South Puget Sound
COMMUNITY COLLEGE

Travel & Expense:
Step 1
Set Up & Administration

Training for Travel
Coordinators

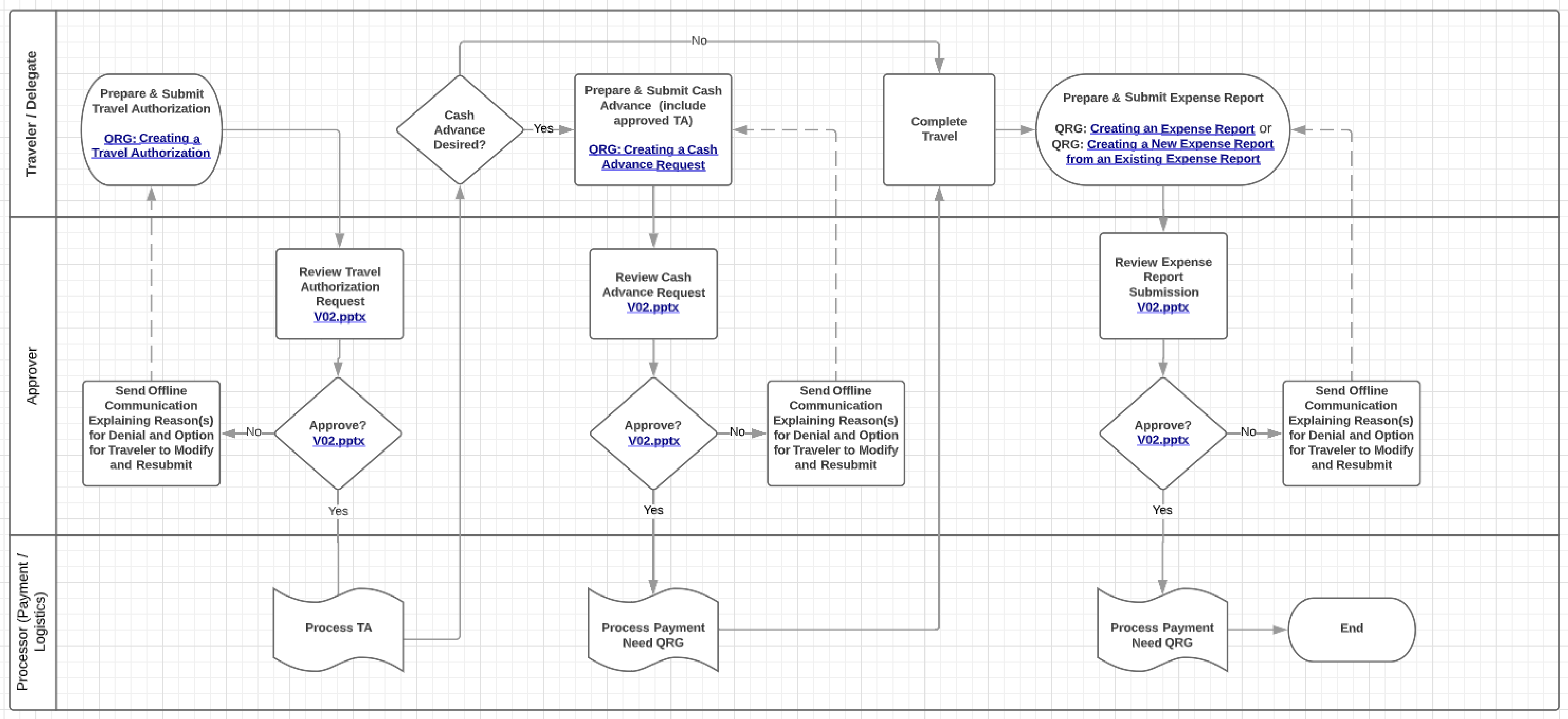
SUCCESS
AMPLIFIED

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

South Puget Sound COMMUNITY COLLEGE | SUCCESS AMPLIFIED

Process Flow



South Puget Sound COMMUNITY COLLEGE | SUCCESS AMPLIFIED

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.

South Puget Sound COMMUNITY COLLEGE | SUCCESS AMPLIFIED

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.

