Western Michigan University

PeopleSoft Financials Version 9.2

Travel Authorization and Expense System

Creating a Travel Authorization

Payroll and Disbursements

Overview

- Travel Authorizations must be created and approved **BEFORE** the first date of travel. The system will not allow an authorization to be created after the 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. The traveler can utilize the **Accounting Details** option to update the cost center if different funding is to used for travel

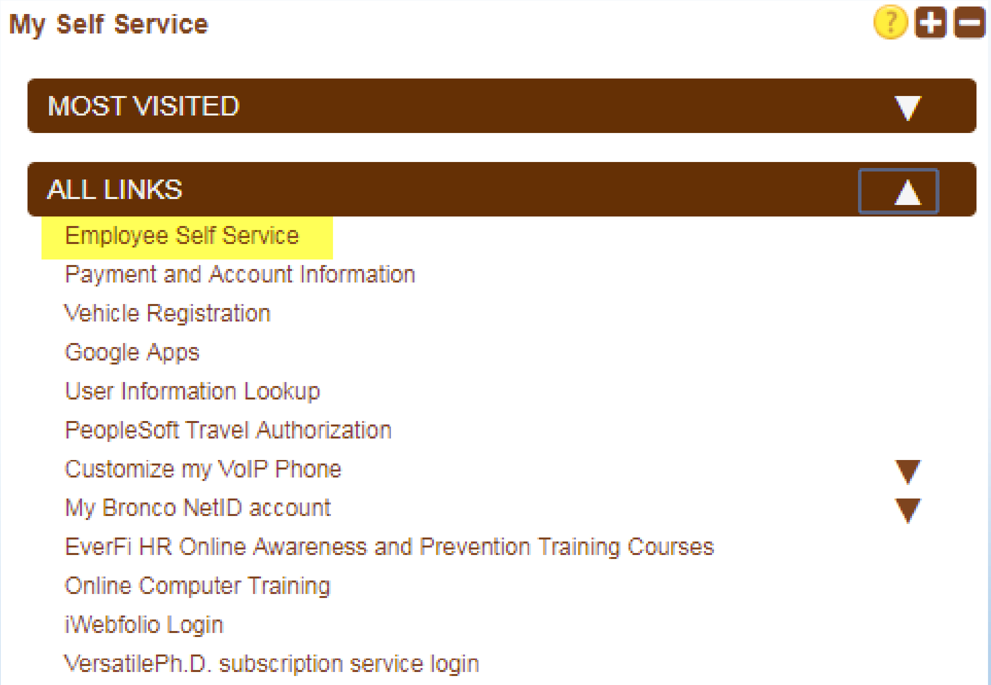
- You can save Travel Authorizations to complete data entry at a later time (as long as the authorization has not been "Submitted").

- The traveler can use the "**Delegate Entry Authority**" option to set up a delegate to create authorizations on their behalf.

- Supervisors can use the "**Delegate Workflow Approval Authority**" instructions to set up an individual to approve authorizations temporarily on their behalf.

