



South Puget Sound
COMMUNITY COLLEGE

Travel & Expense: Step 1 Set Up & Administration

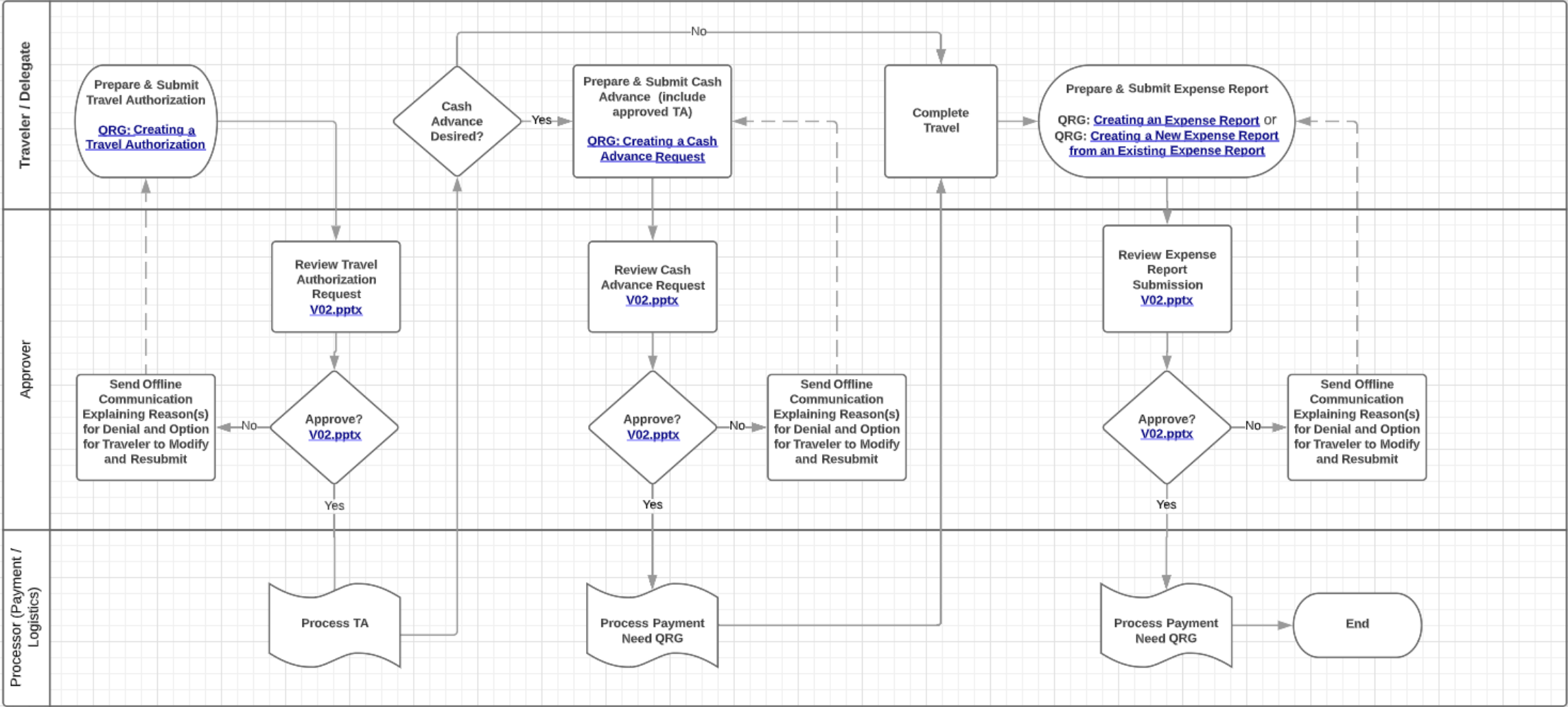
Training for Travel Coordinators

SUCCESS
AMPLIFIED

Objectives and Outcomes

- Overview of travel process flow
- Recognize and understand the PeopleSoft terms with respect to travel
- Understanding the approval workflow and approval roles
- Identify the steps needed before an employee can use the expense module
- Setting up another to prepare travel documents on behalf of another employee
- Reassigning approval
- Security roles needed