South Puget Sound COMMUNITY COLLEGE | SUCCESS AMPLIFIED

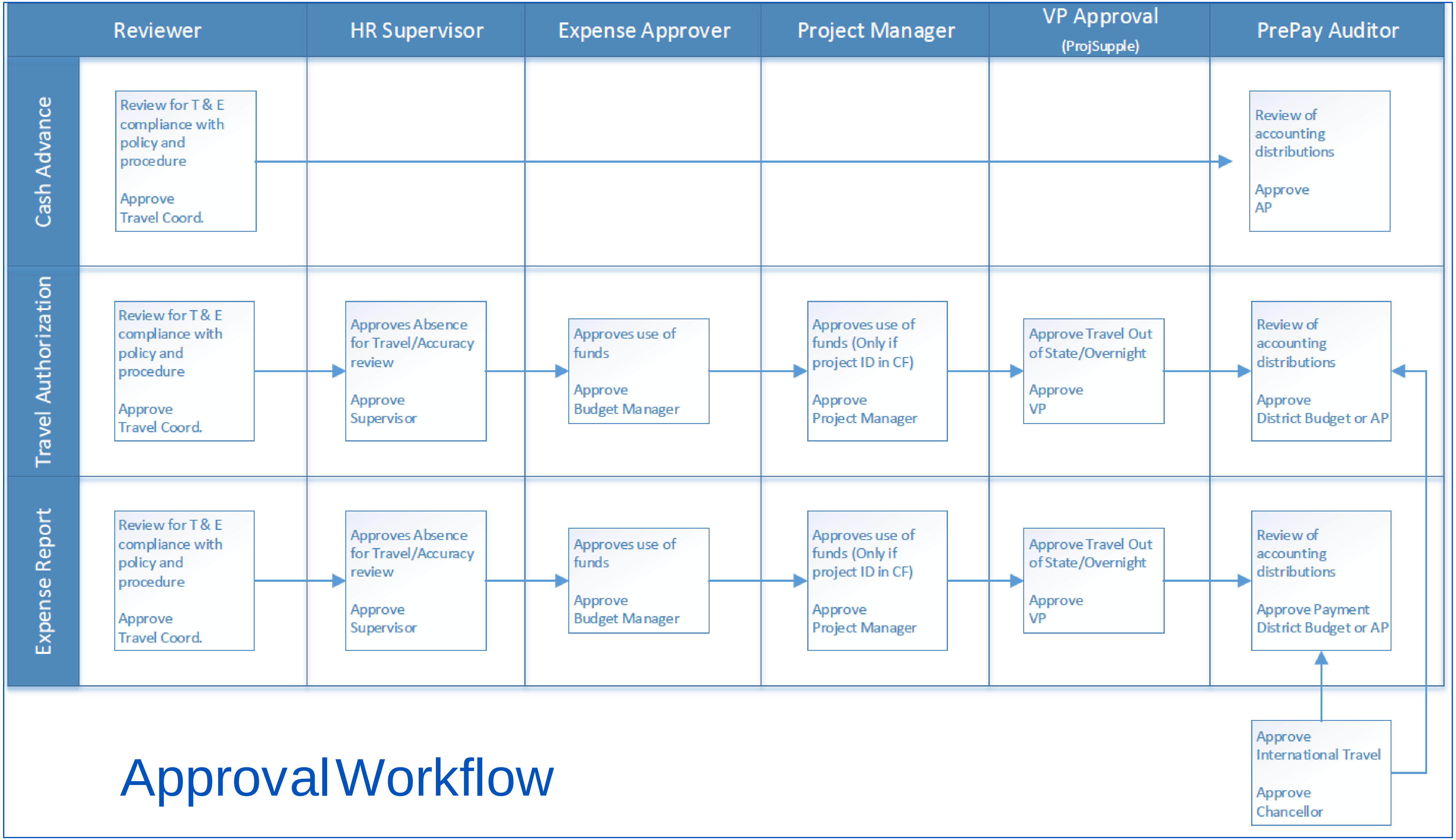
PeopleSoft Travel and Expense Terms

- **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.

South Puget Sound COMMUNITY COLLEGE | SUCCESS AMPLIFIED

Expenses WorkCenter

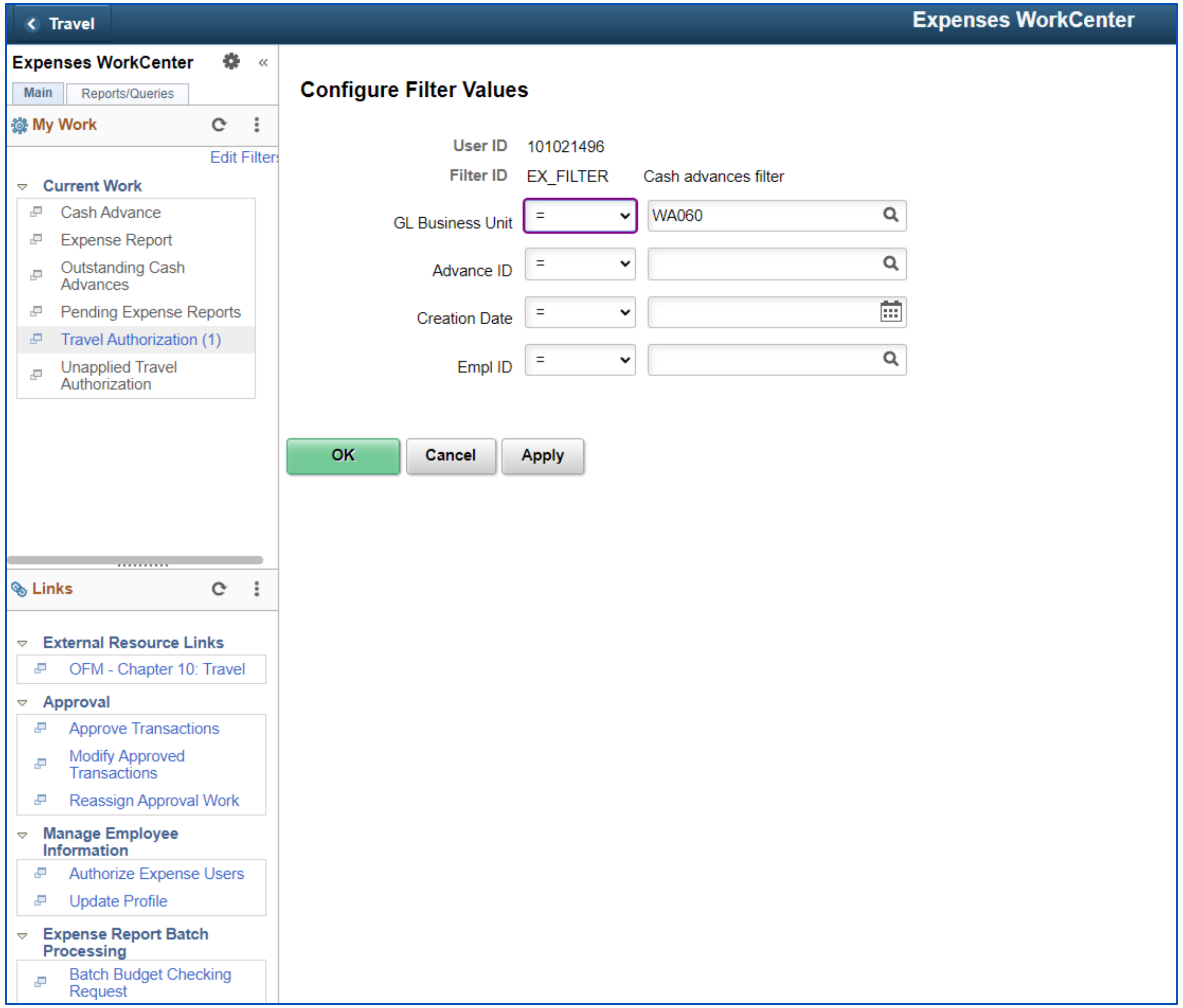
Travel and Expenses → Expenses WorkCenter

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



South Puget Sound COMMUNITY COLLEGE | SUCCESS AMPLIFIED

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 considered complete from a college business process standpoint:

