Western Michigan University

PeopleSoft
Travel Authorization and Expense System
Create a Travel Authorization

Payroll and Disbursements
Overview

• Travel Authorizations must be created and approved **BEFORE** the first date of travel. System will not allow for creation of Travel Authorizations after the first date of travel.

• Travel Authorizations are populated from user defaults. Cost center information defaults to the cost center that the employee traveling is paid from. Click on Accounting Details to update cost center if different funding is to be used for travel.

• You can save Travel Authorizations to complete data entry at a later time (as long as the application has not been “Submitted”).

• Traveler can Delegate Entry Authority

• Supervisors can Delegate Workflow Approval Authority
Accessing the Travel and Expense Center

- **Expense Report**
  - Create, modify, print, view or delete an Expense Report

- **Time Report**
  - Create, modify, print, view and delete a Time Report

- **Cash Advance**
  - Create, modify, print, view and delete a Cash Advance.

- **Forecast Time**
  - Create, modify or view forecast data

- **Profiles and Preferences**
  - Manage your personal, organizational and financial details for travel and expense reporting.
  - Review/Edit Profile
  - Delegate Entry Authority

- **Review Payments**
  - Review history of expense payments

- **Other Expense Functions**
  - View contents in My Wallet, create your own template, or modify and existing template.
  - Create/Update User Template

- **Travel Authorization**
  - Create, modify, print, view, cancel or delete a Travel Authorization
  - Create
  - Modify
  - View

- **Print Reports**
  - Print any one of your expense transactions.
1. Enter “PeopleSoft Employee ID” of the person traveling
   Tip: If Employee ID is not known, use the Search feature to lookup an employee
   Select “Description” from the dropdown menu, enter the employee’s last name and click “Look Up”

2. Click “Add”
Creating Travel Authorization

1. Default selection “A Blank Authorization”.
2. Enter “Description” of travel and final destination location.
3. Select “Business Purpose” from drop down menu.
4. Enter “Date From and Date To”
5. Enter a list of students or additional information in “Comment” box.
6. Select “Expense Type”
7. Enter “Date” (e.g., first date of travel)
8. Enter estimated expense “Amount”
9. Select “Payment Type” (how the expense is anticipated to be initially paid)
10. “Billing Type” Reimbursable or Non-Reimbursable
11. Select “Detail” to add more information about expense type
12. Type originating city airport location.
13. Select “Preferred” dropdown list to choose preferred airline.
14. Type destination city in “Travel To”.
15. Description of travel.
17. Select “Accounting Detail” to add correct Fund-Department-Account codes.
18. Select magnify glass to choose correct account number from list.
19. Select magnify glass to choose correct fund number from list.
20. Select magnify glass to choose correct department number from list.
Select OK when finished.
Creating Travel Authorization

21. Select “Check Expense for Errors” to catch data entry errors.

22. Select “Return to Travel Authorization Entry” to enter additional expenses.
Creating Travel Authorization

Continue to enter additional Expense Types with Detail. Click the “+” or “Add” to add additional lines if necessary.
1. Enter the number of nights of your stay.
2. Select a preferred hotel from the drop down or type in a non preferred hotel.
3. Location: select the state
4. Description: enter city
5. Nightly Rate: enter hotel rate
6. Select “Accounting Detail” and select GL accounts
1. **Originating Location**: enter state where you pick up rental.
2. **Select a preferred rental agency from the drop down or type in a non preferred**.
3. **Description**: enter any pertinent information that may be needed. *Example: number of days for rental*.
4. **Amount**: daily rate
5. **Non-Preferred Merchant**: reason for choosing
6. **Select “Accounting Detail” and select GL accounts**
1. Per Diem Range: Select 0-365
2. Location: Select by city
3. Description: enter any pertinent information that may be needed. *Example: some meals will be provided.*
4. Select ‘Refresh Per Diem Amounts’. The amount will populate automatically from GSA table.
5. Select “Accounting Detail” and select GL accounts
Using ‘Copy’ to add meal per diem expense lines.

1. Select “Copy to Range of Dates”
2. Select date from (start with second day of trip) and to date.
3. Select weekends if applicable.
4. Select OK
The additional expense lines have been created.
1. Description: enter any pertinent information that may be needed.
2. Select “Accounting Detail” and select GL accounts
1. Description: enter any pertinent information that may be needed.
2. Select “Accounting Detail” and select GL accounts
1. Miles: Use MapQuest to obtain miles driven.
3. Enter number of passengers in vehicle.
4. Originating Location: Enter the state rental was picked up.
5. Destination Location: Enter the state rental dropped off.
6. Description: enter cities from and to location.
7. Select “Accounting Detail” and select GL accounts
23. Select “Check for Errors” and make necessary changes if a red flag appears next to an “Expense Line”.

25. Select “Update Totals”.

26. Select “Save for Later” to make changes.

27. Select “Submit” when you are finished with your travel authorization. You will not be able to modify once it has been submitted.

28. You will receive a “Submit Confirmation”.

**The system assigns an Authorization ID number when “Save for Later” or “Submit” is selected.
Traveler can “View” a submitted travel authorization to see pending workflow approval.
Approved Travel Authorization

Email notification when approved. Select link to view.

View the approved travel authorization. Select Print to view as PDF or save in another folder.