Accessing the Travel and Expense Center

***Use the following navigation highlighted to access the Travel Authorization

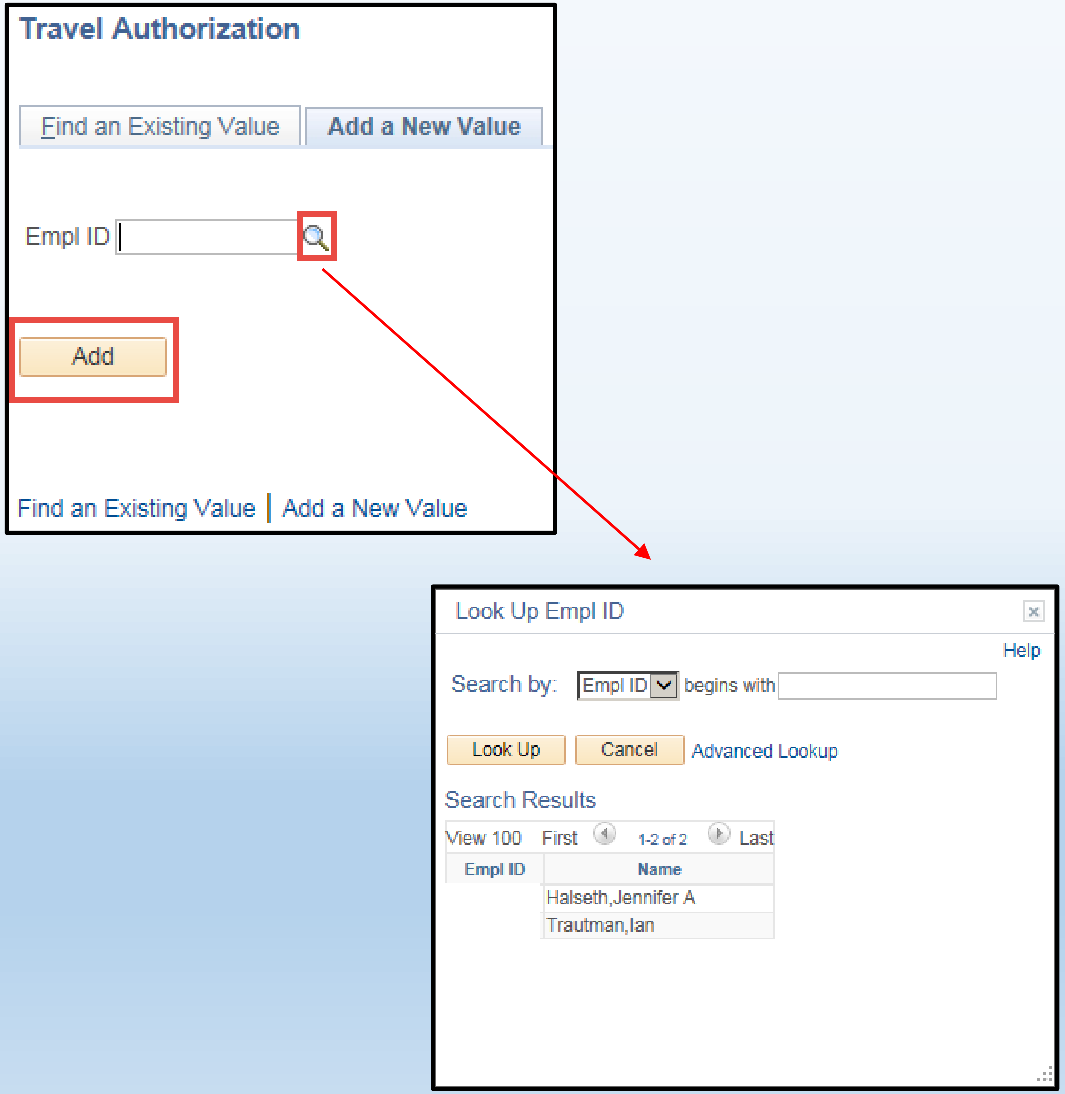


Step 1 (GoWMU)

Step 2

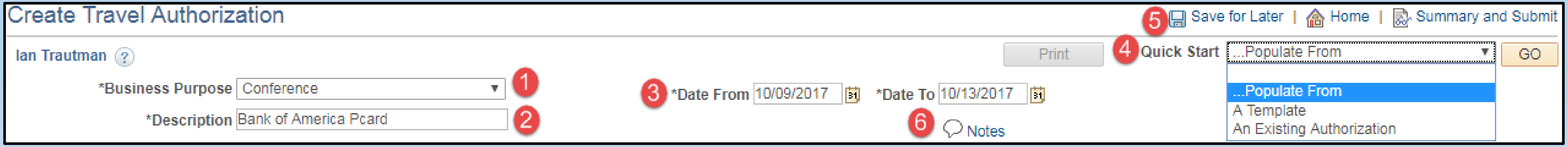
Creating Travel Authorizations

- On the "**Create/Modify**" screen, enter the Employee ID of the individual you are creating an authorization for.
  - Your Employee ID should show by default
- If the Employee ID is not known, select the  icon to search for all users you have the authority to create an authorization for.
- Click the "**Add**" button when ready.



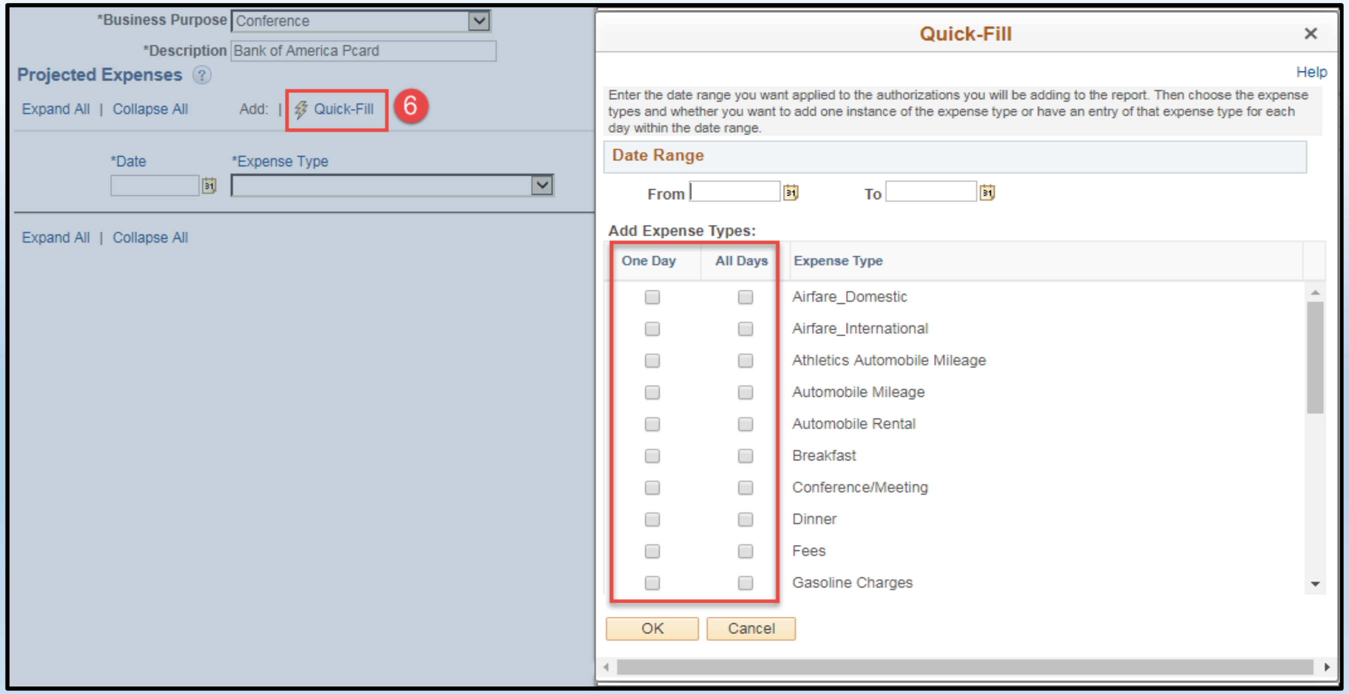
Creating Travel Authorizations

1. **Business Purpose** – Select the purpose of travel from the drop down
2. **Description** – Enter a brief description of the travel which may include the final destination location. This will be the "title" of your authorization
3. **Date From/Date To** – Enter or select the travel dates of the travel
4. **Quick Start** – The default option is "**A Blank Authorization**", however, if you want to create an authorization based off of "**A Template**" or "**An Existing Authorization**" you can select those options using the drop down box
5. **Submit Bar** – Save or Submit your authorizations using these options. It is a good idea to occasionally hit "**Save for Later**" to save your progress
6. **Notes –** Extra information or comments about the travel can be included here



