

# 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 be 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

**My Self Service** ? + -

**MOST VISITED** ▼

**ALL LINKS** ▲

- Employee Self Service**
- Payment and Account Information
- Vehicle Registration
- Google Apps
- User Information Lookup
- PeopleSoft Travel Authorization
- Customize my VoIP Phone
- My Bronco NetID account
- EverFi HR Online Awareness and Prevention Training Courses
- Online Computer Training
- iWebfolio Login
- VersatilePh.D. subscription service login


Employee Self Service ▼

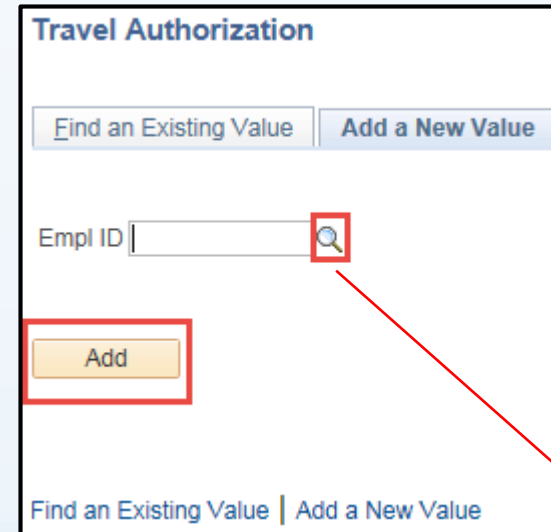
<b>Payroll</b>  Last Pay Date <b>10/30/2018</b>	<b>Personal Details</b> 	<b>Benefit Details</b> 	<b>WMU Travel Authorizations</b> 
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Step 1 (GoWMU)

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.



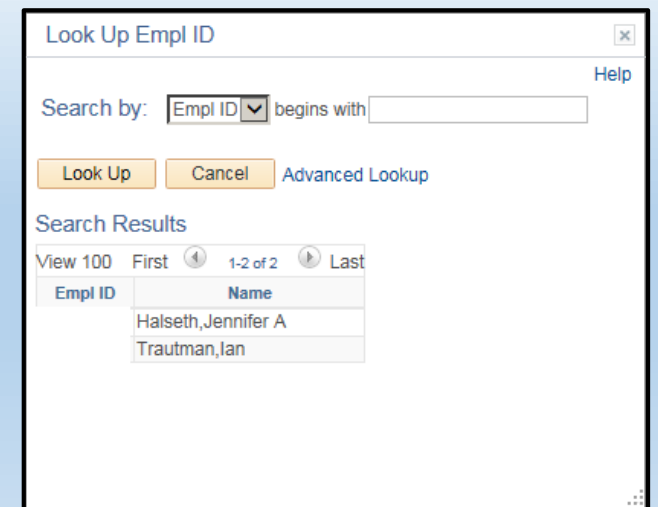
Travel Authorization

Find an Existing Value | Add a New Value

Empl ID  

**Add**

Find an Existing Value | Add a New Value



Look Up Empl ID

Search by:  begins with

**Look Up** **Cancel** [Advanced Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

Empl ID	Name
	Halseth, Jennifer A
	Trautman, Ian

# 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

The screenshot shows the 'Create Travel Authorization' form with the following elements and callouts:

- 1**: \*Business Purpose dropdown menu set to 'Conference'
- 2**: \*Description text input field containing 'Bank of America Pcard'
- 3**: \*Date From calendar picker set to '10/09/2017'
- 3**: \*Date To calendar picker set to '10/13/2017'
- 4**: Quick Start dropdown menu with options: '...Populate From', 'A Template', and 'An Existing Authorization'
- 5**: Save for Later button
- 5**: Home button
- 5**: Summary and Submit button
- 6**: Notes text area

Other visible elements include the user name 'Ian Trautman', a 'Print' button, and a 'GO' button.