4) Cash Advance Level
5) Transportation Information

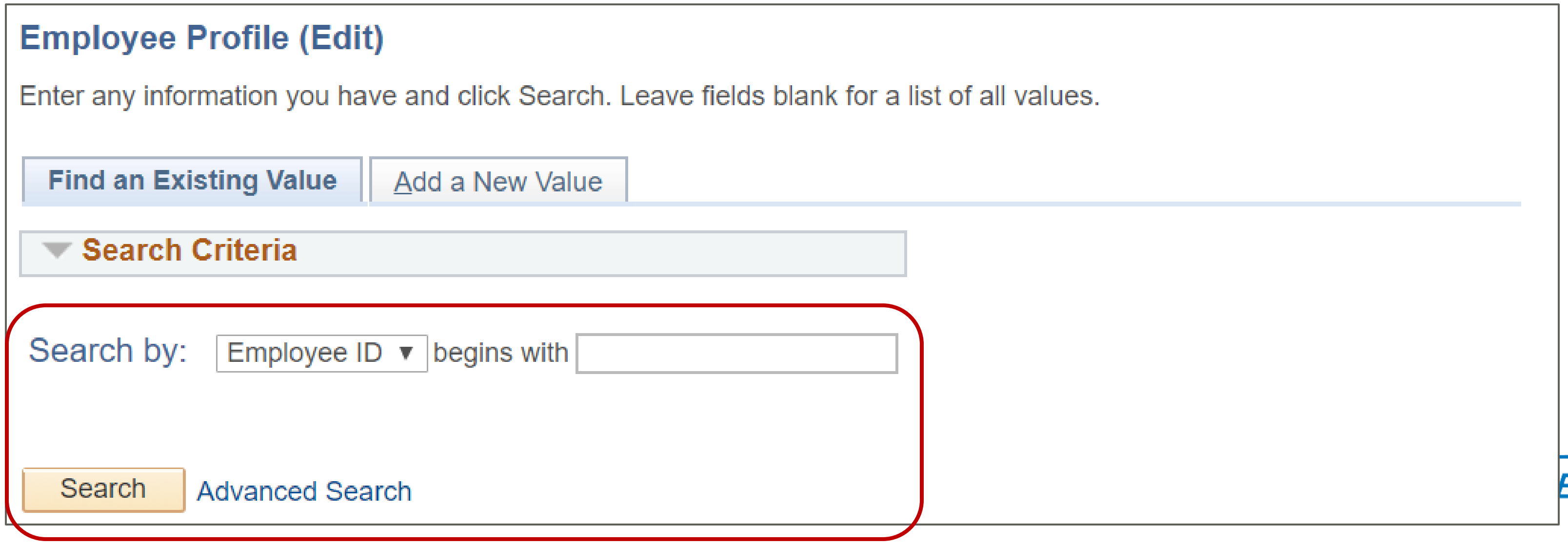
South Puget Sound COMMUNITY COLLEGE | SUCCESS AMPLIFIED