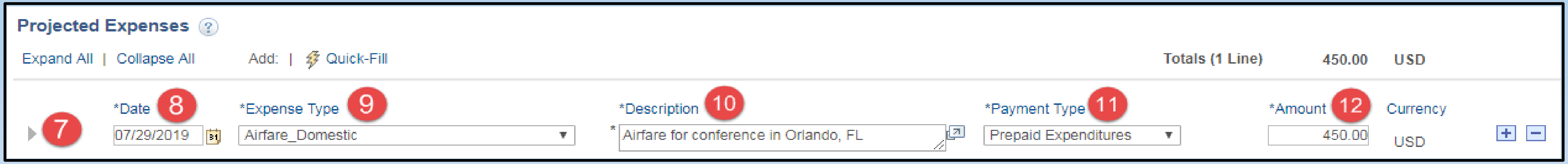
Creating Travel Authorizations

6. **Quick-Fill** – Allows for the user to quickly add expenses for “**One Day**” or “**All Days**” of the specified date range by clicking the check box for each desired expense. When selecting “**One Day**” the expense will be set for the beginning date of travel.



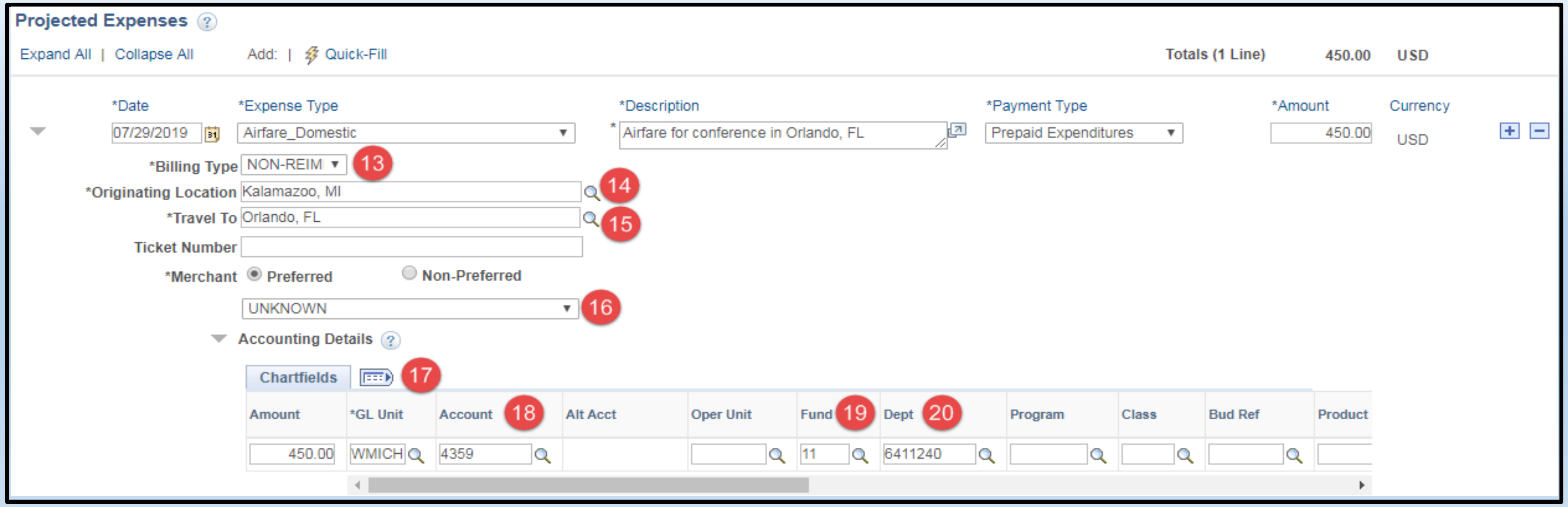
Airfare Expenses

7. Clicking on this arrow will expand the expense details. This can also be done by selecting “**Expand All**”. Clicking again will collapse the details which can also be done by selecting “**Collapse All**”
8. **Date** – Date expense occurs
9. **Expense Type** – Choose either Domestic or International based on your travel destination
10. **Description** – A brief description of what the expense is for (this is a required field so make sure to include this or you will receive an error)
11. **Payment Type** – How the expense is being paid
12. **Amount** – The amount approved by your department for airfare expenses



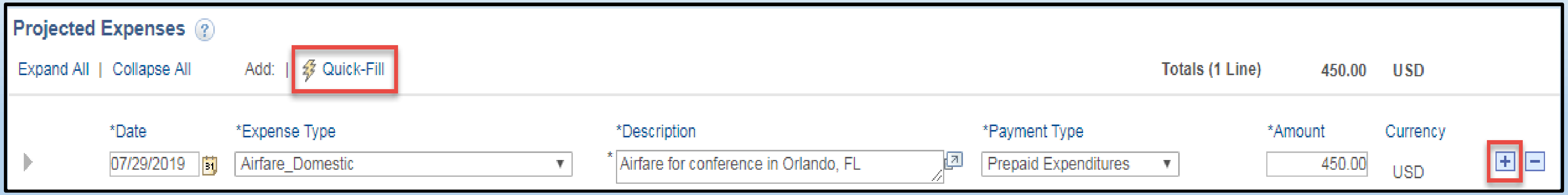
Airfare Expenses

13. **Billing Type** – Reimbursable or Non-Reimbursable to the traveler
14. **Originating Location – City** traveler departs from.
15. **Travel To** – Final destination **city** of travel
    - You can type in the first few letters of the city and select the option that appears. If the city is not listed, select a city close to the destination and put the actual city in the “Description” field
16. **Merchant** – “Preferred” or “Non-Preferred”. If unknown select “Unknown” under “Preferred”.
17. **Accounting Details** – The fund, cost center and account associated with the expense
18. **Account** – Select magnifying glass to choose account number from list
19. **Fund** – Select magnifying glass to choose fund number from list
20. **Dept** – Select magnifying glass to choose cost center number from list



