a person’s conference attendance, you will need to remember to include both transactions.
Q: Can tips be reimbursed?
A: Travelers can not be reimbursed for tips on meals or other travel related expenses (i.e., parking, bellman, concierge). Business Entertainment expenses may include tips.

Q: Are all accountants following the same rules (i.e., the accountant approving my travel wants the hotel tax separated by day whereas others are able to enter the tax as a lump sum)?
A: All Travel and Expense users and approvers should follow the rules outlined in the Travel and Expense guide: http://www.utmb.edu/accounting/travel/default.htm. Please also check the new Top 10 Tips list for Travel & Expenses and these FAQs (both are located on the PeopleSoft Information Page) for additional information and tips. Additional reference documents will be available soon.

Q: What has replaced the SpeedChart, and how will we get the chart field information we need?
A: The FRS cross-walk will still be available as a link, just as in version 8.4. If you are sharing expenses with another department, they should provide you with that information. You should enter/verify the correct chart field string by clicking on the Accounting Defaults prior to entering all your Expense Types. You may also utilize the User Defaults settings to automatically populate into your accounting defaults. For Grants or Projects, be sure to include Project Business Unit, Project ID, and Activity (click on the Projects button for the additional screen).

Q: Will the currency convert automatically or do you still need to manually convert expenses on foreign travel?
A: Expenses incurred while out of the country must still be converted to US Dollars using a reputable conversion chart, such as www.oanda.com/convert/classic. The conversion rate should be calculated for the date on which the expense was incurred OR you may use the first day of arrival in that country for all consecutive travel dates in that same country. All employee expenses must be submitted in US Dollars.

Q: Will there be announcements on changes/updates in PeopleSoft 8.8 or Travel Policies? (i.e., Travel Authorizations have to be done before the trip and not once the trip has begun)?
A: Yes. PeopleSoft 8.8 updates/changes and Travel policy will be communicated to campus. We are in the process of deciding when/how these communications will occur. Be sure to read your PeopleSoft email announcements and periodically check the PeopleSoft Information Page.
Q: Can a cancelled Travel Authorization be un-canceled before it is actually deleted?
A: No. An approved Travel Authorization is cancelled. A Travel Authorization that is either sent back for revisions or Denied by the approver can be deleted from the system.

Q: Can a Travel Authorization be entered the day of travel (i.e., I have a person that travels frequently, and I may not know his/ her agenda until the day he/ she leaves)?
A: Yes, the Travel Authorization can be submitted on or before the day of departure for the planned travel. Travel Authorizations can not be “back-dated” in version 8.8. The Travel Authorization does not need to be Approved on or before the day of departure - that can occur after the trip has begun. Remember, the Travel Authorization is an estimate; you can enter estimated amounts for each of your Expense Types (airline, lodging, meals, car rental, etc.).

Q: Do UTMB Hospitals and Clinics require detailed Travel Authorizations?
A: UTMB Travel Policy does not currently require detailed Travel Authorizations - although this method is preferred whenever possible. Departments may require a detailed (line item estimate) Travel Authorization. The expense type, “Travel Authorization Estimate” that has been previously used to create a single line, lump sum estimate is no longer available. User Defaults and templates can substantially shorten the amount of time needed to create detailed (line item) Travel Authorization estimates.

Q: What is required when individuals make their own reservations?
A: No additional paperwork is required – although care must be taken to ensure that adequate receipts are provided when making online reservations. NOTE: Online service fees are not reimbursable. Airline receipts must include the traveler's name, airline name, ticket number, origination, destination, fare basis code, and the dates of the flights. Lodging receipts must include traveler's name, name and address of the commercial lodging establishment (hotel), and the single room rate with itemized charges. For questions concerning Travel Policy, please refer to the Travel and Expense guide: http://www.utmb.edu/accounting/travel/default.htm.

Q: Are cash advances available online?
A: No, the cash advance process will continue to be handled in the same method. For details on the cash advance procedure, please refer to the Travel and Expense guide: http://www.utmb.edu/accounting/travel/default.htm.
Q: What if I enter an invalid ChartField string on a Travel Authorization? Will this go through?
A: No. Please verify your funding information before submitting your Travel Authorization. You can enter and save the TA, but if your funding is incorrect, then your Travel Authorization will not pass budget checking. You will receive notice that your funding is incorrect and you will be required to correct your funding information. If you enter an incorrect ChartField string, your approver may be unable to access the travel document as well.

Q: What numbers should I use for “Agent Fee” if there is not a separate fee ticket?
A: Agent fees must be listed on the Expense Report separately from the cost of the flight. Using the new “Airline Agent Fee” expense type, enter the ticket number from the agent fee receipt if available. If you are not provided with a separate ticket for the agent fee, you should enter the 10-digit airline ticket number and the CBA number.

Q: Is a Travel Authorization required for reimbursing “mileage only”?
A: Although a Travel Authorization is not required by the Travel Department (Lipton Tea), some form of backup documentation (i.e., memo, trip sheet) is required for department record-keeping and audit purposes. You may include this in the blue Expense Report envelope or retain it in your department.

Q: When approving a Travel Authorization or an Expense Report: If you leave the approval checkbox checked but then click “Deny” at the bottom of the page, is it denied or approved?
A: If you click “Deny” at the bottom of the screen, the entire TA or expense report is denied, regardless of whether the approval checkboxes are checked or unchecked. If you “Deny” a travel document, it is no longer available to edit, copy, or print; you may only view a denied travel document.

If you wish to deny a single item, the preferred method is to un-check the specific line item’s “Approve” box, identify the reason from the adjacent pull-down menu and “Send Back for Revision.” It is also recommended that you enter any additional relevant information in the comment section.