Process Flow



PeopleSoft Travel and Expense Terms

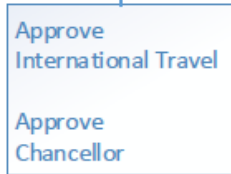
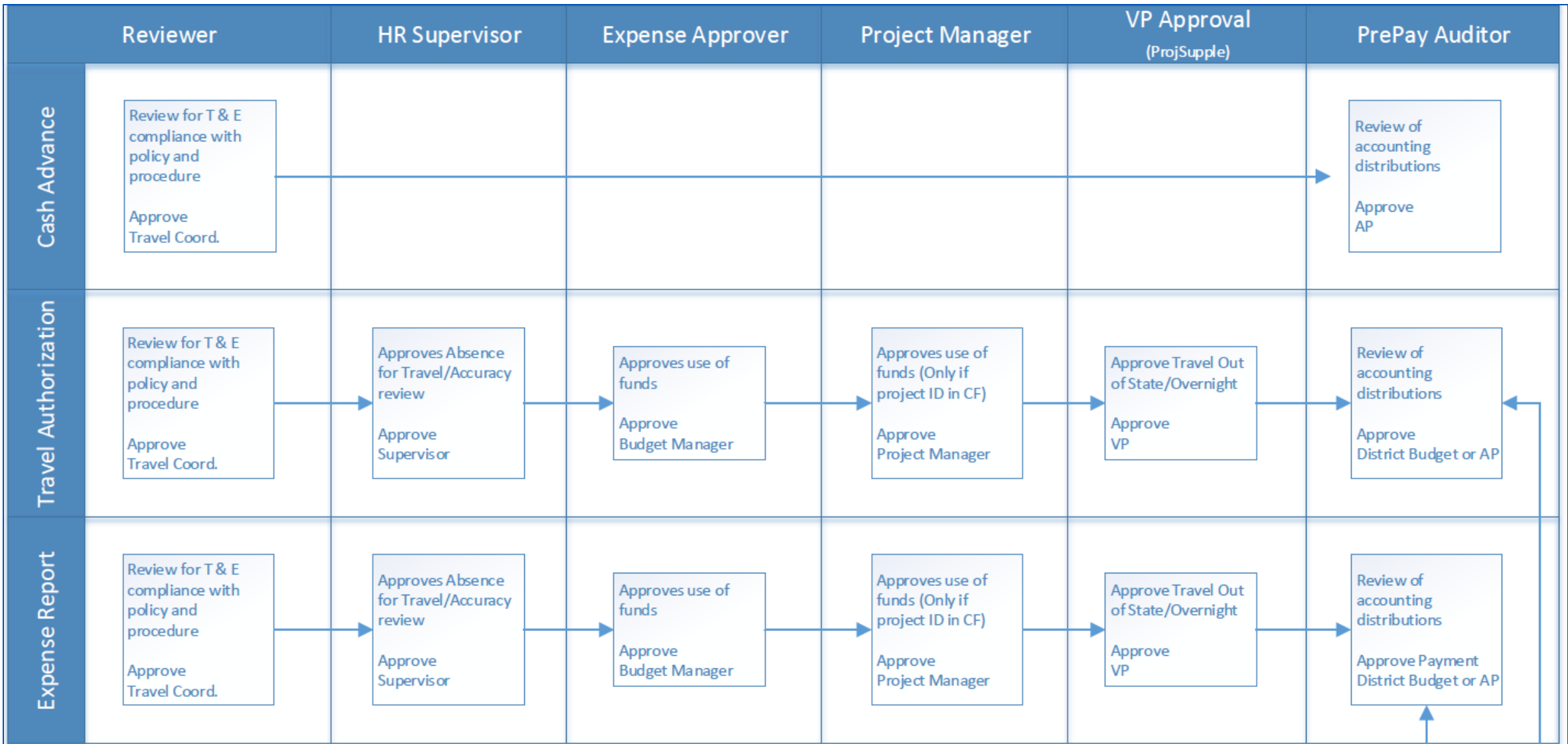
- **Expenses Module (EX)** – What is commonly referred to as “Travel and Expense” or “T&E” is really the PeopleSoft Expenses module.
- **Travel Authorization (TA)** – Travel document created prior to travel showing estimated costs for travel.
- **Cash Advance (CA)** – Travel document created to facilitate payment to the traveler in advance of travel.
- **Expense Report (ER)** – Travel document created after travel to record the actual cost of travel. May produce a reimbursement and/or be used to reconcile a cash advance.