Creating Travel Authorizations

- To add new expenses, you can rather select the + icon to the right of the expenses or you can select the "**Quick-Fill**" option to add new expenses to one or all days of the current date range.

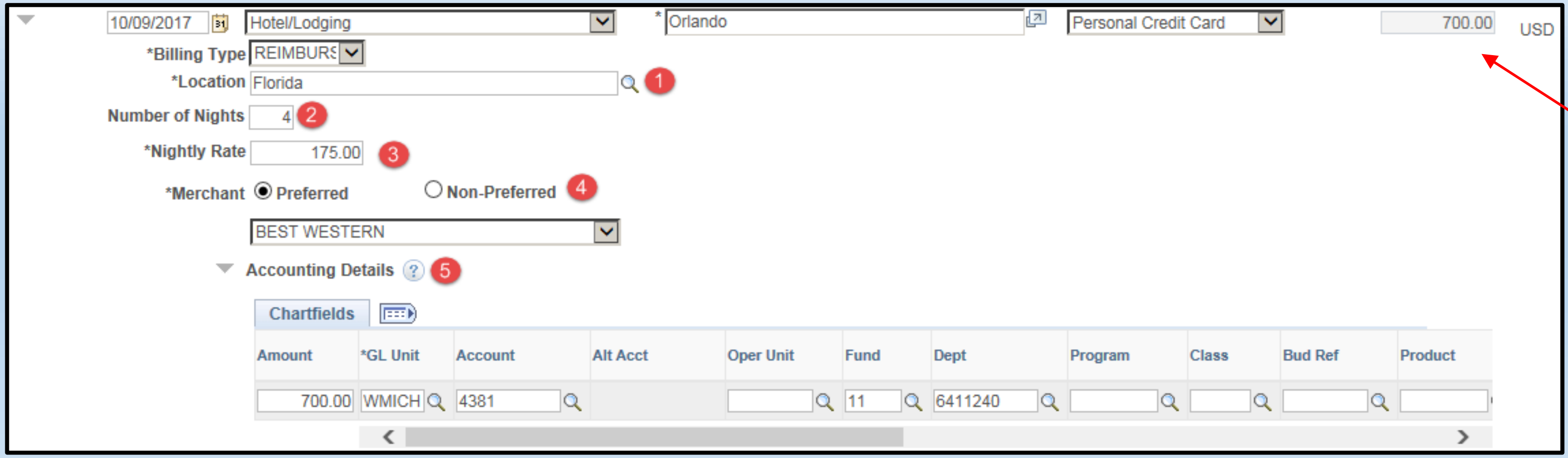


Hotel Expenses

- Enter the date, expense type and payment type
  - The “**Description**” will be the city the hotel is in.
  - The “**Amount**” will automatically fill in after all details are entered

Hotel Expenses

1. **Location** – the **state** that the hotel is in. If it is not in the US, select "**International**"
2. **Number of Nights**
3. **Nightly Rate** – If not known, estimate
4. **Merchant** – "Preferred" or "Non-Preferred". If unknown select the "Unknown" option under "Preferred"
5. **Accounting Details** – Fill in the correct fund, cost center and account.

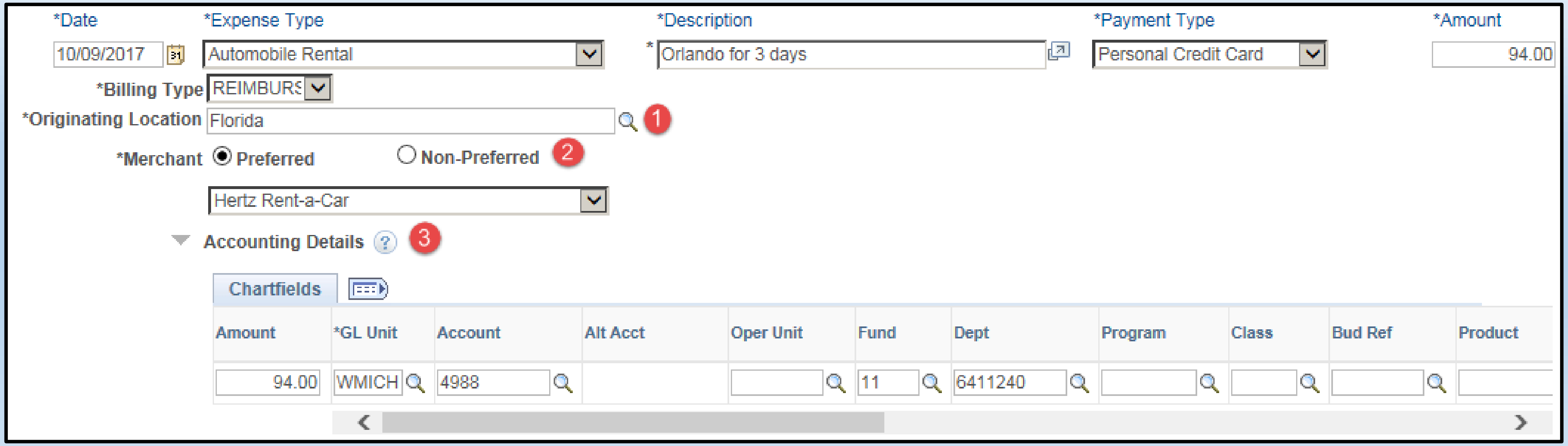


Clicking the arrow for "Accounting Details" updates the "Amount" field automatically.