# 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.


The screenshot shows a software interface for creating travel authorizations. On the left, the 'Projected Expenses' section includes a 'Business Purpose' dropdown set to 'Conference' and a 'Description' field with 'Bank of America Pcard'. Below this, there are 'Expand All' and 'Collapse All' buttons, and an 'Add:' button with a lightning bolt icon and a red circle containing the number '6'. The 'Quick-Fill' dialog box is open on the right, titled 'Quick-Fill' with a close button. It contains a 'Date Range' section with 'From' and 'To' date pickers. Below that is an 'Add Expense Types:' section with a table of expense types and checkboxes for 'One Day' and 'All Days'. The 'One Day' column is highlighted with a red box. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	Airfare_Domestic
<input type="checkbox"/>	<input type="checkbox"/>	Airfare_International
<input type="checkbox"/>	<input type="checkbox"/>	Athletics Automobile Mileage
<input type="checkbox"/>	<input type="checkbox"/>	Automobile Mileage
<input type="checkbox"/>	<input type="checkbox"/>	Automobile Rental
<input type="checkbox"/>	<input type="checkbox"/>	Breakfast
<input type="checkbox"/>	<input type="checkbox"/>	Conference/Meeting
<input type="checkbox"/>	<input type="checkbox"/>	Dinner
<input type="checkbox"/>	<input type="checkbox"/>	Fees
<input type="checkbox"/>	<input type="checkbox"/>	Gasoline Charges



# 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

Projected Expenses ?

Expand All | Collapse All    Add: |  Quick-Fill

Totals (1 Line)    450.00    USD

	*Date <span>8</span>	*Expense Type <span>9</span>	*Description <span>10</span>	*Payment Type <span>11</span>	*Amount <span>12</span>	Currency
<span>▶</span> <span>7</span>	07/29/2019 	Airfare_Domestic	* Airfare for conference in Orlando, FL 	Prepaid Expenditures	450.00	USD

+ -

# 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

The screenshot shows a 'Projected Expenses' form with the following fields and callouts:


- 13**: \*Billing Type (NON-REIM)
- 14**: \*Originating Location (Kalamazoo, MI)
- 15**: \*Travel To (Orlando, FL)
- 16**: \*Merchant (UNKNOWN)
- 17**: Chartfields (magnifying glass icon)
- 18**: Account (4359)
- 19**: Fund (11)
- 20**: Dept (6411240)

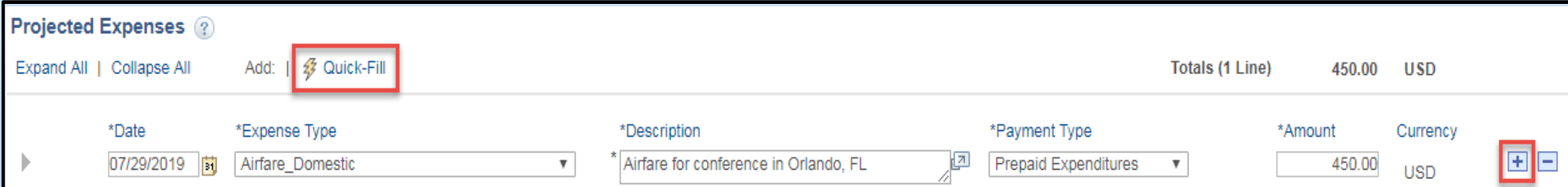
Other visible fields include: \*Date (07/29/2019), \*Expense Type (Airfare\_Domestic), \*Description (Airfare for conference in Orlando, FL), \*Payment Type (Prepaid Expenditures), \*Amount (450.00), Currency (USD), and Accounting Details (Fund, Dept, Program, Class, Bud Ref, Product).