PeopleSoft Travel and Expense Terms

- **Business Purpose** – Define the reason for travel.
- **Expense Type** – Used to identify individual expense lines, such as hotel, airfare, personal mileage.
- **Billing Type** – Determine if an expense is billable to a project
- **Payment Type** – Identify how an expense line will be or was paid.
- **Expense Location** – Used to drive location-based amount restrictions, such as per diem amounts for meals and lodging.

PeopleSoft Travel and Expense Terms

- **Employee Profile** – This is the PeopleSoft system entry in Travel & Expense that enables an employee to be identified on a Travel document. These are also referred to as “Traveler Profiles”.
- **Traveler** – This is the person who is traveling, whose name is associated with the travel document, and who will be getting any Cash Advance or reimbursement monies. All Travelers must have an Employee ID (EMPLID).
- **Authorized Expense User** – This is a person who can view, edit, and/or submit travel documents on behalf themselves or a specified Traveler. These people are also referred to as “delegates”.



Approval Workflow

PeopleSoft Travel and Expense Approval Roles

- **Reviewer**– This role is assigned to the Travel Coordinators for each campus. This role is responsible for reviewing travel documents for compliance with travel policy.
- **HR Supervisor** – This is the traveler’s manager per HCM. They are approving the absence for travel and its accuracy.
- **Expense Approver** – This is the budget owner. They are approving the use of funds for the travel.
- **Project Manager** – This is the PI of the project used on a travel document. They are approving the use of the funds and the accuracy of the project and activity selected for the travel.
- **VP Approver** – This is the VP for campus and area (Instruction, Student Services, Administration). They are approving travel that occurs out of state or overnight.
- **PrePay Auditor** – This is the Budget Office for the campus. They are reviewing the accounting distribution for accuracy. Note: The Chancellor is considered a Pre-Pay Auditor and is included when travel is International.

Expenses WorkCenter

Travel and Expenses → Expenses WorkCenter

<https://ctclinkreferencecenter.ctclink.us/m/79738/l/1444385-9-2-using-expenses-workcenter>

Expenses WorkCenter

The Expenses WorkCenter helps the end user become more efficient by accessing frequently used pages and pagelets.

- Set up filters to limit what you see. Right now, we can only filter by Business Unit.
- Links
 - OFM Travel Information
 - Approval tasks including reassigning
 - Manage Employee Information
 - Expense Report Processing, including budget checking and validating receipts

The screenshot displays the 'Expenses WorkCenter' interface. On the left, a navigation pane shows 'Current Work' items: Cash Advance, Expense Report, Outstanding Cash Advances, Pending Expense Reports, Travel Authorization (1) (highlighted), and Unapplied Travel Authorization. Below this is a 'Links' section with categories: External Resource Links (OFM - Chapter 10: Travel), Approval (Approve Transactions, Modify Approved Transactions, Reassign Approval Work), Manage Employee Information (Authorize Expense Users, Update Profile), and Expense Report Batch Processing (Batch Budget Checking Request).

The main area shows the 'Configure Filter Values' dialog box. It contains the following fields:

- User ID: 101021496
- Filter ID: EX_FILTER (Cash advances filter)
- GL Business Unit: [=] (dropdown menu) WA060 (text input with search icon)
- Advance ID: [=] (dropdown menu) (text input with search icon)
- Creation Date: [=] (dropdown menu) (calendar icon)
- Empl ID: [=] (dropdown menu) (text input with search icon)

At the bottom of the dialog are three buttons: OK (green), Cancel (grey), and Apply (grey).

Getting Started

Preparing Employees for Travel

There are two pieces of setup that need to be in place before a travel document can be created for a Traveler.