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

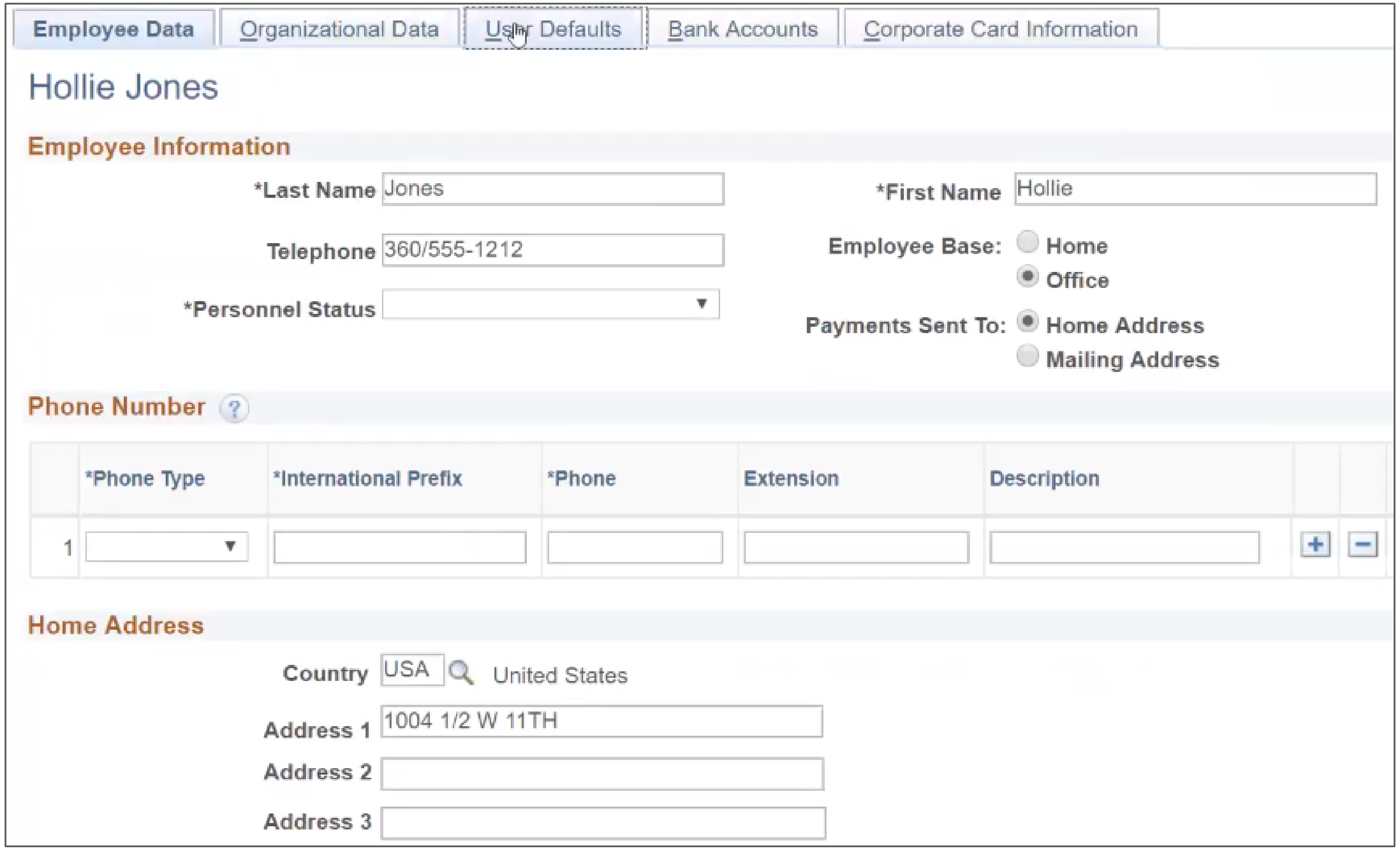
- Search for Employee by ID or Name



Traveler Profile – Employee Personal Data

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

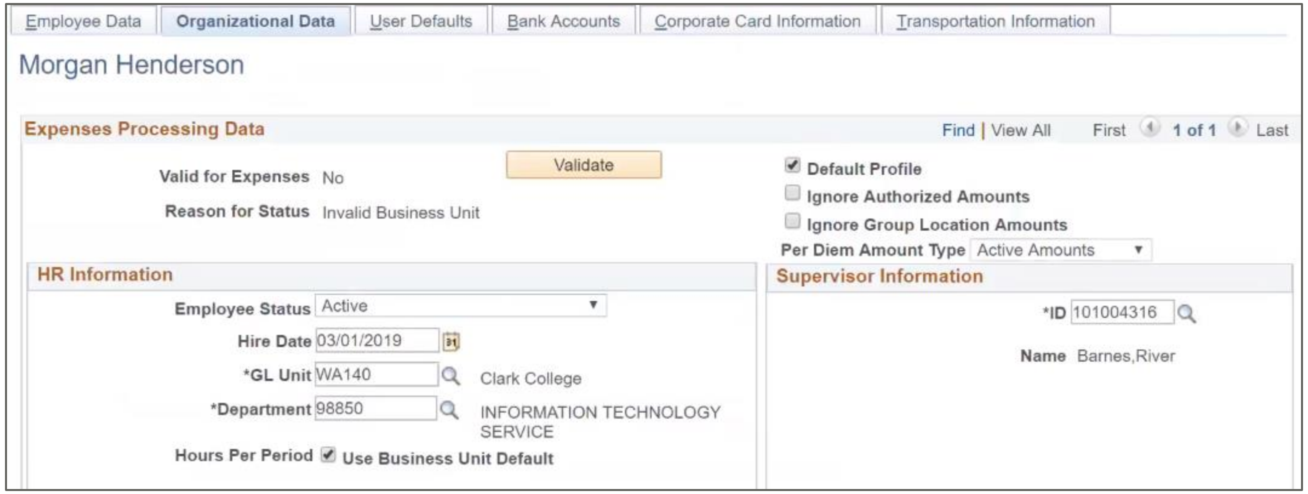
- Data on this tab comes from HCM but can be edited by the Travel Coordinator or by the Employee for the use of distributing travel and expense reimbursements.



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.


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

Morgan Henderson

Expenses Processing Data — Find | View All — First 1 of 1 Last

Valid for Expenses: No — Validate
Reason for Status: Invalid Business Unit

☑ Default Profile
☐ Ignore Authorized Amounts
☐ Ignore Group Location Amounts
Per Diem Amount Type: Active Amounts

HR Information
Employee Status: Active
Hire Date: 03/01/2019
*GL Unit: WA140 — Clark College
*Department: 98850 — INFORMATION TECHNOLOGY SERVICE
Hours Per Period: ☑ Use Business Unit Default

Supervisor Information
*ID: 101004316
Name: 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.

South Puget Sound COMMUNITY COLLEGE | SUCCESS AMPLIFIED

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.