Amount	*GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
450.00	WMICH	4359			11	6411240				



# 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.



The screenshot shows a software interface for managing expenses. At the top, there is a header 'Projected Expenses' with a help icon. Below it are 'Expand All' and 'Collapse All' links, followed by an 'Add:' button with a lightning bolt icon and the text 'Quick-Fill', which is highlighted with a red box. To the right, a summary row shows 'Totals (1 Line)' with a value of '450.00' and 'USD'. Below this is a table with columns for Date, Expense Type, Description, Payment Type, Amount, and Currency. The first row contains the following data: Date: 07/29/2019, Expense Type: Airfare\_Domestic, Description: Airfare for conference in Orlando, FL, Payment Type: Prepaid Expenditures, Amount: 450.00, and Currency: USD. A plus icon and a minus icon are located at the end of the table row, with the plus icon highlighted by a red box.

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
07/29/2019	Airfare_Domestic	* Airfare for conference in Orlando, FL	Prepaid Expenditures	450.00	USD

# 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



A screenshot of an expense entry form. The form contains several fields: a date field with '10/09/2017', a calendar icon, and a '31' indicator; a dropdown menu with 'Hotel/Lodging'; a text field with '\* Orlando'; a dropdown menu with 'Personal Credit Card'; and a currency field with '0.00' and 'USD'. Two red arrows originate from the text in the list above: one points to the '\* Orlando' text field, and the other points to the '0.00' currency field.

▶	10/09/2017	31	Hotel/Lodging	* Orlando	Personal Credit Card	0.00	USD
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# 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.

The screenshot shows a web form for entering hotel expenses. At the top, there are fields for date (10/09/2017), category (Hotel/Lodging), location (\*Orlando), and payment method (Personal Credit Card). The amount field shows 700.00 USD. Below these are fields for Billing Type (REIMBURSE), Location (Florida), Number of Nights (4), and Nightly Rate (175.00). The Merchant section has radio buttons for Preferred (selected) and Non-Preferred, with a dropdown menu showing BEST WESTERN. The Accounting Details section is expanded, showing a table with columns for Amount, \*GL Unit, Account, Alt Acct, Oper Unit, Fund, Dept, Program, Class, Bud Ref, and Product. The Amount field in the table is populated with 700.00. Red callout numbers 1 through 5 are placed over the Location, Number of Nights, Nightly Rate, Merchant, and Accounting Details sections respectively.

Amount	*GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
700.00	WMICH	4381			11	6411240				

Clicking the arrow for “Accounting Details” updates the “Amount” field automatically.

# Automobile Rental Expenses

10/09/2017 31 Automobile Rental \* Orlando for 3 days Personal Credit Card 94.00 USD

- 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

\*Date 10/09/2017 31 \*Expense Type Automobile Rental \*Description \* Orlando for 3 days \*Payment Type Personal Credit Card \*Amount 94.00

\*Billing Type REIMBURSE

\*Originating Location Florida 1

\*Merchant  Preferred  Non-Preferred 2

Hertz Rent-a-Car

Accounting Details ? 3

Chartfields

Amount	*GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
94.00	WMICH	4988			11	6411240				

# 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.



▶	10/09/2017	📅	Meals/Incidental Expenses	▼	* Some meals will be provided	🔗	Personal Credit Card	▼	0.00	USD	+	-
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# 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

10/09/2017 | Meals/Incidental Expenses | \*Some meals will be provided | Personal Credit Card | 59.00 USD

\*Billing Type: REIMBURSE

\*Location: Orlando, FL 1

\*Per Diem Range: 0 - 365 Days 2

Accounting Details 3

Amount	*GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
59.00	WMICH	4383			11	6411240				