1. Finalized Traveler Profile

- Based on Employee data sent to the FSCM pillar by the HCM pillar.
- Validated and Finalized through the Expense module.

2. Assigned Authorized User(s)

- Can authorize one or more users for a single employee.
 - Identifying who can create travel documents on behalf of the employee.
 - Must authorize traveler to create documents for self.
- Can authorize one or more employees for a single user.
 - Identifying which employees the user can create travel documents for.

Update/Finalize Traveler Profile

Travel and Expenses → Manage Employee Information → Update Profile

<https://ctclinkreferencecenter.ctclink.us/m/79738/l/983368-9-2-editing-employee-organizational-data>

Maintain Employee/Traveler Profile

Traveler Profiles contain a lot of different pieces of information, much of which comes from HCM (such as address information or direct deposit information). However, when a profile is first created for an employee, several pieces of information need to be available on the profile before it can pass validation:

- 1) HR Information (from HCM pillar)
- 2) Supervisor Information (from HCM pillar)
- 3) Default Chartfield Values

There are also a few optional pieces of information that a profile generally needs to have to be considered complete from a college business process standpoint:

- 4) Cash Advance Level
- 5) Transportation Information

Updating Employee/Traveler Profile

Traveler profiles are created by a process based on employee data sent to FSCM by HCM. Once an initial profile has been created, it can be validated and finalized through Travel & Expense. First, navigate to the Employee Profile screen and search for an employee:

Navigate: Travel and Expenses → Manage Employee Information → Update Profile

Employee Profile (Edit)

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 Criteria**

Search by: ▼ begins with

[Search](#) [Advanced Search](#)

- Search for Employee by ID or Name

Traveler Profile – Employee Personal Data

Navigate: Travel and Expenses → Manage Employee Information → Update Profile

- ▶ Data on this tab comes from HCM but can be edited by the Travel Coordinator or by the Employee for the use of distributing travel and expense reimbursements.

Employee Data | Organizational Data | **User Defaults** | Bank Accounts | Corporate Card Information

Hollie Jones

Employee Information

*Last Name: Jones *First Name: Hollie

Telephone: 360/555-1212 Employee Base: Home Office

*Personnel Status: Payments Sent To: Home Address Mailing Address

Phone Number ?

	*Phone Type	*International Prefix	*Phone	Extension	Description		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Home Address

Country: USA United States

Address 1: 1004 1/2 W 11TH

Address 2:

Address 3:

Traveler Profile – Organizational Data

In order to be eligible to complete Travel documents, or have a Travel document created for them, an Employee's Profile must be "Valid for Expenses", which you can see from the Organizational Data tab in the profile.

- A Traveler may have more than one profile. This would happen if they work at more than one college. One profile must be checked as their Default Profile.
- The "Ignore Authorized Amounts" checkbox exempts employees from spending limits such as location based per diem amounts.

The screenshot shows the 'Organizational Data' tab for Morgan Henderson. The 'Expenses Processing Data' section includes a 'Valid for Expenses' field set to 'No' with a 'Validate' button, and a 'Reason for Status' field set to 'Invalid Business Unit'. There are three checkboxes: 'Default Profile' (checked), 'Ignore Authorized Amounts' (unchecked), and 'Ignore Group Location Amounts' (unchecked). A dropdown menu for 'Per Diem Amount Type' is set to 'Active Amounts'. The 'HR Information' section shows 'Employee Status' as 'Active', 'Hire Date' as '03/01/2019', '*GL Unit' as 'WA140' (Clark College), and '*Department' as '98850' (INFORMATION TECHNOLOGY SERVICE). The 'Hours Per Period' checkbox is checked for 'Use Business Unit Default'. The 'Supervisor Information' section shows '*ID' as '101004316' and 'Name' as 'Barnes, River'.

Note: Approvals and payments will use the college defaulted therefore it is important that the correct profile must be defaulted *before* the employee starts their travel document. This cannot be changed after the travel document has been created.

Traveler Profile – Organizational Data

While the HR and Supervisor Information is editable from this page, you should *not* change it as it comes over automatically from the HCM system and any updates should be done within HCM.