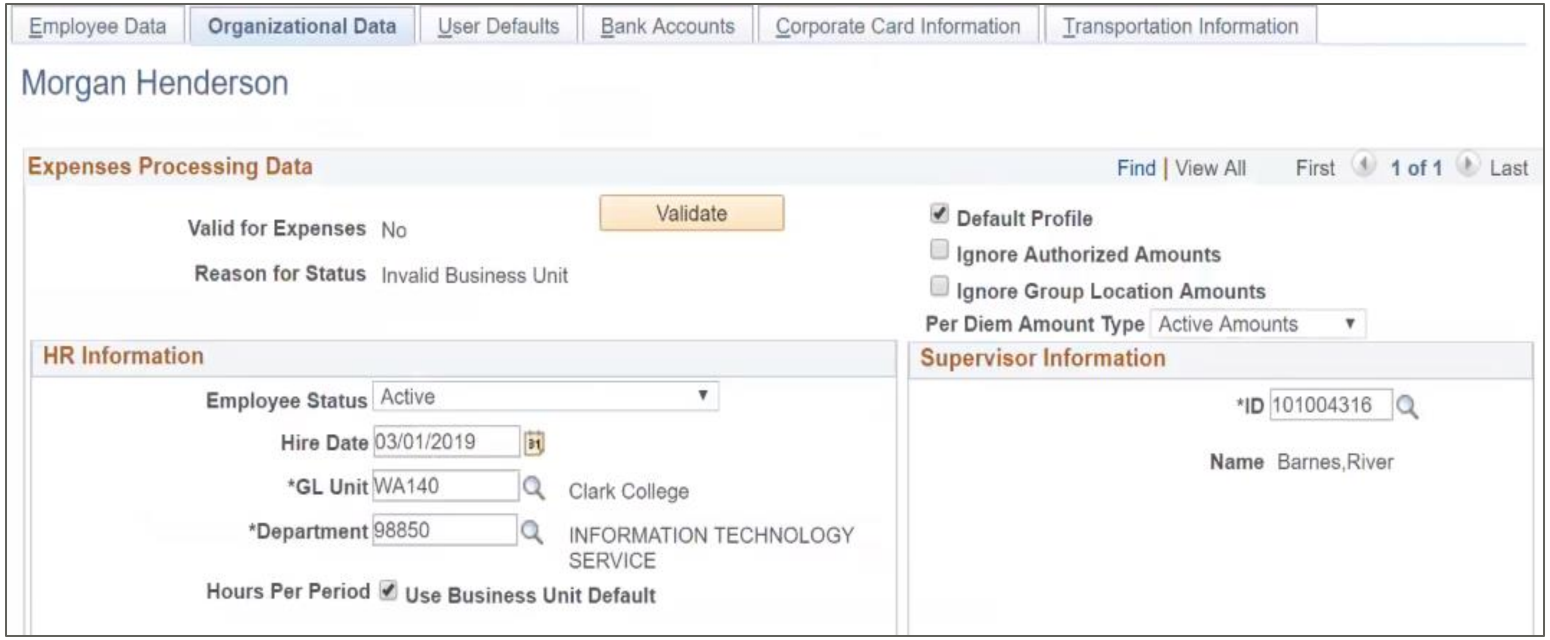
HR Information

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

** Hours Per Period is not being used

Supervisor Information

- ID
- Name

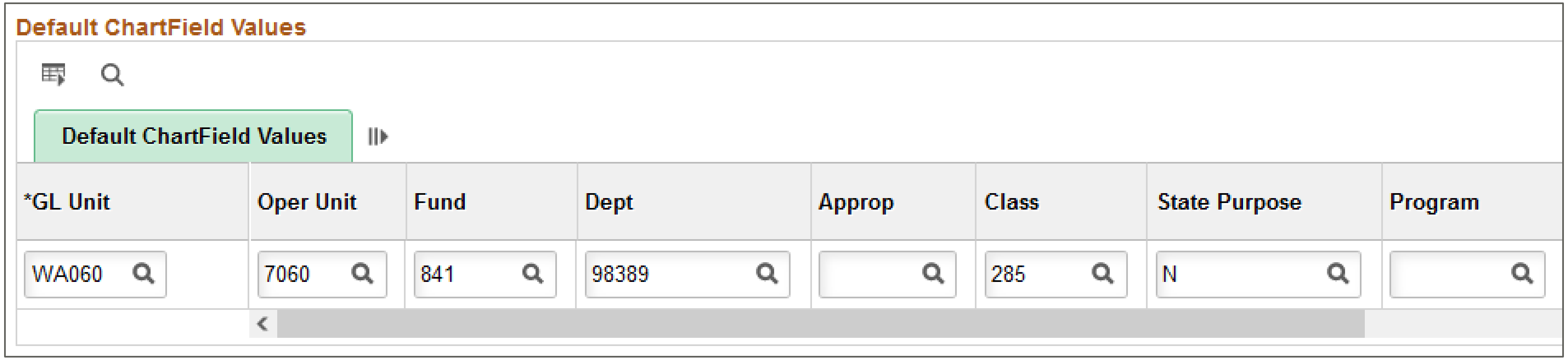


Local Business Process Notes:

- 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.

South Puget Sound COMMUNITY COLLEGE | SUCCESS AMPLIFIED

Traveler Profile – Organizational Data

Cash Advance Level

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)

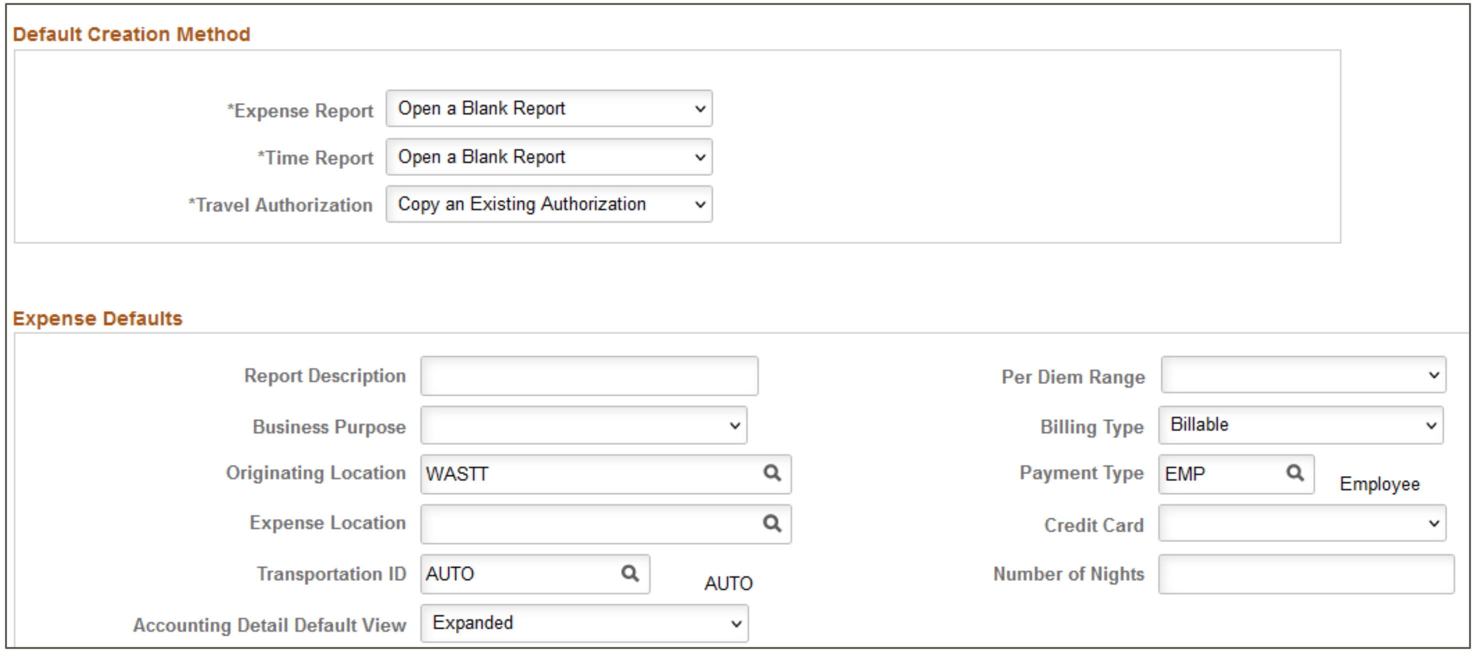
South Puget Sound
COMMUNITY COLLEGE
SUCCESS — AMPLIFIED