Look Up Location

Search by: Description begins with: orlan

Look Up Cancel Advanced Lookup

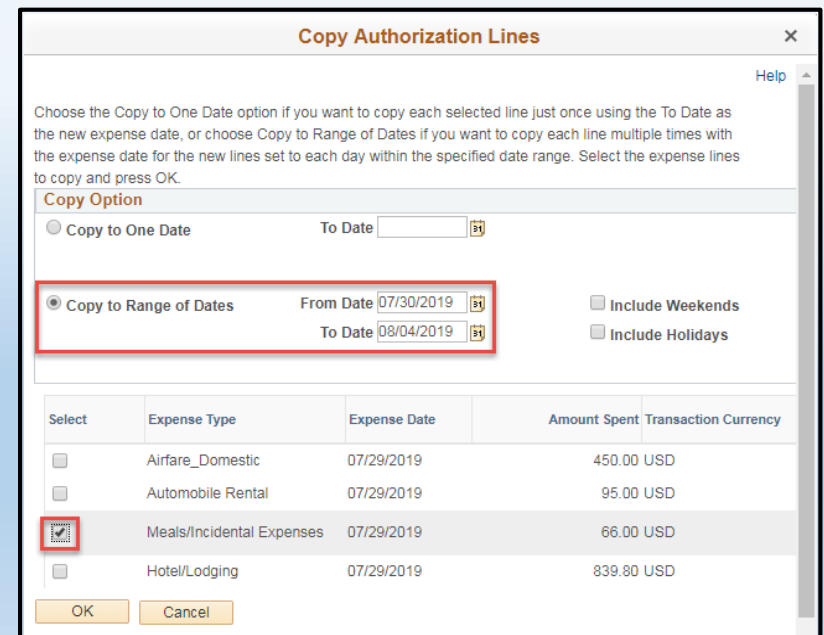
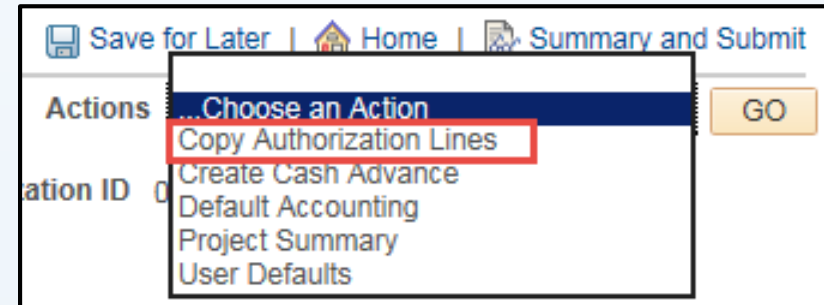
Search Results

Description	Expense Location
Orlando, FL	098OR

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

▼	10/13/2017	Conference/Meeting	*Registration Fee	Personal Credit Card	375.00	USD	+	-
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- 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

10/09/2017	Parking	* Detroit airport parking 4 days	Personal Credit Card	92.00	USD
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- 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.

▶	10/09/2017	Automobile Mileage	* Vicksburg to Detroit airport	Personal Credit Card	0.00	USD	+	-
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# 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

10/09/2017 Automobile Mileage \*Vicksburg to Detroit airport Personal Credit Card 152.48 USD

\*Billing Type REIMBURSE

\*Originating Location Michigan 1

\*Destination Location Michigan 2

\*Miles 285 x 0.5350 3

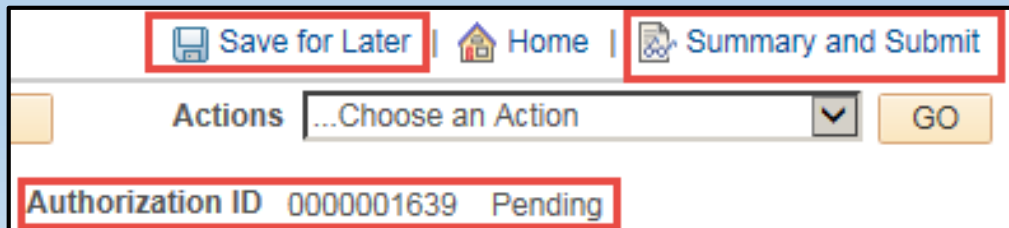
\*Number of Passengers 1 4

Accounting Details ? 5

Amount	*GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
152.48	WMICH	4382			11	6411240				