HR Information

- Employee Status
- Hire Date
- GL Unit
- (HCM) Department

** Hours Per Period is not being used

Supervisor Information

- ID
- Name

The screenshot shows the 'Organizational Data' tab for Morgan Henderson. The page is divided into several sections:

- Expenses Processing Data:** Includes a 'Valid for Expenses' field set to 'No' with a 'Validate' button, and a 'Reason for Status' field set to 'Invalid Business Unit'. There are also checkboxes for 'Default Profile' (checked), 'Ignore Authorized Amounts', and 'Ignore Group Location Amounts'. A 'Per Diem Amount Type' dropdown is set to 'Active Amounts'.
- HR Information:** Includes 'Employee Status' (Active), 'Hire Date' (03/01/2019), '*GL Unit' (WA140 - Clark College), '*Department' (98850 - INFORMATION TECHNOLOGY SERVICE), and 'Hours Per Period' (checked 'Use Business Unit Default').
- Supervisor Information:** Includes '*ID' (101004316) and 'Name' (Barnes, River).

Local Business Process Notes:

- The Department value listed here is not used in transactions, so it only needs to be updated if the field is blank. It should start with a “98” as those are the HCM specified departments.
- Supervisory approval is part of the approval routing for Travel Documents, and the Supervisor identified here is the Supervisor that will be pulled in for that approval.

Traveler Profile – Organizational Data

Default Chartfield Values

Default ChartField Values

Default ChartField Values ||>

*GL Unit	Oper Unit	Fund	Dept	Approp	Class	State Purpose	Program
WA060	7060	841	98389		285	N	

Local Business Process Notes:

- This section needs to be filled in with a complete, valid ChartField distribution for Finance.
- *This is also the distribution that gets used when a Cash Advanced gets booked to the GL.*
- The same default distribution is used on each Employee Profile with just the **Oper Unit** field changing, based on the college of the employee.
- Values can be updated based on actual expenses when the Travel Authorization and Expense Report are submitted.

Traveler Profile – Organizational Data

Cash Advance Level

Cash Advance Level	
<input checked="" type="radio"/> Business Unit	1,000.00 USD
<input type="radio"/> Specific Amount	
<input type="radio"/> None	

Local Business Process Notes:

- This is the maximum amount in authorized (i.e. unreconciled) Cash Advances an Employee can have at a given time. It is not a per report value.
- For Seattle Colleges, the Cash Advance Level defaults to Business Unit and \$1,000 USD.
- For some employees, such as those who do a lot of international travel, you may need to change it to Specific Amount and a larger dollar amount.

Traveler Profile – Organizational Data

Expense Role

Expense Role

"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."

Expense Processing Role

- Do not use per SBCTC (as of 10/20/22)

Traveler Profile – User Defaults

User defaults can be updated by the traveler and should not be changed by the Travel Coordinator.

User defaults allow a user to decide on...

- Default Creation Method - Select Open a Blank, Copy from Template or Copy from Existing
- Expense Defaults
 - Select default values for such things as originating location, transportation ID, and payment type
 - Select default project and activity to use

Default Creation Method

*Expense Report

*Time Report

*Travel Authorization

Expense Defaults

Report Description

Business Purpose

Originating Location

Expense Location

Transportation ID

Accounting Detail Default View

Per Diem Range

Billing Type

Payment Type Employee

Credit Card

Number of Nights

Project Defaults for Expenses

1-1 of 1 | View All

Enabled	PC Business Unit	Project	Activity	Source Type	Description	Description	Percentage
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

Traveler Profile – Bank Accounts

Bank Account Info

Payment Method

- Defaults to “System Check”
- If Bank Account Information is present, then change to “Automated Clearing House”

- Prenote Info tab, you want it to say “Confirmed”. If not, change it. If it says “New” or “Pending” payment will be by check.