Automobile Rental Expenses

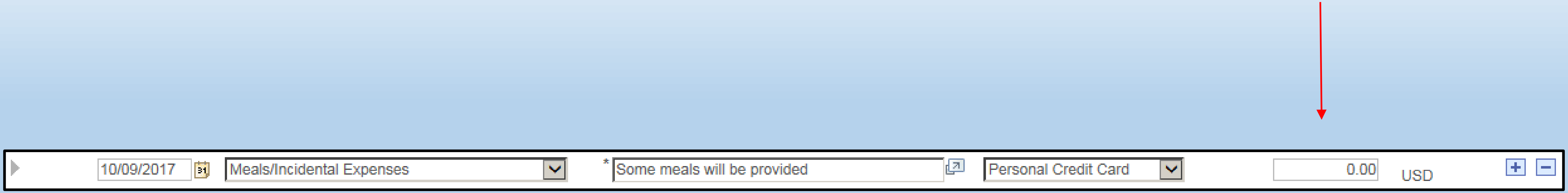
- Enter the date, expense type, payment type and amount
  - The **"Description"** will be the city the car is rented from and # of days

1. **Originating Location** – The **state** that the car is rented from
2. **Merchant** – "Preferred" or "Non-Preferred" both require drop down option selected
3. **Accounting Details** – Make sure fund, cost center and account are correct



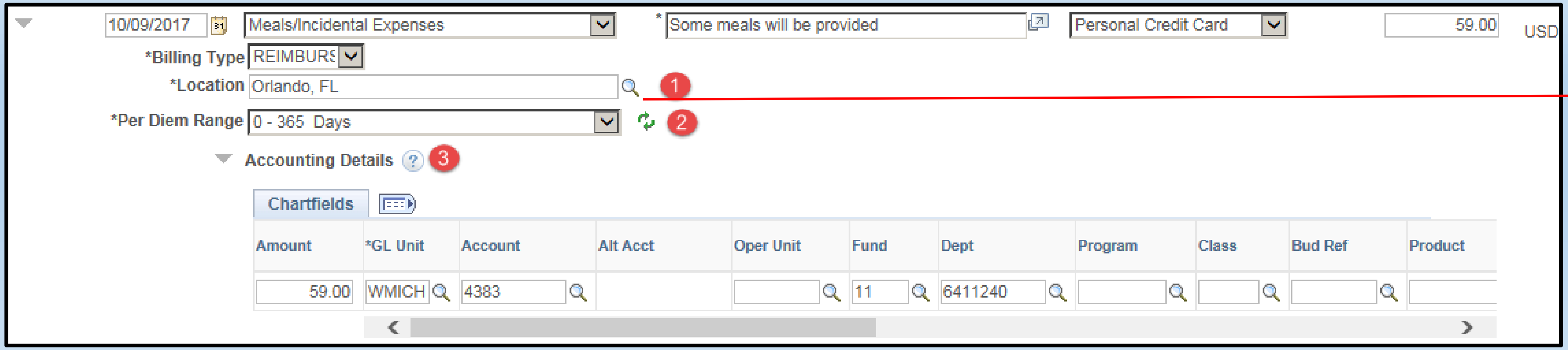
Meals/Incidental Expenses

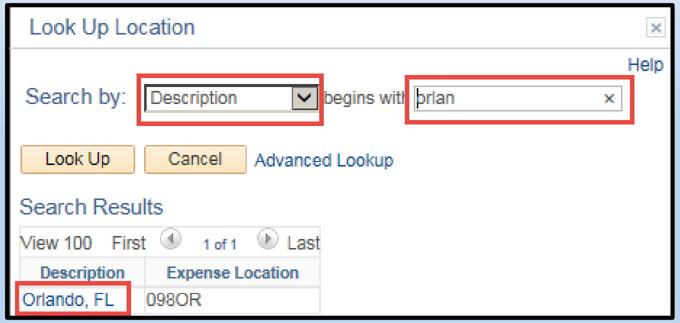
- Enter the date, expense type and payment type
  - The “**Description**” field can contain any pertinent information that may be needed.
    - Example: “Some meals will be provided” or “Will only use 75% of Per Diem”
  - The “**Amount**” will automatically fill in after the “**Per Diem Range**” field is filled in. The system does not allow for a partial per diem rate to be used (e.g. 75% first or last day rate) so you can use the full rate and put a note in the “**Description**” field.