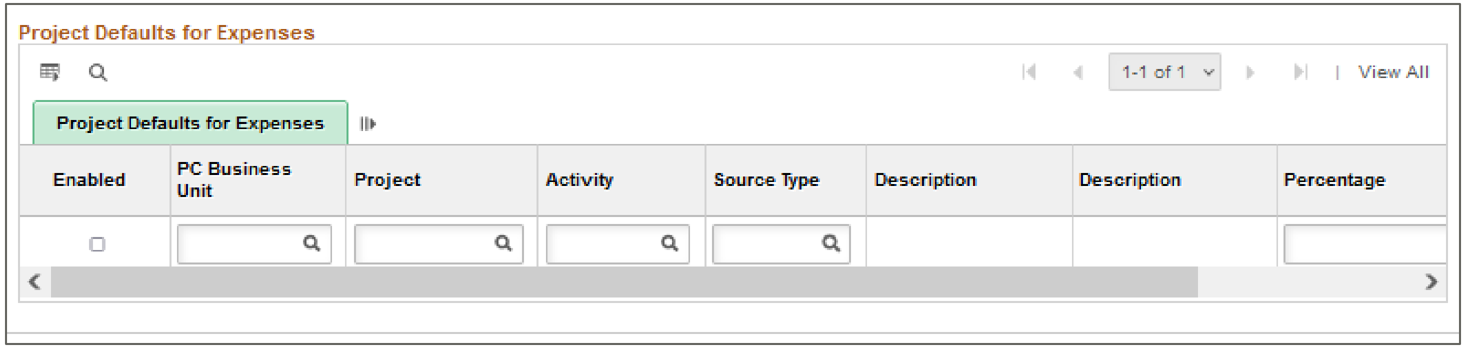
Traveler Profile – User Defaults

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





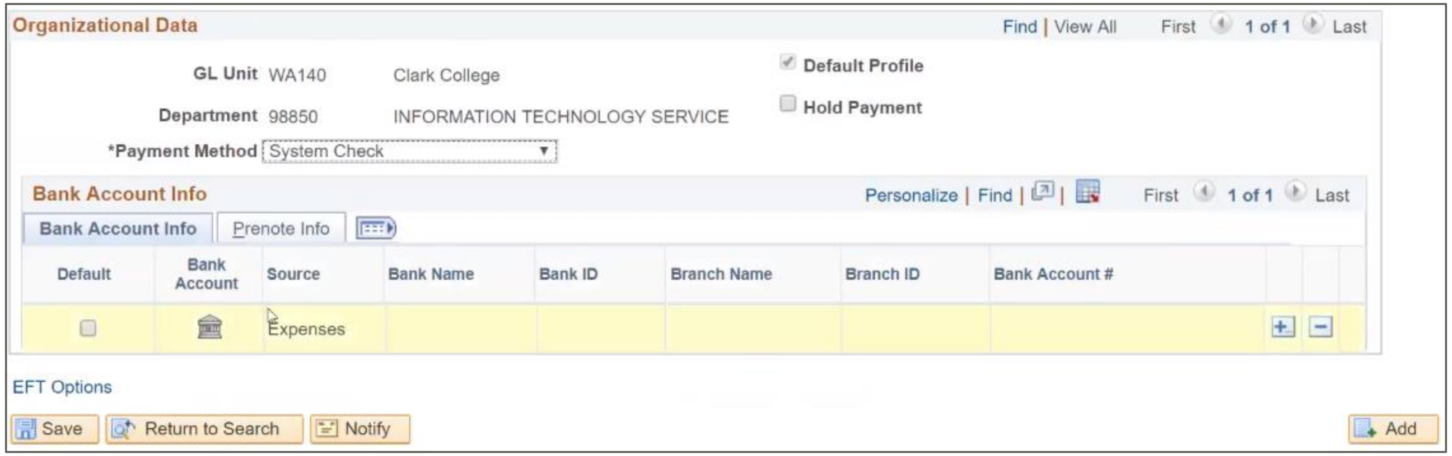
South Puget Sound Community College | SUCCESS AMPLIFIED

Traveler Profile – Bank Accounts

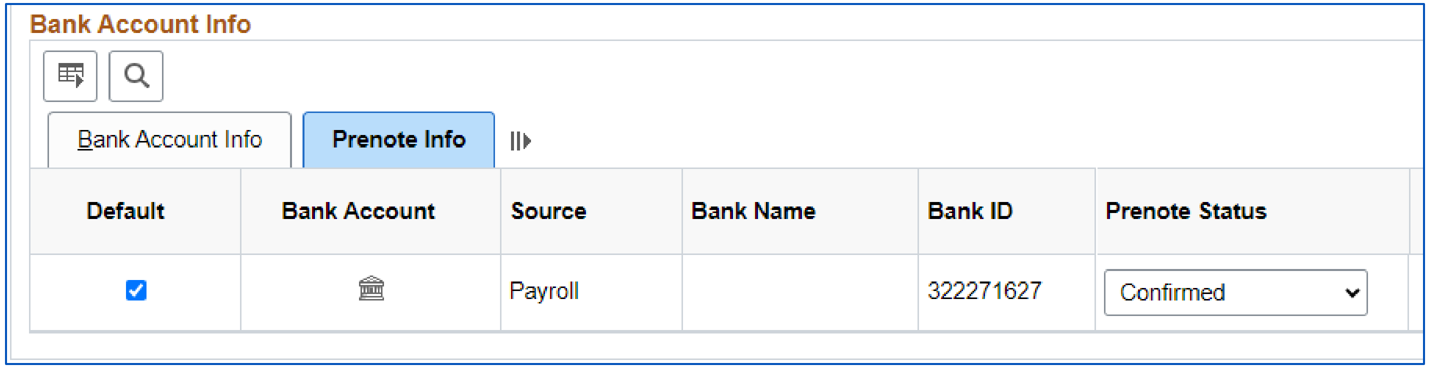
Bank Account Info

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.



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

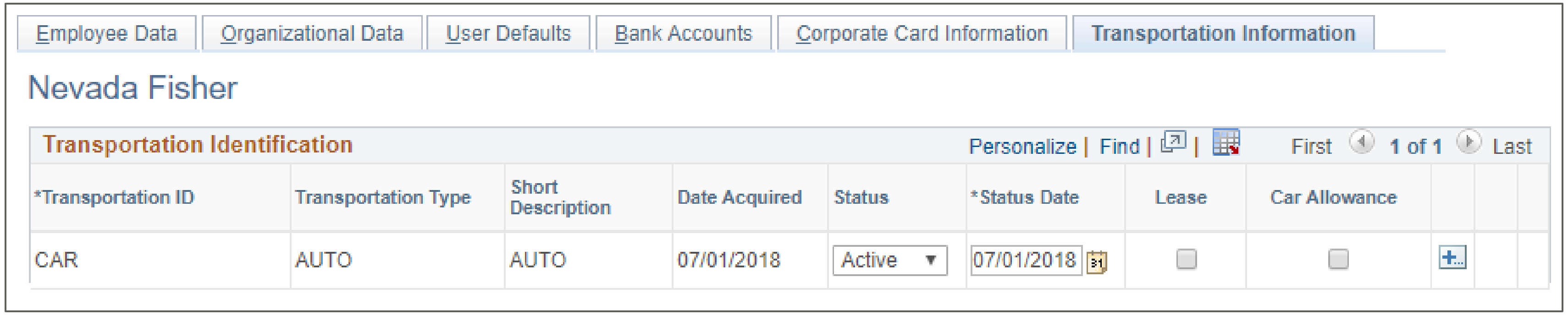
South Puget Sound COMMUNITY COLLEGE | SUCCESS AMPLIFIED

Traveler Profile – Transportation Information

Transportation Identification

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

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



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

Nevada Fisher

Transportation Identification — Personalize | Find | First 1 of 1 Last

*Transportation ID	Transportation Type	Short Description	Date Acquired	Status	*Status Date	Lease	Car Allowance
CAR	AUTO	AUTO	07/01/2018	Active	07/01/2018		

- 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.