Organizational Data Find | View All First 1 of 1 Last

GL Unit WA140 Clark College Default Profile

Department 98850 INFORMATION TECHNOLOGY SERVICE Hold Payment

*Payment Method System Check

Bank Account Info Personalize | Find | First 1 of 1 Last


Default	Bank Account	Source	Bank Name	Bank ID	Branch Name	Branch ID	Bank Account #
<input type="checkbox"/>		Expenses					

EFT Options

Save Return to Search Notify Add

Bank Account Info

Bank Account Info Prenote Info

Default	Bank Account	Source	Bank Name	Bank ID	Prenote Status
<input checked="" type="checkbox"/>		Payroll		322271627	Confirmed

Local Business Process Notes:

This information is sent over by HCM. There is no way for Travel Coordinators to update the Bank Account Information.

Traveler Profile – Transportation Information

Transportation Identification

- Transportation ID
 - Can be generic
 - Cannot be edited
- Transportation Type **
 - Auto (Automobile)
 - Cycle (Motorcycle)
 - Plane (Airplane)

The screenshot shows a user profile for Nevada Fisher with the following transportation information:

*Transportation ID	Transportation Type	Short Description	Date Acquired	Status	*Status Date	Lease	Car Allowance
CAR	AUTO	AUTO	07/01/2018	Active	07/01/2018	<input type="checkbox"/>	<input type="checkbox"/>

** Determines the mileage rate used and should match the type of vehicle used by the Traveler.

- Date Acquired – Date the employee acquired the vehicle
- Status Date – Must be prior to first usage
- Lease and Car Allowance checkboxes are informational only

Local Business Process Notes:

A vehicle has to be identified in this section if a Traveler is going to claim personal mileage for reimbursement.

Traveler Profile - Validation

Validate Profile

- After confirming and updating all fields
 - Go back to the **Organizational Data** tab
 - Click “Save” at the bottom of the page
 - Click the **Validate** button.

The screenshot shows the 'Organizational Data' tab for Morgan Henderson. Under the 'Expenses Processing Data' section, the 'Valid for Expenses' field is set to 'No' and the 'Reason for Status' is 'Invalid Business Unit'. A yellow dashed box highlights the 'Validate' button.

Employee Data	Organizational Data	User Defaults	Bank Accounts	Corp
Morgan Henderson				
Expenses Processing Data				
Valid for Expenses		No	Validate	
Reason for Status		Invalid Business Unit		

- After successful validation,
 - Valid for Expenses = Yes
 - Reason for Status = Passed All Validation Edits

The screenshot shows the 'Organizational Data' tab for Morgan Henderson. Under the 'Expenses Processing Data' section, the 'Valid for Expenses' field is now 'Yes' and the 'Reason for Status' is 'Passed All Validation Edits'. The 'Validate' button is no longer highlighted.

Employee Data	Organizational Data	User Defaults	Bank Accounts	Corp
Morgan Henderson				
Expenses Processing Data				
Valid for Expenses		Yes		
Reason for Status		Passed All Validation Edits		
GST Applicable				

Assign Authorized Users

Travel and Expenses → Manage Expenses Security → Authorize Expense Users

<https://ctclinkreferencecenter.ctclink.us/m/79738/l/1156539-9-2-add-authorized-expense-users>

Assign Authorized Users

Once you navigate to the Authorize Expense Users page, you'll need to search for an Employee or a User:

Main Menu → Travel and Expenses → Manage Expenses Security → Authorize Expense Users

Authorize Expense Users

Please select search aspect.

To authorize multiple users for one employee, enter the Employee ID.
To authorize employees for one user, enter the User ID.

Search By

Employee ID User ID

Local Business Process Notes:

- When searching by Employee, you are setting who can create Travel documents for that Employee.
- When searching by User, you are setting which Employees that user can create Travel documents for.

Assign Authorized Users

There are three different levels of authorization that can be granted to an Authorized User:

- **View** – Authorized User can look up existing T&E transactions that belong to the Traveler.
- **Edit** – Authorized User can create new and modify existing T&E transactions on behalf of the Traveler.
- **Edit & Submit** – Authorized User can create new, modify existing, and submit T&E transactions on behalf of the Traveler.

Assign Authorized Users

In this example, we are selecting authorized users for Nevada Fisher (the Traveler):

- ▶ Select a User ID (you can search by name by clicking the magnifying glass)
- ▶ Select the Authorization Level for that user.