Meals/Incidental Expenses

1. **Location** – The **city** that the expense will occur
2. **Per Diem Range** – Select “0 – 365” (should be the only option). The refresh icon can be selected to automatically update the “**Amount**” field with the per diem rate
3. **Accounting Details** – Make sure that the fund, cost center and account are correct and the amount matches the “**Amount**” field

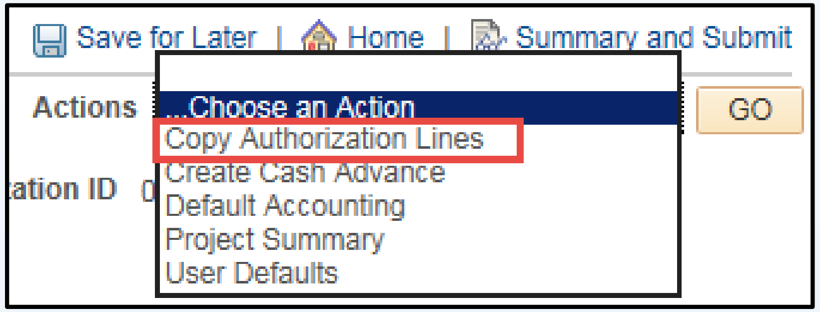




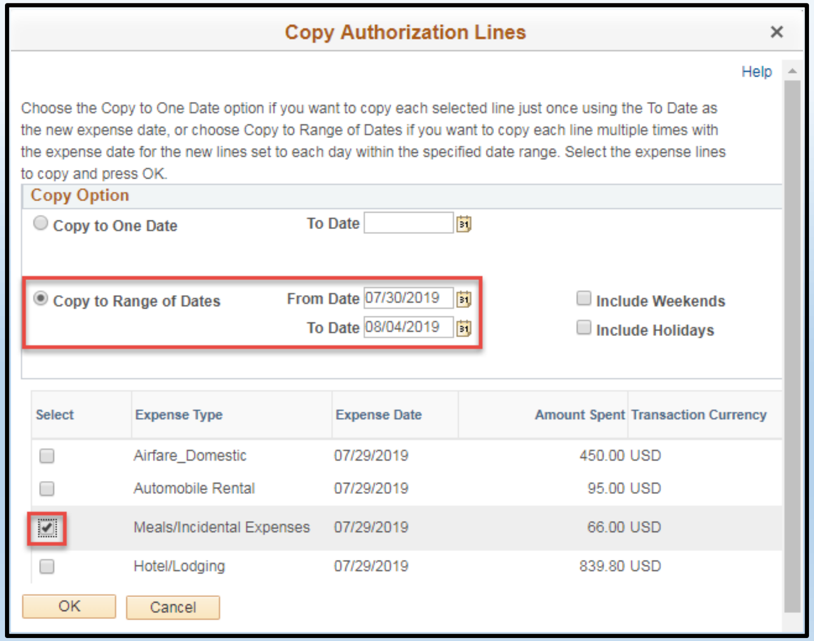
Click the magnifying glass and switch to “Description” to find your city

Meals/Incidental Expenses

- The ‘copy’ tool can be utilized to save time in entering per diem expenses for multiple trip dates
- On the “**Actions**” drop down box at the top right of the screen select “**Copy Authorization Lines**” and hit “**GO**”



- On the next screen, select “**Copy to Range of Dates**”
- Enter the date range you want to have the expense copied to (select “**Include Weekends**” if necessary)
- Hit the check box for “**Meals/Incidental Expenses**” and hit OK.



Conference Expenses

- Enter the date, expense type, payment type and amount
  - The **“Description**” field can contain any pertinent information that may be needed
- Make sure that the “**Accounting Details**” are filled in with the correct fund, cost center and account

Parking Expenses

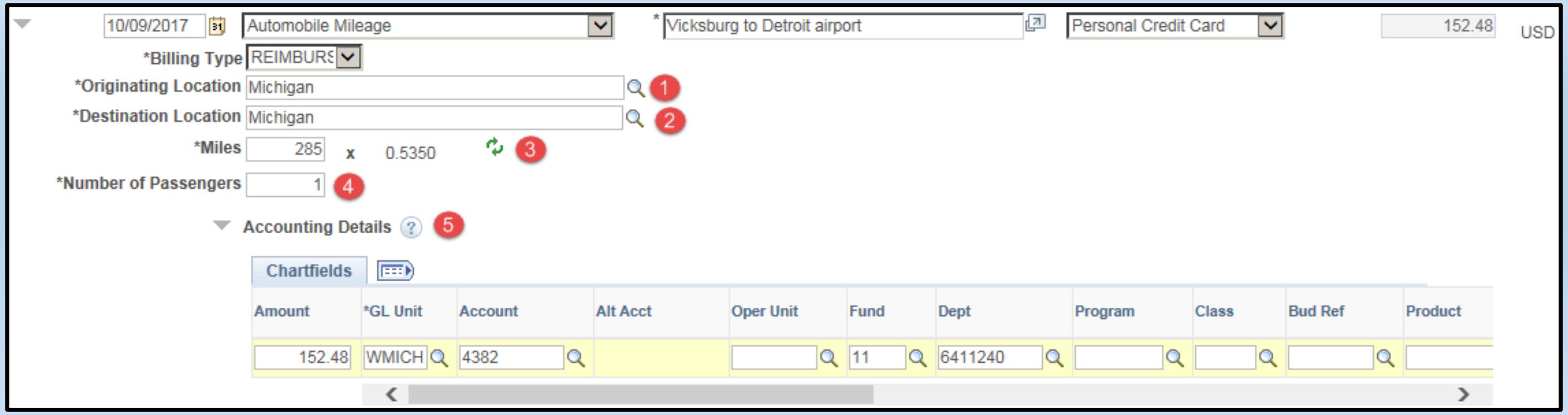
- Enter the date, expense type, payment type and amount
  - The **“Description**” field can contain any pertinent information that may be needed
- Make sure that the “**Accounting Details**” are filled in with the correct fund, cost center and account

Automobile Mileage Expenses

- Enter the date, expense type and payment type
  - The **“Description**” field can contain any pertinent information that may be needed.
  - The “**Amount**” will automatically fill in after the “**Miles**” field is filled in and the refresh button is selected.