- After successful validation,

  Valid for Expenses = Yes

  Reason for Status = Passed All Validation Edits

Assign Authorized Users

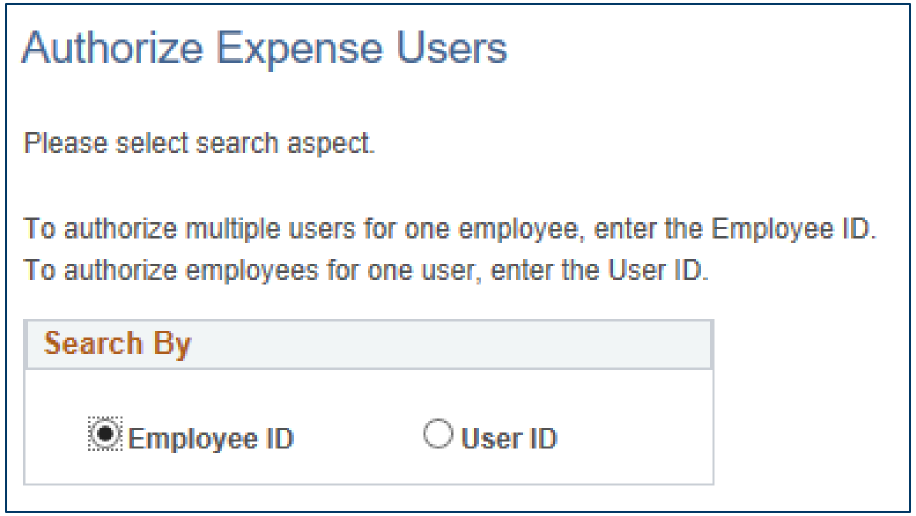
Travel and Expenses → Manage Expenses Security → Authorize Expense Users

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



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.

South Puget Sound COMMUNITY COLLEGE | SUCCESS AMPLIFIED

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.

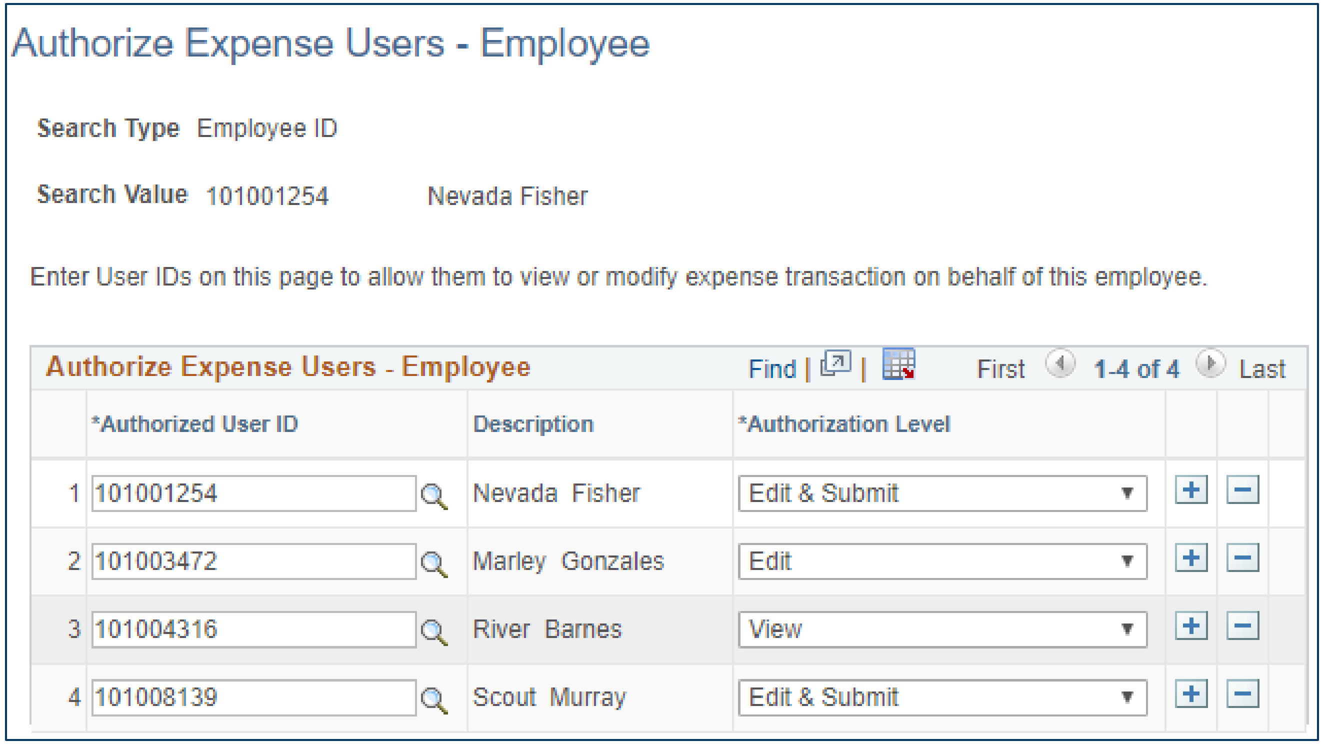
Assign Authorized Users

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	101001254	Nevada Fisher	Edit & Submit
2	101003472	Marley Gonzales	Edit
3	101004316	River Barnes	View
4	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