** At a minimum, you should add the Traveler and the Travel Coordinator for that Traveler.

















If an Executive Admin is not creating travel documents on behalf of their department, we might want to give them view access so that they can help monitor.

Authorize Expense Users - Employee

Search Type Employee ID

Search Value 101001254 Nevada Fisher

Enter User IDs on this page to allow them to view or modify expense transaction on behalf of this employee.

Authorize Expense Users - Employee			Find  	First 	1-4 of 4	Last 
	*Authorized User ID	Description	*Authorization Level			
1	<input type="text" value="101001254"/> 	Nevada Fisher	Edit & Submit			
2	<input type="text" value="101003472"/> 	Marley Gonzales	Edit			
3	<input type="text" value="101004316"/> 	River Barnes	View			
4	<input type="text" value="101008139"/> 	Scout Murray	Edit & Submit			

Reassign Travel Document Approval

Travel & Expenses → Manage Expenses Security → Reassign Approval Work

<https://ctclinkreferencecenter.ctclink.us/m/79738/l/928844-9-2-reassigning-approval-work-for-travel-expense-approvals>

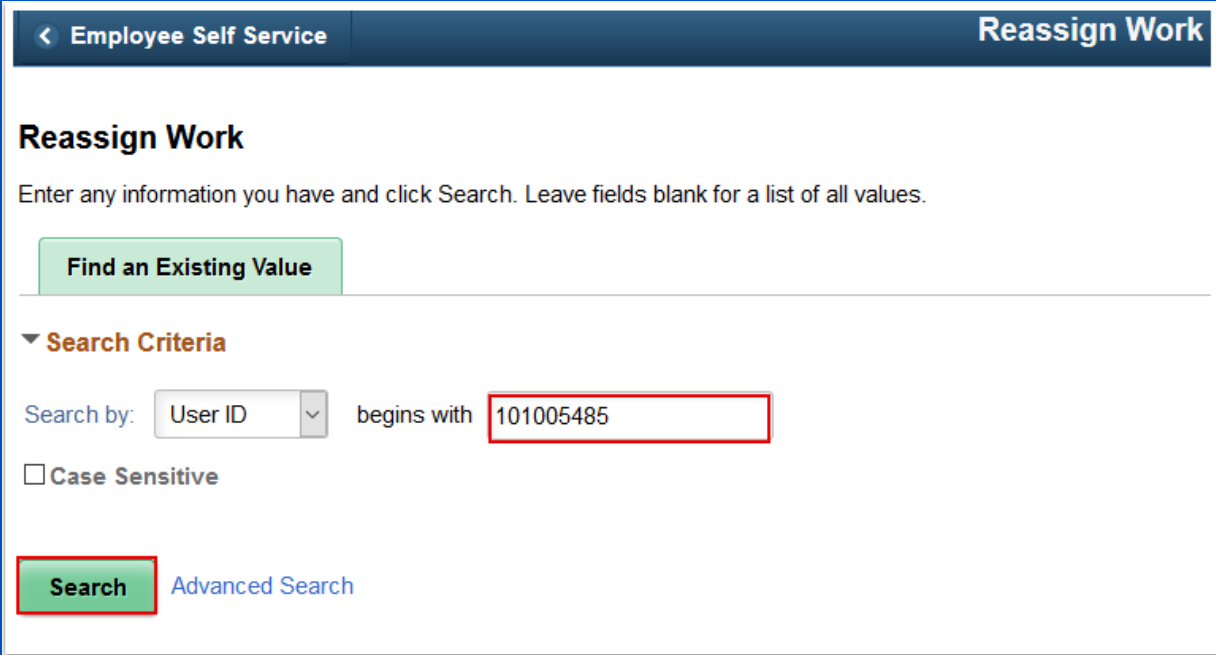
Reassigning Travel Documents

Reassigning approval of travel documents may be necessary when

- The approval work is pending for someone who is no longer at the college.
 - Go ahead and reassign, but also email Terri to reassign the role to another for going forward.
- The approval work was routed to the wrong person due to incorrect setup.
 - Go ahead and reassign, but also email Terri to fix the setup.
- The approval work went to “PSADMIN” and needs to be reassigned to the correct approver.
 - If the approval workflow encounters the issue of not knowing how to route a document, then it gets routed to “PSADMIN”.
 - Go ahead and reassign, but also email Terri to determine why there was a workflow error.