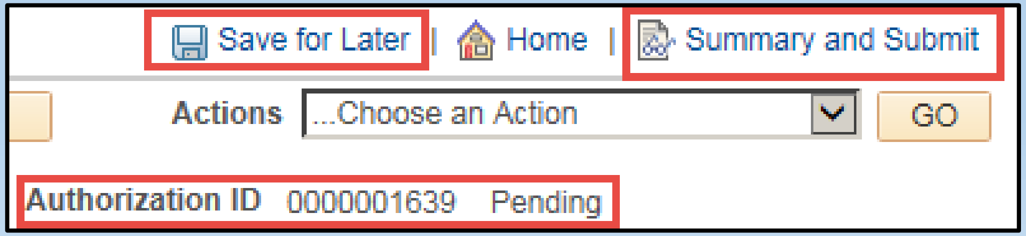
Automobile Mileage Expenses

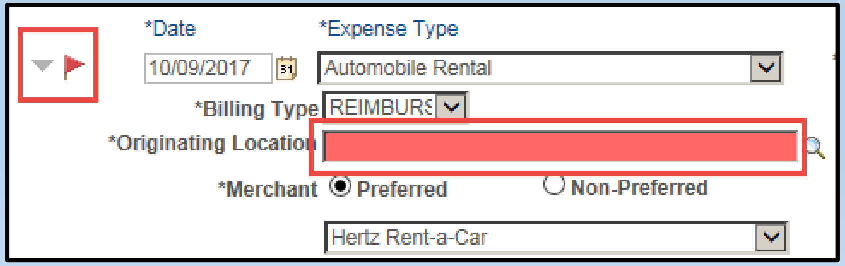
1. **Originating Location** – the **state** that travel begins in
2. **Destination Location** – the final destination **state**
3. **Miles** – Use MapQuest or Google to determine the roundtrip miles. Hit the refresh button to automatically adjust the "**Amount**" field
4. **Number of Passengers**
5. **Accounting Detail** – Make sure the fund, cost center and account are correct



Submitting the Travel Authorization

- When all expenses have been entered, make sure to hit the "**Save for Later**" button to save your progress. The system will assign an Authorization ID number which will need to be referenced when booking travel with the travel agent.
- If there are any errors in the travel authorization, a red flag icon will pop up next to the expense(s) that contains errors. Make sure to check that all accounting detail information is correct, the location fields have valid options selected and that you didn't miss a mandatory (*) field.
- *****If errors exist on an authorization, it will not save properly. Do not close out of the authorization until all errors are fixed and an Authorization ID is shown to avoid losing progress.**
- Once all errors have been fixed, hit the "**Summary and Submit**" button.

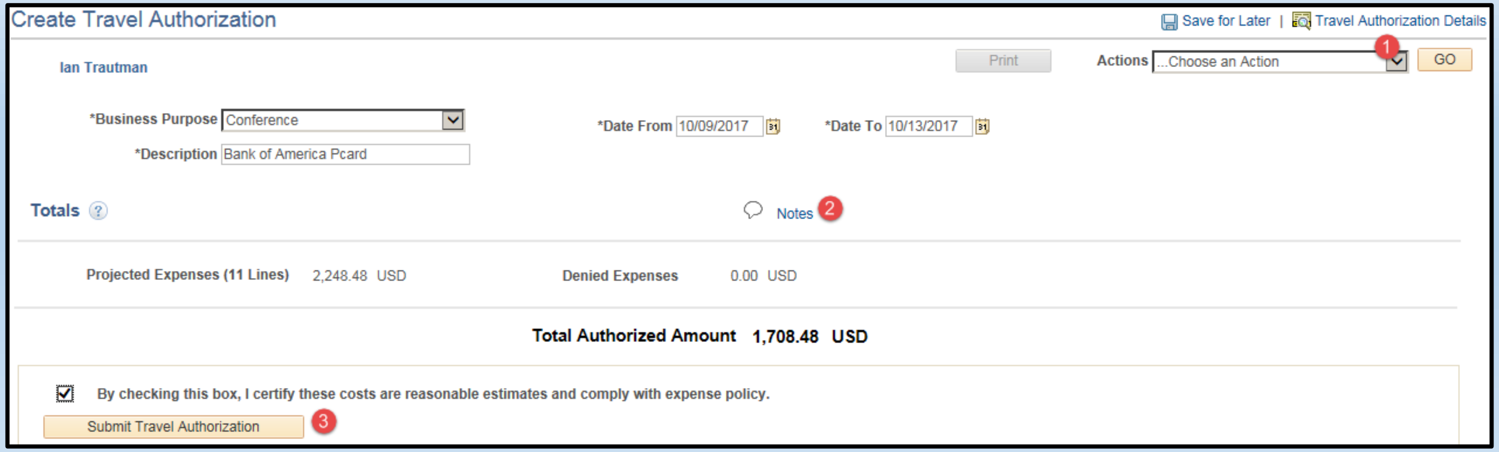




The system will identify the fields that contain errors once you click away from the expense