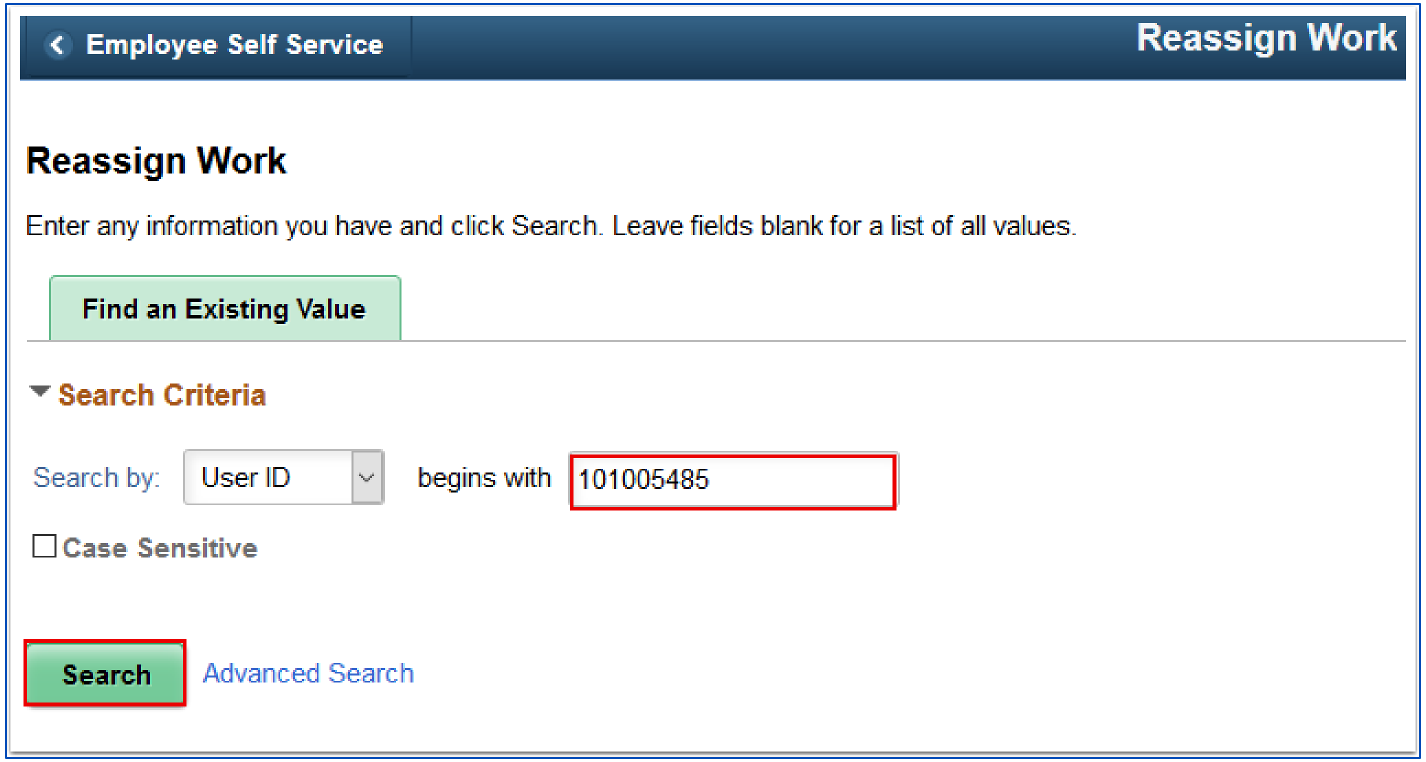
Reassigning Travel Documents

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.

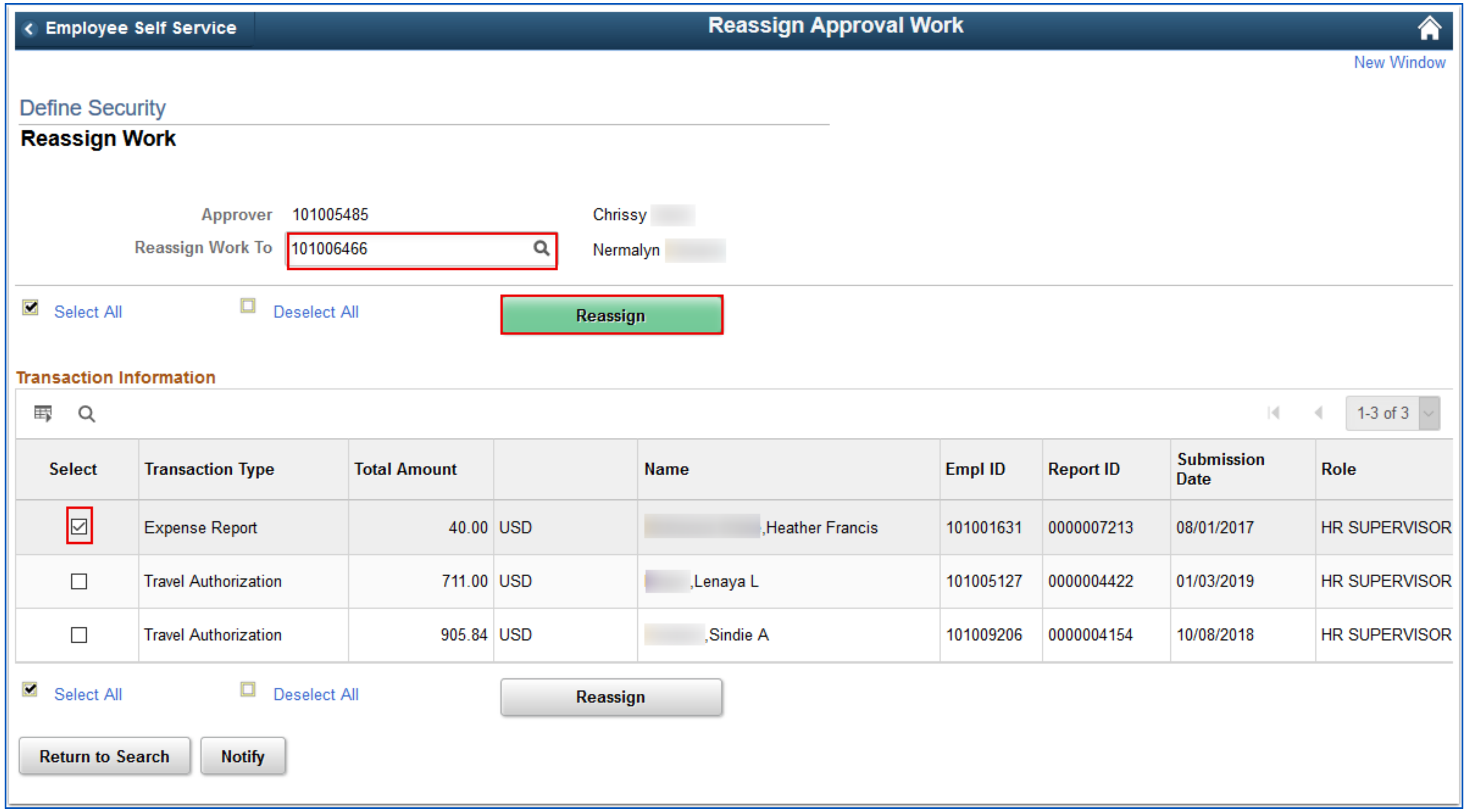
Reassigning Travel Documents

- 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



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.

South Puget Sound COMMUNITY COLLEGE | SUCCESS AMPLIFIED

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)

South Puget Sound COMMUNITY COLLEGE | SUCCESS AMPLIFIED

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.

South Puget Sound COMMUNITY COLLEGE | SUCCESS AMPLIFIED

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.