Reassigning Travel Documents

- Search for the approver who needs the travel documents in their queue reassigned to another approver.
- Can search by either
 - User ID
 - Description = Name
 - Can use % as wild
- Click the **Search** button



The screenshot shows the 'Employee Self Service' interface for 'Reassign Work'. The page title is 'Reassign Work' and the breadcrumb is 'Employee Self Service'. Below the title, there is a green button labeled 'Find an Existing Value'. Underneath, a section titled 'Search Criteria' is expanded. It contains a 'Search by:' dropdown menu set to 'User ID', followed by the text 'begins with' and a text input field containing '101005485'. Below this is a checkbox for 'Case Sensitive' which is unchecked. At the bottom of the search criteria section, there is a green 'Search' button and a blue link for 'Advanced Search'.

Reassign Travel Documents

- Click the magnifying glass within the “Reassign Work To” field to select the user to which you are reassigning the travel documents.
- Select the documents that need to be reassigned by clicking the checkbox within the row, or if all documents, click the Select All link
- Click the **Reassign** button.

Notes:

- A user cannot approve their own travel documents.
- You can only reassign to someone who has the ZZ Expenses Approval role. If you aren't sure if they have it then reach out to Terri to confirm.

Employee Self Service **Reassign Approval Work** [New Window](#)

Define Security

Reassign Work

Approver: 101005485 (Chrissy)

Reassign Work To: (Nermalyn)

Select All Deselect All **Reassign**

Transaction Information

Select	Transaction Type	Total Amount		Name	Empl ID	Report ID	Submission Date	Role
<input checked="" type="checkbox"/>	Expense Report	40.00 USD		,Heather Francis	101001631	0000007213	08/01/2017	HR SUPERVISOR
<input type="checkbox"/>	Travel Authorization	711.00 USD		,Lenaya L	101005127	0000004422	01/03/2019	HR SUPERVISOR
<input type="checkbox"/>	Travel Authorization	905.84 USD		,Sindie A	101009206	0000004154	10/08/2018	HR SUPERVISOR

Select All Deselect All **Reassign**

[Return to Search](#) [Notify](#)

In Conclusion

Security Roles

Travel Coordinators need the following security roles in order to perform the functions explained in this training...

- ZZ Expenses Reporting (access to expense reporting)
- ZZ Expenses WorkCenter (access to expenses workcenter)
- ZZ Expenses User Admin (access to manage employee information and manage expenses security)
- ZZ Expenses Reassign (allows reassignment of approval work)
- ZZ Expenses Approval (allows approval for all travel documents)
- ZZ Expenses Manager (access to make accounting edits, journal edits, and to modify expense transactions)

Escalations

- Document is routing to someone who is no longer at the colleges.
 - Send email to Terri Plischke to request update to approver assignment
 - Reassign any current documents assigned to that person
- Traveler Profile is grayed out.
 - You cannot update your own profile. Ask another coordinator or Terri to update your profile for you.
 - You do not have the correct security role. Ask Terri to request a security update for you.
- Approver is unable to perform an approval action.
 - The person who originated the document cannot also approve the document.
 - If the person is in the workflow twice, whether originally or by reassignment, then the system performs an auto-approval on behalf of that user when it comes to them again.
 - The person doesn't have the ZZ Expenses Approval role assigned to them. Email Terri to have her confirm and request the role be added, if necessary.

Recommendations

- Encourage Travelers to take the Canvas Training to learn how to use the Expense module. This should help reduce any issues you find when they submit their documents.
- Try to be quick to review and approve Travel Authorizations since these need to be fully approved before the travel happens and you may have budget or other issues to resolve with the traveler before approval can happen.
- Try to be quick to review and approve Cash Advances as Accounts Payable needs time to issue payment.