# Submitting the Travel Authorization

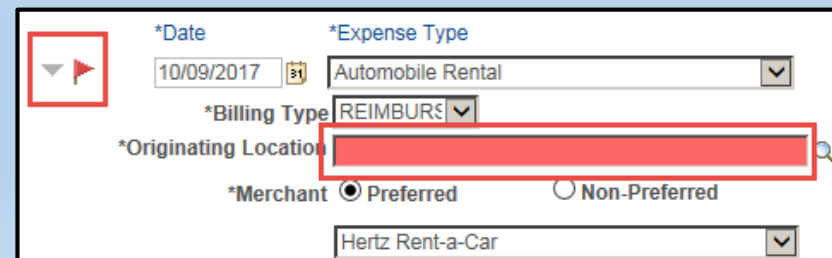
- When all expenses have been entered, make sure to hit the **“Save for Later”** button to save your progress. The system will assign an Authorization ID number which will need to be referenced when booking travel with the travel agent.
- If there are any errors in the travel authorization, a red flag 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.



Save for Later | Home | Summary and Submit

Actions ...Choose an Action GO

Authorization ID 0000001639 Pending



\*Date 10/09/2017 \*Expense Type Automobile Rental

\*Billing Type REIMBURSE

\*Originating Location [Redacted]

\*Merchant Preferred Non-Preferred

Hertz Rent-a-Car

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

Create Travel Authorization

Save for Later | Travel Authorization Details

Ian Trautman

Print

Actions: ...Choose an Action

\*Business Purpose: Conference

\*Date From: 10/09/2017

\*Date To: 10/13/2017

\*Description: Bank of America Pcard

Totals

Notes

Projected Expenses (11 Lines)	2,248.48 USD	Denied Expenses	0.00 USD
<b>Total Authorized Amount</b>		<b>1,708.48 USD</b>	

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

# 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

The screenshot displays the 'Travel Authorizations' interface. At the top right, a navigation menu is open, showing options: 'Create/Modify' (highlighted in green), 'View' (highlighted with a red box), 'Delete', 'Cancel', 'Approve/Review', and 'Miscellaneous'. Below the menu, the main interface features a search bar with a 'Find an Existing Value' button and a 'Search Criteria' dropdown. The search criteria are set to 'Authorization ID' and 'begins with'. A 'Search' button (highlighted with a red box) and an 'Advanced Search' link are visible. Below the search bar, a 'Search Results' table is displayed, showing a list of authorizations with columns for Authorization ID, Description, Name, Empl ID, Status, and Creation Date. The table contains 17 rows of data, with the first row being '0000011736 Test Trautman,Ian 402948 Pending 10/12/2018'. The table is paginated to show '1-17 of 17' results.

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

The screenshot displays the 'Travel Authorization' page for user Ian Trautman. The page includes a header with navigation links and a 'Print' button. The main content area shows the authorization details, including the business purpose (Conference), description (Bank of America Pcard), dates (10/09/2017 to 10/13/2017), and authorization ID (000001639). A 'Totals' section shows projected expenses of 2,248.48 USD and denied expenses of 0.00 USD. A 'Total Authorized Amount' of 2,248.48 USD is also displayed. A checkbox is checked, indicating that the user certifies the costs are reasonable. The page also features an 'Approval History' section with a timeline showing the submission by Ian Trautman, review by HR Supervisor Lisa Bettis-Cooper, Reviewer 2 Jennifer Halseth, Expense Manager Lisa Bettis-Cooper, VP/Dean Lisa Bettis-Cooper, and Travel Agent (Pooled). A table below the timeline provides details for the 'Submitted' action.

Action	Role	Name	Date/Time
Submitted	Employee	Ian Trautman	07/19/2017 4:04:45PM