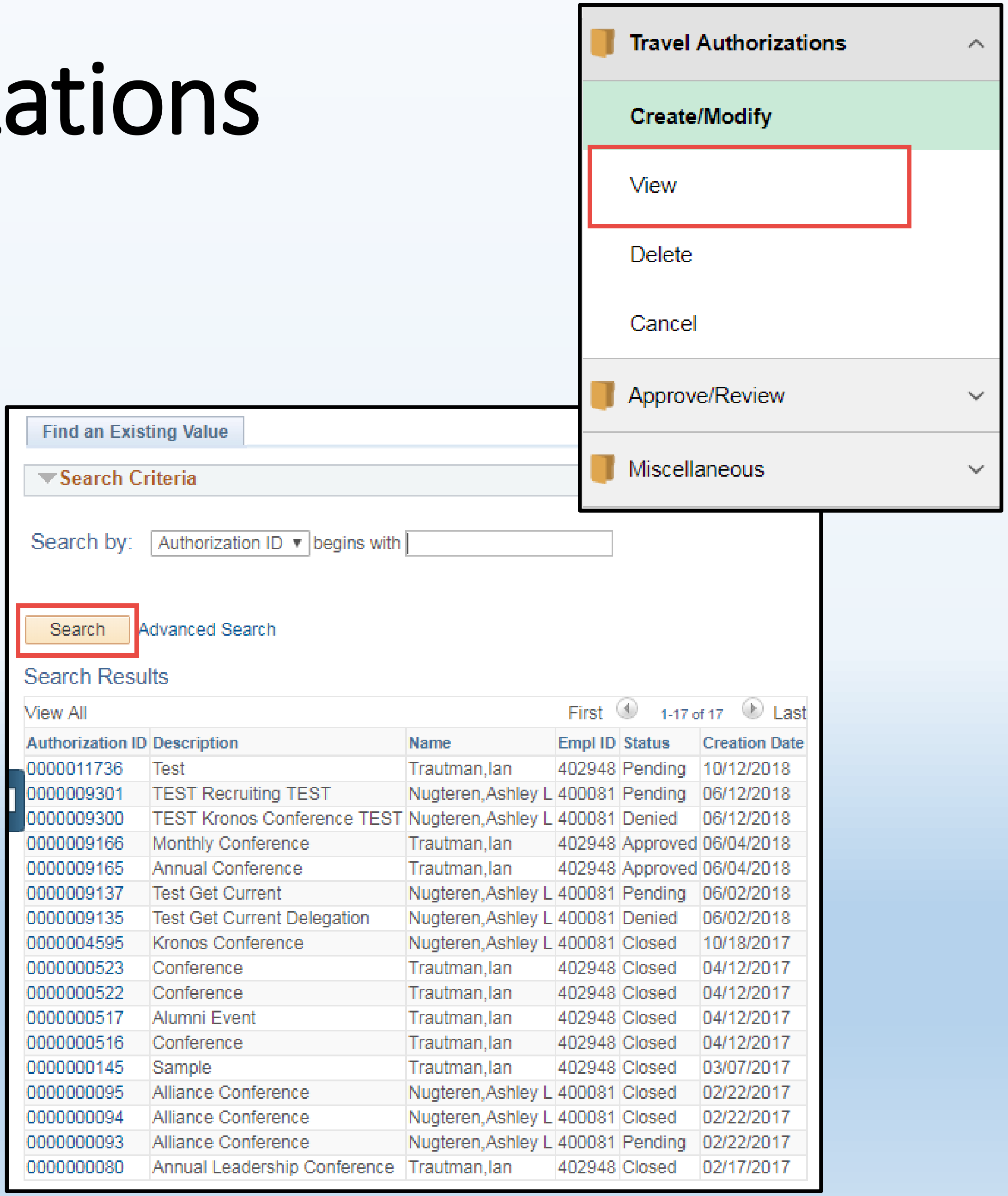
Submitting the Travel Authorization

1. **Travel Authorization Details** – select this option to return to edit the authorization expense details
2. **Notes** – Selecting this option allows the traveler to add additional notes for review. This option is to be used in the same capacity that the "Comments" box was used in the previous version.
3. When the authorization is ready to be submitted, check the box and hit the "**Submit Travel Authorization**" button. Hit "**OK**" on the confirmation screen and the authorization will begin the workflow



Viewing Travel Authorizations

- On the navigation bar, select the "**View**" option
- On the following screen, hit the "**Search**" button and find the authorization you want to view
    - You will be able to see all of the authorizations that you have created as well as the authorizations of those who have delegated to you. If you wish to print out an authorization of another traveler you can have them set you as a delegate to do so



Authorization ID	Description	Name	Empl ID	Status	Creation Date
0000011736	Test	Trautman,Ian	402948	Pending	10/12/2018
0000009301	TEST Recruiting TEST	Nugteren,Ashley L	400081	Pending	06/12/2018
0000009300	TEST Kronos Conference TEST	Nugteren,Ashley L	400081	Denied	06/12/2018
0000009166	Monthly Conference	Trautman,Ian	402948	Approved	06/04/2018
0000009165	Annual Conference	Trautman,Ian	402948	Approved	06/04/2018
0000009137	Test Get Current	Nugteren,Ashley L	400081	Pending	06/02/2018
0000009135	Test Get Current Delegation	Nugteren,Ashley L	400081	Denied	06/02/2018
0000004595	Kronos Conference	Nugteren,Ashley L	400081	Closed	10/18/2017
0000000523	Conference	Trautman,Ian	402948	Closed	04/12/2017
0000000522	Conference	Trautman,Ian	402948	Closed	04/12/2017
0000000517	Alumni Event	Trautman,Ian	402948	Closed	04/12/2017
0000000516	Conference	Trautman,Ian	402948	Closed	04/12/2017
0000000145	Sample	Trautman,Ian	402948	Closed	03/07/2017
0000000095	Alliance Conference	Nugteren,Ashley L	400081	Closed	02/22/2017
0000000094	Alliance Conference	Nugteren,Ashley L	400081	Closed	02/22/2017
0000000093	Alliance Conference	Nugteren,Ashley L	400081	Pending	02/22/2017
0000000080	Annual Leadership Conference	Trautman,Ian	402948	Closed	02/17/2017

Viewing Travel Authorizations

1. **Travel Authorization Details** – select to see the expense details
2. **Print** – select this button to be able to get a PDF copy of the authorization to print.
3. **Withdraw Travel Authorization** – select to stop the workflow and re-edit the authorization. This can only be done if the first individual in the workflow has not yet approved
4. **Approval History** – View where in the workflow process the authorization currently sits